

User Guide

GENERAL INFORMATION

Glossary:

Customer Certificate: A customer certificate is a certificate transferred from an exporter to a customer that includes the customer's information.

Customer: A customer is an international recipient of soy exported from the US. A customer may transfer a shipment down to their customer or they may be the end user of the exported shipment

Exporter Agreement: The exporter agreement is signed by every exporter who intends to export a SSAP verified shipment from the US. It is signed via DocuSign upon registering as an exporter.

Exporter: An exporter is an exporting company that intends to export shipments of US soy internationally.

Proof: A proof is a preview of either a shipment certificate or a customer certificate that allows you to review prior to finalizing the certificate.

SES Admin: An SES Admin is the Administrator at Soy Exports Sustainability LLC that administers and manages www.USSES.org. SES Admins approve both exporters and customers and approves sustainable allocations.

Shipment Certificate: A shipment certificate is a certificate deducted from an exporter's sustainable allocation

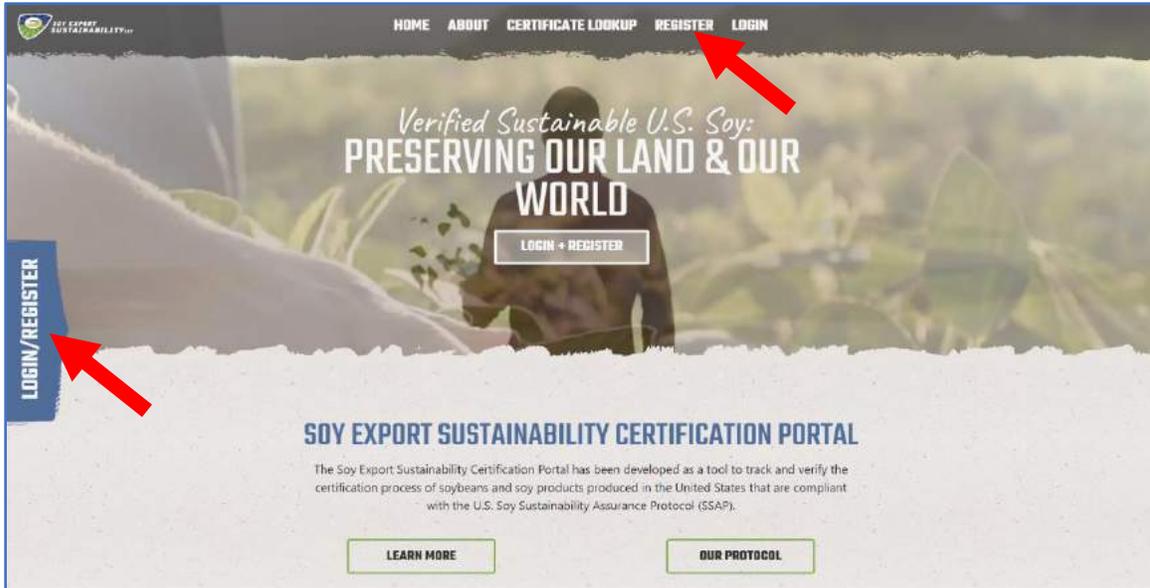
Sustainable Allocation: The sustainable allocation is the total volume of US Soy available to be exported from the US.

Terms of Use Agreement: The terms of use agreement is signed by both exporters and customers before users are granted access to their dashboard.

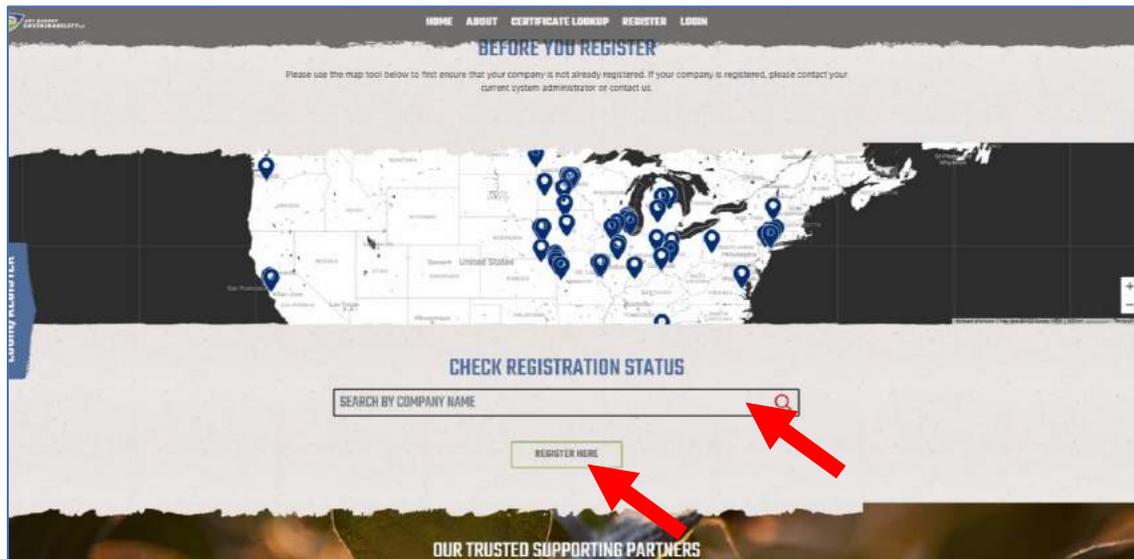
EXPORTERS

Registration:

1. Navigate to www.USSES.org and click on either the **Login/Register** button on the left side of the screen or the **Register** button from the top menu. Select **Exporter Register** from the dropdown menu.



