



How to change Supplier and Facility Information in ReposiTrak®

Facility: This information will pertain to a specific facility in a supplier grouping. If there is only one facility, then the supplier information would be the same.

Supplier: This information is what connects all facilities. This information should pertain to a central location if there is one.

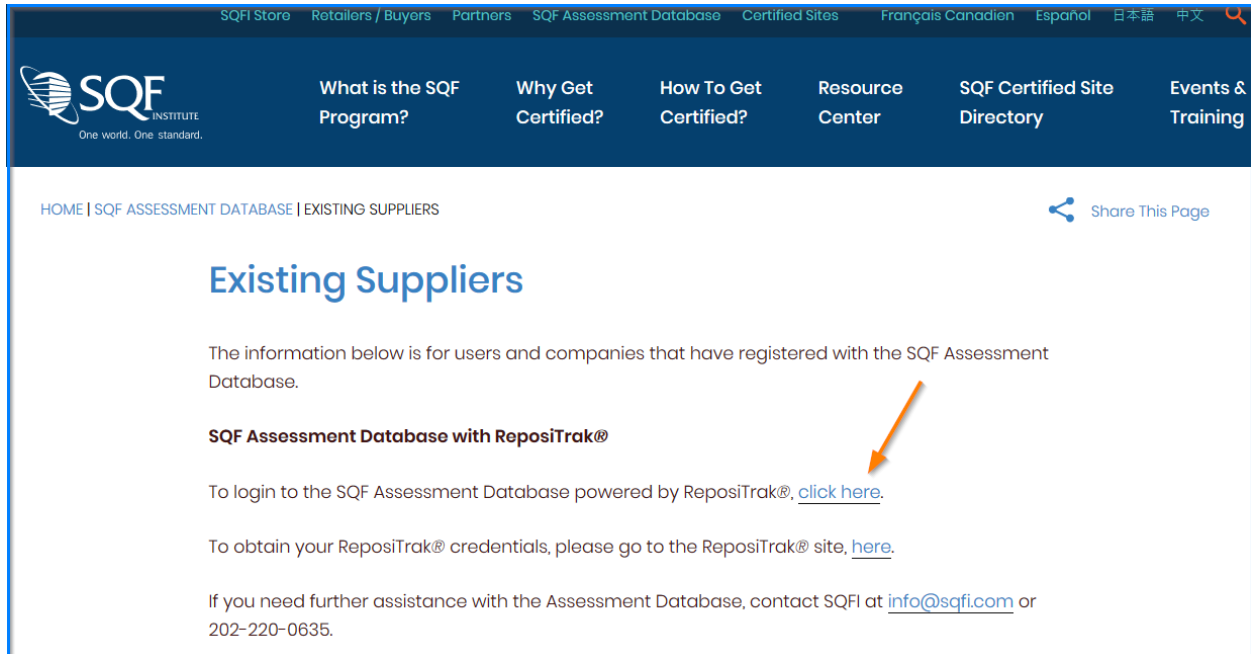
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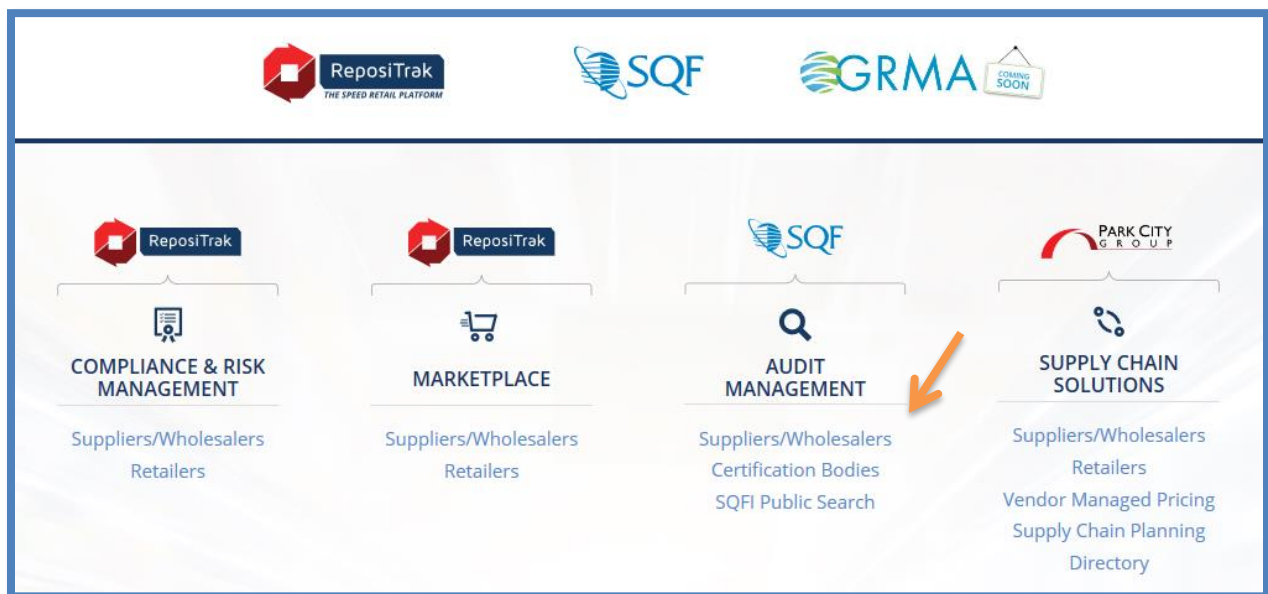
Logging Into ReposiTrak®

