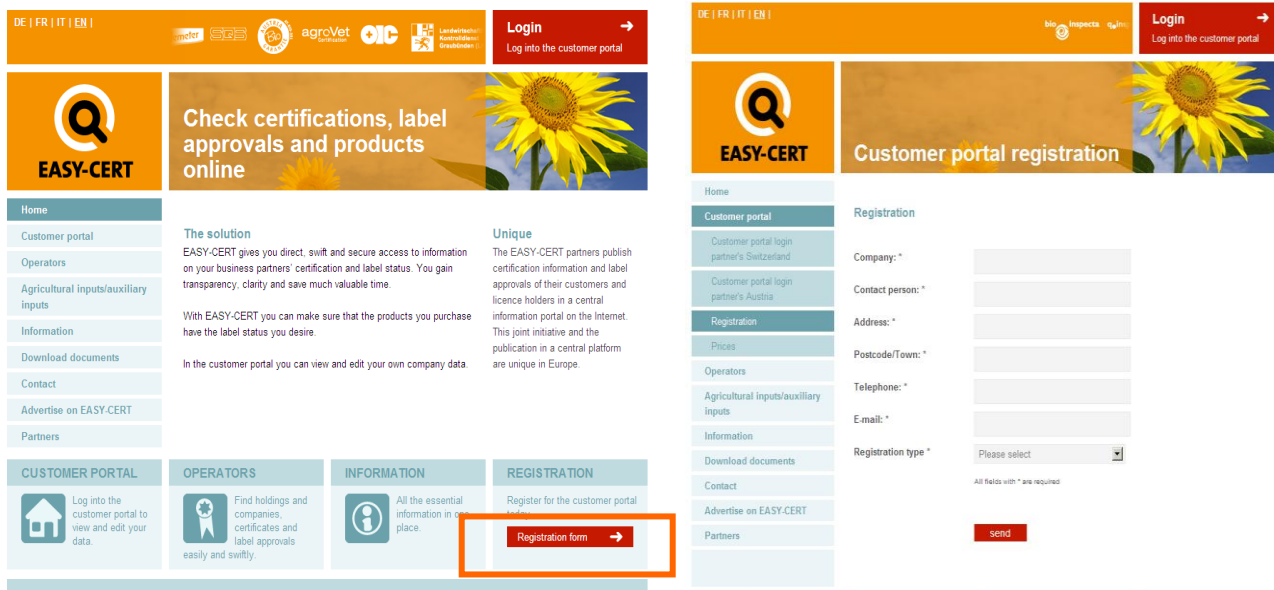


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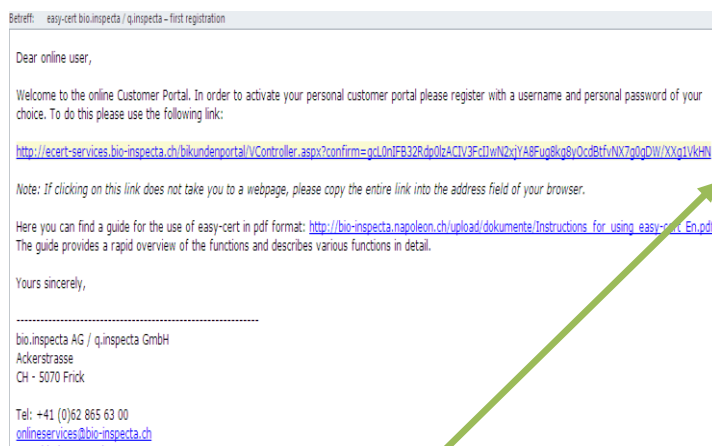
# 1. Registration

Register at the EASY-CERT website: [www.easy-cert.com](http://www.easy-cert.com) or [www.easy-cert.ch](http://www.easy-cert.ch). Click on "Registration form" to fill in an online form. As soon as we have activated you as an EASY-CERT user, you will have full access to the system.



## 1.1. Activate EASY-CERT

As soon as we have enabled EASY-CERT access for you, you will receive an e-mail from us. In this e-mail you will find a link which allows you to activate your personal EASY-CERT. Click on the link. If this does not automatically open the website, please copy the entire link and paste it into the address line of your browser. You will be taken to the following webpage:




Here you can enter a user name and password of your choice. These are the access data with which you can enter the EASY-CERT site in future. After confirming your data by clicking on OK you are routed to the following page. Click on the link 'Proceed to start page'. and register again.



**EASY-CERT**

Your registration was successful

[continue to the start page](#)

Bitte geben Sie Ihren Benutzernamen sowie Ihr Kennwort ein.