2. Type your company name in the bar under **Check Registration Status**. If your company hasn't already been registered, click the **Register Here** button.



3. To register, input your **Company Information** including **Company Name**, **Address**, **City**, **State**, and **Postal Code**. Each company must have at least one administrator for the system. To create this administrator account, enter the details including their **Name**, **Email**, and **Phone Number** under **Administrator Account**. Under **Exporter Agreement**, indicate whether you are the appropriate

signatory. The appropriate signatory is the person legally responsible for signing the exporter agreement. If you are the appropriate signatory, indicate that by sliding the button to the right.

COMPANY INFORMATION

Complete the company registration form below to register your company with the SES Certification Portal.
Your registration will be reviewed by the SES team prior to providing access to this system.
You will receive an email once your account has been successfully activated.

COMPANY NAME (REQUIRED) PRIMARY PHONE NUMBER

ADDRESS LINE 1 (REQUIRED) ADDRESS LINE 2

CITY (REQUIRED) UNITED STATES

SELECT STATE POSTAL CODE (REQUIRED)

ADMINISTRATOR ACCOUNT

Each company must have at least one administrator for this system. To create this administrator account, please enter the details below. Once access has been granted to the system, the administrator will be able to add additional users for the company.

FIRST NAME (REQUIRED) LAST NAME (REQUIRED)

EMAIL (REQUIRED) PHONE (REQUIRED)

A temporary password will be generated automatically and emailed upon registration approval.

EXPORTER AGREEMENT

Please click the button below and sign the agreement to indicate that you and your company agree with Exporter Agreement of the SES Certification Portal.

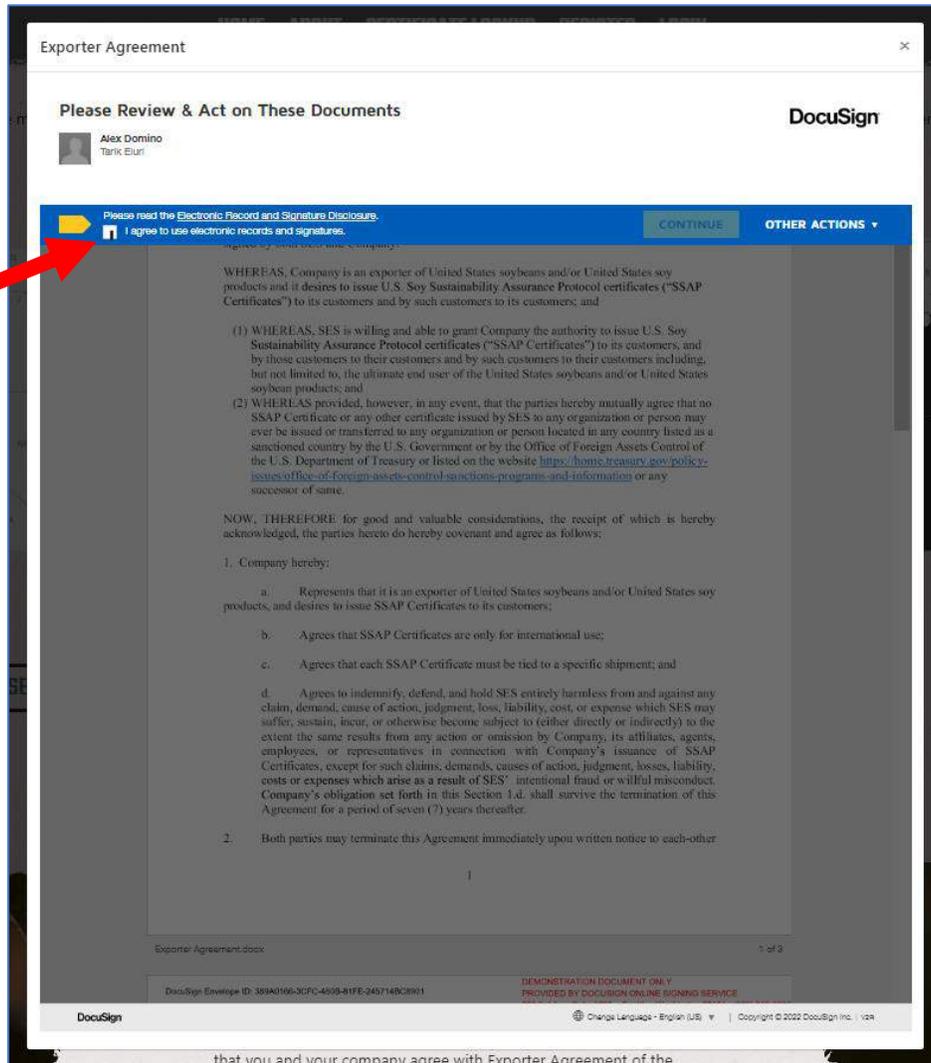
I'm appropriate signatory user

Accept SES Certification Portal Exporter Agreement:

