

Registering for Safe Feed Safe Food

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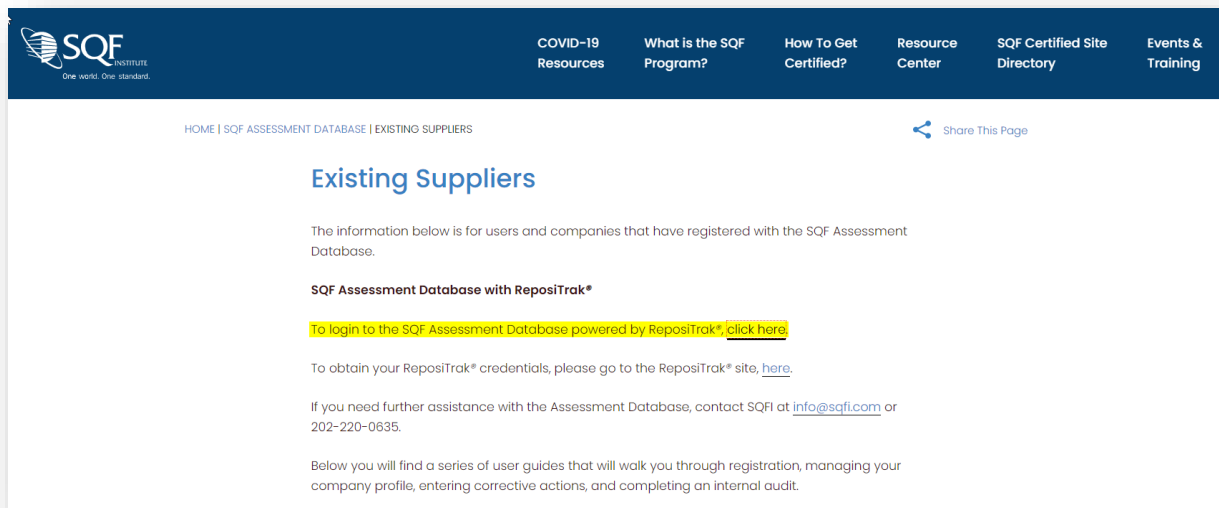
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Logging into ReposiTrak®

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/>

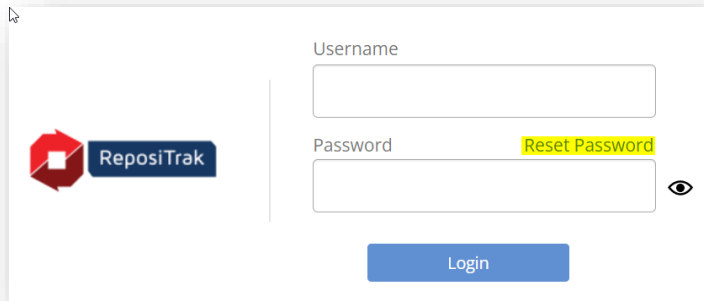
Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will be prompted to enter your username and password. You will then be presented with the screen below.



The screenshot shows the SQF Institute website's "Existing Suppliers" page. The header includes the SQF logo and navigation links for COVID-19 Resources, What is the SQF Program?, How To Get Certified?, Resource Center, SQF Certified Site Directory, and Events & Training. The main content area features the title "Existing Suppliers" and a sub-header "SQF Assessment Database with ReposiTrak®". A highlighted link states: "To login to the SQF Assessment Database powered by ReposiTrak®, click here". Below this, instructions mention going to the ReposiTrak® site for credentials and contacting SQFI at info@sqfi.com or 202-220-0635 for further assistance. A final paragraph notes that user guides are available for registration, profile management, and audit completion.

