



# Accessing and Sharing Audit Reports for Suppliers

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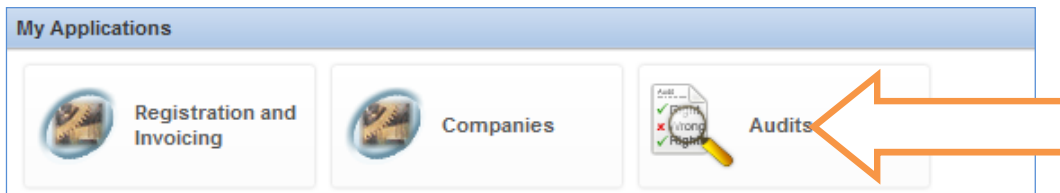
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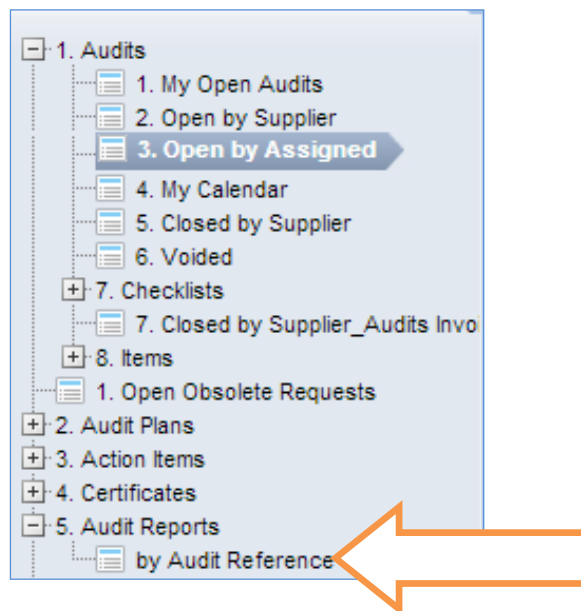
## Locating the Audit Report

Please note that the Audit must be in at least the 'Approval' phase or a later phase. If the audit does not appear under the 'Audit Reports' view, this may indicate that your Certification Body has not yet generated the report and you will need to contact them directly.

Once the Audit Report has been created and saved within the SQF Assessment Database, the certification body as well as buyers listed on a your supplier profile will have access to the document. In order to access the report please login to the SQFAD and proceed to the Audits module.



Under the tab '5. Audit Reports' you will see the view titled 'by Audit Reference'.



