

# **GMP+ Monitoring database - Manual**

Version 1.3

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## History

The table below allows you to see at a glance which sections of the manual have been changed and with regard to which part.

Ver-sion	Section	Change
1.0	Entire document	New document
1.1	Entire document H6 & annex  H9 H10	New layout for the layout voor de sub manuals Expansion of the possibilities for digital submission of analysis results. New reporting possibility for group managers New reporting
1.2	Entire document  H6 & annex	Updated following frequently asked questions and ambiguities. New test service for digital submission of analysis results.
1.3	H10	New reporting possibility

# 1 Introduction

## 1.1 GMP+ International

The GMP+ Feed Certification scheme (GMP+ FC scheme) is initiated and developed in 1992 by the Dutch feed industry in response to various more or less serious incidents involving contamination in feed materials. Initially, it was designed as a national scheme under coordination of the 'Productschap Diervoeder', however it developed into an international scheme managed by GMP+ International in collaboration with various international stakeholders.

GMP+ International supports the GMP+ participants with useful and practical information by means of a number of documents with guidelines, databases, newsletters, Q&A lists and seminars.

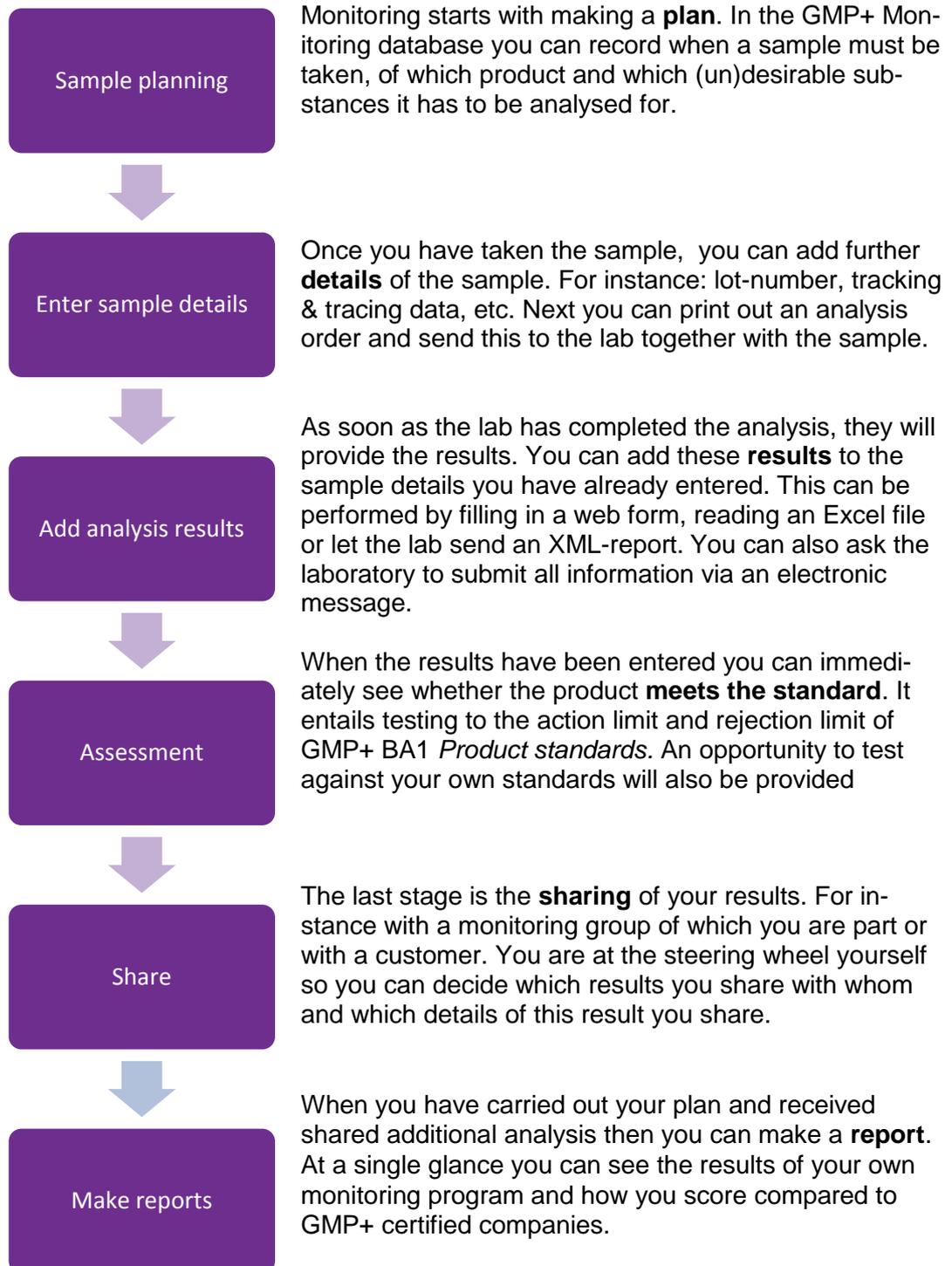
## 1.2 Background GMP+ Monitoring database

Back when the 'Productschap Diervoeder' developed the GMP+ FC scheme, a database was also developed for the management of analysis data. In this DOS (Database of Undesired Substances) database, companies could store the results of their analyses of nutritional and undesired substances. In addition, the anonymous results of the other submitters could be reviewed.

After the transition of the GMP+ FS scheme from the 'Productschap Diervoeder' to GMP+ International, the focus shifted to matters that support GMP+ participants in their GMP+ certification. An example of this is the development of the Feed Safety Database. The Feed Safety Database (FSD) is an interactive database which contains various components: risk assessments, monitoring results (the DOS), product standards and fact sheets. All components are intertwined and provide an instrument to GMP+ participants for the creation of their own company specific risk assessment. The DOS database itself however, was still unchanged. Since the technical developments and wishes of the GMP+ participants are continuously in motion, the decision was made in 2012 to develop a new monitoring database that is more in line with the wishes of the GMP+ participants. The result of this is the GMP+ Monitoring database. The GMP+ Monitoring database is hosted in the new portal, together with the components of the Feed Safety Database.

## 1.3 What can you use the GMP+ Monitoring database use for?

You can use the GMP+ Monitoring database for the management of your entire monitoring program. Below, you'll find a visual representation of the various steps that need to be taken in the management of a monitoring program and the possibilities the GMP+ Monitoring database offers you to this end.



## 1.4 Using this manual

If you go through the manual, you will automatically run into all possibilities and tips & tricks of the GMP+ Monitoring database. Of course, you can also (use the table of contents to) go directly to the topic you would like to know more about. In the manual, a green tips & tricks box is used, containing additional information.

### ***Tips & tricks***

*In addition to the explanation in the paragraph, you'll find some additional tips in the green box with tips & tricks, for the best use of the options of the GMP + Monitoring database.*

## 1.5 Where to find the GMP+ Monitoring database?

The GMP+ Monitoring database can be found on the website of GMP+ International; [www.gmpplus.org](http://www.gmpplus.org). If you login on the website, you will find the link "My monitoring". Click it to enter the GMP+ Monitoring database.



### ***Tips & tricks***

*To be able to login to the website, you require a username and password. GMP+ participants are automatically sent an e-mail containing the login details when they register. If you have lost your login details, you can easily request them via the website.*

## 1.6 Main screen 'My monitoring'

When you have arrived at 'My monitoring' you'll see the following screen:

**My monitoring**

**Location** Vestiging A (TST1)

Search  ⓘ Type of analysis *Select type of analysis* ⓘ Status *Select state* ⓘ

Sample date From  ⓘ To  ⓘ

Own samples  Copied samples  Group samples  GMP+ community samples ⓘ

ⓘ  ⓘ

Level	Location	Product	Planned	Sample number	Sample date	Type of analysis	Status
-------	----------	---------	---------	---------------	-------------	------------------	--------

This is the main screen of 'My monitoring'. Here, you can review what data is listed in the GMP+ Monitoring database and you can process your own data in it.

In this overview screen, you can find all information available to you:

- Your own monitoring;
- Results of which you have received a copy (such as of a client of supplier);
- The results of a group of which you are part;
- The anonymous results of the GMP+ community.

You can filter the data or search it by using the following filters and search fields:

Search  ⓘ Type of analysis *Select type of analysis* ⓘ Status *Select state* ⓘ

Sample date From  ⓘ To  ⓘ

Own samples  Copied samples  Group samples  GMP+ community samples ⓘ

This works intuitively, however, the additional information under the ⓘ icons can help you further along.

