

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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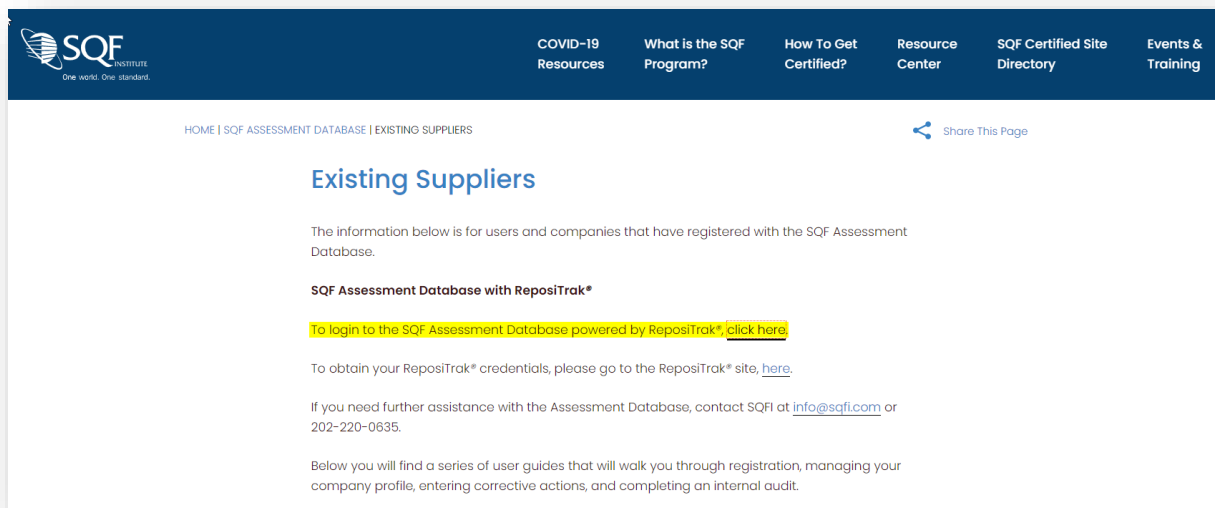
Logging into ReposiTrak®

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/>

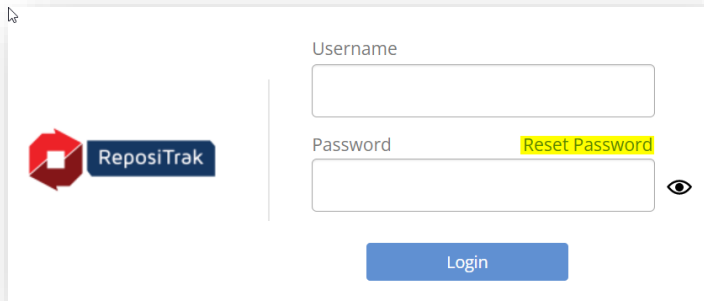
Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will be prompted to enter your username and password. You will then be presented with the screen below.



The screenshot shows the SQF Existing Suppliers page. At the top is a dark blue navigation bar with the SQF logo on the left and several menu items: COVID-19 Resources, What is the SQF Program?, How To Get Certified?, Resource Center, SQF Certified Site Directory, and Events & Training. Below the navigation bar is a breadcrumb trail: HOME | SQF ASSESSMENT DATABASE | EXISTING SUPPLIERS. To the right of the breadcrumb is a 'Share This Page' button. The main heading is 'Existing Suppliers'. Below this is a paragraph: 'The information below is for users and companies that have registered with the SQF Assessment Database.' This is followed by a sub-heading: 'SQF Assessment Database with ReposiTrak*'. A yellow highlighted text box contains the instruction: 'To login to the SQF Assessment Database powered by ReposiTrak*, click here'. Below this is another paragraph: 'To obtain your ReposiTrak* credentials, please go to the ReposiTrak* site, [here](#).' The next paragraph says: 'If you need further assistance with the Assessment Database, contact SQFI at info@sqfi.com or 202-220-0635.' The final paragraph states: 'Below you will find a series of user guides that will walk you through registration, managing your company profile, entering corrective actions, and completing an internal audit.'

