
Document Insider - Lab COA

User Manual

DEEPSITE LIMITED

2025-10-21



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1 General Information

1.1 Purposes

This User Manual covers the DEEPSITE Document Insider 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 Insider 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 Insider 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 Insider to access the login page:

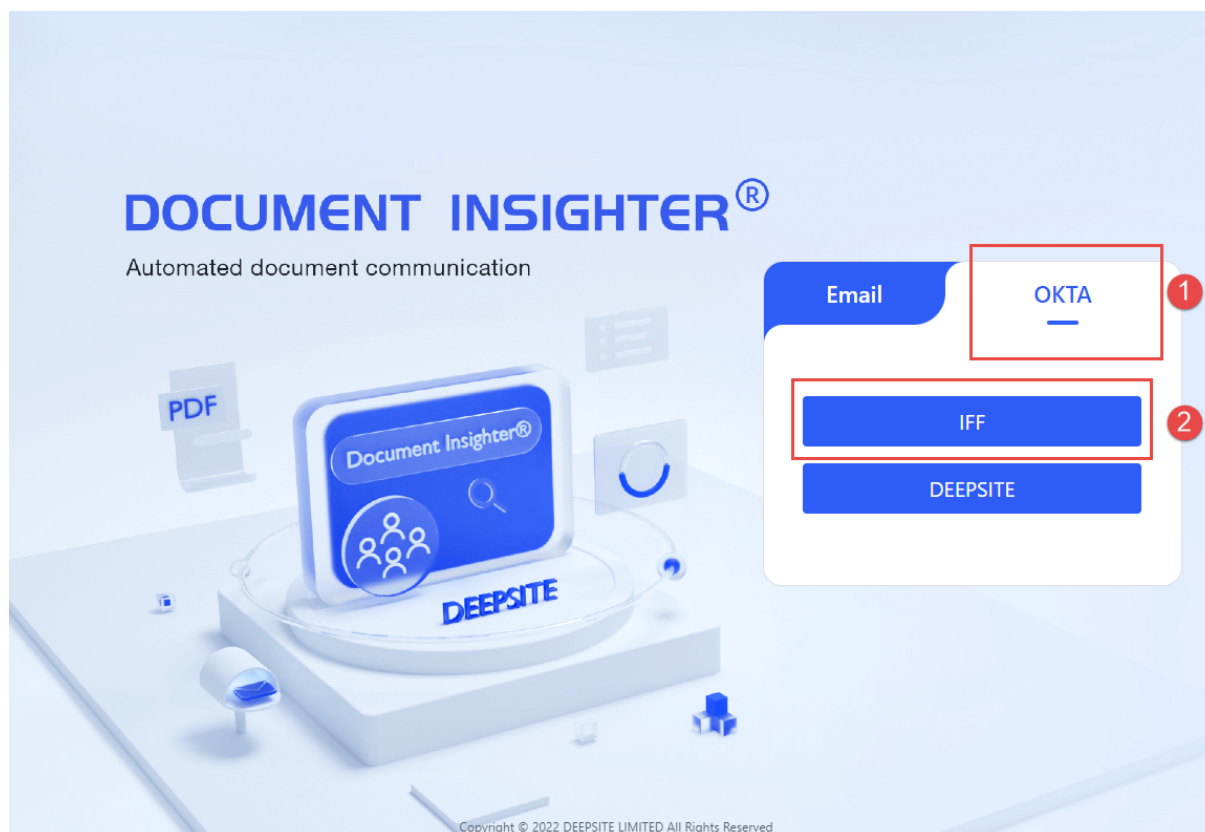


Figure 1: Log on

Log in to the DEEPSITE Insider portal by clicking button ❶ “OKTA”, selecting ❷ “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.

