

INATrace USER GUIDE



FOR BUYER COMPANIES



INATrace

The Traceability Tool for Sustainable
Supply Chains

User Guide 2025



Table of Content

Executive Summary	05
INATrace Background	
Objectives	
INATrace at a glance	
Chapter 1. Getting Started with INATrace	07
1.1 Register in the system	
1.2 Access to the system	
1.3 Overview of the user interface	
1.4 Language settings	
Chapter 2. Product settings	13
2.1 General product settings	
2.2 QR Label settings	
2.3 Stakeholders	
2.4 Final products	
Chapter 3. Orders	21
3.1 Place an order to your supplier	
3.2 Approve your supplier's order fulfillment	
Chapter 4. Processing module	34
4.1 Transfers to other facilities	
4.2 Create QR Codes	
4.3 Processing into final products	
Chapter 5. Payment module	48
5.1 Record an order payment	
Chapter 6. All Stock module	53
6.1 View stock and batch history	

<u>Chapter 7. Dashboard</u>	56
<u>7.1 Processing dashboard</u>	
<u>Chapter 8. Company configuration</u>	59
<u>8.1 Access your company profile</u>	
<u>8.2 Edit Company information</u>	
<u>8.3 Add/Edit company facility</u>	
<u>8.4 Add/Edit processing actions</u>	

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.

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:

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

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.

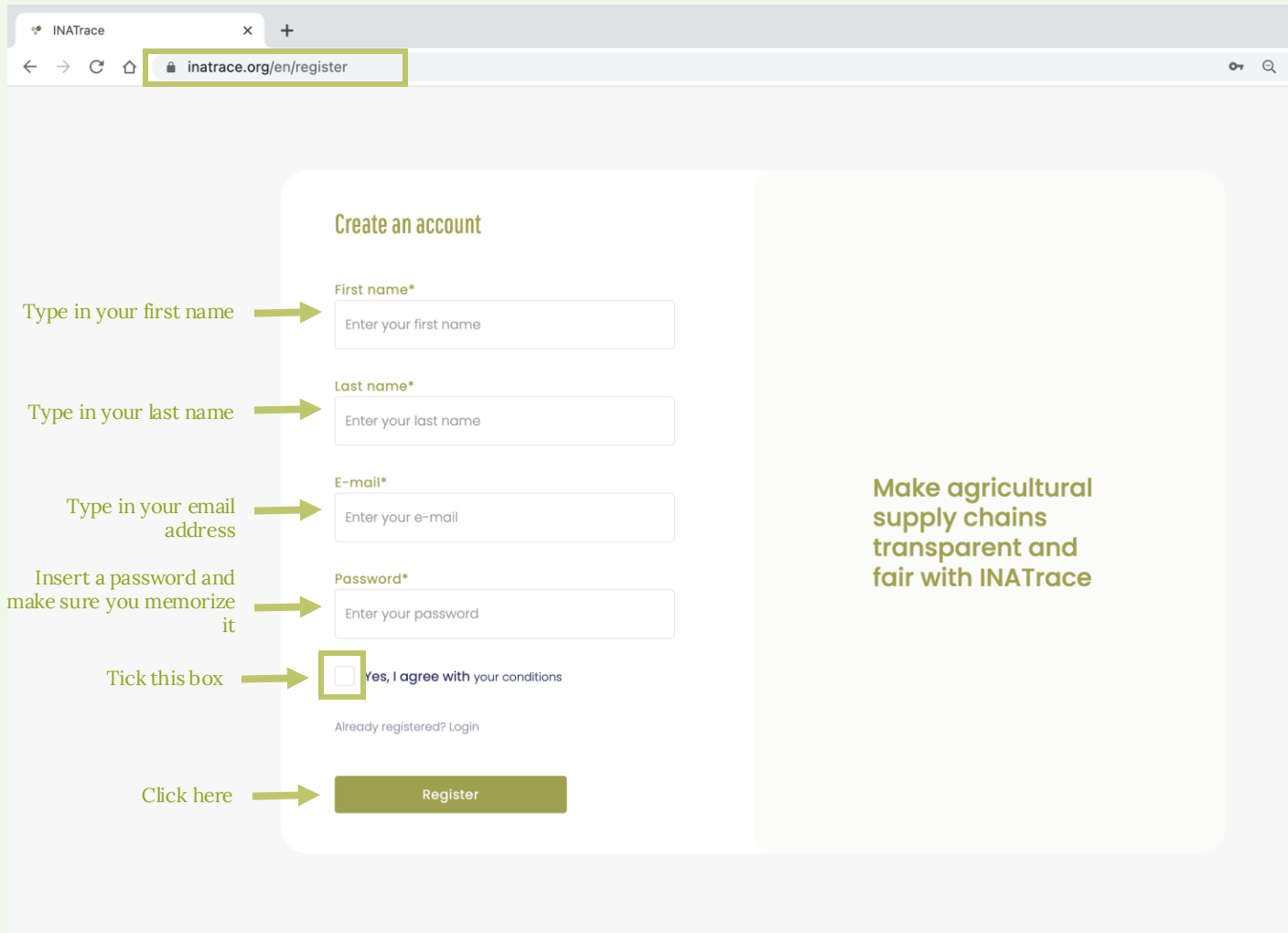
Chapter 1.

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.



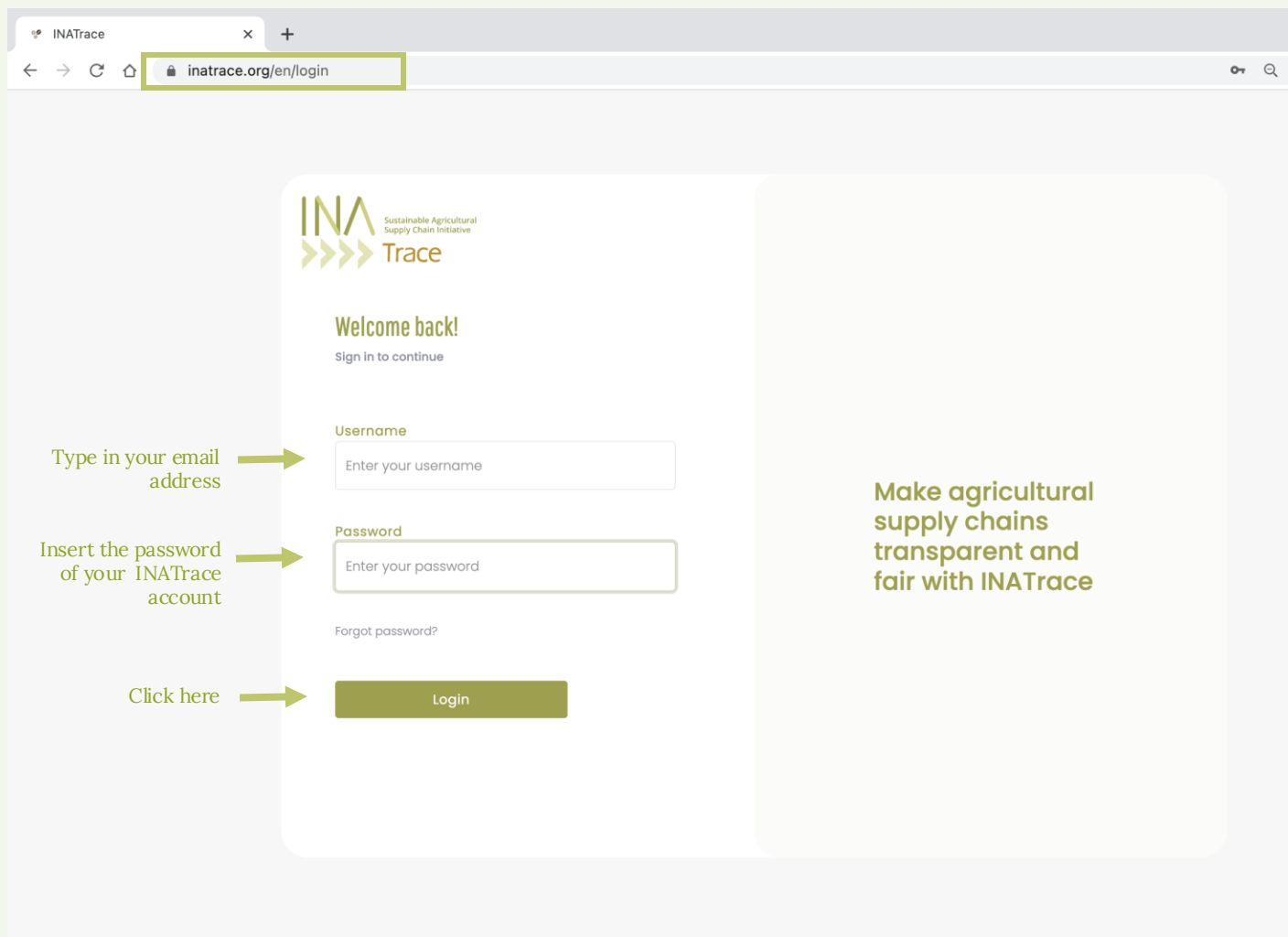
The screenshot shows the INATrace registration page in a web browser. The browser's address bar is highlighted with a green box and contains the URL inatrace.org/en/register. The page features a 'Create an account' form with the following fields and annotations:

- First name***: A text input field with the placeholder 'Enter your first name'. An annotation 'Type in your first name' with a green arrow points to this field.
- Last name***: A text input field with the placeholder 'Enter your last name'. An annotation 'Type in your last name' with a green arrow points to this field.
- E-mail***: A text input field with the placeholder 'Enter your e-mail'. An annotation 'Type in your email address' with a green arrow points to this field.
- Password***: A text input field with the placeholder 'Enter your password'. An annotation 'Insert a password and make sure you memorize it' with a green arrow points to this field.
- Agreement**: A checkbox followed by the text 'Yes, I agree with your conditions'. An annotation 'Tick this box' with a green arrow points to the checkbox.
- Register**: A green button labeled 'Register'. An annotation 'Click here' with a green arrow points to this button.

Below the agreement text, there is a link that says 'Already registered? Login'. To the right of the form, there is a large light green box containing 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 the INATrace login page in a web browser. The browser's address bar is highlighted with a green box and contains the URL inatrace.org/en/login. The page features the INATrace logo (INA Sustainable Agricultural Supply Chain Initiative Trace) and a "Welcome back!" message. Below the message are two input fields: "Username" (with placeholder text "Enter your username") and "Password" (with placeholder text "Enter your password"). A "Forgot password?" link is located below the password field. A green "Login" button is at the bottom of the form. Three green arrows point to the form elements with the following labels: "Type in your email address" points to the Username field, "Insert the password of your INATrace account" points to the Password field, and "Click here" points to the Login button. On the right side of the page, there is a large white box with the text "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

