



PROCEDURE PRODUCT REGISTRATION FLORICODE

1. Preface

This document describes Floricode's procedures for the registration of floricultural products. In the appendix you'll find the user guide how to apply for a product registration online via our website. The actual rates for these services are available on our website.

2. Name check

If you want to award your product with a variety name and/or a trade designation you can do a name check yourself at several websites on the internet:

www.plantscope.nl

<https://cpvoextranet.cpvo.europa.eu/mytvr/#!/publicsearch>

<https://nederlandsrassenregister.nl/advanced-search.aspx>

<https://www.boip.int/nl/merkenregister#/advanced-search>

Thus you can learn if you are allowed to use the intended product name. This may prevent problems with other breeders. You can also approach Floricode for a name check, previous to your registration. For this service, called "Naamsvoortoetsing" Floricode will charge a small fee per name.

Change of a product name

When a name, after the product registration at Floricode, has to be changed because the registered name does not correspond with the (proposed) denomination at PBR, the cost of a name change will be charged. This rule also applies when random changes of trade designations are made.

3. Registration

Before you can start making use of these services you need to undersign an agreement with Floricode, which enables you to enter the digital application system. The application form can be found on our website (menu: Floricode/application forms). Without an undersigned agreement product registration and product coding is not possible.

Please follow the procedures below strictly; otherwise a delay can occur and the product registration may be suspended.

3.1 Registration form (see also the user guide)

The registration form can be filled in via the Floricode website www.floricode.com. The form has to be filled in **completely**. This information includes the full name and a description of your product, breeder's right details etc. To prevent more growers registering the same product, Floricode prefers registration by the breeder or owner of the product. This also guarantees a registration with the correct variety denomination or trade designation and the most complete information as possible about the product for registration in our system.

Please note: Product name: genus name, species name, cultivar name and denomination. The Trade designation is the name of the product used in the systems of growers, auctions and traders.

3.2 Plant material

Registration cannot take place without plant material!

You will have to present at least 3 plants (home and garden plants) or 3 branches of flowers (cut flowers) of EXHIBITION QUALITY to Floricode. This means an eminent product which can be photographed properly immediately. The product also needs to be in a sufficiently ripe stage, which enables Floricode to define the correct characteristics. Please note that documentation and coding of **a mixture of a product** only is allowed after registering 3 cultivars of the mixture.

When registering more than 10 products at a time, please inform the assistant beforehand.

3.3 Moments of registration

On Mondays, Tuesdays and Wednesdays between 8.30 hrs and 16.00 hrs products for registration can be delivered at Floricode. Delivery of lilies preferably on Mondays as it takes some time for the flower buds to open. Thus photography before the weekend is possible.

4. Product image

Of each product one or more standardised images are made for identification of the product. This taxonomic image is sent by e-mail to the applicant for judgment. Should the position of the product on the image not be satisfactory (angle of photography, position of the plant or flower) than disapproval is possible. Thus NOT on basis of quality of the entered product or the colour on your computer screen. For approval and disapproval the applicant needs to react within a fortnight for completion of the registration procedure.

Images on which the quality of the product is disappointing after all, are filed for the time being and are **also used** until the moment of delivery of new material. This may cost an extra fee for making new images. If disapproval is stated on basis of the position on the image, new material needs to be photographed, for which the week of delivery has to be fixed with Floricode. Until that time the image can be used for presentations, e.g. Plantscope. This image can be replaced by a new image. When there is no reaction after a year, the image is approved of after all based on the taxonomic characteristics of the product.

5. Publication

All products registered at Floricode will be published on the Internet website of Plantscope and the app FloriBook (for free). Postponement of publication on Plantscope by one year is possible. This can be stated on the registration form.

One of the taxonomic images can be used for the trade in **digital offers, auctioning and in web shops**.

6. Release of the product code

As soon as the product is registered the product code is released. Applicant will receive an e-mail with this code and date of activation. The product code will be inactivated if the terms of payment are not complied with.

6.1 How to obtain a product code

A product code can only be obtained when the product is registered at Floricode.

Arboriculture products which have an product code from Stichting VARB, are considered as registered only if the procedure above is completed. Then this product code is activated in our system. A code application automatically follows the registration procedure. In the registration form the option “no code needed” can be chosen.

6.2 Reactivate a product code

If a code is deactivated less than 5 years it is regarded as recent and the code will be activated again.

If a code is deactivated for a period longer than 5 years, the product needs to be assessed again and the image and product description updated by a new delivered product sample.

7. Rates

The actual rates for product registration and coding of floricultural products can be found on our website. For some situations a specific rate applies e.g. ‘change of product name’.

