

# Entering Private Label data for Colruyt Group in My Product Manager

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# Overview

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1. **Where** do I create my private label product sheets?
2. **How** do I create them?
3. **Which** data is required?
4. **Additional** attributes & validations
5. Assign GTIN with Colruyt GCP
6. How do I **publish** them?
7. **Support**

# Where do I create my private label product sheets?

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Supplier needs a paying connection to **My Product Manager Share** *(MPM Master)*

**Prices** are found [here](#).

*For now, it is not yet possible to create and publish private label articles in other datapools. Only My Product Manager provides the necessary attributes to create the product sheets.*

**Request** your connection [here](#).

*If you are already using another datapool, please request your connection on My Product Manager with a different GLN!*

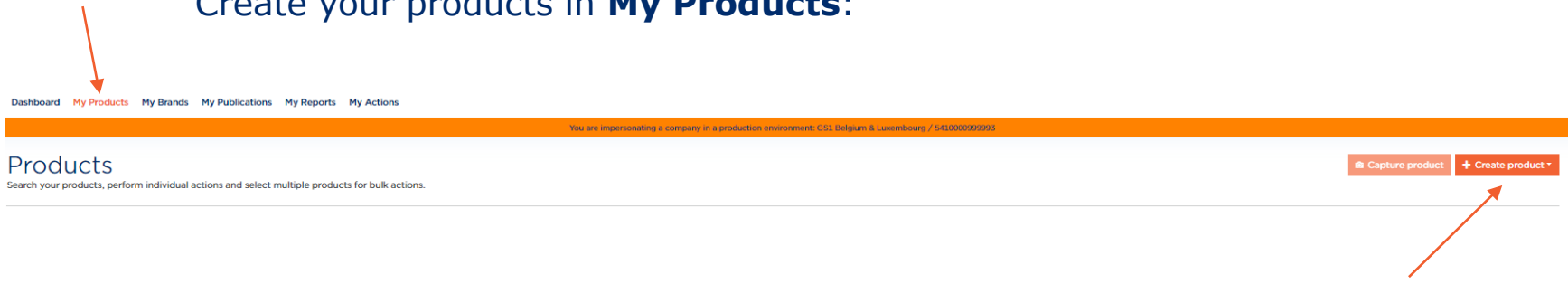
# How do I create my private label product sheets?

**Invoice** paid & received confirmation that you are **active** on My Product Manager, or you were **already using** My Product Manager?

You are **ready** to **create** your products!

Go to [My Product Manager](#) and log in with your e-mail address.

Create your products in **My Products**:



# How do I create my private label product sheets?

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**Tools** to help you get started in My Product Manager:

- **GS1 Knowledge centre** for more **information** on how to **create** and **publish** data, and **FAQ's** about My Product Manager
- **E-learning** on **MyTraining** for creating a product (B2B & B2C data)
- This **presentation**, that will explain all the additional Private Label attributes for Colruyt

# Which data is required?

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- **Basic** product information
  - Name, brand (e.g. Everyday or Boni) GPC, target market (Belgium), .
- **Label** information (B2C)
  - Ingredients, allergens, nutrients, ...
- **Logistic** information (B2B)
  - Dimensions, weights, temperature information, tax information, ...
- **Brand owner name & Brand owner GLN**
  - Colruyt Group & 5400141000009 (tab Contact Information)
- **Specific private Label attributes** requested by Colruyt Group
  - Details in next slides

Consult our [\*\*datamodel\*\*](#) to see how you fill in the B2C and B2B information + check our **e-learning** on MyTraining!

# Additional attributes & validations

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- A number of the additional attributes are found in this tab:

Colruyt private label

- Other used tabs:

*Certification, Ingredients, Statements/Claims, Origin*

**TIP!** Use the search bar to find an attribute if you are not sure where it is located:

Search attribute by name

# Additional attributes & validations

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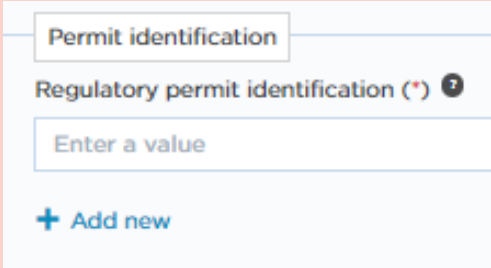
1. Compulsory additive label information
2. Recognition number
3. Irradiated code
4. Site information – food safety certification
5. Ingredient Tree Sustainability identification
6. Ingredient Tree Ingredient source
7. Treated by
8. Physicochemical information
9. Microbiological information
10. Other characteristics
11. Wax
12. Cheese



