



# Adding a New Facility in ReposiTrak®

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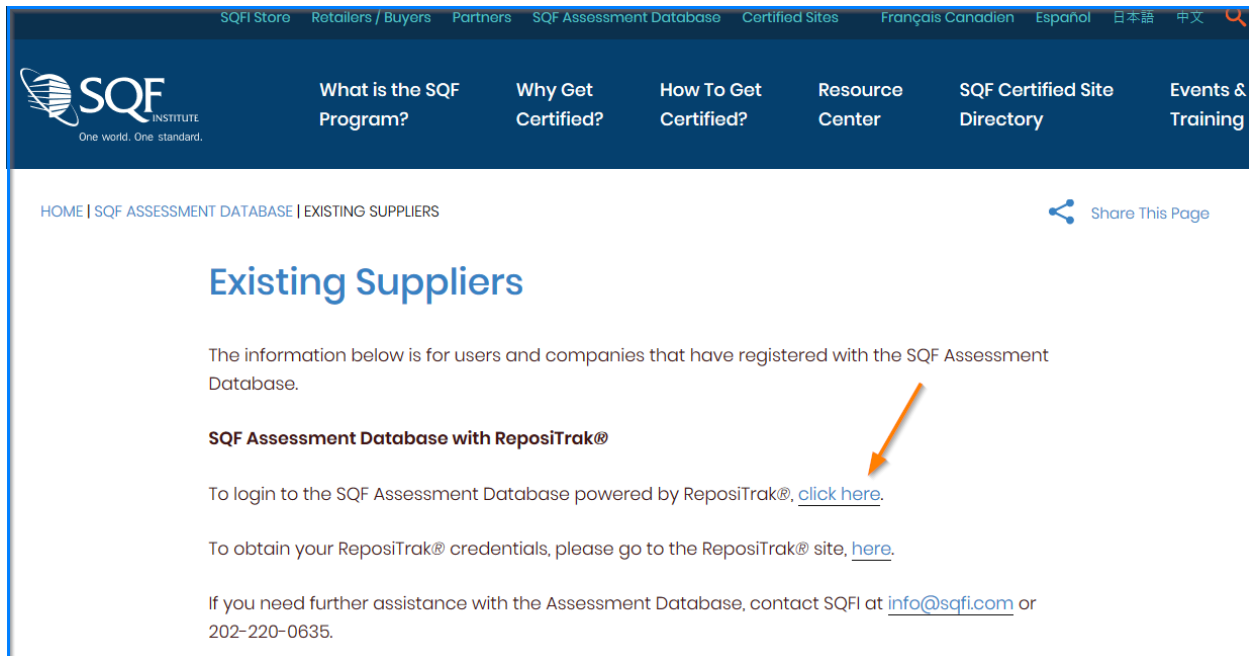
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**If your specific site is currently SQF certified and you need to re-register, please do not add a new facility. You must re-register your existing facility. Only add a new facility when a new site is going to achieve SQF Certification.**