Resetting your password

If you are having trouble, click this link to reset your password: [Reset Password](#)

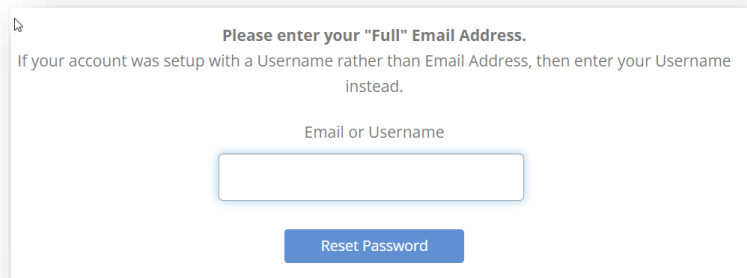


The screenshot shows the ReposiTrak login interface. On the left is the ReposiTrak logo. On the right, there are two input fields: 'Username' and 'Password'. The 'Password' field has a yellow 'Reset Password' link above it. Below the fields is a blue 'Login' button.

In the database, **your username will be the email address you provided at the time of registration.** If you do not know your password, click the **“Reset Password”** link located above the password option.

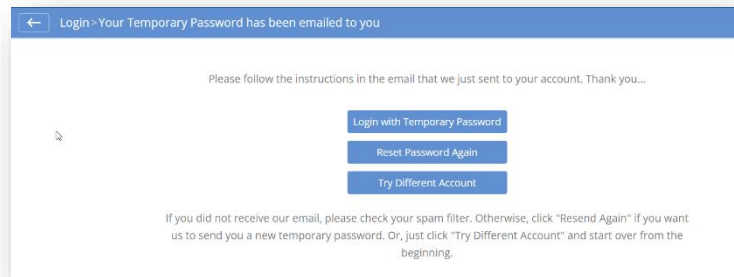
Resetting Password

Step 1: Clicking the **“Reset Password”** link Will take you to this screen. Once there, enter the email address associated with the account into the email address field and click “Submit.”



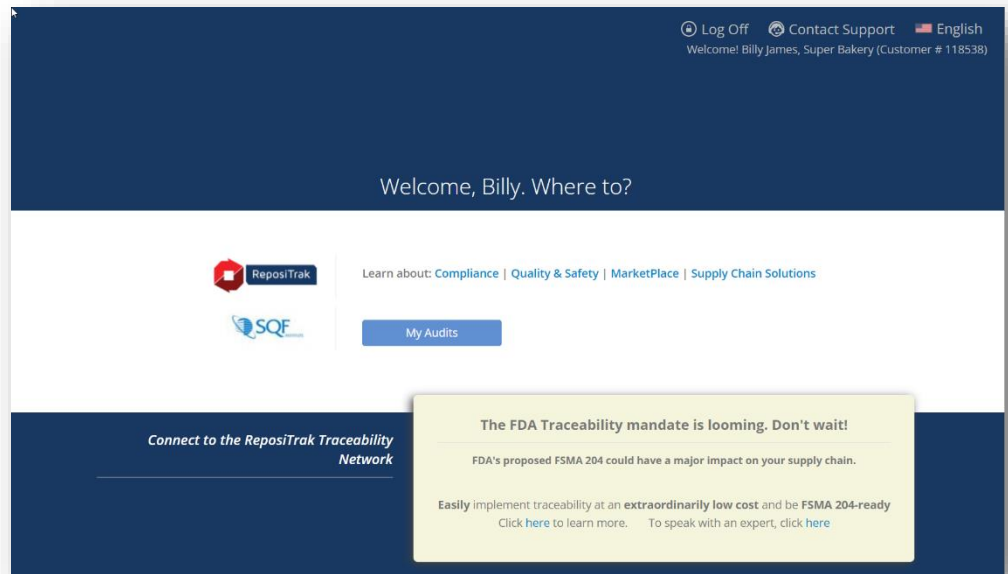
The screenshot shows a screen with the heading 'Please enter your “Full” Email Address.' Below it, a sub-heading reads: 'If your account was setup with a Username rather than Email Address, then enter your Username instead.' There is a single input field labeled 'Email or Username' and a blue 'Reset Password' button below it.

