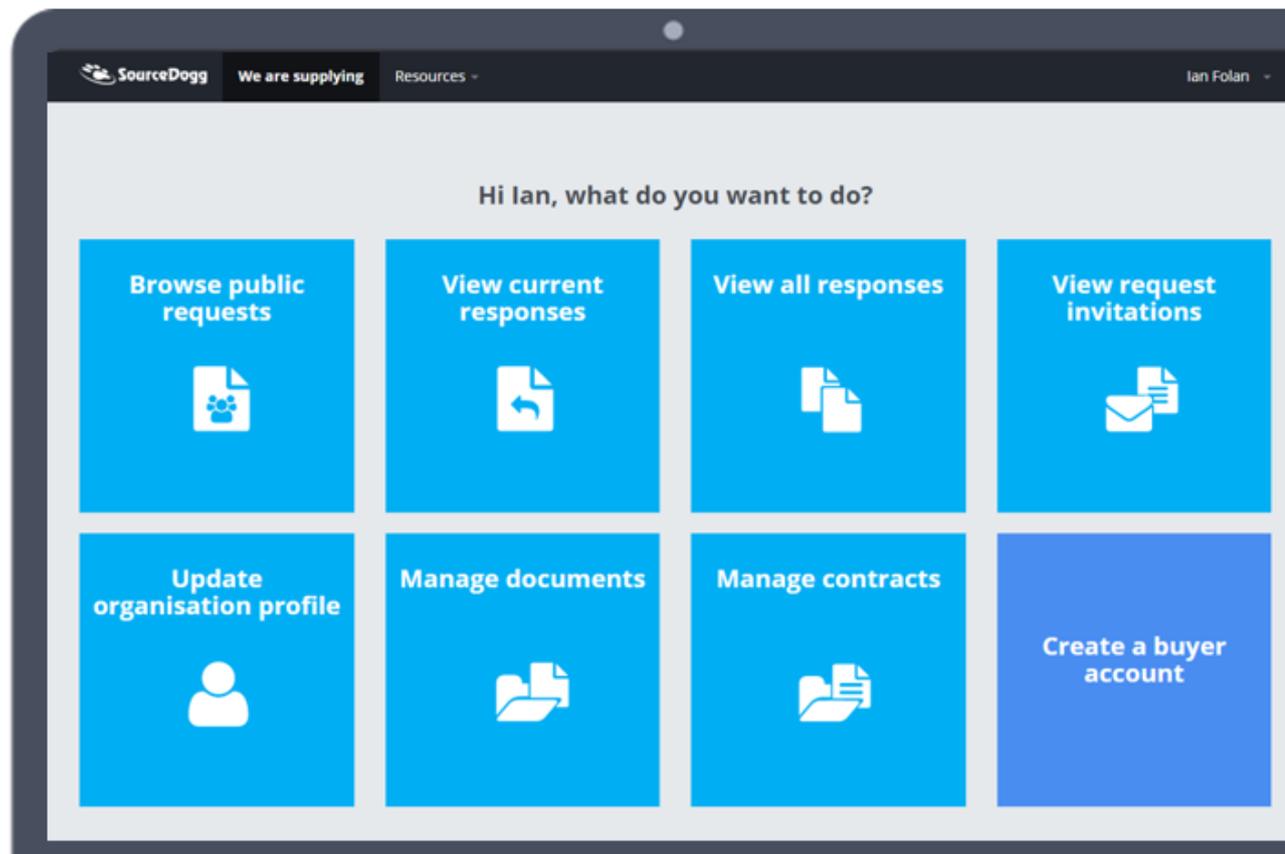




SourceDogg

Free SourceDogg Supplier Account Managing Certification

Date: July 2020



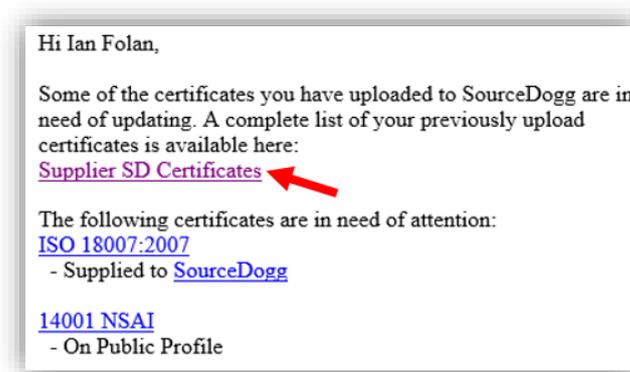
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Accessing 'Certifications' section

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.

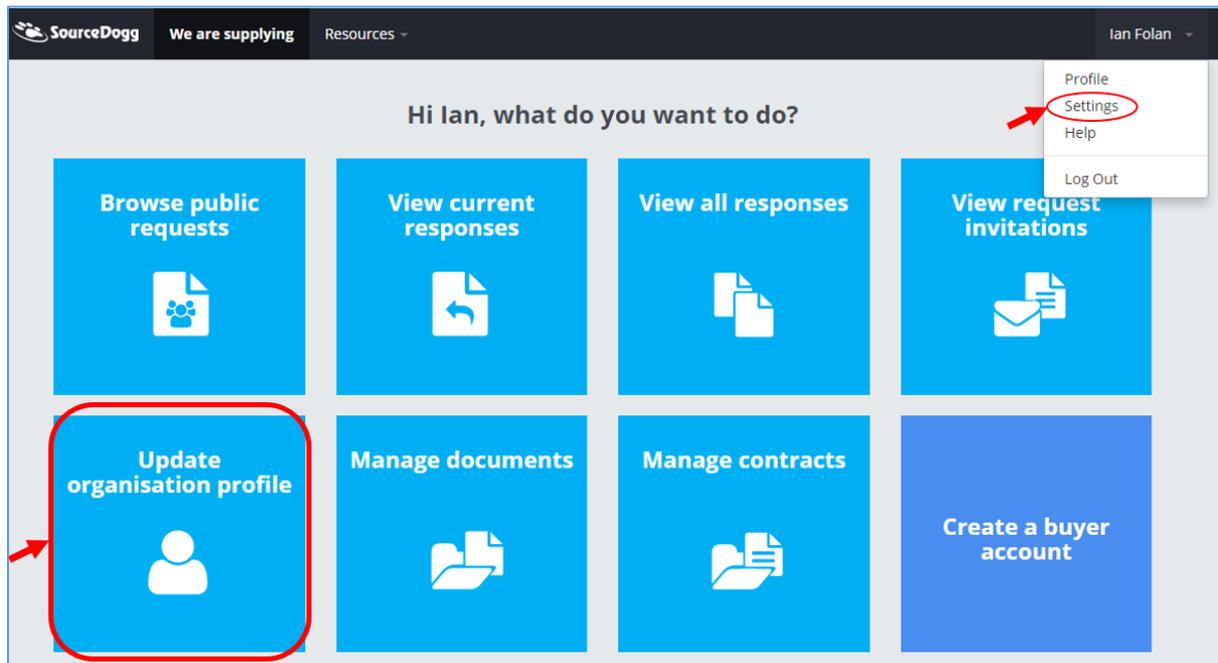
[Add New Certification](#)

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

Access Certification through SourceDogg Account

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

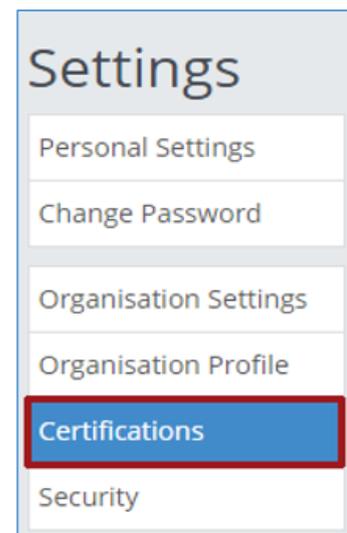
1. By selecting 'Update organisation profile' from the tiles on your homepage
2. By clicking on your name at the top right corner and selecting 'Settings' in the drop-down menu



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			<input checked="" type="radio"/>
	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

Change the title of the certification by typing here

Certification: Add Certificate

✕	Issued on	01 Apr 2018	Expires on	30 Apr 2019	
	Shared with	International Courier Service			

Visible On Public Profile Mark as current ?

