

AZZULE SYSTEMS

Primus Online Audit Program

Sysco IPM

Azzule Systems

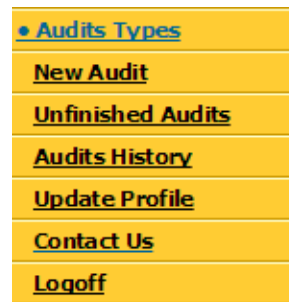
09/27/17

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GETTING STARTED/NAVIGATION

1. Access link and login using your username and password.
2. Select auditor type: IPM Inspector. This may already be selected for you; if not, select from the drop-down list and click “Continue.”
3. The left-hand menu allows you to navigate to different areas for the specified login:
 - a. **Audit types**—allows you to view the description for the IPM audit
 - b. **New Audit**—allows you to create a new audit
 - c. **Unfinished Audits**—allows you to view and access any unfinished audits
 - d. **Audits History**—allows you to view any completed and submitted audits
 - e. **Update Profile**—allows you to access and edit your auditor profile
 - f. **Contact Us**—allows you to send an email for assistance. (If your mail client does not open, please notify support directly at the following address: auditnotifications@primuslabs.com)
 - g. **Logoff**—disconnect from the Online Audit System



• Audits Types
New Audit
Unfinished Audits
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CREATING A NEW AUDIT

1. Click “New Audit”
2. Select template, check if it is a pre-assessment audit, and choose the status type of the audit (announced or unannounced); click “Continue”

On the next screen, please select whether or not it’s an audit for a supplier location that is participating in the potato sustainability initiative

IS THE AUDIT FOR A SUPPLIER LOCATION THAT IS PARTICIPATING IN THE POTATO SUSTAINABILTY INITIATIVE?

Then the audit template:

If the audit is a potato sustainability initiative, these templates are available:

Select a New Audit (IPM Inspector)

Select Audit template version:
 Check here if it is an Pre-assessment Audit

Status of Visit:

If the audit is not a potato sustainability, this template is available:

Select a New Audit (IPM Inspector)

Select Audit template version:

Sysco SUSTAINABLE/IPM STANDARD AUDIT v09.03 Check here if it is an Pre-assessment Audit

Sysco SUSTAINABLE/IPM STANDARD AUDIT v09.03

Status of Visit:

3. The next screen shows the assigned audit number and requires general information about the audit taking place:

Audit Information (188291)
SYSCO Sustainable/IPM v13.10

Start Date and Time Format: mm/dd/yyyy hh:mm am/pm	<input type="text" value="1/21/2014 3:41 PM"/>
End Date and Time Format: mm/dd/yyyy hh:mm am/pm	<input type="text" value="1/21/2014 3:41 PM"/>
Foreman or Contact Person (and email)	<input type="text"/>
Crew Name Or Number <small>For Harvest Crew, Audit Only. For All Others type N/A</small>	<input type="text"/>
Country	Select One: <input type="text"/>
State Inside <small>USA/Mexico/Canada</small>	Select One: <input type="text"/>
State/Province Outside <small>USA/Mexico/Canada</small>	<input type="text"/>
County	Select One: <input type="text"/>
City / Location	Select One: <input type="text"/>
City / Location <small>(Use this field if your location is not found on the listing above.)</small>	<input type="text"/>
Audit Summary	<div style="border: 1px solid black; height: 60px;"></div>

- a. *Start Date and Time*—please make sure to use the specified format
 - b. *End Date and Time* – please make sure to use the specified format
 - c. *Foreman or Contact Person* – specify the individual responsible for managing the operation at the time of the audit and include email address
 - d. *Crew Name or Number* – for harvest crews only, otherwise N/A
 - e. *Country*—choose from catalog
 - f. *State*—choose from catalog
 - g. *County*—choose from catalog
 - h. *City/Location*—choose from catalog
 - i. *City/Location*—if not available in the previous drop-down list
 - j. *Audit Summary*—add any notes summarizing the audit or operation
 - k. There are additional options at the bottom if you plan to enter GPS coordinates, add Spanish or Portuguese comments, or if you are using this for testing purposes.
 - l. You can also add files by clicking the appropriate icon.
4. Click “Submit” at the bottom of the screen.
 5. Select commodities by highlighting one or more from the list on the right and clicking “Select,” so that they appear on the left. If a commodity is not available in the list, send an email to auditnotifications@primuslabs.com with a request to have it added.