Resetting your password

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

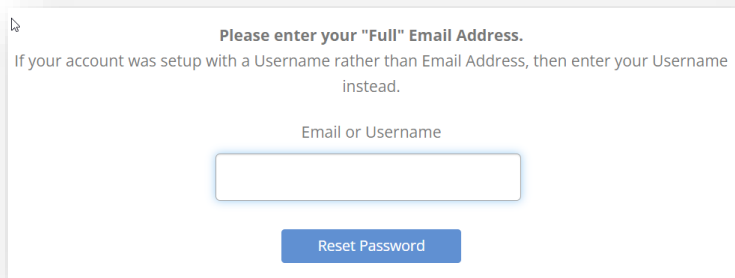


The screenshot shows the ReposiTrak login interface. On the left is the ReposiTrak logo. On the right, there are two input fields: 'Username' and 'Password'. A yellow highlight is placed over the 'Reset Password' link located to the right of the password field. Below the fields is a blue 'Login' button.

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.

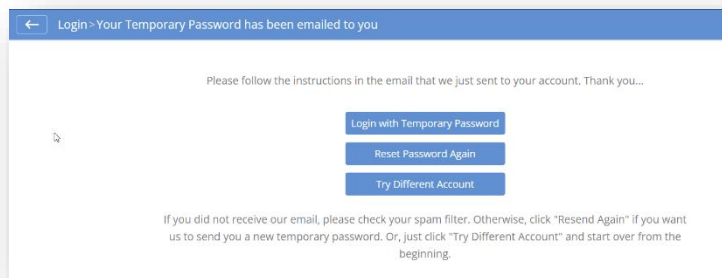
Resetting Password

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 "Reset Password."



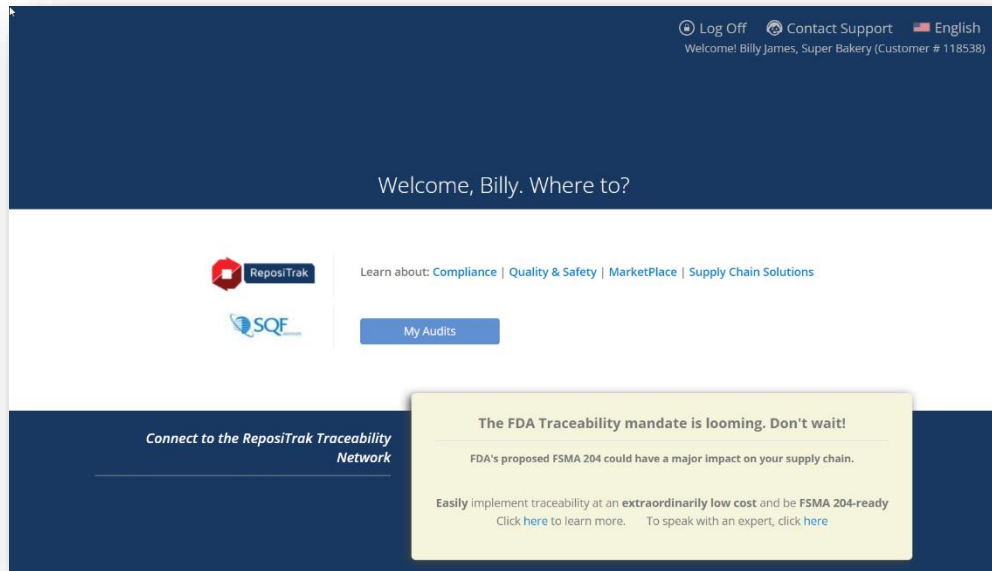
The screenshot shows a screen titled 'Please enter your "Full" Email Address.' Below the title, it says 'If your account was setup with a Username rather than Email Address, then enter your Username instead.' There is a single input field labeled 'Email or Username' and a blue 'Reset Password' button below it.

