

# CUSTOMER USER MANUAL-MANUFACTURING

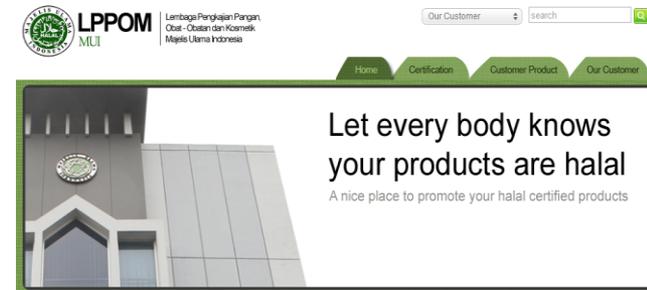
**Service System of Online Halal Certification (CEROL-SS23000)**

Revision 2.1 – Effective Date 8 September 2015



## Welcome to CEROL-SS23000

- 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.
- **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**)
  - ✓ No time limit on filling data, so it can be done **gradually**
  - ✓ Special for renewal registration, **no need to repeat filling data of materials and products** from previous registers (for the same product group)
  - ✓ Easy access of halal certified product search
- Before starting the registration process, make sure that the company **has implemented Halal Assurance System** and **prepared halal certification data**. Summary of HAS criteria and halal certification data can be found on next page. To understand HAS criteria, the company should follow HAS training which held by LPPOM MUI. Training registration can be done through email **pelatihanhalal@halalmui.org**.



## HALAL ASSURANCE SYSTEM CRITERIA (HAS) in HAS 23000

The company that register halal certification to LPPOM MUI **shall implement HAS accordance with the HAS 23000 document**. Here are summary of HAS 23000 document :

1. Top management must establish and disseminate Halal Policy. Halal policy contains the company's commitment to consistently produce halal product.
2. Top management must appoint Halal Management Team that includes all parties involved in critical activities and has duties, responsibilities and authority which clearly defined.
3. Company must have written procedure of HAS training. Internal training must be held at least once a year and external training must be held at least once in two years.
4. Materials used to make certified products must not be derived from haram /najis material.
5. Brand/name of certified products must not associate with haram products or worship that not in accordance with Islamic sharia.
6. Production facility that used to produce certified product is free from haram/najis material.
7. The company must have written procedures regarding implementation of critical activities, including activities in production chain that could affect the halal status of product.
8. The company must have written procedure to ensure traceability of certified product made from materials that meet criteria (approved by LPPOM MUI) and produced in facility that meet criteria (free of pork/its derivatives).
9. The company must have written procedure to handle the products that do not meet halal criteria.
10. The company must have written procedure of HAS internal audit. Internal audit must be held at least once in six months and conducted by competent internal halal auditor.
11. Top management/representative must perform management review at least once a year, which aims to assess the effectiveness of HAS implementation.

Besides HAS 23000, LPPOM MUI also has published other HAS book series that can be accessed via official website of LPPOM MUI on [www.halalmui.org](http://www.halalmui.org) through E-Store menu.



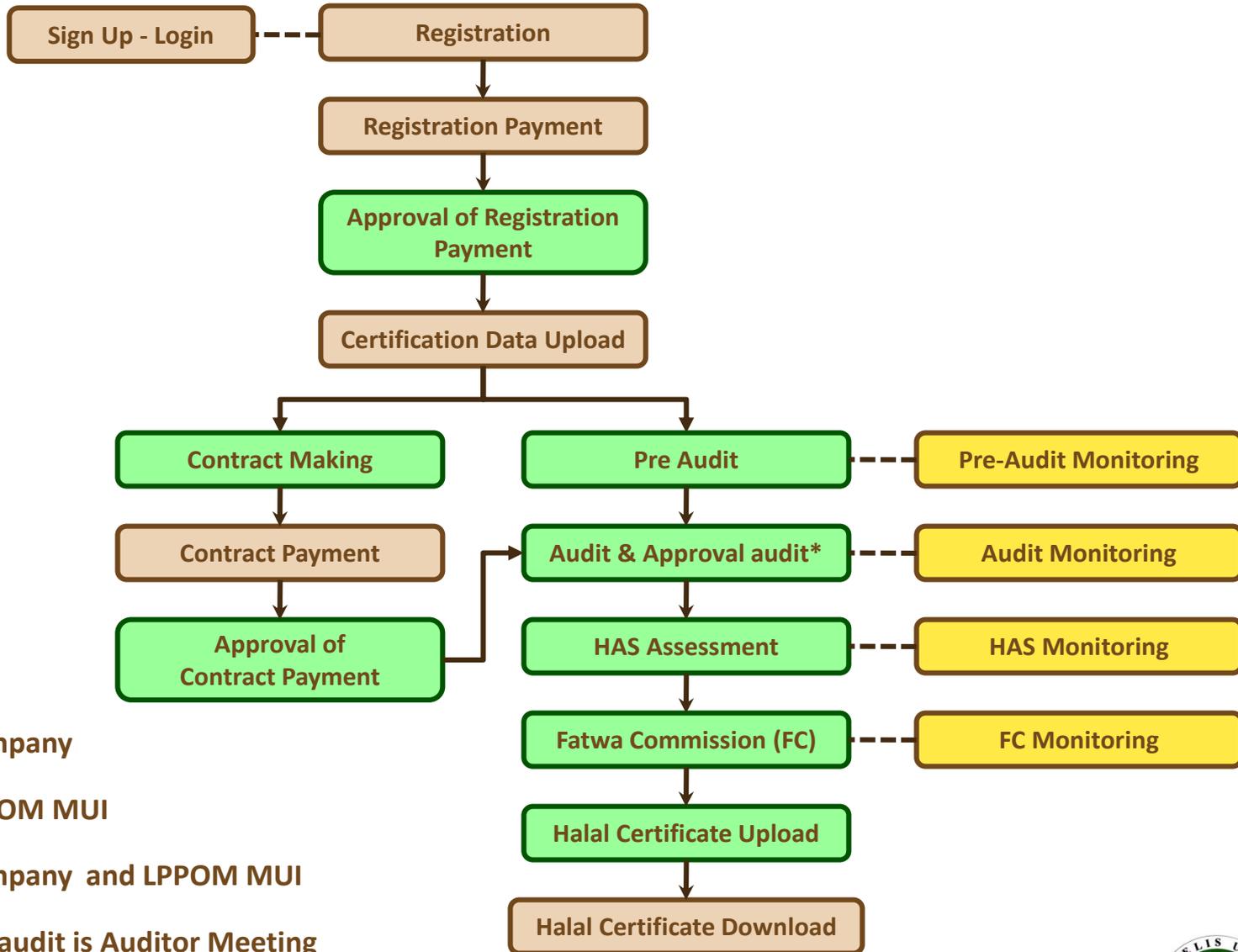
## HALAL CERTIFICATION REQUIREMENTS

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/renew), Halal Certificate data, HAS status (if any), product type, type of permit, total of employee, and production capacity.
3. Upload halal document:
  - a. HAS Manual (for new or renewal registration)
  - b. Previous Halal Certificate (for development or renewal registration)
  - c. HAS status or HAS Certificate (for development registration or renewal)
  - d. Flow chart of production process of products to be certified
  - e. Statement of pork free facility (for new company or new facilities/plant)
  - f. List of address of all production facilities
  - g. Evidence of halal dissemination/socialization (for new company or new facilities)
  - h. Evidence of HAS internal training implementation (for new company or new facilities)
  - i. Evidence of HAS internal audit (for new company or new facilities) .
4. Fill in plant/manufacturer data including name and address of manufacturer, PIC, contact person.
5. Fill in product data including name, product group, and type of product .
6. Fill in material data (name of material, producer, country of producer, supplier, material document data) and upload supporting document of material .
7. Upload product matrix data, including material used for each product

## CEROL-SS23000 PROVISIONS

- CEROL application can be accessed via official website of LPPOM MUI on [www.halalmui.org](http://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](http://www.e-lppommui.org). **Please make sure to access the right url link website.**
- Open CEROL application by using web browsers such as Google Chrome, Mozilla Firefox, Opera, or Chromium. **The use of Internet Explorer is not recommended.**
- Writing of data entered into CEROL should **not contain ID, RM, %, #, ' ®symbol or TM.** Writing of (%) is written as "percent", **for example "alcohol 95%" is written as "alcohol 95 percent". Writing of ' (apostrophe symbol) is written as \ (back slash symbol), for example d'vigo chocolate is written as d\vigo chocolate.**
- Files to be uploaded in this system are made in **maximum size of 8 MB.**
- **If amount of files to be uploaded more than one, the file can be collected in one folder then compressed into ZIP or RAR file, and then upload.**
- Document uploading can be done by clicking "Choose File" or "Browse" or "*Pilih File*", depends on the browser and language used on computer in the company.
- Uploaded files should be named **according to their content.** For example, halal certificate of glycerol material file should be named as "halal MUI gliserol". **File name shall not contain characters %, #, ', ID, RM. Examples for wrong file names are SH flavor Sept '12 and MSDS Poligel ID 5.**
- If the company does not have any required document, company can **upload blank document**, blank word/pdf format file.
- **A red asterisk (\*) symbol indicates data required to be filled. Otherwise, the process can not be continued to the next step.**
- Companies are advised to change password periodically.

