



**SMALL
PRODUCERS'
PRIDE**

**FAIR
ORGANIC
& AUTHENTIC**

SPP TUTORIALS

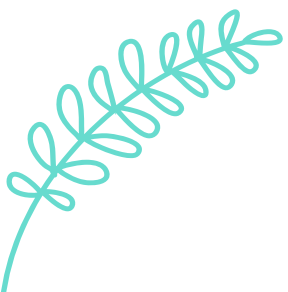
REGISTRATION PROCEDURE

Version 1.0



WHAT QUESTION DOES THIS TUTORIAL ANSWER?

-  **Are you interested in joining SPP Global's intercontinental network and in selling your products using the Small Producers' Symbol?**
-  **Are you interested in registering your Company as an SPP Company?**
-  **Learn about our registration procedure**

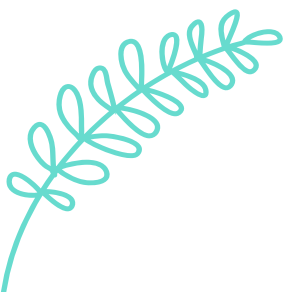




WHAT ARE THE MINIMUM REQUIREMENTS TO BE REGISTERED AS AN SPP COMPANY?

Your company must comply with the criteria of our General Standard, endorse our Declaration of Principles and Values and our Code of Conduct.

To consult the General Standard, Declaration of Principles and Values and the Code of Conduct, click [here](#)

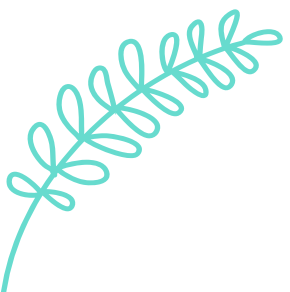




- 1. If your company wants to sell products with your brand alongside the SPP seal, you must commit to commercialize, after completing your first two years, at least 5% of the turnover of the product in question under SPP.**



- 2. After those first two years, you must increase that percentage to a minimum of 25%, as a criterion for continuous improvement.**





HOW DO I REGISTER FOR THE FIRST TIME?

If this is the first time you are applying for registration, you will have to go through an initial procedure, which consists of completing an eligibility process and undergoing a Remote Document-based Evaluation conducted by an SPP Global-authorized Certification Entity.



Check: Certification Entities authorized by SPP Global

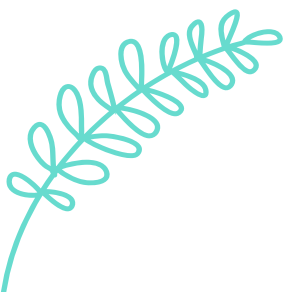


HOW DO I APPLY FOR THE SPP REGISTRATION?

As a first step you must pre-register at the following [link](#).

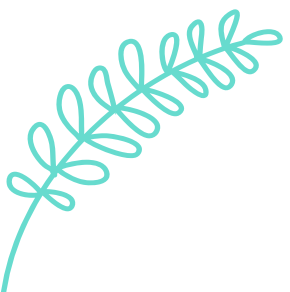
Here you will be asked to provide general information of your company: Name, address, contacts, product to be certified, etc.

Important! This pre-registration is not equivalent to the beginning of the certification process to obtain the SPP Registration.





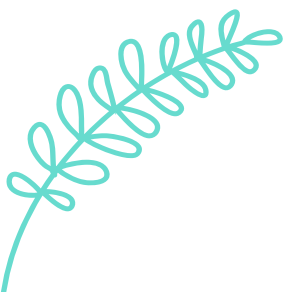
- 1. Once you submit your information, our SPP team will review your pre-registration and will contact you if they need more information.**





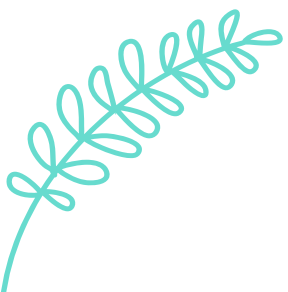
2. If your information is complete, we will send you a username and a password so you can access our **D-SPP** platform.

