Updating Supplier and Facility Information

**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®

If your specific site is SQF certified and you need to re-register, 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.

The first step in re-registering a facility for your 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.
**Resetting your password**

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

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 "Reset Password."

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

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

Step 4: Next, click on “My Audits” next to the SQF Logo. You will then be taken to the home page of ReposiTrak.
Updating Supplier Information

Step 1: Click on the ‘My Company’ tab. You will then be presented with the following options and click on ‘My Company Information.’

Step 2: Make the necessary changes and click save.
Update Facility Information

Step 1: To update your facility information, please click on the My company Tab. Then, select the My Facilities option.
Step 2: Click on the action button next to the facility that needs updated information.
Step 3: Click on “Update Facility.”

Step 4: Make the changes that are needed and click on save

The facility information is now updated.
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.