

Registering for Safe Feed Safe Food

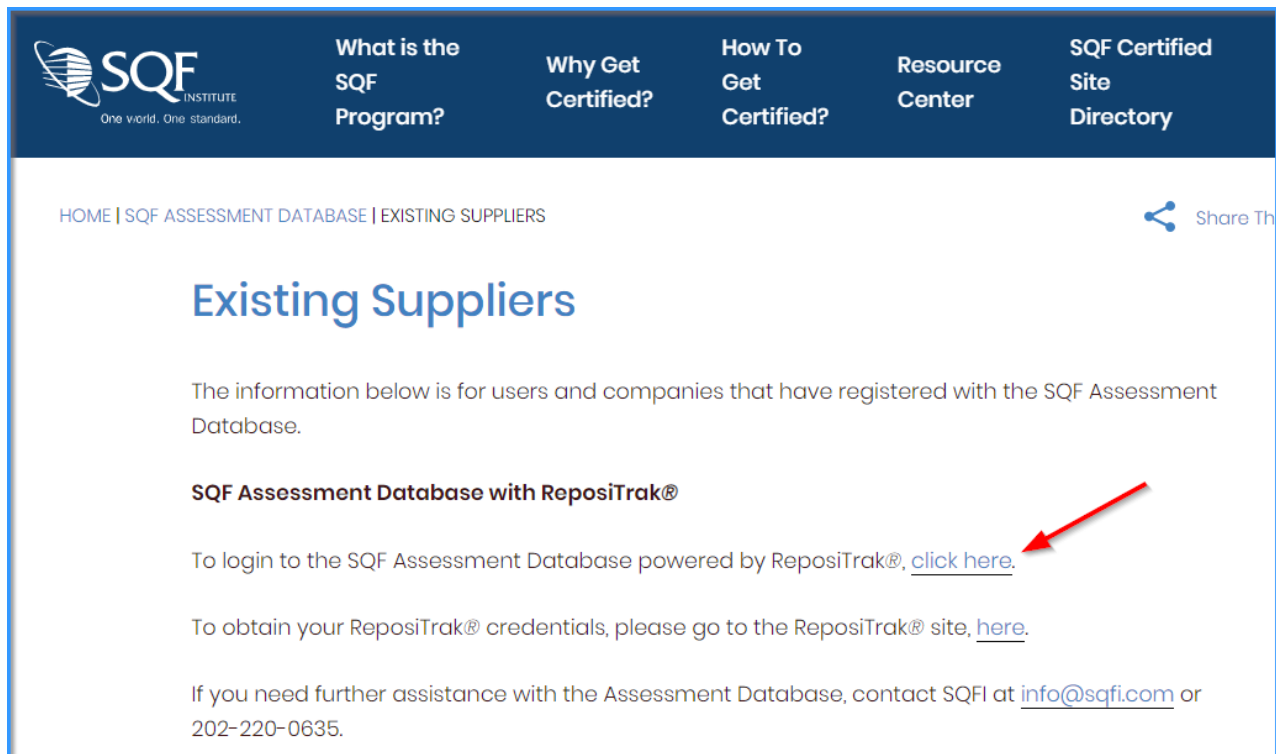
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Logging into ReposiTrak®

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:

