

Third Party Completing Supplier Tasks

Welcome to the **Third Party Completing Supplier Tasks** job aid! In this document, you will learn about how to complete tasks that have been assigned to you by Cargill in the SafetyChain Software. This includes:

[Introduction to SafetyChain](#)

[Uploading Document Tasks](#)

[Questionnaire Tasks](#)

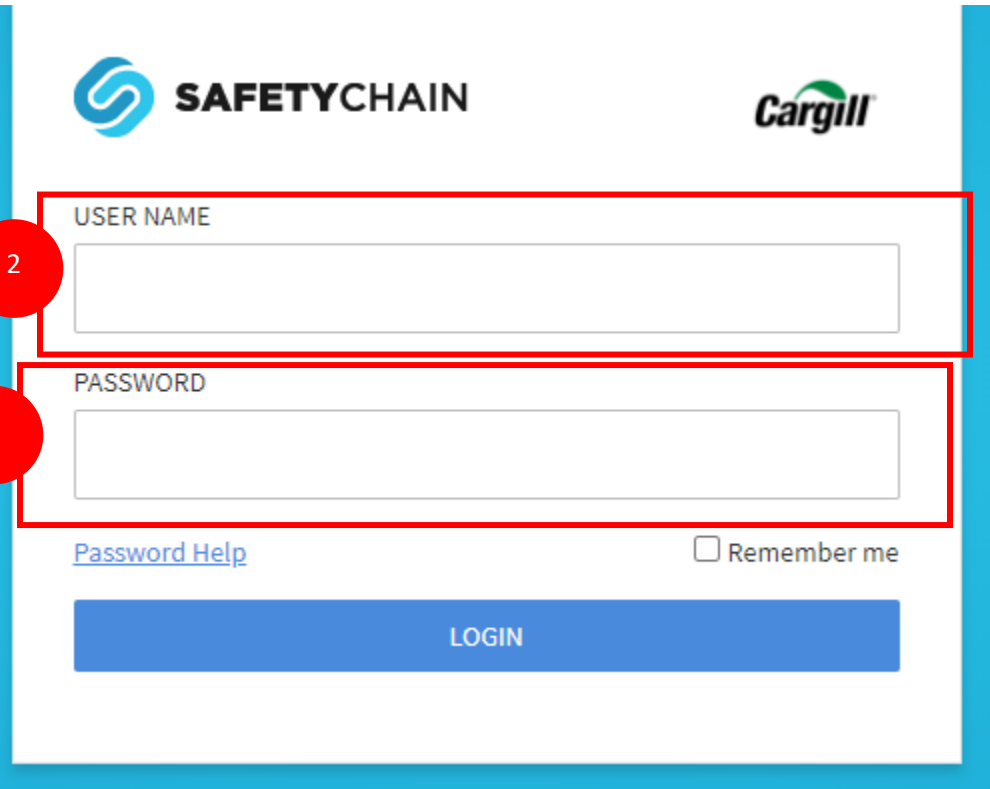
[Acknowledgement Tasks](#)

[Returned Tasks](#)

Version Number	Date	Owner
V1	15 November 2022	Cargill SQM Systems Team
V2	17 February 2023	Cargill SQM Systems Team

