![Sustainable Sourcing Scan logo](SUSTAINABLE SOURCING SCAN)

Manual End Users

> Instruction data-transfer CSV-file

> Instruction Floridata Portal SSS

This manual describes how to fill in the required CSV-file correctly and gives an explanation of the SSS functionalities in the Floridata Portal.

Read more on the website www.sustainablesourcingscan.eu about the purpose, advantages and involved parties of the SSS.

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Part 1: Instruction data-transfer SSS

This is an explanation about the data-transfer of the purchase information.

1.1. Technical design of the CSV-file

The data transfer of trade information takes place via an UTF-8 CSV-file.

HEADER	The first row of the file serves as header and exists of specific field names as mentioned in the table below. The field names in the header need to be in sync with the field names mentioned in this document. When an adjustment is made in the header, the whole CSV-file cannot be processed.
OTHER ROWS	Row number two and further contains purchase data.
SEPARATOR	The column separator is a ; (semicolon) and all values need to be inserted in the CSV-file with double quotes. Numbers/digits need to be inserted without separator.
PERIOD	The data over a certain period (month/year) needs to be transferred in one go. When the same period is inserted in another message, again, the data from the first message will be overwritten. In one message it is allowed to insert multiple periods (months).
NAMING	The name of the message needs to be unique and is allowed to contain a maximum of 100 characters. A meaningful filename is recommended (company name/period).

1.2. Transfer the CSV-file via e-mail

The fully completed CSV-files can be e-mailed to sustainability@floridata.eu.

1.3. Specifications of the CSV-file

The CSV-file with trade information must be transferred in accordance with the specifications below.

Attribute	Fieldname in file (this is the header in the first row of column A up to and including column M)	Type	Mandatory	Validation rules	Comments
Your Floridata participation number	FloridataNumber	Numeric (1-4 digits)	YES	Value between 1 and 9999	Unique number among which your company is known at Floridata
GLN Buyer (company code)	BuyerGLN	Numeric (13 digits)	YES, one of both fields needs to be filled; preferably the Buyer GLN. So please do not fill in both the GLN Buyer and AuctionCode Buyer.	When filled in, value larger than 0 The GLN needs to be a GLN on company level with the role = Buyer	Unique identification Buyer
AuctionCode Buyer	BuyerAuctionCode	Numeric (6 digits)		When filled in, value larger than 0	
Identification Auction Buyer	BuyerAuction	Text (1 letter)	Mandatory when KoperVeilingCode is filled in	F = FloraHolland P = Plantion	Identification by which auction the auctioncode of the Buyer is issued.
GLN Seller (company code)	SellerGLN	Numeric (13 digits)	YES, one of both fields needs to be filled; preferably the GLN Seller. So please do not fill in both the GLN Buyer and AuctionCode Seller.	When filled in, value equals or larger than 0	Unique identification Seller
AuctionCode Seller	SellerAuctionCode	Numeric (6 digits)		When filled in, value larger than 0	
Identification Auction Seller	SellerAuction	Text (1 letter)	Mandatory when VerkoperVeilingCode is filled in	F = FloraHolland P = Plantion	Identification by which auction the auctioncode of the Seller is issued.

GPC Brick	ProductGPC	Numeric (8 digits)	YES, one of both fields needs to be filled; preferably the GPC.	When filled in, value larger than or equal to 10000000	Unique identification Productgroup (in GPC terms this is a Brick)
VBN productcode	ProductVBNCode	Numeric (6 digits)		When filled in, value between 1 and 999999	
ISO-country code of Country of origin	CountryOfOrigin	Text (2 letters)	YES	Two letter code in capital letters	Unique identification of the country of origin where the product is grown
Year	Year	Numeric (4 digits)	YES	>= 2015	The year in which the products were purchased
Month	Month	Numeric (1/2 digits)	YES	1 - 12	The month in which the products were purchased
Amount	Number	Numeric	YES	> 0	The number of items (quantity) purchased

Please find more information about above mentioned attributes and coding:

Accessible with subscription:
GLN Buyers and Sellers, FloraHolland/Plantion auctioncodes, GPC Bricks and VBN Products, ISO- country codes.
https://www.floricode.com/en-us/distribution

Accessible without subscription:
ISO- country codes
http://www.floricode.com/Portals/0/Downloads/VBN%20codes/N-Landencodes.pdf

