
Document Insider - Religious Certificate

User Manual

DEEPSITE LIMITED

2025-10-22



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1 General Information

1.1 Purposes

This User Manual covers the DEEPSITE Document Insider for Religious Certificate Digitalization system. It provides comprehensive guidance on how to use the system for processing religious certificates (Halal and Kosher), managing document workflows, and handling data extraction and mapping. This manual aims to help users effectively utilize all system features, from document processing to integration with enterprise systems.

1.2 System Overview

DEEPSITE Document Insider for Religious Certificate Digitalization is an AI-powered solution specifically designed for processing and managing religious certificates. The system incorporates several key capabilities:

- **Text Recognition & Extraction:** Utilizes OCR technology to accurately extract key information from religious certificates, including agency names, certificate types, issue dates, and product codes.
- **Input Channel Management:** Supports multiple document input channels including email mailbox integration (religiouscertifications@iff.com), direct uploads, and automated portal scanning for efficient document processing.
- **Plant Mapping:** Implements a comprehensive mapping system to correlate plant addresses and information across different certification documents, ensuring accurate facility identification and classification.
- **Product Code to IFF Mapping:** Provides a robust mapping system to convert product descriptions from certificates to standardized IFF product codes, facilitating accurate product tracking and inventory management.
- **Integration Capabilities:**
 - Seamlessly integrates with enterprise systems including ServiceNow and SharePoint
 - Supports automated data transfer through Clover Webhook API
- **Automated Agency Portal Processing RPA tool:**
 - Implements RPA solutions for various certification agencies (OK Kosher, OUDirect, MUI & HALLA etc.)

- Automatically schedules and executes certificate retrieval and download from agency portals
 - Analyzes and extracts products information in the certificates including:
 - * Sales codes and expiration dates
 - * Certificate types and plant information
 - * Other key certification details
 - Generates individual product certificates following standardized naming conventions
- **Automatically syncs generated certificates to IFF SharePoint for Clover system retrieval**
 - **Continuous Learning:** Features a feedback mechanism to continuously improve extraction accuracy and mapping precision based on user validation and corrections.

The system streamlines the entire religious certificate management process, from initial document capture through data extraction, validation, and integration with enterprise systems, while maintaining high accuracy and compliance standards.

2 Getting Started

2.1 Logging on

Open the browser and visit DEEPSITE Document Insider - Prod / DEEPSITE Document Insider - Staging for UAT to access the login page:



Figure 1: Log on

Log in to the DEEPSITE Insighter portal by clicking button ❶ “OSS”, selecting ❷ “IFF”, and entering your IFF ID and password.

2.2 Role Types

Please raise a ticket (Target Document Type: Religious Certificate) via IFF ServiceNow to get the access to the DEEPSITE Document Insighter portal. Users of various roles will have different permissions:

Role Type	Access	User Profile	Permission Level
Viewer	view/access portal only	users/technicians	default

Role Type	Access	User Profile	Permission Level
Contributor	revise the extracted results, add or revise the sales code mapping	users/technicians	default

2.3 Sources Page

The Sources page provides a comprehensive view of all incoming religious certification documents from different sources like email, RPA tool and manual upload, and their processing status. Access this page by clicking the “Sources” button in the top navigation bar.

Document Insider® Home Sources Cases Upload

Document # IFF

Filter Panel:

- Date:** Start Date - End Date
- Category:** Religious Certificate (9)
- Inbox:** OU_RPA (1), religiouscertifications@iff.com (9)
- Status:** Completed (7), Processing (2)
- From:** Search source
- Remarks:** Search, IGNORED (1)

Table:

Date	Source	Category	Status	Filename	Remarks	Extractions	Actions
18/02/25 14:03	QMDMSCENT@iff.com	Religious Certificate	COMPLETED	20250218_060320_RE_Halal_Status_-_Urgent_Action_needed.eml		4	5
17/02/25 21:59	amin.cline-thomas@iff.com	Religious Certificate	COMPLETED	20250217_135942_FW_Halal_Status_-_Urgent_Action_needed.eml	IGNORED		
27/01/25 21:55	Roberta.Epis@polynt.com	Religious Certificate	COMPLETED	20250127_135512_R_2nd_Reminder_-_Renewal_of_Expired_Kosher_Certificates.eml	3		
27/01/25 21:51	Sarah.Newbold@IFF.com	Religious Certificate	COMPLETED	20250127_135124_RE_2nd_Reminder_-_Renewal_of_Expired_Kosher_Certificates.eml			
17/01/25 14:29	Gadde.Mallikarjuna@IFF.com	Religious Certificate	COMPLETED	20250117_062915_FW_Req_Religious_Certificates_TP_Slovenia.eml			
09/01/25 06:05	portal@halalauthority.org	Religious Certificate	PROCESSING	20250108_220511_Set_new_password_on_Halal_Certification_Authority_Pty_Limited.eml			
07/01/25 14:54	Gadde.Mallikarjuna@IFF.com	Religious Certificate	PROCESSING	20250107_065401_FW_Kosher_Renewal_-_IFF_1118.eml			
23/12/24 19:29	Gadde.Mallikarjuna@IFF.com	Religious Certificate	COMPLETED	20241223_112912_FW_HALAL_INDIA_PRODUCT_ADDITION__IFF_HIW27710920_29.11.2024.eml			
18/12/24 20:29	huxiaoping@godeepsite.com	Religious Certificate	COMPLETED	20241218_122941_Test_Religious_Certificate_Mailbox_Integration.eml			

Prev 1 Next

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Figure 2: Sources Page


2.3.1 Filter Panel



The left filter panel offers various filtering options to help locate specific documents:

1. “Date”: Filter documents by date range using Start Date and End Date
2. “Category”: Currently set to “Religious Certificate”

3. “Inbox”: Filter by input channels (Email: religiouscertifications@iff.com / RPA tool: Agencies’ Portal Auto Scraping / Manual Upload via Document Insighter)
4. “Status”: Filter by processing status (Uploaded/Processing/Completed)
5. “From”: Search by sender’s email address
6. “Remarks”: If the source lacks necessary information, like email subject or PDF attachment, it will be marked as “Ignored.”

