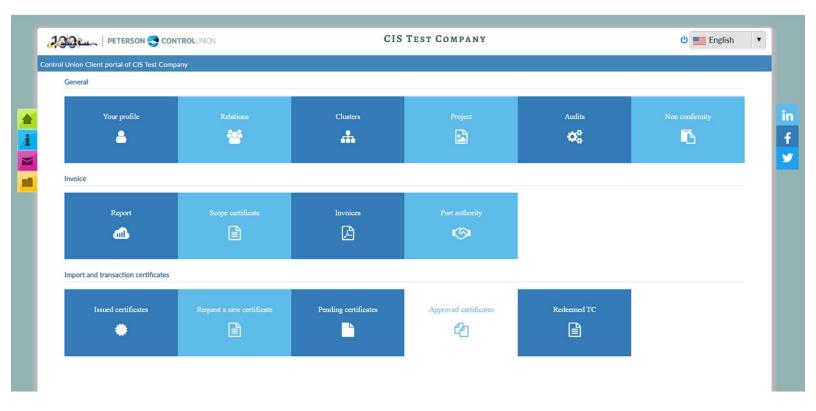
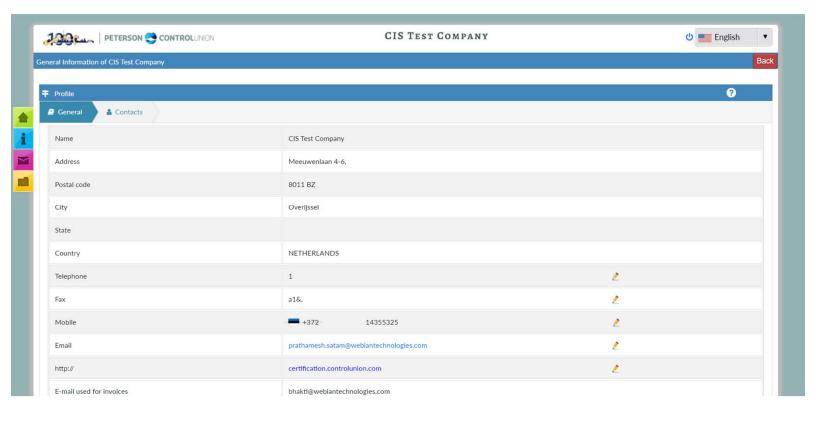
* Dashboard



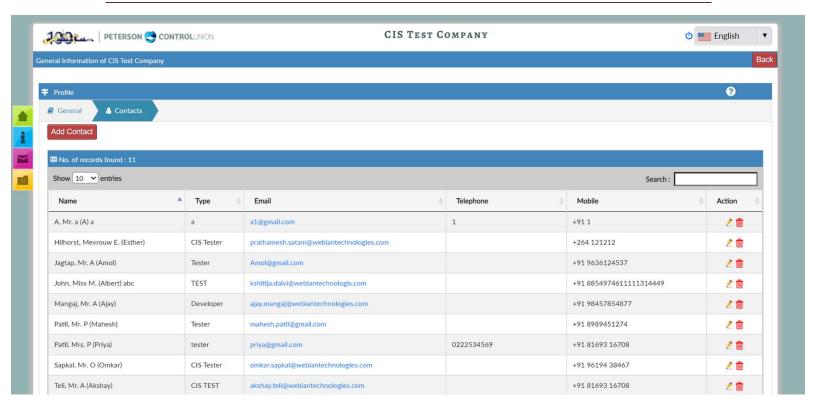
- The panel contains two sections:
- General panel
- Certificates/declarations of import and transaction
- The menu on the left side contains home, manual, News, Libraries.
- Your profile
- or general
- The Your Profile icon shows the project information you're connected to. The information is divided into two screens; The overview of your business is described as a known Control Union. Part of the
- information can be changed/added by you. The basic information cannot be changed/aggregated by you, the local office of the Control Union must be contacted to make the changes. Note:

The email address mentioned on this screen is the email address where the CIS system sends your notifications via email. This is the same email address entered in creating your account!

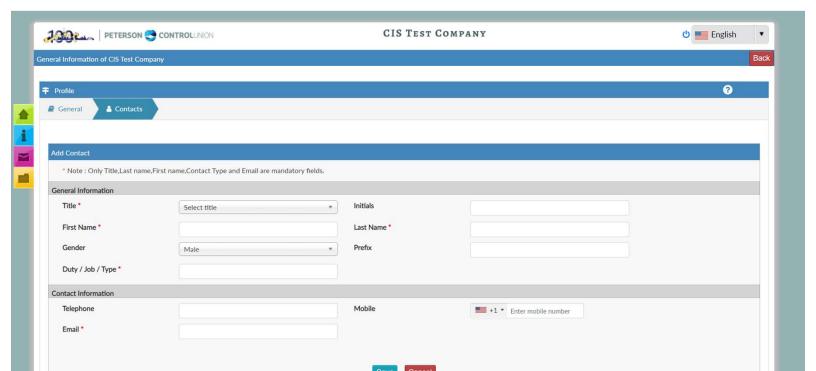


Contacts

- Contact information, contacts who have access to the system on behalf of your company, is displayed. Contact management can be done by you and
- * will be automatically communicated to Control Union.

