

# Instructions for filling out the Emmi specification in PIM

# Table of Contents

<b>Initial Login</b>	<b>5</b>
Login data	5
Invitation to Login	5
<b>Login</b>	<b>7</b>
<b>Dashboard</b>	<b>7</b>
<b>Tiles</b>	<b>7</b>
Open tasks	8
Completed tasks	8
Under review	8
Released	8
My Documents	8
Upload Documents	8
Instructions for the Emmi Supplier Portal	8
<b>Navigation bar</b>	<b>8</b>
Open up	8
Resource Center	8
Button with letters / names	9
<b>Document storage</b>	<b>9</b>
Uploading documents	9
Assignment of documents	10
Renewing Documents	11
Deleting documents	11
<b>Filling in the specification data: general information</b>	<b>12</b>
<b>Opening the specification</b>	<b>12</b>
Alternative 1	12
Alternative 2	12
<b>Principle</b>	<b>12</b>
<b>Checkout</b>	<b>12</b>
<b>Language Setting</b>	<b>13</b>
<b>Definition Fields</b>	<b>13</b>
Single selection field	13
Multi-selection field	13
Confirmation button	13
Table	14
Entering a new entry	14
Filling in tables	15
Entering an additional entry	15
Editing existing entries	15
Saving the information and closing the table	16
Deleting Table Entries (Rows)	16
Variant 1	16
Variant 2	17
Text Fields	17
Upload field	17

Link to existing documents _____	17
Linking new documents _____	18
Unlink documents _____	18
<b>Save data _____</b>	<b>18</b>
<b>Go to the next chapter _____</b>	<b>19</b>
Alternative 1 _____	19
Alternative 2 _____	19
Go to the next chapter in case of incomplete data _____	20
<b>Automatic data verification _____</b>	<b>20</b>
Full data _____	20
Incomplete data _____	20
<b>Approval &amp; Comments _____</b>	<b>21</b>
<b>Generate datasheet _____</b>	<b>22</b>
<b><i>Filling in the specification data: Chapter-specific _____</i></b>	<b>23</b>
<b>Basic data _____</b>	<b>23</b>
<b>Address data _____</b>	<b>24</b>
Supplier address _____	24
Producer's address, if different _____	24
<b>Labels _____</b>	<b>25</b>
<b>Composition _____</b>	<b>26</b>
Composition _____	26
Manufacturing process _____	26
Composition _____	26
Enzymes, excipients, processing and manufacturing aids used _____	26
Nutrition Declaration _____	27
<b>Allergens _____</b>	<b>28</b>
Cereals containing gluten _____	28
Hard-shell fruit or nuts _____	29
Other substances _____	29
<b>Quality assurance _____</b>	<b>30</b>
HACCP _____	30
Metal Detector _____	30
Further foreign body control _____	30
Organic foreign bodies in fruits / nuts _____	30
Traceability _____	30
Chemical-physical values _____	31
Microbiological values _____	31
Microbiological metabolites _____	32
<b>Food regulations. _____</b>	<b>33</b>
Flavors: Special requirements _____	33
Compound raw materials with flavourings: Particular requirements _____	33
Hazard symbols _____	33
Irradiation _____	33
GMO Declaration _____	34
Nanotechnology _____	34
Swissness _____	34

Vegetarianism _____	34
Packaging material _____	34
<b>Logistical data _____</b>	<b>35</b>
Dimensions of trading unit _____	35
Dimensions of transport unit _____	35
Storage and transport conditions _____	35
Shelf life _____	35
<b>Final confirmation _____</b>	<b>36</b>
Confirmation by suppliers _____	36
Additional Information / Special Notes _____	37
<b><i>Filling in the specification data: Completing data maintenance</i> _____</b>	<b>38</b>
<b><i>Specification Status</i> _____</b>	<b>39</b>
<b>Under review _____</b>	<b>39</b>
<b>Released _____</b>	<b>39</b>

## Initial Login


In order for the specification to be filled out in the PIM, a specific, free login is required. One account with one login is created for each supplier.

## Login data

In order to be able to create the login, the supplier provides its usual contact person in central purchasing with a valid e-mail address and a contact person. Group mailboxes are preferred for the account. The person who fills out and signs the Emmi specification acts as contact person.

## Invitation to Login

The supplier is registered by Emmi in the PIM. An invitation is then generated from the Contentserv Cloud Platform ([noreply@contentserv.com](mailto:noreply@contentserv.com)) to the supplier.

**Die besten Milchmomente  
sind Emmi Momente**  


Christian Crapella invites you to the Contentserv Cloud platform.

Dear Supplier, Emmi Schweiz AG has introduced a new Product Information Management System (PIM). Attached you will find the invitation to create your login. After accepting the invitation, you can set your own password. Please enter your name under "First Name" and your company name under "Last Name." Please note that the dashboard will initially not contain any articles. The instructions for using the PIM can be found directly on your dashboard. If you have any questions, Ms. Janine Föhn ([janine.foehn@emmi.com](mailto:janine.foehn@emmi.com)) will gladly assist you.

Please click on the following link to accept the invitation.

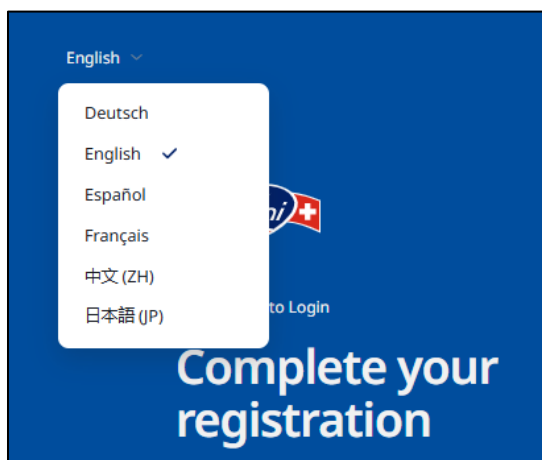
[Accept invitation](#)

**Note:**  
This link is valid for one month and can be used only once for the registration process.  
For the login to the Cloud Platform resp. to your tenant please use following URL:  
<https://login.contentserv.com/vru585>

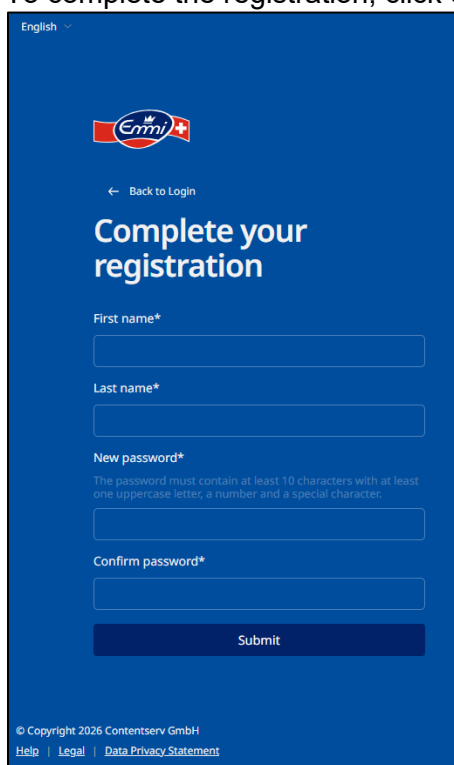
Kind regards  
Emmi Schweiz AG

Contentserv GmbH | Reutfeld 1 | 85296 Rohrbach | Germany  
P +49 8442 9253-800 | F +49 8442 2044 | [info@contentserv.com](mailto:info@contentserv.com)  
HRB 9164 AG Ingolstadt | USt.-ID DE222138224  
Board of Directors: Christopher Keith Groves, Michael Mack  
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The language can be selected by clicking on the arrow in the upper left corner. The portal is currently available in German and English. The selected language controls the language of the dashboard.



To complete the registration, click on "Accept invitation" and fill in the following fields:

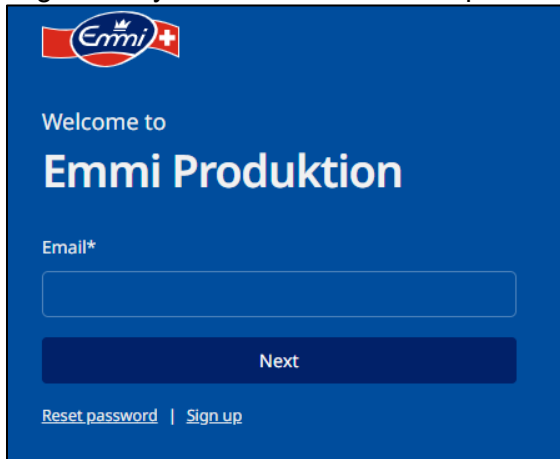
A screenshot of the registration form on the Emmi portal. The form is titled "Complete your registration" and includes a "Back to Login" link. The form fields are: "First name\*", "Last name\*", "New password\*" (with a note: "The password must contain at least 10 characters with at least one uppercase letter, a number and a special character."), and "Confirm password\*". A "Submit" button is at the bottom. The footer contains copyright information and links for "Help", "Legal", and "Data Privacy Statement".

Enter your own name, such as "John Doe", as your first name, and the company name, such as "Emmi Schweiz AG", as your last name. In addition, a password with at least 10 characters, a capital letter, a number and a special character must be defined. Click on "Submit" to activate the account. A welcome email is automatically generated.

