Oracle® Retail Brand Compliance Management Cloud Service

Product User Guide

Release 16.0

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Oracle Retail Brand Compliance Management Cloud Service Product User Guide, Release 16.0

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Preface

This document describes the Oracle Retail Brand Compliance Management Cloud Service Product user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is intended for the users of the Oracle Retail Brand Compliance Management Cloud Service Product module.

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Related Documents

For more information, see the following documents in the Oracle Retail Brand Compliance Management Cloud Service Release 16.0 documentation set:

- *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Implementation Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Release Notes*
- *Oracle Retail Brand Compliance Management Cloud Service User Guide*

For information on the Oracle Retail Brand Compliance Management Cloud Service modules, see the following documents:

- *Oracle Retail Brand Compliance Management Cloud Service Project User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Reports User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Supplier User Guide*

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times **not** be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of an document with part number E123456-01.

If a more recent version of the document is available, that version supersedes all previous versions.

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Oracle Retail product documentation is available on the following web site:

`http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html`

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

Conventions

The following text conventions are used in this document:

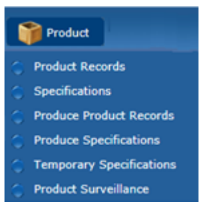
Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Introduction

To access a Product option, select the option from the Product drop-down list.

Figure 1–1 Product Drop-Down List



For information on the choices in the drop-down list, see the chapter shown in Table 1–1.

Table 1–1 Description of Product Drop-Down Choices

Option	Description	Chapter
Product Records	Maintenance of the product records.	Chapter 2
Specifications	Maintenance of the types of food and non-food specifications.	Chapter 3
Produce Product Records	Maintenance of the produce product records.	Chapter 4
Temporary Specifications	Maintenance of the types of temporary specifications.	Chapter 5
Product Surveillance	Facilities provided to enable the portal owner to manage their product surveillance.	Chapter 6

Getting Started

Before using Product, be sure that you are familiar with the user interface. If you need more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*. This User Guide covers the login, home page, and user interface.

2 Product Record

The Product Record is a container for all information about a single Product (SKU), for a particular supplier/product combination.

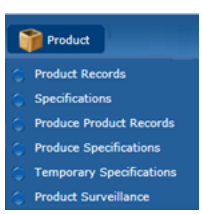
Separate Product Records are created if the same product is supplied by multiple suppliers, either at once or at different stages in the life of the product.
There is one Product Record per supplier/product combination.

The Product Record holds the following information:

- Basic identifying information: Name, Quantity, Product Number, Brand, and so on.
- Details of the Supplier and Primary Sites at which the Product is currently manufactured.
- The Retailer contacts who are responsible for the product.
- All versions of the product technical specifications.
- All versions of Pack Copy files which have been issued.
- Links to Project.
- Surveillance classification and test reports.
- Attachments, such as, Artwork and Quality Assurance (QA) information.
- Links to other Product Records for the same product from other Suppliers.

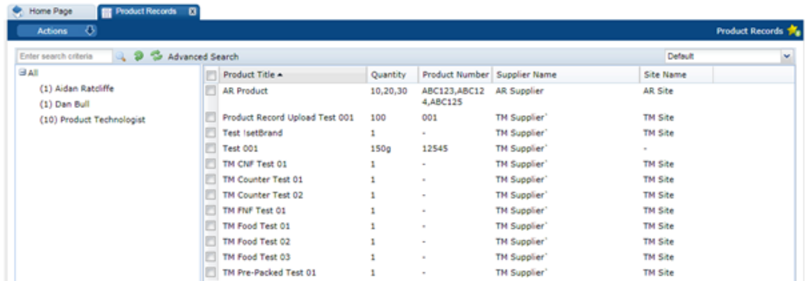
To work with Product Records, select Product Records from the Product menu.

Figure 2–1 Product Options List



The Product Records tab opens, showing a list of all the Product Records on the system, grouped by the Retailer Technologist responsible for the Product.

Figure 2–2 Product Records Page

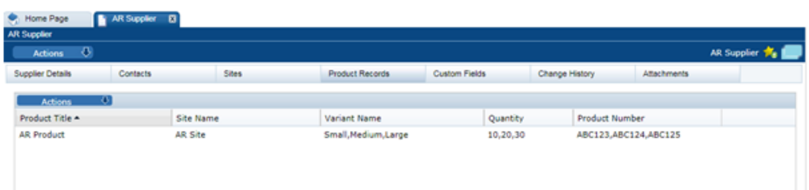


The following columns are shown:

- Product Title
- Quantity
- Product Number
- Supplier Name
- Site Name

Product Records are also listed in the Product Record page within the Supplier Record. The listed records are just the Product Records that apply to that specific Supplier.

Figure 2–3 Product Record within Supplier Record

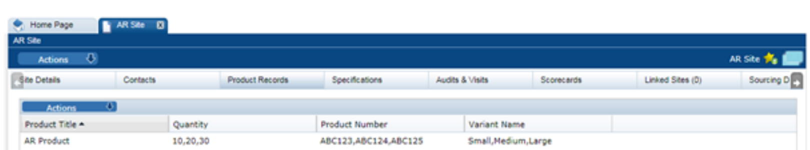


Here, the following columns are shown:

- Product Title
- Site Name
- Variant Name
- Quantity
- Product Number

Product Records are also listed in the Product Record page within the Site Record. The listed records are just the Product Records that apply to that Site.

Figure 2–4 Product Record within Site Record



Here, the following columns are shown:

- Product Title

- Quantity
- Product Number
- Variant Name

To open the Product Record in a new tab, double click the entry in the list.

A new Product Record is created from any of these list views by selecting New Product Record from the Actions menu.

A new Product Record may be created by the Supplier or the Retailer and is the precursor to creating a product specification. A new tab opens with a blank Product Record that has several pages listed across the top.

Figure 2–5 New Product Record page

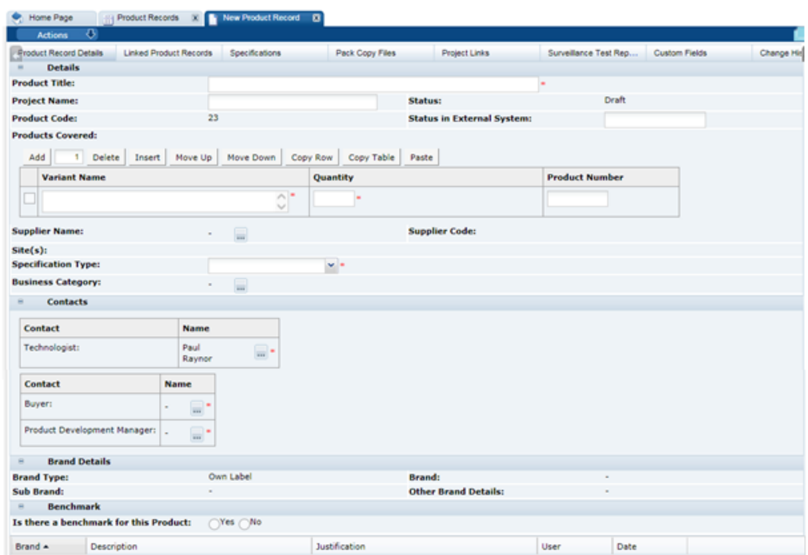


Table 2–1 describes the fields in a product record.

Table 2–1 Product Record Fields

Field	Description
Product Title	The Product Title is to be sufficiently precise to enable the Product to be identified by both the Supplier and other Retailer users, and to distinguish it from other similarly-named products. This is not necessarily the on-pack Product Name.
Project Name	Non-mandatory, but can be used to provide the Development project name, for additional ease of identification.
Status	This is the status of the record. May be any of the following: ■ Draft: Newly created Product Record. The Supplier has not yet been allocated. ■ Active: Automatically set once the Supplier has been allocated and the record saved. The Product Record is now available to the Supplier. ■ Archived: Set for Products which are no longer being produced.
Product Code	Number automatically given by the system.

Table 2–1 (Cont.) Product Record Fields

Field	Description
Status in External System	May be used to cross reference the product in a Retailer's other product management system, if any.
Products Covered	■ Variant Name A Product Record may cover a number of variants, such as, different sizes of the same product. This field is used to describe the variant. ■ Quantity The quantity of the item being sold, such as, 200g or 6 pack. ■ Product Number A unique number usually used by the business to identify the retail product, usually variant specific.
Supplier Name/Supplier Code	The company or agent that supplies this Product to the Retailer. Only one Supplier may be selected per Product Record. Multi-supplier Products have separate Product Records per product/supplier combination. The Supplier Code is automatically populated when the Supplier is selected.
Sites	The Site where the product is manufactured and packed. If a product is made at multiple sites, all the sites may be selected and listed here.
Specification Type	The specification type that is most suitable for this product is selected. Once the Product Record is assigned to a Supplier and Site and saved, this cannot be changed.
Business Category	This is the commercial category in which the product is sold.
Contacts	The Retailer contacts who are responsible for this product and who may receive email notifications from Oracle Retail Brand Compliance Management Cloud Service when the Specifications associated with this product are progressed through the workflow.
Brand Details	These fields are automatically populated from the Specification once it has been created and saved.
Benchmark	Enables a history of the benchmark competitive products to be recorded. The following details should be completed: Is there a Benchmark for this product?: Yes or No Brand: Select the Brand Name. Description: Indicates the name of the Competitive product and any other descriptive details. Justification: Enter the reason why this Brand or product is chosen as the benchmark. (Must also be completed if there is no benchmark; enter the reason why there is no benchmark.) Alternative benchmark products and details may be added if the benchmark changes by clicking **Add Benchmark**. **Note:** The Benchmark fields may only be completed by the Retailer and must be filled in before a specification for the product can be approved.

Linked Product Records

This page of the Product Record is only seen by the Retailer users. It shows a list of other Product Records where the Product Number within the Products Covered Table is the same as in this record. These Product Records may be opened in another tab by double clicking on a particular entry.

Specifications

This page shows the different versions of the Specification of this product. The specifications may be opened from the list by double clicking on the version required.

If a specification has not yet been created, a new specification may be created by selecting New Specification in the Actions menu.

Pack Copy Files

The Product Specification is used to define the legal copy that is required on the artwork of the product. One of the stages of the workflow of a specification is to issue or send the Pack Copy (a document which provides the legal copy to the artwork designer). Each time a Pack Copy is issued, a link is listed here to a copy of that document.

The following details are included in the list of Pack Copy Files:

- Created on: The date the file was issued.
- Specification Number: The number of the specification the Pack Copy was issued from.
- Version Number: The number of the Specification.
- Pack Copy Version: A version letter to indicate the version of the Pack Copy (a Pack Copy may be amended and reissued more than once).
- Spec Title: The title of the Specification.
- Pack Copy Files: A link to open the Pack Copy document.
- Created By: The name of the person who issued the Pack Copy.

Project Links

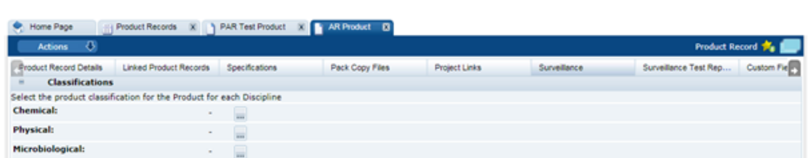
This page shows a list where the product has been linked to a Project. For more details, see the *Oracle Retail Brand Compliance Management Cloud Service Project User Guide*.

The page shows the following:

- Project Title
- Activity Name
- Project Status
- Date Link Created

Surveillance

Figure 2–6 Surveillance Page for Product Record



This page is only visible once the Product Record has been set to Active (this is automatic when the record is saved after the Supplier and Sites have been selected).

Users select how this product is classified for Surveillance or Quality Testing programs. Each product is classified for Chemical, Physical, and Microbiological surveillance programs.

This classification is not required to save the Product Record, but must be completed for a specification for this product to be approved.

Surveillance Test Reports

This page lists all the Surveillance Test reports that have been uploaded to the system that are related to this product. Double clicking on a report opens the report in a new tab.

The list of reports show the following:

- Date of Sampling
- Product Name
- Discipline (that is, type of surveillance test, such as, Microbiological)
- Laboratory
- Score

Custom Fields

The system provides a facility for a Retailer to set up a number of customized fields within the Product Record. They appear on this page. If no customized fields are set up, this page is not shown.

Change History

This shows the change history for the Product Record, including the dates of any status changes.

Attachments

As with most records within the system, there is a page to attach any relevant documents to the Product record, such as Process charts, Nutrition analysis, Artwork files, and so on.

3

Specifications

The Specification captures all technical details about a product, its packaging, processing, and labelling requirements.

Oracle Retail Brand Compliance Management Cloud Service enables Specifications to be created and managed for a retailer's own brand products. Retailer users and Suppliers can work collaboratively in the system to enter and review information, and progress the Specification through Pack Copy generation and eventual sign off of technical product information by both the Supplier and the Retailer.

There are different specification types for different types of product. There are specifications for processed or manufactured products and a special type of specification for fresh produce, that is, unprocessed fruit, vegetables, meat and poultry, and so on.

This chapter describes the specifications for processed or manufactured products.

There are five types of specification for different product types:

- Pre-Packed Food: Packaged processed foods
- Counter Food: Bulk supplied processed food sold in store across counters
- Formulated Non Food: Cosmetics, cleaners, and other chemical formulated products
- Constructed Non Foods: All types of general merchandise non-foods, such as, toys, cookware, electric items, and so on
- Beers, Wines, and Spirts: Beers, wines, spirits, and related alcoholic beverages

The Specification record is organized into sections, each covering a particular group of information such as the Recipe, Storage, Nutrition, or Packaging.

The default sections which are available depend on the Specification Type: Food, Formulated Non-Food, or Constructed Non-Food. Additional sections may be added, from the same specification type and from a different specification type (Gift Pack for example), but a Specification must always contain at least one of each of its default sections.

Multi-Specifications

As with the Product record, a specification may cover a number of variants for a product, such as, different sizes for the same product. For example, Crisps sold in a 30g and a 200g pack where the crisps are the same in each pack size. Or a specification may cover a product that is made at more than one site from the same Supplier. In these cases, it may be necessary to have certain sections repeated with different details for the different variants. For example, if the product is sold in two types of packaging, a different packaging section is required for each. This may be accommodated in the one specification by adding an additional packaging section and then assigning each of the two to a different packaging variant. This facility to have multiple sections applies to any section except the first, Main Details, section.

Multipacks

Sometimes referred to as a Variety pack, this is a product that is sold as a single packaged item (or SKU), but within the product, there are a number of separately packaged components. Each component may or may not have its own labelling. For these, a special type of specification is created where each of the components has its own set of sections contained within the one specification. A product may have food and non-food components. A specification can be created that combines the sections required for each.

Workflow and Statuses

A specification record has a workflow cycle, during which users may have restricted access or have restricted actions they can take. Data fields become locked at different stages of the workflow. The record has different statuses at each stage of the workflow.

Table 3–1 provides a summary of the different statuses.

Table 3–1 Specification Record Status

Status	Description
Supplier Draft	When a specification is created by a Supplier, it has the status of Supplier Draft. The specification can only be seen by the Supplier users with the appropriate permissions. When a Supplier is ready to share the specification with the Retailer, it is moved to Collaborative Draft. Retailer users with the Supplier Draft Specification Visibility authority profile also have access to specifications at this status. They may view, edit, and change the status of the specification per the Supplier user.
Retailer Draft	When a specification is created by a Retailer, it has the status of Retailer Draft. The specification can only be seen by the Retailer users with the appropriate permissions. When a Retailer is ready to share the specification with the Supplier, it is moved to Collaborative Draft.
Collaborative Draft	At this status, the specification may be edited by both the Retailer and the Supplier (but not at the same time), so that the specification can be worked on collaboratively. Once the specification is at a suitable stage of completion, the Pack Copy may be issued by the Retailer. This is a document that contains all the legal copy for the label design that is included in the various specification sections. The Pack Copy is issued to an artwork design company through email.
Gate Step	This step is an optional step, depending on the Retailer's own procedures. The option is set when Oracle Retail Brand Compliance Management Cloud Service is first set up for the Retailer. When this option is used, the specification is forwarded to this step from Collaborative Draft. This stage of the workflow may be used, for example, when the legal copy requires a separate sign off by a Retailer function other than the Technologist prior to the issuance of the Pack Copy.

Table 3–1 (Cont.) Specification Record Status

Status	Description
Pack Copy Sent	This is the status after the Pack Copy document has been issued. At this stage, any parts of the specification that specifically apply to the legal labelling copy are locked, so that changes cannot be made to the details that have already been issued to the artwork designer.
Ready For Authorization	A specification may be set to this status by a Retailer user. At this status, all the data fields are locked, ready for the Supplier to authorize or sign off the specification.
Supplier Authorized	Once the Supplier has authorized the specification, it has this status. The specification is then ready to be signed off by the Retailer. All fields are locked at this status.
Active	This is the status of the specification once it is signed off by both the Supplier and Retailer. The specification is locked and cannot be returned back to a previous status.
Off-range	If a product is temporarily taken off sale, for example, it is only a seasonal product, the specification may be set to Off-range to signify that it is not currently being sold, but it may be sold to the same specification in the future. It may be returned to Active when the product is put back on sale.
Delisted	If the product is removed from sale permanently, the specification is set to this status. It may be returned to Active if the product is put back on sale at a later date.
Superseded	When a specification is required to be updated, such as, a change to the recipe, new packaging, new label design, and so on, a new version of the Active specification is created. When this new version is moved through the workflow to Active, the original specification is set to active.

During the workflow of the drafting and approving of a specification, the record may be moved back and forth through these statuses as required, sometimes skipping statuses if they are not required. The system guides the user through the process by only making the different change of status options available that are appropriate to the user at the current status.

At each of the changes of statuses, the system may be configured to send alerting email to the responsible users to inform them of the status change. Additionally, the users responsible for the specification at the Retailer and Supplier may be made aware of the status of their specifications through the Task App that sits on the home page of the system.

Viewing and Creating Specifications

Processed or manufactured product Specifications are listed by selecting the Specifications option under the Product menu.

Figure 3–1 Product Options List

A list of specifications opens in a new tab. The columns in the list have the following information:

- Specification Name
- Specification Number
- Version
- Quantity
- Product Number
- Technologist
- Supplier Name
- Site Name
- Sub Brand
- Status

Double clicking on an entry opens the specification in a new browser window.

A new specification may be created from this list view of specifications. The specification is then linked to the appropriate Product Record.

Alternatively, and the preferred method, is to create the specification from within the Product Record that should have been created prior to the specification. For more information, see Chapter 2.

When creating a new specification from the Product Record, options are provided to select the country's legislation that the product is complying with and whether to create a new blank specification or copy an existing specification. There is also an option to create a Multipack specification which will take the user through a wizard to define the individual components and the section requirements.

Pack Copy Files

In Product Specifications, the information which will be sent to the design team to be used on a pack is gathered into the Pack Copy File. This information is pulled from the following sections in the Specification:

- Food:
  - Main Details
  - Recipe and Raw Materials - Declaration
  - Allergy & Dietary Advice - Declaration
  - Nutrition - Declaration
  - Packaging - Recycling Icons
  - Other Labelling Copy

- Formulated Non Food:
  - Main Details
  - Formulation and Raw Materials - Declaration
  - Packaging - Recycling Icons
  - Other Labelling Copy
- Produce:
  - Nutrition - Declaration
  - Other Labelling Copy
- Constructed Non Food:
  - Main Details
  - Components
  - Packaging - Recycling Icons
  - Other Labelling Copy
- Beers, Wines, and Spirits:
  - Main Details
  - Product Characterisation and Composition
  - Recipe and Raw Materials - Declaration (Ingredients List and Origin of Meat or Fish are not included)
  - Allergy & Dietary Advice - Declaration
  - Nutrition - Declaration
  - Packaging - Recycling Icons
  - Other Labelling Copy (Country of Origin is not included)

Previewing Pack Copy

The option to preview the Pack Copy file is available to Retailer and Supplier users when the Specification is at any status. With the Specification in Edit mode, choose Preview Pack Copy from the Action menu.

It is useful to preview the Pack Copy file when reviewing the information which will be sent to the design team, for example to check that the correct Components have been selected to have Pack Copy for multi-pack Specifications.

When using the preview option, the file opens directly on your screen. The Specification will not change status. The preview file is in PDF format, so you cannot edit it, but you can save it locally for future reference if you wish.

Sending Pack Copy

The action to generate and send the Pack Copy file is available only to Retailer users, once the Specification is at Collaborative Draft status. With the Specification in Edit mode, choose Change Status & Exit and then Send Pack Copy from the Action menu.

The option to send the Pack Copy should be used once all the information is complete and ready to be sent to the design team. If any changes are required once the Pack Copy has been sent, the retailer may reject the Specification to an earlier status, allowing edits to be made and the Pack Copy resent.

When sending the Pack Copy, the Specification status is updated (to Pack Copy Sent) and the Pack Copy files are sent in email (as either PDF, Microsoft Word, or zipped Microsoft Word files) to the design contact (Pack Copy to be forwarded to specified in the in the Specification's Other Labelling Copy section). The email also includes any Cutter Guide attachments that are present in the Other Labelling Copy section.

In addition, the files are automatically attached to the Product Record for future reference.

The action to generate and send a partial Pack Copy file is available as an alternative where the full information has yet to be captured in the Specification. With the Specification in Edit mode, choose Change Status & Exit and then Send Part Pack Copy from the Action menu. This sends the Pack Copy file as per the Send Pack Copy option, but sets the Specification status to Part Pack Copy Sent. From this status, the Send Pack Copy option can be used once the full information has been captured in the Specification.

Note: For multi-variant/size or multi-site Specifications where Pack Copy files could be created for each of the variant/size or site combinations, these are collated into a single document for the preview, but will be created as separate files when sending the Pack Copy, since these may each be sent to different design contacts.

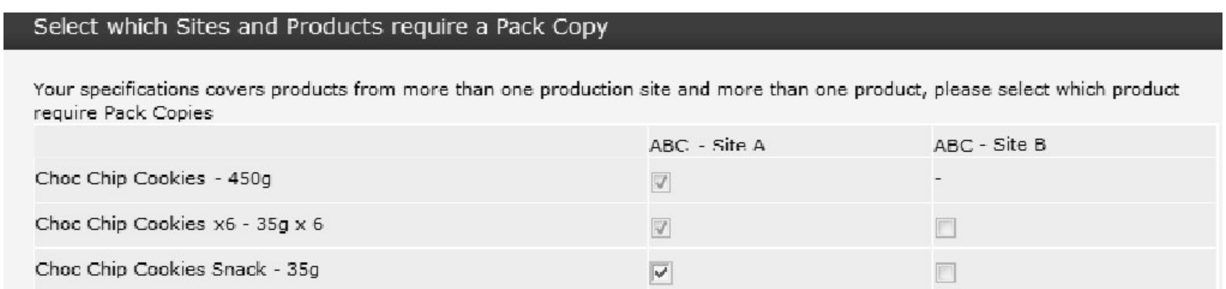
Multi-Specifications: Choosing what Pack Copy Files to Create

When either previewing or sending a Pack Copy for multi-variant/size, multi-site, multi-pack, and alternative requirement Specification, you must select what Pack Copy files you wish to create.

Multi-Variant/Size and Multi-Site Combinations

If the Specification covers more than one Product, more than one Site, or a combination of Products and Sites, the system prompts you to choose which of the Product or Site combinations you wish to create a Pack Copy for on this occasion. This prompt appears at the time when you preview or send a Pack Copy.

Figure 3–2 Select which Sites and Products Require a Pack Copy



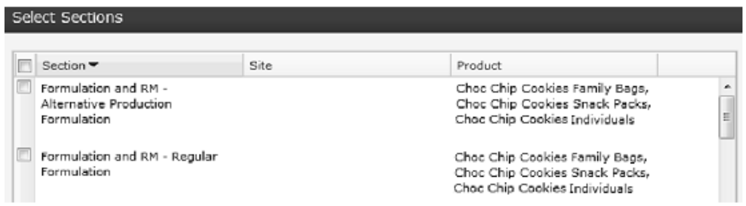
Check the boxes to indicate which Products and Sites require a Pack Copy on this occasion. When sending a Pack Copy, a separate file is created for each selection. In the example above, the Specification covers three Product variants, which are associated with two Sites. It is selected to create Pack Copy files for all three Products, but only for Site A.

- If there are no differences between the Pack Copy information for each Site (the Sites will be sharing the packaging), you do not necessarily need to create Pack Copy files for every Site as it will be the same.
- Once you have sent a Pack Copy, you may find that amendments are required to some of the Products but not all of them, therefore, when re-sending a Pack Copy, you may choose only the Products for which amendments are required.

Alternative Requirements

If the Specification contains multiple sections to accommodate alternative requirements for the Product, such as seasonal differences in the ingredients or formulation, you are prompted to choose which one of the alternative sections you wish to apply to the Pack Copy. This prompt appears when you preview or send a Pack Copy.

Figure 3–3 Pack Copy Select Sections Page



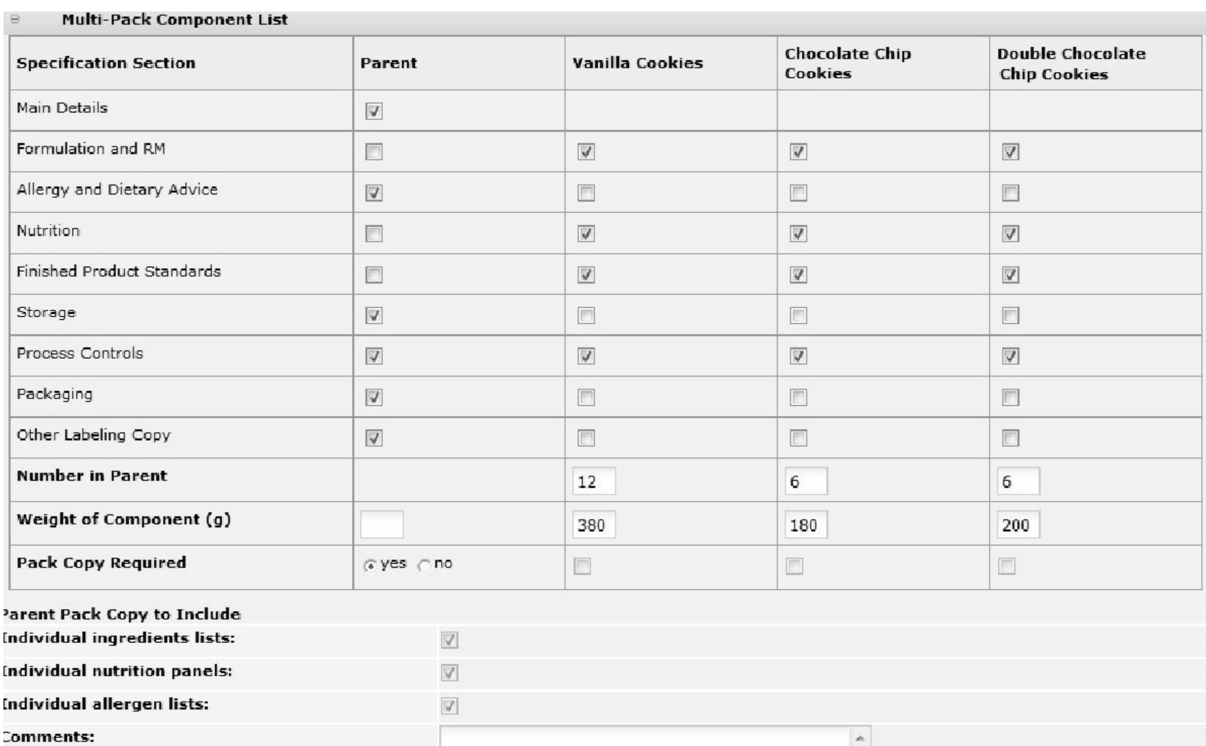
Select Sections

☐	Section	Site	Product
☐	Formulation and RM - Alternative Production Formulation		Choc Chip Cookies Family Bags, Choc Chip Cookies Snack Packs, Choc Chip Cookies Individuals
☐	Formulation and RM - Regular Formulation		Choc Chip Cookies Family Bags, Choc Chip Cookies Snack Packs, Choc Chip Cookies Individuals

Multi-Pack Specifications

Multi-pack Specifications contain a special Multi-Pack Components List section, which provides a summary of all the components within the Specification and which enables you to confirm which parts of the Product requires Pack Copy information.

Figure 3–4 Pack Copy Multi-Pack Component List



Multi-Pack Component List

Specification Section	Parent	Vanilla Cookies	Chocolate Chip Cookies	Double Chocolate Chip Cookies
Main Details	☑			
Formulation and RM	☐	☑	☑	☑
Allergy and Dietary Advice	☑	☐	☐	☐
Nutrition	☐	☑	☑	☑
Finished Product Standards	☐	☑	☑	☑
Storage	☑	☐	☐	☐
Process Controls	☑	☑	☑	☑
Packaging	☑	☐	☐	☐
Other Labeling Copy	☑	☐	☐	☐
Number in Parent		12	6	6
Weight of Component (g)		380	180	200
Pack Copy Required	(•) yes ( ) no	☐	☐	☐

Parent Pack Copy to Include	
Individual ingredients lists:	☑
Individual nutrition panels:	☑
Individual allergen lists:	☑
Comments:	

The Pack Copy Required details must be completed before you either preview or send the Pack Copy. The options which are selected here depend entirely on the labelling requirements of the particular Product in question:

- Parent:

  Select either yes or no to indicate if a parent (composite) Pack Copy file is required. If the parent Pack Copy file is required, there must be a parent Other Labelling Copy section present in the Specification.

  When selecting yes, you may also indicate whether the parent Pack Copy should include the individual Ingredients Lists, Nutrition Panels, and/or Allergen Lists for each Component. These elements will be included with the parent Pack Copy file.

- Each Component:

  Check the box for any Component where a separate Pack Copy file is also required. This would be in the case where any of the Components are separately packaged and labelled. If a Pack Copy file is required for any of the Components, an Other Labelling Copy section must be present for each.

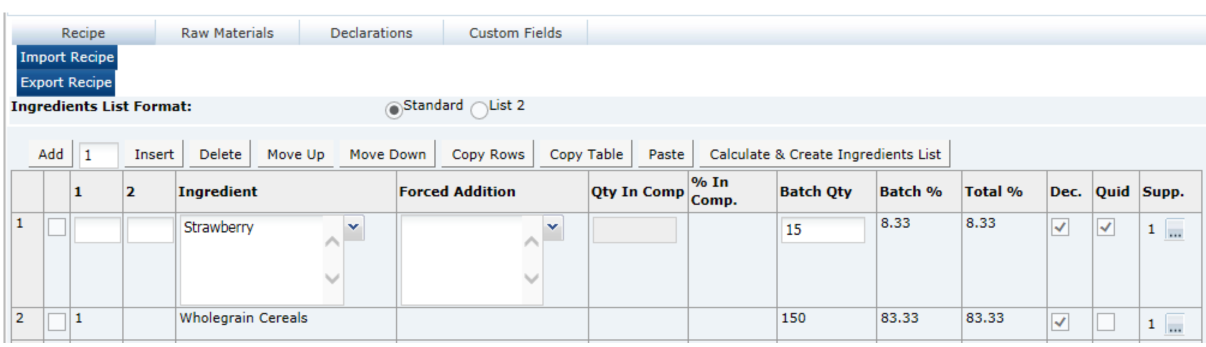
Recipe and Formulation Upload

The Recipe and Raw Materials section in the Food Specification and equivalent Formulation and Raw Materials section in the Formulated Non Food Specification include a facility for the user to import and export the recipe/formulation and associated raw materials using a Microsoft Excel spreadsheet. The facility is typically used to export an existing recipe/formulation to the spreadsheet, either for it to be completed offline before being imported back into the system or for it to be imported into a different Specification. However, it can be used to create a recipe/formulation from scratch.

The import/export options are available to all users that have the ability to edit the Specification (where the feature is enabled in the portal, and the Specification is at a status where it may be edited). The export option can be used when the Specification is at any status. The import option can only be used when the Specification is at a status where the recipe/formulation table is editable, that is, prior to Pack Copy Sent.

If the import/export feature is enabled, the buttons show at the top of the recipe/formulation table:

Figure 3–5 Recipe Upload Buttons Example



Exporting a Recipe or Formulation

To export a recipe or formulation:

1. Click **Export Recipe** or **Export Formulation**.
2. Select Open. To save to a local location from which to open the spreadsheet, select Save or Save As. The recipe/formulation is opened as a spreadsheet.

Importing a Recipe or Formulation

To import a recipe or formulation:

1. Click **Import Recipe** or **Import Formulation**. To locate the spreadsheet file (.xls file) to import, click **Browse**.
2. Click **Ok**. A warning is issued that continuing will overwrite the recipe/formulation and raw materials.
3. Click **Ok** to continue. The contents of the spreadsheet are validated. If no error are encountered, the recipe or formulation and raw materials tables are updated from the spreadsheet.
4. To validate the recipe or formulation and generate the ingredients list, click **Calculate & Create Ingredients List**.

Spreadsheet Layout

The spreadsheet represents the Specification's recipe or formulation and associated raw materials as a single extended table. The columns of the raw materials table are shown to the right of the recipe/formulation table columns.

Figure 3–6 Upload Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Seq	1	2	Ingredient	Forced Addition	Ingred Qty	Ingred %	Batch Qty	Batch %	Total %	Dec Y or blank	QUID Y or blank	Supp	Sustainability Category	Ingred Seq	Ingred Name	Function
11															7	Aqua	Solvent
12	8		2	Sodium Cocoamphoacetate		14	14		1.085	1.085	Y				8	Sodium Cocoamphoacetate	
13	9		2	Disodium Cocoamphodiacetate		14	14		1.085	1.085	Y				9	Disodium Cocoamphodiacetate	
14	10		2	Sodium Chloride		11.5	11.5		0.891	0.891	Y				10	Sodium Chloride	Salt
15	11			PEG-150 Distearate				2.5	4.843	4.843	Y				11	PEG-150 Distearate	
16	12			Glycerin				1.5	2.906	2.906	Y				12	Glycerin	
17	13			Imidazolidinyl Urea				0.25	0.4843	0.4843	Y				13	Imidazolidinyl Urea	
18	14			Sodium Methylparaben				0.2	0.3874	0.3874	Y				14	Sodium Methylparaben	
19	15			Citric Acid				0.15	0.2906	0.2906	Y				15	Citric Acid	Acid
20	16			Sodium Propylparaben				0.1	0.1937	0.1937	Y				16	Sodium Propylparaben	
21	17			Polyquaternium-7				0.05	0.0969	0.0969	Y				17	Polyquaternium-7	
22	18			Disodium EDTA				0.1	0.1937	0.1937	Y				18	Disodium EDTA	

If an ingredient's raw materials are supplied by more than one supplier, it is shown as consecutive rows for the raw materials, but with the recipe/formulation details just on the first. The greyed-out columns indicate the columns that are omitted if the file is imported back into the system. These columns are exported for reference purposes only.

The file format must be .xls (Microsoft Excel spreadsheet workbook). The first row contains the column headings which correspond to those in the Specification. Translations are exported where used.

Any rows that contain no values in any column are ignored, however, any rows or columns that contain values but have been hidden in Excel will still be processed. It is possible to just populate the Recipe/Formulation tables (that is, without any raw materials details), however, it is not possible to just populate the Raw Material table.

Table 3–2 describes the columns of the spreadsheet and the main validation rules.

Table 3–2 Upload Spreadsheet Columns

Column	Description and Validation
Recipe/Formulation Table	
Sequence	A unique sequence number to identify the row within the recipe/formulation. It is used to link rows in the raw materials file to their ingredient. Not imported.
1	Used to define compounds and their ingredients. Not validated, but should follow the convention for linking ingredients to compounds, and so on.
2	Used to define compounds and their ingredients. Not validated, but should follow the convention for linking ingredients to compounds, and so on.
Ingredient	Name of the ingredient. Not validated, but an attempt is made to match the ingredient to the ingredients glossary (first by ingredient name, then by alias) in a similar way to how tabbing out of the field when manually editing the recipe attempts to auto-select a value.
Forced Addition	Name of a forced addition, such as, and additive or processing aid. No validation applied, but an attempt is made to match the value to the glossary (based on the Specification's pack copy language).
Qty In Comp	Must be numeric.
% In Comp.	Not imported.
Batch Qty	Must be numeric.
Batch %	Not imported.
Total %	Not imported.
Dec.	Whether the ingredients are declared or not. Valid options are Y (checked) or blank (unchecked). Any other value is set to blank.
Quid	Only used in recipes. Indicates if the ingredient is subject to QUID. Valid options are Y (checked) or blank (unchecked). Any other value is set to blank.
Supp	The number of suppliers of the ingredient. Not imported.
Sustainability Category	If present, must exist in the Sustainability Categories glossary.
Raw Materials Table	
Sequence	Not imported. Included for reference only. Provides reference to the associated row in the recipe table when the export option is used.
Ingredient	Not imported. Included for reference only. Provides reference to the associated row in the recipe table when the export option is used.
Function	Only used in formulations. If present, must exist in the Functions glossary.
Assurance Standard	Only used in recipes. If present, must exist in the Assurance Standards glossary. Can contain multiple values, separated by a tilde.
Trade Name	Only used in formulations.
Grade/Specification	Mandatory if Raw Materials Info column is Yes.
Supplier	Mandatory if Raw Materials Info column is Yes.

Table 3–2 (Cont.) Upload Spreadsheet Columns

Column	Description and Validation
Site Location	Only used in recipes.
Year of Last Animal Test	Only used in formulations. If present, must exist in the Year of Last Animal Test glossary.
Reason For Animal Test	Only used in formulations. If present, must exist in the Reason for Animal Test glossary.
Country where Processed	Only used in recipes. Mandatory if Raw Materials Info column is Yes. If present, must exist in the Countries glossary. Can contain multiple values, separated by a tilde.
Country Of Origin	Mandatory if Raw Materials Info column is Yes. If present, must exist in the Countries glossary. Can contain multiple values, separated by a tilde.
Raw Materials Info	Whether raw materials information is mandatory for the ingredient. Valid options are Yes and No. Any other value will default to Yes.
Breed/Latin Name/Variety	If present, must exist in the Breed/Latin Name/Variety glossary. Can contain multiple values, separated by a tilde.
Source	If present, must exist in the Source glossary. Can contain multiple values, separated by a tilde.
Catch Method	If present, must exist in the Catch Method glossary. Can contain multiple values, separated by a tilde.

Food Specification

There are two types of Food specification, the Pre-Packed Food and Counter Food specifications. These differ by only one section. Both contain the following sections:

- Main Details Section
- Recipe and Raw Materials Section
- Allergy and Dietary Advice Section
- Nutrition Section
- Finished Product Standards Section
- Storage Section
- Process Controls Section
- Packaging Section
- Project Links Section
- Custom Fields Section
- Attachments Section
- Change History Section

The Pre-Packed Food specification has an additional section called Other Labelling Copy. The Counter Food specification has an additional section called Counter Ticket. Each section has a common header at the top with the basic information about the specification.

Header

Figure 3–7 Specification Header

Table 3–3 describes the fields in the header.

Table 3–3 Specification Header Fields

Field	Description
Specification Name	This is copied from the Product Record when the specification is created. It is to be sufficiently precise to enable the Product to be identified by both the Supplier and other Retailer users, and to distinguish it from other similarly-named products.
Specification Number	An automatic sequential number set by the system.
Version	The specification is version controlled. This is an automated number set by the system to distinguish this version from previous versions.
Status	The status the record is automatically set to after a user has set the specification to the next required status in the workflow.
Specification Type	The type of specification record that was selected.
Supplier Name	The company or agent supplying this product.
Supplier Code	The code of the Supplier within the Oracle Retail Brand Compliance Management Cloud Service system.

Main Details Section

The Main Details section covers the primary details about the product, such as the manufacturing Supplier and Sites, Brand details and Key Dates, and the specification history.

In common with other sections of the specification, the Main Details is split into sub-sections referred to as field sets:

- Main Details
- Product Coverage
- Key Dates
- Supplier Details
- Primary Sites
- Secondary Sites
- Supplier Contacts
- Retailer Contacts
- Specification History
- Final Approval
- Declaration
- Attachments

Main Details

Figure 3–8 Food Specification Main Details Field Set

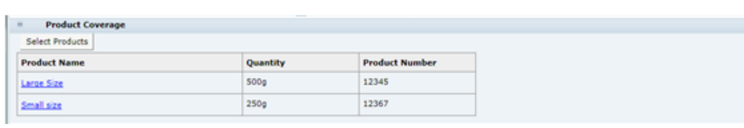
Table 3–4 describes the fields.