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:

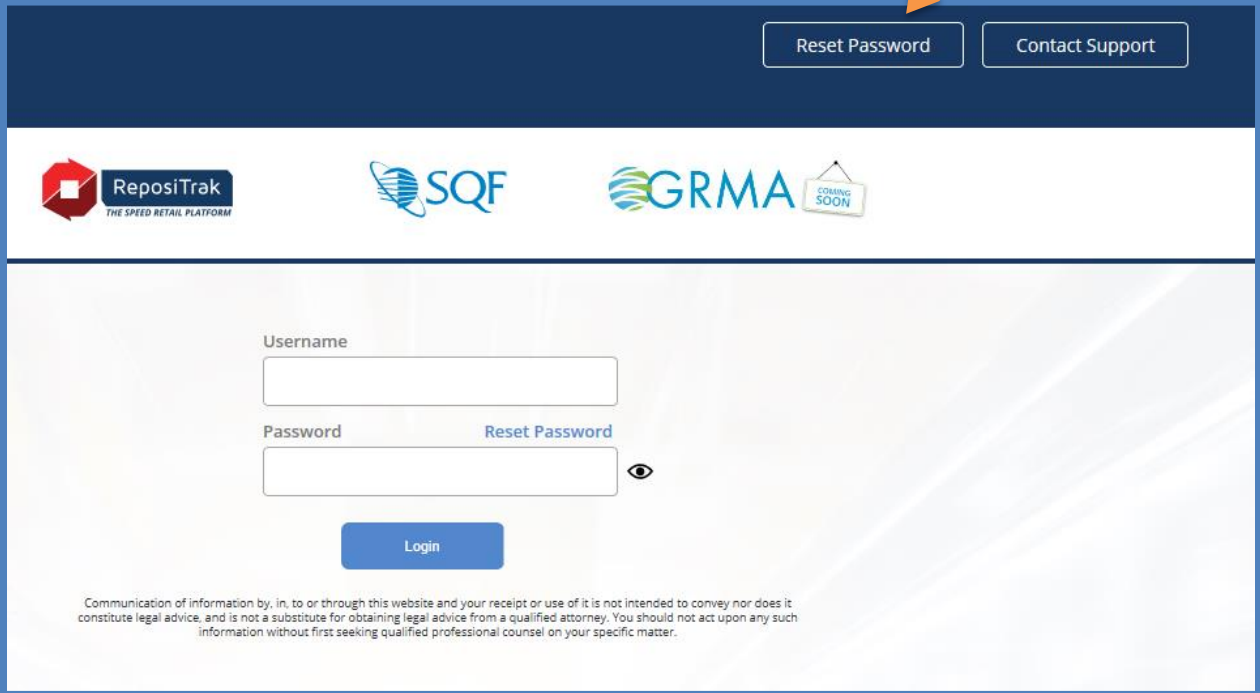
<https://www.sqfi.com/assessment-database/existing-suppliers/>



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)

