MANUAL GUIDE
APLIKASI CEROL
v.3.0

Global Halal Centre

CEROL
SS-23000
Smart & Trusted Halal Service

Menu Front

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I. PREFACE

Cerol SS-23000 or SS-23000 online certification is a web-based LPPOM MUI halal certification application to provide convenience in sending and storing data. Cerol SS-23000 is the first online application used in the halal certification process in Indonesia. The first Cerol application was introduced to the world on 24 May 2012. This application is equipped with a data center that has been ISO 27001: 2013 certified.

The facilities provided by Cerol SS-23000 are:

1. Customers can register for halal certification anytime and anywhere, so there is no need to visit the LPPOM MUI office.
2. Confidential documents related to company materials and systems, are well kept by Cerol system.
3. Customers are able to monitor every stage of the halal certification process in real time.
4. Paperless.

The first generation Cerol (1.0) has features that support the basic activities of halal certification, namely registration, pre-audit, audit (auditor feature), post-audit and fatwa.

Challenges in the halal certification process encourage CEROL SS-23000 to develop better. Therefore, the second generation (2.0) was launched in 2015 with additional features of online payment, SK inquiry, periodic reports, submission of new raw materials and generating audit assignment letters.

In its 7th year, Cerol, now comes with the third generation (3.0) which was launched with a different look by supporting the halal certification process as a whole with its newest features namely audit scheduling and several other supporting features that can provide comfort and convenience for its users

Before starting the registration process, make sure the company has implemented the Halal Assurance System (SJH) and prepared halal certification data. A summary of the SJH criteria and halal certification data can be seen on the next page. To understand the SJH criteria, companies must take the SJH training organized by LPPOM MUI. Registration for SJH training can be done via email traininghalal@halalmui.org.
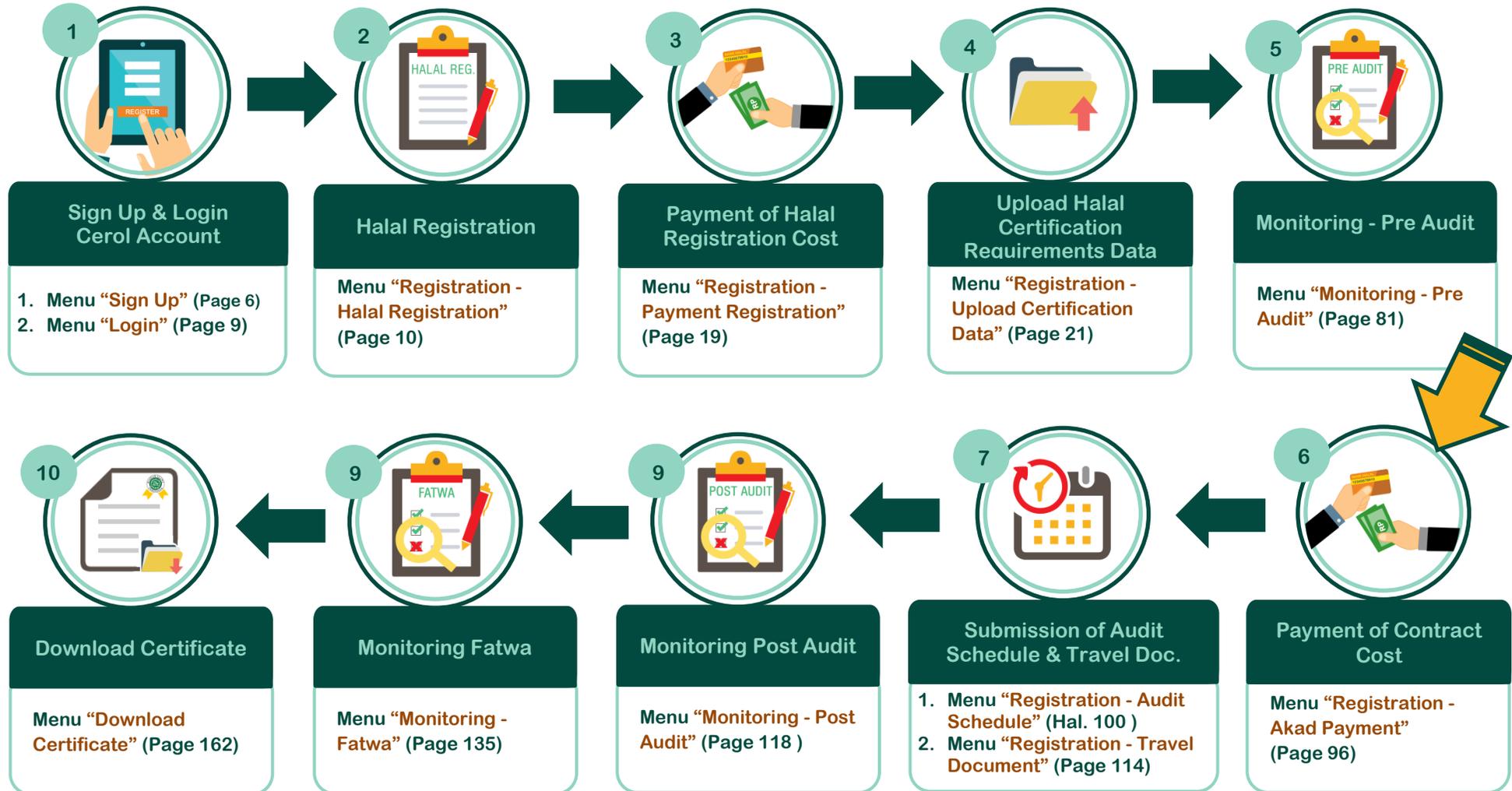
Companies that register halal certification to LPPOM MUI must apply SJH in accordance with HAS 23000 document. Following is a summary of HAS 23000 document:

1. Top Management must establish and socialize Halal Policy. Halal policy contains the company's commitment to produce halal products consistently.
2. Top Management must establish a Halal Management Team that includes all sections involved in critical activities and has clear duties, responsibilities and authority.
3. The company must have a training implementation procedure. Internal training must be held at least once a year and external training must be held at least once every two years.
4. Materials used in the manufacture of products must not come from unclean/unclean materials.
5. Product names may not use names that refer to something that is forbidden or worship that is not in accordance with Islamic sharia.
6. Production facilities must ensure that there is no cross-contamination with unclean/unclean material.
7. The Company must have written procedures regarding the implementation of critical activities, namely activities in the production chain that can affect the halal status of the product.
8. The Company must have a written procedure to guarantee the ability to trace certified products from materials that meet the criteria (approved by LPPOM MUI) and be produced in production facilities that meet the criteria (free of pork / derivatives).

9. The Company must have written procedures for handling products that do not meet the criteria.
10. The Company must have a written procedure for internal audit of SJH implementation. Internal audits are conducted at least every six months and are carried out by competent internal halal auditors.
11. Top Management / representatives must conduct a management review at least once a year, with the aim of assessing the effectiveness of the application of SJH.

In addition to HAS 23000, LPPOM MUI has published other HAS documents which can be viewed at LPPOM MUI website www.halalmui.org through the **E-Store menu**.

II. ONLINE HALAL CERTIFICATION PROCESS

1 — Sign Up & Login Cerol Account
1. Menu "Sign Up" (Page 6)
2. Menu "Login" (Page 9)

2 — Halal Registration
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3 — Payment of Halal Registration Cost
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4 — Upload Halal Certification Requirements Data
Menu "Registration - Upload Certification Data" (Page 21)

5 — Monitoring - Pre Audit
Menu "Monitoring - Pre Audit" (Page 81)

6 — Payment of Contract Cost
Menu "Registration - Akad Payment" (Page 96)

7 — Submission of Audit Schedule & Travel Doc.
1. Menu "Registration - Audit Schedule" (Hal. 100)
2. Menu "Registration - Travel Document" (Page 114)

9 — Monitoring Post Audit
Menu "Monitoring - Post Audit" (Page 118)

9 — Monitoring Fatwa
Menu "Monitoring - Fatwa" (Page 135)

10 — Download Certificate
Menu "Download Certificate" (Page 162)

III. CEROL v.3.0 APPLICATION MENU

Cerol v.3.0 application is designed with 2 grouping menus, namely the Front menu and the Back menu. Following is the explanation of Cerol v.3.0 Application menu based on the grouping of the Front menu.