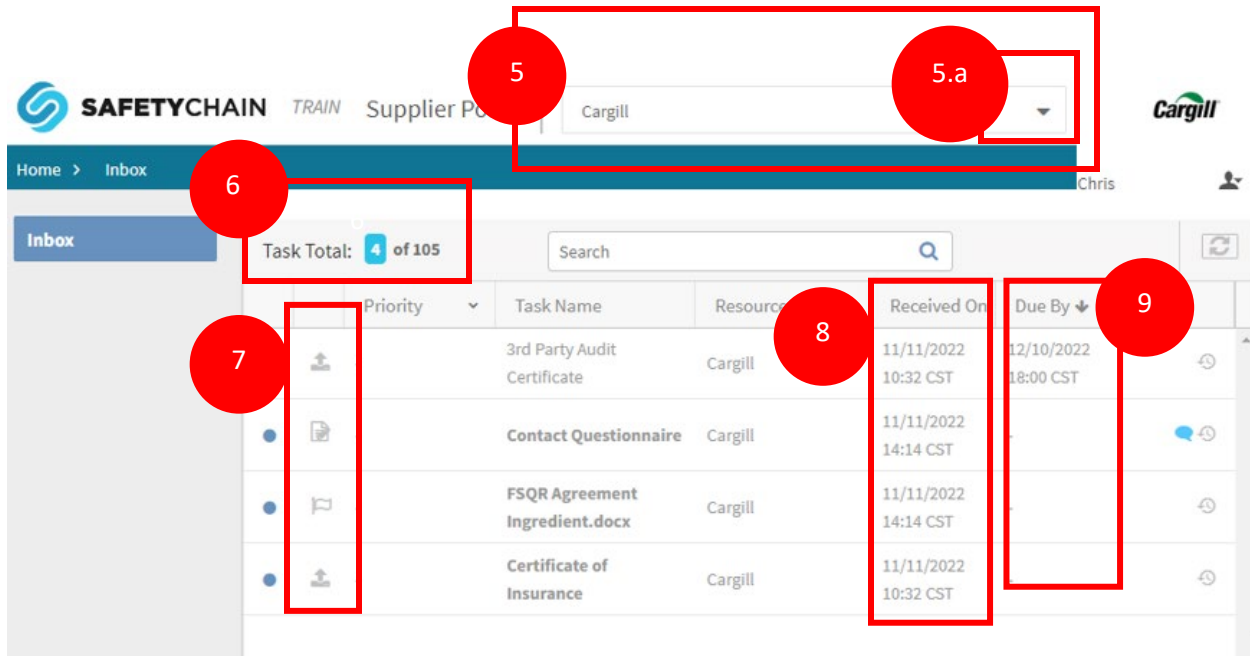
Introduction to SafetyChain

1. Navigate to SafetyChain by going to <https://cargill.safetychain.com/> in your browser of choice









The screenshot shows the SafetyChain login interface. At the top left is the SafetyChain logo, and at the top right is the Cargill logo. Below the logos are two input fields: 'USER NAME' and 'PASSWORD'. A red circle with the number '2' is positioned to the left of the 'USER NAME' field, and a red circle with the number '3' is positioned to the left of the 'PASSWORD' field. Below the 'PASSWORD' field, there is a link for 'Password Help' and a checkbox labeled 'Remember me'. At the bottom of the form is a blue 'LOGIN' button.

2. Enter your username, which is your email address that you use to communicate with Cargill representatives.
3. Enter your password.
 - a. If this is your first-time logging into SafetyChain your password will be "123". You will be prompted to change your password.



4. This will bring you to the home landing page. This is the central location to see requests made by Cargill for documentation and information about our supplier.
5. If you manage locations, you will see a dropdown that lists the suppliers that you manage.
 - a. To change the location click on the “▼” to access the list of all location that you manage

Note: Cargill approves supplier by manufacture location, therefore if suppliers have multiple sites which currently supplying to Cargill you will have to review each individual manufacturer location for documents to complete.

6. Next to the Task total the number of tasks showing for this supplier is shown out of the total tasks that have been assigned to all suppliers you manage.
7. Symbols next to the priority represent the type of request.
 - a.  - Is a Document Upload task
 - b.  - Is a Questionnaire task
 - c.  - Is an Acknowledgement task
8. The due date of the request can be found under the “Due By” column
9. The date the task was assigned can be found under the “Received On” Column
10. Double click on the task name to open it and begin the work to complete the task.
 - a. For an upload task,  , go to step 12.
 - b. For a questionnaire task,  , go to step
 - c. For an acknowledgement task,  , go to step

