



SQFAD Company Registration User Guide

For Suppliers New to the SQFAD Database

Contents

Access the New Company Registration Form	1
Enter Billing Information.....	1
Enter Company/Site Information.....	2
Complete Payment Information	2
Login for the First Time	3
Navigate the SQFAD Portal	4

To find the most current costs for SQFI company registration(s), check out our website, www.sqfi.com, under the “Suppliers” tab, then “Costs.”

First Time Registration and Login

NOTE: This tutorial is only for entering a new company into the database. It will not instruct you on how to create a new user profile or to add a new site to an existing company. Please view the tutorial on editing a company’s profile for assistance with these matters.

STEP 1: ACCESS THE NEW REGISTRATION FORM

Visit www.sqfi.com and select the “Suppliers” tab. From the menu on the left, select “New Users.” A link will appear within the text under the heading “Database Registration.” Select this link to open ETQ/SQFAD. This will bring you to the “New Registration” form.

The screenshot shows a web browser window displaying the SQFI website. The browser's address bar shows 'Institute | x Google'. The website header includes the SQFI logo and the tagline 'One world. One standard.' Below the header is a navigation menu with tabs: About SQF, Standards, Suppliers, Buyers, Certification Bodies, SQF Professional, Training Centers, Documents, News, Events. A red arrow labeled '1.' points to the 'Suppliers' tab. Below the navigation menu is a sub-menu for 'Suppliers' with options: Suppliers, Certification Steps, Costs, Assessment Database (with sub-options for New Users and Existing Users), SQF Certified Suppliers, SQF Certified Supplier Survey, and Store. A red arrow labeled '2.' points to the 'New Users' link under 'Assessment Database'. The main content area features the 'SQFI Information Day' logo and text: 'Protecting and Promoting Suppliers Around'. Below this is a section titled 'New Users' with the text: 'Users and companies new to SQF certification must first register their company, or companies, with the SQF Assessment Database.' A red arrow labeled '3.' points to the 'Assessment Database Registration' section, which contains the text: 'To register your company, or companies, with the SQF Assessment Database, click here.' The right sidebar contains 'Resources' and 'Downloads' sections with various links.

STEP 2: ENTER REGISTRATION INFORMATION

On the first screen, please indicate whether your company is registered with SQFI. If you are unsure of whether your company has previously registered with SQFI, please contact SQFI by emailing SQFIinfo@fmi.org.

IMPORTANT: If a user indicates 'Yes' a message will appear requesting that the user contact SQFI. If your company has previously registered, do not click 'No' to continue. Refer to the Re-Registration Guide for Existing Users. Selecting 'Yes' will take you to a new company registration form.

The image shows two overlapping screenshots of a web form. The top screenshot displays the 'Registration' section with the question 'Is your Company/site registered with SQFI?' and two radio buttons: 'Yes' (selected) and 'No'. Below this, the 'Registration Type' dropdown is set to 'Re-registration'. A red message reads: 'Please contact SQFI for your Username & Password or to establish a relationship with the company you are attempting to Re-register.' A 'Cancel' button is visible at the bottom right. The bottom screenshot is a larger view of the same form, showing the same 'Registration' section and the red message. It also shows a 'Cancel' button at the bottom right.

STEP 3: COMPLETE COMPANY BILLING INFORMATION

The image shows a screenshot of the 'Billing Information' section of the registration form. It contains several input fields: 'First Name', 'Last Name', 'User Name (no spaces)', 'Job Position', 'E-mail', 'Company Name', 'Company Address 1', 'Company Address 2', 'Company Country' (a dropdown menu), 'Company City', 'Company State/Province', and 'Company Postal Code'. Each field has a small red asterisk to its left, indicating it is a required field.

STEP 4: ENTER COMPANY SITE INFORMATION

Company / Site

Company Information for site being created is the same as the Billing Information above

Company Name
[Text Field]

Address 1 [Text Field] Address 2 [Text Field]

Country
[Dropdown]

City [Text Field] State / Province [Text Field] Postal Code [Text Field]

Phone Number [Text Field] Fax Number [Text Field]

Company Website
[Icon]

Applicable Food Sector Categories [List Box] Certification Body [Text Field]

The Primary Contact for the Company being registered is the same as the Billing Contact

Primary Contact First Name [Text Field] Primary Contact Last Name [Text Field] Primary Contact User Name [Text Field]

Primary Contact Job Position [Text Field] Primary Contact E-mail [Text Field]

Gross Sales [Dropdown] Classification [Text Field] Amount USD [Text Field]

Add New Company [Button]

IMPORTANT: Enter your site address correctly. You will not be able to edit the address later without discussing this with your certification body.

After entering your gross sales range, choose your payment option – check, wire transfer or credit card (Visa, Mastercard, or American Express.)

If your primary address is the same as your billing address, please check the box located under the Food Sector Category inbox. Also, indicate that the primary and billing contact are the same.

