My Audits guideline

Audit supplier application

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1		Steffie Defreyne	Creation Document
2	11/06/2021	Steffie Defreyne	Update some of the screenshots with translations + new functionality 'search GTIN'

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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.
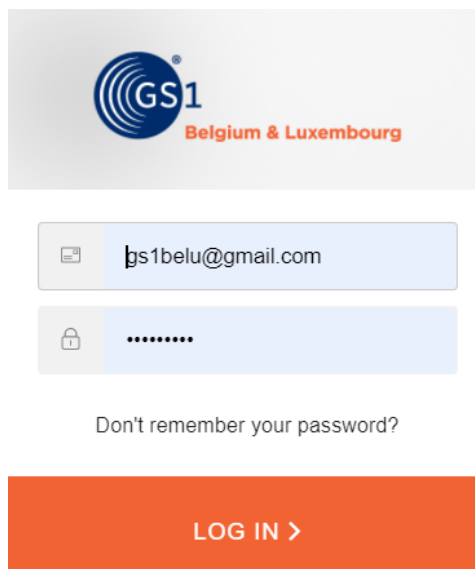
2 Purpose of this document

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:

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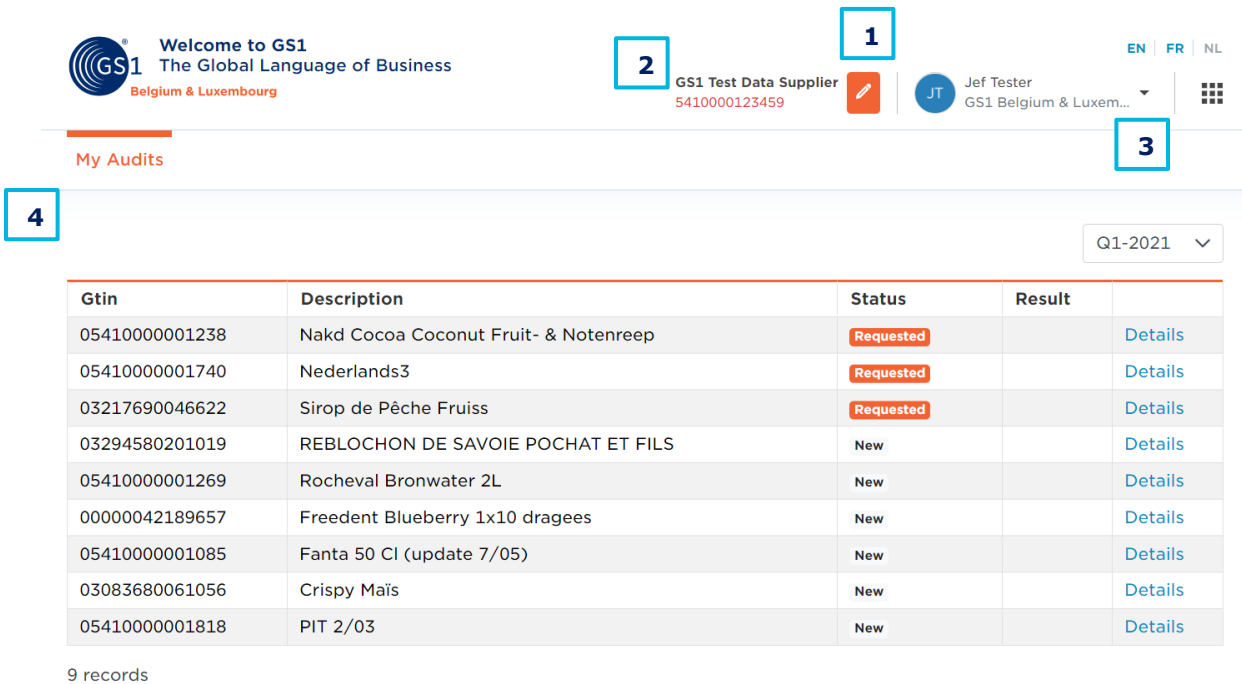
3.2   What can be found in the My Audits application and where?

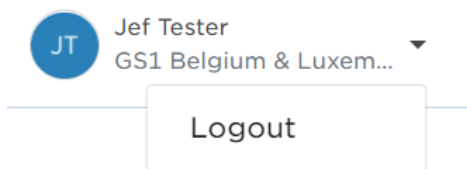Once you have logged in you land on the overview page of My Audits:

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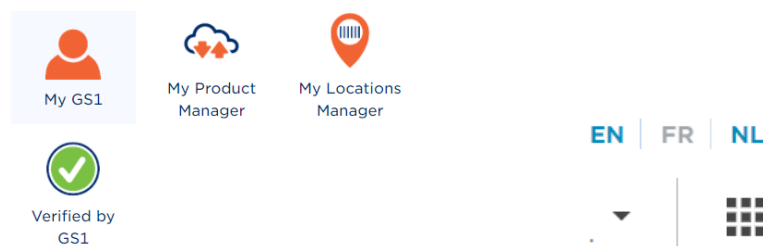
4. **'My Audits':** for the selected products you can find the following information on the overview page:

Gtin	Description	Status	Result	
05410106070022	Bosto Quinoa Kb 300g	Requested		Details

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:
    o   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
    o   The GTIN was audited & approved by another recognized Data Quality Program – a proof document of this will be requested
    o   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
    o   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.:

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:
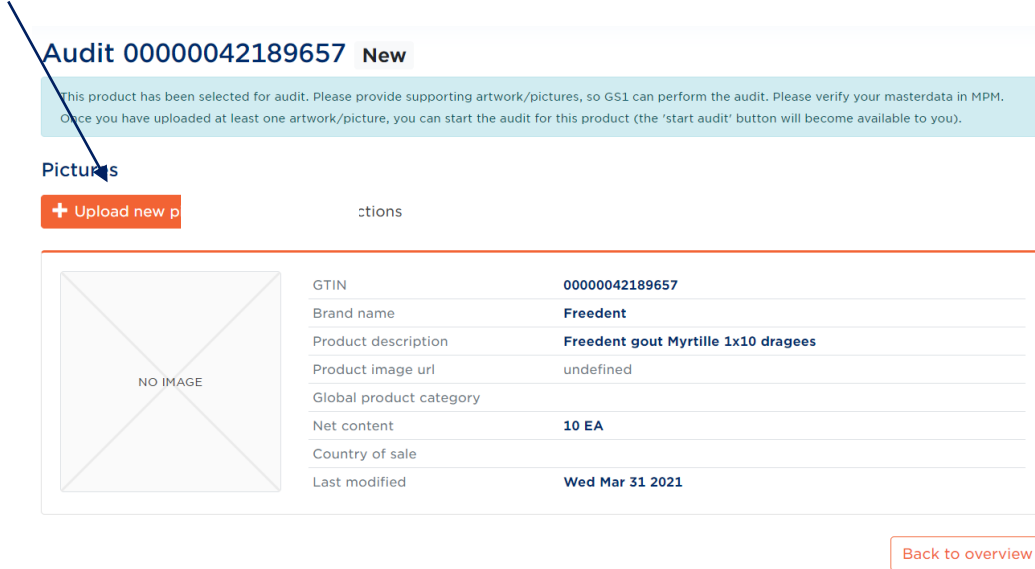
3.4.1   Add image(s) or artwork

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
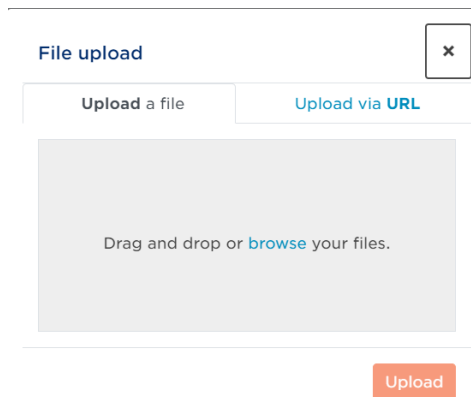
to trigger the pop-up that will allow you to **drag & drop**, **browse** for an image or add an **URL** to a public website where the image is available:
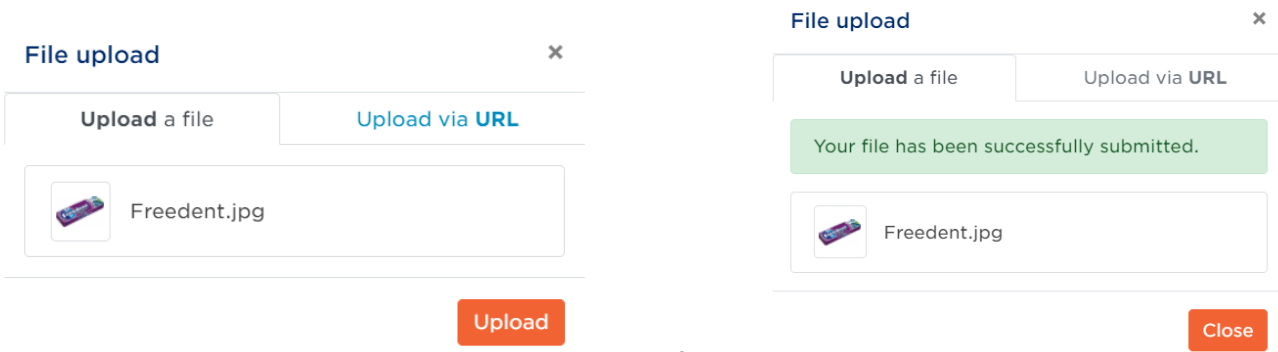
After selecting the image, the '**upload'** button is available.
Press the button and wait for the upload to finish, then press the button '**close'**:

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

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:

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

3.4.3 Start the audit

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

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:

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.

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.