

# User Guide

## Exporters

### 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.

**Exporter Viewer:** This is an exporter role that can view the exporter dashboard including the Recent Shipments table but cannot create a verified shipment certificate.

**Exporter User:** This is an exporter role that can create verified shipment certificates and transfer certificates to existing customers but cannot request a sustainable allocation.

**Exporter Administrator:** This is an exporter role with the highest level of permissions on USSES.org.

**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](http://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.

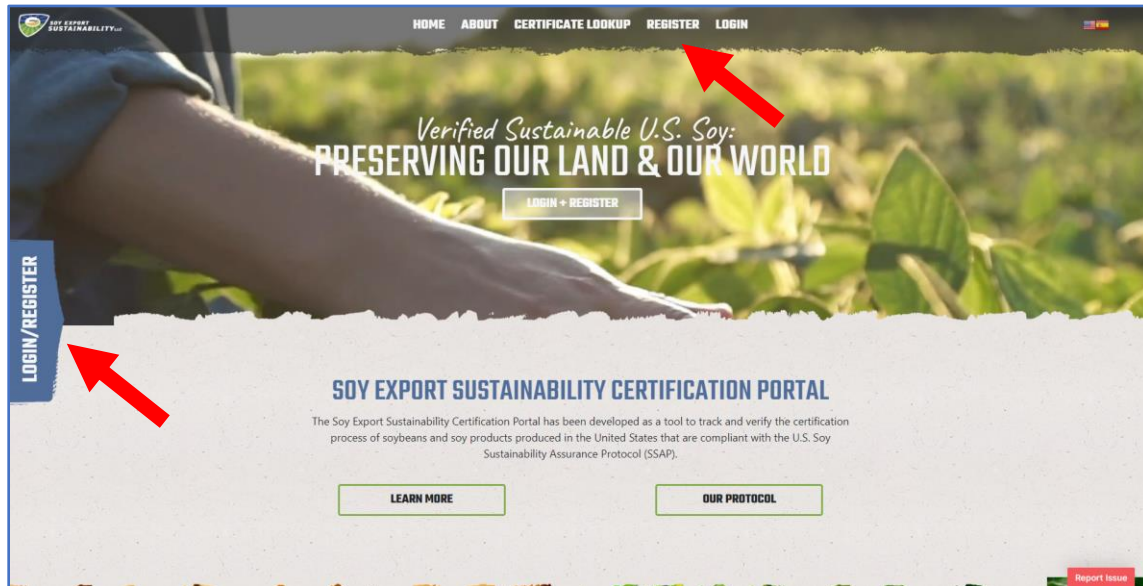
**Terms of Use Agreement:** The terms of use agreement is signed by both exporters and customers before users are granted access to their dashboard.

## Contents

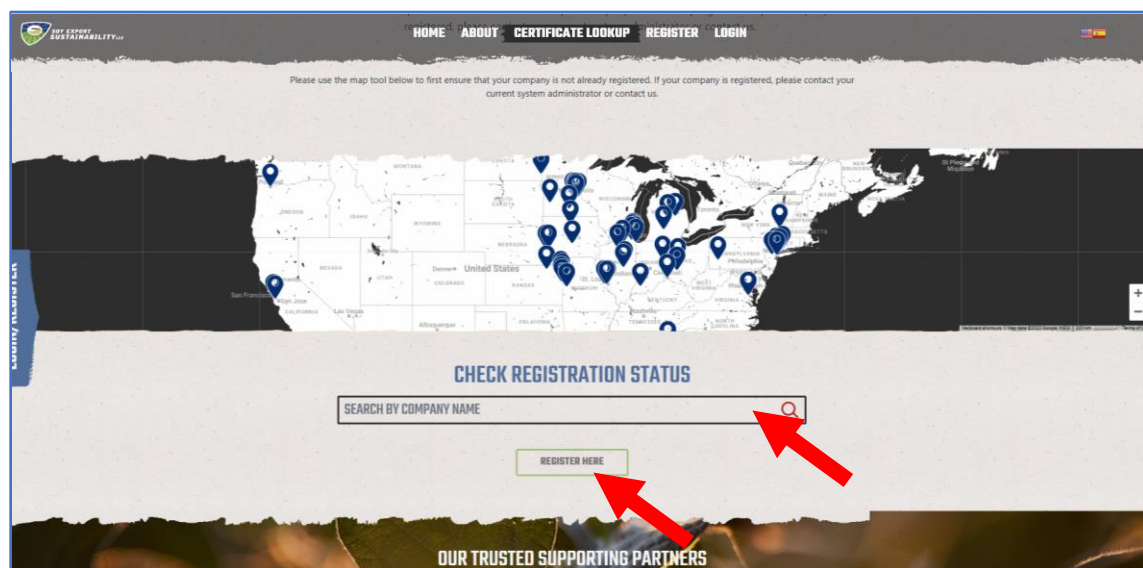
|  |    |
|--|----|
| Glossary:.....                                 | 1  |
| Registration:.....                             | 3  |
| Logging in for the first time: .....           | 6  |
| Adding Additional Users: .....                 | 7  |
| The Dashboard:.....                            | 8  |
| Submit a Sustainable Allocation Request: ..... | 9  |
| Create Certified Shipments:.....               | 11 |
| Shipment Certificate Details: .....            | 13 |
| Create Customer:.....                          | 14 |
| Transfer a Certificate to a Customer:.....     | 15 |
| Translation Available:.....                    | 17 |
| Request Certificate: .....                     | 17 |
| Troubleshoot Bugs by Clearing Cache: .....     | 18 |
| Help/Info Center: .....                        | 19 |
| Useful Links: .....                            | 19 |