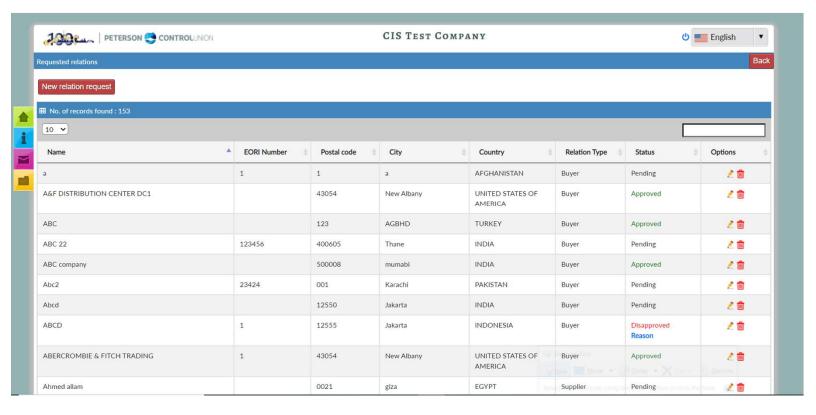


- > Add new ones
- ➤ This option is created to make changes to user lists. Users who can access their data via the system and who can work on certificates of
- > Transaction. Updates are automatically communicated to Control Union.

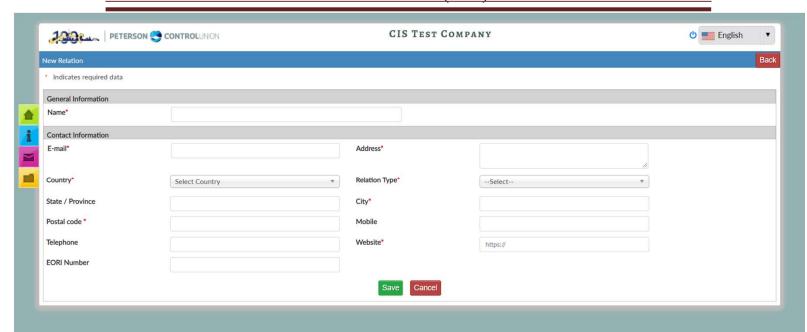


Relations

The Relationships icon displays information about companies that are linked to you as part of the supply chain. Related relationships are suppliers or buyers. These relationships are crucial to the creation of a transaction in the supply chain.



- > Request for a new relationship
- ➤ If a relationship does not appear in your resume, for example, your buyer or supplier does not appear in the
- ➤ list, you can create a new relationship request by selecting the icon. The required fields must be
- before the application can be submitted by selecting the button.



 Once a new application is completed, Control Union must approve each application. This is part of the integrity of the system and to avoid duplication in the system. As prescribed above, all parts of the supply chain, buyer and supplier must be registered and known by the system.

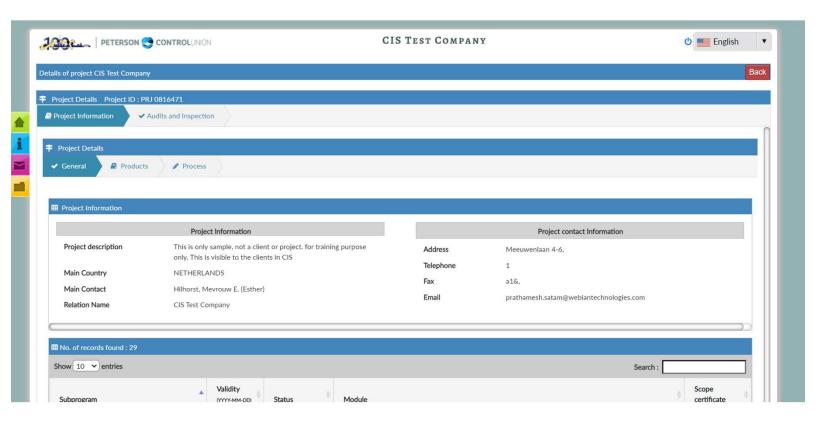
Projects

• The Projects icon displays all projects registered and certified by Control Union Certifications. It is not intended for relationships that are related to you (as a relationship) within the supply chain required for transaction certificates. Project details, such as; programs, reports, certificates and verification details can be found here. However, the information is limited to the certification service offered by Control Union Certification to these

