



Azzule

Supply Chain Program (SCP)

User Guide

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Introduction

Azzule Systems is a leading provider of global data management solutions throughout all levels of the supply chain. We deliver secure, efficient, cost-effective storage, distribution and analysis data needed to support interaction between buyers and sellers within any supply chain. We support any data that impact your decisions—whether related to food safety, quality, sustainability, social accountability, insurance, authenticity (provenance) and more.

Azzule Supply Chain Program (SCP) is the standard data management system developed by Azzule Systems. The Azzule SCP allows for the complete management of food safety data—ensuring audits, analyses, and other documents are transferred efficiently and securely. The capabilities of Azzule SCP are listed (but not limited) as below:

- Connect your supply chain (with suppliers and customers);
- Collect and storage of your and your supplier’s food safety data and documentation;
- Easy upload and transferring of supply chain data and documentations;
- Meet buyer requirement and reach your business goal;
- Help to address and comply legal regulations, such as FDA Food Safety Modernization Act (FSMA) rules.

By enhancing value to all stakeholders: customers, partners, employees, shareholders, and society at large, Azzule will provide vital and innovative supply chain data management and analytical solutions that facilitate collaboration between companies throughout the world.

Getting Started

1. How to register as SCP user

In order to access the Azzule SCP, you will need to register your account. After submitting the registration request, it can take up to forty-eight hours to gain access to the Azzule SCP (verification of the registration and log in details). All the communications regarding SCP will be sent to your email address.

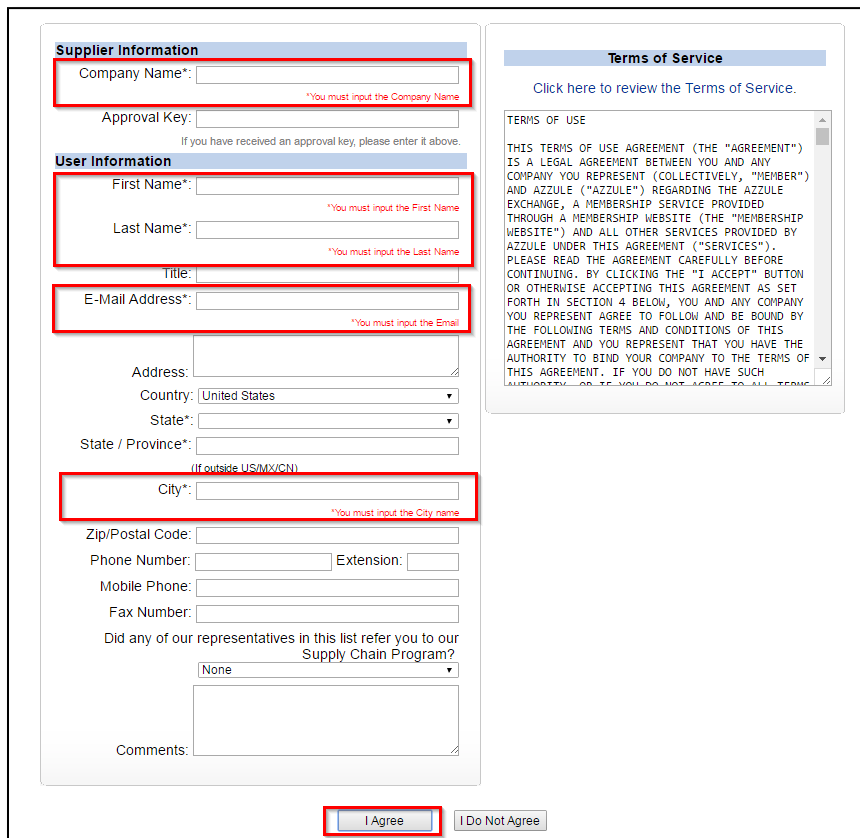
1.1 Link to registration page.

In order to register, please direct your browser to:

<https://secure.azzule.com/SupplyChain/SupplierRegistration/SupplierRegistration.aspx>

1.2 Fill in the registration form and review the Terms of Service (Figure 1).

Note that you have to fill in company name, your contact information (First name, last name and email address), and address in order to submit your registration form. Approval Key is not needed.



The screenshot displays the registration form with several fields highlighted by red boxes. The 'Supplier Information' section includes 'Company Name*' (with a red box and error message '*You must input the Company Name'), 'Approval Key', and a note 'If you have received an approval key, please enter it above.'. The 'User Information' section includes 'First Name*' (with a red box and error message '*You must input the First Name'), 'Last Name*' (with a red box and error message '*You must input the Last Name'), 'Title', 'E-Mail Address*' (with a red box and error message '*You must input the Email'), 'Address', 'Country' (set to 'United States'), 'State*', 'State / Province*', '(If outside US/MX/CN)', 'City*' (with a red box and error message '*You must input the City name'), 'Zip/Postal Code', 'Phone Number' (with 'Extension'), 'Mobile Phone', 'Fax Number', and a dropdown for 'Did any of our representatives in this list refer you to our Supply Chain Program?' (set to 'None'). A 'Comments' field is also present. At the bottom, there are 'I Agree' and 'I Do Not Agree' buttons, with 'I Agree' highlighted by a red box. To the right, the 'Terms of Service' section is visible, featuring a link 'Click here to review the Terms of Service.' and a scrollable 'TERMS OF USE' area containing legal text.

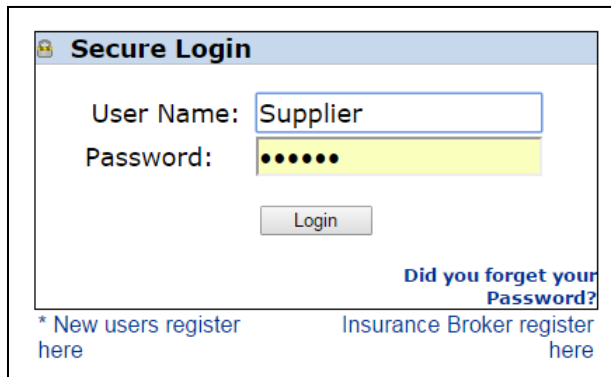
Figure 1-SCP registration page

1.3 Submit registration by clicking “I Agree”.

Once your registration has been processed, you will receive a welcome email from the Azzule Systems. In this email you will find your user name and password. Note that you can change your login information by using the “My Profile” option at SCP.

2. How to access the system

1. Go to: <https://secure.azzule.com/SupplyChain/Login.aspx>
2. Enter your user and password for the site, and click Login (Figure 2).



The screenshot shows a web browser window titled "Secure Login". It contains a form with two input fields: "User Name:" with the text "Supplier" and "Password:" with six black dots. Below the fields is a "Login" button. At the bottom right, there is a link that says "Did you forget your Password?". At the bottom left, there are two links: "* New users register here" and "Insurance Broker register here".

Figure 2-SCP login page

Note if you forget your password, please visit <https://secure.azzule.com/SupplyChain/SupplierRegistration/PassRecovery.aspx> or click “Did you forget your password?” link to retrieve your login information.

Site Navigation

Once logged in, you enter your company’s SCP account which can help you to store, manage and share food safety data. You will see *Home Page* with Welcome messages (Figure 3, which is the default *Home Page*), you will observe images below:

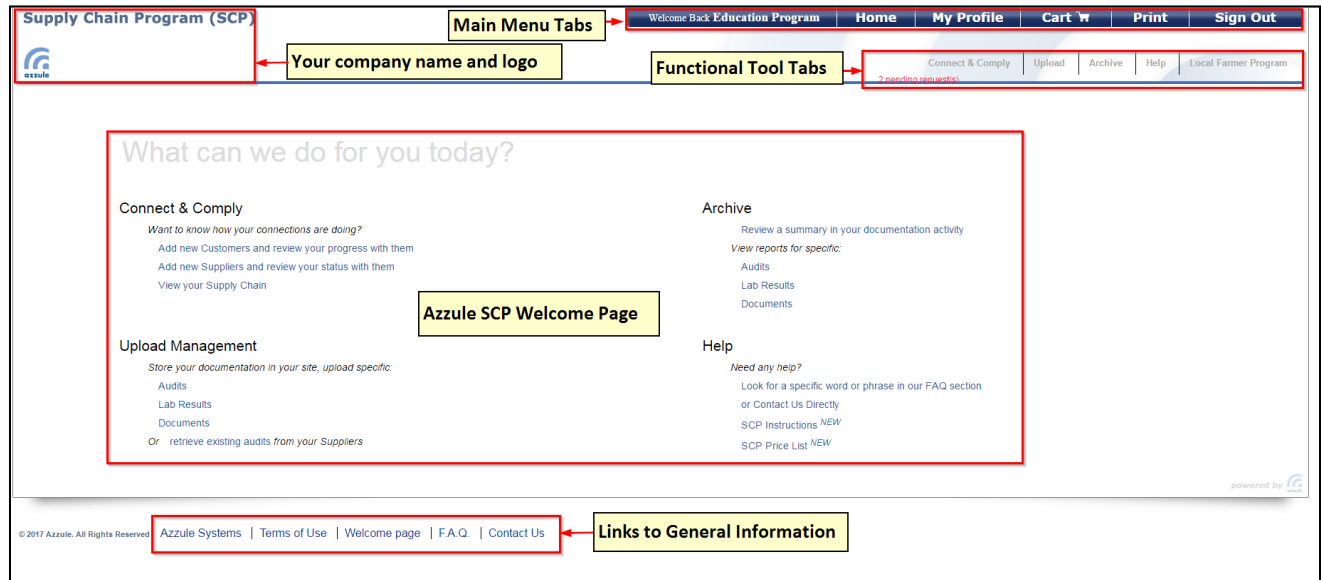


Figure 3-SCP home page

- Top left is the “Supply Chain Program (SCP)” and your company’s logo.
- Top right is the Main Menu tabs. “Welcome back Education Program” is the welcome message for you after you log in. This is not clickable.
 - **Home**: shows the *Home Page* that you have the opportunity to set as default to certain webpages.
 - **My Profile**: links to the page where you can edit your company’s and your personal profile including login credential. For details, see [how to update my profile](#).
 - **Cart**: links to shopping cart that you can review and edit payment activities.
 - **Print**: is a quick printing tool, allowing you to print the current working webpage.
 - **Sign out**: helps you sign out of the SCP site completely.
- On the top right, the Functional Tool tabs that you **use most frequently** while navigating the site.
 - **Connect & Comply**: Links to the webpages that you will use to connect with your suppliers and customers to check on their compliance requirements. This is the main tool used to connect with customers, suppliers and to comply with their requests to exchange documents, information, and data. For details, see [how to add my customer and supplier](#).

- **Upload:** Links to the webpages that you can use to upload your own data to your SCP, and once uploaded, that data can be found in “Archive.” There is no need to upload PrimusGFS audits, Primus Standard audits, GlobalG.A.P. audits conducted by Primus Auditing Ops, as well as PrimusLabs pesticide residue and micro lab results because all of these are automatically uploaded by Azzule to the SCP site. For details, see [how to upload data to SCP](#).
 - **Archive:** links to the webpages that you save all your food safety data including audits, lab analysis reports, and documents. For details, see [how to view my data in archive](#).
 - **Help:** links to the webpage where you can use to find guidance or SOPs for you to follow when using the SCP. For details, see [help resources](#).
 - **Local Farmer Program:** links to an external website for Azzule’s “Local Farmer Program;” if you have enrolled in this program, you will have access to services provided by the program.
-
- There are several links to general information at the bottom of the page, including the Azzule Systems webpage, Terms of Use for Azzule Systems’ products, a Welcome Page, Frequently Asked Questions (F.A.Q.), and a Contact Us page.
 - **Azzule System:** links to Azzule home page www.azzule.com.
 - **Terms of Use:** links to the user agreement.
 - **Welcome page:** links to the welcome page, which is the default setting for the system and shows the most frequently used links for your convenience.
 - **F.A.Q:** links to webpage that offers answers to frequently asked questions.
 - **Contact Us:** links to the contact information of Azzule assistance.

 - The *Welcome Page* is the default setting for the system and shows the most frequently used links for your convenience.
-

How to Add My Customer and Supplier

1. Connect & comply

After you login into your SCP Site, please click on “Connect & Comply” (Figure 4). This *Connect & Comply Page* has three options in the top right hand side of the page (Figure 4):

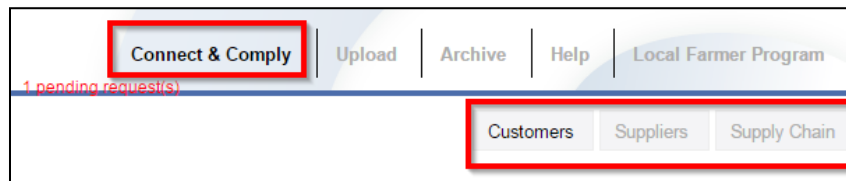


Figure 4-Connect and comply page

- **Customers Page:** allows you to see the customers you have already connected with, send data to these customers, see any release agreements with these customers and add new customers.
- **Suppliers Page:** allows you to see the suppliers you have already selected, retrieve data from these suppliers, see any release agreements with these suppliers and add new customers.
- **Supply Chain Page:** is a combination of the previous two pages with suppliers at the bottom of the page and customers at the top, along with the data you have on hand under “Your Supply Chain Information.”

2. How to add my customer

Before being able to send data to your customers using the Azzule SCP, you need to identify these customers on your database. The type of customers you deal with varies depending on the nature of your business and your position in the overall supply chain. For example if you are a grower, your customers may be packinghouses. If you are a packinghouse, you may be selling to a retailer or a broker. The Azzule SCP allows for all of these various customer scenarios.

2.1 Customers Page

The *Customer Page* (Figure 5) lists all the activities that you may have with your customers. You can

- Add a new customer or remove an existing customer;
- View customer’s contact information;
- View the customer’s compliance requirement and check your compliance status;
- Manage audit request and data release agreement;
- Send food safety data, such as audits, lab analyses results and other documents, to your customer.

3. How to add my supplier

Before being able to retrieve data from your suppliers using the Azzule SCP, you need to identify these suppliers in your database. The type of suppliers you deal with varies depending on the nature of your business and your position in the overall supply chain. Once you have added suppliers, you can retrieve their data (see [How To Retrieve Data From My Suppliers](#)) to your database, and when needed, send this data to your customers (see [How To Send Data To My Customers](#)).

