



User manual for the Bio Suisse Supply Chain Monitor (SCM)

Certification body / inspection body

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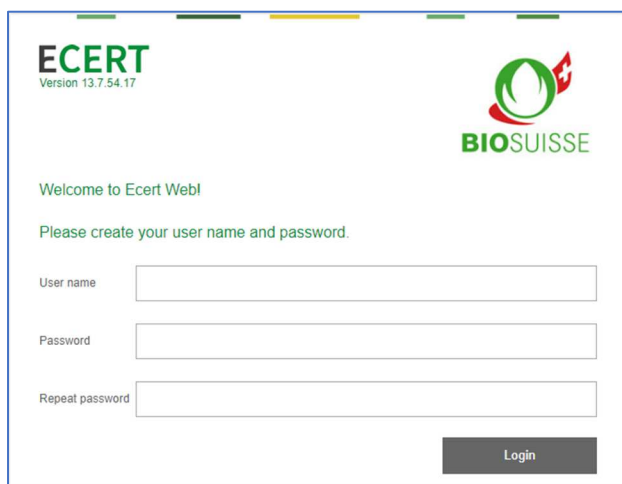
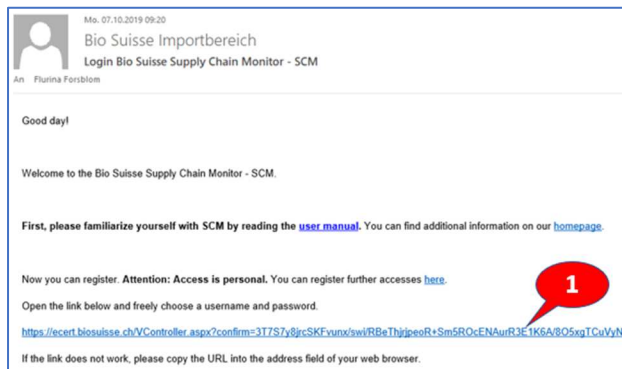
1. Logging in to the SCM

1.1. Logging in for the first time

If you don't have a login yet, please register here: international.biosuisse.ch/en

You will receive your login details in an e-mail with the subject line 'Login Bio Suisse Supply Chain Monitor - SCM' within 1 to 3 workdays.

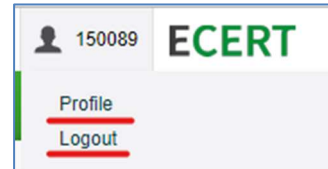
More information about the SCM can be found here: international.biosuisse.ch/en



- Open the e-mail and click on the link (1).
- **If the link does not work or does not direct you to the page shown above, please copy and paste the entire link to the address bar of your browser.**
- Create your username, create your password and repeat your password.
- Click 'Login'.

1.2. How to log in, log out, change profile settings

Log in and out

- Enter scm.biosuisse.ch in your browser.
- Enter your username and password.
- Click 'Login'.

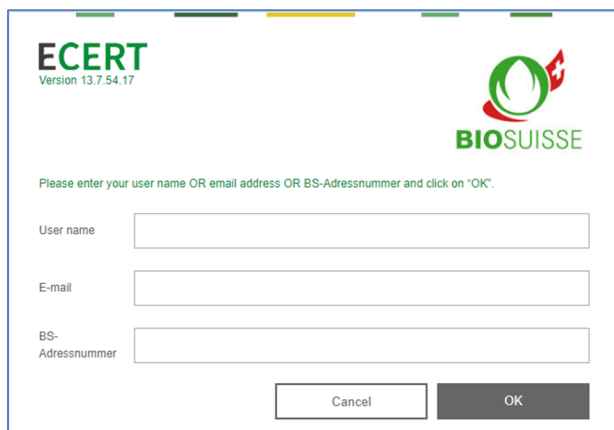
Profile settings

To enter a **new password**, select your user in the upper right corner and select 'Profile' in the menu. Then enter a new password in the input mask and save it.

The **language** of the profile can be changed at the top right in the user menu, under Profile > Language.