✕	Certificate:	Hot Dip galvanizing		<input checked="" type="radio"/>
	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	-	<input type="radio"/>
Issued by	-	Cert Number	-	
Date Created	-	Attachment	-	

Cancel Save

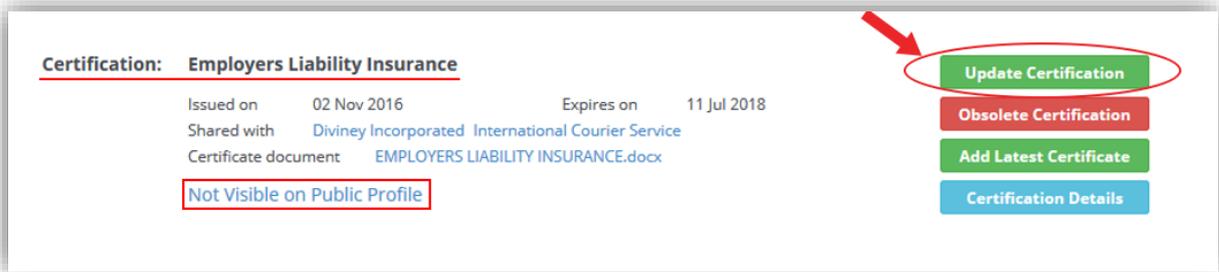
Click to add a updated version of certificate

The most current Certificate in this Certification

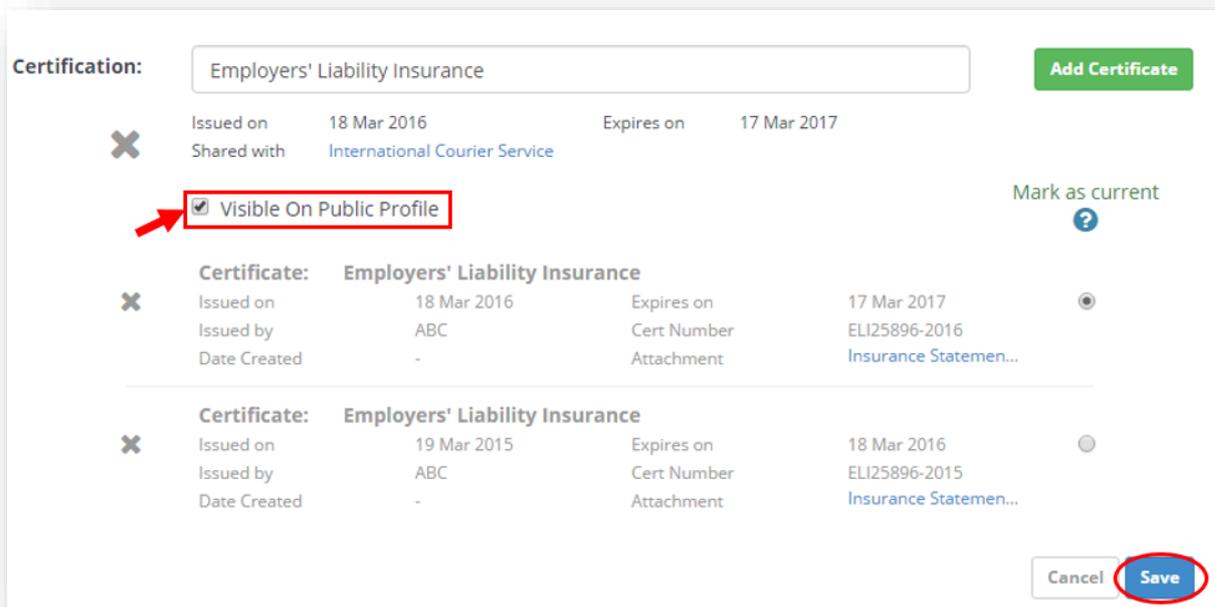
Making Certification Visible or Not Visible on Public Profile

Make your Certification Visible on Public Profile

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



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.



