

## **Instruction for filling out a specification in MIND-Spec**

This document serves as a comprehensive guide for creating specifications precisely and efficiently in the new "Migros Industry Specification" (MIND-Spec) system. MIND-Spec was developed as a central platform to standardise and optimise the specification process, ensuring clear communication and cooperation between suppliers and Migros. The aim of this document is to explain all the steps and functions of the system so that specifications can be created, reviewed and submitted without errors or delays.

The guide begins with an overview of the MIND Spec system, presenting its structure and main functions. The system comprises nine main tabs, each dedicated to specific information. The tabs are described in detail to ensure that the required information is entered correctly.

In addition, the document contains a step-by-step guide to the specification process, leading up to the final submission of a complete specification. The instructions are designed to help users navigate through MIND-Spec. Special sections are dedicated to handling errors and provide clear instructions on how to resolve issues, for example, if mandatory fields are incomplete or incorrect information has been entered. The function for creating a PDF report is also explained. This feature makes it possible to summarise all the entered information in a consolidated and easily accessible format for review.

This document helps to apply MIND-Spec efficiently and to ensure a consistent and transparent specification process from start to finish.

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## 0. Introduction

This document describes how to fill a specification in the new specification system of Migros Industrie, "Migros Industrie Specification" (short: MIND-Spec).

The layout of the new system consists of the following elements:

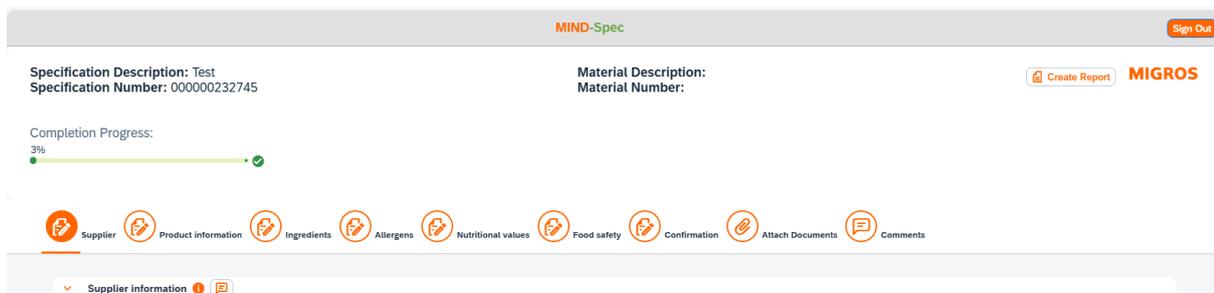
### Supplier portal - overview and general information

The header of the supplier portal contains information about:

- Description of the specification
- Specification number
- Material description and number
- Completion progress bar
- A button for creating reports

Nine tabs are available below the header:

- Supplier
- Product information
- Ingredients
- Allergens
- Nutritional values
- Food safety
- Confirmation
- Attach documents
- Comments



The specification description, specification number, material description and material number are displayed in the header of the MIND-Spec specification.

The progress bar refers to the obligatory information (mandatory fields) that must be completed.

The nine tabs are displayed, allowing users to switch between the tabs and manage the data accordingly.

The associated data is also saved with every save operation.

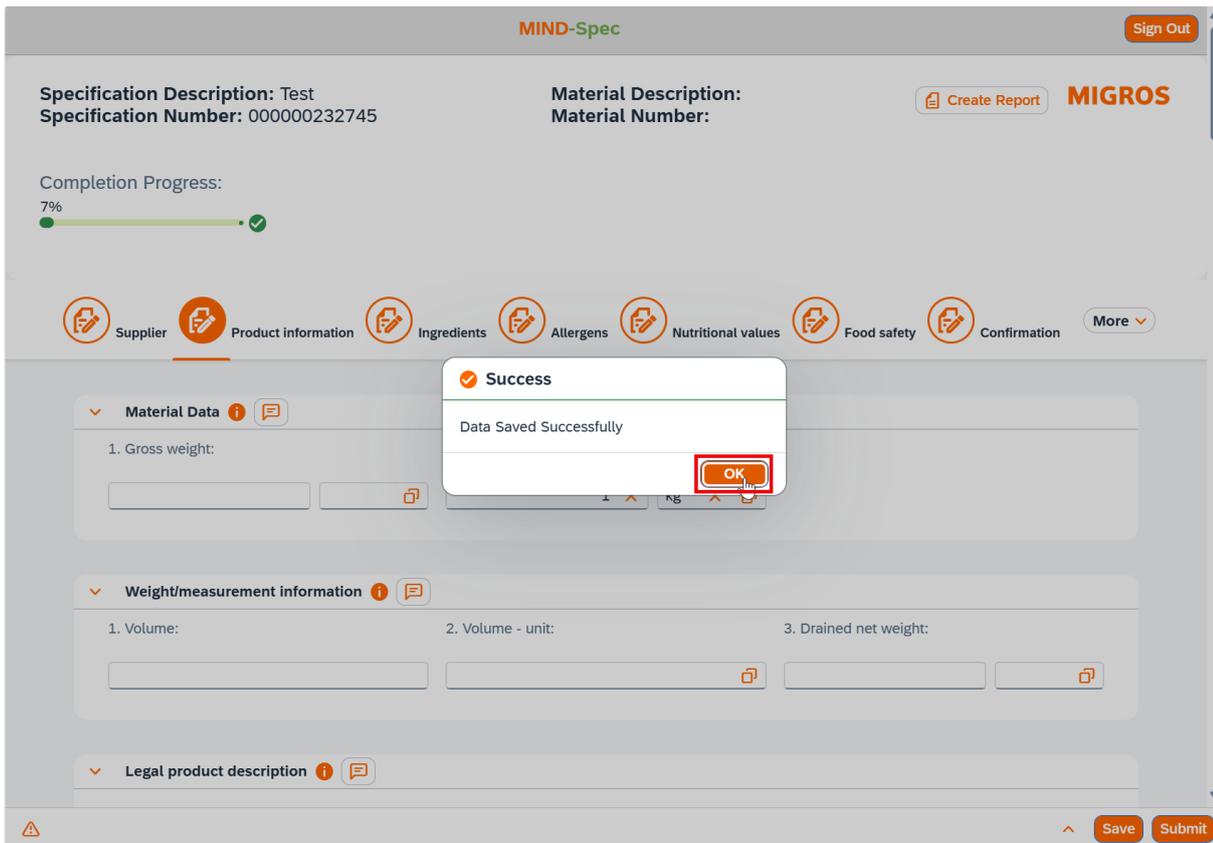
The specification must be completed in MIND-Spec until the progress bar reaches 100%. As long as not all mandatory fields (marked with a red star) are filled in, the progress bar remains below 100%. In this case, the system displays an error message and prompts the user to complete the missing information. The specification can only be submitted once all mandatory fields have been completed.

## 1. General information on completing the specification in MIND-Spec

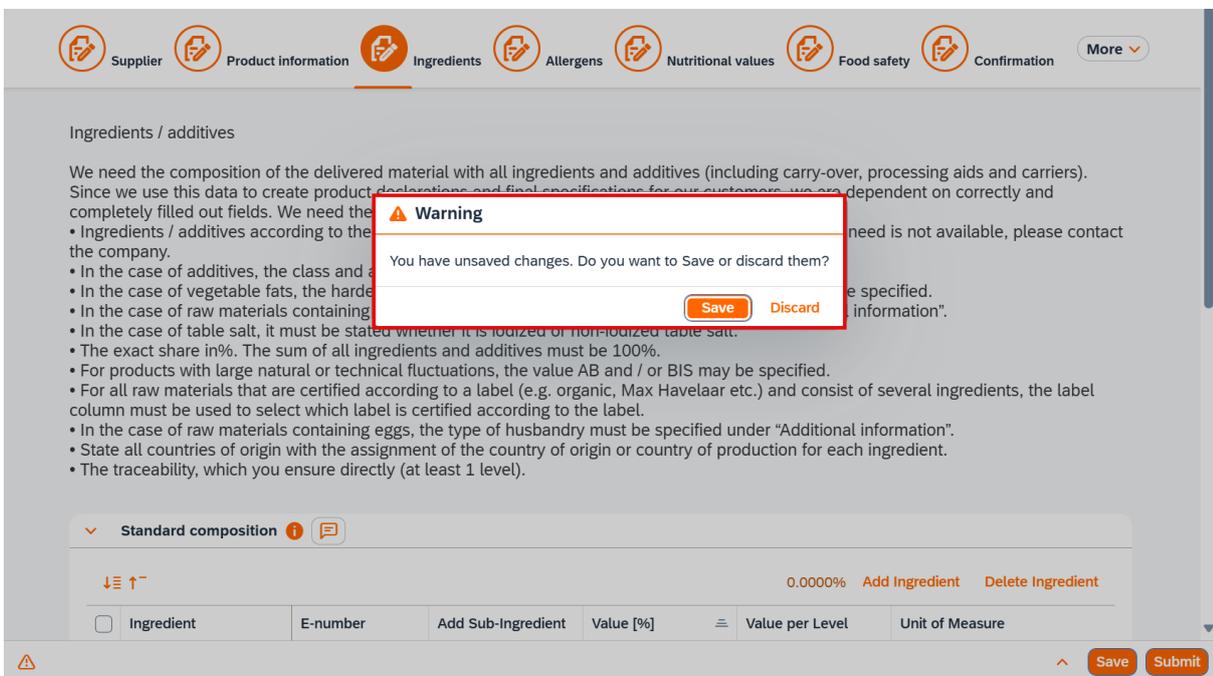
### 1.1. Saving the specification

To avoid data loss, it is recommended to save the specification regularly. The "Save" button is available at the bottom right for this purpose. A confirmation message is displayed after a successful save. This message can be closed by clicking on "OK", allowing the specification to be processed further.

