

TOOL USER GUIDE

SUPPLIER CHECK MANAGER



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1. CREATING A SUPPLIER CHECK

Step 1: Sign in and go to *the Supplier Check Manager* under Supplier Approval then select *Add new*.

The screenshot shows the 'Supplier Check Manager' interface. The 'Add New' button is highlighted with a red box. A dropdown menu is open, showing 'Supplier Check Manager' highlighted with a red box. The main table shows a list of supplier checks with columns for 'Created By', 'Review Frequency', and 'Completed'.

Created By	Review Frequency	Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed
Steve Jones	1 Year	View Completed

Step 2: This is where you setup the details for that Supplier Check.

The screenshot shows the 'Supplier Check Manager - Create Supplier Check Template' form. Arrows point from text boxes to specific form fields:

- Name your check.** points to the **Template Title** field.
- Set your check to a site.** points to the **Sites** list.
- Set your check to certain suppliers or all suppliers** points to the **Supplier Type** dropdown.
- Set your check to require a review.** points to the **Requires Review** dropdown.
- Turn on scoring here if it is needed.** points to the **Scoring System** dropdown.

Form fields and options:

- Template Title:** Enter a title...
- Sites:** ☒ Demo Co (Group), ☐ Factory 1, ☐ Factory 2, ☐ Factory 3
- Supplier Type:** All Supplier Types (dropdown), Meat Processor, Primal Processor, Meat Retail Packer, Internal, Customer, Finished Foods, Transport, Abattoirs, Distribution centres, Cold stores, etc.
- Requires Review:** No (dropdown)
- Scoring System:** None (dropdown)
- Buttons:** Save & Edit, Cancel

Additional text below the Scoring System dropdown:

- None - No scoring required
- Default - Percentage of maximum possible score from weighted option points
- Addition - Score tallied from weighted option points
- Deduction - weighted option points deducted from maximum (per form or per section)

Step 3: Once done above select **Save & edit** then select **Supplier Check Template**

Supplier Check Manager - Create Supplier Check Template [← Back to Templates](#)

[Details](#)

Template Title

Sites

☒ Foods Connected Ltd (Group)

☐ Restaurant

☐ Sales & Marketing Department

☐ System Development

Supplier Type

Requires Review

Scoring System

None - No scoring required
Default - Percentage of maximum possible score from weighted option points
Addition - Score tallied from weighted option points
Deduction - weighted option points deducted from maximum (per form or per section)

Save & Edit Cancel

Supplier Check Template

Action Template

Step 4: Build your check using the form builder to suit your needs. To add a new section select **Add New Section**.

Supplier Check Manager - Update Form [← Back](#)

Template Name [Save Title](#)

Edit Options

[Add New Section](#)

Form Preview

You have not added any elements to your form yet. To get started, click 'Add New Section'.

New Section looks like this below

Supplier Check Manager - Update Form [← Back](#)

Template Name [Save Title](#)

Edit Options

[Add New](#) [Reorder](#) [Triggers](#)

Form Preview

[New section](#) [+](#) [G](#)

Step 5: To add a new field or question select **Add New – Standard Field**

Supplier Check Manager - Update Form ← Back

Template Name
Testing model Save Title

Form Preview

New section

Edit Options
Add New Reorder Triggers
 Section
 Standard Field
 External Field

Step 6: Now add in the details of the question & how you want it answered using the field types.

Add New Field

Field Label
What is the question? Show

Section
New section

Field Type
Standard Dropdown - Single

Options
 Yes No
 Add

Help Text
Guide your users with help text

Help Image
Choose file No file chosen

Required
☒ Always ☐ Condition Based

Visible
☒ Always ☐ Condition Based

Cancel Add Field

Enter your question here

Choose the field type or way to answer question

Choose the answers or options for the question

Help text is good to guide the user

Select if this question is required to be answered by the user

Select if this question is conditionally based on the answer of another question.

Select if this questions visibility on the check is conditionally based on the answer of another question.

Step 6: Once done select **Add Field**

Add New Field

Field Label: [Show](#)

Section:

Field Type:

Options:

- [✎](#) [✕](#)
- [✎](#) [✕](#)

[Add](#)

Help Text:

Help Image: No file chosen

Required: ☒ No ☐ Always ☐ Condition Based

Visible: ☒ Always ☐ Condition Based

[Cancel](#) [Add Field](#)

New Field looks like this below

Supplier Check Manager - Update Form [← Back](#)

Template Name: [Save Title](#)

Edit Options: [Add New](#) [Reorder](#) [Triggers](#)

Form Preview

☒ New section [✎](#) [↺](#)

☒ What is the question? [✎](#)

Step 7: Repeat steps to build up your check.

1.1 CREATING A NON-CONFORMANCE/ACTION FORM

A Non-conformance or an Action form is the form that is used for your Suppliers to answer any queries that have been raised during the check. After you build the initial check follow the steps below

Step 1: Go back to the main table and select the radio button to the right of your check & select **Edit Action Form**

Supplier Check Manager

Supplier Check Templates ← Received Supplier Checks Activity Overview Reports Admin

Currently viewing ALL SITES Supplier Checks Change Site Viewing 7 results | Page 1 of 1

Add New Duplicate Selected Delete Selected

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	24/04/2020 14:53:54	Testing model	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	20/04/2020 15:13:56	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tr)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	20/03/2020 08:48:55	Accident Investigation Report	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	26/07/2019 15:48:42	Animal Welfare Checklist	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	17/06/2019 12:12:17	Supplier Performance Evaluation	Steve Jones	1 Year	View Completed	Record New

View Completed
Completed Analysis Report
Completed Snapshot Report
Edit Details
Edit Check Form
Edit Action Form

Step 2: Follow the steps above that you used to build the actual check to build the Action /non-conformance form with relevant fields you require the suppliers to complete. The same functions are used. Your form may end up looking like this example.

Investigation Details

Investigation

Corrective Action / Comments

Immediate Action / Comments

Root Cause / Control Measures

Preventative Action / Comments

Evidence

Choose file No file chosen Enter image description

Choose file No file chosen Enter image 2 description

Choose file No file chosen Enter image 3 description

Policies

Choose file No file chosen Enter document description

1.2 ADDING EMAIL ALERTS TO THE CHECK

Email alerts are a feature that allows you to create a trigger when a certain answer is given to a question. This will then send an email to someone to notify them of the answer to the question.

Step 1: As you go along you can create **Email Alerts** & from the answers that have been chosen. To do this select **Triggers & Email Alerts**.

Supplier Check Manager - Update Form

Template Name: Testing model

Form Preview: New section

What is the question? --Please Select--

Edit Options: Add New, Reorder

Triggers, Email Alerts, Corrective Actions

Step 2: Now select **Add Alert**

Supplier Check Manager - Update Form - Testing model - Email Alerts

To add a new alert click the 'Add Alert' button below. When you are finished click the 'Done' button to return to the Form.

Add Alert

Cancel Done

Field	Alert Rules	Recipients
You have not added any alerts..		

Step 3: Now setup your alert. So what you are saying/doing here is if someone answers a question a certain way that answer will trigger an alert to a user.

Step 4: Select from **Field** the question.

Supplier Check Manager - Testing model - Email Alerts

Field: New section - What is the question?

Field Option: Yes

Recipients: -- Please Select --

Add to list

Technical

Cancel Save

Step 5: Then select the answer from **Field Option** that will raise the trigger/alert

Supplier Check Manager - Testing model - Email Alerts ← Back to List

Field: New section - What is the question?

Field Option: Yes

Recipients: -- Please Select -- Add to list

Technical ×

Cancel Save

Step 6: Now add the user or team from **Recipients** that will receive the notification and select **Add to list**. Once done select **Save**.

Supplier Check Manager - Testing model - Email Alerts ← Back to List

Field: New section - What is the question?

Field Option: Yes

Recipients: -- Please Select -- Add to list

Technical ×

Cancel Save

Trigger setup will look like this below

Supplier Check Manager - Update Form - Testing model - Email Alerts ← Back

To add a new alert click the 'Add Alert' button below. When you are finished click the 'Done' button to return to the Form.

Add Alert Cancel Done

Field	Alert Rules	Recipients	
New section - What is the question?	Option equal to Yes	Technical	Update ✖

Step 7: Repeat steps to add triggers to any question.

