Registration Guide

If your specific site is currently SQF certified and you need to re-register, please <u>do not</u> add a new facility. You must re-register your existing facility. Only add a new facility when a new site is going to achieve SQF Certification

Logging into ReposiTrak®

The first step in re-registering a facility for your next audit is to log into the ReposiTrak SQF Assessment Database. You can start by following the link below to the SQFI Existing User's Page:
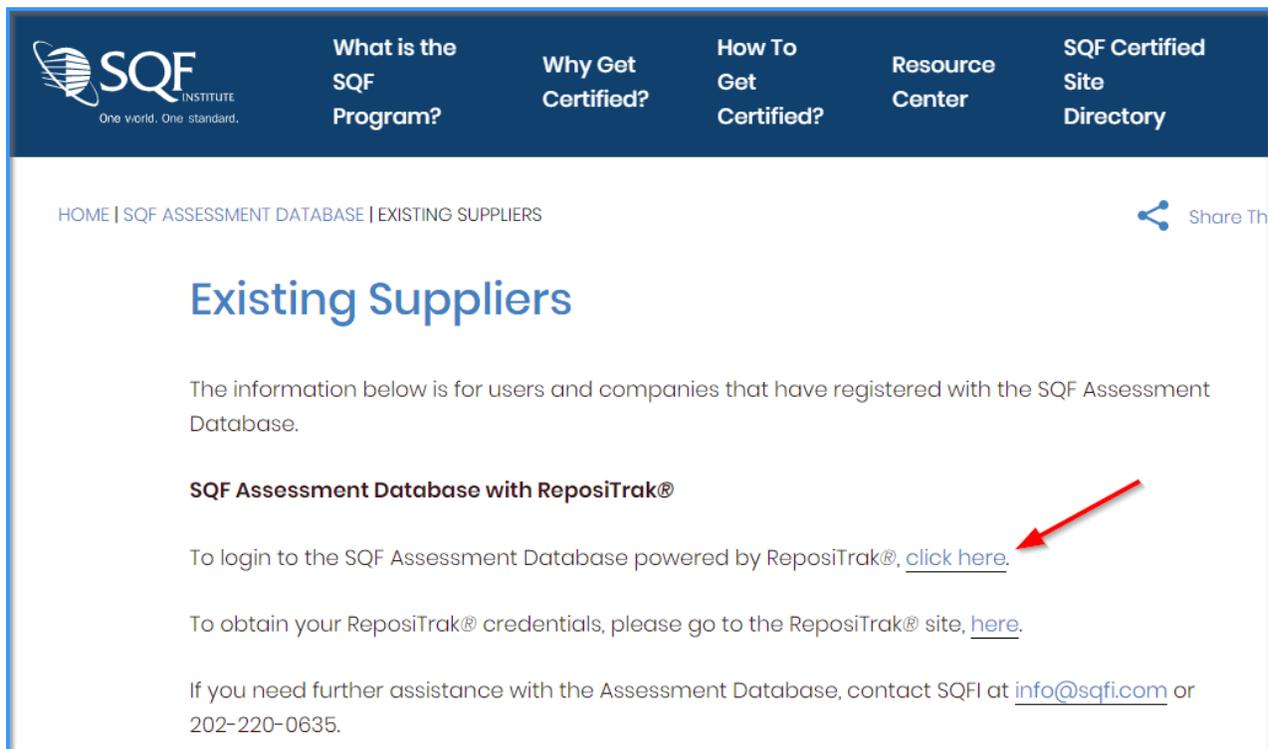
https://www.sqfi.com/assessment-database/existing-suppliers/

Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password. In the database, **your username will be your email address**. If you do not know your password, click the **"Reset Password"** link located above the password option. Then enter your email address into the field on the following page and click "Submit".
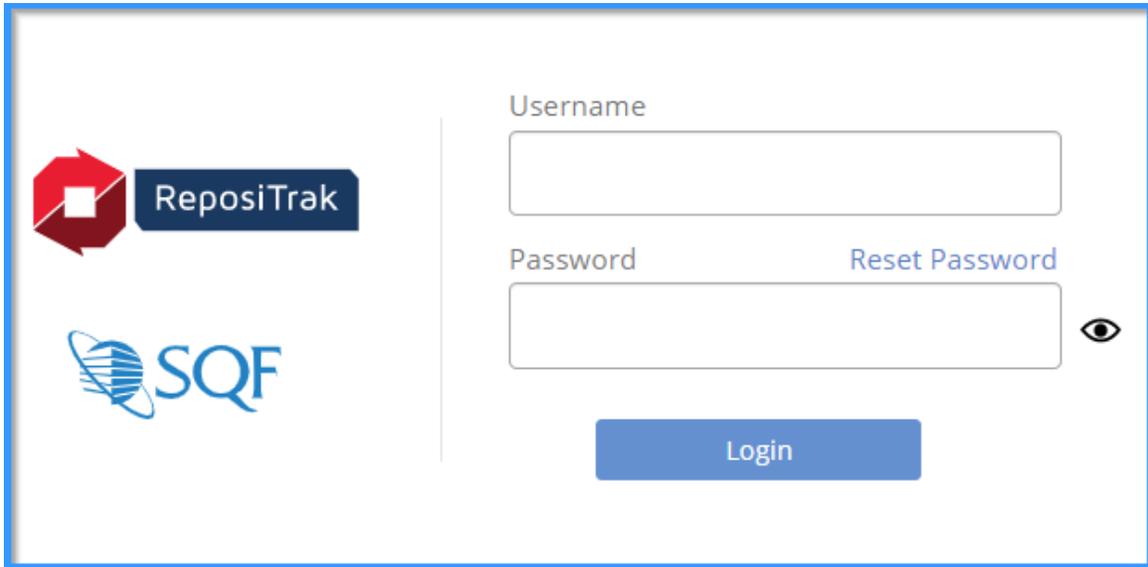
Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.
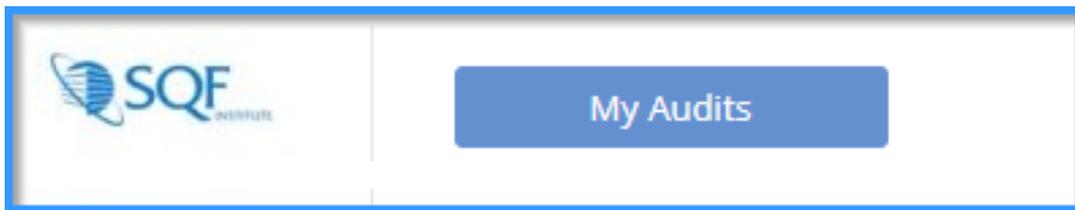
Re-registering in ReposiTrak ®