2.3.2 Document List View

The main panel  displays a list of processed documents with the following information:

- Date: Document receipt timestamp
- Source: Sender’s email address or uploader’s email address or agency portal’s name
- Category: Document type (Religious Certificate)
- Status: Processing status indicated by colored labels
 - UPLOADED: Document has been uploaded successfully but not processed yet
 - PROCESSING: Document is currently being analyzed
 - COMPLETED: Document has been successfully processed
- Filename: Original document name if uploaded via manual upload/RPA tool, or email subject if uploaded via email
- Remarks: “Ignored”  tag will be automatically added if the source lacks necessary information and the document will not be processed
- Extractions : Press the document icon to access the the page of the list of extracted products which specified in the original source document, see the picture in next section

2.3.3 Document Actions

- Click the “Download” icon to download the original eml file/document;
- Click the “Preview” icon to view the PDF if available

The Sources page serves as the main entry point for document processing, allowing users to track and manage all incoming religious certificates efficiently.

2.4 Homepage

The screenshot shows the Document Insighter homepage. The sidebar on the left contains filters for Receive Date, Status, Agency, Plant, Product Code, Expiration Date, and Invalid Messages. The main area displays a table of products with columns: Product Code, Product Name, Status, Plant, Expiration Date, Agency, and Date #. A search bar at the top right shows a source ID: 5c59739f-da4c-4138-9ebc-8dd... with 38 results found in 2ms.

Product Code	Product Name	Status	Plant	Expiration Date	Agency	Date #
	YOGHURT #2-4 CSN-15033	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC1013309	RICE FREMENTED SC1013309	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC963609	FLAVORFIT SM MODULATOR (NAT) SC963609	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN710343	Smoke Hickory Flavor 12100290 / SN710343/1	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN530760	Garlic Flavor Oil SN530760	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC202585	ORANGE FLAVOR SC202585	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC478758	VANILLA CREAM FLAVOR SC478758	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC653690	DURIAN FLAVOR SC653690	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
	GRAPE CSN-14498	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	GREEN APPLE CSN-14417	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	PINEAPPLE FLAVOR D.664 NA	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	PEACH NA SDF 1520	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN704882	CHEESE CHEDDAR FLAVOR SN704882	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC920943	MATCHA NATURAL FLAVOR SC920943	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC75298	BUTTER NATURAL FLAVOR SC75298	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC841507	LEMON NATURAL FLAVOR SC841507	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC859990	OOLONG TEA FLAVOR SC859990	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC753716	CUCUMBER SC753716	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
	SOYA BEAN MILK FLAVOR GZD177	INVALID	0288	21/02/27 00:00	MUI	07/01/25 11:55
	WATERMELON FLAVOR SDF2295	INVALID	0288	21/02/27 00:00	MUI	07/01/25 11:55

Figure 3: Home Page

The Homepage displays all extracted products information from religious certification documents at a product level. After the system processes documents from Sources page, it breaks down multi-page certificates into individual product entries for easier management and validation. Users can access this page either directly by clicking the “Home” button to view all processed products, or through the Sources page to view products from a specific source.

Document Insider® Home Sources Cases Upload Document # DeepSite

Receive Date
Start date - End date

Status Cancel All
☐ Posted 1
☐ New 1074
☐ Invalid 748

Agency
☐ MUI 633
☐ DRAY 435
☐ GDIA 316
☐ HALAL INDIA 84
☐ KAZCERT 82
☐ SSPY 68
☐ JSIA 56
☐ OK KOSHER 26

Plant
☐ 2203 524
☐ 0288 358
☐ 0283 292
☐ 0903 166
☐ 1303 122
☐ 1932 89
☐ 1273 85
☐ 0263 58

Product Code
Search

Expiration Date
Start date - End date

Invalid Messages
☐ There is one or more product code is not found 73
☐ Plant is not found 6
☐ Plant is not found 2
☐ Expiration date is not found 7
☐ Certificate type is not found 3

1,823 results found in 1ms

Product Code	Product Name	Status	Plant	Expiration Date	Agency	Date
		INVALID		Invalid date	Unknown	07/01/25 11:55
		INVALID		Invalid date	Unknown	07/01/25 11:55
	YOGHURT #2-4 CSN-15033	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC1013309	RICE FREMENTED SC1013309	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC963609	FLAVORBIT SM MODULATOR (PAT) SC963609	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN710343	Smoke Hickory Flavor 12100290 / SN710343/1	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN530760	Garlic Flavor Oil SN530760	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC202585	ORANGE FLAVOR SC202585	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC478758	VANILLA CREAM FLAVOR SC478758	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC653690	DURIAN FLAVOR SC653690	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
	GRAPE CSN-14498	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	GREEN APPLE CSN-14417	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	PINEAPPLE FLAVOR D.654 NA	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
	PEACH NA SDF 1520	INVALID	0283	21/02/27 00:00	MUI	07/01/25 11:55
SN704882	CHEESE CHEDDAR FLAVOR SN704882	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC920943	MATCHA NATURAL FLAVOR SC920943	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC75298	BUTTER NATURAL FLAVOR SC75298	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC841507	LEMON NATURAL FLAVOR SC841507	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC859990	OOLONG TEA FLAVOR SC859990	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55
SC753716	CUCUMBER SC753716	NEW	0283	21/02/27 00:00	MUI	07/01/25 11:55

Prev 1 2 3 4 5 6 7 8 9 10 Next

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Figure 4: Home Page Filtered by Source

2.4.1 Filter Panel

The left filter panel offers comprehensive filtering options:

1. “Receive Date”: Filter by when the source document was received
2. “Status”: Filter products by their processing status
 - New: Successfully extracted and mapped products
 - Invalid: Products with code mapping or other issues
 - Posted: Only when all products in one source document are successfully mapped and then post them to IFF SharePoint and show as “Posted”
3. “Agency”: Filter by certification agency
4. “Plant”: Filter by IFF plant code
5. “Product Code”: Search for specific IFF product codes
6. “Expiration Date”: Filter by certificate expiration date
7. “Invalid Messages”: Track and manage specific validation issues

2.4.2 Invalid Product Management

Users can efficiently manage invalid products by using the “Invalid Messages” filter to focus on specific issues: - Select “Product code is not found” to review and map missing product codes - Choose “Plant is not found” to correct facility information - Filter by “Expiration date is not found” to add missing dates - Select “Certificate type is not found” to specify certification types - Select “No products are found” to review if the case should be ignored

2.5 Extracted Result Review Page

The Extracted Result Review Page allows users to review and validate the extracted information from religious certificates. This page can be accessed by clicking the listed row in the Homepage.

The screenshot shows the Document Insighter interface. The left panel displays the original document, a HALAL CERTIFICATE from the Halal Food Council of Europe (HFCE). The right panel shows the extracted information and editing interface, which includes a header section with fields for Certificate Type (HALAL) and Plant (IFF Holland Fragrances), and a products table.