1.3 ADDING CORRECTIVE ACTION TRIGGER TO THE CHECK

Corrective Action Triggers are a feature that allows you to create a non-conformance when a specific answer is given to a question (i.e., a specific option is selected in a field built in your check template). This will then build up a list to be rectified after the check is completed, at which point the Supplier will use the Action Form that you created earlier for to respond.

Step 1: As you go along you can create **Corrective Actions** & from the answers that have been chosen. To do this select **Triggers & Corrective Actions**

Supplier Check Manager - Update Form ← Back

Template Name: Save Title

Edit Options: Add New Reorder Triggers

Form Preview

☒ New section

☒ What is the question? ? --Please Select--

Corrective Actions

Step 2: Now select **Add Corrective Action Trigger**

Supplier Check Manager - Update Form - Testing model - Corrective Action Triggers ← Back

To add a new corrective action trigger click the 'Add Corrective Action Trigger' button below. When you are finished click the 'Done' button to return to the Form.

Add Corrective Action Trigger Cancel Done

Field	Corrective Action Trigger Rules
You have not added any corrective action triggers..	

Step 3: Now setup your alert. If a user answers a question a certain way, that answer will trigger a Corrective Action.

Step 4: Select from **Field** the question.

Supplier Check Manager - Testing model - Corrective Action Trigger ← Back to List

Field New section - What is the question?

Field Option: No

Field or Section? ☐ Notes/Image Field ☒ Section

Cancel Save

Step 5: Then select the answer from **Field Option** that will raise the Non-Conformance.

Supplier Check Manager - Testing model - Corrective Action Trigger ← Back to List

Field New section - What is the question?

Field Option No

Field or Section? ☐ Notes/Image Field ☒ Section

Cancel Save

Step 6: Select **Section**

Supplier Check Manager - Testing model - Corrective Action Trigger

[← Back to List](#)Field New section - What is the question?Field Option NoField or Section? ☐ Notes/Image Field
☒ Section

Cancel

Save

Step 7: Once done select **Save**

Supplier Check Manager - Testing model - Corrective Action Trigger

[← Back to List](#)Field New section - What is the question?Field Option NoField or Section? ☐ Notes/Image Field
☒ Section

Cancel

Save

Trigger setup will look like this below

Supplier Check Manager - Update Form - Testing model - Corrective Action Triggers

[← Back](#)

To add a new corrective action trigger click the 'Add Corrective Action Trigger' button below. When you are finished click the 'Done' button to return to the Form.

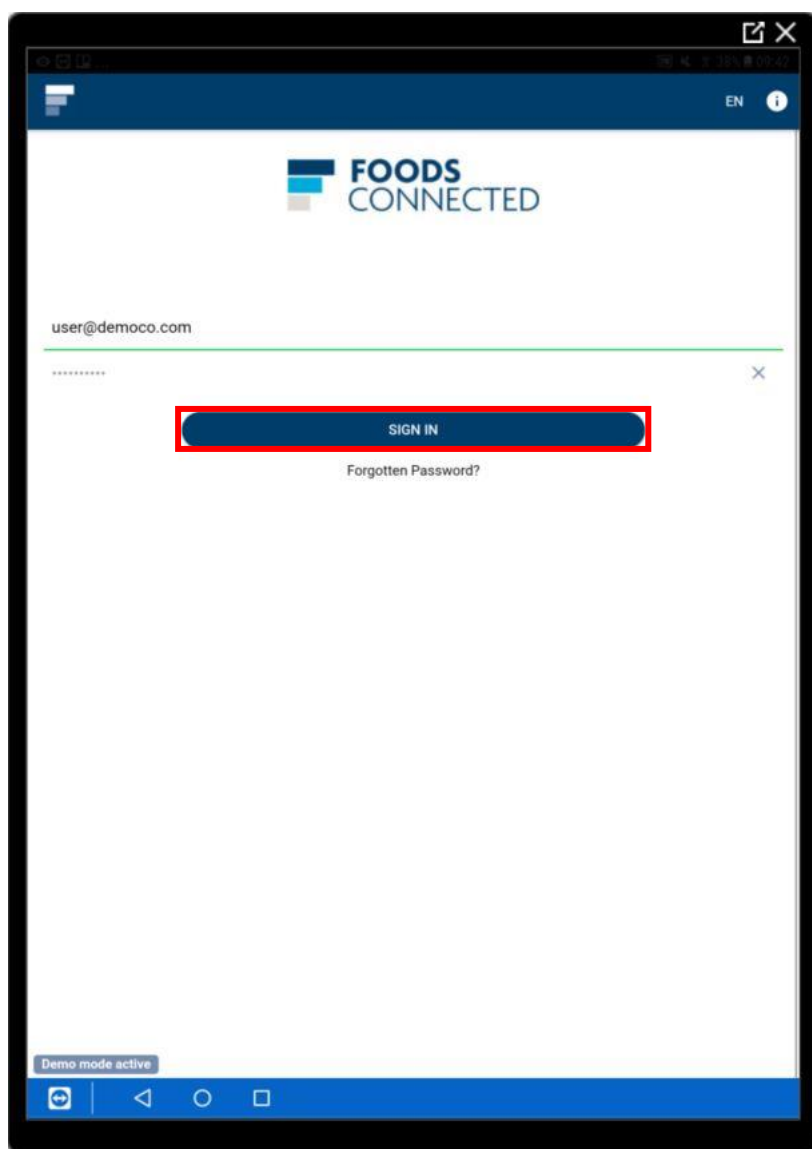
[+ Add Corrective Action Trigger](#)

Cancel

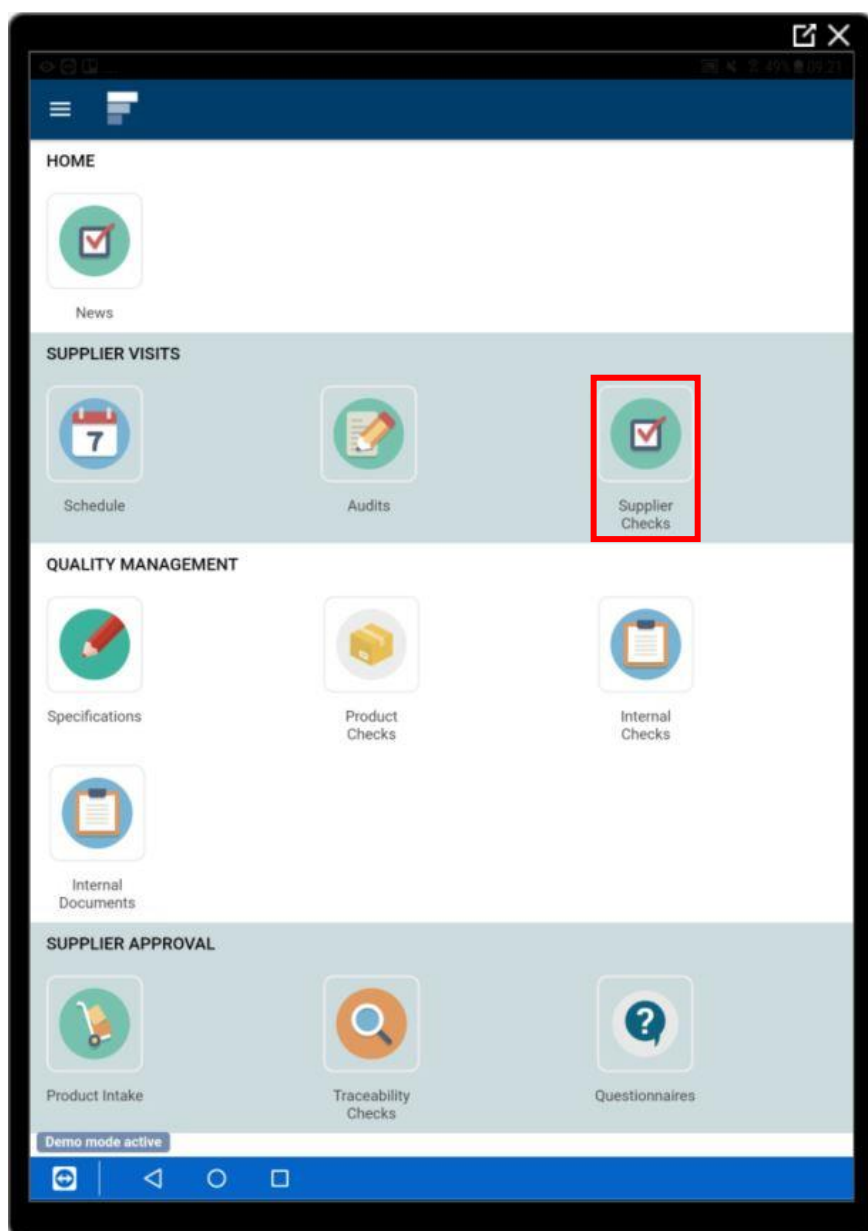
Done

Field	Corrective Action Trigger Rules	
New section - What is the question?	Option equal to No	Update 

