

SCE/CSAP



EXPORTER USER GUIDE





USER PROFILES

An Exporter accounts is for a company that ships U.S. corn and corn co-products from the United States to international markets. In our system, Exporter accounts can issue shipment-specific Records of Sustainability (ROS), where the volume associated to each ROS will draw down from the Marketing Year volume allocation that each Exporter must request after registering on the system. The system currently allows for the issuance of ROS for yellow corn, white corn, corn gluten meal, corn gluten feed, Distiller's Dried Grains with Soluble (DDGS) and high protein DDGS.

An Importer account is for a company that is directly or indirectly buying U.S. corn and corn co-products in an international market. Importers receive shipment-specific Records of Sustainability from Exporters, who make them available through the SCE web platform. Importers can download their ROS from the platform and further create suballocations within their Records of Sustainability. The platform allows importers to suballocate one ROS to various customers, and even allows for co-product suballocation when corn has been wet or dry milled. Importer accounts also have the option to be suballocated product volumes like supply chain users, so choose this profile if you are or may act as an Importer and/or supply chain user.

Supply chain user accounts are for companies that will be suballocated specific volumes of corn or corn co-products by importers. These users will be able to use the platform to access the various Records of Sustainability that reflect the volumes suballocated to them through their purchases. Choose this account if you do not directly or indirectly import corn or corn co-products, but purchase them through an importer who will provide you with a suballocation from their Records of Sustainability.

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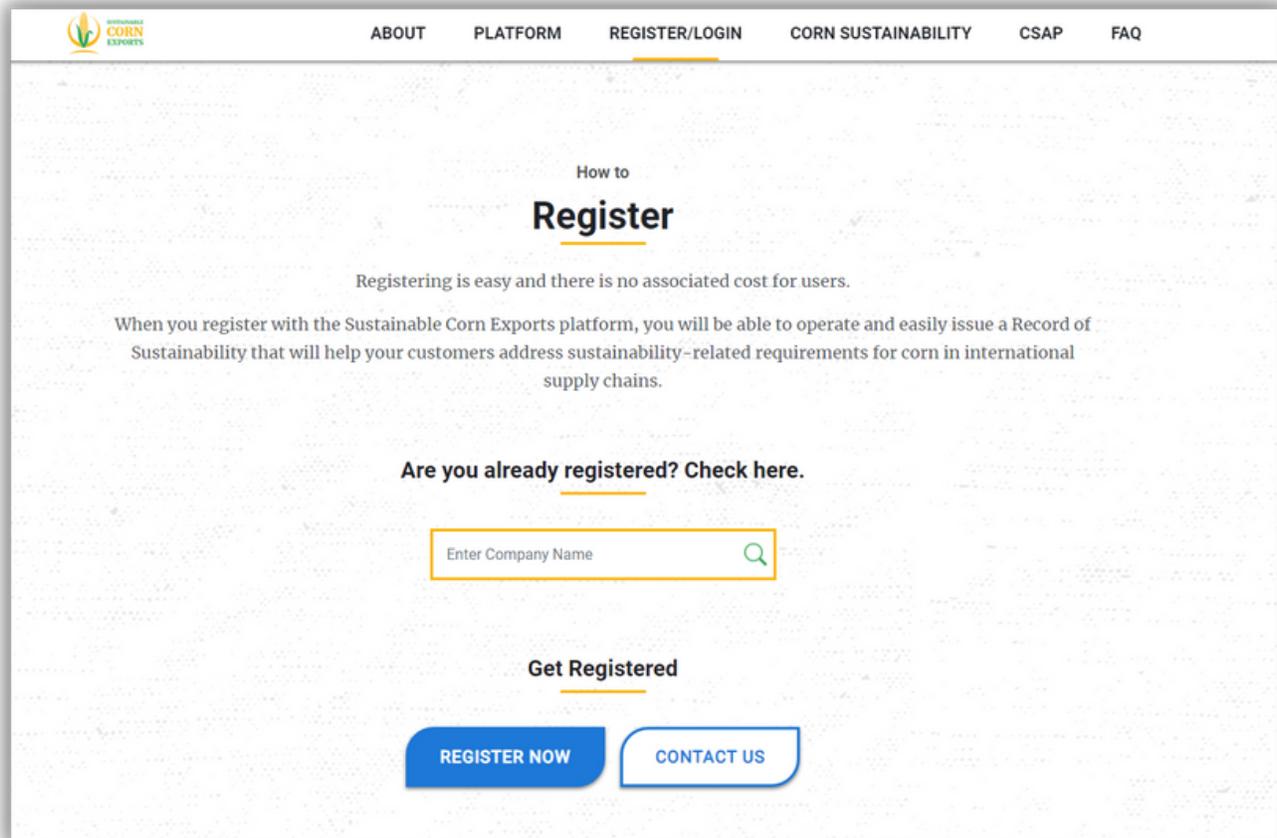