Selected Commodities		List Of Commodities
	<input type="button" value="Select"/> <input type="button" value="Unselect"/>	<div style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <ul style="list-style-type: none"> - A Choy Acerola Agretti Aguacate Semil 34 Aji congelado Aji Picante Aji Pimiento Morrón Aji, Pasta Amarillo Ajies <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black; margin-top: 5px;"> < > </div> </div>

To Select the commodities for this Audit:

- Highlight the commodity (You can hold the ctrl key and select multiple commodities)
- Click On "Select"
- You can add multiple commodities by repeating the above steps
- Enter the additional info (percent of production, acreage, etc...) below the commodities list. The sum of all percents must be equal or less than 100%
- Use the "Save" or "Continue" button to save the information

If you selected the potato sustainability initiative audit scheme the product list will be limited to potato only commodities:

Selected Commodities		List Of Commodities
Organic Potato, Diced	<input type="button" value="Select"/> <input type="button" value="Unselect"/>	<input type="text"/> Cut Potato Products Mashed Potato Products Organic Potato, Diced Organic Potato, Finger Organic Potato, Gold Organic Potato, Idaho Organic Potato, Idaho Russet Organic Potato, Leaves Organic Potato, Red Organic Potato, Red A's Organic Potato, Red B's

Organic Potato, Diced

Number of years supplier has produced this crop for Sysco:

Total number of acres of this crop:

State/country where grown:

Crop represents what percent of production for Sysco:

Type of processing: Canned Frozen

For each product selected, you will be required to identify the following:

- a. Number of years supplied to Sysco
 - b. Number of acres of this crop
 - c. State / Country where the selected crop(s) were grown:
 - d. Percentage that the selected crop represents for Sysco
 - e. Type of processing
6. Click "Save," and then "Continue"
 7. Identify the supplier(s) associated with this audit:


Suppliers for Audit 344648

Selected Suppliers:		List of Suppliers:
	<input type="button" value="Select"/> <input type="button" value="Unselect"/>	<input type="text"/> ⓘ 2008 **For Testing Only*** (Culacán) ⓘ 2233 Agricola Oficial S.A. AGROFICIAL (Guayaquil) ⓘ 1501 Agro-Sevilla (Herndon) ⓘ 1500 Agrocosa (Cd. Meoqui, Chihuahua) ⓘ 2887 ALIMENTOS PROFUSA S.A. de C.V. (Zamora) ⓘ 1921 Alimentos y Frutos S.A. (Santiago) ⓘ 1503 Anacapa Foods, LLC. (Oxnard) ⓘ 2921 Armando Diaz Monjaras (Rosario) ⓘ 1991 Basic American Foods (Blackfoot) ⓘ 1939 Boghosian Raisin Company (Fowler)

If the Supplier is not in the list, please click on [New Supplier](#).

If you would like to view or edit the Supplier information, please select the desired Supplier from the list on the right and click on [View/Edit](#).

- a. Highlight the supplier(s) in the right-hand column and click "Select" to display in the left- hand column, then click "Continue"
- b. If the supplier is not listed, click "New Supplier." See **Appendix A** for adding a new supplier

- c. You can review the supplier information clicking on the information icon , this will show the next screen, you can search the supplier, too if you type the name on the text box above the supplier list.

