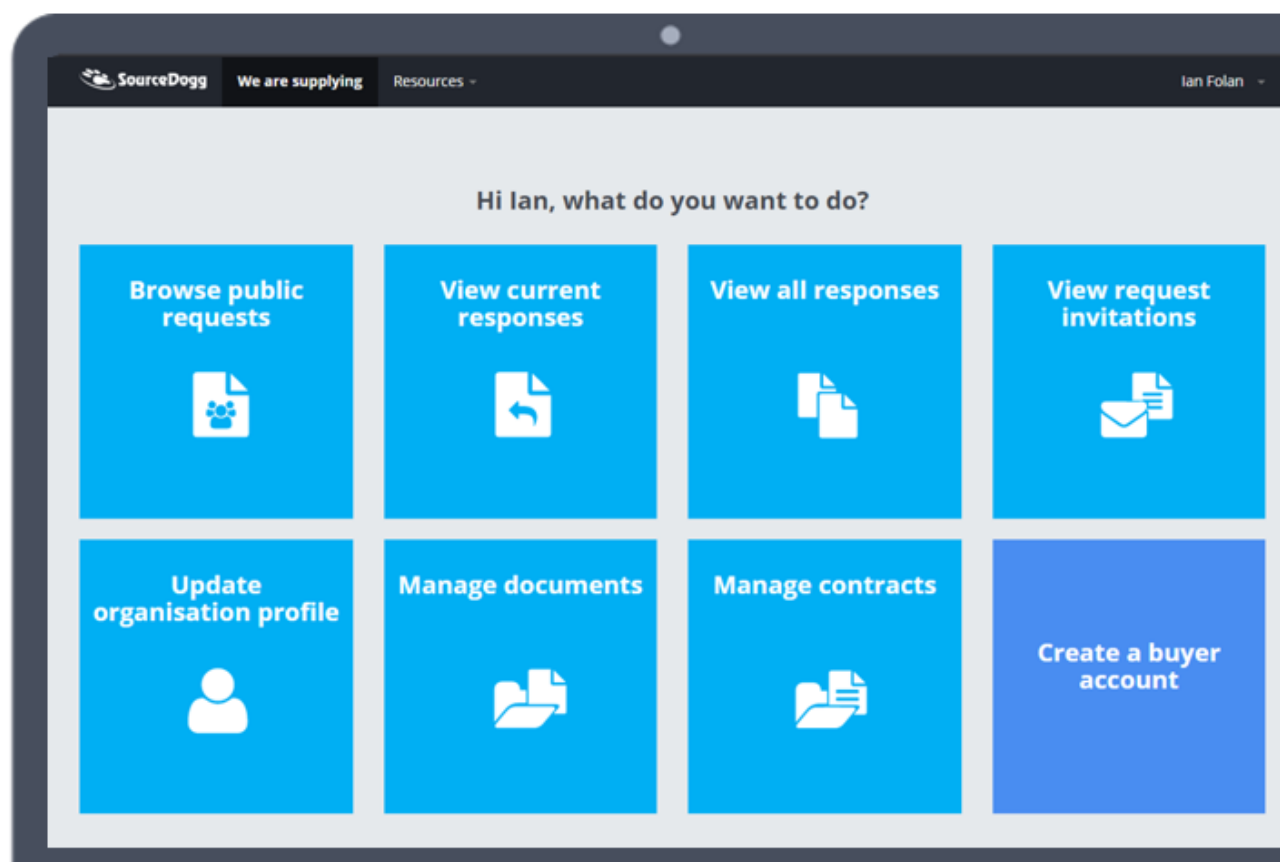




Free SourceDogg Supplier Account Managing Certification

Date: April 2018



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Accessing 'Certifications' section

Access Certifications through a link in the email

When any of your certificates need to be updated, SourceDogg will send you an email reminder. To access the 'Certifications' section simply click on a link in the email that includes your company name.

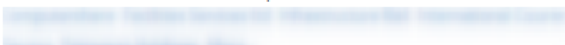
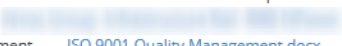


You will be taken to the SourceDogg login page and once you log in you will be directed to 'Certifications' section with the list of all previously uploaded certificates.

Certifications

Display certifications achieved by your organisation and inform other organisations of the quality you uphold and expect.