Step 2. If the email address is associated with an account in the Repositrak System, you will see this screen. Click on the reset



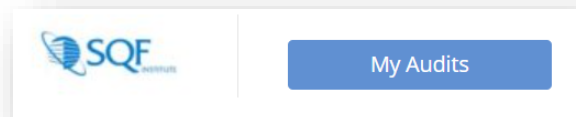
The screenshot shows a screen with a blue header bar that says 'Login > Your Temporary Password has been emailed to you'. Below the header, the text reads: 'Please follow the instructions in the email that we just sent to your account. Thank you...'. There are three blue buttons: 'Login with Temporary Password', 'Reset Password Again', and 'Try Different Account'. At the bottom, there is a note: 'If you did not receive our email, please check your spam filter. Otherwise, click “Resend Again” if you want us to send you a new temporary password. Or, just click “Try Different Account” and start over from the beginning.'

Step 3: Your screen will appear just like the right image when you have gained entry to the Repositrak website.



Registering an Audit

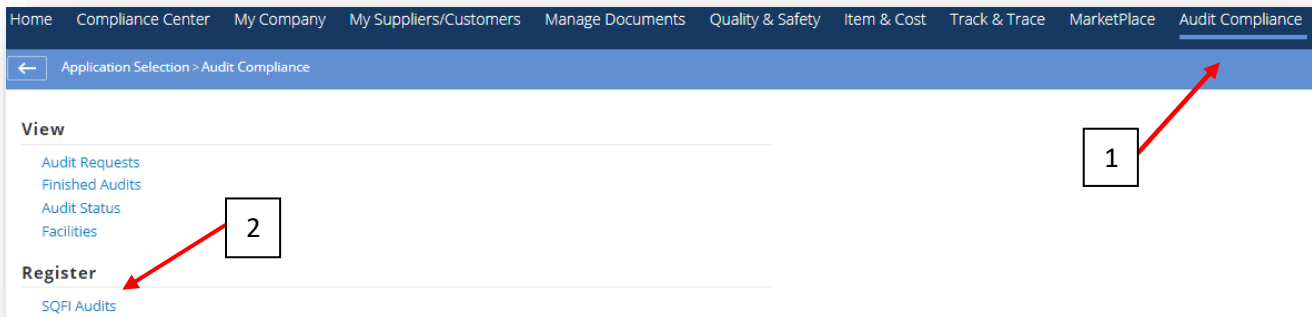
Next, click on "My Audits" next to the SQF Logo. You will then be taken to the home page of ReposiTrak.













Re-registering in ReposiTrak ®

Now that you are logged into ReposiTrak, it is time to register for your upcoming audit.