Now that you are logged into ReposiTrak, it is time to register for your upcoming audit. The first step will be to click on the 'Audit Compliance' tab. The following options will be available, and you will need to select 'SQFI Audits' under Register.
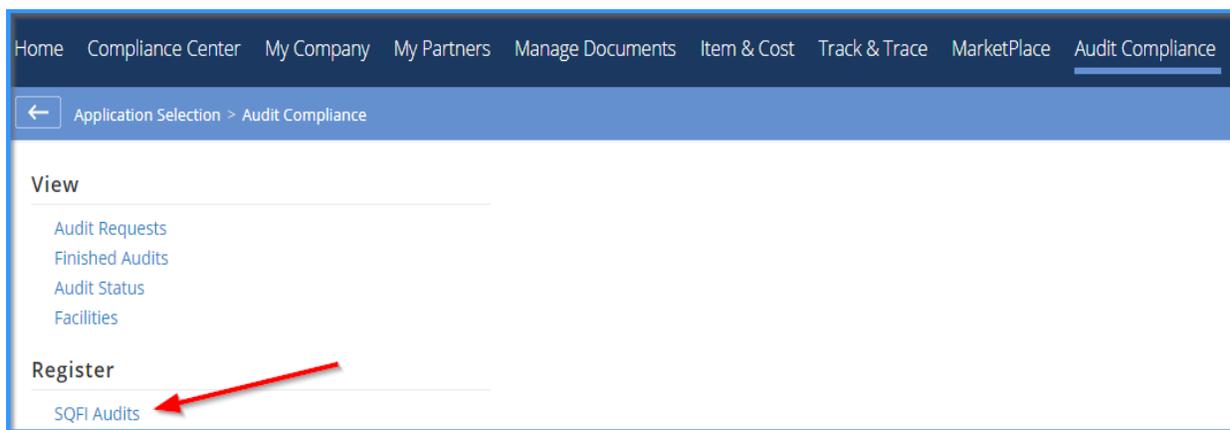
The next page is where you will be able to select the audit standard that you wish to register for. Please take the time to read the description of each audit standard to make sure the correct standard is chosen. If you are unsure, please select 'click here to learn more about this audit' or send an email to info@sqfi.com for assistance.

Available Audits

SQF Food Safety Audit Edition 8.1
GFSI-benchmarked Audit

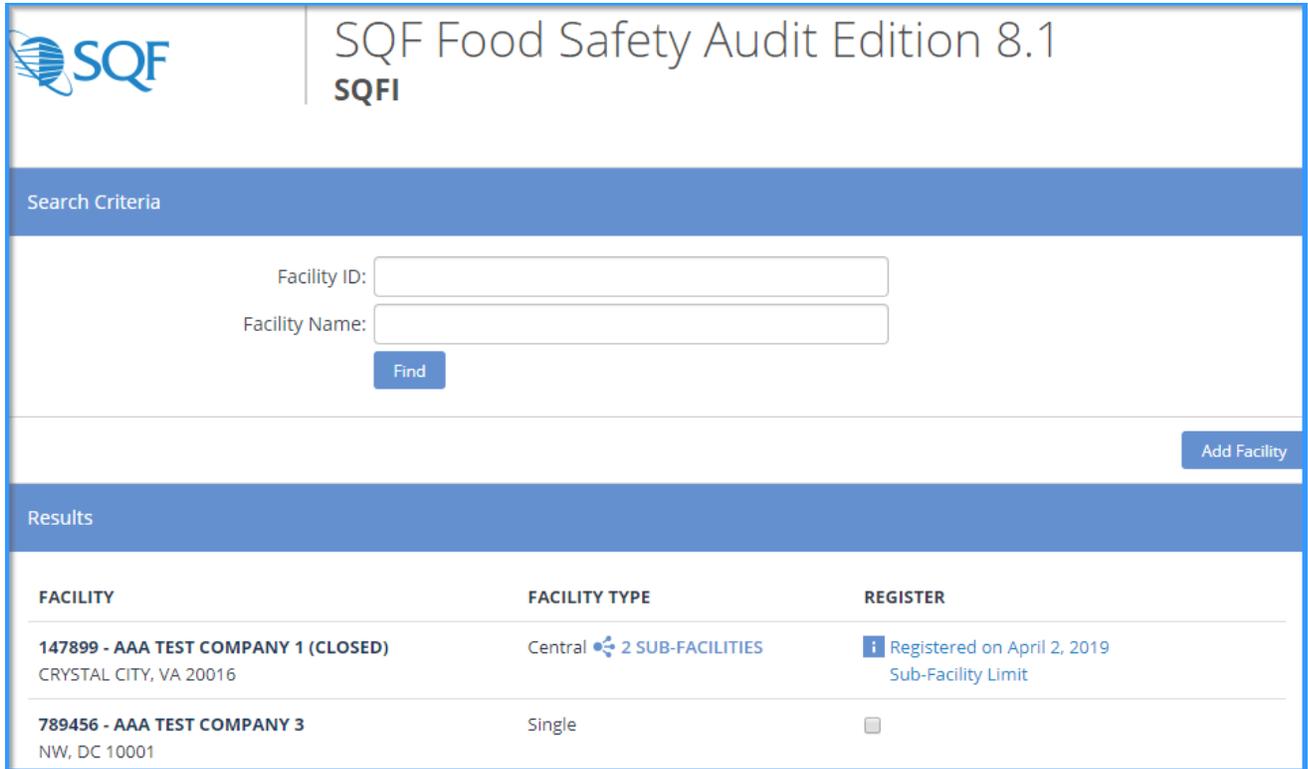This audit is valid for all certification and surveillance audits conducted **AFTER October 1st, 2019**. SQF Food Safety Codes are HACCP-based Codes that cover industry categories of primary production, manufacturing, storage and distribution and food packaging. These Codes are GFSI-benchmarked and provide a framework, resources, and guidance for building a robust food safety system.

