# CUSTOMER USER MANUAL-MANUFACTURING

Service System of Online Halal Certification (CEROL-SS23000)

Welcome to CEROL-SS23000

o CEROL-SS23000 is an online service system of LPPOM MUI halal certification. By using this system, companies can apply for halal certification of their products online without any time and place limitation. It is expected that by this online system, halal certification service can be done in a faster and better way. Insya Allah.

o Advantages of CEROL-SS23000 :
  - ✓ Faster (more efficient) certification process
  - ✓ Real time monitoring of certification process
  - ✓ Reducing paper use *(Go Green)*
  - ✓ Downloadable Halal Certificate from the system
  - ✓ Good storage of certificate data in the system (*History*)
  - ✓ Easy access of halal certified product search

o In addition to halal certification, CEROL-SS23000 also serves:
  - ✓ Application for material approval when there is any change of material in any time within the validity period of Halal Certificate
  - ✓ Regular report sending as a commitment to maintaining the halalness of products
  - ✓ Search for halal certificate number of certified products and companies applying for certification
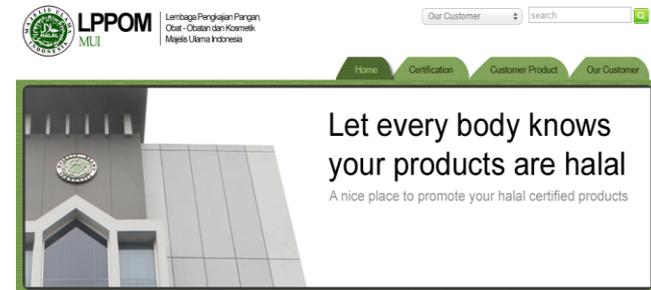
CEROL-SS23000 PROVISIONS

- CEROL application can be accessed via the official website of LPPOM MUI on www.halalmui.org then click the green box in the upper left written "Online Certification Service CEROL-SS23000", or can be directly accessed through the website www.e-lppommui.org.

- Open CEROL application by using web browsers such as Google Chrome, Mozilla Firefox, Opera, or Chromium. The use of Internet Explorer is strongly not recommended.

- Data input to CEROL can be in the forms of letter, number, and character except %. Percentage (%) is written as 'percent'. For example, 'alcohol 95%' is written as 'alcohol 95 percent'.

- Files to be uploaded to the system should be no more than 2 MB. All files, except excel files, are to be converted into PDF format. For image files (e.g. JPEG), resolution should be 75-150 dpi before they are converted into PDF.

- Document uploading can be done by clicking "Choose File" or "Browse" or "*Choose File*". Button, depending on the browser and language used.

- Uploaded files should be named according to their content. For example, HAS Manual file should be named as 'HAS Manual'. The file name must not have characters (e.g ', #, %).

- If the company does not have any required document, it can upload blank document in the form of blank MS-Word document that is converted into PDF.

- A red asterisk (*) symbol indicates data required to be filled. Otherwise, the process cannot proceed.

- Companies should change password in a regular basis. Password should consist of at least 6 characters of combination of letters (capital and small), numbers, and special characters (e.g. @, %).

- Before starting the registartion process, make sure that the company has prepared all required document and data and implmented Halal Assurance System. Requirements for halal certification are available in HAS 23000 document.

HALAL CERTIFICATION REQUIREMENTS

1. Fill in sign up data: name and address of company, PIC, contact person, username, password, etc.

2. Fill in registration data: certification status (new/development/renewal), Halal Certificate data, and HAS status (if any).

3. Upload halal document:

   a. HAS Manual for new company or Revised HAS Manual (if any) for companies already have Halal Certificate

   b. Flow chart of production process of products to be certified

   c. Statement of pork free facility (Statement from the owner of production facilities that the production facilities (including supporting equipment) for the product to be certified are free from pork)

   d. List of address of production facilities excluding plant/manufacturer (if any) e.g. warehouse (including intermediate product warehouse) and pre-production preparation facility (e.g mixing, weighing, and drying facilities)

4. Fill in plant/manufacturer data including name and address of manufacturer, PIC, contact person..

5. Fill in product data including name, batch, and type of product .

6. Fill in material data (name of material, producer, country of producer, supplier, material document data) and upload material document.

7. Upload product matrix data.

8. Fill in HAS Questionnaire, the questionnaire about the implementation of HAS.

9. Pay registration fee and Halal Certification Contract fee.

10. Meet all the requirements stated in Customer Agreement.

In general, the procedures of online halal certification are as follows:
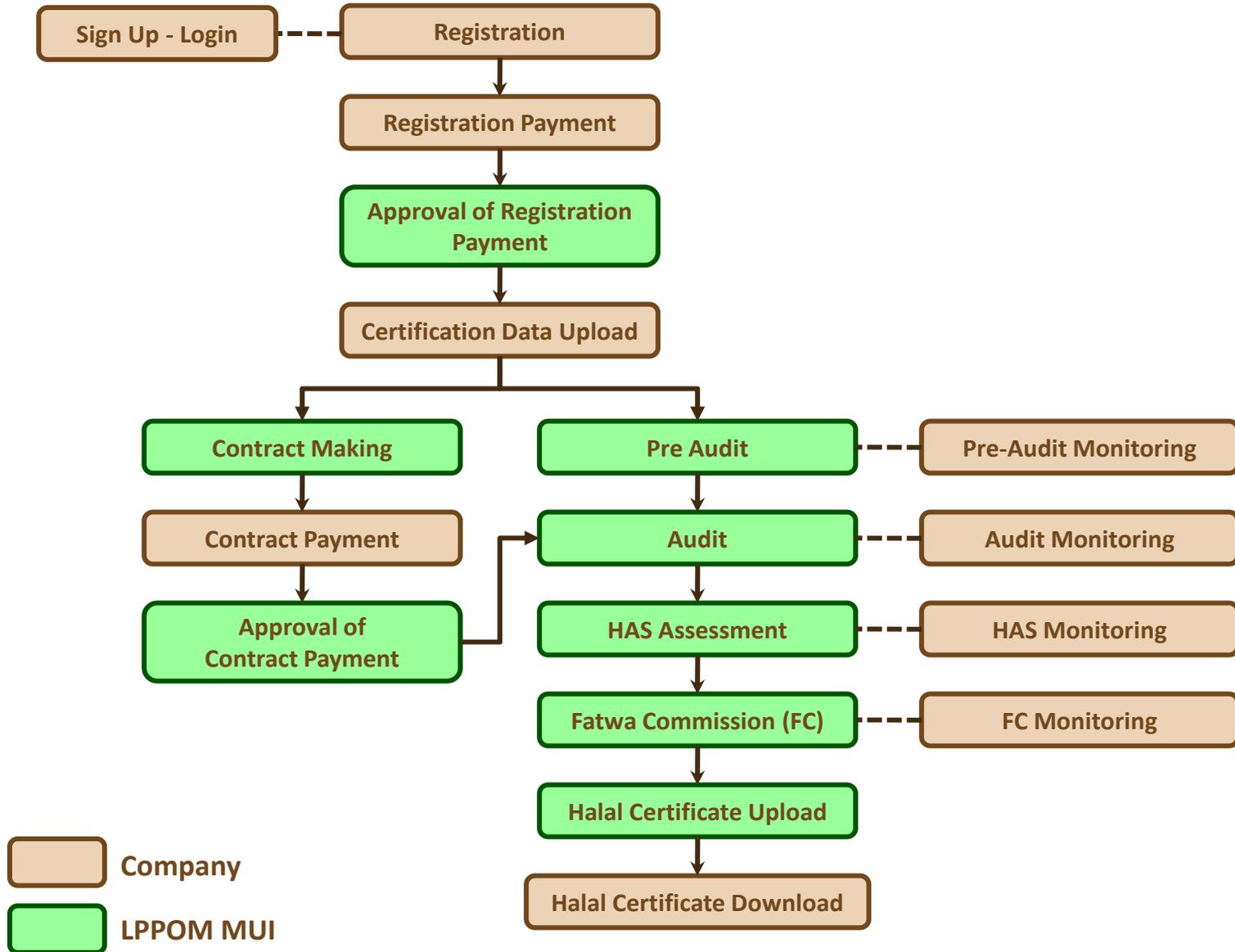
Sign Up - Login