## Registration:

1. Navigate to [www.USSES.org](http://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. If your company is already registered, please **Login** above or contact your company's system administrator or contact the SES Admin at [sesadmin@ussec.org](mailto:sesadmin@ussec.org).



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.

Exporter Agreement

Please Review & Act on These Documents

Alex Domino  
Tark Eluri

Please read the Electronic Record and Signature Disclosure.

☐ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS

WHEREAS, Company is an exporter of United States soybeans and/or United States soy products and it desires to issue U.S. Soy Sustainability Assurance Protocol certificates ("SSAP Certificates") to its customers and by such customers to its customers; and

(1) WHEREAS, SES is willing and able to grant Company the authority to issue U.S. Soy Sustainability Assurance Protocol certificates ("SSAP Certificates") to its customers, and by these customers to their customers and by such customers to their customers including, but not limited to, the ultimate end user of the United States soybeans and/or United States soybean products; and

(2) WHEREAS provided, however, in any event, that the parties hereby mutually agree that no SSAP Certificate or any other certificate issued by SES to any organization or person may ever be issued or transferred to any organization or person located in any country listed as a sanctioned country by the U.S. Government or by the Office of Foreign Assets Control of the U.S. Department of Treasury or listed on the website <https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information> or any successor of same.

NOW, THEREFORE for good and valuable considerations, the receipt of which is hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

1. Company hereby:

a. Represents that it is an exporter of United States soybeans and/or United States soy products, and desires to issue SSAP Certificates to its customers;

b. Agrees that SSAP Certificates are only for international use;

c. Agrees that each SSAP Certificate must be tied to a specific shipment; and

d. Agrees to indemnify, defend, and hold SES entirely harmless from and against any claim, demand, cause of action, judgment, loss, liability, cost, or expense which SES may suffer, sustain, incur, or otherwise become subject to (either directly or indirectly) to the extent the same results from any action or omission by Company, its affiliates, agents, employees, or representatives in connection with Company's issuance of SSAP Certificates, except for such claims, demands, causes of action, judgment, losses, liability, costs or expenses which arise as a result of SES' intentional fraud or willful misconduct. Company's obligation set forth in this Section 1.d. shall survive the termination of this Agreement for a period of seven (7) years thereafter.

2. Both parties may terminate this Agreement immediately upon written notice to each-other

1

Exporter Agreement.docx 1 of 2

DocuSign Envelope ID: 3B8A0166-3CFC-460B-81FE-2457148C8901

DEMOCRATIZATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

DocuSign

Change Language - English (US) Copyright © 2022 DocuSign Inc. 1/28

that you and your company agree with Exporter Agreement of the

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 **Send Agreement**. An email will be sent to the appropriate signatory to prompt them to sign the exporter agreement.

**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

**EMAIL (REQUIRED)**

Accept SES Certification Portal Exporter Agreement:

**ACCEPT AGREEMENT**

**SUBMIT**

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.

sesadmin@ussec.org (636) 449-6046 Tarik Ekl

**Terms and Conditions - Test Company 8892**

Please review the documents below. **FINISH** **OTHER ACTIONS**

**START**

Personal information you provide will not be disclosed to third parties without your consent, other than as described herein; however, SES may share aggregate information about Site visitors with our business partners and other third parties.