Generally, the procedures of online halal certification are as follows:



- Company
- LPPOM MUI
- Company and LPPOM MUI

\*) Approval audit is Auditor Meeting and laboratorium test if needed



**SIGN UP - LOGIN**



Info Halal kini lebih mudah & praktis

**Tanya Halal MUI**

Ketik : HALAL spasi MEREK  
Kirim sms ke : 98555  
Tarif: Rp 550 / SMS

**Document Download**  
**Download**

Please download and read User Manual, to help you use this application. For further assistance you can contact us by phone during business hour

[See All](#)

**Customer Feedback**  
**Contact LPPOM MUI**

Please send us feedback to make improvement inside of LPPOM MUI. If you have complain or satisfaction about our services. Do not hesitate to contact Us at [services@halalmui.org](mailto:services@halalmui.org)

[Feedback](#)

**Ready for Login**

Username

Password

[Don't have a CEROL Account? Sign up now](#)

sign up

- 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 and there is no time limit use of username, it has to be well recorded and controlled by the company. **(PLEASE ALWAYS REMEMBER IT)**
- **Username associated with the company registering halal certification (the company's name stated in the Halal certificate).** A holding company can have one username if there is only one name of the company stated in the Halal certificate, or can have more than one username if there are more than one name of the company stated in the Halal certificate.

Home - Sign Up  
**Sign Up**

Company Name \*  Format: C

Address \*

City

Country \*

ZipCode

Phone \*

Fax

Email \*

Personal in Charge \*

Title

Phone \*

Mobile

Email \*

Contact Person \*

Title

Phone \*

Mobile

Email \*

Customer Login \*  ✓ Customer Login is Available

Password \*

Password Confirmation \*



Security Code \*

**Notes :**

- Once the sign up process completed, you will be in the main menu and could login directly.
- Click the **Refresh Security Code** button if the image appears unclear.

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. For example: **“Muifood Industry Co., Ltd.”**
- **Address:** the address of company headquarter/head office. **This address will be stated in Halal certificate.**
- **Phone:** phone number including extension number (if any).
- **Mobile:** Handphone number of respective person either personal in charge or contact person.
- **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.
- Email: **active account email.**
- **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. **(Please always remember your username and keep it carefully)**
- **Password:** password used for login. Password should be at least 6 characters, consist of combination of letters (capital/normal), numbers, dan characters (such as @, %, ?). **(Please always remember your password and keep it carefully)**
- **FOR ALL FIELDS THAT HAVE ASTERISK RED SIGN (\*) MUST BE FILLED IN.**



**LPPOM**  
MUI  
Cerol-SS23000

Lembaga Pengkajian Pangan,  
Obat - Obatian dan Kosmetika  
Majelis Ulama Indonesia

Our Customer

search



Home

Certification

Customer Product

Our Customer

Get the Halal Information  
on : **BlackBerry 10™**

- | Search Halal Product
- | Halal Directory
- | Halal News & Info
- | Register Halal Certification



Mobile Apps :  
**HalalMUI**  
search - verify - register



available at :  
BlackBerry  
App World.

#### Document Download Download

Please download and read User Manual, to help you use this application. For further assistance you can contact us by phone during business hour

See All

#### Customer Feedback Contact LPPOM MUI

Please send us feedback to make improvement inside of LPPOM MUI. If you have complain or satisfaction about our services. Do not hesitate to contact Us at [services@halalmui.org](mailto:services@halalmui.org)

Feedback

#### Ready for Login

Username

Password

Submit

Reset

Don't have a CEROL Account? Sign up now

Login function is used to get into 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.
- Click **Submit**

**Always remember the username/password. Please notice the uppercase and lowercase letters.** If the login process fails, please contact email [services@halalmui.org](mailto:services@halalmui.org)



For a company that has more than 1 (one) registration number, after LOGIN process will appear text box stated “You have more than 1 active registration, please select default registration number!!!”, **then you should click “OK” button**, otherwise you can not get into Cerol application.

It means that you have to select your registration number which would like to be processed, by clicking **Set Default** in **Halal Registration** menu.

The screenshot shows the website interface for LPPOM MUI Cerol-SS23000. At the top left is the logo and name. To the right is a search bar with the text "Our Customer" and a search icon. Below the search bar are navigation tabs: Home, Certification, Customer Product, and Our Customer. The main banner area features a large image of a building and the text "Get engaged with halal market in one click". A modal dialog box is displayed in the center, containing the message: "You have more than 1 active Registration. Please select Default Registration Number !!!". The "OK" button in the dialog is circled in red. Below the banner are three columns of content: "Sign Up" with a "Sign Up" button, "Certification" with a "read more..." link, and "Login" with a form containing "Username" (filled with "evigo"), "Password" (filled with "\*\*\*\*"), "Submit", and "Reset" buttons. Below the login form is the text "Processing...".





### Customer Menu

- Halal Registration
- Payment Registration
- Upload Halal Document
- Registration Details
- Contract Payment
- Halal Doc Monitoring
- Product Monitoring
- Material Monitoring
- Matrix Monitoring
- Slaughterman Monitoring
- HAS Monitoring
- Notification List
- View History
- View HAS Questionnaire
- Registered Materials
- Download Certificate
- Edit Customer
- Change Password
- Disclaimer Registration
- Logout

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

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Edit Customer

Change Password

Disclaimer Registration

Logout

Main functions for customer :

- **Halal Registration** → to do registration of halal certification and get registration number
- **Payment registration** → to confirm the payment for halal certification registration (**registration payment will be charged later with contract payment**)
- **Upload Halal Document** → to upload halal document and certification data to Cerol system in the initial step of registration
- **Registration Details** → to view the data that has been successfully uploaded
- **Contract Payment** → to do the payment of certification contract fee (**you can proceed this menu after Finance Division set your contract payment in CEROL**)
- **Halal Doc Monitoring** → to monitor halal document status during certification process
- **Product Monitoring** → to monitor product status during certification process
- **Material Monitoring** → to monitor material status during certification process
- **Matrix Monitoring** → to monitor product and material matrix during certification process
- **Slaughterman Monitoring** → to monitor slaughterman status during certification process (for slaughter house only)
- **HAS Monitoring** → to monitor the HAS status certification process
- **Notification List** → to monitor notifications related to halal certification process from LPPOM MUI
- **View History** → to view historical data of all activities that have been done either by the company or LPPOM MUI during certification process
- **View HAS Questionnaire** → to view completed HAS Questionnaires
- **Registered Materials** → to view registered material in Cerol
- **Download Certificate** → to download Halal Certificate (HC)
- **Edit Customer** → to change Contact Person data and PIC of the company
- **Change Password** → to change password
- **Disclaimer Registration** → to do disclaimer registration
- **Logout** → to logout from Cerol application

## REGISTRATION

**Customer Menu**

**Halal Registration**

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Home - Customer

**Registration List**

Filter

**Search**

[Add Data](#)

BRANCH	REG. NO	DATE	TYPE	STATUS	ACTIVE ?	ACTION
Head Quater	7441	2014/09/23	Kitchen	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7849	2014/10/31	Manufacturing Industry	New	True	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7851	2014/10/31	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7916	2014/11/05	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>
Head Quater	7943	2014/11/07	Manufacturing Industry	New	False	<a href="#">View</a> <a href="#">Default</a>

- To register halal certification: Click **Halal Registration** and then click **Add Data**. Explanation to fill data can be seen on the next page.
- For a company that has more than 1 (one) registration, click **Default** to select registration number which want to be processed. If it is click **Default** then in the Active column will be written **True**, and if it is not a default set of registration then the Active column will be written **False**.
- To view completed registration, click **View**.
- Registration is done base on product group, so that **one registration number is valid only for one product group and one halal certificate number**. Explanation about product group can be found in SK Direktur LPPOM MUI No. SK11/Dir/LPPOM MUI/II/I4 about Ketentuan kelompok Produk Bersertifikat Halal MUI which can be downloaded via website of LPPOM MUI or Cerol.
- Registraton number should be recorded and controlled securely by the company, due to the **development or renewal certification process will refer to previous registration number (the same product group)**.



