# 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.

# **CUSTOMERS**

# **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.

	HOME ABOUT CERTIFICATE LOOKUP REGISTER LOGIN
	Verified Sustainable U.S. Soy: PRESERVING OUR LAND & OUR WORLD
LOGIN/REGISTER	
SOY	EXPORT SUSTAINABILITY CERTIFICATION PORTAL
The So certific	by Export Sustainability Certification Portal has been developed as a tool to track and verify the cation 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. After clicking Register, click **Customer Register** from the drop-down menu.

3. Check your registration status by searching in the **Search by Company Name** field. If the company currently doesn't exist in the system, continue to the **Company Information** section below.

4. To register as a customer, input your **Company Information** including **Company Name**, **Address**, and **City**. Each customer must have at least one administrator in the system. To create this administrator account, enter the details under **Customer Account** section. Click **Submit**. You will see an email informing you that your registration has been received and is pending approval.

5. Once your registration is approved, you will receive an email with your login credentials.

# Logging in for the first time:

1. When you log into the system for the first time, you will be prompted to read and sign the Terms of Use Agreement via DocuSign.

## 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 (*Customer Viewer, Customer User, and Customer Administrator*).

4. Click the **Create** button.

5. An email containing the login credentials will then be sent to the new user.

#### The Dashboard:

Customer Transfer-in Certificates								
Transfer Cert. Number 😡	Exporter Cert. Number 😡	Higher-level Transfer Cert. 😡	Company	Delivery Weight (metric tons)	Weight Remaining (metric tons)	Delivery Date	Marketing Year	
SES-SSAP-US22-00000038	SES-SSAP-US21-075438783		USSEC TEST	30.000 Soydean Meal	28.000 Soybean Meal	April 11, 2022	09/01/2021 08/31/2022	View Details View Certificate
SES-SSAP-US22-000000046		SES-SSAP-US22-000000045	Shipment Company 1	0.500 Soybean Meal	0.300 Saybean Meal	May 03, 2022	09/01/2021 08/31/2022	View Details View Certificate
SES-SSAP-US22-000000048		SES-SSAP-US22-000000047	Shipment Company 1	0.050 Stylean Meal	0.050 Saylean Meal	May 05. 2022	09/01/2021 08/31/2022	View Details View Certificate
	Export To CSV							

The **Customer Transfer-in Certificates** table shows all the customer certificates that a user received from an exporter or another customer.

Customer Transfer-out Certificates							
Transfer Cert. Number 😧	Higher-level Transfer Cert. 😡	Customer Company	Delivery Weight (metric tons)	Weight Remaining (metric tons)	Delivery Date	Marketing Year	
SES-SSAP-US22-00000045	SES-SSAP-US22-00000038	Shipment Company 1	1.000 Saybean Meal	0.000 Soybean Meal	May 02, 2022	09/01/2021 08/31/2022	View Details View Certificate
SES-SSAP-US22-00000047	SES-SSAP-US22-000000046	Shipment Company 1	0.100 Stydean Heal	0.000 Soythean Meul	May 04, 2022	09/01/2021 08/31/2022	View Details View Certificate

The **Customer Transfer-out Certificates** table shows all the customer certificates that a user transferred to another customer.

l Products Info											
	Soybean	Soybean Meal	Soybean Oil	Soybean Hull	Soy Isolate	Soy Concentrate	Soy Flour	Soy Flakes	Soy Grits	Soy Fiber	Lecithin
Transfer In	0	30.550 MT	0	0	0	0	0	0	0	0	0
Deliveries	0	1.100 MT	0	0	0	0	0	0	0	0	0
Balance	0	29.450 MT	0	0	7.589 MT	12.863 MT	25.083 MT	25.083 MT	25.083 MT	1.039 MT	0

The **Products info** table shows all the Transfer In certificates, Deliveries, and the lifelong balance of deliveries since account creation.

#### **Customer Certificate Details:**

The customer certificate has the following fields:

- 1. Name of Seller
- 2. Seller Representative
- 3. Customer Name
- 4. Certificate Number
- 5. Product
- 6. Metric Tons
- 7. Date of Delivery
- 8. Date of Certification
- 9. Carrier Identification

Cert Substantion According to the U.S. sovee It is is to verify that soybeans or soy products described herein and addit process as listed in	ificate of Sustainability Assurance Protocol
NAME OF SELLER	PRODUCT
SELLER REPRESENTATIVE	METRIC TONS
CUSTOMER NAME	DATE OF DELIVERY
CERTIFICATE NUMBER	DATE OF CENTIFICATION
	CARRIER IDENTIFICATION
	G. D. Ett.
SOY EXPORT SUSTAINABILITY, LLC CERTIF 16305 Swingley Ridge Rd., Suite 200 Chesterfield, M0 63017 to validate th USA SES Certifi	FICATE VALIDATION CERTIFICATE CODE Pumber and the Certificate Code N / A his certificate on the secure ication Portal (usses.org) All Say Sourced & Shipped from the U.S.A.