Click here to learn more about this audit.

[Register]

SQF Food Retail Audit Edition 8.1
Food Safety Solution for Food Retail

Food Safety Solution for the entire spectrum of food retail -from single owner grocery stores, large multi-site supermarket chains, and on-line mixed retail stores.

Click here to learn more about this audit.

[Register]

SQF Foodservice Audit Edition 8.1
Food Safety Solution for Foodservice

Food Safety Solution for the Foodservice industry to reduce and eliminate food safety risks. The SQFI Foodservice Program is a **third-party audit** that was created to provide the Foodservice Industry with the tools to build a proactive, rather than reactive, food safety management system at all their locations.

Click here to learn more about this audit.

[Register]

SQF Fundamentals Audit Edition 1.0
Solution for Small and Medium Suppliers

Food Safety Solution for small and medium sized suppliers who don't have a robust food safety management program in place or want to take their existing program to the next level. This program will create a pathway to achieving globally accepted GFSI certification.

Click here to learn more about this audit.

[Register]

SQFI Ethical Sourcing Audit Edition 2.1
Social, Environmental and Health and Safety Program

Solution for companies looking to reduce risks associated with issues dealing with Social, Environmental and Health and Safety (EHS) Program.

Click here to learn more about this audit.

[Register]

Safe Feed/Safe Food Edition 7.0
Solution fo Animal Food Industry

The American Feed Industry Association created Safe Feed/Safe Food Certification Program to further provide the animal food industry with a standard for protecting the safety of feed products and to enhance consumer confidence in the feed and food supply.

Click here to learn more about this audit.

[Register]

Next, you will be brought to your 'Facilities' page, which will list all facilities under your supplier grouping. It is important to understand this page and what is required to register for the upcoming audit.

The 'Facility' column will list your Facility ID, Facility Name, and Facility Address.

The 'Facility Type' column will list whether your facility is registered as a Single or Central site.

You cannot register as a Central Site until all twenty (20) sub-facilities have been added. If your site is not a Central site, but is listed as such, then that means a sub-facility has been created in the past. Please send an email to info@sqfi.com for more information.

The 'Register' column will not allow you to register if your previous audit request has not been completed. Please reach out to your Certification Body if this shows to see why the last request has not been phased to finished.

The unchecked box means that your site can be registered at this time.

SQF Food Safety Audit Edition 8.1
SQFI

Search Criteria

Facility ID:
Facility Name:

Find

Add Facility

Results

FACILITY	FACILITY TYPE	REGISTER
147899 - AAA TEST COMPANY 1 (CLOSED) CRYSTAL CITY, VA 20016	Central ⚹ 2 SUB-FACILITIES	ℹ Registered on April 2, 2019 Sub-Facility Limit
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	☑

Once your site is selected, make your way to the bottom of the page, and select 'Register Selected'.

1 Facility selected! | Clear | Register Selected

The next step in the process is to select your facility's gross sales range from the drop-down menu provided.
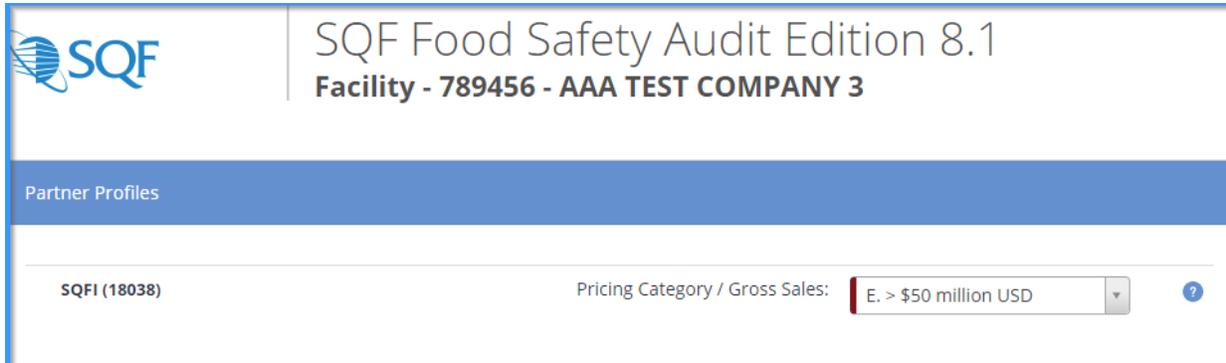
Once selected, please scroll down to choose your Certification Scope. If you are unsure of your Food Sector Categories, then you will need to look up a past audit request or reach out to your Certification Body to see what scope was decided upon.

