



# ProcessForce User's Guide

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# How to Guide – ProcessForce Ingredient Declaration

ProcessForce provides an extension to product master data. Nutrient and ingredient information can be used to create complex ingredient listings and declaration statements, thus are useful in creation of product labels. The Ingredients branch is used to define ingredient characteristic associated with an item.

## Related pages

- [Ingredient settings](#)
  - [Allergen](#)
  - [Ingredients Category](#)
  - [Classifications](#)
  - [Classification Types](#)
- [Ingredient Master Data](#)
- [Item Ingredient Master Data](#)
- [Nutrient Master Data](#)
- [Ingredient and Nutrient Template](#)
- [Recommended Daily Intake](#)

## Path

Inventory → Ingredients

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## 1.1 Ingredient settings

Some ingredient attributes significant in ingredient declaration creation process can be predefined.

## Related pages:

- [Allergen](#)
- [Ingredients Category](#)
- [Classifications](#)
- [Classification Types](#)

**Path**

Administration → Setup → Ingredients

## 1.1.1 Allergen

If a company deals with products that contain common allergens, e.g. nuts, a special option for connecting information about it with items must be provided for safety purposes and to avoid future recalls. Allergens can be defined and assigned to a specific Master Data (Ingredient or Item Ingredient).

This form allows users to define a valid list of Allergens that can be traced within their products and materials.

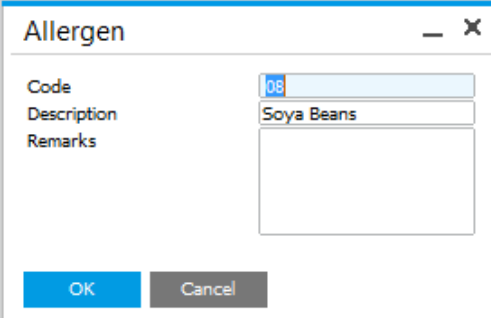
This data is used within the [Ingredient Master Data](#) and [Item Ingredient Master Data](#) forms.

**Related pages:**

- [Ingredient Master Data](#)
- [Item Ingredient Master Data](#)

**Path**

Administration &gt; Setup &gt; Ingredients &gt; Allergens



The screenshot shows a window titled "Allergen" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains three input fields: "Code" with the value "08", "Description" with the value "Soya Beans", and "Remarks" which is currently empty. At the bottom of the form, there are two buttons: "OK" and "Cancel".

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## 1.1.2 Ingredients Category

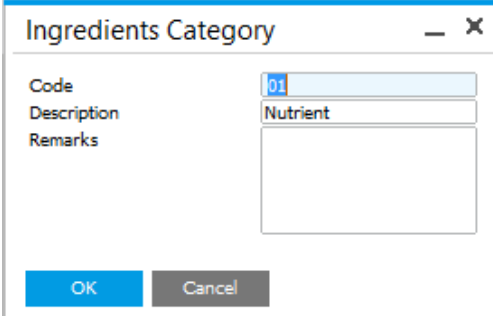
This form allows the user to define ingredients/nutrients categories which are used to group similar ingredients, e.g. sugars, oils. A user can also add remarks important for a specific group. This data is used within [Ingredient Master Data](#), [Nutrient Master Data](#) and [Item Ingredient Master Data](#).

### Related pages

- [Item Ingredient Master Data](#)
- [Nutrient Master Data](#)
- [Item Ingredient Master Data](#)

### Path

Administration > Setup > Ingredients > Ingredient Categories



The screenshot shows a dialog box titled "Ingredients Category". It has a standard Windows-style title bar with a minus sign and a close button. The form contains three input fields: "Code" with the value "01", "Description" with the value "Nutrient", and "Remarks" which is empty. At the bottom, there are "OK" and "Cancel" buttons.

