

# CUSTOMER USER MANUAL-MANUFACTURING

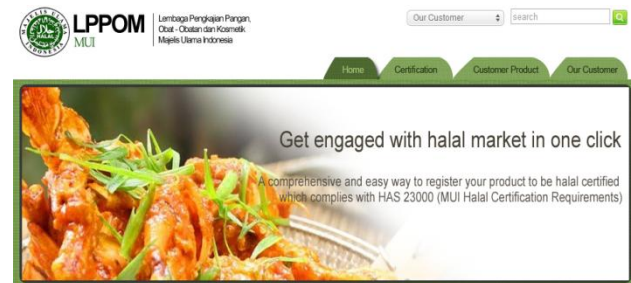
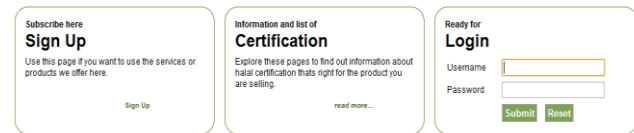
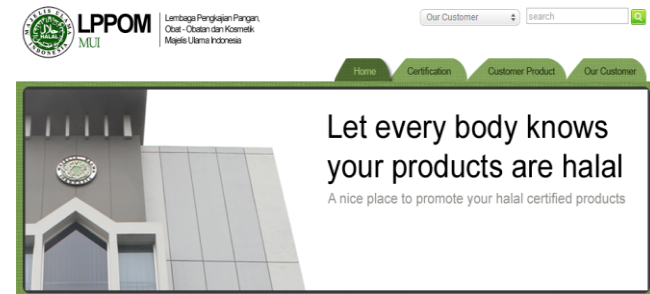
Online Halal Certification Service System (CEROL-SS23000)

Revision 2.3 – Effective Date May 2017



## Welcome to CEROL-SS23000

- CEROL-SS23000 is an **online** halal certification service system of LPPOM MUI. With this system, company may submit application for halal certification of product by online **without time and place limit**. It is hoped, halal certification service will be quicker and better, Insyaa Allah.
- **Excellence of CEROL-SS23000 :**
  - ✓ **Quicker** total time of certification process
  - ✓ **Can monitor** progress of certification process in *real time*
  - ✓ Reducing paper use (**Go Green**)
  - ✓ Can **download Halal Certificate** from the system
  - ✓ Data of certification is saved well in the system (*History*)
  - ✓ No time limit in filling data, thus **can be performed in steps (step-by-step)**
  - ✓ Specific for renewal register, **it does not need to repeat the filling of data of materials and products** from the previous register (for equivalent group of products)
  - ✓ Easy search access for halal certified products
- Prior starting the registration process, make sure that the company has **applied Halal Assurance System (SJH)** and **prepares data for halal certification**. Summary of criteria of SJH and data of halal certification can be seen in next page. To comprehend the criteria of SJH, thus, company must participate in SJH training held by LPPOM MUI. Registration for SJH training can be performed by email **pelatihanhalal@halalmui.org**.



## II. CRITERIA OF HALAL ASSURANCE SYSTEM

Company that has registered for halal certification to LPPOM MUI **must apply SJH in accordance with HAS 23000 document**. Following shall be the summary of HAS 23000 document:

1. Top Management must determine and socialize Halal Policy. Halal Policy contains commitment of company to produce halal product consistently.
2. Top Management must determine the Halal Management Team covering all sections involved in critical activities as well as having clear duties, responsibilities and authorities.
3. Company must have training implementation procedures. Internal training must be performed at least once a year and external training must be performed at least once in two years.
4. Materials used in manufacturing product must not originate from forbidden/filthy materials.
5. Name of product cannot use the name that is aimed at something that is forbidden or prayer that is inappropriate with sharia Islam.
6. Production facility must ensure that there is no cross contamination with forbidden/filthy materials.
7. Company must have written procedures regarding the performance of critical activities, namely activities in production chain that can affect the halal status of product.
8. Company must have written procedures to ensure the search capability of certified product originating from materials that meet the criteria (approved by LPPOM MUI) and produced in production facility that meets the criteria (free from pork/derivative materials).
9. Company must have written procedures to handle products that do not meet the criteria.
10. Company must have written procedures on internal audit of performance of SJH. Internal audit shall be performed at least once in six months and performed by the competent internal halal auditor.
11. Top Management/deputy must perform management review at least once in a year, with the purpose of assessing the effectiveness of application of SJH.

**Other than HAS 23000, LPPOM MUI has issued other HAS documents that can be seen in the website of LPPOM MUI [www.halalmui.org](http://www.halalmui.org) through E-Store menu.**

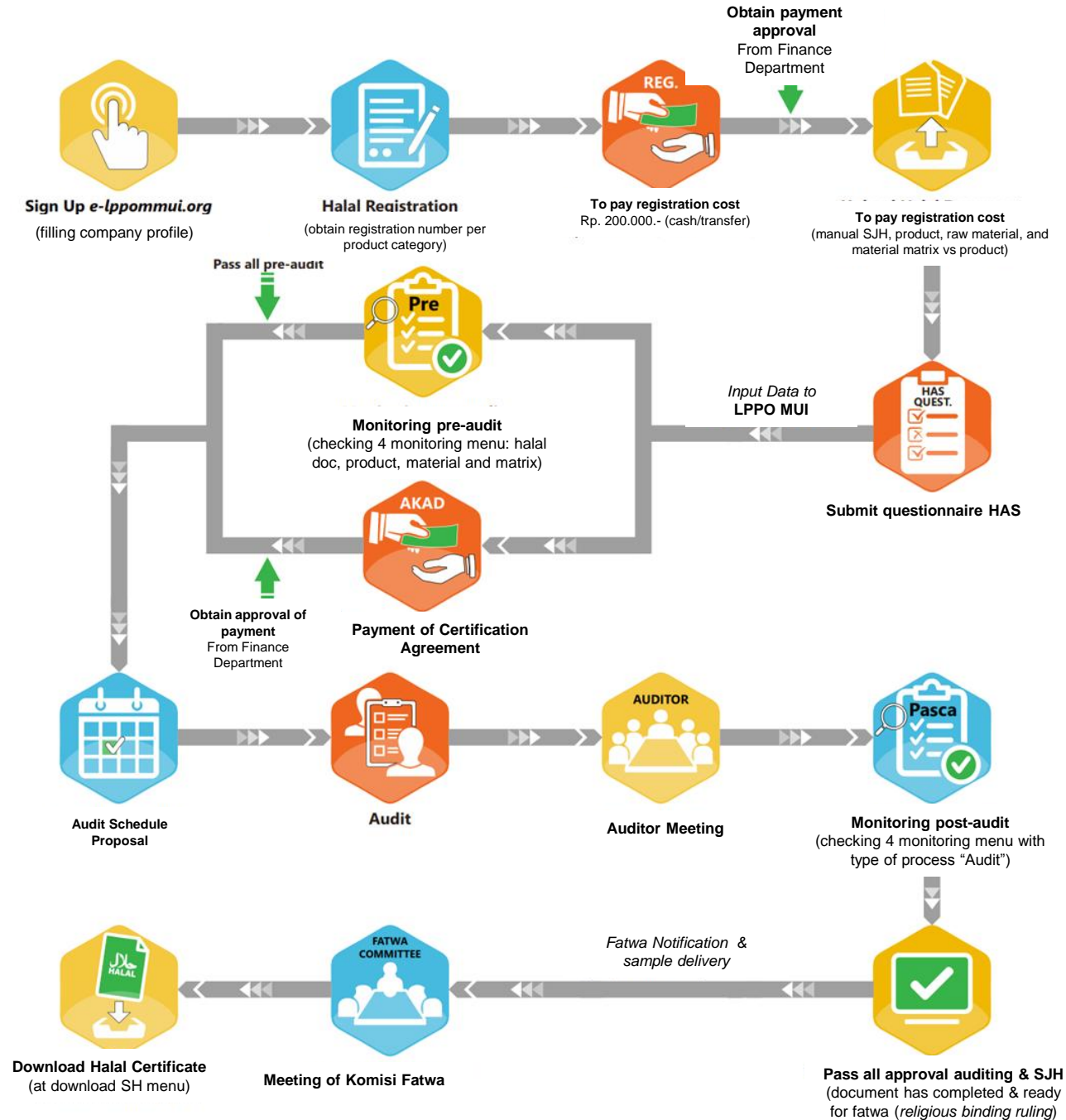


### III. HALAL CERTIFICATION DATA REQUIREMENTS

1. Sign up data: company name and address, PIC, contact person, username, password, etc.
2. Registration data: status of certification (new/development/renewal), data of halal Certificate, status of SJH (if any), product type, type of industrial permit, total employees, and production capacity.
3. Halal document:
  - a. SJH Manual (for new registration or renewal)
  - b. Previous halal certificate (for development or renewal registration)
  - c. Status or SJH Certificate (for development or renewal registration)
  - d. Flowchart of production process of the certified product
  - e. Statement of pork free facility (for new company or new facility/factory)
  - f. List of address of all production facilities
  - g. Proof of dissemination/socialization of halal policy (for new company or new facility)
  - h. Proof of performance of internal training on SJH (for new company or new facility)
  - i. Proof of performance of internal audit on SJH (for new company or new facility)
  - j. Business license such as SIUP, IUI, TDP, etc. **This document is for new applicants or new facility located in Indonesia. For overseas company can upload “blank document”.**
4. Data of factory/manufacturer, namely name and address of factory, PIC, contact person
5. Data of product, namely name of product, group of product and type of product
6. Data of materials (name of materials, producers, producing country, supplier, document data on material) and the supporting documents on materials.
7. Matrix data of product, namely materials used for each product



# IV. ONLINE HALAL CERTIFICATION PROCESS FLOW



# V. SIGN UP

The screenshot shows the homepage of the LPPOM MUI website. The browser address bar contains the URL [e-lppommui.org/index.php](http://e-lppommui.org/index.php). The website header includes the LPPOM MUI logo and the text "Lembaga Pengkajian Pangan, Obat - Obatan dan Kosmetika Majelis Ulama Indonesia". The main banner features the Majelis Ulama Indonesia logo and the text "Info Halal kini lebih mudah dan praktis Tanya Halal MUI". Below the banner, there are three sections: "Document Download", "Customer Feedback", and "Ready for Login". The "Ready for Login" section contains a login form with fields for "Username" and "Password", and buttons for "Submit" and "Reset". A red circle highlights the "Sign up now" link below the login form.

Steps to enter into CEROL menu:

1. Visit website [www.e-lppommui.org](http://www.e-lppommui.org)
2. Make CEROL account in “**Sign Up Now**” menu.

## Important!

1. Account in CEROL is used by 1 (one) company as long as the company register for halal certificate (lifetime), therefore, it must be kept well.
2. Before the company performs activities in CEROL, the company will be requested to perform activation of account through the “link” sent to customer (email of contact person).

Company Name \* EVIGO, PT Example :XXX, PT or Y

Address \* Jalan Merdeka No. 16, Kel. Sukacita Kec. Sukamaju

City Jakarta Selatan

Country \* Indonesia

ZipCode 123456

Phone \* 021-87654321 Ext. 123

Fax 021-87654322

Email \* admin@evigo.co.id

Personal In Charge \* Muhammad Budi

Title CEO

Phone \* 021-87654321 Ext. 567

Mobile 087654321

Email \* m.budi@evigo.co.id

Contact Person \* Annisa D.

Title QA Manager / Koordinator Auditor Halal Internal (KAHI)

Phone \* 021-87654321


Mobile 0857654321

Email \* annisa.d@evigo.co.id

Customer Login \* evigo  Customer Login is Available

Password \* \*\*\*\*\*

Password Confirmation \* \*\*\*\*\*



Security Code \* U22QV

### Steps for filling sign-up data:

**(\* must be filled)**

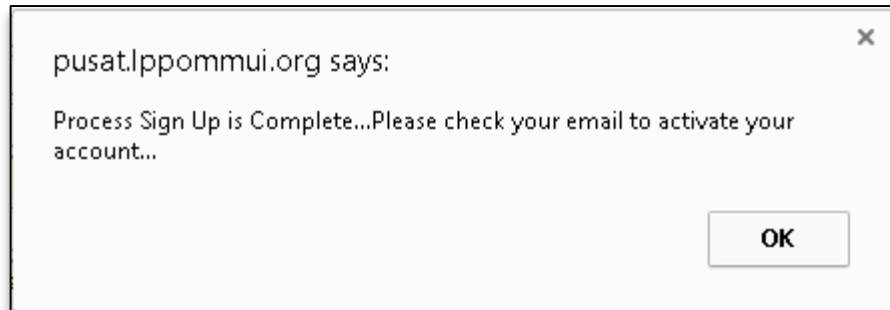
1. Fill the data according to the company profile data.
2. Fill “**Customer Login**” that will be used as username for login to CEROL menu. (**customer login cannot be changed**)
3. Fill “**Password**” to be used as password to login to CEROL menu.
4. Fill “**Password Confirmation**” equal to the “**Password**” filled previously.
5. Fill “**Security Code**” in accordance with that displayed in monitor.
6. Click “**Sign Up**” key

### Important!

1. Company name and address filled shall be data to be printed on the halal certificate and cannot be changed once submitted. Company may apply for change through the admin of CEROL Service.
2. Email of “Contact Person” is filled with valid and active email because it will be sent email on notification of halal certification process periodically by LPPOM MUI.
3. Handphone Number is important to be enclosed if the office number cannot be contacted.
4. If the sign up process has been completed, therefore it will receive email on account activation.

## VI. ACCOUNT ACTIVATION

After the company completes the *Sign Up*, company will receive notification on the monitor like hereunder:



Company will receive email (sent to email of *Contact Person*) to perform account activation in accordance with instruction contained in the email (view picture below). **This is to ensure that the email inputted is valid.**



### Important!

1. If the company does not receive email immediately in "INBOX" folder of email, please check in "SPAM" folder of email.
2. When after clicking the link in email, blank monitor with "Resource Not Found Error 404" is displayed, please contact cerol service.



## VII. LOGIN

### Ready for Login

Username

Password

Don't have a CEROL Account? Sign up now

After the company has username and password, new company may perform login to enter into the application CEROL-SS23000. Steps of *Login* are as follows:

1. Fill the *Username* according to *Customer Login* made during the *Sign Up*.
2. Fill the password according to *Password* filled during the *Sign Up*.
3. Click “**Submit**”

#### Important!

1. Change Password periodically for data security.
2. CEROL System will Log Out automatically if it is not used within 3 minutes (for security purpose) so that company must always process data before leaving CEROL page.

evigo ••••

The screenshot shows the login page with a notification message at the top: "You have more than 1 active Registration. Please select Default Registration Number !!!". The message is circled in red. Below the notification, there are two main sections: "Information and list of Certification" and "Ready for Login". The "Ready for Login" section contains the username and password fields, "Submit" and "Reset" buttons, and a "Processing..." status.

If the company has more than 1 (one) **Registration**, after login, it will display notice as in the picture in the left. Please click “**OK**” and continue to select the registration number to be processed first by clicking “**Set Default**” in the **Halal Registration** menu.

