

CONFICERT Platform Guides

User Guide for Certification Bodies – CONFICERT Web Platform

V1, 10.OCT.2026

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1. Purpose

The purpose of this guide is to provide guidance to the certification bodies (CBs) that are members of CONFICERT on the use of the web platform www.conficert.org, providing detailed instructions on accessing and managing the private area, account configuration processes, the purchase of memberships and fees, the management of employees and operator clients, and the available payment procedures.

Through this guide, the CB will be able to independently carry out all the necessary tasks within the platform, from the initial configuration of its credentials to the assignment of fees to its operators for opening and following up on certification files in CERTIAPP.

2. Private Area Tools

The private area is the section that only you, as a CONFICERT certification body, can access after registering and logging in. It is your personal space within the website, where you will find information such as your profile, order history, and CONFICERT account settings, among others. Only from here can you make payments, assign courses to your auditors, assign fees to your operators, and purchase your membership or the brands you wish to be authorized to certify.

2.1. User Info

This section contains the basic information of your account: your **username** (*Username*), which cannot be modified as it is assigned directly from CERTIAPP; the **First Name** and **Last Name** fields, which correspond to the name of your certification body; and the **email address** associated with your account.

Private Area



QUALISFERA CERTIFICATION

-  User info >
-  Other info >
-  My courses >
-  My Brands >
-  My membership >
-  Authorization request >
-  Sign up employee >
-  My Orders >
-  Change Password >
-  My Employees >
-  My Customers >

User info

Username

First Name

Last Name

Email Address

2.2. Other Info

Here you will find optional fields that you may complete or modify voluntarily, such as: **full name**, **short name**, **address**, **city**, **state/province**, **ZIP/postal code**, **country**, **VAT code** (tax ID number), **website**, **ID code** (you can request it from the CONFICERT administration team), **phone number**, **job title**, and the option to upload the identity document (**ID card/passport**) of the organization's representative to CONFICERT.

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QUALISFERA CERTIFICATION

	User info	>
	Other info	>
	My courses	>
	My Brands	>
	My membership	>
	Authorization request	>
	Sign up employee	>
	My Orders	>
	Change Password	>
	My Employees	>
	My Customers	>

My Brands

You have no Annual Authorization Fee to Certify a Brand purchases yet.

My Brands

2.5. My Membership

This section lists the memberships you purchase. Remember that you must purchase two: the first is the **Initial Membership Fee**, which is a one-time, permanent payment; the second is the **Annual Membership Fee**, which is renewed every year and is valid until **December 31 of the current year**.



QUALISFERA CERTIFICATION

	User info	>
	Other info	>
	My courses	>
	My Brands	>
	My membership	>
	Authorization request	>
	Sign up employee	>
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	Change Password	>
	My Employees	>
	My Customers	>

My membership

You don't have an active membership. Check the different membership options [here](#).

2.6. Authorization request

Through this option, you can send us your request for authorization to certify the CONFICERT brands of your choice. However, we recommend that you also contact us directly at the following email addresses:

- General information: info@conficert.org
- CONFICERT team contact: conficert5@conficert.org
- CEO contact: d.gonzalez@conficert.org



QUALISFERA CERTIFICATION

- User info
- Other info
- My courses
- My Brands
- My membership
- Authorization request**
- Sign up employee
- My Orders
- Change Password
- My Employees
- My Customers

Authorization request

Organization

QUALISFERA CERTIFICATION

Brands for which you request authorization

Please, select the Brands of your choice from the official list published on the CONFICERT website:

☐ I have read and accept the [Privacy Policy](#)

Submit

2.7. Sign up employee

From this section you can **register and sign up all your employees**, such as auditors, to whom you can later assign the courses you purchase for their training. We recommend keeping an internal record of your auditors along with their access credentials (email addresses), since the username assigned to them will be identical to their email address.



QUALISFERA CERTIFICATION

- User info
- Other info
- My courses
- My Brands
- My membership
- Authorization request
- Sign up employee**
- My Orders
- Change Password
- My Employees
- My Customers

Sign up employee

Name

Surname

Email

ID Number

Position

Phone Number

Address

2.8. My Orders

This section shows all the orders you have placed along with their status: *pending*, *processing* or *completed*. Once an order is marked as completed, you can view and print the corresponding invoice.



My Orders

No tienes pedidos realizados.

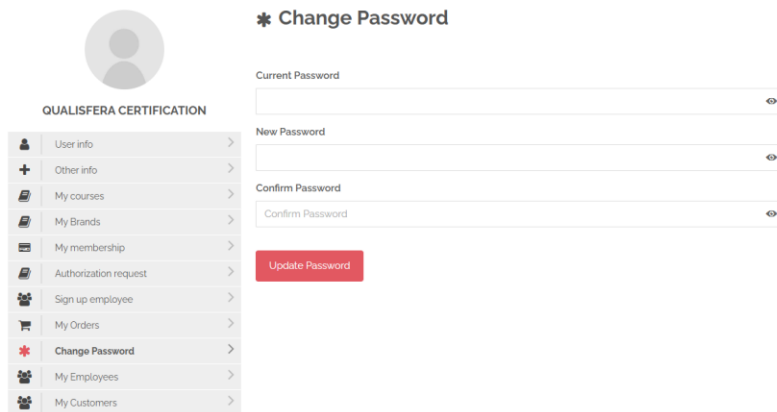
QUALISFERA CERTIFICATION

- User info
- Other info
- My courses
- My Brands
- My membership
- Authorization request
- Sign up employee
- My Orders**
- Change Password
- My Employees
- My Customers

My Orders

2.9. Change Password

From here you can change your account password.



*** Change Password**

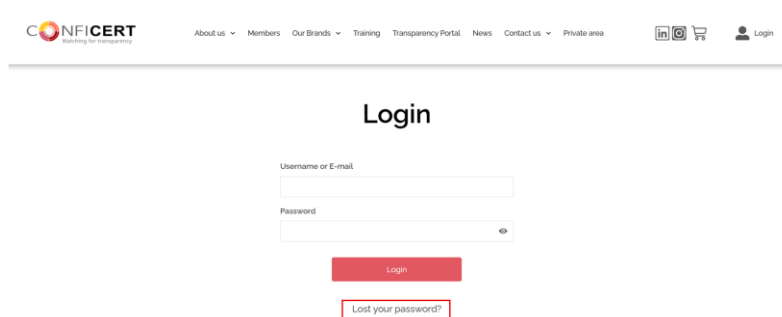
Current Password

New Password

Confirm Password

[Update Password](#)

You can also do so from the login screen, where you will find the option **"Lost your password?"** right below the username and password fields.



Login

Username or E-mail

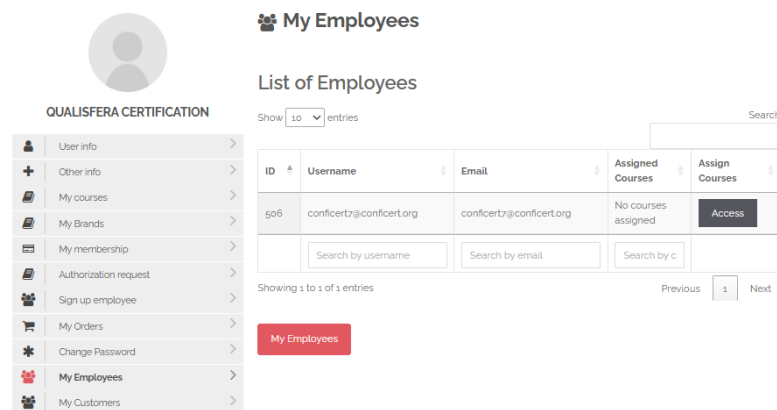
Password

[Login](#)

[Lost your password?](#)

2.10. My Employees

This section shows all the employees you have registered. They are identified by their username, so, as indicated in section 2.7, it is important to keep an up-to-date record of the credentials associated with each auditor.



My Employees

List of Employees

Show entries

ID	Username	Email	Assigned Courses	Assign Courses
506	conficert@conficert.org	conficert@conficert.org	No courses assigned	Access

Showing 1 to 1 of 1 entries

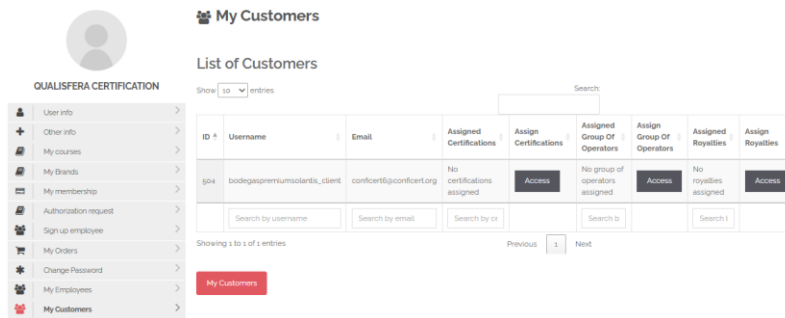
[My Employees](#)

2.11. My customers

This section shows your operator clients. They are registered from your CERTIAPP profile: when you register them as clients on that platform, they will automatically appear in this section of your CONFICERT private area.