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			
	<input type="checkbox"/> 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

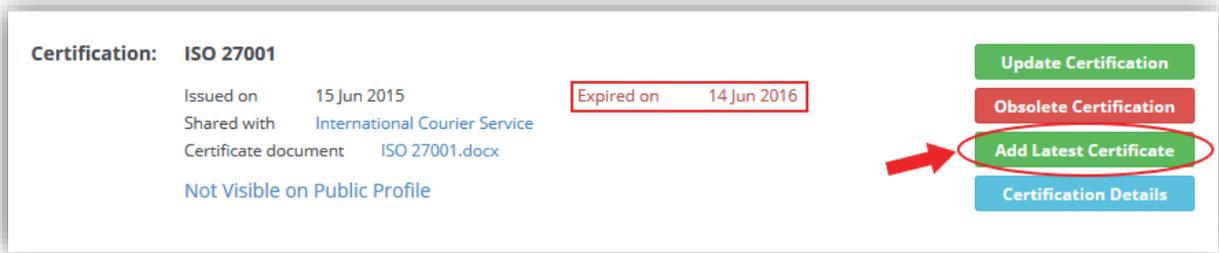
Update Certification

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

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

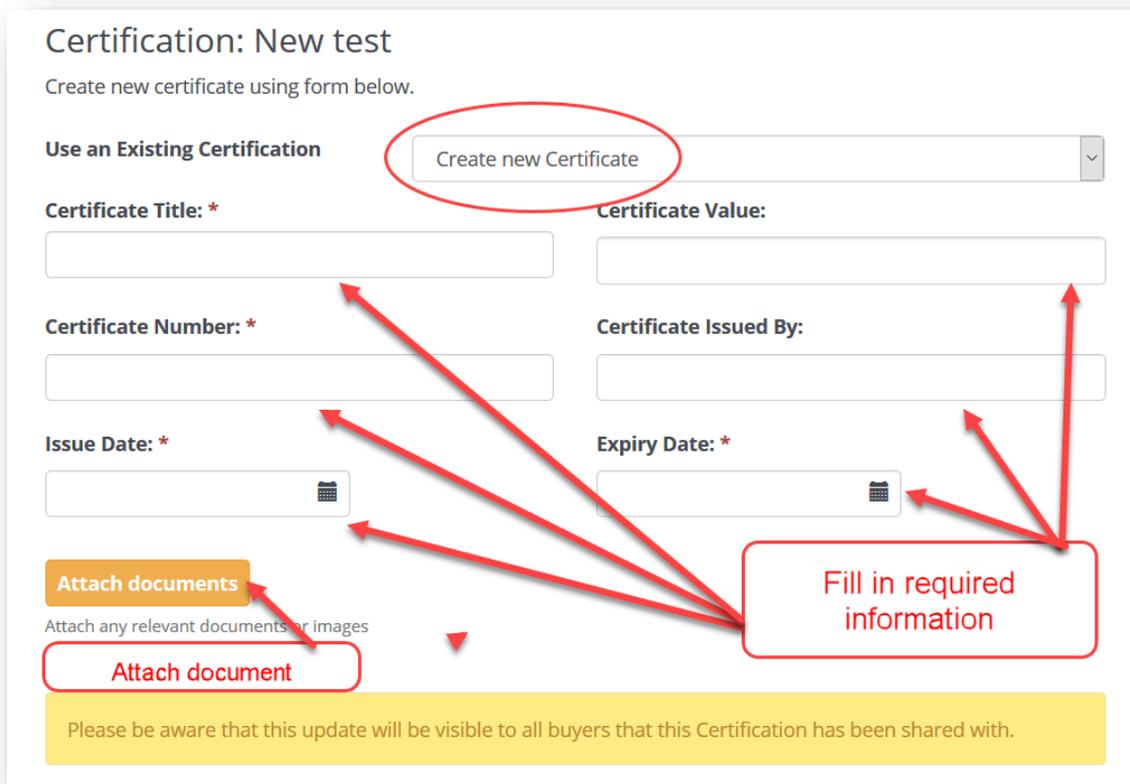
Update Certification

Obsolete Certification

Add Latest Certificate

Certification Details

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



Certification: New test

Create new certificate using form below.

Use an Existing Certification: Create new Certificate

Certificate Title: *

Certificate Value:

Certificate Number: *

Certificate Issued By:

Issue Date: *

Expiry Date: *

Attach documents

Attach any relevant documents or images

Attach document

Fill in required information

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

Fill in required details, attach Certificate Document and click '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

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

Update Certification

Obsolete Certification

Add Latest Certificate

Certification Details

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: 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

