

SCE/CSAP



SUSTAINABLE  
CORN  
EXPORTS

# IMPORTER USER GUIDE







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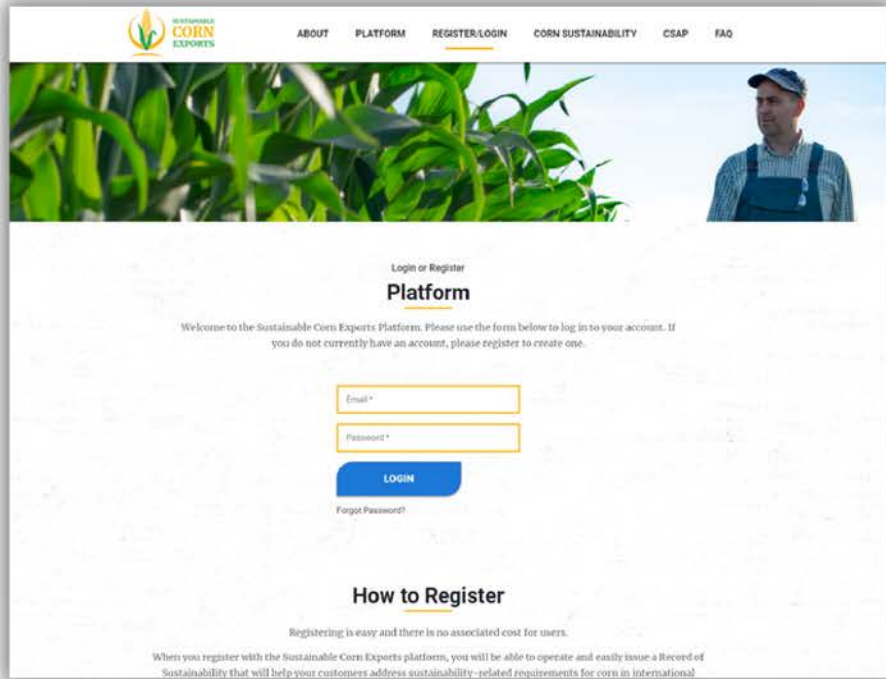
# Registering as an Importer



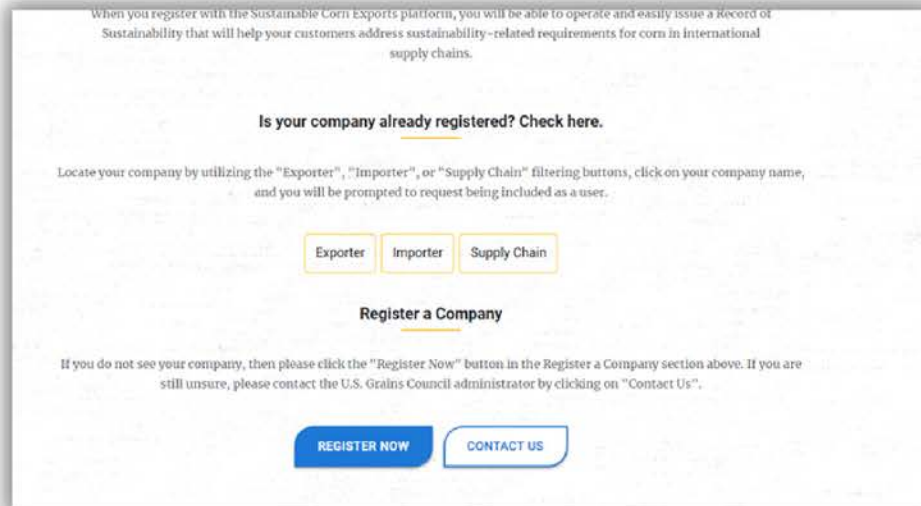
- 01** Navigate to <https://www.sustainablecornexports.org/> and click on the '**REGISTER/LOGIN**' button located on the Main Menu or click the '**Find Out How to Register**' located on the Homepage.



# Registering as an Importer



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







## Registering as an Importer

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: **Exporter**, **Importer** (highlighted), **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.

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 **Importer** 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 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 USGC of the registration.