For each company that registers to use the Site and receives authorization to issue SSAP Certificates, we will list the company's name and location (city and state) on the Site.

We may use third parties to help us operate our business and the Site, or administer activities on our behalf, and we may share your information with these third parties for those limited purposes. SES may disclose Site user personal information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) SES's rights or property, other Site users, or anyone else that could be harmed by such activities. SES may also disclose Site user information when we believe in good faith that the law requires it.

**OPTING OUT**

Information provided by you may be used for marketing and promotional purposes by SES. To keep you in control of your personal information and the communications directed to you, you may opt out of receiving communications from SES about new features or services. If you object to SES's use of your information for marketing and promotional purposes for any reason, you may stop that use by e-mail request to sesadmin@ussec.org.

**SES DOES NOT KNOWINGLY COLLECT PERSONAL INFORMATION FROM CHILDREN (INDIVIDUALS UNDER 13 YEARS OF AGE)**

The information included on this Site is for users aged 13 years and older. The Site is not directed at children under the age of 13. Children are not permitted to use the Site or to submit or post

Terms of Use Agreement.docx 3 of 5

DEMONSTRATION DOCUMENT ONLY





sasadmin@ussec.org
(836) 443-0046

## Dashboard - USSEC TEST

**Dashboard**

- Certified Shipments
- Customer Dashboard
- Company Allocations
- Departments
- Users**
- Company Profile
- Help / Info Center
- Requested Certificates

⌵ Active Period Statistics

[View Allocation History](#)

⌵ 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 |
|---------------------|---------|--------------|-------------|--------------|-------------|-----------------|-----------|------------|-----------|-----------|----------|
| Initial Allocations | 0       | 0            | 0           | 0            | 0           | 0               | 0         | 0          | 0         | 0         | 0        |
| Soy                 | 0       | 0            | 0           | 0            | 0           | 0               | 0         | 0          | 0         | 0         | 0        |
| Inventory           | 0       | 0            | 0           | 0            | 0           | 0               | 0         | 0          | 0         | 0         | 0        |

Crush Balance = 0.000 MT YSB.

⌵ Customers, created by USSEC TEST


| Customer (Company Name) | Approval Status |
|-------------------------|-----------------|
| USSEC TEST Customer     | Active          |

📄 Recent Shipments (current marketing year)

[Create Certified Shipment](#)
[View All Shipments](#)

| Cert. Number | Department | Dest. Country | Shipment Weight<br><small>(metric tons)</small> | Amount Remaining<br>Per Customer Certificate<br><small>(metric tons)</small> | Ship Date | Marketing Period |
|--------------|------------|---------------|---|--|-----------|------------------|
|--------------|------------|---------------|---|--|-----------|------------------|

[Report Issue](#)



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*).

**Add - USSEC TEST**

Add New User

First Name Required

Last Name Required

Email Required

Phone Required

Password A temporary password will be generated automatically and emailed to the user.

Approved Signatory ☐

Receive Emails ☐

Account Type Exporter Viewer

[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:

| 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<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">View Certificate</a> |                           |                    |
| SES-SSAP-US22-075444917                   | Default    | Mexico        | 2,000 Soybean                 | 0,737 Soybean   | March 04, 2022    | 09/01/2021<br>08/31/2022 | <a href="#">View Details</a><br><a href="#">View Certificate</a> |                           |                    |
| SES-SSAP-US22-075444674                   | Default    | Japan         | 5,000 Soybean                 | 5,000 Soybean   | February 25, 2022 | 09/01/2021<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">View Certificate</a> |                           |                    |
| SES-SSAP-US21-075440744                   | Default    | Korea         | 1,300 Soybean                 | 0,000 Soybean   | October 08, 2021  | 09/01/2021<br>08/31/2022 | <a href="#">View Details</a><br><a href="#">View Certificate</a> |                           |                    |

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**. Note, there is also a **Request Sustainable Allocation** button available when selecting **View Allocation History** from the Dashboard.

