

User manual New Item Registration (NIR) application

This is one of MDM PowerApps was created to simplify the NIR request process. In this manual you will read how you can request an item and what all the app functions are.

You can find the app on [Certis Belchim shared space](#) - Home (sharepoint.com),

or [Master Data Management Portal](#). In case you have not found the link please contact Support Power Platform [<support.powerplatform@certisbelchim.com>](mailto:support.powerplatform@certisbelchim.com).

Also, there are tutorial videos on how to use the NIR app, click this link to watch: [Videos](#)


Inhoud

1.	How to request a new item	1
1.1	Based on existing information (Currently not available)	2
1.2	Blank NIR.....	5
2.	How to view requested items	8
2.1	Resubmit a rejected request.....	8
3.	For approvers	9
4.	Contacting information	10

1. How to request a new item

To request a new item please start the app. On the homepage you will find a green button (pointed to with a red arrow below). On this button “New NIR” is written. Click this button.

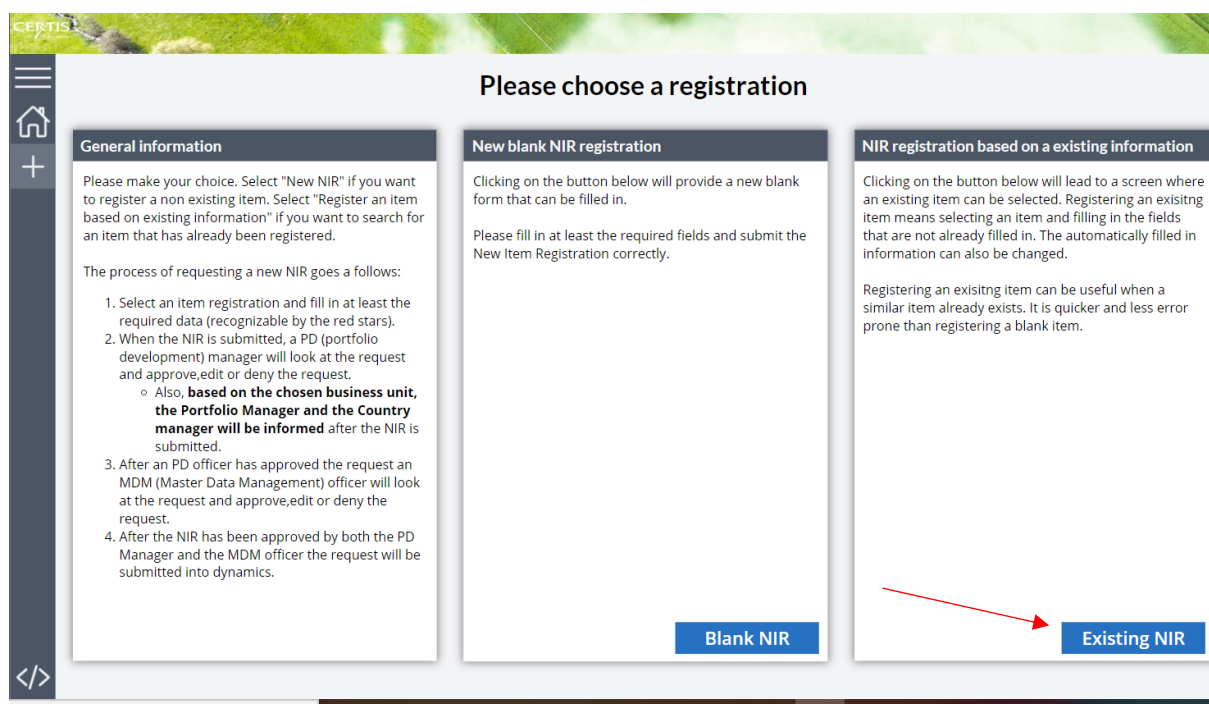
New Item Registration Application (NIR)