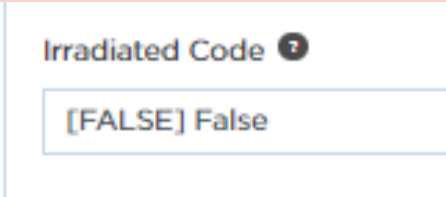
# Additional attributes & validations

Topic	Description/info	Attributes	Validations
<p>1 Compulsory additive label information</p>	<p>For certain products, private label suppliers need to fill in claims, that are legally required to mention on the packaging</p>	<ul style="list-style-type: none"> <li>Additional legal product information code</li> </ul> <div data-bbox="884 459 1391 561" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Additional legal Product Information Code ⓘ</p> <p>[4] Contains aspartame (a source of phenylalanine)</p> </div> <p><b>Tab Statements/Claims</b></p>	<p>Specific GPC codes will make it mandatory to fill in attribute 'Additional Legal Product Information Code'.</p> <p>If no additional label information is mandatory for this product, the supplier must indicate 'No additional label information required'.</p> <div data-bbox="1412 762 1808 858" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Additional legal Product Information Code ⓘ</p> <p>[9] No additional label information required</p> </div>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
<p>2 Recognition number</p>	<p>For products of animal origin (meat, dairy, fish, seafood, ...), private label suppliers need to indicate the origin of their product, in function of hygiene and traceability, via ANIMAL_ID_HEALTH_MARK and the related recognition number. (853/2004)</p>	<ul style="list-style-type: none"> <li>Regulation Type</li> </ul>  <ul style="list-style-type: none"> <li>Approval Number (via attribute Permit Identification)</li> </ul>  <p><b>Tab Statements/Claims</b></p>	<p>For products of animal origin, the value ANIMAL_ID_HEALTH_MARK needs to be filled in in attribute 'Regulation Type'.</p> <p>When ANIMAL_ID_HEALTH_MARK is filled in, the attribute 'Regulatory Permit Identification' (Approval Number) needs to be filled in as well.</p>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
3 Irradiated code	For certain products (e.g. strawberries), the private label supplier needs to fill in if the product is irradiated or not.	<ul style="list-style-type: none"> <li>Irradiated Code</li> </ul>  <p><b>Tab Colruyt private label</b></p>	For specific private label products, the attribute 'Irradiated Code' needs to be filled in with TRUE or FALSE.

