



USER GUIDE

FOR EXPORTERS





INATrace

The Traceability Tool
for Sustainable Supply Chains

User guide 2023

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Executive Summary

The INATrace user guide for exporters 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 exporter stakeholders in the agricultural value chains can effectively utilize the INATrace system. The bookguide 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 with suppliers, approving supplier order fulfillment, and fulfilling orders from buyers.

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 and create offers on Beyco specifically for coffee value chain. 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 exporter users.

0.1. Exporter company

The documentation provided can be utilized by users of the INATrace system who are part of exporter company. In the context of the INATrace project, an exporter company refers to a firm that is involved in the transportation from the producing country to the importing destination of the product buyer. The company may be involved in the transformation of the product into value-added products.

These organizations may be owned by farmers or work directly with producers' organization. It is important to note that the roles of exporters can vary depending on the specific agricultural sector and the value chain involved. For instance, an exporting company can do processing into the final product, and exports it to buyers would be considered both a producer and exporter organization within the value chain.

From the perspective of the INATrace system, the common factor among all exporter companies is that they buy semi-product from the producer organization and are responsible for registering the transfer actions of the product from the producing country to the buyer which is a crucial information of traceability.

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 several input fields and a 'Register' button. Green arrows and text annotations point to specific elements: 'Type in your first name' points to the 'First name*' field; 'Type in your last name' points to the 'Last name*' field; 'Type in your email address' points to the 'E-mail*' field; 'Insert a password and make sure you memorize it (do not use your email password)' points to the 'Password*' field; 'Tick this box' points to the checkbox for 'Yes, I agree with your conditions'; and 'Click here' points to the 'Register' button. A large green box on the right side of the form contains the text 'Make agricultural supply chains transparent and fair with INATrace'.

Create an account

Type in your first name →

Type in your last name →

Type in your email address →

Insert a password and make sure you memorize it (do not use your email password) →

Tick this box → ☐ Yes, I agree with your conditions

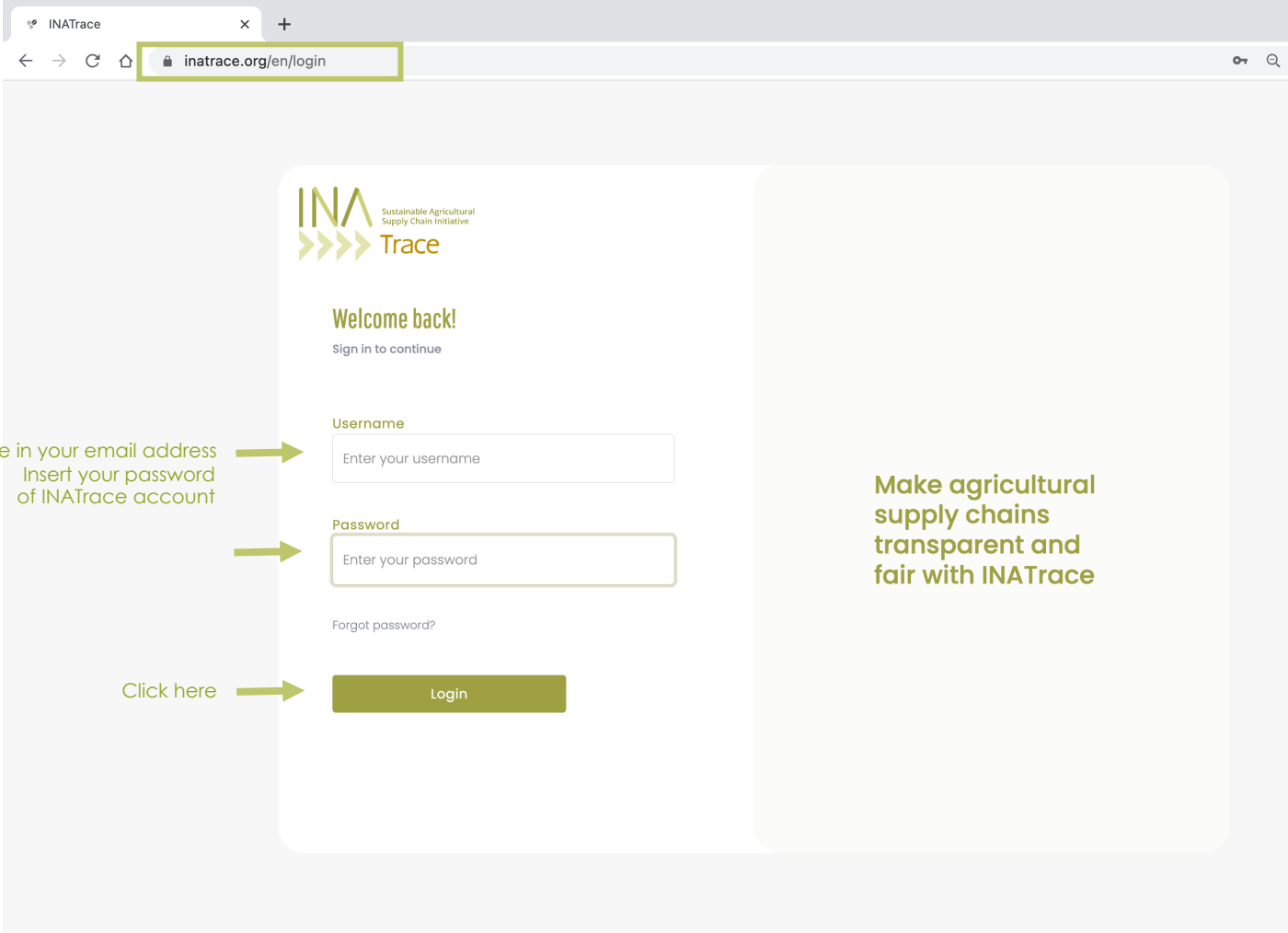
Click here →

Already registered? [Login](#)

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 URL inatrace.org/en/login highlighted in the address bar. 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

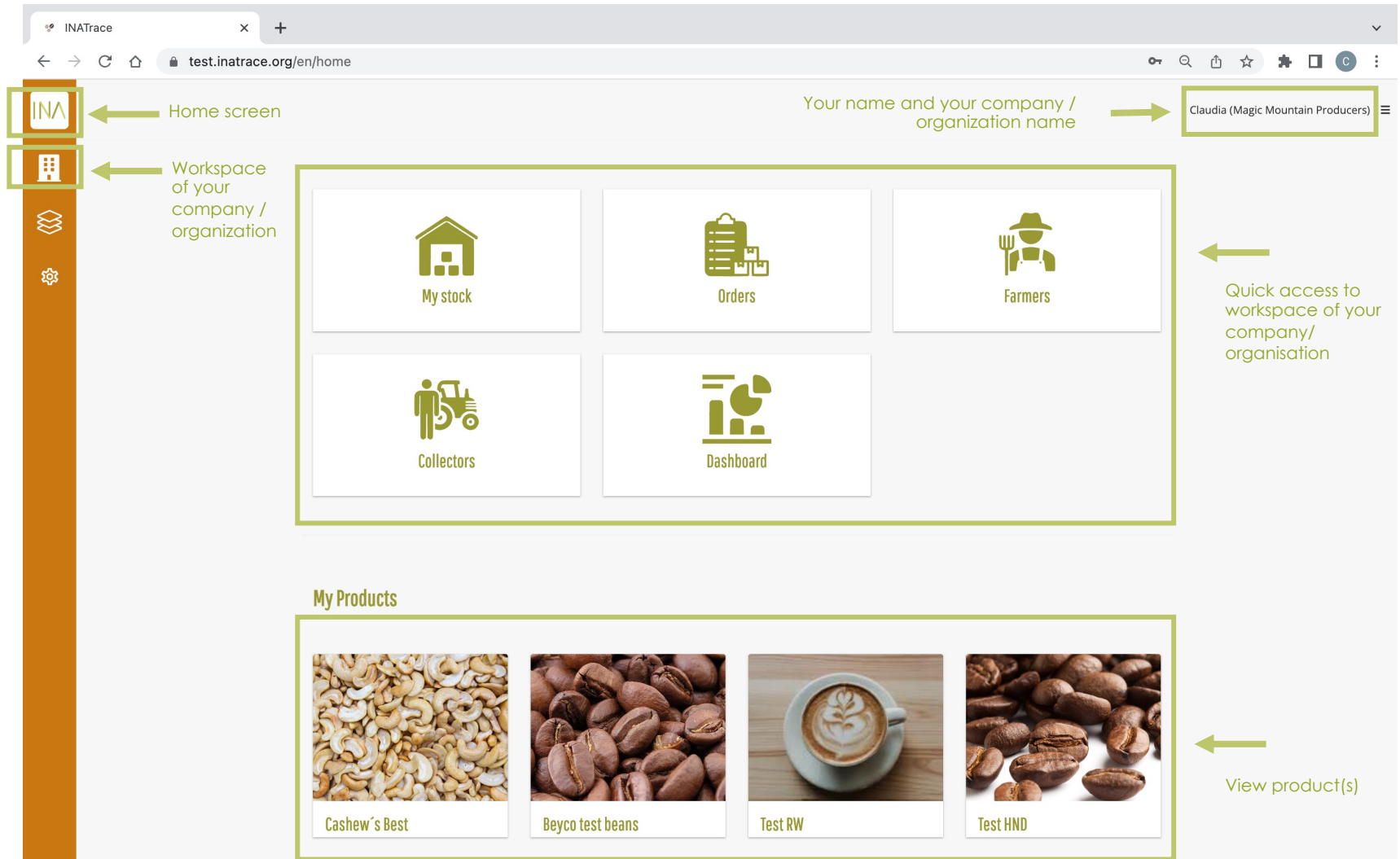
Type in your email address
Insert your password of INATrace account

Click here

Make agricultural supply chains transparent and fair with INATrace

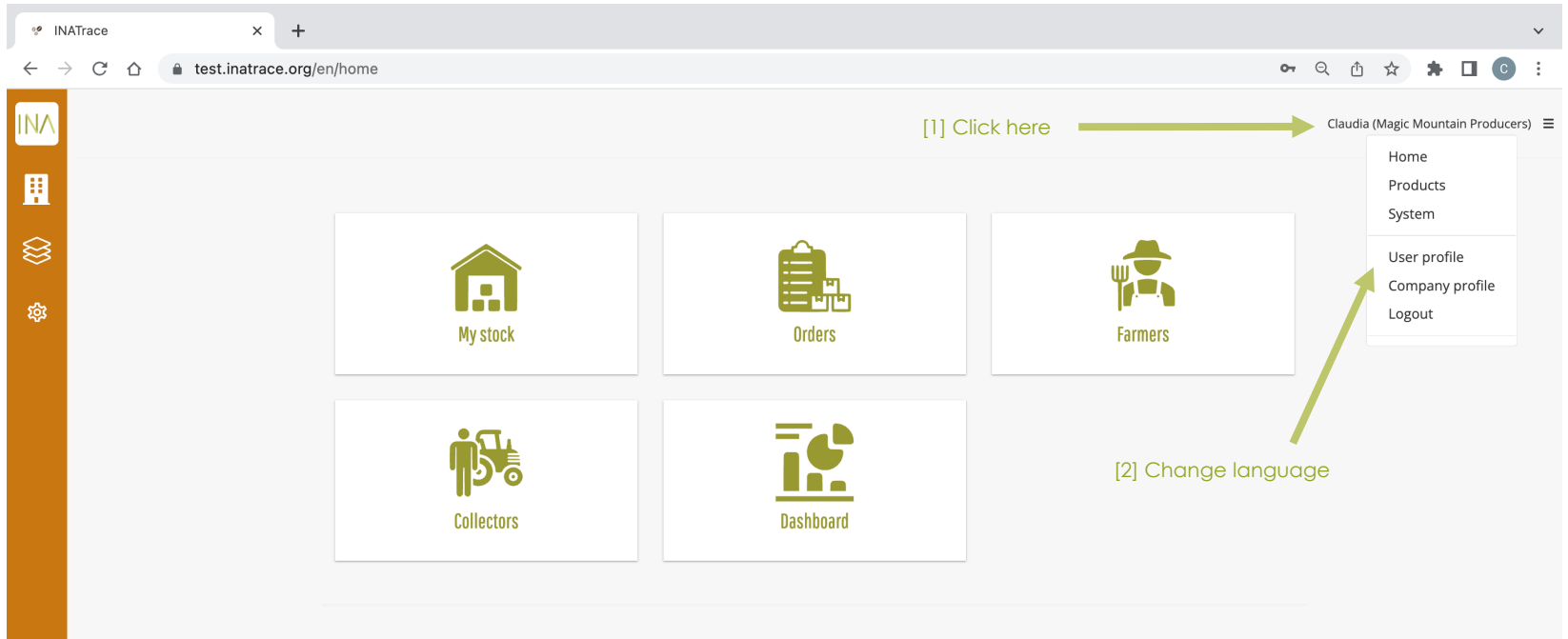
1.3 Overview of the user interface

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 INATrace user profile page. The browser address bar displays `test.inatrace.org/en/user-profile?returnUrl=%2Fhome`. The page title is "Edit My profile". The user is identified as "Claudia (Magic Mountain Producers)".

