GETTING STARTED WITH

Country of Origin Labelling

IN FoodWorks 10

JULY 2019

xyris software™

FoodWorks® premium

FoodWorks® nutrition labelling

JULY 2019

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About this guide

Purpose and scope

This guide helps you get started creating Country of Origin Labelling (CoOL) information for your food products with **FoodWorks 10 Nutrition Labelling**.

You can use either **FoodWorks® Nutrition Labelling Edition** or **FoodWorks® Premium Edition** for nutrition labelling.

This guide assumes that you already have a basic working knowledge of FoodWorks. To learn the basics of nutrition labelling with FoodWorks, refer to the companion guide: Introduction to Nutrition Labelling with FoodWorks.

Note that this guide does not advise you on how to comply with the Australian legislative requirements for CoOL. It assumes that you understand the relevant legislative requirements for labelling your products, including (but not restricted to):

- The Country of Origin Food Labelling Information Standard 2016 (under s.134 of the Australian Consumer Law - Schedule 2 of the *Competition and Consumer Act 2010*).
- The Australia New Zealand Food Standards Code.

To meet these requirements, you need to use your own expertise and, where necessary, seek legal advice.

Disclaimer

Xyris Software disclaims any liability for any loss or injury sustained directly or indirectly by any person or organisation as a result of any reliance upon this guide and/or the FoodWorks software. You should expertly review any information that you gain from FoodWorks, or that you produce using FoodWorks, and seek independent legal advice in relation to queries that you have regarding obligations under food labelling laws and regulations.

Getting more help with using FoodWorks

There are also other ways to get help using FoodWorks, including:

- **On-line help**

To get help on using FoodWorks: On the FoodWorks **Help** menu, click **Help Topics**.

- **FoodWorks support site**

To search our knowledge base and to submit support requests, please go to the FoodWorks support site: support.xyris.com.au

Contact details

Telephone:

+617 3223 5300 or 1800 875 549

Email:

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Web:

www.xyris.com.au

support.xyris.com.au

1. About CoOL in FoodWorks

Welcome to FoodWorks 10 Nutrition Labelling with Country of Origin Labelling (CoOL).

FoodWorks 10 lets you undertake Country of Origin Labelling to comply with the requirements under the Country of Origin Food Labelling Information Standard 2016.

FoodWorks calculates the percentage of Australian ingredients for your recipes, helps you formulate your text statements and provides the graphical standard mark.

Background reading

For information about how to comply with the CoOL requirements under Australian law, see:

ACCC: A guide for business - Country of Origin food labelling (April 2017)

2. Getting started

This chapter explains the steps you need to take before you undertake Country of Origin Labelling in FoodWorks 10 Nutrition Labelling.

Setting up your database for CoOL

If you have created a new database with FoodWorks 10 Nutrition Labelling, your database is automatically configured for Country of Origin Labelling.

If you opened an existing database in FoodWorks 10 (created using an earlier version of FoodWorks) that does not yet have CoOL enabled, follow the prompts shown to enable CoOL (and other new features you may wish to use):

If you choose **Yes** to update, then your database is automatically configured for Country of Origin Labelling.

If you clicked **No**, then at any time you can follow the steps below to enable CoOL.

Enabling CoOL for your database

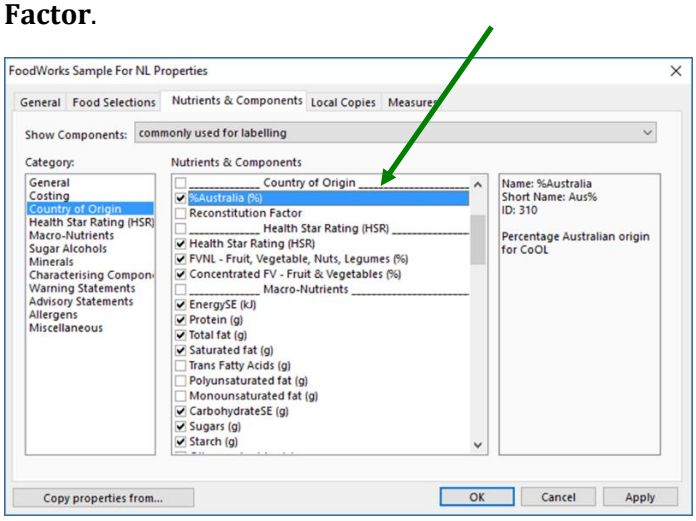
If you have upgraded to FoodWorks 10 Nutrition Labelling and not yet enabled CoOL, here's how.

Step 1 – Enable the CoOL components

To enable the CoOL components for your database:

1. On the **File** menu, click **Database Properties**.
2. Click **Nutrients & Components**.
3. On the left, click **Country of Origin**.

4. On the right, under **Country of Origin**, select **Australia (%)** and **Reconstitution Factor**.



5. Click **OK**.

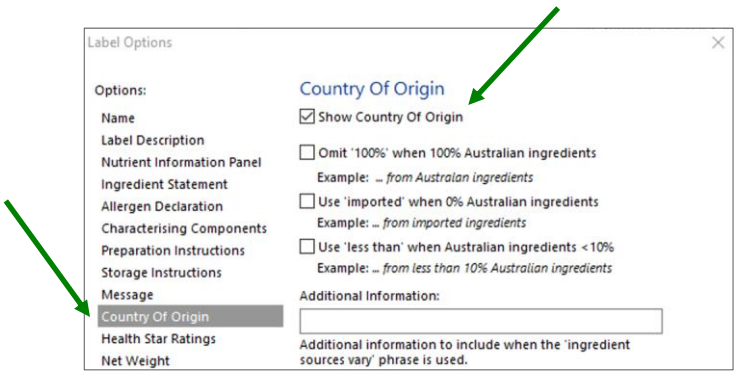
Step 2 – Enable the CoOL statement on preview labels

To enable the CoOL statement on your preview labels in this database:

1. Open the Label window: On the FoodWorks toolbar, click the **Label** button.

2. At the bottom of the Label window, click the **Label Options** button.

3. On the left, click **Country of Origin**. Then select the **Show Country of Origin** check box.



Note that the advanced options shown on this tab are discussed in *Setting advanced options for CoOL* on page 17.

