Azzule Premium Supply Chain Program – Quick Reference Guide

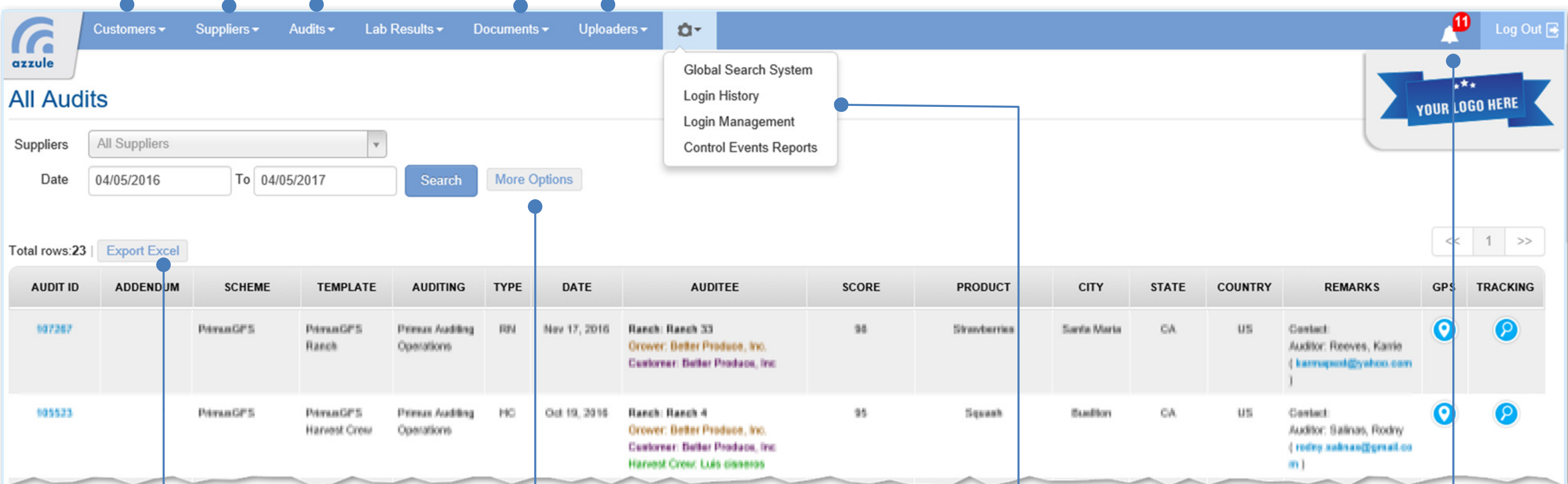
New to the Azzule Premium SCP? Here are a few quick tips to get you started.

Customers
Manage your customer list, review data permissions granted, send data, and view summary of data that has been transferred

Suppliers
Manage your supplier list, review data retrieval permissions, retrieve data, and review what has been retrieved

Audits, Lab Results, Documents
View any audits, lab results, and documents

Uploaders
Tools to upload audits, lab results, and other food safety documents for you or your suppliers



Export to Excel
Reports will have this option to allow you to work on your data using Excel.

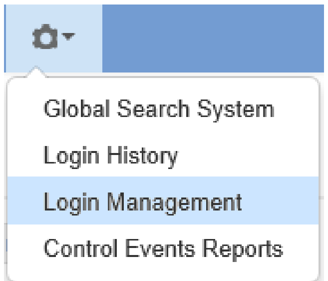
Search options
Reports will provide you the ability to locate specific data using different search criteria

Tools
Search for information throughout the site, review login history, and manage user accounts

Alerts
Pending requests

Create a User Account

1. Go to **Tools > Login Management**.



2. Click **Create a New Login**. 

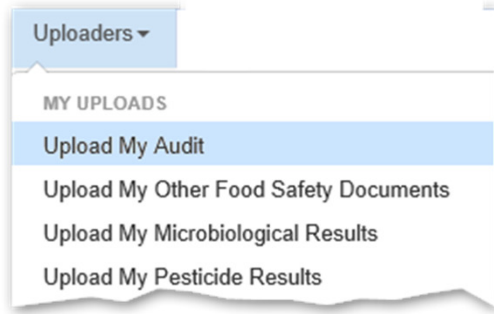
3. Fill in the following required information:
   Login (email address), Password, Confirm Password, First Name, Last Name. (Expiration Date is optional.)

