Registering for Safe Feed Safe Food

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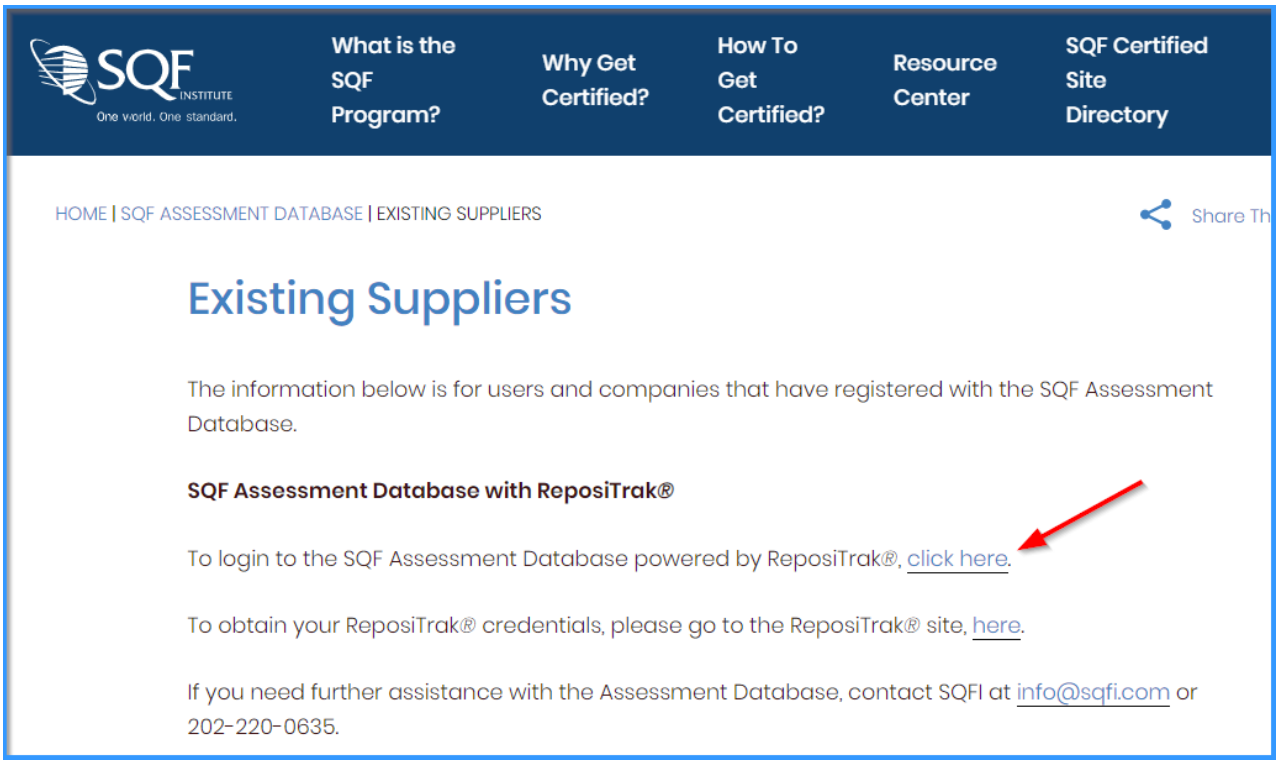
Logging into ReposiTrak®

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 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".

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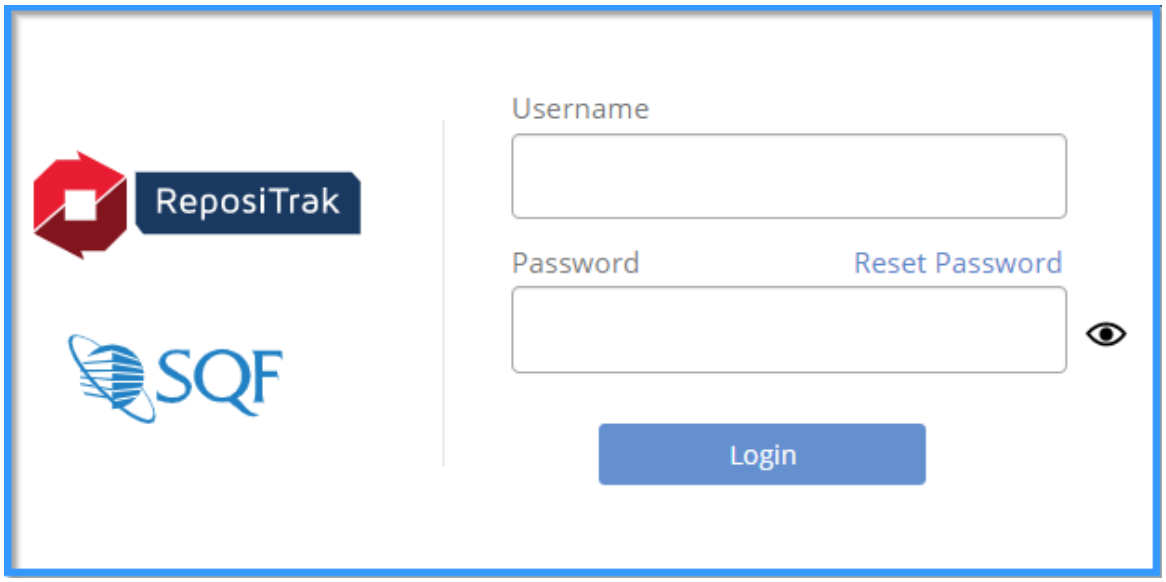
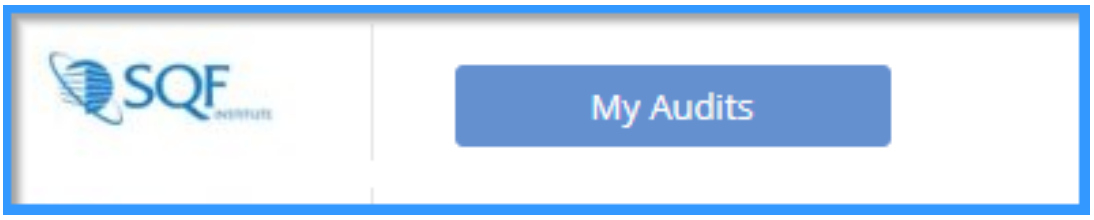


Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.



