

Brighton & Hove



**SUSSEX  
GRAZED**

# Selling local meat through the Open Food Network

## Basic Set Up Guide



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# Supplying Sussex Grazed on Open Food Network

## Basic requirements:

- Farming grazing animals within Sussex - Primary catchment between Adur and Eastbourne and 12 miles from the coast.
- Meet minimum requirements set out in Sussex Grazed Standards.
- Open a shop front on the Open Food Network website
- Link your shop to the Sussex Grazed Enterprise

If you have any questions not answered by the OFN [User Guide](#) contact [sussexgrazed@bhfood.org.uk](mailto:sussexgrazed@bhfood.org.uk) or [support@openfoodnetwork.org.uk](mailto:support@openfoodnetwork.org.uk)

\*Please ensure you complete this [Farmer Credentials Form](#) so we know more about your farming enterprise.



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Changing Chalk  
*connecting nature, people and heritage*



# Setting up as 'Producer' on Open Food Network

Register as a 'Producer' on the Open Food Network using the [OFN Set up Guide](#)

If you only want to sell through Sussex Grazed, by whole animal select the 'producer' only profile.

We will require you to fill in your basic business details, information about the farm and general product information and to upload a photo or logo.

We can help you to create a profile and set up the permissions needed for us to sell your produce and set up meat box products from your profile.

We will create an 'order cycle' based on agreed dates for slaughter and box collection. We will agree a price per animal ahead of the share. We will pay on receipt of invoice at the end of an order cycle.

OFN User Guide:

[Basic Features](#)

[Create your profile](#)

[Dashboard](#)



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# Selling your meat boxes through Sussex Grazed on OFN

If you'd like to sell your meat products independently, you may upgrade your profile to a shop and only allow us to sell limited numbers of your products e.g. prepared meat boxes.

Once you have registered with OFN and entered your basic business details and payment methods, you will need to set up your **Enterprise Permissions**:

In order for us to display and sell products you have listed, you will need to give us permission.

The only permission we need is 'add to order cycle' if you would like us to be able to control anything else such as your stock or adding new products you can select other permissions but do please let us know.

OFN User Guide Links:

[Enterprise Permissions](#)

[Enterprise Relationships](#)



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# Adding products

Once your shop is set up, you can start to add your products. This will include:

- Correct name of product e.g. Lamb Box with offal
- Image of either the product, your place or your logo.
- Use 'item' rather than 'weight' as you will most likely categorise the product by 'box' rather than '5kg'.
- Product categories i.e. 'meat' and whether 'Frozen' or 'fresh'
- In Product Details you can also add whether your product has certification such as 'Organic' or Pasture for Life.
- You can add variants if your products have different weights / sizes, or boxes with / without offal.

Once you have all your products uploaded you can then amend the quantities by clicking on the arrow to the right and just below the product name.

OFN User Guide Link:

[Products](#)



# Product inventory

If you are selling meat boxes to us, through the platform, you can adjust stock figures during an order cycle and they will amend automatically but if you add a new product we need to know to pull this through to our product list.

# Fees

Sussex Grazed currently adds a 20% admin fee/ mark up. To be formalised on the share agreement.

If you are selling us boxes rather than whole animals, you can either add your products on to OFN at 20% lower than the selling price so that you support us with this fee, we will then add on the admin fee once we know you are doing this.

Or alternatively you can invoice us for at 20% less than your sales (this is the way to go if you have your own OFN outlet).

Please speak with us if you would like to make an alternative arrangement.



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