The screenshot displays the MIND-Spec web application interface. At the top, the title "MIND-Spec" is centered, and a "Sign Out" button is in the top right corner. Below the title, the "Specification Description" shows "Test" and "Specification Number: 000000232745". The "Material Description" shows "Material Number:". A "Create Report" button and the "MIGROS" logo are also visible. A "Completion Progress" bar indicates 6% completion with a green checkmark. A navigation bar contains icons for "Supplier", "Product information", "Ingredients", "Allergens", "Nutritional values", "Food safety", and "Confirmation", with a "More" dropdown. The main content area is divided into sections: "Material Data" with fields for "1. Gross weight:" and "2. Net weight: \*", "Weight/measurement information" with fields for "1. Volume:", "2. Volume - unit:", and "3. Drained net weight:", and "Legal product description". At the bottom right, a "Save" button is highlighted with a red box, and a "Submit" button is next to it.



When switching between the different tabs, the system recognises unsaved data and displays an error message.



To save the changes, "Save" can be selected. If the changes are not to be accepted, "Discard" can be selected.

## 1.2. Maintenance of radio buttons

A radio button can be selected for each of the properties "Label composition", "Legal admissibility" and "Allergens". Only one selection is possible per property.

The following options are available for "Legal admissibility": "Legally permissible", "Not legally permissible" and "Unknown".

1. Selection of the applicable radio button
2. Saving the specification

The screenshot shows the 'Legal admissibility' section of a form. It contains a table with columns for 'Country', 'Legally permissible', 'Not legally permissible', 'Unknown', and 'Remark'. The 'Switzerland\*' row has the 'Legally permissible' radio button selected, indicated by a red circle with the number '1'. The 'European Union\*' row has the 'Unknown' radio button selected, also indicated by a red circle with the number '1'. Below the table, there are input fields for 'Production country\*', 'Country of origin\*', and 'Identity marker:'. At the bottom right, there are 'Save' and 'Submit' buttons, with a red circle and the number '2' next to the 'Save' button.

## 1.3. Input of multiple values

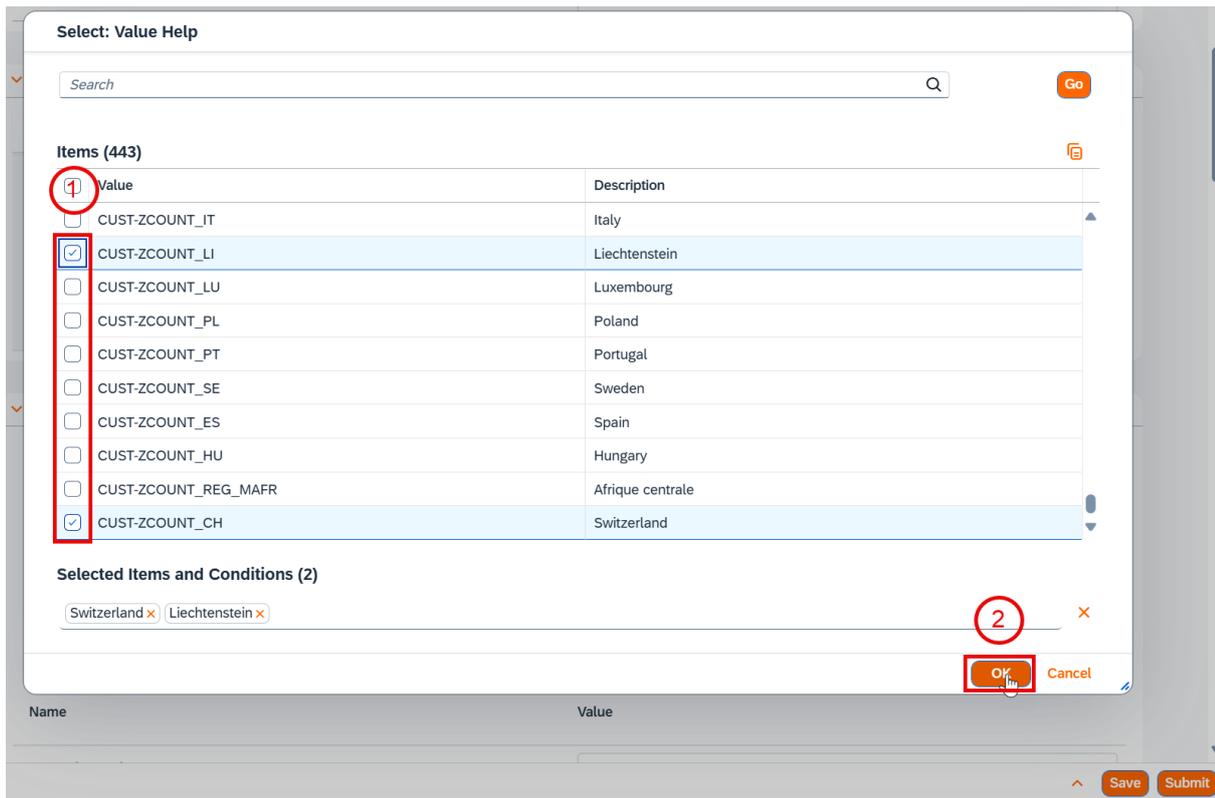
For certain questions, such as "Production country" or "Country of origin", several values can be selected.

1. Click on the "Search help" button

The screenshot shows the 'Product information' section of a form. It contains input fields for 'Production country\*', 'Country of origin\*', 'Identity marker:', 'Ready to eat:', 'Coding key charge:', and 'Reserve sample existing:'. A red circle with the number '1' is placed over the 'Search help' button (a magnifying glass icon) next to the 'Production country\*' input field. Below the input fields, there is a section for 'MAP:' and a table with columns for 'Name' and 'Value'. At the bottom right, there are 'Save' and 'Submit' buttons.

This opens a pop-up window for selecting the values.

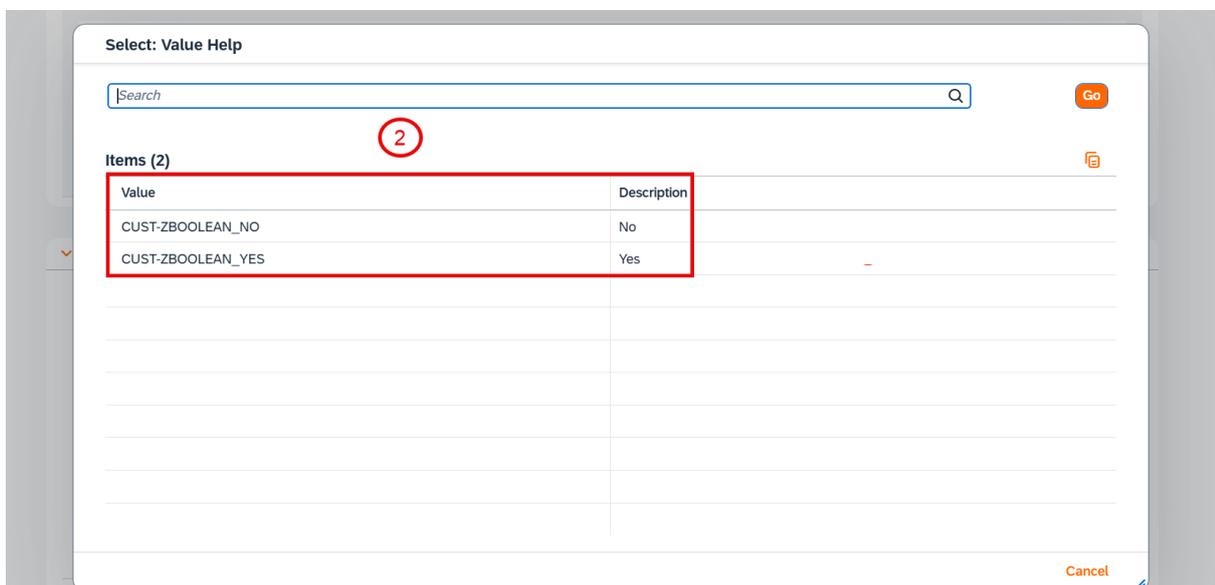
1. Select one or more applicable values
2. Confirm with "OK".



### 1.4. Maintenance of conditional questions

For certain questions, additional fields or questions appear depending on the answer selected (e.g. "Yes" or "No").

1. Click on the "Search help" button
2. A pop-up window opens in which the desired value can be selected.



3. If "Yes" is selected, further fields are displayed.

Fill in all required fields and save the specification. After successful saving, a success message appears, which can be confirmed with "OK".

## 1.5. Maintenance of multiple instances

Multiple properties can be added by clicking the "Add instance" button. This option is often available in the "Food safety" tab, where microbiological or chemical-physical properties, for example, can be entered.

1. Click on the "Search help" button

The screenshot shows a form titled "Microbiology (others)". It has four main sections: "1. Microbio. - characteristics:", "2. Microbiology - unit:", "3. Microbio. - limit M:", and "4. Microbio. - certif. of analysis:". Each section has an input field. A red box highlights the "Search help" icon (a magnifying glass) in the first input field, and a red circle with the number "1" is placed over it. Below these sections is a table with columns "Name" and "Value". The table contains two rows: "Microbio. - frequency" and "Microbio. remark".

2. Select the desired value from the pop-up window and fill in the corresponding fields.

The screenshot shows a pop-up window titled "Select: Value Help". It has a search bar at the top with the text "Search" and a "Go" button. Below the search bar is a list of items with 50 items in total. The list has two columns: "Value" and "Description". The "Yeasts" item is selected and highlighted with a red box and a red circle containing the number "2". The "Description" column lists various microorganisms: Aerobic spores, Alicyclobacillus spp., Anaerobic spores, Bombages, Clostridium perfringens, Yeasts, Listeria monocytogenes, Osmophilic yeasts, Pseudomonas aeruginosa, and Clostridium botulinum. There is a "Cancel" button at the bottom right.