3.1 Suppliers Page

The *Suppliers Page* (Figure 7) lists all the activities that you may have with your suppliers. You can

- Add a new supplier or remove an existing supplier;
- View supplier’s contact information;
- View the supplier’s compliance status;
- Manage data release agreement;
- Browse or retrieve food safety audits sent by your suppliers
- View lab analyses results and other documents sent by your suppliers.

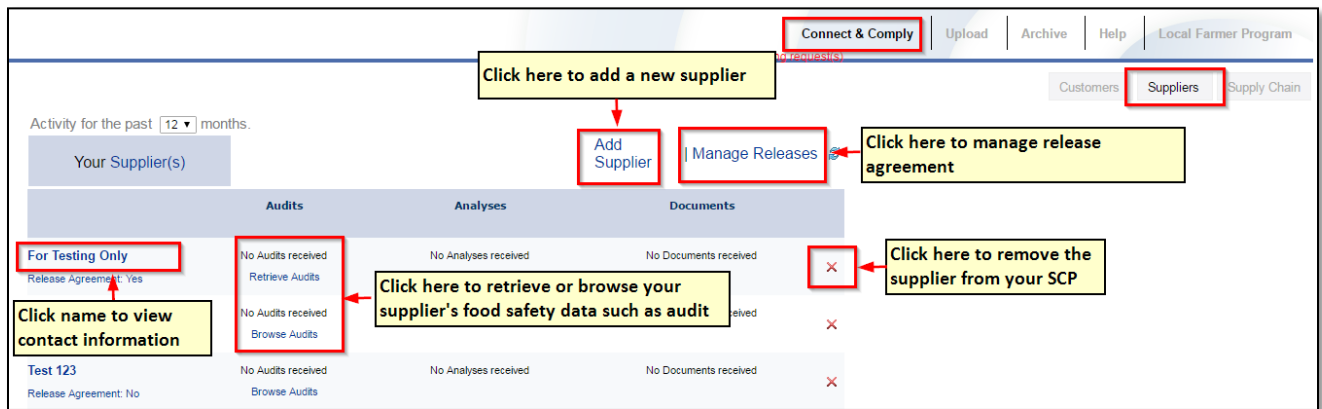


Figure 7-Supplier page

3.2 Add a Supplier

In the *Supplier Page*, click “Add Supplier” to link to the “Add or Remove Supplier” window. In the “Add or Remove Supplier” window (Figure 8), enter the supplier name and click search. The supplier search function can look for partial supplier names as well as full names. Once you have the correct supplier, click on “Add Supplier”. After you close the window, the new supplier will be listed. If you cannot find the supplier for whom you are looking, you can send the supplier details to the system and request to add the supplier to our database.



Figure 8-Add or remove supplier window

How to View My Data in Archive

Food safety data is divided into Audits, Lab results, and other food safety documents in Azzule SCP. The Azzule SCP has an archive section where users can review past activities including; summaries of the movements of auditing, lab testing analysis and other document data, and summaries of transactions including receipts.

1. View recent activities

When you login into your SCP Site, the most frequently used links are listed for your convenience in the *Welcome Page*. For example, in order to check the recent data activities, you can click “Archive” or “Review a summary in your documentation activity” in the *Welcome Page* (Figure 9).



Figure 9-Archive in the home page

The *Activity Page* (Figure 10) lists the data activities that have happened during a certain time period. The *Activity Page* allows you to:

- Track the data movement as long as 24 months;
- View the data sources and details.

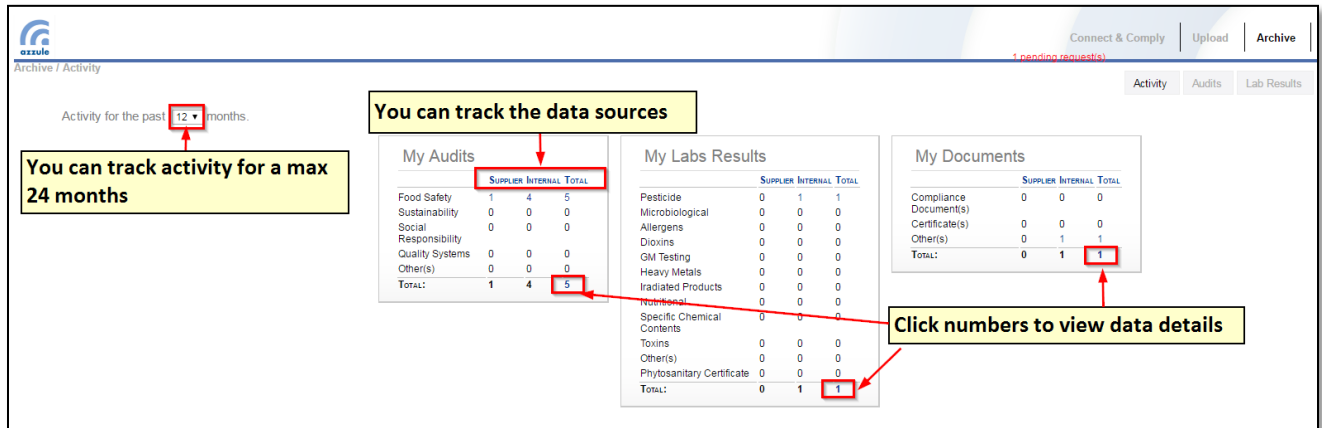


Figure 10-Activity page

2. View my audits

In the *Archive Page*, by clicking “Audits” you can review details of all the audits that are archived in the SCP site. In the *Audit Page* (Figure 11), you can search certain audits by different searching criteria. For example, **you can change the date setting to check all the audits conducted during that time range**. Simply by clicking “SEE AUDITS”, you will be able to see audits that are stored in your SCP site in the past 12 months. Other features include:

- Viewing audit detailed reports by clicking the audit ID;
- Viewing audit transferring history by clicking the “Reviewing tracking”;
- Checking the audit basic information and if the audit is uploaded by certification body or not;
- Selecting audit and start to send audit to your customer;
- Uploading or adding a new audit if the audit is not found.

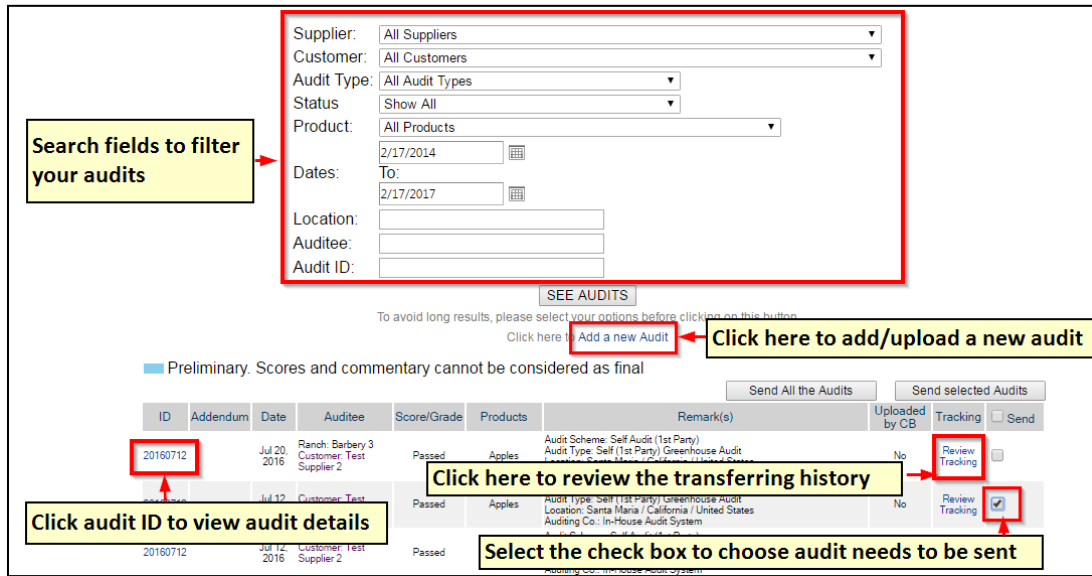


Figure 11-Audit page

2.1 Viewing audits automatically stored by Azzule

PrimusGFS audits, PrimusLabs Standard audits, GlobalG.A.P. audits from Azzule Online Auditing System are automatically stored in your SCP site. By clicking the audit ID, you can view the audits related reports in a separate page (Figure 12). The *Audit Report Page* has links to all the audit information, such as addendum, certificate, corrective actions report and final audit report. You can download, save, or print the audit as you need; however, you cannot edit the audit reports.

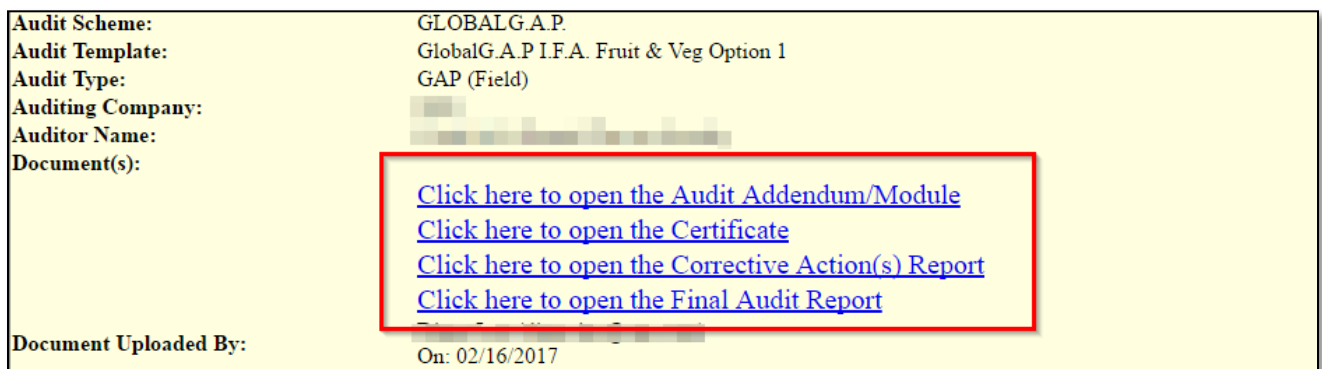
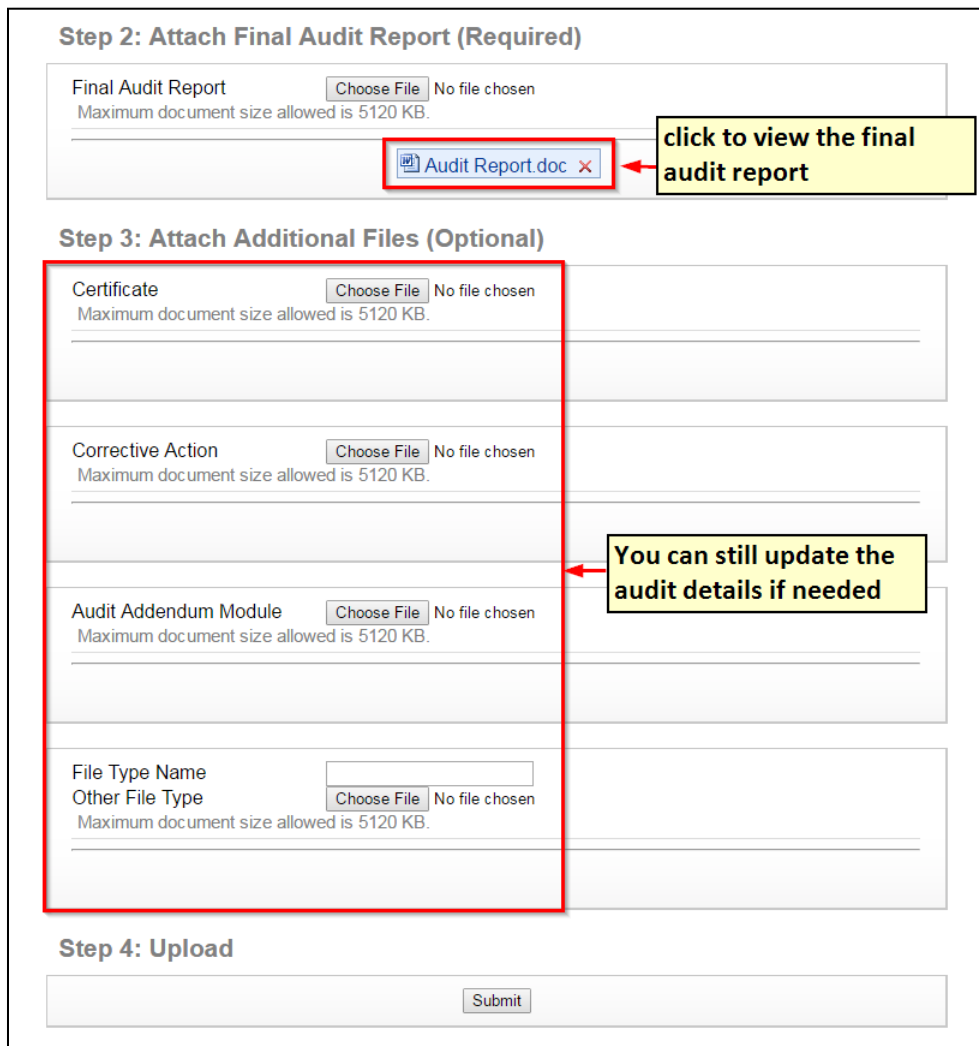


Figure 12-View audit details page

2.2 Viewing audits manually uploaded

For other audits, you can upload it to your SCP site (see [how to upload data to SCP](#) for details) at \$40/audit. If the audit is uploaded by SCP users, by clicking the audit ID number you can view the audit related reports in the *Uploading Page* (Figure 13). In the *Uploading Page*, you can view all the uploaded information such as addendum, certificate, corrective actions report and final audit report. You can download, save, or print the audit as you need. You can also update the audit if needed. By clicking “Submit”, the update will be saved to SCP.