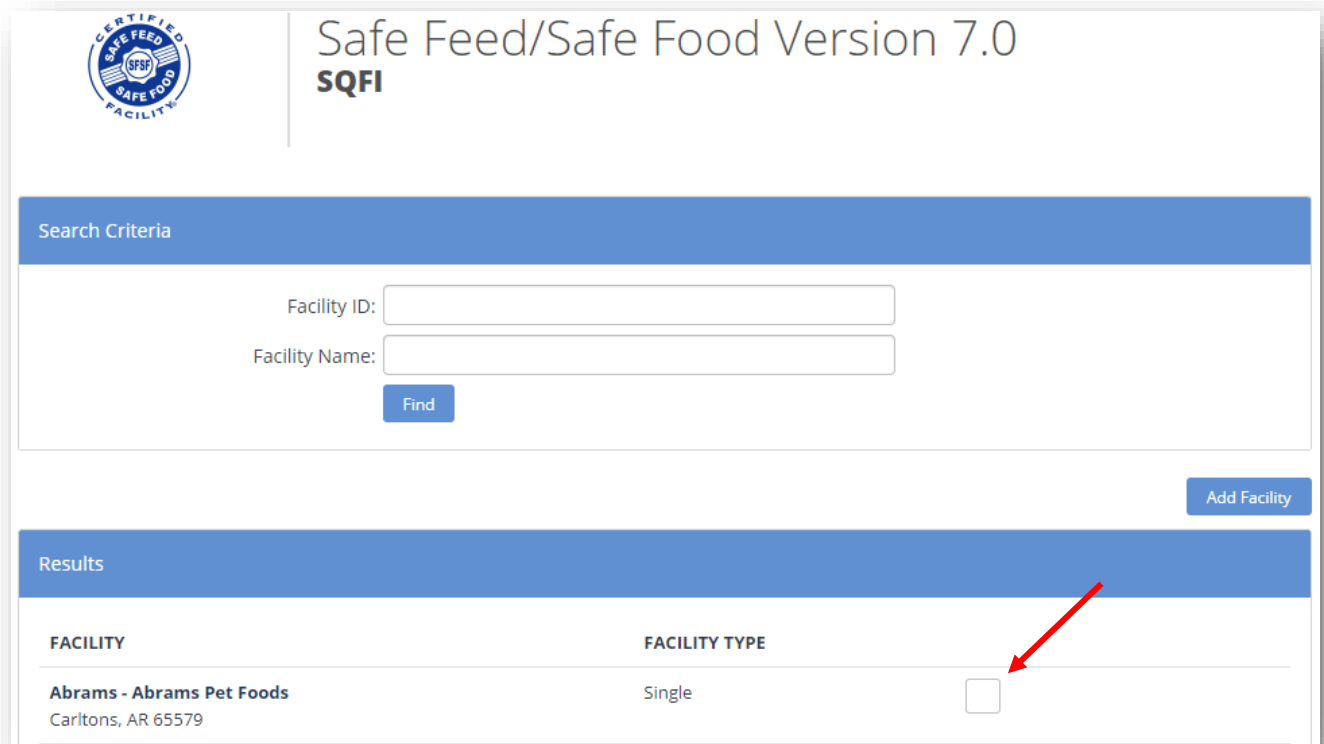
Step 1: Click on the 'Audit Compliance' tab, and then click on 'SQFI Audits' under Register.



Step 2: Click on the 'Register' next to the Safe Feed/Safe Food section. 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.

Available Audits		
	<p>SQF Food Safety Audit Edition 9 GFSI-benchmarked Audit</p> <p>The SQF Food Safety Audit Edition 9 is valid for all certification types beginning on May 24, 2021. SQF Food Safety Codes are HACCP-based Codes that cover industry categories of primary production, manufacturing, storage and distribution and food packaging. SQF is a GFSI recognized certification program and provide a framework, resources, and guidance for building a robust food safety system.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Food Retail Audit Edition 8.1 Food Safety Solution for Food Retail</p> <p>Food Safety Solution for the entire spectrum of food retail -from single owner grocery stores, large multi-site supermarket chains, and on-line mixed retail stores.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Foodservice Audit Edition 8.1 Food Safety Solution for Foodservice</p> <p>Food Safety Solution for the Foodservice industry to reduce and eliminate food safety risks. The SQFI Foodservice Program is a third party audit that was created to provide the Foodservice Industry with the tools to build a proactive, rather than reactive, food safety management system at all their locations.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Fundamentals Audit Edition 1.0 Solution for Small and Medium Suppliers</p> <p>Food Safety Solution for small and medium sized suppliers who don't have a robust food safety management program in place or want to take their existing program to the next level. This program will create a pathway to achieving globally accepted GFSI certification.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Quality Audit Edition 9 Quality Audit</p> <p>Registration for the SQF Quality Audit, Edition 9 is only for sites NOT REGISTERED for any SQF Food Safety Audit. Edition 9 of the SQF Quality Code can be applied to any primary production, food manufacturing, storage and distribution and food packaging site that holds a food safety certification to a GFSI-recognized program, any GFSI technically equivalent standard or other food safety management standard (FSMS) including HACCP certification or ISO 22000:2018.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQFI Ethical Sourcing Audit Edition 2.1 Social, Environmental and Health and Safety Program</p> <p>Solution for companies looking to reduce risks associated with issues dealing with Social, Environmental and Health and Safety (EHS) Program.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>Safe Feed/Safe Food Version 7.0 Solution to Animal Food Industry</p> <p>The American Feed Industry Association created Safe Feed/Safe Food Certification Program to further provide the animal food industry with a standard for protecting the safety of feed products and to enhance consumer confidence in the feed and food supply.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Food Safety Audit Edition 8.1 GFSI-benchmarked Audit</p> <p>This audit is valid for all certification and surveillance audits conducted AFTER October 1st, 2019. SQF Food Safety Codes are HACCP-based Codes that cover industry categories of primary production, manufacturing, storage and distribution and food packaging. These Codes are GFSI-benchmarked and provide a framework, resources, and guidance for building a robust food safety system.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQF Food Safety Audit Edition 8.0 GFSI-benchmarked Audit</p> <p>This audit is valid for all certification and surveillance audits conducted BEFORE October 1st, 2019. SQF Food Safety Codes are HACCP-based Codes that cover industry categories of primary production, manufacturing, storage and distribution and food packaging. These Codes are GFSI-benchmarked and provide a framework, resources, and guidance for building a robust food safety system.</p> <p>Click here to learn more about this audit.</p>	Register
	<p>SQFI F2SR Edition 1.0 Fundamental Factors for Social Responsibility Program</p> <p>The SQFI F2SR program is designed to help you protect your brand by demonstrating that your organization understands and controls their impact on social management and employee health and safety.</p> <p>Click here to learn more about this audit.</p>	Register

