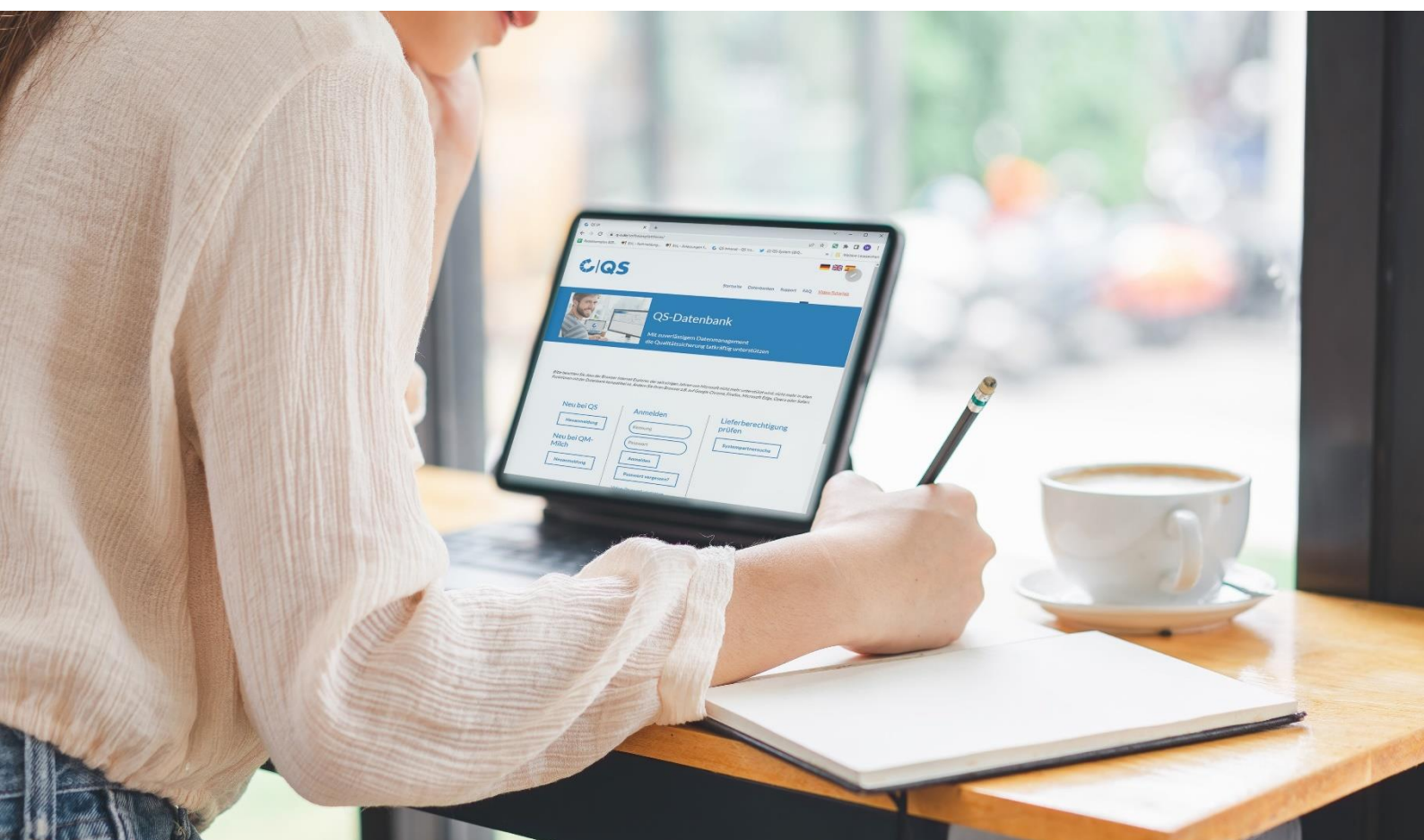


Manual Software-Plattform

# Administration of locations with third-party certification



Version: 01.01.2025



# Contents

<b>1</b>	<b>Login to the database.....</b>	<b>3</b>
1.1	Forgotten password .....	3
<b>2</b>	<b>Instructions for Certification Bodies WITHOUT QS Recognition .....</b>	<b>3</b>
2.1	Edit certification runtime .....	3
<b>3</b>	<b>Instructions for Certification Bodies WITH QS Recognition.....</b>	<b>5</b>
3.1	Edit certification runtime .....	5