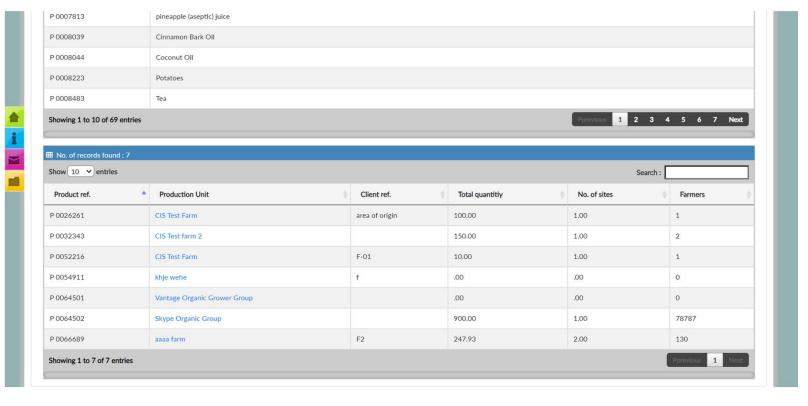
Projects. We push you to provide the ability to register any information on demand.



- To speed up the project's information, on the Ref project. (highlighted) and the project information screen is displayed.
- Project information General
- In this menu option, all certificate study information is displayed in different sub-menus, including status and modules.



- **❖** Project Information Products/Production Units Products
- ❖ The Products tab lists all products produced and processed. Also the production units in which the products are grown, including the area (ha) and the number of fields and farmers.
- **Production units**



• When you select the highlighted production unit, you can also view the unit overview and other information.



Information of the production unit

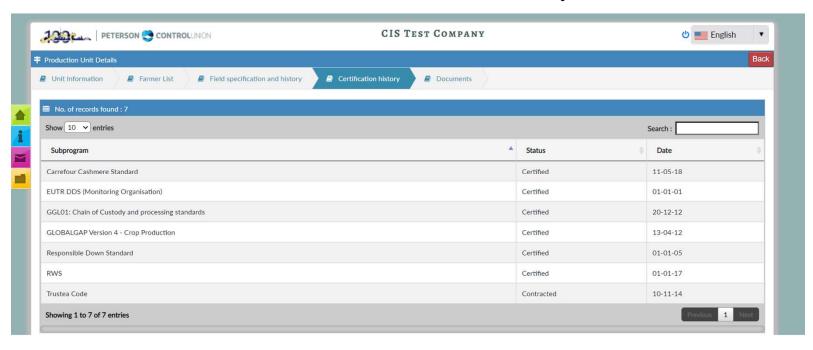
Production Unit Information - Farmers List



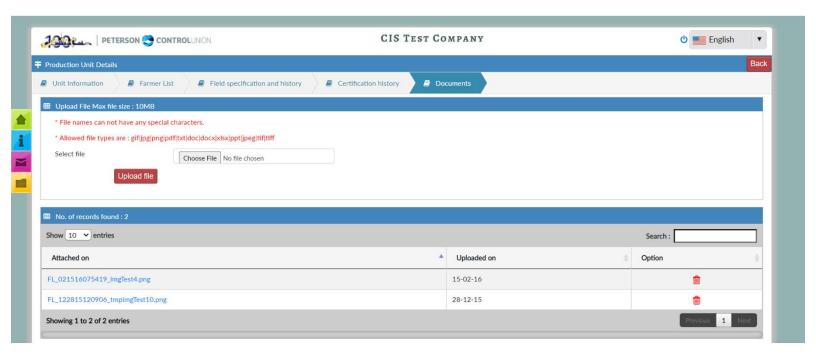
❖ Product Unit Information: Field and History Specifications



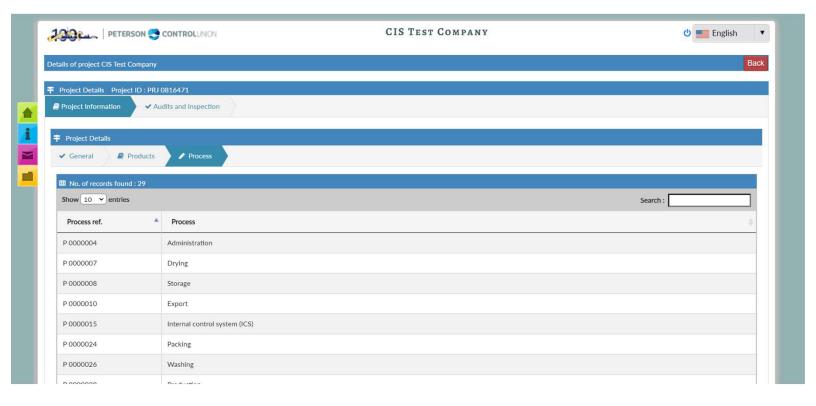
• Product Unit Information - Certification History



- The status of sub-program certification is shown here, including the date of the last certification decision.
- **Product Unit Information Documents**



- In documents, documents such as maps, farmers' lists or other relevant documents relating to the production unit can be exploited via the download file function. Select the search file, access your computer document and select Download file to download the file.
- ❖ Project Information Process/Processing Units
- Process
- Processes refer to all processing processes and units in which it is carried out.

