



# SSCAP System User registration guide Ver.1.1

April 3, 2025  
Japan Food Safety Management Association  
Total Quality Food Association

# Flow from provisional registration to completion of registration

## 1. Access the registration URL

Access it [here](#) or go to the URL in the registration evaluation request email.

## 2. Account registration (provisional registration)

First, set your email address and password. Please note down the password as it will be required when logging in to the SSCAP system . Once the provisional registration is complete, you will be taken to the “Please check the email that will be sent to you later.” screen.

## 3. Received email “[SSCAP] Email Address Authentication

The email you receive to the email address you entered will contain your ID and the URL for this registration. Please take note of your ID, as it will be required when you log in to the SSCAP system.

## 4. Registration

Enter your account information. Please note the following

- Please fill in all fields except for the optional ones.
- Environment-dependent characters cannot be used.
- Please enter your address starting with your prefecture.

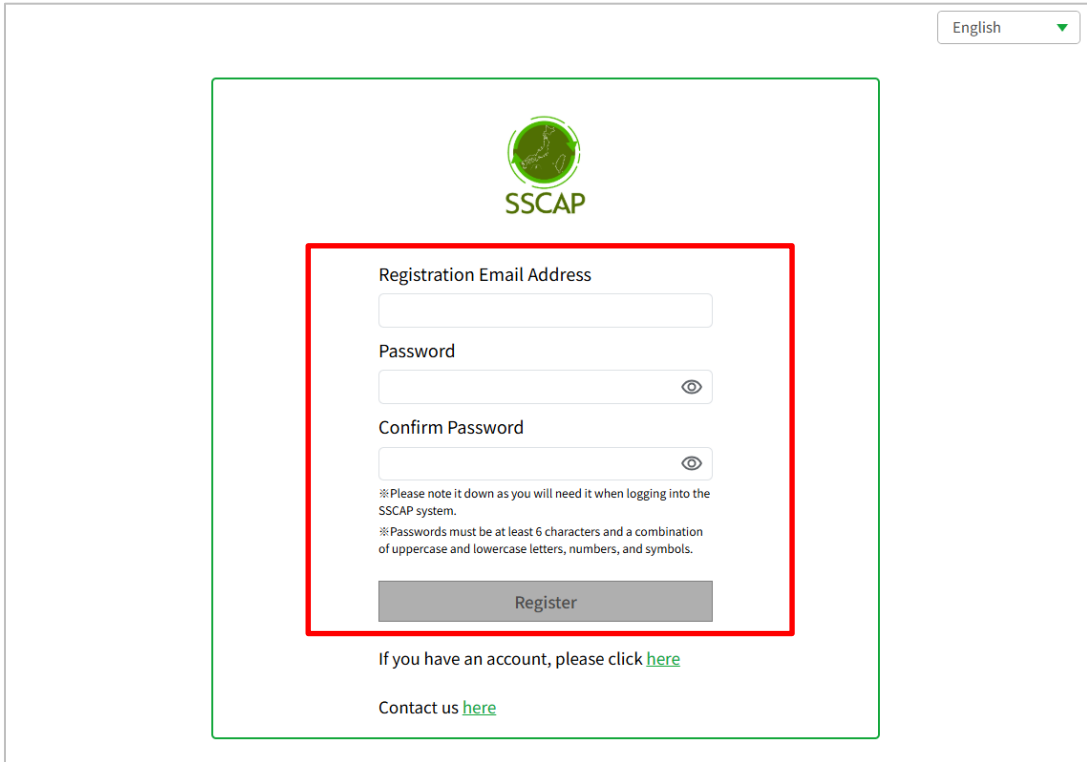
## 5. Corporate and Site Information Editing

After this registration, edit the corporate and site information. After editing is completed, you can start using the SSCAP system.

## 6. System Login

To log in to the SSCAP system, enter the ID you received in [3.] and the PW you set in [2.]

# 1~3. Provisional registration



English ▼

SSCAP

Registration Email Address

Password

Confirm Password

※ Please note it down as you will need it when logging into the SSCAP system.

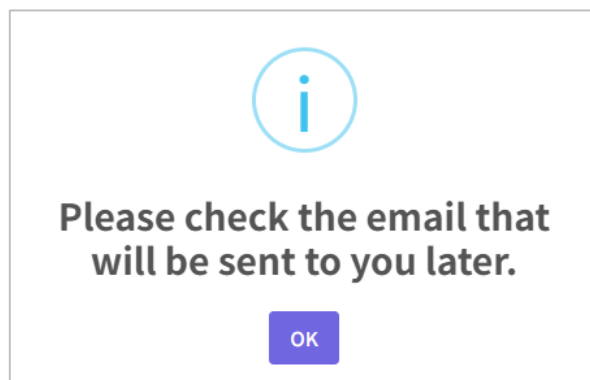
※ Passwords must be at least 6 characters and a combination of uppercase and lowercase letters, numbers, and symbols.

Register

If you have an account, please click [here](#)

Contact us [here](#)

- ✓ Enter the e-mail address and password used to log in to the SSCAP system and click the “Register” button.
- \* Passwords must be at least 6 characters and a combination of uppercase and lowercase letters, numbers, and symbols.