**Company Allocations**

Allocation History

| Period                               | Total Approved Allocation | Total Certified Weight Shipped | Remaining Allocation |
|--------------------------------------|---------------------------|--------------------------------|----------------------|
| Start: 09/01/2014<br>End: 08/31/2015 | 0.500 metric tons         | 1.000 metric tons              | -0.500 metric tons   |
| Start: 09/01/2018<br>End: 08/31/2019 | 10.000 metric tons        | 0.000 metric tons              | 10.000 metric tons   |
| Start: 09/01/2019<br>End: 08/31/2020 | 20.000 metric tons        | 10.000 metric tons             | 10.000 metric tons   |
| Start: 09/01/2020<br>End: 08/31/2021 | 10.000 metric tons        | 10.000 metric tons             | 0.000 metric tons    |
| Start: 09/01/2021<br>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 Verified Shipments:

1. To make certified shipments, click on the **Verified Shipments** tab. There is also a **Create Shipments** button you can click while in your **Customer Dashboard**.

1. Click the **Create 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**.

Check the **Include on Certificate** box if you would like Port of Export/Shipment Location to be shown on your certificate.

11. *Optional:* Select the **Contract Reference** and **Notes**.
12. 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

0

(metric tons)

Vessel, Carrier Name, or Shipment Identifier

Vessel, Carrier Name, or Shipment Identifier

(maximum length = 30 characters)

Destination

Destination

(Country/Territory/State)

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 shared or included on the certificate unless otherwise noted.

Contract Reference:

Notes:

[Continue](#) [Back](#)

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 - 08/31/2022 |
| Product Description:                          | Soybean                 |
| Shipment Weight:                              | 0.500                   |
|   | (metric tons)           |
| 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: Port of Lisbon

Notes:

**Customer Emails**

Email Address 1: teluri@ussec.org

**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:

[Preview Certificate](#) [Back](#)

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

**view-certificate-preview**

**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: USSEC TEST  
 DATE OF SHIPMENT: APRIL 06, 2022  
 NET WEIGHT: 0.500  
 CERTIFICATE NUMBER: SES-SSAP-US22-00000000  
 DATE OF CERTIFICATION: APRIL 06, 2022

VESSEL/CARRIER NAME/DOCUMENT NUMBER: TEST VESSEL  
 PRODUCT NAME: SOYBEAN  
 COMPANY REPRESENTATIVE: TARIK ELURI

SOY EXPORT SUSTAINABILITY, LLC  
 10305 Shingley 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 (sesusa.org)

**CERTIFICATE CODE**  
 N / A  
 All Soy Sourced & Shipped from the U.S.A.

**Finalize Certificate Creation**

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

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

**Electronic Signature**

By providing my electronic signature below, I verify that the information entered for completion of the SES certificate as accurate. Sign by typing your full name **Tarik Eluri** into the Signature box below. Please note that once submitted, shipment details can not be edited or deleted without contacting an SES administrator.

Your Electronic Signature:

(Required value is: **Tarik Eluri**)

**Finalize Certificate Creation** **Preview Certificate** **Back**

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

**Certified Shipments**

Shipment 75445029 added!

Search Filters: **Create Certified Shipment**

Date Range: Start Date, End Date  
 Marketing Period: — Select Marketing Year —  
 Cert. Number:

Department: — Select Department — **Search** **Reset**

| Cert. Number            | Department | Dest. Country | Shipment Weight (metric tons) | Amount Remaining for Customer Certificate (metric tons) | Ship Date      | Marketing Period        |
|-------------------------|------------|---------------|-------------------------------|---|----------------|-------------------------|
| SES-SSAP-US22-075445029 | Default    | Portugal      | 0.500 Soybean                 | 0.500 Soybean   | April 06, 2022 | 09/01/2021 - 08/31/2022 |

[Edit Details](#) [View Certificate](#)

### 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. 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 | VESSEL/CARRIER NAME/SHIPMENT IDENTIFIER |
| DATE OF SHIPMENT          | PRODUCT NAME                            |
| METRIC TONS*              | COMPANY REPRESENTATIVE                  |
| CERTIFICATE NUMBER        |   |
| DATE OF CERTIFICATION     |   |

\*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 ([usss.org](https://usss.org))