Document Insighter®

Home Cases Upload

Document #

Export Analytes

9,393 results found in 151ms

| Sample Code | Lab | Status | From | Date | Updated |
|---------------|----------|--------|--|----------------|----------------|
| PIATBID 3501 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:34 | 11/08/24 16:08 |
| PIATBID 3093 | eurofins | NEW | quality.test.labcoa@document-insighter.com | 30/06/24 12:58 | 07/08/24 01:26 |
| PIATBID 15130 | eurofins | NEW | quality.test.labcoa@document-insighter.com | 26/06/24 17:27 | 07/08/24 00:00 |
| PIATBID 5450 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:55 | 06/08/24 23:56 |
| PIATBID 29963 | eurofins | NEW | quality.test.labcoa@document-insighter.com | 30/06/24 11:52 | 06/08/24 23:53 |
| PIATBID 32709 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:31 | 05/08/24 23:13 |
| PIATBID 33814 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:33 | 05/08/24 23:13 |
| PIATBID 33736 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:33 | 05/08/24 23:13 |
| PIATBID 31938 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:30 | 05/08/24 23:13 |
| PIATBID 30650 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:28 | 05/08/24 23:12 |
| PIATBID 30133 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:27 | 05/08/24 23:12 |
| PIATBID 33322 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:32 | 05/08/24 23:12 |
| PIATBID 30582 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:28 | 05/08/24 23:12 |
| PIATBID 29927 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:26 | 05/08/24 23:12 |
| PIATBID 2616 | eurofins | NEW | quality.test.labcoa@document-insighter.com | 24/06/24 11:24 | 05/08/24 23:12 |
| PIATBID 30158 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:27 | 05/08/24 23:12 |
| PIATBID 33454 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:32 | 05/08/24 23:12 |
| PIATBID 14383 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 03/07/24 18:35 | 05/08/24 23:11 |
| PIATBID 32707 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:31 | 05/08/24 23:10 |
| PIATBID 31748 | PRIMORIS | NEW | quality.test.labcoa@document-insighter.com | 05/07/24 12:30 | 05/08/24 23:10 |

Prev 1 2 3 4 5 6 7 8 9 10 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[Cancel All](#)

☐ New9388

☐ Draft5

Sample Code

Sample Code

Lab

☐ eurofins6208

☐ PRIMORIS2897

☐ Institut Kirchhoff Berlin184

☐ University of Georgia59

☐ SGS39

☐ Unknown1

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 Insider interface. On the left sidebar, the 'Lab' filter is expanded, and 'SGS' is selected, which is circled in red. The main table displays 39 results found in 18ms. The 'Export' button is highlighted in a red box in the top right corner. The table has columns: Sample Code, Lab, Status, From, Date, and Updated. The data rows show various sample codes and their corresponding lab results.

| Sample Code | Lab | Status | From | Date | Updated |
|--------------------------|-----|--------|--|----------------|----------------|
| PIATBID 32820 / 00036955 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 29/06/24 07:08 |
| PIATBID 33260 / 00162785 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 | 25/06/24 00:04 |
| PIATBID 33242 / 00162785 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 | 25/06/24 00:04 |
| PIATBID 33067 / 00191387 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 | 25/06/24 00:04 |
| PIATBID 32872 / 00327883 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 32939 / 00162461 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 | 25/06/24 00:04 |
| PIATBID 32446 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 32818 / 00327883 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 32538 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 31300 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 31403 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:04 |
| PIATBID 29872 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:03 |
| PIATBID 29025 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:03 |
| PIATBID 28272 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:03 |
| PIATBID 28686 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 | 25/06/24 00:03 |
| PIATBID 27457 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 | 25/06/24 00:03 |
| PIATBID 27456 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 | 25/06/24 00:03 |
| PIATBID 27455 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 | 25/06/24 00:03 |
| PIATBID 27454 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 | 25/06/24 00:03 |
| PIATBID 26807 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 | 25/06/24 00:03 |

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.

