


ASN - Adding My Suppliers - haccp.com User Guide

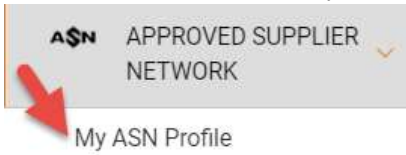
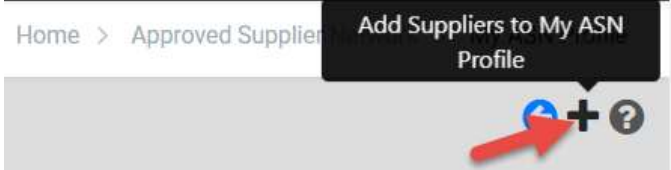
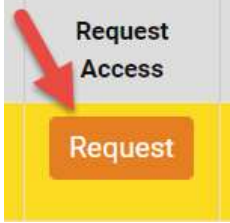

Last modified: 22 July 2020

This User Guide provides instructions for how to Add Suppliers through the ASN (Approved Supplier Network) Profile on the haccp.com platform, including:

- 1. Adding Approved Suppliers.
- 2. Inviting Approved Suppliers.

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!

	<p>Benefits of using the haccp.com ASN functionality:</p> <ul style="list-style-type: none"> • Reduce the time and resources you put into Approved Supplier Management whilst Improving Outcomes. • Manage Approved Supplier status through the haccp.com platform. • Your Approved Suppliers grant you access to their Approved Supplier Documentation online. • Receive notifications of expiring Approved Supplier Documentation. • Download Approved Supplier Risk Assessments! • Download all of your current Approved Supplier Documentation at the click of a button! <p style="text-align: right;">...Upgrade to a Premium Listing for only \$99 USD per year!</p>
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Step	1. Adding Approved Suppliers
1.a.	<p>! To access this functionality, you must have previously subscribed to the ASN Functionality and established your ASN Profile.</p> <p>Login to your haccp.com account.</p>
1.b.	<p>Go to APPROVED SUPPLIER NETWORK / My ASN Profile.</p> 
1.c.	<p>Go to the + icon near the header area.</p> 
1.d.	<p>Use the ASN FIND search box to locate your Approved Supplier.</p> <p>If you FIND your Approved Supplier, click on the Request Button.</p> <ul style="list-style-type: none"> • The Supplier will receive an email request. <ul style="list-style-type: none"> ○ If they choose to acknowledge you as their current or prospective Customer, they will be added to your Approved Supplier listing and you will receive email notification of this! ○ If they choose not to acknowledge you as their current or prospective Customer, they will not be added to your Approved Supplier listing and you will receive email notification of this!
1.e.	 <p>! If you can't locate your Approved Supplier through the ASN FIND search box, you can Invite them by following the instructions below!</p>
2. Invite Suppliers	
2.a.	<p>Click on the Invite Suppliers button at the base of the ASN FIND search box.</p>  <ul style="list-style-type: none"> • This will take you to the Invite Suppliers text tab within your ASN Profile page.



	<p style="text-align: center;">Invite Suppliers</p>
2.b.	<p>Follow the prompts provided to Invite your Suppliers to register their business on the ASN platform.</p> <ul style="list-style-type: none">Once your Suppliers are registered, you can request access to their Approved Supplier Document and Risk Profiles. <p>! Prior to Inviting your Suppliers, we recommend searching for them through the haccp.com FIND functionality.</p>

We Welcome Your Feedback!

We encourage your participation in recommending content addition, updates and amendments to ensure you access to the most current and relevant Food Safety and Quality information and resources available on the web!

Please do not hesitate to contact us directly at achievegreatness@haccp.com with your comments or suggestions!



haccp.com Work Instruction Training Record

Use this format to record the Training, Skills and Competency outcomes for Individual Training against this haccp.com Work Instruction!

Training Date		Training Activity Name	
Training Start Time		Training Finish Time	
Training Activity Description	ASN - Adding Approved Suppliers - haccp.com User Guide	Training Duration	
Training Location		Trainer Name	
Trainer Position		Trainer Qualifications	
Description of the Competency Verification Method Used (Describe how the Trainer confirmed that the Training Participant demonstrated their understanding and ability to understand and / or complete related tasks to a suitable standard)			

Training Participant Name	Training Participant Initial	Trainer Initial as Verification of Competency (Only complete after the Training Participant has demonstrated their understanding and ability to complete the task)

Copies of supporting documentation should be maintained on file to accompany this record where required.

Formal Corrective Actions must be raised if outcomes have not been effective.

Verified By		Date	
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