



STERLING Solutions, LLC

A Division Of Where Food Comes From, Inc.

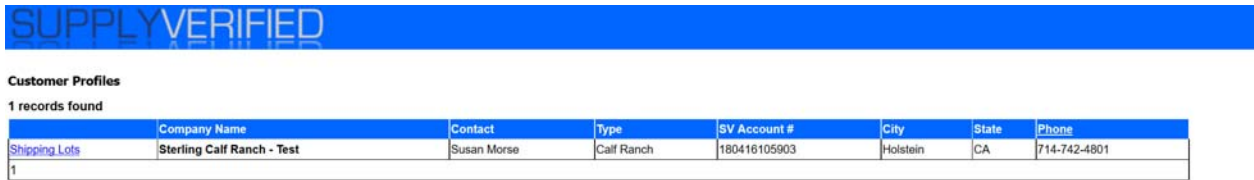
Susan Morse
P.O. Box 4047
Irvine, CA 92616

714-742-4801

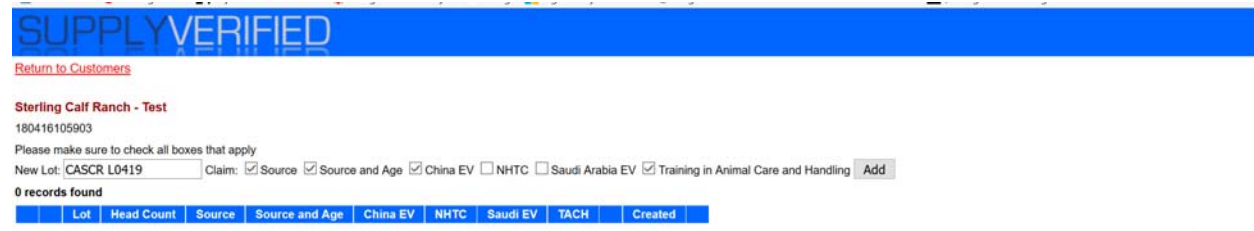
Step One: Go to <http://sv2.supplyverified.com/Login.aspx> and enter your login and password.



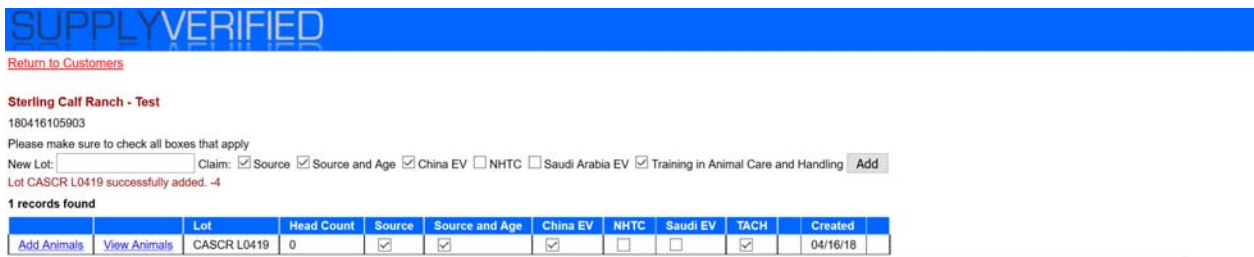
Step Two: Once you log in, you will see a screen that shows your company name and contact details. Click on the link "Shipping Lots"



Step Three: Give Your load a unique name (maybe include a lot number or ranch code and date) and select the approved claims for the load. Your screen will look like:



Step Four: Click "Add." This will create the lot. From this screen you can add the load detail ("Add Animals") or view load information that you have previously uploaded- in case you need to make a change to the load detail ("View Animals").



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Step Five: Let's add the load information, so click on "Add Animals." You will notice that you will copy and paste the load details from your excel file in the following order (1) EID # (2) Birthdate in 04/14/18 format and (3) Visual ID. Note that as a "Best Practice" we ask you to find the oldest calf in the group and take the date back another three days. If the oldest birthdate is 02/05/18, then adjust that date to 02/02/18.

SUPPLYVERIFIED

Enter comma delimited animal info, or paste directly from Excel

EID #, Birthdate, Visual ID (if applicable)
00000000000001, 1/1/2000, vid1,....
00000000000002, 1-1-2000, vid2,....
00000000000003, 2000-01-01, vid3,....
00000000000004 1/1/2000 vid4

****ALL CALF RANCHES MUST BACKDATE BIRTHDATES (-3 days) IN EXCEL BEFORE ENTERING DATA HERE****

Submit

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Step Six: Once you have dropped in your tag information, click "Submit" at the bottom of the page.

SUPPLYVERIFIED

Enter comma delimited animal info, or paste directly from Excel

EID #, Birthdate, Visual ID (if applicable)
00000000000001, 1/1/2000, vid1,....
00000000000002, 1-1-2000, vid2,....
00000000000003, 2000-01-01, vid3,....
00000000000004 1/1/2000 vid4

****ALL CALF RANCHES MUST BACKDATE BIRTHDATES (-3 days) IN EXCEL BEFORE ENTERING DATA HERE****

840003100035297	4/19/2017	40015
840003140005209	4/20/2017	41970
840003140005319	5/3/2017	43138
840003140005051	5/3/2017	43622
840003144000409	5/8/2017	43597
840003144000402	5/8/2017	43465
840003142000147	6/8/2017	43071
840003144000774	6/22/2017	44772
840003144000630	6/22/2017	44275
840003144000052	6/22/2017	44707

Submit

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Step Seven: Once you click “Submit,” you will see a familiar screen. From this screen you can add more animals, view the load you submitted or “Create Shipping Certificate.” Click on that link (bottom right).



Step Eight: Once you “Create Shipping Certificate” you will be taken to a screen that asks for the shipping date, and the feedlot name and address. Once you add this information, click “Create Record.”



Step Nine: Age, Source, China certificates will populate automatically for you to print. Note that you simply need to add the head count and initials to complete the document. You will also receive the certificate by email. Be sure to send a copy of the load report and the completed shipping certificate to your buyer and keep a copy in your records. You will not be required to report these loads to Sterling Solutions. This will also be done automatically. Billing (if you purchase your own tags) will be automatic. For any claims beyond SAV/China – like NHTC – an email will alert the Sterling program manager to review and to approve the load. Once approved, you will be able to “Create Shipping Certificate.”

Please contact Susan Morse at Sterling Solutions (714-742-4801) with any questions.