Benutzer   
 Kennwort

[Kennwort vergessen?](#)



**EASY-CERT**

[Noch nicht angemeldet?](#)  
[Beantragen Sie bei uns Ihre Login-Daten](#)

Version: 7.4.0.12

### 1.1.1. Accept Terms of Use

When you first sign up we will present the Terms of Use and the General Terms and Conditions for you to read and accept. Please activate the box 'I have read and accept the Terms of Use' and then click OK.

To use the easy-cert and all other online tools, you have to agree with the following Conditions of Use for Online Tools

[Conditions of Use for Online Tools in PDF Format](#)  
[General Terms of Business in PDF Format](#)

Conditions of Use for Online Tools

01 Scope of application and terms  
 These Conditions of Use govern the use of the Online Tools provided by bio.inspecta/q.inspecta and the address and certification data published therein. They apply to the module easy-cert/Customer Portal and all other Online Tools provided in future by bio.inspecta/q.inspecta. bio.inspecta/q.inspecta provide their services within the context of the applicable contractual relationship and the

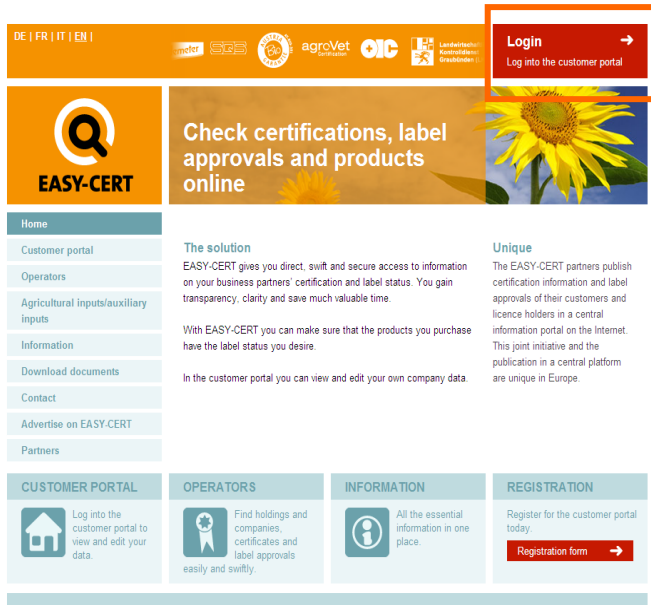
Ich habe die Nutzungsbedingungen gelesen und akzeptiert



