



How to Complete the Papaya Addendum In the Azzule Auditing Software for Auditees

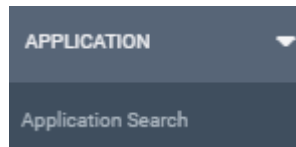
This guide provides step-by-step instructions for auditees on how to complete the papaya addendum in the Azzule Auditing Software (AzAS).

1. Log into the Azzule Auditing Software:

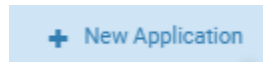
- Log into your Azzule Auditing Software Auditee Account:
<https://secure.azzule.com/AuditsClientPortal/Views/Login.aspx>

2. Access the Application

- Go to **Application > Application Search**.



- Select **New Application**.



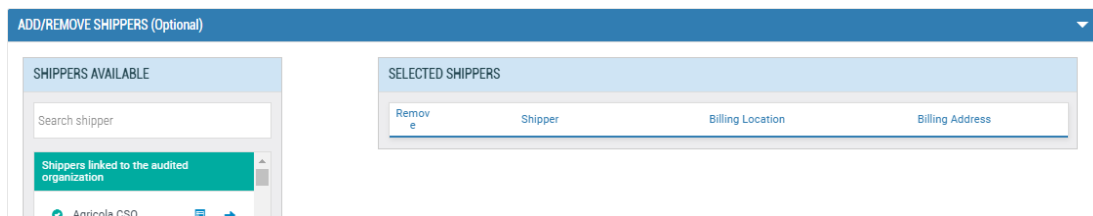
3. Update Organization Contacts

- Go to section **ORGANIZATION CONTACTS**. Review and complete the contact information. If the required contact is not listed, select "**Create New Contact**" to add a new contact to the list.

ORGANIZATION CONTACTS	Application contact	Show in report	Complete Compliance Grid
CONTACTS - ORGANIZATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Add/Remove Shippers

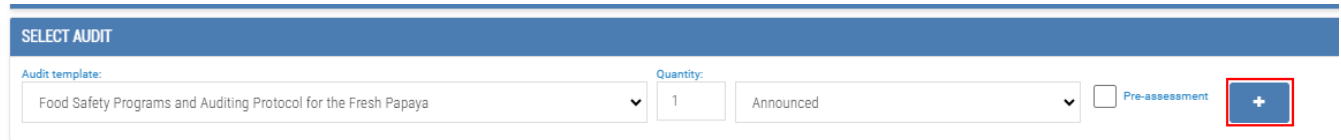
- If you want to add a shipper, navigate to the **ADD/REMOVE SHIPPERS** section and make the necessary modifications. Note that this section is optional.




5. Select the Audit Template

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- Go to **SELECT AUDIT** and choose the template:
Food Safety Programs and Auditing Protocol for Fresh Papaya.
- Click the **+** icon to add it.



6. Edit Audit Details

- Select the **pencil**  icon to open the **AUDIT DETAILS** section.

Note: In this section, all essential details for the audit, such as the operation's name and address, audit date, language preference, must be included.

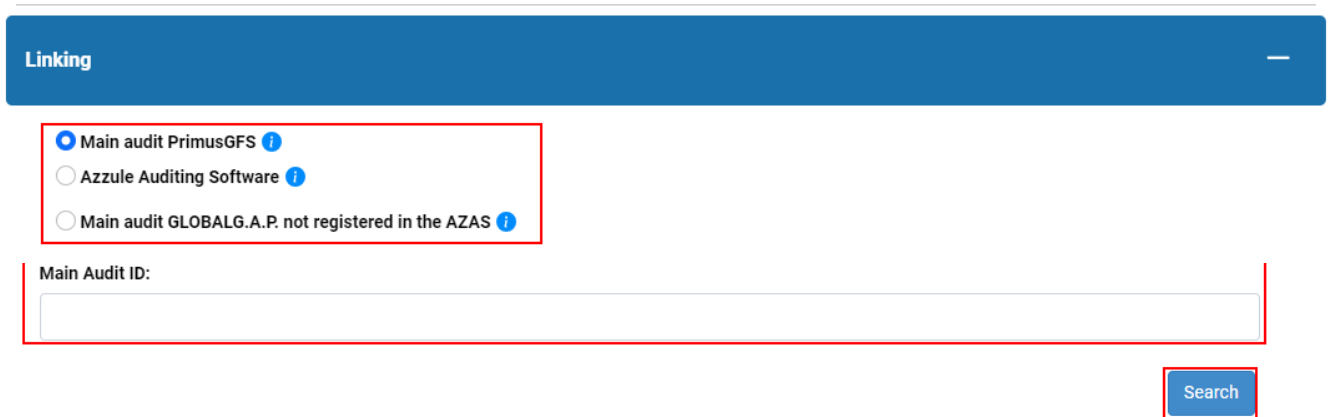
7. Link the Main Audit

- In the **Linking** section, select the audit source to link the addendum.

Note: If linking to **Main Audit PrimusGFS**, remember:

- i. It can only be linked to **Farm** audits.
- ii. The main audit must include the product **papaya**.

8. Enter the **Audit ID** number and click **Search** to display the main audit info.



How to Complete the Papaya Addendum

In the Azzule Auditing Software

9. Verify and Link

- Confirm the main audit details, then select **Link** to establish the connection.

Linking

Main audit PrimusGFS ⓘ
 Azzule Auditing Software ⓘ
 Main audit GLOBALG.A.P. not registered in the AZAS ⓘ

Main Audit ID:

Search

Main Audit Info

CB	
Entity	
Products	

Link

Note: The remaining sections of the AUDIT DETAILS will not appear until the linking process is complete.

10. Add Entities

- In the **Entities** section, type the name of the entity to be audited and select it from the dropdown.
- Click **Add Entities**.

Note: At least one entity must be added to proceed, and the product papaya will be automatically added to the entity.

Entities

Role



Entities

Add entities

Entity	Entity Role	Bill	Billed In	Contacts	Products
Production Site - QA	Farm	<input type="checkbox"/>	(No Especific ▾)		

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11. Assign Contacts

- Click the **Contact** icon , select the contact for the entity, then click **Add Contacts**.
- The icon should turn green when completed 

12. Finalize Details

- Complete the **Details** section and click **Save Details**.

Details

Auditor language:
English

Tentative date from: 09/30/2024
To: 10/01/2024

Audit Date: 09/30/2024
Time Zone: (-06:00) Guadalajara, Mexico City, Monterrey

Pre-assessment

Announced

Comments

Save details

13. Submit the Application.

- Click **Submit**.



If you have additional questions, please reach out to our support team at support@azzule.com or call +1.805.354.7127