ProcessForce User's Guide

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CompuTec S.A.

SAP Gold Partner

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Table of Contents

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

1.1   Ingredient settings

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

Related pages:
- Allergen
- Ingredients Category
- Classifications
- Classification Types

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).

Related pages:
- Ingredient Master Data
- Item Ingredient Master Data

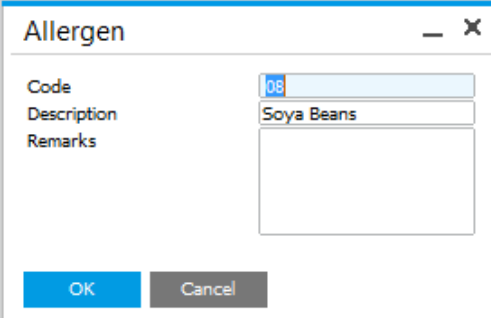This form allows users to define a valid list of Allergens that can be traced within their products and materials.

This data is used within the Ingredient Master Data and Item Ingredient Master Data forms.
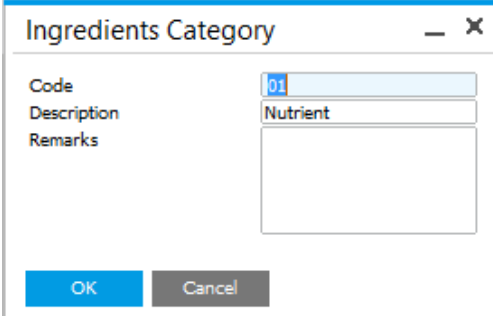
1.1.2 Ingredients Category

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
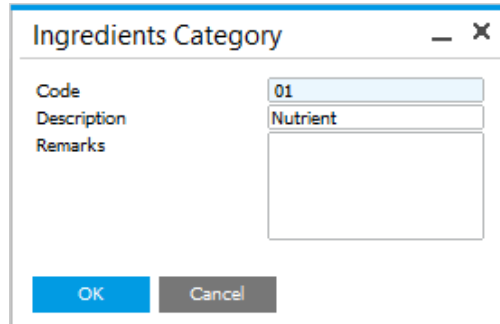

1.1.3 Classifications

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

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.
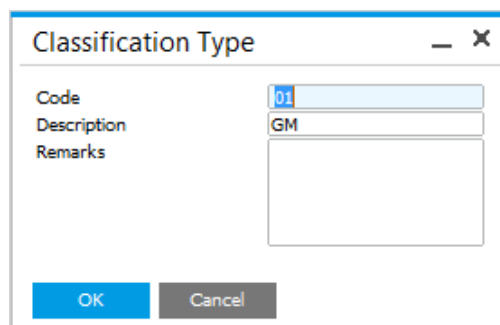
This data is used within the Ingredient Master Data.

Related pages

- Ingredient Master Data

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

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

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

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

Specifications

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:

    o Not Approved,

    o Pending,

    o 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.

Path

Inventory → Ingredients → Item Ingredient Master Data

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

In this tab predefined ingredients can be chosen. To get more information on defining ingredients details, click here.

Nutrients

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

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

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

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:

  o Not Approved

  o Pending

  o Approved

- Status Date – a status posting date

- Attachment

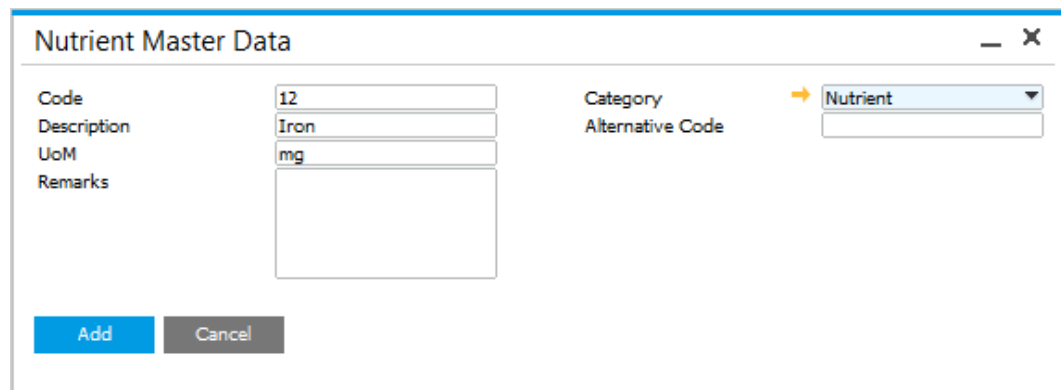- Remarks

1.4 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.