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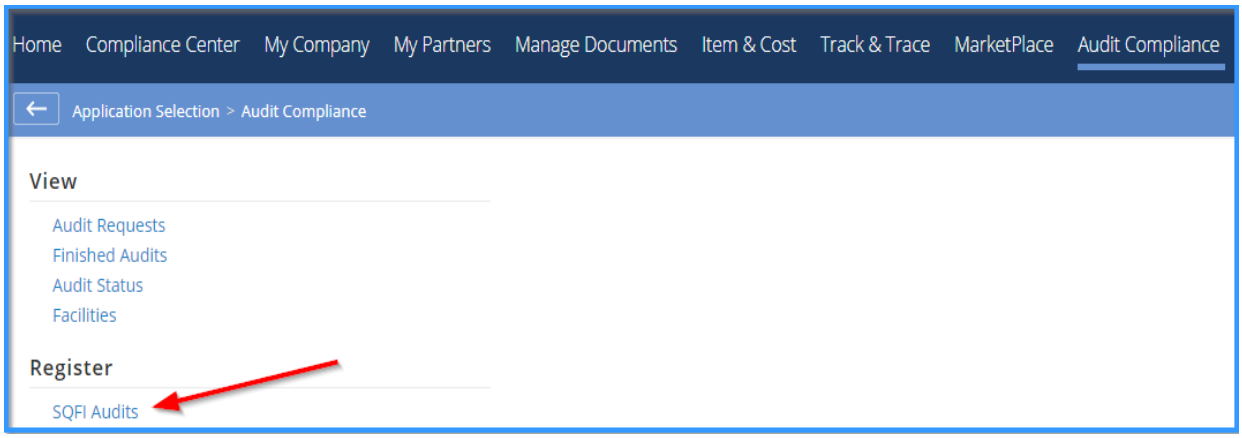
Re-registering in ReposiTrak ®

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 '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.

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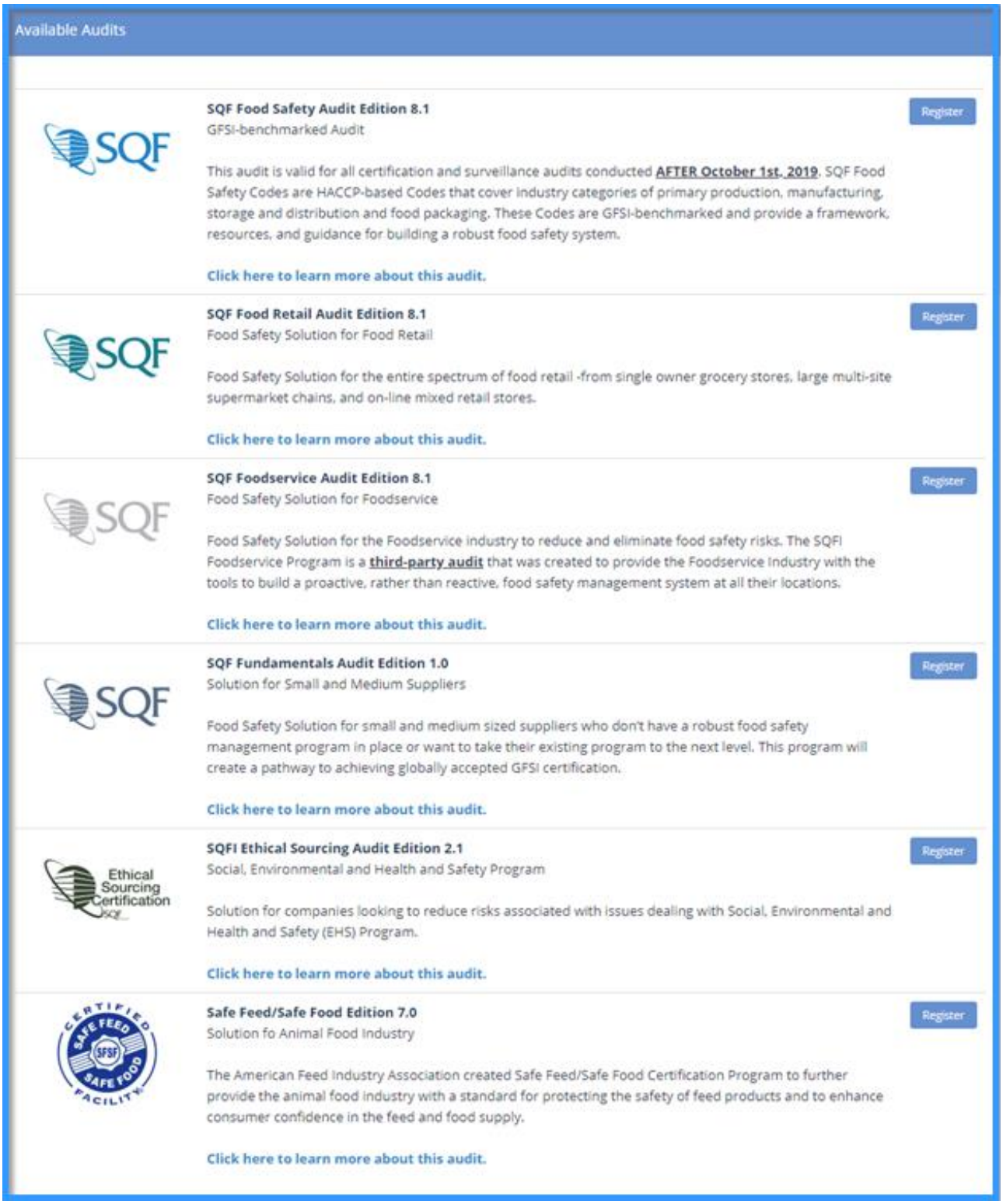

