

## Annex 1 Certification Body Portal: File Name and Formats

File names and formats for uploading certificate and audit data

Status 01.01.2023

File types	File name	Example	Subject	File format
Certificate	<i>Year_short form Company_C_Stage_Certifier</i>	2023_Sample company_C_Food_Sample certifier	2023_Sample company_C_Food_Sample certifier*	pdf
Facility Description	<i>Year_short form Company_FD_Stage_Certifier</i>	2023_Sample company_FD_Food_Sample certifier	2023_Sample company_FD_Food_Sample certifier	pdf
Checklist	<i>Year_short form Company_CL_Stage_Certifier</i>	2023_Sample company_CL_Food_Sample certifier	2023_Sample company_CL_Food_Sample certifier	Excel; pdf
Member list	<i>Year_short form Company_ML_Stage_Certifier</i>	2023_Sample company_ML_Food_Sample certifier	2023_Sample company_ML_Food_Sample certifier	Excel; pdf
Site list	<i>Year_short form Company_StL_Stage_Certifier</i>	2023_Sample company_StL_Food_Sample certifier	2023_Sample company_StL_Food_Sample certifier	pdf
Group description	<i>Year_short form Company_GD_Stage_Certifier</i>	2023_Sample company_GD_Food_Sample certifier	2023_Sample company_GD_Food_Sample certifier	pdf
Matrix description	<i>Year_short form Company_MD_Stage_Certifier</i>	2023_Sample company_MD_Food_Sample certifier	2023_Sample company_MD_Food_Sample certifier	pdf
Raw materials list**	<i>Year_short form Company_RL_Stage_Certifier</i>	2023_Sample company_RL_Food_Sample certifier	2023_Sample company_RL_Food_Sample certifier	pdf
Product list**	<i>Year_short form Company_PL_Stage_Certifier</i>	2023_Sample company_PL_Food_Sample certifier	2023_Sample company_PL_Food_Sample certifier	pdf

\* The subject name for certificates is copied from the file name. Please rename the file before the upload accordingly

\*\*These lists are only requested by VLOG in key points and do not have to be transmitted

For several versions, **please state the version number** of the respective document (V2, V3, V4).

### Stages according VLOG-Standard V23.01:

Logistics

Feed manufacturing

Matrix certification

Agriculture

Group organisation Agriculture

Food processing

Retail

### Abbreviations for file types

C - Certificate

CL - Checklist

ML - Member list

StL - Site list

FD - Facility description

GD - Group description

MD - Matrix description

PL - Product list\*\*

RL - Raw material list\*\*