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).
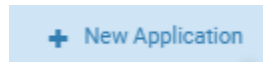
1. **Log into the Azzule Auditing Software:**
   - Log into your Azzule Auditing Software Auditee Account: https://secure.azzule.com/AuditsClientPortal/Views/Login.aspx

2. **Access the Application**
   - Go to **Application** > **Application Search**.
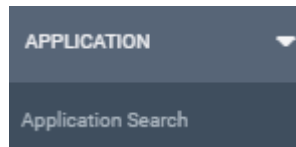

   - Select **New Application**.

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.

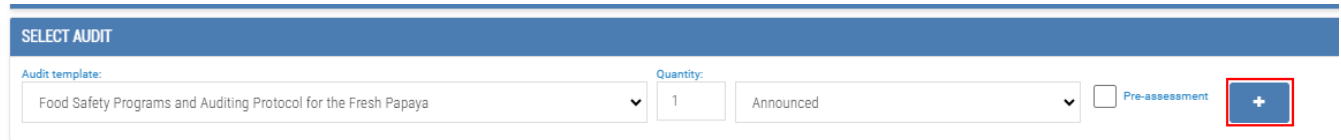

4. **Add/Remove Shippers**
   - If you want to add a shipper, navigate to the **ADD/REMOVE SHIPPERS** section and make the necessary modifications. Note that this section is optional.
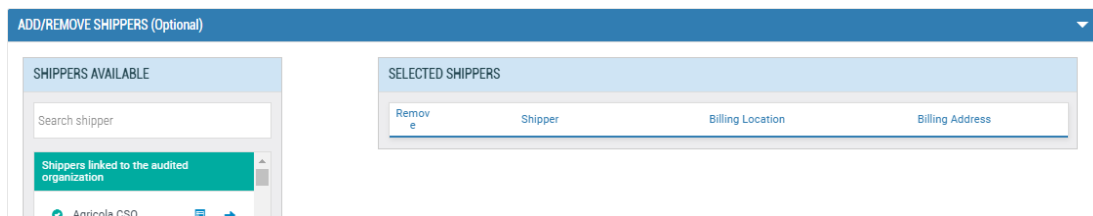
5. **Select the Audit Template**

- 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.
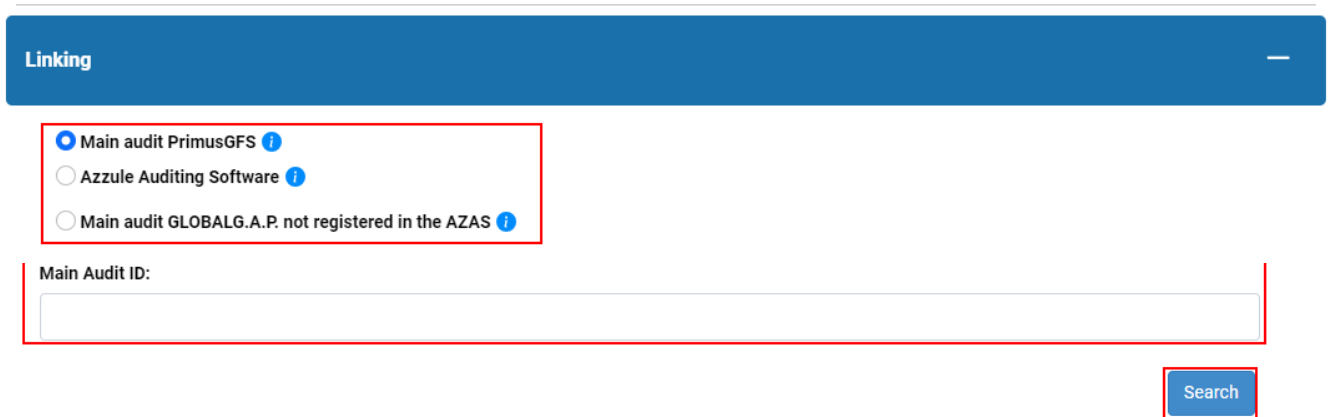
7. **Link the Main Audit**
   - In the **Linking** section, select the audit source to link the addendum.

     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.

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

> **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.

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**.

13. **Submit the Application.**

- Click **Submit**.

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