The "Basic information" section contains the following fields:

- First name*: Claudia
- Last name*: Test
- Username: [Redacted]
- Reset password button

The "User language" section is highlighted with a green box. It shows the "Selected" language as "EN" (English) and "Available" languages as "DE" (German), "RW" (Rwanda), and "ES" (Spanish). An arrow points to the "Save" button at the bottom right.

[3] Select your language.

[4] Click on save.

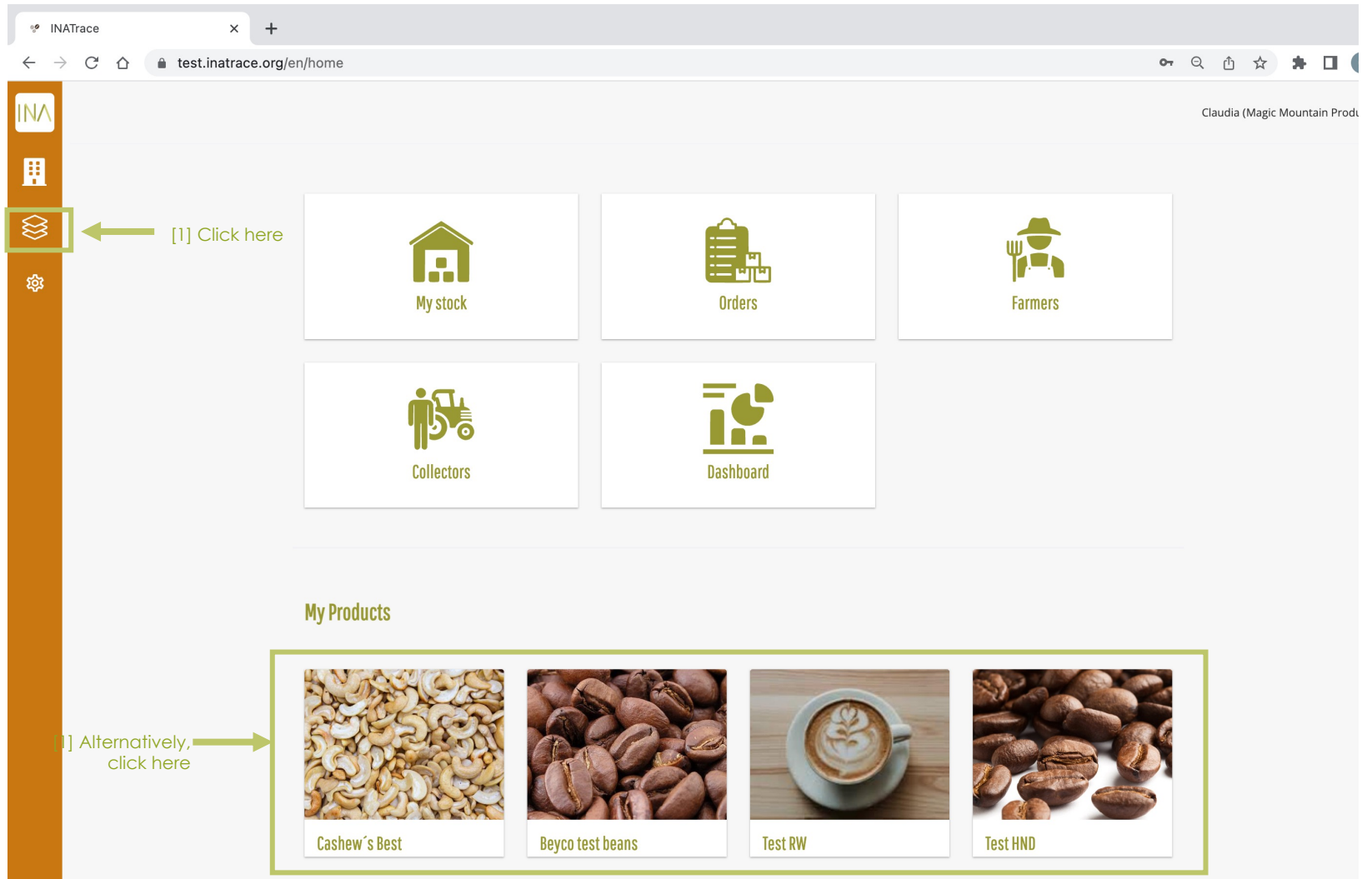
Chapter 2.

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.

INATrace

test.inatrace.org/en/product-labels/9/product

Aktualisieren

Product

Product settings

QR labels

Knowledge blog

Stakeholders

Final products

Archive product

Product settings

Value chain

Coffee Rwanda

Product data

Product name

Test RW

Product photo*

coffee cup.jpeg

Browse

Please upload a high-quality photo of your product - make sure the photo is of marketing quality. (72dpi and 1200x2000px recommended)

Product description

This is a test coffee with settings of coffee value chain Rwanda.

Briefly describe the product AND reasons why your product is worth buying. (example: special properties, health benefits, great value, organic production....)

Origin

Rwanda

Claudia (Magic Mountain Producers)

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. The 'Product' section is active, showing a coffee cup image. Below it, the 'Product settings' submenu is expanded, with 'QR labels' highlighted. 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 an 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'. The 'Publish' button is highlighted with a green box and an arrow pointing to it with the text '[2] Click here'. Below the QR labels section, the 'Label data' form is visible, containing fields for 'Label name' (Test RW), 'Label photo*' (coffee cup.jpeg), and 'Label description' (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 icon (a gear) 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 the user **Claudia (Magic Mountain Producers)**. It features four sections: **Processors** with a **+ Add processor** button; **Traders** with a **+ Add trader** button; **Product admins** with a **+ Add product admin** button (indicated by a green arrow and text: "Click here to add an additional product admin who will then be allowed to edit all product settings.") and a list of admins: Magic Mountain Producers, CORWA, and Export Pros; and **Data sharing agreements** with an **Add new** button (indicated by a green arrow and text: "Upload data sharing agreements here"). At the bottom, there are **Back** and **Save** buttons (indicated by a green arrow and text: "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 the INATrace logo and several icons. The 'Final products' section is highlighted in the sidebar. The main content area is titled 'Final products' and shows a list of final products. A table lists the products, with columns for Name, Description, Unit label, and Actions. The 'Edit' button in the Actions column is highlighted. A '+ Add' button is located at the top right of the table. Annotations with arrows point to the '+ Add' button and the 'Edit' button, providing instructions on how to add or edit a final product.

Final products
List of final products
Showing 1/1

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

+ Add

Click here to add a new final product

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 displays the INATrace web application interface. The browser address bar shows the URL `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. A modal form titled "Add new final product" is open, allowing the user to add a new product. The modal form contains the following fields:

- Name**: A text input field with the placeholder "Enter name".
- Description**: A text area with the placeholder "Enter short final product description."
- Measurement unit type***: A dropdown menu with the selected option "300g packages".
- Product labels**: A dropdown menu with the selected option "CORWA".

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

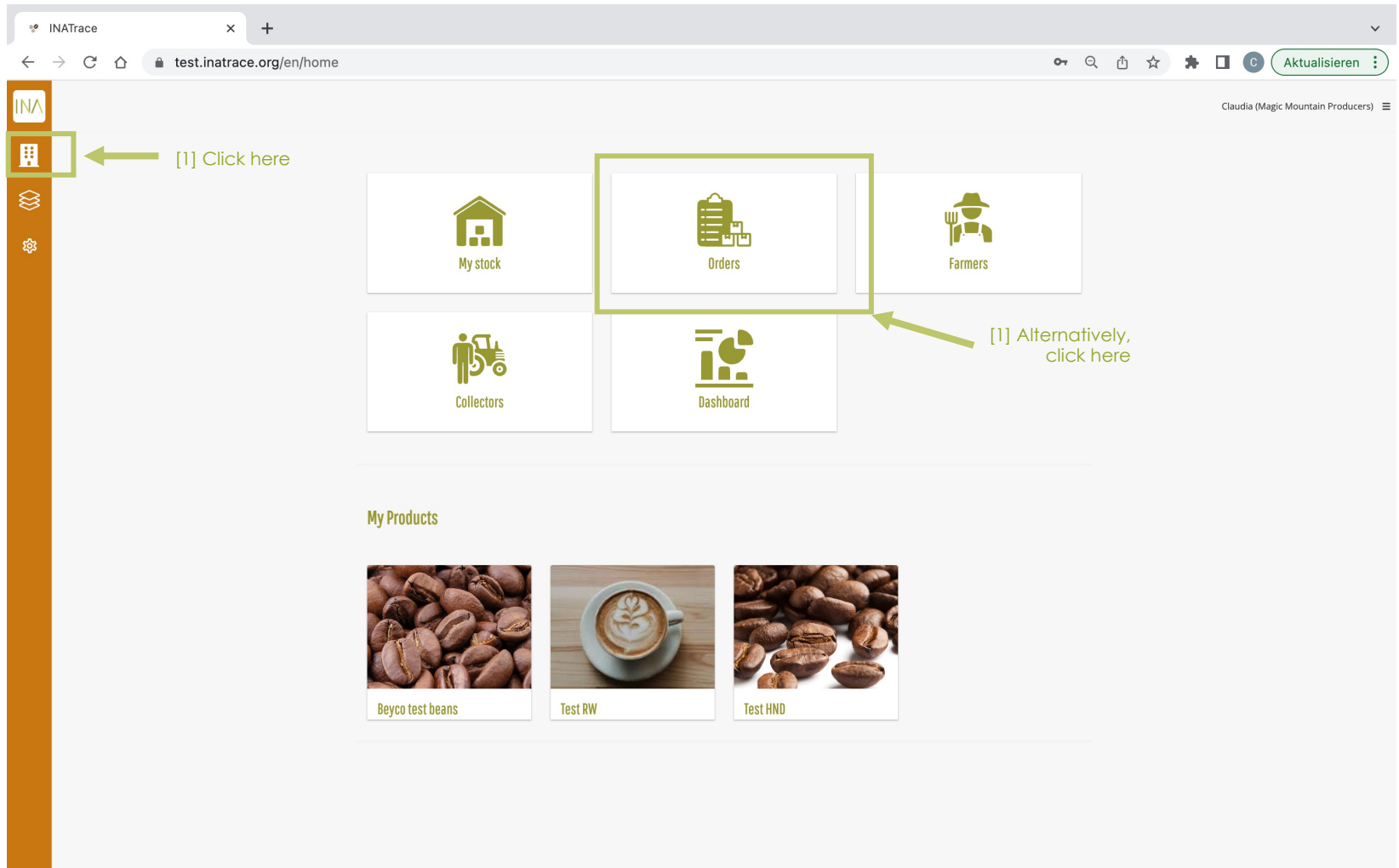
Chapter 3.

