Step	Action	Image
1	Log in to your Foodstuffs eXchange account You will need to have the Food Safety permission to continue. Call us on 0800 555 985 for help with this.	https://portal.foodstuffs-exchange.co.nz
2	<ol> <li>Click on the "My Company" icon, at the bottom left of any Foodstuffs eXchange page. It looks like a little green building.</li> </ol>	Q 🛓 🔲 😝
3	Under Manage Company, click on "Food Safety"	Contacts » Nata Portuguese Bakery Limited » Food safety   Limits Limits   Purchase orders   Purchase orders   Invoices   Invoices   Claims & credits   Claims & credits   Claims & credits   Statements & payments   Products   Products   Contacts > Nata Portuguese Bakery Limited » Food safety   Details   Details   View employees   View employees   Manage trading partners   Print record   Download CSV
4	<ul> <li>At the bottom of the page, under "Upload document" section: <ol> <li>Choose the file you want to upload</li> <li>Select appropriate document type to your file</li> <li>Click the "Upload file" button</li> </ol> </li> <li>The uploaded document will show in the "Food Safety</li> </ul>	Upload document  Select document  Document type  Upload file  Food safety documents
6	Documents" section. Send a notification email to the regulatory team to advise of uploaded documents.	File name       File type       Date uploaded       Expiration date       Status         Image: Compliance Pack-15 Aug 2022.odf       Compliance pack       16 Aug 2022.15:18       15 Aug 2024       Active         Save expiration dates       Save expiration dates       Foodstuffs North Island: regulatory.support@foodstuffs.co.nz       Foodstuffs South Island: foodsafety@foodstuffs-si.co.nz