

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.

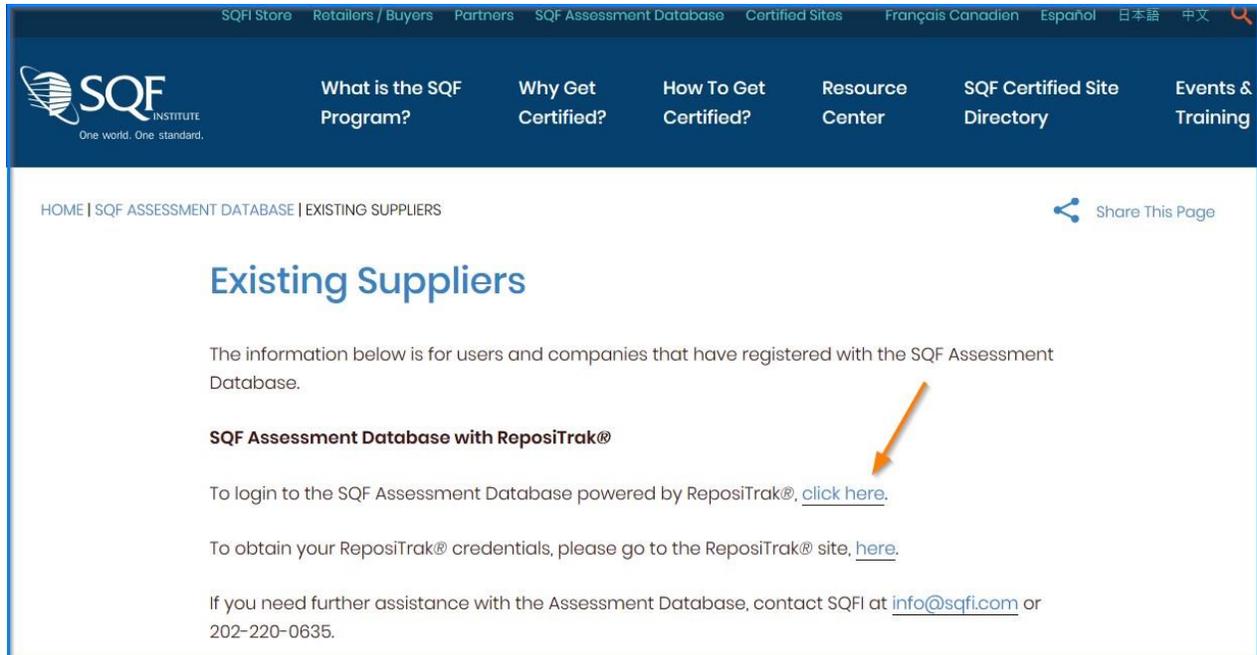
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Logging Into ReposiTrak

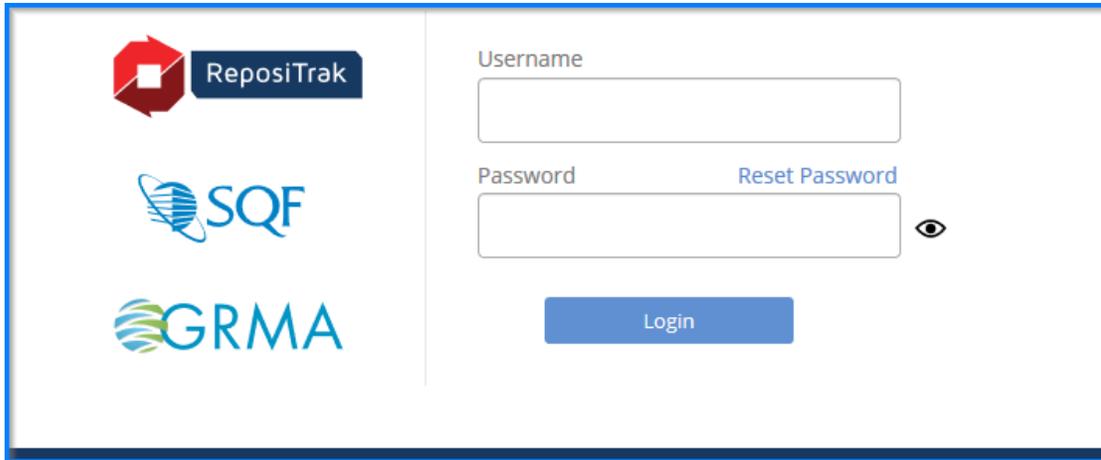
You can start by following this link to the SQFI Existing User's Page:

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



The screenshot shows the SQF Institute website's "Existing Suppliers" page. The top navigation bar includes links for "SQF Store", "Retailers / Buyers", "Partners", "SQF Assessment Database", "Certified Sites", and language options: "Français Canadien", "Español", "日本語", and "中文". The main navigation menu contains "What is the SQF Program?", "Why Get Certified?", "How To Get Certified?", "Resource Center", "SQF Certified Site Directory", and "Events & Training". The page title is "Existing Suppliers" and the breadcrumb trail is "HOME | SQF ASSESSMENT DATABASE | EXISTING SUPPLIERS". A "Share This Page" button is visible in the top right. The main content area explains that the information is for users and companies registered with the SQF Assessment Database. It features a section titled "SQF Assessment Database with ReposiTrak®" with an orange arrow pointing to a "click here" link. Below this, it instructs users to go to the ReposiTrak® site via a "here" link. At the bottom, it provides contact information for SQFI: "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 side, there are three logos: ReposiTrak (a red square with a white square inside), SQF (a blue globe icon), and GRMA (a green and blue globe icon). On the right side, there are two input fields: "Username" and "Password". The "Password" field has a "Reset Password" link to its right and a toggle icon (an eye) to its right. Below the input fields is a blue "Login" button.

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

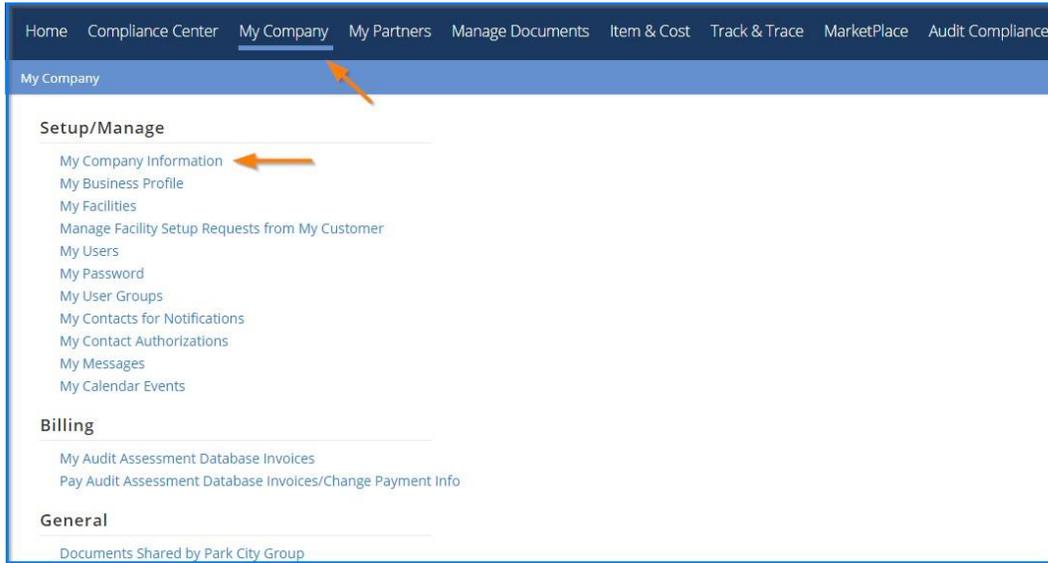


The image shows a button labeled "My Audits" next to the SQF logo. The SQF logo is a blue globe icon with the text "SQF INSTITUTE" next to it. The "My Audits" button is a blue rounded rectangle with white text.

Updating Supplier Information

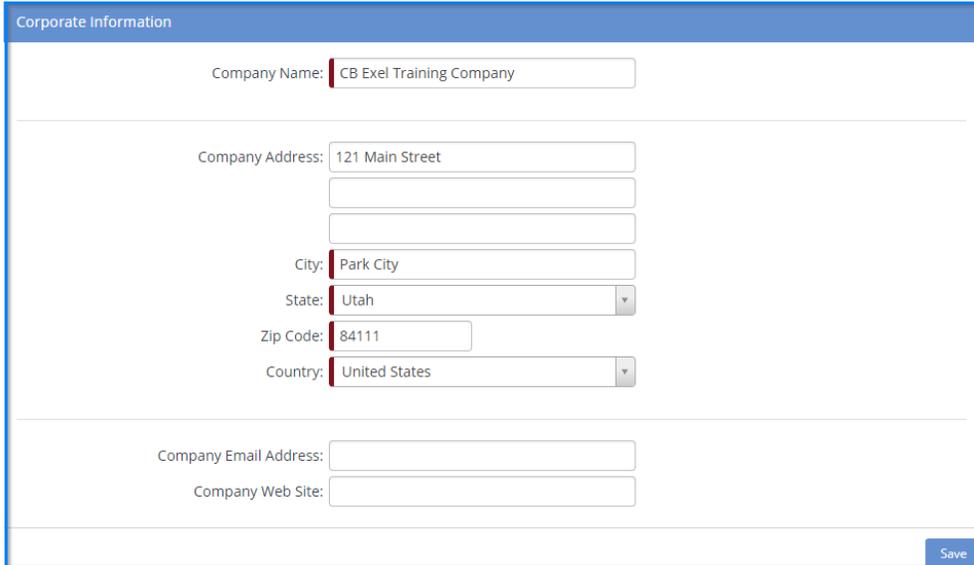
After you have logged into ReposiTrak, please click on the 'My Company' tab.

