



How to Add My Customer and Supplier

1. <u>Connect & comply</u>

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):

Connect & Comply	Upload	Archiv	e Help	Local Fa	rmer Program
		С	ustomers	Suppliers	Supply Chain

Figure 4-Connect and comply page

- <u>Customers Page</u>: 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.
- <u>Suppliers Page:</u> 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

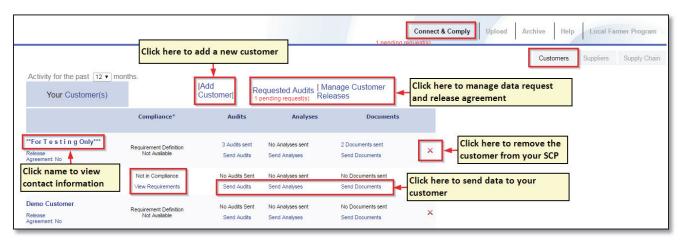
Before being able to send data to your customers using the Azzule SCP, you need to identify these customers on your database. The type of customers you deal with varies depending on the nature of your business and your position in the overall supply chain. For example if you are a grower, your customers 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.







2.2 Add a Customer

In the *Customer Page*, click "Add Customer" to link to the "Add or Remove Customer" window. In the "Add or Remove Customer" window (Figure 6), enter the customer name and click search. The customer search function can look for partial customer names as well as, full customer names. Once you have the correct customer, click on "Add Customer". After you close the window, the new customer will be listed. If you cannot find the customer for whom you are looking, you can send the customer details to the system and request to add the customer to our database.

🋜 Supply Chain Program - Supply Chain Add Customer - Google Chrome					
Secure https://secure.azzule.com/SupplyChain/Suppliers/Suppl	yChainNew/SupplyChainNewAddCustomer.aspx?Operation=AC				
Supply Chain Add or Remove Customer	Close Window 🗶 📤				
Please select the Customer to work with.	1 Search 2				
Request New Supplier. ← Click here if you cannot find your customer or contact us					
Name(s) Click here t Buyer Testing the your SC Driscoll Test Account the your SC	CP Remove Customer Remove Customer				
Froome Family - Test Jane's Testing Training Farm	Add Customer 3 Add Customer				
Jesus Zazueta Test	Remove Customer				

Figure 6-Add or remove customer window





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 <u>How To Retrieve Data From My Suppliers</u>) to your database, and when needed, send this data to your customers (see <u>How To Send Data To My Customers</u>).

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.

			ha	Connect & Comply Upload Archive Help Local Farmer Program
Activity for the past 12 • more	nths.	Click here to	Add a new supplier	Customers Suppliers Supply Chain
Your Supplier(s)	Audits	Analyses	Supplier Documents	agreement
For Testing Only Release Agreement Yes Click name to view contact information	No Audits received Retrieve Audits No Audits received Browse Audits	No Analyses received Click here to retrieve or h supplier's food safety da	and a subscripting a subscripting of the subsc	Click here to remove the supplier from your SCP
Test 123 Release Agreement: No	No Audits received Browse Audits	No Analyses received	No Documents received	×

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.

🜈 Supply Chain Program - Supply Chain Add Supplier - Google Chrome	
Secure https://secure.azzule.com/SupplyChain/Suppliers/SupplyCl	hainNew/SupplyChainNewAddSupplier.aspx?Operation=AS#
Supply Chain Add or Remove Supplier	Close Window
Please select the Supplier to work with. Supplier name:	Search 2
and the second sec	not find your supplier or contact us
Name(s) Driscoll Test Account	Add Supplier
	Add Supplier
Froome Family - Test	Click here to add supplier to
Jane's Testing Training Farm	the your SCP
Jesus Zazueta Test	
M & R Testa, Inc.	Add Supplier
PAO Test Organization	Add Supplier
Rancho The Greatest Berries, S. de P.I	

Figure 8-Add or remove supplier window