Re-registering and Adding a New Facility in ReposiTrak®

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If your specific site is currently SQF certified and you need to re-register, please do NOT 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.

See FAQ
Logging in to ReposiTrak

The first step in reregistering your facility for your next audit is to log into the ReposiTrak SQF Assessment Database. You can start by following this link to the SQFI Existing User’s Page:

http://www.sqfi.com/suppliers/assessment-database/existing-suppliers/

Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will be presented with the screen below, with several login options. Click the “Suppliers/Wholesalers” – under Audit Management. (SQF option)
Then, you will be presented with a log in page prompting you 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 at the top right side on that page. Then enter your email address into the field on the following page and click “Submit”.

Once this process is complete, you will be emailed a temporary password. Return to the login page via the route described above, and enter your email address and the temporary password into the fields as prompted. You will be prompted to change your password. Once that is complete, you will enter the ReposiTrak SQF Assessment Database.
Re-registering in ReposiTrak

Re-registering with SQFI and for your next audit is easy in the ReposiTrak SQF Assessment Database. The first step is to login to the system.

Once logged in, click the ‘Audit compliance’ tab at the top of the screen. Look for the ‘Register’ section and click the ‘My Facilities’ link.

If you do not see “Register”, please send an email to support@repositrak.com to have your access level updated.

Inside the ‘My Facilities’ link, you should see a list of results and all the facilities you have access to. If you have many facilities you can use the filter at the top to narrow your search.
In the results, find the site you wish to re-register and click the ‘Action’ button. You can re-register for your SQFI Audit.

Next, select the facilities gross sale category, then save and proceed.

After selecting your registration category, a box will pop up with the payment instructions. You can select a billing contact or add a new billing contact. You will also need to select a payment method. SQFI accepts Credit Card, Check and Wire Transfers. Information specific to each method will appear once that payment method has been selected. Click yes to process your request.
Please Note: Payment needs to be received by SQFI at least two business days before your audit commences. If you select check or wire transfer as your method of payment, please make sure there will be time for the payment to process before the audit start date. If your audit is within the next two weeks, we encourage you to pay using a credit card. Credit card payments typically process within 1 – 2 hours.

Also, because credit cards take roughly 1 – 2 hours to process, a receipt will arrive the morning after your registration. If you do not receive your receipt within 24 hours of your registration, please let us know at 202-220-0635 or at billing@sqfi.com.
Once you move from the payment screen, you’ll be asked to reconfirm some specific SQF information. Select your Certification scope (FSC’s)

<table>
<thead>
<tr>
<th>Certification Scope</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Production, Capture and Harvesting of Livestock and Game Animals</td>
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<tr>
<td>2. Growing and Harvesting of Animal Feeds</td>
<td></td>
</tr>
<tr>
<td>3. Growing and Production of Fresh Produce</td>
<td></td>
</tr>
<tr>
<td>4. Fresh Produce Paddhouse Operations</td>
<td></td>
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<tr>
<td>5. Extensive Bread Acre Agriculture Operations</td>
<td></td>
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<tr>
<td>6. Harvest and Intensive Farming of Fish</td>
<td></td>
</tr>
<tr>
<td>7. Slaughterhouse, Boning and Butchery Operations</td>
<td></td>
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<tr>
<td>8. Processing of Manufactured Meats and Poultry</td>
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<tr>
<td>9. Seafood Processing</td>
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<tr>
<td>10. Dairy Food Processing</td>
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<tr>
<td>11. Honey Processing</td>
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<tr>
<td>12. Egg Processing</td>
<td></td>
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<tr>
<td>13. Bakery and Snack Food Processing</td>
<td></td>
</tr>
<tr>
<td>14. Fruit and Vegetable Processing</td>
<td></td>
</tr>
<tr>
<td>15. Canning, Pasteurizing (except dairy), UHT and Aseptic Operations</td>
<td></td>
</tr>
<tr>
<td>16. Ice, Drink and Beverage Processing</td>
<td></td>
</tr>
<tr>
<td>17. Confectionary Manufacturing</td>
<td></td>
</tr>
<tr>
<td>18. Preserved Foods Manufacture</td>
<td></td>
</tr>
<tr>
<td>19. Food Ingredient Manufacture</td>
<td></td>
</tr>
<tr>
<td>20. Recipe Meals Manufacture</td>
<td></td>
</tr>
<tr>
<td>21. Oils, Fats, and the Manufacture of Oil or Fat-based Spreads</td>
<td></td>
</tr>
<tr>
<td>22. Processing of Cereal Grains and Nuts</td>
<td></td>
</tr>
<tr>
<td>23. Food Catering and Food Service Operations</td>
<td></td>
</tr>
</tbody>
</table>

Use the dropdown to select your certification body.

Click the save button at the foot of the screen to complete your yearly re-registration with SQFI.
Adding and Registering a New Facility in ReposiTrak

Registering a new facility with SQFI and for your next audit is easy in the ReposiTrak SQF Assessment Database. The first step is to login to the system.

Once logged in, click the ‘My Company’ tab at the top of the screen and click the ‘My Facilities’ link.

You should see a list of results and all the facilities you have access to.

To register a new facility, click the ‘Add Facility’ button.

You will be presented with a screen to add your new facility information.
Once you enter all the facility information, use the dropdown to select you gross sales and click ‘Save’.

