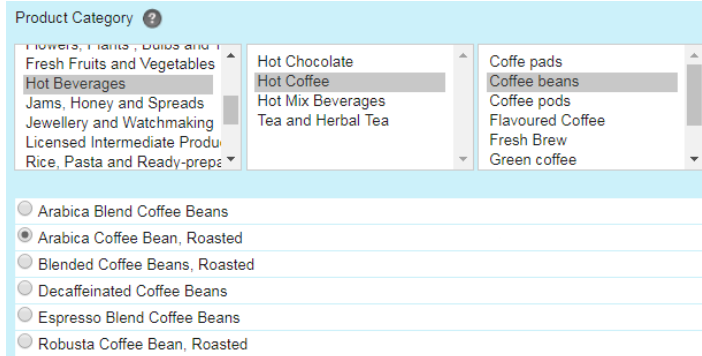


NEW PRODUCT CREATION in CONNECT

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

CLICK ON **Products** then **CREATE** **NEW PRODUCT** +

- Enter Launch Date. The Barcode is optional at this stage.



- Select the Finished Product Category.

➤ Click **SAVE**

➤ Enter the Product Name. You can change the language using the selector

➤ You can add a Product Name in an additional language by clicking on [+ Add New Language \(Name and Description\)](#)

➤ Select the Brand.

- You can find a Brand or add a Brand not listed by clicking on [+ Add New Subbrand \(to selected Brand\)](#)

➤ Enter the Barcode Number or a Commercial reference number. At least one of them.

➤ Select Organic Yes or No

➤ Click **SAVE**

➤ If you have variants of the product that are the same brand just different sizes you can [+ Add New Product Variant](#)

- Add the name of the variant, Barcode Number or a Commercial Reference number and pack size.

02

CLICK ON **RECIPE** **INCOMPLETE**

➤ Click on **EDIT**

➤ Select whether the product is physically traceable. For cocoa, tea and juices the answer may be no. Ask your supplier.

➤ Click **SAVE**

➤ Click on [+ Add an ingredient](#)

CASE A: Ingredient already exists: (e.g. created using “Fairtrade New Ingredient Creation CONNECT”.)

➤ Select the ingredient

| Ingredient |
|--|
| <input checked="" type="radio"/> Green Coffee FT |

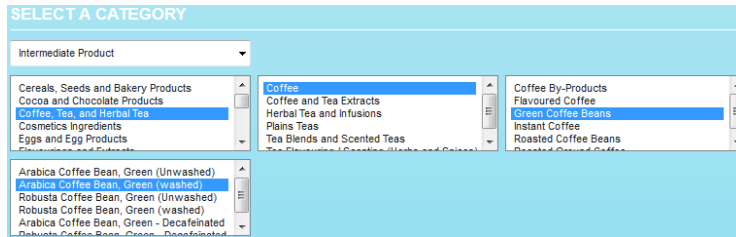
➤ Click on **CONFIRM**

NEW PRODUCT CREATION in CONNECT

CASE B: Add a new ingredient

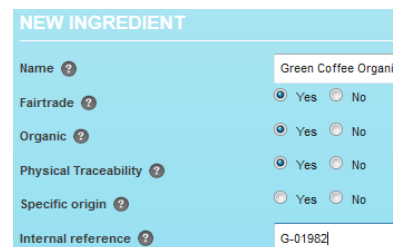
➤ Click on THE INGREDIENT IS NOT IN THIS LIST

➤ Click on **NEW (NOT FOUND)**



➤ Select the Ingredient Category.

➤ Click on **NEXT**



➤ Enter Ingredient Name, Organic status, Internal Reference

➤ Click **CONFIRM**

➤ To enter the supply chain of the ingredient see the document “Fairtrade New Ingredient Creation CONNECT”.

CONTINUE: Add percentage of ingredient

➤ Click on grey arrow on the right Arabica Coffee Bean, Green (washed) INCOMPLETE

➤ Click **EDIT**

➤ Enter % Green Coffee Organic | Organic | Traceable INCOMPLETE %

➤ Click **SAVE**

03

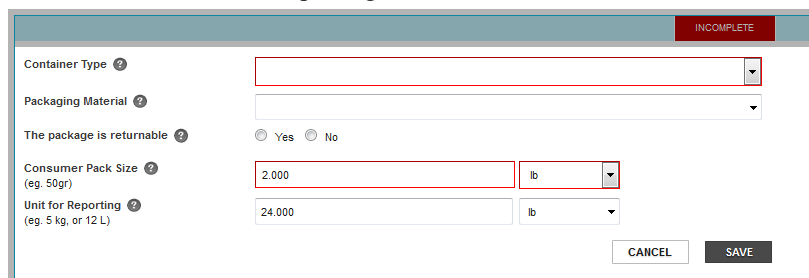
PACKAGING
INCOMPLETE

CLICK ON

➤ Click **EDIT**

➤ Select the container type (*select the type closest to what you use*)

➤ Enter Consumer Pack Size and the Unit for reporting then **SAVE**



NEW PRODUCT CREATION in CONNECT

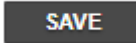
- Then attach packaging by following the instructions in the document “Fairtrade Artwork Submissions CONNECT”.

04

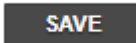
CLICK ON LICENSING INCOMPLETE

- Enter the product Start Date

CASE A: Add a single Country of Sale by clicking on [Add a new Country](#)

- Select the country
- Click 

CASE B: Add multiple Countries of Sale by clicking on or [+ Add multiple \(Previously used\)](#)

- Click on all applicable countries
- Click 

MESSAGES from CONNECT

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



Example

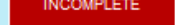
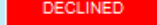


The screenshot shows a message from the Mark Integrity Team (Fairtrade Canada) dated 28/03/2019 at 17:28. The message contains four numbered points:

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.

The status is listed as 'Incomplete'. At the bottom of the message, there are options to 'Mark as Read' and 'Reply'. Below the message, there is a 'Fairtrade Canada' logo and a small message icon with a red circle containing the number 3.

- Click on the icon again to close the window.

- Hover over any  or  to find out what needs to be done.