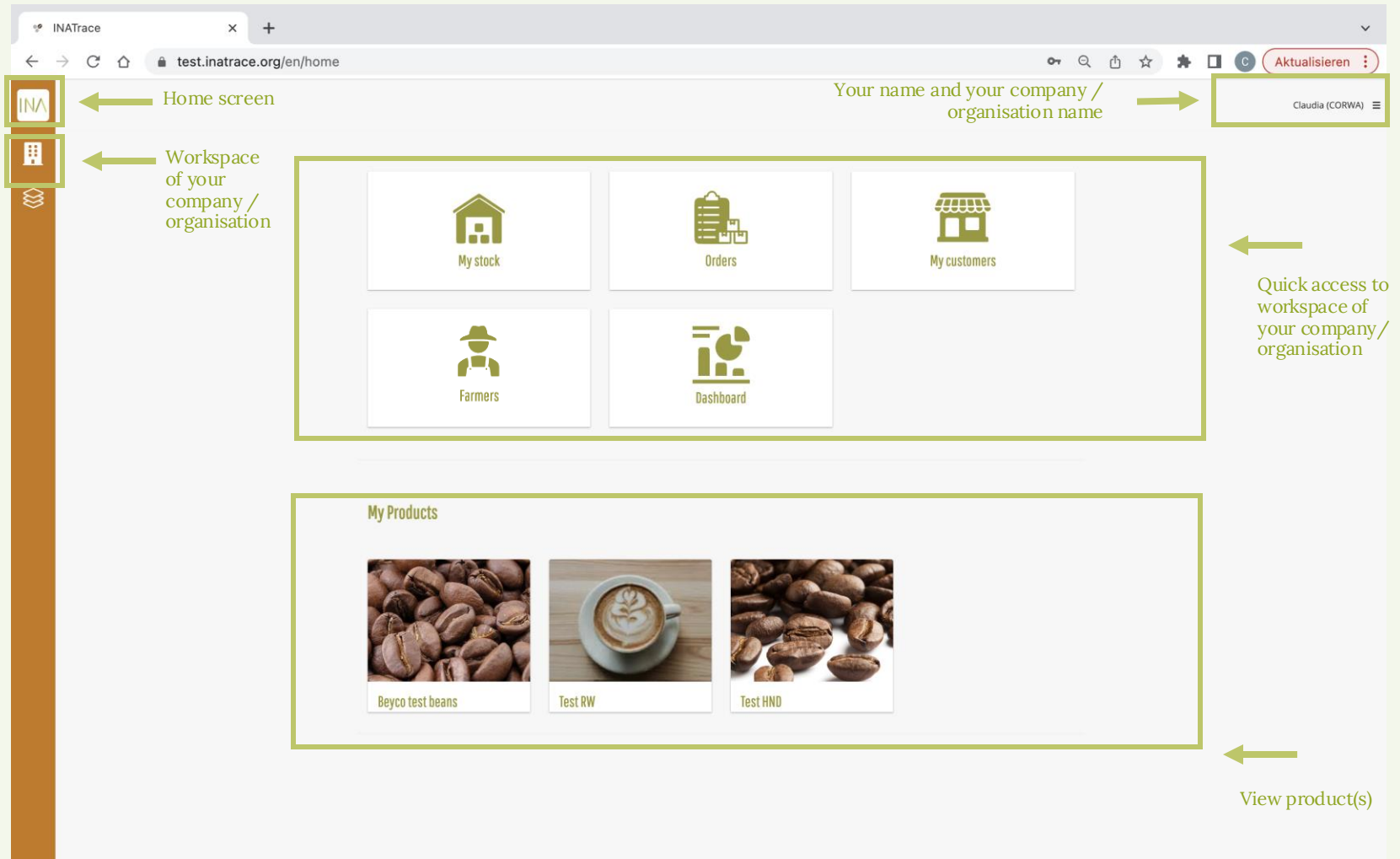
Insert the password of your INATrace account

Click here

Make agricultural supply chains transparent and fair with INATrace

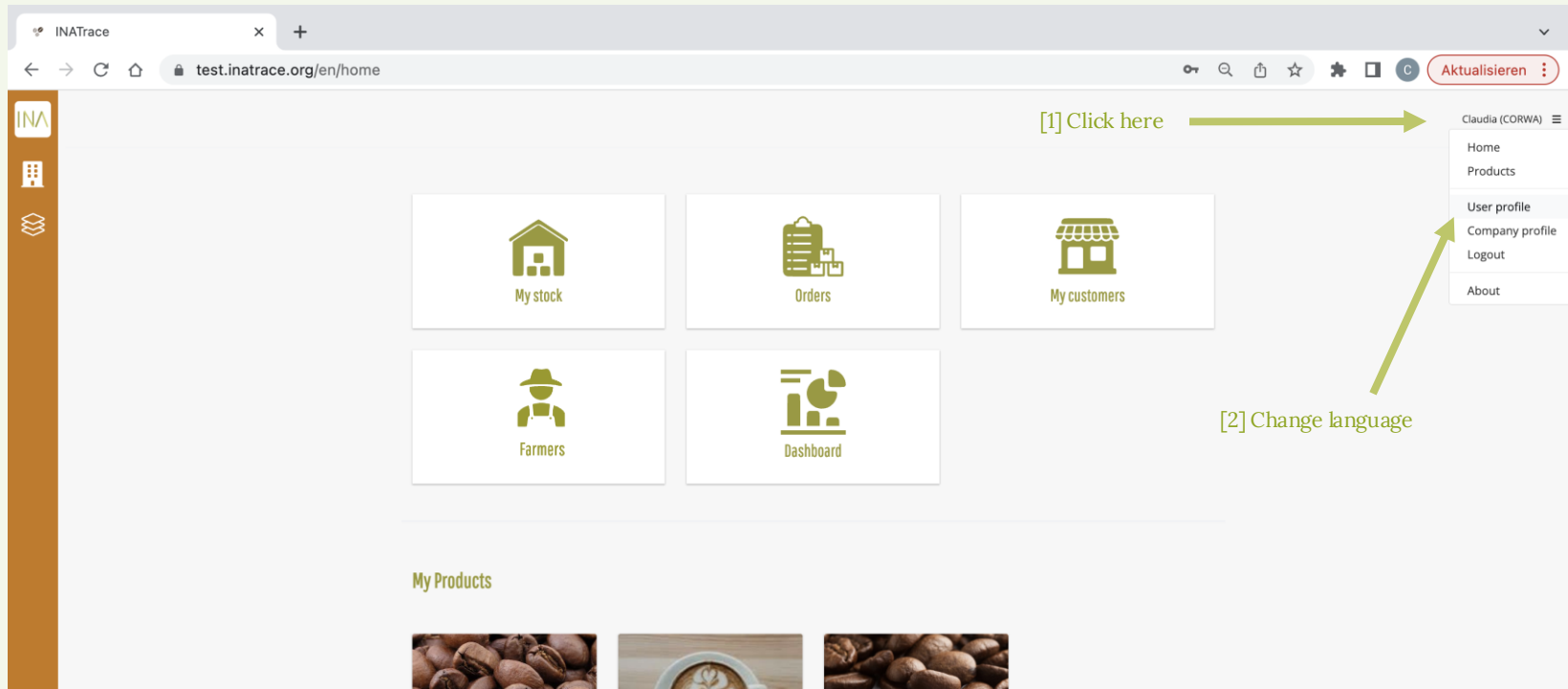
1.3 Overview of the user interface

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



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

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



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

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

The "Basic information" section contains the following fields:

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

The "My companies" section lists:

- Montaña Mágica Productores
- Magic Mountain Producers

The "User language" section is highlighted with a green box. It shows:

- Selected: EN (with UK flag)
- Available: DE (with German flag), RW (with Rwandan flag), ES (with Spanish flag)

An upward-pointing green arrow is positioned below the "User language" section, with the text "[3] Select your language." next to it.

At the bottom right, there are two buttons: "Go back" and "Save". An upward-pointing green arrow is positioned below the "Save" button, with the text "[4] Click on save." next to it.

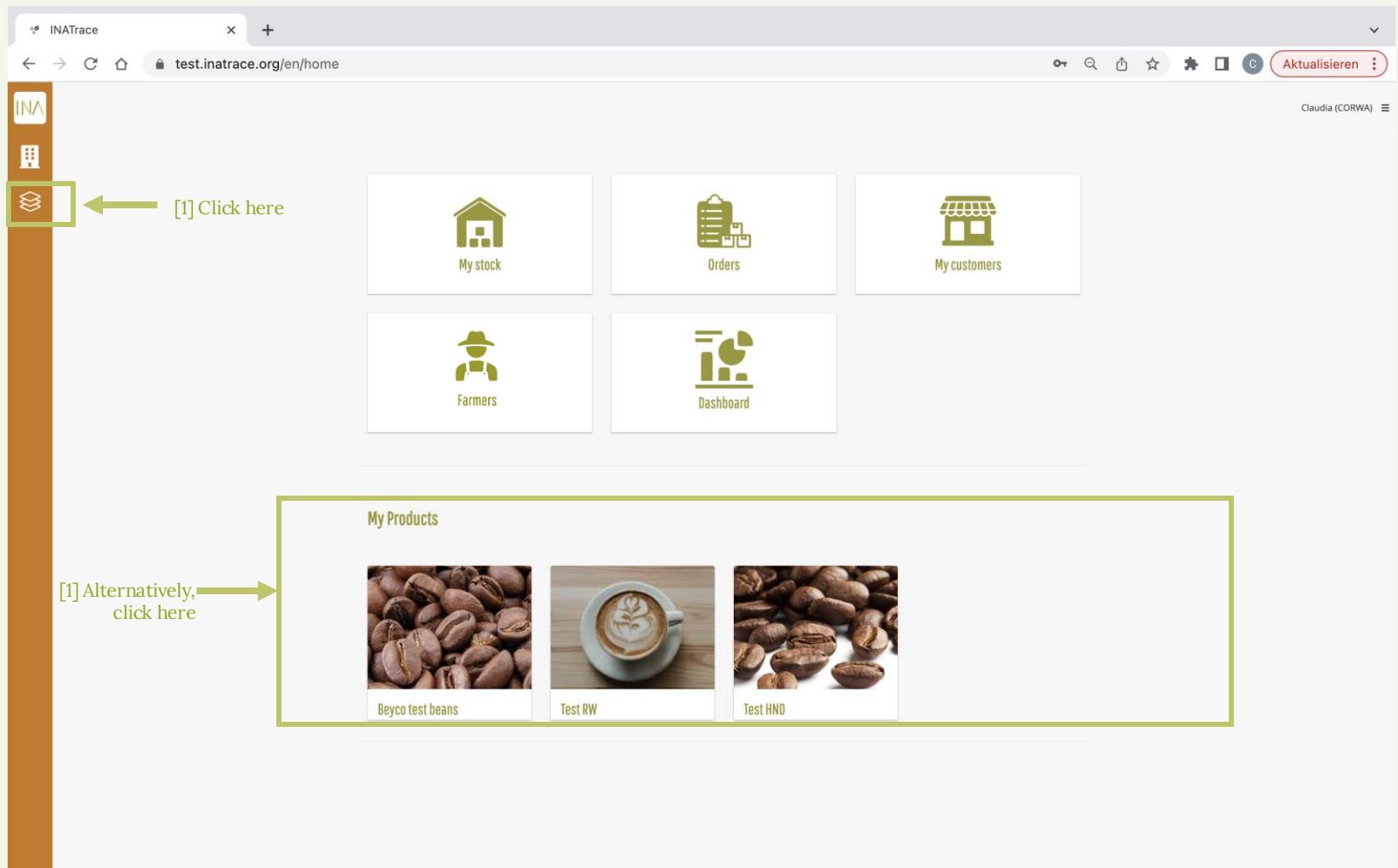
Chapter 2.

