

Azzule Supply Chain Program

How To Respond To Data Release Requests

v1.0 10292012

Existing Azzule Supply Chain Program (ASCP) and new ASCP users may from time to time receive emails requesting them to either accept or reject their customer data release requests. The ASCP has two release systems that are designed to either allow continuous data movement called Ongoing Data Releases or single events of data movement called One-time Date Releases:

- a) **Ongoing Data Release.** Your customer requests an Ongoing Data Release from you as their supplier which if accepted will allow the transfer of full audits for as long as the release is in place. Ongoing Release Agreements are requested when your customer adds you as a supplier to their Azzule Supply Chain Program.
- b) **One-time Data Release.** Your customer requests a One-time Data Release from you as their supplier when they try and retrieve data without an active Ongoing Data Release in place. If you accept this One-time Data Release request then the transfer of full audits occurs only on this particular occasion.

This help sheet explains how to process data release requests.

1) The process starts by receiving an email request for either an **Ongoing Data Release** (covered under point 3) or a **One-time Data Release** (covered under point 4) from a customer. If you are an existing user then the next step is to log into the Azzule Supply Chain Program (see point 2). If you are a new user, then please register [here](#) and also see [How To Register For The Azzule Supply Chain Program](#).

2) Existing users will click on the following website and login with your “User Name” and “Password”:
<https://secure.azzule.com/SupplyChain/Login.aspx>

azzule Supply Chain Program (SCP)
Your Data Management Site

This site will help you become compliant with your customers.

Secure Login

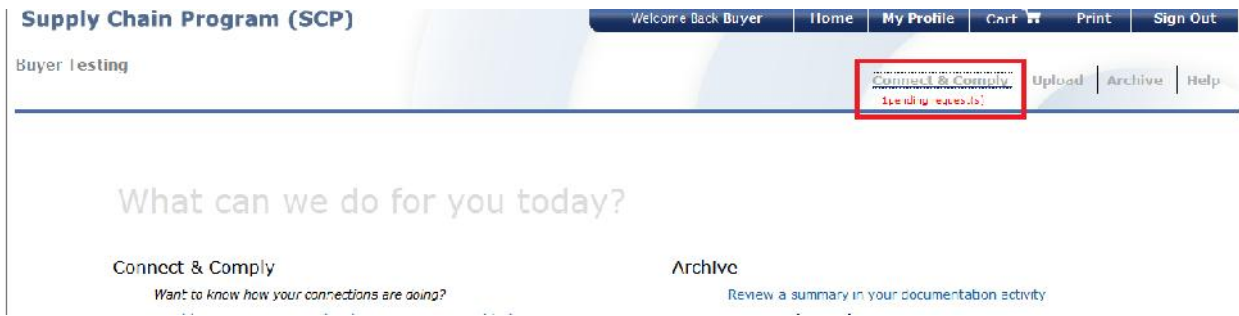
User Name:

Password:

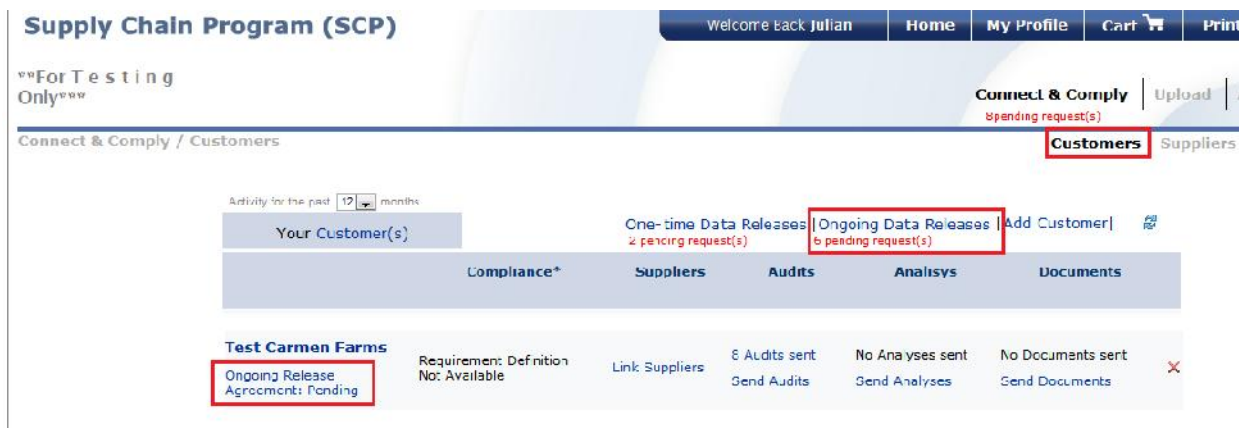
[Did you forget your Password?](#)

* New users register here

3) If you receive an **Ongoing Data Release** request click on:



3.1) Next while on the Connect & Comply > Customers tab, click on either “Ongoing Data Releases” (See 3.2.1) or “Ongoing Release Agreement: Pending” (see 3.2.1)



3.2.1) If you clicked on “**Ongoing Data Releases**”, you will next see a summary of all your Ongoing Data Releases for both customers and suppliers. Below is a screen shot of this page and in the red box you can see that a customer Ongoing Data Release is pending:-

Supply Chain Close Window X

Ongoing Data Releases	Total	Release Status
Customer Data Release Agreements	4	
Existing Release Agreements with Customers	3	
Buyer Testing		Edit Yes
Customers Requesting new Release Agreements with you	1	
Test Carmen Farms		Edit Pending
Past Customer Release Agreements	0	
Supplier Data Release Agreements	3	
Existing Release Agreements with Suppliers	0	
Supplier who you have requested new Release Agreements from	1	
For Testing Only		Edit Pending
Past Supplier Release Agreements	2	
Supplier demo		Edit No

3.2.2) Click on “Edit Pending” on the right hand side of the box. You can either accept or reject the requested Ongoing Data Release request. Please note that is accepted it can take up to thirty days to terminate the Ongoing Data Release:-

3.3) If you clicked “Ongoing Release Agreement Pending”, you go straight to the decision screen for that particular customer as per the screen shot above in 3.1.2.

4) If you receive an **One-time Data Release** request click on:-

4.1) A user can see pending requests or past requests on the One-time Data Release screen. Looking at pending requests:

Supply Chain Program (SCP) Welcome Back Julian | Home | My Profile | Cart | Print

****For Testing Only**** Connect & Comply | Upload | Ar
8 pending request(s)

Customers One-time Data Releases

Customer: [Select Customer] A user can see pending or past One-time Data Releases.

Status: Pending
Pending
Past One-time Data Releases

Customer	Requested Data	Requested Date	
Test Carmen Farms	1 Audit(s)	9/18/2012	Accept Reject A user can Accept or Reject pending One-time Data Releases.
Test Carmen Farms	1 Audit(s)	9/18/2012	Accept Reject

4.2) Once you have either accepted or rejected a One-time Data Release request the system will automatically notify the customer.

4.3) If you review past One Time Releases, you can choose to look at those that were accepted or those that were rejected:

****For Testing Only**** Connect & Comply
8 pending request(s)

Customers One-time Data Releases

Customer: [Select Customer] Response: Accepted

Status: Past One-time Data Releases [Select Response]
Accepted
Rejected

Load report