## 2. Icons used

A number of icons are used in the GMP+ Monitoring database. Below you'll find various icons and their meaning.

Icon	Meaning
	You'll find this icon at various locations in the GMP+ Monitoring database and it will provide you with additional information. Hover your mouse pointer over the icon to reveal a text box containing this information.
	You'll find this icon in the overview screen 'My monitoring'. By clicking this icon, you can convert a scheduled sampling into an actual sampling.
	You'll find this icon in the overview screen 'My monitoring'. By clicking this icon you can change a sample. This is possible in all stages of the sample, until the sample has been finalized. Of course, the sample cannot be changed thereon after.
	By clicking the eye, you can view a finalized sample of yourself or one shared with you from the overview screen 'My monitoring'. Here, you can view the result of that individual sample, but also with whom you shared that result.
	Using this button, you can share a sample with the group. This icon is displayed in the overview screen as soon as a sample is finalized.
	Using this button, you can send a copy of your sample to an individual company, such as your customer. This icon is displayed in the overview screen as soon as a sample is finalized.

### 3. Sample planning

You can start managing your planning in the GMP+ Monitoring database. However, you can also skip this step if you don't need it. Using the sample planning is not required. In that case, you can skip to chapter 4 (enter sample details).

Entering your planning, begins by clicking this button on the screen 'My monitoring';



Subsequently, the following screen will appear.

**My monitoring**

Product  

Year planning

Quarter planning

Month planning

Date planning

Type of analysis

Planned analysis

Number samples

In the screen you'll complete the following steps:

1. **Select your product.** Here, you can choose a product from the list of GMP+ products by typing (a portion of) the product name in the field. Subsequently, click the product you're looking for. Next to the field 'select product' you'll also find the button 'Add own product name'. In the GMP+ Monitoring database you can also use your own product name, if this works better for you. In that case, we do ask you to link the product to a GMP+ product once, allowing us to, eventually, test your analysis results against the standard applicable to your product. More information about recording your own product name is available under personalizing; chapter 11.
2. **Select an analysis type.** You can link an analysis type to your planned samples to categorize the samples. For now, you can choose between GMP+ monitoring and other monitoring. You can also choose to refrain from using this option and don't choose an analysis type. In the future, you can also create your own analysis types and link them to the planned samples.
3. **Subsequently plan the sample.** You can make your planning as specific as you want; year, quarter, month or even date. You can adjust / specify this later.
4. **Enter the planned analysis** Here, you can select individual (un)desirable substance, or you can add a complete set of analyses. More information about analysis sets is available under personalizing; chapter 11.

5. **Provide the number of samples.** You can plan per sample. In that case, leave this number at 1. If you wish to plan several samples with the same characteristics (the same product & (un)desirable substances) you can adjust the number here. The GMP+ Monitoring database will store them as individually planned samples with the same characteristics.

The last step is to confirm the sample planning by clicking 'Save' (and returning to the overview screen My monitoring) or 'save and new' (to proceed immediately to the next sample planning).

#### **Tips & tricks**

1. *At the start of your planning, you will not know exactly when you are able / planning to take the samples and the planning will be fairly global. As time passes, you will want to refine your planning. By clicking the pencil from the overview screen, you can always edit and refine the entered planning at a later stage.*
2. *If you want to conduct a pesticide analysis, you don't have to select all individual pesticides of course. In the Q&A list you'll find an explanation about the easiest way to submit pesticide analysis to the GMP+ Monitoring database.*
3. *If you have a large and extensive planning, it is possible to upload it automatically (for instance using an Excel sheet). This is not a standard feature of the program it is part of a so-called 'plus packaged' for which a fee has to be paid. Please contact GMP+ International for more information.*

## 4. Registering sampling

As soon as you have taken the sample, you can;

- Supplement the previously planned sample (see chapter 3).
- Enter the sampling.

### 4.1 Supplementing previously scheduled sample

If you are about to supplement the previously planned sample, you will be one step ahead and certain data will already have been provided. You can conform the sampling of your planned sample by clicking the helmet prior to your planned sample: 📌

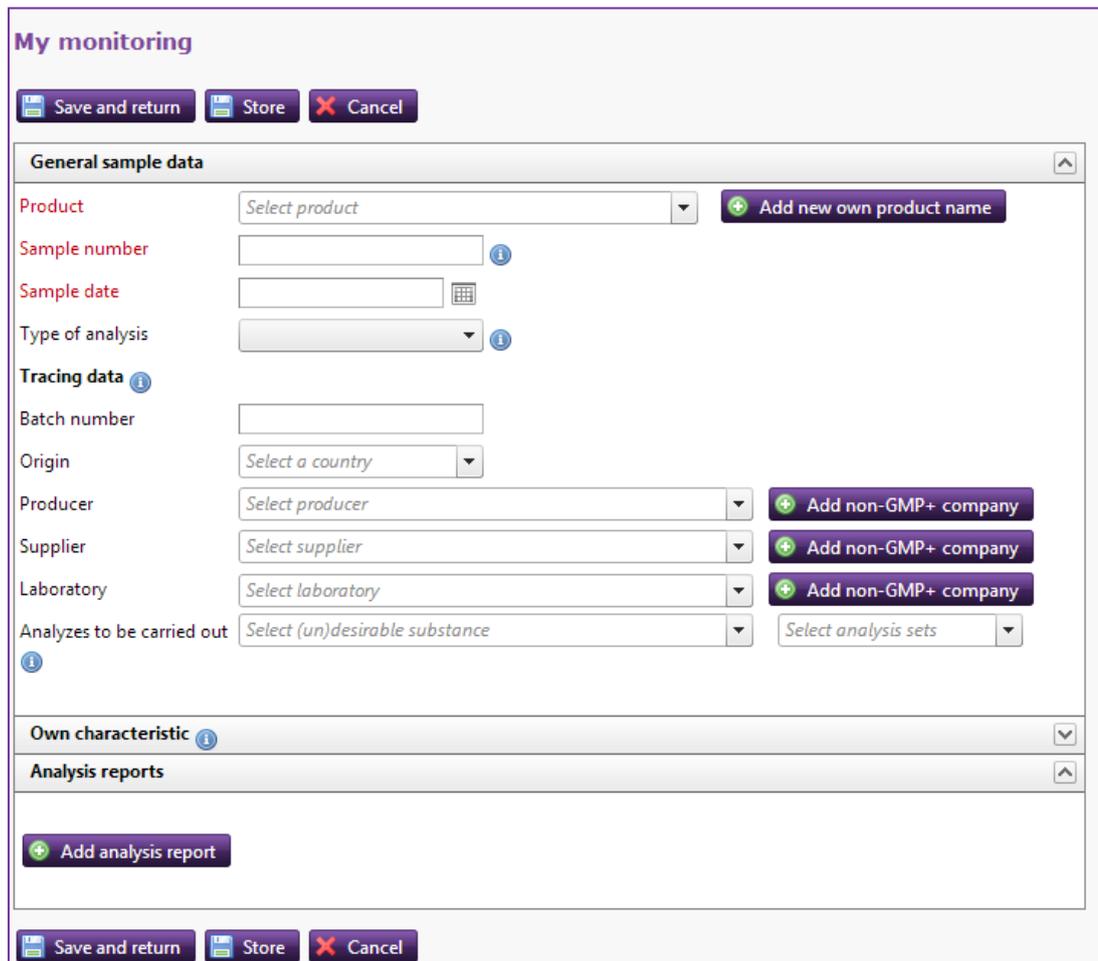
Part of the data will already have been filled out.

### 4.2 Registering new sample

When you are about to enter your sample into the GMP+ Monitoring database for the first time, click the following button in the overview screen My monitoring;



Subsequently, the following screen will appear:

The screenshot shows a web form titled "My monitoring". At the top, there are three buttons: "Save and return", "Store", and "Cancel". Below this is a section titled "General sample data" with a scroll-up arrow. It contains several fields: "Product" (a dropdown menu with "Select product" and a plus button "Add new own product name"), "Sample number" (a text input with an info icon), "Sample date" (a text input with a calendar icon), "Type of analysis" (a dropdown menu with an info icon), "Tracing data" (a section header with an info icon), "Batch number" (a text input), "Origin" (a dropdown menu with "Select a country"), "Producer" (a dropdown menu with "Select producer" and a plus button "Add non-GMP+ company"), "Supplier" (a dropdown menu with "Select supplier" and a plus button "Add non-GMP+ company"), "Laboratory" (a dropdown menu with "Select laboratory" and a plus button "Add non-GMP+ company"), and "Analyzes to be carried out" (a dropdown menu with "Select (un)desirable substance" and a plus button "Select analysis sets"). Below this is a section titled "Own characteristic" with an info icon and a scroll-down arrow. Underneath is a section titled "Analysis reports" with a scroll-up arrow and a plus button "Add analysis report". At the bottom, there are three buttons: "Save and return", "Store", and "Cancel".