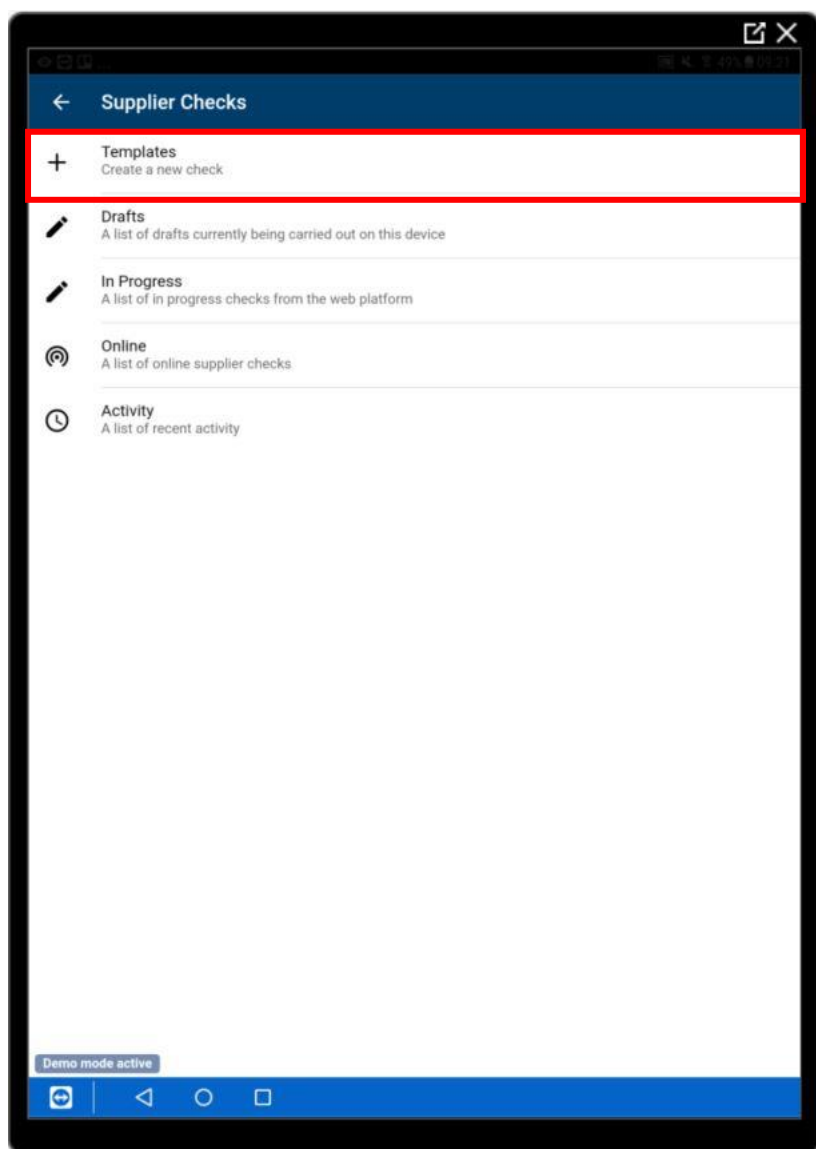
Step 8: Repeat steps to add triggers to any question.**2. RECORDING A CHECK ON THE TABLET****Step 1:** Sign into the app.



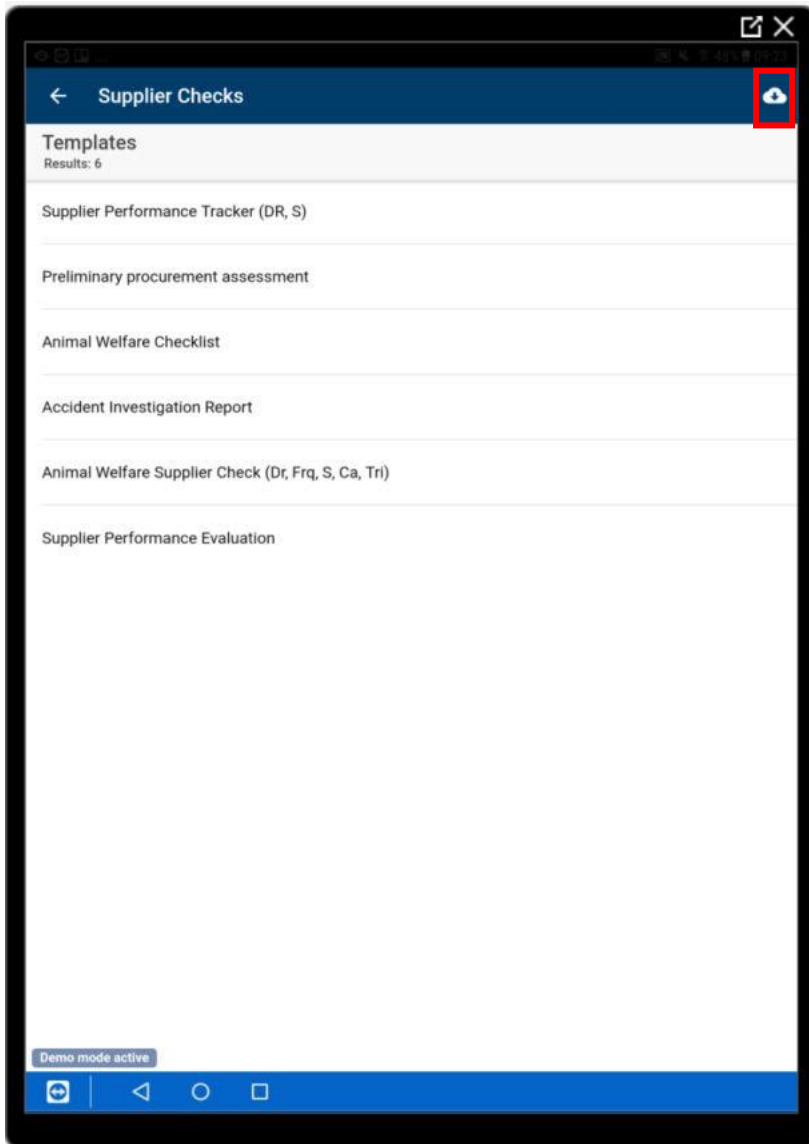
Step 2: Select *Supplier Checks* on the home screen.