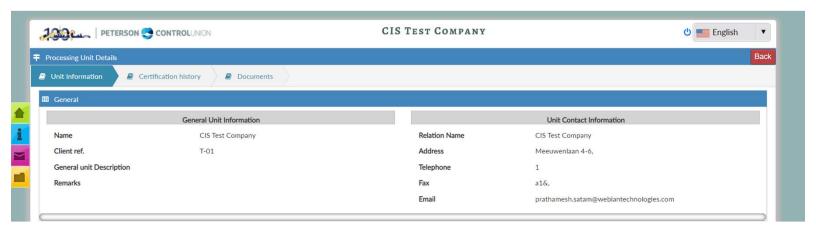


o By also selecting the stressed processing unit, you can view the unit's overall information and other information.

Processing units



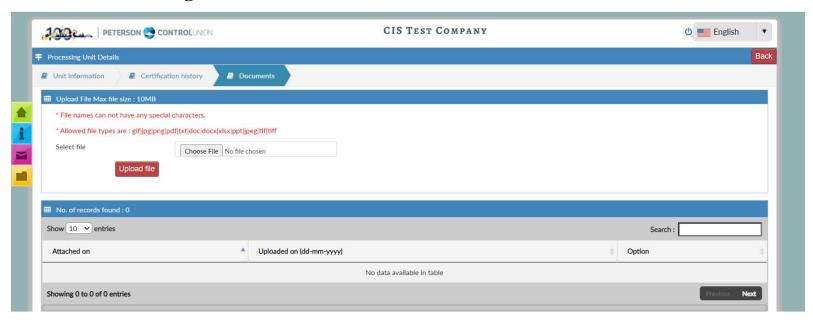
• Information about the processing unit



☐ Processing Unit Information - Certification History

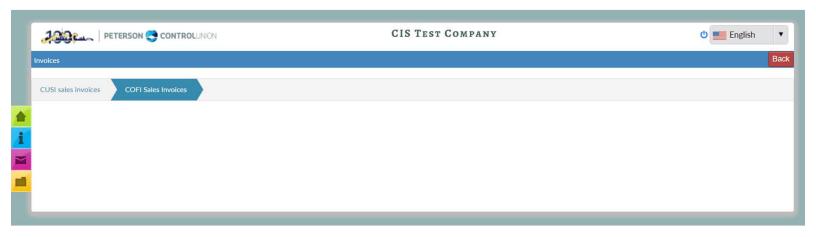


• Processing Unit Information - Documents



• In documents such as maps, farmers' lists or other relevant documents relating to the production unit can be downloaded via the download file function. Select the search file, access your computer document and select Download file to download the file.

***** COFI sales Invoice



CUSI Sales Invoice

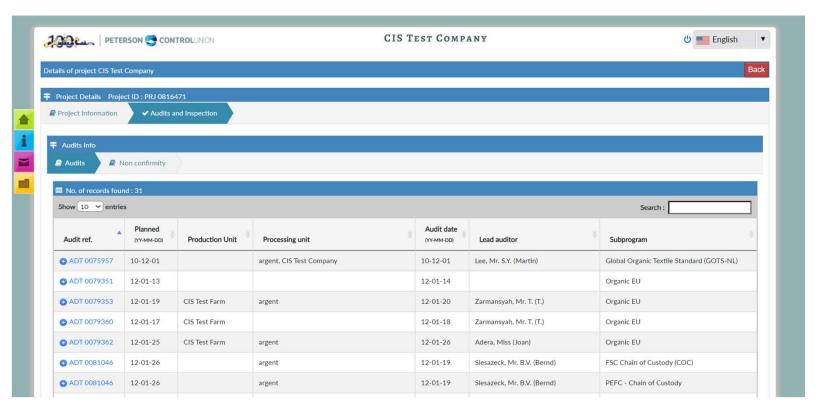


* Port Authority



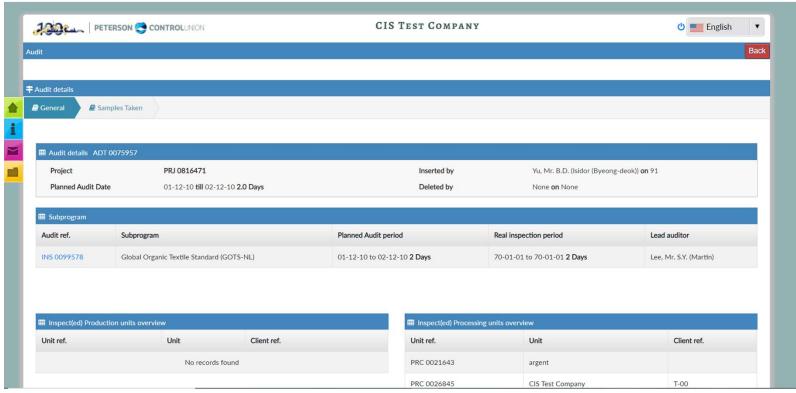
* Audits and inspections - audits

❖ This menu option displays all audit and audit results information (e.g., NC). Note: This can be viewed through the Checks and Inspections icon in the main menu.