The screenshot displays a web form titled "Uploading Page" with four main sections:

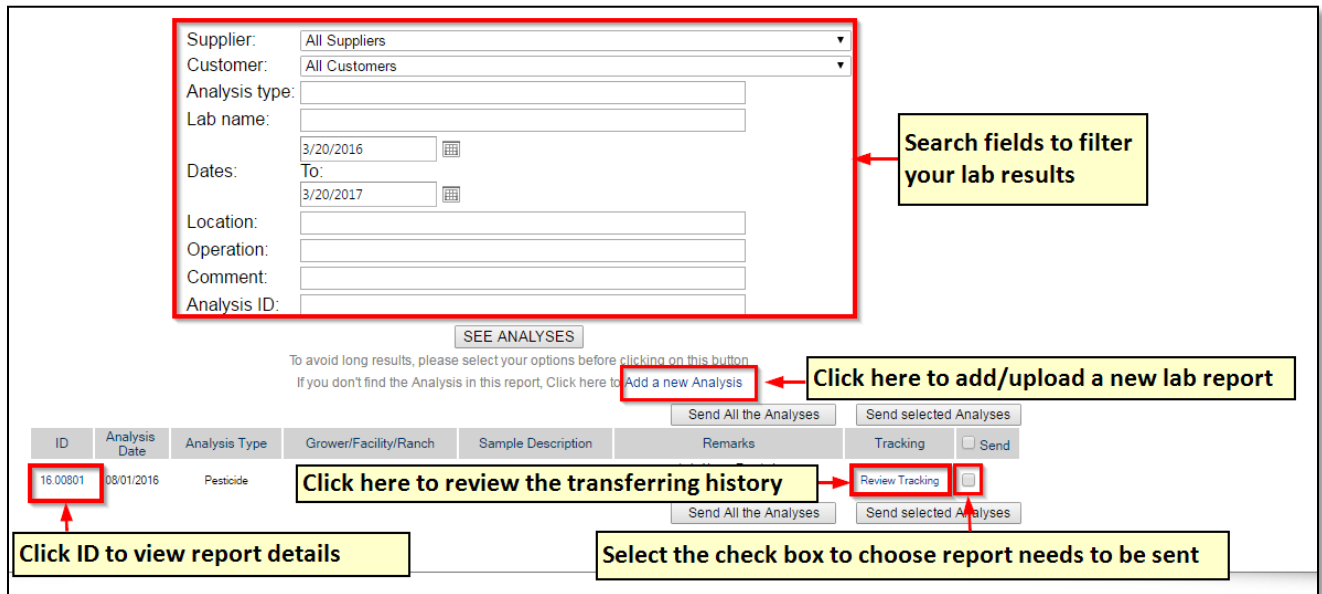
- Step 2: Attach Final Audit Report (Required)**
 - Final Audit Report: Choose File No file chosen. Maximum document size allowed is 5120 KB.
 - A file named "Audit Report.doc" is shown with a red box around it and an annotation: "click to view the final audit report".
- Step 3: Attach Additional Files (Optional)**
 - Certificate: Choose File No file chosen. Maximum document size allowed is 5120 KB.
 - Corrective Action: Choose File No file chosen. Maximum document size allowed is 5120 KB.
 - Audit Addendum Module: Choose File No file chosen. Maximum document size allowed is 5120 KB.
 - File Type Name: [Text Input]
 - Other File Type: Choose File No file chosen. Maximum document size allowed is 5120 KB.
 - An annotation "You can still update the audit details if needed" points to the "Corrective Action" field.
- Step 4: Upload**
 - Submit button

Figure 13-View audit manually uploaded by SCP users

3. View my lab results

In the *Archive Page*, by clicking “Lab Results” you can review details of all the lab results that are archived in the SCP site. In the *Lab Results Page* (Figure 14), you can search certain lab results by different searching criteria. For example, **you can change the date setting to check all the lab results conducted during that time range.** Simply by clicking “SEE ANALYSES”, you will be able to view lab result reports that are stored in your SCP site in the past 12 months. Other features include:

- Viewing the lab results basic information and detailed reports by clicking the ID;
- Viewing the transferring history by clicking the “Reviewing tracking”;
- Selecting lab results and start to send the report to your customer;
- Uploading or adding a new lab result report if the report is not found.



Supplier: [All Suppliers] Customer: [All Customers]

Analysis type: [] Lab name: []

Dates: To: [3/20/2016] To: [3/20/2017]

Location: [] Operation: [] Comment: [] Analysis ID: []

SEE ANALYSES

To avoid long results, please select your options before clicking on this button
 If you don't find the Analysis in this report, Click here to **Add a new Analysis**

ID	Analysis Date	Analysis Type	Grower/Facility/Ranch	Sample Description	Remarks	Tracking	Send
16.00801	08/01/2016	Pesticide				<input type="checkbox"/>	<input type="checkbox"/>

Figure 14-Lab results page

3.1 Viewing lab results automatically stored by Azzule

If your lab service is/was done by PrimusLabs (including pesticide residue and microbiological testing), the lab final report will be automatically archived by Azzule to your SCP site. By clicking the report ID, you can view the lab report details in a separate page (Figure 15). The report is the same as you receive from PrimusLabs LIMS system. You can download, save, or print the report as you need; however, you cannot edit the result reports.

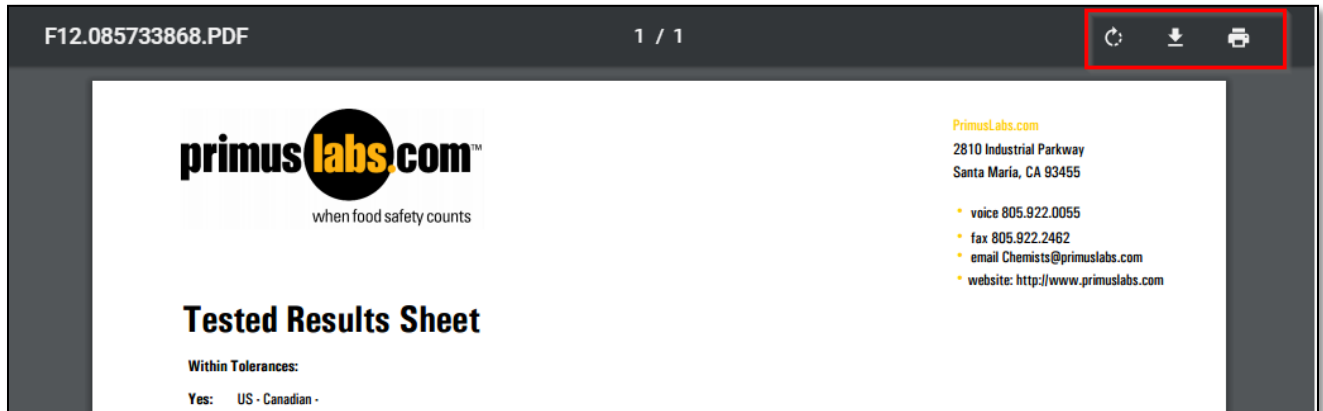


Figure 15-View lab results done by PrimusLabs

3.2 Viewing lab results manually uploaded

For lab result report done by other labs, you can upload it to your SCP site (see [how to upload data to SCP](#) for details) at a free rate. By clicking the report ID number you can view the lab reports in the *Uploading Page* (Figure 16). In the *Uploading Page*, you can view the lab result report. You can download, save, or print the report as you need. You can also delete the existing lab report by clicking “x” by the document, and then update a new report if needed. By clicking “Submit”, the update will be saved to SCP.

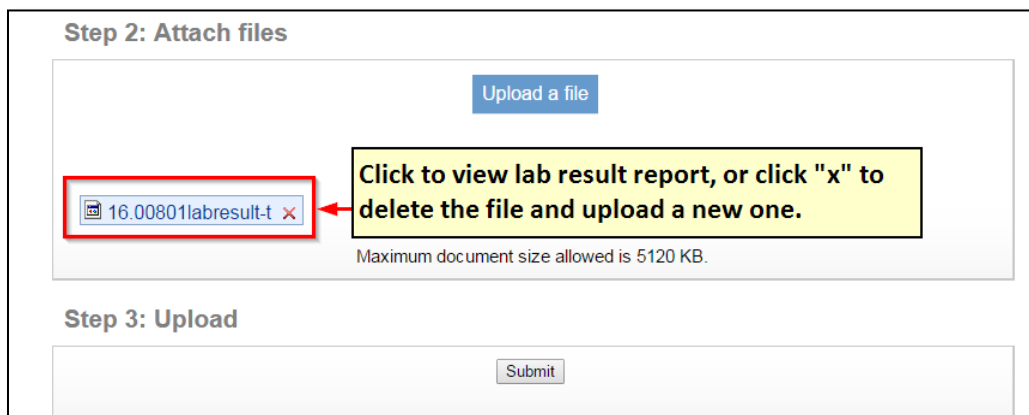
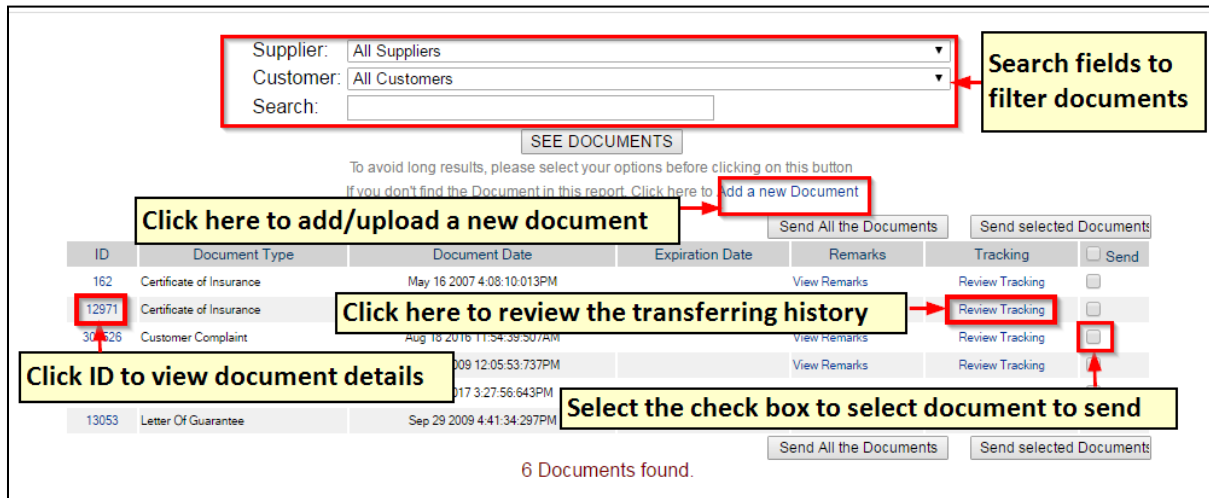


Figure 16-View lab results uploaded by SCP users

4. View my documents

In the *Archive Page*, by clicking “Document” you can review details of all other documents that are archived in the SCP site. The *Document Page* (Figure 17) saves all other uploaded documents except audits and lab results in the SCP site. You can review and send documents to your customers. Main features include:

- Viewing the basic and detailed information of documents by clicking the ID;
- Viewing the transferring history by clicking the “Reviewing tracking”;
- Selecting document and start to send it to your customer;
- Uploading or adding a new document if the report is not found.



Supplier: All Suppliers
 Customer: All Customers
 Search:

SEE DOCUMENTS

To avoid long results, please select your options before clicking on this button
 If you don't find the Document in this report, Click here to [add a new Document](#)

Send All the Documents Send selected Documents

ID	Document Type	Document Date	Expiration Date	Remarks	Tracking	Send
162	Certificate of Insurance	May 16 2007 4:08:10:013PM		View Remarks	Review Tracking	<input type="checkbox"/>
12971	Certificate of Insurance			View Remarks	Review Tracking	<input type="checkbox"/>
30426	Customer Complaint	Aug 18 2016 11:54:39:507AM		View Remarks	Review Tracking	<input type="checkbox"/>
		09 12:05:53:737PM		View Remarks	Review Tracking	<input type="checkbox"/>
		17 3:27:56:643PM				
13053	Letter Of Guarantee	Sep 29 2009 4:41:34:297PM				

6 Documents found. Send All the Documents Send selected Documents

Figure 17-Document page

Note that all the documents are uploaded by SCP users (see [how to upload data to SCP](#) for details) at a free rate. Azzule does not automatically store any documents for SCP users. By clicking the report ID number you can view the document in the *Uploading Page*. In the *Uploading Page* (Figure 18), you can view the document details. You can download, save, or print the document as you need. You can also delete the existing document by clicking “x” by the document, and then update a new one if needed. By clicking “Submit”, the update will be saved to SCP.

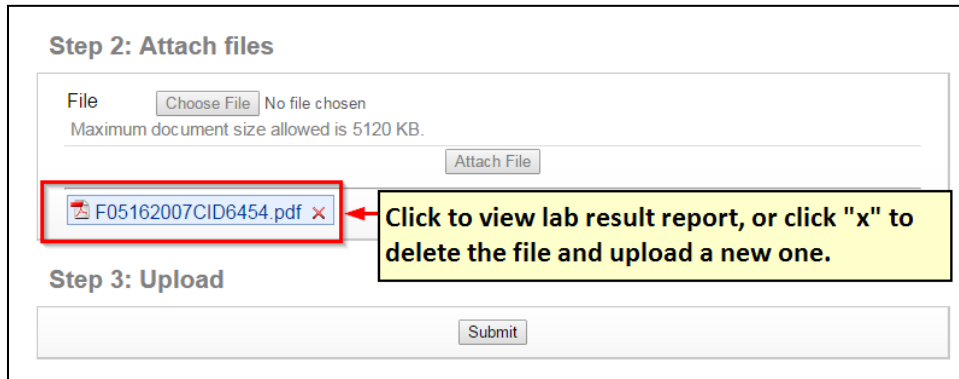


Figure 18-View documents uploaded by SCP users

5. View my transaction history

“Transaction History” in the *Archive Page* shows you expenditures over time (Figure 19). The page includes: o Billing cycle, located to the right of My Balance, shows the 12 month billing period. Transaction history can be viewed by “By Receipt” or “By Fee Cap”. Choose either tab, choose the date range, and click “Load Report”. You can also use “Advanced Search” to narrow down search parameters.

- “My Balance” is the fees for retrievals and transfers to organizations other than end-of-supply chain buyers.
- The “SCP Price List” shows a summary of the Azzule SCP fees.

