



J&J Snack Foods Vendor Portal Tutorial

FAQ:

1. What is the Vendor Portal?

The J&J Snack Food Vendor Portal, or just Vendor Portal, is an online system J&J uses to house their supplier documents for all J&J facilities.

2. Which facilities are owned and operated by J&J Snack Foods?

JJSF Facilities and Addresses:

Pennsauken	6000 Central Highway, Pennsauken, NJ 08109
Bakers Best	1880 North Penn Road, Hatfield, PA 19440
Holly Ridge	312 Sound Road, Holly Ridge, NC 28445
Texas Twist	2305 Belt Line Road, Suite 210, Carrollton, TX 75006
Country Home Bakers	720 Metropolitan Parkway, Atlanta, GA 30310
California Churro	715 Via Lata, Colton, CA 92324
Daddy Ray's	1070 Industrial Court, Moscow Mills, MO 63362
Vernon	5353 Downey Road, Vernon, CA 90058
Hill & Valley	320 44th Street, Rock Island, IL 61201
Weston	103 Depot Street, Weston, OR 97886
MIA	Rocky Glen Industrial Park, Rocky Glen Rd, Moosic, PA 18507
Philly Swirl	1102 N. 28th Street, Tampa, FL 33605
Bellmawr	361 Benigno Boulevard, Bellmawr, NJ 08031
Uptown Bakeries	300 Eagle Court, Bridgeport, NJ 08014
Labriola Bakery	3701 W. 128th Place, Alsip, IL 60803

3. What documents do I need to put into the Vendor Portal?

Documents are split into two categories, Vendor level and Item level documents. Corporate documents include any that apply to the only or multiple manufacturing locations for a supplier.

Vendor Level:

Certificate of Insurance	Food Safety/HACCP plans	Letter of Guarantees
Facility allergen program	Facility Organic Certification	Facility Supply-Chain Program
Facility GMO Certification	Supplier Document Declaration	Sustainability Report
3 rd Party Audit Certificate	3 rd Party Audit Report	W-9.

Item level documents include any documents that apply to a specific item J&J purchases.

Item level:

Allergen Statement Country of Origin Gluten Free Statement
GMO Statement Ingredient Declaration Ingredient Declaration with percent breakdown
Lot Code Identification MSDS Document “Made in the USA” letter
100g Nutritional Report Prop 65 Technical Data Sheet/Specification Sheet.

4. Why do documents need to be uploaded into the Vendor Portal?

In an effort to achieve compliance with the U.S. Food and Drug Administration (FDA) Hazard Analysis and Risk-Based Preventive Controls for Human Food regulation, which is referred to as the Preventive Controls for Human Food regulation, J&J Snack Foods Corp. requires documentation from each manufacturing location directly supplying ingredients to us. The requirements of this regulation are designed to promote safe food production and meet the Food Safety Modernization Act (FSMA).

Critical to the success of safe food production is the Supply-chain Program and preventive controls in place within this program. As defined in the regulation, a “supplier is the establishment that manufactures/processes the food, raises the animal, or grows the food that is provided to a receiving facility without further manufacturing/processing by another establishment, except for further manufacturing/processing that consists solely of the addition of labeling or similar activity of a de minimis nature.”

5. How do I add documents to the Vendor Portal?

When items are missing or are expiring soon, the Vendor Portal automatically sends an e-mail to the contact your company provided. The e-mail will look like below:



Dec 02, 2019

Dear Valued Vendor,

Vendor Portal URL: <http://vendorportal.jjsnackfoodservice.com/>

User Name:

Password:

Thank you for recently uploading your documents into our portal. If you are receiving this letter, please log into the portal and update following information that has expired, [especially Kosher certificates](#)

Item Number	Vendor Item	Document Name	Expiration Date
220-1060		Kosher Cert	11/30/2019

This letter also serves as a reminder that if you have not uploaded the new, FDA compliant nutritional for products sold to J&J Snack Foods, we expect this information to us by the end of this month.

Link to the portal and your unique username & password can be found above. If you are not the person to address this inquiry, please forward to the appropriate person within your organization.

We appreciate your attention and timely response to this matter.

Thank you,

J&J Snack Foods Corp. Compliance Department

This e-mail contains your access credentials, which documents are expiring, and a link to the Vendor Portal. **Continue after the FAQ for a full tutorial on the Vendor Portal.**

6. Who do I contact if I have a question about the Vendor Portal?

Send an e-mail to SpecCompliance@jjsnack.com for all questions regarding documents and the Vendor Portal.