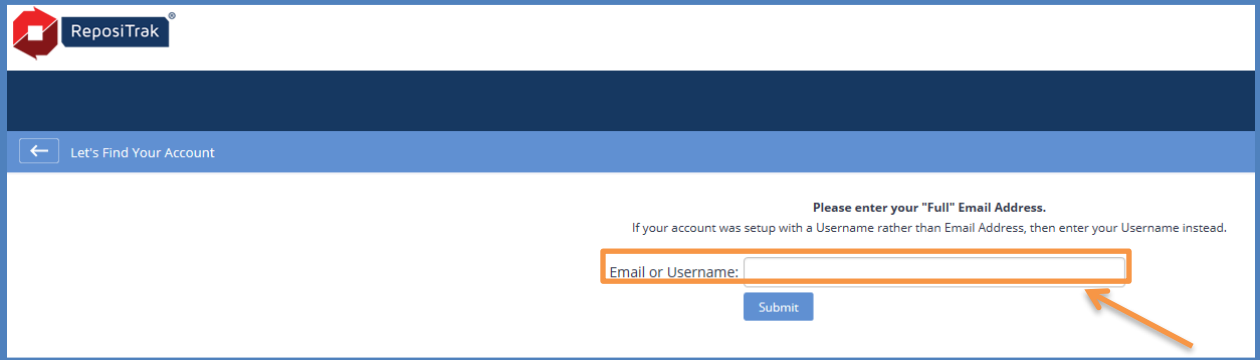


Then, you will be presented with a log in page prompting you to enter your username and password. In the database, **your username will be your email address**. If you do not know your password, click the “Reset Password” link located at the top right side on that page. Then enter your email address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



The screenshot shows the login page with the following elements:

- Top right navigation: [Reset Password](#) and [Contact Support](#). An orange arrow points to the [Reset Password](#) button.
- Logos: ReposiTrak (THE SPEED RETAIL PLATFORM), SQF, GRMA, and a 'COMING SOON' sign.
- Form fields:
 - Username:
 - Password: with a [Reset Password](#) link and an eye icon for visibility.
- Buttons: [Login](#)
- Disclaimer: Communication of information by, in, to or through this website and your receipt or use of it is not intended to convey nor does it constitute legal advice, and is not a substitute for obtaining legal advice from a qualified attorney. You should not act upon any such information without first seeking qualified professional counsel on your specific matter.



The screenshot shows the 'Let's Find Your Account' page with the following elements:

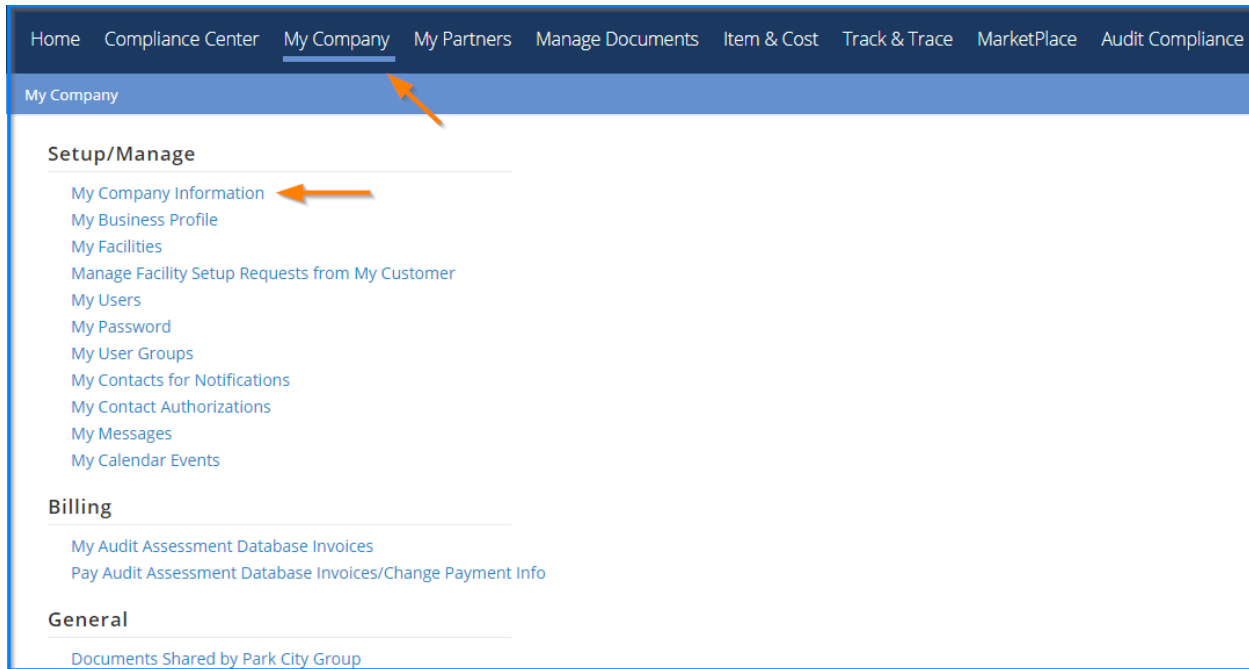
- Header: ReposiTrak logo.
- Navigation: [← Let's Find Your Account](#)
- Instructions:
 - Please enter your "Full" Email Address.**
 - If your account was setup with a Username rather than Email Address, then enter your Username instead.
- Form field: labeled "Email or Username:". An orange arrow points to this field.
- Buttons: [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.

