

SCE/CSAP



# IMPORTER 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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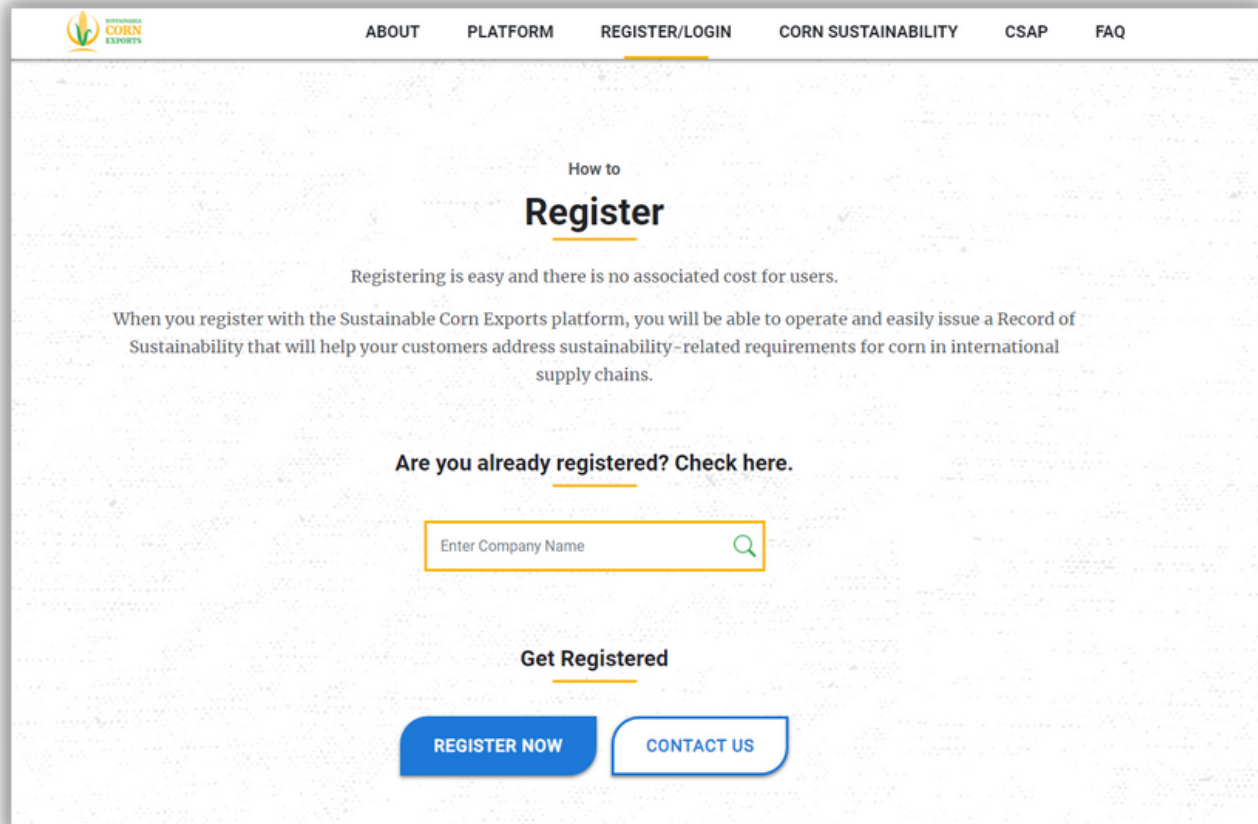


# Registering as an Importer



**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



The screenshot shows the 'How to Register' page on the Sustainable Corn Exports website. The page has a navigation bar at the top with links: ABOUT, PLATFORM, REGISTER/LOGIN (highlighted), CORN SUSTAINABILITY, CSAP, and FAQ. The main heading is 'How to Register'. Below it, a paragraph states: 'Registering is easy and there is no associated cost for users. When you register with the Sustainable Corn Exports platform, you will be able to operate and easily issue a Record of Sustainability that will help your customers address sustainability-related requirements for corn in international supply chains.' Below this, a link says 'Are you already registered? Check here.' followed by a search bar with the placeholder text 'Enter Company Name' and a magnifying glass icon. At the bottom, there is a section titled 'Get Registered' with two buttons: 'REGISTER NOW' (in blue) and 'CONTACT US' (in white with a blue border).