In this screen, you will complete the following steps:

1. **Select your product.** Here, you can select a product from the list of GMP+ products. You can do this by typing (part of) the product name in the field and then clicking the product you're looking for.  
Next to the field 'select product' you'll also find the button 'Add own product name'. In the GMP+ Monitoring database you can also use your own product name, if this works better for you. In that case, we do ask you to link the product to a GMP+ product once, allowing us to, eventually, test your analysis results against the standard applicable to your product. More information about recording your own product name is available under personalizing; chapter 11.
2. **Sample number.** Enter the sample number. Please note that this is a unique sample number. In this GMP+ Monitoring database you can only use each sample number once.
3. **Sample date.** Enter the sample date.
4. **Select an analysis type.** You can link an analysis type to your planned samples to categorize the samples. For now, you can choose between GMP+ monitoring and other monitoring. You can also choose to refrain from using this option and don't choose an analysis type. In the future, you can also create your own analysis types and link them to the planned samples.
5. **Add tracing data.** This tracing data will tell you more about the background of the sample. This is data that only you can consult (unless you decide to share them – see chapter 7). You are not required to enter data here.  
**Batch number** is your own link with the relevant batch.  
At **country of origin** you can specify where the relevant product was produced. *Please note: this is not your own country, but the country where the feed originates from. This is mainly interesting for feed for which the region may impact the risk of certain undesirable substances being present.*  
At **producer** and **supplier** you can specify the producer and / or supplier of the relevant feed. By default, the list contains all GMP+ certified companies, but you can also add non-GMP+ certified companies. You can manage your own companies at personalize; more information is available in chapter 11.
6. **Enter the analyses to be performed.** Here, you can select individual (un)desirable substances or add an entire set of analyses with 1 mouse click,. More information about analysis sets is available under personalizing; chapter 11.
7. **Add additional own characteristics.** In addition to the options listed above, it is possible to add more information to the sample. You can do this by adding own characteristics. You can manage these own characteristics under personalize; more information is available in chapter 11.

Finally, confirm the sampling by clicking 'save' (after which you can continue to edit it) or 'save and to overview' (to return to the overview screen My monitoring).

It is possible to generate a standard sample receipt from the system to allow yourself to print the data you entered in the form and send it with the sample to the laboratory. You can print your sample receipt by clicking the button 'print sample receipt' in the same screen as where you entered your information.

**Tips & tricks**

1. *The red text tells you what fields are required. This means that you only have to fill out product, sample number and sample date. If you use the option for generating a sample receipt, you can provide more information of course, to make sure that this information is included on the sample receipt.*
2. *At producer, supplier and laboratory you can search the list of GMP+ certified companies. If you buy products/services from a non-GMP+ certified company (for instance because it has a different accepted certificate) you can still use it via 'add non-GMP+ company'. This non-GMP+ company will then be included in a list of producers, suppliers and / or laboratories to be selected.. You can manage these relationships under personalize; more information is available in chapter 11.*
3. *If you want to conduct a pesticide analysis, you don't have to select all individual pesticides of course. In the Q&A list you'll find an explanation about the easiest way to submit pesticide analysis to the GMP+ Monitoring database.*

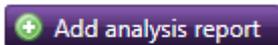
## 5. Add analysis result – manual

The laboratory has received and analyzed the sample. Depending on your agreement with your laboratory, you'll receive your analysis results on paper, in an Excel overview, XML file or in another way. In the GMP+ Monitoring database, you can enter your analysis results in two ways: manual or digital submission via electronic messages. In this chapter you'll find the description of the manual submission of analysis results.

If you receive a print-out or PDF version of the analysis and / or receive little analysis results, it is recommendable to manually enter the analysis results into the system. In the overview screen 'My monitoring', find your sample and click the pencil icon to edit the sample.

If you did not yet register your sampling, you must do that first. You can however enter your analysis results in the same screen.

You will see the data you previously entered during the sampling. At the bottom of the form, click the following button;



You will see that all (previously entered) analysis to be performed, have been copied to an analysis report. Below you'll find an example:

**Analysis reports**

[+ Add analysis report](#)

**Analysis report 1**

Laboratory:  [+ Add non-GMP+ company](#) Note:

Date of report:

Report number:

Analysis deviates from standard 12% moisture

Undesirable substance	Method	Result		Action		Refuse		Unit	analysis base	GMP+ BA1
		Analysed	Converted	Min	Max	Min	Max			
Salmonella	<input type="text" value="Select method"/>	<input type="text" value="No selection nr"/>							12% vocht	<input type="button" value="Print"/>
Cadmium	<input type="text" value="Select method"/>	= <input type="text" value="Value"/>	<input type="text" value=""/>			0.5	30	mg/kg	12% vocht	<input type="button" value="Print"/>
<input type="text" value="Select (un)desirable subst"/>	<input type="text" value="Select method"/>	= <input type="text" value="Value"/>	<input type="text" value=""/>							<input type="button" value="Add"/>

Provide the information requested:

1. **Laboratory.** If you have previously entered a laboratory, it will also be displayed here. If you have not done so, or, if on second thought, you had the sample analyzed by a different laboratory, you can select your laboratory here.
2. **Analysis date.** This is listed on the analysis report provided.
3. **Report number.** This number is found on the analysis report as well. This is a unique number that your laboratory will link to your analysis result.
4. **Note.** In addition, it is possible to make notes for yourself. In these notes, you can mention whether the analysis was outsourced to a different laboratory for instance.

Subsequently, you must indicate whether the analysis result deviates from the requested analysis basis. You can find the analysis basis behind every line. The analysis basis is linked to the standards in GMP+ BA1 *Product standards* (for more information see chapter 6 Testing). Since the majority of the standards is displayed based on 12% moisture, it is possible to convert analysis results into this moisture percentage. If your product consists of 60% moisture and the analysis result is displayed on a product basis, you will have to convert the analysis result to 12% moisture to be able to test it against the standard. The system will help you with this. By placing a checkmark, a field will appear in which you can enter the moisture percentage of your product:

Analysis deviates from standard 12% moisture 12.00

Subsequently, you can copy the result in your analysis result in the window below:

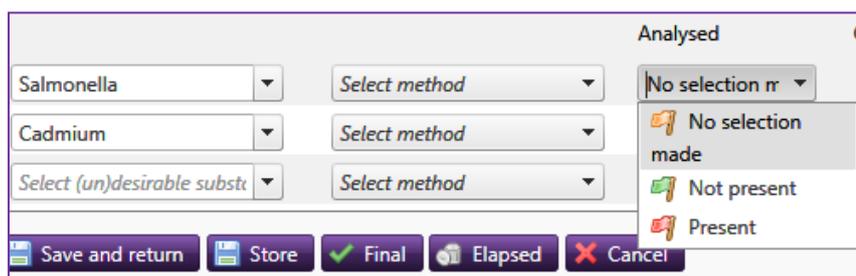
Undesirable substance	Method	Result		Action		Refuse		Unit	analysis base	GMP+ BA1
		Analysed	Converted	Min	Max	Min	Max			
Salmonella	Select method	No selection nr							12% vocht	
Cadmium	Select method	= 0.001	0.0017			0.5	30	mg/kg	12% vocht	

You'll see that the system converts the analyzed value to make it fit the standard. The color of the field and the information listed behind it is further explained in chapter 6 Assessment.

