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 <u>www.USSES.org</u>. 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.

Sor extent	HOME ABOUT CERTIFICATE LOOKUP REGISTER LOGIN
GISTER	Verified Sustainable U.S. Soy: PRESERVING OUR LAND & OUR WORLD LIGHT + HERISTER
LOGIN/RE	SOY EXPORT SUSTAINABILITY CERTIFICATION PORTAL
	The Soy Export Sustainability Certification Portal has been developed as a tool to track and verify the certification process of soybeans and soy products produced in the United States that are compliant with the U.S. Soy Sustainability Assurance Protocol (SSAP).
	LEARN MORE OUR PROTOCOL

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.

GUMPAN	(INFORMATION
Complete the company registration fo	orm below to register your company with the SES
Cert	iffication Portal.
Your registration will be reviewed by the	e SES team prior to providing access to this system.
You will receive an email once yo	our 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)
ach company must have at least one adm	ninistrator for this system. To create this administrat
account, please enter the details below	. Once access has been granted to the system, the
administrator will be able to	o add additional users for the company.
FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)
ach company must have at least one adm	ninistrator for this system. To create this administrat
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EMAIL (REQUIRED)	PHONE (REQUIRED)
Each company must have at least one adm	ninistrator for this system. To create this administrat
account, please enter the details below	Once access has been granted to the system, the
administrator will be able to	o add additional users for the company.
FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)
EMAIL (REQUIRED)	PHONE (REQUIRED)
A temporary password will be generated a	automatically and emailed upon registration approval.
EXPORTE	RAGREEMENT
Each company must have at least one adm	ninistrator for this system. To create this administrat
account, please enter the details below	Once access has been granted to the system, the
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FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)
EMAIL (REQUIRED)	PHONE (REQUIRED)
A temporary password will be generated a	automatically and emailed upon registration approval.
EXPORTE	ERAGREEMENT
Please click the button belo	ov and sign the agreement to indicate
that you and your company	r agree with Exporter Agreement of the
SES Ce	ertification Portal.
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FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)
EMAIL (REQUIRED)	PHONE (REQUIRED)
A temporary password will be generated a	automatically and emailed upon registration approval.
EXPORTE	ERAGREEMENT
Please click the button belo	ov and sign the agreement to indicate
that you and your company	r agree with Exporter Agreement of the
SES Co	entification Portal.
O I'm ap	opropriate signatory user
Accept SES Certificat	ion Portal Exporter Agreement:
Each company must have at least one adm account, please enter the details below administrator will be able to FIRST NAME (REQUIRED) EMAIL (REQUIRED) A temporary password will be generated a EXPORTE Please click the button belo that you and your company SES Co O I'm ap Accept SES Certificat	An inistrator for this system. To create this administrate Conce access has been granted to the system, the badd additional users for the company. LAST NAME (REQUIRED) PHONE (REQUIRED) automatically and emailed upon registration approval. CRAGREEMENT ow and sign the agreement to indicate regree with Exporter Agreement of the entification Portal. opropriate signatory user ion Portal Exporter Agreement: EPT AGREEMENT

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.

Contraction of the second second			
Alex Domino Tarik Eluri	& Act on These Documents		DocuSig
Please read the	Electronic Record and Signature Disclosure. Se electronic records and signatures.	CONTINUE	OTHER ACTIONS
	WHERE AS, Company is an exporter of United States soybe products and it desires to issue U.S. Soy Sustainability Assu Certificates" to its endormers and the such endormers to the c	ins and/or United States soy ance Protocol certificates ("SSAP	
	(1) WHEREAS, SES is willing and able to grant Company Sustainability Assurance Protocol certificates ("SSAP" by these castoners to their castoners and by such cast but not limited to, the ultimate and user of the United S soybean products, and (2) WHEREAS provided, however, in any event, that the p SSAP Certificate or any other centificate issued by SES ever be issued or transferred to any organization or per- sanctioned country by the U.S. Government or by the C the U.S. Department of Treasury or listed on the websit isotnextificate or foreign-issue-centrol-nunctions, progra- suecessor of same.	the authority to issue U.S. Soy 'ertificates') to its contomers, and mores to their contomers including, artes soybeams and/or United States articles hereby mataally agree that no to any organization or person-may on located in any country listed as a fifte of Foreign Assets Control of e https://home.treasury.gov/policy- meand-information or any	
	NOW, THEREFORE for good and valuable consideratio acknowledged, the parties hereto do hereby covenant and age	is, the receipt of which is hereby ce as follows:	
	 Represents that it is an exporter of United Stat products, and desires to issue SSAP Certificates to its custon 	es soybeans and/or United States soy sers:	
	 b. Agrees that SSAP Certificates are only for int c. Agrees that each SSAP Certificate must be the 	ernational use; d to a specific shipment; and	
	d. Agrees to indemnify, defend, and hold SES et claim, demnad, cause of action, judgment, loss, liabili suffer, sustain, incur, or otherwise become subject to event the same results from any action or omission employees, or representatives in connection wi Certificates, except for such claims, demnaefor, causes costs or expenses which arise as a result of SES. In Company's obligation set funds in this Section 1.4. Agreement for a period of seven (?) years thereafter.	tively harmless from and against my try, cost, or expense which SES may (either directly or indirectly) to the by Company, its athliates, agents, h. Company's issuance of SSAP of nation, indirect, losses, liability, entional fund or willful miscenduct, shall survive the termination of this	
	2. Both parties may terminate this Agreement immediat	oly upon written notice to each-other	
	3		
Expo	rter Agreement doox		16/3
De	a/Sup Enverope (D. 3894-0100-3020-4503-817E-245714BCIR01 00	MONSTRATION DOCUMENT ON Y	