From here you can:

- Assign them the brand registration and certification fee (**Brand Registration and Certification Fee**) to start an application with the operator in CERTIAPP, using the button **"Assigned Certification"**.
- Assign them the royalty fee from **"Assigned Royalties"**, which is required to unlock the **"Issue Certificate"** button in CERTIAPP.
- For a group of operators, also assign the **"Group of Operators"** fee at the same time as the royalty fee.

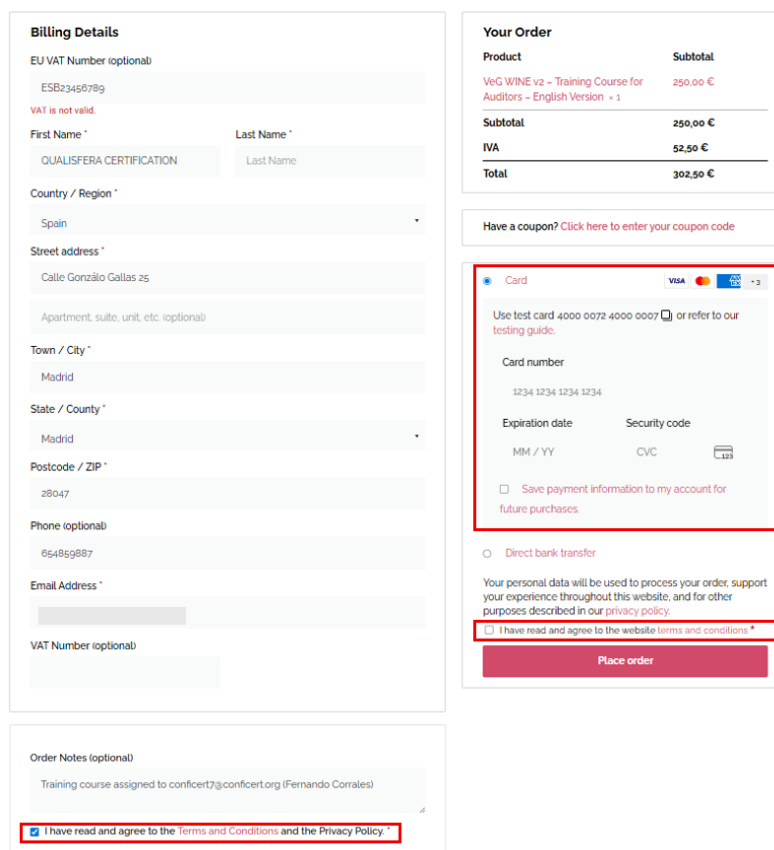


3. Payment Methods

3.1. Payment by Bank Card

To pay by card, go to the **checkout**, complete all the billing details, and select the payment method **"Card"**. Check both terms and conditions boxes and click **"Place Order"**.

Checkout



Once the payment has been processed, the order summary will appear along with the billing details. Since this is a card payment, the system will automatically record it as **completed**, so you can download your invoice immediately by clicking **"Invoice"**.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 22074 DATE: May 20, 2026 EMAIL: TOTAL: 302,50 € PAYMENT METHOD: Visa *** 0007

Order details

Product	Total
VeG WIINE v2 – Training Course for Auditors – English Version × 1	250,00 €
Subtotal:	250,00 €
IVA:	52,50 €
Payment method:	Visa credit card - 0007
Total:	302,50 €
Note:	Training course assigned to conficert7@conficert.org (Fernando Corrales)
Actions:	Invoice

I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#):

EU VAT Number: ES823456789

Billing address

QUALISFERA CERTIFICATION -
Calle Gonzalo Gallas 25
28047 Madrid
Madrid
654859887

You will also receive a confirmation email indicating that your order has been completed.

Your CONFICERT order is now complete [Resumir este correo electrónico](#)

CONFICERT
Para: [Redacted]

Mie 20/05/2026 16:46

Your order is complete

Hi QUALISFERA CERTIFICATION,

We have finished processing your order.

[Order #22074] (May 20, 2026)

Product	Quantity	Price
VeG WIINE v2 – Training Course for Auditors – English Version	1	250,00 €

Subtotal:	250,00 €
IVA:	52,50 €

3.2. Payment by Bank Transfer

To pay by bank transfer, go to the *checkout*, complete all the billing details, and select the payment method **"Direct Bank Transfer"**. Check both terms and conditions boxes and click **"Place Order"**.

Billing Details

EU VAT Number (optional)

ESB23456789

VAT is not valid.

First Name * Last Name *

QUALISFERA CERTIFICATION -

Country / Region *

Spain

Street address *

Calle Gonzalo Gallas 25

Apartment, suite, unit, etc. (optional)

Town / City *

Madrid

State / County *

Madrid

Postcode / ZIP *

28047

Phone (optional)

654859887

Email Address *

VAT Number (optional)

ESB23456789

Your Order

Product	Subtotal
Food Waste Saver - Annual Authorization Fee to Certify a Brand - GOLD MEMBER * 1	4.500,00 €
Subtotal	4.500,00 €
IVA	945,00 €
Total	5.445,00 €

Have a coupon? [Click here to enter your coupon code](#)

Card

Direct bank transfer

Pay securely via direct bank transfer. Once your payment is confirmed, you will receive access to your digital products and online courses.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☒ I have read and agree to the [website terms and conditions](#) *

Place order

Order Notes (optional)

Notes about your order, e.g. special notes for delivery

☒ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#) *

The order summary will then appear along with our bank details (bank name, IBAN, and BIC). When making the transfer, please include the **order number as the reference** in the message field of your banking app.

Please note that, since this is a bank transfer, the order will remain **on hold** (*On hold*) in the system until we confirm receipt of the payment, so the invoice will not be available until then.

Checkout

Thank you. Your order has been received.

ORDER NUMBER	DATE	EMAIL	TOTAL	PAYMENT METHOD
22111	May 22, 2026		5.445,00 €	Direct bank transfer

Please make your payment directly to our bank account using your Order ID as the payment reference. Access to your courses and digital downloads will be activated after the payment has been successfully received and verified.

Our bank details

ASOC CONFICERT:

BANK:	IBAN:	BIC:
BANCO DE SABADELL, S.A.	ES30 0061 0900 8300 0531 7737	BSABES33XXX

Order details

Product	Total
Food Waste Saver - Annual Authorization Fee to Certify a Brand - GOLD MEMBER * 1	4.500,00 €
Subtotal:	4.500,00 €
IVA:	945,00 €
Payment method:	Direct bank transfer
Total:	5.445,00 €
Actions:	Factura
VAT Number:	ESB23456789
I have read and agree to the Terms and Conditions and the Privacy Policy :	
EU VAT Number: ESB23456789	

Billing address

QUALISFERA CERTIFICATION -

Calle Gonzalo Gallas 25

28047 Madrid

654859887

You will receive an email confirming receipt of your order, which will also include our bank details for making the transfer and the instruction to use the order number as the payment reference.

Your CONFICERT order has been received! [Resumir este correo electrónico](#)

Your order is awaiting payment confirmation

HI QUALISFERA CERTIFICATION,

Thanks for your order. It's on-hold until we confirm that payment has been received.

Please make your payment directly to our bank account using your Order ID as the payment reference. Access to your courses and digital downloads will be activated after the payment has been successfully received and verified.

Our bank details

A SOC CONFICERT:

- Bank: BANCO DE SABADELL, S.A.
- IBAN: ES30 0081 0900 8300 0531 7737
- BIC: BSABESBBXXX

[Order #22111] (May 22, 2026)

Product	Quantity	Price
Food Waste Saver - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	1	4.500,00 €

Subtotal:	4.500,00 €
IVA:	945,00 €
Payment method:	Direct bank transfer

For us to issue your invoice, once the transfer has been made, send us an email at conficert5@conficert.org with the following subject line: **INVOICE FOR PAYMENT OF ORDER NO. (order number)**

Attach the proof of payment and your billing details. As soon as we receive this information, we will change the status of your order from **on hold** to **completed**. Once updated, you will receive an order completed confirmation email with your invoice attached.

Your CONFICERT order is now complete! [Resumir este correo electrónico](#)

invoice-PLA-000020-2026.pdf
493 KB

Your order is complete

HI QUALISFERA CERTIFICATION,

We have finished processing your order.

[Order #22111] (May 22, 2026)

Product	Quantity	Price
Food Waste Saver - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	1	4.500,00 €

Subtotal:	4.500,00 €
IVA:	945,00 €
Payment method:	Direct bank transfer
Total:	5.445,00 €

EU VAT Number: ESB23456789

3.3. Order Management

In the **"My Orders"** section of your private area, you can check the status of all your orders. Orders with status *pending payment* (**Pending payment**) or *on hold* (**On hold**) will not have an invoice assigned. Only orders recorded as paid, and therefore marked as completed in the system, will have an associated invoice available for download.



