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# HOW-TO: GGN LABEL PORTAL

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# 1 Creating a user account

Multiple user accounts for the GGN label portal may be linked to the same company (i.e., the same GLOBALG.A.P. Number (GGN) or Chain of Custody (CoC) Number). To create your user account, you will need the following information: Your GGN, CoC Number, or Global Location Number (GLN), as well as your company email address and contact details.

## 1.1 Creating an account when registering your company for the first time

1. Access the registration page via [www.ggn.org/Login/Register](http://www.ggn.org/Login/Register).
2. Enter your GGN, CoC Number, or GLN to link your company and your user account.
3. Complete all the required information, including your email address, and choose a new password. If you operate in the EU, you must also enter your VAT number.
4. Accept the terms and conditions.
5. Click “Register with this company” to finalize. Please note that registration is approved manually by the GGN Label team and may take up to three working days to be confirmed.

## 1.2 Creating an account and linking to a company which has already been registered

1. Access the registration page via [www.ggn.org/Login/Register](http://www.ggn.org/Login/Register).
2. Enter your GGN, CoC Number, or GLN to link your company and your user account.
3. If your company has already been registered to the GGN label portal, a redirect page will appear. Enter the required details, including your company name and phone number.
4. Accept the terms and conditions.
5. Click “Register with this company” to finalize. Please note that registration is approved manually by the GGN Label team and may take up to three working days to be confirmed.

# 2 Logging in for the first time after registration

1. Go to [www.ggn.org](http://www.ggn.org).
2. Click “Partner Area” at the top right of your screen (desktop).
3. Click “PARTNER LOGIN”.
4. Enter your login details.

You can view and edit the details linked to your account via the menu that pops up when you click your username/icon.

## 3 Signing agreements and applicable annexes

When you log in to your GGN label portal account on [www.ggn.org](http://www.ggn.org) for the first time, a pop-up message will notify you that there are agreements requiring your signature.

1. Click “Go to application module” to start the process.
2. Click “Generate new agreement” under the heading “Documents Requiring Signature”.
3. The pop-up window will require you to select from the following options: “GGN label license agreement”, “System participant agreement”, or “Profile creation”.

*Note: Users who are only required to create a profile will not need to sign any agreements before they create a profile – simply click “Profile creation”.*

### 3.1 GGN label license agreement

If you are signing up as a GGN label licensee, you must sign the GGN label license agreement via DocuSign.

1. Download the annexes and read them carefully.
2. Sign the agreement, adding the date and location.
3. A copy will automatically be sent to you via email.
4. Once you have signed the agreement, you need to select your scope (fruit and vegetables/aquaculture/flowers and ornamentals). Since your account is linked to your GGN/CoC Number, only the scopes for which you hold a certificate will be displayed. Please note that “edible plants in pots” is a separate subcategory under the fruit and vegetables scope.

### 3.2 System participant agreement

If you are signing up as a system participant (i.e., producers with certification to a benchmarked scheme), you must sign the system participant agreement via DocuSign.

1. Download the annexes and read them carefully.
2. Sign the agreement, adding the date and location.
3. A copy will automatically be sent to you via email.
4. Once you have signed the agreement, you need to select your scope (flowers and ornamentals). Since your account is linked to your GGN/CoC Number, only the scopes for which you hold a certificate will be displayed. Please note that “edible plants in pots” is a separate subcategory under the fruit and vegetables scope.
5. If you are both a system participant and a licensee, you will need to sign the system participant agreement before you can sign the GGN label license agreement.

### 3.3 Profile creation (farm, trader, or retailer profiles)

Creating a farm profile is mandatory for all producers connected to a product with the GGN label. To create your profile, you will need the following: company images (e.g., farmer with farm in the background), product images, company homepage (where applicable), number of employees, and founding date of the company.

1. Go to the “Profile Management” module on the main dashboard.
2. Click “New GGN label profile”. When the pop-up showing a short summary of your information appears, click on “Create”.
3. Upload a company image and add all relevant company data to your profile (see image requirements in the style guide next to the image uploader). Please note that using your logo as a company image is not permitted – to uphold the integrity of the GGN label portal, we require real-life photos of the facility.
4. Add additional information as required:  
*For farm profiles*, upload up to three product images and add your labeled product(s) to the profile.  
*For trader and retailer profiles*, connect with the farm(s) you source from. To do so, you will require the GGNs of the farms. Once added to your supply chain information, farms which are registered to the GGN label portal will be notified automatically via email and requested to confirm the connection. Farms which are not yet registered to the GGN label portal need to be notified manually. To do so, click on the email icon (a small envelope) under “Profile creation” and enter the farm email address when the pop-up appears.
5. Add your address and click “Submit”. The GGN Label team will verify the profile and then publish it. You will receive notification of its publication via email.