Product Code	Product Name	Expiration Date
5962539	5962539 ENERGY 19 LS	2025-07-31

Page Layout The page is divided into two main sections: - Left panel: Original document viewer - Right panel: Extracted information and editing interface

2.5.1 Document Navigation

Users can switch between different views of the source document: - **Document tab**: View the PDF version of the certificate - **Mail tab**: View the original email content (if the source is from email)

Document Insighter®

HomeSourcesCasesUpload

Document

Mail

Click the button to review email content

Click the button to download the PDF

**HFCE**المجلس الأوروبي للأغذية الحلال
4 Rue de la Presse, 1000 Brussels, Belgium | Tel: +32-2227-1114, +32-2227-2728 | Fax: +32-2218-3141 | www.HFCE.euRegistration No: 827

HALAL CERTIFICATE شهادة حلال
المجلس الأوروبي للأغذية الحلال يشهد بأن المنتجات المذكورة أدناه قد استوفت شروط الحلال وفقاً للشريعة الإسلامية
The Halal Food Council of Europe hereby certifies that the products listed below have met the Halal requirements in accordance with Islamic laws.

Date: August 22, 2023
Document #: 00000000000000000000

Company Name & Address: International Flavors & Fragrance Inc. 521 West
Plant Name & Address: International Flavors & Fragrances (IFF) B.V. Zevenhe

Product Name	Product Code	Halal-ID	Product Certificate #
1. 5962539 ENERGY 19 LS	5962539	D91996	H


Mujahid Masood, Ph.D.
President


This certificate is valid until **July 31, 2025** and subject to renewal at that time.


Page 1 of 1
D180129302HCP1E

Document Insider® Home Sources Cases Upload

Document **Mail**

From: QMDMSCENT@iff.com
Subject: **RE: Halal Status - Urgent Action needed**
To: ai [redacted], ReligiousCertifications@iff.com, R [redacted]
Sent: Tue Feb 18 06:03:15 UTC 2025

Internal

Hi Amin,
Good Day to you !
Please find the renewed certificate for IPC 30005106 as required.
For any Halal Fragrance Halal certification request kindly raise tasks under template- "Halal Suitability_Fragrances" in clover .
For any Scent [redacted]
Thank you,
Kind Regards,

Internal

From: Amin [redacted]
Sent: 17 February 2025 19:30
To: Religious Certifications <ReligiousCertifications@iff.com>; Religious <Religious@IFF.com>
Subject: FW: Halal Status - Urgent Action needed

Internal

Click the icon annotated in the picture above to download the original document or email.

2.5.2 Extraction Results Panel

The screenshot shows the Document Insighter interface. The left panel displays the certificate details for 'MAJELIS ULAMA INDONESIA' (LPPOM MUI). The right panel shows the extracted product information, including a list of products and their details.

Certificate Details:

- Name of Company: INTERNATIONAL FLAVORS & FRAGRANCES
- Company Address: AS ATTACHED, AUSTRALIA
- Facility Name: INTERNATIONAL FLAVORS & FRAGRANCES (CHINA) LTD. YUNPU PLANT
- Facility Address: 20 YUNKAI ROAD, YUNPU INDUSTRIAL DISTRICT OF LUOGANG DISTRICT GUANGZHOU, CHINA, GUANGZHOU, P.R. CHINA
- Product Group: FLAVOR, SEASONING AND FRAGRANCE
- Valid until: FEBRUARY 21st, 2027
- Issued in Jakarta on: FEBRUARY 22nd, 2023

List of Product:

No	Product Name	Product Type	QR Code
31	RICE FREMENTED SC1013309	Flavor	[QR Code]
32	YOGHURT #2-4 CSN-15033	Flavor	[QR Code]
33	FLAVORFIT SM MODULATOR (NAT) SC963609	Flavor	[QR Code]
34	Garlic Flavor Oil SN530760	Flavor	[QR Code]
35	Smoke Hickory Flavor 12100290 / SN710343/1	Flavor	[QR Code]
36	ORANGE FLAVOR SC202585	Flavor	[QR Code]
37	DURIAN FLAVOR SC653690	Flavor	[QR Code]
38	VANILLA CREAM FLAVOR SC478758	Flavor	[QR Code]

Extraction Results Panel:

Header Section:

- Certificate Type: HALAL
- Plant: Guangzhou Yunpu Manufacturing Facility

Products Section:

Product Code	Product Name	Status	Expiration Date
SC1013309	RICE FREMENTED SC1013309		2027-02-21
SC963609	YOGHURT #2-4 CSN-15033		2027-02-21
SC963609	FLAVORFIT SM MODULATOR (NAT) SC963609		2027-02-21
SN530760	Garlic Flavor Oil SN530760		2027-02-21
SN710343	Smoke Hickory Flavor 12100290 / SN710343/1		2027-02-21
SC202585	ORANGE FLAVOR SC202585		2027-02-21
SC653690	DURIAN FLAVOR SC653690		2027-02-21
SC478758	VANILLA CREAM FLAVOR SC478758		2027-02-21