## Login

<https://emmi.saas.contentserv.com>

Log in with your email address and personal password:



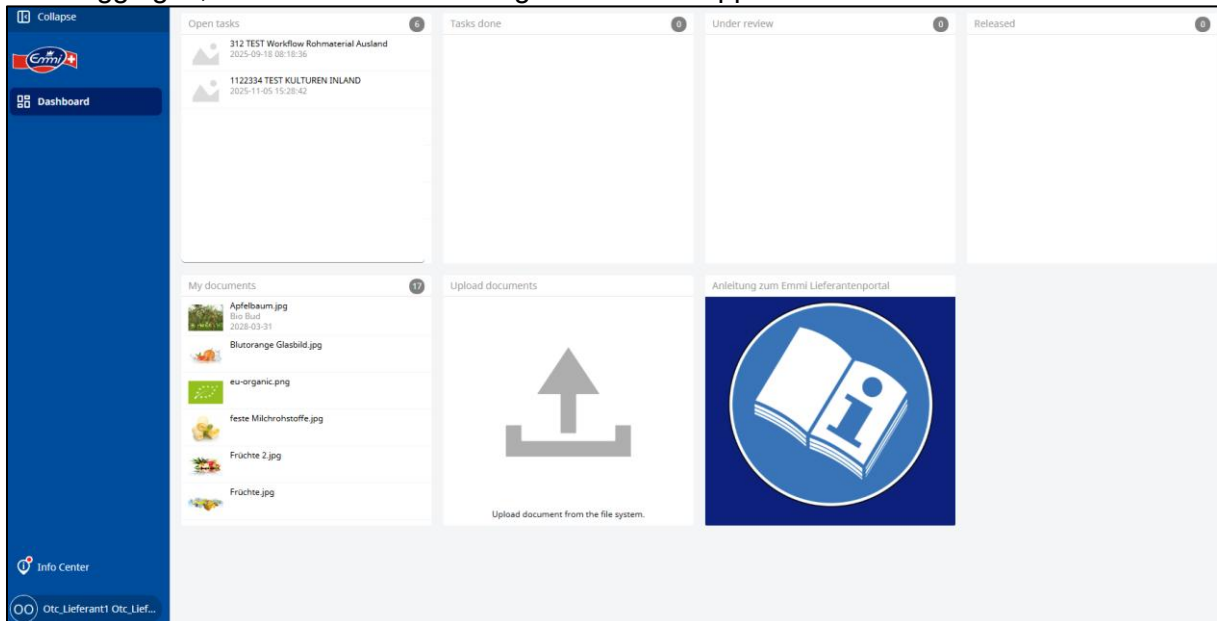
The login form is a blue rectangular box. At the top left is the Emmi logo. Below it, the text reads "Welcome to Emmi Produktion". There is a label "Email\*" above a text input field. Below the input field is a dark blue button labeled "Next". At the bottom left, there are two links: "Reset password" and "Sign up".

The password can be reset if it has been forgotten.

## Dashboard

### Tiles

After logging in, various tiles and a navigation bar will appear:



The dashboard is a grid of tiles. On the left is a blue sidebar with a "Collapse" button, the Emmi logo, a "Dashboard" button, and an "Info Center" link. The main area contains several tiles: "Open tasks" (2 items), "Tasks done" (0 items), "Under review" (0 items), "Released" (0 items), "My documents" (17 items), "Upload documents" (with an upload icon and text "Upload document from the file system."), and "Anleitung zum Emmi Lieferantensportal" (with a blue circular icon of an open book).

In the top right corner of each tile is a gray circle with a number. This number shows how many elements are currently in each tile.

## Open tasks

In the "Open Tasks" tile, open tasks are sorted by descending start date.

## Completed tasks

In the "Completed tasks" tile, you will find the specifications that have already been filled in and are either under review by Emmi or have already been approved by Emmi.

## Under review

The completed specifications appear in the "Under review" tile as long as they are in internal review at Emmi.

## Released

In the "Released" tile, all specifications are listed as soon as they have been released internally by Emmi.

## My Documents

The "My Documents" tile lists all uploaded documents.

## Upload Documents

In the "Upload Documents" tile, the documents can be uploaded via drag and drop.

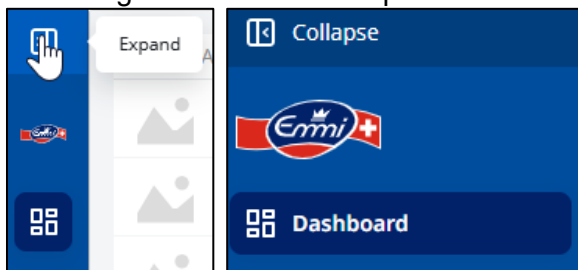
## Instructions for the Emmi Supplier Portal

The "Instructions for the Emmi Supplier Portal" tile contains instructions.

## Navigation bar

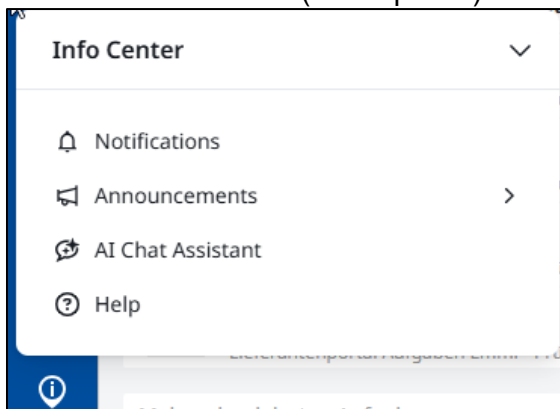
### Open up

The navigation bar can be expanded and collapsed using the top icon.



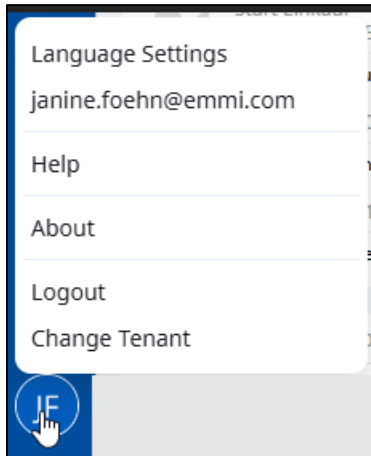
## Resource Center

The Info Center contains information about the current versions of the supplier portal and the maintenance windows (interruptions).

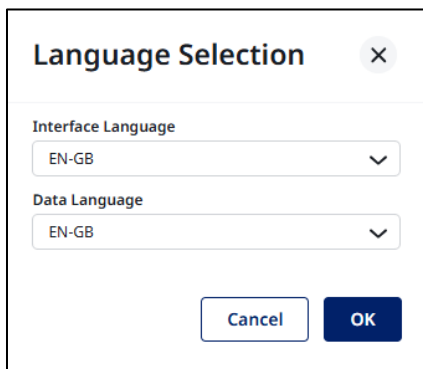


## Button with letters / names

The bottom button contains language settings and the logout function.



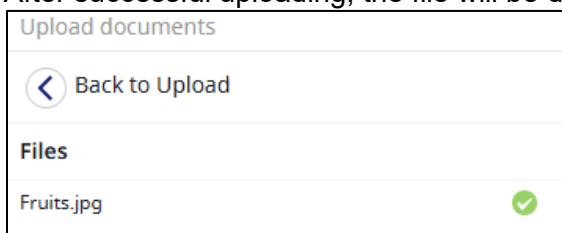
The language can be changed by clicking Language Settings. The data is only available in EN-GB or DE-CH. By default, DE-CH is selected.



## Document storage

### Uploading documents

The "Upload Documents" tile can be used to upload documents, such as certificates, flowcharts and additional documents. Files can be dragged and dropped into the tile. You can also click on the tile, select the file in the appropriate folder, and upload it by clicking Open. After successful uploading, the file will be displayed in the tile with a green tick.

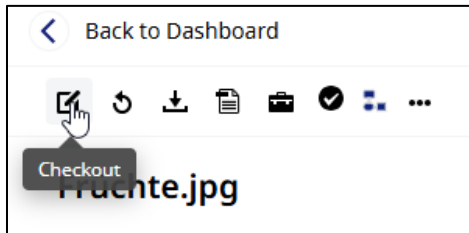


The file will appear in the "My Documents" tile.



## Assignment of documents

The files can be assigned. To do this, click on the corresponding file in the "My documents" tile and then on "Checkout".




In the "Basic Information" section, the document type and, in the case of label certificates, the label standard and the expiration date must be specified. By linking the document when filling out the specification, the file is automatically associated with the specification. (see section [Upload field](#)).

A screenshot of a web form titled 'Früchte.jpg'. The form has tabs for 'Content', 'Properties', 'Basic Information', and 'References', with 'Basic Information' selected. The language is set to 'en\_GB'. The form contains several fields: 'Document type' (a dropdown menu), 'Label standard' (a dropdown menu), 'Other standard' (a text input field), 'Gültig bis' (a date picker), and 'Comment on use' (a large text area). At the bottom, there is a yellow banner with the text 'Specification for document' and 'TEST Workflow Rohmaterial Inland'.

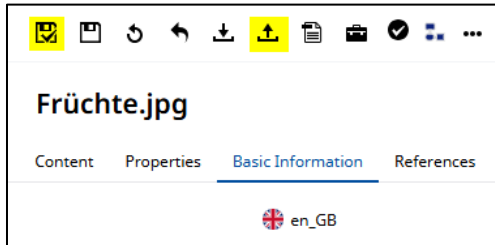
To save the edited information, click Save and Checkin.



## Renewing Documents

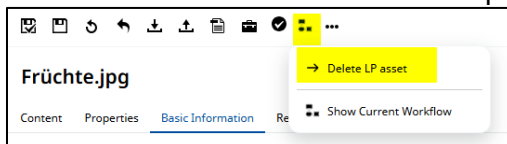
After the expiry of the validity of the certificates or changes to the contents of the documents, they can be renewed, while retaining the links to the specifications. To update the file, click on the document in the "My Documents" tile and check it out. 

Then click on the upload button to replace the document. The changes become visible as soon as the document is checked in and saved.



## Deleting documents

To delete the file, select the corresponding document in the "My Documents" tile. Then click on the workflow icon and select the option "Delete LP Asset".