1.3. Forgot your login details?

If you forgot your username or password, click 'Forgot your password?' (2).



In the window that appears, enter **ONLY ONE** of the following three options and then click 'OK':

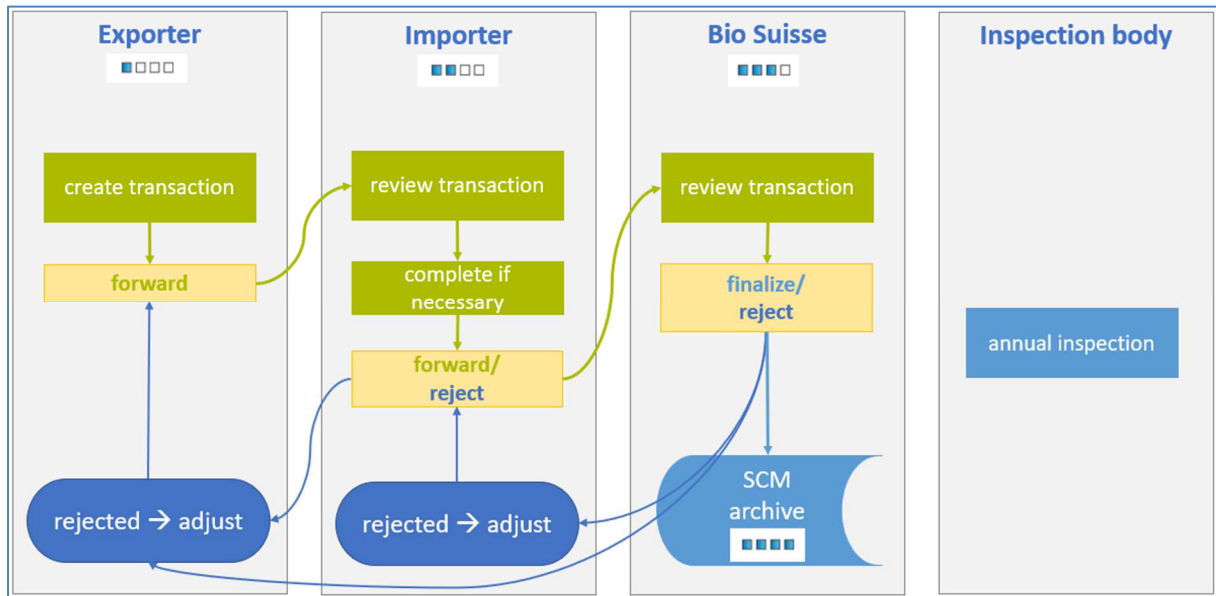
- Username **or** E-mail address **or** BS address number (= number of your operation, e.g., as it appears on your BIOSUISSE ORGANIC certificate)

You will receive an e-mail. Please register as described above under 'Logging in for the first time'.

2. Supply Chain Monitor

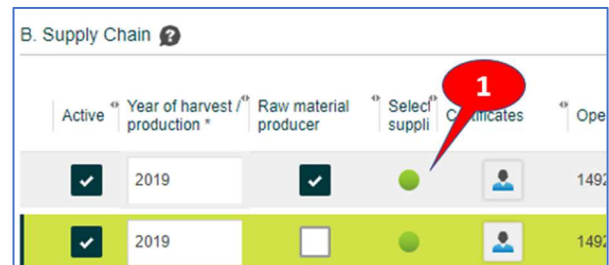
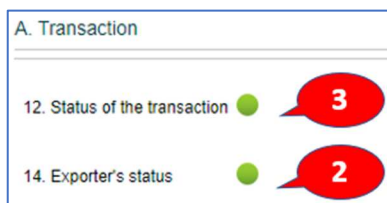
Workflow in the Bio Suisse Supply Chain Monitor (SCM)

In the SCM, the financial flow of goods from the producer of the raw material to the Swiss importer must be recorded. The registration of the import in the SCM takes place as soon as the goods are cleared by the importer in Switzerland (physical import).