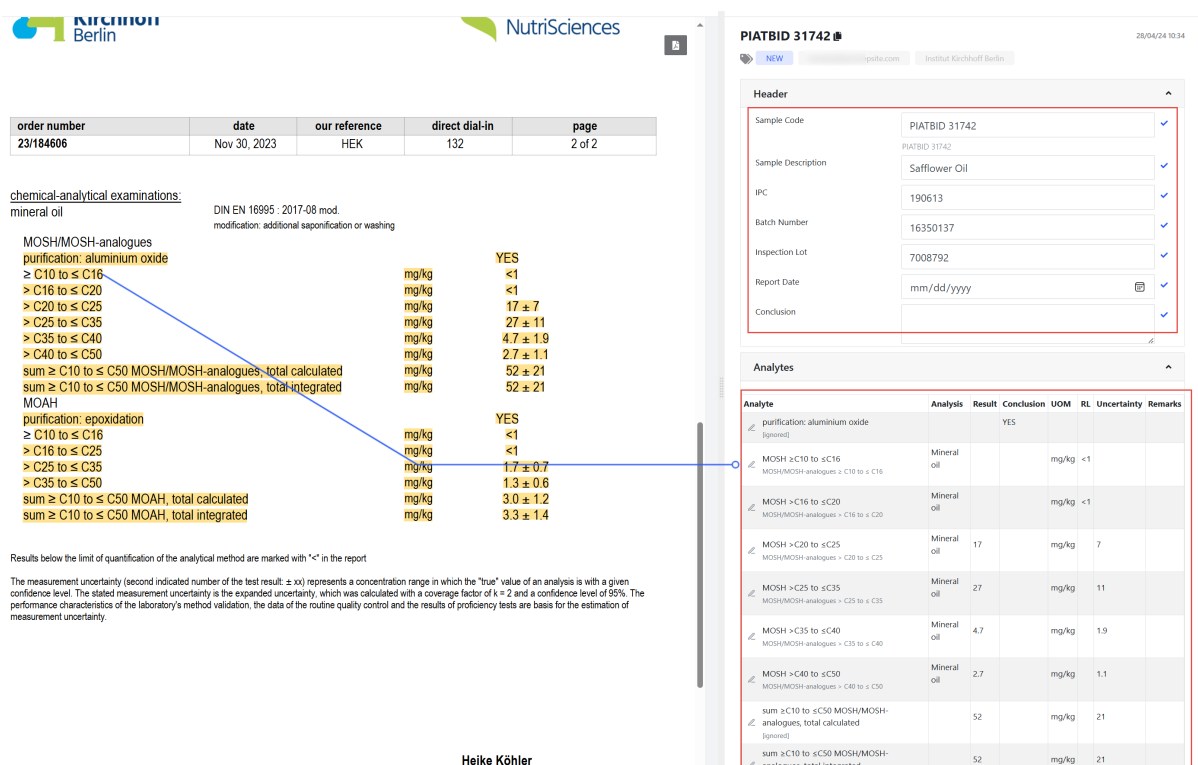


Figure 5: Result Page

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.

Sample Description

IPC

Batch Number

Inspection Lot

Report Date

Conclusion

Analytes

Analyte

purification: aluminium oxide

[ignored]

MOSH ≥C10 to ≤C16

MOSH/MOSH-analogues ≥ C10 to ≤ C16

MOSH >C16 to ≤C20

MOSH/MOSH-analogues > C16 to ≤ C20

MOSH >C20 to ≤C25

MOSH/MOSH-analogues > C20 to ≤ C25

MOSH >C25 to ≤C35

MOSH/MOSH-analogues > C25 to ≤ C35

MOSH >C35 to ≤C40

MOSH/MOSH-analogues > C35 to ≤ C40

MOSH >C40 to ≤C50

MOSH/MOSH-analogues > C40 to ≤ C50

sum ≥C10 to ≤C50 MOSH/MOSH-

[ignored]

sum ≥C10 to ≤C50 MOSH/MOSH-

[ignored]

purification: epoxidation

[ignored]

MOAH ≥C10 to ≤C16

MOAH ≥ C10 to ≤ C16

MOAH >C16 to ≤C25

MOAH > C16 to ≤ C25

MOAH >C25 to ≤C35

Edit Row

Analyte

MOSH >C20 to ≤C25

Sample Description

MOSH/MOSH-analogues > C20 to ≤ C25

Analysis

Mineral oil

Result

17

Conclusion

UOM

mg/kg

RL

Uncertainty

7

Remarks

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 the Document Insighter web portal interface. At the top, there is a dark blue header bar with a search bar labeled 'Document #' and a user profile icon labeled 'IFF'. Below the header, there are three buttons: 'Export', 'Start Review', and 'Report Issue'. The 'Report Issue' button is circled in red. Below the buttons, the main content area displays a document titled 'PIATBID 2616'. To the right of the title is a timestamp '24/06/24 11:24'. Below the title, there are two tabs: 'NEW' and 'insighter.com'. Below the tabs, there is a table with the following columns: 'Header', 'Sample Code', 'Sample Description', 'IPC', 'Batch Number', and 'Inspection Lot'. The 'Sample Code' column contains the value 'PIATBID 2616'. The 'Sample Description' column contains the value 'PIATBID_2616'. The 'IPC' column contains the value 'PIATBID_2616'. The 'Batch Number' column contains the value '0009502376'. The 'Inspection Lot' column is empty. Each row in the table has a blue checkmark icon in the rightmost column.

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 displays the 'Document Insighter - Lab COA' interface. At the top, there is a dark blue header bar with a 'Document #' search field and a user profile icon labeled 'IFF' circled in red. Below the header, there are buttons for 'Export' and 'Start', and a 'Deepsite' label. The main content area is titled 'PIATBID 2616' and includes a 'NEW' button and tabs for 'insighter.com' and 'eurofins'. A 'Header' section contains fields for 'Sample Code' (PIATBID 2616), 'Sample Description', 'IPC', 'Batch Number' (0009502376), 'Inspection Lot', and 'Report Date' (04/20/2018). A sidebar on the right contains a menu with 'My Upload Log', 'My Support Cases' (circled in red), 'COA User Manual', and 'Sign out'.

| Header | |
|--------------------|------------------------------|
| Sample Code | PIATBID 2616 |
| | PIATBID 2616 PIATBID_2616 |
| Sample Description | |
| IPC | |
| Batch Number | 0009502376 |
| Inspection Lot | |
| Report Date | 04/20/2018 |
| | 2018-04-20 |

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.