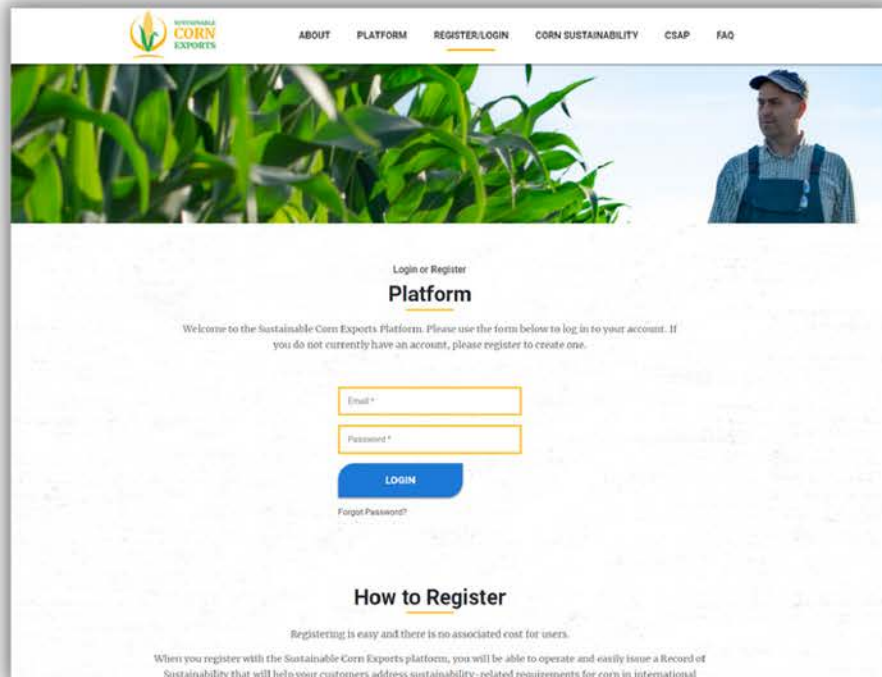
05

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



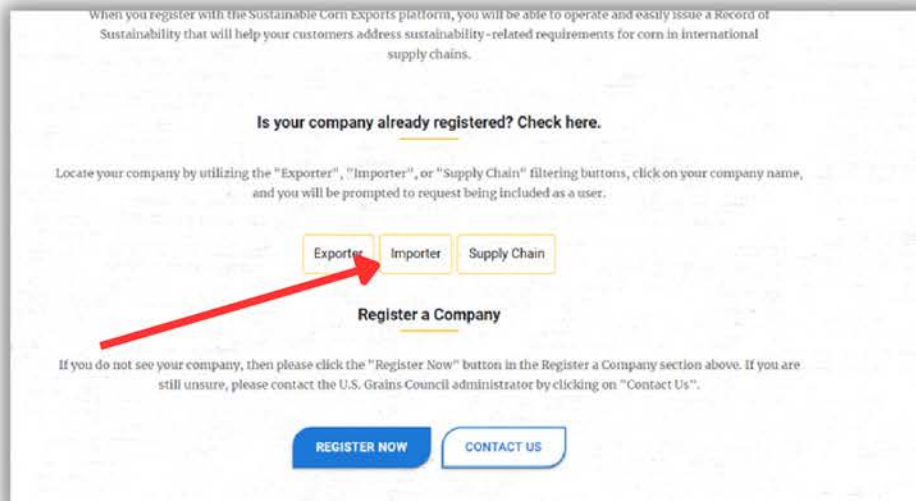


# Registering as an Importer User under an existing company



01

Navigate to the '**REGISTER/LOGIN**' and scroll down to "Is your company already registered? Check here." Click **Importer**, locate your company, and select it.





## Registering as an Importer User under an existing company

A screenshot of a web form titled "Account Contact". The form includes input fields for "First Name", "Last Name", "Email", and "Phone", along with a larger "Message" text area. On the right side, there is pre-filled contact information: "Address: 20 F Street NW Suite 900, Washington D.C., 20001", "Phone: 202.785.0789", 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), and a blue "SUBMIT" button.