## Registration

Branch Code \*

Reg Date \*  YY-MM-DD

Reg Type \*

Reg Status \*  New  Development  Renew

Does HAS Exist ?

Old Registration No. \*

MUI Ref. \*  MUI

MUI Ref. Expired \*

Last HAS Status \*

HAS Ref. \*  HAS

HAS Ref. Expired \*

Type Product \*  Retail  Non Retail  Retail and Non Retail

Type of Permit \*  MD/ML/CD/CL/PIRT/

Total of Employee \*

Production Capacity \*

No of Product Group \*

Registration Type \*  Regular  Non Regular

Registration Fee \*

Total Registration Fee \*

Payment Type \*  Cash  Transfer  Credit Card

Group Code \*

After do **Add Data** in halal registration menu, please enter the following data :

- **Branch Code** and **Reg Date** will be automatically completed
- **Reg Type**: Select the registration type, i.e. Manufacturing Industry
- **Reg Status**: Select registration status: **New** (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 or has ever registered but with different product group, select NEW status (although the registration is for development or renewal).**
- **Does HAS Exist**: Click the button if the company already has HAS status .
- **Old Registration No.:** Select the **old registration number** that registered in Cerol for the same product group (**for development dan renewal registration**).
- **MUI Ref. and MUI Ref. Expired**: Put the current Halal Certificate Number and its validity period. If not available, put “-”.
- **Last HAS Status** : Put the company’s current HAS status (A or B).
- **HAS Ref. and HAS Ref. Expired**: Put the company’s current HAS status Number and its validity period. If not available, put “-”.
- **Type Product**: Select Retail (for product to be sold in retail) / Non Retail (for product to be sold in non retail) / Retail dan Non Retail (for product to be sold in retail and non retail)
- **Type of Permit**: Put type of permit or type of distribution permit, example ML, TI, SI, CL, Certificate of Free Sale, Health Certificate. **For non retail product, put “-”.**
- **Total of Employee**: Put total employee of the company (including contracted employees).
- **Production Capacity**: Put avarege production capacity, including all plant/facility if more than one. Example 10 tons/month.
- **No of Product Group, Registration Fee** and **Total Registration Fee** will be automatically completed.
- **Registration Type**: select **Regular** (payment is made at each registration) or **Non-Regular** (payment is made base on contract).
- **Payment Type**: Select the method of payment to be made.
- **Product Group**: Select product group for products to be certified. For new registration refers to **SK LPPOM MUI No. SK11/Dir/LPPOM MUI/II/I4**. **For development or renew registration refers to product group in previous Halal Certificate.**
- 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.

The next step after you submit registration form is approval customer agreement by clicking **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. **Especially for companies located abroad, registration payment will be charged later with contract payment, but you still need to confirm the payment in Cerol system.**

Registration payment is made in Cerol system through "Payment Registration" menu by following instruction as follows:

1. Paid Amount: click **Full Payment**, a figure of 200,000 will automatically appear
2. Click **Paid (Please don't forget to do it)**

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

Home - Customer

Payment Registration

Upload Copy Transfer  No file chosen

Registration Number \*

Payment Type \*  Cash  Transfer  Credit Card

Date Paid \*

Billing

Paid Amount \*

### Important !!

Registration payment is an important step that determines whether your registration will be processed or not. **If registration payment has not been done, then you can not upload certification data.**

**UPLOAD CERTIFICATION DATA**



## Customer Menu

Halal Registration

Payment Registration

Upload Halal Document

Registration Details

Contract Payment

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

View History

View HAS Questionnaire

Registered Materials

Download Certificate

Edit Customer

Change Password

Disclaimer Registration

Home - Customer

## Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

NO.	DOCUMENT NAME
1	Previous Halal Certificate (for developer)
2	HAS Manual (for new/renewal registration HAS Status B)
3	HAS Status or HAS Certificate (for developer)
4	Flow process chart of halal certified product
5	Statement of pork free facility (for new application)
6	Address list of all production facility (including production facility and head office)
7	Evidence of Halal Policy dissemination (for new application)
8	Evidence of HAS Internal Training execution (for new application)
9	Evidence of HAS Internal Audit execution (for new application)

**Process Upload Data**

After the payment is verified and approved by Finance Division of LPPOM MUI, you have to upload 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 Questionnaire filling

### Important!!

- You cannot continue the process before all required document is uploaded.
- Registration could not be processed if the data entry is not completed until HAS Questionnaire filling.
- Please make sure the registration process is completed until HAS Questionnaire has been filled in.

## Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

NO.	DOCUMENT NAME	STATUS	FILES
1	Previous Halal Certificate (for development/renewal registration)	Uploaded	<input type="button" value="Choose File"/> No file chosen
2	HAS Manual (for new/renewal registration and development registration with HAS Status B)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
3	HAS Status or HAS Certificate (for development/renewal registration)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
4	Flow process chart of halal certified products	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
5	Statement of pork free facility (for new applicant or new facility)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
6	Address list of all production facility (include manufacture, warehouse, pre-production facility and head office)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
7	Evidence of Halal Policy dissemination (for new applicant or new facility)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen
8	Evidence of HAS Internal Training execution (for new applicant or for new facility)	Uploaded	<input type="button" value="Choose File"/> No file chosen
9	Evidence of HAS Internal Audit execution (for new applicant or for new facility)	Not Uploaded	<input type="button" value="Choose File"/> No file chosen

[List of Files](#)

NO.	DOCUMENT NAME	DOC NAME	ACTION
1	Previous Halal Certificate (for development/renewal registration)	Manual SJH PT. Evigo.pdf	<input type="button" value="View"/>

The initial step of upload certification data process is upload halal document (see the next page). 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.**

If document is successfully uploaded, the status will appear as **Uploaded**. If the document is not successfully uploaded, the status will be as **Not Uploaded**.

## Here are the explanation of uploaded documents:

1. Previous Halal Certificate: previous Halal Certificate for same product group, along with **Halal Certificate attachment** (for development and renew registration). **For new registration, it can be uploaded blank document.**
2. HAS Manual: **HAS manual which includes 11 criteria** (for new/renew registration and development registration with HAS status B).
3. HAS Status or HAS Certificate: Current HAS Status/Certificate (for development and renew registration). **For new registration, it can be uploaded blank document.**
4. Flow Process Chart of halal certified products: Flow diagram of production process for products to be certified. **Upload flow diagram for each product type, do not need upload for the entire product.**
5. Statement of pork free facility: Statement from owner of production facilities that the production facilities (including supporting equipment) are not used interchangeably to produce halal products and products containing pork/derivatives. **This document is required for a new company or new plant.**
6. Address list of all production facility: **List of addresses for all production facilities involved in critical activities**, including self owned plant/tolling, warehouse materials/intermediate products (including external warehouse), pre production facilities (blending, drying, weighing, etc.), head office (if there is critical activity, eg purchasing, R & D)
7. Evidence of Halal Policy dissemination: Evidence of halal policy dissemination to all stakeholders, **such as attendance list of employees briefing, photos of mounting the halal policy in office/plant area, and memo to the supplier.** **This document is required for a new company or new plant.**
8. Evidence of HAS Internal Training execution: Evidence of HAS training implementation that held in internal of the company, **such as attendance lists/photos of training and training modules.** **This document is required for a new company or new plant.**
9. Evidence of HAS Internal Audit execution: Evidence of HAS internal audit, in the form of internal audit reports. **This document is required for a new company or new plant.**

Home - Customer

## Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number



Home - Customer

### Manufacturer List

Filter

[Add Data](#) [Next](#)

ID	MANUFACTURER	ADDRESS	CITY	COUNTRY
Total Record : 0				



Home - Customer

### Manufacturer

Manufacturer Name \*

Address \*

City

Country

ZipCode

Phone \*

Fax

Email \*

Personal In Charge \*

Title

Phone

HP

Email \*

Contact Person \*

CP Title

CP Phone

CP HP

CP Email \*

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

Click **Add Data** to add plants/manufacturers data to be proposed in this halal certification. Once all plants are defined, the process can be continued by clicking **Next**.

