

# My product manager user manual

Colruyt Group Private Label

06 February 2025

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## 1. Purpose of this user manual

This user manual is **complementary to the documentation made available by GS1 Belgium & Luxembourg in its My Product Manager knowledge centre**, see info on [this page](#). This user manual must be used for all products for which **Colruyt Group** needs **additional information**, i.e. our **Private Label products, national brand products that undergo processing by Colruyt Group** (e.g. cutting or baking of the products) **and potatoes, fruit, and vegetables** (including e.g. unpacked nuts and dried fruit, etc.). In it, we indicate the additional information required for these products or highlight certain fields that must also be filled in by default for other types of products.

If you would like more information on how to submit **Eco-score** related product information, you can consult the specific GS1 user guide [here](#).

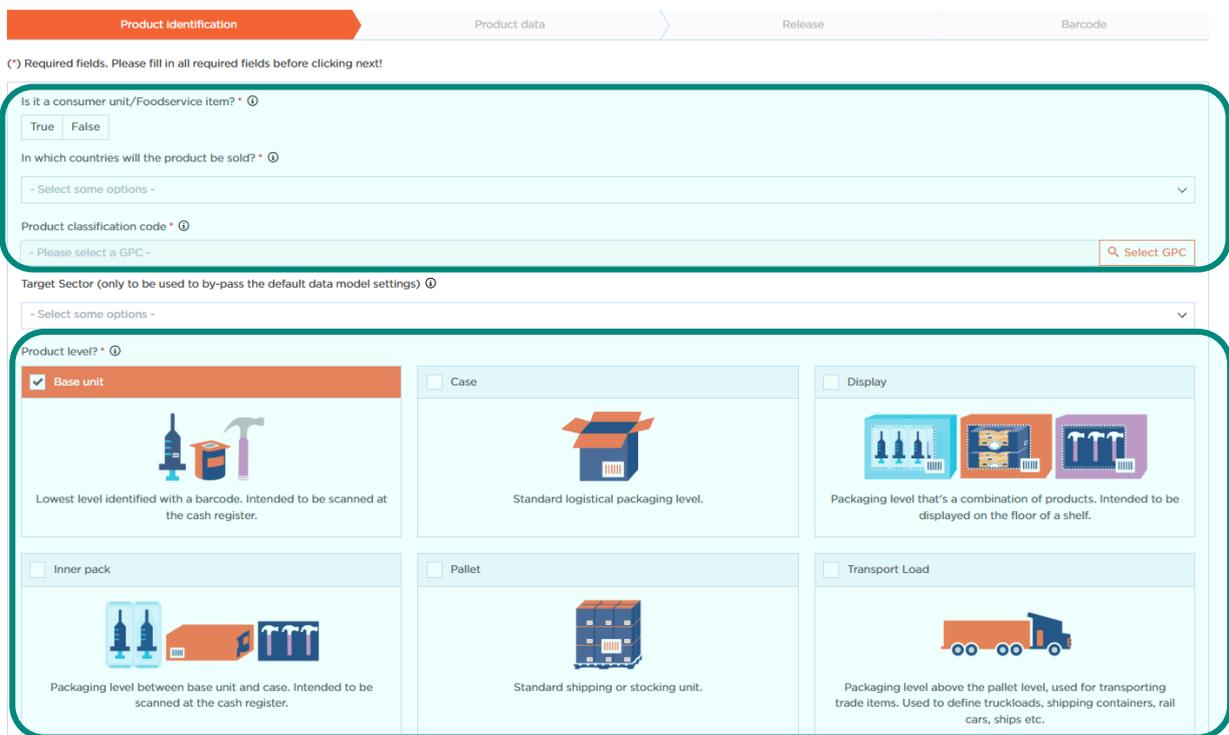
The **mandatory attributes** to be filled in are indicated by ‘\*’. The other attributes may be mandatory depending on the product group to which your product belongs.

If, after reading through this user manual, you still have questions about:

- the details of the fields to be completed → Get in touch with your contact at Colruyt Group’s Quality Department
- validation errors, general operation of MPM, publication, etc. → Contact GS1 at [support@gs1belu.org](mailto:support@gs1belu.org)

## 2. Product identification

Under the ‘Product identification’ section, you must not enter any additional specific information in relation to the information provided in the GS1 [knowledge centre](#).



Product Identification | Product data | Release | Barcode

(\*) Required fields. Please fill in all required fields before clicking next!

Is it a consumer unit/Foodservice item? \* ⓘ  
 True  False

In which countries will the product be sold? \* ⓘ  
 - Select some options -

Product classification code \* ⓘ  
 - Please select a GPC - Search Select GPC

Target Sector (only to be used to by-pass the default data model settings) ⓘ  
 - Select some options -

Product level? \* ⓘ

|   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> <b>Base unit</b><br><br>Lowest level identified with a barcode. Intended to be scanned at the cash register. | <input type="checkbox"/> <b>Case</b><br><br>Standard logistical packaging level.  | <input type="checkbox"/> <b>Display</b><br><br>Packaging level that's a combination of products. Intended to be displayed on the floor of a shelf.   |
| <input type="checkbox"/> <b>Inner pack</b><br><br>Packaging level between base unit and case. Intended to be scanned at the cash register.       | <input type="checkbox"/> <b>Pallet</b><br><br>Standard shipping or stocking unit. | <input type="checkbox"/> <b>Transport Load</b><br><br>Packaging level above the pallet level, used for transporting trade items. Used to define truckloads, shipping containers, rail cars, ships etc. |

IS IT A CONSUMER UNIT/FOODSERVICE ITEM?\*

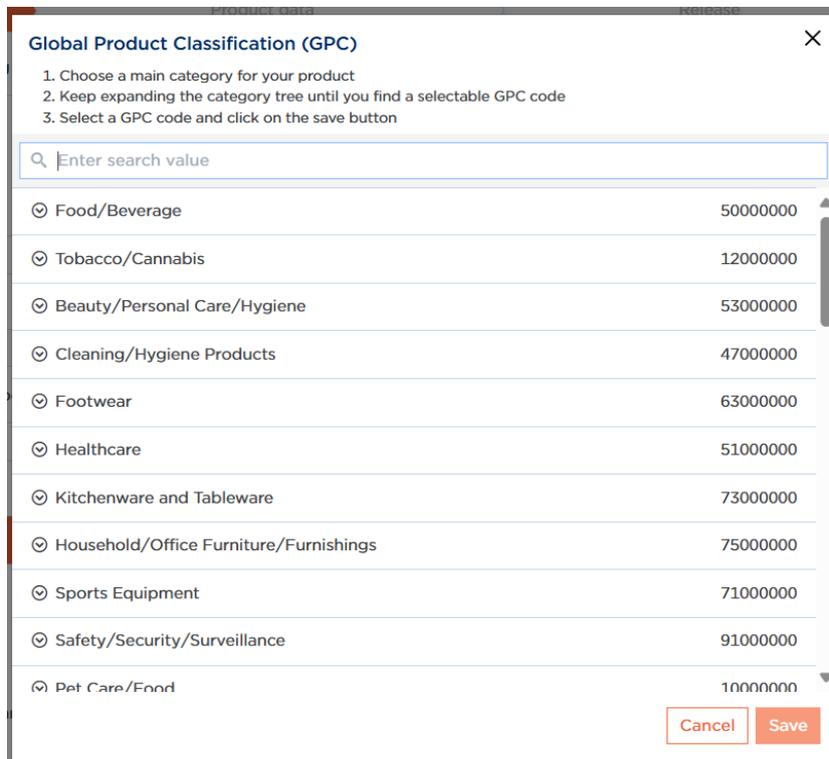
Select 'True' if you are filling in the sheet for the 'Base unit' (filled in at 'Product level' visible slightly lower in the above image), this concerns products that can be scanned at the checkout or that will be reprocessed by Colruyt Group.

IN WHICH COUNTRIES WILL THE PRODUCT BE SOLD?\*

Select Belgium as your product will be sold in the Belgian target market by Colruyt Group. If your product will only be sold in our Luxembourg stores, select Luxembourg.

PRODUCT CLASSIFICATION CODE\*

Enter the correct GPC (global product classification) code under which the product can be subdivided. To do so, click 'Select GPC' and the following screen appears:



Now click the appropriate categories until you get to the right code. Confirm by clicking 'Save'.

*Tip:* Use the info icon to see the brick code explanation.

|   |          |
|---|----------|
| <input checked="" type="radio"/> Food/Beverage                            | 50000000 |
| <input checked="" type="radio"/> Fruits - Unprepared/Unprocessed (Frozen) | 50270000 |
| <input checked="" type="radio"/> Fruits - Unprepared/Unprocessed (Frozen) | 50270100 |
| <input type="radio"/> Fruit - Unprepared/Unprocessed (Frozen) ⓘ           | 10000002 |

PRODUCT LEVEL?\*

Enter the correct level for which you are completing the sheet in the logistics hierarchy.

### 3. Product data

The following sections discuss all the attributes/fields that need to be filled in. You can follow the order of the user manual and open the sections one by one, or you can search for a specific attribute by name using the search function at the top right of the screen.

#### 3.1 Section 'Product Descriptions'

### 3.1.1 Product description

#### LANGUAGE - PRODUCT DESCRIPTION\*

Enter a clear description of the product at least in the required languages (e.g. Dutch, French, English and German for the target market/sales in Belgium).

*When specifying quantities or weights, take into account the level for which you are completing a sheet in the logistics hierarchy (e.g. for the sheet of a 4-piece pack, enter 'x4' or '4 pieces' to distinguish it from the base sheet in terms of description).*

### 3.1.2 Other product descriptions fields (not in tables)

#### BRAND\*

Enter your product's correct brand. You add brands by first clicking 'Create new brand' to the right of the field and then selecting it in this field. The following table provides an overview of all Colruyt Group's Private Label brands.

If your product has no brand, create the brand 'unbranded'.

| <b>Private Labels (except for wine)</b> |                    |                     |
|---|--------------------|---------------------|
| Bio-Planet                              | Culino             | Hiron               |
| Boni Selection                          | Econom             | Marie Galante       |
| Cara                                    | Everyday           | Okay                |
| Colruyt Savoir-faire                    | Excellent          | Porto Amuro         |
| Colruyt Vakmanschap                     | Graindor           | Rose Mary           |
| Cru                                     | Highcool           | Spar                |
| <b>Wine brands</b>                      |                    |                     |
| Bisson                                  | Kalamundi          | Les Éperviers       |
| Blygedacht                              | La Croix Fourget   | Les Hauts Rocs      |
| Cagnard                                 | La Fanfinette      | Les Trois Églises   |
| Comte de Bredimus                       | La Maréchaude      | Les Vanniers        |
| Comtesses du Val                        | La Pastorale       | Lumière du Sud      |
| Corazon                                 | Las Laderas        | Marquis de Villon   |
| Cordillera                              | Lazy Bear          | Moulin De Montagnac |
| Cuvée Grand Prix                        | Le Cavalier-Roi    | Parasol             |
| Cuvée Sartre                            | Le Fort du Bois    | Plaisir du Sud      |
| Duc De Lerne                            | Le Haut-Médoc      | Saviu               |
| Estuario                                | Le Menaudat        | Soubirac            |
| Hage                                    | Le Peyrat          | Terrefort           |
| Haspenhof                               | Le Plus de Luzanet | Vernon              |
| Haut-Tannet                             | Le Pré Clos        | Veuve des Lys       |
| Hemelshof                               | Le Va et Vin       | Vino Sentada        |
| Il Gran Giardino                        | Les Bécasses       | Vinocol             |
| Jacques Cartier                         | Les Douves         | Waratah             |

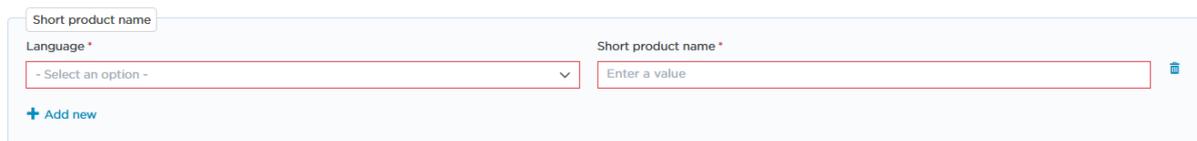
## SUB BRAND

Enter the correct sub brand if applicable to the product. The following sub brands are only possible for the 'Boni Selection' brand:

- Boni Selection Bio
- Boni Selection Eco
- Boni Plan't

### 3.1.3 Short product name

Click 'Add new' to access the following screen.



#### LANGUAGE – SHORT PRODUCT NAME\*

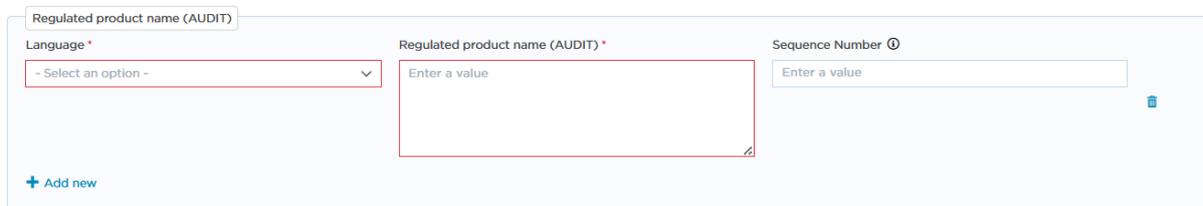
You have the option of entering a short name for the product in at least Dutch, French or English.

*When specifying quantities or weights, take into account the level for which you are completing a sheet in the logistics hierarchy (e.g. for the sheet of a 4-piece pack, enter 'x4' or '4 pieces' to distinguish it from the base sheet in terms of description).*

### 3.1.4 Regulated product name

#### LANGUAGE – REGULATED PRODUCT NAME

Click 'Add new' to access the following screen.



Enter the regulated product name required for food, chemist and pet food products. This name must comply with the requirements laid down in EU labelling regulations (1169/2011) to provide non-misleading and useful information about the product. Always enter it at least in Dutch and French. If you only have one of the two translations, you can e.g. use Google Translate to enter the regulated name in the 2nd language as well.

Only enter the regulated name in this field. Other mandatory information that must be included on the packaging must be entered in other fields. For example, in the 'Provenance statement' field in the '[Origin](#)' section or 'Additional legal product information' in the '[Statements/Claims](#)' section.

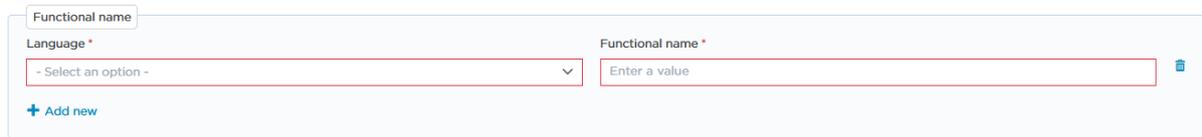
Specific points of attention:

- **Meat products:** add ‘cooked’ - ‘smoked’ to the regulated product name
- **Fish products:** add ‘cooked’ - ‘smoked’ - ‘raw’ - ‘boneless’ - ‘peeled’ - ‘guttled’ to the regulated product name
- **Dairy products:** add ‘contains salt’ or ‘does not contain salt’ (butter) - the variety (Gouda, etc.) and type of cheese in the regulated product name
- **Fruit and vegetable products:** add ‘seedless’ - ‘pitted’ - ‘RTE avocado’ - ‘tree-ripened mango’ to the regulated product name

If you add multiple regulated produce names in the same language, you must also fill in the sequence number. Ensure that the sequence number of the regulated product name is the same for both the Dutch and French translations.

### 3.1.5 Functional name

Click ‘Add new’ to access the following screen.



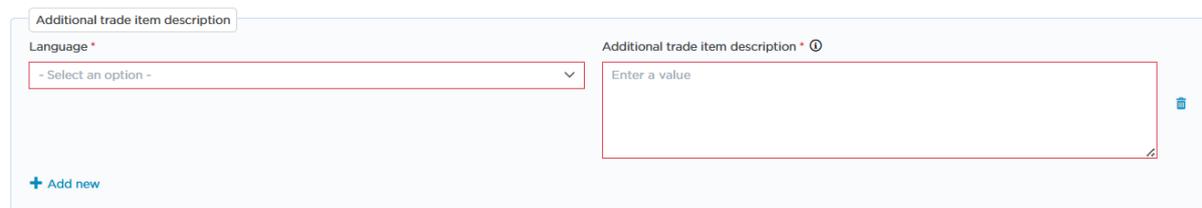
LANGUAGE – FUNCTIONAL NAME

Enter a functional name of the product in at least Dutch, French or English that captures the essence of the product for consumers.

Examples: Soup, Shampoo, Chewing gum, etc.

### 3.1.6 Additional trade item description

Click ‘Add new’ to access the following screen.



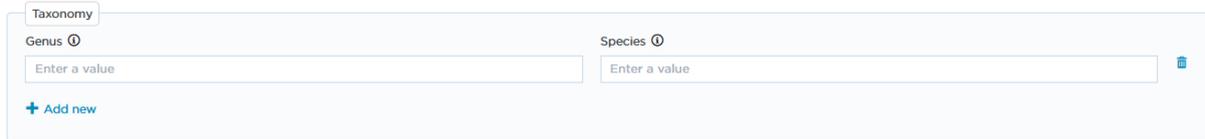
LANGUAGE – ADDITIONAL TRADE ITEM DESCRIPTION

You have the option of providing an additional description of the product.

### 3.1.7 Taxonomy

This section should only be filled in for potatoes, fruit and vegetables, among others, and the selected GPC code determines whether or not it is visible.

Click 'Add new' to access the following screen.



The screenshot shows a form titled 'Taxonomy'. It contains two input fields: 'Genus' and 'Species', both with the placeholder text 'Enter a value'. Below the 'Genus' field is a blue '+ Add new' button. There is also a small trash icon to the right of the 'Species' field.