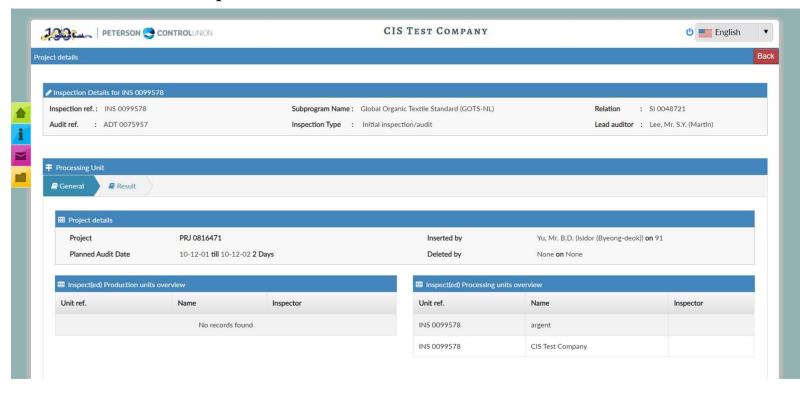
- All scheduled and executed checks are displayed. It also identifies the type of audit, the auditor to whom the audit is assigned or who has conducted the audit, and the audited production and processing units.
- Further details of the audit or inspection can be obtained through the audit and inspection link (verification/inspection highlighted ref.)

Audits and inspections - audits - Audit reference

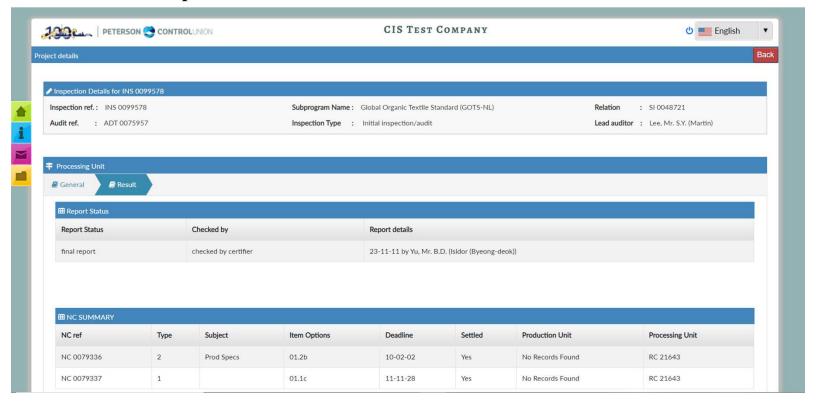


• In case samples are during the check, the sample information can be found in Audit on the samples.

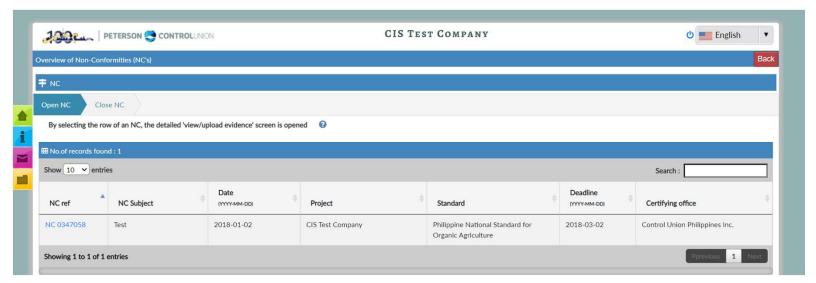
❖ Audits and inspections - audits - Audit reference



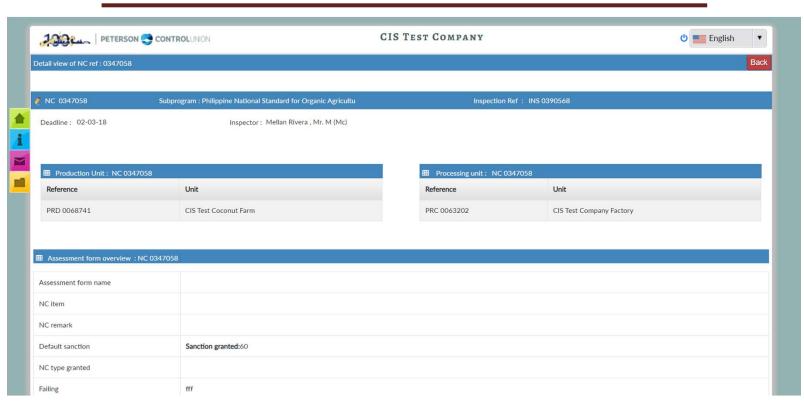
• Audits and Inspections - Audit Reference - Inspection Results