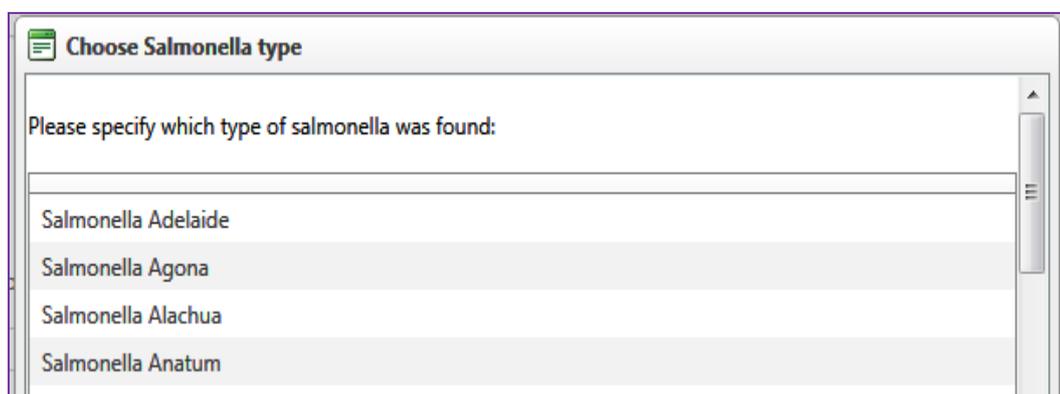
If you have the relevant information, you can also enter the analysis method used. Specifying the analysis method is not required. If your method is not in the list, you can apply for this code at GMP+ International.

Entering analysis results in the form present/not present (for instance Salmonella) is done as follows;

Click the field below analyzed to launch the following selection window:



Select Not present or Present (of course depending on your result). Since, in a Salmonella-present result, the Salmonella type is always determined as well, the following screen will automatically appear:



Select the type Salmonella detected and click Add. This Salmonella typing is included in a new line in your report.

The last step is to save the analysis result by clicking 'save' or 'save and return' (and returning to the overview screen My monitoring).

#### **Tips & tricks**

1. In the Q&A list you'll find an explanation about the easiest way to submit pesticide analysis to the GMP+ Monitoring database.
2. If the laboratory has provided more analysis results than you predefined in the monitoring database, you can still add them in this stage. You can do this by using the bottom empty line that is included by default in every analysis report. Select the desired (un)desirable substance, enter the result and click 'add new line'. There is no limit to how often you can do this.
3. If you have divided 1 sample and sent it to two different laboratories, you can process it by adding two analysis reports to the sample. After entering the information of the first analysis report, you can add a second report by pressing the button 'Add analysis report'. The results will be displayed in two tabs through which you can navigate.

## 6. Digital submission of analysis results

The laboratory has received the sample and analyzed it. Depending on the arrangements you've made with your laboratory, you'll receive your analysis results on paper, in an Excel list, XML-file or in another way. You can submit your analysis results to the GMP+ Monitoring database using two methods; manual or digital submission via electronic messages. In this section, you'll find the description of the digital submission of analysis results.

In the GMP+ Monitoring database, you can submit analysis results via electronic messages. To this end, an XML or Excel file can be used that meets the GMP+ format.

For both type of files, you can choose to:

1. supplement a registered sampling with the analysis results, or:
2. submit all details of the sample.

More information about the file types you can submit, is available in the annex.

In this chapter, a distinction is made between the information for the GMP+ participant (6.1) and information for the laboratory about the creation of the electronic message (6.2).

### 6.1 Information for GMP+ participants

In this paragraph, you'll find all information you need to receive digital messages and process them in the GMP+ Monitoring database.

#### Communication with the laboratory

Of course, you will have to make arrangements with the laboratory about the digital submission of analysis results. You can use this document to inform your laboratory about your wishes. You will also have to provide your laboratory with some information to make the digital submission of analysis results a success. Depending on how work with the GMP+ Monitoring database, the laboratory may be able to supplement the sampling you already registered, with an analysis result or all information to the GMP+ Monitoring database via an electronic message. Of course, in the second case, the laboratory needs more information from you to create the message.

The table below will tell you what information you need to provide your laboratory with, so that they can create an electronic message for you:

	Supplementing registered sampling	All information in an electronic message
Your GMP+ number (customerID)	Provide	Provide
Sample number	Provide	Provide
Sample date	-	Provide
Product code	-	Provide*
(Un)desirable substance (-s) code	Provide*	Provide*
Method (Not required)	Provide*	Provide*
Batch number (Not required)	-	Provide

	Supplementing registered sampling	All information in an electronic message
Origin (Not required)	-	Provide*
Producer (Not required)	-	Provide*
Supplier (Not required)	-	Provide*

\* The laboratory will be able to find the necessary codes on our website, but to prevent confusion, we recommend that you provide the laboratory with the codes yourself.

Of course, you are free to choose to refrain from including the non-required fields in the electronic message. If, so you don't need to provide your laboratory with information for these fields.

### **Tips & tricks**

The information the laboratory needs to create an electronic message, can easily be submitted via a sample receipt which you send to the laboratory. When you have the laboratory supplement the sample you registered, in the GMP+ Monitoring database, you can use the sample receipt, which you can request after providing all sample details.



### **Test service**

If you will be using digital messages to submit analysis results for the first time, you can first test your message using our test service.

Our test service will let you know whether or not the message can imported, if it were to be submitted to the GMP+ Monitoring database. In case the answer is no (because the message contains some errors), you will be issued advice on how to make the message suitable for submission.

You can use the test service by sending an e-mail with a test file attached to;



testserviceMD@gmpplus.org

*Please note: sending messages to this test service, does not mean that the results will be imported. This avoids cluttering the database with test files.*

### **Submitting**

Once the digital message has been drawn up, it can be submitted to;



monitoringdata@gmpplus.org

Of course, you can also ask your laboratory to do this for you.

### **Tips & tricks**

*Please note; don't include any questions/comments in the e-mail! This e-mail address is only used to submit digital analysis results and will not be read for any other reasons. To contact GMP+ International with questions about the GMP+ Monitoring database, please contact us the regular way (see contact details on our website).*

### **Processing**

When you submit the message, the analysis result will automatically be linked to the sample you previously entered into the system. If you have not yet registered the sampling and the laboratory has included all information in the electronic message, the analysis result will become visible in the GMP+ Monitoring database as well.

In both cases you can view the result in the GMP+ Monitoring database and test it against the standards. It is also possible to supplement or change some details (if desired). Please note; this only applies to the details about the sample. The analysis results cannot be changed.

As soon as you have done this, you must finalize the result and you'll have the opportunity to share the results with a group, an individual GMP+ participant (such as a customer) and the GMP+ Community. More information about testing, finalizing and sharing will be provided in this manual.

### **Errors in the file**

A situation may arise in which the submitted file contains an error, due to which the results are not shown in the GMP+ Monitoring database. In that case, the submitted (the laboratory) or you, as a user, will receive an e-mail with information about the reason why the file cannot be processed. In addition, you can check the 'digital submission analysis results' dashboard to see what is wrong with the file and take appropriate actions to resolve this.

To view the errors in a digitally submitted file, click 'digital submission analysis results' in the left menu:

- › **My groups**
- › **Reports**
- › **Personalize**
- › **Digital submission analysis results**

Subsequently, you'll see this screen:

**Digital submission analysis results**

**Location** Vestiging A (TST1)

Unknown products have been found in the file. Action; go through the rules and link the unknown products to the codes known to GMP+. If GMP code set = yes, change the product code in the file and resubmit the message.

Number	Product code	Product description	Laboratorium ID	Laboratorium name	GMP code set
No records to display.					

Unknown countries have been found in the file. Action; go through the rules and link the unknown countries to the codes known to GMP+. If GMP code set = yes, change the country code in the file and resubmit the message.

Number	Country code	Laboratorium ID	Laboratorium name	GMP code set
No records to display.				

Unknown methods have been found in the file. Action; go through the rules and link the unknown methods to the codes known to GMP+. If GMP code set = yes, change the method code in the file and resubmit the message.

Number	Method code	Method description	Laboratorium ID	Laboratorium name	GMP code set
No records to display.					

If the file contains an error, that specific label will be colored red. The table head contains an explanation of what to do to resolve the error.

In case of unknown methods, products and unknown (un)desirable substances, you can link the codes to the GMP+ Codes. The next time this unknown code is used, the system will understand it. These links can always be reviewed and adjusted using the following links:

- › **Management method codes**
- › **Management (un)desirable substances codes**

If it concerns an error that cannot be resolved using linking, you should adjust the file submitted, so that it does meet the requirements. You can submit the file again and review the result in the GMP+ Monitoring database.