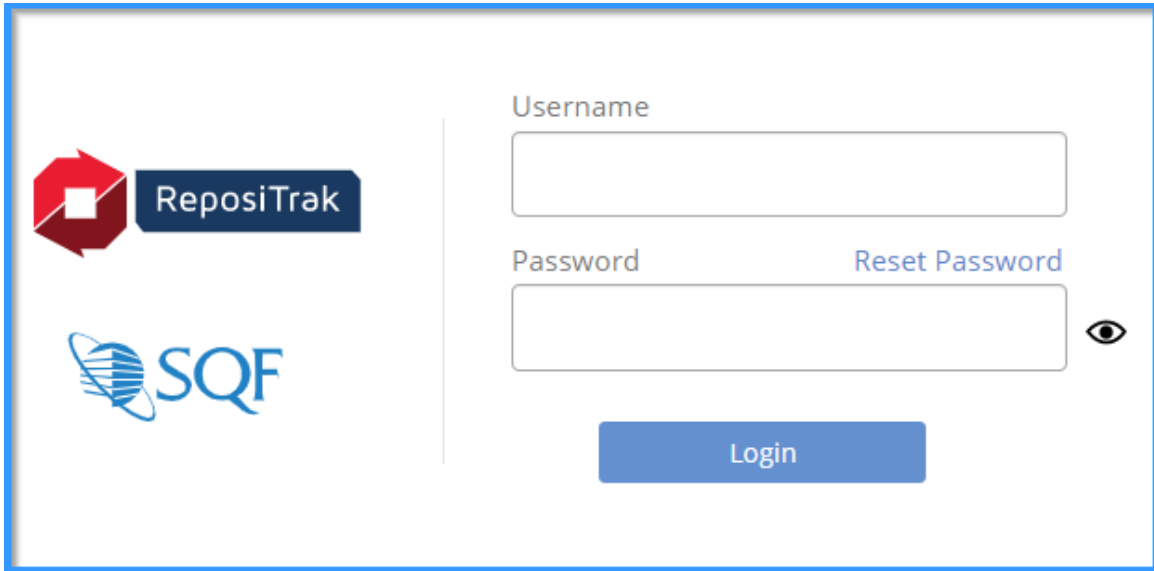
<https://www.sqfi.com/assessment-database/existing-suppliers/>



The screenshot shows the SQF website's "Existing Suppliers" page. The header includes the SQF logo and navigation links: "What is the SQF Program?", "Why Get Certified?", "How To Get Certified?", "Resource Center", and "SQF Certified Site Directory". The main content area has a breadcrumb trail: "HOME | SQF ASSESSMENT DATABASE | EXISTING SUPPLIERS" and a "Share This" button. The title "Existing Suppliers" is prominently displayed. Below the title, a paragraph states: "The information below is for users and companies that have registered with the SQF Assessment Database." A sub-section titled "SQF Assessment Database with ReposiTrak®" contains two paragraphs. The first paragraph says: "To login to the SQF Assessment Database powered by ReposiTrak®, [click here](#)." A red arrow points to this link. The second paragraph says: "To obtain your ReposiTrak® credentials, please go to the ReposiTrak® site, [here](#)." A final paragraph provides contact information: "If you need further assistance with the Assessment Database, contact SQFI at info@sqfi.com or 202-220-0635."

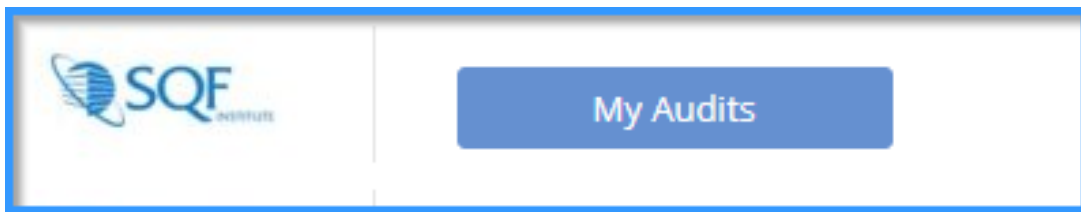
Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password.

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".