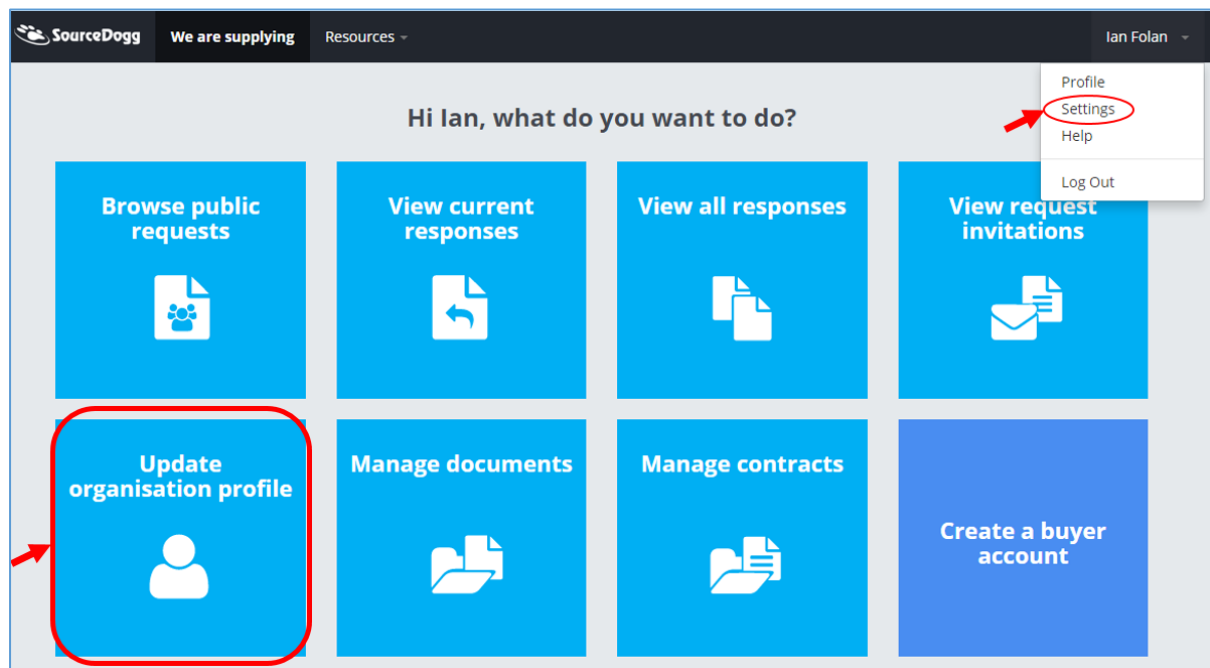
Add New Certification

Certification: Employers Liability Insurance Issued on 15 Oct 2017 Expires on 28 Nov 2019 Shared with  Certificate document EMPLOYERS LIABILITY INSURANCE.docx Not Visible on Public Profile	<div>Update Certification</div> <div>Obsolete Certification</div> <div>Add Latest Certificate</div> <div>Certification Details</div>
Certification: ISO 27001 Information Security Management System Issued on 10 Oct 2017 Expires on 20 Oct 2020 Shared with  Certificate document ISO 9001 Quality Management.docx Not Visible on Public Profile	<div>Update Certification</div> <div>Obsolete Certification</div> <div>Add Latest Certificate</div> <div>Certification Details</div>

Access Certification through SourceDogg Account

Once you are logged into your SourceDogg account, you can access the 'Certifications' section in 2 ways:

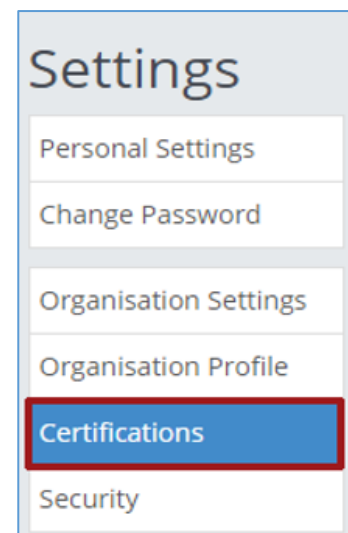
1. By selecting 'Update organisation profile' from the tiles on your homepage
2. By clicking on your name at the top right corner and selecting 'Settings' in the drop-down menu



Both ways will take you to a view of the 'Settings' section with the 'Settings' menus on the left-hand side of the screen.

From the 'Settings' menu list please select 'Certifications'.

You will be directed to 'Certifications' section with the list of all previously uploaded certificates.



Certifications

Display certifications achieved by your organisation and inform other organisations of the quality you uphold and expect.

[Add New Certification](#)

Certification: **Employers Liability Insurance**

Issued on 15 Oct 2017 Expires on 28 Nov 2019

Shared with [redacted]

Certificate document [EMPLOYERS LIABILITY INSURANCE.docx](#)

[Not Visible on Public Profile](#)

[Update Certification](#)
[Obsolete Certification](#)
[Add Latest Certificate](#)
[Certification Details](#)

Certification: **ISO 27001 Information Security Management System**

Issued on 10 Oct 2017 Expires on 20 Oct 2020

Shared with [redacted]

Certificate document [ISO 9001 Quality Management.docx](#)

[Not Visible on Public Profile](#)

[Update Certification](#)
[Obsolete Certification](#)
[Add Latest Certificate](#)
[Certification Details](#)

Certifications – basic navigation


The main view of the 'Certifications' section is a list of all previously uploaded certificates.

You can easily create a new Certification which will be added to an existing list. To do so follow the steps in the Create new Certification guide (page 21).