Step 3: Choose the facility to be audited. An unchecked box means that your site can be registered at this time. Please DO NOT add a facility until you have checked all available sites.



Safe Feed/Safe Food Version 7.0
SQFI

Search Criteria

Facility ID:

Facility Name:

Find

Add Facility

Results

FACILITY	FACILITY TYPE	
Abrams - Abrams Pet Foods Carltons, AR 65579	Single	<input type="checkbox"/>

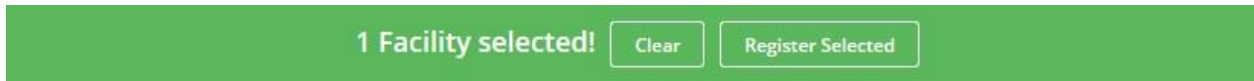
The 'Facility' column will list your Facility ID, Facility Name, and Facility Address.

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.

Step 4: Once your site is selected, go to the bottom of the page, and select 'Register Selected.'



Step 5: Select your 'Gross Sales,' 'Certification Scope,' and 'Certification Body.' SQF accepts three forms of payment Credit Card, Check, and Wire. Click Save and Pay after the information has been added.

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

AUDIT TYPE	SELECT FOR AUDIT
On-Site Audit	<input type="checkbox"/>
Remote Audit	<input type="checkbox"/>
Seal Licensing Agreement	<input type="checkbox"/>

Certification Body

Certification Body:
Not Selected

Save and Pay

Step 6: Scroll down the page to choose the billing arranger and the method of payment. The billing arranger will be the individual to who you wish to receive the invoice. If you do not see the billing arranger and want 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.'

Facilities			
FACILITY	AUDITS	RATE	CHARGE
AAA1 - AAA Feed	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2417)	\$250.00	\$250.00
Subtotal			\$250.00
Total Registration Fee			\$250.00

Enrollment Billing Discount	
ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>
<input type="button" value="Apply"/>	

Total Amount Due: \$250.00

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
<p>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.</p> <p> <input checked="" type="radio"/> Select yourself, or a user you have already entered <input type="text" value="Not Selected"/> </p> <p> <input type="radio"/> If your billing contact is not currently a user, add them here </p> <hr/> <p>Method of Payment: <input type="text" value="Select method of payment"/></p>

***Please note that SQF DOES NOT have an 'Enrollment Billing Discount' available.**

Re-registering Multiple Sites

A new registration feature with the release of Edition 8.1 is the ability to quickly re-register more than one site at a time. Please follow the steps on pages 2-5 until you end up on the 'Facilities' page.