Upload Documentation Task

Document Upload

3rd Party Audit Certificate
Cargill

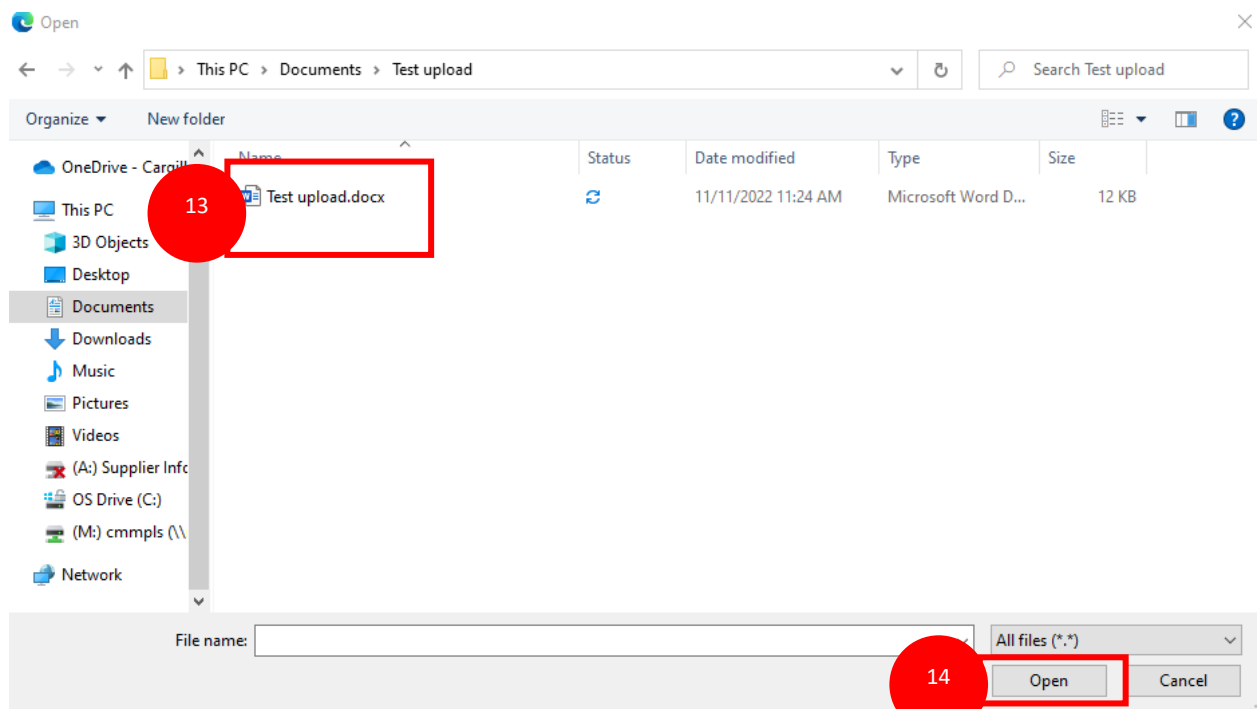
12 Select File...

Comment

Expiration

Cancel UPLOAD

11. Once you have double clicked on a upload documentation task it will open a window requesting you upload a document.
12. Click the “Select File...” button to open the file navigation



- 13. Navigate through your folders and select the document that needs to be uploaded.
- 14. Click Open once you have selected the document that needs to be uploaded.

The image shows a 'Document Upload' dialog box with a blue header and a close button. The title is 'Letter of Guarantee Cargill'. Below the title is a 'Select File...' button and a text input field containing 'Test upload.docx'. A red circle labeled '15' points to a 'Comment' text area. Below that is an 'Expiration' field with a calendar icon, which is circled in red and labeled '16'. At the bottom right are 'Cancel' and 'UPLOAD' buttons.

- 15. Once the file has been selected if there are any comments write them in the comments field.
- 16. If the file has an expiration date click on the calendar icon to launch a calendar widget.

The image shows a close-up of the 'Expiration' field with a calendar widget open. The calendar is for 'November 2022'. The date '14' is selected and highlighted in orange, and is circled in red with the number '18'. Navigation arrows on the left and right sides of the calendar are circled in red with the number '17'. The date 'Monday, November 14, 2022' is displayed at the bottom of the calendar.

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10						

17. Use the “◀” “▶” to navigate to the appropriate month and year.
18. Select the appropriate date for expiration by clicking on the date.