3. If an additional property is then to be entered, you can click on "Add instance".

The screenshot shows the same "Microbiology (others)" form as before. The "1. Microbio. - characteristics:" field now contains the text "Yeasts". The "3. Microbio. - limit M:" field is highlighted with a red box and a red circle containing the number "3". The "Add Instance" button is also highlighted with a red box. The table below still contains the "Microbio. - frequency" and "Microbio. remark" rows.

A new instance is created with the same name as the new characteristic (shown here: Clostridium perfringens). The additional property can be entered in the same manner as the previous one.

The screenshot shows a web interface for managing microbiology characteristics. At the top, there is a dropdown menu for 'Microbiology (others)' with 'Clostridium perfringens' selected. Below this, there are three main sections: '1. Microbio.- characteristics:', '2. Microbiology - unit:', and '3. Microbio. - limit M:'. The '1. Microbio.- characteristics:' section contains a text input field with 'Clostridium perfringens' entered. Below these sections is a table with two columns: 'Name' and 'Value'. The table has three rows: 'Microbio. - frequency', 'Microbio. - certif. of analysis:', and 'Microbio. remark'. Each row has a corresponding text input field. In the top right corner, there is an 'Add Instance' button and a trash icon.

Enter the relevant information for the additional property and save the specification by clicking on "Save" at the bottom right. After successful saving, a success message appears, which can be closed by clicking on "OK".

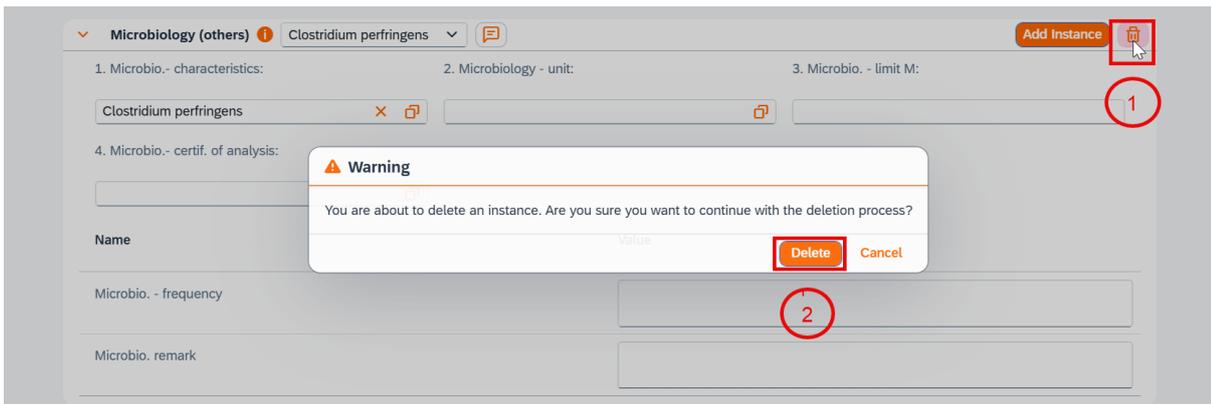
### **Switch between instances:**

To switch from one maintained property to the next, click on the arrow next to the property name. All maintained instances are then displayed and you can switch to the desired property by clicking on it.

This screenshot is similar to the previous one, but the dropdown menu for '1. Microbio.- characteristics:' is open. The menu shows two options: 'Yeasts' and 'Clostridium perfringens'. The 'Add Instance' button and the rest of the form structure are the same as in the previous screenshot.

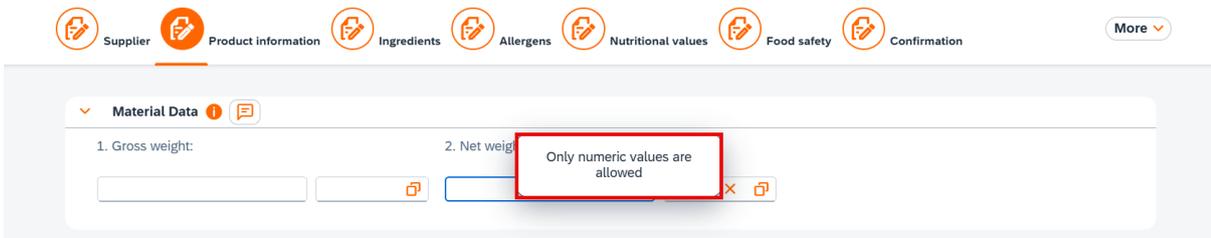
### **Delete an instance:**

Instances can be deleted using the "Rubbish bin" icon. Clicking on the "Rubbish bin" icon triggers a warning message in a pop-up window. The removal of the instance can then be confirmed by selecting "Delete" or cancelled by selecting "Cancel".



### 1.6. Error handling when maintaining the specification fields:

If properties are filled with incorrect or invalid data, such as letters instead of numbers or vice versa, the system will display an error message (e.g. "Only numerical values are allowed").



To clear the error message, the correct values (e.g. a number in the numeric field) must be entered in the corresponding fields. Once the entries are valid, the error message disappears automatically, allowing the specification to be saved.

## 2. Start of the specification process

Suppliers receive an email asking them to log in to the MIND-Spec specification system, complete the required specification and submit it to Migros. The email contains a link to MIND-Spec, which opens the corresponding specification.

MINDSpec Specification Request Nb. 000000232745



Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Französisch | [Übersetzungseinstellungen](#)

Sehr geehrte Business Partner

Zur Abdeckung der gesetzlichen Anforderungen und zur Sicherstellung der Qualität unserer Produkte benötigen wir von Ihnen eine ausführliche Spezifikation.

Spezifikationsnummer: 000000232745

Materialnummer:

Materialbezeichnung:

Bitte loggen Sie sich in unser Spezifikationstool **MIND-Spec** ein, um die Spezifikation auszufüllen und diese an uns zurückzusenden. Sie finden den direkten Link zur Spezifikation hier:

[Link zur Spezifikation](#)

Wir bitten Sie, die Spezifikation innerhalb der nächsten **5 Arbeitstage** zu bearbeiten und über das Tool an uns zu übermitteln.

Bei technischen Problemen, inhaltlichen Fragen oder anderen Anliegen wenden Sie sich bitte an die unter der Signatur angegebene Kontaktperson.

Vielen Dank für Ihre fristgerechte Bearbeitung.

Freundliche Grüsse

### 2.1. Login to the MIND-Spec system

To access the MIND-Spec system, open the email in your inbox, click on the provided specification link and log in to the MIND-Spec system.

MINDSpec Specification Request Nb. 000000232745



Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Französisch | [Übersetzungseinstellungen](#)

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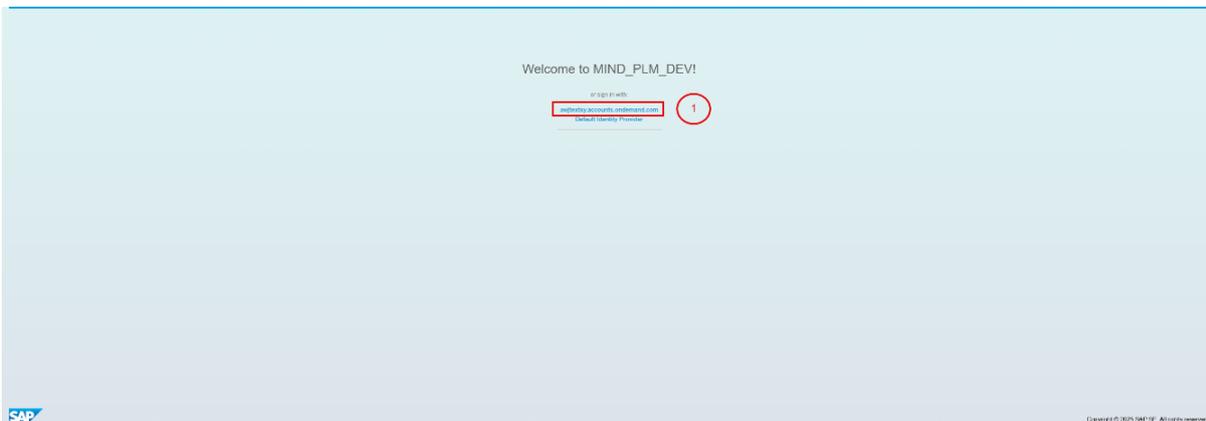
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Freundliche Grüsse

### 1. Login to the app and click on the first link



The MIND-Spec specification opens and displays the following standard view:

The following sub-chapters describe the structure of the individual tabs in MIND-Spec and provide instructions on how to complete a specification correctly.

## 2.2 Information about the supplier

Supplier details, such as contact details, can be managed under the "Supplier" tab. At the bottom of the page, it must be stated whether the supplier is also the manufacturer of the material. If this is the case, select the "Yes" option and no further information is required. Otherwise, additional information about the manufacturer must be provided. For multiple manufacturers, additional entries can be created by adding more instances.

