



Sustainable Agricultural
Supply Chains Initiative

Trace

USER GUIDE

FOR BUYER COMPANIES



INATrace

The Traceability Tool
for Sustainable Supply Chains

User guide 2023

Table of Content

<u>Executive Summary</u>	05
<u>0.1 Buyer company</u>	
<u>0.2 Objectives</u>	
<u>0.3 INATrace background</u>	
<u>Chapter 1. Getting Started with INATrace</u>	08
<u>1.1 Register in the system</u>	
<u>1.2 Access to the system</u>	
<u>1.3 Overview of the user interface</u>	
<u>1.4 Language settings</u>	
<u>Chapter 2. Product settings</u>	14
<u>2.1 General product settings</u>	
<u>2.2 QR Label settings</u>	
<u>2.3 Stakeholders</u>	
<u>2.4 Final products</u>	
<u>Chapter 3. Orders</u>	22
<u>3.1 Place an order to your supplier</u>	
<u>3.2 Approve your supplier's order fulfillment</u>	
<u>Chapter 4. Processing module</u>	33
<u>4.1 Transfers to other facilities</u>	
<u>4.2 Create QR Codes</u>	
<u>4.3 Processing into final products</u>	
<u>Chapter 5. Payment module</u>	49
<u>5.1 Record an order payment</u>	
<u>Chapter 6. All Stock module</u>	54
<u>6.1 View stock and batch history</u>	

<u>Chapter 7. Dashboard</u>	55
<u>7.1 Processing dashboard</u>	
<u>Chapter 8. Company configuration</u>	60
<u>8.1 Access your company profile</u>	
<u>8.2 Edit Company information</u>	
<u>8.3 Add/Edit company facility</u>	
<u>8.4 Add/Edit processing actions</u>	

Executive Summary

The INATrace user guide for buyer companies offers a comprehensive explanation of the different modules in the INATrace system. This guide was created to provide a step-by-step walkthrough of each module, ensuring that buyer stakeholders in the agricultural value chain can effectively utilize the INATrace system. The book guide provides a comprehensive overview of settings related to product management, orders, processing, payment, stock, dashboard, and company configuration.

The documentation begins with an overview of INATrace, explaining its purpose of ensuring traceability in agricultural supply chains. It covers topics such as accessing the system, language settings, and a comprehensive overview of the user interface.

The guide then dives into the product settings section, which covers setting up general product settings, configuring QR label settings, and adding stakeholders and final products. The orders module is explained, including placing orders to suppliers and approving supplier order fulfillment.

The processing module is discussed next, covering transfers to other facilities, processing semi-products, creating QR codes, and processing into final products. And the payment module explains how to record an order payment in the system.

The all-stock module allows users to view stock and batch history. The dashboards section of the guide provides insights into the processing dashboard, offering a comprehensive overview of the processing activities. Finally, the document provides guidance on accessing and editing company profile to the admin users.

In summary, this guidebook offers a detailed explanation of the INATrace system and its different modules that are utilized by users from buyer companies.

0.1. Buyer company

The documentation provided can be utilized by users of the INATrace system who are part of buyer company. In the context of the INATrace project, a buyer refers to an entity that purchases semi or final agriculture products from exporters or directly from coffee-producer organizations. When the company purchases semi-products, it also gets involved in the transformation of the product into final products. Buyers are an essential part of the chain, serving as intermediaries between sellers (producers or exporters) and eventual end-consumers.

It is important to note that the roles of buyer can vary depending on the specific agricultural sector and the value chain involved. In fact, the buyer company may also engage in exporting activities often have multifaceted roles within the value chain.

From the perspective of the INATrace system, the common factor among all buyer companies is that they buy semi or final products from the exporters or producer organizations and links the final product to the end-consumers.

0.2. Objectives

The objective of this user guide is to demonstrate step by step functionalities of all INATrace system modules to the users. The following are the specific objectives of this user guide:

- a. System users will understand the general background of INATrace system and how it enables traceability and transparency in agricultural value chains.
- b. Users will have a thorough understanding of INATrace and how it accommodates all value chain data.
- c. Users will have guidelines on how to use INATrace.

0.3. INATrace Background

INATrace is a **digital open-source solution** that puts people first. With the aim of improving the economic situation of smallholder farmers, INATrace focuses on the traceability of global supply chains. Better payment for producers at the beginning of the supply chain can only be secured if it becomes clear how little they receive for the raw material produced compared to other actors.

Data on the supply chain, such as what prices are paid, which processing steps take place and which actors are involved, is stored digitally and, if desired, can also be viewed by consumers via a QR code. In addition, new functions for recording farmers' field polygons and satellite-based forest monitoring are being developed. Thus, the data collected in INATrace can be used to fulfil the due diligence requirements for the new EU Deforestation Regulation (EUDR).

Companies in the processing, wholesale and retail sectors are being made responsible for their own supply chains with the introduction of the German Supply Chain Act (LkSG) and the EU Regulation on Deforestation-Free Products (EUDR). Compliance with human rights and the protection of forests is indispensable, especially at the beginning of global supply chains. In the market for traceability solutions, which currently is very fragmented, INATrace consistently builds on the requirements of those at the beginning of supply chains.

With INATrace, cooperatives have the opportunity to say goodbye to paper or Excel-based systems and make their processes fully transparent and digital. They also retain ownership over their data, strengthening their negotiating position vis-à-vis buyers of their products.

INATrace at a glance



- It is a digital **traceability** tool.
- It makes **agricultural commodities traceable**.
- It enables **transparency** among value chain actors and to the end-consumers.
- It allows **end consumers to learn and give feedbacks** about the product.
- It helps **producers** to digitalize their operations and have **data** that they can analyze and present.

Chapter 1.

Getting Started with INATrace

INATrace is accessible using any modern browser (e.g. Chrome or Microsoft Edge) through the URL: <https://inatrace.org/>

1.1 Register in the system

In order to register a user account on INATrace, access <https://inatrace.org/en/register> and proceed by filling in the registration form below. After filling in all the required inputs, click on register and ask your INATrace contact person to approve your account.

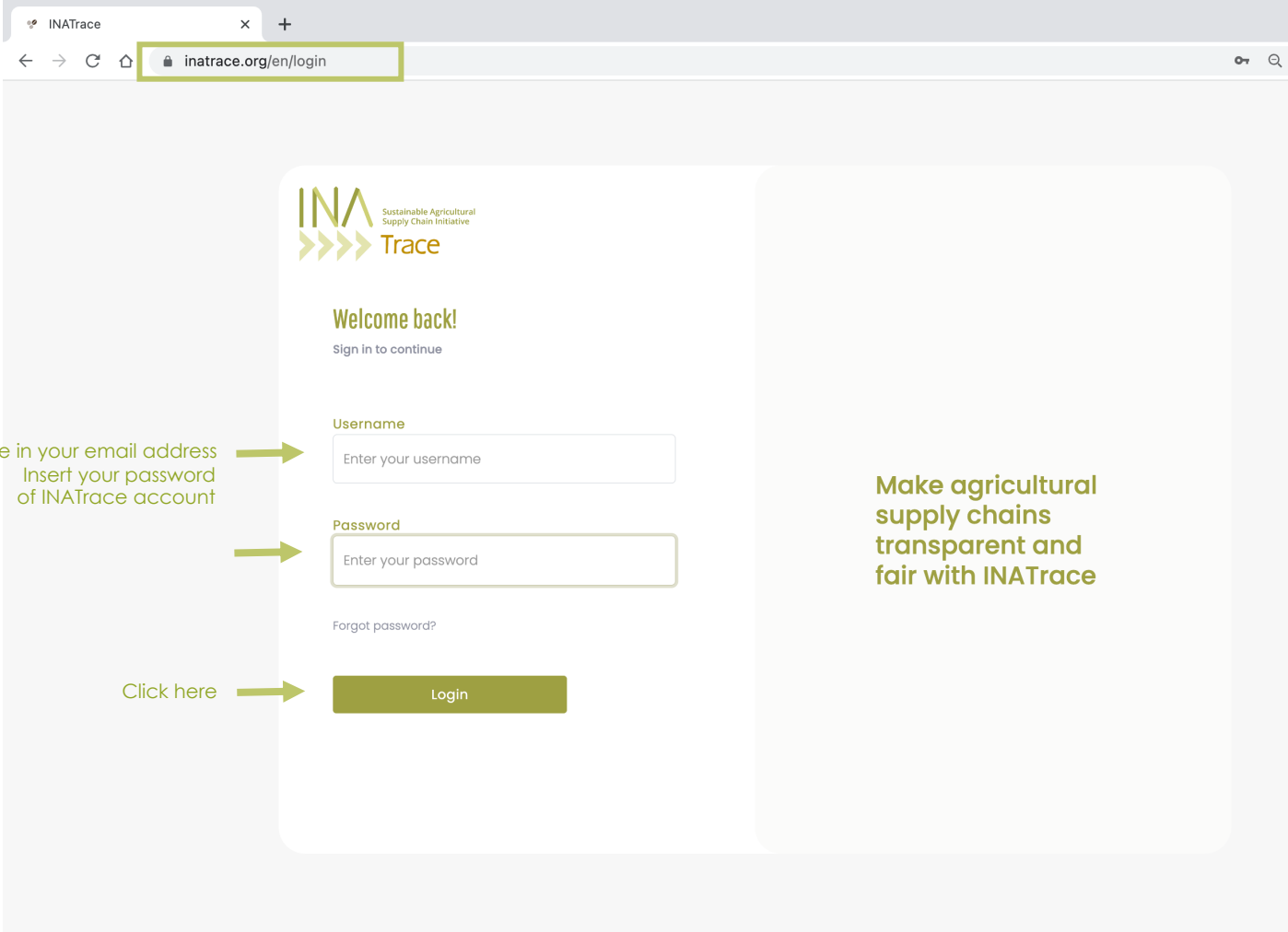
The screenshot shows the INATrace registration page at inatrace.org/en/register. The browser's address bar is highlighted with a green box. The page features a 'Create an account' form with the following fields and annotations:

- First name***: A text input field with the placeholder 'Enter your first name'. An annotation 'Type in your first name' with a green arrow points to this field.
- Last name***: A text input field with the placeholder 'Enter your last name'. An annotation 'Type in your last name' with a green arrow points to this field.
- E-mail***: A text input field with the placeholder 'Enter your e-mail'. An annotation 'Type in your email address' with a green arrow points to this field.
- Password***: A text input field with the placeholder 'Enter your password'. An annotation 'Insert a password and make sure you memorize it (do not use your email password)' with a green arrow points to this field.
- Agreement**: A checkbox followed by the text 'Yes, I agree with your conditions'. An annotation 'Tick this box' with a green arrow points to the checkbox.
- Already registered? Login**: A link for users who are already registered.
- Register**: A green button to submit the registration form. An annotation 'Click here' with a green arrow points to this button.

On the right side of the form, there is a large light green box with the text: 'Make agricultural supply chains transparent and fair with INATrace'.

1.2 Access to the system

Once your account has been verified and activated, you can click on “Login” on <https://inatrace.org/> and input your email and password to enter the system.



The screenshot shows a web browser window with the address bar displaying inatrace.org/en/login. The page features the INATrace logo (INA Sustainable Agricultural Supply Chain Initiative Trace) and a "Welcome back!" message with a "Sign in to continue" link. Below this are input fields for "Username" and "Password", a "Forgot password?" link, and a "Login" button. Annotations with green arrows point to these elements: "Type in your email address" and "Insert your password of INATrace account" point to the Username and Password fields respectively, and "Click here" points to the Login button. A large text box on the right side of the page reads: "Make agricultural supply chains transparent and fair with INATrace".

INA Sustainable Agricultural Supply Chain Initiative Trace

Welcome back!
Sign in to continue

Username
Enter your username

Password
Enter your password

Forgot password?