2.1. Traffic-light system/Certification status

The SCM electronically checks the certification status of exporters and their suppliers as per their certification data. The certification status is indicated by 'traffic light' icons in the 'Overview transactions' and in every transaction.














- Under 'B. Supply Chain' (1) a traffic-light icon is displayed for each supplier.
- In the section 'A. Transaction' the status of the exporter (2) and of the entire transaction '12. Status Transaction' (3) can be seen. That icon indicates the combined status of all other traffic-light icons in the transaction. If even one of those traffic-light icons is yellow or red, the icon for the entire transaction will also be yellow or red. The same icon is displayed in the 'Overview transactions'.

In the following table, the traffic-light colours and their meaning are explained.

Traffic light		Meaning	Next step
	Green	The supplier is properly certified to cultivate/process/store and/or trade the respective product or raw material at this time.	Everything is ok. Assign to importer. (Importer: Apply for Confirmation by Bio Suisse)
	Yellow	The supplier is a Swiss licensee. For technical reasons this traffic-light icon is always yellow. Bio Suisse will make sure that the supplier is properly certified.	Exporter: Check your Swiss supplier's certificate and forward to importer.
	Red	The supplier is NOT properly certified to cultivate/process/store and/or trade the respective product or raw material at this time.	Check the certificate. If, despite the red traffic-light icon, the supplier actually is properly certified as per their certificate, forward the transaction as usual. If the supplier is not properly certified as per their certificate, check to see whether their certification can be completed. If this is not possible, then the products concerned may not be sold under the 'Bud' logo. Reject the transaction or have Bio Suisse delete the transaction.

2.2. Transaction status

The current status of each transaction is displayed in the 'Overview transaction' under 'Transaction progress' and in the transaction itself under '16. Transaction progress'. The status indicates how far the transaction concerned has progressed as well as who is responsible for taking the next step. The table below shows the transaction stages and their icons, the next steps and the responsible parties.

Status	Symbol	Next step	Responsible
Exporter		Complete data Forward to importer	Exporter
Exporter (returned)		Make necessary changes Forward to importer	Exporter
Importer		Check data Apply for Confirmation 'Bud' by Bio Suisse	Importer
Importer (returned)		Make necessary changes Apply for Confirmation 'Bud' by Bio Suisse	Importer
Discarded		None	None
Bio Suisse		Check data Confirm transaction	Bio Suisse
Approved		None	Bio Suisse
Approved (status red)		None	Bio Suisse
Approved (in conversion)		None	Bio Suisse
Approved (in conversion + status red)		None	Bio Suisse
Decline		If desired, submit an appeal within 10 days	Importer

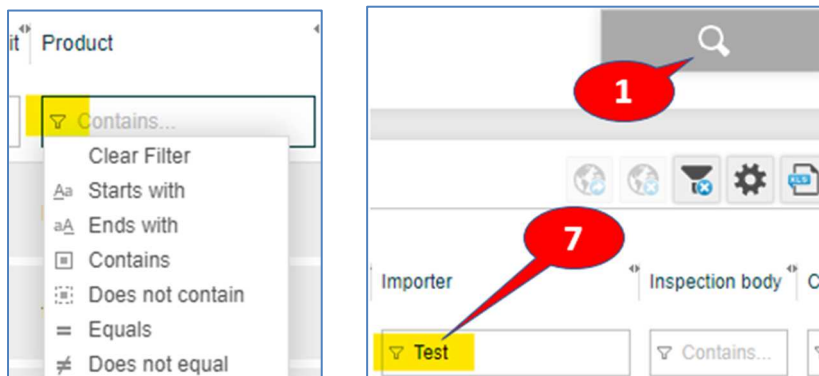
3. Search options; downloading documents

3.1. Searching for transactions

In the 'Overview transactions' you have various options for searching/filtering. Under every column you can search for specific numbers or terms:

- Enter the term sought or a part of it in the row beneath the header of the selected column (under 'Importer' in the example below, 7).
- All transactions that match the term will be displayed.