Registration Payment Completed by Wire Transfer or Check

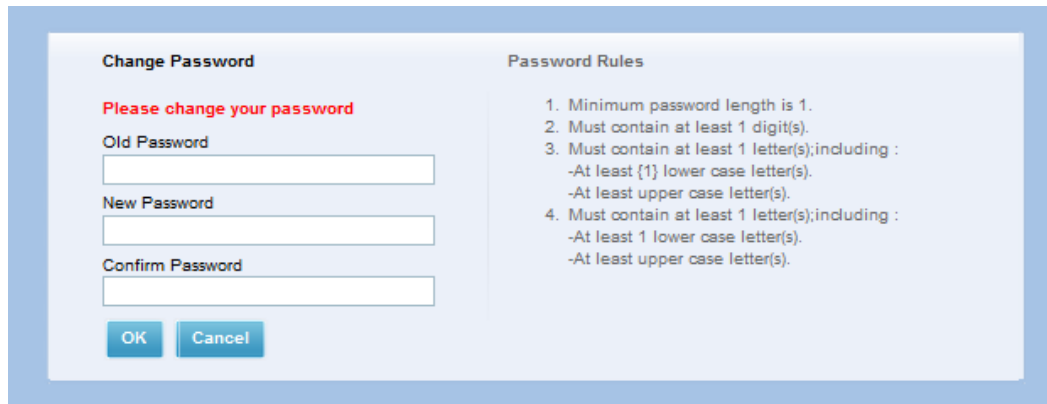
- You will receive an email with your attached invoice within two business days. This invoice will be emailed to the Billing Contact email address entered in the Registration form. **If you do not receive an email containing your invoice within two business days, check to see if it was captured in your spam filter.** For additional assistance, please contact SQFI at sqfibililing@sqfi.com.
- **Company(ies) registered will not be active within the system until payment has been received and processed in full by SQFI.**
- Once payment has been processed, an email will be sent to all primary contacts created within the Registration form containing login information.

Registration Payment Completed by Credit Card

- If your credit card payment was approved, then the company(ies) registered have been made active in the Assessment Database. An email will be sent to all primary contacts created within the Registration form containing a username, temporary password, and the link to the Assessment Database login page. **If you do not receive this email containing your login information with 24 hours, please check to see if it was captured in your spam filter.** If not, contact SQFI for further assistance at sqfibililing@sqfi.com.

STEP 5: FIRST-TIME LOGIN

Access the SQFAD portal by clicking on the link sent to your email address. Enter the username you created during registration and temporary password provided in the email. You will be prompted to choose a new password, which must follow the password rules (listed below). When completed, select **“OK.”** **NOTE:** At any time you may change your login information in your user profile within the system (refer to **“Editing My User Profile User Guide”**).



Change Password

Please change your password

Old Password

New Password

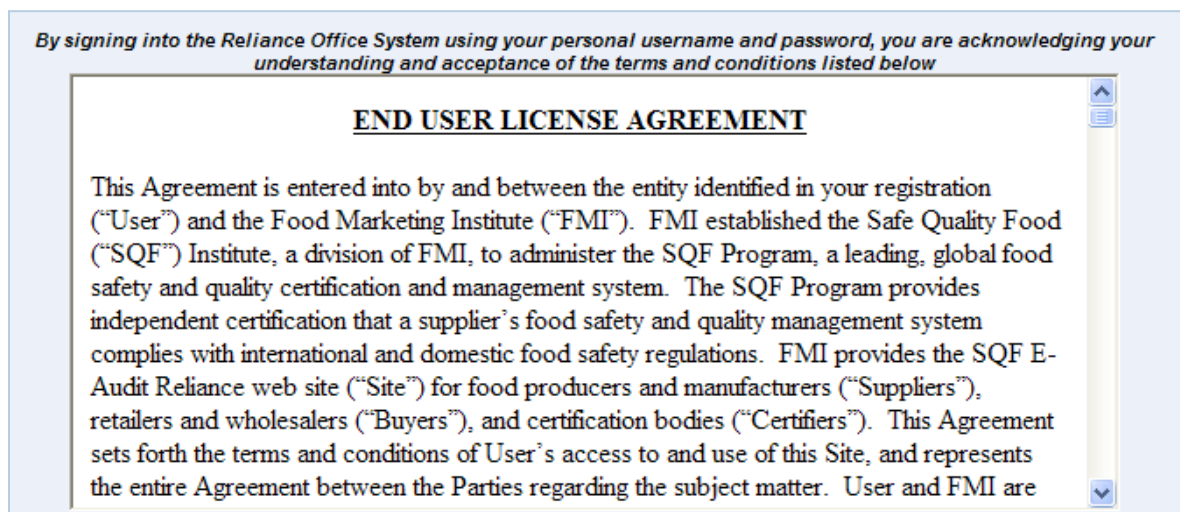
Confirm Password

Password Rules

1. Minimum password length is 1.
2. Must contain at least 1 digit(s).
3. Must contain at least 1 letter(s); including :
-At least {1} lower case letter(s).
-At least upper case letter(s).
4. Must contain at least 1 letter(s); including :
-At least 1 lower case letter(s).
-At least upper case letter(s).