## VIII. CUSTOMER MENU

Halal Registration	➔	<u>To register and receive registration number.</u>
Payment Registration	➔	<u>To input proof of payment of registration fee.</u>
Upload Halal Document	➔	<u>To <i>upload</i> all documents and data on halal certification.</u>
Registration Details	➔	<u>To check the conformity of input of data on halal certification.</u>
Contract Payment	➔	<u>To check the amount of halal certification fee and inputting proof of payment and the approved certification agreement.</u>
Halal Doc Monitoring	➔	<u>To view and follow up notes on outcome of pre-audit and <i>audit</i> of SJH document that has been uploaded.</u>
Product Monitoring	➔	<u>To view and follow up notes on outcome of pre-audit, audit and fatwa commission of the uploaded product.</u>
Material Monitoring	➔	<u>To view and follow up notes on outcome of pre-audit, audit and fatwa commission of the uploaded material.</u>
Matrix Monitoring	➔	<u>To view and follow up notes on outcome of pre-audit, audit and fatwa commission of the uploaded matrix.</u>
Slaughterman Monitoring	➔	<u>To view and follow up notes on outcome of pre-audit, audit and fatwa commission of the uploaded slaughter.</u>
HAS Monitoring	➔	<u>To view and follow up notes on outcome of audit related to 11 criteria of SJH .</u>
Notification List	➔	<u>To view notice from LPPOM MUI related to the halal certification process (non-active).</u>
View History	➔	<u>To monitor the halal certification process</u>
View HAS Questionnaire	➔	<u>To view <b>HAS Questionnaire</b> that is previously filled by <b>Upload Halal Document</b> menu.</u>

Inquiry SK	To submit application for certificate ( <a href="#">see New Cerol User Manual</a> )
Inquiry Material Approval	To submit application for approval of new raw material ( <a href="#">see New Cerol User Manual</a> )
Pay Material Approval	To upload proof of material approval payment ( <a href="#">see New Cerol User Manual</a> )
View Material Approval	To download letter of approval for new raw material ( <a href="#">see New Cerol User Manual</a> )
Regular Report	To upload periodic report once every 6 months ( <a href="#">see New Cerol User Manual</a> )
View Comments Regular Report	To view comments of SJH Section related to the outcome of periodic report ( <a href="#">see New Cerol User Manual</a> )
Registered Materials	To edit and download the registered material list ( <a href="#">see New Cerol User Manual</a> )
Download Certificate	To download halal certificate and status of SJH.
Edit Customer	To change data of company if there is change of PIC or Contact Person.
Change Password	To change password.
Disclaimer Registration	To delete/cancel the registration.
Logout	To logout from Cerol application.

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Home - Customer

### Registration List

Filter

Search

[Add Data](#)

First stage is to make registration:

1. Click “**Halal Registration**” menu
2. Click “**Add Data**”
3. Fill according with data requested (see next Page)

#### Important!

1. One registration number is only valid for **one product category** (classification of product category can be seen in SK of product classification that can be downloaded in **Downlad Document** in e-lppommui.org)
2. If the company has more than one **product category**, please make new registration by clicking “**Add Data**”.
3. Registration number must be recorded and controlled well at the company, because for development process or renewal of certification will refer to the previous registration number (with the same product class).

## Registration

Branch Code \*

Reg Date \*  YY-MM-DD

Reg Type \*

Reg Status \*  New  Development  Renew

Does HAS Exist ? \*

Old Registration No. \*

MUI Ref. \*

MUI Ref. Expired \*

Last HAS Status \*

HAS Ref. \*

HAS Ref. Expired \*

**Continued to next page...**

### Important!

1. Make sure the field marked with star (\*) is filled.
2. Field that cannot be "clicked"/changed, leave it.

After clicking "**Add Data**", it will appear form that must be filled. The steps of filling are as follows:

1. Select *Manufacturing Industry* in **Reg Type**.
2. Select **Reg Status** according to registration status :
  - *New*: for status of new registration/registration of new class.
  - *Development*: for status of development registration (for company that has owned valid certificate and will add new product or factory).
  - *Renew*: to renew the halal certificate.
3. Put "√" mark in the field **Does HAS Exist**
4. In the field **Old Registration No**, select the last registration number in accordance with the same product category in the field (*if any*)
5. Fill the field **MUI Reff** with the halal certificate number (*if any*)
6. Fill the field **MUI Reff Expired** by selecting the date according to the date of expiry of halal certificate (*if any*).
7. Fill the field **Last HAS Status** with the status of SJH (A/B) lastly obtained (*if any*).
8. Fill the field **HAS Reff** with number of Status/Certificate of SJH (*if any*).
9. Fill the field **HAS Reff Expired** by selecting the date according to the date of expiry of SJH certificate (*if any*).



## Registration (continue)

Type Product	* <input checked="" type="radio"/> Retail <input type="radio"/> Non Retail <input type="radio"/> Retail and Non Retail	
NPWP	* <input type="text" value="0667000728171910"/>	<i>For Indonesia</i>
Type of Permit	* <input type="text" value="ML"/>	MD/ML/CD/C
Total of Employee	* <input type="text" value="900"/>	
Production Capacity	* <input type="text" value="1000 ton / bulan"/>	
No of Product Group	* <input type="text" value="1"/>	
Registration Type	* <input checked="" type="radio"/> Regular <input type="radio"/> Non Regular	
Registration Fee	<input type="text" value="220,000"/>	<i>include PPn 10%..</i>
Total Registration Fee	<input type="text" value="220,000"/>	
Payment Type	* <input type="radio"/> Cash <input type="radio"/> Transfer <input checked="" type="radio"/> Online Payment	
Product Group	* <input type="text" value="Additives (Bahan Tambahan)"/>	

### Important!

1. The filling of data cannot be delayed, if there is no activity in more than 3 (three) minutes (cursor moving), therefore, it will be automatically Logged Out so that the data will not be saved.

10. In **Type Of Product**, select the appropriate Product Type:
  - *Retail: Product sold in retail*
  - *Non-Retail: Product not sold in retail (product for factory raw material, etc)*
  - *Retail and Non-Retail: Product that is registered includes both.*
11. Fill the field **NPWP** with Number of Tax (For Indonesian company only). **For overseas company can be filled with "-" (minus).**
12. Fill the field **Type of Permit** with type of permit owned by product (see page 15) **(For non retail product, therefore, type of permit can be filled with "-" (minus))**
13. Fill the field **Total of Employee** with the number of employees.
14. Fill the field **Production Capacity** with production capacity (can be annually, monthly or daily)
15. In **Registration Type**, select **Regular** (payment is made in every registration) or **Non Regular** (payment is made by contract).
16. In **Payment Type**, select the type of payment desired:
  - *Cash: payment do in LPPOM MUI.*
  - *Transfer: payment through the account number.*
  - *Online: payment using virtual account of LPPOM MUI (Debit or Credit).*
17. In **Product Group**, select product group according to the product registered **(classification of product category can be seen in SK of product classification in the following link [http://e-lppommui.org/documents/SK11.II.2014\\_Ketentuan\\_Kelompok\\_Produk\\_berSH\\_MUI\\_\(revisi-1\).pdf](http://e-lppommui.org/documents/SK11.II.2014_Ketentuan_Kelompok_Produk_berSH_MUI_(revisi-1).pdf))**
18. Click "**Submit**" when all fields have been filled.
19. If willing to **delete**, click "**Reset**"

## IX.2. TYPE OF PRODUCT PERMIT

**TYPE of PERMIT** shall be type of permit of product, whether it has acquired license as well as in the licensing process. Example of type of product permit shall be as follows:

- ✓ MD = Domestically produced food
- ✓ ML = Imported food
- ✓ PIRT = Household industry food
- ✓ TR = Domestically produced traditional medicine
- ✓ TI = Imported traditional medicine
- ✓ DKL = Domestically/locally produced strong medicine
- ✓ SD = Domestically produced supplement
- ✓ SI = Imported supplement
- ✓ CD = domestic cosmetic
- ✓ CL = imported cosmetic
- ✓ CA = cosmetic with notification sign
- ✓ ITUP = Tourism business fixed permit (restaurant/catering/kitchen)
- ✓ ISUP = Tourism business temporary permit (restaurant/catering/kitchen)
- ✓ NKV = Veterinary Control Number (RPH/RPA)
- ✓ HC = Health Certificate
- ✓ CFS = Certificate of Free Sale

**For non retail product, therefore, type of permit may be filled with “-”.**



## X. CUSTOMER AGREEMENT

The next stage after submitting registration is **Customer Agreement** containing halal certification requirements that must be agreed upon by the company. Please read carefully:

1. Click **“Agree”** if you agree, and the halal certification process will be continued.
2. Click **“Decline”** if you do not agree and all registration process will be stopped.

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Inquiry SK

Inquiry Material Approval

Pay Material Approval

View Material Approval

Regular Report

View Comments Regular Report

Registered Materials

Home - Customer

### Customer Agreement

On behalf of the company herewith state the willingness to comply with regulation stipulated by LPPOM MUI as follows:

1. To comply with Requirements of Halal Certification: Policy, Procedure and Criteria (HAS 23000).
2. To implement Halal Assurance System continuously.
3. To submit the periodic report every 6 months.
4. To ask approval from LPPOM MUI if there are any changes of : (i) raw material(s), additive(s) and processing aid(s) of the certified product(s) (for manufacturing industry, restaurant, catering, kitchen); (ii) slaughterman(s), slaughtering method and stunning method (for slaughterhouse).
5. To register halal certification for every : (i) Development product with same brand and new production facilities that produce halal certified products (for manufacturing industry); (ii) Development menu and additional outlet/kitchen that produce halal certified products (for restaurant, catering, kitchen)
6. To accept audit of LPPOM MUI although without prior notification.
7. To allow LPPOM MUI to take sample of products or materials needed for laboratory analyzing and undertake payment of laboratory analyzing.
8. To give all information related to halal certification, i. e. information about all material(s) used, product formulation/menu recipe, production process and implementation of Halal Assurance System.
9. The using of Halal Certificate is valid only for two years, and to renew it the company must resubmit an application at least 2 (two) months before Halal certificate expired.
10. When the validity of Halal Certificate has expired and the company does not renew it, LPPOM MUI has right to announce it to public.
11. To put LPPOM MUI logo on the packaging/label of Halal MUI certified products (especially for retail products), or copy of Halal certificate on outlet(s), according to LPPOM MUI Decree Letter Number SK10/Dir/LP POM MUI/XII/07 about Logo of LPPOM MUI.
12. If there are any changes or additional to this statement, it will be written down in an addendum as part of the whole application document and made in 2 (two) copies.
13. If there are any violations, Halal certificate will be revoked by LPPOM MUI and will be announced to public.

**Important!**  
**After the company clicks “Agree”, company will receive NOTIFICATION EMAIL to make payment of registration.**





## XI. THE ACTIVATION OF REGISTRATION (IF MORE THAN ONE REGISTRATION)

If the company has more than one registration number (registering more than one product category), on **Halal Registration** menu it will prompt a display of table as below:

**Customer Menu**

- Halal Registration
- Payment Registration
- Upload Halal Document
- Registration Details
- Contract Payment
- Halal Doc Monitoring
- Product Monitoring
- Material Monitoring
- Matrix Monitoring

Home - Customer

### Registration List

Filter

[Add Data](#)

BRANCH	REG. NO	DATE	TYPE	STATUS	ACTIVE ?	ACTION
Head Quater	7441	2014/09/23	Kitchen	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7849	2014/10/31	Manufacturing Industry	New	True	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7851	2014/10/31	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7916	2014/11/05	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7943	2014/11/07	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>

Choose one of the registrations to process first. The steps that must be taken are:

1. Click **“View”** to make sure that the registration and groups of products already match
2. Click **“Default”** to choose the registration number to process. In **ACTIVE?** column it will be written *True*. (NOTE: non active registration / registration that did not click **Default** will be written *False* in **ACTIVE?** Column).

## XII. PAYMENT OF REGISTRATION

Especially for companies located abroad, registration payment will be charged later with contract payment, but you still need to confirm the payment in Cerol system by following the steps:

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

Home - Customer

### Payment Registration

Upload Copy Transfer

No file chosen

Registration Number \* 20686

Payment Type \*  Cash  Transfer  Credit Card

Date Paid \* 2017/05/22

Billing 220,000

Paid Amount \*

#### Important!

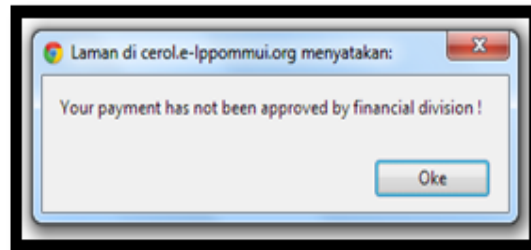
1. If it is not made the payment of registration yet, the company shall not be able to upload the certification data
2. If within 10 days since doing the registration it is not made the payment, then the registration will automatically be deleted from system and the company shall have to apply for a new registration (NO NEED TO MAKE A NEW ACCOUNT / DO ANOTHER 'SIGN UP')

1. Input **Blank Document** by click “**Choose File**”.
2. **Wait until there appears *Upload Completed* information on the bottom left side.**
3. In **Payment Type**, choose “**Transfer**”.
4. In **Paid Amount**, click “**Full Payment**” (and automatically it will be filled with 220,000 figure).
5. Click “**Paid**” (**DO NOT FORGET**).

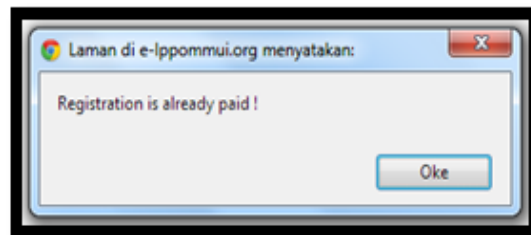
**Note:** the company will receive a notification email in Contact Person email that the payment has completed and is waiting for “approval” process by the finance department

### XIII. VERIFICATION ON THE PAYMENT OF REGISTRATION

After click Paid, further the information on this payment of registration fee will be verified by the finance department of LPPOM MUI. If the finance department of LPPOM MUI is still in the verification process of registration payment, when you click again Payment Registration menu it will appear the information that registration payment is not approved yet by LPPOM 's finance department as below, and **the process can't be continued yet.**



If the result of verification conforms, when you click again Payment Registration menu it will appear the information that registration is already paid as below, and the registration process can be continued by uploading certification data.



If the result of verification by LPPOM MUI's finance department does not conform, then the company will receive a notification email stating that the payment of registration is not approved. Further, you may log again into Payment Registration menu and make a re-payment by uploading the suitable transfer slip.

# XIV. UPLOAD CERTIFICATION DATA (UPLOAD THE HALAL DOCUMENT)

## Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Edit Customer

Change Password

Disclaimer Registration

Home - Customer

## Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

NO.	DOCUMENT NAME
1	Previous Halal Certificate (for development/renewal
2	HAS Manual (for new/renewal registration and develo HAS Status B)
3	HAS Status or HAS Certificate (for development/rene
4	Flow process chart of halal certified products
5	Statement of pork free facility (for new applicant or
6	Address list of all production facility (include manufa pra-production facility and head office)
7	Evidence of Halal Policy dissemination (for new applic
8	Evidence of HAS Internal Training execution (for new facility)
9	Evidence of HAS Internal Audit execution (for new ap facility)
10	Business license (for new applicant or for new facility)

Process Upload Data

After the payment of registration is verified and approved by the finance department of LPPOM MUI, then the company shall have to upload / complete the certification data, through **Upload Halal Document** menu.