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## 1.1.3 Classifications

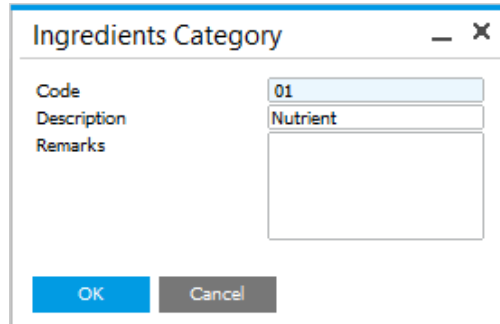
This form allows users to define a valid list of classifications that can be assigned to products or materials. Classification records details about special requirements that products and materials must meet, such as Halal, Kosher, GM, Bio. Corresponding certificates can be defined for classifications on Classification/Certificate tab on Ingredient Master Data form. This data is used within the [Ingredient Master Data](#).

### Related pages

- [Item Ingredient Master Data](#)

**Path**

Administration &gt; Setup &gt; Ingredients &gt; Classifications



Ingredients Category

Code	01
Description	Nutrient
Remarks	

OK Cancel

## 1.1.4 Classification Types

This form allows users to define a valid list of types of classifications that can be assigned to products or materials. Classification records details about special requirements that products and materials must meet, such as Halal, Kosher, GM, Bio, OGM. Corresponding certificates can be defined for classifications within Ingredient Master Data form, Classification/Certificates tab.

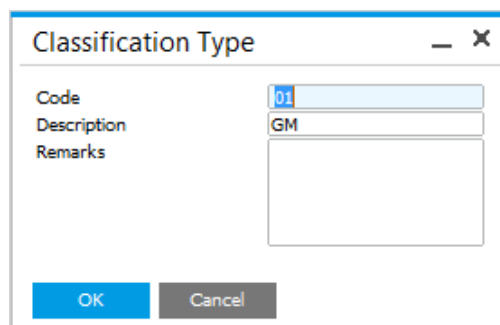
This data is used within the [Ingredient Master Data](#).

**Related pages**

- [Ingredient Master Data](#)

**Path**

Administration &gt; Setup &gt; Ingredients &gt; Classification Types



Classification Type

Code	01
Description	GM
Remarks	

OK Cancel

## 1.2 Ingredient Master Data

### Ingredient Master Data

In many instances the Ingredient itself is an Item. For example, if the company is making fruit and nut chocolate bars, the coco, milk, raisins, hazel and peanuts will be specific Items, that are part of the products bill of material. Therefore the user has the flexibility to define for an Item its own specific ingredient data.

Ingredient defining functionality provides an extension to product master data giving possibility to define information necessary to create declaration statements or ingredient listings needed on product labels.

This form allows the user to define and modify information on ingredients that are a part of products and materials and its attributes.

#### On this page:

- [Ingredient Master Data](#)
  - [Form header](#)
  - [Tabs](#)
    - [Allergens](#)
    - [Classification/Certificates](#)
    - [Specifications](#)

#### Path

Inventory → Ingredients → Ingredient Master Data

Ingredient Master data

Code: 109    Category: 01  
Description: Vitamin C    Alternative code:  
UoM:

Allergens    Classification/Certificates    Specifications

#	Allergen code	Allergen desc.
1	→	

Remarks

OK    Cancel



## 1.2.1 Form header

Here following information can be defined:

- Code - an alphanumeric code assigned to a specific ingredient,
- Description - a name or a short description of a specific ingredient,
- UoM - Unit of Measure, e.g. kilogram,
- Category - ingredient category, to get more information, click [here](#),
- Alternative code - common, scientific codes governed by law, e.g. E number - codes assigned to substances which can be used as additives to food products within the European Union and Switzerland.

## 1.2.2 Tabs

### Allergens

The screenshot shows a software window titled "Ingredient Master data" with a standard Windows interface (minimize, maximize, close buttons). The form contains several input fields: "Code" with the value "120", "Description" with "Milk", "UoM" (empty), "Category" with "01", and "Alternative code" (empty). Below these fields are three tabs: "Allergens" (selected), "Classification/Certificates", and "Specifications". The "Allergens" tab displays a table with two columns: "# Allergen code" and "Allergen desc.". The first row contains the value "1" in the first column and "Lactose" in the second column. Below the table is a "Remarks" label followed by an empty text box. At the bottom of the form are two buttons: "Update" (highlighted in blue) and "Cancel".

A possibility to add predefined allergens contained by a specific ingredient. A code and a description of allergens can be displayed. To get more information on defining allergens click [here](#).