Product settings

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

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

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



2.1 General product settings

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

INATrace

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

Aktualisieren

Claudia (Magic Mountain Producers)

Product

Product settings

QR labels

Knowledge blog

Stakeholders

Final products

Archive product

Product settings

Value chain

Coffee Rwanda

Product data

Product name

Test RW

Product photo*

coffee cup.jpeg

Browse

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

Product description

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

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

Origin

Rwanda

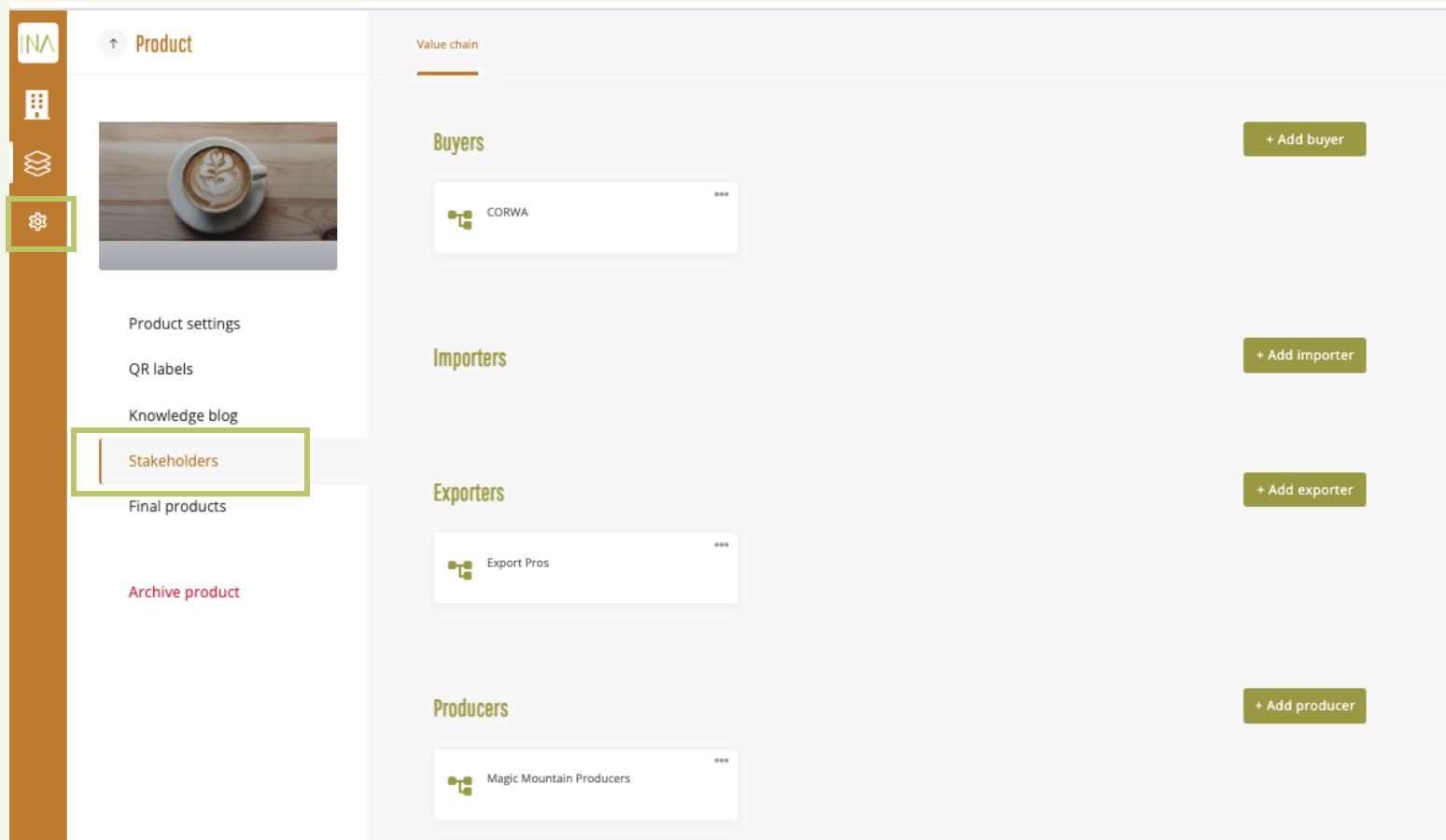
2.2 QR Label settings

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

The screenshot displays the INATrace web application interface. On the left, a sidebar contains navigation icons and a menu with options: Product, QR labels (highlighted with a green box), Knowledge blog, Stakeholders, Final products, and Archive product. The main content area is titled 'QR labels' and shows three QR code templates. The third template, labeled 'ADD INATRACE LABEL', is highlighted with a green box and an arrow pointing to it with the text '[1] Click here'. Below the templates, there are buttons for 'View page (only label data are visible)', 'Publish' (highlighted with a green box and an arrow pointing to it with the text '[2] Click here'), 'Batches', 'Feedback', and 'Statistics'. The 'Label data' section contains a form with the following fields: 'Label name' (containing 'Test RW'), 'Label photo*' (containing 'coffee cup.jpeg' and a 'Browse' button), and 'Label description' (containing 'This is a test coffee with settings of coffee value chain Rwanda').

2.3 Stakeholders

In the stakeholders section, you can see all stakeholders of your value.



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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9/stakeholders/value-chain`. The sidebar on the left contains the following navigation items: Product, Stakeholders (highlighted with a green box), Final products, and Archive product. The main content area is titled 'Value chain' and includes sections for Processors, Traders, Product admins, and Data sharing agreements. The 'Data sharing agreements' section features a text input field with the placeholder 'Add new' and an 'Add new' button. A green arrow points to this button with the text 'Upload data sharing agreements here'. At the bottom right, there are 'Back' and 'Save' buttons. A green arrow points to the 'Save' button with the text 'Save'.

2.3 Final products

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The sidebar on the left contains navigation links: Product settings, QR labels, Knowledge blog, Stakeholders, and Final products (highlighted with a green box). Below the sidebar is an 'Archive product' link. The main content area is titled 'Final products' and shows a list of final products. A table lists the products, with columns for Name, Description, Unit label, and Actions. The 'Actions' column for the first product (CORWA Espresso 500g) shows 'Edit' and 'Delete' links, which are highlighted with a green box. A green arrow points to the '+ Add' button in the top right corner, with the text 'Click here to add a new final product'. Another green arrow points to the 'Edit/Delete' links in the table, with the text 'Click here to edit or delete a final product. NOTE: Do not delete a final product in case any processes have been recorded in the system for this final product or in case QR Codes you are using are linked to this final product'.

Final products
List of final products
Showing 1/1

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

+ Add

Click here to add a new final product

Click here to edit or delete a final product. NOTE: Do not delete a final product in case any processes have been recorded in the system for this final product or in case QR Codes you are using are linked to this final product

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The main content area is titled 'Final products' and shows a list of final products. A modal form titled 'Add new final product' is open in the center of the screen. The form contains the following fields and options:

- Name:** A text input field with the placeholder 'Enter name'.
- Description:** A large text area for the product description.
- Enter short final product description:** A smaller text input field.
- Measurement unit type*:** A dropdown menu currently showing '300g packages'.
- Product labels:** A dropdown menu with the placeholder 'select an option ...'. The visible options are 'undefined (Unpublished)' and 'CORWA'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right of the modal.

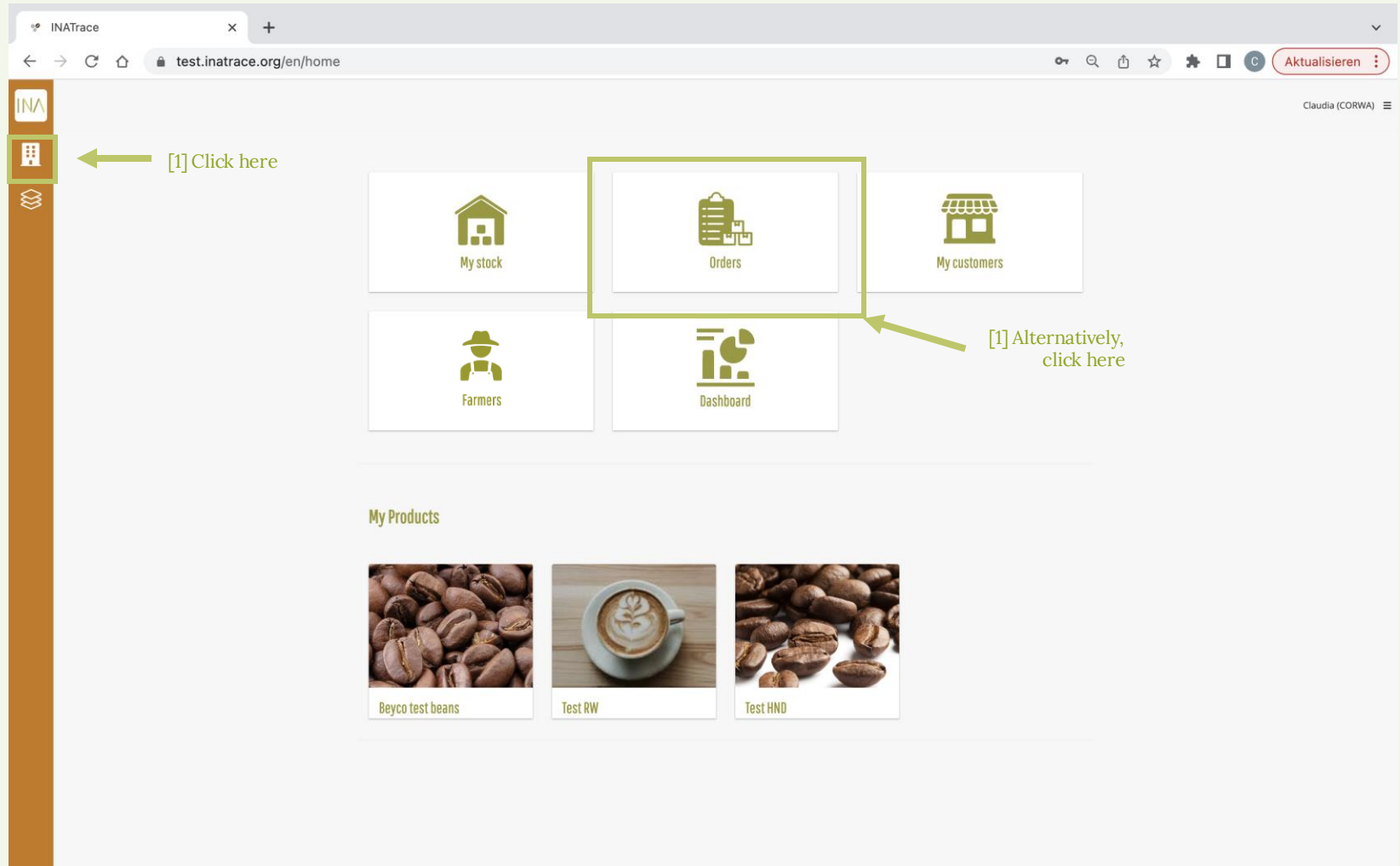
The background interface includes a sidebar with navigation options like 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders', 'Final products', and 'Archive product'. The top right corner shows the user 'Claudia (Magic Mountain Producers)' and a 'Aktualisieren' button.

Chapter 3. **Orders**

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

3.1 Place an order to your supplier

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



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

The screenshot shows the INATrace web application interface. The left sidebar contains navigation links: 'INA', 'CORWA', 'My stock', 'Orders', 'Farmers', 'Customers', and 'Dashboard'. The 'Orders' link is highlighted with a green box and an arrow pointing to it with the label '[2] Click here'. The main content area is titled 'Placed orders' and includes a 'Selected facility' dropdown menu. Below this is a table of orders. The top right of the main area has two buttons: '+ Order semiproduct' and '+ Order final product', both highlighted with a green box and an arrow pointing to them with the label '[4] Click on "Order semiproduct" or "Order final product" depending on the type of order'. The top left of the main area has a 'Placed orders' tab highlighted with a green box and an arrow pointing to it with the label '[3] Click here'. The table of orders has the following data:

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

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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/placed-orders`. The application header includes the INATrace logo, the user name 'Claudia (Export Pros)', and a navigation menu. The main content area is titled 'Placed orders' and features a '+ Order semiproduct' button. A 'Selected facility' dropdown menu is visible, currently showing 'Select facility'. Below this, a 'List of orders' table is displayed, showing 10/13 items. A modal dialog is open over the table, titled 'First select facility and order template'. The dialog contains a 'Select facility*' dropdown menu with the following options: 'Parchment storage', 'Hulling Station', 'Green coffee storage' (highlighted by a green arrow), and 'Roastery storage'. The table in the background has columns for 'Date of delivery', 'SKU', 'Time of last change', and 'Actions'. The table contains several rows of order data, including details about green coffee and parchment storage.

Date of delivery	SKU	Time of last change	Actions
2023-08-01	Grainpro of green coffee	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro of green coffee	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee	2023-01-25 07:40	Edit View Approve/Reject Add balance payment

Select the type of order you want to place. Note that if you do not find the right order template here, you have to add it in your company configuration under processing actions with type “order”.