Guidance for Plant/Manufacturer Data filling:

- **Manufacturer Name and Address:** name and address of plants/manufacturers that produce the product to be certified, either self owned plant or tolling/copacker. **This information will be appeared in halal certificate (PLEASE MAKE SURE THERE IS NO MISTYPING)**
- **Personal in Charge :** name of Halal Management Team Leader or top mangement
- **Contact Person :** name of appointed personnel to communicate with LPPOM MUI during halal certification process.
- **Title :** Position
- Click **Submit** to send data

If Submission process is successful, plants/manufacturers data will appear in the Manufacturer List menu. Plants/manufacturers data entry is done only once at the beginning, so that at the **next registration no need to add plants/manufacturers data anymore.**

If there are errors in the plants/manufacturers data filling, such as errors plants/manufacturers name or address, you can click **Edit** on the table Manufacturer List to change data.

Once you have finished defining and filling data of all plants/manufacturers, the process can be proceed by clicking **Next** button.



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

Home - List of Product

## List of Product

Reg. Number	40
Manufacturer	Manufaktur Sample
Group	Bahan Tambahan (Additives)
Type	Pewarna (Colorant)

Add Row Delete Row

<input type="checkbox"/>	PRODUCT NAME	IS FOR PUBLIC ?
<input type="checkbox"/>	Produk 1	<input type="checkbox"/>
<input type="checkbox"/>	Produk 2	<input type="checkbox"/>

Process

### Note:

- If plant/manufacturer is more than one, make sure all products in each plant/manufacturer are already registered.
- If plant/manufacturer is more than one and having same name of plant/manufacturer, note the order of the plant/manufacturer in the Manufacturer menu and select the appropriate plant/manufacturer order.
- For renewal registration, the product on the previous register automatically be recalled, so company **only need to add new products** and remove products that are not renewed.

### MANUAL

1. Choose **Manufacturer** that produce the product to be certified. **(PLEASE MAKE SURE TO CHOOSE THE RIGHT MANUFACTURER)**
2. Choose **Group** and **Type** of product to be certified. For new registration according to **SK LPPOM MUI No.SK11/Dir/LPPOMMUI/II/14**. **For development/renew registration refer to product type in previous Halal Certificate.**
3. Put product name/brand/code to be certified in **Product Name** column. For retail product, name of product should be similar with name in approval letter of MD/ML Registration from the National Agency of Drug and Food Control (BPOM RI). **(PLEASE MAKE SURE TO TYPE THE RIGHT NAME)**
4. To add product, click **Add Row** button, then fill product name to be registered. In order to delete product, click box on the left of product then click **Delete Row** button.
5. If your products would like to be accessed by public (via website of LPPOM MUI, smartphone, etc.), **then the box Is for Public must be clicked**. However, if the product should not be accessed by the public, then don't click the box **Is for Public**.
6. Click **Process** to send data.
7. Do number 1-5 step for other products in other plant/manufacturer (if any).

Reg. Number

Manufacturer

Group

Type

Source File  No file chosen

<input type="checkbox"/>	PRODUCT NAME	IS FOR PUBLIC ?
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>



	A	B	C	D	E	F
1	Product Name	IsForPublic				
2	Product 1	0				
3	Product 2	-1				
4	Product 3	0				
5	Product 4	-1				
6	Product 5	0				
7						
8						
9						

### HOW TO IMPORT FILE (if there are many products)

1. Download Excel template by clicking **Download Template** then save the file 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 would like **your product can be accessed by public, put "-1" in Is for Public column.** In contrast, put "0" in the **Is for Public** column if you wouldn't like your product can be accessed by public.
4. If all products have been listed in spreadsheet file Excel with CSV file format, you can import by clicking **Choose File** then **Import CSV (in Cerol).** The products which are already listed in the Excel file will automatically get into the system.

## List of Product

Reg. Number

Manufacturer

Group

Type

Source File  No file chosen

<input type="checkbox"/>	PRODUCT NAME	IS FOR PUBLIC ?
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[List of Products](#) [Clear List of Products](#)

MANUFACTURER	GROUP	TYPE	ID	PRODUCT NAME	ACTION
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	1	Ekstrak 1	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	2	Ekstrak 2	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	3	Ekstrak 3	<a href="#">Edit</a>   <a href="#">Delete</a>
Evigo 2	Extract (Ekstrak)	Extract (Ekstrak)	4	Ekstrak 4	<a href="#">Edit</a>   <a href="#">Delete</a>

If it has finished checking the product and already confirm, click Next to continue registration process.

After completing register the product, click **List of Products** in the left bottom to see the products that have been successfully registered. **Verify that all products to be certified already registered.**

**Here are common errors that occur and how to revise them:**

1. Error typing the product name: click **Edit** then revise product name in the **Product Name** column.
2. Wrong selection for type of product: click **Edit** then select right type of products in **Type** column.
3. Filling recurrent product: click **Delete** on recurrent products and it will be removed, then click the **Confirm Delete** button.
4. If the products are manufactured in several plant/manufacturer, there are products that are not registered in other plant/manufacturer : select manufacturer and then add the product as described previously.
5. Wrong selected for product group or plant: please contact LPPOM MUI via email [services@halalmui.org](mailto:services@halalmui.org) to replace the product group or plant.

The next step is to register all materials used for product to be certified and upload material document. **For development registration, company only need to register new materials and one material which is named “existing material”. For renewal registration, company only need to register new material.** New material is material which is not registered in cerol before, either new material or existing material but come from new producer.

There are two ways of data filling: **manual** and **import file**.

## 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 Material List column (Guidance to complete the list can be found on the next page). Procedure for adding and deleting material are similar to those already made in product.

Home - List of Materials

### List of Materials

[Main Menu](#) [Download Template](#) [Previous](#) [Next](#)

Reg. Number

Material Type

Raw Material + Additive ▾

Source File

No file chosen

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

## List of Materials

Reg. Number

Material Type **Raw Material + Additive** ▼

Source File  No file chosen

**Import CSV**

**Add Row** **Delete Row**

Right Column Format

	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									

Material Data

**HOW TO IMPORT FILE (1)** (if there are many materials and company already have material list in excel file)

1. Open existing excel file of material list, and **then adjust the template CSV format as shown above (the format shall not be mistaken, and there is no merge in column)**. Check material data and delete processing aid from material list (CSV file of processing aid material is made separated from CSV file for Raw material+additives). Guidance to fill material list can be found on next page. **Field (column) that is required are material name, producer and country**. Then Save As Excel file by selecting the file type CSV (Comma Delimited) (\*.csv).
2. In Cerol: Choose **Material Type**, whether **Raw material+Additive** or **Processing Aid**.
3. Import file by clicking **Choose File** button then **Import CSV**. The materials that have been added in Excel will automatically get into the system.
4. Redo step 1-3 for processing aid material (if any). **If your processing aids are not more than 3, you can add them manually.**