Login

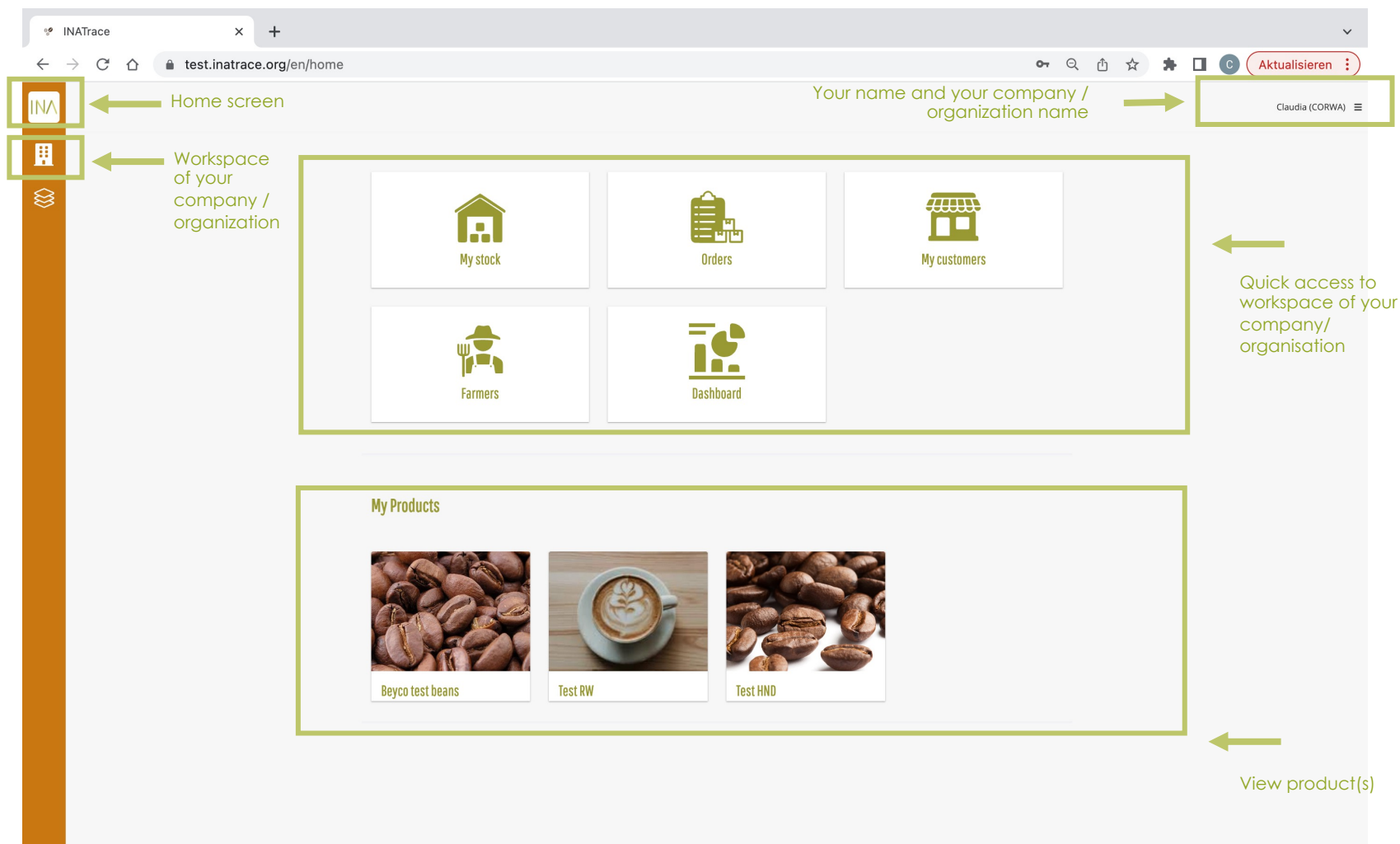
Type in your email address
Insert your password of INATrace account

Click here

Make agricultural supply chains transparent and fair with INATrace

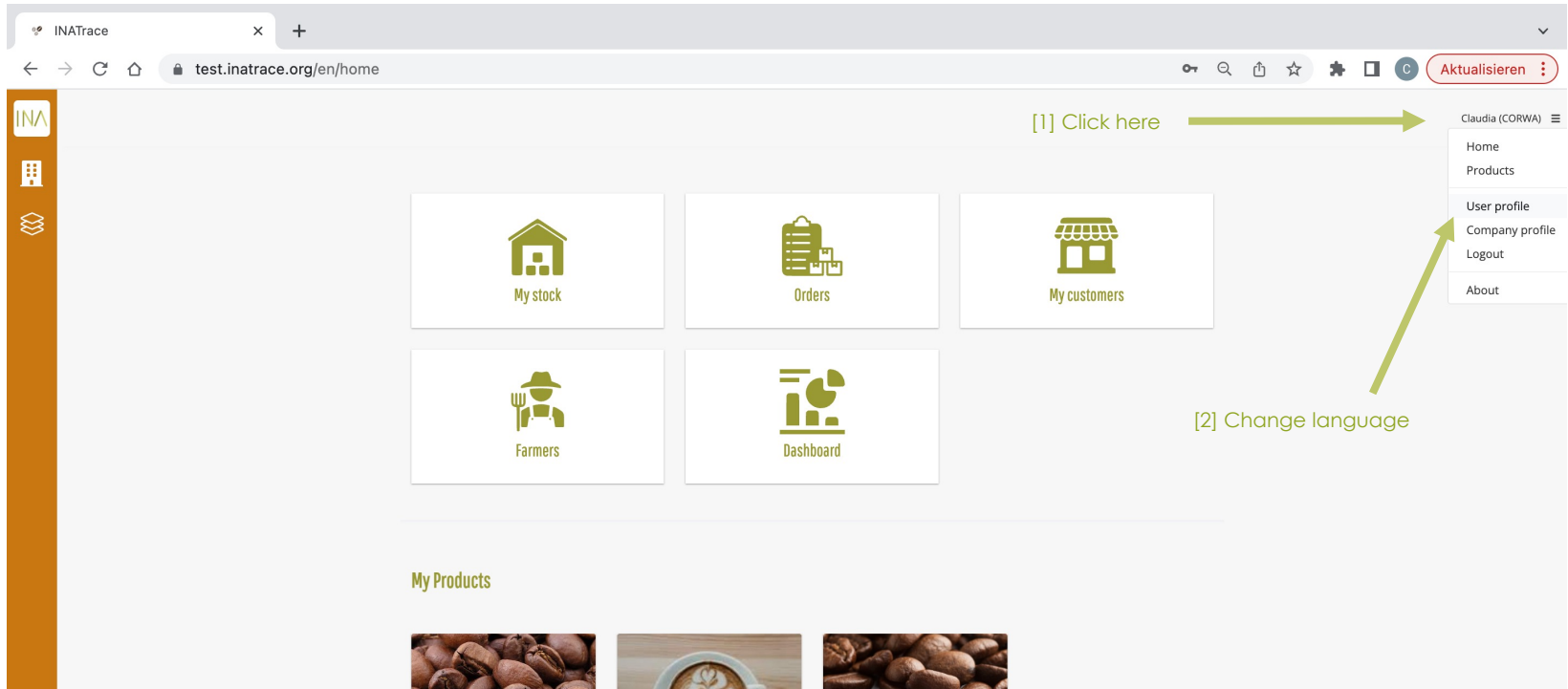
1.3 Overview of the user interface

Once you have successfully logged in into the system, the first page you see is the homepage (see below). On the same page, there are different tiles and icons that help you perform various tasks in the system.



1.4 Language settings *(English, Kinyarwanda, Spanish and German)*

To change the system language, click on the menu icon in the top left corner, then click on user profile.



On the screen that appears, locate, and select the language of your choice under user language then click on save button at the bottom of the page to validate change of language.

The screenshot shows the 'Edit My profile' page in the INATrace application. The page is divided into three main sections: 'Basic information', 'User language', and 'My companies'. The 'Basic information' section contains input fields for 'First name*' (Claudia), 'Last name*' (Test), and 'Username', along with a 'Reset password' button. The 'User language' section is highlighted with a green box and contains a 'Selected' language (EN) and 'Available' languages (DE, RW, ES). A green arrow points from the text '[3] Select your language.' to the 'Available' language buttons. The 'My companies' section lists 'Montaña Mágica Productores' and 'Magic Mountain Producers'. At the bottom right, there are 'Go back' and 'Save' buttons, with a green arrow pointing from the text '[4] Click on save.' to the 'Save' button.

INATrace

test.inatrace.org/en/user-profile?returnUrl=%2Fhome

Claudia (Magic Mountain Producers)

Edit My profile

Basic information

First name*

Claudia

Last name*

Test

Username

Reset password

User language

Selected

Available

EN DE RW ES

My companies

Montaña Mágica Productores

Magic Mountain Producers

Go back Save

[3] Select your language.

[4] Click on save.

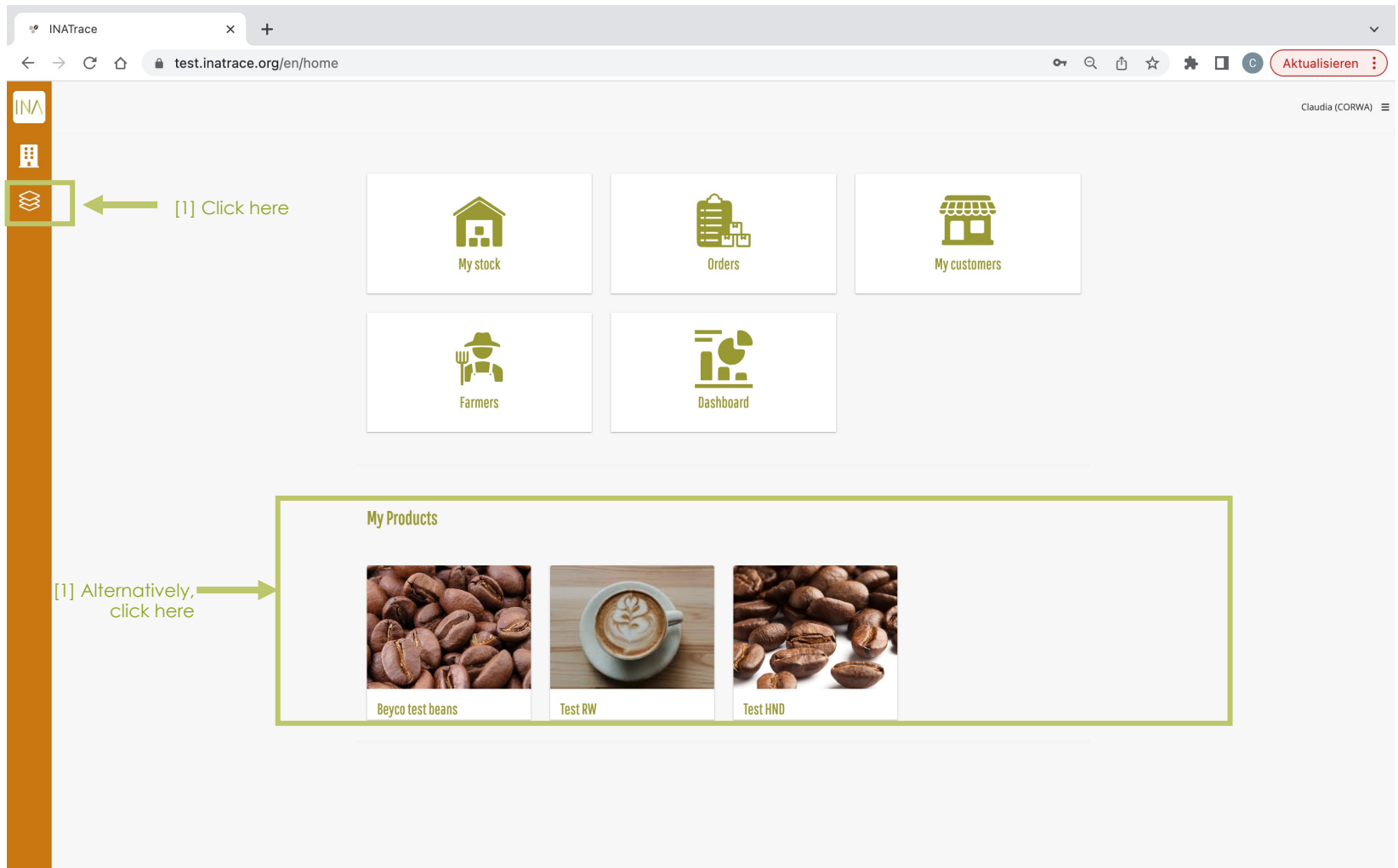
Chapter 2.

Product settings

In this part of the system, you are able to view general product settings, stakeholders of your supply chain and final products (=end-customer products).

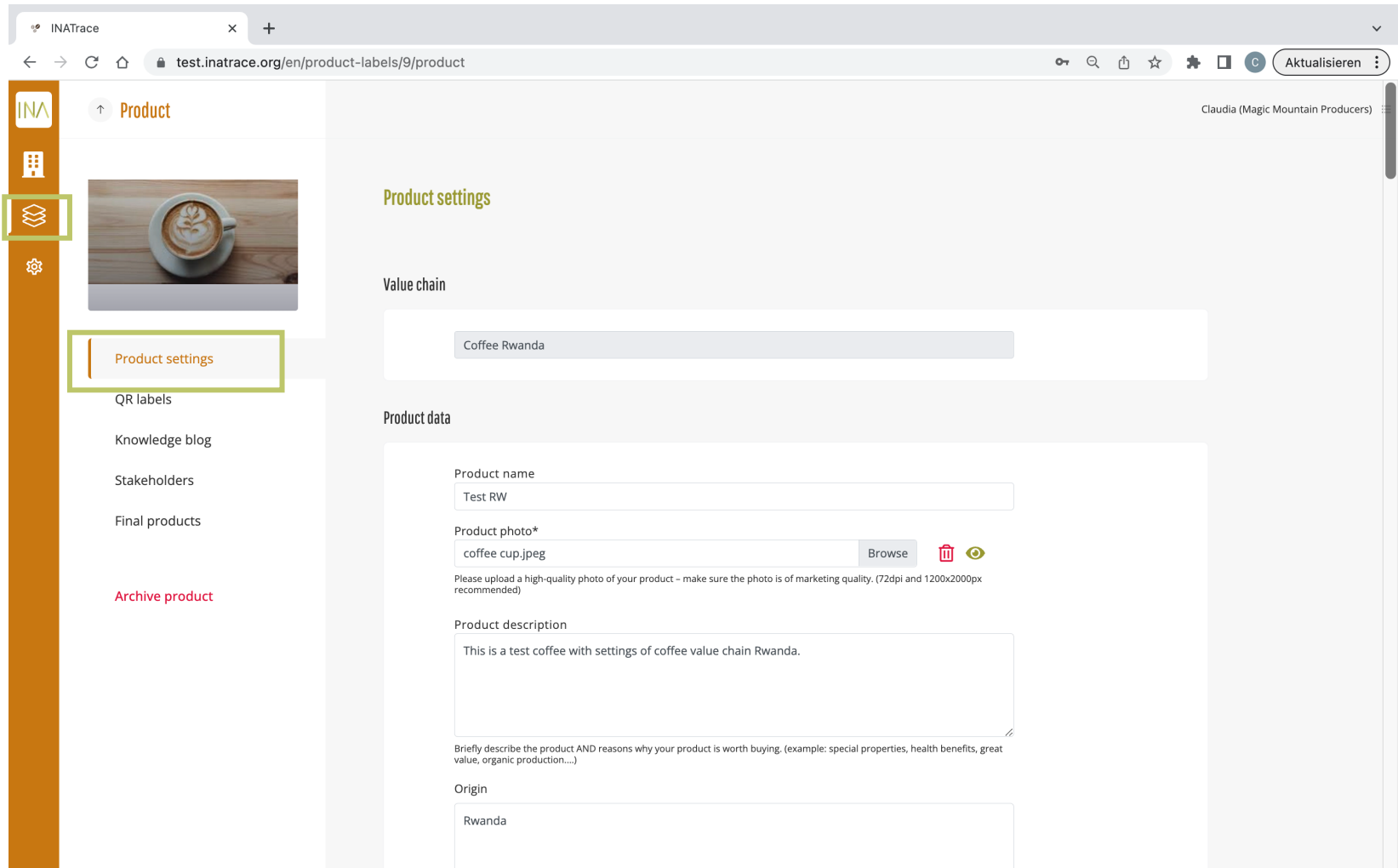
NOTE: In case you are the product owner (e.g. brand owner), you will be able to modify these parts including the design of the B2C page behind the QR Code scan in case you use QR codes on your products.