**EASY-CERT**

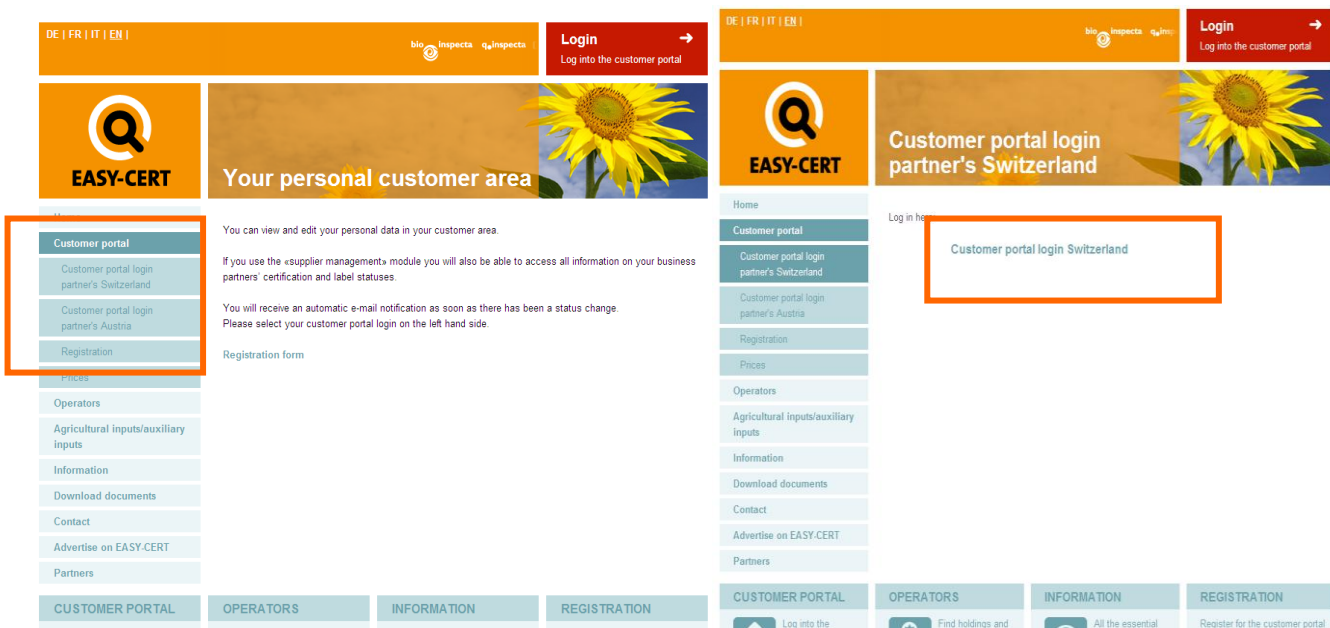
## 2. Access

Call up the EASY-CERT website and click on "Login": [www.easy-cert.ch](http://www.easy-cert.ch) or [www.easy-cert.com](http://www.easy-cert.com)



### 2.1. Login

Please select your "Customer portal login" and confirm by clicking on it:



You can Login now:

Bitte geben Sie Ihren Benutzernamen sowie Ihr Kennwort ein.

Benutzer

Kennwort

Login



# EASY-CERT

[Noch nicht angemeldet?](#) Version: 7.4.0.12

[Beantragen Sie bei uns Ihre Login-Daten](#)

[Kennwort vergessen?](#)

If you are not yet signed up you can register at any time by clicking on the link in the login screen. If you have forgotten your access data you can request these from us at any time.

## 2.2. *Forgotten password*


If you have forgotten your password, please use the link 'Forgotten password'. You will then be taken to the following page to reset your password. Please fill in one of the fields. If the data entered match those of your registered user account you will receive an e-mail with a URL containing a confirmation code. Please follow that link and change your password. This process will be logged.

Bitte geben Sie Ihren Benutzernamen sowie Ihr Kennwort ein.

Benutzer

Kennwort

Login



# EASY-CERT

[Noch nicht angemeldet?](#) Version: 7.4.0.12

[Beantragen Sie bei uns Ihre Login-Daten](#)

[Kennwort vergessen?](#)

Please enter your user name, e-mail address or company/holding number and then click on "OK".

Für das Zurücksetzen Ihres Passwortes erfassen Sie bitte Ihren Benutzernamen, E-Mail Adresse oder Betriebsnummer und klicken anschließend auf „OK“.  
Falls die eingegebenen Daten mit einem gespeicherten Benutzerkonto übereinstimmen, erhalten Sie eine E-Mail um sich neu zu registrieren.  
Dieser Vorgang wird protokolliert

Benutzer

E-Mail

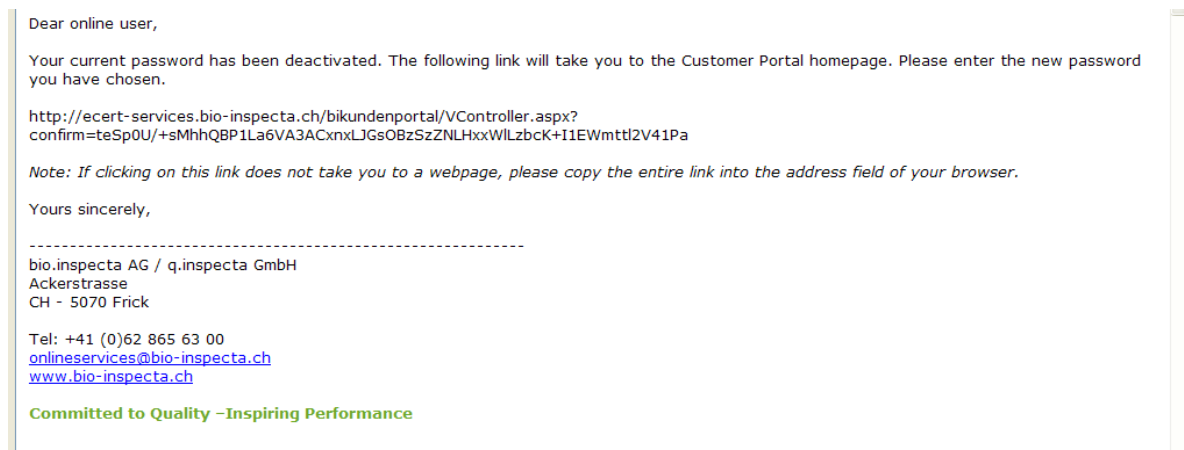
Betriebsnummer

Abbrechen  OK



# EASY-CERT

You will receive the following e-mail:



Enter your new password.

User

Password

Repeat password

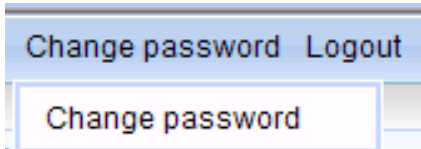
OK



# EASY-CERT

### 2.3. Change password

Once you have logged into EASY-CERT you may change your password. To do this, click on 'Change password' in the 'Change password' menu.