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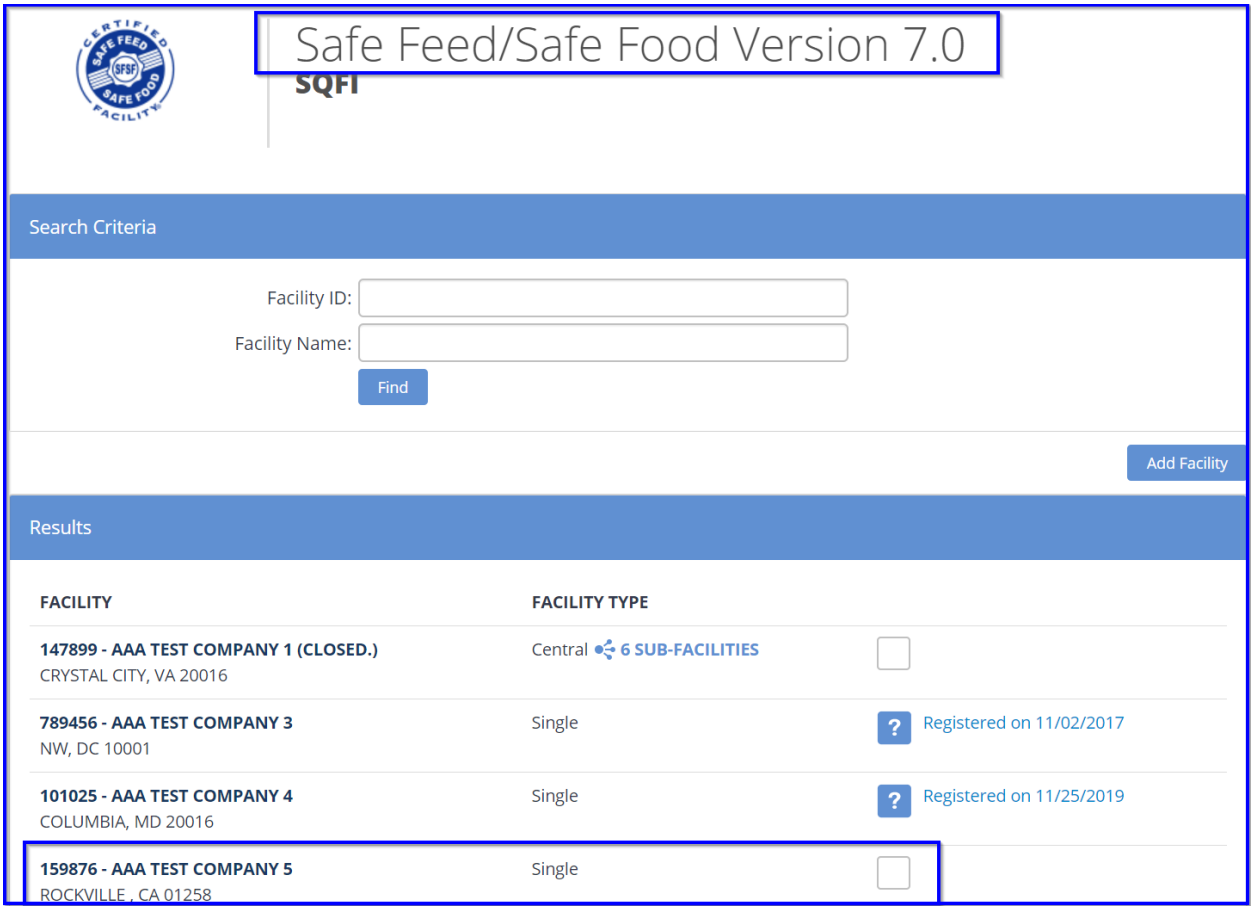
Next, you will be brought to your 'Facilities' page, which will list all facilities under your supplier grouping. It is important to understand this page and what is required to register for the upcoming audit. See below the image for a description of each section. Please DO NOT add a facility until you have checked all sites that are available.



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.

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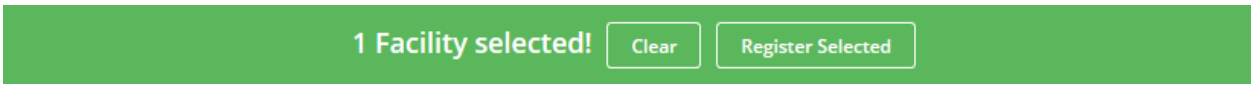
The 'Register' column will not allow you to register if your previous audit request has not been completed. Please reach out to your Certification Body if this shows to see why the last request has not been phased to finished.

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

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



You will then be brought to the first page of the registration, Here, you will fill in the information pertaining to your gross sales, the Certification Scope, and the Certification Body that will conduct the audit. Please note that a Safe Feed/Safe Food audit has a flat fee of $250 annually regardless of the gross sales selected.

