



# Supplier approval made easy

QUICK START GUIDE

[brcgs.com](http://brcgs.com)



## A Quick Start Guide

**Verify** provides self-service access to authentic BRCGS certificates with instant results.

**Verify** removes the need for your suppliers to share their certificate with you.

**Verify** is hosted exclusively in the password secured area of BRCGS Directory.

## Why use BRCGS Verify?

Collecting certificates from suppliers is hard work and, in many cases, can take up to 100 hours. Verify makes it easy.

**Verify** puts you in control - no waiting, no chasing, no delays.

Get what you need, when you need it – in the format that suits you:

- PDF
- On-screen
- Excel list export

**Verify** is powered by Directory data and updated 365 days a year by the certification bodies that conduct BRCGS audits.

**Verify** keeps you up to date so your supplier doesn't have to. This takes the burden off you and your suppliers.

**Verify** displays live, 'real-time' statuses and instantly reflects updates made by certification bodies.

If a supplier's status changes - Verify alerts you immediately. (Notifications coming soon in 2025).

**Verify** is smart, fast and configured by you: 'tag' your favourite sites to allow instant location via a dedicated filter.

**Verify** eliminates the risk of audit and document fraud as the certificate is uploaded from authenticated source. This removes any time periods where a supplier's certification status is unclear. Verify therefore provides a clear, timely and simple solution.



## How to use Verify

**Verify** is hosted and accessed exclusively in the BRGCS Directory. A 'Company' user account is required to access it.

### Step-by-step guide to getting started

BRCS Directory

#### STEP 1

##### Login to BRGCS Directory

To access Verify, login to Directory. Select 'Verify' from the orange left-hand menu.



#### STEP 2

##### Find and favourite sites of interest

- Locate your supplier's sites using their site name or BRGCS site code in the search bar.
- After locating the site of interest, tag it as a 'Favourite' using the tick box on the right.
- To relocate Favourite tagged sites, simply use the 'Favourite' filter at the top of the page.



#### STEP 3

##### View certification details

- A site's key certification status is displayed on the search results page.
- Downloads a copy of the Certificate PDF from the icon in the right-hand column.
- Export a list of certificate data: Use the 'export' icon at the top right corner of the page.
- View full certificate data: open the site record selecting the active 'Audit ID' link in the left-hand column.

In some cases, a certificate PDF may be unobtainable, typically where a site no longer holds a valid certificate. Where applicable reasons for inaccessibility are describe on-screen.

## How to sign up

If you require a Company user account, register here. Access is subject to eligibility and applications may take up to 48 working hours to be assessed.

User accounts can also be issued by BRGCS approved certification bodies and existing company account holders.

Only BRGCS approved certification bodies can add or edit content.

## Further information

Please see the 'Verify & Directory FAQs' document. Screen shots showing where these functions are located on the page are available in the 'Directory and Verify overview' document.

**Verify** is a demonstration of BRGCS's continued efforts to simplify food safety management and product integrity for industry stakeholders and operators. Transparency, enabled by digital platforms, allows us to provide greater value, while making life easier despite growing supply chain complexity.

## Verify for audit owners: data visibility and configuring your sites in Verify

**Verify** permits users to access the most recently issued 'certification content' for all BRCGS audited sites.

**Verify** considers 'certification content' to be that information ordinarily displayed on a certificate document, along with technical and commercial contact details for the audited site itself. **Verify** considers 'certification content' to include the Certificate PDF document, only where the certificate is of valid 'certificated' status. By virtue of mandatory inclusion on a certificate document, **Verify** also considers site name and location detail to be certification content.

- **Verify** does not permit access to the audit report in any format.
- **Verify** does not permit access to a certificate PDF if that certificate has been rescinded, revoked or replaced for any reason.
- **Verify** does not permit access to reasons for status revocation (if applicable).
- **Verify** does not permit access to audit schedule information.

### Configuration options

By default, **Verify** allows users to access certification content in data or PDF format.

Audit owners can elect to assign **Verify** display levels to their site's records on the following three-tier basis:

- *Default* – Site name, certification parameters, certificate PDF (where certificated status)
- *Certificate data only* - Site name, certification parameters only (certificate PDF unobtainable)

- *'Basic data'* only – no site identifying information is display, site cannot be 'Favourite' tagged, exported in reports, no certificate PDF obtainable. **Verify** will display the site code and certification status only with description of the site name, ownership or location visible.

'Basic data' only status is applied by default where a site's audit is configured to be excluded from public listing. 'Basic data' status cannot be assigned by audit owners after a revoked status has been applied.

Any amendments to **Verify** display configuration must be administered by a User associated the audit owning Company. Certification bodies cannot configure or amend **Verify** display levels on behalf of their clients.

### Changing configuration

To update the configuration and display level of a record owned by your company:

1. Sign in to Directory and open the 'Audits' function
2. Use site code, site name or audit ID to locate the record you wish to amend
3. Open the *Sharing* tool from the quick-menu in the right hand column
4. Select the VERIFY OPTIONS tab
5. Select the preferred level of access from the three options
6. Select back to complete the process and instantly apply the update

If an audit record is not available to your company after signing in, please contact the issuing certification body immediately, providing your Company ID (top left of page).



**BRCGS** **Verify**



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