PACKAGING SUBMISSIONS in CONNECT
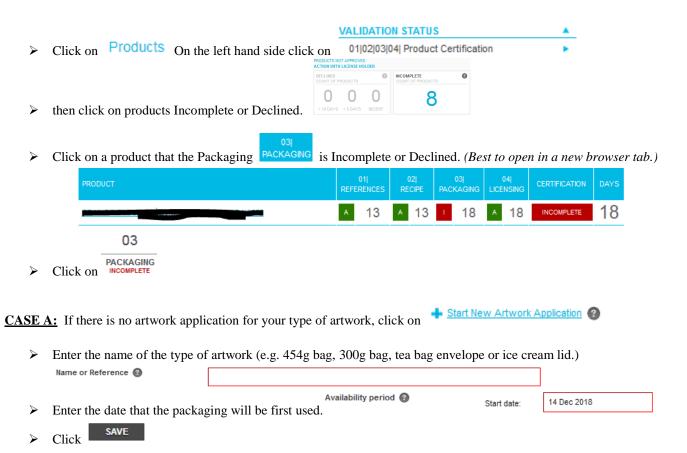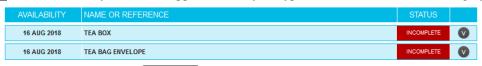
Please submit your packaging artwork in CONNECT   url: https://connectfairtrade.org

➢ Click on **Products**   On the left hand side click on

VALIDATION STATUS ▲
01|02|03|04| Product Certification ▶

PRODUCTS NOT APPROVED
ACTION WITH LICENSE HOLDER

DECLINED COUNT OF PRODUCTS			INCOMPLETE COUNT OF PRODUCTS
0	0	0	8
> 10 DAYS	> 5 DAYS	RECENT	

➢ then click on products Incomplete or Declined.

➢ Click on a product that the Packaging **03| PACKAGING** is Incomplete or Declined. *(Best to open in a new browser tab.)*

PRODUCT	01| REFERENCES	02| RECIPE	03| PACKAGING	04| LICENSING	CERTIFICATION	DAYS
▬▬▬▬▬▬▬	A 13	A 13	I 18	A 18	INCOMPLETE	18

➢ Click on **03 PACKAGING INCOMPLETE**

CASE A: If there is no artwork application for your type of artwork, click on ➕ Start New Artwork Application ❔

➢ Enter the name of the type of artwork (e.g. 454g bag, 300g bag, tea bag envelope or ice cream lid.)

Name or Reference ❔ [_____]

Availability period ❔   Start date: [14 Dec 2018]

➢ Enter the date that the packaging will be first used.

➢ Click **SAVE**

CASE B: If there is already an artwork application for your type of artwork, click on the little grey down arrow on the right. **V**

AVAILABILITY	NAME OR REFERENCE	STATUS	
16 AUG 2018	TEA BOX	INCOMPLETE	V
16 AUG 2018	TEA BAG ENVELOPE	INCOMPLETE	V

➢ Near the bottom click on **EDIT** and then go to **CONTINUE** below to add your artwork file.

CONTINUE to add your artwork file.

➢ Click on ➕ Add document then click on ➕ Select File and select the file from your computer or fileserver.

➢ Click SAVE then click **SAVE** .

➢ Go to the previous CONNECT browser tab and click on another product

▪ or click on **LISTS Product Lists ▶** and repeat the process from the top.

➢ Submitted packaging is **IN REVIEW** . You will receive an **APPROVED** or **DECLINED** notification.

➢ To send to or view messages from Fairtrade Canada click on 💬 .

PACKAGING SUBMISSIONS in CONNECT
IF YOUR ARTWORK IS DECLINED you can submit corrected artwork or request an exception.

ARTWORK EXCEPTIONS

> ➢ Click on

03
PACKAGING
DECLINED

> ➢ Click on the small grey down arrow of the Declined artwork **V**

AVAILABILITY	NAME OR REFERENCE	STATUS	
12 MAR 2019	ARTWORK 2LB BAG	DECLINED	V
12 MAR 2019	ARTWORK PORTION PACK 2.5 OZ	DECLINED	V
12 MAR 2019	PORTION PACKS BOX	DECLINED	V

ARTWORK EXCEPTION

> ➢ Click on ➕ Request an Exception

> ➢ Enter the:
>   - type of exception,
>   - proposed print run size,
>   - the reason for the exception; and
>   - your plan to make the artwork compliant.

Request an Exception

Start Date ❓   24/03/2019

Exception Type ❓

Batch Size (Print) ❓

Motive for exception ❓

Mitigation Actions ❓

> ➢ Click **SAVE**

MESSAGES from CONNECT

> ➢ Click the icon on the right to see your messages. 💬 ③

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** artworks to find out what needs to be done.