



SPP Small Buyer Registration Procedure

SPP Tutorials
SPP Small Buyer Registration
Procedure

Version 1.0 | 2023-10-03

For:
Producers
Buyers
General public



Am I eligible?

- Take our quiz to find out if you're eligible to join SPP as a small buyer.





Am I eligible?

- Is your business a microbusiness or a small business?
- Do you sell products under your own brand?
- Do you want to use the SPP label on your products?





Am I eligible?

- Are you interested in buying SPP-certified raw material or finished products either through SPP Final Buyers...

... or directly from an SPP Small Producers' Organization?





Am I eligible?

- Would you like to become a valuable member of the SPP Global association, display your membership, actively take part in decision-making processes and have the right to participate in the SPP General Assembly?

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Am I eligible?

- Do you think the SPP Final Buyer certification path is not suitable for you due to financial constraints or paperwork involved?



Check details: [Cost Tutorial for Final Buyers](#)



Am I eligible?

Did you answer yes to ALL these questions?

If so, get started as a SPP Small Buyer!

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1. Business Relationship

SPP SMALL BUYER REGISTRATION PROCEDURE

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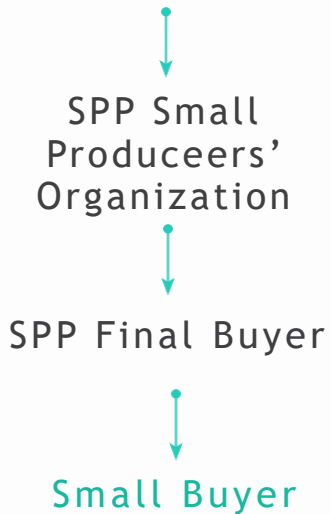
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Whom will you buy from?



THROUGH SPP
FINAL BUYER



DIRECTLY FROM
SPO





2. REQUIREMENTS TO MEET

SPP SMALL BUYER REGISTRATION PROCEDURE

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What requirements must I meet?

1. You make purchases according to either scenario A or scenario B:

Scenario A:

My company purchases SPP products totaling no more than 100,000 USD per year: I can buy from an unlimited number of SPP suppliers and perform an unlimited number of transactions.



What requirements must I meet?

Scenario B:

- My company purchases SPP products totaling no more than 150,000 USD per year: I can buy from up to 3 SPP suppliers and perform up to 5 transactions per year.



What requirements must I meet?

2. Commit to ensure traceability of SPP products up to point of sale





What requirements must I meet?

3. If I wish to sell SPP single-ingredient products, I cannot mix them with other products that are not SPP certified.



Check all details: Chapter 6.6 Origin Criteria - [SPP General Standard](#)



What requirements must I meet?

4. Multi-ingredient products, such as chocolate, must contain at least 50% SPP-certified ingredients based on total product. (Percentage to be increased gradually)



Check all details: Chapter 6.6 Origin Criteria - [SPP General Standard](#)



What requirements must I meet?

5. I must ensure proper SPP logo usage, i.e., always use authorized versions and applications.



Check all details: [SPP Regulations on Graphics and SPP-Network](#)



What requirements must I meet?

6. I must pay SPOs the SPP minimum price set for the product(s) I buy.

If I buy through an SPP Final Buyer, this SPP Final Buyer will be in charge of paying the SPO.



Check all details: [SPP Sustainable Price List](#)



What requirements must I meet?

7. If I buy directly from a Small Producers' Organization, I must agree to buy from them for at least 3 years and hold (virtual) annual follow-up meetings with them.



Check all details: Chapter 6.1 “Contract” - [SPP General Standard](#)