Every certification can be either **viewed** by clicking on the blue 'Certification Details' button or **edited** by clicking on the green 'Update Certification' button. Using the 'Update Certification' button will allow you to make the certificate obsolete, select the most current certificate, or change the title of the certification.

A certification consists of one or more certificates, that are listed below the Certification name.

Certificate with a button selected is the one that has been chosen as '**Current One**' among all certificates in that Certification. Its details, including expiry date, are taken as the current details of that Certification.

Certificate:	Employers Liability Insurance			
Issued on	15 Oct 2017	Expires on	28 Nov 2019	
Issued by	-	Cert Number	7777	
Date Created	17 Oct 2017	Attachment	EMPLOYERS LIABILITY INSURANCE.docx	

'Shared with' – displays names of all Buyer Organisations, the certificate has been shared with either by responding to a certificate question in a request, sharing the certificate publicly


Certification:


Issued on: 01 Apr 2018 **Expires on:** 30 Apr 2019


Shared with: [International Courier Service](#)

☐ Visible On Public Profile

Add Certificate

Mark as current 

Certificate:	Hot Dip galvanizing			
Issued on	01 Apr 2018	Expires on	30 Apr 2019	
Issued by	Hot dip authority	Cert Number	15649/496/49	
Date Created	11 Apr 2018	Attachment	Insurance Statement.pdf	

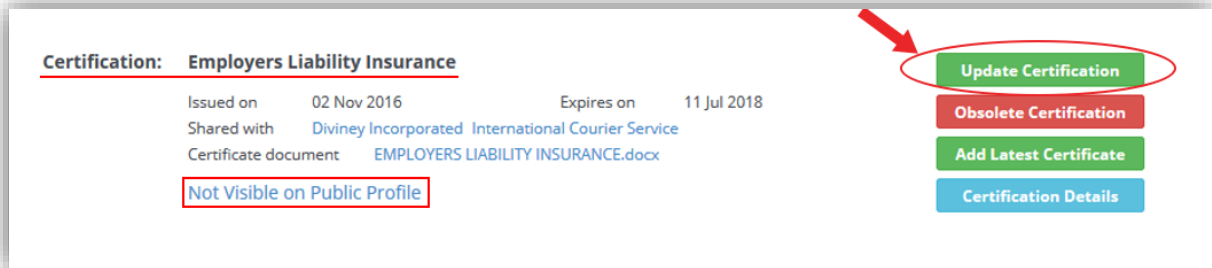
Certificate:	ISO 1461:1999 Hot dip galvanizing			
Issued on	-	Expires on	-	
Issued by	-	Cert Number	-	
Date Created	-	Attachment	-	

Cancel **Save**

Making Certification Visible or Not Visible on Public Profile

Make your Certification Visible on Public Profile

To make Certification visible to all Buyer Organisations click the green 'Update Certification' button.



Certification: Employers Liability Insurance

Issued on 02 Nov 2016 Expires on 11 Jul 2018

Shared with [Diviney Incorporated International Courier Service](#)

Certificate document [EMPLOYERS LIABILITY INSURANCE.docx](#)