You will then be presented with the following options. Click on 'My Company Information'.



The screenshot shows the 'My Company' menu in the ReposiTrak interface. The menu is divided into three sections: 'Setup/Manage', 'Billing', and 'General'. The 'Setup/Manage' section is highlighted with a blue bar and contains the following options: 'My Company Information', 'My Business Profile', 'My Facilities', 'Manage Facility Setup Requests from My Customer', 'My Users', 'My Password', 'My User Groups', 'My Contacts for Notifications', 'My Contact Authorizations', 'My Messages', and 'My Calendar Events'. The 'Billing' section contains 'My Audit Assessment Database Invoices' and 'Pay Audit Assessment Database Invoices/Change Payment Info'. The 'General' section contains 'Documents Shared by Park City Group'. Two orange arrows point to the 'My Company' tab in the top navigation bar and the 'My Company Information' option in the 'Setup/Manage' section.

Then, make the necessary changes and click save.



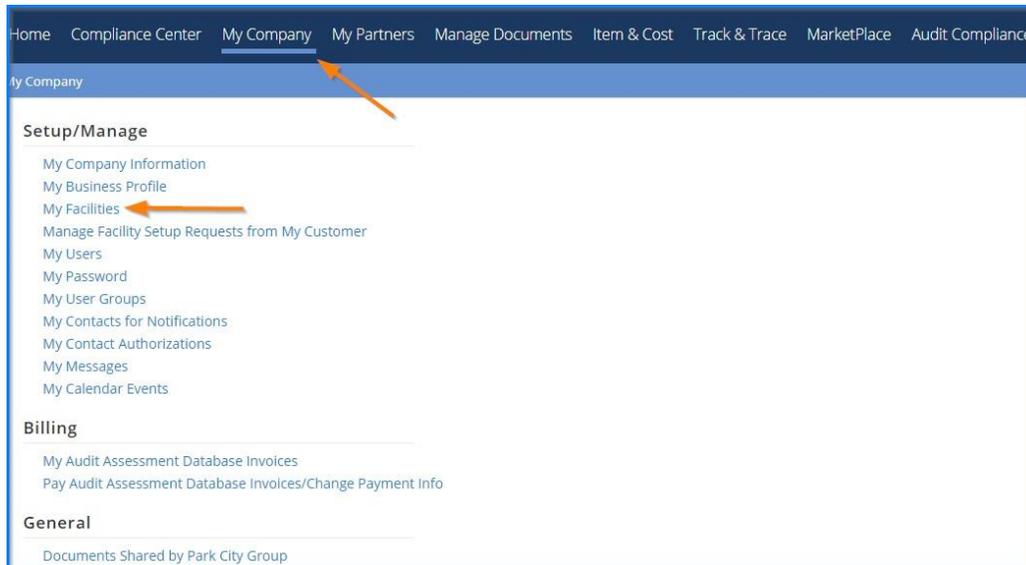
The screenshot shows the 'Corporate Information' form in the ReposiTrak interface. The form contains the following fields:

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

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

Update Facility Information

To update your facility information, please click on the My company Tab. Then, select the My Facilities option.



