

## DATA SHEET

# Standardized Documents and Forms with PostOnce® Streamline and Automate Supply Chain Collaboration

### An Industry-Wide Benchmark Standard

A decade ago, an initiative to better organize ingredient, raw material, item, and supplier data across the supply chain evolved into an industry-wide benchmark standard. With the development of TraceGains Standardized Documents and Forms for suppliers on TraceGains Network, brands and retailers gained instant access to the supply chain information and documents they need to streamline and automate quality, compliance, and product innovation. And to make it easier for suppliers to provide information to customers, TraceGains built PostOnce, a system designed to help suppliers streamline and automate customer service. Suppliers enter information one time, and with PostOnce technology, send it to all customers with a single action.

With TraceGains, teams leave behind static tools like email, shared drives, and single-use portals and replace them with a networked platform for better, faster collaboration. Not only does TraceGains standardize data, it automatically tracks information and document exchange converting it into digital records for business insight and a complete audit trail.

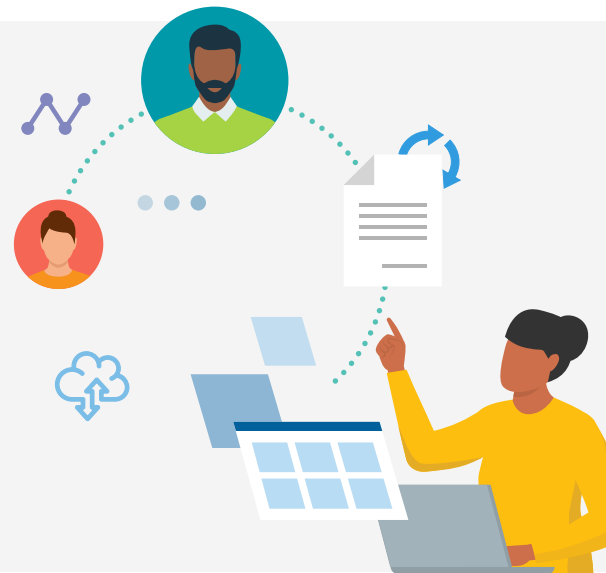
Today, an advisory board of industry experts representing crucial functions across leading brands and suppliers oversees TraceGains Standardized Documents and Forms, ensuring they remain updated.

### PostOnce® Technology

TraceGains PostOnce technology allows suppliers to share information, documentation, and online forms with all customers at once, avoiding the manual process of responding individually.

### TraceGains Standardized Documents and Forms

- Based on best practices from several hundred food and beverage companies and SIDI™ Protocol standards within the supplement industry.
- Suppliers complete the following only ONCE:
  - 69 standardized industry document types
  - 37 standardized Online Forms



### Item-level Forms

- Allergens
- Nutrition
- Country of Origin
- Dietary Supplements Questionnaire
- FSVP Assessment Form
- FSVP Supplier Verification Form (Internal Use Only)
- Item Questionnaire - FSVP Supplier Verification Form (Internal Use Only)
- Item Questionnaire - National Bioengineering Food Disclosure Standard (Simplified)
- Suitability Requirements

### Supplier-level Forms

- Suitability Requirements
- Supplier Questionnaire
- Sustainability Level 1
- Sustainability Level 2

## Top 10 Benefits of Using TraceGains' Standardized Online Forms and Questionnaires

**Updates to forms are available along with monthly product releases;** because TraceGains manages all form changes, suppliers and customers benefit from a single source of truth and version control.

**Quick and easy data validation** as forms contain standard drop-down options and data sets.

**Streamline recordkeeping requirements** for FSMA and other programs.

**Satisfy multiple customer document and form requests at once** using TraceGains PostOnce technology.

**Ensure a collaborative and tracked response** by forwarding online forms to colleagues and/or Brokers and Distributors.

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**Form access and data changes are tracked in real-time** using electronic signatures and digital timestamps.

**Ask the right questions of your suppliers** with dynamically-generated questionnaires and custom form addendums.

**The forms comply with SIDI™ Protocols** within the supplements industry.

**Respond faster to customer inquiries or complaints** using real-time, custom dashboards for item and supplier attributes.

**Communicate your needs and receive ongoing support from TraceGains** when using Standardized Documents and Forms.

“TraceGains Standardized Documents and Forms reduce the data we need to review. They also keep our most critical information in one location, making it easy to keep everyone in the loop from Quality to Regulatory to R&D.”

*-Kaleigh Bates, Quality Specialist at MegaFood*

### About TraceGains

Founded in 2008, TraceGains connects people and information so teams can work smarter. As a global technology company, we provide networked innovation, quality, and compliance solutions to consumer brands that want to reduce supply chain risk, speed up business processes, and take control of data. On average, companies find 80% of their suppliers already on TraceGains Network, allowing them to connect and collaborate instantly.

Find interactive samples at: [learn.tracegains.com](https://learn.tracegains.com).

### OR, get started today:

1. Log into your account
2. Click **Standardized Forms** in the top navigation bar. TraceGains customers can log in to Supplier Management and configure Standardized Forms to display as Document Requests for Suppliers in Customer Management.