

INATrace USER GUIDE



FOR EXPORTERS



INATrace

The Traceability Tool for Sustainable
Supply Chains

User Guide 2025



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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.

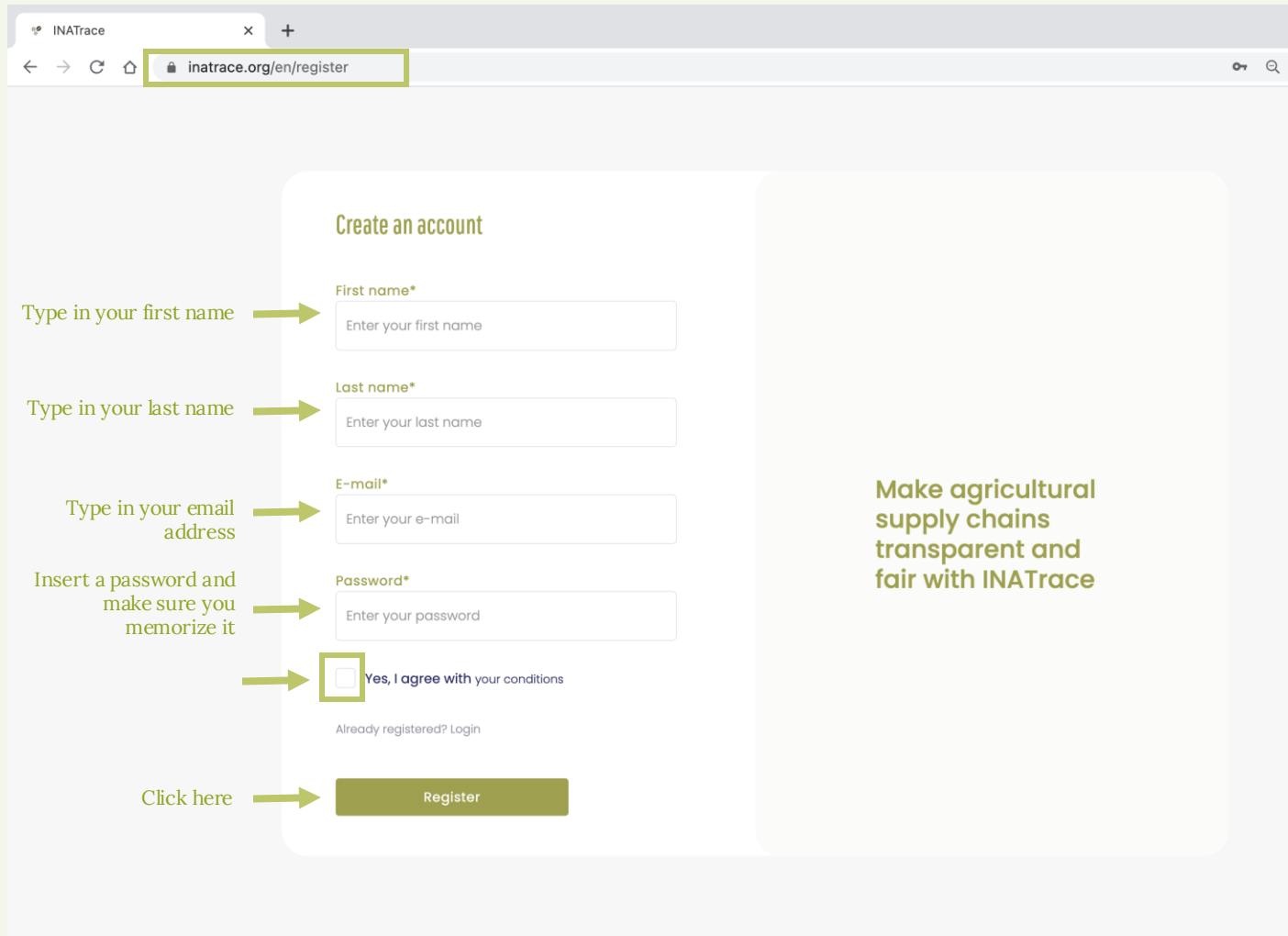
Chapter 1.

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.



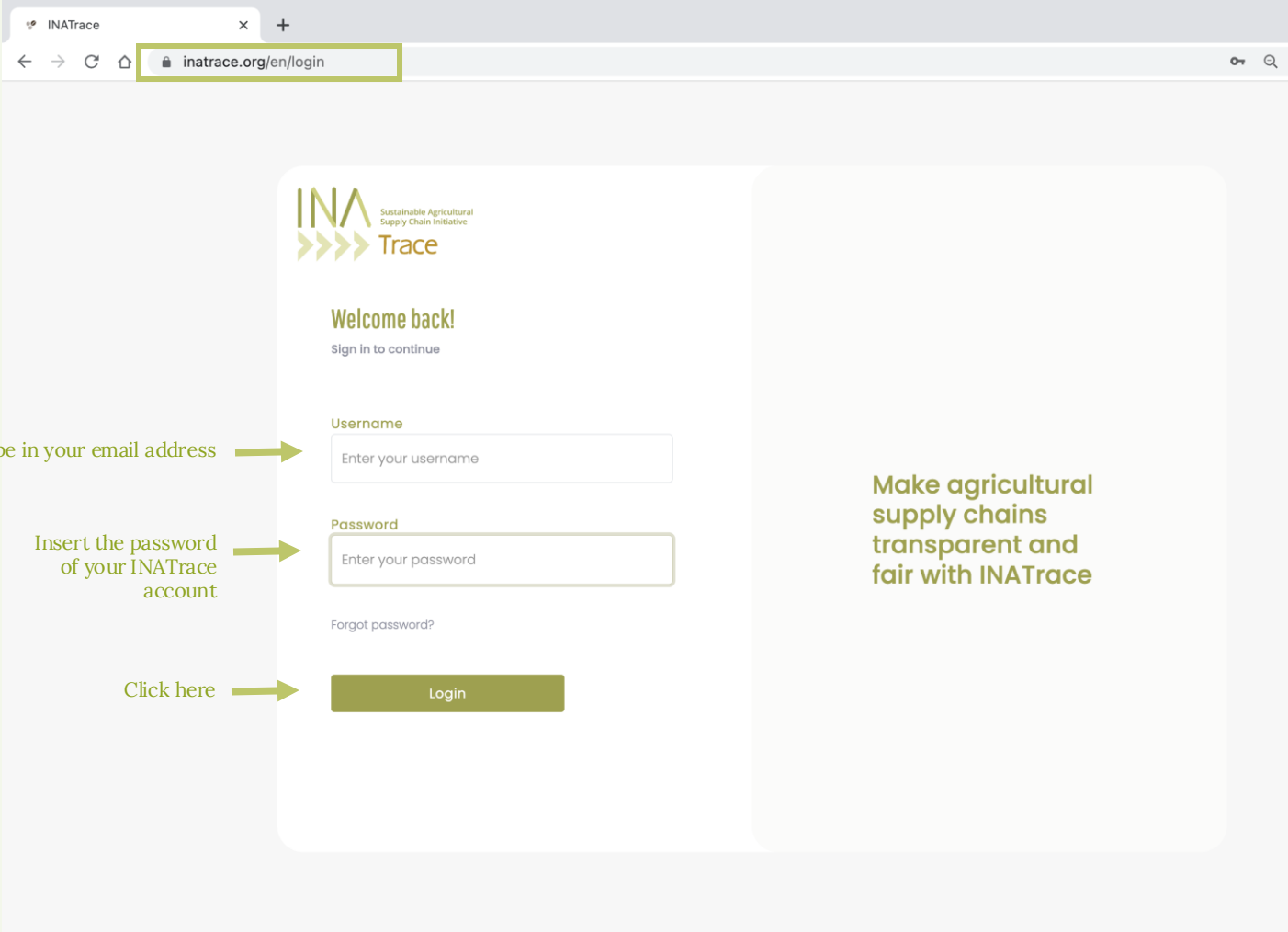
The screenshot shows the INATrace registration page. The browser address bar is highlighted with a green box, showing the URL inatrace.org/en/register. The page title is "INATrace". The main heading is "Create an account". The form fields are:

- First name* (with annotation: "Type in your first name" and an arrow pointing to the input field)
- Last name* (with annotation: "Type in your last name" and an arrow pointing to the input field)
- E-mail* (with annotation: "Type in your email address" and an arrow pointing to the input field)
- Password* (with annotation: "Insert a password and make sure you memorize it" and an arrow pointing to the input field)
- Yes, I agree with your conditions (with a checkbox and an annotation: "Click here" and an arrow pointing to the checkbox)

Below the form fields is a link: "Already registered? Login". At the bottom of the form is a green "Register" button. To the right of the form 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 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 with a "Sign in to continue" link. Below this are two input fields: "Username" (with placeholder text "Enter your username") and "Password" (with placeholder text "Enter your password"). A "Forgot password?" link is positioned below the password field. At the bottom of the form is a green "Login" button. Three green arrows with text annotations point to the form elements: "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. To the right of the login form, a large green box contains the text "Make agricultural supply chains transparent and fair with INATrace".

Type in your email address →

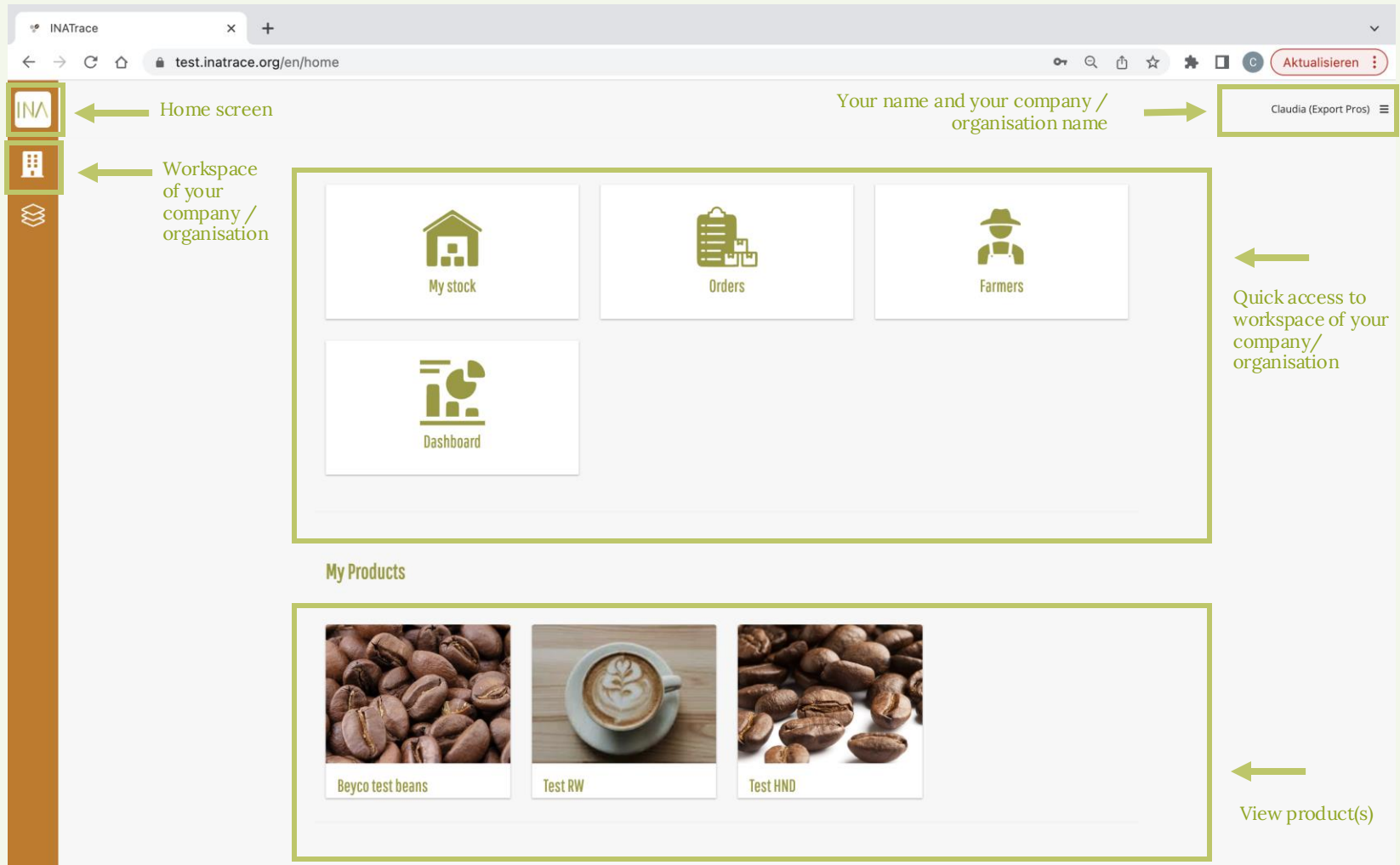
Insert the password of your INATrace account →

