

The INA logo consists of the letters 'INA' in a stylized, bold, yellow font. The 'I' and 'N' are connected, and the 'A' is separate. The background of the entire image is a photograph of a rural landscape with mountains and people drying crops on tarps.

Sustainable Agricultural
Supply Chains Initiative



Trace

USER GUIDE

FOR PRODUCER ORGANISATIONS



INATrace

The Traceability Tool
for Sustainable Supply Chains

User guide 2023

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Executive Summary

The INATrace user guide for producer organizations provides a detailed walkthrough of the various modules within the INATrace system. The guide was developed to explain the components of each module in a step-by-step manner, ensuring that users have a clear understanding of how to utilize the system effectively.

At first, the documentation covers topics of accessing the system, information on language settings and an overview of the user interface. The guide provides an introduction to INATrace, a system that attends to traceability of agricultural supply chains through recording farmers deliveries, processing and payments actions in the producers' organization.

The delivery module focuses on recording single and bulk deliveries. The next part of processing module covers the actions of processing farmers' delivered products. It consists of sections on pre-processing, storage facilities, and the actual processing activities of the products. To give deep understanding, the guide explains step-by-step how to record data of processing activities such as weighing, wet-processing, and packing. It also elucidate the transfer of products from storage to processing facilities. Additionally, it discusses post-processing activities and the transfer of products to the company's final storage.

Moreover, the payment module deals with recording farmers payments. And the all-stock module allows users to view stock and batch history. It also provides the option to create offers on Beyco, specifically for coffee value chain. With this guidebook, the system users can apprehend how to access existing farmer profiles and how to create new ones.

The guide explains how to view and manage deliveries and processing performance data through the dashboard. The producers' organizations share traceability data with the upper value chain stakeholders through orders chapter. So, the guide explains how to view and fulfill orders. Finally, the document provides guidance on accessing and editing company profile to the admin users.

In summary, this guidebook provides a comprehensive overview of the INATrace system and its various modules that are utilized by the users from producer organizations.

0.1. Producer organization

The documentation provided can be utilized by users of the INATrace system who are part of producers' organizations. In the context of the INATrace project, a producers' organization refers to a cooperative or company that is involved in the initial production and transformation of raw agricultural products into value-added products. These organizations may be owned by or directly work with farmers who cultivate the crops. It is important to note that the roles of producers can vary depending on the specific agricultural sector and the value chain involved. For instance, a farmers' cooperative that grows coffee, processes the harvested coffee cherries into green coffee, 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 producers' organizations is that they are responsible for registering the deliveries from farmers as the initial entry point of traceability information into the system.

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. The browser address bar is highlighted with a green box, showing the URL inatrace.org/en/register. The form is titled "Create an account" and includes the following fields and annotations:

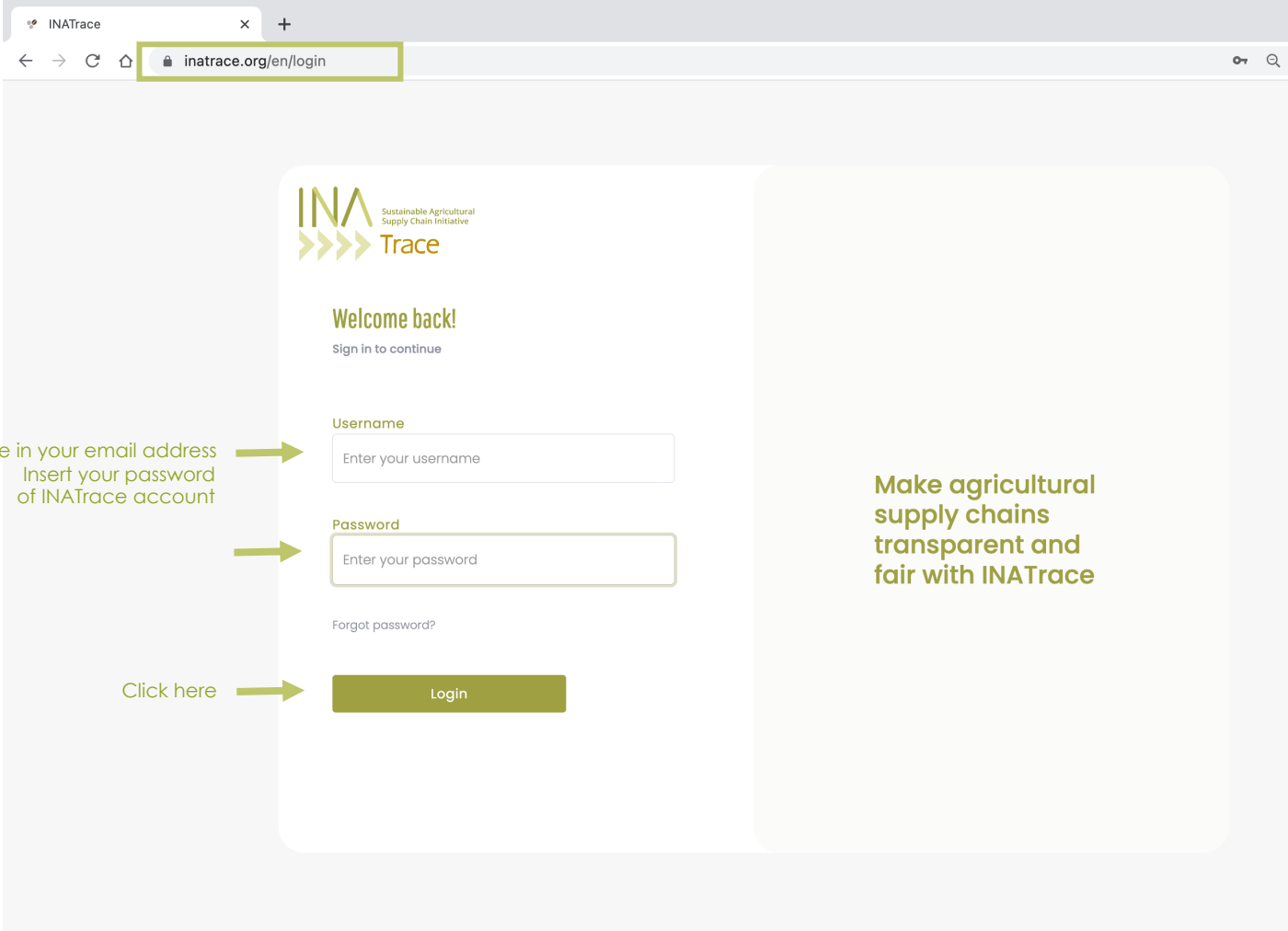
- First name***: A text input field with the placeholder "Enter your first name". A green arrow points to it with the text "Type in your first name".
- Last name***: A text input field with the placeholder "Enter your last name". A green arrow points to it with the text "Type in your last name".
- E-mail***: A text input field with the placeholder "Enter your e-mail". A green arrow points to it with the text "Type in your email address".
- Password***: A text input field with the placeholder "Enter your password". A green arrow points to it with the text "Insert a password and make sure you memorize it (do not use your email password)".
- Agreement**: A checkbox followed by the text "Yes, I agree with your conditions". A green arrow points to the checkbox with the text "Tick this box".
- Register**: A green button with the text "Register". A green arrow points to it with the text "Click here".

Below the agreement checkbox, there is a link: "Already registered? Login".

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

1.2 Access to the system

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



The screenshot shows a web browser window with the URL inatrace.org/en/login in the address bar. The page features the INATrace logo (Sustainable Agricultural Supply Chain Initiative) and a 'Welcome back!' message. Below this, there 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

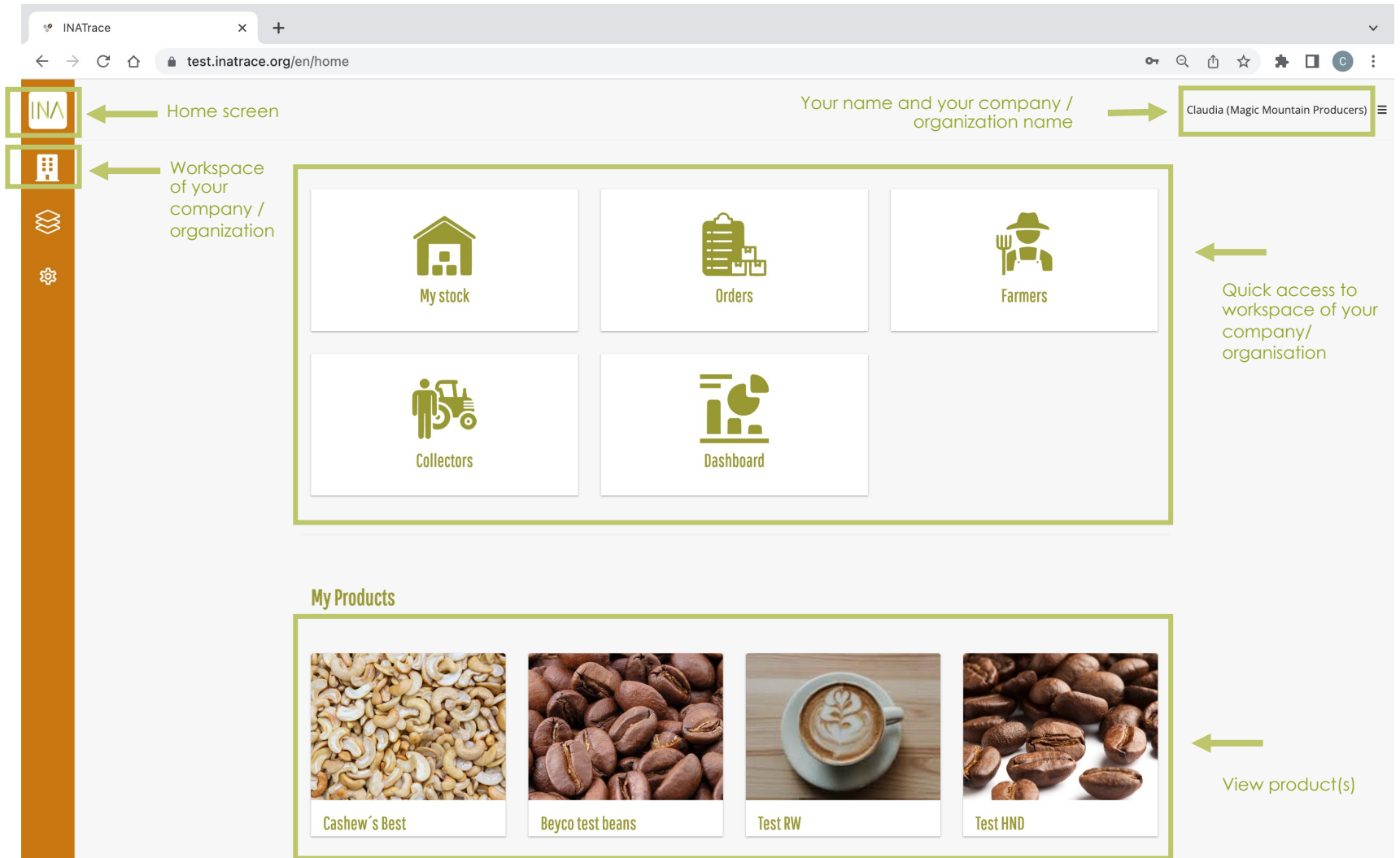
Type in your email address
Insert your password of INATrace account

Click here

Make agricultural supply chains transparent and fair with INATrace

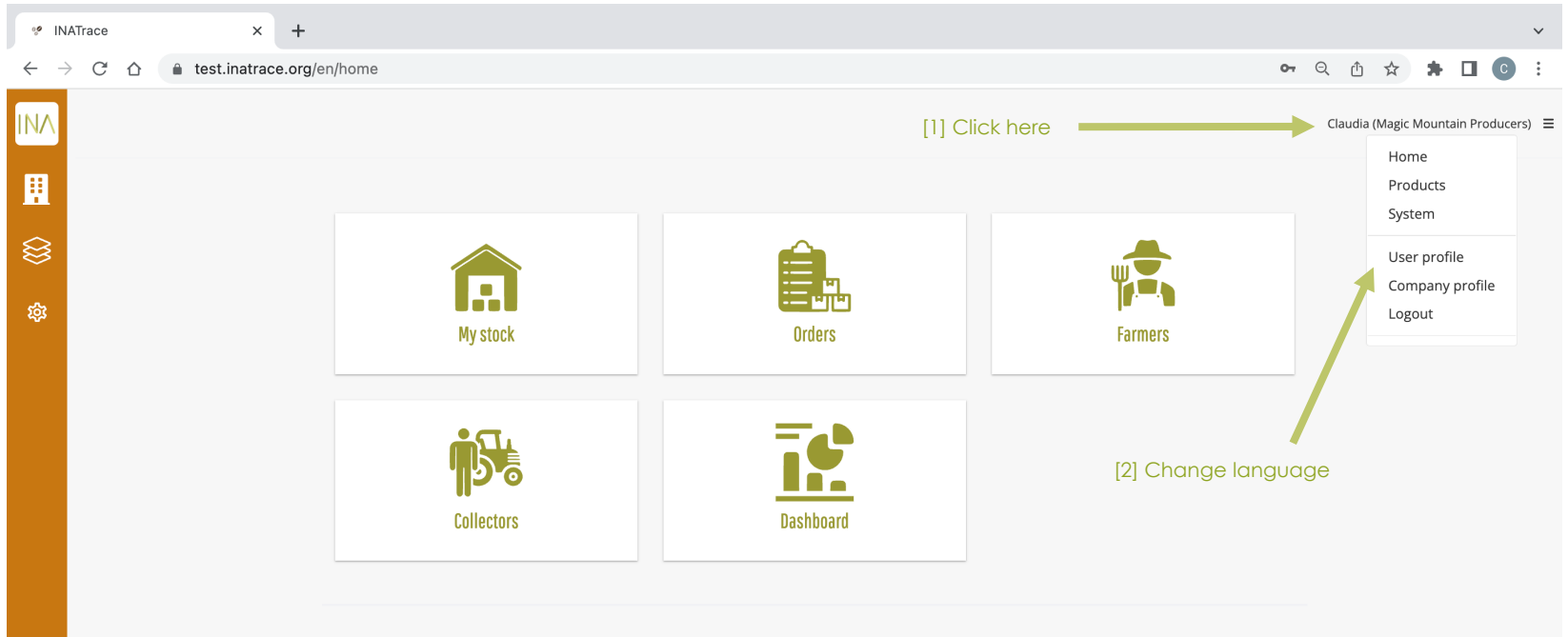
1.3 Overview of the user interface

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 "Basic information" section contains fields for "First name*" (Claudia), "Last name*" (Test), and "Username", along with a "Reset password" button. The "My companies" section lists "Montaña Mágica Productores" and "Magic Mountain Producers". The "User language" section is highlighted with a green box and contains a "Selected" language (EN) and "Available" languages (DE, RW, ES). An arrow points to the "Save" button at the bottom right.