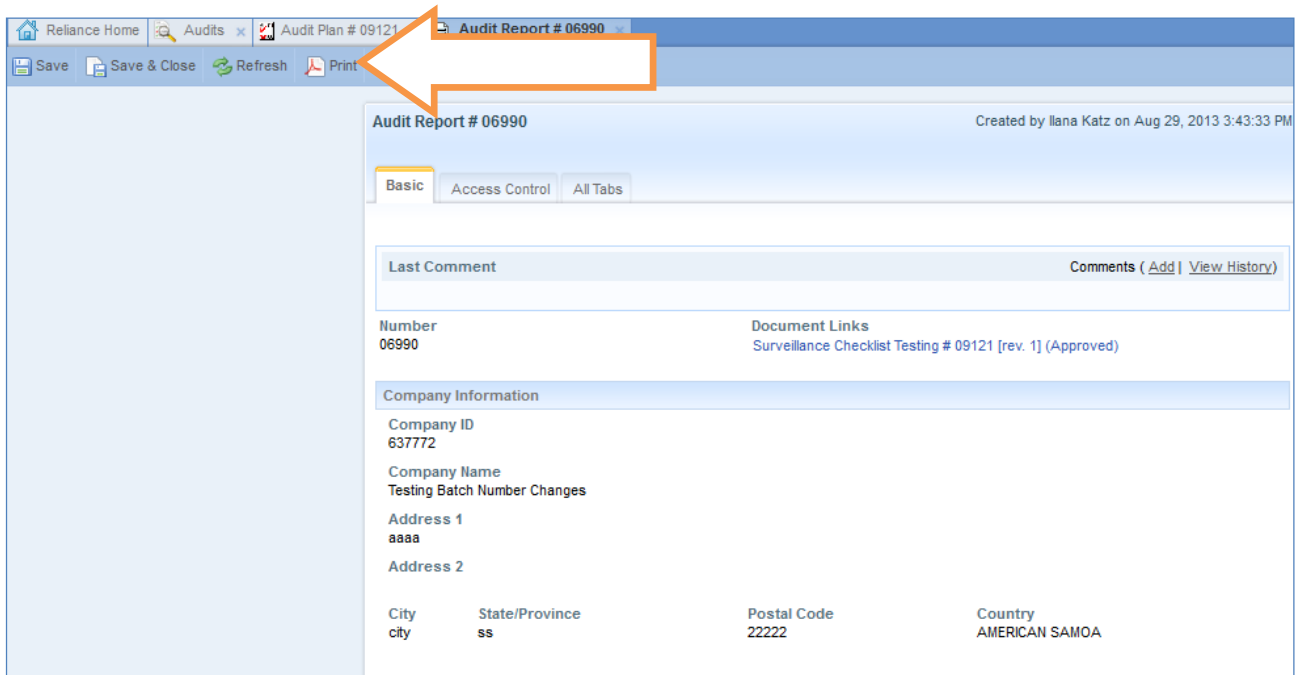
Once in the view you should see all applicable Audit Reports to your company. By clicking on the document will open the official report.

The screenshot shows a web application interface for 'Audits'. At the top, there are tabs for 'Reliance Home' and 'Audits'. Below the tabs is a search bar with the text 'Search Application...' and a magnifying glass icon. To the right of the search bar is a link for 'Advanced' search. The main heading is '5. Audit Reports\ by Audit Reference'. Below the heading is a toolbar with buttons for 'New Document', 'Refresh', 'Copy Links', 'Export to Excel', 'Print View', and 'More'. Below the toolbar is a search filter for 'Mars Mel' with a magnifying glass icon. To the right of the search filter are links for 'Columns Search', 'Advanced', 'Reset View', and 'Save Search'. Below the search filter is a table with three columns: 'Audit Reference', 'Number', and 'Company Name'. The table contains three rows of data. An orange arrow points to the first row of data.

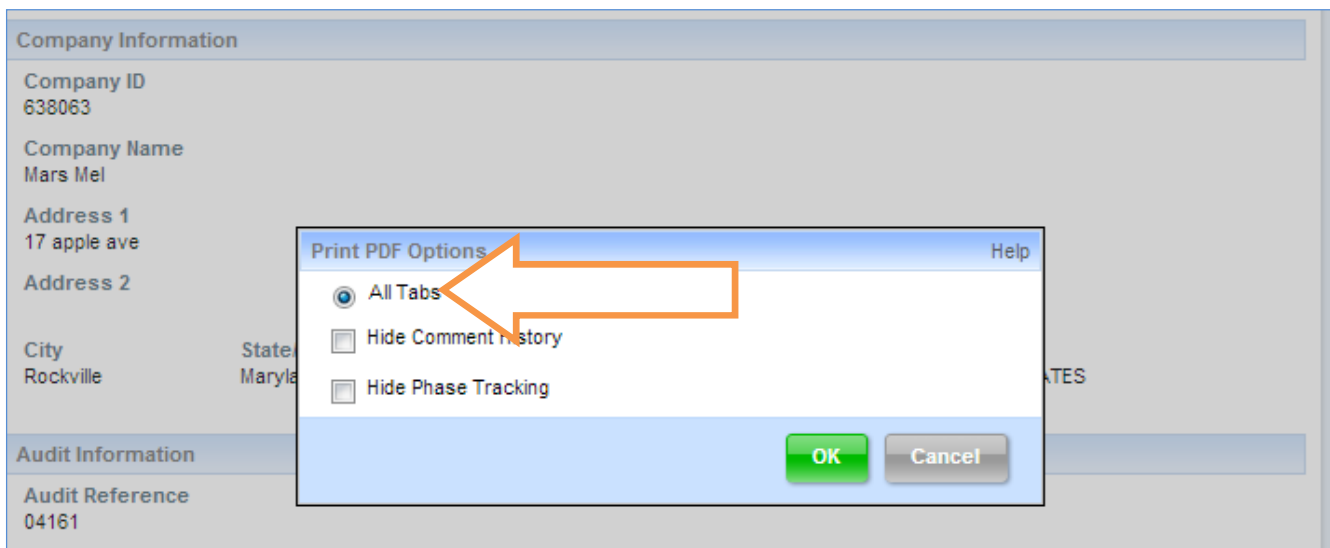
Audit Reference	Number	Company Name
04110	01715	Mars Mel
04161	01718	Mars Mel
04161	01729	Mars Mel