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 left sidebar contains navigation options: 'My stock', 'Orders' (highlighted with a green box and arrow labeled [2]Click here), '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 with columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. A green box labeled [3]Click here points to the 'Placed orders' tab in the top navigation bar. A green box labeled [4]Click here points to the '+ Order semiproduct' button in the top right corner.

Placed orders

Selected facility
Select facility

List of orders
Showing 10/13

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		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

Select your company facility where you want to receive your ordered items.

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 "Placed orders". A sidebar on the left contains navigation links: "My stock", "Orders" (selected), "Farmers", and "Dashboard". The main content area features a "Selected facility" dropdown menu and a "List of orders" table. A modal dialog is open, titled "First select facility and order template", with a dropdown menu for "Select facility*" showing four options: "Parchment storage", "Hulling Station", "Green coffee storage" (highlighted with a green arrow), and "Roastery storage".

Date of delivery	SKU	Product	Unit	kgs	Time of last change	Actions	
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...	of green coffee	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	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

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, with the 'Orders' icon highlighted. The top header shows the user name 'Claudia (Export Pros)'. The main content area is titled 'Placed orders' and includes a 'Selected facility' dropdown menu. Below this is a table of orders with the following columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The table lists several orders, including 'Grainpro bag of green coffee' and 'Dry parchment in bags'.

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

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 displays the INATrace web application interface. The main header shows the user is logged in as 'Claudia (Export Pros)'. The navigation menu on the left includes 'My stock', 'Orders', 'Farmers', and 'Dashboard'. The 'Placed orders' section is active, showing a 'List of orders' table. A modal window titled 'Approve / reject transactions' is open, listing several order batches with checkboxes for approval. The background table shows the following data:

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 shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The sidebar on the left contains navigation icons and labels: 'My stock' and 'Orders' (highlighted with a green box), 'Farmers', and 'Dashboard'. The main content area has a 'Placed orders' tab (highlighted with a green box) and a '+ Order semiproduct' button. Below the tab is a 'Selected facility' dropdown menu. The 'List of orders' section shows a table of orders with columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The first row of the table is highlighted, and a green arrow points to the 'View' button in the 'Actions' column.

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	<ul style="list-style-type: none"> • 50 kg • 35.8g • 5.8g 	Outputs
--------	--	---------

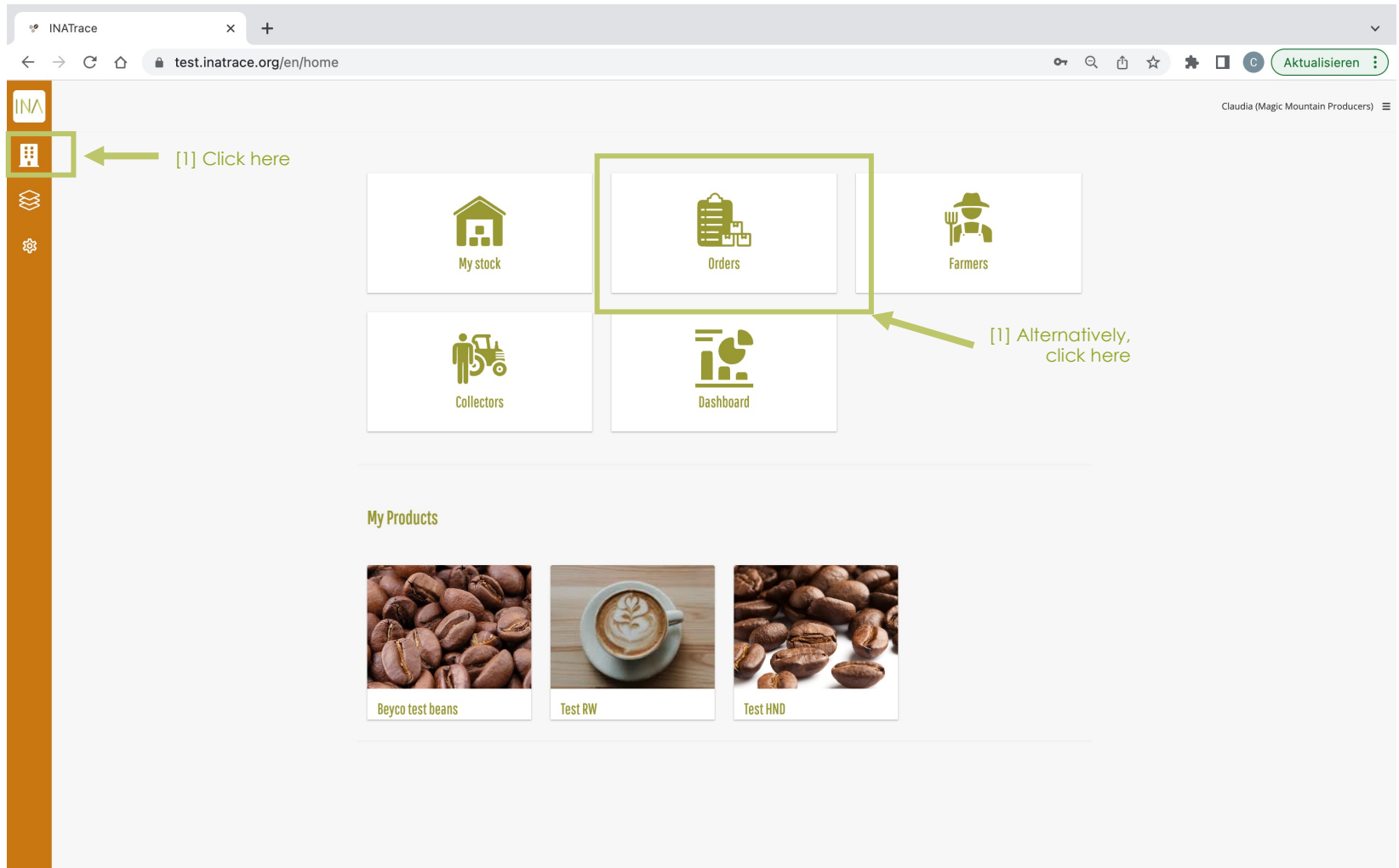
Legend: required in process - present, required in process - missing, additional document in process, required on quote - present, required on quote - missing, one of required documents on quote in group G1 present, all of required documents on quote in group G1 missing

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

3.3 Fulfill an order from your buyer

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.



Follow the steps below to view or edit an order. By clicking on “edit” you can allocate products from your stock to the order and thereby fulfill a buyer’s order.

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

Magic Mountain Producers

Received orders

Placed orders

Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

[1] Click here

Selected facility

Select facility

List of orders

Showing 4/4

Filter

Date of delivery	SKU	Client	Order ID	To facility	Quantity / Fulfilled	Unit	kg	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee	Export Pros	Test0815	Green coffee storage	100 / 0	kg	100	2023-07-24 04:20	Edit View
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	Edit View
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	Edit View
2022-08-05	69kg bags of green coffee	Export Pros	CORWA_ESP_500_EP	Green coffee storage	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View

[2] Click here

[3] Select "view" or "edit"

In the upper part of the order you see the the buyer's requirements in the "order details" section. Here, you cannot edit anything.

Order details

Processing*

Order green coffee from the producer

Export Pros

Order date*

24. 7. 2023

Semi-product type*

Grainpro bag of green coffee

Facility*

Green coffee storage

Order ID

Test0815

Prefix

ORDER

Internal lot name*

Test0815

Ordered quantity in kg*

100

Preferred delivery date*

1. 8. 2023

Screen size

16+

Preparation

EU

Supplier details

In the lower part of the order, select the batches you send to the buyer. Make sure the “quantity fulfilled” matches the “total ordered”. In case the added quantity surpasses the ordered quantity, the system will clip the last item added and return the excess amount to your stock. You may also add evidence documents before you save the order.

The screenshot displays the INATRACE 2.0 order management interface. It features a 'Supplier details' section with a dropdown for 'Facility*' (Green coffee storage (Magic Mountain Producers)), date pickers for 'From' and 'To', and a list of transactions. A green arrow points to the transaction list with the text 'Add one or several items'. Below this is the 'Total quantities' section, which includes input fields for 'Quantity fulfilled by supplier in kg', 'Remaining quantity in kg' (100.00), and 'Total ordered quantity in kg' (100.00). A 'Comments' text area is also present. The 'Processing evidence' section contains a field for 'Other evidence documents' with an 'Add document' button. A green arrow points to this field with the text 'Add evidence documents as requested by the buyer'. At the bottom right, there are 'Cancel' and 'Save' buttons, with a green arrow pointing to the 'Save' button.

EU

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

From To

D. M. LLLL x D. M. LLLL x

Search

Filter

Add new transactions

☐ Select all (Grainpro bag of green coffee)

<input type="checkbox"/> ORDER JUL1	25 kg
<input type="checkbox"/> LOT 15112021/3	15 kg
<input type="checkbox"/> LOT 15112021/2	60 kg
<input type="checkbox"/> LOT 15112021/1	22 kg

Total quantities

Quantity fulfilled by supplier in kg

Remaining quantity in kg

100.00

Total ordered quantity in kg

100.00

Comments

Processing evidence

Other evidence documents

Add document

Cancel Save

Add one or several items

Add evidence documents as requested by the buyer

After saving the order, you can verify the fulfilled quantity in the list of orders.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/received-orders`. The page title is "Received orders". The sidebar on the left contains the "Magic Mountain Producers" logo and navigation links: "My stock", "Orders" (highlighted with a green box), "Farmers", "Collectors", and "Dashboard". The main content area features a "Received orders" section with a "Selected facility" dropdown menu. Below this is a "List of orders" table with 4 rows and 10 columns. The "Quantity / Fulfilled" column is highlighted with a green box. The table data is as follows:

Date of delivery	SKU	Client	Order ID	To facility	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee	Export Pros	Test0815	Green coffee storage	100 / 100	kg	100	2023-07-24 04:30	Edit View
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	Edit View
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	Edit View
2022-08-05	69kg bags of green coffee	Export Pros	CORWA_ESP_500_EP	Green coffee storage	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View

You also have the possibility to edit the items you allocated to a buyer's order by clicking again on "edit" in the "received orders" part of the system.

The screenshot displays the INATrace web application interface for Magic Mountain Producers. The browser address bar shows `test.inatrace.org/en/my-orders/received-orders`. The sidebar on the left contains a vertical menu with icons for 'INA', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'Orders' link is highlighted with a green box and labeled '[1] Click here'. The top navigation bar features two tabs: 'Received orders' (active) and 'Placed orders'. The 'Received orders' tab is highlighted with a green box and labeled '[2] Click here'. Below the tabs, there is a 'Selected facility' dropdown menu. The main content area is titled 'Received orders' and contains a 'List of orders' table. The table has columns: 'Date of delivery', 'SKU', 'Client', 'Order ID', 'To facility', 'Quantity / Fulfilled', 'Unit', 'kg', 'Time of last change', and 'Actions'. The table shows four orders. The first order is highlighted with a green box, and its 'Edit' button is labeled '[3] Select "edit"'. The table also includes a 'Filter' button and a 'Showing 4/4' indicator.

