

# My Audits guideline

Audit supplier application

*Release 2, 04/10/2021*

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## Document Summary

Document Item	Current Value
Document Name	My Audits guideline
Document Date	04/10/2021
Document Version	2
Document Issue	1
Document Status	Final
Document Description	Audit supplier application

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## Log of Changes

Release	Date of Change	Changed By	Summary of Change
1		Steffie Defreyne	Creation Document
2	11/06/2021	Steffie Defreyne	Update some of the screenshots with translations + new functionality 'search GTIN'
3	29/07/2021	Steffie Defreyne	Add information about the Excel download functionality
4	04/10/2021	Steffie Defreyne	Add information about 'My Reports' functionalities

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## 1 Introduction

The My Audits application can be used by suppliers of prepacked food products that participate in the mandatory Audit Program of GS1 Belgium & Luxembourg and that have received the request to provide information for their selected products.

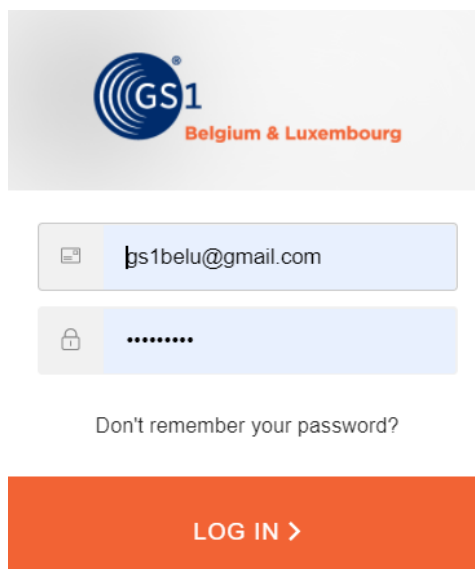
## 2 Purpose of this document

This document describes how to use the My Audits supplier application: what can be found and where, how to navigate, how to upload (and remove) images and how to start the audit of a product. Now it is also possible to find the report with audit details in the application via the tab 'My Reports'

## 3 Instructions on how to use the My Audits application

### 3.1 Login

Navigate to the following website: <https://myaudits.gs1belu.org/>, where you will be presented with the login frame below:




The screenshot shows the login interface for the My Audits application. At the top, there is the GS1 Belgium & Luxembourg logo. Below the logo, there are two input fields: one for the email address (containing 'gs1belu@gmail.com') and one for the password (containing a series of dots). Below the password field, there is a link that says 'Don't remember your password?'. At the bottom, there is a large orange button with the text 'LOG IN >'.

Use your **My Product Manager login & password** here and click the **orange button** to log in. In case you do not have an My Product Manager login yet: please contact our helpdesk via [fmcg-foodservice@gs1belu.org](mailto:fmcg-foodservice@gs1belu.org).

**In case you have multiple GLNs** linked to your account: choose the correct company GLN from the pop-up that appears on the screen:

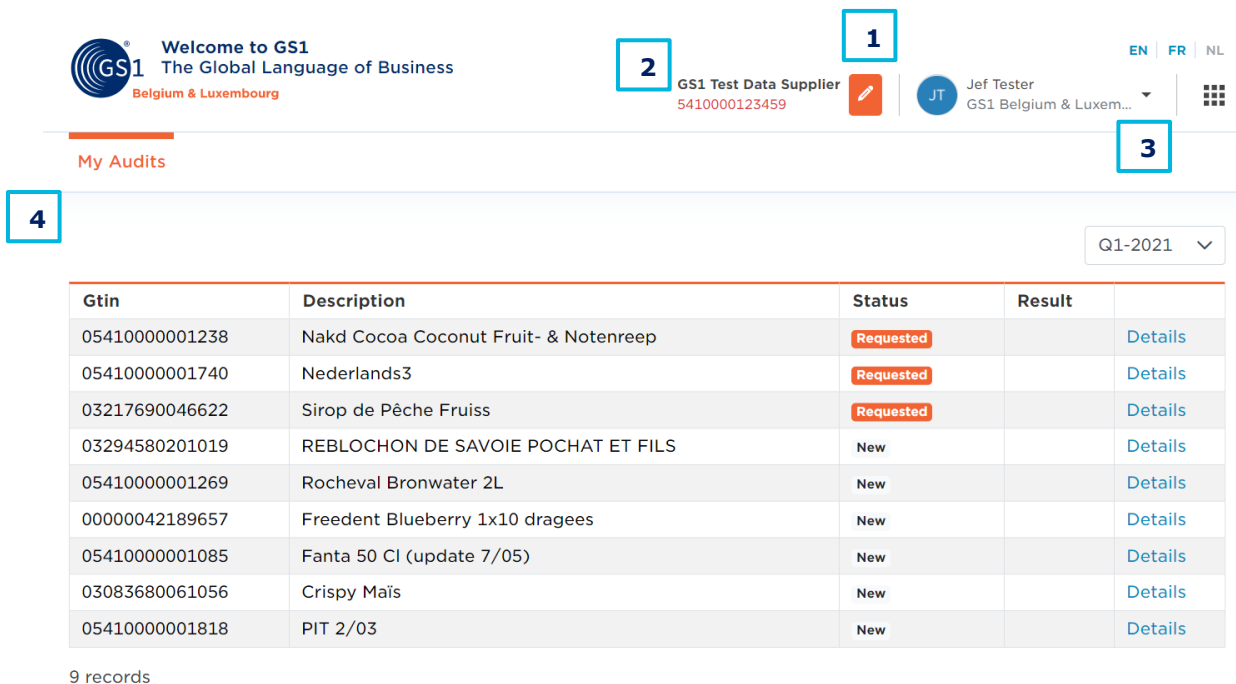
#### Select company



The screenshot shows a pop-up window titled 'Select company'. It contains a single entry with the text 'GS1 Test Data Supplier' and a red GLN number '5410000123459' below it.

## 3.2 What can be found in the My Audits application and where?

Once you have logged in you land on the overview page of My Audits:

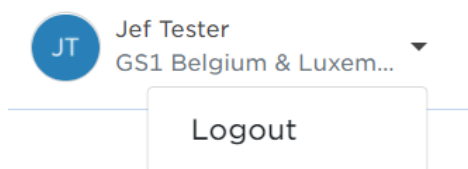


The screenshot shows the 'My Audits' overview page. Callout 1 points to the user profile 'Jef Tester' with a dropdown arrow. Callout 2 points to the 'GS1 Test Data Supplier' profile with an orange pencil icon. Callout 3 points to the 'My Audits' header. Callout 4 points to the table of audit records. The table has columns: Gtin, Description, Status, Result, and a 'Details' link. The status column shows 'Requested' (in red) for the first three rows and 'New' for the remaining six. A dropdown menu at the top right shows 'Q1-2021'.

Gtin	Description	Status	Result	
05410000001238	Nakd Cocoa Coconut Fruit- & Notenreep	Requested		<a href="#">Details</a>
05410000001740	Nederlands3	Requested		<a href="#">Details</a>
03217690046622	Sirop de Pêche Fruiss	Requested		<a href="#">Details</a>
03294580201019	REBLOCHON DE SAVOIE POCHAT ET FILS	New		<a href="#">Details</a>
05410000001269	Rocheval Bronwater 2L	New		<a href="#">Details</a>
00000042189657	Freedent Blueberry 1x10 dragees	New		<a href="#">Details</a>
05410000001085	Fanta 50 Cl (update 7/05)	New		<a href="#">Details</a>
03083680061056	Crispy Maïs	New		<a href="#">Details</a>
05410000001818	PIT 2/03	New		<a href="#">Details</a>


9 records

- Logout:** click on the small arrow to the right of your user name to make the 'logout' button visible. Click the button to logout.