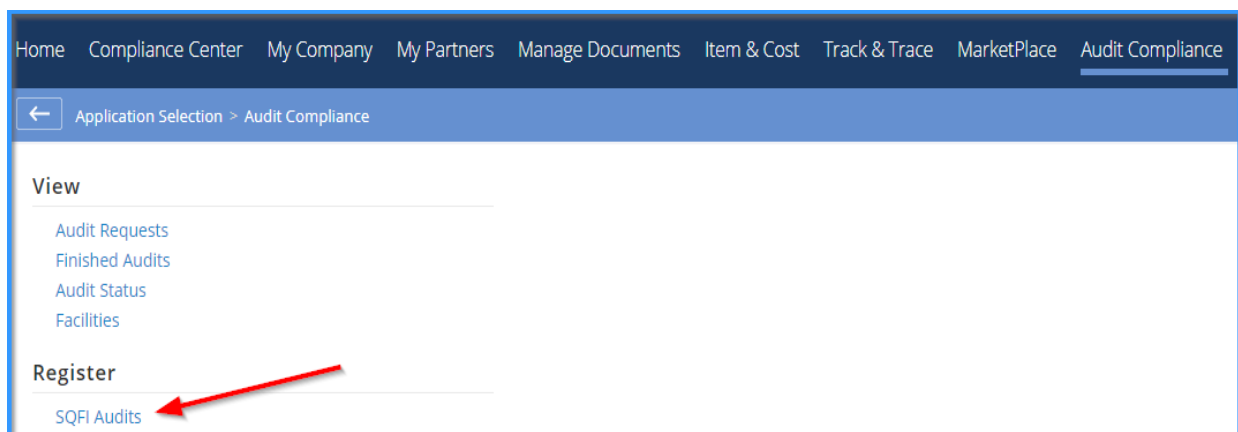
The image shows a login interface for ReposiTrak. On the left, there is a red and white ReposiTrak logo and the SQF logo below it. On the right, there are two input fields: "Username" and "Password". The "Password" field has a "Reset Password" link to its right and an eye icon to its left. Below the input fields is a blue "Login" button.

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 ®

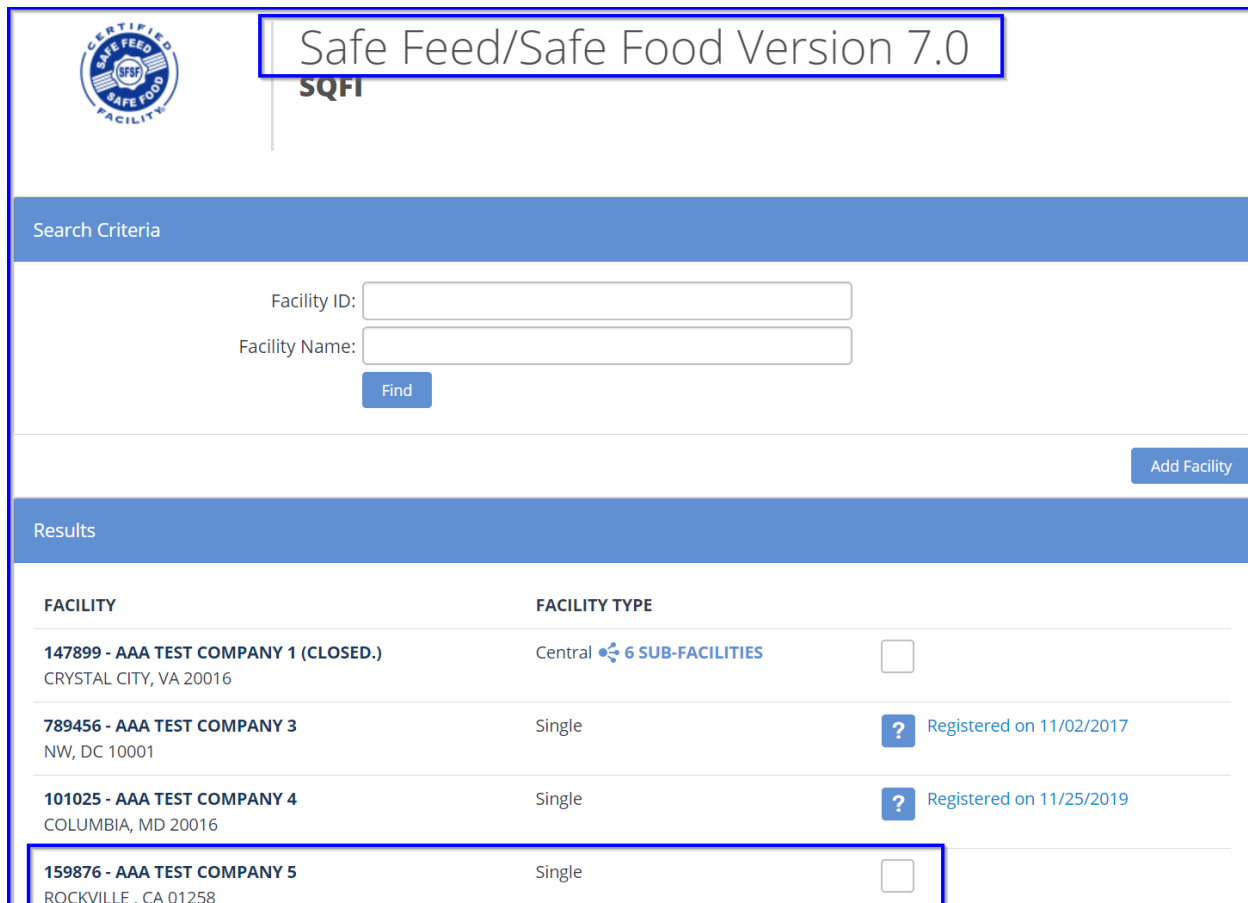
Now that you are logged into ReposiTrak, it is time to register for your upcoming audit. The first step will be to click on the 'Audit Compliance' tab. The following options will be available, and you will need to select 'SQFI Audits' under Register.



