
Document Insighter - Lab COA

User Manual

DEEPSITE LIMITED

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Contents

1 General Information	3
1.1 Purposes	3
1.2 System Overview	3
2 Getting Started	3
2.1 Logging on	3
2.2 Role Types	4
2.3 Homepage	5
2.3.1 Filter Panel	5
2.3.2 Batch Export Filtered COA Extraction Results to Excel	7
2.4 Review Page	7
2.4.1 Extracted Result Display	7
2.4.2 Ontology Result	8
2.4.3 Revise Extracted Results	10
2.4.4 Issue Report	11
2.5 Analytes Management System	12
2.5.1 Role Types	13
2.5.2 Email Notification System for the Mapping Tasks	14
2.5.3 VQ Team Workflow	14
2.5.4 LIMS Team Workflow	18
2.5.5 Sample Metadata Management	21
2.6 Uploading via Insighter Portal	27
3 Appendix	29
3.1 Email Limitation and Requirements	29

1 General Information

1.1 Purposes

This User Manual covers the DEEPSITE Document Insighter system, detailing its interface, management functions, and offering solutions to common problems. It aims to help users quickly log in, browse, and utilize the system while accessing available resources and support.

1.2 System Overview

Document Insighter is an AI-powered digitizing solution that quickly provides services like reading documents, digitizing images and tables, extracting relevant data, and processing content. It also offers automatic validation against databases like enterprise SAP using extracted data. Furthermore, Document Insighter supports user feedback and continuous learning for improved accuracy through a cloud-based portal.

2 Getting Started

2.1 Logging on

Open the browser and visit DEEPSITE Document Insighter to access the login page:

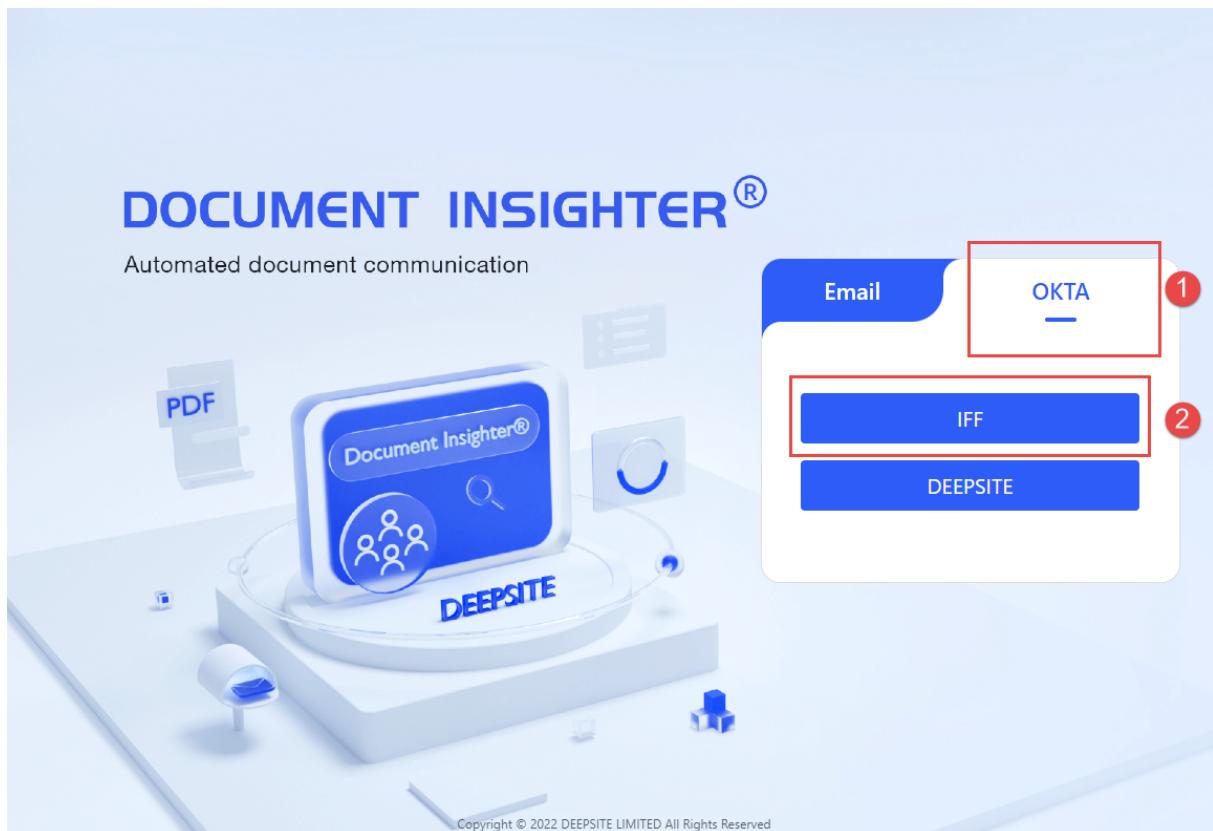


Figure 1: Log on

Log in to the DEEPSITE Insighter portal by clicking button 1 “OKTA”, selecting 2 “IFF”, and entering your IFF ID and password.

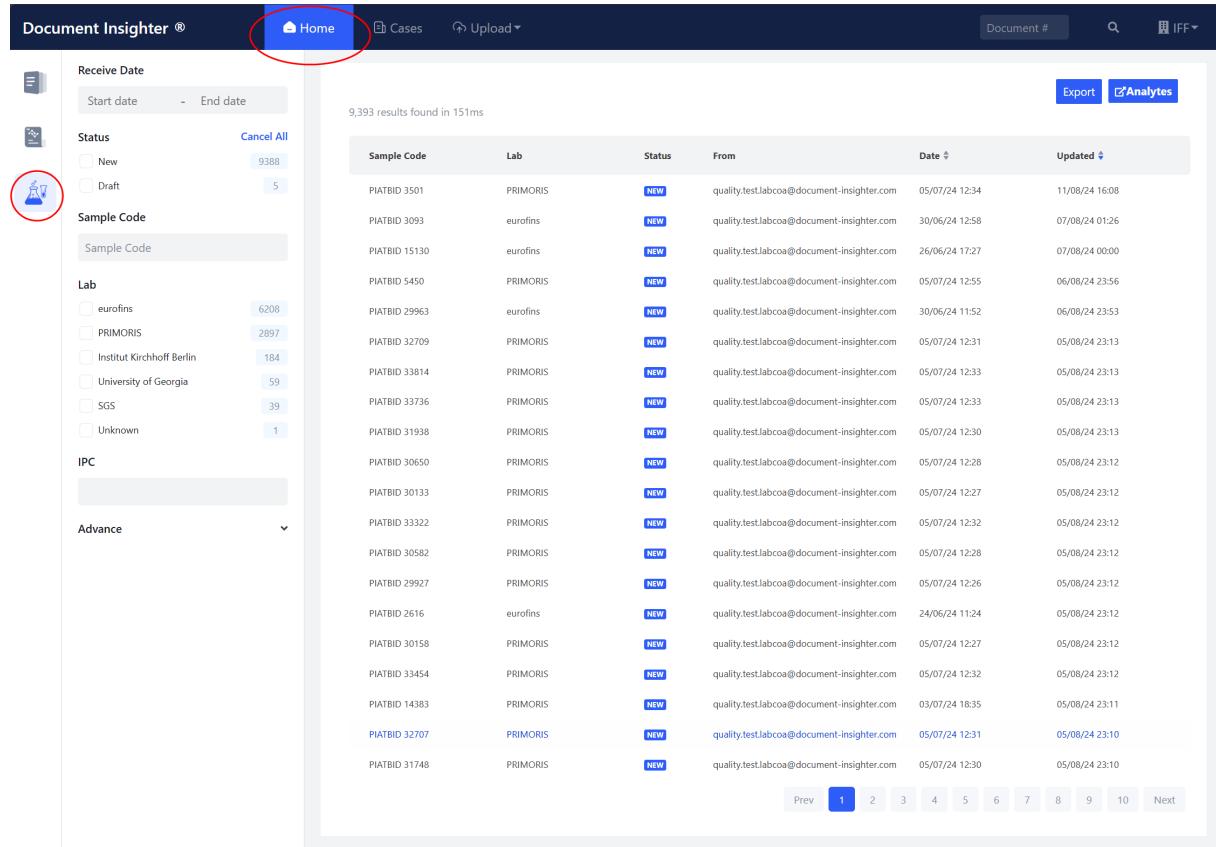
2.2 Role Types

Users of various roles will have different permissions:

Role Type	Access	User Profile	Permission Level
Viewer	view/access portal only	users/technicians	default
Contributor	revise the extracted results	users/technicians	default

2.3 Homepage

The system automatically archives documents and data, offering convenient and rich search capabilities. Access the home page by logging in or clicking the “Home” button in the top ribbon.



The screenshot shows the Document Insighter homepage. At the top, there is a navigation bar with the title "Document Insighter ®", a "Home" button (circled in red), "Cases", "Upload", "Document #", a search bar, and "IFF" dropdown. Below the navigation bar is a sidebar with filtering options: "Receive Date" (with "Start date" and "End date" fields), "Status" (with "New" and "Draft" checkboxes), "Sample Code" (with a search input), "Lab" (with checkboxes for "eurofins", "PRIMORIS", "Institut Kirchhoff Berlin", "University of Georgia", "SGS", and "Unknown"), "IPC" (with a search input), and "Advance" (with a dropdown arrow). The main area displays a table of search results with columns: "Sample Code", "Lab", "Status", "From", "Date", and "Updated". The table contains 20 rows of data, each with a "NEW" status indicator. At the bottom of the table is a pagination control with buttons for "Prev", "1" (highlighted in blue), "2", "3", "4", "5", "6", "7", "8", "9", "10", and "Next".

Figure 2: Home Page

2.3.1 Filter Panel

The left filter panel offers extensive filtering options for users:

1. “Receive Date”: The date an email was received or uploaded.”
2. “Sample Code”: Sample code for the COA lab document
3. “Lab”: Issuing Lab for the COA
4. “Status”: Default value is “NEW”. If user revised the results, it will become “MODIFIED”.
5. “IPC”: IPC in the COA document, if present.
6. “Mail From/Upload By”: Filter extractions by the uploader’s email address.

