

NEW INGREDIENT CREATION in CONNECT

Please log into URL: <https://connectfairtrade.org>

CLICK ON **Sourcing** then **NEW INGREDIENT**

➤ Enter ingredient name, Fairtrade and organic status

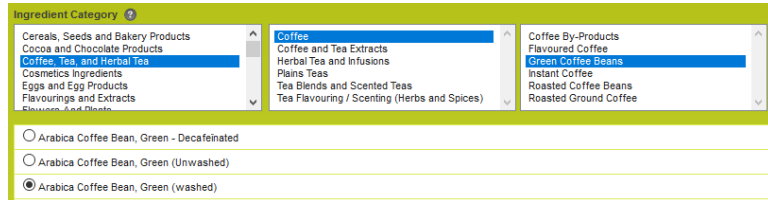


Ingredient Name

Fairtrade Yes No

Organic Yes No

➤ Select ingredient Product Category.



Ingredient Category

- Cereals, Seeds and Bakery Products
- Cocoa and Chocolate Products
- Coffee, Tea, and Herbal Tea
- Cosmetics Ingredients
- Eggs and Egg Products
- Flavourings and Extracts
- Flowers and Plants
- Coffee
- Coffee and Tea Extracts
- Herbal Tea and Infusions
- Plains Teas
- Tea Blends and Scented Teas
- Tea Flavouring / Scenting (Herbs and Spices)
- Coffee By-Products
- Flavoured Coffee
- Green Coffee Beans
- Instant Coffee
- Roasted Coffee Beans
- Roasted Ground Coffee

Arabica Coffee Bean, Green - Decaffeinated
 Arabica Coffee Bean, Green (Unwashed)
 Arabica Coffee Bean, Green (washed)

➤ Click **SAVE**

➤ Enter your internal reference for the ingredient

Internal Reference

➤ Click **SAVE**

➤ If your product is Declined **DECLINED**, then hover over the Declined icon **DECLINED** to find the reason.

- Usually it is because the ingredient is not Fairtrade and you need click on **+ Request exception**
- Enter the exception type
- Enter how much you need.
- Enter why you cannot get the ingredient as Fairtrade
- Enter what you will do in the future to get it as Fairtrade



01 REFERENCES **DECLINED**

Exception Type

Estimated Volume Kg

Mitigation Plan

Mitigation Plan

02

CLICK ON **SUPPLY INCOMPLETE** then **+ Add a New Supply Chain**

➤ Select your function in the supply chain.

- Importer means you buy from the original producing country, e.g Peru, India

Your function in the Supply Chain

➤ Enter the name or FLO ID your supplier.

➤ Click on **SEARCH**

SEARCH THE IMPORTER OF THIS SUPPLY CHAIN

Search by Name

Supplier Flo ID

➤ Select the supplier

OPERATOR	COUNTRY	CERTIFICATION
<input checked="" type="radio"/> [Redacted]	Canada	CERTIFIED

➤ Indicate whether they are a subcontractor (usually no)

Is this a subcontractor ? Yes No

➤ Click **CONFIRM**

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- If you want to add other supply chain actor click [+ Add a Supply Chain Link](#) and repeat the process.

OPERATOR	FUNCTION	CONFIDENTIAL	SUBCONTRACTOR	
[REDACTED]	Importer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDIT
	Exporter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDIT
	Producer	<input type="checkbox"/>	<input type="checkbox"/>	EDIT
[REDACTED]	Manufacturer	<input type="checkbox"/>	<input type="checkbox"/>	X

- Select the operator that is your director supplier and enter *their* product reference for the ingredient.
Direct Supplier Reference ?

Direct Supplier ?

Supplier Reference ?

- Click **SAVE**


- If you have alternative suppliers for this ingredient, click on [+ Add a New Supply Chain](#) and repeat.

MESSAGES from CONNECT


- Click the icon on the right to see your messages.




Example

 **Mark Integrity Team (Fairtrade Canada)**
28/03/2019, 17:28

1. Manufacturer is Certified or Approved.
2. Total percentage is not 100%. Please Edit the Recipe and make sure the composition is complete.
3. The Fairtrade percentage is below the minimum allowed by the standards. Please review your recipe.
4. Physical Traceability setting not in line with the ingredient(s) you use, but traceability may be lost in processing. We will review your information.
Status: Incomplete

 Fairtrade Canada

Mark as Read Reply

- (bottom) Product Composition and ingredients
Status: Incomplete
 Fairtrade Canada

- Click on the icon again to close the window.

- Hover over any **INCOMPLETE** or **DECLINED** two find out what needs to be done.