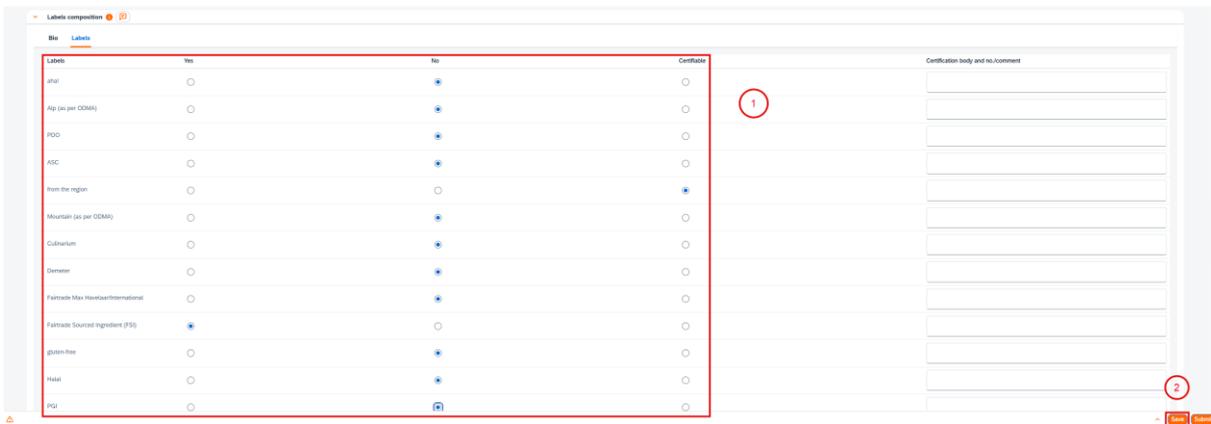
## 2.3. Product information

Labels are managed in the "Product information" tab.

The labels are categorized into two categories: "Bio" and "Labels". The "Bio" section includes labels related to organic standards, while other general labels are listed under the "Labels" section. You can switch between the "Bio" and general labels by clicking on the respective tabs.

Labels	Yes	No	Certifiable	Certification body and no. comment
Bio-CH	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bio-EU	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Organic standard (outside EU/CH)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Bio Suisse Bio (origin of raw material: Switzerland)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bio Bio (origin of raw material: abroad)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Migros Bio	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
pasture beef bio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
BioLand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

1. Select the corresponding radio button ("Yes", "No" or "Certifiable")
2. Saving the specification



For all labels, there is an option in the right column "Certification body and no./comment" to enter the certification body and number, as well as an optional comment.

## 2.4. Ingredients

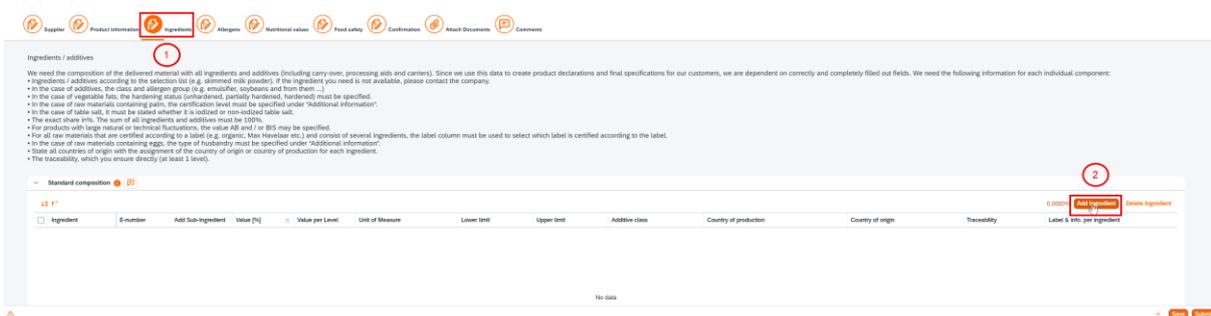
The standard composition can be maintained in the "Ingredients" tab. The percentage value (%) displayed above the "Add ingredient" button is automatically updated based on the entries in the "Value (%)" field.

Note: Ingredients, including the sub-ingredients, are sorted according to the following rules:

1. Value (%): Ingredients and sub-ingredients are listed in descending order of their percentage value (%), with the highest percentage at the top.
2. Internal specification number: If no value (%) is provided, the ingredients are sorted according to their internal specification number.

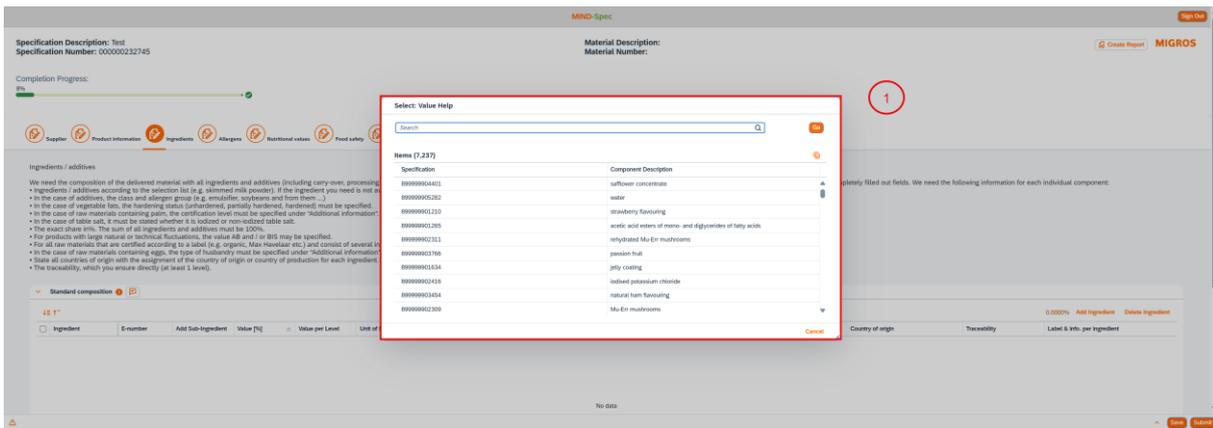
### Adding ingredients:

1. Navigate to the "Ingredients" tab
2. Click the "Add ingredient" button



A pop-up window opens with the available ingredients.

1. Select the desired ingredient

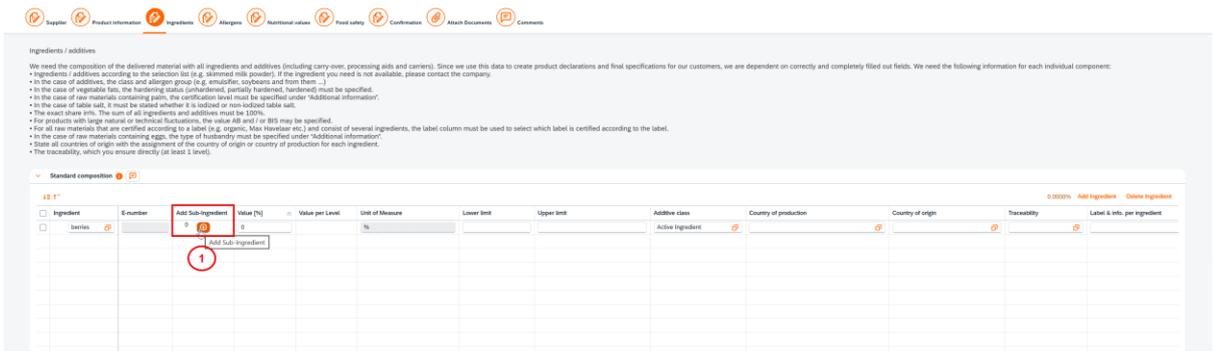


## 2. Saving the specification

### Adding sub-ingredients:

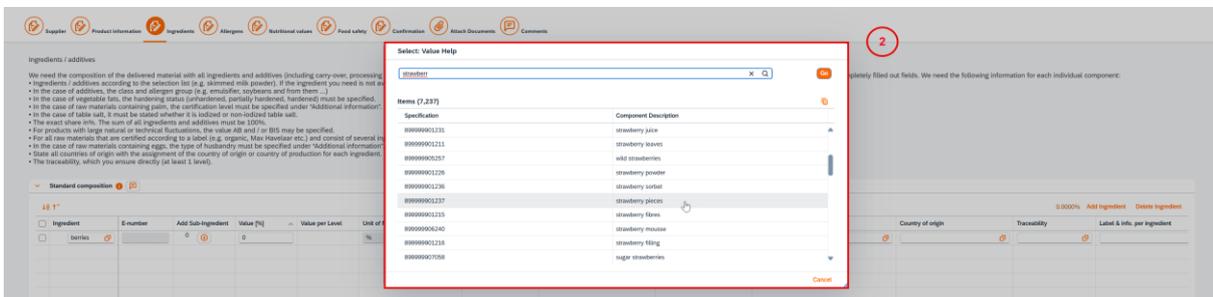
To add a sub-ingredient, the following steps must be followed:

1. Click on the "Add Sub-ingredient" button next to the corresponding parent ingredient.



A pop-up window appears for selecting the sub-ingredients.

2. Select the desired sub-ingredient
3. Repeat the process until all sub-ingredients have been recorded



4. Save the specification

Supplies Product information Ingredients Allergens Nutritional values Food safety Confirmation Attach Documents Comments

**Ingredients / additives**

We need the composition of the delivered material with all ingredients and additives (including carry-over, processing aids and carriers). Since we use this data to create product declarations and final specifications for our customers, we are dependent on correctly and completely filled out fields. We need the following information for each individual component:

- Ingredients / additives according to the selection list (e.g. skimmed milk powder). If the ingredient you need is not available, please contact the company.
- In the case of additives, the class and allergen group (e.g. emulsifiers, colorants and from them ...)
- In the case of vegetable fats, the hardening status (unhardened, partially hardened, hardened) must be specified.
- In the case of raw materials containing pain, the certification level must be specified under "Additional information".
- In the case of table salt, it must be stated whether it is iodized or non-iodized table salt.
- The exact share in % (The sum of all ingredients and additives must be 100%).
- For products with large natural or technical fluctuations, the value All and / or B15 may be specified.
- For all raw materials that are certified according to a label (e.g. organic, Fair-Trade etc.) and consist of several ingredients, the label column must be used to select which label is certified according to the label.
- In the case of raw materials containing eggs, the type of husbandry must be specified under "Additional information".
- State all countries of origin with the assignment of the country of origin or country of production for each ingredient.
- The traceability, which you ensure directly (at least 3 level).

