

SCE/CSAP



SUSTAINABLE
CORN
EXPORTS

SUPPLY CHAIN USER GUIDE





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Registering as a Supply Chain User

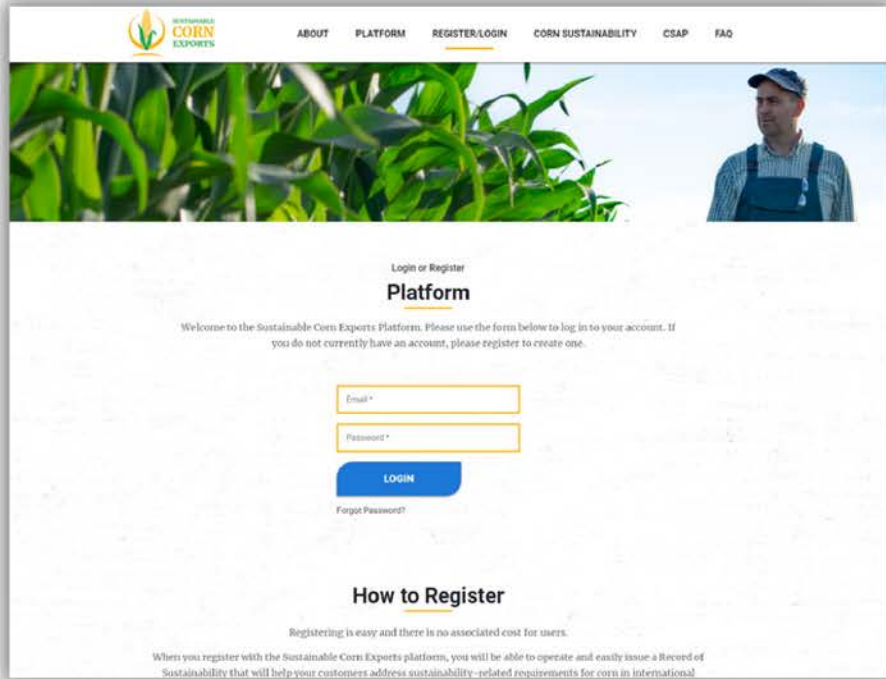


01

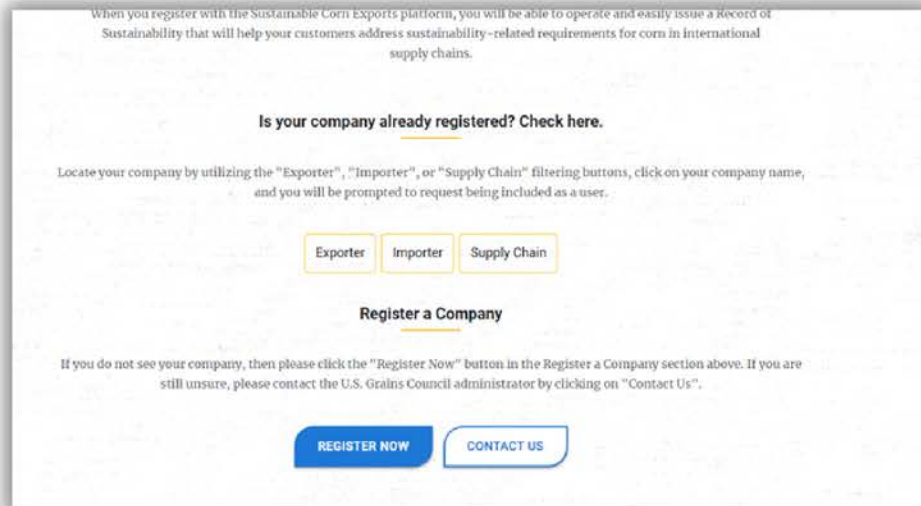
Navigate to <https://www.sustainablecornexports.org/> and click on the '**REGISTER/LOGIN**' button located on the Main Menu or click the '**Find Out How to Register**' located on the Homepage.