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

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

Enter all order details.

The screenshot shows the INATrace web application interface. The browser address bar displays the URL: `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The user is logged in as 'Claudia (Export Pros)'. The main content area is titled 'Order details' and contains the following form fields:

- Processing***: A dropdown menu with the selected value 'Order green coffee from the producer'.
- Export Pros**: A text field.
- Order date***: A date picker showing '25. 7. 2023'.
- Semi-product type***: A dropdown menu with the selected value 'Grainpro bag of green coffee'.
- Facility***: A dropdown menu with the selected value 'Green coffee storage'.
- Order ID**: A text field with the placeholder 'Enter the order ID'.
- Prefix**: A dropdown menu with the selected value 'ORDER'.
- Internal lot name***: A text field with the placeholder 'Enter internal lot name'.
- Ordered quantity in kg***: A text field with the placeholder 'Enter quantity'.
- Preferred delivery date***: A date picker showing 'D. M. LLLL'.
- Screen size**: A text field.
- Preparation**: A text field.

Green arrows point to the following fields: 'Semi-product type', 'Facility', 'Internal lot name', 'Ordered quantity', 'Preferred delivery date', 'Screen size', and 'Preparation'.

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The user is logged in as Claudia (Export Pros). The form is titled "New Facility" and contains the following sections:

- Supplier details:** A dropdown menu for "Facility*" is open, showing two options: "Green coffee storage (Magic Mountain Producers)". A green arrow points to this dropdown.
- Total quantities:** Two input fields are present: "Quantity fulfilled by supplier in kg" and "Remaining quantity in kg" (displaying 0.00). Below these is a "Total ordered quantity in kg" field.
- Comments:** A large text area for adding comments.
- Processing evidence:** A section for adding documents. It includes a link "Add document" and a text input field. A green arrow points to the "Add document" link.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". A green arrow points to the "Save" button.

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

The screenshot displays the INATrace web application interface. The sidebar on the left contains navigation icons and labels: 'My stock', 'Orders' (highlighted with a green box), 'Farmers', and 'Dashboard'. The main content area is titled 'Placed orders' and includes a '+ Order semiproduct' button. Below this is a 'Selected facility' dropdown menu. The 'List of orders' section shows a table with 10/14 items. The table has columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled (highlighted with a green box), Unit, kgs, Time of last change, and Actions. The first row shows an order for 'Grainpro bag of green coffee' with a quantity of 100 / 0.

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

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

INATrace

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

Aktualisieren

Claudia (CORWA)

Order ID*

TEST123

Customer*

Unknown

Order to*

Roasted coffee storage

☐ Women's only

☐ Organic only

Latest date of delivery*

3. 7. 2023

List of order items

Add order item

Final product*

CORWA Espresso 500g (Order 500g Espresso)

Order from

Select facility

Quantity in 500g packages*

Enter quantity

Internal lot name

-

Currency for end-customer*

EUR

Gross price per item at end customer (EUR)*

Enter price in EUR

Cancel

Confirm

Cancel

Save

3.2 Approve your supplier's order fulfillment

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

INATrace

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

Export Pros

Received orders

Placed orders

Claudia (Export Pros)

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/14

Filter

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

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu. A modal window titled "Approve / reject transactions" is open, showing a list of orders with checkboxes for approval. The modal has "Cancel" and "Confirm" buttons. A yellow arrow points to the "Confirm" button. The background shows a table of orders with columns for Date of delivery, SKU, and Actions.

Date of delivery	SKU	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro of green coffee	100	60 kg	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro of green coffee	100	35 kg	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro of green coffee	100	15112021/3 5 kg	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-04-01	Grainpro of green coffee	100			
2023-06-29	Grainpro bag of green coffee	123	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	PA-TEST-14-03-2023	15 / 0	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	CORWA_ESP_500_EP	1000 / 1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Test25012023	200 / 200	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

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

The screenshot displays the INATrace web application interface. The sidebar on the left shows the 'Export Pros' logo and navigation options: 'My stock' and 'Orders' (highlighted with a green box). The main content area is titled 'Placed orders' (also highlighted with a green box) and includes a 'Selected facility' dropdown menu. Below this is a table of orders. A green arrow points to the 'View' button in the 'Actions' column of the first order row.

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

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

Order details

Edit

Basic information

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

Total	100 kg
Fulfilled	100 kg
Available quantity	100 kg

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

Processing information

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

Grainpro bag of green coffee

Inputs

- 60 kg
- 35 kg
- 5 kg

Outputs

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

History

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

Chapter 4.

Processing module

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

General Note on recording processing actions

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

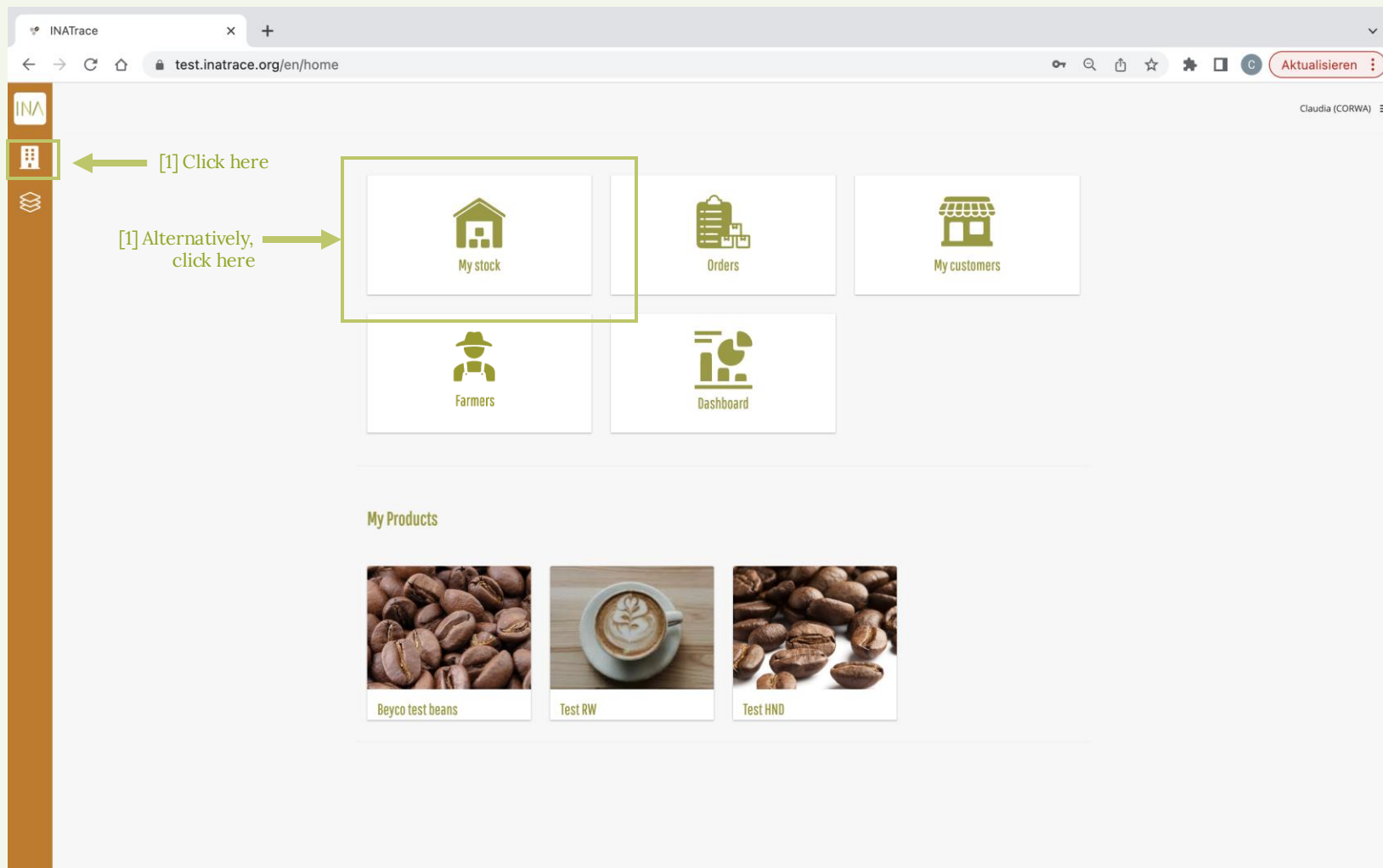
In the following, we show how to document processing actions for an exemplary coffee supply chain. In case you as a buyer company buy final products (=finished end-customer products), this chapter is not relevant for you.

KEEP IN MIND:

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

4.1 Transfers to other facilities

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



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

The screenshot displays the INATrace web application interface. The top navigation bar shows the INATrace logo, a search bar, and a list of icons. The main content area is titled "Processing actions" and lists facilities. The "Parchment storage" facility is highlighted, showing a list of actions. The "Transfer parchment to hulling station" action is selected, indicated by a green box and an arrow pointing to it.

[1] → INATrace logo

[2] → My stock

[3] → Processing

[4] → Transfer parchment to hulling station

Processing actions

List of facilities

Showing 5/5

Washing station 1

Village 1

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...

Washing station 2

Village 2

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...

Parchment storage

Village 1

Whit

Transfer parchment to hulling station

Hulling Station

Village 1

White bag of parchment, Pile of green coffee separated by size, White bag of green coffee, Pile of sorted green coffee, Grainpro bag of green...

Green coffee storage

Village 1

Grainpro bag of green coffee, White bag of green coffee

“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

Process
input

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
output

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

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

[6] Select the input to package and move.