**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 web 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", and "Supply Chain". Underneath is the "Administrator Account" section 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 includes fields for "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 link "VIEW AND ACCEPT AGREEMENT" with a magnifying glass icon. 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 (metric tons)	Amount Remaining for Transfers (metric tons)	Exporter Company	Importer Company	Ship Date	Marketing Year	
AY	Yellow Corn	6,750	0			March 23, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>
SJ	Corn Gluten Feed	0.055	0			March 23, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>
ZW	White Corn	5	5			March 21, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>
ZY	Yellow Corn <small>Non-GMO Organic and processed</small>	10	0			March 09, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>

**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	<a href="#">View Details</a> <a href="#">View PDF</a>
March 23, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>
March 21, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>
March 09, 2023	09/01/2022 08/31/2023	<a href="#">View Details</a> <a href="#">View PDF</a>

**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	Test
Destination Country	
Destination (Territory/State)	Test
Port of Export/Shipment Location	Test
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

ROS NUMBER  
4.Y


VESEL/CARRIER NAME/SHIPMENT IDENTIFIER  
TEST


DESTINATION COUNTRY  
COLOMBIA

DESTINATION  
TEST

PORT OF EXPORT/SHIPMENT LOCATION  
TEST

IMPORTER COMPANY

SUSTAINABLE  
CORN  
EXPORTS

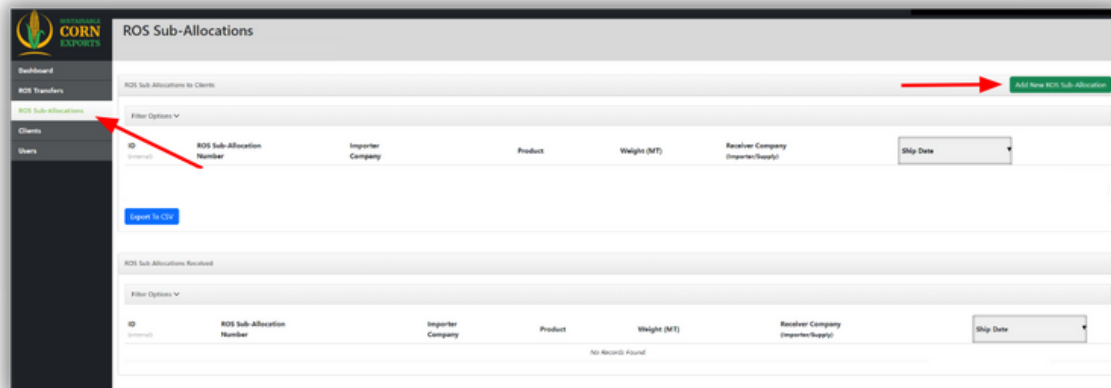
  
Cary Sifferath, SCE President

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.

