Instructions for using EASY-CERT

1. Registration

Register at the EASY-CERT website: www.easy-cert.com or 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.
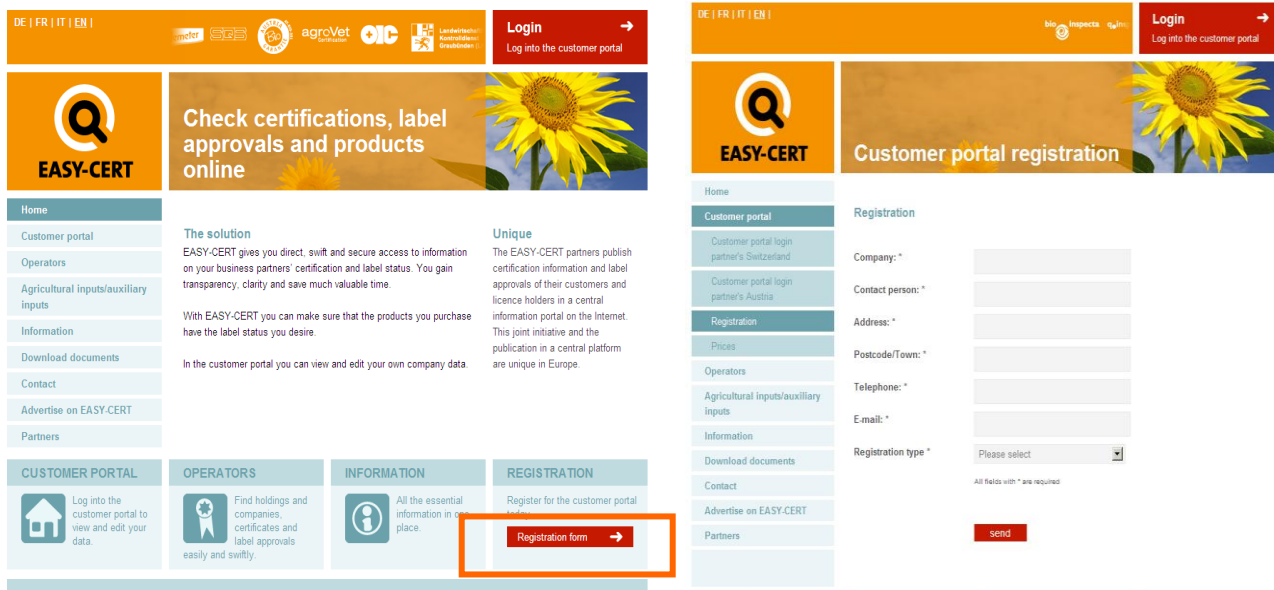
1.1. Activate EASY-CERT

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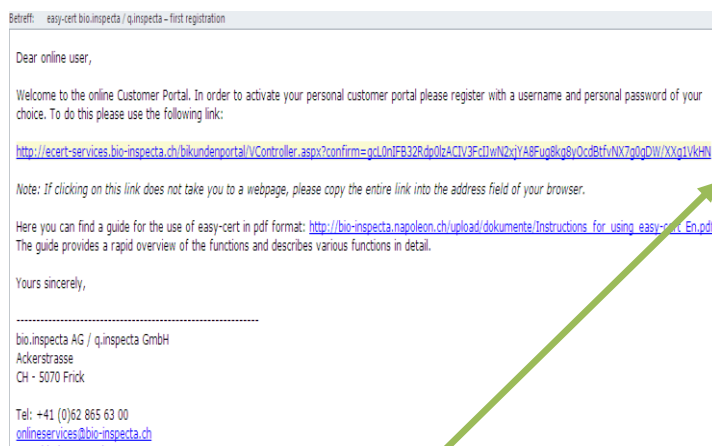
Here you can enter a user name and password of your choice. These are the access data with which you can enter the EASY-CERT site in future. After confirming your data by clicking on OK you are routed to the following page. Click on the link 'Proceed to start page'. and register again.

