# Third Party Completing Supplier Tasks

# 供应商作业指导书

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:

欢迎查阅供应商作业指导书，在本文中您将学习如何完成嘉吉通过 SafetyChain 系统发送给您的任务，本文内容包含以下几点：

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

# Introduction to SafetyChain SafetyChain 介绍

1. Navigate to SafetyChain by going to https://cargill.safetychain.com/ in your browser of choice
   网页浏览器地址栏中输入 https://cargill.safetychain.com/，进入 SafetyChain 系统



2. Enter your username, which is your email address that you use to communicate with Cargill representatives.
   输入用户名，这是您用于与嘉吉沟通的电子邮件地址。
3. Enter your password.
   输入密码
   a. If this is your first-time logging into SafetyChain your password will be "changeme". You will be prompted to change your password.
      初始密码为"changeme"，登录后请修改密码。
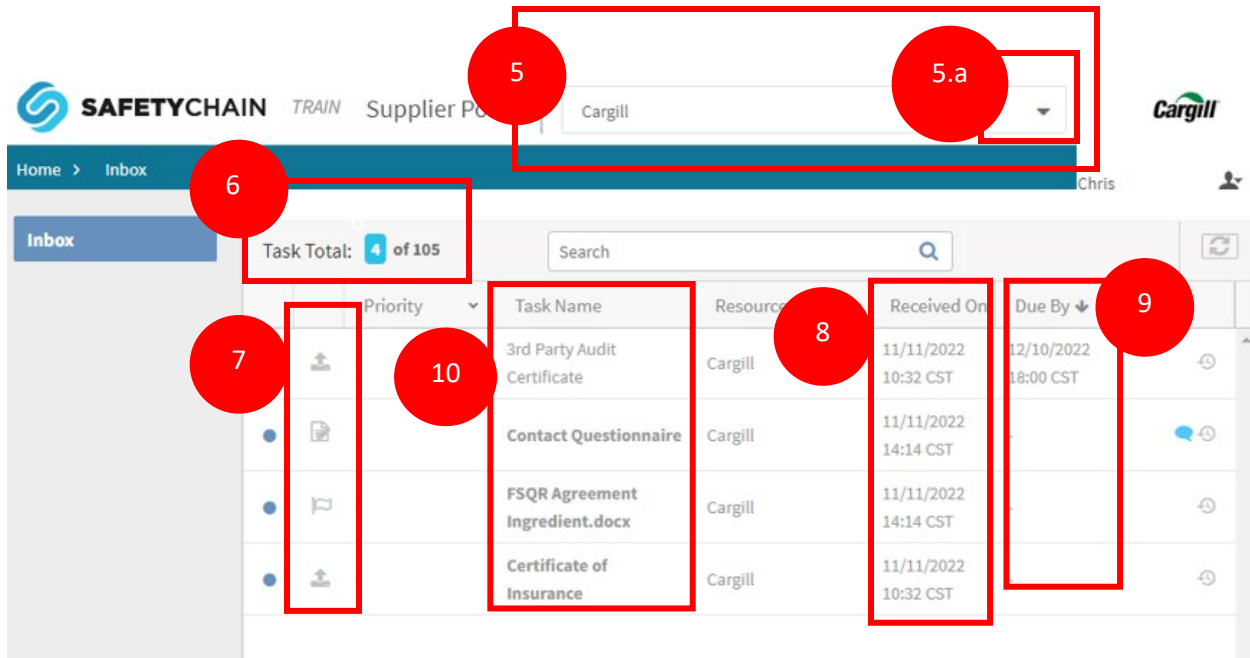
4. This will bring you to the home landing page. This is the central location to see requests made by Cargill for documentation and information about our supplier.
进入主页后，将看到嘉吉公司需要供应商提供的文件清单和请求信息