7. What if the item I'm getting notifications for is obsolete or J&J Snack Food facilities no longer purchases this item?

Send an e-mail to SpecCompliance@jjsnack.com to remove this item from the system and you will no longer receive notifications for this item.

Tutorial

After clicking the link from the e-mail and logging in with your credentials, you will be greeted with the following page:

The screenshot shows a dashboard with the following elements:

- Buttons: "Upload / View Vendor Documents" (orange), "Create / View Vendor Contact" (green), and "Messages 0" (blue).
- Text: "Your Company Here" and "Address: Your Address here".
- Legend: U Uploaded, A Approved, C Completed, E Expired, N New.
- Table with columns: JJSF Item, Vendor Item/SKU, Item Description, Status.

JJSF Item	Vendor Item/SKU	Item Description	Status
62330 [load1]		FLAVOR - B & V I	hide
62560 [load1]		FLAVOR - VANILLA CRYSTALS	hide
62360 [load1]		FLAVOR - BLV	hide

Follow these steps to upload Vendor Level documents:

1. To open the Vendor Documents page, click the



button

on the top left of the page.

Create / View Mfg Info

Vendor Documents

	Not Applicable	Report Name	Uploaded Files	Last Log
+ Select files...	Not Applicable <input type="checkbox"/>	Certificate of Compliance Not Approved	<input type="text"/>	
+ Select files...	<input type="checkbox"/>	Certificate of Insurance Not Approved	<input type="text"/> (Dec 5 2019 10:39AM) Delete Ingredient Document Expires: 11/12/2019 All20Manufactures_trest_871.PNG Philadelphia, PA Expires: 11/15/2019 TEST20Philadelphia20PA_Young_820.PNG	Nov 11 2019 11:54AM Nov 15 2019 9:46AM x x
+ Select files...	Not Applicable <input type="checkbox"/>	Facility Allergen Program highlighting controls to prevent cross contact Not Approved	<input type="text"/> Expires: none All20Manufactures_test_673.png2019	(Nov 11 2019 11:53AM) Uploaded Ingredient Document Nov 11 11:53AM x
+ Select files...	Not Applicable <input type="checkbox"/>	FACILITY GMO CERTIFICATION Not Approved	<input type="text"/> Expires: 11/12/2019 All20Manufactures_test_812.PNG2019	(Dec 5 2019 10:39AM) Delete Ingredient Document Nov 11 11:44AM x

[+ Select files...](#)

- Navigate to the file line that needs uploading and click the [+ Select files...](#) button. This will prompt the screen below.

Upload Requirement

PLEASE SELECT THE NAME OF THE FACILITY WHICH CERTIFICATION APPLIES TO, AS WELL AS THE NAME OF 3RD PARTY AUDIT BEING UPLOADED.

Select Your Manufacturing Facility

if your location does not show below, please create by clicking [Add New Mfg](#) or contact speccompliance@jjsnack.com

* MFG:

* City:

* State:

* Document Contact:

* Document Contact Phone:

* Expiration Date:

[Cancel](#) [Success!](#)

3. Check if your manufacturing location is in the drop-down menu. If this is a corporate document that applies to all manufacturing locations, select All Manufacturers.



- a. If you do not see the applicable manufacturing location, click the button in the image above and navigate to the top left of the Vendor Documents page and proceed to the “**How to Enter Manufacturing Location**” section of this tutorial.

4. Select the applicable manufacturing location and the information will be filled in automatically. The only other information that needs entering is the document’s Expiration Date.

Upload Requirement ×

PLEASE SELECT THE NAME OF THE FACILITY WHICH CERTIFICATION APPLIES TO, AS WELL AS THE NAME OF 3RD PARTY AUDIT BEING UPLOADED.

Select Your Manufacturing Facility

if your location does not show below, please create by clicking [Add New Mfg](#) or contact speccompliance@jjsnack.com

* MFG:	<input type="text" value="Test Mfg. Test City New Jersey"/>
* City:	<input type="text" value="PLEASE SELECT"/> <input type="text" value="All Manufacturers"/> <input type="text" value="Test Mfg. Test City New Jersey"/>
* State:	<input type="text" value="New Jersey"/>
* Document Contact:	<input type="text" value="Alexas Test"/>
* Document Contact Phone:	<input type="text" value="856-555-5678"/>
* Expiration Date:	<input type="text" value="mm/dd/yyyy"/>



5. After entering the Expiration Date, click the button to prompt a browse window to upload the document into the Vendor Portal.