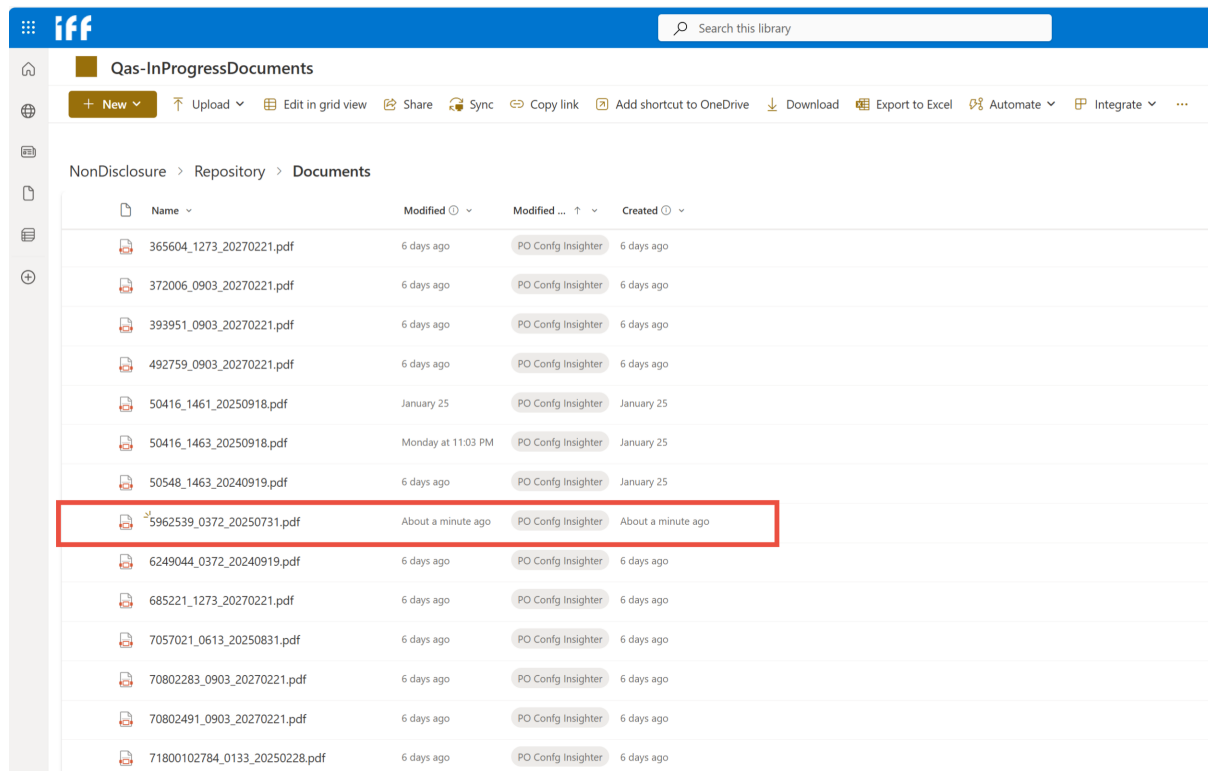
Figure 5: Extracted Products

The right panel displays the extracted information in two main sections:

Header Section Contains general certificate information: - Certificate Type: Shows the detected certificate type (HALAL or KOSHER) - Plant: Shows the extracted plant address and the auto mapped IFF plant code by the system

Products Section Lists all products extracted from the certificate: - Product Code: IFF sales code mapped by the system - Product Name: Extracted from the certificate - Expiration Date: The detected expiration date

If all products are extracted correctly and mapped, the system will automatically post the document to IFF SharePoint. Clover team may access the post documents with naming pattern "ProductCode__PlantID__ExpirationDate.pdf" in the IFF SharePoint.



The screenshot displays the 'Qas-InProgressDocuments' interface. At the top, there is a search bar and a navigation menu. Below the menu, the breadcrumb path 'NonDisclosure > Repository > Documents' is shown. A table lists various PDF documents with columns for Name, Modified, and Created. The document '5962539_0372_20250731.pdf' is highlighted with a red box.

Name	Modified	Created
365604_1273_20270221.pdf	6 days ago	6 days ago
372006_0903_20270221.pdf	6 days ago	6 days ago
393951_0903_20270221.pdf	6 days ago	6 days ago
492759_0903_20270221.pdf	6 days ago	6 days ago
50416_1461_20250918.pdf	January 25	January 25
50416_1463_20250918.pdf	Monday at 11:03 PM	January 25
50548_1463_20240919.pdf	6 days ago	January 25
5962539_0372_20250731.pdf	About a minute ago	About a minute ago
6249044_0372_20240919.pdf	6 days ago	6 days ago
685221_1273_20270221.pdf	6 days ago	6 days ago
7057021_0613_20250831.pdf	6 days ago	6 days ago
70802283_0903_20270221.pdf	6 days ago	6 days ago
70802491_0903_20270221.pdf	6 days ago	6 days ago
71800102784_0133_20250228.pdf	6 days ago	6 days ago

Figure 6: Post Document

2.5.3 Validation and Editing

The system provides tools for adding and correcting the extracted information: Click the edit icon to open the edit panel and revise the extracted results.

REVIEWING

There is one or more products

Header

Certificate Type

Plant

Products

Product Code	Product Name
SC1013309	RICE
	YOGHURT
SC963609	FLAVOUR
SN530760	Garlic
SN710343	Smoked
SC202585	ORANGE
SC653690	DURIAN
SC478758	VANILLA

Edit Row

Product Code

Type the IFF product code here...

Product Name

YOGHURT #2-4 CSN-15033

Status

Expiration Date

2027-02-21

2027-02-21

Save

Figure 7: Extracted Products

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.

If user manually edit the product code, user need to click the “Post” button to post the document to IFF SharePoint for the edit case.

2.5.4 Ignore the whole document if it is not relevant

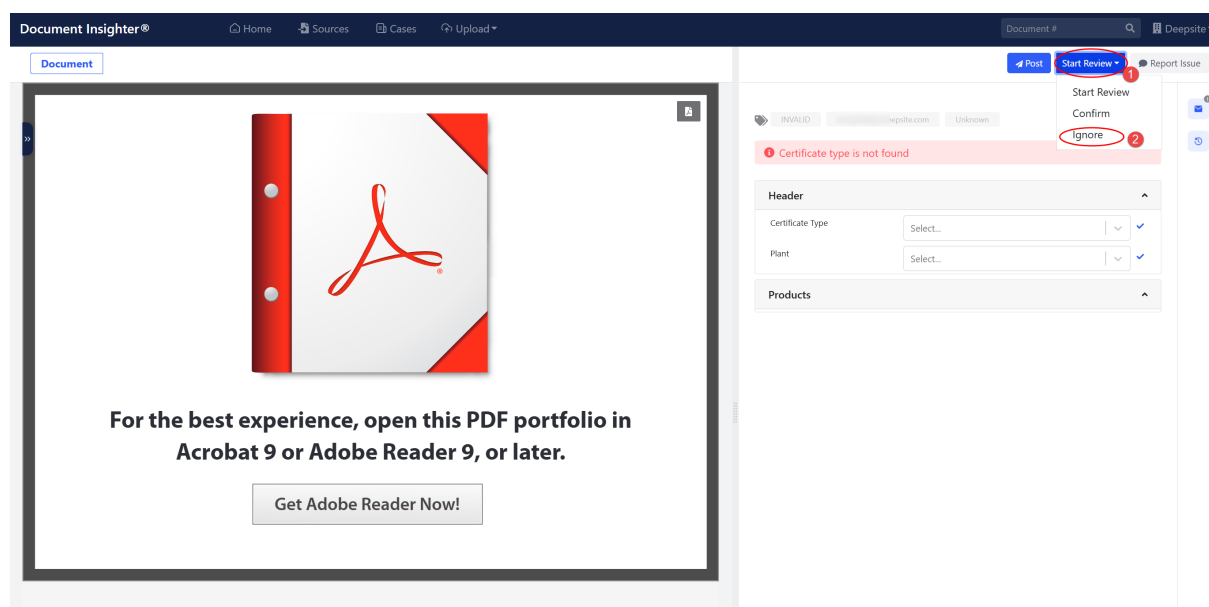


Figure 8: Ignore Document

Click the “Ignore” button to ignore the whole document if it is not relevant and the document will not be processed. Users can archive these cases from the need follow up list INVALID case list to the Ignored case list.

