



My Audits guideline

Audit supplier application

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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.

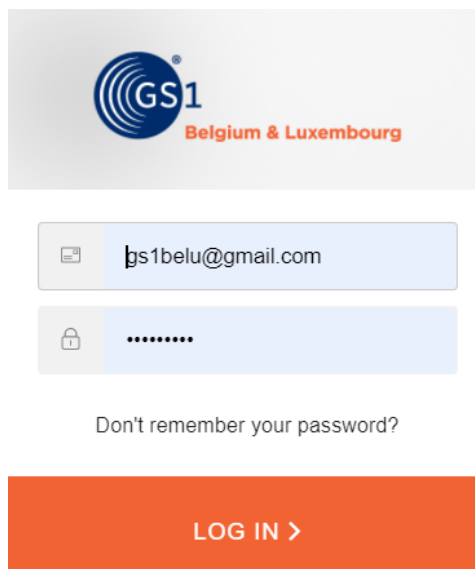
2 Purpose of this document

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.

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: the first for the email address, containing 'gs1belu@gmail.com', and the second for the password, represented by a series of dots. Below the password field, there is a link that says 'Don't remember your password?'. At the bottom of the form, 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.

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

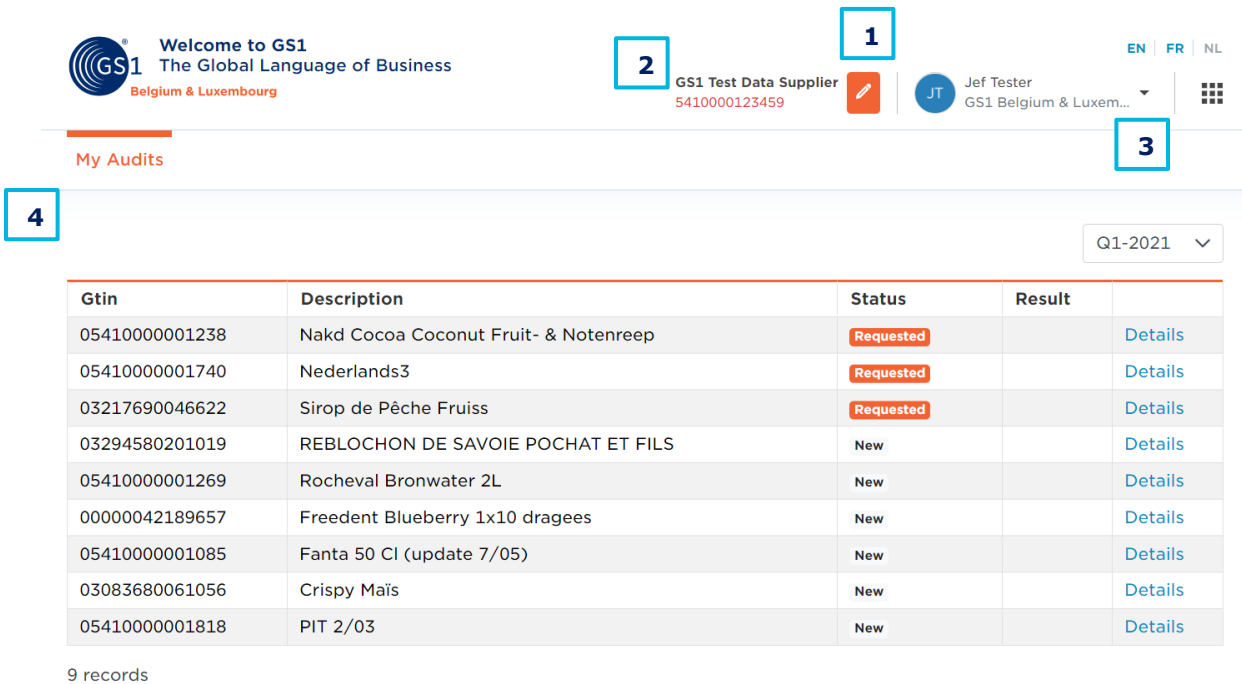
Select company



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

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:



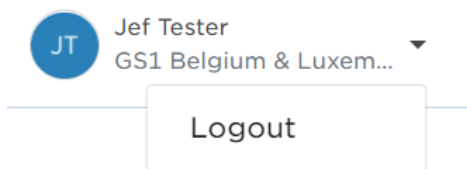
My Audits

Q1-2021

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

9 records

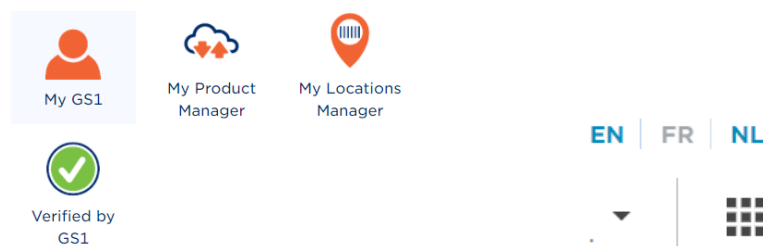
- 1. Logout:** click on the small arrow to the right of your user name to make the 'logout' button visible. Click the button to logout.