General information	New registration	NIR Overview (For Approvals)
<p>This app is made for the registration of new items. There are two types of registrations:</p> <ol style="list-style-type: none">1. Register a new blank item2. Register an item based on existing information <p>An item can be created with the button: "New NIR". After clicking the button you can make your choice.</p> <p>Please only use this application if your country uses Dynamics365</p> <p>Click here to look at the manual for the new item registration application (for requesters and approvers). Click here to look at tutorial videos for approvers and requesters.</p> <p>Click here to look at the naming conventions for Active Ingredients and Formulations.</p> <p>If you have any questions don't hesitate to contact the innovation management team.</p> <p>Also, you can request a new application, request a change to an application or report a bug using the solution request app.</p>	<p>Click here to register a new item. An item can be made from blank or based on an item with existing information.</p> <p>An item with existing information is an item that already contains some information about attributes, making it easier and quicker to fill in than a blank item. Also useful when an existing item needs to be introduced in another country.</p> <p></p> <p>New NIR</p>	<p>Click here to see an overview of the newly registered Item Requests (only visible for approvers)</p> <p>In this environment approvers can look at the new NIR's and approve the requests, or look at the details from a requested NIR</p> <p>You have: 1 Item waiting for approval</p> <p>NIR Approval</p>

After clicking on the button, you will be sent to a new page. On this page you will be able to make a choice. The choices are: [1.1 Blank NIR based registration](#) and [1.2 NIR registration](#) based on existing information. Below you will find both choices explained.

1.1 Based on existing information (Currently not available)

By clicking this button (pointed to with a red arrow in the image below) you will be able to request a new item based on an item or information that is already in dynamics.



A different page will be visible. On this page you will be able to search for an item to copy. To search click on the grey search bar (highlighted yellow in the image below). You can search by product name, formulation, QC code, Item number and Active Ingredient.

Please note that it could happen that the item you are looking for is available in dynamics but not available in the app. This is due to the fact that the app uses an export from a database. It could take some time for the data to be exported. For any questions you can contact the Support Power Platform <support.powerplatform@certisbelchim.com>.

CERTIS

[Back](#) [Refresh](#)

Search for existing registration

Please search for an existing registration to use for the new item registration, the data that is linked to this item can be changed in the steps after.

You can search by:

- Product Name
- Formulation
- QC Code
- Item Number
- Active Ingredient

1226 Items available

Please select an item or a dummy

Item Description:	Formulation:	Product Group:	QC Code:	Active Ingredient:	Registration Owner:	
KONA NL 1000L	alkylamine-ethoxylate SC	Adjuvant	C1539	alkylamine-ethoxylate	Certis Netherlands	
KONA NL 200L	alkylamine-ethoxylate SC	Adjuvant	C1539	alkylamine-ethoxylate	Certis Netherlands	
TEGOPLANT HU 10X1L	polyether-polyethyl trisiloxane 1020 g/L DC	Adjuvant	C1660	polyether-polyethyl trisiloxane	Certis Hungary	
KARIBU HU 10X1L	polyether-polyethyl trisiloxane 1020 g/L DC	Adjuvant	C0287	polyether-polyethyl trisiloxane	Certis Hungary	
BREAK-THRU S 240 HU 10X1L	polyether-polyethyl trisiloxane 1020 g/L DC	Adjuvant	C0287	polyether-polyethyl trisiloxane	Certis Hungary	
Item Description:	Formulation:	Product Group:	QC Code:	Active Ingredient:	Registration Owner:	

If you have found the item, you were looking for click the highlighted button to open a new page with the item that you want.

After clicking this button, a page will open that looks like the page below this text. In this page it is possible to change a couple of fields. To change the data in the fields you simply have to click on the bar where the text is in. Bars with a blue arrow on the side are drop down menus. To find the data you are looking for in a drop-down menu you can search for the data. Please note that if you search for data instead of scrolling you must type the data in the same order as it exists in dynamics in.

CERTIS

Assortments **Extra Information**

* **Production Type**

* **Product Name** ☐ Custom

* **Country Of Registration**

* **Registration Owner**

* **ABC Classification**

* **Formulation**

* **Sales Unit**

Primary Packs Per Outer

* **Product Group**

* **Product Family**

Primary Pack Size

* **Business Unit**

* **Active Ingredient**

* **Company**

* **Portfolio Categorization**

Source

[Back](#) **Full Product Name:** DESIGNER NL 50X20L [NEXT](#)

All fields with a red star are mandatory. Please fill in all the mandatory fields, as it is not possible to request an item otherwise.

After filling in all the mandatory fields and fields you want to fill in on the first page you can add some extra information on the second page. To go to the second page please click on the “Extra Information” button (Marked yellow in the image above).

If you want to go back to the first screen you can navigate by clicking on the button “Assortments” next to the yellow marked button or click on the red “Back” button.

The extra information page looks like the page below. The way of filling out this page is the same as the first page.


When all the data that you have wanted to add has been typed in you can send the form. Please note that the send button will remain locked till all required fields have been filled. When clicking on the send button when the mandatory fields are not filled in the following screen can be seen. The red border colour appears when field is not filled in correctly or empty.