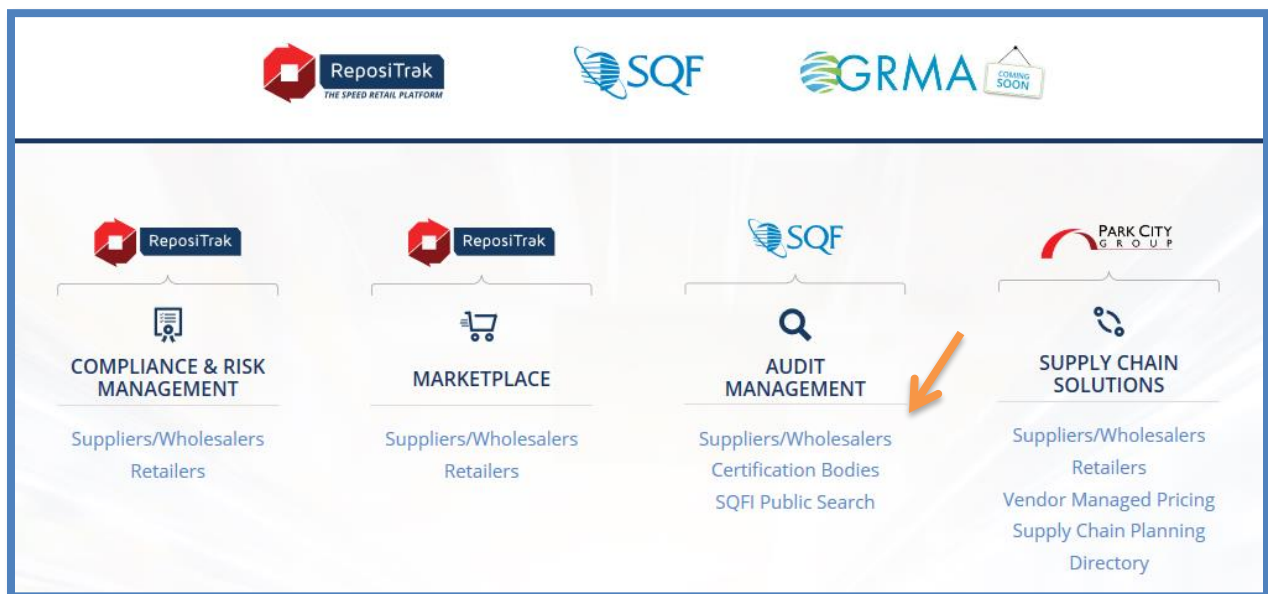
## Logging Into ReposiTrak®

The first step in reregistering a 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:

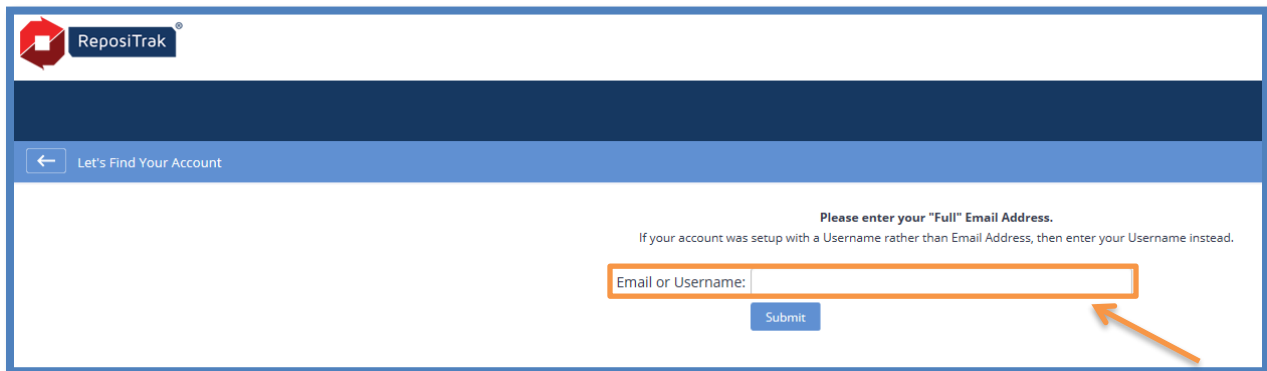
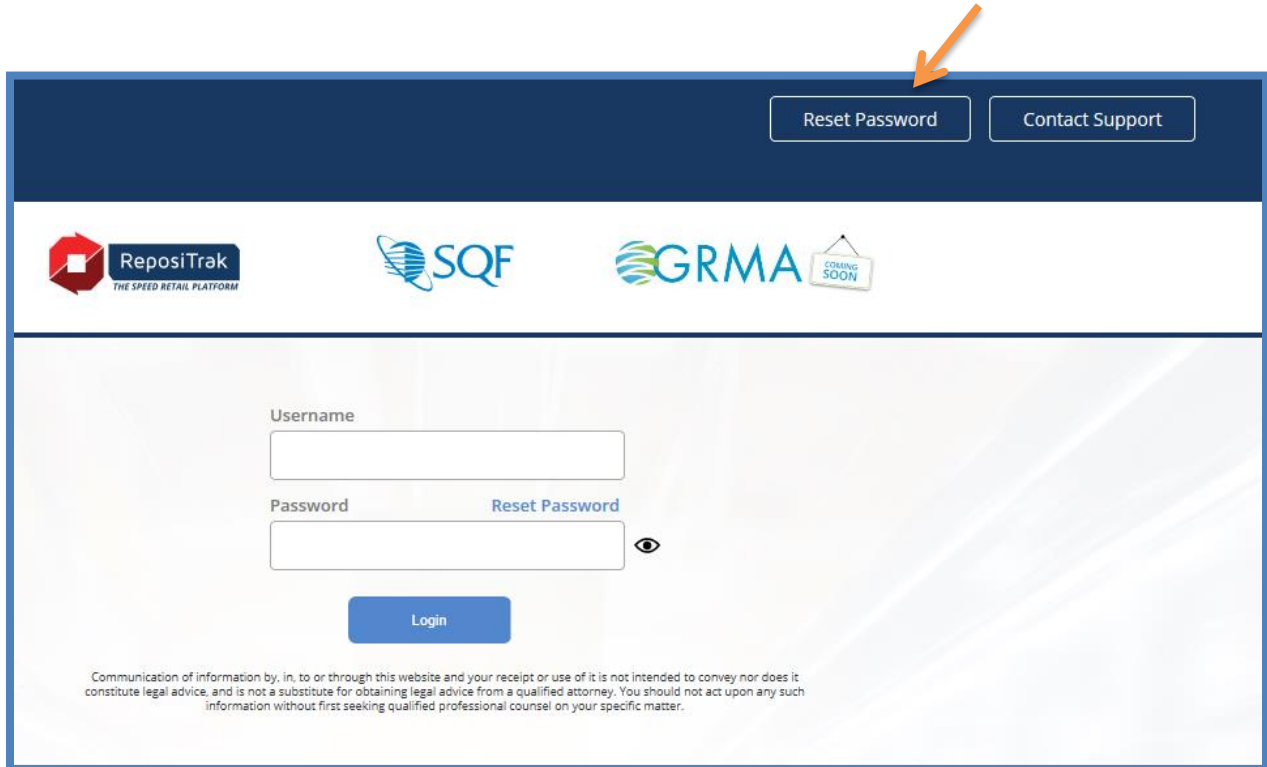
<https://www.sqfi.com/assessment-database/existing-suppliers/>