# Classification/Certificates

**Ingredient Master data**

Code: 120      Category: 01  
Description: Milk      Alternative code:  
UoM:

Classification/Certificates

#	Classification code	Classification desc.
1	01	Halal
2		

BP Code	BP Name	Certificate...	Certificate ...	Status	Status Date	Attachment	Remarks
00001	ABC Inc			Not Approvec			

Remarks

OK    Cancel

A possibility to add predefined classifications and set details of certificates confirming that classifications. For more information about on defining classifications click [here](#).

# Specifications

**Ingredient Master data** [Window Title Bar]

Code:  Category:   
Description:  Alternative code:   
UoM:

Allegens | Classification/Certificates | **Specifications**

#	BP Code	BP Name	Specification Num...	Specification Date	Status	Status Date
1	→ 00001	ABC Inc			Approved ▼	

Remarks:

A possibility to create and modify a vendors or industry specification for an ingredient. Following information can be set:

- BP Code - a code assigned to the specific business partner,
- BP Name - a business partner name,
- Specification Number - a number assigned to a specific specification,
- Specification Date - a date of a specification,
- Status - one of three options may be set for a specification:
  - Not Approved,
  - Pending,
  - Approved,
- Status Date - a status posting date,
- Attachment,
- Remarks.

# 1.3 Item Ingredient Master Data

In this form user can define ingredient and nutrient details for a specific item.

### On this page:

- [Form header](#)
- [Tabs](#)
  - [Ingredients](#)
  - [Nutrients](#)
  - [Allergens](#)
  - [Classification/Certificates](#)
  - [Specifications](#)

### Path

Inventory → Ingredients → Item Ingredient Master Data

### Item Ingredient Master Data

Item Code →  Revision →  Ingredient Template →   
Description  Category   
Inventory UoM  Alt Code  Alt UoM  Energy density  kCal  kJ

**Ingredients** | Nutrients | Allergens | Classification/Certificates | Specifications

#	Ingredient Code	Alternative Code	Description	Category	Condition	Value	UoM	Remarks
1	→ 01		Almonds		Equal	0.000		
2	→ 02		Peanuts		Equal	0.000		
3	→ 03		Milk		Equal	0.000		
4	→ 04		Coco		Equal	0.000		
5	→ 05		Sugar		Equal	0.000		
6	→ 06		Raisins		Equal	0.000		
7	→				Equal	0.000		

Remarks

### 1.3.1 Form header

Here following information can be defined:

- Item Code – an alphanumeric code assigned to a specific item
- Description – a description of an item
- Inventory UoM – Unit of Measure, e.g. kilogram
- Alt UoM – alternative Unit of Measure
- Quantity
- Ingredient Template – a predefined list of ingredients, to get more information, click [here](#)
- Category – an ingredient category, to get more information, click [here](#)
- Alt Code – alternative code, can be used as common, scientific codes governed by law, e.g. E number - codes assigned to substances which can be used as additives to food products within the European Union and Switzerland
- Energy density – can be set in kCal units, a set value is automatically recalculate into kJ units.

### 1.3.2 Tabs

#### Ingredients

Item Ingredient Master Data

Item Code → Choc Fruit & Nut Revision → code00 Ingredient Template → 01  
Description Chocolate Fruit and Nut Category  
Inventory UoM Alt Code  
Quantity 250.000 Alt UoM g Energy density 0.000 kCal  
0 kJ

#	Ingredient Code	Alternative Code	Description	Category	Condition	Value	UoM	Remarks
1	→ 01		Almonds		Equal	0.000		
2	→ 02		Peanuts		Equal	0.000		
3	→ 03		Milk		Equal	0.000		
4	→ 04		Coco		Equal	0.000		
5	→ 05		Sugar		Equal	0.000		
6	→ 06		Raisins		Equal	0.000		
7	→				Equal	0.000		

Remarks

OK Cancel Calculate

In this tab predefined ingredients can be chosen. To get more information on defining ingredients details, click [here](#).