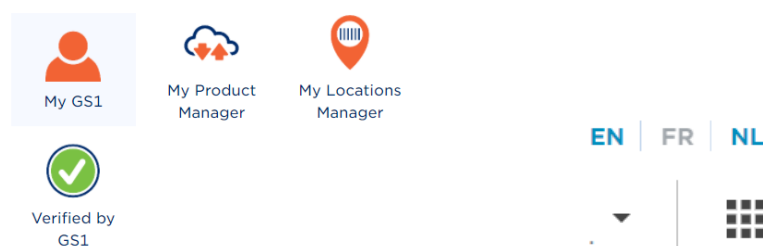


- Switch company profile:** click the orange 'pencil' button to switch company profiles

**GS1 Test Data Supplier**  
5410000123459



- GS1 Waffle & language settings:** The waffle can be used to navigate to **other GS1 applications** that might be relevant to you (such as My GS1, My Product Manager, etc.). The **language** buttons allow you to set the application in the required language. Available options are: English, Dutch & French.



4. **'My Audits':** for the selected products you can find the following information on the overview page:

Search GTIN <span>⚙️ 🔍</span> <span>a</span>				
Gtin	Description	Status	Result	
05410106070022	Bosto Quinoa Kb 300g	Requested		Details
<span>b</span>	<span>c</span>	<span>d</span>	<span>e</span>	<span>f</span>

- a. **Search GTIN** function + current **iteration** & navigate to other iterations (via the 'wheel' icon)
- b. **GTIN:** Global Trade Item Number of the selected product(s)
- c. **Description:** description of the selected product(s)
- d. **Status** – see 'The different statuses of a product'
- e. **Result:** once the audit is completed, you will find the result (PASS/FAIL) here for each of the selected products. As long as the status is not completed, no result will be available.
- f. **Details** – see 'Details: how to add images & start the audit for a product'

5. **Excel download functionality:** it is possible to download the 'my audits' overview in Excel with all GTINs, descriptions, status and where relevant also the result. This way, you can copy/paste GTINs, share information about the audit with colleagues and also e.g. filter on the different statuses. Click the button 'More' and choose 'Export Audit's. the Excel download will automatically start:

GTIN	Description	Status	Result	Export Audits
------	-------------	--------	--------	---------------

### 3.3 The different audit statuses of a product

- **New:** a newly selected product for audit for which **no actions** have happened yet
- **Requested:** a product for which the necessary preparation steps have been taken and for which the **audit has been requested**
- **Completed:** a product for which the audit is **completed** and for which you will find a **result** in the overview (PASS/FAIL) + for which detailed information will become available if 'FAIL'
- **Cancelled:** a product **could not be audited** in time of the current iteration and is cancelled
- **Exempted:** a product for which an **exemption** has been requested and approved


Products can qualify for exemption if:

- The data for a GTIN was entered (or at least captured) by a DMS (Data Management Service) – a proof document of this will be requested
- The GTIN was audited & approved by another recognized Data Quality Program – a proof document of this will be requested
- The GTIN will leave the assortment < 3 months from the current date – in this case it is requested to enter the correct 'DiscontinuedDate' in My Product Manager
- The GTIN has been audited less than 3 years ago and there was no relevant change since then, e.g.:
  - Small typing errors such as comma's, points, capital letters, ...
  - Mass changes (e.g. brand name changes for a large group of/all items) can be announced with us on beforehand so that this does not impact the certification of these GTINs in case they had been audited

**Important:** once the status is in requested, the status will only change in case the GTIN is completed or cancelled. The progress of the audit for a product will not be visible here.

### 3.4 How to add images & start the audit for a product

For a product in status 'new' and for which you want to add images/start the audit, click 'details' e.g.:



Welcome to GS1  
The Global Language of Business  
Belgium & Luxembourg

GS1 Test Data Supplier  
5410000123459

JT Jef Tester  
GS1 Belgium & Luxem...