Updating Supplier Information

After you have logged into ReposiTrak®, please click on the My Company tab.

You will then be presented with the following options. Click on My Company Information.



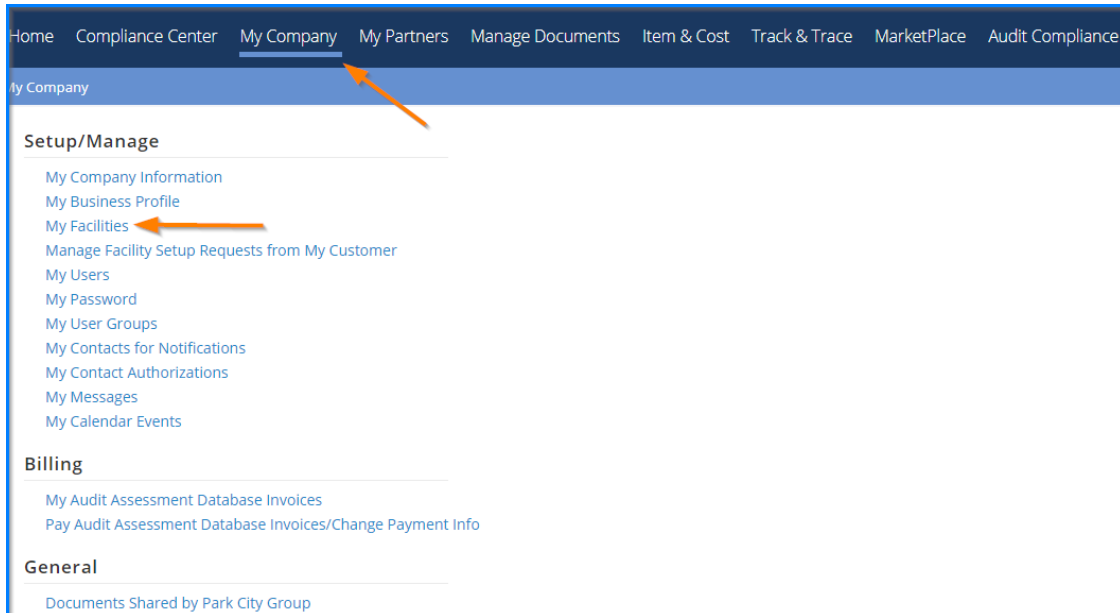
Then, make the necessary changes and click save.

A screenshot of the 'Corporate Information' form in the ReposiTrak® application. The form is titled 'Corporate Information' and contains several input fields. The 'Company Name' field is filled with 'CB Exel Training Company'. The 'Company Address' field is filled with '121 Main Street'. The 'City' field is filled with 'Park City'. The 'State' field is a dropdown menu with 'Utah' selected. The 'Zip Code' field is filled with '84111'. The 'Country' field is a dropdown menu with 'United States' selected. There are also empty input fields for 'Company Email Address' and 'Company Web Site'. A 'Save' button is located in the bottom right corner of the form.

