

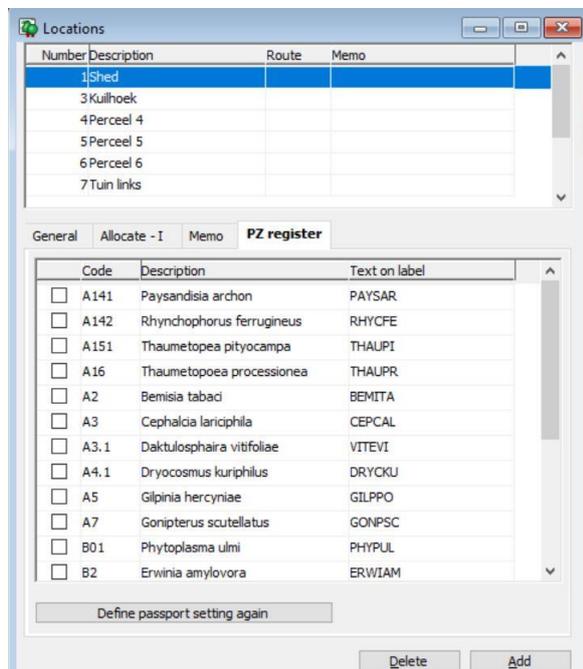
QS plant passport

WinTree® CONNECT features the passport lay-out according to the Plant Health Regulation which applies from 14 December 2019.

To ensure that the layout is according to the regulations, it is important to carefully read the following information and to follow the described steps. At the end of this document you will find frequently asked questions about the new plant-passport according to the plant health regulation 2019.

Step 1 Location

Go to File – Basic information – Stock – Locations. Indicate per location which organisms had the location checked by the inspecting authority by adding a checkmark to the corresponding code.

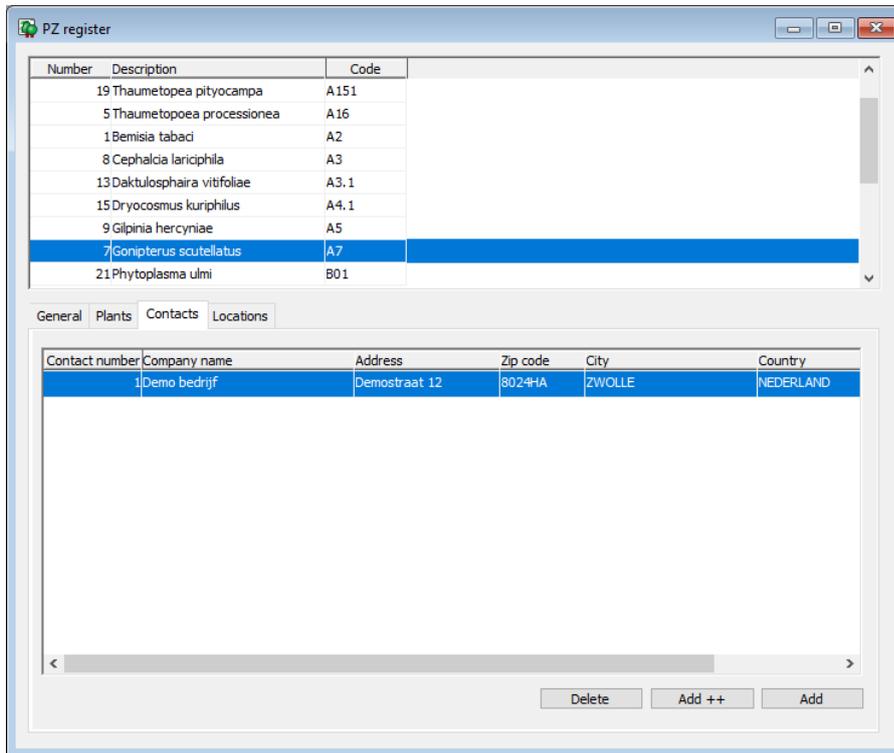


Then click [Define passport settings again].

Step 2 PZ Register

WinTree® CONNECT is equipped with a standard filled PZ-register, containing the codes as they are known by TSD. Based on this, the PZ-register has been completed for you, as much as possible. Go to 'File – Basic information – Stock – PZ register'. Check whether all of your customers whom are located in the 'Protected Zone' and whom need a PZ-passport are linked to the right organism. Use [Add] and [Delete] for this.

Check whether all suppliers, whose batch have been checked for specific organisms, are also linked here.



Onwards from version 8927.08, it is possible to alter or merge passport codes. The base list we provide with WinTree® contains some codes which, in some case, are collected in one bundle code. This mostly applies to conifers-codes, which are usually displayed as ZPCONF.