Not Visible on Public Profile

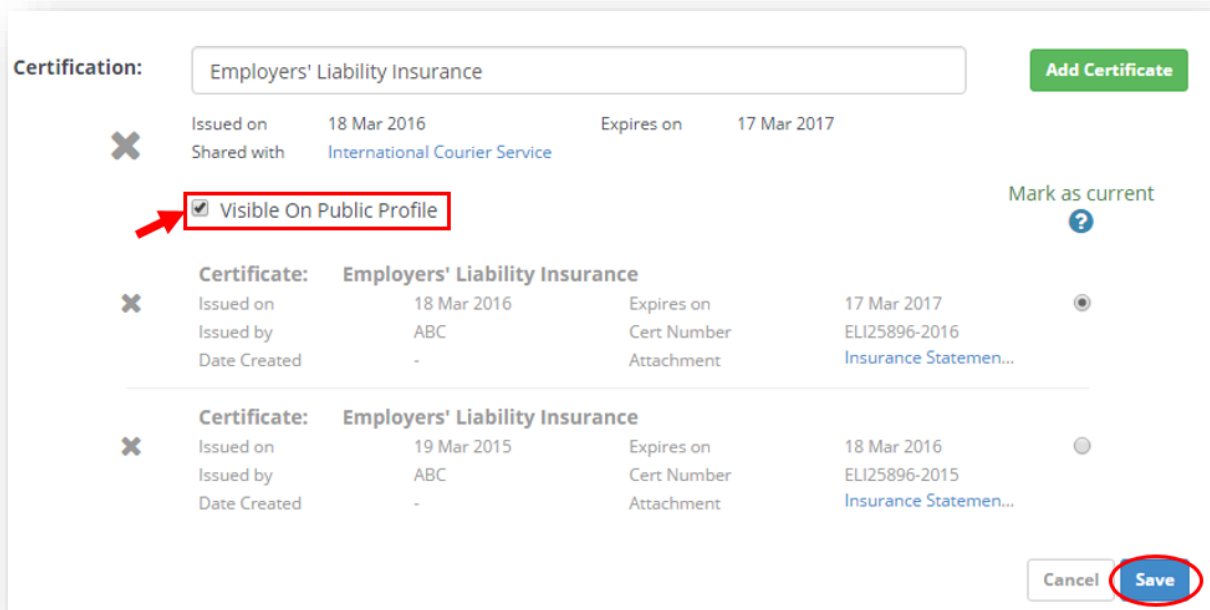
Update Certification

Obsolete Certification

Add Latest Certificate

Certification Details


This enables editing options and now you can apply a tick to 'Visible On Public Profile'. Once this is done, click the 'Save' button to apply changes.



Certification: **Add Certificate**

× Issued on 18 Mar 2016 Expires on 17 Mar 2017

Shared with [International Courier Service](#)

☒ **Visible On Public Profile** **Mark as current** 

× **Certificate: Employers' Liability Insurance**

Issued on 18 Mar 2016 Expires on 17 Mar 2017

Issued by ABC Cert Number ELI25896-2016

Date Created - Attachment [Insurance Statemen...](#)

× **Certificate: Employers' Liability Insurance**

Issued on 19 Mar 2015 Expires on 18 Mar 2016

Issued by ABC Cert Number ELI25896-2015

Date Created - Attachment [Insurance Statemen...](#)

Cancel **Save**

Your Certification is now visible to all Buyer Organisations.

Certification: **Employers Liability Insurance**

Issued on 02 Nov 2016 Expires on 11 Jul 2018

Shared with [Diviney Incorporated](#) [International Courier Service](#)

Certificate document [EMPLOYERS LIABILITY INSURANCE.docx](#)

☒ Visible on Public Profile

[Update Certification](#)
[Obsolete Certification](#)
[Add Latest Certificate](#)
[Certification Details](#)

Make your Certification NOT Visible on Public Profile

To make Certification NOT Visible to other Buyer Organisations, apart from the ones listed, click the green 'Update Certification' button.

Certification: **Employers Liability Insurance**

Issued on 02 Nov 2016 Expires on 11 Jul 2018

Shared with [Diviney Incorporated](#) [International Courier Service](#)

Certificate document [EMPLOYERS LIABILITY INSURANCE.docx](#)

☐ Not Visible on Public Profile

[Update Certification](#)
[Obsolete Certification](#)
[Add Latest Certificate](#)
[Certification Details](#)

This enables editing options and you can now untick the 'Visible On Public Profile' option. Once this is done, click the 'Save' button to apply your changes.

Certification:

Add Certificate

✕

Issued on	18 Mar 2016	Expires on	17 Mar 2017
Shared with	International Courier Service		

☐ Visible On Public Profile
 Mark as current ?

✕

Certificate: Employers' Liability Insurance			
Issued on	18 Mar 2016	Expires on	17 Mar 2017
Issued by	ABC	Cert Number	ELI25896-2016
Date Created	-	Attachment	Insurance Statemen...

✕

Certificate: Employers' Liability Insurance			
Issued on	19 Mar 2015	Expires on	18 Mar 2016
Issued by	ABC	Cert Number	ELI25896-2015
Date Created	-	Attachment	Insurance Statemen...

Cancel Save

Your Certification is now visible only to Buyer Organisations listed in the 'Shared with' section.

Certification: Employers Liability Insurance
Update Certification

Issued on	02 Nov 2016	Expires on	11 Jul 2018
Shared with	Diviney Incorporated International Courier Service		
Certificate document	EMPLOYERS LIABILITY INSURANCE.docx		

☐ Not Visible on Public Profile
 Obsolete Certification
Add Latest Certificate
Certification Details

Update Certification

To update Certification go to 'Certifications' section. (Click [here](#) for instruction on how to access 'Certifications' section).

The main view of the 'Certifications' section is a list of all previously uploaded certificates.

The expiry date of certificates that are out of date, is displayed in red.

To update a certification that includes an expired certificate, click the green 'Update Certification' button, next to the expiry date.

Certification: ISO 27001		Update Certification
Issued on	15 Jun 2015	Expired on 14 Jun 2016
Shared with	International Courier Service	
Certificate document	ISO 27001.docx	
Not Visible on Public Profile		Add Latest Certificate
		Certification Details

A pop-up window will appear with a form to fill in details of new/renewed certificate.

Certification: ISO
 Create new certificate using form below.

Use an Existing Certification

Create new Certificate

Certificate Title: *

Certificate Number: *

Certificate Issued By:

Issue Date: *

Expiry Date: *

Attach documents
 Attach any relevant documents or images

Fill in required details, attach Certificate Document and click 'Save'.

Certification: ISO

Create new certificate using form below.

