

How a Third-Party Manufacturer Completes a Questionnaire

Objective:

The procedure below is used by a third-party Manufacturer who has been sent an assessment questionnaire from the 3iVerify Food Safety and Compliance Management system.

About 3iVerify

3iVerify is a cloud-based Food Safety and Supplier Compliance Management system that automates time consuming, laborious Supplier compliance monitoring tasks. The system does this by enabling Questionnaires, Assessments, Audits and Information Requests to be sent to Suppliers for them to complete and upload information about the Supplier and / or Manufacturer. This helps efficiently gather information about their food safety and quality systems and their raw material and product information. It helps you verify their claims about food safety and quality and provides a documented record of this with a full audit trail. The data entered into the system by both parties has integrity built in, as each party cannot edit the other party's information. This helps ensure that the information originates from the source that is making the claim. 3iVerify also provides tools for risk assessing the information that comes from Suppliers and Manufacturers and ensures that robust due diligence and verification processes, that stand up to regulatory and food safety and quality standards, are in place. The system also provides easy ways to share information with others, such as regulatory bodies and customers, so that all supporting documentation can be viewed by those with whom the 3iVerify User or the Supplier wish to share it.

About this User Manual

This User Manual is intended for the use of Customers and Users of 3iVerify, so they can quickly gain an understanding of how the system works. Because 3iVerify is highly customisable and is developed iteratively, some of the screens in this document may look slightly different to the latest version of the system. Please ensure that you are using the latest version of this document. You can request the latest version by contacting us at support@primority.com.

For more information about 3iVerify please visit www.primority.com.

Supported Web Browsers

3iVerify is an HTML 5 compliant system and supports the latest version of Google® Chrome® and Microsoft® Internet Explorer® / Edge®. It should perform satisfactorily on the latest versions of all other HTML 5 compliant web browsers, but we do not guarantee this. We recommend that you always work on the latest version of the above web browsers for best results.

Internet Connection

As 3iVerify is a cloud-based solution you will require a fast internet connection for best performance.

Conventions in this User Manual:

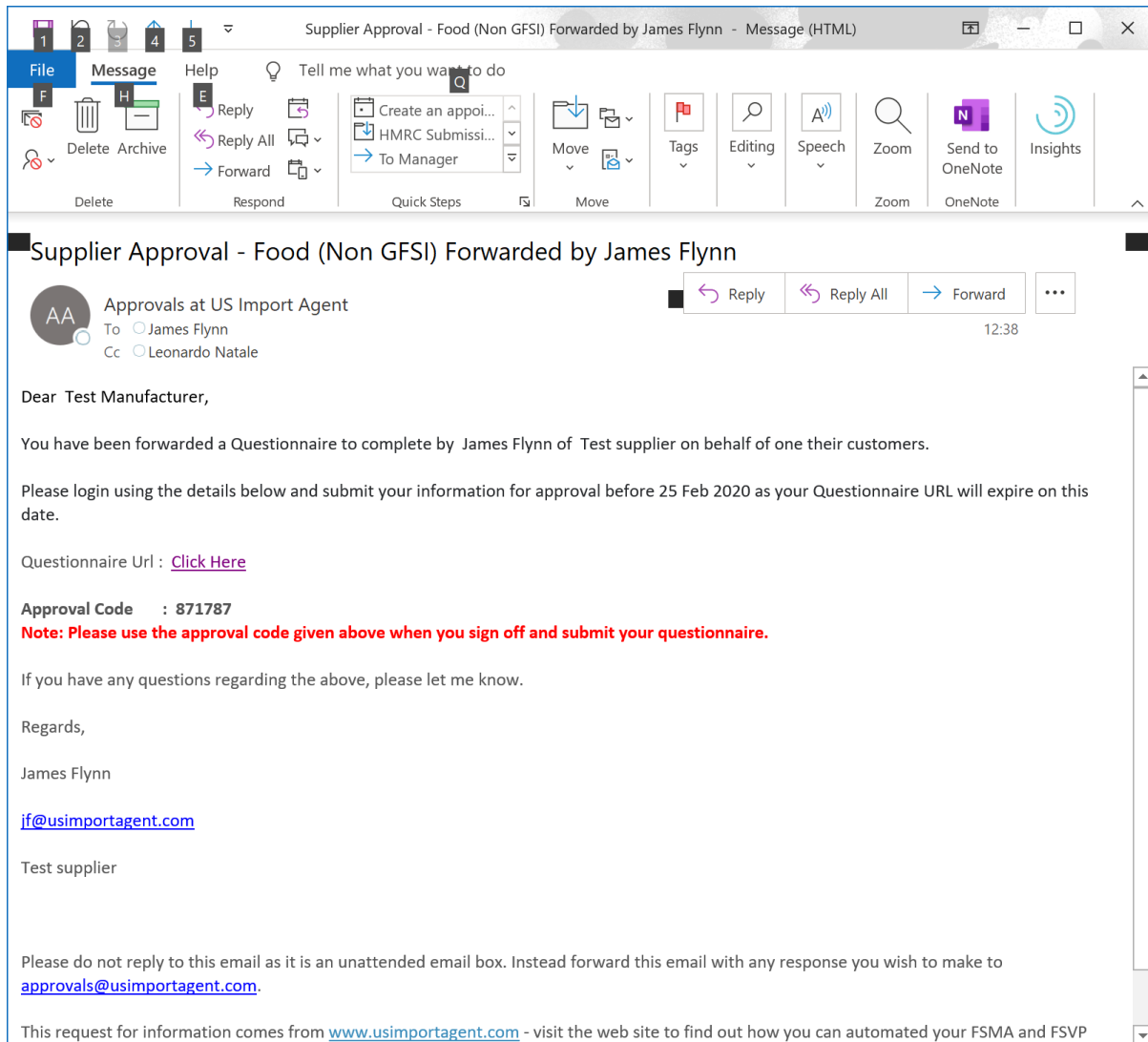
Entity Names: These are data entities like Supplier, Customer, and any data that is saved or stored in the system and these will be Capitalized to make them stand out.

