

SCE/CSAP



IMPORTER USER GUIDE



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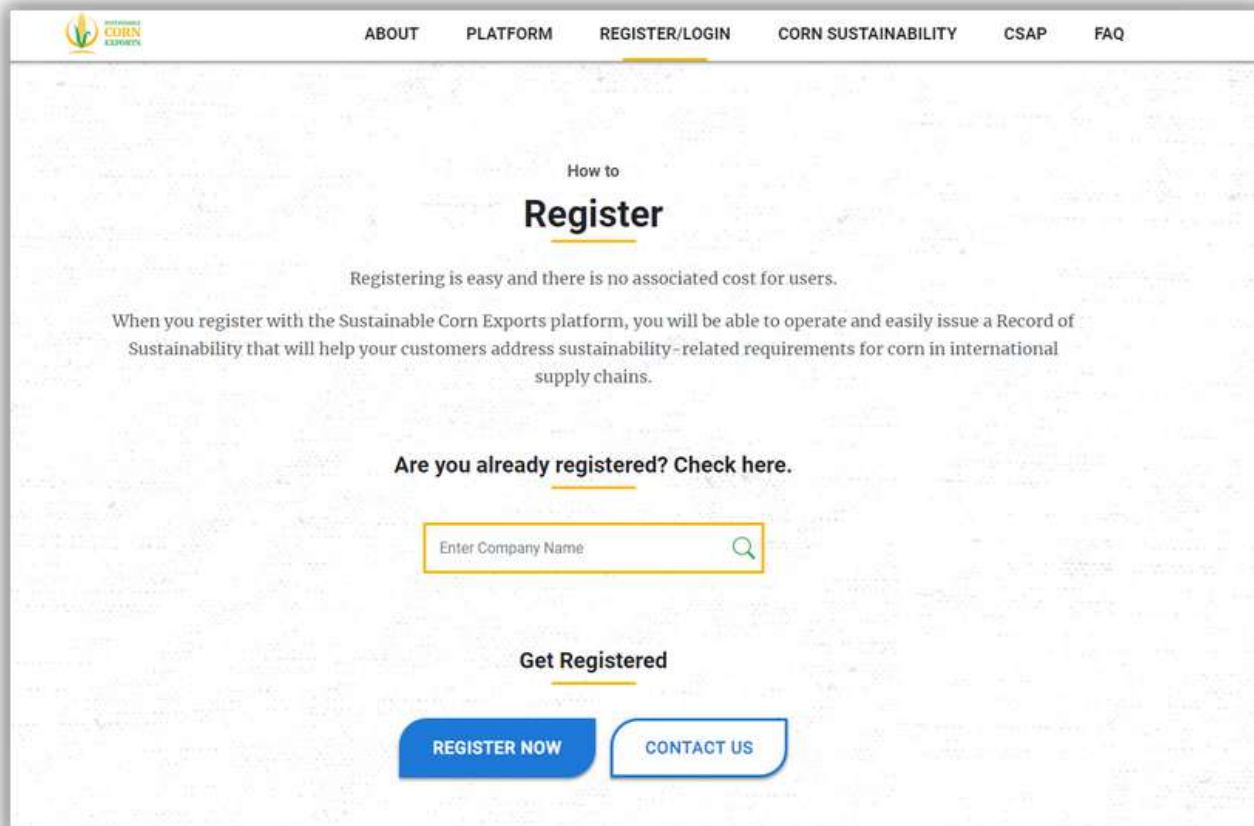


Registering as an Importer



- 01** Navigate to <https://www.sustainablecornexports.org/> and click on the **REGISTER/LOGIN** button located on the Main Menu or click the **FIND OUT HOW TO REGISTER BUTTON** located on the Homepage.

Registering as an Importer



02 Scroll down the Register/Login Page to the Get Registered section and click the **REGISTER NOW** button.

Registering as an Importer

The screenshot shows a registration form titled "Company Information" with a close button (X) in the top right corner. Below the title is a paragraph: "Complete the company registration form below to register your company with the SCE Certification Portal. Your registration will be reviewed by the SCE team prior to providing access to this system. You will receive an email once your account has been successfully activated." The form contains several input fields: "Company Name *" (text), "Primary Phone Number" (text), "Address Line 1 *" (text), "Address Line 2" (text), "City *" (text), "United States" (dropdown menu), "Select State *" (dropdown menu), and "Postal Code *" (text). Below these fields is a "Company Type:" section with three buttons: "Exporter" (highlighted in orange), "Importer" (highlighted in orange), and "Supply Chain" (highlighted in orange). The next section is "Administrator Account" with a paragraph: "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." This section has four input fields: "First Name *" (text), "Last Name *" (text), "Email *" (text), and "Phone Number *" (text). Below this is the "Exporter Agreement" section with a paragraph: "Please click the button below and sign the agreement to indicate that you and your company agree with Exporter Agreement of the SCE Certification Portal." and "Accept SCE Certification Portal Exporter Agreement:". At the bottom of this section is a button labeled "VIEW AND ACCEPT AGREEMENT". At the very bottom of the form is a blue "SUBMIT" button.