A. Front Menu

Front Menu is a menu that can be accessed without having to login. The Front Menu consists of:

1. Home

The Home menu functions to display a slide show of service information from LPPOM MUI. This menu will open as a start screen when accessing the Cerol Application v.3.0 website at www.e-lppommui.org/new.
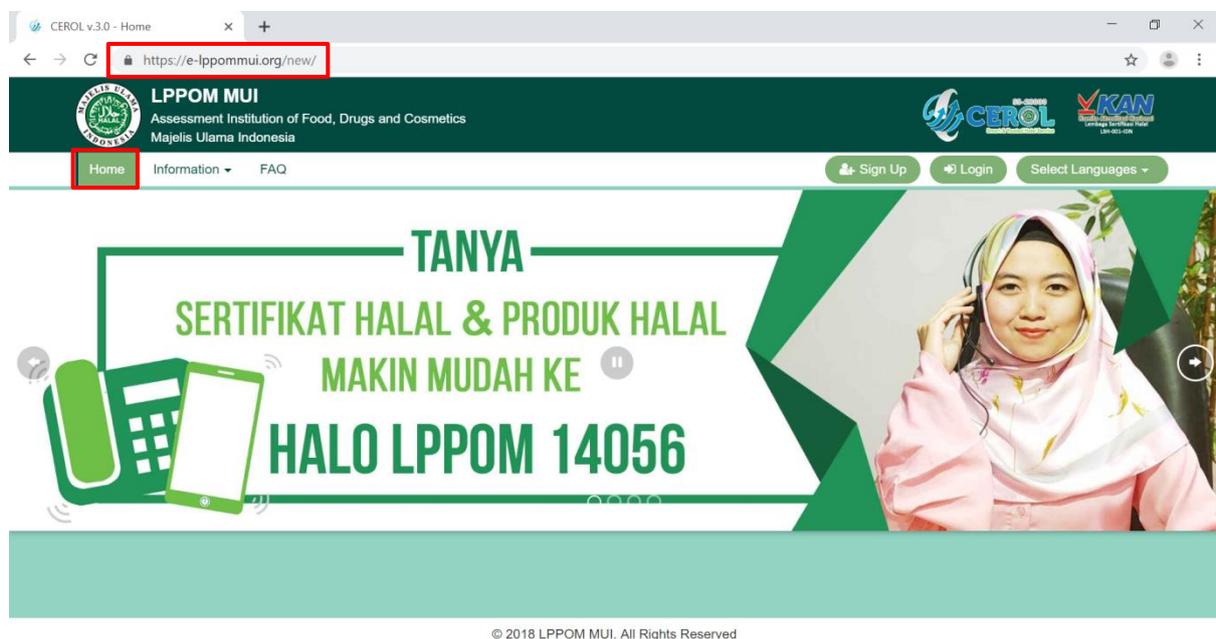
Page Display *"Home"*

2. Information

The "*Information*" menu functions to display information related to halal certification which includes:

2.1 Information - Certification

The "*Information - Certification*" menu functions to display MUI halal certificate number information based on company name, product group, validity period of halal certificate and halal registration status. The information displayed is only the latest data per month in progress. How to access it is to click the "*Information*" dropdown menu, then click the "*Certification*" menu on the main menu.
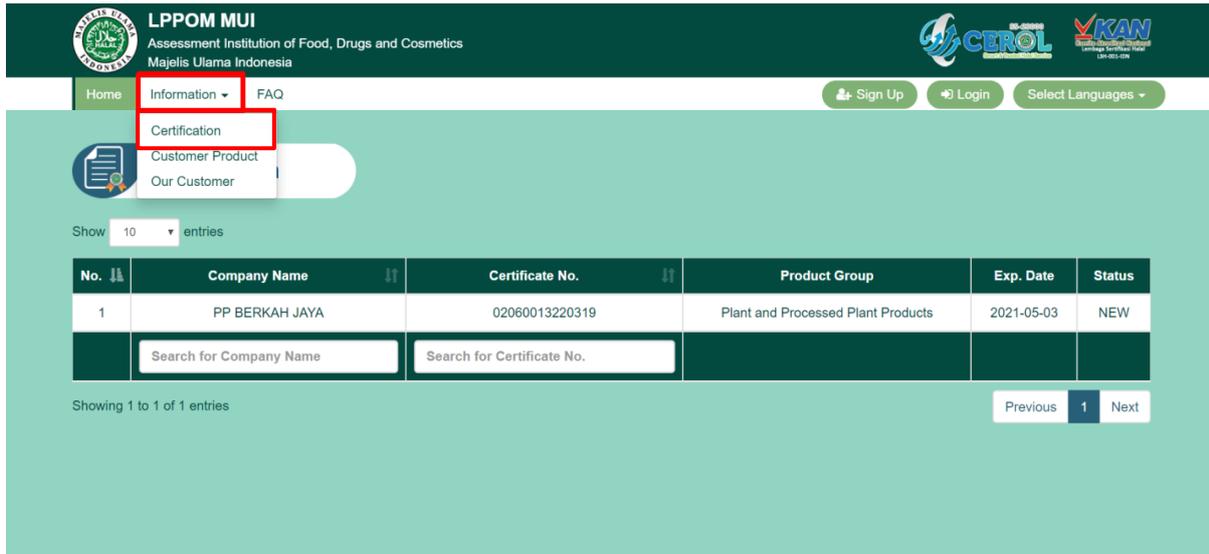
Page Display *"Information - Certification"*

2.2 Information - Customer Product

The *"Information - Customer Product"* menu functions to display product name information based on company name, certificate number and validity period of halal certificate. The information displayed is only the latest data per month in progress. How to access it is to click the *"Information"* dropdown menu, then click the *"Customer Product"* menu on the main menu.

Page Display *"Information - Customer Product"*

2.3 Information - Our Customer

The *"Information - Our Customer"* menu functions to display Customer name information in LPPOM MUI based on the address and country of origin of the Customer. How to access? It is by clicking the *"Information"* dropdown menu, then clicking the *"Our Customer"* menu on the main menu.

Page Display *"Information - Our Customer"*

3. FAQ

The "*FAQ*" menu functions to display frequently asked questions about halal certification. How to access? It is by clicking the "*FAQ*" menu on the main menu.
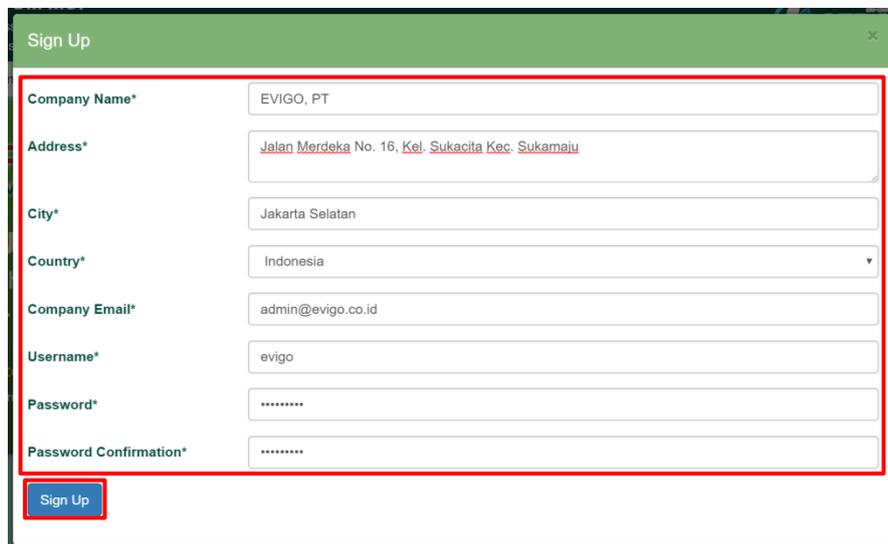

Tampilan Halaman *"FAQ"*

4. Sign Up

The "*Sign Up*" menu functions to provide features for Customers who will process the account registration as a user of Cerol Application v.3.0. How to access? It is by clicking the "*Sign Up*" menu on the main menu.