EN FR NL

My Audits

Q1-2021

Gtin	Description	Status	Result	
05410000001238	Nakd Cocoa Coconut Fruit- & Notenreep	Requested		<a href="#">Details</a>
05410000001740	Nederlands3	Requested		<a href="#">Details</a>
03217690046622	Sirop de Pêche Fruiss	Requested		<a href="#">Details</a>
03294580201019	REBLOCHON DE SAVOIE POCHAT ET FILS	New		<a href="#">Details</a>
05410000001269	Rocheval Bronwater 2L	New		<a href="#">Details</a>
00000042189657	Freedent Blueberry 1x10 dragees	New		<a href="#">Details</a>

Next, you will be redirected to the **details screen** of that product with the audit name, status, a supporting message and the possibility to upload (a) new picture(s).

At the bottom, a product ID card with some details about the product to be audited can be found.

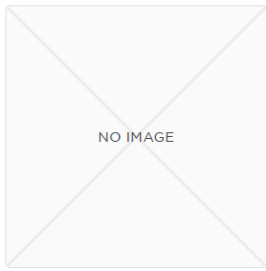
The 'Back to Overview' button will bring you back to the overview screen:

#### Audit 00000042189657 New

This product has been selected for audit. Please provide supporting artwork/pictures, so GS1 can perform the audit. Please verify your masterdata in MPM. Once you have uploaded at least one artwork/picture, you can start the audit for this product (the 'start audit' button will become available to you).

#### Pictures

[+ Upload new picture](#)



NO IMAGE

GTIN	00000042189657
Brand name	Freedent
Product description	Freedent gout Myrtille 1x10 dragees
Product image url	undefined
Global product category	
Net content	10 EA
Country of sale	
Last modified	Wed Mar 31 2021

[Back to overview](#)

### 3.4.1 Add image(s) or artwork

The first step is now to **upload at least one image or artwork** for this product. Please keep in mind the **image guidelines** in this step. Images or artworks that cannot be used for audit will be flagged as 'inadequate' in the application (see further). For these items, new/additional images will be requested. As long as the images are not adequate, the audit process will not be able to start.

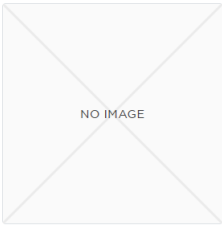
Use the **orange 'upload new picture' button**

**Audit 00000042189657 New**

This product has been selected for audit. Please provide supporting artwork/pictures, so GS1 can perform the audit. Please verify your masterdata in MPM. Once you have uploaded at least one artwork/picture, you can start the audit for this product (the 'start audit' button will become available to you).

**Pictures**

[+ Upload new picture](#)

	GTIN	00000042189657
	Brand name	Freedent
	Product description	Freedent gout Myrtille 1x10 dragees
	Product image url	undefined
	Global product category	
	Net content	10 EA
	Country of sale	
	Last modified	Wed Mar 31 2021

[Back to overview](#)

to trigger the pop-up that will allow you to **drag & drop, browse** for an image or add an **URL** to a public website where the image is available:

**File upload** ×

[Upload a file](#) [Upload via URL](#)

Drag and drop or [browse](#) your files.


[Upload](#)

After selecting the image, the **'upload'** button is available.

Press the button and wait for the upload to finish, then press the button **'close'**:

**File upload** ×

[Upload a file](#) [Upload via URL](#)

 Freedent.jpg


[Upload](#)

→

**File upload** ×

[Upload a file](#) [Upload via URL](#)

Your file has been successfully submitted.

 Freedent.jpg

[Close](#)





You will see **the image appear** in the details screen:

**Audit 00000042189657** New

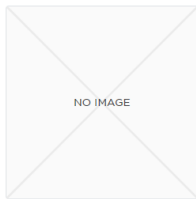
This product has been selected for audit. Please provide supporting artwork/pictures, so GS1 can perform the audit. Please verify your masterdata in MPM. Once you have uploaded at least one artwork/picture, you can start the audit for this product (the 'start audit' button will become available to you).