03

To register, input your Company Information, including Company Name, Address, City, and State. Each company must have at least one administrator for the system. To create the administrator account, enter details including the First Name, Last Name, Email, and Phone number under Administrator Account. Please ensure that you have selected the correct Company Type upon registering.

Registering as an Importer

04 After providing all the necessary information, please click **SUBMIT**. Upon clicking submit, you'll be prompted to sign the Importer User Agreement. Once completed, an email will be sent to notify U.S.G.C. of the registration.

05 A U.S.G.C. Administrator will approve your account, and you will receive your login credentials via email.





Viewing an ROS Transfer

ROS Number	Product	Weight (Short Tons)	Amount Remaining for Transfer (Short Tons)	Exporter Company	Importer Company	Ship Date	Marketing Year	
AP	White Corn	6,700	0			March 21, 2023	09/01/2022 08/31/2023	View Details View PDF
LP	Dark Golden Feed	5,000	0			March 23, 2023	09/01/2022 08/31/2023	View Details View PDF
EP	White Corn	0	0			March 21, 2023	09/01/2022 08/31/2023	View Details View PDF
EP	White Corn	10	0			March 09, 2023	09/01/2022 08/31/2023	View Details View PDF

01 To view your company's received ROS Transfers, click on the **ROS Transfers** tab on the left side panel

Ship Date	Marketing Year	
March 23, 2023	09/01/2022 08/31/2023	View Details View PDF
March 23, 2023	09/01/2022 08/31/2023	View Details View PDF
March 21, 2023	09/01/2022 08/31/2023	View Details View PDF
March 09, 2023	09/01/2022 08/31/2023	View Details View PDF

02 You can view the ROS's information by clicking either **View Details** or **View PDF**

Viewing an ROS Transfer

ROS Number	
Marketing Year	September 01, 2022 - August 31, 2023
Shipment Date	
Product	Yellow Corn
Shipment Weight	0.250 MT
Importer Company	
Vessel, Carrier Name, or Shipment Identifier	Text
Destination Country	
Destination (Territory/State)	Text
Port of Export/Shipment Location	Text
Contract Reference	
Notes	

01 Example of clicking **View Details**.

RECORD OF SUSTAINABILITY

MARKETING YEAR
2022 - 2023

SHIPMENT DATE

PRODUCT
YELLOW CORN

SHIPMENT WEIGHT (METRIC TONS)
0.25

EXPORTER COMPANY

BOL NUMBER
4Y

VESSEL/CARRIER NAME/SHIPMENT IDENTIFIER
TEXT

DESTINATION COUNTRY
COLOMBIA

DESTINATION
TEXT

PORT OF EXPORT/SHIPMENT LOCATION
TEXT

IMPORTER COMPANY

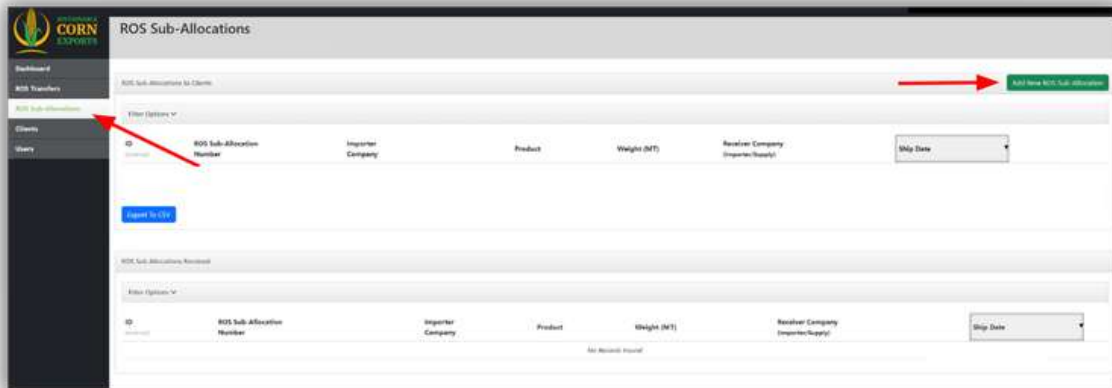
SCE has validated that the volumes of U.S. corn associated to this shipment are part of the total allocation of sustainable U.S. corn volumes for the Marketing Year in reference, as defined by the U.S. Grains Council in the Corn Sustainability Assurance Protocol (CSAP), using a mass balance accounting approach.