- Sign up function is used to register a company in LPPOM MUI database and to create a username allowing the company to get into CEROL-SS23000 application.

- Sign up is only done once at the beginning. As there is no time limitation for the use of username, it has to be well recorded and controlled by the company.

- Username is related to the company's name stated in the certificate. A holding company can have one username if there is only one name of the company stated in the certificate or more than one username if there are more than one name of the company stated in the certificate.

Home - Sign Up
Sign Up

Company Name	*	Format : C
Address	*	
City		
Country	*	--Select Country-- ▼
ZipCode		
Phone	*	
Fax		
Email	*	
Personal in Charge	*	
Title		
Phone	*	
Mobile		
Email	*	
Contact Person	*	
Title		
Phone	*	
Mobile		
Email	*	
Customer Login	*	evigoo ✓ Customer Login is Available
Password	*	
Password Confirmation	*	

FL625

Refresh Security Code
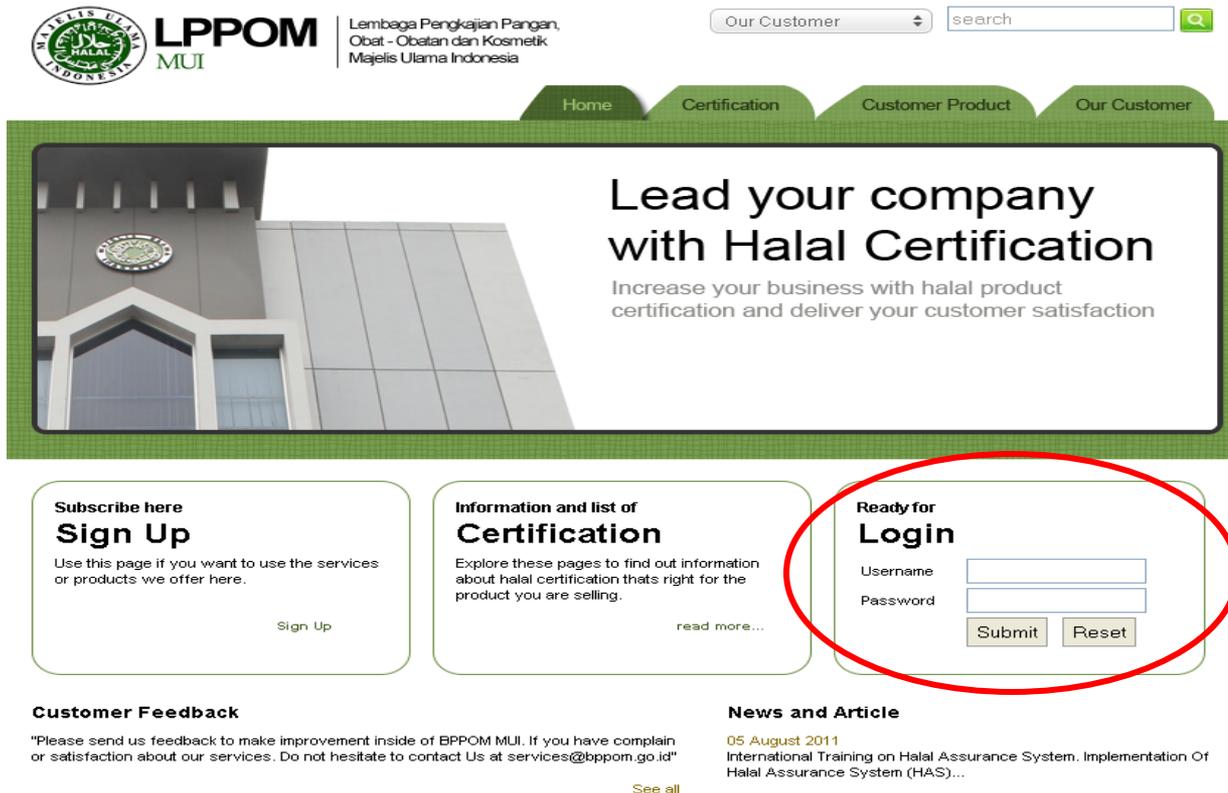
Security Code *

Sign Up **Reset**

Complete the forms with true data and then click **Sign Up**.
- **Company name**: name of company applying for halal certification. This name will be stated in halal certificate. The writing format is "name of company, PT/PD/CV". For example: "Evigo, CV".
- **Address**: the address of the headquarter of the company applying for halal certification. This address will be stated in halal certificate.
- **Personal in Charge**: name of the leader of Halal Management Team or top management of the company.
- **Contact Person**: name of appointed personnel to communicate with LPPOM MUI during the certification process.
- **Title**: position.
- **Customer Login**: username used to login to CEROL application. When login, if the username can be used by the company, a notice "customer login is available" will appear.
- **Password**: password used for login.

Notes :
- Once the sign up process completed, you will be in the main menu and login directly.
- Click the Refresh Security Code button if the image appears is not clear.
- Always remember the username and password you made as they will be used to login to CEROL application.

Login function is used to get in to CEROL-SS23000 application for registered company (completed sign up).
- **Username**: filled with customer's login as used when sign up.
- **Password**: filled with password as used when sign up.

LPPOM MUI
Lembaga Pengkajian Pangan,
Obat-obatan dan Kosmetika
Majelis Ulama Indonesia

Our Customer ▼ | search | 🔍

Welcome, abcd

Home | Certification | Customer Product | Our Customer

Get engaged with halal market in one click

A comprehensive and easy way to register your product to be halal certified
which complies with HAS 23000 (MUI Halal Certification Requirements)

Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Halal Doc List

Product List

Material List

Matrix List

Slaughterman List

Contract Payment

HAS Implementation

Notification List

View History

Inquiry Material Approval

View Material Approval

Reguler Report

View HAS Questionaire

Download Certificate

Home - Customer
Customer

This Menu only for Customer Activity.

