

icix

How to
Become a Supplier on icix

Steps to Membership

Acknowledgments

Please send comments to training@icix.com

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1. How to a Become Supplier on icix

Upon completion of this chapter, you will be able to:

Objectives

- Understand the benefits of participating on the icix network
- Setup your company on icix

Overview of icix

icix is a networking and software solution that gives customers the tools to manage supplier communications, documentation and compliance. It is a central repository from which you and Chef's Warehouse can communicate and share information.

Often participation on the icix network is a requirement for suppliers and vendors. Initially, most suppliers use icix to be in compliance with customer requirements.

For suppliers, the long-term benefits are many:

- Easy to identify your customers' requirements down to the factory and product levels
- Easy access to respond to outstanding actions or requests
- Easy collaboration on audit-related corrective actions and plans
- Easy exchange of information with your customers' labs and audit providers
- Easy to manage your departments and facilities in one place

Getting Started

You have received a letter of invitation from Chef's Warehouse to join the icix network. To participate in the icix network, you must have an account.

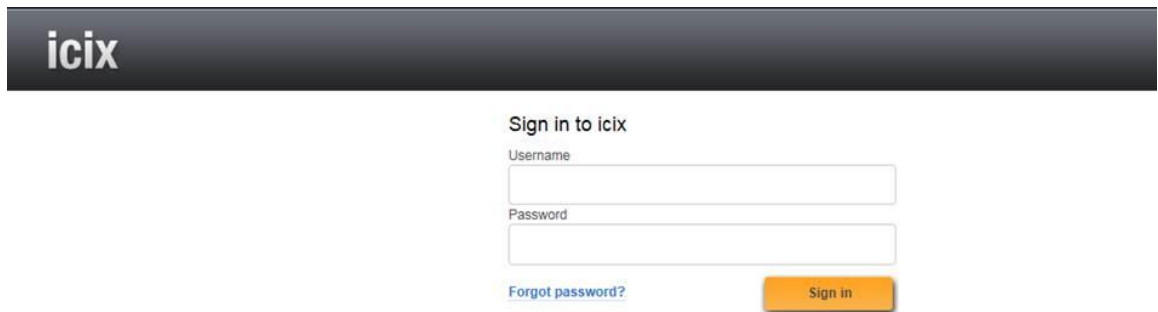
The icix onboarding team has set up an account for you, including a temporary username and password.

- access icix by clicking the link in the welcome email
- enter temporary username and password
- select your membership plan
- enter the Chef's Warehouse promo code, chefs228

You have received an email from icix that contains a link to the login page. It also includes your **Org ID**, **Temporary Username** and **Temporary Password**.



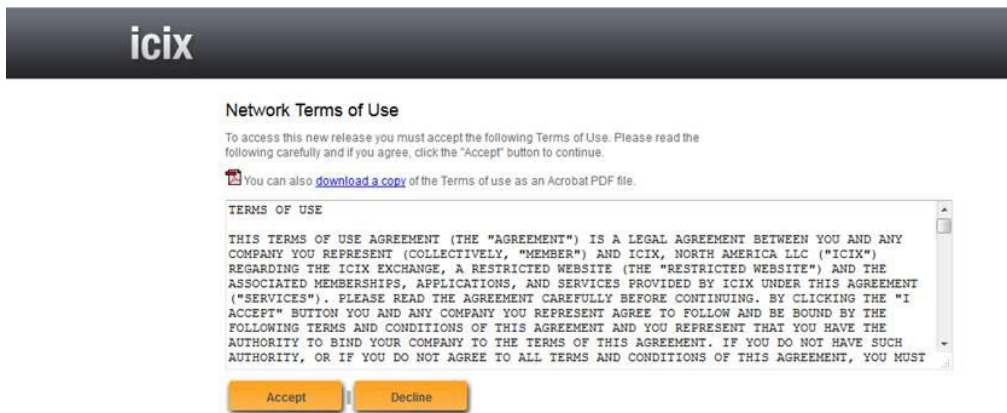
1. Click the **link** in the email.
2. Enter your assigned **Username** and **Password**.



