



Registration in ReposiTrak®

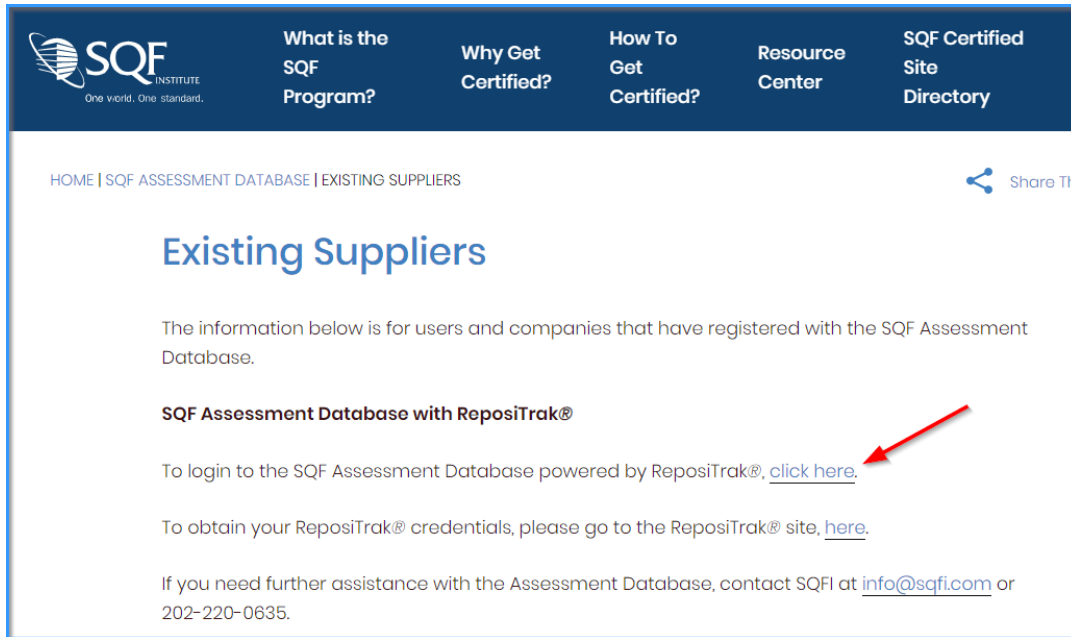
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If your specific site is currently SQF certified and you need to re-register, please do not add a new facility. You must re-register your existing facility. Only add a new facility when a new site is going to achieve SQF Certification

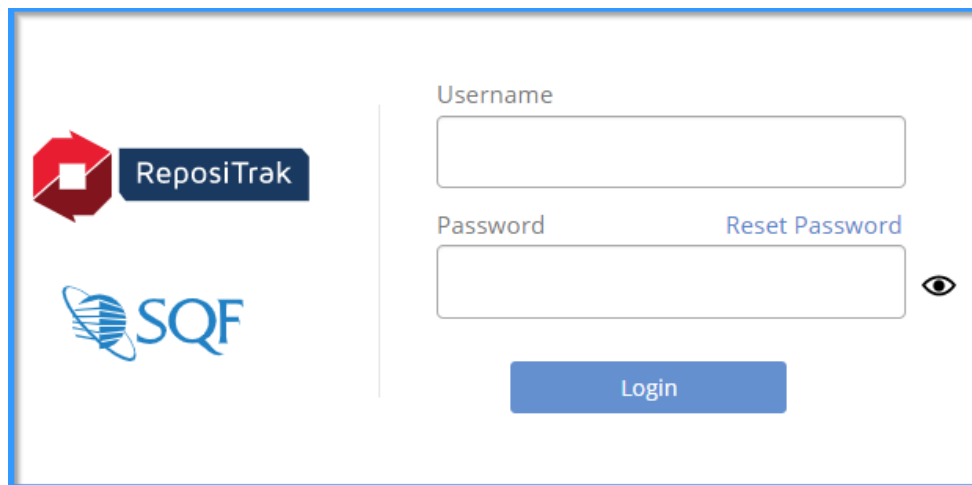
Logging into ReposiTrak®

The first step in re-registering a facility for your next audit is to log into the ReposiTrak SQF Assessment Database. You can start by following the link below to the SQFI Existing User's Page:

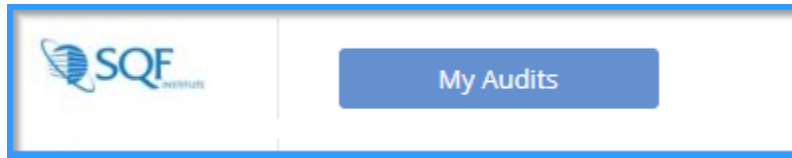
<https://www.sqfi.com/assessment-database/existing-suppliers/>



Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted 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 above the password option. Then enter your email address into the field on the following page and click “Submit”.

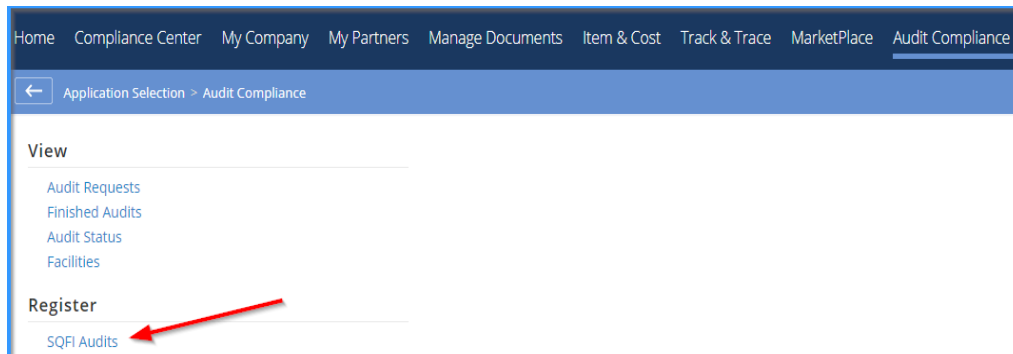


Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.

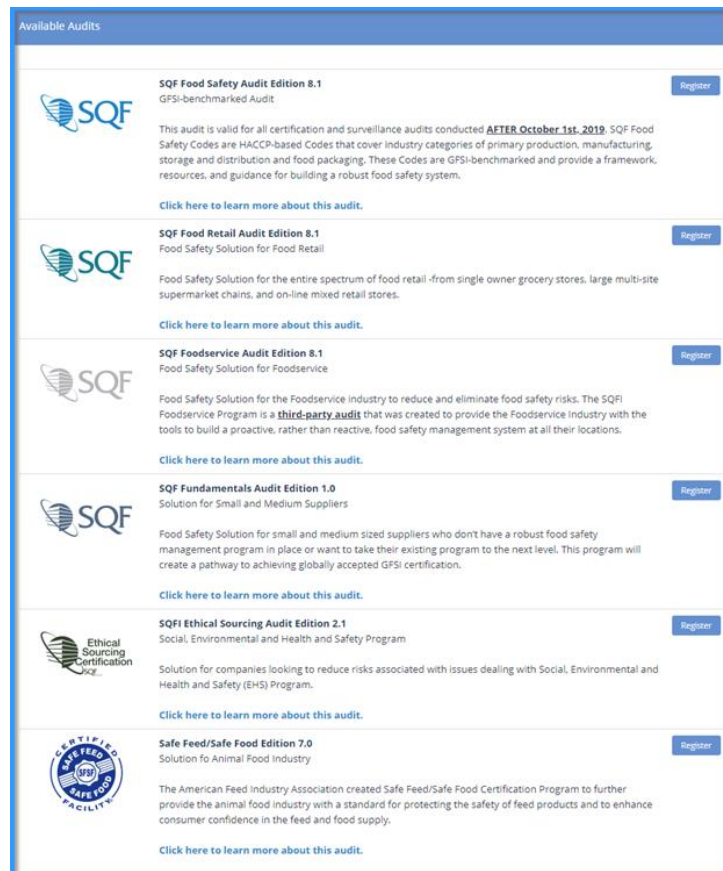


Re-registering in ReposiTrak[®]

Now that you are logged into ReposiTrak, it is time to register for your upcoming audit. The first step will be to click on the 'Audit Compliance' tab. The following options will be available, and you will need to select 'SQFI Audits' under Register.



