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.
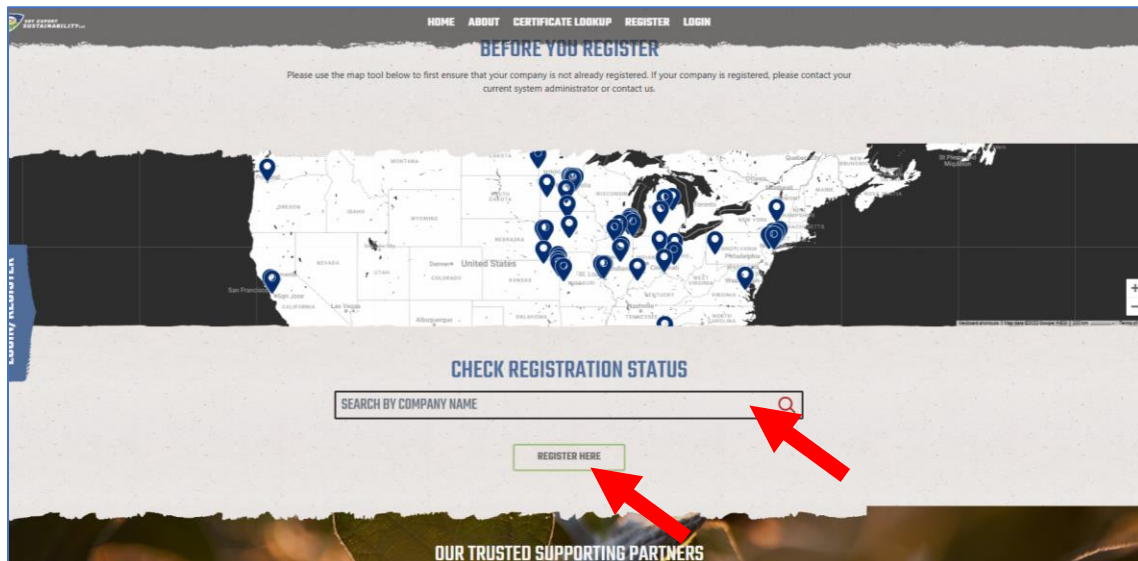
EXPORTERS

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.

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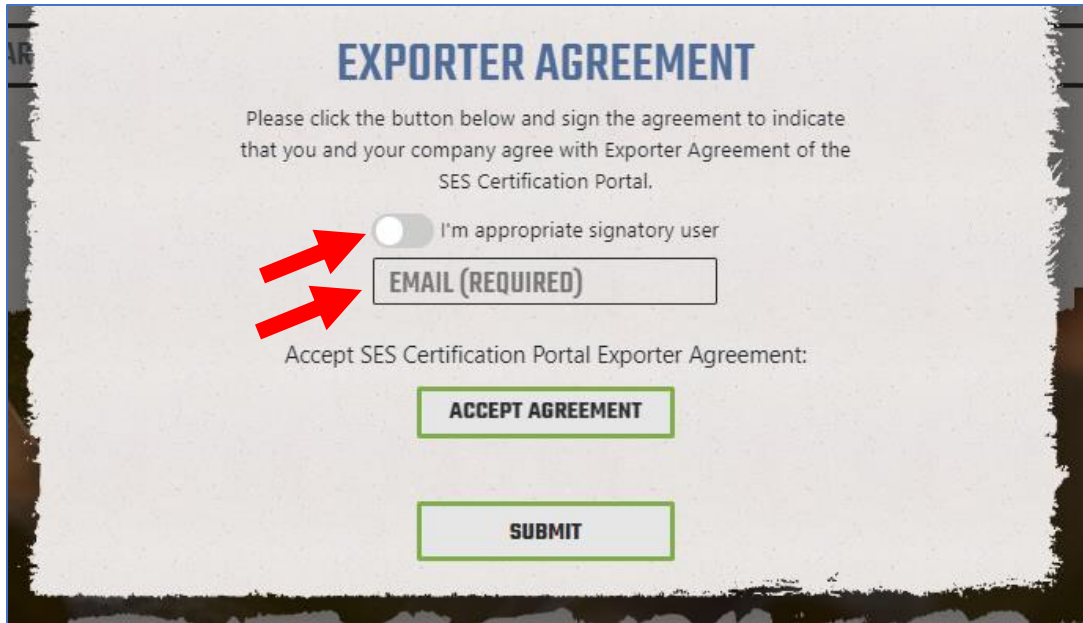
6. After signing the exporter agreement or submitting the appropriate signatory's information, Click **Submit**. You will see an email informing you that your registration has been received and is pending approval.