[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

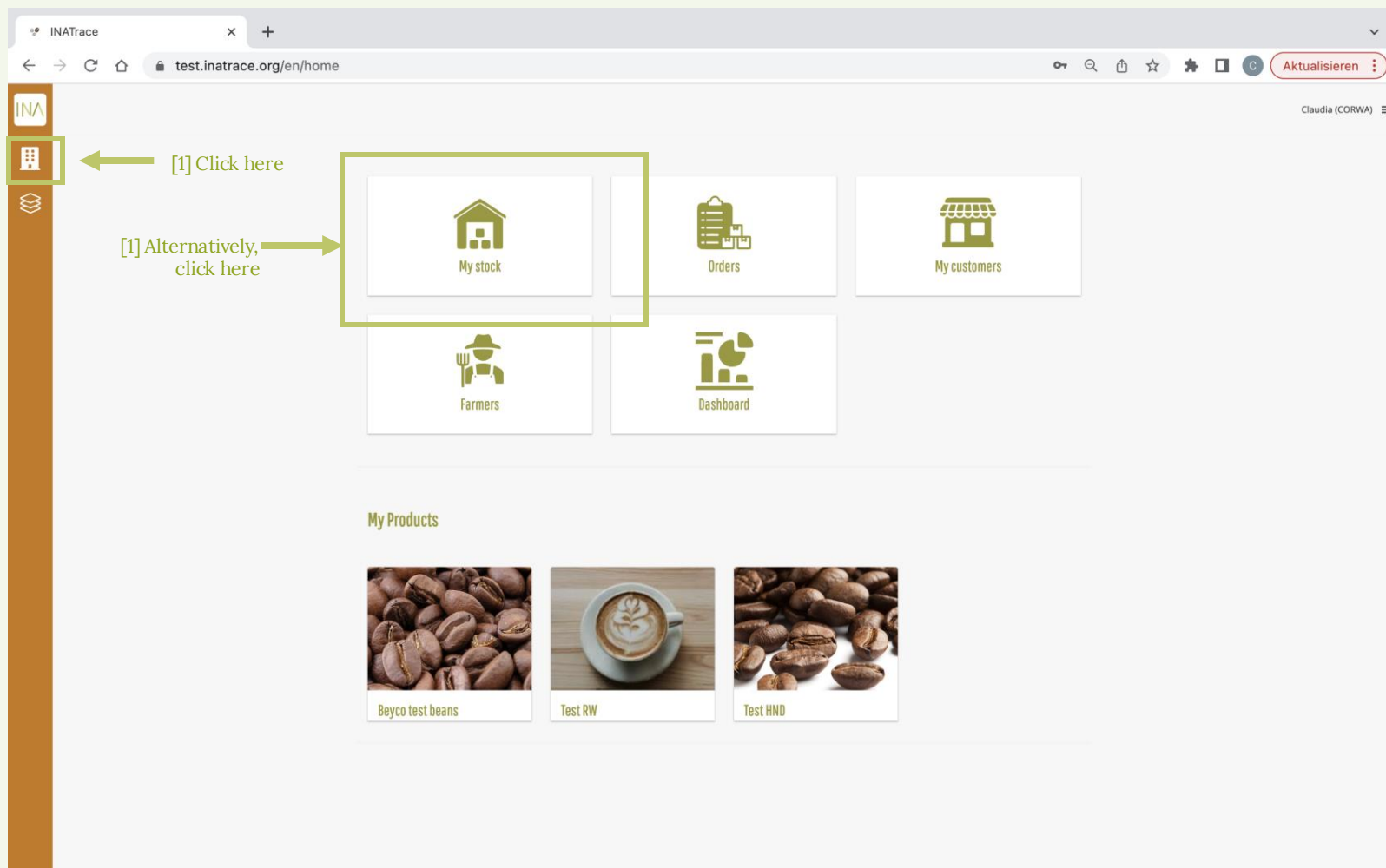
Facility*
Hulling Station

Prefix
ORDER

Internal lot name*
LOT 123

4.2 Create QR Codes

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



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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The interface includes a left sidebar with the INATrace logo and navigation links: "Export Pros", "My stock", "Orders", "Farmers", and "Dashboard". The main content area is titled "Processing actions" and lists facilities: "Parchment storage", "Hulling Station", and "Green coffee storage". Each facility entry shows details like "Binana" and "Dry parchment in bags". A green box labeled [1] highlights the INATrace logo in the sidebar. A green box labeled [2] highlights the "My stock" link in the sidebar. A green box labeled [3] highlights the "Processing" tab in the top navigation bar. A green box labeled [4] highlights the "Create QR Code for espresso 500g" option in the dropdown menu for the "Green coffee storage" facility. A green arrow points from the text "[4] Select the 'Create QR Code' transaction for the final product you want to equip" to the highlighted option.

[1] →

[2] →

[3] →

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

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

Add new processing action

Choose activity that you want to record

Processing*
Create QR Code for espresso 500g

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

Processing date*
26. 7. 2023

Outputs of this processing

Semi-product type*
69kg bags of green coffee

Facility*
roastery storage

Prefix
ORDER

Internal lot name*
ORDER Test25072023/1/

Material to be recorded

Facility*
Green coffee storage

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

Select	Transaction	Weight
<input checked="" type="checkbox"/>	Select all (69kg bags of green coffee)	
<input checked="" type="checkbox"/>	ORDER Test25072023/1/29	68 / 68 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/28	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/27	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/26	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/25	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/24	69 / 69 kg
<input checked="" type="checkbox"/>	ORDER Test25072023/1/23	69 / 69 kg

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The top navigation bar includes tabs for Deliveries, Processing, Payments, and All stock (highlighted with [3]). The sidebar on the left contains navigation options: My stock (highlighted with [2]), Orders, Farmers, and Dashboard. The main content area is titled 'All stock' and shows a 'List of orders' table. The table has columns for Production date, Identifier, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The 'All stock' section is selected, and the 'Single view' tab is active. The table lists several coffee orders, including '69kg bags of green coffee', 'CORWA Espresso 500g (Test RW)', and 'Best beans Espresso roast 500g (Test HND)'. The 'Actions' column for each row includes links for Edit, View, QR, and Delete. The 'QR' link for the first row is highlighted with a green box and an arrow pointing to it from the right. Below the table, there is a 'Summed up quantities' section showing the total quantity for each semi-product.

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

Summed up quantities

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

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The page title is "Export Pros". The main content area is titled "All stock" and shows a "List of orders" table. A modal window titled "Order item QR code" is open, displaying a QR code and a URL: `https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a5ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99`. The modal also shows the "Final product" as "CORWA Espresso 500g (Test RW)" and the "Final product label" as "CORWA".

Order item QR code

Final product
CORWA Espresso 500g (Test RW)

Final product label
CORWA

URL:
`https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a5ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99`

Close

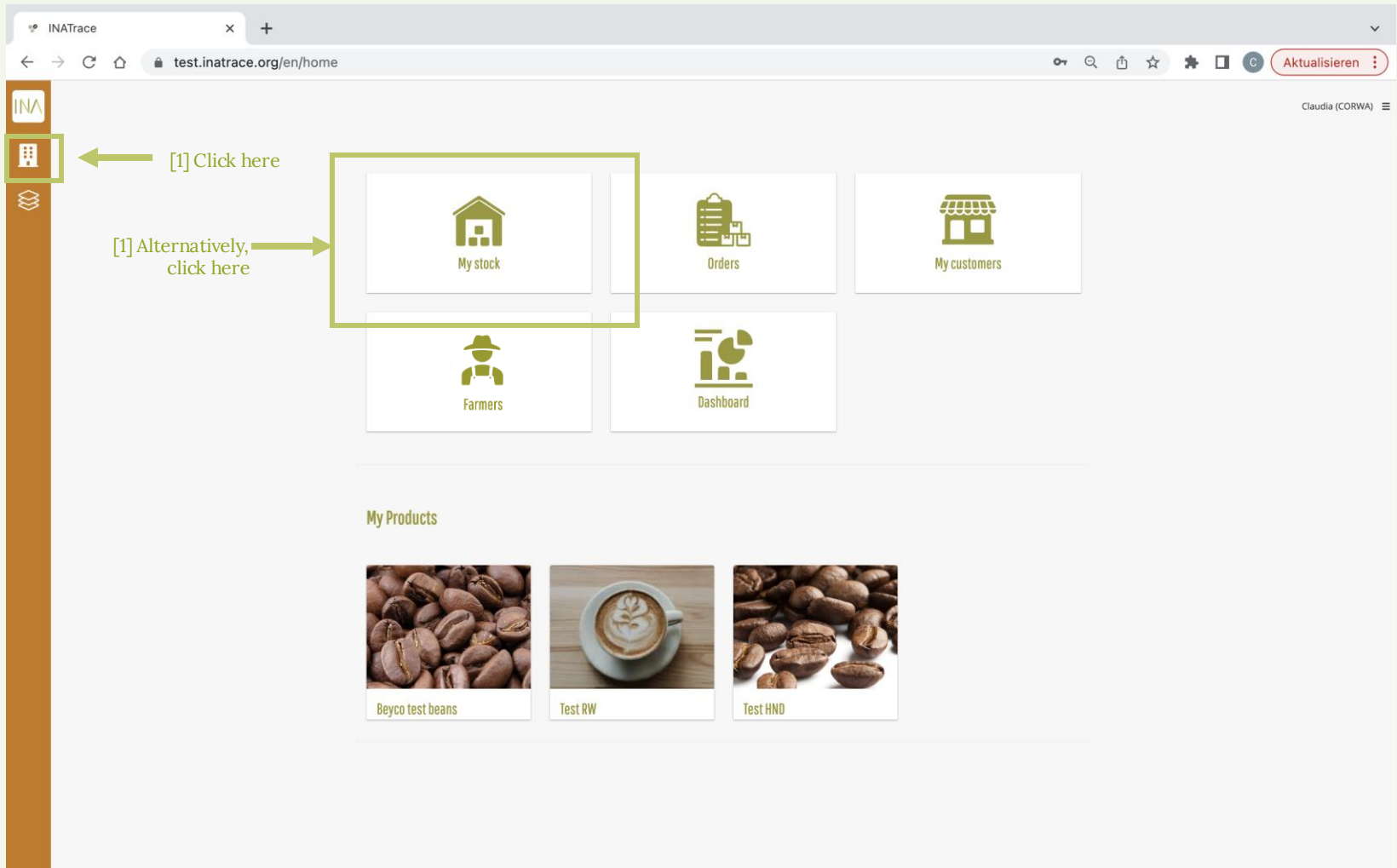
Production date	Identifier	Type	Status	Actions
26.7.2023	ORDER Test25072023/1/	PR	Available	Edit View QR Delete
5.8.2022	CORWA_05August	PR	Available	Edit View QR Delete
30.5.2022	test3005	PR	Available	Edit View QR Delete
30.5.2022	test123/4	TO	Available	Edit View Delete
30.5.2022	test123/3	TO	Available	Edit View Delete
4.11.2021	123	PR	Available	Edit View Delete
2.11.2021	Order_special client	PRO	Available	Edit View Delete

Summed up quantities

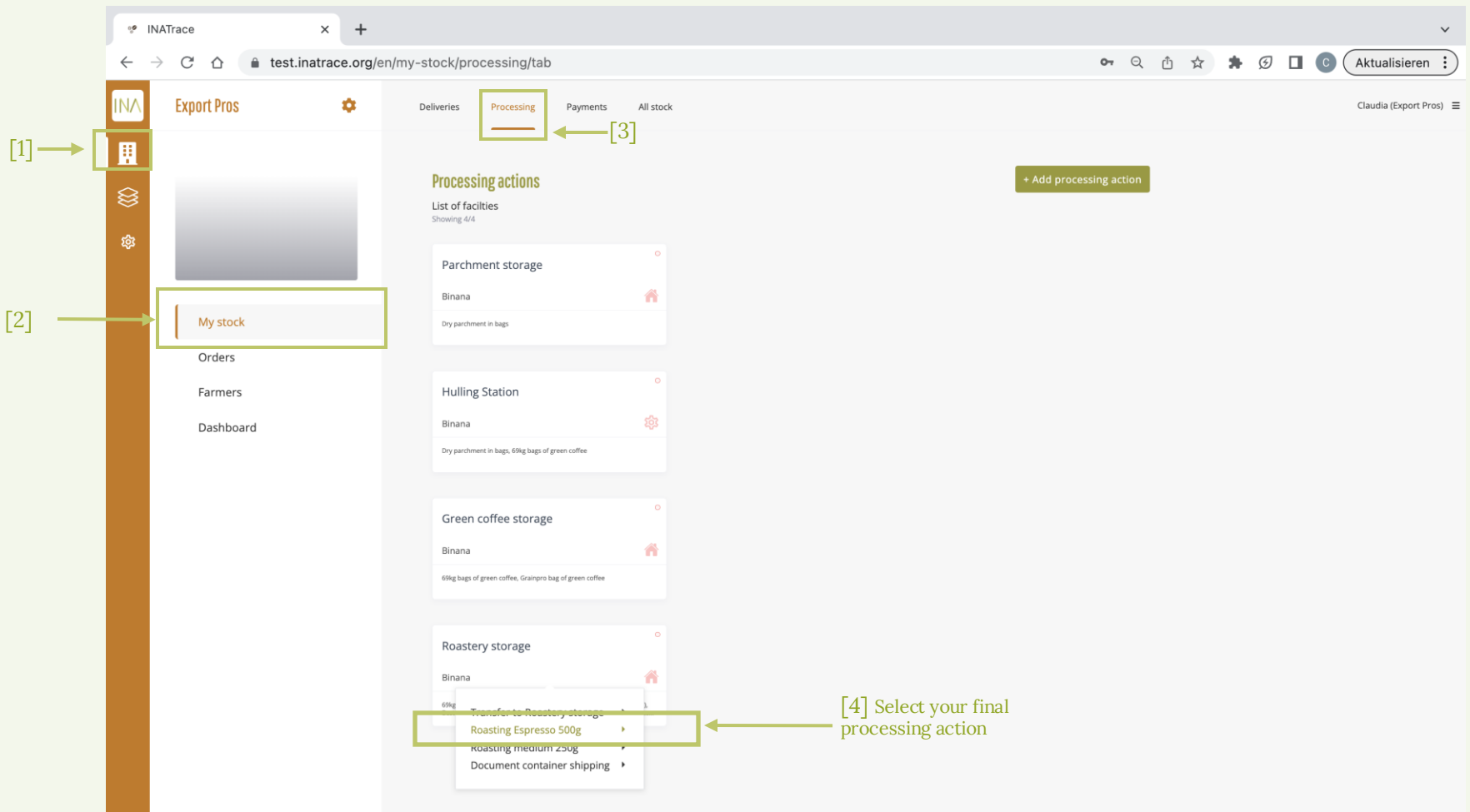
Semi-product	Total quantity
69kg bags of green coffee:	2,107 kg
CORWA Espresso 500g (Test RW):	2,000 500g packages
Best beans Espresso roast 500g (Test HND):	3,875 500g packages
Best beans medium roast 250g (Test HND):	20,000 250g packages