Information

Entity Name:	<input type="text" value="**For Testing Only***"/>	Company Or Department:	<input type="text"/>
Entity Type:	<input type="text" value="Customer"/>	Entity Group:	<input type="text"/>
Contact Name:	<input type="text" value="Carmen test"/>		
Contact Title:	<input type="text"/>		
Email Address:	<input type="text" value="hector.cardenas@primuslabs.com"/>	Severity Notification	<input type="text"/>
Email Name:	<input type="text"/>	Email Address(es):	<input type="text"/>
Auditee Address:	<input type="text" value="test"/>	Salutation:	<input type="text" value="Mr."/>
		PO Box:	<input type="text"/>
		Country:	<input type="text" value="Mexico"/>
		State Inside	
State/Province Outside	<input type="text"/>	USA/Mexico/Canada:	<input type="text" value="MX - Sinaloa"/>
USA/Mexico/Canada:	<input type="text"/>	County:	<input type="text"/>
City/Location:	<input type="text" value="Culacán"/>	Postal Code:	<input type="text" value="80201"/>
Phone Number:	<input type="text" value="545445"/>	Extension:	<input type="text"/>
Fax Number:	<input type="text"/>	Notes:	<input type="text"/>
Acreage:	<input type="text"/>	Preferred Scoring:	<input type="text"/>

8. Identify the grower(s) associated with this audit:

**Grower for Audit 344648
in the following group(s): ****For Testing Only******

Selected Grower		Grower List
	<input type="button" value="Select"/> <input type="button" value="Unselect"/>	<ul style="list-style-type: none"> <input type="checkbox"/> 2955 **For Testing Only** <input type="checkbox"/> 1970 71 Orchards <input type="checkbox"/> 510 Abbott Farms <input type="checkbox"/> 533 Agricola Bluefields <input type="checkbox"/> 2902 Agricultores del Fuerte SPR de RL <input type="checkbox"/> 2260 Agrocomercial San Antonio Ltda. <input type="checkbox"/> 609 Agrocosa <input type="checkbox"/> 549 Alford Ag, LLC <input type="checkbox"/> 515 Alimentos SUMAR S.A. <input type="checkbox"/> 537 Allens Tucker Farm <input type="checkbox"/> 571 Almasippi Irrigation Farms, Ltd.

If the Grower is not in the list, please click on [New Grower](#).

If you would like to view or edit the Grower information, please select the desired Grower from the list on the right and click [View/Edit](#).

- a. Highlight the grower(s) in the right-hand column and click “Select” to display in the left- hand column, then click “Continue”
 - b. If the grower is not listed, click “New Grower.” See **Appendix A** for adding a new grower
9. Identify the processing plant associated with this audit:

**Processing Plant for Audit 344648
in the following group(s): ****For Testing Only******

Selected Processing Plant		Processing Plant List
	<input type="button" value="Select"/> <input type="button" value="Unselect"/>	<ul style="list-style-type: none"> <input type="checkbox"/> 2010 1TestFacility <input type="checkbox"/> 1585 Agricola Oficial (Amerfoods) - Superior Foods <input type="checkbox"/> 2235 Agricola Oficial S.A. Agroficial <input type="checkbox"/> 1587 Agro-Sevilla <input type="checkbox"/> 1586 Agrocosa <input type="checkbox"/> 2888 Alimentos Profusa, S.A de C.V. <input type="checkbox"/> 1588 Alimentos Sumar S.A. <input type="checkbox"/> 1589 Alimentos Y Frutos, S.A.(Jasper Wyman) <input type="checkbox"/> 1593 Anacapa Foods, LLC. <input type="checkbox"/> 1994 Basic American Foods

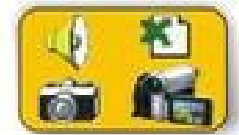
If the Processing Plant is not in the list, please click on [New Processing Plant](#).

If you would like to view or edit the Processing Plant information, please select the desired Processing Plant from the list on the right and click [View/Edit](#).

- a. Highlight the processing plant in the right-hand column and click “Select” to display in the left-hand column, then click “Continue”
 - b. If the processing plant is not listed, click “New Processing Plant.” See **Appendix A** for adding a new processing plant
10. Click “Continue.” You are now ready to answer audit questions. There are multiple questions per category.

SUBMITTING ANSWERS TO AUDIT QUESTIONS

1. Provide a response for each question
2. Use the “Memo” field to add notes
3. Files can be attached by clicking the appropriate icon to the right of each question’s row:



4. On the environmental practice audit program question, if you don’t see your program listed, please user the “other” option, this will show a text box for you to specify your program.