Registering as a Supply Chain User



02 Scroll down the '**REGISTER/LOGIN**' page to the **Get Registered** section and click the **REGISTER NOW** button.





Registering as a Supply Chain User

The screenshot shows a registration form titled "Company Information" and "Administrator Account".

Company Information

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.

Fields include:

- Company Name *
- Primary Phone Number
- Address Line 1 *
- Address Line 2
- City *
- United States (dropdown)
- Select State *
- Postal Code *

Company Type:

Buttons: **Exposer**, **Importer**, **Supply Chain** (selected)

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.

Fields include:

- First Name *
- Last Name *
- Email *
- Phone Number *

User Agreement

Please click the button below and sign the agreement to indicate that you and your company agree with User Agreement of the SCE Certification Portal.

Accept SCE Web Platform User Agreement:

[VIEW AND ACCEPT AGREEMENT](#)

SUBMIT

03

To register, input your company information, including 'Company Name', 'Address', 'City', and 'State'. Select **Supply Chain** as the company type. 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 the Administrator Account. Please ensure that you have selected the correct company type upon registering.



Registering as a Supply Chain User

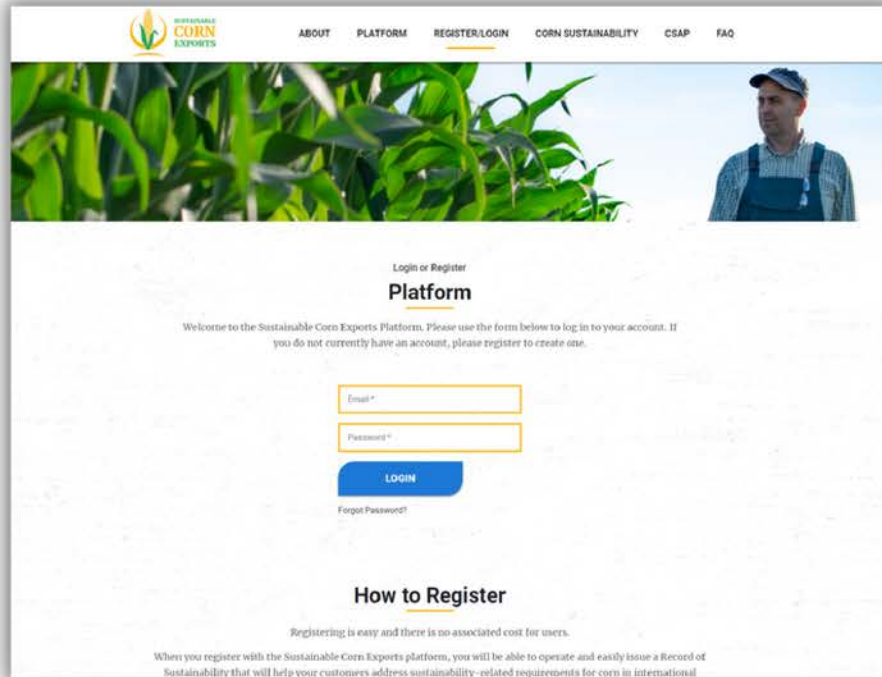
04 After providing all the necessary information, please click **SUBMIT**. Upon clicking submit, you'll be prompted to sign the User Agreement. Once completed, an email will be sent to notify USGC of the registration.