2.5.5 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.

Document #

IFF

Start Review

Report Issue

18/02/25 14:03

POSTED

qmdmscent@iff.com

HFCE

Header

Certificate Type

HALAL

×

✓

Plant

IFF Holland Fragrances

×

✓

0372
International Flavors & Fragrances (IFF) B.V.
Zevenheuvelenweg 60 Tilburg, North Brabant 5048
AN The Netherlands

Products

Product Code	Product Name	Expiration Date
5962539	5962539 ENERGY 19 LS	2025-07-31
		2025-07-31

Figure 9: Report Issue Button

3. Users can check their support case statuses by clicking “My Support Cases.” The issue is for-

warded to our Technical Support team and they will follow up and update you within 4 days.

Document #

IFF

Start R Deepsite

My Upload Log

My Support Cases

Sign out

POSTED qmdmscent@iff.com HFCE

Header

Certificate Type HALAL

Plant IFF Holland Fragrances

0372
International Flavors & Fragrances (IFF) B.V.
Zevenheuvelenweg 60 Tilburg, North Brabant 5048
AN The Netherlands

Products

Product Code	Product Name	Expiration Date
5962539	5962539 ENERGY 19 LS	2025-07-31 2025-07-31

Figure 10: My Support Cases

3 Manage Product Codes Function

3.1 Overview

We offer a standalone Religious Product Management System allows users to create, edit, review, and manage product codes, ensuring that product information from religious certificates can be accu-

rately mapped to IFF's standardized product codes. Once a mapping task is completed, the system will automatically handle the product mapping for other extraction results with the same product name (from same agency) on certificate in the future.

3.2 Entry Point

Click the “Manage Product Codes” button to enter the system

The screenshot displays the Document Insider® interface. On the left, there is a sidebar with filters for 'Receive Date', 'Status' (Posted, New, Invalid), 'Product Code', 'Product Name', 'Agency', and 'Plant'. The main area shows a table of product information with columns: Product Code, Product Name, Status, Plant, Expiration Date, Agency, From, Inbox, and Date. The table contains 3,397 results. The 'Manage Product Codes' button in the top right corner is circled in red.

Product Code	Product Name	Status	Plant	Expiration Date	Agency	From	Inbox	Date
SC1369275	AROMA FSH TN K POLVERE	Posted	2203	28/10/2025	LBO	hualacping@godeepelte.com	Upload	15/10/25 16:51
SC669388	Aroma de Avelá SC669388	Invalid		14/11/2026	FAMBRAS	qmdm-west-religious@iff.com	religiouscertifications@iff.com	30/09/25 23:41
00021874berry	00021874berry 5% Etch	New	0373	31/12/2025	BADATZ			16/09/25 19:23
SC449605	CREME DE MENTHE	Posted	1463	18/09/2025	LBO			10/09/25 16:22
17423570	GOLDEN SYRUM FLAVOURING LIQUID	Posted	0372	18/09/2025	LBO			10/09/25 16:12
70802285	DECADENAL 10% TRIACETIN	New	0372	18/09/2025	LBO			10/09/25 16:12
	BETA DAMASCENONE NAT 1% ETCH	Invalid	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
414622	4-METHYL GUAIACOL 1%ET 04 872 NF (414622)	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
04 872	4-METHYL GUAIACOL 1%ET 04 872 NF (414622)	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
00023654	BETA DAMASCENONE NAT 5% PG USP 00023654	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
60018144	BLUEBERRY 04 319 NA 60018144	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
04 898	2-NONANON 1%ET 04 898 NF	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
00010069	ABHEXONE 10% PG 00010069	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
04 317	BERGAMOT KEY 04 317	New	2203	31/12/2025	DRAY		inbox	08/09/25 22:48
	CITRONELLA OIL REPLACER	Invalid	2203	31/12/2025	DRAY		inbox	08/09/25 22:48

Figure 11: Product List Page

3.2.1 Role Types

User should be assigned the “Code Management” role to access the system, if not, please raise a ticket (Target Document Type: Religious Certificate) via IFF ServiceNow and leave the comment “Please grant me the Code Management role” to get the access to the Religious Product Management System.

Role Type	Access	User Profile
Code Management	create/approves the code mapping relationship between IFF product codes and religious certificate products	users/technicians

3.3 Main Functional Modules

3.3.1 1. Review Certificate Products

Religious Product Management System Logged in as 22409000 Management Logout

Review Certificate Products Overview

Reviewed Certificate Products
Products
Bulk Upload

36
To be Reviewed

18
Reviewed

22
Total Products

Outstanding Certificate Products + Add Certificate Product

1 Search by name or agency. All Types Search Export

Name on Certificate	Religious Type	Agency	Product	Created	Actions
4 PEACH DL13149	Halal	MUI	13149 - PEACH	2025-10-16	3 ✓ ⚙️ 🗑️
Fragrance - Orchid Delight	Halal	MUI	Not assigned	2025-10-21	✓ ⚙️ 🗑️
Flavor Grape Liquid IFF 9655 / HFC-9655/ D7204	Halal	MUI	Not assigned	2025-10-16	✓ ⚙️ 🗑️
Flavor Grape Liquid IFF 1865 / SDF1865/ D7203	Halal	MUI	Not assigned	2025-10-16	✓ ⚙️ 🗑️
PLAIN 244231 DL13114	Halal	MUI	Not assigned	2025-10-16	✓ ⚙️ 🗑️
Rabbi Elias Dray	Kosher	DRAY	Not assigned	2025-10-15	✓ ⚙️ 🗑️
LACTONE EX MASSOIA FLG LMR	Kosher	DRAY	Not assigned	2025-10-15	✓ ⚙️ 🗑️

Figure 12: Review

1.1 Product Code Mapping Tasks Page Click the “Review Certificate Products” button to enter the review page. This page displays all products need to assign the IFF product code, including the following information:

- **Name on Certificate:** Product name on certificate
- **Religious Type:** Kosher or Halal
- **Agency:** Certification agency
- **Status:** Status (New/Reviewed/Ignored, defaults to New)
- **Product:** IFF product code

1.2 Search and Filter Functions ☒ The top of the page provides the following filtering options:

1. **Search Box:** Search by product name or agency
2. **Religious Type Filter:**
 - All Types: Show all types
 - Kosher: Show only Kosher products
 - Halal: Show only Halal products

1.3 Add Product ☒ Click the “**Add Certificate Product**” button in the top-right corner to create a new product mapping task.