4.3 Processing into final products

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



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



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

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

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

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

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


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

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

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

The screenshot shows a web form titled "Add final processing action". It is divided into several sections:

- Choose activity that you want to record:** Contains a "Processing*" dropdown menu with "Roasting Espresso 500g" selected, and a "Processing date*" text field with "26. 7. 2023" entered.
- Material to be recorded:** Contains a "Facility*" dropdown menu with "Roastery storage" selected. Below it are "From" and "To" date pickers, both set to "D. M. LLLL". A "Search" button is next to them. Under "Add new transactions", there is a checkbox "Select all (69kg bags of green coffee)" which is unchecked. Below that is a table of transactions:

<input checked="" type="checkbox"/>	ORDER ORDER Test25072023 1/		✖ 2000 / 2000 kg
<input type="checkbox"/>	ORDER test123/4		✖ 38 kg
<input type="checkbox"/>	ORDER test123/3		✖ 69 kg

A yellow box highlights the QR code in the first row, with an arrow pointing to it from the text "QR Code of this batch".
- Outputs of this processing:** Contains a "Final product type" dropdown menu with "CORWA Espresso 500g (Test RW)" selected. Below it is a "Facility*" dropdown menu with "Roastery storage" selected. Then are "Prefix" and "Internal lot name*" text fields, with "ORDER" in the prefix field and "Enter internal lot name" in the internal lot name field. Below these are "Output quantity in 500g packages" and "Enter quantity" text fields. At the bottom of this section are three more text fields: "Roasting profile", "Flavour profile", and "Cupping score".
- Total quantities:** Contains two text fields: "Input quantity in kg" with "2000.00" and "Remaining quantity in kg" with "2000.00".

Arrows from the numbered annotations point to the following fields:

- [5] points to the "Processing date*" field.
- [6] points to the first transaction row in the "Add new transactions" table.
- [7] points to the "Facility*" dropdown in the "Outputs of this processing" section.
- [8] points to the "Internal lot name*" text field.
- [9] points to the "Output quantity in 500g packages" text field.
- [10] points to the "Roasting profile" text field.
- [11] points to the bottom of the page.

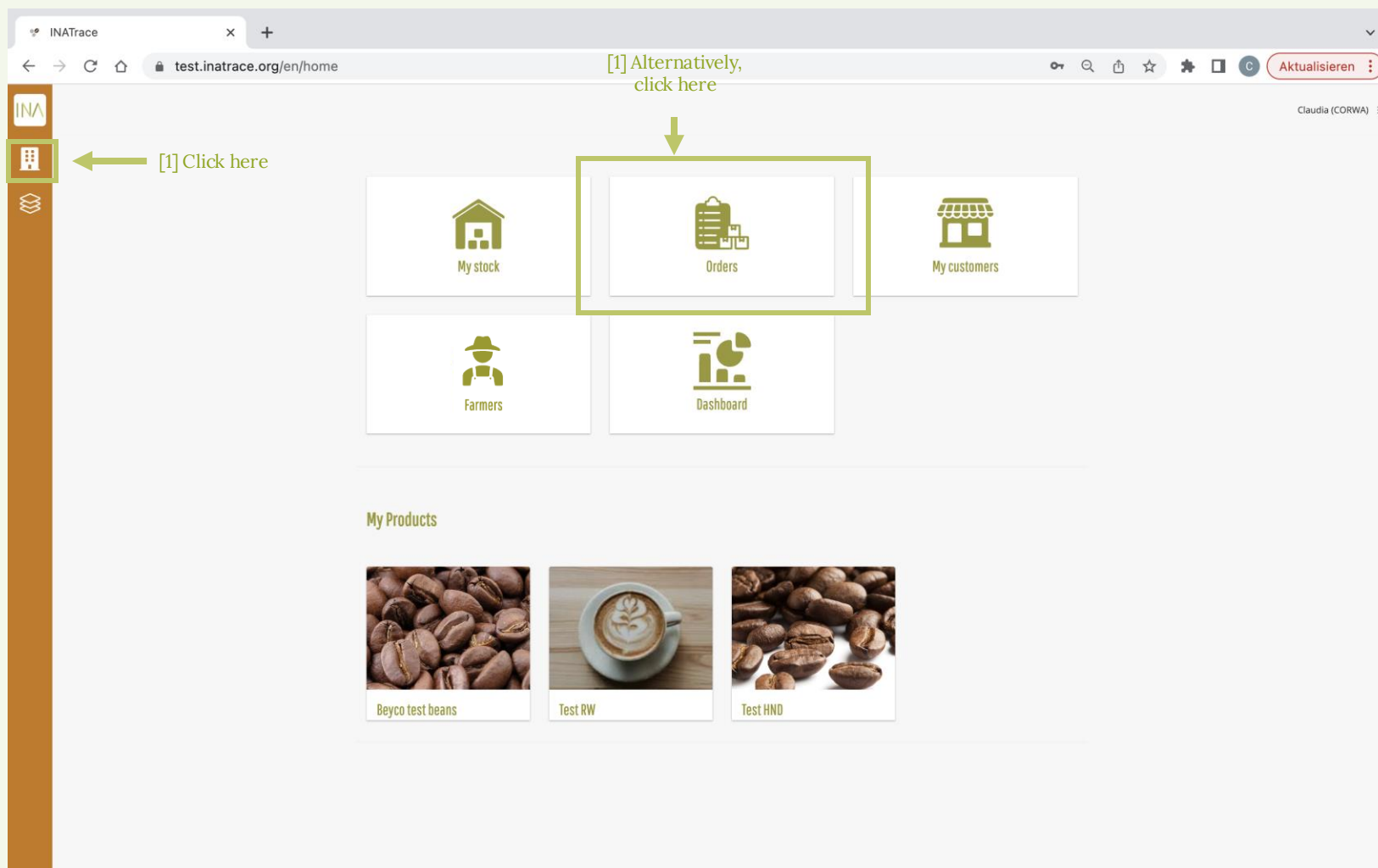
Chapter 5.

Payment module

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

5.1 Record an order payment

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



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

[1] →

[2] →

[3] ←

[4] Click “add balance payment”

INATrace

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

Export Pros

Received orders

Placed orders

Placed orders

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/14

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

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

New payment

Basic information

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

Payable from Export Pros

Payable to

☐ Company Magic Mountain Producers ×

or

☐ Collector

or

☐ Farmer

Order reference Test25072023

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

Payment type* Bank transfer

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

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

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

Cancel Save → [10] Save

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/payments/tab`. The top navigation bar includes tabs for 'Deliveries', 'Processing', 'Payments' (highlighted with a green box and arrow [3]), and 'All stock'. The left sidebar contains navigation options: 'My stock' (highlighted with a green box and arrow [2]), 'Orders', 'Farmers', and 'Dashboard'. The main content area is titled 'Payments' and shows a list of payments. The first payment is highlighted with a green box and arrow [1].

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

Summed up quantities

Total amount paid
554,324 EUR

Bulk payments

List of bulk payments
Showing 0/0

No payments found

Chapter 6.