3. Steps to join

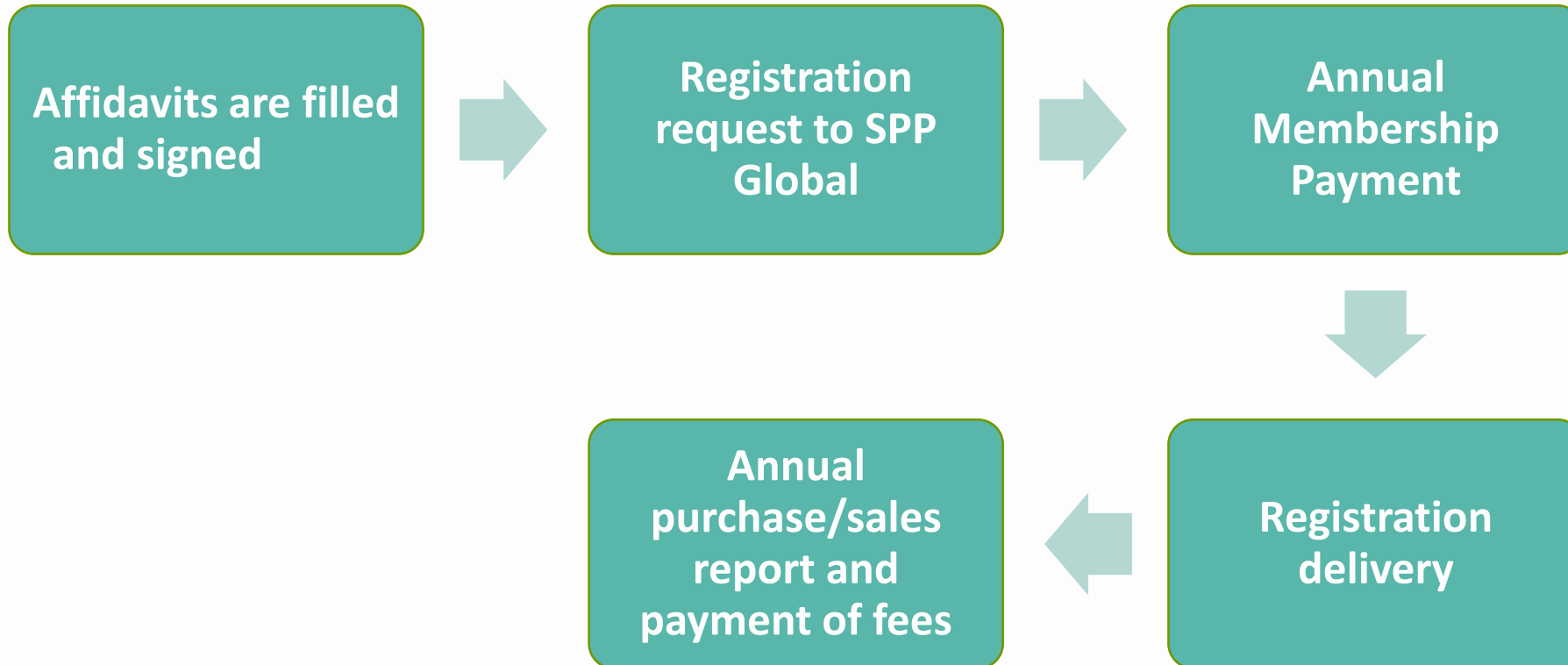
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How to join?





How to join?

1. I reach an agreement with an SPP Final Buyer (FB) or an SPP Small Producers' Organization (SPO) for them to endorse my application and complete all steps needed for my registration as a Small Buyer (S-Buyer)



Check all details: Lists of [FB's](#) and [SPO's](#) who are part of SPP



How to join?

2. I fill out and sign an SPP Small Buyer Affidavit, agreeing to comply with all established requirements.



Check all details: Document 3.28 [Affidavit of Compliance - Small Buyers](#)



How to join?

3. My counterparty, either a Final Buyer or a Small Producers' Organization, also fills out and signs a similar Affidavit.



Check all details: Document 3.27 [Affidavit of Compliance - Small Buyer Registration](#)

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How to join?

4. I submit a Small Buyer registration request to SPP Global, enclosing the Small Buyer Affidavit I filled and signed. My counterparty (FB or SPO) also submits its filled and signed affidavit.



Email your request to: cert@spp.coop



How to join?

5. SPP Global reviews submitted documents. If everything is right, I will be asked to **pay my annual membership fee**. Once payment is received, SPP Global will authorize me to operate as an SPP Small Buyer and I will be delivered a registration certificate featuring my SPP ID



Example ID: PEQ-COM-CAN-11-002-002



How to join?

6. I am now officially an SPP Small Buyer and can start using the SPP label!



[Check all details: SPP Regulations on Graphics](#)



How to join?

7. Every year, I will fill out and submit a report form with SPP products bought and sold annually.





How to join?