5. If you manage locations, you will see a dropdown that lists the suppliers that you manage.
若您要管理供应商，您会看到一个下拉列表，其中列出了您管理的供应商
   a. To change the location click on the "▼" to access the list of all location that you manage.
   若要更改供应商，请单击"▼"进入供应商列表

**Note:** Cargill approves supplier by manufacture location, therefore if suppliers have multiple sites which currently supplying to Cargill and that is reason the manufacturer location selection is required
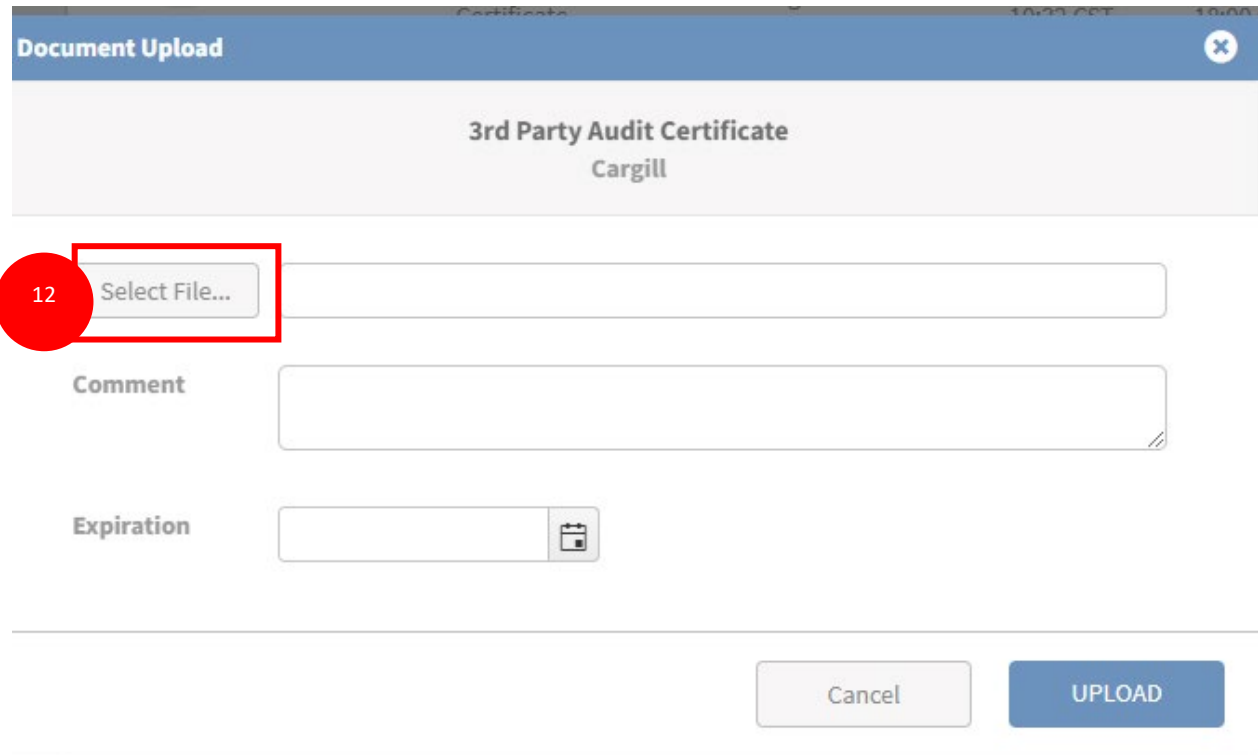
注意：嘉吉根据生产地点批准供应商，如果供应商目前有多个向嘉吉供货的生产地点，因此需要选择生产地点

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.
在任务总数旁边显示了分配给您管理的所有供应商的任务总数和该供应商的任务数

7. Symbols next to the priority represent the type of request.
优先级旁边的符号表示请求的类型：
   a. ⬆ - Is a Document Upload task 文件上传
   b. ▭ - Is a Questionnaire task 问卷调查
   c. ⚑ - Is an Acknowledgement task 确认事项