The next page is where you will be able to select the audit standard that you wish to register for. Please take the time to read the description of each audit standard to make sure the correct standard is chosen. If you are unsure, please select 'click here to learn more about this audit' or send an email to info@sqfi.com for assistance.



Next, you will be brought to your 'Facilities' page, which will list all facilities under your supplier grouping. It is important to understand this page and what is required to register for the upcoming audit.

FACILITY	FACILITY TYPE	REGISTER
147899 - AAA TEST COMPANY 1 (CLOSED) CRYSTAL CITY, VA 20016	Central 2 SUB-FACILITIES	Registered on April 2, 2019 Sub-Facility Limit
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	<input type="checkbox"/>

The 'Facility' column will list your Facility ID, Facility Name, and Facility Address.

The 'Facility Type' column will list whether your facility is registered as a Single or Central site.

You cannot register as a Central Site until all twenty (20) sub-facilities have been added. If your site is not a Central site, but is listed as such, then that means a sub-facility has been created in the past. Please send an email to info@sqfi.com for more information.

The 'Register' column will not allow you to register if your previous audit request has not been completed. Please reach out to your Certification Body if this shows to see why the last request has not been phased to finished.

The uncheck box means that your site can be registered at this time.

SQF | SQF Food Safety Audit Edition 8.1
SQFI

Search Criteria

Facility ID:

Facility Name:

Results

FACILITY	FACILITY TYPE	REGISTER
147899 - AAA TEST COMPANY 1 (CLOSED) CRYSTAL CITY, VA 20016	Central 2 SUB-FACILITIES	Registered on April 2, 2019 Sub-Facility Limit
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	<input checked="" type="checkbox"/>

Once your site is selected, make your way to the bottom of the page and select 'Register Selected'.

1 Facility selected!

The next step in the process is to select your facility's gross sales range from the drop-down menu provided.

SQF | SQF Food Safety Audit Edition 8.1
Facility - 789456 - AAA TEST COMPANY 3

Partner Profiles

SQFI (18038) Pricing Category / Gross Sales:

Once selected, please scroll down to choose your Certification Scope. If you are unsure of your Food Sector Categories, then you will need to look up a past audit request or reach out to your Certification Body to see what scope was decided upon.



Next, choose the Certification Body that will be conducting your audit and move to the next page by selecting 'Save and Pay'.

Certification Scope	
FOOD SECTOR CATEGORY	SELECT FOR AUDIT
1. Production, Capture and Harvesting of Livestock and Game Animals	<input type="checkbox"/>
3. Growing and Production of Fresh Produce and Nuts	<input type="checkbox"/>
4. Fresh Produce and Nuts Packhouse Operations	<input type="checkbox"/>
5. Extensive Broad Acre Agriculture Operations	<input type="checkbox"/>
6. Harvest and Intensive Farming of Fish and Seafood	<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. Apiculture and Honey Processing	<input type="checkbox"/>
12. Egg Processing	<input type="checkbox"/>
13. Bakery and Snack Food Processing	<input type="checkbox"/>
14. Fruit, Vegetable and Nut Processing, and Fruit Juices	<input type="checkbox"/>
15. Canning, 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	<input type="checkbox"/>
25. Repackaging of products not manufactured on site.	<input type="checkbox"/>

26. Food Storage and Distribution	<input type="checkbox"/>
27. Manufacture of Food Packaging	<input type="checkbox"/>
31. Manufacture of Dietary Supplements	<input type="checkbox"/>
32. Manufacture of Pet Food	<input type="checkbox"/>
33. Manufacture of Food Processing Aides	<input type="checkbox"/>
34. Manufacture of Animal Feeds	<input type="checkbox"/>
Preventive Controls for Human Food	<input type="checkbox"/>
Produce Safety Rule	<input type="checkbox"/>

Certification Body

Certification Body:

  Save and Pay

Finally, review the information that has been selected. This includes making sure the correct facility and audit type have been selected.