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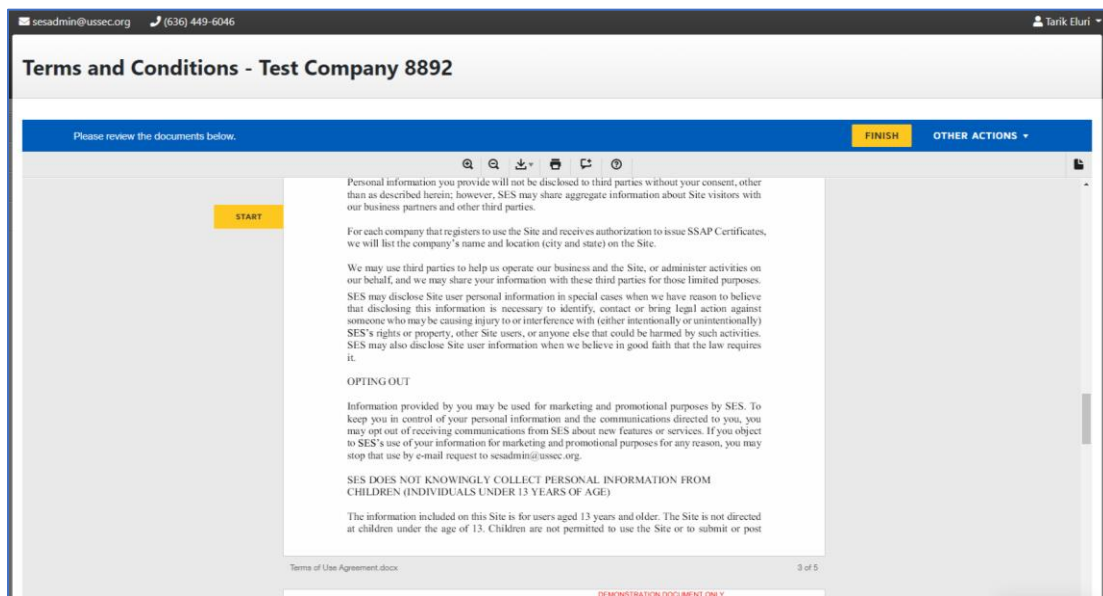
2. After signing the terms of use agreement, you will be granted access to your Exporter Dashboard.
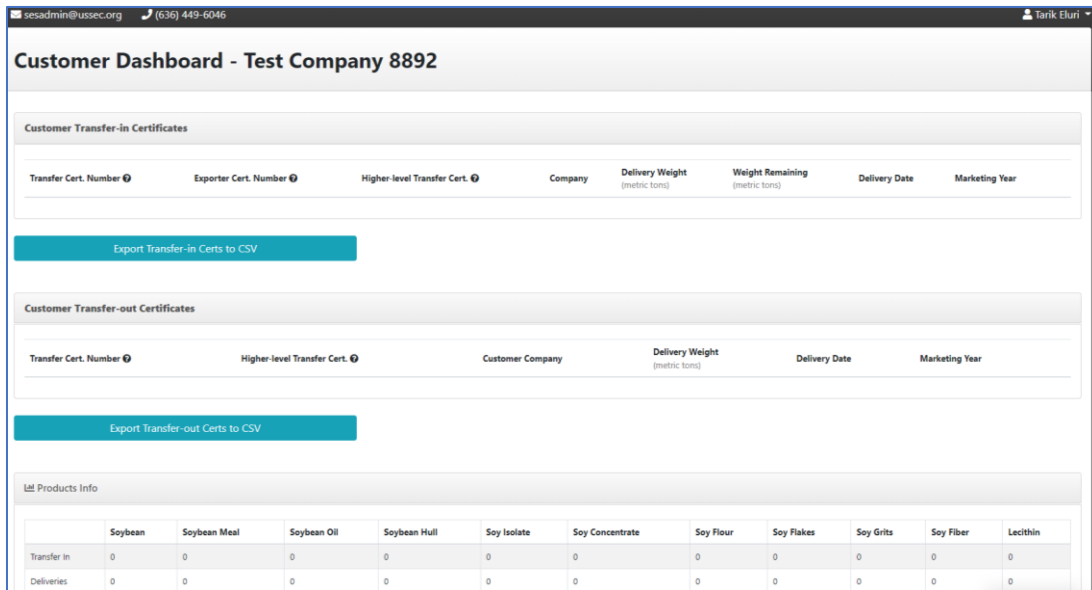
Adding Additional Users:

1. From the left side panel, navigate to the **Users** tab.
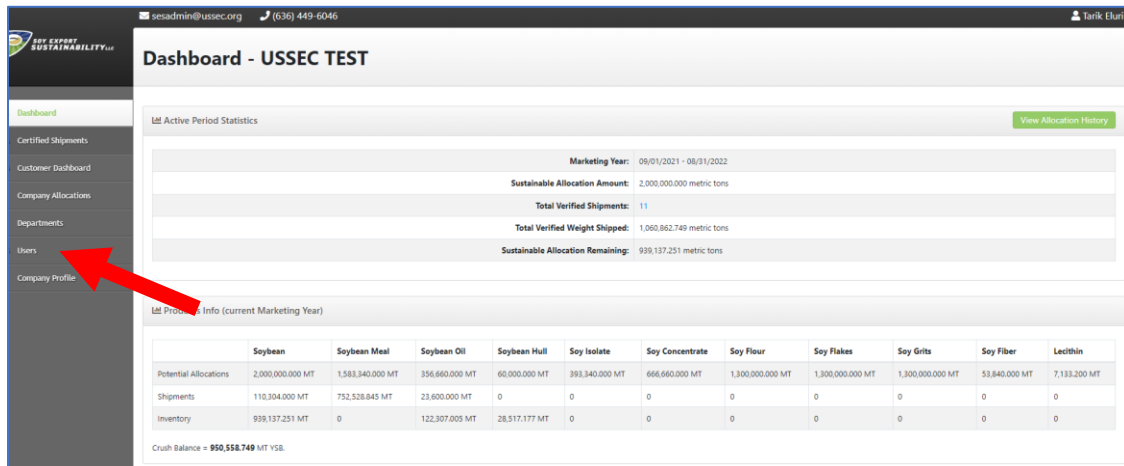
2. Click on the **+ Add Users** button.

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.

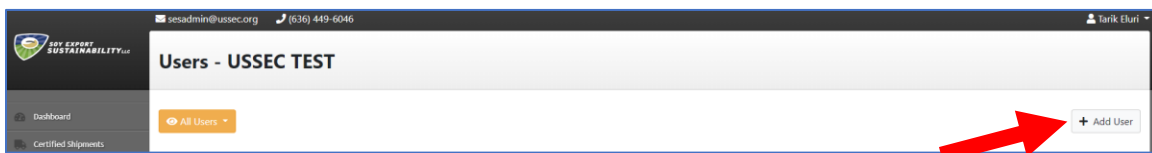5. An email will be sent to you and your customer mentioning the customer registration is pending approval.

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:

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**.

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.

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 (metric tons)	0
Vessel, Carrier Name, or Shipment Identifier (maximum length = 30 characters)	Vessel, Carrier Name, or Shipment Identifier
Destination (Country/Territory/State)	Destination
Destination Country	— Select Country — ⌄
Port of Export/Shipment Location (maximum length = 60 characters)	Port of Export/Shipment Location
	Include On Certificate ☐

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

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

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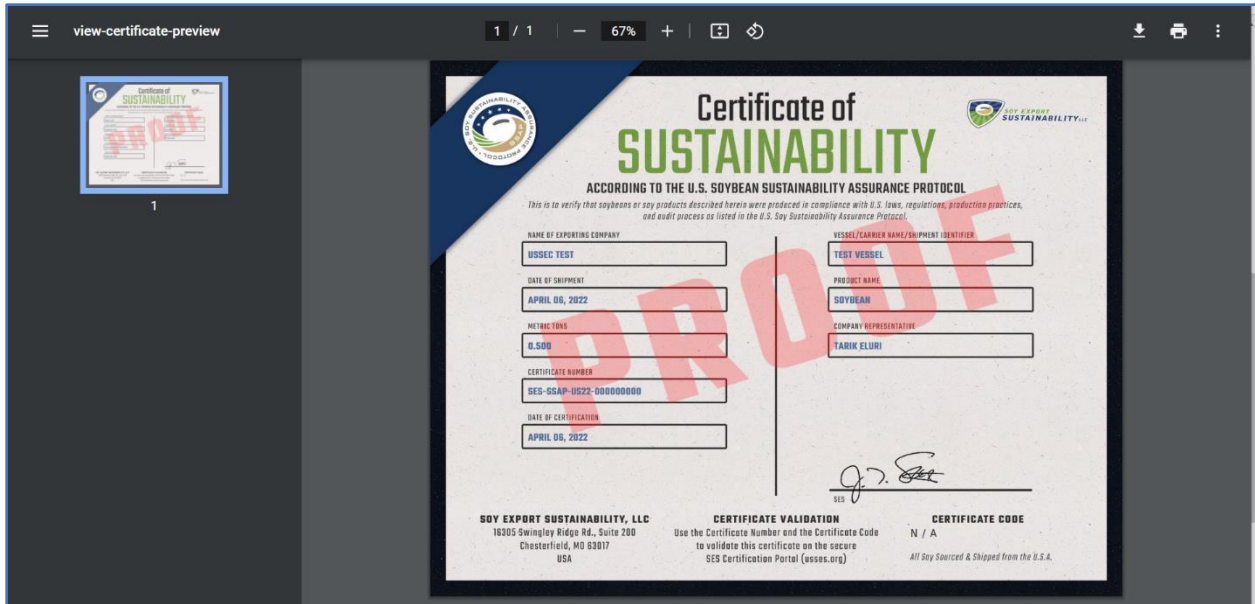
5. Close the popup window of the shipment certificate proof.

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

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

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

Create Customer:

1. Exporter Admins/Customer Admins can create customers in the system. Under the **Customer Dashboard** tab, click on the **Create Customer**.

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.

5. Click the **Continue** button.

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.

FURTHER INFORMATION:

Useful Links:

Conversion Table

National Food Security Act Manual

U.S. Soy Sustainability Assurance Protocol