

QUARTERLY SALES REPORTING in CONNECT

PLEASE LOG INTO CONNECT to report your sales. <https://connectfairtrade.org>

- Click on **Transactions**

- Click on “Readiness” to find missing information needed for reporting

RESOURCES

Readiness

OPEN REPORTS

PERIOD	REPORT TYPE	START DATE	DEADLINE	STATUS	SUBMITTED	
2019 Q1	Standard Report	2019-04-01	2019-04-20	Incomplete	No	Start Reporting Online

- Click on Start Reporting

- **Inform us if any reportable Fairtrade products or product variants (e.g. sizes) are missing**
- **Inform us if any countries of sale are missing**
- **Inform us if any Fairtrade product units are incorrect**

- Report on products that are present and correct.

COUNTRY	CONTENT	UNITS	VOLUME	UNIT	VALUE	UNIT PRICE
Canada	65 gr.	<input type="text"/>	<input type="text"/>	Kg	<input type="text"/>	<input type="text"/>
Canada	65 gr.	<input type="text"/>	<input type="text"/>	Kg	<input type="text"/>	<input type="text"/>
Canada	65 gr.	<input type="text"/>	<input type="text"/>	Kg	<input type="text"/>	<input type="text"/>

- Enter the number of Units sold

- **OR** the Volume sold

- If the license fee is based on value, enter the value

NOTE: License fee calculation is still under development and so may not be correct at this time.

- Products are repeated for each country of sale if applicable.

- You can leave the report and continue later at any time. Your data will be saved.

- To continue, click on **Transactions**

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SUBMIT

- Once you have entered **all** your sales please click on **SUBMIT** in bottom right hand corner of your report