Step 1: Select the site to be audited. A green checkmark means that the facility is selected



Safe Feed/Safe Food Version 7.0
SQFI

Search Criteria

Facility ID:

Facility Name:

[Find](#)

[Add Facility](#)

Results

FACILITY	FACILITY TYPE	
AAA1 - AAA Feed Carltons, ME 65579	Single	<input checked="" type="checkbox"/>
AAA 2 - AAA Feed 2 Carltons, ME 65579	Single	<input checked="" type="checkbox"/>

Step 2: Move to the bottom of the page and select 'Register Selected' to begin filling in the audit details.

2 Facilities selected!

[Clear](#)

[Register Selected](#)

Step 5: Select your 'Gross Sales,' 'Certification Scope,' and 'Certification Body.' Click Save and Pay after the information has been added. SQF accepts three forms of payment Credit Card, Check, and Wire.

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

AUDIT TYPE	SELECT FOR AUDIT
On-Site Audit	<input type="checkbox"/>
Remote Audit	<input type="checkbox"/>
Seal Licensing Agreement	<input type="checkbox"/>

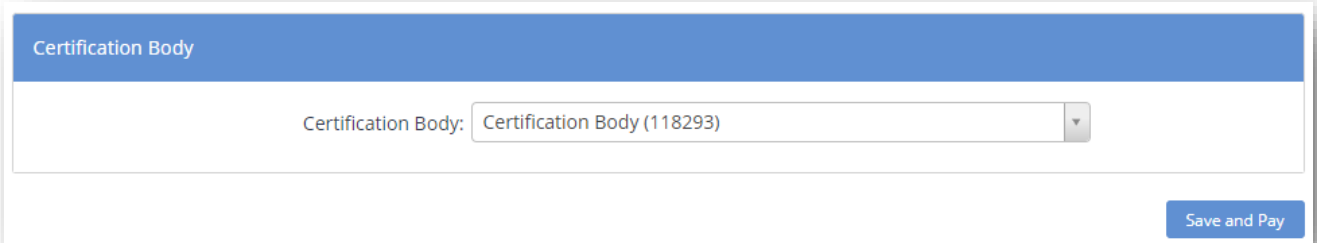
Certification Body

Certification Body: Not Selected ▼

Save and Pay

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

Step 6: After all the information is entered for each site, click on "Save and Pay" in the bottom right corner under the "Certification Body."



The screenshot shows a web interface for selecting a certification body. At the top, there is a blue header bar with the text "Certification Body". Below this, there is a white input area. On the left, the text "Certification Body:" is followed by a dropdown menu. The dropdown menu is currently open, showing the selected option "Certification Body (118293)". To the right of the dropdown menu is a small downward-pointing arrow. In the bottom right corner of the white input area, there is a blue button with the text "Save and Pay".

Step 7: The final step is to verify that the facility information is correct and scroll down to the payment method. Choose your billing designee; if it is not you, choose to add them. Then select your payment method. SQFI offers three payment methods **credit card, check, wire transfer**.

Facilities			
FACILITY	AUDITS	RATE	CHARGE
AAA1 - AAA Feed	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2417)	\$250.00	\$250.00
Subtotal			\$250.00
AAA 2 - AAA Feed 2	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2418)	\$250.00	\$250.00
Subtotal			\$250.00
Total Registration Fee			\$500.00

Enrollment Billing Discount	
ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>
<input type="button" value="Apply"/>	