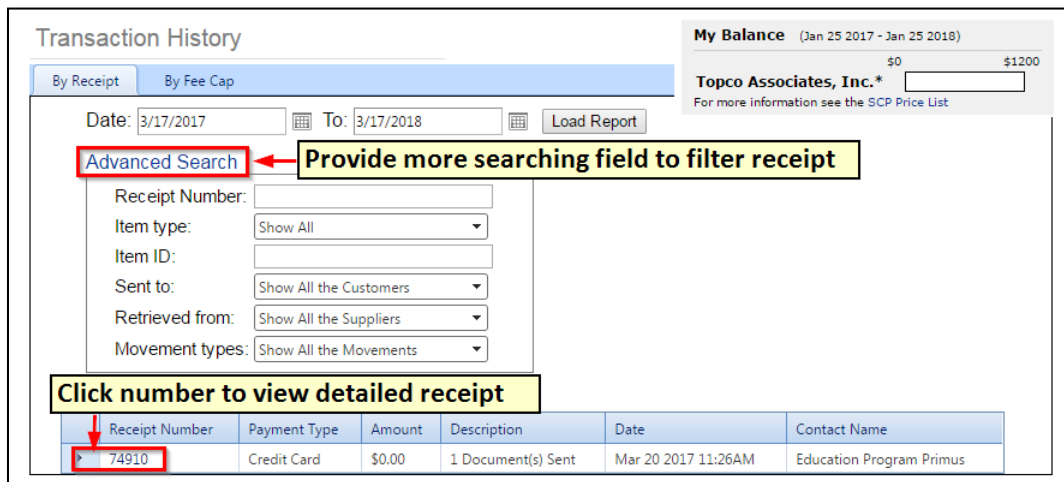
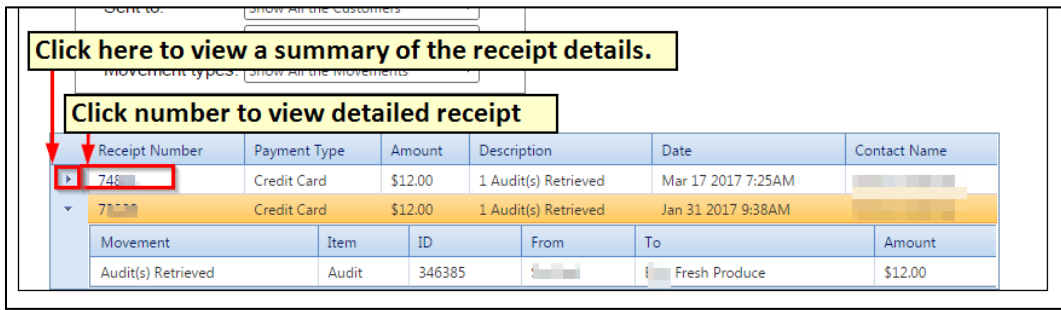


Figure 19-Transaction history page

5.1 Viewing by receipt

When clicking “By Receipt”, you will see the individual receipt in receipt number order, with the last transaction at the top of the table (Figure 20). Main features include:

- Clicking on a receipt number you can view the actual receipt for the transaction in a separate page.
- Clicking on the arrow head to the left of the receipt number, you can view a summary of the details of the receipt and the transfer that occurred.



Click here to view a summary of the receipt details.

Click number to view detailed receipt

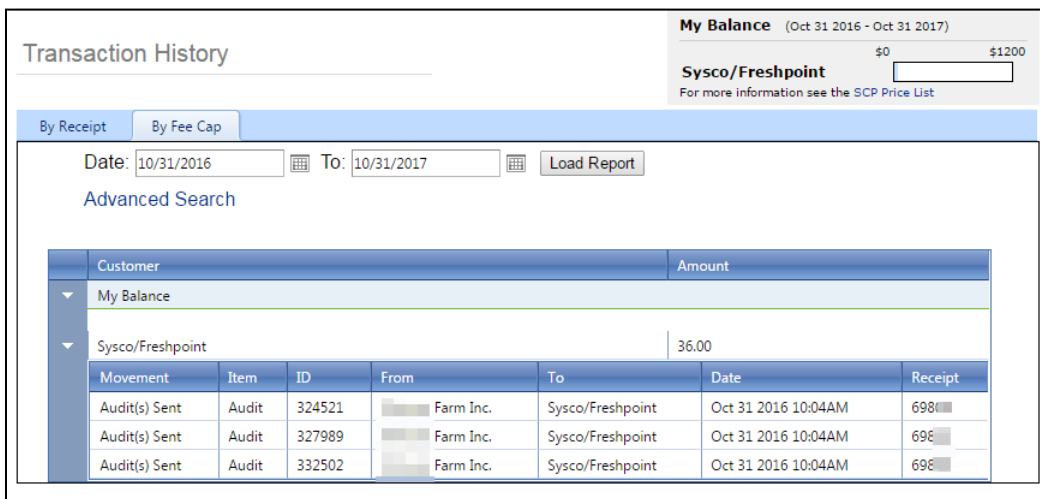
Receipt Number	Payment Type	Amount	Description	Date	Contact Name
745	Credit Card	\$12.00	1 Audit(s) Retrieved	Mar 17 2017 7:25AM	
745	Credit Card	\$12.00	1 Audit(s) Retrieved	Jan 31 2017 9:38AM	

Movement	Item	ID	From	To	Amount
Audit(s) Retrieved	Audit	346385		Fresh Produce	\$12.00

Figure 20-View transaction history by receipt

5.2 Viewing by fee cap

If your customer is enrolled in the Azzule Fee Cap agreement (please contact us if you want to know more details), that means after you spend certain amount of money (Fee Cap) on transferring data to that customer, you will not be charged any more within the same year. When clicking “By Fee Cap”, the page shows the transaction per end-of-supply chain buyer and also any other transaction fees under “My Balance” (Figure 21).



Transaction History

My Balance (Oct 31 2016 - Oct 31 2017)
 \$0 \$1200
 Sysco/Freshpoint
 For more information see the SCP Price List

By Receipt By Fee Cap

Date: 10/31/2016 To: 10/31/2017 Load Report

Advanced Search

Customer	Amount
My Balance	
Sysco/Freshpoint	36.00

Movement	Item	ID	From	To	Date	Receipt
Audit(s) Sent	Audit	324521	Farm Inc.	Sysco/Freshpoint	Oct 31 2016 10:04AM	698
Audit(s) Sent	Audit	327989	Farm Inc.	Sysco/Freshpoint	Oct 31 2016 10:04AM	698
Audit(s) Sent	Audit	332502	Farm Inc.	Sysco/Freshpoint	Oct 31 2016 10:04AM	698

Figure 21-View transaction history by fee cap

How to Manage Data Release Request

Existing and new Azzule SCP users may from time to time receive emails requesting them to either accept or reject their customer data release requests. At the same time, SCP users can also send their suppliers the data release request in order to obtain certain data from suppliers. The SCP has two release systems that are designed to either allow continuous data movement called Audit Request or Continuous Data Release Request:

- a) **Audit Request.** Your customer requests a specific audit from you when they cannot retrieve data because you did not approve the Continuous Data Release Request. You also send the same request to your suppliers if you want them to send you certain audits. This is also called “One time data release request”.
- b) **Continuous Data Release Request.** Your customer requests an Ongoing Data Release from you as their supplier which if accepted will allow the transfer of full audits for as long as the release is in place. Once approved your customer can view and retrieve your audits at their cost, you don’t need to send them audits from time to time. Again, you can send the same request to your suppliers if you would like to retrieve audits from them.

1. Respond to customer’s release request

The process starts by receiving an email request for either an **audit request** or a **Data Release Request** from a customer. If you are an existing user then the next step is to [log into the Azzule Supply Chain Program](#). If you don’t have Azzule SCP account, then please register here and also see [How To Register as SCP user](#).

After you log in SCP, click on “Connect & Comply” to view pending requests from customers (Figure 22). The release requests are listed on the top of the customer list.

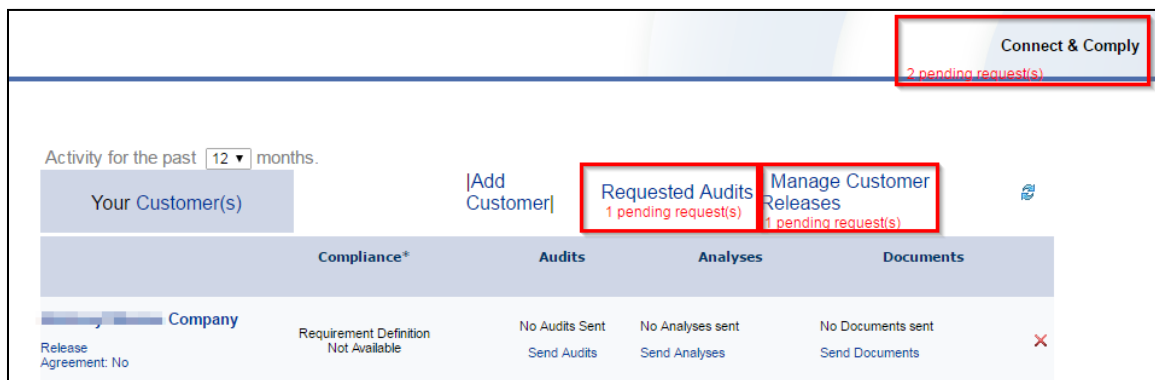


Figure 22-Data release request in customer Page

1.1 Audit request from customers

In the *Customer Page* (Figure 22), you can review the audit request from customers by clicking “Requested Audits”. In the *Audits requested Page* (Figure 23), you can:

- Filter requests by customer name and status (pending and past requests);
- View customer’s contact information;
- Click and view the basic information of requested audit;
- Send the requested audit to customer or reject the audit request.

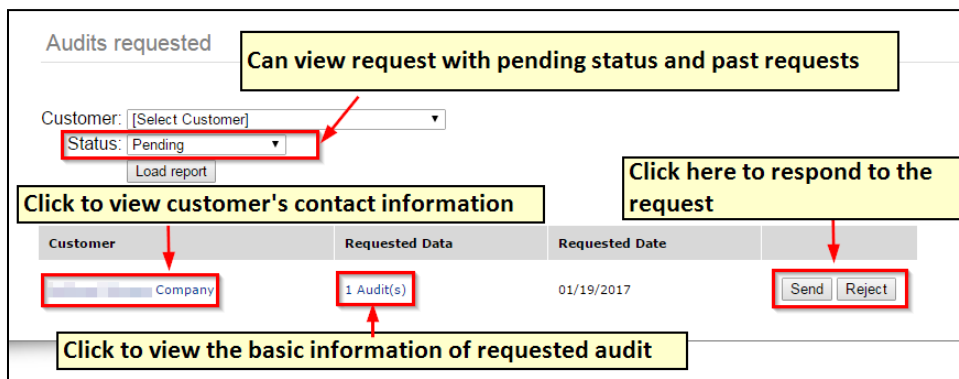


Figure 23-Audit requested page

1.2 Data release request from customers

In the *Customer Page* (Figure 22), you can review the data release request from customers by clicking “Manage Customer Releases”. In the *Releases request by Customers Page* (Figure 24), you can:

- Filter requests by customer name and status (pending, approved and rejected);
- View customer’s contact information;
- Respond to the request by either accepting or rejecting the request.

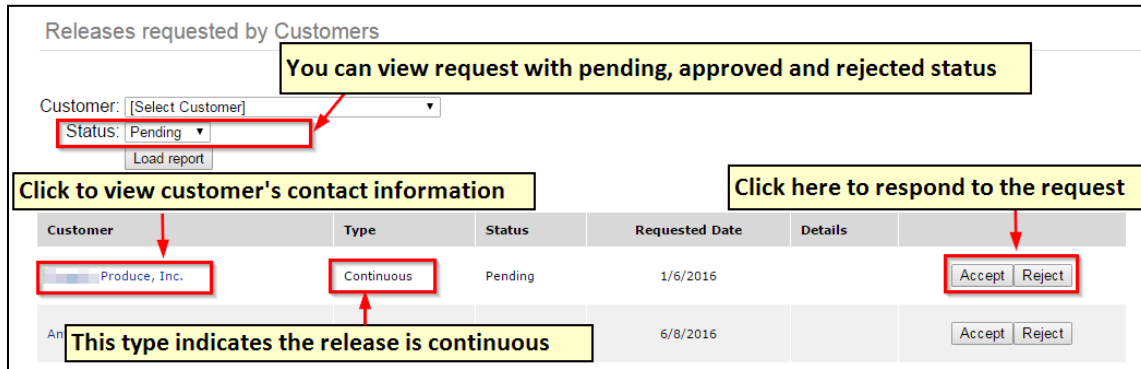


Figure 24-Data releases requested by customers page

Please note that once the data release request is accepted it can take up to thirty days for you to terminate/cancel the request. In order to cancel the data release agreement between you and your customer, in the *Release requested by Customers Page* (Figure 25): select “Approved” status (Figure 25); click “Load report”. This will show all the approved data release between you and your customers. Click “Cancel” to terminate the data release agreement between you and the customer. Once terminated, your customer cannot retrieve audits from your SCP.

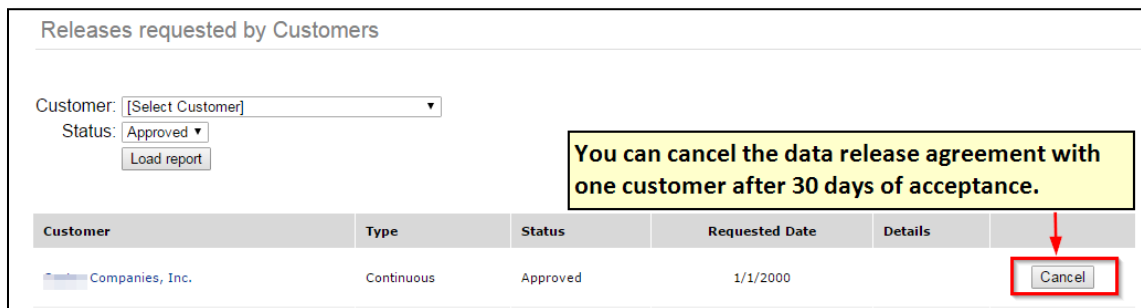


Figure 25-Cancel data release agreement

2. Send release request to suppliers

As mentioned, release agreements are required in order to retrieve audits from suppliers so that you can see the full audit information. After you log in SCP, click on “Connect & Comply”, and then click “Supplier” to enter the *Supplier Page* (Figure 26).