The next page is where you will be able to select '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 8.1 GFSI-benchmarked Audit</p>	Register
<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>		
	<p>SQF Food Retail Audit Edition 8.1 Food Safety Solution for Food Retail</p>	Register
<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>		
	<p>SQF Foodservice Audit Edition 8.1 Food Safety Solution for Foodservice</p>	Register
<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>		
	<p>SQF Fundamentals Audit Edition 1.0 Solution for Small and Medium Suppliers</p>	Register
<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>		
	<p>SQFI Ethical Sourcing Audit Edition 2.1 Social, Environmental and Health and Safety Program</p>	Register
<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>		
	<p>Safe Feed/Safe Food Edition 7.0 Solution fo Animal Food Industry</p>	Register
<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>		

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.



Safe Feed/Safe Food Version 7.0
SQFI

Search Criteria

Facility ID:

Facility Name:

Find

Add Facility

Results

FACILITY	FACILITY TYPE	
147899 - AAA TEST COMPANY 1 (CLOSED.) CRYSTAL CITY, VA 20016	Central 6 SUB-FACILITIES	<input type="checkbox"/>
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	Registered on 11/02/2017
101025 - AAA TEST COMPANY 4 COLUMBIA, MD 20016	Single	Registered on 11/25/2019
159876 - AAA TEST COMPANY 5 ROCKVILLE, CA 01258	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 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'.

1 Facility selected!

Clear

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.



Safe Feed/Safe Food Version 7.0

Facility - 159876 - AAA TEST COMPANY 5

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

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.

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

Facilities			
FACILITY	AUDITS	RATE	CHARGE
159876 - AAA TEST COMPANY 5	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2191)	\$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


***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'.

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.



Safe Feed/Safe Food Version 7.0

SQFI

Search Criteria

Facility ID:

Facility Name:

[Find](#)

[Add Facility](#)

Results

FACILITY	FACILITY TYPE	Status
147899 - AAA TEST COMPANY 1 (CLOSED.) CRYSTAL CITY, VA 20016	Central 6 SUB-FACILITIES	<input type="checkbox"/>
789456 - AAA TEST COMPANY 3 NW, DC 10001	Single	Registered on 11/02/2017
101025 - AAA TEST COMPANY 4 COLUMBIA, MD 20016	Single	Registered on 11/25/2019
159876 - AAA TEST COMPANY 5 ROCKVILLE, CA 01258	Single	
123654 - AAATEST COMPANY 2 CRYSTAL BLV, VA 20016	Single	

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


2 Facilities selected!

[Clear](#)

[Register Selected](#)

***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.



Safe Feed/Safe Food Version 7.0

Facility 1 of 2 - 159876 - AAA TEST COMPANY 5

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 checked="" type="checkbox"/>
Remote Audit	<input type="checkbox"/>
Seal Licensing Agreement	<input type="checkbox"/>

Certification Body

Certification Body: Certification Body (118293)

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 sties.

