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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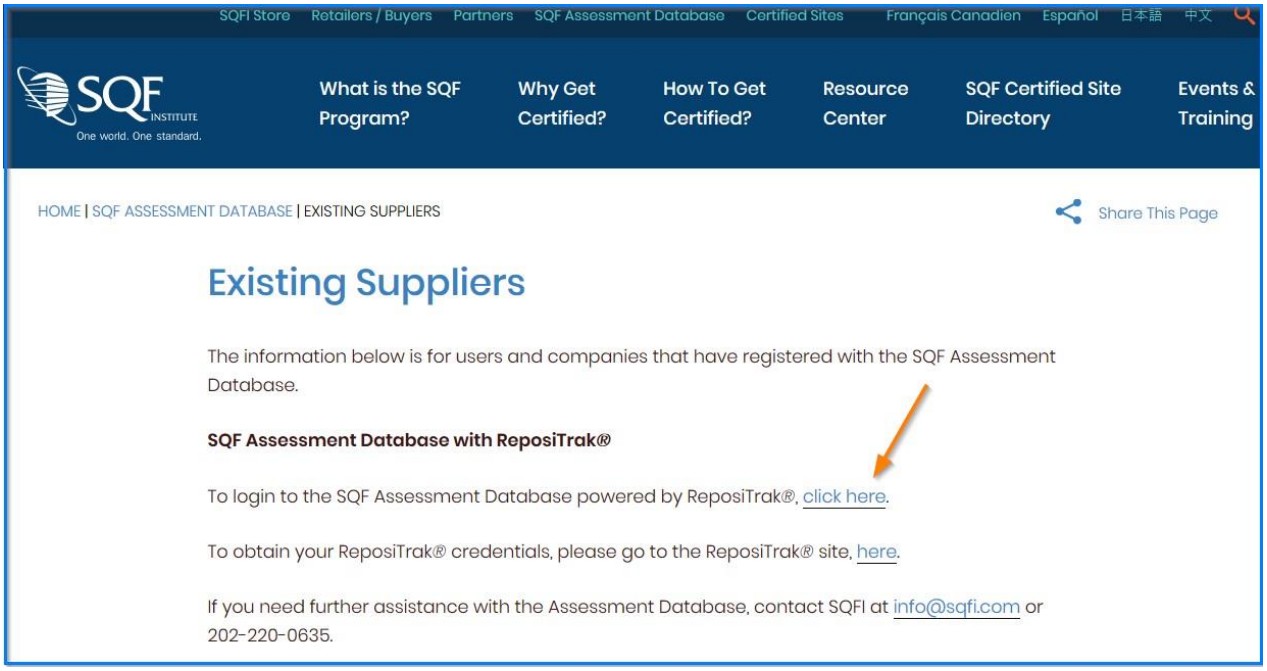
Logging Into ReposiTrak

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

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



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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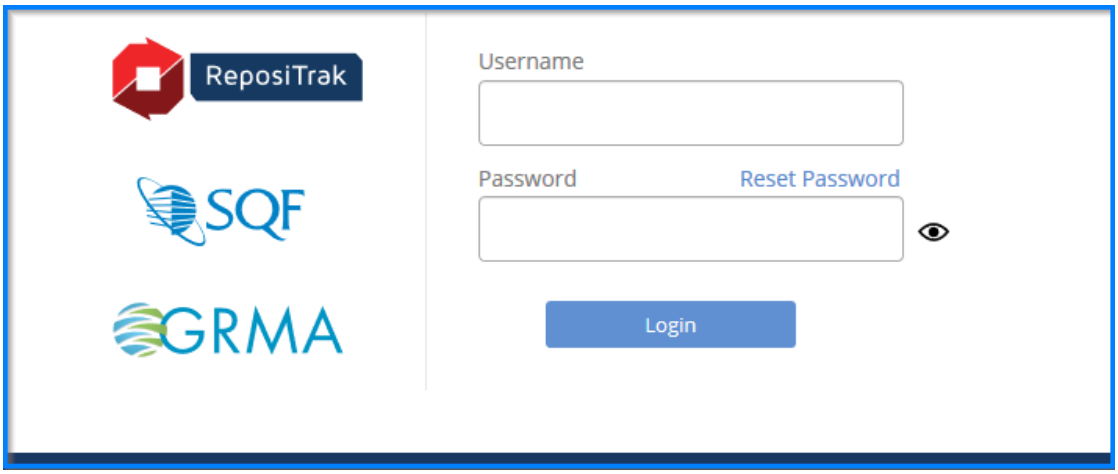

Next, click on "Audits for My Standards" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.