In order to access the product settings, follow the steps shown below.



2.1 General product settings

Here, you can edit the general product settings in case you are the product admin. Note, that these are the master settings for your product. Changes here do not affect already existing QR Code labels. In case you are not the product admin, data input fields will appear greyed out.



The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9/product`. The left sidebar features a navigation menu with the following items: **Product** (highlighted with a green box), QR labels, Knowledge blog, Stakeholders, Final products, and Archive product. The main content area is titled **Product settings** and contains the following sections:

- Value chain**: A text field containing "Coffee Rwanda".
- Product data**:
 - Product name**: A text field containing "Test RW".
 - Product photo***: A text field containing "coffee cup.jpeg", a "Browse" button, and a trash icon.
 - Product description**: A text area containing "This is a test coffee with settings of coffee value chain Rwanda." Below the text area is a note: "Briefly describe the product AND reasons why your product is worth buying. (example: special properties, health benefits, great value, organic production....)".
 - Origin**: A text field containing "Rwanda".

2.2 QR Label settings

In the QR Labels section, the product admin can add a QR Label by clicking “Add INATrace Label”. You will be asked to add a title and select your end-customers language for the B2C page. You need to “Publish” the label in order to activate it. NOTE: The QR Label will be pre-filled with the master settings from the general “product settings” submenu. You can adjust the information for each QR Label here separately (e.g. individual designs or languages for different target groups). IMPORTANT: The QR Code shown here is NOT the QR code to be printed on your product packages, since it does not contain batch-specific information but is only the template with static product information.

The screenshot displays the INATrace web application interface. On the left, a vertical orange sidebar contains navigation icons, with the 'QR labels' icon highlighted by a green box. The main content area is titled 'QR labels' and shows three QR code templates. The third template, labeled 'ADD INATRACE LABEL', is highlighted with a green box and has a green arrow pointing to it with the text '[1] Click here'. Below the templates, there are buttons for 'View page (only label data are visible)', 'Publish', 'Batches', 'Feedback', and 'Statistics'. A green arrow points to the 'Publish' button with the text '[2] Click here'. The 'Label data' section at the bottom contains a form with the following fields:

- Label name:** A text input field containing 'Test RW'.
- Label photo*:** A text input field containing 'coffee cup.jpeg', followed by a 'Browse' button, a trash icon, and an eye icon. Below this is a note: 'Please upload a high-quality photo of your product - make sure the photo is of marketing quality. (72dpi and 1200x2000px recommended)'.
- Label description:** A text input field containing 'This is a test coffee with settings of coffee value chain Rwanda'.

2.3 Stakeholders

In the stakeholders section, you can add all stakeholders of your value chain in case you are the product admin.

The screenshot displays the INATrace 2.0 user interface for product administrators. On the left, a vertical orange sidebar contains navigation icons, with the settings gear icon highlighted by a green box. Below the sidebar, the 'Product' section is visible, featuring a coffee cup image and a list of options: 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders' (highlighted with a green box), 'Final products', and 'Archive product'.

The main content area, titled 'Value chain', is divided into four sections: 'Buyers', 'Importers', 'Exporters', and 'Producers'. Each section contains a list of stakeholders and a '+ Add' button. The 'Producers' section shows 'Magic Mountain Producers' and a '+ Add producer' button, which is pointed to by a green arrow with the text 'Click here to add a producer organization'.

Stakeholder Type	Stakeholder Name	Action
Buyers	CORWA	+ Add buyer
Importers		+ Add importer
Exporters	Export Pros	+ Add exporter
Producers	Magic Mountain Producers	+ Add producer

In the lower part of the stakeholders section, you see who are the product admins for the selected product. A product can have one or several product admins. In case you are a product owner, you can add additional product admins. Below, you can upload the data sharing agreement for your value chain which is signed by all stakeholders.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/stakeholders/value-chain`. The sidebar on the left contains navigation icons and links: 'Product', 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders' (highlighted with a green box), 'Final products', and 'Archive product'. The main content area is titled 'Value chain' and includes sections for 'Processors', 'Traders', 'Product admins', and 'Data sharing agreements'. The 'Product admins' section lists 'Magic Mountain Producers', 'CORWA', and 'Export Pros', with a '+ Add product admin' button. The 'Data sharing agreements' section has an 'Add new' button. At the bottom, there are 'Back' and 'Save' buttons. Green arrows point to the '+ Add product admin' button, the 'Add new' button, and the 'Save' button, with accompanying text: 'Click here to add an additional product admin who will then be allowed to edit all product settings.', 'Upload data sharing agreements here', and 'Save'.

Value chain

Processors

+ Add processor

Traders

+ Add trader

Product admins

+ Add product admin

Magic Mountain Producers

CORWA

Export Pros

Data sharing agreements

Add new

Back

Save

Click here to add an additional product admin who will then be allowed to edit all product settings.

Upload data sharing agreements here

Save

2.3 Final products

As a product admin, you can add your final products in this part. Final products are end-customer products. In case your company does not manage those, this section is not relevant for you.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The sidebar on the left contains navigation links: Product settings, QR labels, Knowledge blog, Stakeholders, and Final products (highlighted with a green box). Below the sidebar is a red link labeled "Archive product". The main content area is titled "Final products" and shows a list of final products. A table displays the following data:

Name	Description	Unit label	Actions
CORWA Espresso 500g	CORWA Espresso 500g	500g packages	Edit Delete

The "Edit" button in the Actions column is highlighted with a green box. A green arrow points to the "+ Add" button in the top right corner, with the text: "Click here to add a new final product". Another green arrow points to the "Edit" button, with the text: "Click here to edit or delete a final product. NOTE: Do not delete a final product in case any processes have been recorded in the system for this final product or in case QR Codes you are using are linked to this final product".

When adding a new final product, you will be asked to enter a name and description, select a measuring unit type and select a product label. The product label is your previously added QR label. Make sure to publish the QR label before adding it to a final product. In case you are not using QR codes on your products, you do not need to add a product label.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The page title is "Product". The main content area is titled "Final products" and shows a list of final products with the following columns: Name, Description, Measurement unit type, and Actions. The first product listed is "CORWA Espresso 500g". A modal form titled "Add new final product" is open in the center of the screen. The modal form contains the following fields and options:

- Name:** A text input field with the placeholder "Enter name".
- Description:** A text area with the placeholder "Enter short final product description." and a "Description" label above it.
- Measurement unit type*:** A dropdown menu with the selected option "300g packages".
- Product labels:** A dropdown menu with the selected option "CORWA". The dropdown list shows "select an option ..." and "undefined (Unpublished)".

The modal form has "Cancel" and "Save" buttons at the bottom right. The background of the application is dimmed, showing a sidebar with navigation links: "Product settings", "QR labels", "Knowledge blog", "Stakeholders", "Final products" (highlighted), and "Archive product". The top right corner of the application shows the user name "Claudia (Magic Mountain Producers)" and a "Aktualisieren" button.

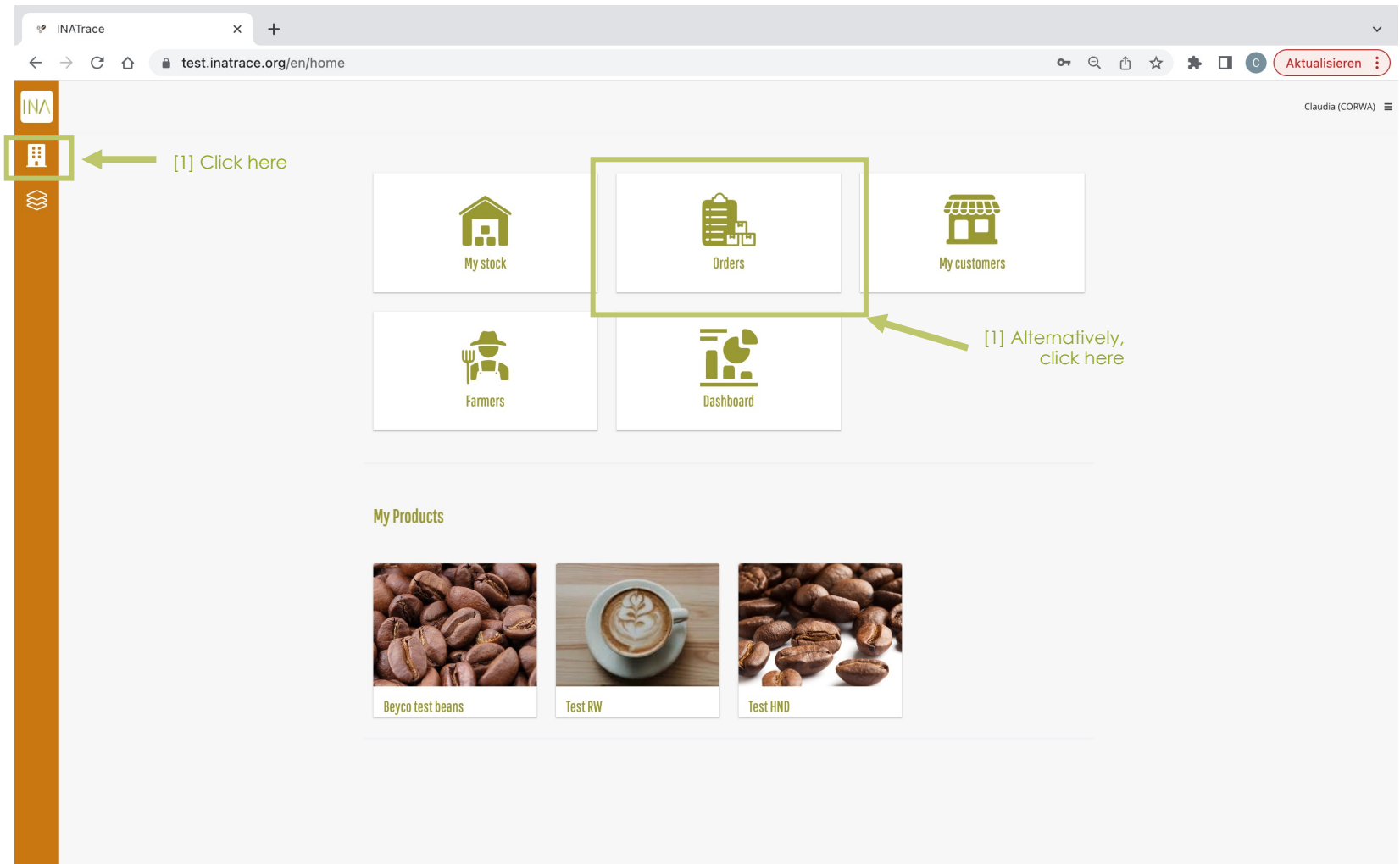
Chapter 3.

Orders

This module allows company users to place orders to their suppliers and fulfill orders from their buyers.

3.1 Place an order to your supplier

To access the orders section, click on the “Company” icon as shown on the screenshot below and select “Orders” from the submenu. You can also go directly to “Orders” tile as shown below.



In order to place an order to your supplier, follow the steps below.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The left sidebar contains the INATrace logo, the user name 'CORWA', and a menu with 'Orders' highlighted. The main content area is titled 'Placed orders' and includes a 'Selected facility' dropdown menu. Below this is a table of orders. Green annotations with arrows indicate the following steps:

- [1] Click here: Points to the 'Orders' menu item in the sidebar.
- [2] Click here: Points to the 'Orders' sub-item in the 'My stock' section.
- [3] Click here: Points to the 'Placed orders' tab in the 'Received orders' section.
- [4] Click on "Order semiproduct" or "Order final product" depending on the type of order: Points to the buttons in the top right of the 'Placed orders' section.