Next step

Next you will need to set up your raw materials with CoOL values, particularly their percentage of Australian content. See *Setting up your raw materials* on page 6.

3. Setting up your raw materials

The key to undertaking Country of Origin Labelling in FoodWorks 10 Nutrition labelling is setting up your raw materials.

For FoodWorks to calculate the percentage of Australian content for your recipes, you need to set values for the percentage of Australian content for each raw material. Where the raw material is reconstituted, you also need to set a reconstitution factor.

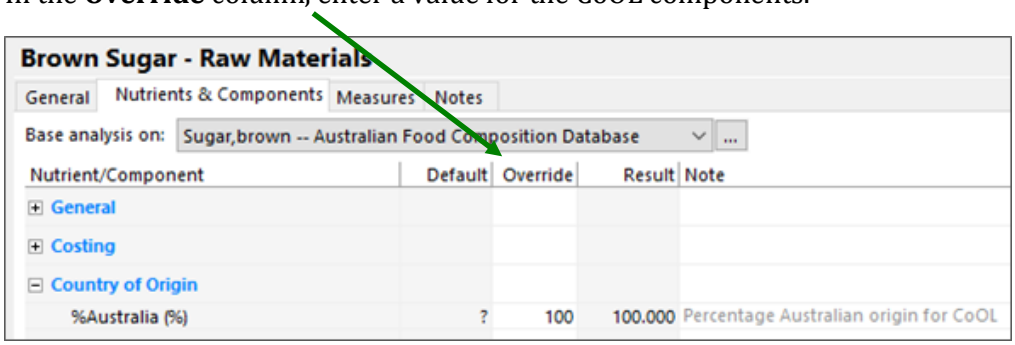
There are two ways to set these values for raw materials:

- Open each individual raw material and set the values in the **Nutrients & Components** tab.
- Use the **CoOL Editor** to set the values for all your raw materials at once.

Set the CoOL components for a raw material

To set the CoOL components for an individual raw material:

1. In FoodWorks, open the raw material.
2. Click the **Nutrients & Components** tab.
3. In the **Override** column, enter a value for the CoOL components.



The CoOL components for a raw material are:

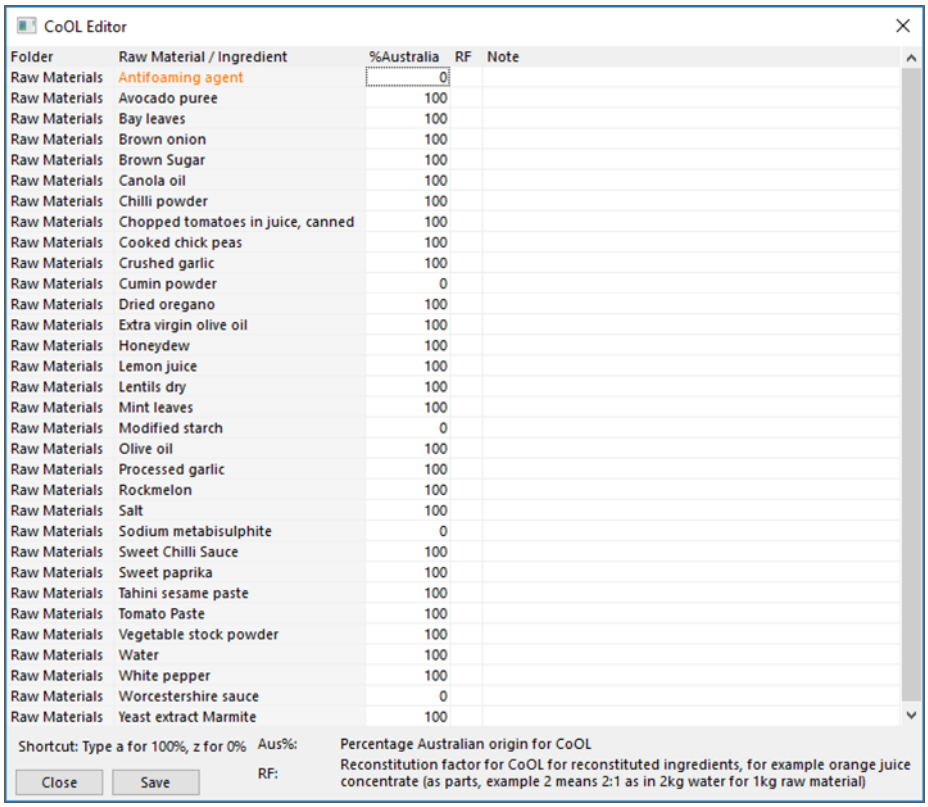
- **Australia (%)** – The percentage of the raw material that is of Australian origin as defined in the legislation.
- **Reconstitution factor** – This component only applies to raw materials that will be treated as reconstituted, as per the legislation (for example, fruit juice concentrates).

  A reconstitution factor of **2**, means *2 parts of water to 1 part of concentrate*. A reconstitution factor of **5** means *5 parts of water to 1 part of concentrate*.

  If the raw material will not be reconstituted, you can leave this field blank.

Use the CoOL Editor for multiple raw materials

To make it easier to enter or edit the CoOL components for your raw materials, the **CoOL Editor** shows all the raw materials in your database in one table:



To use the **CoOL Editor**:

1. On the **Tools** menu, click **CoOL Editor**.
2. Enter the values for **Australia(%)** as required.

   Note that you can use keyboard shortcuts to make it quicker to enter the percentage of Australian content:

   - For **100%**, type **a**.
   - For **0%**, type **z**.
3. Enter **RF** (Reconstitution Factor) for raw materials that will be reconstituted.