You must then log in to the platform and fill out an application form for registration.





- 3. Once you are done filling out your application, you will have the possibility to send it to more than one certification entity.**

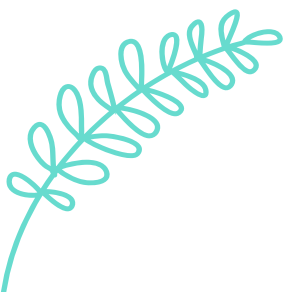




ELIGIBILITY PROCESS

After submitting the application, you will need to pay an application fee of **\$150 USD to start your eligibility process.**

This step is only performed the first time a company applies for the SPP registration and it takes approximately 21 days.





WHAT IS THE ELIGIBILITY PROCESS?

At this stage, SPP Global will carry out a desk research¹ and a consultation among SPP members, to confirm that your company complies with the basic principles of SPP's General Standard, SPP's Declaration of Principles and Values and SPP's Code of Conduct.

¹ If the information provided is not enough to issue a Resolution, you will be asked to submit complementary documents.



EVALUATION QUOTE

Based on the results obtained, SPP Global will issue a Resolution; If it is positive, then the Certification Entity(ies) will send a quote for your evaluation within a 10-day deadline.

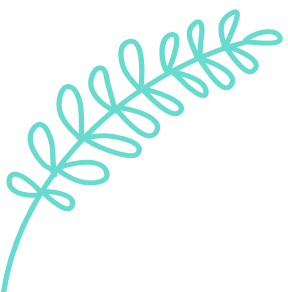
The cost of the evaluation will depend on the value and volume of purchases you plan to make under SPP.



Check: [SPP Certification Costs Tutorial](#)



- 1. You will have to review and/or accept the offer uploaded by the Certification Entity via the D-SPP platform.**





2. You have up to 10 days to review and/or accept the quote proposed by the entity you chose.



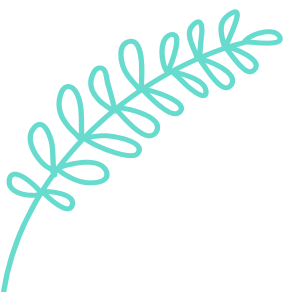
Access the [D-SPP platform](#)



EVALUATION PROCESS

Once you accept the quote, the process will start with a “Document-based Evaluation” where compliance with the critical criteria of SPP’s General Standard will be reviewed through 3 stages:

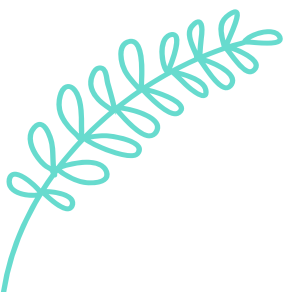
- ♥ **Self-evaluation**
- ♥ **Review and complementary information**
- ♥ **Evaluation resolution**





WHAT IS A SELF-EVALUATION?

To conduct a Self-evaluation, your company must fill out the evaluation form and attach the documents that prove compliance with the criteria of SPP's General Standard.



2. You must send your form to the Certification Entity no later than 30 days after starting the evaluation process.

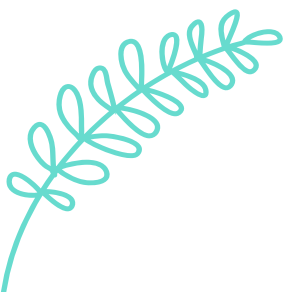
Criterion explanation		To be filled by the applicant		
#	CONTENT	TYPE OF CRITERION	COMPLIANCE	FORM OF COMPLIANCE
5	CRITERIA FOR REGISTRATION OF BUYERS, COLLECTIVE TRADING COMPANIES OWNED BY SMALL			
5.1	GENERAL CONSIDERATIONS			
5.1.1	Must be legally constituted and have access to the necessary physical, administrative, organizational and financial infrastructure to fulfill the purchase and sale contracts established under the Small Producers' Symbol system.	Critical	Complies	<i>Describe the way in which your company complies with the criterion</i>
			Here you must indicate if you comply or not with this criterion	If you comply with this criterion, you must describe how you do it



REVIEW AND COMPLEMENTARY INFORMATION

The CE evaluator will review the form and/or annexes within a 15-day deadline.