Placed orders

Selected facility
Select facility

List of orders
Showing 4/4

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2022-08-10	CORWA Espresso 500g (Test RW)	Unknown	CORWA_ESP_500	Export Pros (Roastery storage)	1500 / 1500	500g packages	750	2022-08-05 04:57	Edit View Approve/Reject Add balance payment QR
2022-05-27	Best beans Espresso roast 500g (Test HND)	Unknown	3005	Export Pros (Roastery storage)	200 / 0	500g packages	100	2022-05-30 09:50	Edit View Approve/Reject Add balance payment Delete
2022-01-30	Best beans medium roast 250g (Test HND)	Unknown	123	Export Pros (Roastery storage)	3000 / 0	250g packages	750	2022-01-10 10:59	Edit View Approve/Reject Add balance payment Delete
2021-12-01	Best beans medium roast 250g (Test HND)	Unknown	Order0815	Export Pros (Roastery storage)	1500 / 1500	250g packages	375	2021-11-04 12:45	Edit View Approve/Reject Add balance payment

For a **semiproduct order**, select your company facility where you want to receive your ordered items.

INATrace

test.inatrace.org/en/my-orders/placed-orders

Aktualisieren

Export Pros

Received orders Placed orders

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/13

Filter

My stock

Orders

Farmers

Dashboard

First select facility and order template

Select facility*

Select facility

Parchment storage

Hulling Station

Green coffee storage

Roastery storage

Date of delivery	SKU	Product description	Order ID	Quantity	Unit	Weight	Time of last change	Actions
2023-08-01	Grainpro...	of green coffee		100	g		2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro...	of green coffee		100	g		2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro...	of green coffee		123	kg		2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	Montaña Mágica Productores (Almacén de pergamino seco)	PA-TEST-14-03-2023	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	Magic Mountain Producers (Green coffee storage)	CORWA_ESP_500_EP	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Montaña Mágica Productores (Almacén de pergamino seco)	Test25012023	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee	Montaña Mágica Productores (Green coffee storage)	12345	500 / 30	kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment

Select the type of order you want to place.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu. A modal dialog titled "First select facility and order template" is open, showing two selection fields: "Select facility*" with "Green coffee storage" selected, and "Select quote order template*" with "Order green coffee from the producer" selected. The dialog has "Cancel" and "Confirm" buttons. A green arrow points to the "Confirm" button. The background shows a table of orders with columns: Date of delivery, SKU, Product description, Quantity, Unit, Weight, Time of last change, and Actions.

Date of delivery	SKU	Product description	Quantity	Unit	Weight	Time of last change	Actions
2023-08-01	Grainpro...	of green coffee	100	g	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro...	of green coffee	100	g	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro...	of green coffee	123	g	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	PA-TEST-14-03-2023	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	CORWA_ESP_500_EP	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Test25012023	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee	12345	500 / 30	kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment

Enter all order details.

INATrace

test.inatrace.org/en/my-stock/processing/144/facility/85/new

Aktualisieren

Claudia (Export Pros)

Order details

Processing*

Order green coffee from the producer

Export Pros

Order date*

25. 7. 2023

Semi-product type*

Grainpro bag of green coffee

Facility*

Green coffee storage

Order ID

Enter the order ID

Prefix

ORDER

Internal lot name*

Enter internal lot name

Ordered quantity in kg*

Enter quantity

Preferred delivery date*

D. M. LLLL

Screen size

Preparation

Select your supplier's facility you are ordering from. Add comments to further specify your order if needed or add documents before saving the order.

The screenshot shows the INATrace web application interface. The browser address bar displays the URL: `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The page title is "Supplier details".

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

Green coffee storage (Magic Mountain Producers)

Total quantities

Quantity fulfilled by supplier in kg

Remaining quantity in kg

0.00

Total ordered quantity in kg

Comments

Processing evidence

Other evidence documents

Add document

Add document

Cancel Save

After saving the order, it will appear in your List of orders with the quantity you ordered. The fulfilled quantity will show “0” until your supplier added a batch from their stock to your order.

The screenshot displays the INATrace web application interface. The sidebar on the left contains navigation icons and labels: 'My stock', 'Orders' (highlighted with a green box), 'Farmers', and 'Dashboard'. The main content area is titled 'Placed orders' and features a '+ Order semiproduct' button. Below this is a 'Selected facility' dropdown menu. The 'List of orders' section shows a table with the following data:

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 0	kg	100	2023-07-25 10:56	Edit View Approve/Reject Add balance payment Delete
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

For a **final product order**, specify the Order ID, your customer, order ID, latest date of delivery and add details for the final product you order including your suppliers' facility you order from, the end-customers currency and end-customer price. Click "continue" and add more final products to your order by clicking on "add order item" before saving. NOTE: In order to place a final product order, you need to have at least one customer in your "customer" section of the system beforehand. In case you order for a number of different customers, you can simply create a company called "various" or "unknown" in the customers section.

INATrace

test.inatrace.org/en/my-orders/customer-order/add

Aktualisieren

Claudia (CORWA)

Order ID*

TEST123

Customer*

Unknown

Order to*

Roasted coffee storage

☐ Women's only

☐ Organic only

Latest date of delivery*

3. 7. 2023

List of order items

Add order item

Final product*

CORWA Espresso 500g (Order 500g Espresso)

Order from

Select facility

Quantity in 500g packages*

Enter quantity

Internal lot name

-

Currency for end-customer*

EUR

Gross price per item at end customer (EUR)*

Enter price in EUR

Cancel

Confirm

Cancel

Save

3.2 Approve your supplier's order fulfillment

Once your supplier has allocated the required quantity from their stock to your order, you will see the fulfilled quantity equaling the ordered quantity. Click on “Approve/Reject” to review the batches allocated to your order.

The screenshot displays the INATrace web application interface. The sidebar on the left contains navigation icons and labels: 'My stock', 'Orders' (highlighted with a green box), 'Farmers', and 'Dashboard'. The main content area is titled 'Placed orders' and includes a 'Selected facility' dropdown menu. Below this is a table listing orders. The first row of the table is highlighted, showing an order for 'Grainpro bag of green coffee' with a fulfilled quantity of 100 / 100. The 'Approve/Reject' link in the Actions column is highlighted with a green box and an arrow.

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

If the allocated batches suffice your requirements, click “confirm”. To reject one or several batches, untick the corresponding one(s). NOTE: Approving orders is a mandatory step to make the batches available in your company’s stock and to be able to start recording processes or to fulfill your buyer’s orders.

The screenshot shows the INATrace web application interface. The main header includes the INATrace logo, a settings gear, and the user name 'Claudia (Export Pros)'. The navigation bar shows 'Received orders' and 'Placed orders' tabs. The 'Placed orders' section is active, displaying a 'Selected facility' dropdown and a 'List of orders' table. A modal window titled 'Approve / reject transactions' is open, showing a list of orders with checkboxes for approval. The modal has 'Cancel' and 'Confirm' buttons. A yellow arrow points to the 'Confirm' button. The background table lists orders with columns: Date of delivery, SKU, Unit, kgs, Time of last change, and Actions.

Date of delivery	SKU	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro of green coffee	g	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro of green coffee	g	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro of green coffee	g	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee	123	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	PA-TEST-14-03-2023	15 / 0	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	CORWA_ESP_500_EP	1000 / 1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Test25012023	200 / 200	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

You can also review the order's history through clicking the “view” button which is a shortcut to your company's stock with the respective batch history.

The screenshot displays the INATrace web application interface. The sidebar on the left shows the 'My stock' section with 'Orders' highlighted. The top navigation bar includes a 'Placed orders' tab. The main content area is titled 'Placed orders' and features a 'Selected facility' dropdown menu. Below this is a 'List of orders' table with columns for Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. A green arrow points to the 'View' button in the Actions column of the first order.

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

By clicking on a specific line in the history, you will get more details about the respective transaction displayed in the upper right part of the interface named “processing information”.

Order details

Edit

Basic information

Internal lot name	Test25072023
Facility	Green coffee storage (Export Pros)
Semi-product	Grainpro bag of green coffee

Total	100 kg
Fulfilled	100 kg
Available quantity	100 kg

Created	2023-07-25 10:56
Last change	2023-07-25 11:08
Production date	2023-07-25
Comment	-

Processing information


Order type	QUO
Processing action	Order green coffee from the producer (Quote)

Grainpro bag of green coffee

Inputs

- 50 kg
- 35 kg
- 5 kg

Outputs



Legend: required in process - present, required in process - missing, additional document in process, required on quote - present, required on quote - missing, one of required documents on quote in group G1 present, all of required documents on quote in group G1 missing

History

- 2023-07-25 - Order green coffee from the producer
 - 2023-07-25 @ Green coffee storage : Test25072023 - 100 kg (this order)
- 2023-07-25 - Transfer 60kg bags to green coffee storage
 - 2023-07-21 @ Green coffee storage : 12345/1 - 35 kg
 - 2023-07-21 @ Green coffee storage : 12345/2 - 60 kg
- 2023-07-21 - Hulling and sorting
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/1 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/2 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/3 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/4 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/5 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/6 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/7 - 60 kg
 - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/8 - 35 kg
- 2023-07-21 - Transfer parchment to hulling station
 - 2023-02-23 @ Hulling Station : LOT 123testA1PS/1 - 500 kg
- 2023-02-23 - Packing dried coffee and transfer to parchment storage
 - 2023-02-23 @ Parchment storage : 123testA1PS - 500 kg
 - 2023-02-23 @ Hulling Station : 123testA1HS - 500 kg
- 2023-02-23 - Wet-processing and moving to drying bed
 - 2023-02-23 @ Washing station 1 : 123testA1 - 1100 kg
 - 2023-02-23 @ Washing station 1 : 123testA2 - 300 kg
- 2023-02-23 - Weighing of coffee cherries
 - 2023-02-23 @ Washing station 1 : 123test - 2000 kg

Chapter 4.

Processing module

The processing module helps system users to record all activities related to semi-products processing from one stage to the next and transferring the semi-product from one facility to another.

General Note on recording processing actions

Each supply chain is different, **each company's configuration and user interface in INATrace are individual**. This is especially true regarding the company's facilities and processing actions.

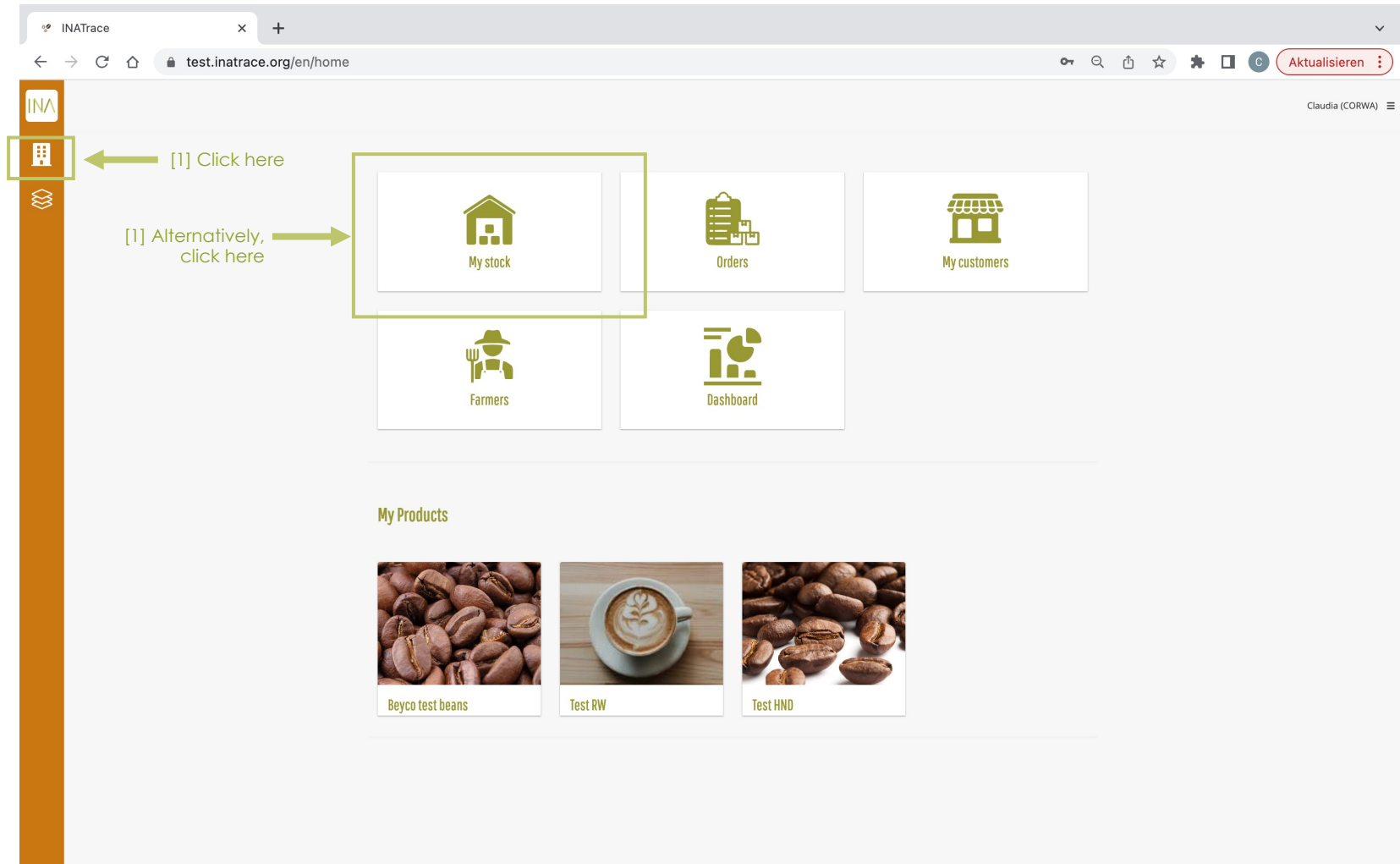
In the following, we show how to document processing actions for an exemplary coffee supply chain. In case you as a buyer company buy final products (=finished end-customer products), this chapter is not relevant for you.