Use an Existing Certification

Create new Certificate

Certificate Title: *

Certificate Number: *

Certificate Issued By:

Issue Date: *

Expiry Date: *

Attach documents
Attach any relevant documents or images

ISO 9001.docx

Uploaded file

12 KB

click 'x' to delete file

Please be aware that this update will be visible to all buyers that this Certification has been shared with.

Cancel

Save

The newly created Certificate is now added to the Certification and is automatically taken as the most current one among all Certificates in that Certification and its details are now displayed.

Certification: ISO 1461:1999 Hot dip galvanizing

Update Certification

Obsolete Certification

Add Latest Certificate

Certification Details

Issued on	01 Apr 2018	Expires on	30 Apr 2019
Shared with	International Courier Service		
Certificate document	Insurance Statement.pdf		
Not Visible on Public Profile			

Merging Certifications

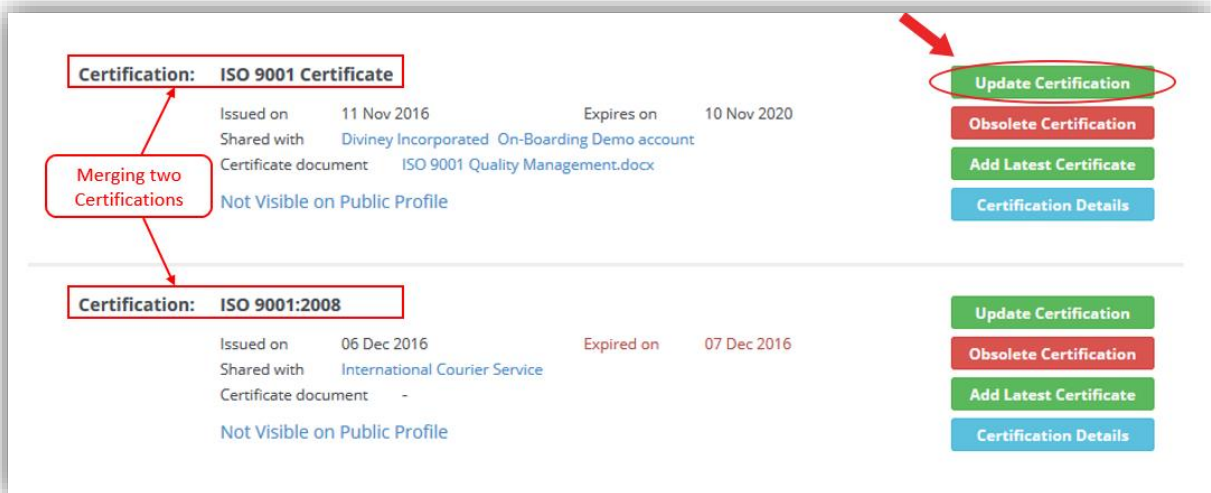
In some circumstances, you may need to group certifications together.

Common scenarios would be:

1. In the past, you had separate Insurance Certifications for Employers Liability, Public Liability, and Product Liability, and now all of them are covered under one Liability Insurance Certification.
2. You have accidentally created a duplicate certificate rather than updating an existing cert.

To merge Certifications please follow the steps below:

Navigate to Certification you want to merge with other Certifications and click 'Update Certification'



Certification	Issued on	Expires on	Shared with	Certificate document	Visibility	Actions
ISO 9001 Certificate	11 Nov 2016	10 Nov 2020	Diviney Incorporated On-Boarding Demo account	ISO 9001 Quality Management.docx	Not Visible on Public Profile	Update Certification Obsolete Certification Add Latest Certificate Certification Details
ISO 9001:2008	06 Dec 2016	Expired on 07 Dec 2016	International Courier Service	-	Not Visible on Public Profile	Update Certification Obsolete Certification Add Latest Certificate Certification Details

This enables the editing options and will allow you to merge Certifications together. To do so, click the green 'Add Certificate' button.

Certification:

Add Certificate

✕

Issued on

21 Jun 2012

Expired on

21 Jun 2015

Shared with

-

☐ Visible On Public Profile

Mark as current

?

✕

Certificate:

ISO 9001_2008

Issued on

21 Jun 2012

Expires on

21 Jun 2015

Issued by

Business Quality As...