On Screen Text: Where on screen text, or messages are referred to these will be quoted in “double quotation” marks.

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1. The Manufacturer Forwarded Email:

If you are a private label or third-party manufacturer for a brand owner, you may need to provide certain product information so it can be assessed and approved by your customer a regulator or import agent. In this case your customer will forward a questionnaire to you for completion and you will receive an email like the one below:



This email contains an encrypted link to the Questionnaire so there is no need to login – you WILL have to note down the Approval Code however, this will be used when you submit the complete questionnaire for approval at the end of the process. The link in the above email will be valid only for a certain period of time, after which it will expire. This period is normally 28 days, but this may vary from customer to customer.

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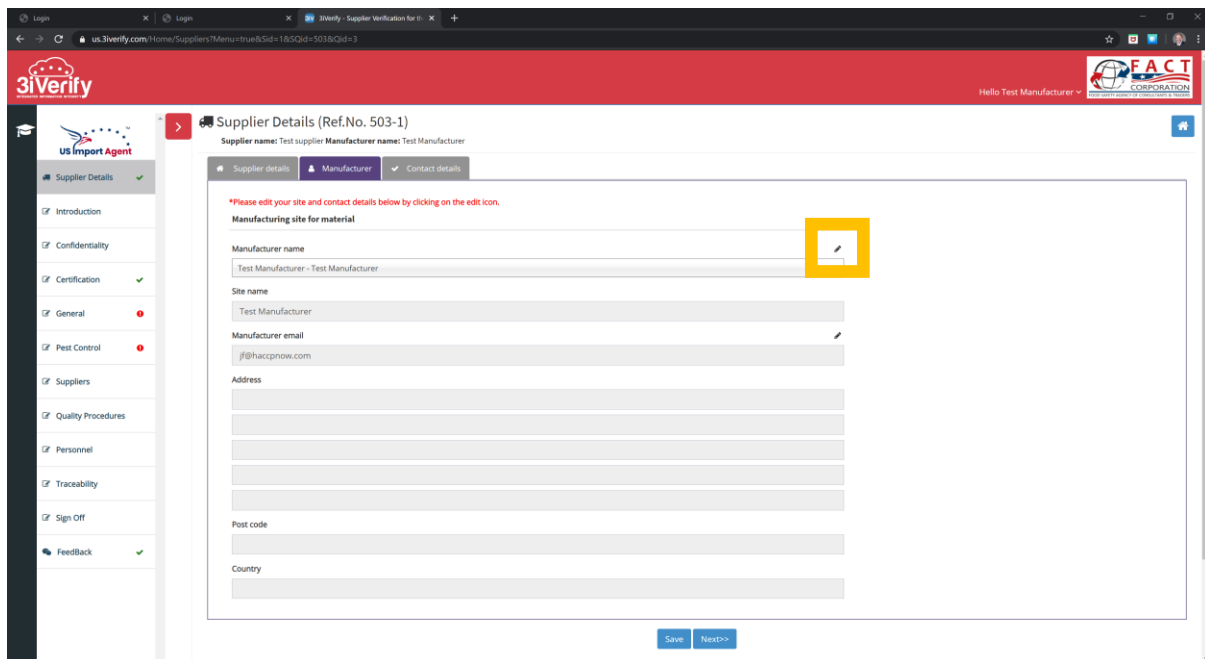
2. Completing the Questionnaire:

For your convenience you will be logged straight into the questionnaire to be completed. Your specific questionnaire may look different to the one shown but the principle is the same.