4. Select login type.
5. Click **Create Login**.

Note: To send the login credentials to the user, go to **Tools > Login Management**. Locate the user. Click the  icon.

Upload an Audit

1. Go to **Uploaders > Upload My Audit**. (See note below)

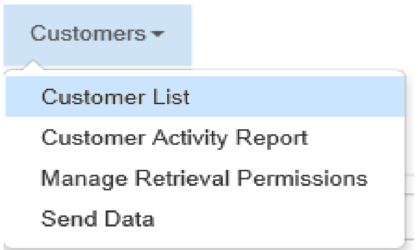


2. Click **Add New Audit**.
3. Fill in all the required audit information (those with '[*' [asterisks]).
4. Attach final audit report.
5. Attach supporting documents (ie certificate, corrective action report, etc.), if available.
6. Click **Submit**.

Note: To upload a suppliers audit, go instead to **Uploaders > Upload Supplier Audit**.

Add a Customer

1. Go to **Customers > Customer List**.



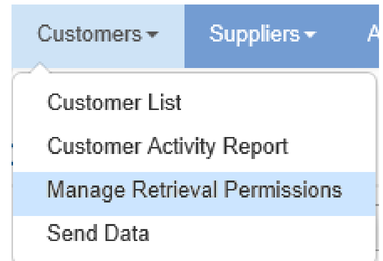
2. Click **Add/Remove Customers.**

3. Type in part of customer name and click **Search**.
4. From the list, locate the customer you want to add.
5. Click **Add**.

Note: If the customer you want to add is not in the list, click **Request New Customer** and submit the information requested.

Approve Data Request from Customer

1. Go to **Customers > Manage Retrieval Permissions**.

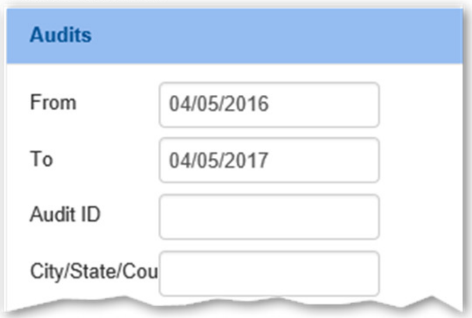


2. Set **Status** to *Pending*. Pending requests will be listed.
3. To review details of the request, click on **[+]** icon beside the customer name.
4. Click **Approve** to approve customer's request to access your data. Click **Reject** to reject the request.

(*Note:* Manage Retrieval Permissions page may also be accessed by going to **Customers > Customer List** or by clicking on the **Alerts** icon.)

Send an audit

1. Go to **Customers > Send Data**.
2. Click **Send Audits**.
3. *(Optional)* Use the search options to search for specific audits.

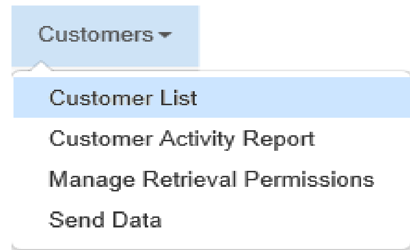


4. Click **Send To** to select the customer to send audit to.
5. Click **Load Data**.

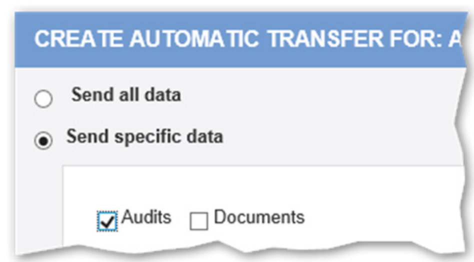
6. Select audits to send from the list that comes up.
7. Click **Next**.
8. *(Optional)* Review what will be sent.
9. Click **Submit**.

Set Up Automatic Transfers to Customers

1. Go to **Customers > Customer List**.



2. Locate customer from the list and click on the customer's + icon under **SEND DATA (AUTOMATIC TRANSFERS)** column.
3. Choose **Send specific data**.
4. Check **Audits**.