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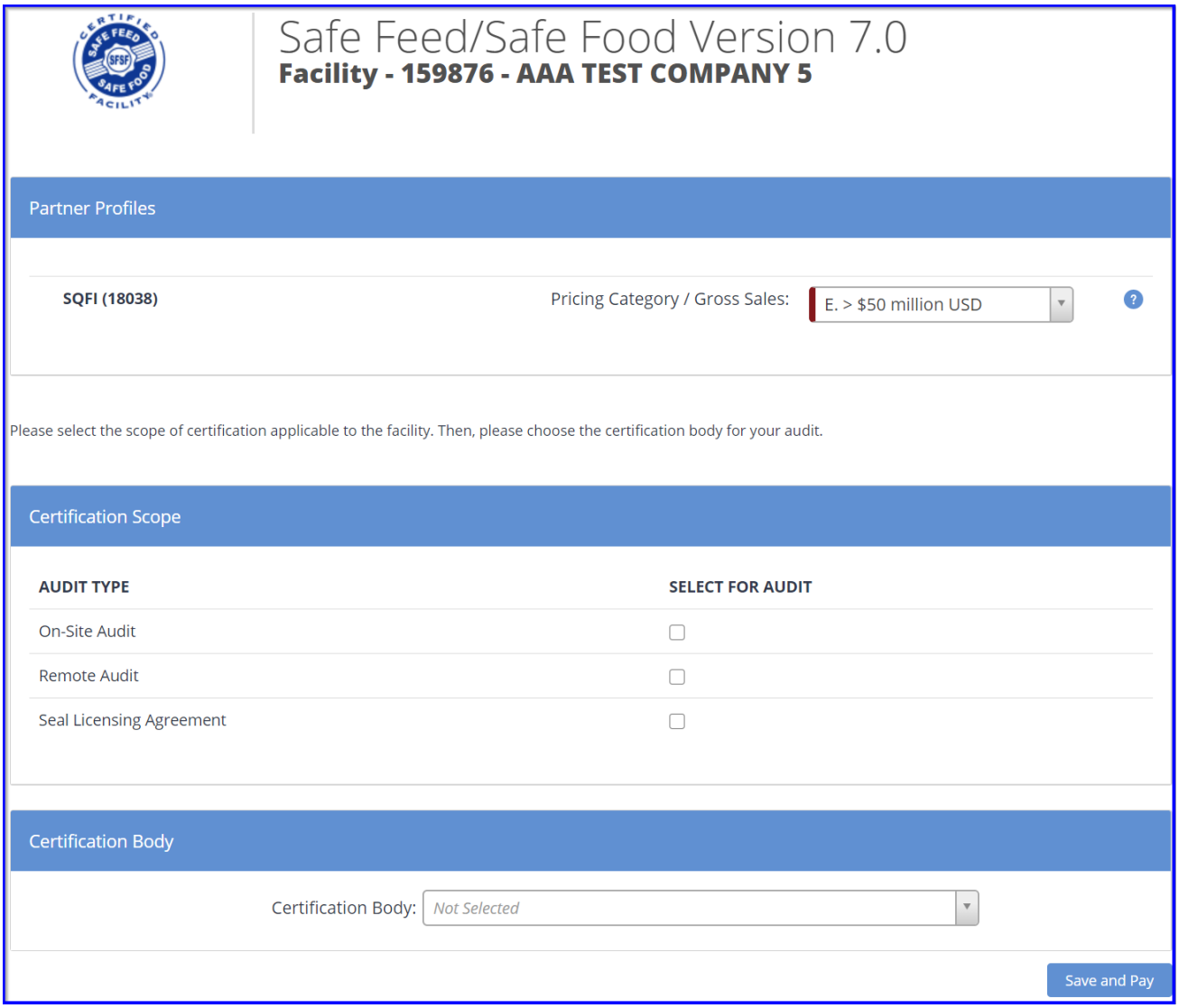

Click Save and Pay after the information has been added. Next, review the information as shown below to make sure everything is accurate. Also, please be aware that SQF does not have a Enrollment Billing Discount, so please bypass that section.