**Standard composition**

Ingredient	E-number	Add Sub-Ingredient	Value [%]	Value per Level	Unit of Measure	Lower limit	Upper limit	Additive class	Country of production	Country of origin	Traceability	Label & info per ingredient
berries	3	0	0	%				Active Ingredient				
strawberry pieces	0	0	0	%				Active Ingredient				

As soon as all ingredients and the corresponding sub-ingredients have been maintained, the corresponding quantities must be specified.

1. All values in the "Value [%]" field must be filled in as a percentage (%) until the sum of all ingredients equals 100%

**Note on sub-ingredients:** The sub-ingredients are not included in the value stated above. However, the individual sub-ingredients of a main ingredient must collectively add up to 100%.

Example:

- Water 80%
- Banana puree 20%
  - Banana 80%
  - Sugar 20%

Total sub-ingredients = 100%

**Standard composition**

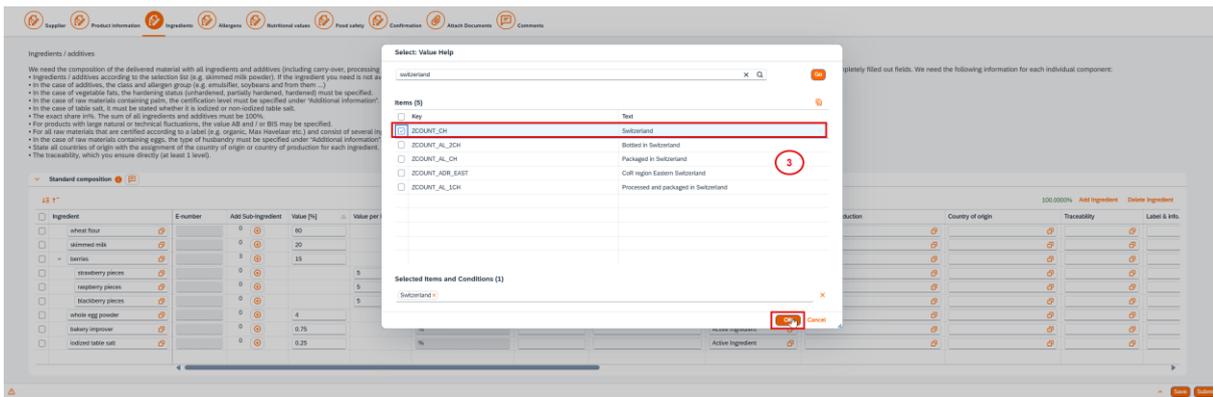
Ingredient	E-number	Add Sub-Ingredient	Value [%]	Value per Level	Unit of Measure	Lower limit	Upper limit	Additive class	Country of production	Country of origin	Traceability	Label & info
wheat flour	0	0	60	%				Active Ingredient				
skimmed milk	0	0	20	%				Active Ingredient				
bananas	3	0	15	%				Active Ingredient				
strawberry pieces	0	0	5	%				Active Ingredient				
raspberry pieces	0	0	5	%				Active Ingredient				
blackberry pieces	0	0	5	%				Active Ingredient				
whole egg powder	0	0	4	%				Active Ingredient				
bakery improver	0	0	0.75	%				Active Ingredient				
iodized table salt	0	0	0.25	%				Active Ingredient				

2. The search help for the individual fields can be used to select other required values.

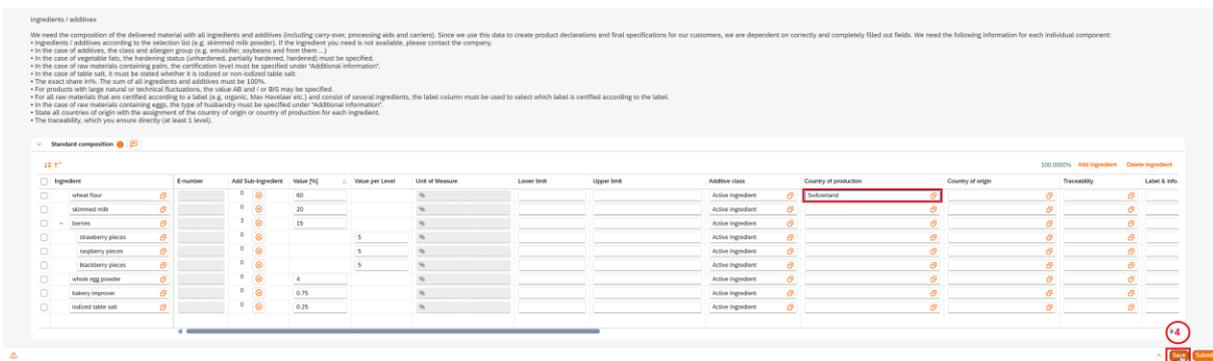
**Standard composition**

Ingredient	E-number	Add Sub-Ingredient	Value [%]	Value per Level	Unit of Measure	Lower limit	Upper limit	Additive class	Country of production	Country of origin	Traceability	Label & info
wheat flour	0	0	60	%				Active Ingredient				
skimmed milk	0	0	20	%				Active Ingredient				
berries	3	0	15	%				Active Ingredient				
strawberry pieces	0	0	5	%				Active Ingredient				
raspberry pieces	0	0	5	%				Active Ingredient				
blackberry pieces	0	0	5	%				Active Ingredient				
whole egg powder	0	0	4	%				Active Ingredient				
bakery improver	0	0	0.75	%				Active Ingredient				
iodized table salt	0	0	0.25	%				Active Ingredient				

3. A pop-up window opens in which the required information can be selected. Click on "OK" to close the window.



- The specification can then be saved by clicking on "Save" at the bottom right. The success message is confirmed and closed as usual by clicking on "OK".



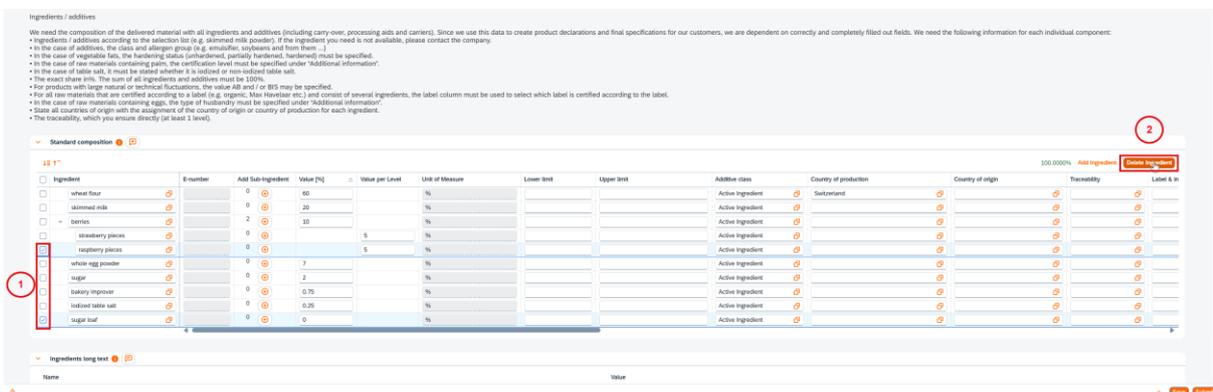
**Removal of (sub)ingredients:**

Ingredients and their sub-ingredients can be removed from the composition with a single click. Please note that deleting a parent ingredient automatically removes all associated sub-ingredients. The following steps must be carried out to delete (sub)ingredients:

- Select the (sub-)ingredient to be deleted
- Click on the "Delete ingredient" button

The desired (sub-)ingredients are removed and are no longer found in the standard composition.

- Save the specification to apply the change.



Ingredient	E-number	Add Sub-Ingredient	Value [%]	Value per Level	Unit of Measure	Lower limit	Upper limit	Additive class	Country of production	Country of origin	Threshold	Label & Info
wheat flour	0		82.0000		%			Active ingredient	Switzerland			
skimmed milk	0		20.0000		%			Active ingredient				
berries	1		10.0000		%			Active ingredient				
strawberry pieces	0			10.0000	%			Active ingredient				
whole egg powder	0		7.0000		%			Active ingredient				
sugar	0		2.0000		%			Active ingredient				
bakery improver	0		0.7000		%			Active ingredient				
redwood resin salt	0		0.2000		%			Active ingredient				

### Automatic allergen calculation:

If an ingredient containing an allergen is added to the standard composition, the corresponding allergen values are automatically transferred to the "Allergens" tab. For example, when adding "milk" or "wheat flour", the allergen value for "milk" or "wheat" is automatically set to "Does contain". The option fields for allergens that originate from such ingredients can then no longer be changed (they are blacked out).

Allergen	Does contain	Does not contain	Cross contamination risk	Unit of Measure	Value	Remark
wheat*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
egg*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Miscellaneous wheat*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		

## 2.5. Allergens

Allergen details can be managed in the "Allergens" tab. For each allergen, the following options are available: "Does contain", "Does not contain" or "Cross contamination risk".

- If the "Does contain" radio button is selected, the "Value" field is not mandatory, i.e. it can be left empty.
- If the "Does not contain" radio button is selected, the "Value" field is automatically set to the value "0 (zero)".
- If the "Cross contamination risk" radio button is selected, the "Value" field becomes mandatory (highlighted in red), and requires a value to be entered.