Simply enter your old password and your new one (for security reasons the latter needs to be entered twice) and confirm by clicking on 'Change password'. From now on you can use your new password to log into EASY-CERT.

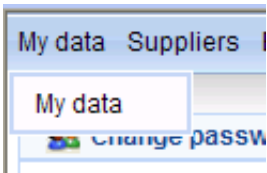
---

Old password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>
	<input type="button" value="Change password"/>

---

### 3. My data / EASY-CERT

You will reach your personal EASY-CERT through the 'My data' menu.



#### 3.1. Master data

This is where you can see your own company or personal data.

My data Suppliers Electronic certificates Change password Logout

Master data : 99 : Muster-Esemp Hans

Master data Services Contacts My status Invoices Certificate Certification details

Company/personal data

bi number

First name

Name/Company

Address addition

Additional line 2

Address type

Street

Postcode

Town/City

State

Country

<< < 1 of 3 > >>


scroll

Contact

Contact medium	Contact information	Notes
E-mail	raphael.lemble@bio-inspecta.ch	
E-mail	patrizia.glauser@bio-inspecta.ch	
Homepage	https://inspecta.greendisk.ch/easycom/hilcona/default.aspx	Zugang zu Ihrem persönlichen easy-com Portal!

<< < > >> [Page 1 of 1] Matches: 3

[Should these data be incorrect, please use the form below to let us know!](#)



If more than one type of address (company/personal) has been saved to our system, you can access these by scrolling through the pages.

If the data are not or no longer correct, please notify the changes by clicking on the link to the form for making changes to your data.



### 3.2. Services

Here you can see the status of the services you have signed up for and some additional information. By clicking on 'Key' you can see additional information on the services you have signed up for.

My data Suppliers Electronic certificates Change password Logout						
Services : 99 : Muster-Esemp Hans						
Master data Services Contacts My status Invoices Certificate Certification details						
Year	IS	Inspection body	Contract Status	Service from	Service to	
2008	BL-01-DZV	bio.inspecta BL	valid	01/01/2006		
2008	Swiss Federal Ordinance on Organic Farming	bio.inspecta BL	valid	01/01/2006		
2008	Bio Suisse	bio.inspecta BL	valid	01/01/2006		
2008	BL-11-Demeter	bio.inspecta BL	valid	01/01/2008		
2008	BL-15-NOP	bio.inspecta BL	Cancel	01/01/2008	31/12/2008	

<< < > >> [ Page 1 of 1 ] Matches: 5

[Key](#)

Description of the columns	
Year	Current season
IS	Inspection service: Name of the service signed up for
Inspection body	Inspection body which provides the inspection service
Contract Status	Status of inspection contract
Service from	Date at which service commences
Service to	Date at which service ends (in case of cancelled services)

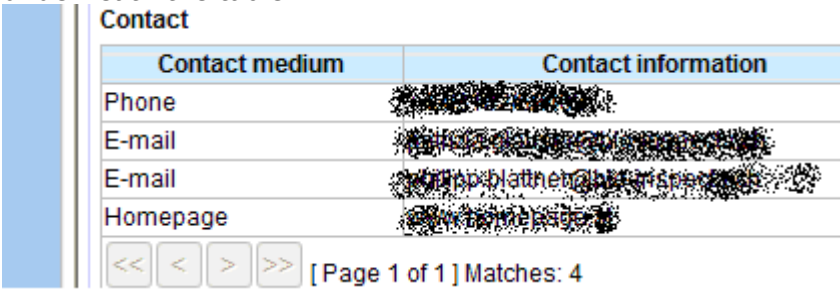
### 3.3. Contacts/contact persons

Here you will find a list of all persons/companies with whom you are connected.



Responsibility	bi number	Canton number	Name	Street	Postal Code	Town/City	Edit
<input type="checkbox"/> Contact Person of . is							
<input type="checkbox"/> Musterina Marianna	35000		Musterina Marianna	Standardadresse	5070	Frick	
<input type="checkbox"/> Lohnverarbeiter von . ist							
<input type="checkbox"/> Muster-Eempio Hans	1		Muster-Eempio Hans	Musterstrasse 1	5070	Frick	
<input type="checkbox"/> Supplier of . is							
<input type="checkbox"/> Musterina Marianna	35000		Musterina Marianna	Standardadresse	5070	Frick	


#### Description of the columns

Responsibility	The nature of the relationship and the person(s) assigned.
Bi No.	If a person connected to you/your company is also a customer with us, their Bi number will be shown here.
Canton No.	If a person connected to you/your company is an agricultural holding, their Canton No. will be shown here.
Name	The name of the person connected to you/your company. If you click on a person's name in this column, their contact details will be shown underneath the table: 
Street, Postcode, Town/City	The address of the person connected to you/your company, provided it has been saved to our system.
Edit	By clicking on this symbol you will be shown further information regarding the person connected to you/your company.