1.4. Example of a correctly completed CSV-file

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Floridata	BuyerGLN	BuyerAuct	BuyerAuc	SellerGLN	SellerAuction	SellerAuction	ProductGPC	ProductVBNCode	CountryC	Year	Month	Number
	444	8714222222444			8718288888888				8214	DE	2021	3	1
	444	8714222222444			0			1000666		UG	2021	3	108
	444	8714222222444			0				22974	IE	2021	3	84
	444	8714222222444				20263	F		11867	NL	2021	3	95
	444	8714222222444				20456	F	1000444		NL	2021	3	62500

Column A	fill in your Floridata participation number
Columns B, C, D	• fill in your own GLN (column B) <u>OR</u> BuyerAuctionCode (column C) • when column C is filled, then fill in a P or F in column D (and leave B empty) • when column B is filled, then leave columns C and D empty
Columns E, F, G	• fill in the GLN of the grower (column E) <u>OR</u> SellerAuctionCode (column F) • when column F is filled, then fill in a P or F in column G (and leave E empty) • when column E is filled, then leave columns F and G empty • when both numbers are unknown, please insert a 0 in column E
Columns H en I	• 1 of both 2 columns need to be filled in • preferably fill in column H: ProductGPC • when both product codes are unknown, please delete the row from the file and save these deleted rows in your own administration SSS
Column J	2 capital letters
Column K	4 digits
Column L	1-12 digits
Column M	a digit larger than 0 (do not use thousands seperators)

Please be aware: it is important to submit the purchase data with **GLN/auction code of the source**. The purchase must therefore be submitted in the name of the grower, instead of the intermediary trader. When a grower has a valid certificate, however, the associated purchasing data is registered with the GLN/auction code of the intermediary trader, the purchased products are marked as non-certified in the SSS.

An exception is the GLOBALG.A.P. group certificates; this administration is currently managed by Floricode. Please contact Floricode to process your group certificates.

Part 2: Instruction Floridata Portal SSS

In this instruction you will find the SSS functionalities of Floridata Portal 2021 (https://portal.floridata.nl).

Please be aware: all data illustrated within the frames is fictional data.

2.1. User rights and access to Floridata Portal

The End User will receive a user account from Floridata to access the Sustainable Sourcing Scan in the Floridata portal. At the request of the End User, multiple user accounts can be created by Floridata. There are no additional charges. In addition, Floridata can, at the request of the End User, block and/or remove access to a user account.

To gain access to the user account, the (End) User will receive an e-mail from Floridata asking to reset the password. The e-mail looks like this:

Dear user,

Please use the following link to change your password https://portal.floridata.nl/Account/ChangePassword?token...
Password requirements:
- minimum of 10 characters
- minimum of 1 digit
- minimum of 1 capital letter

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2.2. Four dashboards available in the Floridata Portal

In the Floridata Portal you will find four dashboards: **Summary, Growers, Product Groups en Countries.**
Moreover you could download Excel with purchase information and the Proof of Sustainable Purchase (PoSP).