The image shows the icix login interface. At the top is the icix logo. Below it is a section titled "Sign in to icix". This section contains two input fields: "Username" and "Password". Below the "Password" field is a link for "Forgot password?". To the right of these fields is an orange "Sign in" button.

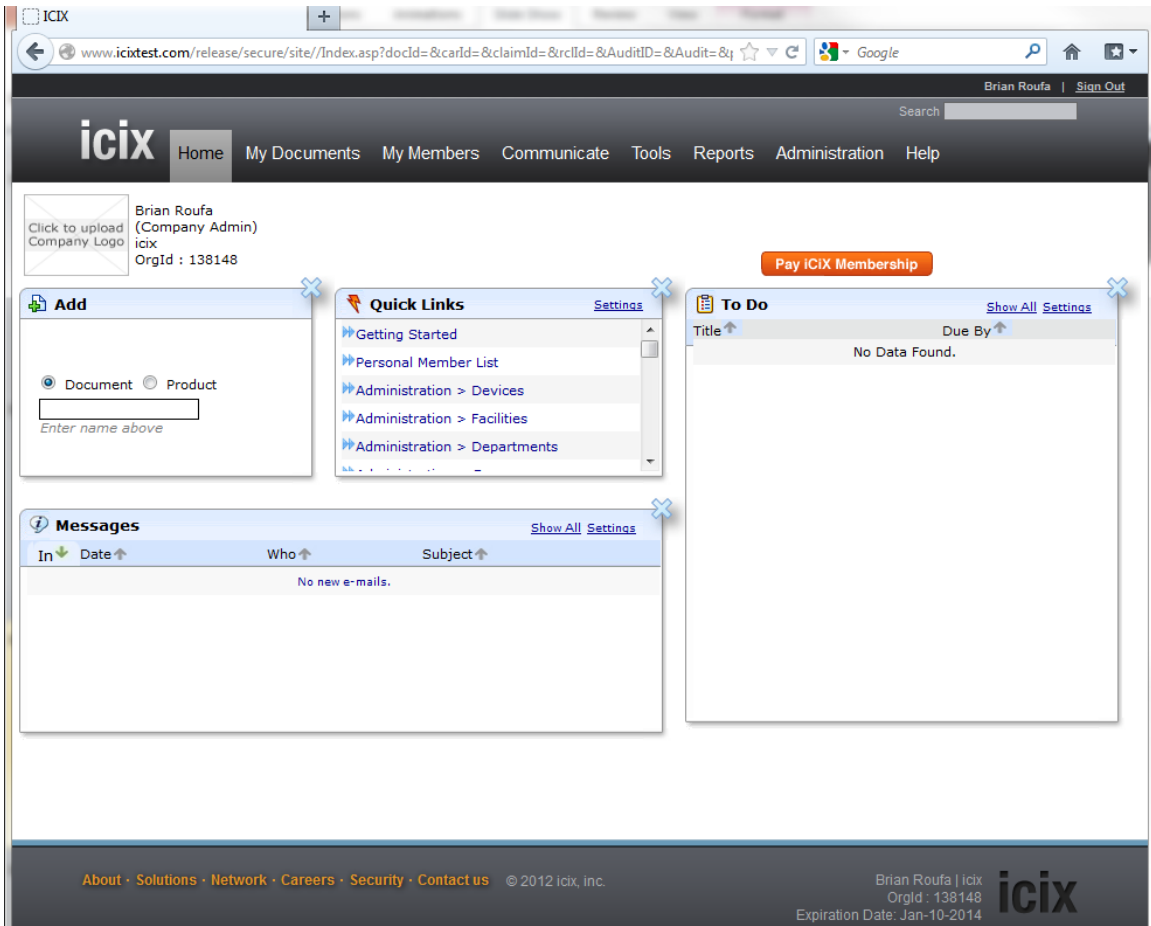
- Your login and password are case sensitive.