### 3.4. My status



Here you can see at what level of the inspection and certification workflow your holding/company is at present.

If your holding's/company's status is at 'Missing documents' we are still waiting for documentation relevant to the certification process to be submitted by you. If you are unsure as to which documents you still need to send to us, please get in touch with us.

 My status : 99 : Muster-Esemp Hans

Master data Services Contacts **My status** Invoices Certificate Certification details

Here you can see the status of the service you requested for the main inspection

	Year	Service	Status
	2008	SA 8000	Your operation will be inspected shortly or we have already conducted the inspection.
	2008	CNL Additional Requirements CNI/PAPs	Your operation will be inspected shortly or we have already conducted the inspection.

<<
<
>
>>
[ Page 1 of 1 ] Matches: 2





If you require further information please do not hesitate to contact us at Tel. 41 (0)62 865 63 00 during office hours.

### 3.5. Invoices

Here you can see your own invoices and deposit slips.

Please use the deposit slip reference number for electronic fund transfers.

With one click on the PDF symbol of an invoice or deposit slip the relevant file will open in PDF format.

Number	Description	Date	Total	Currency	Account administrator	Invoice text	Invoice	Deposit slip
136070	Storno 136069	06/01/2007	-538.00	CHF	Studer Dora	Kontrolle und Zertifizierung 2006		
136069		06/01/2007	538.00	CHF	Studer Dora	Kontrolle und Zertifizierung 2006		

<< < > >> [Page 1 of 1] Matches: 2



Pop-ups must be enabled for this site!


Please change your browser settings:












Internet Explorer: Tools → Pop-up Blocker

Firefox: Tools → Options → Content → Block pop-up windows: Exceptions

### 3.6. Certificates

Here you can see your personal certificates. The certificate with the longest period of validity is shown at the top of the list.

With one click on the certificate number or on the  button you can download the certificate in PDF format.

Certificate : 99 : Muster-Esemp Hans							
Master data		Services	Contacts	My status	Invoices	<b>Certificate</b>	Certification details
Certificate No.	Description	Name of holding	Year	Valid until			
<a href="#">BL-20878</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010			
<a href="#">BL-20877</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010			
<a href="#">BL-20876</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010			
<a href="#">BL-17783</a> 	BL Zertifikat Web IT	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15277</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15276</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15275</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15274</a> 	BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15273</a> 	BL Produktzertifikat WEB DE	Muster-Esemp Hans	2008	31.12.2009			
<a href="#">BL-15272</a> 	BL Zertifikat mit Hinweis Produkte WEB DE	Muster-Esemp Hans	2008	31.12.2009			
 [ Page 1 of 7 ] Matches: 70							

#### Description of the columns

Certificate No.	Unique certificate no. With one click on this number you can download the certificate in PDF format.
Description	Name of the certificate
Name of holding/company	Holding/company for which the certificate was drawn up
Year	Year in which the certificate was drawn up
Valid until	Period of validity of the certificate



Pop-ups must be enabled for this site!

Please change your browser settings:

Internet Explorer: Tools → Pop-up Blocker  
 Firefox: Tools → Options → Content → Block pop-up windows: Exceptions

### 3.7. Certification details

Here you can retrieve certification details including details relating to previous years. To do this, choose the dropdown menu above the list.

With one click on 'Key (explanation of status)' you can obtain additional information regarding the certified services as well as an explanation of the various statuses.

#### 3.7.1. Agricultural holdings

Certification details : 99 : muster-Esemp Hans

Master data Services Contacts My status Invoices Certificate Certification details

2008 : current year 02.12.2008

Service	Status	Certified on	valid until	Notes
<input type="checkbox"/> Swiss Federal Ordinance on Organic Farming	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Livestock	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Bienenvölker	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Raufutterverzehr und ihre Produkte	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Kühe zur Verkehrsmilchproduktion	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Rinder 1- bis 2-jährig	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Rinder > 2-jährig	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Mutter- und Ammenkühe	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Kälber von Mutter- und Ammenkühen, < 1-jährig	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Mastkälber	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Grossviehmast > 4 Mte alt	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Andere weibliche Schafe > 1-jährig	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Jungschafe < 1-jährig	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Kulturen	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Farm products	Bio	02/12/2008	31/12/2009	
<input type="checkbox"/> Suisse Garantie		25/09/2008		
<input type="checkbox"/> Agriculture Biologique France	Bio	05/09/2008	31/12/2009	
<input type="checkbox"/> Verarbeitungsprodukte	Nicht Anerkannt	08/10/2008	31/12/2008	
<input type="checkbox"/> T-Shirt	Nicht Anerkannt	27/11/2008	31/12/2008	