Edit My profile

Basic information

First name*
Claudia

Last name*
Test

Username
[Redacted]

Reset password

My companies

Montaña Mágica Productores
Magic Mountain Producers

User language

Selected
EN

Available
DE RW ES

[3] Select your language.

Go back Save

[4] Click on save.

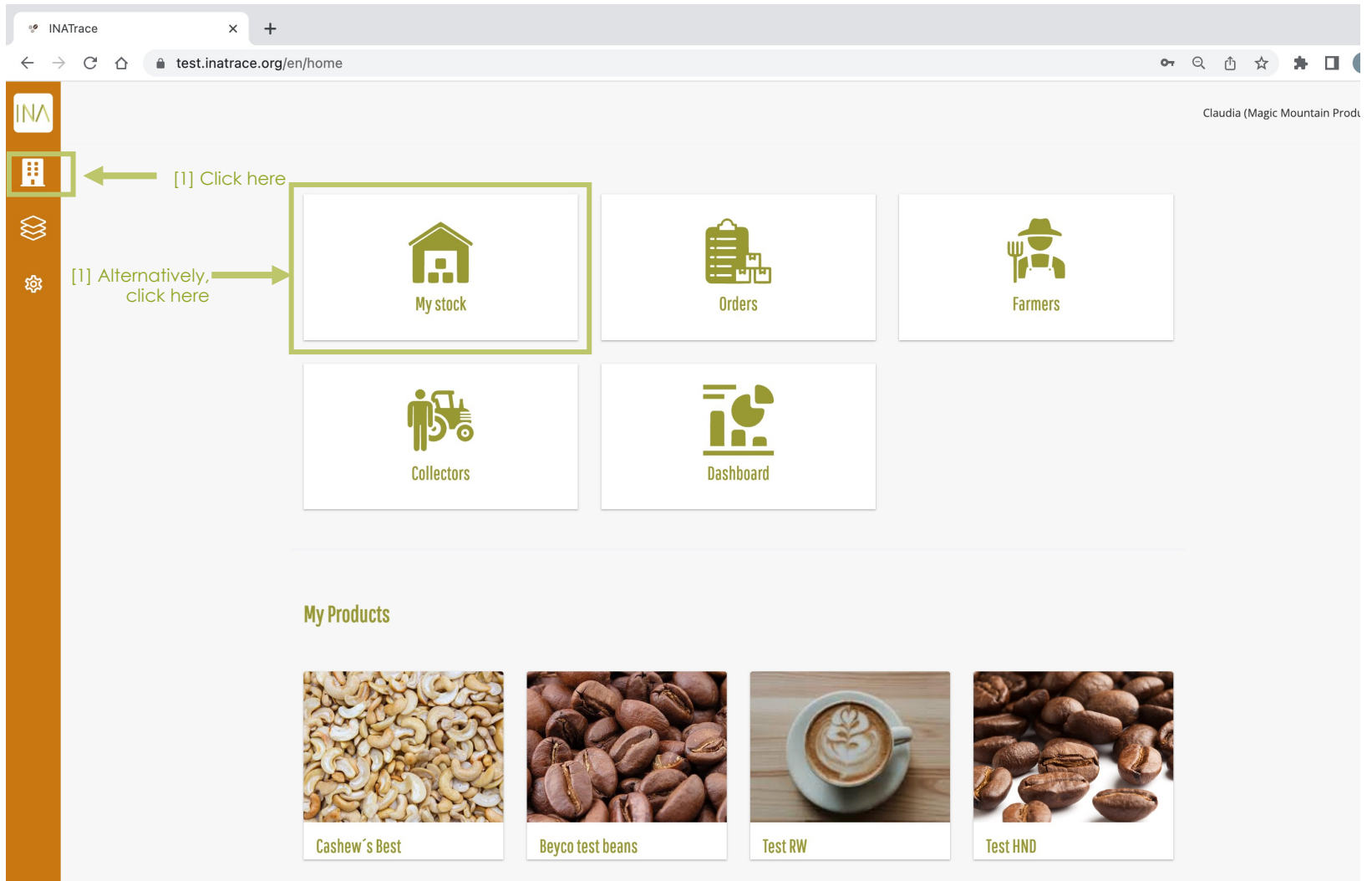
Chapter 2.

Delivery module

The system gives its user the ability to record either a single delivery or multiple deliveries all at once.

2.1 How to record a single delivery

To record a single delivery, 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.



Once you are on the my stock page, follow the indicated steps to add a single delivery.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/deliveries/tab`. 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 features a 'Deliveries' section with a 'Select facility' dropdown menu and two buttons: '+ Add delivery' and '+ Add bulk delivery'. Below this is a 'List of deliveries' section showing a table of delivery records.

Numbered callouts indicate the steps to add a delivery:

- [1] Points to the 'Deliveries' tab in the top navigation bar.
- [2] Points to the 'My stock' option in the sidebar.
- [3] Points to the 'Deliveries' tab in the top navigation bar.
- [4] Points to the 'Select facility' dropdown menu.
- [5] Points to the '+ Add delivery' button.

The 'List of deliveries' section shows a table with the following columns: Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The table contains 8 rows of delivery records.

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

After clicking on “Add delivery” button, this page will appear, which gives you the ability to record all required information related to the delivery. You will be required to supply information such as delivery date, farmer’s name, quantity delivered, price per unit, farmer’s preferred way of payment, product characteristics - if applicable for your company (organic or women’s only) and additional proof. Follow the indicated steps:

The screenshot shows the 'New delivery' form in the INATrace application. The form is divided into several sections: 'Basic information', 'Delivery details', and 'Additional proofs'. The browser address bar shows the URL 'test.inatrace.org/en/my-stock/deliveries/facility/68/deliveries/new'. The user is logged in as 'Claudia (Magic Mountain Producers)'.

Basic information

- [6] Check if the delivery date is right: Points to the 'Delivery date*' field, which contains '20. 7. 2023'.
- [7] Select the farmer's name: Points to the 'Farmer*' dropdown menu.
- [8] QR code: Points to the 'QR code' button next to the 'Farmer*' field.

Delivery details

- [9] Price per unit (RWF/kg)*: Points to the 'Price per unit (RWF/kg)*' field, which contains 'Enter price per unit'.
- [10] Preferred way of payment*: Points to the 'Preferred way of payment*' dropdown menu.
- [11] Organic*: Points to the 'Organic*' dropdown menu.
- [12] Women's only*: Points to the 'Women's only*' dropdown menu.

Additional proofs

- [13] Add document: Points to the 'Add document' button in the 'List of additional proofs' section.
- [14] Save: Points to the 'Save' button at the bottom right of the form.

Here are steps of "Adding a proof document" of the purchase.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/deliveries/facility/68/deliveries/new`. The user is logged in as 'Claudia (Magic Mountain Producers)'. The main form contains several sections:

- Delivery date***: 20. 7. 2023
- Farmer***: Select ... (with a QR code button)
- Collector**: Select ... (with a QR code button)
- Facility name**: Washing station 1
- Company employee***: Claudia Test
- Semi-product***: Unwashed coffee cherries
- Quantity (kg)***: Enter quantity
- Price per unit (RWF/kg)***: Enter price per unit
- Base payment (RWF)**: [Empty field]
- Open balance (RWF)**: [Empty field]
- Preferred way of payment***: Select option ...
- Organic***: Select option ...
- Women's only***: Select option ...

The **Additional proofs** section is highlighted, showing a 'List of additional proofs' table with the following fields:

Date*	Type*	Document (JPG, PNG, PDF)*
20. 7. 2023	Select option ...	Choose file

Annotations on the form:

- [a] Make sure the date is right (points to the Date field)
- [b] Select the proof document type (points to the Type dropdown)
- [c] Upload weight note / proof of purchase with signature of the farmer. (points to the Document upload area)
- [d] (points to the Confirm button)

Buttons at the bottom right include 'Cancel', 'Save', and 'Confirm'.

Here you have access to a list of concluded deliveries **“List of deliveries”** where you are able to make some modifications to a particular delivery by editing information related to it, viewing the delivery, adding payments or even deleting the delivery. The bottom part shows the **“Summed up quantities”** delivered which can be searched per facility, date of delivery or any period of time. The **“filter”** icon is an additional help when searching for specific deliveries.

The screenshot displays the INATrace web application interface. The top navigation bar shows the user is logged in as 'Claudia (Magic Mountain Producers)'. The main content area is titled 'List of deliveries' and includes a search bar with a 'Filter' icon. Below the search bar is a table of deliveries with columns for Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The table lists several deliveries, with the one from 21.6.2023 by Pascal Tuyishime highlighted. At the bottom, there is a 'Summed up quantities' section showing the total quantity of 'Unwashed coffee cherries' as 2,575 kg.

Delivery List:

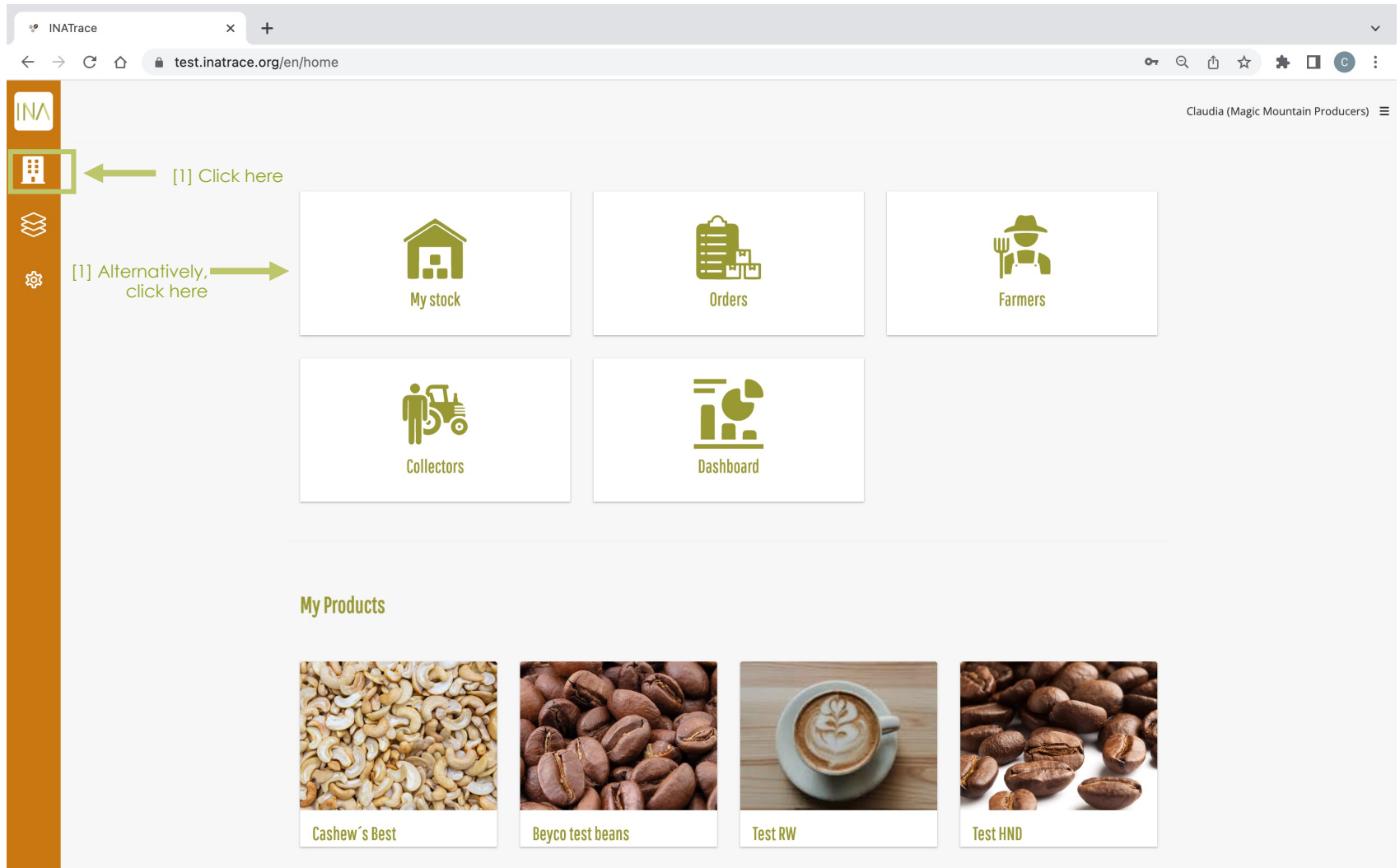
Delivery date	Farmer	Semi-product	Quantity	Payable / Balance	Actions
29.6.2023	Yvette Abizera (43, RU-CE)	Unwashed coffee cherries	100 kg	1,000 / 1,000	Edit View Add balance payment Farmer profile Delete
27.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	100 kg	500 / 0	Edit View Add balance 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
14.3.2023	Jules César (5506, MU-MA)	Unwashed coffee cherries	100 kg	25,000 / 0	Edit View Add balance payment Farmer profile Delete
23.2.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	2,000 kg	400,000 / 400,000	Edit View Add balance payment Farmer profile Delete

Summed up quantities

Semi-product	Total quantity
Unwashed coffee cherries:	2,575 kg

2.2 How to record bulk delivery

To record bulk delivery, 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.