There are 6 phases of certification data completion which consist of:

1. Upload the Halal document
2. The completion of factory//manufacturer's data
3. The completion of product's data
4. The completion of material's data
5. Upload the product's matrix
6. HAS Questionnaire

***\*During the initial process, all of data are uploaded in this menu and not in other menus.***

### Important!

1. Each phase of document must be completed in full. If there is any column not filled in yet, then the process can't be continued to the next phase and there will appear "**process will be terminated**" information.
2. All phases **must be completed till finish at HAS Questioner phase. If it is not completed yet, data will not be accepted by LPPOM MUI** so it can't be checked.

# XIV.1. UPLOAD HALAL DOCUMENT

Home - Customer

## Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

The initial phase of certification data uploading process is to upload the Halal document. The steps are as follows:

1. Click “**Browse**” button to choose the file to upload.
2. Click “**Process Upload Data**” button to do the uploading.
3. Click “**View**” button to view again the uploaded file. If there is a mistake in uploaded file it can be done another uploading.

NO.	DOCUMENT NAME	STATUS	FILES
1	Previous Halal Certificate (for development/renewal registration)	Not Uploaded	<input type="button" value="Browse..."/> No file
2	HAS Manual (for new/renewal registration and development registration with HAS Status B)	Not Uploaded	<input type="button" value="Browse..."/> No file
3	HAS Status or HAS Certificate (for development/renewal registration)	Not Uploaded	<input type="button" value="Browse..."/> No file
4	Flow process chart of halal certified products	Not Uploaded	<input type="button" value="Browse..."/> No file
5	Statement of pork free facility (for new applicant or new facility)	Not Uploaded	<input type="button" value="Browse..."/> No file
6	Address list of all production facility (include manufacture , warehouse , pra-production facility and head office)	Not Uploaded	<input type="button" value="Browse..."/> No file
7	Evidence of Halal Policy dissemination (for new applicant or new facility)	Not Uploaded	<input type="button" value="Browse..."/> No file
8	Evidence of HAS Internal Training execution (for new applicant or for new facility)	Not Uploaded	<input type="button" value="Browse..."/> No file
9	Evidence of HAS Internal Audit execution (for new applicant or for new facility)	Not Uploaded	<input type="button" value="Browse..."/> No file
10	Business license (for new applicant or for new facility located in Indonesia)	Not Uploaded	<input type="button" value="Browse..."/> No file selected.

### Important!

1. Do not use reading marks (#, &, \*, ', @, \$, %, ©, ®, ™ symbols, abbreviations such as ID, RM, etc) in the **document naming**. Writing can be changed with letter (such as: solution 90% become 90% solution / Milk ID become Milk\_ID)
2. The document's memory shall not exceed 8 MB.
3. If document is more than 1, then it is made in **.rar / .zip form**.
4. Do not upload document more than 1 time, since the one saved is only the latest document
5. Make sure the document status is “**Uploaded**”. If there is still “**Not Uploaded**” status, then it can't be continued to the next phase
6. Document can be in uploading process one by one or at once

If document already uploaded, the status of the document will change from **Not Uploaded** to **Uploaded**.

[List of Files](#)

NO.	DOCUMENT NAME	DOC NAME	ACTION
1	Previous Halal Certificate (for development/renewal registration)	Manual SJH PT. Evigo.pdf	<a href="#">View</a>



Below is the explanation on uploaded document :

1. Previous Halal Certificate: The previous Halal certificates for same product, along with its Halal certificate attachments (for Development and Renew register). **For new register can upload “blank document”.**
2. HAS Manual: **SJH manual which covers 11 SJH criteria** (for New/Renew and Development register with SJH B status).
3. HAS Status or HAS Certificate: last Status/certificate of SJH (for Development and Renew register). **For new register can upload “blank document”.**
4. Flow Process Chart of Halal certified products: Flow-diagram of production process for certified products. **One flow-diagram is sufficient for each type of product, no need for all products.**
5. Statement of pork free facility: Statement from the owner of production facility that the production facility (including supporting equipment) is not used alternatively to product halal products and products containing pork / its derivatives. **This document is needed for new companies or new factories.**
6. Address list of all production facility: **list of addresses of all production facilities involved in critical activities**, including own factory / outsourced factory, warehouse of intermediate materials /products, pre-production facility (mixing, drying, weighing etc), head office (if there is a critical activity, e.g. purchasing, R&D)
7. Evidence of Halal Policy dissemination: Evidence on the socialization of Halal policy to all stakeholders, e.g. attendance list of employees briefing, photographs of Halal policy posting at office / factory areas, and memo to suppliers. **This document is needed for new companies or new factories.**
8. Evidence of HAS Internal Training execution: Evidence on implementation of SJH training held at company in-house, e.g. the attendance list / photographs of training and training materials. **This document is needed for new companies or new factories.**
9. Evidence of HAS Internal Audit execution: Evidence on the implementation of SJH internal audit, in the form of report on internal audit results. **This document is needed for new companies or new factories.**
10. Business license such as SIUP, IUI, TDP, etc. **This document is for new applicants or new facility located in Indonesia. For overseas company can upload “blank document”.**



## XIV.2. THE COMPLETION OF FACTORY'S DATA

Home - Customer

### Upload Halal Document

**Manufacturer** [Main Menu](#) [Next](#)

Home - Customer

### Manufacturer List

Filter

**Add Data** [Next](#)

ID	MANUFACTURER	ADDRESS	CITY	COUNTRY
----	--------------	---------	------	---------

Manufacturer Name \*

Address \*

City

Country

ZipCode

Phone \*

Fax

Email \*

Personal In Charge \*

Title

Phone

HP

Email \*

Contact Person \*

CP Title

CP Phone

CP HP

CP Email \*

Prior to the completion of product's data, the company shall have to complete the data of factory producing certified products. The steps are as follows:

1. Click "**Manufacturer**" button on the top of halal document upload table.
2. Click "**Add Data**" to add data of factory/manufacturer to be applied for a Halal certification
3. Complete the data according to the column available
4. Click "**Submit**" to save data.
5. Click "**Next**" upon having finished in adding factory's data.

*\*The company may add more than 1 factory by repeating the above steps*

#### Guidance on column filling-in:

- **Manufacturer Name and Address:** name and address factory/ manufacturer producing the certified products, **either own factory or outsourced factor/copacker, and it be included in Halal certificate (DO NOT MIS-TYPE)**
- **Personal in Charge:** name of the chairman of Halal management team or top management
- **Contact Person:** name of personnel appointed to communicate with LPPOM MUI during Halal certification process
- **Title :** position

#### **Important !**

1. The company may revise data already entered by clicking "**Edit**" button on manufacturer's data table
2. If the name of factory is same, look at the factory's ID number on the manufacturer's data table (this is important especially during the filling in of product's name since the name to appear will be the same to that of "Manufacturer" menu)
3. Columns marked with (\*) are required to fill in



## XIV.3.A. THE COMPLETION OF PRODUCT'S DATA (MANUALLY)

The next step is to register all of PRODUCTS to be certified. There are two methods of product data completion, i.e. **Manually** and **import CSV file**.

### List of Product

Reg. Number: 13239  
Manufacturer: Evigo 10 Plant Cirebon  
Group: Infant/Toddler Milk and Food (Susu dan Makanan Bayi/Balita)  
Type: Infant/Toddler Biscuit (Biskuit Bayi/Balita)  
Source File: Choose File No file chosen Import CSV

Add Row Delete Row

<input type="checkbox"/>	PRODUCT NAME	UNPUBLISHED?
<input type="checkbox"/>	My Biscuit Biskuit Bayi Rasa Apple	<input type="checkbox"/>
<input type="checkbox"/>	My Biscuit Biskuit Bayi Rasa Jeruk	<input type="checkbox"/>
<input type="checkbox"/>	Biskuit Bayi (kode B-03816)	<input checked="" type="checkbox"/>

Process

### Important!

1. Do not use reading marks (#, &, \*, ', @, \$, %, ©, ®, ™ symbols, abbreviations such as ID, RM, etc) in product naming. The writing can be changed with letters (e.g. 90% solution becomes 90 percent solution / Milk ID becomes Milk\_ID).
2. If factory is more than one, make sure that all products at each factory are registered.
3. If factory is more than one and have same factory's name, pay attention to the sequence of factories in Manufacturer menu and choose the factory as sequenced.
4. Especially for extension registration, products in the previous register shall automatically appear, so the company only needs to add new products and delete products not going to register again.

### MANUALLY:

1. Click the mark  in “**Manufacturer**” column to choose the production place of product.
2. Click the mark  in “**Group**” column to fill-in group of products.
3. Click the mark  in “**Type**” column to choose the suitable type of product.
4. Insert name /brand/code of product going to certify in “**Product Name**” column. **Especially** for retail product, name of product is to suit the name registered at POM agency of RI (**DO NOT MIS-TYPE**).
5. To add products, click “**Add Row**” button then fill-in the name of product going to register. While to eliminate products, click the box at product's left side, then click “**Delete Row**” button
6. If product IS NOT DESIRED to publish to the public (through LPPOM MUI website, smartphone etc), click the box in “**UNPUBLISHED?**” column
7. Click **Process** to upload data
8. Repeat steps 1-7 for a different factory site and/or a different type of product (if any).



## XIV.3.B. THE COMPLETION OF PRODUCT'S DATA (BY IMPORTING CSV FILE)

### List of Product

Main Menu **Download Template** Manufacturer Previous Next

Reg. Number   
Manufacturer   
Group   
Type   
Source File  No file chosen

	A1	B	C	D	E	F
1	ProductName	IsForPublic				
2	Product 1	0				
3	Product 2	-1				
4	Product 3	0				
5	Product 4	-1				
6	Product 5	0				

#### Important!

- Do not use reading marks (#, &, \*, ', @, \$, %, ©, ®, ™ symbols, abbreviations such as ID, RM, etc) in product naming. The writing can be changed with letters (e.g. 90% solution becomes 90 percent solution / Milk ID becomes Milk\_ID)
- The company shall have to create more than 1 file of CSV if it has more than 1 different types of products or if manufacture produce different product.

### IMPORT CSV FILE METHOD:

If the number of products is plenty and it is not possible to input manually, then it can be done by means of importing CSV with the steps as follows:

- Click **“Download Template”** to download data completion file and save the file without change the file type (remain in CSV format).
- Open** CSV file and insert all of product names in **“ProductName”** column (for the same factory and/or type of product) in Product Name column. **Do not change column's format.**
- Fill-in **“IsForPublic?”** column with **“-1”** number, if your product is wished to publish to the public or fill-in the column with **“0”** number if the product is not wished to publish. Save the file
- Choose the suitable **“Manufacturer”**, **“Group”**, and **“Type”**.
- Upload the completed file in **“Source File”** column by clicking **“Choose File”** column then click **“Import CSV”**. Those products already inserted in Excel shall automatically get into the system
- Repeat steps 1-5 for a different factory site and/or a different type of product (if any).

## XIV.3.C. THE HANDLING ON GENERAL MISTAKES IN THE COMPLETION OF PRODUCT'S DATA

Home - List of Product

### List of Product

Reg. Number   
Manufacturer   
Group   
Type   
Source File  No file chosen

<input type="checkbox"/>	PRODUCT NAME	IS FOR PUBLIC ?
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[List of Products](#) [Clear List of Products](#)

MANUFACTURER	GROUP	TYPE	ID	PRODUCT NAME	ACTION
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	1	Ekstrak 1	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	2	Ekstrak 2	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	3	Ekstrak 3	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	4	Ekstrak 4	<a href="#">Edit</a>   <a href="#">Delete</a>

Upon completing the product registration, click **“List of Products”** at the bottom left corner to see products successfully registered. Re-check if all of products going to certify are already registered and type correctly.

#### Important!

Below are general mistakes that occur and the action to take

1. Mistake in typing product's name : click **“Edit”** then correct the product's name in **Product Name column**
2. Mistake in choosing product's type: click **“Edit”** then choose the suitable product's type in **Type column**
3. Repeated fill-in of product: click **“Delete”** on the repeated product and will be deleted, afterward click **“Confirm Delete”** button
4. If product is produced at several factories, there is a product not yet registered at another factory: choose factory then add the product as explained before
5. If there occurs a mistake in filling-in factory's name: delete product by clicking **“Delete”** on the product and re-upload the product's name by choosing the suitable factory in **Manufacturer column**
6. Mistake in choosing group of products: please contact LPPOM MUI via email [services@halalmui.org](mailto:services@halalmui.org) to change the group of products

If the checking on products has completed and already matched, click **“Next”** to continue with registration process.

## XIV.4.A. THE COMPLETION OF MATERIAL'S DATA (MANUALLY)

The next step is to register all of materials used for products to certify and upload the material's document. **Especially for development and extension registration, the company only needs to register new materials only.** New materials are materials not register at Cerol yet, either of new material's or old material's type, but coming from a new producer.

There are two methods of material's data completion, i.e. **manually** and **importing CSV file**.

Home - List of Materials

### List of Materials

[Main Menu](#) [Download Template](#) [Previous](#) [Next](#)

Reg. Number

Material Type

Source File  No file chosen

Delimiter  Comma ( , )  Semi Colon ( ; )

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### MANUALLY:

1. Choose the suitable **Material Type**:
  - *Raw Material+Additive* (raw material and additive material, i.e. all materials used in the manufacturing process of a product and become part of the product's composition).
  - *Processing Aid* (supporting material, i.e. the material used to aid in production process, but the material is not part of the product's composition) (e.g. brush for spread, oil for frying , etc).
2. Then fill-in the List of materials table (**guidance to the completion of list of materials column can be found page 31**).
3. Click "**Process**" when having completed inputting data (it is suggested to click "**Process**" each time inputting one to three columns (rows) of material's data).

