

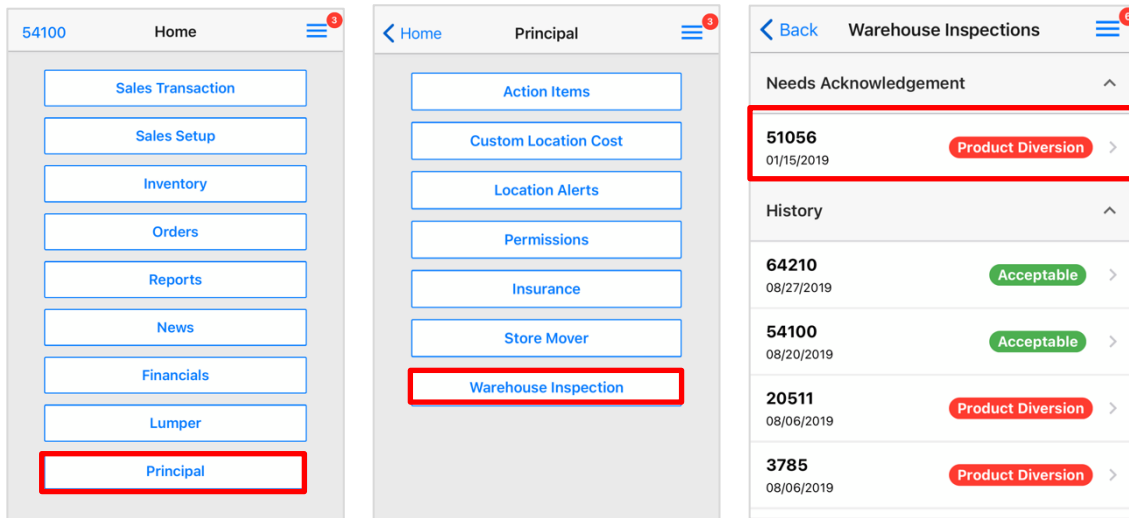
MYBUSINESS-WAREHOUSE INSPECTION



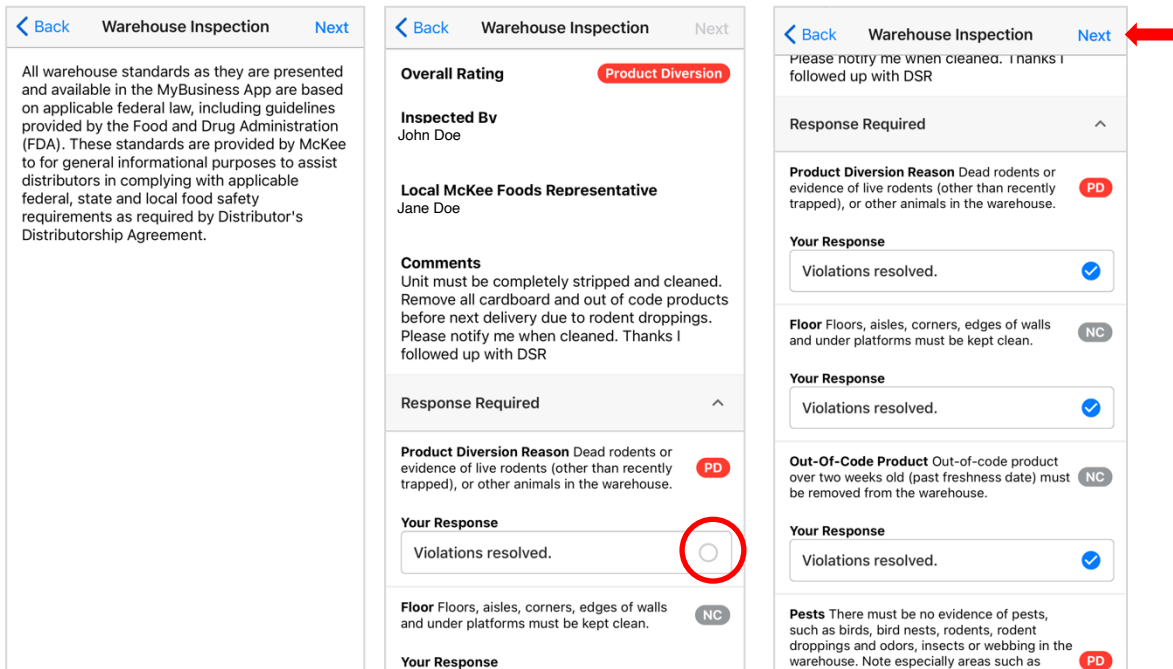
FEATURE SUMMARY:

Principal Distributors will now be able to view warehouse inspection reports in the MyBusiness app. All warehouse guidelines and inspection reports are based on rules and regulations set forth by the Food and Drug Administration (FDA) and it is the distributor’s responsibility to comply with all applicable federal, state and local laws in the operation of the distributor’s business, including food safety requirements. Please note, warehouse inspections that do not require a signature or response (Acceptable Status) will always appear under History, even if they are new.

1. From the home screen, tap “Principal.” Then tap “Warehouse Inspection.” Tap the inspection form for the appropriate date under the “Needs Acknowledgement” section.



2. There will be a warehouse inspection disclaimer. Tap “Next.” Scroll through the form and note the sections that require a response. Tap on the circle to the right to acknowledge. When all required responses have been recorded, tap “Next.”



3. A signature screen will then appear. Please sign the field and tap “Done.” If a mistake is made, you may tap inside the signature field to resign the screen. Tap “Save” to submit the response and return to the Warehouse Inspection Menu.