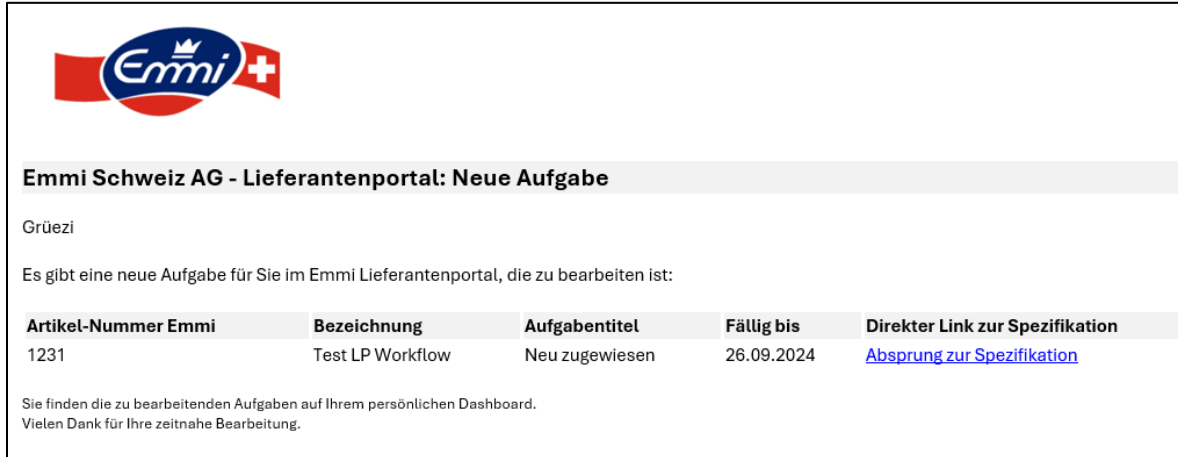


The file will be deleted and will no longer appear in the "My Documents" tile. It cannot be restored.

## Filling in the specification data: general information

### Opening the specification

As soon as the Emmi specification can be completed, an automatic e-mail will be sent with the task and the link to the specification.



**Emmi Schweiz AG - Lieferantenportal: Neue Aufgabe**

Grüezi

Es gibt eine neue Aufgabe für Sie im Emmi Lieferantenportal, die zu bearbeiten ist:

Artikel-Nummer Emmi	Bezeichnung	Aufgabentitel	Fällig bis	Direkter Link zur Spezifikation
1231	Test LP Workflow	Neu zugewiesen	26.09.2024	<a href="#">Absprung zur Spezifikation</a>

Sie finden die zu bearbeitenden Aufgaben auf Ihrem persönlichen Dashboard.  
Vielen Dank für Ihre zeitnahe Bearbeitung.

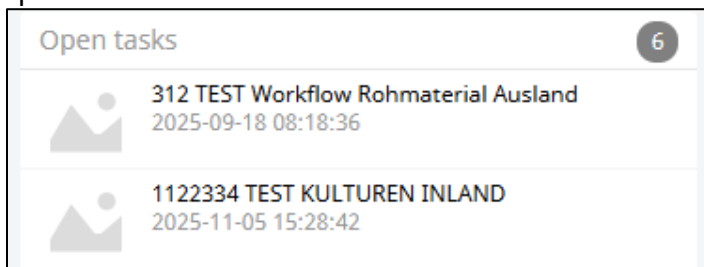
There are 2 alternatives to open the specification

#### Alternative 1

Click on the link "Absprung zur Spezifikation" to go directly to the specification after logging in.

#### Alternative 2

After logging in, click on the corresponding specification in the "Open tasks" tile to open the specification.



Open tasks 6

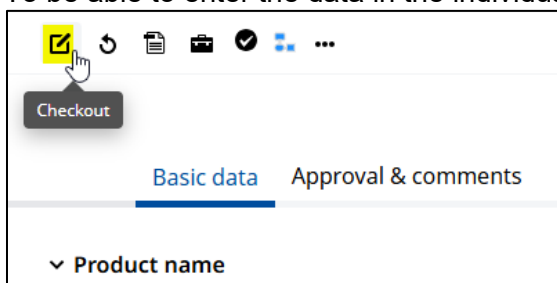
- 312 TEST Workflow Rohmaterial Ausland  
2025-09-18 08:18:36
- 1122334 TEST KULTUREN INLAND  
2025-11-05 15:28:42

### Principle

Mandatory fields are marked with a \* and must be completed in each chapter.

### Checkout

To be able to enter the data in the individual fields, the specification must be checked out:



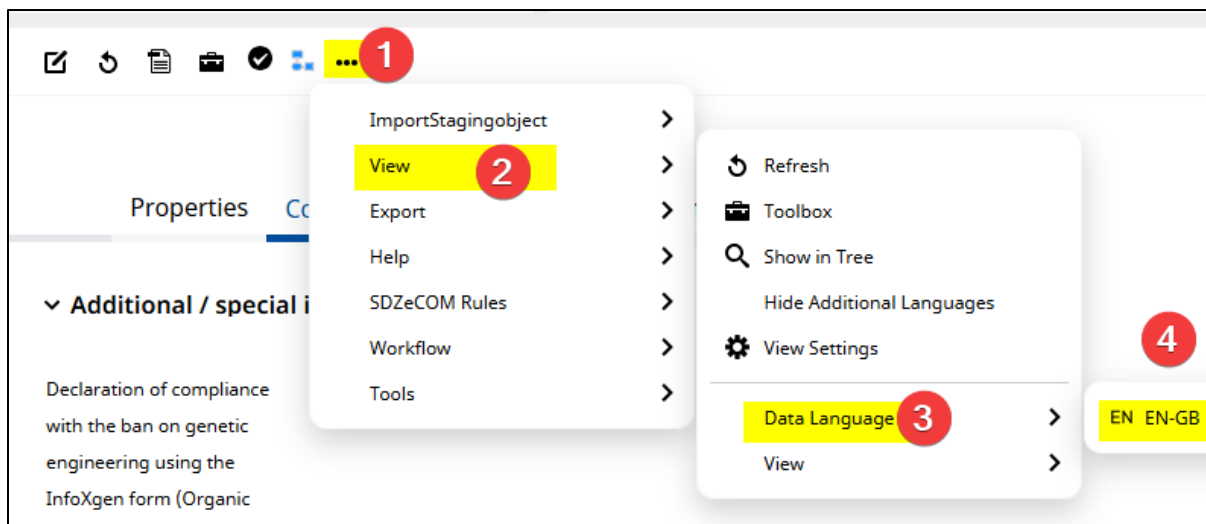
Checkout

Basic data Approval & comments

Product name

## Language Setting

If fields or responses appear in German after opening the specification, please change the language directly within the specification. To do this, click the three dots next to the workflow icon, then click “View” and “Data Language,” and select EN-GB. The language is now set to English.

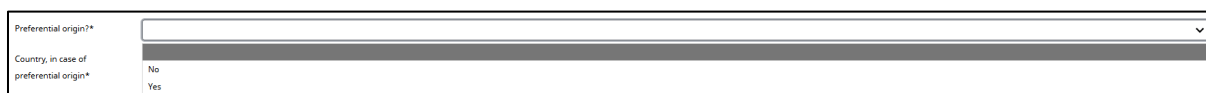


## Definition Fields

The fields to be filled in can be categorized as follows:

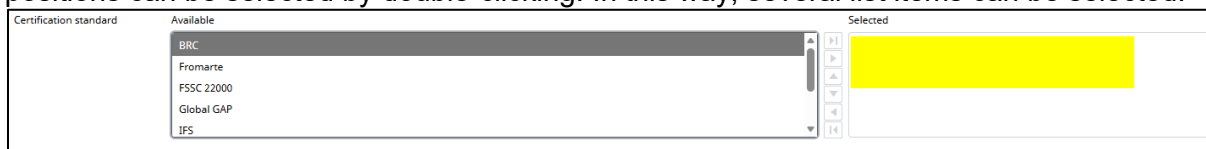
### Single selection field

By clicking on the field, a list of different choices is displayed, from which the desired option can be selected.

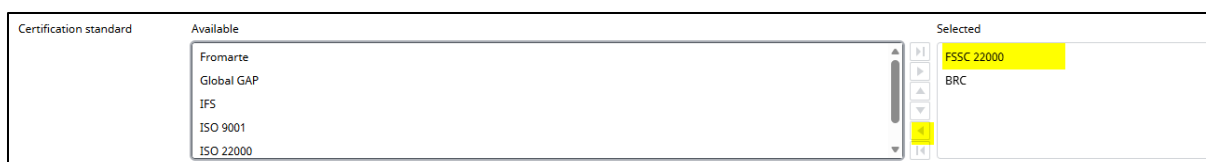


### Multi-selection field

A list of different choices will appear. In the multi-selection field on the left, individual positions can be selected by double-clicking. In this way, several list items can be selected.

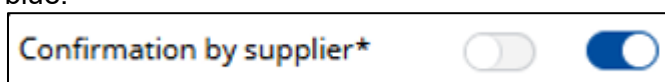


You can remove positions in the right field, "selected" in this example, by double-clicking on them or by clicking the yellow arrow.



### Confirmation button

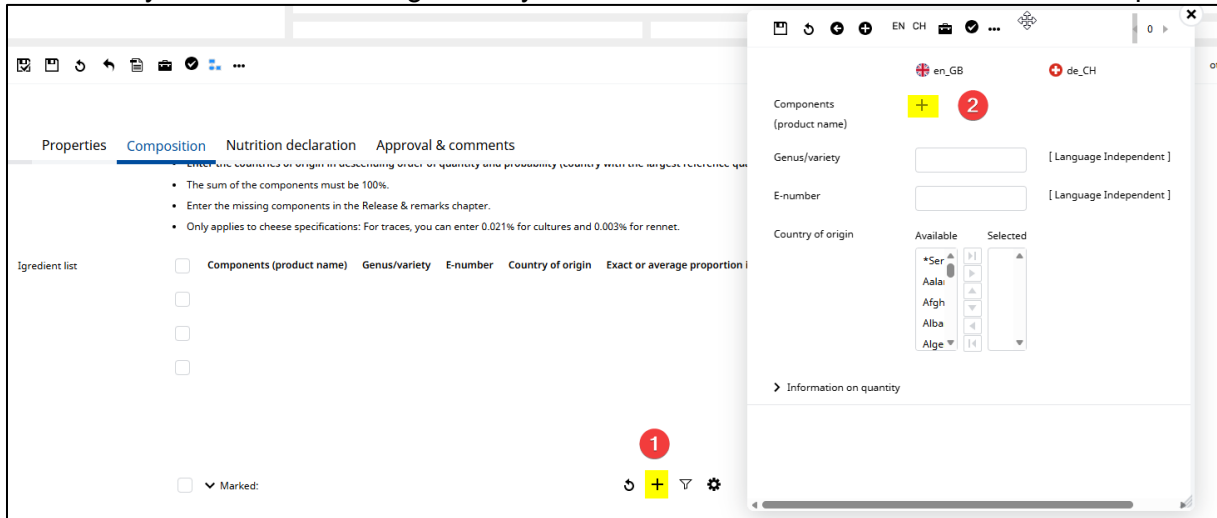
By clicking on the confirmation button, it will be activated. The color changes from gray to blue.