Please also note that it is mandatory to check with the portfolio lead and the country manager if this request is needed and if the data is correct. When sending a popup will require you to declare that this step has been done. After you have sent the request, an informative e-mail will be sent to the portfolio lead and the country manager.

If all the steps above have been executed then I applaud you, for the NIR request has been sent. A confirmation email will be sent to you with some of the data that you have filled in.

1.2 Blank NIR

Please choose a registration


General information	New blank NIR registration	NIR registration based on a existing information
<p>Please make your choice. Select "New NIR" if you want to register a non existing item. Select "Register an item based on existing information" if you want to search for an item that has already been registered.</p> <p>The process of requesting a new NIR goes as follows:</p> <ol style="list-style-type: none">1. Select an item registration and fill in at least the required data (recognizable by the red stars).2. When the NIR is submitted, a PD (portfolio development) manager will look at the request and approve,edit or deny the request.<ul style="list-style-type: none">◦ Also, based on the chosen business unit, the Portfolio Manager and the Country manager will be informed after the NIR is submitted.3. After an PD officer has approved the request an MDM (Master Data Management) officer will look at the request and approve,edit or deny the request.4. After the NIR has been approved by both the PD Manager and the MDM officer the request will be submitted into dynamics.	<p>Clicking on the button below will provide a new blank form that can be filled in.</p> <p>Please fill in at least the required fields and submit the New Item Registration correctly.</p> <p style="text-align: center;"> Blank NIR</p>	<p>Clicking on the button below will lead to a screen where an existing item can be selected. Registering an existing item means selecting an item and filling in the fields that are not already filled in. The automatically filled in information can also be changed.</p> <p>Registering an existing item can be useful when a similar item already exists. It is quicker and less error prone than registering a blank item.</p> <p style="text-align: center;"><u>Currently not available</u></p>

To request a NIR from blank please click the button "Blank NIR" (with a red arrow pointed to it).

When this is done a new page will open.

To fill out the form, you simply must click on the bar's below the information type. Bars with a blue arrow on the side are drop down menus. To find the data you are looking for in a drop-down menu you can search for the data. Please note that if you search for data instead of scrolling you must type the data in the same order it exists in dynamics in.

Assortments **Extra Information**

* Production Type [Dropdown]	* Registered Product Name (TradeName) New Search Product Name... [Dropdown] <input type="checkbox"/>	* Product Family (MasterName) New Search Product Family... [Dropdown] <input type="checkbox"/>	* Registration Owner (Supplier) New Search Registration Owner... [Dropdown] <input type="checkbox"/>
* ABC Classification Not Reviewed [Dropdown]	* Active Ingredient New Search Active Ingredient... [Dropdown] <input type="checkbox"/>	* Formulation New Search Formulation... [Dropdown] <input type="checkbox"/>	* Country Of Registration Search Country Of Registration... [Dropdown]
Portfolio Categorization Find Portfolio Categorization... [Dropdown]	* Product Group Search Product Group... [Dropdown]	* Business Unit Search Business Unit... [Dropdown]	* Internal Company 21BE [Dropdown] 
Primary Packs Per Outer [Text Box]	Primary Pack Size [Text Box]	* Sales Unit [Dropdown]	Registration Number [Text Box]
Campaign Season NA [Dropdown]	Coverage Group Find items [Dropdown]	* Usage [Dropdown]	* Biorational/Conventional [Dropdown]
* Brand [Dropdown]			

Back **Full Product Name:** **Next**

New Sales Item Registration Please select a attributes from the combobox or select the "New" button

Assortments **Extra Information**

* Production Type [Dropdown]	* Registered Product Name (TradeName) New Search Product Name... [Dropdown] <input type="checkbox"/>	* Product Family (MasterName) New Search Product Family... [Dropdown] <input type="checkbox"/>	* Registration Owner (Supplier) New Search Registration Owner... [Dropdown] <input type="checkbox"/>
* ABC Classification Not Reviewed [Dropdown]	* Active Ingredient New Search Active Ingredient... [Dropdown] <input type="checkbox"/>	* Formulation New Search Formulation... [Dropdown] <input type="checkbox"/>	* Country Of Registration Search Country Of Registration... [Dropdown]
Portfolio Categorization Find Portfolio Categorization... [Dropdown]	* Product Group Search Product Group... [Dropdown]	* Business Unit Search Business Unit... [Dropdown]	* Internal Company 21BE [Dropdown]
Primary Packs Per Outer [Text Box]	Primary Pack Size [Text Box]	* Sales Unit [Dropdown]	Registration Number [Text Box]
Campaign Season NA [Dropdown]	Coverage Group Find items [Dropdown]	* Usage [Dropdown]	* Biorational/Conventional [Dropdown]
* Brand [Dropdown]			

Please fill in all required fields. These fields are recognizable by the * symbol.