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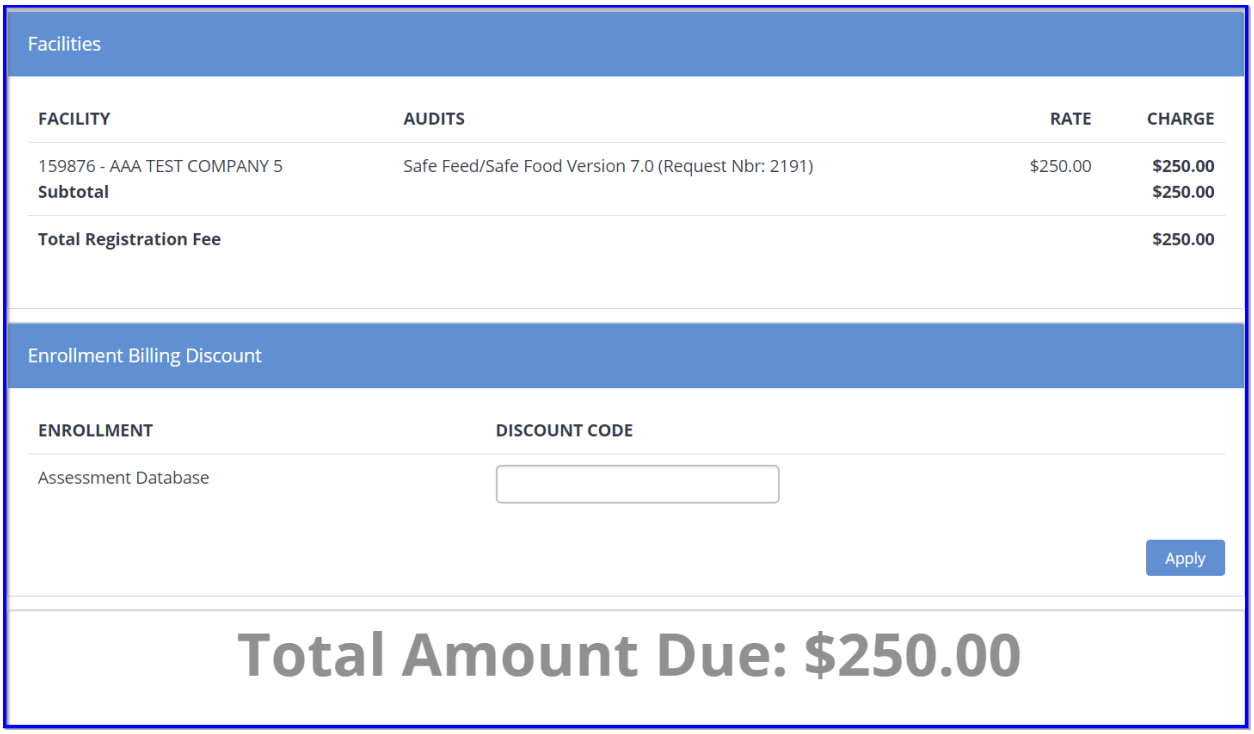
Finally, review the information that has been selected. This includes making sure the correct facility and audit type have been selected.



***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'.

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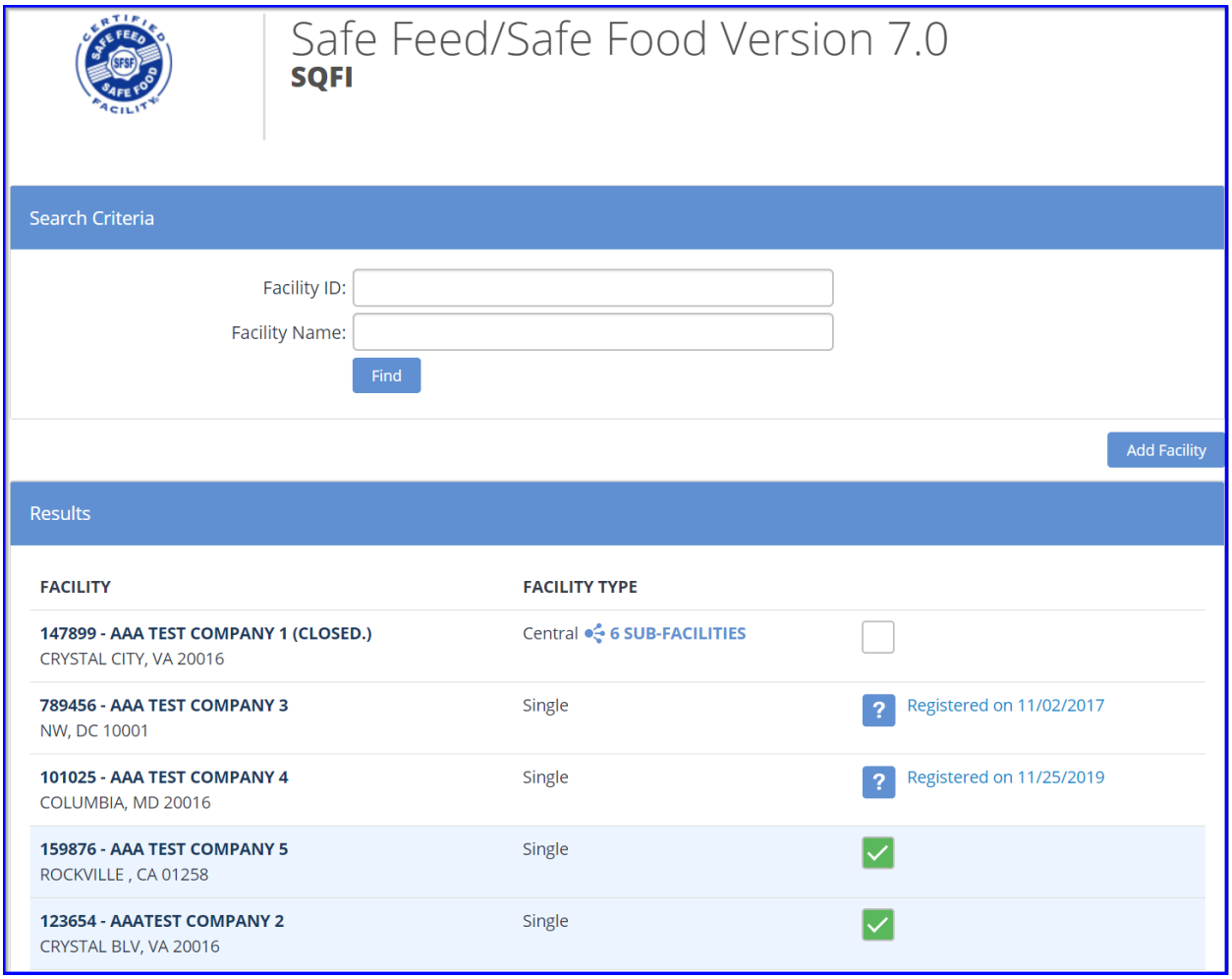
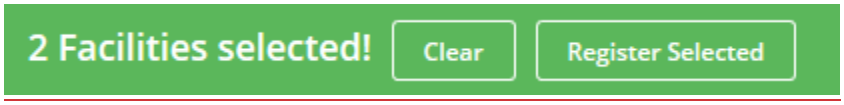
Re-registering Multiple Sites

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.