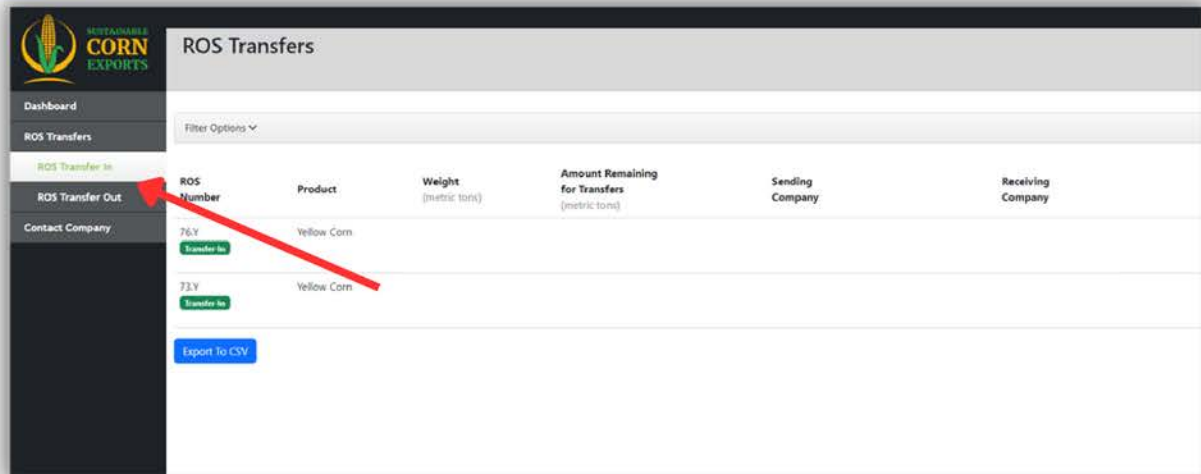
**02** To register as a user for your existing company, provide your 'First Name', 'Last Name', 'Email, Phone Number', and a message if necessary. Select if you are requesting to have Admin Access. If you do not know, please select “No”. This can be adjusted at a later date if needed.

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



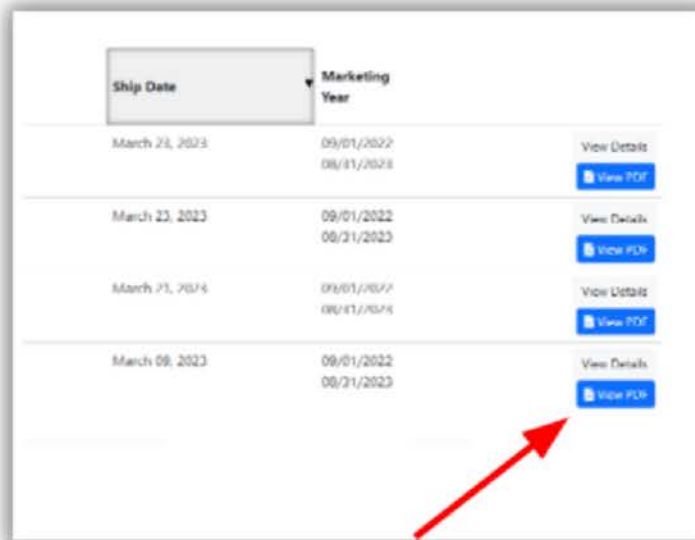


# Viewing a Received ROS



01

To view your company's received ROS Transfers, click on the **ROS Transfer In** tab on the left side panel. To view a ROS that your company has transferred away, click on the **ROS Transfer Out** tab.



02

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



## Viewing a Received ROS

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

IMPORTER COMPANY

ROS NUMBER  
4.Y

VESSEL/CARRIER NAME/SHIPMENT IDENTIFIER  
TEXT


DESTINATION COUNTRY  
COLOMBIA

DESTINATION  
TEXT

PORT OF EXPORT/SHIPMENT LOCATION  
TEXT

IMPORTER COMPANY

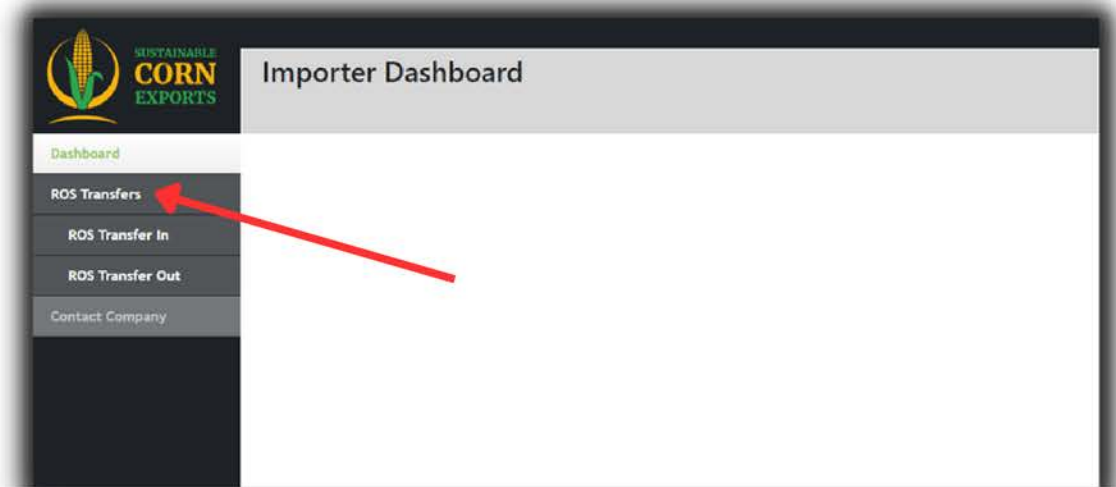
SCE has validated that the volumes of U.S. corn associated to this shipment are part of the total allocation of sustainable U.S. corn volumes for the Marketing Year in reference, as defined by the U.S. Grains Council in the Corn Sustainability Assurance Protocol (CSAP), using a mass balance accounting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