To alter a code, open the PZ register. Choose the code that has to be altered and click on [alter or merge code]. The unique PZ-code field can now be altered. Enter the new PZ-code and press TAB to save it.

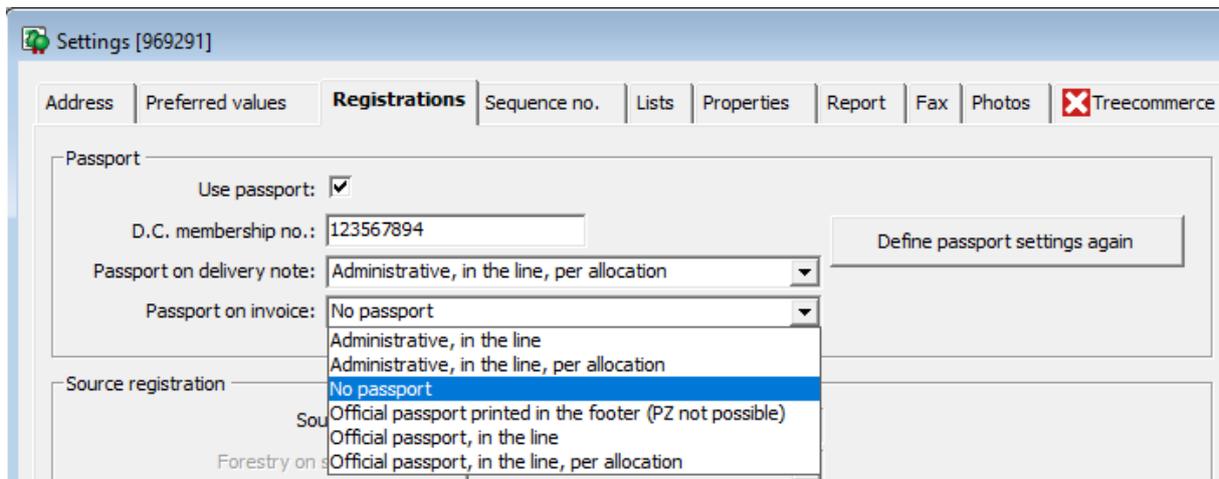
If an existing code is entered, a confirmation will be requested to merge the codes. Choose Yes to merge the codes.

The accuracy and completeness of the PZ-register is not the responsibility of TSD.

Step 3 Phytosanitary registration number

Go to File – Settings – Tab ‘Registrations’.

The inspecting authority of your country has provided a 9 or 10 digits long phytosanitary registration number by mail. Enter this number in ‘D.C. membership no.’.



When printed passports on labels are used, it is possible to print the passport details 'administratively' by printing them on the delivery note and/or invoice. For your own ease and to comply with the retention obligation more easily.

To comply with legislation, the passport must be present at all times on a delivered plant batch, per smallest trading unit. The most practical way to do so is by labelling the delivered plant, but sometimes the delivery note or invoice is the more appropriate option. The person responsible for assessing your company can assist you with making this choice. It is not allowed to send the official plant passport which is not linked to the plants. If the delivery note and/or invoice is also sent per email, we advise you to indicate the document as 'administrative'.

If changes have been made to the PZ register use the [Define passport settings again] button to apply the changes made to the register to existing batches and sales order lines.

IMPORTANT!

PZ-codes in sales order lines which have been manually altered will be changed to the new standard as well. This action can only be done by a WinTree® administrator. No other users may be logged in when this procedure is done. Depending on the size of the database, this may take up to 15 to 60 minutes.

Step 4 Label

It is possible to print the plant passport on a document/label containing data (for example a label or delivery note). This passport must be physically present on the plant batch. It is possible to print the passport on these labels (ordered by most used):