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.**

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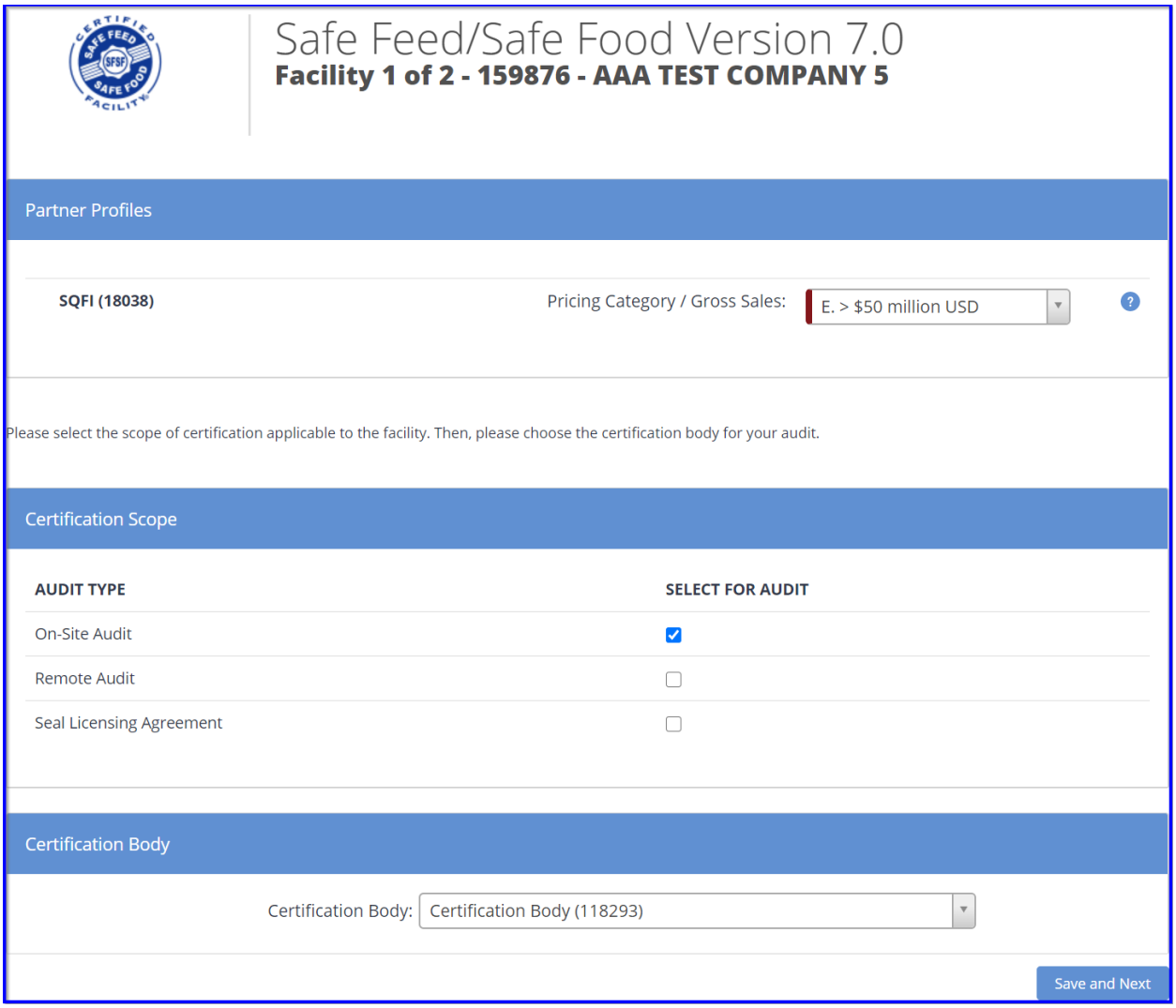
Just as you would for registering just one site, please select the Gross Sales range, Certification Scope, and Certification Body for each site. Then, the option at the bottom of the page will state 'Save and Next' until all selected sites have had their information entered.