## XIV.4.B. THE COMPLETION OF MATERIAL'S DATA (IMPORT FILE CSV METHOD)

Main Menu **Download Template** Previous Next

### List of Materials

Reg. Number   
Material Type   
Source File  No file chosen  
Delimiter  Comma (,)  Semi Colon (;)

Correct format of column

	A	B	C	D	E	F	G	H	I
1	<u>MaterialName</u>	<u>Producer</u>	<u>Country</u>	<u>Supplier</u>	<u>HalalBy</u>	<u>CertificateNo</u>	<u>ValidEnd</u>	<u>OtherDoc</u>	<u>Remarks</u>
2	Material 1	PT ABC	Indonesia	PT Supplier Abadi1	Cerol	CERT001	2-Jan-13	other doc ss	remarks
3	Material 2	PT DEF	Indonesia	PT Supplier Abadi2	Cerol	CERT002	3-Dec-14	doc sertifikasi	
4	Material 3	PT GHI	Malaysia	PT Malaysia 1	Cerol	CERT003	13-Mar-15		
5	<u>Bahan Penolong 1</u>	<u>PT XYZ</u>	<u>Indonesia</u>	<u>PT Indoprima</u>					
6	<u>Bahan Penolong 2</u>	<u>PT XXX</u>	<u>Indonesia</u>	<u>PT Indonusa</u>					

Material data

METHOD OF FILE IMPORT 1 (if the number of materials is plenty and the company has an excel file of list of materials)

1. Open the existing excel file of list of materials, then adjust the format with CSV template as the example above (**the format must be the same**). Check the existing material's data and remove processing aid materials from the list of materials (CSV file for supporting materials is created separately from CSV file of additive materials). The method of completing list of materials column can be found on the page 31. **Then save as file in CSV format (\*.csv).**
2. At Cerol: choose **Material Type**, whether **Raw Material+Additive** or **Processing Aid**
3. Import file: click "**Choose File**" then choose **Delimiter (Comma (,) or Semi Colon (;)**, then click "**Import CSV**".
4. Repeat steps 1-3 for supporting materials (if any). Or if the number of supporting materials is a little then for supporting materials **it can be completed manually.**

#### Important!

1. Do not combine columns in excel file (merge)
2. Do not use commas (,) or upper commas (;) on data writing.
3. Do not forget to choose "Delimiter"
4. If you want to add material with CSV, create a new CSV file. **DO NOT USE THE PREFERRED CSV FILE.**

Reg. Number

Material Type

Source File  No file chosen

Delimiter  Comma (,)  Semi Colon (;)

Correct format of column

	A	B	C	D	E	F	G	H	I
1	<u>MaterialName</u>	<u>Producer</u>	<u>Country</u>	<u>Supplier</u>	<u>HalalBy</u>	<u>CertificateNo</u>	<u>ValidEnd</u>	<u>OtherDoc</u>	<u>Remarks</u>
2	Material 1	PT ABC	Indonesia	PT Supplier Abadi1	Cerol	CERT001	2-Jan-13	other doc ss	remarks
3	Material 2	PT DEF	Indonesia	PT Supplier Abadi2	Cerol	CERT002	3-Dec-14	doc sertifikasi	
4	Material 3	PT GHI	Malaysia	PT Malaysia 1	Cerol	CERT003	13-Mar-15		
5	<u>Bahan Penolong 1</u>	PT XYZ	Indonesia	PT <u>Indoprima</u>					
6	<u>Bahan Penolong 2</u>	PT XXX	Indonesia	PT <u>Indonusa</u>					

Material data

**METHOD OF FILE IMPORT 2** (if the number of material is plenty and the company does not have an excel file list of materials)

1. Click "**Download Template**" in the top right corner to download the material list template in CSV format. Open the file, then make a list of materials in accordance with the template format (see example above). Guidelines on filling in the ingredients list column can be seen on page 31. Recheck the existing material data and make sure it does not mix with the Processing Aid materials (CSV files for helpers are made separately from the raw material CSV file). **Then save the file in CSV format.**
2. At Cerol: choose **Material Type**, whether **Raw Material+Additive** or **Processing Aid**
3. Import file: click "**Choose File**" then choose **Delimiter (Comma (,) or Semi Colon (;)**, then click "**Import CSV**".
4. Repeat steps 1-3 for supporting materials (if any). Or if the number of supporting materials is a little then for supporting materials **it can be completed manually.**

**Important!**

1. Do not combine columns in excel file (merge)
2. Do not use commas (,) or upper commas (;) on data writing.
3. Do not forget to choose "Delimiter"
4. If you want to add material with CSV, create a new CSV file. **DO NOT USE THE PREFERRED CSV FILE.**

## XIV.4.C. GUIDANCE TO THE COMPLETION OF LIST OF MATERIALS COLUMN

- **Material Name** : include all materials, covering raw materials and additive materials as well as supporting materials (including alternative materials) in the form of name, brand or code of material (e.g. wheat flour of xxx brand, lychee taste xxxx etc). **Do not use reading marks (#, &, \*, ', @, \$, %, ©, ®, ™ symbols, abbreviations such as ID, RM, etc) in product naming. The writing can be changed with letters (e.g. 90% solution becomes 90 percent solution / Milk ID becomes Milk\_ID)**
- **Producer** : Include name of factory producing materials (e.g. PT ABCDE, Shugoi Co. Ltd., etc). Especially for vegetable materials with no processing, it can be filled-in with 'farmer'
- **Country** : Include the country of in which factory produces materials (e.g. Indonesia, Japan, etc)
- **Supplier** : Include the supplier of materials. For materials bought on retail basis, it can be written in general as shop/market. For materials included in the List of non critical materials (SK07/Dir/LPPOM MUI/I/13), **it no need to include name of supplier and it can be written "-"**.
- **Halal By**: Include the agency missing Halal certificate for the relevant materials, i.e. MUI or any certification agency acknowledged by MUI.
- **Certificate No** : Include number of Halal certificate for the relevant material.
- **Valid End** : Include the expiry date of Halal certificate. For manual method, the writing of date uses **YYYY-MM-DD format, e.g.** for December 30, 2012 it is written 2012-12-30. For import file method, the format of date writing uses **YYYY-MM-DD format or follows the date format applied in CSV template file.**
- **Other Doc** : **Fill-in** with another type of document attached, e.g. flow process, specification, MSDS
- **Remarks** : include a remark on the material's origin, if not supported by document (e.g. vegetable material, mined material, chemical substance) , or number of approval letter on the use of material from LPPOM MUO for development/extension product (if any), or **'inactive' if the material is no longer used for a long time.**
- **If there is no data available, it can be filled-in with "-"**.
- **The completion of MaterialName, Producer, and Country columns are required to fill-in**

## XIV.4.D. THE COMPLETION OF MATERIAL SUPPORTING DOCUMENTS

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Process

[List of Materials](#)

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Processing Aid	7	Material 1	Data has not been uploaded	Not Uploaded	<a href="#">Choose File</a> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>

The next step upon having uploaded the material supporting documents (material's halal certificate, process flow-chart, material's specification etc). The method is as follows:

1. Click **“List of Material”**
2. When the list of materials inserted appears, click **“Choose File”** to insert the supporting documents to be uploaded. If the number of file to be uploaded is more than one, then the files are gathered in one folder then compressed into ZIP/RAR file prior to uploading.
3. Click **“Upload”** to process the document uploading (done on each page). Make sure that status column changes to become Uploaded at each row of material.
4. Click **“Next”** to continue the registration process. If the document upload is not completed yet, then it will appear a dialog box (remark) **“You have to Upload all Document List of Material!”**. Re-check Status column, and repeat the phases from the beginning when there is any material whose status is still written Not Uploaded.

### Important!

1. Do not use reading marks (#, &, \*, ', @, \$, %, ©, ®, ™ symbols, abbreviations such as ID, RM, etc) in product naming. The writing can be changed with letters (e.g. 90% solution becomes 90 percent solution / Milk ID becomes Milk\_ID)
2. All materials must be input their supporting documents according to those included in the list of materials
3. If material is not included in the List non critical materials (see list of non critical materials on [www.halalmui.org](http://www.halalmui.org) web site, then for the material upload an empty document



## XIV.4.D. THE HANDLING ON COMMON MISTAKES IN THE COMPLETION OF MATERIAL'S DATA

							DD)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Process

List of Materials

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Raw Material + Additive	1	Terigu Kunci Emas*	1.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>
Raw Material + Additive	2	Terigu Jade*	2.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>
Raw Material + Additive	3	Palm Sugar (Kode 5022-Granul)*	2.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>

Upon having uploaded material's documents, click **"List of Material"** at the bottom left side to view materials successfully registered. Re-check if all materials are already registered and re-check also if all material's documents have been uploaded. When having completed on checking the materials and all are in conformance, click **"Next"** to continue the registration process.

### Important!

Below are mistakes commonly occurring and the actions that can be taken:

1. Mistake in typing material's data: click **"Edit"** then correct the material's data
2. Repeated fill-in: click **"Delete"** on the material to delete
3. There is a material not registered yet, add the material as explained before
4. Mistake in uploading material's documents or documents aren't successfully uploaded which causes a blank screen (it could be due to the file size is >8 MB): re-upload the material's documents by clicking **"Choose File"**.
5. **When** there is an update to raw material's documents, the naming of document must be distinguished from the previous documents
6. Mistake in material's type (raw material+additive or processing aids): delete the material then add a material by choosing the suitable type of material



## XIV.5.A. THE COMPLETION OF MATERIALS' MATRIX VS PRODUCTS (MATRIX OF PRODUCT)

The next phase is uploading matrix of products. **Matrix of Products** is a matrix showing the materials used for each certified product. Especially for flavor or any product with a complicated formula, the company may upload the formula print screen data or upload a letter of statement that the formula will be checked during an audit.

The steps of making the matrix are as follows:

1. Click "**Download Template**" to download the matrix template.
2. Open the matrix file and fill in the data according to the format in the template.

B	C	D	E	F	G
<b>MATRIKS REKAPITULASI PRODUK DAN SELURUH BAHAN UNTUK SETIAP JENIS PRODUK</b>					
Nama Perusahaan : Evigo, CV					
Jenis Produk : Keripik					
No.	Nama Bahan	Nama Produk			
		Peyek Kacang	Peyek Teri	Keripik Bawang	
1	Tepung Terigu	√	√	√	
2	Telur	√	√	√	
3	Minyak Goreng	√	√	√	
4	Kacang Tanah	√			
5	Teri		√		
6	Tepung Beras	√	√		
7	Seledri			√	
8	Mentega	√	√		
Jakarta, 12 Januari 2012					
Dibuat oleh,			Disahkan Oleh,		
( Mr. A )			( Mr. B )		
Ketua Tim Manajemen Halal			Pimpinan Perusahaan		



## XIV.5.B. THE COMPLETION OF MATERIALS' MATRIX VS PRODUCTS (MATRIX OF PRODUCT)

When the matrix file is ready, do the upload process with the following phases:

1. Click **“Choose File”** and choose the matrix file to upload. Matrix file can be in the form of Excel, Word, and PDF.
2. Click **“Process”** to upload file. If the upload is successful, in Status column it will contain *“Uploaded (space) name of matrix file”*.
3. Click **“Finish”** if the file has been uploaded. Afterwards, it will appear a dialog box on which it runs *“You have to fill Questionnaire first to Finish all Process !!!”* then click OK. The purpose of this text box is you have to complete HAS Questionnaire to end the certification data uploading process.

Home - Matrix of Product

### Matrix of Product

Previous: **Finish**

Reg. Number

174

Upload File

**Choose File** No file chosen

Status

Uploaded Matrix-Evigo-102.xls

**Process**

Download Template

## XIV.6. THE COMPLETION OF "HAS QUESTIONNAIRE"

The final phase of certification data uploading process is completing **HAS Questionnaire**. The contents of **HAS Questionnaire** in accordance with the company's condition by :

- Yes answer: click box in YES column
  - No answer: no need to click, let the "√" mark in NO column
  - N/A (*Not Applicable*) answer : click box in NO column so "√" disappears (especially Nos 2, 5, 6).
- Click "**Process**", then there appears "*Process Upload Data Registration is Complete*" dialog box, click "**OK**". **The online uploading process of halal certification data completed. The company will receive a notification email on Contact Person email containing a message that the data uploading process has been done.**

Next, the company monitors the uploaded data (see monitoring section) and make the payment of certification contract (see contract payment section)

### HAS Questionnaire

ID	QUESTION	YES ?	NO ?	
1	Does the applicant is a distributor (not producer/manufacturer)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	→ Answer Yes
2	If the answer to point 1 is Yes, does the applicant is in one group with producer/manufacturer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Does the applicant do relabeling or repacking process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	→ Answer No
4	Besides producing halal certified products, does the company also producing uncertified products?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	If the answer to point 4 is Yes, is the production facilities and all equipments used to produce halal and uncertified products are the same?	<input type="checkbox"/>	<input type="checkbox"/>	→ Answer N/A
6	If the answer to point 5 is Yes, is there any usage of pork or porcine-derived materials?	<input type="checkbox"/>	<input type="checkbox"/>	

**Process** **Back**

Important !

1. Make sure that the completion of **HAS Questionnaire** has been successfully processed and the company receives a notification email. If the completion process of **HAS Questionnaire** is unsuccessful yet, the **View HAS Questionnaire will be blank**. You have to login to **Upload Halal Document menu**, and fill-in **HAS Questionnaire**. **Otherwise**, data can't be examined by the admin of LPPOM MUI.
2. The translation of HAS Questionnaire is viewable on the next page.

## XV. GUIDANCE ON THE COMPLETION OF CERTIFICATION DATA BASED ON REGISTRATION STATUS

Upload Certification Data	Register Status			
	New	Product Development	Factory Development	Extension
* Halal Document				
1. Previous Halal Certificate	BD	Certificate Cover and Attachment	Certificate Cover and Attachment	Certificate Cover and Attachment
2. HAS Manual	Yes	Yes, If HAS Status B	Yes	Yes
3. HAS Status	BD	Ya	BD	Yes
4. Address list of all facility	All Facilities	BD	New Factory	All Facilities
5-7 Evidence	Yes	BD	Yes	BD
† Factory Data	Yes	-	Yes	-
* Product Data				
Product Name	Yes	Yes	Yes	Yes
* Material Data				
1. Material	All Materials	New Material	New Material	New material that not existing in Cerol
2. Material Document	All Materials Document	New Material Document	New Material Document	All Materials Document
* Matrix Data	All Products	New Product	Product in new factory	All Products

(-) : no need to fill the data

BD: Blank Document



## XVI. THE PAYMENT OF CERTIFICATION COST

Upon the completion of certification data uploading, further the finance department of LPPOM MUI will create a contract and enter the contract invoice to Cerol system. The company has to make the payment of contract by transfer or online payment. Then, the company has to make a confirmation on contract payment in Cerol through **Contract Payment menu**.

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

**Contract Payment**

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

Home - Customer

### Contract Payment List

INVOICE NO	DATE	REG NO	BILLING	PAYMENT	BALANCE	STATUS	VIEW AKAD	ACTION
2234c	2013/04/24	2234	1,000,000	0	1,000,000	Open	<a href="#">View</a>	<a href="#">Paid - Online Payment</a>
EVIGO/0313/2234	2013/04/10	2234	2,000,000	2,000,000	0	Complete	<a href="#">View</a>	<a href="#">Paid - Online Payment</a>
EVIGO/0813/2234	2013/04/09	2234	1,500,000	1,500,000	0	Paid (Un-Approved)	<a href="#">View</a>	<a href="#">Paid - Online Payment</a>

The phases of payment in **Contract Payment menu** are as follows:

1. Click "**View**" to download the contract file already created, then signed by the company & scanned.
2. Companies can choose the method of payment of the contract through **bank transfer (paid) OR using online payment**. Further explanation is on the next page.

Explanation on status:

1. **Open**: the company has not made the payment of contract in Cerol yet
2. **Complete**: the company has made the payment of contract in Cerol and is already approved by the Finance department
3. **Paid (Un-Approved)**: the company has made the payment of contract in Cerol but is not approved yet by the Finance department

If there is no invoice yet, then the display in Cerol is as follows:

Home - Customer

### Contract Payment List

Data Payment does not exist !!!