Once you are ready linking or adjusting the file, you should implement the messages again. You can do this using the link;

- › **Resend messages**

Here, you can send the messages again:

[Try everything again](#)

Or you can remove (erroneous) messages by clicking the red cross behind the message you wish to remove.

## 6.2 Information for the laboratory

As a laboratory, you were asked to submit the analysis results of your (GMP+ certified) customer to the GMP+ Monitoring database in an electronic file. The message submitted, must meet a number of requirements. In this paragraph you will find all information you need to draw up digital messages and populate them with information in such a way that the GMP+ Monitoring database is able to process these analysis results.

### Format

If you wish to submit your analysis results via digital messages, you can draw up the analysis results in an Excel or XML file. For the database to be able to import the file, the file must meet certain conditions. For instance, you must use a format that can be imported by the GMP+ Monitoring database. A list of the formats accepted within GMP+, is provided in the annex of this manual.

### Codes

The formats require codes for (un)desirable substances and methods for instance. Below you'll find a list of the codes used in the electronic messages.

Naam	Toelichting
issuerID	Registration number of the submitted (the one who creates the file) – the laboratory → GMP+ certified laboratories use their GMP+ registration number. Non-GMP+ laboratories are assigned an L-number after registering with GMP+ International.
customerID	GMP+ registration number of the office as provided by the principal (GMP+ participant)
sampleID	Sample number as provided by the principal (GMP+ participant).
parametercode	Code of the (un)desirable substance → this code list is available at <a href="http://www.gmpplus.org">www.gmpplus.org</a>
method	Code of the analysis method → this code list is available at <a href="http://www.gmpplus.org">www.gmpplus.org</a>
productcode	Code of the product → this code list is available at <a href="http://www.gmpplus.org">www.gmpplus.org</a>
countryoforigin	Code of the country of origin → this code list is available at <a href="http://www.gmpplus.org">www.gmpplus.org</a>
producer/supplier	Code of the producer and / or supplier of the product → this code list is available at <a href="http://www.gmpplus.org">www.gmpplus.org</a>

The available code lists are [here](#) on our website.

#### **Tips & tricks**

*We recommend GMP+ participants to provide you with the codes required to prevent confusion about, for instance, the classification of a certain product. If you have not received this from your customer (or need insight into the code lists of the GMP+ Monitoring database for another reason), the code lists are available on our website.*



### Test service

If you will be using digital messages to submit analysis results for the first time, you can first test your message using our test service.

Our test service will let you know whether or not the message can imported, if it were to be submitted to the GMP+ Monitoring database. In case the answer is no (because the message contains some errors), you will be issued advice on how to make the message suitable for submission.

You can use the test service by sending an e-mail with a test file attached to;



testserviceMD@gmpplus.org

*Please note: sending messages to this test service, does not mean that the results will be imported. This avoids cluttering the database with test files.*

### Submitting

Once the digital message has been drawn up, it can be submitted to;



monitoringdata@gmpplus.org

Of course, you can also ask your laboratory to do this for you.

#### **Tips & tricks**

*Please note; don't include any questions/comments in the e-mail! This e-mail address is only used to submit digital analysis results and will not be read for any other reasons. To contact GMP+ International with questions about the GMP+ Monitoring database, please contact us the regular way (see contact details on our website).*

## 7. Assessment

Once you have added the analysis results (manually or using digital messages) you can test the results.

Undesirable substance	Method	Result		Action		Refuse		Unit	analysis base	GMP+ BA1
		Analysed	Converted	Min	Max	Min	Max			
Salmonella	Select method	No selection nr							12% vocht	
Cadmium	Select method	= 0.001	0.0017			0.5	30	mg/kg	12% vocht	

You will see that action and rejection limits have been included in the GMP+ Monitoring database. These are the standard from GMP+ BA1 *Product standards* (also available as PDF behind every undesirable substance). The GMP+ Monitoring database tests whether the result submitted:

- falls under the lowest action limit – result color green;
- falls between the lowest action limit and the highest rejection limit – result color orange;
- falls above the highest rejection limit – result color red.

Using this ‘traffic light’ you can see at a glance whether the analysis result;



- green: meets the standard.
- orange: requires attention (does the analysis result meet the standard?).
- red: doesn't meet the standard.

If you entered manually, check whether the result is correct. If it was submitted digitally, you can ask the submitter whether the results are correct.

### Finalize

This is also the time to finalize the analysis result. Only then will the result show up in your report and will you be able to share it (see chapter 7). You can do this by clicking the associated button:

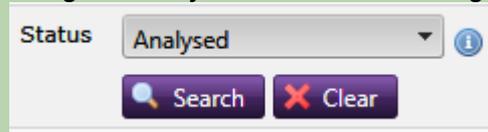


You'll instantly be taken to the next step in the process; sharing – see the next chapter.

Please note; when an analysis result doesn't meet the standard, due to which you haven't purchased/processed the product, but you would like keep it in your own administration, you can have the sample 'elapsed'. In that case, the result remains available for you, but you can exclude it from your report.

### **Tips & tricks**

1. *It is possible to finalize an entire series of analysis results at once by filtering on 'analyzed' in the monitoring overview;*



A screenshot of a web interface showing a filter for 'Status'. The dropdown menu is set to 'Analysed'. Below the dropdown are two buttons: 'Search' with a magnifying glass icon and 'Clear' with a red 'X' icon. There is also a small blue information icon to the right of the dropdown.

*Subsequently, the following button will appear;*



*This will allow you to finalize all results preceded by a checkmark at once.*

## 8. Sharing

Once you finalize the analysis result, you will be asked whether or not you wish to share the result. This is done in the following screen:



**My monitoring**

Share with group

Sample number 132654a

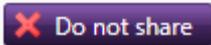
Sample date 28/01/2013

Product peter mais

Type of analysis GMP+

gmptstgr

GMP+ community

 Share  Do not share

Here, you can share the analysis result with the groups you are participating in (for participation in groups, see chapter 10). You will share the following information:

- product (the GMP+ name – not the own product name);
- sample date;
- country of origin;
- undesirable substances analyzed;
- analysis result (possibly converted);
- unit.

In other words, these analysis results are completely anonymous.

All other information is only available to you!



You decide which group to share with or not!  
You can decide!

### Please note

In the context of the GMP+ conditions, you will be asked to share a number of analysis results with the GMP+ community. For all other information, you can decide whether you wish to (anonymously) share it with the GMP+ community.

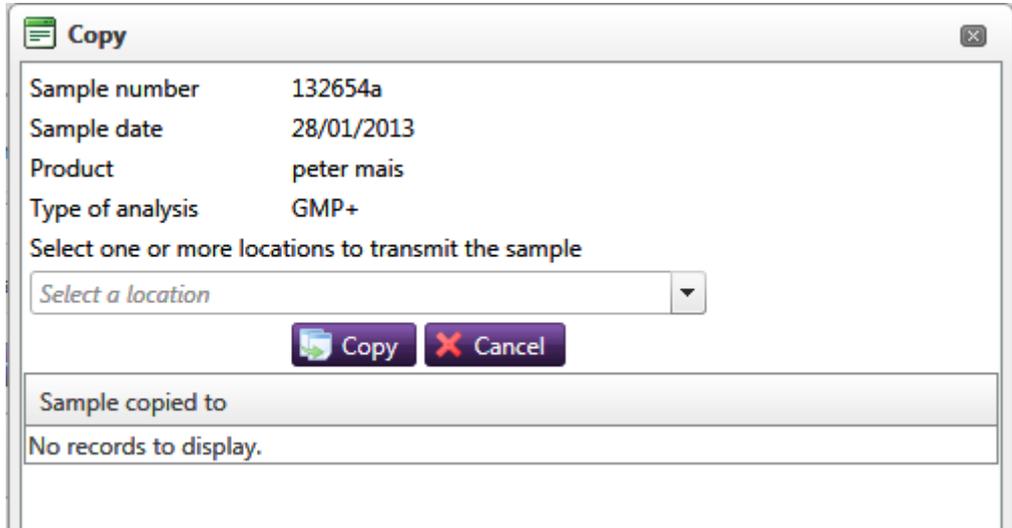
Please keep in mind that, the more information is shared with the community, the more information is available to all GMP+ participants! You can use this information for your own risk assessment and monitoring program, but GMP+ International can also use it to adjust standards and / or monitoring conditions. In other words, a win-win situation!

When, initially you decided not to share, but later you decide to share after all, you can always do this from the sample overview.