Table 3–4 Food Specification Main Details Field Set

Field	Description
Business Category	This is copied across from the Product Record. It is the commercial category in which the product is sold.
Countries Where Sold	A list of countries where the product is approved to be sold.
Business	Which, if any, the different sub-businesses where the product is approved to be sold, such as, in store and on-line.
Region	Any regions that the product may be restricted to in its sale.
Brand Type	Whether the product is a retailer's own brand or whether it is an manufacturer's brand that is treated as though Own Brand.
Brand	Where the Brand Type was set to Own Label, the specific retailer's brand name. For some retailers, there may only be the one option in the selector. If Brand Managed as Own Label was selected in the Brand Type, this field is free text and contains the manufacturer's brand name as it appears on the label.
Sub Brand	For retailers that have various sub brands for their own label.
Other Brand Details	This field is for any other brand naming that is required on the label, not covered by the previous two fields.
Pack Copy Language	The language to be used on the label. This defaults to the language of the user that created the specification. If changed, the system requires the user to save and close the specification and then reopen it to continue. This is to allow the system to update the specification accordingly.
Legislation	This is the legislation chosen when the specification was created. This cannot be changed.

Product Coverage

Figure 3–9 Food Specification Product Coverage Field Set



This shows a copy of the Products Covered table that was completed in the Product Record. If required, while at draft, it is possible to reselect a different Product record to link the product to by clicking **Select Products**.

Key Dates

Figure 3–10 Food Specification Key Dates Field Set

Table 3–5 describes the fields.

Table 3–5 Food Specification Key Dates Field Set

Field	Description
First Production Date	The date of the planned first production of the product.
Out of Store Date	This field is completed using a dialog box when the specification is superseded by another version or if the specification is set to the status of Off-range or Delisted. This field represents the date when the product, as specified in this version, is expected to no longer be sold in stores. If the Seasonal Product field below is set to Yes, a date is filled in here to say when the seasonal product is to no longer to be sold in stores.
Seasonal Product	▪ No: For products which are not sold for a seasonal period. ▪ Yes: For products which are seasonal (either as a once-off or cyclical event), and will be sold for a limited period. Out of Store Action: If Yes is selected, the Out of Store Date must be completed. In addition, the relevant option must be selected to indicate whether the Specification should be De-listed (for once-off events), or set to Off Range (for cyclical events) when the Out of Store Date passes.
Event	Select an event which the product is marketed or branded towards, if applicable.
Target Launch Date	Represents the expected in-store date of the product.
Actual Launch Date	Represents the actual in-store date of the product; set before the Specification is made Active.
Review Date	Cannot be edited in the Specification itself, but is set at the time the Specification is made Active through the menu which appears as part of the Make Active process. This represents a future date when the Specification must be reviewed. The Specification will be flagged as Due for Review once this date passes, and will appear in the Task Manager of the Retailers Contacts named in the Specification and the Supplier's Specification Admin contacts. Upon review, a New Version of the Specification may be created to submit updated information, or the Retailer may extend the Review Date for a further period.

Supplier Details

Figure 3–11 Food Specification Supplier Details Field Set

Table 3–6 describes the fields.

Table 3–6 Food Specification Supplier Details Field Set

Field	Description
Supplier Product Ref	Free text field, allowing the Supplier to enter a reference which is meaningful to the Supplier's company in terms of identification, such as, Factory Recipe Numbers or product identification codes.
Source	Automatically completed by the system, shows the name of the Retailer's system or another source of the data, if applicable.
Supplier Code, Name, and Address	Details of the Supplier that supplies the product to the Retailer. Pulled from the linked Product Record. The Supplier Name provides a link to open the Supplier Record in the main window.

Primary Sites

Figure 3–12 Food Specification Primary Sites Field Set

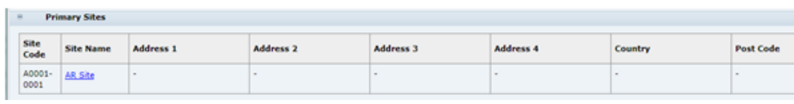


Table 3–7 describes the fields.

Table 3–7 Food Specification Primary Sites Field Set

Field	Description
Site Code, Name, and Address	Details of the Primary Sites which manufacture this Product for the Retailer. Pulled from the linked Product Record. The Primary Sites are those which have direct responsibility for the product. The Site Name provides a link to open the Site record.

Secondary Sites

Figure 3–13 Food Specification Secondary Sites Field Set

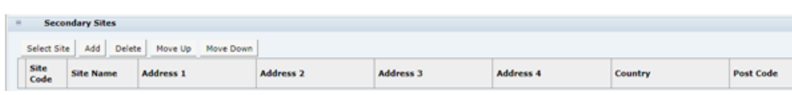


Table 3–8 describes the fields.

Table 3–8 Food Specification Secondary Sites Field Set

Field	Description
Site Code, Name, and Address	Any sites, other than the primary site, involved in the intermediate production of this product. **Note:** The primary site is usually considered to be the last site at which processing quality control is applied. There are two options to complete: If the secondary site details are set up on the system under the respective Supplier, the details may be copied across by clicking **Select Site**. If not, clicking **Add** provides free text fields to enter the details.

Supplier Contacts

Figure 3–14 Food Specification Supplier Contacts Field Set

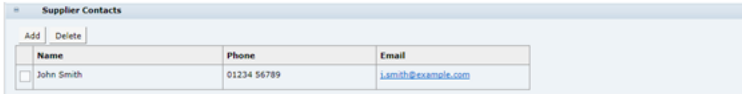


Table 3–9 describes the fields.

Table 3–9 Food Specification Supplier Contacts Field Set

Field	Description
Name, Phone, and Email	Name, Phone, and Email In a new Specification, automatically populated with any Contacts with the Specification Admin role at the associated Supplier and Sites, at the time the Specification is created. Click **Add** to select additional Contacts. Click **Delete** to remove Contacts. Remove any Contacts who are not directly responsible for this Specification or who do not need to receive notifications about the Specification.

Retailer Contacts

Figure 3–15 Food Specification Retailer Contacts Field Set

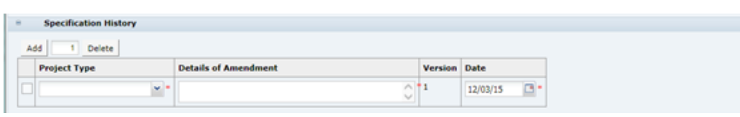
Table 3–10 describes the fields.

Table 3–10 Food Specification Retailer Contacts Field Set

Field	Description
Role and Name	These details are copied across from the Product Record. If changed in the Product Record, the changes will be reflected in the Specification.

Specification History

Figure 3–16 Food Specification History Field Set



The Specification History is blank in a new Specification, including when a copy is made from an existing Specification. Use **Add** and **Delete** to make entries to the table each time updates to the Specification are made. This will assist other users when they review the Specification.

It is good practice to update the table when a specification is being updated to have more visibility to changes being made (in addition to Change History). The specification retains the same version until after Active and a New Version is created.

In a New Version of a Specification, the Specification History from the previous version is copied and locked. Start adding new entries to the table to record updates to this version.

Table 3–11 describes the fields.

Table 3–11 Food Specification History Field Set

Field	Description
Project Type	Represents the reason for work being carried out on the Specification.
Details of Amendment	Provide a description of the updates made to the Specification on this occasion, for example: Amendments to formulation to reduce salt content, updates to Allergen and Nutrition information in line with formulation changes.
Version	The current Specification version, set automatically by the system.
Date	The date the current updates are completed.

Final Approval

Figure 3–17 Food Specification Final Approval Field Set

Table 3–12 describes the fields.

Table 3–12 Food Specification Final Approval Field Set

Field	Description
Supplier Approved Name, Position, and Date Retailer Approved Name, Position, and Date	Completed using dialog boxes by the Retailer and Supplier when the Specification is progressed through the workflow. Represents sign off of the Specification by the Supplier and the Retailer. Supplier Approver Details: When setting the Specification to Supplier Authorised. Retailer Approver Details: When setting the Specification to Active.

Declaration

This is a declaration of conformity to which the Supplier is agreeing to during sign off when setting the specification to Supplier Authorised.

Attachments

Documents relevant to the product specification may be attached in any section or within the Attachments section itself. To show the attachments or to add or delete an attachment, click **Show Attachments**. This sub-section is available in all sections of the specification.

Recipe and Raw Materials Section

This section has the following tabs:

- Recipe Tab
- Raw Materials Tab
- Sustainability Tab (if Sustainability is enabled)
- Declarations Tab
- Custom Fields Tab

Recipe Tab

This tab provides details of the Recipe. All ingredients, compound ingredients (or sub-recipes) and component ingredients are listed with quantities and whether they are to be declared.

When working in a new Specification, use **Add**, **Insert**, and **Delete** to add sufficient rows to the table for all of the ingredients in the formulation.

Figure 3–18 Food Specification Recipe Page

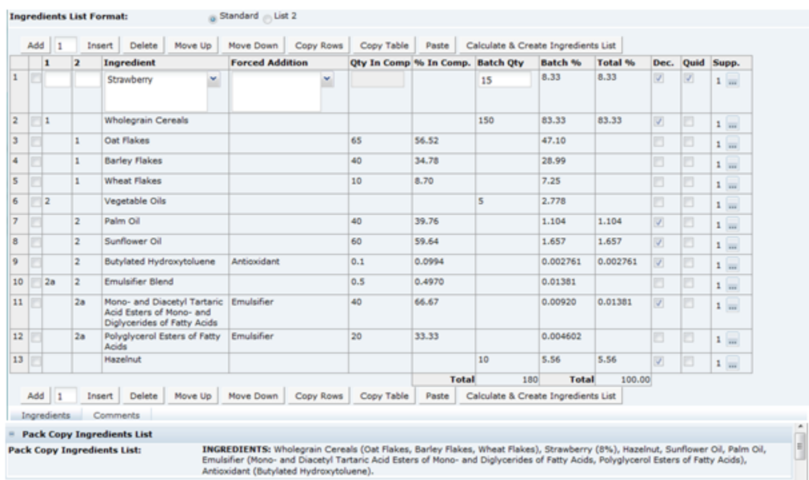


Table 3–13 describes the fields.

Table 3–13 Food Specification Recipe Page

Field	Description
Ingredient List Format	Standard and List 2 are the options. This controls the layout of the ingredients list that is created by the system when clicking **Calculate and Create Ingredient list**. Standard creates an ingredient list with the components of compounds in brackets after the compound name. List 2 separates the compound components onto another line.
1	The column with the title 1 is used to indicate Compound Ingredients. Use 1, 2, 3, and so on, to indicate the different compounds in the recipe. If this Ingredient is not a Compound Ingredient, leave the column blank. Refer to Single Ingredients, Compounds and Components beneath this table. Alternatively, a number sign (#) may be entered into this column in order to insert a Comment row or blank row into the formulation, which is not to appear on the label; this helps make reviewing a lengthy recipe easier.

Table 3–13 (Cont.) Food Specification Recipe Page

Field	Description
2	The column with the title 2 is used to indicate the Components of a Compound with the same number as given in column 1. If this Ingredient is not a Component of a compound, leave the column blank. Refer to Single Ingredients, Compounds and Components beneath this table.
Ingredient	Enter the names of all Single Ingredients, Compound Ingredients (or sub-recipes), and Components of Compounds The names of all ingredients (including Components of Compounds) must match valid ingredient names held in the Ingredient Glossary. Validation will be applied when using **Calculate & Create Ingredient List**, when validating the specification or when attempting to progress the Specification to the next status. Any invalid ingredient names must be corrected before proceeding. Ingredients may be entered by selecting from the Glossary: Click the ingredient icon and then either select an Ingredient Type or type part of the Ingredient Name into the Search field. Alternatively, Ingredient names may be freely typed into the Ingredient column. The predictive text facility presents a list of options for you to select from. If you type an Ingredient Alias (or alternative name for the Ingredient), the system automatically corrects this when the Ingredient List is calculated. The names of Compound Ingredients will not be found in the Glossary and may be freely typed. Validation errors will not be given for Compound Ingredient names. If the name of the Compound is to appear in the on-pack Ingredient List, be sure to enter it in the manner in which is should appear, including capitalization if applicable. **Note:** If you cannot locate an ingredient in the Glossary, even after considering possible alternative names and spellings, contact the System Administrator.
Forced Addition	When calculating the on-pack Ingredient List, the system automatically sums any Ingredients with identical names. Use the Forced Addition column to sum ingredients which do not have the same name, but need to be declared together in the Ingredient List, such as, Additive categories, Herbs and Spices, or re-constituted ingredients. You may select the grouping from the drop-down list or freely enter the name of the grouping into the field. Select or enter the same grouping next to each Ingredient which needs to be included in the grouping. If freely entering the name of the grouping, ensure that the exact wording is used for each ingredient to be summed; the system assists by presenting a list of previously entered items as you enter the name. **Note:** The name of the Grouping will appear in the on-pack Ingredient List (followed by the grouped ingredients in brackets), so it should be entered in the manner in which it is expected to appear, including capitalization if applicable.
Quantity in Comp	Enter the breakdown of all Compound Ingredients (or sub-recipes) into this column. The breakdowns of each Compound may be entered using any unit of measure, such as % breakdown, kilos per sub-recipe batch, and so on, as long as the same units are used within each individual Compound. One particular Compound may be expressed in different units to another.

Table 3–13 (Cont.) Food Specification Recipe Page

Field	Description
% in Comp	The percentage breakdown of each Compound ingredient. This is automatically calculated by the system when selecting **Calculate & Create Ingredient List**.
Batch Qty	Enter the quantities of all Single Ingredients or top level Compound Ingredients into this column. Any unit of measure may be used, such as % breakdown, kilos per batch, or g per pack, but the same unit must be used throughout this column.
Batch %	The percentage breakdown of the Quantities in Batch. This is automatically calculated by the system when using **Calculate & Create Ingredient List**.
Total %	The percentage breakdown of all Declared ingredients, including adjustment for Ingredients which have been summed together (either by name or by Grouping) and for any water losses applied. This is automatically calculated by the system when using **Calculate & Create Ingredient List**.
Dec	Check the box to indicate all ingredients which must be declared in the Ingredient List. For Ingredients which are summed (either by name or by Grouping), only check the first occurrence of that Ingredient (the system prevents you from checking multiple occurrences of summed ingredients). For Compound Ingredients: ■ Check the name of the Compound itself. If you wish the Compound to be declared, followed by its component ingredients in brackets; leave the component ingredients unchecked. For nested Compound ingredients, the Compound may be checked, even though it is a component of another Compound. If you wish its ingredients to be bracketed, alternatively, it may be left unchecked in order to declare all ingredients separately. ■ Check the names of the component ingredients (and leave the Compound Ingredient unchecked) if you wish the compound to be broken down throughout the Ingredient List.
QUID	Use this column to indicate any ingredients which are required to display a quantitative value in the Ingredient List. For any checked ingredients, the % value appears next to that Ingredient in the Ingredient List.

Table 3–13 (Cont.) Food Specification Recipe Page

Field	Description
Supp	This column displays the number of Raw Material Suppliers which have been entered for each Ingredient. Click the icon to access the Raw Material Data Entry window. Add rows to the table for each of the number of Suppliers for this ingredient (separate entries must be added for each supplier) and enter the relevant details from each Supplier's Ingredient Specification. When **OK** is clicked, updates the number of Suppliers displayed in this column and the Raw Material tab with the details you have entered. **Note:** The Raw Material details may be entered directly in the table in the Raw Materials tab or using the Raw Material Data Entry window, described above, and accessed by clicking the icon in the Supp Column in the Recipe table. However, the number of Supplier rows may only be added or removed using the Raw Material Data Entry window. The last row (Supplier) for any Ingredient may not be removed.
Pack Copy Ingredients List	When **Calculate & Create Ingredient List** is clicked, the system generates an ingredient list based on the entered recipe. This ingredient list is shown as read-only in this field. It may be edited within the Declarations tab.
Comments	Click the Comments tab below the recipe to replace the Ingredients list by a comments free text field so any explanatory information can be added regarding the recipe. Click **Ingredients** to return to seeing the ingredient list.

Single Ingredients, Compounds, and Components

The 1 and 2 columns in the Formulation table are used to indicate any compound ingredients and their components:

- Use the 1 column to indicate Compound Ingredients: Use a simple numbering system, for example, the first compound in the formulation = 1, second compound = 2, and so on
- List the Component Ingredients directly below the name of the Compound Ingredient and use the 2 column to indicate the number of the compounds to which they belong, such as, 1, 2, and so on. For example, see Figure 3–18.
- Nested Compounds, that is, where a Compound or Sub Recipe contains Compound Ingredients itself, will have an entry in both the 1 and 2 columns, for example, Compound 2a, Component of Compound 2, and so on. For example, see Figure 3–18.
- Leave the 1 and 2 columns blank for Single Ingredients, added directly to the final batch.

Water Loss

The system enables Suppliers to demonstrate any water lost from the recipe as part of the cooking process, with the effect that the water ingredient may move further down the ranking in the finished Ingredient List.

To achieve this, add suitable entries in the recipe table for Water, with a negative quantity to demonstrate the required water loss. The water-loss should be placed in the appropriate place in the recipe, for example, if a compound if is pre-cooked and water is lost in that compound, the negative water should be included as part of the compound. If it is lost in the final complete recipe through cooking of the whole product, it should appear as an additional ingredient outside of the compounds. Complex recipes may have multiple water addition and water loss entries, but each entry must use the same ingredient name Water to enable the system to sum them all correctly.

Calculate & Create Ingredient List Button

Once a recipe is completed, the Calculate & Create Ingredient List button is used to generate the Ingredient List. If any changes are made to the recipe, the button must be clicked again before the specification may be progressed to a different status or the Pack Copy is issued. This forces the ingredient list to be recalculated. The need to recalculate is indicated by the words on the button being changed from black to a red font.

Raw Materials Tab

This tab provides a list of all Ingredients which have been entered into the Recipe table, with multiple rows for ingredients which have more than one Supplier. Additional details, such as Grade / Specification and Origin details, can be entered for each Ingredient and each Supplier.

Figure 3–19 Food Specification Raw Materials Page


Recipe | Raw Materials | Sustainability | Declarations | Custom Fields

Ingredient	Grade/Specification	Assurance Standard	Supplier	Site Location	Country where Processed	Country Of Origin	Sustainability Category	Raw Materials Info
Beef					United Kingdom	United Kingdom	Meat	Yes
Wheat Flour	Ingredient of Sour Dough Powder. Wheat Flour acidified with sour dough bacteria.		East Mills		Germany, Netherlands	Germany, Netherlands		Yes
Chicken	Class A chicken		West Farms		United Kingdom	United Kingdom	Poultry	Yes

The Raw Material details may be entered directly in the table in the Raw Materials tab or by using the Raw Material Data Entry window, accessed by clicking the icon in the Supp column in the Recipe table. However, Supplier rows may only be added or removed using the Raw Material Data Entry window.

Click the icon in the Supp column of the Recipe table to access the Raw Material Data Entry window. Add rows to the table to represent the number of Suppliers for this ingredient (separate entries must be added for each supplier) and enter the relevant details from each Supplier's Ingredient Specification.

When **OK** is clicked, the Raw Material tab is updated with the details you entered.

Note: The last row (Supplier) for any Ingredient may not be removed. The system defaults to requiring one row per Ingredient.

Table 3–14 describes the fields.

Table 3–14 Food Specification Raw Materials Page

Field	Description
Ingredient	Name of Ingredient entered in the Recipe table. Populated automatically by the system, with multiple rows for Ingredients which have more than one Supplier.
Grade / Specification	Free text field to enter specific details about the nature of the Ingredient, usually obtained from the Raw Material Specification.
Assurance Standard	Choose any options which apply to the raw material.
Supplier	The name of the raw material supplier.
Site Location	Location of the supplier's site from which the product is supplied.
Country Where Processed	Select the country or countries where the raw material undergoes further processing. For un-processed materials, this may simply be the place where they are packaged and shipped. Click the Country icon. Use the search option to locate the required country. Use the check boxes to select multiple countries, if necessary.
Country of Origin	Select the country or countries where the raw material is grown and harvested, or reared. For Compound ingredients, the Country of Origin may be the same as the Country where Processed. Click the Country icon. Use the search option to locate the required country. Use the check boxes to select multiple countries, if necessary.
Sustainability Category	Select a sustainability category to indicate if ingredients fall into particular categories of concern regarding sustainability. Typical examples are Meat, Fish, Poultry, and Palm Oil. The selection applies to all raw material rows for the ingredient. This column will only show if the Sustainability feature is enabled for Food specifications.
Raw Materials Info	Displays the Yes/No option which has been selected for the Raw Material Info Required field in the Raw Material Data Entry window. If set to No, the mandatory fields for that ingredient are hidden.

Sustainability Tab

This tab contains the Sustainability data, in a table which is automatically populated with a row for each ingredient in the Raw Materials table where a sustainability category has been assigned. The rows are presented in the order they appear in the Raw Materials table. If the ingredient has more than one supplier in the Raw Materials table, a row will be present for each supplier.

Note: This tab only appears if the Sustainability feature is enabled for Food specifications.

Figure 3–20 Food Specification Sustainability Page

Table 3–15 describes the fields.

Table 3–15 Food Specification Sustainability Page

Field	Description
Sustainability Category	The Sustainability Category entered in the Raw Materials table. Populated automatically by the system, with multiple rows for ingredients that have more than one Supplier.
Ingredient	Name of Ingredient entered in the Raw Materials table. Populated automatically by the system, with ingredients that have a sustainability category assigned, with multiple rows for ingredients that have more than one Supplier.
Supplier	The name of the Supplier entered in the Raw Materials table.
Breed/Latin Name/Variety	Select the Ingredient's breed, Latin name or variety, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.
Source	Select the Ingredient's source, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.
Catch Method	Select the Ingredient's catch method, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.

Note: If an ingredient's sustainability category is changed in the Raw Materials table, the contents of the Breed/Latin Name/Variety, Source, and Catch Method columns will be cleared.

Declarations Tab

This tab contains all the fields that are related to the Ingredient list that are to be included in the Pack Copy, that is, the ingredient list, quantitative ingredient declaration statements, additional labelling statements required by legislation, and raw material origin statements.

Figure 3–21 Food Specification Declarations Page

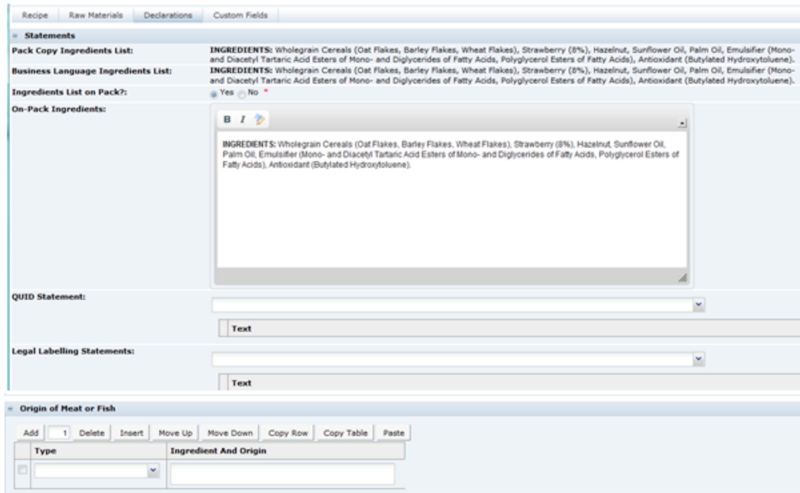


Table 3–16 describes the fields.

Table 3–16 Food Specification Raw Materials Page

Field	Description
Pack Copy Ingredients List	This is the ingredient list as it is generated by the system in the language of the Pack Copy. It is read only and cannot be changed.
Business Language Ingredients List	This is the ingredient list as it is generated by the system in the Business Language of the system, that is, the default language. It is read only and cannot be changed.
Ingredients List on Pack?	Default is Yes. If No is selected, the following field is hidden and no ingredient list is included in the Pack Copy.
On Pack Ingredients List	When the ingredient list is generated by the system, a copy is made in this field. It may then be edited manually to include additions to the ingredients list, such as, adding Organic to Carrots to make the ingredient Organic Carrots. This edited version of the ingredient list is the one that is used for the Pack Copy. It should be noted, that significant changes should not be made such as changing the order of ingredients, or adding or removing ingredients. The recipe should be amended accordingly if such changes are required.
QUID Statement	Certain Quantitative Ingredient Declaration type phrases that are required on pack may be selected here. Some phrases may require additional added text to be added in text boxes that are included in the phrase. Example: a cooked meat may have a statement to say that 100 g of the cooked meat is made with xx g of yyyy. Where xx is the amount and yyyy is the type of meat, such as Pork. These details are added by the user.
Legal Labelling Statements	Some products are required by legislation to have additional statements about their ingredients made on the pack, for example, a statement about fruit content on jam labels. Such statements are included here.

Table 3–16 (Cont.) Food Specification Raw Materials Page

Field	Description
Origin of Meat or Fish	Statements about the origin of specific ingredients may be made here, using a combination of predefined phrases from the Type field and free text from the Ingredient and Origin field. Additional rows for each statement may be added to give the full original declaration that is required. Example: Using Tuna caught from the Indian Ocean.

Custom Fields Tab

A Retailer may add some additional Custom fields that are required for the Recipe or Raw Material section. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not seen.

Allergy and Dietary Advice Section

This section of the specification is used to describe the presence or absence of allergens, other sensitive ingredients and the suitability of the product for certain dietary lifestyles. The Retailer may configure the system to ask for details about any allergen, other sensitive ingredients or dietary lifestyles that they may wish to gather information on and thereby impart to their customers.

The section is used to define specific declarations required to be included in the Pack Copy.

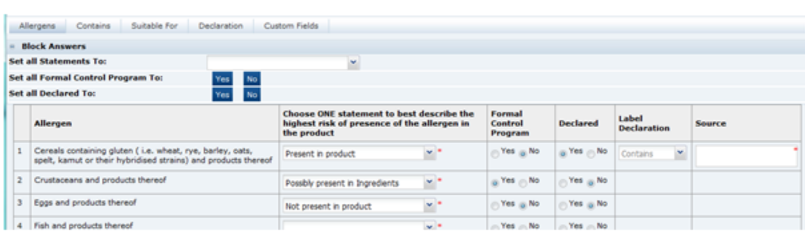
This section has the following tabs:

- Allergens Tab
- Contains Tab
- Suitable For Tab
- Declarations Tab
- Custom Fields Tab

Allergens Tab

This tab contains a list of Allergens about which the Retailer wishes to gather information. The specification writer is required to provide information for all the allergens listed.

Figure 3–22 Food Specification Allergens Page



To assist in the completion of the tab, all statements may be answered with one block answer, an option to choose one statement for all the allergens, one answer to the Formal Control Program question, and one Declared answer. All the individual allergens may then be amended accordingly.

Table 3–17 describes the fields.

Table 3–17 Food Specification Allergens Page

Field	Description
Allergen	The name or description of the allergen.
Choose ONE statement to best describe the highest risk of presence of the allergen in the product	For each allergen the most appropriate statement is selected from the following: ▪ Not Present In Product ▪ Possibly present in ingredients ▪ Present in the Factory ▪ Present on the production line ▪ Present in the Product These statements are put into the considered order of risk to the consumer that is allergic to the allergen in question.
Formal Control Program	The question should be answered as to whether there is a formal control program in place to negate any risk identified above.
Declared	This defines if the system is to create an allergen statement within the Declarations tab that is to be included on the Pack Copy.
Label Declaration	A suitable statement beginning is selected if the Declaration is set to Yes. The options here depend on the previous answers provided. Often there may be only one option that can be selected.
Source	When the allergen is set to Present in Product, this field is used to explain what is the source of that allergen. In some cases, this may not be obvious from the recipe.

Beneath the list of allergens are fields for additional information.

Figure 3–23 Food Specification Other Allergen Information

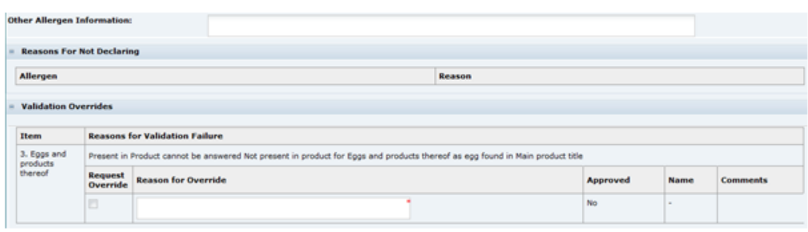


Table 3–18 describes the fields.

Table 3–18 Food Specification Other Allergen Information Page

Field	Description
Other Allergen Information	This provides the supplier with a space to provide any additional or explanatory information regarding allergens in the product.
Reasons For Not Declaring	There are options in the configuration to enforce that the user provides a reason for not declaring an Allergen that is said to be Present in the Product. In this case, if declared is set to No for any Allergen that is marked as Present in Product, this table lists those allergens and the Reason field is to be completed by the user.

Table 3–18 (Cont.) Food Specification Other Allergen Information Page

Field	Description
Validation Overrides	When an allergen is marked as being Not Present in Product, and the Specification is moved to another status, a validation is carried out to check whether ingredients containing those allergens are present in the product's recipe or ingredient list or named within the Main Product Title or Legal Title in the Other Labelling information section. If they are found, the allergen cannot be set to Not Present in Product. However, in certain circumstances, this may still be the correct response. For example, a product may be called an Easter Egg, but it probably does not contain any egg or egg derivative. In such cases, a Validation Override is requested. The reason for this override is entered into the Reason for Override field and the specification may then be progressed to the next status. A Retailer user with the correct permission level is then required to approve the override by checking the Approved Checkbox and provide the reason, before the Pack Copy can be issued to the Artwork Designer. **Note:** The system has configuration options that the Retailer may set up to prevent certain common phrases from causing such validation failures. For example, the system could be set up to not fail the egg validation if it finds egg in the phrase Easter Egg.

Contains Tab

This tab contains a list of sensitive ingredients that the retailer wishes to specifically gather information about their presence. For example, a retailer may wish to have information about whether certain preservatives are included in the product (not necessarily allergens). While this information may be gathered from the recipe, this tab allows simple reporting of which products contain particular ingredients. The tab is a simpler version of the Allergens tab.

Figure 3–24 Food Specification Contains Page

Table 3–19 describes the fields.

Table 3–19 Food Specification Contains Page

Field	Description
Present in Product	The answer to whether the product contains the particular ingredient.
Declared	Whether the ingredient is declared or not. Depending on the configuration of the system, a declared statement may be generated by the system in the Declarations tab to be included in the Pack Copy.
Validation Overrides	This functions similarly to the equivalent fields in the Allergens tab.

Suitable For Tab

This tab provides information as whether the product is suitable for certain dietary lifestyles listed, such as Vegetarianism, Kosher, and so on, or other lifestyles for which the Retailer wishes to gather information.

Figure 3–25 Food Specification Suitable For Page

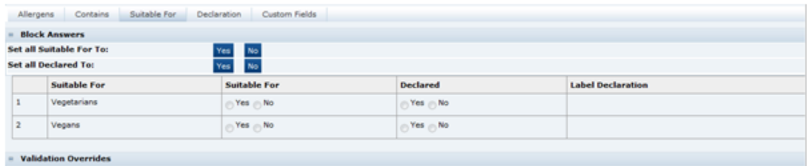


Table 3–20 describes the fields.

Table 3–20 Food Specification Suitable For Page

Field	Description
Suitable For	The answer to whether the product is suitable for the dietary lifestyle described.
Declared	Whether the suitability is to be declared or not. A declaration statement may be generated in the Declarations tab to be included in the Pack Copy.
Label Declaration	The starting text is selected for the declaration statement to be created by the system in the Declarations tab.
Validation Overrides	This functions similarly to the equivalent fields in the Allergens tab. The system validates to check that certain ingredients are not included in the product that would render the product unsuitable for the dietary lifestyle. For example, Beef in a vegetarian product, though an override may be requested if Beef Tomatoes have been used.

Declarations Tab

This tab has any declarations that have been generated by the system following completion of the other tabs in this section. All details in this tab are included in the Pack Copy. The statements generated by the system are read-only.

Figure 3–26 Food Specification Declarations Page

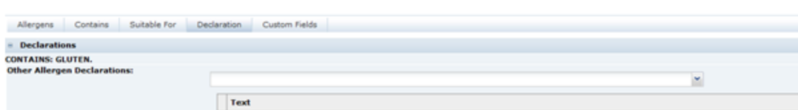


Table 3–21 describes the field.

Table 3–21 Food Specification Declarations Page

Field	Description
Other Allergen Declaration	Suitable additional statements may be selected that are required on the label of the product. Some statements may require additional text to be added when the phrase is selected. Example: For allergens, please see ingredients in bold in the ingredients list.

Custom Fields Tab

A Retailer may add some additional Custom fields that are required for the Allergy and Dietary Advice section. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not shown.

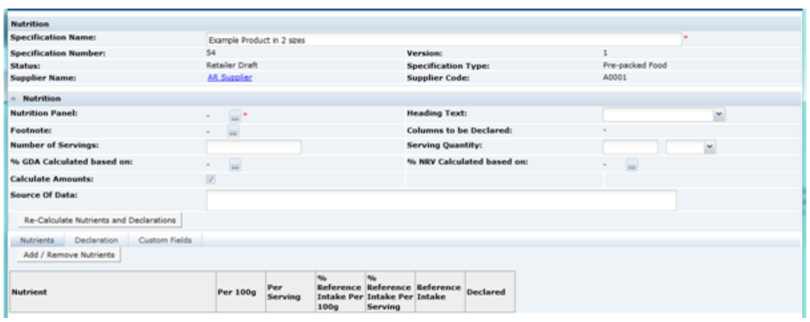
Nutrition Section

The Nutrition section is used to record the nutrition data for the product and, from this data, create a nutrition panel for the Pack Copy that complies with appropriate legislation regarding calculation of energy where relevant, rounding of nutrient levels, calculating percentages of reference intakes (or daily values), and presentation of the data.

The system may be configured for various legislations and product types. The fields shown for completion may vary depending on which legislation a product is being sold under (chosen when the specification was created), and the options selected within the section.

The figures shown below are for a European product sold under EU legislation, though references to US legislation are included.

Figure 3–27 Food Specification Nutrition Page



The section consists of a Nutrition Header. This is the first area beneath the main header, where the base detail for the nutrition declaration is completed. This is followed by three tabs:

- Nutrients
- Declaration
- Custom Fields

The starting point when completing the nutrition section, is to decide on the type of Nutrition Panel that is required on the pack. This is dependent on the type of product and, for some legislations, the target age group for the product.

Typical Nutrition Panels for a European product:

- Food - Table: For most foods with nutrients, presented as a table.
- Food - Linear: For most foods with nutrients, presented as text.
- Supplements: For vitamin and/or mineral supplements with nutrients, presented as a table.
- Pet-food: Primarily for cat and dog foods.
- Bottled Water: For mineral contents of waters, presented as a table.

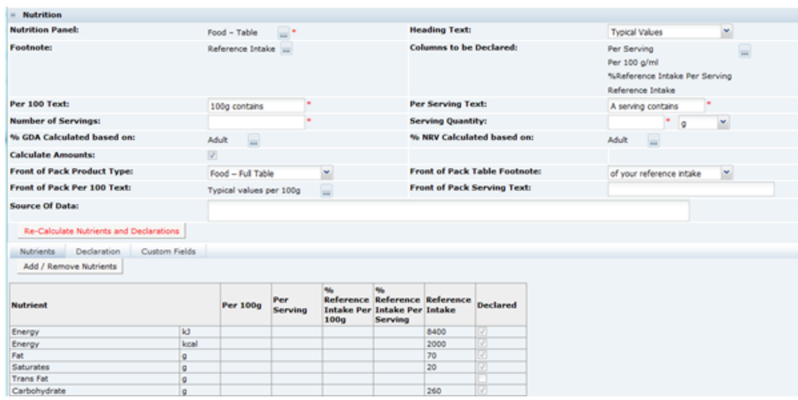
The following are some of the panels available for a US product, listed here to illustrate the possibilities:

- Full food table
- Dual food table
- Infant Formula
- Infant food
- Children's food
- Supplements

The available panels are seen when clicking on the selector button in the Nutrition Panel.

Figure 3–28 shows the fields after selecting the Food - Table in an EU specification (the most commonly used panel for EU foods).

Figure 3–28 Food Specification Nutrition Page Example for EU Specification



After selecting the panel, all the fields that are required to be completed are shown. In many cases, a lot of the fields are pre-populated with default data that may then be changed if required.

> **Note:** The default data is configured by the Retailer and is the most commonly used data and therefore may not need to be changed. Those fields remaining blank are the ones that are very product specific.

Table 3–22 describes function of all the fields with references to the EU and US type of nutrition panels, though other legislations are also supported.

Table 3–22 Food Specification Nutrition Page Example for EU Specification

Field	Description
What format is your laboratory information provided in?	US only: This field is to let the Retailer know in what format the original data was gathered, that is, values per 100g or per 100ml.
Nutrition Panel	The panel type previously described.

Table 3–22 (Cont.) Food Specification Nutrition Page Example for EU Specification

Field	Description
Heading text	This is the heading text that is used in the nutrition panel, where it appears depends on the legislation. In most cases, the text is defaulted and there is only one option. In an EU panel, the text is Typical Values and in the US, Amount per serving.
Footnote	The type of predefined footnote is selected here. When the selector is clicked, a dialog box opens where multiple footnotes can be added using the table shown.
Columns to be declared	For some legislations, it is optional which data columns can be displayed. The selector here shows the available options. For other legislations, such as the US, the columns are fixed and no selector is available; therefore, no changes can be made.
Per 100 text	This free text field is for the text that is to head the per 100 column of the nutrition panel. This field is not used in US panels and so is hidden.
Per serving text	This free text field is for the text that is to head the per serving column of the nutrition panel. For a US food, this field is labelled Serving size and is used for the text that is used in the header of the panel to describe the serving size.
Number of servings	Used in both the EU and US style panels. In the EU, the number entered is presented in a footer. In the US, this data is presented in the header of the panel.
Serving Quantity	This field is split into two fields for the number and the units (g or ml). The number is used by the system to calculate the per serving data from the per 100 data (or vice versa). **Note:** This number is not used in the serving size description on the panel.
% RI Calculated based on	This field is used to define which values of nutrient reference intakes are to be used in the calculation of the %RI (%DV in US). For the EU, there is only one category currently, the Adult values specified in the Food Information Regulations.
% NRV Calculated based on	This field is used to define which values of reference intakes for vitamin and minerals are to be used in the calculation of the %NRV (%DV in US). For the EU, there is only one category currently, the Adult values specified in the Food Information Regulations.
Calculate amounts	This checkbox determines whether the system calculates the per serving values from the per 100 values using the Serving Quantity. If checked, the system calculates the values. If unchecked, the system does not calculate so that values can be manually entered (for example when the per serving is a cooked value and the per 100 is raw).
Protein Digestibility Factor	This field is only shown in a US specification if the % DV Calculated based on fields that is selected includes a Protein Claim. The protein digestibility factor is then entered into this field to adjust the %DV for the Protein in line with the legislative requirement.
Source of Data	The Supplier provides details of the sources of data for the different nutrients.
The following fields are only shown for an EU panel where a UK Front of Pack Nutrition declaration is additionally required.	
Front of Pack Product Type	Select whether the product is a food or drink. Options may also exist to have an Energy only declaration in this selector.

Table 3–22 (Cont.) Food Specification Nutrition Page Example for EU Specification

Field	Description
Front of Pack Table Footnote	Select from pre-defined footnotes for the front of the pack nutrition declaration.
Front of Pack Per 100 Text	The UK front of pack nutrition declaration is to include per 100 Energy values in the footnote. This field is used to select from pre-defined text to include with the values.
Front of Pack Serving Text	This free text field is used to describe the serving size that is required as a header for the front of pack nutrition declaration.

Nutrients Tab

This tab is used to record the actual nutrient values. Table 3–23 describes the fields.

Table 3–23 Food Specification Nutrients Page

Field	Description
Add / Remove Nutrients	When the Nutrition Panel was selected, the nutrients that are required to have values added, are listed in the Nutrients tab. All these nutrients must have values added. If additional nutrients are to be declared or values are to be provided without declaration, this button is clicked to show a dialog box to select the additional nutrients required. **Note:** The default nutrients, that were automatically listed when the nutrition panel was selected, cannot be removed and values must be added for these nutrients. Also, some panels may not have any default nutrients selected (such as Supplements), in which case all the nutrients required to be declared need to be selected here.
Per 100	As the cursor is moved to each nutrient, a field opens to enable the user to enter the per 100 value. When a value is entered and the cursor is moved to another nutrient, the per serving value is calculated if the Calculate Amounts checkbox is checked (using the Serving Quantity value). **Note:** For the EU and certain other legislations, the Energy is calculated by the system and so the Energy values cannot be entered. For the US, they are not calculated and can be manually entered here.
Per serving	The per serving value is calculated, as previously described, if the Calculate Amounts checkbox is checked. If the checkbox is unchecked, the per serving value may be manually entered. **Note:** It is possible to enter the per serving value and allow the system to calculate the per 100 value, if the per serving data is the original source of data.
Declared	The declared column is a set of checkboxes used to define which nutrients are to be declared. Depending on the Nutrition Panel chosen, some nutrients will already have this box checked and the box cannot be unchecked (because the legislation requires that the nutrient is always declared), some will not be able to be checked (as the legislation does not permit the nutrient to be declared), and others will be able to be checked and therefore declared or left blank and undeclared.