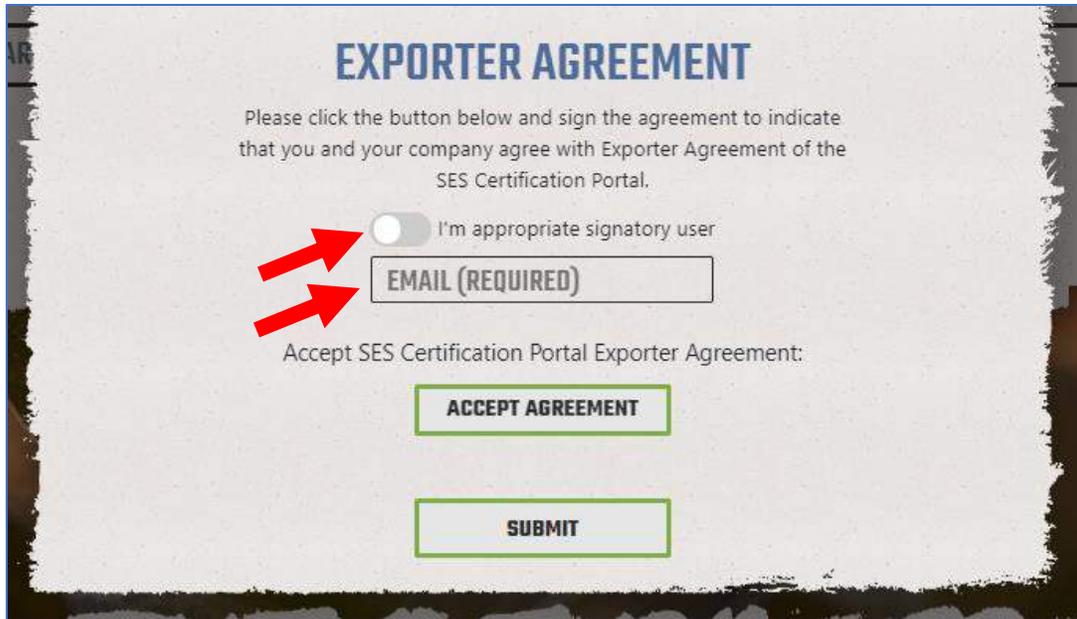
ACCEPT AGREEMENT

SUBMIT

4. You will then be prompted to sign the exporter agreement. Check the box in the upper right-hand corner of the DocuSign form indicating “*I agree to use electronic records and signatures*”. Sign the exporter agreement. A copy of the executed exporter agreement will be sent to your email address.



5. If you are not the appropriate signatory, slide the button to the left next to “*I’m the appropriate signatory user*”. You will then be prompted to input the email address of the appropriate signatory and click **Accept Agreement**. An email will be sent to the appropriate signatory to prompt them to sign the exporter agreement.

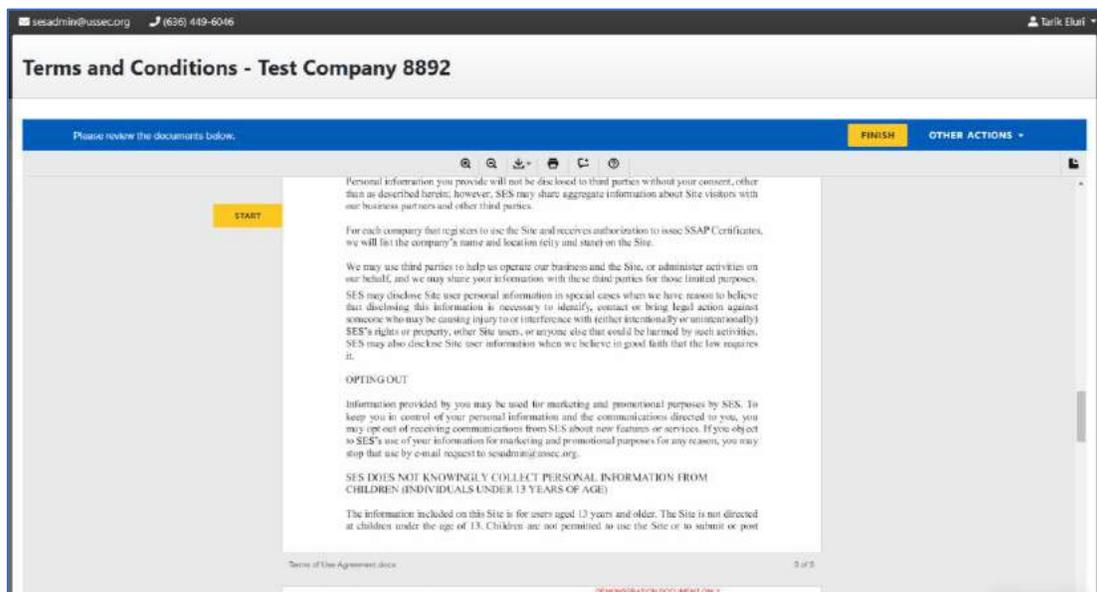


6. After signing the exporter agreement or submitting the appropriate signatory's information, Click **Submit**. You will see an email informing you that your registration has been received and is pending approval.