Document Insider ®

Home Cases Upload

Document #

Receive Date

Start date - End date

Status

New 9388

Draft 5

Sample Code

Sample Code

Lab

eurolins 6208

PRIMORIS 2897

Institut Kirchhoff Berlin 184

University of Georgia 59

SGS 39

Unknown 1

IPC

Advance

Mail From/Upload By

Search with email address

Mail

Mail Only

With Document

39 results found in 18ms

| Sample Code | Lab | Status | From | Updated |
|--------------------------|-----|--------|--|----------------|
| PIATBID 32820 / 00036955 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 33260 / 00162785 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 |
| PIATBID 33242 / 00162785 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 |
| PIATBID 33067 / 00191387 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 |
| PIATBID 32872 / 00327883 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 32939 / 00162461 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:04 |
| PIATBID 32446 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 32818 / 00327883 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 32538 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 31300 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 31403 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 29872 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 29025 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 28272 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 28686 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:03 |
| PIATBID 27457 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 |
| PIATBID 27456 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 |
| PIATBID 27455 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 |
| PIATBID 27454 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 |
| PIATBID 26807 | SGS | NEW | quality.test.labcoa@document-insighter.com | 25/06/24 00:02 |

Export Analytes

Click the button to access Analytes Management System

Prev 1 2 Next

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 mapped 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.

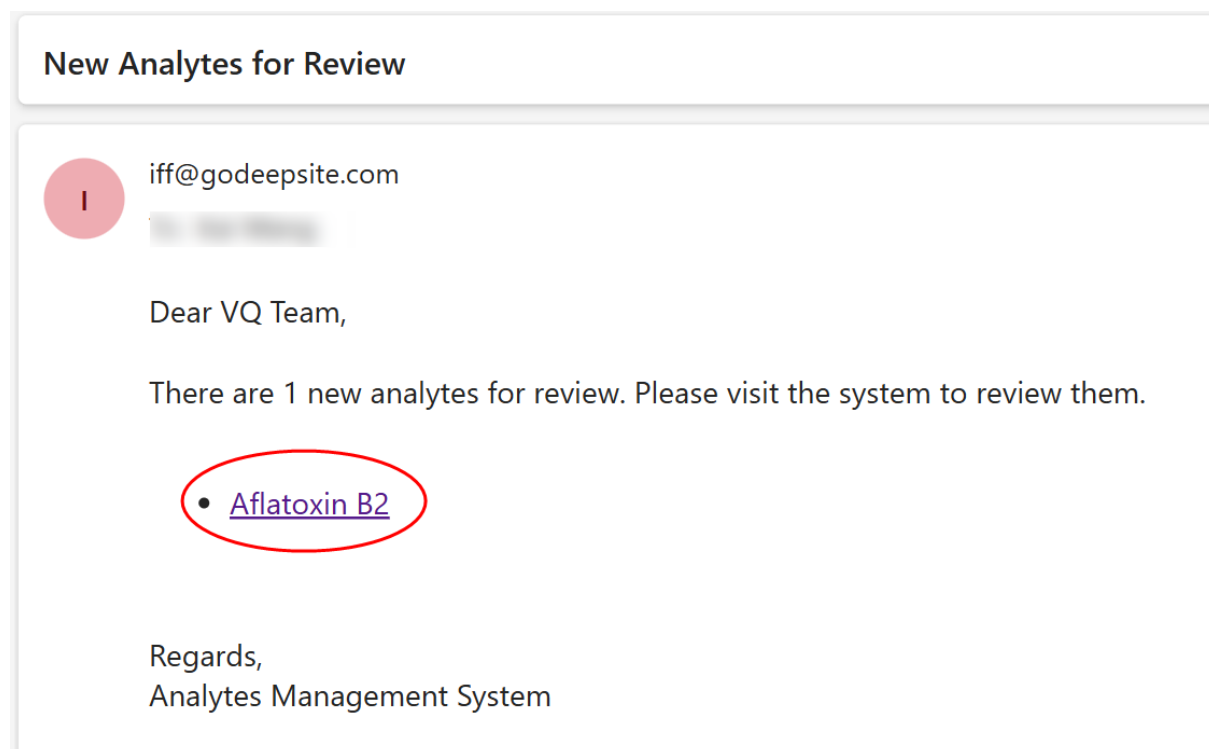


Figure 11: VQ Team Notification

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 Insider 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.