- If you see “Release Agreement: No” under a supplier, which means you can only browse audits but cannot retrieve audits from your supplier. By clicking “Browse Audits”, you can review what audits (and brief audit summary) are available in the supplier’s SCP sites; however, instead of “retrieve audits”, you can only check the audit and send request to your supplier. Your supplier will receive the email requesting notification, and it’s up to the supplier to send the audit to you. The supplier will pay the audit transfer fee.



Activity for the past 12 months.

Your Supplier(s) [Add Supplier](#) | [Manage Releases](#)

	Audits	Analyses	Documents	
For Testing Only	No Audits received	No Analyses received	No Documents received	
Release Agreement: Yes	Retrieve Audits			✘
Supplier demo 2	No Audits received	No Analyses received	No Documents received	
Release Agreement: No	Browse Audits			✘
Test Maos 2 (diaz)	3 Audits received	No Analyses received	No Documents received	
Release Agreement: Yes	Retrieve Audits			✘
Test User 3	No Audits received	No Analyses received	No Documents received	
Release Agreement: No	Browse Audits			✘

Figure 26-Data release agreement in supplier page

- If you see “Release Agreement: No” under your supplier and you still would like to retrieve audits from them, you can request your supplier to approve the release agreement first. Click “Release Agreement: No” under the supplier who you want to request. There is a pop-out window for you to send data release agreement to your suppliers (Figure 27). Select “Yes” option and click “Finish”. Your supplier will receive your release request and once the supplier approves the “Release Agreement”, you will be able to retrieve audits by following steps above.

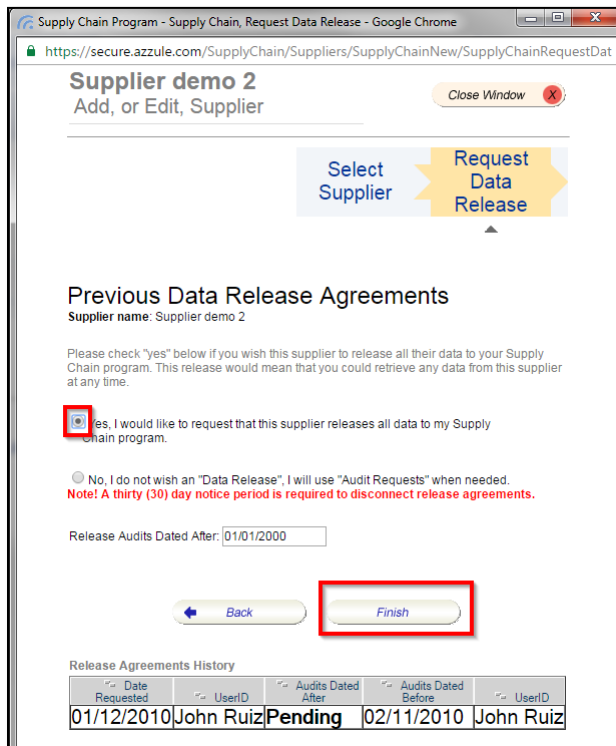


Figure 27-Send data release request to your supplier

How to Retrieve Audits from My Supplier(s)

Retrieving data from your suppliers via the Azzule SCP verifies compliance and adds value to the data by allowing your suppliers' data to be searchable and showing how their supply chain food safety status is managed. This help sheet explains how to retrieve data from your suppliers. It may be useful to review "[How to add my supplier](#)" before reading this document. Currently it cost \$12 for you to retrieve audit report and it's not possible for you to retrieve lab results and other food safety documents through SCP. **Note: The price may be changed, please check the updated price list for your reference.**

1. [Supplier Page](#)

When you login into your SCP Site, please click on "Connect & Comply" (Figure 4). This page has three options in the top right hand side of the Page (Figure 4). Click "Supplier" to link to the *Supplier Page*.

In the *Supplier Page* you can see the suppliers to whom you are currently connected (Figure 28). If you do not see a supplier, use the "Add Supplier" feature (please see the "[How To Add A Supplier To Your Supply Chain Program](#)" guideline). If the supplier is on your supply chain site already, there are two ways for you to get audits from your suppliers in the SCP sites. One way is you retrieve audit from your supplier; the other way is you request your supplier to send audit to you. For demonstration purposes we will "Retrieve Audits" for our supplier "Test Maos 2 (díazz)".

- If you see "Release Agreement: Yes" under a supplier, which means you can retrieve audits from the supplier. By clicking "Retrieve Audits" you are able to browse and retrieve audits in your supplier's SCP sites. You will pay the audit transfer fee.
- If you see "Release Agreement: No" under a supplier, which means you can only browse audits but cannot retrieve audits from your supplier. In order to retrieve audits from your supplier, your supplier has to approve the "Release Agreement" first.

Note: Lab analyses results and Documents cannot be retrieved by standard SCP users.

Activity for the past months.

Your Supplier(s) Add Supplier | Manage Releases

	Audits	Analyses	Documents	
For Testing Only	No Audits received	No Analyses received	No Documents received	×
Release Agreement: Yes	Retrieve Audits			
Supplier demo 2	No Audits received	No Analyses received	No Documents received	×
Release Agreement: No	Browse Audits			
Test Maos 2 (diaz)	3 Audits received	No Analyses received	No Documents received	×
Release Agreement: Yes	Retrieve Audits			
Test User 3	No Audits received	No Analyses received	No Documents received	×
Release Agreement: No	Browse Audits			

Figure 28-Supplier Page

2. Choosing data

After clicking on “Retrieve Audits”, we then choose which audits to retrieve. The basic search finds current audits, but by clicking on “Advanced Search”, more search tools are available (Figure 29).

Retrieve Audits Module

Supplier*:

Date:

If you don't find the Audit in this report, Click here to [Add a new Audit](#)

Advanced Search

Location:

Product:

Auditee:

Audit ID:

Figure 29-Retrieve audits module page

After clicking on “Load Report”, the available audits will be seen (Figure 30). Select the audits you would like to retrieve by checking the box on the right hand side of the Page and click on “Retrieve Selected Audits”.

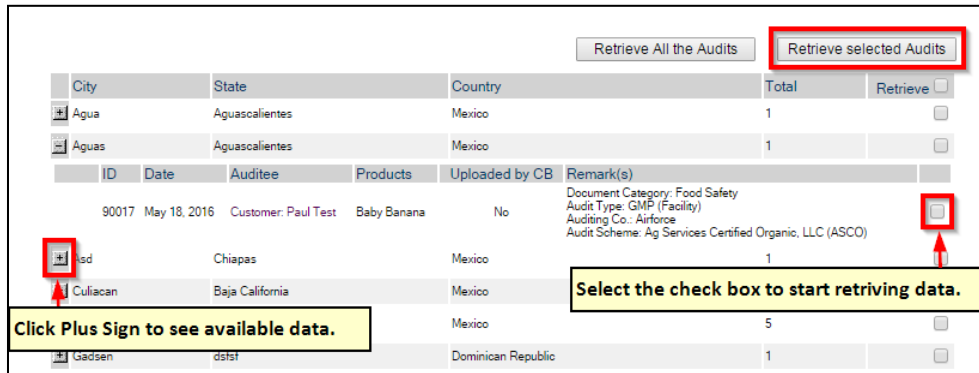


Figure 30-Choose data types

3. Options for Retrieval

There are two options, to “retrieve only” or to “retrieve and send” (Figure 31):

- Yes, I want to Retrieve and Send these audits to Customer(s): This option will retrieve the audits into your Azzule SCP account and forward the audits to selected customers chosen later in the process. This option is made available to users who want to retrieve data and immediately send this data up the supply chain. This is a popular option with logistics companies, brokers and cross docking operations.
- No, I just want to Retrieve these audits: This option will retrieve the audits into your Azzule SCP account. This is the usual choice for most users who are collecting data for their food safety program, who want to review data before sending it and who are not immediately sending data up the supply chain to their customers.

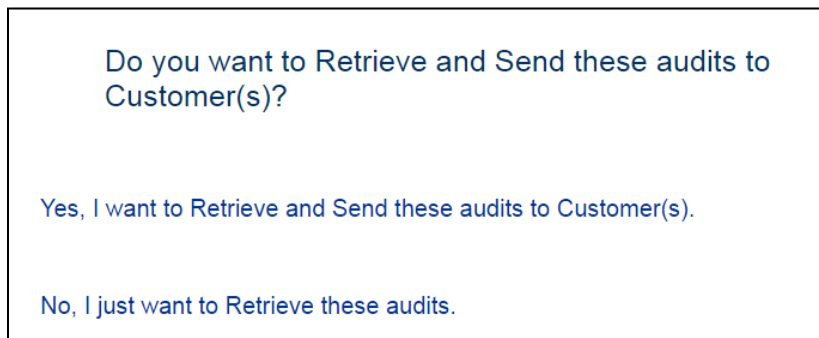
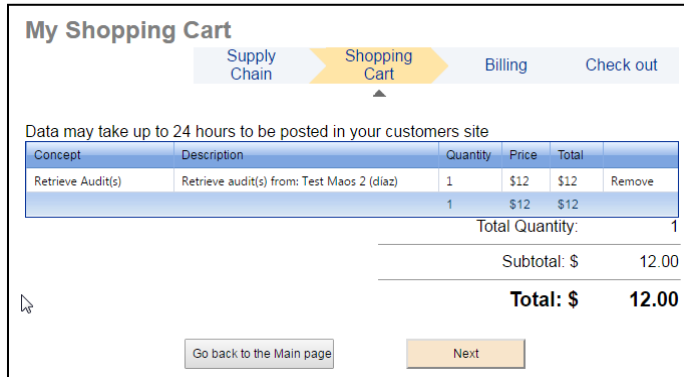


Figure 31-Retrieval options

In this guideline, we are going “retrieve” only, so click, “No, I just want to Retrieve these audits”, to proceed.

4. The shopping cart-review your payment

This Page shows which reports are being retrieved and the cost of retrieving (Figure 32). **Note: The price may be changed, please check the updated price list for your reference.**



My Shopping Cart

Supply Chain **Shopping Cart** Billing Check out

Data may take up to 24 hours to be posted in your customers site

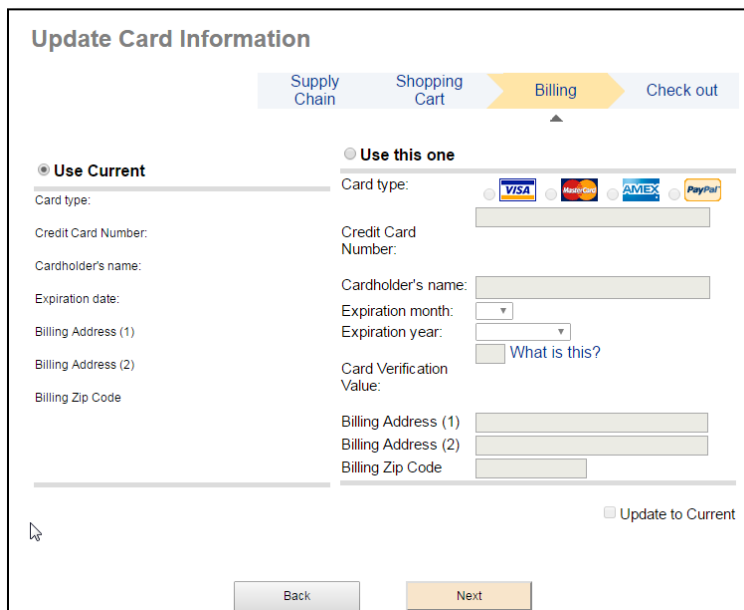
Concept	Description	Quantity	Price	Total	
Retrieve Audit(s)	Retrieve audit(s) from: Test Maos 2 (diaz)	1	\$12	\$12	Remove
		1	\$12	\$12	
		Total Quantity:		1	
		Subtotal: \$		12.00	
		Total: \$		12.00	

Go back to the Main page Next

Figure 32-Shopping cart

5. Credit card-submit billing information

When paying for retrieving data you may use the credit card details that are saved before in your SCP account or use a different card. You can click "Update to Current" to save the credit card details for future transactions (Figure 33).



Update Card Information

Supply Chain Shopping Cart **Billing** Check out

Use Current Use this one

Card type: Card type: VISA MasterCard AMEX PayPal

Credit Card Number: Credit Card Number:

Cardholder's name: Cardholder's name:

Expiration date: Expiration month: Expiration year:

Billing Address (1) What is this?

Billing Address (2) Card Verification Value:

Billing Zip Code Billing Address (1)

Billing Address (2)

Billing Zip Code

Update to Current

Back Next

Figure 33-Credit card Page

6. Check out

Before submitting your order double check the information to ensure it is correct. Click “Checkout Order” to finish the process and retrieve the audits (Figure 34). Azzule will send shopping receipt to your email address after you check out. You can also [view your transaction history](#) that is under archive.

Check Out Order

Supply Chain Shopping Cart Billing **Check out**

Reference Information

Date: December 09, 2016
 Transaction Amount: \$ 12.00

Credit Card Information

Card Type: VISA
 Credit Card Number: [REDACTED]
 Card Holder's Name: [REDACTED]

Payment Details

Transaction	Description	Quantity	Price	Total
Retrieve Audit(s)	Retrieve audit(s) from: Test Maos 2 (diaz)	1	12.00	\$12.00
			Total	\$12.00

Total Quantity: 1

Subtotal: \$ 12.00

Total: \$ 12.00

Go back to the Main page Back **Checkout Order**

Figure 34-Check out

Viewing the Retrieved Data

You have now successfully retrieved data from your supplier and you can find the information in your Azzule SCP in the following places:

1. In the “Archive” webpage

Click “Archive” in the *Home Page* and then click “Audits”. By clicking “See Audits” you will be able to view audits that are stored in the SCP (Figure 35).