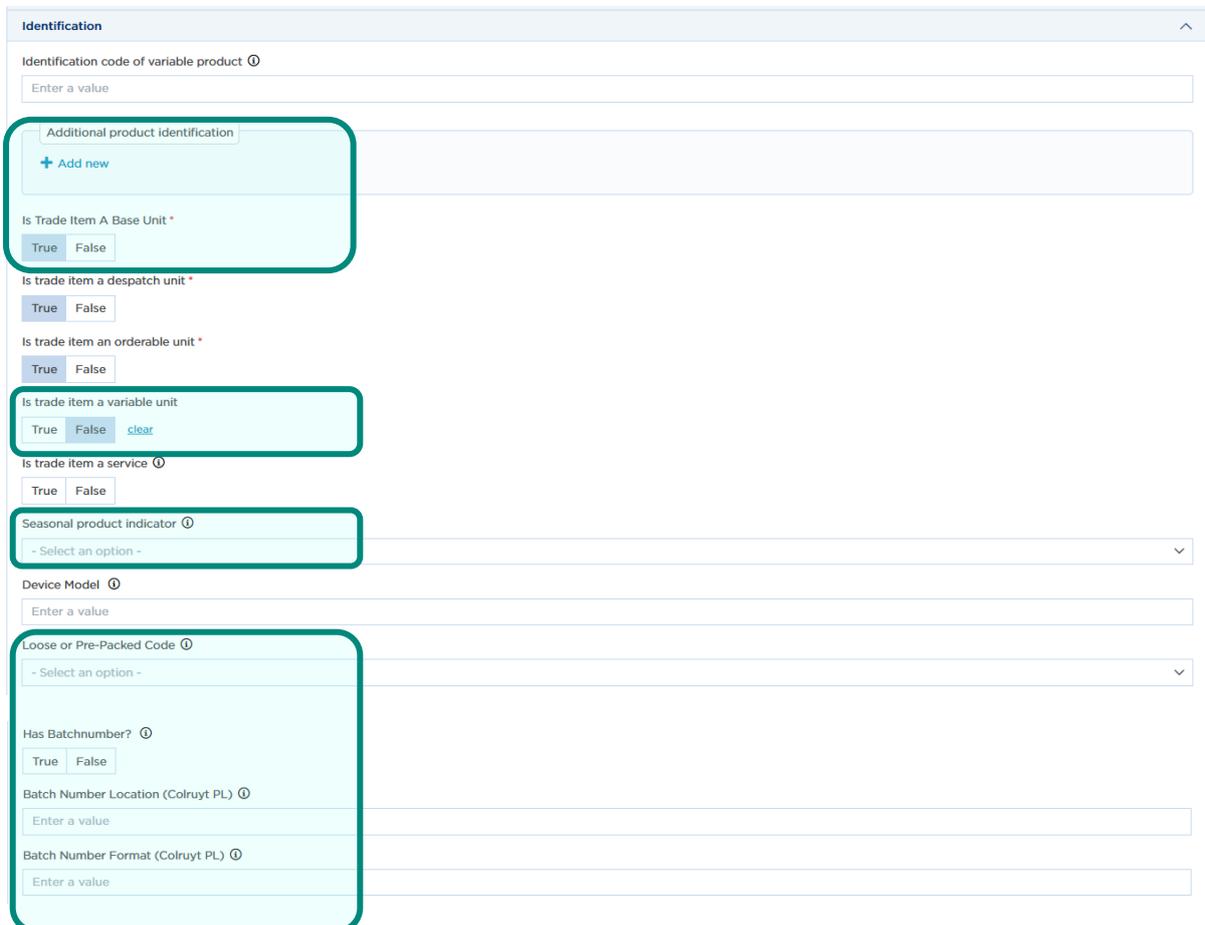
#### GENUS

Enter the Latin name of the genus of the product here.

#### SPECIES

Enter the Latin name of the type of product, which comes directly below the genus.

### 3.2 Section 'Identification'



The screenshot shows the 'Identification' form. Several fields are highlighted with green boxes:

- 'Additional product identification' section, including the '+ Add new' button.
- 'Is Trade Item A Base Unit' field with 'True' and 'False' buttons.
- 'Is trade item a despatch unit' field with 'True' and 'False' buttons.
- 'Is trade item an orderable unit' field with 'True' and 'False' buttons.
- 'Is trade item a variable unit' field with 'True', 'False', and 'clear' buttons.
- 'Is trade item a service' field with 'True' and 'False' buttons.
- 'Seasonal product indicator' dropdown menu.
- 'Device Model' input field.
- 'Loose or Pre-Packed Code' dropdown menu.
- 'Has Batchnumber?' field with 'True' and 'False' buttons.
- 'Batch Number Location (Colruyt PL)' input field.
- 'Batch Number Format (Colruyt PL)' input field.

The screenshot shows a form with the following fields:

- Preliminary item status code: - Select an option -
- Brand Distribution Trade Item Type Code: - Select some options -
- Display unit indicator: - Select an option -
- Display type code: - Select an option -
- Referenced trade item: + Add new

### 3.2.1 Additional product identification

Click 'Add new' to access the following screen.

The screenshot shows the 'Additional product identification' form with the following fields:

- Additional product identification: Enter a value
- Additional product identification type code: - Select an option -
- + Add new

#### ADDITIONAL PRODUCT IDENTIFICATION

You have the option of providing an internal reference for the product.

#### ADDITIONAL PRODUCT IDENTIFICATION TYPE CODE

Select SUPPLIER\_ASSIGNED if you are including an internal reference for the product.

### 3.2.2 Other identification fields (not in tables)

#### IS TRADE ITEM A BASE UNIT\*

Select 'True' if you are filling in the sheet for the 'Base unit' (filled in at 'Product level' under '[Product identification](#)'), select 'False' if you are filling in a sheet of a higher packaging hierarchy.

#### IS TRADE ITEM A VARIABLE UNIT \*

Select 'True' if the weight of the product is variable and no fixed weight is specified on the packaging. If not variable, select 'False'.

#### SEASONAL PRODUCT INDICATOR\*

Select 'True' if the product is only available during specific periods (e.g.: seasonal). If the exact start and end dates during which the product is available are known, enter them in the '[Timings](#)'

[section](#) in the ‘Consumer first availability date time’ and ‘End availability date time’ fields. Other season-related attributes can be found under the [‘Colruyt Private Label’ section](#).

#### LOOSE OR PRE-PACKED CODE

If the product has a variable weight, indicate whether it is loose or pre-packed.

#### HAS BATCHNUMBER?\*

Indicate whether there is a batch/lot number on the packaging.

#### BATCH NUMBER LOCATION (COLRUYT PL)

If there is a batch/lot number on the packaging, indicate the location of the number on the packaging/product. E.g. on the front at the bottom on the left, on the lid, on the cap, on the underside, etc.

#### BATCH NUMBER FORMAT (COLRUYT PL)

If there is a batch/lot number on the packaging, specify the format in which the number is printed on the packaging/product. E.g. ‘0123abc00’ or ‘L01234’, etc.

#### BRAND DISTRIBUTION TRADE ITEM TYPE CODE \*

Identify the product as one for which Colruyt Group requires additional information by selecting ‘[PRIVATE LABEL]’.

#### DISPLAY UNIT INDICATOR

Select ‘True’ if this is the sheet for a display unit or leave this attribute blank if it is not a display.

#### DISPLAY TYPE CODE

Select the correct type of display if you selected the value ‘True’ above under ‘Display unit indicator’.

### 3.3 Section 'Content'

⊕
Net content (AUDIT)

⊕
+ Add new

⊕
Net content statement (AUDIT)

⊕
+ Add new

Number of servings per package ⊕

Servings Per Product Precision Code ⊕

⊕
- Select an option -
⌵

Number of smallest units per package ⊕

Maximum number of smallest units per package ⊕

|   |   |
|---|---|
| <p>Drained weight (AUDIT) <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>Enter a value</span> </div>   | <p>Unit of measure (AUDIT)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>- Select an option -</span> <span style="float: right; font-size: 0.8em;">⌵</span> </div> |
| <p>Percentage of alcohol by volume (AUDIT) <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>Enter a value</span> </div>                                  |   |
| <p>Vintage <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>- Select some options -</span> <span style="float: right; font-size: 0.8em;">⌵</span> </div> |   |
| <p>Alcohol beverage age <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>Enter a value</span> </div>   | <p>Unit of measure</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>- Select an option -</span> <span style="float: right; font-size: 0.8em;">⌵</span> </div>         |

Degree of original wort ⊕

⊕
Enter a value

Product Texture

⊕
+ Add new

#### 3.3.1 Net content

Click 'Add new' to access the following screen.

⊕
Net content (AUDIT)

|  |   |
|--|---|
| <p>Net content (AUDIT) * <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>Enter a value</span> </div> | <p>Unit of measure (AUDIT) * <span style="float: right; font-size: 0.8em;">⊕</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="float: right; font-size: 0.8em;">⊕</span> <span>- Select an option -</span> <span style="float: right; font-size: 0.8em;">⌵</span> <span style="float: right; font-size: 0.8em;">🗑</span> </div> |
|--|---|

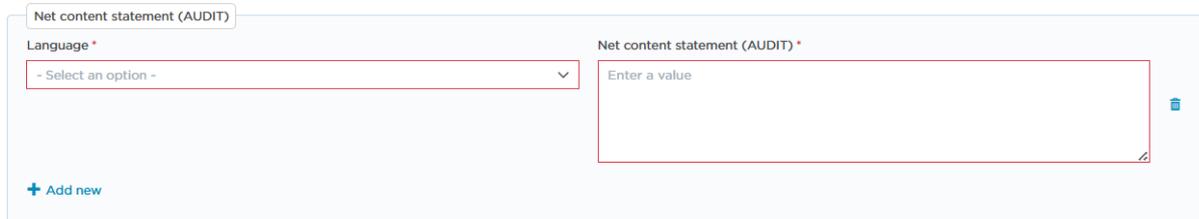
⊕ + Add new

NET CONTENT – UNIT OF MEASURE\*

Enter the correct net weight, volume or content in pieces of the product as stated on the physical packaging.

### 3.3.2 Net content statement

Click 'Add new' to access the following screen.



#### LANGUAGE – NET CONTENT STATEMENT

For pre-packaged products containing multiple units and complying with 76/211/EEC (E\_MARK), indicate in Dutch, French or English to which unit the guarantee of accuracy and reliability of the declared content applies (= E-mark location). To the single content or combined content?

**Example:** 6 pack of 750 g for which a guarantee applies to the individual vs the composite unit:

- **Language:** Select the language (NL, FR or EN) in which the 'Net content statement' has been entered
- **Net content statement**
  - Guarantee applicable to the individual unit → 6\*125 g
  - Guarantee applicable to the composite unit → (6\*125 g)e

### 3.3.3 Other content fields (not in tables)

#### DRAINED WEIGHT - UNIT OF MEASURE

Enter the drained weight, with the correct measurement unit, if applicable to the product.

#### PERCENTAGE OF ALCOHOL BY VOLUME

For products containing alcohol, enter the correct alcohol percentage.

#### VINTAGE

For wine, enter the correct vintage.

#### DEGREE OF ORIGINAL WORT

For beer, enter the degree of the original wort (sugar, water, yeast, barley, hops, etc.) used to allocate the different types of beer to their respective tax group/beer excise duty.

### 3.4 Section 'Dimensions'

#### 3.4.1 Other dimensions fields (not in tables)

For more information about which dimension to fill in and where, you can watch [this video](#).

HEIGHT – UNIT OF MEASURE\*

Enter the correct vertical dimension for the product; from the lowest to the highest point.

DEPTH – UNIT OF MEASURE\*

Enter the correct dimension for the product; from the foremost to the rearmost point.

WIDTH – UNIT OF MEASURE\*

Enter the correct horizontal dimension for the product; from the point at the extreme left to the point at the extreme right.

NET WEIGHT – UNIT OF MEASURE\*

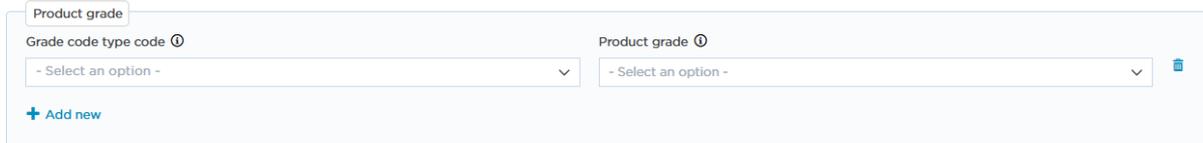
Enter the net weight (weight of the product without its packaging), together with the correct measurement unit. For example, for outer boxes, multiply the net weight of the product (base) by the number of pieces in the outer box.

GROSS WEIGHT – UNIT OF MEASURE\*

Enter the gross weight (weight of the product with its packaging), along with the correct measurement unit. If you are filling in the pallet sheet, the weight of the pallet must be included.

### 3.4.2 Product grade

Click 'Add new' to access the following screen.



GRADE CODE TYPE CODE

Select whether the quality code entered applies to a fruit and vegetable product or eggs.

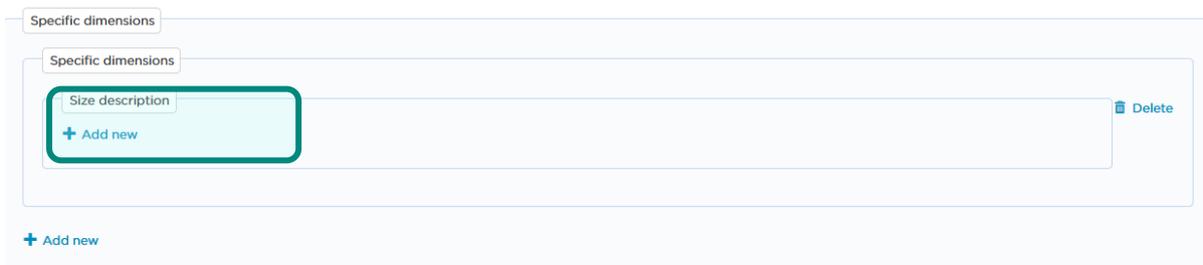
PRODUCT GRADE

Select:

- The class applicable to the fruit or vegetable:
  - Class I - EU legislation 543/2011
  - Class II - EU legislation 543/2011
  - Class I or II - EU legislation 543/2011 > In this case, click 'Add new' twice to be able to select both classes
  - Class Extra - EU legislation 543/2011
- Egg size: S, M, L or XL

### 3.4.3 Specific dimensions

Click 'Add new' to access the following screen.



### 3.4.3.1 Size description

Click 'Add new' again to access the following screen.

The screenshot shows a nested form structure. The outermost container is titled 'Specific dimensions' and contains a '+ Add new' button at the bottom left. Inside this container is another 'Specific dimensions' container, which also has a '+ Add new' button at its bottom left. This inner container holds a 'Size description' section. Within this section, there is a 'Language' dropdown menu with the placeholder '- Select an option -' and a 'Size description' text input field with the placeholder 'Enter a value'. To the right of the text input is a 'Delete' button with a trash icon. A '+ Add new' button is located at the bottom left of the 'Size description' section.

#### LANGUAGE – SIZE DESCRIPTION

Here you enter a description of the size, calibre or dimension of the product, if necessary. If it is mixed, several can be entered. Filling in these details is mandatory if the legislation contains information about the size of the product, e.g. in EU Regulation 543/2011 for certain fruit and vegetables.

E.g. Apples: 70-80 mm, 100-120 g

## 3.5 Section 'Images and documents'

### 3.5.1 Photos and documents

The screenshot shows a section titled 'Images and documents' with an upward-pointing arrow on the right. Inside this section, there is a sub-container with a title 'Images and documents' and a '+ Add new' button at its bottom left.

Click 'Add new' to access the following screen.

Images and documents

New asset

Type of document (Image, safety data sheet, assembly Instructions, etc.) \*

Digital Asset Primary Indicator

URL

Document Name

Language

File effective start date time

File effective end date time

+ Add new

If the product is certified/accredited, you must upload the certificate here. The information about the certificate must be filled in under the [‘Certification’](#) section.

| Document to be uploaded  | Type of document                      |
|--|---------------------------------------|
| Product image(s)   | [PRODUCT_IMAGE]                       |
| IFS certificate  | [CERTIFICATION]                       |
| BRC certificate  | [CERTIFICATION]                       |
| MSC certificate  | [CERTIFICATION]                       |
| ASC certificate  | [CERTIFICATION]                       |
| RSPO certificate   | [CERTIFICATION]                       |
| FSC certificate  | [FOOD_CONTACT_CONFORMITY_CERTIFICATE] |
| PEFC certificate   | [CERTIFICATION]                       |
| Organic certificate  | [ORGANIC_CERTIFICATE]                 |
| Certificate of conformity with legislation 1223/2009   | [DECLARATION_OF_CONFORMITY]           |
| REACH declaration  | [CERTIFICATION]                       |
| ‘No animal testing’ declaration  | [CERTIFICATION]                       |
| EO-Eco label   | [CERTIFICATION]                       |
| SDS sheet<br>> To be uploaded if the product or mixture is classified as hazardous by the CLP regulation   | [SAFETY_DATA_SHEET]                   |
| Excel related to the aggregation<br>> To be uploaded if applicable for Non-Food products<br>> Tip: Convert your Excel into a PDF because Excel files cannot be uploaded here | [DOCUMENT]                            |

|  |            |
|--|------------|
| Dossier on biodegradability<br>> <i>To be uploaded if applicable for Non-Food products</i> | [DOCUMENT] |
|--|------------|

NEW ASSET\*

Add the document as an attachment OR note the URL (see 'URL' attribute) under which we can find the file.