Back **Full Product Name:** **Next**

All fields with a red star are mandatory. Please fill in all the mandatory fields, as it is not possible to request an item with unfilled mandatory fields.

After filling in all the mandatory fields and fields you want to fill in on the first page you can add some extra information on the second page. To go to the second page please click on the

Extra Information

button (Marked red oval in the image above).

If you want to go back to the first screen you can navigate by clicking on the **Assortments** button or click on the red "Back" button.

Assortments

The extra information page looks like the page below. The way of filling out this page is the same as the first page.


Request 116 OVITEX NL 215L Requested by: Anne-Lies Costermans (anne-lies.costermans@certisbelchim.com)	
Assortments	Extra Information
Net Weight 215	Tare Weight
Active Ingredient % 817	Commodity Code
QC Code	Packing Group NA
Extra Information	Comments
Previous item code	Attachments There is nothing attached.
Transport Class	Country Of Origin
UN Number	Toxic Class NA
Full Product Name OVITEX NL 215L	Source info for product name
UFI Code NA	
Comments by Requestor: see Ovitex 20 L (NL)	

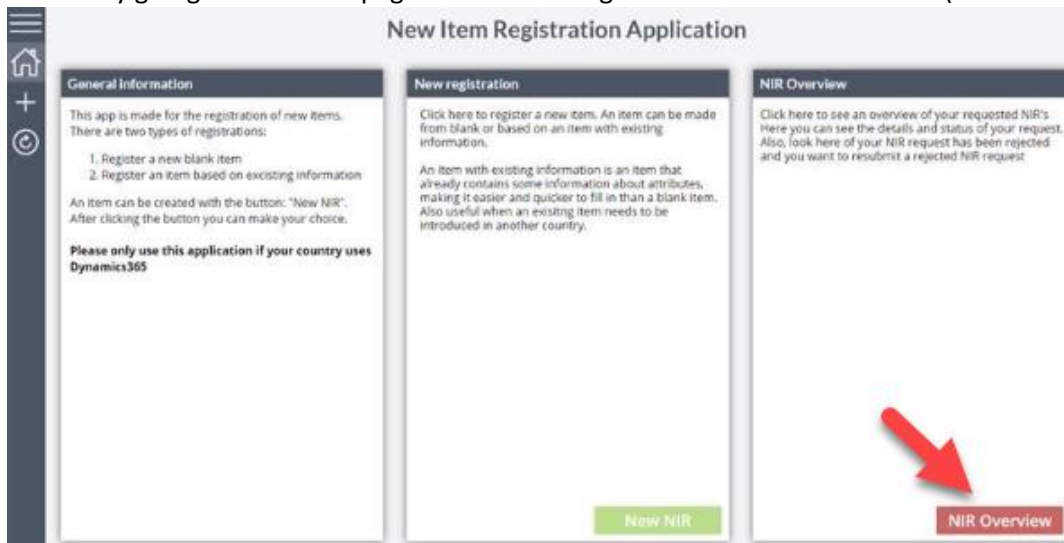
When all the data that you have wanted to provide is filled in, you can “Submit” the form. Please note that the "Submit" button will remain locked till all required fields have been filled. If the mandatory fields are not filled in correctly the screen below will be shown. The red border colours appear when an entry field is not filled in correctly or empty.

Please also note that it is mandatory to check with the portfolio lead and the country manager if this request is needed and if the data is correct. When sending a popup will require you to declare that this step has been done. After you have sent the request, an informative e-mail will be sent to the PD (Portfolio Development) and the country manager.