Registering as an Exporter



- 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 Exporter



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

Registering as an Exporter

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 of instructions: "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 *", "Primary Phone Number", "Address Line 1 *", "Address Line 2", "City *", "United States" (a dropdown menu), "Select State *" (a dropdown menu), and "Postal Code *". Below these fields is a "Company Type:" section with three radio buttons: "Exporter" (which is selected), "Importer", and "Supply Chain". The next section is "Administrator Account", with instructions: "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 includes fields for "First Name *", "Last Name *", "Email *", and "Phone Number *". The "Exporter Agreement" section follows, with instructions: "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." Below this is a link: "Accept SCE Certification Portal Exporter Agreement: VIEW AND ACCEPT AGREEMENT". At the 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 Exporter

04 After providing all the necessary information, please click **SUBMIT**. Upon clicking submit, you'll be prompted to sign the Exporter 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.





Requesting a Company Sustainable Corn Allocation for the Marketing Year

Company Allocations

Allocation History

Marketing Year	Company MY Allocation	Total Shipped Allocation	Remaining Company Allocation	Notes

Currently Pending Company Allocation Requests

Marketing Year	Company MY Allocation	Notes

[Request New Company Allocation](#)

No Pending Company Allocations found

01

To add a ROS Transfer, click on the **ROS Transfers** tab on the left side panel and click the **Add New ROS Transfer**.

Requesting a Company Sustainable Corn Allocation for the Marketing Year

02 After clicking the Request New Company Allocation:

02A

Select the current marketing year under the **Allocation Period**.

02B

Insert the **Total Allocation Requested***.

02C

Include any notes in the **Notes** field.

02D

Click the **Request Company Allocation Button**.

02E

You will then see your allocation request in the **Currently Pending Company Allocation Requests** section.

02F

The U.S.G.C. Admin will then approve, modify, or reject the allocation, and you will receive an email notification.

**Note: Allocations should be requested for the total allocation amount for the specified marketing year, not an incremental amount. The total allocation cannot exceed the Global Sustainable Allocation for that marketing year.*

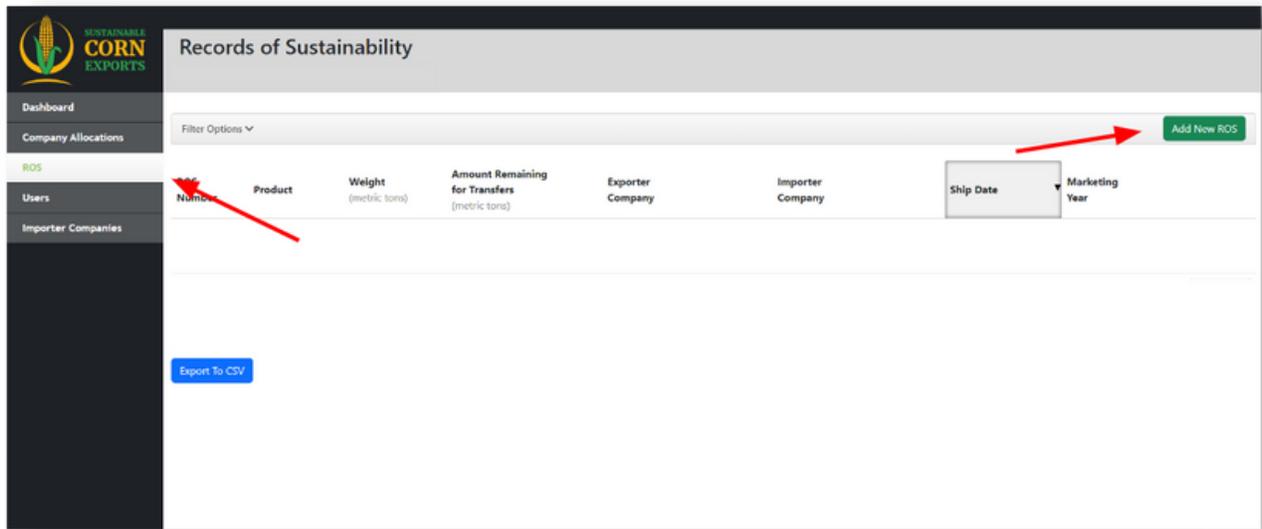
Requesting a Company Sustainable Corn Allocation for the Marketing Year

03 Once a Company Allocation has been approved, you can now create a Record of Sustainability.

04 The Active MY Statistics on the Exporter Dashboard will now reflect that you have a specified Company Allocation amount represented by a green bar.