Analytics Management System

Logged in as jodeepsite.com Logout

Overview

- 2 To be Reviewed
- 251 Reviewed
- 1912 Internal Analytes
- 75 Internal Analysis

Outstanding External Analytes

Search... All Status VQ Search

| Name | CAS | VQ | LIMS | Status | Assigned | Sample | Recommended | Proposed | Created |
|--------------|-----|----|------|-----------------|----------|-------------------------|--------------------------------|-----------------------|------------|
| Aflatoxin B2 | | VQ | | | VQ | PIATBID 2016 (eurofins) | Aflatoxin B2 [Afla-Ochratoxin] | | 2024-08-21 |
| Aflatoxin B1 | | | | LIMS Requesting | LIMS | | Aflatoxin B1 [Afla-Ochratoxin] | ABC [Afla-Ochratoxin] | 2024-08-21 |

Showing 1-2 of 2

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.

Aflatoxin B2 New

Assigned To: VQ

IFF Analysis: Afla-Ochratoxin

Internal Analyte: Aflatoxin B2

-- Select Internal Analyte --

- Aflatoxin B1
- Aflatoxin B2
- Aflatoxin G1
- Aflatoxin G2
- Aflatoxin (sum B1, B2, G1, G)
- Ochratoxin A

Approve Request LIMS Ignore

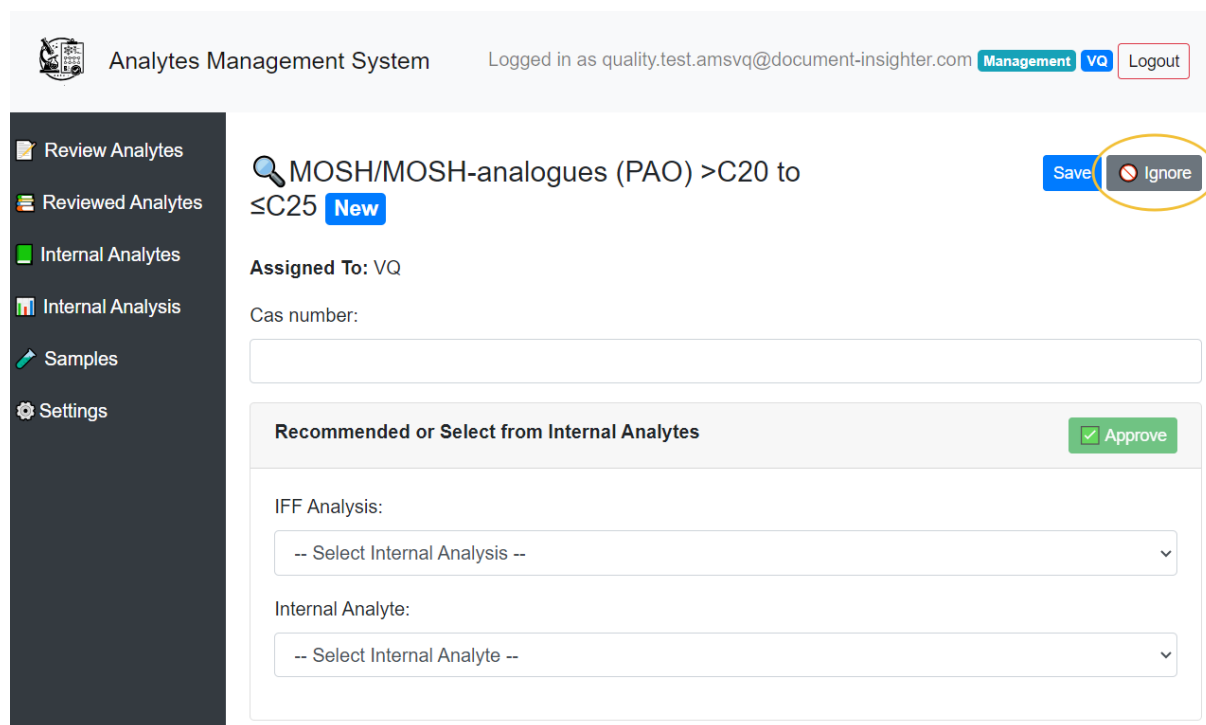
Figure 13: Review External Analyte

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 displays the 'Analytes Management System' interface. At the top, it shows the user is logged in as 'quality.test.amsvq@document-insighter.com' with roles 'Management' and 'VQ'. The main header indicates the current task is 'MOSH/MOSH-analogues (PAO) >C20 to ≤C25' with a 'New' button. Below this, there are 'Save' and 'Ignore' buttons. The 'Assigned To: VQ' section includes a 'Cas number:' field. The 'Recommended or Select from Internal Analytes' section features a green 'Approve' button, an 'IFF Analysis:' dropdown menu (currently showing '-- Select Internal Analysis --'), and an 'Internal Analyte:' dropdown menu (currently showing '-- Select Internal Analyte --'). The 'VQ Proposed' section includes a blue 'Request LIMS' button, which is circled in yellow, and a 'Proposed Analysis:' dropdown menu (currently showing '-- Select Internal Analysis --'). At the bottom, there is a 'Proposed analyte name:' field.