In this menu customers can make halal registration, upload document for halal registration and so on.

Customer main menu when login is successful

Customer Menu

- Halal Registration
- Payment Registration
- Upload Halal Document
- Halal Doc List
- Product List
- Material List
- Matrix List
- Slaughterman List
- Contract Payment
- HAS Implementation
- Notification List
- View History
- Inquiry Material Approval
- View Material Approval
- Periodic Report
- View HAS Questionaire
- Download Certificate
- Change Password
- Logout

Main functions for customer :

- **Halal Registration** → used to do halal certification registration
- **Payment registration** → payment for halal certification registration
- **Upload Halal Document** → to upload halal document and certification data to Cerol system
- **Halal Doc List** → to monitor halal document status during certification process
- **Product List** → to monitor product status during certification process
- **Material List** → to monitor material status during certification process
- **Matrix List** → to monitor product and material matrices during certification process
- **Slaughter man List** → to monitor slaughterman status during certification process (for slaughter house only)
- **Contract Payment** → to do the payment of certification contract fee
- **HAS Implementation** → to monitor the status of HAS implementation
- **Notification List** → to monitor notifications related to halal certification process. All communication from LPPOM MUI is done through this menu.
- **View History** → to view history of all activities done by both the company and LPPOM MUI during certification process
- **Inquiry Material Approval** → to inquire approval for new material use (new material type or new producer) during the validity period of halal certificate
- **View Material Approval** → to monitor inquiry of approval for new material use
- **Regular Report** → to request six-monthly reporting of HAS implementation
- **View HAS Questionnaire** → to view completed HAS Questionnaires
- **Download Certificate** →to download Halal Certtificate (HC)
- **Change Password** → to change password
- **Logout** → to logout from Cerol application

Registration

- Registration is done on the product group basis so that one registration number is valid for a group of product.

- Registraton number is to be recorded and controlled securely by the company as the development or renewal process of certificate will refer to previous registration number.

- To register halal certification: Click **Halal Registration** and then click **Add Data**

- Click **Set Default** to activate the selected registration number as the default reference for halal certification process

- To view completed registration, click **View**

- To cancel completed registration, click **Disclaimer**

Home - Customer
Registration

Branch Code: Head Quater

Reg Date: 2012/06/30 YY-MM-DD

Reg Type: --Select Registration Type--

Reg Status: ● New ○ Development ○ Renew

Does HAS Exist?: ☐

Old Registration No.: --Select Reg No--

MUI Reff.:

MUI Reff. Expired:

Current HAS Status:

Current HAS Reff.:

Current HAS Reff. Expired:

Last HAS Status:

Before Last HAS Status:

No of Product Group: 1

Registration Type: ● Regular ○ Non Regular

Registration Fee: 200,000

Total Registration Fee: 200,000

Payment Type: ● Cash ○ Transfer ○ Credit Card

Group Code: --Select Group Code--

submit Reset

The left form will appear when customer does **Add Data** in halal registration menu.

- **Branch Code** and **Reg Date** will be automatically completed
- **Reg Type**: Select the registration type to be done, i.e. Manufacturing Industry
- **Reg Status**: Select registration status: New (new company or new product with no halal certificate); Development (development of halal certified product including the addition of plant/facility); Renew (renewal of halal certificate). For a company that gets into CEROL system for the first time, select NEW status (although the registration is for development or renewal).
- **Does HAS Exist**: Click the button if the company has already had HAS status (only for company clicking Development and Renew in Regs Status)
- **Old Registration No.**: For development and renew status, you have to put in your old registration number to be used as reference.
- **MUI Reff. and MUI Reff. Expired** : Put in your current Halal Certificate Number and its validity period (for development and renewal product).
- **Current HAS Status** and **Current HAS Reff. Expired**: Put in the company's current HAS status and its validity period.
- **Last HAS Status** : Put in the company's last HAS status (before current HAS status). If not available , put in: "-".
- **Before Last HAS Status** : Put in the company's HAS status valid for one period before it's last HAS status. If not available, put in: "-".
- **No of Product Group**, **Registration Fee** and **Total Registration Fee** will be automatically completed.
- **Registration Type**: Select Regular.
- **Payment Type**: Select the means of payment.
- **Product Group**: Select product group for products to be certified. Guidance of product groups is available in Appendix.
- Click **Submit** to send data.

Home - Customer

Customer Agreement

On behalf of the company herewith state the willingness to comply with regulation stipulated by LPPOM MUI as follow:

1. To comply with Requirements of Halal Certification: Policy, Procedure and Criteria (HAS 23000).

2. To implement Halal Assurance System continuously.

3. To submit the periodic report every 6 months.

4. To ask approval from LPPOM MUI if there are any changes of : (i) raw material(s), additive(s) and processing aid(s) of the certified product(s) (for manufacturing industry, restaurant, catering, kitchen); (ii) slaughterman(s), slaughtering method and stunning method (for slaughterhouse).

5. To register halal certification for every : (i) Development product with same brand and new production facilities that produce halal certified products (for manufacturing industry); (ii) Development menu and additional outlet/kitchen that produce halal certified products (for restaurant, catering, kitchen)

6. To accept audit of LPPOM MUI although without prior notification.

7. To allow LPPOM MUI to take sample of products or materials needed for laboratory analyzing and undertake payment of laboratory analyzing.

8. To give all information related to halal certification, i. e. information about all material(s) used, product formulation/menu recipe, production process and implementation of Halal Assurance System.

9. Before Halal Certificate is issued, the company must submit : (i) List of Materials for all certified products (for manufacturing industry); (ii) List of materials for all menus (for restaurant, catering, kitchen); (iii) List of Slaughterman(s), slaughtering method and stunning method (for slaughterhouse); that have been updated and signed. If the company have not submitted it yet, LPPOM MUI will hold the Halal Certificate.

10. The using of Halal Certificate is valid only for two years, and to renew it the company must resubmit an application at least 2 (two) months before Halal certificate expired.

11. When the validity of Halal Certificate has expired and the company does not renew it, LPPOM MUI has right to announce it to public.

12. To put LPPOM MUI logo on the packaging/label of Halal MUI certified products (especially for retail products), or copy of Halal certificate on outlet(s), according to LPPOM MUI Decree Letter Number SK10/Dir/LP POM MUI/XII/07 about Logo of LPPOM MUI.

13. If there are any changes or additional to this statement, it will be written down in an addendum as part of the whole application document and made in 2 (two) copies.