4. Reviewing the percent Australian

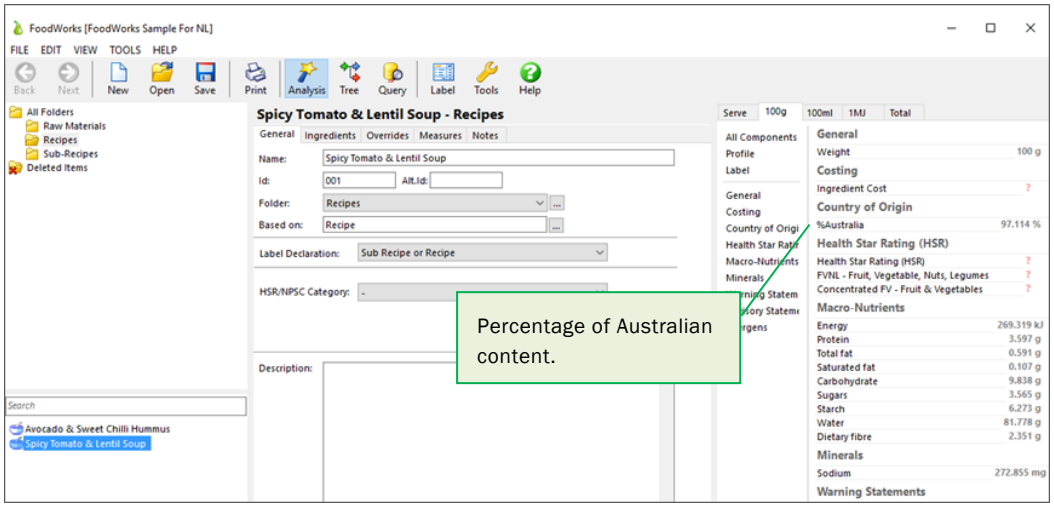
FoodWorks calculates the percentage of Australian content for each of your recipes using the percentage of Australian content for its raw materials. (For how to set the CoOL values for each raw material, see *Setting up your raw materials* on page 6).

You can review the final percentage for a recipe in the Analysis Pane. If you need to dive deeper to examine how the final percentage was calculated, use the **CoOL Explorer**.

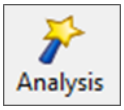
Review the percent Australian for a recipe

To review the percentage of Australian content for a recipe:

1. Open the recipe.
2. In the Analysis Pane you can see the percentage of Australian content for the recipe:



NOTE: If the Analysis Pane is not already displayed, on the FoodWorks toolbar, click the **View Analyses** button:

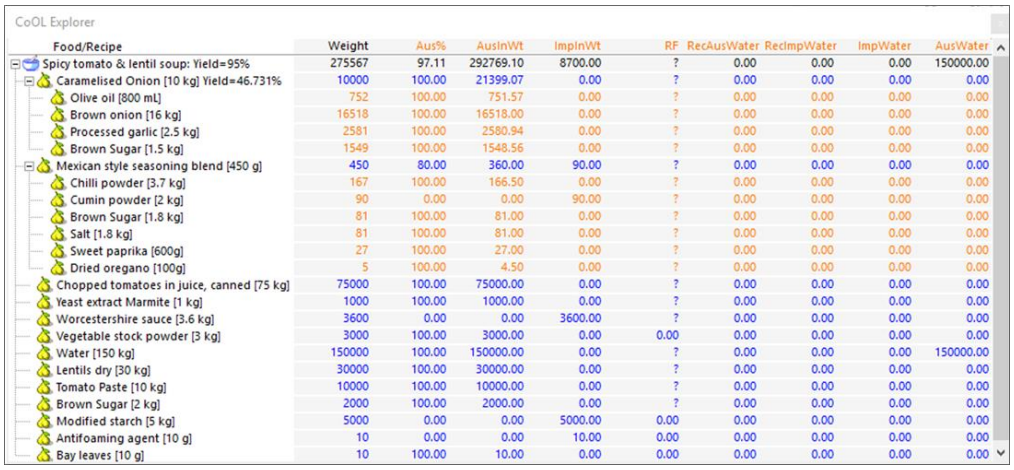


Use the CoOL Explorer

Use the **CoOL Explorer** to explore in depth the value for the percentage of Australian content calculated for a recipe. With the **CoOL Explorer** you can examine the CoOL values for all the recipe's nested raw materials and sub-recipes.

1. Open the recipe that you want to examine.
2. On the **View** menu, click **CoOL Explorer**.

   Here is the **CoOL Explorer** showing some sample data.


CoOL Explorer

Food/Recipe	Weight	Aus%	AusInWt	ImpInWt	RF	RecAusWater	RecImpWater	ImpWater	AusWater
Spicy tomato & lentil soup: Yield=95%	275567	97.11	292769.10	8700.00	?	0.00	0.00	0.00	150000.00
Caramelised Onion [10 kg] Yield=46.731%	10000	100.00	21399.07	0.00	?	0.00	0.00	0.00	0.00
Olive oil [800 mL]	752	100.00	751.57	0.00	?	0.00	0.00	0.00	0.00
Brown onion [16 kg]	16518	100.00	16518.00	0.00	?	0.00	0.00	0.00	0.00
Processed garlic [2.5 kg]	2581	100.00	2580.94	0.00	?	0.00	0.00	0.00	0.00
Brown Sugar [1.5 kg]	1549	100.00	1548.56	0.00	?	0.00	0.00	0.00	0.00
Mexican style seasoning blend [450 g]	450	80.00	360.00	90.00	?	0.00	0.00	0.00	0.00
Chilli powder [3.7 kg]	167	100.00	166.50	0.00	?	0.00	0.00	0.00	0.00
Cumin powder [2 kg]	90	0.00	0.00	90.00	?	0.00	0.00	0.00	0.00
Brown Sugar [1.8 kg]	81	100.00	81.00	0.00	?	0.00	0.00	0.00	0.00
Salt [1.8 kg]	81	100.00	81.00	0.00	?	0.00	0.00	0.00	0.00
Sweet paprika [600g]	27	100.00	27.00	0.00	?	0.00	0.00	0.00	0.00
Dried oregano [100g]	5	100.00	4.50	0.00	?	0.00	0.00	0.00	0.00
Chopped tomatoes in juice, canned [75 kg]	75000	100.00	75000.00	0.00	?	0.00	0.00	0.00	0.00
Yeast extract Marmite [1 kg]	1000	100.00	1000.00	0.00	?	0.00	0.00	0.00	0.00
Worcestershire sauce [3.6 kg]	3600	0.00	0.00	3600.00	?	0.00	0.00	0.00	0.00
Vegetable stock powder [3 kg]	3000	100.00	3000.00	0.00	0.00	0.00	0.00	0.00	0.00
Water [150 kg]	150000	100.00	150000.00	0.00	?	0.00	0.00	0.00	150000.00
Lentils dry [30 kg]	30000	100.00	30000.00	0.00	?	0.00	0.00	0.00	0.00
Tomato Paste [10 kg]	10000	100.00	10000.00	0.00	?	0.00	0.00	0.00	0.00
Brown Sugar [2 kg]	2000	100.00	2000.00	0.00	?	0.00	0.00	0.00	0.00
Modified starch [5 kg]	5000	0.00	0.00	5000.00	0.00	0.00	0.00	0.00	0.00
Antifoaming agent [10 g]	10	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Bay leaves [10 g]	10	100.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00