8. The date the task was assigned can be found under the "Received On" Column
任务分配的日期可在"Received On"栏查看

9. The due date of the request can be found under the "Due By" column
任务完成的截止日期可在"Due By"栏查看

10. Double click on the task name to open it and begin the work to complete the task.

双击 Task name 栏中的任务，将其打开完成

    a.   For an upload task, , go to step 12. 文件上传，步骤转至 step12

    b.   For a questionnaire task, , go to step 问卷调查，后面有专项步骤说明

    c.   For an acknowledgement task, , go to step 确认事项，后面有专项步骤说明
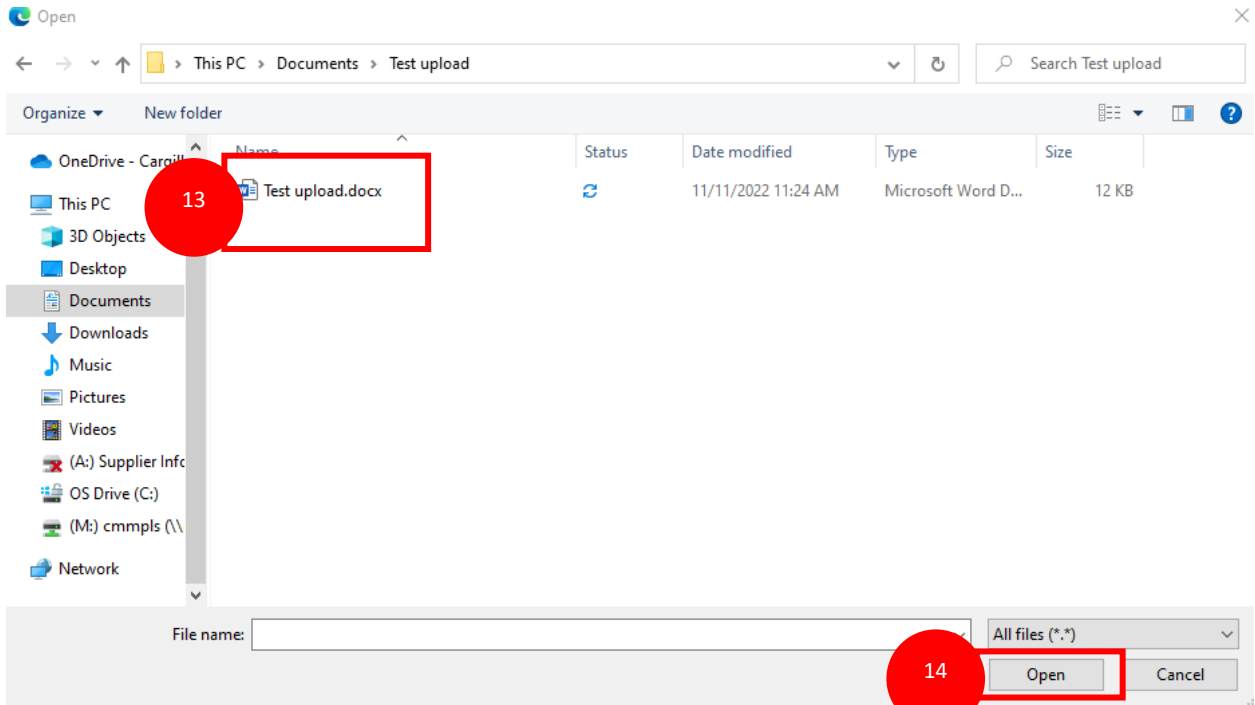
# Upload Documentation Task 文件上传



11. Once you have double clicked on a upload documentation task it will open a window requesting you upload a document.
双击上传文件任务后，将会打开一个新的窗口，请求上传文件
12. Click the "Select File…" button to open the file navigation
单击"Select File…"打开文件导航