Date of delivery	SKU	Client	Order ID	To facility	Quantity / Fulfilled	Unit	kg	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee	Export Pros	Test0815	Green coffee storage	100 / 0	kg	100	2023-07-24 04:20	Edit View
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	Edit View
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	Edit View
2022-08-05	69kg bags of green coffee	Export Pros	CORWA_ESP_500_EP	Green coffee storage	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View

You can remove items from an order by clicking on the “x” in the “existing transactions” part. You can add new items by ticking the boxes in the “Add new transactions” part. Click “save” after checking everything is correct and the total ordered matches the quantity fulfilled. Note that you can not edit an order anymore once the buyer has approved your allocated items.

INATrace

test.inatrace.org/en/my-stock/processing/update/19190

Aktualisieren

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

From To

D. M. LLLL x D. M. LLLL x

Search

Filter

Existing transactions

ORDER JUL1 (PENDING)	25 kg	x
LOT 15112021/1 (PENDING) ⚡	22 kg	x

Add new transactions

☐ Select all (Grainpro bag of green coffee)

<input type="checkbox"/> LOT 15112021/3 ⚡	15 kg
<input type="checkbox"/> LOT 15112021/2 ⚡	7 kg

Add items

Remove items

Total quantities

Quantity fulfilled by supplier in kg	100.00	Remaining quantity in kg	0.00
Total ordered quantity in kg	100.00		

Comments

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.

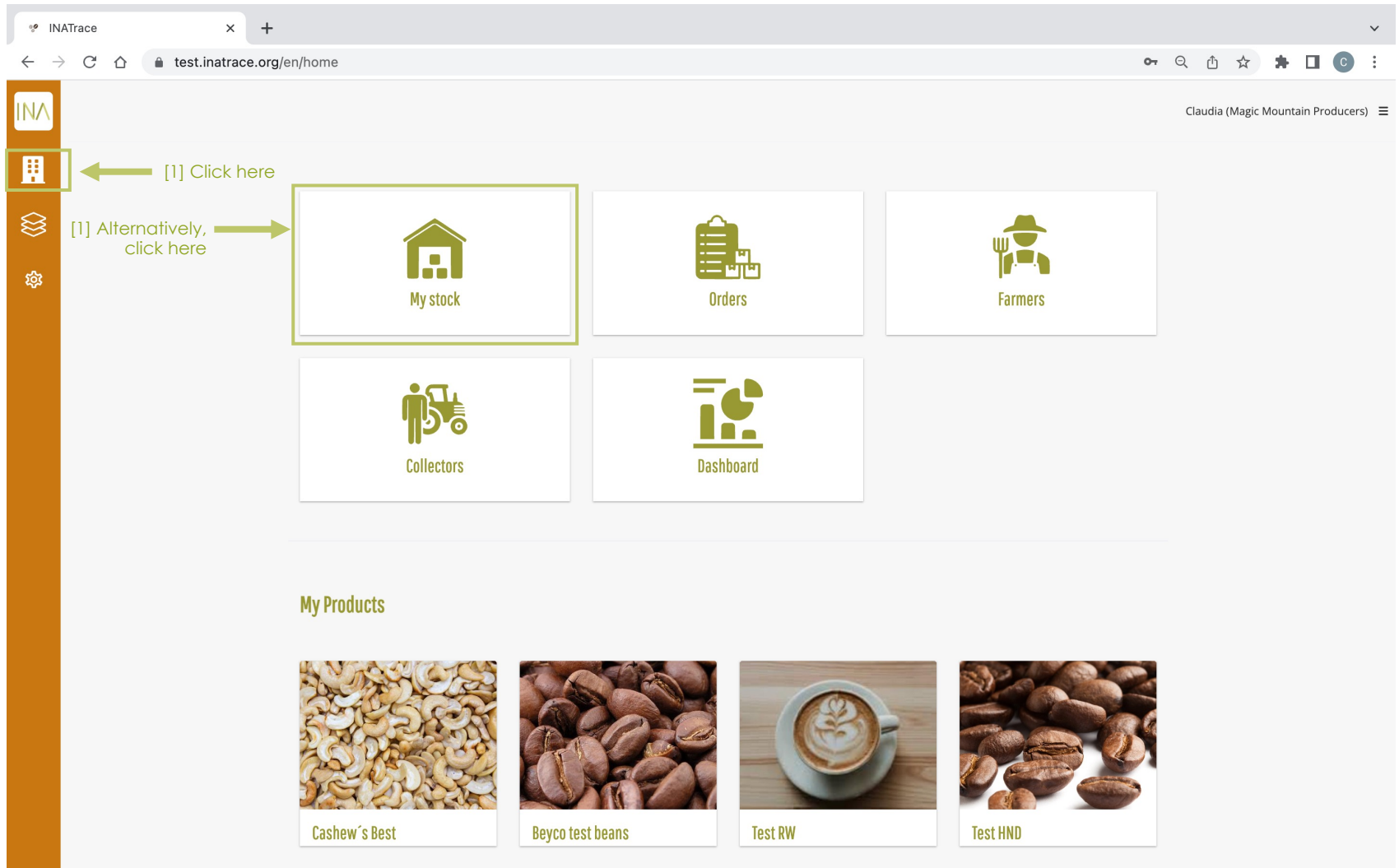
In the following, we show how to document processing actions for an exemplary coffee supply chain.

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 sidebar on the left contains navigation links: My stock (highlighted with a green box and arrow [2]), Orders, Farmers, Collectors, and Dashboard. The main content area is titled "Processing actions" and lists facilities. The "Parchment storage" facility (Village 1) is highlighted with a green box and arrow [4], showing a "Transfer parchment to hulling station" action. Other facilities listed include Washing station 1, Washing Station 2, Hulling Station, and Green coffee storage. A green button labeled "+ Add processing action" is visible 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

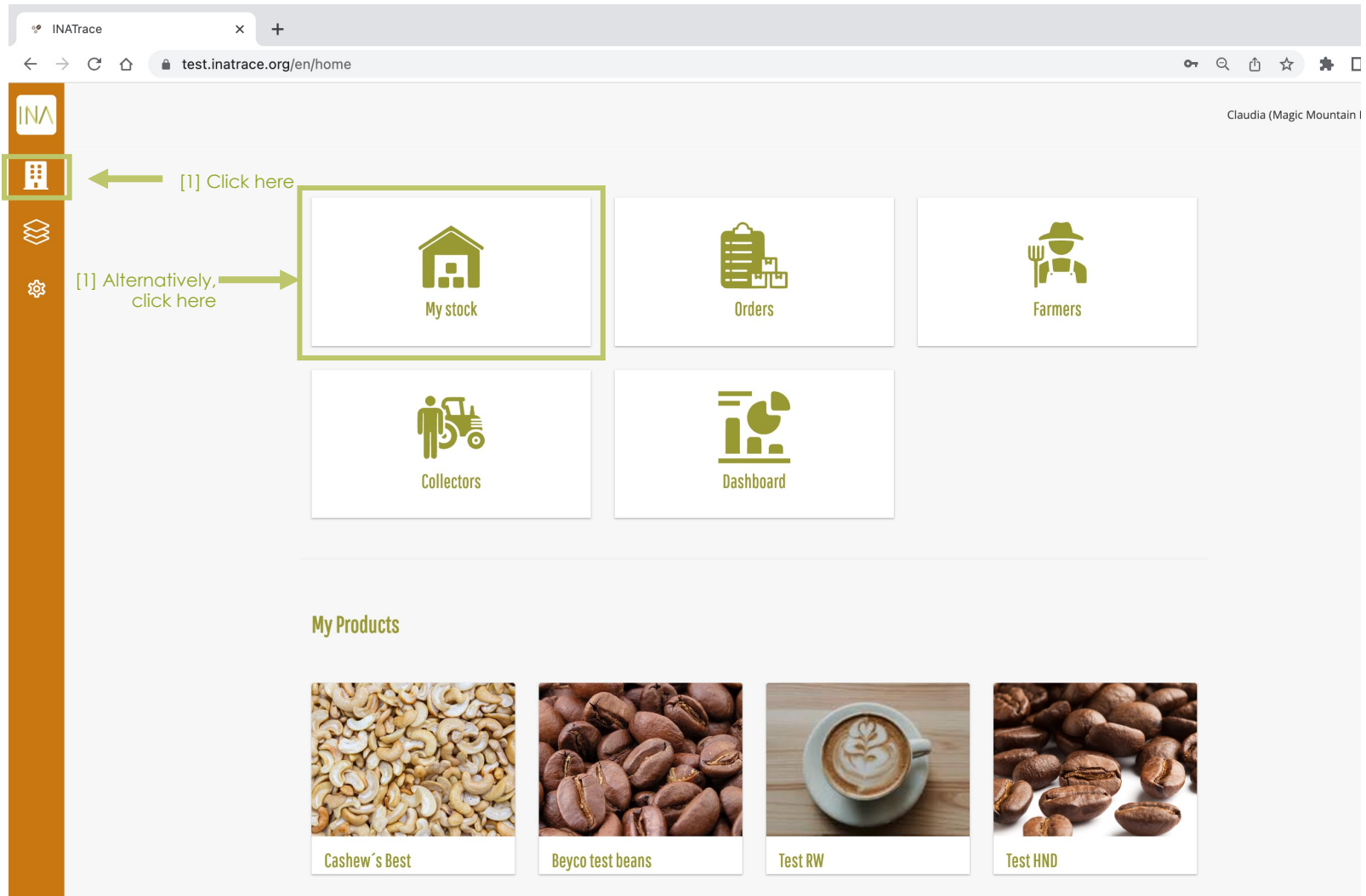
[7] Select your processing facility where your batch is transported to.

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

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

4.2 Processing of semi-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 on the tile of the facility where the processing action is to be recorded and click on the processing action. In our example, we click on **“hulling and sorting”**.

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 right sidebar shows the user name Claudia (Magic Mountain Producers) and an Aktualisieren button. The left sidebar contains a vertical menu with icons and labels: 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. It contains several facility tiles: Washing station 1 (Village 1), Washing Station 2 (Village 2), Parchment storage (Village 1), Hulling Station (Village 1), and Green coffee storage (Village 1). The Hulling Station tile is expanded, showing a list of processing actions: "Hulling and sorting" (highlighted with a green box and arrow [4]), "Transfer 60kg bags to green coffee storage", and "Green coffee storage". A green button "+ Add processing action" is located in the top right of the main content area.