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

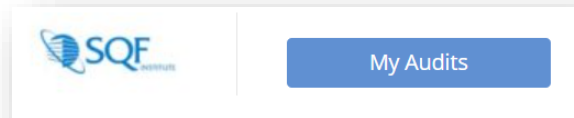


The screenshot shows a screen titled 'Login - Your Temporary Password has been emailed to you'. Below the title, it says 'Please follow the instructions in the email that we just sent to your account. Thank you...'. There are three buttons: 'Login with Temporary Password', 'Reset Password Again', and '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.

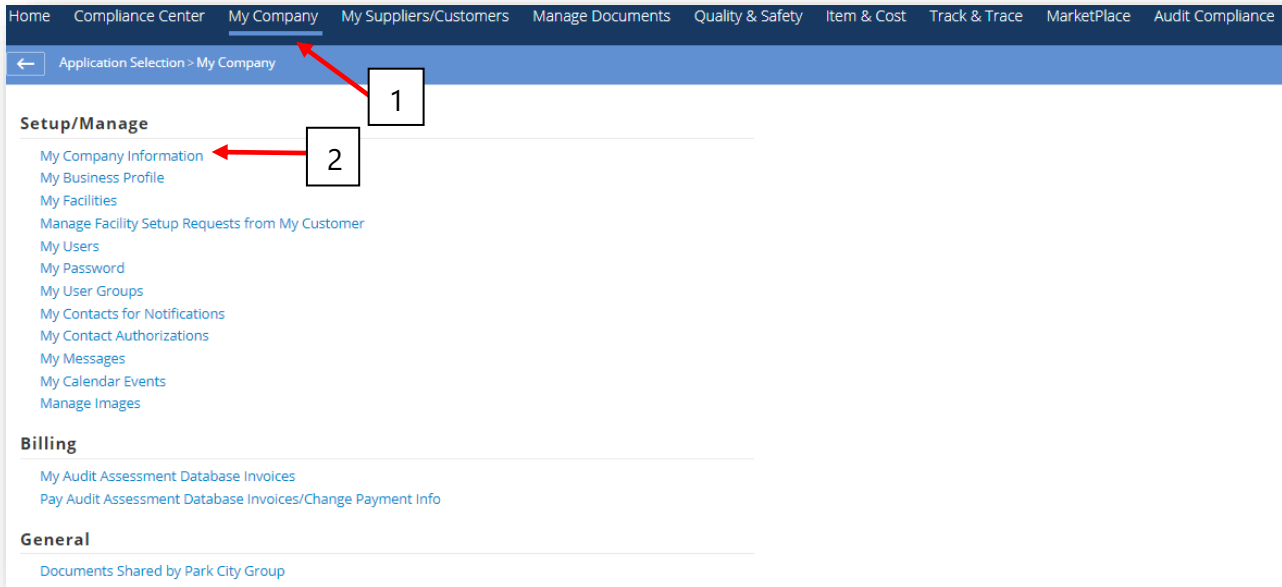


Step 4: Next, click on "My Audits" next to the SQF Logo. You will then be taken to the home page of Repositrak.