Once you are at my stock page, follow the indicated steps to add a bulk delivery.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/deliveries/tab`. The page title is "Magic Mountain Producers". The sidebar on the left contains navigation links: "My stock" (highlighted with a green box and arrow [2]), "Orders", "Farmers", "Collectors", and "Dashboard". The top navigation bar includes "Deliveries" (highlighted with a green box and arrow [3]), "Processing", "Payments", and "All stock". The main content area is titled "Deliveries" and contains a "Select facility" dropdown menu (highlighted with a green box and arrow [5]), a "+ Add delivery" button, and a "+ Add bulk delivery" button (highlighted with a green box and arrow [4]). Below the buttons is a "List of deliveries" section with a table showing delivery details. The table has columns for "Delivery date", "Farmer", "Semi-product", "Quantity", "Payable / Balance", and "Actions".

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

After clicking on “Add bulk delivery” button, this page will appear, which gives you the ability to record all required information related to the deliveries of different farmers. You will be required to supply information such as delivery date, names of different farmers, quantities delivered, price per unit, farmers’ preferred way of payment, coffee characteristics (organic or women’s coffee) and the additional proof. Follow the indicated steps:

The screenshot shows the 'New delivery' form in the INATrace application. The form is divided into several sections: 'Basic information', 'Farmers', and 'Additional proofs'. Annotations with green arrows point to specific fields and buttons, numbered [6] through [14].

Basic information

- [6] Delivery date*: 20. 7. 2023 (x) → Check if the auto filled delivery date is right.
- Collector: Select ...
- Company employee*: Claudia Test (x)
- Preferred way of payment*: Select option ... → [7]
- Facility name: Washing station 1

Farmers

- [8] Farmer*: Select ... → Select the farmer's name
- Semi-product*: Unwashed coffee cherries (x)
- Quantity (kg)*: Enter quantity → [9]
- Price per unit (RWF/kg)*: Enter price per unit → [10]
- Organic*: Select option ...
- Women's only*: Select option ... → [11]
- Base payment (RWF):
- Open balance (RWF):

Additional proofs

- List of additional proofs: Add document → [13] Add proof document
- Cancel Save → [14] Save

[12] Click here to add another delivery (points to a green plus button in a red box)

Chapter 3.

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.

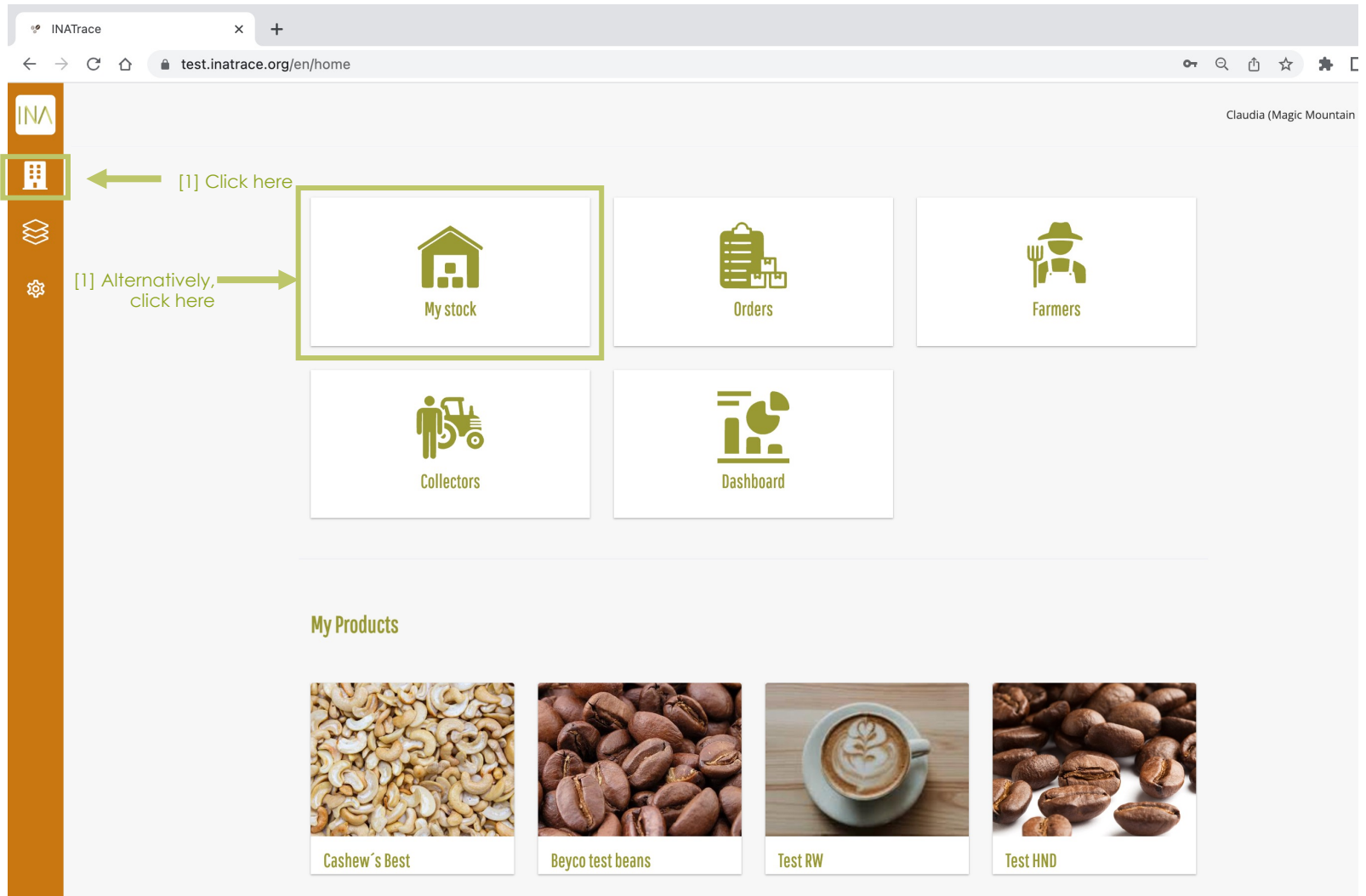
In the following, we show how to document processing actions from delivery to the company's final storage for an exemplary coffee supply chain.

KEEP IN MIND:

- **All processes need to be recorded in a chronological order** AFTER adding all deliveries which are part of the processing action.
- 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.

3.1 Pre-Processing

To record a processing action, 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.



3.1.1 Weighing of delivered product

Hover over the tile of your processing facility where the processing action is done. In this example, we click on **“Weighing of coffee cherries”** to record the weighing action.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The sidebar on the left contains the INATrace logo and navigation links: My stock, Orders, Farmers, Collectors, and Dashboard. The main content area is titled 'Processing actions' and shows a list of facilities. The 'Processing' tab is selected, and the 'Weighing of coffee cherries' action is highlighted under 'Washing station 1'. Annotations [1] through [4] provide a step-by-step guide to navigating to this action.

[1] → INATrace logo

[2] → My stock

[3] → Processing

[4] Select a processing action at your processing facility

“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

Process
input

Add new processing action

Choose activity that you want to record

Processing*
Weighing of coffee cherries

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Washing station 1

From

To

D. M. LLLL

D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (Unwashed coffee cherries)

☐ PT-Tuyishime-2023-06-27 (Pascal Tuyishime) 100 kg

☐ PT-Maniraho-2023-06-26 (Yvonne Maniraho) 56 kg

☐ PT-Niyokwizerwa-2023-06-26 (Claudine Niyokwizerwa) 23 kg

☐ PT-Niyokwizerwa-2023-02-02 (Claudine Niyokwizerwa) 750 kg

☐ PT-Maniraho-2021-11-15 (Yvonne Maniraho) 7045 kg

☐ PT-Niyokwizerwa-2021-11-15 (Claudine Niyokwizerwa) 8040 kg

☐ PT-Uwimana-2021-11-15 (Marie Claire Uwimana) 4855 kg

Outputs of this processing

Semi-product type*
Pile of unwashed coffee cherries

Facility*
Select facility

Prefix

Internal lot name*

LOT

Enter internal lot name

Output quantity in kg*
Enter quantity

Add additional output

Process
Output

Follow below steps to document the processing action, like in the below example of “**weighing of coffee cherries**”

Processing*

Weighing of coffee cherries

Processing date*

21. 7. 2023

Material to be recorded

Facility*

Washing station 1

From

To

D. M. LLLL

D. M. LLLL

Search

Filter

Add new transactions

☐

Select all (Unwashed coffee cherries)

☒

PT-Tuyishime-2023-06-27 (Pascal Tuyishime)

100 / 100 kg

☐

PT-Maniraho-2023-06-26 (Yvonne Maniraho)

56 kg

☐

PT-Niyokwizerwa-2023-06-26 (Claudine Niyokwizerwa)

23 kg

☒

PT-Niyokwizerwa-2023-02-02 (Claudine Niyokwizerwa)

750 / 750 kg

☐

PT-Maniraho-2021-11-15 (Yvonne Maniraho)

7045 kg

☒

PT-Niyokwizerwa-2021-11-15 (Claudine Niyokwizerwa)

8040 / 8040 kg

☐

PT-Uwimana-2021-11-15 (Marie Claire Uwimana)

4855 kg

☐

PT-Maniraho-2021-11-15 (Yvonne Maniraho)

8500 kg

☐

PT-Abizera-2021-12-27 (Yvette Abizera)

5600 kg

☐

PT-Uwayo-2021-11-15 (Josianne Uwayo)

3450 kg

☐

PT-Uwituze-2021-11-15 (Joy Uwituze)

3505 kg

☐

PT-Uwituze-2021-11-15 (Joy Uwituze)

1550 kg

Outputs of this processing

Semi-product type*

Pile of unwashed coffee cherries

Facility*

Washing station 1

Prefix

Internal lot name*

LOT

Test123

Output quantity in kg*

8889

Add additional output

Total quantities

Input quantity in kg

8890.00

Total output quantity in kg

8889.00

Comments

Remaining quantity in kg

1.00

[7] Select the facility where the product is located at the end of this processing action

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

[9] Type in the cumulative output quantity gotten after finishing this process

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

The screenshot shows the 'Total quantities' section with the following data:

Item	Quantity (kg)
PT-Uwayo-2021-11-15 (Josianne Uwayo)	3450 kg
PT-Uwituze-2021-11-15 (Joy Uwituze)	3505 kg
PT-Uwituze-2021-11-15 (Joy Uwituze)	1550 kg

Below this, the 'Total quantities' section shows:

- Input quantity in kg: 8890.00
- Remaining quantity in kg: 1.00
- Total output quantity in kg: 8889.00
- Comments: (empty text area)

The 'Processing evidence' section contains a table for '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 right of the 'Processing evidence' section are 'Cancel' and 'Save' buttons.

The 'Add document' dialog box is shown with the following fields and buttons:

- Date***: 21.7.2023 (with a clear 'x' button)
- Type***: Select document type (dropdown menu)
- Document (PNG, PNG, PDF)***: Choose file (text input) and Browse (button)
- Buttons**: Cancel, Confirm, and Save (at the bottom right of the dialog).

Annotations with green arrows point to specific elements:

- [a] Make sure the date is right (points to the Date field)
- [b] Select the proof document type (points to the Type dropdown)
- [c] Upload weight note / proof of purchase with signature of the farmer. (points to the Document input field)
- [d] Confirm (points to the Confirm button)
- [e] Save the processing action after checking everything was entered correctly (points to the Save button)

3.1.2 Pre-processing (e.g. wet-processing and moving to drying bed)

Hover on the tile of the facility where the pre-processing action is to be done. In our example, we click on **“Wet-processing and moving to drying bed”** to start recording the process.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The top navigation bar includes tabs for Deliveries, Processing (highlighted with a green box and arrow [3]), Payments, and All stock. The sidebar on the left contains navigation options: 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. The "Washing station 1" facility is expanded, showing a list of processing actions: Weighing of coffee cherries, Wet-processing and moving to drying bed (highlighted with a green box and arrow [4]), and Packing dried coffee and transfer to parchment storage. The "Washing station 2" facility is also visible, showing a list of processing actions: Unwashed coffee cherries, Pile of fully washed coffee, Pile of wet-sorted and air-dried coffee, Pile of fermented coffee, LOT of coffee on drying...

[1] → [2] → [3] → [4] Select the processing action from the correct facility

“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*
Wet-processing and moving to drying bed

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Washing station 1

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (Pile of unwashed coffee cherries)

☐ LOT 123

98 kg

Process Output

Outputs of this processing

Semi-product type*
LOT of coffee on drying bed

Facility*
Select facility

Prefix
LOT

Internal lot name*
Enter internal lot name

Output quantity in kg*
Enter quantity

Grade

Add additional output

Total quantities

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

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

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

[6] Select the inputs to process.

Add new processing action

Choose activity that you want to record

Processing*
Wet-processing and moving to drying bed

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Washing station 1

From To
D. M. LLLL x D. M. LLLL x

Search Filter

Add new transactions

☐ Select all (Pile of unwashed coffee cherries)

☐ LOT 123

✖ 98 kg

Outputs of this processing

Semi-product type*
LOT of coffee on drying bed

Facility*
Select facility

Prefix LOT Internal lot name*
Enter internal lot name

Output quantity in kg*
Enter quantity

Grade

Add additional output

Total quantities

Input quantity in kg Remaining quantity in kg

Total output quantity in kg

Comments

Processing evidence

Other evidence documents Add document

[7] Select the facility where the batch is located at the end of this process.

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

[9] Type in cumulative output quantity gotten after processing.

[10] Complete additional information (e.g. grade) depending on your company settings.

[11] Add proof documents if needed and click "Save"

3.1.3 Packing dried product and transfer to storage

Hover on the tile of the facility where the processing action is to be done and select the transaction, In our example, we click on **“Packing dried coffee and transfer to parchment storage”** to record the transaction.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The top navigation bar includes tabs for Deliveries, Processing (highlighted with a green box and arrow [3]), Payments, and All stock. The sidebar on the left contains navigation icons and labels: [1] points to the sidebar area, [2] points to 'My stock', and other options include Orders, Farmers, Collectors, and Dashboard. The main content area is titled 'Processing actions' and shows a list of facilities. The 'Packing dried coffee and transfer to parchment storage' action is highlighted with a green box and an arrow [4] pointing to it from the text 'Select the processing action at your storage facility'. Other facilities shown include Washing Station 1, Washing Station 2, Hulling Station, and Green coffee storage.