TYPE OF DOCUMENT\*

Select the correct type of the document or image. See the correct type in the table above in the 'Type of document' column.

URL\*

Add the document as an attachment (see 'New digital file' attribute) OR note the URL under which we can find the file.

DOCUMENT NAME\*

Enter a clear name for the document or image added.

If it concerns a food safety document, the name must be exactly the same as the one you entered under 'Certificering Identificatie' [Section 'Certificaat'](#).

LANGUAGE

For written documents (no image), specify the language of the document.

FILE EFFECTIVE START DATE TIME

Enter the date on which the external link functions and can be used.

FILE EFFECTIVE END DATE TIME

Enter the date from which the external link expires and cannot be used.

### 3.6 Section 'Timings'

#### 3.6.1 Other timings fields - 1 (not in tables)

##### START AVAILABILITY DATE TIME\*

If the exact start date when the product is available is known, enter the date in this field. If not known enter the date on which you are filling in the product sheet.

#### 3.6.2 Trade item lifespan per target market

Click 'Add new entry' to access the following screen.

Enter the correct shelf life information for each country in which the product will be sold (countries to be entered in the 'In which countries will the product be sold?' field) in '[Product identification](#)'.

#### TARGET MARKETS

Select the target market for which you wish to enter the shelf life information.

#### MINIMUM DAYS OF SHELF LIFE FROM PRODUCTION (IN DAYS)

If it concerns a product subject to a mandatory shelf life specification, indicate the number of days the product's life is guaranteed for the selected target market after production.

#### MINIMUM DAYS OF SHELF LIFE AT ARRIVAL (IN DAYS)

If it concerns a product subject to a mandatory shelf life specification, indicate the number of days the product's life is guaranteed for the selected target market after receipt.

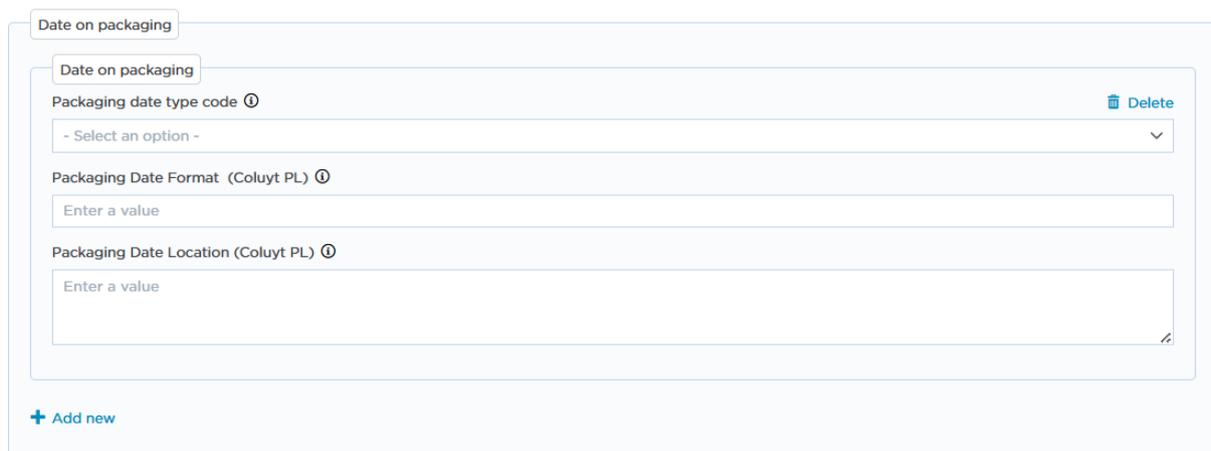
#### OPENED TRADE ITEM LIFESPAN (IN DAYS)

If it concerns a product subject to a mandatory shelf life specification, indicate the number of days the product's life is guaranteed for the selected target market after opening.

Not applicable to frozen products, but applicable to chilled products, and those in tins and jars.

### 3.6.3 Date on packaging

Click 'Add new' to access the following screen.



#### PACKAGING DATE TYPE CODE

Indicate which type of dates will be listed on the packaging. E.g. Best before date, Use by date, Packaging date, etc.

#### PACKAGING DATE FORMAT (COLRUYT PL)

Specify the format in which the selected type of date will be listed on the package.

E.g. DD/MM/YYYY (e.g. 16/01/2026)

#### PACKAGING DATE LOCATION (COLRUYT PL)

Specify where the selected type of date will be added to the packaging.

E.g. See cap, see lid, see underside, etc.

### 3.6.4 Other timings fields - 2 (not in tables)

#### END AVAILABILITY DATE TIME\*

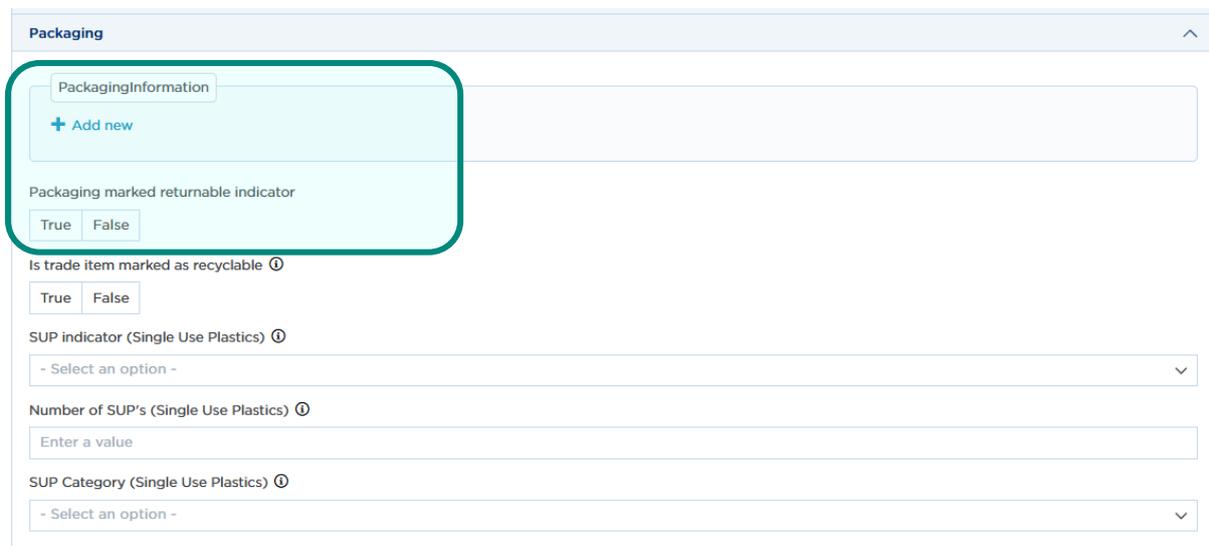
If the exact end date when the product ceases to be available is known, enter the date in this field.

### 3.7 Section 'Packaging'

See also this [link](#) for more information about entering packaging information in My Product Manager. Via this page, among other things, you can click through to an [online video training session](#), focusing specifically on entering packaging attributes.

Packaging information is also relevant for calculating the Eco-score. The specific user manual on this subject can be accessed via [this link](#).

Below you can find the specific attributes that Colruyt Group needs to fill in.



The screenshot shows a 'Packaging' section in a software interface. A green box highlights the 'PackagingInformation' section, which includes a '+ Add new' button and a 'Packaging marked returnable indicator' with 'True' and 'False' radio buttons. Below this are fields for 'Is trade item marked as recyclable', 'SUP indicator (Single Use Plastics)', 'Number of SUP's (Single Use Plastics)', and 'SUP Category (Single Use Plastics)'.

### 3.7.1 Packaging Information

Click 'Add new' to access the following screen.

The screenshot shows a web form titled 'PackagingInformation'. The form contains several fields, some of which are highlighted with green rounded rectangles:

- Packaging type code:** A dropdown menu with the text '- Select an option -' and a 'Delete' icon.
- Packaging type description:** A text input field with a '+ Add new' button.
- Packaging level:** A text input field with the placeholder 'Enter a value'.
- Pallet type code:** A dropdown menu with the text '- Select an option -'.
- Package deposit amount per target market:** A text input field with a '+ Add new entry' button.
- Package deposit identifier:** A text input field with the placeholder 'Enter a value'.
- Packaging feature code:** A dropdown menu with the text '- Select some options -'.
- Packaging recycling scheme code:** A dropdown menu with the text '- Select some options -'.
- Packaging material:** A text input field with a '+ Add new' button.
- Packaging Function Code:** A dropdown menu with the text '- Select some options -'.
- Pallet disposition code:** A dropdown menu with the text '- Select an option -'.

At the bottom of the form, there is a '+ Add new' button.

#### PACKAGING TYPE CODE

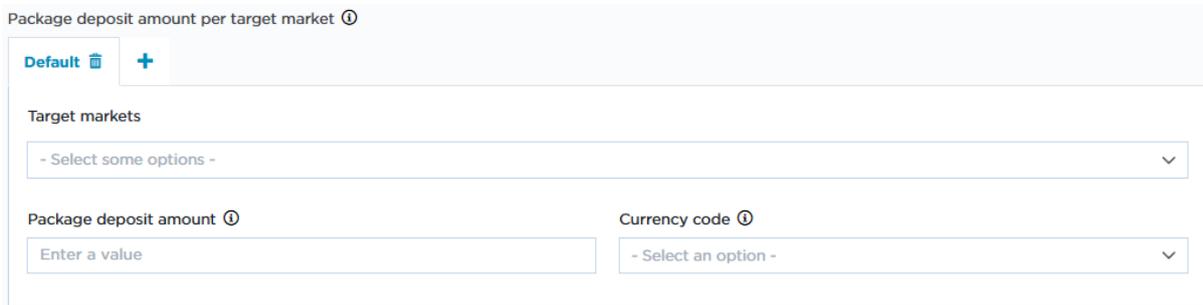
Select the correct packaging type. See the guidelines for choosing the correct packaging type on [this page](#).

#### PALLET TYPE CODE

Select the correct pallet type if the product is delivered on a pallet. This field may only be filled in the sheet at the highest level in the logistics hierarchy.

### 3.7.1.1 Package deposit amount per target market

Click 'Add new entry' to access the following screen.



#### TARGET MARKETS

Select the country for which you wish to enter a value.

#### PACKAGE DEPOSIT AMOUNT – CURRENCY CODE

Enter the correct value for reusable packaging, and the corresponding currency.

#### PACKAGING FEATURE CODE

Select the properties of the product's packaging.

### 3.7.1.2 Packaging material

Click 'Add new' to access the following screen.

### 3.7.1.2.1 Other packaging material fields - 1 (not in tables)

#### PACKAGING MATERIAL TYPE CODE

Select the correct packaging material that makes up your product's packaging.

### 3.7.1.2.2 Packaging Material Quantity

Click 'Add new' to access the following screen.

#### PACKAGING MATERIAL QUANTITY – UNIT OF MEASURE

Enter the weight of the packaging consisting of the selected packaging material.

### 3.7.1.2.3 Other packaging material fields - 2 (not in tables)

#### PACKAGING MATERIAL THICKNESS – UNIT OF MEASURE

Specify the thickness of the packaging by entering/selecting both the value and the measurement unit (e.g. millimetre).

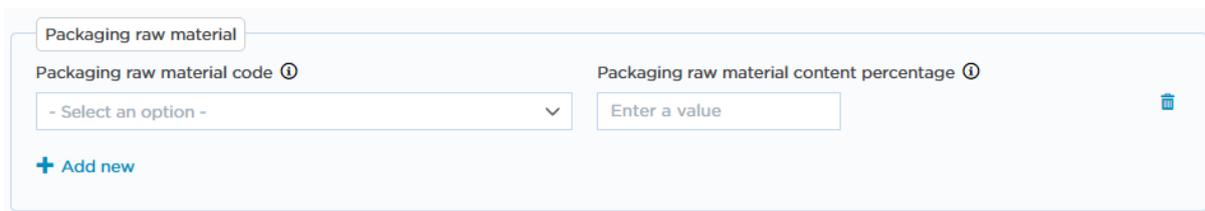
#### PACKAGING MATERIAL COLOUR CODE REFERENCE

Indicate whether the packaging is transparent or not combined with the correct colour code of the packaging.

Be sure to enter the material colour code correctly for the packaging material code = POLYMER\_PET. This information is needed to calculate the Eco-score correctly.

### 3.7.1.2.4 Packaging raw material

Click 'Add new' to access the following screen.



#### PACKAGING RAW MATERIAL CODE

Specify the type of raw or recycled material from which the packaging material is made.

#### PACKAGING RAW MATERIAL CONTENT PERCENTAGE

Enter the percentage of the type of raw material from which the packaging material is made.

### 3.7.1.2.5 Composite material detail

*Only to be completed if the packaging material consists of several materials.*

Click 'Add new' to access the following screen.

COMPOSITE MATERIAL DETAIL PACKAGING MATERIAL TYPE CODE

Select the material that makes up the composite packaging material.

COMPOSITE MATERIAL DETAIL PACKAGING MATERIAL COMPOSITION QUANTITY - UNIT OF MEASURE

Click 'Add new' to access the following screen.

Enter the weight of the composite packaging material consisting of the selected material.

COMPOSITE MATERIAL DETAIL PACKAGING MATERIAL THICKNESS – UNIT OF MEASURE

Specify the thickness of the material in the composite packaging by entering/selecting both the value and the measurement unit (e.g. millimetre).

### 3.7.1.3 Other packaging information fields (not in tables)

#### PACKAGING FUNCTION CODE

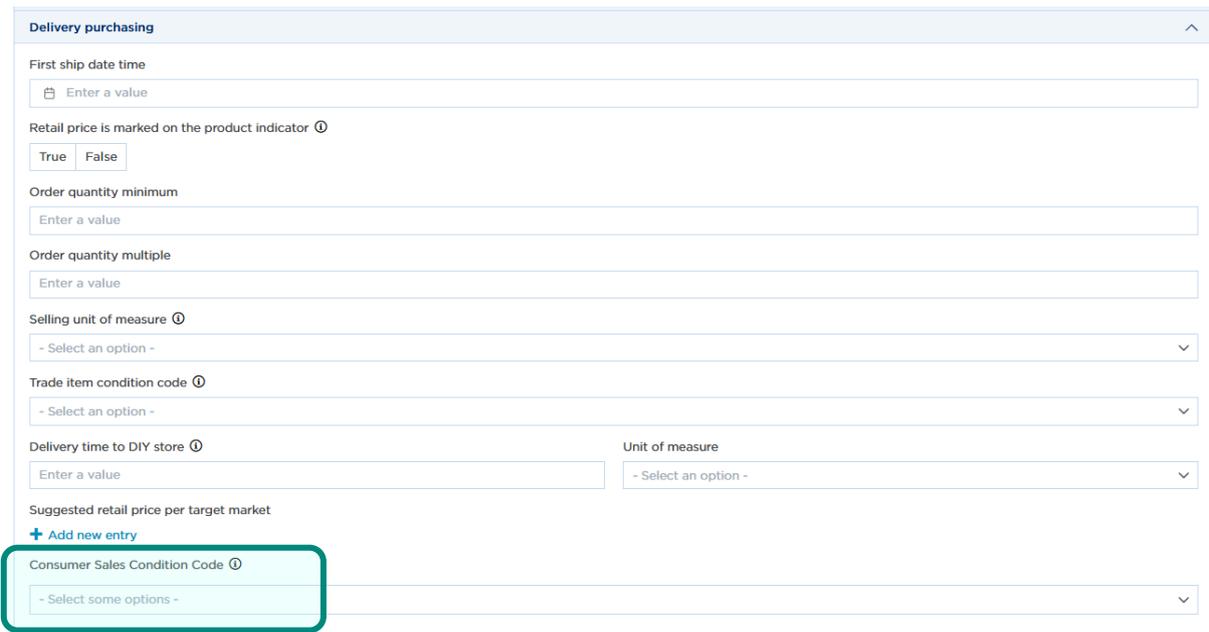
If the composition of the gases in the packaging (MAP Modified Atmosphere Packaging) has been modified to extend the shelf life and quality of food products, this must be specified here by selecting '[MODIFIED\_ATMOSPHERE]'. The composition of the gas and the corresponding % must be entered in the 'Modified Atmosphere Packaging Gas Composition' field in the ['Colruyt Private Label' section](#).

### 3.7.2 Other packaging fields (not in tables)

#### PACKAGING MARKED RETURNABLE INDICATOR

Specify whether the packaging is reusable or not, with or without a returnable deposit.

## 3.8 Section 'Delivery purchasing'



**Delivery purchasing**

First ship date time

Retail price is marked on the product indicator ⓘ  
 True  False

Order quantity minimum

Order quantity multiple

Selling unit of measure ⓘ

Trade item condition code ⓘ

Delivery time to DIY store ⓘ Unit of measure

Suggested retail price per target market  
[+ Add new entry](#)

Consumer Sales Condition Code ⓘ

#### CONSUMER SALES CONDITION CODE

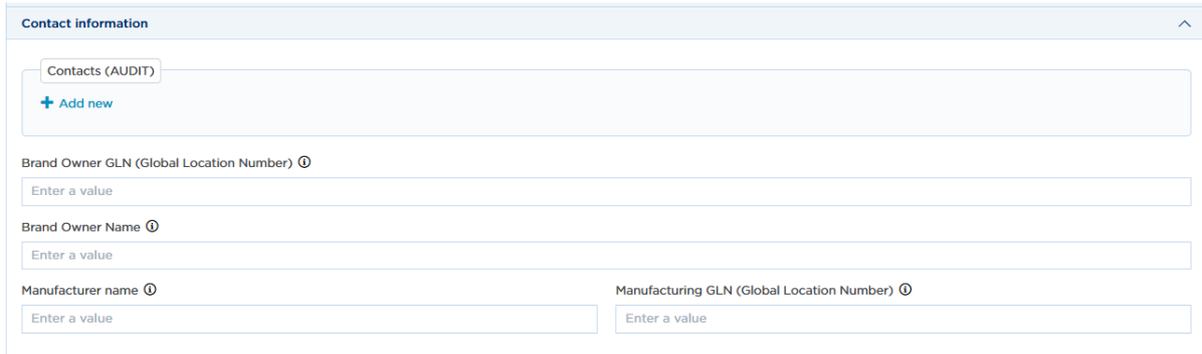
For products containing alcohol, state the minimum legal purchasing age.