[Key \(explanation of status\)](#)

### 3.7.2. Processors

Certification details - 999990 - muster 4


Master data Services Contacts My status Invoices Certificate Certification details

2008 : current year 07.11.2008

Service	Status	Certified on	valid until	Notes
<input type="checkbox"/> Swiss organic agriculture law		07/11/2008	31/12/2009	
<input type="checkbox"/> VerarbeitungsProdukte		07/11/2008	31/12/2009	
<input type="checkbox"/> Buureschüblig		07/11/2008	31/12/2009	
<input type="checkbox"/> Cipollata		07/11/2008	31/12/2009	
<input type="checkbox"/> Hamburger		07/11/2008	31/12/2009	
<input type="checkbox"/> Rindfleischplätzli		07/11/2008	31/12/2009	
<input type="checkbox"/> Salami		07/11/2008	31/12/2009	
<input type="checkbox"/> Bio Suisse		13/10/2008	31/12/2009	
<input type="checkbox"/> VerarbeitungsProdukte		13/10/2008	31/12/2009	
<input type="checkbox"/> Bratwürste		13/10/2008	31/12/2009	
<input type="checkbox"/> Buureschüblig		13/10/2008	31/12/2009	
<input type="checkbox"/> Cipollata		13/10/2008	31/12/2009	
<input type="checkbox"/> Hamburger		13/10/2008	31/12/2009	
<input type="checkbox"/> Rindfleischplätzli		13/10/2008	31/12/2009	
<input type="checkbox"/> Salami		13/10/2008	31/12/2009	

[Key \(explanation of status\)](#)

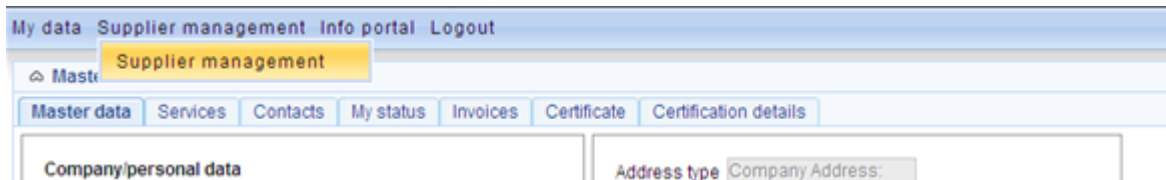
#### Description of the columns

Service	In this tree structure the first level shows the service, the second level the category, and the third level the type of livestock, crop, or processed product.
Status	 Certification status The status is only relevant for <i>agricultural holdings</i> . <i>Processors'</i> products are not given a status. Only products are shown which are certified to the relevant standard.
Cert. on	Date of certification
valid until	Period of validity of certification
Notes	Notes regarding the certification, if submitted.

## 4. Supplier lists

The supplier lists module is part of EASY-CERT. Log in to EASY-CERT as usual and select the module from the menu.

If the certification status of one of your suppliers changes you will receive a notification by e-mail.



### 4.1. Supplier list

When you open the list you will see a list of all your suppliers:

	bi number	Name	Street	Town/City	Service	Supplier status	From	To	Certificate	Details
<input type="checkbox"/>	1000000000	Abel-Haus 1.1.1	See address in	1000000000	1000000000	Active	21/11/2008			
<input type="checkbox"/>	1000000000	Abel-Haus 1.1.1	See address in	1000000000	1000000000	Active	21/11/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	01/09/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	15/10/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	17/07/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	01/09/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	15/10/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	15/10/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	20/11/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	09/09/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	17/07/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	17/07/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	06/08/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	06/08/2008			
<input type="checkbox"/>	1000	Abel-Haus 1.1.1	See address in	1000	1000	Active	06/08/2008			

<< < > >> [Page 1 of 7] Matches: 92

Description of the columns	
bi No.	bi number of the supplier
Name	Name of supplier
Street, Town	Address of supplier
Service	Notification service assigned to supplier
Status	Active supplier in your list Inactive supplier in your list (the supplier was deleted from your list)
Date from	Date on which the supplier was added to your list.
Date to	Date on which the supplier was deactivated on your list.
Certificate	Clicking into this column will show the certificates held by the supplier.
Details	Clicking into this column will show the details of the certificates held by the supplier.