Click here →

Make agricultural supply chains transparent and fair with INATrace

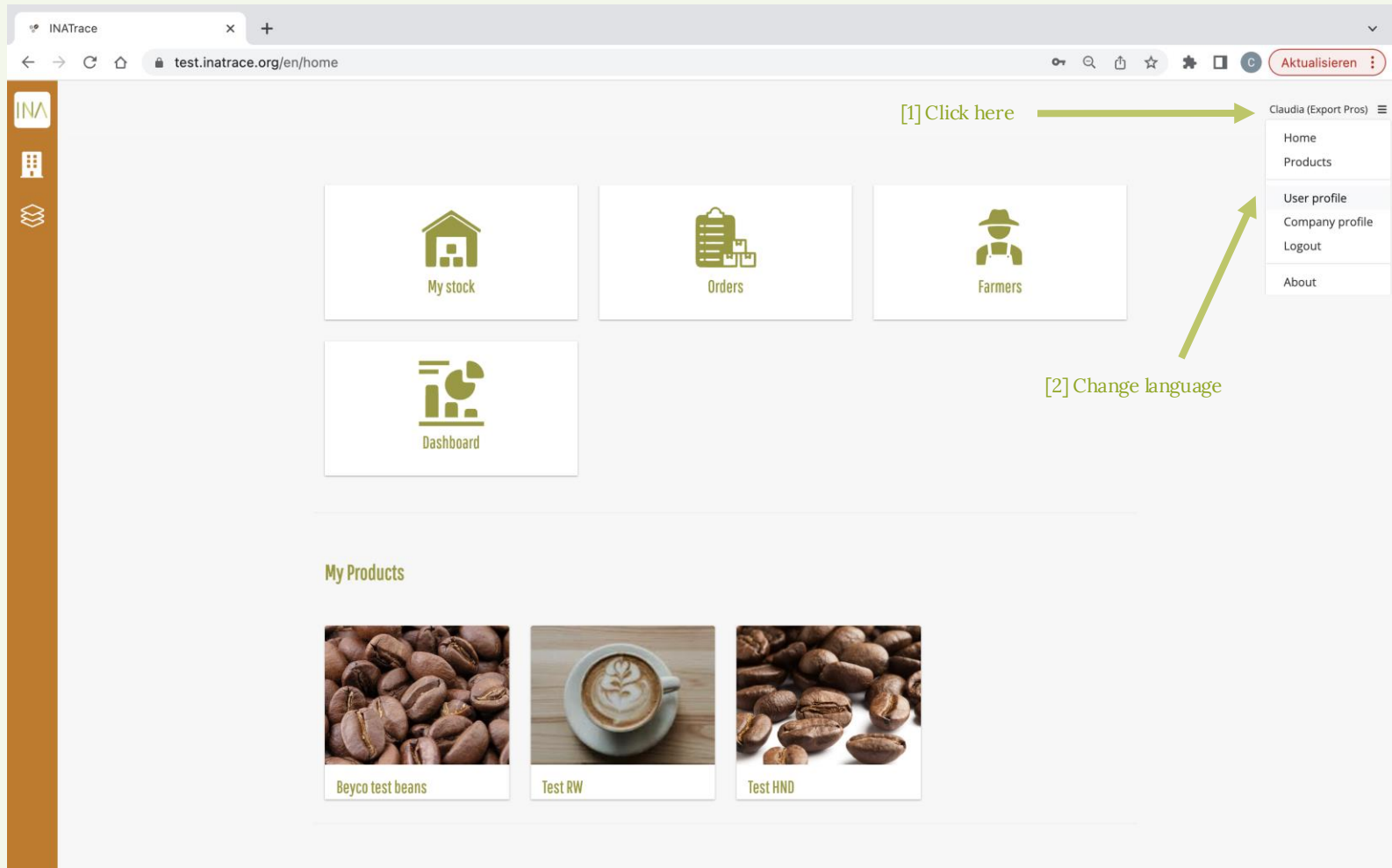
1.3 Overview of the user interface

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 "Basic information" section contains fields for "First name*" (Claudia), "Last name*" (Test), and "Username", along with a "Reset password" button. The "User language" section is highlighted with a green box and an arrow pointing to it with the text "[3] Select your language." This section shows "Selected" language as "EN" and "Available" languages as "DE", "RW", and "ES". At the bottom right, there are "Go back" and "Save" buttons, with an arrow pointing to the "Save" button and the text "[4] Click on save."

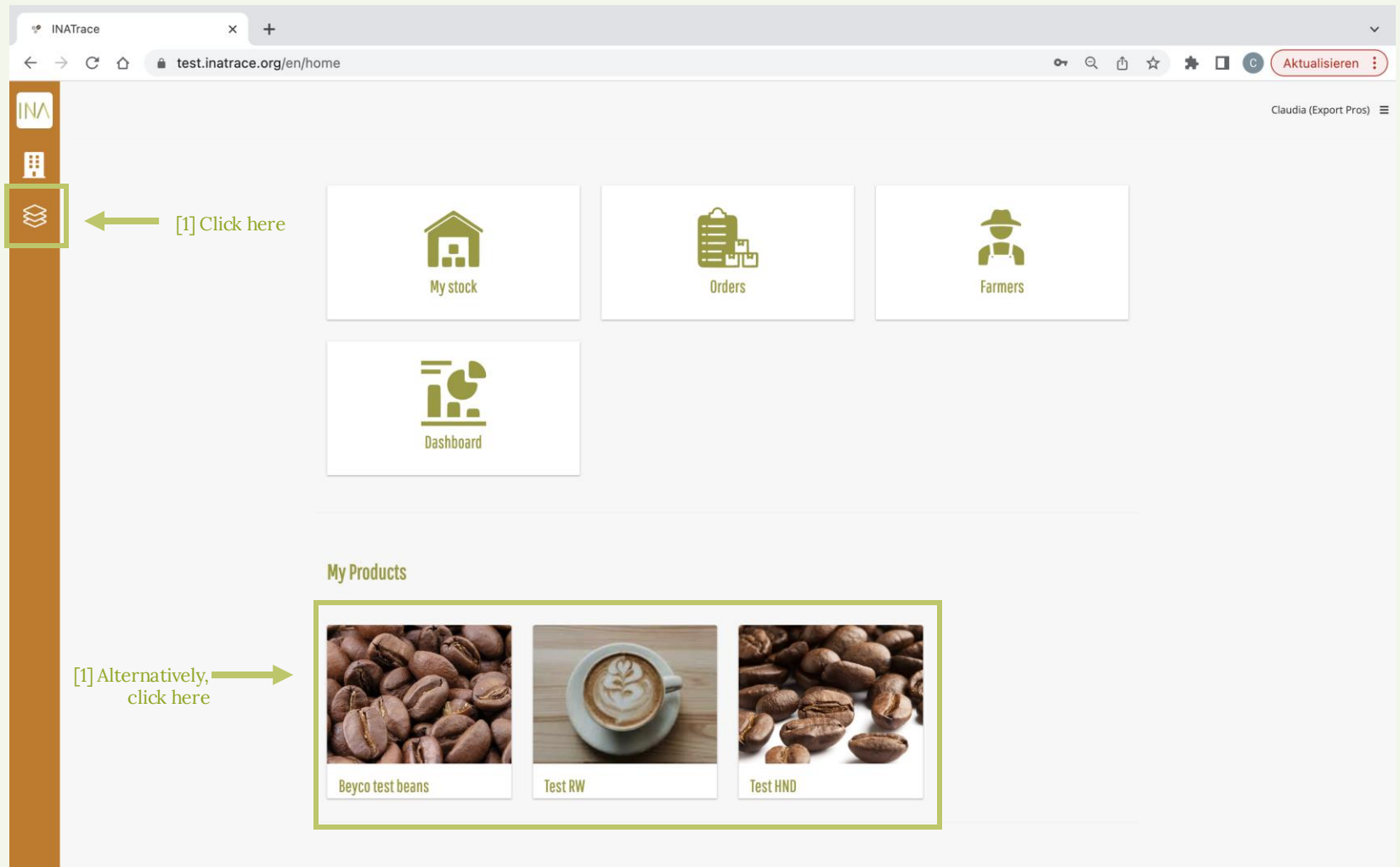
Chapter 2.

Product settings

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

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

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



2.1 General product settings

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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9/product`. The left sidebar contains a navigation menu with the following items: **Product** (selected), QR labels, Knowledge blog, Stakeholders, Final products, and Archive product. The main content area is titled **Product settings** and is divided into two sections: **Value chain** and **Product data**. The **Value chain** section features a text input field containing "Coffee Rwanda". The **Product data** section contains several form fields: "Product name" (Test RW), "Product photo*" (coffee cup.jpeg, with a "Browse" button and a trash icon), "Product description" (This is a test coffee with settings of coffee value chain Rwanda.), and "Origin" (Rwanda). A note below the description field states: "Briefly describe the product AND reasons why your product is worth buying. (example: special properties, health benefits, great value, organic production....)".

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 any batch-specific information. It holds only the static product-specific information.

The screenshot displays the INATrace web application interface for managing QR labels. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9`. The sidebar on the left contains navigation links: Product, QR labels (highlighted with a green box), Product settings, Knowledge blog, Stakeholders, Final products, and Archive product. The main content area is titled "QR labels" and shows two existing labels with QR codes and a third button labeled "ADD INATRACE LABEL" (highlighted with a green box and labeled [1] Click here). Below the labels, there is a "View page (only label data are visible)" button and a "Publish" button (highlighted with a green box and labeled [2] Click here). The "Label data" section contains a form with the following fields:

- Label name: Test RW
- Label photo*: coffee cup.jpeg (with a "Browse" button and a trash icon)
- Label description: 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 chain. Note, that only system admins can edit the “Stakeholders” submenu of a product (e.g. adding new companies to the value chain).

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

The main content area is titled 'Value chain' and is divided into four sections: 'Buyers', 'Importers', 'Exporters', and 'Producers'. Each section has a corresponding '+ Add' button on the right. The 'Buyers' section lists 'CORWA'. The 'Exporters' section lists 'Export Pros'. The 'Producers' section lists 'Magic Mountain Producers'. Each listed entity has a small icon and a three-dot menu icon to its right.

In the lower part of the “Stakeholders” submenu, you see who the product admins for the selected product are (meaning the companies who can edit a 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 shows the INATrace web application interface. On the left, a sidebar contains a menu with icons for Product, Stakeholders, and Final products. The 'Stakeholders' option is highlighted with a green box. The main content area is titled 'Value chain' and displays sections for Processors, Traders, and Product admins. The 'Product admins' section lists three entities: Magic Mountain Producers, CORWA, and Export Pros. At the bottom, there is a 'Data sharing agreements' section with an 'Add new' button. A green arrow points to this button with the text 'Upload data sharing agreements here'. Another green arrow points to a 'Save' button at the bottom right with the text 'Save'.