14. If there are any violations, Halal certificate will be revoked by LPPOM MUI and will be announced to public.

Agree Decline

The next step after you submit your registration form is to approve the customer agreement by clicking the **Agree** button. Read the agreement carefully. If you disagree, click **Decline**, then **the registration process will be terminated.**

Registration Payment

The next step is registration payment. Payment of registration fee of Rp 200,000 can be made through money transfer to an account number of 301 0053 910 in *Bank Muamalat Indonesia Cabang Pusat,* on behalf of LPPOM MUI. Especially for companies located abroad, payment may be done simultaneously with contract payment, but still need to confirm the payment in Cerol system. Registration payment is made in Cerol system as follows:

1. Upload Copy Transfer: click **Choose File** then choose a transfer proof file and upload it (for companies located abroad, not need to upload file)
2. Payment Type: choose "**Transfer**"
3. Date Paid and Billing will be automatically completed
4. Paid Amount: click **Full Payment**, a figure of 200,000 will automatically appear
5. Click **Paid**

This payment information will be verified by the Finance Section of LPPOM MUI within a day. Once it is verified as correct, when you click **Payment Registration**, the information that the registration fee is paid appears and you can proceed the registration process by uploading certification data. If the verification result is incorrect, the registration process cannot be further proceeded.

Important!!
Your registration process is subject to the completion of the registration fee payment. **If, within 10 days after registration, no payment is made, the registration process will be automatically deleted from the system**.

Certification Data Upload

Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Halal Doc List

Product List

Material List

Matrix List

Slaughterman List

Contract Payment

HAS Implementation

Notification List

View History

Inquiry Material Approval

View Material Approval

Periodic Report

Home - Customer
Upload Halal Document

Manufacturer   Main Menu   Next

Registration Number | 174

NO.	DOCUMENT NAME
1	Previous Halal Certificate
2	HAS Manual for new applicant or HAS Manual already have Halal certificate (if there is any
3	Flow process chart of halal certified product
4	Statement of pork free facility
5	Address list of production facility besides fa any), such as warehouse and mixing/weighing
6	HAS Status or HAS Certificate (for applicant Certificate)

Process Upload Data

After the payment is verified and approved by the Finance section of LPPOM MUI, you have to upload the certification data through **Upload Halal Document** menu.

Data certification filling consists of:
1. Upload halal document
2. Plant/manufacturer data filling
3. Product data filling
4. Material data filling
5. Upload product matrix
6. HAS Questionaire filling

Important!! You cannot proceed the process unless all document required is uploaded.

Home - Customer
Upload Halal Document

Manufacturer   Main Menu   Next

Registration Number 174

NO.	DOCUMENT NAME	STATUS	FILES
1	Previous Halal Certificate	Not Uploaded	Choose File No file chosen
2	HAS Manual for new applicant or HAS Manual revision for applicant that already have Halal certificate (if there is any)	Not Uploaded	Choose File No file chosen
3	Flow process chart of halal certified products	Not Uploaded	Choose File No file chosen
4	Statement of pork free facility	Not Uploaded	Choose File No file chosen
5	Address list of production facility besides factory/manufacture (if there is any), such as warehouse and mixing/weighing/drying facility	Not Uploaded	Choose File No file chosen
6	HAS Status or HAS Certificate (for applicant that already have Halal Certificate)	Not Uploaded	Choose File No file chosen

Process Upload Data

List of Files

NO.	DOCUMENT NAME	DOC NAME	ACTION
1	Previous Halal Certificate		View
2	HAS Manual for new applicant or HAS Manual revision for applicant that already have Halal certificate (if there is any)		View
3	Flow process chart of halal certified products		View

The initial step of upload document process is upload halal document.

Click **Choose File** button to choose file to be uploaded. Click **Process Upload Data** button to upload. Click **View** button to view uploaded file. If there is a wrong file uploaded, redo the upload process. The latest file uploaded will overwrite the old file.

Home - Customer
Upload Halal Document

Manufacturer   Main Menu   Next

Registration Number 174

NO.	DOCUMENT NAME
1	Previous Halal Certificate
2	HAS Manual for new applicant or HAS Manual revision for applicant that already have Halal certificate (if there is any)
3	Flow process chart of halal certified products
4	Statement of pork free facility
5	Address list of production facility besides factory/manufacture (if there is any), such as warehouse and mixing/weighing/drying facility
6	HAS Status or HAS Certificate (for applicant that already have Halal Certificate)

Process Upload Data

List of Files

NO.	DOCUMENT NAME
1	Previous Halal Certificate
2	HAS Manual for new applicant or HAS Manual revision for applicant that already
3	Flow process chart of halal certified products

Guidelines of Uploaded Document:

1. Previous Halal Certificate: Halal Certificate obtained previously (for Development and Renew status)

2. HAS Manual ... : New HAS Manual for new company or Revised HAS Manual for company that already has Halal Certificate (if any).

3. Flow Process Chart … : flow chart of production process of products to be certified. One flow chart is enough for each type of product, not for all products.

4. Statement of pork free facility: Statement from the owner of production facilities that the production facilities (including supporting equipment) for the product to be certified are free from pork.

5. Address list … : list of addresses of production facilities (if any) excluding the plant/manufacturer, e.g. Warehouses (including intermediate product warehouse) and pre-production preparation facilities (e.g. mixing, weighing, drying facilities).

6. HAS Status or HAS Certificate: HAS Certificate/Status for company that has already had Halal Certificate.

Note: If the company does not have any required document, it can upload blank document.

Home - Customer
Upload Halal Document

Manufacturer   Main Menu   Next

Registration Number 1

Before continuing to the next process (**Next**), you have to register all plants/manufacturers producing the products to be certified by clicking **Manufacturer**.

Click **Add Data** to add plant data to be proposed in this halal certification. Once all plants are defined, the process can be continued by clicking **Next**. For product development or renewal status without any addition of plant, you do not need to add plant data as they are already recorded in the system.

Home - Customer
Manufacturer List

Filter [   ] **Search**

Add Data   Next

ID	MANUFACTURER	ADDRESS	CITY	COUNTRY	PHONE	ACTION

Total Record : 0

Home - Customer
Manufacturer

Manufacturer Name	*	Manukatur Sample
Address	*	Jl. XYZ
City		
Country		
ZipCode		
Phone	*	0217888
Fax		
Email	*	aku@saya.com
Personal In Charge	*	sample
Title		
Phone		
HP		
Email	*	aku@saya.com
Contact Person	*	sample
CP Title		
CP Phone		
CP HP		
CP Email	*	aku@saya.com

Submit **Reset**

Guides to Plant/Manufacturer Data filling:

- **Manufacturer Name** : name of plant producing the product to be certified, either owned by the company or outsourced.
- **Address**: address of plant producing the product to be certified.
- **Personal in Charge** : name of Halal Management Team Leader or top mangement.
- **Contact Person** : name of appointed personnel to communicate with LPPOM MUI during the certification process.
- **Title** : Position
- Click **Submit** to send data

Home - List of Product
List of Product

Notes:
Click **List of Products** to view all registered products.
Click **Edit** to change product name.
Click **Delete** to delete product.

The next step is registering products to be certified. There are two ways of data filling: manual and import file.

MANUAL

1. Choose **Manufacturer** producing the product to be certified

2. Choose **Group** and **Type of** product to be certified. Guidance for group and type of product are available in the Appendix.

3. Put name of product to be certified in **Product Name** column. If available, product name includes product code. For retail product, the name of the product should be similar to that in the letter of approval of MD Registration from the National Agency of Drug anfd Food Control (BPOM RI).

4. To add product, click **Add Row** button, then put in again name of product to be registered. To delete product, click a box on the left of product, and click **Delete Row** button**.** If you do not want your product to be seen by public, do not click **Is for Public** button.