“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*
Packing dried coffee and transfer to parchment storage

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Washing station 1

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (LOT of coffee on drying bed)

☐ LOT 123testA2 300 kg

☐ LOT 123testA1 100 kg

☐ LOT 20211115 810 kg

Process output

Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Select facility

Prefix
LOT

Internal lot name*
Enter internal lot name

Output quantity in kg*
Enter quantity

Add additional output

Total quantities


Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Follow below steps to document **Packing dried product and transfer to storage.**

Add new processing action



Choose activity that you want to record

Processing*
Packing dried coffee and transfer to parchment storage

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Washing station 1

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions


☐ Select all (LOT of coffee on drying bed)

☒ LOT 123testA2 300 / 300 kg

☐ LOT 123testA1 100 kg

☐ LOT 20211115 810 kg

Outputs of this processing



Semi-product type*
White bag of parchment

Facility*
Parchment storage

Prefix
LOT

Internal lot name*
Test123A2

Output quantity in kg*
300

Outputs

Prefill +

Sac number*	Quantity (max. 60 kg)*
1	60.00
2	60.00
3	60.00
4	60.00
5	60.00

Add additional output

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

[6] Select the batches to package and transfer.

[7] Select your storage facility.

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

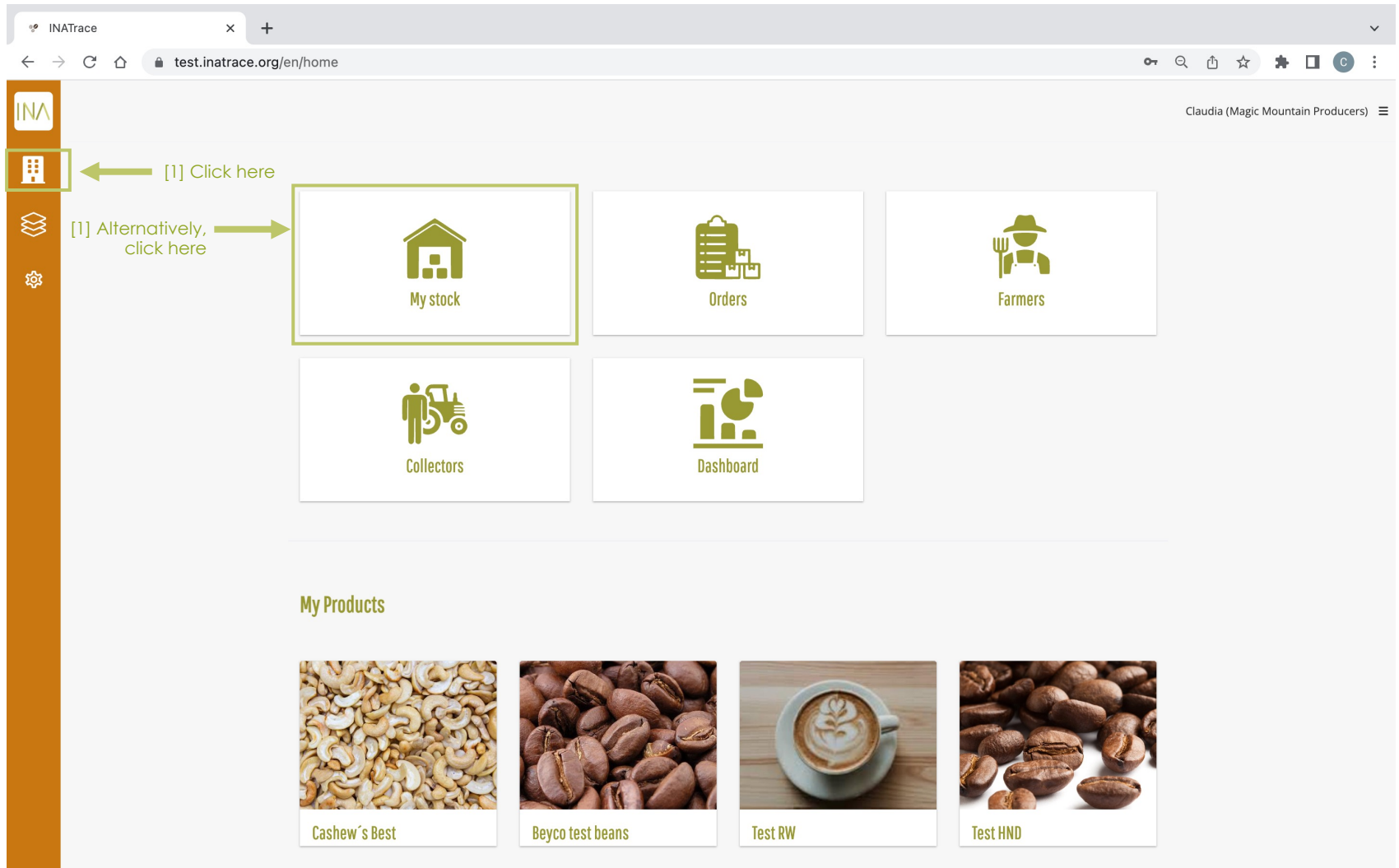
[9] Type in cumulative quantity gotten at the end of this process.

[10] For all processing actions which include repackaging, the weight for each unit (e.g. sac) has to be defined. By clicking on "Prefill", the system allocates the maximum quantity to each unit

[11] Add proof documents if needed and click "Save"

3.2 Storage facility

To record transaction at the storage 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.



3.2.1 Transfer from storage to processing facility

Hover on the tile of the 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 sidebar on the left with navigation options: 'My stock' (highlighted with a green box and labeled [2]), 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The main content area is titled 'Processing actions' and shows a 'List of facilities' with five items: 'Washing station 1', 'Washing Station 2', 'Parchment storage', 'Hulling Station', and 'Green coffee storage'. The 'Parchment storage' facility is highlighted with a green box, and the 'Transfer parchment to hulling station' action is selected (labeled [4]). A green arrow labeled [3] points to the 'Processing' tab in the top navigation bar. A green arrow labeled [1] points to the 'INA' logo in the sidebar. A green arrow labeled [4] points to the 'Transfer parchment to hulling station' action. A green button labeled '+ Add processing action' is visible in the top right corner of the main content area. The top right corner of the application shows the user 'Claudia (Magic Mountain Producers)' and a 'Aktualisieren' button.


“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 coffee sacs to package and move.

[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

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

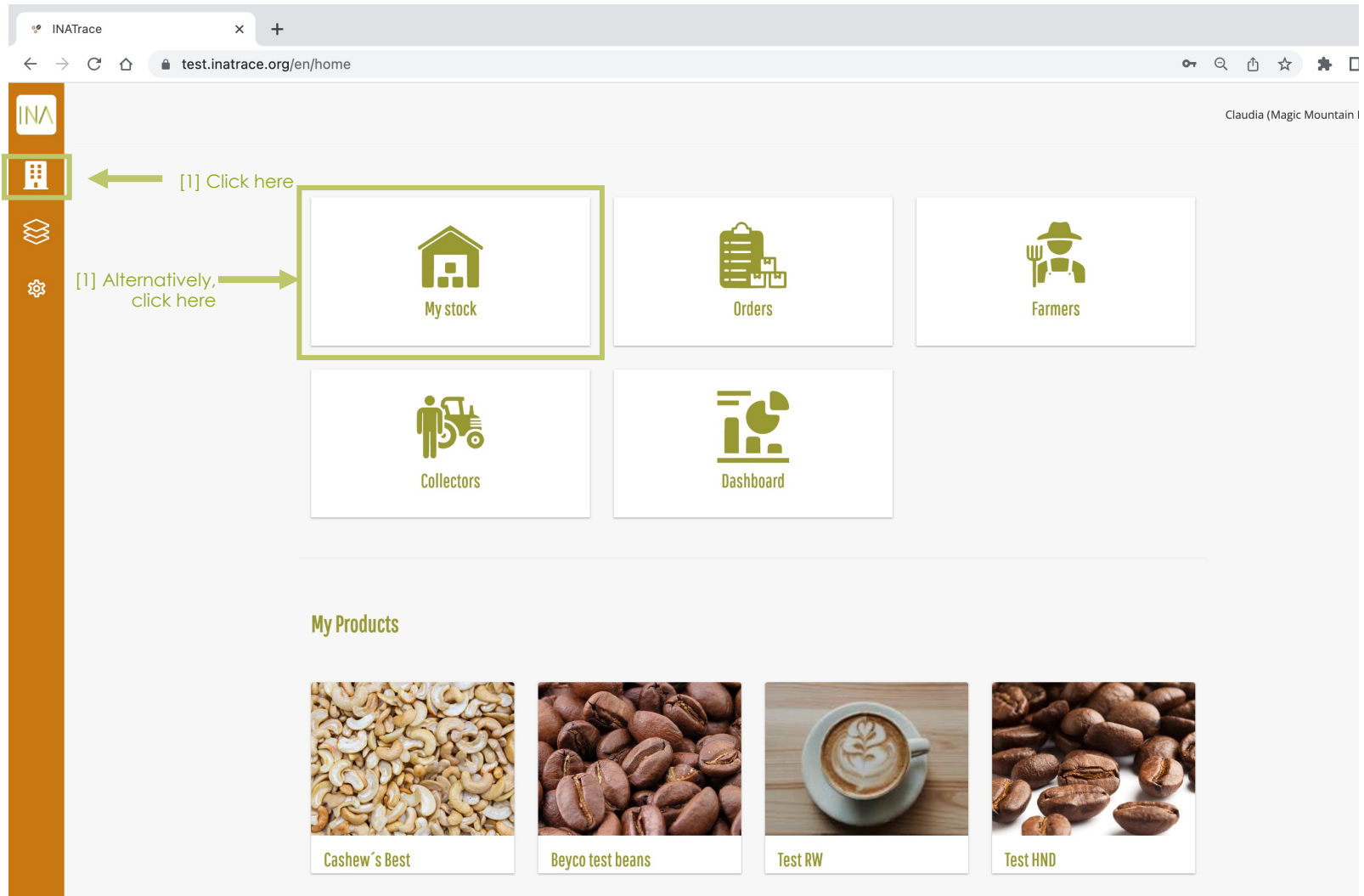
Prefix
ORDER

Internal lot name*
LOT 123

Save

3.3 Processing

To record a processing action from 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.



3.3.1 Processing example: hulling of coffee

Hover on the tile of the facility where the processing action is to be done. 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 (selected), Payments, and All stock. A right-hand button labeled 'Aktualisieren' is also present. On the left, a vertical sidebar contains icons for a home/dashboard, a list of facilities, and a settings gear. A green box [1] highlights the facility icon, and a green arrow [2] points to the 'My stock' menu item. The main content area is titled 'Processing actions' and lists five facilities: Washing station 1, Washing Station 2, Parchment storage, Hulling Station, and Green coffee storage. Each facility tile shows its location (Village 1 or Village 2) and a list of available processing actions. A green box [3] highlights the 'Processing' tab in the top navigation bar. A green box [4] highlights the 'Hulling and sorting' action under the 'Hulling Station' facility, with a green arrow pointing to it from the text '[4] Select the hulling processing action at hulling station'.

“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**.

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

- Choose activity that you want to record:** Contains a 'Processing*' dropdown menu (set to 'Hulling and sorting') and a 'Processing date*' text field (set to '21. 7. 2023').
- Material to be recorded:** Contains a 'Facility*' dropdown menu (set to 'Hulling Station'), a date range selector (From: 'D. M. LLLL', To: 'D. M. LLLL'), a search bar, a filter button, and a list of transactions. The first transaction is 'LOT 123testA1HS' with a quantity of '500 / 500 kg'.
- Outputs of this processing:** Contains a 'Semi-product type*' dropdown menu (set to 'Grainpro bag of green coffee'), a 'Facility*' dropdown menu (set to 'Hulling Station'), a 'Prefix' dropdown menu (set to 'ORDER'), an 'Internal lot name*' text field (set to 'LOT 123testA1HS'), an 'Output quantity in kg*' text field (set to '389'), and a 'Screen size*' text field (set to '16+'). Below these are seven rows of 'Outputs', each with a 'Sac number*' and a 'Quantity (max. 60 kg)*' field. The first row has '1' and '60.00', and the last row has '7' and '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 [12] point to specific fields and buttons:

- [5] Indicate the date on which the hulling action is done. (Points to 'Processing date*')
- [6] Select the input to process. Clip your input with the scissors icon in case you do not process the entire input quantity. (Points to the scissors icon in the 'Material to be recorded' section)
- [7] Select your processing facility (e.g. hulling station) where this process ENDS. (Points to 'Facility*' in 'Outputs of this processing')
- [8] Type in a unique code to identify lot in the system. (Points to 'Internal lot name*')
- [9] Type in cumulative quantity gotten at the end of this process. (Points to 'Output quantity in kg*')
- [10] Complete additional information (e.g. grade) depending on your company settings. (Points to 'Screen size*')
- [11] For all processing actions which include repackaging, the quantity for each unit (e.g. sac) has to be defined. By clicking on "Prefill", the system allocates the maximum quantity to each unit. (Points to the 'Prefill' button)
- [12] Add proof document and save. (Points to the 'Add additional output' button)

3.3.2 Post-process example: Transfer to company's final storage

Hover on the tile of the facility where the processing action is to be done. In our example, we click on **“Transfer GrainPro bags to green coffee storage”** to open the add action page and document the transfer information.

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The top navigation bar includes tabs for Deliveries, Processing (highlighted with a green box and arrow [3]), Payments, and All stock. The sidebar on the left contains navigation options: 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. The facilities listed are: 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 dropdown menu with the action 'Transfer 60kg bags to green coffee storage' (highlighted with a green box and arrow [4]). A green box and arrow [1] point to the 'Add processing action' button in the top right corner 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

Process input

Choose activity that you want to record

Processing*

Transfer 60kg bags to green coffee storage

Processing date*

21. 7. 2023

Material to be recorded

Facility*

Hulling Station

From To

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

Search

Filter

No relevant stock to add transactions in facility

Process output

Outputs of this processing

Semi-product type*

Grainpro bag of green coffee

Facility*

Select facility

Prefix Internal lot name*

LOT Enter internal lot name

Total quantities

Input quantity in kg

Comments

Follow below steps to document **Transfer to company's final storage.**

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

[6] Select the items to process.

