

European Router Database

Welcome to the European Router Database!
Guide for Suppliers

English



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Registration as supplier

Go onto the website: <https://c01.oxsdemo.fiblprojekt.de/rdb>

Click on *Register as organic seed supplier*. **Address of the contractor:** Fill in your company details.

Login data: Create your personal LogIn, with a Login name, Login password and an Account email. Please note, that while you can create several Logins you need one specific email address for each of them. You can use this email address for resetting your Login name and password.

Once you have forwarded your details, you can log in with the Login name and password on the top right of the website. You will have only limited menu options until you were accepted by the database manager.

Activate your countries

Select the country you want to deliver seed offers to. Read and accept the AGBs. Type in the address of your office in the country that should be displayed to the farmers in this country. If you have none just click on “Use the main address” and the information from your registration will be inserted here. Give the information for an intern contact person that should be contacted by the database administrator in case there are questions to your offers. Note: This contact person will not be displayed on the contact information for the farmers, please use the sales address for those information.

Certification: Please select your control number from your control body in the country. There will be a search for this number in bioC (www.bioc.info). Upload a copy of your certification. The competent authority in the country you are registering for will check the details before accepting you as a new supplier.

Please also chose your control body in the country from the list or in case you have none in the country you are registering for, from your head office.

Once the country has decided about your application as a supplier you will receive a mail to your contact mail of the country and then you can activate your offers for this country.

Search for organic seed supplier

Here you can search for offers from different seed supplier in all European countries. This search is also available for users with no log in, also you don't need to be logged in to use the search. You have to choose a country and you will get a list of all suppliers that are currently listing offers in this country and all cultivars. Then you can optional filter for a certain supplier or a certain cultivar. You can neither view if a certain offer is currently available nor which cultivar of a cultivar is listed in this country. For those information you have to look at

the national organic seed databases which can be found here: <https://www.liveseed.eu/tools-for-practitioners/eu-organic-seed-databases/>.

My offers

Here you will be able to manage your seed offers. You will see a list with all your current offers. By clicking on “Open all” you can open all information on countries of all offers and also close them again (“Close all”). You can also open the information about the countries just one by one offer by clicking on the arrow on the top right of each offer.

You can filter your offers for different options:

The screenshot shows a filter interface with the following elements:

- Cultivar name:** A text input field with a callout box: "Here you can search for a specific cultivar".
- Species:** A dropdown menu labeled "Choose" with a callout box: "Here you can search for a specific species".
- Filter for:** A section containing three filter groups:
 - Offers:** Includes checkboxes for "Available" (with a green dot), "Unavailable" (with a red dot), and "Archived". A callout box: "Filter here, if you have set the offers on available, not available at the moment or archived".
 - Response from national authority / designated body:** Includes checkboxes for "In process", "Accepted", and "Rejected". A callout box: "Filter here, if an offer is already accepted, in process or rejected by the competent authority".
 - Country:** A dropdown menu labeled "Select option" with a callout box: "Here you can select all offers in a specific country".

When clicking on the arrow next to a cultivar you will see in which countries you are offering the seeds, the status of it in the different countries and you can manage if the offer is available in each country. You are also able to see if there exists an assurance about a cell fusion breeding method and if yes, who gave it. Once this assurance was uploaded, it cannot be retaken. In case you need to do this, please contact the database administrator. By clicking on the **country** you can add hints that should be displayed in this country with the offer. You can also set an available quantity. Note: It will be most helpful if the hints are in the national language or in English.

You can set your offers on green (available at the moment) or red (not available at the moment in this country) or you can archive it which means you don't offer this cultivar anymore at all. There you can also reverse the archiving. Next to the status you will see the status of your offer in the country: In process means it has not been decided yet by the

competent authority if the offer will be accepted. You can contact following persons in case you have questions to the feedback: *Following in real version*

When clicking on the **history** you can see the history of availability, decisions of the competent authority etc. regarding your offer. Note: This information will be updated every night, so you will be able to see changes the next day.