**Pictures**



 Remove Label

[+ Upload new pictures](#)

	GTIN	00000042189657
	Brand name	Freedent
	Product description	Freedent gout Myrtille 1x10 dragees
	Product image url	undefined
	Global product category	
	Net content	10 EA
	Country of sale	
	Last modified	Wed Mar 31 2021

[Back to overview](#) [Start audit](#)

**Repeat this step** until you have added all relevant images to be used to audit this product. Please keep in mind that at this point, the **maximum number of images** to be uploaded per product is **6**. The **maximum file size is 110MB** and the accepted formats are **JPEG, PNG, TIFF and PDF**.

### 3.4.2 Remove image(s) or artwork

Select the 'remove label' **trash can button** for the image you want to remove:

**Audit 00000042189657** New

This product has been selected for audit. Please provide supporting artwork/pictures, so GS1 can perform the audit. Please verify your masterdata in MPM. Once you have uploaded at least one artwork/picture, you can start the audit for this product (the 'start audit' button will become available to you).

**Pictures**



 Remove Label

[+ Upload new pictures](#)

The pop-up will ask you if you are sure. You can choose 'cancel' or click 'remove label' here:

**Remove label**

The selected label will be deleted from the audit.

[Cancel](#) [Remove label](#)


### 3.4.3 Start the audit


Once **at least one image** or artwork has been uploaded, the '**start audit**' button become available:

Audit 00000042189657 **New**

This product has been selected for audit. Please provide supporting artwork/pictures, so GS1 can perform the audit. Please verify your masterdata in MPM.  
Once you have uploaded at least one artwork/picture, you can start the audit for this product (the 'start audit' button will become available to you).

**Pictures**



 Remove Label

[+ Upload new picture](#)

GTIN	00000042189657
Brand name	Freedent
Product description	Freedent gout Myrtille 1x10 dragees
Product image url	undefined
Global product category	
Net content	10 EA
Country of sale	
Last modified	Wed Mar 31 2021

[Back to overview](#) [Start audit](#)

Please indicate that you agree with the start of the audit by checking the box. The final 'start audit' button then becomes available to you. Please press it to start the audit:

#### Start Audit

GTIN **03242273050055**

Purchase **€ 30**

Amount



I Agree to be billed for the amount shown above and to pay that amount according to the terms of agreemens with GS1 Belgium and Luxembourg

[Cancel](#)

[Start Audit](#)

Once the audit has been started, you will be **redirected** back to the **overview screen**.

Important: there is **no possibility to add or change** while the item is in status 'Requested'. In the details of the requested GTIN you will see a message communicating this as well.

### 3.4.4 Inadequate status

In case the images upload in your supplier application have been evaluated as 'inadequate' (meaning that they are not sufficient to perform the audit), you will receive an e-mail with more information.

Audit 00000042189657 **Inadequate**

Your audit request has been found inadequate due to the quality of (some) images. Please provide high quality images.

#### Pictures



Remove Label

[+ Upload new picture](#)

	GTIN	00000042189657
	Brand name	Freedent
	Product description	Freedent gout Myrtille 1x10 dragees
	Product image url	undefined
	Global product category	
	Net content	10 EA
	Country of sale	
	Last modified	Wed Mar 31 2021

[Back to overview](#)

[Start audit](#)

In the supplier application you will see the inadequate status for that/those GTIN(s). Please follow the advice of the GS1 customer advisor and upload new/other adequate image(s) and press the 'start audit' button once done. The product will move to status 'requested' again.