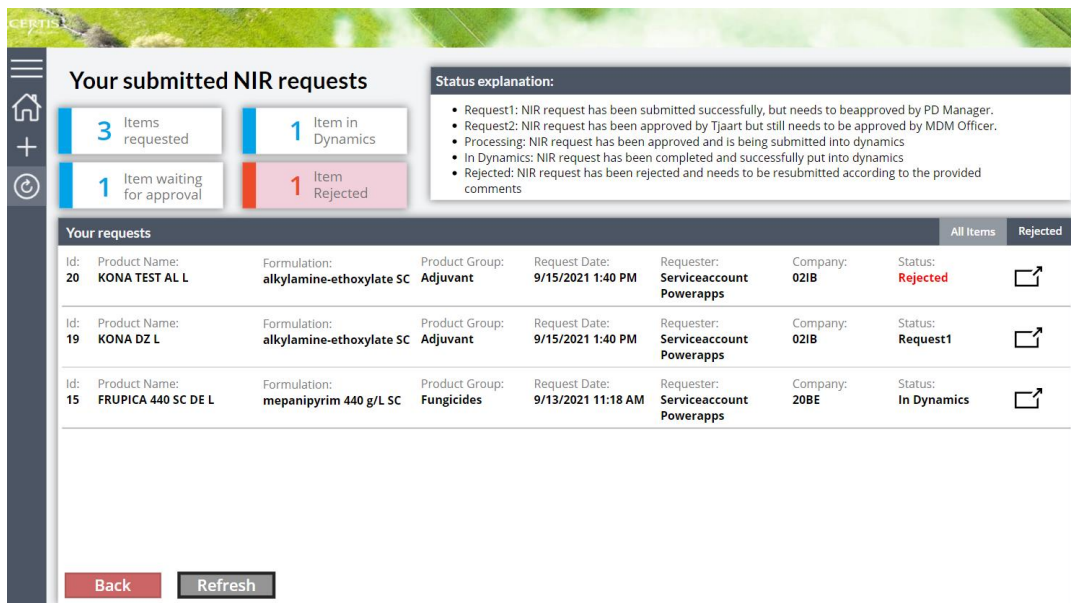
If all the steps above have been executed then I applaud you, for the NIR request has been sent. A confirmation email will be sent to you with some of the data that you have filled in.

2. How to view requested items

To view the items that you have requested you simply have to go to the item overview page. You can do that by going to the home page  and clicking the button “NIR overview” (red arrow).



In this overview all items that you have requested are displayed. This screen is perfect for when an item is rejected. Instead of filling in a new NIR request you can edit a rejected NIR request and resubmit this request. To view your requested items simply click on the right end of the item. In this view you can also track the status of your item. As seen in the screen below, serviceaccount has requested 3 items. 1 of these items has been approved and is now in Dynamics. Another item is still waiting for approval from one of the two approvers. And one item that has been rejected.






Your submitted NIR requests

3 Items requested
1 Item in Dynamics
1 Item waiting for approval
1 Item Rejected

Status explanation:

- Request1: NIR request has been submitted successfully, but needs to be approved by PD Manager.
- Request2: NIR request has been approved by Tjaart but still needs to be approved by MDM Officer.
- Processing: NIR request has been approved and is being submitted into dynamics
- In Dynamics: NIR request has been completed and successfully put into dynamics
- Rejected: NIR request has been rejected and needs to be resubmitted according to the provided comments

Your requests								All Items	Rejected
Id: 20	Product Name: KONA TEST AL L	Formulation: alkylamine-ethoxylate SC	Product Group: Adjuvant	Request Date: 9/15/2021 1:40 PM	Requester: Serviceaccount Powerapps	Company: 02IB	Status: Rejected		
Id: 19	Product Name: KONA DZ L	Formulation: alkylamine-ethoxylate SC	Product Group: Adjuvant	Request Date: 9/15/2021 1:40 PM	Requester: Serviceaccount Powerapps	Company: 02IB	Status: Request1		
Id: 15	Product Name: FRUPICA 440 SC DE L	Formulation: mepanipyrim 440 g/L SC	Product Group: Fungicides	Request Date: 9/13/2021 11:18 AM	Requester: Serviceaccount Powerapps	Company: 20BE	Status: In Dynamics		

[Back](#) [Refresh](#)

2.1 Resubmit a rejected request

As you can see in the overview of the requested items, one is rejected by one of the two approvers. When clicking on the icon on the right (Highlighted in red) a form will open. This form is only editable when the status is “Rejected”.

Assortments **Extra Information**

* **Production Type**
Resale via Branch

* **ABC Classification**
C2

Primary Packs Per Outer
[Empty]

* **Portfolio Categorization**
Speciality Crops Conventio

Source
[Empty]

* **Product Name** Custom
Kona test

* **Formulation**
alkylamine-ethoxylate SC

* **Product Group**
Adjuvant

* **Business Unit**
Certis Netherlands

Status
Rejected

* **Country Of Registration**
Albania (AL)

* **Sales Unit**
LTR

* **Product Family**
Kona

* **Active Ingredient**
alkylamine-ethoxylate

Comments
You selected the wrong Product Group!!