- ✓ Once your provisional registration is completed successfully, you will see the message "Please check the email that will be sent to you later."
- ✓ A “Subject: “【SSCAP】 Email Address Authentication” e-mail will be sent to the e-mail address you have just registered, containing the URL for this registration and your login ID.
- ✓ Click on the URL for this registration and proceed to the registration page.

# 4.Registration

## Terms of Use of the Sustainable Supply Chains Assessment Platform

Japan Food Safety Management Association (JFSM) and Total Quality Food Association (TQFA) (hereinafter referred to as "Administrator") hereby establish the following Terms of Use (hereinafter referred to as "Terms") for the Sustainable Supply Chains Assessment Platform (SSCAP) system (hereinafter referred to as "System"). Registered sites are required to use the System in accordance with these Terms. By registering for the System, you are deemed to have understood and agreed to all the articles of this Terms.

### Article 1 (Purpose)

This System is a web-based system that provides the Sustainable Supply Chains Assessment Platform (SSCAP), a self-assessment tool using questionnaires to visualize sustainability-related activities. It aims to lower the barrier to social sustainability-related activities. The Administrator will continuously strive to provide a better system.

### Article 2 (Application)

1. These Terms of Use shall apply to all relationships between the registered site and the administrator regarding the use of this system.

2. In addition to these Terms and Use, the Administrator has established various provisions regarding this system, such as a procedure for use (manual), cancellation agreement, etc. (hereinafter referred to as "Individual Provisions"). Regardless of the name of these Individual Regulations, they shall constitute a part of these Terms and Conditions.

3. In the event of any conflict between the provisions of these Terms and the individual provisions of the preceding Article, the provisions of the individual provisions shall take precedence unless otherwise specified in the individual provisions.

☐ Agreement to the SSCAP Terms and Conditions

- ✓ After reading the SSCAP terms of use, check the box if you agree to the terms.

## Privacy Policy

The administrators of the Sustainable Supply Chain Assessment Platform system (hereinafter referred to as "the System"), the Japan Food Safety Management Association (JFSM) and the Total Quality Food Association (TQFA) (hereinafter referred to as "the Administrators"), fully recognize the importance of information and believe that properly protecting it is the Administrators' social responsibility. Accordingly, all personal information obtained and learned through this System will be handled appropriately.

### 1. Introduction

This System is a service intended for corporations, with users categorized as either "Procurement" or "Suppliers" (hereinafter referred to as "Users"). This policy outlines how personal information related to the representatives of Users utilizing the System will be handled.

### 2. Information Collected

When registering to use the System, the following personal information will be collected:

- User administrator name
- User administrator Email address

This information is necessary for the use of the System and must be provided. No other personal information will be collected.

### 3. Purpose of Use of Personal Information

The collected name and email address of the user administrator will be used for the following purposes. If personal information is to be used beyond these purposes, prior consent will be obtained:

- Provision and operation of the System
- Authentication and management of Users

☐ Agreement to the Privacy Policy

- ✓ Next, check the privacy policy and enter a check mark if you agree to it.
- ✓ Please continue to enter your account information to complete your registration.

\* The ID for login to be entered in this registration screen can be found in the "Subject: "【SSCAP】 Email Address Authentication" e-mail.

## 4.Registration

### Account Information Entry

ID Required

\*ID listed in the e-mail "【SSCAP】 Email Address Authentication".

Password Required

\*Password set at the time of temporary registration.

Introducer Required

☐ JFSM (Japan) ☐ TQFA (Taiwan)

\*Select which organization you are registered through.

User type Required

☐ procurement ☒ supplier

Corporate name Required

Country (English) Required

☐ Japan ☐ Taiwan ☐ Other

Business Administration Number (BAN) Required

\*Enter in half-width characters.

Corporate headquarters postal code Required

\*Enter in half-width characters, without hyphens.

Corporate headquarters address Required

Site name Required

\*If you are head office, please enter "head office".

Site postal code Required

\*Enter in half-width characters, without hyphens.

Site address Required

Corporate WEB site (URL)

https://example.com

Administrator name Required

\*Disclosed to suppliers to whom your company sends evaluation requests and to procurement who sends evaluation requests to your company.

Administrator e-mail address Required

jfsm.soumu@gmail.com

\*Disclosed to suppliers to whom your company sends evaluation requests and to procurement who sends evaluation requests to your company.

