



## Document Sharing Instructions for Whole Foods Market (WFM) Suppliers

### Document Sharing on icix

As a member of icix you can share your documents with the Whole Foods Market icix site. Setting up the correct sharing permissions and following the requested naming conventions will assist with timely completion of the Whole Foods Market requirements.

### 1. Manage Your “Company Member List”

The “**Company Member List**” is the first place to manage your business relationships on your icix site. To share documents with the WFM icix site, it must be listed on your “Company Member List”.

#### To update or review your “Company Member List”:

- Click on the **My Members** tab.
- Leave the default search value of “All Members” in place
- Type in **Whole Foods**. Or you may click on **Show More** and enter the *Member ID #13876*.
- Click on **Search**.
- Click on the **View All** link to expand the view and access checkboxes for selecting multiple members
- Click on **Add** once you’ve identified and selected the correct member.

The screenshot shows the 'My Members' section of the icix website. The navigation bar includes Home, My Documents, My Members, Communicate, Tools, Reports, Administration, and Help. Below the navigation bar, there are tabs for All Members, Company Members, and Personal Members. The main content area has a search bar with 'Whole Foods' entered, a search button, and a 'Show More' link. The search results table has columns for Member Name, City, Facility, and Company Members. The first row shows 'Whole Foods Mark...' in Austin, Texas, with a facility of 'Global Hea...'. The 'Add' button in the Company Members column is highlighted with a red circle and a yellow starburst.

Member Name	City	Facility	Company Members
Whole Foods Mark...	Austin	Global Hea...	Add

1 Record(s) displayed.

## 2. Manage Document Sharing

Once a document is added to your icix site, it must be shared with the **WFM icix site** for us to view it or to meet the compliance requirements.

To manage existing document privileges:

- Click the **My Documents** tab.
- Click the **padlock** next to the document name to open the sharing window.
- Locate Whole Foods from “**Select List**” on the left, to receive sharing permissions, and then click **Add**.
- **TIP: If the document is already shared with Whole Foods, it will display with a yellow highlight.**
- When finished, click **OK and Close**.

The screenshot displays the iCIX interface for managing document sharing. The main window shows a list of documents with columns for Document Title, Date Added, Document Type, Document Category, and Description. A document titled "Allergen Control Program" is selected, and a sharing dialog box is open. The dialog box has two panes: "Available for sharing" and "You are sharing documents with". The "Available for sharing" pane shows a search for "whole foods" and a "Select List (1)" containing "Whole Foods Mark...". The "You are sharing documents with" pane shows a "Sharing List (2)" with "Whole Foods Mark..." selected. The "Add" button is circled in red. The "OK and Close" button is also circled in red.

Document Title	Date Added	Document Type	Document Category	Description
Allergen Control Program	Aug-10-2011	Compliance Document	[No Category Selected]	test documents
Organic Certification	Aug-10-2011	Certificate	[No Category Selected]	test
WFM-The Rain		Compliance		
Eco-Scale Ser				
Test Complian				
Identifying Un				
SMP Food Saf				

Setup Sharing for Approved Supplier Compliance Document 'Allergen Control Program'

Available for sharing:

Find: whole foods

Select List (1)

Member Name	Org ID	City	Facility
Whole Foods Mark...	13876	Austin	Global Headquart...

You are sharing documents with:

Sharing List (2)

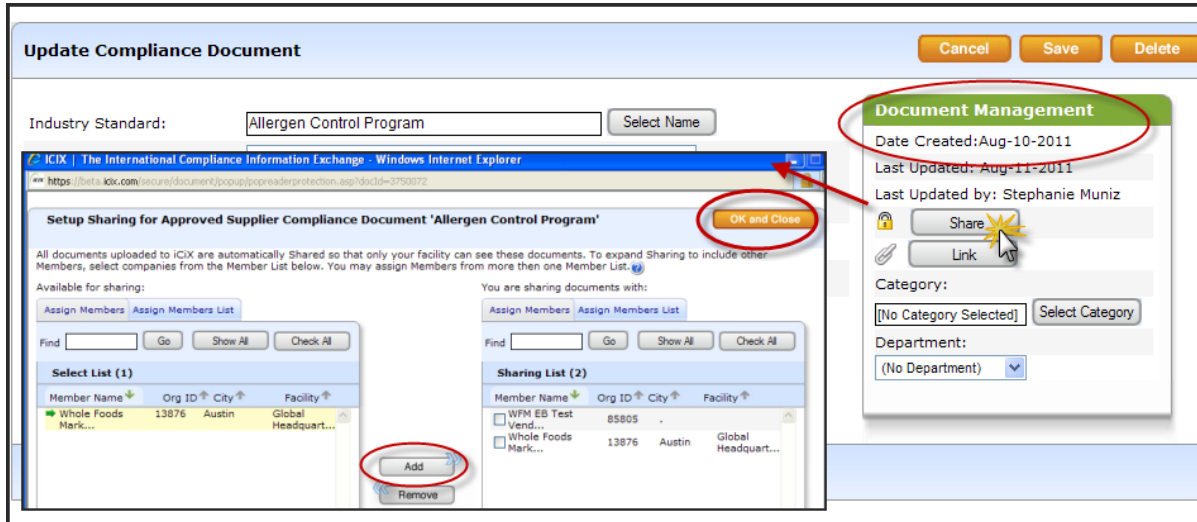
Member Name	Org ID	City	Facility
WFM EB Test Vend...	85805	.	
Whole Foods Mark...	13876	Austin	Global Headquart...

**To manage new document privileges:**

- When adding a new document (**NOTE:** See Knowledge Base article “01-Adding Documents”) click on the **Share** button to assign sharing permissions.
- The sharing window will open.
- Locate Whole Foods from “**Select List**” on the left, to receive sharing permissions, and then click **Add**.

**TIP:** *If the document is already shared with Whole Foods, it will display with a yellow highlight.*

- When finished, click **OK and Close**.



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