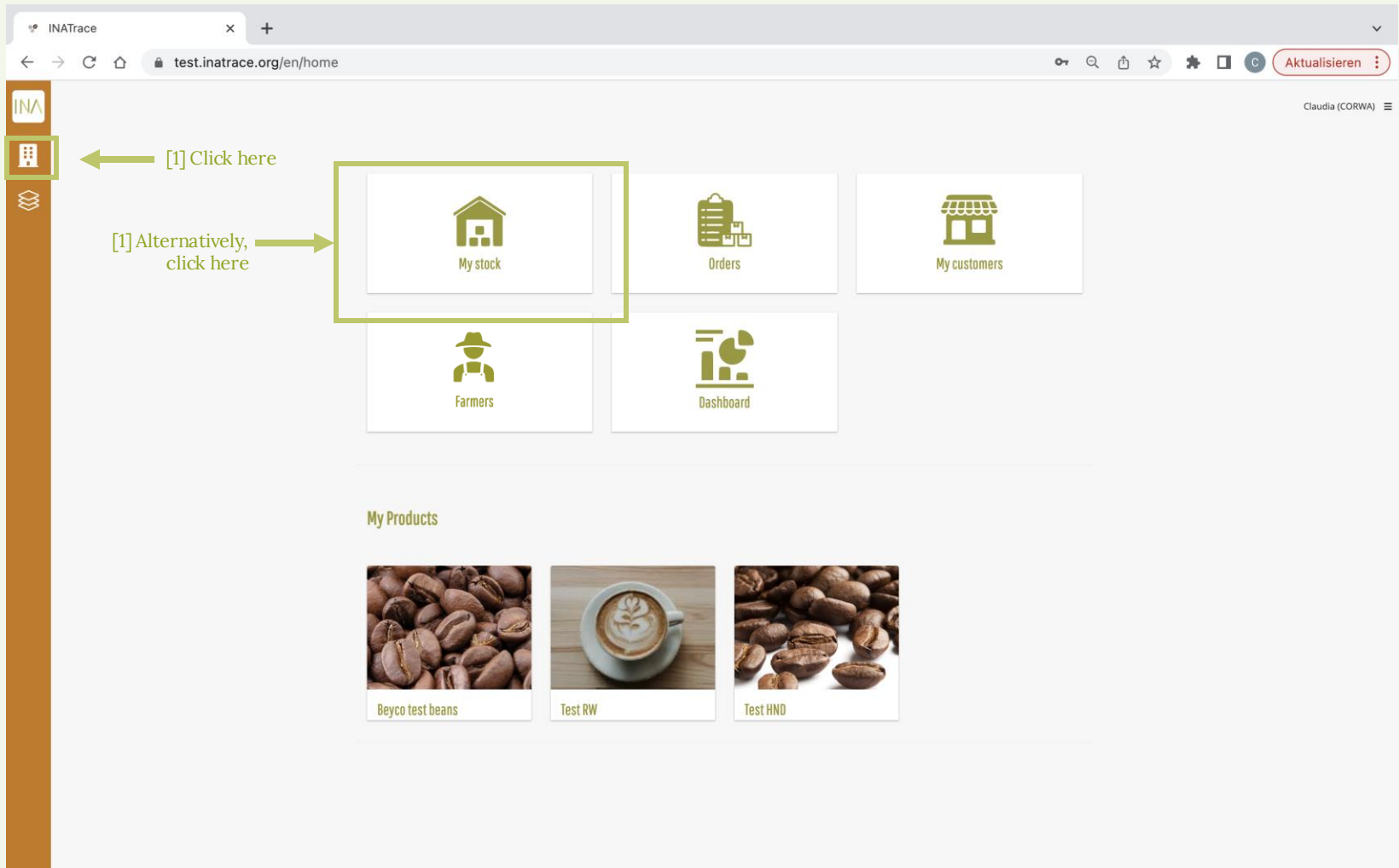
All stock module

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

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

6.1 View stock and batch history

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



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

[1] →

[2] →

[3] →

[4] Select facility

[5] Click here

INA Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

Login to Beyco

Select facility
Green coffee storage

List of grouped orders
Showing 4/4

Group view Single view

Available only x Filter Select SKU

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

Summed up quantities

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

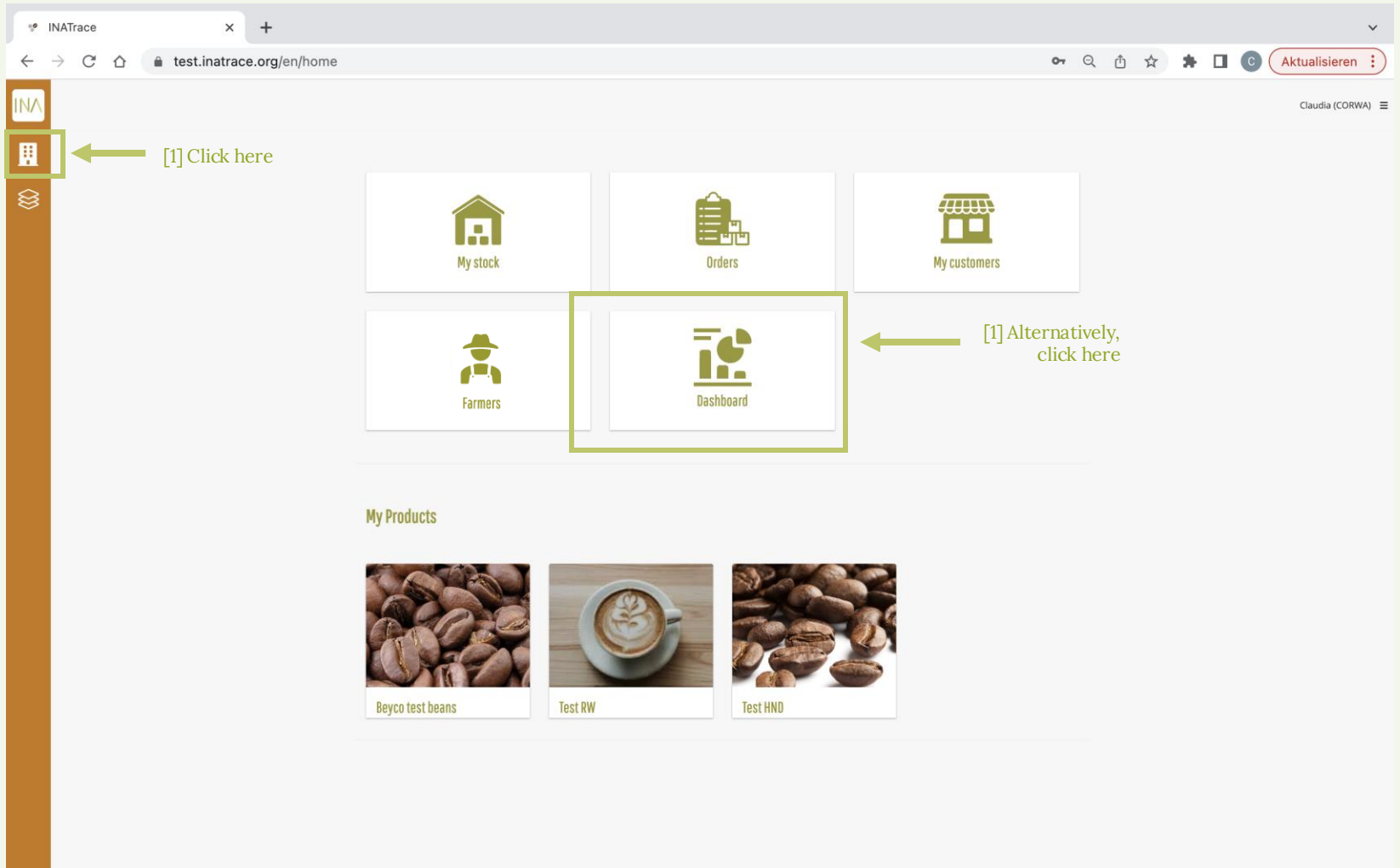
Chapter 7.

Dashboard

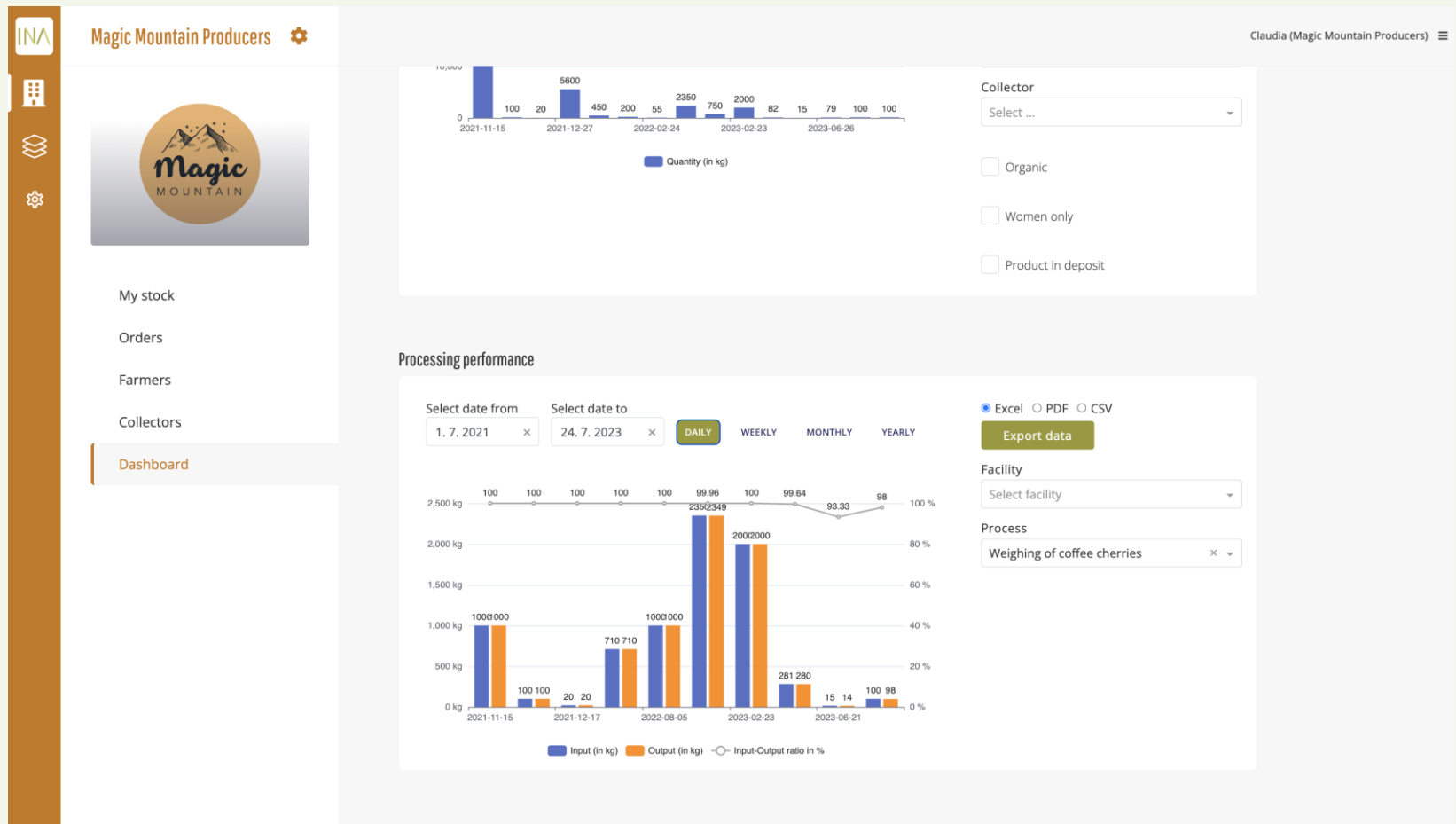
This module allows system users to view aggregated data previously entered into the system and export the data.

7.1 Processing dashboard

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



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

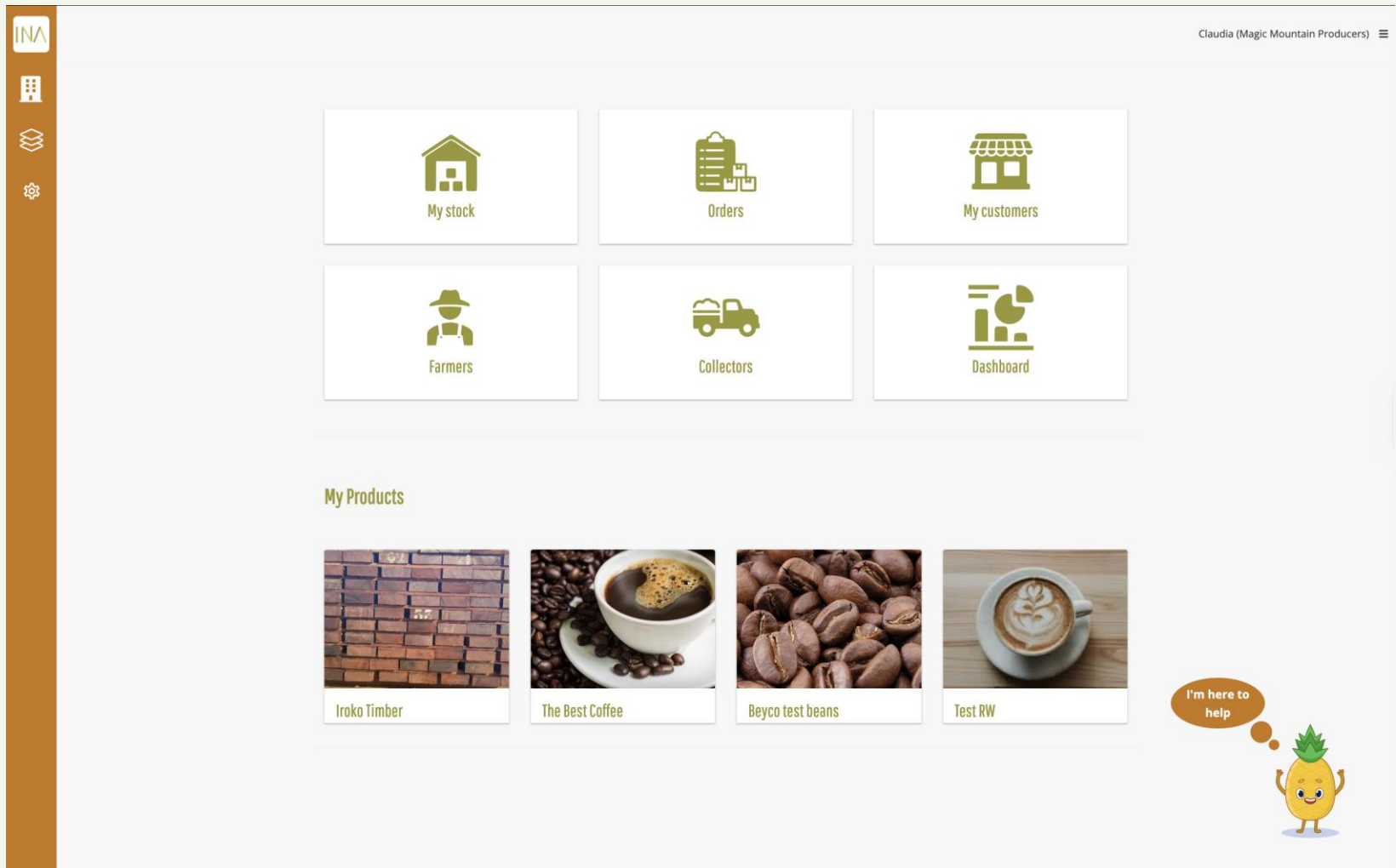


Chapter 8.