## Printing the Audit Report

After you have located the report, you can then generate a PDF copy to save to your computer or for printing purposes. You will accomplish this by clicking 'Print' button in the top left corner of the audit report.

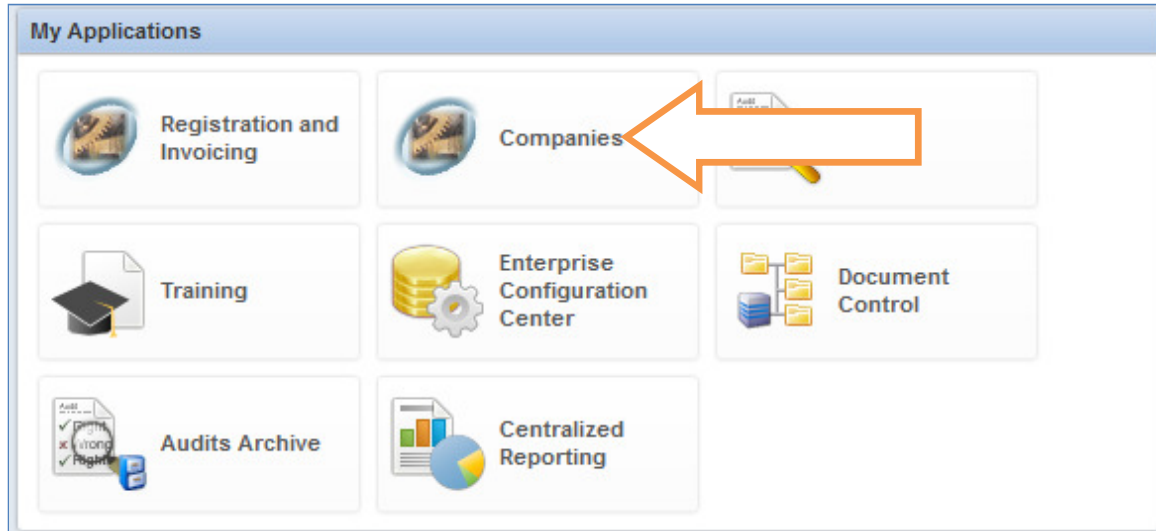


You will need to select 'All Tabs' in order to ensure all the pages show up in the audit report and then select 'OK'.



## Buyer Access to the Audit Report

In order for your Buyers to access the Audit Report, you will need to list the buyer company name on your 'Supplier Profile'. Please access the 'Companies' module and open your Company Profile.



Right beside the Food Sector Categories section, you will find an area that allows you to identify your buyers. If the buyer is set up in our system, they will be able to access your audit report from their audit report view. Please refer any buyer that is not currently in the system to contact [SQFAD@sqfi.com](mailto:SQFAD@sqfi.com) where we will then establish their company profile.