## Nutrients

Item Ingredient Master Data

Item Code → Choc Fruit & Nut Revision → code00 Ingredient Template → 01  
Description Chocolate Fruit and Nut Category  
Inventory UoM Alt Code  
Quantity 250.000 Alt UoM g Energy density 0.000 kCal  
0 kJ

Ingredients Nutrients Allergens Classification/Certificates Specifications

Daily Intake Code

#	Nutrient Code	Alternative Code	Description	Category	Value	UoM	Daily Value
1	→				0.000		0.000

Remarks

Update Cancel Calculate

In this tab predefined nutrients can be defined. To get more information on defining nutrients, click [here](#).

Daily Intake template can be added by choosing a desired Daily Intake Code. To get more information on defining Recommended Daily Intake, click [here](#).

## Allergens

Item Ingredient Master Data

Item Code → Choc Fruit & Nut Revision → code00 Ingredient Template → 01  
Description Chocolate Fruit and Nut Category  
Inventory UoM Alt Code  
Quantity 250.000 Alt UoM g Energy density 0.000 kCal  
0 kJ

Ingredients Nutrients Allergens Classification/Certificates Specifications

#	Allergen Code	Description	Cross Contamination	Remarks
1	→ 05	Tree Nuts	<input type="checkbox"/>	
2	→ 06	Peanuts	<input type="checkbox"/>	
3	→ 01	Milk	<input type="checkbox"/>	
4	→		<input type="checkbox"/>	

Remarks

Update Cancel Calculate

In this tab you can set a list of allergens assigned to a specific item. To get more information on defining allergens, click [here](#).

If there is a possibility of cross contamination for a specific allergen, it can be checked in a Cross Contamination column.

## Classification/Certificates

Item Ingredient Master Data
— □ ×

Item Code → Choc Fruit & Nut    Revision → code00

Description Chocolate Fruit and Nut

Inventory UoM

Quantity 250.000    Alt UoM g

Ingredient Template → 01

Category

Alt Code

Energy density 0.000 kCal  
0 kJ

Ingredients
Nutrients
Allergens
Classification/Certificates
Specifications

#	Classification Code	Classification desc.
1	→ 01	Halal
2	→	

BP Code	BP Name	Certificate Number	Certificate Date	Status	Status Date	Attachment	Remarks
				Not Approved ▼			

Remarks

Update
Cancel
Calculate

In this tab predefined classifications can be chosen. To get more information on classifications, click [here](#).

Certificate can be assigned to a specific classification. Certificate is a document that confirms a compliance with a specific requirements for products of a company that hold the document. Following information can be set for a specific certificate:

- BP Code – Business Partner Code
- BP Name – Business Partner Name
- Certificate Number
- Certificate Date
- Status – Approved, Pending or Not Approved
- Status Date
- Attachment – a file attached to a specific certificate, e.g. a scan of a document
- Remarks

# Specifications

The screenshot shows a software window titled "Item Ingredient Master Data". It contains several input fields and a table. The fields include:

- Item Code: Choc Fruit & Nut
- Revision: code00
- Ingredient Template: 01
- Description: Chocolate Fruit and Nut
- Inventory UoM: (empty)
- Alt Code: (empty)
- Quantity: 250.000
- Alt UoM: g
- Energy density: 0.000 kCal, 0 kJ

The "Specifications" tab is active, showing a table with the following data:

#	BP Code	BP Name	Specification Num...	Specification Date	Status	Status Date	Attachment
1	00001	ABC Inc			P		
2	00002	Hanks Deliveries		13.03.15	A	13.03.15	
3				13.03.15		13.03.15	

Below the table is a "Remarks" field with an empty text box. At the bottom are buttons for "Update", "Cancel", and "Calculate".

A possibility to create and modify a vendors or industry specification for an ingredient. Following information can be set:

- BP Code – a code assigned to the specific business partner
- BP Name – a business partner name
- Specification Number – a number assigned to a specific specification
- Specification Date – a date of a specification
- Status – one of three options may be set for a specification:
  - Not Approved
  - Pending
  - Approved
- Status Date – a status posting date
- Attachment
- Remarks