Receive Date

Start date - End date

Status

New 9388

Draft 5

[Cancel All](#)

Sample Code

Sample Code

Lab

<input type="checkbox"/> eurofins	6208
<input type="checkbox"/> PRIMORIS	2897
<input type="checkbox"/> Institut Kirchhoff Berlin	184
<input type="checkbox"/> University of Georgia	59
<input type="checkbox"/> SGS	39
<input type="checkbox"/> Unknown	1

IPC

Advance

Mail From/Upload By

Search with email address

Mail

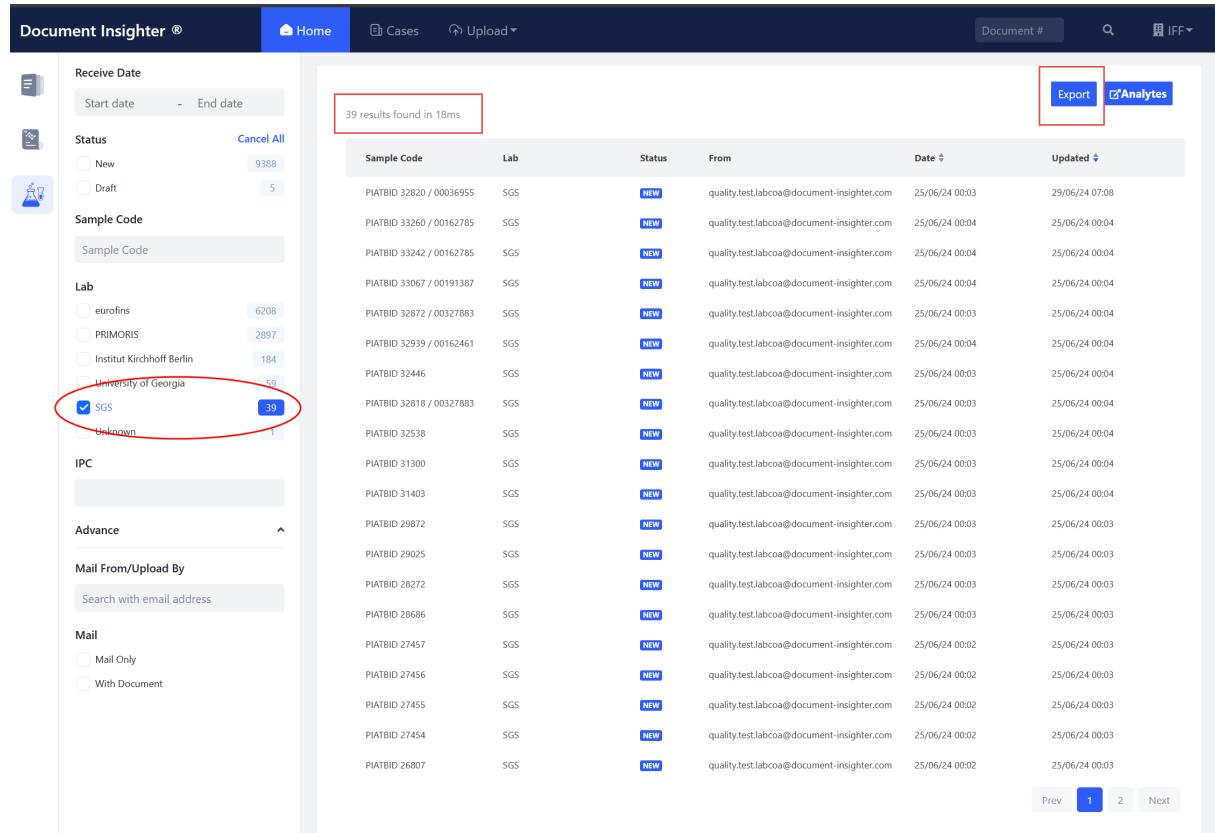
Mail Only

With Document

Figure 3: Search/Filter Panel1

2.3.2 Batch Export Filtered COA Extraction Results to Excel

Users can click the “Export” button to batch export the filtered COA extraction results into an Excel file for further data analysis.



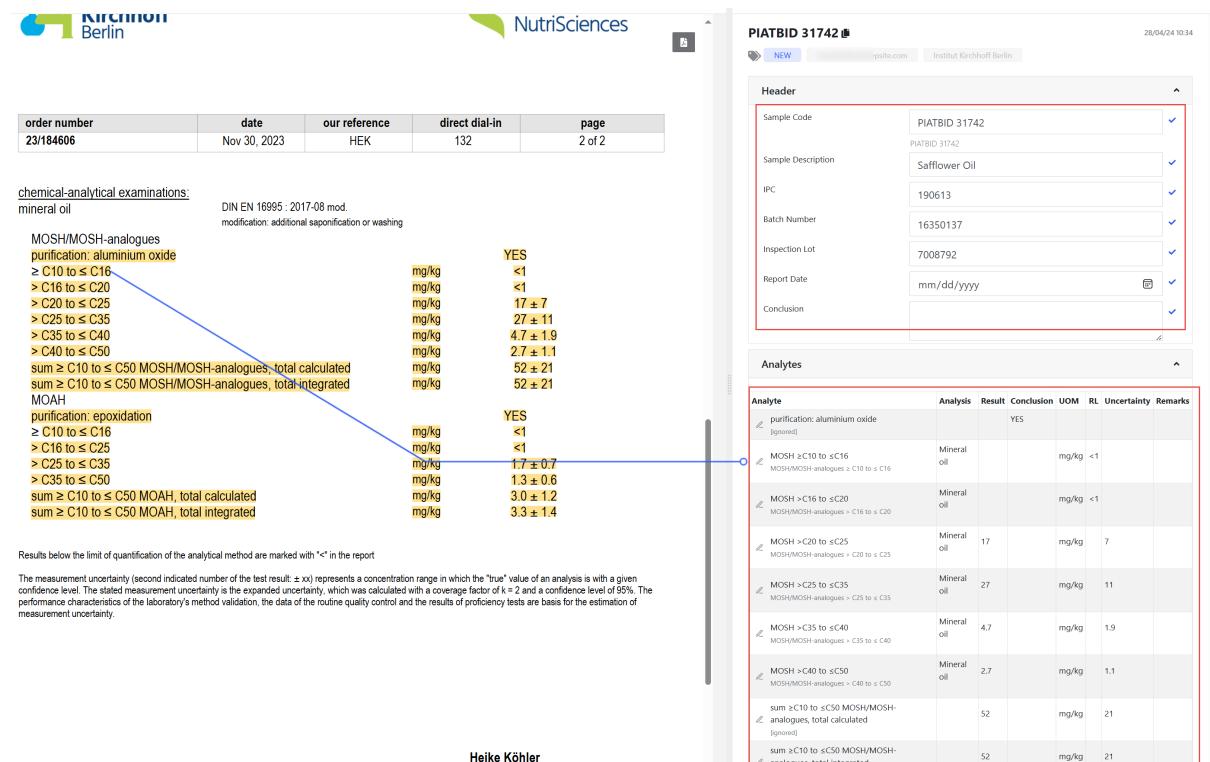
The screenshot shows the Document Insighter Lab COA interface. On the left, there are various filters: 'Receive Date' (Start date and End date), 'Status' (New, Draft, Cancel All), 'Sample Code' (Sample Code input field), 'Lab' (dropdown with 'SGS' checked, circled in red), 'IPC' (dropdown), 'Advance' (dropdown), 'Mail From/Upload By' (Search input field), 'Mail' (Mail Only, With Document checkboxes). The main area shows a table of 39 results found in 18ms. The table has columns: Sample Code, Lab, Status, From, Date, and Updated. The 'Lab' column shows 'SGS' for all rows. The 'From' column shows 'quality.test.labcoa@document-insighter.com' for all rows. The 'Date' and 'Updated' columns show '25/06/24 00:03' for most rows, with some showing '25/06/24 00:04'. The 'Export' button is highlighted with a red box in the top right corner of the results area.

Figure 4: Export Button

2.4 Review Page

2.4.1 Extracted Result Display

Extracted data, such as analytes, test results, and mapped internal analyte names, will be shown on the right side of the page. Clicking on this data will highlight the corresponding text in the document, enabling quick verification.

**Figure 5:** Result Page

2.4.2 Ontology Result

Our Ontology Engine and Analytes Management System will automatically map the extracted test parameters to the IFF internal standard analyte and the related analysis. The grey text under each extraction result is the IFF internal analyte name mapped by the system.

Analytes								
Analyte	Analysis	Result	Conclusion	UOM	RL	Uncertainty	Remarks	^
purification: aluminium oxide [ignored]			YES					
MOSH \geq C10 to \leq C16 MOSH/MOSH-analogues \geq C10 to \leq C16	Mineral oil		Original Text in PDF	/kg	<1			
MOSH >C16 to \leq C20 MOSH/MOSH-analogues > C16 to \leq C20	Mineral oil		Mapped Internal Analyte Name					
MOSH >C20 to \leq C25 MOSH/MOSH-analogues > C20 to \leq C25	Mineral oil	17		mg/kg	7			
MOSH >C25 to \leq C35 MOSH/MOSH-analogues > C25 to \leq C35	Mineral oil	27		mg/kg	11			
MOSH >C35 to \leq C40 MOSH/MOSH-analogues > C35 to \leq C40	Mineral oil	4.7		mg/kg	1.9			
MOSH >C40 to \leq C50 MOSH/MOSH-analogues > C40 to \leq C50	Mineral oil	2.7		mg/kg	1.1			
sum \geq C10 to \leq C50 MOSH/MOSH-analogues, total calculated [ignored]		52		mg/kg	21			
sum \geq C10 to \leq C50 MOSH/MOSH-analogues, total integrated [ignored]		52		mg/kg	21			
purification: epoxidation [ignored]		YES						
MOAH \geq C10 to \leq C16 MOAH \geq C10 to \leq C16	Mineral oil			mg/kg	<1			
MOAH >C16 to \leq C25 MOAH > C16 to \leq C25	Mineral oil			mg/kg	<1			
MOAH >C25 to \leq C35 MOAH > C25 to \leq C35	Mineral oil	1.7		mg/kg	0.7			
MOAH >C35 to \leq C50 MOAH > C35 to \leq C50	Mineral oil	1.3		mg/kg	0.6			
sum \geq C10 to \leq C50 MOAH, total calculated [ignored]		3.0		mg/kg	1.2			
sum \geq C10 to \leq C50 MOAH, total integrated [ignored]		3.3		mg/kg	1.4			

Figure 6: Ontology Results

2.4.3 Revise Extracted Results

Click the edit icon to open the edit panel and revise the extracted results.

