

NEI-FORM-343 Laboratory Test Sample submission/receiving Form

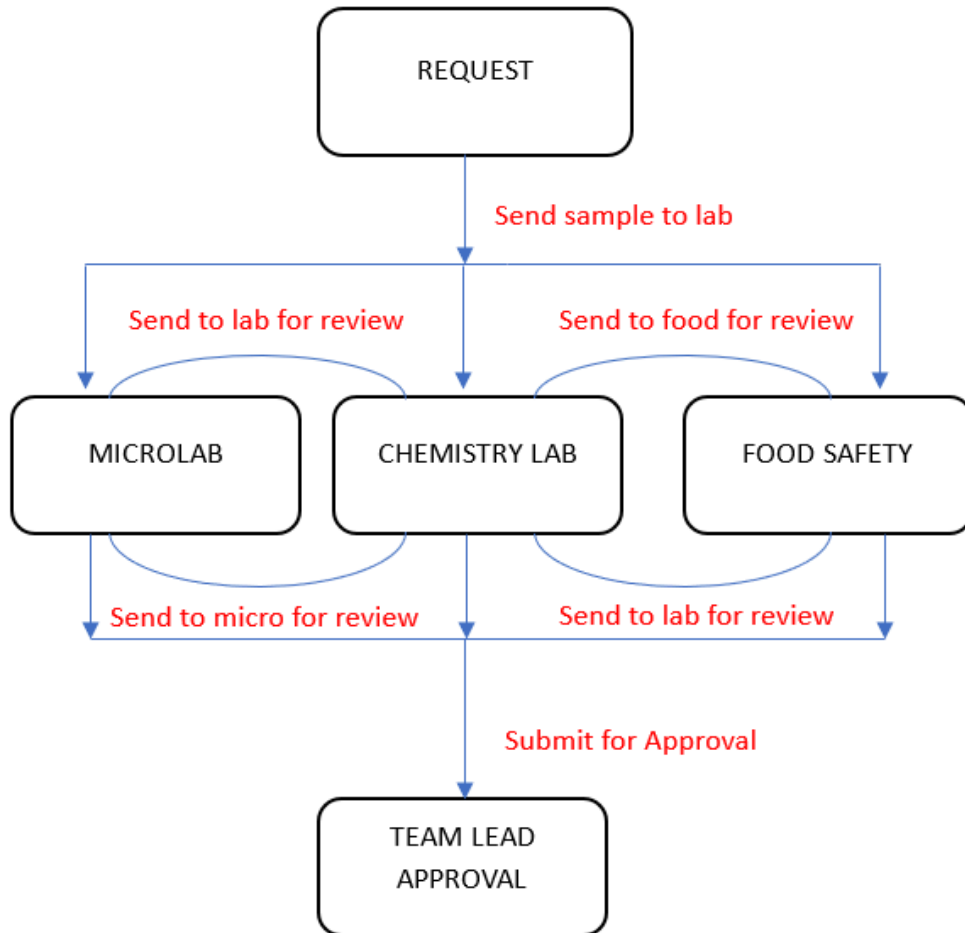
Fields:

1. Name
2. Date
3. Product/Material name
 - a. Vanilla Pods
 - b. Vanilla Extracts
 - c. Vanilla Spent Pulp
 - d. Vanilla Spent Seeds
 - e. Cacao Beans
 - f. Cacao Nibs
 - g. Cacao Husk
 - h. Cacao Extract
 - i. Cocoa Powder
 - j. Coffee Beans
 - k. Coffee Extract
 - l. Orange Oil
 - m. Orange Extract
 - n. Coffee Ground
 - o. Extra Neutral Alcohol
 - p. Vanilla Extract Powder
 - q. Absolute Vanilla Extract
 - r. Fresh vanilla Powder
 - s. Exhausted Vanilla Powder
 - t. Exhausted Vanilla seeds
 - u. Cocoa Butter
 - v. Cocoa Mass
 - w. Vanilla Extract in Propylene Glycol
 - x. Vanilla Extract in Glycerin
 - y. Other
4. Extraction fold of the sample
 - a. 1F
 - b. 1F+
 - c. 2F
 - d. 2F+
 - e. 3F
 - f. 3F+
 - g. 10F
 - h. 10F+
 - i. Other
5. Pods grade of the sample
 - a. Gourmet Grade I
 - b. Gourmet Grade II
 - c. Extraction Grade III
 - d. Extraction Grade IV