## 4.2. Details of your suppliers

Clicking on a supplier will bring up his/her details (master data, certificates, certification details). Please refer to the EASY-CERT instructions for explanations.

My data Supplier management Info portal Logout

Master data : Kontrolleur TEST

Master data Services Contacts My status Invoices Certificate Certification details


<p><b>Company/personal data</b></p> <p>Operator number <input type="text"/></p> <p>First name <input type="text" value="TEST"/></p> <p>Name/Company <input type="text" value="Kontrolleur"/></p> <p>Additional info <input type="text" value="TESTKONTROLLOR"/></p> <p>Farm name <input type="text"/></p> <p>Notes <input type="text"/></p>	<p>Address type <input type="text" value="Company Address:"/></p> <p>Street <input type="text" value="Testweg 5"/></p> <p>Postcode <input type="text" value="5070"/></p> <p>Town/City <input type="text" value="Frick"/></p> <p>State <input type="text" value="Aargau"/></p> <p>Country <input type="text" value="Switzerland"/></p> <p>&lt;&lt; &lt; 1 of 1 &gt; &gt;&gt;</p>
---	---

**Contact**

Contact medium	Contact information	Notes
E-mail	<a href="mailto:philipp.blattner@bio-inspecta.ch">philipp.blattner@bio-inspecta.ch</a>	
E-mail	<a href="mailto:melanie.friedli@bio-inspecta.ch">melanie.friedli@bio-inspecta.ch</a>	

<< < > >> [ Page 1 of 1 ] Matches: 2

[Should these data be incorrect, please use the form below to let us know!](#)



## 4.3. Search functions

In order to search for a certain supplier please use the search form:

Service 	<input type="text" value="---"/>	Postcode 	<input type="text"/>	    
Name 	<input type="text"/>	Town/City 	<input type="text"/>	
Canton number	<input type="text"/>	only changes since 	<input type="text"/>	
bi number	<input type="text"/>	<input checked="" type="checkbox"/> Only active suppliers		
		<input type="button" value="New service"/>  <input type="button" value="Search"/> 		

The meaning of the search fields is evident from the columns contained in the list of results as described above.

In order to clear the search form click this button: 

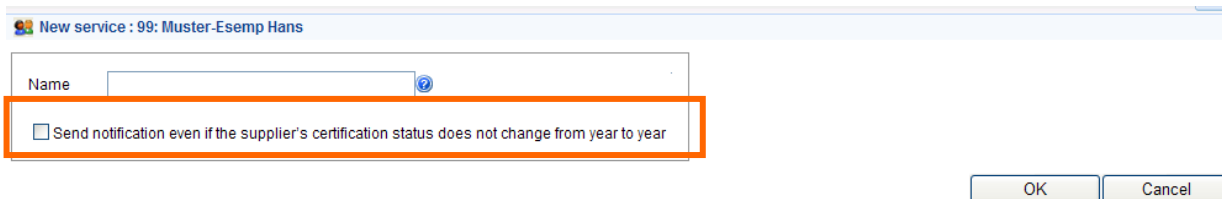
In order to carry out your search click this button:

### 4.4. Create a new list of suppliers

You can create your own supplier lists.


To do this click on the 'New Service' button: 

Here you can enter a name for the list. By checking or unchecking the box 'Also send notification if customer's certification status does not change from season to season' you can determine whether you wish to always be informed when a supplier is certified or whether you only wish to be informed if the supplier's certification status has changed compared to the previous certification. The standard setting is that you will receive a notification if the supplier's certification status has changed compared to the previous certification.



The screenshot shows a dialog box titled "New service : 99: Muster-Esemp Hans". It contains a text input field for "Name" and a checkbox labeled "Send notification even if the supplier's certification status does not change from year to year". The checkbox is currently unchecked. At the bottom right of the dialog are "OK" and "Cancel" buttons.

### 4.5. Adding suppliers to a list

In order to add a supplier click on this button: 



The screenshot shows a search form with a list of radio buttons on the left: "Canton number" (selected), "bi number", "Name", "Postcode", and "Town/City". To the right of these is a large text input field. A "Search" button is located at the bottom right of the form.

Here you can search for a holding or company using their bi number, Canton number, name, postcode, or town. Then click on 'Search' to start your search.

If a holding/company is found you will see the following:

		Name	Street	Postcode, Town/City
<input type="checkbox"/>	✓	Muster-Esemp Hans	Musterhof	9999 Musteringen

<< < > >> [ Page 1 of 1 ] Matches: 1

	Service
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	[Redacted]

In order to add a holding/company to your list of suppliers, please follow these steps:  
 Check the box in the 'Select' column in order to select the supplier.  
 Select the notification service to be assigned to the supplier.  
 Click on 'Add'.