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.



The screenshot displays the 'Analytes Management System' interface. At the top, the user is logged in as 'quality.test.amsvq@document-insighter.com' with roles 'Management' and 'VQ'. A sidebar on the left contains navigation links: 'Review Analytes', 'Reviewed Analytes', 'Internal Analytes', 'Internal Analysis', 'Samples', and 'Settings'. The main content area shows a search for 'MOSH/MOSH-analogues (PAO) >C20 to ≤C25' with a 'New' button. Below this, the 'Assigned To' is 'VQ' and the 'Cas number' field is empty. A section titled 'Recommended or Select from Internal Analytes' includes an 'Approve' button and two dropdown menus for 'IFF Analysis' and 'Internal Analyte', both currently showing '-- Select Internal Analysis --' and '-- Select Internal Analyte --' respectively. At the top right of the main content area, there are 'Save' and 'Ignore' buttons, with the 'Ignore' button circled in yellow.

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.

Analytes Management System

Logged in as [user]@deepsite.com [Logout](#)

Overview

- 1 To be Reviewed
- 251 Reviewed
- 1912 Internal Analytes
- 75 Internal Analysis

Outstanding External Analytes

Search... **LIMS Requested** LIMS Search

| Name | CAS # | Status | Assigned | Sample | Recommended | Proposed | Created |
|--------------|-------|----------------|----------|--------|--------------------------------|-----------------------|------------|
| Aflatoxin B1 | | LIMS Requested | LIMS | | Aflatoxin B1 [Afla-Ochratoxin] | ABC [Afla-Ochratoxin] | 2024-08-21 |

Showing 1-1 of 1

Figure 17: Quick Approve the Request

Analytes Management System

Logged in as [user]@deepsite.com [Logout](#)

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.

The screenshot shows the 'Analytes Management System' interface. At the top, it says 'Logged in as quality.test.amslims@document-insighter.com' with 'Management' and 'LIMS' tabs, and a 'Logout' button. A sidebar on the left contains links: 'Review Analytes', 'Reviewed Analytes', 'Internal Analytes', 'Internal Analysis', 'Samples', and 'Settings'. The main content area shows a search for 'fipronil-desulfiny' with a 'New' button. Below this, it says 'Assigned To: VQ' and 'Cas number:' followed by an input field. A section titled 'Recommended or Select from Internal Analytes' contains two dropdown menus: 'IFF Analysis:' with '-- Select Internal Analysis --' and 'Internal Analyte:' with '-- Select Internal Analyte --'. There is an 'Approve' button with a green checkmark. A 'Save' button and an 'Ignore' button (circled in yellow) are at the top right of the main content area.

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.

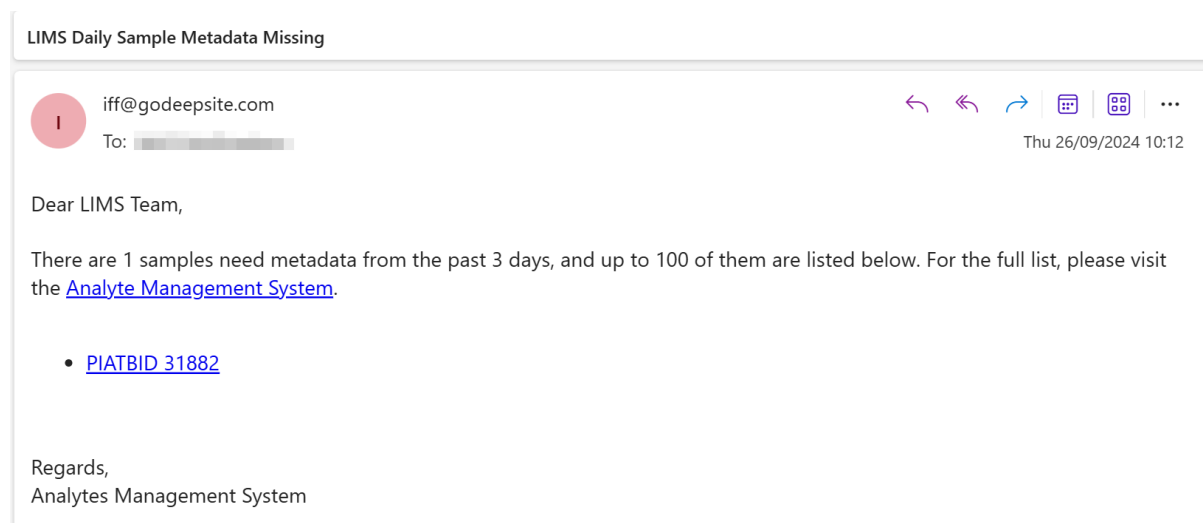


Figure 20: Sample Metadata Missing Email Notification

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.