13. Navigate through your folders and select the document that needs to be uploaded.
浏览文件夹并选择需要上传的文件

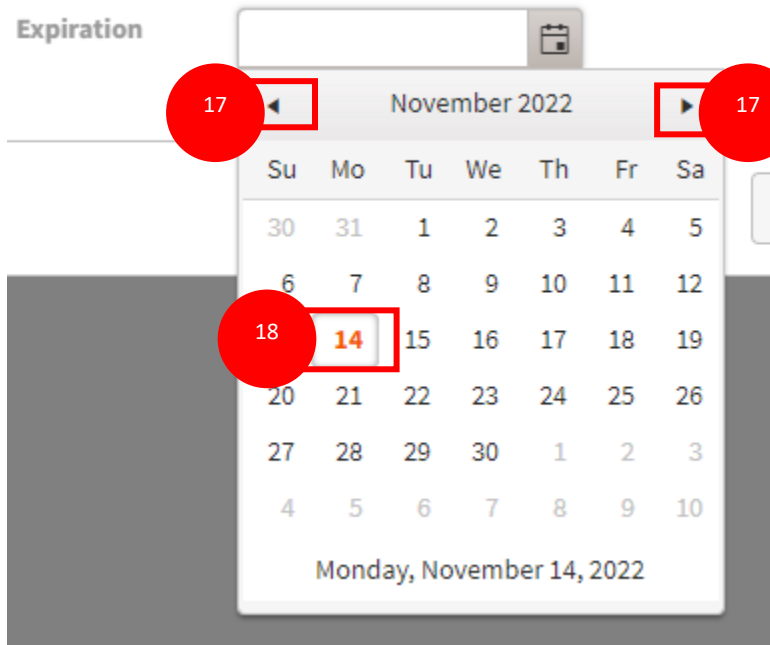14. Click Open once you have selected the document that needs to be uploaded.
选择需要上传的文件后，单击"open"



15. Once the file has been selected if there are any comments write them in the comments field.

文件选择完成后，若有任何注释，可写在"Comment"处

16. If the file has an expiration date click on the calendar icon to launch a calendar widget.
若是文件有有效期，请单击日历图标



17. Use the "◄" "►" to navigate to the appropriate month and year.
使用"◄" "►"导航到相应的月份和年份

18. Select the appropriate date for expiration by clicking on the date.
单击日期选择适当的到期日期
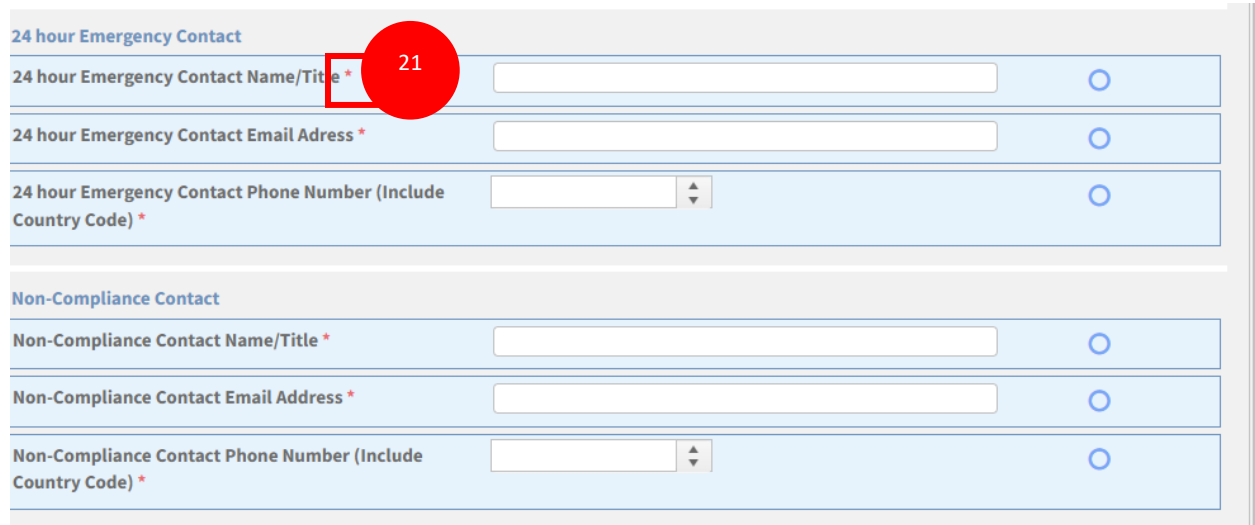
19. Click the "Upload" button to upload the documentation.  Note once you click upload you will no longer be able to edit or see this task.