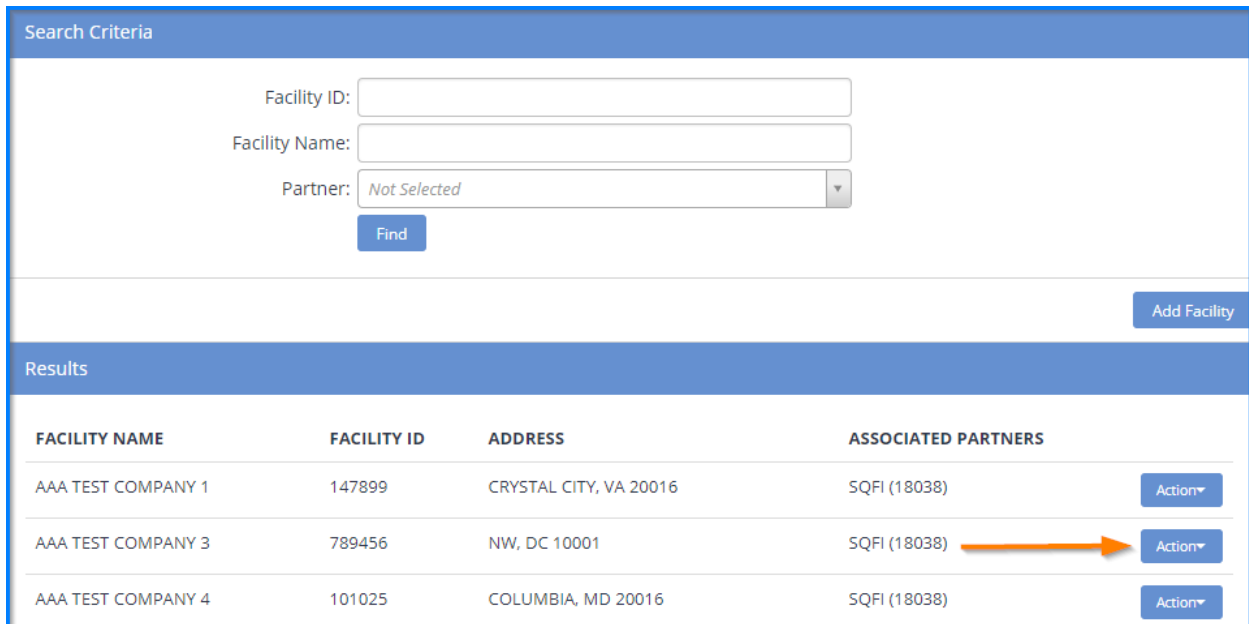
Update Facility Information

To update your facility information, please click on the My company Tab.

Then, select the My Facilities option.



Next, click on the action button next to the facility that needs the information updated.



You will then be presented with the options below. Please select “Update Facility”

| | | | | |
|---------------------------|---------|-------------------------|--------------|---------------|
| AAA TEST COMPANY 3 | 789456 | NW, DC 10001 | SQFI (18038) | Action |
| AAA TEST COMPANY 4 | 101025 | COLUMBIA, MD 20016 | | |
| 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 | | |
| CB Excel Example Company | 3 | Tucson, AZ 85719 | | |
| CB Excel Training Company | 2 | Tucson, AZ 85719 | | |
| CB Exel Training Company | Tucson | Tucson, AZ 85719 | | |

FACILITY

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

SQF AUDIT EDITION 8.0

- View SQF Audit (Request Nbr: 1093)
- Cancel SQF Audit (Request Nbr: 1093)

SQF FUNDAMENTALS AUDIT EDITION 1.0

- Register for SQF Fundamentals Audit Audit

SQFI FOOD SAFETY (SQF) EDITION 7.2

- View SQFI Food Safety (SQF) (Request Nbr: 946)
- Cancel SQFI Food Safety (SQF) (Request Nbr: 946)

SAFE FEED/SAFE FOOD EDITION 7.0

- View Safe Feed/Safe Food (Request Nbr: 994)
- Cancel Safe Feed/Safe Food (Request Nbr: 994)

SQFI ETHICAL SOURCING EDITION 1.0

- Register for SQFI Ethical Sourcing Audit

Finally, make the changes that are needed and click on save

Name and Address

Facility Name:

Facility ID:

Address:

City:

Country:

State/Province:

Postal Code:

Partner Profiles

SQFI (18038) Pricing Category / Gross Sales:

[Save](#)

The facility information has now been changed.