05 A USGC Administrator will approve your account, and you will receive your login credentials via email.



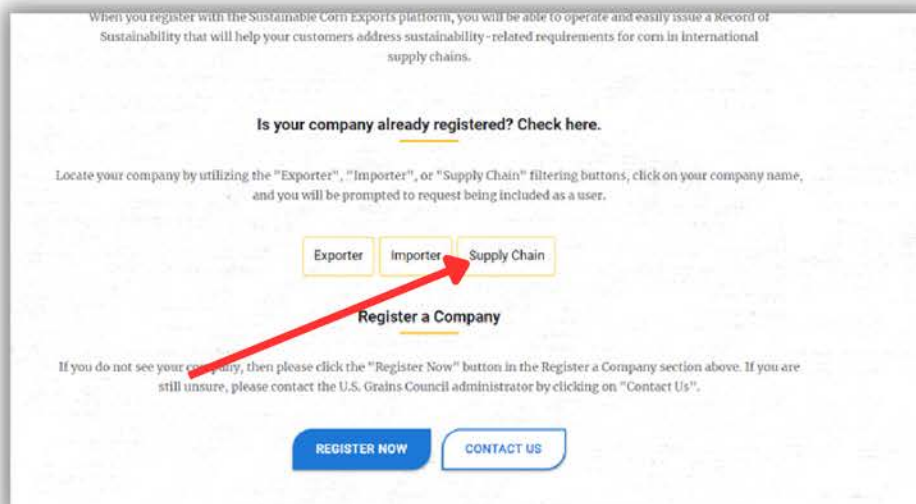


Registering as a Supply Chain User under an Existing Company



01

Navigate to the '**REGISTER/LOGIN**' page and scroll down to the “Is your company already registered? Check here.” Click **Supply Chain**, locate your company, and select it.





Registering as a Supply Chain User under an Existing Company

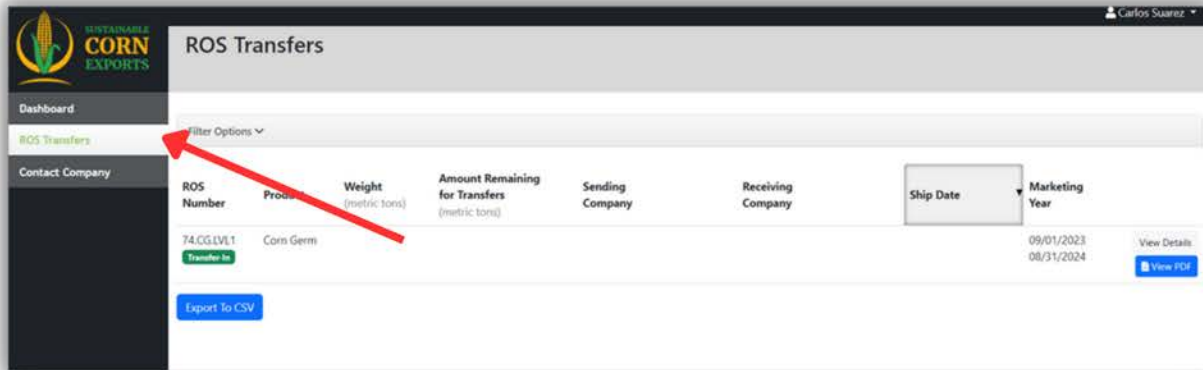
The screenshot shows a web form titled "Account Contact". It includes several input fields: "First Name", "Last Name", "Email", and "Phone". There is also a larger "Message" text area. To the right of the form, there is pre-filled contact information: "Address: 20 F Street NW Suite 900, Washington D.C., 20001", "Phone: 202.789.0789", and "Support: sustainablecom@grains.org". At the bottom left, there is a section for "Requesting Admin Access" with radio buttons for "Yes" and "No" (selected). A blue "SUBMIT" button is located at the bottom center.

02 To register as a user for your existing company, provide your First Name, Last Name, Email, Phone Number, and a Message if necessary. Select if you are requesting to have Admin Access. If you do not know, please select “No”. This can be adjust at a later date if needed.