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

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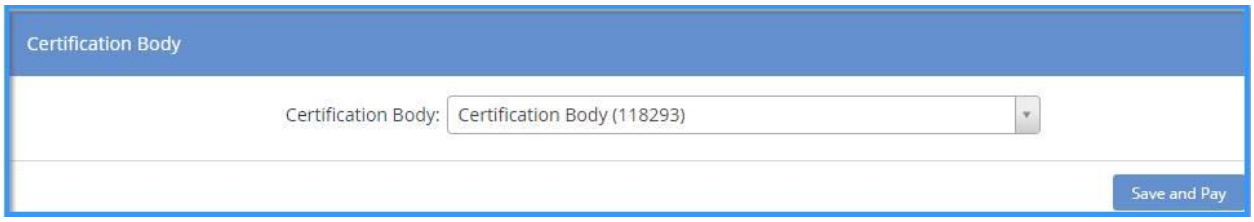
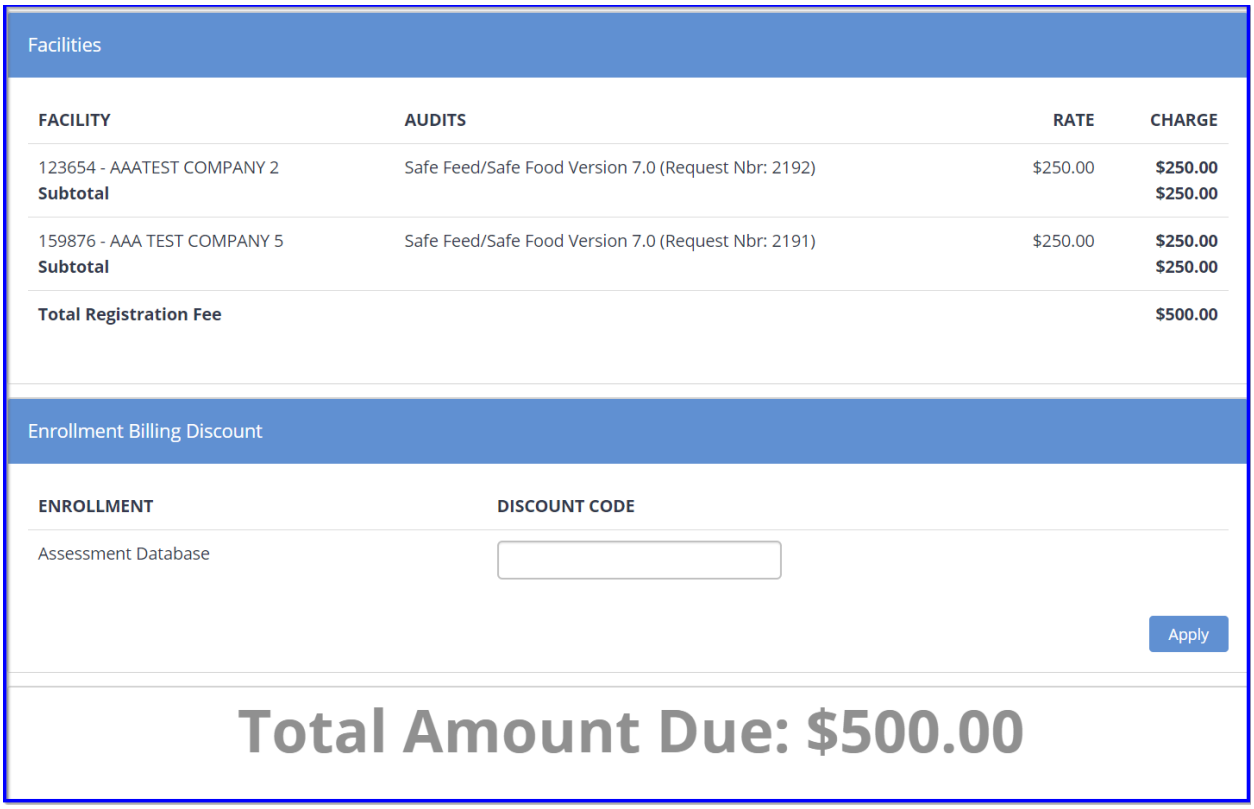


From here, you can now see the two or more sites that have been selected and the fee for each of the sties.



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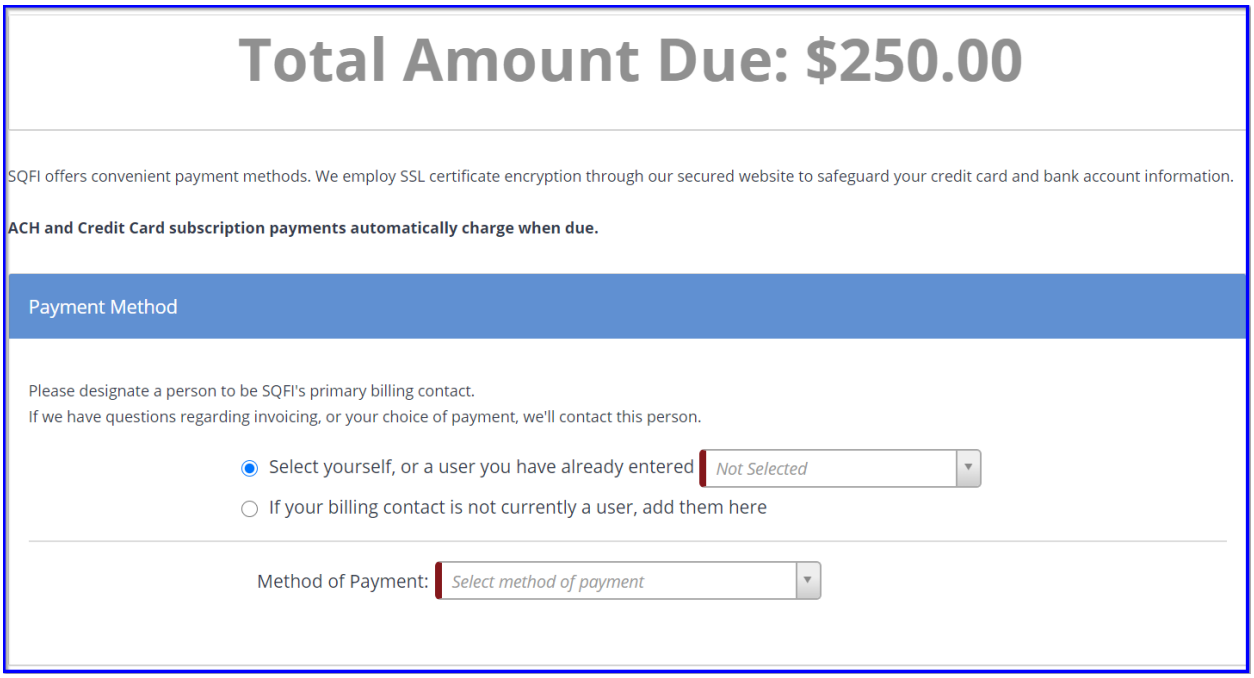
Finally, choose your billing arranger and payment option that will apply to both sites. The registration process will need to be completed twice if your company needs to have an individual invoice for each site.