Cary Sifferath
Cary Sifferath, SCE President

02 When **View PDF** is clicked, you can view a printable ROS document.



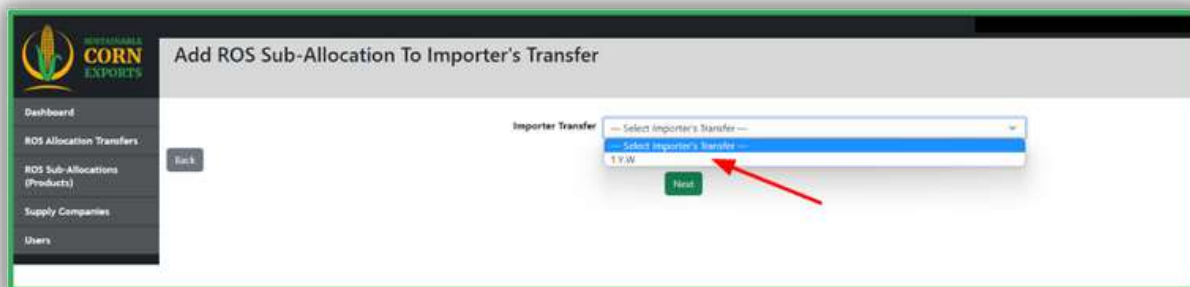
Creating an ROS Sub-Allocation



01 To create a new ROS Sub-Allocation, click on the **ROS Sub-Allocations** tab.

02 Click the **Add New ROS Sub-Allocation** button.

Creating an ROS Sub-Allocation



03 Select the **ROS Allocation Transfer** that you wish to sub-allocate and click **Next**

03A
Select the **Receiver Company** that you will be shipping

Note: The Receiver Company has to be registered in the system in order for you to sub-allocate a product to them.

03B
Select the **Processing Type*** and verify the **Product****

*Note: Only if ROS Product is White or Yellow Corn

**Note: Only one product can be sub-allocated at a time.

03C
Enter the **Shipment Weight and Date**

03D
Enter **Vessel, Carrier Name, or the Shipment Identifier**

Creating an ROS Sub-Allocation

03

03E
Select the
Destination Country

03F
Enter the
Destination
Territory/State

03G
Enter the Port of
Export/Shipment
Location

03H Optional
Enter the Contract
Reference

03I Optional
Enter any Notes

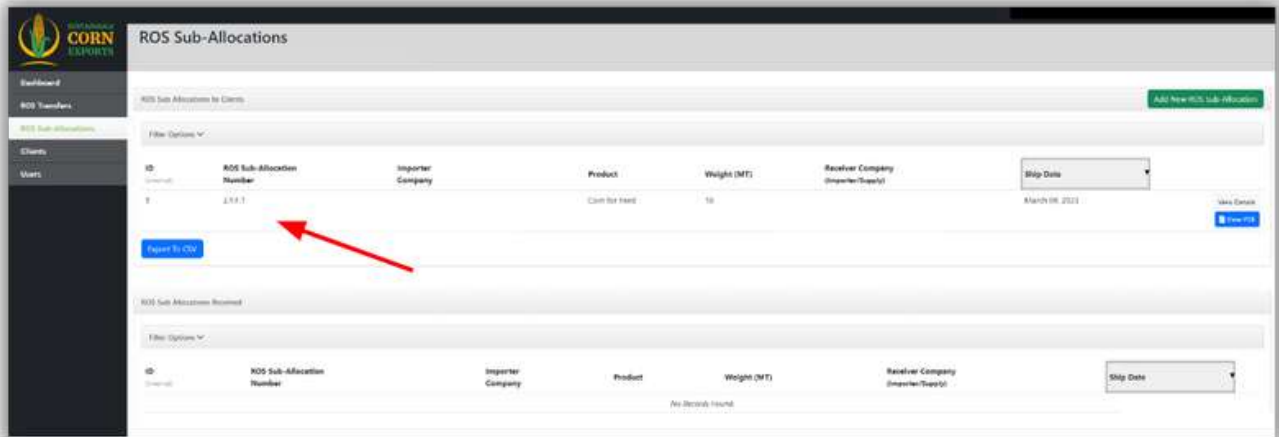
03J
Click the **Continue**
button.

The screenshot shows a web form titled "Add ROS Sub-Allocation". The form contains the following fields:

- Importer Transfer (ROS Transfer)
- Receiver Company (Importer/Supplier) - dropdown menu
- Product - dropdown menu
- Shipment Weight (metric tons) - text input
- Shipment Date - text input
- Vessel, Carrier Name, or Shipment Identifier (maximum length: 30 characters) - text input
- Destination Country - dropdown menu
- Destination (Territory/State) - text input
- Port of Export/Shipment Location (maximum length: 30 characters) - text input
- Contract Reference - text input
- Notes - text input

At the bottom left, there is a "Back" button, and at the bottom right, there is a green "Continue" button.

Creating an ROS Sub-Allocation



04 Upon clicking the Continue button, you will now see that your ROS Sub-Allocation has been created with all of the relevant information.



Given the growing importance of sustainability across global supply chains, the Sustainable Corn Exports (SCE) platform seeks to address the need to provide a better understanding of the production practices associated to U.S. corn. The SCE platform allows corn buyers in international markets to receive documentation linking their shipments to the records of sustainable corn produced in the United States under the framework of the Corn Sustainability Assurance Protocol.

The records of sustainability issued by Sustainable Corn Exports aim to help exporters and importers of U.S. corn to comply with existing and future international sustainability requirements and procurement guidelines.

We thank you for your continued support in our efforts.

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