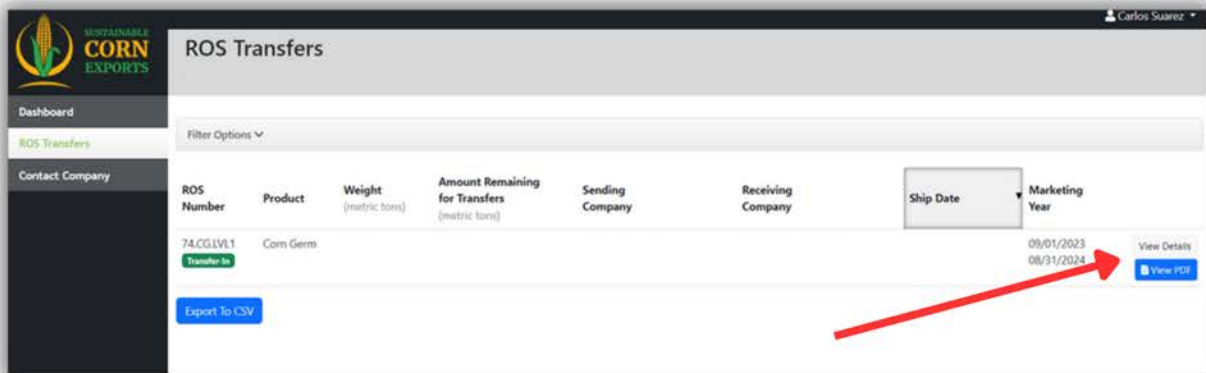
03 After providing all the necessary information, please click **SUBMIT**. Upon clicking submit, a notification email will be sent to the Administrator of your company’s account for them to approve you as a user.



Viewing a Received ROS Transfer



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



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



Viewing a Received ROS Transfer

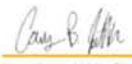
ROS Number	
Marketing Year	September 01, 2022 - August 31, 2023
Shipment Date	
Product	Yellow Corn
Shipment Weight	0.250 MT
Importer Company	
Vessel, Carrier Name, or Shipment Identifier	Text
Destination Country	
Destination (Territory/State)	Text
Port of Export/Shipment Location	Text
Contract Reference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

01 Example of clicking **View Details**.

RECORD OF SUSTAINABILITY

MARKETING YEAR	2022 - 2023	VESSEL/CARRIER NAME/SHIPMENT IDENTIFIER	TEXT
SHIPMENT DATE		DESTINATION COUNTRY	COLOMBIA
PRODUCT	YELLOW CORN	DESTINATION	TEXT
SHIPMENT WEIGHT (METRIC TONS)	0.25	PORT OF EXPORT/SHIPMENT LOCATION	TEXT
EXPORTER COMPANY		IMPORTER COMPANY	
ROS NUMBER	ALT		

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, SCE President

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



Managing Your Company



01 To add, remove, or edit User Details, click **Manage My Company**



02 Here you will see the list of users for your company. If you wish to proactively add an additional user to your company, click **+ Add New Company User**



Managing Your Company

First Name

Last Name

Email

Phone

Approved Signatory

Receive Emails

Type/Role

Status

03 Provide the new User's 'First Name', 'Last Name', 'Email', 'Phone Number', select if the User is an 'Approved Signatory', if the User should receive emails from the SCE Platform, and then select the Type/Role. Leave Status as **Active**.

04 Upon clicking **Create**, the new User will receive an email from the SCE Platform prompting them to complete their registration by logging in.



Managing Your Company

Name ▲	Email ▲	Phone ▲	Type/Role ▲	Country ▲	Status ▲	
Carlos Suarez			Importer Admin		Active	Edit