### 3.9 Section 'Contact information'

In this section, enter the contact details of

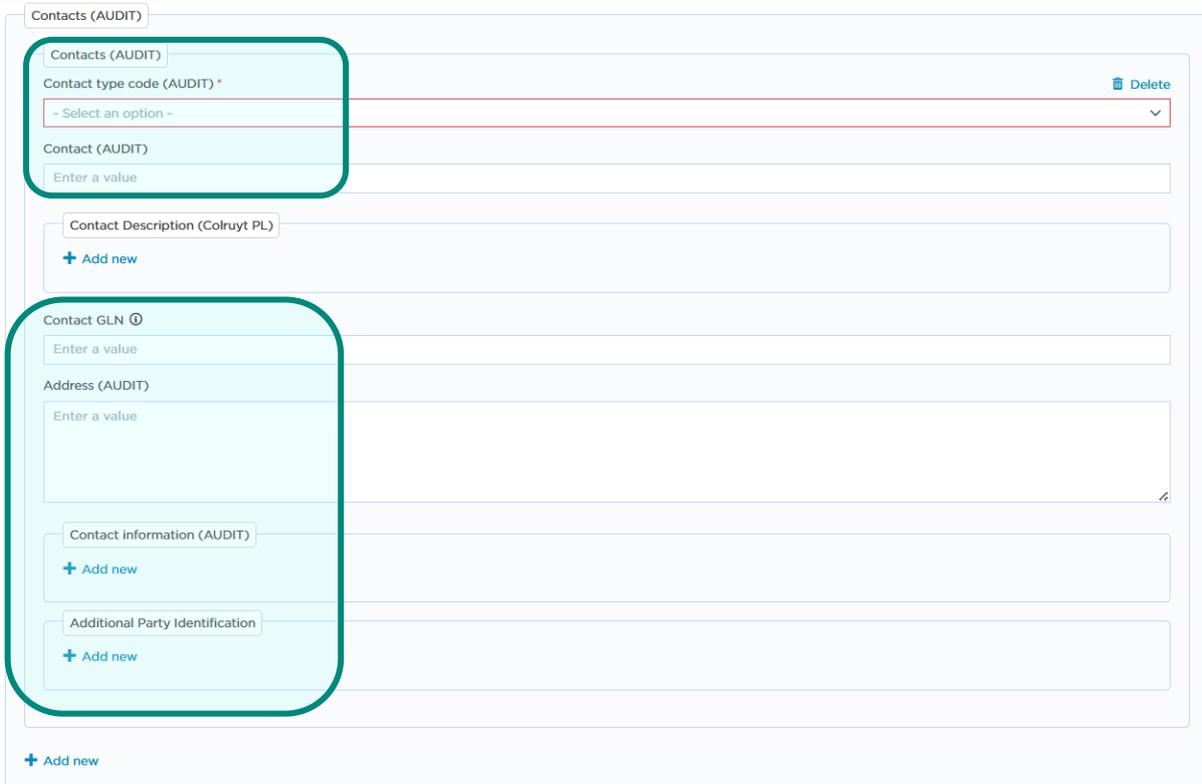
- all actors in the product chain (e.g. producer, packager, trader)
- your company's customer service/consumer support service
- your company's quality coordinator

Do NOT enter any Colruyt Group contact details here.



#### 3.9.1 Contacts

Press 'Add new' for each type of contact you wish to add. The following screen appears.



CONTACT TYPE CODE\*

- Select the role the company plays in the product’s supply chain (e.g. manufacturer, packager, distributor, etc.). Can’t find the right role? In that case, select ‘[DSU] Niet gespecificeerd’ and enter the role manually under ‘Contact Description (Colruyt PL)’ in Dutch, French and/or English.
- For a subsequent entry, select ‘[CXC] Consumer support’
- For a subsequent entry, select ‘[QC] Quality coordinator contact’. These are the contact details we will use if we receive a quality-related complaint.
- For a subsequent entry, select ‘[DNR] Recall support. These are the contact details we will use if we need to issue a recall for your product.

CONTACT\*

Enter the name of the company, service or contact for each of the selected types.

CONTACT GLN

Enter the GLN of the company you are filling in the contact details for.

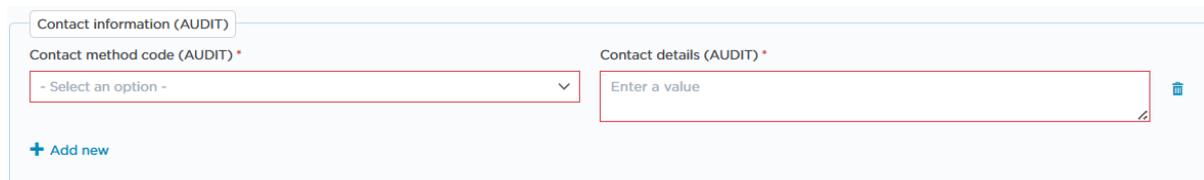
ADDRESS\*

Enter the address (incl. country) where the company is located for each of the selected types.

3.9.1.1 Contact information

Only for contact type CXC, QC and DNR.

Click ‘Add new’ to access the following screen.



CONTACT METHOD CODE

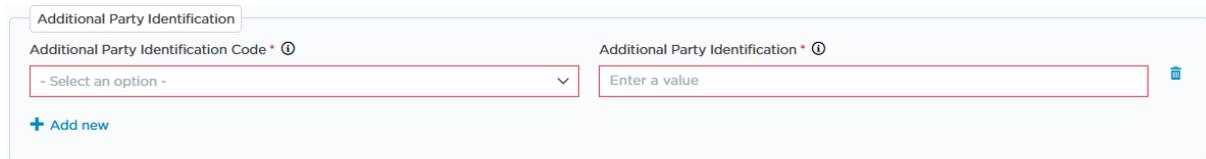
Enter the type of communication channel you provide (e.g. email, telephone).

CONTACT DETAILS

Enter your email address, phone number, etc.

### 3.9.1.2 Additional Party Identification

Click 'Add new' to access the following screen.



#### ADDITIONAL PARTY IDENTIFICATION CODE

Select:

- 'FOR\_INTERNAL\_USE\_1' to enter the company's registration number
- 'FOR\_INTERNAL\_USE\_2' to enter the accreditation number of the company's production site

#### ADDITIONAL PARTY IDENTIFICATION

Provide the following information:

- The company's registration number > This is the unique identification number assigned to a company when it is officially registered with a government or a particular authority (e.g. VAT number, company number).
- The accreditation number of the company's production site, if applicable (e.g. health mark accreditation number to indicate that meat and other animal products come from an approved and inspected slaughterhouse, cutting plant, or other processing unit).

### 3.9.2 Other contact information fields (not in tables)

#### BRAND OWNER GLN (GLOBAL LOCATION NUMBER)\*

Enter GLN 5400141000009 for Colruyt Group for Private Label products. For national brand products that Colruyt Group processes internally, you need to enter your GLN.

#### BRAND OWNER NAME\*

For Private Label products, enter 'Colruyt Group'.

#### MANUFACTURER NAME

If you are not the manufacturer, enter the name of the product's manufacturer here.

#### MANUFACTURING GLN (GLOBAL LOCATION NUMBER)

If you are not the manufacturer, enter the GLN of the product's manufacturer here.

**3.10 Section ‘Nutrients’**

Click ‘Add nutritional header’. Please only add and fill in this nutrition table once, per 100 grams **or** per 100 millilitres.

This section is **mandatory** to fill in if the product falls under the legal nutritional value labeling.

**3.10.1 Nutritional header**

**NUTRITIONAL PREPARATION CODE**

Indicate whether the nutrients apply to the prepared or unprepared product.

- Prepared > This applies to products that still need to undergo preparation by the customer, the nutritional values will change after preparation by adding milk, water or oil
- Unprepared > This applies to ‘ready-to-eat’ products, even if they require further preparation, as the nutritional values remain the same after preparation

**NUTRIENT BASIS QUANTITY**

Enter 100 grams or 100 millilitres to indicate whether the nutritional values apply per 100 g or 100 ml.

NUTRIENT CODE – NUTRIENT VALUE PRECISION CODE - QUANTITIES

Fill in the table that appears:

- All nutrients that are added automatically:
  - Energy (ENER-) = Kilocalorie
  - Energy (ENER-) = Kilojoule
  - Fat (FAT), total fat content
  - Fatty acids, saturated (FASAT)
  - Fatty acids, monounsaturated (FAMSCIS) - if applicable
  - Fatty acids, Polyunsaturated (FAPUCIS) - if applicable
  - Carbohydrate (CHOAVL)
  - Sugars (SUGAR-)
  - Protein (PRO-)
  - Salt (SALTEQ)
- The following nutrients you still need to add via ‘Add new’ at the bottom on the left
  - Fibre (FIBTG)
  - Sodium (NA)
  - If applicable, also add the following:
    - Omega 3 Acids
    - Vitamins and minerals added

Enter the precision, actual value (quantity) and determination code (see below) for all the above nutrients.

DETERMINATION CODE (COLRUYT PL)

The ‘Determination code’ is used to determine the nutritional value and can be added by clicking the 3 dots at the top on the right, followed by clicking ‘Determination code’.

Nutrient details (AUDIT)

| Nutrient code (AUDIT) ⓘ | Nutrient value precision code (AUDIT) ⓘ | Quantities (AUDIT) ⓘ |                  | Daily nutrient value percentage (AUDIT) ⓘ                | ...   |
|-------------------------|---|----------------------|------------------|--|---|
| [ENER-] Energy X v      | - Select an option - v                  | Enter a value        | [KJO] Kilojo.. v | + Daily nutrient value percentage precision code (AUDIT) | <div style="border: 2px solid green; padding: 5px;">                     + Determination Code (Colruyt PL)                 </div> |
|                         |   | Enter a value        | [E14] Kilocal..  | + Nutrient source  |   |
|                         |   |                      |                  |  |   |

Nutrient details (AUDIT)

| Nutrient code (AUDIT) ⓘ | Nutrient value precision code (AUDIT) ⓘ | Quantities (AUDIT) ⓘ |                | Daily nutrient value percentage (AUDIT) ⓘ | Determination Code (Colruyt PL) ⓘ | ... |
|-------------------------|---|----------------------|----------------|---|-----------------------------------|-----|
| [ENER-] Energy X v      | - Select an option - v                  | Enter a value        | [KJO] Kilo.. v | Enter a value                             | - Select an o.. v                 | 🗑   |
|                         |   | Enter a value        | [E14] Kilo.. v |   |                                   |     |
| [FAT] Fat X v           | - Select an option - v                  | Enter a value        | [GRM] Gr.. v   | Enter a value                             | - Select an o.. v                 | 🗑   |
| [FASAT] Fatty .. X v    | - Select an option - v                  | Enter a value        | [GRM] Gr.. v   | Enter a value                             | - Select an o.. v                 | 🗑   |

Select the correct code for each nutrient:

- ANALYTICAL: The product’s nutritional values are determined by direct scientific laboratory analysis.
- ANALYTICAL\_AND\_CALCULATED: Some of the product’s nutritional values are determined by scientific analysis and some are determined by calculating the nutritional values provided for the ingredients.
- CALCULATED: The product’s nutritional values are determined by calculating the nutritional values provided for the ingredients or from other published documentation and not by laboratory analysis.
- UNKNOWN: It is not known which method was used to determine the product’s nutritional values.

### 3.11 Section ‘Allergens’

**Allergens** ^

Allergen declarations indicator ⓘ

True False

Allergens (AUDIT)

|                          | Allergen type code (AUDIT) ⓘ                          | Allergen containment code (AUDIT) ⓘ |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | [AW] (M) Cereals containing gluten and their deriv... | - Select an option -                |
| <input type="checkbox"/> | [AM] (M) Milk and its Derivatives                     | - Select an option -                |
| <input type="checkbox"/> | [AE] (M) Eggs and Their Derivatives                   | - Select an option -                |
| <input type="checkbox"/> | [AP] (M) Peanuts and Their Derivatives                | - Select an option -                |
| <input type="checkbox"/> | [AN] (M) Tree Nuts and Their Derivatives              | - Select an option -                |
| <input type="checkbox"/> | [AY] (M) Soybean and its Derivatives                  | - Select an option -                |
| <input type="checkbox"/> | [BM] (M) Mustard and its Derivatives                  | - Select an option -                |
| <input type="checkbox"/> | [NL] (M) Lupine and its Derivatives                   | - Select an option -                |
| <input type="checkbox"/> | [BC] (M) Celery and its Derivatives                   | - Select an option -                |
| <input type="checkbox"/> | [AS] (M) Sesame Seeds and Their Derivatives           | - Select an option -                |
| <input type="checkbox"/> | [AF] (M) Fish and Their Derivatives                   | - Select an option -                |
| <input type="checkbox"/> | [UM] (M) Molluscs and Their Derivatives               | - Select an option -                |
| <input type="checkbox"/> | [AC] (M) Crustaceans and Their Derivatives            | - Select an option -                |
| <input type="checkbox"/> | [AU] (M) Sulfur Dioxide and Sulfits (E220-E228)       | - Select an option -                |

[+ Add new](#)

#### ALLERGEN DECLARATIONS INDICATOR

Select ‘True’ to confirm that you have correctly entered all allergen information applicable to the product.

### 3.11.1 Allergens

#### ALLERGEN TYPE CODE

For food products it is mandatory to enter the allergens and traces of allergens possibly present in the product. You do this by selecting the correct allergen, or if not yet available in the table by clicking 'Add new' at the bottom.

#### ALLERGEN CONTAINMENT CODE

For the selected allergens, indicate to what extent they are or may be present in the product.

### 3.12 Section 'Ingredients'

#### 3.12.1 Ingredient statement

##### LANGUAGE – INGREDIENT STATEMENT

Click 'Add new' to access the following screen.

Enter the list of ingredients that must be indicated on the packaging in line with Regulation (EU) No 1169/2011. Do this in at least one of the following languages: Dutch, French or English.

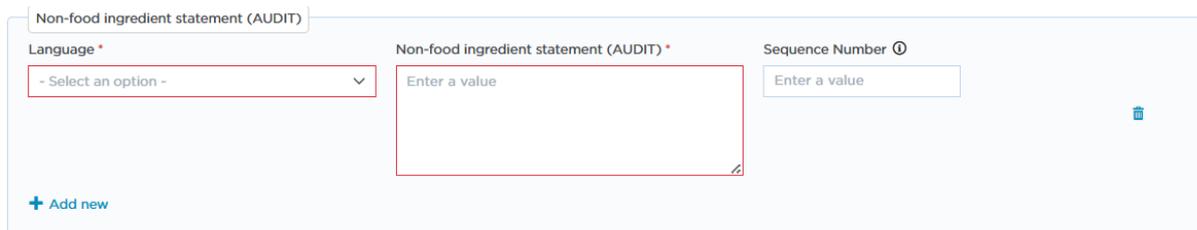
- **Allergens** must be noted in capital letters. E.g.: GLUTEN

- This information is mostly **ingredient-specific** but can/may also include **product-related** information:
  - **Single fish products** caught at sea > There is an option to list them in the ingredients list immediately after the ingredient (commercial name). Filling in these fields is mandatory in the [‘Origin’ section](#) > *Fish information*
    - Fish Scientific Name
    - Fish production method code
    - Fishing gear code
    - Catch Area Code
  - **Meat and meat products** > Add additional specifications such as ‘100 g of the product made from xxx g of meat’ (for example, relevant for salami) at the end of the ‘ingredient statement’.
  - **Jams**
    - Total amount of sugar per 100g at the end of the ‘ingredient statement’ or in ‘Additional legal product information’ in the [‘Statements/Claims’ section](#)
    - How much fruit is in the final product + how much fruit was used to make the jam (+ **prepared** with xxx g of fruit / 100 g) to be added at the end of the ‘ingredient statement’
  - Products containing **cocoa** > state the minimum % of cocoa (e.g.: at least 56% cocoa) at the end of the ‘ingredient statement’.
  - For certain products, it is desirable for marketing purposes to include not only the % of the ingredient in the final product, but also the % of the ingredient in the original recipe for processing the final product. Add this information at the end of the ‘ingredient statement’.
    - E.g. Bolognese sauce is cooked and after cooking, % of minced meat has evaporated.  
X% of minced meat was used to make the product.  
After the product is produced, it only contains only y% of minced meat.

Other mandatory information that must be included on the packaging must be entered in other fields. For example, in the ‘Provenance statement’ field in the [‘Origin’ section](#) or ‘Additional legal product information’ in the [‘Statements/Claims’ section](#).

### 3.12.2 Non-food ingredient statement

Click ‘Add new’ to access the following screen.



