

The Small Producers' Symbol has prepared this user guide in order to explain the proper use of the new version of the D-SPP platform, by means of the following sections:

1. [Accessing the platform](#)
2. [Home Page](#)
3. [How to create a Certification / Registration application?](#)
4. [How to check my Certification process?](#)
5. [My Products](#)

The platform is available in Spanish, English and French. If you do not know your username and password to access the platform, contact the Certification and Quality Department at ec@spp.coop or WhatsApp +52 1 55 6375 5572.

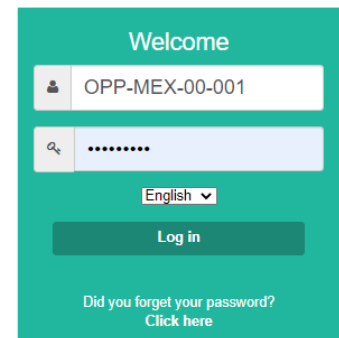
1. Accessing the platform

To access your user account, you must click on the following link:

https://cfdi.siwebmx.com:1008/SPPGlobalPruebas/iCommerc/e/modules/mod_spp/login.jsp?lang= EN

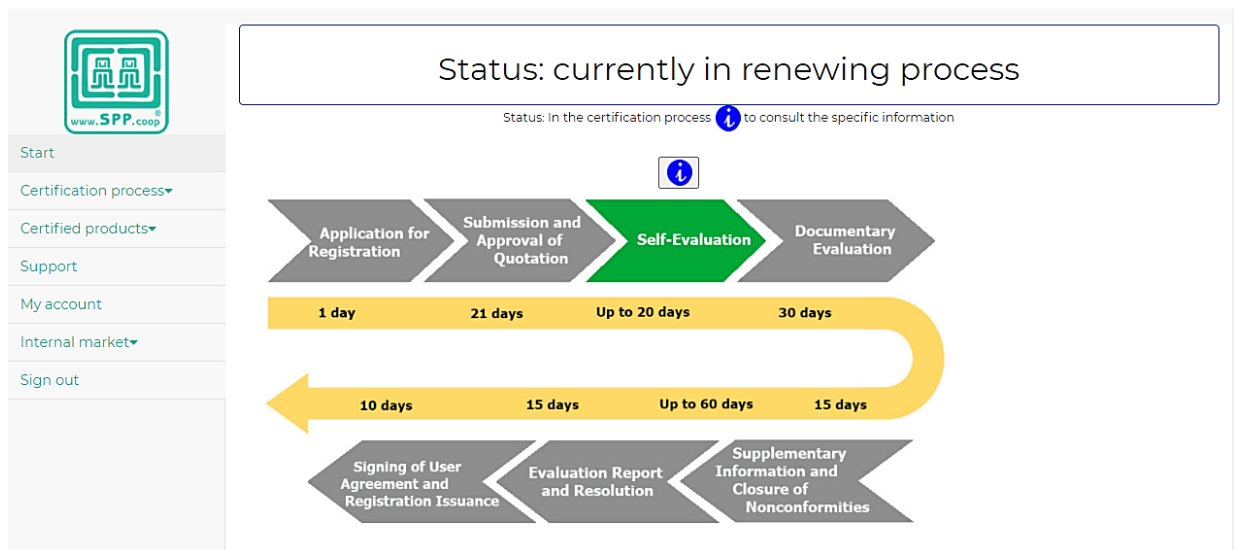
The page will display the following form, where you must enter your SPP User and your Password.

Your user credentials are those which you have been using since the previous version of the platform.



2. Home Page:

Upon accessing your user account, you will see the home page. If your Organization or Company is in the process of renewing or obtaining its SPP Certification, a diagram will be displayed with all the stages of the process. The stage your process is in is colored green.



On the left side you can see the general menu, where the sections to consult your certification process, your list of certified products, among others, are shown.

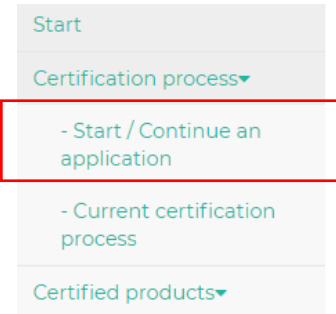
3. How to create a Certification / Registration application?

Go to the general menu and select the option "Start / Complete application".

The platform will redirect you to the Certification / Registration Application form, in which you must declare information regarding the SPP certification.

- 1) General Information and contact list
- 2) Information regarding Operation
- 3) Certifications
- 4) Information regarding the products you want to certify.
- 5) Certification Entities

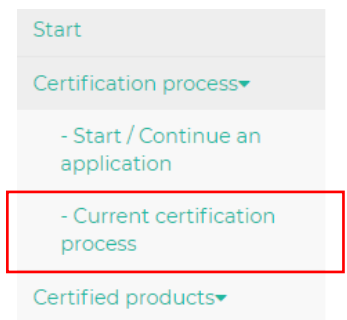
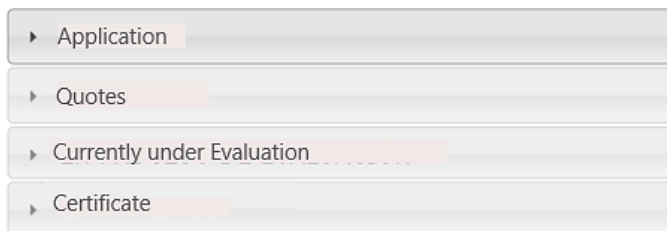
Once the application is completed, you can download it in PDF format or edit it in the same section.



4. How to check my Certification process?

You must click on the option "Current Certification Process".

Different sections will be displayed depending on the stage in which your Certification / Registration process is at the moment:



- a. **Application:** In this tab, you can check the type and format of the application (first time or renewal), submission date and the Certification Entity(-ies) you have selected.

Demande	Type de demande	Date de la demande	État	Demande (lien)	Organismes de certification
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- b. **Quotes:** Here you can view the quotes sent by the Certification Entity(-ies) you chose, as well as Accept or Reject any of them.

Date de la demande	État	Demande (lien)	Organismes de certification
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- c. **In the Evaluation process:** In this section you can consult start date and deadline for your Evaluation process, type of evaluation (Documentary or On-Site), the status of your process and the responsible Certification Entity, with its respective contact details.

Date de début	Date limite	Organisme de Certification	Type d'évaluation	Phase dans laquelle vous vous trouvez actuellement	État	Contact
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- d. **Certificate:** Once your Evaluation has been concluded, you will find here the User Agreement, the membership fee to be paid, status and (once the membership fee has been paid) your SPP Certificate/Registration

5. My Products

In this section you will find the list of products that your Organization or Company has certified under SPP, as well as a list of products that are produced by the different SPP Global members.

If you have any questions regarding this User Guide or the D-SPP platform, please contact the following people:

- Gualberto Choperena, Certification Officer
Email: ec@spp.coop
Skype: EC SPP Global
- Estefanie Serrano, Head of Certification and Quality
Email: cert@spp.coop
Skype: RCC SPP Global
Telephone: +52 1 55 6375 5572

Sincerely,
SPP Global.