You should then see the new facility in the results section along with all the other facilities you have access to. Find the new facility and click the ‘Action’ button. You can register for your SQFI Audit. – You can also click on a different audit type if different from SQF audit.
When you click the SQFI program you’d like to for, a box will pop up with the payment instructions. You can select a billing contact or add a new billing contact. You will also need to select a payment method. SQFI accepts Credit Card, Check and Wire Transfers. Information specific to each method will appear once that payment method has been selected. Click yes to process your request.

**Please Note:** Payment needs to be received by SQFI at least two business days before your audit commences. If you select check or wire transfer as your method of payment, please make sure there will be time for the payment to process before the audit start date. If your audit is within the next two weeks, we encourage you to pay using a credit card. Credit card payments typically process within 1 – 2 hours.
Also, because credit cards take roughly 1 – 2 hours to process, a receipt will arrive the morning after your registration. If you do not receive your receipt within 24 hours of your registration, please let us know at 202-220-0635 or at billing@sqfi.com.

![Certification Scope]

You will then need to select your Food Sector Category or Categories and select your Certification Body.

![Certification Body]

Click “Save” at the bottom of the screen to complete your registration.
Wire Transfer Instructions and Sample

Registration for SQFI requires payment, if you decide to pay by wire or check (cheque). See below for details:

**For Further Credit (Swift Line 72): Any reference: PO, Invoice No., or purpose of payment**

### Domestic Wire/ACH Instructions

<table>
<thead>
<tr>
<th>Beneficiary Bank:</th>
<th>EagleBank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7815 Woodmont Avenue</td>
</tr>
<tr>
<td></td>
<td>Bethesda, MD 20814</td>
</tr>
<tr>
<td>ABA/Routing #:</td>
<td>055003298</td>
</tr>
<tr>
<td>Account #:</td>
<td>200229110</td>
</tr>
<tr>
<td>Account Name:</td>
<td>Food Marketing Institute</td>
</tr>
</tbody>
</table>

### International Wire Instructions

<table>
<thead>
<tr>
<th>Beneficiary Bank:</th>
<th>EagleBank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bethesda Maryland</td>
</tr>
<tr>
<td>Beneficiary Swift (or BIC):</td>
<td>EAGEUS33</td>
</tr>
<tr>
<td>Beneficiary Account:</td>
<td>200229110</td>
</tr>
<tr>
<td>Beneficiary Name:</td>
<td>Food Marketing Institute</td>
</tr>
</tbody>
</table>
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 user name?

Your email address is your user name

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 2.

How do I sign in to my company account?

Click this link, then enter your username and password. If you are having problems remembering your password, please click here.
I Forgot my Password. How do I get a new one?

Click this link, then enter in your email address as your username and you will be sent a temporary password. If the email address that you used is not recognized by the application as a user, please send a request to support@repositrak.com to be added as a user.

My temporary password does not work, what can I do?

Ensure you are logging into the database using this link. If the issue persists, send an email to support@repositrak.com requesting to have your account unlocked and a new temporary password mailed to you.

How do I register my facility?

To register, log into ReposiTrak. Click on the My Company tab, then select My Facilities. Click on the Action button next to the facility you would like to register, then select Register for SQFI Food Safely Audit, or whichever audit you desire. Then complete the process of registering.

I am not able to register my facility, the option to Register is not available?

Contact support at support@repositrak.com or by phone at 888-842-5465, press option 2.

How do I update a facility name?

To change a facility name, click the My Company tab, then select My Facilities, then click the Action button next to the facility you wish to edit, scroll down and select Update Facility. Once the facility name is updated, click Save.
How do I add a new facility?

To add a facility, click on the My Company tab, then select My Facilities. Use the Add button to add a facility. After adding the facility, you can use the Add button to connect the facility to your partners.

How can I receive the 30-60-90 expiration notifications for only my facility?

To update your notifications, click on the My Company tab, then My Users. Next to your name use the Action button and select Update User. At the bottom select the authorization type facilities. Check the facilities this user is responsible for, then save. You can also follow this process to select partners you are associated with.

To update the notifications you receive, click on the My Company tab, then select My Contacts for Notifications, select the Certification Audit application, select the user, mark the frequency for each notification type, then Save.

Where do I find my audit reports?

You can view your completed audits by clicking on the Audit Compliance tab, then select Audit Requests from the menu, then click Find. Reports can be obtained by using the Action button next to the audit.

How do I add, update or delete a user?

To add, update or delete users, select the My Company tab, then select My Users. From here you can use the Add User button to add a new user. The user will automatically receive log in credentials via email. To update or delete users, use the Action button next to their name. You are also able to reset the user password. Users who have requested audits cannot be deleted (for tracking purposes).

How do I update my report notifications?
You can update who receives notifications by selecting the My Company tab, then select My Contact for Notifications. Select Track & Trace as the application, then select the user. You can select the notifications that you would like to receive and the frequency you would like to receive them, then Save.

**Why does the status show payment pending, when I have paid?**

Payment by credit card is processed immediately and pending audit created given they are no outstanding opened invoice(s). If Payment was by check or wire, SQFI will provide an invoice in 24 hours, once the payment is received and processed the status will be updated to Pending.

**How do I change a Certification Body?**

Go to Audit Compliance tab and click Find. If there is more than one pending audit, make sure to select the correct Request Nbr. Click the red Action button. In the dropdown menu, select Change Certifying Body. In the Certification Body field, click on the down arrow and select a new certification body.

**How long does it take to receive my invoice or receipt?**

It takes about 12 – 24 hours for your invoice or receipt to be mailed to the billing contact’s email address. If you do not receive your invoice or receipts in this timeframe, please send an email to: billing@sqfi.com