## 3.5 My Reports

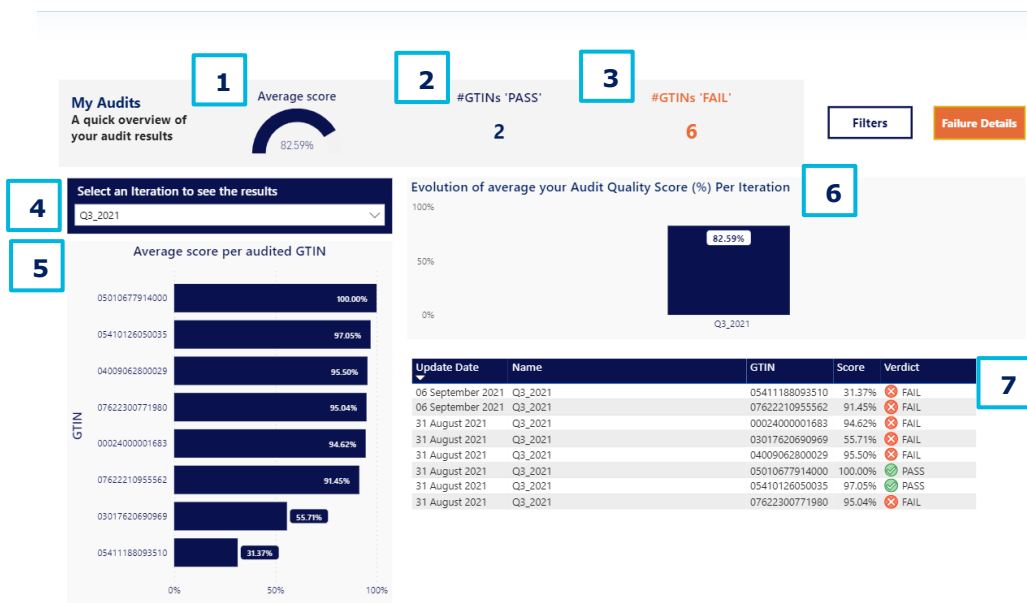
Here you can find detailed information about the audit feedback, more specifically **the failure details in case your audit result was not 100%**. There is an overview page and a possibility to navigate towards the failure details via the 'failure details' button. Via this way, the product information in My Product Manager can be corrected and a re-audit requested.

### 3.5.1 My Reports overview page

#### 3.5.1.1 General

On this page some general information can be found about the audit results:

My Audits **My Reports**



- 1. Average score:** the average score of all GTINs (attention: in case an iteration is selected, this information is filtered for this specific iteration. Other filters can also affect the meaning of this score.)
- 2. Number of GTINs 'pass'** (attention: in case an iteration is selected, this information is filtered for this specific iteration)
- 3. Number of GTINs 'fail'** (attention: in case an iteration is selected, this information is filtered for this specific iteration)
- 4. Iteration:** The iteration (quarter/semester) for which the results are shown/filtered here. You can select the desired iteration via the dropdown button ('v' button on the right side of the field)
- 5. Average score per audited GTIN:** ranking of scores of all GTINs in the selected iteration
- 6. Evolution of average score per iteration:** evolution of your average audit quality score per iteration
- 7. List of audited GTINs with indication of iteration, score and verdict**

#### 3.5.1.2 Filters

Via button 'filters' you can filter the above view & information:



You can choose from the following filter options: GTIN, Verdict, Date:

**Audit**

GTIN

Verdict

Date

Choose a specific GTIN or a specific verdict (PASS/FAIL). Or a specific date or date range.

To **remove a filter**, please use the 'erase' icon (for GTIN/Verdict)

Verdict

or change the date back to the original selection by moving both sliders to the edge of the line.

To **hide the filters options**, press the button 'hide filters'

**Audit**

GTIN

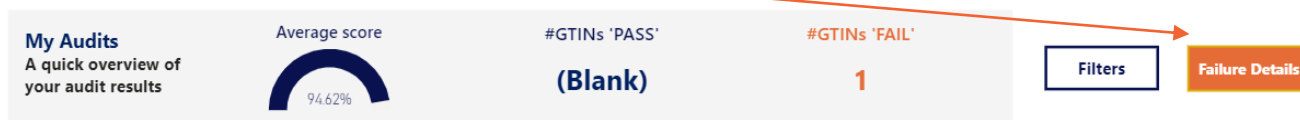
Verdict

Date

Hide Filters

### 3.5.2 My Reports failure details page

By clicking on the 'failure details' button on the overview page, you can navigate to a view with details about the audit failures, e.g. per GTIN



Once you have arrived on the failure details page, the following is possible (both highlighted on the image):

- **Filter** on one or more parameters via the 'filters' button
- **Export** the information (either with or without filters applied) to **Excel** via the '...' button