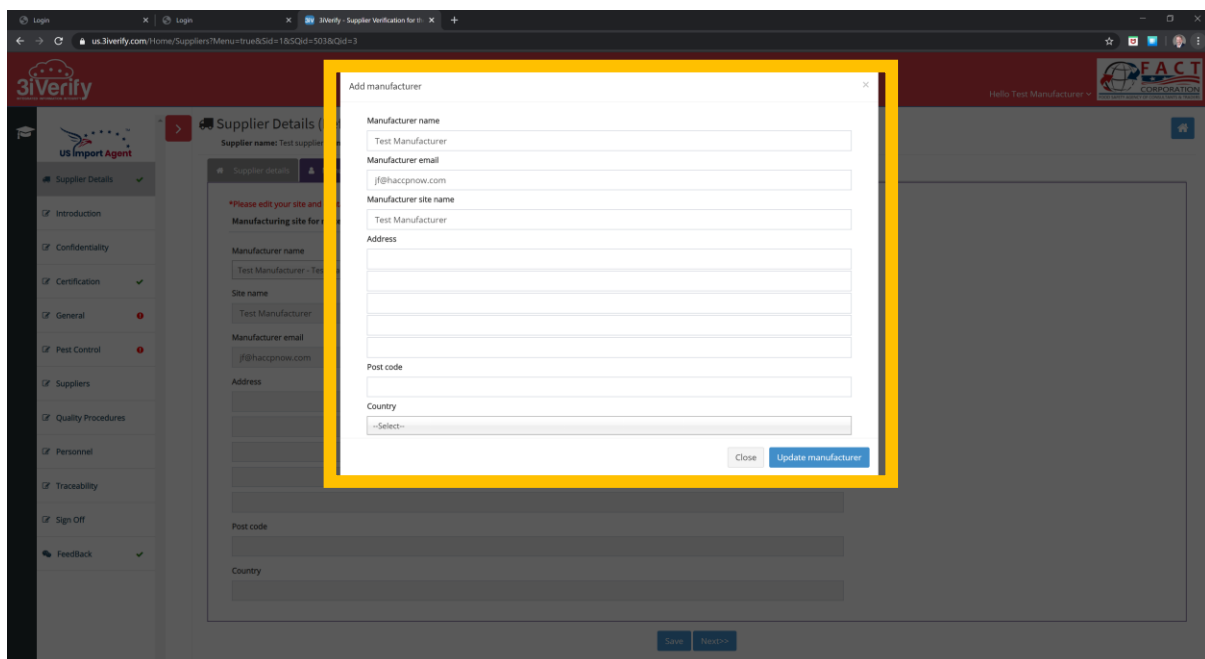
The LEFT Menu shows the sections to be completed. When all mandatory fields are completed a green check mark will appear next to the section name. If there are any uncompleted mandatory fields present the section will be marked with a red warning icon. You may click through the sections using the left menu and the system will save whatever information you have entered. Notice that the Supplier (your Customer) and Manufacturer (your Company) details are present on separate tabs. You need to check the Manufacturer details tab to ensure they are correct.

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To edit the Manufacturer details click on the edit 'pencil' icon as shown below:



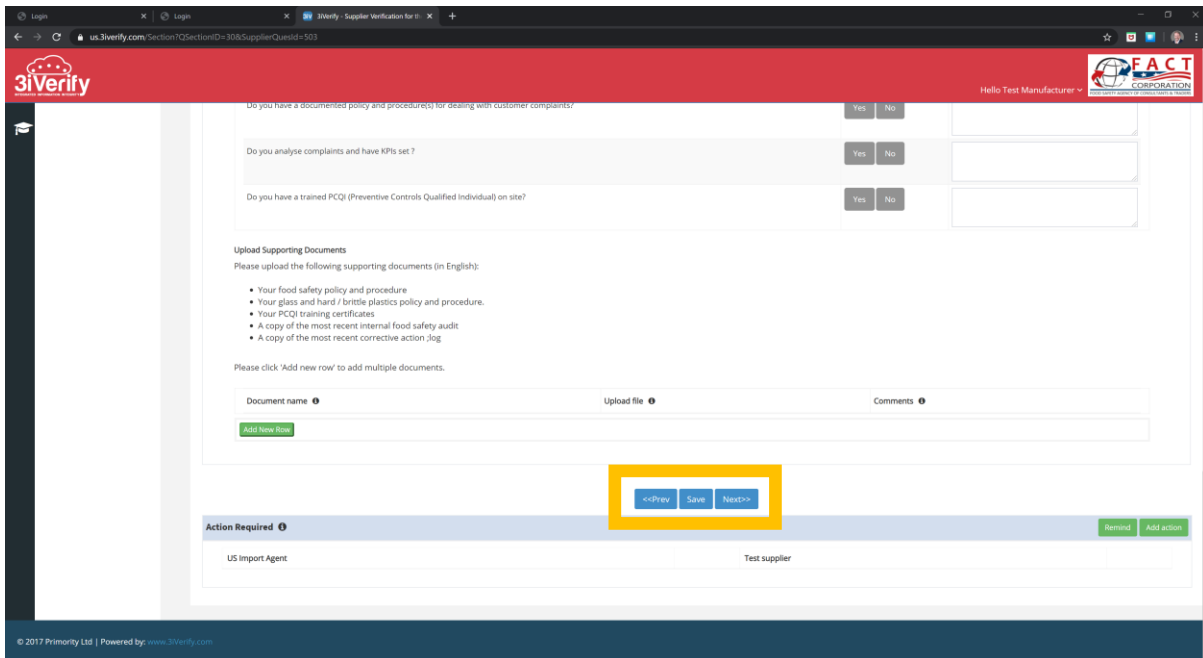
The 'Edit Manufacturer' screen will be shown as below, you can enter the information and then click the 'Update Manufacturer' button.



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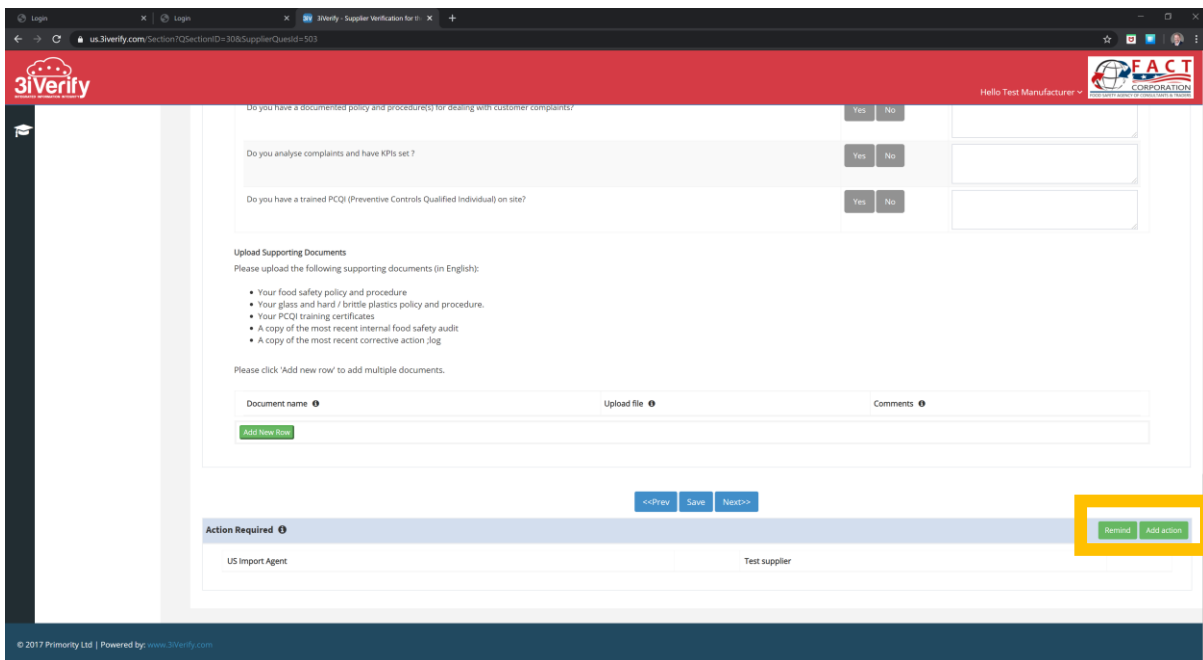
3. Navigating the Questionnaire:

In addition to the left menu, there are navigation buttons at the bottom of each section, you may use these to move to the next or previous page in the questionnaire. You may also save your data at any time. Remember that when you use the left menu to navigate through the Questionnaire the data will be saved automatically.



