

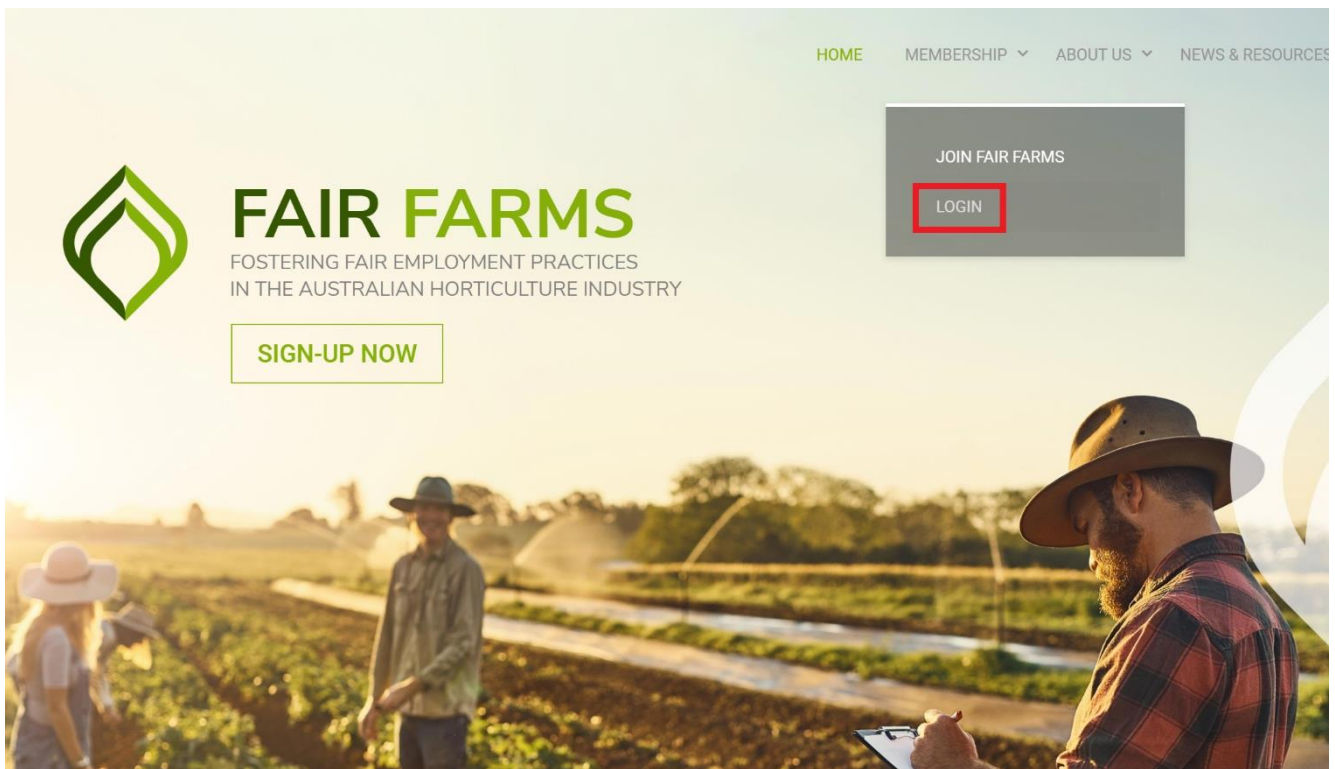
Fair Farms – Guidance

For: Participants (Suppliers)
Topic: Manage your Registered Buyers settings
Date: 22 October 2019

How to register your Buyers

Step 1:

Log into your MyFairFarms account [here](#).



Step 2:

Go to Registered Buyers.

The screenshot shows the MyFairFarms Dashboard. On the left sidebar, the 'Registered Buyers' menu item is highlighted with a red box. The main content area displays the 'Your Pathway to Fair Farms Certification' section, which includes a progress bar with four steps: 1. OSA, 2. Training, 3. Audit, and 4. Certified! Each step has a brief description of the required actions.

To register Woolworths as your Buyer

From the drop-down box, select your buyer. Then, select the box below **Share info?** if you want to share your Fair Farms data with this buyer. Finally, select **Add** to register your choice. Repeat this step for all buyers you would like to register.

The screenshot shows the 'Registered Buyers' page. A table lists registered buyers with columns for 'Retailers', 'PBU', and 'Share Info?'. The 'Woolworths' entry is highlighted with a red box. The 'Share Info?' column has a checkbox that is also highlighted with a red box. An 'Add' button is highlighted with a red box. A dropdown menu is open under 'Woolworths' in the 'Retailers' column, showing a list of retailers with 'Woolworths' selected and highlighted with a red box.

Retailers	PBU	Share Info?
Woolworths	Farming Technology and Innovation Unit	<input type="checkbox"/>

Add

Woolworths

How to change your privacy setting

Step 1:

On your **Registered Buyers** page, select **Update info status** for a Registered Buyer.

The screenshot shows the MyFairFarms dashboard. On the left is a dark green sidebar with navigation options: Overview (1. Online Self-Assessment, 2. Training, 3. Audit, 4. Certification), Business Details, Participating Business Unit, Controlled Sites, Registered Buyers, My Account Details, Contact Us, Fair Farms Rules, Back to Fair Farms Website, and Logout. The main content area is titled 'Registered Buyers' and includes a breadcrumb 'Home / Buyers'. Below the title is a text block explaining that the list shows Registered Buyers and that users can add or remove them to reflect current supplier relationships, with an option to 'Share Info?'. A table lists registered buyers with columns for Retailers, PBU, and Share Info?. The first row shows 'Woolworths' as the retailer and 'Farming Technology and Innovation Unit' as the PBU, with 'No' for 'Share Info?'. The 'Update info status' button for this entry is highlighted with a red box. Below the table is a 'Suggest your buyer' button.

Retailers	PBU	Share Info? ?	
Woolworths	Farming Technology and Innovation Unit	No	Update info status Withdraw
ALDI	Farming Technology and Innovation Unit	<input type="checkbox"/>	Add

Step 2:

Select (or un-select) the box below **Share info?** Then, click on **Update** to register the change.

The screenshot shows the MyFairFarms dashboard. On the left is a dark green sidebar with navigation links: Overview, 1. Online Self-Assessment, 2. Training, 3. Audit, 4. Certification, Business Details, Participating Business Unit, Controlled Sites, Registered Buyers, My Account Details, Contact Us, Fair Farms Rules, Back to Fair Farms Website, and Logout. The main content area is titled 'Dashboard' and shows the user 'Tess Torres'. Below the breadcrumb 'Home / Buyers', the section is titled 'Registered Buyers'. A text block explains that users can add or remove buyers and choose to share their Fair Farms pathway by ticking the 'Share Info?' box. Below this is a table with columns for Retailers, PBU, and Share Info? The first row shows 'Woolworths' as the retailer and 'Farming Technology and Innovation Unit' as the PBU. The 'Share Info?' checkbox is checked and highlighted with a red box. To the right of the checkbox are 'Update' and 'Cancel' buttons, with 'Update' also highlighted with a red box. Below the table is an 'Add' button. At the bottom of the table, there is a link 'Can't find your buyer?' and a 'Suggest your buyer' button.

Retailers	PBU	Share Info? ?	
Woolworths	Farming Technology and Innovation Unit	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
ALDI	Farming Technology and Innovation Unit	<input type="checkbox"/>	<input type="button" value="Add"/>

Please ensure that your Registered Buyer settings are always up to date.

For any queries contact the Fair Farms team via:

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