[7] Select your storage facility.

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

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

Choose activity that you want to record

Processing*
Transfer 60kg bags to green coffee storage

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 (Grainpro bag of green coffee)
- ☒ ORDER ORDER LOT 123testA1PS/1/8 35 / 35 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/7 60 / 60 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/6 60 / 60 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/5 60 / 60 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/4 60 / 60 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/3 60 / 60 kg
- ☒ ORDER ORDER LOT 123testA1PS/1/2 60 / 60 kg

Outputs of this processing

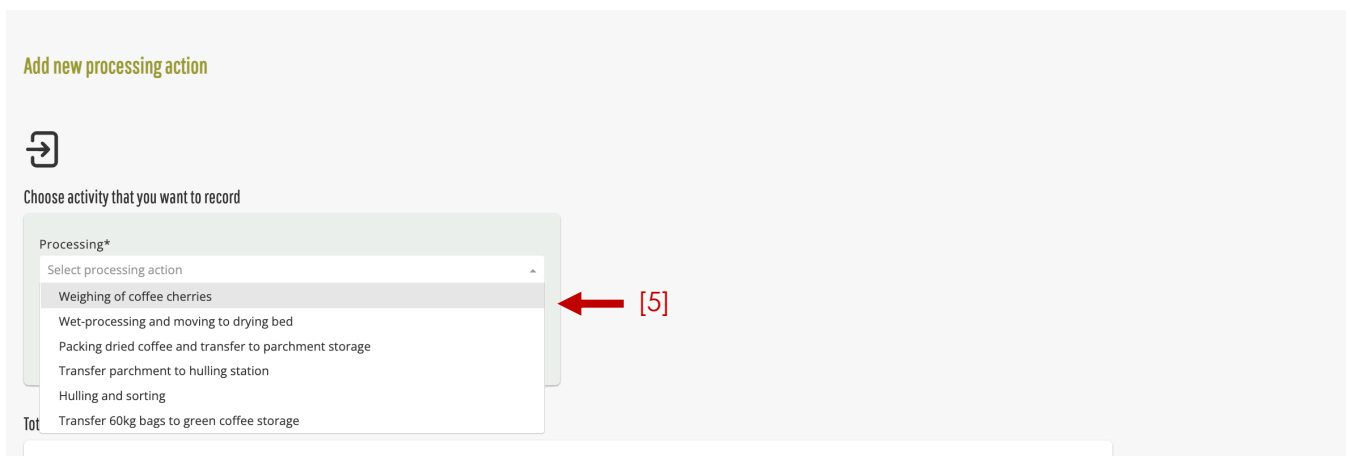
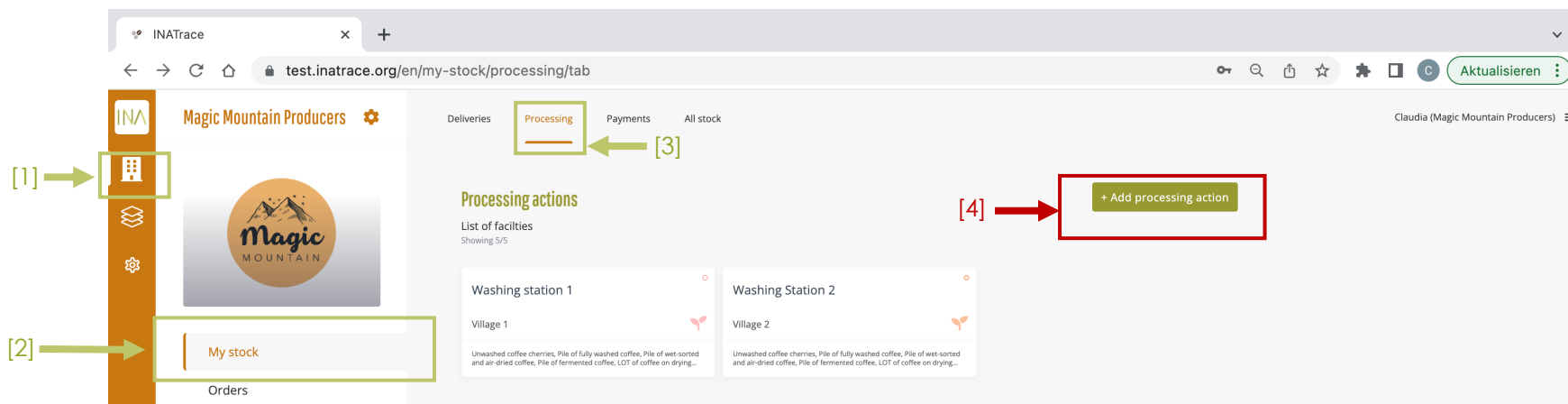
Semi-product type*
Grainpro bag of green coffee

Facility*
Green coffee storage

Prefix: LOT Internal lot name*: LOT 123testA1PS/1

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.



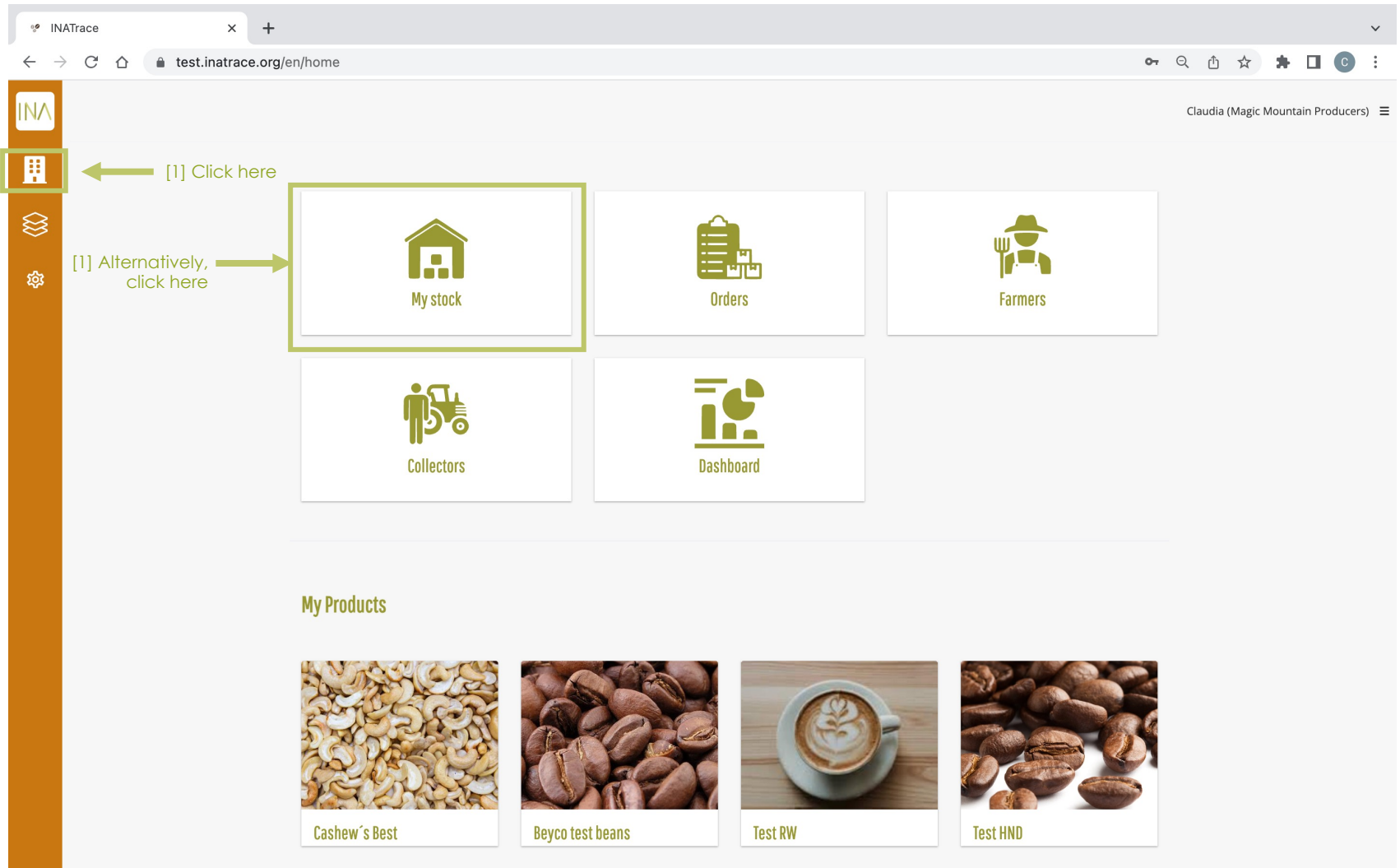
Chapter 4.

Payment module

This module helps system users to perform actions related to payment of farmers. The system gives you options to either record a single payment or bulk payments.

4.1 Recording a single payment

To record a single payment, 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.



Inside my stock page, go to “Payments” then click on the “Add payments” button.

[1] → [2] → [3] → [4] Click here

INATrace

test.inatrace.org/en/my-stock/payments/tab

Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

Payments

List of payments
Showing 10/11

From: D. M. LLLL To: D. M. LLLL Export data

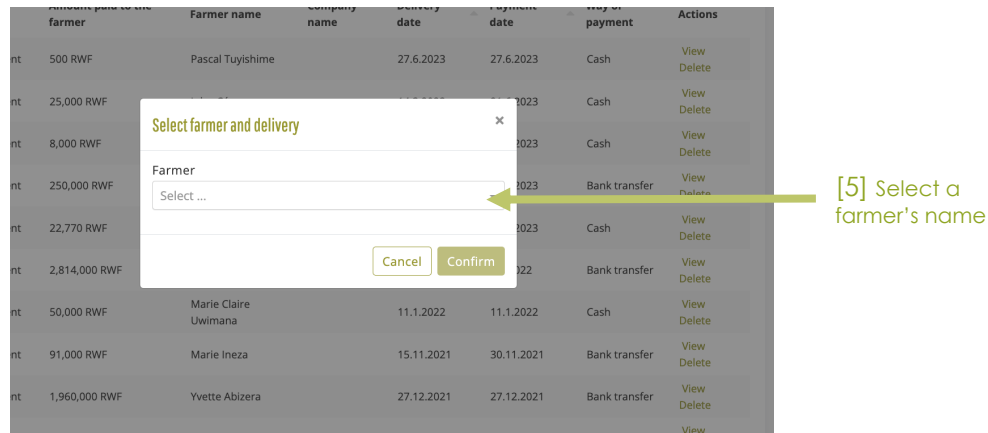
+ Add payment Filter Search

	Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
<input type="checkbox"/>	Base payment	500 RWF	Pascal Tuyishime		27.6.2023	27.6.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	25,000 RWF	Jules César		14.3.2023	21.6.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	8,000 RWF	Misael León		14.3.2023	14.3.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	250,000 RWF	Jean Uwimana		14.3.2023	14.3.2023	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	22,770 RWF	Rudi Rwandacoffee		14.3.2023	14.3.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	2,814,000 RWF	Claudine Niyokwizerwa		15.11.2021	2.2.2022	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	50,000 RWF	Marie Claire Uwimana		11.1.2022	11.1.2022	Cash	View Delete
<input type="checkbox"/>	Base payment	91,000 RWF	Marie Ineza		15.11.2021	30.11.2021	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	1,960,000 RWF	Yvette Abizera		27.12.2021	27.12.2021	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	300,000 RWF	Yvonne Maniraho		15.11.2021	23.12.2021	Bank transfer	View Delete

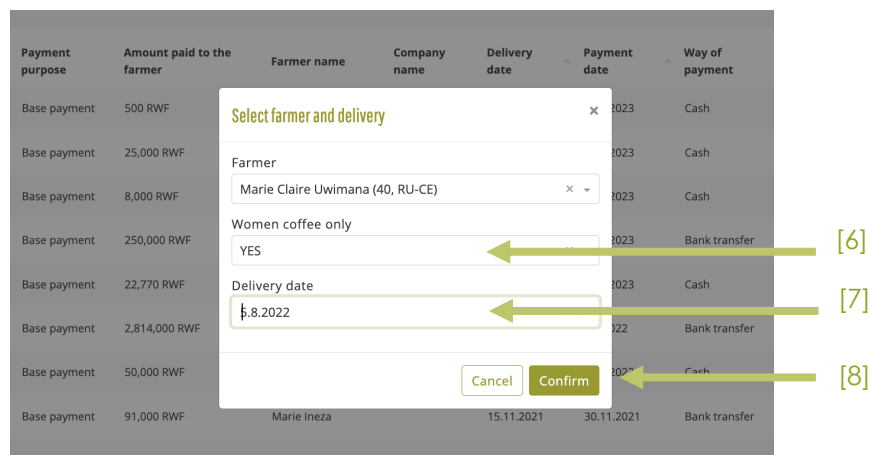
Summed up quantities

Total amount paid
5,521,270 RWF

You will then be prompted with the dialog box where you can select a farmer to whom the payment was made.



Specify whether the delivery was a woman's only, select delivery date and then confirm.



After confirming basic information about the 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 farmer, receipt number and upload a signed receipt as per the below screen. To validate the payment, click on save.

New payment

Basic information

[9] Select payment date. →

Payment date*
21. 7. 2023

Payable from
Magic Mountain Producers

Payable to
or Company
or Collector
or Farmer
Marie Claire Uwimana (40, RU-CE)

Order reference
PT-Uwimana-2022-08-05

Preferred way of payment
Cash

[10] Select purpose of payment →

Payment purpose*
Base payment

Payment type*
Select option ...

[11] Select payment type (e.g. bank transfer or cash) ←

Purchased (kg)
1000

Open balance (RWF)
200000

Amount paid to the farmer (RWF)*
200000

[12] Define amount paid. ←

Amount paid to the collector (RWF)
0

Total paid (RWF)
200000

Receipt number*
Enter receipt number

[13] Input receipt number ←

Type*
Receipt

Signed receipt (PDF/PNG/JPG)*
Choose file Browse

[14] Upload receipt / proof of payment ←

[15] Save →

Cancel Save

The payment performed will then be viewed in the list of payments as below.