2.3. Dashboard Summary
The summary gives a complete overview of the sustainable and non-sustainable volume over a certain period. In the Summary you can filter on product group, country and/or period. A consortium can show the data of all companies together or of each subsidiary.
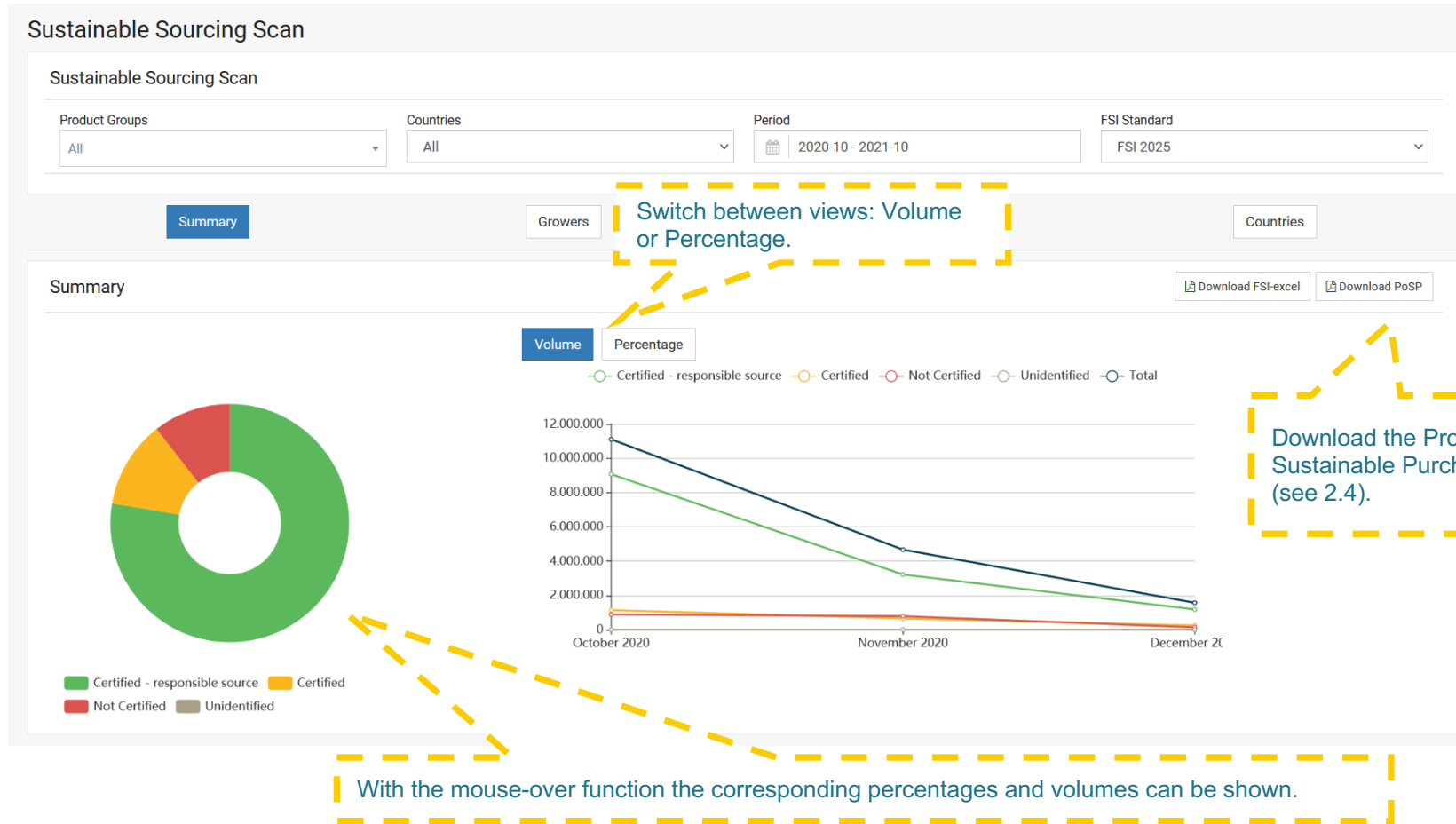
2.4. Proof of Sustainable Purchase

The Proof of Sustainable Purchase (PoSP) is a pdf that shows how sustainable the purchases are based on the FSI2025 Basket of Standards.

Proof of Sustainable Purchase for [   ]

Floriculture Sustainability Initiative Output for 2025
Period of time: 01/10/2020 - 31/10/2021

Date of issue: 20/10/2021. This document enables [   ] to show sustainable purchase performing to stakeholders.

Productgroup	Classification	Volume	Percentage
Cut flowers	Certified - responsible source:	4,398,155	68.7 %
	Certified:	1,185,840	18.5 %
	Not certified:	820,380	12.8 %
	Unidentified:	0	0.0 %
	Total	6,404,375	100.0 %
Plants	Certified - responsible source:	8,742,795	90.3 %
	Certified:	436,325	4.5 %
	Not certified:	500,000	5.2 %
	Unidentified:	0	0.0 %
	Total	9,679,120	100.0 %
Cut greens	Certified - responsible source:	0	0.0 %
	Certified:	0	0.0 %
	Not certified:	0	0.0 %
	Unidentified:	0	0.0 %
	Total	0	100.0 %
Shrubs/Trees	Certified - responsible source:	325,015	25.8 %
	Certified:	433,055	34.4 %
	Not certified:	500,060	39.8 %
	Unidentified:	0	0.0 %
	Total	1,258,130	100.0 %
Vegatables/Fungi Plants	Certified - responsible source:	3,240	98.2 %
	Certified:	0	0.0 %
	Not certified:	60	1.8 %
	Unidentified:	0	0.0 %
	Total	3,300	100.0 %
Total of Cut flowers, Plants, Cut greens, Shrubs/Trees and Vegatables/Fungi Plants	Certified - responsible source:	13,469,205	77.7 %
	Certified:	2,055,220	11.8 %
	Not certified:	1,820,500	10.5 %
	Unidentified:	0	0.0 %
	Total	17,344,925	100.0 %