1.4 Actions ☒ Each certificate product row provides the following quick action buttons:

Quick Approve - Green check button:

- Only available when product is linked to an IFF product code (not null)
- Directly approve certificate product, status changes to “Reviewed”, and updating the code mapping in Document Insider portal will be triggered.

Quick Ignore - Gray ban button:

- Ignore certificate product, status changes to “Ignored”
- If a product is ignored, the system will skip it and the extraction result will be posted to IFF SharePoint if other products are mapped.

Delete - Red trash button:

- Permanently delete that product mapping task

1.5 Export ☒ We provide 2 ways to complete the product code mapping tasks:

1. Add or map an IFF product code to an unassigned product one by one in the portal.
2. Click the “Export” button to download the whole mapping tasks list as an .xlsx file, edit the file and upload it back to the portal via the Bulk Upload function, See section 4.

1.6 Assign IFF Product Code for a Product ☒ Click on a name on certificate to enter the detail page.
☒

ART GRAPE FLV 6175 New

Save
Approve
Ignore
Delete

Certificate Product Details

Name on Certificate

ART GRAPE FLV 6175

Religious Type

Kosher

Product

☒ Select Product
 ☐ Create Product

6175 - ART GRAPE FLV 6175
x

Agency

OK KOSHER

Remarks

Additional Information

Created	2025-10-15 06:27
Modified	2025-10-15 06:27
Status Changed	2025-10-15 06:27

Associated Documents

Portal	Created Date
View	Oct. 15, 2025, 6:27 a.m.
View	Oct. 15, 2025, 6:27 a.m.

Figure 13: Details**Product Selection Mode ☒:**



- Enter product code or name to search an IFF code if it exists.
- Click to select an existing IFF product code for the product

Create IFF Product Code:

- Enter new product code and name
- System automatically creates the IFF product code and associates it with the product

Actions:

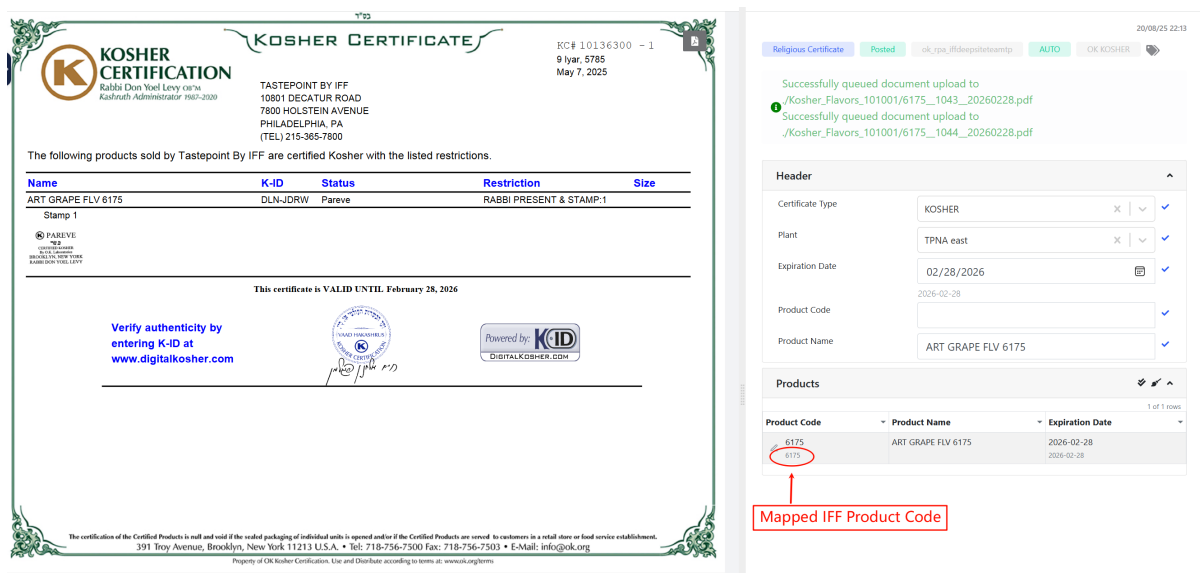
- **Save ☒:** Temporarily save the edited information without changing the product status. This allows you to preserve your changes and continue editing later or an approver to approve it later.
- **Approve ☒:** Approve this certificate product and change its status to “Reviewed”. The product will be moved to the “Reviewed Certificate Products” section for final management.

- **Ignore** : Mark this certificate product as ignored and change its status to “Ignored”. This action is used when a product is not relevant or should be excluded from further processing. Ignored products can be viewed in the “Reviewed Certificate Products” section.
- **Delete** : Permanently delete this certificate product from the system. This action cannot be undone and will remove all associated data including product mappings and documents.

Associated Documents

- View the all associated documents for this product mapping task. Click the “View” button to enter Document Insider extraction page.

When a mapping task is completed, the system will automatically trigger the updating product code mapping for all the associated documents in Document Insider portal. Once all product codes in one certificate are assigned, the system will automatically post the document to IFF SharePoint.



KOSHER CERTIFICATION
Rabbi Don Yael Levy 9876
Kashruth Administrator 1607-3020

KOSHER CERTIFICATE

KC# 10136300 - 1
9 Year, 5785
May 7, 2025

The following products sold by TastePoint By IFF are certified Kosher with the listed restrictions.