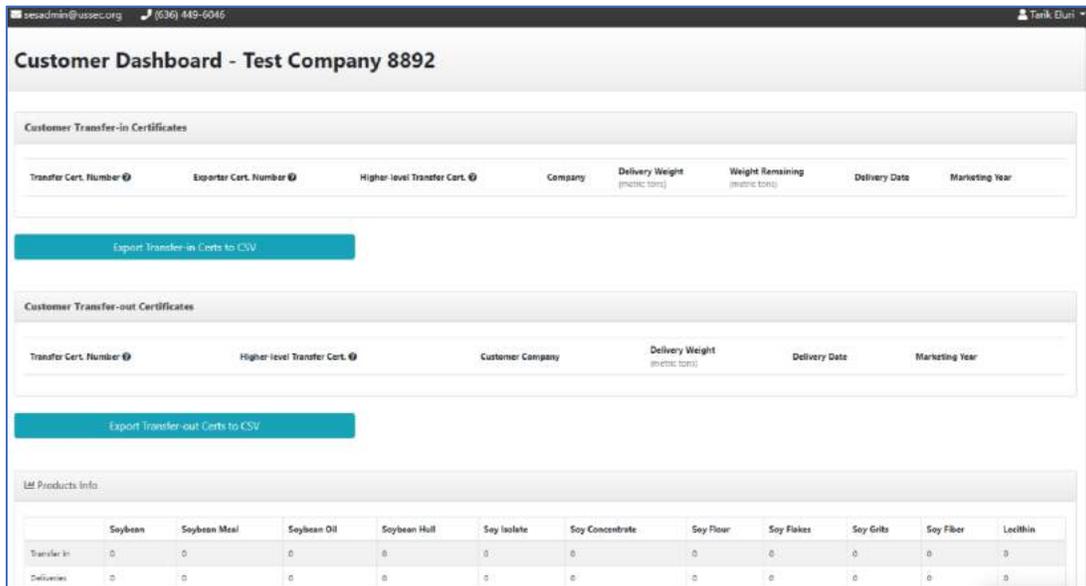
7. A SES admin will approve your account, and you will then receive the login credentials via email.

Logging in for the first time:

1. Once your registration has been approved, you will be prompted to sign the Terms of Use agreement via DocuSign.

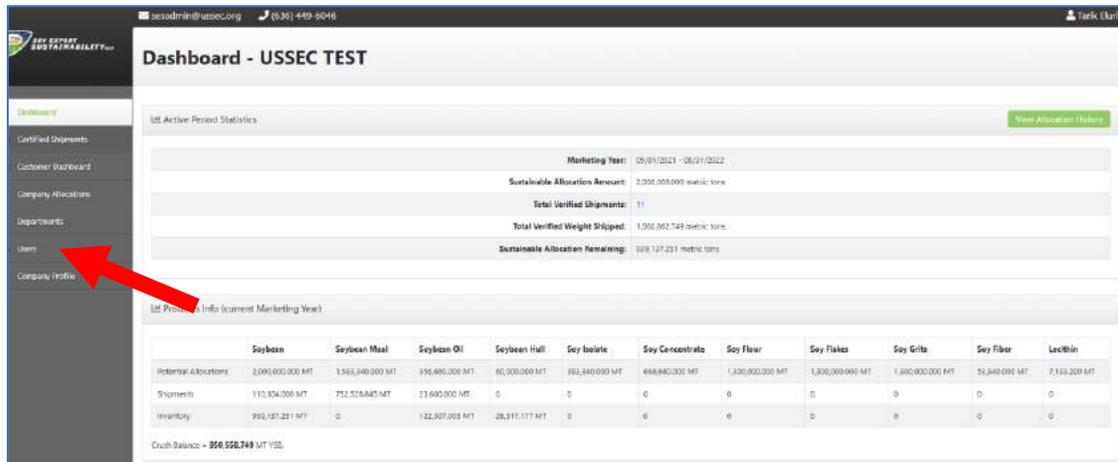


2. After signing the terms of use agreement, you will be granted access to your Exporter Dashboard.

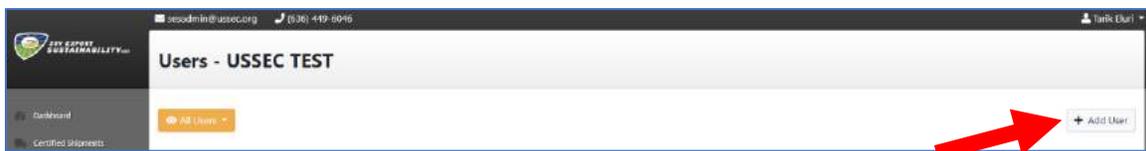


Adding Additional Users:

1. From the left side panel, navigate to the **Users** tab.



2. Click on the **+ Add Users** button.



3. Fill out the new user information including whether the new user is the Approved Signatory, can Receive Emails, and indicate their **Account Type** (*Exporter Viewer*, *Exporter User*, and *Exporter Administrator*).

4. Click the **Create** button.

5. An email will be sent to you and your customer mentioning the customer registration is pending approval.

6. Once the SES admin approves your customer, you will be notified, and your customer will receive an email with their login credentials.