“Add new processing 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 new processing action

Process input

Choose activity that you want to record

Processing*
Hulling and sorting

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Hulling Station

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

☐ LOT 123testA1HS

500 kg

Process output

Outputs of this processing

Semi-product type*
Grainpro bag of green coffee

Facility*
Select facility

Prefix
ORDER

Internal lot name*
Enter internal lot name

Output quantity in kg*
Enter quantity

Screen size*

Add additional output

Total quantities

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

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

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

[6] Select the input to process. Clip your input with the scissors icon in case you do not process the entire input quantity

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

[8] Type in a unique code to identify the lot 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] For all processing actions which include repackaging, the quantity for each unit (e.g. each sac) has to be defined. By clicking on "Prefill", the system allocates the maximum quantity to each unit

The screenshot shows the 'Add new processing action' form. It is divided into several sections:

- Choose activity that you want to record:** Contains a dropdown for 'Processing*' (set to 'Hulling and sorting') and a text field for 'Processing date*' (set to '21. 7. 2023').
- Material to be recorded:** Contains a dropdown for 'Facility*' (set to 'Hulling Station'), date range fields 'From' and 'To' (both set to 'D. M. LLLL'), a search bar, a filter icon, and a section for 'Add new transactions' with a checkbox 'Select all (White bag of parchment)' and a checked item 'LOT 123testA1HS' with a quantity of '500 / 500 kg'.
- Outputs of this processing:** Contains a dropdown for 'Semi-product type*' (set to 'Grainpro bag of green coffee'), a dropdown for 'Facility*' (set to 'Hulling Station'), a text field for 'Prefix' (set to 'ORDER'), a text field for 'Internal lot name*' (set to 'LOT 123testA1HS'), a text field for 'Output quantity in kg*' (set to '389'), and a text field for 'Screen size*' (set to '16+'). Below these are seven rows for 'Outputs', each with a 'Sac number*' and a 'Quantity (max. 60 kg)*'. The first six rows have a quantity of '60.00', and the seventh row has a quantity of '29.00'. A 'Prefill' button is next to the first row.
- Total quantities:** A summary section at the bottom showing 'Input quantity in kg' (500.00), 'Remaining quantity in kg' (111.00), and 'Total output quantity in kg' (389.00).

Annotations [5] through [11] point to specific fields in the form:

- [5] points to the 'Processing date*' field.
- [6] points to the 'Add new transactions' section.
- [7] points to the 'Facility*' dropdown in the 'Outputs of this processing' section.
- [8] points to the 'Internal lot name*' field.
- [9] points to the 'Output quantity in kg*' field.
- [10] points to the 'Screen size*' field.
- [11] points to the 'Outputs' table.

Here are steps of **“Adding a proof document”** and saving the processing action.

The image consists of two screenshots of the INATRACE 2.0 user interface, illustrating the process of adding a proof document and saving the processing action.

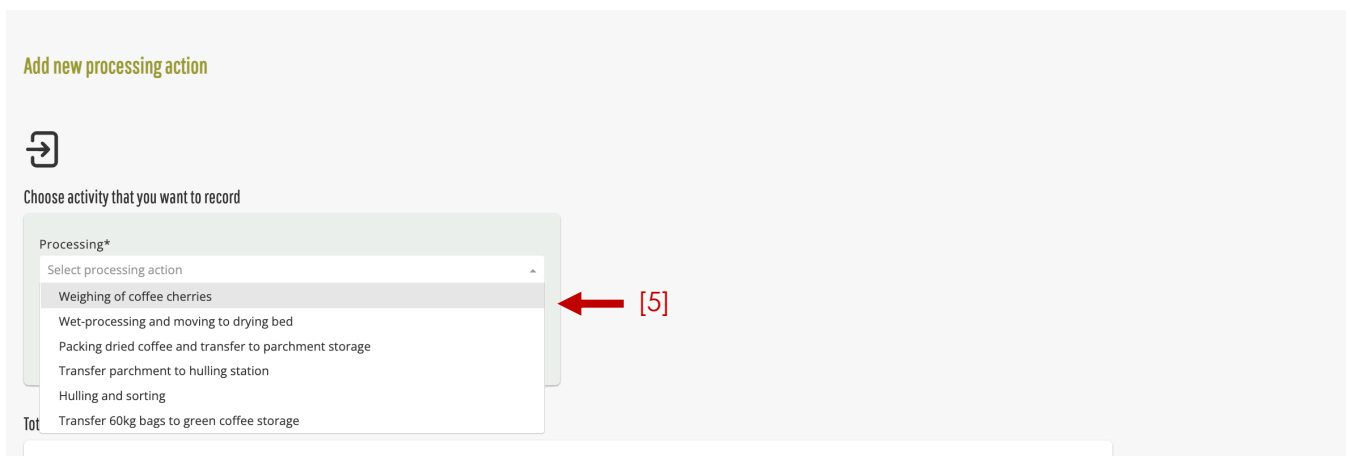
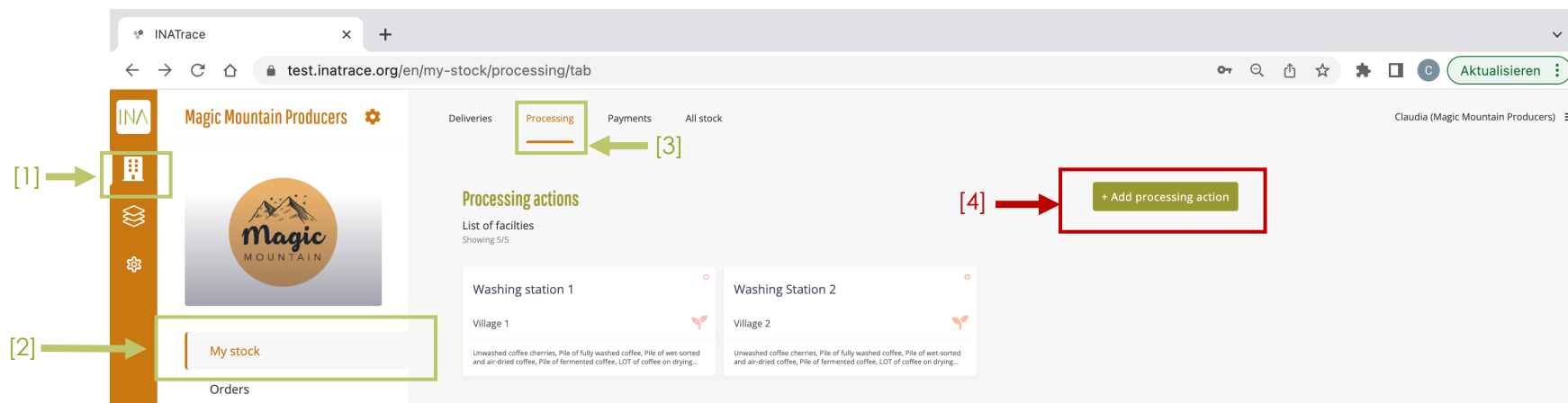
Top Screenshot: This screenshot shows the 'Processing evidence' section. It includes a 'Comments' text area at the top. Below it, the 'Processing evidence' section contains a sub-section 'Other evidence documents' with an 'Add document' button. A green arrow points to this button with the text 'Click on “Add document”'. At the bottom of the interface, there are 'Cancel' and 'Save' buttons.

Bottom Screenshot: This screenshot shows a modal window for adding a document. It contains the following fields and controls:

- Date*:** A text input field containing '21.7.2023' and a close button (x). A green arrow points to it with the text '[a] Make sure the date is right'.
- Type*:** A dropdown menu with 'Select document type' as the selected option. A green arrow points to it with the text '[b] Select the proof document type'.
- Document (JPG, PNG, PDF)*:** A text input field containing 'Choose file' and a 'Browse' button. A green arrow points to the 'Browse' button with the text '[c] Upload weight note / proof of purchase with signature of the farmer.'
- Buttons:** At the bottom right of the modal are 'Cancel' and 'Confirm' buttons. A green arrow points to the 'Confirm' button with the text '[d] Confirm'. Below the modal, on the main interface, are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button with the text '[e] Save the processing action after checking everything was entered correctly'.

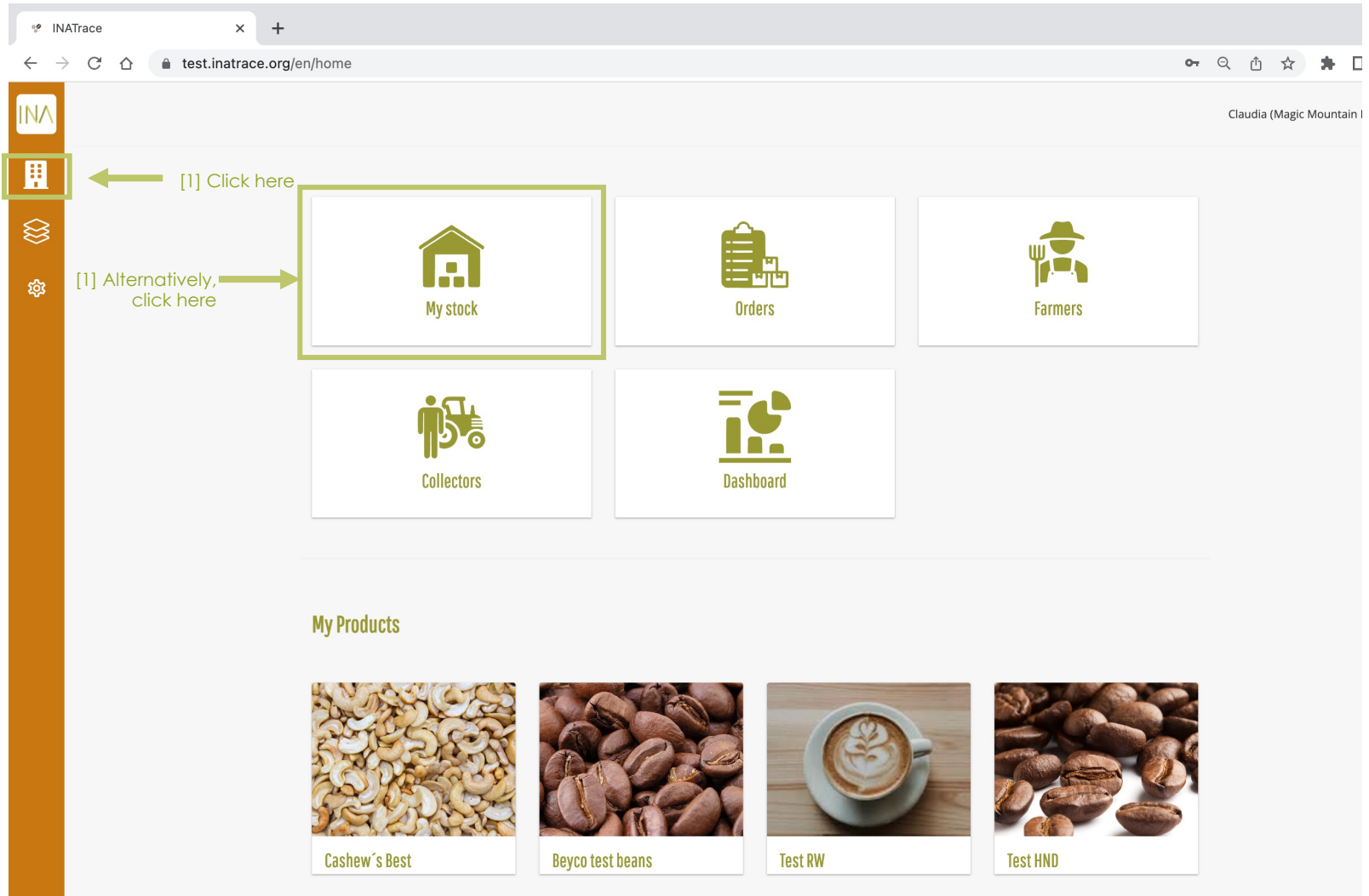
Using “Add processing action” button

You can alternatively access the processing interface by clicking on the “Add processing action” button. Then, choose a processing or transfer action and continue the documentation accordingly as shown in the previous steps.