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.
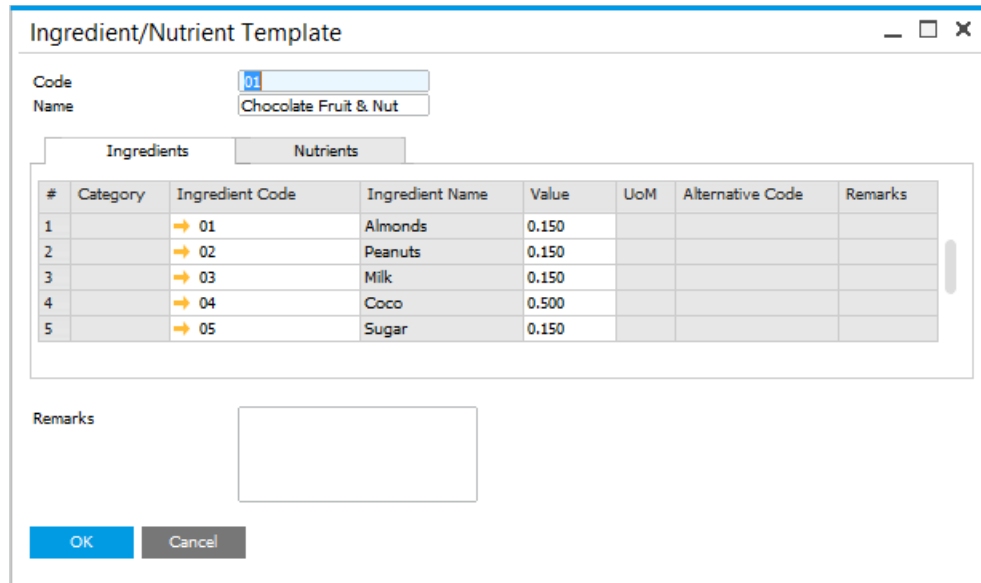
1.5 Ingredient and Nutrient Template

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.
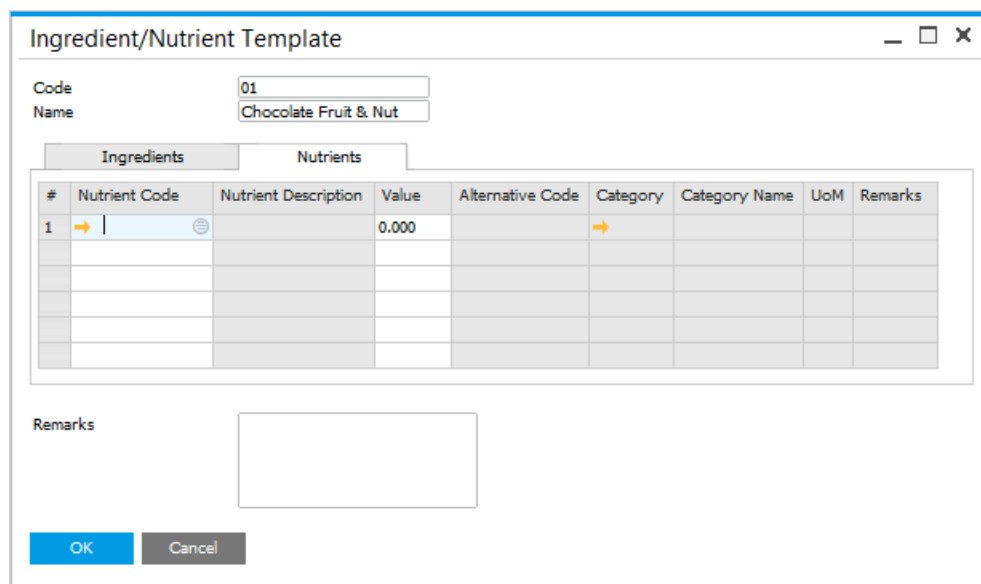

Nutrients can be added to Nutrients tab by choosing Nutrient Code. Only value can be changed. A user can change other Nutrient attributes on Nutrient Master Data form.

1.6   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.

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