5. Click **Process** to send data.

6. Do the same procedures for other products (if any).

7. Click **Next** to continue the process.

HOW TO IMPORT FILE (if there are many products)

1. Download the Excel template by clicking **Download Template** then save the file and name it as "product-name of company-reg number" (e.g. Produk-Evigo-18), without changing the file type (keep it in CSV format).
2. Open CSV file. Put all product names in **Product Name** column. The column wide can be increased but the column format should not be changed, e.g. Do not add any line or column.
3. If you do not want your product to be seen by public, put "0" in the **Is for Public** column. In contrast, put "1" in the **Is for Public** column to let your product be seen by public.
4. After all products are put in excel in CSV file, you can import them by clicking **Choose File** then **Import CSV** buttons. The products already in Excel will automatically get into the system.

Home - List of Materials

List of Materials

Main Menu   Download Template Previous Next

Reg. Number   174

Material Type   Raw Material + Additive ▼

Source File   Choose File No file chosen   Import CSV

Add Row   Delete Row

☐	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
☐									

Process

The next step is registering all materials used for product to be certified. There are two ways of data filling: manual and import file. Next, you have to upload material document(explanation is on next page).

MANUAL

Choose **Material Type**, whether **Raw Material+Additive** (all materials used in the production process and become parts of product ingredients) or **Processing Aid** (material used to help production process but the material does not become part of product ingredients). Then, complete the Material List column (Guide to complete the list is given on the next page). Procedures for adding and deleting material are similar to those given in product.

Home - List of Materials
List of Materials

Reg. Number `174`

Material Type `Raw Material + Additive ▼`

Source File `Choose File` No file chosen   `Import CSV`

`Add Row` `Delete Row`

	A	B	C	D	E	F	G	H	I
1	MaterialName	Producer	Country	Supplier	HalalBy	CertificateNo	ValidEnd	OtherDoc	Remarks
2	Material 1	PT ABC	Indonesia	PT Supplier Abadi1	Cerol	CERT001	2-Jan-13	other doc ss	remarks
3	Material 2	PT DEF	Indonesia	PT Supplier Abadi2	Cerol	CERT002	3-Dec-14	doc sertifikasi	
4	Material 3	PT GHI	Malaysia	PT Malaysia 1	Cerol	CERT003	13-Mar-15		
5	Bahan Penolong 1	PT XYZ	Indonesia	PT Indoprima					
6	Bahan Penolong 2	PT XXX	Indonesia	PT Indonusa					
7	Bahan Penolong 3	PT XXX	Indonesia	PT Parkit Nusantara					
8									

HOW TO IMPORT FILE (if there are many materials)

1. Download the Excel template by clicking **Download Template** then save the file and name it as "material-name of company-reg number" (e.g. Material-Evigo-18), without changing the file type (keep it in CSV format).

2. Open CSV file. Put all material data in. The way to fill the Material List column is given on the next page. The column wide can be increased but the column format should not be changed, e.g. Do not add any line or column. File of processing aid material **is made separated** from additive material file.

3. Choose **Material Type**, whether **Raw Material+Additive** or **Processing Aid**

4. Import file by clicking **Choose File** then **Import CSV** buttons. The products already in Excel will automatically get into the system.

5. Redo step 1-4 for processing aid material (if any).

Guides to List of Material Column Filling Panduan Pengisian Kolom Daftar Bahan :

- Material Name : put in all materials including raw material, additive, and processing aid (including alternative material) in the forms of name, material brand or code (e.g. Wheat flour brand XXX; lychee flavor xxxx, etc.). New raw material is put on the top and given an asterisk (*).

- Producer : put in the name of plant producing the material (e.g. PT ABCDE, Shugoi Co. Ltd., etc).

- Country : put in name of country where the producing plant is located (e.g. Indonesia, Japan, etc.).

- Supplier : put in all suppliers supplying the material. For unprocessed plant material and pure mining material, supplier name is not necessary.

- Halal By: put in the name of institution issuing Halal Certificate, i.e. MUI or other certification institution endorsed by MUI.

- Certificate No : put in the number of halal certificate for the corresponding material.

- Valid End : put in the expiry date of halal certificate. For manual way, date is written in YYYY-MM-DD format, e.g. 2012-12-30 for 30 December 2012.   For import file way, the date is written in the format used in CSV file.

- Other Doc : put in other document attached, e.g. processing flow chart, specification, MSDS.

- Remarks : put in the origin of materials if they are not supported with halal certificate or other document (e.g. plant material, mining material, chemicals) and/or number of letter of material use approval from LPPOM MUI for development/renewal product (if any).

- If no data available, put in "-".

	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
☐									
☐									

Process

List of Materials

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES		ACTION
Processing Aid	7	Material 1	Data has not been uploaded	Not Uploaded	Choose File	No file chosen	Edit Delete
Processing Aid	8	Material 2	Data has not been uploaded	Not Uploaded	Choose File	No file chosen	Edit Delete

After all materials are registered manually or through import CSV way, you have to upload the material document in the following ways:

1. Click **List of Material**
2. After the input list of material appears, click **Choose File** to put in the supporting document to be uploaded. Put in document for each material page (5 materials).
3. Click **Upload** to upload document. Do it until all document is uploaded.
4. Then click **Next** to go to the next page and redo steps 2 and 3. Do it until all supporting document is uploaded.

Note: Supporting document of all materials as listed in the list of material should be uploaded. Supporting document can be a halal certificate issued by LPPOM MUI or other institutions endorsed by MUI, processing flow chart, product specification, or MSDS. For pure inorganic chemical material, fresh plant material, whole dried plant material (e.g. dried pepper), pure mining material, fresh/frozen water animals, fresh milk, fresh egg, pure honey, **no supporting document is required** and when the uploading process is done, a blank document or a document stating that the material is fresh material can be uploaded.

Matrix Products VS Materials

Home - Matrix of Product
Matrix of Product

Previous Finish

Reg. Number	174
Upload File	Choose File No file chosen
Status	Uploaded Matrix-Evigo-102.xls

Process Download Template

The next step is uploading product matrix. Product matrix is a matrix showing materials used for each product to be certified.

Before upload, make sure that the matrix you make is in excel format. If it is not in excel format, download an available template by clicking **Download Template**. After the matrix file is ready, do the uploading process as follows:

1. Choose file matrix in excel format by clicking **Choose File**
2. Click **Process** to upload file
3. Click **Finish** when file is completely uploaded.