Other (specify)

510 characters left

5. Save frequently by using the “Save and Continue” button in the upper-right corner of the screen
6. Click “Save and Review” at the bottom of the page to either:
 - a. Edit answers for the current category
 - b. Continue with the next category
 - c. Review the complete audit
7. In the crop-specific category, the question set will repeat if multiple commodities have been selected. The score for each commodity will be adjusted by percent of production that was specified at the beginning of the audit:

Scored Crop-Specific Standards	
4.01-a	SUPPLIER has access to IPM information resources.
Apples	
<input checked="" type="radio"/> Points Earned Score <input type="text"/> of 100 Crop represents what percent of production <input type="text" value="100"/>	<input type="radio"/> Verbal confirmation <input checked="" type="radio"/> Visual confirmation
Memo:	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>510 characters left</p>

8. Submitted answers will be viewed. You can use the menu on the left to return to sections that require editing.
9. When you have completed submitting answers for the crop-specific category, you will be able to review your submitted answers for the entire audit. You can choose to “Edit Answers” or “Send Audit” to submit the audit to Sysco and save it to your “FinishedAudits” folder.

PREVIEW ENTITIES

Entities for the audit 188291	
Processing Plant(s)	Seneca Foods Corporation Modify this Processing Plant Phone: 309-385-4301 Address: 606 Tremont Avenue Princeville Illinois 61559 United States Email(s): KCHALLONER@senecafoods.com Billing Address: 606 Tremont Avenue
Supplier(s) to Sysco	test Modify this Supplier Phone: 13123122 Address: test Culiacán Sinaloa 123213 Mexico Email(s): pbon@primuslabs.com Billing Address: test
Grower(s)	Agricultos Test Modify this Grower Phone: test Address: test Citiy Test Sinaloa 80000 Mexico Billing Address: test

1. Click “Preview Entities” in the left-hand menu
2. Review the selected information. Necessary changes can be made by clicking “Modify this Processing Plant/Supplier/Grower”
3. If you choose to modify an entity, you will be able to update any of the relevant information. Click “Update” to save changes or “Restore” to show original information:

Supplier Information

→ Entity Name	<input type="text" value="test"/>
→ Contact First Name	<input type="text" value="Paul"/>
→ Contact Last Name	<input type="text" value="Test"/>
Salutation	<input type="text" value="Mr."/> ▼
→ Email Address	<input type="text" value="pbon@primuslabs.com"/> <small>Use semi-colon (;) to separate emails, if more than one</small>
→ Address	<input type="text" value="test"/>
→ Country	<input type="text" value="Mexico"/> ▼
→ State Inside USA/Mexico/Canada	<input type="text" value="MX - Sinaloa"/> ▼
State/Province Outside USA/Mexico/Canada	<input type="text"/>
→ City / Location	<input type="text" value="Culiacán"/> ▼
City / Locations <small>(Use this field if your location is not found on the listing above.)</small>	<input type="text"/>
→ Postal Code	<input type="text" value="123213"/>
→ Phone Number	<input type="text" value="13123122"/>
Fax Number	<input type="text"/>

APPENDIX A: ADDING A NEW SUPPLIER/GROWER/PROCESSING PLANT

1. Enter the name of the supplier/grower/processing plant in the “_____Name” box and click “Submit.” The database will first attempt to search and locate the supplier/grower/processing plant in your current database list. If you see the one you are looking for, click “Select_____.” Otherwise, skip to step 3.
2. You will see the message “The_____has been selected”—click “OK”

If your supplier/grower/processing plant was not listed in step 1, please continue to step 3...

3. Select the “Click Here” link.
4. Type in the name again and click “Submit.” The database will now search the program catalog for the supplier/grower/processing plant. If located, click on “Select_____.” If not, then skip to step 6.
5. Review/edit the “_____Information” if necessary, then click “Insert” to save. Clicking “Restore” will display the original information for the supplier/grower/processing plant listing.

If your supplier/grower/processing plant was not listed in step 4, please continue to step 6...

6. Select the “Click Here” link at the bottom of the results.
7. Enter the new supplier/grower/processing plant’s information and then click “Insert.”

8. You will see the message “The new_____has been created”—click “OK”