Main menu

The following submenus are available on your dashboard through the following icons:

A. General Dashboard:

B. Import- and Transaction certificates/declarations

C. The following side menus are available

Home

Users manual

News

Libraries
1. **Your profile**

The icon **Your Profile** displays the information of the relation who is signed in. The information is divided in to two screens;

**General**
Information of your company is described, as known by Control Union. Some information can be changed / added by you. The basic information cannot be changed / added by you, the local Control Union office has to be contacted to make the changes.

**Note:** the email address mentioned under the main relation in this screen is the email address where the CIS system sends its email notifications. This is the same email address entered creating your account!

![Image of profile screen]

**Contacts**
Information of the contacts, contacts who have access to the system on behalf of your company, are displayed. Managing the contacts can be done by you and will automatically be communicated to Control Union.
Add New

This option is created to make changes in the user lists. Users who can access your data via the system and who can work on the transaction certificates. Updates are automatically communicated to Control Union.

Edit contact details

To edit existing details select the edit icon change the applicable fields and select the Update icon. To delete an existing contact select the delete icon.
2. Relations

The icon Relations displays the information of the companies who are linked to you as part of the supply chain. Related relations are suppliers or buyers. These relations are crucial to create a transaction in the supply chain.

**New Relation request**
Once a relation is not listed in your overview for example your buyer or supplier is not listed, a new relation request can be created by selecting the icon. Mandatory fields need to be completed before the request can be submitted by selecting the button.
Once a new request is completed, approval must be given by Control Union for each request. This as part of integrity of the system and to prevent duplications in the system. As prescribed above, all parts of the supply chain, buyer and supplier, must be registered and known by the system.
3. Projects

The icon Projects displays all projects which are registered and certified by Control Union Certifications. It is not meant for the relations which are linked to you (as relation) as part of the supply chain which is needed for the transaction certificates. Details of the projects, such as; programs, reports, certificates and audit details can be found in here. However the information is limited to the certification service which his offered by Control Union Certification to these projects. We can provide the option to register any information on request.

To access the project information click on the project nr (underlined) and the project information screen will appear

**Project information – General**
Under this menu option all information related to the scope of the certificate is displayed under different submenu’s, including status and modules.
Project information – Products / production units

Products

Under products, all products produces and processed are listed. Also the production units on which the products are grown including the area (ha) and amount of fields and farmers.

Production units

By selecting the underlined production unit also the general unit information and other information can be viewed.
### Production unit information

<table>
<thead>
<tr>
<th>General unit Information</th>
<th>Unit Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: CIS Test Farm</td>
<td>Relation name: EUT IMPORTEUR/OPERATOR CIS Test company</td>
</tr>
<tr>
<td>Client ref: area of origin</td>
<td>Address: Meeuwenlaan 4-5, 8011 BZ, Zwolle, Overijssel, NETHERLANDS</td>
</tr>
<tr>
<td>General unit description:</td>
<td>Telephone: +361266621312312</td>
</tr>
<tr>
<td>Remark:</td>
<td>Fax: 7765456577</td>
</tr>
<tr>
<td>Additional info:</td>
<td>Email: <a href="mailto:mvdlaak@controlunion.com">mvdlaak@controlunion.com</a></td>
</tr>
</tbody>
</table>

### Production unit information – Farmer list

<table>
<thead>
<tr>
<th>ID</th>
<th>Field</th>
<th>Farmer</th>
<th>Organic area</th>
<th>IC Area</th>
<th>Status</th>
</tr>
</thead>
</table>

### Product unit information – Field Specification and history

<table>
<thead>
<tr>
<th>Farmer Subgroup</th>
<th>Field ID</th>
<th>Area</th>
<th>Farmers</th>
<th>Subprogram</th>
<th>Date</th>
<th>Proposed soil status</th>
<th>Current soil status</th>
<th>Option</th>
</tr>
</thead>
</table>

**Product unit information – Certification history**

Here the certification statuses per subprogram are listed including the date of last certification decision.

**Product unit information – Documents**

Under Documents, documents like maps, farmer lists and or other relevant documents in relation to the production unit, can be uploaded through the upload file function. Select search file, browse for the document on your computer and select Upload file to upload the file.
Project information – Process / processing units

Process
Under Process all processes and the processing units on which the processing takes place are listed.

By selecting the underlined processing unit also the general unit information and other information can be viewed.