Cert Number

204-1

Date Created

-

Attachment

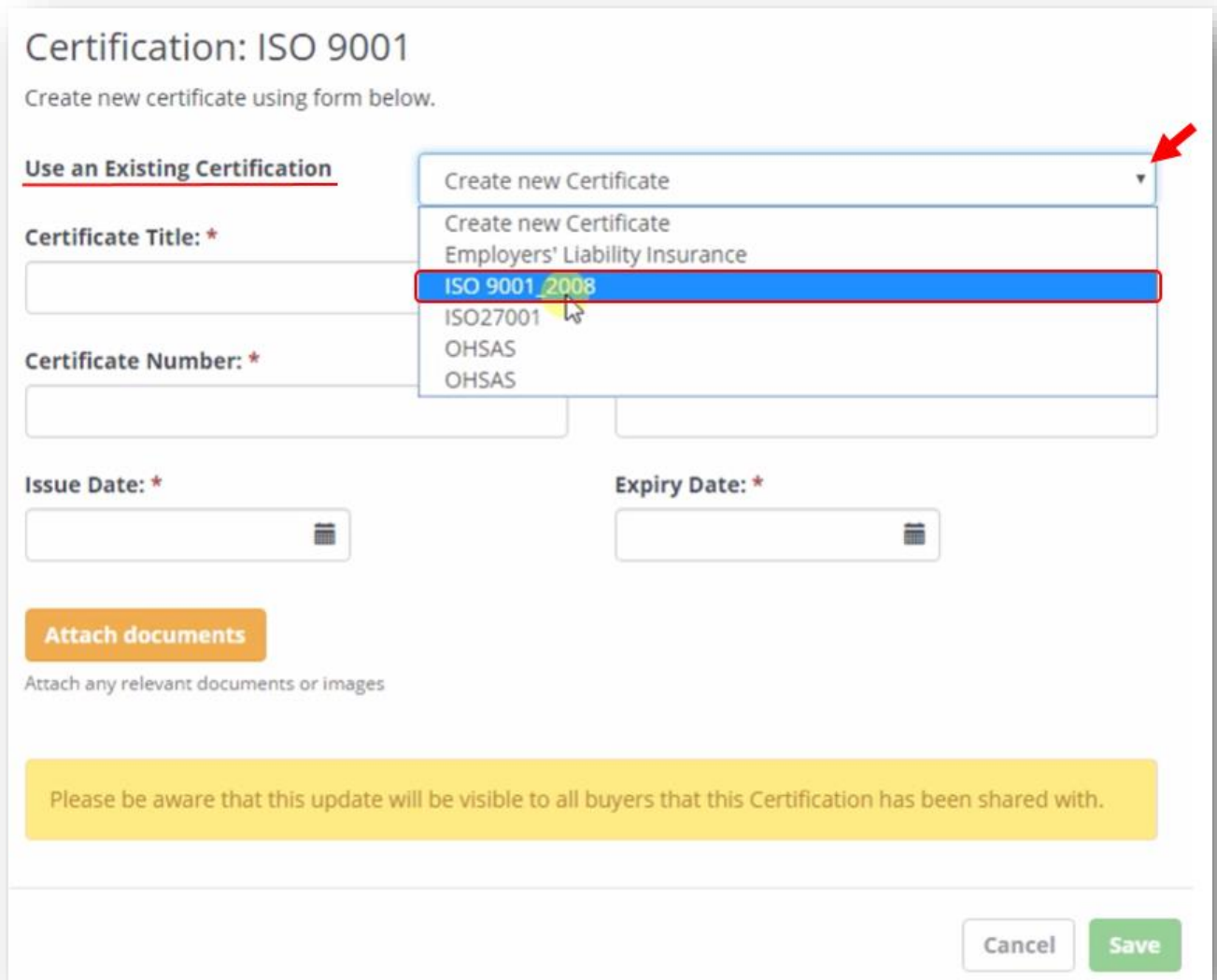
ISO 9001_2008 Certi...

Cancel

Save

When the pop-up window appears, please click on the 'Use an Existing Certification' drop-down menu.

The first option is 'Create new Certificate' after which follows a list of all existing Certifications. Select the Certification you want to merge.



Certification: ISO 9001
Create new certificate using form below.

Use an Existing Certification

Certificate Title: *

Certificate Number: *

Issue Date: *

Expiry Date: *

Attach documents
Attach any relevant documents or images

Please be aware that this update will be visible to all buyers that this Certification has been shared with.

Cancel Save

Once the Certification has been selected, the fields on Certification form gets filled in automatically along with any attachments. And you can now 'Save' changes to complete merging.

Certification: ISO 9001_2008

Create new certificate using form below.

Use an Existing Certification

ISO 9001_2008

Certificate Title: *

ISO 9001_2008

Certificate Number: *

204-1

Issue Date: *

31/01/2016

Certificate Issued By:

Expiry Date: *

31/01/2019



Financials

Financials 2014.docx

17 KB

Certification information
populated automatically

Please be aware that this update will be visible to all buyers that this Certification has been shared with.

- Choosing an existing certification will merge the two certifications.
- The current certification will be removed and the chosen certification will inherit all of the certificate history.
- This is a permanent change and should only be performed if there is some form of duplication in your certifications.
- Please be aware that you are merging the lists of buyers that these Certifications are shared with. This may result in allowing some buyers to see older updates of the certification than they currently see.