PLEASE BE AWARE THAT THESE RESULTS ARE DEPENDENT ON:

- The FSI basket of standards 2025
- The completeness and correctness of the data set by [   ], handed over to Floridata, in order to let the Sustainable Sourcing Scan obtain the results.
- Floricode's register of certificates, which is dependent on timely updates of the scheme-owners.
- Floricode's product coding and GLN-administration.

VGB owns the Intellectual Property rights of the Sustainable Sourcing Scan.
Floridata houses the Sustainable Sourcing Scan tool.
Floricode takes care of the register of certificates and coding.

The five product groups in the FSI-scope are:
- Cut flowers
- Plants
- Cut greens
- Shrubs/Trees
- Vegetables/Fungi Plants

2.5. Dashboard Growers

Excel	Columns A - R
A	Grower
B	Grower GLN
C	Grower Auction Code
D	Auction Code
E	Total volume
F	Volume sustainable FSI2020
G	Volume sustainable FSI2025
H	Percentage sustainable FSI2020
I	Percentage sustainable FSI2025
J	Volume not sustainable FSI2020
K	Volume not sustainable FSI2025
L	Percentage not sustainable FSI2020
M	Percentage not sustainable FSI2025
N	ISO-country code
O	Risk country (Yes or No)
P	Social (Yes or No)
Q	GAP (Yes or No)
R	Environmental (Yes or No)

With 'Growers' the top 10 sustainable- and non-sustainable growers are shown with the corresponding volume and share.

Click on 'Download Excel' for a complete overview of all growers with the corresponding results.

2.6. Dashboard Product Groups

Sustainable Sourcing Scan

Sustainable Sourcing Scan

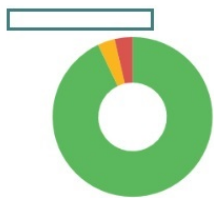| Product Groups	Countries	Period	FSI Standard
All	All	2020-10 - 2021-10	FSI 2025

Summary | Growers | → Product Groups | Countries
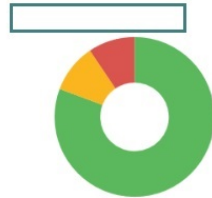
Product Groups

Sustainable purchase per product group

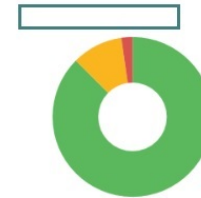Filter: **Total** | Not sustainable

7,142,420 (41 %)	4,002,630 (23 %)	1,242,325 (7 %)	584,025 (3 %)	407,485 (2 %)	352,305 (2 %)

Top 3

The top 3 non-sustainable growers are shown per product group, including the corresponding total and the non-sustainable volume as well as the percentage.

2.7. Dashboard Countries

Sustainable Sourcing Scan

Sustainable Sourcing Scan

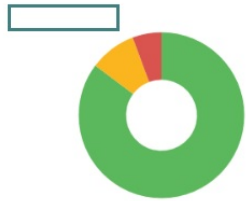| Product Groups	Countries	Period	FSI Standard
All	All	2020-10 - 2021-10	FSI 2025

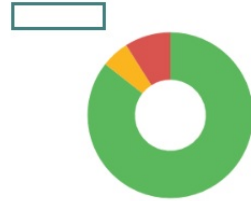Summary   Growers   Product Groups   ⇒ Countries

Countries

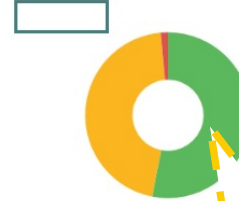Sustainable purchase per country

11,695,660 (67 %)   3,488,900 (20 %)   1,280,355 (7 %)   567,550 (3 %)   124,350 (1 %)   40,175 (0 %)

With the mouse-over function the top 3 product groups can be shown per country, including the total sustainable volume in numbers and percentages.