## Explanation of symbols/buttons in the database



New



Refresh



Edit



Save

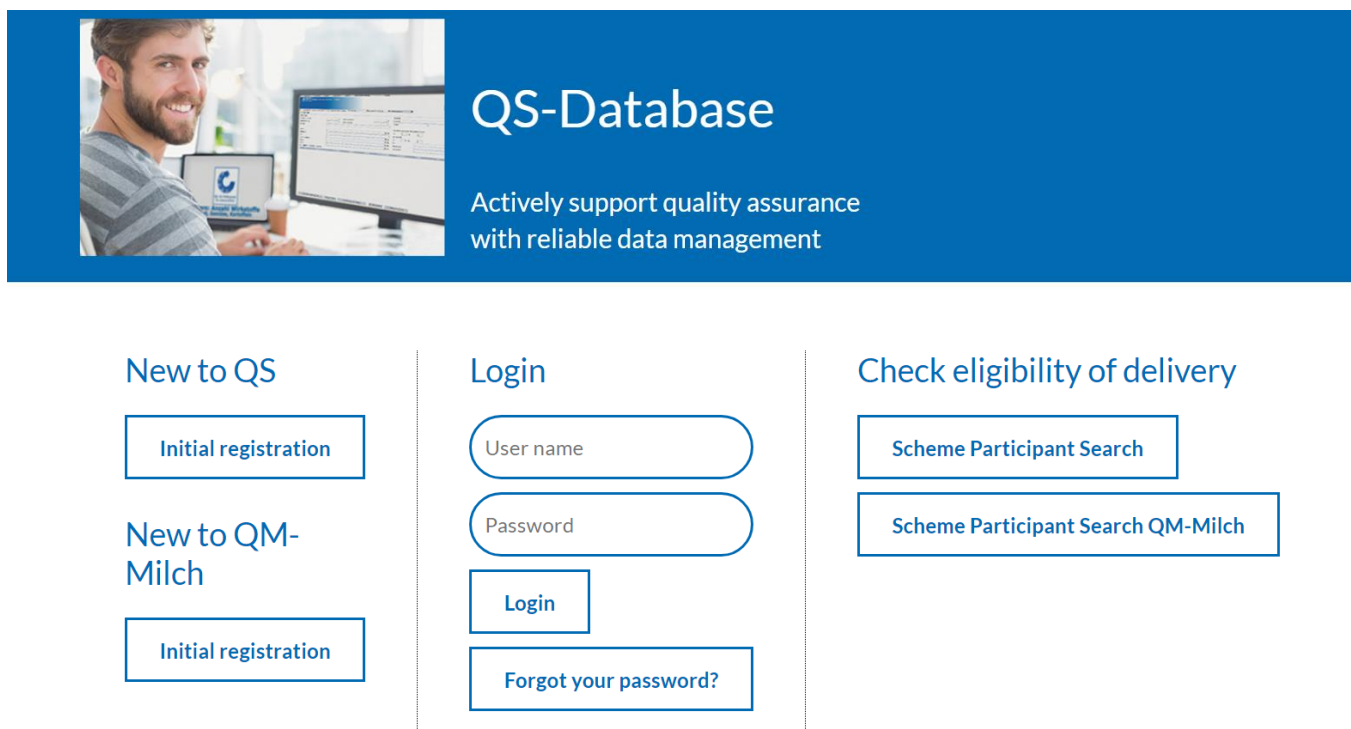


Close

**Please note:** Do not click on the browser's "back" button and do not click another button until one page has been fully loaded (note your browser's progress bar).

# 1 Login to the database

Please open the following website <https://www.q-s.de/softwareplattform/> and log in with your User name and password. Afterwards click on the button „Login“.



The image shows the QS-Database login page. It features a blue header with the QS-Database logo and the tagline 'Actively support quality assurance with reliable data management'. Below the header, there are three main sections: 'New to QS', 'Login', and 'Check eligibility of delivery'. The 'New to QS' section has a button for 'Initial registration'. The 'Login' section has input fields for 'User name' and 'Password', a 'Login' button, and a 'Forgot your password?' button. The 'Check eligibility of delivery' section has buttons for 'Scheme Participant Search' and 'Scheme Participant Search QM-Milch'.

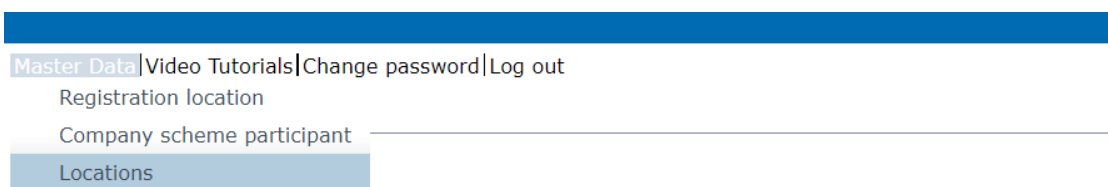
## 1.1 Forgotten password

If you have forgotten your password, you can click the button „Forgot your password?“ and enter your User name. A new password will be sent to the email address which was given for the user.