Magic Mountain Producers

- Deliveries
- Processing
- Payments**
- All stock

Claudia (Magic Mountain Producers)

My stock

- Orders
- Farmers
- Collectors
- Dashboard

Payments

List of payments
Showing 10/12

[Export data](#)

+ Add payment

Filter Search

<input type="checkbox"/>	Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
<input type="checkbox"/>	Base payment	200,000 RWF	Marie Claire Uwimana		5.8.2022	21.7.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	500 RWF	Pascal Tuyishime		27.6.2023	27.6.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	25,000 RWF	Jules César		14.3.2023	21.6.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	8,000 RWF	Misael León		14.3.2023	14.3.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	250,000 RWF	Jean Uwimana		14.3.2023	14.3.2023	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	22,770 RWF	Rudi Rwandacoffee		14.3.2023	14.3.2023	Cash	View Delete
<input type="checkbox"/>	Base payment	2,814,000 RWF	Claudine Niyokwizerwa		15.11.2021	2.2.2022	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	50,000 RWF	Marie Claire Uwimana		11.1.2022	11.1.2022	Cash	View Delete
<input type="checkbox"/>	Base payment	91,000 RWF	Marie Ineza		15.11.2021	30.11.2021	Bank transfer	View Delete
<input type="checkbox"/>	Base payment	1,960,000 RWF	Yvette Abizera		27.12.2021	27.12.2021	Bank transfer	View Delete

« 1 2 »

Summed up quantities

Total amount paid

5,421,270 RWF

4.2 Recording Bulk Payments

Under deliveries tab, select a list of that need to be paid for, then click on “Add payments” button.

The screenshot illustrates the steps to record bulk payments in the Magic Mountain Producers system. The interface is divided into a sidebar, a top navigation bar, and a main content area.

Step [1]: The sidebar contains a vertical list of icons. The first icon, representing a building or facility, is highlighted with a green box and labeled [1].

Step [2]: The sidebar also contains a list of text-based navigation options. The option 'My stock' is highlighted with a green box and labeled [2].

Step [3]: The top navigation bar features several tabs: 'Deliveries', 'Processing', 'Payments', and 'All stock'. The 'Deliveries' tab is highlighted with a green box and labeled [3].

Step [4]: The main content area displays the 'Deliveries' section. It includes a 'Select facility' dropdown menu, two buttons ('+ Add delivery' and '+ Add bulk delivery'), and a 'List of deliveries' table. The table has columns for 'Delivery date', 'Farmer', 'Semi-product', 'Quantity', 'Payable / Balance', and 'Actions'. The first three rows of the table are highlighted with green boxes and labeled [4].

Step [5]: The 'List of deliveries' table includes an 'Add payments' button in the bottom right corner, which is highlighted with a green box and labeled [5].

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
14.3.2023	Jules César (5506, MU-MA)	Unwashed coffee cherries	100 kg	25,000 / 0	Edit View Add balance payment Farmer profile Delete
23.2.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	2,000 kg	400,000 / 400,000	Edit View Add balance payment Farmer profile Delete

Add the details of all the payments to be made as per the below page of “**New bulk payment**”: fill in required information such as payment purpose, payment description, additional proofs and other details related to purchase orders to be paid. To validate the payments, click on save button at the bottom of the page.

New bulk payment

[6] Select payment date.

[7]

[8]

Basic information

Payment date
21. 7. 2023 x

Payable from
Magic Mountain Producers

☐ Company
or
☐ Collector Multiple
or
☐ Farmer Multiple

Payment purpose*
Base payment x

Payment description*

Total amount paid (RWF)*
68200

Additional costs (RWF)
Enter additional costs

Description of additional costs

Receipt number*
Enter receipt number

[9]

Additional proofs

List of additional proofs
Add document

Add document

Deliveries to be paid

Name	Cost (RWF)	Balance (RWF)	Paying (RWF)
PT-Abizera-2023-06-29	1000	1000	1000
PT-Tuyishime-2023-06-27	500	0	0
PT-Maniraho-2023-06-26	67200	67200	67200

Use this icon to remove a delivery from the bulk payment to be made.

Deliveries to pay

[10] Upload receipts / proof of payment

[11] Save

Cancel Save

Chapter 5.

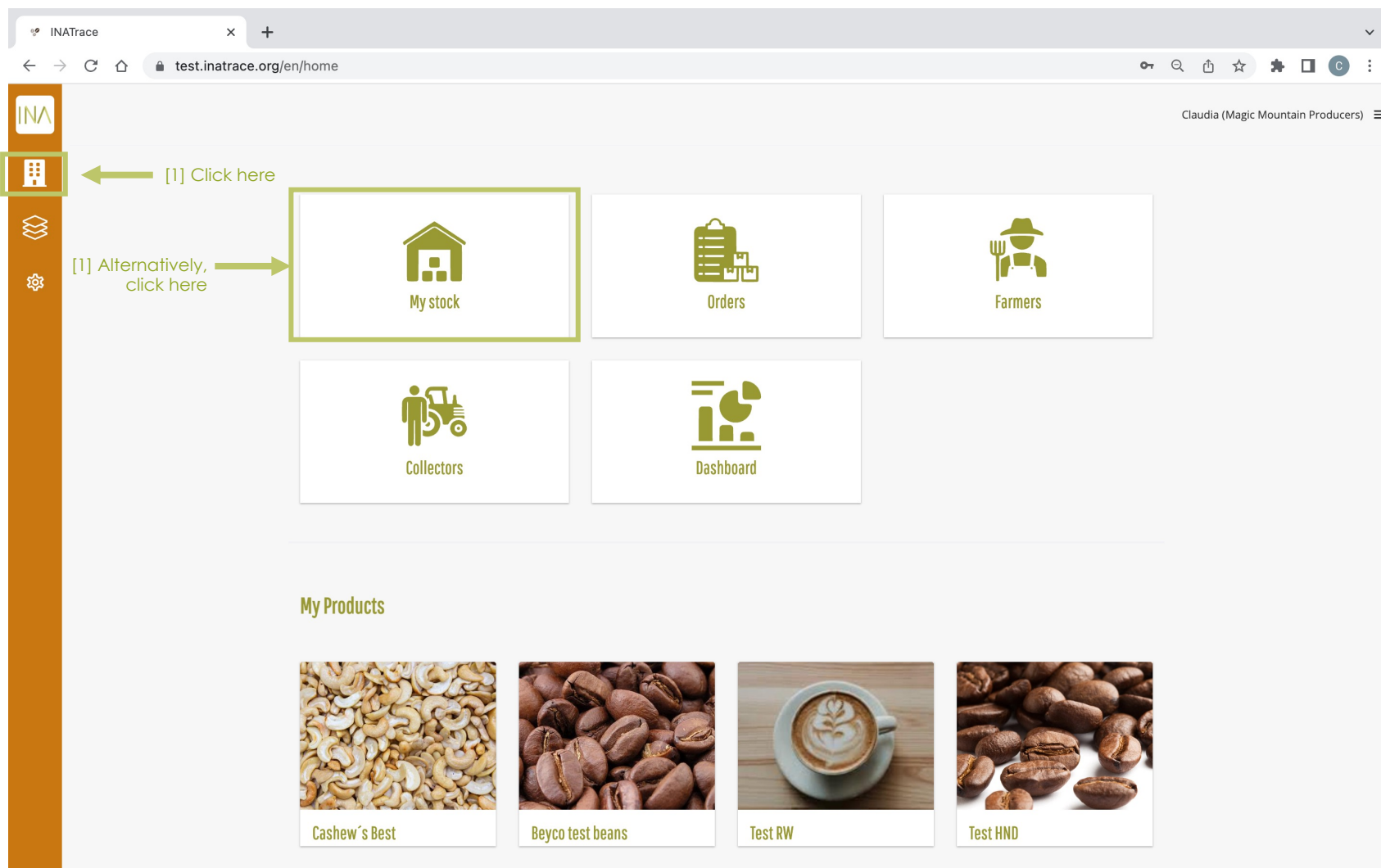
All stock module

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.

5.1 View stock and batch history

To 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 (highlighted with [3]). The sidebar on the left contains navigation icons, with the 'My stock' link highlighted by [2]. The main content area is titled 'All stock' and features a 'Select facility' dropdown menu (highlighted by [4]) with 'Green coffee storage' selected. Below this, there are tabs for 'Group view' and 'Single view', and a filter for 'Available only'. A table of grouped orders is displayed, 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 first row of the table is highlighted, and the 'Edit View Delete' link in the Actions column is highlighted by [5]. Below the table, a 'Summed up quantities' section shows the total quantity for 'Grainpro bag of green coffee' as 150 kg.

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

5.2 Create an offer on Beyco (coffee only)

In order to create an offer on the Beyco coffee 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'.

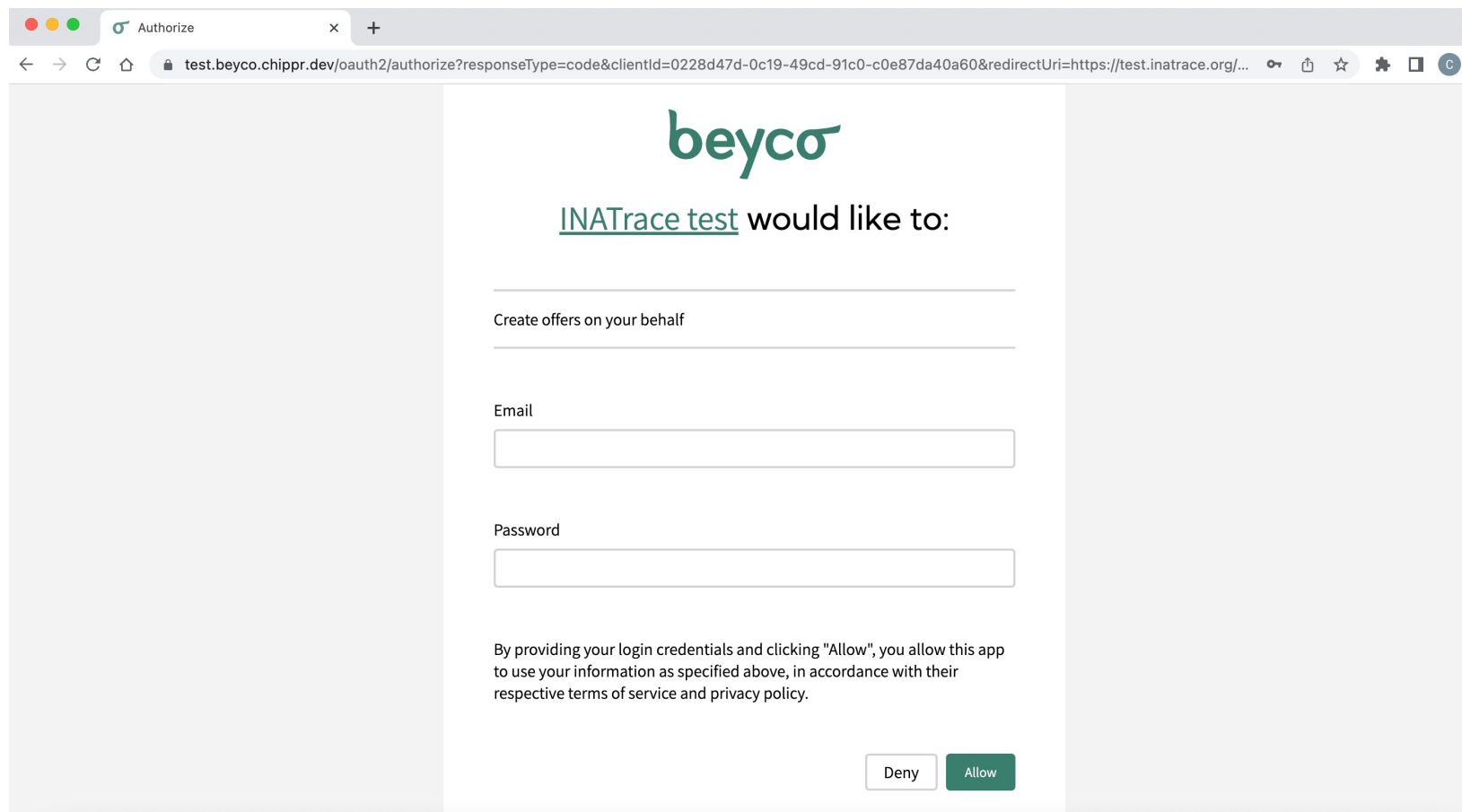
[1] → [2] → [3] → [4] Click here

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

Summed up quantities

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 `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: Deliveries, Processing, Payments, and All stock (which is active). The sidebar on the left contains icons for a dashboard, a list, a stack, and a settings gear, along with a 'My stock' section. The main content area is titled 'All stock' and contains a message: 'Please select one facility to see list of orders.' A dropdown menu is open, showing a list of facilities: '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 'Logout from Beyco' button is visible in the top right corner.

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 main navigation bar includes "Deliveries", "Processing", "Payments", and "All stock" (which is selected). The user is logged in as "Claudia (Magic Mountain Producers)".

The "All stock" section shows a "Select facility" dropdown menu with "Green coffee storage" selected. Below this, there are tabs for "Group view" and "Single view". A "List of grouped orders" section shows "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.

