

# User Guide for Uploading of Ingredients / Menu / Product Lists

## FOR NEW APPLICATION

Please refer to the following steps below:

1. To initiate a new application, please refer to the **LicenceOne Public User Guide** (pages 49 – 59). You may download the guide [here](#) or by scanning the QR code below:



2. In **Section 3 – PROVIDE Application Details**, click on the word “here” to download the template.

[Ingredients to Be Certified.](#)

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

- i. Do not add columns, sub-headers or more than one sheet in the excel file.**
- ii. Do not change the header and sheet name in the excel file.**
- iii. Do not upload more than one excel file.**
- iv. Do not duplicate menu and ingredients that are already declared or populated above.**

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

Search:

S.N	Item Name	Supplier Name
o		
No records available		

Showing 0 to 0 of 0 entries

Previous Next

3. Fill up the template accordingly and save the file to your computer/laptop.

- Click on “Upload Ingredient” / “Upload Eating Establishment Menu” / “Upload Product” button.

#### Ingredients to Be Certified.

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

- Do not add columns, sub-headers or more than one sheet in the excel file.
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- Do not upload more than one excel file.
- Do not duplicate menu and ingredients that are already declared or populated above.

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

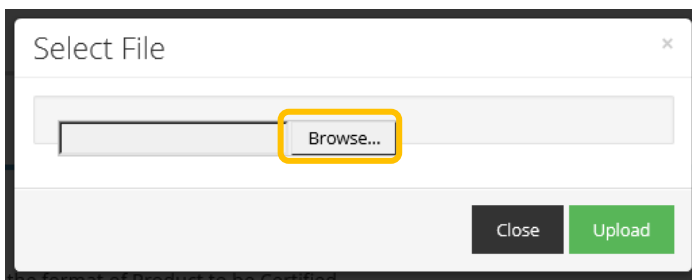
Search:

S.N	Item Name	Supplier Name
No records available		

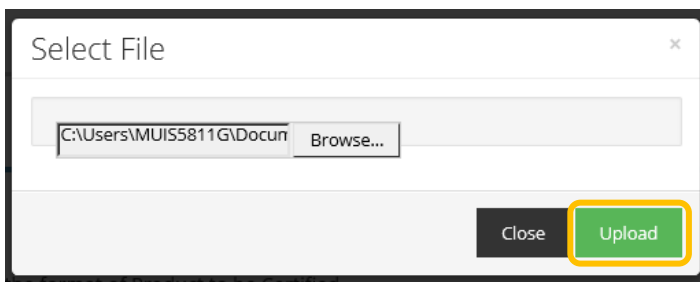
Showing 0 to 0 of 0 entries

Previous Next

- Click **Browse** and select the file you have saved earlier.

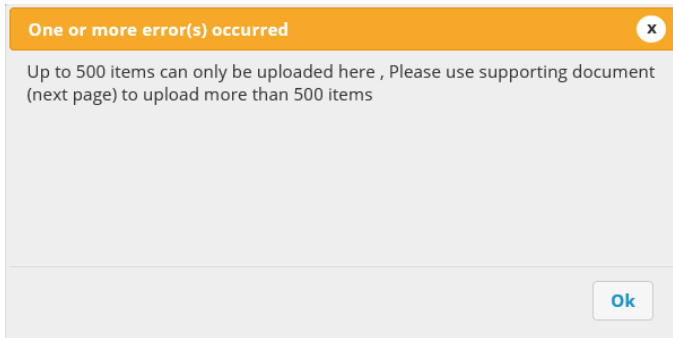


- Click **Upload**. The items in the uploaded file will populate the table.



7. If your excel list contains less than 500 line items, please skip this step and go to Step 8.

If the excel list contains more than 500 line items, you will receive the prompt below.



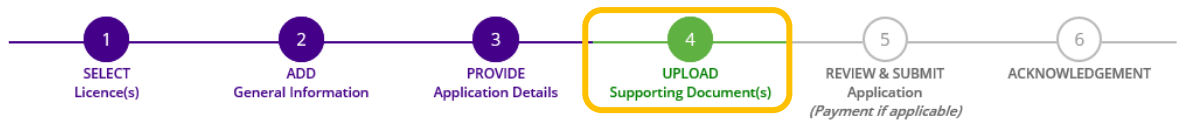
In this case, please save the original list as 2 separate files.

The first list will contain **no more** than 500 line items.

The second list will contain the **REMAINING** items that is not found in the first list.

Upload the first list as shown in steps 4 – 6 above.

Upload the second list under **Section 4 – UPLOAD Supporting Documents** shown below.



## Apply for New Licence

### Halal Certification

Document Name	Type	Attachment	Action
<b>Halal Questionnaire</b> Please click <a href="#">here</a> to download the Halal Questionnaire template. Halal Questionnaire is applicable to Medium - Low or Medium - High risk ingredients (raw materials / processing aides / additives). Acceptable File Format: pdf Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<input type="button" value="Upload"/>
<b>Floor plan of premises applying for Halal certification</b> Floor plan of premises applying for Halal certification Acceptable File Format: pdf Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<input type="button" value="Upload"/>
<b>Ingredients</b> Please click <a href="#">here</a> to download the format of the Ingredients <ul style="list-style-type: none"> <li>i. <b>Do not add columns, sub-headers or more than one sheet in the excel file</b></li> <li>ii. <b>Do not change the header and sheet name in the excel file</b></li> <li>iii. <b>Do not upload more than one excel file</b></li> </ul> Acceptable File Format: xls,xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<input type="button" value="Upload"/>

8. For ingredients, please ensure the following:

(a) Meat items

Please declare the items in the ingredient list in this format (any order will do) –  
**meat item name, brand name, Halal certifying body**

(b) If there are two similar ingredients but from different suppliers, you will need to declare as 2 separate line items.

#### Ingredients to Be Certified.

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

- i. Do not add columns, sub-headers or more than one sheet in the excel file.
- ii. Do not change the header and sheet name in the excel file.
- iii. Do not upload more than one excel file.
- iv. Do not duplicate menu and ingredients that are already declared or populated above.

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

Search:

S.No	Item Name	Supplier Name	
1	Refined Salt	Eng Seng Trading Pte Ltd	
2	OKI Vegetable Oil	Joo Sung Suppliers	
3	Chicken Boneless Leg (Seara, FAMBRAS)	Meatory Singapore	(a)
4	Butterhead Lettuce	Koriene Pte Ltd	(b)
5	Butterhead Lettuce	D3 Fruit & Veggies Pte Ltd	
6	Knorr Seasoning	Siam Tong Trading	
7	Black Pepper (fine)	Koriene Pte Ltd	
8	Black Pepper (unmilled)	Koriene Pte Ltd	
9	Tomato	D3 Fruit & Veggies Pte Ltd	
10	Potato	D3 Fruit & Veggies Pte Ltd	

Showing 1 to 10 of 500 entries

Prev  2 3 4 5 ... 50 Next

9. Note: \*DO NOT upload any files for ingredients / menu / product under **Section 4 – UPLOAD Supporting Documents** unless you have more than 500 line items in the excel file (refer to Step 7 above).