Home - Customer
HAS Questionaire

NA = Not Applicable

ID	QUESTION	YES ?	NA ?
1	Has the company set up Halal Assurance System (HAS) Manual?	✓	☐
2	If the answer for point 1 is yes, has the updated HAS Manual submitted to LPPOM MUI?	✓	☐
3	Has the Halal Policy been established and socialized to all of stakeholder?	☐	☐
4	Has the halal management team been established with letter of appointment from top management?	☐	☐
5	Has the leader or member of halal management team joined HAS training conducted by LPPOM MUI?	☐	✓
6	Are all of materials, including processing aid, used to produce certified products have been written down in List of materials?	☐	✓
7	Does the company have List of materials approved by LPPOM MUI and management representative of company?	☐	✓
8	Are all of materials including processing aids used in certified products , have been supported by supporting documents needed (halal certificate, material specification, flow process chart)?	☐	✓
9	Are all of products produced by company registered to be certified?	☐	✓
10	If the answer for point 9 is no, is there any material come from pork or its derivates used in non certified products?	☐	✓
11	If the answer for point 10 is yes, are the certified products used the same facilities and equipment with material/product that contain pork or its derivatives?	☐	✓

The final step of upload document process is completing HAS Questionaire. Based on the real condition of HAS implementation in your company, complete the questionnaire no 1-27 as follows:

- For YES answer : click the corresponding box in YES column
- For NO answer: click the corresponding box in NA column until the "√" mark disappears
- N/A (Not Applicable, the condition in the company is not relevant with the question): clicking is not required, leave the "√" mark in NA column.

After all completed, click **Process**.

Notes: If the HAS Questionnaire completion is not yet successful, the **View HAS Questionnaire** menu will be blank. Therefore, you should go back to complete the questionaire by entering the Upload Halal Document menu and click 'Next' until the HAS Questionaire is opened.

Once you complete the questionaire, the proess of online halal certification is finished. You just need to monitor the next steps and do what is requested by each process and do payment of certification contract.

Contract Payment

Based on uploaded data and document, the Finance Section of LPPOM MUI makes a contract and put an invoice in the system. You are to make the payment before LPPOM MUI schedules an audit process. Contract payment is made through a money transfer in a way similar to registration payment.

Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Halal Doc List

Product List

Material List

Matrix List

Slaughtermen List

Contract Payment

HAS Implementation

Notification List

View History

Inquiry Material Approval

View Material Approval

Reguler Report

Home - Customer
Contract Payment List

INVOICE NO	DATE	REG NO	BILLING	PAYMENT	BALANCE	STATUS	ACTION
123	2012/07/02	174	2,000,000	0	2,000,000	Open	Paid

Home - Customer
Akad Payment

Upload Copy Transfer | Choose File | No file chosen

Registration Number * 174

Invoice Number * 123

Payment Type * ○ Cash ○ Credit ○ Transfer

Payment Date * 07/02/2012

Billing 2,000,000

Paid Amount * [   ] Full Payment
[   ]

Paid | Reset

After you transfer the payment, do payment registration in Cerol system as follows:
1. Click **Paid**.
2. Upload Copy Transfer: Click **Choose File** then choose proof of transfer file and upload it
3. Payment Type: Choose "**Transfer**"
4. Payment Date and Billing will be automatically filled in
5. Paid Amount: click **Full Payment**, a figure equals to the amount in the billing will automatically appear in the box
6. Click **Paid**

The payment information you put in will be verified by the Finance Section of LPPOM MUI within a working day. Once it is verified as correct, when you click **Contract Payment** menu**,** the information that the contract fee is paid appears. If the verification result is incorrect, the process cannot be further proceeded into an audit stage.

Important!!
Your audit process is subject to the completion of the contract payment.

Monitoring

All data you input to the system will be further processed by corresponding sections in LPPOM MUI. Your responsibility is to monitor the whole process and give response or upload additional data if there is a pre-audit memorandum or audit memorandum during the certification process. The menus that can be used to monitor every step in the certification process are **Halal Doc List** (related to halal document), **Product List** (related to product), **Material List** (related to material), **Matrix List** (related to product matrix), **HAS Implementation** (related to HAS implementation), **Notification List** (notification related to certification process including audit memorandum or audit schedule), **View History** (to view last activities during certification process)

Important!!

- A company applying for a certification process should, on a regular basis (recommended daily), login to Cerol system, especially the Notification List menu to monitor the progress of the certification process.

- If there is a change of certification data, e.g. a change of product name or material addition, a notification regarding the change should be sent to the auditor or the Auditing Section of LPPOM MUI (email to auditinglppom@halalmui.org) and an approval should be made before the change of data in the system is done.

- Questions related to the certification process can be emailed to services@halalmui.org.

Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Halal Doc List

Product List

Material List

Matrix List

Slaughtermen List

Contract Payment

HAS Implementation

Notification List

View History

Inquiry Material Approval

View Material Approval

Reguler Report

Edit Borang F

Download Certificate

Change Password

Home - Customer
Halal Document Listing

Reg. Number   40
Type of Process   Pre-Audit

Search

Choose type of process to be monitored (Pre-Audit, Audit, HAS, KF). Then click **Search**

NO.	DOCUMENT NAME	DOC NAME	ACTION	COMMENTS (PRE-AUDIT)
9	SJH Implementation File	Pendukung Materi ke 12.pdf	View	Document is not clear. Please re-upload
8	Statement of willingness to obey the LPPOM Regulation	Pendukung materi ke 11.pdf	View	pass pre-audit
7	Company Profile	Pendukung Materi ke 9.pdf	View	pass pre-audit
6	Address of plants, maklon, warehouses or RPH	Pendukung materi ke 8.pdf	View	pass pre-audit
5	Statement of Pork Facility	Pendukung materi ke 7.pdf	View	pass pre-audit
4	Plant Layout	Pendukung Materi ke 6.pdf	View	pass pre-audit
3	Diagram of Plant Location	Pendukung Materi ke 5.pdf	View	pass pre-audit
2	Flow of Diagram for Production Process	Pendukung Materi ke 3.pdf	View	pass pre-audit
1	Manual SJH	Pendukung Materi ke 3.pdf	View	pass pre-audit

NO.	DOCUMENT NAME	STATUS	FILES	
1	SJH Implementation File	Uploaded		Browse...
2	Statement of willingness to obey the LPPOM Regulation	Uploaded		Browse...

Area of comment from corresponding section in LPPOM MUI. Pay attention to part which is not yet approved and do necessary action as suggested in the column

In the above case, document No. 1 needs to be reuploaded. Therefore, reupload document No. 1 by clicking **Browse** and **Process Upload Data** buttons down the screen. Do the same procedures for product, material, matrix, and HAS Implementation. **Do this continually until all status in all processes pass**.

Explanation of columns in View History menu :

- Date : the date when the activity is done
- Reff ID : registration number
- Activity : last activity in certification process
- History Status : "complete" if the process is finished, "on process" if the process is still in progress.
- Done By : username doing the activity
- Next Action : activity to be done next

Halal Certificate Download

After all certification process is completed and a halal approval from the Fatwa Commission is obtained, you just need to wait for Halal Certificate to be issued. Below is how to download a halal certificate uploaded by the Certification Section of LPPOM MUI.

Click **View** to view certificate file uploaded by the Certification Section of LPPOM MUI. Result from this viewing can be further saved or printed.

Note:
The uploading of Halal Certificate by the Certification Section of LPPOM MUI means that halal certification is finished and number of registration in Halal Registration menu will automatically disappear. This registration number should be recorded securely as it will be asked in the development or renewal certification.