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

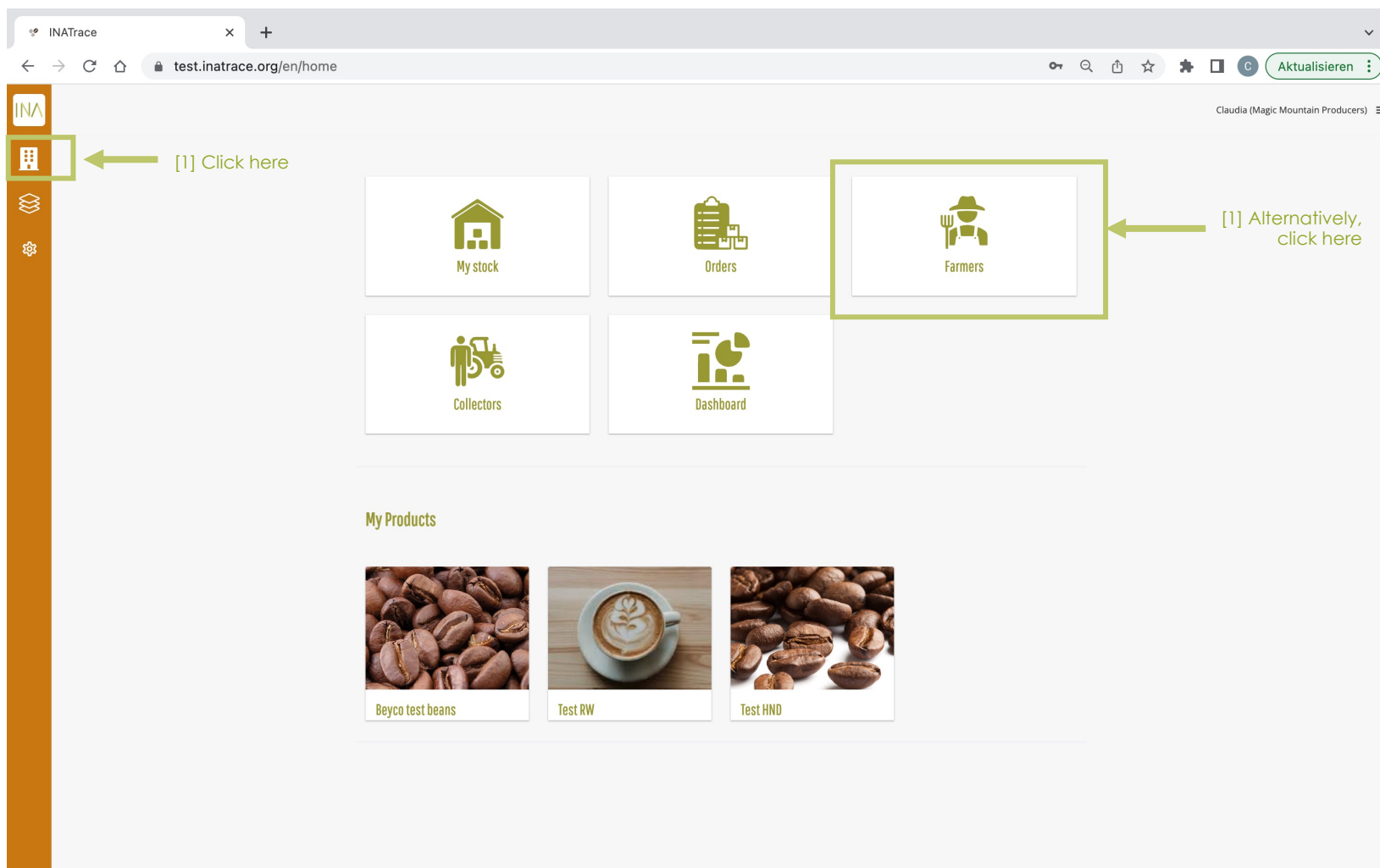
Chapter 6.

Farmer profiles

This module guides system users to add and edit farmer profiles.

6.1 Accessing farmer profiles

To access your farmers' profiles, click on the "Company" icon as shown on the screenshot below and select "Farmers" from the submenu. You can also go directly to "Farmers" tile as shown below.



INATrace

test.inatrace.org/en/my-farmers

Aktualisieren

INA

Magic Mountain Producers


My stock

Orders

Farmers

Collectors

Dashboard



Farmers

List of farmers

Showing 10/14

+ Import farmers

+ Add farmer

Search

First name	Last name	Gender	Id	Village	Cell	Actions
Claudine	Niyokwizerwa	FEMALE	37	Masoro	Cell A	Edit Delete
Jean	Uwimana	MALE	5509	Ruhengeri	100	Edit Delete
Josianne	Uwayo	FEMALE	44	Nyamabuye	Cell A	Edit Delete
Joy	Uwituze	FEMALE	45	Remera	Cell B	Edit Delete
Jules	César	MALE	5506	Muhanga	Masoro	Edit Delete
Lolo	Svara	N_A	6211	Ruhango	30	Edit Delete
Marie	Ineza	FEMALE	185	Village A	Cell A	Edit Delete
Marie Claire	Uwimana	FEMALE	40	Rubungo	Cell B	Edit Delete
Misael	León	MALE	5508	Macanudo	34	Edit Delete
Pascal	Tuyishime	MALE	17	Imena	Cell A	Edit Delete

1

2

List of farmers of your organisation/ company and basic information from their profiles.

6.2 Create a farmer's profile

Inside “Farmers” page, click on “Add Farmer” button to create a new farmer profile.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-farmers`. The left sidebar, under the 'Magic Mountain Producers' header, contains a menu with 'My stock', 'Orders', 'Farmers' (highlighted with a green box and arrow [2]), 'Collectors', and 'Dashboard'. The main content area is titled 'Farmers' and shows a list of farmers. At the top right of this area are buttons for '+ Import farmers' and '+ Add farmer' (highlighted with a green box and arrow [3]), along with a search bar. The farmer list table contains 10 entries with columns for First name, Last name, Gender, Id, Village, Cell, and Actions (Edit, Delete).

First name	Last name	Gender	Id	Village	Cell	Actions
Claudine	Niyokwizerwa	FEMALE	37	Masoro	Cell A	Edit Delete
Jean	Uwimana	MALE	5509	Ruhengeri	100	Edit Delete
Josianne	Uwayo	FEMALE	44	Nyamabuye	Cell A	Edit Delete
Joy	Uwituze	FEMALE	45	Remera	Cell B	Edit Delete
Jules	César	MALE	5506	Muhanga	Masoro	Edit Delete
Lolo	Svara	N_A	6211	Ruhango	30	Edit Delete
Marie	Ineza	FEMALE	185	Village A	Cell A	Edit Delete
Marie Claire	Uwimana	FEMALE	40	Rubungo	Cell B	Edit Delete
Misael	León	MALE	5508	Macanudo	34	Edit Delete
Pascal	Tuyishime	MALE	17	Imena	Cell A	Edit Delete

New farmer

Basic information

First name

Enter first name

Last name*

Enter last name

Gender*

Select option ...

Company internal farmer ID

Enter company internal farmer ID

Green = Optional filling
Red = Mandatory

Location

Country*

Select from countries ...

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.

In case of "yes": put pin on the map with double click

Green = Optional filling
Red = Mandatory

Additional information about user

Phone number

Enter phone number

E-mail

Enter e-mail address

☐ Smart phone

Companies

Supplier of

[Add new](#) 

Add new

Bank information

Account holder's name

Enter account holder's name

Account number

Enter account number

Bank name

Enter bank name

Additional information

Enter additional information

Associations

Member of associations

Type association ...

Green = Optional filling
Red = Mandatory

Additional information about the farm

Area unit

Enter area unit

Total farm size

Enter total farm size

Coffee

Area cultivated with Coffee

Enter area cultivated with Coffee

Number of plants (Coffee)

Enter number of plants (Coffee)

☐ Organic farm

Organic certified area

Enter organic certified area

Started transition to organic

D. M. LLLL

Certification

Certification

Add new

Product types

Select product types

Coffee

Cancel

Save

Check if yes
and fill in
the fields
below

To create the farmer
profile in the system,
click on save.

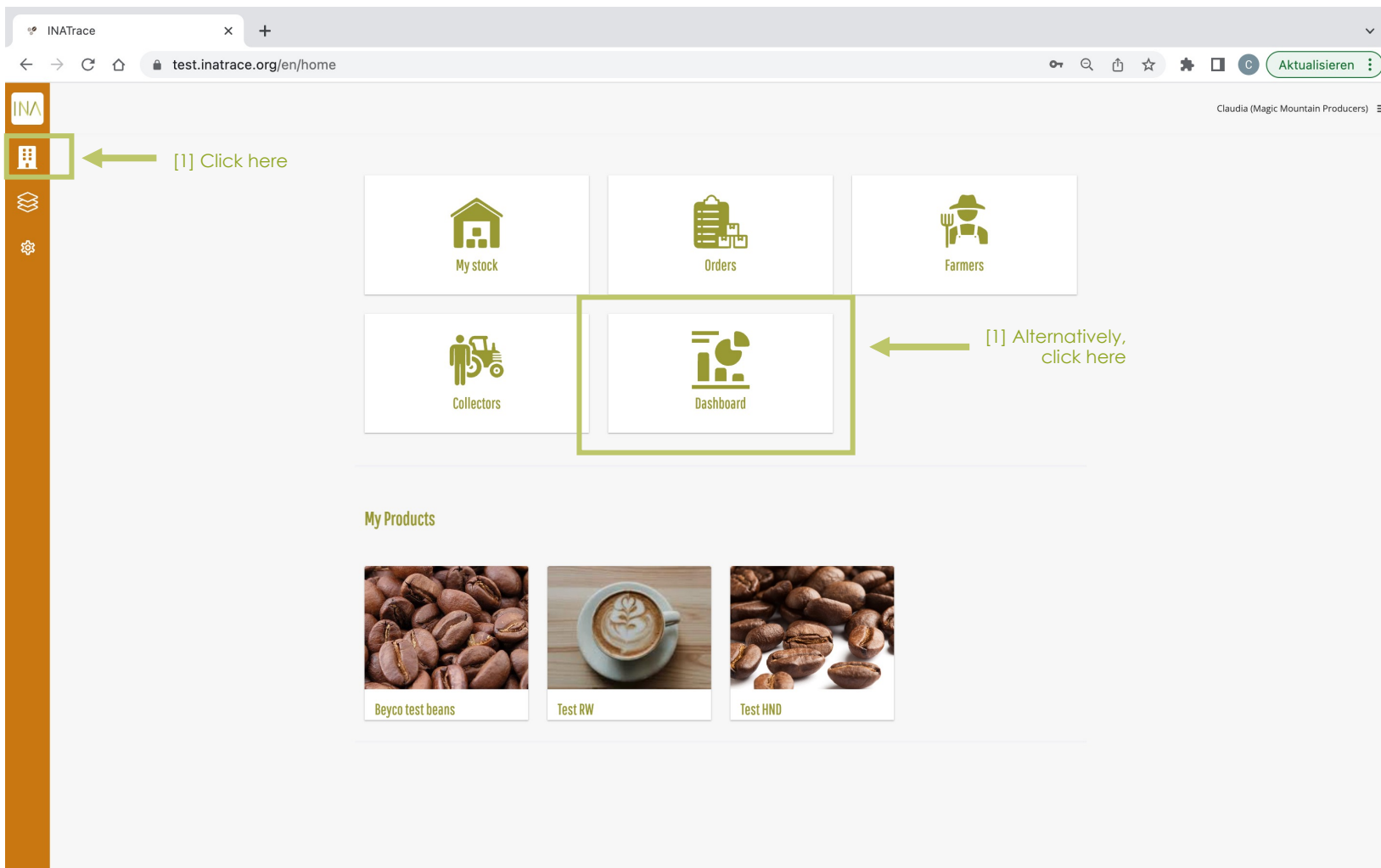
Chapter 7.

Dashboard

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

7.1 Deliveries 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.



In the “Deliveries” dashboard, you can select a date range and switch to daily, weekly or yearly view. You will also be able to select one or several facilities, select a specific semi-product and even show data for a specific farmer or collector. By ticking the boxes below (e.g. organic) you can further filter the data to be aggregated by the system. 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.

Magic Mountain Producers
Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

Dashboard

Deliveries

Select date from
D. M. LLLL ×

Select date to
24. 7. 2023 ×

DAILY WEEKLY MONTHLY YEARLY

☒ Excel
 ☐ PDF
 ☐ CSV
 Export data

Facility
Select facility

Washing station 1 ✕

Semi-product
Unwashed coffee cherries ×

Farmer
Select ...

Collector
Select ...

☐ Organic

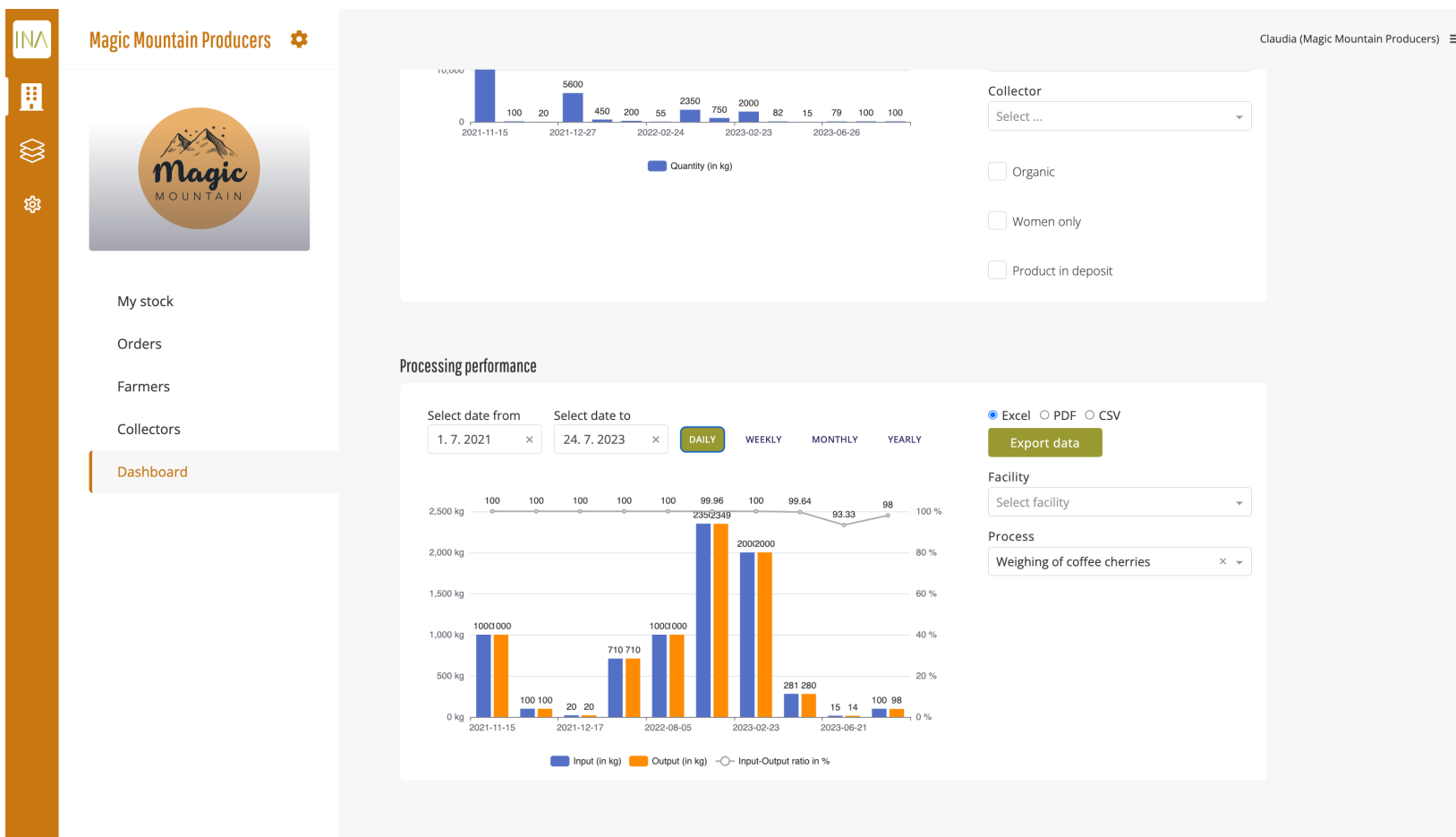
☐ Women only

☐ Product in deposit

Date	Quantity (in kg)
Nov 2021	38755
Dec 2021	5620
Jan 2022	200
Feb 2022	55
Dec 2022	2350
Feb 2023	2750
Mar 2023	82
Jun 2023	294

7.2 Processing dashboard

To see the “Processing performance” dashboard, scroll down on the dashboard page. You can select a date range, 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.