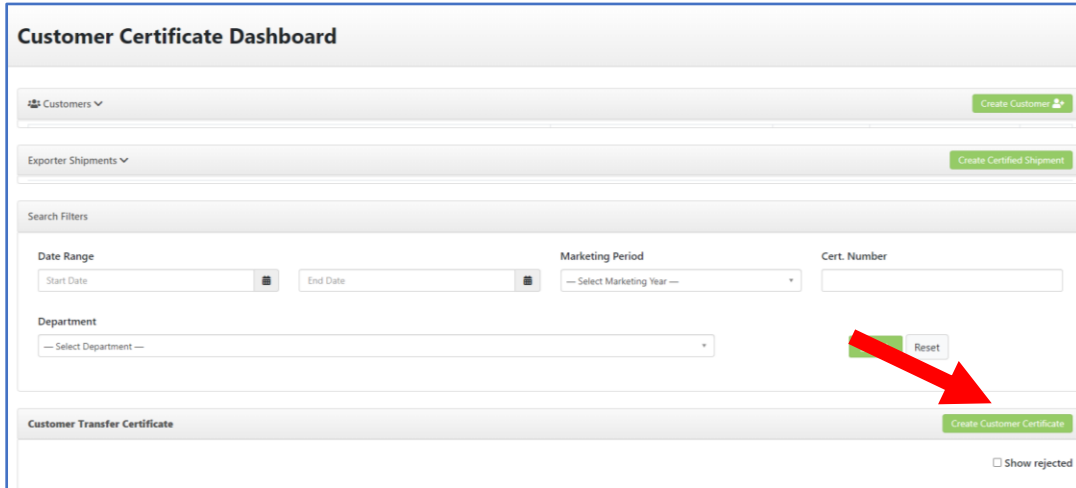
**CERTIFICATE CODE**  
*All Soy Sourced & Shipped from the U.S.A.*

### Create Customer:

1. Exporter Admins/Customer Admins can create customers in the system. Under the **Customer Dashboard** tab, click on the **Create Customer**.
2. In the **Check Registration Status**, check whether the customer you want to add is already in the system.
3. Fill in the customer details including **Customer Name**, **Customer Company**, and **Customer Email Address**.
4. Validate that customer information.
5. 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.
6. Once the SES Admin approves your account, your customer will receive their login credentials and you will be notified of the approval.

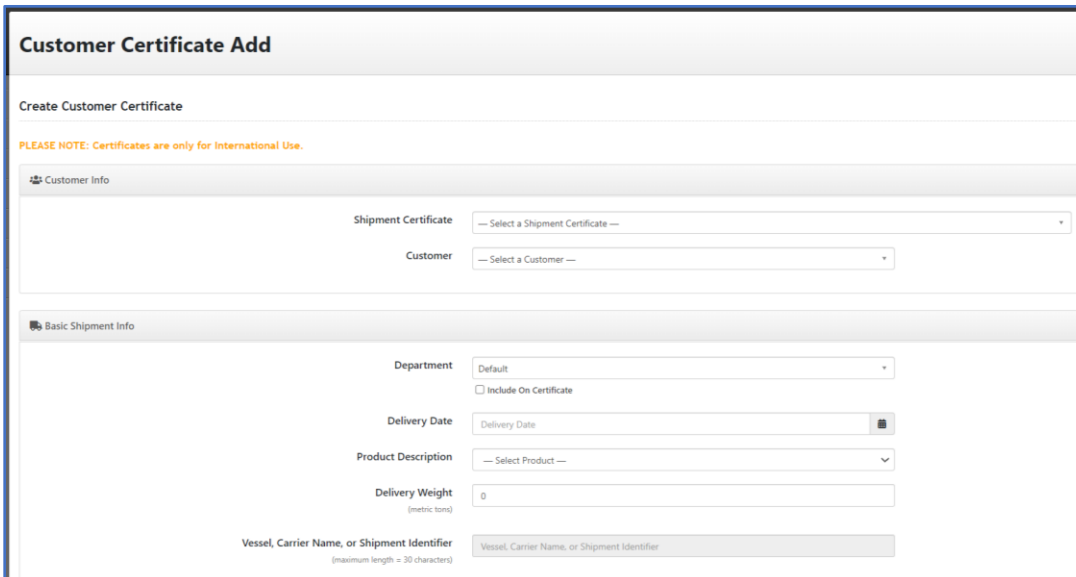
## Transfer a Certificate to a Customer:

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



The screenshot shows the 'Customer Certificate Dashboard' interface. It includes sections for 'Customers', 'Exporter Shipments', and 'Search Filters'. The 'Search Filters' section contains fields for 'Date Range' (Start Date, End Date), 'Marketing Period' (Select Marketing Year), and 'Cert. Number'. Below these is a 'Department' dropdown menu. A red arrow points to the 'Create Customer Certificate' button located at the bottom right of the dashboard, next to a 'Reset' button and a 'Show rejected' checkbox.