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

My Company

Setup/Manage

- My Company Information
- My Business Profile
- My Facilities
- Manage Facility Setup Requests from My Customer
- My Users
- My Password
- My User Groups
- My Contacts for Notifications
- My Contact Authorizations
- My Messages
- My Calendar Events

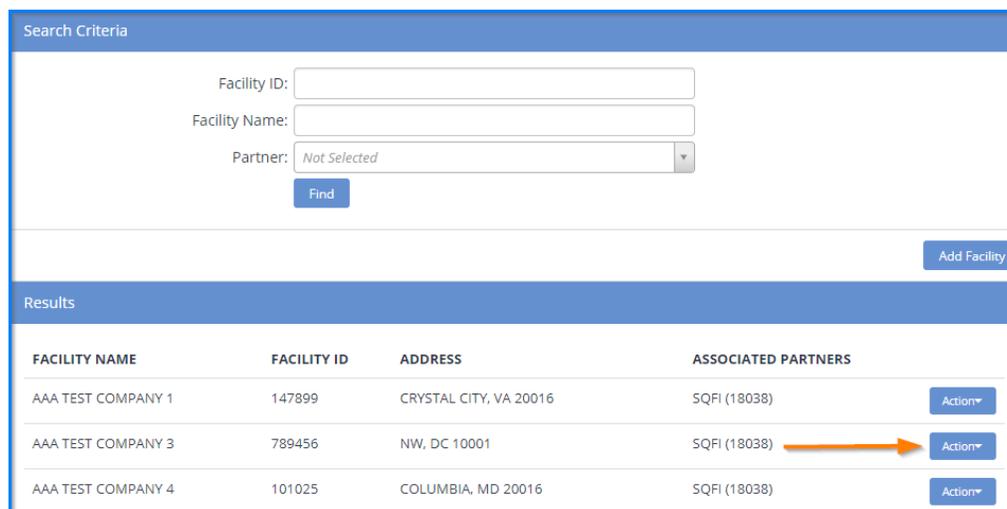
Billing

- My Audit Assessment Database Invoices
- Pay Audit Assessment Database Invoices/Change Payment Info

General

- Documents Shared by Park City Group

Next, click on the action button next to the facility that needs the information updated.



Search Criteria

Facility ID:

Facility Name:

Partner: *Not Selected*

Results

FACILITY NAME	FACILITY ID	ADDRESS	ASSOCIATED PARTNERS
AAA TEST COMPANY 1	147899	CRYSTAL CITY, VA 20016	SQFI (18038) <input type="button" value="Action"/>
AAA TEST COMPANY 3	789456	NW, DC 10001	SQFI (18038) <input type="button" value="Action"/>
AAA TEST COMPANY 4	101025	COLUMBIA, MD 20016	SQFI (18038) <input type="button" value="Action"/>

You will then be presented with the options below. Please select "Update Facility"

AAA TEST COMPANY 3	789456	NW, DC 10001	SQFI (18038)	Action
AAA TEST COMPANY 4	101025	COLUMBIA, MD 20016		
AAA TEST COMPANY 5	159876	ROCKVILLE, CA 01258		
AAATEST COMPANY 2	123654	CRYSTAL BLV, VA 20016		
BBB PILOT FACILITY 1	144789	NEW YORK, NY 10058		
BBB PILOT FACILITY 2	785423	SILICON, NV 10258		
BBB PILOT FACILITY 3	658974	BANANA-ISLAND, NM 80021		
BBB PILOT FACILITY 4	9863201	LOIN-FEAST, AL 12558		
BBB PILOT FACILITY 5	5542879	FLORIDA, FL 14562		
BBB PILOT FACILITY 6	10006	Ocencity, FL 10258		
BBB TEST COMPANY 7	test6	Andover, MA 02421		
CB Excel Example Company	3	Tucson, AZ 85719		
CB Excel Training Company	2	Tucson, AZ 85719		
CB Exel Training Company	Tucson	Tucson, AZ 85719		

FACILITY

- [Update Facility](#)
- Update Facility Name
- Update Facility Address
- Manage Sub-Facilities
- View on Map

SQF AUDIT EDITION 8.0

- View SQF Audit (Request Nbr: 1093)
- Cancel SQF Audit (Request Nbr: 1093)

SQF FUNDAMENTALS AUDIT EDITION 1.0

- Register for SQF Fundamentals Audit Audit

SQFI FOOD SAFETY (SQF) EDITION 7.2

- View SQFI Food Safety (SQF) (Request Nbr: 946)
- Cancel SQFI Food Safety (SQF) (Request Nbr: 946)

SAFE FEED/SAFE FOOD EDITION 7.0

- View Safe Feed/Safe Food (Request Nbr: 994)
- Cancel Safe Feed/Safe Food (Request Nbr: 994)

SQFI ETHICAL SOURCING EDITION 1.0

- Register for SQFI Ethical Sourcing Audit

Finally, make the changes that are needed and click on save

Name and Address

Facility Name:

Facility ID:

Address:

City:

Country:

State/Province:

Postal Code:

Partner Profiles

SQFI (18038) Pricing Category / Gross Sales:

[Save](#)

The facility information has now been changed.

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](#).