Facilities

FACILITY	AUDITS	RATE	CHARGE
123654 - AAATEST COMPANY 2	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2192)	\$250.00	\$250.00
Subtotal			\$250.00
159876 - AAA TEST COMPANY 5	Safe Feed/Safe Food Version 7.0 (Request Nbr: 2191)	\$250.00	\$250.00
Subtotal			\$250.00
Total Registration Fee			\$500.00

Enrollment Billing Discount

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

[Apply](#)

Total Amount Due: \$500.00

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.

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

Please designate a person to be SQFI's primary billing contact.

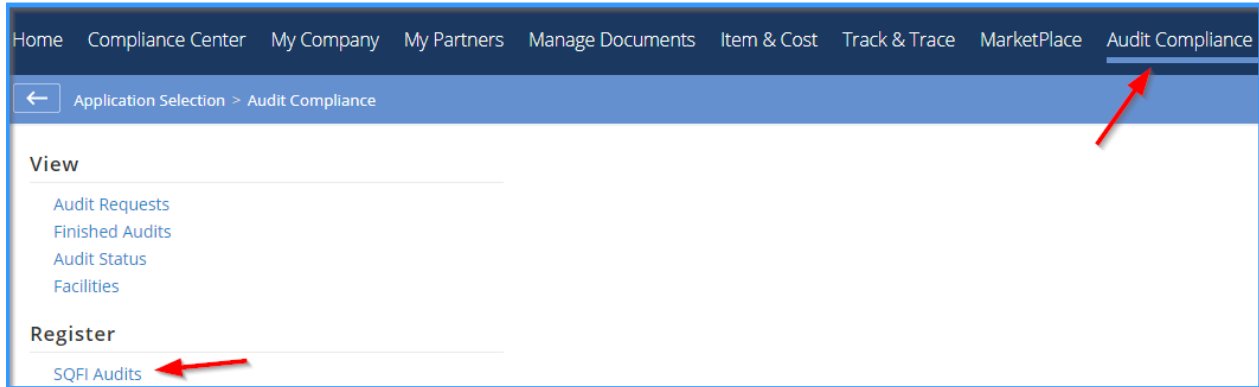
If we have questions regarding invoicing, or your choice of payment, we'll contact this person.

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

Method of Payment:

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.



Home Compliance Center My Company My Partners Manage Documents Item & Cost Track & Trace MarketPlace **Audit Compliance**