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)



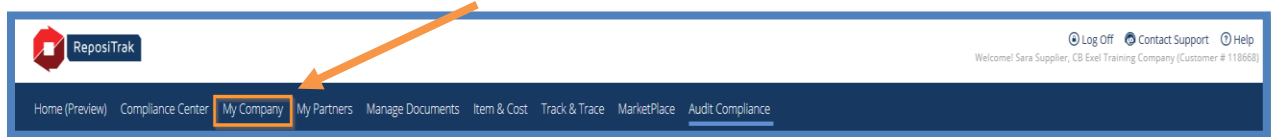
Then, you will be presented with a log in page prompting you to enter your username and password. In the database, **your username will be your email address**. If you do not know your password, click the “Reset Password” link located at the top right side on that page. Then enter your email address 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.

## 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. If you do not see the 'My Facilities' link, please send an email to [support@repositrak.com](mailto:support@repositrak.com) to have your access level updated.

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.

The screenshot shows the 'Search Criteria' section with input fields for Facility ID, Facility Name, and Partner (set to 'Not Selected'), and a 'Find' button. Below this is the 'Results' section, which contains a table of facilities. The 'Add Facility' button is highlighted with an orange box, and an orange arrow points to it from the top right.

FACILITY NAME	FACILITY ID	ADDRESS	ASSOCIATED PARTNERS	
AAA TEST COMPANY 1	147899	CRYSTAL CITY, VA 20016	SQFI (18038)	Action▼
AAA TEST COMPANY 3	789456	NW, DC 10001	SQFI (18038)	Action▼

You will be presented with a screen to add your new facility information.

Facility Name:

Facility ID:

Address:

City:

State:

Zip Code:

Country:

Partner Profiles

SQFI (18038)

Gross Sales:

Type to search

- < \$100,000 USD
- > \$100,000 USD < \$5 million USD
- > \$5 million USD < \$25 million USD
- > \$25 million USD < \$50 million USD
- > \$50 million USD

Once you enter all the facility information, use the dropdown to select your 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.

FACILITY NAME	FACILITY ID	ADDRESS	ASSOCIATED PARTNERS	
AAA TEST COMPANY 1	147899	CRYSTAL CITY, VA 20016	SQFI (18038)	Action
AAA TEST COMPANY 3	789456	NW, DC 10001	SQFI (18038)	Action
AAA TEST COMPANY 4	101025	COLUMBIA, MD 20016	SQFI (18038)	Action
AAA TEST COMPANY 5	159876	ROCKVILLE , CA 01258		
AAATEST COMPANY 2	123654	CRYSTAL BLV, VA 20016		
BBB PILOT FACILITY 1	144789	NEW YORK , NY 10058		
BBB PILOT FACILITY 2	785423	SILLICON, NV 10258		
BBB PILOT FACILITY 3	658974	BANANA-ISLAND, NM 80021		
BBB PILOT FACILITY 4	9863201	LOIN-FEAST, AL 12558		
BBB PILOT FACILITY 5	5542879	FLORIDA, FL 14562		
BBB PILOT FACILITY 6	10006	Ocencity, FL 10258		
BBB TEST COMPANY 7	test6	Andover, MA 02421		