***please note that SQF DOES NOT have a ‘Enrollment Billing Discount’ available.**

Once confirmed, scroll down the page to choose the billing arranger and the method of payment. The billing arranger will be the individual who you wish to receive the invoice. If you do not see the billing arranger and wish to have them added, please choose the option below.

Finally, you will be able to choose from one of our three (3) payments option available, which are **credit card, check, or wire transfer**. Once completed, select 'Proceed'.

FACILITY	AUDITS	RATE	CHARGE
789456 - AAA TEST COMPANY 3	SQF Food Safety Audit (Request Nbr: 1494)	\$650.00	\$650.00
Subtotal			\$650.00
Total Registration Fee			\$650.00


Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>


Total Amount Due: \$650.00

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.

Select yourself, or a user you have already entered 

If your billing contact is not currently a user, add them here

Method of Payment: 

By selecting *Credit Card* and clicking *Proceed*, you authorize all fees including renewal to be charged to your credit card. You agree that no prior notification will be provided. This does not provide authorization for any unrelated credits or debits to your card.

Credit Card Number: CCV: 

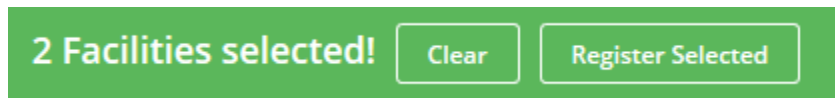
Expiration:

Re-registering Multiple Sites

A new registration feature with the release of Edition 8.1 is the ability to easily re-register more than one site at a time. Please follow the steps on pages 2-5 until you end up at the 'Facilities' page. Here, you have the option to select multiple sites to have registered, but each site must have all previous audits closed.

FACILITY	FACILITY TYPE	REGISTER
147899 - AAA TEST COMPANY 1 (CLOSED) CRYSTAL CITY, VA 20016	Central 2 SUB-FACILITIES	Registered on April 2, 2019 Sub-Facility Limit
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	<input checked="" type="checkbox"/>
101025 - AAA TEST COMPANY 4 COLUMBIA, MD 20016	Single	<input checked="" type="checkbox"/>
159876 - AAA TEST COMPANY 5 ROCKVILLE, CA 01258	Single	Registered on December 4, 2018

Move to the bottom of the page and select 'Register Selected' to begin filling in the audit details.



***Please note that you will only be asked to choose a payment type after the audit details for each selected location are completed.**

Just as you would for registering just one site, please select the Gross Sales range, Certification Scope, and Certification Body for each site. Then, the option at the bottom of the page will state 'Save and Next' until all selected sites have had their information entered.

Certification Body

Certification Body:

Save and Next

The option will change to 'Save and Pay' once the last site has had their details entered.

Certification Body

Certification Body:

Save and Pay

From here you can now see the two or more sites that have been selected and the fee for each of the sites.

Facilities

FACILITY	AUDITS	RATE	CHARGE
101025 - AAA TEST COMPANY 4	SQF Food Safety Audit (Request Nbr: 1499)	\$650.00	\$650.00
Subtotal			\$650.00
789456 - AAA TEST COMPANY 3	SQF Food Safety Audit (Request Nbr: 1497)	\$650.00	\$650.00
Subtotal			\$650.00
Total Registration Fee			\$1,300.00

Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>

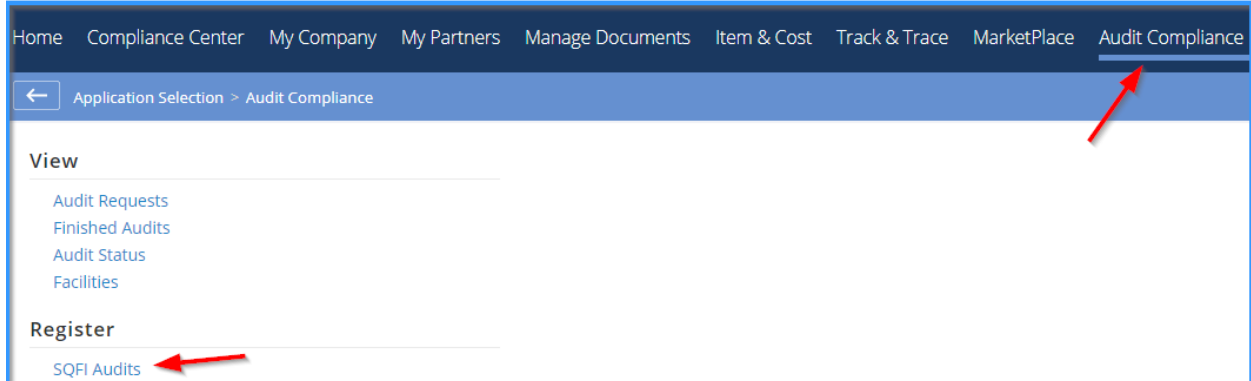
Apply

Total Amount Due: \$1,300.00

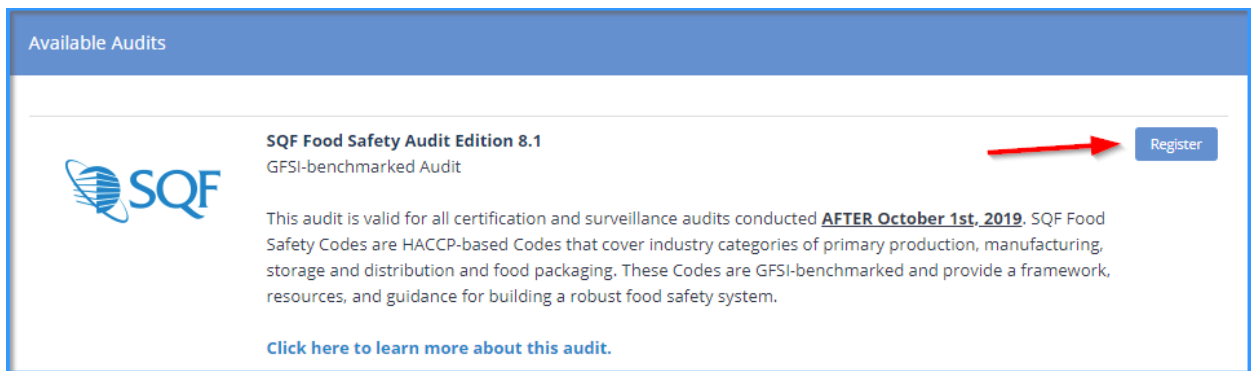
From here, you may finish the registration as you would for registering a single site. You will be brought back to the 'Facilities' page where you can now see that both sites have had a registration submitted.

How to Add A Site

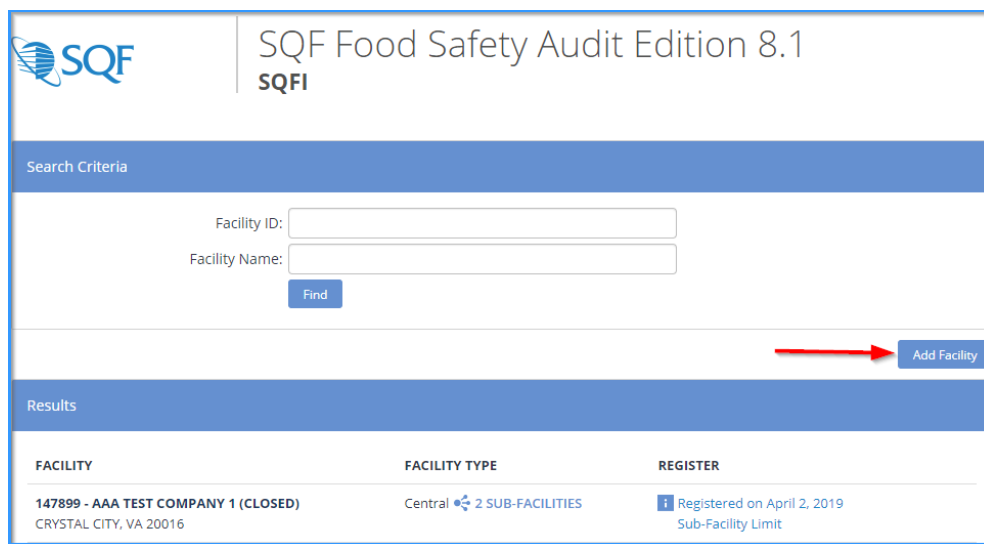
To add a site to your existing supplier grouping, please start by clicking on the 'Audit Compliance' tab, and then selecting 'SQFI Audits' under Register.