Next, choose the Certification Body that will be conducting your audit and move to the next page by selecting 'Save and Pay'.

Certification Scope

FOOD SECTOR CATEGORY	SELECT FOR AUDIT
1. Production, Capture and Harvesting of Livestock and Game Animals	☐
3. Growing and Production of Fresh Produce and Nuts	☐
4. Fresh Produce and Nuts Packhouse Operations	☐
5. Extensive Broad Acre Agriculture Operations	☐
6. Harvest and Intensive Farming of Fish and Seafood	☐
7. Slaughterhouse, Boning and Butchery Operations	☐
8. Processing of Manufactured Meats and Poultry	☐
9. Seafood Processing	☐
10. Dairy Food Processing	☐
11. Apiculture and Honey Processing	☐
12. Egg Processing	☐
13. Bakery and Snack Food Processing	☐
14. Fruit, Vegetable and Nut Processing, and Fruit Juices	☐
15. Canning, UHT and Aseptic Operations	☐
16. Ice, Drink and Beverage Processing	☐
17. Confectionary Manufacturing	☐
18. Preserved Foods Manufacture	☐
19. Food Ingredient Manufacture	☐
20. Recipe Meals Manufacture	☐
21. Oils, Fats, and the Manufacture of Oil or Fat-based Spreads	☐
22. Processing of Cereal Grains	☐
25. Repackaging of products not manufactured on site.	☐
26. Food Storage and Distribution	☐
27. Manufacture of Food Packaging	☐
31. Manufacture of Dietary Supplements	☐
32. Manufacture of Pet Food	☐
33. Manufacture of Food Processing Aides	☐
34. Manufacture of Animal Feeds	☐
Preventive Controls for Human Food	☐
Produce Safety Rule	☐

Certification Body

Certification Body: Certification Body (118293) ▼

Save and Pay

9

Finally, review the information that has been selected. This includes making sure the correct facility and audit type have been selected.

*please note that SQF DOES NOT have a 'Enrollment Billing Discount' available.

Once confirmed, scroll down the page to choose the billing arranger and the method of payment. The billing arranger will be the individual who you wish to receive the invoice. If you do not see the billing arranger and wish to have them added, please choose the option below.

Finally, you will be able to choose from one of our three (3) payments option available, which are **credit card, check, or wire transfer**. Once completed, select 'Proceed'.

FACILITY	AUDITS	RATE	CHARGE
789456 - AAA TEST COMPANY 3	SQF Food Safety Audit (Request Nbr: 1494)	$650.00	$650.00
Subtotal			**$650.00**
Total Registration Fee			**$650.00**

Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	

Apply

Total Amount Due: $650.00

Payment Method

Please designate a person to be SQFI's primary billing contact.
If we have questions regarding invoicing, or your choice of payment, we'll contact this person.

◉ Select yourself, or a user you have already entered   Tester, Wade
◯ If your billing contact is not currently a user, add them here