Creating a Record of Sustainability



01 To create a ROS, click on the **ROS** tab and then Click the **Add New ROS** button

Creating a Record of Sustainability

The screenshot shows a web form for creating a Record of Sustainability (ROS). The form includes the following fields and options:

- Marketing Year:** A dropdown menu with the selected value "September 01, 2022 - August 31, 2023".
- Shipment Date:** An empty text input field.
- Product:** A dropdown menu with the selected value "— Select Product —".
- Product Has Special Attributes:** A checkbox that is currently unchecked. Below it is a disclaimer: "The United States Grains Council does not verify the Special Attributes described by the exporter. The veracity of these claims is the sole responsibility of the exporter, and the United States Grains Council shall not be held liable for their fulfillment or in any other way."
- Shipment Weight (metric tons):** A text input field containing the number "0". Below it is a warning icon and text: "Select a product to see available input weight."
- Importer Company:** A dropdown menu with the selected value "— Select Company —".
- Vessel, Carrier Name, or Shipment Identifier:** A text input field with a note below it: "(maximum length = 30 characters)".
- Destination Country:** A dropdown menu with the selected value "— Select Country —".
- Destination (Territory/State):** A text input field.
- Port of Export/Shipment Location:** A text input field with a note below it: "(maximum length = 60 characters)".
- Contract Reference:** A text input field.
- Notes:** A text area for additional information.
- Continue:** A green button at the bottom center of the form.

02 After clicking **Add New ROS** button.

02A

Select the **Marketing Year**.

02B

Enter the **Shipment Date**.

02C

Select the **Product** that you will be shipping*.

02D

Select the **Importer Company** who will be receiving the shipment**.

*Note: Only one product can be selected per ROS

**Note: Only one Importer Company can receive the ROS

Creating a Record of Sustainability

02E

Enter the **Vessel, Carrier Name, or Shipment Identifier**.

02F

Select the **Destination Country**.

02G

Enter the **Destination Territory/State**.

02H

Enter the **Port of Export/Shipment Location**.

02I

Optional: Enter the **Contract Reference** and any **Notes**.

02J

Click the **Continue** button.

The screenshot shows a web form with the following fields and values:

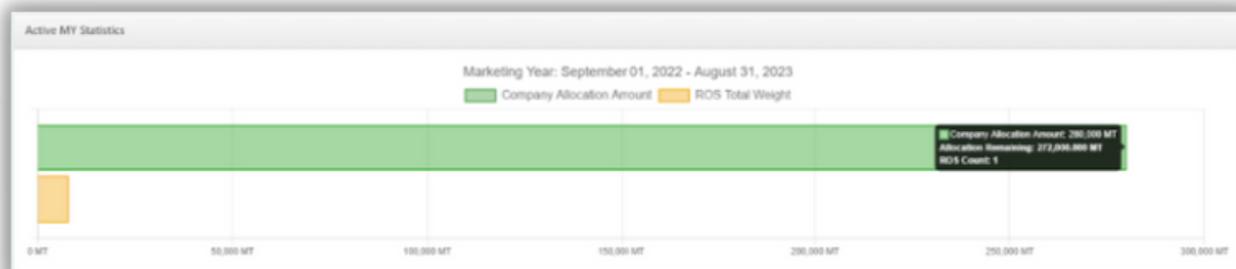
Marketing Year	September 01, 2022 - August 31, 2023
Shipment Date	January 3, 2023
Product	White Corn
Shipment Weight	8,000,000 MT
Importer Company	
Vessel, Carrier Name, or Shipment Identifier	Santa Maria
Destination Country	Spain
Destination	Example
Port of Export/Shipment Location	Example
Contract Reference	Jane Joe
Notes	

At the bottom left is a "Back" button and at the bottom right is a "Create" button.

03

After clicking the **Continue** button, you must validate the ROS information. If all the information is correct, click the **Create** button.

Creating an ROS Sub-Allocation



04

The Active MY Statistics on the Exporter Dashboard will now reflect the ROS creation by displaying the ROS Total Weight utilized, represented by a yellow bar. This information is automatically updated with each new ROS created.

The 'Records of Sustainability' table shows a new entry for ROS Number 3.W, Product White Corn, Weight 5 metric tons, and Amount Remaining for Transfers 5 metric tons. The entry is dated March 21, 2023, for the Marketing Year 09/01/2022 to 08/31/2023. Red arrows point to the 'Filter Options' dropdown and the 'White Corn' product name.

ROS Number	Product	Weight (metric tons)	Amount Remaining for Transfers (metric tons)	Exporter Company	Importer Company	Ship Date	Marketing Year	
3.W	White Corn	5	5			March 21, 2023	09/01/2022 08/31/2023	View Details View PDF

05

ROS creation will be reflected by an entry on the **Records of Sustainability** table within the ROS tab.



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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