20. Supplier: How to view and publish uploaded audits

Steps to view Audit report

1. Go to Audit > my audits
2. In the column "Action", Click on "View Audit" for an overview of auditor and audit details, audit findings and any attachments
View Audit report and publish

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3. Click on the “Report” tab to see an overview of audit details

4. Click on the “Findings” tab to view any Non Compliances, Observations and Good Examples

Steps to view Audit report

5. Click on the “Attachments” tab to view any attached files

6. Click on the “Publish” tab to view an overview of the audit report, findings and attachments. Click on the “Publish Audit” button to publish the audit
View Audit report and publish

Steps to publish Audit report

7. When you click on "Publish Audit" a pop window will appear and ask you to confirm if you "Are you sure you want to publish the audit?"

8. If you click "Yes" you will be taken to the "Report" tab and the "Publish" tab has now disappeared

Once the audit has been published, it will be visible to your customers

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Steps to publish Audit report

9. Alternatively if you click on the "Publish" button on the Audits > My Audits page (instead of clicking on View Audit) you will be taken to the Publish audit screen

Once you have published the audit, the status on the "My Audits" page will change to "Published"