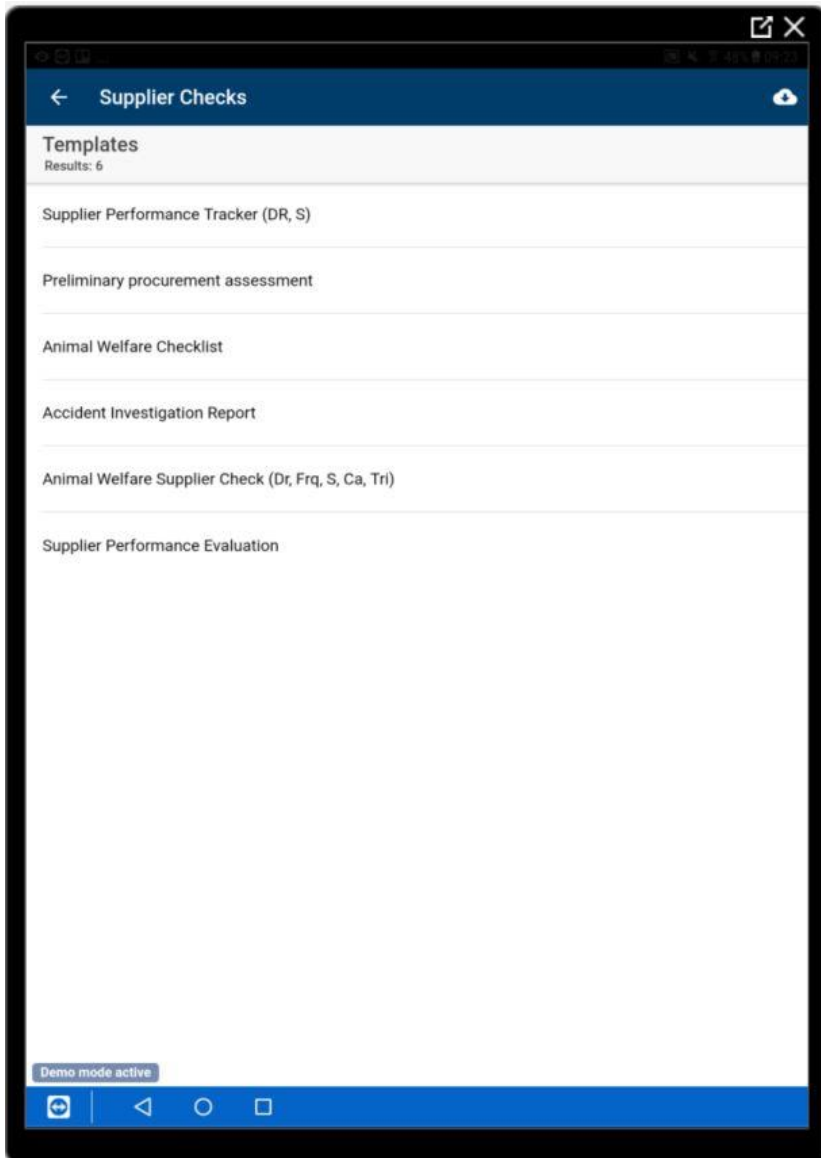
Step 3: Select *Templates*



Step 4: Download your check templates to the tablet first by selecting the cloud icon at the top right corner.



Step 5: Your templates will all download. Once downloaded select the template you need for your check.



Step 6: *Select the supplier* that you are checking then complete your check by selecting the correct fields.

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) SAVE

Select Supplier

Tap To Select...

Number of animals checked ✓

A

0

MARK SECTION AS COMPLETE

1.1 Stunning ✓

Select the + for each Animal that did not Slip/Fall

Stun Failed due to equipment failure

0

Stun failed due to movement of animal

0

Stun failed due to poor aim

0

MARK SECTION AS COMPLETE

1.2 Number of animals assessed ✓

Immobilizer to sticking table turned OFF to assess animals. i

Tap To Enter...

MARK SECTION AS COMPLETE

Demo mode active

Step 7: Once done select **Save** at the top right corner then your preferred save option. The check will be saved into the **Drafts** section of the tool for you to submit when you're ready.

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) **SAVE**

Select Supplier

Tap To Select...

Number of animals checked

A

- 0 +

MARK SECTION AS COMPLETE

1.1 Stunning ✓

1.2 Number of animals assessed ✓

1.3 Stun to Stick time ✓

10 animals checked (recorded time in seconds) ✓

Time recorded

Animal 1 Tap To Enter...

Animal 2 Tap To Enter...

Animal 3 Tap To Enter...

Animal 4 Tap To Enter...

Animal 5 Tap To Enter...

Time recorded

Animal 6 Tap To Enter...

Animal 7 Tap To Enter...

Demo mode active

3. RECORDING A CHECK ON THE DESKTOP

Step 1: On the Supplier Check Manager select **Record New** beside the check template you want to use.

Supplier Check Manager						
Supplier Check Templates Received Supplier Checks Activity Overview Reports Admin						
Currently viewing ALL SITES Supplier Checks Change Site Viewing 6 results Page 1 of 1						
Add New Duplicate Selected Delete Selected						
<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	02/06/2020 15:36:29	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	27/04/2020 09:30:55	Supplier Performance Evaluation	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	20/03/2020 08:48:55	Accident Investigation Report	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	26/07/2019 15:48:42	Animal Welfare Checklist	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	27/02/2019 11:34:13	Preliminary procurement assessment	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	28/11/2018 12:58:50	Supplier Performance Tracker (DR, S)	Steve Jones	1 Year	View Completed	Record New
25 50 100 << first < previous next > last >>						

Step 2: At the top select the **supplier** you are checking, which is drawn from the Supplier Manager tool, the date & time will be automatically set by the system.

Supplier Check Manager - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Demo Co (Group)

[Q View](#) [Cancel](#) [Save](#)

Supplier

Date/Time

Number of animals checked

A

1.1 Stunning

Select the + for each Animal that did not Slip/Fall

Stun Failed due to equipment failure

Stun failed due to movement of animal

Stun failed due to poor aim

1.2 Number of animals assessed

Immobilizer to sticking table turned OFF to assess animals.

1.3 Stun to Stick time

An effective stick/bleed is to be achieved within 60 seconds of the initial stun to ensure the animal dies of exsanguination prior to regaining sensibility.

Time in seconds (Max)

10 animals checked (recorded time in seconds)

Time recorded

Animal 1	Animal 2	Animal 3	Animal 4	Animal 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time recorded

Animal 6	Animal 7	Animal 8	Animal 9	Animal 10
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3: Now complete the check by answering the questions within it. Once done select **Save** then **Save Progress & Exit**. If there were any non-conformances you will be directed to that page to request Corrective Action or not.

Supplier Check Manager - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Demo Co (Group)

Q View Cancel Save
 Save Progress
 Save Progress & Exit

Supplier: Abattoir 3

Date/Time: 22/06/2020 11:46

Number of animals checked

A: - 5 +

1.1 Stunning

Select the + for each Animal that did not Slip/Fall

Stun Failed due to equipment failure: - 4 +

Stun failed due to movement of animal: - 2 +

Stun failed due to poor aim: - 2 +

1.2 Number of animals assessed

Immobilizer to sticking table turned OFF to assess animals. 10

1.3 Stun to Stick time

An effective stick/bleed is to be achieved within 60 seconds of the initial stun to ensure the animal dies of exsanguination prior to regaining sensibility.

Time in seconds (Max): 3

10 animals checked (recorded time in seconds)

Time recorded	Animal 1	Animal 2	Animal 3	Animal 4	Animal 5

Time recorded	Animal 6	Animal 7	Animal 8	Animal 9	Animal 10

Step 4: As you can see, this check has raised a corrective action. Please see next section on how to View, Review, Request Corrective Action & Confirm checks.

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

Between Dates: [] [] Supplier: All Completed By: All Status: All Supplier Type: All Filter Clear Filters

Delete Selected View Selected Lock Selected

	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	22/06/20 11:46	Abattoir 3	Yes		Steve Jones	---	1 (Low)	N/A	1	Requires Corrective Action	View Supplier Check
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Confirmed	Edit Check
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Confirmed	Send PDF Report
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	Recall Supplier Check
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	Share
<input type="checkbox"/>	05/08/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	Request Corrective Action
											Confirm Check

Viewing 6 results | Page 1 of 1

25 50 100 | << first < previous next > last >>

4. VIEWING, REVIEWING, REQUESTING CORRECTIVE ACTION & CONFIRMING CHECKS

4.1 VIEW COMPLETED CHECKS

Next step is to view the completed check on the desktop.

Step 1: Once check is completed go back to your desktop and select **View Completed** on the check you used.

Supplier Check Manager

Supplier Check Templates Received Supplier Checks Activity Overview Reports Admin

Currently viewing ALL SITES Supplier Checks Change Site Viewing 7 results | Page 1 of 1

Add New Duplicate Selected Delete Selected

	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	27/04/2020 09:30:55	Supplier Performance Evaluation	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	24/04/2020 14:53:54	Testing model	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	20/04/2020 15:13:56	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	20/03/2020 08:48:55	Accident Investigation Report	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	26/07/2019 15:48:42	Animal Welfare Checklist	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	27/02/2019 11:34:13	Preliminary procurement assessment	Steve Jones	1 Year	View Completed	Record New
<input type="checkbox"/>	28/11/2018 12:58:50	Supplier Performance Tracker (DR, S)	Steve Jones	1 Year	View Completed	Record New

Step 2: A list of all the completed & pending checks will show.

