

SCE/CSAP



SUSTAINABLE
CORN
EXPORTS

EXPORTER USER GUIDE





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Registering as an Exporter

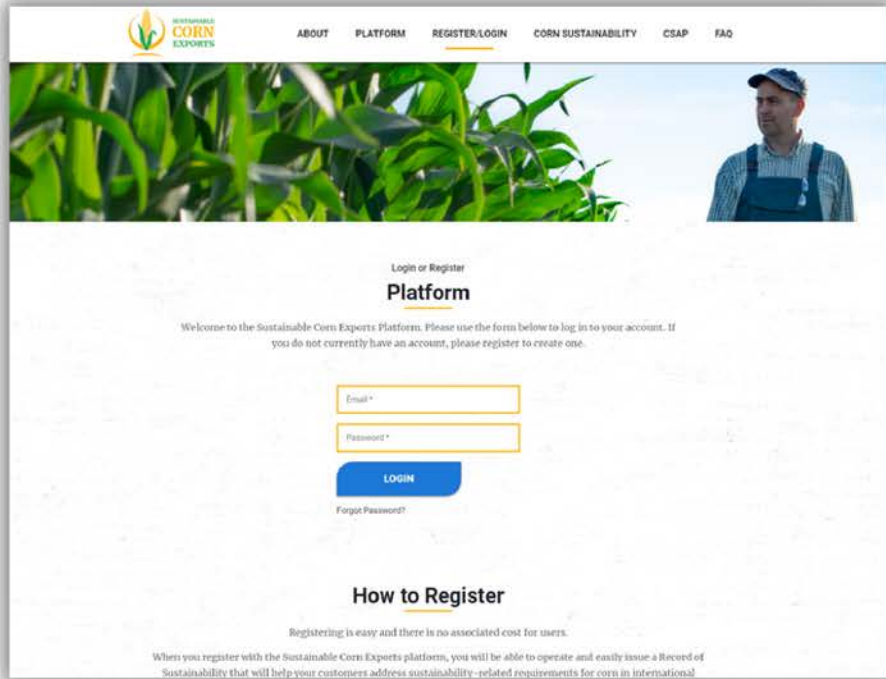


01

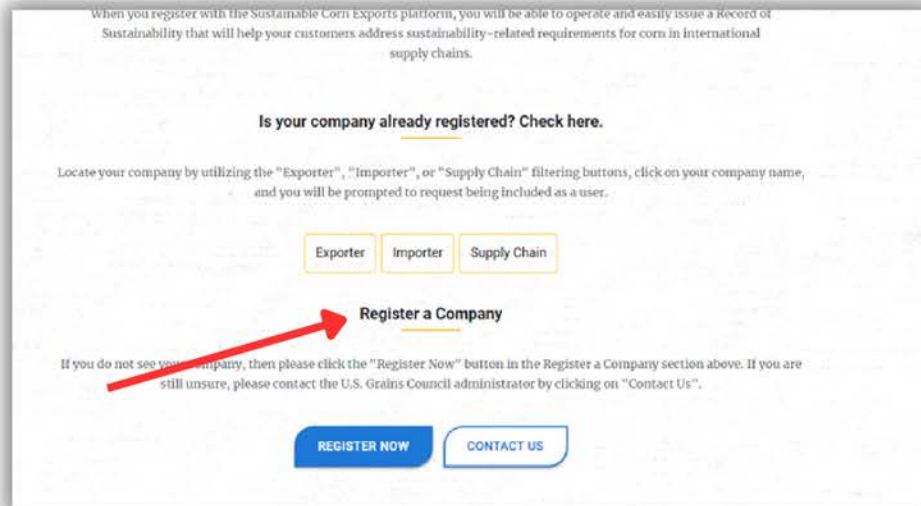
Navigate to <https://www.sustainablecornexports.org/> and click on the '**REGISTER/LOGIN**' button located on the Main Menu or click the '**Find Out How to Register**' button located on the Homepage.



Registering as an Exporter



02 Scroll down the '**REGISTER/LOGIN**' page to the 'Register a Company' section and click the **REGISTER NOW** button.





Registering as an Exporter

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.