Edit Row x

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Sample Description</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">IPC</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Batch Number</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Inspection Lot</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Report Date</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Conclusion</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Analytes</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Analyte</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">purification: aluminium oxide [ignored]</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH \geqC10 to \leqC16 MOSH/MOSH-analogues \geq C10 to \leq C16</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C16 to \leqC20 MOSH/MOSH-analogues > C16 to \leq C20</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C20 to \leqC25 MOSH/MOSH-analogues > C20 to \leq C25</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C25 to \leqC35 MOSH/MOSH-analogues > C25 to \leq C35</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C35 to \leqC40 MOSH/MOSH-analogues > C35 to \leq C40</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C40 to \leqC50 MOSH/MOSH-analogues > C40 to \leq C50</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">sum \geqC10 to \leqC50 MOSH/MOSH- [ignored]</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">sum \geqC10 to \leqC50 MOSH/MOSH- [ignored]</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">purification: epoxidation [ignored]</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOAH \geqC10 to \leqC16 MOAH \geq C10 to \leq C16</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOAH >C16 to \leqC25 MOAH > C16 to \leq C25</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOAH >C25 to \leqC35</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Analyte</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH >C20 to \leqC25</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">MOSH/MOSH-analogues > C20 to \leq C25</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Analysis</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Mineral oil</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Result</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">17</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Conclusion</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">mg/kg</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">UOM</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">RL</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Uncertainty</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">7</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Remarks</div>
--	---

Save

Figure 7: Revise Icon

After clicking the “Save” button, a green check mark will appear behind the edited item. Hovering

over the icon will display the last revision information.

2.4.4 Issue Report

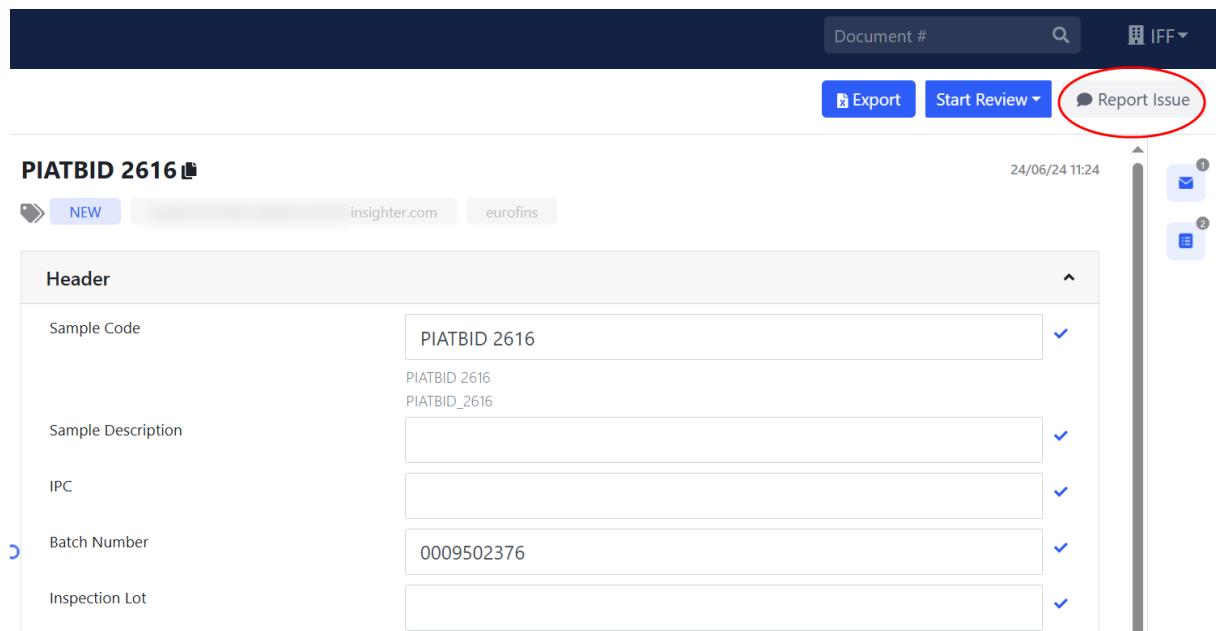
The system will gather user feedback on extraction issues as follows:

1. Send email directly to support@godeepsite.com for issues like:

- Unable to access the Insighter web portal
- Insighter system-related questions or queries
- Other general issues*

2. Report issue for a specific COA document:

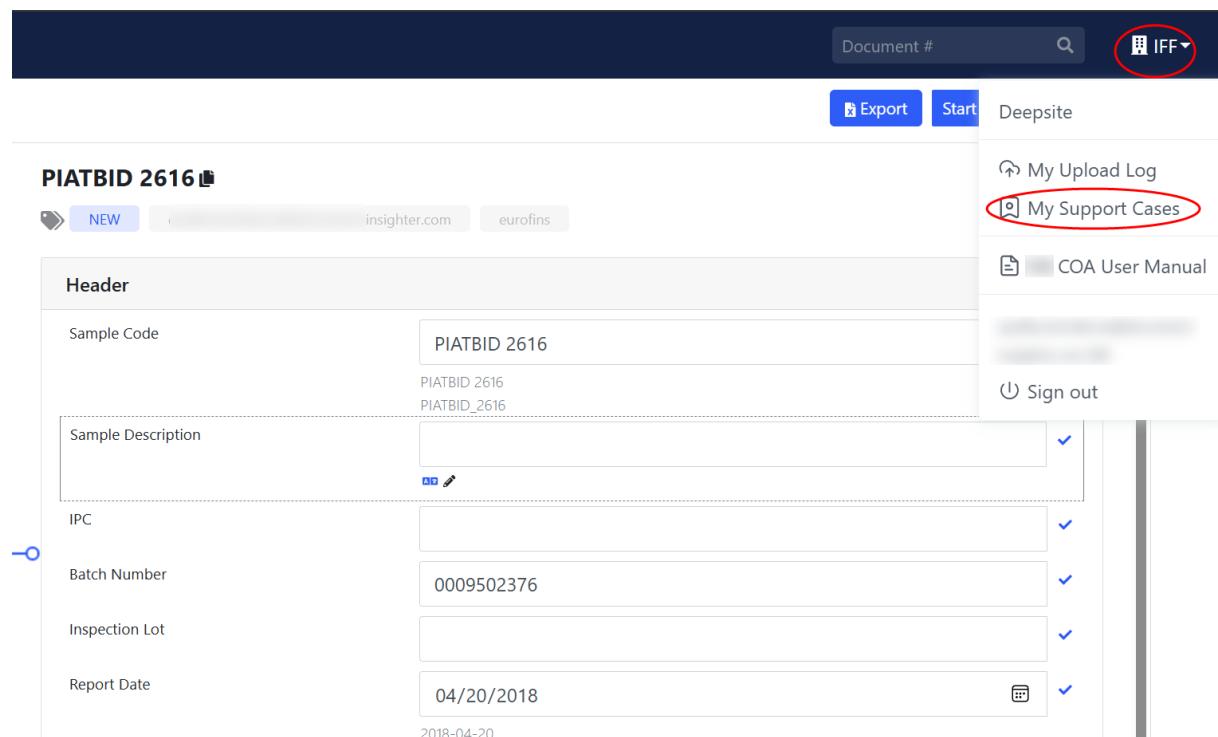
Report issue manually by clicking the “Report Issue” button. Pick an issue category, like “IPC/Extraction” and leave your comment in the dialog.



The screenshot shows a software interface for managing COA documents. At the top, there is a dark header bar with a search icon and a dropdown menu labeled 'IFF'. Below the header, there are three buttons: 'Export', 'Start Review', and 'Report Issue'. The 'Report Issue' button is circled in red. The main content area is titled 'PIATBID 2616' and shows a list of fields under a 'Header' section. The fields are: Sample Code (value: PIATBID 2616), Sample Description (value: PIATBID 2616, PIATBID_2616), IPC (empty), Batch Number (value: 0009502376), and Inspection Lot (empty). To the right of the form, there is a vertical sidebar with a timestamp '24/06/24 11:24' and two small icons representing support cases, one with a '1' and one with a '2'.

Figure 8: Report Issue Button

3. Users can check their support case statuses by clicking “My Support Cases.” The issue is forwarded to our Technical Support team, who will follow up and update you within 4 days.