**Common error:** there is a **merge column** in excel

Reg. Number

Material Type **Raw Material + Additive**

Source 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									

Right Column Format

Material Data

## HOW TO IMPORT FILE (2) (if there are many materials and company has not had material list in excel file)

1. Open Microsoft excel, then make material list **as shown above**. Guidance to fill material list can be found on next page. **Field (column) that is required are material name, producer and country**. Check again material data and make sure there is not mixed with processing aid (CSV file of processing aid material is made separated from CSV file for Raw material+additives). **Then Save As Excel file by selecting the file type CSV (Comma Delimited) (\*.csv).**
2. In Cerol: Choose **Material Type, Raw material+Additive** or **Processing Aid**.
3. Import file by clicking **Choose File** then **Import CSV** buttons. The materials already in Excel will automatically get into the system.
4. Redo step 1-3 for processing aid material (if any). **If your processing aids are not more than 3, you can add them manually.**

Common errors are: Column of **material name, producer and country have not filled yet.**

### Guidance for List of Material Column Filling :

- Material Name : put all materials including raw material, additive, and processing aid (including alternative materials) in forms of name, material brand or code (e.g. Wheat flour brand XXX; lychee flavor xxxx, etc.). **Please don't use character ID, RM, %, #.**
- Producer : put name of plant/manufacturer that produce the material (e.g. PT ABCDE, Shugoi Co. Ltd., etc). For unprocessed plant material, can be filled with "farmer".
- Country : put name of country origin of plant/manufacturer that produce the material (e.g. Indonesia, Japan, etc.).
- Supplier : put all suppliers that supply the material. For material purchased in retail, can be filled with "market". For material which is included in Positive List Materials (SK07/Dir/LPPOMMUI/I/13), supplier name is not necessary and can be filled with "-".
- Halal By: put name of institution issuing Halal Certificate for corresponding material, i.e. MUI or other certification institution endorsed by MUI.
- Certificate No : put number of halal certificate for corresponding material.
- Valid End : put expiry date of halal certificate. **For manual step, date is written in YYYY-MM-DD format, e.g. 2012-12-30 for 30 December 2012. For import file step, the date is written in YYYY-MM-DD format or following date in the format used in CSV file template.**
- Other Doc : put other document type which is attached, e.g. processing flow chart, specification, MSDS.
- Remarks : put origin of materials if they are not supported with 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), or "in active" if material has not been used recently.
- If no data available, put in "-".
- **Material name, producer and country shall be filled.**

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>									

Process

[List of Materials](#)

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Processing Aid	7	Material 1	Data has not been uploaded	Not Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>
Processing Aid	8	Material 2	Data has not been uploaded	Not Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>

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

1. Click **List of Material**
2. After the input list of material appears, click **Choose File** to put supporting document to be uploaded. Put document for each material page (10 materials). If the file to be uploaded is more than one, compress them into one group by ZIP/RAR format then upload.
3. Click **Upload** to upload document. Do it until all document is uploaded.
4. Then click **Next** to continue registration process. If upload process is not completed yet, when you click **Next** then will appear textbox “You have to Upload All Document List of Materials”.

**Note:** Supporting document of all materials as listed in the list of material shall be uploaded. Supporting document such as halal certificate issued by LPPOM MUI or other institutions endorsed by MUI, processing flow chart, product specification, or MSDS. For material which are included in Positive List Materials (SK07/Dir/LPPOMMUI/I/13), **no supporting document is required and can upload blank document**. For development registration, **upload up to date list of material (can be download at Registered Material menu) for material which is named “existing material”**. (If there is more than 1 registration, compress them into one group by ZIP/RAR format then upload)



							DD)
<input type="checkbox"/>	<input type="text"/>						

Process

List of Materials

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Raw Material + Additive	1	Terigu Kunci Emas*	1.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>
Raw Material + Additive	2	Terigu Jade*	2.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>
Raw Material + Additive	3	Palm Sugar (Kode 5022-Granul)*	2.png	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>   <a href="#">Delete</a>

After completion of uploading material document, click **List of Materials** in the left bottom to see the materials that have been successfully registered. **Verify that all material to be certified already registered and all material document already uploaded.**

**Here are common errors that occur and how to revise them:**

1. Typing error of the material data: click **Edit** then revise material data
2. Filling recurrence product: click **Delete** on recurrent products and will be removed
3. There is material that not uploaded yet : add material with step that ever explained.
4. Upload the wrong material document or document can not be uploaded, and causes blank screen (may be the file size >4 MB): reupload material document by clicking **Choose File**
5. Wrong selection of type of material (raw material+additive or processing aids): delete material then add material by choosing right type of material. If there are too many error material, please contact LPPOM MUI via email [services@halalmui.org](mailto:services@halalmui.org) to replace type of material

If verification process of material has been completed, click **Next** to continue registration process.

The next step is **uploading product matrix**. Product matrix is a matrix that shows material which are used for each product to be certified. For flavor or product with complex formula, company can upload print screen formula or upload statement letter that formula will be checked in audit process.

Before upload matrix, make sure that the matrix is accordance to LPPOM MUI matrix format. If You dont have the format, please download available template by clicking **Download Template** button. Open the matrix file and fill data accordance to the format. Here is example filling matrix data :

**MATRIX OF MATERIALS FOR EACH HALAL CERTIFIED PRODUCT**

Company Name : Evigo  
 Product Type(s) : Canned Fish

No.	Name of Material	Name of Product		
		Evigo Canned Tuna Original	Evigo Canned Tuna with Chilli Sauce	Evigo Canned Tuna with Tomato Sauce
1	Tuna Fish	√	√	√
2	Salt	√	√	√
3	Water	√	√	√
4	Chilli		√	
5	Tomato Sauce			√
6	Sugar	√	√	√
7	Pepper	√	√	√
8	Oil	√	√	√

Jakarta, 12 January 2013

Prepared by,

Approved by,

( Mr. A )  
 Halal Management Team Leader

( Mr. B )  
 Management Representative



After matrix file is ready, do the uploading process as follows:

1. Choose file matrix by clicking **Choose File (file matrix can be in word, excell, or PDF format)**
2. Click **Process** to upload file. If upload process succesfull, in **Status** column will be filled "Uploaded + matrix name"
3. Click **Finish** when file is completely uploaded. After click **Finish**, will appear text box "You have to fill Questionnaire first to finish all process!!" then click **OK**. It means You have to fill HAS Questionnaire to finish the process of uploading certification data.

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 final step of upload document process is **completing HAS Questionnaire**. Complete HAS Questionnaire **based on the real condition of your company**:

- For YES answer: click the corresponding box in YES column
- For NO answer: clicking is not required, leave the “v” mark in NO column.
- N/A (Not Applicable, the condition in the company is not relevant with the question): click the corresponding box in NO column until the “v” mark is disappear (for number 5 and 6).

Click **Process**. Then will appear text box “Process Upload Data Registration is Complete”, click **OK**.

Home - Customer

## HAS Questionnaire

ID	QUESTION	YES ?	NO ?	
1	Does the applicant is a distributor (not producer/manufacturer)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	→ YES answer
2	If the answer to point 1 is Yes, does the applicant is in one group with producer/manufacturer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Does the applicant do relabeling or repacking process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	→ NO answer
4	Besides producing halal certified products, does the company also producing uncertified products?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	If the answer to point 4 is Yes, is the production facilities and all equipments used to produce halal and uncertified products are the same?	<input type="checkbox"/>	<input type="checkbox"/>	→ N/A answer
6	If the answer to point 5 is Yes, is there any usage of pork or porcine-derived materials?	<input type="checkbox"/>	<input type="checkbox"/>	



Once you complete the questionnaire, the process of online halal certification is finished. **There is an email notification to Contact Person that uploading data process is finished.** You need to monitor the next steps and do what is requested by each process (view monitoring), and do payment of certification contract (view contract payment).

**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 questionnaire by entering the Upload Halal Document menu and click ‘Next’ then ‘Finish’ and complete HAS Questionnaire.