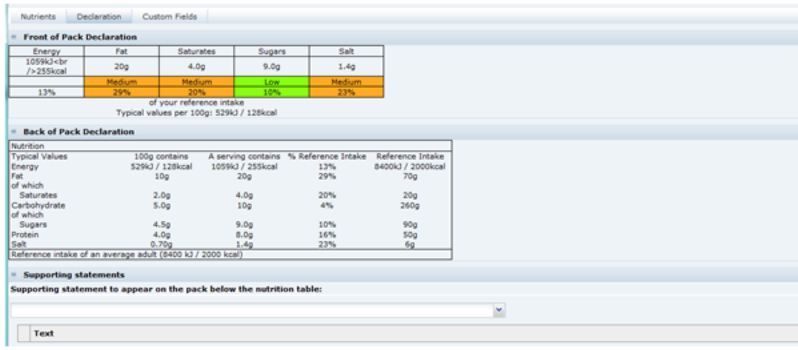
Table 3–23 (Cont.) Food Specification Nutrients Page

Field	Description
Re-Calculate Nutrients and Declarations	This button within the Nutrition Header, is used to calculate certain values that are not calculated on nutrient data entry. It also updates the declaration that is to appear on the Pack Copy. When changes are made to any of the nutrient data or information in the Nutrition Header, the system forces the user to recalculate, using this button, before the status of the specification can be changed or the Pack Copy is issued. The need to recalculate is indicated by the words on the button being changed from black to a red font.
% Reference Intake Per 100	After clicking **Re-Calculate Nutrients and Declarations**, using the per 100 value for each nutrient, the %RI (%DV in the US) per 100 is calculated based on the values selected in the % RI Calculated based on or'% NRV Calculated based on field as appropriate.
% Reference Intake Per Serving	After clicking **Re-Calculate Nutrients and Declarations**, using the per serving value for each nutrient, the %RI (%DV in the US) per serving is calculated based on the values selected in the % RI Calculated based on or % NRV Calculated based on field as appropriate.
Reference Intake	This column shows the reference intake (Daily Value in the US) for each nutrient, based on the values selected in the % RI Calculated based on or '% NRV Calculated based on field as appropriate. If blank, there is not a reference intake or Daily Value for that nutrient.
The following additional fields are shown if the specification is for the US legislation and a Dual panel is selected, that is, a nutrition panel that displays the as packaged and as prepared nutrient values.	
As Packaged Text	This field is shown in the Nutrition Header. It is used to define the text to be used in the Packaged column heading of the Nutrition Facts panel.
As Prepared/Served Text	This field is shown in the Nutrition Header. It is used to define the text to be used in the Prepared column heading of the Nutrition Facts panel.
Serving Quantity As Prepared	This field is shown in the Nutrition Header.It is the equivalent of the Serving Quantity field, but is used to define the value to calculate the as prepared per serving values from the per 100 values.
Per 100 As Prepared Per Serving As Prepared % Daily Value Per 100 As Prepared % Daily Value Per Serving As Prepared	These four fields in the Nutrients tab are used for the as prepared data and are the equivalent of the Per 100, Per Serving, % Reference Intake Per 100, % and Reference Intake Per Serving previously listed, that are now used for the as packaged data where Reference Intake is replaced by Daily Values for the US.

Declarations Tab

The Declarations tab displays the data that will be used on the Pack Copy document that is issued to the product's artwork designer. It shows a representation of the Front of Pack Nutrition declaration where there is one and the main Nutrition Declaration that is usually on the back of the pack. These are the declarations that have been generated from the fields as previously described, in the Nutrition Header and the Nutrients tab.

Figure 3–29 Food Specifications Declarations Page



There is one additional field in this tab that may be used if required. This is the Supporting statement to appear on the pack below the nutrition table field. This field is used to select pre-defined phrases that may be required to be displayed on the pack beneath the main nutrition panel. Some phrases may require additional text to be added in an included text box to complete the phrase.

Custom Fields

A Retailer may add some additional Custom fields that are required for the Nutrition section. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not shown.

Lite Nutrition Panels

For certain legislations, the system has provision to have what are referred to as Lite panels, such as, Full Food Table - Lite (for the US). When one of these panels is selected, the system's automated calculation and rounding of data is bypassed so that a user can enter the data simply as it would appear on the pack, without any validation or checking to ensure that the values are valid or correct.

This type of panel is designed to be used where a Supplier already has an existing label as the source of the data. Using this panel obviates the need to back calculate in order to get the correct declaration. It is expected that a Retailer would only accept the use of this panel for existing products that were developed without the use of Oracle Retail Brand Compliance Management Cloud Service and that for new products, the normal calculated panel would be used to ensure that the correct rounding and calculation rules are applied by the system.

Finished Product Standards Section

The Finished Product Standards (FPS) section specifies the finished product standards for the product, including Product Attributes, Physical Product and Package Standards, and Chemical and Microbiological Standards. This section is similar to the Formulated Non Food specification's FPS section.

Product Attributes Tab

This tab contains three subtabs within it, for the product as sold, as used and for details of the benchmarks.

Figure 3–30 Food Specification Products Attributes As Sold Page

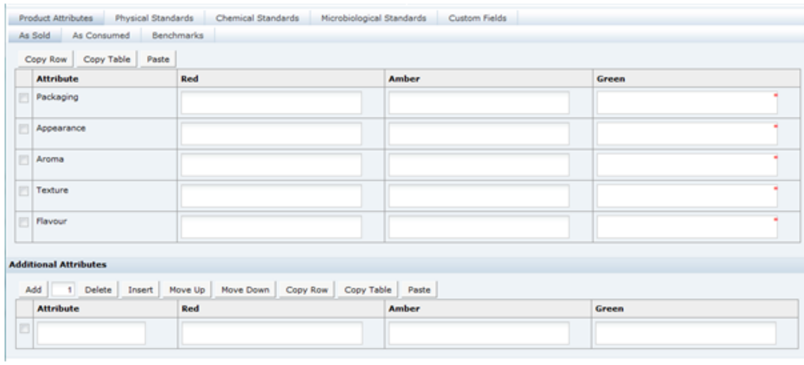


Figure 3–31 Food Specification Products Attributes As Consumed Page

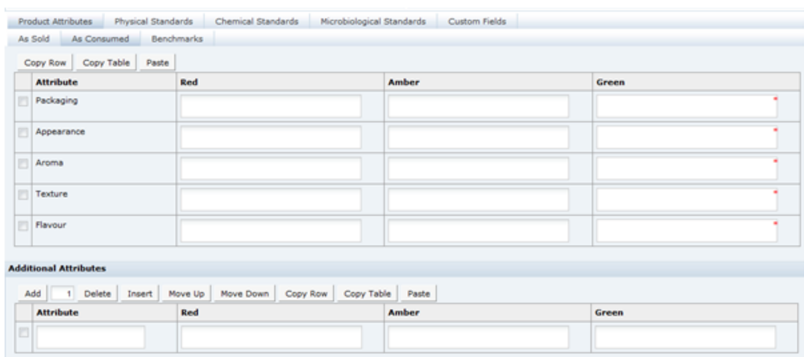


Figure 3–32 Food Specification Products Attributes Benchmark Page

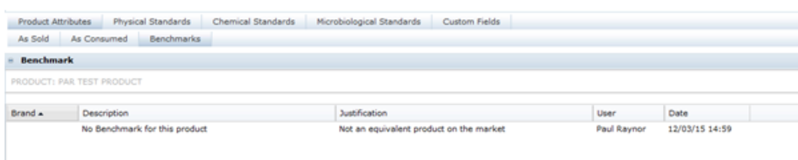


Table 3–24 describes the fields in the pages for the three subtabs.

Table 3–24 Food Specification Product Attributes Pages

Field	Description
Project Attributes: As Sold and As Used	Enter all qualitative attributes for the predefined attributes (nf, Appearance, Aroma, Texture, and Flavour). Following are the typical classifications for Green, Amber/Yellow, and Red: ■ Green: The standard/desirable attributes for the product. ■ Amber/Yellow: The attributes for the product with some level of defect. The severity requires the product to be monitored, but not rejected. ■ Red: Product attributes which cause the product to require rejection.
Additional Attributes: As Sold and As Used	Use the table to enter any further attributes which are tested for this product and not mentioned in the main Product Attributes table.

Table 3–24 (Cont.) Food Specification Product Attributes Pages

Field	Description
Benchmarks	Pulls through the Benchmark details which are present on any linked Product Records for reference. Any amendments to this information must be made on the Product Records themselves (however the data may only be edited by retailer).

Physical Standards Tab

This tab is used to capture the details of any physical product and package standards, such as color, viscosity, and so on.

Figure 3–33 Food Specification Physical Standards Page

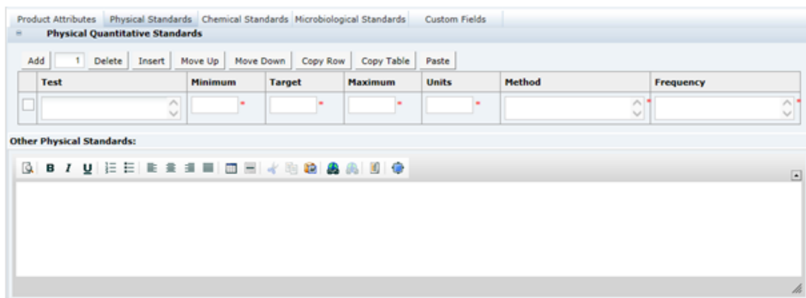


Table 3–25 describes the fields.

Table 3–25 Food Specification Physical Standards Page

Field	Description
Physical Quantitative Standards	If physical testing is carried out, provide the details. Enter sufficient rows to the table for the testing which is carried out. For each Test, the fields for Minimum, Target, Maximum, Units, Method, and Frequency must be completed if a test has been entered.
Other Physical Standards	Provide the details of any other physical standards which are applied to the product or package. This rich text field enables formatting to be applied.

Chemical Standards Tab

This tab captures the details of any chemical standards, such as pH, moisture, % salt, % oil, and so on.

Figure 3–34 Food Specification Chemical Standards Page

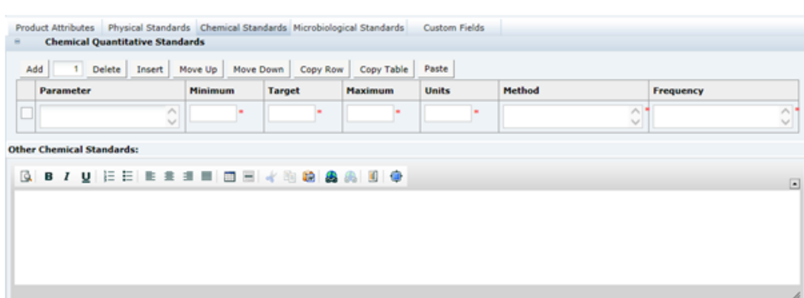


Table 3–26 describes the fields.

Table 3–26 Food Specification Chemical Standards Page

Field	Description
Chemical Quantitative Standards	If chemical testing is carried out, provide the details. Enter sufficient rows to the table for the testing which is carried out. For each test, the fields for Minimum, Target, Maximum, Units, Method, and Frequency must be completed if a test has been entered.
Other Chemical Standards	Provide the details of any other chemical standards which are applied to the product or package. This rich text field enables formatting to be applied.

Microbiological Standards Tab

This tab captures the details of any microbiological standards.

Figure 3–35 Food Specification Microbiological Standards Page

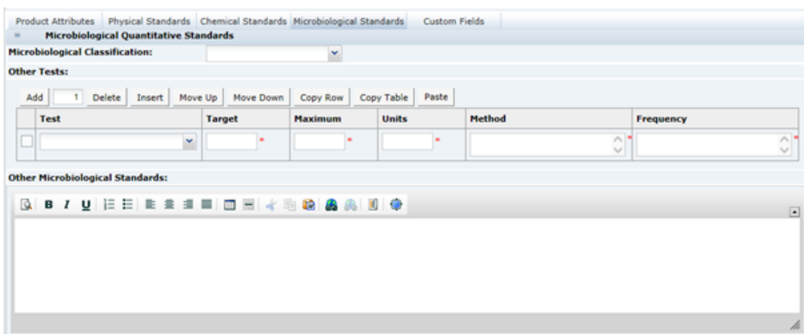


Table 3–27 describes the fields.

Table 3–27 Food Specification Microbiological Standards Page

Field	Description
Microbiological Classification	A Retailer may configure standard microbiological standards for certain product types, for example, all pre-packaged sandwiches of a particular type may have a standard microbiological specification. A classification may be selected here. This then results in an additional table of standards being displayed where the Test, Target, Maximum, and Units are predefined and read-only and the respective Method and Frequency is then completed by the Supplier.
Tests	If microbiological testing is carried out, provide the details. Enter sufficient rows to the table for the testing which is carried out. For each test, the fields for Target, Maximum, Units, Method, and Frequency must be completed.
Other Microbiological Standards	Provide the details of any other microbiological standards which are applied to the product or package.

Storage Section

The Storage section specifies the storage requirements of the product, including work in progress and the finished product. The section is split into three field sets.

Figure 3–36 Food Specification Storage Details Page

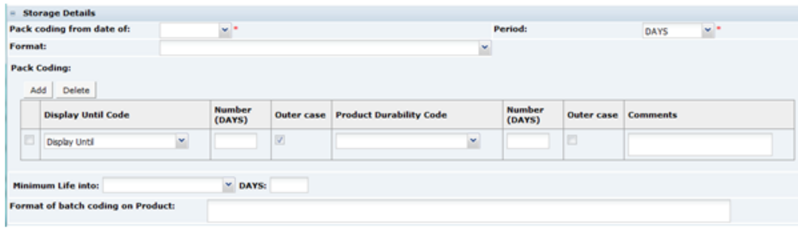


Table 3–28 describes the fields.

Table 3–28 Food Specification Storage Details Page

Field	Description
Pack Coding from Date of	Select the process stage from which the pack coding is applied.
Period	Select the time period which is applied to the pack date coding, for example, hours, days, or months.
Format	Select the format in which the Date Coding will be applied to the package.
Pack Coding	Select the Display Until Code statement and then complete the Number of hours, days, weeks, or months which will be applied. Check the box to confirm whether this information will also be applied to the Outer Case. Repeat the above details for the Product Durability Code. Additional rows may be added to the table if different date coding parameters could be applied under different circumstances, for example, for weekend production runs. Use the Comments field to indicate the reason for each parameter.
Minimum Life Into	Select the delivery point at which minimum life must be applied and, in the adjacent field, enter the number of hours, days, weeks, or months which will be applied.
Format of Lot Code on Product	Free text field to enter details of the on-pack lot coding method, including an example code and how this is deciphered.

Figure 3–37 Food Specification Work In Progress Page

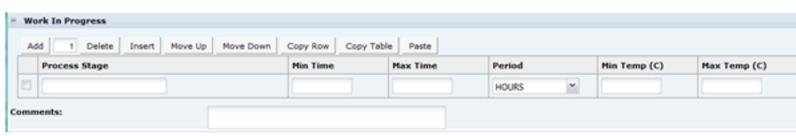


Table 3–29 describes the fields.

Table 3–29 Food Specification Work In Progress Page

Field	Description
Work in Progress	Add sufficient rows to the table to accommodate any storage requirements of the product at different work in progress stages. For each Process Stage, enter the minimum and maximum times on storage, and the minimum and maximum temperatures. Use the free text Comments field to enter any additional relevant details.

Figure 3–38 Food Specification Finished Product Storage Page

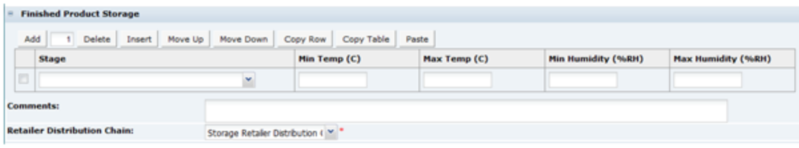


Table 3–30 describes the fields.

Table 3–30 Food Specification Finished Product Storage Page

Field	Description
Finished Product Storage	Add sufficient rows to the table to accommodate any storage requirements of the finished packaged product. For each Stage, enter the minimum and maximum temperature of storage, and the minimum and maximum humidity of the storage area. Use the free text Comments field to enter any additional relevant details. For the Retailer Distribution Chain, enter the distribution chain into which the product is delivered.

Process Controls Section

This section specifies the process controls which are applied during manufacturing and packing of the product. There are three subtabs in this section.

Process Steps is the first subtab. Use this field to provide an outline of the Process Steps, Units Operations, and Key Control Points in the manufacture of the product. Table 3–31 describes this field.

Table 3–31 Food Specification Process Steps Page

Field	Description
Process Steps	This is a large free text field, enabling some formatting to be applied to present the process steps clearly. To format any text, highlight the text you wish to apply formatting to and click the appropriate icon from the bar at the top of the field: 

Figure 3–39 Food Specification Critical Control Points Page

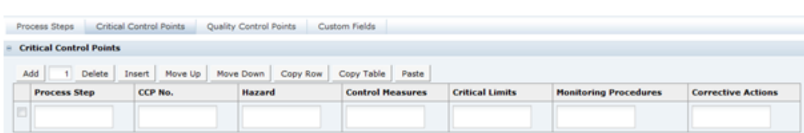


Table 3–32 describes the fields.

Table 3–32 Food Specification Critical Control Points Page

Field	Description
Critical Control Points	Add sufficient rows to the table for each Critical Control Point. Complete the free text fields for Process Step, CCP No, Hazard, Control Measures, Critical Limits, Monitoring Procedures, and Corrective Actions.

Figure 3–40 Food Specification Quality Control Points Page

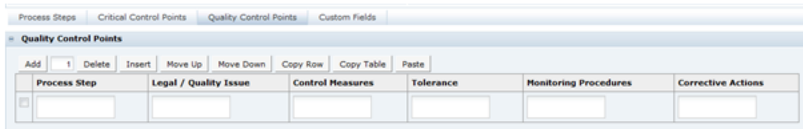


Table 3–33 describes the fields.

Table 3–33 Food Specification Critical Control Points Page

Field	Description
Critical Quality Points	Add sufficient rows to the table for each Quality Control Point. Complete the free text fields for Process Step, Legal / Quality Issue, that is, the type of issue, Control Measures, Tolerance, Monitoring Procedures, and Corrective Actions.

Packaging Section

The Packaging section specifies the Packaging format and all packaging components and materials used for the product, including the retail pack and any secondary and tertiary packaging.

Packaging Components Tab

This tab captures all packaging components relating to the product. In addition, details of any Recycling Icons which are to appear on the retail package can be stated.

Figure 3–41 Food Specification Packaging Components Page

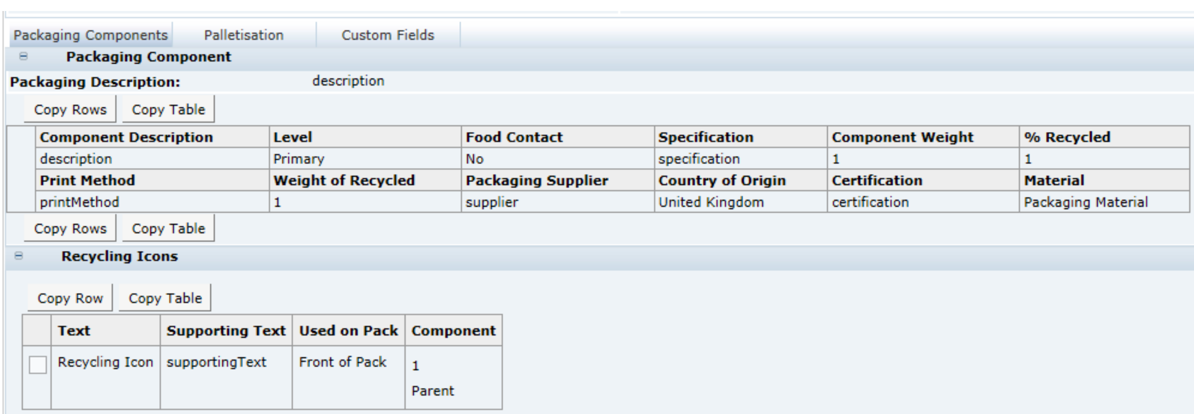


Table 3–34 describes the fields.

Table 3–34 Food Specification Packaging Components Page

Field	Description
Packaging Description	Free text field, in which to provide a summary description of the packaging format, describing the retail pack and any secondary and tertiary packaging.
Packaging Components Table	
Component Description	Select the packaging item from the pick-lis. Add sufficient rows to the table to enable all packaging items to be added for the retail pack and any secondary and tertiary packaging.

Table 3–34 (Cont.) Food Specification Packaging Components Page

Field	Description
Level	Select one of the following: ■ Primary: Any packaging items that the customer takes away with them, that is, the retail pack. For example, for a box of Dual-pack Prenatal Multi-Vitamins: the two bottles, the box, and any items such as price stickers would all be classed as Primary. ■ Secondary: Any packaging items left on the shelf in the store, such as display cases. ■ Tertiary: Any packaging left in the warehouse, such as, outer cases, pallet wrap, pallet pads, and so on.
Food Contact	Means is the product suitable for food use. Select Yes or No.
Specification	Free text field to enter the pertinent details of the Packaging specification.
Component Weight	Numeric field. Enter the weight of the item (usually in grams).
% Recycled	Numeric field. Enter the percentage of recycled material.
Print Method	Free text field to enter the details of the method of printing.
Weight of Recycled	Numeric field. Enter the weight of the recycled content (usually in grams).
Packaging Supplier	Free text field to enter the name of the packaging supplier.
Country of Origin	Select the Countries of Origin of the component.
Certification	Free text field to enter the details of any certification numbers that may apply.
Material	Select the Material for the component.
Recycling Icons	
Recycling Icon Text	Add sufficient rows to the table for any Recycling Icons which could be included on the product package. Indicate any that might apply. Use the pick-list in the Recycling Icon column to select the name of the Icon.
Supporting Text	Use the free text field to add any Supporting Text which needs to appear in conjunction with the Icon on the package.
Use on Pack Location	Choose the appropriate option from the Use on Pack Location pick-list to indicate whether the Icon is to appear on the package and whereabouts.
Component	Only present in Multi Pack Product Specifications. When entering details of Recycling Icons, select the name of the Components which each Icon should be applied to, or Parent if the Icon is to appear on the outer package. This avoids the need to add multiple Packaging sections in a Multi-Pack Product specification in that the only differences are the requirements for Recycling Icons. You can accommodate all packaging items for the composite product in the Parent section.

Palletisation Tab

Figure 3–42 Food Specification Palletisation Page

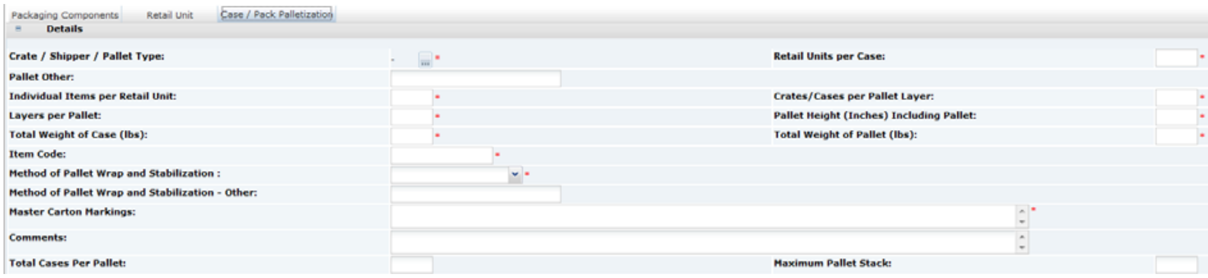


Table 3–35 describes the fields.

Table 3–35 Food Specification Palletisation Page

Field	Description
Crate/Shipper/Dolly Type	Select the applicable option.
Units per Case/Crate/Shipper Units per Consumer Pack Crates/Cases per Pallet Layer Layers per Pallet Pallet Height Total Cases Per Pallet Maximum Pallet Stack	Numeric fields.
Method of Pallet Wrap and Stabilization	Free text field to enter details regarding the method of pallet wrap and stabilization.
Comments	Free text field to enter any other packaging details.

Other Labelling Copy Section

This section captures all on-pack labelling requirements for the product, which have not already been provided in the Recipe, Raw Materials, Allergy, Dietary Advice, and Nutrition sections. Any details entered in this section are passed through to the Pack Copy file.

This section has the following tabs:

- Products Tab
- Quantity Tab
- Icons & Claims Tab
- Cooking & Prep Tab
- Serving & Recipe Tab
- Storage Tab
- Additional Tab
- Non Copy Information Tab

Products Tab

Figure 3–43 Food Specification Products Page

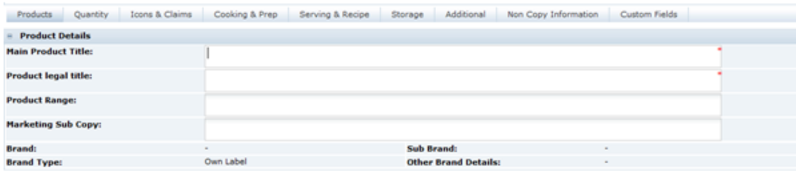


Table 3–36 describes the fields.

Table 3–36 Food Specification Products Page

Field	Description
Main Product Title	Enter the full name of the product to appear on the front of pack or principle display panel.
Product Legal Name	Enter the legal or regulated description of the product.
Product Range	Enter the range description if there is one.
Marketing Sub Copy	Enter any other description that adds to the marketing of the product.
Brand, Sub Brand, Brand Type, and Other Brand Details	These are copied from the Main Details section.

Quantity Tab

This tab contains different fields depending on the choice of the Declared Quantity Type.

Figure 3–44 Food Specification Quantity as Fixed Weight Page

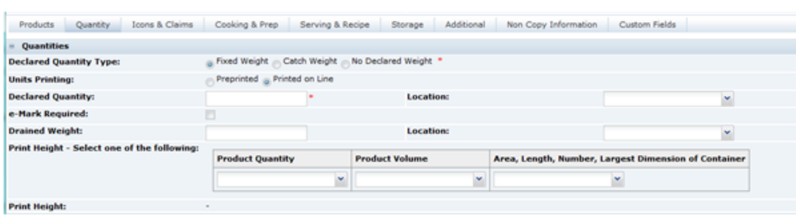


Table 3–37 describes the fields.

Table 3–37 Food Specification Quantity as Fixed Weight Page

Field	Description
Units Printing	Select whether the quantity declaration will be pre-printed on the Artwork or will be printed on-line.
Declared Quantity	Free text field to enter the Net Quantity in the format exactly as it is to appear on the pack. From the Use on Pack Location drop-down list, select where on the pack the declaration is to appear.
e-mark required	For EU products, check if an e-mark is required after the declaration. Ignore for other legislations.

Table 3–37 (Cont.) Food Specification Quantity as Fixed Weight Page

Field	Description
Drained Weight	Free text field to enter the Drained Weight in the format exactly as it is to appear on the pack. From the Use on Pack Location drop-down list, select where on the pack the declaration is to appear.
Print Height - Select one of the following	Select a suitable option from one of the drop down selectors. The Print Height for the quantity declaration is then calculated and displayed below.
Print Height	Calculated from the selection above.

Figure 3–45 Food Specification Quantity as Catch Weight Page

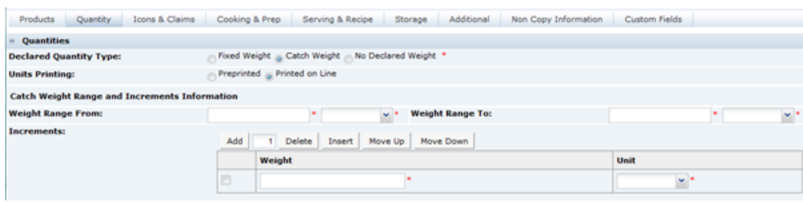


Table 3–38 describes the fields.

Table 3–38 Food Specification Quantity as Fixed Weight Page

Field	Description
Units Printing	Select whether the Units of the quantity declaration are to be pre-printed on the artwork or whether they will be printed on-line with the quantity.
Catch Weight Range and Increments Information	Enter the range of weights to be provided. This is for information only and would not be printed on the pack.
Increments	Complete the Increments table for products which are packaged in pre-determined increments. Add sufficient rows for each pre-determined increment and enter the increment weight and unit for each.

When No Declared Weight selected for the quantity, no fields are displayed for the option.

Icons & Claims Tab

Figure 3–46 Food Specification Icons & Claims Page

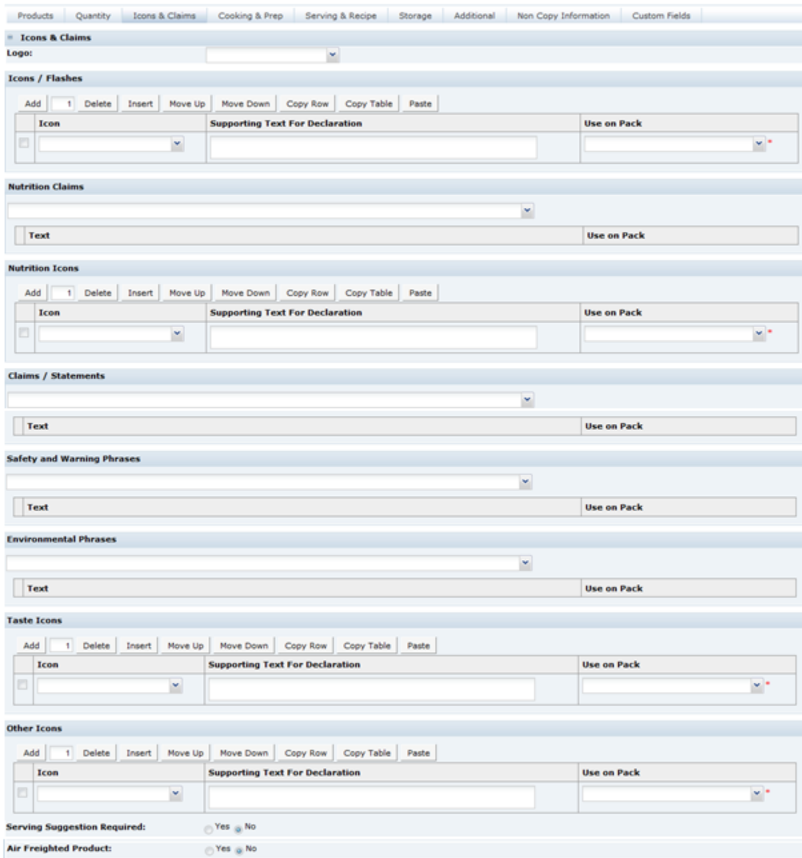


Table 3–39 describes the fields.

Table 3–39 Food Specification Icons & Claims Page

Field	Description
Logo	Select the applicable option for the primary logo on the package.
Icons / Flashes, Nutrition Icons, Taste Icons, and Other Icons	Add sufficient rows to the table for any icons which could be included on the product package. Indicate all icons which might apply: ▪ Click on the drop-down list in the Icons column to select the name of the icon. ▪ Use the free text field to add any Supporting Text which needs to appear in conjunction with the icon on the package. ▪ Choose the appropriate option from the Use on Pack Location drop-down list to indicate where the icon is to appear on the package.

Table 3–39 (Cont.) Food Specification Icons & Claims Page

Field	Description
Nutrition Claims, Claims / Statements, Safety and Warning Phrases	Select any claims which could appear on the product package. Indicate all Claims, Statements, or Phrases which might apply: ▪ Click the drop down list and select a statement from the list. The selected statement will appear in the table below. ▪ The statement may include some blank portions (boxes). Each blank portion must be completed. ▪ Repeat, to select further statements from the drop-down list. ▪ Click the trash can icon to remove any statements from the table. ▪ Choose the appropriate option from the Use on Pack Location drop-down list to indicate where the icon is to appear on the package.
Environmental Phrases	Select any Environmental Phrases that may be relevant to the product that are required to be included on pack. Choose the appropriate option from the Use on Pack Location drop-down list to indicate where the icon is to appear on the package.
Serving Suggestion Required	Select Yes or No to indicate whether the wording Serving Suggestion is to appear next to the picture of the product on the label.
Air Freighted Product	Answer whether the product is to ever be airfreighted. If Yes is selected, additional questions are to be answered.

Cooking & Prep Tab

Figure 3–47 Food Specification Cooking & Preparation Page

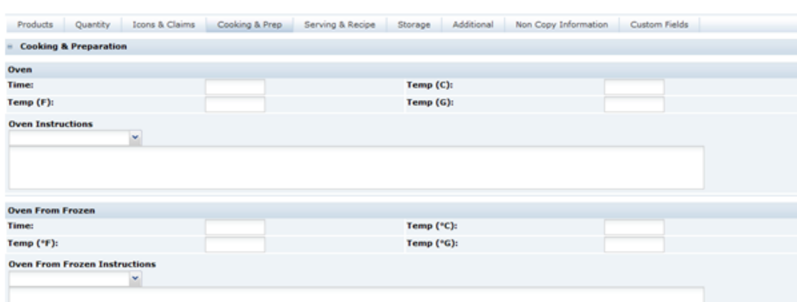


Table 3–40 describes the fields.

Table 3–40 Food Specification Cooking & Preparation Page

Field	Description
For all appropriate cooking methods	Complete any specific time and temperature fields. Select the instructions from the drop down list. Repeat this action a number of times to build up the full instructions, in the order in which they should appear. The selected phrases will drop into the free text fields where they can be edited if necessary.

Figure 3–48 Food Specification Cooking Icons Page

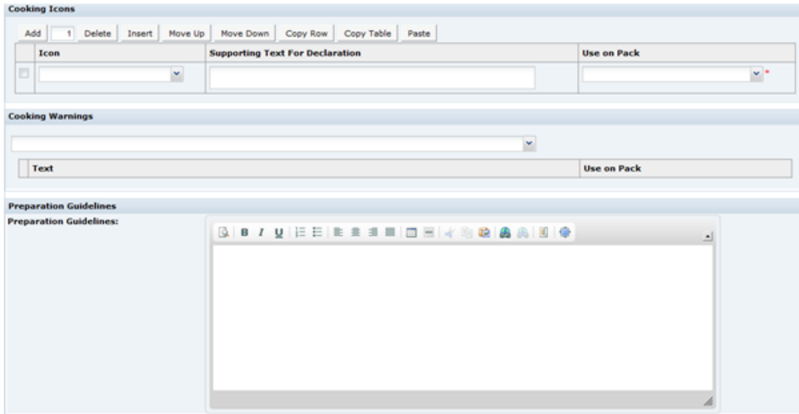


Table 3–41 describes the fields.

Table 3–41 Food Specification Cooking Icons Page

Field	Description
Cooking Icons	■ Add sufficient rows to the table for any Icons which could be included on the product package. Indicate all Cooking Icons which might apply. ■ Click the drop-down list in the Icons column to select the name of the Icon. ■ Use the free text field to add any Supporting Text which needs to appear in conjunction with the Icon on the package. ■ Choose the appropriate option from the Use on Pack Location drop-down list, to indicate where the Icon is to appear on the package.
Cooking Warnings	Select any warnings which are to appear on the product package. Indicate all Cooking Warnings which might apply: ■ Click the drop-down list and select a statement from the list. The selected statement will appear in the table below. ■ The statement may include some blank portions (boxes). Each blank portion must be completed. ■ Repeat to select further statements from the drop-down list. ■ Click the trash can icon to remove any statements from the table.
Preparation Guidelines	Free text field. If a product does not require cooking, provide any other preparation instructions exactly as they should appear on the pack.

Serving & Recipe Tab

This tab captures any on-pack serving guidelines and recipe suggestions. The text may be formatted as it may be on the pack. Complete only the fields which are required on the package for this product.

Figure 3–49 Food Specification Serving and Recipe Information Page

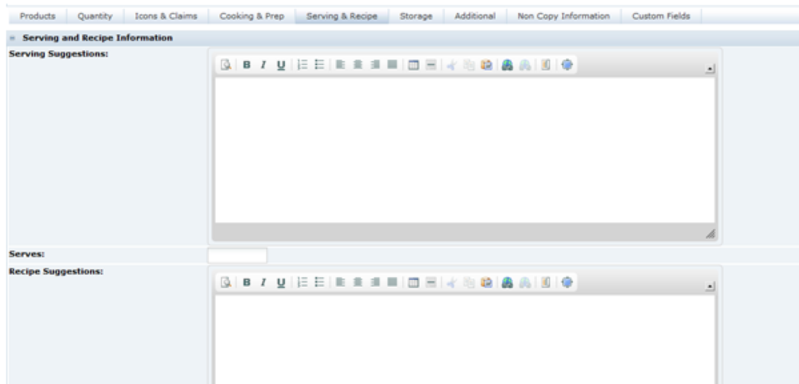


Table 3–42 describes the fields.

Table 3–42 Food Specification Serving and Recipe Information Page

Field	Description
Serving Suggestions	Free text; complete any Serving Suggestions exactly as it should appear on pack.
Serves	Enter the number of servings per pack, if this statement is required on the package.
Recipe Suggestions	Free text field. Complete any Recipe Suggestions exactly as it should appear on the pack.

Storage Tab

This tab captures any on-pack Storage information. Complete only the fields which are required on the package for this product.

Figure 3–50 Food Specification Storage Page

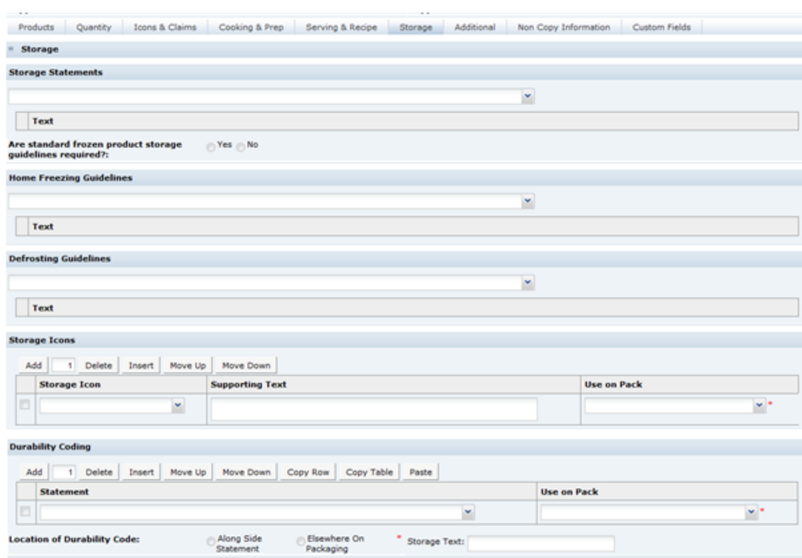


Table 3–43 describes the fields.

Table 3–43 Food Specification Storage Page

Field	Description
Storage Phrases, Home Freezing Guidelines, and Defrosting Guidelines	Select any phrases which could appear on the product package. Indicate all Phrases or Guidelines which might apply: ▪ Click the drop-down list and select a statement from the list. The selected statement will appear in the table below. ▪ The statement may include some blank portions (boxes). Each blank portion must be completed. ▪ Repeat to select further statements from the drop-down list. ▪ Click the trash can icon to remove any statements from the table.
Are standard frozen product storage guidelines required?	Select Yes or No.
Storage Icons	▪ Add sufficient rows to the table for any Icons which could be included on the product package. Indicate all Icons which might apply. ▪ Click the drop-down list in the Icons column to select the name of the Icon. ▪ Use the free text field to add any Supporting Text which needs to appear in conjunction with the Icon on the package. ▪ Choose the appropriate option from the Use on Pack Location drop-down list to indicate where the Icon is to appear on the package.
Durability Coding	▪ Click the drop-down list in the Statement column to select the name statement required. ▪ Choose the appropriate option from the Use on Pack drop-down list to indicate where the Statement is to appear on the package. ▪ If multiple statements are required on the same package (such as Display Until and Use By), add further rows to the table to accommodate. **Note:** The date code statements selected here in Other Labelling Copy > Storage should correspond with the statements identified in the Spec's Storage section.
Location of Durability Code	Select whether the actual on-line-applied Durability Code will appear Alongside Statement or Elsewhere on Packaging. If Elsewhere on packaging is selected, enter the text which will appear adjacent to the statement, such as See Lid.

Additional Tab

This tab captures any remaining information that should appear on the package. Complete only the fields which are required on the package for this product.