Company Name * Primary Phone Number

Address Line 1 * Address Line 2

City * United States

Select State * Postal Code *

Company Type:

Exporter Importer Supply Chain

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.

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 **Exporter** 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 an Exporter

04

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

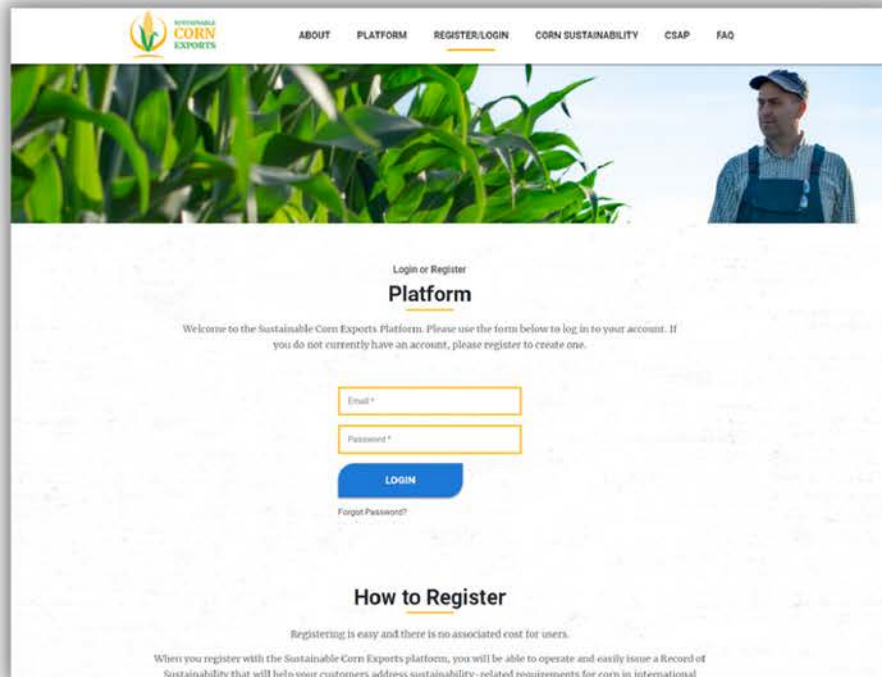
05

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

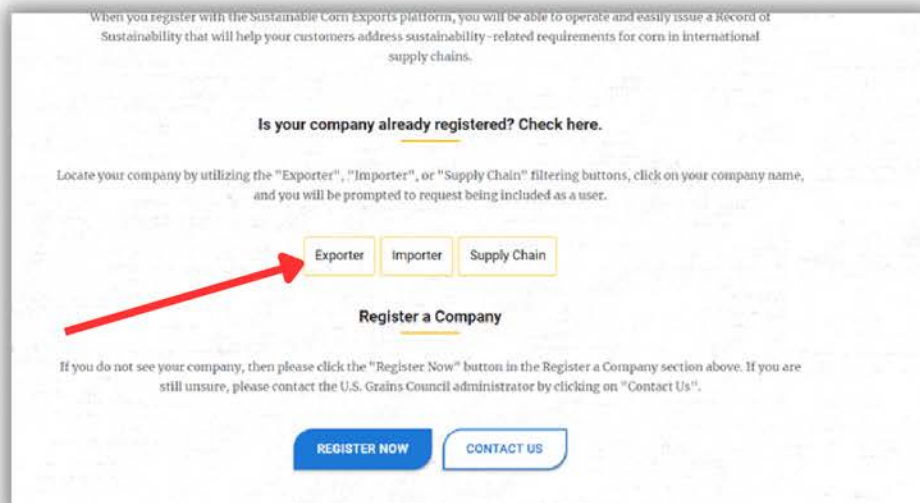




Registering as an Exporter User under an Existing Company



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





Registering as an Exporter User under an Existing Company

Account Contact

First Name Last Name

Email Phone

Message

Requesting Admin Access required

Yes

No

SUBMIT

Address
20 F Street NW Suite 900
Washington D.C., 20001

Phone
202.789.0789

Support
sustainablecorn@grains.org

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 adjusted at a later date if needed.