Total Amount Due: \$500.00

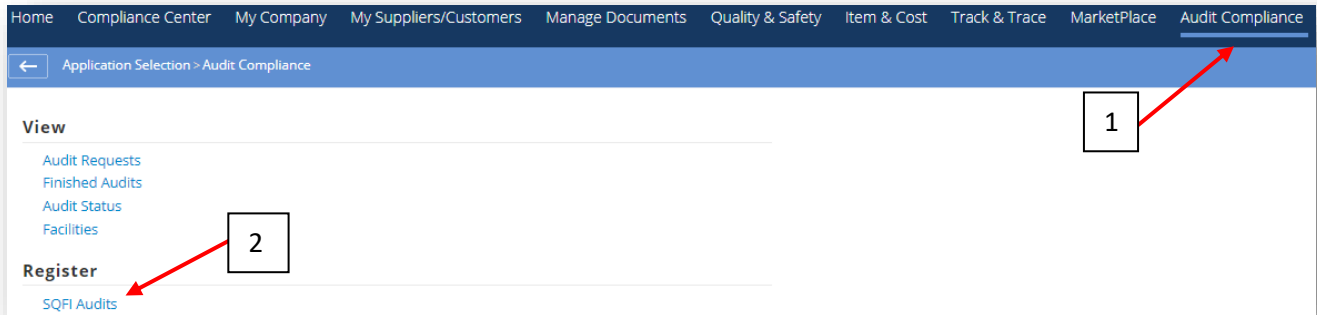
SQFI offers convenient payment methods. We employ SSL certificate encryption through our secured website to safeguard your credit card and bank account information.

ACH and Credit Card subscription payments automatically charge when due.

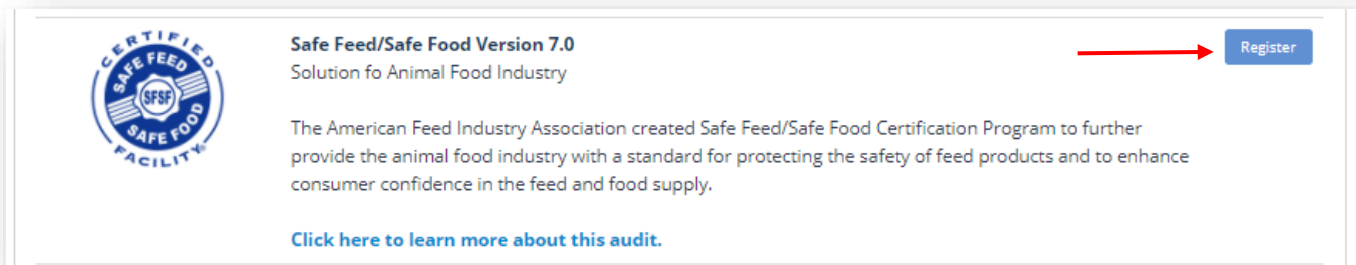
Payment Method	
Please designate a person to be SQFI's primary billing contact. If we have questions regarding invoicing, or your choice of payment, we'll contact this person.	
<input checked="" type="radio"/>	Select yourself, or a user you have already entered <input type="text" value="Not Selected"/>
<input type="radio"/>	If your billing contact is not currently a user, add them here
Method of Payment: <input type="text" value="Select method of payment"/>	

How to Add A Site

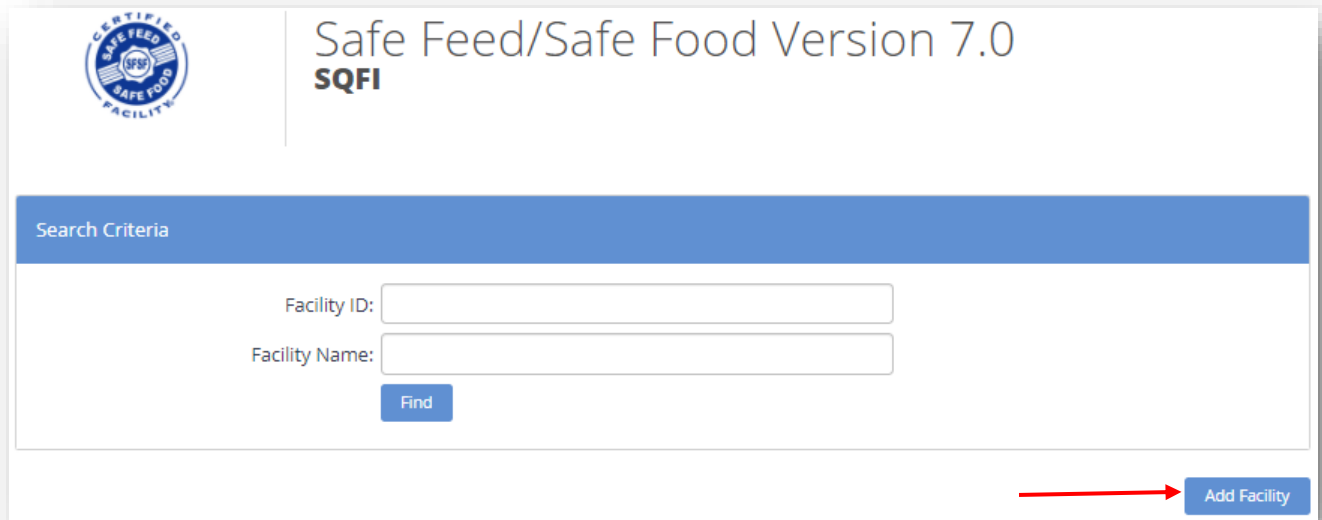
Step 1: Click on the 'Audit Compliance' tab, and then click on 'SQFI Audits' under Register.




