

Manual BFDI Product Database

Initiation

In order to get access to the database, you must open your browser and enter the URL www.database.demeter.net

Language

The database is available in 4 languages (English, German, French and Spanish). The language can be selected on the top, on the right.



Public search

The database is open to the public and data is available for everyone, if licensees have given their permission to publish.

Each Demeter organisation is responsible to get this permission from their own licensees.

Visitors can search for Operators, Products (crops, livestock or products) or Certifiers. Websites of operators are available as links, and they will be opened in a new window.

<u>In the wild search of Products, only English terms will give the expected hits</u> (unfortunately).

Login for Licensees

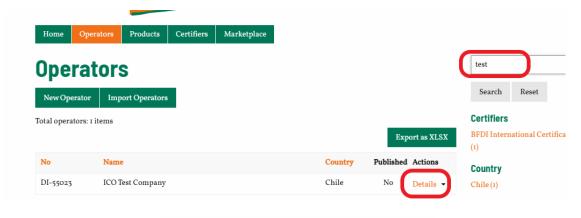
With the last upgrade, it is now possible to ask for credentials as a licensee to login the database to explore and use the new features which are available! All licensees can set up their own login.

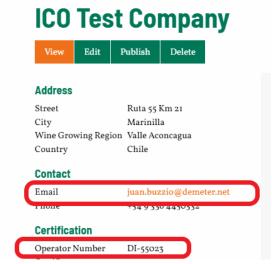
If they have given permission to publish their data, they can find their unique Operator Number in the database. When applying for an account, they need to enter the Operator Number and the registered e-mail address.

Where/How do I find my Operator Number and registered e-mail address?

Search for your legal entity name (or at least part of it) in the Operators search menu and open your operator entry, by making a (left) click on "Details". There you will find this data published in the Contact and Certification sections:







If a licensee has not given permission to publish their data, they must send an e-mail to the Raw Material Coordinator (rawmaterial@demeter.net) asking for their operator number and registered email to ask for an account (see below). Please remember to enter the entity name of your operation in your request!!

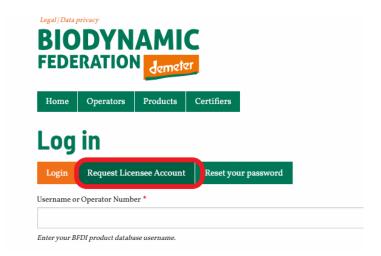
How to request my Licensee account credentials to login?

1st step: click on "Login" icon in the right top corner on the main page.

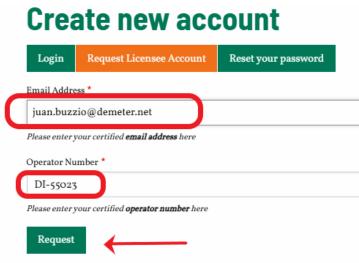


2nd step: click on "Request Licensee Account" green icon.





<u>3rd step</u>: fill out the requested fields "Email Address" and "Operation Number" with the information about your operation and make a final click on "Request" green icon on the bottom.



An application for a licensee account is automatically answered with an e-mail containing a link to set a password. This e-mail is sent to the registered e-mail in the database.

Once you receive the automatic mail with your password, you will be able to set a new one by opening the hyperlink that is sent, which is valid for a single use..

Follow the instructions to fill in the requested data of your licensee account profile:

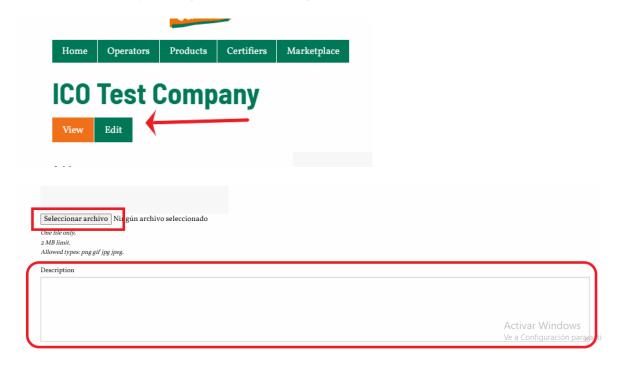




Add new information to your Operator entry

Logged in licensees can upload a logo or picture in their own entry and add a description of their business (1,000 words).

Search for your operation in the Operators search menu, then open your own entry and you will see an "Edit" icon on the top. Make a click on it and you will be redirected to another window where (by scrolling a bit down) you will be able to upload a photo and/or write a short description of your own company:



Remember to save the changes (at the bottom)!



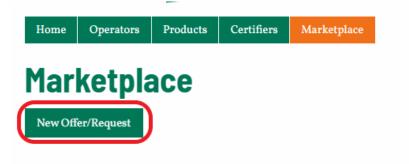
Marketplace

Logged in users also have access to the Marketplace. The Marketplace shall support the linking of Demeter supply and demand.



Logged-in Operators can enter new Offers or Requests of their own. <u>Offers are limited to their own certified items.</u>

If you go to Marketplace, you find a list of all entries that can be filtered on the right. You can also add a new Offer/Request by clicking on the button.