5. If you are not the appropriate signatory, slide the button to the left next to "I'm the appropriate signatory user". You will the 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.

p	ease click the	button below and sign	n the agreement to indicat	۵
ť	at you and yo	ur company agree with SES Certification	n Exporter Agreement of ti Portal.	10
	-	I'm appropriate s	signatory user	
		EMAIL (REQUIRED)		
	Accept SE	S Certification Portal	Exporter Agreement:	
		ACCEPT AGREE	MENT	

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.

esadmin@ussec	corg 🤳 (6	36) 449-6046										🛔 Tari
ustome	r Dash	board - Te	st Compa	ny 8892								
ustomer Trans	fer-in Certifi	ales										
Transfer Cert. Nur	mbor O	Exporter Cart. No	imber Ø	Higher-level Transfer Cert. 🥑		lompany	Delivery Weight (methic torc)	Weight Remai (matrix tont)	ining	Delivery Date	Marketing	Year
	Export Tran	ster in Certs to CVV										
Customer Trans	fer-out Certil	ficates										
Transfer Gert. Nur	nke O	High	er level Transfer Cert. 🖗		Customer Compa	ny	Delivery Weigh (In etilic tors)	ut.	Delivery Date		Marketing Year	
	Export Trans	ifer-out Certs to CSV										
🖽 Products Info												
	Soybean	Soybean Meal	Soylisean Oil	Soybean Hull	Say isolate	Soy Conce	ntrate Soy	Rowr Soy	Flakes	Soy Grits	Soy Filter	Lecithin
Transfer in	0	0	0	0	0	0	0	0		0	0	0

Adding Additional Users:

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

	Sesadmin@ussec.org	(636) 449 6	M0									📥 Tarik Elu
9 88582782664477	Dashboard - USSEC TEST											
(Serlified Sugrams	LM Active Period Stati	stics									New	Allocations History
Gistomer Dactorard						Marketing Text	09/01/2021 - 06/31/2	122.				
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Departments					Total Verifie	sd Weight Shipped.	1,000,002,749 mietric 1	ors				
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	Lett Processis Inflo (cum	ent Marketing Year)										
		Saybean	Seybean Meal	Scylean Oil	Soybean Hull	Say Isolate	Soy Concentrate	Say Fleur	Soy Flakes	Say Grits	Soy Fiber	Lecithin
	Retertal Allocations	2.091.000.000 MT	1583,840.000 MT	355,990.000 MT	60,000.000 MT	193,340,000 MT	655,660,000 MJ	1300,000,000 MT	1,302/009.000 MT	1,590,000,000 MT	54,840-000 MT	7,188-200 MT
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	Cruth Balance - 950,558	749 WT VSS.										

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

H.	📾 sesodmin@ussec.org 🛛 🤳 (636) 419-6046	🛓 Tarik Dari *
SUSSATION SOLLITY	Users - USSEC TEST	
Cathleand Certified Shipments	👁 AL Lines 🕋	+ Add Uter

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*).

esadinin@ussec.org 🥔 (636) 449-6346		🌲 Tan
dd - USSEC TEST		
i New User		
First Name	Reprieval	
Last Name	Figure	
Email	Tenured	
Phone	lesured.	
Password	A temporary password will be generated automatically and emailed to the user.	
Approved Signatory	D	
Receive Emails		
Account Type	Beporter Viewer w	
	Create Back	

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:

Lal 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.