Value chain

Processors + Add processor

Traders + Add trader

Product admins + Add product admin

Magic Mountain Producers CORWA Export Pros

Data sharing agreements

Add new

Back Save

Upload data sharing agreements here

Save

2.3 Final products

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The sidebar on the left contains navigation links: Product settings, QR labels, Knowledge blog, Stakeholders, and Final products (highlighted with a green box). Below the sidebar is 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 table contains one entry: CORWA Espresso 500g. The 'Actions' column for this entry has 'Edit' and 'Delete' links, which are highlighted with a green box. An annotation with an arrow points to the '+ Add' button, stating: 'Click here to add a new final product'. Another annotation with an arrow points to the 'Edit/Delete' links, stating: '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 displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9/final-products`. The page title is "Product". The main content area is titled "Final products" and shows a list of final products with the header "List of final products" and "Showing 1/1". A modal form titled "Add new final product" is open in the center. The form contains the following fields and options:

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

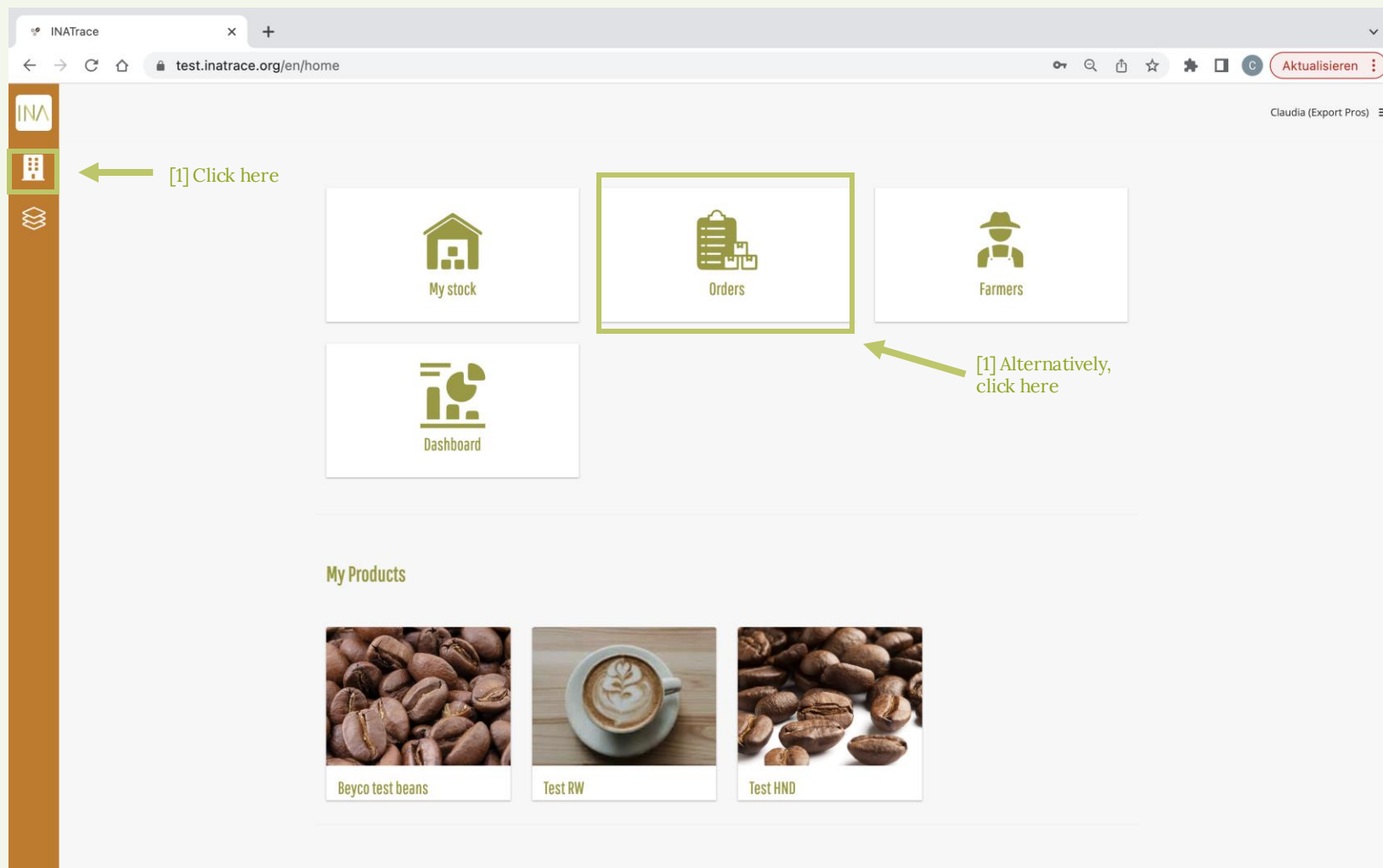
The modal form also includes "Cancel" and "Save" buttons at the bottom right. The background of the application shows a sidebar with navigation options: "Product settings", "QR labels", "Knowledge blog", "Stakeholders", "Final products" (highlighted), and "Archive product". The top right corner of the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

Chapter 3. **Orders**

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

3.1 Place an order to your supplier

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



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

INATrace

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

Export Pros

[1] Click here

My stock

Orders

[2] Click here

Received orders

Placed orders

[3] Click here

Selected facility

Select facility

+ Order semiproduct

[4] Click here

List of orders

Showing 10/13

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

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu. Below this, there is a "List of orders" section showing a table of orders. 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".

Date of delivery	SKU	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro t of green coffee		100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro t of green coffee		100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		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
2022-12-15	69kg bags of green coffee	12345	500 / 30	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 displays the INATrace web application interface. The browser address bar shows the URL `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 is open, titled "First select facility and order template". The dialog contains two dropdown menus: "Select facility*" and "Select quote order template*". The "Select facility*" dropdown is set to "Green coffee storage". The "Select quote order template*" dropdown is set to "Order green coffee from the producer". A green 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	Time of last change	Actions
2023-08-01	Grainprot of green coffee	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainprot of green coffee	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainprot 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

Enter all order details.

INATrace

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

Aktualisieren

Claudia (Export Pros)

Order details

Processing*

Order green coffee from the producer

Export Pros

Order date*

25. 7. 2023

Semi-product type*

Grainpro bag of green coffee

Facility*

Green coffee storage

Order ID

Enter the order ID

Prefix

ORDER

Internal lot name*

Enter internal lot name

Ordered quantity in kg*

Enter quantity

Preferred delivery date*

D. M. LLLL

Screen size

Preparation

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

The screenshot shows the INATrace web application interface. The browser address bar displays the URL: `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The user is logged in as Claudia (Export Pros).

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

Green coffee storage (Magic Mountain Producers)

Total quantities

Quantity fulfilled by supplier in kg

Remaining quantity in kg

0.00

Total ordered quantity in kg

Comments

Processing evidence

Other evidence documents

Add document

Add document

Cancel Save

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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/placed-orders`. The sidebar on the left contains navigation icons and labels: 'Export Pros', '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 displayed. The table has the following 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 table contains 8 rows of order data.

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

3.2 Approve your supplier's order fulfillment

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

The screenshot shows the INATrace web application interface. The top navigation bar includes a search bar and a button labeled 'Aktualisieren'. The sidebar on the left contains the INATrace logo and navigation options: 'My stock', 'Orders' (highlighted with a green box), 'Farmers', and 'Dashboard'. The main content area is titled 'Placed orders' (highlighted with a green box) and features a 'Selected facility' dropdown menu. Below this is a 'List of orders' table with 10 columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The table contains 8 rows of order data. The first row is highlighted, and the 'Approve/Reject' button in its Actions column is highlighted with a green box and a green arrow. The 'Quantity / Fulfilled' column for the first row shows '100 / 100', indicating that the order has been fully fulfilled.

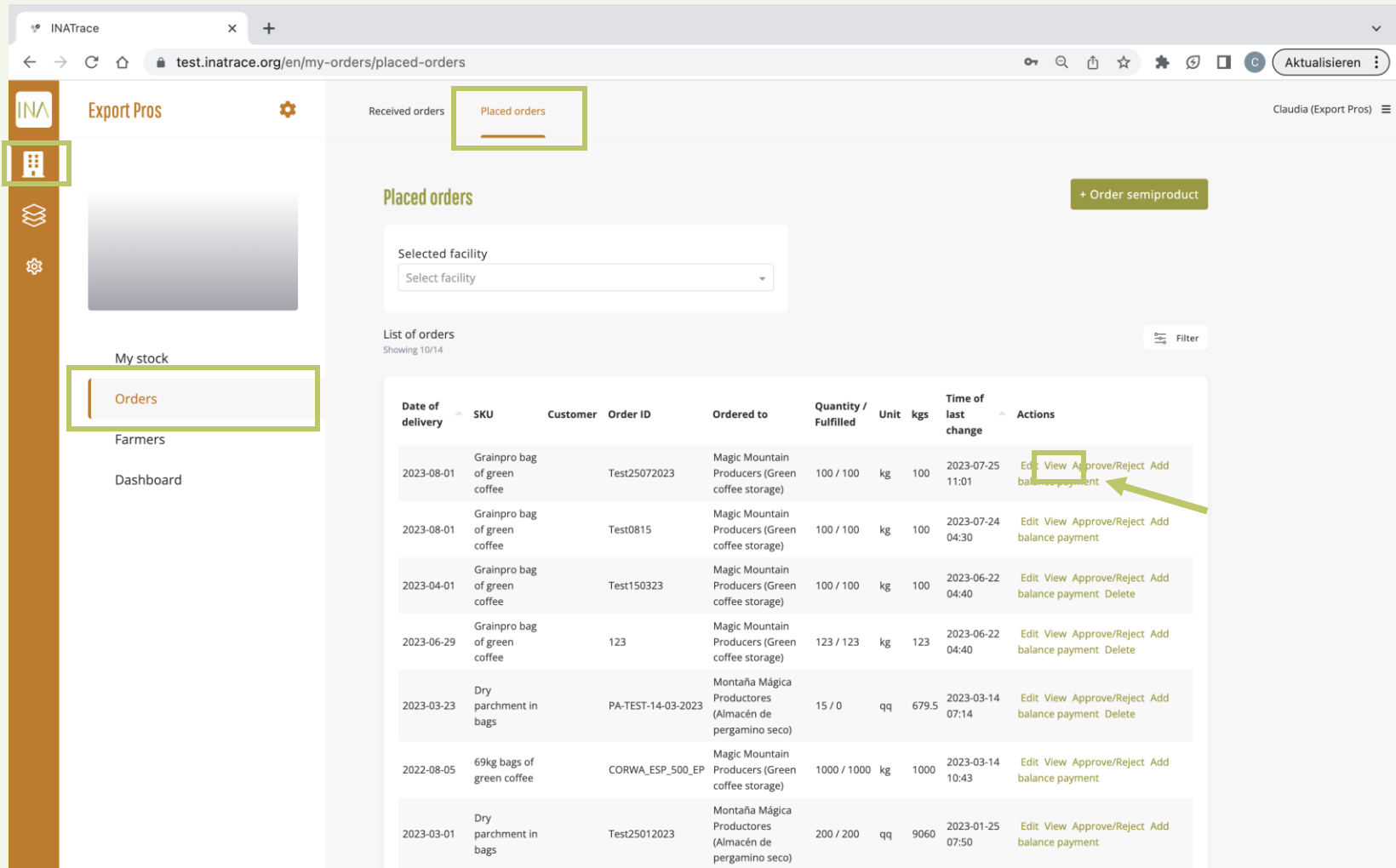
Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro 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
2023-01-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

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

The screenshot shows the INATrace web application interface. The main heading is "Placed orders". Below it, there is a "Selected facility" dropdown menu. A "List of orders" section is visible, showing a table of orders. A modal window titled "Approve / reject transactions" is open, displaying a list of orders with checkboxes for approval. The background shows a table of orders with columns for Date of delivery, SKU, and Actions. A yellow arrow points to the "Confirm" button in the modal.