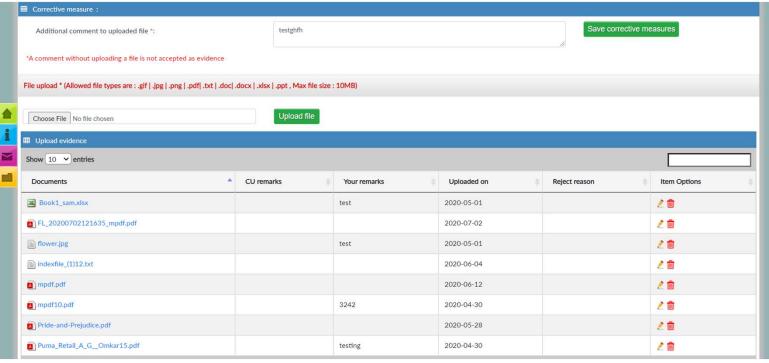


- **❖** Open NC
- ❖ Overview of Open Non-Compliances (NC)
- ❖ In open NCEs, all outstanding CN per project is

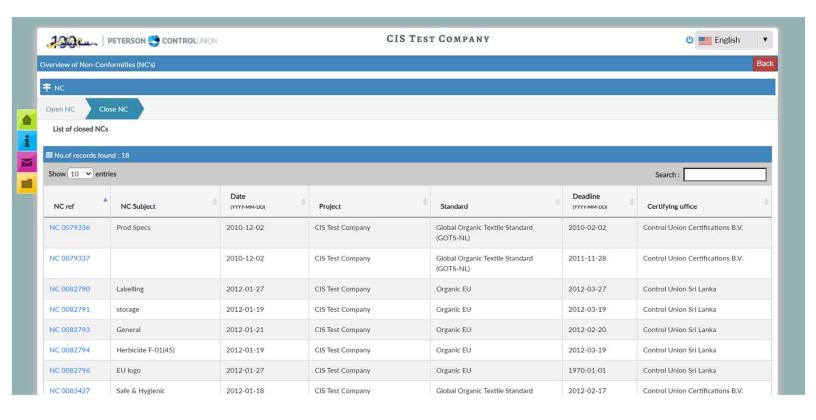


- The NC line selection opens the detailed display screen/loaded proof
- NC reference





- Certificate extended
- ❖ In the certification scope, all certificates issued are displayed.



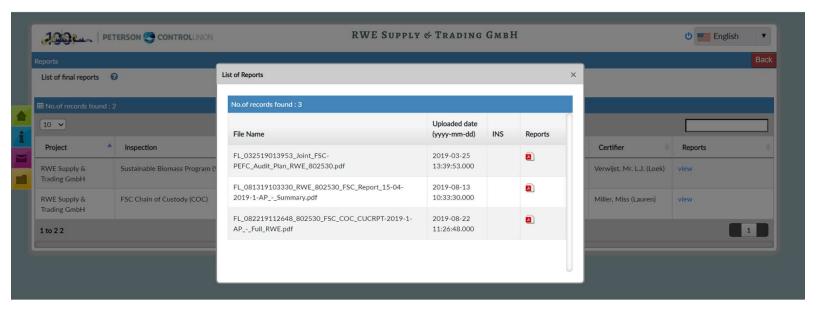
- Only the last few years and certificates for the pending year are displayed.
- By selecting the applicable line, the certificate can be downloaded in pdf.
- Audits
- Audits display all audit and audit results information (e.g., NC).
- All scheduled and executed checks are displayed. It also identifies the type of audit, the auditor to whom the audit is assigned or who has conducted the audit, and the audited production and processing units.
- Further details of the audit or inspection can be obtained through the audit or inspection link (verification/inspection highlighted ref).

Reports

When you select reports, you'll see a list of all reports, summaries and report status. This list lists all reports completed for last year and the current year, including audit-related documents, as evidence.