Follow these steps to upload Item Level documents:

1. For item level documents, navigate back to main page by clicking on the Back to List button at the very bottom of the Vendor Documents screen.

Messages 0

Your Company Here
Address: Your Address Here

Create / View Mfg Info

Vendor Documents

Not Applicable	Report Name	Uploaded Files	Last Log
<input type="checkbox"/>	Certificate of Compliance Not Approved		
<input type="checkbox"/>	Certificate of Insurance Not Approved	Expires: 11/12/2019 All20Manufactures_trest_871.PNG	(Dec 5 2019 10:39AM) Delete Ingredient Document Nov 11 2019 11:54AM
<input type="checkbox"/>	Facility Allergen Program highlighting controls to prevent cross contact Not Approved	Philadelphia, PA Expires: 11/15/2019 TEST20Philadelphia20PA_Young_820.PNG	Nov 15 2019 9:46AM
<input type="checkbox"/>	Facility Allergen Program highlighting controls to prevent cross contact Not Approved	Expires: none All20Manufactures_test_673.png	(Nov 11 2019 11:53AM) Uploaded Ingredient Document Nov 11 2019 11:53AM
<input type="checkbox"/>	FACILITY GMO CERTIFICATION Not Approved	Expires: 11/12/2019 All20Manufactures_test_812.PNG	(Dec 5 2019 10:39AM) Delete Ingredient Document Nov 11 2019 11:44AM

Back to List ←

2. Click the JJSF Item number to open that specific item.

Upload / View Vendor Documents

Create / View Vendor Contact

Messages 0

Your Company Here
Address: Your Address here

U Uploaded A Approved C Completed E Expired N New

JJSF Item	Vendor Item/SKU	Item Description	Status
62330 [load]		FLAVOR - B & V I	U E hide
62560 [load]		FLAVOR - VANILLA CRYSTALS	N hide
62360 [load]		FLAVOR - BLV	N hide

3. Navigate to the file line that requires uploading and click the button. For most item level documents no information is required to be entered other than selecting the file for uploading.

4. After entering the Expiration Date (if applicable), click the button to prompt a browse window for navigating to the saved document on your computer.

How to Add a Manufacturing Location:

1. After clicking on the cancel button in the Upload Requirement Screen or navigating back to the Vendor Documents page, the following screen will appear.

Your Company Here
Address: Your Address Here

Messages 1

Create / View Mfg Info

Vendor Documents

	Not Applicable	Report Name	Uploaded Files	Last Log
+ Select files...	Not Applicable	Certificate of Compliance Not Approved		
+ Select files...		Certificate of Insurance Not Approved		(Dec 5 2019 10:39AM) Delete Ingredient Document
			Expires: 11/12/2019 Philadelphia, PA Expires: 11/15/2019	All20Manufactures_trest_871.PNG TEST20Philadelphia20PA_Young_820.PNG Nov 11 2019 11:54AM Nov 15 2019 9:46AM
+ Select files...	Not Applicable	Facility Allergen Program highlighting controls to prevent cross contact Not Approved		(Nov 11 2019 11:53AM) Uploaded Ingredient Document
			Expires: none	All20Manufactures_test_673.png Nov 11 2019 11:53AM
+ Select files...	Not Applicable	FACILITY GMO CERTIFICATION Not Approved		(Dec 5 2019 10:39AM) Delete Ingredient Document
			Expires: 11/12/2019	All20Manufactures_test_812.PNG Nov 11 2019 11:44AM

2. Navigate to the top left of the page and click the  button. The below screen will appear.

Your Company Here

Create New

Mfg Info

Mfg ID	Mfg Name	Address1	Address2	City	State	Zip	Document Contact	Document Contact Phone
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[Back to Vendor Documents](#)

3. Click on the Create New in the top left corner under your company's name. The below screen will appear.

* Mfg Name

* Address1

* Address2

* City

* State

* Zip Code

* Document Contact

* Document Contact Phone

4. Enter all the applicable information and click create. Once a manufacturing location is added, it is saved and can be selected at the drop-down menu when uploading any document into the Vendor Portal.

Your Company Here

[Create New](#)

Mfg Info

Mfg ID	Mfg Name	Address1	Address2	City	State	Zip	Document Contact	Document Contact Phone
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[Back to Vendor Documents](#) 

5. Navigate back to the Vendor Documents page by clicking [Back to Vendor Documents](#).
6. Refer back to the steps for the Vendor Level or Item Level document upload.