

CUSTOMER

HOME > ACTIONS > ADD NEW CUSTOMER > Requirements

Customer

Home > Customer

LIST OF CUSTOMERS

Sent Received Templates **Actions**

10 records Print PDF CSV Excel Column visibility

Sea Add New Customer Report

Customer Name	Category	Products/Services	Address	Contact Details			Compliance	Status	Action
				Name	Address	Contact Info			

3. New Customer Form > Requirements Tab



New Customer Form

Details **Requirements** Products Audit & Review

<input type="checkbox"/> Allergen Declaration/ Statement (if applicable)	<input type="checkbox"/> Compliance Statement	<input type="checkbox"/> FSVP Qualified Individual Checklist	<input type="checkbox"/> On-site Audit Checklist	<input type="checkbox"/> Proof of HACCP/PC Verification
<input type="checkbox"/> Allergen Policy	<input type="checkbox"/> Contract	<input type="checkbox"/> FSVP Team Roster	<input type="checkbox"/> Organic Certificate	<input type="checkbox"/> Proof of Laboratory Testing and Results
<input type="checkbox"/> Audit Report	<input type="checkbox"/> Copy of last Mock Recall	<input type="checkbox"/> GRAS Statement	<input type="checkbox"/> Organic Certificate	<input type="checkbox"/> Prop 65 Warranty Agreement
<input type="checkbox"/> Authenticity Validation (A. Nutrition Testing, B. Chemistry Testing, C. FTIR - Fourier Transform Infrared Spectroscopy, D. Nuclear Magnetic Resonance (NMR) spectroscopy, E. Differential Scanning Calorimetry)- Sample	<input type="checkbox"/> Declaration for Nutrient Vitamins and Minerals	<input type="checkbox"/> Guaranty-Warranty of Product	<input type="checkbox"/> Organic Fraud Prevention Plan	<input type="checkbox"/> Qualified Individual Checklist
<input type="checkbox"/> Bill of Lading (Sample)	<input type="checkbox"/> Details of Coding, Traceability, and Recall Systems	<input type="checkbox"/> HACCP/PC Plan	<input type="checkbox"/> Organic Ingredient Declaration	<input type="checkbox"/> Quality Agreement
<input type="checkbox"/> Bill of Materials	<input type="checkbox"/> Electronic Data Release Agreement	<input type="checkbox"/> Halal Certificate (if applicable)	<input type="checkbox"/> Organic Practices Monitoring Log	<input type="checkbox"/> Quality Questionnaire
<input type="checkbox"/> California Proposition 65 Warranty	<input type="checkbox"/> Facility Pest Management	<input type="checkbox"/> Hazard Analysis Form	<input type="checkbox"/> Organic System Planning	<input type="checkbox"/> Receiving, Storage, Packaging, Shipping
<input type="checkbox"/> California Transparency in Supply Chain Act of 2010 Statement	<input type="checkbox"/> Fair Trade certified	<input type="checkbox"/> Hold Harmless Agreement	<input type="checkbox"/> Packaging/Container Labels	<input type="checkbox"/> Safety Data Sheet
<input type="checkbox"/> CBP Filing Form	<input type="checkbox"/> FDA Bioterrorism Registration Affidavit/FDA Food Facility Registration	<input type="checkbox"/> Importer Information Form	<input type="checkbox"/> Pallet Requirements	<input type="checkbox"/> Sanitary Certification (if available)
<input type="checkbox"/> Certificate of Analysis	<input type="checkbox"/> Food Safety Questionnaire	<input type="checkbox"/> Ingredient Product Register	<input type="checkbox"/> Parasite Control Plan Checklist	<input type="checkbox"/> Sanitation and Water Practices
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Foreign Supplier Evaluation Form	<input type="checkbox"/> Kosher Certificate	<input type="checkbox"/> Pest Control Program	<input type="checkbox"/> Statements (Non GMO, Non Irradiation, Sewage and Sludge, Social and Ethical Compliance)
<input type="checkbox"/> Certificate of Liability Insurance	<input type="checkbox"/> Foreign Supplier Re-evaluation Form	<input type="checkbox"/> Letter of Compliance	<input type="checkbox"/> Policy for Product Safety Events	<input type="checkbox"/> Supplier Approval Questionnaire
<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/> Foreign Supplier Verification Activity(ies) Worksheet	<input type="checkbox"/> Letter of Guarantee	<input type="checkbox"/> Post-consumer recycled content	<input type="checkbox"/> Supplier Corrective Action Request
<input type="checkbox"/> COA - Residue Sampling Procedure/Positive Residue Result	<input type="checkbox"/> FSMA Compliance Statement	<input type="checkbox"/> Master Document Records Registry	<input type="checkbox"/> Private Label Agreement	<input type="checkbox"/> Supplier Requirements Letter
<input type="checkbox"/> Cold Chain Temperature Monitoring Program	<input type="checkbox"/> FSVP CBP Filing Form	<input type="checkbox"/> Master Ingredient List	<input type="checkbox"/> Product Allergen Checklist	<input type="checkbox"/> Supplier, Service Provider Questionnaire
<input type="checkbox"/> Commingling Prevention Checklist	<input type="checkbox"/> FSVP Compliance Statement	<input type="checkbox"/> Master Product List	<input type="checkbox"/> Product Hold/Release and Non-Conformance	<input type="checkbox"/> Team Roster
	<input type="checkbox"/> FSVP Importer Information Form	<input type="checkbox"/> Most recent 3rd party audit certificate, audit report and audit corrective actions	<input type="checkbox"/> Product Labeling Certification (if applicable)	<input type="checkbox"/> Temperature Tale Monitoring
	<input type="checkbox"/> FSVP Ingredient Product Register	<input type="checkbox"/> Non-GMO Certificate (if applicable)	<input type="checkbox"/> Product Recall Program	<input type="checkbox"/> Transportation Agreement
	<input type="checkbox"/> FSVP Products Description Form	<input type="checkbox"/> Non-GMO Statement	<input type="checkbox"/> Product/Service Specifications (signed)	<input type="checkbox"/> USDA NOP Importer Certificate
		<input type="checkbox"/> Non-Organic Ingredient Declaration	<input type="checkbox"/> Products Description Form	<input type="checkbox"/> W-9
		<input type="checkbox"/> OCCP (Organic Critical Control Points) Form	<input type="checkbox"/> Prohibited Substances Application Log	