## Guidance of Certification Data Filling Based on Registration Status

Upload Certification Data	Registration Status			
	New	Product Development	Manufacturer Development	Renewal
<b>* Halal Document</b>				
1. Previous Halal Certificate	BD	Cover and attachment of certificate	Cover and attachment of certificate	Cover and attachment of certificate
2. HAS Manual	Yes	Yes (if HAS status is B)	Yes	Yes
3. HAS Status	BD	Yes	BD	Yes
4. Address list of all facility	All facility	BD	New plant	All facility
5-7 Evidence	Yes	BD	Yes	BD
<b>* Plant Data</b>	Yes	-	Yes	-
<b>* Product Data</b>				
Product Name	Yes	Yes	Yes	Yes
<b>* Material Data</b>				
1. Material	All material	New material and 1 material named "existing material"	1 material named "existing material"	New material
2. Material Document	All material document	New material document and updated material list for "existing material"	Updated material list	All material document
<b>* Matrix Data</b>	All product	New product	Product in new plant	All product

(-) : filling data is not required

BD: Blank Document



## CONTRACT PAYMENT

After all certification data or document has been already uploaded, Finance Division of LPPOM MUI will make a contract and put invoice in Cerol system. Payment made by transfer to :

Bank Name : Bank Mu’amalat Indonesia (BMI).  
 Account Name : LPPOM MUI  
 Account Number: 301.00539.10  
 Bank Address : Arthaloka Building, Jl. Jend. Sudirman Jakarta Pusat  
 SWIFT CODE : MUABIDJA

**Customer Menu**

Halal Registration

Payment Registration

Upload Halal Document

**Contract Payment**

Halal Doc Monitoring

Product Monitoring

Material Monitoring

Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

Notification List

Home - Customer

**Contract Payment List**

INVOICE NO	DATE	REG NO	BILLING	PAYMENT	BALANCE	STATUS	VIEW AKAD	ACTION
2234c	2013/04/24	2234	1,000,000	0	1,000,000	Open	<a href="#">View</a>	<a href="#">Paid</a>
EVIGO/0313/2234	2013/04/10	2234	2,000,000	2,000,000	0	Complete	<a href="#">View</a>	
EVIGO/0813/2234	2013/04/09	2234	1,500,000	1,500,000	0	Paid (Un-Approved)	<a href="#">View</a>	<a href="#">Paid</a>

After you transfer the payment, You have to confirm contract payment in Cerol by using **Contract Payment** menu as follows:

1. Click **View** to download contract file that has been made, then company has to put Sign and after that please scan it.
2. Click **Paid**. **Further explanation can be found on next page.**
3. Explanation status:
  - a) **Open:** Company has not pay contract yet in Cerol.
  - b) **Complete:** Company has pay contract in Cerol, and has been approved by Finance Division of LPPOM MUI.
  - c) **Paid (Un-Approved):** Company has pay contract in Cerol, but has not been approved by Finance Division of LPPOM MUI.

**Company can view the invoice after Finance Division put invoice in Cerol. If there is no invoice yet, the display in Cerol will show text box “Data Payment does not exist”**



Here is the display after company has enter to **Contract Payment** menu and click **Paid**.

Home - Customer

## Akad Payment

Upload Copy Transfer  No file chosen

Registration Number \*

Invoice Number \*

Payment Type \*  Cash  Credit  Transfer

Payment Date \*

Billing

Paid Amount \*

How to do contract payment in Cerol system :

1. Upload Copy Transfer: Click **Choose File** then choose proof of transfer file (**complete proof of transfer with company name and registration number**) include **snanned contract document that has been signed by the company**), compress file and upload it (**PLEASE REMEMBER TO UPLOAD THAT**)
2. Payment Type: Choose **“Transfer”**
3. Payment Date and Billing will be automatically filled in (**Billing 2,000,000 in the picture just for example**)
4. Paid Amount: click **Full Payment**, a figure equals to the amount in the billing will automatically appear in the box
5. Click **Paid**

Finance division of LPPOM MUI will verify contract payment. If verification result is appropriate, when You click again Contract Payment menu then will display information that the contract has been paid (status **Complete**) and there will be a notification email to the contact person’s email that contains the message that the payment has been approved. If verification result is not appropriate, then will display status **Paid (Un-approved)** and the process can not be continued to audit stage.

**Important!! Companies can be scheduled audit after contract status is Completed in cerol and has passed pre audit stage for document that has been uploaded to the cerol system (Pass Pre Audit)**

**Important!!** If there are additional products during the certification process (maximum addition of products will bw approved at the time of audit), there will be a revision of the contract and the company **had to make repayment on Contract Payment menu**, although there may be no additional contract fee. **When no additional contract fee, it will be listed number 1 in the Billing column.**

# MONITORING

All data you have inputted into the system will be further processed by corresponding Divisions 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 and give additional data are **Halal Doc Monitoring** (related to halal document), **Product Monitoring** (related to product), **Material Monitoring** (related to material), **Matrix Monitoring** (related to product matrix), **HAS Monitoring** (related to HAS implementation). Companies can also use **Notification List** menu (notification related to certification process) and **View History** (to view last activities during certification process)

- Customer Menu**
- Halal Registration

---

  - Payment Registration

---

  - Upload Halal Document

---

  - Registration Details

---

  - Contract Payment

---

  - Halal Doc Monitoring

---

  - Product Monitoring

---

  - Material Monitoring

---

  - Matrix Monitoring

---

  - Slaughterman Monitoring

---

  - HAS Monitoring

---

  - Notification List

---

  - View History

---

  - View HAS Questionaire

---

  - Registered Materials

---

  - Download Certificate

**Important!!**

A company that is applying certification process **must be regularly open the cerol system (recommended daily)** spesifically **MONITORING** menu to monitor progress of certification process. **If there is a comment, do upload additional data in Monitoring menu or HAS Monitoring menu, not in Upload Halal Document menu.** If there is a lack of data at stage of audit process, then for an additional complement of data **companies must do it in stages/types of the same process**, audit stage. Not at the stage of other process (e.g pre audit stage).

**Important!**

Companies that upload additional data using Upload Halal Document menu or wrong in choosing type of process, then LPPOM MUI doesn't know the addition of data, **so it will not be processed.**



**Customer Menu**

- Halal Registration

---

- Payment Registration

---

- Upload Halal Document

---

- Registration Details

---

- Contract Payment

---

- Halal Doc Monitoring

---

- Product Monitoring

---

- Material Monitoring

---

- Matrix Monitoring

---

- Slaughterman Monitoring

---

- HAS Monitoring

Home - Customer  
**Halal Document Listing**

Reg. Number

Type of Process

**Choose type of process to be monitored.** If audit has not been done then select Type of process **Pre Audit**, if audit has been done then select Type of process **HAS**. Then **click Search**.

\* Note : If the Audit has been done, please choose type HAS Process, then click Search..

NO.	DOCUMENT NAME	DOC NAME	ACTION	COMMENTS (PRE-AUDIT)
1	Previous Halal Certificate (for development/renewal registration)	Blank document.docx	<a href="#">View</a>	Pass pre-audit (will be reconfirmed by auditor)
2	HAS Manual (for new/renewal registration)	Blank document.docx	<a href="#">View</a>	HAS Manual needs to be revised according to HAS 23000
3	HAS Status or HAS Certificate (for development/renewal registration)	Blank document.docx	<a href="#">View</a>	Pass pre-audit (will be reconfirmed by auditor)
		Blank		Pass pre-audit (will be reconfirmed by auditor)

\* Note : Pre-Audit results are not final, will be re-examined by the auditors during audit..

NO.	DOCUMENT NAME	STATUS	FILES
1	Previous Halal Certificate (for development/renewal registration)	Uploaded	<input type="button" value="Choose File"/> No file chosen
2	HAS Manual (for new/renewal registration)	Uploaded	<input type="button" value="Choose File"/> No file chosen

**Comment area from corresponding Division in LPPOM MUI. Note the comments and upload additional data as it is suggested at the column.**

In the case above, comment for document number 2 is HAS Manual needs to be revised according to HAS 23000. After HAS Manual being revised, do upload HAS Manual document by clicking **Choose file** and **Process Upload Data** at the bottom. If the document upload process is succeed, comments column will appear "Upload by Customer and the date when upload" after the previous comment.

**Do this continually until all the document "pass".**



**Customer Menu**

- Halal Registration

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- Payment Registration

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- Upload Halal Document

---

- Registration Details

---

- Contract Payment

---

- Halal Doc Monitoring

---

- Product Monitoring

---

- Material Monitoring

---

- Matrix Monitoring

---

- Slaughterman Monitoring

---

- HAS Monitoring

---

Home - Customer  
**Product List**

Reg. Number

Product Name

Type of Process Pre-Audit

\* Note : If the Audit has been done, please choose type Audit or Komisi Fatwa, then click Search..