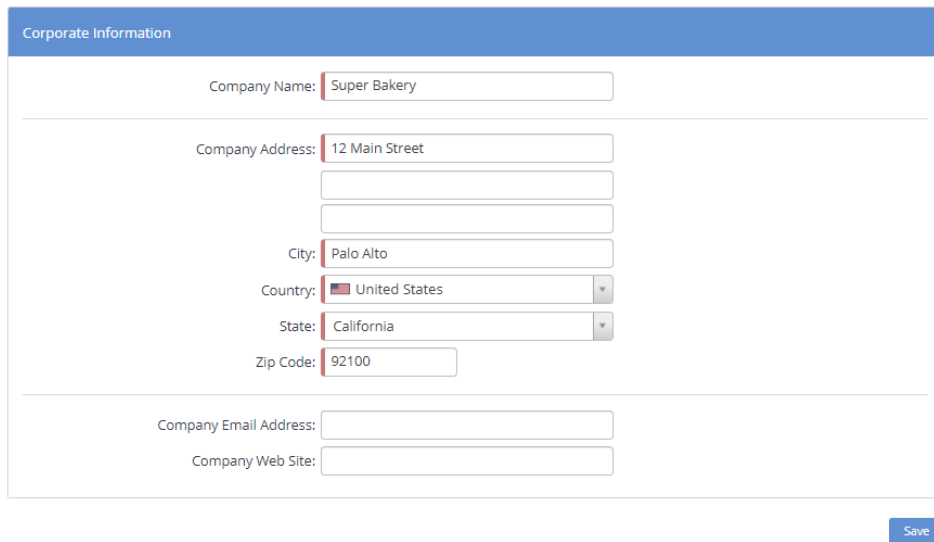


Updating Supplier Information

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.



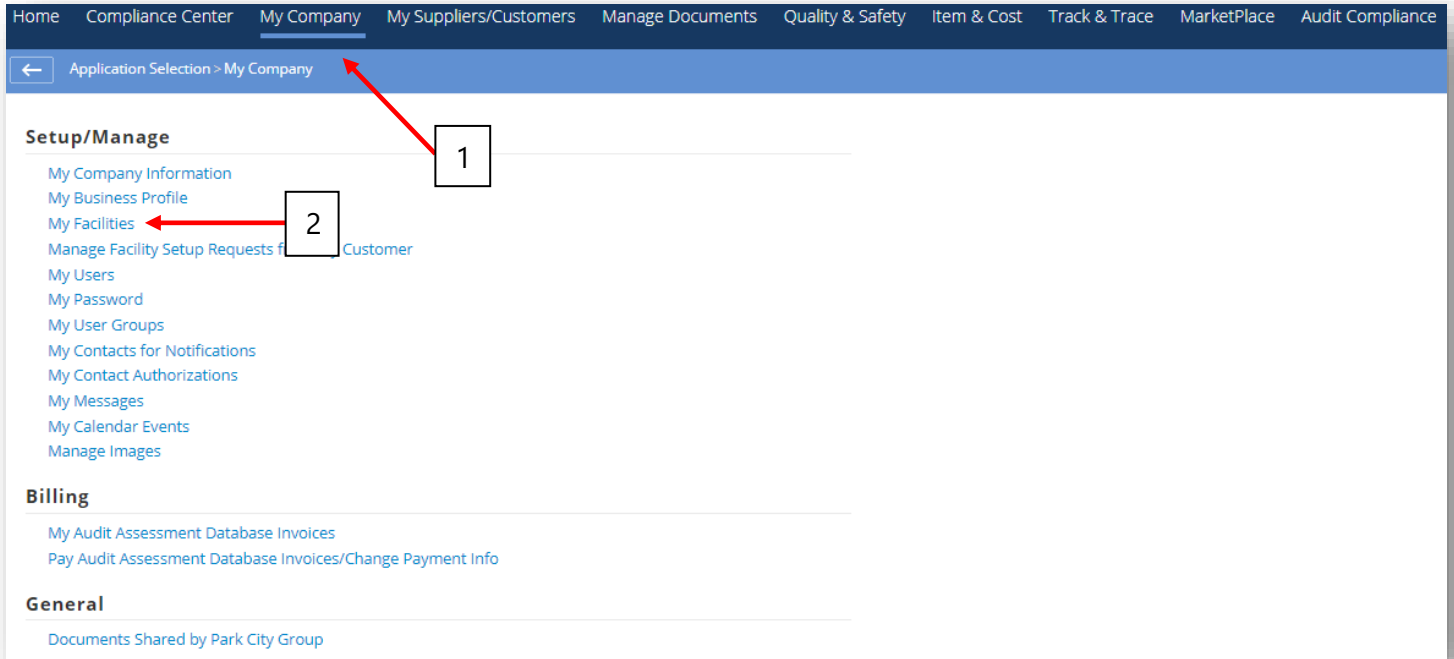
The screenshot shows the 'Corporate Information' form. The form fields are as follows:

- Company Name:
- Company Address:
- City:
- Country:
- State:
- Zip Code:
- Company Email Address:
- Company Web Site:

A 'Save' button is located at the bottom right of the form.