Bitte geben Sie Ihren Benutzernamen sowie
Ihr Kennwort ein.

Benutzer

Kennwort

Login

Your registration was successful

continue to the start page

Kennwort vergessen?

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
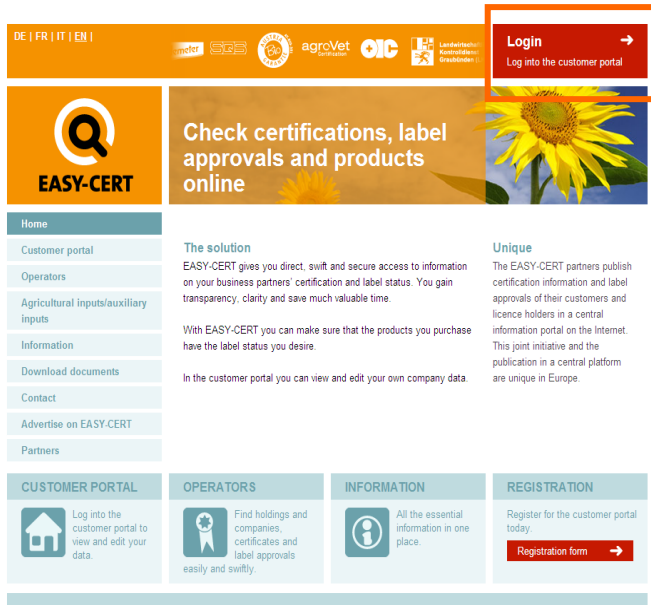
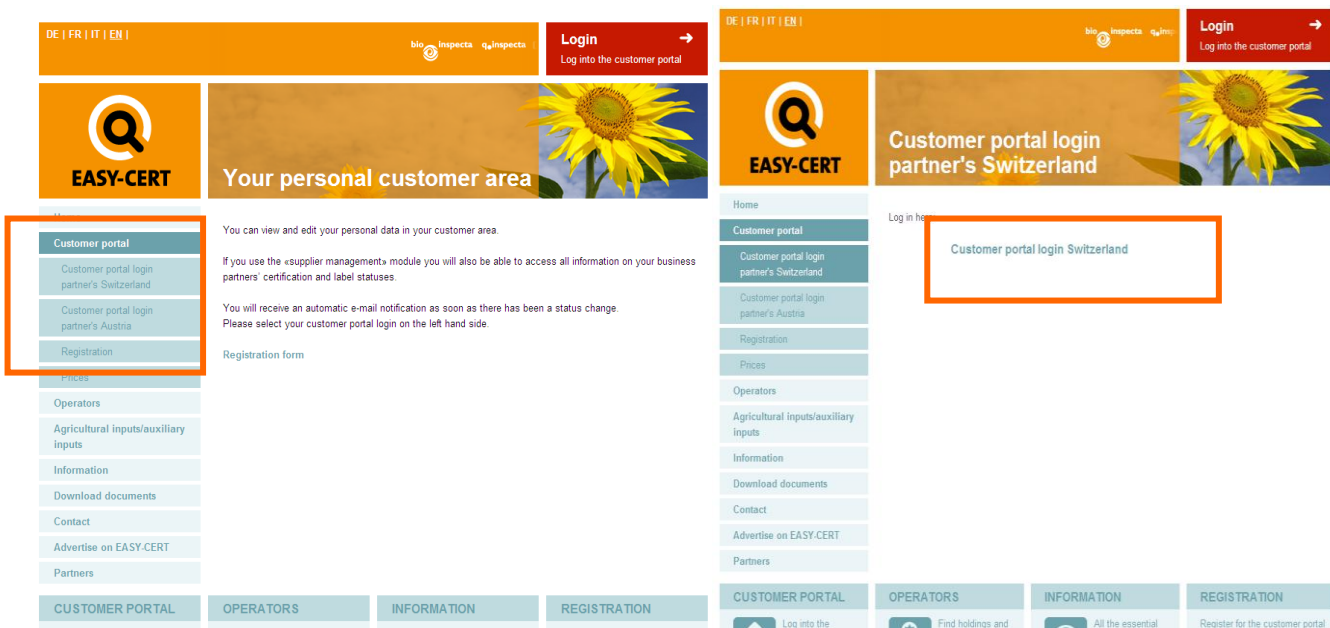☐ Ich habe die Nutzungsbedingungen gelesen und akzeptiert   OK

software powered by:

INTACT   ECERT

2. Access

Call up the EASY-CERT website and click on "Login": www.easy-cert.ch or www.easy-cert.com

2.1. Login

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

You can Login now:

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.

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.
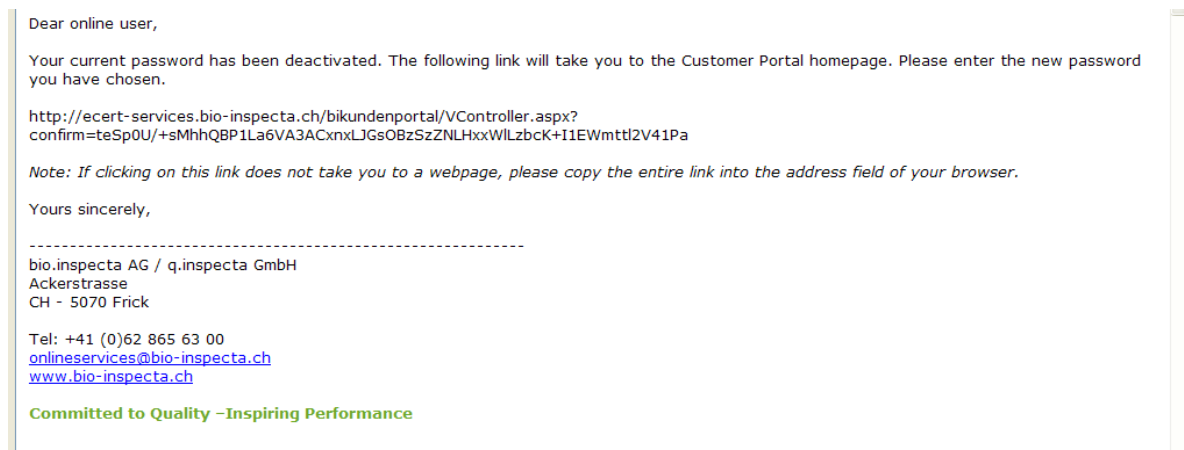Dieser Vorgang wird protokolliert

Benutzer	
E-Mail	
Betriebsnummer	

Abbrechen   OK

You will receive the following e-mail:

Dear online user,

Your current password has been deactivated. The following link will take you to the Customer Portal homepage. Please enter the new password you have chosen.

http://ecert-services.bio-inspecta.ch/bikundenportal/VController.aspx?
confirm=teSp0U/+sMhhQBP1La6VA3ACxnxLJGsOBzSzZNLHxxWlLzbcK+I1EWmttl2V41Pa

Note: If clicking on this link does not take you to a webpage, please copy the entire link into the address field of your browser.

Yours sincerely,

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bio.inspecta AG / q.inspecta GmbH
Ackerstrasse
CH - 5070 Frick

Tel: +41 (0)62 865 63 00
onlineservices@bio-inspecta.ch
www.bio-inspecta.ch

Committed to Quality –Inspiring Performance

Enter your new password.

User	
Password	*
Repeat password	

OK

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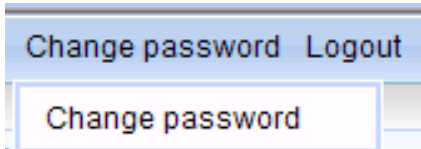
Simply enter your old password and your new one (for security reasons the latter needs to be entered twice) and confirm by clicking on 'Change password'. From now on you can use your new password to log into EASY-CERT.
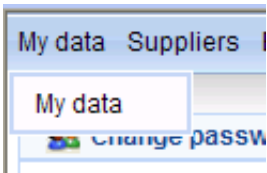
3. My data / EASY-CERT

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.