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates:

Supplier:

Completed By:

Status:

Supplier Type:

Filter

Clear Filters

Willful acts of abuse:

Any Sensible animals dragged:

Delete Selected View Selected Lock Selected

	Date Completed	Supplier	Willful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	---	7 (FAIL)	N/A	1	Requires Corrective Action	
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Confirmed	
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Confirmed	
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	05/08/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	

Step 3: You can view each check by select the icon above then **View Check**. From here you can also edit the check, share it & request corrective action.

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates:

Supplier:

Completed By:

Status:

Supplier Type:

Filter

Clear Filters

Willful acts of abuse:

Any Sensible animals dragged:

Delete Selected View Selected Lock Selected

	Date Completed	Supplier	Willful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	---	7 (FAIL)	N/A	1	Requires Corrective Action	
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Confirmed	
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Confirmed	
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	05/08/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	

- View Supplier Check
- Edit Check
- Send PDF Report
- Recall Supplier Check
- Share
- Request Corrective Action
- Confirm Check

4.2 SENDING CORRECTIVE ACTION FORM TO SUPPLIER FOR COMPLETION

As you can see from the above image the checks status is **Requires Corrective Action**. Next step is to send the Corrective Action Form or Non-conformance template to your supplier to complete.

Step 1: Select the icon then select **Request Corrective Action**

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates:

Supplier:

Completed By:

Status:

Supplier Type:

Filter

Wilful acts of abuse:

Any Sensible animals dragged:

<input type="checkbox"/>	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	---	7 (FAIL)	N/A	1		
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0		
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0		
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0		
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0		
<input type="checkbox"/>	05/08/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0		

- View Supplier Check
- Edit Check
- Send PDF Report
- Recall Supplier Check
- Share
- Request Corrective Action**
- Confirm Check
- Requires Your Action

Step 2: Select user to send to, then a **Respond By Date** that the supplier must respond by & then select **Request Corrective Action**.

Request Corrective Action

This supplier check has had **1 issue(s) raised**, select a user below click the 'Request Corrective Action' button to send this issue(s) to the relevant supplier...

[Click to View Issue\(s\)](#)

Select User: ☒ Company User ☐ Email

Respond By Date:

Comment (Optional)...

Step 3: Once sent to the supplier the status will change to **Awaiting Response**

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates <input type="text"/>	Supplier All	Completed By All	Status All	Supplier Type All	Filter
<input type="text"/>	Wilful acts of abuse All	Any Sensible animals dragged All			Clear Filters

[Delete Selected](#)
[View Selected](#)
[Lock Selected](#)

<input type="checkbox"/>	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	7 (FAIL)	27/05/2020	1	Awaiting Response	
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Confirmed	
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Confirmed	
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	05/09/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	

Select Language

4.3 REVIEW CORRECTIVE ACTIONS

Your next steps are to review the responses and confirm or request further information.

Step 1: After the supplier completes the Action/Non-conformance form and sends back to you, the status changes to **Requires Your Action**.

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates <input type="text"/>	Supplier All	Completed By All	Status All	Supplier Type All	Filter
<input type="text"/>	Wilful acts of abuse All	Any Sensible animals dragged All			Clear Filters

[Delete Selected](#)
[View Selected](#)
[Lock Selected](#)

<input type="checkbox"/>	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	7 (FAIL)	27/05/2020	1	Requires Your Action	
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Confirmed	
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Confirmed	
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	05/09/19 11:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	

Select Language

Step 2: To review the check, select the icon and then **View Supplier Check**

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates <input type="text"/>	Supplier All	Completed By All	Status All	Supplier Type All	Filter
<input type="text"/>	Wilful acts of abuse All	Any Sensible animals dragged All			Clear Filters

<input type="checkbox"/>	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	7 (FAIL)	27/05/2020	1	Requires Your Action	View Supplier Check
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0		Edit Check
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0		Send PDF Report
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0		Recall Supplier Check
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0		Share
<input type="checkbox"/>	05/08/19 14:58	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	Request Corrective Action

Step 3: This opens the check and the corrective action response. Review it and then when you are happy close it.

7 Wilful Acts of Abuse	1 (FAIL)	
8 Dragging of Sensible Animals	1 (FAIL)	
Number of animals checked		
1		
1.1 Stunning		
Stun Failed due to equipment failure		1
Stun failed due to movement of animal		1
Stun failed due to poor aim		1
2 Vocalisation		
Animal vocalised due to being prodded or struck		1
Animal vocalised due to fall/slip		1
Animal vocalised due to excessive restrainer pressure		1
Animal vocalised due to ineffective stun		1
Vocalisation		400.0 %
3 Bleed Rail Insensibility		
Animals eye moved when touched		1

Title	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)
Supplier	Meat Supplier
Date Completed	27/04/2020 09:40:00
Completed By	Steve Jones
Sent To	Kevin Smyth



Summary

Total Score: 7 (FAIL)

Number of animals checked	0	
1.1 Stunning	0 (Pass)	
2 Vocalisation	1 (FAIL)	
3 Bleed Rail Insensibility	1 (FAIL)	
4 Slipping During Handling	1 (FAIL)	
5 Falling During Handling	1 (FAIL)	
6 Electric Goad	1 (FAIL)	

Animal blinked	1
Animal breathing rhythmically	1
Animal attempted to lift head while hanging on bleed rail	1
Bleed Rail Insensibility	-300.0 %
4 Slipping During Handling	
Animal slipped	1
Animals Slipped	100.0 %
5 Falling During Handling	
Animal Fell	1
Animals Fell	100.0 %
6 Electric Goad	
Animal prodded with electric goad	1
Animals prodded with electric goad	100.00 %
7 Wilful Acts of Abuse	
Wilful acts of abuse	Yes
I saw animals been prodded unnecessarily	

8 Dragging of Sensible Animals

Any Sensible animals dragged

Yes

Open Issues

7 Wilful Acts of Abuse - Wilful acts of abuse

Section

7 Wilful Acts of Abuse

Wilful acts of abuse

Yes

I saw animals been prodded unnecessarily

Investigation Details

Investigation

Testing

Corrective Action / Comments

Testing

Immediate Action / Comments

Testing

Root Cause / Control Measures

Testing

Preventative Action / Comments

Testing

Updates History

Delete Selected

4.4 CONFIRM CORRECTIVE ACTION RESPONSES

Step 1: Once you are happy and want to confirm select the icon and then **Confirm Check**.

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

Back

Between Dates

Supplier

Completed By

Status

Supplier Type

Filter

Clear Filters

Delete Selected

View Selected

Lock Selected

	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 09:40	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	7 (FAIL)	27/05/2020	1	Requires Your Action	
<input type="checkbox"/>	07/04/20 15:12	Abattoir 3	Yes		Steve Jones	User 1 Abattoir 3	1 (Low)	07/05/2020	0	Requires Your Action	
<input type="checkbox"/>	17/12/19 12:34	Abattoir 1	No		Steve Jones	---	1 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:24	Abattoir 2	No	No	Steve Jones	---	3 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	16/12/19 19:23	Abattoir 1	No	No	Steve Jones	---	2 (Low)	N/A	0	Requires Your Action	
<input type="checkbox"/>	05/03/20 11:59	Meat Supplier	No	No	Steve Jones	---	4 (Low)	N/A	0	Confirmed	

View Supplier Check
 Edit Check
 Send PDF Report
 Recall Supplier Check
 Share
 Request Corrective Action
Confirm Check

Step 2: Now **Accept** the issue or **Decline**. Then select **Confirm Check**.