Other
Specify

Requirements	Document	File Name	Document Validity Period	Template	Compliance

Requirements	Check the applicable documents based on your Supplier Approval Program (SAP) and Foreign Supplier Verification Program (FSVP.) <i>Note: Documents will be added on the bottommost of the system. See the figure below.</i>
Other	If a required additional document is not on the default list, input the document title and click Add. 
	Click to save input progress.

Adding Requirements:

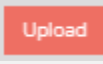

Foreign Supplier Verification Activity(ies) Worksheet
 Pallet Requirements
 W-9

FSMA Compliance Statement
 Pest Control Program

Other

Add

Requirements	Document	File Name	Document Validity Period	Template	Compliance
FSMA Compliance Statement	Upload	<input type="text" value="Document Name"/>	<input type="text" value=""/> x	View Upload	0%
		<input type="text" value="Comment"/>			
Pest Control Program	Upload	<input type="text" value="Document Name"/>	<input type="text" value=""/> x	Upload	0%
		<input type="text" value="Comment"/>			
W-9	Upload	<input type="text" value="Document Name"/>	<input type="text" value=""/> x	Upload	0%
		<input type="text" value="Comment"/>			

Requirements	Displays the selected SAP/FSVP documents.
Document 	<p>Option 1: Manual upload – Choose a file from your PC or storage.</p> <p>Option 2: YouTube URL – Copy and paste the YouTube file URL.</p> <p>Option 3: Google Drive – Copy and paste the Google Drive file URL.</p> <p>Option 4: SharePoint URL - Copy and paste the SharePoint file URL.</p>
Document 	Click to view the uploaded SAP/FSVP document.
File Name	Input document name.
Comment	Input comments or remarks, if any.

<p>Document Validity Period</p>	<p>Input document validity period. Choose from the following options:</p> <div data-bbox="435 289 699 495" style="border: 1px solid black; padding: 5px;"> <p>Today</p> <p>One Month</p> <p>One Year</p> <p>Custom Range</p> </div>
<p>Template</p> <p>View</p>	<p>Click to view the pre-uploaded generic file template.</p> <p><i>Note: File template can also be uploaded in the Home Menu > Template Tab</i></p>
<p>Template</p> <p>Upload</p>	<p>Option 1: Manual upload – Choose a file from your PC or storage.</p> <p>Option 2: YouTube URL – Copy and paste the YouTube file URL.</p> <p>Option 3: Google Drive – Copy and paste the Google Drive file URL.</p> <p>Option 4: SharePoint URL - Copy and paste the SharePoint file URL.</p>
<p>Compliance</p>	<p>Displays compliance percentage of each SAP/FSVP document.</p>
<p>Save</p>	<p>Click to save input progress.</p>

Review/Approval of Requirements:

Requirements	Document	File Name	Document Validity Period	Template	Compliance
<p>Allergen Declaration/ Statement (if applicable)</p>	<p>View Upload</p>	<p>Allergen-free Declaration</p> <p>• Cindy Compliance Feb 13, 2024 Reviewed and approved</p> <p>Comment</p> <p>Reviewed By Cindy Compliance</p>	<p>11/07/2023 - 11/07/2024 x</p>	<p>View Upload</p>	<p>100%</p>
		<p>Approved By Cindy Compliance</p>			

<p>Document</p> <p>View</p>	<p>Click to view the uploaded SAP/FSVP document.</p>
<p>Reviewed By Approved By</p>	<p>Select the name of the designated reviewer and approver.</p> <div data-bbox="367 1587 1458 1724" style="border: 1px solid black; padding: 5px;"> <p>Reviewed By</p> <p><input type="text" value="Select"/> ▼</p> <p>Approved By</p> <p><input type="text" value="Select"/> ▼</p> </div>
<p>Comment</p>	<p>Input comments or remarks, if any.</p>
<p>Save</p>	<p>Click to save input progress.</p>