Figure 3–51 Food Specification Additional Page

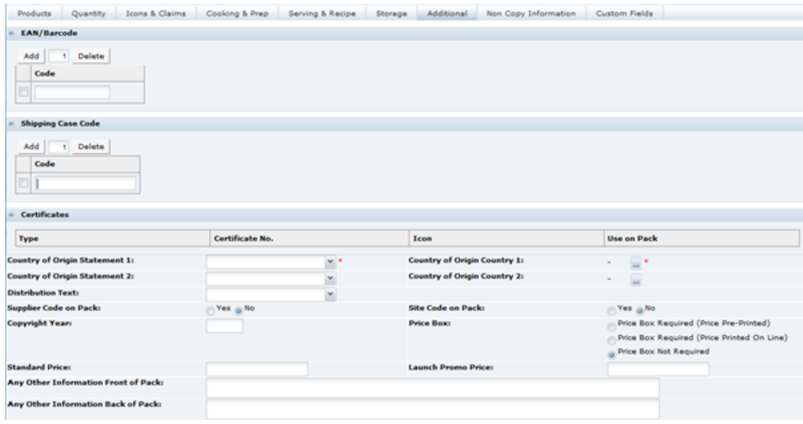


Table 3–44 describes the fields.

Table 3–44 Food Specification Additional Page

Field	Description
EAN / Barcode	Enter the EAN or UPC barcode. If more than one code is to be used for this product, for example for promotions, additional rows can be added to the table.
Shipping Case Code	Enter any Shipping Case Codes, if applicable.
Certificates	Before working on Specifications, check the Site record for any Sites which are associated with this Specification and ensure that the Carts & Refs table has been completed. Check the Use on Label box for any of the items where the Certificate details would appear on product packaging. For information on the viewing the Site record, see the *Oracle Retail Brand Compliance Management Cloud Service Supplier User Guide*. Within the Specification, any of the Certs & Refs which have the Use on Label box checked in the Site record will automatically appear in the Certificates table. You must choose the appropriate option from the Use on Pack Location drop-down list to indicate whether the Icon is to appear on this product package, and whereabouts.
Country of Origin Statements	From the Statement drop-down lists, choose the applicable on-pack statement. Two Statement options are available, to accommodate products which require them. From the Country drop-down lists, choose the applicable country.
Distribution Text	Select the applicable option.
Supplier Code on Pack and Site Code on Pack	Select if either code is to be included in the pack.
Copyright Year	Free text field to enter the Copyright year of the label, if applicable.
Price Box	Defaults to Price Box Not Required. Change to an appropriate option if a Price Box is required on the package.
Standard Price and Launch Promo Price	Free text field to enter the price details, if applicable.
Any other Information Front of Pack	Free text field to enter any other information which might be needed or required on the front of the package.

Table 3–44 (Cont.) Food Specification Additional Page

Field	Description
Any Other Information Back of Pack	Free text to enter any other information which might be needed or required on the back or sides of the package.

Non Copy Information Tab

Figure 3–52 Food Specification Non Copy Information Page

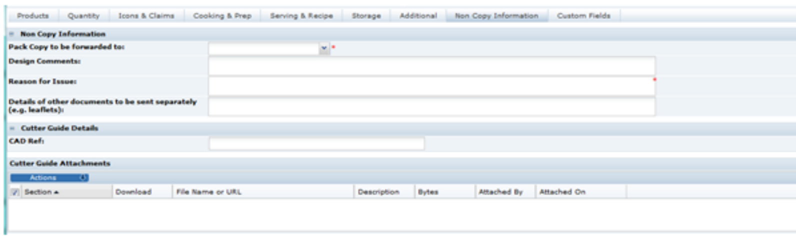


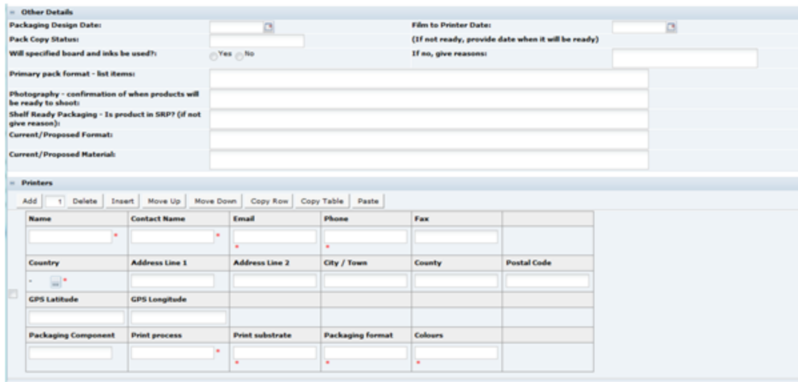
Table 3–45 describes the fields.

Table 3–45 Food Specification Non Copy Information Page

Field	Description
Pack Copy to be Forwarded To	This provides the email address to whom the Pack Copy files will be sent for this Specification. Select the required name from the list.
Design Comments	Free text field to enter any instructions or comments to brief or assist the artwork design.
Reason for Issue	Free text field to enter details of the reason for issuing the Pack Copy. Update each time the Pack Copy is issued. Provides details of the changes from previous versions to assist the artwork designer.
Details of other documents to be sent separately	Free text field to enter details of any other printed materials which form part of the product package. May be sent to the artwork designer separately to the Pack Copy files, such as style guides, sample design package, information leaflets, and so on.
CAD Reference	Reference to any CAD design.
Cutter Guide Attachments	This is a special area to attach any additional documents which need to be sent to Design at the same time as the Pack Copy files.

Other Details

Figure 3–53 Food Specification Other Details Page



Answer the various questions in the Other Details subsection regarding the artwork printing process where relevant. Add sufficient rows to the Printers table to provide details for each of the printers that are involved in printing the packaging for this product. Multiple rows may also be added per printer, if they handle more than one printed component, whereby each require different information to be given.

Approval Details

This part of the Non Copy Information is automatically populated by the system when the Pack Copy is issued.

Figure 3–54 Food Specification Approval Details Page

Counter Ticket Section

For the Food Specifications that are of the type Counter Food, the Other Labelling Copy section is replaced by the Counter Ticket section.

This section is used to define the legal information that is printed on the small tickets that are displayed on the product on fresh counters to describe the product. It may also be used by some retailers to define additional information that is to be printed on the customer price label that is placed on the wrapped portion of product served to the customer, such as, allergen information.

As with the Pre-Packed Food, the Pack Copy document will contain any declarations defined in the Recipe & Raw Materials, Allergen & Dietary Advice, and Nutrition section plus the fields in the Counter ticket section.

The section is divided into three tabs or pages:

- Product Details Tab
- Front of Ticket Tab
- Back of Ticket Tab

Product Details Tab

This section has the basic information about the product that may not actually be used on the Counter Ticket.

Figure 3–55 Food Specification Counter Ticket Product Details Page

Table 3–46 describes the fields.

Table 3–46 Food Specification Counter Ticket Product Details Page

Field	Description
Counter Ticket to be forwarded to	Provides the email address to whom the Pack Copy files will be sent for this Specification. Select the required name from the list.
Reason for Issue	Free text field to enter details of the reason for issuing the Pack Copy. Update each time the Pack Copy is issued. Provides details of the changes from previous versions to assist the artwork designer.
Counter Type	The drop-down list shows the different type of counters that the Retailer has. Select the counter that the product is to be sold through, such as, Deli counter or Pizzeria.
Region	If the product is to be sold only in certain regions, select the option that applies.
Legal Price Marking Format	How the product is to be priced, such as, per 100g, per kg, per item, and so on.
Typical Weight of item (for price per item)	If the product is to be priced per item, provide a typical weight. This may be included on the Counter Ticket.
Product Technologist, Date Issued, Issued By, and Copy Brief Issue	These fields are automatically populated by the system when the Pack Copy, sometimes also referred to as Copy Brief, is issued by the Retailer.

Front of Ticket Tab

This tab is used to define the information that is to be included on the front of the Counter Ticket, that is, the side that is facing the customer.

Figure 3–56 Food Specification Counter Ticket Front of Ticket Page

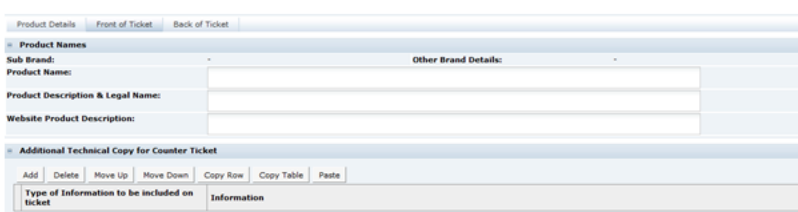
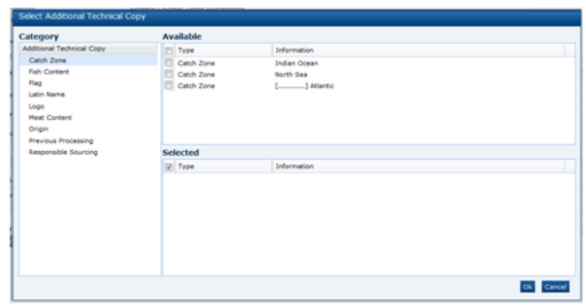


Table 3–47 describes the fields.

Table 3–47 Food Specification Counter Ticket Front of Ticket Page

Field	Description
Sub Brand and Other Brand Details	These fields are copied from the Main Details section if populated.
Product Name	The name of the product.

Table 3–47 (Cont.) Food Specification Counter Ticket Front of Ticket Page

Field	**Description**
Product Description & Legal Name	Any additional legal description that is required in addition to the Product Name above.
Website Product Description	Add a description of the product to be included on the Retailers *home shopping* website if relevant.
Additional Technical Copy for the Counter Ticket	This table is used to provide details of any prescribed information that is to be included on the front of the Counter Ticket. **1.** Click **Add**. The Select Additional Technical Copy dialog box appears. It shows the different options available.  **2.** In the left pane, there is a list of the different categories of prescribed information for the different types of product that may be specified using this specification. Select the category of information and the list of available prescribed texts are displayed in the top right pane. **3.** Select the prescribed information. Then, select a different category if required and select another available text. This is continued until all the different phrases or pieces of information that are required on the Ticket have been selected. Then, click **Ok**. The selected information will be listed in the table of the section. The order can then be altered by using the Move Up and Move Down buttons. **Note:** Some information may require addition text to be added after the selection of the phrase. This is added into the text box in the table after the selection of all the information.

Back of Ticket Tab

This tab is used to define information that is on the back of the ticket, typically instructions to the counter staff.

Figure 3–57 Food Specification Counter Ticket Back of Ticket

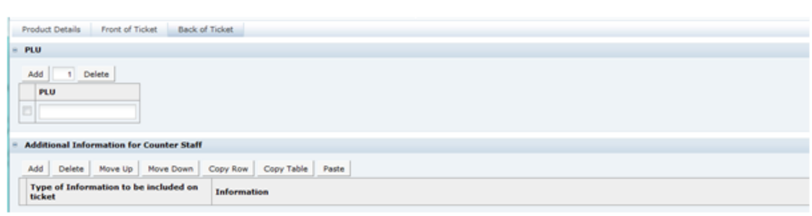


Table 3–48 describes the fields.

Table 3–48 Food Specification Counter Ticket Back of Ticket

Field	Description
PLU	Enter the Price Look Up code. If there are to be multiple tickets produced with different PLUs, then add a row for each different code.
Additional Information for Counter Staff	This table functions in the same way as the Additional Technical Copy for the Counter Ticket table on the Front of Ticket tab. An example of the type of information that may be included here is the required Display until instruction.

Project Links Section

From any part of the specification the specification may be linked to a an activity in Project, see the *Oracle Retail Brand Compliance Management Cloud Service Project User Guide*.

This section shows what links have been made. An action menu is available that shows the specific actions that may be taken regarding that link.

Custom Fields Section

A Retailer may set up a number of additional custom fields in this dedicated Custom section in order to gather additional information that the remainder of the specification does not adequately cover. This is additional to any custom fields that have been set up in other specific sections. If no such custom fields have been set up, this section of the specification is not shown.

Note: The Retailer may set up different custom fields for each type of specification.

Attachments Section

This section is used to attach any documents that may be required by the Retailer and that are relevant to this product specification. Attachments may be added within any section of the specification, they will all be displayed in this section.

The documents are attached by selecting New Attachment from the Actions menu. Browse the computer drives to find the document. The file name will be recorded, along with the size of the file, and the user's details. A suitable description is to be added to adequately describe the contents of the attachment.

Note: An attachment may be a URL. If this option is selected, the name of the URL is entered along with a description. The attachment will then show as a hyperlink to allow the URL to be opened directly from the specification.

Change History Section

This shows the change history for the Specification, including the dates of any status changes.

Formulated Non Food Specification

The Formulated Non Food (FNF) specification contains the following sections:

- Main Details Section
- Formulation and Raw Materials Section
- Additional Product Information Section
- Claim Substantiation Section
- Process Controls Section
- Storage Section
- Packaging Section
- Finished Product Standards Section
- Other Labelling Copy Section
- Project Links Section
- Custom Fields Section
- Attachments Section
- Change History Section

The workflow of the FNF specification and general specification management framework functionality, such as the relationship to Product Records and Pack Copy files, and the management of multi specifications is as described for the Food specification.

The core default Specification Type is Formulated Non Food. The Specification Name is mandatory for a new specification to be saved.

Main Details Section

The FNF specification's Header and Main Details section are as per the Food specification. For more information, see the "Main Details Section" description for the Food Specification section.

Formulation and Raw Materials Section

The Formulation and Raw Materials section enables Suppliers to provide details of the product formulation, with a breakdown of all ingredients, sub-recipes, and compound ingredients. This section is mandatory. The system automatically calculates the on-pack Ingredient Declaration based on the specification's selected legislation. This section is based on the Food specification's Recipe and Raw Materials section.

Formulations Tab

This tab provides details of the Formulation, all ingredients, compound ingredients (or sub-recipes), and component ingredients are listed, with quantities and whether they are to be declared.

When working in a new Specification, use **Add**, **Insert**, and **Delete** to add sufficient rows to the table for all of the ingredients in the formulation.

Figure 3–58 FNF Formulation Page

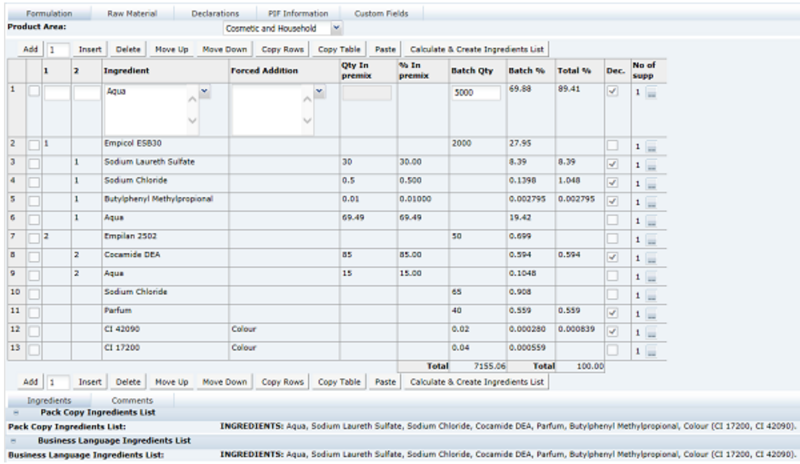


Table 3–49 describes the columns.

Table 3–49 FNF Formulation Page

Column	Description
1	This column is used to indicate primary Compound Ingredients. If this Ingredient is not a Compound Ingredient, leave the column blank. For more information, see "Single Ingredients, Compounds, and Components.". Alternatively, you can enter a number sign (#) into this column in order to insert a Comment row or blank row into the formulation that is not to appear on the label. This helps make reviewing a lengthy formulation easier.
2	his column is used to indicate the Components of Compound Ingredients. If the Ingredient is not a Component of a Compound, leave the column blank. For more information, see "Single Ingredients, Compounds, and Components.".

Table 3–49 (Cont.) FNF Formulation Page

Column	Description
Ingredient	Enter the names of all Single Ingredients, Compound Ingredients (or sub-recipes, pre-blends), and Components of Compounds. The names of all ingredients (including Components of Compounds) must match valid ingredient names held in the Ingredient Glossary. Validation will be applied when using the **Calculate & Create Ingredient List** button, when validating the specification or when attempting to progress the Specification to the next status. Any invalid ingredient names must be corrected before proceeding. Ingredients may be entered by selecting from the Glossary. Click the ingredient icon and either select an Ingredient Type or type part of the Ingredient Name into the Search field. Alternatively, Ingredient names may be freely entered into the Ingredient column. The predictive text facility will present a list of options for you to select from. If you type an Ingredient Alias (or alternative name for the Ingredient), it is automatically corrected when the Ingredient List is calculated. The names of Compound Ingredients are not found in the Glossary and may be freely entered. Validation errors will not be given for Compound Ingredient names. If the name of the Compound is to appear in the on-pack Ingredient List, be sure to enter it in the manner in which it should appear, including capitalization, as applicable. **Note:** If you cannot locate an ingredient in the Glossary, even after considering possible alternative names and spellings, contact your representative at the retailer.
Forced Addition	When calculating the on-pack Ingredient List, it automatically sums any Ingredients with identical names. Use this grouping column to sum ingredients which do not have the same name, but need to be declared together in the Ingredient List. You may select the grouping from the pick-list or freely enter the name of the grouping into the field. Select or enter the same grouping next to each Ingredient which needs to be included in the grouping. If freely entering the name of the grouping, ensure that the exact wording is used for each ingredient to be summed. A list of previously-entered items is presented as you type. **Note:** The name of the Forced Addition will appear in the on-pack Ingredient List, so it should be entered in the manner in which it is expected to appear, including capitalization if applicable.
Qty in premix	Enter the breakdown of all Compound Ingredients (or sub-recipes) into this column. The breakdown of each Compound may be entered using any unit of measure, such as % breakdown, kilos per sub-recipe batch, and so on, as long as the same units are used within each individual Compound. One particular Compound may be expressed in different units to another.
% in Premix	The percentage breakdown of each Compound ingredient. This is automatically calculated when **Calculate & Create Ingredient List** is clicked.

Table 3–49 (Cont.) FNF Formulation Page

Column	Description
Batch Qty	Enter the quantities of all Single Ingredients or top level Compound Ingredients into this column. Any unit of measure may be used, such as % breakdown, kilos per batch, or g per pack, but the same unit should be used throughout this column. To assist the retailer with reviewing the formulation, it is useful to state what units have been used in the Comments field later in this section.
Batch %	The percentage breakdown of the Quantities in Batch. This is automatically calculated when **Calculate & Create Ingredient List** is clicked.
Total %	The percentage breakdown of all Declared ingredients, including adjustments for Ingredients which have been summed together (either by name or by Forced Addition) and for any water losses applied. This is automatically calculated when **Calculate & Create Ingredient List** is clicked.
Dec	Check the box to indicate all ingredients which must be declared in the Ingredient List. For Ingredients which are summed (either by name or by Forced Addition), only check the first occurrence of that Ingredient. The system prevents you from checking multiple occurrences of summed ingredients. For Compound Ingredients: ■ Check the name of the Compound itself, if you wish the Compound to be declared, followed by its component ingredients in brackets. Leave the component ingredients unchecked. ■ Check the names of the component ingredients, and leave the Compound Ingredient unchecked, if you wish the compound to be broken down throughout the Ingredient List.
No. of supp	This column displays the number of Raw Material Suppliers which have been entered for each Ingredient. Click the icon to access the Raw Material Data Entry window. Add rows to the table to represent the number of Suppliers for this ingredient. Separate entries must be added for each supplier. Enter the relevant details from each Supplier's Ingredient Specification. Clicking **Ok** update the number of Suppliers displayed in this column and updates the Raw Material tab with the details you have entered. The last row (Supplier) for any Ingredient may not be removed. **Note:** The Raw Material details may either be entered directly using the table in the Raw Materials tab or the Raw Material Data Entry window, described above and accessed by clicking the icon in the No. of supp column in the Formulation table. However, the number of Supplier rows may only be added or removed using the Raw Material Data Entry window.

Single Ingredients, Compounds, and Components

Columns 1 and 2 in the Formulation table are used to indicate any compound ingredients and their components:

- Use column 1 to indicate Compound Ingredients. Use a simple numbering system, for example, the first compound in the formulation = 1, second compound = 2, and so on.

- List the Component Ingredients directly below the name of the Compound Ingredient and use column 2 to indicate the number of the compound to which they belong, for example, 1, 2, and so on, as above.
- Nested Compounds, that is, where a Compound or Sub Recipe contains Compound Ingredients itself, will have an entry in both columns 1 and 2, for example, Compound 2a, Component of Compound 2.
- Leave columns 1 and 2 blank for Single Ingredients which are added directly to the final batch.

Water Loss

The system enables Suppliers to demonstrate any water lost from the formulation as part of a heating process, with the effect that the water ingredient may move further down the ranking in the finished Ingredient List as it evaporates.

To achieve this, add a second entry in the recipe table for Water, with a negative quantity to demonstrate the required water loss. If the initial Water input is through a Compound ingredient, the second entry for Water should be indicated as being part of the same Compound (by placing the Compound reference in column 2), and the water-loss quantity should be placed in the Qty in premix column.

Adding Comment Rows

For ease of reading or to indicate different sub-parts to the Formulation, it may be useful to insert a blank row or a comment. Enter number sign (#) into column 1 in the relevant row. All columns in that row become disabled, except for the Ingredient column which may either be left blank, or a suitable comment or a heading for the following part of the Formulation can be entered. Any comments# rows are not subject to validation against the Ingredient Glossary and do not appear in the ingredients statement.

How to Generate the On-Pack Ingredients List

To generate an on-pack ingredients list:

1. Add sufficient rows to the Formulation table and enter all Ingredients, Compound Ingredients, all Forced Additions where required, and all Quantity information.
2. Check the Dec column to indicate all Ingredients and/or Compounds to be included in the on-pack Ingredient List.
3. Click **Calculate & Create Ingredient List**. The Formulation is now validated and any errors are displayed in a window. You must correct these errors and then use the **Calculate & Create Ingredient List** again.
4. Upon successful validation, the system-generated Ingredient List appears, for reference purposes, on the tab below the Formulation Table. The Ingredient List, in both system-generated (read-only) and editable formats, will appear on the Declarations Tab.
5. Add any additional Comments or supporting Attachments to the subtabs adjacent to the Ingredients tab.

Raw Material Tab

This tab provides a list of all Ingredients which have been entered into the Formulation table, with multiple rows for ingredients which have more than one Supplier. Additional details, such as Grade / Specification and Origin details, can be entered for each Ingredient and each Supplier.

Figure 3–59 FNF Raw Material Page

The Raw Material details may be entered directly using the table in the Raw Materials tab or by using the Raw Material Data Entry window, accessed by clicking the icon in the No. of supp column in the Formulation table. However, Supplier rows may only be added or removed using the Raw Material Data Entry window.

Click the icon in the No. of supp column of the Formulation table to access the Raw Material Data Entry window. Add rows to the table to represent the number of Suppliers for this ingredient. Separate entries must be added for each supplier. Enter the relevant details from each Supplier's Ingredient Specification. Clicking **Ok** updates the Raw Material tab with the details you have entered.

Note: The last row (Supplier) for any Ingredient may not be removed. System defaults to require one row per ingredient.

Table 3–50 describes the columns.

Table 3–50 FNF Raw Material Page

Column	Description
Ingredient	Name of Ingredient entered in the Formulation Table. Populated automatically with multiple rows for Ingredients which have more than one Supplier.
Function	If appropriate, select the type of ingredient from the pick-list.
Trade Name	Insert the trade name of the ingredient, if used.
Grade / Specification	Free text field which enables you to enter specific details about the nature of the Ingredient, usually obtained from the Raw Material Specification.
Supplier	Enter the name of the Raw Material supplier.
Year Of Last Animal Test	An optional field used to select the year of testing.
Reason For Animal Test	An optional field used to select the reason from a list.
Country of Origin	Click the Country icon. Use the search option to locate the required countries. Use the check boxes to select multiple countries, if necessary.
Sustainability Category	Select a sustainability category to indicate if ingredients fall into particular categories of concern regarding sustainability. The selection applies to all raw material rows for the ingredient. This column will only show if the Sustainability feature is enabled for Formulated Non Food specifications.
Raw Materials Info	Displays the Yes/No option which was selected for Raw Material Info Required in the Raw Material Data Entry window. This option may only be set to No by the retailer. If set to No, the mandatory fields for that ingredient are suppressed.

Sustainability Tab

This tab contains the Sustainability data, in a table which is automatically populated with a row for each ingredient in the Raw Materials table where a sustainability category has been assigned. The rows are presented in the order they appear in the Raw Materials table. If the ingredient has more than one supplier in the Raw Materials table, a row will be present for each supplier.

Note: This tab only appears if the Sustainability feature is enabled for Formulated Non Food specifications.

Figure 3–60 FNF Sustainability Page

Table 3–51 describes the fields.

Table 3–51 FNF Sustainability Page

Column	Description
Sustainability Category	The Sustainability Category entered in the Raw Materials table. Populated automatically by the system, with multiple rows for ingredients that have more than one Supplier.
Ingredient	Name of Ingredient entered in the Raw Materials table. Populated automatically by the system, with Ingredients that have a sustainability category assigned, with multiple rows for ingredients that have more than one Supplier.
Supplier	The name of the Supplier entered in the Raw Materials table.
Breed/Latin Name/Variety	Select the Ingredient's breed, Latin name or variety, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.
Source	Select the Ingredient's source, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.
Catch Method	Select the Ingredient's catch method, if relevant. The available selections are filtered to just show those that are associated to the ingredient's sustainability category.

Note: If an ingredient's sustainability category is changed in the Raw Materials table, the contents of the Breed/Latin Name/Variety, Source, and Catch Method columns will be cleared.

Declarations Tab

This tab is used to manage the ingredient declarations as they appear on the product package.

Figure 3–61 FNF Declarations Page

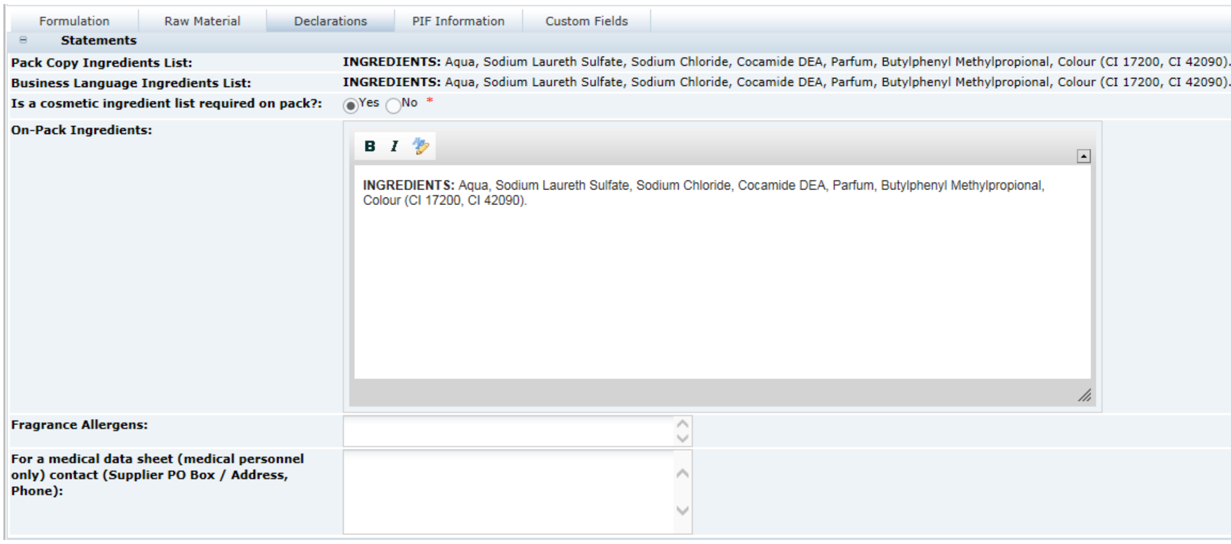


Table 3–52 describes the fields.

Table 3–52 FNF Declarations Page

Field	Description
Pack Copy Ingredients List	System-generated, cannot be edited. As displayed, calculated, and created on the Formulation tab.
Business Language Ingredients List	System-generated in the portal's business language, cannot be edited. As displayed, calculated, and created on the Formulation tab.
Is a cosmetic ingredient list required pack	Select Yes or No. Controls which fields then appear for capture of the ingredients list.
Ingredients (Household)	If the cosmetic ingredient list required on pack is No, this free text field appears for the entry of the ingredients list.
For an ingredients datasheet visit (Detergents only)	If the cosmetic ingredient list required on pack radio button is No, this free text field appears. Provide a website address if one is required.
On-Pack Ingredients	If the cosmetic ingredient list required on pack radio button is Yes, this field appears. It is automatically populated with the system-generated Ingredient List (English version), which can be manually edited as appropriate. Text may also be emboldened and italicized. **Note:** Manually edit for formatting purposes. If an ingredient name is wrong or needs changing, contact your System Administrator, representative at the retailer, or the Service Desk to report a necessary change in the master ingredient glossary.
Fragrance Allergens	If the cosmetic ingredient list required on pack radio button is Yes, this field appears. Enter details of any allergen relating to fragrances used.
For a medical data sheet (medical personnel only) contacts (Supplier PO Box/Address, Phone)	For the entry of medical data sheet contact details. Provide details if required.

Validation of the Formulation and Raw Materials Section

Validation is applied when calculating the on-pack Ingredient List. In addition, the full Specification Validation process runs when using the Validate options from the action menu, or when attempting to progress the Specification to another status.

Validation of the Formulation and Raw Materials section performs the checks outlined below. Any errors must be resolved before the Specification can be progressed.

Validating the Formulation Tab

Validating the Formulation Tab The following validation is performed:

- The Ingredient column must be completed for all rows, except where a comment (#) is entered.
- All Ingredient Names must match valid ingredient names held in the Glossary.
- Either the Qty In premix or Batch Qty column must be completed for each Ingredient.
- After entering the Formulation, the Calculate & Create Ingredient List button must be used and the Ingredient List successfully generated before the specification can be progressed to the next status. If the Formulation is amended, after having used the Calculate & Create Ingredient List option, the option must be used again before the specification can be progressed.

> **Note:** The text on the Calculate & Create Ingredient List button changes to red if the Ingredient List has not yet been successfully generated (due to errors found) or if the Ingredient List needs to be regenerated due to the Formulation being amended.

Although all ingredient names are validated against the glossary, the following are not validated:

- The names of compound ingredients.
- If a number sign (#) is entered in column 1 to indicate a comment row.

> **Note:** If you cannot locate the required ingredient in the Glossary, even after considering any alternative names it might have, contact your System Administrator, representative at the retailer, or the Service Desk to arrange for a new ingredient to be added to the Glossary, or to suggest the correct ingredient they should be using. The request should be quickly reviewed and validated by the retailer who will then add approved new ingredients to the glossary.

Validating the Raw Materials Tab

All mandatory fields are indicated by an asterisk (*).

Validating the Declarations Tab

The Is a cosmetic ingredient list required on pack field must be completed.

PIF Information Tab

This section details the Safety Data Sheets/Adverse Event Reporting information.

Figure 3–62 FNF PIF Information Page

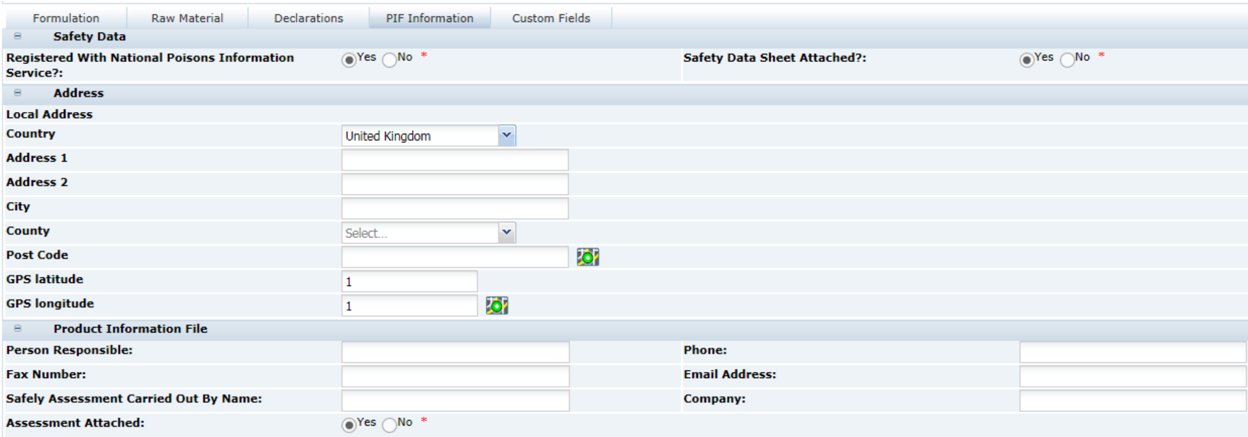


Table 3–53 describes the fields.

Table 3–53 FNF PIF Information Page

Field	Description
Safety Data	
Registered with National Poisons Information Service?	Select Yes or No.
Safety Data Sheet Attached?	Select Yes or No.
Address	
Country Address 1 Address 2 City County Post Code GPS latitude GPS longitude	Enter the address details for the organization responsible for the product safety information.
Product Information File	
Person Responsible	Indicate the responsible person for the product safety information.
Phone Fax Number Email Address Company Safety Assessment carried out by name	Free text fields for the responsible person's details.
Assessment Attached	Select Yes or No.

Validating the PIF Information Tab

Only the options for Safety Data Sheet Attached? and Registered with National Poisons Information Service are mandatory in this tab.

Additional Product Information Section

The Additional Product Information section captures all the information on sensitive materials used within the product, as well as, indicating for whom the product is suitable. This section is based on the Food specification's Allergy and Dietary Advice (D&A) section.

Figure 3–63 FNF Additional Product Information Page

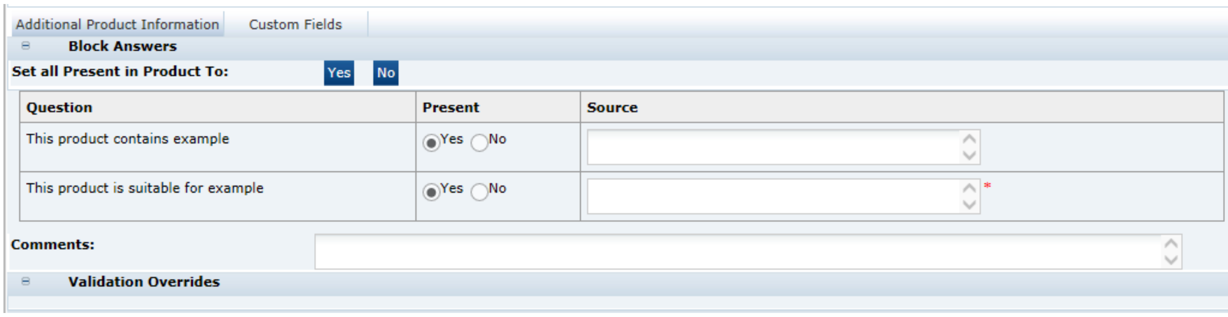


Table 3–54 describes the field sets.

Table 3–54 FNF Additional Product Information Page

Field Set	Description
Questions	Captures the details of the presence or use of sensitive materials in the Product. In addition, where an item is Present and its Source.
Source	If the material is present, the source shows why it is present, for example, in which component.
Validation Overrides	Validation may suggest that the sensitive material is present in the product, but it is known that the implicated material is not actually problematic. The Validation Overrides table provides the formal process for overriding the system validation.

How to Complete Responses to the Questions

Complete all responses to each question, using the Yes/No options to indicate whether the sensitive material is Present in the Product.

How to Complete the Source column in the Allergen Table

For any sensitive material which is marked as Present in Product, the Source field appears and must be completed.

Validation of Answers to Questions

For Contains questions, if Present is Yes, then the Source must be entered.

Validation Overrides

- For Contains questions marked as Not Present in Product or Suitable for questions marked as Present, validation automatically checks the Formulation, Ingredient List, Product Name (on pack), and Secondary Descriptor for the presence of the sensitive material in question, based on a list of Intolerant substances stored against each question and controlled by the retailer's System Administrator.

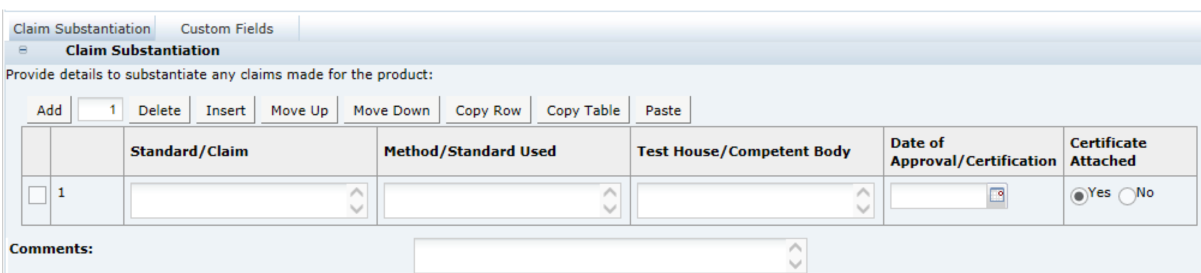
- If the validation suggests that the sensitive material is present, a terminal validation error is given (preventing the specification from being progressed to the next status) and an entry appears in the Validation Overrides table.
- The user must either correct the response to Present in Product (which will remove the error and remove the entry from the Validation Overrides table) or, if it is known that the implicated material does not pertain to the question, the Request Override and Override Reason fields must be completed in the Validation Overrides table.
- The retailer must complete the Approval checkbox in the Validation Overrides table before the specification can be moved to Pack Copy Sent status.
- As an example, for a Phthalate question, the word Phthalate has been entered against the question. If the Product Name (on pack) contains the phrase "without phthalate," there will be a terminal error as the word 'Phthalate' will have been found and clearly it is not present. Completing the Override fields suppresses the terminal error.

Validation Overrides will be used infrequently.

Claim Substantiation Section

The Claim Substantiation section provides evidence to confirm any claim made for the product, or any standard to which it conforms. It consists of a single table and a Comments area.

Figure 3–64 FNF Claim Substantiation Page



For each claim made or standard conformed to, the following details are entered:

- Standard or Claim description.
- The method used to confirm the claim or standard.
- The Test body/house or laboratory used to establish the claim.
- Date of approval or certification.
- Is the certificate attached to this specification.

To add more claims to the table, click **Add** or **Insert** in the table header.

Use the Comments field to add any additional information to support or qualify entries in the table.

Process Controls Section

The Process Controls section specifies the process controls which are applied during manufacturing and packing of the product. This section is based on the Food specification's Process Controls section.

Figure 3–65 FNF Process Controls Pages

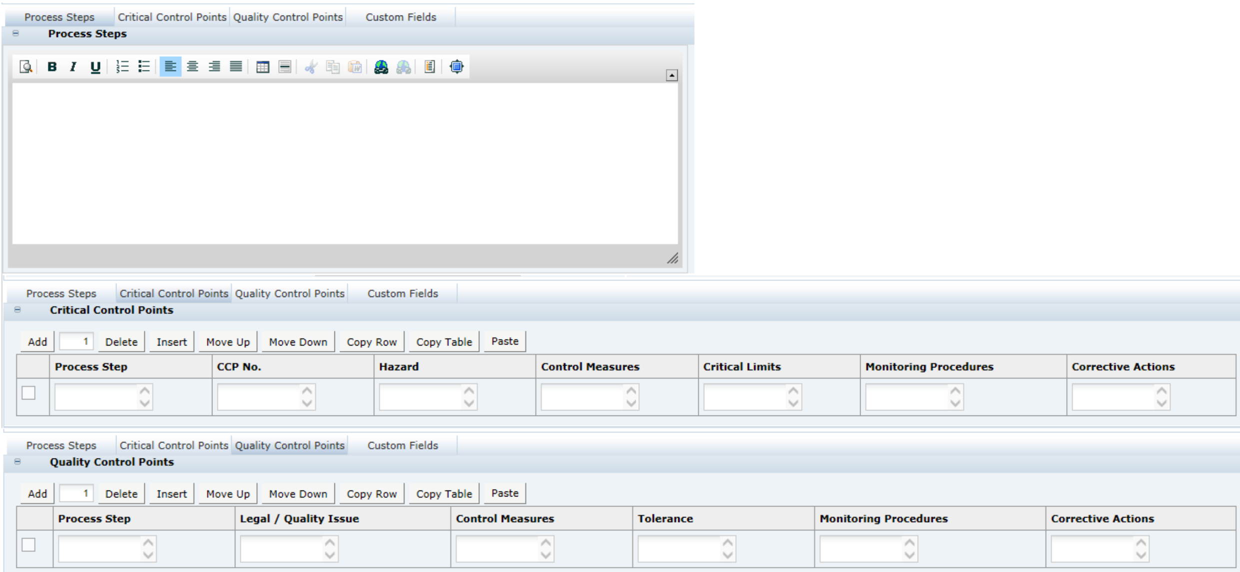


Table 3–55 describes the pages.