03 After providing all the necessary information, please click the **SUBMIT** button. 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.



Requesting your company's Sustainable Corn allocation



01

In order to ship a Record of Sustainability, an Exporter User must first request a 'Company Allocation' from the USGC Administrator. The 'Company Allocation' is the total amount of corn product an exporter plans to ship in a marketing year. Do not request a company allocation for a single shipment amount. To request a Company Allocation, click the **Company Allocations** tab and then click the **Request New Company Allocation** button.



Requesting your company's Sustainable Corn allocation

⚠ Exporters should request for the ENTIRETY of the Marketing Year for their Company Allocation, not for individual transactions.

Allocation Period

Total Marketing Year Allocation (metric tons)

Notes

02 After clicking the 'Request New Company Allocation':

02A

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

02B

Enter 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 (*not illustrated*).

02F

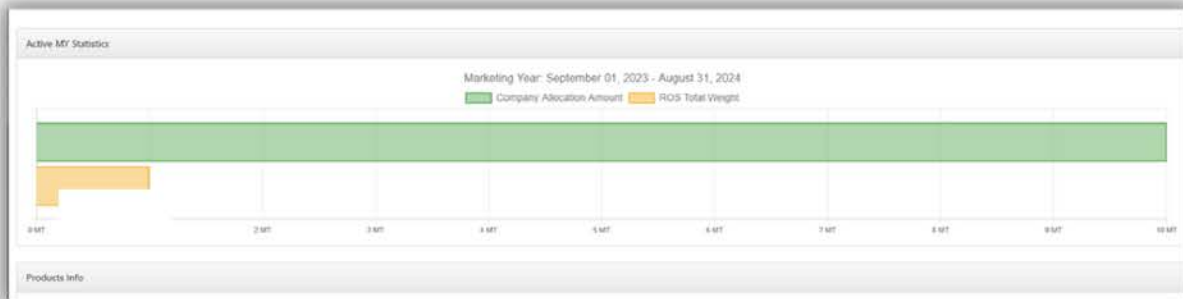
The USGC Admin will then approve, modify, or reject the allocation, and you will receive an email notification.

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 your company's Sustainable Corn allocation

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

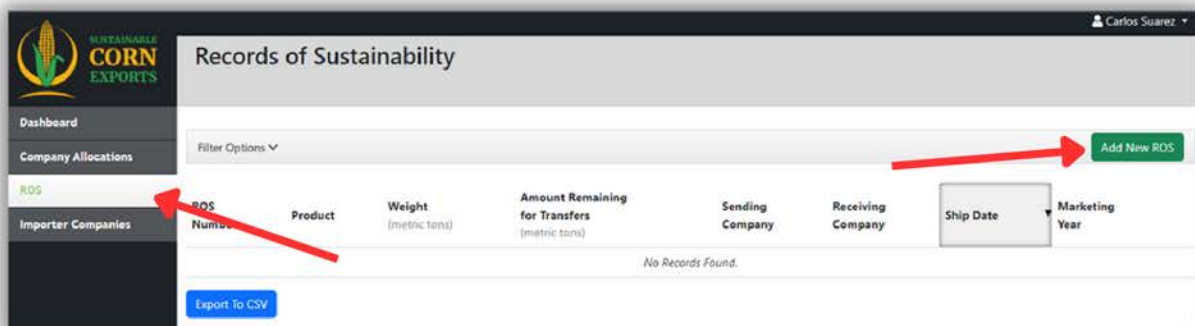


04 The '**Active MY Statistics**' on the Exporter's **Dashboard** tab will now reflect that you have a specified Company Allocation amount represented by a green bar.



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

Marketing Year: September 01, 2022 - August 31, 2023

Shipment Date: [Text Field]

Product: [Dropdown: -- Select Product --]

Product Has Special Attributes:
 ⓘ 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): 0
 ⚠ Select a product to see available input weight.