The Dashboard:

1. Once your registration is approved, you will be granted full access to your account.

The exporter dashboard includes the following tables:

Active Period Statistics		View Allocation History
Marketing Year:	09/01/2021 - 08/31/2022	
Sustainable Allocation Amount:	10,000 metric tons	
Total Verified Shipments:	4	
Total Verified Weight Shipped:	8,600 metric tons	
Sustainable Allocation Remaining:	1,400 metric tons	

*The Active Period Statistics table shows an overview of your sustainable allocation including your current **Marketing Year**, **Sustainable Allocation Amount**, **Total Verified Shipments**, **Total Verified Weight Shipped**, and **Sustainable Allocation Remaining**. The green **View Allocation History** button will take you to the **Company Allocation** tab found in the left side panel.*

Products Info (current Marketing Year)

	Soybean	Soybean Meal	Soybean Oil	Soybean Hull	Soy Isolate	Soy Concentrate	Soy Flour	Soy Flakes	Soy Grits	Soy Fiber	Lecithin
Potential Allocations	10.000 MT	7.917 MT	1.783 MT	0.300 MT	1.967 MT	3.333 MT	6.500 MT	6.500 MT	6.500 MT	0.269 MT	0.036 MT
Shipments	8.600 MT	0	0	0	0	0	0	0	0	0	0
Inventory	1.400 MT	0	0	0	0	0	0	0	0	0	0

Crush Balance = **0.000** MT YSB.

The *Products Info* table provides a summary of the products divided into **Potential Allocations**, **Shipments**, and available **Inventory**.

Recent Shipments (current marketing year) [Create Certified Shipment](#) [View All Shipments](#)

Cert. Number	Department	Dest. Country	Shipment Weight (metric tons)	Amount Remaining for Customer Certificate (metric tons)	Ship Date	Marketing Period	
SES-SSAP-US22-075444922	Default	Colombia	0.300 Soybean	0.300 Soybean	March 11, 2022	09/01/2021 08/31/2022	Edit Details View Certificate
SES-SSAP-US22-075444917	Default	Mexico	2.000 Soybean	0.737 Soybean	March 04, 2022	09/01/2021 08/31/2022	View Details View Certificate
SES-SSAP-US22-075444674	Default	Japan	5.000 Soybean	5.000 Soybean	February 25, 2022	09/01/2021 08/31/2022	Edit Details View Certificate
SES-SSAP-US21-075440744	Default	Korea	1.300 Soybean	0.000 Soybean	October 08, 2021	09/01/2021 08/31/2022	View Details View Certificate

The *Recent Shipments* table lists all the certified shipments you have in the system. The green **Create Certified Shipment** button allows you to create a certified shipment. The **View All Shipments** button is a short cut to **Certified Shipments** tab found on the left side panel.

Submit a Sustainable Allocation Request:

1. To submit a sustainable allocation request, click on the **Company Allocation** tab in the left side panel, and click the **Request Sustainable Allocation**.

Company Allocations

Allocation History

Period	Total Approved Allocation	Total Certified Weight Shipped	Remaining Allocation
Start: 09/01/2014 End: 08/31/2015	0.500 metric tons	1.000 metric tons	-0.500 metric tons
Start: 09/01/2018 End: 08/31/2019	10.000 metric tons	0.000 metric tons	10.000 metric tons
Start: 09/01/2019 End: 08/31/2020	20.000 metric tons	10.000 metric tons	10.000 metric tons
Start: 09/01/2020 End: 08/31/2021	10.000 metric tons	10.000 metric tons	0.000 metric tons
Start: 09/01/2021 End: 08/31/2022	10.000 metric tons	8.600 metric tons	1.400 metric tons

Request Sustainable Allocation

2. After clicking the [Request Sustainable Allocation](#):

1. Select the current crop marketing year under the [Allocation Period](#) field.
2. Insert the [Total Allocation Requested](#). *Note:* Allocations should be requested for the total allocation amount, not an incremental amount. The total allocation cannot exceed the sustainable allocation for that crop marketing year.
3. Include any notes in under the [Notes](#) field.
4. Click the [Submit Request](#) button.
5. The SES Admin will then approve your allocation request and you will receive an email confirmation.

Prior to certifying shipments, soybean exporters must request allocation of sustainable U.S. soy from SES. To submit an allocation request, select an Allocation Period and specify a total amount of requested allocation (in metric tons of Soybeans). Additional notes can be submitted along with your request.

Your request will be reviewed by SES staff within 2-3 business days. Company administrators will receive an email notification when a response to the request is processed.

Allocations should be requested for the total allocation amount, not an incremental amount.

Allocation Period:

Total Allocation Requested (metric tons):

Notes:

[Submit Request](#)

Create Certified Shipments:

1. To make certified shipments, click on the **Certified Shipments** tab.
 1. Click the **Create Certified Shipment** button.
 2. Select the **Department**, if applicable.
 3. Select the **Ship Date**. *Note:* You can select a date up to 7 days prior to today's date or at most 60 days after today's date. The shipment date that you select must be within the current marketing year.
 4. Select the current **Marketing Year**.
 5. The system will automatically show the **Sustainable Allocation Remaining**.
 6. Select the **Product Description** and the **Shipment Weight** in metric tons.
 7. Select the **Vessel, Carrier Name, or Shipment Identifier**.
 8. Select **Destination** state or territory.
 9. Select **Destination Country**.
 10. Select the **Port of Export/Shipment Location**.
 11. *Optional:* Select the **Contract Reference** and **Notes**.
 12. *Optional:* You can include a **Customer Email Address** where the shipment certificate can automatically be sent.
 13. Click the **Continue** button.