QUALISFERA CERTIFICATION -

- User info >
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- My Employees >
- My Customers >

My Orders

Pedido	Fecha	Estado	Total	Acciones
#22111	May 22, 2026	Completed	5,445.00 €	View Order View Invoice
#22110	May 22, 2026	Completed	108.90 €	View Order View Invoice
#22102	May 21, 2026	Completed	5,445.00 €	View Order View Invoice
#22083	May 21, 2026	Completed	302.50 €	View Order View Invoice
#22080	May 20, 2026	Pending payment	302.50 €	View Order Pay now No invoice
#22077	May 20, 2026	Pending payment	302.50 €	View Order Pay now No invoice
#22074	May 20, 2026	Completed	302.50 €	View Order View Invoice

My Orders

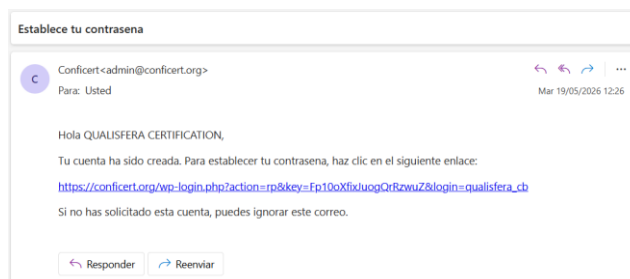
3.4. Changes, Refunds, and Cancellations

If you wish to change the payment method of an order, request a refund, or cancel a purchase, write to us at conficert5@conficert.org so that we can handle your case individually. Refunds and cancellations will be credited to the same bank account from which the original payment was made.

4. Processes and Configuration

4.1. Setting the Password

- When the CONFICERT administration team registers you in the CERTIAPP system, you will receive a confirmation email indicating that your account has been created. To set your password, click the link in that email.



- The link will redirect you to a page on the CONFICERT website, similar to the one shown on screen, where you can set the password of your choice. Once entered, click **"Save Password"** and you will automatically access our CONFICERT web platform (www.conficert.org).



4.2. Completing Profile Data

Once inside the private area of the CONFICERT website, go to the **"Other Info"** section and complete or update the fields with the details of the certification body (CB) or its legal representative to CONFICERT.

The fields to complete are: **full name, short name, address, city, state/province, ZIP/postal code, country, VAT code** (tax ID number), **website, ID code** (you can request it from the CONFICERT administration team), phone number, job title, and the identity document (ID card/passport) of the organization's representative to CONFICERT.



+ Other info

QUALISFERA CERTIFICATION

User info

Other info

My courses

My Brands

My membership

Authorization request

Sign up employee

My Orders

Change Password

My Employees

My Customers

ORGANIZATION

Full name

QUALISFERA CERTIFICATION

Short name

QUALISFERA

Address

Calle Gonzalo Gallas 25

City

Madrid

State

Madrid

Postal Code

28047

Country

Spain

VAT code

ESB23456789

Website

ID Code (if applies)

Phone Number

Position

ID / Passport

Upload

4.3. Purchasing a Membership (Initial and Annual)

- When you access the **"My Memberships"** section, you will see that you do not yet have any membership. To view the available membership types, click the link **"here"** or the button **"Membership Levels: Initial & Annual Fees"**.



My membership

You don't have an active membership. Check the different membership options [here](#)

QUALISFERA CERTIFICATION

User info

Other info

My courses

My Brands

My membership

Authorization request

Sign up employee

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My Customers

Membership Levels: Initial & Annual Fees

Authorization and Fee Payments

Mediation & Arbitration Request

- Once inside, you will see the available membership types. Since this is a new member joining the organization, in this example we will first purchase the membership **"Gold Organization Membership – Initial Membership Fee"** (€3,000), as it is a one-time payment.

Platinum Membership

You may select multiple levels from this group.

Level	Price	
Platinum Organization Membership - Annual Membership Fee	€1,500.00 per Year	Select
Platinum Individual Membership - Annual Membership Fee	€120.00 per Year	Select

Gold Membership

You may select multiple levels from this group.

Level	Price	
Gold Organization Membership - Initial Membership Fee	€3,000.00 now	Select
Gold Organization Membership - Annual Membership Fee	€1,500.00 per Year	Select
Gold Individual Membership - Initial Membership Fee	€80.00 now	Select
Gold Individual Membership - Annual Membership Fee	€120.00 per Year	Select

- 3) Once the membership has been selected, you will access the payment process (*checkout*), where you can see the details of the selected membership and the user making the purchase.

Membership Checkout

Membership Information

You have selected the **Gold Organization Membership - Initial Membership Fee** membership level.

Initial Membership Fee
 A one-time payment required to formally register as a member of CONFICERT. This fee covers the administrative and processing costs associated with the initial setup of your membership account. Once paid, it does not need to be renewed in future years.
 The price for membership is **€3,000.00 now**.

Account Information

You are logged in as **qualisfera_cb**. If you would like to use a different account for this membership, [log out now](#).

- 4) On the same page, you must complete the company information and payment details. Payment can only be made by card. Accept the terms and conditions and click the button **"Submit & Checkout"**.

Company Information

Company Name *

VAT Code *

Address *

Including City, State, Postal Code and Country

Payment Information

Card Number

 Utilizar CVV

Expiration Date

CVC

☐ I agree to the [TERMS AND CONDITIONS OF USE POLICY](#)

Submit and Check Out

- 5) Once the payment has been completed, a confirmation window will appear with the full order summary ("**Membership Confirmation**").

Membership Confirmation

Thank you for your membership to CONFICERT. Your Gold Organization Membership - Initial Membership Fee membership is now active.

Please note that the Initial Membership Fee is a one-time payment and will not need to be paid again in the future.

To complete your enrollment in CONFICERT, we kindly ask that you proceed with the payment of the **Annual Membership Fee** for the current year. You can find this option in your Private Area, under the "Memberships" section.

Below are details about your membership account and a receipt for your initial membership order. A welcome email with a copy of your initial membership order has been sent to lmeja@acerta-cert.es.

Order #INV6o

Order date
May 20, 2026

Pay to
ASOCIACION CONFICERT
ES044879530
Av. de la Osa Mayor, 29
Madrid, Madrid 28023
ES
info@conficert.org

VAT number:

€3,000.00 paid on May 20, 2026

Description	Amount
Gold Organization Membership - Initial Membership Fee for order #INV6o	€3,000.00
Total	€3,000.00

Payment method
Visa ending in 4242

Bill to
QUALISFERA CERTIFICATION

Paid

For us to issue the corresponding invoice, send us an email at conficert5@conficert.org with all your tax details, using the following subject line: **INVOICE FOR INITIAL MEMBERSHIP (PLATINUM / GOLD / SILVER) – CERTIFICATION BODY NAME**

- 6) You will also receive a confirmation email of the purchase of the initial membership.

Welcome to CONFICERT – Your Gold Organization Membership - Initial Membership Fee confirmation

[Resumir este correo electrónico](#)

CONFICERT

Para: [Redacted]

Mie 20/05/2026 13:37

Dear QUALISFERA CERTIFICATION,

Your membership account is now active. Thank you for your membership and support to the CONFICERT initiative.

Below you can find the details about your membership account and membership order.

Account: QUALISFERA CERTIFICATION [Redacted]

Membership Level: Gold Organization Membership - Initial Membership Fee

Membership Fee: The price for membership is **€3,000.00** now.

Order #INV6o on May 20, 2026

Total Billed: €3,000.00

Billing Information:

You may download your invoice from your Private Area at any time.

Please note that the Initial Membership Fee is a one-time payment and will not need to be paid again in the future.

To complete your enrollment in CONFICERT, we kindly ask that you proceed with the payment of the **Annual Membership Fee** for the current year. You can find this option in your Private Area, under the "Memberships" section.

Log in to your membership account here: <https://conficert.org/wp-login.php>

Respectfully,
CONFICERT

- 7) You can view your purchased membership in the "My Memberships" section of your private area.

My membership

QUALISFERA CERTIFICATION

- User info
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My Account

Welcome, QUALISFERA CERTIFICATION

Username: qualisfera_cb

Email: [Redacted]

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Order History

Date	Level	Total	Status
May 20, 2026	Gold Organization Membership - Initial Membership Fee	€3,000.00	Paid

- 8) Next, you must purchase the **annual membership**. Return to the "**Membership Levels**" page and select the annual membership corresponding to your category; in this example, "**Gold Organization Membership – Annual Membership Fee**".

Platinum Membership

You may select multiple levels from this group.

Level	Price	
Platinum Organization Membership - Annual Membership Fee	€1,500.00 per Year	Select
Platinum Individual Membership - Annual Membership Fee	€120.00 per Year	Select

Gold Membership

You may select multiple levels from this group.

Level	Price	
Gold Organization Membership - Initial Membership Fee	€3,000.00 now	Your Level
Gold Organization Membership - Annual Membership Fee	€1,500.00 per Year	Select
Gold Individual Membership - Initial Membership Fee	€180.00 now	Select
Gold Individual Membership - Annual Membership Fee	€120.00 per Year	Select

- 9) As with the initial membership, selecting this option will take you to the *checkout* with the membership details, the information of the account making the purchase, the company details, and the payment details. Payment can only be made by card. Accept the terms and conditions and click "**Submit & Checkout**".