**FACILITY**

- Update Facility
- Update Facility Name
- Update Facility Address
- Manage Sub-Facilities
- View on Map

**SQF AUDIT EDITION 8.0**

- Register for SQF Audit Audit

**SAFE FEED/SAFE FOOD EDITION 7.0**

- Register for Safe Feed/Safe Food Audit

**SQFI ETHICAL SOURCING EDITION 1.0**

- Register for SQFI Ethical Sourcing 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.

Facilities			
Facility	Audits	Rate	Charge
101025 - AAA TEST COMPANY 4	SQF Audit (Request Nbr: 1119)	\$600.00	\$600.00
<b>Subtotal</b>			<b>\$600.00</b>
<b>Total Registration Fee</b>			<b>\$600.00</b>

Enrollment Billing Discount	
Enrollment	Discount Code
Assessment Database	<input type="text"/>

[Apply](#)

**Total Amount Due: \$600.00**

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.	
<input checked="" type="radio"/> Select yourself, or a user you have already entered	<input type="text" value="Dan, Dan"/>
<input type="radio"/> If your billing contact is not currently a user, add them here	
<hr/>	
Method of Payment:	<input type="text" value="Check"/>
<hr/>	
<b>Remit To:</b> SQFI Attn: Accounts Receivable Food Marketing Institute (FMI) PO Box 758870 Lockbox # 758870 Baltimore, MD 21275-8870	

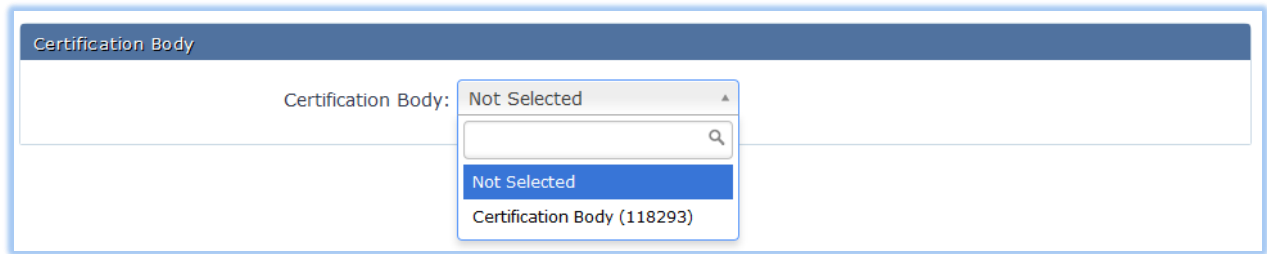
[Proceed](#)

**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](mailto:billing@sqfi.com).

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

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



The screenshot shows a web form with a blue header bar containing the text "Certification Body". Below the header, there is a label "Certification Body:" followed by a dropdown menu. The dropdown menu is open, showing a search box with a magnifying glass icon and two options: "Not Selected" (highlighted in blue) and "Certification Body (118293)".

Click "Save" at the bottom of the screen to complete your registration.

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**

Beneficiary Bank:	EagleBank 7815 Woodmont Avenue Bethesda, MD 20814
ABA/Routing #:	055003298
Account #:	200229110
Account Name:	Food Marketing Institute

**International Wire Instructions**

Beneficiary Bank:	EagleBank Bethesda Maryland
Beneficiary Swift (or BIC):	<b>EAGEUS33</b>
Beneficiary Account:	200229110
Beneficiary Name:	Food Marketing Institute

## 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](mailto:info@sqfi.com)

### **Australia Contact Information**

Telephone: +61 (0) 408 328 674

Email: [info@sqfi.com.au](mailto: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](mailto: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](mailto: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](mailto: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 Safety 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](mailto: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 *Finished Audits* from the menu, then click *Find*. Reports can be obtained by using the *Action* button next to the audit. Click view report and / or export as PDF to get a copy.

## 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 drop-down 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](mailto:billing@sqfi.com)