Halal Product Search

The main menu that appears when a customer logins to CEROL-SS23000 website. Features that can be accessed by public are number of halal certificate of certified product (**Certification** folder), certified products (**Customer Product** folder), and companies applying for certification (**Our Customer** folder). Customer or public can view those features through the **Search** menu**.**

Appendix

Stipulation of Group and Type of MUI Halal Certified Products :

I.   Group of Meat* and Processed Meat Products

Type of product :
1.   Fresh Meat : boneless meat or meat with bones
2.   Fresh fancy/variety meat : bone, skin, head, brain, tongue, lip, kidney, heart, liver, lung, intestine, tail, feet, etc
3.   Freezed Meat
4.   Dried Meat
5.   Fermented Meat
6.   Minced Meat
7.   Corned Meat
8.   Marinated Meat
9.   Smoked Meat
10. Meat Powder
11. Meat Bouillon
12. Fat (fresh/dried)
13. Jerky
14. Meat Floss
15. Sausage
16. Meat Ball
17. Nugget
18. Patty/Burger
19. Salami
20. Pastrami
21. Processed Meat Products

*) Note: Meat products including animal slaughtered (cattle/cow, buffalo, goat, sheep, etc) and poultry (chicken, duck, turkey, bird, etc)

II. Group of Fish and Processed Products

Type of product :

1. Fresh fish (whole/fillet)
2. Freezed Fish
3. Dried Fish (salted/plain)
4. Smoked fish
5. Canned Fish
6. Presto Fish
7. Pindang Fish
8. Fish Paste (Petis, Surimi, Kamaboko, etc)
9. Fish Ball
10. Fish Floss
11. Fish Nugget
12. Fish Sausage
13. Fish Tofu
14. Fish Pickle
15. Dragon Leg
16. Otak-otak
17. Pempek
18. Siomay
19. Bakwan
20. Pangsit
21. Perkedel
22. Sashimi
23. Ekado
24. Ebi Furai
25. Tempura
26. Terasi
27. Chitin, Chitosan
28. Processed Fish Products

*) Note: Fish products including aquatic animals, example shrimp, squid, crab, oysters, lobsters, oysters, etc

III. Group of Milk and Dairy Products

Type of product :

1. Fresh Milk
2. Liquid Milk (UHT Milk, Pasteurized Milk, Sterilized Milk, Evaporated Milk)
3. Powdered Milk (Skim Milk, Full Cream Milk/Whole Milk, Nonfat Milk)
4. Special Formulated Milk (Diet, Special Function)
5. Probiotic Milk
6. Sweetened Condensed Milk
7. Acidified Milk
8. Cream/Milk Fat
9. Milk Protein (Casein, Caseinates, Whey)
10. Colostrum
11. Lactose
12. Butter
13. Ghee
14. AMF (Anhydrous Milk Fat) / Butter oil
15. Cheese
16. Yoghurt
17. Buttermilk
18. Dairy Creamer
19. Whipped Cream
20. Milk Premix
21. Dairy Products

IV. Group of Infant/Toddler Milk and Food

Type of product:

1. Infant/Toddler Formula Milk
2. Infant/Toddler Instant Poridge
3. Infant/Toddler Biscuit
4. Toddler Noodle
5. Infant/Toddler Formula Milk Premix
6. Infant/Toddler Puree

V. Group of Egg and Processed Egg Products

Type of product:

1. Fresh Egg
2. Freezed Egg
3. Salted Egg
4. Pasteurized Egg
5. Fermented Egg
6. Pindang Egg
7. Egg Flour

VI. Group of Plant and Processed Plant Products

Type of product :

1. Plant Extract
2. Fresh Vegetable
3. Dried Vegetable
4. Freezed Vegetable
5. Canned Vegetable
6. Fermented Vegetable
7. Vegetable Puree
8. Pasta Vegetable Paste
9. Fresh Fruit
10. Dried Fruit
11. Freezed Fruit
12. Canned Fruit
13. Fermented Fruit
14. Fruit Puree
15. Fruit Paste
16. Fruit/Vegetable Salad with Spicy Sauce, Preserved Spicy Fruit/Vegetable, Pickled Fruit/Vegetable)
17. Plant Fermented Product (tapai, brem cake, etc)
18. Processed Soybean Products (soya bean curd, tofu, tempeh/soya bean cake, tauco, douchi)
19. Soybean Derivative Product (ISP, HVP, Lechitin, TVP)
20. Processed Coconut Products (Coconut Milk, Coconut Water)
21. Cereal (rice, wheat, corn, oat, etc)
22. Processed Cereal Products
23. Malt Extract
24. Processed Nut Products

VII. Group of Flour, Starch and Derivative/ Processed Products

Type of product :

1. Flours (wheat flour, whole wheat flour, wheat bran flour, rice flour, corn flour, glutinous/sticky rice flour, cassava flour, sago flour, soybean flour, sweet potato flour, mung bean flour, red bean flour, sorghum flour, millet flour, aren flour, etc)
2. Starch (corn starch, potato starch, wheat starch, cassava starch/tapioca, sago starch, mung bean starch/hunkwe, etc)
3. Modified Starch (Maltodextrin, Dextrin, etc)
4. Gluco Oligo Saccharides (GOS)
5. Fructo Oligo Saccharides (FOS)
6. Inulin
7. Kulit Pangsit/Siomay/Lumpia

VIII. Group of Rice and Dishes

Type of product :

1. Rice and Dishes
2. Instant Rice
3. Instant Porridge

IX. Group of Noodles, Pasta and Processed Products

Type of product :

1. Instant Noodle
2. Wet Noodle
3. Dried Noodle
4. Vermicelli
5. Pasta (Spaghetti, Macaroni, Fettuccine, Fusilli, Lasagna, etc)
6. Kwetiaw
7. Soun
8. Noodles processed products
9. Pasta processed products

X. Group of Bakery

Type of product :

1. Bread (white bread, sweet bread, baguette, canai bread, pita bread, etc)
2. Cake
3. Pancake
4. Traditional Cake
5. Cookies
6. Dim Sum (Mantou, Bakpao, Siomay)
7. Donut
8. Muffin
9. Pastry
10. Pudding
11. Mousse

XI. Group of Bakery Ingredient

Type of product :

1. Instant Flour
2. Bahan Pengisi Roti (Bread Filling
3. Glazing
4. Sugar Decoration
5. Leavening, Softener, Improver Agent
6. Emulsifier
7. Bread Crumb
8. Pan Grease
9. Topping (choco chips, rice crispy)
10. Filling Premix
11. Bread Premix
12. Custard

XII. Group of Snack

Type of product:
1. Extrudate
2. Biscuit/cookies/wafer
3. Nut snack
4. Crackers
5. Keripik (*Chips*)
6. Gula kapas/Arumanis

XIII. Group of Chocolates, Confectioneries and Supporting Ingredient

Type of product :
1. Processed Chocolate (chocolate rice, chocolate bar, chocolate fill, etc
2. Industrial Chocolate (chocolate powder, chocolate liquor, chocolate butter, etc
3. Chocolate/Candy Filling
4. Soft Candy
5. Hard Candy
6. Decorated Candy
7. Marshmallow