Adding a new Offer/Request

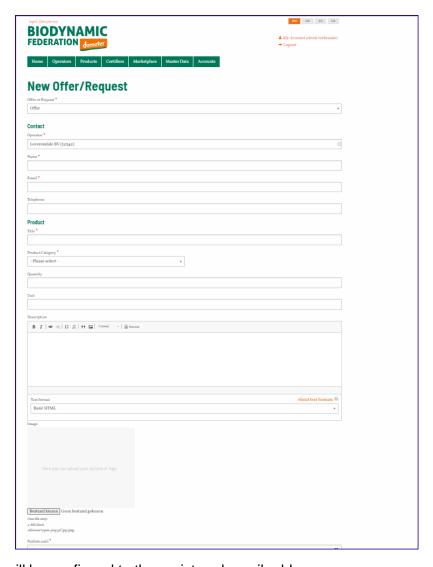
Then, a new window opens, and the following data must be entered:

- Selection Offer/Request: An offer is limited to certified items of the selected Operator. A request can be for any product.
- Operator: For logged-in Licensees, the Operator is pre-selected.
- Name: This can be any name. It is only linked to the offer or request, because it can be another person representing the operator (the general login for the licensee must be used, though).
- Email: This can also be any Email to be contacted for this offer/request.
- Telephone: This can be any telephone number.
- Product category: Can be selected from the selection list. This is a dynamic list in which further product categories can be added to specify the offer.
- Quantity: A number can be added, without commas or dots. The number is validated, and errors are notified.
- Unit: The unit can be added as free text.



- Description: A description of the offer/request can be entered as free text.
- Image: An image can be uploaded.
- Publish until: The duration of publication can be entered, with a maximum of three months. After this date, the offer/request will be unpublished.
- **Save:** The entry must be saved.

Note: All items with an asterisk in red are obligatory!



New entries will be confirmed to the registered email address.





Before offers/requests expire and get unpublished, an e-mail will be sent to the entered mail address. If wanted, the offer/request can be prolonged by entering a new "publish until" date.

Changing/Updating data

If you find outdated data (phone number, email address, certification object, etc.) in your entry, you can address to your certifier. It is not possible for licensees to change data in the database!

Upload of other company data into the database are usually expected every three months.



Appendix – Additional Features & Tools

Operator details

By selecting the button Operators, all operators will be returned.

Note

The database contains a large quantity of data. That means it takes a lot of time to list all returns. We have chosen not to have separate pages with a limited number of hits, but to restart the search when scrolling down. Therefore (and depending on the speed of your internet connection) unfiltered searches may cause delays when scrolling down.

In the free search box, you can look for free text to find specific Operators.

The free text search will search for any word or combination of words.

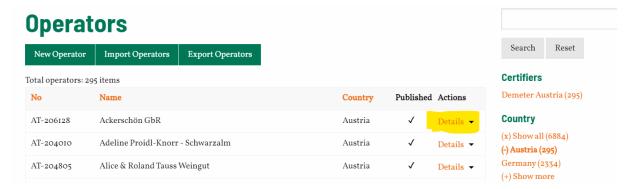
Symbols will be ignored (like: ç, ü, à and so on). They can be entered, or be left out, and this will not influence the hits.

You can also use the filters on the right. It is now possible, to select more than one filter. Selected filters will be printed **in bold type.**

The filters are sorted in alphabetical order and the numbers in brackets behind each filter show how many hits there are.

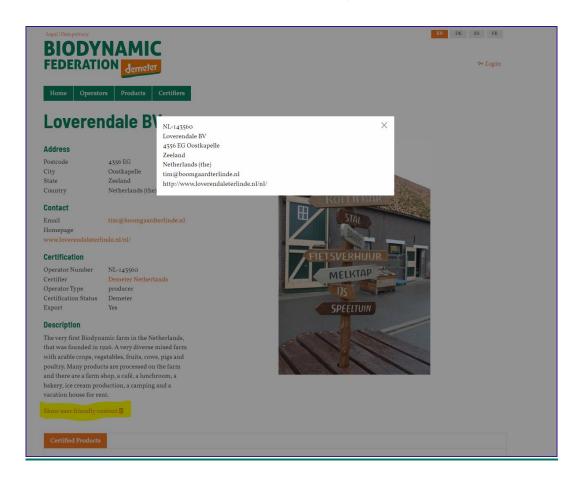
With the reset button, all choosen filters will be inactivated. The cleanest and fastest way to start a new search is by using this reset button (rather than deleting the old entry and type a new word).

In the Operator list, you can select Details, to find details of each Operator.



With the tool Show user friendly content in the Operator details, you will see a list of data that can be easily copied and pasted for further use.



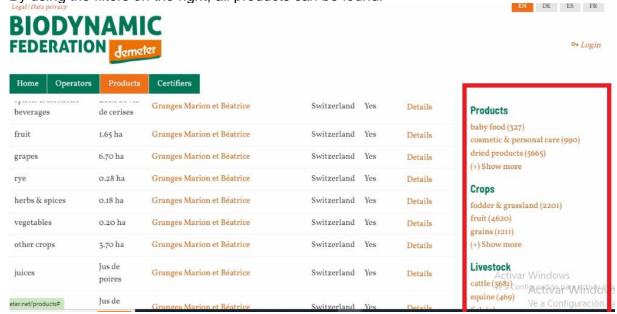


Product details

Under the button Products, you will find all Crops, Livestock and Products.

The "main language" for searching is English. Translations are linked to the main fields in English.

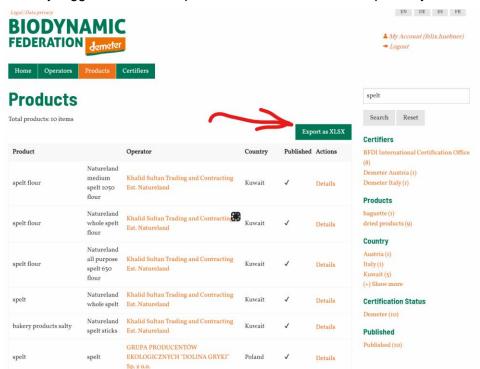
By using the filters on the right, all products can be found!





Search results - Excel export

For any logged in user, it is possible to make an Excel export of your filtered data.



Data (Product data and Operator data in one sheet) will be exported and can then be downloaded.