Importer Company: [Dropdown: -- Select Company --]

Vessel, Carrier Name, or Shipment Identifier (maximum length = 30 characters): [Text Field]

Destination Country: [Dropdown: -- Select Country --]

Destination (Territory/State): [Text Field]

Port of Export/Ship Location (maximum length = 60 characters): [Text Field]

Contract Reference: [Text Field]

Notes: [Text Field]

[Continue](#)

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: The Importer Company must be registered on the system to receive a ROS. Only one Importer Company can receive each 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.

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	

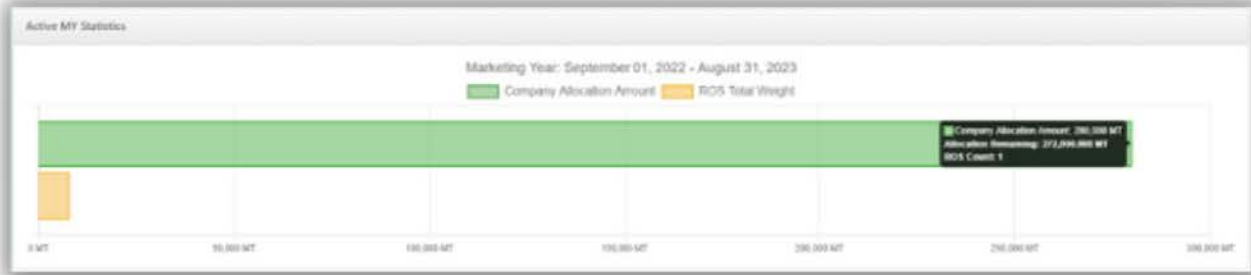
Back Create

03

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



Creating a Record of Sustainability



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.

Records of Sustainability

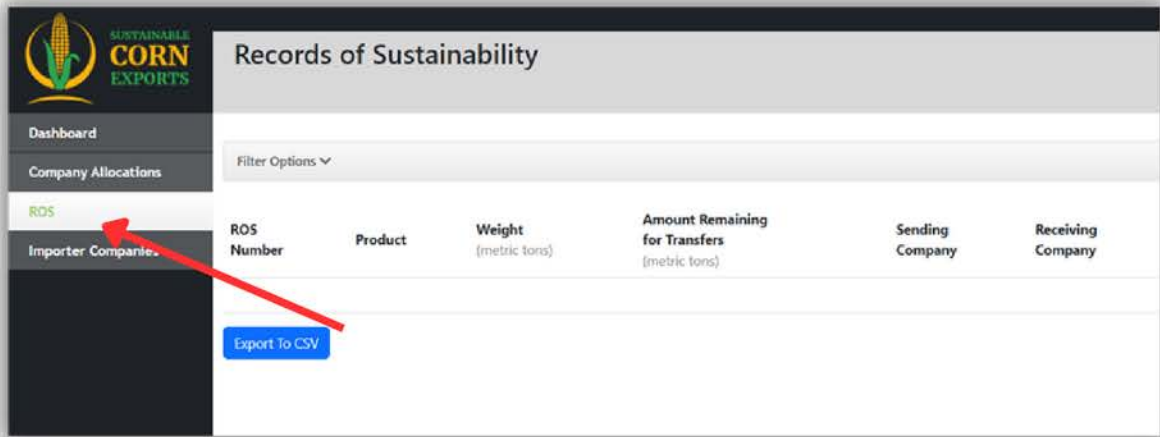
Filter Options ▾ [Add New ROS](#)

ROS Number	Product	Weight (metric tons)	Amount Remaining for Transfers (metric tons)	Exporter Company	Importer Company	Ship Date	Marketing Year	View Details
1W	White Corn	5	5			March 21, 2023	09/01/2022 08/31/2023	View ROS