Analytes Management System

Logged in as [User] Management VQ Logout

Review Analytes

Reviewed Analytes

Internal Analytes

Internal Analysis

Samples

Settings

Samples

Search...

All Status

All Labs

Search

Add Sample

| 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.

The screenshot displays the 'Analytes Management System' interface. On the left, a sidebar contains navigation links: 'Review Analytes', 'Reviewed Analytes', 'Internal Analytes', 'Internal Analysis', 'Samples' (highlighted with a red circle), and 'Settings'. The main content area is titled 'PIATBID 35537'. It features a form with the following fields: 'Sample Code' (PIATBID 35537), 'Sample Description', 'Status' (a dropdown menu currently showing 'Missing', also highlighted with a red rectangle), 'IPC', 'IFF Batch Number', 'Inspection Lot', 'Vendor Batch Number', 'Vendor Name', 'Vendor Code', and 'IFF Lab' (a dropdown menu showing '--- Please select ---'). In the top right corner of the form, there are two buttons: 'Request LIMS' (circled in red) and 'Save'. The top of the page shows the user is logged in as 'Management VQ' with a 'Logout' link.

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'.

Analytes Management System

Logged in as [User] [Management](#) [LIMS](#) [Logout](#)

[Review Analytes](#)
[Reviewed Analytes](#)
[Internal Analytes](#)
[Internal Analysis](#)
[Samples](#)
[Settings](#)

Samples

Search... All Status All Labs Search

[Add Sample](#)

| 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 | X |
| PIATBID 35501 | | Synced | 00150110 | 0017409367 | 000007352439 | ORA290824TEU001 | CLIVE TEUBES(PTY) LTD | Tilburg | 2024-09-18 | X |
| PIATBID 35525 | | Missing | 00071299 | 0017432023 | 000007359252 | 35928-1-1-1 | UNGERER LIMITED | Tilburg | 2024-09-18 | X |
| PIATBID 35537 | | Missing | | | | 17212/24 | AGRUMARIA REGGINA SRL | Tilburg | 2024-09-18 | X |
| PIATBID 35528 | | Missing | 00162837 | | | 2402647 | I.P. CALLISON AND SONS INC. | Tilburg | 2024-09-18 | X |
| PIATBID 35504 | | Missing | 00133819 | 0017421352 | 000007355668 | 24/06995 | CAPUA | Tilburg | 2024-09-18 | X |
| PIATBID 35505 | | Missing | 00121804 | 0017421386 | 000007355684 | 24/05006 | CAPUA | Tilburg | 2024-09-18 | X |
| PIATBID 35503 | | Missing | 00121596 | 0017421393 | 000007355688 | 24/05530 | CAPUA | Tilburg | 2024-09-18 | X |
| PIATBID 35453 | | Missing | 00140659 | 0017390473 | 000007346552 | NAA230824MAL001 | CLIVE TEUBES(PTY) LTD | Tilburg | 2024-09-18 | X |
| PIATBID 35412 | | Missing | | | | 17671 | BARTH HAAS UK | Tilburg | 2024-09-18 | X |

Figure 23: Add Sample Metadata

Analytes Management System

Logged in as [User] Management LIMS Logout

PIATBID 35525

Sample Code: PIATBID 35525

Sample Description: ABC XXX

Status: Missing (dropdown menu showing Missing, LIMS Requested, Synced)

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

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.

Analytes Management System

Logged in as [redacted] com [Management](#) [LIMS](#) [VQ](#) [Logout](#)

Settings

VQ Notification Emails

VQ.Risk@iff.com

Comma-separated list of VQ emails

LIMS Notification Emails

[redacted] 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, Fyto, Kir, Exclusive, Various, Infat 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), Fumonisin, Glutens, GMO Soy Screen Plus, GMO-35S Quantification, GMO-Canola, GMO-Triple-Screen, Heavy metals - PG, Inorganic-Organic As, Irradiation TL (Eur), Milk Protein Allergy, Ochratoxin A, Patulin, Pentachlorophenol, Perfluorinated Compounds, Pyrolizidine Alkaloids, Sum of PCDDF and dioxinlike PCBs, T2 and HT2 toxin, Veterinary Drug Residues, Zearelenone, Mineral Oil Special Matrix, Renewable Carbon