Processing units

Processing unit information

Processing unit information – certification history

Processing unit information – Documents

Under Documents, documents like maps, farmer lists and or other relevant documents in relation to the production unit, can be uploaded through the upload file function. Select search file, browse for the document on your computer and select Upload file to upload the file.
Audits and Inspections – audits
Under this menu option all information related to audits and audit results (e.g. NC’s) is displayed.

Note: This can also be viewed through the icon audits and inspections of the main menu.

All planned and executed audits are displayed. Also the type of audit, the auditor to whom the audit is assigned to or who performed the audit and the audited production and processing units are displayed.

Further details on the audit or inspection can be obtained by using the audit and or inspection link (underlined audit/inspection nr)
In case samples are taken during the audit information on the sample can be found under the audit under the tab Samples taken.

**Audits and Inspections – audits – Audit reference – Inspection reference general**

**Processing unit details**
Audits and Inspections – audits – Audit reference – Inspection reference results
4. Open NC’s

**Overview of Open Non-Conformities (NC’s)**
Under open NC’s all outstanding NC’s per project are displayed.

![Image of Open NC’s interface]

By selecting the NC row the detailed view/upload evidence screen is opened.

**NC reference**

![Image of detailed NC reference]

**Upload evidence**

![Image of upload evidence]

5. **Scope certificates**

Under scope certificates all issued certificates are displayed.

**Scope certificates**

![Scope certificates](image)

Only the last years and pending years certificates are displayed.

By selecting the applicable row the certificate can be retrieved as pdf.
6. Audits

Under audits all information related to audits and audit results (e.g. NC’s) is displayed.

Audits

All planned and executed audits are displayed. Also the type of audit, the auditor to whom the audit is assigned to or who performed the audit and the audited production and processing units are displayed.

Further details on the audit or inspection can be obtained by using the audit and or inspection link (underlined audit/inspection nr)
7. Reports

By selecting reports a list of all reports are displayed.

**Reports overview and status**

In this list all finalized reports of last year and the pending year are listed including audit related documents like evidence.

Reports can be viewed using the view link.

**Report documents**

The report and all related documents like evidence can be viewed and printed for the clients convenience.
8. Clusters

Clusters

Cluster details

9. ITC’s

List of issued Transaction certificates
10. New certificates

Certificate type

Supply Chain

1. Issuer issuing the certificate (name and address)
   Control Union certifications B.V.
   Meeuwenlaan 4-6
   8011 BZ Zwolle
   Netherlands

2. Council regulation (EC) no.
   Reference no. of the certificate : PRJ 816471/000000

3. Seller of the product(s) (name and address)
   Select

4. Inspection body (name and address)
   Control Union certifications B.V.
   Meeuwenlaan 4-6
   8011 BZ Zwolle
   Netherlands

5. Producer or Processor of the product (name and address)

6. Country of dispatch
**Products Identification**

![Image of Products Identification section]

**Traceability**

![Image of Traceability section]
Transport / Shipment

Confirmation

Terms of Contract applicable to the inspection and certification activities by Control Union Certifications, hereinafter called "the Company"

1. General
   1. For those items not covered in these Terms of Contract the attached Control Union World Group Terms and Conditions of Business apply, articles 7.6 and 10 of the Terms and Conditions are excluded.
   2. The Company's standard services may include all or any of the following: Inspections and Certifications of products, processes, systems or activities. Inspections are defined to include assessments, audits, inventories and surveillance.

2. Offer letter
   1. By accepting any offer made by the Company the Principal enters into an agreement with the Company (hereinafter: the "Agreement") on the terms and conditions as specified in such offer letter as well as in all other documents (including these terms of contract) which are and have been declared applicable to the Agreement (hereinafter: the "Documents").

3. Obligations and restrictions of the Principal
   1. The Principal must report any change or discontinuation in a production method or unit which is included in the certification program immediately to the Company.
   2. The Principal may not transfer any of its rights or obligations under the Agreement and the Documents to any third party. Such rights and obligations are non-transferable.
   3. Unless the Principal acts in accordance with the terms of the Agreement and the terms of the Documents, it may not refer to any Document, document or indication such that the impression could be raised that the products of the Principal were obtained or the units of the Principal are kept according to the terms of the
New certificates

Type certificate

Supply Chain
Product identification

Traceability
**Transport / Shipment**

![Transport/ Shipment form](image)

**Confirmation**

![Confirmation form](image)

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11. Pending certificates

Pending certificates

Certificate reference