05 To edit a User's information, click the **Edit** button.

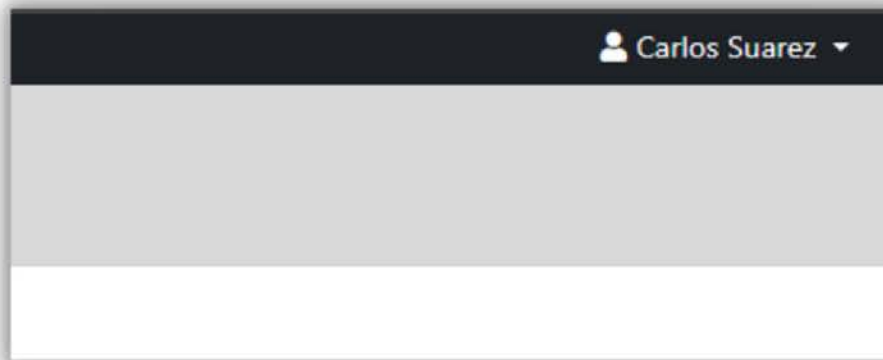
NOTE: This can also be done by accessing the My Profile in the dropdown in the top right of the screen by your Username (not displayed here and demonstrated in the Managing your User Profile Section)

First Name	<input type="text" value="Carlos"/>
Last Name	<input type="text" value="Suarez"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Approved Signatory	<input checked="" type="checkbox"/>
Receive Emails	<input checked="" type="checkbox"/>
Type/Role	<input type="text" value="Supply Admin"/>
Status	<input type="text" value="Active"/>

06 Here you can update the 'First Name', 'Last Name', 'Email', 'Phone', whether the user is an 'Approved Signatory' and/or Receives Emails, the Type/Role, and the User's Status. Once complete with editing, click the **Update** button.

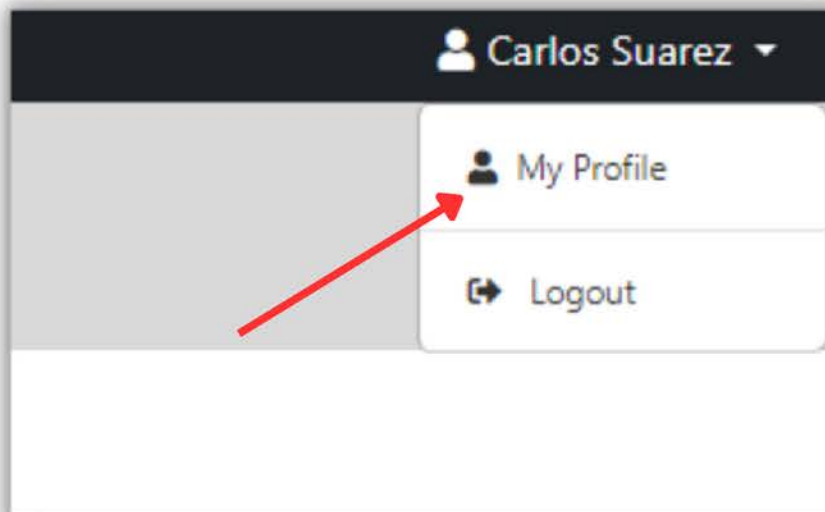


Managing Your User Profile



01

To manage your User Profile, begin by locating the profile drop-down menu located at the top right of the screen. Click the down arrow and a menu will appear. Click **My Profile** as demonstrated below.





Managing Your User Profile

Profile Settings
Your email address is your user login.
Note: Changing your email address (login) expires your current session and you will be logged out automatically.

Email

First Name

Last Name

Phone

Receive Emails

[Update](#)

02 After clicking **My Profile**, you will be presented with the above screen. You can adjust your 'Email', 'First Name', 'Last Name', 'Phone Number', and whether or not you receive emails from the SCE Platform. Click **Update** upon completing edits.

Company Details

Company ID	10004
Company Name	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
Country*	<input type="text"/>
State or Province	<input type="text"/>
Postal Code*	<input type="text"/>
Phone	<input type="text"/>

03 Clicking **Company Details** allows you to see your company's information as registered. If changes need to be made to this, please contact the USGC Admin. This is for reference only.