← Application Selection > Audit Compliance

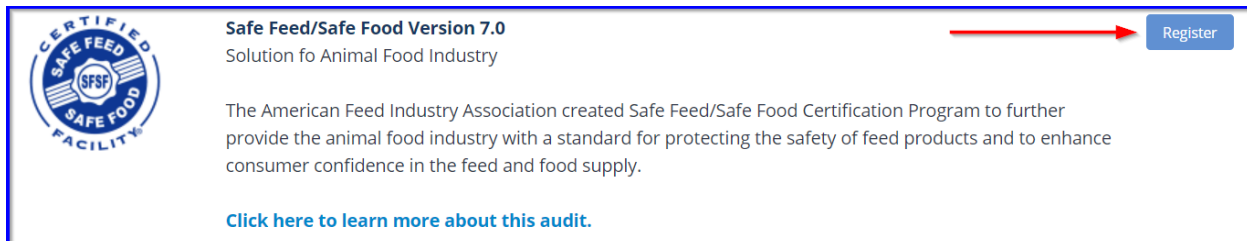
View


- Audit Requests
- Finished Audits
- Audit Status
- Facilities

Register

- SQFI Audits**

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



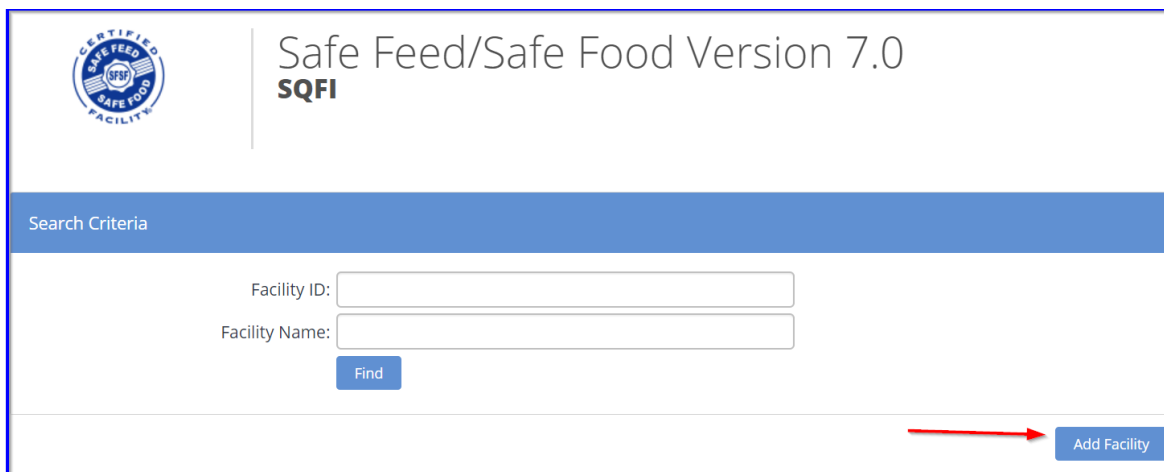
 **Safe Feed/Safe Food Version 7.0**
Solution fo Animal Food Industry


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.

[Click here to learn more about this audit.](#)

Register

From here, select 'Add Facility'.



 **Safe Feed/Safe Food Version 7.0**
SQFI

Search Criteria

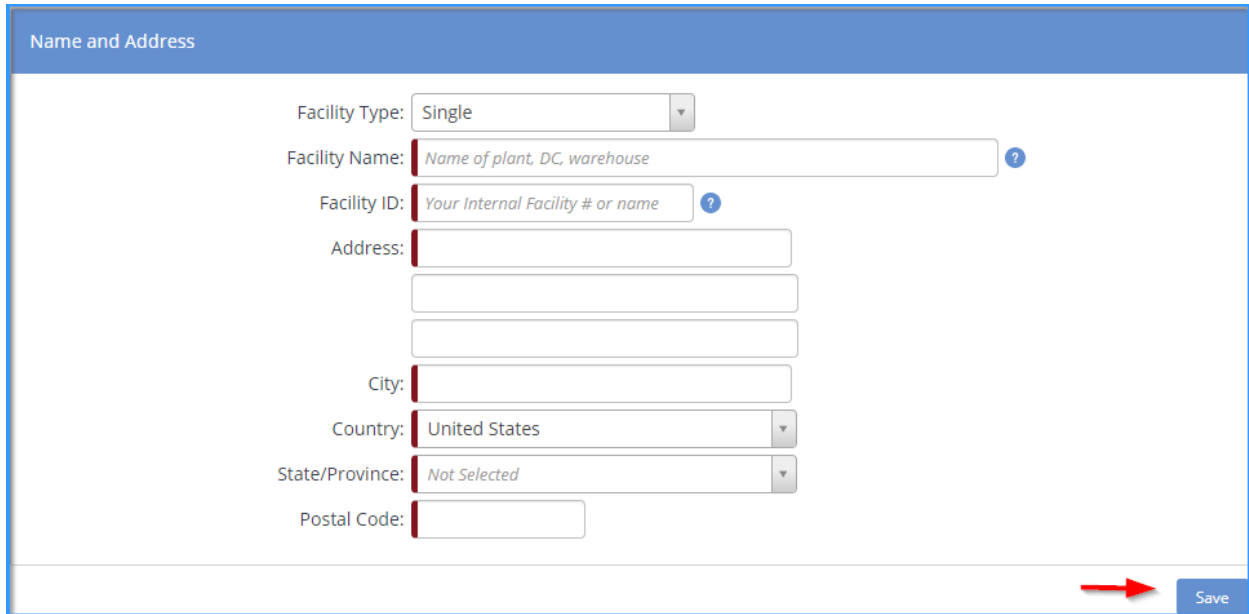
Facility ID:

Facility Name:

Find

Add Facility

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



Name and Address

Facility Type: Single

Facility Name: *Name of plant, DC, warehouse*

Facility ID: *Your Internal Facility # or name*

Address:

City:

Country: United States

State/Province: *Not Selected*

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](#).