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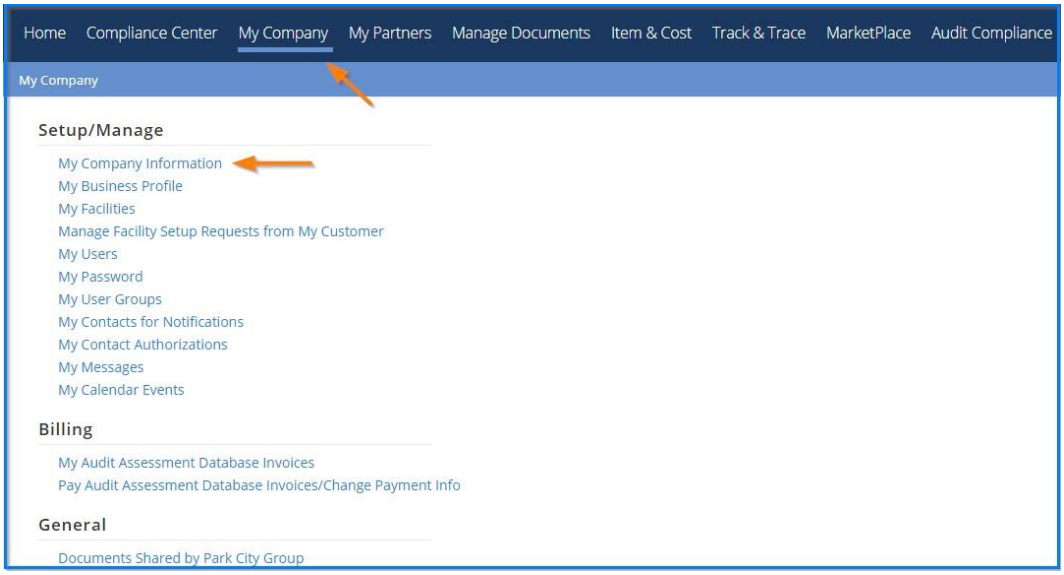
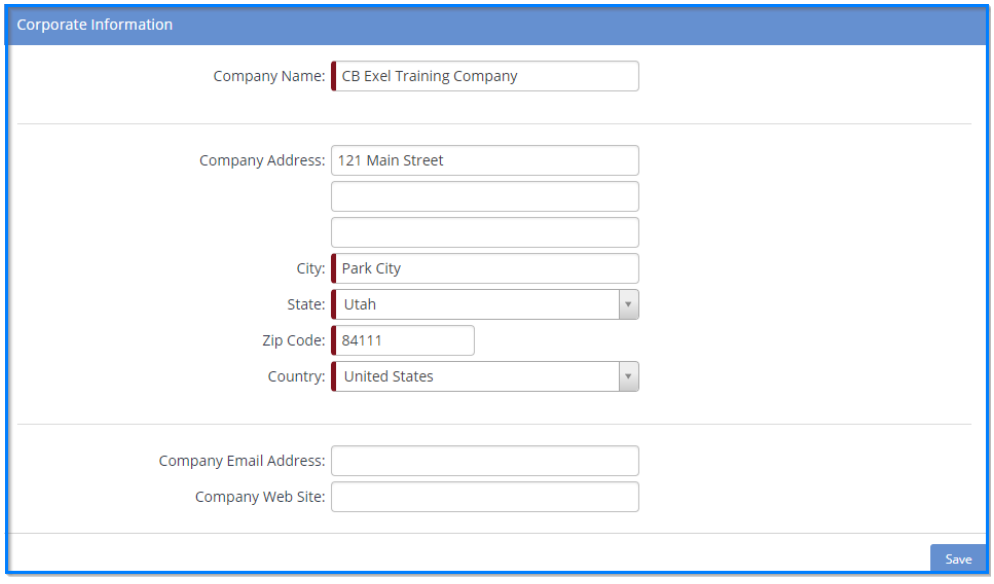
Updating Supplier Information

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'.