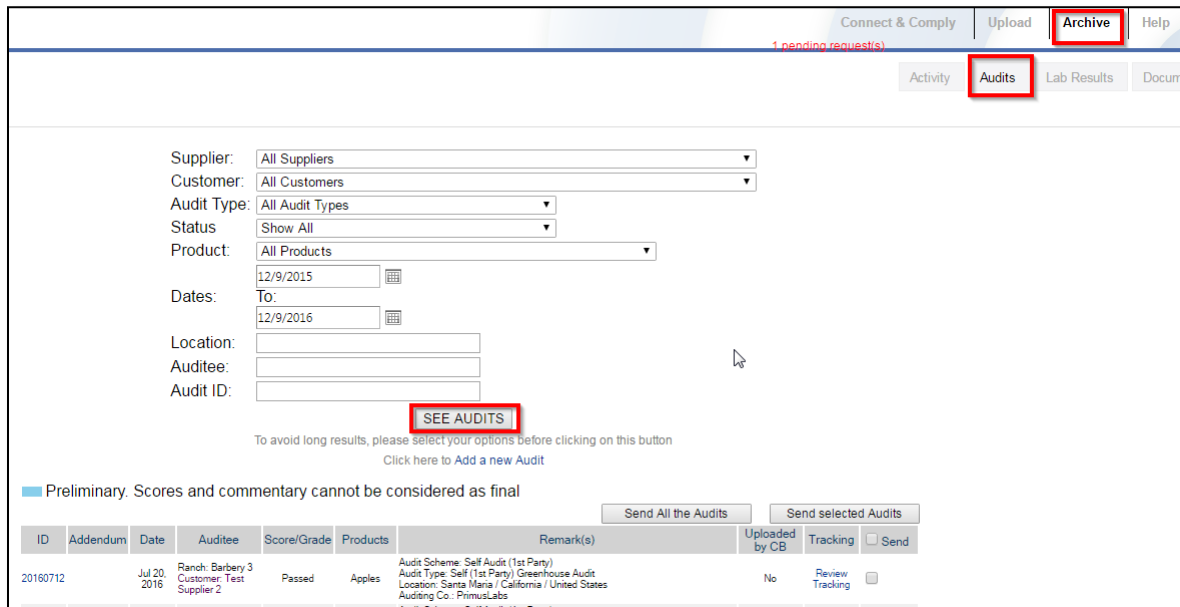
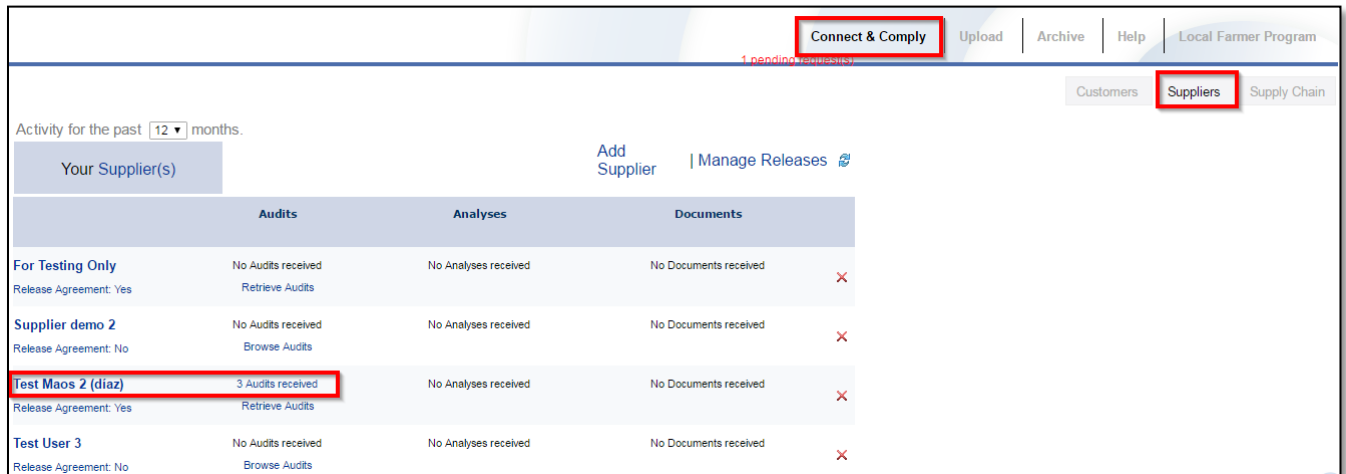


Figure 35-Viewing retrieved audits in archive

2. In the supplier Page

In the *Supplier Page* you can see the suppliers to whom you are currently connected. In the same row of the supplier, you can view how many audits have been retrieved from this supplier. By clicking “3 Audits received” (Figure 36) you can view the detailed audits information that retrieved from the supplier.



Activity for the past 12 months.

Your Supplier(s) [Add Supplier](#) | [Manage Releases](#)

	Audits	Analyses	Documents	
For Testing Only Release Agreement: Yes	No Audits received Retrieve Audits	No Analyses received	No Documents received	✘
Supplier demo 2 Release Agreement: No	No Audits received Browse Audits	No Analyses received	No Documents received	✘
Test Maos 2 (diaz) Release Agreement: Yes	3 Audits received Retrieve Audits	No Analyses received	No Documents received	✘
Test User 3 Release Agreement: No	No Audits received Browse Audits	No Analyses received	No Documents received	✘

Figure 36-Viewing retrieved audits in supplier page

How to Upload Data to SCP

“Upload” is the tool in the Azzule SCP site that you can use to upload your own data to your SCP account, and once uploaded, that data can be found in “Archive.” PrimusGFS audits, PrimusLabs Standard audits, GlobalG.A.P. audits from Primus Auditing Operations, lab analyses reports done by PrimusLabs are automatically uploaded by Azzule to the SCP site. You don’t have to duplicate work for these reports. While you may find a lot of existing electronic data is showing on your SCP site, you may want to add more data. One way to do this is to upload data to your site. Currently it cost \$40 for you to upload audit report and it’s FREE to upload all lab results and other food safety documents. As always, if you have any questions, please do not hesitate to contact us at support@azzule.com or call us 1-805-354-7127. **Note: The price may be changed, please check the updated price list for your reference.**

1. Upload tool

When you login into your Azzule SCP Site, please click on “Upload” and your will see a sub menu for uploading audits, lab analyses results and other documents. The process is similar for each type of upload, but the web pages ask for different data. For this example please select the “Upload Audit” from the submenu (Figure 37).

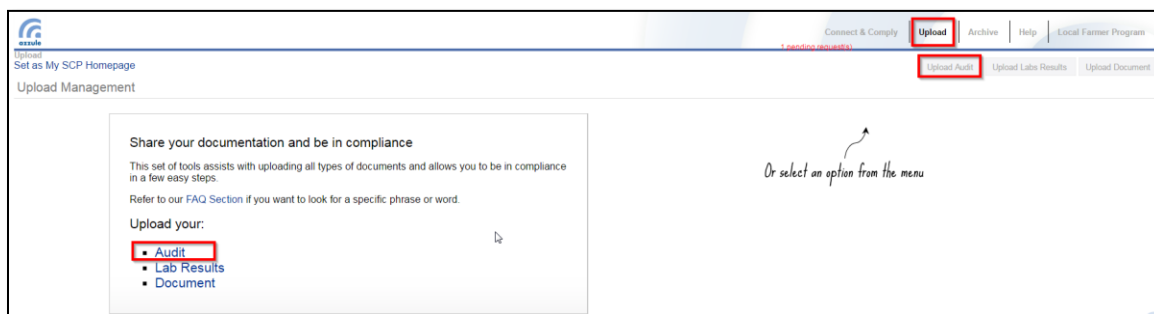


Figure 37-Upload tool page

2. Three requested steps

2.1 Fill out the audit information. This includes details such as (Figure 38, asterisked data is mandated):

- the name of the audit scheme, for example Safe Quality Food (SQF),
- the audit type, for example SQF 1000
- the name of the auditing company (certifying body), for example, Silliker
- the locations details of the audit (Country, State, City)
- the products that are audited, for example, type “apple” in the “Product Name” tab and click “Search”. Select searched product in the left frame and add it to the right frame.

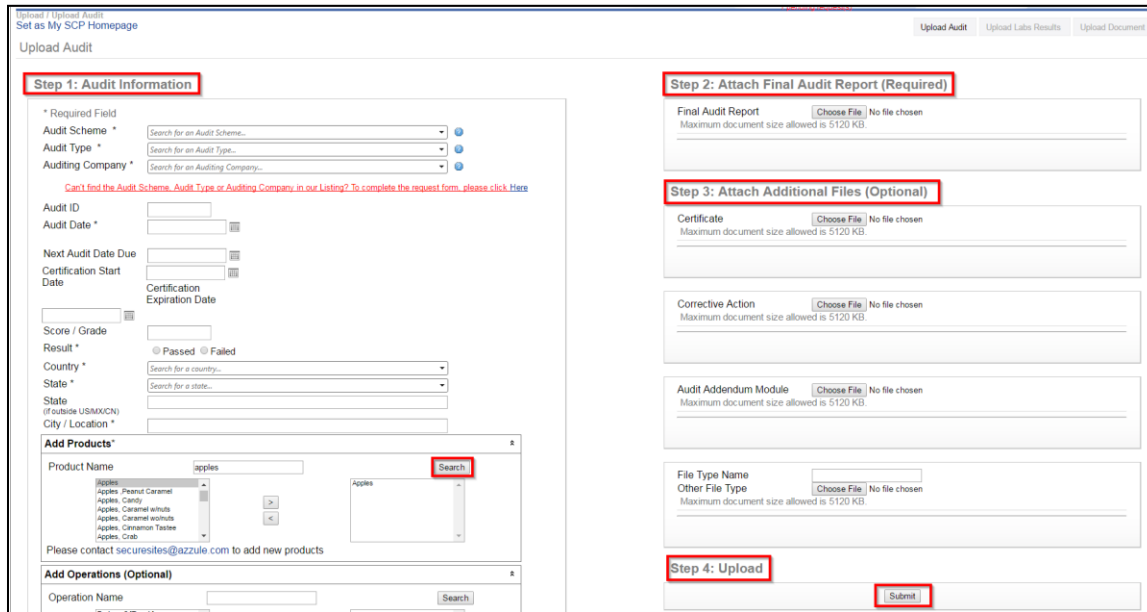


Figure 38-Upload audit page

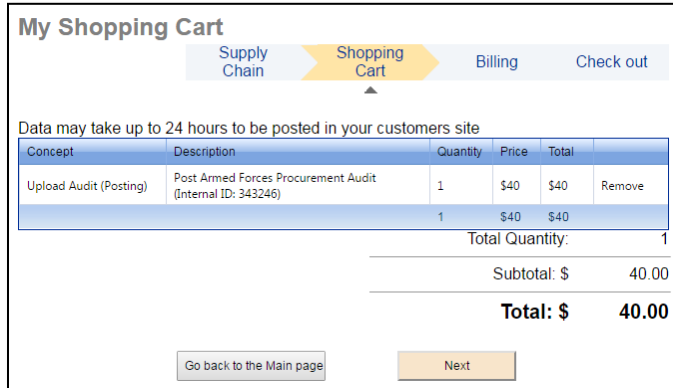
2.2 Browse and attach the audit report:

- Use the browse button to find the audit on your hard drive.
- Ideally upload PDF's of your audit report. The database also accepts other file formats up to 5 Megabytes in size.
- Once you have found the right file, click "Attach File" button.
- Attach additional Files-this is optional.

2.3 Submit the audit report: Finally click the "Submit" button to upload the audit to your data base.

3. Shopping cart page-review your payment

The next Page will show your "Shopping Cart" (Figure 39). As long at the details look correct, click "Next". Currently it cost \$40 for you to upload audit report and it's FREE to upload all lab results from all labs and other food safety documents. You can edit/replace uploaded audits, lab results and other food safety documents.



My Shopping Cart

Supply Chain > **Shopping Cart** > Billing > Check out

Data may take up to 24 hours to be posted in your customers site

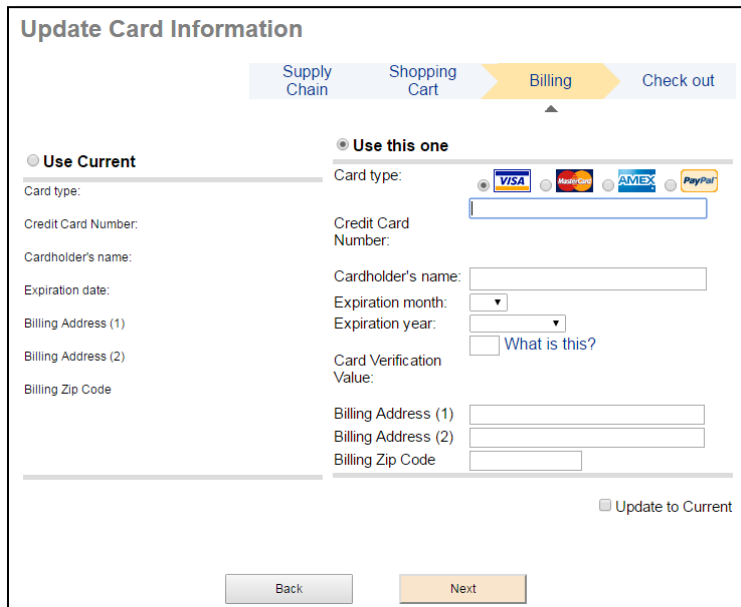
Concept	Description	Quantity	Price	Total	
Upload Audit (Posting)	Post Armed Forces Procurement Audit (Internal ID: 343246)	1	\$40	\$40	Remove
		1	\$40	\$40	
		Total Quantity:		1	
		Subtotal: \$		40.00	
		Total: \$		40.00	

Go back to the Main page Next

Figure 39-Shopping cart

4. Credit card- submit billing information

When paying for sending data, you can use the credit card details that are in your profile (accessible at the top of all pages adjacent to the “Home” key or use a different card). After reviewing this page, please click on “Next” below (Figure 40):



Update Card Information

Supply Chain > Shopping Cart > **Billing** > Check out

Use Current Use this one

Card type: VISA MasterCard AMEX PayPal

Card type:

Credit Card Number:

Cardholder's name:

Expiration date: Expiration month: Expiration year:

Billing Address (1)

Billing Address (2)

Billing Zip Code

Card Verification Value: [What is this?](#)

Billing Address (1)

Billing Address (2)

Billing Zip Code

Update to Current

Back Next

Figure 40-Credit card page

5. Check Out

To finish the process click on the “Checkout Order” below (Figure 41). Azzule will send shopping receipt to your email address after you check out. You can also [view your transaction history](#) that is under archive.