Cancel

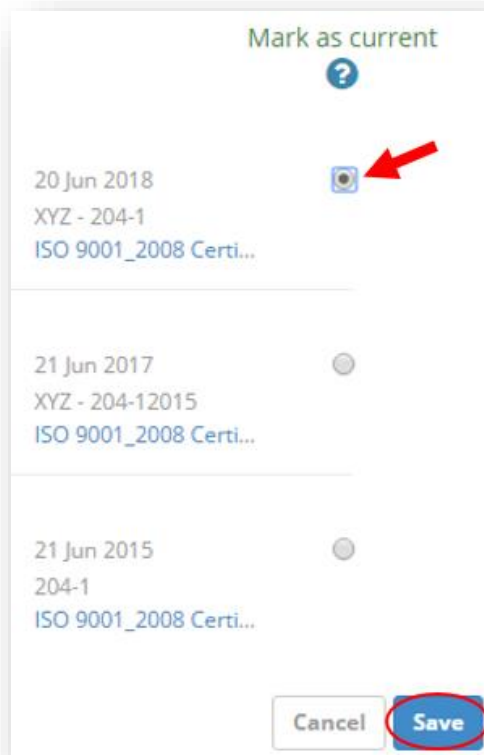
Save

Once the above steps are complete you will see that all merged Certifications are now under one Certification.

You can also select which of the Certificates within the group of merged Certifications, is up to date, and therefore, its details should be taken as current details of that Certification.

To do so, click on the green 'Update Certification' button to enable the editing options and navigate to the column 'Mark as current' at the left-hand side.

Select the most valid Certificate and click 'Save' to apply changes.



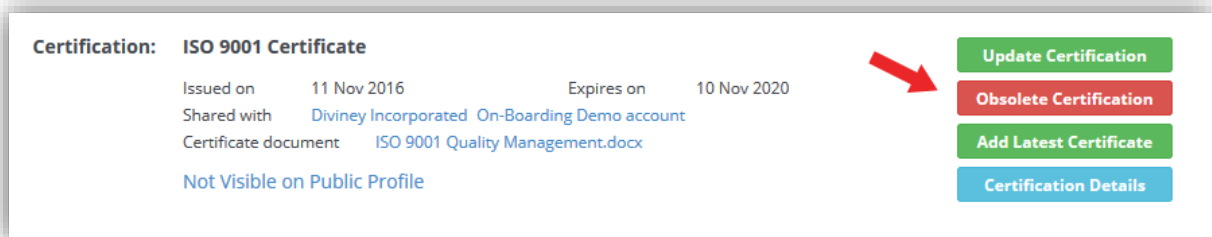
Mark a Certification/Certificate as OBSOLETE

In some circumstances, you may need to delete a Certification or Certificate (for example if you have created a duplicate by mistake).

SourceDogg will not allow you to delete any previously created certificates, or provided to Buyer Organisation Certification.

Instead, you can make a Certificate/Certification OBSOLETE, and state your reason for doing so. This information is accessible to Buyers you have shared the Certification with.

To make a Certificate/Certification OBSOLETE, click on the red 'Obsolete Certification' button.



Certification: **ISO 9001 Certificate**

Issued on 11 Nov 2016 Expires on 10 Nov 2020

Shared with [Diviney Incorporated On-Boarding Demo account](#)

Certificate document [ISO 9001 Quality Management.docx](#)

Not Visible on Public Profile

- Update Certification
- Obsolete Certification**
- Add Latest Certificate
- Certification Details

This will open a pop-up window where you can select the reason for making the certificate obsolete. Select one of the options or select 'Other' and enter the details.

Mark Certificate & Certification as Obsolete: ISO 18007:2007

You are choosing to make the current active certificate obsolete. This will also affect the overall certification.

- You will not be able to undo the changes to the individual certificate but you may reactivate this certification at a later date.
- It is not necessary to mark a certificate as obsolete if it has simply expired.
- Any buyers you have previously shared this certification with will be notified that the certification has been marked obsolete.
- These buyers will still be able to see the history of this certification for audit purposes.
- You will no longer be prompted to update this certification.

Reason for marking certification as obsolete:

This will be shared with buyers

- ☐ Certification is no longer held
- ☒ Duplicate Certification
- ☐ Incorrect details in Certification
- ☐ Other:

State reason for marking
Certification / Certificate
as OBSOLETE

Cancel

Save

Now you can easily identify Certificates and Certifications you have marked as OBSOLETE

- Single Certificate within Certification marked as OBSOLETE:

Certification: **ISO 18007:20071**

Update Certification
Certification Details

Issued on 10 Jun 2013
Expired on 10 Jun 2016
Shared with SourceDogg

Visible on Public Profile

Certificate: **ISO 18007:2007**

Issued on 10 Jun 2013
Expires on 10 Jun 2016
Issued by OHSAS
Cert Number 180-7
Date Created -
Attachment ISO 9001_2008 Certifi...

Certificate: **ISO 18007:2007**

Issued on 10 Jun 2013
Expires on 10 Jun 2016
Issued by OHSAS
Cert Number 180-7
Date Created 05 Oct 2016
Attachment ISO 9001_2008 Certifi...