### Important!

The company shall be able to view contract invoice when the Finance department has entered the contract invoice in Cerol

## XVI.1. UPLOAD THE PAYMENT SLIP (PAID)

Below is the display when the company already logged in to **Contract Payment** menu and click **“Paid”** (*This method use when you transfer to our Bank account not through online payment*)

Home - Customer

### Akad Payment

Upload Copy Transfer  No file chosen

Registration Number \*

Invoice Number \*

Payment Type \*  Cash  Credit  Transfer

Payment Date \*

Billing

Paid Amount \*

The payment method of contract (**Paid**) in Cerol:

1. Upload the Copy of Transfer: click **“Choose File”** then choose file of transfer slip (**complete the transfer slip with company name and register number**) along with the scanned document of contract already signed by the company (both files are compressed), then upload (**DO NOT FORGET TO UPLOAD**)
2. Payment Type: choose **“Transfer”**
3. Payment Date and Billing will automatically be filled (*Billing 2,000,000 only example, not the actual cost*)
4. Paid Amount: click **“Full Payment”**, will automatically be filled with a figure consistent to billing’s figure
5. Click **“Paid”**.

Further, the finance department of LPPOM MUI need to verify the contract payment. If the verification result is consistent, then when you click again the **Contract Payment** menu, there will appear an information that the contract has been paid (status **Complete**) and the company will also receive a notification email to **Contact Person containing a message that the payment of contract has been approved**. If the verification result is not consistent yet, then it will appear status **Paid (Un-approved)** and the process can’t be continued yet to audit phase.

### Important!

1. The company can be scheduled for an audit when the status of contract is Complete in Cerol and has passed the pre-audit phase for documents already uploaded in Cerol system (Pass Pre Audit)
2. If there occurs an addition of product during the certification process (product addition during audit at the maximum), then there will be a revision to contract and the company has to do the “Paid” in Contract Payment menu, even though there is no addition to fee. If there is no addition to contract fee, then there will appear number 1 in Billing column

## XVI.2. PAYMENT CERTIFICATION THROUGH ONLINE TRANSFER

If the company chooses online payment, the company will be directed to make online payment as follows:



amount **Rp 2,000,000**

order ID 2119848603

item(s) amount

LPPOM MUI Akad Rp 2,000,000  
Payment EVIGO-17917

Name  
LPPOM MUI Customer

Phone number  
081122334455

Email  
email@domain.com

Address  
Jakarta Jakarta 16601

Select Payment

EN ID

**Credit Card**  
Pay with Credit Card

**ATM/Bank Transfer**  
Pay from ATM Bersama, Prima or Alto

Online Payment steps as follows:

1. Click "**Online Payment**" in the action column.
2. Choose payment method (**Credit Card or Bank Transfer**)
3. Make a payment according to the payment guides provided.
4. After the payment is successful, the company will get a notification email via email.
5. The company must send, separately, the halal certification agreement that has been signed and stamped to LPPOM MUI through email

[bendaharalppom@halalmui.org](mailto:bendaharalppom@halalmui.org)


**\* Amount will be directly converted into Rupiah currency**

### Important!

1. The company can be scheduled for an audit when the status of contract is Complete in Cerol and has passed the pre-audit phase for documents already uploaded in Cerol system (Pass Pre Audit)
2. If there occurs an addition of product during the certification process (product addition during audit at the maximum), then there will be a revision to contract and the company has to do the "Paid" in Contract Payment menu, even though there is no addition to fee. If there is no addition to contract fee, then there will appear number 1 in Billing column

5. After click payment confirmation, enter the security code in accordance with the request of the credit card application.
6. After a successful notification that the **Transaction was successful**.
7. The system will also send a notification email when the transaction is successful.

Kartu Kredit EN  ID



**MasterCard.  
SecureCode.**

An Authentication Code has been sent to your mobile number +62813xxxxx504. Please enter the Authentication Code to authenticate this payment before session time-out.


**Time remaining: 04:40**

**Merchant Name** : LPPOM MUI  
**Amount** : IDR 2,000,000  
**Transaction Date** : Mon May 15 2017  
10:03:42 GMT+0700

**BCA MasterCard No.** : xxxx xxxx xxxx 7502 XXX  
**SecureCode™** :   
**Authentication Code** :

This information is **Not Shared** with the Merchant.  
Any problem in receiving your Authentication code? Please contact our **Halo BCA 500 888** or + **62 21 500 888** for assistance.


Kartu Kredit EN  ID



**Rp 2,000,000**  
**Transaksi berhasil**

---

Anda akan diarahkan kembali dalam 5 detik

**SELESAI** 





## XVI.2.B PAYMENT THROUGH ATM/BANK TRANSFER.

Payment online payment by ATM / Bank Transfer follow the following steps:

1. Select the intended bank to initiate the transfer.

**\* Amount will be directly converted into Rupiah currency**

The screenshot shows a mobile application interface for online payment via ATM or bank transfer. The interface is divided into two main sections: a left sidebar with payment details and a right main area for bank selection.

**Left Sidebar (Payment Details):**

- amount:** Rp 2,000,000
- order ID:** 2119848603
- item(s) amount:**
  - LPPOM MUI Akad Payment EVIGO-17917: Rp 2,000,000
- Name:** LPPOM MUI Customer
- Phone number:** 081122334455
- Email:** email@domain.com
- Address:** Jakarta Jakarta 16601

**Right Main Area (ATM/Bank Transfer):**

The title is "ATM/Bank Transfer" with a language toggle set to "EN" (English) and "ID" (Indonesian). The main area lists three bank options, each with a right-pointing arrow:

- Mandiri:** Pay from Mandiri ATMs or internet banking
- Permata:** Pay from Permata ATMs or internet banking
- Other Bank:** Pay from other Bank ATMs

2. Enter your email address to receive transaction notifications.
3. For **Bank Mandiri**, choose the method of payment (**ATM / Internet Banking**)
4. For **other Bank**, select the payment method through ATM Bersama / Prima / Alto.
5. Then click **"See Account Number"** (*After this stage, you can not go back to change the payment method*)
6. After that, the account number will appear online as the account of destination and payment method in accordance with the selected payment method.
7. Click **"COMPLETE PAYMENT"** (You will receive a notification to complete the transaction via email)

< Other Bank EN ID

Get a step-by-step instruction sent to your email?

Input your email address

nurul.fajrina@gmail.com

How to Pay?

PermataBank

ATM Bersama

Prima

Alto

1. On the main menu, choose **Other Transaction**

2. Choose **Payment**

3. Choose **Other Payment**

**IMPORTANT!** Once you confirm payment, you will be unable to change payment method

**SEE ACCOUNT NUMBER**

Other Bank EN ID

Please complete your payment at the ATM before: **16 May 10:58 WIB**

Account number

8778 0003 5926 0564

How to Pay?

permata mandiri

ATM Bersama

Prima

Alto

1. On the main menu, choose **Others**

2. Choose **Transfer**

3. Choose **Online Transfer**

**COMPLETE PAYMENT AT ATM**

**LPPOM MUI**

IDR 2,000,000

Bank Transfer

15 Mei 2017 - 10:58:07

ORDER ID: 20660

**TRANSAKSI PENDING**

Dear evigo,

Anda telah memilih untuk membayar menggunakan bank transfer. Silakan menyelesaikan pembayaran:

**Transfer ke**

Bank Permata

Virtual Account No 8778000359260564

Batas Pembayaran 16 Mei 2017 - 10:58:07 Asia/Jakarta

**Deskripsi**

LPPOM MUI Registration

**Harga**

**2,000,000**

**TOTAL**

**IDR 2,000,000**

**PERHATIAN!**

Mohon selesaikan pembayaran sebelum 16 Mei 2017 - 10:58:07 Asia/Jakarta. Apabila melewati batas waktu, pesanan Anda akan otomatis dibatalkan.



## XVII. MONITORING ON HALAL CERTIFICATION PROCESS

All of data that you have input in the system will then be processed by the related departments at LPPOM MUI. Your task is to monitor the whole existing process and give a response or upload any additional data when there is a pre-audit memorandum or audit memorandum during the certification process. Menus usable to monitor each phase in certification process and give any addition are:

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

- **Halal Doc Monitoring** (pertains to Halal document)
- **Product Monitoring** (pertains to product)
- **Material Monitoring** (pertains to materials)
- **Matrix Monitoring** (pertains to products matrix)
- **HAS Monitoring** (pertains to the implementation of SJH).
- **View History** (to view the last activity during certification process).

### Important!

1. a company which is applying for certification process must routinely (it is recommended each day) open Cerol system especially **MONITORING** menu to monitor the progress of certification process
2. if there is any comment, then upload an additional document in **Monitoring** menu, not in "Upload Halal Document" menu
3. if there is any shortage of data during **Audit** process phase, to complete the data addition, the company has to change "*type f process*" into **Audit**, not at any other phase of process (e.g. Pre Audit).
4. a company which makes any mistake in uploading the revision to monitoring data (edit product / upload revision to document) either in **Upload Halal Document** menu or makes a mistake in choosing *type of process*, then LPPOM MUI shall not be able to know the revision made so it will not be processed.

# XVII.1. HALAL DOC MONITORING

## Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

**Halal Doc Monitoring**

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Home - Customer

## Halal Document Listing

Reg. Number

1544

Type of Process

Pre-Audit

Search

NO.	DOCUMENT NAME	DOC NAME	ACTION	COMMENTS (PRE-AUDIT)
1	Previous Halal Certificate (for renewal/development certification)	1.png	<a href="#">View</a>	pass pre-audit
2	HAS Manual for new applicant or HAS Manual revision for applicant that already have Halal certificate (if there is any)	1.png	<a href="#">View</a>	Manual SJH harus diperbaiki sesuai dengan HAS 23000
3	HAS Status or HAS Certificate (for applicant that already have Halal Certificate)	1.png	<a href="#">View</a>	pass pre-audit
4	Flow process chart of halal certified products	1.png	<a href="#">View</a>	pass pre-audit
5	Statement of pork free facility (for new applicant)	1.png	<a href="#">View</a>	pass pre-audit
6	Address list of all production facility, include manufacture, warehouse, pra-production facility and head office	1.png	<a href="#">View</a>	pass pre-audit

NO.	DOCUMENT NAME	STATUS	FILES
1	Previous Halal Certificate (for renewal/development certification)	Uploaded	<a href="#">Choose File</a> No file chosen
2	HAS Manual for new applicant or HAS Manual revision for applicant that already have Halal certificate (if there is any)	Uploaded	<a href="#">Choose File</a> No file chosen
3	HAS Status or HAS Certificate (for applicant that already have Halal Certificate)	Uploaded	<a href="#">Choose File</a> No file chosen

Choose the type of process that will be monitored (**Pre-Audit or HAS**). If it is not done any audit yet then choose **Pre-Audit type**. If it is done an audit already, then choose **HAS type**. next, click “**Search**” (**DO NOT CHOOSE A TYPE WRONGLY**)

Area of comment from the related departments at LPPOM MUI. Pay attention to the comments and update additional data as directed in the column

In the above case, document no. 2 i.e. SJH Manual needs to revise. When the revision completed, do the re-upload of SJH Manual document by clicking “**Choose File**” and click “**Process Upload Data**” button at the bottom. If the upload is successful, in comment column it will appear the sentence “- Update by Customer (username of customer) 2013/01/16” after the initial sentence of comment.

**Do this until all documents are “passed”.**

If pre-audit process type has all been passed, then choose HAS process type.

## XVII.2. PRODUCT MONITORING

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

**Product Monitoring**

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

Home - Customer

### Product List

Reg. Number

1544

Product Name

Type of Process

Pre-Audit

Search

ID	PRODUCT NAME	PRODUCT GROUP	PRODUCT TYPE	COMMENTS (PRE AUDIT)	ACTION
1	Ekstrak setan	Extract (Ekstrak)	Others (Lain-lain)	Perbaiki nama produk dengan menghapus kata "setan" dan mengganti type produk menjadi Ekstrak	<a href="#">Edit</a>
2	Ekstrak 2	Extract (Ekstrak)	Extract (Ekstrak)	pass pre-audit	<a href="#">Edit</a>
3	Ekstrak 3	Extract (Ekstrak)	Extract (Ekstrak)	pass pre-audit	<a href="#">Edit</a>
4	Ekstrak 4	Extract (Ekstrak)	Extract (Ekstrak)	pass pre-audit	<a href="#">Edit</a>
5	Ekstrak 5	Extract (Ekstrak)	Extract (Ekstrak)	pass pre-audit	<a href="#">Edit</a>

Area of comment from the related departments at LPPOM MUI. Pay attention to the comments and take the actions as directed in the column.

#### Important!

If the company wishes to add a product item (add a new column), the company may add it in "Upload Halal Document" menu

Choose the type of process that will be monitored. If it is not done any audit yet then choose **Pre-Audit** type. If it is done an audit already, then choose **Audit** or **Komisi Fatwa** type. next, click "**Search**". if choosing "**Audit**" type, then the **Comments (Pre Audit)** column name will change to **Comments (Audit)**.

In the above case, product no.1 needs to revise its name and change its product type. then on product no.1, do the edit on name and type of product by clicking "**Edit**" then change the name/type of product and click "**Submit**". If the edit on product succeeds, in comments column it will appear the sentence "*- Update by Customer (username customer) 2013/01/16*" after the initial sentence of comments

Do the above until all documents are "passed".

If pre-audit process type has all been passed, then choose Audit process type. and if the audit process type is already passed, next choose Komisi Fatwa process type.

## XVII.3. MATERIAL MONITORING

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

**Material Monitoring**

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

Home - Customer

### Material List

Reg No

1544

Material Type

All

Type of Process

Pre-Audit

Search

MATERIAL TYPE	ID	NAME	COMMENTS (PRE-AUDIT)	FILES	ACTION
Raw Material + Additive	1	Terigu Kunci Emas*	Upload Sertifikat halal	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	2	Terigu Jade*	pass pre-audit	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	3	Palm Sugar (Kode 5022 Granul)*	pass pre-audit	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	4	Granulated Arenga Palm Sugar*	pass pre-audit	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>

Choose the type of process that will be monitored. If it is not done any audit yet then choose **Pre-Audit** type. If it is done an audit already, then choose **Audit** or **Komisi Fatwa** type. next, click **“Search”** . **If choosing “Audit” type, then the Comments (Pre Audit) column name will change to Comments (Audit).**

Area of comment from the related departments at LPPOM MUI. Pay attention to the comments and take the actions as directed in the column

#### Important!

If the company wishes to add a product item (add a new column), the company may add it in “Upload Halal Document” menu

In the above case, product no.1 needs to revise its name and change its product type. then on product no.1, do the edit on name and type of product by clicking **“Edit”** then change the name/type of product and click **“Submit”**. If the edit on product succeeds, in comments column it will appear the sentence *“- Update by Customer (username customer) 2013/01/16”* after the initial sentence of comments

**Do the above until all documents are “passed”.**

If pre-audit process type has all been passed, then choose Audit process type. and if the audit process type has all already been passed, next choose Komisi Fatwa process type.

## XVII.4. MATRIX MONITORING

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

**Matrix Monitoring**

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

Home - Customer

### Matrix List

Reg No

Material Type

Type of Process

COMMENTS (PRE AUDIT)	ACTION
Matriks produk harus dilengkapi dengan matriks produk ekstrak	<a href="#">Edit</a>

Area of comment from the related departments at LPPOM MUI. Pay attention to the comments and upload the revised matrix as directed in the comment column.

Choose the type of process that will be monitored. If it is not done any audit yet then choose **Pre-Audit type**. If it is already done, then choose **Audit type**. next, click **“Search”** . If choosing **“Audit” type**, then the **Comments (Pre Audit)** column name will change to **Comments (Audit)**.