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



- 3. 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 ⚙️ 🔍 a				
Gtin	Description	Status	Result	
05410106070022	Bosto Quinoa Kb 300g	Requested		Details
b	c	d	e	f

- 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'

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		Details
05410000001740	Nederlands3	Requested		Details
03217690046622	Sirup de Pêche Fruiss	Requested		Details
03294580201019	REBLOCHON DE SAVOIE POCHAT ET FILS	New		Details
05410000001269	Rocheval Bronwater 2L	New		Details
00000042189657	Freedent Blueberry 1x10 dragees	New		Details

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](#)

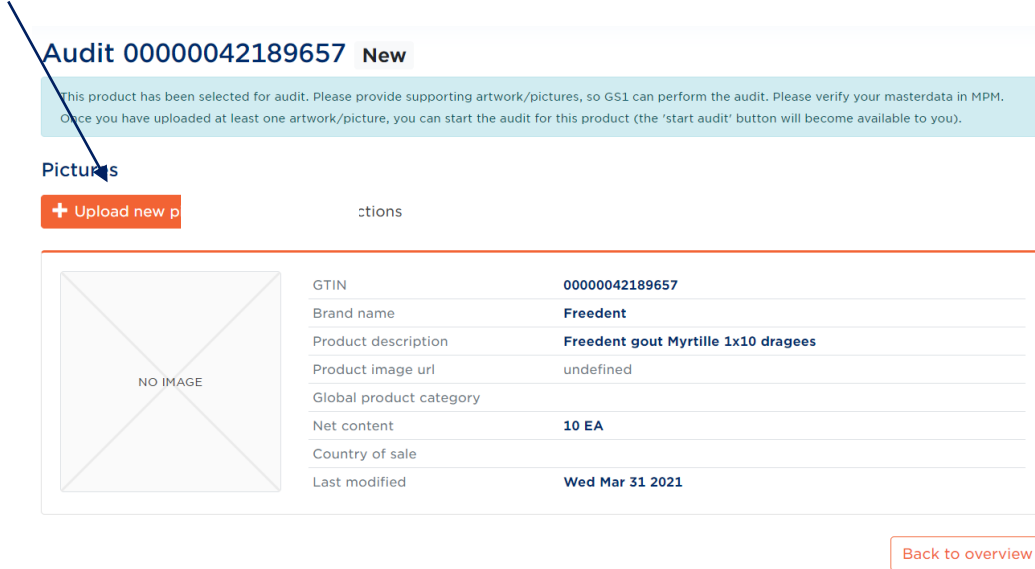
GTIN	00000042189657
Brand name	Freedent
Product description	Freedent gout Myrtille 1x10 dragees
Product image url	undefined
Global product category	
Net content	10 EA
Country of sale	
Last modified	Wed Mar 31 2021

[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).

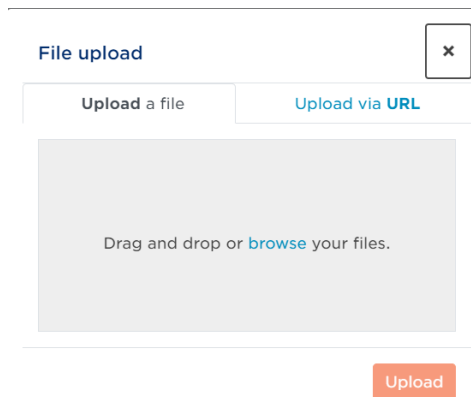
Pictures

[+ Upload new picture](#)

GTIN	00000042189657
Brand name	Freudent
Product description	Freudent 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:



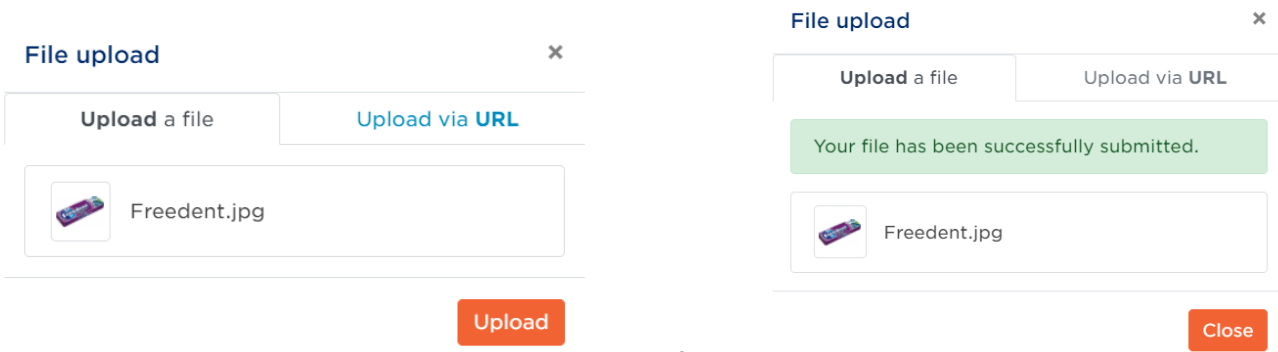
File upload [x]

[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 [x]

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


 Freudent.jpg

[Upload](#)

File upload [x]

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

Your file has been successfully submitted.

 Freudent.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	Freudent
Product description	Freudent gout Myrtille 1x10 dragees
Product image url	undefined
Global product category	
Net content	10 EA
Country of sale	
Last modified	Wed Mar 31 2021

NO IMAGE

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 agreements 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 0000042189657 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

NO IMAGE	GTIN	0000042189657
	Brand name	Freudent
	Product description	Freudent 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.