# Create a New Customer:

1. From the left side panel, click Add Customer.

■ usadmin@ussec.org 2(636) 449-6046			🛔 Text Customer Customer
Add Customer - Test Customer Con	npany		
	Check F	Registration status	
	Start typing	Q	
	Company information Complete the company registration form below to register your co 555 team prior to providing access to this system. You will receive Company Whene (Recutined)	ngany with the SSS Certification Parts. Your registration will be reviewed by the an email once your account has been baccashildy activated.	
	Address Line 1 (Required)	Address Line 2	
	State / Province	Postal Code (Required)	
	Customer Account Each company must have at least one administrator for this system has been granted to the system, the administrator will be able to	. To create this administrator account, please enter the details below. Once access add additional users for the company.	
	First Name (Required)	Last Name (Required)	
	Email (Required)	Phone (Required)	
	A tampo any paravard will be general	of internationly and emailed upon registralium approval.	
		dd new cuttorer	
	Add Customer - Test Customer Con	Terrere Terrere Terrere Constrained and the second	Total cardinal ca

2. Before adding a new customer, check whether the customer already exists in the system by searching in the **Check Registration Status** field at the top of the page.

	Check Reg	istration status	
	Start typing	Q	
Company information			
Complete the company registration fi SES team prior to providing access to	orm below to register your compar- this system. You will receive an er-	y with the SES Gertification Poly Internet Sector will be nail once your account has been successful and.	reviewed by
Company Name (I	Required)	Primary Phone Numbe	
Address Line 1 (Re	quired)	Address Line 2	
City (Required)		Select Country	٠
State / Province		Postal Code (Required)	
Customer Account Each company must have at least on has been granted to the system, the First Name (Requi	administrator for this system. To administrator will be able to add a reed)	create this administrator account, please enter the details difficual users for the company. Last Name (Required)	below. Once
Email (Required)		Phone (Required)	

3. Input the Company Information including *Company Name* and *Company Address*.

4. Input Customer Account information including *Name*, *Email*, and *Phone Number*.

5. Click Add New Customer. An email will be sent to their email address informing them that their registration is pending approval.

#### Transfer a Certificate to a Customer:

1. From the left side panel, click on the Customer Certificate Add.

	🖬 sesadmin@ussec.org 🚽 (636) 449-6046		🚔 Test Customer Customer 🗧
Nev Exper Sustainability	Customer Certificate Add (lower layer) - Test Customer Compar	ny	
Customer Dashtmard	Create Customer Certificate		
Customer Certificate Add	STER NOTE: Certificates are only for International Use.		
	e into		
	Customer Certificate	- Select # Customer Certificate	•
	Customer	Start typing_	1
	•		
	Basic Shipment Info		
	Delivery Date	Delvery Date	1
	Product Description	-Select Product-	•
	Delivery Weight (rest).tan)	0	]
	Vesael, Carrier Name, or Shipment Identifier	Vessel, Carrier Name, or Svipment Identifier	
	© Optional Destination Information		
	The optional information provided below is for internal company use only and will not be shared or included on the certificate un	iless otherwise noted.	
	Contract Reference	Central Reference	]
	Notes	Notes	
			4
		Continue Back	
		Continue Back	

2. Under Customer Info, select the Customer Certificate from the drop-down menu.

3. Start typing the customer under the **Customer** field. Select the customer from the drop-down menu.

4. Under Basic Shipment Info, input the Delivery Date, Product Description, Delivery Weight, and Vessel, Carrier Name, or Shipment Identifier.

5. Under the Optional Destination Information section, you have the option of inputting the **Contact Reference** and **Notes.** 

6. Click the **Continue** button.

7. Review the Delivery details in the next page.

8. Under Certificate Signatory, select the Approved Signatory

9. Click the **Preview Certificate** button. A popup window will appear that displays a proof of the certificate.

10. Close the popup window and sign your name in the certificate signatory field.

11. Click Finalize Certificate.

12. The certificate will then appear in your **Customer Transfer-out** table.

## Troubleshoot Bugs by Clearing Cache:

1. To clear you cache on a PC, Press the Ctrl and F5 at the same time

2. To clear your cache on a Mac, Press Command + Shift + R at the same time

3. You can also try clearing cache by navigating to "Clear Browsing Data" under the settings tab in Chrome.

4. If none of these options work, using a new browser will resolve the issue.

**Customer Certificate Limitations:** 

## Help/Info Center:

1. Click the Help/Info Center tab found on the left side panel to access the User Guide and the Customer 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.

# FURTHER INFORMATION:

#### Useful Links:

Conversion Table

National Food Security Act Manual

U.S. Soy Sustainability Assurance Protocol