4.3 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 sidebar on the left with navigation options: 'My stock' (highlighted with a green box and labeled [2]), 'Orders', 'Farmers', and 'Dashboard'. The main content area is titled 'Processing actions' and lists facilities: 'Parchment storage', 'Hulling Station', and 'Green coffee storage'. The 'Green coffee storage' facility is expanded, showing a list of actions: 'Transfer to Roastery storage', 'Create QR Code for espresso 500g' (highlighted with a green box and labeled [4]), 'Create QR Code for medium 250g', 'Roasting Espresso 500g', 'Roasting medium 250g', and 'Document container shipping'. A green arrow labeled [1] points to the 'My stock' option in the sidebar. A green arrow labeled [3] points to the 'Processing' tab in the top navigation bar. A green arrow labeled [4] points to the 'Create QR Code for espresso 500g' action in the expanded facility list. A button labeled '+ Add processing action' is visible in the top right of the main content area.

[1] → [2] → [3] → [4] Select the "Create QR Code" transaction for the final product you want to equip

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.

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)

☒ ORDER Test25072023/1/29 68 / 68 kg

☒ ORDER Test25072023/1/28 69 / 69 kg

☒ ORDER Test25072023/1/27 69 / 69 kg

☒ ORDER Test25072023/1/26 69 / 69 kg

☒ ORDER Test25072023/1/25 69 / 69 kg

☒ ORDER Test25072023/1/24 69 / 69 kg

☒ 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 navigation options: My stock (highlighted with [2]), Orders, Farmers, and Dashboard. The main content area is titled 'All stock' and features a 'Select facility' dropdown set to 'Roastery storage'. Below this, there are tabs for 'Group view' and 'Single view' (selected). A table lists stock items with columns: 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 has a green arrow pointing to the 'QR' link in the Actions column. At the bottom, a 'Summed up quantities' section provides a summary of the stock items.

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

Summed up quantities

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.

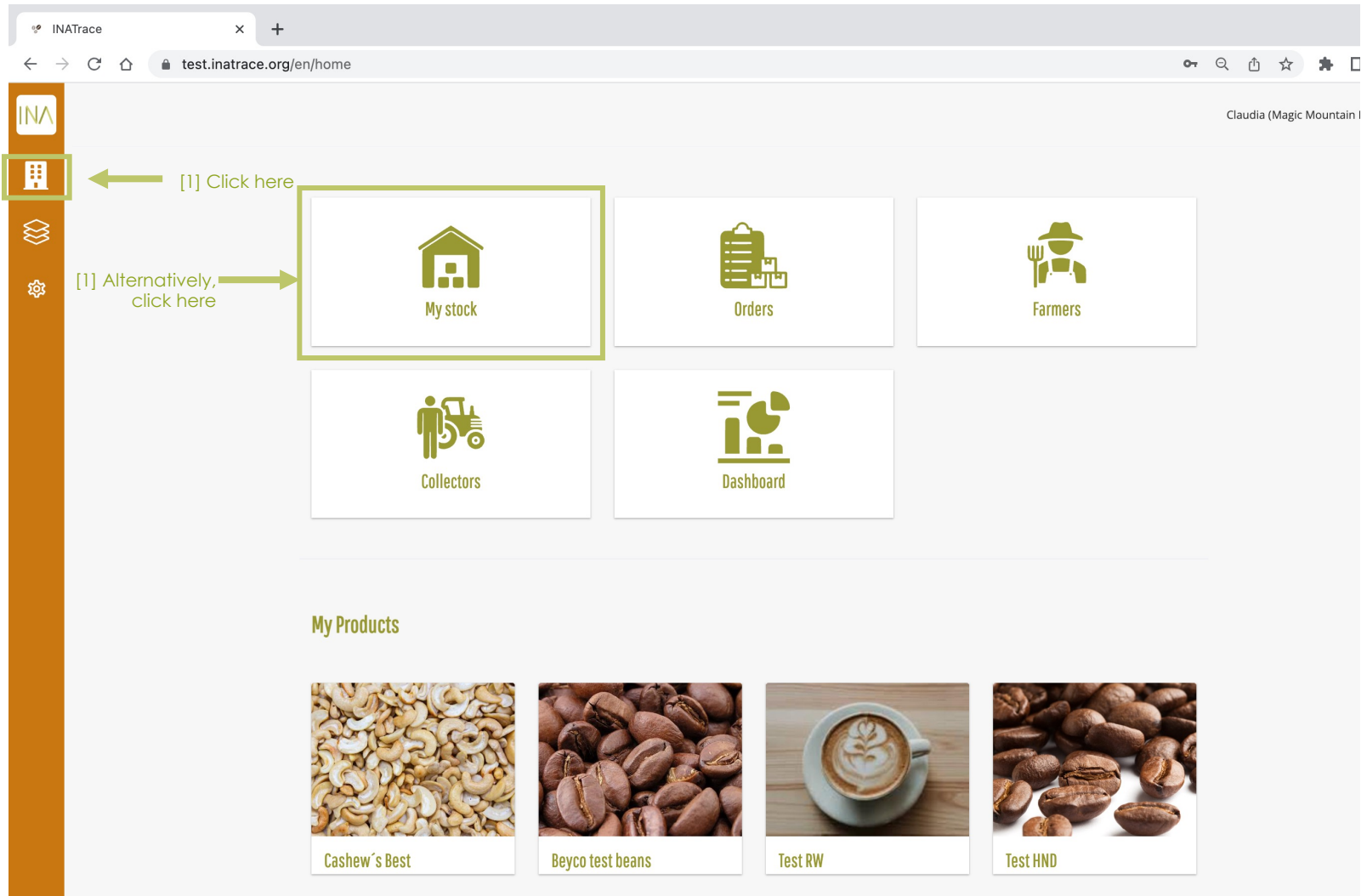
The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The application has a sidebar with 'Export Pros' and a main content area titled 'All stock'. A modal window titled 'Order item QR code' is open, showing details for a product: 'CORWA Espresso 500g (Test RW)'. The modal includes a 'Final product label' dropdown set to 'CORWA', a QR code, and a URL: `https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a6ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99`. The background shows a table of orders and a 'Summed up quantities' section.

Production date	Identifier	Type
26.7.2023	ORDER Test25072023/1/	PR
5.8.2022	CORWA_05August	PR
30.5.2022	test3005	PR
30.5.2022	test123/4	TO
30.5.2022	test123/3	TO
4.11.2021	123	PR
2.11.2021	Order_special client	PRO

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

4.4 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 (highlighted with [3]), 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 is titled "Processing actions" and lists facilities: Parchment storage, Hulling Station, Green coffee storage, and Roastery storage. The Roastery storage facility is expanded, showing a list of processing actions: Transfer to Roastery storage, Roasting Espresso 500g (highlighted with [4]), Roasting medium 250g, and Document container shipping. A button "+ Add processing action" is visible in the top right corner of the main content area.

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

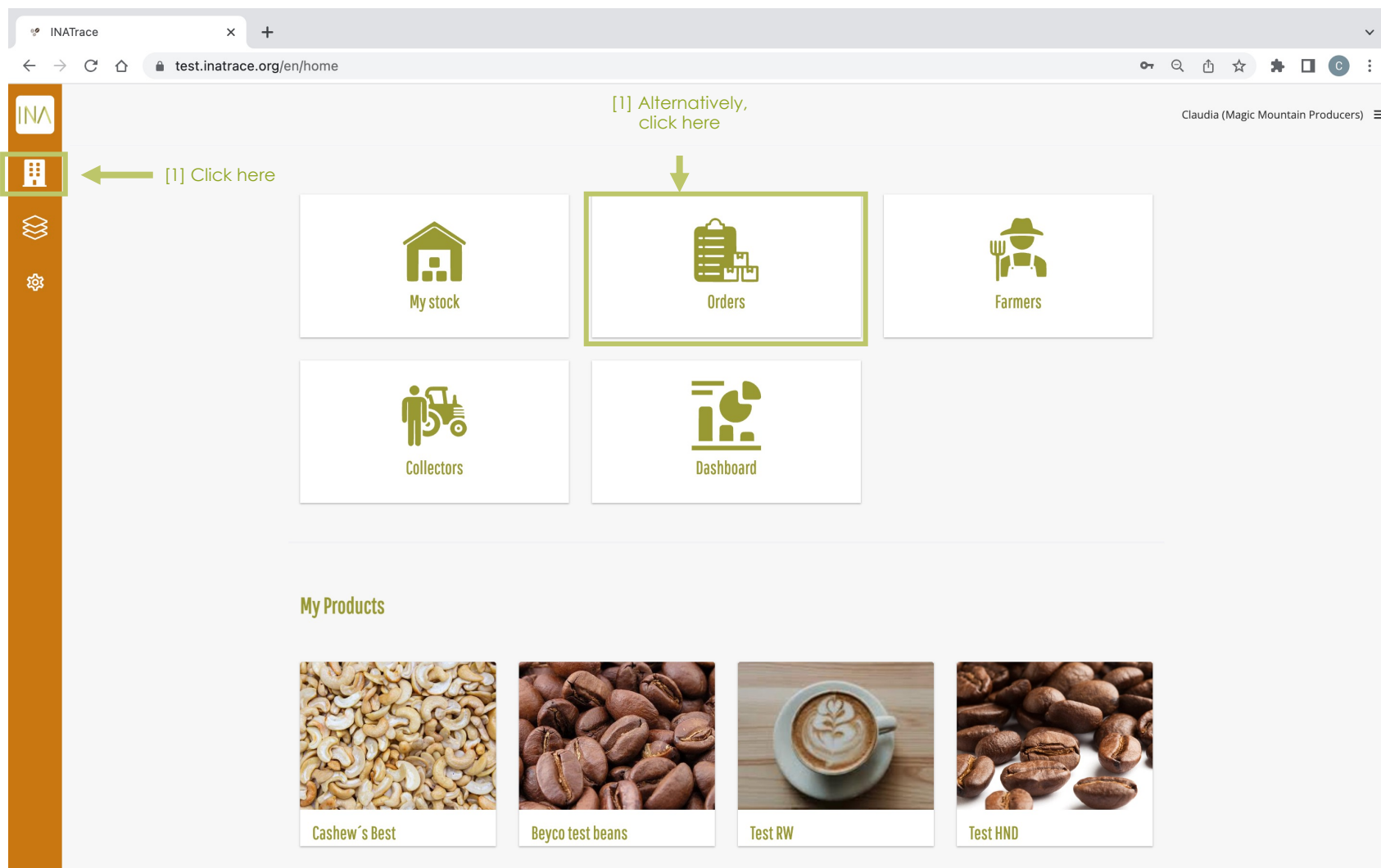
Chapter 5.

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: 'My stock' (highlighted with a green box and arrow [2]), 'Orders', 'Farmers', and 'Dashboard'. The main content area has a top navigation bar with 'Deliveries', 'Processing', 'Payments' (highlighted with a green box and arrow [3]), and 'All stock'. Below this, the 'Payments' section is titled 'List of payments' and shows 'Showing 3/3'. A table lists payments with columns: Payment purpose, Amount paid to the farmer, Farmer name, Company name, Delivery date, Payment date, Way of payment, and Actions. The first row, 'Invoice payment' for 'Magic Mountain Producers', is highlighted with a green box. Below the table, a 'Summed up quantities' section shows 'Total amount paid' as '554,324 EUR'. The 'Bulk payments' section shows 'No payments found'.

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

Chapter 6.