5. *(Optional)* Fill-in criteria for audit data to send.
6. Click **Create Automatic Transfer**.

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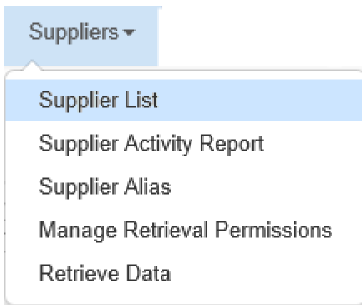
Add a Supplier

1. Go to **Suppliers > Supplier List**.



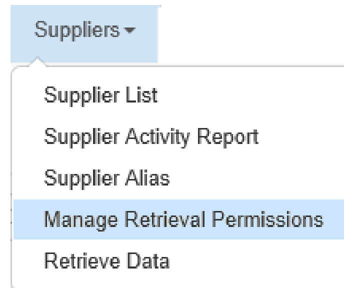
2. Click **Add/Remove Suppliers.**

3. Type in part of the supplier's name and click Search.
4. Locate the supplier you want to add.
5. Click **Add**.
6. Note message at the bottom of the form:

Note: If the supplier you want to add is not in the list, click on **Request New Supplier** and submit the information requested.

Request Supplier for Access to Data

1. Go to **Suppliers > Manage Retrieval Permissions**.



2. Locate the supplier you want to request retrieval permissions from.
3. Click the **[+]** icon beside the supplier name to expand the request details.
4. Click **Request**.

Note: **Manage Retrieval Permissions** page may also be accessed by going to **Suppliers > Supplier List.**

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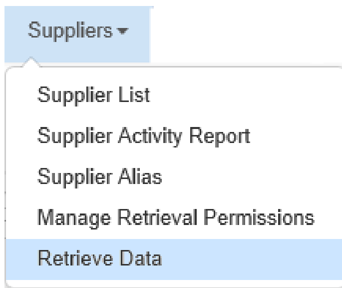
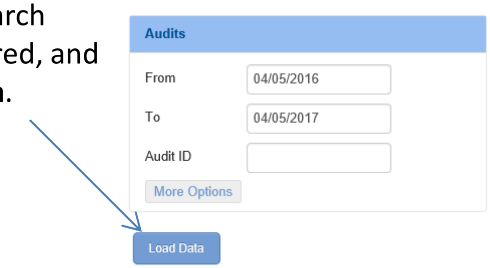
Retrieve an Audit

1. Go to **Suppliers > Retrieve Data**.



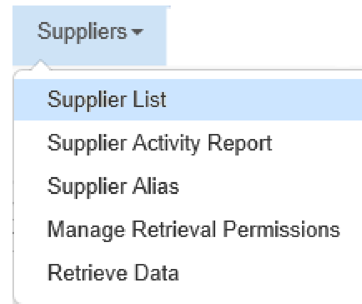
2. Click **Retrieve Audits**.
3. Select supplier's name from the list and click **Next**.
4. Enter more search criteria, if desired, and click **Load Data**.



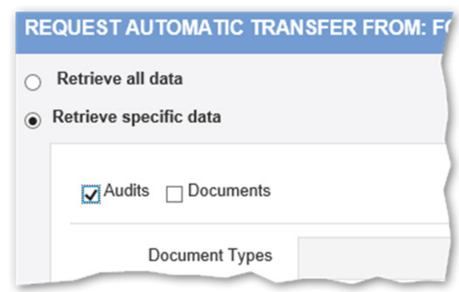
5. Select audits to retrieve and click **Next**.
6. *(Optional)* Review details of Audits to retrieve.
7. Click **Retrieve**.

Set Up Automatic Retrieval from Supplier

1. Go to **Suppliers > Supplier List**.



2. Locate supplier from the list and click on the supplier's icon under the **RETRIEVE DATA (AUTOMATIC TRANSFERS)** column.
3. Choose **Retrieve specific data**.
4. Check **Audits**.



5. *(Optional)* Fill-in criteria for audit data to send.
6. Click **Send Request**.