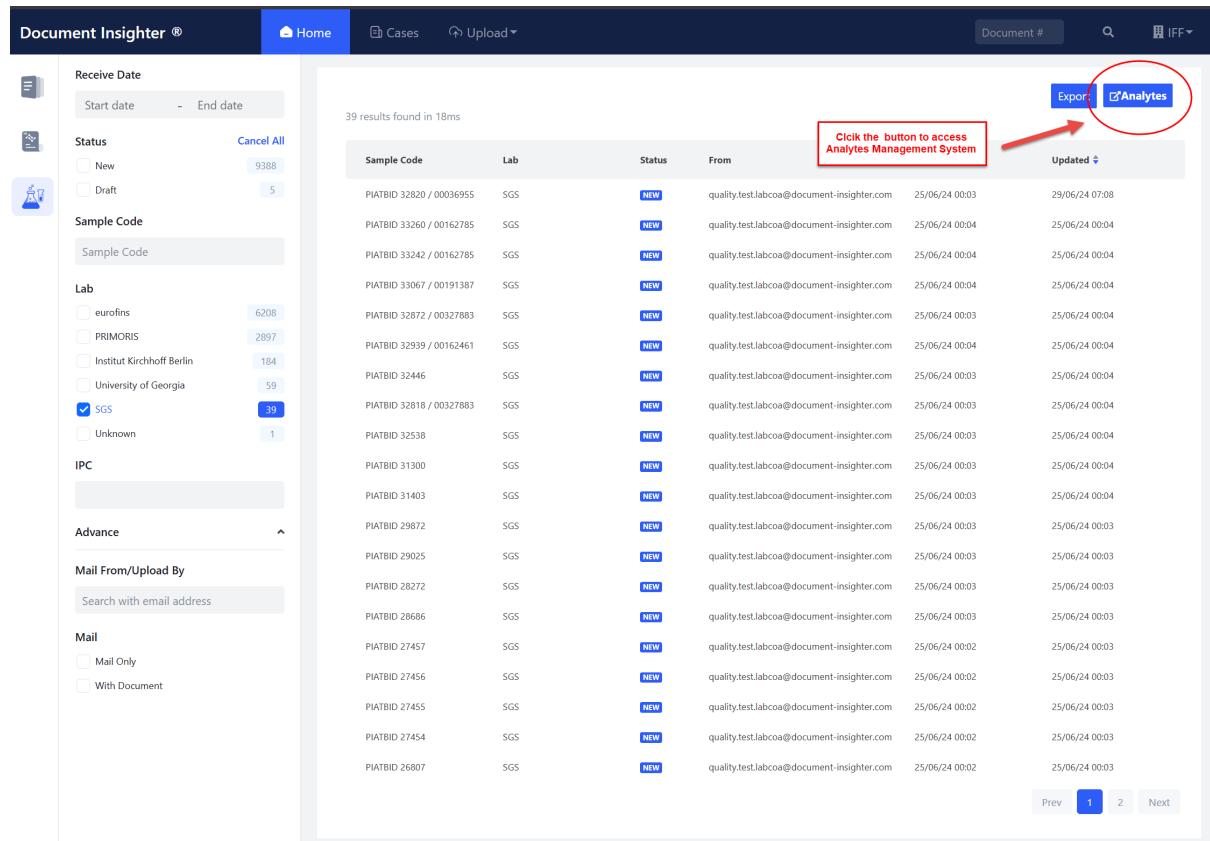


The screenshot shows a web-based application for managing laboratory COA (Certificate of Analysis) documents. At the top, there is a dark header bar with a search bar labeled 'Document #' and a magnifying glass icon. To the right of the search bar is a red circle highlighting a dropdown menu labeled 'IFF' with a downward arrow. Below the header, there are buttons for 'Export' (blue), 'Start' (blue), and 'Deepsite' (blue). A navigation bar below the header includes links for 'My Upload Log' (grey), 'My Support Cases' (red circle), and 'COA User Manual' (grey). The main content area is titled 'PIATBID 2616' and shows a 'Header' section with fields for 'Sample Code' (PIATBID 2616), 'Sample Description' (empty), 'IPC' (empty), 'Batch Number' (0009502376), 'Inspection Lot' (empty), and 'Report Date' (04/20/2018). To the right of the report date, there is a date picker icon and a blue checkmark icon. A 'Sign out' link is also visible in the top right corner.

Figure 9: My Support Cases

2.5 Analytes Management System

We offer a standalone Analytes Management System to manage the mapping relationships between all External Analytes and IFF Internal Analytes.



The screenshot shows the Document Insighter Lab COA interface. On the left, there is a sidebar with various filters: 'Receive Date' (Start date: 9388, End date: 5), 'Status' (New: 9388, Draft: 5), 'Sample Code' (Sample Code), 'Lab' (eurofins: 6208, PRIMORIS: 2897, Institut Kirchhoff Berlin: 184, University of Georgia: 59, SGS: 39, Unknown: 1), 'IPC' (empty), 'Advance' (empty), 'Mail From/Upload By' (Search with email address), and 'Mail' (Mail Only, With Document). The main area displays a table of 39 results found in 18ms. The columns are Sample Code, Lab, Status, From, and Updated. The 'Analytics' button in the top right is circled in red, with a callout box pointing to it containing the text 'Click the button to access Analytes Management System'.

Figure 10: Analytes Management System

2.5.1 Role Types

Upon successful login, your assigned roles will be displayed next to your email in the top-right corner. Each role will have a corresponding badge. Users of various roles will have different permissions:

Role Type	Access	User Profile
Management	Manages system settings	technicians
VQ (Vendor Quality)	revise/approves external analytes and requests internal analyte creation	users/technicians

Role Type	Access	User Profile
LIMS	Reviews proposed analytes and finalizes their mapping relationship/Approves internal analytes/Creates new internal analytes	users/technicians

2.5.2 Email Notification System for the Mapping Tasks

Users from VQ team can receive email notifications through this system to promptly handle new tasks where external analytes did not map to IFF internal analytes. Users can also request the LIMS team to create new internal analytes if the needed ones don't exist via the system, and LIMS team will receive notifications to follow up on these requests.

2.5.3 VQ Team Workflow

Access Analytes Management System After receiving the email notification, user can directly access the “Analytes Management System” via the link in the email, or navigate to the system after clicking the button on the homepage.

New Analytes for Review

iff@godeepsite.com

Dear VQ Team,

There are 1 new analytes for review. Please visit the system to review them.

• Aflatoxin B2

Regards,
Analytes Management System

Figure 11: VQ Team Notification

Quick Approve Select the “Review” tab on the left to display all pending tasks on the right. The VQ team can use the filter panel to sort tasks assigned to “VQ” or filter by status “New” to complete the Internal Analytes mapping tasks. Clicking the hyperlink in the “Sample” column directs users to the Document Insighter Portal to view related external lab COA documents and extractions.

Our AI Ontology Engine offers users relevant mapping suggestions. By clicking the “Quick Review” button, users can quickly confirm and complete the task.

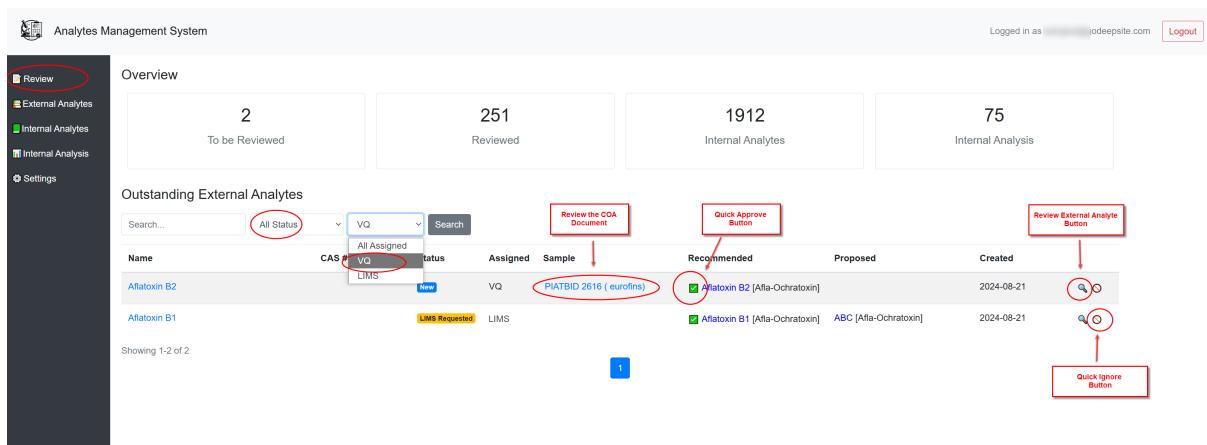


Figure 12: Quick Approve and Review

Select the Internal Analysis and Analyte If no AI suggestion is provided, users must manually select a suitable internal analysis and analyte for the unmapped external analyte. Click the “Review External Analyte” button and pick the suitable Internal Analysis and Analyte from the dropdown list. After that, click the “Approve” button to complete the task.

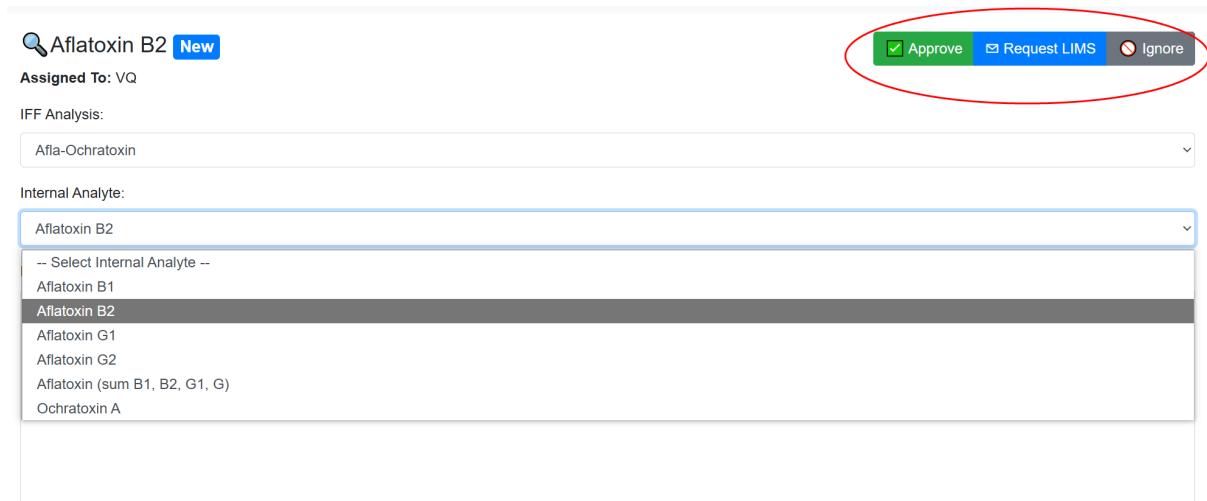
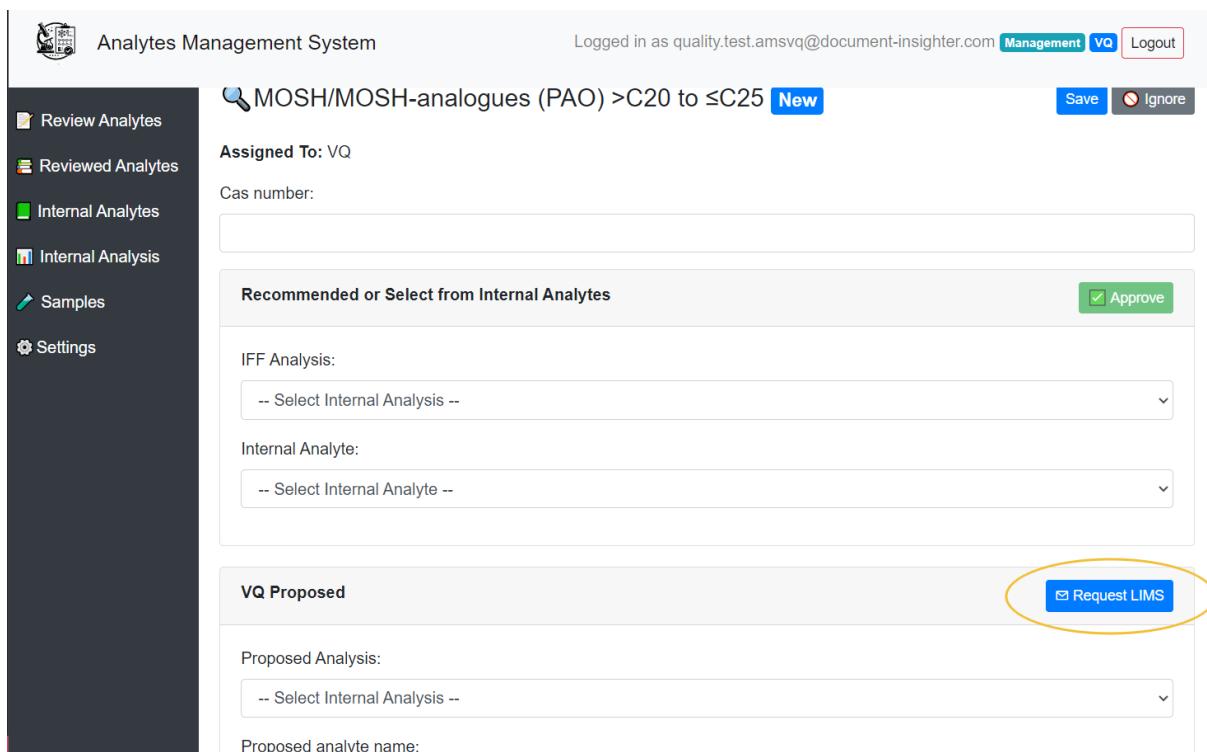


Figure 13: Review External Analyte

Request LIMS for Creating New Internal Analyte If the needed internal analyte don't exist, VQ team users may request the LIMS team to create new internal analytes by click the “Request LIMS” button and A notification email will later be sent to the LIMS team to follow up on the case.



