



Compliance – Thermometer Instructions for Ralcorp Suppliers

Required First Steps

Please add **Ralcorp icix sites** to your **Company Member List**:

- From your **Home** tab, go to the **My Members** tab.
- Click **Show More** to enter **Ralcorp Holdings' Member ID: 75958** and then click **Search**.
- Then click **Add** to add this listing to your **Company Member List**.

You will also need to add any additional **Ralcorp icix sites** to your **Company Member List**:

- Type their company name in the blank box and then click **Search**.
- This should include any **Divisional Headquarters** sites for any divisions you supply as well as additional **plant sites** you supply.

Viewing Requirements

From your **Home** tab, direct your attention to the **Compliance Summary** box. You will see a box indicating your level of compliance with **Ralcorp Holdings, Inc. Corporate (P)**. To view Ralcorp's compliance requirements, click the **Become Compliant** button.

Compliance Dashboard

Once you click the **Become Compliant** button, the **Compliance Dashboard** will display a list of all Ralcorp requirements.

- An orange circle will be displayed next to each requirement until it is fulfilled.
- To complete any requirement, click the **blue title** (a link) to be taken directly to the requirement. Once the requirement has been completed, a green checkmark will replace the orange circle.

New Ralcorp suppliers will typically be provided with a list of requirements listed below in the following order:

Requirement #1: Login and View Compliance

When you first click the **Become Compliant** button to view the **Compliance Dashboard** page, this requirement will be met.

Requirement #2: Pay iCiX Membership

Select this link to pay for your icix membership.

Requirement #3: Fill in Missing Profile Information

Select this link to complete or confirm your contact information. Remember to **Save** any information you enter on the staff profile page.

Requirement #4: Submit Certification Information (Certificate of General Liability Insurance)

To complete this requirement complete the following steps:

- Click the **blue title** (link).
- Enter the **From Date, Expiration Date and Reminder Date** by selecting the calendar icon. You can find these dates on your certificate.
- Click **Upload File**.
- Click **Browse** to locate your document from your computer files.
- Once your document is located, click **Upload**.
- A pop-up window will appear. Click **OK** to share your document. If the pop-up does not appear, click the **Share** button.
- Select the following sites to share with:
 - **Ralcorp Holdings Inc. Corporate (P) in St. Louis, Org ID # 75958**
 - The **Ralcorp Divisional Headquarters site** for the division you supply
 - Any **Ralcorp Plant Facility Site(s)** your company supplies
- Click the **Add** button and then click **Save**.

Requirement #5: Submit Certification Information (Continuing Letter of Guarantee)

To complete this requirement complete the following steps:

- Click the **blue title** (link).
- Repeat the same steps as outlined in requirement #4.

Requirement #6: Submit Compliance Information (Lot Code Explanation)

To complete this requirement, please complete the following steps:

- Click the **blue title** (link).
- Click **Upload File**.
- Click **Browse** to locate your document from your computer files.
- Once your document is located, select **Upload**.
- A pop-up will appear. Click **OK** share your document. If the pop-up does not appear, click the **Share** button.
- Select the following sites to share with:
 - **Ralcorp Holdings Inc. Corporate (P) in St. Louis, Org ID # 75958**
 - The **Ralcorp Divisional Headquarter site** for the division you supply
 - Any **Ralcorp Plant Facility Site(s)** you supply
- Click the **Add** button and then click **Save**.

Requirement #7: Submitting SmartForms (4 total)

- The final requirements are to submit the following SmartForms: **Contact Information, Food Security, Quality Systems v2, and Supplier Expectations Manual**.
- icix SmartForms are electronic forms that are filled out from your icix site and submitted using a digital signature. SmartForms are automatically shared with Ralcorp sites upon submission; you will not need to add Sharing to SmartForms. After the SmartForm has been submitted, it will be saved under the **Compliance Documents** section of your **My Documents** tab.
- Before you enter information on a SmartForm, please ensure that your computer meets the technical requirements needed to submit SmartForms. The **“Ralcorp SmartForm Instructions”** document offers an explanation of these requirements and can be found in the **Ralcorp Reference Library** section of the Ralcorp Supplier Page.
- To complete and submit a SmartForm, please reference the instructions presented in the **“Ralcorp SmartForm Instructions”** document or visit the training video on this subject, located in the **Customized Videos** section of the Ralcorp Supplier Page.

SmartForm Notes

Below is important information to note when completing various SmartForms:

- **Food Security SmartForm**
 - Make sure to enter both the facility name and the facility City and State location on the line that reads **Facility Name/Location**.

- If your company supplies Ralcorp from multiple facilities, a separate **Food Security SmartForm** is needed for each facility.
- **Quality Systems SmartForm**
 - Indirect Packaging Suppliers do not need to submit this SmartForm.
- **Supplier Expectations Manual**
 - If there are any notes you would like to include about the content within this SmartForm, enter your notes in the provided box on the last page of the SmartForm.

** **Important Note:** Please refer to your Divisional Requirement Checklist and/or any additional communication you have received from the division receiving your product. In order to be compliant with Ralcorp, you must fulfill all Ralcorp requirements, not only the requirements listed under the Compliance Dashboard.*

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