Supplier Check Manager - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Corrective Action ← Back

Date	27/04/2020
Check Name	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)
Sent From	Steve Jones - Demo Co
Sent To	Kevin Smyth - Meat Supplier
Status	Requires Your Action

Open Issues

N/A **Accept** Decline

7 Wilful Acts of Abuse - Wilful acts of abuse Delete Issue

Section

7 Wilful Acts of Abuse	
Wilful acts of abuse	Yes
I saw animals been prodded unnecessarily	
Yes	

Select Language ils

Investigation	Testing
Corrective Action / Comments	Testing
Immediate Action / Comments	Testing
Root Cause / Control Measures	Testing
Preventative Action / Comments	Testing

Cancel **Confirm Check**

Step 3: Add a message to your response or leave blank the select **Send**. That is your check closed

Add Message to Response ×

Enter note/comment... (optional)

Cancel **Send**

4.5 DECLINE CORRECTIVE ACTION RESPONSES AND REQUEST FURTHER INFO

Step 1: To decline your response in 2.4. Select **Decline** & then Select **Request More Info**

Supplier Check Manager - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Corrective Action

← Back

Date	27/04/2020
Check Name	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)
Sent From	Steve Jones - Demo Co
Sent To	Kevin Smyth - Meat Supplier
Status	Requires Your Action

Open Issues

N/A

Accept

✕ Decline

7 Wilful Acts of Abuse - Wilful acts of abuse

Delete Issue

Section

7 Wilful Acts of Abuse

Wilful acts of abuse

Yes

Yes

No Corrective Action has been provided for this issue

Select Language

Cancel

Request More Info

Step 2: Then type in a response or what further info you need in the box and select **Send**.

Add Message to Response

✕

The answer is not sufficient for this Corrective Action please give a lot more detail.

Cancel

Send

Step 3: The status reverts to **Awaiting Response**

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates <input type="text"/>	Supplier All	Completed By All	Status All	Supplier Type All	Filter
<input type="text"/>	Wilful acts of abuse All	Any Sensible animals dragged All			Clear Filters

Delete Selected View Selected Lock Selected

	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 10:42	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	2 (Low)	27/05/2020	1	Awaiting Response	

Step 4: The supplier completes and sends back. The status is at **Requires Your Review**

Supplier Check Manager: Completed - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

← Back

Between Dates <input type="text"/>	Supplier All	Completed By All	Status All	Supplier Type All	Filter Clear Filters
<input type="text"/>	Wilful acts of abuse All	Any Sensible animals dragged All			

<input type="checkbox"/>	Date Completed	Supplier	Wilful acts of abuse	Any Sensible animals dragged	Completed By	Shared With	Points (Score Rating)	Respond By Date	Open Issues	Status	
<input type="checkbox"/>	27/04/20 10:42	Meat Supplier	Yes	Yes	Steve Jones	Kevin Smyth	2 (Low)	27/05/2020	1	Requires Your Action	

Step 5: Then refollow steps in 3.4 to confirm when you are happy.

5. COMPLETING A SNAPSHOT REPORT

A snapshot report is a quick report based on questions within the check over all suppliers or specific ones.

Step 1: In the supplier check tool select the options button beside the check, then choose **Completed Snapshot Report**.

Supplier Check Manager

[Supplier Check Templates](#)
[← Received Supplier Checks](#)
[Activity Overview](#)
[Reports](#)
[Admin](#)

Currently viewing **ALL SITES** Supplier Checks [Change Site](#) Viewing 6 results | Page 1 of 1

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed	
<input type="checkbox"/>	02/06/2020 15:36:29	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)	Steve Jones	1 Year	View Completed	
<input type="checkbox"/>	27/04/2020 09:30:55	Supplier Performance Evaluation	Steve Jones	1 Year	View Completed	
<input type="checkbox"/>	20/03/2020 08:48:55	Accident Investigation Report	Steve Jones	1 Year	View Completed	
<input type="checkbox"/>	26/07/2019 15:48:42	Animal Welfare Checklist	Steve Jones	1 Year	View Completed	
<input type="checkbox"/>	27/02/2019 11:34:13	Preliminary procurement assessment	Steve Jones	1 Year	View Completed	
<input type="checkbox"/>	28/11/2018 12:58:50	Supplier Performance Tracker (DR, S)	Steve Jones	1 Year	View Completed	

- View Completed
- Completed Analysis Report
- Completed Snapshot Report**
- Edit Details
- Edit Check Form
- Edit Action Form
- Preview Forms
- View Edit History

25 50 100 | << first < previous next > last >>

Step 2: Choose **All Current Suppliers** or **Filtered Supplier selection**.

Supplier Check Manager

Supplier Check Snapshot - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

[← Back to Templates](#)[Next >](#)

Supplier Options

☐ All Current Suppliers whenever report is run
 ☒ Filtered Supplier selection from current list

 Search your Suppliers...

<input type="checkbox"/>	Supplier Name	3 Selected
<input checked="" type="checkbox"/>	Abattoir 1	
<input checked="" type="checkbox"/>	Abattoir 2	
<input checked="" type="checkbox"/>	Abattoir 3	
<input type="checkbox"/>	Meat Supplier	

[Next >](#)

Step 3: if you select **Filtered supplier selection**, then choose the suppliers. Once done select **Next**.

Supplier Check Manager

Supplier Check Snapshot - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

[← Back to Templates](#)[Next >](#)

Supplier Options

☐ All Current Suppliers whenever report is run
 ☒ Filtered Supplier selection from current list

 Search your Suppliers...

<input type="checkbox"/>	Supplier Name	3 Selected
<input checked="" type="checkbox"/>	Abattoir 1	
<input checked="" type="checkbox"/>	Abattoir 2	
<input checked="" type="checkbox"/>	Abattoir 3	
<input type="checkbox"/>	Meat Supplier	

[Next >](#)

Step 4: Now you select from the details below the parameters for your report.

Supplier Check Manager

Supplier Check Snapshot - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

[← Back to Templates](#)
[Previous](#)
[Next...](#)

Sites ☒ All Available Sites ☐ Specific Sites

Date Filtering ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date ☐ Company Period ☐ Last Period ☐ Current Period

Date Range 01/06/2019 01/06/2020

Report on Field of Type ☒ Numeric ☐ Dropdown ☐ Overall Count

Numeric Field 1.1 Stunning - Stun

Dropdown / Timespan Monthly

Output Type Totals

Charts Type Pie Chart

Legend Percentages ☒ Shown ☐ Hidden

Total/Average per Outcome ☒ Shown ☐ Hidden

Filter By Add

Summarize By Timespans Add

Report Comments

Choose the site (s) you want in the report

Choose the date filtering you want to use

Choose the field type you want to report on

Then choose the field or question

Select the timespan of the report

Then choose the output type between Totals & averages

Then select the chart type you have various options here

Choose show or hide the legend percentage

Choose show or hide the outcome

Here you have options to summarize the report by. Search & select **Add** when done

Here you have options to filter the report by. Search & select **Add** when done

Step 5: Once you have chosen your parameters for the report select **Next**

Supplier Check Manager

Supplier Check Snapshot - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)

[← Back to Templates](#)
[Previous](#)
[Next...](#)

Sites ☒ All Available Sites ☐ Specific Sites

Date Filtering ☒ Date Range ☐ From Set Date ☐ During Set Time Period ☐ Current Year to Date ☐ Company Period ☐ Last Period ☐ Current Period

Date Range

Report on Field of Type ☒ Numeric ☐ Dropdown ☐ Overall Count

Numeric Field

Dropdown / Timespan

Output Type

Charts Type

Legend Percentages ☒ Shown ☐ Hidden

Total/Average per Outcome ☒ Shown ☐ Hidden

Filter By [Add](#)

Summarize By [Add](#)

Report Comments

[Previous](#)
[Next...](#)

Step 6: Your report will show like this below

[Back To...](#) [Amend Parameters](#) [Save Report](#) [Export to PDF](#)

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Snapshot Report

FOODS CONNECTED

Date Range 01/06/2019 to 01/06/2020

Suppliers [Show](#) 3 option(s) selected

Dropdown Field

Overall Total 3

Average Per Outcome 1.5

1.1 Stunning - Stun Failed due to equipment failure [Create Dashboard Widget](#)

Key	Outcome	Total	Percentage
	01/12/19	2	66.67%
	01/04/20	1	33.33%

Total: 3
Average per Outcome: 1.5

Generated by [foodsconnected.com](#)

Step 7: From the report you can create a dashboard widget by selecting **Create Dashboard Widget**. Please see that guide for setup. You can also export to PDF here too.