**Search**

ID	PRODUCT NAME	PRODUCT GROUP	PRODUCT TYPE	COMMENTS (PRE AUDIT)	ACTION
1	Adrenaline	Cosmetic (Kosmetik)	Perfume (Parfum)	Change product name and product type	<a href="#">Edit</a>
2	Cold Adrenalin	Cosmetic (Kosmetik)	Perfume (Parfum)	Pass pre-audit (will be reconfirmed by auditor)	<a href="#">Edit</a>

\* Note : Pre-Audit results are not final, will be re-examined by the auditors during audit..

Total Record : 2 1

**Choose type of process to be monitored.** If audit has not been done then select Type of process **Pre Audit**, if audit has been done then select Type of process **Audit** or **Fatwa Commission**. Then **click Search**. If select Type of process **Audit**, column of **Comments (Pre Audit)** will change become **Comments (Audit)**.

Comment area from corresponding Division in LPPOM MUI. Note the comments and do necessary action as it is suggested at the column.

In the case above, the product name and product type number 1 need to be revised. Then for product number 1, edit product name and product type by clicking **Edit** and change name/type of product, then click **Submit**. If the upload process is success, comments column will appear “- Update by Customer (username customer) 2013/01/16” after initial comment. If the product change is succeed, comments column will appear “Upload by Customer and the date when upload” after the previous comment.

**Do this continually until all the product “pass”**



**Customer Menu**

- Halal Registration

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- Payment Registration

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- Upload Halal Document

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- Registration Details

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- Contract Payment

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- Halal Doc Monitoring

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- Product Monitoring

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- Material Monitoring

---

- Matrix Monitoring

---

- Slaughterman Monitoring

---

- HAS Monitoring

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- Notification List

---

- View History

Home - Customer  
**Material List**

Reg No

Material Type

Type of Process

\* Note : If the Audit has been done, please choose type Audit or Komisi Fatwa, then click Search..

**Search**

MATERIAL TYPE	ID	NAME	COMMENTS (PRE-AUDIT)	FILES	ACTION
Raw Material + Additive	3969	FlavorB	Upload Halal Certificate	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	3970	000676K Apricot Flavour	Pass pre-audit (will be reconfirmed by auditor)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	3971	000669K Blueberry Flavour	Pass pre-audit (will be reconfirmed by auditor)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>
Raw Material + Additive	3972	000722 Ube Flavour	Pass pre-audit (will be reconfirmed by auditor)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a>

**Choose type of process to be monitored.** If audit has not been done then select Type of process **Pre Audit**, if audit has been done then select Type of process **Audit** or **Fatwa Commission**. Then **click Search**. If select Type of process **Audit**, column of **Comments (Pre Audit)** will change become **Comments (Audit)**.



Comment area from corresponding Division in LPPOM MUI. Note the comments and upload additional data or edit material data as it is suggested at the column.

In the case above, product number 1 needs to be revised by uploading Halal Certificate. After the company already has Halal Certificate Document, then **upload additional document (including previous material document and join it in 1 folder)** for product number by clicking **Choose File** and **Process Upload Data** at the bottom. If the upload process is succeed, comments column will appear "Upload by Customer and the date when upload" after the previous comment.

**Do this continually until all the materials "pass"**



**Customer Menu**

- Halal Registration

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- Contract Payment

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- Halal Doc Monitoring

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- Product Monitoring

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- Material Monitoring

---

- Matrix Monitoring

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- Slaughterman Monitoring

Home - Customer  
**Matrix List**

Reg No

Material Type

Type of Process

\* Note : If the Audit has been done, please choose type Audit, then click Search..

**Search**

COMMENTS (PRE AUDIT)	DOCUMENT	ACTION
The matrix needs to be completed with product extract	<a href="#">MODEL-MATRIX.xls</a>	<a href="#">Edit</a>

\* Note : Pre-Audit results are not final, will be re-examined by the auditors during audit..

**Choose type of process to be monitored.** If audit has not been done then select Type of process **Pre Audit** and if audit has been done then select Type of process **Audit**. Then **click Search**. If select Type of process **Audit**, column of **Comments (Pre Audit)** will change become **Comments (Audit)**.

Comment area from corresponding Division in LPPOM MUI. Note the comments and upload revised matrix as it is suggested at the column.

In the case above, the matrix needs to be completed, then upload revised matrix by clicking **Edit** and **Choose File** then click **Submit** at the bottom. If the upload process is succeed, comments column will appear "Upload by Customer and the date when upload" after the previous comment.

**Do this continually until the comments "pass"**



## Customer Menu

Halal Registration

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## HAS Monitoring

Filter

Search

REG NO	NO	HAS RESULT	STATUS	IS PASS	DATE	COMMENTS (APPROVAL)	ACTION
7849	1	Halal Policy (Kebijakan Halal)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	2	Halal Management Team (Tim Manajemen Halal)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	3	Training and Education (Pelatihan dan Edukasi)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	4	Materials (Bahan)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	5	Products (Produk)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	6	Production Facilities (Fasilitas Produksi)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	7	Written Procedure for Critical Activities (Prosedur Tertulis untuk Aktifitas Kritis)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	8	Traceability (Kemampuan Telusur)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	9	Handling of Non Halal Conformance Products (Penanganan Produk yang Tidak Memenuhi Kriteria)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>
7849	10	Audit Internal (Internal Audit)	Cust Reply	YES	2015/09/08	Internal audit has not been conducted	<a href="#">Feed Back</a>
7849	11	Management Review (Kaji Ulang Manajemen)	No Action	YES	2015/09/08	-	<a href="#">Feed Back</a>

**HAS Monitoring menu will be filled after audit process.** Note the comments in **Comments (Approval)** column. If the comments contain “-” then it means already pass. If there are comments, do revision as it is suggested at the comments.

In the case above, there is comment in Internal Audit Criteria. Do upload additional revised data by clicking Feed Back. After clicking Feed Back, then display will appear as described on the next page. If the company already doing **Feed Back** then the **Status** columns will appear **Cust Reply**, if the company has not made feed back then the **Status** columns will appear **No Action**.

Home - Customer

**HAS Implementation**

Customer	* <input type="text" value="Evigo, CV."/>	
Reg No	* <input type="text" value="7849"/>	
HAS Criteria	<input type="text" value="Audit Internal (Internal Audit)"/>	
HAS Comments	<input type="text" value="Internal audit has not been conducted"/>	→ Comments from LPPOM MUI
Customer Reply	<input type="text" value="Internal audit has been conducted this week. The evidence of internal audit attached."/>	→ Company give comment for revision/improvements
Document Upload Files	<input type="button" value="Choose File"/> No file chosen	
	<input type="button" value="Save"/>	

Here is the display if companies clicking **Feed Back** at HAS Monitoring menu. Write down the revision/improvements in **Customer Reply** column, then upload evidence of the revision/improvements by clicking **Choose File**. After that click **Save**.

Wait next comments from LPPOM MUI. If comments contain “-” it means already pass. If there is any comment again, do revision as it is suggested at the columns.

This menu is used as communication media between corresponding Divisions of LPPOM MUI and the company, related to information about progress of halal certification process which is submitted.

Explanation of columns in **Notification List** menu :

- Reg. No : Automatically filled in accordance with set default register
- Notify : Notification title from corresponding Division of LPPOM MUI
- Trans Date : Date of notification of corresponding Division of LPPOM MUI
- Action Needed : Action to be done by the company
- Due Date : Deadline for action to be done by the company

Home - Customer

## Notification List

Filter

Reg No

NOTIFY	TRANS DATE	ACTION NEEDED	DUE DATE
Sampel Produk	2013/01/04	Tolong Kirimkan sampel produk yang sudah masuk Fatwa tanggal 4 Januari 2013	2013/01/04

Total Record : 1 1

**Customer Menu**

Halal Registration

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Product Monitoring

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Matrix Monitoring

Slaughterman Monitoring

HAS Monitoring

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**View History**

Filter by RegNo  **Search**

ID	DATE (YY/MM/DD)	REFF ID	ACTIVITY	HISTORY STATUS	DONE BY	NEXT ACTION
856	2012/03/23 15:53:34	40	Akad Payment by Customer	Complete	sample	Akad Payment Approval
855	2012/03/23 11:04:02	40	Check Halal Document by Adm Audit	Complete	auditing	Check Material by Adm Audit
854	2012/03/23 10:32:22	40	Insert Borang F	Complete	sample	Check Halal Document

Total Record : 3 1

**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



**DOWNLOAD HALAL CERTIFICATE**

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. Here is how to download a halal certificate that has been uploaded by the Certification Division of LPPOM MUI.