单击"UPLOAD"上传文件。请注意，一旦点击上传，您将无法再编辑或查看此任务

# Questionnaire Task 问卷调查

**24 hour Emergency Contact**

| | | |
|---|---|---|
| 24 hour Emergency Contact Name/Title * 〔21〕 | | ○ |
| 24 hour Emergency Contact Email Adress * | | ○ |
| 24 hour Emergency Contact Phone Number (Include Country Code) * | | ○ |

**Non-Compliance Contact**

| | | |
|---|---|---|
| Non-Compliance Contact Name/Title * | | ○ |
| Non-Compliance Contact Email Address * | | ○ |
| Non-Compliance Contact Phone Number (Include Country Code) * | | ○ |

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.
双击问卷任务后，页面将重新加载以显示问卷内容。图片中所展示的是一份联系方式的问卷。请注意，各种问卷的内容是不相同的。

21. Red asterisks "*" next to the questions mean that the question is required and must be completed to submit the questionnaire.
带"*"的问题是必填项目，否则无法提交问卷

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

注意：每个问卷调查每次只能上传一个文件，请确保针对每个问卷调查所上传的文件都是最新的

**Resource:** Cargill

| | | Points Earned | Points Possibles |
|---|---|---|---|

**24 hour Emergency Contact**

| 24 hour Emergency Contact Name/Title * | Wendy | ●  |
| 24 hour Emergency Contact Email Adress * | Wendy@Wendy.com | ● |
| 24 hour Emergency Contact Phone Number (Include Country Code) * | 15555551234 | ● |

**Non-Compliance Contact**

| Non-Compliance Contact Name/Title * | Mark Jacobs | ● |
| Non-Compliance Contact Email Address * | Mark_Jacobs@fancybags.com | ● |
| Non-Compliance Contact Phone Number (Include Country Code) * | 15555551234 | ● |

2 Of 6    Cancel    **SAVE** (23)    **SUBMIT** (24)

22. Fill in the questionnaire with appropriate information.  The circles will fill when the answers meet requirements set up in the questionnaire.
填写问卷中相应的信息，完成每个问题后，后面的圆圈将变成实心的。

23. You can click "Save" to save your current progress in the questionnaire and return later.
单击"Save"将当前进度保存在问卷中，任何时候都可以继续完成未完成的部分。

24. Click "Submit" when you have completed the questionnaire and you are ready to send the answers to Cargill.
当您完成所有问卷并准备将答案发送给嘉吉后，单击"Submit"。

**Submit Form**                                                    ✕

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

Note                                                                **26**

[ text area ]

Cancel          OK                                                  **27**

25. A window will pop up to verify you are ready to submit the form.
   单击"Submit"后，将会弹出一个窗口，提醒您是否准备好提交表单
26. Complete any notes you would like to in the notes section. This is not required.
   在"Note"部分填写您想要的任何备注，这不是必需的
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.
   单击"OK"以确认您将要提交问卷。单击"OK"后，您将无法再查看或编辑此任务

# Acknowledgement Tasks 事项确认



28. Once an Acknowledgement task has been opened it will bring up a document that needs to be read.
    打开事项确认任务，将会显示需要阅读的文件
29. Read through the document.
    通读文件
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.
    在注明"Acknowledgement Required"红色框上单击 "SIGN" ，这将被视为您正式代表贵公司同意嘉吉的这份协议，同时这项任务将关闭。请注意关闭后您将无法编辑或查看此任务