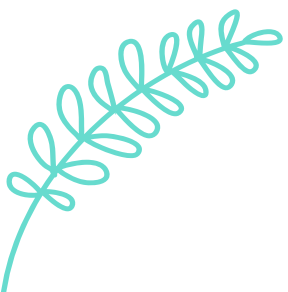
In the event that the information provided is incomplete or non-compliance is detected, the evaluator will request more information or indicate necessary corrective actions. You will have a maximum of 60 days to comply with these requirements.






IMPORTANT!


You must ensure compliance before the deadline for each step, otherwise your process will be considered abandoned and you will have to start over.

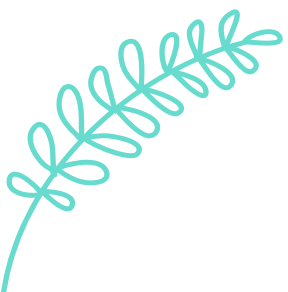




EVALUATION RESOLUTION

-  **If the information is complete, the evaluator will submit an Evaluation Report for the CE to issue a Resolution.**

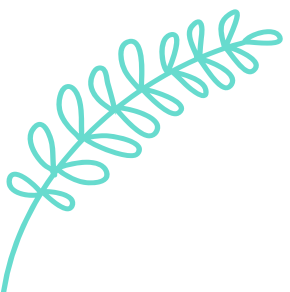
-  **If the Resolution is positive, the Certification Entity will issue your SPP registration which will be valid for 3 years.**





COLLECTING YOUR SPP REGISTRATION

In order for you to collect your registration, you must pay SPP Global for your Basic Annual Membership Fee and sign an SPP User Agreement.

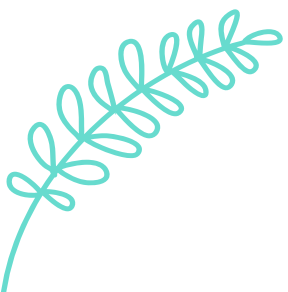




BASIC FEE

Is calculated taking into account the purchases you plan to make under SPP.

USD VALUE OF SPP TRANSACTIONS (ESTIMATED)	ANNUAL MEMBERSHIP FEE TO PAY (USD)
> \$100,000.00	\$500
MORE THAN \$80,000.00 UP TO \$100,000.00	\$400
MORE THAN \$60,000.00 UP TO \$80,000.00	\$300
MORE THAN \$30,000.00 UP TO \$60,000.00	\$200
LESS THAN OR EQUAL TO \$30,000.00	\$150
LESS THAN OR EQUAL TO \$20,000.00	\$100
LESS THAN OR EQUAL TO \$10,000.00	\$75





USER AGREEMENT

Describes the obligations that your company will take on as an SPP member and it gives you the right to use SPP¹.

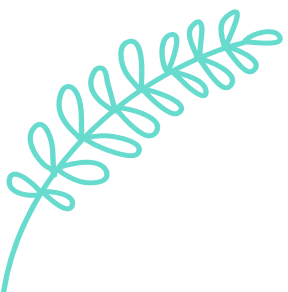
¹ Using SPP implies both making use of the SPP logo or a reference to the SPP certification on products and promotional materials.



SPP REGISTRATION

**Once payment is received by SPP Global,
Congratulations!**

**With your SPP registration, you are now part of
the SPP family.**





1. Your SPP Registration will be valid for 3 years. During this period you are due to take an annual Document-based Evaluation. Also, to renew your Registration you must undergo an on-site Evaluation.





HOW DO I KEEP MY SPP REGISTRATION CURRENT?

If you are registered as a Final Buyer, before starting any evaluation, document-based or on-site, you must pay SPP Global for your SPP membership fee and your SPP User Fee¹.