## Table

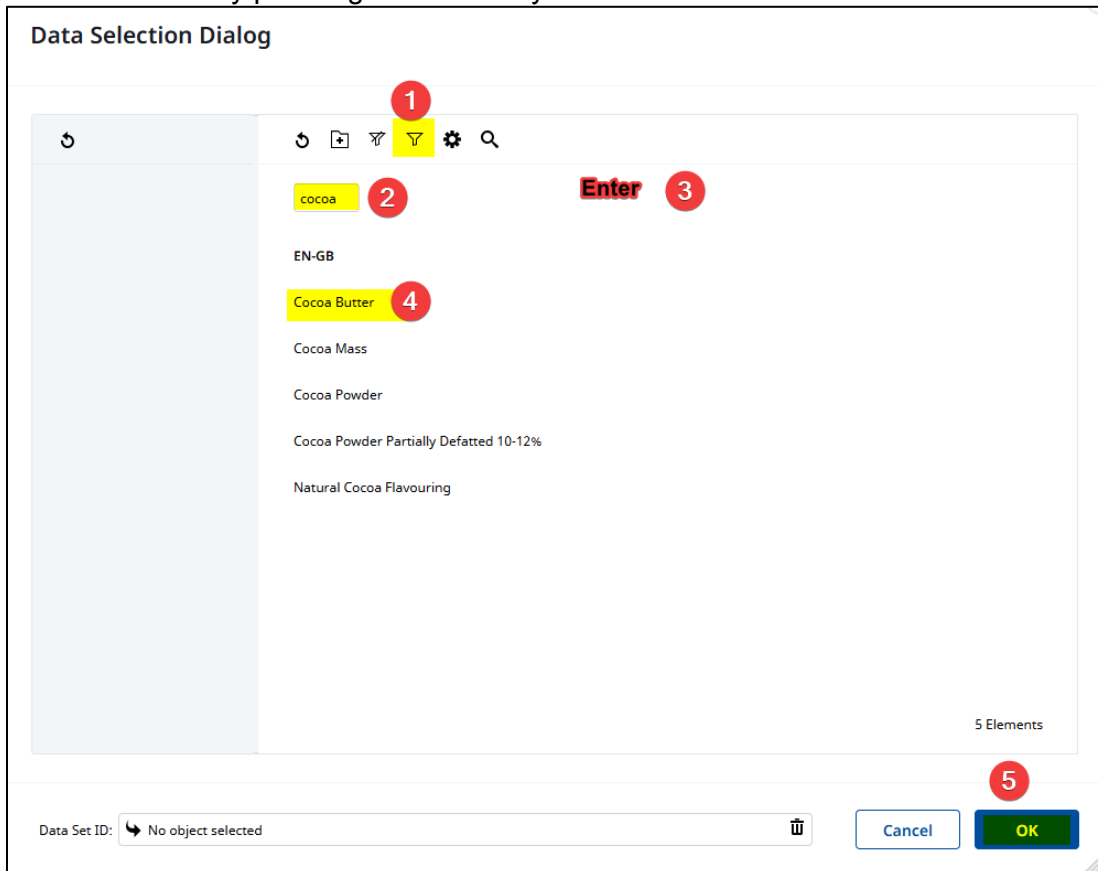
### Entering a new entry

A new entry can be added using the + symbol below the table. The additional window opens:



To add a component, click the + in the additional window. This will open another window with a selection list (file selection dialog).

Click on the filter if the input field under 2 does not yet appear. Enter the search term and start the search by pressing the Enter key.



Click on the corresponding component and confirm the selection with OK.

Record all the required information in accordance with the chapter [definition fields](#) in this guide.

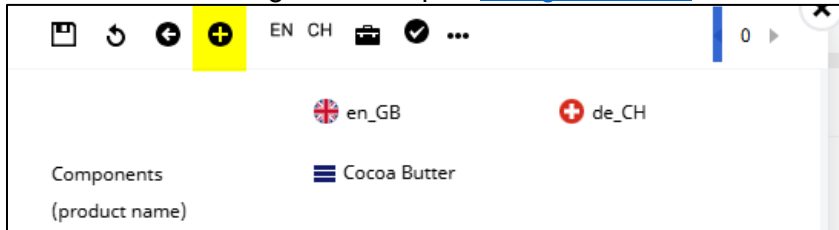
### [Saving the information and closing the table](#)

### *Filling in tables*

Fill in all the required information in accordance with the chapter [definition fields](#) in this guide. Save your entries as described in the chapter [Saving the Information and Closing the Table](#) .

### *Entering an additional entry*

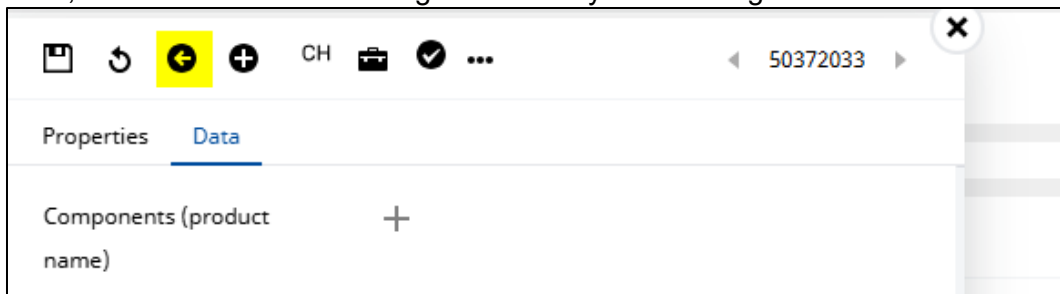
To enter another entry in a table, click on the + in the opened additional window. Then select the desired entry according to the chapter [Entering a new entry](#) and enter all the necessary information according to the chapter [Filling out tables](#).



Save your entries as described in the chapter [Saving the Information and Closing the Table](#) .


### *Editing existing entries*

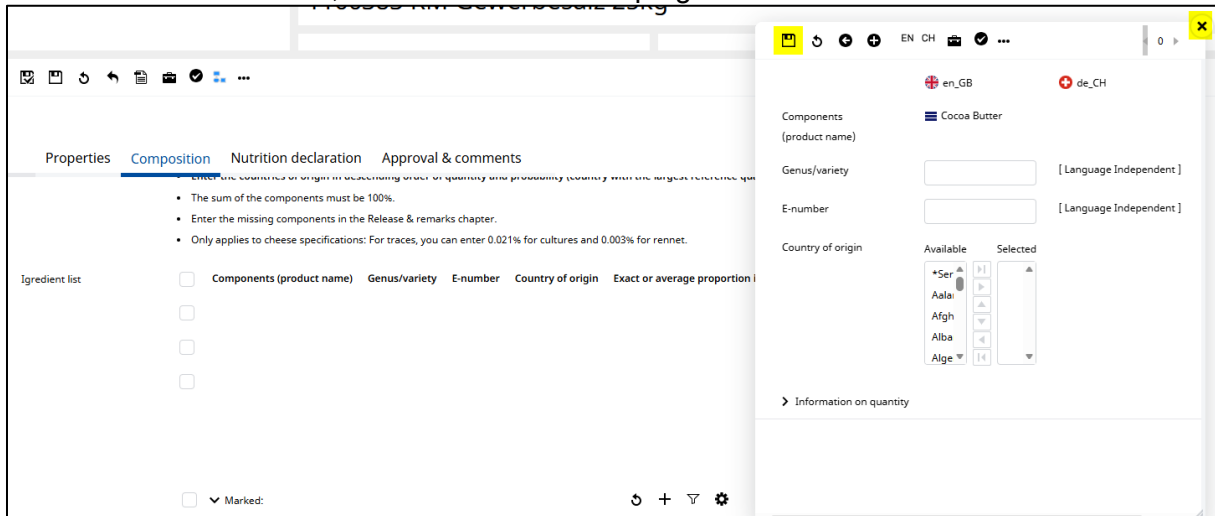
To edit existing entries in tables, click the corresponding row in the table. The additional window opens. The information can be changed in the additional window. While filling out a table, the arrow can be used to go to the entry to be changed.



Save your entries as described in the chapter [Saving the Information and Closing the Table](#) .

## Saving the information and closing the table

After all the required information has been entered, click in the additional window  to save the data. To exit the table, click on the X in the top right.

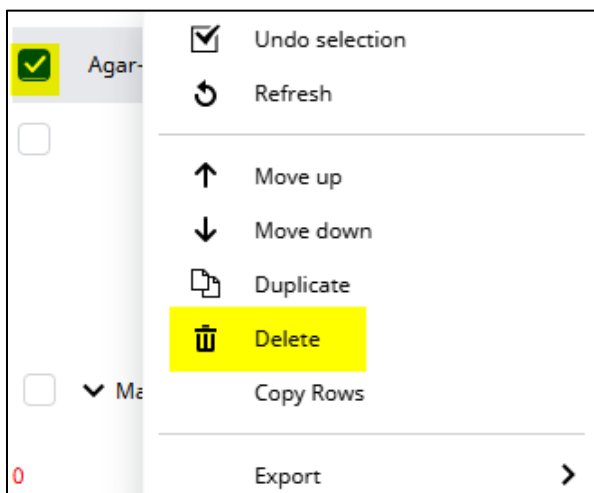


## Deleting Table Entries (Rows)

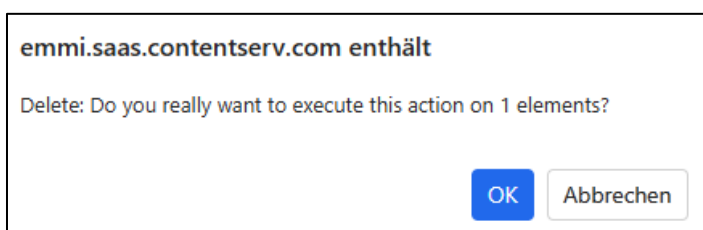
To delete one or more table entries (rows), there are 2 variants

### Variant 1

Select the table row by selecting the box with the left mouse button. Click on the right mouse button and select "Delete".