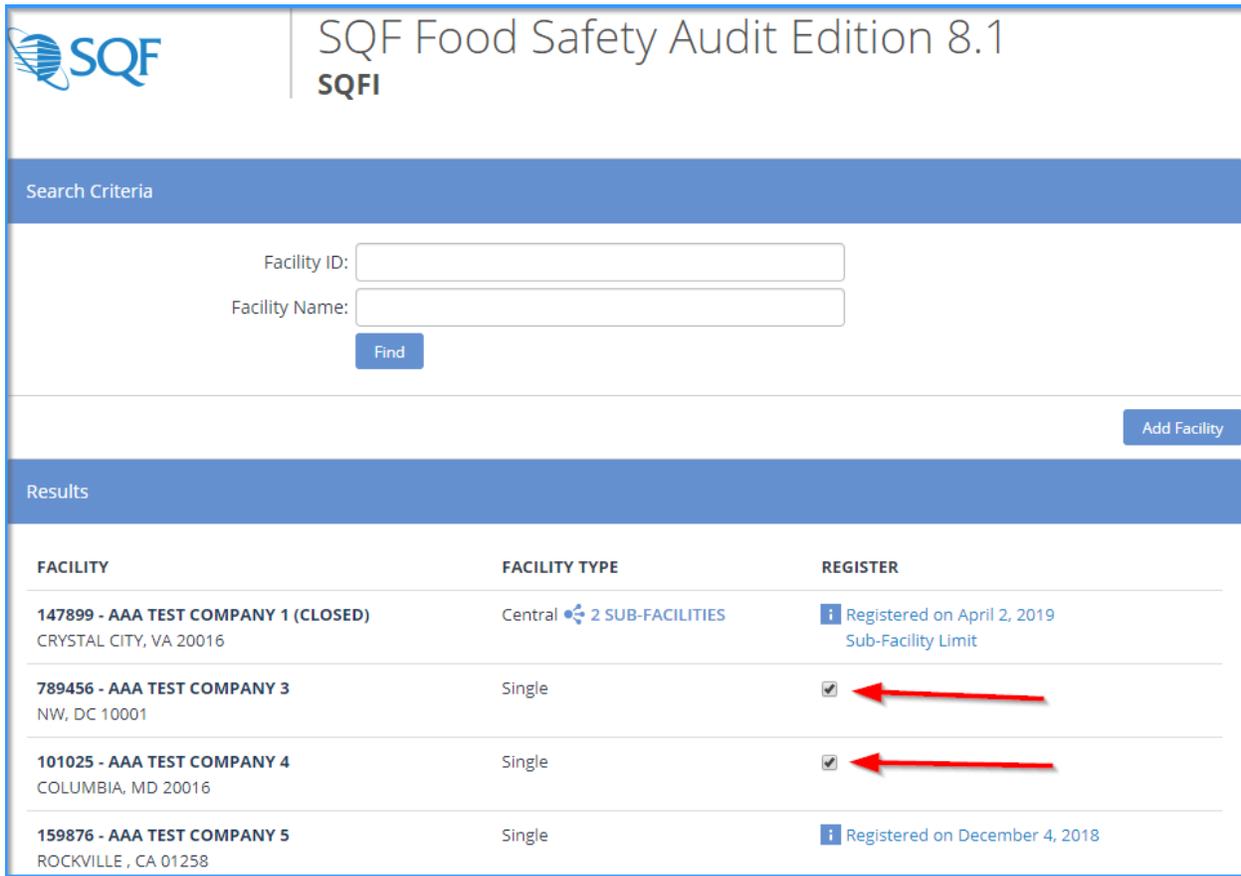Method of Payment: Credit Card

By selecting *Credit Card* and clicking Proceed, you authorize all fees including renewal to be charged to your credit card. You agree that no prior notification will be provided. This does not provide authorization for any unrelated credits or debits to your card.

Credit Card Number: CCV: ?
Expiration:

Re-registering Multiple Sites

A new registration feature with the release of Edition 8.1 is the ability to easily re-register more than one site at a time. Please follow the steps on pages 2-5 until you end up at the 'Facilities' page. Here, you have the option to select multiple sites to have registered, but each site must have all previous audits closed.

Move to the bottom of the page and select 'Register Selected' to begin filling in the audit details.

*Please note that you will only be asked to choose a payment type after the audit details for each selected location are completed.

Just as you would for registering just one site, please select the Gross Sales range, Certification Scope, and Certification Body for each site. Then, the option at the bottom of the page will state 'Save and Next' until all selected sites have had their information entered.
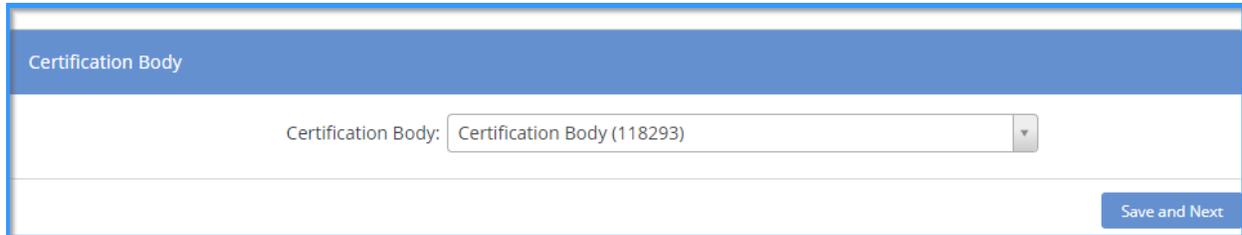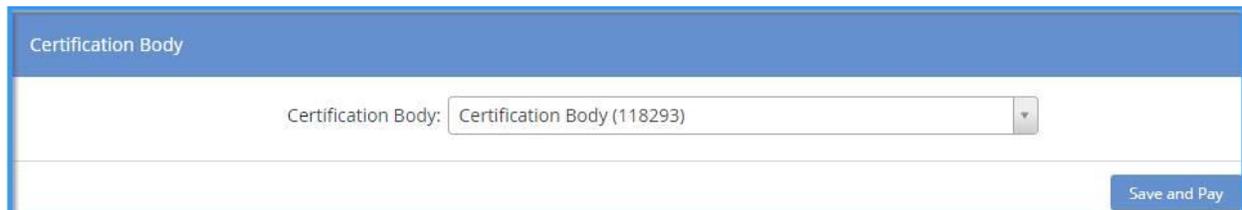

The option will change to 'Save and Pay' once the last site has had their details entered.

From here you can now see the two or more sites that have been selected and the fee for each of the sties.

Facilities			
FACILITY	**AUDITS**	**RATE**	**CHARGE**
101025 - AAA TEST COMPANY 4	SQF Food Safety Audit (Request Nbr: 1499)	$650.00	$650.00
Subtotal			$650.00
789456 - AAA TEST COMPANY 3	SQF Food Safety Audit (Request Nbr: 1497)	$650.00	$650.00
Subtotal			$650.00
Total Registration Fee			$1,300.00