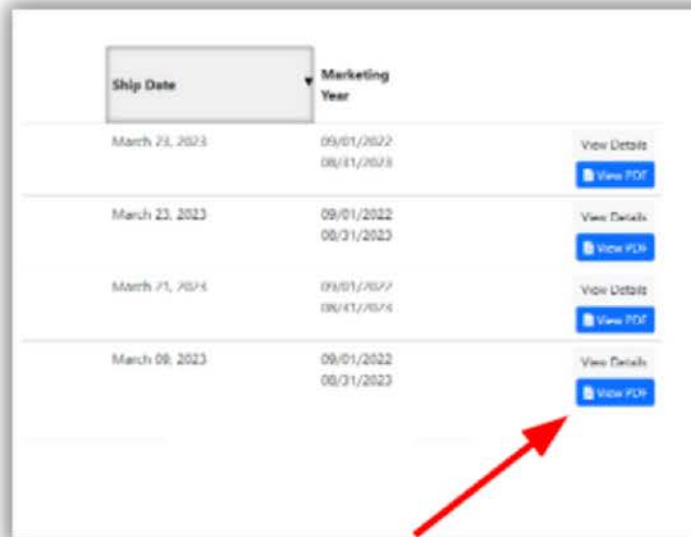
05 ROS creation will be reflected by an entry on the **Records of Sustainability** table within the ROS tab.



Viewing a ROS Transfer



01 To view your company's ROS shipments, click the **ROS** tab.



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



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 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

[Create](#)

03 Provide the new User's 'First Name', 'Last Name', 'Email', 'Phone Number', select if the User is an 'Approved Signatory' and 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



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

Last Name

Email

Phone

Approved Signatory

Receive Emails

Type/Role

Status

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.