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
2023-04-01	Grainpro of green coffee	100	15112021/3 5 kg	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee	123	123 / 123 kg	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	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	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Test25012023	200 / 200 qq	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

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



The screenshot shows the INATrace web application interface. The sidebar on the left has a menu with 'My stock' and 'Orders' highlighted. The top navigation bar shows 'Placed orders' selected. The main content area displays a table of placed orders. A green box highlights the 'View' button in the actions column of the first order, with a green arrow pointing to it.

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

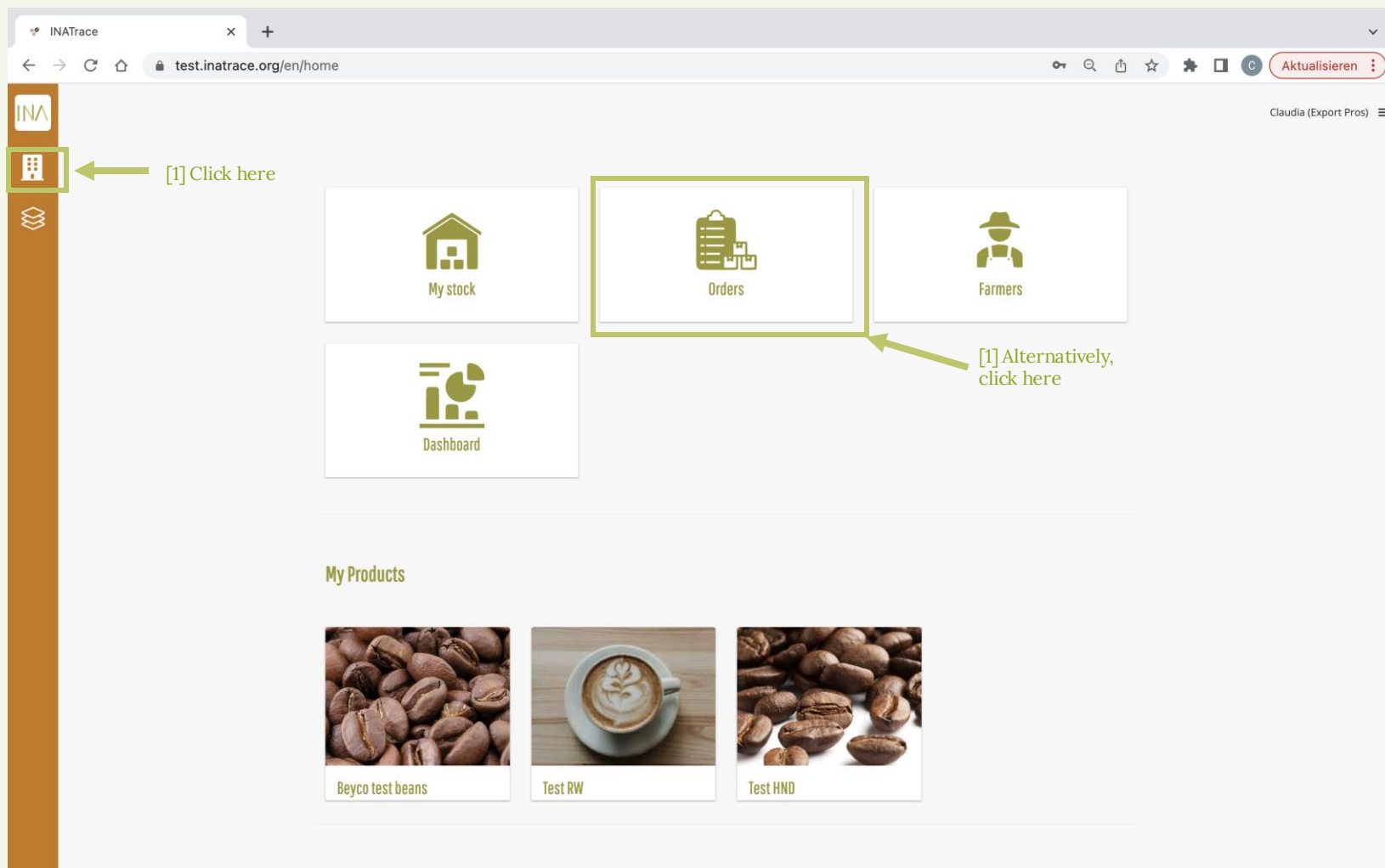
Legend: required in process - present, required in process - missing, additional document in process, required on quote - present, required on quote - missing, one of required documents on quote in group G1 present, all of required documents on quote in group G1 missing

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

3.3 Fulfill an order from your buyer

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



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

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

Magic Mountain Producers

Received orders

Placed orders

Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

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

[1] Click here

[2] Click here

[3] Select “view” or “edit”

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

Order details

Processing*

Order green coffee from the producer

Export Pros

Order date*

24. 7. 2023

Semi-product type*

Grainpro bag of green coffee

Facility*

Green coffee storage

Order ID

Test0815

Prefix

ORDER

Internal lot name*

Test0815

Ordered quantity in kg*

100

Preferred delivery date*

1. 8. 2023

Screen size

16+

Preparation

EU

Supplier details

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

The screenshot displays the INAT'ACE 2.0 interface for managing an order. It is divided into several sections:

- Supplier details:** Includes the supplier name "Magic Mountain Producers", a facility dropdown menu set to "Green coffee storage (Magic Mountain Producers)", and date pickers for "From" and "To".
- Add new transactions:** A list of transactions with checkboxes for selection. The list includes:
 - ☐ Select all (Grainpro bag of green coffee)
 - ☐ ORDER JUL1 (25 kg)
 - ☐ LOT 15112021/3 (15 kg)
 - ☐ LOT 15112021/2 (60 kg)
 - ☐ LOT 15112021/1 (22 kg)
- Total quantities:** A summary section with two progress bars:
 - "Quantity fulfilled by supplier in kg" (empty bar)
 - "Remaining quantity in kg" (filled bar, value 100.00)
 - "Total ordered quantity in kg" (filled bar, value 100.00)Below the bars is a "Comments" text area.
- Processing evidence:** A section for uploading documents, featuring a text input field labeled "Add document".
- Buttons:** "Cancel" and "Save" buttons are located at the bottom right of the interface.

Three green arrows with text labels point to specific features:

- An arrow points to the "Add new transactions" list with the label "Add one or several items".
- An arrow points to the "Add document" input field with the label "Add evidence documents as requested by the buyer".
- An arrow points to the "Save" button.

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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/received-orders`. The sidebar on the left features the 'Magic Mountain Producers' logo and a navigation menu with options: 'My stock', 'Orders' (highlighted with a green box), 'Farmers', 'Collectors', and 'Dashboard'. The main content area is titled 'Received orders' and includes a 'Selected facility' dropdown menu. Below this, a 'List of orders' section displays a table with 4/4 items shown. The table columns are: Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled (highlighted with a green box), Unit, kgs, Time of last change, and Actions. The table contains four rows of order data.

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

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

The screenshot displays the INATrace web application interface for Magic Mountain Producers. The browser address bar shows `test.inatrace.org/en/my-orders/received-orders`. The sidebar on the left contains a vertical menu with icons for Home, Orders, Stock, and Settings. The 'Orders' icon is highlighted with a green box and labeled [1] Click here. The main content area features a top navigation bar with 'Received orders' and 'Placed orders' tabs; the 'Received orders' tab is highlighted with a green box and labeled [2] Click here. Below the tabs, there is a 'Selected facility' dropdown menu. The 'List of orders' section shows 'Showing 4/4' orders. A table lists the orders with columns: Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The first row of the table is highlighted with a green box, and the 'Edit' link in the 'Actions' column is pointed to by a green arrow labeled [3] Select “edit”.

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 / 0	kg	100	2023-07-24 04:20	Edit View
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	Edit View
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	Edit View
2022-08-05	69kg bags of green coffee	Export Pros	CORWA_ESP_500_EP	Green coffee storage	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View

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

INATrace

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

Aktualisieren

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

From To

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

Search

Filter

Existing transactions

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

Add new transactions

☐ Select all (Grainpro bag of green coffee)

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

Add items

Remove items

Total quantities

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

Chapter 4.

Processing Module

The processing module allows users to record all activities related to processing raw materials or semi-products as well as to document transfers from one facility to another.

General Note on recording processing actions

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

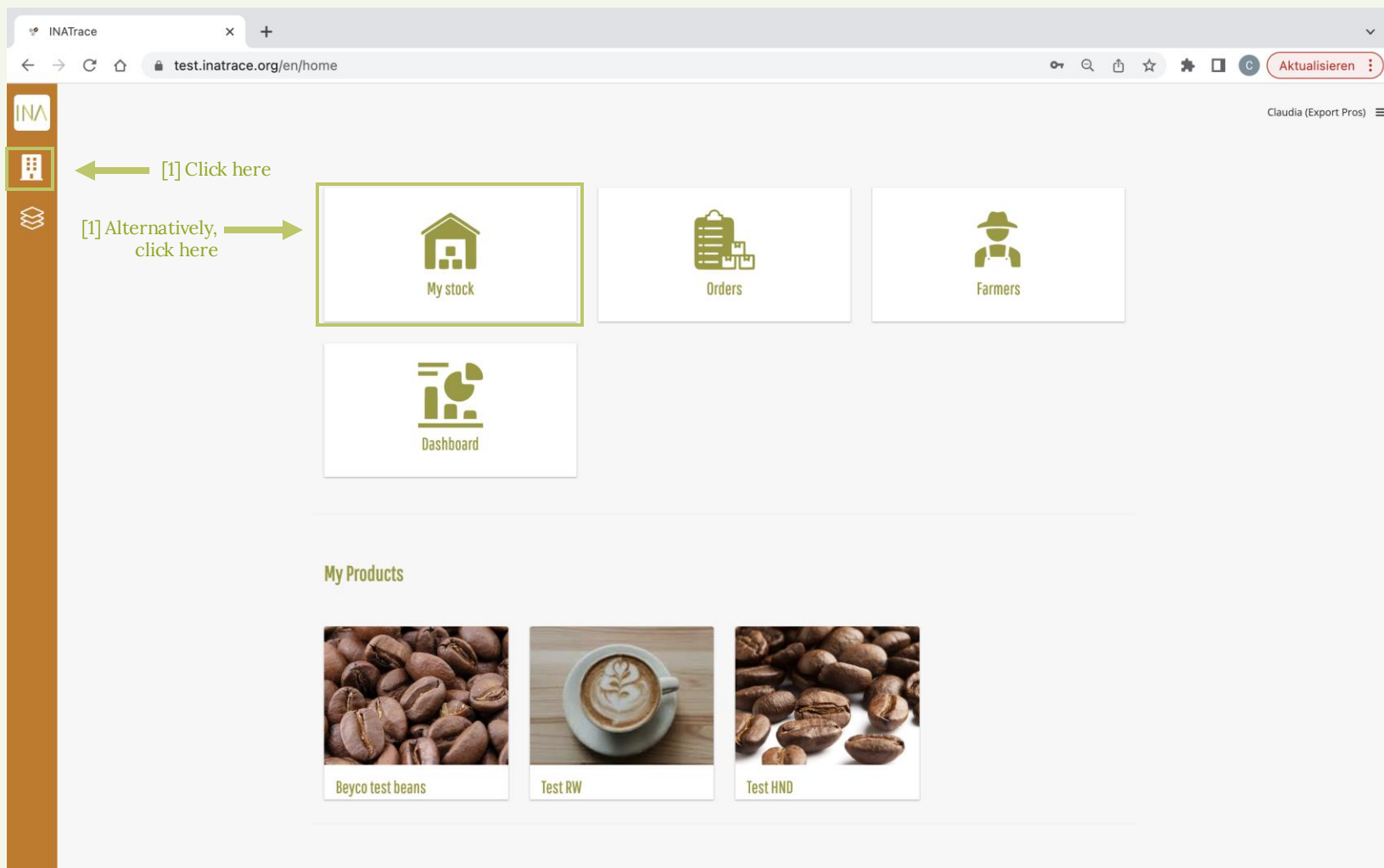
In the following, we show how to document processing actions for an exemplary coffee supply chain.