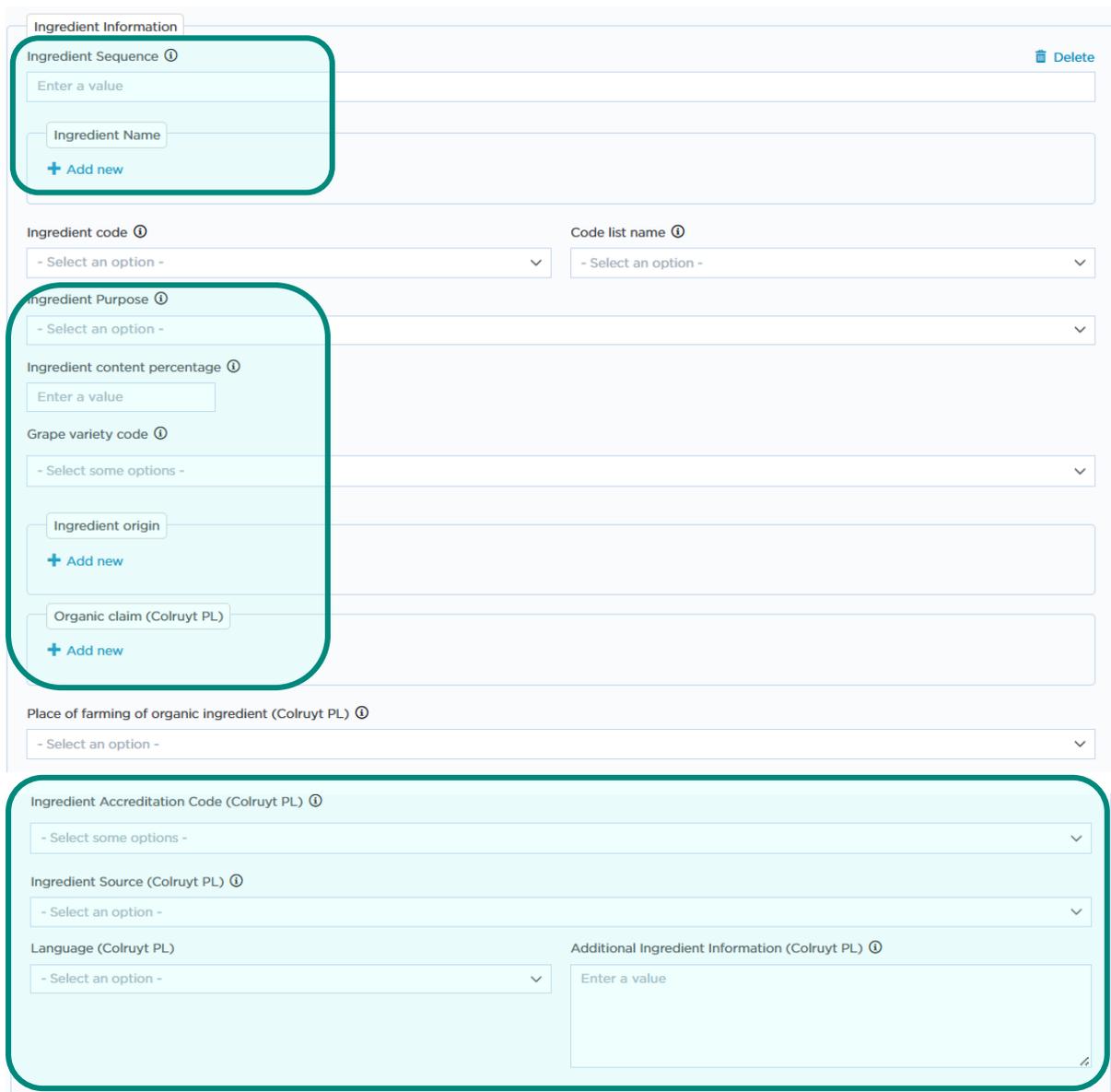
LANGUAGE – NON-FOOD INGREDIENT STATEMENT – SEQUENCE NUMBER

For non-food products, provide the information relating to the composition of the product, which must be specified on the packaging.

### 3.12.3 Ingredient information

Click ‘Add new’ to access the following screen.

This part is **mandatory** to fill in for all non-food products that are a mixture, petood and all food products.



The screenshot shows the 'Ingredient Information' form with the following fields highlighted in a green rounded rectangle:

- Ingredient Sequence (with a 'Delete' button)
- Ingredient Name (with a '+ Add new' button)
- Ingredient code (dropdown menu)
- Code list name (dropdown menu)
- Ingredient Purpose (dropdown menu)
- Ingredient content percentage (text input)
- Grape variety code (dropdown menu)
- Ingredient origin (with a '+ Add new' button)
- Organic claim (Colruyt PL) (with a '+ Add new' button)
- Place of farming of organic ingredient (Colruyt PL) (dropdown menu)
- Ingredient Accreditation Code (Colruyt PL) (dropdown menu)
- Ingredient Source (Colruyt PL) (dropdown menu)
- Language (Colruyt PL) (dropdown menu)
- Additional Ingredient Information (Colruyt PL) (text input)

Add all ingredients and sub-ingredients present in the product and that must be specified on the packaging in accordance with Regulation (EU) No 1169/2011 on the provision of food information to consumers, and fill in the fields that appear. Do this in at least one language (Dutch, French or

English) and provide the information consistently in the same language. Sub-ingredients can only be added once the main ingredient has been entered.

### 3.12.3.1 *Other ingredient information fields - 1 (not in tables)*

#### INGREDIENT SEQUENCE

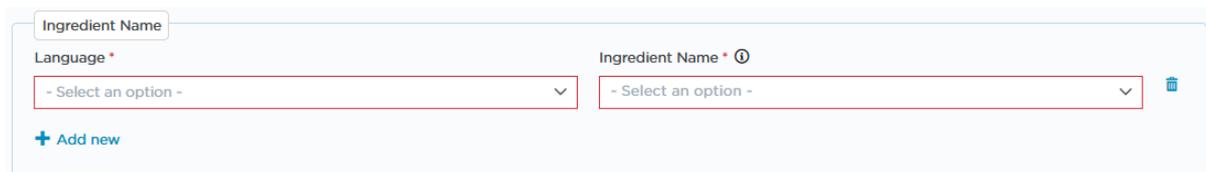
List the order of ingredients according to the percentage contained in the product. This is the same order as in the list of ingredients on the packaging and in the 'ingredient statement' field

- The main ingredient with the highest % is assigned serial number 01. The main ingredient with the second highest % is assigned serial number 02, and so on.
- The sub-ingredient with the highest % is assigned serial number 0x.01. The sub-ingredient with the second highest % is assigned serial number 0x.02, and so on. Where x is the serial number of the main ingredient to which the sub-ingredient belongs.

### 3.12.3.2 *Ingredient Name*

#### LANGUAGE – INGREDIENT NAME

Click 'Add new' to access the following screen.



Enter the name of the ingredient as it should appear in the list of ingredients on the packaging and in the 'ingredient statement' field (e.g.: Tomato). Type the name of the ingredient or select (if fish) the correct ingredient by clicking the arrow to the right of the field.

- List the allergens in capital letters (e.g.: GLUTEN)
- For all fish ingredients, in addition to the commercial name enter the corresponding scientific name in brackets. Even when it does not need to be mentioned on the packaging or in the list of ingredients (e.g.: Mackerel (Scomber Scombrus)).
- For cosmetics, always mention the ingredient's official INCI name

### 3.12.3.3 *Other ingredient information fields - 2 (not in tables)*

#### INGREDIENT PURPOSE

Specify, for the purpose of the functional class of the food additives ('E numbers') used in the product. This class is determined based on the technological function this additive performs in the foodstuff. The complete list of functional classes can be found in Attachment I of Regulation (EC) No 1333/2008.

Do this by selecting the correct purpose from the list in the field, which can be found by clicking the arrow to the right of the field, or, if you cannot find the correct value, manually type the purpose in the field. The values 'ADDED' or 'NATURAL' may not be selected here.

Example: E3113: antioxidant, colouring agent, and so on.

INGREDIENT CONTENT PERCENTAGE

Enter the % of the (sub-)ingredient contained in the total product (E.g.: 50). You can enter up to 2 decimal places here, which means you cannot enter a number lower than 0.01%. If the (sub-)ingredient is present to a very limited extent (e.g. herb layer on cheese), you may also enter the herbs together as a 'herb mixture'.

GRAPE VARIETY CODE

Indicate the grape variety used to produce this wine, e.g. Merlot.

3.12.3.4 *Ingredient origin*

Click 'Add new' to access the following screen.

INGREDIENT COUNTRY OF ORIGIN CODE

Select the (sub-)ingredient's country of origin from the list of codes (e.g. Spain).

If the origin of the ingredient is variable and

- NO information on the specific % is available for each place of origin, please list all relevant places of origin.  
Example: A product made of 80% tomatoes of which an unknown % are from Morocco and an unknown % from Belgium
  - Ingredient Sequence: 01
  - Ingredient name: Tomato
  - Ingredient content percentage: 80
  - Ingredient country of origin code: Morocco, Belgium

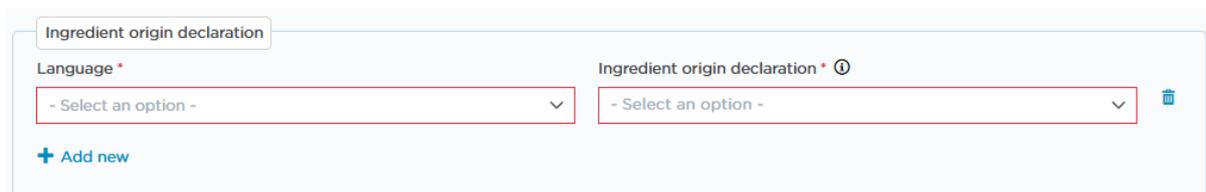
- If there IS information available about the specific % for each place of origin, add an ingredient for each country of origin with detailed information.  
Example: Product with 80% tomatoes of which 60% are from Morocco and 20% from Belgium
  - Ingredient information 1
    - Ingredient Sequence: 01.01
    - Ingredient name: Tomato
    - Ingredient content percentage: 60
    - Ingredient country of origin code: Morocco
  - Ingredient information 2
    - Ingredient Sequence: 01.02
    - Ingredient name: Tomatoes
    - Ingredient content percentage: 20
    - Ingredient country of origin code: Belgium

*Remark: DO NOT use this field to indicate the origin of fish ingredients caught at sea (MARINE\_FISHERY). For this purpose, use 'Ingredient origin declaration' (see below).*

### 3.12.3.4.1 Ingredient origin declaration

Only to be completed for fish ingredients caught at sea.

Click 'Add new' to access the following screen.



#### LANGUAGE - INGREDIENT ORIGIN DECLARATION

Specify the origin of the fish ingredient caught at sea

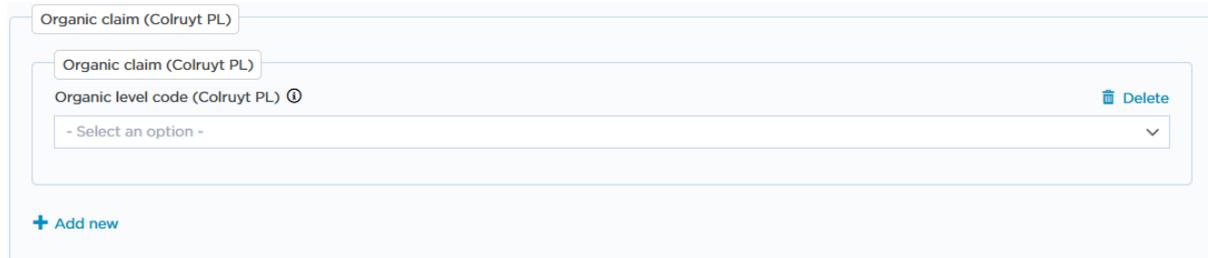
- Select the 'FAO-fishing area' and the corresponding FOA code in brackets, preceded by the words 'Caught in' (e.g. Caught in the Arctic Ocean (18))
- Select the 'FAO-fishing method' and the corresponding FAO code (in brackets preceded by the words 'Caught using' (e.g. Caught with tow lines - dredges operated from a ship (DRB))

*Remark: For single fish products caught at sea, this information must also be entered at product level via the fields (See '[Origin](#)' section > Fish information):*

- Fishing gear code
- Catch Area Code

### 3.12.3.5 *Organic claim*

Click 'Add new' to access the following screen.



#### ORGANIC CLAIM (COLRUYT PL)

For organic products, indicate the % of organic origin at ingredient level. A minimum % of organic agricultural ingredients must originate from the EU.

When an organic claim is made at product level, you must also indicate for each ingredient whether the ingredient is organic or not. If the ingredient is organic, select '100% Organic. If the ingredient is not organic, select 'Not organic'.

### 3.12.3.6 *Other ingredient information fields - 3 (not in tables)*

#### INGREDIENT ACCREDITATION CODE (COLRUYT PL)

Select the quality mark or label with which the ingredient in question complies.

- If the ingredient was not accredited for any of the possible labels select 'NOT\_ACCREDITED'.
- If the ingredient-specific accreditation does not appear in the list of codes enter the correct accreditation in the 'Additional Ingredient Information (Colruyt PL)'

If applicable, enter the quality marks labels for:

- **Fish** > MSC, ASC, Naturland, ILVO assessment
- **Meat** > Belbeef, Belplume, Bepork, Codiplan plus parkkonijn
- **Etc.**

*Remark: Only use this field for labels that apply to specific ingredients. If the label applies to the product as a whole, you need to enter it in the 'Third party accreditation symbol on product package code' field in the ['Statements/claims' section](#).*

#### INGREDIËNT SOURCE (COLRUYT PL)

Select the right source for the ingredient for which the source can be animal, plant or microbial.

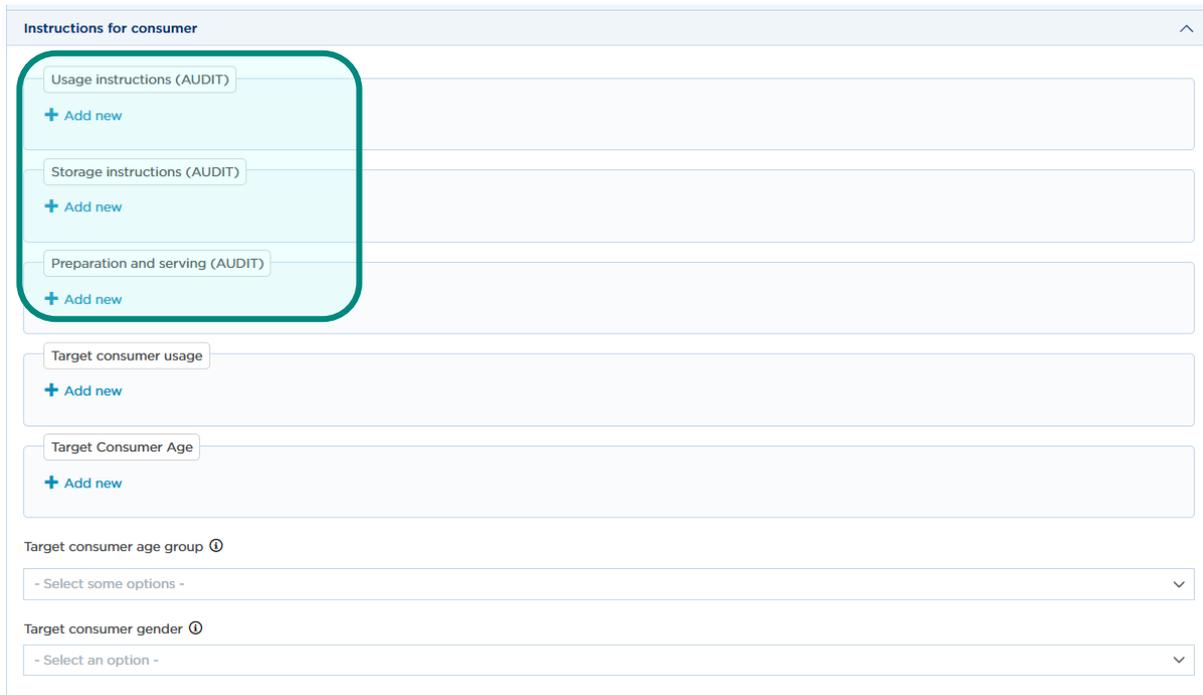
### ADDITIONAL INGREDIENT INFORMATION (COLRUYT PL)

Here, enter additional ingredient information that is mandatory for inclusion on the packaging or required by Colruyt Group, if no specific field is provided for this or if a specific code (e.g. sustainability label) is missing from the lists provided for this purpose. Complete this field in Dutch, French or English.

Mandatory information to be provided in this field:

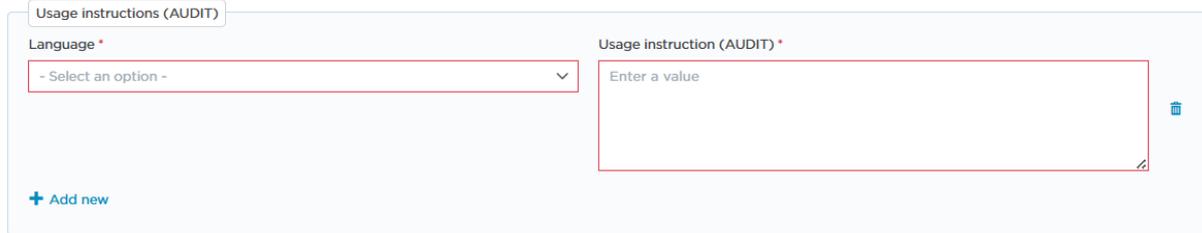
- **Frozen fish & molluscs and shellfish** > Glazing water  
E.g. Glazing water: 0 % in the finished product - x% in the recipe
- **Crab** > % of crab meat and % of crab legs
- **Products with egg ingredients** > Where do they come from: eggs from organic hens, from free-range hens, from totally free-range hens or from hens in enriched cages
- **Ingredient with specific accreditation** that do not appear in the list of codes of field 'Ingredient Accreditation Code (Colruyt PL)' > Correct accreditation
- **Oils and fats** > Cold-pressed / refined / non-hydrogenated / partially hydrogenated / hydrogenated
- **Cosmetics & detergents** > CAS no. to be specified
- Specific ingredient to which a preservation technique was applied. If a preservation technique was applied to the product as a whole, this must be entered under 'Code preservation technique' in the '[Colruyt private label](#)' section.  
E.g. For fish: SINGLE\_FROZEN / SEA\_FROZEN/DOUBLE\_FROZEN / SEA\_FROZEN

### 3.13 Section 'Instructions for consumer'



### 3.13.1 Usage instructions

Click 'Add new' to access the following screen.