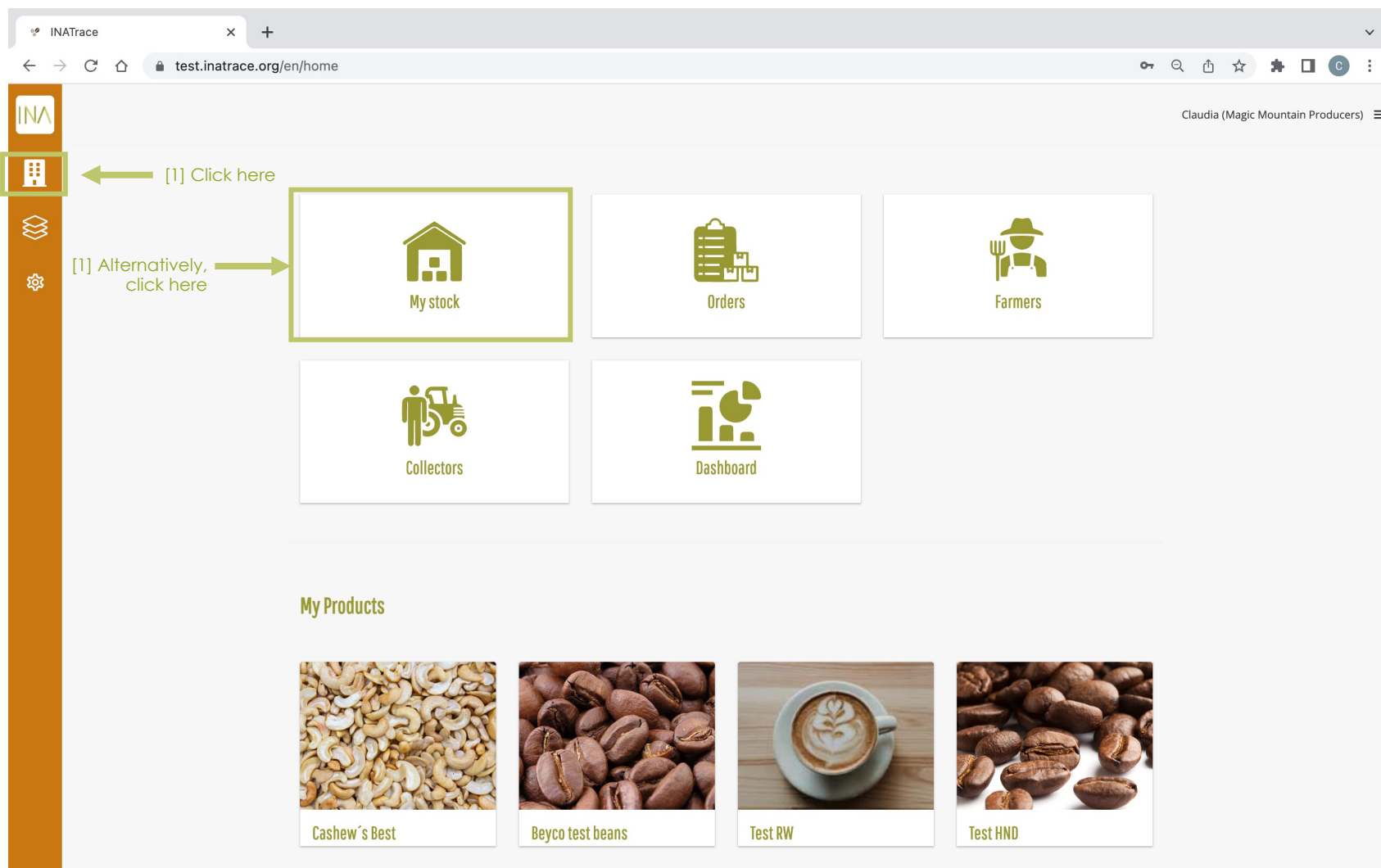
All stock module

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”.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=79`. The top navigation bar includes tabs for Deliveries, Processing, Payments, and All stock. The sidebar on the left contains navigation options: Orders, Farmers, Collectors, and Dashboard. The main content area is titled 'All stock' and features a 'Select facility' dropdown menu with 'Green coffee storage' selected. Below this is a 'List of grouped orders' section with 'Group view' and 'Single view' tabs. A table displays the list of grouped orders, with columns for Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The 'Actions' column for the first row (14.3.2023) is highlighted with a green box and an arrow pointing to it, labeled '[5] Click here'. The 'Edit View Delete' links are visible in the Actions column for all rows. Below the table is a 'Summed up quantities' section showing the total quantity for 'Grainpro bag of green coffee' as 150 kg.

[1] → [2] → [3] → [4] Select facility → [5] Click here

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

6.2 Create an offer on Beyco (coffee only)

In order to create an offer on the Beyco sales platform, you need to be a registered user on Beyco and also need to have the Beyco integration activated in your INATrace company configuration. After that, start the session by following the steps below.

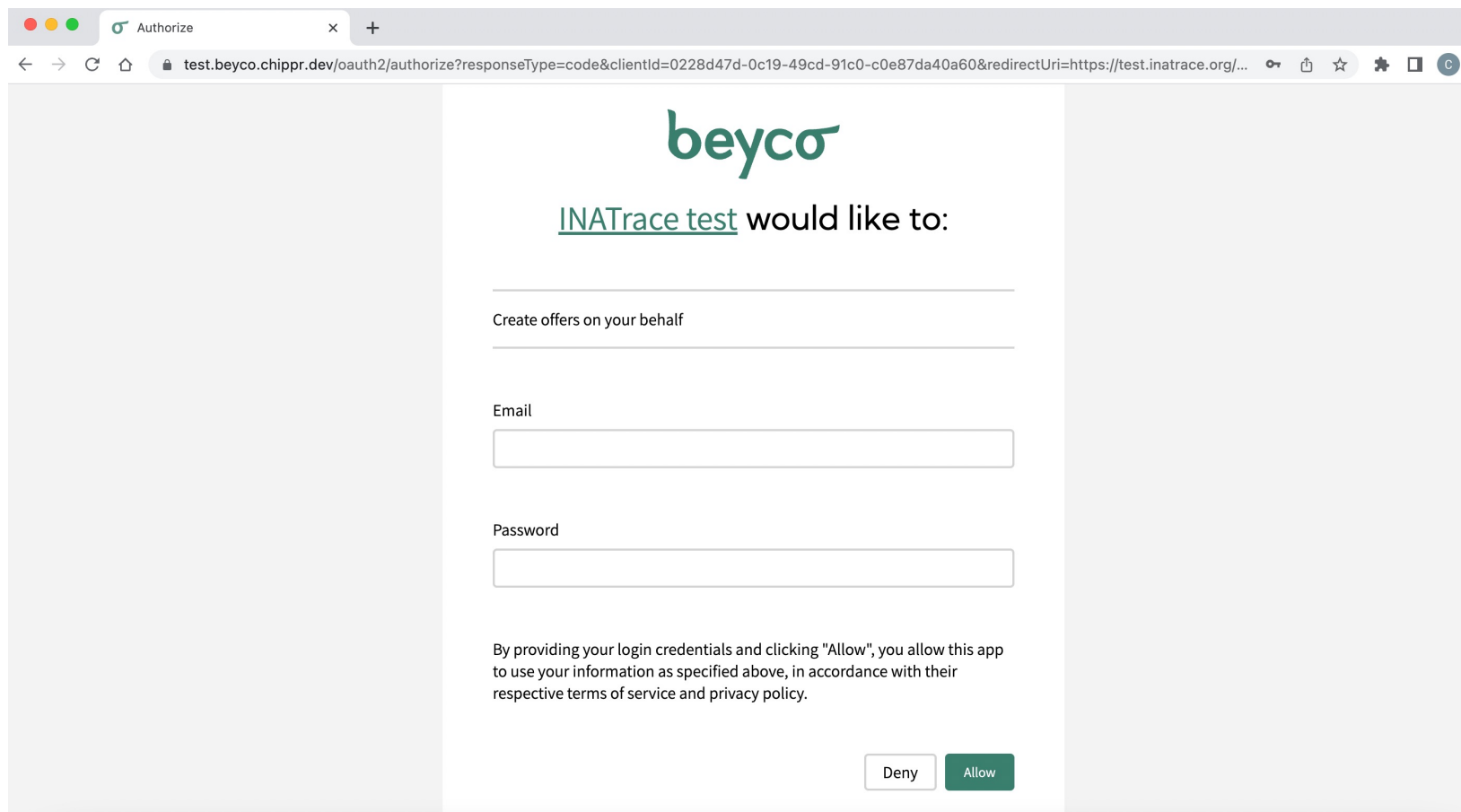
The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=79`. The top navigation bar includes tabs for Deliveries, Processing, Payments, and All stock. The sidebar on the left contains navigation options: Orders, Farmers, Collectors, and Dashboard. The main content area displays the 'All stock' page for Magic Mountain Producers. A table titled 'List of grouped orders' shows 4/4 items. The table columns are: Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The table contains four rows of data for 'Grainpro bag of green coffee'. Below the table is a 'Summed up quantities' section showing a total quantity of 150 kg for 'Grainpro bag of green coffee'.

[1] → [2] → [3] → [4] Click here

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

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

You will be asked to enter your email address and password you used for your registration on beyco.nl and click “Allow”.



Authorize

test.beyco.chippr.dev/oauth2/authorize?responseType=code&clientId=0228d47d-0c19-49cd-91c0-c0e87da40a60&redirectUri=https://test.inatrace.org/...

beyco

INATrace test would like to:

Create offers on your behalf

Email

Password

By providing your login credentials and clicking "Allow", you allow this app to use your information as specified above, in accordance with their respective terms of service and privacy policy.

Deny Allow

You will automatically be redirected back to your "All stock" section of your INATrace profile. Select here from the drop-down menu the stock facility where the coffee batches you want to offer are currently stored.

The screenshot shows the INATrace web application interface. The browser address bar displays the URL `test.inatrace.org/en/my-stock/all-stock/tab`. The page header includes the INATrace logo, the user profile 'Magic Mountain Producers', and navigation tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock'. The left sidebar contains a vertical menu with icons and labels: 'My stock', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The main content area is titled 'All stock' and features a dropdown menu labeled 'Select facility'. The dropdown menu lists the following options: 'Washing station 1', 'Parchment storage', 'Milling Station', 'Green coffee storage', and 'Washing Station 2'. A green arrow points from the 'My stock' link in the sidebar to the dropdown menu. The 'Green coffee storage' option is highlighted with a green box. A message on the right side of the main content area states: 'Please select one facility to see list of orders.' A 'Logout from Beyco' button is located in the top right corner of the main content area.

Next: Select one or several available batches of coffee from your stock that you want to create an offer for by checking the box(es) next to it. Then, click on “Export to Beyco.”

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=79`. The page title is "Magic Mountain Producers". The navigation menu includes "Deliveries", "Processing", "Payments", and "All stock" (which is selected). The user is logged in as "Claudia (Magic Mountain Producers)".

The main content area is titled "All stock". It features a "Select facility" dropdown menu with "Green coffee storage" selected. Below this, there are tabs for "Group view" and "Single view", and a "List of grouped orders" section showing "Showing 4/4".

The table displays the following data:

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 checked="" 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 checked="" 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 checked="" 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

The "Export to Beyco" button is highlighted with a green box and a green arrow. Another green arrow points to the table rows.

Complete the empty fields which are required for the offer and click “Submit offer”.