Certificate: **ISO 18007:2007**
Expand...
OBSOLETE

- Certification marked as OBSOLETE:

Certification: **OBSOLETE - ISO 9001**

Reactivate Certification
Certification Details

Issued on 24 Jun 2015
Expired on 23 Jun 2016
Shared with Grant Thornton New Zealand Limited Grant Thornton South Africa testing International Courier Service Patisserie Holdings

Certificate document ISO 9001.docx

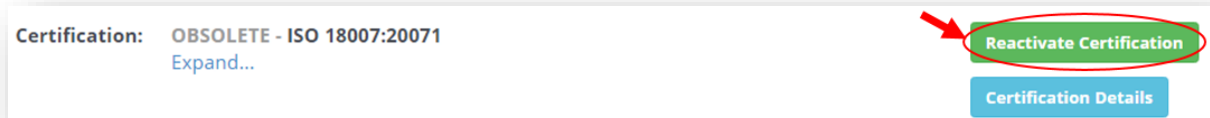
Visible on Public Profile

You can reactivate an OBSOLETE Certification at any time.

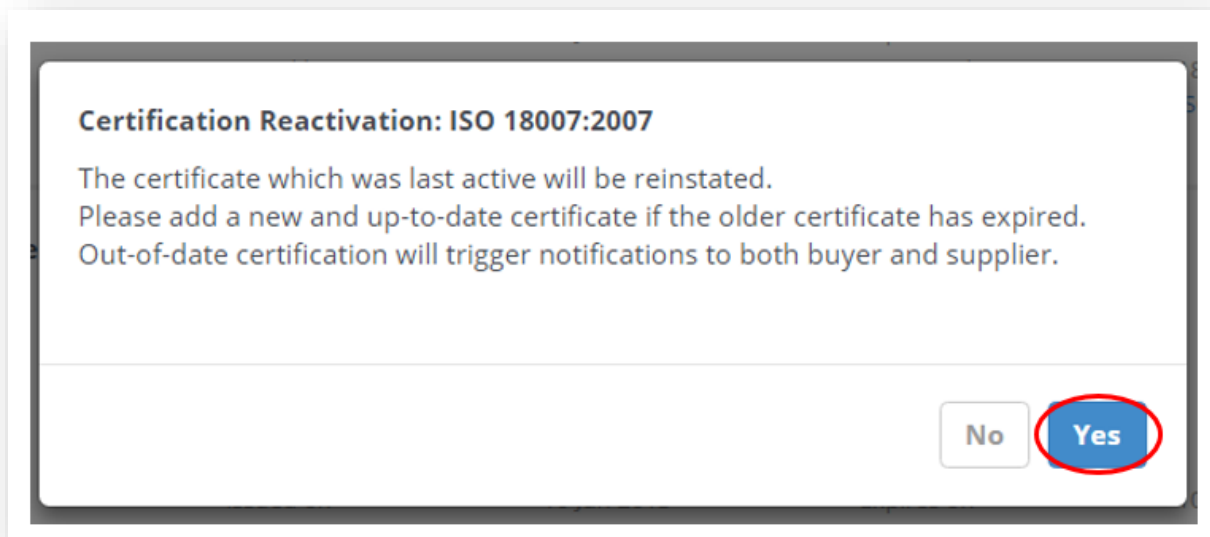
To do so please refer to Reactivating an OBSOLETE Certification section of the guide.

Reactivating an OBSOLETE Certification

To Reactivate an OBSOLETE Certification, navigate to selected Certification and click on the green button 'Reactivate Certification'.



When you do so, a pop-up window will appear to confirm reactivation.




Upon Reactivation, you will be able to update the Certification and use the options available within the edit mode when clicking on 'Update Certification'

Certification: ISO 18007:20071				Update Certification
Issued on	10 Jun 2013	Expired on	10 Jun 2016	
Shared with	SourceDogg			Certification Details
Visible on Public Profile				
Certificate: ISO 18007:2007				
Issued on	10 Jun 2013	Expires on	10 Jun 2016	✓
Issued by	OHSAS	Cert Number	180-7	
Date Created	-	Attachment	ISO 9001_2008 Certifi...	

Create New Certificate

Certifications
 Display certifications achieved by your organisation and inform other organisations of the quality you uphold and expect.


[Add New Certification](#)

To create a new Certification, click on the green 'Add new Certification' button.

A pop-up window will appear with a form to fill in the Certification details and attach a Certificate document.

By default, new the Certification is marked to be visible on your Public Profile. If you do not wish so, simply, untick the box.

Upon filling in the Certification details, make sure to click 'Save' button to be able to see the new Certification listed in 'Certifications' section.

Create Certification

Certification Title: *

Certificate Title: *

Certificate Number: *

Issue Date: *

Certificate Issued By:

Expiry Date: *

☒ **Add this Certificate to Public Profile**
Adding a certificate to your public profile will allow other organisations to view it.

Fill in required information

Attach Certificate Document

By default, this Certificate will be visible on your Public Profile

Now you should see newly created Certification listed among all existing Certifications within the 'Certifications' section.

IMPORTANT NOTE: Creating new Certification will not update your expired Certification. To Update expired certification please refer to Update Certification guide

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April 2018

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