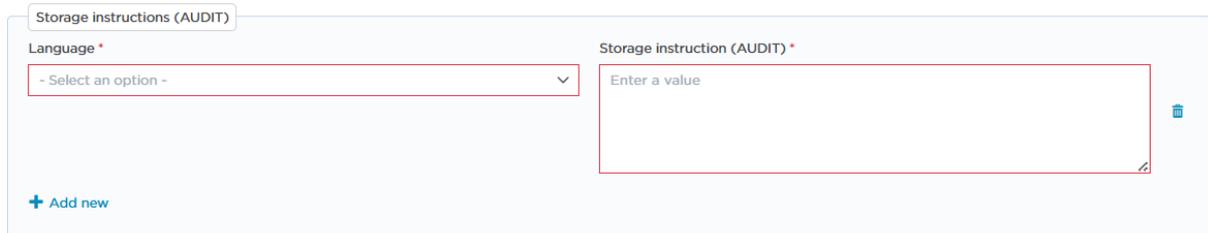


#### LANGUAGE – USAGE INSTRUCTIONS

Provide the consumer instructions for use (e.g. Shake before use) normally stated on the packaging, in Dutch, French and/or English.

### 3.13.2 Storage instructions

Click 'Add new' to access the following screen.



#### LANGUAGE – STORAGE INSTRUCTIONS

Enter the consumer storage instructions (e.g. Keep cool and dry) normally indicated on the packaging, in Dutch, French and/or English.

### 3.13.3 Preparation and serving

Click 'Add new' to access the following screen.

#### 3.13.3.1 Preparation Instructions

Click 'Add new' to access the following screen.

#### LANGUAGE – PREPARATION INSTRUCTION

Provide the consumer preparation instructions (e.g. Bring a large pan of water to the boil. Immerse one bag in boiling water and cook for 40 minutes if frozen or 30 minutes if chilled) normally indicated on the packaging, in Dutch, French and/or English.

3.13.3.2 *Serving suggestions*

Click 'Add new' to access the following screen.

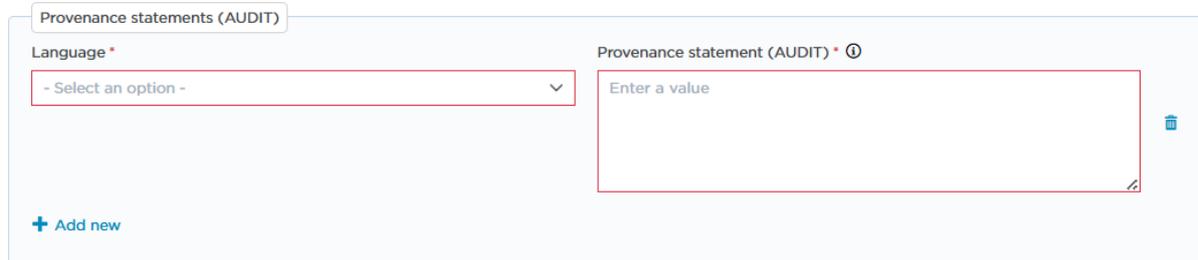
LANGUAGE – SERVING SUGGESTION

Provide the consumer serving suggestions (e.g. Serve with fruit and vegetables for a balanced meal) normally listed on the packaging, in Dutch, French and/or English.

3.14 Section 'Origin'

### 3.14.1 Provenance statements

Click 'Add new' to access the following screen.



#### LANGUAGE – PROVENANCE STATEMENT

Please provide the following information:

- **Waters** for which the source must be indicated on the label > List the name of the source + the address
- **other possible information about the origin** (region in which the product was produced or cultivated) the inclusion of which on the packaging may be obligatory (or optional)

Do NOT enter the following information in this field, but elsewhere:

- **Single wild fish products caught at sea** (e.g. 1 kg salmon) > Do not enter here, see the fields under 'Fish information' lower down in the 'Origin' section.
- **Fish ingredients in composite products containing fish** (e.g. 250 g salmon lasagne) > Do not enter it here, see 'Ingredient country of origin code' under 'Ingredient information' in the ['Ingredients' section](#).

Complete this field in Dutch, French or English.

### 3.14.2 Other origin fields - 1 (not in tables)

#### COUNTRY OF ORIGIN CODE\*

Indicate the country in which the product was produced. If multiple countries apply, select the country in which the final substantial process or processing, which is economically justified, was carried out.

### 3.14.3 Fish information

Based on the selected GPC code for your product, this additional component will appear, if applicable

Country of origin code

- Select some options -

Fish information

+ Add new

Organic claim

+ Add new

Click 'Add new' to access the following screen.

Fish information

Fish information

Fish Scientific Name ⓘ Delete

Enter a value

Fish catch information

+ Add new

+ Add new

#### 3.14.3.1 Other fish information fields (not in tables)

##### FISH SCIENTIFIC NAME

Enter the scientific name of the fish, seafood and shellfish.

3.14.3.2 *Fish catch information*

Click 'Add new' to access the following screen.

FISH PRODUCTION METHOD CODE

For a single fish product caught at sea, select the 'FAO-production method'.

FISHING GEAR CODE

For a single fish product caught at sea, select the 'FAO-catch method' and the corresponding FAO code (in brackets, preceded by the words 'Caught using' (e.g. Caught with tow lines - dredges operated from a ship (DRB))

CATCH AREA CODE

For a single fish product caught at sea, select the 'FAO-fishing area' and the corresponding FOA code in brackets, preceded by the words 'Caught in' (e.g. Caught in the Arctic Ocean)

FISH STORAGE STATE CODE

Specify whether or not the fish was previously frozen.

### 3.14.4 Organic claim

Click 'Add new' to access the following screen.

The screenshot shows a web interface for managing organic claims. At the top, there's a header 'Organic claim'. Below it, another 'Organic claim' label is present. The main form area includes:
 

- 'Organic level code' with a dropdown menu showing '- Select an option -' and a 'Delete' button.
- 'Organic Certification' section with a '+ Add new' button.
- 'Organic claim agency code' with a dropdown menu showing '- Select some options -'.

 A teal box highlights the 'Organic level code' and 'Organic Certification' sections. At the bottom left of the form, there is a '+ Add new' button.

#### 3.14.4.1 Other organic claim fields (not in tables)

##### ORGANIC LEVEL CODE

Indicate whether the product is fully or partially (only some of the ingredients) organic.

Only the following codes may be selected in this field:

- 2 = Organic → according to European legislation
- 4 = Some organic ingredients (less than 70% by weight) → a certain % is organic
- 5 = Not organic
- 6 = In conversion → only possible for unprocessed or single-ingredient plant-based products

*Remark: Only the '[Organic]' value is allowed for the 'Organic level code' attribute when the product complies with EU regulation 2018/848 on organic production and labelling of organic products and the EU organic logo may be displayed on the packaging. This value should only be selected if, for EU processed food, at least 95% of the product's agricultural ingredients are organic by weight, or if 100% of the product is organic if it concerns fresh produce such as fruit and vegetables, meat, fish, and eggs, etc.*

### 3.14.4.2 Organic certification

Click 'Add new' to access the following screen.

#### ORGANIC CERTIFICATION IDENTIFICATION

Enter the number issued to confirm that something has obtained organic certification.

### 3.14.5 Other origin fields - 2 (not in tables)

#### PLACE OF FARMING OF ORGANIC PRODUCT

For organic products, enter the origin of the organic agricultural raw materials here, as indicated near the European organic logo that may be included on the packaging.



AB-CDE-999

EU Agriculture

### 3.14.6 Provenance Informaion

Click 'Add new' to access the following screen.

PRODUCT ACTIVITY TYPE CODE - COUNTRY OF ACTIVITY

For **pure meat products** (except game), indicate where the animal was born, reared and slaughtered.

For **farmed fish**, enter the country in which the fish was farmed

*Remark: If the animal was born, reared and slaughtered in the same country, this may be stated in 2 ways:*

- *Born: Belgium, Reared: Belgium, Slaughtered: Belgium*
- *Origin: Belgium*

### 3.14.7 Other origin fields - 3 (not in tables)

GENETICALLY MODIFIED DECLARATION CODE

Indicate whether the product has been genetically modified.

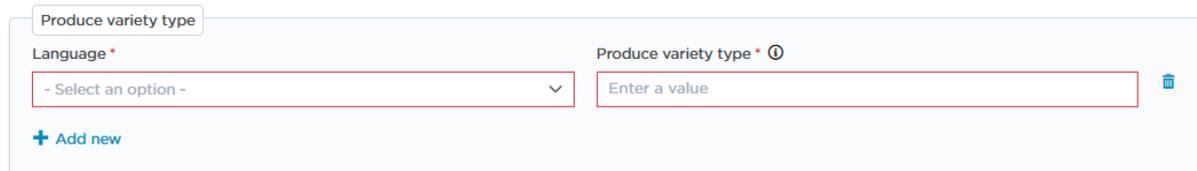
Please note that we do not accept products that have undergone genetic engineering.

POST-HARVEST TREATMENT CHEMICAL CODE

If applicable (e.g. potatoes, vegetables, fruit, etc.), indicate whether or not the product has been treated with chemicals or wax after harvest or production.

### 3.14.8 Produce variety type

Click 'Add new' to access the following screen.



LANGUAGE – PRODUCE VARIETY TYPE

Specify the name of the variety of the product. This can be a patent or trademark name or an alias for the botanical name. e.g. Pink Lady for Cripp's Pink apple.

Complete this field in Dutch, French or English.

### 3.15 Section 'Statements/Claims'

**Statements/Claims**

- Nutri-Score and other nutritional programs (AUDIT)
  - + Add new
- Product marketing message
  - + Add new
- Claims and Product information details
  - + Add new
- Additional legal product information (AUDIT)
  - + Add new
- Regulatory information
  - + Add new entry
- Diet type information (AUDIT)
  - + Add new
- Third party accreditation symbol on product package code (AUDIT) ⓘ
  - Select some options -

#### 3.15.1 Claims and Product information details

Click 'Add new' to access the following screen.

**Claims and Product information details**

- Claims and Product information details
  - Element Claims (AUDIT)
    - + Add new
    - Delete
  - Claim description (AUDIT)
    - + Add new
- + Add new

### 3.15.1.1 Element Claims

Click 'Add new' to access the following screen.

CLAIM ELEMENT CODE\*

For food and beverage packaging, indicate whether they contain BPA by selecting 'BPA'.

CLAIM TYPE CODE\*

Specify the presence or absence of 'BPA'.

### 3.15.2 Additional legal product information

Click 'Add new' to access the following screen.

LANGUAGE - ADDITIONAL LEGAL PRODUCT INFORMATION

Enter all the legally required product information IF no other specific field (e.g. regulated name, declaration of origin, etc.) is provided OR if the additional legally required information cannot be found in the list of codes in the field with the same name 'Additional Legal Product Information Code' in the ['Colruyt Private Label' section](#).

### 3.15.3 Regulatory information

Please indicate which legislation applies to your product and whether the products comply with the rules established in this legislation.

Click 'Add new entry' to access the following screen.

Regulatory information

Default  +

Target markets

- Select some options - 

Regulatory information

+ Add new

#### TARGET MARKETS

Select the country for which you wish to enter your information.

Click 'Add new' again to access the following screen.

Regulatory information

Regulatory information

Regulation type ⓘ  Delete

- Select some options - 

Permit identification

+ Add new

Regulation compliance indicator ⓘ

- Select an option - 

Regulation level code reference ⓘ

- Select some options - 

Indication of concentration thresholds ⓘ

- Select an option - 

+ Add new

3.15.3.1 *Other information about regulatory information fields - 1 (not in tables)*

REGULATION TYPE

Select the regulations that apply to the product.

- **E\_MARK** = For pre-packaged products covered by European Directive 76/211/EEC (Directive on the approximation of the laws of the Member States relating to the making-up by weight or by volume of certain pre-packaged products). Select this value for all food and non-food products and indicate under ‘Regulation compliance indicator’ below whether the product complies with these regulations.
- **INTENDED\_TO\_COME\_INTO\_CONTACT\_WITH\_FOOD** = For products covered by European Regulation 1935/2004 (Regulation on materials and articles intended to come into contact with food). Select this value for all food and non-food items that may come into contact with food, and indicate under ‘Regulation compliance indicator’ below whether the product complies with these regulations.
- **ANIMAL\_ID\_HEALTH\_MARK** = For products covered by EU Regulation 853/2004 (Regulation laying down specific hygiene rules for food of animal origin). For this regulation, always enter the accreditation number under ‘Regulatory permit identification’. Select this value for all animal food products covered by this accreditation and indicate under ‘Regulation compliance indicator’ below whether the product complies with this regulation.
- **Etc.**

3.15.3.2 *Permit Identification*

Click ‘Add new’ to access the following screen.

The screenshot shows a form titled 'Permit identification'. It contains two input fields: 'Regulatory permit identification \*' (with a red border) and 'Regulatory permit end date and time' (with a trash icon). Below the fields is a '+ Add new' button.

REGULATORY PERMIT IDENTIFICATION

Enter the accreditation number of the company that will be listed on the packaging.

Please see the example of an accreditation number below > Identification of the legal permit = 40157



*Remark: EU Regulation 853/2004 (ANIMAL\_ID\_HEALTH\_MARK) accreditation numbers of other companies involved in the product's supply chain can be specified in the [‘Contact information’ section](#).*

### 3.15.3.3 Other information about regulatory information fields - 2 (not in tables)

#### REGULATION COMPLIANCE INDICATOR

Indicate whether the product complies with the regulation selected in ‘Type verordening/richtlijn’.

- [TRUE] = Product complies with the regulation
- [FALSE] = Product does not comply with the regulation
- [NOT\_APPLICABLE] = Legislation does not apply to the product

*Remark: We will not accept products to which a certain regulation applies but which do not comply with the regulation (‘Regulation compliance indicator = FALSE).*

### 3.15.4 Other Statements/claims fields (not in tables)

#### THIRD PARTY ACCREDITATION SYMBOL ON PRODUCT PACKAGE CODE

Here you enter the accreditations (sustainability marks and labels) that relate to the product and may be included on the packaging.

Here are some examples:

- MSC certification for fish = MARINE\_STEWARDSHIP\_COUNCIL\_LABEL
- RSPO certified palm oil = SUSTAINABLE\_PALM\_OIL\_RSPO
- Organic product = EU\_ORGANIC\_FARMING
- Product with the PEFC certificate for sustainable forest management = One of the accreditations starting with ‘[PEFC’
- Product with the FSC certificate for sustainable forest management (FSC) = One of the accreditations starting with ‘[FOREST\_STEWARDSHIP\_COUNCIL’

If additional information can be added such as the certification number, etc., this must be done via the fields under [the ‘Certification’ section](#).

### 3.16 Section ‘Temperatures’

#### 3.16.1 Other temperatures fields (not in tables)

#### PRODUCT TEMPERATURE CONDITION CODE

Specify the minimum and maximum transport and storage temperature if the product is to be transported and stored refrigerated.

#### 3.16.2 Temperature Information

Click ‘Add new’ twice to access the following screen.

#### TEMPERATURE ACTIVITY CODE – MINIMUM TEMPERATURE – MAXIMUM TEMPERATURE - UNIT OF MEASURE

Select

- In a 1st box under ‘Temperature activity code, the value ‘[TRANSPORTATION] Tijdens het transport in de keten’ and enter the minimum and maximum temperature with ‘[CEL] Graden Celsius’ as the measurement unit.
- In a 2nd box under ‘Temperature activity code, the value ‘[STORAGE\_HANDLING] Tijdens opslag of verwerking’ and enter the minimum and maximum temperature with ‘[CEL] Graden Celsius’ as the measurement unit. Here, always enter the temperature that is the legal temperature listed on the packaging.

### 3.17 Section 'Taxes'

#### 3.17.1 Customs classification

Click 'Add new' to access the following screen.

CUSTOMS CLASSIFICATION TYPE CODE\*

Select 'Intrastat' to include the Intrastat/customs code.

CUSTOMS CLASSIFICATION VALUE\*

Enter the correct 8-digit Intrastat code. Consult the full list of possible codes via [this link](#).

#### 3.17.2 Tax information

Click 'Add new entry' to access the following screen.

TARGET MARKETS

Select the target market for which the tax information applies.

Click 'Add new' to access the following screen.

**TAX TYPE CODE\***

Always select '[VAT] Value Added Tax'. If applicable, you can also include other taxes such as Recupel, Bebat, etc. To do this, add an additional 'tax information box' by clicking 'Add new' again at the bottom.

**TAX CATEGORY CODE\***

For VAT, specify the correct level: Low, Medium, Standard, High, Zero or Exempt. For Recupel, select 'Applicable'.

**3.18 Section 'Hierarchy'**

### 3.18.1 Next lower level trade item

Click 'Add new' to access the following screen.

Next lower level trade item

|   |   |
|---|---|
| GS1 item number (GTIN) child item level ⓘ<br>- Select an option - | Count of each specific product<br>Enter a value |
| <span style="color: #0070c0; font-weight: bold;">+ Add new</span> |   |

GS1 ITEM NUMBER (GTIN) CHILD ITEM LEVEL

If this is not the base sheet you are filling in, but one from a higher packaging level, create the link to the underlying sheet in the logistics hierarchy by noting the GTIN of this underlying sheet here.

