

Product Based Certification

Background:

Some certification schemes are product based, e.g. Kosher and Halal and, until now, 3iVerify did not take account of this. Therefore, it was difficult to identify products from suppliers which had valid product-based certification. We have now added new features which enable full support for product-based certification. This user update explains:

- What product-based certification is
- How to set this new feature up
- How the new process works
 - Sending a product-based certification to a supplier
 - How a supplier uploads product certification
 - How you can check product certification

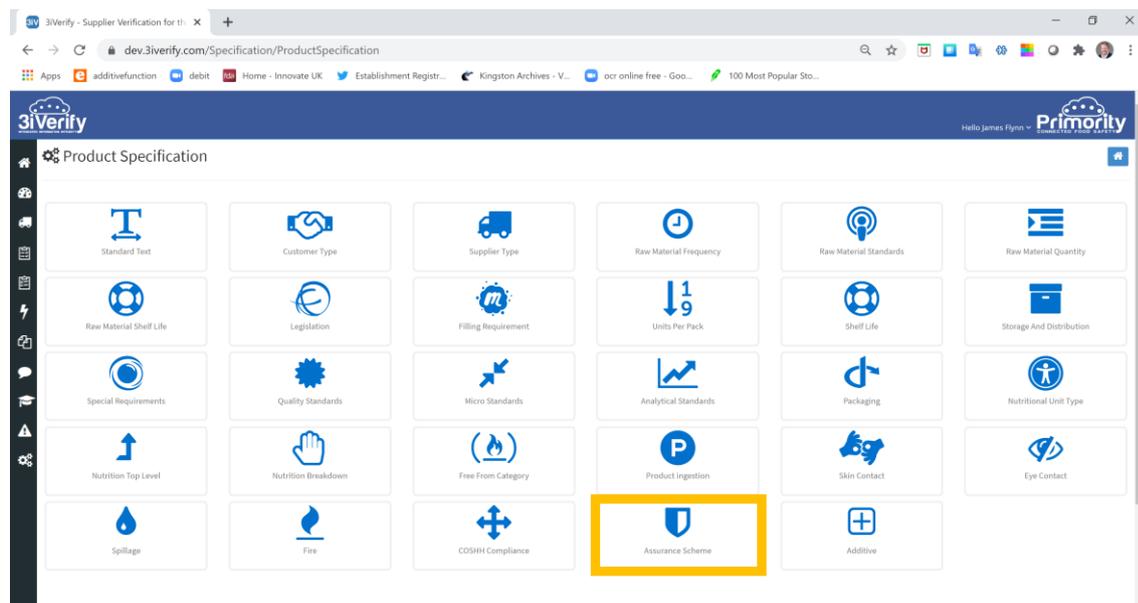
What is Product-Based Certification?

Some certification schemes, e.g. Kosher and Halal, apply only to certain products. This means that when sending a certification request for such a scheme that we need to know which materials the certification applies to. This will ensure that we can maintain accurate records of products purchased from suppliers who carry such certification and then can make accurate claims on the products in which those materials are present. In practice, we need to have a list of all materials that are purchased from the supplier in question to which product based certification may apply so that either you, or the supplier, can select the relevant products when sending a product based certification or, in the case of the supplier, when they are uploading product based certification.

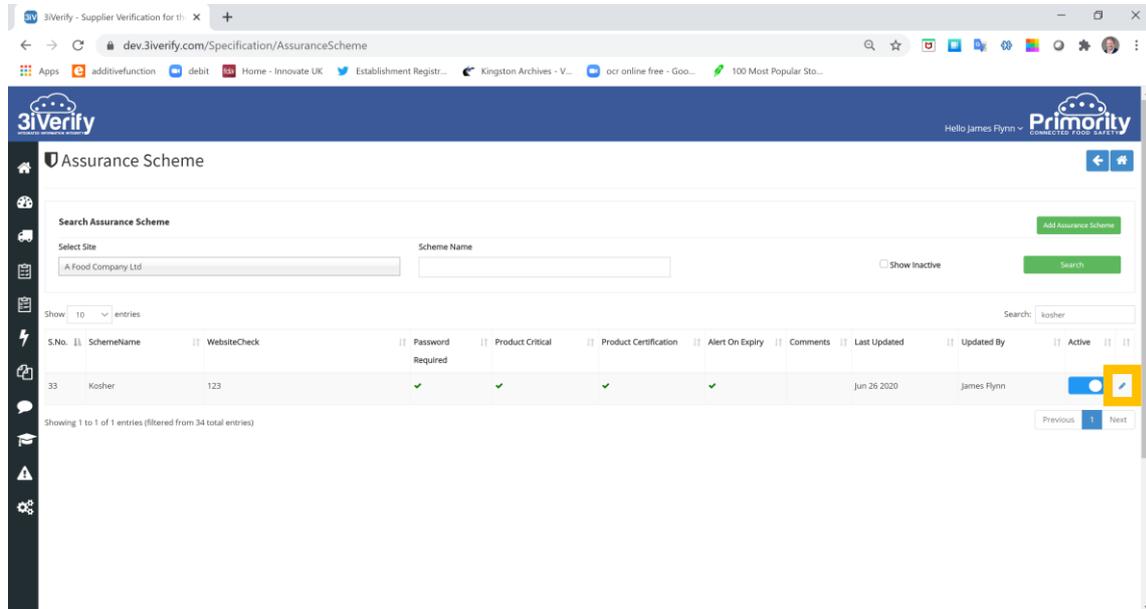
Setting Up Product Based Certification:

To enable product-based certification we first must set the product certification flag in the Assurance Scheme look up list. This tells the system that we, or the supplier, must select one or more materials to which that certification request applies. To do this, you will require administrative rights to 3iVerify. To do this follow the instructions below:

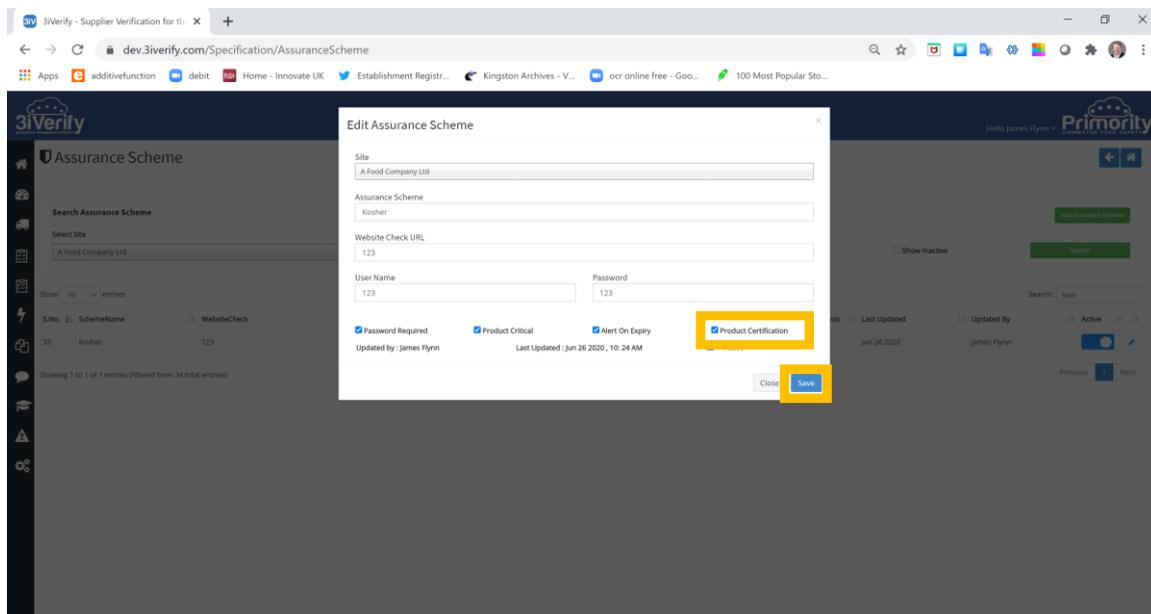
Step 1: Go to Admin>Product Specification and find the Assurance Scheme look up list and click it.



Step 2: Search for the relevant Scheme that you wish to set to product-based, click the edit icon.



Step 3: Click the 'Product Certification' checkbox and click 'Save' to update the record in the system.



Repeat this process for all relevant product-based certification(s) that you wish to enable.

How Product Based Certification Works:

Product based certification requires you to:

- Send a certification request to the supplier (you can preselect the materials it applies to)
- The supplier uploads their certification (and checks or selects the materials it applies to)
- You then check the certification and update the record as checked

Each stage in the process is described below.

Step 1: Sending a product-based certification to a supplier.

Step 1b: First, make sure that the relevant product-based certification is set in the Supplier>Certification>Applicable Assurance tab as shown below. Click 'Save Assurance'.