Create Certified Shipment

PLEASE NOTE: Certificates are only for international use.

Basic Shipment Info

Department	Default
Ship Date	Ship Date
Marketing Year	— Select Marketing Year —
Product Description	— Select Product —
Shipment Weight <small>(metric tons)</small>	0
Vessel, Carrier Name, or Shipment Identifier <small>(maximum length = 30 characters)</small>	Vessel, Carrier Name, or Shipment Identifier
Destination <small>(Country/Territory/State)</small>	Destination
Destination Country	— Select Country —
Port of Export/Shipment Location <small>(maximum length = 60 characters)</small>	Port of Export/Shipment Location

Include On Certificate

Optional Destination Info

The optional information provided below is for internal company use only and will not be shared or included on the certificate unless otherwise noted.

Contract Reference:

Notes:

2. After clicking the **Continue** button, you will have to validate your shipment certificate.

Validate Add

Shipment Creation Confirmation

Please review all of the shipment information below for accuracy. If changes are required, click the back button below to return to the previous page. Click the "Preview Certificate" button below to view the sample certificate. Once you have verified the information, provide your electronic signature at the bottom to confirm the certificate creation.

NOTE: You will be unable to edit or delete this shipment once it has been entered into the system. Please ensure that the values below are correct prior to clicking the "Finalize Certificate Creation" button below.

Shipment Details

Department:	Default
Ship Date:	April 06, 2022
Marketing Year:	09/01/2021 - 09/31/2022
Product Description:	Soybean
Shipment Weight:	0.500 <small>(metric tons)</small>
Vessel, Carrier Name, or Shipment Identifier:	Test Vessel
Destination:	Lisbon
Destination Country:	Portugal

3. Under **Certificate Signatory**, select the **Approved Signatory**. This user will be included in the shipment certificate.

Destination Info

Contract Reference:

Port of Export/Shipment Location:

Notes:

Customer Emails

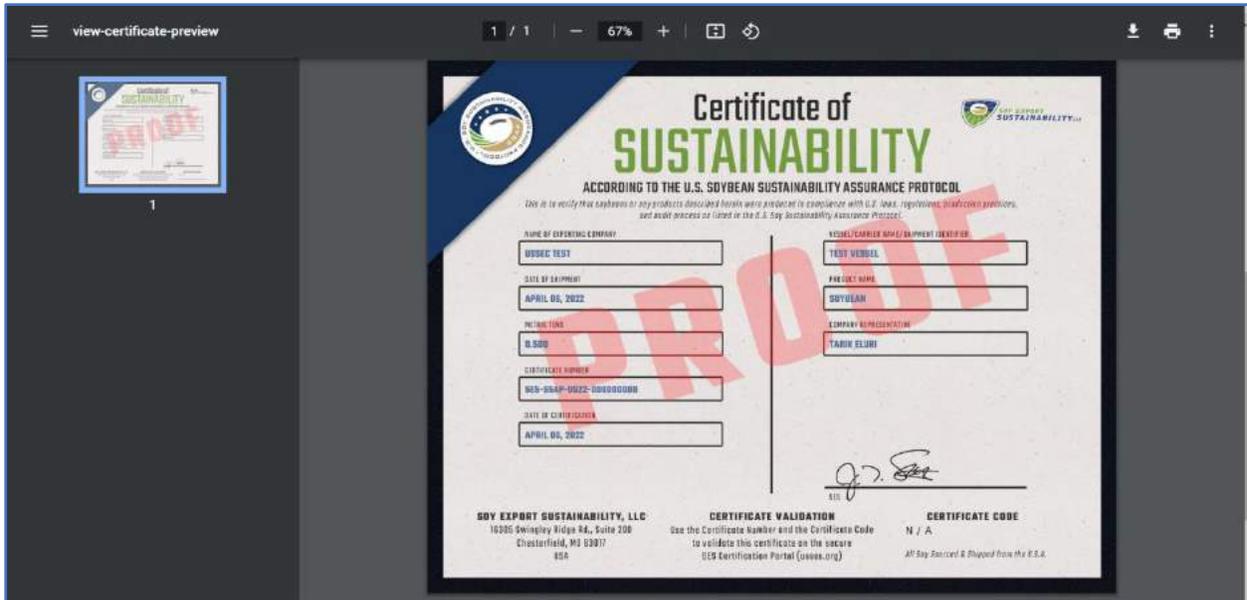
Email Address 1:

Certificate Signatory

Please select the approved signatory that will be listed on your certificate. You must have at least one approved signatory to continue. Click the "Edit" button next to a user and check the "Approved Signatory" value in order to add them. [Click Here To View Your Users](#)

Certificate Signatory:

4. Click the **Preview Certificate** button. A popup window will appear displaying a proof of the shipment certificate.



5. Close the popup window of the shipment certificate proof.

6. Type your electronic signature and click the **Finalize Certificate Creation**.

7. Your certificate will now be listed under the **Certified Shipments** tab.

Cert. Number	Department	Dest. Country	Shipment Weight (SHIPPING TONS)	Amount Remaining For Customer Certificates (SHIPPING TONS)	Ship Date	Marketing Period
SES-SSAP-0522-075445529	Default	Portugal	0.500 Soybean	0.500 Soybean	April 06, 2022	09/01/2021 09/01/2022

Shipment Certificate Details:

The shipment certificate has the following fields:

1. Name of the Exporting Company
2. Date of Shipment
3. Metric Tons
4. Certificate Number
5. Date of Certification
6. Vessel/Carrier Name/Shipment Identifier
7. Product Name
8. Port
9. Company Representative

Certificate of Sustainability
 ACCORDING TO THE U.S. SOYBEAN SUSTAINABILITY ASSURANCE PROTOCOL

This is to verify that soybeans or soy products described herein were produced in compliance with U.S. laws, regulations, production practices, and audit process as listed in the U.S. Soy Sustainability Assurance Protocol.

NAME OF EXPORTING COMPANY: _____
 DATE OF SHIPMENT: _____
 METRIC TONS*: _____
 CERTIFICATE NUMBER: _____
 DATE OF CERTIFICATION: _____

VESSEL/CARRIER NAME/SHIPMENT IDENTIFIER: _____
 PRODUCT NAME: _____
 PORT: _____
 COMPANY REPRESENTATIVE: _____

*Metric Tons no longer valid. Contact exporter for updated certificate.

SOY EXPORT SUSTAINABILITY, LLC
 16305 Swingley Ridge Rd., Suite 200
 Chesterfield, MO 63017
 USA

CERTIFICATE VALIDATION
 Use the Certificate Number and the Certificate Code to validate this certificate on the secure SES Certification Portal (useses.org)

CERTIFICATE CODE
 B397ECAD7002581DIADB
 All Soy Sourced & Shipped from the U.S.A.

Create Customer:

1. Under the **Customer Dashboard** tab, click on the **Create Customer**.

Customer Certificate Dashboard

Customers Create Customer

Exporter Shipments Create Certified Shipment

Customer Transfer Certificate Create Customer Certificate

Search Filters:

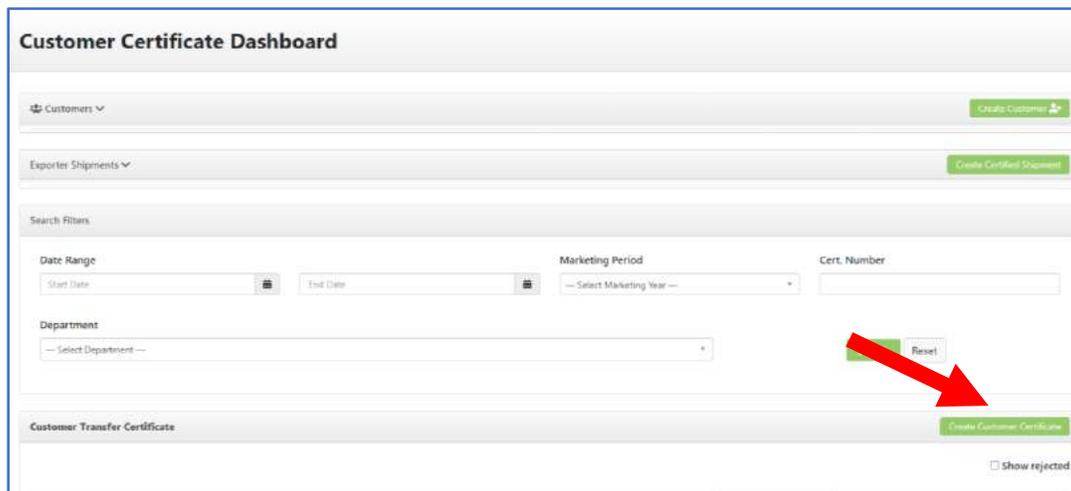
Date Range: Start Date [] End Date [] Marketing Period: Select Marketing Year [] Cert. Number: []

Department: Select Department [] Search [] Reset []

2. Fill in the customer details including **Customer Name**, **Customer Company**, and **Customer Email Address**.
3. Validate that customer information.
4. The customer will receive an email informing them that their registration has been received and is pending approval. You will receive an email informing you that their registration is pending approval.
5. Once the SES Admin approves your account, your customer will receive their login credentials and you will be notified of the approval.

Transfer a Certificate to a Customer:

1. To transfer a certificate to a customer, click the **Create Customer Certificate** button under the Customer Dashboard tab.



2. Under **Shipment Certificate**, select the certificate number that you would like to transfer.
3. You can select the product description and transfer all or just a portion of your shipment to another customer.
4. To transfer a portion of your shipment to a customer, select a “Product description” and “Delivery weight” combination that constitutes a portion of the original shipment.

Customer Certificate Add

Create Customer Certificate

PLEASE NOTE: Certificates are only for International Use.