Filters

Back To Overview

You can find below the complete list of your audit failures (1 line per audit failures). You can use the filters ('Filters' button) to see failures for a specific GTIN, Iteration and other specifications. You can export this list in .xlsx format, by clicking of the three dots '...' in the top right of table and then 'Export data'

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
00024000001683	Descriptions	regulatedProductNames	Language: nl-BE	Ananasstukjes op sap	Ananasstukjes op sap	Different	The value entered for this description/language is not equal to the value on the packaging. The value entered must match the value on the package
00024000001683	Product Images	MISSING PACKSHOT IN MPM	MISSING PACKSHOT IN MPM!	MISSING PACKSHOT IN MPM!	MISSING PACKSHOT IN MPM!	Missing In MPM	There is no packshot available in My Product Manager (this is mandatory since 1/1/2021 for new products), this packshot does not have the correct file name or the image is not a correct packshot. Please add a packshot or attribute the correct file name in My Product Manager

#### 3.5.2.1 Filters

Via button 'filters', the following options appear:

GTIN

MatchType

Group

ErrorMessage

Hide Filters

- **GTIN:** Filter on one or more GTIN(s)
- **MatchType:** filter on the type of failure, the 3 types are:
  - *Different:* failures where the value in My Product Manager is not the same as the value found on the label
  - *Missing in audit:* failures where information was entered in My Product Manager which is not present on the label
  - *Missing in MPM:* failures where information was found on the label but this information was not entered in My Product Manager
- **Group:** filter on audit attribute groups e.g. Allergens, basic, descriptions, nutrients, instructions, ...
- **ErrorMessage:** filter on error message type (see options in dropdown via 'v')
- **Date:** filter on date by changing the sliders

Click the 'hide filters' button to hide the selection options chosen.

### 3.5.2.2 Export data to Excel

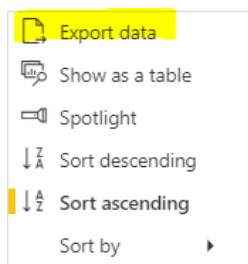
To export data to Excel, press the '...' icon on top of the failure details page:

[Back To Overview](#)

You can find below the complete list of your audit failures (1 line per audit failures). You can use the filters ('Filters' button) to see failures for a specific GTIN, Iteration and other specifications. You can export this list in .xlsx format. by clicking of the three dots '...' in the top right of table and then 'Export data'



Next, **click the '...' icon again** in order to get extended options. Then, choose '**export data**':



A **pop-up** with export options appears. The default settings are fine so just click the 'export data' button:

#### Export data

Which data would you like to export?

- ☒ Summarized data  
☐ Underlying data ⓘ

File format:

.xlsx (Excel 150,000-row max) ▾

ⓘ Data exports with all applied filters.

ⓘ For large data models, only a limited number of rows can be exported. [Learn more](#)

[Learn about aggregates](#)



Export

Cancel

The Excel file downloads and can be used to check the failure details.

### 3.5.2.3 How to interpret failure details

Important: only failures for a GTIN are represented in this table. No feedback means correct info in My Product Manager.

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
03017620690969	Basic	netContents	UOM: GRM	500		Missing In Audit	You have entered information in My Product Manager, which is not present on the packaging. Please only enter information in My Product Manager that is present on the packaging.
03017620690969	Contacts	contact Adress		Rue Osseghemstraat, 53 B-1080 Bruxelles-Brussel   tel : 00800/33 54 24 93	53 b-1080 bruxelles-brussel	Different	The value entered must match what is stated on the label/packaging of the physical product. The contact information entered does not match the information on the label/packaging.

**Example 'missing in audit':** the first line in the above example gives details for

- GTIN 03017620690969
- for the label (=attribute) 'netContents', which is part of the Basic group
- As additional field information, we see the Unit Of Measure (UoM), which is GRM (grams)
- The value found in My Product Manager ('500') was not found on the label/as audit result. The error message in the last column explains that you have entered information in My Product Manager which is not present on the packaging and that *only information present on the label should be present in My Product Manager*. The net content 500 should thus be removed from My Product Manager.

