

# User Guide for the Excel uploader in the VLOG Client Portal

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## 1. General

### 1.1 Relevance of the uploader

The Excel uploader is relevant for making changes to your "List of products to be labelled" to use the "Ohne GenTechnik" [Non-GMO] seal and for sending them to VLOG for licencing. The function allows you to register, deregister or change products.

The VLOG office reviews and grants licences for new and changed products within a few days after successful upload via the Excel uploader. You will be notified of the licencing by email. We will also get in touch with you if any documents are missing. You can view the current licence status of your products under the "Licence / Certification data" tab in the VLOG Customer Portal and export it as a file.

### 1.2 Technical requirements

Using the Excel uploader requires an Internet connection. You also need Microsoft Excel or a freeware program such as Open Office Excel. The Excel uploader is compatible with older Excel file formats.

### 1.3 Structure of the list

#### 1.3.1 Table sheets

The Excel uploader list consists of two table sheets. **Sheet 1 – "Betriebe\_Sites"** refers to the producers involved in the "Ohne Gentechnik" [Non-GMO] production as first marketers, producers, egg-producing operations or packing stations (called "**types**"). **Sheet 2 "Produkte\_Products"** refers to the specific products to be licensed for the use of the "Ohne GenTechnik" [Non-GMO] or "VLOG geprüft" [VLOG verified] seal. The facilities and products are linked by numbers.

#### 1.3.2 Number lists

Technically, the comparison of previously registered producers and products with new data in the uploaded Excel uploader list relies on numbers to **ensure unique allocation**. To this end, each column entry in the Excel uploader list template is translated into numbers. If you need new numbers, please refer to the **existing number lists**, which you can find at <https://www.ohnegentechnik.org/en/for-businesses/vlog-customer-portal>. This concerns the **Product Group-ID** and **Producer Type ID**. The **Brand-ID** you can find at <https://www.ohnegentechnik.org/en/for-businesses/vlog-customer-portal/overview-brand-ids>.



**Please note:** The number lists are constantly updated. If the corresponding number is not listed, despite such updates, please contact the VLOG office via the "Feedback" button or via [info@ohnegentechnik.org](mailto:info@ohnegentechnik.org). We will then update the corresponding number list.

You can find your **own VLOG-ID** in the Client Portal under the "Master data" tab at the top left in the first column. If you do not know the **VLOG-ID of a producer**, please contact the VLOG office.

Please note that the VLOG-ID is an independent number type. Companies are assigned this ID by default when they conclude a Standard Usage Agreement. **The VLOG-ID does not match the member number or the licence number.**

Details on the numbers mentioned above can be found in the sections below on the respective columns of the Excel uploader.

## 2. Working with the Excel uploader

### 2.1 Downloading the completed VLOG product list

After concluding a Licence Agreement with VLOG, the VLOG office will enter your products into the VLOG Customer Portal. You can see an **overview of your products and their licence status** in the "Licence / Certification data" tab. To make **changes to the product list**, please go to the "Products" tab and download the Excel uploader list. Please proceed as follows:

To **select all products**, please click on the **checkbox in the upper left** under the table heading "Products" and then on **"Products export" above it to the left**. This will start the download process. Once the file has been saved locally on your PC, you can make changes to the list.

**Please note:** To ensure that the upload is successful, do not delete columns in the Excel uploader list or insert blank lines.

Please **download** the Excel uploader list from the VLOG Client Portal the **next time you log on or log off** so that your most recent changes are reflected in the template, and don't continue to use the locally saved file of your last change.

### 2.2 Using the uploader

#### 2.2.1 "Betriebe\_Sites" sheet

In the "Betriebe\_Sites" sheet, please fill in producers who are involved in the "ohne Gentechnik" production as first marketers or producers (called "**types**"). This sheet lists the individual producers (including their address) and assigns the so-called types to them. You list e.g., licensee "Test person company" and assign the types "Producer" and "First Marketer" to it. For more information on how to make assignments, read the sections below.

##### 2.2.1.1 "VLOG-ID licensee" column

The term "VLOG-ID licensee" refers to your own VLOG-ID, which can be found in the first column of the VLOG Client Portal in the "Master data" tab in the upper left. This number must be filled in this column in each subsequent filled row.

##### 2.2.1.2 "VLOG-ID related company" column

The term "VLOG-ID related company" refers to the VLOG-ID of the companies involved in the "Ohne Gentechnik" production. Such companies are either **first marketers** or **producers**.

The licensee itself must also be listed with its VLOG-ID if the company is active as a "Producer" and/or "First Marketer" and one or both of these types are to be assigned.

If you do not yet know the VLOG-ID of a new related company, please contact the VLOG office via the "Feedback" button.

##### 2.2.1.3 "please leave blank" column

This field remains empty and is not relevant for the process.

##### 2.2.1.4 "Code for type of related company" column

This column is used for the technical assignment of producers to types. This can be either the type of **first marketer** and / or **producer**. The codes are as follows:

- First Marketer = 1
- Producer = 2

If **several types** apply to a company, please enter several codes **separated by commas** in this column. Example: A dairy is both a producer and a first marketer. Specification in the column: **1,2**.

