


ASN - Establishing and Maintaining My ASN Profile - haccp.com User Guide


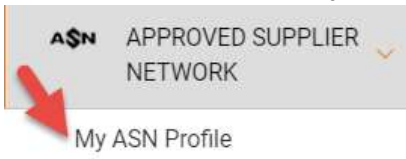


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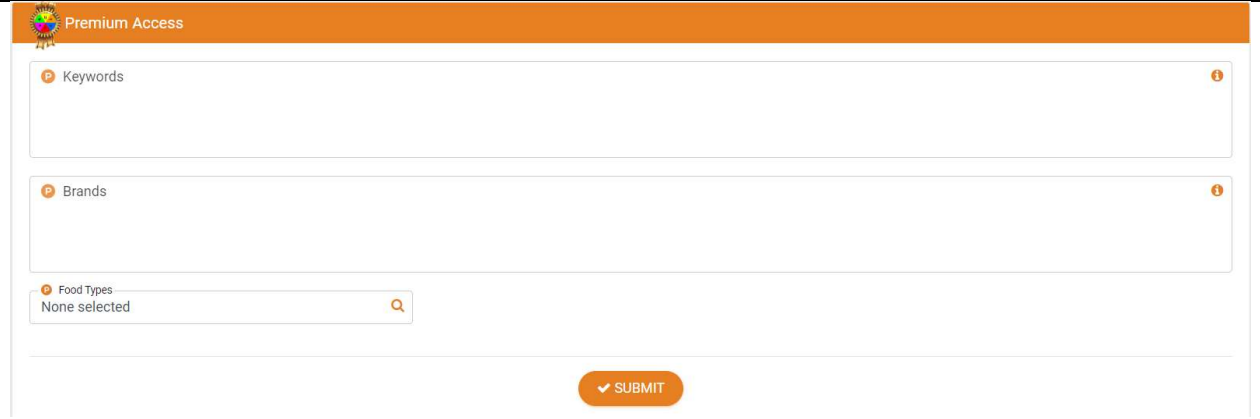




This User Guide provides instructions for how to establish and maintain My ASN (Approved Supplier Network) Profile on the haccp.com platform, including:

- 1. Establishing Your ASN Profile.
- 2. Premium Access.
- 3. Your Business' Risk Profile.
- 4. Approved Supplier Documents.
- 5. Supplier Questionnaire.
- 6. Supplier Search Status.
- 7. Invite Suppliers.
- 8. Invite Customers.



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. Establishing Your ASN Profile
1.a.	<p> To access this functionality, you must have previously subscribed and established your ASN FIND Listing on haccp.com (Refer to the Establishing and Maintaining Your FIND Listing - haccp.com User Guide).</p> <p>Login to your haccp.com account.</p>
1.b.	<p>Go to APPROVED SUPPLIER NETWORK / My ASN Profile.</p> <div style="text-align: center;">  </div>
2. Premium Access	
2.a.	<p> To access the Premium Access functionality, you must have a current Subscription for a PREMIUM ASN FIND Listing for your business!</p> <p>Go to the Premium Access text tab.</p> <div style="text-align: center;">  </div>
2.b.	<p>To stand out from the crowd... follow the prompts provided to input your:</p> <ul style="list-style-type: none"> • Keywords; • Brands; • Food Types. <ul style="list-style-type: none"> ○ Click SUBMIT to save your PREMIUM FIND Listing Details.

	
3. Your Business' Risk Profile	
3.a.	<p>Go to Your Business' Risk Profile text tab.</p> 
3.b.	<p>Follow the prompts provided to establish your business' Risk Profile.</p> <ul style="list-style-type: none"> Your Business' Risk Profile will only be available to Customers to whom you have granted access to your ASN Profile. <ul style="list-style-type: none"> Risk profiles can only be downloaded by PREMIUM ASN Subscribers. <p>! Your ASN Risk Profile details are only accessible by Customers to whom you have granted access to your ASN Profile!</p>
4. Approved Supplier Documents	
4.a.	<p>Go to the Approved Supplier Documents text tab.</p> 
4.b.	<p>Follow the prompts provided to upload and manage your Approved Supplier Documentation.</p> <ul style="list-style-type: none"> Your Approved Supplier Documentation will only be available to Customers to whom you have granted access to your ASN Profile. <ul style="list-style-type: none"> Approved Supplier Documentation can be downloaded by Customers to whom you have granted access to your ASN Profile. <p>! Your Approved Supplier Documentation is only accessible by Customers to whom you have granted access to your ASN Profile!</p>
5. Supplier Questionnaire	
5.a.	<p>Go to the Supplier Questionnaire text tab.</p> 
5.b.	<p>Follow the prompts provided to establish and manage your Approved Supplier Questionnaire.</p> <ul style="list-style-type: none"> You can choose to establish an Approved Supplier Questionnaire of up to 25 Questions with a maximum of 100 words for each to be completed by your Approved Suppliers. You may also wish to nominate relevant Terms and Conditions as guidance for your suppliers when completing your Supplier Questionnaire. You can use the Preview button at the bottom of the page to review your Supplier Questionnaire prior to submission. Once submitted, you can request for your Approved Suppliers to complete your Supplier Questionnaire through their Approved Supplier Network profiles.
6. Supplier Search Status	
6.a.	<p>Go to the Supplier Search Status text tab.</p> 
6.b.	<p>Follow the prompts provided to set the status for your business' inclusion within the haccp.com FIND functionality.</p> <ul style="list-style-type: none"> FIND listings allow you to receive contacts from verified haccp.com users. FIND listings are searchable on our network of over 100 websites! Premium FIND Listings are displayed at the top of each relevant search result!
7. Invite Suppliers	



7.a.	Go to the Invite Suppliers text tab. 
7.b.	Follow the prompts provided to Invite your Suppliers to register their business on the ASN platform. <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>
8. Invite Customers	
8.a.	Go to the Invite Customers text tab. 
8.b.	Follow the prompts provided to Invite your Customers to register their business on the ASN platform. <ul style="list-style-type: none">Once your Customers are registered, they can request access to your Approved Supplier Document and Risk Profiles. <p>! Prior to Inviting your Customers, 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 - Establishing and Maintaining My ASN Profile - 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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