3. Click **Sign in**.
4. Click **Accept** for the **Network Terms of Use**.



The image shows the "Network Terms of Use" page. At the top is the icix logo. Below it is the title "Network Terms of Use". The text reads: "To access this new release you must accept the following Terms of Use. Please read the following carefully and if you agree, click the 'Accept' button to continue." Below this is a link: "You can also [download a copy](#) of the Terms of use as an Acrobat PDF file." A scrollable text area contains the full terms of use. At the bottom of the text area are two buttons: "Accept" and "Decline".

- Your Name, Company Name and OrgID appear on the top of the Home page.



- The first link in the **Quick Links** box is **Getting Started**. This leads to additional help if you need it. The **Help** tab also provides access information on how to use the icix application

Upon logging in to icix, the first step is to pay your icix membership.

5. Click **Pay icix Membership**.

6. Select your **icix Membership** level. Click the **radio button** next to one of the following:

Basic Advanced Enterprise Global

Home My Documents My Members Communicate Tools Reports Administration Help

icix Membership

Basic	Advanced Most Popular	Enterprise	Global
<input type="radio"/> Select Basic \$29/month (\$348/year) <i>Best for local business</i>	<input checked="" type="radio"/> Select Advanced \$59/month (\$708/year) <i>Medium/Large Business</i>	<input type="radio"/> Select Enterprise \$89/month (\$1068/year) <i>Medium/Large Business</i>	<input type="radio"/> Contact Us \$129/month (\$1548/year) <i>Large Business</i>
<ul style="list-style-type: none"> ✓ Single Business Process ✓ 1 Customer Connection ✓ 1 Active User ✓ Basic Support* 	<ul style="list-style-type: none"> ✓ Single Business Process ✓ 3 Customer Connections ✓ 5 Active Users ✓ Premium Support* ✓ Sustainability Assessments 	<ul style="list-style-type: none"> ✓ Multiple Business Processes ✓ 5 Customer Connections ✓ 10 Active Users ✓ Premium Support* ✓ Named Account Manager 	<ul style="list-style-type: none"> ✓ Unlimited Business Processes ✓ Unlimited Customer Connections ✓ Unlimited Active Users ✓ Premium Support* ✓ Named Account Manager ✓ Ability to act as Network Sponsor
Upgrades not available * 2 year minimum	Upgrades on demand	Upgrades on demand No Reactivation fee	No Reactivation fee Call ☎ 1-877-888-4249 option 2

Call or email for Multiple sites or Sponsor specific pricing

Immediately respond to your customer's requirements:

- ▶ Certificate of Insurance
- ▶ Product Test Results
- ▶ Product Specification details
- ▶ Sustainability
- ▶ Factory Audits
- ▶ Employee Health & Safety
- ▶ Ethical Sourcing

* Basic support provides access to icix Account Services through email and chat
 * A Sponsor Connection represents a company that buys from your business
 * Premium Support includes telephone support, priority email and chat
 * A user is defined as an individual with a unique login tied to their email
 * All memberships are paid in advance

Next

7. Click **Next**.

8. For **Advanced**, select the number of years for your membership.

9. Click **Next**.

Advanced

- 1yr. - \$59/month
- 2yr. - \$50/month
- 3yr. - \$45/month

Premium Support Included:

- ✓ Telephone Support
- ✓ Priority Chat
- ✓ Priority Email Response

Next

The **Accept Terms of Use** page shows the total cost for the level of membership and years of membership selected.

10. Click **Accept**.

icix

Accept Terms of Use

Joanne's Vaccaros Site - icix test account
USA
OrgId :138170

This is the registration renewal for membership on the ICIX Exchange. If you have any questions regarding this renewal, please contact Member Support. The subscription fee is **USD\$1200** per facility. This fee can be paid online with a credit card.

Note: Payment by any form but a credit card will incur an additional **USD\$50** processing fee.
To commence the renewal, you must accept the Terms of Use for ICIX. Please read the following carefully, and if you agree, click the Accept button.

You can also [download a copy](#) of the Terms of Use as an Acrobat PDF file.