In the above case, matrix needs to complete. So when it has been revised, do a re-upload on the matrix by clicking **“Edit”**, then **“Choose File”** and click **“Submit” button at the bottom**.

Do the above until all documents are **“passed”**.

If pre-audit process type has all been passed, then choose Audit process type.

## XVII.5.A. HAS MONITORING

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

**HAS Monitoring**

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Home - Customer

### HAS Implementation

Filter

Search

REG NO	HAS ID	HAS CRITERIA	STATUS	IS PASS	DATE	COMMENTS (APPROVAL)	ACTION
115	1	Halal Policy (Kebijakan Halal)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	2	Halal Management Team (Tim Manajemen Halal)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	3	Training and Education (Pelatihan dan Edukasi)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	4	Materials (Bahan)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	5	Products (Produk)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	6	Production Facilities (Fasilitas Produksi)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	7	Written Procedure for Critical Activities (Prosedur Tertulis untuk Aktifitas Kritis)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	8	Traceability (Kemampuan Telusur)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	9	Handling of Non Halal Conformance Products (Penanganan Produk yang Tidak Memenuhi Kriteria)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>
115	10	Audit Internal (Internal Audit)	Cust Reply	YES	2013/01/16	Audit Internal harus dilakukan minimal 2x/tahun	<a href="#">Feed Back</a>
115	11	Management Review (Kaji Ulang Manajemen)	No Action	YES	2013/01/16	-	<a href="#">Feed Back</a>

**HAS Monitoring menu will be filled-in when it has been done the audit process.** Pay attention to **Comments (Approval) column.** If comments contain “-” or ‘no finding’ then it indicates a *pass*. If there is still any comment, do the correction as directed in said comment column. In the above case, there are comments on Internal Audit criteria. Once corrected, do the upload of additional data by clicking “**Feed Back**”. After having clicked “**Feed Back**” it will appear such display as will be explained on the next page. If the company has made a feedback already, then in **Status column appears Cust Reply**, if no feedback is already made yet, it appears **No Action**.



## XVII.5.B. HAS MONITORING

Home - Customer

### HAS Implementation

Customer	* Evigo, CV
Reg No	* 115
HAS Criteria	Audit Internal (Internal Audit)
HAS Comments	Audit Internal harus dilakukan minimal 2x/tahun Comments from LPPOM MUI
Customer Reply	Audit Internal akan kami lakukan minimal 2x/tahun. Prosedur Audit Internal terlampir The company provide comments improvement
Document Upload Files	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Save"/>

Below is the display if the company clicked “**Feed Back**” in **HAS Monitoring menu**. Write down the corrections already made by the company in **Customer Reply** column, then upload the evidence of its corrections by clicking “**Choose File**”. Afterwards, click “**Save**”.

Then wait further **Comments** from LPPOM MUI. If **Comments** contain “-” then it indicates a pass has been given. If there is still any **comments**, do the correction as directed in said column, and so on.

## XVII.6. VIEW HISTORY

### Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Home - Customer

### View History

Filter by RegNo

Search

ID	DATE (YY/MM/DD)	REF ID	ACTIVITY	HISTORY STATUS	DONE BY	NEXT ACTION
856	2012/03/23 15:53:34	40	Akad Payment by Customer	Complete	sample	Akad Payment Approval
855	2012/03/23 11:04:02	40	Check Halal Document by Adm Audit	Complete	auditing	Check Material by Adm Audit
854	2012/03/23 10:32:22	40	Insert Borang F	Complete	sample	Check Halal Document

Total Record : 3 1

### Explanation on columns in View History menu:

- Date : the date when activities are done
- Ref ID : registration number
- Activity : last activity during the certification process
- History Status : "complete" if the process completed, "on process" if the process does not complete yet
- Done By : username doing the activity
- Next Action : the next activities that must be taken

## XVIII. DOWNLOAD HALAL CERTIFICATE AND SJH STATUS.

When all of certificate processes have been passed and it has been obtained a halal approval from the Commission of Fatwa, then all you have to do is only waiting for a halal certificate to be issued.

Home - Customer

### Download Certificate

View History

View HAS Questionnaire

Inquiry SK

Inquiry Material Approval

Pay Material Approval

View Material Approval

Regular Report

View Comments Regular Report

Registered Materials

Download Certificate

Edit Customer

Change Password

Disclaimer Registration

Logout

REG NO	CERTIFICATE NO	EXP. REG DATE	GROUP PRODUCT	STATUS	HALAL CERT.	HAS STATUS/CERT.
7830	001234	2017/04/28	Cosmetic (Kosmetik)	New	<a href="#">Download</a>	<a href="#">Download</a>

Total Record : 1 ..... 1

The steps to download halal certificate are as follows:

1. Login to **“Download Certificate”** menu
2. Click **“Download”** on each document:

**Halal Cert. :** to download halal certificate

**HAS Status/Cert. :** to download status of SJH / SJH certificate.

**Important!**

1. We will send a notification by contact person email when the halal certificate is downloadable.
2. In the event of any error in writing, the company may contact Certification section by email [sertifikasilppom@halalmui.org](mailto:sertifikasilppom@halalmui.org) (cc: [auditinglppom@halalmui.org](mailto:auditinglppom@halalmui.org) and [services@halalmui.org](mailto:services@halalmui.org)).
3. Please note properly your registration number since it will be asked during the development certification or the next extension certification.



## XIX. APPLICATION OF NOTIFICATION LETTER OF HALAL CERTIFICATION PROCESS

Companies may submit notification letter of halal certification process through **Inquiry Material** menu at CEROL. The steps are as follows:

1. Go to **Inquiry SK** menu.
2. Click “**Add Data**”.
3. In **Type of SK**, choose type of notification letter, as follow:
  - **SKP 1/Notification Letter of On Going Certification Process** : For New Products / Product Development.
  - **SKP 2/Notification Letter of On Going Certification Process** : For Product Development submitted together with Product renewal
  - **SKPP 1/Notification Letter of Certification Renewal Process** : For Product Renewal submitted before Audit (halal documents have been complete 2 (two) months before SH expired or more)
  - **SKPP 2/Notification Letter of Certification Renewal Process** : For Product Renewal after audit
  - **SKH** : For Products that have passed MUI Fatwa Commission.
4. In **Reg. Number**, Choose Registration number *(Will appear if the registration is eligible to submit a notification letter)*.
5. In **Language**, Choose language for notification letter.
6. Click “**Process**”

Home - Customer  
**Inquiry SK**

Type of SK  
Reg. Number  
Language

**Process** **Back**

--Select SK Type--  
--Select SK Type--  
SKP1 / Notification Letter of On Going Certification Process  
SKP2 / Notification Letter of On Going Certification Process  
SKPP1 / Notification Letter of Certificate Renewal Process  
SKPP2 / Notification Letter of Certificate Renewal Process  
SKH / Notification Letter of Halal Approval



After all the process is done, the company can view the status of the submission in the same menu to see the column **Action**. When the letter has been published, click "**Print**" to download the letter.

Here is an example of a letter view.

## Inquiry SK Listing

Filter

[Add Data](#)

ID	SK NO	REG. NO	DATE	TYPE	LANGUAGE	ACTION
1	SKP0028/SH/LPPOM MUI/X/2015	7849	2015/10/06	SKP	English	<a href="#">Print</a>
2	SKP0019/SH/LPPOM MUI/X/2015	7441	2015/10/05	SKP	Bahasa	<a href="#">Print</a>
3	KPP0045/SH/LPPOM MUI/X/2015	10477	2015/10/07	SKPP	English	<a href="#">Print</a>
4	SKP0010/SH/LPPOM MUI/X/2015	7441	2015/10/02	SKP	Bahasa	<a href="#">Print</a>
5	SKP0001/SH/LPPOM MUI/X/2015	8076	2015/10/01	SKP	Bahasa	<a href="#">Print</a>
6	SKP0184/SH/LPPOM MUI/I/2016	7849	2016/01/25	SKP1	Bahasa	On processing by Admin Auditing
7	SKP0098/SH/LPPOM MUI/II/2016	7849	2016/02/16	SKP1	Bahasa	On processing by Admin Auditing

Total Record : 17 << Prev... 1 2



مَجْلِسُ الْوَلَدَاءِ وَالْمُرْتَدِّينَ

LEMBAGA PENKAJIAN PANGAN, OBAT-OBATAN DAN KOSMETIKA  
MAJELIS ULAMA INDONESIA

Gedung Majelis Ulama Indonesia Jl. Proklamasi No. 51, Lt. 3 Menteng Jakarta Pusat, Telp. 021 391.8890, 31902666, Fax. 3918915  
Global Halal Centre, Jl. Pemuda no.5 Bogor 16161, Telp. 0251 8358748 (Hunting), Fax. 8358747



### SURAT KETERANGAN

SKP0139/SH/LPPOM MUI/I/2016

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Yang bertanda tangan di bawah ini Direktur Lembaga Pengkajian Pangan, Obat-obatan, dan Kosmetika, Majelis Ulama Indonesia (LPPOM MUI), dengan ini menerangkan bahwa:

Jenis Produk	Kosmetik
Nama Produk	Terlampir
Nama Produsen	Evigo Co. Ltd.

sedang dalam proses sertifikasi halal LPPOM MUI. Surat keterangan ini hanya berlaku tiga (3) bulan sejak tanggal diterbitkan, dan bukan merupakan Sertifikat Halal.

Demikian surat ini dikeluarkan untuk dimaklumi dan dipergunakan seperlunya.

Dibuat : 20 Januari 2016

Jakarta, 20 Januari 2016

Dr. Lukmanul Hakim, Msi  
Direktur

\* Surat ini tidak membutuhkan tanda tangan karena sudah tercetak melalui sistem

### Lampiran Surat Keterangan No. SKP0139/SH/LPPOM MUI/I/2016

No	Nama Product
1	Sabun Mandi Cap Toekang-
2	Produk baru renewal
3	Shampo Urang Aring
4	Shampo Lidah Buaya

Jakarta, 20 Januari 2016

Dr. Lukmanul Hakim, M.Si.

Direktur

\* Surat ini tidak membutuhkan tanda tangan karena sudah tercetak melalui sistem



## XIX.1. TERMS OF APPLICATION OF NOTIFICATION LETTER

Certificate in process can be filed after the company meets the following requirements:

- Terms of issuance of SKP and SKPP: audit process has been done and has met the criteria of materials and facilities.
- Specifically for SKPP 1 may be issued prior to the audit process if the certification document upload in Cerol has been completed and has paid the certification contract, no later than 2 (two) months before the expiration date of the Halal Certificate.
- SKP and SKPP are valid for 3 (three) months and may be renewed 1 (one) time by submitted again at CEROL.
- SKH requirement is after the product passed in the Meeting of MUI Fatwa Commission and the company has paid the certification contract (if there is a revision of the contract). SKH is valid for 1 (one) month and can not be extended.

### Penting!

1. If you do not find registration number, it means that you have not fulfilled the requirement to apply for Notification letter or you choose the wrong **Type of SK**.
2. For Renewal Registration, If you apply for new products in Renewal Registration or you change name of product (even just add/remove the space), you have to apply for SKP 2 to get notification letter for those products.



## HOW TO CHANGE FACTORY'S DATA

- **To add factory**

An addition to factory can be made through **Upload Halal Document menu** then click **Manufacturer then click Add Data**. The method is the same to those when registering factory at the initial process of certification.

- **Edit factory**

A change to factory's data can be made through **Upload Halal Document menu** then click **Manufacturer**. Next, it will appear Manufacturer List table. In the table there is a column to the far right, i.e. **"Edit"**. Click **"Edit"** button to change factory's data.

Home - Customer  
**Upload Halal Document**  
[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

NO.	DOCUMENT NAME	STATUS	FILES
-----	---------------	--------	-------

Home - Customer  
**Manufacturer List**

Filter

[Add Data](#) [Next](#)

REGS ID	MANUFACTURER	ADDRESS	CITY	COUNTRY	PHONE	ACTION
1	Evigo 1	Jl Raya kedunghalang No 115	Bogor	IDN	02518660472	<a href="#">Edit</a>
2	Evigo 2	Jl Raya Bogor No 115	Jakarta	IDN	02518660472	<a href="#">Edit</a>
6	Evigo 3	Jl Kd	Bandung	IDN	022-742444	<a href="#">Edit</a>
23	RPH Evigor	Jln Raya Bogor	Bogor	IDN	021 8770555	<a href="#">Edit</a>
147	Resto Evigo 1	Jl VBI No 3	Bogor	IDN	021	<a href="#">Edit</a>
148	Dapur Evigo 1	VBI 2	Bogor	IDN	021	<a href="#">Edit</a>
451	Evigo 10	Jl. Merdeka Utara No. 24	Cirebon	IDN	0231778254	<a href="#">Edit</a>

Total Record : 7 1



## HOW TO CHANGE PRODUCT'S DATA

### ○ Addition/deletion of product

Any addition/deletion to product can be made through **Upload Halal Document menu**. The method of adding product is the same to those when registering products at the initial process of registration. The deletion of product can be made by clicking **List of Products**, then click **Delete** on the product to delete.

### ○ Change to Product's data

Any change to product's data in the form of product name's data and type of product can be made through **Product Monitoring menu as explained before**. Any change to group of products or factories , please contact LPPOM MUI by email [services@halalmui.org](mailto:services@halalmui.org).

Home - List of Product

### List of Product

[Main Menu](#) [Download Template](#) [Manufacturer](#) [Previous](#) [Next](#)

Reg. Number

Manufacturer

Group

Type

Source File  No file chosen

<input type="checkbox"/>	PRODUCT NAME	IS FOR PUBLIC ?
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[List of Products](#) [Clear List of Products](#)

MANUFACTURER	GROUP	TYPE	ID	PRODUCT NAME	ACTION
Evigo 2	Ice, Ice Cream and Supporting Ingredient (Es, Es Krim, dan bahan pendukungnya)	Ice Cream (Es Krim)	2	Es coklat	<a href="#">Edit</a> <a href="#">Delete</a>
Evigo 2	Ice, Ice Cream and Supporting Ingredient (Es, Es Krim, dan bahan pendukungnya)	Ice Cream (Es Krim)	3	Es mambo	<a href="#">Edit</a> <a href="#">Delete</a>



# HOW TO CHANGE MATERIAL'S DATA

## ○ Addition/deletion of material

Any addition/deletion to material can be made through **Upload Halal Document menu**. The method of adding material is the same to those when registering materials at the initial process of certification. The deletion of material can be made by clicking **List of Materials**, then click **Delete** on the material to delete.

## ○ Change to material's data

**Any** change to material's data, i.e. changing name of material, producer, country, supplier, Halal By, Certified No, Valid End, Other Doc, and Remarks, can be made through **Material Monitoring menu** as explained before. Any change to material's type (raw material+additive or processing aids) please contact LPPOM MUI by email services@halalmui.org.