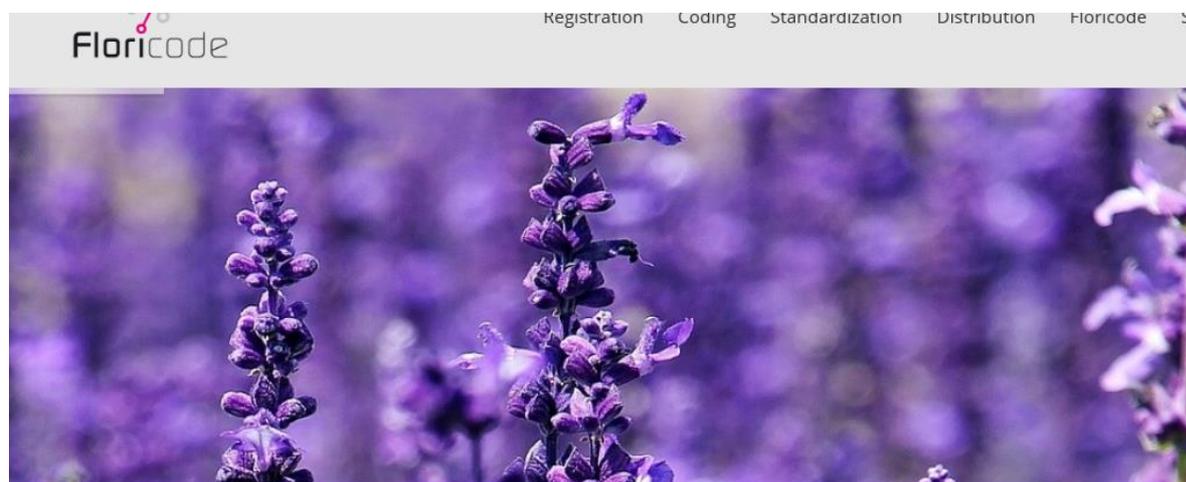
8. Further information

Do you have any further question about the application of product registration and codering please contact us by e-mail or phone:

- Telephone: 0031-(0)71 305 15 71
- E-mail: productcodering@floricode.com

USER GUIDE to DIGITAL REGISTRATION

It is possible to register your products digitally at Floricode. You may approach this program through www.floricode.com. You choose “Registration” under the large image (see example below).



Digital collaboration

Dutch floriculture is one of the leading sectors in the Dutch economy. The sector has expressed the goal of being number one in the field of information management in the horticultural supply chains in Europe by 2015 and in the world by 2020. This will require a goal-oriented, competent organisation like Floricode: a central point of support to which the supply chain can turn for the registrations, standards and codes it needs for its information management.

The latest news

Registration

Product Codes

Company Codes

Location Codes

Projects

Via the button “Registration” you enter the login screen.



Welcome to the digital registration of Floricode

If you do not have an account for the service registration/product coding of Floricode, please fill in the [APPLICATION FORM](#) for this service and send this to Floricode.

Username

Password

[LOG IN](#)

[FORGOT YOUR PASSWORD?](#)

[CHANGE PASSWORD?](#)

This login is being considered as a digital signature for registration. Should you not have a login ID, please register via APPLICATION FORM. Please choose the "Application form registration and product coding (ENG)".

Application forms

Document

Access to Code lists (FTP)

Access to Masterdata (API)

FloriBar

GLN Company and Location codes

Message Standards

Photo Distribution

Registration and Product coding

Download



Application form for the service of Registration/Product Coding



These data will be registered in the Floricode CRM system

Applying company

Company name: _____

Contact: _____ Position: _____

Address: _____

Postal code / City / Country: _____

Telephone number: _____ Telefax: _____

Cell number: _____ E-mail address: _____

Digital invoice: Yes No E-mail address for the electronic invoice: _____

Floricode services

The applying company wishes to enter into an agreement regarding use of the following registration services and for this purpose to receive an access account for the Floricode registration website.

	Contact	Function / Product group	E-mail address
1			
2			
3			
4			

Signing

Signee declares:

- to be a legal representative of the applying company,
- to authorize Floricode for the term of the agreement to automatically debit the due amount for these services from the bank account number mentioned underneath.
- to have taken note of the General Terms and Conditions of Floricode, for these purposes consisting of General Stipulations and Specific Stipulations pertaining to 'Registration/Product Coding', as published on and downloadable from www.floricode.com and to accept that these apply to the (execution of the) agreement. At the request of the applicant, these General Terms will be sent to the applicant free of charge, by e-mail or other habitual method.