   The **CoOL Explorer** lets you see at a glance all the raw materials and sub-recipes contained in the recipe in a nested view. For each raw material and sub-recipe, you can view the percent Australian and, if any is set, the reconstitution factor.

   The columns are as follows:

   - **Weight**: The final weight of the recipe.
   - **Aus%**: Percentage of Australian content.
   - **AusInWt**: Australian ingoing weight.
   - **ImpInWt**: Imported ingoing weight.
   - **RF**: Reconstitution Factor.
   - **RecAusWater**: Reconstituted Australian water – The water that needs to be assigned to Australia for a reconstituted Australian ingredient.
   - **RecImpWater**: Reconstituted imported water – The water that needs to be assigned to imported for a reconstituted imported ingredient.
   - **ImpWater**: Imported water – Added imported water.
   - **AusWater**: Australian water – Added Australian water.

For an explanation of how percentage Australian is calculated for your recipes in FoodWorks, see *A: Calculations of Australian content* on page 22.

5. Creating a CoOL statement

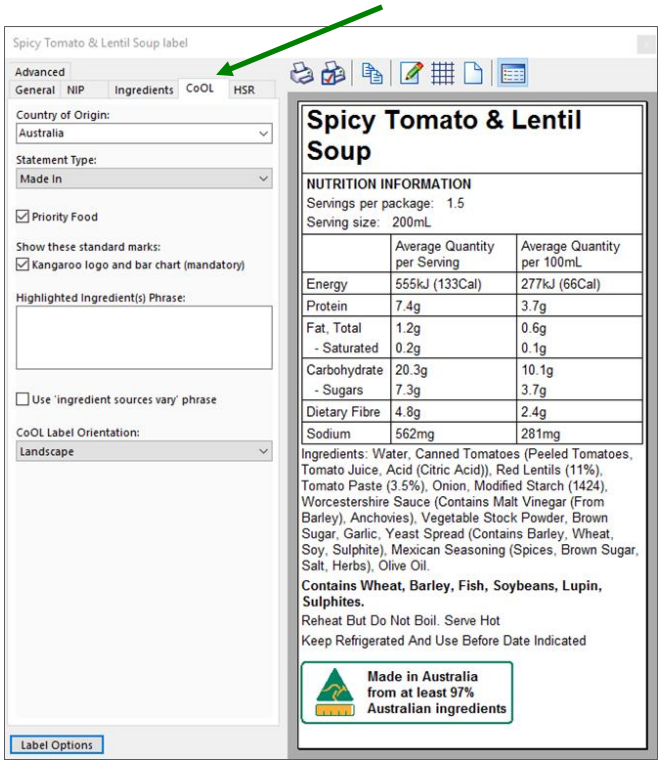
Country of Origin Labelling requirements for individual food items vary depending on whether the food is a 'priority' or 'non-priority' food, and whether it was grown, produced, made or packed in Australia or another country, as defined in the legislation. For more information, refer to ACCC: A guide for business - Country of Origin food labelling (April 2017).

Step 1 – Create a basic CoOL statement

To set the CoOL statement for the recipe, in your open recipe:

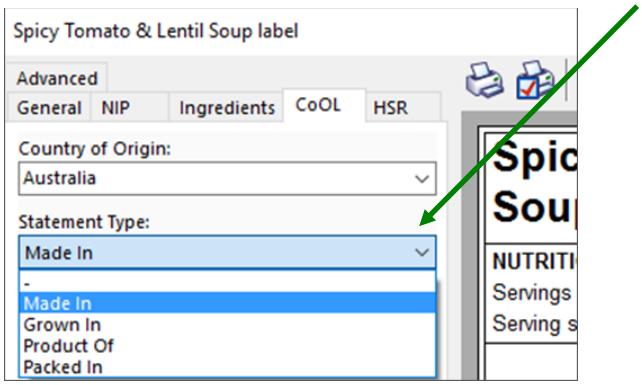
1. On the FoodWorks toolbar, click the **Label** button.