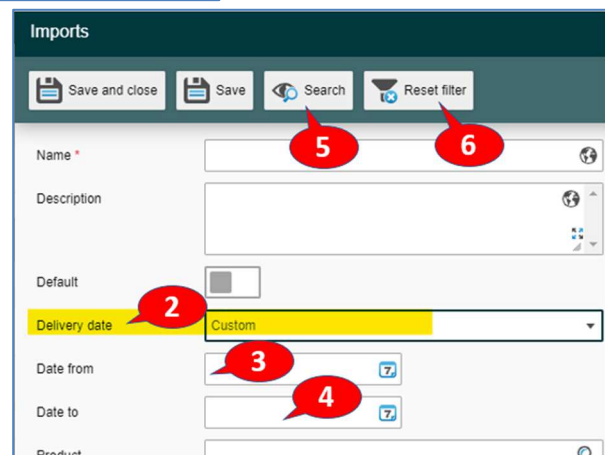
Alternatively, you can click on the magnifying glass icon (1) to conduct a 'Quick Search'.



Click 'Quick Search' (1) and enter your search parameters:

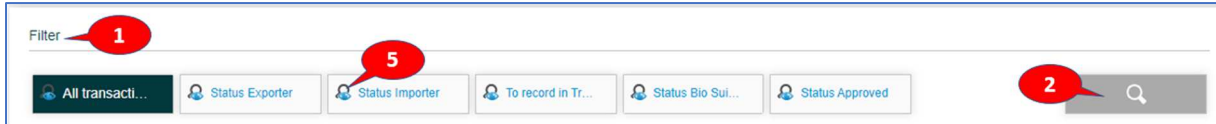
- Delivery date: For a user-defined delivery date, select 'Custom' under 'Delivery date' (2) and enter the 'Date from' (3) and 'Date to' (4).
- Supplier: Under 'Supplier' you can search among all of your suppliers (raw material producers, processors, intermediaries).
- Confirm by clicking 'Search' (5).

To deactivate a search filter: Go to 'Quick Search' (1) and click 'Reset filter' (6).



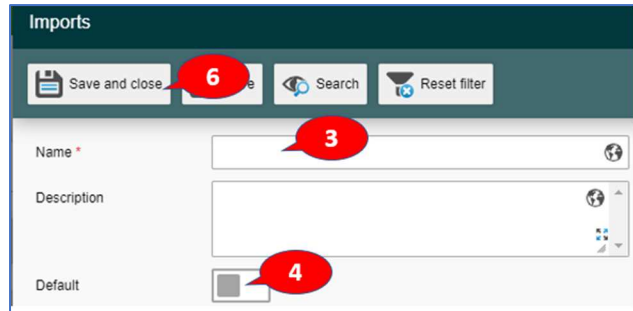
3.2. Setting custom search filters

Custom filter tools can be used to quickly find transactions. You can also apply several custom search filters at once. They will be located under 'Filter' (1) with the standard filters from Bio Suisse (5). They will be in place whenever you log in to the SCM.



To create custom filters:

- Click 'Quick Search' (2).
- Name the filter under 'Name' (3) and define your filter parameters (one or more may be selected).
- 'Save and close' (6).



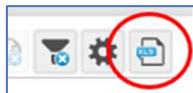
To change filter settings:

- Click the magnifying glass icon next to the name of a filter (5) to open the filter.
- Make the desired changes. 'Save and close' (6).

To define a default filter:

- Click the magnifying glass icon next to the name of a filter (5) to open the filter.
- Activate the 'Default' setting (4). 'Save and close' (6).

3.3. Downloading to an Excel file

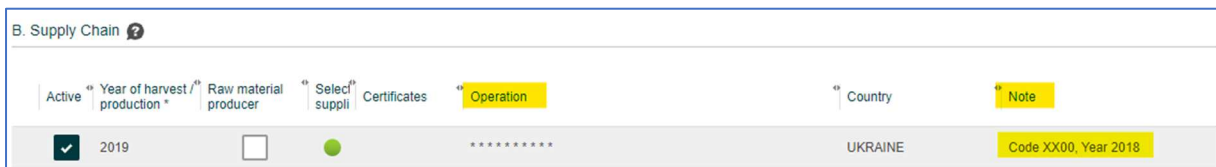


The data from the SCM can partly be exported into an Excel spreadsheet by clicking on 'Excel Export'. The data can be further edited in the Excel file.