Export to Beyco

General values

Offer title*	Available at*
	D. M. LLLL ×
Address of port of export*	Country of port of export*
Cell 1, Sector 1, Village 1	Rwanda
Latitude of port of export*	Longitude of port of export*
-1,9940744144617375	29,52199661515044

15112021/3

Name*	Quantity*	
15112021/3	kg	
Price*	Currency*	Price unit*
Region	Country*	Harvest period*
Kimironko	Rwanda	17. 12. 2021 ×
Incoterms*	Species*	Process
Min screen size*	Max screen size*	Cupping score*
Varieties*	Quality segments*	
Grades*	Certificates	
OTHER ×	Organic ×	
Other grade		
A1		

NOTE: Enter the quantity of GREEN COFFEE you are offering here

Submit offer

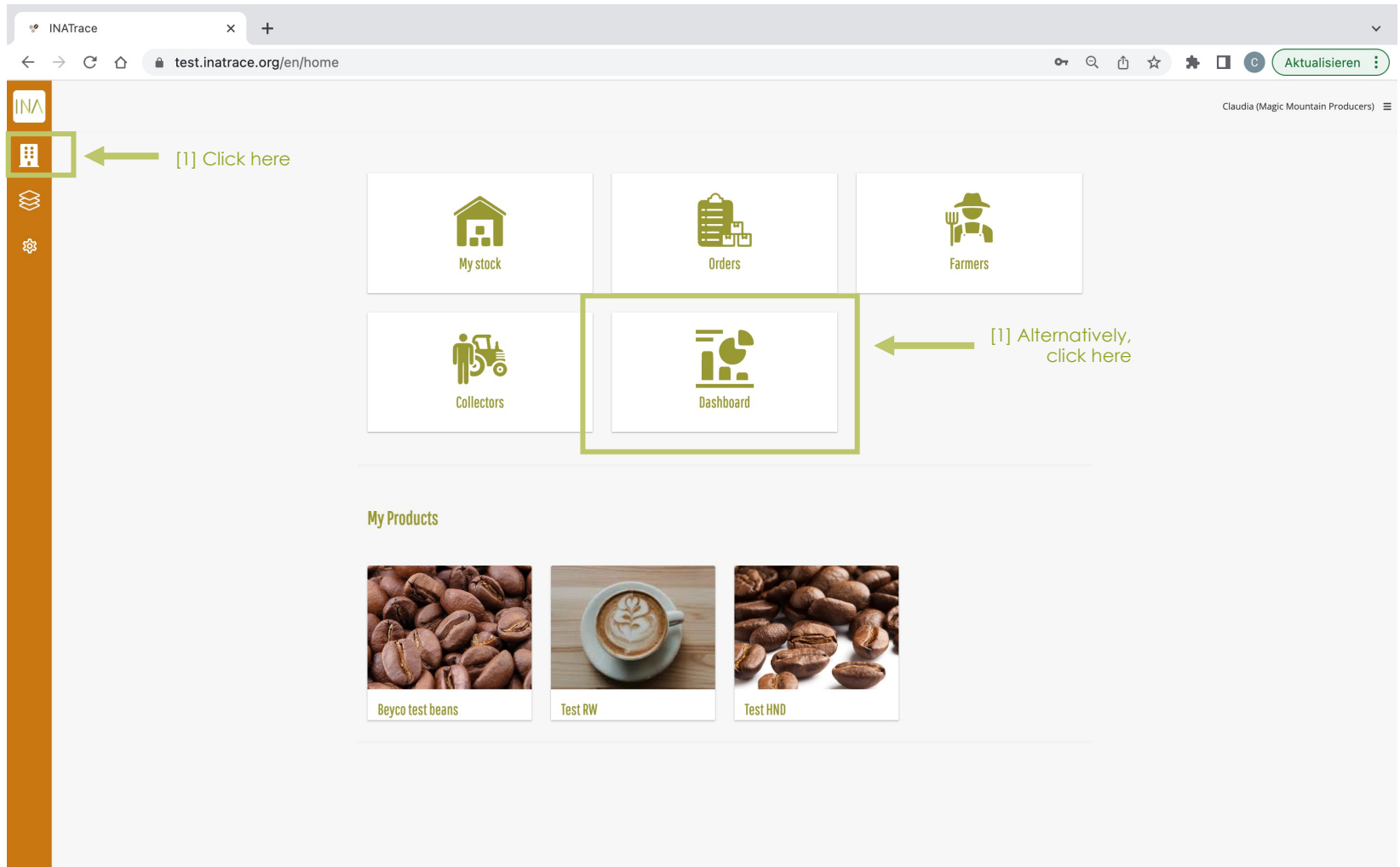
Chapter 7.

Dashboard

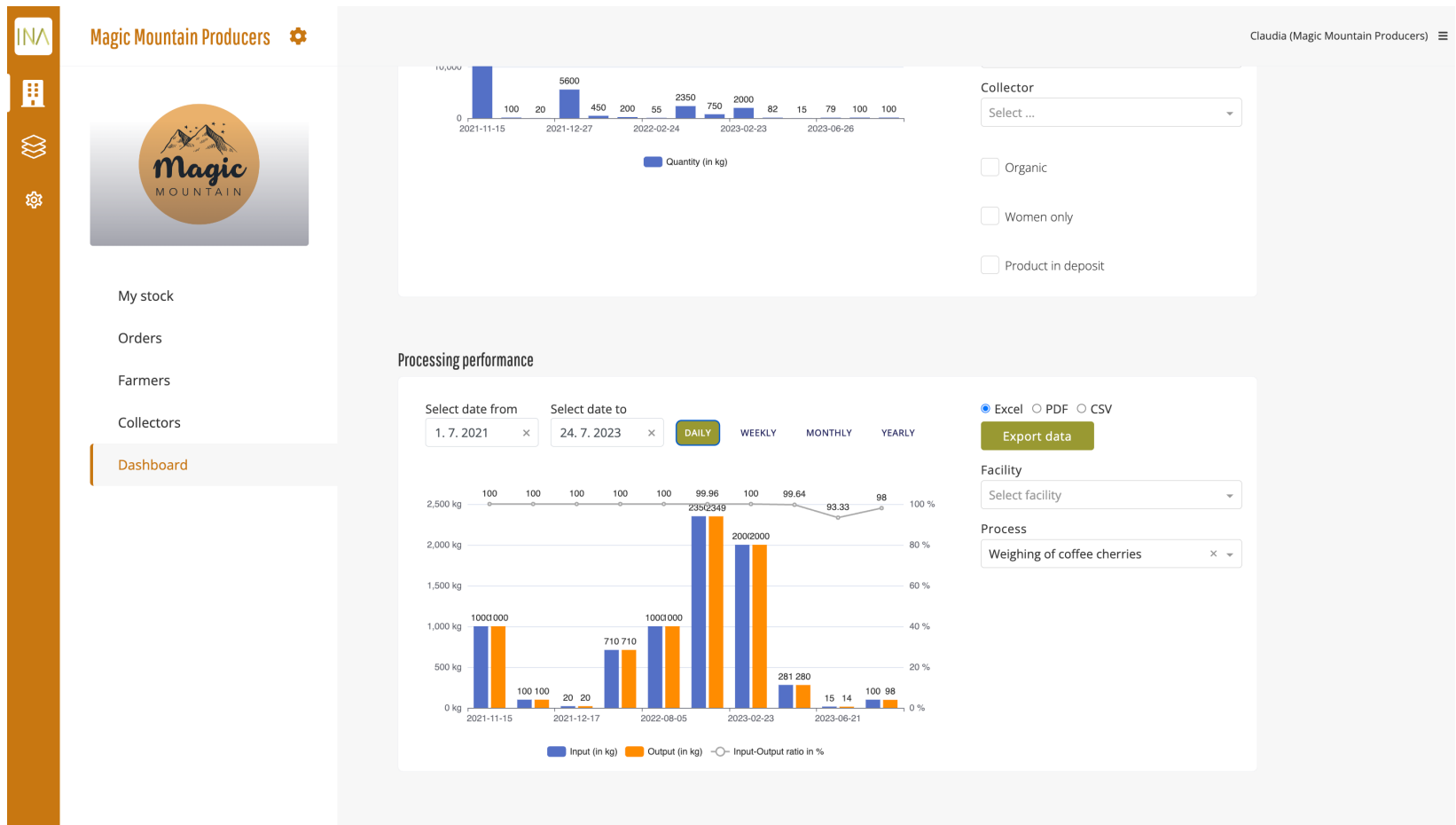
This module allows system users to view aggregated data previously entered into the system and export the data.

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 displays the INATrace web application interface. The left sidebar features a vertical menu with icons for Home, Company, Stock, and Settings. The 'Company' icon is highlighted with a green box and labeled [1]. The main content area shows the 'Deliveries' section with a list of deliveries and a table of delivery details.

Deliveries

Select facility
Select facility

+ Add delivery + Add bulk delivery

List of deliveries
Showing 10/28

From D. M. LLLL To D. M. LLLL Export data Add payments

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

[1] Click here

The screenshot shows the INATrace web application interface. The browser address bar displays 'test.inatrace.org/en/home'. The user is logged in as 'Claudia (Magic Mountain Producers)'. A dropdown menu is open, showing options: 'Home', 'Products', 'System', 'User profile', 'Company profile', and 'Logout'. The 'Company profile' option is highlighted with a green box. An arrow points from the text '[1] Click here' to the dropdown menu. Another arrow points from the text '[2] Configuration access – option 2' to the 'Company profile' option. The main content area features five tiles: 'My stock', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'My Products' section is visible at the bottom.

[2] Configuration access – option 2

8.2 Edit Company information

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/companies/5/company`. The top navigation bar includes 'System', 'Company' (highlighted with a green box and an arrow pointing to the 'company profile' text), 'Users', 'Facilities', and 'Processing actions'. The left sidebar contains 'Companies' (highlighted with a green box), 'Users', 'Settings', 'Value chains', and 'Currencies'. The main content area is titled 'Edit company (Magic Mountain Producers)' and contains three sections: 'Basic information', 'Company headquarters', and 'Company description'. The 'Basic information' section includes fields for 'Company name' (Magic Mountain Producers), 'Company abbreviation' (placeholder: Enter company abbreviation in 3-6 characters), and 'Company logo*' (Magic Mountain_Logo-01.png, with a 'Browse' button and a trash icon). Below the logo field is a note: 'Upload a high-resolution logo of your company (jpeg, jpg, png)'. The 'Company headquarters' section includes fields for 'Street address' (Main Street 123), 'City' (Mabanza), 'Zip / Postal Code / P.O. Box' (placeholder: Enter Zip / Postal Code / P.O. Box), 'State / Province / Region' (placeholder: Enter State / Province / Region), and 'Country' (Rwanda, with a dropdown arrow). The 'Company description' section includes a text area for 'About company' containing the text: 'Magic Mountain Producers is a test company which producers only the finest products.'

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 browser address bar shows the URL `test.inatrace.org/en/companies/5/facilities`. The left sidebar contains a 'System' menu with options like 'Companies', 'Users', 'Settings', 'Value chains', and 'Currencies'. The main content area is titled 'Company facilities (Magic Mountain Producers)' and includes a '+ Add facility' button. Below this is a table listing existing facilities with columns for Name, Facility type, Sellable semi-products or final products, Location, and Actions. A map of Rwanda is shown at the bottom, with red pins indicating facility locations. Two green arrows point to the '+ Add facility' button and the 'Edit' link in the table, accompanied by explanatory text.

Company facilities (Magic Mountain Producers)

List of facilities
Showing 5/5

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

Karte Satellit

Map showing locations in Rwanda (Goma, Kigali, etc.).

+ Add facility

Add a new facility to your company

Edit facility configuration for an existing facility

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.

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)
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On behalf of



Federal Ministry
for Economic Cooperation
and Development

