

VRS Workflow Updates for Verifiers – Mill Report Copies

The way to request a copy of a mill report has changed from via email to directly in the VRS. The below instructions detail the new workflow for verifiers.

There is no longer a list of options for mill report copies which previously showed at the bottom of the “Active Applications” tab for verifiers.

Verifiers can request a mill report to be copied to a particular mill by clicking **Request Report Copy** directly in the mill's coversheet:



The **Request Report Copy** button will be available on a mill's coversheet if there are mills in other applications which qualify to have their report copied. To qualify, a mill must have the same entity ID as the current mill and be valid on the day the verifier clicks to request a copy. *Please note that this does not automatically qualify the mill to be copied to the current application (see point 2 in the reminder section below)*

After clicking **Request Report Copy** button, a page opens with a row for each qualified mill:

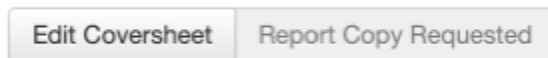
Copy Dry Processor report

Please select the report you wish to copy to [redacted]

Application	Entity	Application Status	Validity Start	Validity End	
[redacted] Mill Only - Beneficio [redacted]	M [redacted] Beneficio [redacted]	Mill only	01 Oct 2020	30 Sep 2022	Request Report Copy
[redacted] Finca [redacted]	M [redacted] Beneficio [redacted]	Strategic	01 Jul 2018	30 Sep 2022	Request Report Copy

When the verifier clicks **Request Report Copy** for a qualified mill the following happens:

- The mill coversheet's **Request Report Copy** button changes to **Report Copy Requested** text:



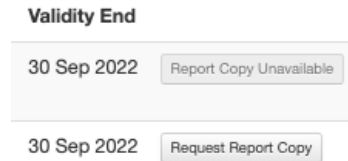
- The request is sent to Starbucks.

If the request is approved, the verifier will receive an approval email and the mill coversheet's **Report Copy Requested** text is replaced with an **Original Report (ID)** button.

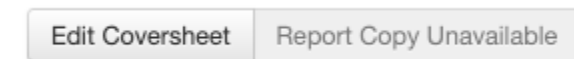


If the request is rejected, the verifier will receive an email notification informing about the rejection of the copy. Afterwards there are two possibilities:

1. If there remain other qualified mills for which a copy can be requested, the mill coversheet's **Report Copy Requested** text is replaced with the **Request Report Copy** button, which, when clicked, shows the rejected copy request with **Report Copy Unavailable** text and the available copy request with a **Request Report Copy** button.



2. If all qualified mill-report copy requests have been rejected, the mill coversheet's **Report Copy Requested** text is replaced with **Report Copy Unavailable** text.



A few reminders:

1. When conducting multiple verifications at the same time that share mills:

- I. If the same organization is responsible for finalizing the report of a mill that then needs to be copied, the report should be written in the verification with the earliest due date.
- II. The completion of the mill report should be prioritized over the other entity reports.
- III. Once the mill report has been completed by the inspector, as well as the review by the verifier, the report needs to be marked as “Reviewed by verifier”, a Verification Report created with this single entity and sent to the client. The client won’t be able to accept the report through the VRS but should do so via email directly to the verifier. SCS does not need to be copied in this email, neither does SCS need to receive proof of the approval.
- IV. Once the client approves the report, the status of the individual report needs to be changed to “accepted by verifier”.
- V. After completing the steps listed above, a copy of this report can be requested for other applications.

2. As per section 6.2.1 of the Verifier and Inspector Operations Manual, **“the First Response Letter is the only reference that should be used to confirm the validity of all mills in an application,** regardless of whether there are mills available to be copied in the VRS.” Should a mill not appear in the letter with validity, depending on the information the verifier has available, they can determine validity by noting, as per Table 4 in the C.A.F.E. Practices Terms and Conditions, that “Mills with at least 1 year of validity starting the date of the validity period of the application do not need to be inspected” and can therefore be copied. In any case of doubt or uncertainty, the validity of a mill can be confirmed either by SCS or Starbucks. Suppliers should contact the FSC and verifiers should contact SCS.
3. This new tool is set up **only for the request of mill reports.** Warehouse report copies will still need to be requested through email at cafepactices@scsglobalservices.com
4. After the verifier receives the report copy, **the flows need to be reviewed** to ensure that the entity is correctly integrated.
5. The copied entity report needs to be included as part of the Verification Report.