# 2 Instructions for Certification Bodies WITHOUT QS Recognition

## 2.1 Edit certification runtime


Please open the menu „locations“ in the master data.



The image shows a navigation menu for 'Master Data'. The menu items are: 'Master Data', 'Video Tutorials', 'Change password', 'Log out', 'Registration location', 'Company scheme participant', and 'Locations'. The 'Locations' item is highlighted with a blue background.

Afterwards click the button Refresh  and open the location (with ) for which you want to enter the certification runtime for the IFS, BRC or GMP + certificate.

## Locations &gt; Location



Name	Test simon		
Location number	GH00001179	<input checked="" type="checkbox"/> Registered	
Approved production scope	none	Limitation	

[Edit certification scheme](#)


---

Location
Identification number
Users
Company

Name (\*)
Location number
Street (\*)
Postal Code (\*)
Post-office box
Post-office box postal code
URL
Location Plan/Comment
Production scope (\*)
Certification body (\*)
Certification scheme
Telephone
Fax
Mobile

Test simon
GH00001179
hauptstr. 1
53113
City (\*)
test
Country (\*)
DEUTSCHLAND
Federal state (\*)
Rhineland-Palatinate
☐ Announced regular audit
(84) Logistics fruit, vegetables, potatoes
QS Qualität und Sicherheit GmbH
IFS Logistics
123456788

FIAS requested ☐
Family business ☐

Please click the button „Edit certification scheme“ to enter the certificate runtime and (if necessary) the correct identification number. Save the data with 

## Locations &gt; Location &gt; Eingabe Zertifizierungssystem

Certification scheme	IFS Logistics
Certificate run-time	31.12.2025
Identification number	1234567


If the company's certificate is withdrawn, the company's eligibility to delivery in the QS-system must be withdrawn in the database immediately. Please set the date of yesterday in the run-time field for this purpose.

## 3 Instructions for Certification Bodies WITH QS Recognition

### 3.1 Edit certification runtime

Only Releasing persons of a certification body can decide on taking over an existing third-party certification or edit the certificate runtime.

Please open in the master data the button "Locations" and afterwards the Button "Refresh" 

Afterwards open the location (with ) for which you want to enter the certification runtime for the IFS, BRC or GMP + certificate.

**Rolle: Freigebende Person**

[Master Data](#) | [Video Tutorials](#) | [Change password](#) | [Log out](#)

Locations

Molkereistandorte

Milcherzeuger

Bundles

Auditors

Certification bodies

Audit Reports

Number of locations per production scope (SPOTAudits)

Uploaded delivery notes

Delivery note to be verified

Registration location

Company scheme participant

Please click the button „Edit certification scheme“ to enter the certificate runtime.

X

Name   
Location number  ☒ Registered  
Approved production scope  Limitation

Approved until   
Eligible to deliver until

Edit certification scheme

Location

Operating hours

Add-on modules

Auffällige Betriebe

Audit reports

Nonconformities

Users

Location blockages


Company

Name (\*)  
Location number  
Street (\*)  
Postal Code (\*)  
Post-office box  
Post-office box postal code  
URL  
Location Plan/Comment  
  
Production scope (\*)  
Certification body (\*)  
Certification scheme  
Telephone  
Fax  
Mobile  
Email

City (\*)

Country (\*)

Federal state (\*)

Now you can enter the certification run-time and (if necessary) the correct identification number. Save the data with .

Locations > Location > Eingabe Zertifizierungssystem

---

Certification scheme	<input type="text" value="IFS Logistics"/>
Certificate run-time	<input type="text" value="31.12.2025"/>
Identification number	<input type="text" value="1234567"/>

If the company's certificate is withdrawn, the company's eligibility to delivery in the QS-system must be withdrawn in the database immediately. Please set the date of yesterday in the run-time field for this purpose.

**Gender Disclaimer**

For reasons of better readability and easier comprehension, QS uses the generic masculine form commonly used in the German language in relevant texts. Hereby we explicitly address all gender identities without judgement.

**QS Qualität und Sicherheit GmbH**

Managing Director: Dr. A. Hinrichs

Schwertberger Straße 14, 53177 Bonn

T +49 228 35068 -0

F +49 228 35068 -10

E [info@q-s.de](mailto:info@q-s.de)

Photos: QS

[q-s.de](http://q-s.de)