Check Out Order

Supply Chain Shopping Cart Billing **Check out**

Reference Information

Date: December 09, 2016
Transaction Amount: \$ 40.00

Credit Card Information

Card Type: VISA
Credit Card Number: [REDACTED]
Card Holder's Name: [REDACTED]

Payment Details

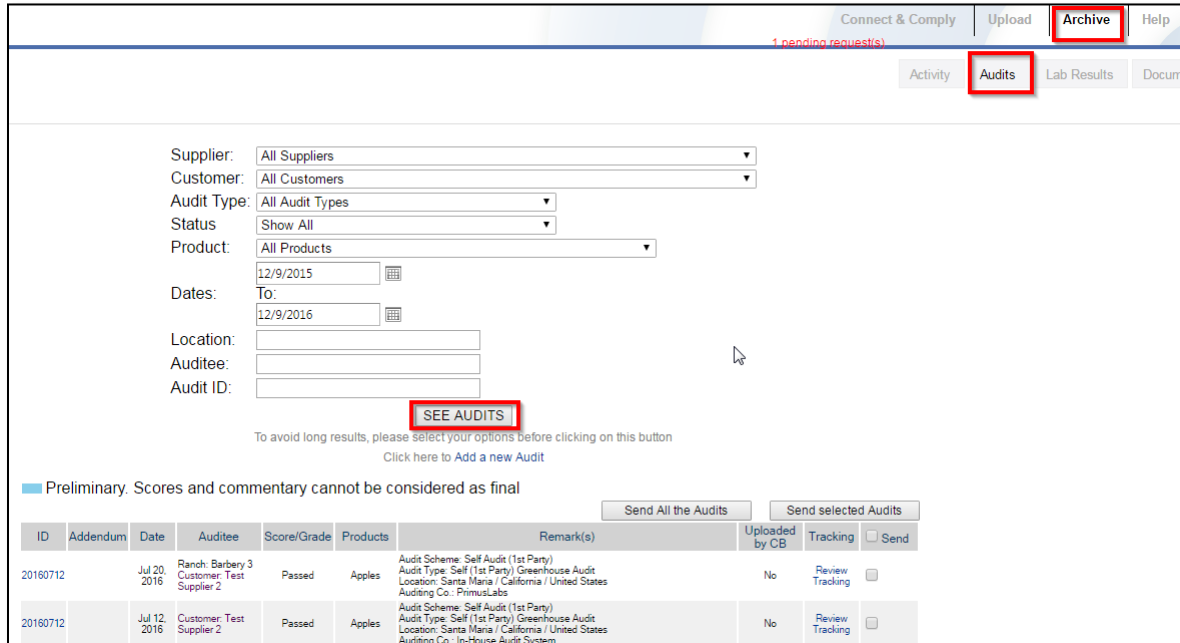
Transaction	Description	Quantity	Price	Total
Upload Audit (Posting)	Post Armed Forces Procurement Audit (Internal ID: 343246)	1	40.00	\$40.00
			Total	\$40.00

Total Quantity: 1
Subtotal: \$ 40.00
Total: \$ 40.00

Figure 41-Check out

Viewing the Uploaded Data

You have now successfully uploaded data to your Azzule SCP site and you can find the information in your “Archive” (Figure 42). By clicking “SEE AUDITS”, you can see a list of audits. By clicking the audit ID numbers, you can view audit details.



The screenshot shows the Azzule SCP interface with the 'Archive' tab selected. The 'Audits' sub-tab is also active. The interface includes a search filter section with dropdown menus for Supplier, Customer, Audit Type, Status, and Product, and date pickers for the audit period. A 'SEE AUDITS' button is highlighted with a red box. Below the filters, there are buttons for 'Send All the Audits' and 'Send selected Audits'. A table of audit records is displayed at the bottom.

ID	Addendum	Date	Auditee	Score/Grade	Products	Remark(s)	Uploaded by CB	Tracking	Send
20160712		Jul 20, 2016	Ranch: Barbery 3 Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: PrimusLabs	No	Review Tracking	<input type="checkbox"/>
20160712		Jul 12, 2016	Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: In-House Audit System	No	Review Tracking	<input type="checkbox"/>

Figure 42-Viewing uploaded data in archive

How to Send Data to My Customer(s)

Sending data your customers via the Azzule SCP only helps you to comply your customer’s compliance requirement but also adds value to the data, because your customer adds the data to their database as opposed to storing in an inbox or a file folder. Your data will be searchable and used by your customer to show manage their supply chain food safety status. Some customers, for example some food retailers use an Azzule Premium SCP and some use designed buyer sites to receive your food safety data. This help sheet explains how to manually send data to your customers. Currently, it costs \$12 to send an audit; free to send a lab result report and other food safety documents. Note: if your customer is Costco, please contact your audit certification body (CB) or Azzule customer service team at support@azzule.com or call us 1-805-354-7127.

When you login into your SCP Site, please click on “Connect & Comply” (Figure 4). This page has three options in the top right hand side of the Page (Figure 4). Click “Customers” to link to the *Customer Page*.

In the *Customer Page* you can see the customers you are currently connected to. If you do not see a customer, use the “Add Customer” feature (please see the “[How to add my customer](#)”). If the customer is on your supply chain site already and you are ready to send data, then select one of the following (Figure 43):

- Send Audits
- Send Analyses
- Send Document

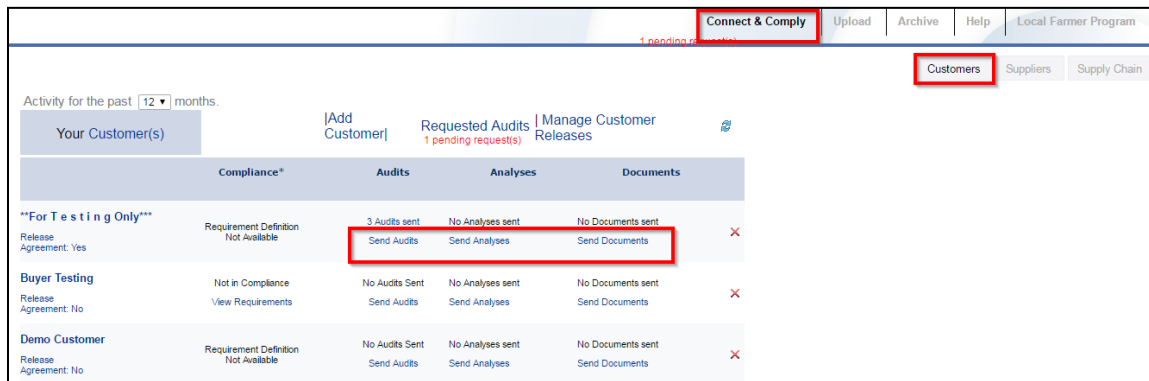
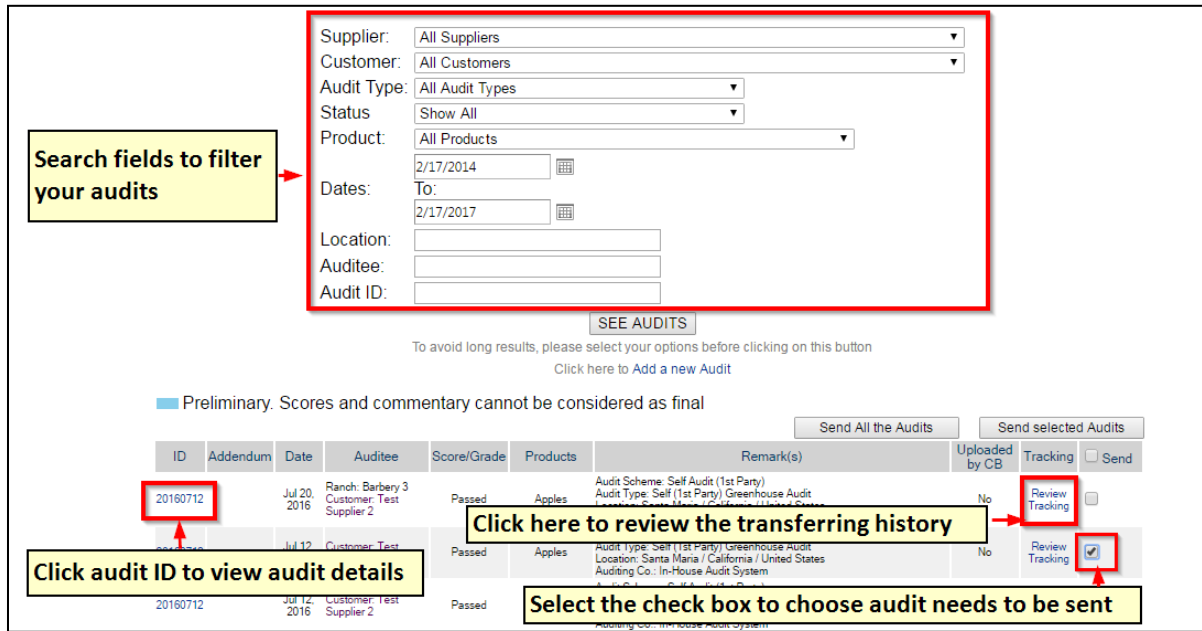


Figure 43-Sending data in Customer page

The process after this point is the same for all three types of data, but in this example, we will “Send Audits” to our customer “For Testing Only”.

1. Choosing data types

After clicking on “Send Audits”, we then have to choose the audits to send. The basic search is by time period but there are more search tools available (Figure 44):



Supplier: All Suppliers
 Customer: All Customers
 Audit Type: All Audit Types
 Status: Show All
 Product: All Products
 Dates: 2/17/2014 To: 2/17/2017
 Location:
 Auditee:
 Audit ID:
 SEE AUDITS

To avoid long results, please select your options before clicking on this button
 Click here to Add a new Audit

■ Preliminary. Scores and commentary cannot be considered as final

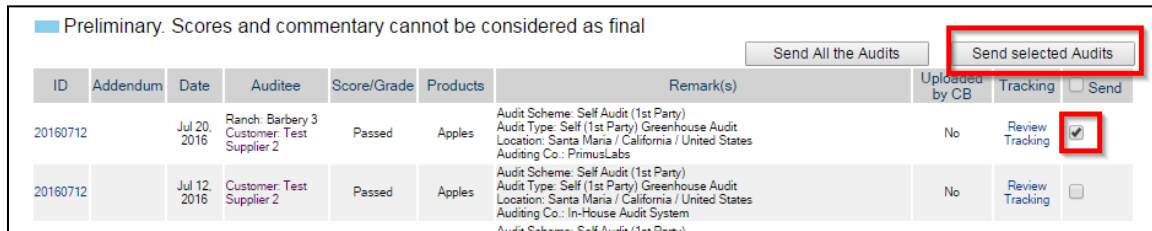
Send All the Audits Send selected Audits

ID	Addendum	Date	Auditee	Score/Grade	Products	Remark(s)	Uploaded by CB	Tracking	Send
20160712		Jul 20, 2016	Ranch: Barbary 3 Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: In-House Audit System	No	Review Tracking	<input type="checkbox"/>
20160712		Jul 12, 2016	Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: In-House Audit System	No	Review Tracking	<input checked="" type="checkbox"/>

Figure 44-Choosing data types

2. Select the audits

You would like to send by checking the box on the right hand side of the page and click on “Send Selected Audits” (Figure 44):



■ Preliminary. Scores and commentary cannot be considered as final

Send All the Audits Send selected Audits

ID	Addendum	Date	Auditee	Score/Grade	Products	Remark(s)	Uploaded by CB	Tracking	Send
20160712		Jul 20, 2016	Ranch: Barbary 3 Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: PrimusLabs	No	Review Tracking	<input type="checkbox"/>
20160712		Jul 12, 2016	Customer: Test Supplier: 2	Passed	Apples	Audit Scheme: Self Audit (1st Party) Audit Type: Self (1st Party) Greenhouse Audit Location: Santa Maria / California / United States Auditing Co.: In-House Audit System	No	Review Tracking	<input checked="" type="checkbox"/>

Figure 45-Selection of audit to send

3. Option to add more customers when sending the data

The next page allows you the option adding more customers. If though, you wish to send to the one customer already selected, just click on “Next” (Figure 46):

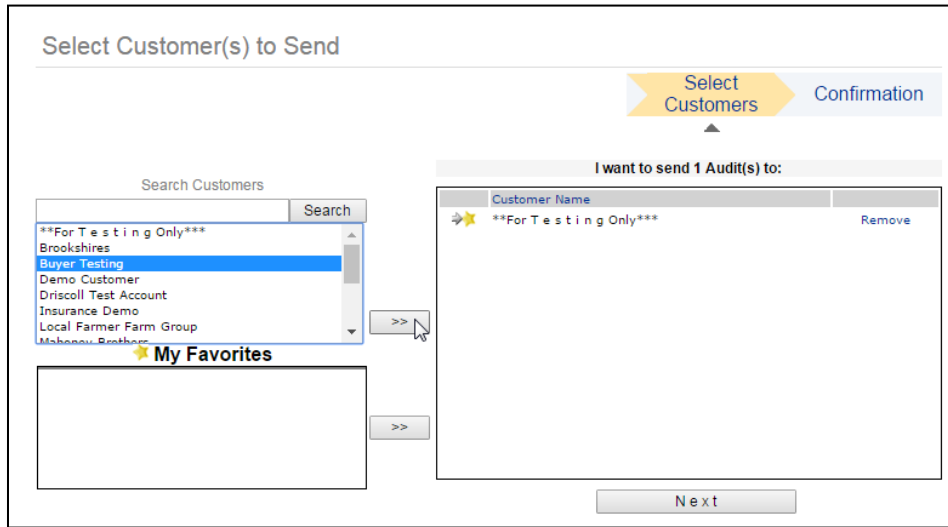


Figure 46-Adding customers as the receiver of audits

4. The shopping cart page-review your payment

This pages show you what you have currently ready to send and the cost of sending (Figure 47).