The screenshot shows the Analytes Management System interface. The top navigation bar includes the system logo, 'Analytes Management System', and a user login message 'Logged in as quality.test.amsvq@document-insighter.com'. It also features 'Management', 'VQ', and 'Logout' buttons. The main content area displays a search bar for 'MOSH/MOSH-analogues (PAO) >C20 to ≤C25' with a 'New' button. Below the search bar, the text 'Assigned To: VQ' is shown. A 'Cas number:' input field is empty. A section titled 'Recommended or Select from Internal Analytes' contains an 'Approve' button with a checked checkbox. The 'IFF Analysis:' section has a dropdown menu with the placeholder '-- Select Internal Analysis --'. The 'Internal Analyte:' section also has a dropdown menu with the placeholder '-- Select Internal Analyte --'. A section titled 'VQ Proposed' contains a 'Request LIMS' button, which is highlighted with a yellow oval. The 'Proposed Analysis:' section has a dropdown menu with the placeholder '-- Select Internal Analysis --'. The 'Proposed analyte name:' input field is empty.

Figure 14: Request LIMS

Ignore the External Analyte If the VQ team user finds the unmapped External Analyte is not relevant to IFF and don't require new internal Analytes in LIMS, they can click "Ignore" to skip the task, preventing the system from creating a related mapping task.

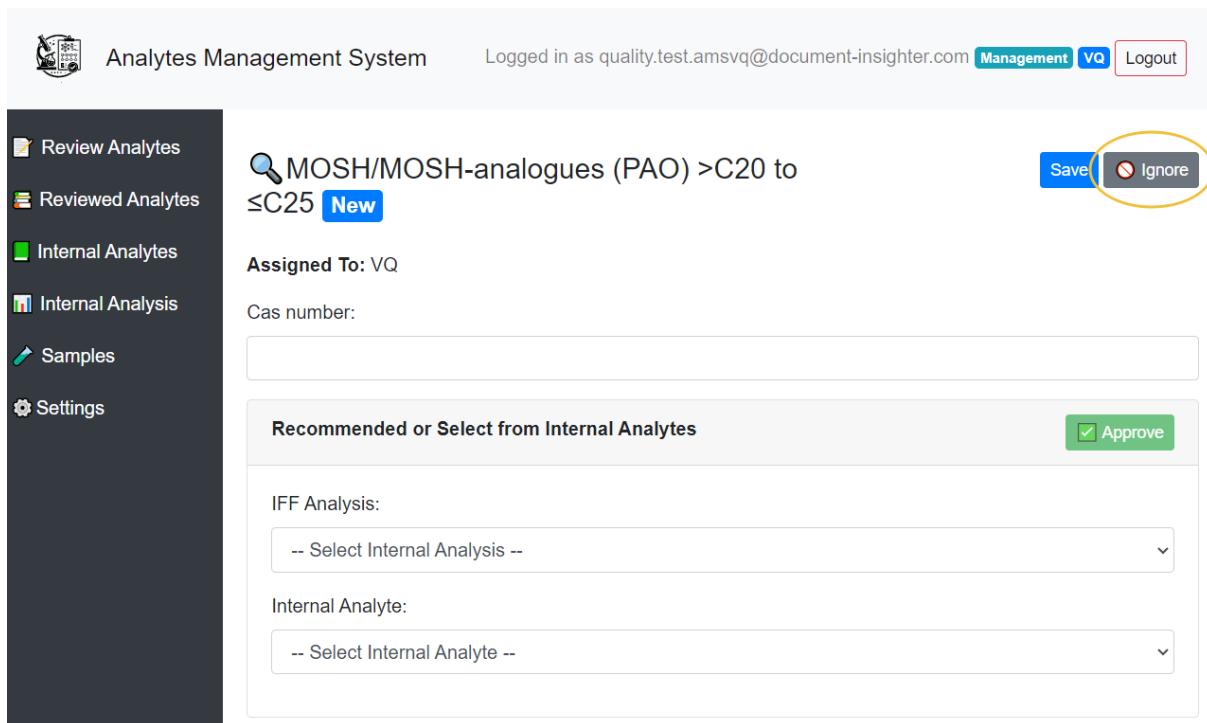


Figure 15: Ignore the External Analyte_VQ

2.5.4 LIMS Team Workflow

Access Analytes Management System After receiving the email notification, users from LIMS team can directly access the “Analytes Management System” via the link in the email, or navigate to the system after clicking the button on the homepage.

New External Analyte Review Request - Aflatoxin B1



iff@godeepsite.com

Dear LIMS Team,

New External Analyte Review Request - Aflatoxin B1

Proposed Analysis Name: Afla-Ochratoxin

Proposed Analyte Name: ABC

Remarks:

Please review and approve the request.

Regards,

Analytes Management System

Figure 16: Receiving the Email Notification

Review the COA Document and Extraction Clicking the hyperlink in the “Sample” column directs users to the Document Insighter Portal to view related external lab COA documents and extractions.

Follow Up the Request for Creating Internal Analyte After creating the analyte for the request in the LIMS, then back to the Analytes Management System, LIMS team users can use the filter panel to sort tasks assigned to “LIMS Requested” or filter by status “LIMS” to complete the Internal Analytes Creating requests.

Overview

1 To be Reviewed

251 Reviewed

1912 Internal Analytes

75 Internal Analysis

Outstanding External Analytes

Name	CAS #	Status	Assigned	Sample	Recommended	Proposed	Created
Aflatoxin B1		LIMS Requested	LIMS		<input checked="" type="checkbox"/> Aflatoxin B1 [Afla-Ochratoxin]	<input checked="" type="checkbox"/> ABC [Afla-Ochratoxin]	2024-08-21

Showing 1-1 of 1

Figure 17: Quick Approve the Request

Aflatoxin B2 LIMS Requested

Assigned To: LIMS

IFF Analysis: Afla-Ochratoxin

Internal Analyte: -- Select Internal Analyte --

Proposed analyte name: CDE

Remarks:

Approve Ignore

Figure 18: Review and Approve the Create Request

Ignore the External Analyte If the LIMS team user finds that the analyte mentioned in the received request isn't suitable for creating a corresponding internal one at the moment, they can click "Ignore" to skip the task, preventing the system from creating a related mapping task later.

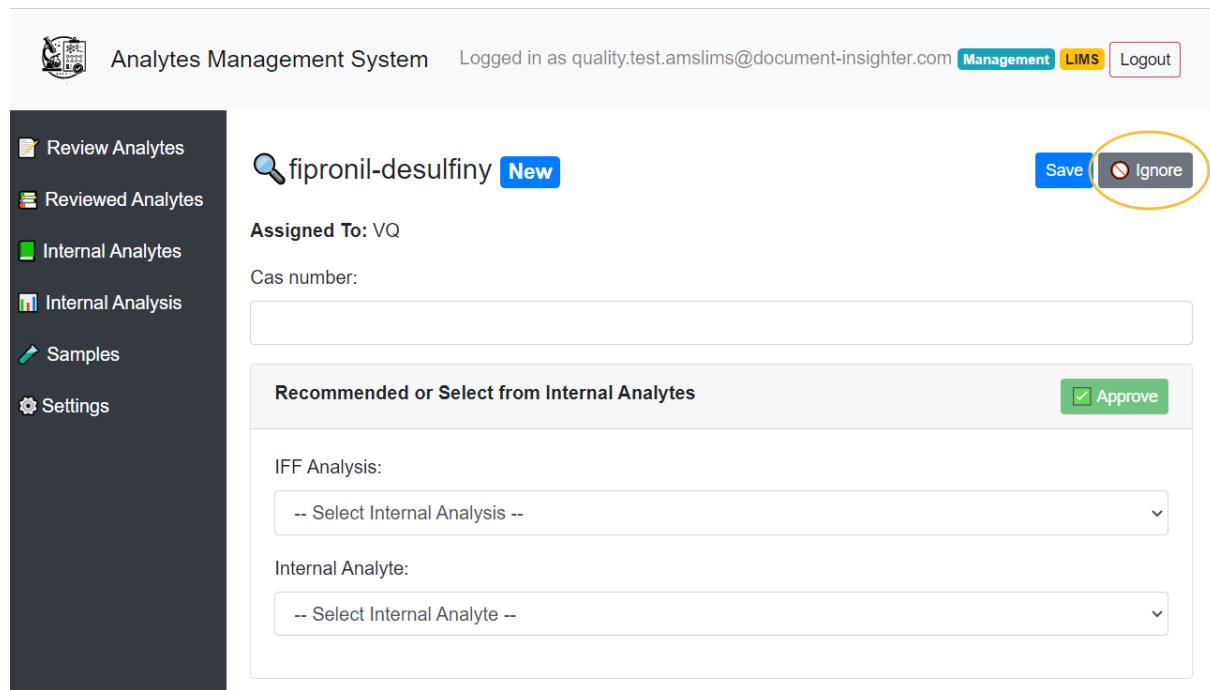


Figure 19: Ignore the External Analyte_LIMS

2.5.5 Sample Metadata Management

This section is intended to assist users, specifically VQ and LIMS roles, in managing sample metadata in the system.