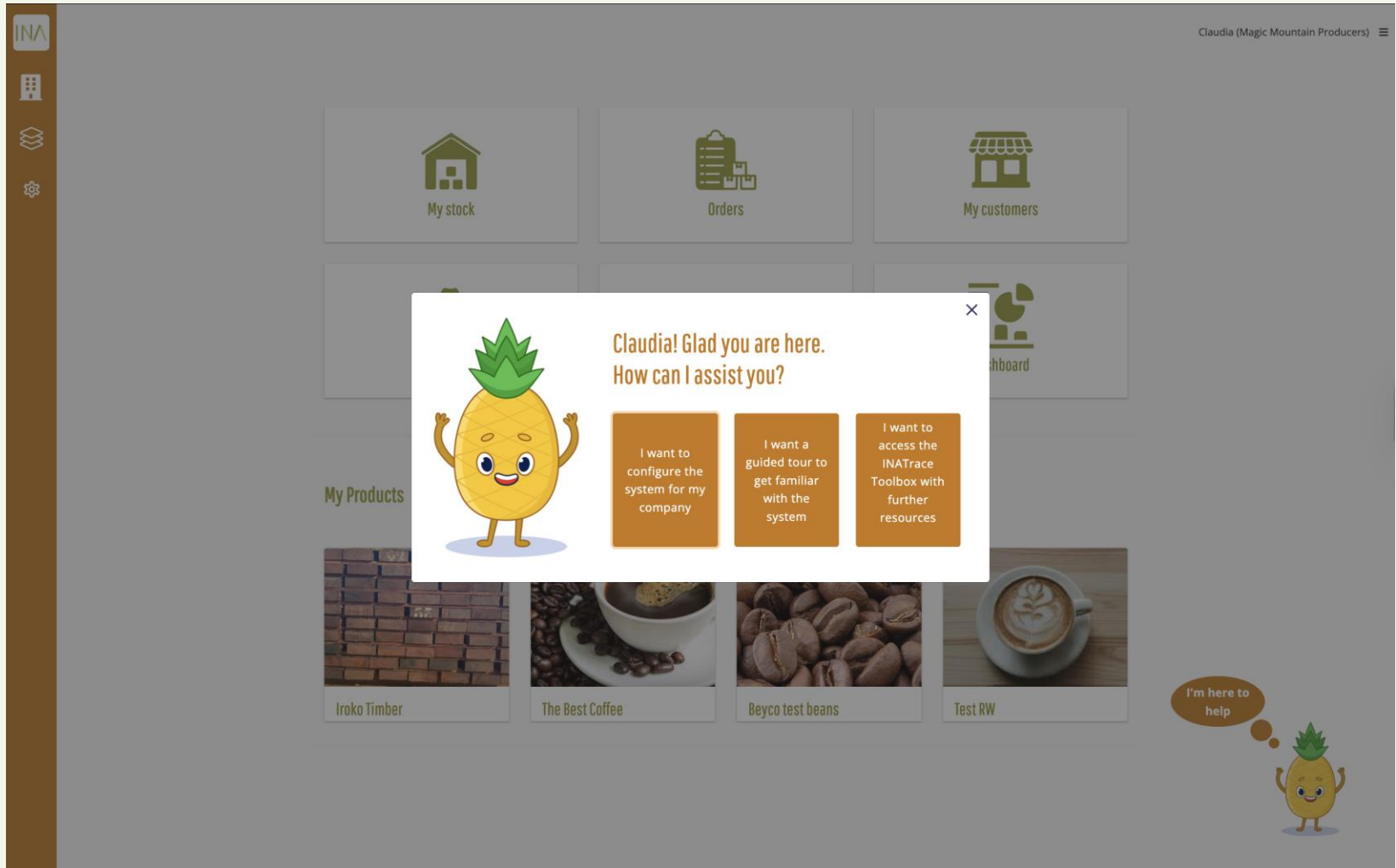
Company configuration (ADMIN ONLY)

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

If you are just getting started with INATrace and need to set up the configuration for your company, make sure that you have “company admin” rights to start with. To find out where you find all parts of the company configuration and add first configurations, you can click on Mr. Pineapple in the lower right corner of the user interface.



Next: Click on “I want to configure the system for my company” and start completing the checklist. Alternatively, you can also start with a guided tour through the system to get familiar with the functionalities or access additional user manuals and admin guides.



8.1 Access your company profile - Option 1

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

[2] Configuration access – option 1

[1] →

INA Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

Select facility

Select facility

+ Add delivery + Add bulk delivery

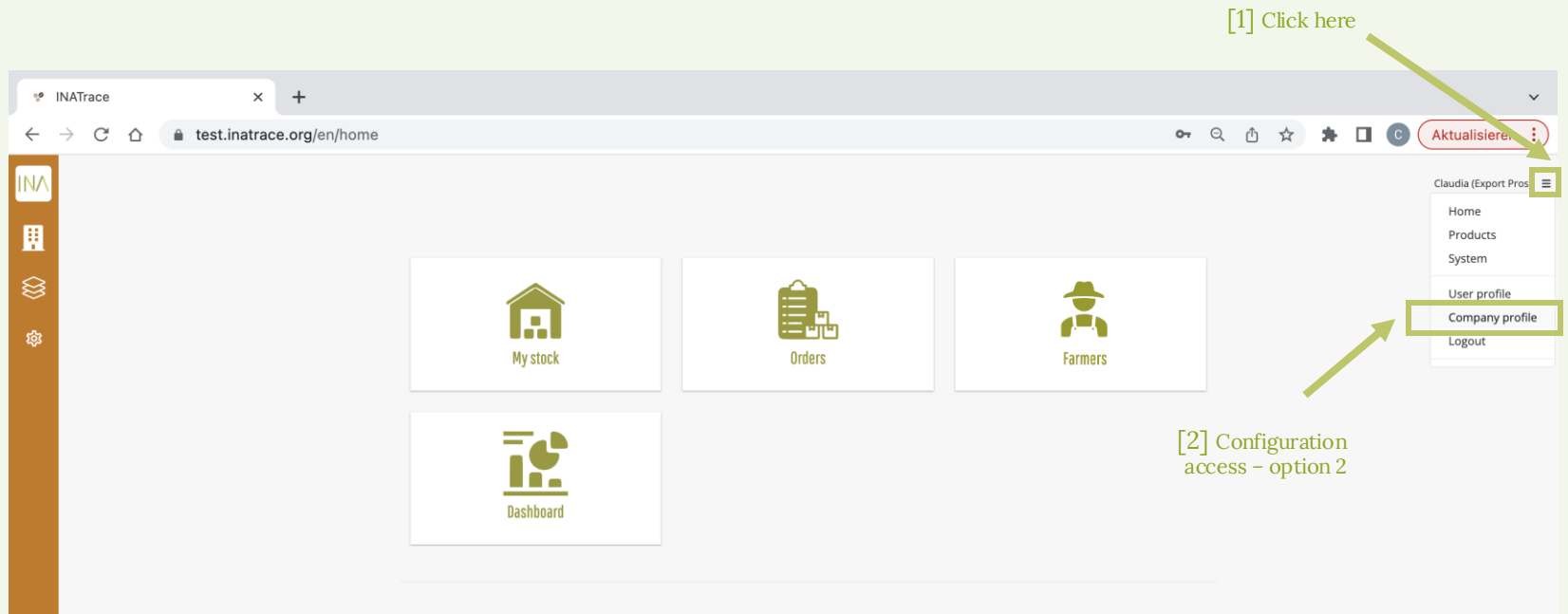
List of deliveries

Showing 10/28

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

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

8.1 Access your company profile - Option 2



8.2 Edit Company information

INATrace

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

System

Company Users Facilities Processing actions

Claudia (Magic Mountain Producers)

Companies

Users

Settings

Value chains

Currencies

Edit company (Magic Mountain Producers)

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

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

Company headquarters

Street address
Main Street 123

City
Mabanza

State / Province / Region
Enter State / Province / Region

Zip / Postal Code / P.O. Box
Enter Zip / Postal Code / P.O. Box

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](#)
[Add new](#)

Production records

Production records [Add new](#)
[Add new](#)

Meet the Farmers

Meet the Farmers [Add new](#)
[Add new](#)

Social media

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

Facebook webpage URL [🗑](#)

Instagram webpage URL [🗑](#)

Twitter webpage URL [🗑](#)

YouTube webpage URL [🗑](#)

Other webpage URL [🗑](#)

[Save](#) [Validation check](#)

[Back](#) [Validation check](#) [Save](#)

Currency to purchase
your input products

Activate integration to Beyco
coffee sales platform for your
company

Upload organic certificate / Fairtrade
etc.

Upload photos of
production processes.

Upload photos of farmers
and quotes.

To validate your inputs,
click on save.

8.3 Add/Edit company facility

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/companies/5/facilities`. The sidebar on the left is titled 'System' and includes a 'Companies' section. The top navigation bar has tabs for 'Company', 'Users', 'Facilities', and 'Processing actions'. The main content area is titled 'Company facilities (Magic Mountain Producers)' and shows a list of facilities. A table lists the facilities with columns for Name, Facility type, Sellable semi-products or final products, Location, and Actions. A map below the table shows the geographical locations of the facilities in Rwanda. Annotations highlight the '+ Add facility' button and the 'Edit' action in the table.

Company facilities (Magic Mountain Producers)

List of facilities
Showing 5/5

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

Karte **Satellit**

Map showing the location of facilities in Rwanda, including locations like Goma, Kigali, and various districts.

Add a new facility to your company

Edit facility configuration for an existing facility

New facility

Basic information

Facility type*

Select facility type

Select facility type.

Translations

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

EN DE RW ES

Name of facility

Enter name

Type in name of the facility.

Location

Country*

Select from codes ...

Village

Enter village

Cell

Enter cell

Sector

Enter sector

Is location publicly visible on a map?*

Select option ...



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

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

Additional attributes

Is this a collection facility?*

Select option ...

Contains sellable semi-products or final products?*

Select option ...

☐ Display 'May involve collectors'

☐ Display 'Organic'

☐ Display 'Women only'

☐ Display 'Tare'

☐ Display 'Damaged price deduction'

☐ Display 'Damaged weight deduction'

☐ Display 'Price determined later'

Value chains

Type value chain name

Coffee Rwanda

Contained semi-products

Select semi-product

Contained final products

Select final product

Cancel Save

Choose "yes" for final storage.

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

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

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

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

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

Check if everything is correct before saving.

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

8.4 Add/Edit processing actions

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/companies/5/processingActions`. The sidebar on the left contains the following navigation items: System, Companies (highlighted), Users, Settings, Value chains, and Currencies. The top navigation bar includes links for Company, Users, Facilities, and Processing actions (highlighted). The main content area is titled "Processing actions (Magic Mountain Producers)" and lists processing actions. A button labeled "+ Add processing action" is located in the top right of the main content area. A table lists the processing actions, with columns for Name of process, Type, Input semi-product/final product, Output semi-products/final product, and Actions. The table contains six rows of data. The "Edit" link in the Actions column of the second row is highlighted.

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

- 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)

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

Enter name of process in selected language

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

The screenshot shows the 'Output semi-products' configuration page. It includes sections for 'Output semi-products', 'Facilities where this process starts', 'Processing Evidence Fields', and 'Processing Evidence Documents'. Green arrows point to various fields and checkboxes, indicating optional configuration points.

Output semi-products

Select output semi-product.
Select semi-product

Pile of unwashed coffee cherries ☐ Repacked Max output weight: kg

Estimated output quantity per kg
Enter estimated output quantity

Internal lot name prefix*
LOT

Sort order of this processing action
1

Facilities where this process starts

Add facilities where this processing action starts
Select facility

Processing Evidence Fields

Add processing evidence fields that have to be specified after this processing action has been performed.

Select evidence field

Grade mandatory / required on quote ☐

Processing Evidence Documents

Add processing evidence documents that have to be specified after this processing action has been performed.

Select document type

Purchase sheet mandatory / required on quote / required in a group on quote ☐

Cancel Save

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

Select documents that the user must upload for that process.

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



SASI – Sustainable Agricultural Supply Chains Initiative by

On behalf of



Federal Ministry
for Economic Cooperation
and Development