7 a) If I registered through a Final Buyer, we must both agree who will prepare and submit required SPP product sales/purchases reports.

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How to join?

7 b) If I registered through a Small Producers' Organization, we must both report annual purchases / sales of SPP products.

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How to join?

8. I pay my SPP *Global Annual Membership Fee* at the end of each one-year operating cycle, according to the amount of SPP products I bought.

AMOUNT OF SPP PRODUCTS PURCHASED (USD)	FEE (USD)
Greater than \$ 80,000.00 up to \$ 100,000.00	\$400
Greater than \$ 60,000.00 up to \$ 80,000.00	\$300
Greater than \$ 30,000.00 up to \$ 60,000.00	\$200
Greater than \$ 20,000.00 up to \$ 30,000.00	\$150
Greater than \$ 10,000.00 up to \$ 20,000.00	\$100
Less than or equal to \$ 10,000.00	\$75



Check all payment guidelines: [SPP Regulations on Costs](#)



Keep in mind

If I buy SPP products through an SPP Final Buyer, I **do not** need to pay any *User Fee*; the Final Buyer is to pay that fee .



Check all payment guidelines: [SPP Regulations on Costs](#)



Keep in mind

If I buy directly from an SPP Small Producers' Organization, **I do** have to pay SPP Global a *User Fee* in addition to my *Annual Membership Fee*.



Check all payment guidelines: [SPP Regulations on Costs](#)



User Fee

To calculate my *User Fee* I must multiply the total transaction amount of my SPP annual purchases (based on SPP Minimum Price) by 1.75%. As for products finished and packaged in the country of origin, multiply by 1.31%, instead.



Check all payment guidelines: [SPP Regulations on Costs](#)



Keep in mind

I can pay my *Annual Membership Fee* and my *User Fee* (if applicable) directly to SPP Global or through my counterparty, i.e., the Final Buyer or the Small Producers' Organization who endorsed my registration.



Check all payment guidelines: [SPP Regulations on Costs and Tutorial with costs examples for Companies](#)



Annual monitoring

SPP Global conducts annual monitoring assessments to verify that Small Buyers keep their commitments and fulfill their duties.



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Annual monitoring

Each year, SPP Global will randomly select at least 10% of registered Small Buyers for monitoring assessments. If I am selected, I will be willing to collaborate. This should not generate any additional fees.



Check all registration guidelines: [SPP Small Buyer Registration Procedure](#)

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Annual monitoring

If anomalies are detected during this monitoring, I will agree to undergo a Complete Remote Evaluation conducted by a Certification Entity.



Check all registration guidelines: [SPP Small Buyer Registration Procedure](#)

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Annual monitoring

The cost of this evaluation is to be paid by me, the Small Buyer, and/or my counterparty (FB, SPO), depending on which party was at fault and according to the initial agreements we made.



Check all registration guidelines: [SPP Small Buyer Registration Procedure](#)

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4. Benefits

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Your benefits and rights

- I can use the SPP label and everything that comes with it when promoting my products.

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Your benefits and rights

- I will be able to participate, with the right to speak, in the annual General Assembly of SPP Global, as well as in internal consultations.

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Other benefits and responsibilities

Benefits and responsibilities	FINAL BUYER	S-BUYER	INT
You must undergo an annual evaluation conducted by a Certification Entity	Yes	No	Yes
You must submit a (quarterly/annual) report regarding SPP certified products bought/sold	Yes	Yes	Yes
You may use the SPP logo on labels and packaging for products containing SPP certified products	Yes	Yes	No
You must pay a User Fee according to the SPP certified products you bought	Yes	Yes	No



Other benefits and responsibilities

Benefits and responsibilities	FINAL BUYER	S-BUYER	INT
You must pay an SPP Global Annual Membership Fee	Yes	Yes	No
You may register Small Buyers and sell SPP certified products to them	Yes	No	No
You become a member, i.e. an SPP Global Solidarity Member having the right to speak during SPP Global General Assemblies	Yes	Yes	No



Other benefits and responsibilities

Benefits and responsibilities	FINAL BUYER	S-BUYER	INT
You will be featured in our SPP Global public member list	Yes	Yes	No
You may be eligible to serve in one of SPP Global's governing bodies	Yes	No	No

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If you have any questions,
please let us know!



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