To delete the table row definitively, confirm with OK.



## Variant 2

Click on the component you want to delete with the left mouse button. The additional window opens. Click again on component you want to delete and select "Delete".

The screenshot shows a web interface for product specification. At the top, there are navigation icons and language options 'EN CH'. Below, a language selector shows 'en\_GB'. The main area has a list of components. One component, 'Agar-A---', is highlighted in yellow. A modal dialog is open over it, containing a 'Replace' button and a 'Remove' button. A red circle with the number '1' is next to the component name, and another red circle with the number '2' is next to the 'Remove' button. Below the component list are input fields for 'Genus/variety', 'E-number', and 'Country of origin'.

Confirm the deletion with OK.

The screenshot shows a confirmation dialog box. The title is 'emmi.saas.contentserv.com enthält'. The main text is 'Remove from selection?'. At the bottom right, there are two buttons: 'OK' (blue) and 'Abbrechen' (grey).

And save the changes.

The screenshot shows the same product specification interface as before. The 'Save' icon (a floppy disk) in the top navigation bar is highlighted in yellow. The rest of the interface is dimmed.

## Text Fields


A text can be entered in text fields.

The screenshot shows a text input field. The label is 'Manufacturing process\*'. The text entered in the field is 'Mixing, heating, filling'. The words 'heating' and 'filling' are underlined with red wavy lines, indicating they are part of a link or have some special formatting.

## Upload field


The upload field is used to store files, such as certificates, flow diagrams, additional documents and link them to the specification.

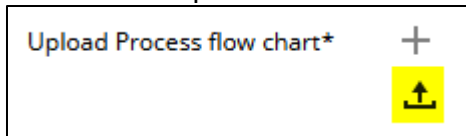
*Link to existing documents*

Click to  select documents that have already been uploaded and link them to the specification.

The screenshot shows an upload field. The label is 'Upload Process flow chart\*'. To the right of the label is a yellow square with a white plus sign. Below the plus sign is an upload icon (a square with an upward arrow).

### Linking new documents

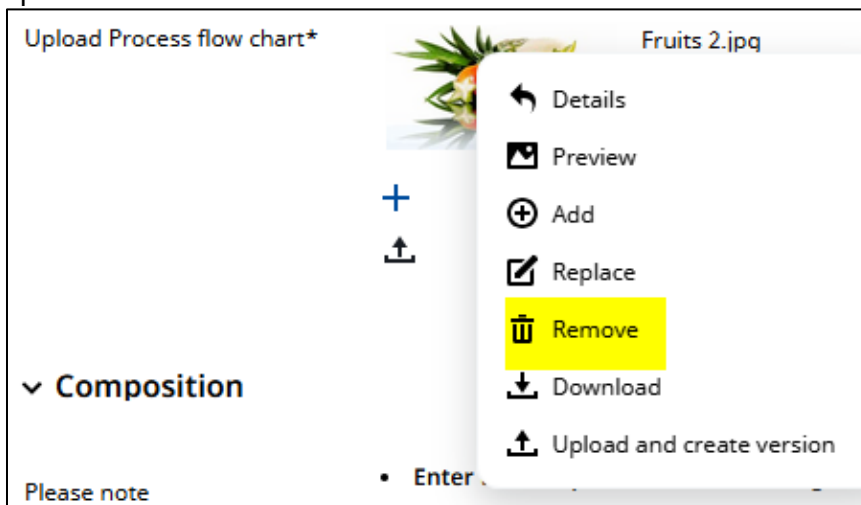
Click  to upload new files and link them to the specification.



The document can be uploaded by Drag & Drop or browse files and click on “Start Upload”.

### Unlink documents

To remove the link from documents, right-click on the file and select the "Remove" option.

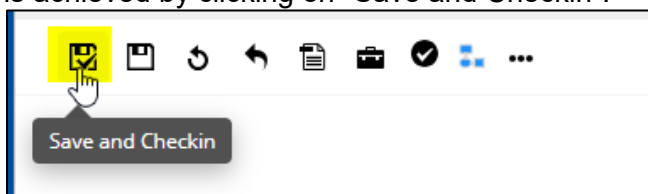


Confirm the deletion with OK.



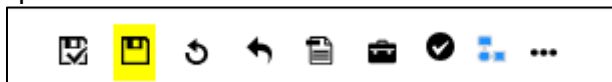
### Save data

To save the data after it has been filled, the specification must be saved and checked in. This is achieved by clicking on "Save and Checkin".



## Go to the next chapter

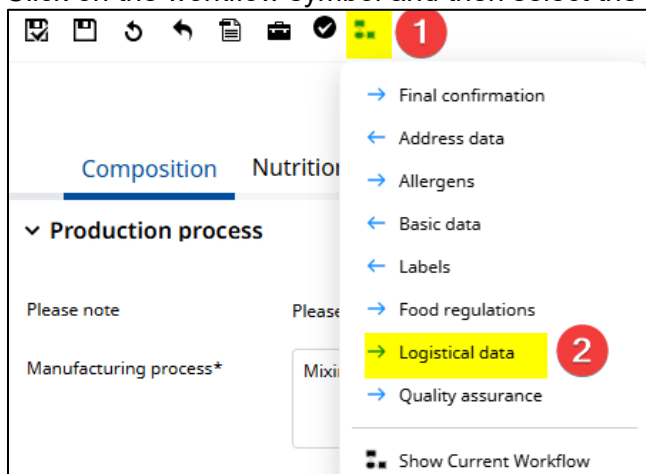
Once all the information in a chapter has been fully captured, save the data in the specification.



To open the next chapter for further data maintenance, you have two alternatives available:

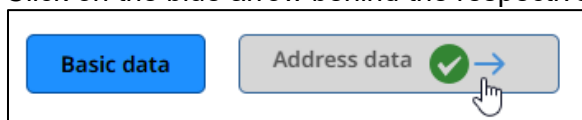
### Alternative 1

Click on the workflow symbol and then select the desired chapter.



### Alternative 2

Click on the blue arrow behind the respective chapter heading.



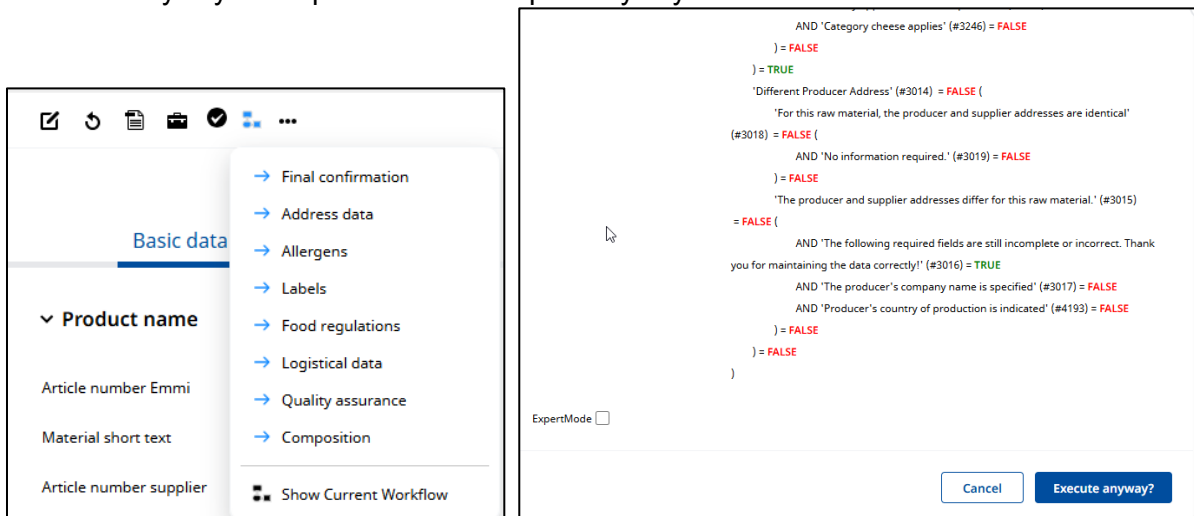
After filling in the basic data, the order of the further chapters for data maintenance can be freely selected.

The input of the specification data can be interrupted at any time. Information that has already been entered can be saved so that processing can be continued later. It is possible to switch between the chapters at any time.

If information is missing in the chapter, a corresponding error message is displayed (analogous to the section "[Incomplete data](#)").

## Go to the next chapter in case of incomplete data

A change to the next chapter is also possible if not all data has been filled in completely. To do this, click on the three dots of the workflow button and select the next chapter. An error message then appears. In this case, scroll down to the bottom of the page and click on "Execute anyway?" to open the next chapter anyway.