	So <mark>y</mark> bean	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. <mark>9</mark> 17 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

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

Recent Shipmen	Create Certified Shipment View All Shi						
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 Saybean	0.300 Saybean	March 11, 2022	09/01/2021 08/31/2022	Edit Details View Certificate
SES-SSAP-US22- 075444917	Default	Mexico	2.000 Soybean	0.737 Saybean	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 Saybean	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**.

	Allocations		
Allocation History			Request Sustainable Allocation
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
Enc. 09/01/2018 Enc. 031/2019	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
	Allocation History Period Start: 09/01/2014 End: 08/31/2015 Start: 09/01/2018 End: 08/31/2020 Start: 09/01/2019 End: 08/31/2020 Start: 09/01/2020 End: 08/31/2021 Start: 09/01/2021 End: 08/31/2022	Period Total Approved Allocation Start: 09/01/2014 0.500 metric tons End: 08/31/2015 0.500 metric tons Start: 09/01/2018 10.000 metric tons Start: 09/01/2019 20.000 metric tons Start: 09/01/2020 10.000 metric tons Start: 09/01/2020 10.000 metric tons Start: 09/01/2021 10.000 metric tons End: 08/31/2021 10.000 metric tons	Period Total Approved Allocation Total Certified Weight Shipped Start: 09/01/2014 End: 08/31/2015 0.500 metric tons 1.000 metric tons Start: 09/01/2018 End: 08/31/2019 0.000 metric tons 0.000 metric tons Start: 09/01/2019 End: 08/31/2020 20.000 metric tons 10.000 metric tons Start: 09/01/2019 End: 08/31/2020 10.000 metric tons 10.000 metric tons Start: 09/01/2021 End: 08/31/2021 10.000 metric tons 8.600 metric tons

- 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 marking 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.

an 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 esponse to the request is processed.								
Allocations should be requested for the total allocation a	mount, not an incremental amount.							
Allocation Period	- Select Allocation Period	~						
Total Allocation Requested (metric tons)	(required)							
Notes	Notes							

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.

SE NOTE: Certificates are only for international Use.		
Basic Shipment Info		
Department	Default	
Ship Date	Ship Date	
Marketing Year	— Select Marketing Near —	*
Product Description	Select Product	×
Shipment Weight [metra toxi]	0	
Vessel, Carrier Name, or Shipment Identifier (maximum length = 30 chetecters)	Veisel, Carrier Name, or Shipment identifier	
Destination (Country/Territory/State)	Destination	
Destination Country	- Select Country-	
Port of Export/Shipment Location	Port of Export/Shipment Location	
(maximum length = 60 characters)	Include On Certificate	

Optional Destination Info		
The optional information provided below is for internal company use only and will not be sh	ared or included on the certificate unless otherwise noted.	
Contract Reference	Contract Reference	
Notes	Notes	
	Continue Back	

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

alloate Add	
hipment Creation Confirmation	
lesse review all of the shipment information below for accuracy. If changes are required, click the back but ertificate. Once you have verified the information, provide your electronic signature at the bottom to confi IOTE: You will be unable to edit or delete this shipment once it has been entered into the system. Pleas elow.	ton below to return to the previous page. Click the "Preview Certificate" button below to view the sampl m the certificate creation. e ensure that the values below are correct prior to clicking the "Pinalize Certificate Creation" buttor
👼 Shipment Details	
Department	Default
Shin Date:	And 26 1017
	New AV 2011
Marketing Tours	999112013 - 59/31/2022
Marketing Tear: Product Description:	awa ve sina awa veza - awa / zauz Sojbaar
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Marketing Year Product Description Shipment Weight Swint Swint Vessel, Carrier Hame, er Shipment Mentifier	Alex or server DNG 172023 - 000 01/2022 Stylenam 0.500 Test Yessall
Marketing Year Product Description Shipment Weight Uwaat, Carrier Hame, er Shipment Montifier Destination	Alex e sea a Alex 1722 3 - 600 7 / 2022 Sojekan 0.500 Test Yessal Calcon

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

Destination Info				
, c	ontract Reference:			
Port of Export/S	hipment Location:	Port of Lisbon		
	Notes:			
S Customer Emails				
	Email Address 1:	telun@ussec.org		
€ Certificate Signatory				
fease select the approved signatory that will be listed on your certificate. You must have alue in order to add them, Click Here To View Your Users	at least one appr	oved signatory to continue. Click t	e "Edit" button next to a u	ser and check the "Approved Signatury"
Certificate Signatory	— Select Approv	ed Signatory —		v
	Preview Centill	Back		

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

=	view-certificate-preview	1 / 1 - 67% + 🗉 🕹	Ŧ	÷	
		<image/> <image/> <image/> <image/> <section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>			

- 5. Close the popup window of the shipment certificate proof.
- 6. Type your electronic signature and click the Finalize Certificate Creation.