## 4 One-time registration fee (for aquaculture/fruit and vegetable licensees)

When you log in to your GGN label portal account for the first time after signing your GGN label license agreement, a pop-up message will notify you that you need to pay the one-time registration fee.

1. Go to the “Invoice/Volume Reporting” module (found on the main dashboard) to start the process.
2. You will see an overview of the one-time registration fee that is now due. Click “Submit”.
3. Once you have submitted the report, the GGN Label team will verify the invoice and send it to your email address within a few working days.
4. Please pay the invoice using the details provided. When the GGN Label team has received your payment, full use of the portal – including product approval – will be activated for your account.

## 5 Volume reporting and invoice management

Volume reporting is required from all licensees. Volume reporting means entering into our system a record of the volume of your products sold with the GGN label. The data you enter is used exclusively for our internal statistics reporting and remains strictly confidential.

For aquaculture/fruit and vegetable licensees, the volume reporting is also used to generate invoices.

### 5.1 Volume reporting

1. Go to the “Invoice/Volume Reporting” module (found on the main dashboard) to start the process.
2. Generate your invoice/volume reporting by clicking on “Go to bill”.
3. You will see an overview of the product(s) you have on the market for the current reporting period.
4. Enter the sales volumes for the listed product(s) and click “Calculate” to view the sum total (flowers and ornamentals excluded from this step).
5. You can now click on “Save” to save your draft, which will allow you to change the data if needed, or you can click “Submit” to forward the invoice for review.

### 5.2 Volume-based fees (for licensees)

Once a volume report has been submitted, an invoice is generated for licensees under all scopes.

- **For flowers and ornamentals licensees**, the invoice balance will be €0 (as there is no GGN label fee for flowers and ornamentals), and no further action is required.
- **For aquaculture/fruit and vegetables licensees**, the invoice balance is calculated according to the volume of products sold (as submitted in volume reporting).

To ensure the invoice balance is correct, the invoice is first verified by the GGN Label team before payment is required. Once the invoice has been verified, it is sent via email within three working days. Please use the details provided to pay the invoice within 30 days of receipt.

### 5.3 Area-based fees (for system participants)

System participants (i.e., producers with certification to a benchmarked scheme) are invoiced according to their production area only. The volume-based fee does not apply. To generate your invoice for the area-based fee, follow the steps below.

1. Go to the “Invoice/Volume reporting” module (found on the main dashboard) to start the process.
2. You will see an overview of the price you need to pay. Click “Submit”. To ensure the balance is correct, the invoice is first verified by the GGN Label team before payment is required.
3. You will receive the verified invoice via email within three working days.
4. Please use the details provided to pay the invoice within 30 days of receipt.

## 6 Product approval

To complete product approval, the following information is required: product name, brand name, country of product(s)'s destination, print data for product in PDF format, EAN of product and list of GGNs of supply chain actors.

### 6.1 "Product Approval" module

1. Go to the "Product Approval" module on the main dashboard.
2. Click the "Add new product" button to create a new product approval process.
3. Choose your product from the list shown. The list of products is generated according to your scope added in the "Application" module. If you do not see the desired product, please check your scope again in the "Application" module and add a new product if necessary.
4. Type in all relevant information for the specific product (article/item name, EAN, country of destination etc.).
5. Choose the product's model type.
6. Upload the packaging artwork/material for the product in PDF format.
7. Add the supply chain for the product, with all producers you are sourcing from or selling to, including the estimated volume for each supplier. You can do this manually or via Microsoft Excel upload – see below for details on the upload process.
8. Add the brand name.
9. Click "Submit". After the GGN Label team has checked and validated the product you will receive notification via email. You may now use the GGN label for the approved product.

### 6.2 Product approval supply chain information via Microsoft Excel upload

1. To upload your supply chain information via a Microsoft Excel file, select the option "Excel upload".
2. Download the template.
3. Fill out the list by following the instructions in the Microsoft Excel file.
4. After uploading the file, click "Save" to transfer the information. Caution: Uploading a new file will overwrite all the records that you have already loaded!

## 7 Adding a new scope

If you later wish to add the GGN label to another scope of products (the relevant GLOBALG.A.P. certificate is required!), you will need to update the scope of your GGN label portal account to enable necessary functions such as product approval.

To update your scope, go to the "Application" module on the main dashboard. In the table you should see your company name listed under the "LICENSEE" column. In the "ACTIONS" column, click on the plus to add another scope. Please note that "edible plants in pots" is a separate subcategory under the fruit and vegetables scope.