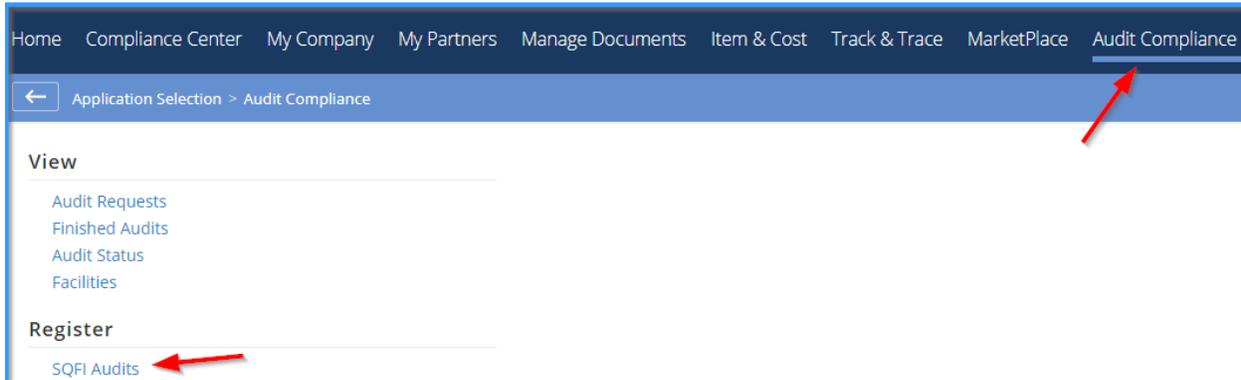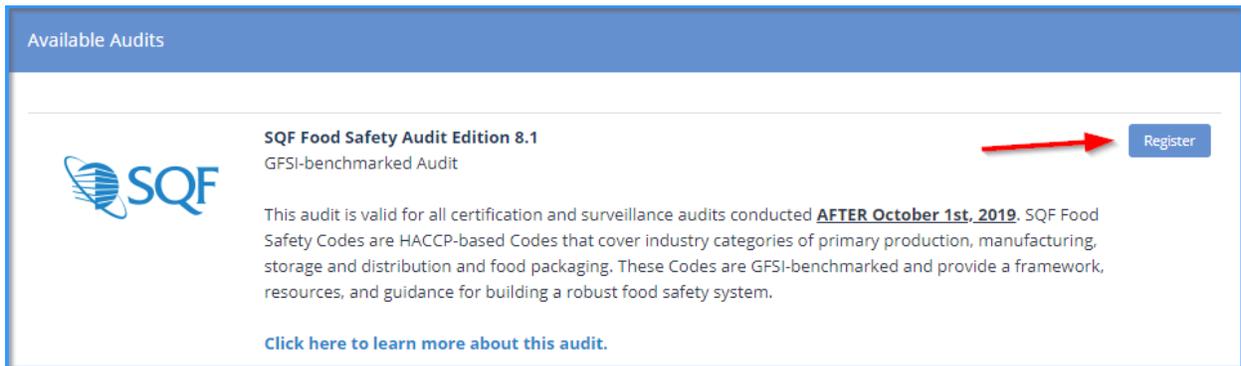| Enrollment Billing Discount	
ENROLLMENT	**DISCOUNT CODE**
Assessment Database	

Apply

Total Amount Due: $1,300.00

From here, you may finish the registration as you would for registering a single site (page 10). You will be brought back to the 'Facilities' page where you can now see that both sites have had a registration submitted.
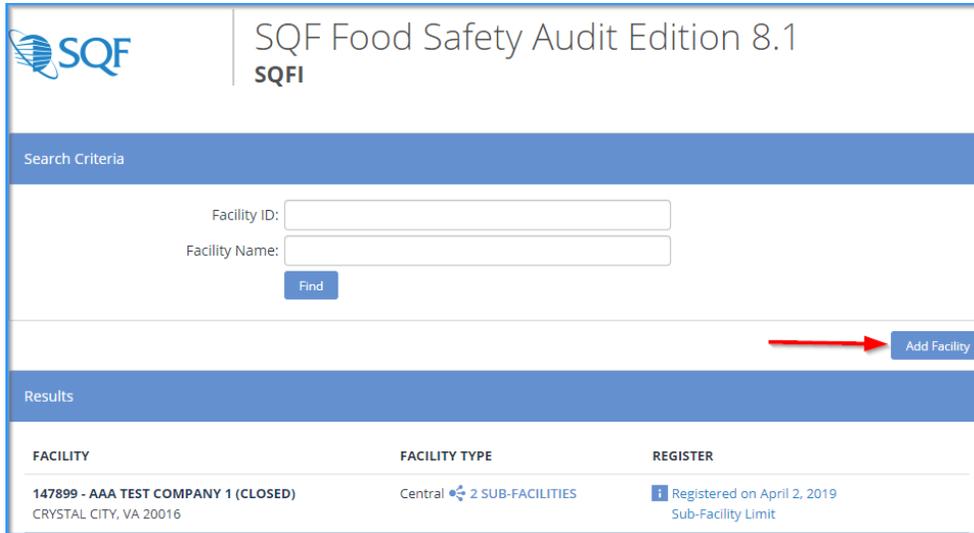
How to Add A Site

To add a site to your existing supplier grouping, please start by clicking on the 'Audit Compliance' tab, and then selecting 'SQFI Audits' under Register.

Select the Audit Edition that this new site will be audited to and click 'Register'.

From here, select 'Add Facility'.

The following information must be entered, and then click 'Save'.

The new site will now show on the 'Facilities' page and the registration for the site must now be completed. These steps can be found on page 4.

15

How To Register A Central Site

To add a Central Site, please follow the steps to add a new facility, but make sure the 'Facility Type' is listed as 'Central'.

The central site has now been created, but sub-sites are needed to complete the process

A minimum of **twenty (20) sub-sites** are needed in order to complete this process. To add Sub-sites, click on the number of sub-facilities already listed next to audit type. In this case, zero (0) have been added. You will then be brought to the next page.

Central Facility: Central Site Test - Central Site Test

Search Criteria

Sub-Facility ID: [ ]

Sub-Facility Name: [ ]

[Find]

[Add Sub-Facility]

Results

SUB-FACILITY NAME	SUB-FACILITY ID	ADDRESS	ASSOCIATED PARTNERS

To begin adding the Sub-Facilities, you must select 'Add Sub-Facility' and begin filling in the required information.

Name and Address

Sub-Facility Name: [Sub-Site Test] ?

Sub-Facility ID: [Sub-Site Test] ?

Address: [SUBS AVE]

[ ]

[ ]

City: [SUBS]

Country: [United States ▼]

State/Province: [Virginia ▼]

Postal Code: [22202]

[Save]

This process must be completed a minimum of nineteen (19) more times to meet the Central Site requirement of a minimum of twenty (20) sub-facilities.