Then, make the necessary changes and click save.



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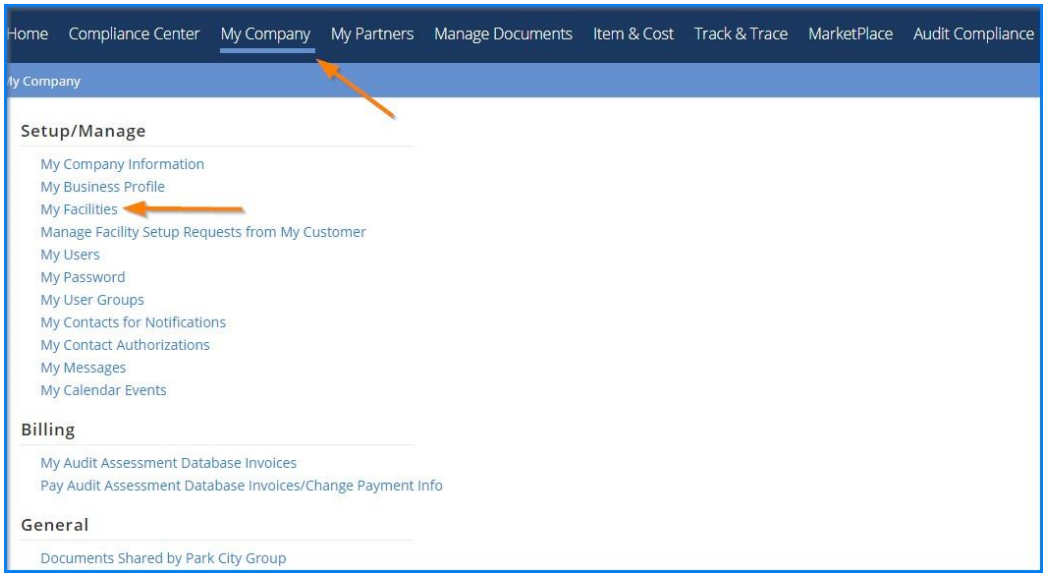
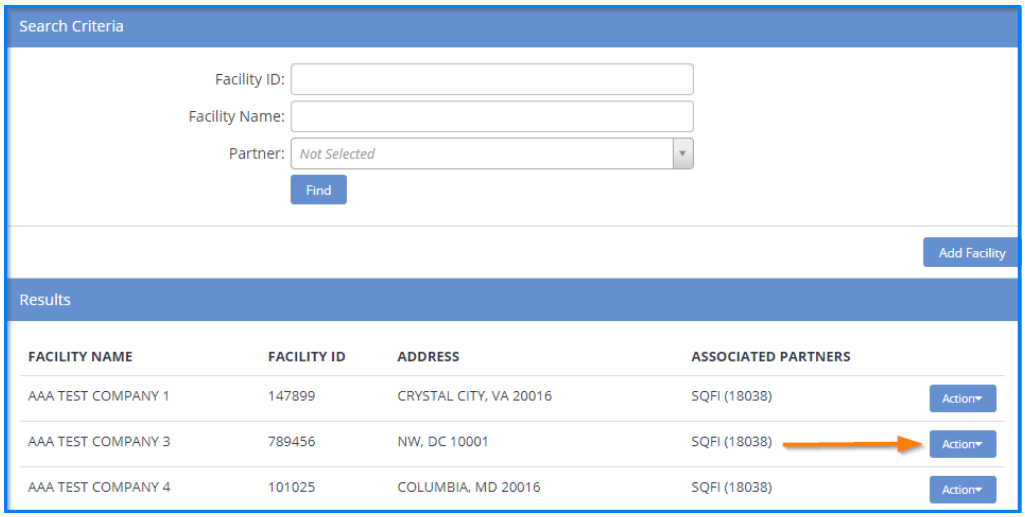
Update Facility Information

To update your facility information, please click on the

My company Tab. Then, select the My Facilities option.