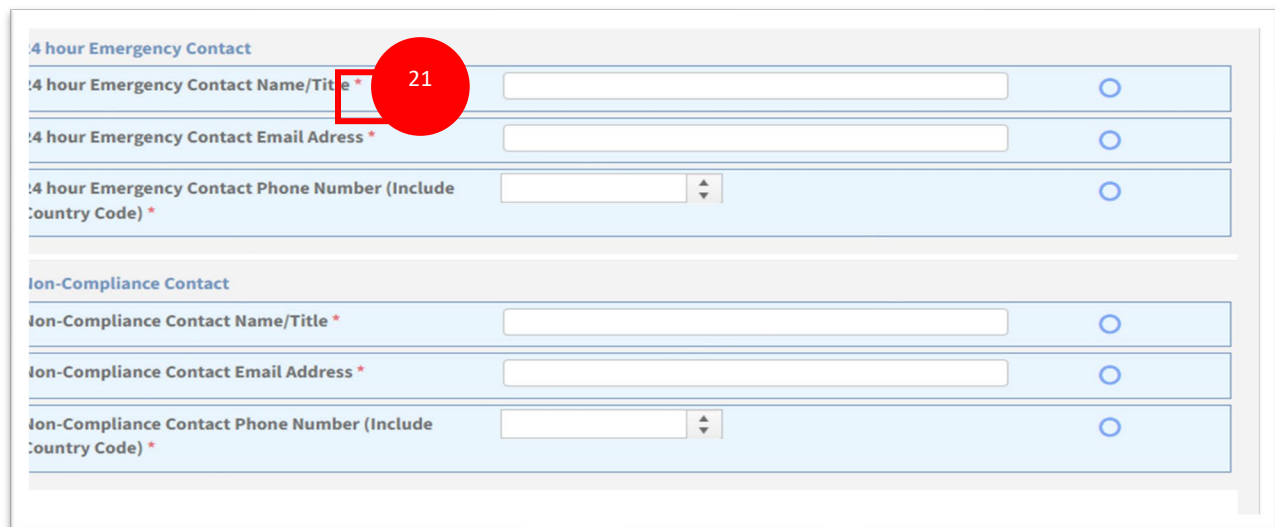
The screenshot shows a 'Document Upload' window with a blue header and a close button (X) in the top right corner. The main title is '3rd Party Audit Certificate' with 'Cargill' below it. There are three main sections: 1. File selection: A 'Select File...' button is next to a text box containing 'Test upload.docx'. 2. Comment: A text area labeled 'Comment' is empty. 3. Expiration: A text box labeled 'Expiration' contains '05/19/2023' and a calendar icon. At the bottom right, there are two buttons: 'Cancel' and 'UPLOAD'. The 'UPLOAD' button is highlighted with a red rectangular box, and a red circle with the number '19' is overlaid on its right side.

19. Click the “Upload” button to upload the documentation. Note once you click upload you will no longer be able to edit or see this task.

20. Once a questionnaire task has been double clicked the page will reload to display the questionnaire. In the example shown it is a contact questionnaire. It is important to note that questionnaires will vary in length and questions.
21. Red asterisks "*" next to the questions mean that the question is required and must be completed to submit the questionnaire.

Note: Only one document can be upload for 1x time for each question requirement. Ensure to upload the latest required document for each requirement.

Questionnaire Task



The screenshot shows a questionnaire form with two sections: "24 hour Emergency Contact" and "Ion-Compliance Contact". Each section contains three required fields, indicated by red asterisks. A red circle with the number "21" and a red box highlight the red asterisk next to the "24 hour Emergency Contact Name/Title" field.

Section	Field Label	Field Type	Required
24 hour Emergency Contact	24 hour Emergency Contact Name/Title *	Text Input	Yes
	24 hour Emergency Contact Email Address *	Text Input	Yes
	24 hour Emergency Contact Phone Number (Include Country Code) *	Text Input with dropdown	Yes
Ion-Compliance Contact	Ion-Compliance Contact Name/Title *	Text Input	Yes
	Ion-Compliance Contact Email Address *	Text Input	Yes
	Ion-Compliance Contact Phone Number (Include Country Code) *	Text Input with dropdown	Yes

Resource: Cargill

Points Earned Points Possibles

24 hour Emergency Contact

24 hour Emergency Contact Name/Title *	<input type="text" value="Wendy"/>	<input type="checkbox"/>
24 hour Emergency Contact Email Address *	<input type="text" value="Wendy@Wendy.com"/>	<input type="checkbox"/>
24 hour Emergency Contact Phone Number (Include Country Code) *	<input type="text" value="15555551234"/>	<input type="checkbox"/>

Non-Compliance Contact

Non-Compliance Contact Name/Title *	<input type="text" value="Mark Jacobs"/>	<input type="checkbox"/>
Non-Compliance Contact Email Address *	<input type="text" value="Mark_Jacobs@fancybags.com"/>	<input type="checkbox"/>
Non-Compliance Contact Phone Number (Include Country Code) *	<input type="text" value="15555551234"/>	<input type="checkbox"/>

- 22. Fill in the questionnaire with appropriate information. The circles will fill when the answers meet requirements set up in the questionnaire.
- 23. You can click "Save" to save your current progress in the questionnaire and return later.
- 24. Click "Submit" when you have completed the questionnaire and you are ready to send the answers to Cargill.