The following steps must be followed to record the allergen information:

1. Select the appropriate radio button: "Does contain", "Does not contain" or "Cross contamination risk"
2. Save the specification

Allergen	Does contain	Does not contain	Cross contamination risk	Unit of Measure	Value	Remark
wheat*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
spelt*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
Khosrau wheat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
rye*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
barley*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
oat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
Custardians and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/kg	0	
Eggs and products thereof*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fish and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Peanuts and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fully refined peanuts oil and fat and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		

A comment can be added for each allergen in the "Remark" column. Remarks can be entered and updated independently of the selected radio button. Remarks can also be updated even if no radio button is selected.

Allergen	Does contain	Does not contain	Cross contamination risk	Unit of Measure	Value	Remark
wheat*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
spelt*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg	0.075	Risk of cross contamination
Khosrau wheat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
rye*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
barley*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
oat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
Custardians and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/kg	0	
Eggs and products thereof*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fish and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Peanuts and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fully refined peanuts oil and fat and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		

You can use the "Does not contain" button in the top right-hand corner to select the "Does not contain" radio button for allergens at the same time.

1. After clicking on "Does not contain", a pop-up window appears.
2. Click on "OK".

Note: This function only applies to allergens that have not yet been maintained.

Allergen	Does contain	Does not contain	Cross contamination risk	Unit of Measure	Value	Remark
wheat*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
spelt*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg	0.075	Risk of cross contamination
Khosrau wheat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
rye*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
barley*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
oat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/kg		
Custardians and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/kg	0	
Eggs and products thereof*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fish and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Peanuts and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		
Fully refined peanuts oil and fat and products thereof*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/kg		

Allergen	Does contain	Does not contain	Cross contamination risk	Unit of Measure	Value	Remark
wheat*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/100g		
spelt*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/100g	0.075	Risk of cross contamination
Mission wheat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/100g		
rye*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/100g		
barley*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/100g		
oat*	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	g/100g		
Custardians and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/100g	0	
Eggs and products thereof*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	g/100g		
Fish and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/100g	0	
Peanuts and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/100g	0	
Fully refined peanuts oil and fat and products thereof*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	g/100g	0	

After finally checking the updated data, the specification can be saved by clicking on "Save" at the bottom right.

## 2.6. Nutritional information

The nutritional information is managed in the "Nutritional values" tab.

1. Mandatory nutritional values, marked with a red star, must be completed in the "Value" field
2. Save the specification

Nutrient	Unit of Measure	Value	Lower limit	Upper limit	Remark
energy*	kJ	<input type="text"/>	<input type="text"/>	<input type="text"/>	
energy*	kcal	<input type="text"/>	<input type="text"/>	<input type="text"/>	
fat*	g	<input type="text"/>	<input type="text"/>	<input type="text"/>	
of which saturated fatty acids*	g	<input type="text"/>	<input type="text"/>	<input type="text"/>	
of which monounsaturated fatty acids	g	<input type="text"/>	<input type="text"/>	<input type="text"/>	
of which polyunsaturated fatty acids	g	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Nutrients are organized into different groups, such as "Minerals". Clicking on a nutrient group reveals the nutrients within that group. When switching between nutrient groups, the system recognises unsaved data and displays a warning message. Click on "Save" to apply the changes. If you do not want to save the data, you can click on "Discard".

Nutrient	Unit of Measure	Value	Upper limit	Remark
sodium*	mg	<input type="text"/>	<input type="text"/>	
Calcium	mg	<input type="text"/>	<input type="text"/>	
chloride	mg	<input type="text"/>	<input type="text"/>	
Chromium	µg	<input type="text"/>	<input type="text"/>	
Copper	mg	<input type="text"/>	<input type="text"/>	
Sulfur	mg	<input type="text"/>	<input type="text"/>	

Additional information or updates on each nutrient can be entered in the "Remark" column.

Please add the corresponding values to the nutrients. Please note the reference variable and the unit when inputting the values. The sum of total fat, total proteins, total carbohydrates, total roughage, total minerals and water must absolutely result in 100g/100g. It should be noted here that the total roughage is not counted in with the total carbohydrates.

**Nutrient composition**

**Nutritional values** Minerals Other substances

Nutrient	Unit of Measure	Value	Lower limit	Upper limit	Remark
sodium*	mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calcium	mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
chloride	mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chromm	µg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
copper	mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
fluoride	mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Submit

As soon as all (mandatory) nutritional values have been recorded, the specification can be saved.

## 2.7. Information on food safety

Data on food safety (e.g. microbiological and chemical-physical information) can be maintained in the "Food safety" tab.

In this tab, multiple instances are often used (see Chapter 1.5. Maintenance of multiple instances for instructions). It is also recommended to always check the properties to ensure that more than one instance is maintained.

MIND-Spec Sign Out

Specification Description: Test  
Specification Number: 00000232745

Material Description:  
Material Number:

Create Report MIGROS

Completion Progress: 38%

**Supplier** **Product information** **Ingredients** **Allergens** **Nutritional values** **Food safety** **Confirmation** **Attach Documents** **Comments**

**Microbiology (mandatory field)** **Listeria spp.**

1. Microbio - characteristics: Listeria spp. 2. Microbiology - unit: mg 3. Microbio - limit M:

4. Microbio - certif. of analysis: No

Name	Value
Microbio - remark	<input type="text"/>
Microbio - frequency*	<input type="text"/>

**Microbiology (others)** **Yeasts**

1. Microbio - characteristics:  2. Microbio - unit:  3. Microbio - limit M:

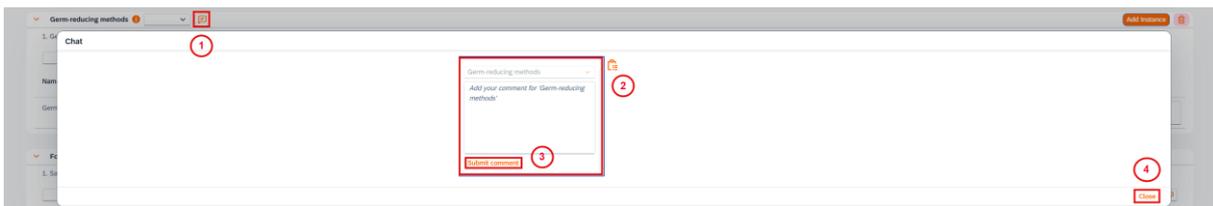
Add instance

Save Submit

## 2.8. Comments

The comment function is available for each property and allows users to leave comments. These comments are visible to all users with access to the MIND-Spec specification. To add a comment, follow the steps below:

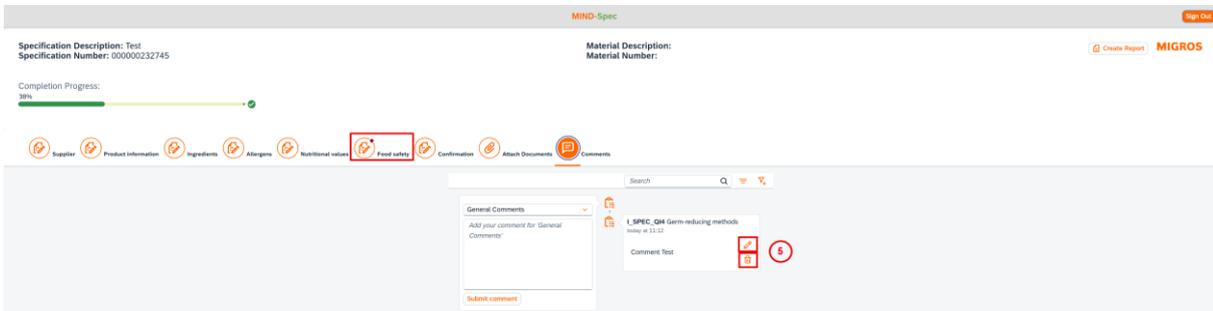
1. Click on the "Chat symbol" (e.g., "Germ-reducing processes")
2. A pop-up window with a comment field will appear.
3. Enter the desired comment in the field and click on the "Submit comment" button to save it.
4. To close the pop-up, click on "Close".



A red dot on the respective tabs indicates that at least one comment has been entered on that tab.

All comments are displayed in the "Comments" tab, along with an indication of the tab in which each comment was entered.

5. Comments can be edited by clicking on the pencil icon. To delete a comment, click on the rubbish bin icon.

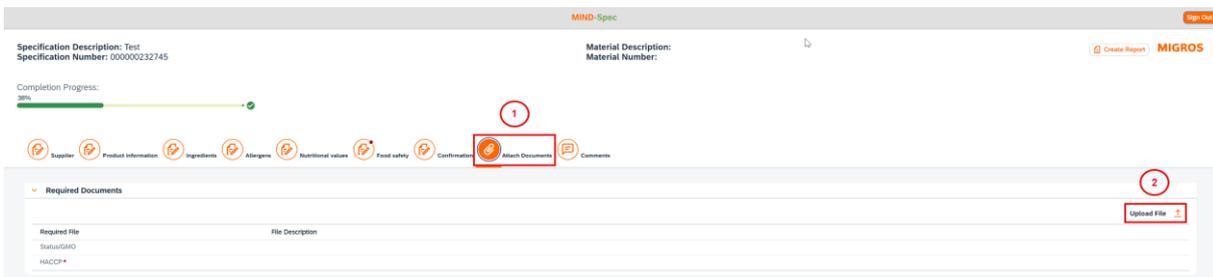


## 2.9. Attachment of documents

Documents can be attached in the "Attach documents" tab. A red star next to the desired document type indicates that the document is required.