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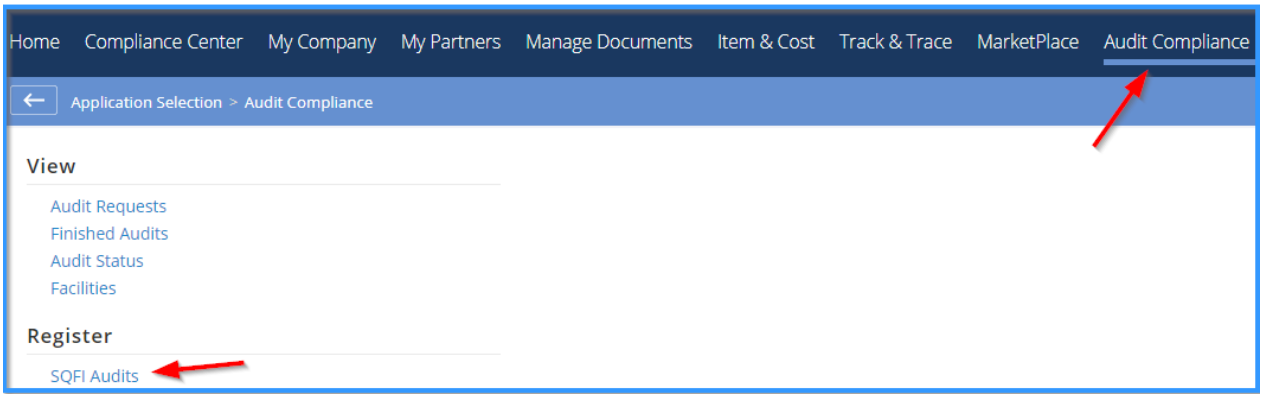
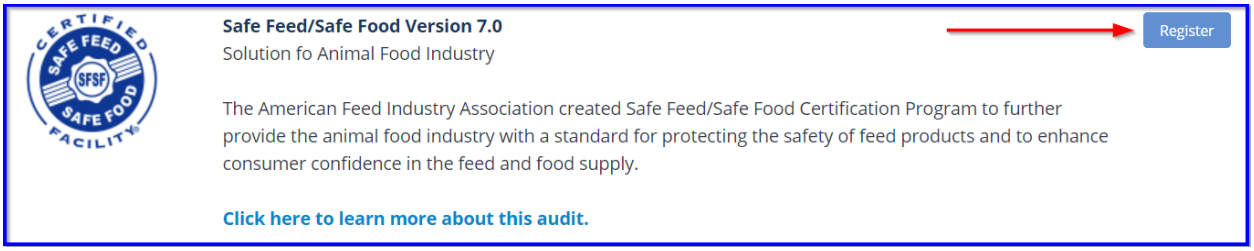
How to Add A Site

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'.

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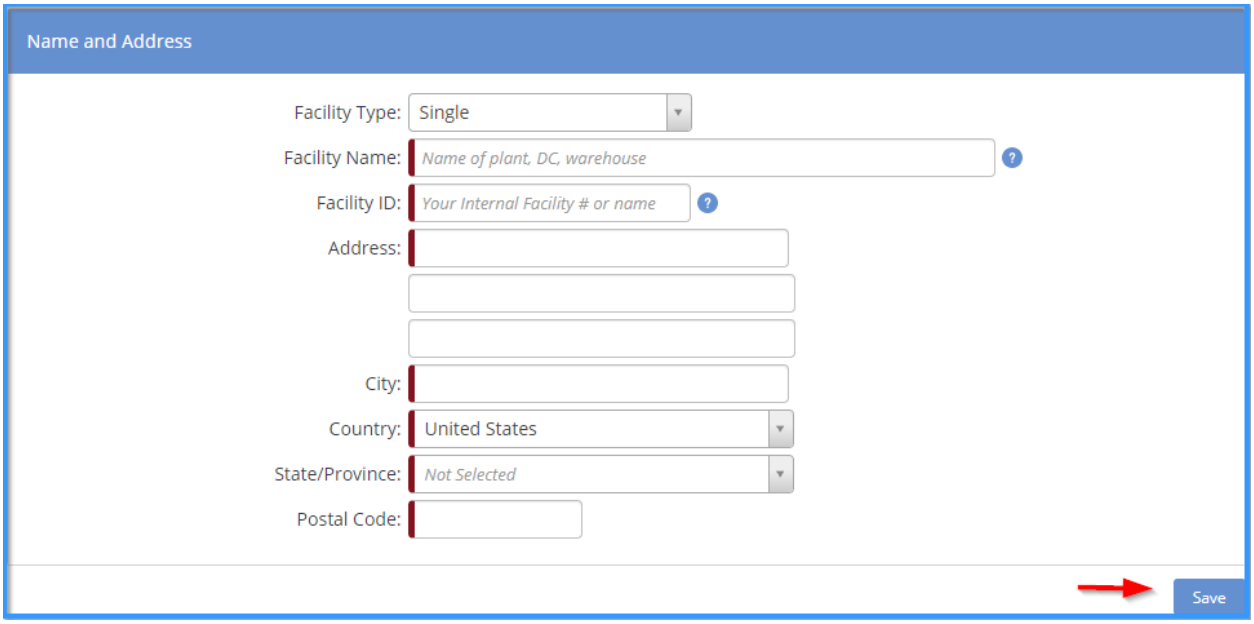
The following information must be entered, and then click 'Save'.



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.

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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.

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