To do this, click this icon  prior to the rule of the relevant analysis result.

You can also share the analysis result with a customer or supplier (or other relationship). In that case, we refer to this as copying. You create a copy (the same way you would right now) and submit it to your GMP+ relation.

You can do this by clicking this icon  prior to the rule of the relevant analysis result. Here, you can select your GMP+ relation and copy the result.



**Copy**

Sample number 132654a  
Sample date 28/01/2013  
Product peter mais  
Type of analysis GMP+

Select one or more locations to transmit the sample

Select a location

 Copy  Cancel

Sample copied to

No records to display.

You can always review with whom you have shared & copied an analysis result by clicking this icon  prior to the rule of the relevant analysis result.

## 9. Groups

In the GMP+ Monitoring database provisions have been made for the collaboration of various companies. These groups can consist of members of an association, various office of one company, a supplier with his customers etc.

### *Membership in groups*

If you wish to become a member of a group, you will have to ask the group manager to invite you for membership in a group. Subsequently, you can find this invitation in the GMP+ Monitoring database under **My groups** and then **› Membership group(s)**

In the overview below you can confirm your membership, review it and, if desired, issue an input authorization (if the group manager is able to enter analysis results on your behalf):

Membership group(s)						
Location Vestiging A (TST1)						
Status	Group	Start date	End date	Agreed group	Agreed branch 	Group authorized for input 
Final	Groep GMP+ demo	01/01/2013		06/02/2013	06/02/2013	<input checked="" type="checkbox"/>
		Page size: 10		1 items in 1 pages		

### *Group management*

When a group gathers, a group manager will have to be appointed. This group manager can apply for a group manager account with GMP+ International. When the group manager logs in using this account, he / she will be able to manage the group members (send invitations and revoke memberships) and manage a group planning:

- › **Management group members**
- › **Group management**

## Management group members

Logged in as: Group Manager Groep GMP+ demo

Available branches  Selected branches

start date

end date

## Branches in group Groep GMP+ demo

**Zoeken**

registration number  name

Registration number	Branch	Start date	End date	Agreed group	Agreed branch	Group authorized for input
 TST1	Vestiging A	01/01/2013		06/02/2013	06/02/2013	<input checked="" type="checkbox"/>
 TST2	Vestiging B	07/02/2013		07/02/2013		<input type="checkbox"/>

Page size: 10  2 items in 1 pages

Find the GMP+ participants you wish to invite, select them in the left frame, transport them to the right frame using the arrow and provide a start date (and end date if you wish) and click add. The GMP+ branches will then receive an invitation (See paragraph 10.1)

In the screen below you can see whether and when the GMP+ branch agreed and / or has received an input authorization.

In addition, as a group manager, you can manage a group planning. This screen works exactly as described in chapter 3. The only exception is that you can select a branch that is responsible for the individually planned samples. This branch will also find this planned sample in his monitoring overview.

## Group management

Groep GMP+ demo

Search Location *Select a location*  Inclusief communitymonsters

Sample date From  To

Type of analysis *Select type of analysis* Status *Select state*

Level	Location	Product	Planned	Sample number	Sample date	Type of analysis	Status
-------	----------	---------	---------	---------------	-------------	------------------	--------

On the group management page, you can also download an Excel list of all (finalized) results that are in your overview at that time. With this Excel overview, you can create your own reports.

*Related actions* 

If, as a group manager, you are authorized to enter results on behalf of a branch, you can do this in the monitoring overview 'My monitoring'. As a group manager you can 'switch' between the various branches by selecting them at the top of the screen:

**Vestiging**

Entering results works as described in this manual..

## 10. Reports

You can generate reports based on the results available to you (of yourself, your group and the GMP+ community).

You will find the reports under the link:

› **Reports**

The following screen will appear:

The screenshot shows a web interface for generating reports. At the top, it says "Reports" in purple. Below that, the location is set to "GMP+ International (PDV100000)". The "Analysis report" dropdown is set to "1 product, all (un)desirable substances". The "Sample date" range is from "01/01/2017" to "21/06/2017". The "Product" dropdown is set to "Select a product". The "Undesirable substance" dropdown is set to "All hazards". The "Country" dropdown is set to "All countries". There are three checkboxes: "Own samples" (checked), "GMP+ groep" (checked), and "GMP+ community samples" (checked). At the bottom, there are two buttons: "Preview" and "Create report".

There are various reporting options you can choose here:

### **1 product, all (un)desirable substances**

Using this report, you can generate an overview of a product combined with all (un)desirable substances of which a result is available. This allows you to see at a glance which (un)desirable substances have been analyzed in a certain product and the results thereof.

To be able to generate this report, you should select at least one product.

### **1 (un)desirable substance, all products**

With this report, you can generate an overview of an (un)desirable substance combined with all products for which a result is available. This allows you to see what products have been analyzed for a certain (un)desirable substance and their results, in one overview.

To generate this report, you must select at least one (un)desirable substance.

### **1 (un)desirable substance, 1 product: summary results per country**

Using this report, you can view to more detail which results have been received of a combination of an (un)desirable substance and a product. The report shows a division between the various countries of origin linked to the samples. This allows for a comparison to be made between the results of one country of origin compared to the other country of origin.

To be able to generate this report, you should select at least one product and one (un)desirable substance.

### 1 (un)desirable substance, 1 product: individual results

Whereas the previous report is merely a summary of all results submitted, this report will allow you to consult all individually submitted values. Here as well, you need to select at least a product and an (un)desirable substance.

### 1 (un)desirable substance, 1 product: benchmark

Using this report, you can compare your analysis results to the results of the group you are part of and to the GMP+ community. Of course, to be able to do this, you must be part of one or more groups and have access to the results of the GMP+ community.

To be able to generate this report, you should select at least one product and one (un)desirable substance.



Per report, you can specify what results you want to have included. You can do this by placing checkmarks with the desired type of samples. This way, you can see all results, or only your own, those of the group you have joined or of the GMP+ community.

You can:

**view the report on screen**



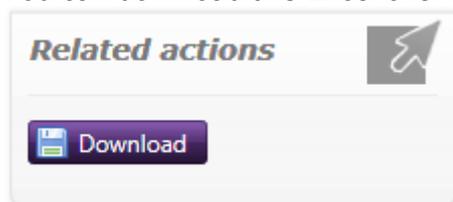
or

**download this report in Excel**



In addition to these 'standard' reports, you can also generate an Excel overview of all results available to you (of yourself, your group and the GMP+ community). You can do this from the overview screen 'My monitoring'.

You can download this Excel overview in the section 'related actions':



Here, you can download an Excel overview of all (finalized) results that are in your overview at that time. You can use this Excel overview to create your own reports. You can filter by status for instance and check how many samples with a certain status are available.

Level	Location	Product	Planned	Sample number	Sample date	Type of ar	Status
Own	GMP+ International	Potato crisps		13213246	11-1-2017		Analysed
Own	GMP+ International	Maize		10012017	10-1-2017		Analysed
Own	GMP+ International	Maize		sample12345	01/01/0001		Analysed
Own	GMP+ International	Maize	2014-Q4				Planned
Own	GMP+ International	Maize	2014-Q2	23234234	27-3-2014		Taken
Own	GMP+ International	Maize	2014-May	123234	27-3-2014		Final

In this Excel overview you can also see at a glance what results you have already shared with the GMP+ Community and / or the group you have joined. This helps you gain quick insight into what results you have shared (anonymously) and what results are only available to you.

In addition, you can use this report to quickly and easily show your auditor that you have complied with the requirement to share certain results. This requirement is for example included in a number of monitoring protocols of GMP+ BA4 and gatekeeper protocols of GMP+ BA10.

Z	AA
ie Shared with GMP+ community	Shared with groups
no	GMP+ groep
yes	
yes	
yes	GMP+ groep
no	GMP+ groep

To generate an Excel overview of only your own results, you can uncheck the other checkboxes:

Own samples  Copied samples  Group samples  GMP+ community samples 

This is convenient when you want to export your own results.

### Tips & tricks

1. If you need a standard report that currently is not a part of the GMP+ Monitoring database, this can be realized for you. This falls under a so-called 'plus package' for which a fee will be charged. Please contact GMP+ International for more information.
2. The Excel overview you can download under 'My monitoring' can be used to check whether samples and results have been uploaded correctly. Because you can filter by status, a selection can be made of only the analyzed samples. This allows you to check the results to see whether adjustments are required. If the results are correct, you can finalize them in the database. This way, a situation in which incorrect results are finalized, is avoided.
3. In chapter 7 you'll find a tip about how to quickly finalize multiple results with the status 'analyzed'.