Table 3–55 FNF Process Controls Pages

Page	Description
Process Steps	Use to outline process steps, units, operations, and key control points. This rich text field enables formatting to be applied to present the process steps clearly. Highlight the text you wish to apply formatting to and click the appropriate icon from the bar at the top of the field.
Critical Control Points (CCPs)	Add sufficient rows to the table for each Critical Control Point. Complete the free text fields for Process Step, CCP No., Hazard, Control Measures, Critical Limits, Monitoring Procedures, and Corrective Actions.
Quality Control Points (QCPs)	Add sufficient rows to the table for each Quality Control Point. Complete the free text fields for Process Step, Legal/Quality Issue, Control Measures, Tolerance, Monitoring Procedures, and Corrective Actions.

Validation of the Process Controls Section

No specific validation is applied to the Process Controls section.

Storage Section

The Storage section specifies the storage requirements of the product, including work in progress and the finished product. This section is based on the Food specification's Storage section.

Figure 3–66 FNF Storage Page

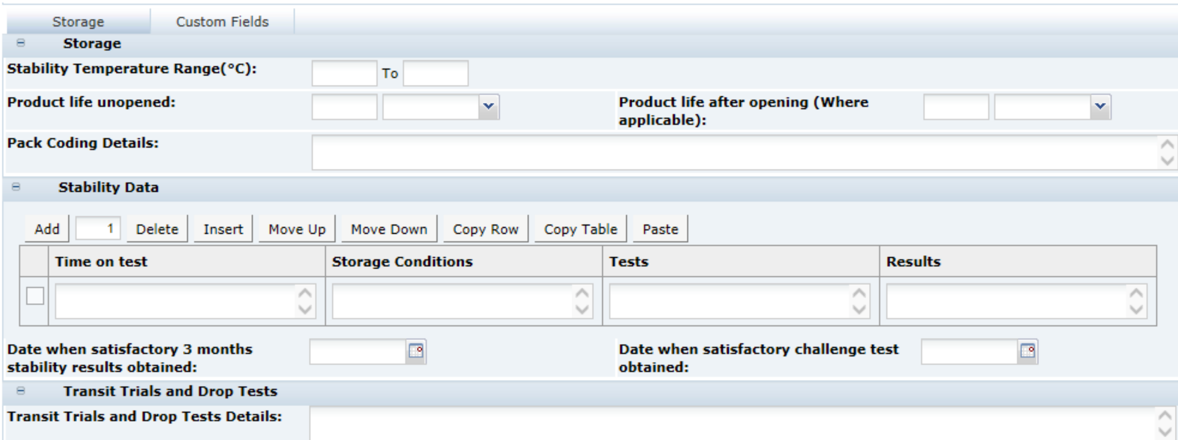


Table 3–56 describes the fields.

Table 3–56 FNF Storage Page

Field	Description
Stability Temperature Range (°C)	A pair of from/to numeric fields for the acceptable storage temperature range.
Product life unopened	A numeric field for the life and a pick-list for its units.
Product life after opening (where applicable)	A numeric field for the life with a pick-list for its units.
Pack Coding Details	A descriptive text field.

Stability Data

This is a table of four columns followed by additional questions:

- Table:
  - Time on test (at what intervals).
  - Storage Conditions (under what conditions did stability occur, room temperature, 40°C humidity, and so on.)
  - Tests (details of tests conducted at that interval).
  - Results (the results of the test).
- Additional Fields:
  - Date when satisfactory 3 months stability results obtained (icon to select the date).
  - Date when satisfactory challenge test obtained (icon to select date).

Transit Trials

This field-set contains only one free text field:

- Transit Trials and Drop Tests Details (description of the trials carried out).

Validation of the Storage Section

There are no mandatory fields in this section.

Packaging Section

The Packaging section specifies the Packaging format and all packaging components and materials used for the product, including the retail pack and any secondary and tertiary packaging. This section is based on the Food specification's Packaging section. For more information, see the "Packaging Section" in the Food Specification section.

Validation of the Packaging Section

The Specification Validation process will run when using the Validate options from the action menu or when attempting to progress the Specification to another status. All mandatory fields are indicated by an asterisk.

Finished Product Standards Section

The Finished Product Standards (FPS) section specifies the finished product standards for the product, including Product Attributes, Physical Product and Package Standards, and Chemical and Microbiological Standards. This section is based on the Food specification's FPS section.

Products Attributes Tab

This tab contains three subtabs within it, for the product as sold, as used and for details of the benchmarks.

Figure 3–67 FNF Products Attributes As Sold Page

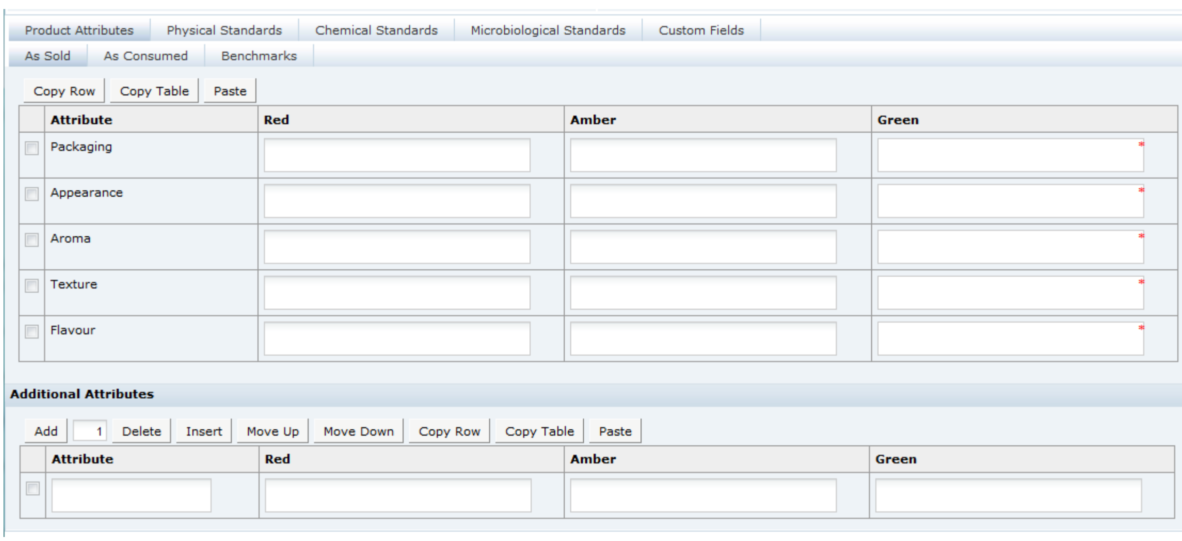


Figure 3–68 FNF Products Attributes As Consumed Page

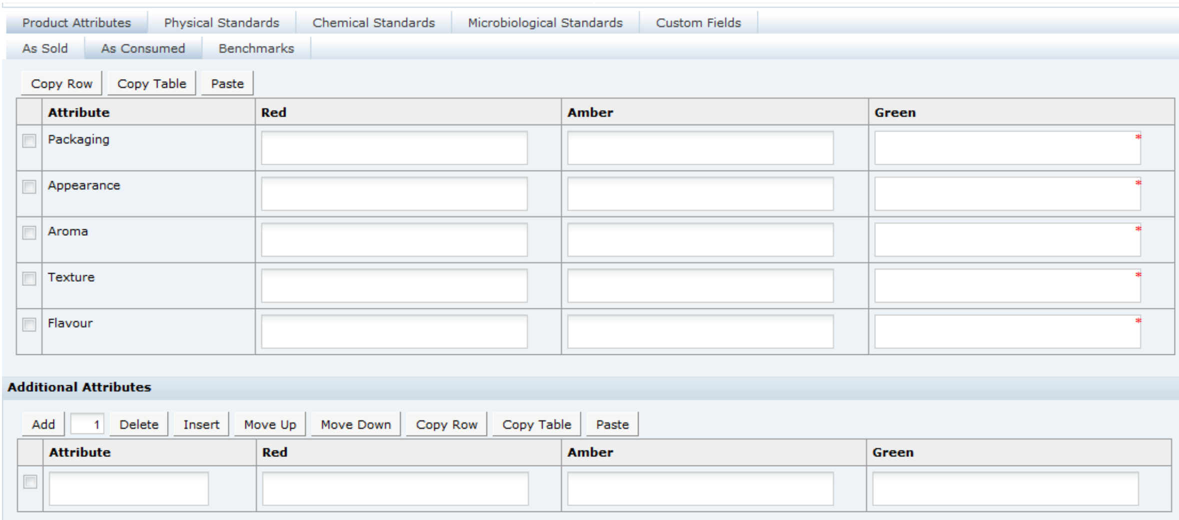


Figure 3–69 FNF Products Attributes Benchmark Page

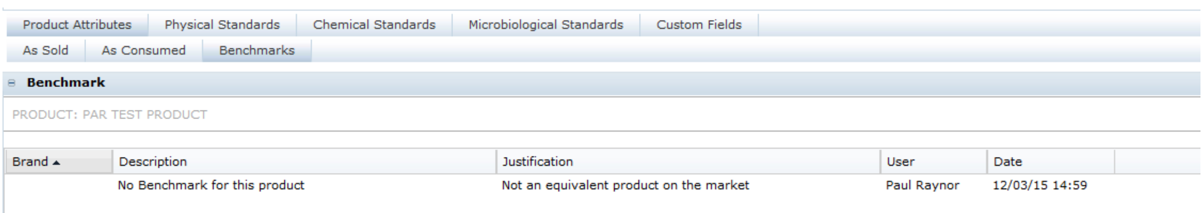


Table 3–57 describes the fields in the pages for the three subtabs.

Table 3–57 FNF Product Attributes Pages

Field	Description
Project Attributes: As Sold and As Used	Enter all qualitative attributes for the predefined attributes (Packaging, Appearance, Aroma, Texture, and Flavour). Following are the typical classifications for Green, Amber/Yellow, and Red: ▪ Green: The standard/desirable attributes for the product. ▪ Amber/Yellow: The attributes for the product with some level of defect. The severity requires the product to be monitored, but not rejected. ▪ Red: Product attributes which cause the product to require rejection.
Additional Attributes: As Sold and As Used	Use the table to enter any further attributes which are tested for this product and not mentioned in the main Product Attributes table.
Benchmarks	Pulls through the Benchmark details which are present on any linked Product Records for reference. Any amendments to this information must be made on the Product Records themselves (however the data may only be edited by retailer).

Physical Product Tab

This tab captures the details of any physical product and package standards, such as color, viscosity, and so on.

Figure 3–70 FNF Physical Product Page

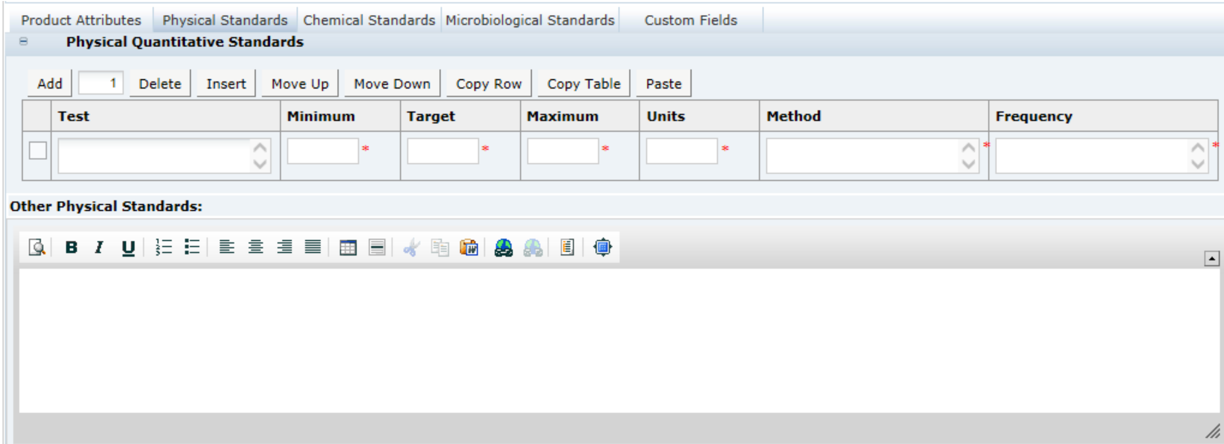


Table 3–58 describes the fields.

Table 3–58 FNF Physical Product Page

Field	Description
Physical Quantitative Standards	If physical testing is carried out, provide details. Enter sufficient rows to the table for the testing which is carried out. For each test, the fields for Minimum, Target, Maximum, Units, Method, and Frequency must be completed if a test has been entered.
Other Physical Standards	Provide details of any other physical standards which are applied to the product or package. This rich text field enables formatting to be applied.

Chemical Standards Tab

This tab captures the details of any chemical standards, such as pH, moisture, % salt, % oil, and so on.

Figure 3–71 FNF Chemical Standards Page

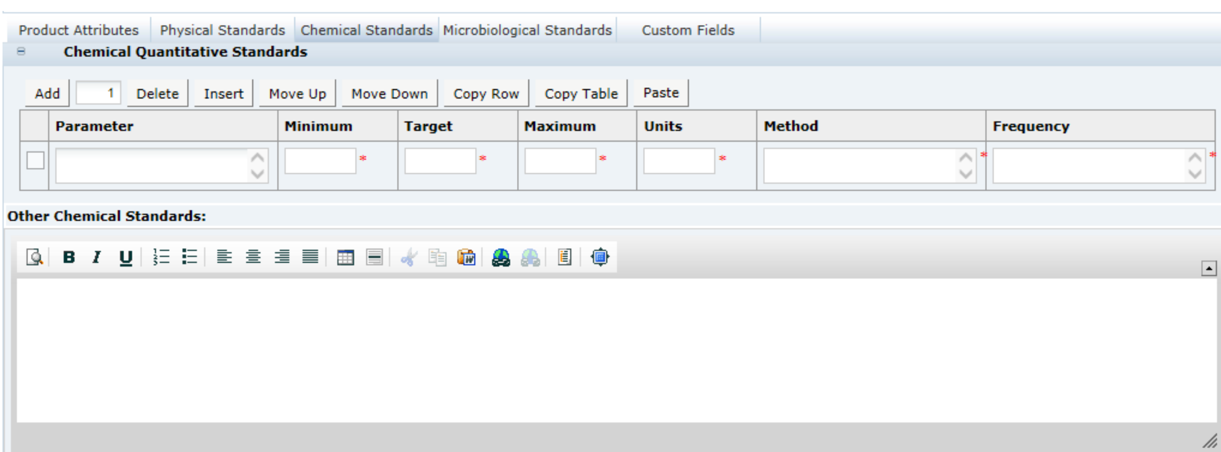


Table 3–59 describes the fields.

Table 3–59 FNF Chemical Standards Page

Field	Description
Chemical Quantitative Standards	If chemical testing is carried out, provide the details. Enter sufficient rows to the table for the testing which is carried out. For each test, the fields for Minimum, Target, Maximum, Units, Method, and Frequency must be completed if a test has been entered.
Other Chemical Standards	Provide the details of any other chemical standards which are applied to the product or package. This rich text field enables formatting to be applied.

Microbiological Standards Tab

This tab captures the details of any Microbiological standards.

Figure 3–72 FNF Microbiological Standards Page

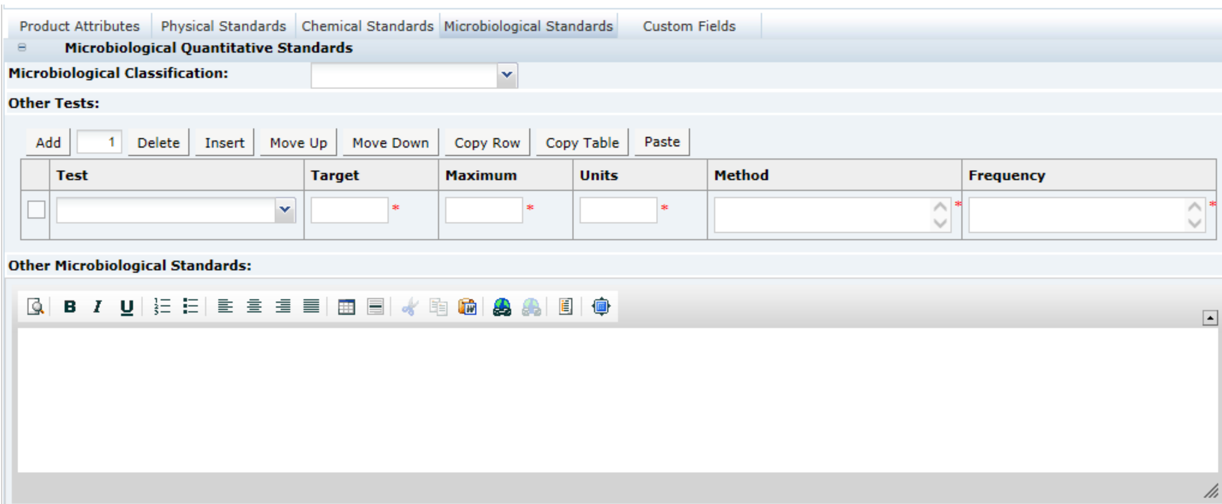


Table 3–60 describes the fields.

Table 3–60 FNF Microbiological Standards Page

Field	Description
Microbiological Classification	A Retailer may configure standard microbiological standards for certain product types, for example, all pre-packaged sandwiches of a particular type may have a standard microbiological specification. A classification may be selected here. This then results in an additional table of standards being displayed where the Test, Target, Maximum, and Units are predefined and read-only and the respective Method and Frequency is then completed by the Supplier.
Tests	If microbiological testing is carried out, provide the details. Enter sufficient rows to the table for the testing which is carried out. For each test, the fields for Target, Maximum, Units, Method, and Frequency must be completed.
Other Microbiological Standards	Provide the details of any other microbiological standards which are applied to the product or package.

Validation of the Finished Product Standards Section

The Specification Validation process will run when using the Validate options from the action menu, or when attempting to progress the Specification to another status. All mandatory fields are indicated by an asterisk.

Other Labelling Copy Section

The Other Labelling Copy (OLC) section captures all on-pack labelling requirements for the product, which have not already been provided in the Formulation and Raw Materials section. Any details entered in this section will be passed through to the Pack Copy file, so fields should be left blank if they are not required. This section is based on the Food specification's OLC section.

Products Tab

This tab captures details of the product names and branding details.

Figure 3–73 FNF Products Page

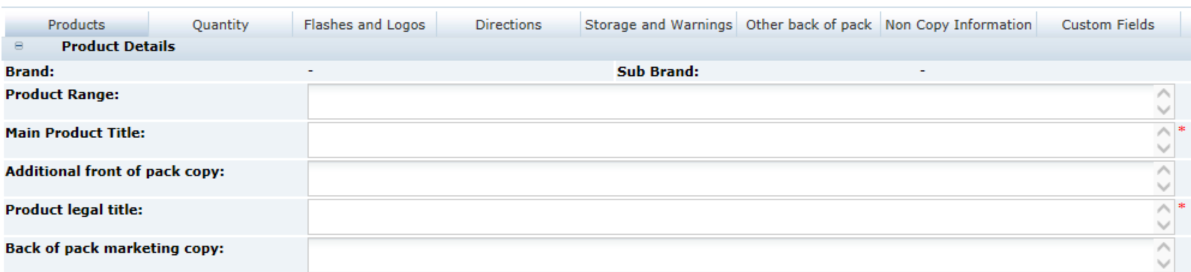


Table 3–61 describes the fields.

Table 3–61 FNF Products Page

Field	Description
Brand and Sub Brand	Brand details pulled from the Main Details section of the Specification. This field is read-only so any amendments must be made in that section.
Product Range	Free text to enter the range description exactly as it will appear on the pack.
Main Product Title	Free text field to enter the name of the product exactly as it will appear on the pack.
Additional Front of Pack Copy	Free text field to enter any additional fanciful marketing product descriptor exactly as it will appear on the pack.
Product Legal Title	Free text field to enter the legal/regulated name of the product exactly as it will appear on the pack.
Back of pack marketing copy	Free text field to enter the marketing copy exactly as it will appear on the pack.

Quantity Tab

This tab captures the on-pack quantity declaration for the product.

Figure 3–74 FNF Quantity Page

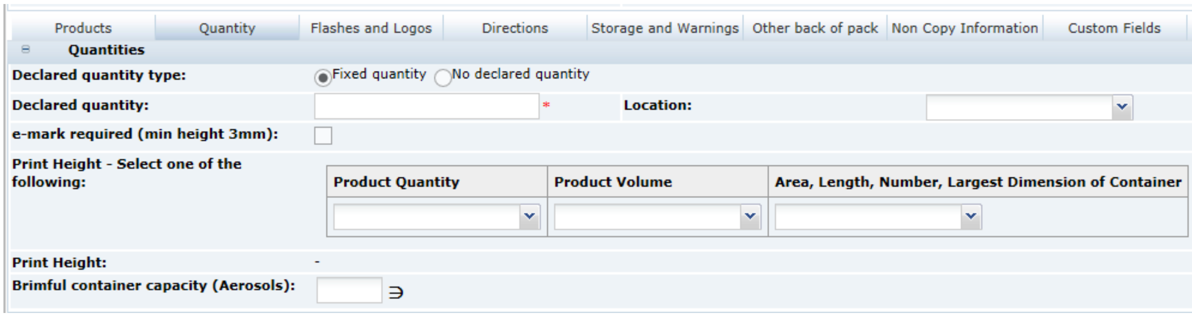


Table 3–62 describes the fields.

Table 3–62 FNF Quantity Page

Field	Description
Declared Quantity Type	Available options are Fixed quantity and No declared quantity. If Fixed quantity is selected, the following fields are shown. Otherwise, the fields are hidden.
Declared Quantity	Enter the actual quantity as it is to appear on the pack. This is a mandatory field.
Location	From the pick-list, indicate whether the declared quantity is required on pack and its location.
e-mark Required (min height 3mm)	Single checkbox to indicate if an e-mark is required.
Print Height	Three pick-lists are used to specify the print height required for the net quantity. Select one of the pick-list options to calculate the print height.
Brimful Container Capacity (Aerosols)	Numeric field.

Flashes and Logos Tab

This tab captures any on-pack icons, logos, claims, flashes, and statements. Complete only the fields which are required on pack for this product.

Figure 3–75 FNF Flashes and Logos Page

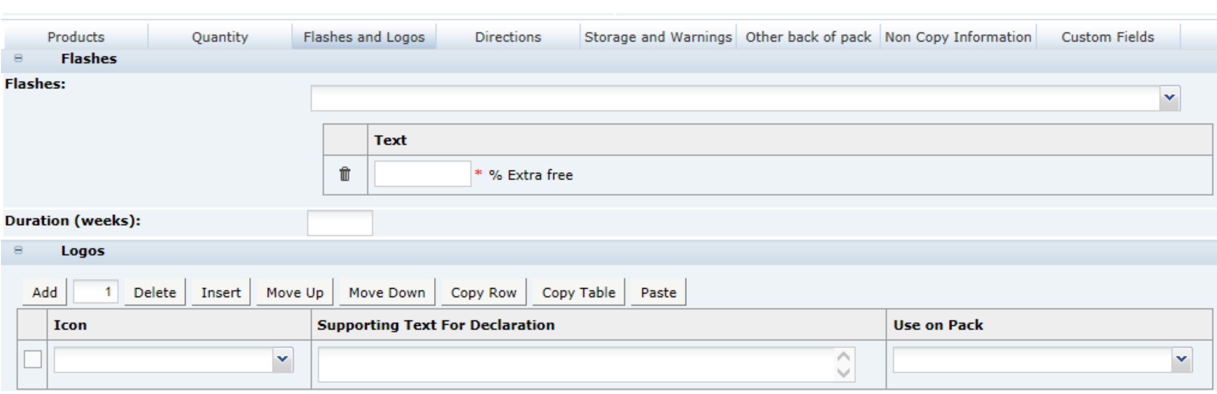


Table 3–63 describes the fields.

Table 3–63 FNF Flashes and Logos Page

Field	Description
Flashes	
Flashes	Select a statement from the list. The selected statement appears in the table.
Duration (weeks)	Numeric field.
Logos	
Icon	Select a statement from the list. The selected statement appears in the table.
Supporting Text for Declarations	Text field for information that supports the selected icons and flashes.
Use on Pack	Indicates whether this is required on pack and its location.

Directions Tab

This tab captures details on how the product should be used. Complete only the fields which are required on the pack for this product.

Figure 3–76 FNF Directions Page

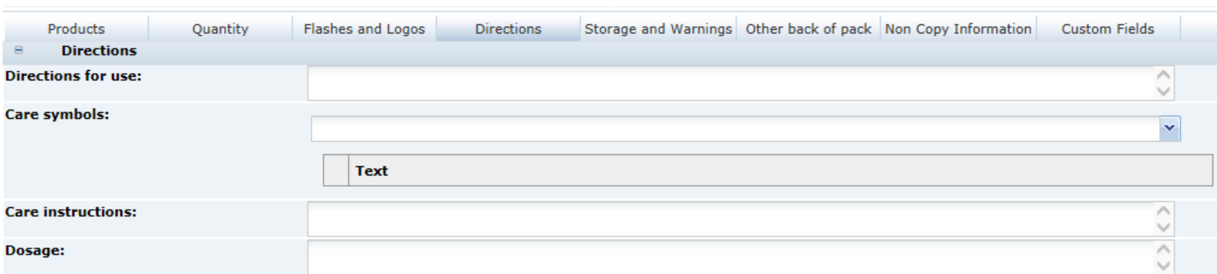


Table 3–64 describes the fields.

Table 3–64 FNF Directions Page

Field	Description
Directions for use	Text field to enter usage information.
Care Symbols	Select care symbols from the list.
Care Instructions	Select care instruction statements from the list.
Dosage	Text field to enter dosage information.

Storage and Warnings Tab

This tab captures any on-pack storage and warning information. Complete only the fields which are required on the pack for this product.

Figure 3–77 FNF Storage and Warnings Page

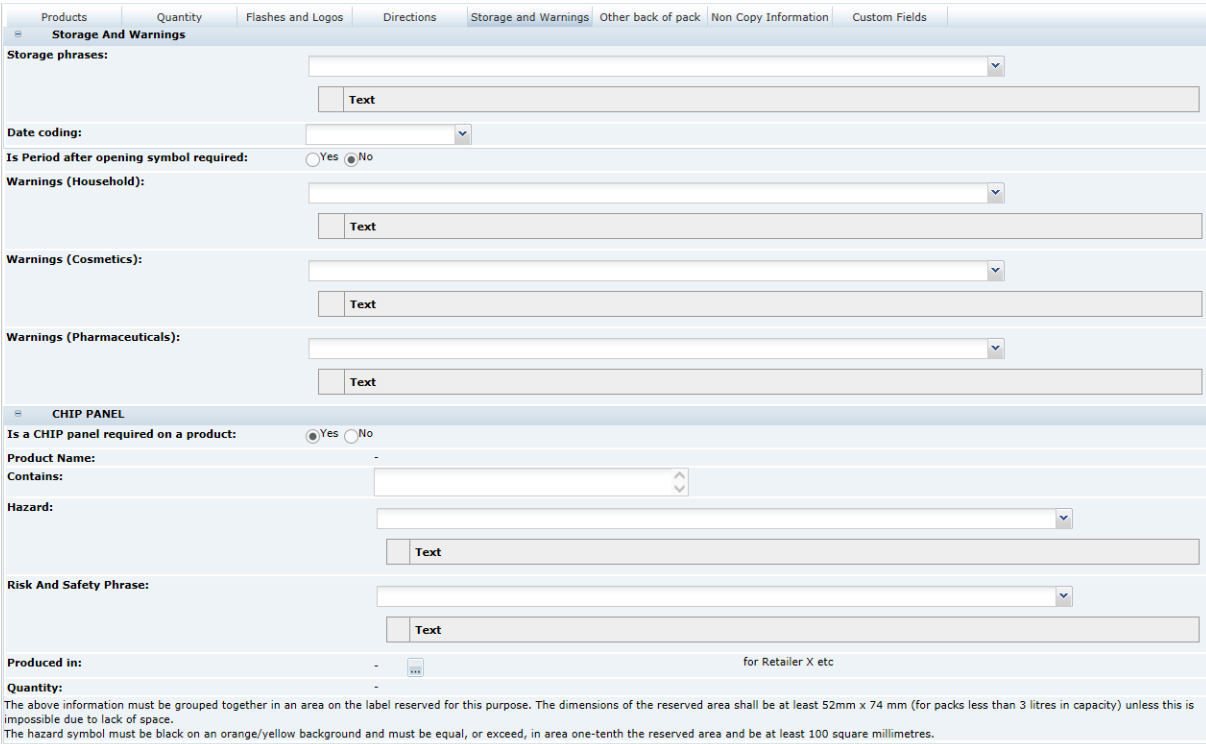


Table 3–65 describes the fields.

Table 3–65 FNF Storage and Warnings Page

Field	Description
Storage Phrase	Select a statement from the list.
Date Coding	Select the format on pack.
Is Period After Opening symbol required	Options are Yes and No. If Yes is selected the Period (Months) is also shown, which is a mandatory numeric field.
Warnings (Household)	Select a statement from the list.
Warnings (Cosmetics)	Select a statement from the list.
Warnings (Pharmaceuticals)	Select a statement from the list.
CHIP Panel	
Is a CHIP panel required on a product	Options are Yes and No. If Yes is selected, the following fields are shown. Otherwise, the fields are hidden.
Product Name	Main Product Title pulled from the Products tab. This field is read-only, so any amendments must be made in that tab.
Contains	Provide the name of any hazardous material present.
Hazard	Select a statement from the list.
Risk and Safety Phrases	Select a statement from the list.
Produced In	Select a country from the list.
Quantity	Declared Quantity pulled from the Quantities tab. This field is read-only, so any amendments must be made in that tab.

Other Back Of Pack Tab

This tab captures any remaining information which should appear on the pack.

Figure 3–78 FNF Other Back Of Pack Page

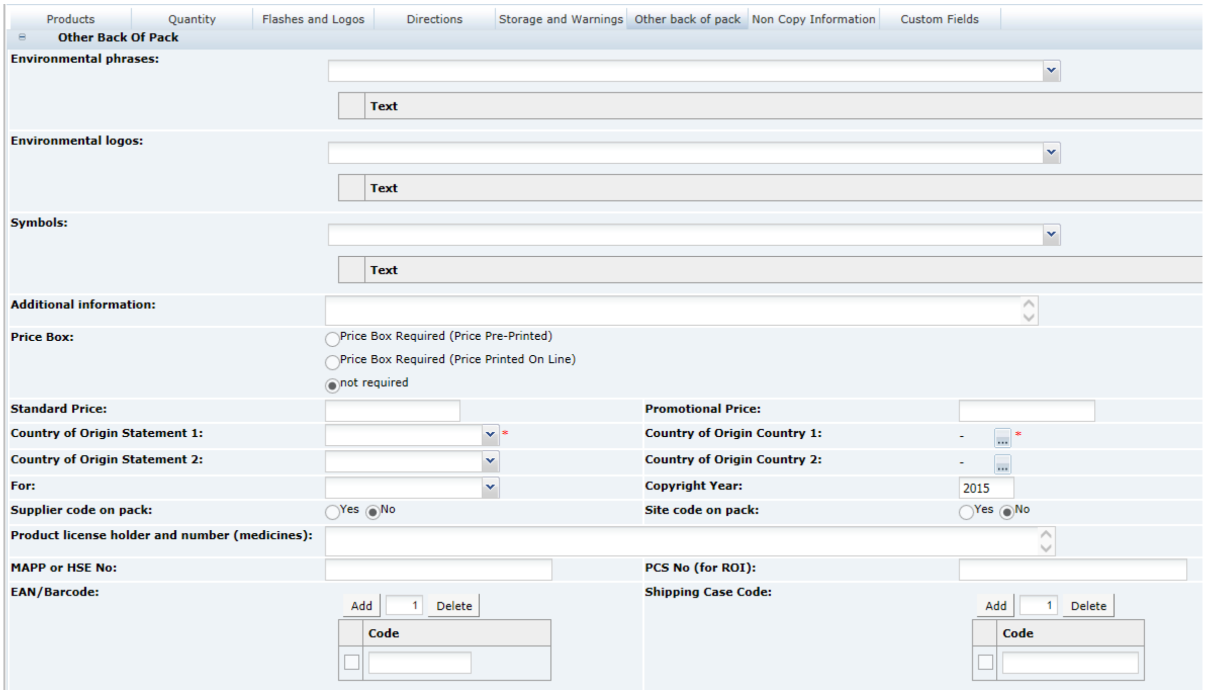


Table 3–66 describes the fields.

Table 3–66 FNF Other Back Of Pack Page

Field	Description
Environmental Phrases	Select a statement from the list.
Environmental Logos	Select a statement from the list.
Symbols	Select a statement from the list.
Additional Information	Free text field to enter any additional information.
Price Box	Option defaults to not required. Change to an appropriate option if a price box is required on the pack.
Standard Price	Free text to enter the price details, if applicable.
Launch Promo Price	Free text to enter the price details, if applicable.
Country of Origin Statements	From the Statement pick-list, choose the applicable on-pack statement. Two statement options are available, to accommodate products which require them. From the Country pick-lists, choose the applicable countries. Multiple countries can be selected for each statement. At least one statement/country must be specified.
For	Select the ownership text required by the retailer.
Copyright Year	Enter the corresponding copyright year, if applicable.
Supplier/Site code on Pack	Options defaults to No. Use to indicate whether the supplier and/or site codes should be included on the pack.

Table 3–66 (Cont.) FNF Other Back Of Pack Page

Field	Description
Product Licence Holder and Number (Medicines)	Free text field to enter licence details for medicines.
MAPP or HSE No. PCS No. (for ROI)	Free text fields to enter health and safety references as applicable to the product and its market area.
EAN/Barcode Shipping Case Code	The product and shipping case barcode, EAN or UPC codes. The list may be automatically populated when the specification is linked to its Product Record. To add multiple rows to the table select **Add**, or check the box next to a row in the table and use **Delete** to remove it.

Non Copy Information Tab

This tab provides instructions and information to the design team regarding printing and design requirements. The information completed in this tab is not intended to appear on the pack itself.

Figure 3–79 FNF Non Copy Information Page

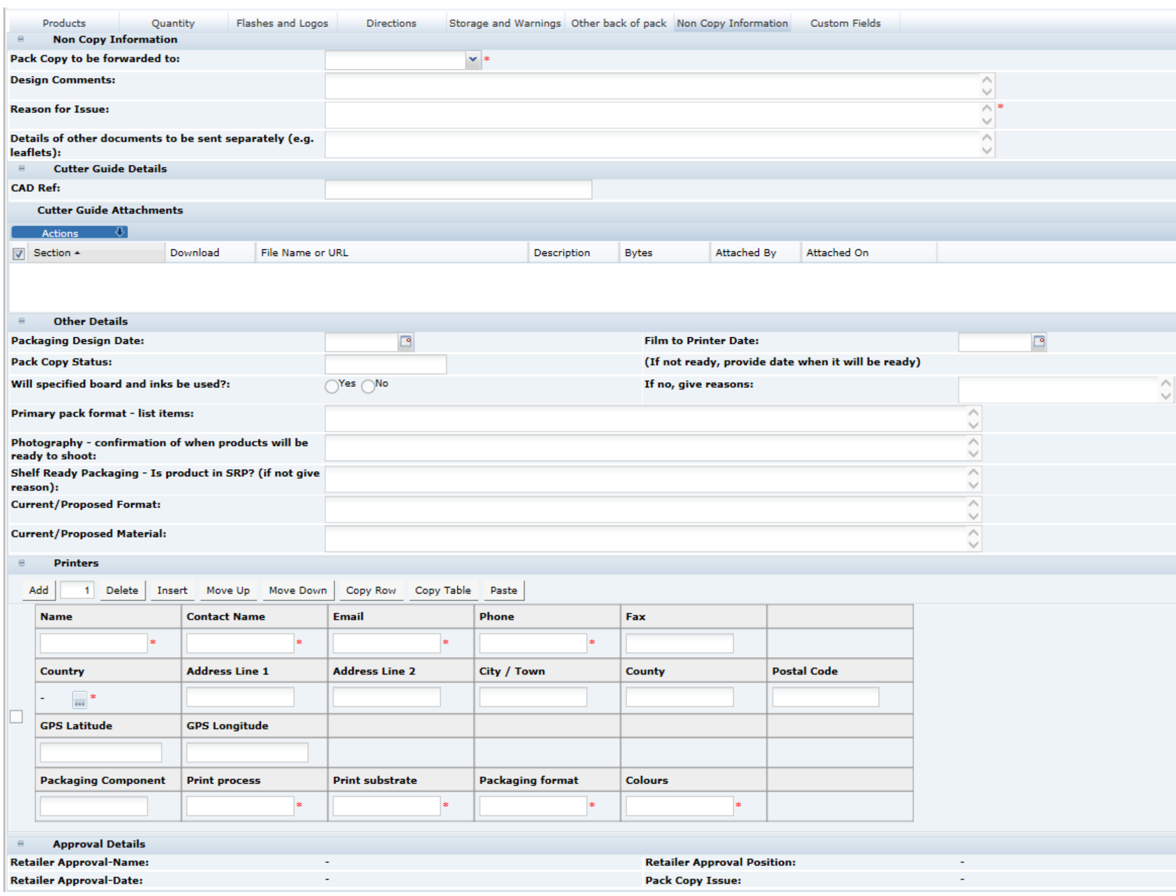


Table 3–67 describes the fields.

Table 3–67 FNF Non Copy Information Page

Field	Description
Details	
Pack Copy to be Forwarded To	This provides the email address to whom the Pack Copy files will be sent for this Specification. Select the required name from the list.
Design Comments	Free text field to enter any additional instructions or comments to assist the design team.
Reason for Issue	Free text field to enter details of the reason for generating the Pack Copy files. Use to assist the design team in locating any amendments from a previous version, for example.
Details of other documents to be sent separately	Free text field to enter details of any other printed materials which form part of the product package. May be sent to the design team separately in the Pack Copy files, such as style guides, sample design package, information leaflets, and so on.
CAD Ref.	Free text field to enter any additional design references.
Cutter Guide Attachments	This is a special area to attach any additional documents which need to be sent to the design team at the same time as the Pack Copy files. The attachments located here are automatically included along with the specification's Pack Copy file when it is generated and sent in email to the design team.
Packaging Design Date	Select the calendar icon to enter the planned date for completion of the packaging design.
Film to Printer Date	Select the calendar icon to enter the planned date for the film to be delivered to the printer.
Pack Copy Status	This text field can be used to manually record the progress of the creation of the specification's Pack Copy file.
Will Specified Board and Inks be used?	Indicate the use of master boards in the print process. If No is selected, provide a Reason in the adjacent field.
Primary Pack Format	Free text field to list the items that make up the primary packaging format.
Photography - confirmation of when products will be ready to shoot	Free text field to enter details of when the products will be available for photographing for the pack design.
Shelf Ready Packaging - is product in SRP? (if not give reason)	Free text field to enter details of the product's shelf ready packaging, or a reason if there is none.
Current/Proposed Format	Free text field to enter details of the current or proposed format used in the packaging design.
Current/Proposed Material	Free text field to enter details of the current or proposed material used in the packaging design.
Printers	
Add sufficient rows to the table to provide details for each of the printers that are involved in printing the packaging for this product. Multiple rows may be added per printer if the printer handles more than one printed component.	
Name	Free text field to enter the name of the printer company. This is a mandatory field.
Contact Name	Free text field to enter the name of the contact at the printer company for this packaging. This is a mandatory field.

Table 3–67 (Cont.) FNF Non Copy Information Page

Field	Description
Email, Phone, and Fax	Free text fields to enter the email, phone, and fax details for the printer company. Email and Phone are mandatory fields.
Address details	Free text field to enter the address of the printer company. Country is a mandatory field.
Packaging Component	Free text field to enter the name of the printed component.
Print Process	Free text field to enter the print process used for this printed component. This is a mandatory field.
Print Substrate	Free text field to enter the type of print substrate for this printed component. This is a mandatory field.
Packaging Format	Free text field to enter the packaging format for this printed component. This is a mandatory field.
Colours	Free text field to enter the colors used in the print process for this printed component. This is a mandatory field.
Approval Details	
Retailer Approval Name Retailer Approval Date Retailer Approval Position Pack Copy Issue	These fields are read-only and are system-generated when the specification's Pack Copy files are generated.

Validation of the Other Labelling Copy Section

The Specification Validation process runs when using the Validate options from the action menu, or when attempting to progress the Specification to another status. All mandatory fields are indicated by an asterisk.

Project Links Section

This section is defined as per the Food Specification. For more information, see the "Project Links Section" description for the Food Specification section.

Custom Fields Section

This section is defined as per the Food Specification. For more information, see the "Custom Fields Section" description for the Food Specification section.

Attachments Section

This section is defined as per the Food Specification. For more information, see the "Attachments Section" description for the Food Specification section.