Select the Audit Edition that this new site will be audited to and click 'Register'.



From here, select 'Add Facility'.



The following information must be entered, and then click 'Save'.

Name and Address

Facility Type:

Facility Name:

Facility ID:


Address:

City:

Country:

State/Province:

Postal Code:

 Save

The new site will now show on the 'Facilities' page and the registration for the site must now be completed. These steps can be found on page 9.

How To Register A Central Site

To add a Central Site, please follow the steps to add a new facility, but make sure the 'Facility Type' is listed as 'Central'.

The screenshot shows a registration form titled "Name and Address". The "Facility Type" dropdown menu is set to "Central" and is highlighted with a red arrow. Other fields include "Facility Name" (Central Site Test), "Facility ID" (Central Site Test), "Address" (Central Site Drive), "City" (Central), "Country" (United States), "State/Province" (Virginia), and "Postal Code" (22202). A "Save" button is located at the bottom right of the form.

The central site has now been created, but sub-sites are needed to complete the process

The screenshot shows a facility overview page for "Central Site Test - Central Site Test" in "Central, VA 22202". It displays "Central 0 SUB-FACILITIES" and a "Sub-Facility Limit" indicator.

A minimum of **twenty (20) sub-sites** are needed in order to complete this process. To add Sub-sites, click on the number of sub-facilities already listed next to audit type. In this case, zero (0) have been added. You will then be brought to the next page.

The screenshot shows the "Add Sub-Facility" page. It includes search criteria for "Sub-Facility ID" and "Sub-Facility Name", a "Find" button, and a table for results with columns: "SUB-FACILITY NAME", "SUB-FACILITY ID", "ADDRESS", and "ASSOCIATED PARTNERS".

To begin adding the Sub-Facilities, you must select 'Add Sub-Facility' and begin filling in the required information.

Name and Address

Sub-Facility Name: ?

Sub-Facility ID: ?

Address:

City:

Country: ▼

State/Province: ▼

Postal Code:

Save

This process must be completed a minimum of nineteen (19) more times to meet the Central Site requirement of a minimum of twenty (20) sub-facilities.

Central - Central Site Template Tucson, AZ 85719	Central 1 SUB-FACILITY	Registered on January 25, 2019 Sub-Facility Limit
Central Site Test - Central Site Test Central, VA 22202	Central 20 SUB-FACILITIES	<input type="checkbox"/>

As you can see above, there are twenty (20) sub-facilities created, which allows for registration to be completed. Please click into the empty check box, scroll down to the bottom of the page, and select 'Register Selected'.

You will then be brought to the page below. Please select the gross sales for the company, the Certification Scope, and the Certification Body that will be conducting the audit.

***Please note that there is a flat fee for a Central Site and sub-sites, so the Gross Sales section will not impact the amount to be paid.**



SQF Food Safety Audit Edition 8.1

Facility - Central Site Test - Central Site Test

Partner Profiles

SQFI (18038)

Pricing Category / Gross Sales:

E. > \$50 million USD



Please select the scope of certification applicable to the facility. Then, please choose the certification body for your audit.