From now on the holding/company will appear in your list of suppliers.

#### 4.6. Deleting suppliers from a list

In order to delete a holding/company from your list of suppliers please search for the holding/company and then select it in the list of results:

	bi number	Name
<input checked="" type="checkbox"/>	1	Muster-Esempio Hans



Now click this button:  
 This will delete the supplier from your list.

**Note:** If you deactivate the 'only active suppliers' checkbox, already deactivated suppliers will also be shown in the list of results. However, you can no longer call up details of these holdings/companies. In order to reactivate suppliers which you had previously deactivated you need to add these to your list again.

If you wish to delete entire lists, please contact our Head Office. The specified list or lists will then be deleted from your supplier lists.

### 4.7. Printing function for supplier list

In the list of results please select those suppliers whose details you wish to print out. Now click on this button:



This will generate a PDF file which will also immediately open up on your screen.


**Note:** To view this document you will need a PDF Reader. This can be downloaded from the internet for free, for example at <http://www.adobe.de/products/acrobat/readstep.html#reader>.

The document will contain the following supplier data:

Lieferantenübersicht: Test - Rinder, Schweine, Schafe, Ziegen  
 erstellt am: 13.10.2008 11:53 durch Hans Muster-Esemp

LFBlle Nr.	Kunden Nr	Name	Strasse	Ort	Aktiv Von	Aktiv Bis															
199999	199999	Muster-Muster Peter	Sonnenhof	5070 Frick	06.11.2007																
<table border="1"> <thead> <tr> <th>Standard</th> <th>Status</th> <th>Zertifiziert am</th> <th>Gueltig bis</th> <th>Anmerkung</th> </tr> </thead> <tbody> <tr> <td>Schweizerische Bio-Verordnung</td> <td>Bio</td> <td>13.10.2008</td> <td>31.12.2009</td> <td></td> </tr> <tr> <td>Bio Suisse</td> <td>Bio</td> <td>23.06.2008</td> <td>31.12.2009</td> <td></td> </tr> </tbody> </table>							Standard	Status	Zertifiziert am	Gueltig bis	Anmerkung	Schweizerische Bio-Verordnung	Bio	13.10.2008	31.12.2009		Bio Suisse	Bio	23.06.2008	31.12.2009	
Standard	Status	Zertifiziert am	Gueltig bis	Anmerkung																	
Schweizerische Bio-Verordnung	Bio	13.10.2008	31.12.2009																		
Bio Suisse	Bio	23.06.2008	31.12.2009																		
<table border="1"> <thead> <tr> <th>Kontaktart</th> <th>Kontaktinfo</th> <th>Anmerkung</th> </tr> </thead> <tbody> <tr> <td>Email</td> <td>patrizia.glauser@bio-inspe</td> <td></td> </tr> </tbody> </table>							Kontaktart	Kontaktinfo	Anmerkung	Email	patrizia.glauser@bio-inspe										
Kontaktart	Kontaktinfo	Anmerkung																			
Email	patrizia.glauser@bio-inspe																				
1	1	Muster-Esemplo Hans	Musterstrasse 1	5070 Frick	07.11.2007	13.10.2008															
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Standard	Status	Zertifiziert am	Gueltig bis	Anmerkung																	
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Kontaktart	Kontaktinfo	Anmerkung																			
Email	patrizia.glauser@bio-inspe																				
Fax	062 865 63 01																				
Homepage	www.muster.ch																				
Telefon	062 865 63 00																				

**Note:** If you wish to get a customized print-out of your supplier list, please get in touch with our Head Office.



Pop-ups must be enabled for this site!

Please change your browser settings:.

Internet Explorer:      Tools → Pop-up Blocker

Firefox:                    Tools → Options → Content → Block pop-up windows: Exceptions

## 4.8. Exporting supplier data

Basically there are two ways to export the data:

### 4.8.1. Exporting the list of results to an Excel file

In order to export the list of results to an Excel file, please click on the following button after carrying out your search:



This will open a list in Excel containing the same columns as the list of results (except for status, certificate and certification details).

### 4.8.2. Exporting using the export manager



A standard export function is available which can be selected from the following window. The exported data will also be shown in Excel format and apart from the information contained in the list of results, the suppliers' certification details will also be included.



You will be asked to download the file. You can save the Excel file to your computer.

**Note:** If you wish to get a customized export of your supplier list, please get in touch with our Head Office.



Pop-ups must be enabled for this site!

Please change your browser settings:

Internet Explorer:  
Firefox:

Tools → Pop-up Blocker  
Tools → Options → Content → Block pop-up windows:  
Exceptions