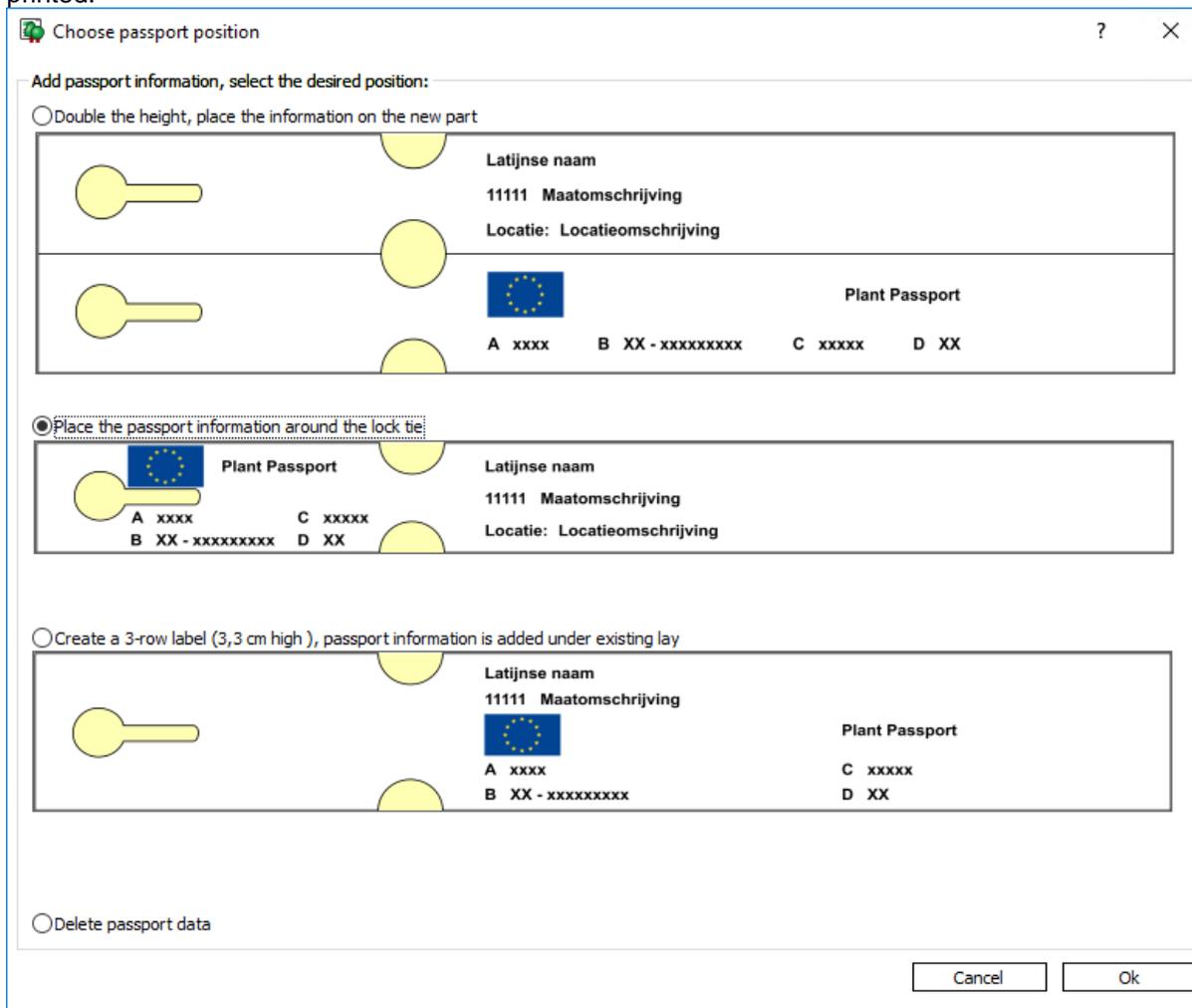
- Delivery lifting/call-up labels
- Delivery labels
- Stock labels
- Order labels
- Order lifting/call-up labels
- Call up labels

It is not possible to print the passport on a free label. The required traceability of passport section C cannot be determined on this type of label.

To print the passport data, the 7 new mandatory passport fields need to be added to your lock tie label. For lock tie labels in WinTree®, an activation button has been added. To do this, go to 'File -- Settings -- Tab "Lists"'. After selecting the label, click [Layout wizard]. On the tab 'Extra' 'EU passport', click on [Activate].



A selection screen with different options will be displayed, where you can automatically position the fields on the lock tie label. Do this for each lock tie label on which the passport data needs to be printed.



The screenshot shows a dialog box titled "Choose passport position" with three radio button options for positioning passport information on a lock tie label. The first option, "Double the height, place the information on the new part", shows a label with a keyhole on the left and passport fields on the right. The second option, "Place the passport information around the lock tie", shows the keyhole and passport fields arranged around a central lock tie. The third option, "Create a 3-row label (3,3 cm high), passport information is added under existing lay", shows a keyhole on the left and passport fields on the right in a 3-row layout. The passport fields include "Latijnse naam", "1111 Maatomschrijving", "Locatie: Locatieomschrijving", and "Plant Passport" with sub-fields A, B, C, and D. The dialog also includes a "Delete passport data" option and "Cancel" and "Ok" buttons.

If the fields are not positioned as desired, this can be manually adjusted. For instructions on how to move the fields click [here](#).

The passport data has to be added to the layout as a single area. According to the regulations, no other data may be present in this area.

If self-adhesive or lock tie labels are used for printing the passport details, the [activate] button is available as described above, but no options will be available.