2. In the Label window, click the **CoOL** tab.



3. Type in the **Country of Origin**, for example, *Australia*, or select from the drop-down list.

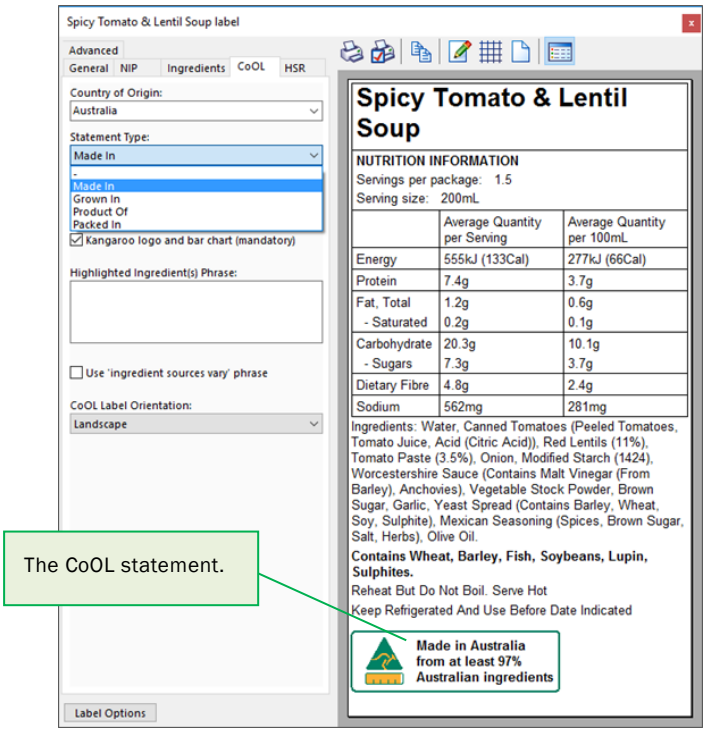
4. Choose the **Statement Type** from the drop-down menu, for example, **Made In**.



5. Set whether this is a **Priority food** or **Non-Priority food** (as defined by the Country of Origin Food Labelling Information Standard 2016):

   - If this is a Priority food, there is nothing more to do. (Standard marks will be shown.)
   - If this is a Non-Priority food, choose whether to show standard marks. Note that the option to show standard marks will only be shown if applicable.

6. Preview the CoOL statement in the preview label.



NOTE: If your recipe was created in an earlier version of FoodWorks, then a legacy Country of Origin statement may be shown in your label. To change the statement type to comply with the requirements, use the above steps.

Step 2 – Fine-tune your CoOL statements

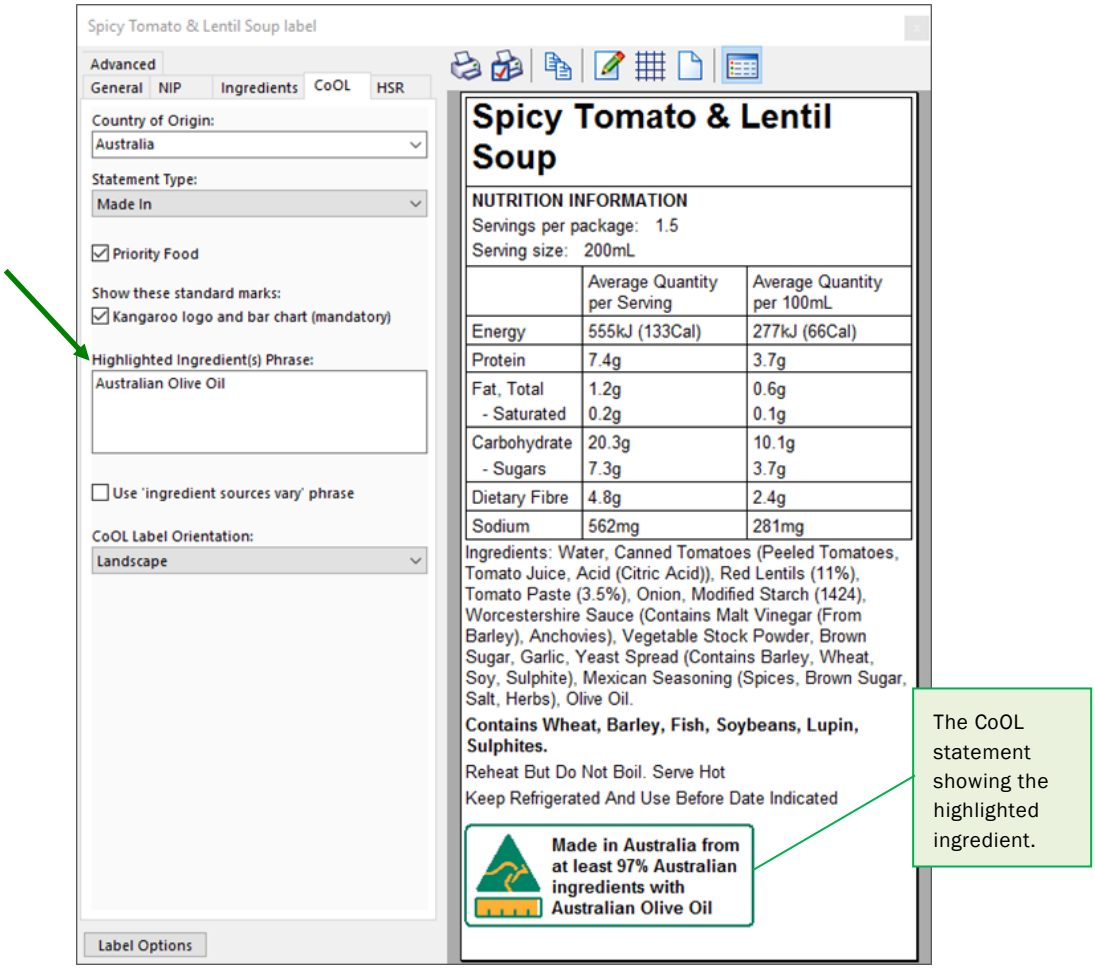
For each recipe, you can also choose to:

- Highlight a particular ingredient(s)
- Use an 'ingredient sources vary' phrase

Add a highlighted ingredient

To set a phrase to highlight an ingredient for a recipe:

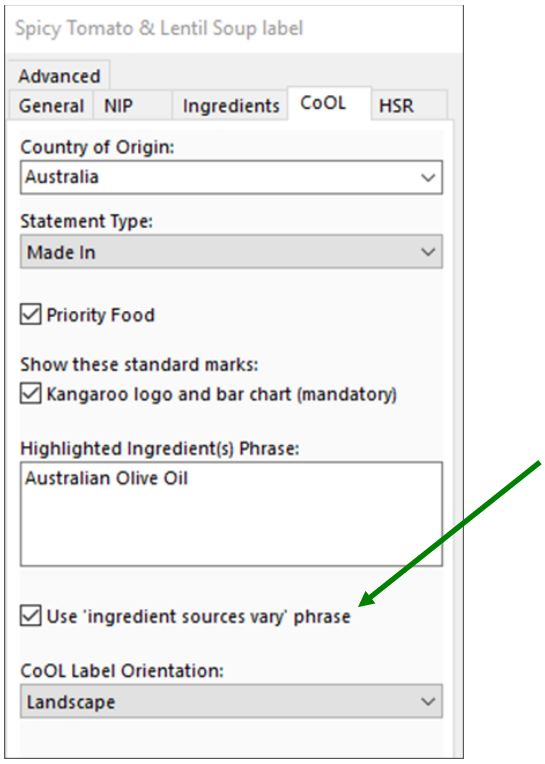
1. In the Label window, click the **CoOL** tab.
2. In the **Highlighted Ingredient(s) Phrase** box, enter the name of the highlighted ingredient (for example, *Australian Olive Oil*):



Set the text statement for varying Australian content

To use the **'ingredient sources vary'** phrase:

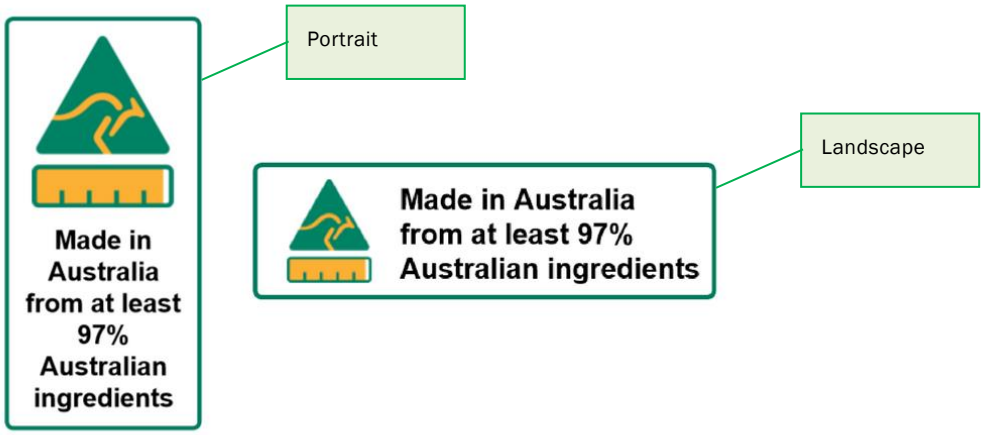
1. In the Label window, click the **CoOL** tab.
2. Select **Use 'ingredient sources vary'** phrase.



NEXT STEP If you use the **'ingredient sources vary'** phrase, the standard requires that you include a way for your customers to find out more information. To add this information, see *Step 4 – Set where to find additional information* on page 19.

Set the orientation of the Country of Origin Label

You can choose whether your Country of Origin label is shown as portrait or landscape as in the illustration below:



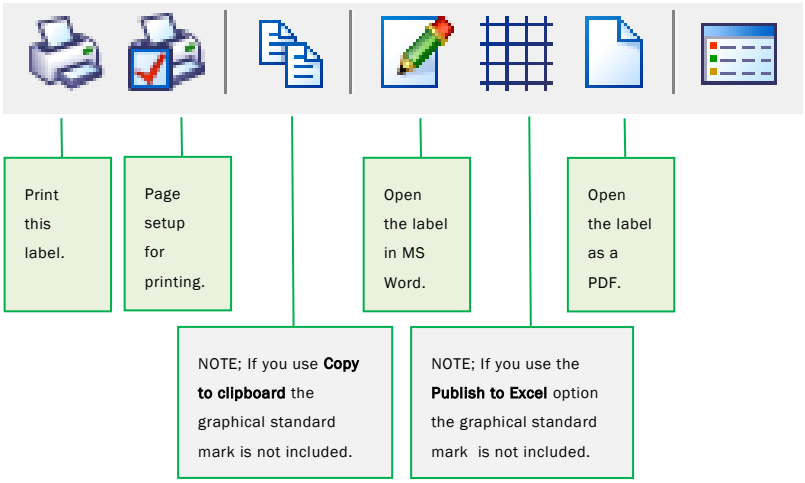
To set the orientation:

1. In the Label window, click the **CoOL** tab.
2. Under **CoOL Label Orientation**, select **Landscape** or **Portrait**.

Now your label is ready: Next steps…

Now that you have your label ready, here are the options for printing or publishing this individual label:

The Toolbar in the Label Window – print or publish the label:



NOTE: Publishing all your labels
You can also publish all the labelling information from your FoodWorks database to Microsoft Access or to a tab-delimited text file ready for use by your label-printing software. See the complementary guide, Introduction to Nutrition Labelling with FoodWorks.

Print the label

A. To **prepare** (to set the page size, page orientation etc) to print the label directly to your standard printer, click the **Page Setup** icon:

1. On the toolbar of the Label window, click the **Page Setup** icon.

2. Set properties as required.
3. Click **OK**.

B. To **print** the label directly to your standard printer:

1. On the toolbar of the Label window, click the **Print** icon.

2. Click **OK**.

Open the label in Microsoft Word

To open the label for editing in Microsoft Word:

1. On the toolbar of the Label window, click the **Publish to Word** icon.

The label will be opened in Word. Note that some formatting information may be lost in the conversion from PDF to Word format.

Open the label as a PDF

To open the label as a PDF document:

1. On the toolbar of the Label window, click the **Open as PDF** icon.

6. Setting advanced options for CoOL

You can control aspects of the content and look of your label in the **Label Options** dialog.

> **NOTE:** All options set through the **Label Options** dialog apply to all the labels generated in your FoodWorks database.

