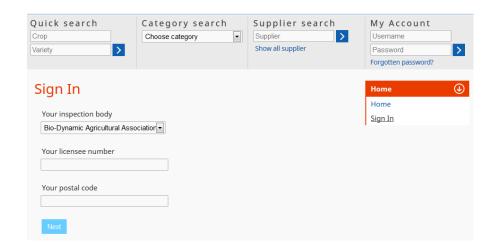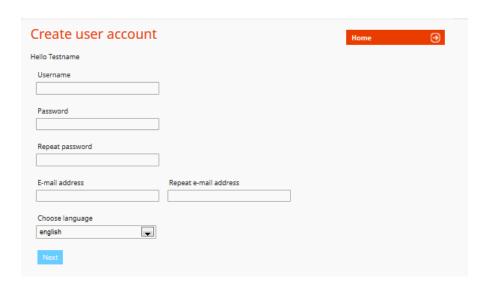# User guide for farmer (licensee)

Registering

Dear user of OrganicXseeds,
the database OrganicXseeds has been completely revised and goes online from January 15th 2014. In order to allow for a smooth switch a one-time registering of **all** users and a creation of a user account is necessary. To do so please take the following steps:

➤At the starting page please chose „**Sign In**" from the menu bar.
➤Chose your inspection body and fill in your licensee number, which was given you by your inspection body, together with your postal code and tick "**next**".
➤Now your data shall be matched with the data stored in the database. If your data do match with the data in the database you will be forwarded to create your own user account.
➤If your filled data do not match with the data in the database, please prove the data and try again or contact your inspection body.

Create user account

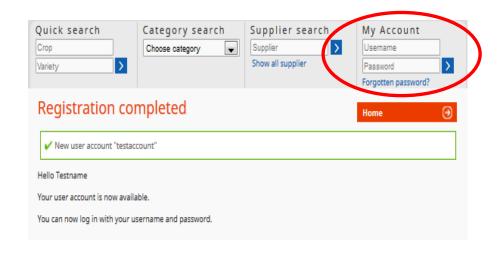➤After a successfully registering you are put forward to create a user account.
➤Please fill in a **user name** and a **password** and leave your e-mail address (the password needs to be at least 10 characters long and consists of capitals and numbers)
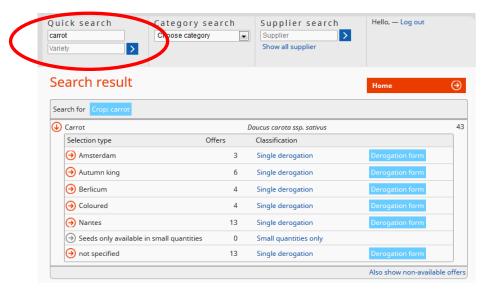➤Chose the required language and tick to "**next**"
➤Please remember your account data for further use of the database.
➤After a successful registration you are able to login (top right).
➤In case you forgot the password you can get a new one by ticking the link "**forgotten password**?"
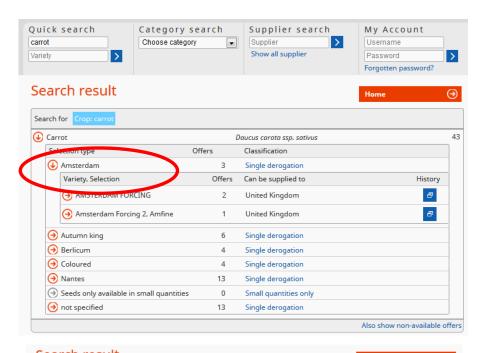
Registration completed

➢ If the registration and creation of the user account was successful, you can now log in with your new log in data at „**My Account**" (top right)

Search for seeds or planting material

➢ Please note: All users of the database can **WITHOUT** prior login, search for seeds, planting material or supplier. Please use the search options "**Quick search**", "**Category search**" or "**Supplier search**". A formal derogations request, can be performed only for a logged in user.