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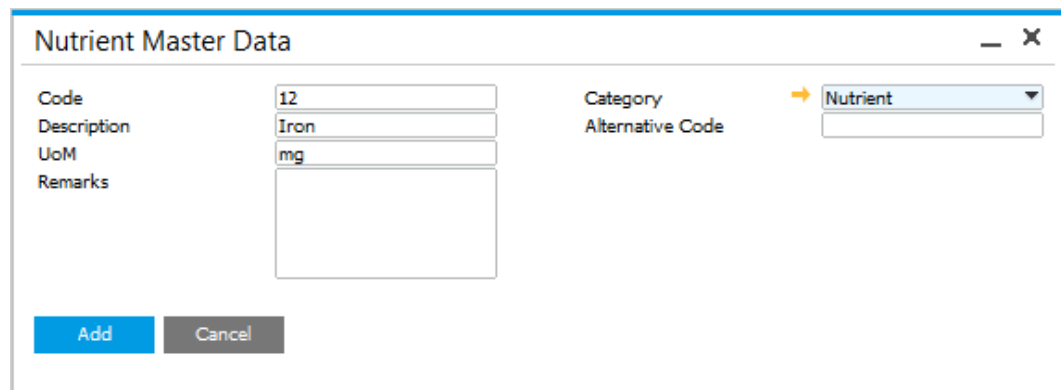
## 1.4 Nutrient Master Data

### Path

Inventory → Ingredients → Nutrient Master Data

In this form a specific nutrient master data can be defined. Those data describes a quantity of a specific nutrient in a specific product. It can be used on Ingredient Declaration.

Nutrient Master Data specified here can be used on [Item Ingredient Master Data](#) form.



Code	12	Category	Nutrient
Description	Iron	Alternative Code	
UoM	mg		
Remarks			

Following data can be specified:

- Code – alphanumeric code assigned to a specific nutrient
- Description – a name or a short description of a specific nutrient
- UoM – Unit of Measure which is used with this nutrient, e.g. mg
- Remarks – individually assigned data containing significant information about a nutrient
- Category – Ingredients Category, for more information, click [here](#).

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## 1.5 Ingredient and Nutrient Template

### Path

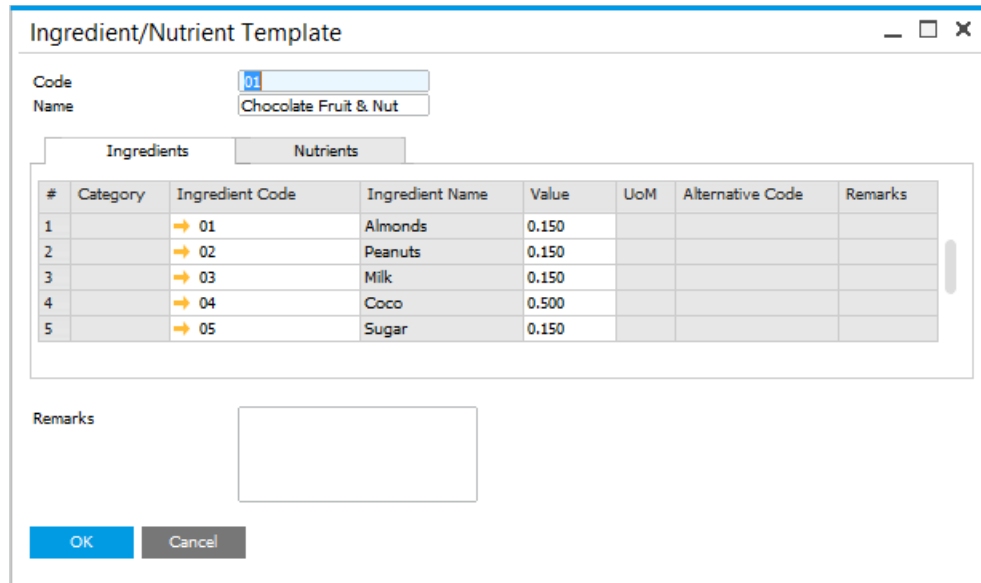
Inventory → Ingredients → Ingredient/Nutrient Template

## 1.5.1 Ingredient/Nutrient Template

This form allows a user to define a number of ingredients/nutrients within a template to help with rapid data entry.

Ingredient/Nutrient Template can be used on [Item Ingredient Master Data](#) form.

Ingredient can be added to Ingredient tab by choosing Ingredient Code. Only value can be changed. A user can change other Ingredient attributes on [Ingredient Master Data](#) form.