KEEP IN MIND:

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

4.1 Transfers to other facilities

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



Hover on the tile of the 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 sidebar on the left contains navigation options: INATrace logo, Magic Mountain Producers, My stock, Orders, Farmers, Collectors, and Dashboard. The top navigation bar shows tabs for Deliveries, Processing, Payments, and All stock. The main content area is titled 'Processing actions' and displays a list of facilities. The 'Parchment storage' facility tile is highlighted, showing the action 'Transfer parchment to hulling station'. Annotations [1] through [4] indicate the steps to reach this action: [1] points to the INATrace logo, [2] points to the 'My stock' option, [3] points to the 'Processing' tab, and [4] points to the 'Transfer parchment to hulling station' action.

[1] →

[2] →


[3] →

[4] Select the transfer action at your storage facility

“**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 To

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


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.

Add transfer action

 Choose activity that you want to record

Processing*
Transfer parchment to hulling station

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Parchment storage

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

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

Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Hulling Station

Prefix
ORDER

Internal lot name*
LOT 123

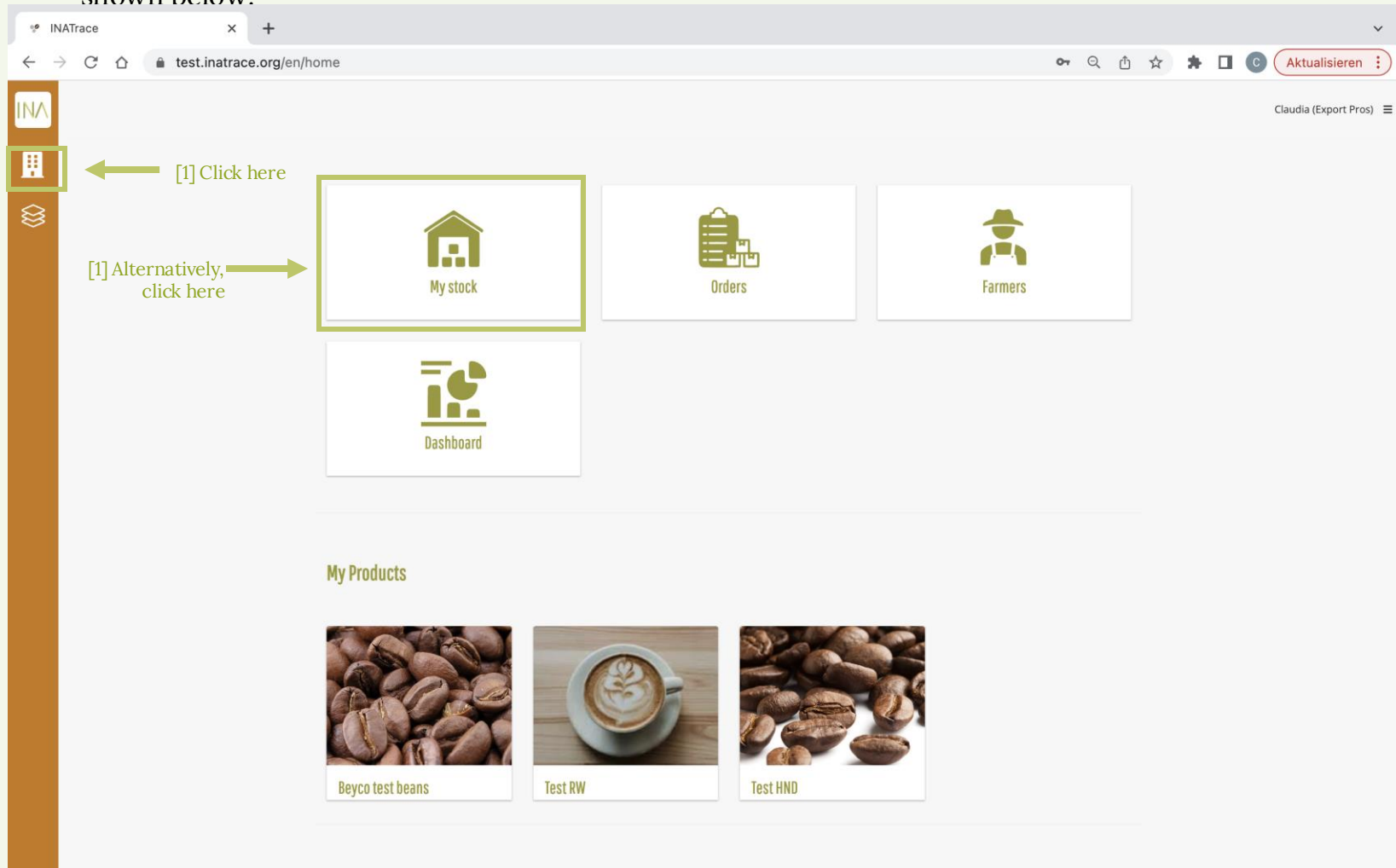
[7] Select your processing facility where your batch is transported to.

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

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

4.2 Processing of semi-products

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



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

The screenshot displays the INATrace web application interface for Magic Mountain Producers. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The interface includes a top navigation bar with tabs for Deliveries, Processing, Payments, and All stock. A left sidebar contains navigation links: My stock, Orders, Farmers, Collectors, and Dashboard. The main content area is titled "Processing actions" and lists facilities: Washing station 1, Washing Station 2, Parchment storage, Hulling Station, and Green coffee storage. The "Hulling Station" tile is highlighted, and a dropdown menu is open, showing the "Hulling and sorting" action. Annotations [1] through [4] indicate the steps to select a processing action.

[1] → [2] → [3] → [4] Select the 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 processing” which means the results after processing

Process
input

Add new processing action

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

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

Process
output

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

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

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

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

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

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

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

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

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

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

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

The image shows a two-part screenshot of a web application interface. The top part shows the 'Processing evidence' form with a 'Comments' text area and an 'Add document' button. A green arrow points to this button with the text 'Click on “Add document”'. The bottom part shows a modal window for adding a document. It contains fields for 'Date*' (with '21.7.2023' and a clear button), 'Type*' (a dropdown menu with 'Select document type'), and 'Document (JPG, PNG, PDF)*' (with a 'Choose file' button and a 'Browse' button). There are 'Cancel' and 'Confirm' buttons at the bottom of the modal. A green arrow points to the 'Confirm' button with the text '[d] Confirm'. Another green arrow points to the 'Save' button at the bottom of the modal with the text '[e] Save the processing action after checking everything was entered correctly'. A third green arrow points to the 'Date*' field with the text '[a] Make sure the date is right'. A fourth green arrow points to the 'Type*' dropdown with the text '[b] Select the proof document type'. A fifth green arrow points to the 'Document (JPG, PNG, PDF)*' field with the text '[c] Upload weight note / proof of purchase with signature of the farmer.'

Comments

Processing evidence

Other evidence documents

Add document

Cancel Save

[a] Make sure the date is right

[b] Select the proof document type

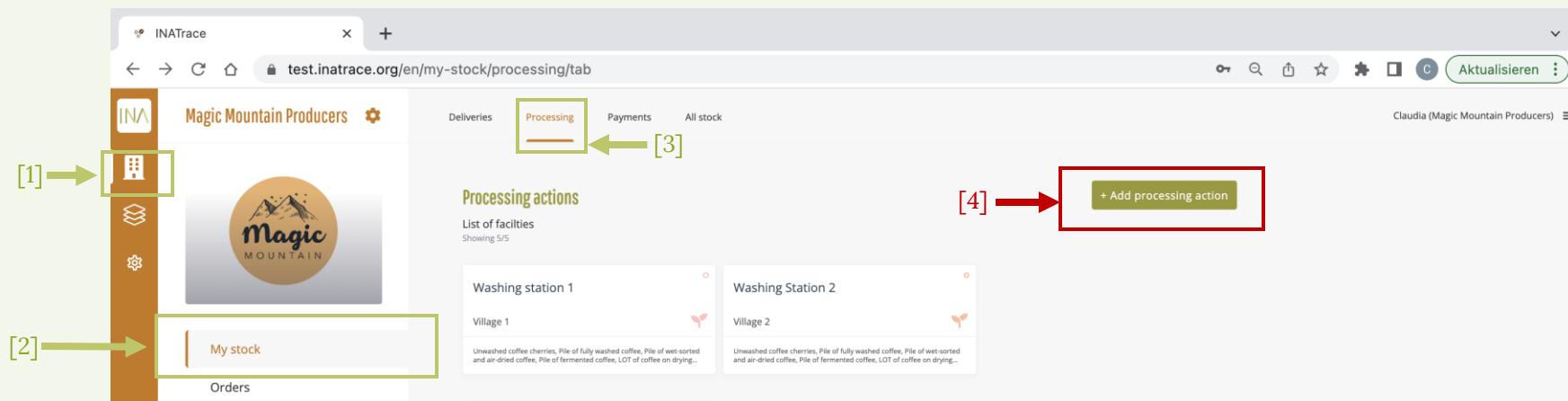
[c] Upload weight note / proof of purchase with signature of the farmer.

