

## Compositions and products

In the renewed portal you can not only register a product with a buyer but also reuse the underlying composition and link products to more than one buyer.

You can use BLk raw materials (product) from your suppliers for the composition, creating a direct link between your product and your BLk raw materials. This provides for a better registration of the full product chain and a better insight and overview for the assessor.

An instruction video (in Dutch) is available [on this page](#).

### What do you need:

- BLk raw materials that have been created by your supplier
- The specifications of your composition (recipe)
- A name and possibly a number with which the composition can be described and found. This is for internal use.
- The details of the products that you want to register with this composition
- A name, an (article) number and possibly an EAN code with which each individual product can be described and found. Your buyer will also see this in his portal
- The buyers of your products. A buyer who is not yet a participant will first have to register
- If applicable: a declaration of non-communication from all customers who are not participants
- If applicable: Bio certificate and declaration of stunned slaughter from your own Bio suppliers
- If applicable: declaration of stunned slaughter from your ovine casing suppliers

### Create a composition

In the left menu bar click on "Products". Here you can create and manage compositions and products. And, after entering, submit it for review by SBLK.

#### Composition

Select the company type here (if there are more than one) for which you want to create a new composition or product. You will now see the tabs "products" and "compositions". On both tabs you have a button at the top right to create a new composition.

Enter the unique name and possibly a reference number for the composition. This data is for internal use only.

Select your BLk raw materials. These are BLk products from your suppliers who have registered you as a customer in their own portal. You must select each BLk component of your composition here. Your raw materials can be reviewed in advance by clicking on "Raw materials" in the left menu bar and then selecting your company type.

Subsequently you can include the percentage of weight in the complete composition for each BLk component.

Next enter your other non-BLK ingredients. You can create a separate line for each ingredient. You can combine a spice mix by placing the ingredients of the mix in one line, for example: spice mix (salt - pepper - garlic - oregano).

You can also add animal non-BLK ingredients here. The system calculates based on the weight percentage whether your composition complies with the criteria. The original composition of your raw materials will be taken into account automatically. As an example: suppose your raw material contains 5% animal non-BLK components and this raw material accounts for 80% of your composition. Then your composition contains 4 % animal non-BLK and you can add a maximum of 1 % animal non-BLK components.

For your other ingredients, you must indicate whether they are animal or not. Think for example of bacon or fat, honey, lactose or ovine casing. SBLk assesses whether your ingredients have received the correct qualification. Your composition may not contain more than 5 % animal non-BLK ingredients.

For ovine casing please enter your supplier in brackets. A declaration of stunned slaughter from your supplier must also be uploaded.

Per line of the ingredients you can then include the percentage of weight in the complete product. Your total composition must always be 100%. If you use a different method of calculating the relative weight content, convert it into a 100 % scale beforehand.

When you have finished your composition, click on "save" in the bottom right-hand corner.

## Product

You can now add products to your composition. Click on the + at the products section. Your product will be registered based on your composition. This is visible in the first line. You can create as many products as you want per composition.

For each product you have to register a unique name and you can include an article number (reference) and an EAN code. Your customers will also see this information in their portal.

You can downgrade the scope of a product if you wish. You can do this by using the appropriate buttons on the page. You can also downgrade a product completely to regular. In that case you do not have to enter customers anymore.

On [this page](#) an instruction video (in Dutch) is available about downgrading.

## Buyers

You can register one or more customers per product. Customers must be registered as participants at SBLk. They can be found with their name and business location. Note: if a company has more company types, it also shows more often in the list. Select the customer with the correct company type. If you have one buyer for more than one company type, select all the applicable ones.

After you have selected one or more customers, you can save the product.

## Submitting

Next you will be presented an overview of your composition, products and customers. You can check the entire composition by clicking on the green button in the bottom right-hand corner.

You may see a number of messages about the composition and customers. Most of them are informative, some require you to take action yourself. Review the messages on this screen. Then you can submit the composition to SBLk. In the next screen you will see an overview of the composition and product and its status.

If you create a composition with a **scope** for which your company has not yet been approved, the request for this scope will be submitted at the same time as submitting the composition. You no

longer need to start the scope request separately. Of course, your quality manual must comply with the new scope. If necessary, you must upload your amended manual into the company documentation.

## Adding products

You can add a product to an existing composition.

In the left menu bar click on "Products". Here you can create and manage compositions and products. And, upon completion, submit them for evaluation by SBLk.

Select the company type (if there is more than one) for which you want to create a new product. Then select the "Compositions" tab. On this page you can look up the composition by sorting on one of the columns or by clicking on the search icon at the top of the page. You can search the name, reference and scope of the composition.

Click on the correct composition to open it. Then click on the + at the products section to add a new product. Then see the Products description above.

## Add buyers

You can add a customer to an existing product.

In the left menu bar click on "Products". Here you can create and manage compositions and products. And, after entering them, submit them for evaluation by SBLk.

Select the company type (if there is more than one) for the product for which you want to register a new customer. Then select the "products" tab. On this page you can look up the product by sorting on one of the columns or by clicking on the search icon at the top of the page. You can search the name, reference, EAN code, scope and buyer of the product.

Click on the product you want to add a buyer to open it. Then click on the customer search bar to add a new customer. Select the right customer.

Then click on save, check and submit. Check the messages whether you need to take action for one of the reports.

## Special situations

### Interchangeable suppliers

If you purchase the same raw material with the same composition and scope from different suppliers, you can combine these into one supplier within one composition.

On [this page](#) an instruction video (in Dutch) is available about this subject.

Select the relevant raw materials in your composition, do not enter any percentages yet. After entering all raw materials click on "Combine suppliers". Give this grouping an appropriate name and select the raw materials you want to combine.

After this has been completed, click on the green button "Combine suppliers". You will then see that the different suppliers have been combined into one raw material in your composition.

You can now continue to fill your composition as described above.

## Delivery to non-participants

You can deliver products to non-participants. To do so, click on the appropriate button under "customer". For each non-participant buyer of this product, you must enter a line in the field shown. You must also include a Declaration of Non-Communication in your company documentation.

## Organic suppliers

You can purchase products from organic suppliers who are not participants and use them as raw material in your composition.

On [this page](#) an instruction video (in Dutch) is available about this subject.

Click in the left menu bar on "Raw materials" and then select Organic-suppliers. Here you can add your new Organic supplier. You have to enter the name and add an organic certificate. It is also possible that a declaration of stunned slaughter is required.

You can then add your own raw materials (the products) from this organic supplier. These are shown with name, number, a green bio-indicator and animal type with three stars in your BLk raw materials list.

The data is checked by SBLk when assessing your composition.

## Communication items

Check the communication items instructions to enter/manage a new item and connect it to your product(s). This is described in another instruction.

As soon as you have connected a product to a communication item, the item will also be shown on the specific products page. You cannot directly connect a communication item on the products page.

## Pending approval

After submitting a request, you can no longer edit the data of the composition and/or the product as long as the status is "pending approval".

SBLk reviews and assesses the request. If it is found to be correct the request is approved. A request can also be rejected. In both cases you can update the request again. Updating and re-submitting means that the status will change to "pending approval" and the request will be reviewed by SBLk.

Only after approval you can actually start producing the product.

## Inactivation

Both an approved composition and an approved product can be inactivated by using the button at the top right of the page. As a consequence of inactivation, the underlying products will also expire and the product will also expire for the buyers of the product (after a transitional period).