

Welcome to BSI's <u>SCAN Factory and Supplier Training</u> eLearning course. This course is designed to provide you with knowledge of supply chain security-elements and to assist in identifying threats to the supply chain within your organization.

Specific emphasis is placed on the provisions of the U.S. Customs and Border Protection's Customs-Trade Partnership Against Terrorism (CTPAT) program for U.S. importers and their international trade partners. This course is also designed to meet the requirements of the CTPAT program for Security Training and Threat Awareness.

You have been selected to participate in this training due to your partnership with **SCAN** and being deemed a critical link in their supply chain. **SCAN** requires that your factory participate and complete this security training and threat awareness requirement *prior to* your SCAN audit being conducted.

This eLearning training is provided to your company free of charge and runs approximately **4 hours in length**.

Learning Objectives:

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

- Recognize, identify and report a threat to the supply chain
- 2. Identify security requirements for shipping and receiving areas
- 3. Identify secure procedures for receiving and opening mail
- 4. Identify procedures for maintaining cargo integrity

- 5. Recognize internal conspiracies
- 6. Identify means of protecting access controls
- 7. Understand supply chain security best practices
- 8. Understand the benefits of a supply chain security program

Accessing the eLearning Course:

Below you will find the step-by-step instructions on how to access your training module.

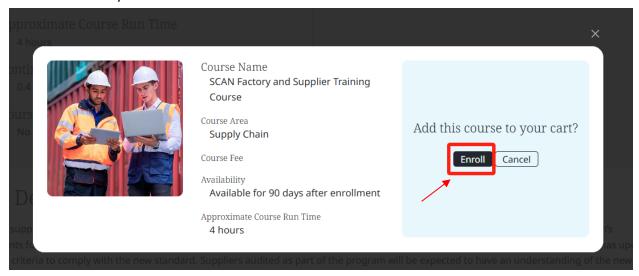
1. Open the following link in your browser: SCAN Factory and Supplier Training



2. Click on the Enroll link (please note that this training is being offered to you free of charge):

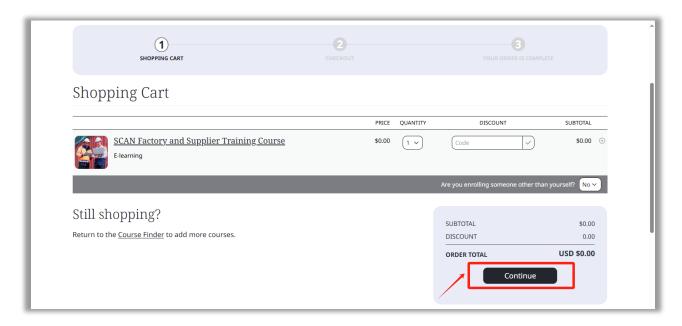


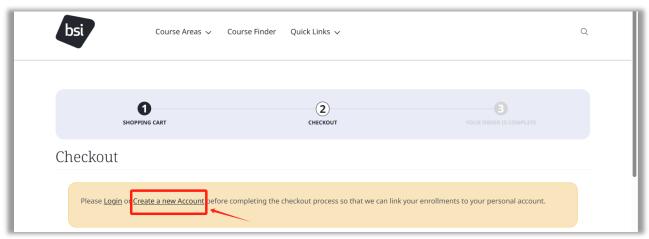
3. Once you click on **Enroll**, be sure to click on **Enroll** again in the pop-up window to add this course to your cart.



4. Once you click on Enroll you will be prompted to click "Continue" to add the course to your "My Courses" and "Create a new Account" where you will create an account and register for your course:

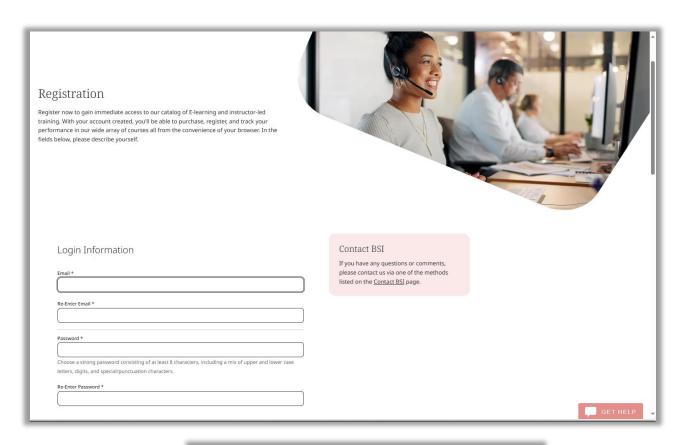


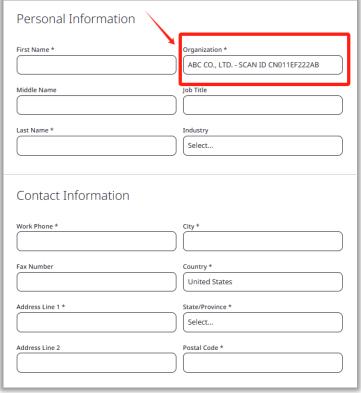




- 5. Once you created your new account you will have to register your information to set up your training account, proceed to complete the registration form.
 - Please make sure all information are entered in English. A non-English language may result
 in garbled texts in the generated certificate after you complete the course in the system.
 - You MUST include your SCAN ID information with your Organization Name (aka. your factory name) in the "Organization*" field on the "Personal Information" section by following the format "ABC Limited Company SCAN ID CN011EF222AB."

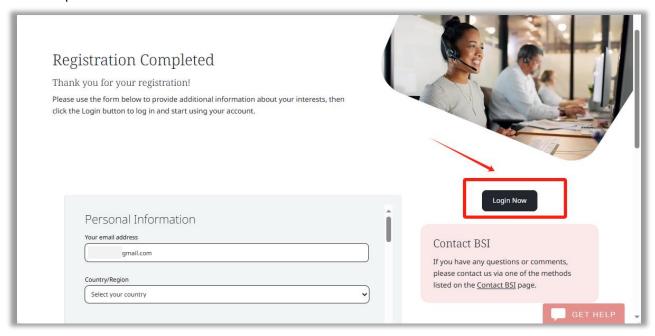


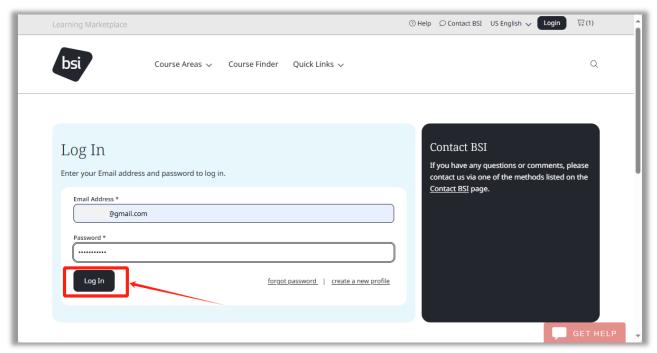






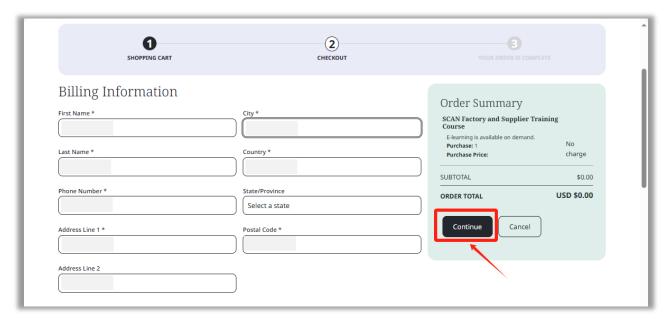
- 6. Once you complete filling out all required information, please scroll down to the bottom of the page, and click on "Register"
- 7. After you have registered you will receive a confirmation that your registration is completed. Please click on "Login Now," fill in your email address and password to login to the course platform.



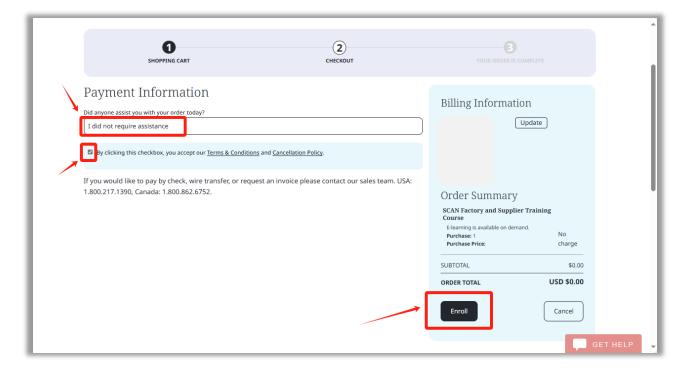




8. Once you login, your personal information will be automatically generated on the "Billing Information" section, please confirm the information and click on "Continue" to next page.