- VQ Role: Responsible for reviewing sample metadata, confirming notifications about missing metadata, and requesting updates from the LIMS team.
- LIMS Role: Responsible for adding and updating sample metadata, syncing statuses, and exporting metadata files to SharePoint.

Daily Notification: Sample Metadata Missing (VQ)

1. Sample Metadata Missing Email Notification:

- Users under the VQ role will receive a daily email notification listing the current external lab COA extractions with missing sample metadata.

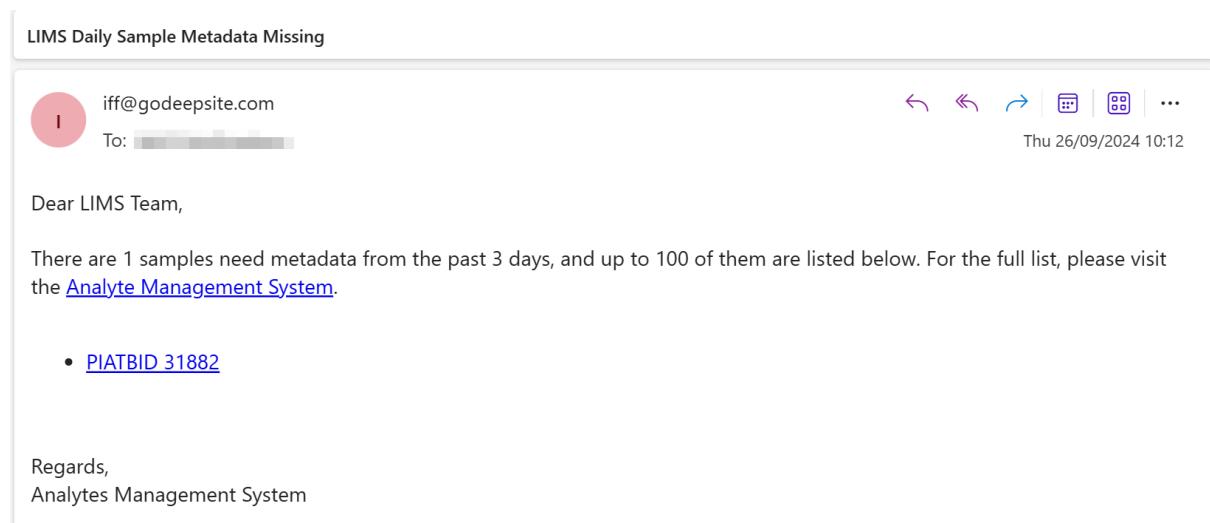
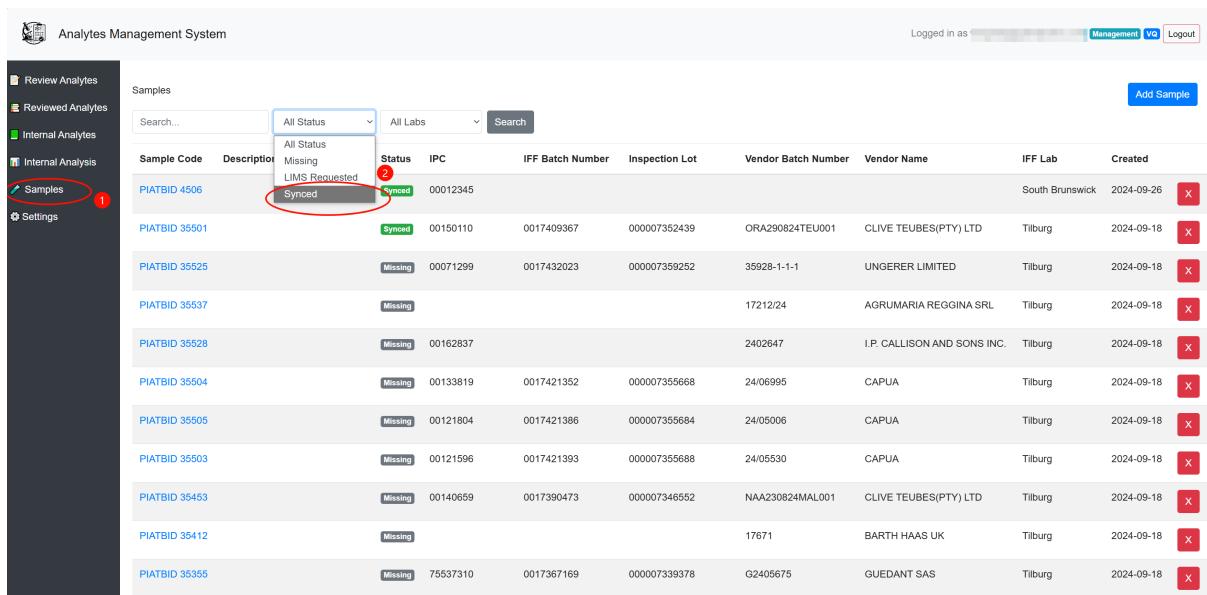


Figure 20: Sample Metadata Missing Email Notification

Reviewing Synced Sample Metadata (VQ)

1. Review Samples:

- **Detail View Access:**
 - Access the detailed view from the link provided in the notification email or directly within the AMS interface.
- **Navigate to the 'Samples' tab:**
 - Filter the status to display 'Synced' samples.
- **Edit and Save Metadata:**
 - Click on the 'Save' button to confirm or modify sample metadata.



The screenshot shows a list of samples in the 'Samples' tab. The table includes columns for Sample Code, Description, Status, IPC, IFF Batch Number, Inspection Lot, Vendor Batch Number, Vendor Name, IFF Lab, and Created. The 'Status' column for PIATBID 4506 is highlighted with a red circle labeled '2' and shows the value 'Synced'.

Sample Code	Description	Status	IPC	IFF Batch Number	Inspection Lot	Vendor Batch Number	Vendor Name	IFF Lab	Created
PIATBID 4506		Synced	00012345					South Brunswick	2024-09-26
PIATBID 35501		Synced	00150110	0017409367	000007352439	ORA290824TEU001	CLIVE TEUBES(PTY) LTD	Tilburg	2024-09-18
PIATBID 35525		Missing	00071299	0017432023	000007359252	35928-1-1-1	UNGERER LIMITED	Tilburg	2024-09-18
PIATBID 35537		Missing			17212/24		AGRUMARIA REGGINA SRL	Tilburg	2024-09-18
PIATBID 35528		Missing	00162837		2402647		I.P. CALLISON AND SONS INC.	Tilburg	2024-09-18
PIATBID 35504		Missing	00133819	0017421352	000007355668	24/06995	CAPUA	Tilburg	2024-09-18
PIATBID 35505		Missing	00121804	0017421386	000007355684	24/05006	CAPUA	Tilburg	2024-09-18
PIATBID 35503		Missing	00121596	0017421393	000007355688	24/05530	CAPUA	Tilburg	2024-09-18
PIATBID 35453		Missing	00140659	0017390473	000007346552	NAA230824MAL001	CLIVE TEUBES(PTY) LTD	Tilburg	2024-09-18
PIATBID 35412		Missing			17671		BARTH HAAS UK	Tilburg	2024-09-18
PIATBID 35355		Missing	75537310	0017367169	000007339378	G2405675	GUEDANT SAS	Tilburg	2024-09-18

Figure 21: Review Synced Samples

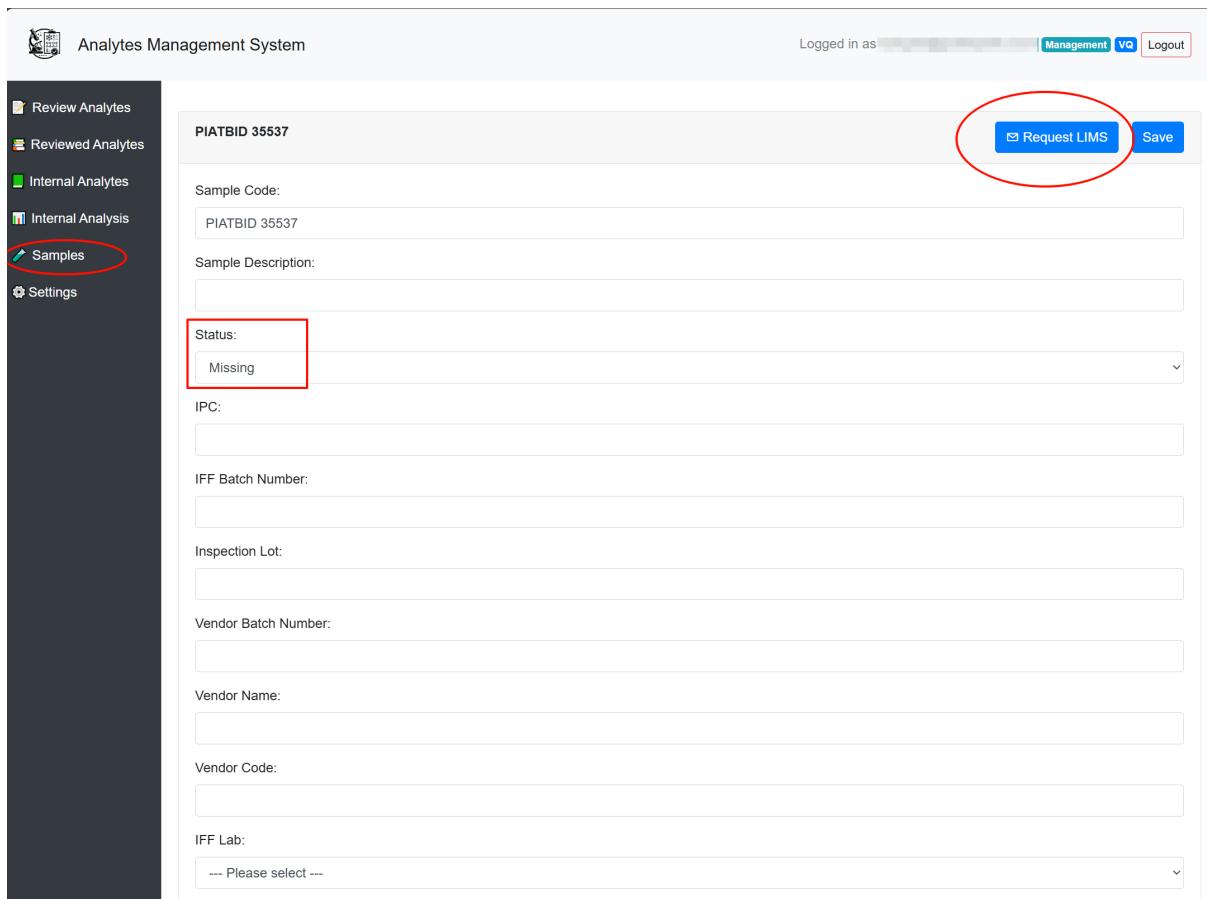
Handling Missing Sample Metadata (VQ)

1. Filter Missing Samples:

- **Navigate to the 'Samples' tab:**
 - Filter the tab to display samples with 'Missing' metadata status.