Set advanced options

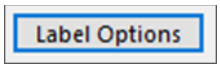
To set advanced options for CoOL:

Step 1 – Open the Label Options window

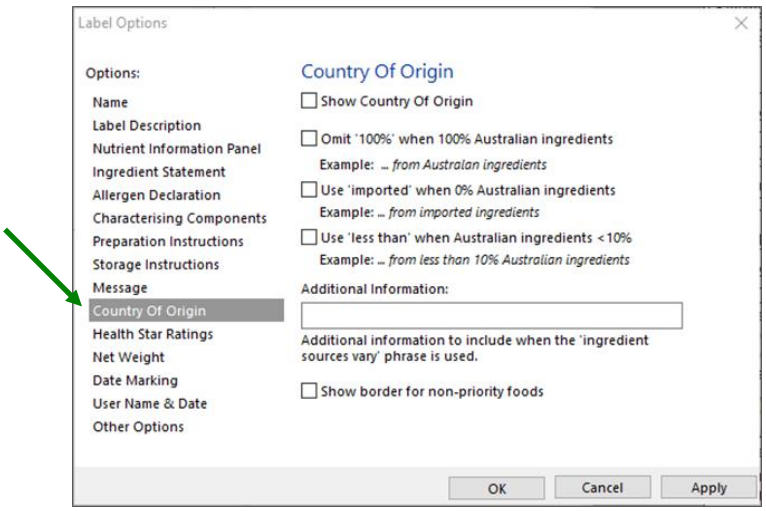
To set the way percentages are shown in CoOL text statements on your labels:

1. On the FoodWorks toolbar, click the **Label** button.

2. At the bottom of the Label window, click the **Label Options** button.



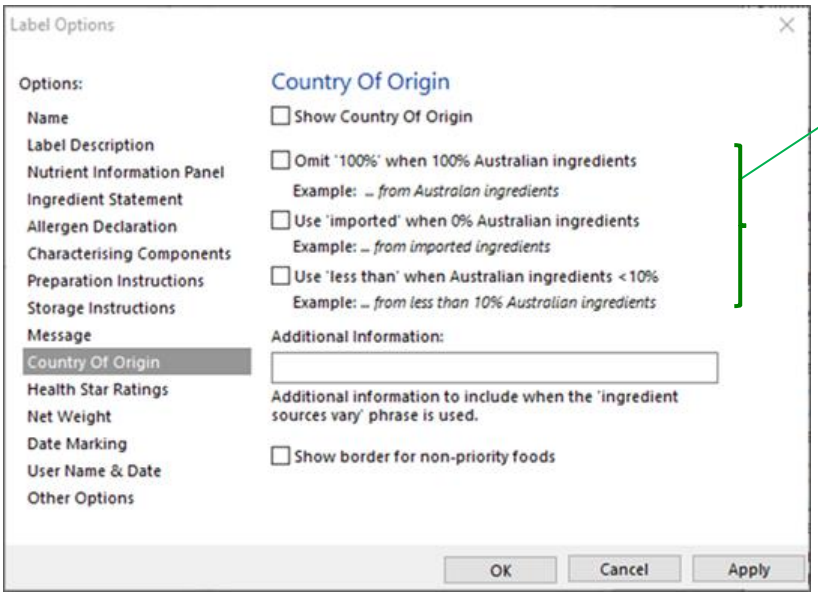
3. On the left, click **Country of Origin**.



Step 2 – Set the way percentages are shown in text statements

The checkboxes shown are the options for how to show percentages in your text statements.

Select checkboxes as required.



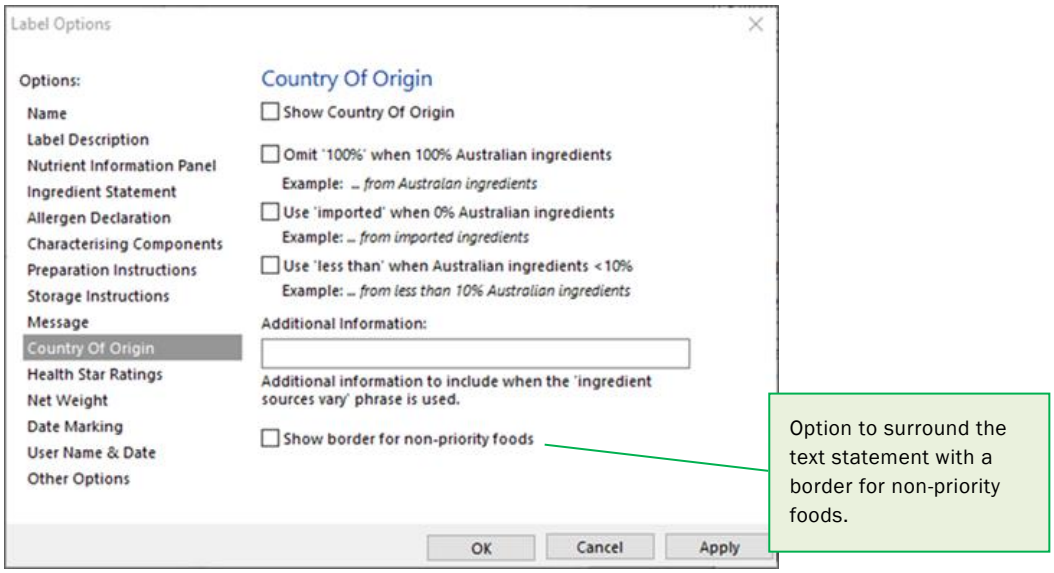
Options for expressing percent Australian in your text statements. **See the following table.**

The following table explains the options for expressing percent Australian:

Option	Meaning	Selected ☑	Not selected ☐
Omit '100%' when 100% Australian ingredients	Select this option to omit the '100%' text when the final recipe contains 100% Australian ingredients.	Made in Australia from Australian ingredients	Made in Australia from 100% Australian ingredients
Use 'imported' when 0% Australian ingredients	Select this option to use the term 'imported' rather than 0% Australian.	Made in Australia from imported ingredients	Made in Australia from 0% Australian ingredients
Use 'less than' when Australian ingredients <10%	Select this option to use the 'less than' phrase.	Made in Australia from less than 10% Australian ingredients	Made in Australia from at least 3% Australian ingredients

Step 3 – For non-priority foods, set whether a box is shown

Select this option to surround the CoOL text statement for non-priority foods with a box.