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



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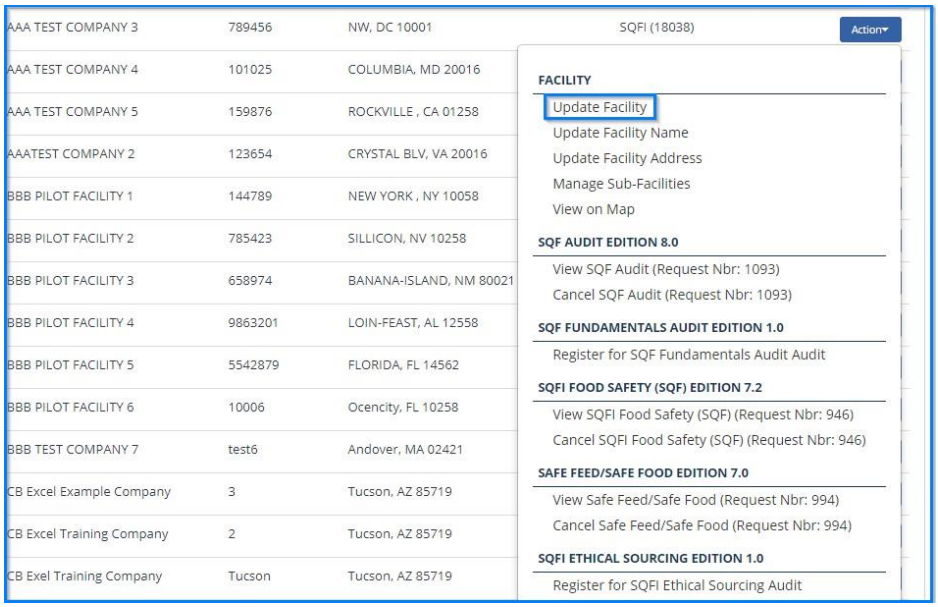
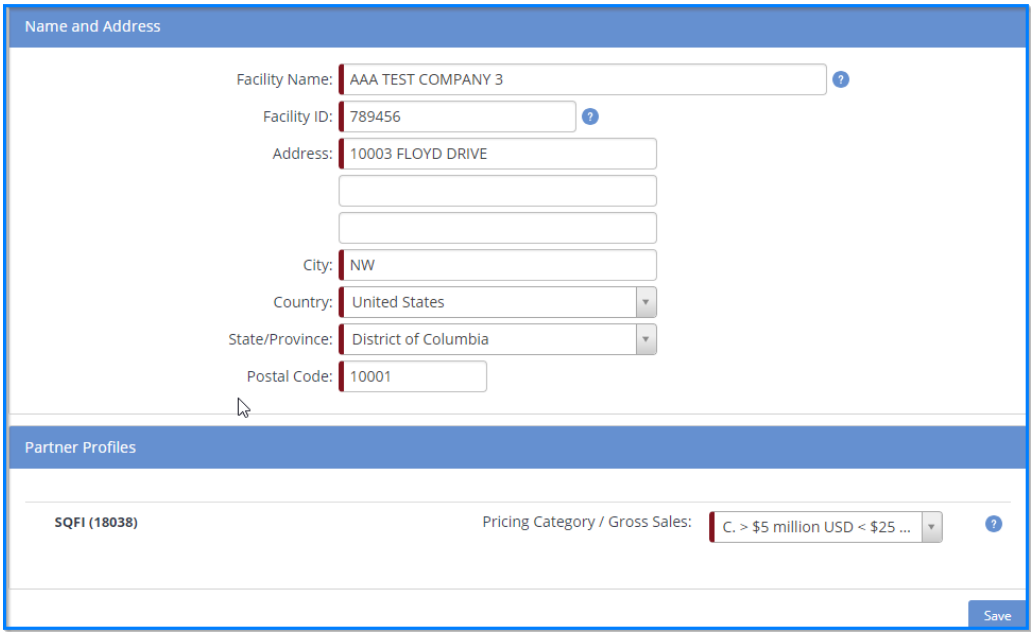
You will then be presented with the options below. Please select "Update Facility"



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



The facility information has now been changed.

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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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