2. Request LIMS Update:

- For each case with missing metadata, click the 'Request LIMS' button to send a request to the LIMS team for sample metadata updating.



Document Insighter - Lab COA

Logged in as [REDACTED] | Management | VQ | Logout

PIATBID 35537

Sample Code: PIATBID 35537

Sample Description: [REDACTED]

Status: (This field is circled in red)

IPC: [REDACTED]

IFF Batch Number: [REDACTED]

Inspection Lot: [REDACTED]

Vendor Batch Number: [REDACTED]

Vendor Name: [REDACTED]

Vendor Code: [REDACTED]

IFF Lab:

Request LIMS (This button is circled in red)

Save

Figure 22: Request LIMS Update

Following Up Requests and Updating Metadata (LIMS)

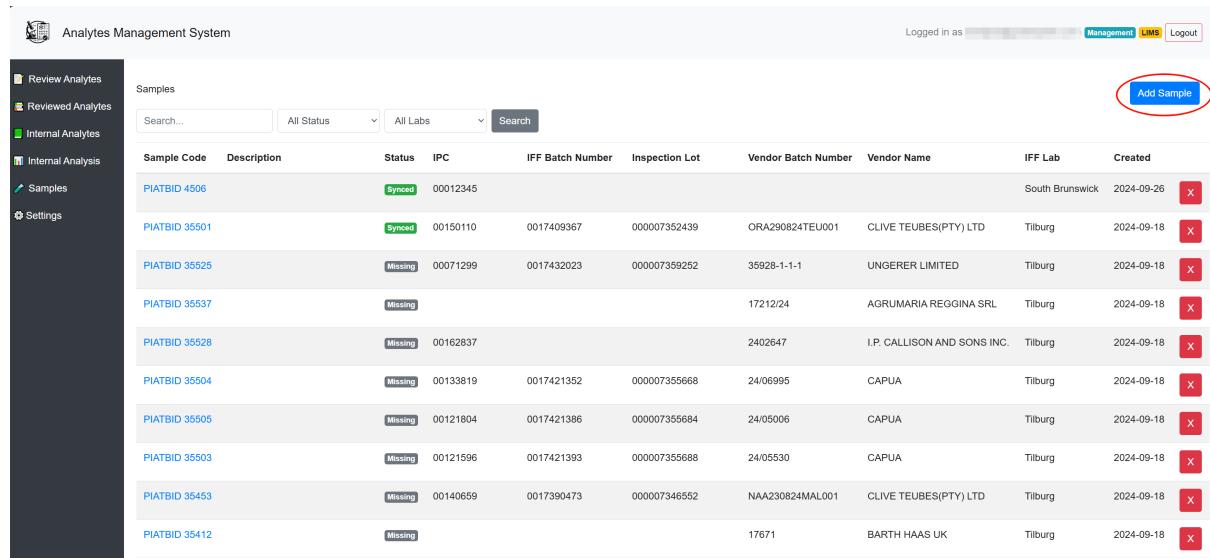
1. Add or Update Sample Metadata:

- **Adding New Samples:**

- Click 'Add Sample' to input new sample metadata.
- Select 'Synced' as the status before creating the sample entry.

- **Updating Existing Samples:**

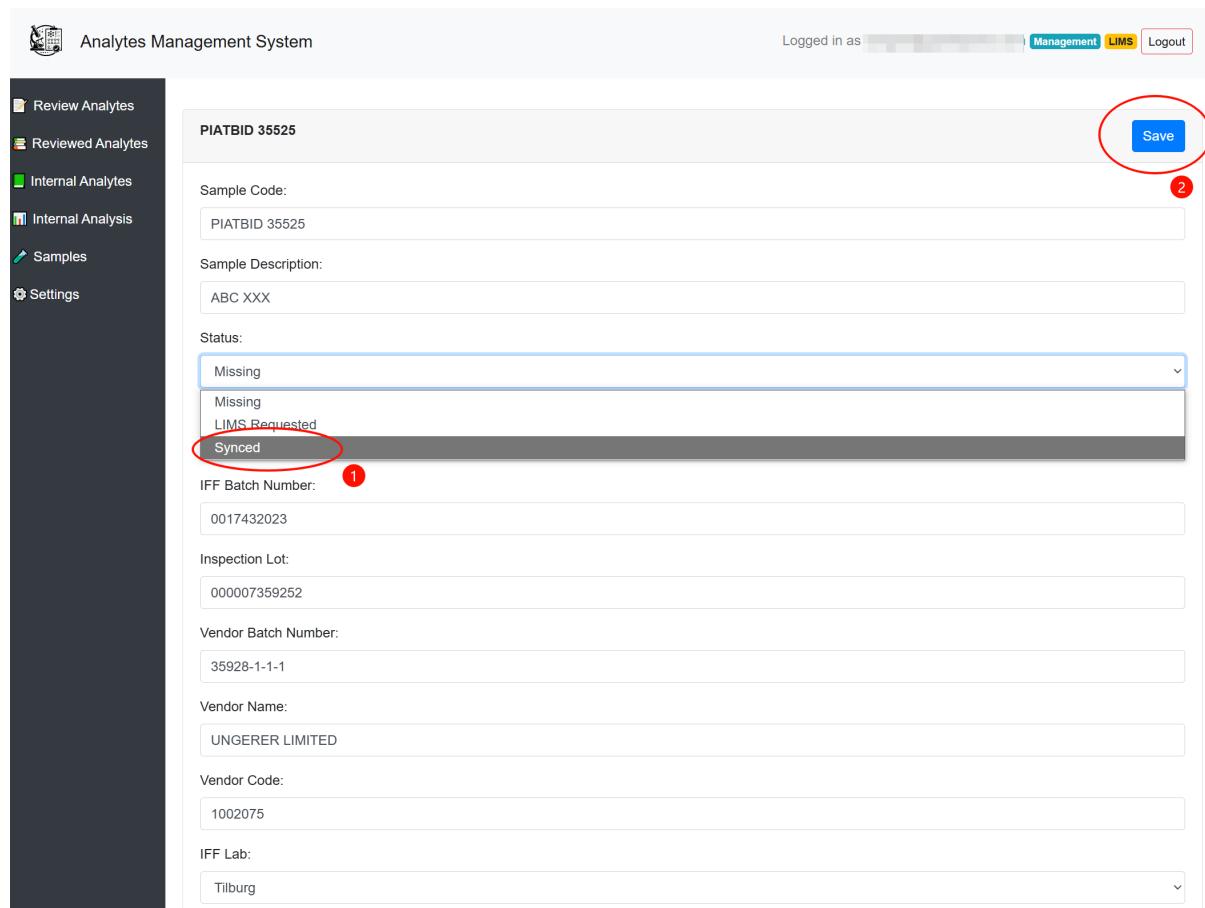
- Manually enter any missing metadata for samples and change their status from 'Missing' to 'Synced'.



The screenshot shows the 'Samples' list in the Analytes Management System. The left sidebar contains navigation links: Review Analytes, Reviewed Analytes, Internal Analytes, Internal Analysis, Samples (which is selected and highlighted in blue), and Settings. The main area displays a table of samples with the following columns: Sample Code, Description, Status, IPC, IFF Batch Number, Inspection Lot, Vendor Batch Number, Vendor Name, IFF Lab, and Created. Each row represents a sample with a red 'X' button in the last column. A red circle highlights the 'Add Sample' button in the top right corner of the table header. The table data is as follows:

Sample Code	Description	Status	IPC	IFF Batch Number	Inspection Lot	Vendor Batch Number	Vendor Name	IFF Lab	Created
PIATBID 4506		Synced	00012345					South Brunswick	2024-09-26
PIATBID 35501		Synced	00150110	0017409367	000007352439	ORA290824TEU001	CLIVE TEUBES(PTY) LTD	Tilburg	2024-09-18
PIATBID 35525		Missing	00071299	0017432023	000007359252	35928-1-1-1	UNGERER LIMITED	Tilburg	2024-09-18
PIATBID 35537		Missing				17212/24	AGRUMARIA REGGINA SRL	Tilburg	2024-09-18
PIATBID 35528		Missing	00162837			2402647	I.P. CALLISON AND SONS INC.	Tilburg	2024-09-18
PIATBID 35504		Missing	00133819	0017421352	000007355668	24/06995	CAPUA	Tilburg	2024-09-18
PIATBID 35505		Missing	00121804	0017421386	000007355684	24/05006	CAPUA	Tilburg	2024-09-18
PIATBID 35503		Missing	00121596	0017421393	000007355688	24/05530	CAPUA	Tilburg	2024-09-18
PIATBID 35453		Missing	00140659	0017390473	000007346552	NAA230824MAL001	CLIVE TEUBES(PTY) LTD	Tilburg	2024-09-18
PIATBID 35412		Missing				17671	BARTH HAAS UK	Tilburg	2024-09-18

Figure 23: Add Sample Metadata



PIATBID 35525

Sample Code: PIATBID 35525

Sample Description: ABC XXX

Status: **Synced** (circled with red 1)

IFF Batch Number: 0017432023

Inspection Lot: 000007359252

Vendor Batch Number: 35928-1-1-1

Vendor Name: UNGERER LIMITED

Vendor Code: 1002075

IFF Lab: Tilburg

Save (circled with red 2)

Figure 24: Update Sample Metadata

2. Batch Export Metadata to SharePoint:

- Export the required sample metadata into an Excel file.
- Save the Excel file to the designated SharePoint folder (TB, SB, or SC). Note: The system processes this file and ingests the information automatically every day at 01:00 AM UTC.