  
Cary Biffertich, SCE President

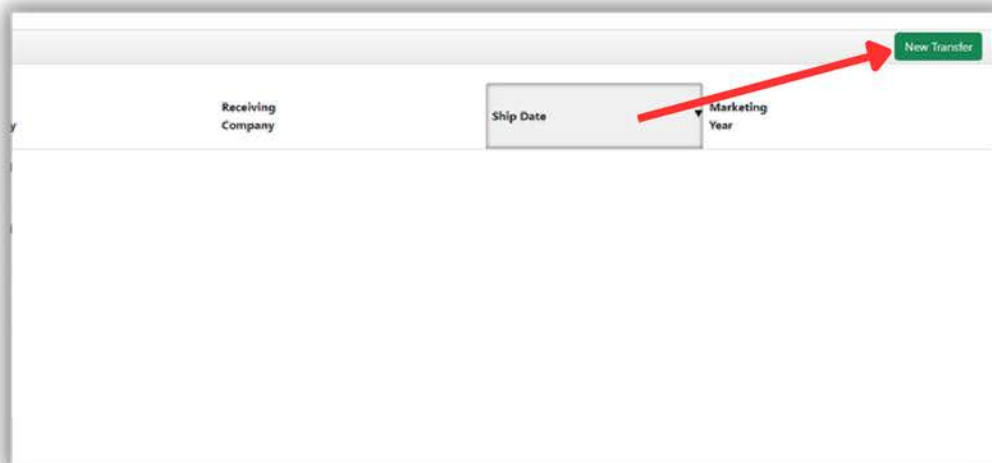
**02** When **View PDF** is clicked, you can view a printable ROS document.



# Transferring a ROS



**01** To transfer a ROS, click on the **ROS Transfers** tab.



**02** Click the **New Transfer** button.





## Transferring a ROS

The screenshot shows the SCE system interface. On the left is a navigation menu with options: Dashboard, ROS Transfers, ROS Transfer In, ROS Transfer Out, and Contact Company. The main content area is titled 'Primary ROS' and contains two dropdown menus. The first dropdown is currently empty, and the second dropdown is open, showing a list of ROS records. The selected record is 'TCV - Yellow Corn - 8,000 MT - November 20, 2023'.

**03** Select the **ROS** that you wish to transfer to another Importer or Supply Chain User and click **Next**

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

Note: The Receiver Company has to be registered in the system in order for you to be able to transfer a ROS to it.

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

\*Note: Only applicable if ROS product is White or Yellow Corn that will be milled

\*\*Note: Only one product can be transferred at a time.

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

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



## Transferring a ROS

# 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.

Primary ROS 76.Y (8,000 MT Yellow Corn available)

Receiver Company (Importer/Supply)

Processing Type

Product

Shipment Weight (metric tons)   
⚠ Your input weight is 0.  
You can suballocate up to 8,000 MT

Transfer Date

Vessel, Carrier Name, or Shipment Identifier (maximum length = 30 characters)

Destination Country

Destination (Territory/State)

Port of Export/Shipment Location (maximum length = 60 characters)

Contract Reference

Notes



## Transferring a ROS

The screenshot displays the 'ROS Transfers' page in the Sustainable Corn Exports system. The left sidebar contains navigation options: Dashboard, ROS Transfers, ROS Transfer In, ROS Transfer Out (highlighted with a red arrow), and Contact Company. The main content area shows a table with the following data:

ROS Number	Product	Weight (metric tons)	Amount Remaining for Transfers (metric tons)	Sending Company	Receiving Company	Ship Date	Marketing Year	Actions
74CGDVL1	Corn Germ	0.000	0.000	Carlos Import Company	Carlos Supply Chain User	October 19, 2023	09/01/2023 08/31/2024	<a href="#">View Details</a> <a href="#">View POP</a>

Additional interface elements include a 'Filter Options' dropdown, a 'New Transfer' button, and an 'Export to CSV' button at the bottom left.