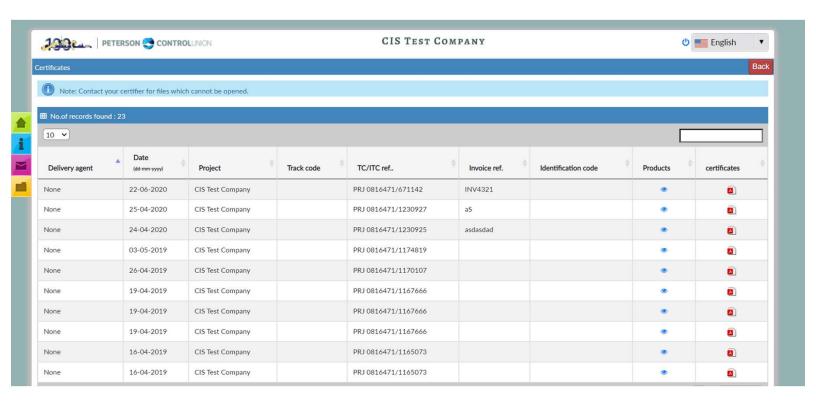
- Reports can be accessed using the link
- Report documents
- The report and all related documents as evidence can be accessed and printed for the convenience of the client.



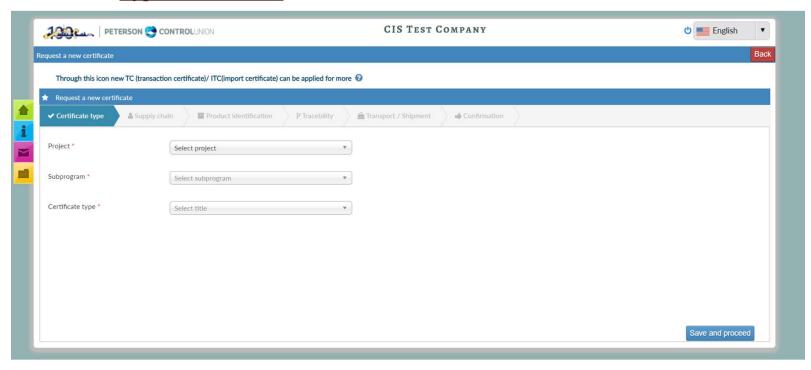
Clusters



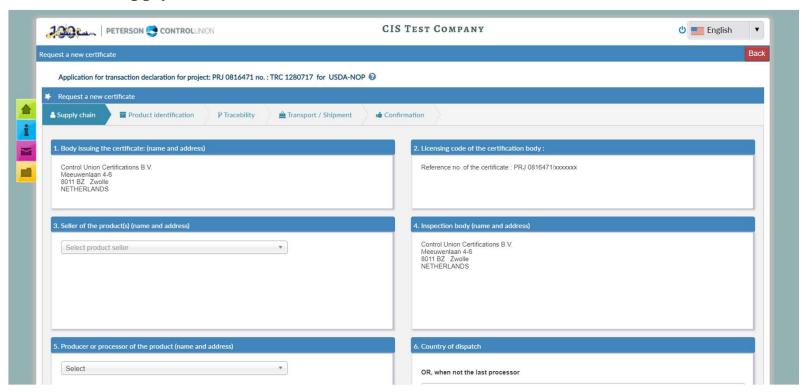
- Cluster details
- ITC
- List of transaction certificates issued



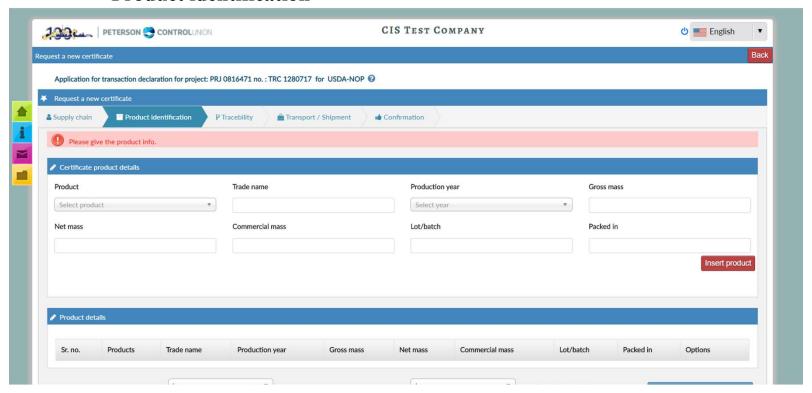
- **New certificates**
- ***** Type of certificate