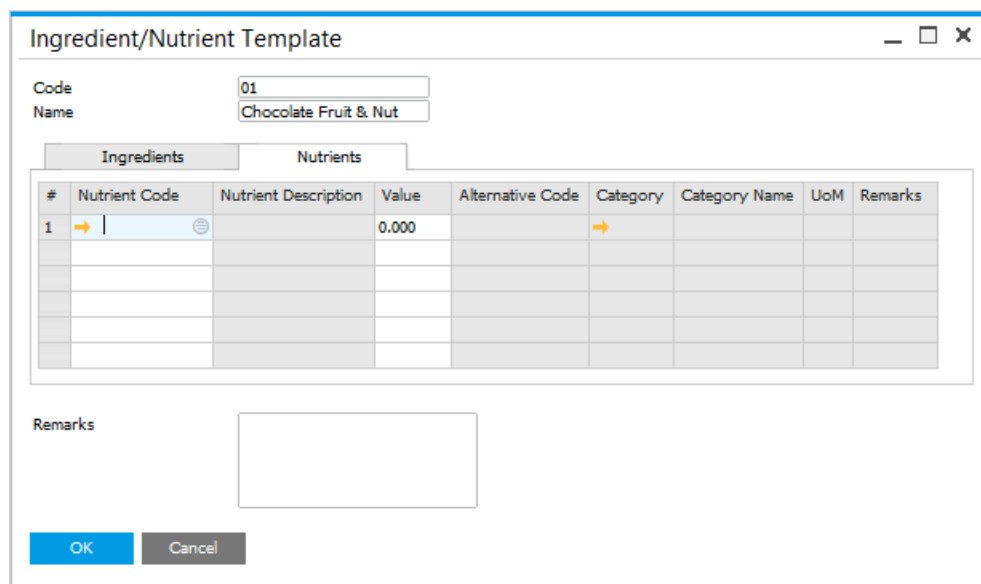


The screenshot shows the 'Ingredient/Nutrient Template' window with the 'Ingredients' tab selected. The 'Code' field contains '01' and the 'Name' field contains 'Chocolate Fruit & Nut'. Below the tabs, there is a table with 8 columns: '#', 'Category', 'Ingredient Code', 'Ingredient Name', 'Value', 'UoM', 'Alternative Code', and 'Remarks'. The table contains 5 rows of data:

#	Category	Ingredient Code	Ingredient Name	Value	UoM	Alternative Code	Remarks
1		→ 01	Almonds	0.150			
2		→ 02	Peanuts	0.150			
3		→ 03	Milk	0.150			
4		→ 04	Coco	0.500			
5		→ 05	Sugar	0.150			

Below the table is a 'Remarks' text area and 'OK' and 'Cancel' buttons.

Nutrients can be added to Nutrients tab by choosing Nutrient Code. Only value can be changed. A user can change other Nutrient attributes on [Nutrient Master Data](#) form.



The screenshot shows the 'Ingredient/Nutrient Template' window with the 'Nutrients' tab selected. The 'Code' field contains '01' and the 'Name' field contains 'Chocolate Fruit & Nut'. Below the tabs, there is a table with 8 columns: '#', 'Nutrient Code', 'Nutrient Description', 'Value', 'Alternative Code', 'Category', 'Category Name', 'UoM', and 'Remarks'. The table contains 1 row of data:

#	Nutrient Code	Nutrient Description	Value	Alternative Code	Category	Category Name	UoM	Remarks
1	→		0.000		→			

Below the table is a 'Remarks' text area and 'OK' and 'Cancel' buttons.

## 1.6 Recommended Daily Intake

### Path

Inventory → Ingredients → Recommended Daily Intake

### 1.6.1 Recommended Daily Intake

This form is used to define the list of [nutrients](#) that are used as the basis for calculating the recommended daily intake value details that are used to generate product labelling.

Data set in this tab are used on [Item Ingredient Master Data](#) form, Nutrient tab.

#	Code	Description	Daily Intake Value	UoM	Remarks
1	→ 100		55.000	g	
2	→ 101		20.000	g	
3	→ 102		300.000	mg	
4	→ 103		2,300.000	mg	
5	→ 104		4,700.000	mg	
6	→ 105		300.000	g	
7	→ 106		25.000	g	
8	→ 107		50.000	g	

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