#### 2.2.1.5 "Type of related company" column

This column does not have to be filled in manually as it is automatically generated by entering the code for the type of company involved. This will become apparent the following time the product list is being exported.

#### 2.2.1.6 "Company Name" column

This column does not have to be filled in manually as it is automatically generated by the entry of the VLOG ID. This will become apparent the following time the product list is being exported.

#### 2.2.1.7 "Street address", "Postal code" and "Town" column

This column does not have to be filled in manually as it is automatically generated by the entry of the VLOG ID. This will become apparent the following time the product list is being exported.

#### 2.2.1.8 "Country (Abbreviation after ISO country code)" column

This column does not have to be filled in manually as it is automatically generated by the entry of the VLOG ID. This will become apparent the following time the product list is being exported.

#### 2.2.1.9 "Cancel registration (0=no; 1=yes)" column

If you want to **deregister a related company**, please enter "1" here. Simply **deleting the company from the list is not sufficient**. If you would like the company to remain registered, please enter "0" here or simply leave the field blank.

If a related company is deregistered, **products that are assigned to this related company can no longer be uploaded**. Therefore, please also mark the assigned products in the table sheet "Produkte\_Products" with "1" in the "Cancel registration (0=no; 1=yes)" column. If the **producer or first marketer** of a product **changes**, the product is registered as a new product in the VLOG database. The existing product must therefore be deregistered and a new one must be registered, specifying the updated producer or first marketer.

### 2.2.2 "Produkte\_Products" sheet

The Produkte\_Products sheet is used to assign different types of producers, product groups, brands and different product numbers to the individual products to be licensed. You can also use it to deregister products. These functions are described below.

#### 2.2.2.1 "VLOG-ID licensee" column

The term "VLOG-ID licensee" refers to your own VLOG-ID, which can be found in the first column of the VLOG Client Portal in the "Master data" tab in the upper left. This number must be filled in in this column in each subsequent row for each entered product.

#### 2.2.2.2 "Product group-ID" column

The Product group-ID corresponds to the translation of the respective product group of the product into a number. For example, product group "Dairy products" corresponds to Product group-ID "15". Further Product group-IDs can be found in **Number list Product Groups** under the "Product groups" table sheet at <https://www.ohnegentechnik.org/en/for-businesses/vlog-customer-portal>.

#### 2.2.2.3 "Product group" column

This column does not have to be filled in manually as it is automatically generated by the entry of the Product group-ID. This will become apparent the following time the product list is being exported.

#### 2.2.2.4 "Product-ID" column

Each product is uniquely identified by a Product-ID. This means that for each import the database checks the products for changes, using the Product-ID. **Thus, each new product requires a new**

**Product-ID.** When creating a new Product-ID for a **subsequent product registration**, please use the existing numbers as a guide and **continue them sequentially**. For instance: If the last product has the Product-ID 11-00123-**15**, the new product should have the Product-ID 11-00123-**16**.

#### 2.2.2.5 "Trade Name" column

Please enter the exact and complete trade name of your product here. The product designations must be clearly identifiable on the basis of the scope of your certificate. You are therefore welcome to write the relevant scope in brackets after the actual product designation, such as semi-hard cheese, hard cheese, etc. Any changes you make to the trade name of an existing product will trigger a review process at the VLOG office. The respective product will then be re-released.

#### 2.2.2.6 "Brand-ID" column

The Brand-ID translates the name of the brand of the respective product. An overview of all Brand-IDs can be found at <https://www.ohnegentechnik.org/en/for-businesses/vlog-customer-portal/overview-brand-ids>. If your brand is not listed, please contact the VLOG office via the "Feedback" button with you contact details.

If you want to **change the brand of a product**, you have to create a new product. Please deregister the existing product (with the old brand) and re-register the product with the new brand (and new Product-ID).

#### 2.2.2.7 "Brand name" column

This column does not have to be filled in manually as it is automatically generated by the entry of the brand-ID. This will become apparent the next time the product list is exported.

#### 2.2.2.8 "EAN" column

Please enter the EAN of your product here. Please note that the EAN can be subsequently changed, but not deleted.

#### 2.2.2.9 "Item number" column

Please enter the item number of your product here, if available. Please note that the item number can be subsequently changed, but not deleted.

#### 2.2.2.10 "Other number" column

Please enter any other number of your product here, if available. For example, the batch number of honeys can be filled in here. Please note that the other number can be subsequently changed, but not deleted.

#### 2.2.2.11 "VLOG-ID first marketer" column

Please enter the VLOG-ID of the product first marketer here. This number and company must **already be listed in the table sheet Betriebe\_Sites** – appropriately marked with the type "First marketer" and the code "1" for the type of related company.

#### 2.2.2.12 "VLOG-ID producer" column

Please enter the VLOG-ID of the product producer here. This number and company must **already be listed in the table sheet Betriebe\_Sites** – appropriately marked with the type "Producer" and the code "2" for the type of related company.