## 11. Personalizing

It is possible to personalize the GMP+ Monitoring database on a number of accounts. The available options will be explained in this chapter.

### *Relations*

Although all GMP+ certified companies are included in the GMP+ Monitoring database, you may also have relationships that do not have a GMP+ certificate. You can manage these relationships via personalizing under the button:

#### › **Relations**

and / or directly in the input screen of a sampling:



Provide at least the name, city and country of your relationship. Then, use the checkboxes to specify in what lists the relationship should appear. If you find the relevant relationship using personalizing – relationships, you can edit them by adjusting the name for instance.

### *Own product names*

It is possible to use your own product name in the database. If you always refer to soy expeller as 'soy plus, the GMP+ Monitoring database can adjust to you. You can do this via 'own product names'. You can manage these via Personalize under the button:

#### › **Own product names**

and / or directly in the input screen of a sampling:



Provide at least your own product name and link it to a GMP+ product. The latter is required for testing against the standards. If you want, you can also link your own code to your own product name. However, this is not required.

When you find your relevant own product name via personalize – own product names, you can edit them by, for instance, adjusting the name. If desired, you can also provide an end date for the own product name, so that it can no longer be selected when entering a new sampling(/planning).

### *Characteristic*

The GMP+ Monitoring database contains a number of fields that allow you to link information to your sample. If you want to link more information to a sample, you can do this via own characteristics. Characteristics can also be created in the personalize menu, but also when entering a sampling.

### *Analysis sets*

To be able to select larger sets of (un)desirable substances at once, you can create analysis sets. These may be permanent sets that you generate per product (group) but an analysis set can also be a pesticide package. By creating them in the management of an analysis set, you can use them with one mouse click during sampling (/planning). If you also include a detection limit, this will be displayed when you add the analysis result. In the case of a large pesticide package, this means that the only thing left to do is to adjust the results that deviate from the detection limit.

## Annex 1: Formats digital submission analysis results

In this annex, you'll find more information about the various formats that can be imported into the GMP+ Monitoring database and the requirements these messages have to meet.

In this annex, you'll find the general rules for the digital submission of analysis results in paragraph 1.1. The GMP+ Monitoring database accepts two file formats;

- GMP+ Excel message
- GMP+ XML message

In both file formats you can supplement a registered sample with the analysis results, or to submit all data digitally.

### Supplementing a registered sample

There are GMP+ participants who use the GMP+ Monitoring database to manage their monitoring planning and register their samplings linked to that. This means that the laboratory only has to add the analysis results to the information submitted by the GMP+ participant.

### All information via an electronic message

However, there are also GMP+ participants who manage their monitoring planning and sampling differently (for instance using their own SAP system), for whom the partially manual process of submitting the data is considered a burden. Companies who carry out a large amount of analysis, also benefit from having to perform as little manual actions in the GMP+ Monitoring database as possible. For these users, the possibility has been added to submit all information digitally, via an electronic message.

The table below shows in which paragraph you can find the conditions the format must meet.

Paragraph	1.1	1.2	1.2.1	1.2.2	1.3	1.3.1	1.3.2
<b>Format</b>							
Excel – complete message	x	x	x				
Excel – supplement to registered sample	x	x		x			
XML – complete message	x				x	x	
XML – supplement to registered sample	x				x		x

### Tips & tricks

*We recommend that laboratories, who are just starting the creation of electronic messages for the GMP+ Monitoring database, choose the implementation of the format for a 'complete message' (optionally in Excel or XML). In the format of the complete message, you can both supplement a registered sample and submit all information. This means that you have to implement 1 format in your system, in order to meet both requirements.*

The format 'supplement to a registered sample' (optionally in Excel or XML) is the first format created by GMP+ International for the digital submission of analysis results to the GMP+ Monitoring database. This message is only intended to supplement a registered sample. However, mid-September 2013, the possibility was added to submit all information via an electronic message. The choice was made to also keep accepting this first message, so that laboratories who are already using it, are not forced to make adjustments in their system. But as previously stated, we recommend beginning laboratories to implement the complete message, because it can be used in a versatile manner.



### **Test service**

If you will be using digital messages to submit analysis results for the first time, you can first test your message using our test service.

Our test service will let you know whether or not the message can be imported, if it were to be submitted to the GMP+ Monitoring database. In case the answer is no (because the message contains some errors), you will be issued advice on how to make the message suitable for submission.

You can use the test service by sending an e-mail with a test file attached to;



testserviceMD@gmpplus.org

*Please note: sending messages to this test service, does not mean that the results will be imported. This avoids cluttering the database with test files.*

### **Submitting**

Once the digital message has been drawn up, it can be submitted to;



monitoringdata@gmpplus.org

### **Tips & tricks**

*Please note: do not include questions / comments in your e-mail. This e-mail is only used for submitting digital analysis results and will not be read. To contact GMP+ International with questions about the GMP+ Monitoring database, you can contact us via the usual way (see contact information on our website).*

## 1.1 General rules GMP+ digital submission analysis results

All GMP+ formats have certain general rules:

1. A laboratory that wishes to submit lab results via electronic submission (possibly through an office) has to be listed in the GMP+ Monitoring database and therefore has a registration number. Of course, the GMP+ B10 certified laboratories have a GMP+ registration number.  
The other labs registered with GMP+ will have an L registration number. A list of known laboratories is available at the GMP+ website under 'services' and 'GMP Monitoring database'. If the laboratory is not included in this list, you can submit a request thereto to GMP+ International.
2. An important agreement is that one message originates from no more than one laboratory and contains analyses for no more than one GMP+ office.
3. If the electronic message supplements a registered sample, the sample must be present in the GMP+ Monitoring database. It is not possible to first import the file and then register the sampling.  
*Please note: when you use the electronic file to submit all information, this requirement does not apply.*
4. When a sample is registered in the GMP+ Monitoring database and a complete message is submitted, the message will be imported as supplement to the registered sample. The sample data already populated will therefore not be overwritten with the new data from the electronic message.
5. The values reported in the electronic message must be on the right analysis basis.

## 1.2 GMP+ Excel bericht

Both GMP+ Excel messages must meet the following requirements:

1. The GMP+ Excel message has to be drawn up in a version of 2007 or later and has the extension .XLSx.
2. The GMP+ Excel message may only contain information on the first worksheet. Excel files with information on several work sheets cannot be processed.
3. The name of the worksheet cannot be adjusted / must be Sheet1.
4. Each individual analysis result of an (un)desirable substance, must be included on a separate line.
5. An unlimited amount of rules may be provided in the GMP+ Excel message (within the range of possibilities of Excel). Each line within the file must be populated (insofar these concern required fields). This means, for instance, that the submitter must be included in every line. If required fields are left empty in the file, the file cannot be imported.

An example and an empty copy of the GMP+ Excel message (both the supplement and the full message) can be found on the website of GMP+ International.

### 1.2.1 GMP+ Excel – complete message

In the GMP+ Excel message, the following fields are included:

Column	Column name	Required	Explanation
A	issuerID	Y	Registration number of the laboratory – (this is the GMP+ number or an L number).
B	customerID	Y	GMP+ registration number of the principal (GMP+ participant)
C	sampleID	Y	Sample number as provided by the principal (GMP+ participant)
D	reportcode	Y	Report number of the laboratory
E	reportdate	Y	Report date (in yyyy-mm-dd)
F	parametercode	Y	Code of the (un)desirable substance --> GMP+ code or proprietary code (see column M)
G	parametername	N	Name of the (un)desirable substance
H	method	N	Code of the analysis method --> GMP+ code or proprietary code (see column M)
I	methoddescription	N	Name / description of the analysis method
J	symbol	Y	< or = or >
K	numericvalue	Y	Numerical value of the result To separate decimals, both "." and "," may be used.
L	valueunit	Y	Code of the unit associated with the value (The unit must correspond with the unit with undesirable substance in the GMP+ Monitoring database.)
M	gmpcodeset	Y	Here, you must indicate whether you use the GMP+ codes or your own (proprietary) codes. If you use your own codes, you can link them to GMP+ codes in the GMP+ Monitoring database. yes --> used codes are gmpcodeset codes no --> used codes are proprietary codes
N	productcode	Y <sup>1</sup>	Code of the product --> GMP+ code or proprietary code (see column M)
O	productname	N	Name of the product
P	batchnumber	N	Batch number
Q	producer	N	GMP+ registration number of the producer
R	supplier	N	GMP+ registration number of the supplier
S	countryoforigin	N	code country of origin
T	sampledate	Y <sup>1</sup>	Sample date (in yyyy-mm-dd)

<sup>1</sup> If the message is used to supplement a registered sample, these fields are not required.