Submit Form



Would you like to add a note along with this submission? If not, simply click OK now.

Note

26

Cancel

OK

27

25. A window will pop up to verify you are ready to submit the form.
26. Complete any notes you would like to in the notes section. This is not required.
27. Click "OK" to confirm that you would like to submit the questionnaire. When you click "OK" you will no longer be able to see or edit the task.

Acknowledgement Tasks

DOCUMENT WEB PREVIEW
Select 'Download' to view in original file format

Page 1 of 3

Search

Acknowledgement Required
Please Agree and Acknowledge

Chris

FCC Compliant and/or Technical Grade Food/Feed Contact Chemical and Processing Aid Supplier

Food Safety, Quality and Regulatory Agreement

Dear Valued Supplier,

In order to purchase products (the "Products") from you and your affiliates (collectively, "you"), Cargill, Incorporated and its affiliates (collectively, "Cargill"), requires that you agree to the following terms:

1. The Products supplied by you will be suitable for use as a [food][feed] contact chemical and/or processing aid and fully comply with the specifications and other requirements agreed, in writing, by you and Cargill, from time to time. The Products supplied by you will comply with (and be produced in compliance with) all applicable legal and regulatory requirements.
2. The Products supplied by you will be produced and managed in accordance with the Cargill Food Safety, Quality and Regulatory Requirements for FCC Compliant and/or Technical Grade Food/Feed Contact Chemical and Processing Aid Suppliers set forth in Cargill's Supplier and External Manufacturer Requirements Manual, as amended from time to time. The Manual is available at <http://www.cargill.com/corporate-responsibility/food-safety-leadership/supplier-external-mfg-requirements-manual/index.jsp>. Supplier agrees to follow: <https://www.cargill.com/about/supplier-code-of-conduct>.
3. If and when requested by Cargill, you will provide Cargill with the documents and other information listed in Appendix A or such other documents and information as reasonably requested by Cargill.
4. The additional requirements set forth in Appendix B, if any.
5. The Products will be produced only at the manufacturing location(s) approved by Cargill, in writing.

Accepted and Agreed
[Name of Supplier]
On its behalf and on behalf of its affiliates

28. Once an Acknowledgement task has been opened it will bring up a document that needs to be read.
29. Read through the document.
30. Click "SIGN" on the red box stating "Acknowledgement Required". This is considered an official agreement on behalf of your company. This will close the task and you will NOT be able to edit or view the information afterwards.

Returned Tasks

SAFETYCHAIN TRAIN Supplier Portal Cargill

Home > Inbox

Task Total: 2 of 103

Priority	Task Name	Resource	Received On	Due By
-	Rejected: Letter of Guarantee	Cargill	11/15/2022 10:19 CST	-
-	Rejected: Contact Questionnaire	Cargill	11/15/2022 10:21 CST	-

31. When a task has been returned the title of the task will change to say “Rejected:” followed by the name of the task. Once the required task is completed and document submitted by supplier, Cargill will evaluate the submitted documents and in case there is some of doubt/ incomplete document submitted, you will receive a “rejected” notification email for action

32. A blue comment bubble shows that there have been comments made around the task.

33. Click on the to view the history of the task including the comments.

Task Total: 2 of 103

Task History

- 11/15/2022 10:19 CST
Rejected by Chris
Document was already expired. Please upload current document.
- 11/15/2022 10:18 CST
Submitted by Chris at Cargill
Test upload.docx

34. This will bring up the task history window with the comments that were included when rejected.

35. Follow the instructions to complete the task with the new information
 - a. For uploading a document task start at step
 - b. For questionnaire tasks start at step
 - c. For acknowledgment task start at step