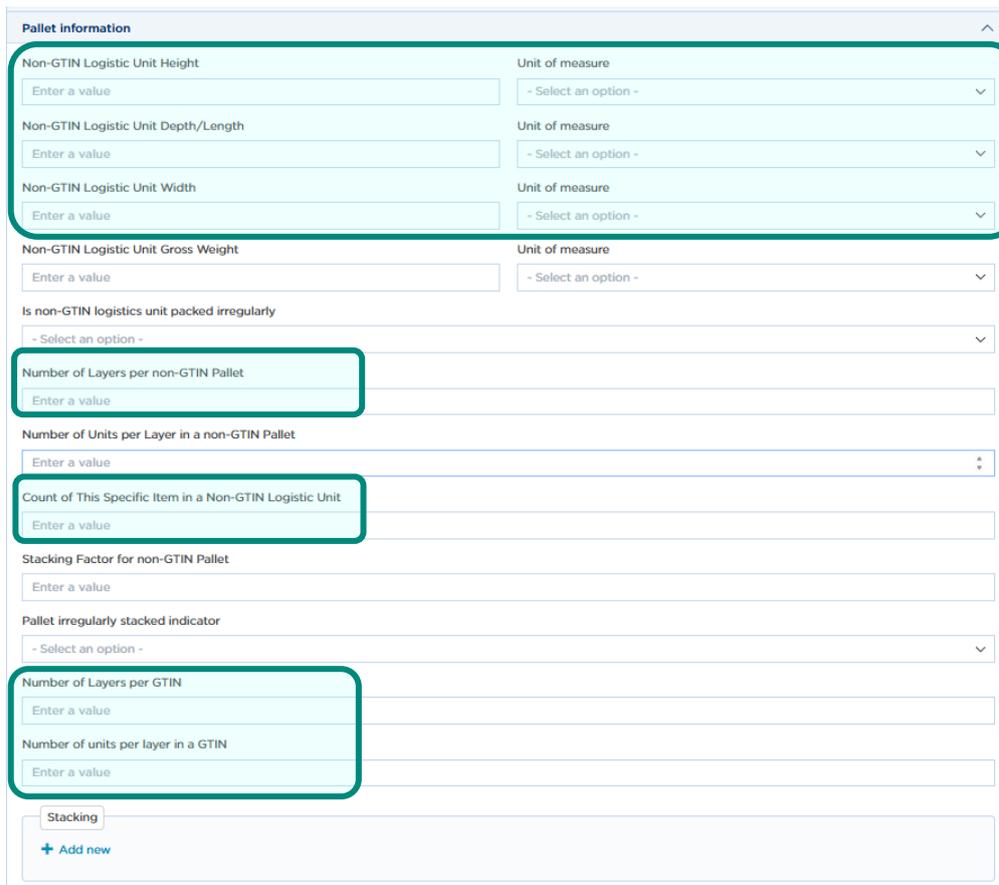
COUNT OF EACH SPECIFIC PRODUCT

Enter the number of underlying sheets which are in this level in the logistics hierarchy.

### 3.19 Section 'Pallet information'

Only to be filled in on the sheet at the highest level in your logistical hierarchy.

For a more detailed explanation about pallet information, please visit [this GS1 page](#).



#### NON-GTIN LOGISTIC UNIT HEIGHT - UNIT OF MEASURE

Only fill in this field if you are not creating a product sheet for the pallet AND only in the product sheet at the highest level in the logistics hierarchy.

Enter the height/vertical dimension of the pallet on which the products are stacked (including the packaging).

#### NON-GTIN LOGISTIC UNIT DEPTH/LENGTH - UNIT OF MEASURE

Only fill in this field if you are not creating a product sheet for the pallet AND only in the product sheet at the highest level in the logistics hierarchy.

Enter the dimensions from the foremost to the rearmost point of the pallet on which the products are stacked (including the packaging).

#### NON-GTIN LOGISTIC UNIT WIDTH - UNIT OF MEASURE

Only fill in this field if you are not creating a product sheet for the pallet AND only in the product sheet at the highest level in the logistics hierarchy.

Enter the width/horizontal dimension of the pallet on which the products are stacked (including the packaging).

NUMBER OF LAYERS PER NON-GTIN PALLET

Only fill in this field if you are not creating a product sheet for the pallet AND only in the product sheet at the highest level in the logistics hierarchy.

Indicate how many layers a pallet contains.

COUNT OF THIS SPECIFIC ITEM IN A NON-GTIN LOGISTIC UNIT

Only fill in this field if you are not creating a product sheet for the pallet AND only in the product sheet at the highest level in the logistics hierarchy.

Enter how many trade items from the sheet you are filling in are on a pallet.

NUMBER OF LAYERS PER GTIN

Only fill in this field in the product sheet for the pallet.

Indicate how many layers a pallet contains.

NUMBER OF UNITS PER LAYER IN A GTIN

Only fill in this field in the product sheet for the pallet.

Indicate how many base trade items (lowest level in the logistics hierarchy) one layer of the pallet contains.

**3.20 Section 'Dangerous goods'**

Complete this section if the product or mixture is classified as hazardous by the CLP regulation. Find more information about hazardous substances, SDS and DOP via [this link](#).

**Dangerous goods**

Safety Data Sheet Informations  
+ Add new

Regulated transportation  
+ Add new

Contains pesticide ⓘ  
- Select an option -

### 3.20.1 Safety Data Sheet Information

Click 'Add new' to access the following screen.

#### 3.20.1.1 Other Safety Data Sheet Information (not in tables)

##### SIGNAL WORDS CODE

If applicable, specify whether the GHS signal word indicates a hazard or a warning.

##### HAZARDOUS SYMBOL DESCRIPTION CODE

If applicable, select the GHS hazard symbol code (e.g. GHS05 CORROSION).

#### 3.20.1.2 Hazardous statements

Click 'Add new' to access the following screen.

HAZARDOUS STATEMENTS CODE

Select the correct H-phrases applicable to the product.

HAZARDOUS STATEMENTS DESCRIPTION - ADDITIONAL DESCRIPTION

Click 'Add new' to access the following screen.

Provide a description of the standard H-phrase entered above. This concerns consumer information on the label/packaging and on the SDS sheet.

3.20.1.3 *Precautionary statement*

Click 'Add new' to access the following screen.

PRECAUTIONARY STATEMENT CODE

Select the correct P-phrases applicable to the product.

PRECAUTIONARY STATEMENT DESCRIPTION - ADDITIONAL DESCRIPTION

Click 'Add new' to access the following screen.

Provide a description of the standard P-phrase entered above. This concerns consumer information on the label/packaging and on the SDS sheet.

### 3.20.2 Regulated transportation

Click 'Add new' to access the following screen.

#### 3.20.2.1 Hazardous substances information

Click 'Add new' to access the following screen.

### 3.20.2.1.1 Other hazardous substances information fields (not in tables)

#### DANGEROUS GOODS REGULATION CODE

Select the regulation applicable to transporting the product if it is a hazardous product or contains hazardous substances.

#### DANGEROUS GOODS REGULATION AGENCY

If applicable, select the classification system for which additional details are relevant for this product.

#### ROAD TUNNEL RESTRICTION CODE

If applicable, select the code indicating which restrictions apply to transporting the product.

### 3.20.2.1.2 Hazardous information details

Click 'Add new' to access the following screen.

#### DANGEROUS GOODS CLASSIFICATION

If applicable, please provide the classification of the hazardous substances (e.g. Corrosive substances, organic peroxides, etc.).

#### DANGEROUS GOODS CLASSIFICATION CODE

If applicable, please provide the correct ADR code. This code classifies dangerous goods according to their nature and risk level, with each class associated with specific packaging, labelling, documentation and handling requirements to ensure safe transport.

#### DANGEROUS GOODS HAZARDOUS CODE (ADR, BRZO/SEVESO)

If applicable, select the correct type of hazard.

#### DANGEROUS GOODS PACKING GROUP

If applicable, select the correct packaging group. Ranging from not applicable to extremely dangerous.

#### UNITED NATIONS DANGEROUS GOODS NUMBER

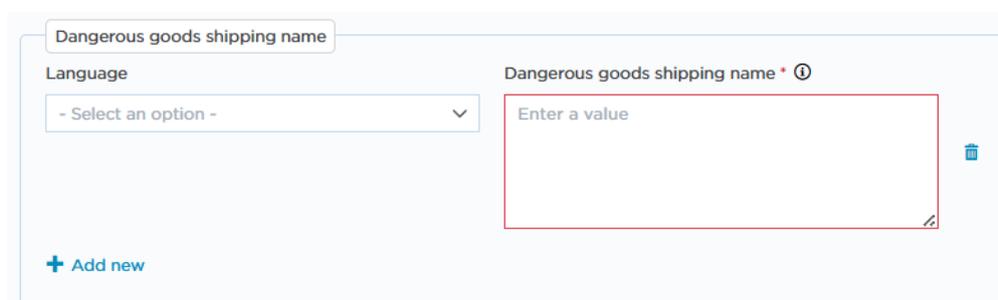
If applicable, select the correct United Nations dangerous goods number.

#### DANGEROUS GOODS LIMITED QUANTITY INDEX - UNIT OF MEASURE

If applicable, enter the number (in ml, l or kg) indicating the maximum volume of the inner packaging of an item in accordance with the ADR Limited Quantity scheme.

#### LANGUAGE - DANGEROUS GOODS SHIPPING NAME

Click 'Add new' to access the following screen.



If applicable, note the addition to the proper shipping name of the dangerous substance, if indicated by the label corresponding to the relevant UN number.

Complete this field in Dutch, French or English.

### 3.21 Section 'Certification'

#### 3.21.1 Certification information

Here you include all the relevant information regarding certificates (e.g: MSC label, ASC, Organic, etc.).

Click 'Add new' to access the following screen (here you can see a detailed example of an FSC certificate).

If the product is certified/accredited, fill in all the information regarding the certificate here in the fields that appear here, and don't forget to include the certificate as an attachment under the ['Images and documents' section](#).

Does it concern a **food product**? If so, always include information about the food safety certification programme (cf. list of codes 'FoodSafetyCertificationCodeList') for which the producer of the product is certified.

#### CERTIFICATION AGENCY

Specify the name of the certifying body that issued the certificate or food safety standard.

#### CERTIFICATION STANDARD

Enter the name of the certification standard.

#### CERTIFICATION IDENTIFICATION

Select the certificate's correct food safety certification.

#### CERTIFICATION VALUE

Enter the number issued by the certifying body for the product.

- For ASC, MSC and PEFC: Enter the CoC number
- For RSPO: Enter the RSPO number that must be included on the packaging

If your company has obtained certification for a food safety standard, in the 'certification value' attribute enter the unique number you received that allows you to demonstrate that your company is certified for the standard in question.

#### EFFECTIVE DATE OF CERTIFICATE

Enter the certificate's start date.

#### CERTIFICATION EFFECTIVE END DATE TIME

Enter the certificate's end date.

### 3.22 Section 'Product specific'

Depending on the selected GPC, the attributes in this section may or may not be visible.

*The following images are based on a product with a GPC for an electric torch. The visible fields differ depending on the GPC code selected.*

**Product specific**

Colour code  
+ Add new

Batteries required indicator  
True False

Recommended usage location  
+ Add new

Batteries included indicator ⓘ  
True False  
Battery details  
+ Add new

### 3.22.1 Other product specific fields (not in tables)

#### BATTERIES REQUIRED INDICATOR

Indicate whether batteries are required for use of the product.

#### BATTERIES INCLUDED INDICATOR

Indicate whether batteries are included with the product.

### 3.22.2 Battery details

Click 'Add new' to access the following screen.

Battery details

Battery details

Battery Materials Delete

+ Add new

Battery voltage ⓘ  Unit of measure

Battery size type code

battery capacity ⓘ  Unit of measure

Is battery rechargeable ⓘ

Number of batteries included ⓘ

Quantity of batteries required

**BATTERY SIZE TYPE CODE**

Specify the type of battery required to use the product.

**QUANTITY OF BATTERIES REQUIRED**

Indicate how many batteries of the selected type are required to use the product.

**3.23 Section 'E-commerce'**

The following image is based on a product with a GPC for beer. The visible fields differ depending on the GPC code selected.

The screenshot shows the 'E-commerce' configuration panel. It contains several sections:

- Trade item feature benefit:** A text area with a '+ Add new' button.
- Trade item key words:** A text area with a '+ Add new' button.
- Alcoholic beverage colour code:** A dropdown menu with the option '- Select an option -'. This field is highlighted with a red box.
- Type of alcohol beverage code:** A dropdown menu with the option '- Select some options -'.
- Basis taste information:** A text area with a '+ Add new' button.
- Bitterness of beer measurement:** A text area with a '+ Add new' button. This field is highlighted with a red box.
- Alcoholic beverage characteristic code:** A dropdown menu with the option '- Select some options -'.

**3.23.1 Other E-commerce fields (not in tables)**

**ALCOHOLIC BEVERAGE COLOUR CODE**

If it concerns an alcoholic drink, select the correct colour of the drink.

**3.23.2 Bitterness of beer measurement**

Click 'Add new' to access the following screen.

The screenshot shows the 'Bitterness of beer measurement' configuration screen. It contains:

- Bitterness of beer:** A text input field with the placeholder 'Enter a value'.
- Unit of measure:** A dropdown menu with the option '- Select an option -'.
- + Add new:** A button to add a new measurement.

**BITTERNESS OF BEER - UNIT OF MEASURE**

For beers, specify the bitterness of the beer, expressed in European or international bitterness units.

### 3.24 Section 'Colruyt private label'

**Colruyt private label** ^

**Additional Legal Product Information Code** ⓘ

- Select some options - v

Physiochemical Information

[+ Add new](#)

Microbiological Information

[+ Add new](#)

Modified Atmosphere Packaging Gas Composition

[+ Add new](#)

**Preservation Technique Code** ⓘ

- Select some options - v

**Irradiated Code** ⓘ

- Select an option - v

Other Characteristics

[+ Add new](#)

**Season Parameter Code** ⓘ

- Select some options - v

Season Name

[+ Add new](#)

Tasting Notes and other organoleptic characteristics

[+ Add new](#)

**Is the hazardous substance a mixture?** ⓘ

- Select an option - v

**Post Consumer Recycled Content Percentage** ⓘ

Enter a value

#### 3.24.1 Other 'Colruyt private label fields - 1 (not in tables)

##### ADDITIONAL LEGAL PRODUCT INFORMATION CODE

Indicate which additional legally required product information applies to the product and must be included on the packaging. If no additional legal product information must be included, select the value 'No additional label information required'.

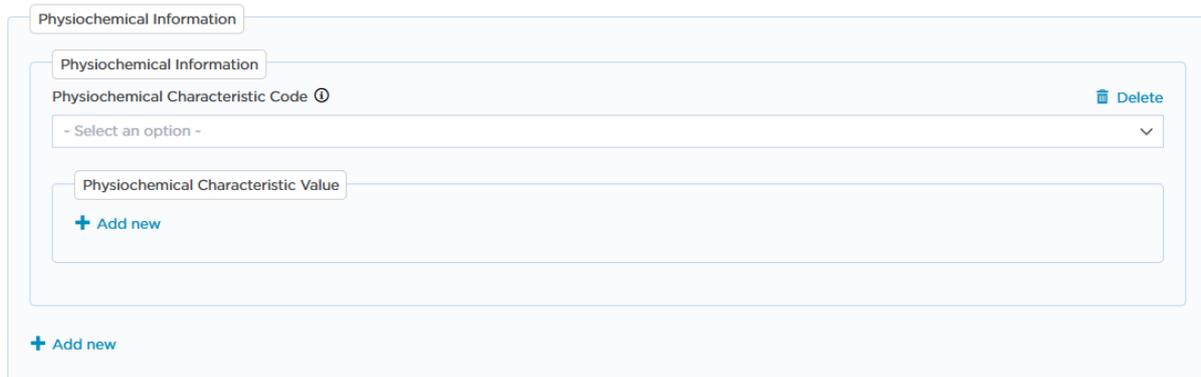
Some examples can be found below:

- For **nuts** > Young children are at risk of choking on nuts
- For **game** > Product obtained from hunting. May contain shot or shot fragments.
- Heat all the way through before consuming
- Etc.

*Remark: If you cannot find the correct code enter the additional legally required product information under 'Additional legal product information' in the 'Statements/Claims' section.*

### 3.24.2 Physiochemical Information

Click 'Add new' to access the following screen.



#### 3.24.2.1 Physiochemical information

##### PHYSIOCHEMICAL CHARACTERISTIC CODE

Select the code of the physiochemical property

Examples:

- TARGET\_DENSITY > Target density of the product
- TARGET\_PH
- TARGET\_VISCOSITY
- Etc.

Examples of parameters to be entered:

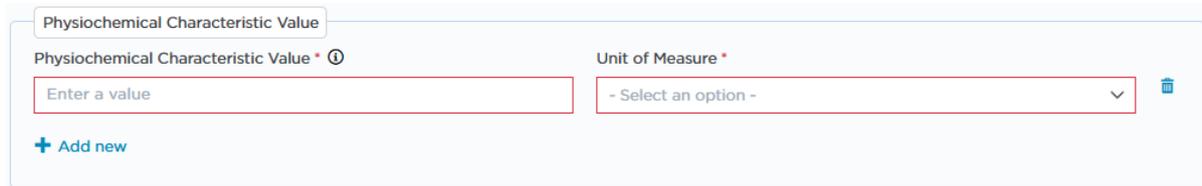
- For **vinegar**:
  - TARGET\_pH
  - WEIGHT\_DENSITY
  - TARGET\_ACIDITY
  - PURE\_BASE\_RATIO
- For **meat**:
  - TARGET\_FAT\_ON\_DRY\_BASIS

*Remark: If you cannot find the correct code, enter the physiochemical information under 'Other Characteristics', a little lower down in this 'Colruyt private label' section.*

### 3.24.2.2 Physiochemical Characteristic Value

#### PHYSIOCHEMICAL CHARACTERISTIC VALUE - UNIT OF MEASURE

Click 'Add new' to access the following screen.

