

### Annex 1 - Unser Guide of the VLOG Lab Portal

File name, file type and subject title for uploading documents for maintaining VLOG recognition

State of: 02.10.2023

Before uploading, the files must be renamed according to the following examples:

<b>File type</b>	<b>Subject</b>	<b>File name</b>	<b>Example</b>
<i>Accreditation *</i>	Akkreditierungsnachweis /Certificate of Accreditation	LabName_Accreditation_Dates on validity *	AnaLab_Accreditation_valid until 13-04-2025/valid from 13-04.2021
<i>Documents round robin test **</i>	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_qualitative/quantitative_Date	AnaLab_Round robin test results_qualitative_230105
<i>Documents round robin test **</i>	Analyseergebnisse Ringversuch / Analysis results round robin test	LabName_Round robin test results_Soy mass determination_Date	AnaLab_Round robin test results_Soy mass determination_221113
<i>Documents round robin test **</i>	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_qualitative/quantitative_Date	AnaLab_Round robin test report_quantitative_230105
<i>Documents round robin test **</i>	Analysebericht Ringversuch / Analysis report round robin test	LabName_Round robin test report_Soy mass determination_Date	AnaLab_Round robin test report_Soy mass determination_221113
<i>Outsourcing agreement</i>	Vereinbarung Fremdvergabe /Outsourcing agreement	LabName_Outsourcing agreement_Lab#2_Date	AnaLab_Outsourcing agreement_TrixiLab_210514
<i>Sample test report</i>	Musterprüfbericht / Sample test report	LabName_Sample test report_State of	AnaLab_Sample test report_State of 31-03-2022
<i>Technical Annex - Accreditation</i>	Technischer Anhang / Technical annex	LabName_Technical Annex_Date	AnaLab_Technical Annex_valid from 13-04-2021

\* Please indicate when the validity of the accreditation expires (valid until xx-xx-xxxx). If there is no validity date, then indicate when the accreditation was issued (valid from xx-xx-xxxx).

\*\* If you submit results and report in one document, please name the file accordingly.