The screenshot shows the '3iVerify - Supplier Verification for th...' browser window. The page title is 'Search Supplier'. The 'Supplier name' is 'JF Test Supplier'. The 'Certification' tab is active, and the 'Applicable certification' sub-tab is selected. Under 'Certification Approvals', the 'Applicable certification' section is expanded, showing a grid of certification options. The 'Kosher' and 'Halal' checkboxes are checked and highlighted with yellow boxes. The 'Save assurance' button is also highlighted with a yellow box. Below the grid, there is a table with columns: Scheme, Assurance no., Grade, Audit date, Expiry, Auto send, Sent / Opened, Deadline, Checked, Last Updated, and Actions. The first row shows 'BRCGS Global Standard for Food Issue 7' with a '✓' in the 'Checked' column.

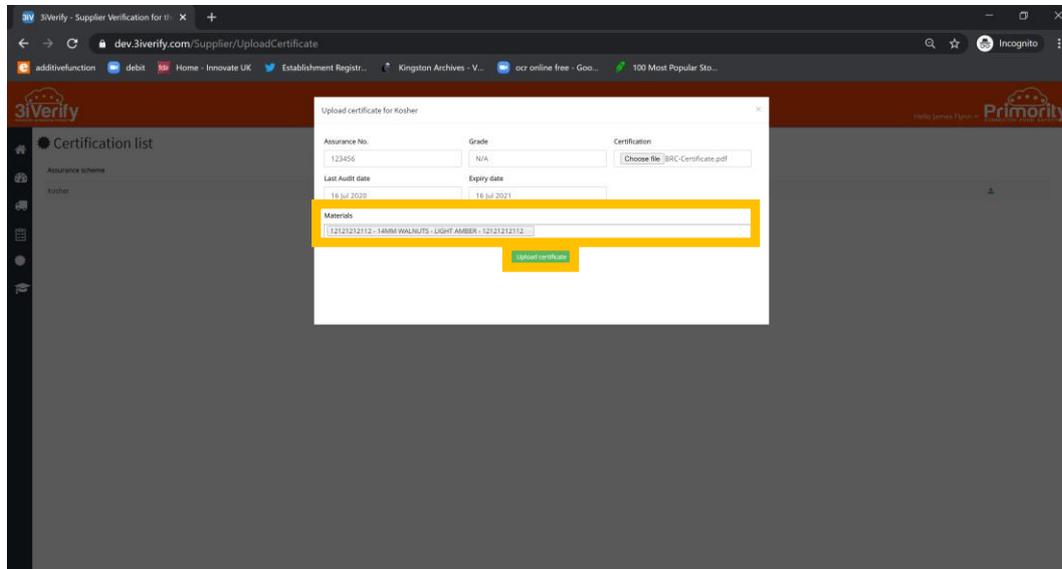
Step 1b. Send the product-based certification request and select the materials it applies to.

The screenshot shows the '3iVerify - Supplier Verification for th...' browser window. The page title is 'Search Supplier'. The 'Supplier name' is 'JF Test Supplier'. The 'Certification' tab is active, and the 'Automated certification' sub-tab is selected. The form includes fields for 'Email user signature' (James Flynn), 'Site code', 'Schema' (Kosher), 'Date last sent', 'Date received', and 'Deadline date' (05 Aug 2020). The 'Select Materials' field contains the text '1212121212-14MM WALNUTS-LIGHT AMBER-1212121212'. The 'Send request' button is highlighted with a yellow box. At the bottom, it says 'Updated by: Admin' and 'Last updated: 26 Jan 2017' with an 'Active' status.

The supplier will be sent an email notification in the normal way.

Step 2: How a supplier uploads product certification.