KEEP IN MIND:

- **All processes need to be recorded in a chronological order** AFTER you approved the orders which were fulfilled by your supplier
- You will need to identify your product batch through all processing steps. The system will therefore ask you for an **internal lot number which represents the unique identifier for your batch**.
- Make sure to **select the correct output facility**, especially in case your product changes the location as part of a specific processing action. Example: The input facility for your processing action 2 needs to be the same one as your output facility of processing action 1. Otherwise you will not be able to select your batch for processing action 2.

4.1 Transfers to other facilities

To record the transaction, click on the “Company” icon as shown on the screenshot below which leads you to “My Stock”. You can also go directly to “My stock” tile as shown below.



Hover on the tile of the parchment storage where the processing action is to be done. In this example, we click on **“Transfer parchment to hulling station”** to move the coffee to the hulling station.

The screenshot displays the INATrace web application interface for Magic Mountain Producers. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The interface includes a top navigation bar with tabs for Deliveries, Processing (highlighted with a green box and arrow [3]), Payments, and All stock. A user profile dropdown for Claudia (Magic Mountain Producers) is visible in the top right.

The left sidebar contains a navigation menu with the following items: INA logo, Magic Mountain Producers header, a list of icons (including a building icon highlighted with a green box and arrow [1]), My stock (highlighted with a green box and arrow [2]), Orders, Farmers, Collectors, and Dashboard.

The main content area is titled "Processing actions" and shows a "List of facilities" with 5/5 items. The facilities listed are:

- Washing station 1 (Village 1)
- Washing Station 2 (Village 2)
- Parchment storage (Village 1) - This facility is highlighted with a green box, and a specific action "Transfer parchment to hulling station" is highlighted with a green box and arrow [4].
- Hulling Station (Village 1)
- Green coffee storage (Village 1)

A green button labeled "+ Add processing action" is located in the top right of the main content area.


“Add transfer action” page appears with prefilled information in the processing and facility fields.

The page has two main parts:

“Material to be recorded” meaning process input information,

“Outputs of this recording” which means the results after processing

Add transfer action



Choose activity that you want to record

Processing*
Transfer parchment to hulling station

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Parchment storage

From
D. M. LLLL

To
D. M. LLLL


Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

<input type="checkbox"/>	LOT 123testA1PS	500 kg
<input checked="" type="checkbox"/>	LOT 123/36	53 / 53 kg
<input checked="" type="checkbox"/>	LOT 123/35	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/34	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/33	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/32	60 / 60 kg



Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Hulling Station

Prefix
ORDER

Internal lot name*
LOT 123

Process input


Process output

Follow below steps to document **Transfer from storage to processing facility**.

[5] Indicate the date on which the transfer is done.

[6] Select the input to package and move.

Add transfer action

 Choose activity that you want to record

Processing*
Transfer parchment to hulling station

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Parchment storage

From: D. M. LLLL To: D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

<input type="checkbox"/>	LOT 123testA1PS	500 kg
<input checked="" type="checkbox"/>	LOT 123/36	53 / 53 kg
<input checked="" type="checkbox"/>	LOT 123/35	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/34	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/33	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/32	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/31	60 / 60 kg
<input checked="" type="checkbox"/>	LOT 123/30	60 / 60 kg

Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Hulling Station

Prefix: ORDER Internal lot name*: LOT 123

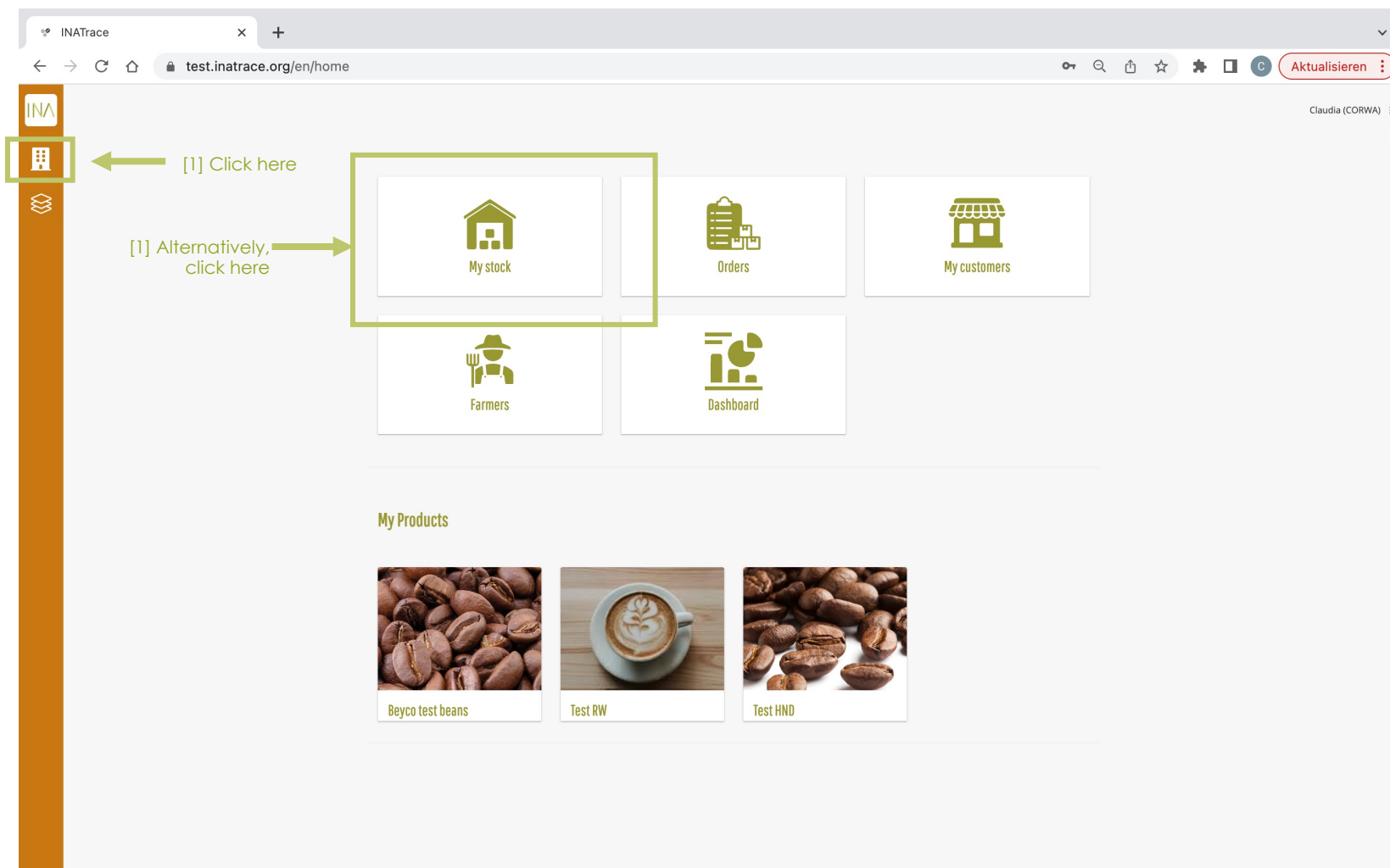
[7] Select your processing facility where your batch is transported to.

[8] Type in a unique code to identify lot in the system.

[9] Click "Save" on the bottom of the page

4.2 Create QR Codes

In order to create a batch-specific QR Code, you first need to make sure that you have designed your QR Label and added your Final product in the "Products" section (Chapter 2). Next, click on the "Company" icon as shown in the screenshot below which leads you to "My Stock". You can also go direct to "My stock" tile as shown below.



In order to create a batch-specific QR Code, follow the steps shown here. NOTE that the creation of QR code needs to be done before you can document the processing into final product. In case you do not work with QR codes on your products, you can skip this step.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The interface includes a top navigation bar with tabs for Deliveries, Processing (highlighted with a green box and arrow [3]), Payments, and All stock. On the left, a vertical sidebar contains icons for various functions, with the first icon (a building) highlighted by a green box and arrow [1]. Below this, the 'My stock' option is highlighted by a green box and arrow [2]. The main content area, titled 'Processing actions', lists facilities: Parchment storage, Hulling Station, and Green coffee storage. The 'Green coffee storage' entry is expanded, showing a list of actions. The action 'Create QR Code for espresso 500g' is highlighted by a green box and arrow [4]. A green text box on the right explains: '[4] Select the "Create QR Code" transaction for the final product you want to equip'. The top right corner shows the user 'Claudia (Export Pros)' and a button 'Aktualisieren'.

On the left side, select all items which are part of your batch and that should be equipped with the same QR Code information. Select the facility and enter a unique identifier under “internal lot name” to identify this lot in the system later. Afterwards, click “Save” on the bottom of the page.

test.inatrace.org/en/my-stock/processing/145/facility/85/new

Add new processing action

Choose activity that you want to record

Processing*
Create QR Code for espresso 500g

QR code for final product
CORWA Espresso 500g (Test RW)

Processing date*
26. 7. 2023

Outputs of this processing

Semi-product type*
69kg bags of green coffee

Facility*
roastery storage

Prefix
ORDER

Internal lot name*
ORDER Test25072023/1/

Material to be recorded

Facility*
Green coffee storage

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

Select all (69kg bags of green coffee)

Select

<input checked="" type="checkbox"/>	ORDER Test25072023/1/29	68 / 68 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/28	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/27	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/26	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/25	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/24	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/23	69 / 69 kg

If you switch to the “All stock” section and select “Single view”, you will find the QR Code you just added.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The top navigation bar includes tabs for Deliveries, Processing, Payments, and All stock (highlighted with [3]). The sidebar on the left contains the INATrace logo (highlighted with [1]), a list of navigation options, and a 'My stock' section (highlighted with [2]). The main content area is titled 'All stock' and features a 'Select facility' dropdown menu set to 'Roastery storage'. Below this, there are tabs for 'Group view' and 'Single view' (the latter is selected). A table of stock items is displayed, with columns for Production date, Identifier, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The first row of the table is highlighted, and a green arrow points to the 'QR' link in the 'Actions' column. Below the table, there is a 'Summed up quantities' section with a table of semi-products and their total quantities.

Production date	Identifier	Type	Semi-product	Quantity / Filled / Available	Unit	Delivery date	Date of last change	Status	Actions
26.7.2023	ORDER Test25072023/1/	PRO	69kg bags of green coffee	2,000 / 2,000 / 2,000	kg		2023-07-26 12:43	Available	Edit View QR Delete
5.8.2022	CORWA_05August	PRO	CORWA Espresso 500g (Test RW)	2,000 / 2,000 / 500	500g packages		2022-08-05 04:57	Available	Edit View QR Delete
30.5.2022	test3005	PRO	Best beans Espresso roast 500g (Test HND)	200 / 200 / 200	500g packages		2022-05-30 09:14	Available	Edit View QR Delete
30.5.2022	test123/4	TO	69kg bags of green coffee	38 / 38 / 38	kg		2022-05-30 08:56	Available	Edit View Delete
30.5.2022	test123/3	TO	69kg bags of green coffee	69 / 69 / 69	kg		2022-05-30 08:56	Available	Edit View Delete
4.11.2021	123	PRO	Best beans medium roast 250g (Test HND)	20,000 / 20,000 / 18,500	250g packages		2021-11-04 12:45	Available	Edit View Delete
2.11.2021	Order_special client	PRO	Best beans Espresso roast 500g (Test HND)	3,675 / 3,675 / 3,675	500g packages		2021-11-02 07:16	Available	Edit View Delete

Semi-product	Total quantity
69kg bags of green coffee:	2,107 kg
CORWA Espresso 500g (Test RW):	2,000 500g packages
Best beans Espresso roast 500g (Test HND):	3,875 500g packages
Best beans medium roast 250g (Test HND):	20,000 250g packages

You can either copy the URL displayed or simply click on the QR Code to copy the URL. By pasting it into a new browser tab you can verify the information on the B2C page behind the QR code.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The application has a sidebar with 'Export Pros' and 'My stock' sections. The main content area is titled 'All stock' and shows a table of orders. A modal window titled 'Order item QR code' is open, displaying the following information:

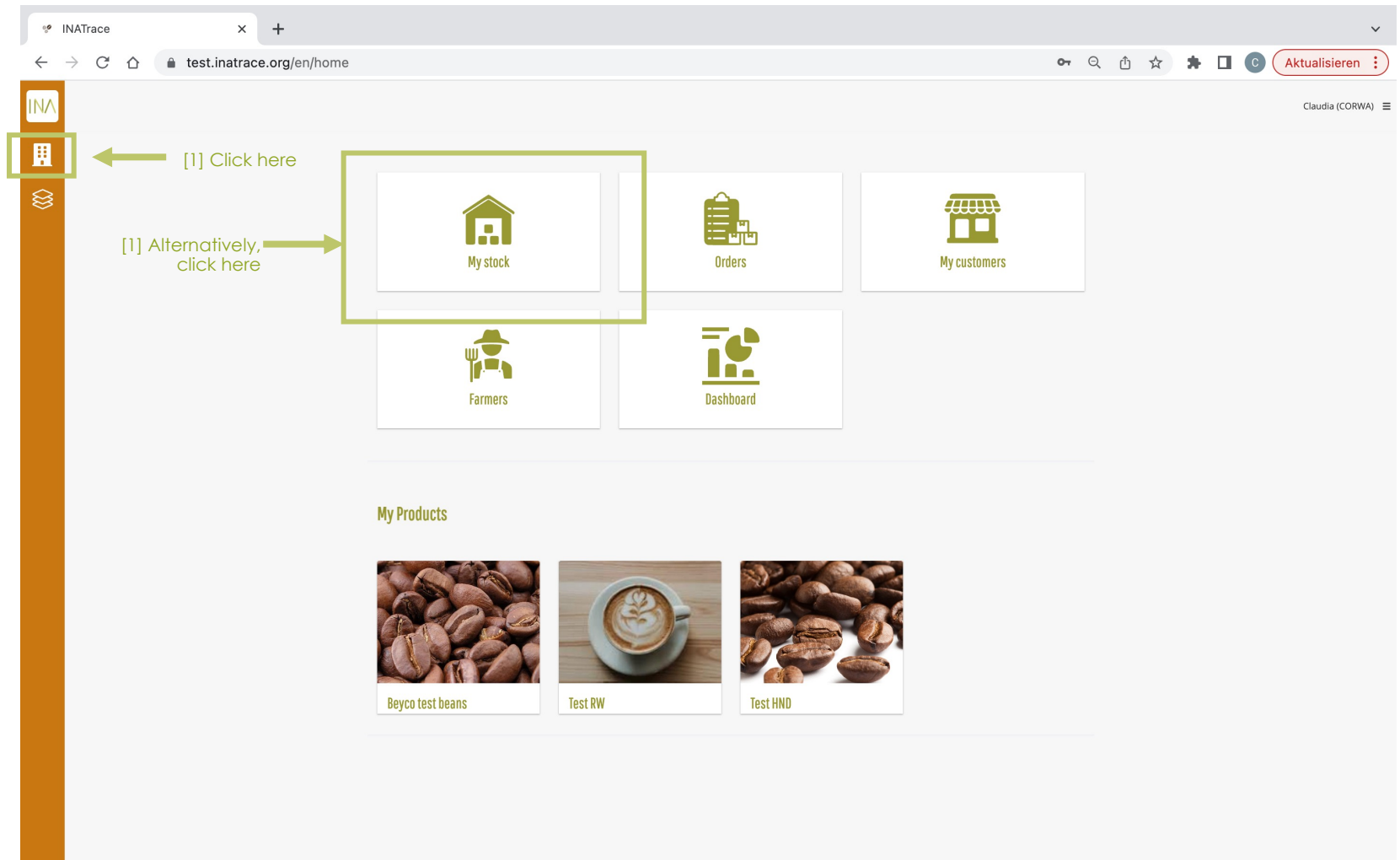
- Final product: CORWA Espresso 500g (Test RW)
- Final product label: CORWA
- QR Code
- URL: <https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a6ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99>
- Close button

The background table shows a list of orders with columns for Production date, Identifier, Type, Status, and Actions. The 'Summed up quantities' section at the bottom provides a summary of the stock:

Semi-product	Total quantity
69kg bags of green coffee:	2,107 kg
CORWA Espresso 500g (Test RW):	2,000 500g packages
Best beans Espresso roast 500g (Test HND):	3,875 500g packages
Best beans medium roast 250g (Test HND):	20,000 250g packages

4.3 Processing into final products

To record a processing action at your processing facility, click on the “Company” icon as shown on the screenshot below which leads you to “My Stock”. You can also go direct to “My stock” tile as shown below.



Hover over the tile of the facility where the processing action is to start and click on the processing action. In our example, we click on **“Roasting Espresso 500g”**.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The top navigation bar includes tabs for Deliveries, Processing (selected), Payments, and All stock. The sidebar on the left contains navigation options: My stock (highlighted with [2]), Orders, Farmers, and Dashboard. The main content area shows a list of processing actions under the heading "Processing actions" and "List of facilities". The list includes four facilities: Parchment storage, Hulling Station, Green coffee storage, and Roastery storage. The Roastery storage facility is selected, and a dropdown menu is open, showing the following actions: Transfer to Roastery storage, Roasting Espresso 500g (highlighted with [4]), Roasting medium 250g, and Document container shipping. A button labeled "+ Add processing action" is visible in the top right corner of the main content area. The user's name, Claudia (Export Pros), is displayed in the top right corner.

Follow below steps to document your **final processing action**.

Add final processing action

Choose activity that you want to record

Processing*
Roasting Espresso 500g

Processing date*
26. 7. 2023

Material to be recorded

Facility*
Roastery storage

From
D. M. LLLL


To
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (69kg bags of green coffee)

☒ ORDER ORDER Test25072023/1/  2000 / 2000 kg

☐ ORDER test123/4 38 kg

☐ ORDER test123/3 69 kg

Outputs of this processing

Final product type
CORWA Espresso 500g (Test RW)

Facility*
Roastery storage

Prefix
ORDER

Internal lot name*
Enter internal lot name

Output quantity in 500g packages
Enter quantity

Roasting profile

Flavour profile

Cupping score

Total quantities

Input quantity in kg
2000.00

Remaining quantity in kg
2000.00

[5] Indicate the date on which the processing action is done.

[6] Select the input to process. Make sure to select the batch with the correct unique identifier which holds your previously created QR code

QR Code of this batch

[7] Select the processing facility (e.g. roastery storage) where this process ENDS

[8] Type in a unique code to identify the batch in the system.

[9] Type in cumulative quantity gotten at the end of this process.

[10] Complete additional information depending on your company settings.

[11] Click "save" on the bottom of the page

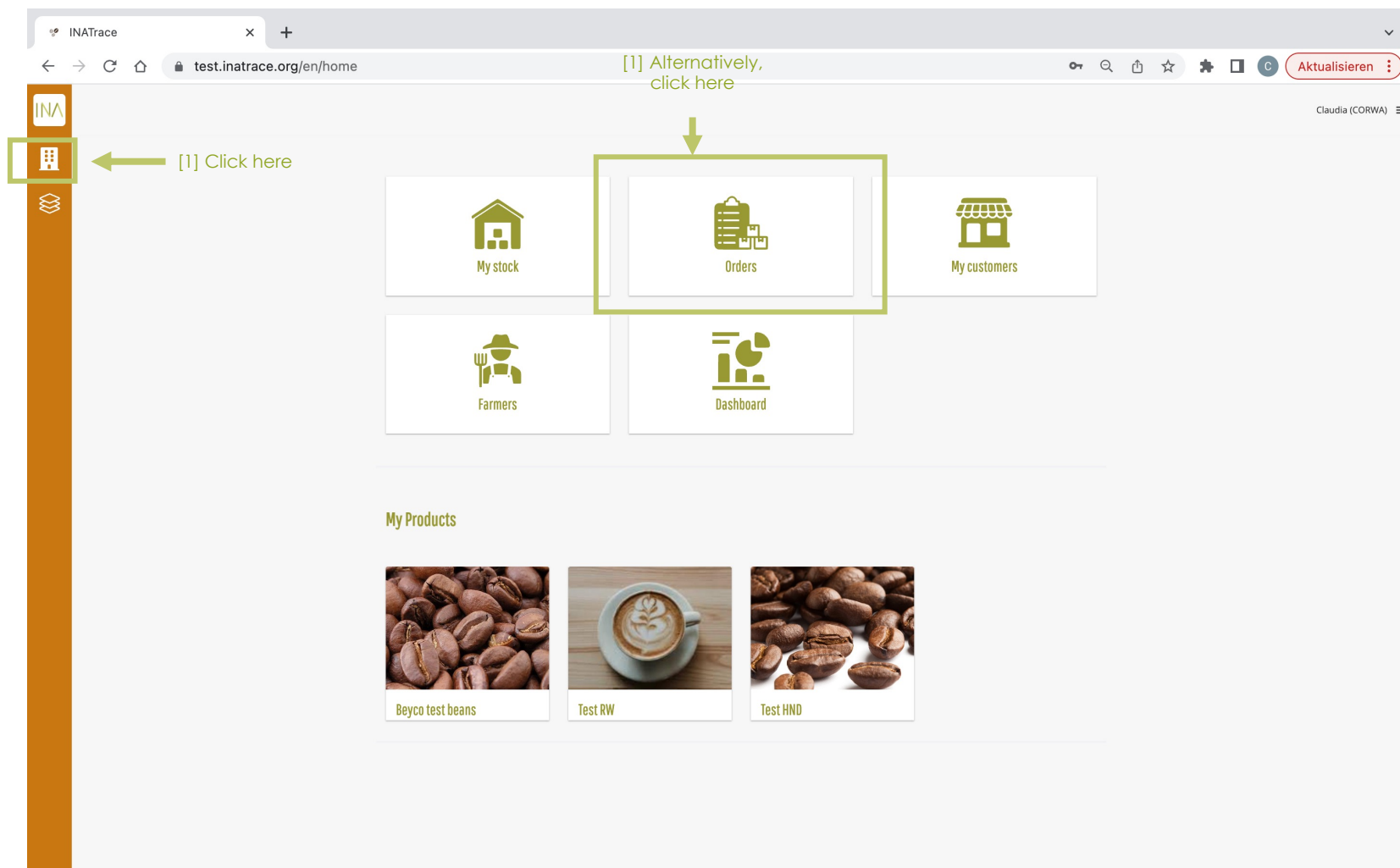
Chapter 5.

Payment module

This module helps system users to document transactions related to payments to suppliers.

5.1 Record an order payment

To record an order payment, click on the “Company” icon as shown on the screenshot below which leads you to “My Stock”. Next, select “Orders” from the submenu. You can also go direct to the “Orders” tile as shown below.



Go to “Orders”, then click on the “Add balance payment” button to document a payment to your supplier for a specific order.

[1] →

[2] →

[3] ←

[4] Click “add balance payment”

INATrace

test.inatrace.org/en/my-orders/placed-orders

Export Pros

Received orders

Placed orders

Placed orders

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/14

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:08	Edit View Approve/Reject Add balance payment Delete
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee		12345	Montaña Mágica Productores (Green coffee storage)	500 / 30	kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment
2022-09-01	Dry parchment in		333test	Montaña Mágica Productores (Almacén de	200 / 7.5	qq	9060	2023-01-25 03:30	Edit View Approve/Reject Add balance payment

The **“New Payment”** page will appear with some prefilled information. You fill in all information related to the selected payment such as payment purpose, payment type, amount to be paid to the supplier company, receipt number and upload a signed receipt as per the below screen. To save the transaction, click on save.

New payment

Basic information

[5] Select payment date. → Payment date* 26. 7. 2023 ×

Payable from Export Pros

Payable to

Company Magic Mountain Producers ×

or

Collector

or

Farmer

Order reference Test25072023

[6] Select purpose of payment → Payment purpose* Select option ...

Payment type* Bank transfer

Amount paid* Enter amount Currency* Select from codes ... → [7] Define amount paid and currency

Receipt number* Enter receipt number → [8] Input receipt number

Type* Receipt Signed receipt (PDF/PNG/JPG) Choose file Browse → [9] Upload receipt / proof of payment

Cancel Save → [10] Save

The payment recorded will then be displayed in the list of payments as below.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/payments/tab`. The sidebar on the left contains navigation icons and labels: **Export Pros**, **My stock** (highlighted with a green box and labeled [2]), **Orders**, **Farmers**, and **Dashboard**. The main content area has tabs for **Deliveries**, **Processing**, **Payments** (highlighted with a green box and labeled [3]), and **All stock**. The **Payments** section shows a list of payments with the following table:

<input type="checkbox"/>	Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
<input type="checkbox"/>	Invoice payment	20,000 EUR		Magic Mountain Producers	25.7.2023	26.7.2023	-	View Delete
<input type="checkbox"/>	Base payment	234,324 RWF		Magic Mountain Producers	15.3.2023	22.6.2023	-	View Delete
<input type="checkbox"/>	Base payment	300,000 EUR	Mario Lopez		26.10.2021	1.6.2022	Unknown	View Delete

Below the table, the 'Summed up quantities' section shows: **Total amount paid** 554,324 EUR.

The **Bulk payments** section shows: **List of bulk payments** Showing 0/0. **No payments found**.

Annotations: [1] points to the sidebar navigation area, [2] points to the 'My stock' option, and [3] points to the 'Payments' tab.

Chapter 6.