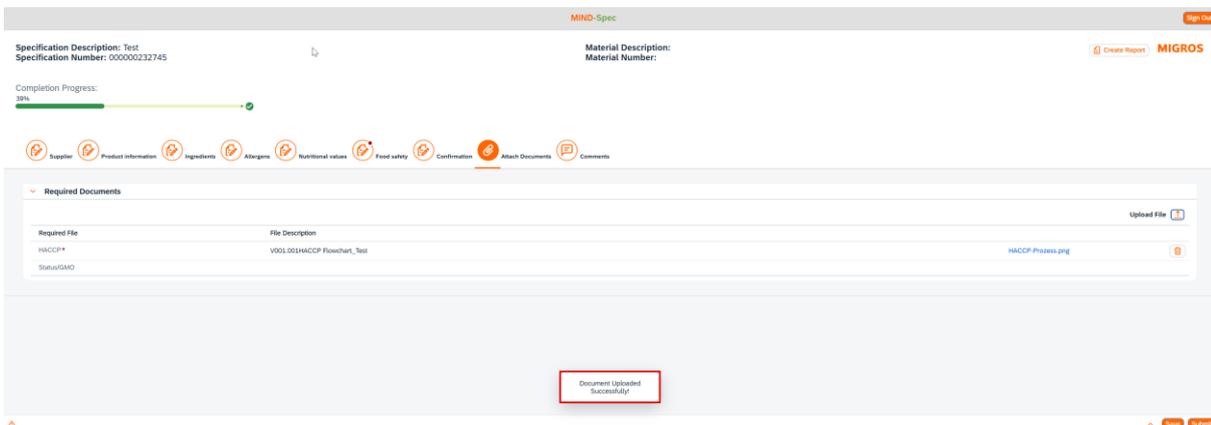
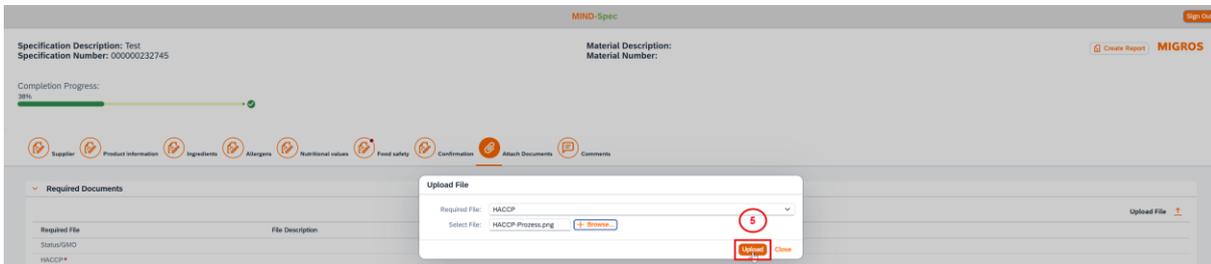
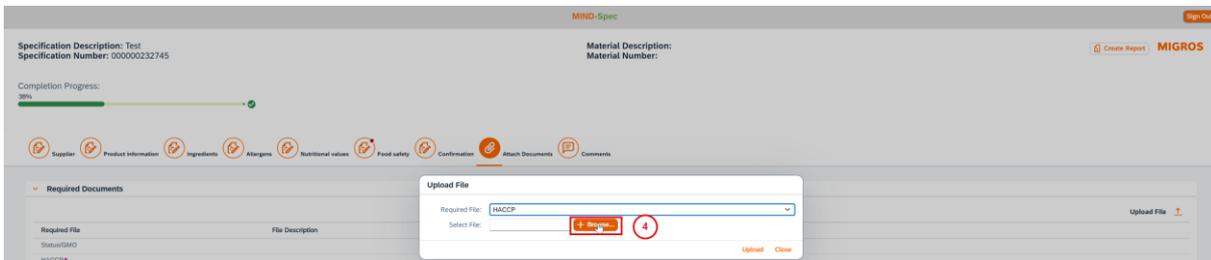
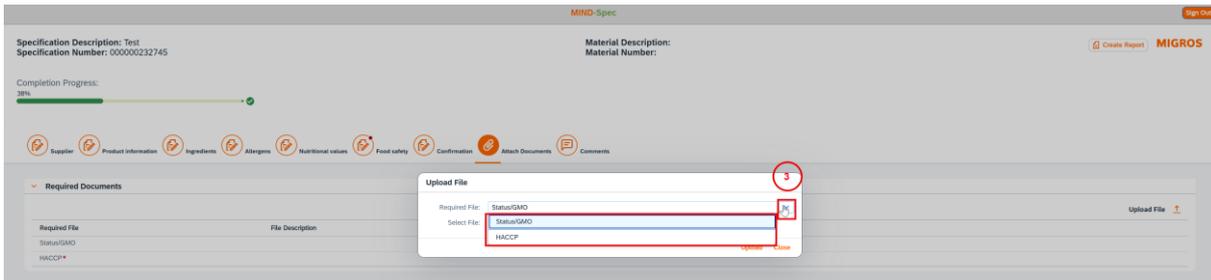
**Note:** Files of any type (e.g., Excel or Word files) can be uploaded. There are no size limits or restrictions on the number of files that can be uploaded.

1. To attach a document, first select the "Attach documents" tab.
2. Click on "Upload File".



A pop-up window will open where you can enter the file information and upload the file.

3. Under "Required file", use the drop-down menu to select the desired document type.
4. Click on the "Browse" button to choose the appropriate file from your local system.
5. Click on the "Upload" button to upload the file. After a successful upload, a **confirmation message** will appear.

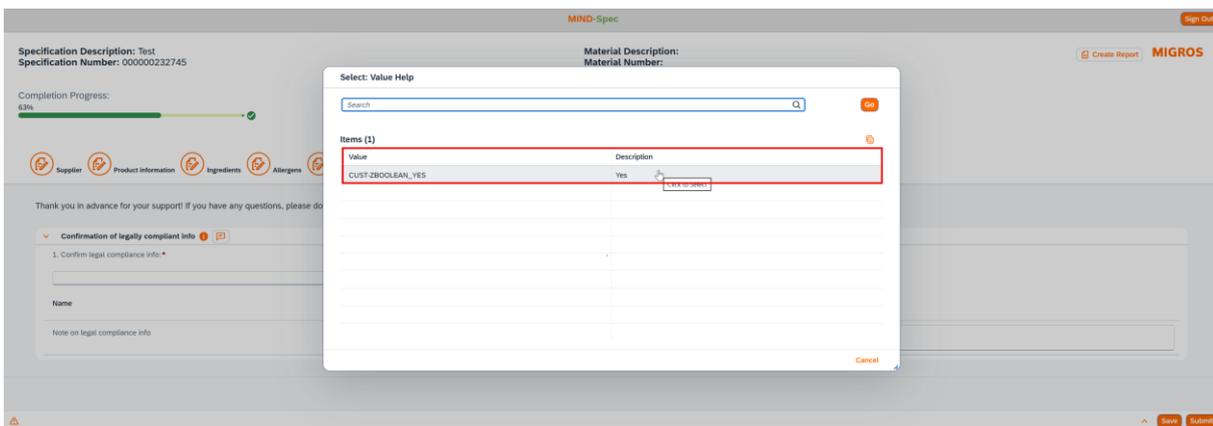
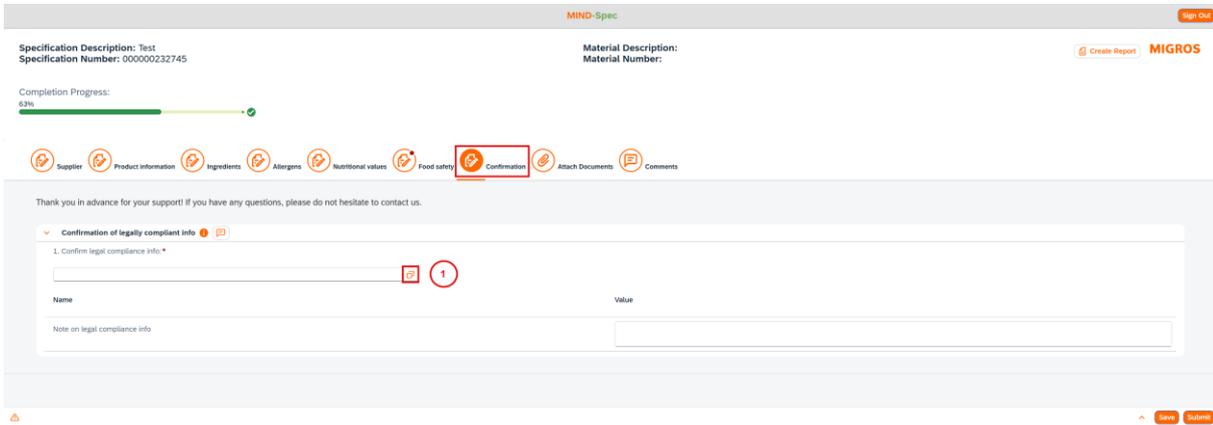


## 2.10. Confirmation

The data entered must be reviewed and confirmed in the "Confirmation" tab. It is ensured that the goods comply with Swiss laws and EU guidelines (including all existing and future additions or amendments). In addition, it is confirmed that compliance with these specifications is also guaranteed for future deliveries. Changes to the information listed

must be coordinated in advance with the responsible Migros Industry contact partner without being requested to do so.