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



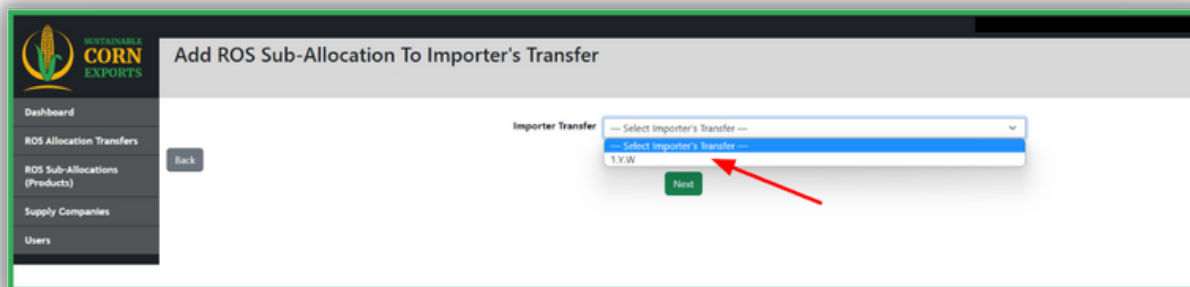
# Creating an ROS Sub-Allocation



**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



The screenshot shows a web application interface for 'Sustainable CORN EXPORTS'. The main heading is 'Add ROS Sub-Allocation To Importer's Transfer'. On the left is a sidebar menu with options: Dashboard, ROS Allocation Transfers, ROS Sub-Allocations (Products), Supply Companies, and Users. The 'ROS Allocation Transfers' option is highlighted. Below the heading, there is a 'Back' button and a section labeled 'Importer Transfer'. This section contains a dropdown menu with the text 'Select Importer's Transfer' and a list of options, including '1.Y.W.'. A red arrow points to a green 'Next' button located below the dropdown menu.

**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.

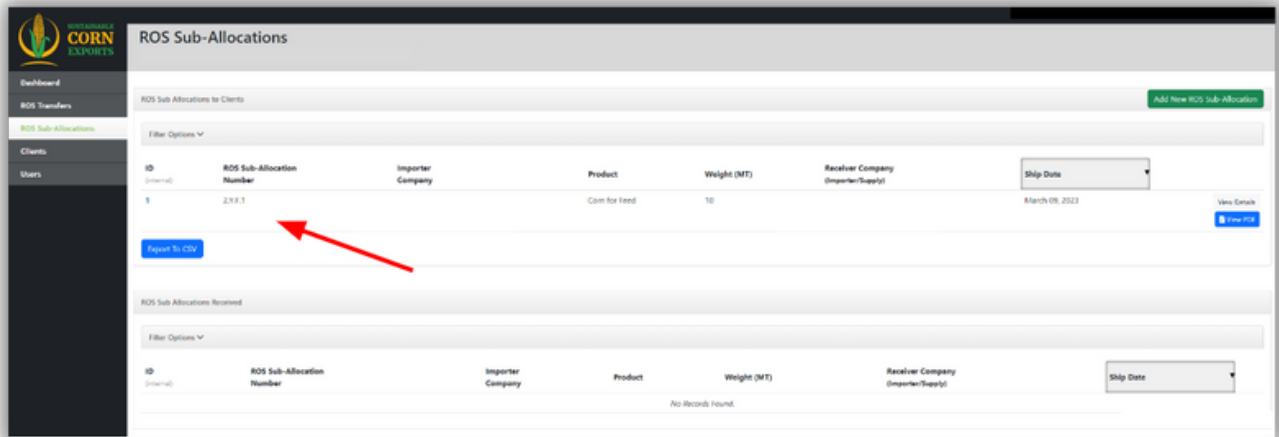
The screenshot shows a web form titled "Add ROS Sub-Allocation". The form contains the following fields:

- Importer Transfer (ROS Transfer)**
  - Receiver Company (Importer/Supply):** A dropdown menu with the text "Select Company".
  - Product:** A dropdown menu with the text "Select Product".
- Shipment Weight (metric ton):** A text input field with the value "0".
- Shipment Date:** A text input field.
- Vessel, Carrier Name, or Shipment Identifier (maximum length: 30 characters):** A text input field.
- Destination Country:** A dropdown menu with the text "Select Country".
- Destination (Territory/State):** A text input field.
- Port of Export/Shipment Location (maximum length: 60 characters):** A text input field.
- Contract Reference:** A text input field.
- Notes:** A text input field.

At the bottom left of the form is a "Back" button, and at the bottom right 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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## **Contact**

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