**Example 'different':** the second line in the above example gives details for

- GTIN 03017620690969
- for the label (= attribute) 'Contact Adress', which is part of the contacts group
- The value found in My Product Manager is different from the information found on the label/as audit result. The error message in the last column explains that the values must match one another. The value in column 'audit result' can be used as correction value

**Example 'Missing in My Product Manager':** this examples gives details for

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
03017620690969	Nutrients	nutrientDetails - Measurement precision	NutrientHeader: 3, NutrientTypeCode: PRO-		APPROXIMATELY	Missing In MPM	attribute the correct file name in My Product Manager  This nutrient info, which is present on the label/packaging of the physical product, was not entered in My Product Manager. Complete the nutrient info in My Product Manager.

- GTIN 03017620690969
- For the label (= attribute) 'nutrient measurement precision', which is part of the nutrients group
- With additional field information telling us that this is concerning the nutrient type (code) 'PRO-' (protein)
- The value found on the label linked to Protein (approximately) is not present in My Product Manager. The errormessage asks to complete this information in My Product Manager.

**Example specific for 'packshot presence':** this example gives details for

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
03017620690969	Product Images	MISSING PACKSHOT IN MPM	MISSING PACKSHOT IN MPM!	MISSING PACKSHOT IN MPM!	MISSING PACKSHOT IN MPM!	Missing In MPM	There is no packshot available in My Product Manager (this is mandatory since 1/1/2021 for new products), this packshot does not have the correct file name or the image is not a correct packshot. Please add a packshot or attribute the correct file name in My Product Manager

- GTIN 03017620690969
- For the label (=attribute) packshot, which is part of the group 'product images'
- There can be 3 potential reasons for failure (also explained in the error message):
  - The packshot is not available in My Product Manager
  - The packshot does not have the correct file name
  - The packshot present in My Product Manager with correct file name is not really a packshot or is not a packshot of the correct product that is audited

**Example specific for 'Allergens':** this example gives details for

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
05411188093510	Allergens	allergens	Allergen: AP	CONTAINS	FREE_FROM	Different	The value entered must match what is stated on the label/packaging of the physical product. The entered allergen/presence does not match the allergen/presence on the label/packaging

- GTIN 05411188093510
- For the label (= attribute) allergens, which is part of the group 'allergens'
- In the additional field info we receive the information that this is concerning allergen code 'AP'
- The value from My Product Manager (contains) is different from the value found in audit (free\_from). The error message explains this and requests to correct the value of level of containment for allergen AP in My Product Manager from contains to free-from.

**Example specific for 'Nutritional information':** this example gives details for

GTIN	Group	Label	Additional Field Info	Value found in MPM in case existing:	Audit Result:	MatchType	ErrorMessage
07622210955562	Nutrients	nutrientDetails - Daily value intake %	NutrientHeader: 3, NutrientTypeCode: SALTEQ		4	Missing In MPM	This nutrient info, which is present on the label/packaging of the physical product, was not entered in My Product Manager. Complete the nutrient info in My Product Manager.
07622210955562	Nutrients	nutrientDetails - Measurement precision	NutrientHeader: 3, NutrientTypeCode: SALTEQ		APPROXIMATELY	Missing In MPM	This nutrient info, which is present on the label/packaging of the physical product, was not entered in My Product Manager. Complete the nutrient info in My Product Manager.

- GTIN 07622210955562
- For the labels (=attributes) daily value intake % + measurement precision, which are part of the group nutrients
- In the additional field info we receive the information that this is in the third nutritional header and for nutrienttype code salt ('SALTEQ')
- The value for these attributes is missing in My Product Manager. The error message explains this and requests to complete this information in My Product Manager

**IMPORTANT:** in case a complete nutrient header was found in audit on the product packaging, which was not present in My Product Manager, this complete nutrient header needs to be added in My Product Manager, including all details, nutrient type codes, values, measurement precisions, etc.