2 Electronic Signature	
By providing my electronic signature below, I verify that the information entered for com note that once submitted, shipment details can not be efited or deleted without contact	pleton of the SES certificate as accurate. Sign by typing your full name Tarik Eluri into the Signature box below. Please ing an SES administrator.
Your Electronic Signature	2 gas in your martin bens.
	(Sequend value in: Tarik Blart)
Finalize Cent	ilitate Creation Preview Certificate Sack

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

Certified Shipn	nents							
Shipment 75445829 added!								
Search Filters								Course Constant Stramor
Date Range					Marketing Period		Cert. Number	
Shurt Gate		End Date			- Select Marketing Year -			
Department								
- Select Department -						*	South Reset	
Lert. Number	Department	Dest. Country	Shipment Weight	A	mount Remaining or Customer Certificate reflections	Ship Date	Marketing Period	
85-55AP-US22-075445828	Default	Portugal	0.500	0	\$00	April 05. 2022	09/01/3021	Littl Details

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

6	SU ACCORDING TO Date is to write the support	Certificate ISTAINA ISTAINA THE U.S. SOYDEAN SUSTAINA Net State of the U.S. Soy Dean State of the U.S. Soy Dean State of the U.S. Soy Dean	e of BILLIN BILLIN ASSURAN Unglience with U.S. Form	E PROTOCOL s. segalativos, productivos procisios rel	95.
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	DATE OF SHIPMERT		PRODUCT NAME		_
L C	RETRIC IDHS*		PORT	-	
ŕ	EERTIFICATE NUMBER		CEMPANY REPRESENS	INTA	
ŕ	DATE OF CERTIFICATION				
	Metric Teas as kanger wild. Contact Experier for	watersa contributes.	J.	Sec.	-
SOY EXPO 16305 Sw Ch	RT SUSTAINABILITY, LLC ingley Ridge Rd., Suite 200 esterfield, MO 63017 USA	CERTIFICATE VALIDA Use the Certificate Number and the to validate this certificate on SES Certification Portal (us	TION Certificate Code the secure ses.org)	CERTIFICATE CO B397ECAD70025B1 All Say Sauced & Shipped Ira	DE D1ADB 11 lbs 6.5.4

Create Customer:

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

Customer Certi	ficate Dashb	oard			
4월 Customers ♥					Constru Castranue 🌌
Exporter Shipments 🛩					Tentro Carloland Shipmane
Search Filters					
Date Range			Marketing Period		Cert. Number
Start Date		End Date	-Select Marketing Wear -	10	
Department					
- Select Department -					French 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.

ustomer Certifi	cate Dashb	oard		
🖶 Customers 🗸				Grade Cutomer
Exporter Shipments 🛩				Create Certified Shipes
Search Albers				
Date Range			Marketing Period	Cert. Number
Start Date		End Date	- Select Marketing Year	
Department				
- Select Department -			•	Firset
Customer Transfer Certificate				Control Control Control
Supervision, to more the original				The set for remove both and

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.			
de Customer Info			
Shipment Certificate	- Select a Shipment Certificate -		
Customer	- Select a Customer -	•]	
Besic Shipment Info			
Department	Default	*	
	C Include On Certificate		
Delivery Date	Delivery Date	•	
Product Description	- Select Product -	*	
Delivery Weight [memorand]	U		
Vessel, Carrier Name, or Shipment Identifier (nammark length - 30 character)	Weslet, Camer Name, or Shipment Kontoller		

5. Click the **Continue** button.

optional information provided below is for internal company use only and will not be st	ared or included on the certificate unless otherwise noted.	
Contract Reference	Contract References	
Notes	Notes	
		i.

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.

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1		CONTRACTOR DE SERVICION DE LA COMPACIÓN DE LA	<section-header></section-header>			

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.

Customer Certif	icate Dashboard						
∉ Customers ∨							Consile Continuer 🎝
Exporter Shipments 🛩							Create Certilled Stigment
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© Transfer Cert. Number	a Exporter Cart. Number	Department	Customer	a Delivery Weight	- Delivery Date	3 Marketing Period	
SE5-SSAF-4/522-000000000	565-55AP-0522-075445629	Default	Test Customer	0.050	April 07, 3022	09/01/2021	edit Details

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 <u>sesadmin@ussec.org</u> or click on the red Report Issue Button that appears on the lower right corner of your screen.