Central - Central Site Template Tucson, AZ 85719	Central 1 SUB-FACILITY	Registered on January 25, 2019 Sub-Facility Limit
Central Site Test - Central Site Test Central, VA 22202	Central 20 SUB-FACILITIES	☐

As you can see above, there are twenty (20) sub-facilities created, which allows for registration to be completed. Please click into the empty check box, scroll down to the bottom of the page, and select 'Register Selected'.

You will then be brought to the page below. Please select the gross sales for the company, the Certification Scope, and the Certification Body that will be conducting the audit.

*Please note that there is a flat fee for a Central Site and sub-sites, so the Gross Sales section will not impact the amount to be paid.

18

SQF Food Safety Audit Edition 8.1
Facility - Central Site Test - Central Site Test

Partner Profiles

SQFI (18038)	Pricing Category / Gross Sales:	E. > $50 million USD

Please select the scope of certification applicable to the facility. Then, please choose the certification body for your audit.

Certification Scope

FOOD SECTOR CATEGORY	SELECT FOR AUDIT
1. Production, Capture and Harvesting of Livestock and Game Animals	☑
3. Growing and Production of Fresh Produce and Nuts	☐
4. Fresh Produce and Nuts Packhouse Operations	☐
5. Extensive Broad Acre Agriculture Operations	☐
6. Harvest and Intensive Farming of Fish and Seafood	☐
7. Slaughterhouse, Boning and Butchery Operations	☐
8. Processing of Manufactured Meats and Poultry	☐
9. Seafood Processing	☐
10. Dairy Food Processing	☐
11. Apiculture and Honey Processing	☐

Certification Body

Certification Body: Certification Body (118293)

Save and Pay

Once you have made the appropriate selections, please click on 'Save and Pay'. You will then be brought to the payment page, which will have the fee breakdown for your Central Site ($1,000

USD) and the minimum of twenty (20) sub-facilities ($25 x 20 = $500 USD). From here, please select your billing arranger and the payment option.

Total Amount Due: $1,500.00

Payment Method

Please designate a person to be SQFI's primary billing contact.
If we have questions regarding invoicing, or your choice of payment, we'll contact this person.

(•) Select yourself, or a user you have already entered | Tester, Wade ▼ |

(○) If your billing contact is not currently a user, add them here

Method of Payment: | Credit Card ▼ |

By selecting *Credit Card* and clicking Proceed, you authorize all fees including renewal to be charged to your credit card. You agree that no prior notification will be provided. This does not provide authorization for any unrelated credits or debits to your card.