The screenshot shows a workflow menu on the left with 'Basic data' selected. The right pane displays a validation error message:

```

AND 'Category cheese applies' (#3246) = FALSE
) = FALSE
) = TRUE
'Different Producer Address' (#3014) = FALSE (
'For this raw material, the producer and supplier addresses are identical'
(#3018) = FALSE (
AND 'No information required.' (#3019) = FALSE
) = FALSE
) = FALSE
'The producer and supplier addresses differ for this raw material.' (#3015)
= FALSE (
AND 'The following required fields are still incomplete or incorrect. Thank
you for maintaining the data correctly!' (#3016) = TRUE
AND 'The producer's company name is specified' (#3017) = FALSE
AND 'Producer's country of production is indicated' (#4193) = FALSE
) = FALSE
) = FALSE
)
  
```

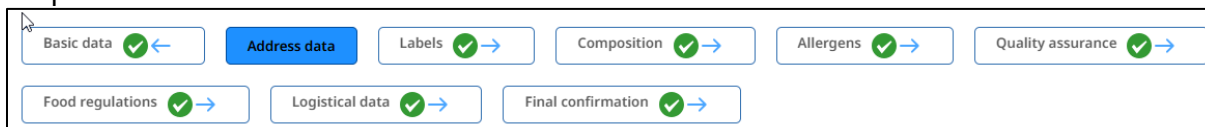
At the bottom right, there are buttons for 'Cancel' and 'Execute anyway?'.

## Automatic data verification

After you click "Save and Checkin", an automated check will run in the background.

## Full data

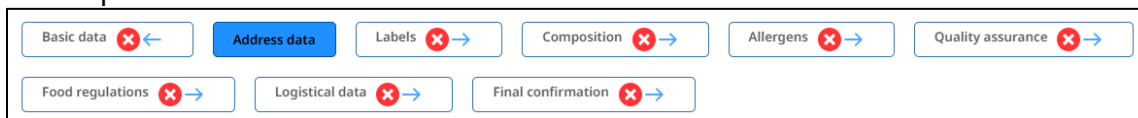
Once all the required information has been fully maintained, green ticks appear for all chapters.



The screenshot shows the workflow menu with all chapters (Basic data, Address data, Labels, Composition, Allergens, Quality assurance, Food regulations, Logistical data, Final confirmation) marked with green checkmarks and blue arrows, indicating that all data is complete.

## Incomplete data

If all the necessary information is not fully maintained, the red crosses remain visible behind the chapters.

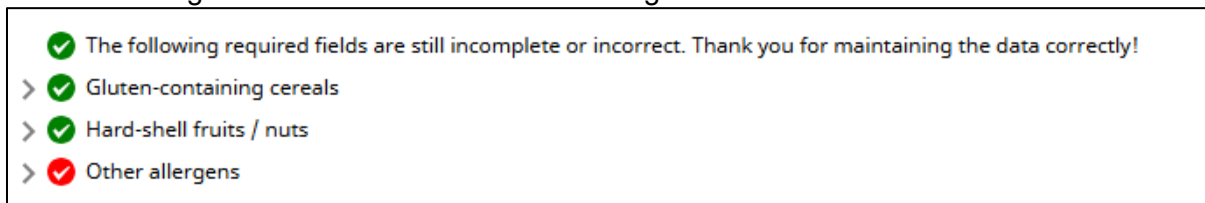


The screenshot shows the workflow menu with all chapters marked with red crosses behind the checkmarks, indicating that some data is missing.

When clicking on the blue arrow in a new chapter, an error message appears.

### Example error message

Go from "Allergens" failed because data is missing:



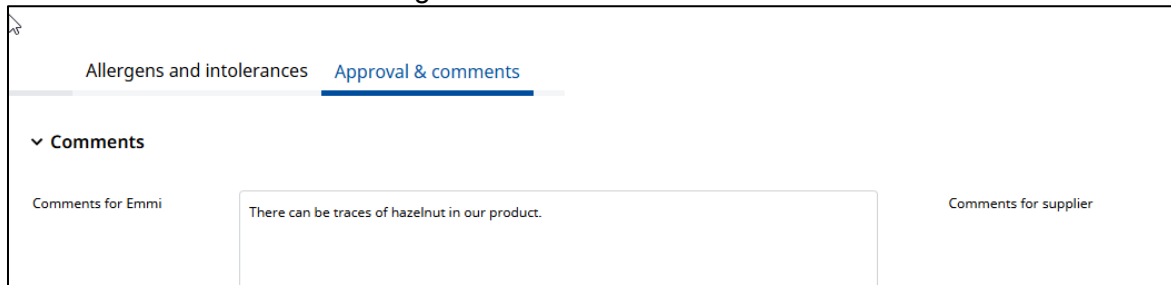
The error message dialog box contains the following text:

- ✔ The following required fields are still incomplete or incorrect. Thank you for maintaining the data correctly!
- > ✔ Gluten-containing cereals
- > ✔ Hard-shell fruits / nuts
- > ❌ Other allergens

When the error message is closed, the fields that have not yet been filled in will appear. You can maintain the missing information accordingly.

## Approval & Comments

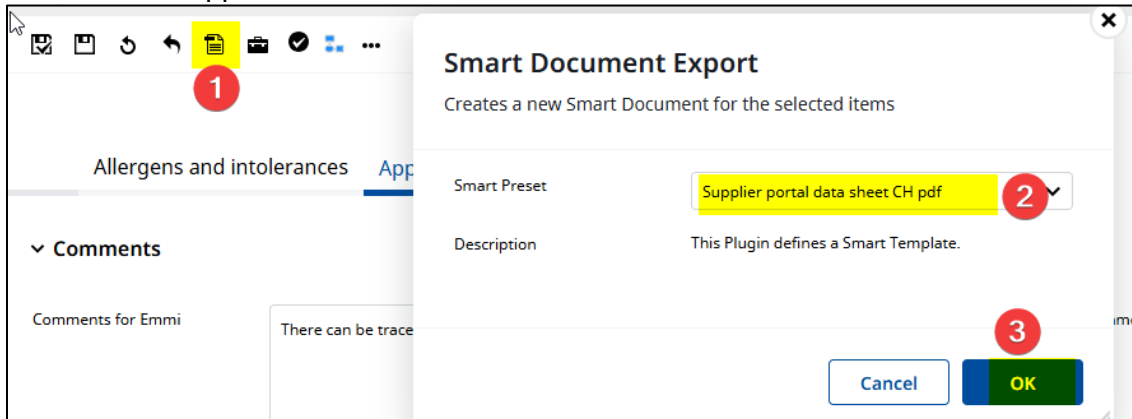
The chapter "Approval & Comments" is accessible at any time. In this section, comments for Emmi can be entered via a text field. In the "Remark for supplier" field, the notes and information in the event of changes can be seen.



The screenshot shows a web interface with a breadcrumb trail: "Allergens and intolerances" > "Approval & comments". Below this is a section titled "▼ Comments". Underneath, there are two text input fields. The first field, labeled "Comments for Emmi", contains the text "There can be traces of hazelnut in our product.". The second field, labeled "Comments for supplier", is currently empty.

## Generate datasheet

To display all fields to fill in, a datasheet can be generated. To do this, click on the document icon, select "Supplier Portal Emmi Data Sheet CH" and confirm the selection with OK.



The data sheet is available in German and English.

## Filling in the specification data: Chapter-specific

### Basic data

The data maintenance of the specification always begins with the chapter "Basic data".

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

In this chapter, information on the product name and product description is mandatory.

Preferential origin information is only mandatory if the raw materials are from abroad. The Swiss customs tariff number can be accessed via the link "[Tares Customs Tariff](#)".

In addition, some selection questions (yes/no) must be answered in the "Quality Assurance" section. The answers influence which questions are displayed in the following chapters.

The selection questions under Quality Assurance are:

- Does the recipe contain cereals containing gluten or is cross-contamination with cereals containing gluten probable?
- Does the recipe contain nuts or is cross-contamination with nuts probable?
- Are there any other substances that may cause allergies or intolerances, such as eggs, lactose, soy, or is cross-contamination with these probable?
- Is the product labeled (e.g. Organic)?
- Does the producer address differ from the supplier address?
- In the case of fruits / nuts, the variety must be indicated.

After completing the data in the "Basic data" chapter, click on "[Save and Checkin](#)". You can then move to the next chapter (see "[Go to the next chapter](#)").

## Address data

In the chapter "Address Data", both the changed address data and the information on the upstream supplier, if any, must be declared.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

### Supplier address

In the "Supplier Address" section, the following fields can be customized:

- Supplier notes Address & contact person (in case of changes)
- Establishment approval number / health mark (mandatory information for food of animal origin)
- Suppliers FLO ID No. (mandatory for FT / FSI products)
- Suppliers RA ID No. (mandatory for RA products)
- Certification Standard

### Producer's address, if different

In the event of different manufacturer information, the following information is required:

- Producer name
- Country
- Producer certification standard

For data protection reasons, an internal code can be used instead of the supplier name.

After filling in the data in the chapter "Address data", click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Labels

In the chapter "Labels", indicate whether the raw material has been labelled. If the raw material is offered without a label, this chapter can be skipped.

The labels displayed vary depending on the country of production and the type of specification.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

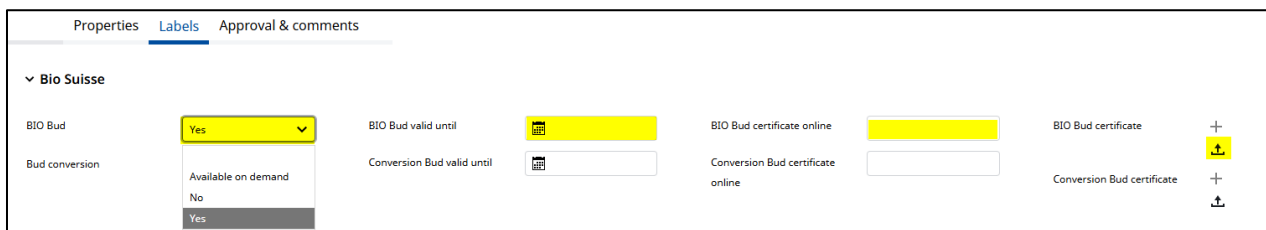
Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

Basically, a selection must be made for each label:

- Yes
- No
- Available on demand

If the "Yes" option is selected, the following information is mandatory:

- The expiration date of the certificate
- The URL of the online certificate
- or
- an upload or a link of the corresponding certificate

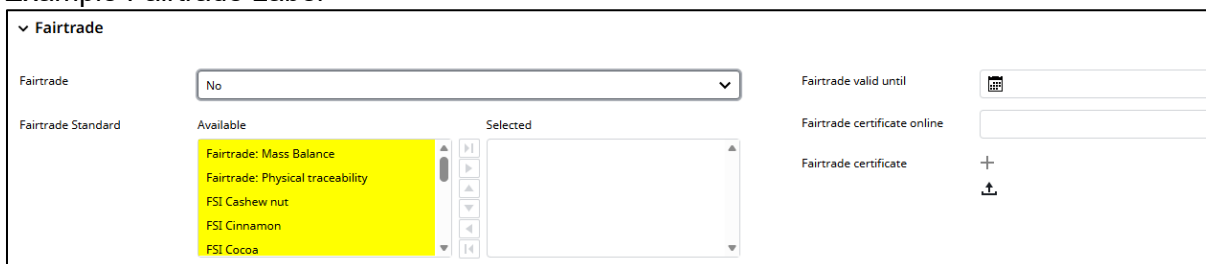


The screenshot shows the 'Labels' tab for 'Bio Suisse'. It contains several input fields:
 

- 'BIO Bud' with a dropdown menu currently showing 'Yes'.
- 'BIO Bud valid until' with a date picker.
- 'BIO Bud certificate online' with a text input field.
- 'BIO Bud certificate' with a plus sign and a download icon.
- 'Bud conversion' with a dropdown menu showing 'Available on demand', 'No', and 'Yes'.
- 'Conversion Bud valid until' with a date picker.
- 'Conversion Bud certificate online' with a text input field.
- 'Conversion Bud certificate' with a plus sign and a download icon.