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

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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)
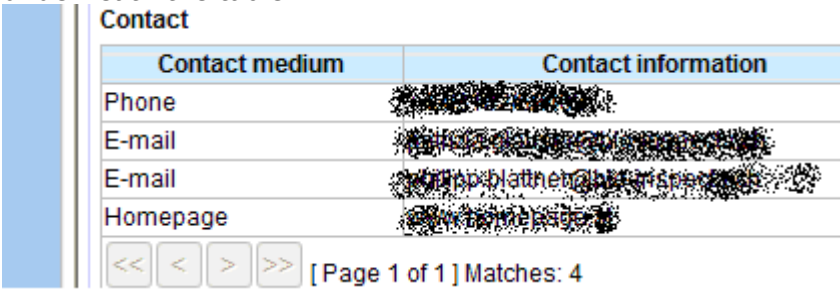
3.3. Contacts/contact persons

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

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.

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 [icon] button you can download the certificate in PDF format.

Certificate No.		Description	Name of holding	Year	Valid until
BL-20878		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010
BL-20877		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010
BL-20876		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2010
BL-17783		BL Zertifikat Web IT	Muster-Esemp Hans	2008	31.12.2009
BL-15277		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009
BL-15276		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009
BL-15275		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009
BL-15274		BL Zertifikat Web DE	Muster-Esemp Hans	2008	31.12.2009
BL-15273		BL Produktzertifikat WEB DE	Muster-Esemp Hans	2008	31.12.2009
BL-15272		BL Zertifikat mit Hinweis Produkte WEB DE	Muster-Esemp Hans	2008	31.12.2009

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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

3.7.2. Processors

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 *agricultural holdings*. *Processors'* 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.
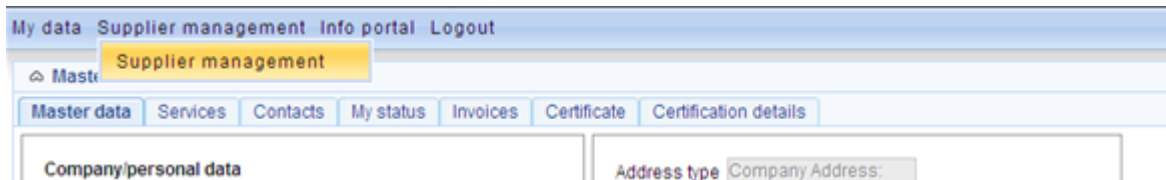
4.1. Supplier list

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

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.

4.3. Search functions

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

The meaning of the search fields is evident from the columns contained in the list of results as described above.
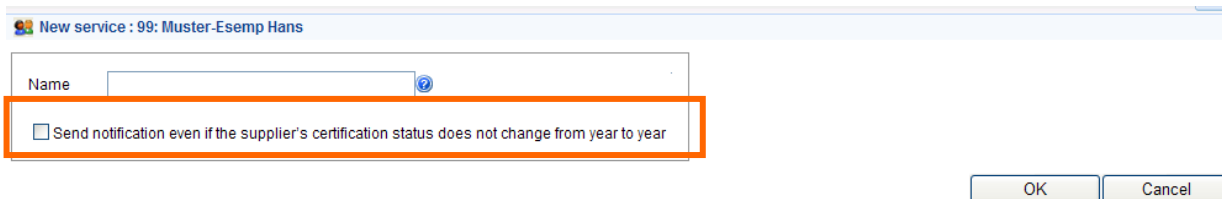
In order to clear the search form click this button:

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: New service

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.

4.5. Adding suppliers to a list

In order to add a supplier click on this button:

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:

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:

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:

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