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.



The screenshot shows the 'Customer Certificate Add' form. It has a 'Create Customer Certificate' section with a note: 'PLEASE NOTE: Certificates are only for International Use.' Below this is the 'Customer Info' section with dropdowns for 'Shipment Certificate' and 'Customer'. The 'Basic Shipment Info' section includes a 'Department' dropdown, an 'Include On Certificate' checkbox, a 'Delivery Date' field, a 'Product Description' dropdown, a 'Delivery Weight' field (in metric tons), and a 'Vessel, Carrier Name, or Shipment Identifier' field (with a maximum length of 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:

[Continue](#) [Back](#)

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.

view-certificate-preview

1 / 1 | 67% | [Icons]

**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                | CUSTOMER NAME          |
| USDEC TEST                               | TEST CUSTOMER          |
| DATE OF U.S. SHIPMENT                    | CERTIFICATE NUMBER     |
| APRIL 01, 2022                           | SES-SSAP-0522-00000000 |
| VESSEL/TRANSHIP NAME/SHIPMENT IDENTIFIER | DATE OF SALE           |
| TEST VESSEL                              | APRIL 01, 2022         |
| COMPANY REPRESENTATIVE                   | PRODUCT                |
| TARIK ELIHI                              | SOYBEAN OIL            |
| DATE OF CERTIFICATION                    | METRIC TONS            |
| APRIL 01, 2022                           | 0.000                  |

SES

**SOY EXPORT SUSTAINABILITY, LLC**  
 18205 Swainley 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 (sesvsn.org)

**CERTIFICATE CODE**  
 N / A

All Soy Sourced & Shipped from the U.S.A.

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 Certificate Dashboard**

Customers ▼ Create Customer

Exporter Shipments ▼ Create Certified Shipment

Search Filters

Date Range: Start Date 📅 End Date 📅 Marketing Period: — Select Marketing Year — Cert. Number:

Department: — Select Department — Search Reset

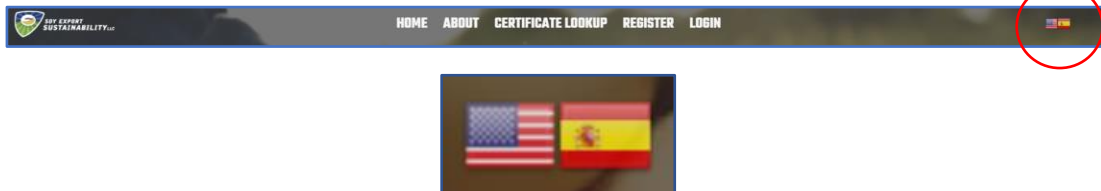
Customer Transfer Certificate Create Customer Certificate

☐ Show rejected

| Transfer Cert. Number  | Exporter Cert. Number   | Department | Customer      | Delivery Weight<br>(metric tons) | Delivery Date  | Marketing Period         |  |
|------------------------|-------------------------|------------|---------------|----------------------------------|----------------|--------------------------|--|
| SES-SSAP-US22-00000030 | SES-SSAP-US22-075445829 | Default    | Test Customer | 0.050<br>Soybean Oil             | April 07, 2022 | 09/01/2021<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">View Certificate</a> |

### Translation Available:

1. To translate the entire site into Spanish, click on the flag of Spain in the upper right-hand corner. The entire site will then be automatically translated into Spanish.
2. To translate the site back to English, click on the U.S. flag in the upper right-hand corner.



3. To translate the shipment certificate, navigate to your exporter dashboard and click on the Certified Shipments tab. Under **View Details** to the right of every shipment certificate, click on either **Certificate (EN)** for English and **Certificate (ES)** for Spanish.

