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):
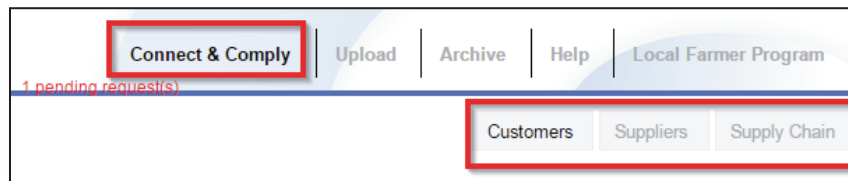

Figure 4-Connect and comply page

- **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.
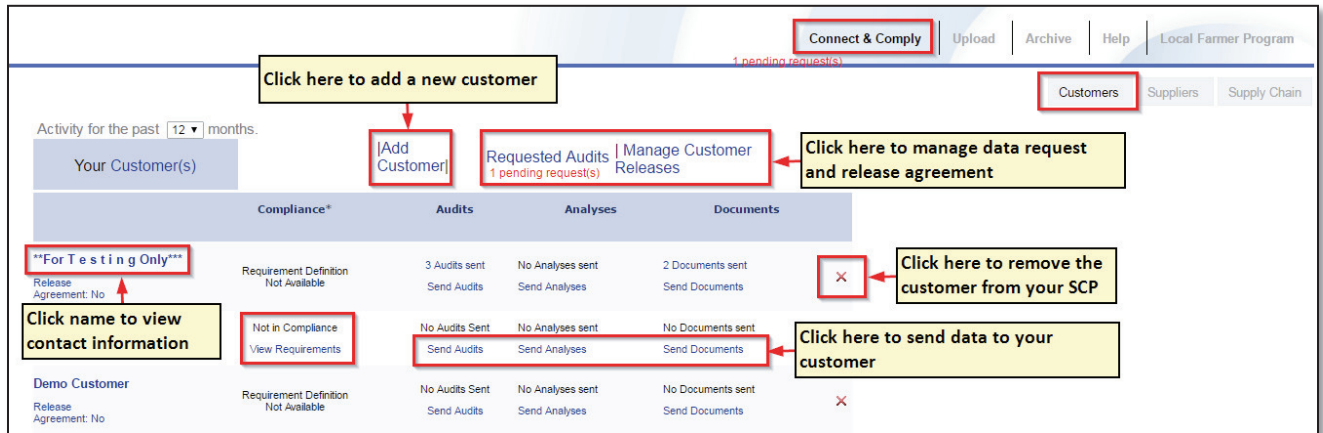
Figure 5-Customer page

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.

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 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
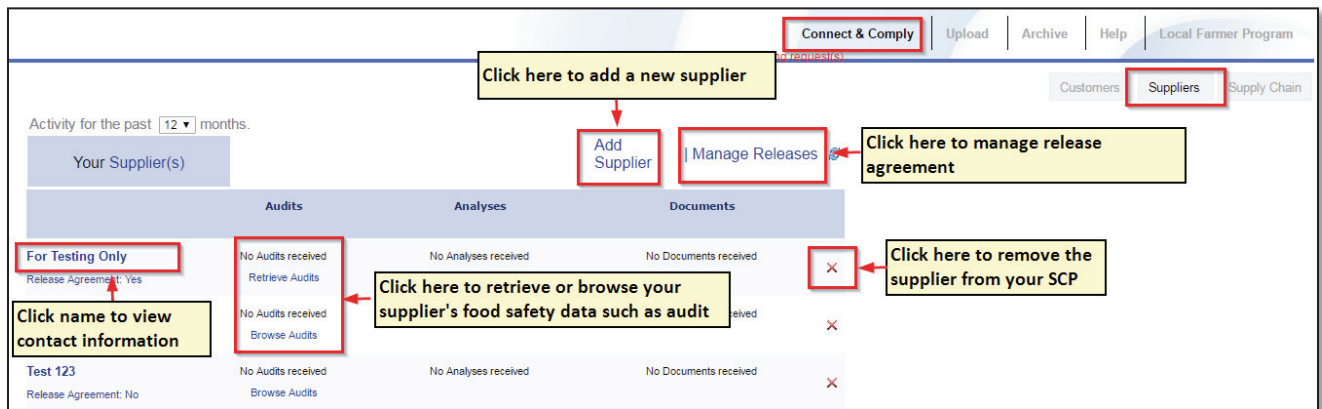- View lab analyses results and other documents sent by your suppliers.

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.
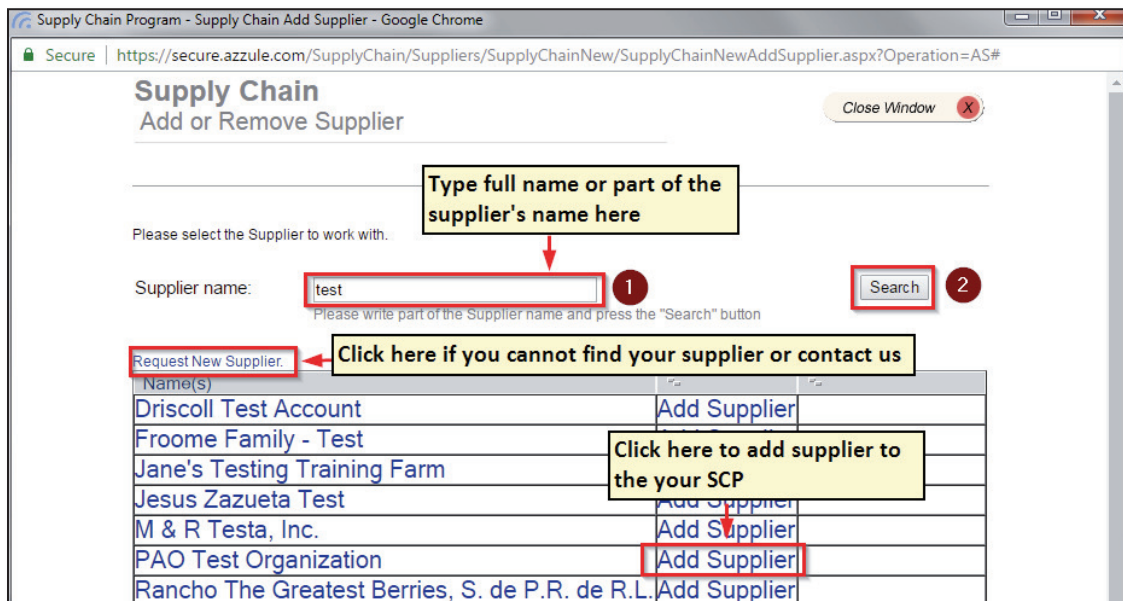

Figure 8-Add or remove supplier window