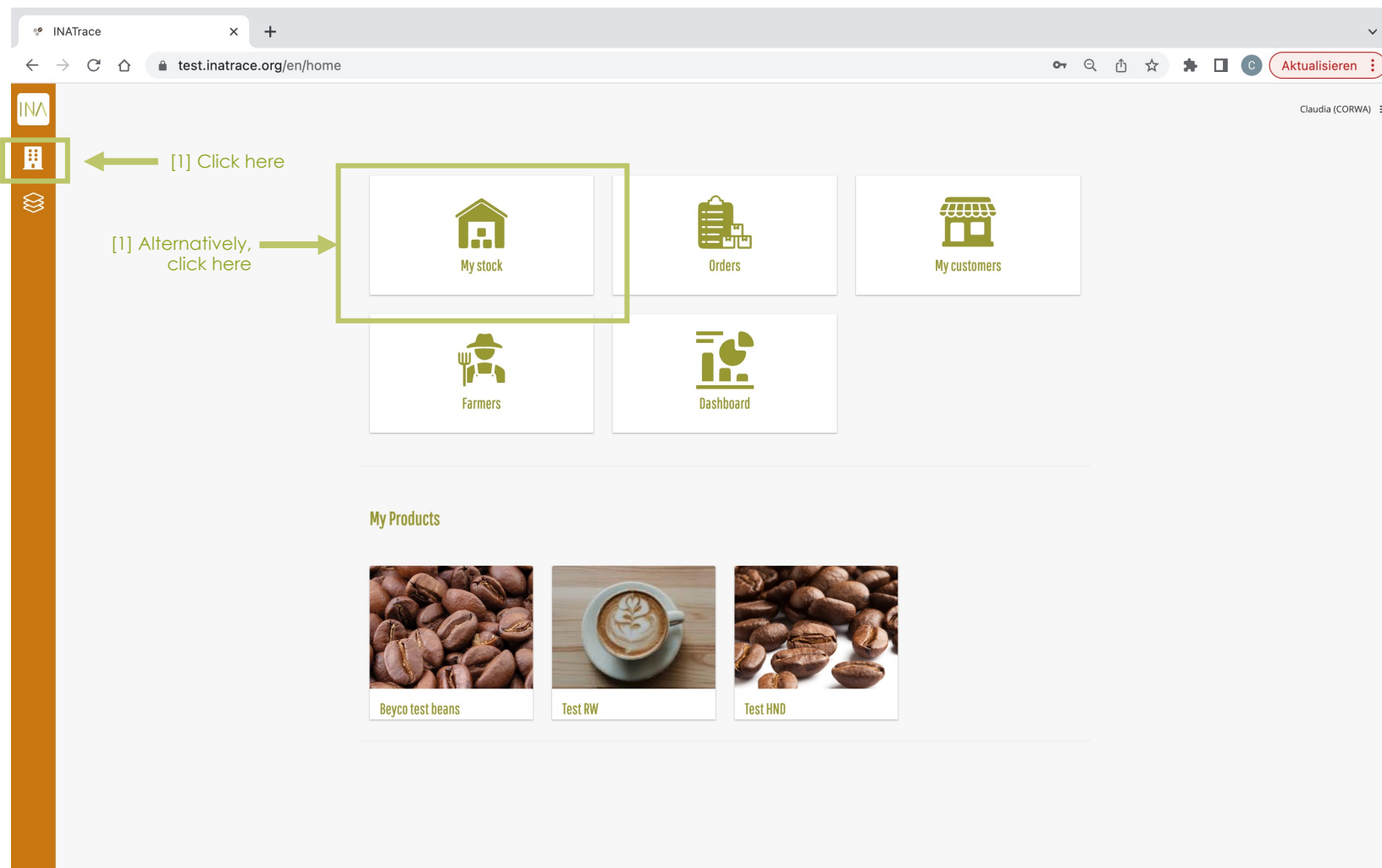
All stock module

This module allows system users to view the batch history as well as to edit or delete incorrectly recorded transactions.

For coffee value chains, this module also allows offering stock items on the Beyco green coffee sales platform.

6.1 View stock and batch history

To access the stock and view the history of a batch, click on the “Company” icon as shown on the screenshot below which leads you to “My Stock”. You can also go direct to “My stock” tile as shown below.



To view the history of a batch, follow the steps below. In case your batch shows as “available” you are also able to edit or delete the LAST transaction performed on it. Remove the “Available only” filter to see all batches. In case your batch shows as “not available”, it might already be processed further and will be found as “available” in another facility of your company. If you wish to see individual items of a batch or any QR codes that might exist for this batch, switch to “single view”.

[1] →

[2] →

[3] →

[4] Select facility

[5] Click here

INATrace

test.inatrace.org/en/my-stock/all-stock/tab?facilityId=79

Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

All stock

Select facility

Green coffee storage

List of grouped orders

Showing 4/4

Group view Single view

Available only x Filter Select SKU

Production date	Identifier	No. of sacks	Type	Semi-product	Quantity / Filled / Available	Unit	Delivery date	Date of last change	Status	Actions
<input type="checkbox"/> 14.3.2023	JUL1	/	PRO	Grainpro bag of green coffee	25 / 25 / 25	kg		2023-03-14 09:40	Available	Edit View Delete
<input type="checkbox"/> 17.12.2021	15112021/3	/	TO	Grainpro bag of green coffee	15 / 15 / 15	kg		2022-01-03 12:36	Available	Edit View Delete
<input type="checkbox"/> 3.1.2022	15112021/1	/	TO	Grainpro bag of green coffee	50 / 50 / 22	kg		2022-01-03 12:36	Available	Edit View Delete
<input type="checkbox"/> 3.1.2022	15112021/2	/	TO	Grainpro bag of green coffee	60 / 60 / 60	kg		2022-01-03 12:36	Available	Edit View Delete

Summed up quantities

Semi-product	Total quantity
Grainpro bag of green coffee:	150 kg

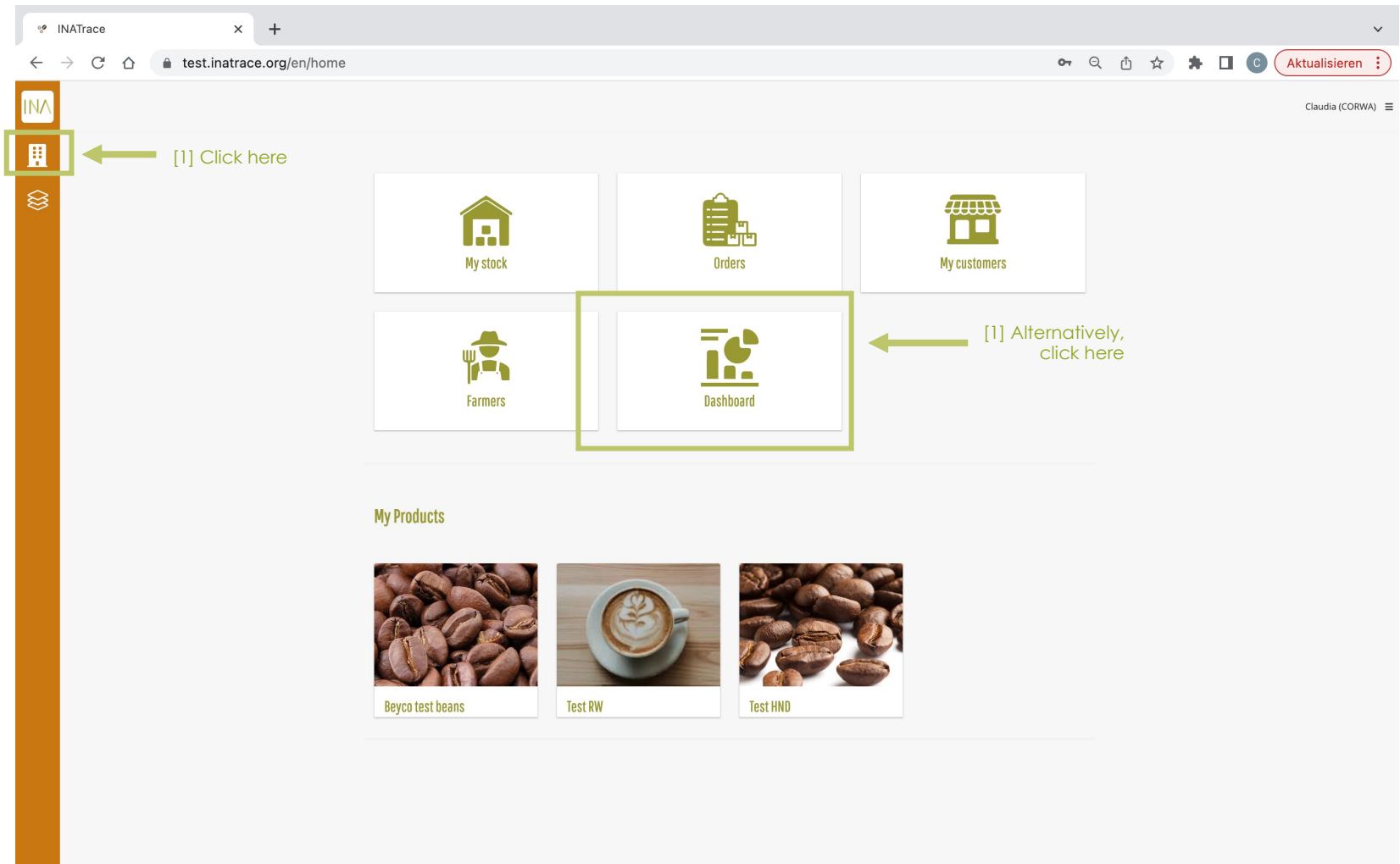
Chapter 7.

Dashboard

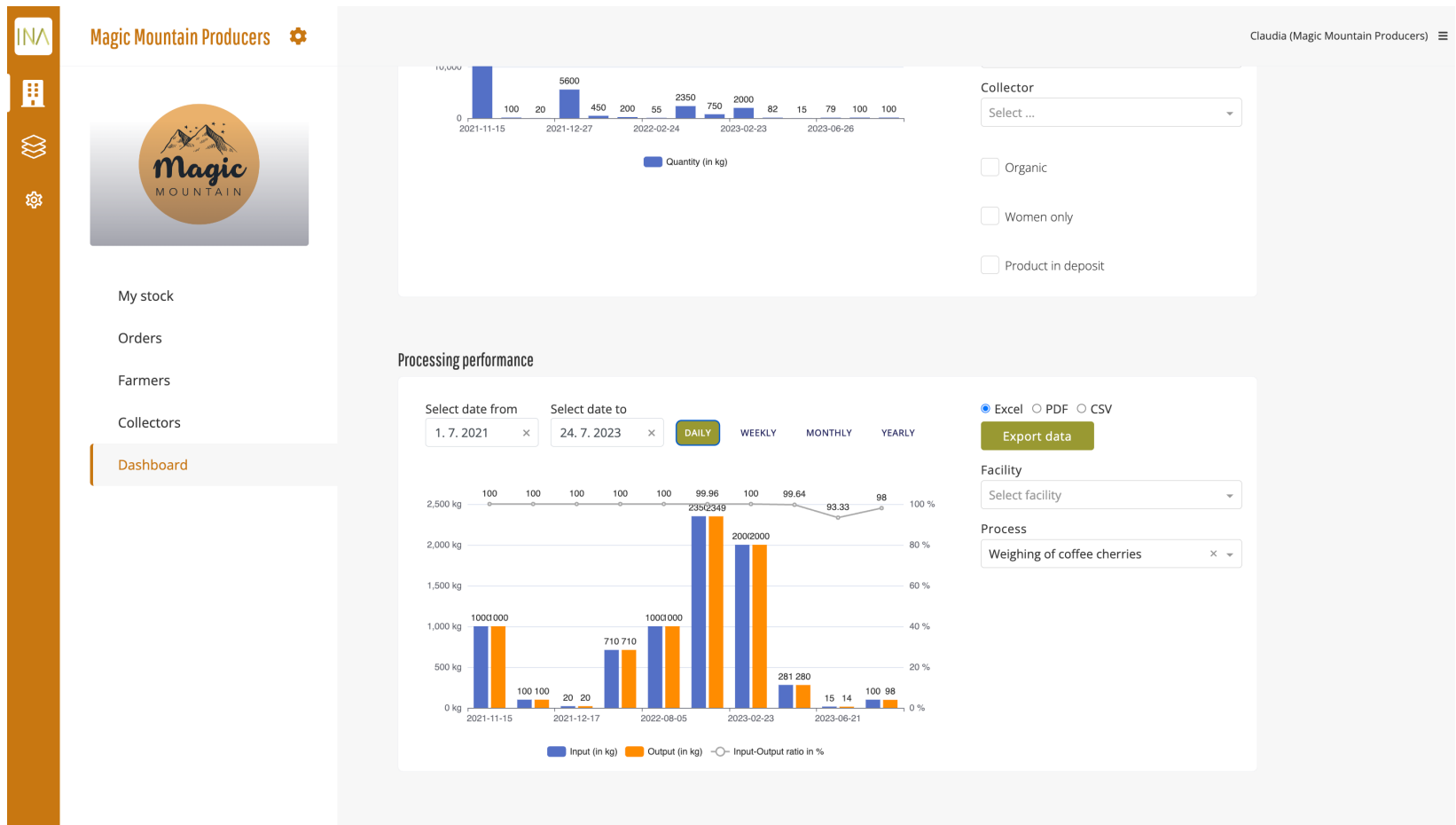
This module allows system users to view aggregated data previously entered into the system and export the data.

7.1 Processing dashboard

To access the dashboard of your company/organisation, click on the “Company” icon as shown on the screenshot below and select “Dashboard” from the submenu. You can also go directly to “Dashboard” tile as shown below.