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.

Search Criteria

Facility ID:

Facility Name:

Customer: *Not Selected* ▼

[Find](#)

[Add Facility](#)

Results

| FACILITY NAME | FACILITY ID | ADDRESS | CUSTOMERS | Action▼ |
|--------------------|------------------|---------------------|--------------|--|
| Abrams Apples Pies | Abrams | Carltons, AR 65579 | SQFI (18038) | Action▼ |
| Addam's Pastries | Addam's Pastries | Jediville, MS 34959 | SQFI (18038) | Action▼ |
| API Test | AT | Edmond, OK 73001 | SQFI (18038) | Action▼ |
| Bakery Washington | WDC | Washington, SW 2000 | SQFI (18038) | Action▼ |

Step 3: Click on "Update Facility."



FACILITY

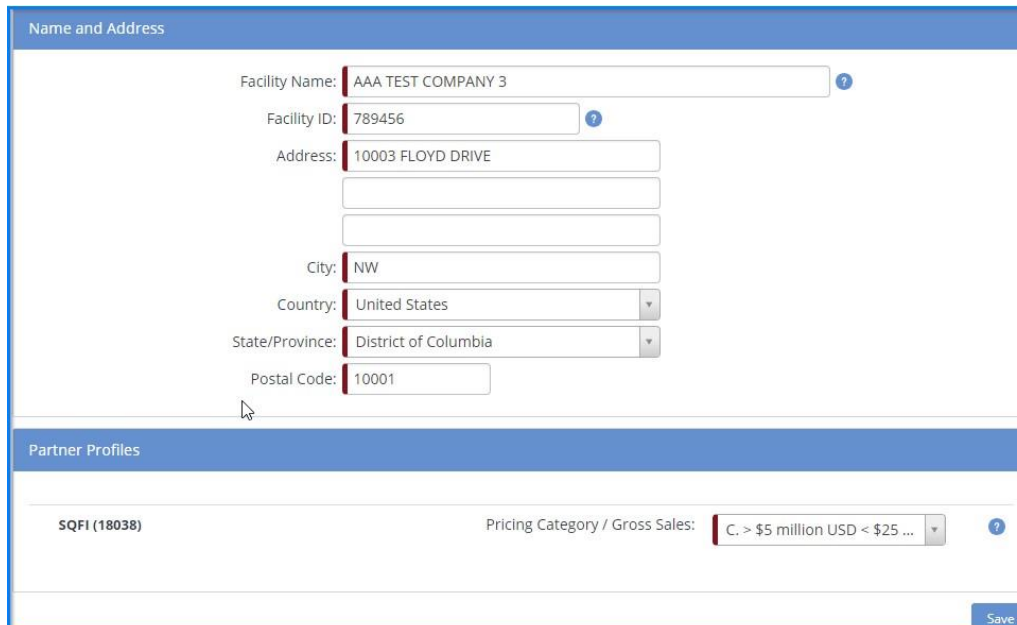
- Update Facility ←
- Update Facility Name
- Update Facility Address
- Update Facility Contact Information
- View on Map

SQF FOOD SAFETY AUDIT EDITION 9

- View SQF Food Safety Audit Edition 9 (Request Nbr: 2395)
- Cancel SQF Food Safety Audit Edition 9 (Request Nbr: 2395)

SQF FOOD RETAIL AUDIT EDITION 8.1

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



Name and Address

Facility Name: AAA TEST COMPANY 3

Facility ID: 789456

Address: 10003 FLOYD DRIVE

City: NW

Country: United States

State/Province: District of Columbia

Postal Code: 10001

Partner Profiles

SQFI (18038) Pricing Category / Gross Sales: C. > \$5 million USD < \$25 ...

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](#).