Change History Section

This section is defined as per the Food Specification.

Constructed Non Food Specification

The Constructed Non Food (CNF) specification contains the following sections:

- Main Details Section

- Components Section
- Additional Product Information Section
- Product Approval Requirements Section
- Process Controls Section
- Batch Coding Section
- Post Launch Information Section
- Packaging Section
- Finished Product Standards Section
- Other Labelling Copy Section
- Project Links Section
- Custom Fields Section
- Attachments Section
- Change History Section

The workflow of the CNF specification and general specification management framework functionality, such as the relationship to Product Records and Pack Copy files and management of multi specifications, is as described for the Food specification.

Header and Main Details

The Header and Main Details section are defined per the Food specification. The core default Specification Type is Constructed Non Food. The Specification Name is mandatory for a new specification to be saved.

Main Details Section

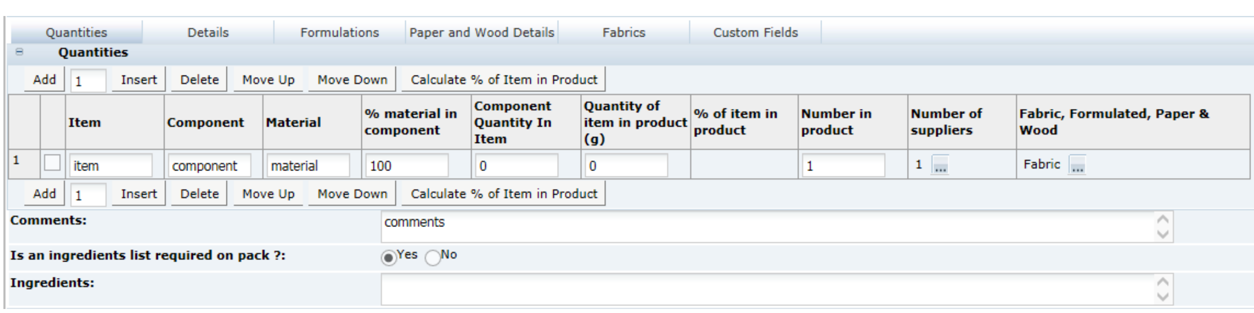
For more information, see the "Main Details Section" description for the Food Specification section.

Components Section

The Components section is where all the components of the product are described in detail with their quantities, grades, suppliers, countries of origin, and specific details for paper, wood, and fabric components if part of the product.

Quantities Tab

Figure 3–80 CNF Quantities Page



Quantities Table

This table lists all the component parts of the product with their quantities.

To add new rows to the table, click **Add** or **Insert**. Add as many rows as needed. The following columns are shown:

- Item - The items that make up the product. For example, Table and Chair could be items for a BBQ table and chair set; a kitchen knife would simply be Knife.
- Component - The components that make up the item. For example, Top, Legs, and Fixings for a self-assembly table.
- Material - What the component is made from.
- % Material in Component - Very often, 100%. For example, brass rivets in a knife handle, but a veneered table top could be 95% pine.
- Component Quantity in Item - Typically, the weight of the component in the item (not in the product).
- Quantity of Item in Product (g) - The weight in grams of the component in the overall product.
- % of Item in product - Calculated by clicking the Calculate % of Item in Product tab at the top of the table. Calculates the Quantity of Item in Product (g) as a percentage of the sum of all quantities. Non-editable.
- Number in Product - The quantity of each component in the product, for example, four table legs.
- Number of Suppliers - The number of suppliers of each component. Click the button to add/remove suppliers. A dialog box is presented to add more details.
- Fabric, Formulated, Paper & Wood - A pick-list to denote that this component is made from Fabric, Paper, or Wood, or is a Formulated component, such as, the moisturizer component of a moisturizing wipe. More details on these components are added in the Formulations, Paper and Wood Details, or Fabrics tabs if the component is specified as one of these four types. Leave blank if the component is not made of any of these options.

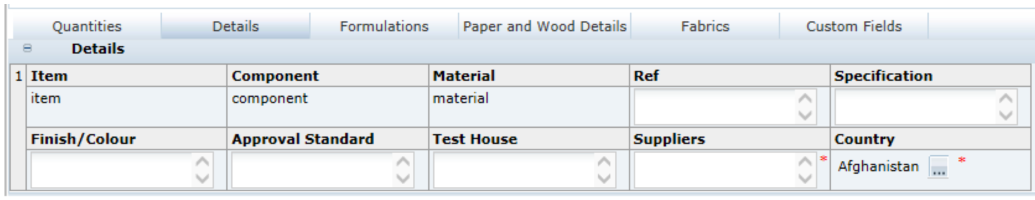
Sufficient information to define the product adequately in terms of materials and quantities is all that is required, without excessive detail, so not all columns need to be completed for each component.

Below the table are the following three fields:

- Comments - List anything that needs further explanation regarding the components table or items within it.
- Is a Components list required on pack? - If set to Yes, the Ingredients field is output to the Pack Copy file, and an Ingredients field displays below.
- Ingredients - A list of ingredients or components that make up the product. This field is hidden if the answer above is No. Can be edited by a user to display the correct wording to display on pack.

Details Tab

Figure 3–81 CNF Details Page



Details Table

This table stores the details of all the component parts of the product.

The table is of fixed size and has a row for each supplier of each component in the Quantities table, with the Item, Component, and Material fields copied from the Quantities table. The following columns are shown:

- Item, Component, Material - Copied from the Quantities table.
- Ref - The suppliers' reference for this component to assist them in identifying exactly which component is in the product.
- Specification - Any specification the component conforms to.
- Finish/color - Any finish or color applied to the component.
- Approval Standard - Any standard the component conforms to.
- Test House - If the component is tested, provide details of testing here.
- Suppliers - Names of the suppliers of this component. This is a mandatory field.
- Country of Origin - Select the country of origin of the component. This is a mandatory field.

Formulations Tab

Figure 3–82 CNF Formulations Page

This table stores details of any formulated part of the product. Any formulated component would be minor; otherwise, a Formulated Non Food spec would be used with additional sections for Constructed Non Food.

If the product contains a component that has a Formulation, it can be described fully here. For example, a hanging basket with compost, the compost being the formulated component. The following columns are shown:

- Item and Component - Use the pick-lists to select from those Components in the Quantities table marked as Formulation in the far right column. Both are mandatory.

- Ingredients - Add rows to the table for each ingredient, and enter the name. This field is a mandatory field.
- Trade Name - Complete as appropriate.
- Batch Quantity and Units - Complete as appropriate.
- % w/w - percentage by weight - Complete as appropriate.

The following field appears below the table:

- Registered with the National Poisons Information Service - Complete as appropriate.

Paper and Wood Details Tab

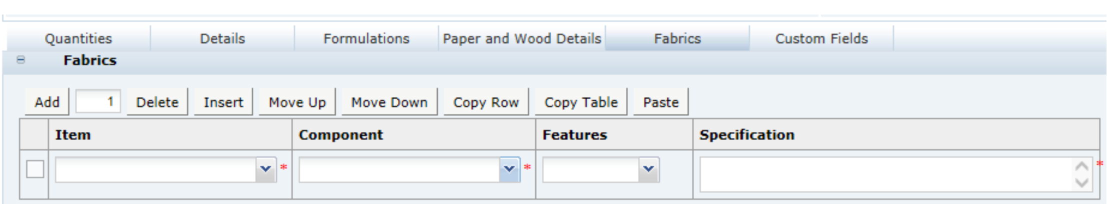
Figure 3–83 CNF Paper and Wood Details Page

This table stores details of any wood or paper used in the product. The following columns are shown:

- Item and Component - Use the pick-lists to select from those Components in the Quantities table marked as Wood or Paper in the far right column. Both are mandatory.
- Wood Species Used - Provide in scientific name format (genus, species).
- Country of Origin of Wood - Select the country of origin of the wood. This is a mandatory field.
- Name of Saw or Paper Mill - Complete as appropriate.
- Weight of wood species in component - Complete as appropriate.
- % of wood species in component - Complete as appropriate.

Fabrics Tab

Figure 3–84 CNF Fabrics Page



This table stores details of any fabrics used in the product. The following columns are shown:

- Item and Component - Use the pick-lists to select from those Components in the Quantities table marked as Fabric in the far right column. Both are mandatory.
- Features - Select from the pick-list.

- Specification - Mandatory field to provide some detail on the features.

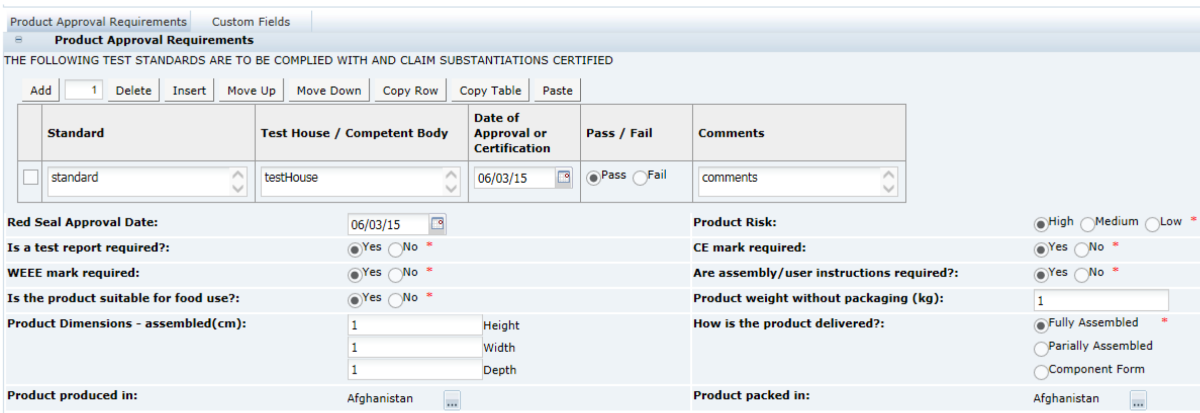
Additional Product Information Section

The Additional Product Information section captures all the information on sensitive materials used within the product, as well as, indicating for whom the product is suitable. This section is defined per the equivalent section in the Formulated Non Food specification. For more information, see the "Additional Product Information Section" description for the Formulated Non Food Specification section.

Product Approval Requirements Section

The Product Approval Requirements section records the details of any standards the product meets.

Figure 3–85 CNF Product Approval Requirements Page



Test Standards Table

The table shows the testing the product conforms to, with details of any certificates or lab reports. To add rows to the table, click **Add** or **Insert**. The following columns are shown:

- Standard - A pick-list of standards to which non-food products may be tested.
- Test Lab / Competent Body - Enter information on the laboratory or testing body that performed the analysis.
- Date of Approval or Certification - Select the calendar icon and choose the date.
- Pass / Fail - Radio buttons to indicate if it is complies with the standard.
- Comments - Further detail about testing report numbers and so on. Any test reports should be attached in the Attachments section at the bottom of the section.

Product Approval Fields

- Red Seal Approval Date - Select the calendar icon and choose the date.
- Product Risk - Select from the options, such as High, Medium, or Low.
- Is a test report required? - Complete as appropriate.
- CE mark required - Complete as appropriate.
- WEEE mark required - Complete as appropriate.
- Is the product suitable for food use? - Complete as appropriate.

- Are assembly/user instructions required? - Complete as appropriate.
- Product weight without packaging (kg) - Provide the weight in kg (numeric).
- Product Dimensions - assembled (cm) - Enter the Height, Width, and Depth (numeric).
- How is the product delivered? - Select from the options, such as, Fully Assembled, Partially Assembled, or Component Form.
- Product Produced in - Select one or more countries as appropriate.
- Product Packed in - Select one or more countries as appropriate.

Process Controls Section

The Process Controls section specifies the process controls which are applied during manufacturing and packing of the product. This section is based on the Food specification's Process Controls section, but has a single combined QCP/CCP table and an additional table for in-house inspection details.

Figure 3–86 CNF Process Controls Page

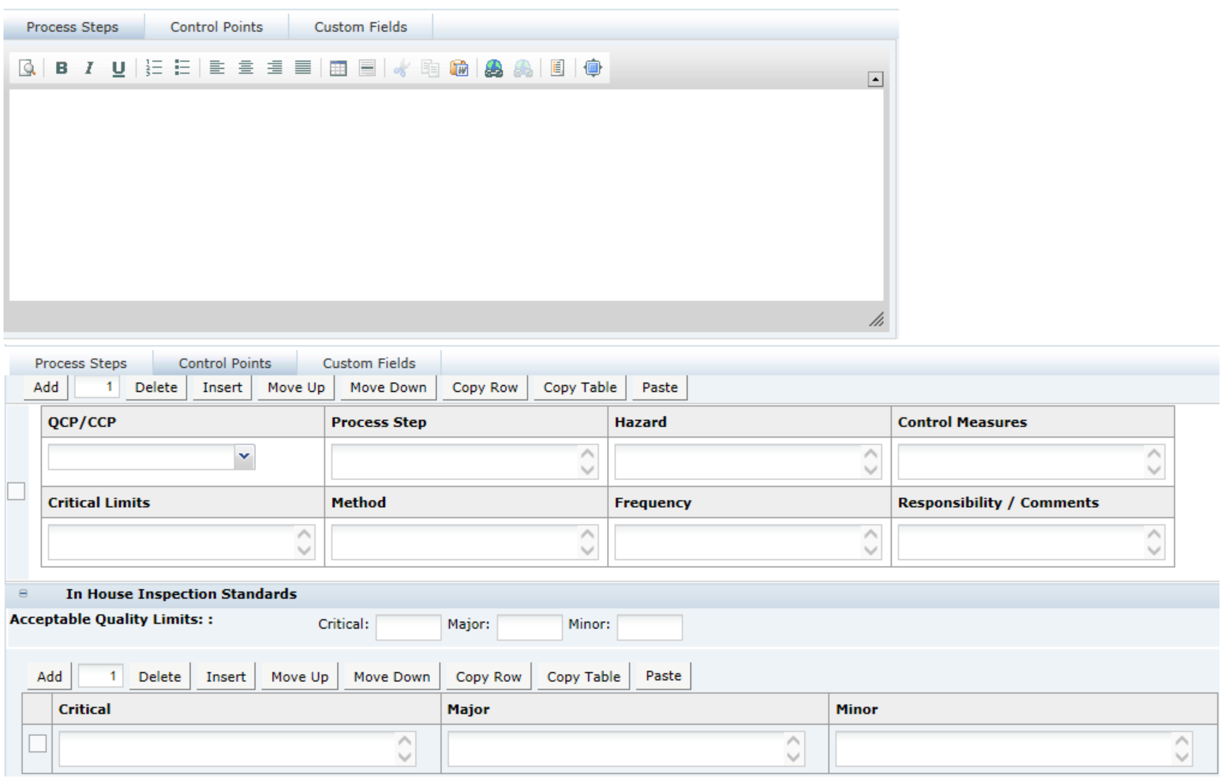


Table 3–68 describes how to use the process controls shown in Figure 3–86.

Table 3–68 CNF Process Controls Page

Process Control	Description
Process Steps	Use to outline process steps, units, operations, and key control points. This rich text field enables formatting to be applied to present the process steps clearly. Highlight the text you wish to apply formatting to and click the appropriate icon from the bar at the top of the field.
Critical Control Points (CCPs) and Quality Control Points (QCPs)	Add sufficient rows to the table for each Critical Control Point and Quality Control Point, using the QCP/CCP pick-list to select the appropriate type. Complete the free text fields for Process Step, Hazard, Control Measures, Critical Limits, Method, Frequency, and Responsibility / Comments.
Acceptable Quality Limits	Use the three numeric fields to record the Acceptable Quality Limits (AQLs) for the product, and use the table to record the standards for the AQLs.

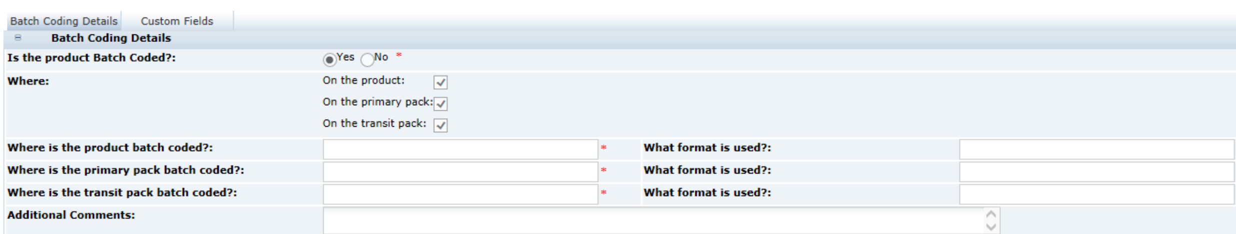
Validation of the Process Control Section

No specific validation is applied to the Process Controls section.

Batch Coding Section

The Batch Coding section is used to describe how the product is coded.

Figure 3–87 CNF Batch Coding Details Page



This page has the following fields:

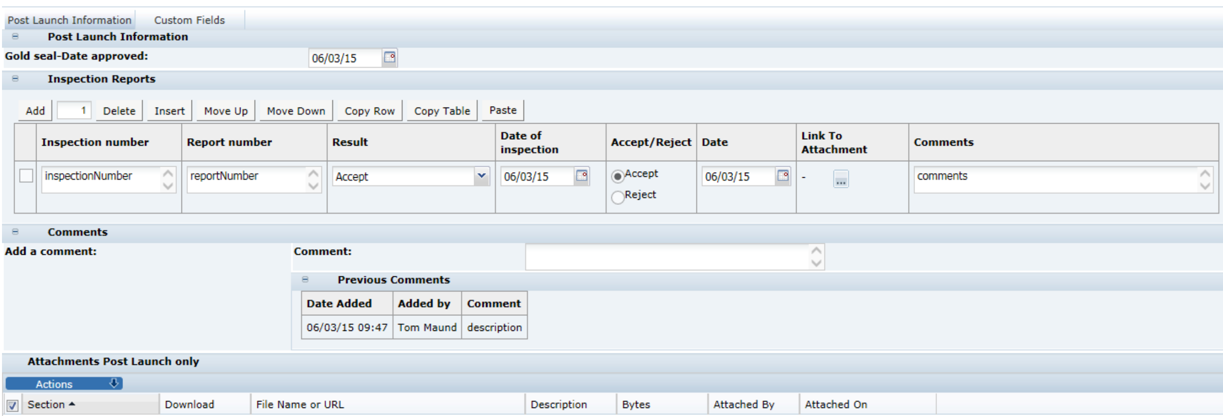
- Is the product Batch Coded? - Select Yes or No.
- Where - Select from the following options:
  - On the product
  - On the primary pack
  - On the transit pack

  This is a multiple selection. For each one selected, additional fields appear asking where it is coded and its format. Deselecting hides the fields.
- Where is the product batch coded and What format is used - These are mandatory fields if the On the product is selected for the Where field.
- Where is the primary package batch coded and What format is used - These are mandatory fields if the On the primary pack is selected for the Where field.
- Where is the transit pack batch coded and What format is used - These are mandatory fields if the On the transit pack is selected for the Where field.
- Additional Comments

Post Launch Information Section

The Post Launch Information section is used to document reports and details of product inspections following production. This section is intended to be used after production has commenced. The section remains editable when the specification is at Active status; attachments may only be attached directly to this section while the specification is at Active status.

Figure 3–88 CNF Post Launch Information Page



This page has the following fields:

- Gold seal date approval - The date of approval of a referenced production sample, editable to retailer users only.
- Inspection Reports:

  This is a table to list the various inspection reports that may exist:

  – Inspection Number - Record any relevant reference number for the inspection, such as the PO number for the product inspected.

  – Report Number - Record any relevant reference number for the report issued.

  – Result - Brief information, such as, Accept, Pending, or Reject.

  – Date of Inspection - Click the calendar icon and select the date.

  – Accept/Reject - Editable to retailer users only.

  – Date - Date of accept/reject. Editable to retailer users only.

  – Link to Attachments - Click the icon to see all attachments linked from this area. All attachments should be uploaded in the attachments section at the bottom of the page.

  – Comments
- Comments:

  An area to add comments about inspections. Once comments are entered, they become read only and are not editable and cannot be deleted. This creates a history of comments.
- Attachments Post Launch Only:

  This is a special attachment manager to allow attachments to be added after the specification has been made active. Attachments may only be added or edited here if the specification is at the status of Active, and will be read-only at any status beyond that (that is, Delisted, Off Range, or Superseded). Attachments added here are not visible in the main attachments section; attachments made to the main attachments section are not visible here.

Packaging Section

The Packaging section specifies the Packaging format and all packaging components and materials used for the product, including the retail pack and any secondary and tertiary packaging. This section is defined per the equivalent section in the Formulated Non Food specification. For more information, see the "Packaging Section" description for the Formulated Non Food Specification section.

Finished Product Standards Section

The Finished Product Standards (FPS) section specifies the finished product standards for the product, including Product Attributes, Physical Product, and Package Standards, and Chemical and Microbiological Standards. This is an optional section. This section is defined as per the equivalent in the Formulated Non Food Specification. For more information, see the "Finished Product Standards Section" description for the Formulated Non Food Specification section.

Other Labelling Copy Section

The Other Labelling Copy (OLC) section captures all on-pack labelling requirements for the product, which have not already been provided in the Components section. Any details entered in this section are passed through to the Pack Copy file, so fields should be left blank if they are not required. This is an optional section. This section is based on the Food specification's OLC section.

Products Tab

This tab captures details of the product names and branding details.

Figure 3–89 CNF Other Labelling Copy Products Page

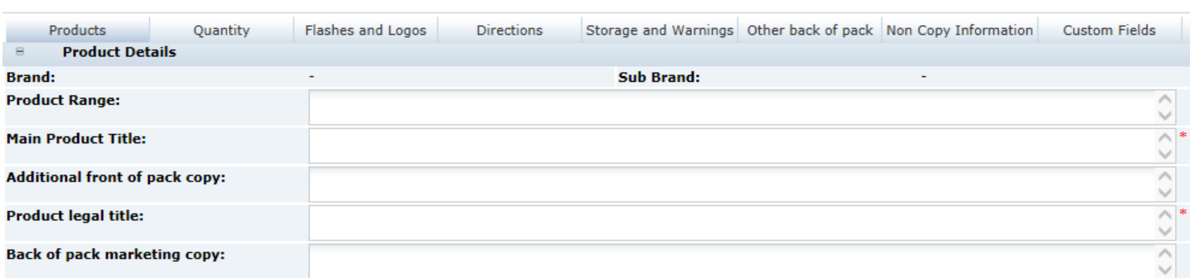


Table 3–69 describes the fields.

Table 3–69 CNF Other Labelling Copy Products Page

Field	Description
Brand	Brand details pulled from the Main Details section of the Specification. This field is read-only, so any amendments must be made in that section.
Sub Brand	Sub Brand details pulled from the Main Details section of the Specification. This field is read-only, so any amendments must be made in that section.

Table 3–69 (Cont.) CNF Other Labelling Copy Products Page

Field	Description
Product Range	Free text field to enter the range description exactly as it will appear on the pack.
Main Product Title	Free text field to enter the name of the product exactly as it will appear on the pack.
Additional Front of Pack Copy	Free text field to enter any additional *fanciful* marketing product descriptor exactly as it will appear on the pack.
Product Legal Title	Free text field to enter the legal/regulated name of the product exactly as it will appear on the pack.
Back of pack marketing copy	Free text field to enter the marketing copy exactly as it will appear on the pack.

Quantity Tab

This tab captures the on-pack quantity declaration for the product.

Figure 3–90 CNF OLC Quantity Page

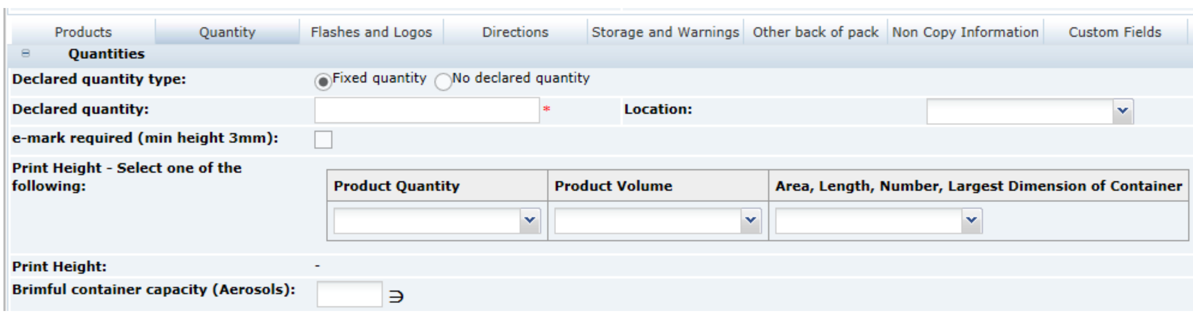


Table 3–70 describes the fields

Table 3–70 CNF Other Labelling Copy Quantity Page

Field	Description
Declared Quantity Type	Available options are Fixed quantity and No declared quantity. If Fixed quantity is selected, the following fields are shown. Otherwise, they are hidden.
Declared Quantity	Enter the actual quantity as it is to appear on the pack. This is a mandatory field.
Location	From the drop-down list, indicate whether the declared quantity is required on the pack and its location.
e-mark Required (min height 3mm)	Single checkbox to indicate if an e-mark is required.
Print Height	Three drop-down lists used to specify the print height required for the net quantity. Select one of the options to calculate the print height.

Flashes and Logos Tab

This tab captures any on-pack icons, logos, claims, flashes, and statements. Complete only the fields which are required on the pack for this product.

Figure 3–91 CNF OLC Flashes and Logos Page

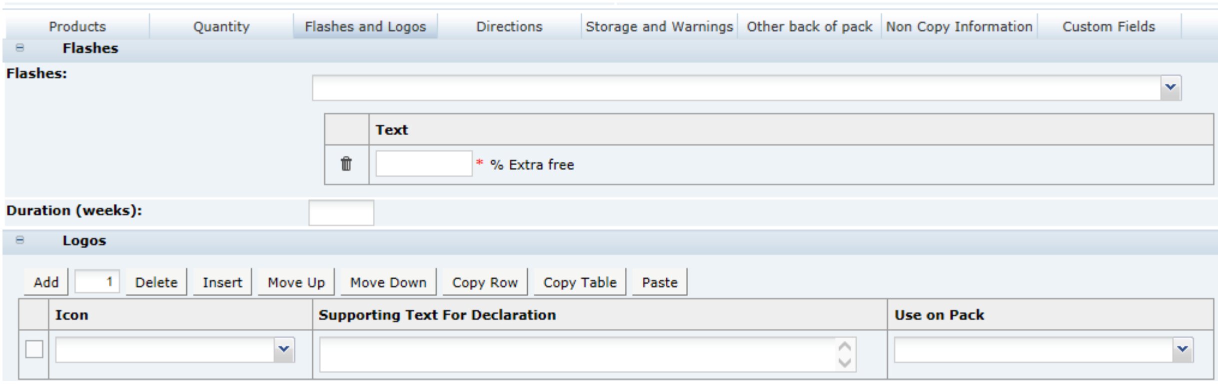


Table 3–71 describes the fields.

Table 3–71 CNF OLC Flashes and Logos Page

Field	Description
Flashes	Select a statement from the list. The selected statement will appear in the table below.
Duration (weeks)	Numeric field.
Logos section	
Icon	Select a statement from the list. The selected statement will appear in the table.
Supporting Text for Declarations	Text field for information that supports the selected icons and flashes.
Use on Pack	Indicates whether this is required on the pack and its location.

Directions Tab

This tab captures details on how the product should be used. Complete only the fields which are required on the pack for this product.

Figure 3–92 CNF OLC Directions Page

Table 3–72 describes the fields.

Table 3–72 CNF OLC Directions Page

Field	Directions
Directions for use	Text field to enter usage information.
Laundry Symbols	Select care symbols from the list.
Laundry Instructions	Select a care instruction statement from the list.

Storage and Warnings Tab

This tab captures any on-pack storage and warning information. Complete only the fields which are required on the pack for this product.

Figure 3–93 CNF OLC Storage and Warnings Page

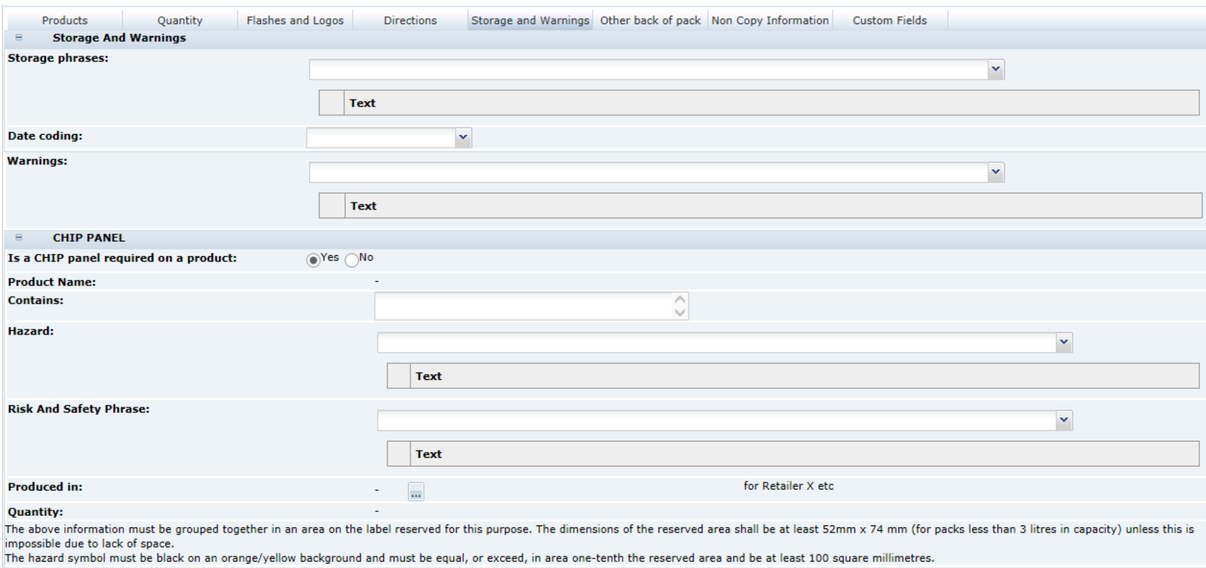


Table 3–73 describes the fields.

Table 3–73 CNF OLC Storage and Warnings Page

Field	Description
Storage Phrase	Select a statement from the list.
Date Coding	Select the format on pack.
Warnings	Select a statement from the list.
CHIP Panel	
Is a CHIP panel required on a product	Available options are Yes and No. If Yes is selected, the following fields are shown. Otherwise, they are hidden.
Product Name	Main Product Title pulled from the Products tab. This field is read-only so any amendments must be made in that tab.
Contains	Provide the name of any hazardous material present.
Hazard	Select a statement from the list.
Risk and Safety Phrases	Select a statement from the list.
Produced In	Select a country from the list.
Quantity	Declared Quantity pulled from the Quantities tab. This field is read-only so any amendments must be made in that tab.

Other Back Of Pack Tab

This tab captures any remaining information which should appear on the pack.

Figure 3–94 CNF OLC Other Back Of Pack Page

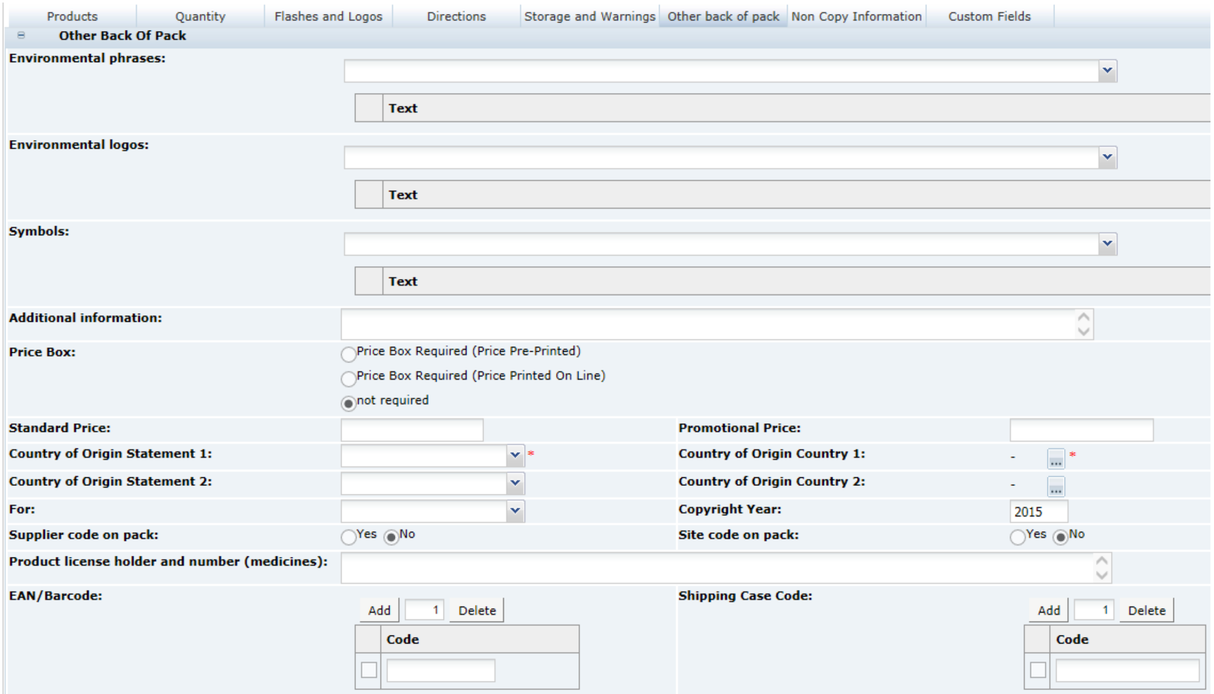


Table 3–74 describes the fields.

Table 3–74 CNF OLC Other Back Of Pack Page

Field	Description
Environmental Phrases	Select a statement from the list.
Environmental Logos	Select a statement from the list.
Symbols	Select a statement from the list.
Additional Information	Free text field to enter any additional information.
Price Box	Default is not required. Select an appropriate option if a price box is required on the pack.
Standard Price	Free text field to enter the price details if applicable.
Launch Promo Price	Free text field to enter the price details if applicable.
Country of Origin Statements	From the Statement drop-down list, choose the applicable on-pack statement. Two statement options are available to accommodate products which require them. From the Country lists, choose the applicable countries. Multiple countries can be selected for each statement. At least one statement/country must be specified.
For and Copyright Year	Select the ownership text required by the retailer, along with the corresponding copyright year if applicable.
Supplier/Site code on pack	Defaults to No. Use to indicate whether the supplier and/or site codes should be included on the pack.
Product Licence Holder and Number (Medicines)	Free text field to enter medicines and licence details.

Table 3–74 (Cont.) CNF OLC Other Back Of Pack Page

Field	Description
EAN/Barcode and Shipping Case Code	These fields contain the product and shipping case barcodes, EAN or UPC codes. The list may be automatically populated when the specification is linked to its Product Record. To add multiple rows to the table, click **Add**. To remove a row, check the box next to the row in the table and click **Delete**.

Non Copy Information Tab

This tab provides instructions and information to the design team regarding printing and design requirements. The information completed in this tab is not intended to appear on the pack itself.

Figure 3–95 CNF OLC Non Copy Information Page

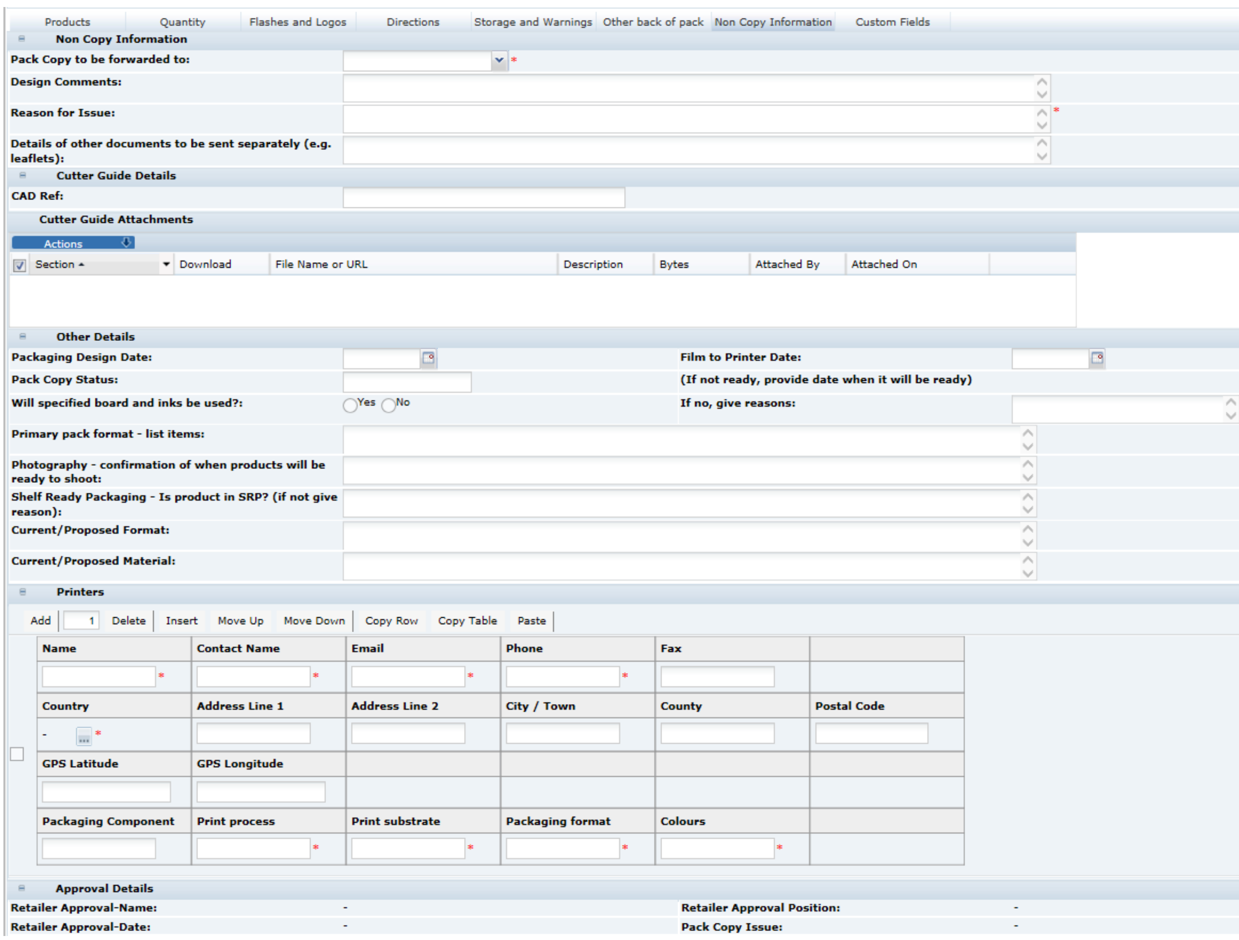


Table 3–75 describes the fields.

Table 3–75 CNF OLC Non Copy Information Page

Field	Description
Details	
Pack Copy to be Forwarded To	This provides the email address to whom the Pack Copy files will be sent for this Specification. Select the required name from the list.

Table 3–75 (Cont.) CNF OLC Non Copy Information Page

Field	Description
Design Comments	Free text field to enter any additional instructions or comments to assist the design team.
Reason for Issue	Free text field to enter details of the reason for generating the Pack Copy files. For example, this information can assist the design team in locating any amendments from a previous version.
Details of other documents to be sent separately	Free text field to enter details of any other printed materials which form part of the product package. These may be sent to the design team separately to the Pack Copy files, such as style guides, sample design package, information leaflets, and so on.
CAD Ref.	Free text field to enter any additional design references.
Cutter Guide Attachments	This is a special area to attach any additional documents which need to be sent to the design team at the same time as the Pack Copy files. The attachments located here are automatically included along with the specification's Pack Copy file when it is generated and sent in email to the design team.
Packaging Design Date	Click the calendar icon to select the planned date for completion of the packaging design.
Film to Printer Date	Click the calendar icon to select the planned date for the film to be delivered to the printer.
Pack Copy Status	This text field can be used to manually record the progress of the creation of the specification's Pack Copy file.
Will Specified Board and Inks be Used?	Indicates the use of master boards in the print process. If No is selected, also provide a Reason in the adjacent field.
Primary Pack Format	Free text field to list the items that make up the primary packaging format.
Photography - confirmation of when products will be ready to shoot	Free text field to enter details of when the products will be available for photographing the pack design.
Shelf Ready Packaging - is product in SRP? (if not give reason)	Free text field to enter details of the product's shelf ready packaging or a reason if there is none.
Current/Proposed Format	Free text to enter details of the current or proposed format used in the packaging design.
Current/Proposed Material	Free text to enter details of the current or proposed material used in the packaging design.
Printers Add sufficient rows to the table to provide details for each of the printers that are involved in printing the packaging for this product. Multiple rows may be added per printer if the printers handle more than one printed component.	
Name	Free text field to enter the name of the printer company. This is a mandatory field.
Contact Name	Free text field to enter the name of the contact at the printer company for this packaging. This is a mandatory field.
Email, Phone, and Fax	Free text fields to enter the email, phone, and fax details for the printer company. Email and Phone are mandatory fields.
Address details	Free text field to enter the address of the printer company. Country is a mandatory field.
Packaging Component	Free text field to enter the name of the printed component.