- a. Columns A, B and M must contain the same values in all rows.
- b. Both 'sampleID' and 'reportcode' are unique numbers. In 'sampleID' the number must be unique for the GMP+ participant (user). For the laboratory, 'reportcode' is unique. Duplicate use of these codes is not accepted by the GMP+ Monitoring database.
- c. If a substance is of the type present/absent (for instance Salmonella), you can process this as follows;  
Column J: provide = here. If you provide < of > here, the system will consider the result as present (regardless of what you provide with K).  
Column K: provide 0 for absent and 1 for present.

### 1.2.2 [GMP+ Excel – addition to registered sample](#)

This message may only be used to supplement a registered sample. The message (including conditions) is identical to the complete message (see 1.2.1 of this annex) but only contains columns A through M.

## 1.3 GMP+ XML message

Both GMP+ XML messages must meet the following requirements:

1. It is possible to include several analysis results and analysis reports in 1 message. A new analysis report is added by repeating the block 'analysis report' in the message. Additional results of (un)desirable substances are added by repeating the block 'result' in the message.

*Please note: as previously mentioned, a message can only originate from one laboratory and contain analysis of no more than one GMP+ office.*

An example of an empty copy of the GMP+ XML message (both the supplement and the complete message) are available on the website of GMP+ International.

### 1.3.1 GMP+ XML – complete message

The GMP+ XML message has the following structure:

```
<gmp>
  <sampleresults>
    <issuer>
      <ID></ID>
      <name></name>
    </issuer>
    <customer>
      <ID></ID>
      <name></name>
    </customer>
    <analysisreport>
      <reportcode></reportcode>
      <reportdate></reportdate>
      <sampleID></sampleID>
      <productcode></productcode>
      <productname></productname>
      <batchnumber></batchnumber>
      <producerID></producerID>
      <supplierID></supplierID>
      <countryoforigin></countryoforigin>
      <sampldate></sampldate>
      <results>
        <parametercode></parametercode>
        <parametername></parametername>
        <method></method>
        <methoddescription></methoddescription>
        <numericvalue> </numericvalue>
        <valueunit></valueunit>
        <detectionlimit></detectionlimit>
        <detectionlimitunit></detectionlimitunit>
        <greaterthanvalue></greaterthanvalue>
        <greaterthanvalueunit></greaterthanvalueunit>
      </results>
    </analysisreport>
  </sampleresults>
  <gmpcodeset></gmpcodeset>
</gmp>
```

Below, the various parts of the XML message are explained.

### Issuer

```
<issuer>
  <ID></ID>
  <name></name>
</issuer>
```

Part	Required	Explanation
<ID></ID>	Yes	Registration number of the laboratory – (this is the GMP+ number or an L number).
<name></name>	No	Informative field in which the name of the laboratory can be included. This field is not imported.

### Customer

```
<customer>
  <ID></ID>
  <name></name>
</customer>
```

Part	Required	Explanation
<ID></ID>	Ja	GMP+ registration number of the principal (GMP+ participant)
<name></name>	Nee	Informative field in which the name of the customer can be included. This field is not imported.

### Analysisreport

```
<analysisreport>
  <reportcode></reportcode>
  <reportdate></reportdate>
  <sampleID></sampleID>
  <productcode></productcode>
  <productname></productname>
  <batchnumber></batchnumber>
  <producerID></producerID>
  <supplierID></supplierID>
  <countryoforigin></countryoforigin>
  <sampldate></sampldate>
  <results>
    <parametercode></parametercode>
    <parametername></parametername>
    <method></method>
    <methoddescription></methoddescription>
    <numericvalue> </numericvalue>
    <valueunit></valueunit>
    <detectionlimit></detectionlimit>
    <detectionlimitunit></detectionlimitunit>
    <greaterthanvalue></greaterthanvalue>
    <greaterthanvalueunit></greaterthanvalueunit>
  </results>
</analysisreport>
```

Part	Re-quired	Explanation
<reportcode></reportcode>	Ja	Report number of the laboratory
<reportdate></reportdate>	Ja	Report date(in yyyy-mm-dd)
<sampleID></sampleID>	Ja	Sample number as provided by the principal (GMP+ participant)
<productcode></productcode>	Ja <sup>2</sup>	Code of the product--> GMP+ code or proprietary code
<productname></productname>	Nee	Name of the product
<batchnumber></batchnumber>	Nee	Batch number
<producerID></producerID>	Nee	GMP+ registration number of the producer
<supplierID></supplierID>	Nee	GMP+ registration number of the supplier
<countryoforigin></countryoforigin>	Nee	Code country of origin
<sampldate></sampldate>	Ja <sup>2</sup>	Sample date (in yyyy-mm-dd)
<parametercode></parametercode>	Ja	Code of the (un)desirable substance --> GMP+ code or proprietary code (see column M)
<parametername></parametername>	Nee	Name of the (un)desirable substance
<method></method>	Nee	Code of the analysis method --> GMP+ code or proprietary code (see column M)
<methoddescription></methoddescription>	Nee	Name / description of the analysis method
<numericvalue> </numericvalue>	Ja <sup>3</sup>	Numerical value of the result (=) Both "." and "," may be used as decimal separator.
<valueunit></valueunit>	Ja <sup>3</sup>	Code of the unit associated with the value (The unit must correspond with unit with undesirable substance in GMP+ Monitoring database.)
<detectionlimit></detectionlimit>	Ja <sup>3</sup>	If the analysis result is reported on detection limit basis, you can enter this detection limit here.

<sup>2</sup> If the message is used to supplement a registered sample, these fields are not required.

<sup>3</sup> Per result, you can use the following fields: numericvalue & valueunit OR detectionlimit & detection-limitunit OR greaterthanvalue & greaterthanvalueunit.

Part	Re-quired	Explanation
<detectionlimitunit></detectionlimitunit>	Ja <sup>3</sup>	Code of the unit associated with the detection limit (The unit must correspond with unit with undesirable substance in GMP+ Monitoring database.)
<greaterthanvalue></greaterthanvalue>	Ja <sup>3</sup>	If a value is found that is 'greater than' a value (>), this value must be provided here.
<greaterthanvalueunit></greaterthanvalueunit>	Ja <sup>3</sup>	Unit associated with the 'greater than' value

- a. Both 'sampleID' and 'reportcode' are unique numbers. In 'sampleID' the number must be unique to the GMP+ participant (user). For the laboratory, 'reportcode' is unique. Duplicate use of these codes is not accepted by the GMP+ Monitoring database.

### Gmpcodeset

<gmpcodeset></gmpcodeset>

Here, you must indicate whether you are using the GMP+ codes or your own (proprietary) codes. If you're using your own codes, you can link them to the GMP+ codes in the GMP+ Monitoring database.

yes --> codes used are gmpcodeset codes

no --> codes used are proprietary codes

#### 1.3.2 [GMP+ XML – supplement on a registered sample](#)

This message can only be used to supplement a registered sample. The message (including conditions) is virtually identical to the complete message (see 1.3.1 of this annex), however contains less details about the sample.

The GMP+ XML message has the following structure:

```
<gmp>
  <sampleresults>
    <issuer>
      <ID></ID>
      <name></name>
    </issuer>
    <customer>
      <ID></ID>
      <name></name>
    </customer>
    <analysisreport>
      <reportcode></reportcode>
      <reportdate></reportdate>
      <sampleID></sampleID>
      <results>
        <parametercode></parametercode>
        <parametername></parametername>
        <method></method>
        <methoddescription></methoddescription>
        <numericvalue> </numericvalue>
        <valueunit></valueunit>
        <detectionlimit></detectionlimit>
        <detectionlimitunit></detectionlimitunit>
        <greaterthanvalue></greaterthanvalue>
        <greaterthanvalueunit></greaterthanvalueunit>
      </results>
    </analysisreport>
  </sampleresults>
  <gmpcodeset></gmpcodeset>
</gmp>
```