Certification: ISO 9001:2008

Issued on 06 Dec 2016 Expired on 07 Dec 2016

Shared with International Courier Service

Certificate document -

Not Visible on Public Profile

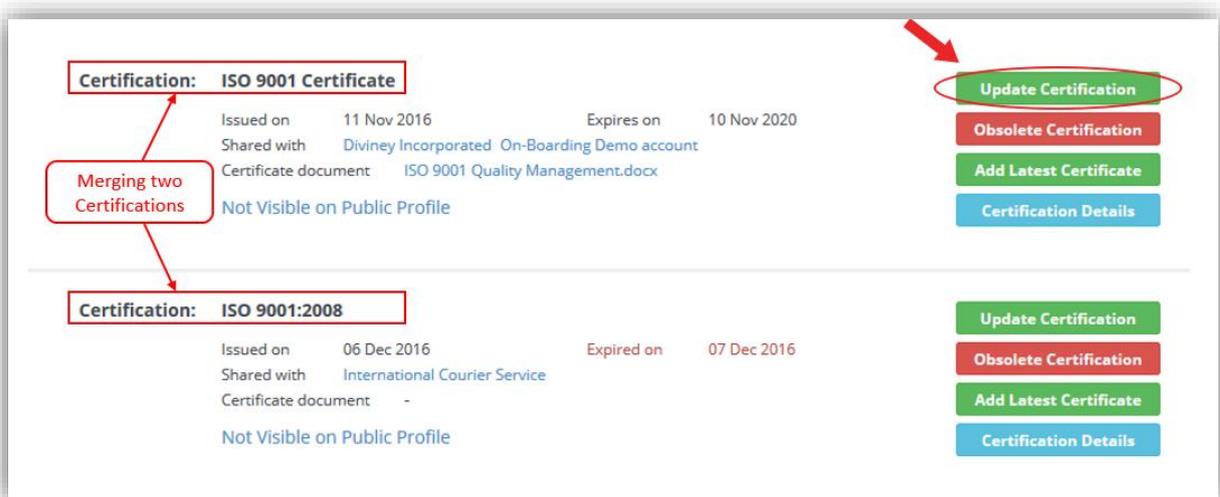
Update Certification

Obsolete Certification

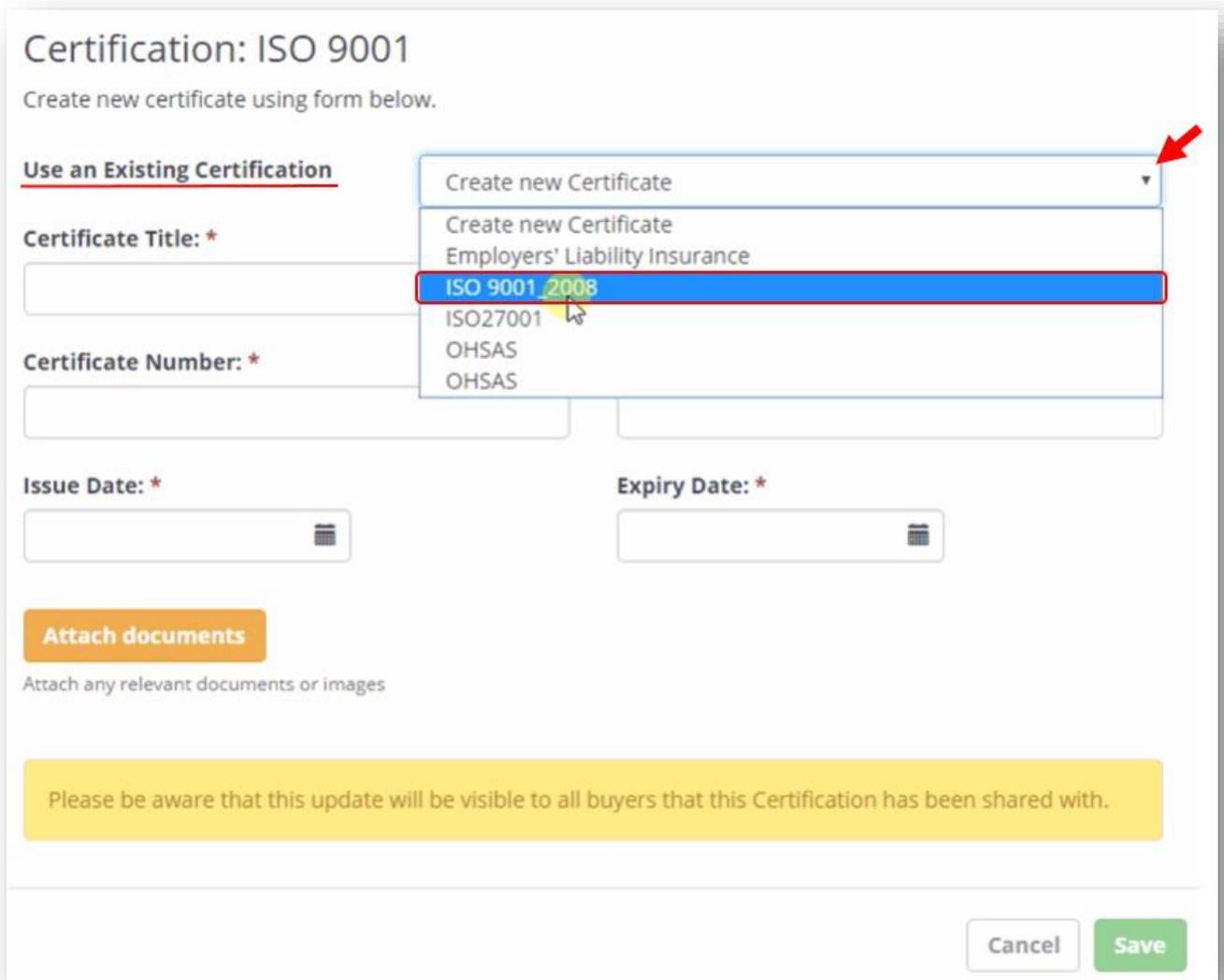
Add Latest Certificate

Certification Details

Merging two Certifications



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

Certification information populated automatically

Certificate Number: *

204-1

Certificate Issued By:

Issue Date: *

31/01/2016

Expiry Date: *

31/01/2019

 **Financials**
Financials 2014.docx

17 KB

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.