Table 3–75 (Cont.) CNF OLC Non Copy Information Page

Field	Description
Print Process	Free text field to enter the print process used for this printed component. This is a mandatory field.
Print Substrate	Free text field to enter the type of print substrate for this printed component. This is a mandatory field.
Packaging Format	Free text field to enter the packaging format for this printed component. This is a mandatory field.
Colours	Free text to enter the colors used in the print process for this printed component. This is a mandatory field.
Approval Details	
Retailer Approval Name Retailer Approval Date Retailer Approval Position Pack Copy Issue	These fields are read-only and system-generated when the specification's Pack Copy files are generated.

Validation of the Other Labelling Copy Section

The Specification Validation process will run when using the Validate options from the action menu, or when attempting to progress the Specification to another status. All mandatory fields are indicated by an asterisk.

Project Links Section

This section is defined as per the Food Specification. For more information, see the "Project Links Section" description for the Food Specification section.

Custom Fields Section

This section is defined as per the Food Specification. For more information, see the "Custom Fields Section" description for the Food Specification section.

Attachments Section

This section is defined as per the Food Specification. For more information, see the "Attachments Section" description for the Food Specification section.

Change History Section

This section is defined as per the Food Specification.

BWS Specification

The BWS specification is specifically designed for Beers, Wines, Spirits, and related alcoholic beverages. The majority of the sections are the same as those sections used within the Food Specification.

The following sections are contained in the BWS specification:

- Main Details Section
- Product Characterisation and Composition Section
- Allergy and Dietary Advice Section

- Finished Product Standards Section
- Storage Section
- Process Controls Section
- Packaging Section
- Other Labelling Copy Section
- Project Links Section
- Custom Fields Section
- Attachments Section
- Change History Section

All these sections are the same as the equivalent sections within the Food Specification, with the exception of the Product Characterisation and Composition section, which is specific for BWS products.

The Other Labelling Copy Section is the same as the Food Specification Other Labelling Copy except that it does not have the Country of Origin fields as these are replaced by the Country of Origin fields in the Product Characterisation and Composition section. The Food Specification's Nutrition section may be optionally added, if required.

The following section describes the details of the Product Characterisation and Composition sections. For all other sections, refer to "Food Specification".

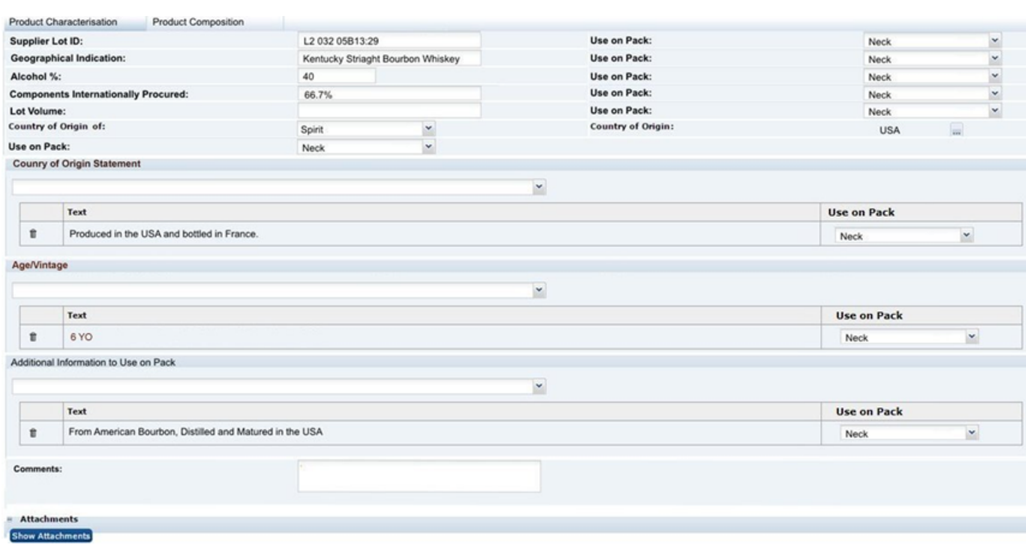
Product Characterisation and Composition Section

This section is made up of three tabs or pages:

- Product Characterisation
- Product Composition
- Custom Fields

Product Characterisation

Figure 3–96 BWS Specification Product Characterisation Page



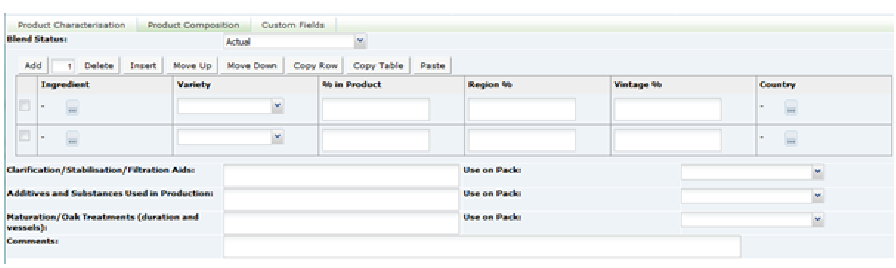
The fields on this tab are all used within the Pack Copy file that is produced by the specification. Table 3–76 describes the fields.

Table 3–76 BWS Specification Product Characterisation Page

Field	Description
Supplier Lot ID	Free text field for the lot ID to be pre-printed on labels.
Use on Pack	Fields with this label are used alongside each of the Pack Copy fields in this section. It is used to tell the artwork designer where the associated field data is to be printed.
Geographical Identification	Free text field used for any geographical identification that is to be printed on the label.
Alcohol %	Numeric only field used to declare the Alcohol content on the label.
Components Internationally Procured	Free text field used for any declaration required regarding internationally-procured components.
Lot Volume	Free text field used for a declaration of the volume of the lot.
Country of Origin of Country of Origin	These two fields are used to define the wording of a country of origin statement of the type: Country of Origin of Spirit: USA
Country of Origin Statement	This field is used to build complex Country of Origin Statements that are required, but that have the basic structure predefined. The field is used by selecting a base statement where additional text may be added in text boxes that are included or Countries may be selected where {c} appears within the text.
Age / Vintage	This field is used for the create age or vintage statements using a predefined structure. The field is used by selecting a base statement where additional text may be added in any text boxes that are included.
Additional Information to Use on Pack	This field is used for other statements using a predefined structure. The field is used by selecting a base statement where additional text may be added in any text boxes that are included.

Product Composition

Figure 3–97 BWS Specification Product Composition Page



This section is used to define the composition of the product, with a simple table to list the ingredients used and their properties and percentages. The system does not do any calculations or validations on the composition such as the Food Recipe, but is used simply to record the details. Above the composition table, there is a single drop-down field to define the Blend Status.

Table 3–77 describes the columns in the Composition table.

Table 3–77 BWS Specification Product Composition Page Columns

Column	Description
Ingredient	The ingredient names are selected from a glossary of ingredients. Clicking the selector opens a pop-up box where the different ingredient names are listed by ingredient type. The search box may be used to search for a specific ingredient.
Variety	Drop-down selector used to define the variety of the ingredient that is chosen.
% in Product	Free text field used to define the percentage of the chosen ingredient in the product.
Region %	Free text field used to specify the percentage of specific regions from which the chosen ingredient is from, if relevant.
Vintage %	Free text field used to specify the percentage of specific vintages from which the chosen ingredient is from, if relevant.
Country	Multi-select field used to specify the countries from which the ingredient is sourced.

The Composition table is followed by additional fields that are used on the Pack Copy. Table 3–78 describes these fields.

Table 3–78 BWS Specification Product Composition Page Additional Fields

Field	Description
Clarification/Stabilisation/ Filtration Aids	Free text field used to define any such aids that have been used in the production that are required to be declared.
Additives and Substances Used in Production	Free text field used to define any additives or substances used in production that are to be declared.
Maturation/Oak Treatments (duration and vessels)	Free text field used to define any maturation or treatments used that are to be declared on the label.
Comments	Free text field used to add any additional comments required regarding the Product Composition.

Custom Fields

A Retailer may add some additional Custom fields that are required for the Product Characterisation and Composition section. These Custom fields will appear in this tab. If no Custom fields are set up, the tab is not seen.

4

Produce Specifications

Produce Specifications are for products that have not been processed (except for, perhaps, washing or cutting) and are sold fresh in a store. These types of products are typically supplied by a number of different suppliers to the same specification, often seasonally being supplied from different countries. Examples of the type of products specified using the Produce Specification are fruit and vegetables, fresh meats, eggs, flowers, and so on.

The workflow and access permissions are different from the specifications used for processed foods and non-foods.

The Produce Specification is typically written by the Retailer (although there is an option for a Supplier to draft the document on behalf of the Retailer) and is then issued to a number of different Suppliers. The specification defines the requirements of the product, with details such as the required sourcing of the product, the required properties of the product (such as, size, level of ripeness, amount of fat, and so on), and allowable defects levels. Each of the Suppliers is then required to accept or sign up to this specification prior to supply.

Once issued, the specification may additionally be issued to new suppliers or may be withdrawn from some of the suppliers as the business develops.

The specification may be updated if there are changes to the requirements, thereby creating new versions, which in turn need to be accepted by the Suppliers.

On accepting or signing up to the Retailer's specification, the Supplier is taken through the process of creating a Product Record, which is specific to their supply of the product. This Product Record is then used to record certain of the Supplier specific information that is required to be recorded for the Retailer.

Similar to Food Specifications, the Produce Specification may be used for Pre-packed products or Counter sold products.

As with processed product specifications, the Produce Specification takes on a number of statuses during the general workflow. Table 4–1 describes the statuses.

Table 4–1 Produce Specification Status

Status	Description
Draft	The creation of the specification may be initiated by the Retailer or by a Supplier when requested. At this stage, it has the status of Draft. It may only be visible to one Supplier at a time and will be visible to the Retailer users (depending on their permissions level) as soon as it is created and saved. **Note:** The Supplier cannot choose which Suppliers the specification is to be issued to, nor can it issue the specification. When the specification is ready to be issued to Suppliers, its status can be moved to Approved by the Retailer by completing the approval process. The specification may be used to generate a Pack Copy to issue to an artwork designer in the same way as the processed product specifications. The action of sending the Pack Copy may be done from this status by a Retailer user. At this status, all parts of the specification are editable.
Draft - Pack Copy Sent	If the specification is to be used to issue a Pack Copy to an artwork designer, a Retailer User will do this and the specification then has the status of Draft - Pack Copy Sent. At this status, the Nutrition Section and Other labelling Copy or Counter ticket sections are locked and cannot be altered. The specification may be returned back to Draft if the Pack Copy fields require amendment and the Pack Copy document reissued. When the specification is ready to be issued to Suppliers, its status can be moved to Approved by the Retailer by completing the approval process.
Approved	Once the specification is issued to Suppliers, it has the status of Approved. It is visible to all the Suppliers' sites issued to and all Retailers users with the appropriate permissions. The specification is read-only except for some specific fields. A new version may be created for specification changes, which once approved cause the current specification to be automatically archived (on the effective date). It is possible at this status to send the Pack Copy, if it is required to send it to another artwork designer to create artwork for another supplier.
Archived	When a new version is created and approved, the previous version is set to Archived. Alternatively, when a specification is drafted, the Retailer may choose to set an Effective To date. On this date the Approved specification is automatically set to Archived. If a new version of a specification is not to be set up and the product is withdrawn from sale, the Retailer may manually set the specification to Archived.

Produce Specifications are accessed from the Product menu.

Figure 4–1 Product Options

Clicking on the option shows a list of all Produce Specifications on the system, with the following columns:

- Spec Name
- Spec No
- Version
- Status
- Effective From Date
- Effective To Date
- Technologist

As with other records, alternative list views exist, such as grouping all Approved specifications by Technologist.

From this list view, a new specification may be created by selecting New Produce Specification from the Actions menu.

To create the specification, the user selects whether the specification is for a Pre-Packed product or Counter product. The user also selects the legislation that the product is to be sold under. During this creation process, the user has an option to copy an existing specification to use as the basis of the new one or to create a new blank document.

The Produce Specification has the following sections:

- Main Details
- Product Requirements
- Product Standards
- Storage
- Other Labelling Copy
- Nutrition
- Supplier Information
- Project Links
- Custom Fields
- Attachments
- Change History

The Pre-Packed Food Produce Specification has an additional section called Other Labelling Copy. The Counter specification has an additional section called Counter Ticket.

The Counter Ticket, Project Links, Custom Fields, Attachments, and Change History sections are identical to the equivalent sections in the Food Specification. For more information, see Chapter 3.

As with the processed specification, it is possible to have multiple sections of any of these types by adding a section through the Action menu and selecting the section type.

Header

Each section has a common header at the top with the basic information about the specification.

Figure 4–2 Produce Specification Header

Table 4–2 describes the fields.

Table 4–2 Produce Specification Header

Field	Description
Specification Name	The specification name is to be sufficiently precise to enable the Product to be identified by both the Supplier and other Retailer users, and to distinguish it from other similarly-named products.
Specification Number Version Status Specification Type Issued Date	All these fields are automatically populated by the system. The Issued date is the date the specification is set to Approved and is blank prior to Approval.

Main Details

Main Details is split up into field sets.

Specification Drafted By

Figure 4–3 Produce Specification Drafted By Field Set

If the Retailer wishes to collaborate with a Supplier in the drafting of the specification, a Supplier can be selected here. Only one supplier can be selected. The Supplier will then be able to see the specification and carry out edits. If the Retailer wishes to switch who they are working with on the specification, the Retailer can select another Supplier here. Doing so makes the specification visible to the new supplier and removes visibility from the previous supplier.

If a Supplier creates the draft specification, the Supplier name is automatically selected in this field.

Where Sold

Figure 4–4 Produce Specification Where Sold Field Set

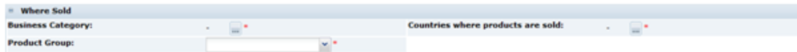


Table 4–3 describes the fields.

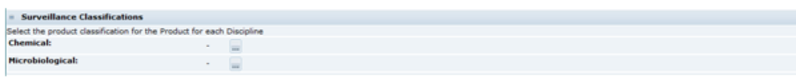
Table 4–3 Produce Specification Where Sold Field Set

Field	Description
Business Category	This is the commercial category in which the product is sold.
Countries where products are sold	A list of countries where the product is intended to be sold.
Product Group	Select the Technical classification of this product, for example, Brassicas, Top Fruit, Poultry, and so on.

Surveillance Classifications

Select the surveillance classification of the product, which defines the type of testing that may be conducted by the Retailer during routine surveillance or quality monitoring.

Figure 4–5 Produce Specification Surveillance Classifications Field Set



Key Dates

Figure 4–6 Produce Specification Key Dates Field Set

Table 4–4 describes the fields.

Table 4–4 Produce Specification Key Dates Field Set

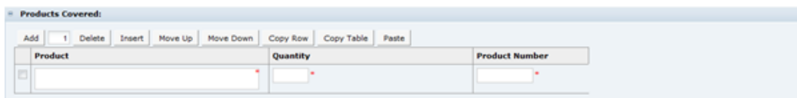
Field	Description
Effective From Date	This is the date from which the specification is to be effective. This field is mandatory to set the specification to Approved. If this specification is a new version of an existing Approved specification, this is the date that the previous version is to automatically be set to Archived. **Note:** If a new version of an existing Approved specification is approved with a future Effective From date, it will appear that there are two Approved specifications on the system for the same product until that date. Users should therefore check this field to see which is effective at the time. This date is shown in any list views of Produce Specifications.

Table 4–4 (Cont.) Produce Specification Key Dates Field Set

Field	Description
Effective To Date	This field is optional. A date may be entered here if the product is not expected to be sold continuously and the date that the product is to be withdrawn from sale is known. On this date, the specification is automatically set to Archived by the system. This field may be modified after the Specification has been approved and issued, thereby forcing it to be archived at the new date.

Product Covered

Figure 4–7 Produce Specification Product Covered Field Set



The Specification may apply to a number of different products, for example, Golden Delicious apples may be sold to the same specification and standard in difference size bags and in boxes where customers serves themselves or Steak from different regions may be sold to the same base specification, but with different labels with the region as a selling point.

Rows are added to this table and completed to list all these different variants. If required, additional sections may be added in order to have specific sections for each product variant, such as, Other Labelling Copy sections for each different label.

A Supplier or a specific Supplier's site may not necessarily supply each variant, so when accepting the specification, the user is asked to choose which Products they are to supply, and only those products will be included in their Product Record.

Brand Details

Figure 4–8 Produce Specification Brand Details Field Set

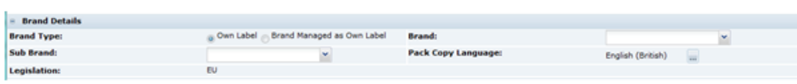


Table 4–5 describes the fields.

Table 4–5 Produce Specification Brand Details Field Set

Field	Description
Brand Type	Indicates whether the product is a Retailer's own brand or an manufacturer's brand that is treated as though Own Brand.
Brand	Where Brand Type is set to Own Label, the specific Retailer's brand name. For some Retailers, there may only be the one option in the selector; loose product may not be branded at all. If Brand Managed as Own Label is selected in the Brand Type, this field is free text and is to contain the manufacturer's brand name as it appears on the label.
Sub Brand	For Retailers that have various sub-brands for their own label.

Table 4–5 (Cont.) Produce Specification Brand Details Field Set

Field	Description
Pack Copy Language	The language to be used on the label. This defaults to the language of the user who created the specification. If changed, the system requires the user to save and close the specification and then reopen it to continue. This enables the system to update the specification accordingly.
Legislation	This is the legislation chosen when the specification was created. This cannot be changed.

Sites

The Retailer lists all the sites that are to supply the specified products. The Supplier drafting a specification may not complete this section and cannot see this list even when the specification is set to Approved. This is to maintain the confidentiality of who is supplying the product.

Specification History

The Specification History is blank in a new Specification, including when a copy is made from an existing Specification. Use **Add** and **Delete** to make changes to the table each time updates are made to the Specification. This assists other users when they review the Specification.

It is good practice to update the table when a specification is being updated. This gives more visibility to changes being made, in addition to Change History. The specification retains the same version until after Active and a New Version is created.

In a New Version of a Specification, the Specification History from the previous version is copied and locked. Start adding new entries to the table to record updates to this version.

Figure 4–9 Produce Specification History Field Set

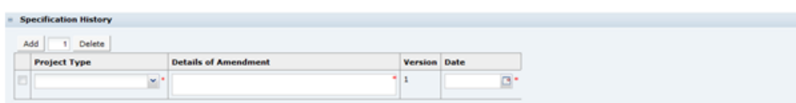


Table 4–6 describes the fields.

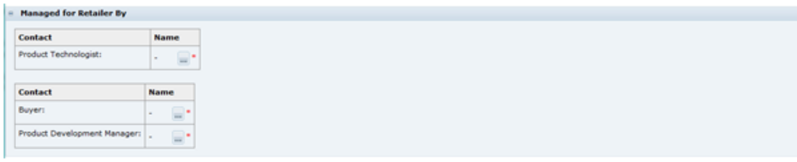
Table 4–6 Produce Specification History Field Set

Field	Description
Project Type	Represents the reason for work being carried out on the Specification.
Details of Amendment	Provide a description of the updates made to the Specification on this occasion, for example: Amended size requirements and defects tolerances.
Version	The current Specification version, set automatically by the system.
Date	The date the current updates are completed.

Managed for Retailer By

The Retailer contacts for the product are recorded here in the Produce Specification, rather than the Product Record.

Figure 4–10 Produce Specification Managed for Retailer By Field Set



Produce Specification Approved By

The fields are automatically populated by the system when the Specification is set to Approved by selecting Change Status and Exit and then Set to Approved actions.

Figure 4–11 Produce Specification Approved By Field Set

A declaration of conformity to which the Supplier is agreeing to during the acceptance of the Specification.

Product Requirements

Product Requirements is split up into field sets.

Product Sourcing

This table has an entry for each ingredient of the product, although in most cases there is only one. If more than one ingredient entry is required, add the number of rows needed.

Figure 4–12 Produce Specification Product Sourcing Field Set

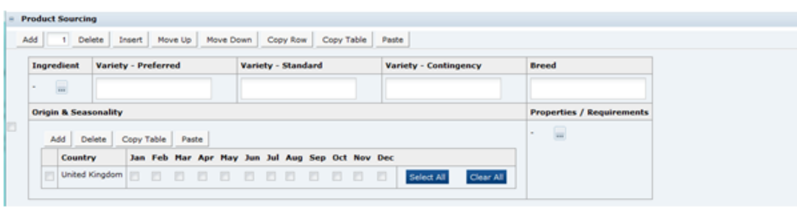


Table 4–7 describes the fields.

Table 4–7 Product Specification Product Sourcing Field Set

Field	Description
Ingredient	Select from a glossary of ingredient names. **Note:** This glossary is similar, but different from the one used in the Food specification.
Variety - Preferred Variety - Standard Variety - Contingency	For grown products, the various variety options are added here.
Breed	For meat products, the acceptable breeds to be used are entered here.

Table 4–7 (Cont.) Product Specification Product Sourcing Field Set

Field	Description
Origin & Seasonality	Click **Add** to add each country where the product is to be sourced from. Check the relevant checkboxes to indicate which months of the year the product is sourced from that country.
Properties / Requirements	List the relevant properties or requirements for the product to be supplied, for example, Outdoor reared, Organic, Class 1, and so on.

Packaging Requirements

Any specific packaging requirements that the supplier must comply with are recorded in this table.

Table 4–8 Produce Specification Packaging Requirements Field Set

Field	Description
Product	If there is more than one product listed in the Product Covered table, for each row, list which products the requirement applies to.
Component	Choose the component that the requirement refers to.
Specification	The required specification for the component.

Tray End Label Requirements

A list of the required information to be included by the supplier on the label of the trays or cases in which the product is supplied.

Figure 4–13 Produce Specification Tray End Label Requirements Field Set

Product Standards

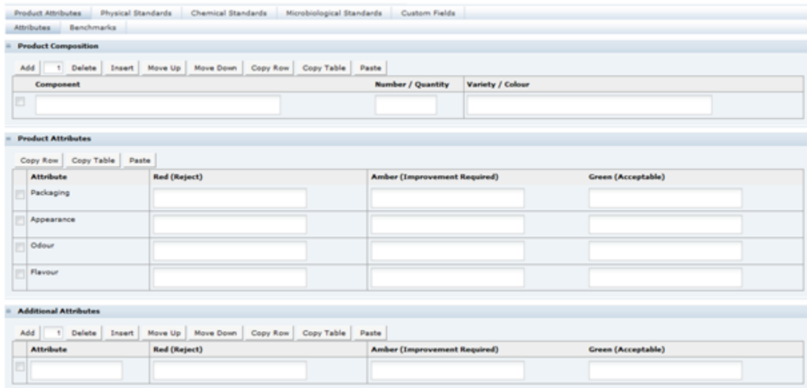
The Product Standards section specifies the standards for the product to be supplied to, including Product Attributes, Physical Product and Package Standards, Defect Tolerances, and Chemical and Microbiological Standards. The section is made up of five subtabs.

Product Attributes

This subtab has two pages.

Attributes

Figure 4–14 Produce Specification Attributes Page



Product Composition

If the product is made from a number of components, for example, a bouquet of flowers, this table is used to list the components and provide details of the quantity and variety or color of each of those components.

Product Attributes

Enter all the qualitative attributes for the predefined attributes. Following are the typical classifications for Green, Amber, and Red:

- Green: The standard/desirable attributes for the product.
- Amber: The attributes for the product with some level of defect. Severity requires product to be monitored, but not rejected.
- Red: Product attributes which cause the product to require rejection.

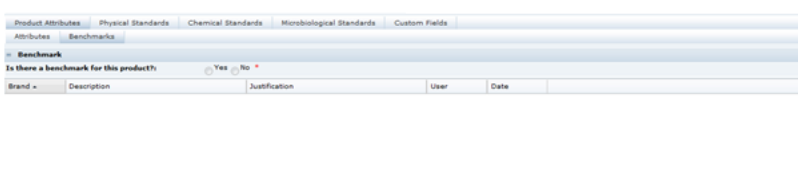
Additional Attributes

Enter the qualitative attributes for any specific product attributes relevant to the product being specified.

Benchmarks

Answer if there is a quality benchmark for this product. If Yes, provide the Brand and Product Description of that benchmark and a justification for selecting that benchmark. If the answer is No, provide the justification or reason for there being no quality benchmark.

Figure 4–15 Produce Specification Benchmarks Page



Physical Standards

Physical Quantitative Standards

List all the measurable standards that are to be applied to the product. Add sufficient rows to have a row for each standard.

Figure 4–16 Produce Specification Physical Quantitative Standards Page

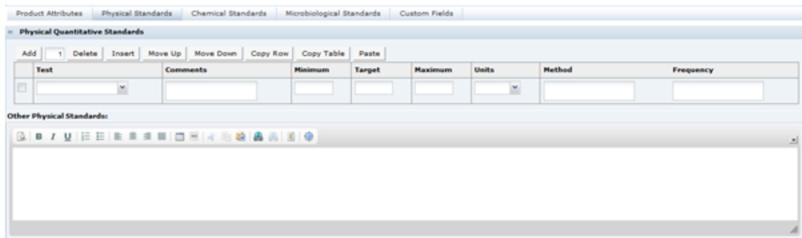


Table 4–9 describes the fields.

Table 4–9 Produce Specification Physical Quantitative Standards Page

Field	Description
Test	A drop-down list of the different tests that may be applied.
Comments	This field may contain a comment to narrow the details of the test chosen in the previous column. For example, for Cauliflowers, the test selected may be Weight, and in the comments, the clarification may be provided that the weight applies to the heart of the cauliflower after removal of the leaves.
Minimum, Target, and Maximum	The units of measure.
Units	The target and limits of the property being specified.
Method	The method to be used to test the parameter.
Frequency	The frequency when the Retailer expects the product to be tested.

Other non-measurable standards or descriptions are included in the Other Physical Standards text box below the table.

Defects

A list of the likely defects for the product are detailed here, such as, bruising or harvest damage, with descriptions of the defect and the tolerable level of those defects. Add sufficient rows to list all the defects to be specified.

Figure 4–17 Produce Specification Defects Fields

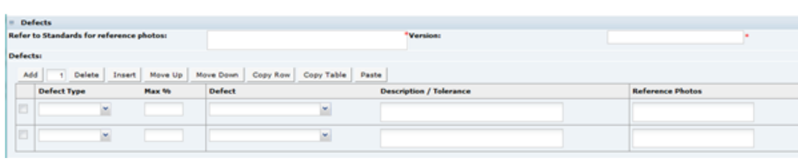


Table 4–10 describes the fields.

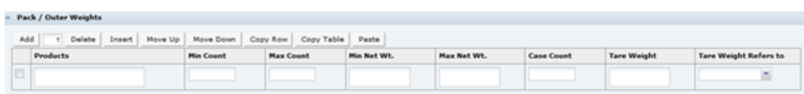
Table 4–10 Produce Specification Defects Fields

Field	Description
Refer to Standards for Reference photos	A reference to any photo standards documents that apply to the product.
Version	The version of the photo standards being referenced
Defect Type	Many Retailers define Produce defects into Minor, Major, and Critical (or Unacceptable). Select the classification for this defect.
Max %	Provide the Maximum percentage of products with this defect that will be tolerated.
Defect	Choose the defect from the drop-down list.
Description / Tolerance	Provide a more detailed description of the defect and details of the tolerance of that defect at the level shown. For example, with a bruise defect, the number of bruised items acceptable is provided in the Max %, but the tolerable size of that bruising may also be specified here.
Reference Photos	Give details of any reference photographs to demonstrate acceptable or unacceptable visual defects.

Pack / Outer Weights

This table is used to specify the minimum and maximum count, net weight, or case weights for the product. If there is more than one product listed in the Product Covered table, add rows for each and list the products in the Products column which the weights or quantities apply to in that row.

Figure 4–18 Produce Specification Pack/Outer Weights Fields



Custom Fields

A Retailer may add some additional Custom fields that are required for the Product Standards section. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not shown.

Storage

This section is split up into field sets.

Storage Details

Figure 4–19 Produce Specification Storage Details Field Set

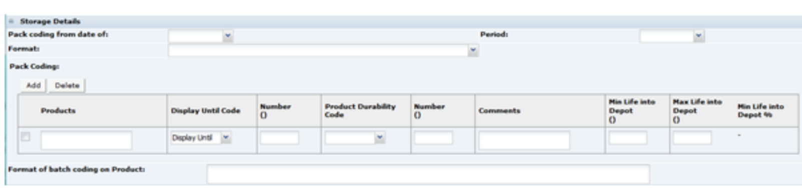


Table 4–11 describes the fields.

Table 4–11 Produce Specification Storage Details Field Set

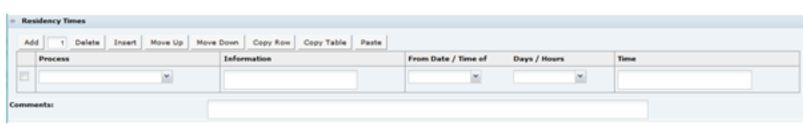
Field	Description
Pack Coding from Date of	Select the process stage from which pack coding is applied.
Period	Select the time period which is applied to the pack date coding, for example, hours, days, and months.
Format	Select the format in which the Date Coding will be applied to the package.
Pack Coding	List the products that a row applies to in the Products column. Select the Display Until Code statement, then complete the Number of hours, days, weeks or months which will be applied. Repeat the above details for the Product Durability Code. Additional rows may be added to the table if different date coding parameters could be applied under different circumstances, for example, for weekend production runs. Use the Comments field to indicate the reason for each parameter. Enter the maximum and minimum amount of the product life left when delivered to depot. The system calculates the %life into depot from the Min Life Into Depot and Display Until Number or, if blank, the Product Durability Code Number.
Format of Lot Code on Product	Free text field to enter details of the on-pack lot coding method, including an example code and how this is deciphered.

Residency Times

This table is used to specify the maximum or minimum times that a product should reside in any intermediate state before dispatch to the Retailer. For example, minimum storage of carcases prior to butchering for aging purposes, or maximum time produce should be held in the field after harvesting before being chilled. A row for each critical stage of the process should be provided.

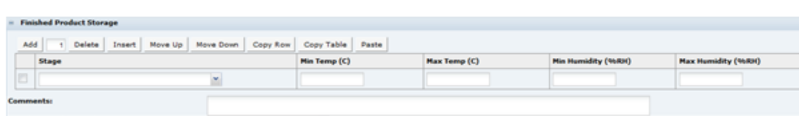
Use the free text Comments field to enter any additional relevant details.

Figure 4–20 Produce Specification Residency Times Field Set



Finished Product Storage

Figure 4–21 Produce Specification Finished Product Storage Field Set



Add sufficient rows to the table to accommodate any storage requirements of the finished packaged product.

For each Stage, enter the minimum and maximum temperature of storage, and the minimum and maximum humidity of the storage area.

Use the free text Comments field to enter any additional relevant details. In the Retailer Distribution Chain, enter the distribution chain into which the product is delivered.

Custom Fields

A Retailer may add some additional Custom fields that are required for the Storage section. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not shown.

Nutrition

The Produce Nutrition section is identical to the Nutrition section in the Food specification. The configuration is separate from the Food Nutrition configuration and so the options may be slightly different.

Other Labelling Copy

The Produce Other Labelling section is very similar to the equivalent Food section. There are a small number of minor differences.

Quantity

There is no Drained Weight field in the Produce Specification, as this only applies to processed products.

Cooking & Prep

There is only a single preparation free text field, rather than all the different types of cooking methods in the Food Specification. There is also no cooking warnings field.

Recipe & Serving

There is no equivalent section in the Produce Specification, but the Recipe suggestions field is included in the Cooking & Prep tab.

Storage

There are no Defrosting Guidelines, and Durability Coding is moved to the Additional tab.

Additional

There is an additional table named Pre-Printed Headings (Front of Pack). This table is used to instruct the artwork designer to leave spaces on the artwork for the packer of the product to ink-jet specific information on each pack.

Figure 4–22 Produce Specification Pre-Printed Headings Field Set

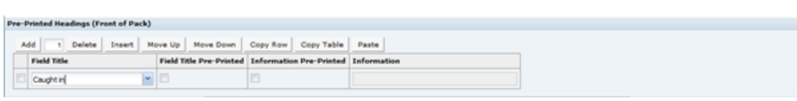


Table 4–12 describes the fields.

Table 4–12 Produce Specification Pre-Printed Headings Field Set

Field	Description
Field Title	The name of the detail to be completed by the Supplier. For example, pre-packed fish that is supplied from different catch areas. The Supplier will ink-jet on the labels Caught in xxxxx, where xxxxx may be the different seas where the fish may be caught.
Field Title Pre-Printed	This checkbox is checked if the artwork is to include the field title. In the above fish example, if this box is checked then the label may include an area for Caught in xxxxx. If the checkbox is left unchecked, the label may include a reserved area to take the whole text to be printed on-line.
Information Pre-Printed	If this checkbox is checked, the artwork is to include the pre-printed text in the Information column. In the above example, if this field is checked and the information contains the words, the Indian Ocean, the artwork includes: Caught in the Indian Ocean
Information	The information to be printed. In the above example, the Indian Ocean.

Supplier Information

As the Supplier accepts the Approved Specification, details of the acceptance are recorded in the Supplier Information section. The Retailer user responsible for the Produce Specification may enter this section to see the following details:

- Supplier Name
- Site Name (the sites accepted for)
- Site Code
- Accepted Date
- Accepted By (the user accepting on behalf of the Supplier)
- Product Code (the Product Number identifier)
- Status (of the Product Record)

If a Supplier or Site is not listed, the product has not yet been accepted for that Supplier or Site.

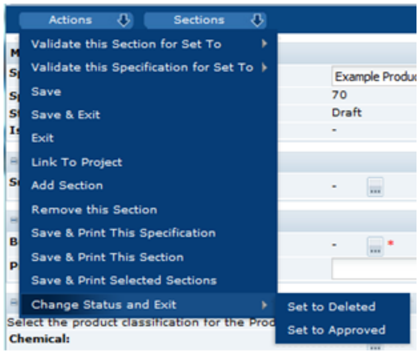
The following sections are identical to the equivalent sections detailed in the Food specification:

- Counter Ticket
- Project Links
- Custom Fields
- Attachments

Approving the Produce Specification

When a Retailer has completed drafting a Produce Specification, to make it visible to the chosen Suppliers, the specification has to be set to Approved. This is achieved by selecting Change Status and Exit in the Actions menu of the Specification and then Set to Approved in the sub-menu.

Figure 4–23 Produce Specification Approval Options



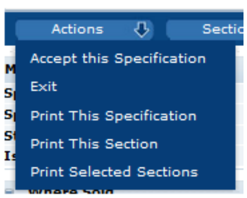
The system carries out certain validation checks. If these validation checks are passed, the user is asked to complete their approval details. The Specification will then be visible to all the Suppliers' sites listed in the Main Details section.

Accepting the Produce Specification

During the acceptance process followed by the Supplier user, a Product Record has to be created for that Supplier/Produce product. This Product Record has additional fields over the Product Record for processed products that are required to be completed by the Supplier. To accept the specification issued by the Retailer:

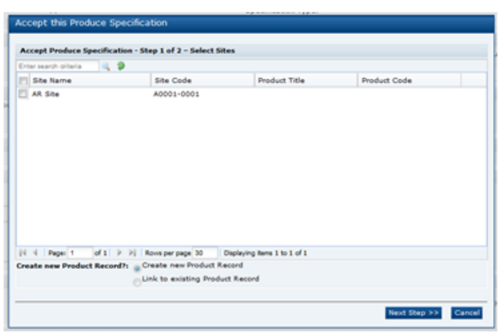
1. Within the specification Action menu, select the Accept this Specification option.

Figure 4–24 Produce Specification Acceptance Option



The Accept this Produce Specification dialog box appears.

Figure 4–25 Accept this Produce Specification Step 1 of 2 Dialog Box



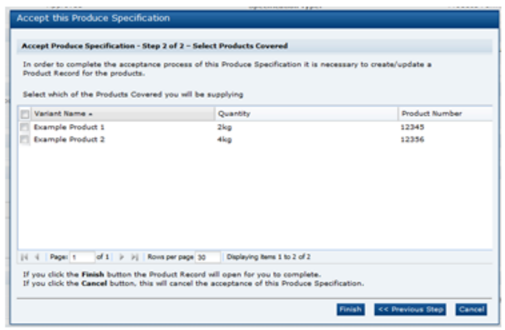
The Sites that the specification applies to are listed. The user can only see the Sites listed that the user's permissions allow the user to access.

2. Select which Sites you are accepting the specification for by checking the checkboxes beside the relevant Sites listed.

If this is a version 1 specification or the first time this Supplier has been asked to accept the specification and therefore a previous Product Record has not been created, you need to ensure that **Create new Product Record** is selected in the lower half of the dialog box. If this acceptance process is being completed as an acceptance of changes to a specification that had previously been accepted and a Product Record already exists for this product, select **Link to existing Product Record**.

3. Click **Next Step >>**. The dialog box is updated.

Figure 4–26 Accept this Produce Specification Step 2 of 2 Dialog Box

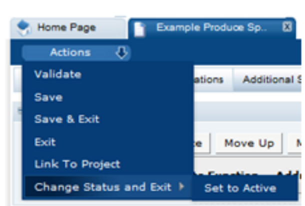


4. Select the products by checking the checkboxes next to the relevant product names.
5. Click **Finish**.

   In the main Oracle Retail Brand Compliance Management Cloud Service window a new Product Record is created, with the Sites and Products already selected.

6. To complete the acceptance of the Produce Specification, the Product Record has a tab or page named Additional Supplier Information that is required to be completed. The Product Record may be saved without completing the data, but it will only be saved as Draft. The Product Record may then be edited at a later date, if preferred, and then set to Active by selecting Change Status and Exit in the Actions menu and then Set to Active in the sub-menu.

Figure 4–27 Complete Produce Specification Acceptance Option



Note: The acceptance of the Specification is not completed until the Product Record is set to Active. If a Supplier were to close the Product Record without saving when it was first created, the acceptance process would be cancelled and would need to be started again. If the Product Record is saved as Draft, the acceptance process is not complete and the Retailer sees the specification as being unaccepted until the Product Record is set to Active.

Additional Supplier Information

This section is specific to the Produce Product Records only. Table 4–13 provides the details of the fields that need to be completed prior to the Product Record being set to Active.

Table 4–13 Produce Specification Additional Supplier Information Fields

Field	Description
Secondary Sites	If there are any secondary sites that are required to be recorded regarding the packing of the product, they are to be recorded here. For example, if a product was cleaned or butchered at one site and then transferred to another site for final packing, either of these pre-packing sites would be secondary sites. If the secondary site is registered on the system. it may be selected using the Select button. If not, click **Add** and the following fields are provided in the table: ■ Site Code ■ Site Name ■ Site Function ■ Address fields
Supplier Contacts	Click **Add** to select who is to be the Contact at the Supplier for this product and the sites listed. **Note**: The persons listed are those users that are set up as Supplier Spec Admin contacts. If the person required is missing, the Supplier needs to update their Contacts accordingly to make sure the person is set up correctly.
Post-Harvest Treatments	This table is used specifically for the Supplier to record any chemical treatments that are applied to the produce after it has been harvested. For example, sprout inhibitors used on potatoes. Click **Add** and provide the details of the function and the actual chemicals used.
Gower List Details	A Retailer normally requires a list of the growers or farms to be supplied. Typically, this is done through the Site Record. Answer the Has the Grower's List been attached to the relevant Site Record/s question. If the answer is Yes, select the site where the details have been recorded. If No, provide further information in the Comments field.
Process Control Details	As with the Growers list, the same applies to the Process Details. Answer the Have details of the Process Controls been attached to the relevant Site Record/s question.
Countries of Origin Utilised	The Supplier is required to list the countries where they obtain the product that they are supplying. Click the selector button. The list shown are only the countries that were listed in the Product Requirements section of the Produce Specification. If the country being used is not in that list, the Supplier needs to contact the Retailer to discuss whether the Produce Specification needs to be updated or whether the country is not approved to supply.
Allergen Information - answer all questions	

Table 4–13 (Cont.) Produce Specification Additional Supplier Information Fields

Field	Description
Confirm if this product is an Allergen	If the product is classified as an allergen, select the allergen name. For example, Celery is classified as an allergen in the EU regulations and so the supplier of Celery would select Celery from the list. If not, select the appropriate phrase that has been set up by the Retailer, such as The Product is not an allergen.
Confirm if any Allergens are handled on the same production line	Select any allergens listed that are handled on the same production or packing line as the product. If none are handled, select the appropriate phrase set up by the Retailer.
Confirm if any Allergens are handled on the same site	Select any allergens listed that are handled in the same site as the product is handled. If none are handled, select the appropriate phrase set up by the Retailer.
Packaging	
Packaging Description	Provide a simple description of the packaging used for the product.
Single Use Packaging	If the product is pre-packed, add a row to the table for each of the components of packaging, such as, trays, bag, label, and so on. The fields to be completed are the same as those described for the Packaging section in the Food Specification.
Re-usable Packaging	If the product is sold loose and is supplied in reusable packaging, for example, plastic trays, provide the details in the Re-usable packaging table.