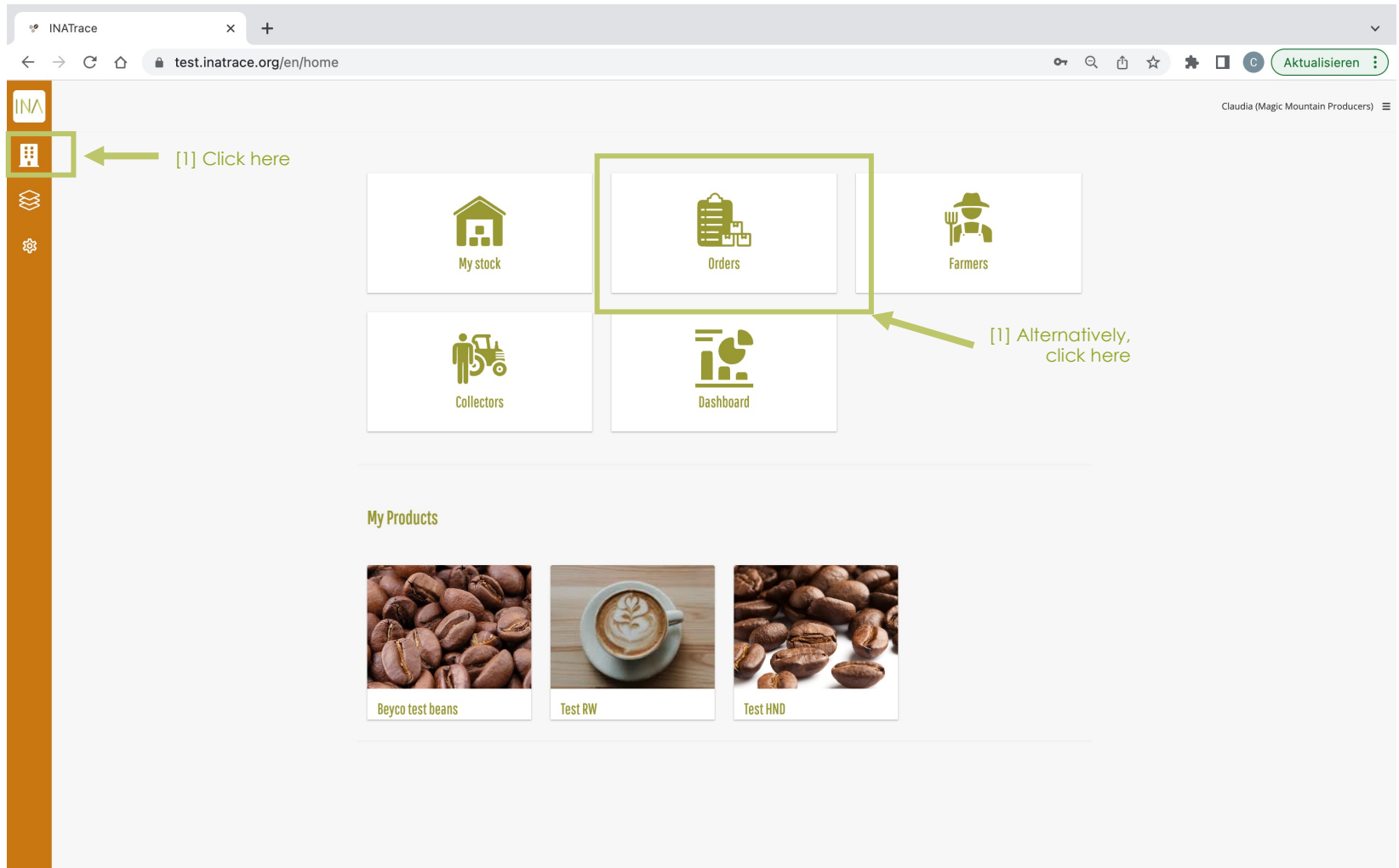
Chapter 8.

Orders

This module allows company users to receive and fulfil orders from their buyers.

8.1 View and fulfill an order

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. You may also add evidence documents before you save the order.

Add one or several items

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 evidence documents as requested by the buyer

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

INATrace

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

Magic Mountain Producers

Received orders

Placed orders

Aktualisieren

Claudia (Magi

Magic MOUNTAIN

My stock

Orders

Farmers

Collectors

Dashboard

Selected facility

Select facility

List of orders

Showing 4/4

Filter

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

8.2 Edit an order

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 shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-orders/received-orders`. The top navigation bar includes a search icon, a star icon, and a button labeled 'Aktualisieren'. The sidebar on the left shows 'My stock' with a sub-item 'Orders' highlighted by a green box and an arrow labeled '[1] Click here'. The main content area has a tabbed interface with 'Received orders' selected, highlighted by a green box and an arrow labeled '[2] Click here'. Below the tabs is a 'Selected facility' dropdown menu. The 'List of orders' section shows a table with 4/4 items. The first row is highlighted with a green box, and the 'Edit' link in the 'Actions' column is highlighted by a green box and an arrow labeled '[3] Select "edit"'. The table columns are: Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled, Unit, kg, Time of last change, and Actions.

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 cannot edit an order anymore once the buyer has approved your added batches.

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 9.

Company configuration

(ADMIN ONLY)

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

9.1 Accessing your company profile - Option 1

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

[2] Configuration access – option 1

[1]

The screenshot shows the INATrace web application interface. The browser address bar displays 'test.inatrace.org/en/my-stock/deliveries/tab'. The sidebar on the left contains a vertical menu with icons for 'My stock', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'My stock' icon is highlighted with a green box and labeled [1]. The main content area shows the 'Deliveries' section with a 'Select facility' dropdown, '+ Add delivery' and '+ Add bulk delivery' buttons, and a 'List of deliveries' table. The table has columns for 'Delivery date', 'Farmer', 'Semi-product', 'Quantity', 'Payable / Balance', and 'Actions'. The user 'Claudia (Magic Mountain Producers)' is logged in.

My stock

Orders

Farmers

Collectors

Dashboard

Deliveries

Select facility

Select facility

+ Add delivery + Add bulk delivery

List of deliveries

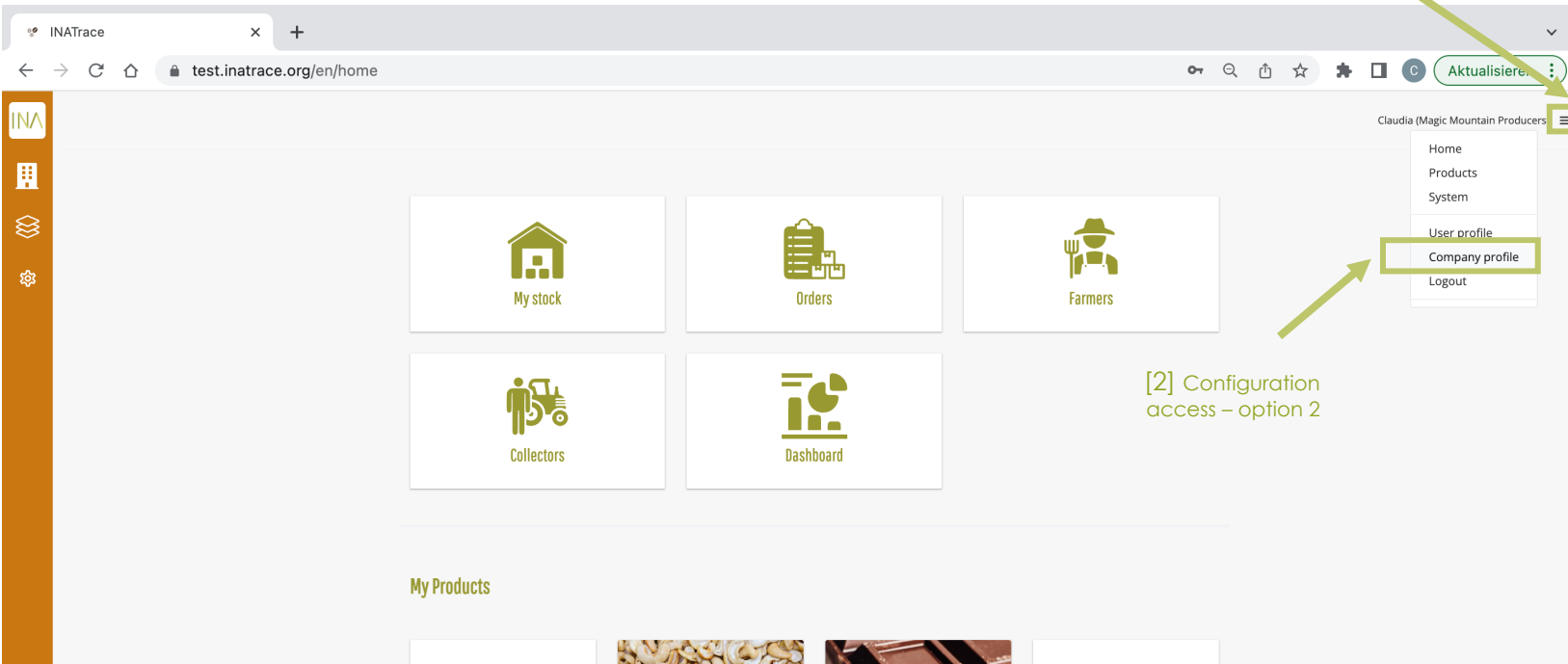
Showing 10/28

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

9.1 Accessing 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 dashboard area contains five tiles: 'My stock', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'My Products' section is visible at the bottom.

[2] Configuration access – option 2

9.2 Edit Company information

INATrace

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

Aktualisieren

System

Company Users Facilities Processing actions

Companies

Users

Settings

Value chains

Currencies

Edit company (*Magic Mountain Producers*)

company profile

Basic information

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

Company name

Magic Mountain Producers

Company abbreviation

Enter company abbreviation in 3-6 characters

Company logo*

Magic Mountain_Logo-01.png

Browse

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

Company headquarters

Street address

Main Street 123

City

Mabanza

Zip / Postal Code / P.O. Box

Enter Zip / Postal Code / P.O. Box

State / Province / Region

Enter State / Province / Region

Country

Rwanda

Company description

About company

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

INATrace

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

System

Companies

Users

Settings

Value chains

Currencies

Company

Users

Facilities

Processing actions

Base currency

Currency*
RWF

Beyco Integration

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

Certification

Certification
Add new

Production records

Production records
Add new

Meet the Farmers

Meet the Farmers
Add new

Social media

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

Facebook webpage URL

Instagram webpage URL

Twitter webpage URL

YouTube webpage URL

Other webpage URL

Save

Validation check

Back

Validation check

Save

Currency to purchase your input products

Activate integration to Beyco coffee sales platform for your company

Upload organic certificate / Fairtrade etc.

Upload photos of production processes.

Upload photos of farmers and quotes.

To validate your inputs, click on save.

9.3 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 the region around Goma, Rwanda, is shown at the bottom.

Facilities Table:

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

Annotations:

- An arrow points from the text 'Add a new facility to your company' to the '+ Add facility' button.
- An arrow points from the text 'Edit facility configuration for an existing facility' to the 'Edit' link in the Actions column of the first row in the table.

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.

The screenshot shows a configuration form for a facility. It is divided into two main sections: 'Additional attributes' on the left and 'Value chains' on the right. At the bottom right are 'Cancel' and 'Save' buttons.

Additional attributes:

- Is this a collection facility?***: A dropdown menu. An arrow points to it with the text: "Only select 'Yes' if this is a facility where you receive deliveries from farmers / collectors".
- Contains sellable semi-products or final products?***: A dropdown menu. An arrow points to it with the text: "Choose 'yes' for final storage."
- Optional input fields for deliveries**: A group of six checkboxes, each with an arrow pointing to it from a common point on the left. The text says: "Optional input fields for deliveries. Select those you want to include in your 'Add Delivery' interface".
 - ☐ 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**: A dropdown menu. An arrow points to it with the text: "Select the value chain for which you use this facility. (Pre-selected if your company only uses INATrace for one value chain)".
- Contained semi-products**: A dropdown menu. An arrow points to it with the text: "Select all semi-products that can enter or leave this facility".
- Contained final products**: A dropdown menu. An arrow points to it with the text: "Select all final-products that can enter or leave this facility".

Buttons:

- Cancel**: A button.
- Save**: A button. An arrow points to it with the text: "Check if everything is correct before saving."

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

9.4 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.

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On behalf of



Federal Ministry
for Economic Cooperation
and Development

