

How To Create New Certification Program

Here are the steps on how to create a Certification Program:

1. From the **Contract Management > Certification Programs** menu, click **Certification**. If there's an existing text, **Search Contract Text** screen will open. Otherwise, **New Contract Text** screen will open automatically.
2. If Search Certification screen opens, click on **New** button to open blank certification.

The screenshot shows the 'Certification Programs' window. The 'New' button is highlighted with a red box. The window title is 'Certification Program -'. The menu bar includes 'New', 'Save', 'Delete', 'Search', 'Undo', and 'Close'. The 'Details' tab is active, showing fields for 'Certification Program', 'Issuing Organization', 'Certification ID', 'Global Certification' (checkbox), 'Specific Country' (dropdown), and 'Certification Code'. Below these is a table with columns: 'Commodity', 'Currency', 'Certification Premium', 'Per UOM', and 'Effective From'. The table has one row with '0,00' in the 'Per UOM' column.

3. Enter any **Certification Program** name. Field accepts alphanumeric values.
4. Enter any **Issuing Organization** name. Field accepts alphanumeric values.
5. Enter any **Certification Id** name. Field accepts alphanumeric values.
6. Check the **Global Certification** check box if you want to make it global certification, else left blank.
7. Click on the **Specific Country** drop down to select Country.

The screenshot shows the 'Certification Program - Rainforest Alliance' window. The 'Details' tab is active. The 'Certification Program' field contains 'Rainforest Alliance', 'Issuing Organization' contains 'Rainforest Alliance', and 'Certification ID' contains '001'. The 'Global Certification' checkbox is checked. The 'Specific Country' dropdown is open, showing a list of countries: Brazil, Guinea, Cameroon, Uganda, Vietnam, Indonesia, Congo, Guinea, Cameroon, Uganda, Vietnam, Togo, Tanzania, Uganda, and Vietnam, Togo, Laos. The table below has columns: 'Commodity', 'Currency', 'Certification Premium', 'Per UOM', and 'Effective From'. The table has one row with '0,00' in the 'Per UOM' column.

8. Enter any **Certification** name. Field accepts alphanumeric values.
9. Add **Commodity** by clicking the drop down. Select commodity name from the drop down list.

The screenshot shows the 'Certification Program - Rainforest Alliance' window. The 'Details' tab is active. The 'Certification Program' field contains 'Rainforest Alliance', 'Issuing Organization' contains 'Rainforest Alliance', and 'Certification ID' contains '001'. The 'Global Certification' checkbox is checked. The 'Specific Country' dropdown is open, showing a list of countries: Brazil, Guinea, Cameroon, Uganda, Vietnam, Indonesia, Congo, Guinea, Cameroon, Uganda, Vietnam, Togo, Tanzania, Uganda, and Vietnam, Togo, Laos. The table below has columns: 'Commodity', 'Currency', 'Certification Premium', 'Per UOM', and 'Effective From'. The table has one row with '0,00' in the 'Per UOM' column. The 'Commodity' dropdown is open, showing a list of commodities: Coffee and Tea.

10. Add **Currency** by clicking the drop down. Select currency from the drop down list.

Certification Program - Rainforest Alliance

New Save Delete Search Undo Close

Details

Certification Program * Rainforest Alliance Global Certification ☒

Issuing Organization * Rainforest Alliance Specific Country

Certification ID 001 Certification Code

X Remove

<input type="checkbox"/> Commodity *	Currency *	Certification Premium	Per UOM *	Effective From *
<input checked="" type="checkbox"/> Coffee	<input type="text"/>	0,00		
<input type="checkbox"/>	Currency	Description		
	GBP	United Kingdom Pounds		
	PHP	Philippines Peso		
	JPY	Japan Yen		
	CAD	Canadian Dollar		
	AUD	Australian Dollar		
	USC	Us cents		

11. Enter any **Certification Premium** value. Field accepts numeric values.
12. Click on the **Per UOM** drop down to select Country.

Certification Program - Rainforest Alliance

New Save Delete Search Undo Close

Details

Certification Program * Rainforest Alliance Global Certification ☒

Issuing Organization * Rainforest Alliance Specific Country

Certification ID 001 Certification Code

X Remove

<input type="checkbox"/> Commodity *	Currency *	Certification Premium	Per UOM *	Effective From *
<input checked="" type="checkbox"/> Coffee	USC	12,00	<input type="text"/>	
<input type="checkbox"/>		0,00	Unit Measure	
			50 Kg	
			46 Kg	
			100 Lbs	
			59 Kg Bags	
			Feet	
			70 Kg Bags	

13. Add **Effective From** date clicking the calendar drop down. Select Date from the drop down list.

Certification Program - Rainforest Alliance

New Save Delete Search Undo Close

Details

Certification Program * Rainforest Alliance Global Certification ☒

Issuing Organization * Rainforest Alliance Specific Country

Certification ID 001 Certification Code

X Remove

<input type="checkbox"/> Commodity *	Currency *	Certification Premium	Per UOM *	Effective From *
<input checked="" type="checkbox"/> Coffee	USC	12,00		<input type="text"/>
<input type="checkbox"/>		0,00		

Jul Aug Sep Oct Nov Dec
July 2017
S M T W T F S
25 26 27 28 29 30 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5
Today Ok

14. Click on Save