Once the fields in Table 4–13 are completed, the Product Record can be set to Active and the acceptance of the Produce Specification is completed.

If a new version of the Produce Specification is accepted, the Supplier should ensure that the detail in the Product Record is still valid for the new specification version. If there are any changes to the Additional Supplier Information, the Supplier may update the details at any time.

Note: Changes to the Product Record are not automatically informed to the persons responsible for the product at the Retailer. The Retailer must be contacted separately of any critical or important changes to the information.

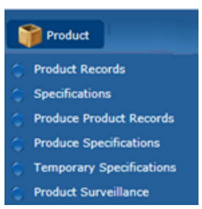
5 Temporary Specifications

Temporary Specifications are small specification records to record minor variations to a specification that is already Active or Approved in the system. The Temporary Specification is primarily used in the Produce area to record such variations as temporary acceptable size changes or levels of minor acceptable defects.

The Temporary Specification may apply to a number of Suppliers or even a number of different products. These are selected during the process of editing the specification. The system does provide for the recording of a Temporary specification for a processed product as well.

Temporary Specifications are accessed from the Product menu.

Figure 5–1 Product Options



Selecting the Temporary Specifications option opens a tab with a list of the Temporary Specifications in the system. The default view only shows those specifications that are currently Active. The following columns are shown:

- Supplier Name
- Site Code
- Site Name
- Spec Name
- Effective From
- Effective To
- Status

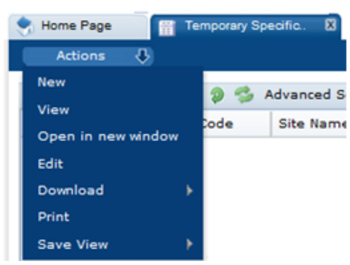
There is an alternative view of all Temporary Specifications grouped by status. As with other specifications, the Temporary Specification has a workflow associated with it and at each stage of the workflow the specification has a different status. Table 5–1 describes the different statuses and how they fit within that workflow.

Table 5–1 Temporary Specifications Status

Status	Description
Retailer Draft	The temporary specification may be initiated by a Retailer user. The initial status of the specification is then Retailer Draft. The specification may be set to Active by the Retailer user and it is then issued or becomes visible to the Suppliers concerned.
Supplier Draft	The temporary specification may also be initiated by a Supplier user, in which case it is initially set at the status of Supplier Draft initial. The Supplier cannot select other Suppliers that the specification may apply to and cannot activate or issue the specification.
Awaiting Approval	If the specification is initiated by the Supplier, it has to be set to Awaiting Approval in order for the Retailer to see the specification. The specification is then locked and is no longer editable by the Supplier.
Awaiting Corrective Action	If the specification that is initiated by the Supplier is not suitable to be issued by the Retailer and requires further amendment, the Retailer may make those amendments or set the specification to the status of Awaiting Corrective Action. The Supplier may make the alterations and then set the specification back to Awaiting Approval.
Active	When the Retailer is ready to issue the specification, the Retailer sets the status to Active.
Archived	The Active specification has an effective to date. When this date is reached, the specification is automatically set to Archived by the system.

New Temporary Specifications may be created from the Action menu when the Temporary Specifications tab is opened. Select the New action.

Figure 5–2 Temporary Specifications Actions



The Temporary Specification has four pages:

- Temporary Specification Details
- Custom Fields (if the Retailer has set up any custom fields)
- Change History
- Attachments

Temporary Specification Details

This tab is split into a number of field sets.

Figure 5–3 Temporary Specification Details Page

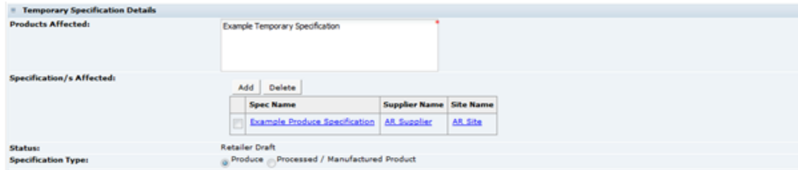


Table 5–2 describes the fields.

Table 5–2 Temporary Specification Details Page

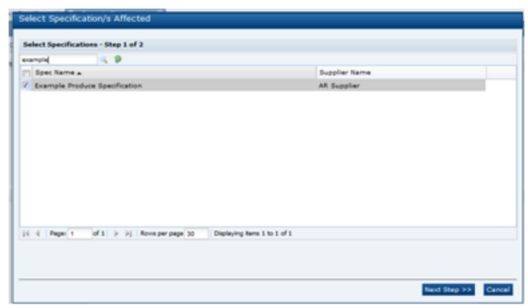
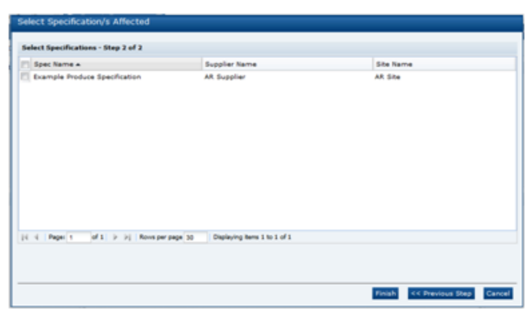
Field	**Description**
Products Affected	A free text field to provide a generic description of the products that are affected.
Specification/s Affected	To select the product specifications that the Temporary Specification applies to, click **Add**. The Temporary Specification can then be linked to those product specifications. If the Specification type is set to Produce, the menu is a two stage selector. First stage is to select the Produce Specification to which the Temporary Specification is to be linked to from all the Produce Specifications on the system. A search is provided to help find the relevant specification.  Select the specification and click **Next Step >>**. A second selector then shows all the Sites that have accepted the Produce Specification. Choose the Sites that the Temporary Specification is to apply to.  Select **Finish**. Another Produce Specification can be added by clicking **Add** again. If the Specification type field is set to Processed / Manufactured Product, the menu shows a list of all the Food and Non-Food specifications in the system. A search is available to find the correct specification.

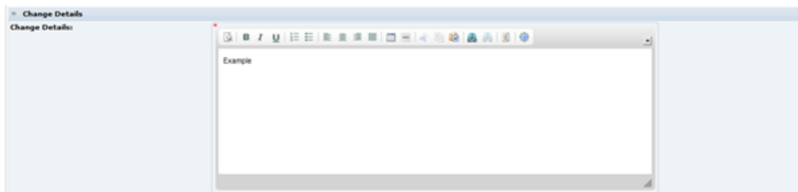
Table 5–2 (Cont.) Temporary Specification Details Page

Field	Description
Specification Type	The options are Produce or Processed / Manufactured Product. This field controls which of the above selectors are used to select the appropriate specification. A Temporary Specification cannot be linked to a Produce and a Process specification. A Processed / Manufactured Product is a product with a Food, Formulated Non Food, or Constructed Non Food specification.

Change Details

This free text field is used to provide the details of the variance from the main specification that is being specified. The text may be formatted, for example, with various text types such as bold, underlined, and italics, and a bulleted list, numbered list, or table.

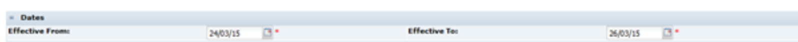
Figure 5–4 Temporary Specification Change Details Field



Date

Record the dates that the specification is to be effective from and to. When the Effective To date is reached, the specification is automatically set to Archived.

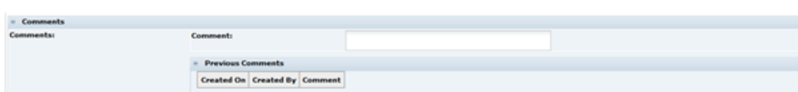
Figure 5–5 Temporary Specification Date Field



Comments

The Retailer or Supplier may enter comments here, regarding the specification. These are then displayed as a thread of recorded comments that are read-only and cannot be deleted. For example, this field, may be used to record any amendments that a Retailer wants to advise the Supplier of, such as changes that are required during the drafting process. The Supplier may also want to record changes they have made.

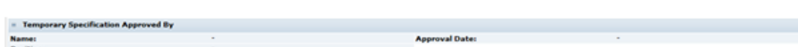
Figure 5–6 Temporary Specification Comments Field



Temporary Specification Approved By

These fields are automatically completed by the system when the specification is set to Active.

Figure 5–7 Temporary Specification Approved By Field



Custom Fields

A Retailer may add some additional Custom fields that are required for the Temporary Specification. These Custom fields appear in this tab. If no Custom fields are set up, the tab is not shown.

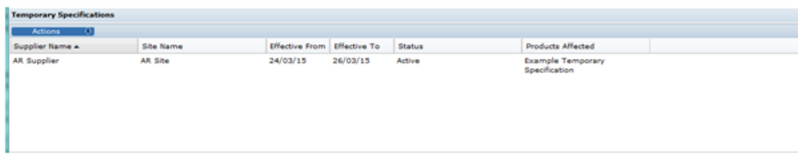
Attachments and Change History

These tabs have the standard functionality.

Active Status

Once the Temporary Specification is set to Active, as well as being visible from the Temporary Specifications tab, it is also visible within the Specification Main Details section it is linked to (but only visible to those Suppliers that is effective for).

Figure 5–8 Temporary Specification in Active Status



Note: This sub-section of the Main Details section of all specifications types is only visible if there are any Temporary Specification linked to the specification. If it is not visible, there have not been any Temporary Specifications linked.

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6 Surveillance

Surveillance is part of the Product module and provides functionality that can be used by the portal owner to monitor the quality levels within products brought to market. This can be achieved through the classification of products, uploading of test results by laboratories (in-house or third parties), reviewing the test results and where necessary raising corrective actions which can be tracked.

Accessing Surveillance

There are four types of users who can access Surveillance depending on their assigned role.

General User Access

The following users will have access to the Surveillance option within the Products menu and visibility of Test Results within Product Records:

- Internal users with either Read or Edit access to Product Records and Specifications.
- All Supplier and Site users.

Administration User

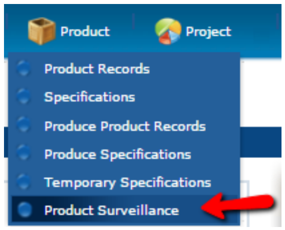
There needs to be at least one user responsible for the administration of Surveillance. To do so, the user needs to be assigned the SURVEILLANCE ADMINISTRATOR authority profile. This allows this user to do the following:

1. Access the Administration area to set up Surveillance configuration.
2. Create and manage users for each of the test labs to be used for testing products. These users need to be assigned just the SURVEILLANCE LABORATORY authority Profile.
3. Manage imported test results.

Note: For more information on the configuration of Surveillance, see the Product Administration chapter of the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

To access the Surveillance area, select the option from the Product drop-down list.

Figure 6–1 Product Drop-Down List



Internal Test Results Uploader

There may be times when an internal portal owner user will need to be able to upload test results into the portal. Where this is necessary, the user needs to be assigned the SURVEILLANCE TEST UPLOADER authority profile in order to see the option under the Product menu. This can be an existing internal user or a new user with just this authority profile.

External Test Results Uploader

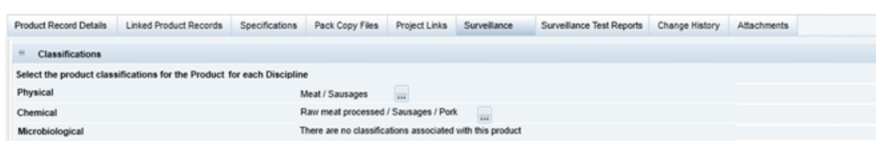
Test laboratories will be responsible for testing products and uploading the results into the system. These users need to be assigned the SURVEILLANCE LABORATORY authority profile. Once assigned, these users will be able to log in and see a restricted view of the system. See "Importing Test Results."

Note: The Authority Profiles named above are identified by their Code.

Classifying Products

Products can be assigned a Surveillance Classification, which can be used to manage the product testing requirements. This can be done using the Surveillance tab on the Product Record. The classifications are configured by discipline (Physical, Chemical, and Microbiological) for each specification type (such as, Food, FNF, and CNF). If Surveillance Classifications have been configured for the Specification Type set on a Product, the appropriate classification must be selected before any Specs associated with the Product can be set to Supplier Authorised or Active.

Figure 6–2 Surveillance Classifications Page



To classify a Product Record, select the appropriate categories for each discipline:

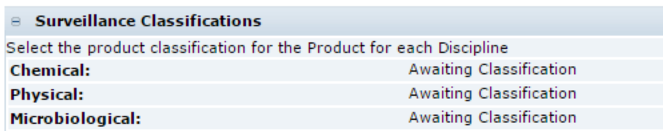
- If classifications are not configured for a particular discipline for the specification type, the message, "There are no classifications associated with the product," shows in place of the pick-list selector.
- When an associated specification is validated, if the Classifications have not been selected on the Product Record, a warning error message is shown, that becomes a terminal error when the specification is set to Ready for Authorisation or Supplier Authorised, or Active status.

- Surveillance Classifications can be set by Internal users with edit access to Products, or by Supplier and Site users.

Classifying Produce Products

Due to the difference between Produce and other specification types, the classification of Produce products is made within the specification (in the Details section's Surveillance Classifications field-set) rather than within the Produce Product Record.

Figure 6–3 Surveillance Classifications Field Set



To classify a Produce Product Record, select the appropriate categories for each discipline:

- If classifications are not configured for a particular discipline for the specification type, the message, There are no classifications associated with the product, shows in place of the pick-list selector.
- When a Produce specification is validated, if the Classifications have not been selected, a warning error message is shown, that becomes a terminal error when the specification is set to Approved status.
- Once the Produce Product record is made Active by the Supplier, the Surveillance Classifications are cascaded through to the product record. They appear on a Surveillance Classifications tab similar to a standard Product Record, however, they are read-only on the Produce Product record.
- Once the Produce Specification has a status of Approved, the Surveillance Classifications are locked (read-only). In order to amend the Surveillance Classifications, a new version of the Specification must be created, and Accepted by the supplier. The amended Surveillance Classifications will overwrite the previous classifications on the Product record.

Populating the Test Results Upload Sheet

The spreadsheet used for uploading Test Results can be downloaded from My Oracle Support at the following link:

`https://support.oracle.com/`

***Oracle Retail Brand Compliance Management Cloud Service Surveillance Upload Spreadsheet Template* (Doc ID: 2187380.1)**

Populate the upload sheet ensuring that all the columns highlighted in yellow (mandatory fields) have a value present in order for the upload to succeed.

Tips:

- To ensure that data within the spreadsheet is consistent with that used/set up within the portal, it is possible to create a drop down list for each of the following glossary fields using standard Excel functionality:
  - Column G - Reference Type
  - Column K - Country of Origin

- Column L - Sample Type
- Column R - Lab Opinion
- Column X - Test Name
- Column Z - Units

- For glossary fields, either use the description for an active language (this will require the Import Language to be set the same when importing the results) or else use the default language description.
- If a single Test and Lab Ref includes multiple results, enter each result on a new row using columns X, Y, Z, AA, AB, and AC, then continue with the next Test and Labe Ref on the next row.

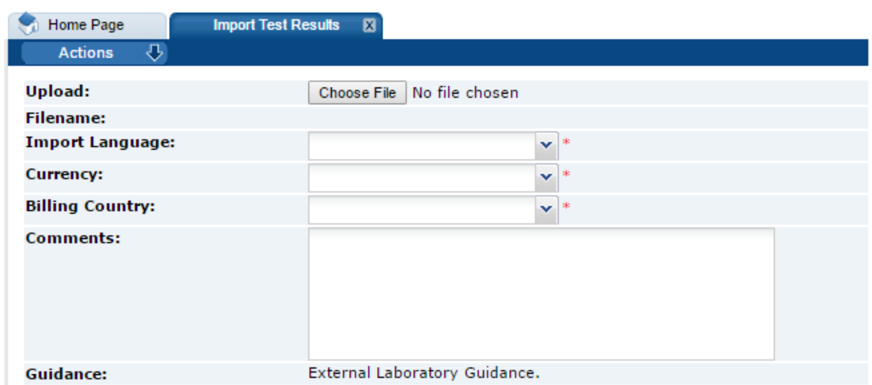
Importing Test Results

Product Surveillance Test Reports are provided by various external bodies/laboratories and are imported into the system. The import file can contain test results for multiple Products and for multiple Lab References. Separate Test Reports are created in Brand Compliance for each Product and Lab Reference combination.

Test results in the form of CSV, XLS, or XLSX files can be imported into the system by internal or external users who have been assigned the relevant authority profile. Users with the relevant authority profile will have an option to "Upload Test Report," accessed from the Product menu.

A single Upload Test Report action is available. Select the Language of Import, Billing Country, and Currency, using the single selectors, and enter any Comments.

Figure 6–4 Import Test Results



Note: The text shown against guidance may be different to that shown above as this can be configured as required for each portal. This text may provide users responsible for uploading test results important information to note before uploading results.

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1. Click **Choose File** to navigate to the test results file in order to upload it.
2. Select the import language.
3. Select the currency.
4. Select the billing country.

5. Enter any comments applicable to this upload that will be recorded against the batch job that will import the results into the system.
6. Select **Submit** from the Actions menu.

When the file is imported, the following validation checks are applied:

The following mandatory fields have been provided:

HEADER - Row 2
Laboratory
Test Period
Discipline

EACH ROW - From Row 4
Product Code
Country of Origin
Sample Type
Date of Sampling
Date Tested
Lab Opinion
Sample Cost
Analysis Cost
Test Name
Units

Other checks:

- If the Product Code is present that it exists in the system.
- If the same Lab Ref No appears for different Product Codes in the upload file.
- Dates are in the correct format.
- That the Sample Cost is greater than or equal to 0.00 if the Billing Country exists in the Cost config for the Test Discipline.
- That the Analysis Cost is greater than or equal to 0.00 if the Billing Country exists in the Cost config for the Test Discipline.
- If different Product Names exist for the same Product Code.

Note: If any of the validation checks listed above fail, the test results are not imported and the errors are presented to the user. The user should make any necessary corrections in the spreadsheet and then try to import the test results again.

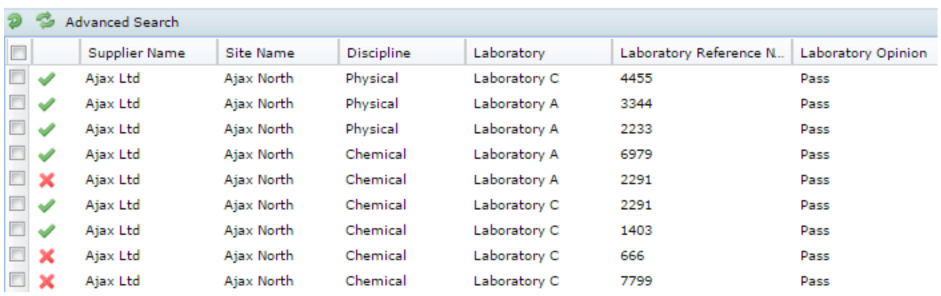
If no errors have been encountered, a message is displayed informing the user that a Surveillance test report import job has been submitted.

When the spreadsheet has been imported, the following additional checks will be applied. The Surveillance Administrator will have the opportunity to make any necessary corrections later, when Accepting the test results into Brand Compliance:

- If the Use Site Codes parameter is set to Yes, that the Site Code is a valid code for a site on the Product Record.
- If the Reference Type or Reference Number fields are populated, the values are compared to the values in the References table within the Site records for the sites linked to the Product Record.
- That a Test Report does not already exist with the same the Lab Reference Number.

When the job finishes, a Test Report is created and its status is set to Imported. If any import errors have been found, the import is marked with an X, otherwise it is marked with a check as shown in the following example.

Figure 6–5 Import Test Results Example



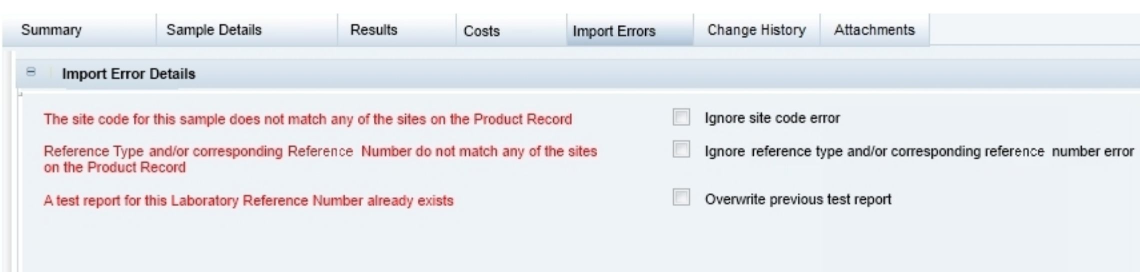
Advanced Search

		Supplier Name	Site Name	Discipline	Laboratory	Laboratory Reference N...	Laboratory Opinion
	✓	Ajax Ltd	Ajax North	Physical	Laboratory C	4455	Pass
	✓	Ajax Ltd	Ajax North	Physical	Laboratory A	3344	Pass
	✓	Ajax Ltd	Ajax North	Physical	Laboratory A	2233	Pass
	✓	Ajax Ltd	Ajax North	Chemical	Laboratory A	6979	Pass
	✗	Ajax Ltd	Ajax North	Chemical	Laboratory A	2291	Pass
	✓	Ajax Ltd	Ajax North	Chemical	Laboratory C	2291	Pass
	✓	Ajax Ltd	Ajax North	Chemical	Laboratory C	1403	Pass
	✗	Ajax Ltd	Ajax North	Chemical	Laboratory C	666	Pass
	✗	Ajax Ltd	Ajax North	Chemical	Laboratory C	7799	Pass

To see the result of the import, select Product Surveillance from the Product menu which will display the Default List View. Then, select the Imported Test Reports List View. The last import should be at the top of the list. If the import has not appeared, then check the Batch Jobs area to see if there has been a batch job error.

If any Import Errors were found, details of the errors can be found by opening the Test Report and clicking the Import Errors tab as shown in the following example.

Figure 6–6 Import Errors Example



Note: This tab is only visible to users that have been assigned the SURVEILLANCE ADMINISTRATOR authority profile.

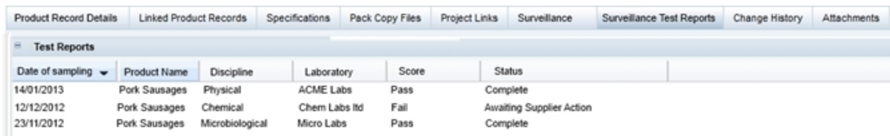
As and when a Test Result has been uploaded, as well as being visible within the Imported Test Reports List View, any users with the SURVEILLANCE ADMINISTRATOR authority profile are also notified through the Task App that results are awaiting review.

Test Reports

Test Reports are accessed through the Test Reports list view in the main Product Surveillance list views or, once the Test Report has been Accepted into Brand Compliance, within the relevant Product Record on the Surveillance Test Reports tab.

Figure 6–7 Surveillance Test Reports Page

Figure 6–8 Surveillance Test Reports within a Product Record Page



The following pages are available. Select a page to see the information for the Test Report:

- Summary Page
- Sample Details Page
- Results Page
- Costs Page
- Import Errors Page
- Change History and Attachments Page

Note: Test Reports at Imported status are not displayed within the Product Record, they are only visible in the Product Surveillance list views to users with the SURVEILLANCE ADMINISTRATOR authority profile.

To see the details for a specific Test Record, double-click the row. A tab opens with the details. You can also select the View or Edit actions.

Summary Page

The Summary page contains several read-only fields containing data referenced from associated records.

Figure 6–9 Surveillance Summary Page

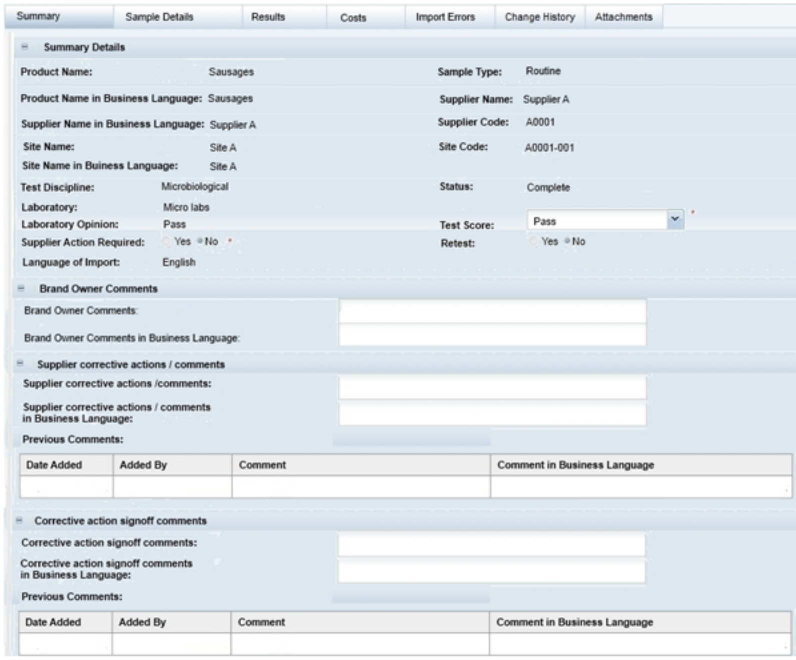


Table 6–1 describes the fields.

Table 6–1 Surveillance Summary Page

Field	Description
Site Code, Site Name, Site Name in Business Language	Site Code is from the imported Test Report. The Site is generated by the system from the Site Code. These fields are hidden if the global settings configuration, Use Site Codes, is set to No. The fields are blank if a result is imported with an ignored Site Code import error.
Product Name, Product Name in Business Language, Supplier Name, Supplier Name in Business Language, Site Name, Site Name in Business Language	These fields are links to the respective fields in the Product Record, Supplier Record, and Site Record. They are generated by the system from the Product Code and Site Code in the imported test report.
Sample Type, Laboratory, Laboratory Opinion	These fields are referenced from the Sample Details page.
Status	This is controlled by the system and is set at specific times. The workflow states are as follows: ■ Imported ■ Supplier Action Required ■ Awaiting Approval ■ Complete ■ Overwritten
Test Score	This is derived from the Lab Opinion, but can be edited by the Surveillance Administrator if required. The Test Score can determine whether Supplier Action is required or not.

Table 6–1 (Cont.) Surveillance Summary Page

Field	Description
Supplier Action Required	This can be derived from the Test Score and control the workflow that the Test Report can go through. This field can be edited by the Surveillance Administrator if required.
Retest	This defaults to No. This can be set to Yes by a Surveillance Administrator if they feel that the product needs to be retested. This can then be used later to create a report of the products that need to be retested and then sent to a laboratory for testing.
Language of Import	Taken from the language selected at import.
Comments	There are three sets of comments fields that are used during the workflow for the test report. In multiple language systems, each set may contain a duplicate field for the Business Language if this has been enabled in configuration. The Brand Owner comments field is used for comments to be recorded when the test result is accepted into the system following review. The Supplier corrective actions/comments and Corrective action signoff comments are used later in the workflow if a supplier action is required. When the Test Report is saved, these comments populate the previous comments table below. Once the previous comments table is populated, there is no functionality to edit or remove the data.

Sample Details Page

The Sample Details page contains the details of the test report imported into the system.

Figure 6–10 Surveillance Sample Details Page

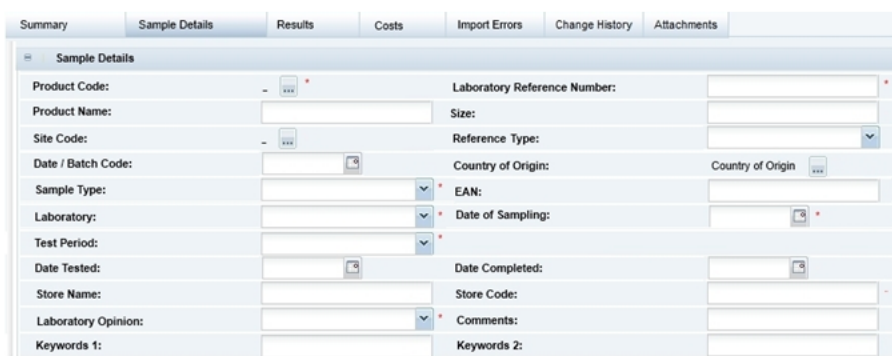


Table 6–2 describes the fields.

Table 6–2 Surveillance Sample Details Page

Field	Description
Product Code	Mandatory. Used to identify which Product Record the test report applies to.
Lab Reference Number	Mandatory. This is used by the system to identify if a result is being re-imported with an update. Also used to identify where multiple test results are for one product.

Table 6–2 (Cont.) Surveillance Sample Details Page

Field	Description
Product Name	Used in the view of test records within the Product Record. It is as entered by the laboratory and is not necessarily the same wording as the Product Name on the Product Record.
Size	Size of Product tested.
Site Code	If Use Site Codes parameter is set to Yes (which is the default setting).
Reference Type	Compared with entries in the Site Record References table if present. This uses the Reference Type glossary found within the Supplier and Sites Admin area.
Reference Number	Compared with entries in the Site Record References table for above Reference Type.
EAN	The EAN number of the product.
Date / Batch Code	The date/batch code of the product.
Country of Origin	The product's country of origin. This uses the standard countries glossary (found within the Supplier and Sites Admin area).
Sample Type	Mandatory. The type of sample, routine or bespoke.
Test Period	Mandatory. The test period.
Laboratory Name	Mandatory. The laboratory name, used in list views.
Date of Sampling	Mandatory. Used in lists of reports, used in list views.
Date Tested	The date the testing was started.
Date Completed	The date the testing was completed.
Store name	The store the sample product was picked from.
Store code	The store code the sample product was picked from.
Laboratory Opinion	Mandatory. Used to compute the default test score.
Comments	Any general comments.
Keywords 1 and 2	Spare fields for additional information to be collected. The system text may be configured by the portal owner at implementation.

When the data is imported, these fields (and certain fields on the Summary Details page) are editable when the Test Report is being reviewed (that is, at Imported status) and locked thereafter.

Results Page

The Results page contains a table of the actual test results, comprised of the following columns:

- Test Name
- Result
- Units
- Claim

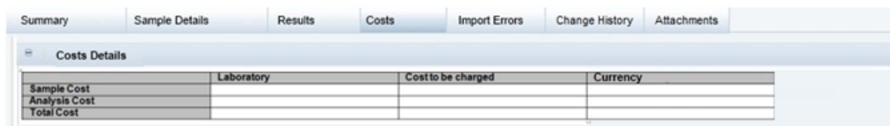
- Specification

Figure 6–11 Surveillance Results Page

Costs Page

The Costs page contains a table of costs returned by the laboratory. This page is only visible if there are costs configured for the Billing Country selected on import.

Figure 6–12 Surveillance Costs Page



This page has the following columns:

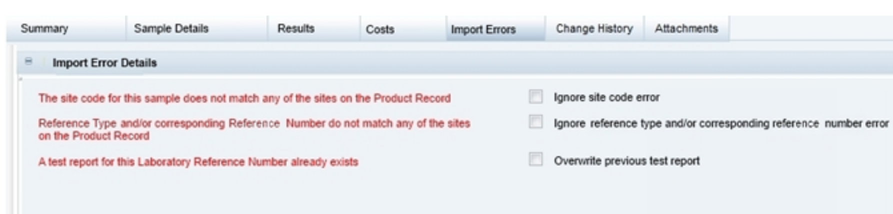
- The Laboratory column is only visible to Retailer users. It displays the Sample Cost and Analysis Cost from the Sample Details page.
- Total Cost is the sum of the Sample Cost and Analysis Cost, calculated by the system.
- The Cost to be charged column displays the respective Laboratory costs incremented by the system by the percentage defined in the Test Discipline record configuration. The sum total of the two values is then calculated by the system. The costs are calculated once upon import and are not updated if the cost configuration is changed.
- The Currency column is the value selected by the laboratory when uploading the Test Reports.

Import Errors Page

When test results are imported into the system, various validation checks are performed. This page is only viewable by Product Surveillance Administrators.

For certain errors, the Product Surveillance Administrator can decide whether to correct the errors themselves or ignore the errors and accept the test results with the errors into the system.

Figure 6–13 Surveillance Import Errors Page



Change History and Attachments Page

The Test Report record contains pages for the standard Change History and Attachments components. The original imported file is available in the attachments section, if required for review.

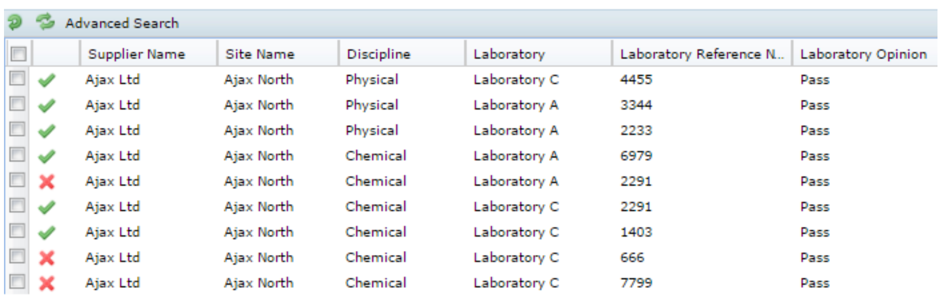
Printing

To print a Test Report, select the Print Test Report action. When selected, the printed output will only include the fields from the Summary, Sample Details, and Results pages, as three sections in that order.

Reviewing Imported Test Results

Users with the SURVEILLANCE ADMINISTRATOR authority profile will be able to see the Test Results that are ready to be reviewed by either clicking on the task in the Task App or by opening the Imported Test Reports List View. The following figures shows an example of this view.

Figure 6–14 Import Test Results List View



Supplier Name	Site Name	Discipline	Laboratory	Laboratory Reference N...	Laboratory Opinion
Ajax Ltd	Ajax North	Physical	Laboratory C	4455	Pass
Ajax Ltd	Ajax North	Physical	Laboratory A	3344	Pass
Ajax Ltd	Ajax North	Physical	Laboratory A	2233	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory A	6979	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory A	2291	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory C	2291	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory C	1403	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory C	666	Pass
Ajax Ltd	Ajax North	Chemical	Laboratory C	7799	Pass

The first column may show one of the following symbols:

Symbol	Meaning
	There are no import errors.
	There are import errors (which could be incorrect site code, incorrect reference code, or laboratory reference code already exists).
	Any import errors have been ignored.

At this point, the following courses of action may be possible:

- Decide whether to accept test results.
- Decide to correct or ignore any import errors.
- Decide whether any action is needed by the supplier to follow up on a result.
- Edit the following fields: Test Score; Supplier Action Required; Retest; Brand Owner Comments; All Sample details fields; any ignore error checkboxes.
- Decide whether to overwrite test results.
- Decide whether to delete test results.
- Add any attachments.

Accepting a Report

Reports can be accepted either individually by editing the report and selection the "Accept Test Report" action or else marking each report in the List View and selecting the "Accept Results" action from the List View actions menu.

> **Note:** To accept the report, the following fields must be completed: Test Score; any other mandatory fields have been set; any import errors must have been either corrected or ignored.

When the Test Report is accepted:

1. The status is changed to either Completed or Supplier Action Required.
2. The Test Report is attached to the relevant Product Record.

Tests Requiring Supplier Action

The Supplier Action Required field may have been automatically checked, if a particular Test Score has been assigned (according to how the configuration has been set), or the Surveillance Administrator has the option to manually check the check box before Accepting the test report, if it is deemed that additional action is required by the supplier.

If a test result requires the supplier to provide further information, open the test report in edit mode and check the Supplier Action Required check box. Checking this box will set the Test Report to Awaiting Supplier Action.

This will send an email the Supplier Product Surveillance Contact. A task will become visible to Product Surveillance Administrators and to the relevant Supplier Contact Roles.

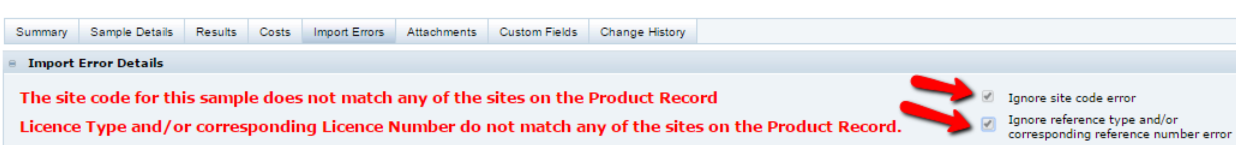
Correcting Errors

To correct an error, it may be possible to edit the Test Report or to have the results re-imported with the missing/incorrect data applied to the import spreadsheet. For, example, if the site code imported was not correct, then the Site field on the Sample Details page can be set so that when the record is then saved or validated, the error will be removed and the import symbol may change to "No Import Errors" if applicable.

Ignoring Errors

A report may have imported with one of a number of possible errors. To see the errors, open the report and click the Import Errors page. In edit mode, a check box is shown against each error. To ignore errors, check each check box as shown in the following example.

Figure 6–15 Ignoring Errors Example



Then, select the Accept Test Report action which will validate the record and, if all errors have been ignored, the symbol in the list view is changed to Import Errors Ignored.

Overwriting Previous Test Results

If a Test Report already exists with the same Lab Reference Number, the error can be ignored and the previous Test Report overwritten.

This can be done by opening the Test Report in edit mode, opening the Import Errors page, checking the "Overwrite previous test result" check box, and then selecting the "Accept Test Report" action. This will change the status of the previous Test Report to Overwritten.

Note: Once overwritten, a Test Report cannot be reverted back to a status of Completed.

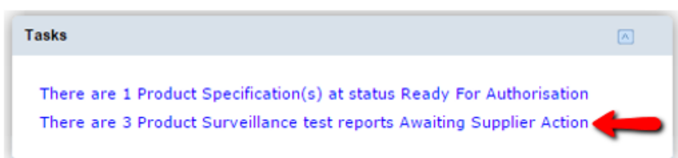
Deleting Reports

Reports that are no longer required can be deleted either individually by editing the report and selecting the "Delete" action or else marking each report in the List View and selecting the "Delete Results" action from the List View actions menu.

Responding to Tests Requiring Supplier Action

If a test has been selected for supplier action, the supplier will have received an email concerning this and the appropriate supplier user will also be able to see a task in their Task App for it as shown in the following example.

Figure 6–16 Responding to Tests Requiring Supplier Action Example



The supplier must confirm the correcting action they have taken, and then update the Test Report to the next status, in order to proceed. They can do this by locating the Test Report either in their Task App or in the list view of Product Surveillance test results Awaiting Supplier Action.

Once the Test Report has been located:

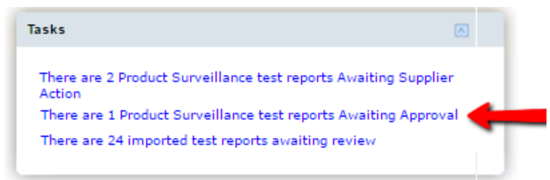
1. Open the Test Report in Edit mode.
2. Look at the Brand Owner Comments shown on the Summary page.
3. Add a Supplier corrective action comment and any attachments if required.
4. Select the "Change status and Exit" > "Set to Awaiting Approval" action:
   a. Change the status to "Awaiting Approval."
   b. Add a task ("There are x Product Surveillance test reports Awaiting Approval") to a Retailer users Task App who can then review the response and Approve it if satisfied.

> **Note:** Once the status has been changed to "Awaiting Approval," it will not be possible for a Supplier User to make any further changes to it.

Approving Tests Requiring Supplier Action

If a supplier has responded to a request for supplier action, Retailer users with the SURVEILLANCE ADMINISTRATOR authority profile will see it appear within their Task App as shown in the following example.

Figure 6–17 Approving Tests Requiring Supplier Action Example



To see Test Reports requiring approval, either click the task or open the List View called "Test Reports - Awaiting Approval."

From the view:

1. Open a Test Report in Edit mode.
2. Review the Suppliers comments and attachments as required and then either:
   - Enter a Corrective action signoff comment and then select the "Set to Awaiting Supplier Action" status if further action is needed. This will trigger another email to be sent to the supplier.
   - Enter a Corrective action signoff comment and then select the "Set to Completed" status if the suppliers response is satisfactory. This will set the status to Completed and remove the task from the Task App.