Membership Information

You have selected the **Gold Organization Membership - Annual Membership Fee** membership level.

Annual Membership Fee
A recurring yearly payment required to maintain active membership status in CONFICERT. This fee supports ongoing access to member benefits, certification services, and participation in CONFICERT activities. It must be paid annually to keep your membership current.
The price for membership is **€1,500.00 per Year**.

Account Information

You are logged in as **qualisfera_cb**. If you would like to use a different account for this membership, [log out now](#).

Company Information

Company Name *

QUALISFERA CERTIFICATION

VAT Code *

ESB23425789

Address *

Calle General Gálvez 25, Madrid (Madrid), 28047, Spain

Including: City, State, Postal Code and Country

Payment Information

Card Number

4242 4242 4242 4242

Expiration Date

01 / 28

CVC

123

☒ I agree to the [TERMS AND CONDITIONS OF USE POLICY](#) *

Submit and Check Out

- 10) Once the purchase has been completed, a confirmation message will appear along with the order summary. It is **important to read this message carefully**, as it includes two relevant documents: an **onboarding guide and documentation for new CONFICERT members**, and a document with the **authorization requirements that a certification body must meet to certify a brand**.

Membership Confirmation

Thank you for your membership to CONFICERT. Your Gold Organization Membership - Annual Membership Fee membership is now active.

Attached, you will find a detailed guide containing the documents you will receive during your onboarding, as well as those you need to complete, sign, and return in order to proceed with the process. This guide is available in both English and Spanish:

- English version: [Onboarding and Documentation Guide for New CONFICERT Members](#)
- Spanish version: [Guía de Incorporación y Documentación para Nuevos Miembros CONFICERT](#)

Additionally, we have included a document summarizing the requirements for each brand. Once you decide which brand(s) you would like to be authorized to certify, you can request the relevant documents from us and contact us for more information about the payment and authorization process.

- English version: [Authorization Requirements that a CB must meet to certify a Brand](#)
- Spanish version: [Requisitos de Autorización que debe cumplir un OC para certificar una Marca](#)

Please note that this membership is valid for the current calendar year and will expire on **December 31st**. Renewal must be completed through your **Private Area** before this date.

Below are details about your membership account and a receipt for your initial membership order. A welcome email with a copy of your initial membership order has been sent to limeja@acerta-cert.es.

Order #INV62 Print or Save as PDF	
Order date May 20, 2026	
Payment method Visa ending in 4242	
Pay to ASOCIACION CONFICERT ES044875930 Av. de la Osa Mayor, 29 Madrid, Madrid 28023 ES info@conficert.org	
Bill to QUALISFERA CERTIFICATION	
VAT number:	
€1,500.00 paid on May 20, 2026	
Description	Amount
Gold Organization Membership - Annual Membership Fee for order #INV62 May 20, 2026 to May 20, 2027	€1,500.00
Total	€1,500.00

For us to issue your invoice, send us an email at conficert5@conficert.org with all your tax details, using the following subject line: **INVOICE FOR ANNUAL MEMBERSHIP (PLATINUM / GOLD / SILVER) – CERTIFICATION BODY NAME**

- 11) You will also receive a confirmation email of the purchase of the annual membership.

Welcome to CONFICERT – Your Gold Organization Membership - Annual Membership Fee confirmation

[Resumir este correo electrónico](#)

Dear QUALISFERA CERTIFICATION,

Your membership account is now active. Thank you for your membership and support to the CONFICERT initiative.

Below you can find the details about your membership account and membership order.

Account: QUALISFERA CERTIFICATION

Membership Level: Gold Organization Membership - Annual Membership Fee

Membership Fee: The price for membership is **€1,500.00 per Year**.

Order #INV62 on May 20, 2026

Total Billed: €1,500.00

Billing Information:

You may download your invoice from your Private Area at any time.

Attached, you will find a detailed guide containing the documents you will receive during your onboarding, as well as those you need to complete, sign, and return in order to proceed with the process. This guide is available in both English and Spanish:

- English version: [Onboarding and Documentation Guide for New CONFICERT Members](#)
- Spanish version: [Guía de Incorporación y Documentación para Nuevos Miembros CONFICERT](#)

Additionally, we have included a document summarizing the requirements for each brand. Once you decide which brand(s) you would like to be authorized to certify, you can request the relevant documents from us and contact us for more information about the payment and authorization process.

- English version: [Authorization Requirements that a CB must meet to certify a Brand](#)
- Spanish version: [Requisitos de Autorización que debe cumplir un OC para certificar una Marca](#)

Please note that this membership is valid for the current calendar year and will expire on **December 31st**. Renewal must be completed through your **Private Area** before this date.

Log in to your membership account here: <https://conficert.org/wp-login.php>

Respectfully,
CONFICERT

- 12) You can view your annual membership in the **"My Memberships"** section of your private area.



QUALISFERA CERTIFICATION

- User info >
- Other info >
- My courses >
- My Brands >
- My membership >**
- Authorization request >
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >

My membership

My Account



Welcome, QUALISFERA CERTIFICATION

Username: qualisfera_cb

Email:

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Order History

Date	Level	Total	Status
May 20, 2026	Gold Organization Membership - Annual Membership Fee	€1,500.00	Paid
May 20, 2026	Gold Organization Membership - Initial Membership Fee	€3,000.00	Paid

Important: Please note that this membership expires on **December 31** of each year, and you have until **January 31** to renew it. If it is not renewed within that period, access to the CONFICERT website will be suspended until the membership is brought up to date. Before paying for the renewal, please contact the CONFICERT team at conficert5@conficert.org or d.gonzalez@conficert.org.

3.3.1. Annual Membership Renewal

Remember that the only type of membership subject to renewal is the **Annual Membership Fee**. To renew it, go to the **"Membership Levels"** page and follow the same procedure described in steps 8 to 12 above.

Platinum Membership

You may select multiple levels from this group.

Level	Price	
Platinum Organization Membership - Annual Membership Fee	€1,500.00 per Year	<button>Select</button>
Platinum Individual Membership - Annual Membership Fee	€120.00 per Year	<button>Select</button>

Gold Membership

You may select multiple levels from this group.

Level	Price	
Gold Organization Membership - Initial Membership Fee	€3,000.00 now	Your Level
Gold Organization Membership - Annual Membership Fee	€1,500.00 per Year	<button>Select</button>
Gold Individual Membership - Initial Membership Fee	€180.00 now	<button>Select</button>
Gold Individual Membership - Annual Membership Fee	€120.00 per Year	<button>Select</button>

4.4. Employee Registration and Sign-Up

- Go to the **"Sign Up Employee"** section and complete all the form fields with the auditor's details: first name, last name, email address, identification number, job title, phone number, address, city, state/province, ZIP/postal code, and country. Once all the fields have been completed, click the button **"Register Employee"**.



Sign up employee

QUALISFERA CERTIFICATION

- User info >
- Other info >
- My courses >
- My Brands >
- My membership >
- Authorization request >
- Sign up employee >**
- My Orders >
- Change Password >
- My Employees >
- My Customers >

Name: Fernando

Surname: Corrales Molina

Email:

ID Number: Mg8g54g8g

Position: Auditor Food

Phone Number: 695585476

Address: Av Cuatro Camino 84

City: Madrid

State: Madrid

Postal Code: 28025

Country: Madrid

Register Employee

- 2) You will know that the employee has been registered successfully when a confirmation message appears stating: **"Employee registered successfully! Password: XXXXXXXXXX"**. This automatically generated password will allow the employee to access their account on the CONFICERT website.



Sign up employee

QUALISFERA CERTIFICATION

- User info >
- Other info >
- My courses >
- My Brands >
- My membership >
- Authorization request >
- Sign up employee >**
- My Orders >
- Change Password >
- My Employees >
- My Customers >

Employee registered successfully! Password: QuuXQTMlspqB

Name:

Surname:

Email:

ID Number:

Position:

Phone Number:

Address:

The employee can change it at any time from their profile or by using the option **"Lost your password?"** on the login screen. This process is also detailed in the **CONFICERT Website Guide for Employees**, which is attached to this document.

- 3) To verify that the registration was successful, go to the **"My Employees"** section, where you can confirm that the employee appears in the list.

4.5. Assigning Courses to Employees

- 1) Go to the "My Employees" section and, in the row of the employee to whom you wish to assign a course, click the button "Access".

- 2) The "Add Course" page will then appear. In the "Select Courses" drop-down, click to expand the list and find the desired course by scrolling through the options or typing keywords in the search box. Once located, click on it to select it.

Add Courses

If the employee is a *Scheme Manager* and an auditor, or is going to act as an auditor in more than one scheme, you can select several courses at the same time. Once your selection is ready, click "Create Order".

Adding courses for: Fernando Corrales Molina

Select courses:

☐ Curso Scheme Manager v1 - Versión Español
 ☐ VeG WINE v2.1 - Curso para Auditores - Versión Español

Create Order

- 3) You will access the **checkout** page. Complete the tax details and, if you wish, add a note to the order. If you have a discount coupon, enter it in the corresponding field. Payment can be made by card or by bank transfer. Accept the terms and conditions and click **"Place Order"**.