Comma-separated list of external analyses

[Save Settings](#)

Figure 25: External Analysis List Maintenance

Analytes Management System

Logged in as [redacted] [Management](#) [LIMS](#) [VQ](#) [Logout](#)

Samples

Search with code containing: Received Date: mm/dd/yyyy to mm/dd/yyyy All Status Tilburg All Types All Samples [Add Sample](#) [Sync Now](#)

| 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 | Synched | External | 00039264 | 0016551145 | 000007076608 | | Tilburg | 2024-01-16 | 2024-02-05 | 2024-01-31 | 2024-11-06 | X |
| PIATBID 32438 | PROPYLENE GLYCOL USP GRADE | Synched | External | | IQR0000001070 | | | Tilburg | 2024-01-29 | 2024-02-16 | 2024-02-23 | 2024-11-06 | X |
| PIATBID 32425 | Starch Modif E1450 Ex Waxy Maize | Synched | 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 | Synched | External | 00332656 | 0016549803 | 000007076283 | | Tilburg | 2024-01-16 | 2024-01-26 | 2024-01-30 | 2024-11-06 | X |
| PIATBID 32411 | Mesquite smoked maltodextrin PST10 | Synched | Internal | | IQR0000001060 | | | Tilburg | 2024-01-31 | 2024-02-14 | 2024-02-15 | 2024-11-06 | X |
| PIATBID 32406 | Smoked Maltodextrin SEAR PST15 | Synched | Internal | | IQR0000001052 | | | Tilburg | 2024-01-31 | 2024-02-14 | 2024-02-15 | 2024-11-06 | X |

Uploading Documents

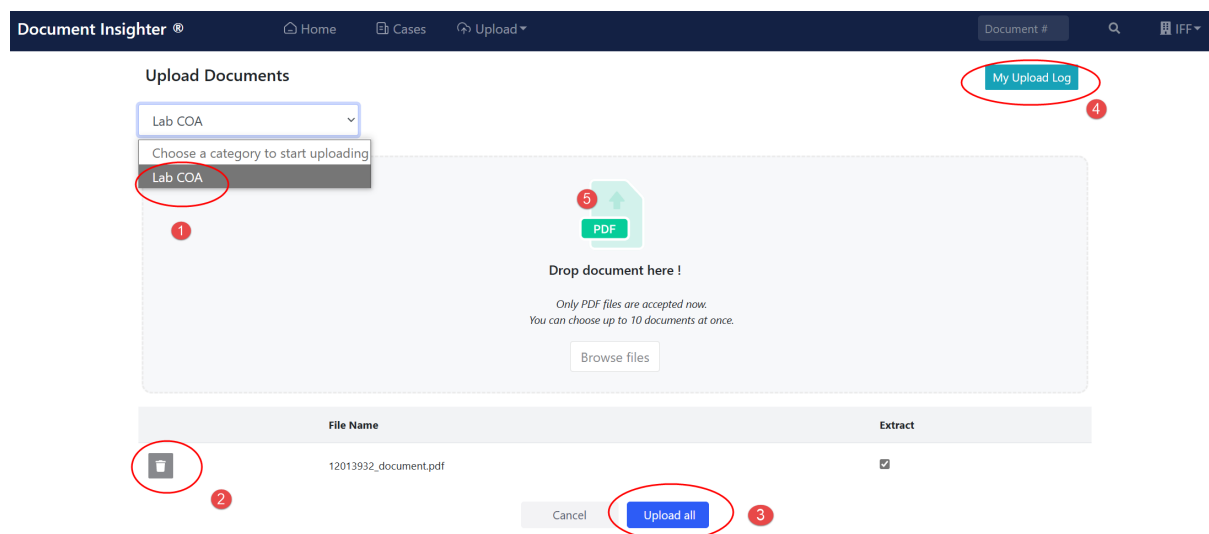
2.6 Uploading via Insighter Portal

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 application interface. The top navigation bar includes 'Home', 'Cases', and 'Upload' (circled in red). The sidebar on the left contains filters for 'Receive Date', 'Status' (New, Draft), 'Sample Code', 'Lab' (eurofins, PRIMORIS, Institut Kirchhoff Berlin, University of Georgia, SGS, Unknown), and 'IPC'. The main content area shows a table of 9,388 results. The table has columns: Sample Code, Lab, Status, From, Date, and Updated. The 'Status' column shows 'NEW' for all entries. The 'From' column shows 'quality.test.labcoa@document-insighter.com'. The 'Date' column shows various dates from 03/07/24 to 05/07/24. The 'Updated' column shows various dates from 05/08/24 to 19/08/24. The 'Upload' button is located in the top right corner of the main area.

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.