



BRC Global Standards Audited Site Trace One Insight Quick Start Guide

On the microsite you will find all information regarding the offer and the documents required for your membership:

- Quick start guide
- Product details
- Trace One Policies
- General and Specific Terms and Conditions

STEP 2: View all the reports and dashboards available in your subscription

On the microsite click on "Read +" link under the section as shown below



"Read +" will open the document with the details about the product. Before signing up please read carefully the content of this package and the benefits your company will obtain from it.

STEP 3: SUBMIT YOUR ORDER

a. How to complete your annual subscription ?

In the microsite, please scroll down until the form:
Before start registering be sure:

1. You have the permission or the authority, to commit your Company to this Contract.
2. You certify that all information supplied in this registration form is correct.
3. You have your BRC's site code available to sign-up.
4. You have your company billing information to hand.
5. You can make a credit card international payment.

Steps to register:

1. Complete your company information. If you are in the European Union, please add your VAT number. **Otherwise taxes may apply.**

Trace One Insight – BRC Global Standards

Company and Primary Contact Information

Company Name *	
<input type="text"/>	
Head Office Address *	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Phone *	Website
<input type="text"/>	<input type="text"/>
Company tax number (if you are in the European Union, VAT number) *	
<input type="text"/>	
Zip Code *	
<input type="text"/>	

2. Add your Site Name and BRC Site Code. If you have more than one, please tick the box and more fields will be added.

Site Information

Site Name *	BRC Site Code *
<input type="text"/>	<input type="text"/>

3. Please add your information (person authorized to engage the company) to the Primary Contact fields.
4. Add the User Information (person that will log in the platform and use the dashboards).

Note: If user requested is not currently named on the Audit report or does not

currently have access to the directory, BRC Global Standard will verify the user details before the access details are shared.

Primary Contact

You have the permission, or the authority, to commit your company to this contract.

Name *

Email *

Job Title *

User Information

You are the individual who will be using the service.

Name *

Email *

Job Title *

Is the user a named user on the Audit Report? *

Yes No

Does the user have access to the current BRC Directory? *

Yes No

5. Choose your package in this section. VAT amount will be applied based on the zone chosen.

Single Site Insight Package

Choose Package *

Zone *

United Kingdom

European Union

Rest of the World

Please choose your region

UK VAT *

Tax amount

£10.00

6. Add your billing information and the name of the credit card holder :

Billing Information

Please fill out the information of the credit card holder.

Name *

First	Last
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Address *

Address Line 1	
Address Line 2	
City	State / Province / Region
Postal / Zip Code	Country 

Email *

STEP 4: GENERAL AND SPECIFIC TERMS AND CONDITIONS

Please carefully read the General and Specific Terms & Conditions, then click in the box to accept them.

Trace One General and Specific Terms & Conditions

[Trace One Policies](#)

By clicking this box You register the Order Form, confirm you have read and accepted the General Terms and Conditions*, Specific Terms and Conditions*, and Personal Data Protection Policy of Trace One

Trace One uses Your personal data to send You Trace One special offers, news and content on the latest Private Label industry. You have the right to object to this processing by contacting us by email to: dataprotection@traceone.com

STEP 5: PAYMENT

Please add the credit card number and click in the Submit button to send your order.

Payment

<input type="text" value="Credit Card Number"/>	Choose Package - After X.X.XX	£99.00
<input type="text" value="MM/YY"/>	<input type="text" value="CVV"/>	Subtotal: £99.00

Amount Due: £99.00

Submit - By clicking on the "Submit" button, You are submitting Your Order Form for approval by Trace One. This Order Form is a binding agreement with Trace One. You can only submit it once, errors or omissions excepted

STEP 5: CONFIRMATION EMAIL WITH THE FINAL PURCHASE ORDER

You will receive a confirmation via email with all submitted details in the form.

Note: The submitted documents act as your Trace One contract, please save this e-mail.

In case you have made a mistake in your registration form, contact Trace One Services at smb@traceone.com

STEP 6: PROCESSING YOUR MEMBERSHIP

Trace One will validate your registration and send you your login details to access the platform within 72 hours.

FREQUENTLY ASKED QUESTIONS

Q: Who in my organization is the right person to use this platform?

A: The key benefits from the Audited site dashboards is to benchmark your site against similar BRC global standards site. E.g. within the same category or within the same country. Technical / QA contacts within the site would be the most appropriate users of the module.

Q: When do I get my password?

A: Once you have successfully registered and gotten the confirmation email, Trace One will send a email within 72 hours with access details to the system.

Note: If user requested is not currently named on the Audit report or does not currently have access to the directory, BRC Global Standard will verify the user details before the access details are shared.

Q I received my password, what do I need to do now?

A: The email notifying the access details that you receive will provide the link to access the module and instructions. Please log in to the directory to verify access.

Q: Do I need a training? What are the options?

A: The module with the dashboards is self explanatory and does not require any additional training. A training document is provided in the offer section of the microsite.

Q: Who do I need to contact if I have questions about the product?

A: Please contact brcinsight@traceone.com for any questions regarding the module or the data that is presented.

Q: Who do I need to contact if I have questions about my registration?

A: Please contact smbinsight@traceone.com if you have any questions with the payment or access to the portal.