Checkout

Billing Details

EU VAT Number (optional)
ESB23456789

VAT is not valid.

First Name *
QUALISFERA CERTIFICATION

Last Name *
Last Name

Country / Region *
Spain

Street address *
Calle Gonzalo Gallas 25

Apartment, suite, unit, etc. (optional)

Town / City *
Madrid

State / County *
Madrid

Postcode / ZIP *
28047

Phone (optional)
654859887

Email Address *

VAT Number (optional)

Your Order

Product	Subtotal
VeG WINE v2 - Training Course for Auditors - English Version x 1	250.00 €
Subtotal	250.00 €
IVA	52.50 €
Total	302.50 €

Have a coupon? [Click here to enter your coupon code](#)

☒ Card

Use test card 4000 0072 4000 0007 or refer to our [testing guide](#).

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC

☐ Save payment information to my account for future purchases.

☐ Direct bank transfer

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☐ I have read and agree to the website [terms and conditions](#) *

Place order

Order Notes (optional)

Training course assigned to conficert7@conficert.org (Fernando Corrales)

☒ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#) *

- 4) Once the payment has been completed, the order summary will appear along with the billing details. If payment was made by card, the invoice will be available for download immediately.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 22074 | DATE: May 20, 2026 | EMAIL: | TOTAL: 302,50 € | PAYMENT METHOD: Visa **** 0007

Order details

Product	Total
VeG WINE v2 – Training Course for Auditors – English Version x 1	250,00 €
Subtotal:	250,00 €
IVA:	52,50 €
Payment method:	Visa credit card - 0007
Total:	302,50 €
Note:	Training course assigned to conficert7@conficert.org (Fernando Corrales)
Actions:	Invoice

I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

EU VAT Number: ESB23456789

Billing address

QUALISFERA CERTIFICATION -
Calle Gonzalo Gallas 25
28047 Madrid
Madrid
654859887

- 5) You will receive a confirmation email indicating that your order has been completed.

Your CONFICERT order is now complete [Resumir este correo electrónico](#)

CONFICERT

Para: [Redacted]

Mié 20/05/2026 16:46

Your order is complete

HI QUALISFERA CERTIFICATION,

We have finished processing your order.

[Order #22074] (May 20, 2026)

Product	Quantity	Price
VeG WINE v2 – Training Course for Auditors – English Version	1	250,00 €

Subtotal:	250,00 €
IVA:	52,50 €

- 6) To verify that the assignment was successful, return to the "My Employees" section in your private area and check that the purchased courses appear in the "Assigned Courses" column of the corresponding employee.

My Employees

QUALISFERA CERTIFICATION -

Show 30 entries

Search

ID	Username	Email	Assigned Courses	Assign Courses
506	conficert7@conficert.org	conficert7@conficert.org	VeG WINE v2.1 - Curso para Auditores - Versión Español VeG WINE v2 - Training Course for Auditors - English Version Hide	Access

Showing 1 to 1 of 1 entries

Previous 1 Next

4.6. Purchasing the Annual Authorization Fee to Certify a Brand

- Once you have met the requirements set by each brand for a certification body (CB) to obtain authorization, including having an assigned *Scheme Manager* and a minimum of two auditors for the brand in question, all of whom have completed the CONFICERT training courses, you can start the authorization process. To do so, you can use the "Authorization Request" section or contact us directly at conficert5@conficert.org. We recommend the latter option.

Private Area



QUALISFERA CERTIFICATION -

- User info >
- Other info >
- My courses >
- My Brands >
- My membership >
- Authorization request >**
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >

Authorization request

Organization

QUALISFERA CERTIFICATION

Brands for which you request authorization

Please, select the Brands of your choice from the official list published on the CONFICERT website

☐ I have read and accept the [Privacy Policy](#)

Submit

- Once the Board of Directors and the CONFICERT team have verified that the CB meets the brand requirements, go to the "My Brands" section in your private area, where you will see that you do not yet have any brands.

Private Area



QUALISFERA CERTIFICATION -

- User info >
- Other info >
- My courses >
- My Brands >**
- My membership >
- Authorization request >
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >

My Brands

You have no Annual Authorization Fee to Certify a Brand purchases yet.

My Brands

- To purchase a brand, click the button "Authorization & Fee Payments".

Private Area



QUALISFERA CERTIFICATION -

- User info >
- Other info >
- My courses >
- My Brands >**
- My membership >
- Authorization request >
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >

My Brands

You have no Annual Authorization Fee to Certify a Brand purchases yet.

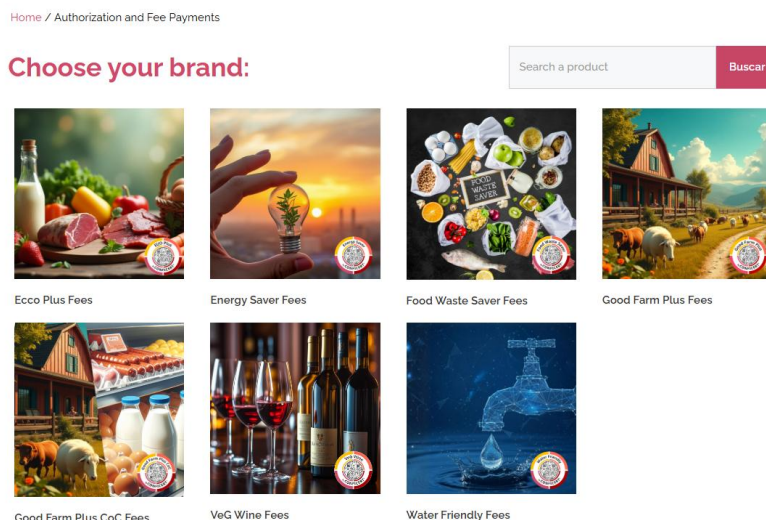
My Brands

**Membership Levels:
Initial & Annual Fees**

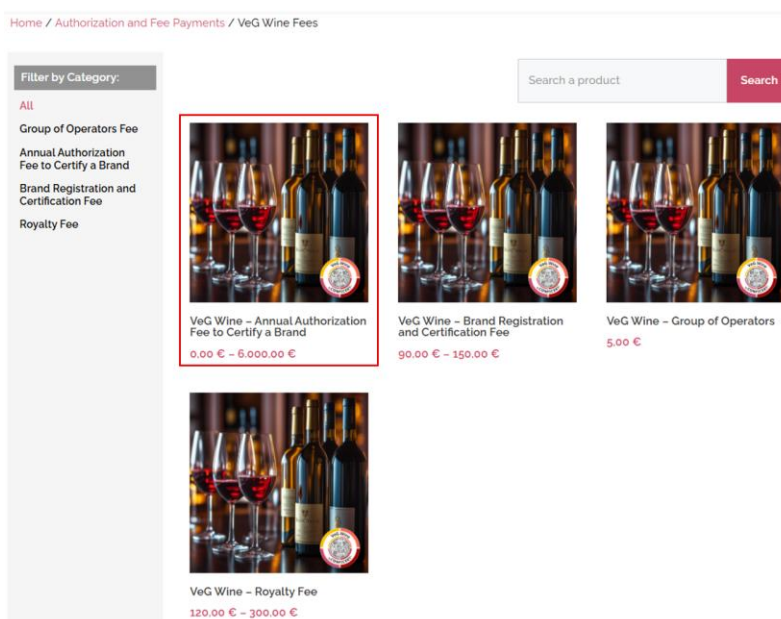
**Authorization and Fee
Payments**

**Mediation & Arbitration
Request**

- 4) You will be redirected to the **"Authorization & Fee Payments"** page, where you must choose the corresponding Brand to be certified.



- 5) You must select the Annual Authorization Fee to Certify a Brand.



If the Brand has more than one scope, as is the case with Food Waste Saver, the Annual Authorization Fees to Certify the Brand must be purchased for all of its scopes. If your CB is a Platinum member, it can do so at no cost; if it is a member of another category (Gold, Silver, or Collaborator), please contact the CONFICERT Team (conficert5@conficert.org) if you have not yet received the corresponding coupons.

Home / Authorization and Fee Payments / Food Waste Saver Fees

Filter by Category:

All
Group of Operators Fee
Annual Authorization Fee to Certify a Brand
Brand Registration and Certification Fee
Royalty Fee

Search a product
Search



Food Waste Saver – Food Industry – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – Food Industry – Brand Registration and Certification Fee
90.00 € – 150.00 €



Food Waste Saver – Food Industry – Royalty Fee
150.00 € – 500.00 €



Food Waste Saver – Group of Operators
5.00 €



Food Waste Saver – HoReCa Channel – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – HoReCa Channel – Brand Registration and Certification Fee
90.00 € – 150.00 €

For easier access to these fees, you can use the category filter tool located on the left side. Clicking "Annual Authorization Fee to Certify a Brand" will display the fees for all scopes. Then simply follow the standard fee purchase procedure.

