



INSTRUCTIONS FOR D-SPP SYSTEM USERS:

1. Go to <http://d-spp.org> or www.d-spp.org and choose language spanish or english.
2. Choose the option of SPO (Small Producers Organization), Companies (Final Buyers) or CE (Certification Entities), depending on the type of stakeholder you are.
3. If you are an SPO or company making use of the D-SPP for the first time, you must open the REGISTER button to enter your general information.
4. The system automatically generates the 'SPP Identification Code (#SPP)' and 'user,' which will be sent to the applicant email recorded.
5. With the access data (#SPP and user), you must reenter <http://d-spp.org/> and select the ENTER button.
6. Choose the APPLICATION option, then select the option of a NEW APPLICATION, or if applicable, RENEWAL.
7. The applicant should enter the following information in the D-SPP for the certification or registration process:
 - a. Complete the application form.
 - b. Choose the CE to which the application will be sent (send the application to FUNDEPPO if no preferred CE). *Once the offer is accepted, the CE will notify FUNDEPO. At that time FUNDEPPO will notify all of its database contacts and begin the Objection Process within a period of 21 calendar days. If no objection is made during such period, the CE will begin the evaluation.*
 - c. Wait for the CE's price quote, and eventually accept the offer. *Once the SPO or company accepts the offer, the evaluation process is conducted externally between the applicant and the CE, not through the D-SPP.*
 - d. Once the CE issues the resolution, the applicant will receive a notification by email, whether the resolution is positive or negative.
 - e. If the resolution was positive, the applicant must upload the signed User's Contract for the D-SPP. The contract format was previously sent by D-SPP.
 - f. If the resolution was positive, and the applicant is an SPO, it must upload the bank receipt (previously required by the system) for the D-SPP (corresponding to SPP Membership payment for SPOs).
 - g. Once payment is confirmed (in the case of SPOs) and/or reception of a signed Contract is confirmed (for SPOs or companies), D-SPP will notify the interested party that the Certificate or Registration can be downloaded.
 - h. After ten months, the SPO will receive a certificate renewal notice, and should thus enter its application, indicating the RENEWAL option, and request a price quote from the CE.



Note: For any doubt regarding the D-SPP digital system, you can contact to:
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Alejandra Rangel, Skype: **certificacion1.fundeppo**