Quick search

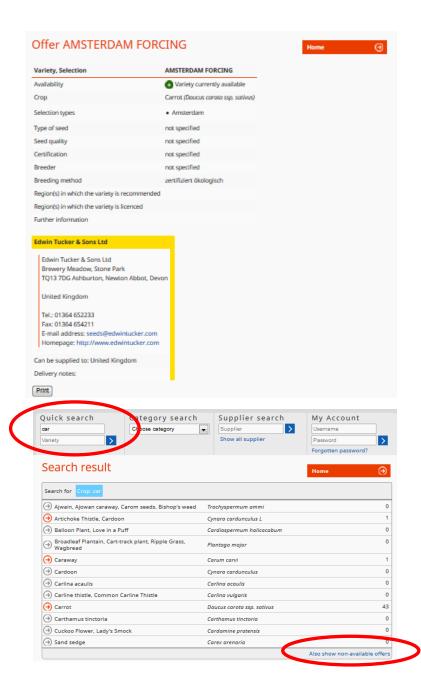➢ Please fill in either a species **or** a variety or a species **and** a variety in the fields "**Quick search**" (e.g. Species: "carrot").

➢All species are separated by defined selection types. In the search results the number of the available seed offer including the classification of the selection type are displayed.

➢Via the light blue fields you can directly proceed to the on-line derogation form.

➢ By ticking a selection type the respective variety will be shown (e.g. selection type "Amsterdam").

➢The database displays the number of seed offers for a chosen variety, the delivery areas as well as the "History" indicating in which time windows the chosen variety has been available.
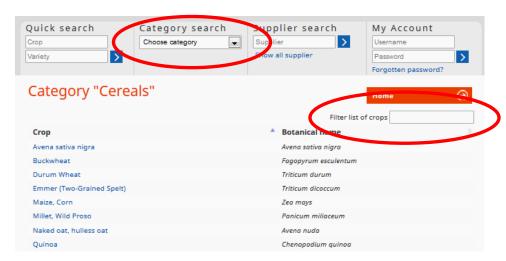

➢ By ticking onto a variety you get an overview of the available offers (e.g. "Amsterdam forcing").

➢ The seed offers are displayed by supplier, delivery area as well as seed form and seed quality together with the certification of the respective label organisation.

➢ By ticking onto one offer (green circle with a white plus marked) you get a detailed overview of the chosen offer.
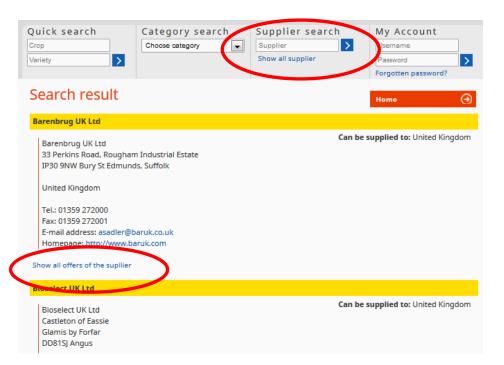
Offer AMSTERDAM FORCING

Variety, Selection	AMSTERDAM FORCING
Availability	⊕ Variety currently available
Crop	Carrot (Daucus carota ssp. sativus)
Selection types	● Amsterdam
Type of seed	not specified
Seed quality	not specified
Certification	not specified
Breeder	not specified
Breeding method	zertifiziert ökologisch
Region(s) in which the variety is recommended	
Region(s) in which the variety is licenced	
Further information	

Edwin Tucker & Sons Ltd

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TQ13 7DG Ashburton, Newton Abbot, Devon

United Kingdom

Tel.: 01364 652233
Fax: 01364 654211
E-mail address: seeds@edwintucker.com
Homepage: http://www.edwintucker.com

Can be supplied to: United Kingdom

Delivery notes:

Print

Quick search
car
Variety

Category search
Choose category

Supplier search
Supplier
Show all supplier

My Account
Username
Password
Forgotten password?

Search result

Search for Crop: car

Ajwain, Ajowan caraway, Carom seeds, Bishop's weed	Trachyspermum ammi	0
Artichoke Thistle, Cardoon	Cynara cardunculus L	1
Balloon Plant, Love in a Puff	Cardiospermum halicacabum	0
Broadleaf Plantain, Cart-track plant, Ripple Grass, Wagbread	Plantago major	0
Caraway	Carum carvi	1
Cardoon	Cynara cardunculus	0
Carlina acaulis	Carlina acaulis	0
Carline thistle, Common Carline Thistle	Carlina vulgaris	0
Carrot	Daucus carota ssp. sativus	43
Carthamus tinctoria	Carthamus tinctoria	0
Cuckoo Flower, Lady's Smock	Cardamine pratensis	0
Sand sedge	Carex arenaria	0

Also show non-available offers

➢ In the detail view of the offer you find all relevant information for the offer together with contact details of the supplier.
➢Below in the detail view you find the button "**Print**" where you can print out the offer details in a PDF file or save it on your computer.