Home / Authorization and Fee Payments / Food Waste Saver Fees

Filter by Category:

All
Group of Operators Fee
Annual Authorization Fee to Certify a Brand
Brand Registration and Certification Fee
Royalty Fee

Search a product
Search



Food Waste Saver – Food Industry – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – HoReCa Channel – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – Large Distribution & Retail – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – Primary Production: Agriculture – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – Primary Production: Aquaculture – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €



Food Waste Saver – Primary Production: Livestock – Annual Authorization Fee to Certify a Brand
0.00 € – 6.000,00 €

- Once you have located the desired annual authorization fee to certify the brand (**Annual Authorization Fee to Certify a Brand**), in this case **VeG Wine**, select your membership type (in this example, Gold member) and click "Add to Cart".

Home / Annual Authorization Fee to Certify a Brand / VeG Wine – Annual Authorization Fee to Certify a Brand



VeG Wine – Annual Authorization Fee to Certify a Brand

0,00 € – 6.000,00 €

Description

The **VeG Wine – Annual Authorization Fee to Certify a Brand** is a mandatory yearly payment required from Certification Bodies (CBs) seeking to initiate or maintain their authorization to certify operators against the VeG Wine by CONFICERT brand. Authorization is valid for a 12-month period from the date of payment.

This fee grants CBs the official right to conduct audits and issue certificates in accordance with the VeG Wine normative documents. It also ensures continued access to the certification framework, use of brand assets, and all updates or amendments issued by CONFICERT.

Payment of this fee is compulsory for all CBs actively certifying operators against the VeG Wine Brand. It supports the ongoing governance, quality assurance, and global consistency of the certification scheme—reinforcing the credibility, transparency, and consumer trust associated with the VeG Wine Brand.

TYPE OF MEMBER

GOLD MEMBER

Clear

3.000,00 €

Add to cart

- 7) If you have been confirmed for authorization in additional brands, you can add them to the cart now. Otherwise, click the cart icon in the upper-right corner of the screen to go to the **checkout**.



- 8) In the **checkout**, complete the billing details, check both terms and conditions boxes, select your preferred payment method, and click **"Place Order"**.

Billing Details

EU VAT Number (optional)

ESB23456789

VAT is not valid.

First Name * Last Name *

QUALISFERA CERTIFICATION -

Country / Region *

Spain

Street address *

Calle Gonzalo Gallas 25

Apartment, suite, unit, etc. (optional)

Town / City *

Madrid

State / Country *

Madrid

Postcode / ZIP *

28047

Phone (optional)

654898887

Email Address *

lmeja@acerta-cert.es

VAT Number (optional)

ESB23456789

Your Order

Product	Subtotal
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER = 1	3.000,00 €
Subtotal	3.000,00 €
IVA	630,00 €
Total	3.630,00 €

Have a coupon? [Click here to enter your coupon code](#)

Card

Use test card 4000 0002 4000 0007 or refer to our [testing guide](#).

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Security code

CVC

☐ Save payment information to my account for future purchases

☐ Direct bank transfer

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☒ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

Place order

Order Notes (optional)

Notes about your order, e.g. special notes for delivery.

☒ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

- 9) If payment was made by card, the order will automatically be recorded as **completed** and you can download the invoice immediately. Otherwise, follow the procedure described in section **3.2. Payment by Bank Transfer**.

Checkout

Thank you. Your order has been received.

ORDER NUMBER	DATE	CMAIL	TOTAL	PAYMENT METHOD
22645	June 22, 2026		3.630,00 €	Visa **** 0007

Order details

Product	Total
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER x 1	3.000,00 €
Subtotal:	3.000,00 €
IVA:	630,00 €
Payment method:	Visa credit card - 0007
Total:	3.630,00 €
Actions:	Invoice
VAT Number:	ESB23456789

I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

EU VAT Number: ESB23456789

Billing address

QUALISFERA CERTIFICATION -
Calle Gonzalo Gallas 25
28047 Madrid
Madrid
654859887

10) You will also receive a confirmation email indicating that your order has been completed, with the invoice attached.

Your CONFICERT order is now complete [Resumir este correo electrónico](#)

invoice-PLA-000030-2026.pdf
493 KB

Your order is complete

Hi QUALISFERA CERTIFICATION,

We have finished processing your order.

[Order #22645] (June 22, 2026)

Product	Quantity	Price
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	1	3.000,00 €

CONFICERT
Watching for transparency

ASOCIACION CONFICERT
ESG44675510
Av de la Osa Mayor, 29
28023 Madrid (Spain)
info@conficert.org

INVOICE

QUALISFERA CERTIFICATION -
Calle Gonzalo Gallas 25
28047 Madrid
Madrid
Spain
ESB23456789
654859887

Invoice Number: PLA-000030-2026
Invoice Date: June 22, 2026
Order Number: 22645
Order Date: June 22, 2026
Payment Method: Visa credit card

Product	Quantity	Price
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	1	3.000,00 €
TYPE OF MEMBER: GOLD MEMBER		
Subtotal		3.000,00 €
IVA		630,00 €
Total		3.630,00 €

11) To verify that the fee payment has been correctly recorded in the CONFICERT system, go to the **"My Brands"** section in your private area, where you can confirm that the brand has been purchased successfully and check the **start date**, the **expiration date** and the **amount paid**.

My Brands

QUALISFERA CERTIFICATION -

- User info
- Other info
- My courses
- My Brands**
- My membership
- Authorization request
- Sign up employee
- My Orders
- Change Password
- My Employees
- My Customers

Fee	Start Date	End Date	Price
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	22/06/2026	21/06/2027	3.630,00 €

[My Brands](#)

- **Important:** if this fee expires, your access to that brand in the CERTIAPP system will be blocked. To renew the authorization, contact the CONFICERT team at conficert5@conficert.org before making the payment, in order to confirm that the CB can maintain the authorization.
- **Reminder:** for brands with more than one scope, please remember that the Annual Fees to certify the brand must be purchased for all of its scopes. For example, for Food Waste Saver, the 6 annual fees corresponding to its 6 scopes must be purchased. Please purchase these 6 fees in a single order.

Once these fees have been purchased, they will appear in your private area as follows:



QUALISFERA CERTIFICATION -

- User info >
- Other info >
- My courses >
- My Brands >**
- My membership >
- Authorization request >
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >

My Brands

Fee	Start Date	End Date	Price
Food Waste Saver - Food Industry - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
Food Waste Saver - HoReCa Channel - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
Food Waste Saver - Large Distribution & Retail - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
Food Waste Saver - Primary Production: Agriculture - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
Food Waste Saver - Primary Production: Aquaculture - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
Food Waste Saver - Primary Production: Livestock - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	02/07/2026	01/07/2027	3,630.00 €
VeG Wine - Annual Authorization Fee to Certify a Brand - GOLD MEMBER	22/06/2026	21/06/2027	3,630.00 €

My Brands

4.7. Assigning the Brand Registration and Certification Fee to an Operator

The **brand registration and certification fee** (*Brand Registration and Certification Fee*) is the payment required to open the certification application and file for a brand on the CERTIAPP platform. Once it has been assigned to the corresponding operator, the operator can formally start its certification process.

- Go to the **"My Customers"** section in your private area and locate the row of the client to which you wish to assign the brand registration and certification fee (*Brand Registration and Certification Fee*). If the **"Assigned Certifications"** column shows the message **"No certifications assigned"**, the operator does not yet have any fee assigned. To assign one, click the button **"Access"** in the corresponding row.

Private Area



My Customers

List of Customers

QUALISFERA CERTIFICATION -

- User info >
- Other info >
- My courses >
- My Brands >
- My membership >
- Authorization request >
- Sign up employee >
- My Orders >
- Change Password >
- My Employees >
- My Customers >**

Show 10 entries

ID	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
504	bodegaspremiumsolanis_client	conficert@conficert.org	No certifications assigned	Access	No group of operators assigned	Access	No royalties assigned	Access

Showing 1 to 1 of 1 entries

My Customers

- The **"Add Brands"** window will appear, with the operator's name and a drop-down to select the fee to be assigned and the type of operator.

Add Brands

Adding certifications for: BODEGAS PREMIUM SOLANIS

Select certification:

Select...

Type of operator:

Select...

Create Order

This drop-down will only show the brands for which your CB is authorized by CONFICERT. For example, if so far you have only purchased the authorization fee to certify the brand *VeG Wine*, that will be the only option available to assign in this step.

Add Brands

Adding certifications for: BODEGAS PREMIUM SOLANTIS

Select certification:

Select...

Select...

VeG Wine - Brand Registration and Certification Fee (VeG Wine)

Select...

Create Order

- 3) Select the fee for the corresponding brand along with the operator size and, for multi-scope brands, the specific scope to be certified. Once the selection is complete, click **"Create Order"**.

Add Brands

Adding certifications for: BODEGAS PREMIUM SOLANTIS

Select certification:

VeG Wine - Brand Registration and Certification Fee (VeG Wine)

Type of operator:

MEDIUM - 120.00 €

Create Order

- 4) You will access the *checkout*, where you must complete all the billing details, optionally add a note to the order, accept the terms and conditions, and select the payment method. Once everything has been completed, click **"Place Order"**.