Check: Costs for Final Buyers Tutorial



- 1. If you are registered as an Intermediary, Maquila Company or Collective Trading Company, you do not have to pay a Membership Fee².**

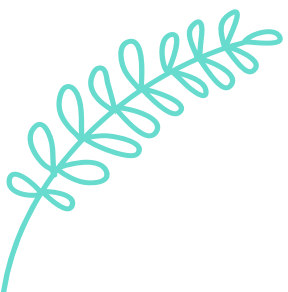


Check: Costs for Int. and Maq. Tutorial



REMEMBER!

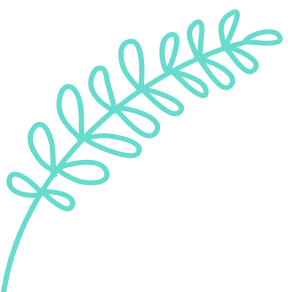
You cannot start your annual evaluation if you have not paid your membership fee; this can cause delays and eventually a suspension.





WHAT HAPPENS IF I DON'T UNDERGO MY EVALUATION WITHIN THE DEADLINE?

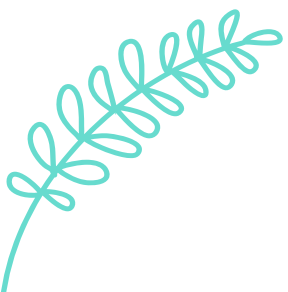
Document-based Evaluations and On-site Evaluations must be carried out no later than on the same date (month and day) on which the initial Registration was issued.





- 1. Document-based Evaluation: It must be requested at least 3 months before the deadline.**
 - Complete On-site Evaluation: It must be requested at least 4 months prior to deadline.**

Stay tuned for the platform notifications that will be sent to you, but don't wait until you receive them; renewing your certificate is also your responsibility.





ANNUAL EVALUATIONS

 **Document-based Evaluations, compliance with critical criteria of SPP's General Standard will be evaluated.**

 **On-site Evaluations, compliance with all the criteria of SPP's General Standard will be evaluated.**

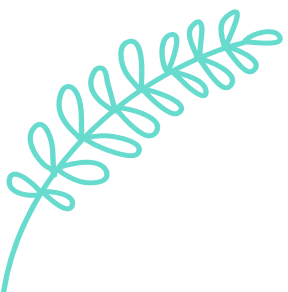
Even if not all the criteria of SPP's General Standard are evaluated each year, your company must always comply with 100% of the criteria.



WHAT HAPPENS IF I DON'T UNDERGO MY EVALUATION WITHIN THE DEADLINE?

If you have not completed your document-based or on-site evaluation before the new deadline, your registration will be suspended and it will only be reactivated when the certification entity issues a new resolution or SPP Registration.

Plan in advance and get started with your annual evaluation on time!





ANNUAL EVALUATIONS

The Document-based Evaluations that you will undergo each year include the same steps as your initial evaluation, with the exception of the Eligibility Process¹.

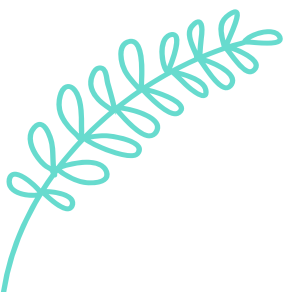
During on-site evaluations, the evaluator from the certification entity will visit your company.

¹ The eligibility process only takes place the first time you apply for registration.



IMPORTANT!

If your company had SPP transactions for an amount less than or equal to \$125,000 USD during the immediate previous year, involving less than 5 import transactions, you can choose to undergo a complete remote evaluation instead of having an on-site evaluation every three years.





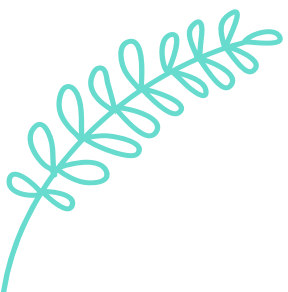
REGISTRATION PROCESS





REMEMBER!

You must meet the deadlines for each step, otherwise your process will be declared abandoned and you will have to start over.





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**If you have any doubts,
feel free to contact us!**



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