[d] Confirm

[e] Save the processing action after checking everything was entered correctly

Using “Add processing action” button

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



Add new processing action



Choose activity that you want to record

Processing*

Select processing action

Weighing of coffee cherries

Wet-processing and moving to drying bed

Packing dried coffee and transfer to parchment storage

Transfer parchment to hulling station

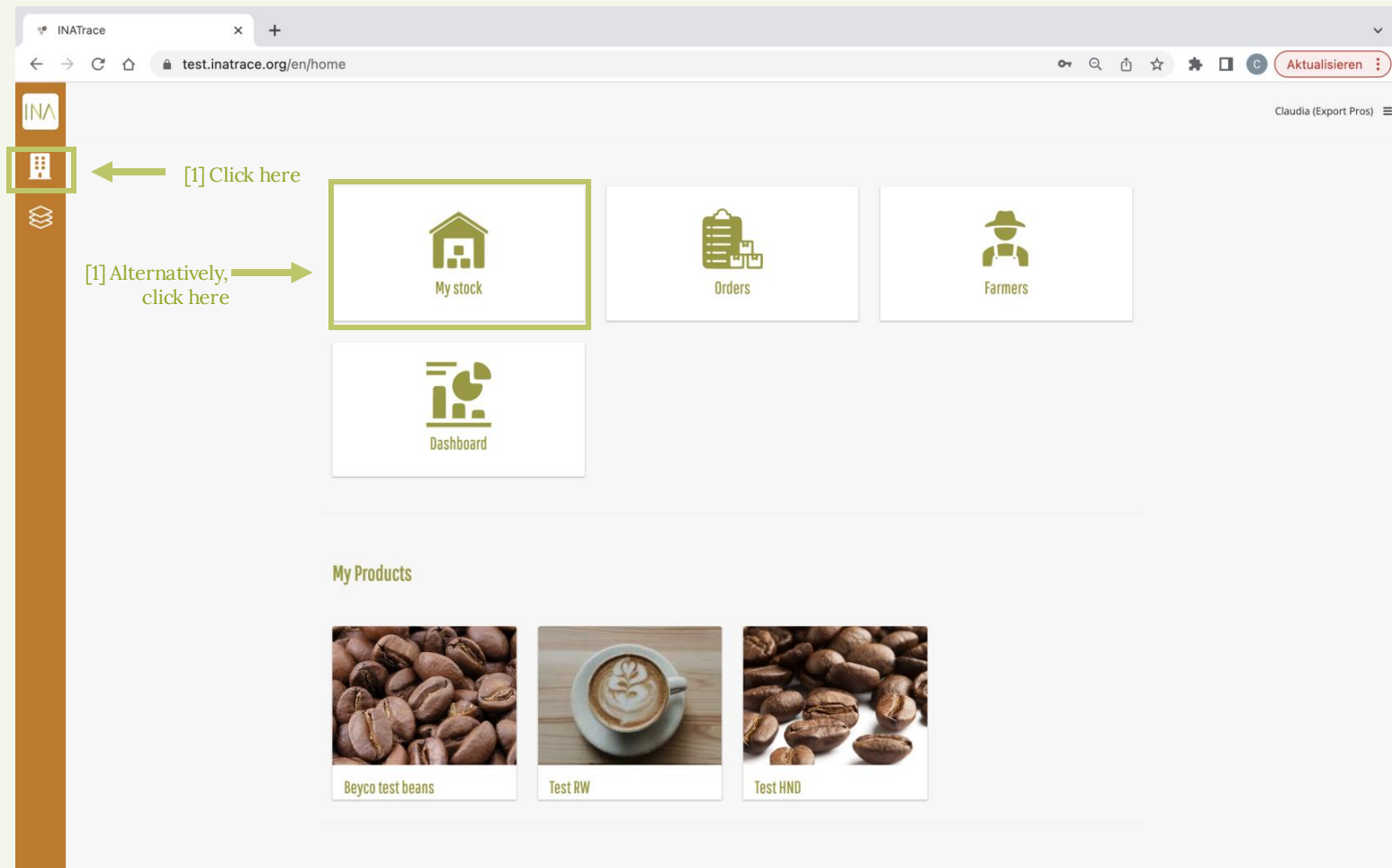
Hulling and sorting

Tot Transfer 60kg bags to green coffee storage

[5]

4.3 Create QR Codes

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



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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The sidebar on the left contains a vertical menu with icons and labels: 'My stock' (highlighted with a green box and callout [2]), 'Orders', 'Farmers', and 'Dashboard'. The top navigation bar has tabs for 'Deliveries', 'Processing' (highlighted with a green box and callout [3]), 'Payments', and 'All stock'. The main content area is titled 'Processing actions' and shows a 'List of facilities' with four items: 'Parchment storage', 'Hulling Station', 'Green coffee storage', and 'Roasting station'. The 'Green coffee storage' item is selected, and a dropdown menu is open, showing options: 'Transfer to Roastery storage', 'Create QR Code for espresso 500g' (highlighted with a green box and callout [4]), 'Create QR Code for medium 250g', 'Roasting Espresso 500g', 'Roasting medium 250g', and 'Document container shipping'. A '+ Add processing action' button is visible in the top right of the main area.

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

Add new processing action

Choose activity that you want to record

Processing*
Create QR Code for espresso 500g

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

Processing date*
26. 7. 2023

Outputs of this processing

Semi-product type*
69kg bags of green coffee

Facility*
roastery storage

Prefix
ORDER

Internal lot name*
ORDER Test25072023/1/

Material to be recorded

Facility*
Green coffee storage

From
D. M. LLLL

To
D. M. LLLL

Search

Filter

Add new transactions

☒ Select all (69kg bags of green coffee)

<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 features a 'Select facility' dropdown menu set to 'Roastery storage'. Below this, there are tabs for 'Group view' and 'Single view' (selected). A table lists stock items with columns: Production date, Identifier, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The first row of the table has a yellow box around the 'QR' link in the Actions column, indicated by a yellow arrow. Below the table, there is a 'Summed up quantities' section with a table showing the total quantity for different semi-products.

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

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

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

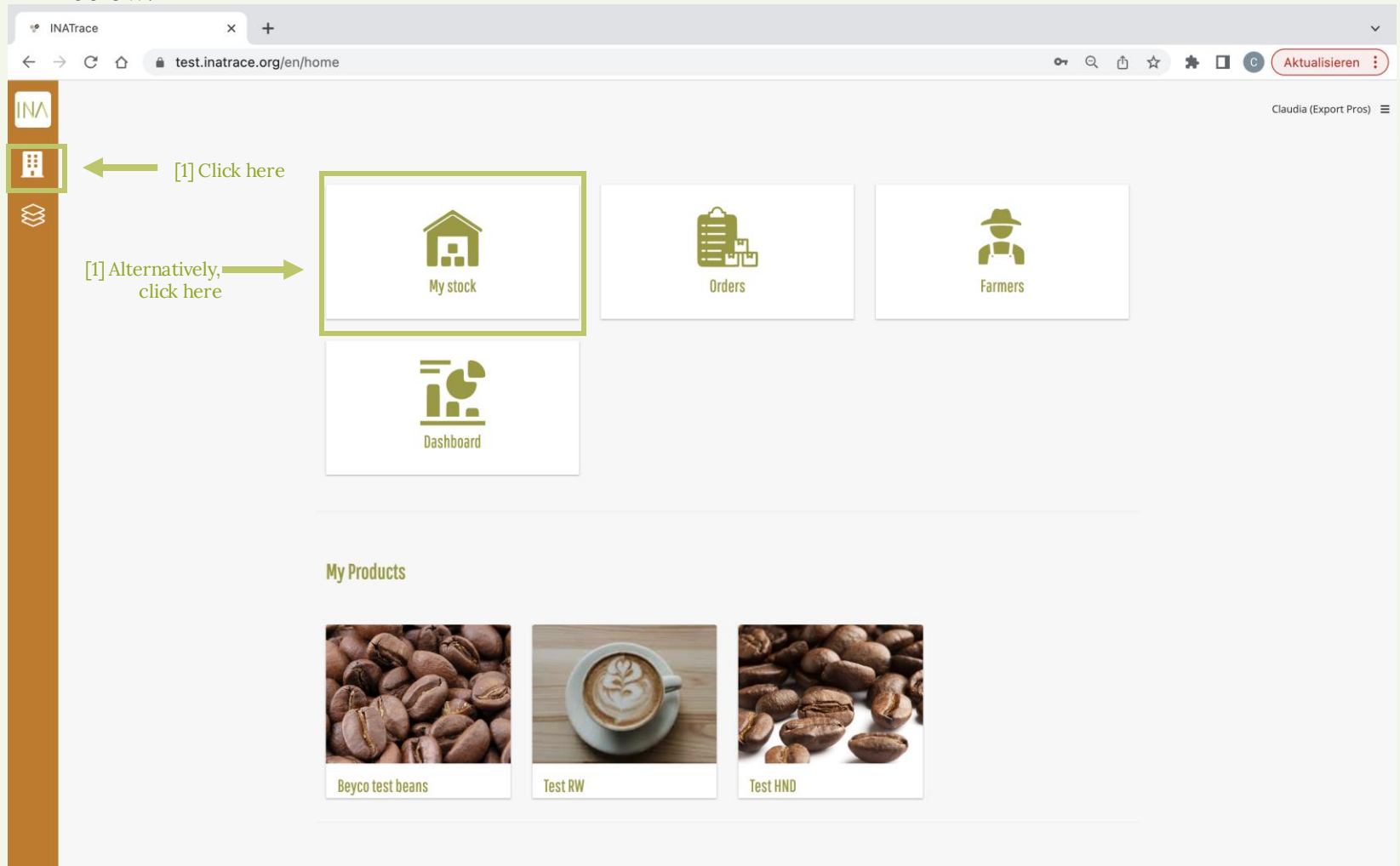
The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The application has a sidebar with 'Export Pros' and a main content area titled 'All stock'. A modal window titled 'Order item QR code' is open, showing details for a product: 'CORWA Espresso 500g (Test RW)'. The modal includes a QR code and a URL: `https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a5ab7ba/4433e9b1-abd3-47da-88b6-ea2401c3e99`. The background shows a table of orders and a 'Summed up quantities' section.

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

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

4.4 Processing into final products

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



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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The left sidebar contains a navigation menu with the INATrace logo at the top, followed by icons for a building, a stack of boxes, a gear, and a list. The 'My stock' option is highlighted with a green box and labeled [2]. The main content area has a top navigation bar with tabs for 'Deliveries', 'Processing' (highlighted with a green box and labeled [3]), 'Payments', and 'All stock'. Below this, the 'Processing actions' section is titled 'List of facilities' and 'Showing 4/4'. It lists four facilities: 'Parchment storage', 'Hulling Station', 'Green coffee storage', and 'Roastery storage'. The 'Roastery storage' facility is expanded, showing a dropdown menu with four options: 'Transfer to Roastery storage', 'Roasting Espresso 500g' (highlighted with a green box and labeled [4]), 'Roasting medium 250g', and 'Document container shipping'. A '+ Add processing action' button is located in the top right corner of the processing area. The user's name 'Claudia (Export Pros)' is visible in the top right corner.

[1] → [2] → [3] → [4] Select your final processing action

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. A section titled "Add new transactions" lists three items: "Select all (69kg bags of green coffee)", "ORDER ORDER Test25072023/1/ [QR Code] 2000 / 2000 kg", and "ORDER test123/4 38 kg". The first item is checked. A red box highlights the QR code, with a red arrow pointing to it and 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, a "Facility*" dropdown menu with "Roastery storage" selected, a "Prefix" dropdown menu with "ORDER" selected, an "Internal lot name*" text field with "Enter internal lot name" placeholder, an "Output quantity in 500g packages" text field with "Enter quantity" placeholder, and three text fields for "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".

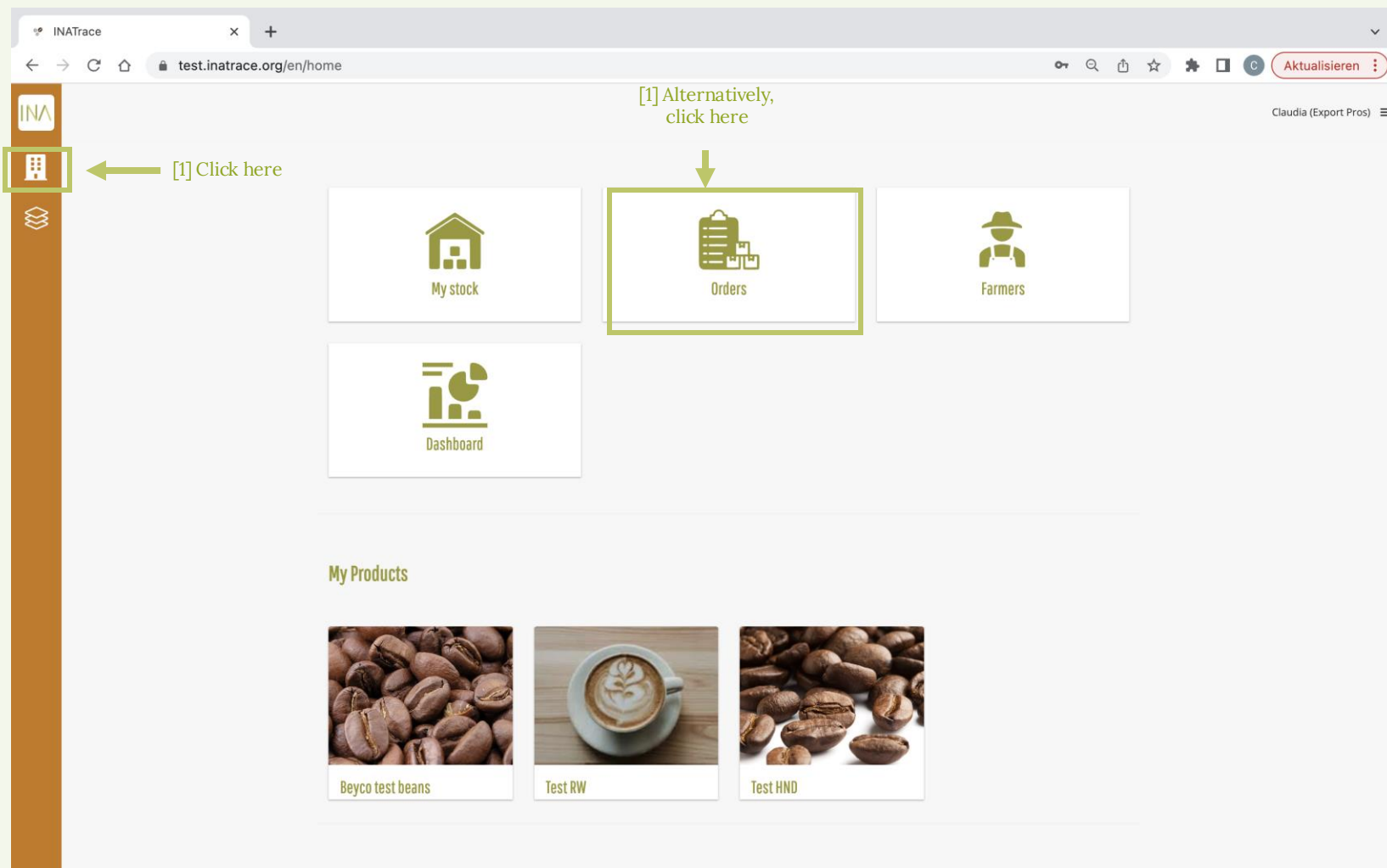
Chapter 5.