Page Display*"Home"*

After the "*Sign Up*" menu is clicked, a "*Sign Up*" pop-up form will appear as below.


The "*Sign Up*" process consists of 2 stages, namely the process of submitting the "*Sign Up*" form and the account activation process via email.

4.1 Submission of Sign Up Form

All column names with an * sign in the "*Sign Up*" pop-up form, must be filled in by the Customer. The steps for submitting the "*Sign Up*" pop-up form are as follows:

1) Fill in the "*Sign Up*" pop-up form with the following filling conditions:
   a) Fill in the fields "*Company Name*"*, "*Address*"*, "*City*"*, and "*Country*"* with data in accordance with company profile data.
   b) Fill in the "*Company Email*"* column with a valid and still active email address, because the email address will be sent an email containing a link for activation of the Cerol Application v.3.0 account.
   c) Fill in the "*Username*"* column that will be used to log in to the Cerol Application v.3.0. If when filling in, a warning dialog box appears, then it means that the username that was filled in has been used by another user, therefore fill in the "*Username*"* column with another different username.
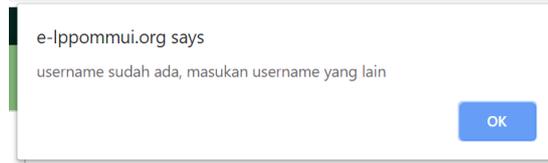
Display of "*Username*" Column Warning Dialog Box

Data that is filled in the "*Username**" column cannot be changed, if the process of filling out the "*Sign Up*" form has been completed and successfully carried out.

d) Fill in the "*Password**" column that will be used to log into the Cerol Application v.3.0 with a minimum password character of 8 characters.

e) e) Fill in the "*Password Confirmation**" column the same as those previously filled in the "*Password**" column.

2) Click the "*Sign Up*" button.

Please Note !

1. **The account that has been created in Cerol Application v.3.0 is used by 1 (one) company as long as the company registers the halal certificate (forever) so it must be stored properly. Account *username* cannot be changed for any reason.**

2. **The data in the "*Company Name*" column that has been filled in is data that will be printed on the halal certificate and cannot be changed after the Sign Up process has been successfully carried out. The company can submit changes through the CEROL Service admin.**

4.2 Account Activation

The next stage of the process is "*Account Activation*" via email. The customer checks the email (Company Email) that has been registered at the time of submitting the "*Sign Up*" form. Customers will receive an email containing an account activation link when the process for submitting the "*Sign Up*" form has been completed and successfully carried out. The following is an example of an account activation email that will be received by the Customer.
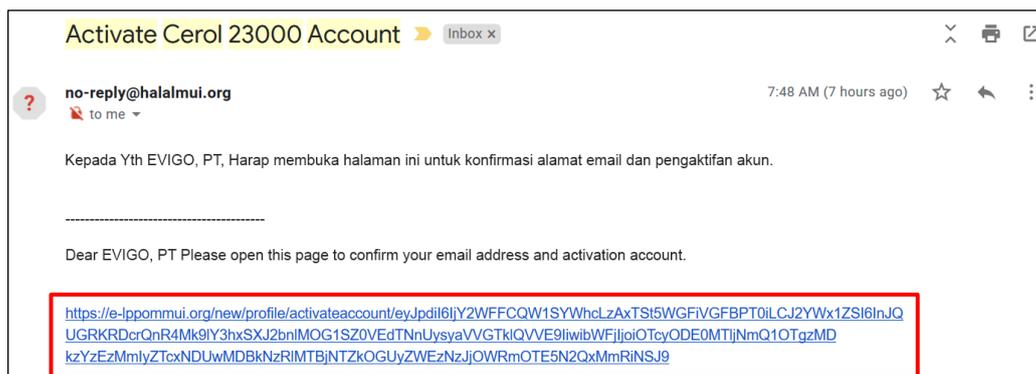
Display Account Activation Email