Home - List of Materials

### List of Materials

Main Menu Download Template Previous Next

Reg. Number

Material Type

Source File

 No file chosen

Delimiter

 Comma ( , )  Semi Colon ( ; )



<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[List of Materials](#)

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Raw Material + Additive	24	Susu segar Murni	doc (1)	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>
Raw Material + Additive	25	Flavor	doc (1)	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>



## XXI. OBLIGATION AFTER GETTING HALAL CERTIFICATE

After the Company gets halal certificate, the company has an obligation to report to LPPOM MUI in case of any change related to materials, products, facilities and halal guarantee system to guarantee that the company implements halal production process as long as the halal certificate is still valid, such as:

- Request for new material approval before use in halal certified product (Including material with different producer with the same type) (Menu : ***Inquiry Material Approval***).
- Sending regular report regarding HAS Impelemntation for every facility every 6 (six) months (Menu : ***Regular Report***).
- Update data of material that already register in CEROL system (Menu : ***Registered Materials***).
- Update data of personal in charge and contact person (if any) (Menu: ***Edit Customer***)
- Changing password continuously for security reason (Menu: ***Change Password***)

Inquiry Material Approval
View Material Approval
Regular Report
View Comments Regular Report
Registered Materials
Download Certificate
Edit Customer
Change Password

Menu post-certification  
process

## XXI.1. GETTING NEW MATERIAL APPROVAL (INQUIRY MATERIAL)

Company can apply for approval of new materials using **Inquiry Material** menu. Steps are as follows:

1. Go to the **Inquiry Material** menu
2. Click **"Add Data"**
3. Enter the appropriate material data (guidance to the completion of list of materials column can be found page 60)
4. Click **"Process"**, then material data will be uploaded.
5. Click **"Choose File"**, then enter the raw material document
6. Click **"Upload"**, make sure the status column in the material is changed to *Uploaded*.

Home - Inquiry of Materials

### Inquiry of Material

[Download Template](#) [Main Menu](#)

Language

Bahasa Indonesia  English

Reg. Number

--Select Reg Number-- ▼

Group

-- Select Group -- ▼

Inquiry No. Reference

Source File

No file chosen

Delimiter

Comma ( , )  Semi Colon ( ; )

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[List of Materials](#)

ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
1	Tes 3	Data has not been uploaded	Not Uploaded	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### IMPORTANT!

Do not click "Upload" before all material data that want to be submitted, has been inputted to the system. If you add material after click "Upload", then the material will be proceed with different approval letter number (new Inquiry No. Reference)

## XXI.1.A. GUIDANCE TO THE COMPLETION OF *INQUIRY MATERIAL* COLOUMN

- **Language:** Choose language for notification letter.
- **Reg. Number:** Choose **one of registration number** that using new material (even the new material will be use in some product in different registration).
- **Group:** Auomaticlly fill after you choose the registration number.
- **Inquiry No. Reference:** Fill with previous inquiry material number reference (**If you submit for same material that have not been approved before**).
- Fill the data by manual of import CSV (same as uploading data in “List of Material” menu).
  - **Manual: fill the coloumn.** Click “**Add Row**” to add another coloumn if you have more than one material. *MaterialName*, *Producer* and *Country* **must be filled**. Then, click “**Process**”.
  - **Cara import CSV:** Click “**Download Template**”, fill the data in the template (do not change the format of template). Save the file in CSV. Click “**Choose File**” and choose the CSV file that already made. Then, choose **Delimiter (Comma (,) atau Semi Colon (;)** , and click “**Import CSV**”.
  - To revise the data, click “**Edit**”. To delete the data, click “**Delete**”.
- Click “**Upload**”.

### IMPORTANT!

1. Do not click "Upload" before all material data that want to be submitted, has been inputted to the system. If you add material after click "Upload", then the material will be proceed with different approval letter number (new Inquiry No. Reference)
2. Material that already approved do not automatically appear in registered material in CEROL, so you have to add in renewal application.

### ANNOUNCEMENT: (click “OK” to continue)

e-lppommui.org says:

Menu ini hanya digunakan untuk bahan baru/alternatif yang akan digunakan pada produk yang TELAH disertifikasi halal MUI. Untuk produk pengembangan/yang BELUM disertifikasi MUI, pengajuan bahan baru/ alternatif dilakukan bersamaan dg pendaftaran produk tersebut (This menu is only for new material/alternative material that will be used in MUI certified product. For non certified product/development product, inquiry material approval is done through MUI auditing process) !!!

OK



## XXI.1.B. HOW TO MONITOR PROGRESS OF INQUIRY MATERIAL APPROVAL

After submit, you can monitor the progress of inquiry material approval in **Inquiry Material menu (Inquiry Of Material Listing)** at **Status** column or in **View Material Approval menu (Progress Inquiry Material Approval)** at **Action** column. There are four status, as follow:

- **On Processing by:** The submission is received and under review by LPPOM MUI.
- **Edit / The Data Has Not Completed :** The submission not completed (document not yet uploaded)
- **Print:** The submission has been processed and the company can download the approval letter.
- **Disclaimer:** The submission is being canceled (not be proceed by admin). cause:
  - Materials have been submitted in previous inquiry,
  - Or no material is uploaded,
  - Or material does not require approval from LPPOM MUI due to uncritical material (uncritical material list can be viewed at [www.halalmui.org](http://www.halalmui.org))
  - Or the material has a halal certificate of MUI and is listed on the website / app searching halal products.

Home - Customer

### Inquiry of Material Listing

Filter

[Add Data](#)

NO	INQUIRY NO	REG. NO	DATE	TYPE	LANGUAGE	STATUS
1	BB0067/SH/LPPOM MUI /X/2015	0	2015/10/07	Register	Bahasa	<a href="#">Print</a>
2	BB0017/SH/LPPOM MUI /X/2015	0	2015/10/05	Register	Bahasa	<a href="#">Print</a>
3	BB0011/SH/LPPOM MUI /X/2015	7830	2015/10/02	Register	Bahasa	<a href="#">Print</a>
4	BB0237/SH/LPPOM MUI /V/2017	7830	2017/05/10	Register	Bahasa	On processing by Admin Rn
5	BB0463/SH/LPPOM MUI /V/2017	0	2017/05/23	Register	English	On processing by Admin Rn
6	BB0466/SH/LPPOM MUI /V/2017	0	2017/05/23	Register	Bahasa	<a href="#">Edit</a>

Home - Customer

### Progress Inquiry Material Approval

Filter

ID	INQUIRY NO	REG. NO	INQ. DATE	APPROV. DATE	TYPE	LANGUAGE	ACTION
1	BB0067/SH/LPPOM MUI /X/2015	0	2015/10/07	2015-11-17	Register	Bahasa	<a href="#">Print</a>
2	BB0147/SH/LPPOM MUI /X/2015	1723	2015/10/10	2015-11-17	Register	English	<a href="#">Print</a>
3	BB0017/SH/LPPOM MUI /X/2015	0	2015/10/05	2015-11-17	Register	Bahasa	<a href="#">Print</a>
4	BB0011/SH/LPPOM MUI /X/2015	7830	2015/10/02	2015-10-20	Register	Bahasa	<a href="#">Print</a>
5	BB0001/SH/LPPOM MUI /X/2015-R-REV	7830	2015/10/01	0000-00-00	Register	Bahasa	<a href="#">Disclaimer</a>
6	BB0013/SH/LPPOM MUI /X/2015-R-REV	0	2015/10/02	0000-00-00	Register	Bahasa	<a href="#">Disclaimer</a>
7	BB0466/SH/LPPOM MUI /V/2017	0	2017/05/23	0000-00-00	Register	Bahasa	The data has not completed
8	BB0271/SH/LPPOM MUI /X1/2015	1723	2015/11/11	0000-00-00	Register	Bahasa	<a href="#">Disclaimer</a>
9	BB0164/SH/LPPOM MUI /X1/2015	1723	2015/11/07	0000-00-00	Register	Bahasa	<a href="#">Disclaimer</a>
10	BB0012/SH/LPPOM MUI /X/2015	1723	2015/10/02	0000-00-00	Register	Bahasa	<a href="#">Disclaimer</a>

### IMPORTANT!

The cancelation of materials submission (DISCLAIMER) will be dropped from the "Inquiry of Material Listing" menu and will appear in the "Process Inquiry Material Approval" menu as a Disclaimer submission and the company will also get a notification through email.



## XXI.1.B. EXAMPLES OF MATERIAL APPROVAL LETTER



مَجْلِسُ الْإِسْلَامِ الْإِنْدُونِيْسِي

THE ASSESSMENT INSTITUTE FOR FOODS, DRUGS AND COSMETICS  
**INDONESIAN COUNCIL OF ULAMA**

Majelis Ulama Indonesia Building 3rd floor, Jl. Proklamasi No. 51, Lt. 3 Menteng Jakarta Pusat, Telp. 021 391.8890, 31902666, Fax. 3918915  
Global Halal Centre, Jl. Pemuda no.5 Bogor 16161, Telp. 0251 8358748 (Hunting), Fax. 8358747

Number : BB0002/SH/LPPOM MUI/IX/2015  
Subject : Raw Material Approval  
To : Director of XXX Co.,Ltd  
CP : Irma Rosiana Elisabeth

Jakarta, September 21st, 2015

*Assalamu'alaikum Wr. Wb.*

Regarding your inquiry on September 21st, 2015 with subject mentioned above. We would like to give you information as follow :

No	Name of Raw Material	Name of Manufacture	Name of Supplier	Support Document	Halal Certifier Body	Additional Information	Recommendation/Answer
1	Lactose	Ayam Sayur	-		IFANCA	COA	The material can be approved - Kabid - Director

Thank you for your attention and cooperation.

*Wassalamu'alaikum Wr. Wb.*

Dr. Luluanul Hakim, M.Si.  
Direktur  
PTS/NK

*\* This letter doesn't require signature since automatically generated from the system*

Note : This approval will be re-evaluated in auditing renewal process.



## XXI.2. SENDING REGULAR REPORT

Report submission is periodically conducted at least once every 6 months after the company conducts internal audit. Periodic reports are sent via the "Regular Report" menu in CEROL in the following manner:

1. Go to **Regular Report** menu.
2. Click "**Add Data**".
3. In **Reg.Number** select the registration number (which there facilities to be reported).
4. At **Manufacturer** select the production facility to be reported.
5. In **Language** select a language of feed back.
6. Fill in the start and finish date of the audit in the **Start Internal Audit** column and **End Internal Audit** column.
7. Fill in the auditor's name in **Auditor** column and Auditee in **Auditee** column.
8. Fill corrective action in the **Corrective Action** column.
9. Click "**Choose File**" to insert document attachments to upload (max 8 MB)
10. Fill in the table in accordance with the statement, if it can not be filled with a minus sign (-)
11. Click "**Submit**" to submit report to LPPOM MUI.

Reg. Number	--Select Reg Number--
Manufacturer	-- Select Manufacturer --
Language	<input checked="" type="radio"/> Bahasa Indonesia <input type="radio"/> English
Start Internal Audit	<input type="text"/>
End Internal Audit	<input type="text"/>
Auditor	<input type="text"/>
Auditee	<input type="text"/>
Corrective Action	<input type="text"/>
Upload File	<input type="button" value="Choose File"/> No file chosen

NO	DESCRIPTION	IS CHANGED ?	MEMO
1	Perubahan Manajemen Halal yang berpengaruh terhadap kebijakan halal/Change of Company Management that affectcs halal policy	<input type="checkbox"/>	<input type="text"/>
2	Perubahan komponen Manual SJH (SOP, dokumen, personal, dll)/Change of Halal Assurance System (SOP, documents, Pesonnel, etc)	<input type="checkbox"/>	<input type="text"/>
3	Perubahan Lokasi Pabrik /Change of production facilities	<input type="checkbox"/>	<input type="text"/>
4	Perubahan bahan (produsen/pemasok, tipe bahan, dll)/Change of materials (producer /supplier, type of material)	<input type="checkbox"/>	<input type="text"/>
5	Perubahan formula dan Pengembangan Produk Baru/Change of formula and development new product	<input type="checkbox"/>	<input type="text"/>



After sending regular report, you will get feedback from LPPOM MUI. Feedback can be seen in **View Comments Regular Report** menu and also can be printed out in Confirmation Letter in PDF format by clicking “**View PDF**” at **Action** coloumn.

Home - Customer

## View Comments Regular Report

Regular Report

**View Comments Regular Report**

Registered Materials

Download Certificate

Edit Customer

Change Password

Disclaimer Registration

Logout

Filter

Search

ID	MANUFACTURE NAME	REPORTED	HAS COMMENTS	DATE	ACTION
1	Evigo Boga, PT (Cafe Evigo)	2017/03/24	1. Mohon mengirimkan ulang, laporan ini kosong (tidak dapat dibuka).	2017-03-27	<a href="#">View PDF</a>
2	Evigo 10 Plant Cirebon	2017/02/01	1. Audit internal of halal has been conducted well.	2017-02-01	<a href="#">View PDF</a>
3	Evigo 10 Plant Cirebon	2015/10/02	Audit Internal Halal telah dilaksanakan dengan baik.	2015-10-06	<a href="#">View PDF</a>
4	Evigo11 Pajajaran Plant	2015/10/06	1. Halal Internal Audit of has been conducted well 2. Internal Audit report and six monthly report must be submitted once every six monthly to LPPOM-MUI 3. Please inform to LPPOM-MUI if any changes of Halal Assurance System	2015-10-06	<a href="#">View PDF</a>



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ  
**LEMBAGA PENKAJIAN PANGAN, OBAT-OBATAN DAN KOSMETIKA**  
**MAJELIS ULAMA INDONESIA**

Gedung Majelis Ulama Indonesia Lt.3, Jl. Proklamasi No. 51, Menteng Jakarta Pusat, Telp. 021-3918890/31902666, Fax. 3918915  
 Global Halal Centre, Jl. Pemuda no.5 Bogor 16161, Telp. 0251-8358748 (Hunting), Fax. 8358747

Kepada Yth : Pimpinan Evigo Co. Ltd. -

*Assalamu'alaikum Wr. Wb*

Dengan ini kami ucapkan terima kasih kepada Evigo Co. Ltd. - yang telah menyampaikan hasil Audit Internal. dari tanggal 31-05-2016 s/d 01-06-2016 untuk Pabrik/Outlet/Gudang/Dapur Evigo Boga, PT (Cafe Evigo), Jl Tambun No 1105 65 dalam bentuk laporan berkala kepada LPPOM MUI. Laporan yang disampaikan menjadi arsip bagi LPPOM MUI.

Setelah membaca dan mencermati laporan tersebut dapat kami sampaikan bahwa :

**1. Mohon mengirimkan ulang, laporan ini kosong (tidak dapat dibuka).**

Demikian tanggapan kami, bila ada perubahan terkait Sistem Jaminan Halal agar dapat menginformasikan ke LPPOM MUI melalui laporan berkala.

Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Jakarta, 27 Maret 2017

*Wassalamu'alaikum Wr. Wb*

Divisi Sistem Jaminan Halal LPPOM MUI

Example of Feedback Letter.





## XXI.3. UPDATE DATA OF MATERIAL IN REGISTERED MATERIAL MENU

Materials list is available at CEROL after the certification process is complete (after being able to download halal certificates) and can be viewed on the **Registered Materials** menu. The raw materials listed in the **Registered Material** menu are approved raw materials for use in the production process of halal products. The company can print the list of materials as well as update the data of the material.

- List of materials can be downloaded in PDF format by clicking "**View**" in the **Action** column
- List of material can be updated by clicking "**Update**" at **Action** column. Updating data include halal certificate issuer (**Halal By**), Certificate Number (**Certificate No.**), validity of halal certificate (**Valid End**) and remarks (**Remarks**). If there is any change outside those three data, you have to request for inquiry material approval and make list of material for new material manually by using Excel format.
- List of material in **Registered Material** menu will be available for every registration that already get halal certificate.