External Analysis List Maintenance Users with admin role can edit and maintain the External Analysis List on the “Settings” page as shown. New Lab Analysis can be added to this list, and the system will automatically refer to it to check whether the latest synchronized sample metadata is marked as “External.” For samples marked as “External,” the system will expect to receive a COA document from an external lab. If the relevant COA is not received within the given timeframe, users will be notified of the situation via email.

Logged in as com Management LIMS VQ Logout

VQ Notification Emails

VQ.Risk@iff.com

Comma-separated list of VQ emails

LIMS Notification Emails

com,VQ.Risk@iff.com

Comma-separated list of LIMS emails

Notification Scan In Days*

3

Number of days to look back for new analytes and missing sample metadata

External Analyses

Eur,Fyo,Kir,Exclusive,Various,Infa Formaldehyde,Infat Phenol-ECH,Infat TETA,Melamine,Soy Allergen,Authenticity,Agricultural Residues,Exclusive Primoris,Aflatoxin M1,Aflatoxin Total (B1-B2-G1-G2),Chlorate (Eur),Deoxynivalenol,ETO (Eur),Exclusive (Eur),Fumonisins,Glutens,GMO Soy Screen Plus,GMO-3GS Quantification,GMO-Canola,GMO-Triple-Screen,Heavy metals - PG,Inorganic-Organic As,Irradiation TL (Eur),Milk Protein Allergy,Ochratoxin A,Patulin,Pentachlorophenol,Perfluorinated Compounds,Pyridine Alkaloids,Sum of PCDD/F and dioxinlike PCBs,T2 and HT2 toxin,Veterinary Drug Residues,Zearalenone,Mineral Oil Special Matrix,Renewable Carbon

Comma-separated list of external analyses

Save Settings

Figure 25: External Analysis List Maintenance

Logged in as com Management LIMS VQ Logout

Samples

Add Sample Sync Now

Search with code containing Received Date: mm/dd/yyyy to mm/dd/yyyy All Status Tilburg All Types All Samples Search

Sample Code Description Status Type IPC IFF Batch Number Inspection Lot Vendor Batch Number Vendor Name IFF Lab Received Date Expected Date Completed Date Created

PIATBID 32446 Cumin Ground Steam Treated Synced External 00039284 0016551145 000007076608 Tilburg 2024-01-16 2024-02-05 2024-01-31 2024-11-06 X

PIATBID 32438 PROPYLENE GLYCOL USP GRADE Synced External IQR0000001070 Tilburg 2024-01-29 2024-02-16 2024-02-23 2024-11-06 X

PIATBID 32425 Starch Modif E1450 Ex Waxy Maize Synced External 00031089 0016547689 000007075445 Tilburg 2024-01-11 2024-01-16 2024-01-15 2024-11-06 X

PIATBID 32424 Paprika 120 Asta USA Std Non-Treated Synced External 00332656 0016549803 000007076283 Tilburg 2024-01-16 2024-01-26 2024-01-30 2024-11-06 X

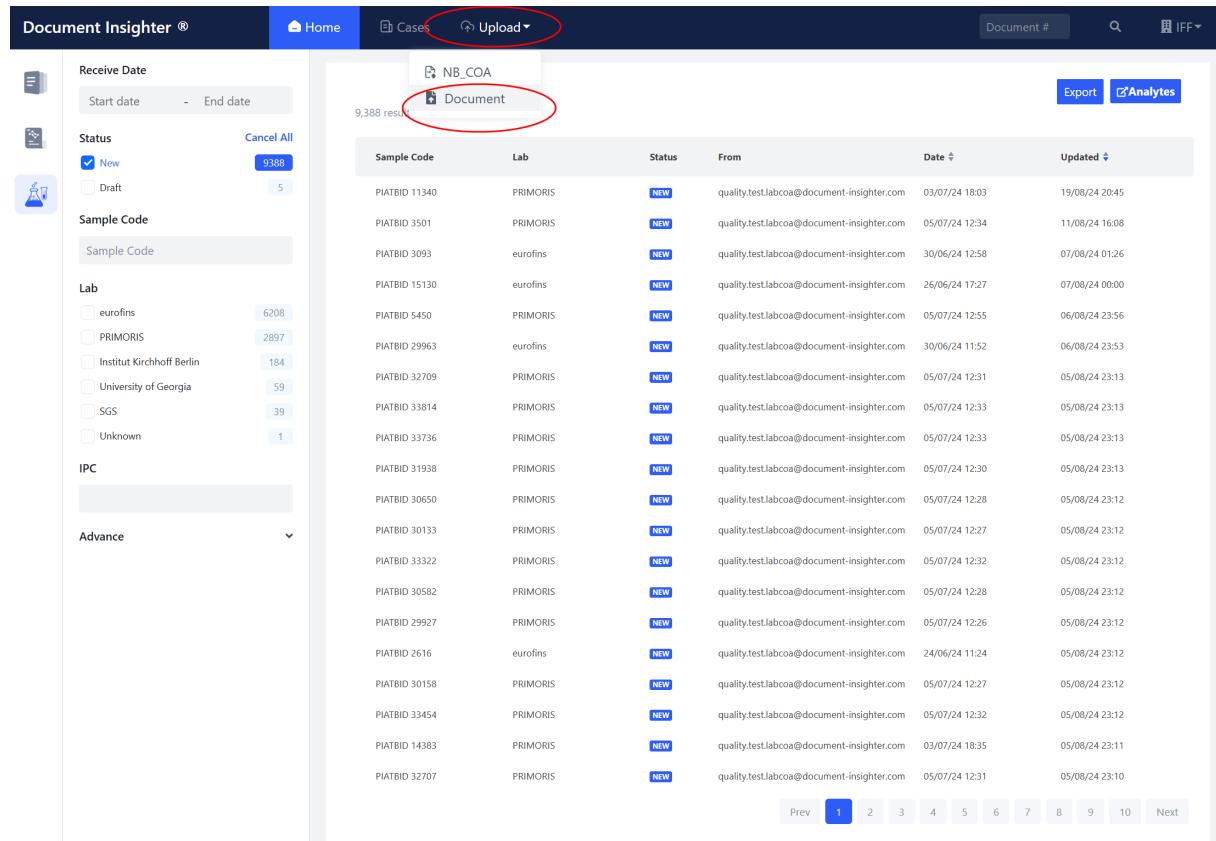
PIATBID 32411 Mesquite smoked maltodextrin PST10 Synced Internal IQR0000001060 Tilburg 2024-01-31 2024-02-14 2024-02-15 2024-11-06 X

PIATBID 32406 Smoked Maltodextrin SEAR PST15 Synced Internal IQR0000001052 Tilburg 2024-01-31 2024-02-14 2024-02-15 2024-11-06 X

Uploading Documents

2.6 Uploading via Insighter Portal

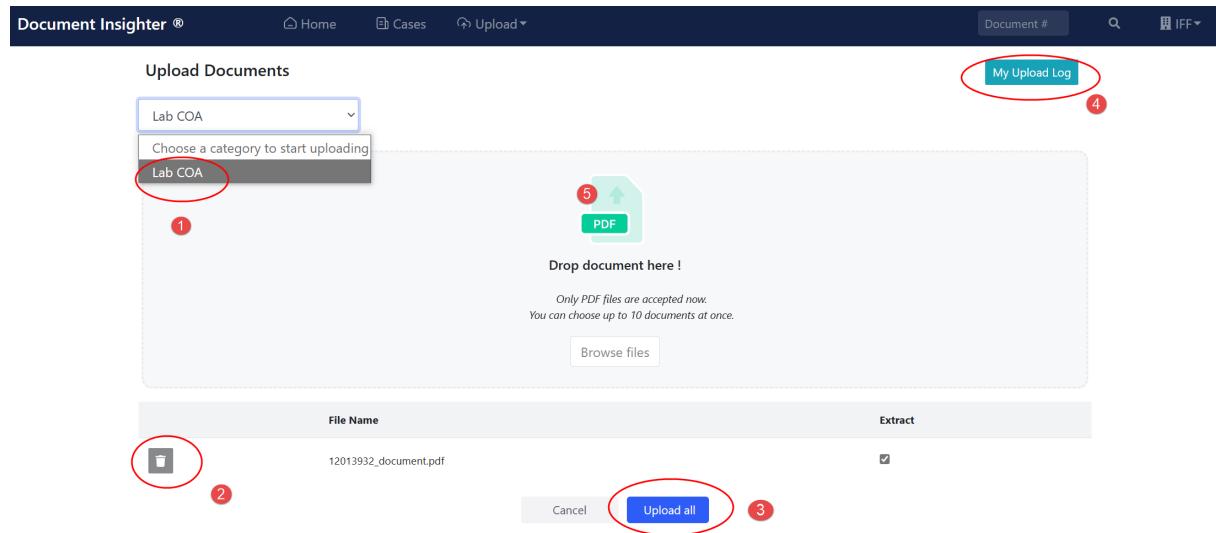
The system supports users upload COA documents manually. On the homepage of the Insighter portal, users can click the “Upload” button to manually upload documents:



The screenshot shows the Document Insighter Lab COA interface. The top navigation bar includes 'Home', 'Cases', 'Upload' (with a dropdown arrow), 'Document #', 'Search', and 'IFF'. The 'Upload' button is circled in red. The main content area shows a search results list for 'NB_COA' with 9,388 results. The results table has columns: Sample Code, Lab, Status, From, Date, and Updated. A red circle highlights the 'Document' link in the search results list. The left sidebar contains filters for 'Receive Date', 'Status' (New is selected), 'Sample Code', 'Lab' (e.g., eurofins, PRIMORIS), 'IPC', and 'Advance'.

Figure 26: Uploading via Portal

- ☒ Users need to first select the type of file they want to upload;
- ☒ Users can also delete the files from the uploading list.
- ☒ Once the list is ready, click the “Upload” button to complete the uploading process.
- ☒ Click “My Upload Log” to review all the process status of documents user uploaded. Please note that:
 - Only PDF files are accepted now.
 - Users can choose up to 10 documents at once.



Technical Support

Help desk information including responsible technical contact phone numbers for assistance is currently available at the following period.

- Phone Support: 9:30 – 18:00 HKT, Mon to Fri
- Email Support (service desk connected): 24-Hours as per Section 3.3 of this agreement.

3 Appendix

3.1 Email Limitation and Requirements

- Do not send the same COA document to this mailbox multiple times.
- Please note that our system can read PDF/JPG/PNG/TIF format and the COA documents should be attached directly to the email. The size of one e-mail can't exceed 5MB. Our system is not able to open attached emails and Zip folders.