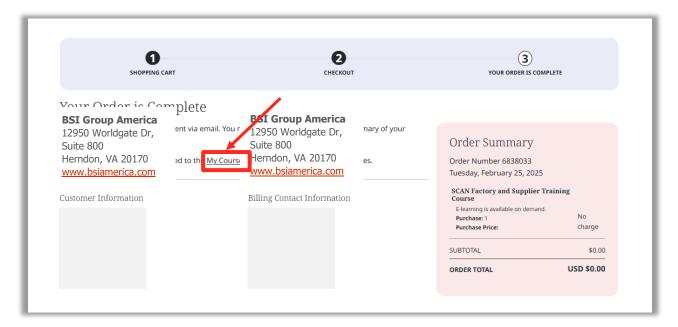


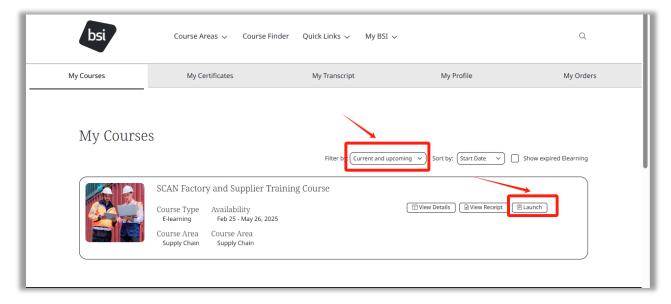
9. Under "Payment Information," please follow the steps circled in below screenshot to complete the "Enroll."





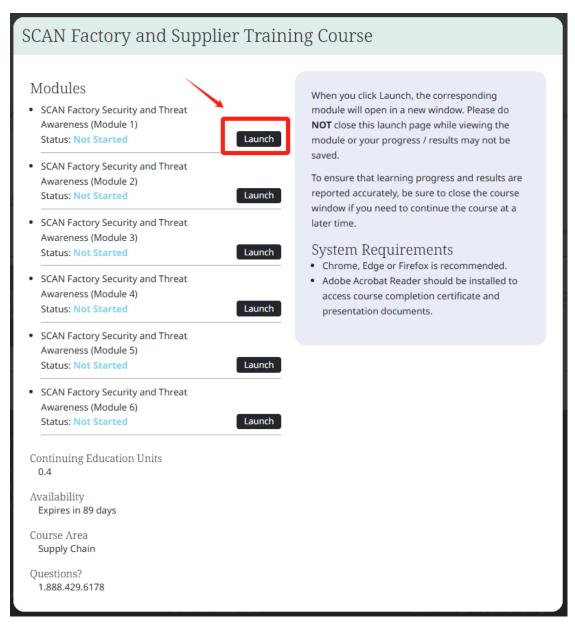
10. You can then access your course by clicking the link "My Course" and filter by "Current and Upcoming" then click "Launch."







- 11. A new window shown as below which includes all training modules of the course will show up then. Please make sure you will complete reviewing the instructions on the right side of the page first:
 - During the training, please do NOT close the launch page while reviewing the modules.
 Otherwise, your training progresses may not be saved.
 - Make sure to close the training module you are reviewing if you need to leave or restart the training at a later time.
- 12. Clicking on the "Launch" button start the tutorials from module 1 or any other one as you prefer to start with.



13. Once you have launched the course you will begin your SCAN Supplier Training Course.

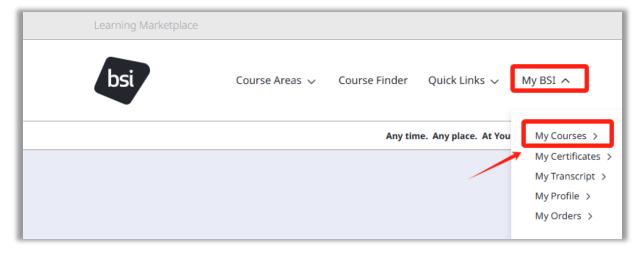


14. Please make sure you will click "Exit" on the upper-right of the training page to exit the course whenever you want to quit, so the learning progresses can be saved successfully in the system.



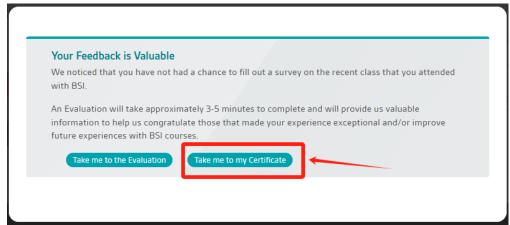
Certificate of Completion

 Upon completing all modules of the course and successfully passing the end-of-course quiz, you can access your certificate by going to "My Courses," filtering by "Recently Completed". And then click on "View Certificate", then click on "Take me to my Certificate" button.









2. Click "**Download Your Certificate**" link. A copy of the certificate will be downloaded and saved in the "Download" folder in your local computer.







Should there be any questions or concerns regarding the course requirements, please contact **SCAN Program Management Team** at <u>SCAN@scrisksolutions.com</u>.

We look forward to working with you and anticipate your full support on this very important initiative.

Regards,

SCAN Program Management Team

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