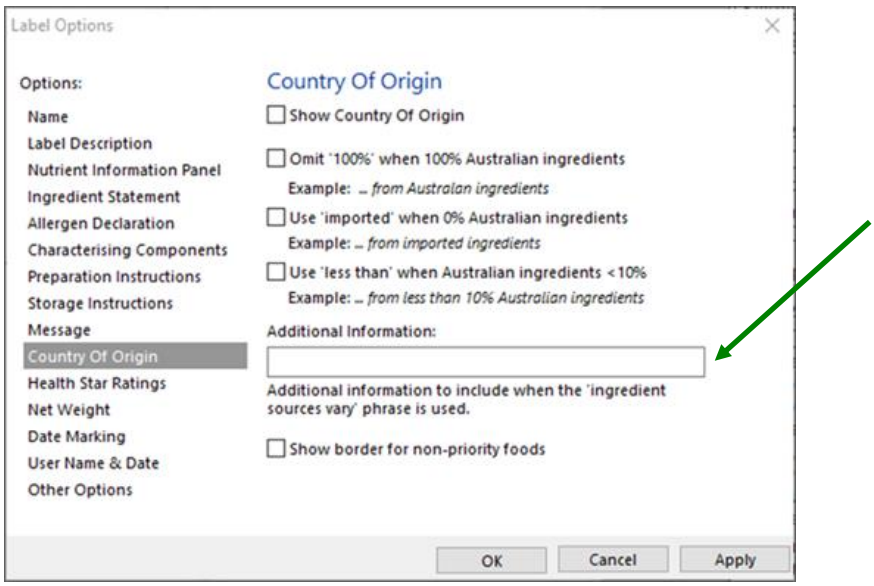


Step 4 – Set where to find additional information

Additional information is required when the '**ingredient sources vary'** phrase is used. This text should advise your customers on how to find more information about the product, for example, via a telephone number or a website address.

Example: Visit www.ripperdips.com.au for details.

In the **Additional Information** box, enter the appropriate text.



7. Publishing your CoOL information

When you publish your labelling data (using **Publish Labelling Information** on the **Tools** menu), FoodWorks includes information to support CoOL.

The CoOL columns published are:

- **CountryOfOrigin**: The country of origin as declared for this product, usually Australia.
- **CountryOfOriginStatementType**: The statement type from the current legislation, or legacy statements.

	CoOL Statement Type	**Code shown**
CURRENT		
	Unknown	0
	Made In	10
	Grown In	11
	Product Of	12
	Packed In	13
LEGACY		
	Made In	1
	Made In From Local and Imported	2
	Made In from Imported and Local	3
	Packaged In	4
	Packaged In For Local and Imported	5
	Packaged In From Imported and Local	6
	Grown In	7
	Product Of	8

- **CountryOfOriginStatement**: The CoOL statement as generated by FoodWorks.
- **CoOLAustralianPercent**: The percent Australian rounded down to a whole number.
- **CoOLAustralianPercentForBarChart**: The percent Australian as used on the bar chart is shown in increments of 10, rounding down, with these exceptions:
  - If between 1 and 9%, the bar chart shows 5%.
  - If greater than or equal to 95% and less than 100%, the bar chart shows 95%.

- **CoOLStandardMarks**:

Option	Code Shown
None	4
Border only	3
Bar Chart	2
Kangaroo Logo and Bar Chart	1

- **CoOLStandardMarksImage:** This value corresponds to the standard mark image name in the Assets folder of the FoodWorks®-BarTender® resources. You can download the FoodWorks-BarTender resources here on the FoodWorks support site.
- **Orientation:**

Option	Code Shown
Landscape	0
Portrait	1

- **CoOLWarningMessage**
- **IsCoOLWarning**
- **IsCoOLError**
- **CoOLErrorMessage**

Getting the CoOL standard mark images into BarTender

If you are publishing your labelling information from FoodWorks for use in the BarTender® Label Software, we provide a solution that enables you to include the standard mark images.

You can find more information here on the FoodWorks support site.

A: Calculations of Australian content

This appendix outlines how FoodWorks calculates the percentage of Australian content for a recipe. For examples of these calculations, see ACCC: A guide for business - Country of Origin food labelling (April 2017) pages 14-17.

Basic calculations

FoodWorks uses the Australian ingoing weight (**AusInWt**) and imported ingoing weight (**ImpInWt**) to calculate the Australian percentage.

The basic formula for a final recipe, when there are no reconstituted ingredients, is:

AusInWt / (AusInWt + ImpInWt) x 100

For each raw material the **AusInWt** and the **ImpInWt** are assigned based on the percentage Australian of that raw material. Once assigned, the **AusInWt** and the **ImpInWt** are simply summed for each final recipe and sub-recipe.

Raw materials with a declaration type of **processing aid** or **inedible component** are excluded from the above calculation.

The ingoing weight is not affected by changes in water content.

Reconstitution factor

If you set an ingredient as reconstituted for the purposes of the CoOL calculations using a Reconstitution Factor, then the Australian percentage calculation will reflect this.

To do this, as well as using the **AusInWt** and the **ImpInWt**, FoodWorks tracks the following:

- Reconstituted Australian water (**RecAusWater**): The water that needs to be assigned to Australia for a reconstituted Australian ingredient.
- Reconstituted imported water (**RecImpWater**): The water that needs to be assigned to imported for a reconstituted imported ingredient.
- Australian water (**AusWater**): Added Australian water.
- Imported water (**ImpWater**): Added imported water.

The final calculation for the Australian percentage uses these values to adjust the **AusInWt** and the **ImpInWt**, and these adjusted values are then used to calculate the final percentage Australian.

This approach means that it does not matter in which sub-recipe(s) the reconstituted ingredient is used, and the added waters. The Australian percentage calculation happens at the final recipe level.