- e. Splits
 - f. Cuts
 - g. Other:
6. Sample Origin (Country, Region, Center)
 7. Batch number (from supplier, optional)
 8. Quantity and unit of measure (e.g., kgs, litres)
 9. Type of container
 - a. HDPE / LDPE bag
 - b. HDPE / LDPE drum
 - c. Amber glass bottle
 - d. Carton box
 - e. Wooden box
 - f. Other:
 10. How many samples/Consignments submitted/Ready for inspection? (e.g., for separate testing)
 11. Organic or conventional
 - a. Non-organic (conventional)
 - b. Organic
 12. Parameters to be analysed/Inspected
 - a. Vanilla pod length - **Turnaround 1 day**
 - b. Moisture Content (MC) - **Turnaround 1 day**
 - c. Alcohol by volume (ABV) - **Turnaround 1 day**
 - d. Sensory - **Turnaround 1 day**
 - e. Bean Cut Test (BCT) - **Turnaround 1 day**
 - f. Moisture, Solubility and Sensory - **Turnaround 1 day**
 - g. Vanillin Content (VC) - **Turnaround 2 days**
 - h. Total Plate Count (TPC) - **Turnaround 2 days**
 - i. Vanillin and Moisture (VMC) - **Turnaround 2 days**
 - j. Vanillin and Alcohol (VAV) - **Turnaround 2 days**
 - k. Vanillin, Moisture Content and Total Plate Count (*Full Vanilla Test, FVT*) - **Turnaround 2 days**
 - l. Vanillin, Moisture, Sensory and TPC (*FVT with Sensory*) - **Turnaround 2 days**
 - m. Bean Cut test and Moisture (BCM) - **Turnaround 2 days**
 - n. Yeast and Mould (YM) - **Turnaround 7 days**
 - o. Vanillin, Moisture Content, TPC, Yeast and Mould (*Extended Vanilla Test, EVT*) - **Turnaround 7 days**
 - p. Vanillin, TPC, Yeast and Mould (*Vanillin and Full Microbiology, VFM*) - **Turnaround 7 days**
 - q. Vanillin, Sensory, TPC and/or Yeast and Mould (*VFM with Sensory*) - **Turnaround 7 days**
 - r. Validation (Incoming materials analysis) - **Turnaround 7 days**
 - s. Conformity Check (*After sorting, general product hygiene*)
 - t. Cleaning Inspection (*Caustic cleaning, equipments cleaning, Packaging material Cleaning*)
 - u. Dispatching Inspection
 - v. Other:
 13. Account Sales Invoice (*For Dispatching Inspection request only*).
 14. Priority

- a. Critical (*start today, deprioritise other tests*) -- needs approval from MD
 - b. High (*within next 5 days*)
 - c. Medium (*5-10 days*)
 - d. Low (*any time*)
 - e. ASAP (*only for interim testing e.g alcohol content and Moisture content*)
15. Other comments/instructions (*optional*).

Process Flow:



STATES:

Pending	User sends a sample request to the lab for tests.	Email notification to All Lab Team.
Send to Chem Lab for Review	The Micro Lab & Food safety team will be able to send it to the Chem lab for review.	Email notification to Chem Lab. e.ahia@nei-ltd.com vincent@nei-ltd.com

Send to Food Safety for Review	The Chemistry Lab team will be able to again share with the food safety team for review once received from Micro Lab.	Email notification to Food Safety. baraka@nei-ltd.com mary@nei-ltd.com herman@nei-ltd.com maureen@nei-ltd.com
Send to Micro Lab for Review	The Food Safety & Chem Lab team will be able to send it to Micro Lab for tests.	Email Notification to Micro Lab e.ahia@nei-ltd.com nicas@nei-ltd.com
Submit for Approval	All teams, Micro Lab, Chemistry Lab and Food Safety team can submit their tests independently to the Team Lead for Approval without sending to other teams for review.	Email notification to Team Lead. e.ahia@nei-ltd.com kibunje@nei-ltd.com
Reject	At any stage the teams can be able to reject submissions sent for tests if they failed or did not meet requirements.	Email notification to All.
Countdown Email	A countdown email notification to the lab team on expected turnaround time.	Email notification to Lab team on turnaround time. e.ahia@nei-ltd.com nicas@nei-ltd.com vincent@nei-ltd.com