4. Anonymization

Please note that only the information in the 'B. Supply chain' section will be anonymized. The sections 'A. Transaction', 'C. Additional information', 'D. Documents' and 'E. Chat' will be visible to all.

The entire supply chain must always be declared in the SCM. Bio Suisse lets the exporter and his suppliers anonymize their supply chain. In this case, the suppliers cannot be viewed in SCM.



5. The TRACES help function

Since January 2018, TRACES has replaced the previously used certificates of inspection (COI) in Switzerland. Deliveries of BIOSUISSE ORGANIC products imported to Switzerland from non-EU countries must be entered into both the SCM and TRACES.

To expedite coordination, the SCM lets transactions be declared as 'Recorded in TRACES'. This serves both as a means of communication between exporters, importers and inspection bodies and as a tool for checking which deliveries still need to be recorded in TRACES.

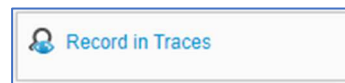
This function is optional and is not relevant to Bio Suisse. Importers, exporters and their inspection bodies should decide together whether to use this function.

It is recommended that deliveries which must be declared in TRACES should be promptly entered into the SCM by the exporter. The exporter's inspection body or the importer can use the data in the SCM to record the transaction in TRACES. The transaction can then be marked in the SCM as 'Recorded in TRACES'.

In section 'C. Additional information', the importer must confirm that a Traces certificate signed by the inspection body (COI) is already available when applying for the bud confirmation.

To search for transactions that must be recorded in TRACES:

- Select the filter 'Record in TRACES'.
- All transactions from non-EU countries that must still be recorded in TRACES will be shown.



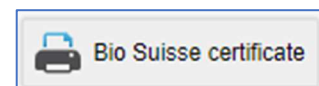
Overview transactions													
<input type="checkbox"/>	Status	Status supplier	Transaction progress	Workflow status	ID of transaction	Refere number	Quantity	Unit	Product	Exporter	Importer	Recorded in TRACES	Inspectio
<input checked="" type="checkbox"/>					T-0037017-2019		100.00	kg	pears, dried	Testbetrieb Exporteur	Testbetrieb Importeur	<input checked="" type="checkbox"/>	Ecocert Deutschl (inaktiv)
<input type="checkbox"/>					T-0036155-2019	Test	123.00	kg	tomatoes	Testbetrieb Exporteur	Testbetrieb Importeur	<input type="checkbox"/>	Ecocert Deutschl (inaktiv)

To mark one or more transactions as 'Recorded in TRACES':

- Select the transactions concerned by ticking the 'Select' box (1). Alternatively, select all of the transactions shown by ticking 'Select all' in the header (2).
- 'Mark as "Recorded in TRACES"' (3).
- The transaction(s) will then be checkmarked under 'Recorded in TRACES' (4).
- The checkmark can be removed by selecting 'Mark as "Not recorded in TRACES"' (5).

6. The Bio Suisse certificate

Under 'Bio Suisse certificate' (PDF) you will find the attestation for the transaction (available in four languages: DE/ EN/ IT/ FR). The attestation will be valid as soon as Bio Suisse has confirmed the transaction, at which time box 17. will be completed. You can download the attestation or print it out if necessary.



7. Preparing for annual inspections

...as the exporter's certification body

You have read-only access to the transactions of your customers. If you don't have a login yet, please register here: international.biosuisse.ch/en

You can view and analyse your customers' data prior to inspections. Conduct searches for specific transactions as described in the section on 'Search filters; downloading documents'. The transactions can be exported to Excel files for further processing. You can directly access the SCM during inspections.

...as the importer's inspection body

You can ask Bio Suisse for your customer's data prior to inspections. During the inspection you can check transactions via your customer's login.