### PENTING!

1. Apabila perusahaan mendaftarkan pengembangan produk dengan memasukkan nomor registrasi sebelumnya (*Old Registration Number*), maka daftar bahan di menu *Registered Material* untuk registrasi pengembangan tersebut adalah gabungan antara data bahan pada registrasi sebelumnya (*Old Registration Number* yang dimasukkan) ditambah bahan baru pada registrasi pengembangan tersebut (jika ada). (penjelasan *Old Registration Number* lih. Penjelasan menu *Halal Registration* hal.14)
2. Perbaharui daftar bahan pada registrasi terakhir (registrasi yang baru mendapatkan SH)

Home - Customer

### Registered Material List

Filter

REG. NO	PRODUCT GROUP	STATUS	ACTIVE	ACTION
7830	Cosmetic (Kosmetik)	New	False	<a href="#">Update</a> <a href="#">View</a>
1723	Restaurant (Restoran)	New	False	<a href="#">Update</a> <a href="#">View</a>
1087	Enzyme (Enzim)	New	False	<a href="#">Update</a> <a href="#">View</a>
722	Cosmetic (Kosmetik)	New	False	<a href="#">Update</a> <a href="#">View</a>
599	Cosmetic (Kosmetik)	New	False	<a href="#">Update</a> <a href="#">View</a>
414	Herbal (Jamu)	New	False	<a href="#">Update</a> <a href="#">View</a>

## XXI.3.A. EXAMPLE OF MATERIAL LIST IN REGISTERED MATERIAL MENU

Here's an example of a raw material list view (in PDF format) that will be downloaded after a click on "View":



**لِجْمَاعِ الْعُلَمَاءِ الْإِسْلَامِيَّةِ**  
**Lembaga Pengkajian Pangan, Obat-obatan dan Kosmetika**  
**Majelis Ulama Indonesia**  
Gedung Majelis Ulama Indonesia, Jl Proklamasi no.51, Menteng Jakarta Telp. 021-3918915 (Hunting) Fax. 021-3924667  
Gedung Global Halal Centre, Jl Pemuda no.5 Kota Bogor, Telp. 0251-8358747 (Hunting) Fax. 0251-8358748

### HALAL APPROVED MATERIAL LIST

Company Name : Evigo, C.V.  
Product Group : Cosmetic (Kosmetik)  
Date : Monday, 28-09-2015

No	Material Name	Produser	Country	Supllier	Halal By	Certified No	Expired	Other Doc	Remark
3906	bahan	PT X	Indonesia		MUI	00123434300001	2015/12/17		



## XXI.3.B. HOW TO UPDATE LIST OF MATERIAL IN REGISTERED MATERIAL MENU:

The steps to update the list of material are as follows:

1. Go to **Registered Material** menu
2. Click "**Update**" in the Action column of **the latest registration** by product group (if more than one product group)
3. Click "**Edit**" on each of the materials you want to update the data.
4. Enter the latest data in the appropriate fields. If the material is not in use, then you can write *Inactive / not in use* in **Remark** column
5. Click "**Submit**", and the data has been updated.
6. Click "**Browse**" / "Choose File" to insert the latest material support document (Max 8 MB)
7. Click "**Process Upload Data**" to upload the document.
8. Click "**List of Registered Material**" to see the data of the uploaded material.
9. Click "**View**" to view supporting documents of uploaded material.

### Registered Material List

Reg No

\* Note : List material has approved by Fatwa Committee MUI

ID	MATERIAL NAME	UPDATE DOC FILES	ACTION
3906	bahan	<input type="button" value="Browse..."/> No file selected.	<a href="#">Edit</a>

\* Note : please update materials and documents, if expired/silahkan update material and dokumen, jika telah expired

Total Record : 1 1

[List of Registered Materials](#)

ID	MATERIAL NAME	HALAL BY	EXPIRED	DOCUMENT	VIEW
3906	bahan	MUI	2015-12-17 00:00:00	1,2-PROPYLENEGLYCOL.PD	<a href="#">View</a>

Home - Customer

### Edit List of Material

Registration No	<input type="text" value="7830"/>
Material No	<input type="text" value="3906"/>
Material Name	<input type="text" value="bahan"/>
Material Type	<input type="text" value="Raw Material + Additive"/>
Produced By	<input type="text" value="PT X"/>
Country	<input type="text" value="Indonesia"/>
Supplier	<input type="text" value="PT. Sedayu"/>
Supplier Country	<input type="text" value="Indonesia"/>
Halal By	<input type="text" value="MUI"/>
Certified No	<input type="text" value="00123434300001"/>
Valid End	<input type="text" value="2015/12/17"/> <span>YYYY-MM-DD</span>
Other Doc	<input type="text" value="COA"/>
Remarks	<input type="text" value="-"/>
	<input type="button" value="Submit"/> <input type="button" value="Back"/>

## XXI.4. UPDATING COMPANY'S DATA *EDIT CUSTOMER MENU*

In there is any change of authorized person (Personal In Charge) or Contact Person, the company shall immediately update the data in CEROL. Especially for companies that are in the process of certification, because all notices related to the halal certification process will be automatically sent to email of Contact Person who recorded in CEROL system. The steps are as follows:

1. Go to the **Edit Customer** menu, then click "**Edit**".
2. Enter the data of personnel to be replaced.
3. Enter **Security Code**
4. Click "**Update**".

Home - Customer

### Customer Information Sign Up

CUSTID	CUSTOMER NAME	ADDRESS	CITY	ACTION
22	Evigo Co. Ltd. -	Jalan Raya Kedunghalang No 115AB	Bogor	<a href="#">Edit</a>

#### IMPORTANT!

1. Outside data of "Personal In Charge" and "Contact Person", the company can not change the data in the Edit Customer menu.
2. If the company wants to change data outside PIC and CP, please contact the Cerol Service team at [services@halalmui.org](mailto:services@halalmui.org)

Home - Customer

### Edit Customer Information

Company Name	<input type="text" value="Evigo Co. Ltd. -"/>
Address	<input type="text" value="Jalan Raya Kedunghalang No 115AB"/>
City	<input type="text" value="Bogor"/>
Country	<input type="text" value="Indonesia"/>
ZipCode	<input type="text" value="16158"/>
Phone	<input type="text" value="+622518660472"/>
Fax	<input type="text" value="+622518660473"/>
Email	<input type="text" value="evigo@yahoo.com"/>
Personal in Charge	<input type="text" value="Evi Tamala"/>
Title	<input type="text" value="QC Manager"/>
Phone	<input type="text" value="025153435366"/>
HP	<input type="text" value="08112928288"/>
Email	<input type="text" value="evigo@yahoo.com"/>
Contact Person	<input type="text" value="Evie Tamala"/>
Title	<input type="text" value="KAHI"/>
Phone	<input type="text" value="0251-3918915"/>
Hand Phone	<input type="text" value="0812827282728"/>
Email	<input type="text" value="services@halalmui.org, evigo@yahoo.com,"/>
Customer Login	<input type="text" value="evigo1"/>
Password	<input type="password" value="....."/>
Password Confirmation	<input type="password" value="....."/>

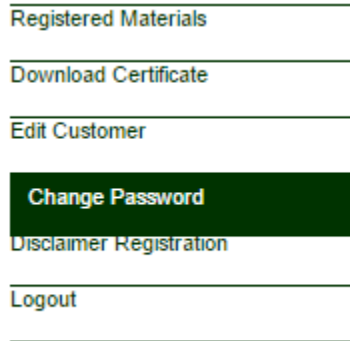
ZGTNC

Security Code

## XXI.5. CHANGING PASSWORD

Company has to change password periodically to keep the data save and secure. The steps are as follow:

1. Go to **Change Password** menu.
2. Insert new password in **Password** coloumn.
3. Retype new password in **Password Confirmation** coloumn.
4. Click **“OK”**



Home - Customer  
**Change Password**

Password \*

Password Confirmation \*

### IMPORTANT!

1. Please keep your password.
2. If the company encounters any difficulties with the password, please contact the Cerol Service team at [services@halalmui.org](mailto:services@halalmui.org)

## XXII. DISCLAIMER REGISTRATION

Companies can cancel their registration by deleting the registration in the **Disclaimer Registration** menu. This menu can be used if the company made a mistake in filling in the registration data. The steps are as follows:

1. Go to **Disclaimer Registration** menu.
2. Click on "**Disclaimer**" in the Action column for registration to be removed / canceled
3. The system will provide a Pop-Up Message that reads "*Disclaimer status will be set to the halal registration of the customer! ARE YOU SURE?*", To confirm that the registrations will be canceled. Click "**OK**" to continue the registration process. Click "**Cancel**" to cancel the registration cancellation process.
4. The system will provide a second Pop-Up Message that reads "*Process Disclaimer is Completed*", to inform you that the registration has been removed. Click "**OK**" to return to CEROL customer menu.

Registered Materials Home - Customer  
Disclaimer Registration

Download Certificate  
Filter  Search

Edit Customer

Change Password

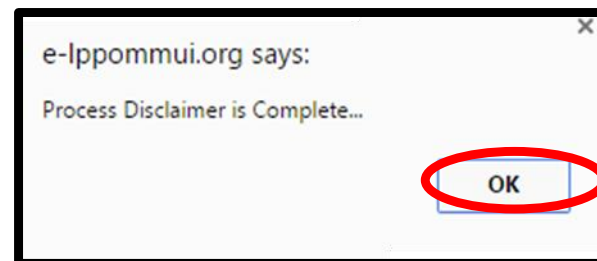
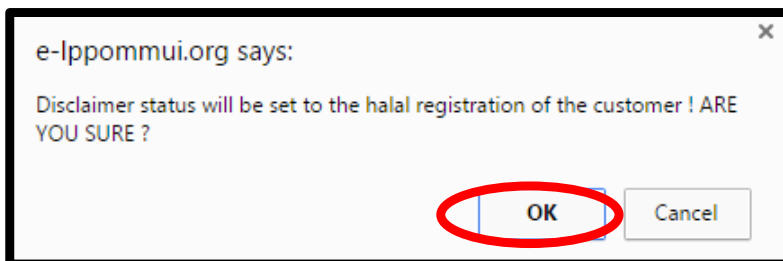
Disclaimer Registration

Logout

BRANCH	REG. NO	DATE	TYPE	STATUS	ACTIVE ?	ACTION
Pusat (Head Quater)	14467	2016/06/07	Restaurant	New	False	<a href="#">Disclaimer</a>
Pusat (Head Quater)	14797	2016/06/30	Kitchen	New	False	<a href="#">Disclaimer</a>
Pusat (Head Quater)	16074	2016/10/05	Slaughterhouse	New	False	<a href="#">Disclaimer</a>

### IMPORTANT!

Before making a disclaimer, make sure you select the appropriate registration, because after you do a disclaimer, then all data on the registration will be erased.



## XXIII. LIST OF HALAL PRODUCT

After the product is certified halal MUI, if the company chooses to be published, then the product will appear on LPPOM MUI website or in LPPOM MUI halal product search application. This data can be used as a reference for the use of new materials without the need to apply material approval to LPPOM MUI. Here is the media publication of Halal certified products MUI:

**\* Products whose validity period has expired will not appear on product searches**

**LPPOM MUI**  
Lembaga Pengkajian Pangan Obat-obatan dan Kosmetika  
Majelis Ulama Indonesia

THE 7<sup>th</sup> INDONESIA INTERNATIONAL HALAL EXPO  
Indonesian Exhibition on Halal Food, Beverage Products and Technology  
**INDEX SMESCO 2017**  
SMESCO Exhibition Hall  
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Search Halal Product

Website [www.halalmui.org](http://www.halalmui.org)

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UNTUK KETENTRAMAN UMAT

Our Customer | search

Home | Certification | Customer Product | Our Customer

**LSP LPPOM MUI**

PASTIKAN PENYELIA HALAL ANDA KOMPETEN MELALUI SERTIFIKASI DI LSP LPPOM MUI

Untuk informasi lebih lanjut, hubungi kami di  
[www.lspalalmui.com](http://www.lspalalmui.com) | [info@lspalalmui.com](mailto:info@lspalalmui.com) | (0251) 8380858

Document Download  
**Download**  
Please download and read User Manual, to help you use this application. For further assistance you can contact us by phone during business hour

Customer Feedback  
**Contact LPPOM MUI**  
Please send us feedback to make improvement inside of LPPOM MUI. If you have complain or satisfaction about our services. Do not hesitate to contact Us at [services@halalmui.org](mailto:services@halalmui.org)

Ready for Login  
**Login**  
Username  
Password  
Submit Reset  
Don't have a CEROL Account? Sign up now

Website [www.e-lppommui.org](http://www.e-lppommui.org)

Get the Halal Information on mobile apps :

**HALAL MUI**  
search - verify - register

- Search Halal Product
- Halal Directory
- Halal News & Info
- Register Halal Certification

Available on the App Store

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"HALAL MUI"

Info Halal kini lebih mudah dan praktis

**Tanya Halal MUI**

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Kirim sms ke : 98555

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SMS to 98555 (Indonesia Only)



## Frequently Asking Question (FAQ)

- **The company does not understand how to upload:** it must be read first the User Manual or attending Cerol training. Information on Cerol training can be asked by email [pelatihanhalal@halalmui.org](mailto:pelatihanhalal@halalmui.org).
- **Company registration is not processed: it can happen if the filling-in of data is not complete yet up to the completion of HAS Questionnaire.**
- **The payment of registration/contract is not processed:** this may happen if the company has transferred registration/contract fee but forgetting to do the confirmation on contract payment in Cerol. If there is a revision to contract, the company must also do a confirmation on contract payment in Cerol
- **If there is a change to certification data, e.g. a change to name /type of product, material, or name of factory:** it must be notified to auditor (if the change takes place during an audit) or Auditing department and SJH LPPOM MUI by email [auditinglppom@halalmui.org](mailto:auditinglppom@halalmui.org) and [sjhlpom@halalmui.org](mailto:sjhlpom@halalmui.org) (if the change is done prior to or after an audit) and it must be approved first prior to change any data in Cerol. Any addition to product or facility (factory) to be made at the latest during an audit, if it is done after an audit then the company shall have to do a new registration in Cerol. How to change data of factory, product and material will be explained on the next page
- **If there is any change to name/address of company and name/address of factory:** it must be notified to SJH LPPOM MUI department by email [sjhlpom@halalmui.org](mailto:sjhlpom@halalmui.org) and the data will be changed by LPPOM MUI in Cerol. Next, it will be made a revision to Halal certificate.
- **If there occurs a change to PIC or Contact Person:** it must be changed the data in Cerol by **Edit Customer menu**
- **If the company did a mistake in doing the registration or is unable to continue the certification process:** it can be done a deletion to registration through **Disclaimer Registration menu**
- The company may view list of materials approved by LPPOM MUI through **Registered Materials menu. Click View to** download list of materials. Click **Update to change material's data, i.e. supplier's data**, Halal By, Certified No and Valid End.
- For questions that relate to certification process can be forwarded by email [services@halalmui.org](mailto:services@halalmui.org).



Welcome to CEROL-SS23000



THANK YOU