Step 2: Select the Audit Edition that the new site will be audited to and click 'Register.'



Step 3: From here, select 'Add Facility.'



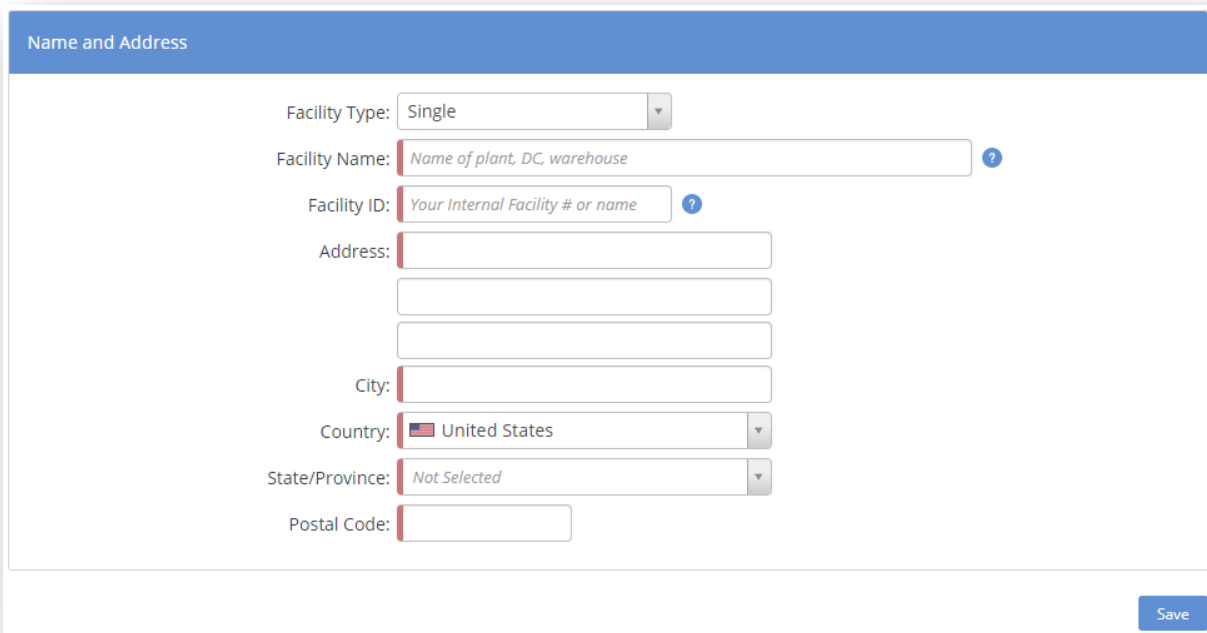
 Safe Feed/Safe Food Version 7.0
SQFI

Search Criteria

Facility ID:

Facility Name:

Step 4: 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:

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 4.

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 username?

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](#).