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
<p>4 Site information – food safety certification</p>	<p>Private label suppliers need to give information about the food safety regulations they are certified for:</p> <ul style="list-style-type: none"> <li>- BRC (British Retail Consortium) Global Standards</li> <li>- SQF (Safe Quality Food) Code</li> <li>- FFSSC 22000 (Food Safety System Certification)SSC 22000</li> <li>- FSSC 22000 (Food Safety System Certification)</li> </ul>	<ul style="list-style-type: none"> <li>• Certification Agency</li> <li>• Certification Standard</li> <li>• Certification Value</li> <li>• Certification effective end date time</li> <li>• Type of document (image, SDS, assembly instructions, etc)</li> <li>• Document Name</li> <li>• Link/URL</li> </ul> <div data-bbox="904 656 1338 871" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="background-color: #e6f2ff; padding: 2px;">Certification</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #e6f2ff; padding: 2px;">Certification Information (AUDIT)</p> <p style="color: #007bff; margin-top: 5px;">+ Add new</p> </div> </div> <p style="margin-top: 10px;"><b>Tab Certification &amp; Images and documents</b></p>	<ul style="list-style-type: none"> <li>- For CG private label <b>food</b> products, 'Certification Standard' needs to contain a value of the picklist 'voedselveiligheidsnormen'</li> <li>- Additional validations about certification information when 'Certification Standard' is filled in (provide the date, type of document, name, link, ...)</li> </ul>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
<p>5 Ingredient Tree Sustainability identification</p>	<p>For specific products (such as soy, palm oil, palm grease, cacao, ...), private label suppliers need to indicate whether or not these ingredients adhere to certain accreditations: e.g. MARINE_STEWARDSHIP_COUNCIL_LABEL, SUSTAINABLE_PALM_OIL_RSPO, ...</p> <p>This is necessary in function of Colruyt's sustainability indication.</p>	<ul style="list-style-type: none"> <li>Ingredient Accreditation Code           <div data-bbox="909 347 1323 470"> <p>Ingredient Accreditation</p> <input type="text" value="[RAINFOREST_ALLIANCE] RAINFOREST Alliar"/> </div> </li> <li>Ingredient Sequence           <div data-bbox="909 521 1228 667"> <p>Ingredient Sequence ?</p> <input type="text" value="02"/> </div> </li> <li>Ingredient Name &amp; language code           <div data-bbox="909 751 1296 904"> <p>Ingredient Name (*) ?</p> <input type="text" value="Suiker"/> </div> </li> </ul> <p><b>Tab Ingredients</b></p>	<p>When attribute 'Ingredient Name' contains value X (soja, cacao, palm, ...), then the attribute 'Ingredient Accreditation' needs to contain value Y.</p> <p>Attention! 'Ingredient Name' needs to be the same ingredient name as mentioned in the attribute 'Ingredient Statement'.</p>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
6 Ingredient Tree Ingredient Source	For specific ingredients (rennet (stremsel), vitamin D, omega 3 fatty acids, certain additives like E471, E472, E322 en E920), the private label supplier needs to indicate whether these are from animal, plantbased or microbiological origin.	<ul style="list-style-type: none"> <li>Ingredient Source Code</li> </ul> <div data-bbox="871 347 1329 536" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Ingredient Source</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;"> <p style="margin: 0;">[ANIMAL] Animal-based</p> </div> </div> <ul style="list-style-type: none"> <li>Ingredient Sequence</li> <li>Ingredient Name &amp; language code</li> </ul> <p style="margin-top: 20px;"><b>Tab Ingredients</b></p>	<p>When attribute 'Ingredient Name' contains certain values, then the attribute 'Ingredient Source' needs to be filled in.</p> <p>Attention! 'Ingredient Name' needs to be the same ingredient name as mentioned in the attribute 'Ingredient Statement'.</p>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
7 Treated By	<p>Private label suppliers need to provide information about the treatment methods that were applied to products, to elevate/improve certain qualities or characteristics of the product.</p> <p>E.g. applying ultra high temperature to milk products to improve the storability.</p>	<ul style="list-style-type: none"><li>Preservation Technique Code</li></ul> <div data-bbox="807 363 1437 511"><p>Preservation Technique Code ⓘ</p><p>[ULTRA_HIGH_TEMPERATURE] Ultra High Temperature</p></div>	No validations

# Additional attributes & validations

Topic	Attributes	Validations
8 Physicochemical information	<ul style="list-style-type: none"> <li>Physicochemical Characteristic Code</li> <li>Physicochemical Characteristic Value &amp; measurement code</li> </ul> <div data-bbox="413 459 1818 827" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Physicochemical information</p> <p>Physicochemical information</p> <p>Physicochemical Characteristic Code</p> <p>[AFLATOXIN_B2_LESS_THAN] B2 (stated in less than X microgram per kilogram)</p> <p>Physicochemical Characteristic Value</p> <p>Physicochemical Characteristic Value (*) <span style="float: right;">Unit of measure (*)</span></p> <p>5 <span style="float: right;">[MGM] Milligram</span></p> <p><a href="#">+ Add new</a></p> </div>	No validations
<b>Tab Colruyt private label</b>		



# Additional attributes & validations

Topic	Attributes	Validations
<p>9 Microbiological information</p>	<ul style="list-style-type: none"> <li>• Microbiological Organism Code</li> <li>• Microbiological Organism Reference Value &amp; measurement unit code</li> <li>• Microbiological Organism Maximum Value &amp; measurement unit code</li> <li>• Microbiological Organism Minimum Value &amp; measurement unit code</li> </ul> <div data-bbox="566 590 1682 904" data-label="Form"> </div> <p data-bbox="546 918 942 951"><b>Tab Colruyt private label</b></p>	<p>For CG private label <b>food</b> products, the attribute Microbiological Organism Code needs to be filled in with at least one code.</p> <p>For this, please always provide the reference value, minimum value and maximum value at end of shelf life.</p>