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- Product Monitoring

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- Material Monitoring

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- Matrix Monitoring

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- Slaughterman Monitoring

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- HAS Monitoring

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- Notification List

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- View HAS Questionnaire

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- Registered Materials

---

- Download Certificate

---

- Edit Customer

---

- Change Password

Home - Customer

**Download Certificate**

REG NO.	DOCUMENT NAME	ACTION
35	Sertifikat Halal No 00012650312.pdf	<a href="#">View</a>

Click **View** to view certificate file that has been uploaded by Certification Division of LPPOM MUI. Result from this viewing can be further saved or printed. Please check writing of Halal certificate. **If there is any typing error, the company can contact Certification Division via email [sertifikasilppom@halalmui.org](mailto:sertifikasilppom@halalmui.org) and [services@halalmui.org](mailto:services@halalmui.org).**

**Note:**

If halal certificate has been uploaded by Certification Division by LPPOM MUI, there will be notification email to the company. Beside that, in **View History** menu spesifically in **“Next Action”** columns will appear **“Download Certificate By Customer”**. It 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.**



## GENERAL QUESTIONS

## GENERAL QUESTIONS

- The Company does not know how to upload: Company should download User Manual first and read it carefully.
- **Company's registration is not processed: it can happen if inputted data is not completed yet until filling the HAS Questionnaire.**
- Contract payments is not processed: it can happen if the company has transfer contract fee but forgot to confirm contract payment in Cerol. **If there is a revision of the contract, the company also had to confirm contract payment in Cerol.**
- If there is a revision of certification data, such as revision of product name/types of products, materials, or name of plant/manufacture, all this information must be submitted to the auditor (if the revision is at the time of audit) or to Auditing and HAS divisions of LPPOM MUI via email [auditinglppom@halalmui.org](mailto:auditinglppom@halalmui.org) and [sjlppom@halalmui.org](mailto:sjlppom@halalmui.org) (if the revision was made before or after the audit) and **must be approved first before company revises the data in Cerol.** The addition of product or facility (plant/manufacture) should be done not more than the time of audit, **if done after the audit, the company have to do new registration at Cerol.** How to revise the plant/manufacture data, products and materials will be explained on the next page.
- If there is revision of name/address of the company and name/address of plant/manufacture, it must be submitted to HAS division of LPPOM MUI via email [sjlppom@halalmui.org](mailto:sjlppom@halalmui.org) and data will be revised by LPPOM MUI in Cerol, including halal certificate revision.
- If there is replacement of PIC or Contact Person, data in Cerol must be replaced through the **Edit Customer** menu.
- If the company made a mistake in registration process or can not continue the certification process, this registration can be deleted through **Disclaimer Registration** menu in Cerol.
- Companies can see the list of approved materials by LPPOM MUI through **Registered Materials** menu. Click **View** to download list of approved materials by LPPOM MUI. Click **Update** to revise materials data, i.e. Supplier data, Halal By, Certified No and Valid End.
- If you have questions related to certification process, it can be submitted via email [services@halalmui.org](mailto:services@halalmui.org).

## HOW TO REVISE PLANT/MANUFACTURER DATA

- **Adding plant/mannufacturer**

Addition of plant/mannufacturer can be done through the **Upload Halal Document** menu and then click **Manufacturer** then click **Add Data**. It is same way as done when registering plant/mannufacturer at the beginning of the certification process.

- **Editing plant/mannufacturer**

Revision of plant/mannufacturer data can be done through the **Upload Halal Document** menu and then click **Manufacturer**. Then it will appear Manufacturer List table. Click **“Edit”** at the right column in the table to edit plant/mannufacturer data.

Home - Customer

### Upload Halal Document

[Manufacturer](#) [Main Menu](#) [Next](#)

Registration Number

NO.	DOCUMENT NAME	STATUS	FILES
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Home - Customer

### Manufacturer List

Filter

[Add Data](#) [Next](#)

REGS ID	MANUFACTURER	ADDRESS	CITY	COUNTRY	PHONE	ACTION
1	Evigo 1	Jl Raya kedunghalang No 115	Bogor	IDN	0251866047	<a href="#">Edit</a>
2	Evigo 2	Jl Raya Bogor No 115	Jakarta	IDN	0251866047	<a href="#">Edit</a>
6	Evigo 3	Jl Kd	Bandung	IDN	022-742444	<a href="#">Edit</a>
23	RPH Evigor	Jln Raya Bogor	Bogor	IDN	021 8770555	<a href="#">Edit</a>
147	Resto Evigo 1	Jl VBI No 3	Bogor	IDN	021	<a href="#">Edit</a>

## HOW TO REVISE PRODUCT DATA

### ○ Adding/Deleting Product

Adding/deleting product can be done through the **Upload Halal Document** menu. It is same way as done when registering product at the beginning of the certification process. Deleting product can be done by clicking **List of Products**, then click **Delete** at the product to be deleted.

### ○ Editing Product Data

Revision of product data such as revision of product name/types of products can be done through the **Product Monitoring** menu as described previously. For revision of product group or plant/manufacturer, please contact LPPOM MUI via email [services@halalmui.org](mailto:services@halalmui.org).

Home - List of Product

### List of Product

Main Menu Download Template Manufacturer Previous Next

Reg. Number

Manufacturer

Group

Type

Source File  No file chosen

PRODUCT NAME	IS FOR PUBLIC ?
<input type="text"/>	<input type="checkbox"/>

[List of Products](#) [Clear List of Products](#)

MANUFACTURER	GROUP	TYPE	ID	PRODUCT NAME	ACTION
Evigo 2	Ice, Ice Cream and Supporting Ingredient (Es, Es Krim, dan bahan pendukungnya)	Ice Cream (Es Krim)	2	Es coklat	<a href="#">Edit</a> <a href="#">Delete</a>
Evigo 2	Ice, Ice Cream and Supporting Ingredient (Es, Es Krim, dan bahan pendukungnya)	Ice Cream (Es Krim)	3	Es mambo	<a href="#">Edit</a> <a href="#">Delete</a>

# HOW TO REVISE MATERIAL DATA

- **Adding/Deleting material**

Adding/deleting material can be done through the **Upload Halal Document** menu. It is same way as done when registering material at the beginning of the certification process. Deleting product can be done by clicking **List of Materials**, then click **Delete** at the material to be deleted.

- **Editing material data**

Revision of material data such as revision of material name, producer, country origin, supplier, Halal By, Certified No, Valid End, Other Doc, and Remarks, can be done through the **Material Monitoring** menu as described previously. For revision of material type (raw material+additive or processing aids), please contact LPPOM MUI via email services@halalmui.org.

Home - List of Materials Main Menu Download Template Previous Next

### List of Materials

Reg. Number

Material Type

Source File  No file chosen

Delimiter  Comma ( , )  Semi Colon ( ; )

<input type="checkbox"/>	MATERIAL	PRODUCER	COUNTRY	SUPPLIER	HALAL BY	CERTIF NO.	VALID END (YYYY-MM-DD)	OTHER DOC	REMARKS
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

**Process**

List of Materials

TYPE	ID	MATERIAL NAME	DOCUMENT	STATUS	FILES	ACTION
Raw Material + Additive	24	Susu segar Murni	doc (1)	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>
Raw Material + Additive	25	Flavor	doc (1)	Uploaded	<input type="button" value="Choose File"/> No file chosen	<a href="#">Edit</a> <a href="#">Delete</a>



Welcome to CEROL-SS23000



THANK YOU