Signed by: _____

Chamber of Commerce Number: _____

VAT number: _____

IBAN-number: _____

Bank Identification (BIC): _____

Place / Date: _____

Signature: _____

**Send this form to Floricode,
PO Box 115, 2370 AC ROELOFARENDVSVEEN, The Netherlands;
fax: + 31 71- 305 15 77 or e-mail: productcoding@floricode.com**

Fill in the form and send it back to Floricode. In return you will receive an e-mail with your log in. You can use the same user name and password to visit the website Plantscope.

After logging in to the digital registration form, you will notice that these four steps have to be taken.

Step 1: If Floricode is familiar with your address information, this will be stated. Check this and inform us of any changes (you may also do this yourself).

Breeder information: If this is the same person, then the address information may be copied. Any other breeder's address may be filled in here.

At Step 1 you can indicate whether the breeder does (or does not) agree with registration, or whether and why this is unknown (e.g. it may concern a botanical crop which has not been bred, or a very old variety of which the breeder passed away long ago).

Enter a registration -- Address data Step 1 of 4



Applicant

Company name:

Contact:

Address:

Postal code: City:

Country:

Telephone:

email address:

Emailaddress for image approval

Please contact Floricode if you find the information above to be incorrect. Phone number ++31 71 - 3051571

Breeder

[Copy senders data if he is the breeder too](#)

Company name:

Contact:

Address:

Postal code: City:

Country:

Telephone:

email address:

Breeder agrees with registration

Breeder does not agree with registration

Verification of breeders consent is not possible

[NEXT](#)

Step 2: this page is for the information about the name of the product you like to register: for finding the genus name you may also use LIST. If the product also has a species name, this may also be entered or be looked up via LIST. When registering orchids the Grex name may be entered. Of genres with a cultivar group like Tulipa, Chrysanthemum and Lilium this may also be entered.

When registering a variety, this name may be filled in also. Under 'full product name' you will then see the official identifying name of the product.

Should you use another name for this product in the trade market, then you answer this question with a NO, and a section for the trade name/mark™ becomes visible.

Enter a registration -- Product data Step 2 of 4


WORLD STANDARDS IN FLORICULTURE

Botanical genus:	<input type="text"/>	LIST	Full product name	<input type="text"/>
Botanical species:	<input type="text"/>	LIST	Is the trade designation identical to the product name?	<input type="radio"/> Yes <input type="radio"/> No
Grex:	<input type="text"/>			
Cultivar-group:	<input type="text"/>	LIST		
Cultivar/variety:	<input type="text"/>			
Mode of origin:			Select ...	<input type="button" value="v"/>
Hide product for 1 year on PlantScope?			<input type="radio"/> No read procedure	<input type="radio"/> Yes
Plantmaterial expected to be delivered at Floricode around:	<input type="text"/>	(DD-MM-YYYY)		
	(Plantmaterial can be delivered on monday, tuesday and wednesday between 8.30 and 16.00)			
Special product characteristics:	<input type="text"/>			
Product not to be confused up with:	<input type="text"/>			
Differs from the product to be registered in:	<input type="text"/>			
Has the product been registered elsewhere, or have there been publications?	<input type="radio"/> Yes <input checked="" type="radio"/> No			

[BACK](#) [NEXT](#)

You may also mention the date Floricode can expect the delivery.

You may also indicate the origin and whether the product may be published.

For registration and trade it is important to know which characteristics belong to the product involved and whether there are products with which your product could be confused. Auctions may take this into account when introducing your product.

Further it is important to know whether your product has already been registered or shown elsewhere.

If you want to register a mix of a number of varieties within one genus with a certain trade name/mark™, please enter the genus and answer NO at the question whether the identifying product name is the same as the trade name. You will then see the remark that this registration does not mean an actual registration of a variety, but that a documentation of an existing mixture can be entered in the system.

Enter a registration -- Product data **Step 2 of 4**



Botanical genus: [LIST](#)
 Full product name:

Botanical species: [LIST](#)

Grex:
 Is the trade designation identical to the product name?
 Yes No

Cultivar-group: [LIST](#)

Cultivar/variety:

Mode of origin:

Hide product for 1 year on PlantScope?

Plantmaterial expected to be delivered at:
 (Plantmaterial can be delivered on Monday)

Special product characteristics:

Product not to be confused up with:

Differs from the product to be registered in:

Has the product been registered elsewhere, or have there been publications? Yes No

Bericht van webpagina


 You are DOCUMENTING a NON-identifiable product (for example a mixture)!

OK

[BACK](#) [NEXT](#)

Step 3: this is the page for supply information for trade with the possibility to tick the required code for supply. The form only can indicate one supply form.