➢ Please note that there is different typing. In case you are not able to get the search result you are looking for, try to use the search by word parts. For example if you are looking for "carrot" try again with "car". Now you see all hits containing the string "car".

➢ Only available seed and planting material is shown. If you want to display also non-available material on offer, please tick onto "**also show non-available offers**".

Category search

➢ In order to use the category search you chose a certain category from a given list (e.g. "cereals").

➢ The left column displays all species that belong to the respective category. The right column shows the respective botanical name.

➢ By using the button "Lister....." you have the possibility to search for a specific plant.

➢Please note that are different botanical names in use for a certain species. In order to keep it as simple as possible the most popular botanical name has been taken.
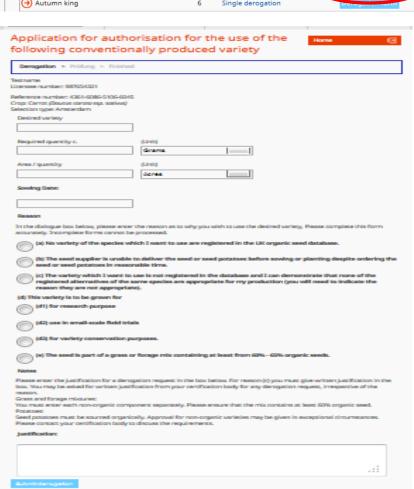

Supplier search

➢ With the supplier search you can search for specific seed suppliers and their data.

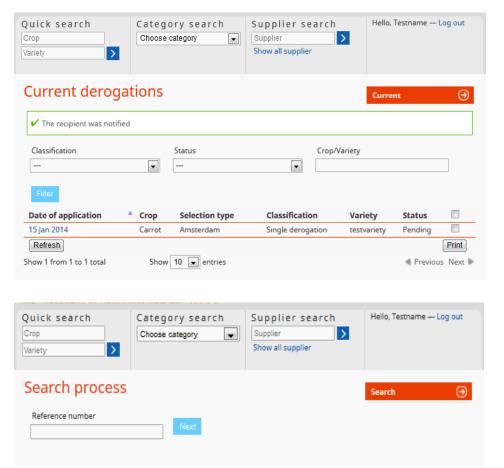➢By using the link "Show all suppliers" you find all seed suppliers in a chosen country with their seed assortment.

➢An overview of the seed offers of the seed suppliers can be find ticking the button "Show all offers of the supplier".
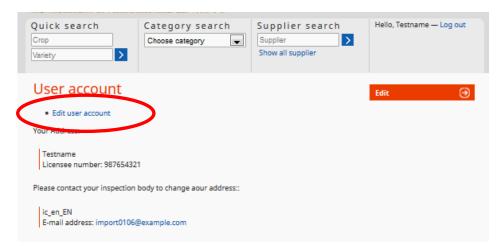
On-line derogation form

➢ Ones you found the required selection type via the search functions but without any suitable seed offer, you are able to fill in a on-line derogation form for selection types classified as "single derogation".

➢Note: In order to fill in a derogation request you need to be logged in with your user account.

➢Tick onto the light blue field "go to the on-line derogation form"

➢Please fill in the opening derogation form.

➢You need to fill in information for your required variety, the amount of seed (integer number and unit) and as far as known the area or number of pieces of propagation material (optional).

➢After that you need to chose a reason as to why you seek the respective derogation. An overview of reasons for a derogation requests is given in the form.

➢Additionally, you need to fill in in your own words as to why you need to chose the specific variety.

➢If you have finished the form please click onto "send derogation request".

➢The request will automatically transferred to your inspection body and dealt with there. You receive the replay directly from your inspection body.

➢ Your derogation request is saved in your user account. There, you can look it up later on again and put in the archive if you like.

➢Further information on the use of your user account can be found in "User account".

➢In case of unclarities regarding the forms or classification of the selection types, please contact your inspection body.

User account

➢ All derogations you have filled in, are saved in the user account.

➢ By ticking on the data of application, you can see the details of the derogation

➢ By ticking on „Print" the derogation will be opened as a PDF file, so you can print or save it.

➢ By ticking on "Archive" you can put the derogations from you "current" file to your "Archive".

➢ By ticking on search (below „archive" in the menu bar) you can search for derogations you have filled in the past, by typing in the reference number.

Edit user account

➢ At the menu bar "**User account**" you can check you address, which was deposited by your inspection body. If this address is incorrect, please contact your inspection body, that they will upload the correct address data.

➢ By ticking on "**edit user account**" you can change your password or your user name.