



Food Chain Information Trial - Registering

www.bpex-fci.org.uk

To gain access to the BPEX Food Chain Information services, you first need to complete the producer registration. Please go to the home page of the BPEX trial website at www.bpex-fci.org.uk and click the button for producer registration on the home page to be taken to the registration form.



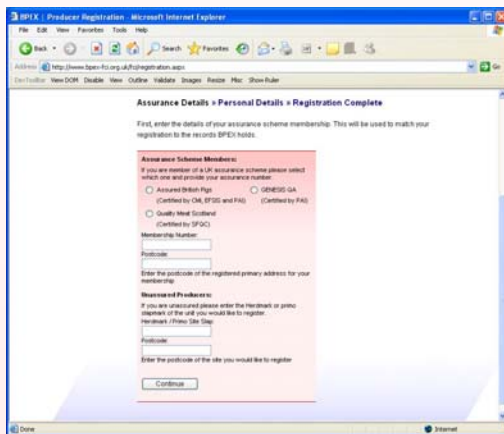
Assurance Scheme Members:

1. Select the scheme to which you belong
2. Enter your assurance scheme number
3. Enter the postcode of the registered primary address for your membership

Non-assured Producers:

1. If you are **Non-assured** please enter the Herd mark or primo slap mark of the unit you would like to register
2. Enter the postcode of the site you would like to register

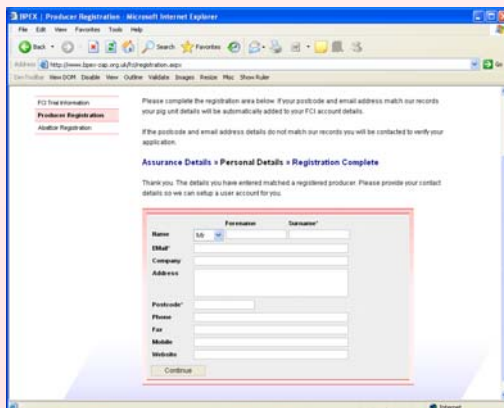
If your details match a registered producer, you will proceed to the next screen. If no matching site or membership for the details can be found, then you will be asked to contact us for help in getting access.



In the next screen, you need to provide your contact details so that a user account can be created.

Once you have completed both parts of the registration:

1. If your postcode and email address match our records your pig unit details will be automatically added to your FCI account details.
2. If the postcode and email address details do not match our records you will be contacted to verify your application.

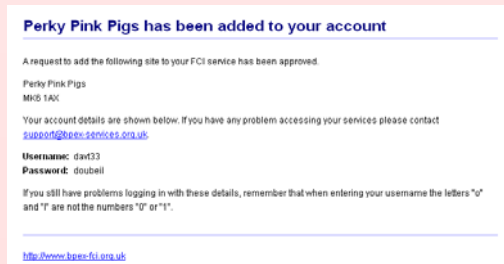


Once you have received your log in details, you can log in to the Food Chain Information trial website using the login panel on the home page of the website.

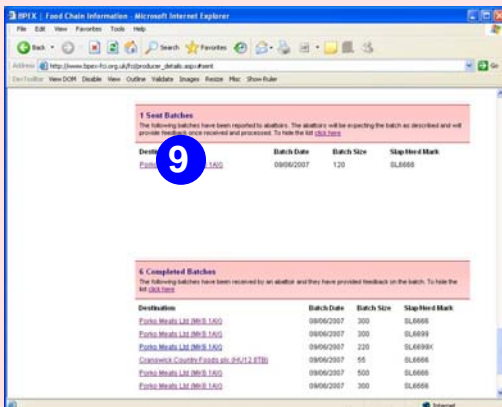
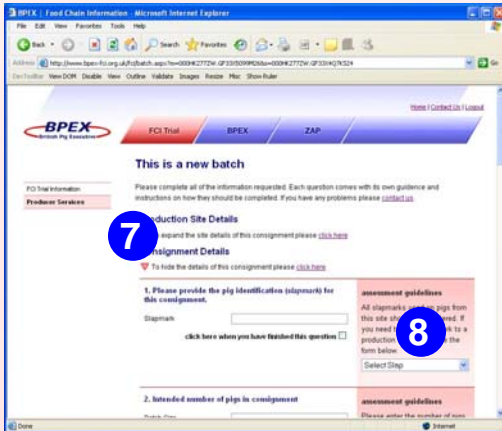
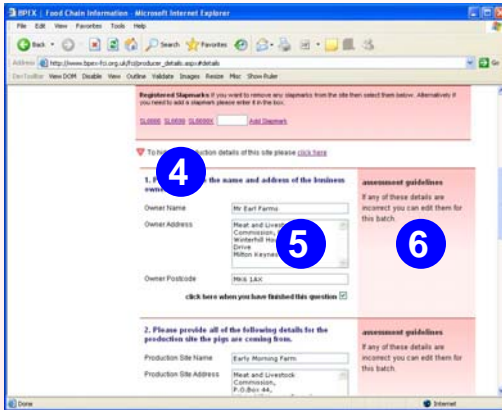
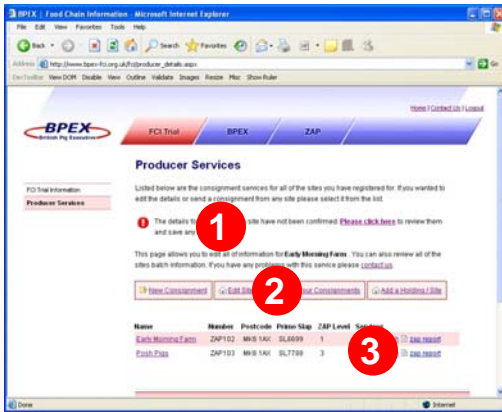
If you have a problem with any part of this registration procedure please contact:

ZNCP Helpline

BPEX Ltd, PO Box 44
 Winterhill House, Snowdon Drive, Milton Keynes
 MK6 1AX
 Telephone: **01908 844331**, Fax: 01908 844214



Your consignment services



1. Setting up your service

The first time you use the FCI service you will be asked to confirm or provide all of the details we hold about your production site. Please follow the instructions on the screen to be taken to your site details. Once you have completed all of the questions about your production site you will be ready to send a batch.

2. Your Services

At the top of the page are four buttons used to access your services. You can send a new consignment, edit your site details, view all your current consignments and also add additional sites to your account if you manage more than one production site.

3. Your Sites

A list of all of the sites you can send batches from.

4. Confirming you site details

Before you can send a batch you need to confirm your site details. You will be asked to check that the information we have on file is correct. Please correct anything that is in error or missing.

5. Data Entry Area

Use these form elements to fill in all of the required information

6. Guidance and Instructions

You will find help and advice on how to complete questions in this area.

7. Sending a consignment

The site details will be attached to each consignment but you don't have to worry about filling them in each time. Simply answer the ten questions which describe your consignment.

8. Data Entry Tools

In addition to help and advice for each question you will also find drop down lists and popup windows that will help you fill in the required information. Select Slap Marks, find the details of an abattoir or add in the required medical information about the consignment.

9. Your consignments

At the bottom of your service screen you will find all of your consignments. If you save a consignment or want to edit the details of any consignment before it is reported to an abattoir you can find it here. You can also download and review the feedback from the abattoir about any consignment which you send.