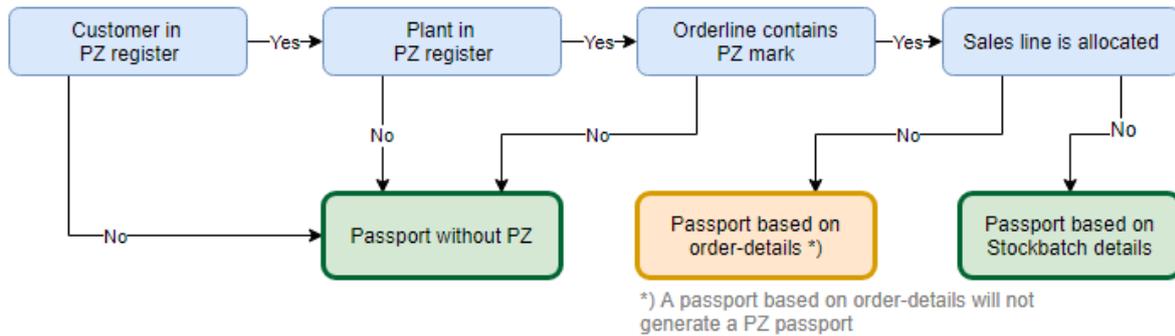
Step 5 Headers and footers

Go to 'File – Basic information – Text – Headers and footers. Check here the documents whether the old D.C. membership number is still used. Delete this by selecting the corresponding field and then clicking on [Edit].

Keep in mind that these details may be present on existing sales orders/deliveries, and that these may need to be manually edited.

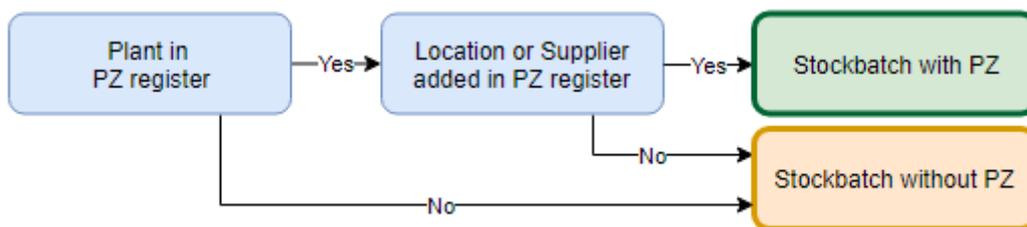
Step 6 PZ coding

The PZ-code, as linked to the customer in your PZ-register, will be taking into account when you book an orderline for said customer. Depending on the genus of the booked plant name. These PZ-codes are used during allocating.



By allocating to stock batches, the 'C' section of the plant passport will be provided with a batch number. If sales orders are automatically allocated (configured in the properties section of the sales order-menu), then only sales order lines with the stock batch PZ-code corresponding to the sales order line PZ-code will be allocated. A sales order line with a PZ-code will never automatically be allocated with a batch without this PZ-code.

When booking stock batches or purchase orders, then based on the genus of the booked plant name and the PZ-code linked to the location or supplier, the correct PZ-code will be added to the batch.



Step 7 Passport printing

By choosing one of the altered labels in the sales order screen, delivery screen, call up screen or incoming goods screen, WinTree® will print a plant passport or PZ-passport based on your settings. If the option for printing the official passport on the delivery note or invoice is chosen, because the passport has to be physically present on the batch, the plant passport is printed when the delivery note or invoice is printed.

Frequently asked questions

Q: What if I tick locations on or off in the PZ-registry later and then click 'Define passport settings again'?

A: If any conflicts arise after clicking the button a marker will be added to the sales order line/delivery line. Using this marker and by using "Allocate sold plants" and "Allocate plants in delivery or delivered", these lines can be found more easily by ticking the 'PZ conflict' selection.

Q: Why allocate?

A: The identification number, section C, is the code that enables tracking within your own nursery manager. For WinTree® this is the batch number.

Q: I can't see my stock batch in the allocation screen. Why is this?

A: Check whether the PZ-code of the sales order corresponds to the PZ-code of the stock batch you want to use for allocating. If these do not correspond, then allocating is not possible.

Q: Where did the 'ZP quantity desired' checkmark go?

A: It is no longer valid due to the conversion. This is now handled by the PZ registry.

Q: Where did the "diseases" table go?

A: It is no longer valid due to the conversion. This is now handled by the PZ registry.

Q: What type of printer can I use?

A: The labels can only be printed by a graphic thermal transfer printer because the EU flag is mandatory and can only be printed by this type of printer.

Q: My UK customer requires the Latin name at the 'A' part on his plant passport. How do I set this up in WinTree®?

A: In File – Basic information – Others – Countries is a button [Paspoort A] available per country. With this button you can collectively fill field A of the plant passport with the Latin name, for contacts located in that country. When you click on the button choose [No] to fill field A with the Latin name.