After entering your new password details, please select your time zone when prompted.

It is important to note the **“End User License Agreement”** housed on the SQFAD login page. By signing into the SQFAD System using your personal username and password, you are acknowledging your understanding and acceptance of the terms and conditions listed in the **“End User License Agreement.”**



By signing into the Reliance Office System using your personal username and password, you are acknowledging your understanding and acceptance of the terms and conditions listed below

END USER LICENSE AGREEMENT

This Agreement is entered into by and between the entity identified in your registration (“User”) and the Food Marketing Institute (“FMI”). FMI established the Safe Quality Food (“SQF”) Institute, a division of FMI, to administer the SQF Program, a leading, global food safety and quality certification and management system. The SQF Program provides independent certification that a supplier’s food safety and quality management system complies with international and domestic food safety regulations. FMI provides the SQF E-Audit Reliance web site (“Site”) for food producers and manufacturers (“Suppliers”), retailers and wholesalers (“Buyers”), and certification bodies (“Certifiers”). This Agreement sets forth the terms and conditions of User’s access to and use of this Site, and represents the entire Agreement between the Parties regarding the subject matter. User and FMI are

STEP 6: FAMILIARIZATION WITH SQFAD

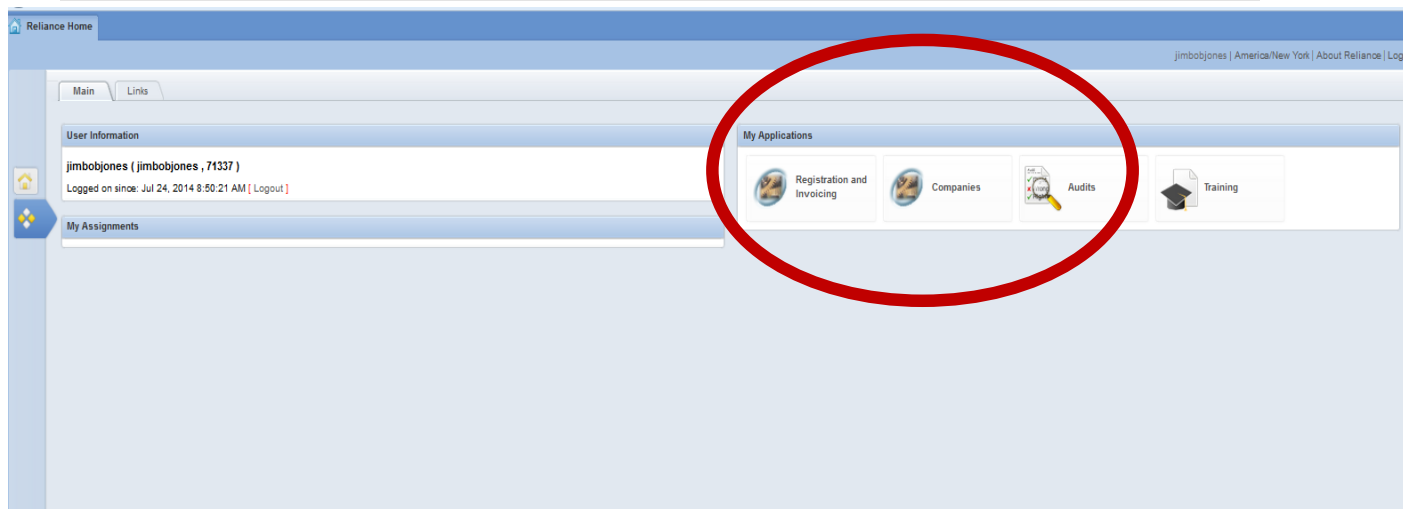
This section is not a comprehensive explanation of each feature of the four modules listed below, but an introduction designed to help users orient themselves with the SQFAD database. Please note that you will be working out of the area circled in red.

ABOUT THE SQFAD PORTAL

User Information – houses your login information; your Display Name, Username, and User ID Number. This area also informs you as to when you last logged in.

My Assignments – houses any information that is in your hands. Do you need to re-register a company? Do you need to enter corrective actions? This area is your hot spot for all items that you must have completed within SQFAD at any given time.

My Applications – houses all of your applications. You can find all of your information within this area, including your Companies, Audits, and Registration history. You will spend the majority of your time within the system in your applications. More information on these applications is found below.



SQFAD APPLICATIONS

- *Registration and Invoicing*: Here you can view registration charges associated with your company and re-register.
- *Companies*: On this screen you are able to edit your company information, create and add user profiles, and view details related to your company's registration and certificate status.
- *Audits*: The Audits application contains links to your audit report and allows you to access your corrective actions.
- *Training*: This application is made available for use only by auditors and certification bodies.