Certification Scope

FOOD SECTOR CATEGORY

SELECT FOR AUDIT

1. Production, Capture and Harvesting of Livestock and Game Animals



3. Growing and Production of Fresh Produce and Nuts



4. Fresh Produce and Nuts Packhouse Operations



5. Extensive Broad Acre Agriculture Operations



6. Harvest and Intensive Farming of Fish and Seafood



7. Slaughterhouse, Boning and Butchery Operations



8. Processing of Manufactured Meats and Poultry



9. Seafood Processing



10. Dairy Food Processing



11. Apiculture and Honey Processing



Certification Body

Certification Body: Certification Body (118293)

Save and Pay

Once you have made the appropriate selections, please click on 'Save and Pay'. You will then be brought to the payment page, which will have the fee breakdown for your Central Site (\$1,000 USD) and the minimum of twenty (20) sub-facilities (\$25 x 20 = \$500 USD). From here, please select your billing arranger and the payment option.

Total Amount Due: \$1,500.00

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.

- Select yourself, or a user you have already entered
- If your billing contact is not currently a user, add them here

Method of Payment:

By selecting *Credit Card* and clicking *Proceed*, you authorize all fees including renewal to be charged to your credit card. You agree that no prior notification will be provided. This does not provide authorization for any unrelated credits or debits to your card.

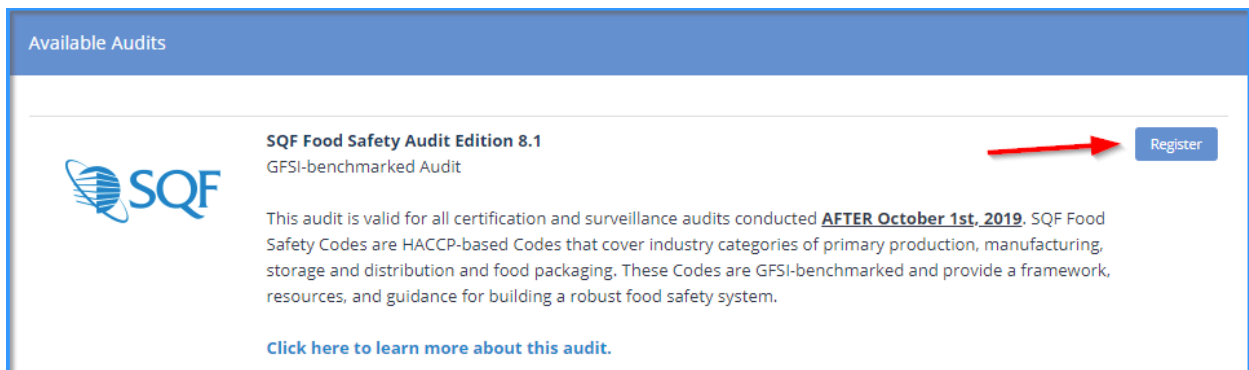
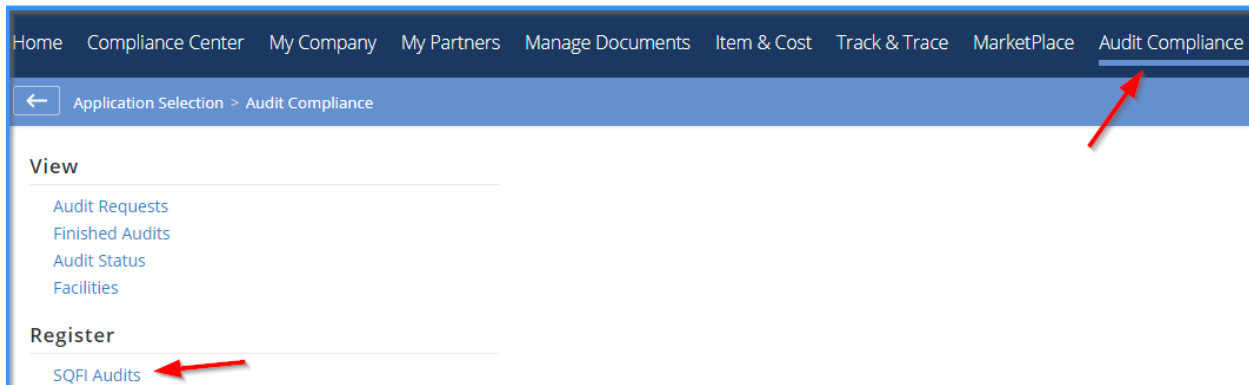
Credit Card Number: CCV: [?](#)
Expiration:

Proceed

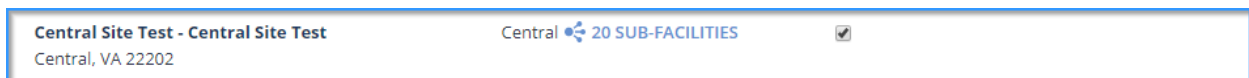
Adding A Sub-Facility

If the minimum requirement for Sub-Facilities has already been met, but you forgot to add some of the sites, then the steps below can be followed to add the additional facilities and make payments.

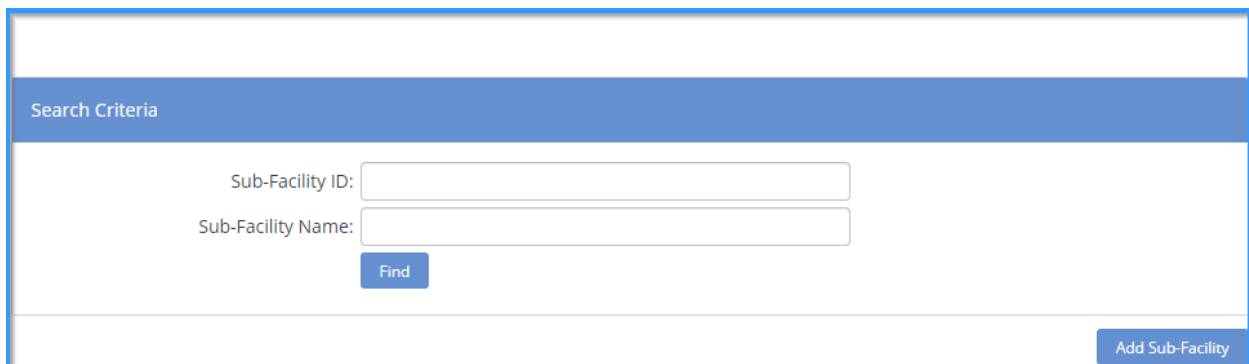
First, you need to make your way to the audit compliance tab, and then to 'SQFI Audits' under the register section. Then, select 'Register' next to the correct audit type.



From there, find your central site with twenty (20) + sub-facilities already added. Click on the number of sub-facilities to have start the process of adding the additional facility.



Click on 'Add Sub-Facility' to begin adding the additional sub-facility



Fill in the required information and click save

Name and Address

Sub-Facility Name: ?

Sub-Facility ID: ?

Address:

City:

Country: ▼

State/Province: ▼

Postal Code:

Save

You will automatically be brought to the payment page. Fill in the necessary information and save to have the additional sub-facility added to the Central Site grouping.

FACILITY	AUDITS	RATE	CHARGE
Central Site Test - Central Site Test / Test 21 - Test 21	SQF Food Safety Audit (Request Nbr: 1533)	\$25.00	\$25.00
Subtotal			\$25.00
Total Registration Fee			\$25.00

Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>

Apply

Total Amount Due: \$25.00

SQFI offers convenient payment methods. We employ SSL certificate encryption through our secured website to safeguard your credit card and bank account information.

ACH and Credit Card subscription payments automatically charge when due.

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.

Select yourself, or a user you have already entered ▼

If your billing contact is not currently a user, add them here

Method of Payment: ▼

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 username

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 1 then option 2.

How do I sign into 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.

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 1-888-842-5465, press option 1 then 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 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 within 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 Blue 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