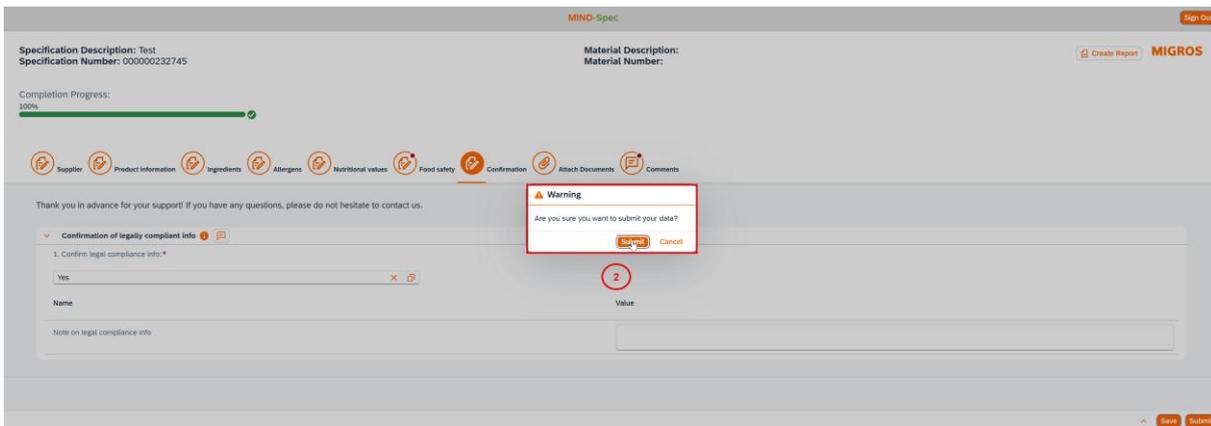
1. Clicking on the confirmation button will open a pop-up window.
2. By selecting the "Yes" option, you confirm that all details have been entered correctly to the best of your knowledge and belief.



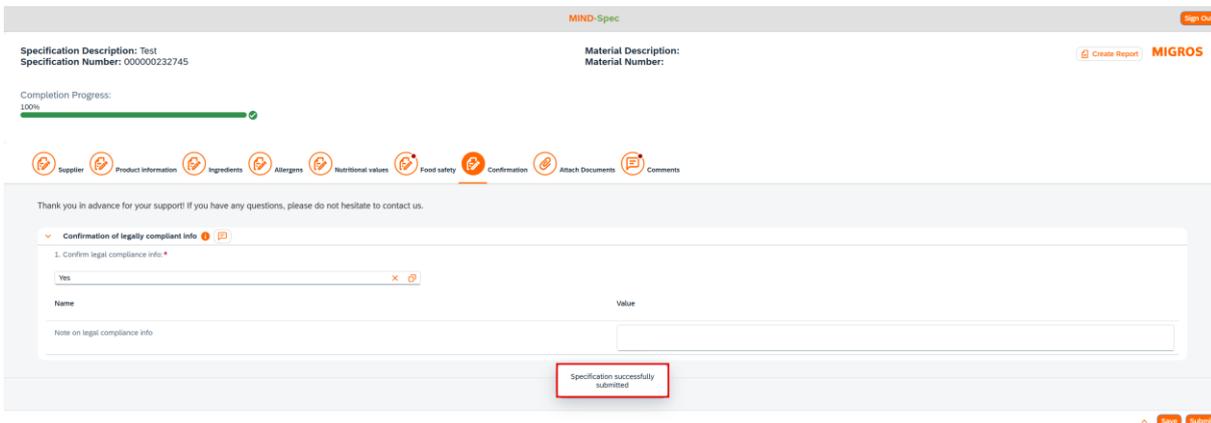
### 3. Submission of the specification

Once all the required information has been entered, the progress bar will reach 100%. To submit the specification, click the "Submit" button.

1. After clicking "Submit", a pop-up window will appear with a warning prompting you to confirm again.
2. To proceed, click "Submit" in the pop-up window.

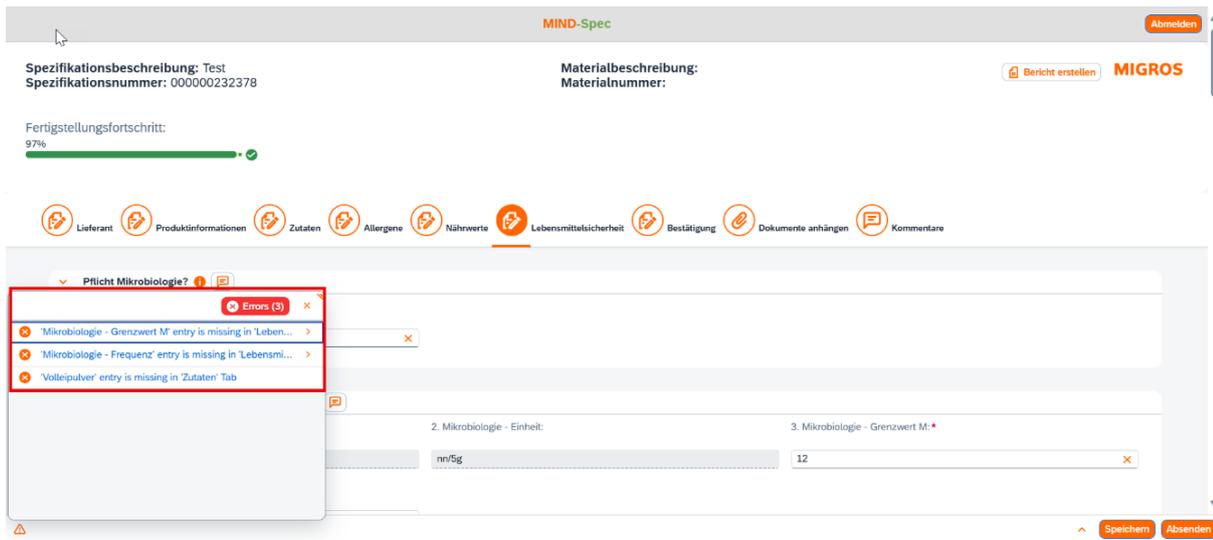


A success message will then appear, confirming that the specification has been successfully submitted.



#### **Error handling when submitting the specification to Migros:**

If mandatory information is missing or has not been updated when clicking the "Submit" button, a message will appear at the bottom left of the screen. Clicking on the individual error messages will direct you to the specific tabs where the missing information can be added.



### 3.1. After submission of the specification

Once the specification has been successfully submitted, a confirmation email will be sent.

MINDSpec Confirmation of Receipt Nb. 000000232745



\*\*\*\*\*

Dear Business Partners,

We confirm the successful receipt of the specification you have completed:

Specification Number: 000000232745  
Material Number:  
Material Designation:

Thank you for taking the time to provide all the required information. Our team will review the specification promptly and will contact you if further information or clarifications are needed.

If you have any questions or comments, please do not hesitate to contact us.

Thank you for your cooperation.

Best regards

### 3.2. Review by Migros

After submission, the responsible Migros department will carefully review the specification.

#### In case of missing information or concerns

If there are concerns, missing details or questions about the submitted specification, an email will be sent with a comment on the missing information. It is recommended to regularly check your email inbox for such notifications.

MINDSpec Corrective measures req. Nb. 000000232657



Dear Business Partners,

Thank you very much for completing the specification:

Specification Number: 000000232657

Material Number:

Material Designation:

To finalise these, we need the following additions, adjustments or corrections from you:  
Ablehnung - bitte Daten überprüfen

Please log in to our specification tool **MIND-Spec** to complete the specification and send it back to us. You can find the direct link to the specification here:

[Link to the specification](#)

We kindly ask you to complete and submit the specification via the tool within the next **5 working days**.

In case of technical issues, content-related questions, or any other difficulties, please contact the person listed below the signature.

Thank you for your timely processing.

Best regards

Once the missing information has been added, the specification can be resubmitted for review. The responsible Migros department will then recheck the specification and provide further feedback.

### Approval of the specification:

After the specification has been carefully checked and approved, an email will be sent to confirm the approval of the specification.

MINDSpec Specification released Nb. 000000232657



Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Französisch | [Übersetzungseinstellungen](#)

Dear Business Partners,

Thank you very much for completing the specification:

Specification Number: 000000232657

Material Number:

Material Designation:

The specification has now been released. The report can now be downloaded in our specification tool **MIND-Spec**. You can find the direct link to the specification here:

[Link to the specification](#)

Should you have any questions, please do not hesitate to contact us.

Best regards

### Rejection of the specification:

If the provided data does not meet Migros' conditions or standards, the specification may be rejected. In such cases, an email notification will be sent.

MINDSpec Specification cancelled Nb. 00000232692



 Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Englisch | [Übersetzungseinstellungen](#)

\*\*\*\*\*

Dear Business Partners

The specification has been cancelled on our side and can no longer be edited.  
[Link to the specification](#)

If you have any questions, please do not hesitate to contact us.

Kind regards

## 4. Report Generation

At any stage of the specification process, it is possible to generate a report based on the information provided. A PDF report can be generated and automatically downloaded using the "Create Report" button at the top right of the screen. The file can be opened directly in the browser or viewed with applications such as Foxit PDF Reader or Adobe Acrobat.

The screenshot displays the 'MIND-Spec' web interface. At the top, it shows 'Specification Description: Test' and 'Specification Number: 00000232745'. On the right, there are fields for 'Material Description:' and 'Material Number:', along with a 'Create Report' button and the 'MIGROS' logo. A 'Completion Progress' bar is shown at 100%. Below this is a navigation menu with icons for 'Supplier', 'Product Information', 'Ingredients', 'Allergens', 'Nutritional values', 'Food safety', 'Confirmation' (which is highlighted), 'Attach Documents', and 'Comments'. A message reads: 'Thank you in advance for your support! If you have any questions, please do not hesitate to contact us.' The main content area is titled 'Confirmation of legally compliant info' and contains a section '1. Confirm legal compliance info: \*'. It has a 'Yes' radio button selected. Below this is a table with columns 'Name' and 'Value'. The table contains one row: 'Note on legal compliance info' with an empty value field. At the bottom right, there are 'Save' and 'Submit' buttons.

Note: The language of the report depends on the language settings of the browser being used.