TERMS OF USE

THIS TERMS OF USE AGREEMENT (THE "AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU AND ANY COMPANY YOU REPRESENT (COLLECTIVELY, "MEMBER") AND ICIX, NORTH AMERICA LLC ("ICIX") REGARDING THE ICIX EXCHANGE, A RESTRICTED WEBSITE (THE "RESTRICTED WEBSITE") AND THE ASSOCIATED MEMBERSHIPS, APPLICATIONS, AND SERVICES PROVIDED BY ICIX UNDER THIS AGREEMENT ("SERVICES"). PLEASE READ THE AGREEMENT CAREFULLY BEFORE CONTINUING. BY CLICKING THE "I ACCEPT" BUTTON YOU AND ANY COMPANY YOU REPRESENT AGREE TO FOLLOW AND BE BOUND BY THE

Accept Decline

11. **Select Payment Option - Credit Card - Check - Purchase Order**

icix

Select Payment Option

This payment shall apply to the following facility:
Joanne's Vaccaros Site - icix test account
South San Francisco CA
USA
OrgId :138170


PromoCode:

Please select your payment method. You can pay by Credit Card, Check or Purchase Order. Please note that payment by Check or Purchase Order and/or Wire Transfer will incur a 50\$ processing fee. The following credit cards are accepted:

Credit Card Check Purchase Order Decline

- Enter the Chef's Warehouse **Promo Code: chefs228** This provides you with a discount on your membership fee.

Pay by Credit Card screen:






Pay by Credit Card

Company Name : Joanne's Vaccaros Site - icix test account
South San Francisco CA
USA
OrgId :138170


Your membership will be renewed for 24 months, once payment is received by iCIX. Click the 'Submit' button to proceed.

Do not click the Back button, or the Reload/Refresh button, unless instructed, as doing so may cause your card to be charged more than once.



Card Holder's Name:	<input type="text"/>	Last Name: <input type="text"/>
Card Type:	Visa	
Card Number:	<input type="text"/>	
CCV/AMEX No:	<input type="text"/>	
	The CCV check is a 3 digit number on the back of your credit card, or the 4 digit number on the front of your American Express card.	
Expired Date:	1	2013
Payment Amount:	\$ 1200	USD
Authorization:	<input type="checkbox"/> I authorize iCIX to charge this amount to my credit card and I accept responsibility for the charge.	
<input type="button" value="Submit"/>		<input type="button" value="Decline"/>

Pay by Check screen:




Pay by Check

Company Name : Joanne's Vaccaros Site - icix test account
South San Francisco CA
USA
OrgId :138170

Your membership will be renewed for 24 months, once payment is received by iCIX. Click the 'Submit' button to proceed. Note: The payment amount below includes an additional \$50 surcharge for Check processing. An invoice will be emailed to you on completion of this renewal. If you have questions about your account payment status, please contact iCIX Sales at [+1-877-888-4243](tel:+1-877-888-4243) Option 2 or email at renew@icix.com.

Payment Amount:	\$ 1250	USD
<input type="button" value="Submit"/>		<input type="button" value="Decline"/>

Pay by Purchase Order screen:



Pay with Purchase Order


Company Name : Joanne's Vaccaros Site - icix test account
South San Francisco CA
USA
OrgId :138170

Your membership will be renewed for 24 months, once payment is received by iCIX. Click the 'Submit' button to proceed. Note: The payment amount below includes an additional \$50 surcharge for Purchase Order processing. An invoice will be emailed to you on completion of this renewal. If you have questions about your account payment status, please contact iCIX Sales at [+1-877-888-4243](tel:+1-877-888-4243) Option 2 or email at renew@icix.com.

Purchase Order Number:	<input type="text"/>	
Payment Amount:	\$ 1250	USD
<input type="button" value="Submit"/>		<input type="button" value="Decline"/>

Cancel:

Message from webpage

 Please confirm you wish to cancel this Renewal

If you need assistance, contact icix Support at Customerservice@icix.com