#### 2.2.2.13 "please leave blank" columns (2x)

This field remains empty and is not relevant for the procedure.

#### 2.2.2.14 "Cancel registration (0=no; 1=yes)" column

In this column you can register and deregister products. To deregister a product, insert "1". Deleting the corresponding line is not sufficient to deregister a product. To leave an existing product registered or to add a new product, enter "0" or no information.

### 2.3 Uploading the edited Excel uploader list

Once you have finished editing the Excel uploader list, it can be uploaded to the VLOG Customer Portal under the "Excel Upload" tab.



**Please note:** To ensure that the upload is successful, do not delete columns or insert blank lines in the Excel uploader list.

Please perform the following steps:

1. Click on the "**New**" button in the "Excel Upload" tab in the upper left
2. A new window opens. Click on "**Choose a file**" in the "File upload" area by selecting the file and clicking "Open".
3. You can now select and upload the Excel uploader list from your local PC. An hourglass will indicate that the file is being uploaded.
4. Once the file has been uploaded and the hourglass has disappeared, the first review step has been completed. It involves, e.g. a format check of the lines. The lower part of the tab displays the table sheets "Betriebe\_Sites" and "Produkte\_Products" according to the Excel uploader list.
5. If you see a **red traffic light** next to a product or company, an error has occurred. The type of error or the error description is displayed in the **status message**. The error messages are always indicated at the top of the list, so that not all sheets have to be searched. Please correct the error indicated in the respective error message in the Excel uploader list saved on your PC. Please delete the existing data record from the Client Portal using the "**Remove data**" button and confirm the deletion again in the newly opened window. You can then upload your corrected list again, as described above by clicking on "Choose a file". You will find help on possible errors in Section 2.4.
6. If you only see **green traffic lights** in both table sheets after the first review step, the upload was successful. You can now click on the "**Import data**" button in the upper left. A new window opens. Please confirm again that you want to import the file. During this import, the Excel uploader list is now checked for content errors. For example, this involves a comparison of VLOG-IDs with the VLOG database.
7. A new window opens. The top shows the "**Uploads currently in progress**" area, including the current status. If there is an entry here, the upload is still being reviewed. In the "Progress" column you can see the increasing percentage of data verification. Once the review has been completed, this entry will disappear.
8. Once the data verification is complete, you will find an entry under "**Finished uploads**". If there is a red traffic light here, an error has occurred with regard to the content. Click on the red traffic light to open the two table sheets "Betriebe\_Sites" and "Produkte\_Products" again. Again, the type of error or the error description is displayed in the **status message**. Please correct the error indicated in the respective error message in the Excel uploader list saved on your PC. Please delete the existing data record from the Client Portal using the "**Remove data**" button and confirm the deletion again in the newly opened window. You can then upload your corrected list again as described above, by clicking on "Choose a file". You will find help on possible errors in Section 2.4.

9. If the traffic light is green after the upload and data import, the second step of the upload was also successful and the upload is complete.

The "Licence / Certification data" tab now displays the products you just uploaded with their respective status. The product status provides an overview of products that have already been licensed by the VLOG office ("**Licence granted**" status) and are under review ("**Licence pending**" status for new products and "**Review licence**" status for changes to an existing product). You can search for different terminology in the "Name" column.

The VLOG office will examine your new product application or supplementary product application within a few days. You will be notified about the licencing by email. We will also get in touch with you if any certificates are missing.

You can download your current product list, including licencing status, in the "Certification" field by clicking on the XLS sheet icon "Excel Export".

## 2.4 Error messages

The following overview can help you solve possible error messages you may encounter when using the Excel uploader. The overview is updated regularly. If an error message is not listed in this overview or if you have any questions, please contact the VLOG office.

<b>Error message</b>	<b>Cause</b>	<b>Solution</b>
<i>The field "VLOG-ID Producer" is a mandatory field. Please enter the data.</i>	No entry in the sheet "Produkte_Products" in column "VLOG-ID Producer"	Enter the "VLOG-ID Producer". See Section 2.2.2.12
<i>The "First Marketer" field is a mandatory field. Please enter the data.</i>	No entry in the sheet "Produkte_Products" in column "VLOG-ID First marketer"	Enter the "VLOG-ID First marketer". See Section 2.2.2.11
<i>The "Trade name" field is a mandatory field. Please enter the data.</i>	No entry in the sheet "Produkte_Products" in column "Product Name"	Enter the "Product Name". See Section 2.2.2.5
<i>The specified facility is not available in the Operations worksheet.</i>	A product has been assigned a producer who is not listed in the Betriebe_Sites table sheet or who does not have the corresponding type.	In the table sheet "Betriebe_Sites", add the company or assign the appropriate type to the company. See Section 2.2.1 or 2.2.1.4
<i>Import not possible because of change of brand: Please deregister the product and create a new one.</i>	The brand name of an existing product has been changed.	If the brand name of an existing product changes, it becomes a new product according to our system. Please deregister the existing product (see Section 2.2.2.15) and register a new one.