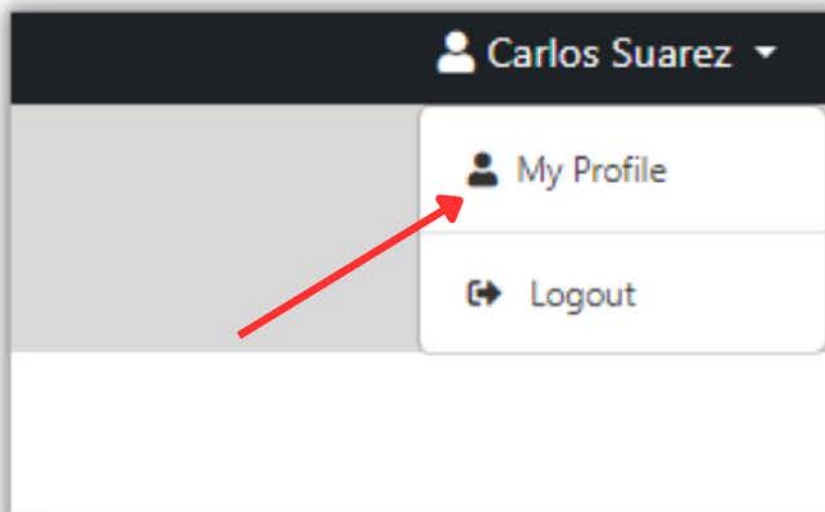


Managing Your User Profile



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

Company Name

Address Line 1*

Address Line 2

City*

Country*

State or Province

Postal Code*

Phone

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

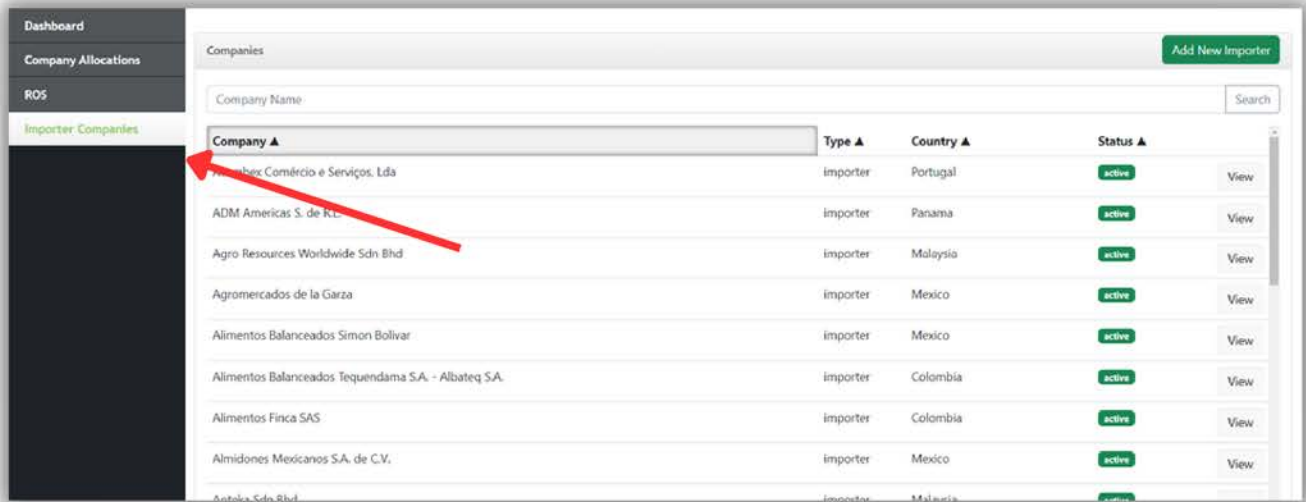
The screenshot shows a user profile management interface. On the left, there is a navigation menu with three items: 'My Profile', 'Company Details', and 'Change Password'. The 'Change Password' item is highlighted with a blue bar. The main content area is titled 'Change Your Password' and includes a 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.

04

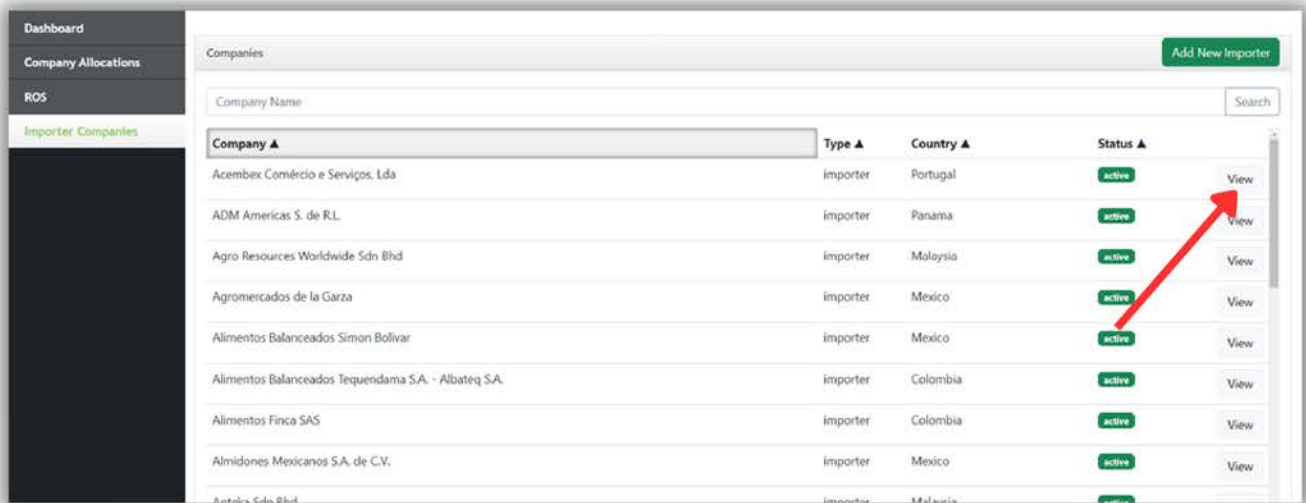
If a password reset is needed, you can change your User Profile password by clicking **Change Password**. Click the **Update** button once you have entered the new password.



Viewing Available Importers



01 To view the entire list of Importers that you may send a ROS to, click on the **Importer Companies Tab**.



02 You can verify an Importer's information by clicking the **View** button.



Contacting USGC



01

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

Contact Us

First Name

Last Name

Email

Phone

Message

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

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Washington D.C., 20001
202.789.0789

www.sustainablecornexports.org 

sustainablecorn@grains.org 