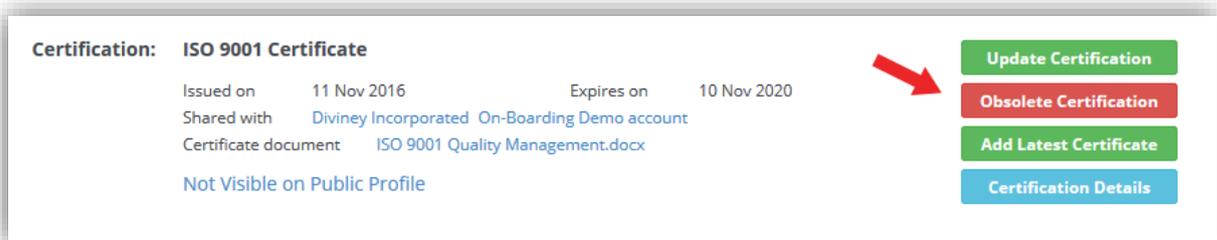
Mark a Certification/Certificate as OBSOLETE

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.



The screenshot shows a certification card for 'ISO 9001 Certificate'. The card displays the following information:

- 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
- Visibility:** Not Visible on Public Profile

On the right side of the card, there are four buttons:

- Update Certification (green)
- Obsolete Certification (red, highlighted with a red arrow)
- Add Latest Certificate (green)
- Certification Details (blue)

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](#)

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...	

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	OBSOLETE
Expand...	

- Certification marked as OBSOLETE:

Certification: OBSOLETE - ISO 9001 [Reactivate Certification](#)

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 [Certification Details](#)

Certificate document [ISO 9001.docx](#)

Visible on Public Profile

You can reactivate an OBSOLETE Certification at any time.

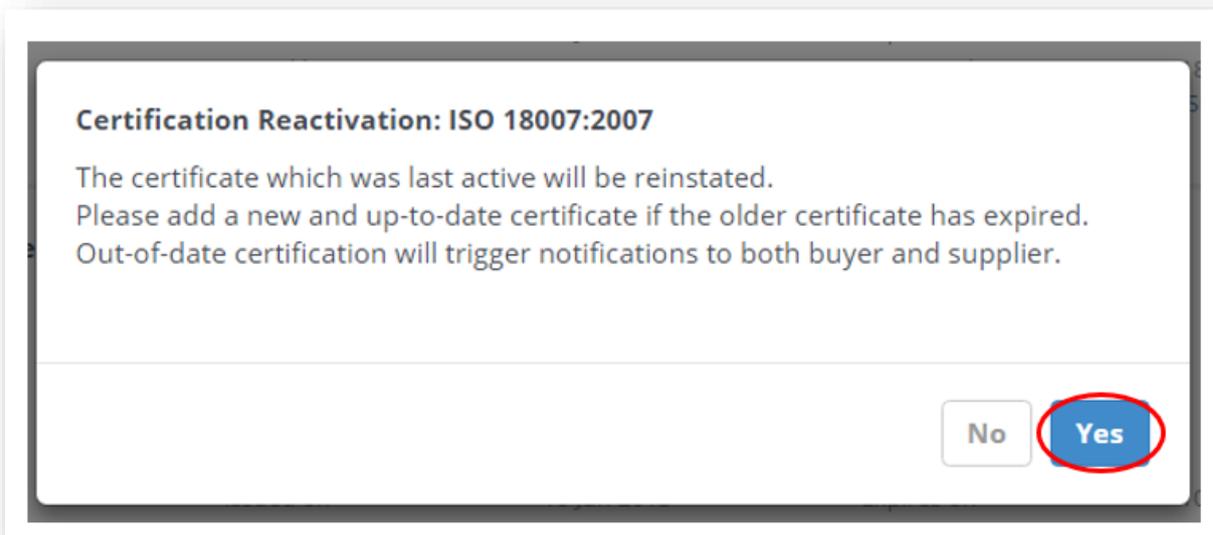
To do so please refer to Reactivating an OBSOLETE Certification section of the guide.

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.

Certification Title: *

Certificate Title: *

Certificate Number: *

Issue Date: *
 

Certificate Value:

Certificate Issued By:

Expiry Date: *
 

[Attach documents](#)
 Attach any documents, images or videos.

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

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.

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