To see the “Processing performance” dashboard, scroll down on the dashboard page. You can select a date range and switch to daily, weekly or yearly view. You need to select a facility and the corresponding process you would like to see the performance for. Periods with zero data entries, will not show any bars. In order to export the data, select either Excel, PDF or CSV format and click “Export data”. Note that for large time periods it will not be possible to display all bars, however all data will still be exported up to a maximum time range of 3 years.



Chapter 8.

Company configuration

(ADMIN ONLY)

This module guides company admins to change configuration of their company.

8.1 Access your company profile - Option 1

To access the company profile of your company/organisation, click on the “Company” icon as shown on the screenshot below the company profile icon which allows you to have configuration access.

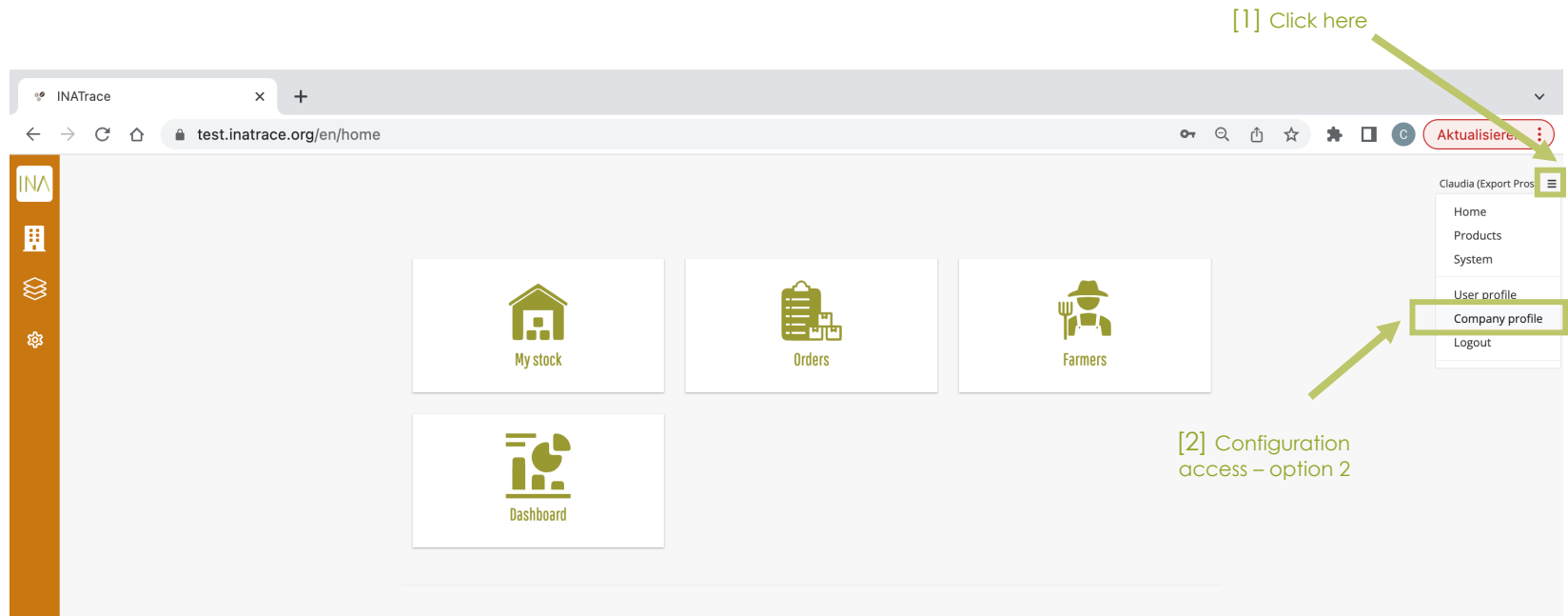
[2] Configuration access – option 1

[1]

The screenshot shows the INATrace web application interface. The browser address bar displays 'test.inatrace.org/en/my-stock/deliveries/tab'. The sidebar on the left contains a vertical menu with icons. The icon representing a building or company profile is highlighted with a green box and labeled [1]. A green arrow points from this icon to the 'Configuration access – option 1' label. The main content area shows the 'Deliveries' section with a 'Select facility' dropdown, '+ Add delivery' and '+ Add bulk delivery' buttons, and a 'List of deliveries' table. The table has columns for Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The table lists several deliveries with details like dates, farmer names, and quantities.

Delivery date	Farmer	Semi-product	Quantity	Payable / Balance	Actions
29.6.2023	Yvette Abizera (43, RU-CE)	Unwashed coffee cherries	100 kg	1,000 / 1,000	Edit View Add balance payment Farmer profile Delete
27.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	100 kg	500 / 0	Edit View Add balance payment Farmer profile Delete
26.6.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	56 kg	67,200 / 67,200	Edit View Add balance payment Farmer profile Delete
26.6.2023	Claudine Niyokwizerwa (37, MA-CE)	Unwashed coffee cherries	23 kg	27,600 / 27,600	Edit View Add balance payment Farmer profile Delete
21.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	15 kg	20,115 / 20,115	Edit View Add balance payment Farmer profile Delete
14.3.2023	Rudi Rwandacoffee (5507, VI-MA)	Unwashed coffee cherries	99 kg	22,770 / 0	Edit View Add balance payment Farmer profile Delete
14.3.2023	Jean Uwimana (5509, RU-10)	Unwashed coffee cherries	50 kg	250,000 / 0	Edit View Add balance payment Farmer profile Delete
14.3.2023	Misael León (5508, MA-34)	Unwashed coffee cherries	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete
		Unwashed coffee			Edit View Add balance payment Farmer profile Delete

8.1 Access your company profile - Option 2



8.2 Edit Company information

INATrace

test.inatrace.org/en/companies/5/company

Aktualisieren

System

Company

Users

Facilities

Processing actions

Claudia (Magic Mountain Producers)

Companies

Users

Settings

Value chains

Currencies

Edit company (*Magic Mountain Producers*)

company profile

Basic information

Add information about your company including your company name, logo, address, contact information, website and social media URLs.

Company name

Magic Mountain Producers

Company abbreviation

Enter company abbreviation in 3-6 characters

Company logo*

Magic Mountain_Logo-01.png

Browse

Upload a high-resolution logo of your company (jpeg, jpg, png)

Company headquarters

Street address

Main Street 123

City

Mabanza

Zip / Postal Code / P.O. Box

Enter Zip / Postal Code / P.O. Box

State / Province / Region

Enter State / Province / Region

Country

Rwanda

Company description

About company

Magic Mountain Producers is a test company which producers only the finest products.

INATrace

test.inatrace.org/en/companies/5/company

System

Companies

Users

Settings

Value chains

Currencies

Company Users Facilities Processing actions

Base currency

Currency* RWF

Beyco Integration

☒ Company is allowed to export stock orders on Beyco platform.

Certification

Certification Add new

Production records

Production records Add new

Meet the Farmers

Meet the Farmers Add new

Social media

Provide the URL links to your social media accounts (Facebook, Instagram, Twitter, YouTube, other)

Facebook webpage URL

Instagram webpage URL

Twitter webpage URL

YouTube webpage URL

Other webpage URL

Save Validation check

Back Validation check Save

Currency to purchase your input products

Activate integration to Beyco coffee sales platform for your company

Upload organic certificate / Fairtrade etc.

Upload photos of production processes.

Upload photos of farmers and quotes.

To validate your inputs, click on save.

8.3 Add/Edit company facility

The screenshot displays the INATrace web application interface. The top navigation bar shows the company name 'Magic Mountain Producers' and a 'Aktualisieren' button. The main navigation sidebar on the left includes 'System' and 'Companies' sections. The 'Facilities' tab is selected in the top navigation bar. The main content area shows the 'Company facilities (Magic Mountain Producers)' section with a table of facilities and a map below it. The table lists facilities such as 'Washing station 1', 'Parchment storage', 'Hulling Station', 'Green coffee storage', and 'Washing Station 2'. The 'Actions' column for each facility includes 'Edit' and 'Deactivate' links. A map of the region around Ruwenzori is shown below the table. Annotations highlight the '+ Add facility' button and the 'Edit' link in the table.

Name	Facility type	Sellable semi-products or final products	Location	Actions
Washing station 1	Pre-processing Facility		Cell 1, Rwanda	Edit Deactivate
Parchment storage	Pre-processing Storage		Cell 1, Rwanda	Edit Deactivate
Hulling Station	Processing Facility		Cell 1, Rwanda	Edit Deactivate
Green coffee storage	Post-processing Storage	✓	Cell 1, Rwanda	Edit Deactivate
Washing Station 2	Pre-processing Facility		Cell 2, Rwanda	Edit Deactivate

New facility

Basic information

Facility type*

Select facility type

Select facility type.

Translations

Specify name in English and add translations for all used languages.

EN DE RW ES

Name of facility

Enter name

Type in name of the facility.

Location

Country*

Select from codes ...

Village

Enter village

Cell

Enter cell

Sector

Enter sector

Is location publicly visible on a map?*

Select option ...



Double click on the map to drop a pin and mark the locations. Right click on marker to remove it.

Fill location and put pin on the map with double click.

Additional attributes

Is this a collection facility?*

Select option ...

Contains sellable semi-products or final products?*

Select option ...

☐ Display 'May involve collectors'

☐ Display 'Organic'

☐ Display 'Women only'

☐ Display 'Tare'

☐ Display 'Damaged price deduction'

☐ Display 'Damaged weight deduction'

☐ Display 'Price determined later'

Value chains

Type value chain name

Coffee Rwanda

Contained semi-products

Select semi-product

Contained final products

Select final product

Cancel Save

Choose "yes" for final storage.

Only select "Yes" if this is a facility where you receive deliveries from farmers / collectors

Select the value chain for which you use this facility. (Pre-selected if your company only uses INATrace for one value chain)

Select all semi-products that can enter or leave this facility

Select all final-products that can enter or leave this facility

Optional input fields for deliveries. Select those you want to include in your "Add Delivery" interface (ONLY RELEVANT IF YOU BUY DIRECTLY FROM FARMERS)

Check if everything is correct before saving.

BE VERY CAREFUL WITH ALL CHANGES IN THE CONFIGURATION. ASK FOR HELP IF YOU ARE NOT SURE.

8.4 Add/Edit processing actions

INATrace

test.inatrace.org/en/companies/5/processingActions

System

Companies

Users

Settings

Value chains

Currencies

Company Users Facilities **Processing actions**

Processing actions (Magic Mountain Producers)

List of processing actions
Showing 6/6

+ Add processing action

Name of process ^	Type	Input semi-product/final product	Output semi-products/final product	Actions
Weighing of coffee cherries	Processing	Unwashed coffee cherries	Pile of unwashed coffee cherries	Edit Delete
Wet-processing and moving to drying bed	Processing	Pile of unwashed coffee cherries	LOT of coffee on drying bed	Edit Delete
Packing dried coffee and transfer to parchment storage	Processing	LOT of coffee on drying bed	White bag of parchment	Edit Delete
Transfer parchment to hulling station	Transfer	White bag of parchment	White bag of parchment	Edit Delete
Hulling and sorting	Processing	White bag of parchment	Grainpro bag of green coffee	Edit Delete
Transfer 60kg bags to green coffee storage	Transfer	Grainpro bag of green coffee	Grainpro bag of green coffee	Edit Delete

Add a new processing action

Edit a processing action

Edit processing action

Basic information

Value chains

Select value chain

Type value chain name

Coffee Rwanda

Type*

Processing

Select input semi-product*

Unwashed coffee cherries

Translations

Specify name in English and add translations for all used languages.

EN

DE

RW

ES

Name of process

Weighing of coffee cherries

Description

Assessing total weight of coffee cherries received from several farmers on the same day before processing

Translation of the process name to other languages (e.g. buyer's language). **English is mandatory**

Enter name of process in selected language

- Type "**Processing**": input semi-product is different from output semi-product
- Type "**Transfer**": input semi-product is the same as output semi-product. No processing, only transport to another facility

Input semi-product of this process (semi-product = unprocessed or semi-processed product)

BE VERY CAREFUL WITH ALL CHANGES IN THE CONFIGURATION. ASK FOR HELP IF YOU ARE NOT SURE.

INATRACE 2.0 USER GUIDE FOR PRODUCER ORGANISATIONS | 69

Optionally: Define estimated output. User will get a warning if entered amount is outside expected range

Optionally: Define order in which system shall sort processes in the user interface

Optionally: Define facilities. This process will only show under those facilities in the user interface

Select additional input fields for further processing. Those will appear in the processing interface

Check the box in case this process includes repackaging (e.g. into new sacs).

Public timeline label (for product journey of QR Code information) needs to be in the language of the end customer of the final product. **DO NOT CHANGE!**

Check the box to make it mandatory for the user to fill in that input field.

Mandatory upload document

Select documents that the user must upload for that process.

Cancel Save

BE VERY CAREFUL WITH ALL CHANGES IN THE CONFIGURATION. ASK FOR HELP IF YOU ARE NOT SURE.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Sustainable Supply Chains Initiative (INA)
Programme for sustainable agricultural supply chains and standards
E-Mail: [ina\(at\)giz.de](mailto:ina(at)giz.de)



On behalf of



Federal Ministry
for Economic Cooperation
and Development