Payment Module

This module helps system users to document transactions related to payments to suppliers. NOTE: Direct payments to farmers are specified in the User Guide for Producers.

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

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/14

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kg	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 07:39	Edit View Approve/Reject Add balance payment

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

New payment

Basic information

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

Payable from Export Pros

Payable to

- Company Magic Mountain Producers ×
- or
- Collector
- or
- Farmer

Order reference Test25072023

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

Payment type* Bank transfer

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

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

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

Cancel Save → [10] Save

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/payments/tab`. The sidebar on the left contains navigation icons and labels: 'My stock' (highlighted with a green box and labeled [2]), 'Orders', 'Farmers', and 'Dashboard'. The main content area is titled 'Payments' and shows a list of payments. A table with the following columns is displayed: Payment purpose, Amount paid to the farmer, Farmer name, Company name, Delivery date, Payment date, Way of payment, and Actions. The first row of the table is highlighted with a green box and labeled [3]. Below the table, there is a section for 'Summed up quantities' showing 'Total amount paid' as 554,324 EUR. At the bottom, there is a section for 'Bulk payments' which currently shows 'No payments found'.

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

Chapter 6.

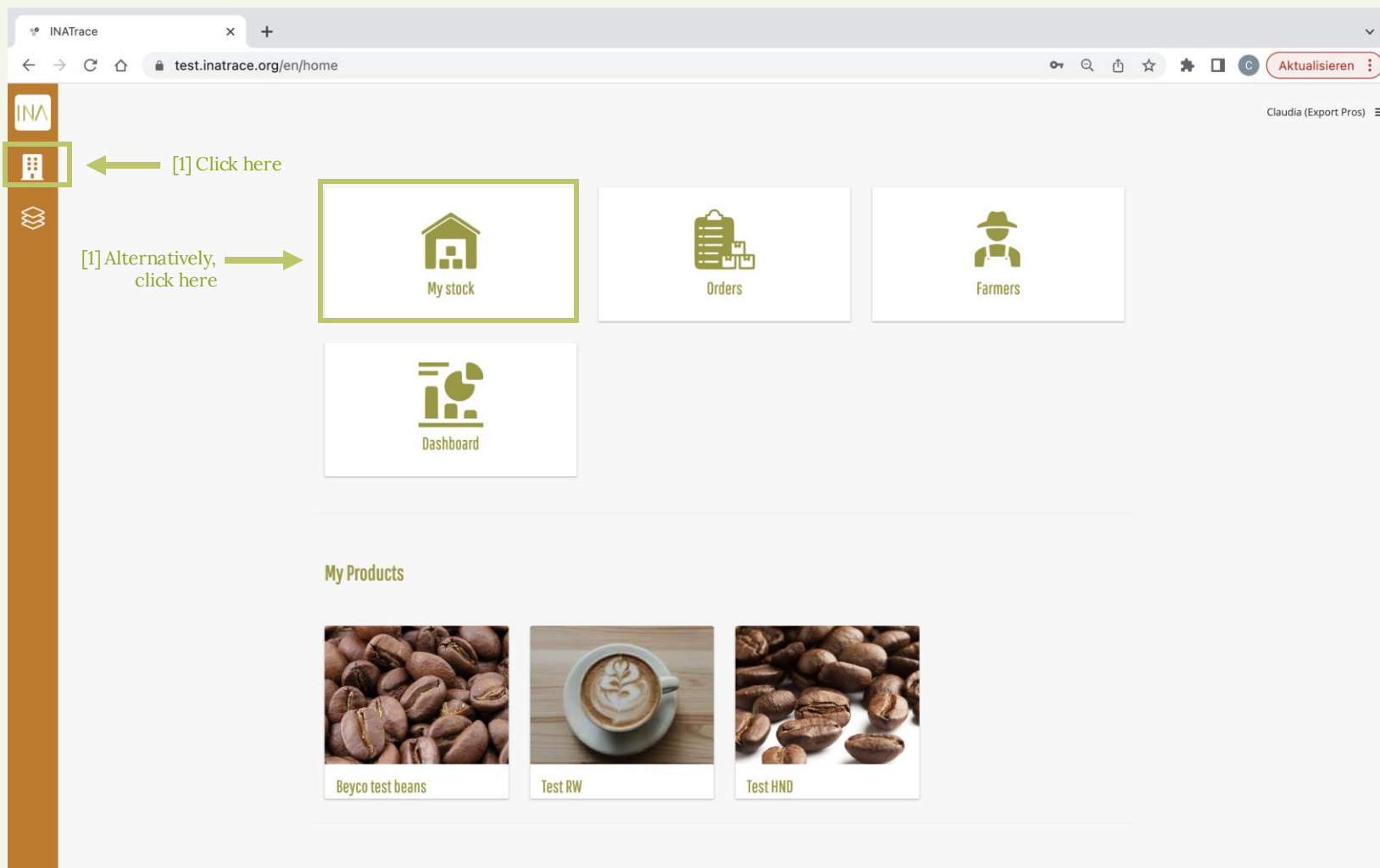
All stock module

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

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

6.1 View stock and batch history

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



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

[1] → INATrace logo

[2] → My stock

[3] → All stock

[4] → Select facility

[5] → Click here

All stock

Select facility
Green coffee storage

List of grouped orders
Showing 4/4

Group view Single view

Available only x Filter Select SKU

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

Summed up quantities

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

6.2 Create an offer on Beyco (coffee only)

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

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

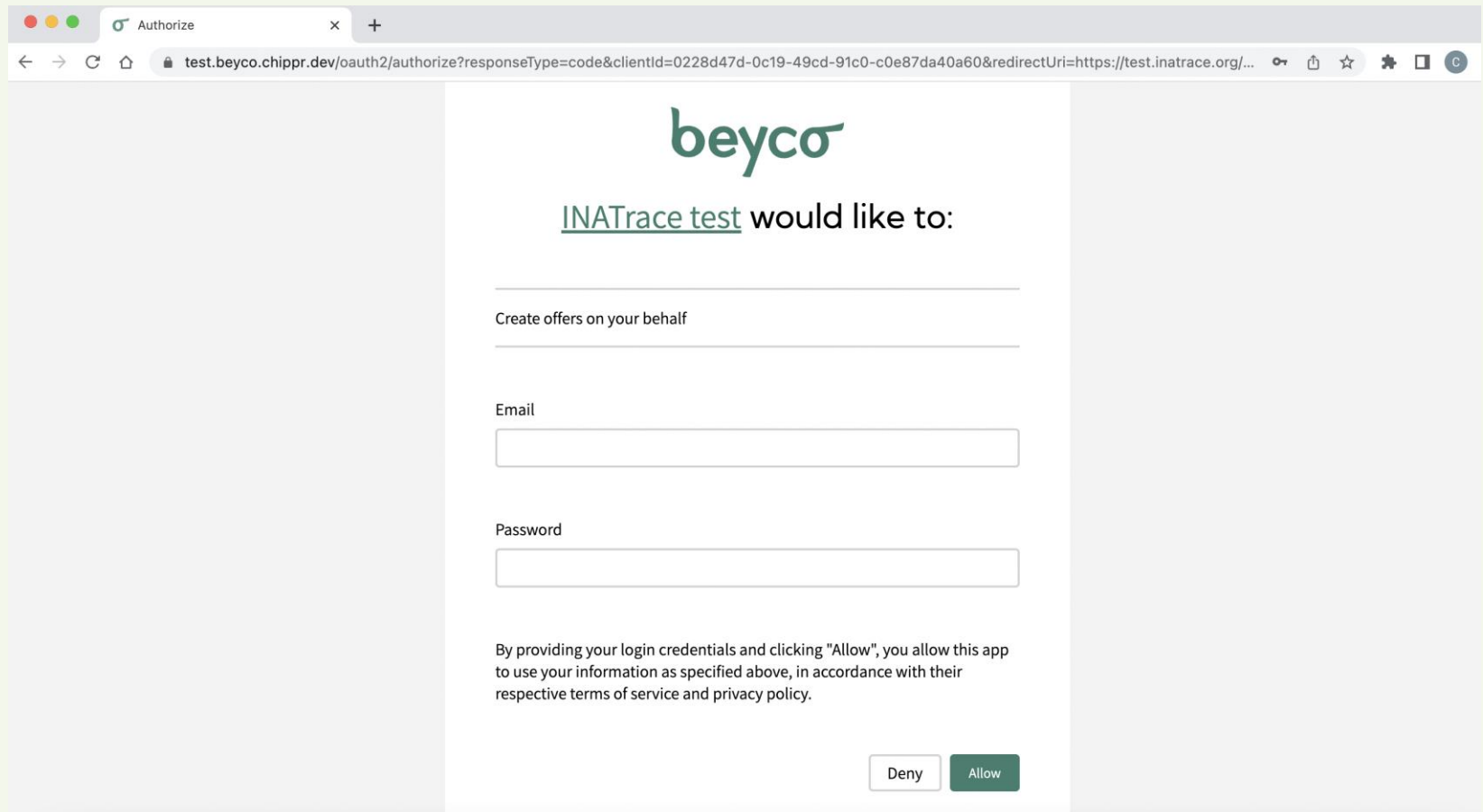
[1] → [2] → [3] → [4] Click here

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”.



The screenshot shows a web browser window with the title "Authorize". The address bar displays the URL: `test.beyco.chippr.dev/oauth2/authorize?responseType=code&clientId=0228d47d-0c19-49cd-91c0-c0e87da40a60&redirectUri=https://test.inatrace.org/...`. The main content area features the "beyco" logo at the top. Below the logo, the text "INATrace test would like to:" is displayed. Underneath, there are three input fields: "Create offers on your behalf", "Email", and "Password". At the bottom, a paragraph states: "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." Two buttons, "Deny" and "Allow", are positioned at the bottom right of the form.

