Guide to Uploading Food Safety Documents in the Foodstuffs eXchange

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	1. Click on the "My Company" icon, at the bottom left of any Foodstuffs eXchange page. It looks like a little green building.	
3	Under Manage Company, click on "Food Safety"	
4	At the bottom of the page, under "Upload document" section: 1. Choose the file you want to upload 2. Select appropriate document type to your file 3. Click the "Upload file" button	
5	• The uploaded document will show in the "Food Safety Documents" section.	
6	Send a notification email to the regulatory team to advise of uploaded documents.	**Foodstuffs North Island**: regulatory.support@foodstuffs.co.nz **Foodstuffs South Island**: foodsafety@foodstuffs-si.co.nz
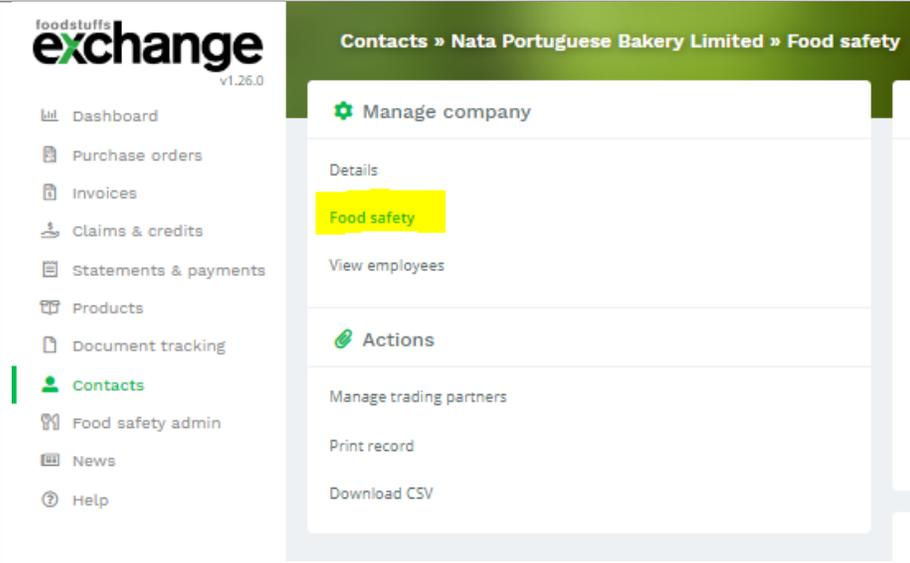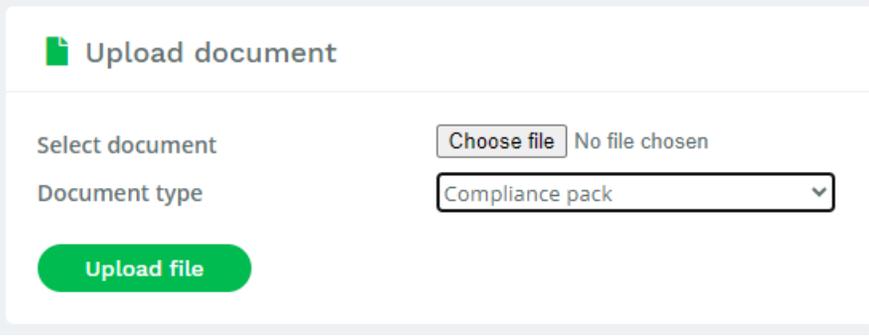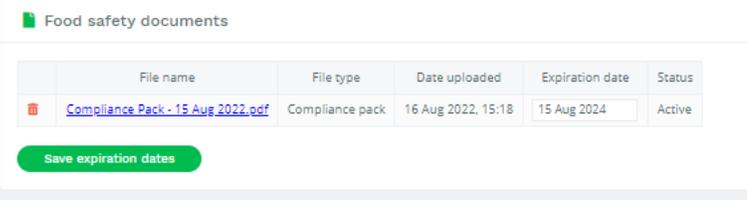
6 March 2024