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
<p>10 Other characteristics</p>	<p>This is a free text field where the private label supplier can fill in other characteristics</p>	<ul style="list-style-type: none"> <li>Other Characteristics &amp; language code</li> </ul>	<p>No validations</p>
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Other Characteristics</p> <p>Language (*)</p> <p>[nl-BE] Dutch <span style="float: right;">▼</span></p> <p>Other Characteristics (*)</p> <p>Een beetje vanalles.</p> <hr/> <p>Language (*)</p> <p>[fr-BE] French <span style="float: right;">▼</span></p> <p>Other Characteristics (*)</p> <p>Un peu de tout.</p> </div> <p style="text-align: center; margin-top: 20px;"><b>Tab Colruyt private label</b></p>			

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
11 Wax	If a private label supplier creates product sheets for potatoes, vegetables & fruits (AGF), he must use this attribute to indicate if the products underwent a wax treatment.	<ul style="list-style-type: none"> <li>Post-harvest Treatment Chemical Code</li> </ul> <div data-bbox="813 399 1389 558" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Post-harvest treatment chemical code ⓘ</p> <p>[WAXED] Waxed</p> </div> <p data-bbox="813 885 983 918"><b>Tab Origin</b></p>	No validations

# Additional attributes & validations

Topic	Description/info	Attributes	Validations
12 Cheese	If a private label supplier creates product sheets for cheese, he can use these attributes to indicate specifics about the cheese.	<ul style="list-style-type: none"> <li>Is Cheese Rind Edible?</li> </ul> <div data-bbox="765 350 1273 527"> <p>Is Cheese Rind Edible?</p> <p>- Select an option -</p> </div> <ul style="list-style-type: none"> <li>Ripening Time Period &amp; measurement unit code</li> </ul> <div data-bbox="765 634 1273 800"> <p>Cheese Ripening Time</p> <p>Enter a value</p> </div> <p><b>Tab Colruyt private label</b></p>	For specific GPC-codes (cheese), one or both attributes need to be filled in.

# Assign GTIN with Colruyt GCP

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Product sheet created and filled in everything?

Ready to **validate!**

No errors?

Ready to **assign** your **GTIN!**

*This is the GTIN that Colruyt provided you, based on their company prefix  
(5400141, 5400142, 5400143, 5400210, 5414057, 54040091)*

# Assign GTIN with Colruyt GCP

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Not possible to add the GTIN of Colruyt to your product sheet?

Make sure that the **Brand**, **Brand Owner GLN** & **Brand Owner Name** are filled in!

Brand owner GLN (Global Location Number) ?

5400141000009

Brand (AUDIT) (\*) ?

Boni

Brand Owner Name ?

Colruyt Group

# Assign GTIN with Colruyt GCP

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**Brand, Brand Owner GLN & Brand Owner Name** are filled in, but still not possible to add the GTIN?

Please contact our **helpdesk** ([fmcg-foodservice@gs1belu.org](mailto:fmcg-foodservice@gs1belu.org)), to adjust your company profile settings to 'Broker'.

This will allow you to enter other GTINs than the ones based on your own prefix.

# How do I publish my private label product sheets?

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Make sure your products are **valid** and **released**, and all the GTINs of your **hierarchy** are created (base unit, case, pallet, ...)

Go to **My Publications** and publish your products **privately**:

- *MPM targets - Publish every level of your hierarchy to Colruyt Group (recipient) GLN **5400142000008***
- *GDSN targets - Publish only the HIGHEST level of your hierarchy (e.g. pallet) to the GLN of Colruyt Group, **5400141000009***

**Do not publish your data to 'PUBLIC'!**



# How do I publish my private label product sheets?

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Check the **GDSN feedback** afterwards (24h after publication)

→ Needs to be **received/synchronized**

## **No GDSN feedback?**

➤ *Depublish and publish again*

## **Exception?**

- *Please check the error, and correct the necessary data in your product sheet, validate and release.*
- *Afterwards, depublish and publish again.*

# Support

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**GS1 Belgium & Luxembourg**

**[www.gs1belu.org](http://www.gs1belu.org)**

**[Fmcg-foodservice@gs1belu.org](mailto:Fmcg-foodservice@gs1belu.org)**