Depending on the label, additional fields (such as the region, the traceability level) must be filled in.

### Example Fairtrade Label



The screenshot shows the 'Labels' tab for 'Fairtrade'. It contains several input fields:
 

- 'Fairtrade' with a dropdown menu currently showing 'No'.
- 'Fairtrade valid until' with a date picker.
- 'Fairtrade certificate online' with a text input field.
- 'Fairtrade certificate' with a plus sign and a download icon.
- 'Fairtrade Standard' with a list of options: 'Fairtrade: Mass Balance', 'Fairtrade: Physical traceability', 'FSI Cashew nut', 'FSI Cinnamon', and 'FSI Cocoa'. The 'Fairtrade: Mass Balance' option is highlighted.

After completing the data in the "Labels" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Composition

In the chapter on composition, the manufacturing process, the ingredients, enzymes and carriers used as well as the nutritional values must be declared.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

### Composition

#### *Manufacturing process*

The manufacturing process either must be described in keywords or the flowchart has to be uploaded/linked (see [upload field](#)).

This section does not appear in cheese specifications.

#### *Composition*

When specifying the composition, the following should be observed:

- Enter the components in descending order of quantity.
- If no exact value can be specified, use the operator.
- Enter the countries of origin in descending order of quantity and probability (country with the largest reference quantity or highest probability being named first).
- The sum of the components must be 100%.
- Enter the missing components in the Release & remarks chapter.
- Only applies to cheese specifications: For traces, you can enter 0.021% for cultures and 0.003% for rennet.

The ingredients are entered into a table (see [table](#)).

The following information is required for the ingredients:

- Country of origin
- Information on quantity
- If available: Genus/Variety
- If available: E-Number

Only after "saving and checking in" is the sum of the ingredients added up.

#### *Enzymes, excipients, processing and manufacturing aids used*

The enzymes, carriers, processing and manufacturing aids are entered into a table (see [table](#)).

After filling in the data in the subchapter Composition, the nutrition declaration must be indicated.

Composition	<b>Nutrition declaration</b>	Approval & comments
-------------	------------------------------	---------------------

## Nutrition Declaration

In the subchapter "Nutrition declaration" the nutritional values must be indicated.

When stating the nutritional values, the following should be observed:

- The declarations must be specified per 100g.
- The fields energy value [kJ], energy value [kcal], fat [g], saturated fatty acids [g], carbohydrates [g], of which sugar[g], protein [g], salt (Na x2.5) [g] are mandatory fields.
- Lactose is only a mandatory field for cheese specifications.
- The methods shall be indicated.

### Exceptions

- Culture Specifications: Required fields (fields with a \*) can be left blank.
- Non-dairy raw materials: Lactose is not mandatory.

The methods used in each case to determine the nutritional values must be indicated. The methods for the values must be specified. Other nutritional values can be added as an option.

After completing the data in the "Composition" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Allergens

The chapter "Allergens and intolerances" is only displayed if at least one of the selection questions on substances that can trigger allergies or intolerances has been answered with "yes" in the chapter "Basic data". If the questions are answered with "NO", the chapter can be skipped.

In this chapter, it must be indicated whether substances that cause allergies or intolerances

- are included as an ingredient in the recipe
- cross-contamination with these substances is likely or
- are not included.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

There are the following points to consider when it comes to allergens:

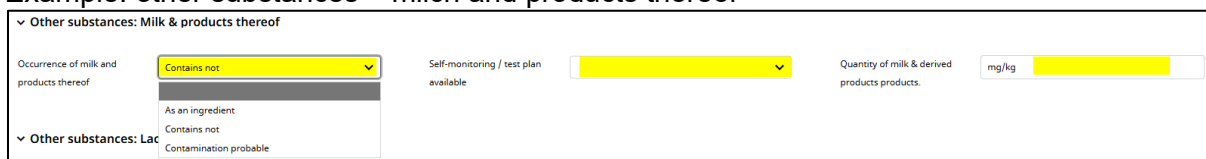
- A statement must be made about each substance.
- The quantity must refer to the total allergen, not to the protein content.
- If contamination is likely, e.g. during mixing, on the same equipment, in the warehouse, during operation, etc. a self-check / test plan must be in place.
- If contamination is likely, e.g. during mixing, on the same equipment, in the warehouse, during operation, etc. a quantity specification must be in place.

The allergens are divided into three sections:

- Cereals containing gluten
- Hard-shell fruit or nuts
- Other substances that can cause allergies or intolerances

If the option "Contamination probable" is selected, it is mandatory to indicate whether a self-control or a test plan is in place. In addition, the maximum quantity of the substance in question must be specified.

Example: other substances – milch and products thereof



The screenshot shows a form with the following fields:

- Occurrence of milk and products thereof:** A dropdown menu with "Contains not" selected. A dropdown menu is open showing options: "As an ingredient", "Contains not", and "Contamination probable".
- Self-monitoring / test plan available:** A dropdown menu with a yellow highlight.
- Quantity of milk & derived products products:** A text input field with "mg/kg" and a yellow highlight.

## Cereals containing gluten

Cereals containing gluten include:

- Spelt or hybrid strains
- Barley or hybrid strains
- Oats or hybrid strains
- Khorasan wheat (kamut) or hybrid strains
- Rye or hybrid strains
- Wheat or hybrid strains

## Hard-shell fruit or nuts

Hard-shell fruit or nuts include:

- Cashew nuts
- Hazelnuts
- Macadamia or Queensland nuts
- Almonds
- Brazil nuts
- Pecans
- Pistachios
- Walnuts

## Other substances

Other substances that may cause allergies or intolerances include:

- Eggs and products thereof
- Peanuts and products thereof
- Fish and products thereof
- Crustaceans and products thereof
- Lactose and products thereof
- Lupins and products thereof
- Milk and products thereof
- Sulphur dioxide and sulphites in concentrations exceeding 10mg/kg or 10mg/l
- Celery and products thereof
- Mustard and products thereof
- Sesame seeds and products thereof
- Soybeans and products thereof
- Molluscs and products thereof

After completing the data in the "Allergens" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Quality assurance

In the chapter "Quality assurance", information on HACCP, foreign body detection, chemical-physical and microbiological values must be declared.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

## HACCP

It must be stated whether a HACCP concept is in place to produce this raw material and whether there is a known risk in terms of foreign substances and ingredients. If there is a risk, further questions must be answered. The measures taken can be described either by uploading/linking a document (see [upload field](#)). can be proven.

### Exceptions

- Culture specifications: It is only necessary to indicate whether a HACCP concept exists.

## Metal Detector

It must be indicated whether the raw material passes through a metal detector. If this is the case, the detection values for the following types of metal must be specified

- Stainless Steel (SS)
- Iron (Fe)
- Non-ferrous metals (Non-Fe)

## Further foreign body control

If further foreign object checks are carried out, these must be declared in full together with the detection limits.

## Organic foreign bodies in fruits / nuts

Emmi has defined internal limit values for organic foreign bodies in fruit and nuts. This must be confirmed in this section. If the limit values for the raw material are exceeded, the deviating limit values must be recorded in the text field below.

## Traceability

In this section, it is necessary to document whether a retained sample of the raw material exists and how traceability can be ensured.

If traceability is guaranteed in a way other than in the specified multiple selection list, this must be marked with "Other" in the selection list and explained accordingly in the corresponding text field.

## Chemical-physical values

In this section, the chemical-physical characteristics shall be indicated.

The following parameters can be selected:

- Refraction index
- Density
- FiT (Fat in Dry Matter) = Required field for cheese specifications
- Minerals (ash)
- pH-value
- Dry matter content
- Water activity
- Wff (water in fat-free cheese) = required field for cheese specifications

The parameters are to be specified with unit, target value, minimum, maximum value and method.

If a parameter is not listed in the table, it can be specified under "Other chemical-physical values".

## Microbiological values

In this section, the microbiological values must be indicated

The following parameters can be selected:

- Aerobic, mesophilic foreign germs [CFU/g]
- Aerobic, mesophilic germs [CFU/g]
- Enterobacteriaceae [CFU/g]
- Enterococci [CFU/g]
- Escherichia coli (E.coli) [CFU/g]
- Yeasts [CFU/g]
- Coagulase positive staphylococci [CFU/g]
- Listeria monocytogenes [CFU/ 25g]
- Salmonella [CFU/ 25g]
- Mold [CFU/g]

The following parameters are defined as mandatory fields:

- Total bacterial count (aerobic mesophilic germs) [CFU/g]
- Yeasts [CFU/g]
- Mold [CFU/g]
- Salmonella [CFU/ 25g]
- Listeria monocytogenes [CFU/ 25g]

Exceptions to the mandatory disclosure

- Raw material in the product group alcohol
- Raw material in the product group flavors

The parameters must be specified with the associated limit values and the analysis method used.