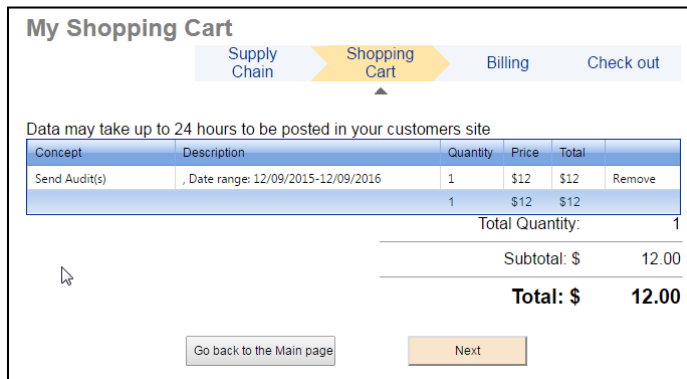
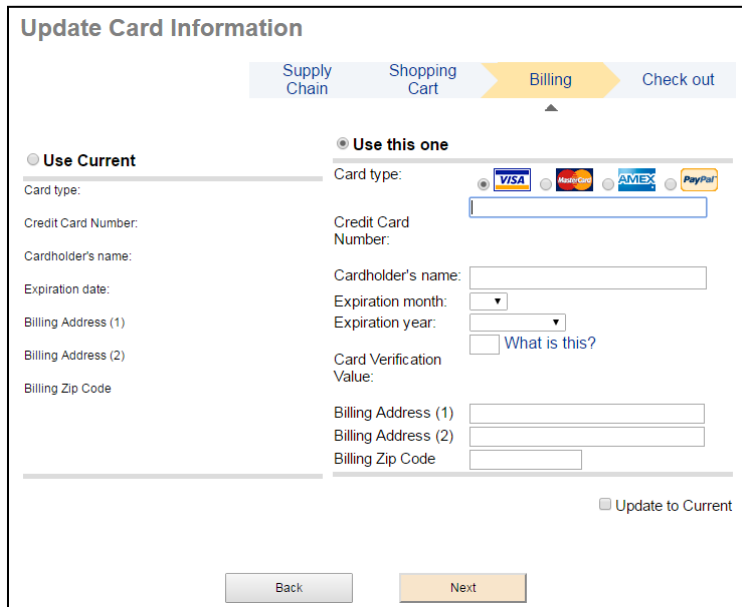


Figure 47-Shopping cart

5. Credit card-submit billing information

When paying for sending data you can use the credit card details that are saved before or use a different card. Please click “Next” after submitting your Credit Card Information (Figure 48):



Update Card Information

Supply Chain Shopping Cart **Billing** Check out

Use Current Use this one

Card type: VISA MasterCard AMEX PayPal

Credit Card Number:

Cardholder's name:

Expiration date: Expiration month: Expiration year: [What is this?](#)

Card Verification Value:

Billing Address (1)

Billing Address (2)

Billing Zip Code

Update to Current

Figure 48-Credit card page

6. Check out

The last page to double check the sending data order. Click “Checkout Order” to finish the process and send the data (Figure 49). Azzule system will send shopping receipt to your email address after you check out. You can also [view your transaction history](#) that is under archive.

Check Out Order

Supply Chain Shopping Cart Billing **Check out**

Reference Information

Date: December 09, 2016
 Transaction Amount: \$ 12.00

Credit Card Information

Card Type: VISA
 Credit Card Number: [REDACTED]
 Card Holder's Name: [REDACTED]

Payment Details

Transaction	Description	Quantity	Price	Total
Send Audit(s)	Date range: 12/09/2015-12/09/2016	1	12.00	\$12.00
Total				\$12.00

Total Quantity: 1
 Subtotal: \$ 12.00
Total: \$ 12.00

Go back to the Main page Back **Checkout Order**

Figure 49-Check out

How to Update My Profile

Azzule SCP allows you to edit and update your company’s information in *My Profile Page*. After you log in to Azzule SCP, click “My Profile” to edit profile information (Figure 50). In *My Profile Page*, it allows you to:

- Edit customer information, that is, upload or update your company logo;
- Edit and update your company’s contact information;
- Edit and update your user information including changing password;
- Edit and update your payment card information.

Note: if you have problems to update your profile, please contact with Azzule customer service team at email: support@azzule.com; phone number: 1-805-354-7127.

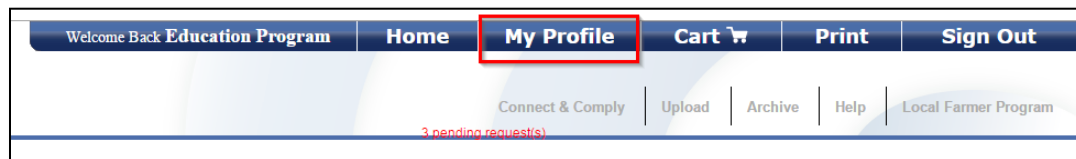


Figure 50-My profile in the home page

1. Update the customer information

In *My Profile Page*, customer information shows your company’s basic information-name and logo (Figure 51). You can upload your company logo here:

- 1.1 Click “Choose File” to link to your computer. In your computer, you can select the logo image you would like to upload. Double click the image.
- 1.2 Click “Upload Logo” to upload the logo image to the SCP site. If you would like to update the company logo, you can delete the old one by clicking “X” sign by the logo image first, then follow the same steps 1.1 and 1.2.

Note: You need to contact with Azzule customer service team if you want to update/change your company name.

Welcome Back **Education Program**
Home **My Profile**

Connect & Comply
3 pending request(s)

My Profile

Please use this section to update your user profile, or modify your company profile.


* User/Company Profile was successfully submitted

Customer Information

Company Name *

*If the Company Name needs to be changed or edited, please contact support@azzule.com

Company Logo No file chosen

Preview: 

Click here to submit the change of profile

You can upload or update your company logo here

Click X to remove your current company logo

Click here to edit the contact information

Contact Information

Contact First Name *

Contact Last Name *

Title

Phone Number

Fax Number

E-Mail Address *

Country

State

State/Province (if outside US/MX/CN)

City

Zip/Postal Code

Figure 51-My profile page (Upper side)

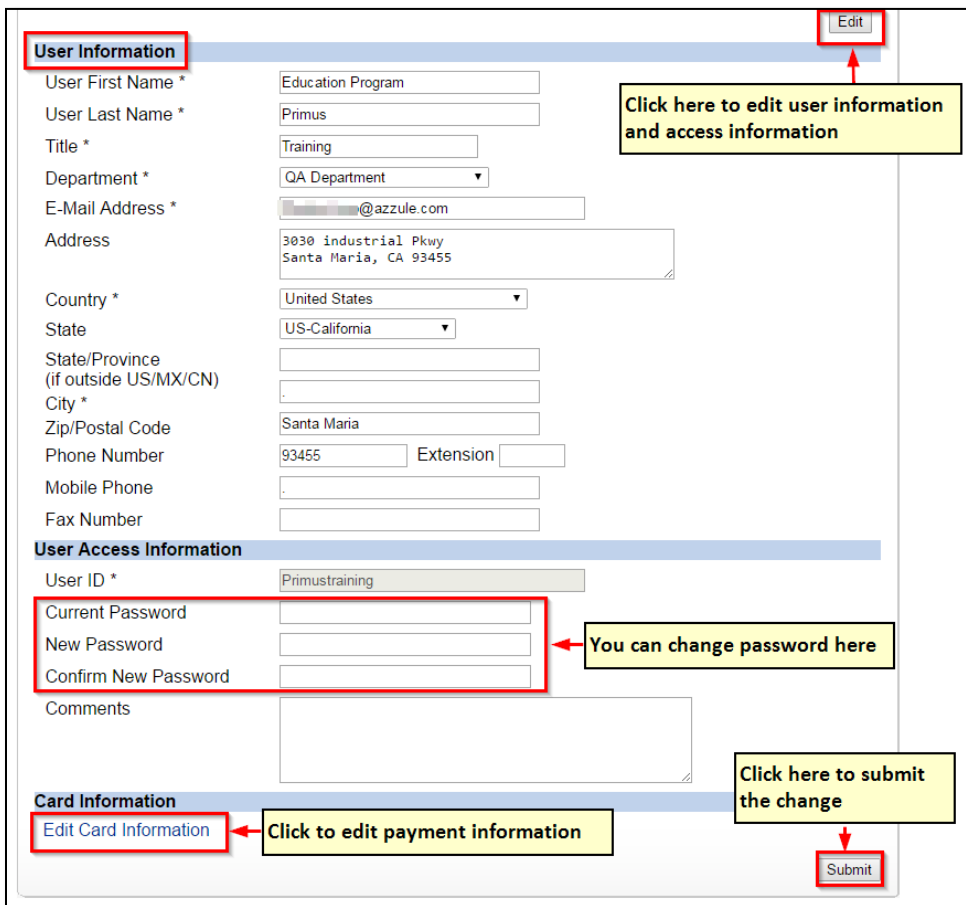
2. Update contact and user information

In *My Profile Page* (Figures 51, 52), contact information is the main contact person that usually is the person who first registered as Azzule SCP user in your company. If there is a change, for example, the person no longer works with your company, you edit and update the contact information.

User information including user access information are the current SCP user information. Note that Azzule SCP allows different users or logins for one SCP; but you have to register individually to Azzule system via <https://secure.azzule.com/SupplyChain/SupplierRegistration/SupplierRegistration.aspx> (see [how to register as SCP user](#) for details).

Steps to update contact and user information are below:

- 2.1 Click “Edit” to start the edition of contact information.
- 2.2 Fill in all the information that need to be updated.
- 2.3 Click “Submit” to save and update the changes.



The screenshot displays a web form with three main sections: **User Information**, **User Access Information**, and **Card Information**. Each section has an **Edit** button. A yellow callout box with an arrow pointing to the **Edit** button in the User Information section says "Click here to edit user information and access information". Another yellow callout box with an arrow pointing to the **Edit** button in the User Access Information section says "You can change password here". A third yellow callout box with an arrow pointing to the **Edit** button in the Card Information section says "Click to edit payment information". A final yellow callout box with an arrow pointing to the **Submit** button at the bottom right says "Click here to submit the change".


Figure 52- My profile page (lower side)

3. Update the card information

In *My Profile Page* (Figure 52), you can edit and update your card information. By clicking “Edit Card Information”, there is an “Update Card Information” window (Figure 53). Steps to update the card information are below:

- 3.1 Select “Use this one” to start to input a new card information;
- 3.2 Fill in new card information correctly;
- 3.3 Click “Submit” to save changes. You can select the check box of “Update to Current” to have system save new card information as your default payment.


If needed, you can click “Remove Card” to remove your current card information.



Update Card Information

Fill in new card information

Use Current

Card type: 

Credit Card Number: xxxxxxxxxxxx-7141

Cardholder's name: [Redacted]

Expiration date: 2/2017

Billing Address (1) [Redacted]

Billing Address (2) [Redacted]

Billing Zip Code 93455

[Remove Card](#)

Use this one

Card type: VISA MasterCard AMEX PayPal

Credit Card Number: [Input field]

Cardholder's name: [Input field]

Expiration month: [Dropdown menu]

Expiration year: [Dropdown menu]

What is this?

Card Verification Value: [Input field]

Billing Address (1) [Input field]

Billing Address (2) [Input field]

Billing Zip Code [Input field]

Update to Current

Click to remove your current card information

Click to save changes

Select the check box to save as current used card

Figure 53-Update card information window

Help Resources

There are several help resources listed in the Azzule SCP site. After you log in your SCP, you can view SCP instructions and guidelines in the *Help Page* (Figure 54).

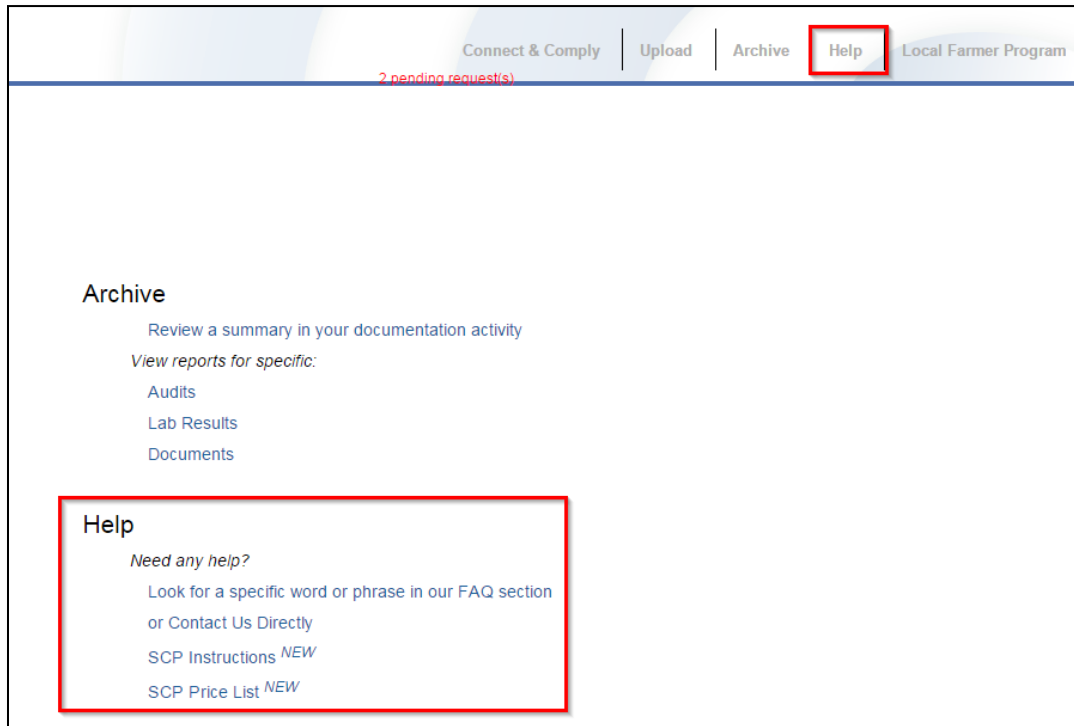


Figure 54-Help resources in the home page

If you have any problems or comments of Azzule SCP or would like to have a demonstration, please contact with Azzule customer service team at email: support@azzule.com; phone number: 1-805-354-7127.

Thank you for using Azzule Supply Chain Program!