# 04

Upon clicking the **Continue** button, you will now see that your ROS Transfer has been created with all of the relevant information in the **ROS Transfer Out** Tab





# 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

The screenshot shows a user creation form with the following fields and options:

- 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', 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	<a href="#">Edit</a>

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="Importer 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.



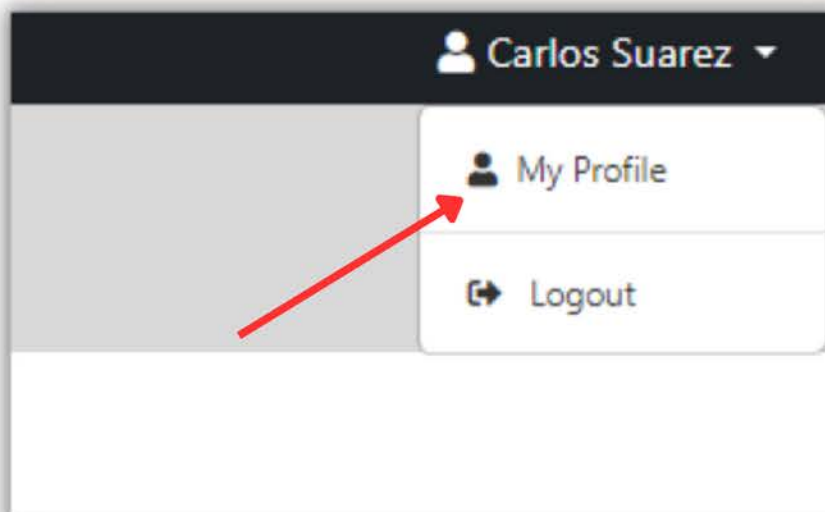


# Managing Your User Profile



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

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 USGC Admin. This is for reference only.



## Managing Your User Profile

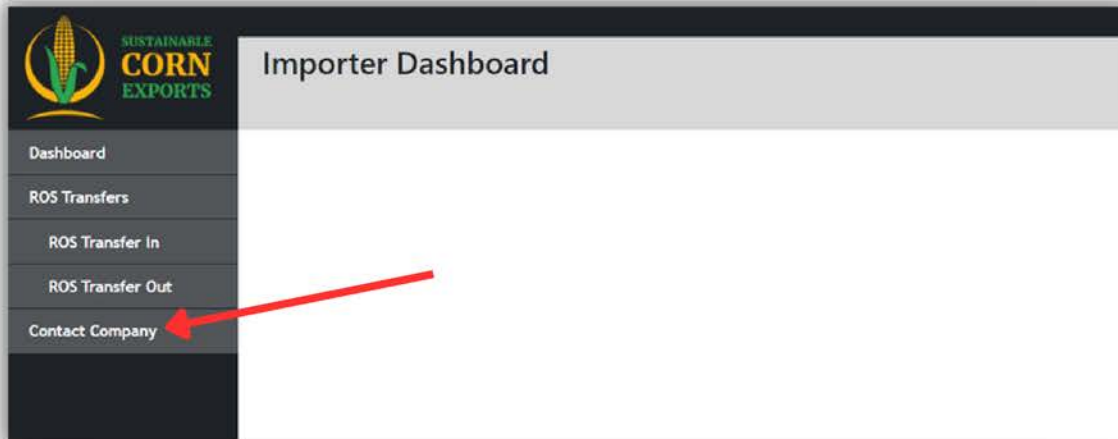
The screenshot shows a user profile management interface. On the left, there is a navigation menu with three items: 'My Profile', 'Company Details', and 'Change Password'. The 'Change Password' item is highlighted with a blue bar. The main content area is titled 'Change Your Password' and includes a 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 are in need to get in contact with another Company regarding a Record of Sustainability issue, you may contact them by utilizing the **Contact Company** button to find the Company's contact information.

The screenshot shows a table of companies with a search bar at the top. The table has columns for Name, Type, and Country. A red arrow points to the 'View' link for 'Carlos Export Company'. Below the table, there is a section for sending a message to 'Carlos Export Company' with an envelope icon and the name 'Carlos Suarez - Exporter Admin'.

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

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 labeled 'Message'. At the bottom left of the form is a blue button labeled '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.**

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## **Contact**

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

[www.sustainablecornexports.org](http://www.sustainablecornexports.org) 

[sustainablecorn@grains.org](mailto:sustainablecorn@grains.org) 