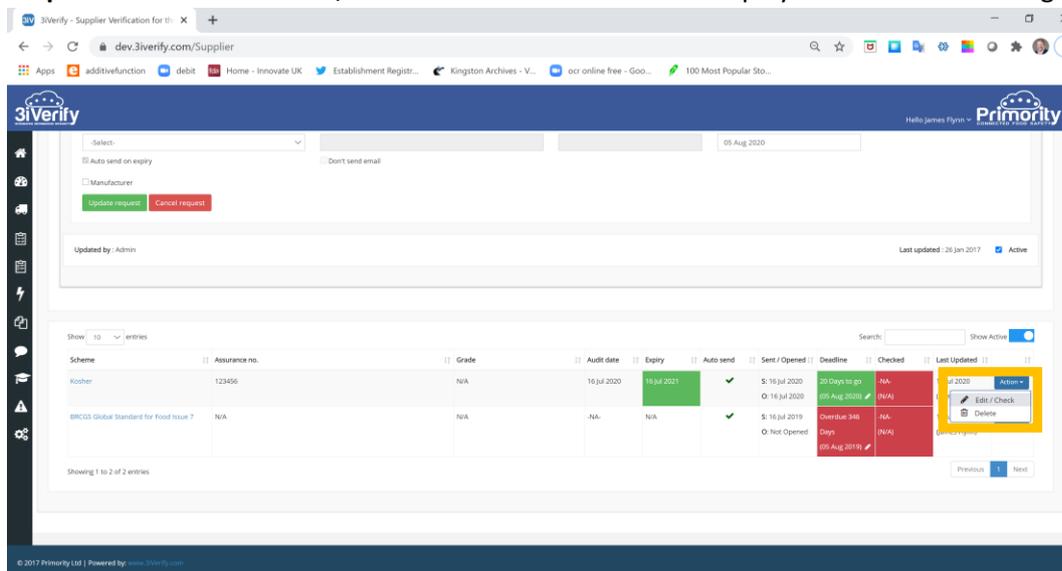
The supplier will log in using the usual process and will be able to upload the certification as normal. The supplier will be able to amend, or add any other, materials that you have added to the system as being supplied by them.



The certification will be uploaded, and an email alert sent to the assigned user as normal.

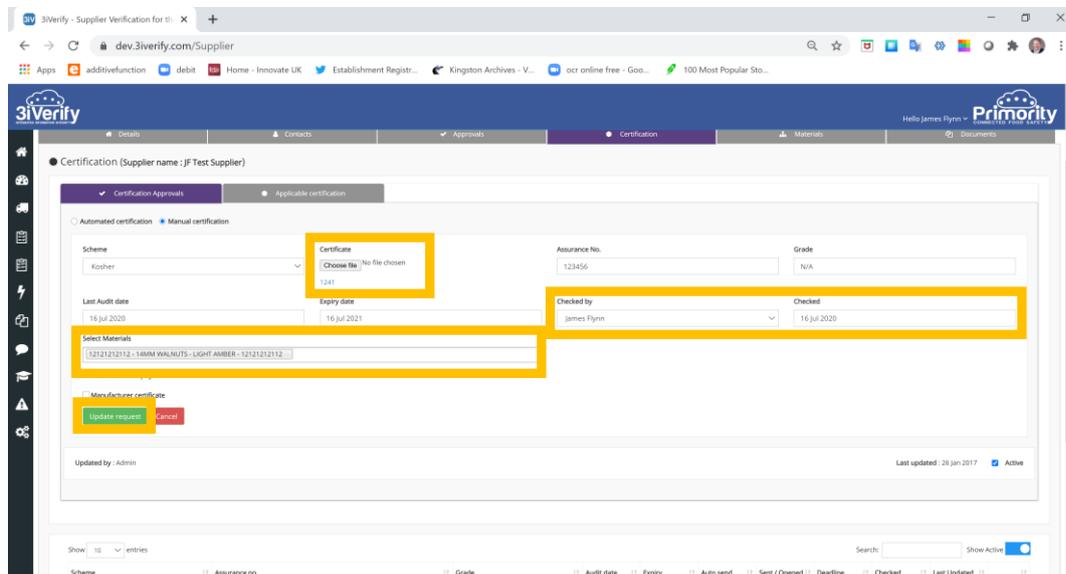
Step 3: How you can check product certification.

Step 3a: Select Action>Edit / Check menu button. This will display the record for editing above.



See overleaf for Step 3b.

Step 3b: View the certificate to check the records and check that the materials list is correct. Then select your name and the date the certification record was checked and click 'Update request'.



3iVerify - Supplier Verification for th: X +
dev.3iverify.com/Supplier

3iVerify
Hello James Flynn - Connected Food Safety
Primority

● Certification (Supplier name : JF Test Supplier)

▼ Certification Approvals ● Applicable certification

Automated certification Manual certification

Scheme: Kosher Certificate: Choose file No file chosen 1234 Assurance No.: 123456 Grade: N/A

Last Audit date: 16 Jul 2020 Expiry date: 16 Jul 2021 Checked by: James Flynn Checked: 16 Jul 2020

Select Materials: 1212121212 - 14MM WALNUTS - LIGHT AMBER - 1212121212

Manual certification

Update request Cancel

Updated by: Admin Last updated: 26 Jan 2017 Active

Show: 10 entries Search: Show Active

Scheme Assurance no. Grade Audit date Expiry Auto send Sent / Opened Deadline Checked Last Updated

The product certification record will now be updated and the information is available in reports and in the system dashboard.