For arboricultural crops a new field opens. Certain conditions or characteristics of the product involved may be important for trade or consumer. Here you are free to indicate this via a questionnaire.

Breeders' rights: you may indicate whether you have applied for breeders' rights in a certain country and whether this has been granted. The countries can be chosen via a pop-up. Also an indication can be given whether this concerns breeder's rights for the whole of Europe and if so, whether this has been granted already.

N.B. For Dutch and European breeders rights the notation of the file number is given in parentheses as an example.

Enter a registration -- Product data (continued) **Step 3 of 4**



Supply Dutch flower auction

Type of product:

<input type="radio"/> cut flower	<input type="radio"/> decorative material	<input type="radio"/> berry/fruit plant
<input type="radio"/> flowering houseplant	<input type="radio"/> foliage houseplant	<input type="radio"/> perennial
<input type="radio"/> bedding plant	<input type="radio"/> tub plant	<input type="radio"/> conifer
<input type="radio"/> shrub	<input type="radio"/> tree	<input type="radio"/> fruit
<input type="radio"/> water / bog plant	<input type="radio"/> climber	

Plant Breeders' Rights (Netherlands / other country)

Has PBR been applied for in the Netherlands / other country	PBR granted in the Netherlands or other country?
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

Plant Breeders Rights (Europe) / Community Plant Variety Office (CPVO), Angers (F)

Has PBR been applied for in Europe?	Has PBR been granted for Europe?
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

[BACK](#) [NEXT](#)

Example for arboricultural crops:

Enter a registration -- Product data (continued) **Step 3 of 4**



Supply Dutch flower auction

Type of product:

<input type="radio"/> cut flower	<input type="radio"/> decorative material	<input type="radio"/> berry/fruit plant
<input type="radio"/> flowering houseplant	<input type="radio"/> foliage houseplant	<input checked="" type="radio"/> perennial
<input type="radio"/> bedding plant	<input type="radio"/> tub plant	<input type="radio"/> conifer
<input type="radio"/> shrub	<input type="radio"/> tree	<input type="radio"/> fruit
<input type="radio"/> water / bog plant	<input type="radio"/> climber	

Flowering months **Winter hardness** **Plant height**

<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June	<input type="checkbox"/> Excellent (USDA-zone 1,2,3,4) <input type="checkbox"/> Good (USDA-zone 5, 6) <input type="checkbox"/> Reasonable (USDA-zone 7) <input type="checkbox"/> Limited (USDA-zone 8) <input type="checkbox"/> Not hardy (USDA-zone 9,10,11)	<input type="checkbox"/> 0 - 5 cm <input type="checkbox"/> 5 - 10 cm <input type="checkbox"/> 10 - 20 cm <input type="checkbox"/> 20 - 30 cm
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Step 4: besides the digital signature given through your login information, step 4 is the actual signature for this registration. After acceptance of the delivery conditions you can send the form, of which a confirmation will be returned.

Enter a registration -- Confirm and submit **Step 4 of 4**



[CHECK REPORT](#)

With the signing of this form you request both a registration both and a product code. If you do not request a product code, you can specify this below:

I do not request a product code

Completed correctly and truthfully

Name:

Date:

I agree to the [supply conditions](#)

[SEND](#)

[BACK](#)

For registration of another product a new form can be opened. If the data of the second product are almost equal to the first you can copy that form.

For your own administration a print-out can be made.

Registration has been sent



Your registration has been sent succesfully

If you need to do another registration, please click [here](#).
If you need to do another registration based on a copy of the current registration, please click [here](#).

[PRINT REQUEST](#)

Once the product samples are received, your request will be handled.

Your form is now in the Floricode 'waiting room'. At the moment the sample with the product is received at the office the further registration will start. After handling and check it will be loaded into Plantscope with eventual corrections and additions, together with an image and description of the product.

After the registration Floricode sends an e-mail with the product code.

After some time Floricode will send you an e-mail for approval of the image. You also will receive an e-mail with the HR image.

Example of the return e-mail with product code



Registrationform

Sotaweg 21(Var.Center)
2371 GA
Roelofarendsveen

Telephone: +31 71 305 15 71
Telefax: +31 71 305 15 77

Aanvraag nieuwe VBN-code heeft betrekking op:

Taxo- nummer	Omschrijving	Gebr. Toel. Wijze	Versch. Suffix vorm	Rhs-code	Uitgegeven VBN-code
272284-	Chamelaucium megalopetalum 'ZFM200605' SEXY GEM	SNIJ		Roze-UPOV Blauwroze-RHS 072D	125415