The customer must click the activation link in the email that has been received. In this process, the Cerol system checks that the email that has been registered by the Customer during the process of submitting the "*Sign Up*" form is a valid email.

Please Note !

1. **If the customer does not immediately get an account activation email in the *Inbox* email menu, please check the "*Spam*" menu in the email.**
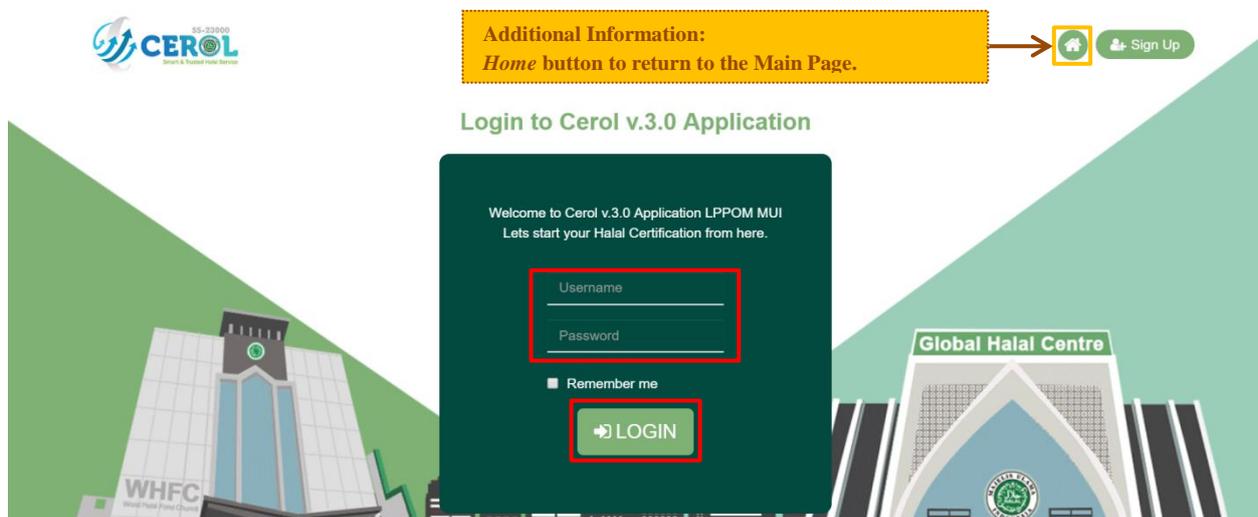
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5. Login

The "*Login*" menu functions to provide features for customers who already have a Cerol account in accessing the "*back*" menu. How to access? It is by clicking the "*Login*" menu on the main menu.

Page Display *"Home"*

After the "*Login*" menu is clicked, a "*Login*" page will appear as below.

Page Display *"Login"*

The steps to do the Login process are as follows:

1) Fill in the "*Login*" form with the following filling conditions:
    a) Fill in the "*Username*" column the same as those filled in the submission process for the *Sign Up* form.
    b) Fill in the "*Password*" column the same as the one that was filled in during the *Sign Up* form
2) Click the "*Login*" button.

SS-23000

CEROL

Smart & Trusted Halal Service

LEMBAGA PENGKAJIAN PANGAN, OBAT-OBATAN, DAN KOSMETIKA (LPPOM MUI)
MAJELIS ULAMA INDONESIA

Global Halal Center, Jl. Pemuda No. 5 - Bogor 16161
Telp. (0251) 8358748 | Fax. (0251) 8358747
Call Center Halo LPPOM : 14056
Email: services@halalmui.org / info@halalmui.org