Back To... Amend Parameters Save Report **Export to PDF**

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Snapshot Report

FOODS CONNECTED

Date Range 01/06/2019 to 01/06/2020

Suppliers Show 3 option(s) selected

Dropdown Field

Overall Total 3

Average Per Outcome 1.5

1.1 Stunning - Stun Failed due to equipment failure **Create Dashboard Widget**

Key	Outcome	Total	Percentage
	01/12/19	2	66.67%
	01/04/20	1	33.33%

Total: 3
Average per Outcome: 1.5

Generated by foodsconnected.com

Step 8: At the top of the page you have further functions

Back To... Amend Parameters Save Report Export to PDF

Main Dashboard
Supplier Check Templates
Saved Reports

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Snapshot Report

FOODS CONNECTED

Date Range 01/06/2019 to 01/06/2020

Suppliers Show 3 option(s) selected

Dropdown Field

Overall Total 3

Average Per Outcome 1.5

1.1 Stunning - Stun Failed due to equipment failure **Create Dashboard Widget**

Key	Outcome	Total	Percentage
	01/12/19	2	66.67%
	01/04/20	1	33.33%

Total: 3
Average per Outcome: 1.5

Generated by foodsconnected.com

When you select **Back To**, **Main Dashboard** takes you to your dashboards. **Supplier Check Templates**, takes you to the Supplier check templates page. **Saved Reports**, takes you to the Reports tab within the supplier check tool.

Step 8 cont:

Back To... Amend Parameters Save Report Export to PDF

Suppliers All Others

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Snapshot Report

Date Range 01/06/2019 to 01/06/2020

Suppliers Show 3 option(s) selected

Dropdown Field

Overall Total 3

Average Per Outcome 1.5

1.1 Stunning - Stun Failed due to equipment failure [Create Dashboard Widget](#)

Key	Outcome	Total	Percentage
	01/12/19	2	66.67%
	01/04/20	1	33.33%

Total: 3
Average per Outcome: 1.5

Generated by foodsconnected.com

When you select **Amend Parameters**, **Suppliers**, takes you back to select different suppliers for the report. **All Others**, takes you to the main reports page to re-select different parameters.

Step 9: You can also save the report by selecting **Save Report**

Back To... Amend Parameters Save Report Export to PDF

Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Snapshot Report

Date Range 01/06/2019 to 01/06/2020

Suppliers Show 3 option(s) selected

Dropdown Field

Overall Total 3

Average Per Outcome 1.5

1.1 Stunning - Stun Failed due to equipment failure [Create Dashboard Widget](#)

Key	Outcome	Total	Percentage
	01/12/19	2	66.67%
	01/04/20	1	33.33%

Total: 3
Average per Outcome: 1.5

Generated by foodsconnected.com

Step 10: Then name the report, select the site it relates too & who can access it. Once done select **Save As**, then **New Report**.

Save Report As...

Report Title:

Report Site:

Report Access Level:

Step 11: Your report is now saved, and you can find that in the reports tab in the Supplier Check Manager.

Supplier Check Manager

Supplier Check Templates ← Received Supplier Checks Activity Overview **Reports** Admin

Site: All Template: All Report Type: All Created By: All

Saved Reports Viewing 1 results

Report Title	Report Type	Site	Template	Access	Creator	Date Created	Modifier	Last Modified	
Name Report	Supplier Check Snapshot	Demo Co (Group)	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)	All Users	Steve Jones	24/06/2020	Steve Jones	24/06/2020	<input type="button" value="Delete"/>

6. COMPLETING AN ANALYSIS REPORT

An analysis report will create charts based on multiple choice questions within the check over all suppliers or specific ones.

Step 1: In the supplier check tool select the options button beside the check, then choose **Completed Analysis Report**.

Supplier Check Manager

Supplier Check Templates ← Received Check Templates Activity Overview Reports Admin

Currently viewing: **ALL SITES** Supplier Checks Viewing 8 results | Page 1 of 1

<input type="checkbox"/>	Last Modified	Title	Created By	Review Frequency	Completed		
<input type="checkbox"/>	21/07/2023 07:47:27	Accident Investigation Report (DR)	Steve Jones	1 Year	View Completed	<input type="button" value="Record New"/>	<input type="button" value="Options"/>
<input type="checkbox"/>	27/06/2023 08:21:27	SDAS - Bord Bia Inspection Prep Checklist (DR)	Steve Jones	1 Year	View Completed	<input type="button" value="Record New"/>	<input type="button" value="Options"/>
<input type="checkbox"/>	27/06/2023 04:52:07	Supplier Performance Evaluation (DR)	Steve Jones	1 Year	View Completed	<input type="button" value="Record New"/>	<input type="button" value="Options"/>
<input type="checkbox"/>	27/06/2023 04:51:54	Animal Welfare Checklist (DR)	Steve Jones	1 Year	View Completed	<input type="button" value="Record New"/>	<input type="button" value="Options"/>
<input type="checkbox"/>	27/06/2023 04:51:44	Food Safety Checklist (DR)	Steve Jones	1 Week	View Completed	<input type="button" value="Record New"/>	<input type="button" value="Options"/>

View Completed
Completed Analysis Report
Completed Snapshot Report

Step 2: Choose **All Current Suppliers** or **Filtered Supplier selection**. If you choose specific suppliers, select them from the list then click on **Next**.

Supplier Check Manager

Supplier Check Analysis - Supplier Performance Evaluation (DR)

[← Back to Supplier Check Templates](#) [Next...](#)

Supplier Options

☒ All Current Suppliers whenever report is run ☐ Filtered Supplier selection from current list

[Next...](#)

Step 3: Choose whether you want to include checks from all sites or specific ones and a date range.

Supplier Check Manager

Supplier Check Analysis - Supplier Performance Evaluation (DR)

[← Back to Supplier Check Templates](#) [Previous](#) [Generate Report](#)
Sites ☒ All Available Sites ☐ Specific Sites

Date Range 12/04/2021 28/06/2023

Fields

 Search Questions...

<input type="checkbox"/> Section	Field	Chart Style
<input type="checkbox"/> 1. Quality	Do they have quality systems in place?	Pie Chart
<input type="checkbox"/> 1. Quality	Do they review their quality systems and often?	Pie Chart
<input type="checkbox"/> 2. Innovation	Do they use innovative equipment on site?	Pie Chart
<input type="checkbox"/> 2. Innovation	Do they use innovative production techniques on site?	Pie Chart

Step 4: Choose which fields you'd like to see a chart for and pick which chart style for each. Then click on **Generate Report** to create the report.

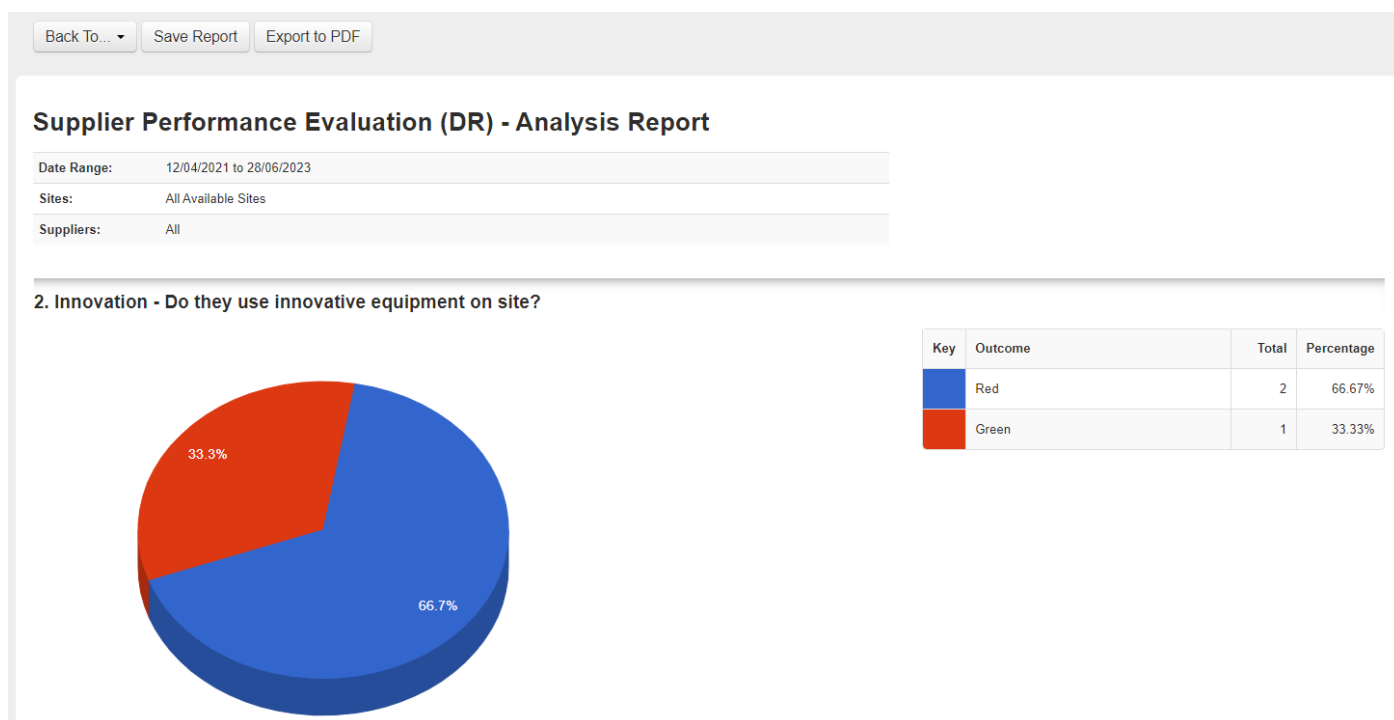
Fields

 Search Questions...