Name	K-ID	Status	Restriction	Size
ART GRAPE FLV 6175	DLN-JDRW	Pareve	RABBI PRESENT & STAMP:1	

Stamp 1

PAVEVE
OK TO SHAMER
BROOKLYN NEW YORK
KASHRUTH 1001-1071

This certificate is VALID UNTIL February 28, 2026

Verify authenticity by
entering K-ID at
www.digitalkosher.com

Powered by: **KID**
DIGITALKOSHER.COM

Successfully queued document upload to
./Kosher_Flavors_101001/6175_1043_20260228.pdf
Successfully queued document upload to
./Kosher_Flavors_101001/6175_1044_20260228.pdf

Header

Certificate Type: KOSHER
Plant: TPNA east
Expiration Date: 02/28/2026
Product Code: 2026-02-28
Product Name: ART GRAPE FLV 6175

Products

Product Code	Product Name	Expiration Date
6175	ART GRAPE FLV 6175	2026-02-28
6175	ART GRAPE FLV 6175	2026-02-28

Mapped IFF Product Code

Figure 14: Update the code in portal

3.3.2 2. Reviewed Certificate Products

View and manage certificate products that have completed review.

2.1 Filter Options

- **Search:** Search by product name or agency
- **Religious Type:** Filter by Kosher/Halal

- **Status:** Filter by Reviewed/Ignored

2.2 Action Functions

- **Reopen for Review:** Change product status back to “New”
- **Delete:** Permanently delete that product mapping task

Religious Product Management System

Logged in as Management Logout

Review Certificate Products

Reviewed Certificate Products

Search by name or agency. All Types All Status Search

Products


Bulk Upload

Name on Certificate	Religious Type	Agency	Product	Status	Reviewed	Created	Remarks	Actions
PEACH DL13149	Halal	MUI	13149 - PEACH	Reviewed	wangkai on 2025-10-16	2025-10-16	-	↶ 🗑
Flavor Dark Chocolate CYTO 115 N-A	Kosher	OK KOSHER	115 - Flavor Dark Chocolate CYTO 115 N-A	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
Dark Cocoa Distillate #486	Kosher	OK KOSHER	486 - Dark Cocoa Distillate #486	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
CHEK DIET LEMON LIME 4072	Kosher	OK KOSHER	4072 - CHEK DIET LEMON LIME 4072	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
Art Pecan FLV K3588025 K10774	Kosher	OK KOSHER	K3588025 - Art Pecan FLV K3588025 K10774	Ignored	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
ART COCONUT FLV 8808	Halal	OK KOSHER	8808 - ART COCONUT FLV 8808	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
2760 NAT&ART BLUEBERRY FLAVOR 2760	Halal	OK KOSHER	2760 - 2760 NAT&ART BLUEBERRY FLAVOR 2760	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
PEACH NA SDF 1520	Halal	MUI	CSN-06317 - Flavor Peach	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑
PINEAPPLE FLAVOR D.664 NA	Halal	MUI	D.664 - PINEAPPLE	Reviewed	wangkai on 2025-10-15	2025-10-15	-	↶ 🗑

Figure 15: Reviewed

3.3.3 3. Products

You can search or view existing product codes and names, or use the “Add Product” button to upload new ones.


Religious Product Management System

Logged
[Management](#)
[Logout](#)

Review Certificate Products

Reviewed Certificate Products

Products

Bulk Upload

Products

+ Add Product

All Types ▾
All Status ▾
🔍 Search

Code	Name	Religious Type
13149	PEACH	Halal
115	Flavor Dark Chocolate CYTO 115 N-A	Kosher
486	Dark Cocoa Distillate #486	Kosher
4072	CHEK DIET LEMON LIME 4072	Kosher
K3588025	Art Pecan FLV K3588025 K10774	Kosher
6175	ART GRAPE FLV 6175	Kosher
8808	ART COCONUT FLV 8808	Halal
2760	2760 NAT&ART BLUEBERRY FLAVOR 2760	Halal
D.664	PINEAPPLE	Halal
VN1810IB	CHICKEN FLAVOR VN1810IB	Halal
RSN-00057	CLOUDIFIER	Halal
CSN-06317	Flavor Peach	Halal
C6771	OIL COCONUT	Halal

Figure 16: Products

3.3.4 4. Bulk Upload

The Bulk Upload functionality allows batch import of product codes and certificate products through Excel files.

4.1 Upload Page User can edit the exported xlsx file to perform bulk modifications. Type in the IFF product code in the “Product Code” column to update the Status to “REVIEWED”.

A	B	C	D	E	F	G	H	I
Product Code	Name on Certificate	Religious Type	Status	Agency	Link	url	Extraction UUD	
4072	CHEK DIET LEMON LIME 4072	Kosher	REVIEWED	OK KOSHER	View	https://	2c73f61a-7dd9-11f0-a89c-e7cad231c599	
486	Dark Cocoa Distillate #486	Kosher	REVIEWED	OK KOSHER	View	https://	43614ac6-9289-11f0-a68b-b5625c6f015b	
486	Dark Cocoa Distillate #486	Kosher	REVIEWED	OK KOSHER	View	https://	43c393fc-9289-11f0-9212-dde9e21d3fca	
115	Flavor Dark Chocolate CYTO 115 N-A	Kosher	REVIEWED	OK KOSHER	View	https://	057425fa-928d-11f0-af98-8537bb2cfcd7	
115	Flavor Dark Chocolate CYTO 115 N-A	Kosher	REVIEWED	OK KOSHER	View	https://	079726cf-928d-11f0-8dfe-8537bb2cfcd7	

Figure 17: Bulk Upload Excel File

Religious Product Management System

Logged in as Management Religious Products Logout

Review Certificate Products

Reviewed Certificate Products

Products

Bulk Upload

Bulk Upload Certificate Products

Upload an Excel (.xlsx) file to create or update products and certificate product mappings. The file must include the columns **Name on Certificate**, **Religious Type**, and **Agency**. Optionally include **Status**, **Product Code**, **Product Name**, and **Extraction UUID** to link certificate documents.

Excel file

Choose File

staging products mapping results upload - test.xlsx

Upload an Excel (.xlsx) file exported from this page. Required columns: Name on Certificate, Religious Type, Agency. Optional columns: Status, Product Code, Product Name, Extraction UUID.

Upload

Excel File Format

Required columns:

- **Name on Certificate**
- **Religious Type**
- **Agency**

Optional columns:

- **Status** (values: New, Reviewed, Ignored; default: New)
- **Product Code**
- **Product Name**
- **Extraction UUID**

Tip:

 You can export an Excel file from the [Review Certificate Products](#) page as a template. The exported file includes dropdown selections for **Religious Type** and **Status** columns to make editing easier.