* **Registration Owner**
Interagro

Primary Pack Size
[Empty]

☐ New Product family

* **Company**
02IB

Back **Full Product Name:** KONA TEST AL L **Next**

The approver must leave a comment as to why the request has been rejected, which can be seen in the form (red arrow). The form is the same as the one that was rejected so you will only have to adjust the form according to the comments and resubmit it instead of making a whole new request.

3. For approvers

New Item Registration Application (NIR)

General information

This app is made for the registration of new items. There are two types of registrations:

1. Register a new blank item
2. Register an item based on existing information

An item can be created with the button: "New NIR". After clicking the button you can make your choice.

Please only use this application if your country uses Dynamics365

Click [here](#) to look at the manual for the new item registration application (for requesters and approvers). Click [here](#) to look at tutorial videos for approvers and requesters.

Click [here](#) to look at the naming conventions for Active Ingredients and Formulations.

If you have any questions don't hesitate to contact the [innovation management team](#).

Also, you can request a new application, request a change to an application or report a bug using the [solution request app](#).

New registration

Click here to register a new item. An item can be made from blank or based on an item with existing information.

An item with existing information is an item that already contains some information about attributes, making it easier and quicker to fill in than a blank item. Also useful when an existing item needs to be introduced in another country.

New NIR

NIR Overview (For Approvals)


Click here to see an overview of the newly registered Item Requests (only visible for approvers)

In this environment approvers can look at the new NIR's and approve the requests, or look at the details from a requested NIR

You have: **1** Item waiting for approval

NIR Approval

To approve an item, go to the home page and click the button "NIR Approval". A view like the one below will be opened. To review an item and approve it click on the right end corner of the item (Marked with arrow). A PD (Portfolio Development) Manager will automatically have the filter set on "Request 1" and an MDM officer will automatically have the filter set on "Request 2" because these are the requests they should approve/reject.

NIR Registration Requests							Request 1 (PD)	Request 2 (MDM)	In Dynamics	All Requests
Id: 116	Product Name: OVITEX NL 215L	Formulation: paraffin oil CAS 8042-47-5 817 g/l EC	Product Group: Acaricides	Request Date: 08/11/2022	Requestor: Anne-Lies Costermans	Country: 10NL	Approved 1: Approved Tjaart Hofman	Approved 2: Not yet approved	Status: Request2	

A View like the one below will be opened. In this view it has made possible to review the data, edit the form and approve it or reject the form. You can approve the item by clicking next, followed by clicking approve. An approver can also deny the request by clicking on “Reject”, which is only possible if comments are filled in. Lastly, if an item has a product name or a product family which is not in the combobox list but is custom made, this will be shown on the screen so there can be extra focus for these fields.

Assortments		Extra Information		Request 116 OVITEX NL 215L Requested by: Anne-Lies Costermans (anne-lies.costermans@certisbelchim.com)	
Production Type Resale via Branch	Registered Product Name OVITEX	New <input type="checkbox"/>	Product Family Oviphyt 817 EC	New <input checked="" type="checkbox"/>	Registration Owner (Supplier) Certis Belchim
Biorational/Conventional Biorational	Active Ingredient paraffin oil CAS 8042-47-5 paraffin oil CAS 8042-47-5	New <input type="checkbox"/>	Formulation paraffin oil CAS 8042-47-5 paraffin oil CAS 8042-47-5 817 g/l EC	New <input type="checkbox"/>	Country Of Registration 031 Netherlands (NL)
Portfolio Categorization Speciality Crops Biorational	Product Group Acaricides		Business Unit Certis Belchim Netherlands		Internal Company 10NL
Primary Packs Per Outer 	Primary Pack Size 215		Sales Unit LTR		Registration Number 16431-N
Campaign Season NA	Coverage Group BELCHIM		Usage Professional		ABC Classification Not Reviewed
Comments by Requestor: see Ovitex 20 L (NL)					
This item has a New Product Family					
Back	Edit Form	Full Product Name: OVITEX NL 215L		Reject	Next

4. Contacting information

We hope this manual has given you some more insight into the app. To learn more about the app it is recommended to look around the app and test the functions. If there are any remaining questions, do not hesitate to contact the Support Power Platform <support.powerplatform@certisbelchim.com>.

We wish all a pleasant time using this app. Any feedback will be appreciated and can be given by email given above.