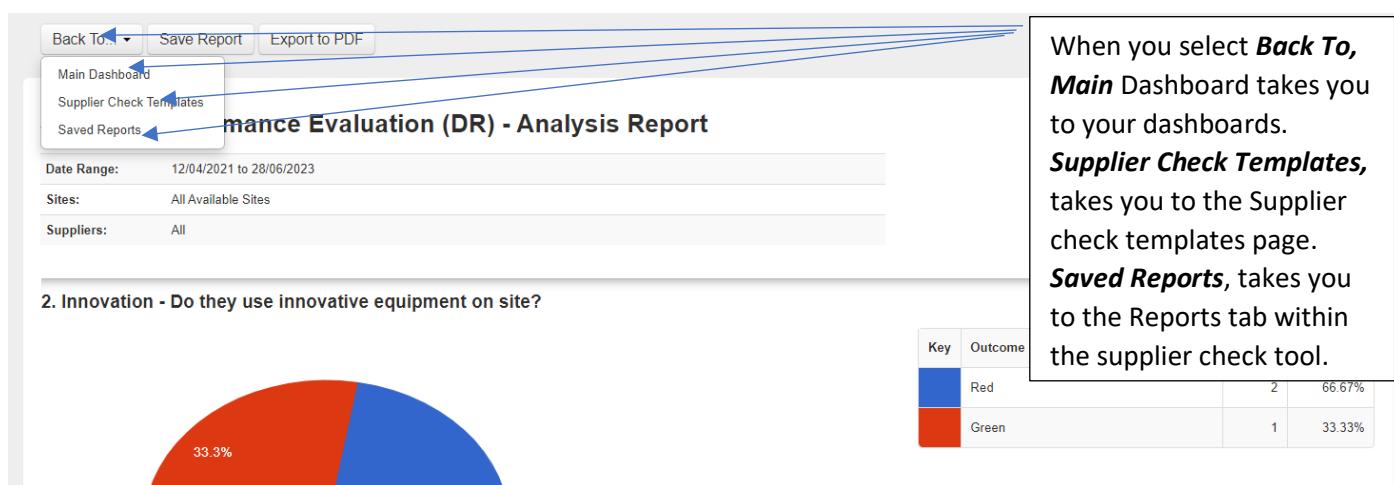
<input type="checkbox"/> Section	Field	Chart Style
<input type="checkbox"/> 1. Quality	Do they have quality systems in place?	Pie Chart
<input type="checkbox"/> 1. Quality	Do they review their quality systems and often?	Pie Chart
<input type="checkbox"/> 2. Innovation	Do they use innovative equipment on site?	Pie Chart
<input type="checkbox"/> 2. Innovation	Do they use innovative production techniques on site?	Pie Chart
<input type="checkbox"/> 2. Innovation	Do they have a budget set for upgrade of equipment?	Pie Chart
<input type="checkbox"/> 3. Value	Does this supplier create value for our products?	Pie Chart
<input type="checkbox"/> 4. Service	Are we getting a good service from the supplier?	Pie Chart
<input type="checkbox"/> 4. Service	Do they offer an integrated supply chain?	Pie Chart

[Previous](#) [Generate Report](#)

Step 5: The report will be created based off the options you've selected.



Step 8: At the top of the page you have further functions.




Step 9: You can also save the report by selecting **Save Report**

Back To... **Save Report** Export to PDF

Supplier Performance Evaluation (DR) - Analysis Report

Date Range: 12/04/2021 to 28/06/2023
 Sites: All Available Sites
 Suppliers: All

2. Innovation - Do they use innovative equipment on site?



Key	Outcome	Total	Percentage
Red	Red	2	66.67%
Green	Green	1	33.33%

Step 10: Then name the report, select the site it relates too & who can access it. Once done select **Save As**, then **New Report**.

Save Report As...

Report Title: Name Report

Report Site: Demo Co (Group)

Report Access Level: All Users

New Report

Save As... Cancel

Step 11: Your report is now saved, and you can find that in the reports tab in the Supplier Check Manager.

Supplier Check Manager

Supplier Check Templates Received Check Templates Activity Overview **Reports** Admin

Site: All Template: All Report Type: All Created By: All Filter Clear Filters

Saved Reports Viewing 11 results

Report Title	Report Type	Site	Template	Access	Creator	Date Created	Modifier	Last Modified	
Do they use innovative equipment on site?	Supplier Check Analysis	Democo (Group)	Supplier Performance Evaluation (DR)	All Users	Bethany McDowell	02/02/2024	Bethany McDowell	02/02/2024	

7. RESPONDING TO A REQUEST FOR A CORRECTIVE ACTION TO A SUPPLIER CHECK

When a customer sends a supplier check to you for a corrective action response, you will receive an email notification and a task on your account.

Step 1: From the **Supplier Approval** menu, click on **Received Supplier Checks** to open a list of all the supplier checks that have been shared with you.

News & Statistics ▾ Supplier Approval ▾ Quality Management ▾ Trading & Planning ▾ More ▾ User 1 ▾

Supplier Check Manager

Supplier Check Templates ← Received Check Templates

You currently do not have 'view all' permissions for the Supplier Check Manager, therefore you can only view and respond to supplier checks that have been sent directly to you. Please request access from a company administrator if required. [Request Access](#)

Customer Tools

- Supplier Questionnaires
- Received Audits
- Received Supplier Checks**
- Received Traceabilities

Supplier Tools

- Linked Customers
- Customer Activity Overview

and respond to supplier checks that have been sent directly to you.

Step 2: The check that requires your response, will have a status of **Requires Your Action** and a blue **Respond** button beside it.

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Currently viewing **ALL SITES** Supplier Checks Change Site Viewing 4 results | Page 1 of 1

Date	Company	Sent By	Sent To	Respond By	Review Frequency	Status		
02/03/2022 15:56:00	Democo	Steve Jones	User 1 Meat Processor	07/04/2022		Requires Your Action	Respond	View
14/12/2021 15:24:00	Democo	Steve Jones	User 1 Meat Processor	14/01/2022		Confirmed	Respond	View

Step 3: To view the check details, click on the **View** button beside the check.

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Step 4: To respond to the check, click on the blue **Respond** button and a page will open with the key check details, along with the fields for you to complete the corrective actions taken.

Supplier Check Manager - Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri) - Corrective Action

[← Back](#)

Date	02/03/2022
Check Name	Animal Welfare Supplier Check (Dr, Frq, S, Ca, Tri)
Sent From	Steve Jones - Democo
Sent To	User 1 Meat Processor - Meat Processor
Status	Requires Your Action

Open Issues

7 Wilful Acts of Abuse - Wilful acts of abuse	
Section	7 Wilful Acts of Abuse
Wilful acts of abuse	Yes

Investigation Details	
Investigation	<div>The new staff members were underqualified. Additional training is provided.</div>

Step 5: Once all the fields have been completed, scroll to the bottom of the page and click on **Save & Send Response** to send the response back to the customer. If you want to save what you have input and come back later to finish it off, you can use the **Save** or **Save & Exit** options.

Cancel

Save ▾

Save

Save & Exit

Save & Send Response

Step 6: If the customer is happy with your response, they will close out the check. If they are not satisfied with your response, they will send it back with a request for more information and you can update your details from the same page.