Customer Info

Shipment Certificate:

Customer:

Basic Shipment Info

Department:

Include On Certificate

Delivery Date:

Product Description:

Delivery Weight (metric tons):

Vessel, Carrier Name, or Shipment Identifier (maximum length = 30 characters):

5. Click the **Continue** button.

Optional Destination Information

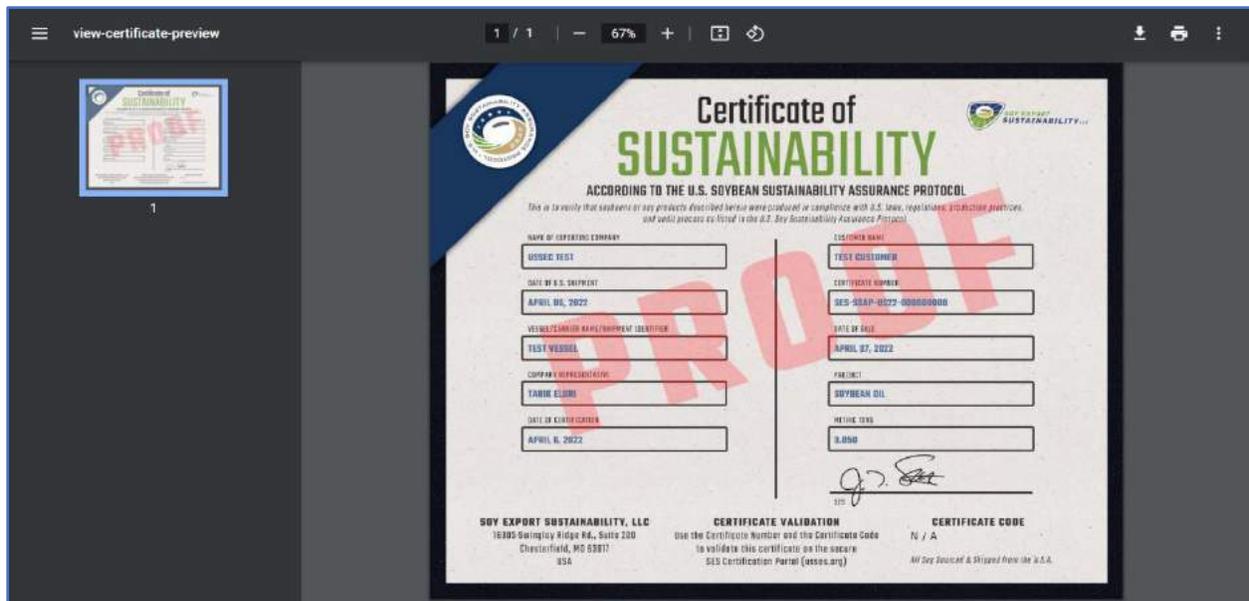
The optional information provided below is for internal company use only and will not be shared or included on the certificate unless otherwise noted.

Contract Reference:

Notes:

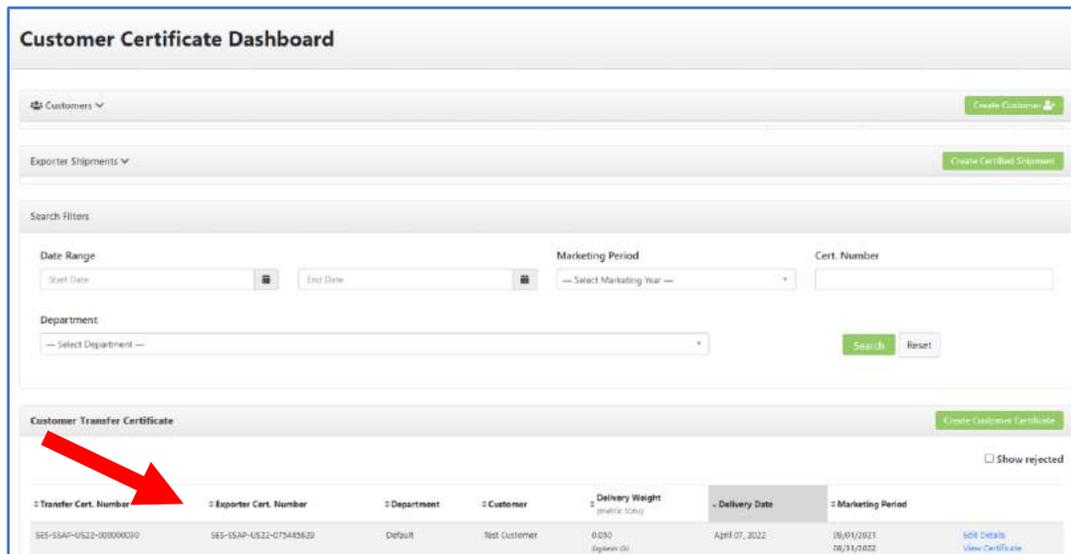
6. Validate the certificate and select the appropriate **Certificate Signatory** and click **Preview Certificate** button.

7. A popup window will appear and show you a proof of customer certificate.



8. Close the window, type the electronic signature of the approved signatory, and click **Finalize Certificate Creation**.

9. The **Customer Transfer Certificate** will then appear under the **Customer Dashboard** tab.



Help/Info Center:

1. Click the **Help/Info Center** tab found on the left side panel to access the User Guide and the Exporter Training Videos.

2. To report an issue with the site either email sesadmin@ussec.org or click on the red Report Issue Button that appears on the lower right corner of your screen.