XIV. Group of Ice, Ice Cream and Supporting Ingredient

Type of product :
1. Ice cube
2. Ice cream (including cone ice cream, stick ice cream, cake ice cream, fruit ice cream, etc)
3. Shaved ice
4. Mixed ice
5. Ice cream cone
6. Instant ice cream flour
7. Ice cream topping

XV. Group of Jam & Jelly

Type of product :
1. Jam
2. Jelly
3. Nata (Nata De Coco, Nata De Pina, Nata de Cassava, etc)
4. Topping

XVI. Beverage and Beverage Ingredients

Type of product:
1. Bottled Water (including mineral water, demineralized water, oxygen water, vitamin water, hexagonal water, etc)
2. Carbonated Drink
3. Non Carbonated Drink
4. Flavoured Drink
5. Fruit/Vegetable Drink
6. Tea Drink
7. Coffee Drink
8. Chocolate Drink
9. Milk Drink
10. Isotonic Drink
11. Energy Drink
12. Powder Drink
13. Jelly Drink
14. Honey Drink
15. Healthy Drink
16. Tea (black tea, green tea,oolong tea, herbal tea, flavored tea, etc)
17. Coffee (coffee powder, instant coffee, 2 in 1 coffee, 3 in 1 coffee, luwak coffee, etc)
18. Non Dairy Creamer
19. Syrup
20. Concentrate (including beverage concentrate, fruit concentrate, vegetable concentrate, etc
21. Juice (fruit, vegetable, combination of fruit and vegetable
22. Nectar (fruit, vegetable, combination of fruit and vegetable)
23. Madu (Honey)

XVII. Group of Gelling Agent

Type of product:
1. Gelatin
2. Agar Powder
3. Gum (guar gum, arabic gum, carob bean gum, etc)
4. Carrageenan
5. Seaweed Powder
6. Konjac
7. CMC
8. Pectin

XVIII. Group of Oil, Fat and Emulsion

Type of product:
1. Oil (palm, coconut, sesame, corn, cumin, nutmeg, cottonseed, olive, canola, fish, etc)
2. Animal Fat (Chicken Fat, Beef Fat, Tallow, etc
3. Processed Oil/Fat (Shortening, Margarine, Pan Grease, Butter oil substitute, etc)
4. Oleochemicals (glycerin, triacetin, fatty acids, esters of fatty acids, stearin, olein, etc)
5. Vegetable Ghee

XIX. Group of Extract

Type of product :
1. Extract (oleoresin, essential oil, vanilli, tamarind, etc)

XX. Group of Condiments, Spices and Herbs

Type of product:

1. Seasoning flour (tempura flour, fried banana flour, fried chicken flour, meatball flour, etc)
2. Instant Seasoning (Block, Pasta, Powder, Liquid)
3. Dressing (Mayonaise, Thousand Island)
4. Sauce (tomato sauce, chili sauce, oyster sauce, teriyaki sauce, pizza sauce, seasoning sauce, soybean sauce, cheese sauce, cream sauce, etc)
5. Sambal
6. Soy sauce (sweet soy sauce, Salty soy sauce, fish sauce, worcestershire sauce, etc)
7. Mustard
8. Flavor Enhancer (MSG, I + G, IMP, GMP, AMP, CMP, UMP)
9. Spices and Herbs
10. Vinegar
11. Salt

XXI. Group of Flavor, Seasoning, dan Fragrance

Type of product:

1. Flavor
2. Seasoning
3. Fragrance
4. Intermediate Flavor
5. Intermediate Seasoning
6. Intermediate Fragrance

XXII. Group of Sweeteners

Type of product:

1. Sugar (crystallized/rafinated sugar, castor sugar, icing sugar, brown sugar, sugar cane, sugar bits, palm sugar, aren sugar, coconut sugar, siwalan sugar, etc)
2. Molasses
3. Invert Sugar
4. Glucose
5. Dextrose
6. Fructose
7. Artificial Sweeteners (Aspartame, Cyclamate, Saccharin, Acesulfame-K, sorbitol, maltitol, inositol, stevia, etc)
8. Honey

XXIII. Group of Additives

Type of product:

1. Colorant
2. Emulsifier
3. Acid and Acidulant
4. Anti caking agent
5. Anti Foam
6. Antioxidant
7. Firming Agent
8. Flour Treatment Agent
9. Foam Stabilizer
10. Gelling Agent
11. Glazing Agent
12. Humectan
13. Preservatives

Continued.....

XXIII. Group of Additives

Type of product :
14. Raising/Leavening Agent
15. Sequestrant
16. Stabilizer
17. Thickener
18. Chelating Agent
19. Cloudifier
20. Probiotic
21. Yeast Nutrient
22. Surface Active Agent

XXIV. Group of Protein and Amino Acids

Type of product :
1. Protein
2. Amino Acid
3. Collagen
4. Chondroitin
5. Glucosamine
6. Phenylalanine

XXV. Group of Vitamin and Mineral

Type of product :
1. Vitamin (A, B1 (Tiamin) , B2 (Riboflavin), B6 (Nicotinamide), B12 (Cyanocobalamin), C (Asam Ascorbate), D (Ergosterol & Kolesterol/Colecalsiferol), E (Tocoferol), K, Biotin, Niacin, Asam Pantotenate, Asam Folat, Cholin Bitartrate, Carnitine, Inositol, Provitamin A (Beta Carotine), Lucarotine, Luteine, dll)
2. Mineral (Ca, Mg, F, Fe, Cl, dll)

XXVI . Group of Enzyme

XXVII. Group of Herbal

Type of product:
1. Brewed Herbal
2. Herbal Decoction
3. Herbal in form Medicine (Capsule, Caplet, Tablet, Liquid)
4. Herbal for External Usage
5. Herbal Medicine
6. Herbal Drink

XXVIII. Group of Supplement

XXIX. Group of Medicine

Type of product:
1. Internal Medicine
2. External Medicine
3. Injection Medicine
4. Infusion Medicine
5. Vaccine

XXX. Group of Cosmetic

Type of product:
1. Body Care (Lotion, Soap, Toothpaste, Mouthwash, etc)
2. Hair Care (Shampoo, conditioner, etc)
3. Face Care
4. Decorative (Mascara, Blush On, Lipstick, Eye Shadow, etc)
5. Perfume

XXXI. Group of Restaurant and Catering

Type of product :
1. Restaurant
2. Catering

XXXII. Group of Slaughterhouse

Type of product :
1. Slaughterhouse
2. Poultry Slaughterhouse

XXXIII. Group of Others

Type of product :
1. Ink for Public Election
2. Tissue
3. Cleaner (Equipment Cleaner, Floor Cleaner, etc)
4. Brush
5. Bentonite
6. Activated Carbon
7. Casing
8. Capsule Shells
9. Ion exchange
10. Mining Materials
11. Chemical Materials
12. Plastic Materials
13. Water treatment
14. Treated Water
15. Gas
16. Medical Devices
17. Packaging (Plastic, Paper, Can, etc)