Billing Details

EU VAT Number optional:

ESB23456789

VAT is not valid

First Name *

QUANUSFERA CERTIFICATION

Last Name *

COUNTRY / Region *

Spain

Street address *

Calle Gonzalo Gálvez 25

Apartment, suite, unit, etc. (optional)

Town / City *

Madrid

State / Country *

Madrid

Postcode / ZIP *

28047

Phone (optional)

91456789

Email Address *

VAT Number optional:

ESB23456789

Order Notes (optional)

Notes about your order (e.g. special notes for delivery)

☐ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#) *

Your Order

Product	Subtotal
VeG Wine - Brand Registration and Certification Fee - MEDIUM - 1	120.00 €
Subtotal:	120.00 €
IVA	25.00 €
Total	145.00 €

Have a coupon? [Click here to enter your coupon code](#)

☒ Card

Use test card 4000 0000 0000 0000 or refer to our [testing guide](#)

Card number

0234 0234 0234 0234

Expiration date

MM / YY

Security code

CVC

☐ Save payment information to my account for future purchases

☐ Direct bank transfer

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#)

☒ I have read and agree to the [website terms and conditions](#) *

Place order

- 5) A purchase summary will appear with the order details and billing address. If payment was made by card, the order will automatically be recorded as completed in the system and the invoice will be available for immediate download.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 22646 | DATE: June 22, 2026 | EMAIL: | TOTAL: 145,20 € | PAYMENT METHOD: Visa - 0007

Order details

Product	Total
VeG Wine - Brand Registration and Certification Fee - MEDIUM * 1	120,00 €
Subtotal:	120,00 €
TAX:	25,20 €
Payment method:	Visa credit card - 0007
Total:	145,20 €
Actions:	Invoice
VAT Number:	ESB23456789

I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#): 1

EU VAT Number: ESB23456789

Billing address

QUALISFERA CERTIFICATION -
Calle González Gallie 25
28047 Madrid
Madrid
454559867

- 6) You will also receive a confirmation email with the summary of the completed order and the invoice attached.

Your CONFICERT order is now complete [Resumir este correo electrónico](#)

invoice-PLA-000031-2026.pdf
493 KB

Your order is complete

Hi QUALISFERA CERTIFICATION,

We have finished processing your order

[Order #22646] (June 22, 2026)

Product	Quantity	Price
VeG Wine - Brand Registration and Certification Fee - MEDIUM	1	120,00 €

- 7) To verify that the assignment was successful, return to the **"My Customers"** section in your private area. In your client's row, click **"Show"** in the **"Assigned Certifications"** column, and the details of the assigned brand will be displayed.

My Customers

QUALISFERA CERTIFICATION -

Show 10 entries

ID #	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
504	bodegaspremiumsolaris_client	conficert@conficert.org	Show	Access	No group of operators assigned	Access	No royalties assigned	Access

Showing 1 to 1 of 1 entries

Previous 1 Next

[My Customers](#)

Private Area

My Customers

QUALISFERA CERTIFICATION -

- User info
- Other info
- My courses
- My Brands
- My membership
- Authorization request
- Sign up employee
- My Orders
- Change Password
- My Employees
- My Customers**

List of Customers

Show 10 entries

ID	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
504	bodegaspremiumsolanis_client	conficert@conficert.org	VeG Wine - Brand Registration and Certification Fee - MEDIUM (Completed) Link	Access	No group of operators assigned	Access	No royalties assigned	Access

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

[My Customers](#)

- **Note:** if the operator is going to be certified in more than one brand, or in more than one scope within a multi-scope brand, the same process described above must be repeated for each case. All assigned fees will be listed in this section, within the operator's row.

4.8. Assigning a Brand Royalty Fee to an Operator

The **royalty fee** ("Royalty Fee") is paid once the certification decision-maker has issued a favorable decision on the CERTIAPP platform after reviewing the file. At that point, the process moves on to issuing the certificate; however, the **"Issue Certificate"** button in CERTIAPP will appear locked. To unlock it, the corresponding royalty fee must be paid from this website (CONFICERT), selecting the operator size and, for multi-scope brands, the specific scope. Once the payment has been completed, the button will be unlocked automatically and you can proceed to issue the certificate.

***Important:** once the certificate has been issued, you have a maximum of **72 hours** to notify the operator. The certificate is valid for **one year minus one day** from the date of issue.

- Go to the **"My Customers"** section in your private area and locate the row of the client to which you wish to assign the royalty fee. If the **"Assigned Royalties"** column shows the message **"No royalties assigned"**, the operator does not yet have any royalty fee assigned. To assign one, click the button **"Access"** in the corresponding row.

CONFICERT
Watching for transparency

About us - Members - Our Brands - Training - Transparency Portal - News - Contact us - **Private area** - [Logout](#)

My Customers

QUALISFERA CERTIFICATION -

- User info
- Other info
- My courses
- My Brands
- My membership
- Authorization request
- Sign up employee
- My Orders
- Change Password
- My Employees
- My Customers**

List of Customers

Show 10 entries

ID	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
504	bodegaspremiumsolanis_client	conficert@conficert.org	VeG Wine - Brand Registration and Certification Fee - MEDIUM (Completed) Link	Access	No group of operators assigned	Access	No royalties assigned	Access

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

[My Customers](#)

[Membership Levels: Initial & Annual Fees](#)

[Authorization and Fee Payments](#)

[Mediation & Arbitration Request](#)

- The **"Add Brands"**, with the operator's name and a drop-down to select the fee to be assigned. This drop-down will only show the brands for which your CB is authorized by CONFICERT. For example, if so far you have only purchased the authorization fee to certify the brand **VeG Wine**, that will be the only option available in this step.

Add Brands

Adding royalties for: BODEGAS PREMIUM SOLANTIS

Select royalty:

Select...

Select...

VeG Wine - Royalty Fee (VeG Wine)

Select...

[Create Order](#)

Add Brands

Adding royalties for: BODEGAS PREMIUM SOLANTIS

Select royalty:
VeG Wine - Royalty Fee (VeG Wine) ▼

Type of operator:
MEDIUM - 150.00 € ▼
Select:
LARGE - 300.00 €
MEDIUM - 150.00 €
SMALL - 120.00 €

- 3) Select the fee for the corresponding brand along with the operator size and, for multi-scope brands, the specific scope in which the operator is to be certified. Once the selection is complete, click **"Create Order"**.

Add Brands

Adding royalties for: BODEGAS PREMIUM SOLANTIS

Select royalty:
VeG Wine - Royalty Fee (VeG Wine) ▼

Type of operator:
MEDIUM - 150.00 € ▼

Create Order

- 4) You will access the *checkout*, where you must complete all the billing details, optionally add a note to the order, accept the terms and conditions, and select the payment method. Once everything has been completed, click **"Place Order"**.

Billing Details

EU VAT Number (optional):
ESB23456789
VAT is not valid.

First Name *
QUALISFERA CERTIFICATION

Last Name *
-

Country / Region *
Spain

Street address *
Calle Gonzalo Gallas 25
Apartment, suite, unit, etc. (optional):

Town / City *
Madrid

State / County *
Madrid

Postcode / ZIP *
28047

Phone (optional):
654859887

Email Address *
[Redacted]

VAT Number (optional):
ESB23456789

Your Order

Product	Subtotal
VeG Wine - Royalty Fee - MEDIUM + 1	150.00 €
Subtotal	150.00 €
IVA	31.50 €
Total	181.50 €

Have a coupon? [Click here to enter your coupon code](#)

☒ Card VISA MASTERCARD AMERICAN EXPRESS

Use test card 4000 0072 4000 0007 or refer to our [testing guide](#).

Card number
4000 0072 4000 0007

Expiration (MM/YY) 01 / 27 Security code 123

☐ Save payment information to my account for future purchases

☐ Direct bank transfer

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☒ I have read and agree to the [website terms and conditions](#).

Place order

Order Notes (optional)

Notes about your order, e.g. special notes for delivery

☒ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

- 5) A purchase summary will appear with the order details and billing address. If payment was made by card, the order will automatically be recorded as completed in the system and the invoice will be available for immediate download.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 23293 | DATE: July 10, 2026 | EMAIL: [redacted] | TOTAL: 181,50 € | PAYMENT METHOD: Visa **** 0007

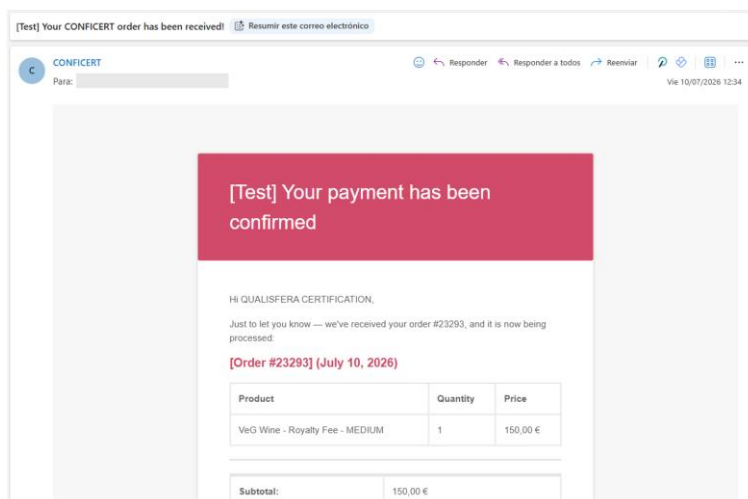
Order details

Product	Total
VeG Wine - Royalty Fee - MEDIUM * 1	150,00 €
Subtotal:	150,00 €
IVA:	31,50 €
Payment method:	Visa credit card - 0007
Total:	181,50 €
Actions:	Invoice
VAT Number:	ESB23456789
I have read and agree to the Terms and Conditions and the Privacy Policy :	
EU VAT Number: ESB23456789	

Billing address

QUALISFERA CERTIFICATION -
Calle Gonzalo Gálles 25
28047 Madrid
Madrid
654859887
[redacted]

- 6) You will also receive a confirmation email with the summary of the completed order and the invoice attached.