Credit Card Number: | _____ | CCV: | ___ | ❓

Expiration: | ▼ | | ▼ |

Proceed

Adding A Sub-Facility

If the minimum requirement for Sub-Facilities has already been met, but you forgot to add some of the sites, then the steps below can be followed to add the additional facilities and make payments.
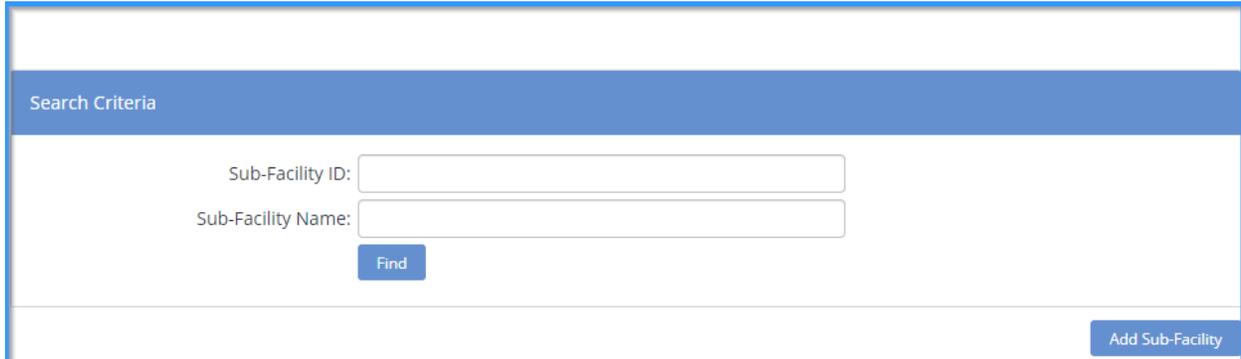
First, you need to make your way to the audit compliance tab, and then to 'SQFI Audits' under the register section. Then, select 'Register' next to the correct audit type.
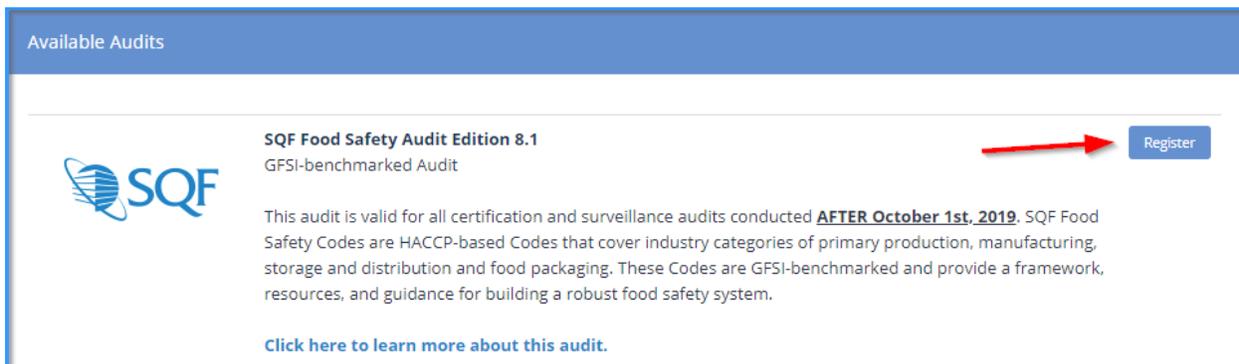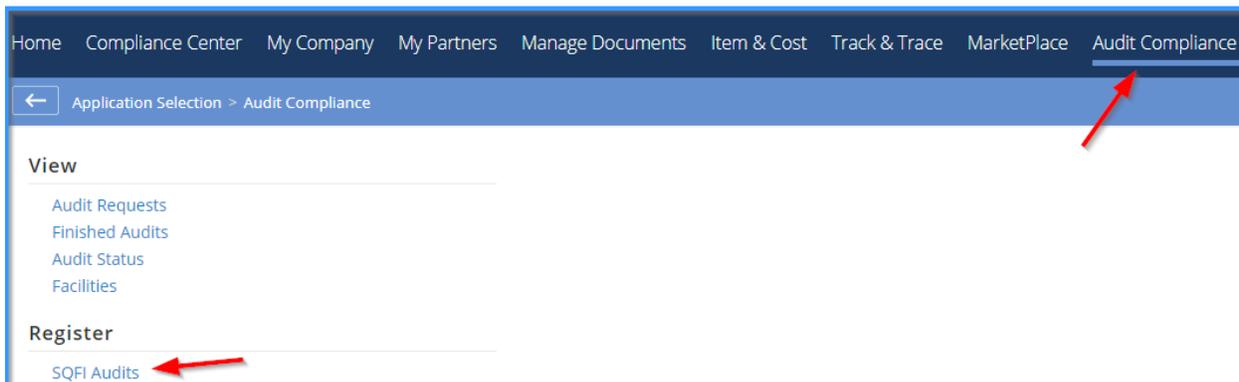
From there, find your central site with twenty (20) + sub-facilities already added. Click on the number of sub-facilities to have start the process of adding the additional facility.
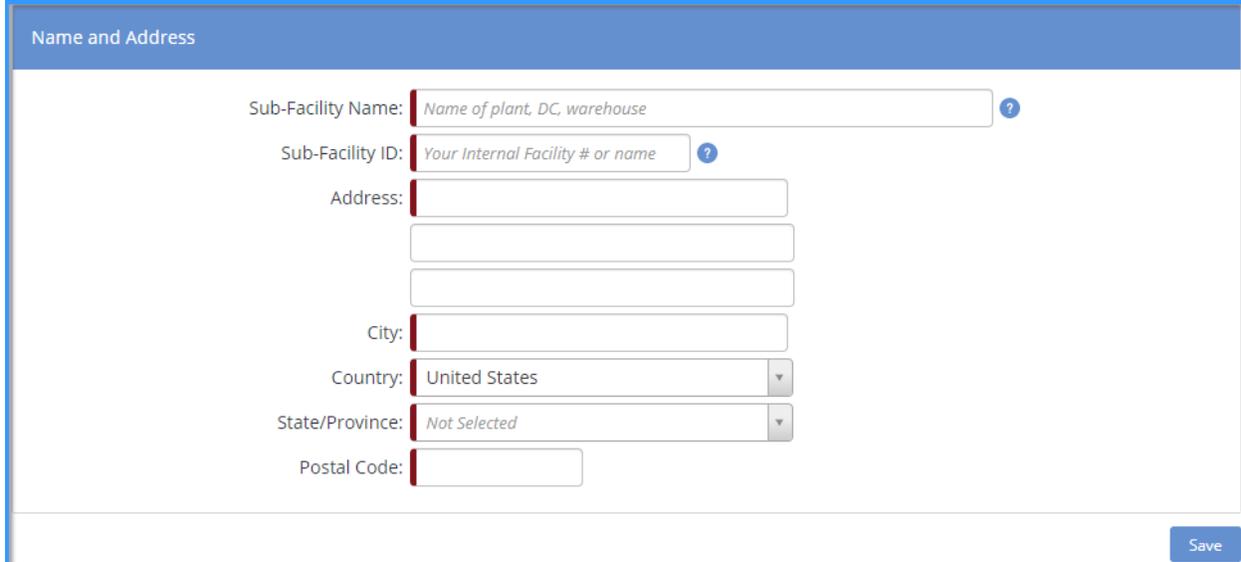
Click on 'Add Sub-Facility' to being adding the additional sub-facility

Fill in the required information and click save

You will automatically be brought to the payment page. Fill in the necessary information and save to have the additional sub-facility added to the Central Site grouping.

FACILITY	AUDITS	RATE	CHARGE
Central Site Test - Central Site Test / Test 21 - Test 21	SQF Food Safety Audit (Request Nbr: 1533)	$25.00	$25.00
Subtotal			**$25.00**
Total Registration Fee			**$25.00**

Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	

Apply

Total Amount Due: $25.00

SQFI offers convenient payment methods. We employ SSL certificate encryption through our secured website to safeguard your credit card and bank account information.

ACH and Credit Card subscription payments automatically charge when due.

Payment Method

Please designate a person to be SQFI's primary billing contact.
If we have questions regarding invoicing, or your choice of payment, we'll contact this person.

○ Select yourself, or a user you have already entered | Not Selected ▾

○ If your billing contact is not currently a user, add them here

Method of Payment: | Select method of payment ▾

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

 Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my username?

Your email address is your username.

I am a new employee for an SQF/AFIA certified company, how do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email include: Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 1, then option 2.

How do I sign into my company account?

Click this link, then enter your username and password. If you are having problems remembering your password, please click here.