# Returned Tasks 任务反馈



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 hv some of doubt/ incomplete document submitted, you will receive a "rejected" notification email for action
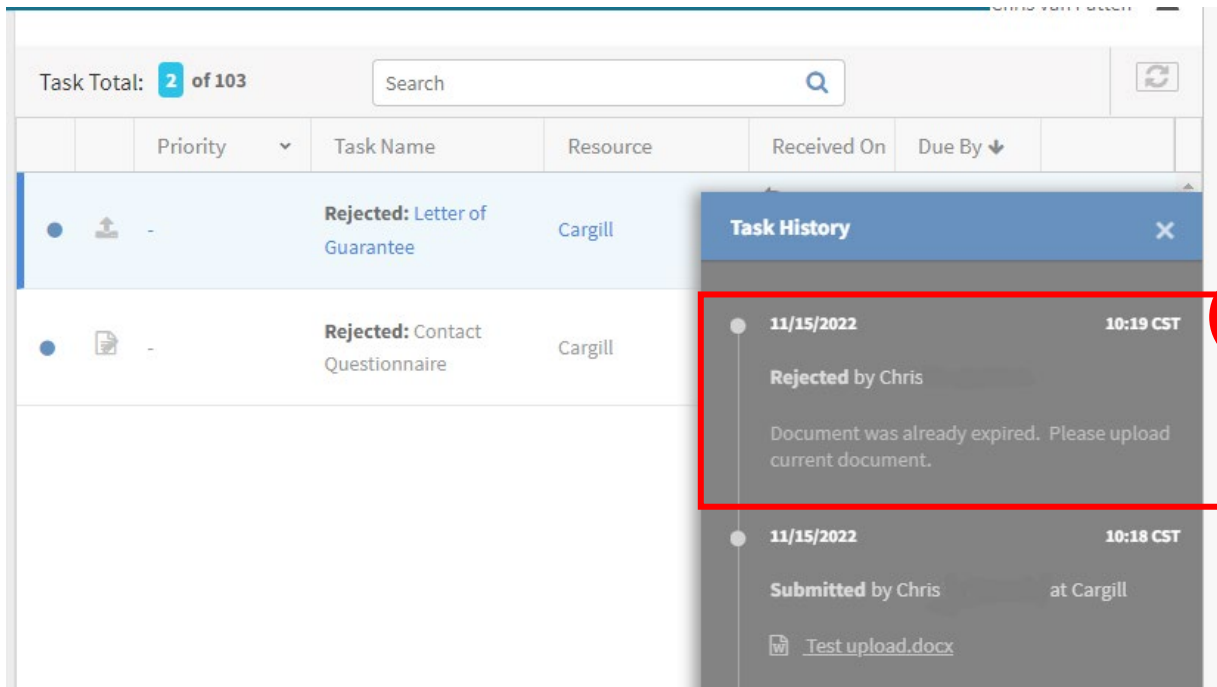当有任务被返回后，任务标题被更改为"Rejected"+任务标题。在供应商提交了文件和完成任务后，嘉吉将对所提交的文件或任务进行评估，若是发现所提交文件或任务存在疑问或不完整，您将会收到一封"rejected"的电子邮件，要求重新提交。

32. A blue comment bubble shows that there have been comments made around the task.
蓝色的评论气泡里显示对此任务的评论

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

    单击 ⟳ 可查看此任务的历史记录，包括注释

34. This will bring up the task history window with the comments that were included when rejected.
打开任务历史记录窗口，其中包含拒绝时的批注。

35. Follow the instructions to complete the task with the new information
按照这份使用说明，重新完成被返回的任务
    a. For uploading a document task start at step 上传文件
    b. For questionnaire tasks start at step 问卷调查
    c. For acknowledgment task start at step 事项确认