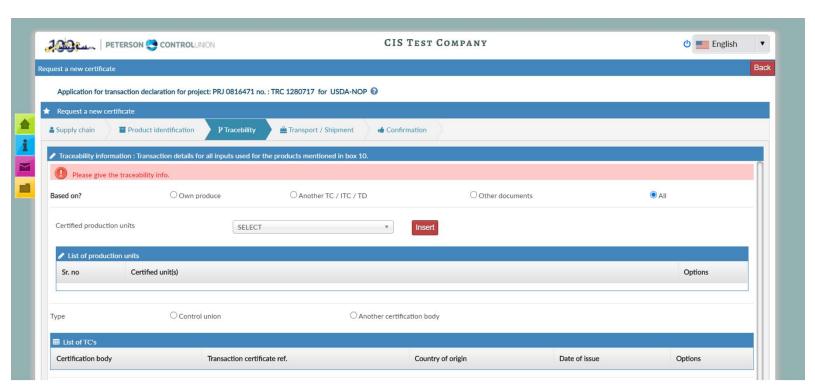
• Supply Chain



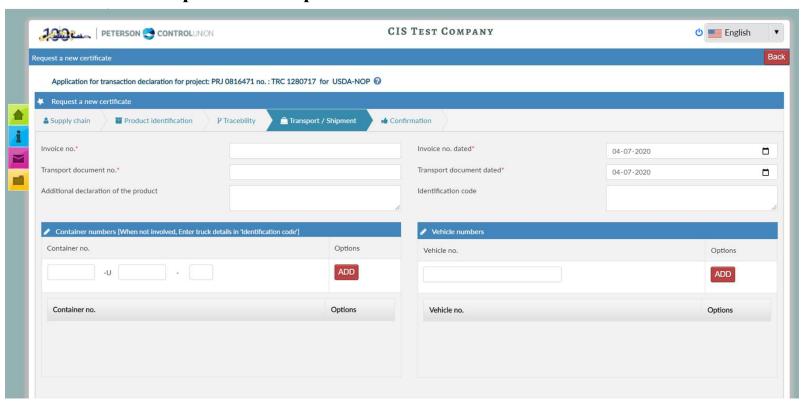
Product identification



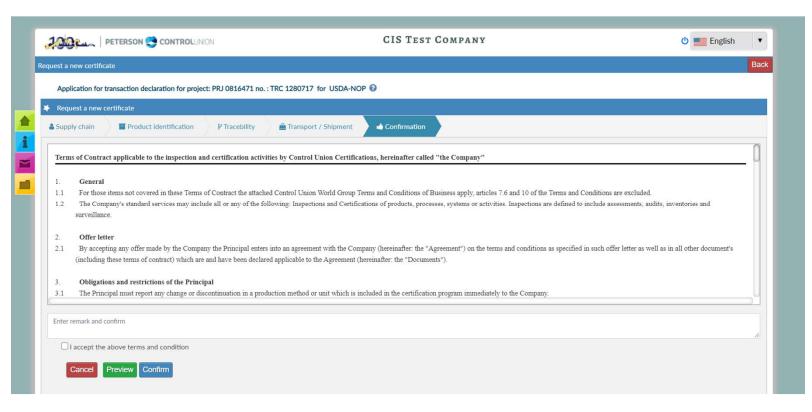
• Tracebility



***** Transportation/Shipment

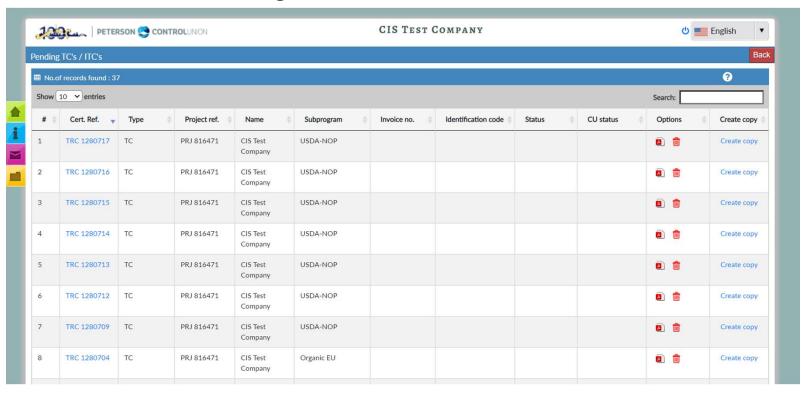


• Confirmation

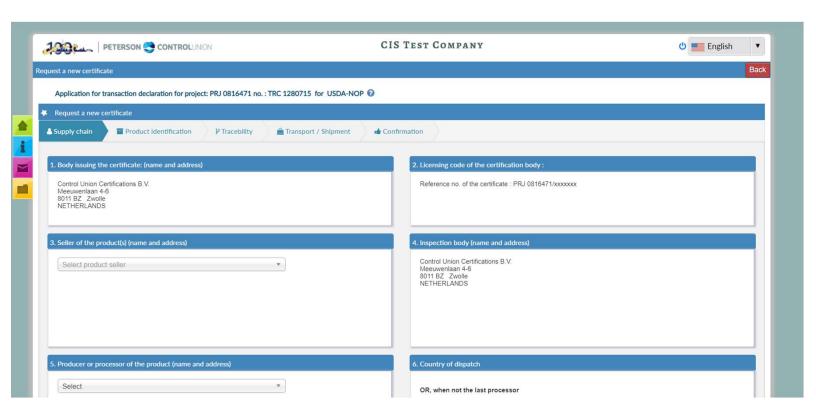


Manual User (CIS)

Certificates Pending



• Certificate Reference



TC treated



***** Approved certificates