- 7) To verify that the assignment was successful, return to the **"My Customers"** section in your private area. In your client's row, click **"Show"** in the **"Assigned Royalties"** column, and the details of the assigned fee will be displayed.

My Customers

QUALISFERA CERTIFICATION -

List of Customers

Show 10 entries

ID #	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
g04	bodegapremiumsantitas_client	conficert@conficert.org	Show	Access	No group of operators assigned	Access	VeG Wine - Royalty Fee - MEDIUM (Completed) 150€	Access

Showing 1 to 1 of 1 entries

Previous 1 Next

[My Customers](#)

Membership Levels: Initial & Annual Fees | Authorization and Fee Payments | Mediation & Arbitration Request

- **Note:** if the operator is going to be certified in more than one brand, or in more than one scope within a multi-scope brand, the same process must be repeated for each case. All assigned royalty fees will be listed in this section, within the operator's row.

5. Special Cases: Multi-site Operators and Groups of Operators

5.1. Multi-site Operator

For multi-site operators, there is no difference in the payments made from the CONFICERT website. The specific configuration process for this type of operator is managed exclusively on the CERTIAPP platform.

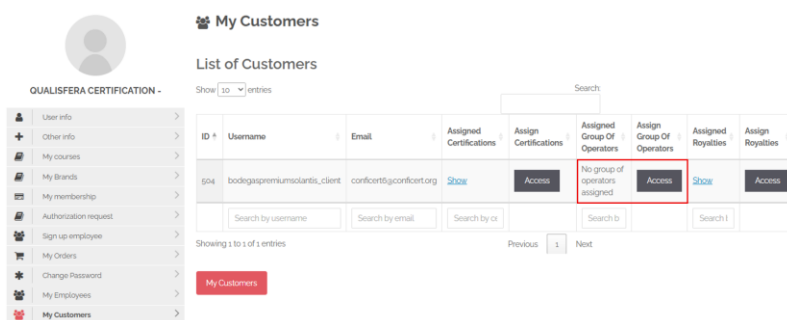
5.2. Group of Operators

For a group of operators, the operator that will appear in the list of the **"My Customers"** section of the private area will be the **group holder operator**, who will also be responsible for registering the file and receiving the certificate on behalf of all the member operators of the group.

Payments of the **brand registration and certification fee (Brand Registration and Certification Fee)** and the **royalty fee (Royalty Fee)** are made following the same procedure described in sections 4.7. and 4.8. respectively. The only difference is that, in this case, the **group of operators fee** must also be assigned, which is paid at the same time as the royalty fee. The amount of this fee is multiplied by the number of operators in the group; that is, if the group consists of 6 operators, the unit price of the fee will be multiplied by 6.

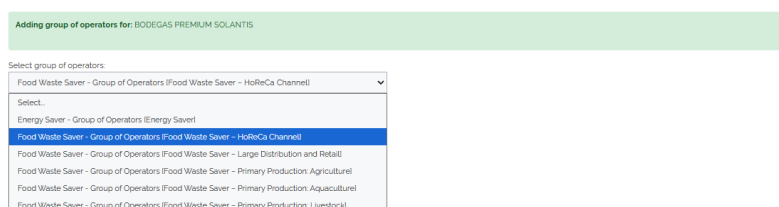
5.2.1. Assigning the Group of Operators Fee

- Go to the **"My Customers"** section in your private area and locate the row of the client to which you wish to assign the group of operators fee. If the **"Assigned Group of Operators"** column shows the message **"No group of operators assigned"**, no fee has been assigned yet. To assign one, click the button **"Access"** in the corresponding row.



- The **"Add Brands"**, with the operator's name, a drop-down to select the brand to be assigned, and a field to enter the number of operators in the group. The drop-down will only show the brands for which your CB is authorized by CONFICERT. For example, if so far you have only purchased the authorization fee to certify the brand **VeG Wine**, that will be the only option available in this step.

Add Brands



- Select the fee for the corresponding brand and enter the number of operators in the group. Once the selection is complete, click **"Create Order"**.

Add Brands

Adding group of operators for: BODEGAS PREMIUM SOLANTIS

Select group of operators:
Food Waste Saver - Group of Operators (Food Waste Saver - HoReCa Channel)

Quantity (number of operators):
6

Each unit corresponds to one operator. If the group has 6 members, create the order with quantity 6.

Create Order

➤ **Note:** Some brands or sub-scopes do not allow certification as a group of operators, so it is recommended to carefully check which brands this option applies to before proceeding.

- 4) You will access the **checkout**, where you must complete all the billing details, optionally add a note to the order, accept the terms and conditions, and select the payment method. Once everything has been completed, click **"Place Order"**.

Billing Details

EU VAT Number (optional)

EU VAT number

First Name * Last Name *

QUALISFERA CERTIFICATION -

Country / Region *

Spain

Street address *

Calle Gonzalo Gallas 25

Apartment, suite, unit, etc. (optional)

Town / City *

Madrid

State / Country *

Madrid

Postcode / ZIP *

28047

Phone (optional)

654859887

Email Address *

VAT Number (optional)

ESB23456789

Your Order

Product	Subtotal
Food Waste Saver - Group of Operators * 6	30,00 €
Subtotal	30,00 €
IVA	6,30 €
Total	36,30 €

Have a coupon? [Click here to enter your coupon code](#)

Card

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Security code

CVC

☐ Save payment information to my account for future purchases

☐ Direct bank transfer

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☐ I have read and agree to the [website terms and conditions](#) *

Place order

Order Notes (optional)

Notes about your order, e.g. special notes for delivery.

☐ I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

- 5) A purchase summary will appear with the order details and billing address. If payment was made by card, the order will automatically be recorded as completed in the system and the invoice will be available for immediate download.

Checkout

Thank you. Your order has been received.

ORDER NUMBER: 28409 DATE: October 19, 2025 TOTAL: 0,00 €

Order details

Product	Total
Food Waste Saver - Group of Operators * 6	30,00 €
Subtotal:	30,00 €
Discount:	-30,00 €
Total:	0,00 €

Actions: Factura

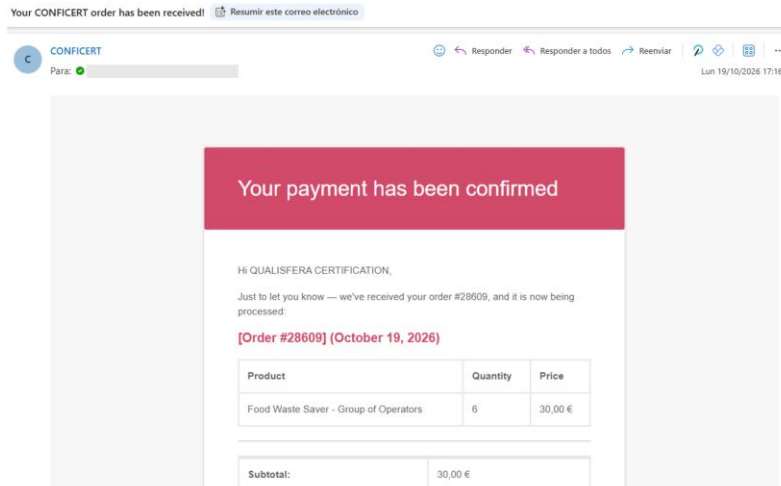
VAT Number: ESB23456789

I have read and agree to the [Terms and Conditions](#) and the [Privacy Policy](#).

Billing address

QUALISFERA CERTIFICATION -
Calle Gonzalo Gallas 25
28047 Madrid
Madrid
654859887

- 6) You will also receive a confirmation email with the summary of the completed order and the invoice attached.



- 7) To verify that the assignment was successful, return to the **"My Customers"** section in your private area. In your client's row, click **"Show"** in the **"Assigned Group of Operators"** column, and the details of the assigned fee will be displayed.

Private Area

My Customers

QUALISFERA CERTIFICATION -

Show entries

Search

ID	Username	Email	Assigned Certifications	Assign Certifications	Assigned Group Of Operators	Assign Group Of Operators	Assigned Royalties	Assign Royalties
504	bodegaspremiumsolantis_client	conficert@conficert.org	Show	Access	Food Waste Saver - Group of Operators (Processing) Hide	Access	Show	Access

Showing 1 to 1 of 1 entries

Previous Next

[My Customers](#)