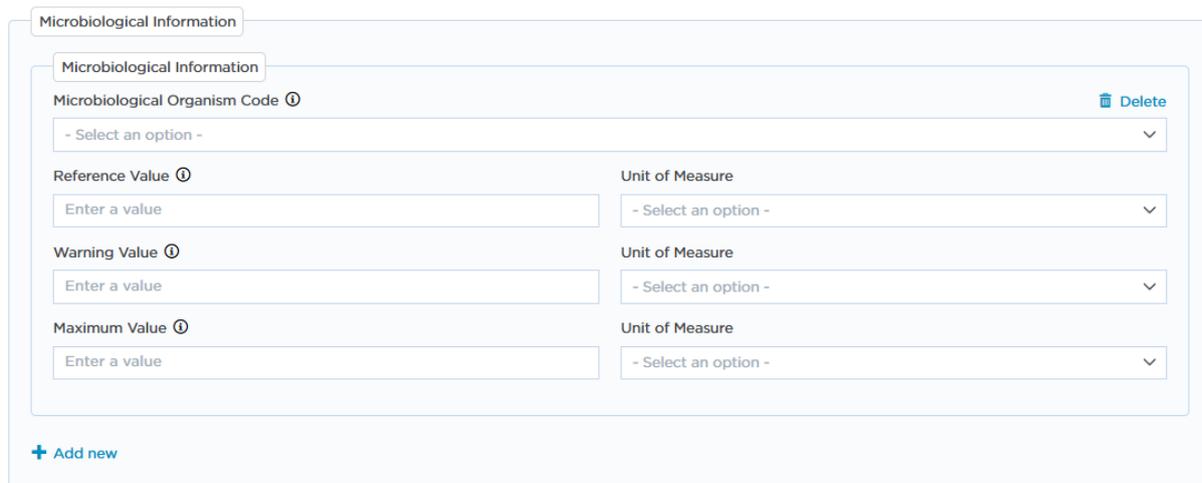


Enter the value and corresponding unit under 'Physiochemical Characteristic Value' and 'Unit of Measure' respectively.

**Example:** For olive oil with a density of 0.93 grams/cm<sup>3</sup>, enter '0.93' under 'Physiochemical Characteristic Value' and 'Gram Per Cubic Centimetre' under 'Unit of Measure'.

### 3.24.3 Microbiological Information

Click 'Add new' to access the following screen.



**Remark:** See attachment 1 for more information on how these standards relate to commonly used limits (e.g. Microbiological criteria from Ghent University) + detailed example.

#### MICROBIOLOGICAL ORGANISM CODE

Select the microbiological organism you want to share information about.

If it is required by law, the amount of colony-forming units per 10 g or 25 g (e.g. Salmonella) instead of per 1 gram, enter the microbiological organism, the reference value, maximum value and possibly the warning value under 'Other Characteristics' a little lower down this 'Colruyt private label' section.

*Remark: If you cannot find the correct code enter the microorganism under 'Other Characteristics' a little lower down this 'Colruyt private label' section.*

#### REFERENCE VALUE

Enter the typical value for acceptable quality. Under 'Unit of measure', select the value 'Colony forming Units per gram (CFU/g)'.

#### WARNING VALUE

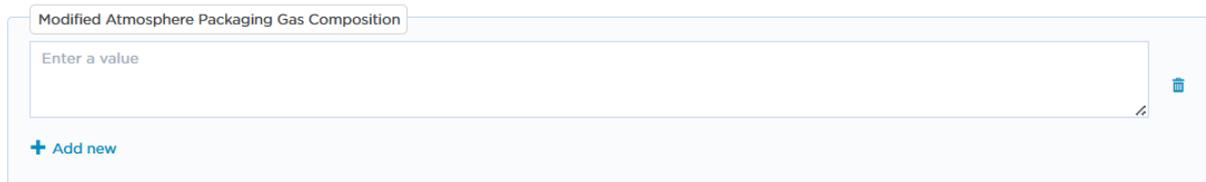
Enter (if a 3-class plan applies) the limit for acceptable quality. Under 'Unit of measure', select the value 'Colony forming Units per gram (CFU/g)'.

#### MAXIMUM VALUE

Enter the maximum permissible amount of colony-forming units of the microbiological organism measured at the end of the shelf-life. Under 'Unit of measure', select the value 'Colony forming Units per gram (CFU/g)'.

### 3.24.4 Modified Atmosphere Packaging Gas Composition

Click 'Add new' to access the following screen.



If the composition of the gases in the packaging (MAP Modified Atmosphere Packaging) was modified to extend the shelf life and quality of food products, enter the gas composition and corresponding % here.

### 3.24.5 Other 'Colruyt Private Label' fields - 2 (not in tables)

#### PRESERVATION TECHNIQUE CODE

Select the correct preservation technique for the product.

For example

- For **dairy products** > PASTEURISATION, HIGH\_TEMPERATURE\_TREATED\_MILK, ULTRA\_HIGH\_TEMPERATURE (increases the shelf life of dairy products), ATTESTED\_MILK (If not heat-treated), etc.
- For **smoked fresh fish** > COLD\_SMOKE\_CURING or HOT\_SMOKE\_CURING

*Remark: If you cannot find the correct code, enter the preservation technique under ‘Other Characteristics’, a little lower down in this ‘Colruyt private label’ section.*

IRRADIATED CODE\*

If possible, indicate whether the product was irradiated ([TRUE]) or not ([FALSE]).

### 3.24.6 Other Characteristics

Click ‘Add new’ to access the following screen.

LANGUAGE – OTHER CHARACTERISTICS

If multiple types of information are included in this field, you should separate them by using ‘spatie#spatie’.

Example: E. coli (O157): 0 cfu/25 g # Listeria spp: 0 cfu/25gr # fat content on dry matter: 20%

Use this field

- For **all product groups** to enter product-specific properties
  - Such as the number of pieces per pack (+deviation), size/calibre (+deviation), pesticides, peroxide value, FFA, etc.
  - Specific standards/requirements (often linked to the class in the UNECE standard)
- For **sweeteners** (pills or powder based on sucralose, aspartame (such as Canderel)) to substitute the sweetness of sugar
- To specify the specific standards/requirements or additional information for
  - **Fresh fish/frozen fish:**
    - % of fat/moisture loss during shelf life
    - Smoked (dry-salted or injected)
    - Shrimps (cooked, blanched or raw, peeled, deveined, % edible)
    - Frozen raw material?
    - Weight per piece (or calibre/size)
    - Raw/cooked

- Whole fish, portion, fillet or loin
      - Whole fish (with/without the head, with/without the guts, % edible)
      - Portion, fillet or loin (with/without the skin, with/without bones, trimming method: trim/cut)
- **Frozen fish/shellfish:**
  - % of glazing
  - Freezing method (deep-frozen, single-frozen, double-frozen)
- **Shellfish:**
  - Scallops with or without the coral
- **Tinned fish**
  - Frozen raw material?
  - With/without bones
  - Weight per piece
  - Packaged raw (always for salmon with skin and bones) or precooked
  - Packaging sterilised or pasteurised
  - Tuna (% solid, chunks and flakes, single or double cleaned)
  - Mackerel (with/without the brown meat)
  - Crab (% meat and % leg, no cartilage)
- **Meat**
  - Collagen %
  - % protein on dry matter
  - Stunned slaughter (compulsory!)
- **Meat stock**
  - Amount of creatinine (mg/L) in the product
  - % of creatinine in the meat extract on dry matter without salt
  - % of dry matter in the meat extract
  - % of salt in the meat extract
- **Wild fish and meat**
  - Fishing/hunting season
- **Cheese**
  - Firmness of the cheese: EXTRA HARD / FIRM/SEMI-HARD / HARD / SOFT / UNCLASSIFIED / UNIDENTIFIED
  - Type of cheese: CAMEMBERT / EMMENTAL / GORGONZOLA / GOUDA / ETC.
  - Form: BLOCK / CHUNKS / CRUMBLES / ETC.
- **Cream**
  - Type of cream: CLOTTED CREAM / CONDENSED CREAM / CRÈME FRAICHE / HALF AND HALF / ETC.
  - Fat content of the cream: FULL FAT / LOW FAT / NON FAT / REDUCED FAT / SOFT / UNCLASSIFIED / UNIDENTIFIED
- **Yoghurt**
  - Fat content of the cream: FULL FAT / LOW FAT / NON FAT / REDUCED FAT / SOFT / UNCLASSIFIED / UNIDENTIFIED
  - Origin: BUFFALO / CAMEL / COMBINATION / COW / DONKEY / ETC. UNCLASSIFIED / UNIDENTIFIED

- Added ingredients: CEREALS / COMBINATION / FRUIT PIECES / FRUIT PULP / HONEY / JUICE / ETC. / UNCLASSIFIED / UNIDENTIFIED
  - **Fruit - apples**
    - Variety of apple: ADAM'S PEARMAN / ADMIRAL / AFRICAN RED / ETC. / BELGICA / ETC. / JONAGOLD AND MUTANTS / ETC. / UNCLASSIFIED / UNIDENTIFIED
    - Country/zone of origin: CHINA / CHRISTMAS ISLAND / COLOMBIA / ETC. / UNCLASSIFIED / UNIDENTIFIED
  - **Oil**
    - Erucic acid
    - Extra virgin olive oil: acidity level, FAEs, Wax (C42+C44+C46), 2-Glyceryl monopalmitate, Stigmastadiene, K232, K270
  - **Cosmetics**
    - Liquid products: viscosity and foaming power (soap, shampoo)
    - Non-liquid products: number of pieces, dimensions, shape, specific gravity, tolerances on weight, etc.
    - Wet wipes: (cosmetics or detergents)
      - Dimensions: length, width, thickness (mm) + tolerance
      - Weight dry & wet (g) + tolerance
      - Specific gravity (g/m<sup>2</sup>) + tolerance
      - Strength wet MD & CD + tolerance
      - Composition (e.g. cellulose, viscose, Spunlace, etc.)
    - Toothpaste:
      - Total and available fluoride
      - Value for Relative Dentin Abrasivity (RDA)
      - Value for Pellicle Cleaning Ratio (PCR)
      - Product lost (residue left after using up the toothpaste)
  - If you cannot find the correct code in the available list of codes for the fields:
    - Physiochemical Characteristic Code
    - Microbiological Organism Code
    - Microbiological information to be provided in CFU/10 g or CFU/25 g (e.g. for salmonella & listeria) instead of per 1 gram
    - Preservation Technique Code

Complete this field in Dutch, French or English.

### 3.24.7 Other 'Colruyt Private Label' fields - 3 (not in tables)

INDICATOR EDIBILITY CHEESE RIND

For cheese products, indicate whether or not the rind is edible:

- [TRUE] = The rind of the cheese is edible
- [FALSE] = The rind of the cheese is not edible

### CHEESE RIPENING TIME - UNIT OF MEASURE

For cheese products, indicate the period during which the cheese matures (as the number of days, months, etc.).

### SEASON PARAMETER CODE

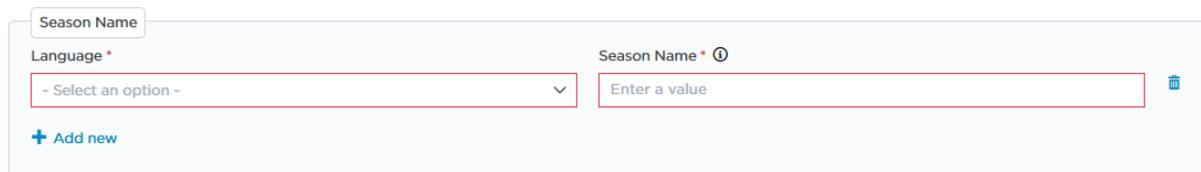
If applicable, select the correct specific period when the product is available (e.g. for game, wild fishery products, etc.).

*Remark: If you cannot find the correct code, select 'Other' and enter the correct season in the field below.*

## 3.24.8 Season

### LANGUAGE – SEASON NAME

Click 'Add new' to access the following screen.

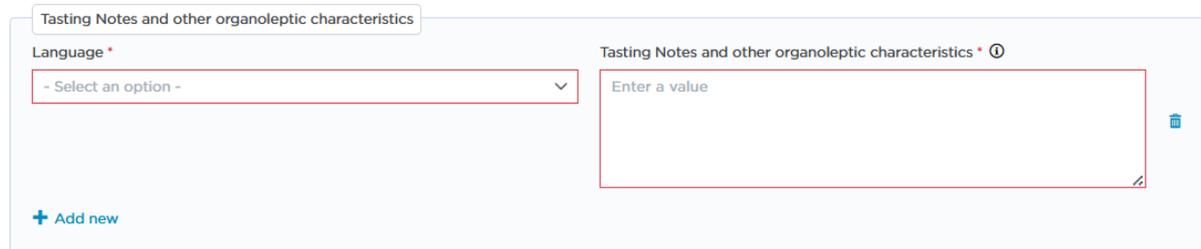


If applicable, specify the season in which the product is available in Dutch, French and/or English.

## 3.24.9 Tasting Notes and other organoleptic characteristics

### LANGUAGE - TASTING NOTES AND OTHER ORGANOLEPTIC CHARACTERISTICS

Click 'Add new' to access the following screen.



Provide information on the organoleptic parameters of the product. These are properties of a product that are perceived through the senses, such as taste, aroma, colour, texture and appearance, their evolution during its shelf life.

Also use this field to specify the cutting method **for meat products**.

Complete this field in Dutch, French or English.

If multiple types of information are included in this field, you should separate them by using 'spatie#spatie'.

Example: Aroma: earthy # taste: bitter # colour: transparent

### 3.24.10 Other 'Colruyt Private Label fields - 4 (not in tables)

IS THE HAZARDOUS SUBSTANCE A MIXTURE?

Select the correct value:

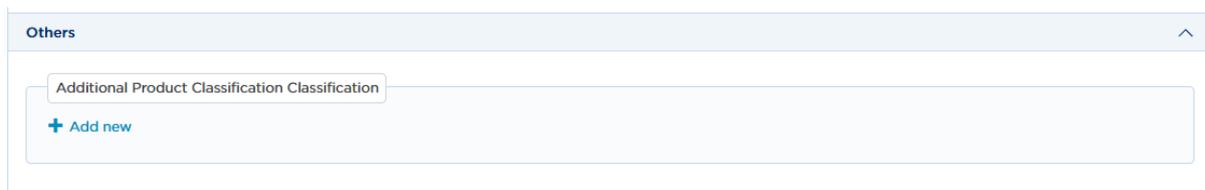
- [TRUE] = Hazardous substance is a mixture
- [FALSE] = Hazardous substance is not a mixture
- [NOT\_APPLICABLE] = Product is or contains no hazardous substance

POST CONSUMER RECYCLED CONTENT PERCENTAGE

For all listed packaging materials specify the percentage of recycled consumer waste. This is the percentage of material recovered after being used by the end user and then discarded. This includes products collected through recycling programmes. Please complete the applicable percentage

## 3.25 Section 'Others'

### 3.25.1 Additional Product Classification



Click 'Add new' to access the following screen.

ADDITIONAL PRODUCT CLASSIFICATION TYPE CODE

Select code 76 'EU Regulation (MDR/IVDR) Risk Class' if the product is a medical device.

ADDITIONAL PRODUCT CLASSIFICATION CODE VALUE – ADDITIONAL PRODUCT CLASSIFICATION VERSION

Click 'Add new' to access the following screen.

Enter the correct class of medical device.

**Attachments**

**3.26 Attachment 1 - Microbiological information**

VELDEN UGENT TABEL – 2 KLASSEN PLAN

| MICROBIOLOGICAL CHARACTERISTICS |        |                 |                   |
|---------------------------------|--------|-----------------|-------------------|
|                                 | Target | 2.<br>Tolerance | 1.<br>Best before |
| Bacillus cereus                 |        | 3.000           | 100.000           |
| Salmonella                      |        | Absence in 25g  |                   |

Microbiological Information

Microbiological Information

Microbiological Organism Code ⓘ Delete

[BACILLUS\_CEREUS] Bacillus Cereus X v

Reference Value ⓘ Unit of Measure

2. 3000 [X\_CFG] Colony Forming Units per gram (CFU/g) X v

Warning Value ⓘ Unit of Measure

Enter a value - Select an option - v

Maximum Value ⓘ Unit of Measure

1. 100.000 [X\_CFG] Colony Forming Units per gram (CFU/g) X v

[+ Add new](#)

Other Characteristics

Language \* Other Characteristics \* ⓘ

[nl-BE] Dutch Salmonella.: 0 cfu/25gr

[+ Add new](#)

VELDEN UGENT TABEL – 3 KLASSEN PLAN

| MICROBIOLOGICAL CHARACTERISTICS |                |                 |                   |
|---------------------------------|----------------|-----------------|-------------------|
|                                 | 2.<br>Target   | 3.<br>Tolerance | 1.<br>Best before |
| Bacillus cereus                 | 300            | 3.000           | 100.000           |
| Salmonella                      | Absence in 25g |                 |                   |

Microbiological Information

Microbiological Information

Microbiological Organism Code ⓘ Delete

[BACILLUS\_CEREUS] Bacillus Cereus X v

Reference Value ⓘ Unit of Measure

2. 300 [X\_CFG] Colony Forming Units per gram (CFU/g) X v

Warning Value ⓘ Unit of Measure

3. 3000 [X\_CFG] Colony Forming Units per gram (CFU/g) X v

Maximum Value ⓘ Unit of Measure

1. 100.000 [X\_CFG] Colony Forming Units per gram (CFU/g) X v

+ Add new

Other Characteristics

Language \* Other Characteristics \* ⓘ

[nl-BE] Dutch Salmonella.: 0 cfu/25gr

+ Add new