4. Actions and Responses:

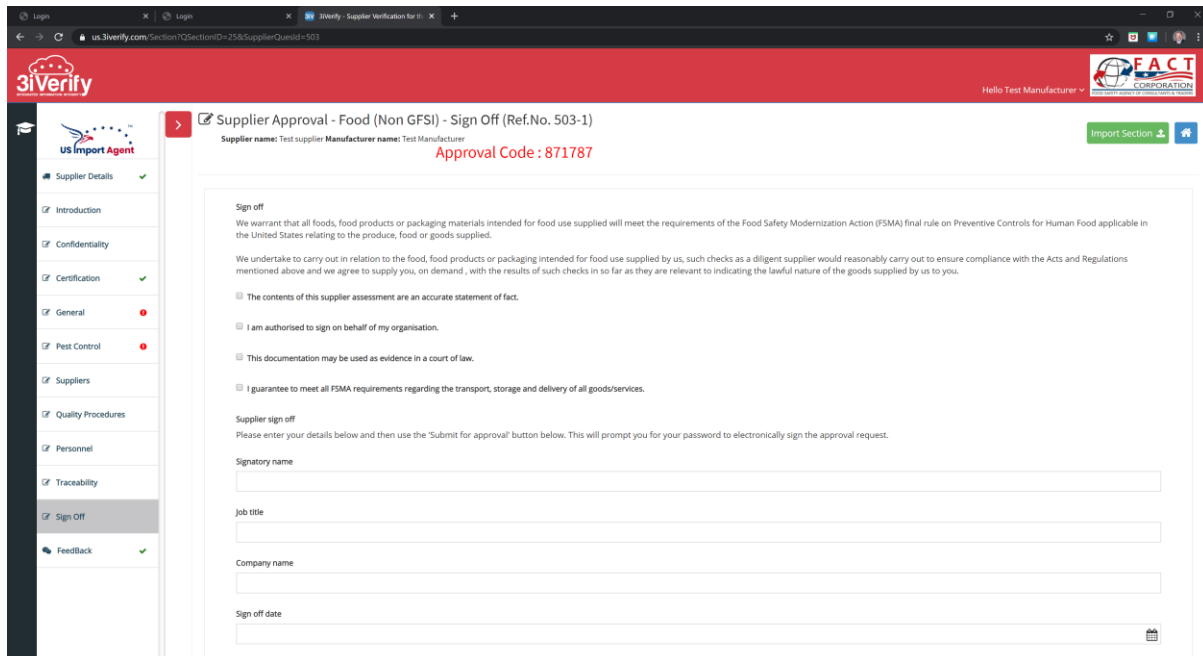
Also, at the bottom of each section of the Questionnaire there is an 'Actions' area. This is where you can log messages in the system seeking clarification or answering Action requests from your customer.



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5. Submitting for Approval:

At the end of each Questionnaire there is always a 'Sign off' or 'Submit for Approval' section. This section is where you will enter your details, make any declarations and then submit the completed questionnaire back to the Customer. Notice that we provide you with an Approval Code at the top of this page. You will need this when you wish to sign the Questionnaire off.



Supplier Approval - Food (Non GFSI) - Sign Off (Ref.No. 503-1)
 Supplier name: Test supplier Manufacturer name: Test Manufacturer
Approval Code : 871787

Sign off
 We warrant that all foods, food products or packaging materials intended for food use supplied will meet the requirements of the Food Safety Modernization Action (FSMA) final rule on Preventive Controls for Human Food applicable in the United States relating to the produce, food or goods supplied.

We undertake to carry out in relation to the food, food products or packaging intended for food use supplied by us, such checks as a diligent supplier would reasonably carry out to ensure compliance with the Acts and Regulations mentioned above and we agree to supply you, on demand, with the results of such checks in so far as they are relevant to indicating the lawful nature of the goods supplied by us to you.

- The contents of this supplier assessment are an accurate statement of fact.
- I am authorised to sign on behalf of my organisation.
- This documentation may be used as evidence in a court of law.
- I guarantee to meet all FSMA requirements regarding the transport, storage and delivery of all goods/services.

Supplier sign off
 Please enter your details below and then use the 'Submit for approval' button below. This will prompt you for your password to electronically sign the approval request.

Signatory name

Job title

Company name

Sign off date

Note: You will NOT be able to submit for approval until ALL mandatory fields have been completed in each section of the Questionnaire. You can see these clearly marked with a red warning on the left menu.

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