Managing Your User Profile

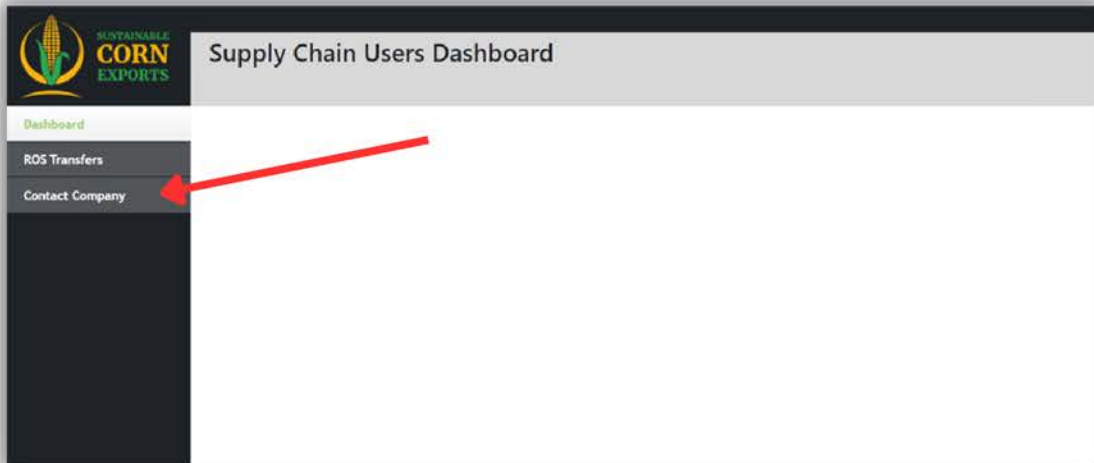
The screenshot shows a user profile management interface. On the left, there is a navigation menu with three items: 'My Profile', 'Company Details', and 'Change Password'. The 'Change Password' item is highlighted with a blue bar. The main content area is titled 'Change Your Password' and includes a note: 'Passwords must contain at least 6 characters.' Below this, there are three input fields labeled 'Old Password', 'New Password', and 'New Password Confirm'. A green 'Change' button is located at the bottom right of the form.

03

If a password reset is needed, you can change your User Profile password by clicking **Change Password**. Click the **Update** button once you have entered the new password.



Contacting a Company



01

If you need to get in contact with another Company regarding an issue with a Record of Sustainability, you may contact them by utilizing the **Contact Company** button to find the Company's contact information.

Name	Type	Country	
Taiwan Commodity Purchasing Group	importer	Taiwan	View
Carlos Export Company	exporter	United States	View
Send a message to Carlos Export Company:			
Carlos Suarez - Exporter Admin			
Carlos Import Company	importer	Hong Kong	View
Matadero Central SA (MACESA)	importer	Nicaragua	View
Agromercados de la Garza	importer	Mexico	View
Fwusow Industry Co., Ltd.	importer	Taiwan	View
Imporagri	importer	Mexico	View
The DeLong Co., Inc.	exporter	United States	View

02

Clicking a Company's row will allow you the ability to email the Company's Administrator by clicking the envelop button. To verify the Company's details, click the **View** button.



Contacting USGC



01

To contact USGC Administrators regarding questions about the SCE Platform, or any other questions, please click the **Contact USGC** button at the bottom left of the screen.

A screenshot of a 'Contact Us' form. The form has a grey header with the text 'Contact Us'. Below the header are four input fields: 'First Name', 'Last Name', 'Email', and 'Phone'. Below these fields is a large text area for 'Message'. At the bottom left of the form is a blue button with the text 'SEND MESSAGE'.

02

Upon clicking the **Contact USGC**, you'll be presented with the above contact form. Complete the form and click the **Send Message** button.



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.

Contact

U.S. Grains Council
20 F Street NW Suite 900
Washington D.C., 20001
202.789.0789

www.sustainablecornexports.org 

sustainablecorn@grains.org 