Additional remarks can be entered directly into the table.

If a parameter is not listed in the table, it can be specified under "Other microbiological values".

## Microbiological metabolites

In the section "Microbiological metabolites", aflatoxins must be indicated in  $\mu\text{g}/\text{kg}$  if defined. The aflatoxins must be specified with the corresponding limit value and the analytical method used. Additional remarks can be entered directly into the table.

Other microbiological metabolites can be listed under "other microbiological metabolites".

After completing the data in the "Quality Assurance" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Food regulations.

In the chapter "Food Regulation", information on irradiation, genetically modified organisms, nanotechnology, Swissness, vegetarianism and packaging material must be specified.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

### Flavors: Special requirements

The "Flavors: Special Requirements" section is only displayed if the raw material is assigned to the product group flavourings.

For raw materials that are assigned to the product group flavourings, it must be stated whether the flavouring is artificial or natural.

If the raw material is not classified as a natural flavouring in accordance with the requirements of the Flavouring Ordinance (SR 817.022.41 / Regulation (EC) No. 1334/2008), the following questions in this section can be skipped.

The following options are available for declaring the natural flavourings:

- Natural X-Flavouring
- Nat. X-Flavouring with other natural flavors
- Natural flavouring
- Extract

In addition, it can be declared whether the UHT stability is guaranteed and whether the flavour is suitable for use in organic products. If the flavouring can be used in organic products, the InfoXgen document or an equivalent confirmation of GMO-free status must be uploaded/linked (see [upload field](#)).

### Compound raw materials with flavourings: Particular requirements

In the case of compound raw materials containing flavourings, it must be stated whether the flavourings used are natural flavourings in accordance with the Flavouring Ordinance (SR 817.022.41 / Regulation (EC) No. 1334/2008). If this is the case, it must also be stated whether the UHT stability of the flavouring is guaranteed.

For all raw materials that do not contain flavorings, this section can be skipped.

### Hazard symbols

Raw materials from certain product groups, such as flavourings or additives, can be classified as dangerous goods according to applicable regulations.

This section shall indicate whether hazard symbols are present. If this is the case, the hazard symbols must be indicated, and the corresponding safety data sheet must be uploaded/linked (see [upload field](#)).

### Irradiation

It must be indicated whether the raw material or its components are irradiated. If the raw material is irradiated, a certificate of analysis has to be sent with every delivery.

## GMO Declaration

In the section "GMO declaration", information on GMO-free status must be declared. If the raw material is to be declared as a GMO, it must be stated whether traceability is guaranteed. If genetically modified genetic material is contained, the proportion must be stated. If the raw material is permitted for use in organic products, this must be specified. Finally, it must be stated whether PCR detection is carried out or not.

## Nanotechnology

In the "Nanotechnology" section, it must be declared whether nanotechnological processes are used in the production of the raw material or whether the raw material / components thereof have been manufactured using nanotechnology in accordance with the Food and Commodities Ordinance (SR 817.02 // Regulation (EU) 2015/2283).

The exact definition of nanotechnology, as well as the relevant criteria for classification, are explained in the "Note Nanotechnology".

## Swissness

If the raw material is manufactured in Switzerland, this section must indicate whether the requirements of the Swissness Ordinance (HasLV; SR 232.112.1). This section does not appear for raw materials from abroad.

## Vegetarianism

For all raw materials, information on suitability in the sense of vegetarianism must be specified in accordance with the FDHA Ordinance on the Information on Foodstuffs LIV (SR 817.022.16).

The option "vegan" can only be answered with YES if all the following criteria have been answered with NO:

- Vegetarian / ovo-lacto-vegetarian
- Ovo-vegetarian
- Lacto-vegetarian

## Packaging material

The packaging material of the raw materials complies with Swiss legislation. If the packaging material also complies with the legal requirements of other countries (USA / EU), this can be specified by selecting it by double-clicking.

If necessary, a declaration of conformity for the packaging material must be submitted.

After completing the data in the "Food Regulations" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Logistical data

In the chapter "Logistical data", information on the dimension of the trading and transport unit, storage and transport conditions as well as the shelf life must be declared.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

### Dimensions of trading unit

In the section "Trade Unit Dimensions", the following information about the trading unit of the raw material can be entered:

- Gross weight
- Net Weight
- Net volume
- Dimensions (length, width, height)
- Trading Unit
- Packaging material

The following information is defined as mandatory fields:

- Gross weight
- Trading Unit

### Dimensions of transport unit

In the section "Transport unit dimensions", the following information can be entered voluntarily:

- Gross weight
- Max. dimensions (length, width, height) of the transport unit (pallet with product)
- Packing dimensions
- Type and use of the pallet

### Storage and transport conditions

In the section "Storage and transport conditions" the following information can be recorded:

- Transport temperature at delivery Emmi
- Recommended Storage Temperature
- Recommended humidity
- Extended storage and transport conditions

The following information is defined as mandatory fields:

- Transport temperature at delivery Emmi
- Recommended Storage Temperature

### Shelf life

In the "Shelf life" section, the total shelf life and the minimum remaining shelf life upon delivery to Emmi must be stated. It is also possible to specify the shelf life of frozen raw material.

After completing the data in the "Logistical Data" chapter, click on "[Save and Checkin](#)".

You can then move to the next chapter (see "[Go to the next chapter](#)").

## Final confirmation

After all chapters have been completed in full, the final confirmation must be made in this chapter.

To be able to fill in the data of this chapter, click on "[Checkout](#)".

Instructions on how to fill in the data can be found in the chapter "[Filling in the specification data: general information](#)".

### Confirmation by suppliers

If the raw material complies with other country-specific legal requirements in addition to Swiss legislation, this can be stated in this section.

Documents, such as foreign substance monitoring plan, declarations of origin, declaration of conformity of the packaging material used, can be uploaded / linked under enclosures (see [upload field](#)).

The completeness and accuracy of the data entered must be confirmed by the following information:

- Postal code (zip code) & city
- Fill in Date
- Indication of the name of the person who has completed and confirmed the Emmi specification
- Confirmation of correct and complete information

An automatic check runs in the background to ensure that all information has been filled in completely.

Specification complete?	No
-------------------------	----

If the information is incomplete after checkin, click on "No". A notification window opens with a corresponding error message. Incompletely completed information can be seen by the red markings.

<ul style="list-style-type: none"><li>✓ Please ensure that all required fields in each chapter are completely filled out. Only then can the specification be sent to Emmi for review. Thank you.</li><li>&gt; ✗ Please check the individual chapters for completeness.</li><li>&gt; ✓ Appendix<ul style="list-style-type: none"><li>✓ Postal code &amp; city is specified.</li><li>✓ Completion date is specified</li><li>✓ Specification completed and confirmed: Name is specified.</li><li>✗ The accuracy of the information has been checked and confirmed</li></ul></li></ul>
--

Then go to the incomplete information to complete it.

## **Additional Information / Special Notes**

In this section, the InfoXgen document or an equivalent confirmation of GMO freedom can be uploaded/linked for all raw materials (see upload [field](#)).

There is also the possibility to enter additional information / special things in writing.

After completing the data in the "Logistical Data" chapter, click on "[Save and Checkin](#)".

You can then switch to the next chapter (see "[Go to the next chapter](#)")

## Filling in the specification data: Completing data maintenance

Once you have completed all the details in the specification and clicked the next button to confirm that the details are correct and complete, the specification will be automatically forwarded to Emmi after you click "Save and checkin."

The workflow status changes. The task is automatically moved from the "Open Tasks" tile to "Completed Tasks" and "Under Review" in the dashboard.

If the information is incomplete, click on "No". A notification window opens with a corresponding error message. Incompletely completed information can be seen by the red markings.

- ✔ Please ensure that all required fields in each chapter are completely filled out. Only then can the specification be sent to Emmi for review. Thank you.
- > ✔ Please check the individual chapters for completeness.
- > ✔ Appendix
- ✔ Postal code & city is specified.
- ✔ Completion date is specified
- ✔ Specification completed and confirmed: Name is specified.
- ✔ The accuracy of the information has been checked and confirmed

## Specification Status

### Under review

As soon as the data maintenance has been completed and the specification has been forwarded to Emmi for internal review, it can be found in the "Under review" tile. When you open the specification in this tile, the following hint text appears:

The specification is currently under review by the relevant departments at Emmi Schweiz AG.

You can generate a data sheet for your own use at any time.

If you have any questions or suggestions, please contact your designated contact person.


Thank you!

In this state, the input fields are locked and can no longer be adjusted. The data sheet with the corresponding information can be generated at any time. (see "[Generate data sheet](#)")

### Released

As soon as Emmi's internal audit has been successfully completed, an automatic e-mail with the data sheet will be sent.

ef1c6b66db79e924382854861d40933e.pdf  
135 KB



### Emmi Schweiz AG - Lieferantenportal: Spezifikation freigegeben

Guten Tag  
Folgende Spezifikation wurde freigegeben:

Artikel-Nummer Emmi	Art.-Bezeichnung	Direkter Link zur Spezifikation
123123123	test lp	<a href="#">Online Spezifikation</a>

Im Anhang finden Sie die Spezifikation als PDF-Dokument. Alternativ können Sie die Spezifikation über den oben genannten Link im Lieferantenportal abrufen.  
[Login zum Emmi Lieferantenportal](#)

Diese E-Mail wurde automatisch generiert. Bitte wenden Sie sich bei Fragen oder Problemen an Ihren Ansprechpartner der Emmi Schweiz AG.

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[www.emmi.com](http://www.emmi.com)  
Ein Unternehmen der Emmi Gruppe

The state of the specification changes and it is in the Shared tile. When you open the specification in this tile, the following hint text appears:

The specification has been successfully released!

You can generate a datasheet for your own use at any time.

If you have any questions or suggestions, please contact your designated contact person.

Thank you!