When clicking on **Edit master data** you are able to edit the seed form, the seed quality and add a certification association if your offer has an additional association. By **archiving in all countries** you will set the offer in all countries on not available. You can undo the archiving anytime.

Offer tracking

Here you can see the recent history, changes and decisions of your seed offers. You can search for a certain cultivar or in a certain country or for a certain time range. Also if a country has accepted your offer will be displayed here.

Create a New Offer

Please search if the cultivar name you want to offer does already exist in the database. For doing so, search for a certain cultivar or species. All cultivars that match your search will be displayed. You can see the breeder that is connected to the cultivar and how many supplier offer it at the moment. If you spot mistakes please let us know and send a mail to xenia.gatzert@fibl.org.

If the cultivar you want to offer is listed please click on “New offer” to add it to your offers.

Then you fill in the seed form, seed quality and if necessary an additional association certification (f.e. Demeter). Then you can tick in which countries you want to offer the seeds.

You can also give certain hints for the different countries (f.e. minimum order quantity or specific growing requirements). All offers will be automatically be set on green (available). You can set them manually on red (not available).

If you click on “Edit” you will see the species groups that a cultivar is linked to, if there are more information given (Characteristics f.e. tested for organic conditions) that are defined by the responsible authority and if it is a cell fusion free species and if yes, you can see the declaration of assurance.

If the cultivar you want to offer is **not** listed please click on “Create new offer”: You will be asked to match the cultivar to one cultivar, name the Latin name, breeder if known and the breeding method (Note: The breeding method can be conventional, although your seeds are propagated organically).

Note: If the cultivar name you type in does already exist the database will give you an error note and you will not be able to create this cultivar. If you cannot find this cultivar in the Cultivar Search, please contact the database administrator.

After naming the breeder you fill in the seed form, seed quality and if necessary an additional association certification (f.e. Demeter). Then you can tick in which countries you want to offer the seeds.

You can also give certain hints for the different countries (f.e. minimum order quantity or specific growing requirements). All offers will be automatically be set on green (available). You can set them manually on red (not available). The offer you created needs to be accepted by the country`s authority to be displayed in the national organic seed databases. They have the possibility to accept automatically all offers that you are creating for this country. You can see the changes of your offers and the acceptance in `Offer tracking` or under `My offers`.

Confirm timeliness of my seed offers

If you don`t change any offer in the database for 30 days you will receive an automatically generated email to remind you to confirm the availability of your offers. To do so, please click in the menu on Confirm timeliness of my seed offers. If you don`t do this, you will receive another email after another 15 days and another after further 15 days. Then your seed offers will be automatically set to not available (red). You can confirm the availability for each country or for all countries together.

My account / country management

Here you can manage your login details, address information, contact details, operating countries and logo. Note: For each login you can only use one unique email address that is not connected to a different login.

Country management: Here you can edit contact information and office addresses for the countries you are operating in. You can also see the actual status in a country, if an authority has accepted you as a seed supplier or not. You can also chose to deliver just to certain regions within a country by selecting them.

You can also request new countries:

Read and accept the AGBs. Type in the address of your office in the country that should be displayed to the farmers in this country. If you have none just click on "Use the main address" and the information from your registration will be inserted here. Give the information for an intern contact person that should be contacted by the database administrator in case there are questions to your offers. Note: This contact person will not be displayed on the contact information for the farmers, please use the sales address for those information.

Certification: Please select your control number from your control body in the country. There will be a search for this number in bioC (www.bioc.info).

Upload a copy of your certification. The competent authority in the country you are registering for will check the details before accepting you as a new supplier.

Please also chose your control body in the country from the list or in case you have none in the country you are registering for, from your head office.

Once the country has accepted you as a supplier, you will be informed via mail and can activate your offers for this country.

Under **Manage logo** you can upload a logo, if you wish to. It requires following format: 400px by 300px, up to a size of 256kb and of type jpeg, png, or gif.

For more information

For more information on the European Router database, technical difficulties or to provide comments or feedback on the website, please contact xenia.gatzert@fibl.org.