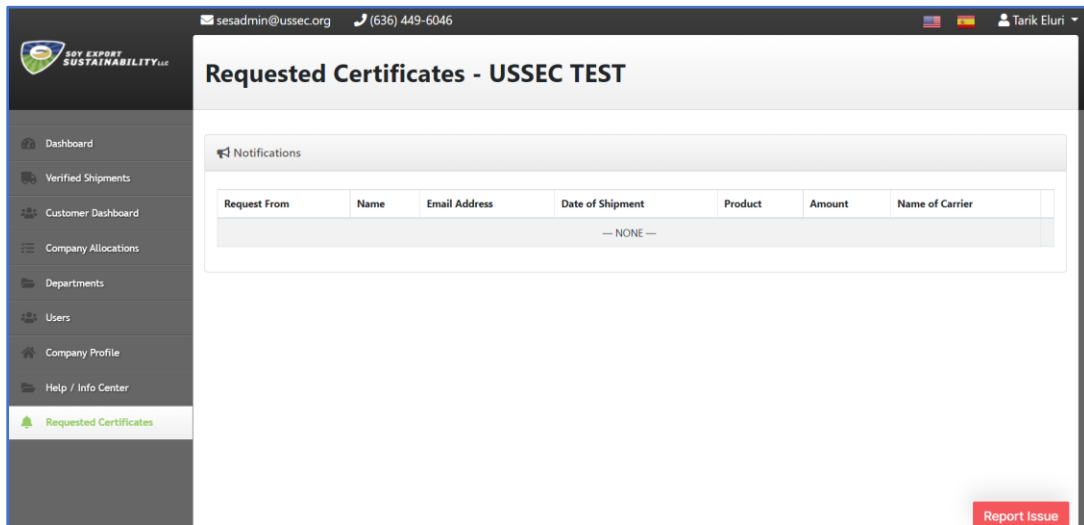
| Cert. Number            | Department | Dest. Country | Shipment Weight<br>(metric tons) | Amount Remaining<br>for Customer Certificate<br>(metric tons) | Ship Date         | Marketing Period         |  |
|-------------------------|------------|---------------|----------------------------------|---|-------------------|--------------------------|--|
| SES-SSAP-US22-075445829 | Default    | Portugal      | 0.500<br>Soybean                 | 0.220<br>Soybean  | April 06, 2022    | 09/01/2021<br>08/31/2022 | <a href="#">View Details</a><br><a href="#">Certificate (EN)</a><br><a href="#">Certificate (ES)</a>                                 |
| SES-SSAP-US22-075445854 | Default    | Colombia      | 0.200<br>Soybean                 | 0.200<br>Soybean  | March 31, 2022    | 09/01/2021<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">Certificate (EN)</a><br><a href="#">Certificate (ES)</a>                                 |
| SES-SSAP-US22-075444922 | Default    | Colombia      | 0.300<br>Soybean                 | 0.300<br>Soybean  | March 11, 2022    | 09/01/2021<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">Certificate (EN)</a><br><a href="#">Certificate (ES)</a>                                 |
| SES-SSAP-US22-075444917 | Default    | Mexico        | 2.000<br>Soybean                 | 0.737<br>Soybean  | March 04, 2022    | 09/01/2021<br>08/31/2022 | <a href="#">View Details</a><br><a href="#">Certificate (EN)</a><br><a href="#">Certificate (ES)</a>                                 |
| SES-SSAP-US22-075444674 | Default    | Japan         | 5.000<br>Soybean                 | 5.000<br>Soybean  | February 25, 2022 | 09/01/2021<br>08/31/2022 | <a href="#">Edit Details</a><br><a href="#">Certificate (EN)</a><br><a href="#">Certificate (ES)</a><br><a href="#">Report Issue</a> |

### Request Certificate:

1. International customers of U.S. Soy can request certificates from exporters. Exporters can then choose to respond to the request for a certificate from a customer. Once customers make their request, exporters will receive an email with the following information:

- Name:
- Email Address:
- Date of Shipment:
- Product:
- Amount:
- Name of Carrier:

2. The requests will also appear under the **Request Certificates** tab in the left side panel.



### Report Issue using a UserSnap:

To report any issues you may be experiencing on the site, click the red **Report Issue** button in the lower right hand corner of the screen.

With your cursor, highlight the area of the site where the issue is occurring.

In the **Add a comment** field, type a comment about the issue that is occurring.

Select **Submit**

This will send the issue directly to our website developers and the SES Admin

### 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.

## 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](mailto:sesadmin@ussec.org) or click on the red Report Issue Button that appears on the lower right corner of your screen.

## Useful Links:

[Conversion Table](#)

[National Food Security Act Manual](#)

[U.S. Soy Sustainability Assurance Protocol](#)

[U.S. Soybean Export Council \(USSEC\)](#)