Figure 18: Bulk Upload Page**Upload Steps:**

1. ☒ Select Excel file (.xlsx format) and open it
2. ☒ Click "Upload" button
3. System processes and displays results

4.2 Excel File Format Requirements Required Columns:

- **Name on Certificate:** Product name on certificate
- **Religious Type:** Religious type (Kosher/Halal)
- **Agency:** Certification agency

Optional Columns:

- **Status:** Status (New/Reviewed/Ignored, defaults to New)
- **Product Code:** IFF product code
- **Product Name:** Product name
- **Extraction UUID:** Extraction UUID

Success!

- Successfully processed 5 row(s); 2 document(s) linked; 2 approval message(s) sent

Warnings:

- Row 2: Product Code provided without Product Name; using Name on Certificate.
- Row 3: Product Code provided without Product Name; using Name on Certificate.
- Row 4: Product Code provided without Product Name; using Name on Certificate.
- Row 5: Product Code provided without Product Name; using Name on Certificate.
- Row 6: Product Code provided without Product Name; using Name on Certificate.

Bulk Upload Certificate Products

Upload an Excel (.xlsx) file to create or update products and certificate product mappings. The file must include the columns **Name on Certificate**, **Religious Type**, and **Agency**. Optionally include **Status**, **Product Code**, **Product Name**, and **Extraction UUID** to link certificate documents.

Figure 19: Bulk Upload Result

Once the file is uploaded, the corresponding mapping tasks in “Review Certificate Products” page will be moved to “Reviewed Certificate Products” section and updated to “REVIEWED” status automatically.

Review Certificate Products

Reviewed Certificate Products

Products

Bulk Upload

Reviewed Certificate Products

All Types

All Status

Search

Name on Certificate	Religious Type	Agency	Product	Status	Reviewed	Created	Remarks	Actions
Flavor Dark Chocolate CYTO 115 N-A	Kosher	OK KOSHER	115 - Flavor Dark Chocolate CYTO 115 N-A	Reviewed	wangkai on 2025-10-15	2025-10-15	-	<div></div> <div></div>
Dark Cocoa Distillate #486	Kosher	OK KOSHER	486 - Dark Cocoa Distillate #486	Reviewed	wangkai on 2025-10-15	2025-10-15	-	<div></div> <div></div>
CHEK DIET LEMON LIME 4072	Kosher	OK KOSHER	4072 - CHEK DIET LEMON LIME 4072	Reviewed	wangkai on 2025-10-15	2025-10-15	-	<div></div> <div></div>

Figure 20: Bulk Upload Result

4 Uploading Documents

4.1 Uploading via Insider Portal

The system supports users upload Religious Certificate documents manually, users can upload the documents to the system by clicking the “Upload” button on the top navigation bar.

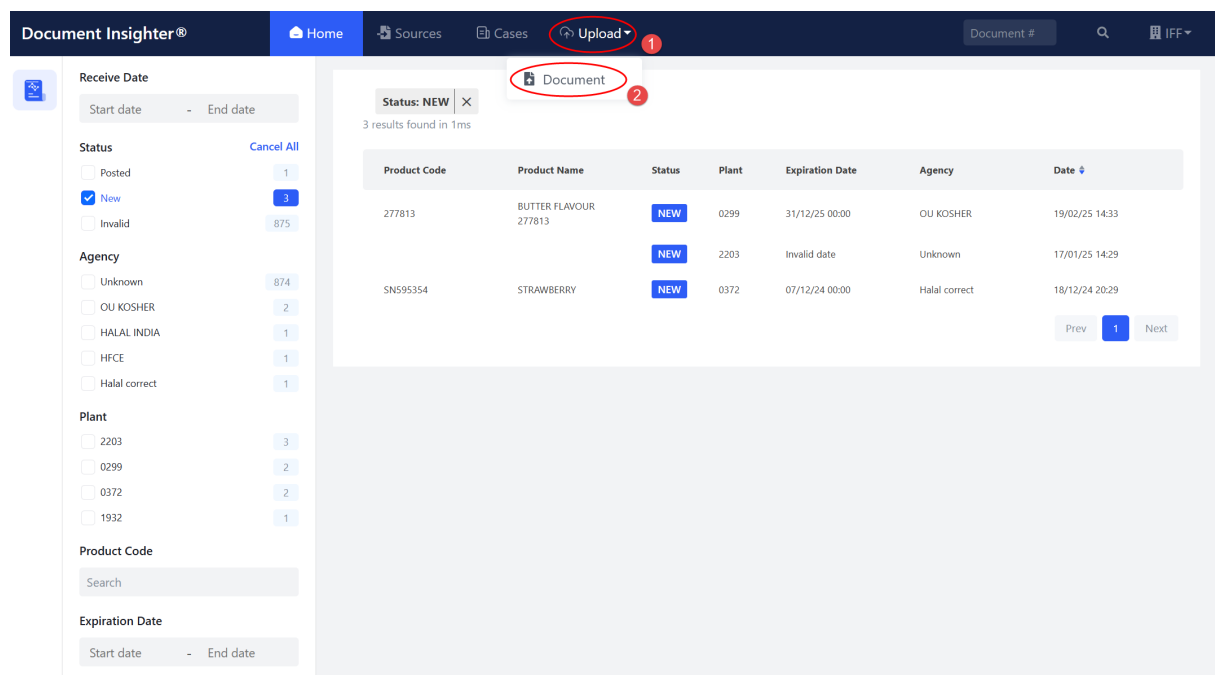


Figure 21: Uploading via Portal

- ☒ First, select the type of file you wish to upload.
- ☒ You may remove any files from the upload list if needed.
- ☒ Once your list is finalized, click the “Upload” button to complete the process.
- ☒ Finally, click “My Upload Log” to review the status of your uploads.

Please note:

- Only PDF files are accepted at this time.
- You can upload up to 20 documents at once.

Document Insighter®

Home Sources Cases Upload

Document # Search Deepsite

Upload Documents

Religious Certificate 1

My Upload Log 4

Show all categories

PDF

Drop document here !

Only PDF files are accepted now.
You can choose up to 20 documents at once.

Browse files

File Name	Extract
294912335_document.pdf	<input checked="" type="checkbox"/>
294733273_document.pdf	<input checked="" type="checkbox"/>
294855783_document.pdf	<input checked="" type="checkbox"/>

Cancel Upload all 3

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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.

5 Appendix

5.1 Email Limitation and Requirements

- Do not send the same Religious Certificate document to this mailbox multiple times.
- Please note that our system can read PDF/JPG/PNG/TIF format and the Religious Certificate 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.
- The system only process the emails sent or forwarded from the list of approved IFF email senders.