Administrator phone number Required

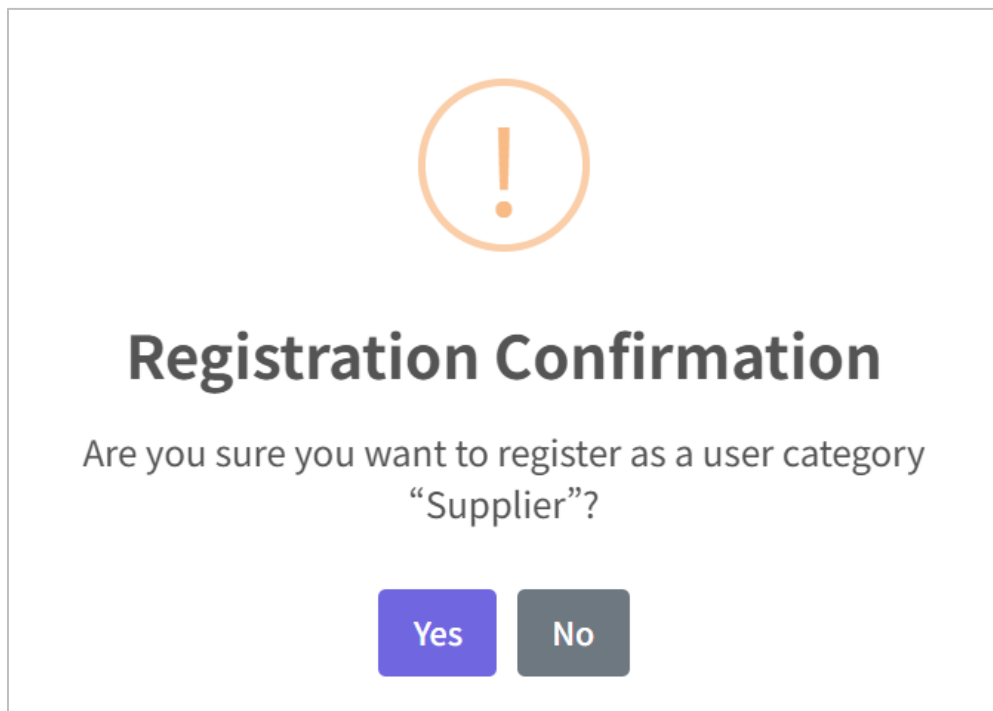
Sub Administrator Name Required

Sub-Admin Email Address Required

Registration

- ✓ Please enter your account information and complete the registration.
- \* Fields that are not marked as "optional" are required.
- ✓ The ID for login to be entered in this registration screen is listed in the "Subject: "【SSCAP】 Email Address Authentication" e-mail.
- ✓ Please select the user category of the site you wish to register. The user category will be reflected in the annual registration fee charged at the end of the free period.
- ✓ The email address registered during temporary registration will be displayed.

## 4.Registration



- ✓ When you click "Registration", a registration confirmation pop-up will appear. Please confirm the user category you wish to register.
  - \* Annual registration fees vary depending on user category.
  - \* [ Annual registration fee will be charged at the end of the free period ]
- ✓ If the user category is correct, click "Yes".
- ✓ If the user category is incorrect, click "No" and correct it on the editing screen.
- ✓ Once registration is complete, you will receive a notification email.

## 5. Editing Corporate and Site Information


Corporation name (Native Language) <b>Required</b>	<input type="text" value="Test Soumu"/>
Corporation name (English) <b>Required</b>	<input type="text"/>
	※Enter in half-width characters.
Establishment year <b>Required</b>	<input type="text"/>
	※Enter 4 digits of the year in half-width characters
Representative name <b>Required</b>	<input type="text"/>
Representative title <b>Required</b>	<input type="text"/>
Corporation number	<input type="text"/>
	※Enter in half-width characters.
Headquarters postal code <b>Required</b>	<input type="text" value="0000000"/>
	※Enter in half-width characters, without hyphens.
Corporation address (Native Language) <b>Required</b>	<input type="text" value="Test Tokyo"/>
Corporation address (English) <b>Required</b>	<input type="text"/>
	※Enter in half-width characters.
Site name (Native Language) <b>Required</b>	<input type="text" value="Test"/>
	※If you are head office, please enter "head office".
Site name (English) <b>Required</b>	<input type="text"/>
	※Enter in half-width characters.
Site postal code <b>Required</b>	<input type="text" value="0000000"/>
	※Enter in half-width characters, without hyphens.
Site address (Native Language) <b>Required</b>	<input type="text" value="Test Tokyo"/>
Site address (English) <b>Required</b>	<input type="text"/>
Corporate WEB site (URL)	<input type="text"/>
Corporation industry <b>Required</b>	<input type="text"/>
Corporate capital <b>Required</b>	<input type="text"/>
Corporate sales (non-consolidated) <b>Required</b>	<input type="text"/>
Site employee number <b>Required</b>	<input type="text"/>
SSC membership number	<input type="text"/>

Save

- ✓ After completing this registration, you will be directed to the registration page for your corporate information. You will not be able to move to other pages in the system until you have completed entering your corporate and site information. Please make sure to complete editing your corporate information.

## 6. System login

English ▼



ID

Password

Login

[Click here for new registration](#)

[Forgot your password?](#)

- ✓ Enter your login ID and password to log in to the SSCAP system.
- ✓ If you have forgotten your password, click “Forgot your Password?” to open the password reset screen.



This User Registration Guide is copyrighted by the Japan Food Safety Management Association and the Total Quality Food Association.

If you wish to use any of the contents of this User Registration Guide, please contact us in advance at the address below.

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