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

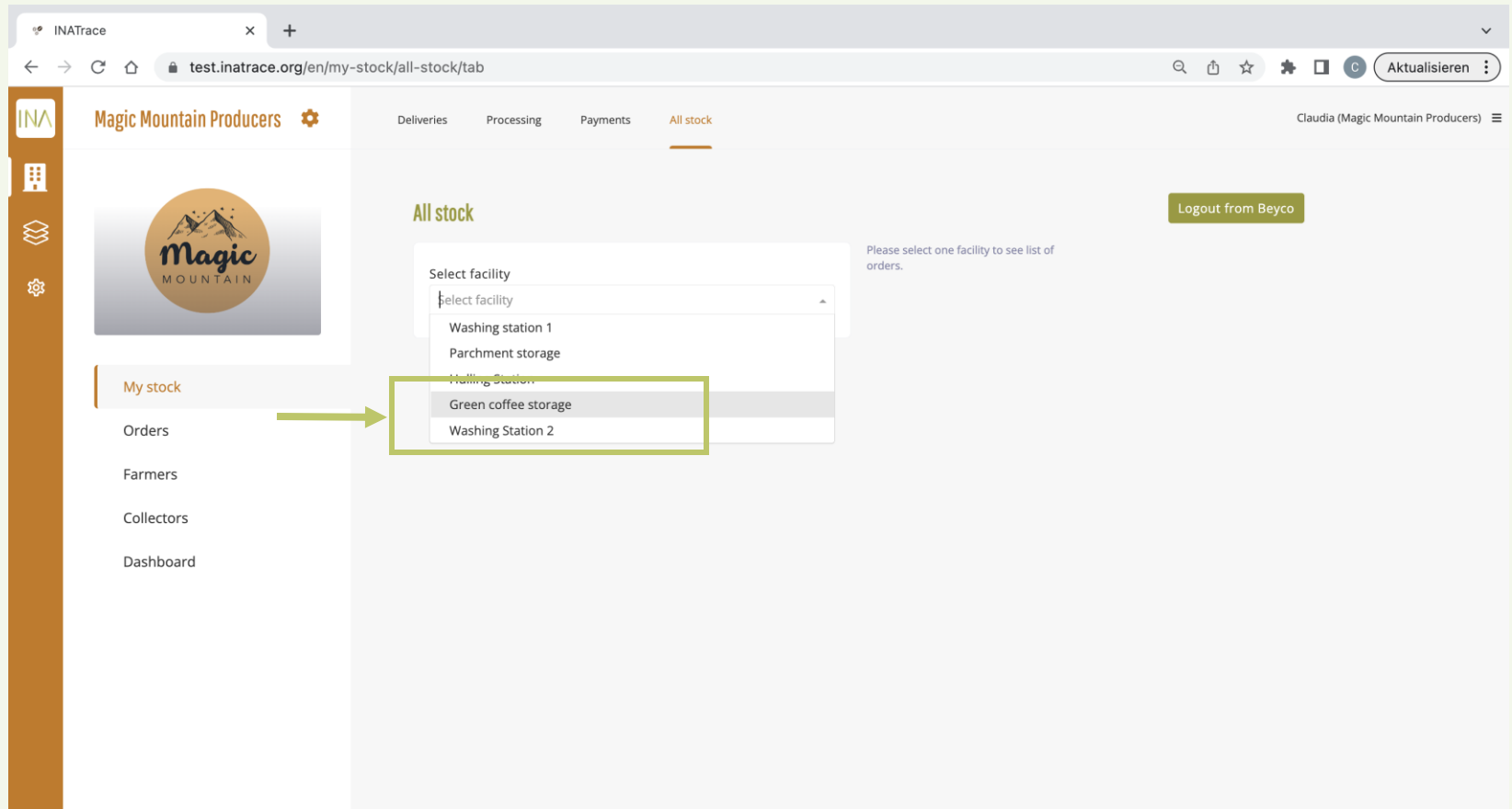
Email

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.



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", and a "List of grouped orders" section showing 4/4 items. A "Logout from Beyco" button is visible in the top right corner.

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

A green arrow points to the checkbox next to the production date "17.12.2021". Another green arrow points to the "Export to Beyco" button in the top right corner of the table area.

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

Export to Beyco

General values

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

15112021/3

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

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

Submit offer

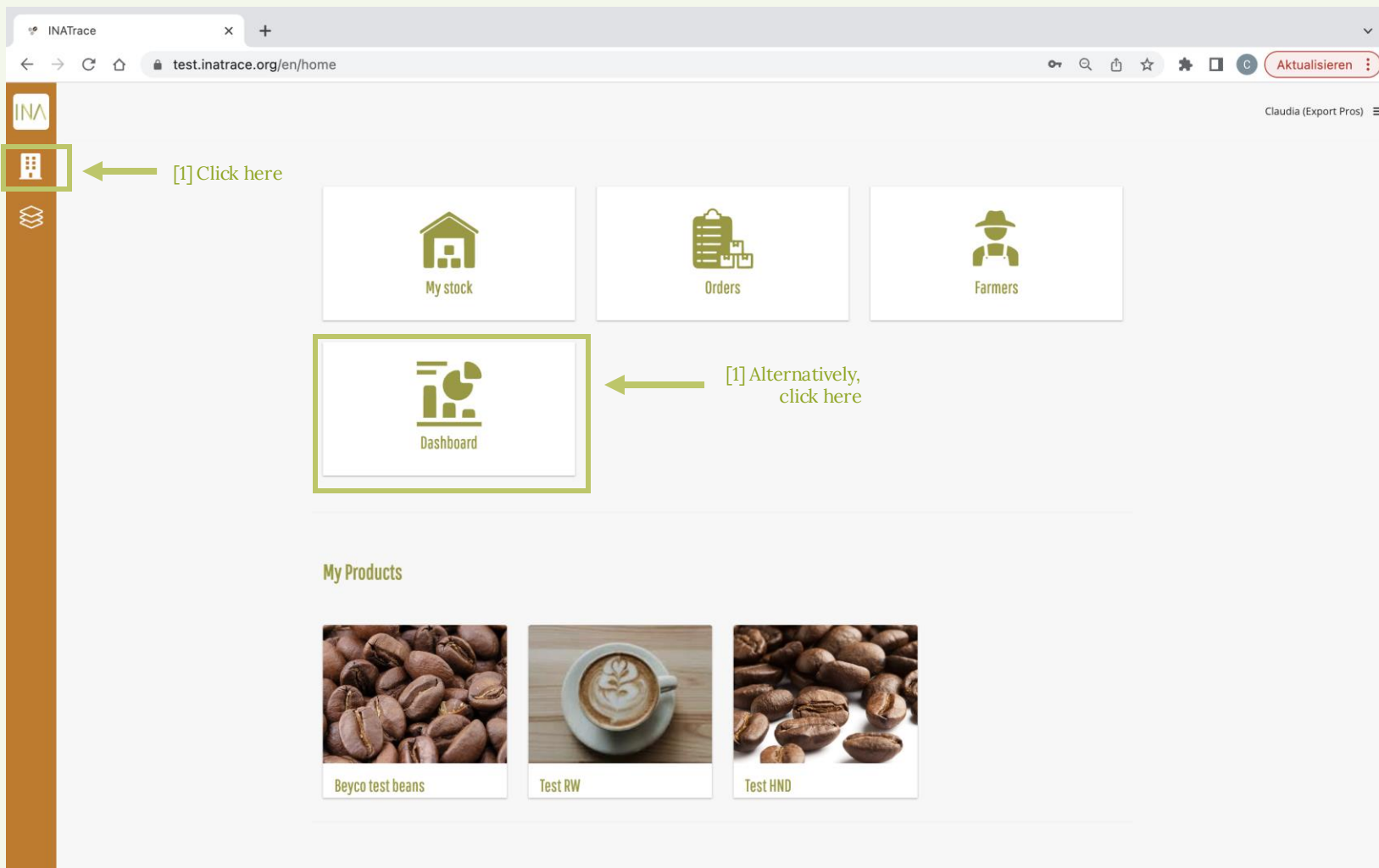
Chapter 7.

Dashboard

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

7.1 Processing dashboard

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



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

INA

Magic Mountain Producers

My stock

Orders

Farmers

Collectors

Dashboard

Processing performance

Select date from

1. 7. 2021

x

Select date to

24. 7. 2023

x

DAILY

WEEKLY

MONTHLY

YEARLY

Excel

PDF

CSV

Export data

Facility

Select facility

Process

Weighing of coffee cherries

x

Quantity (in kg)

Collector

Select ...

Organic

Women only

Product in deposit

Input (in kg)

Output (in kg)

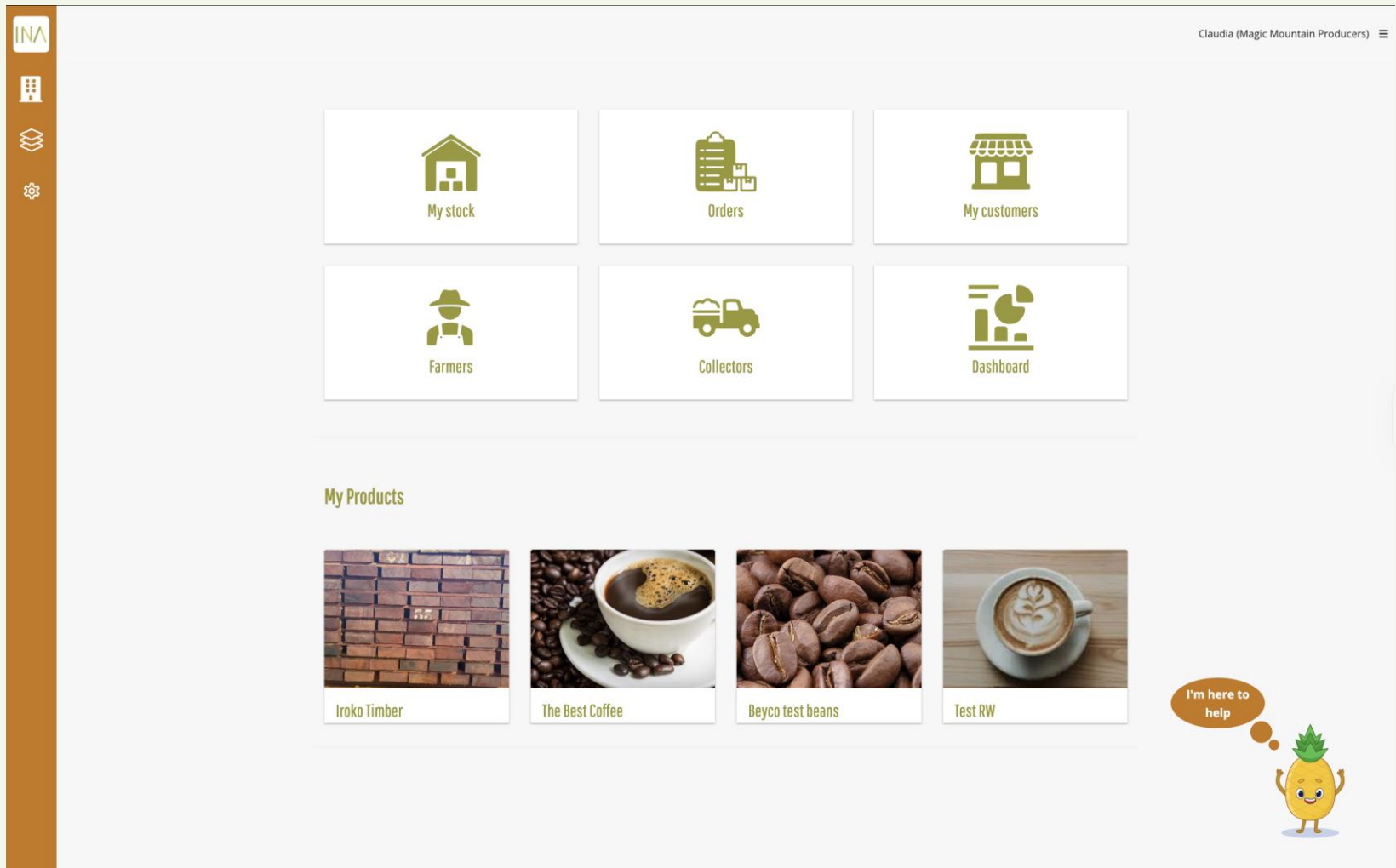
Input-Output ratio in %

Chapter 8.

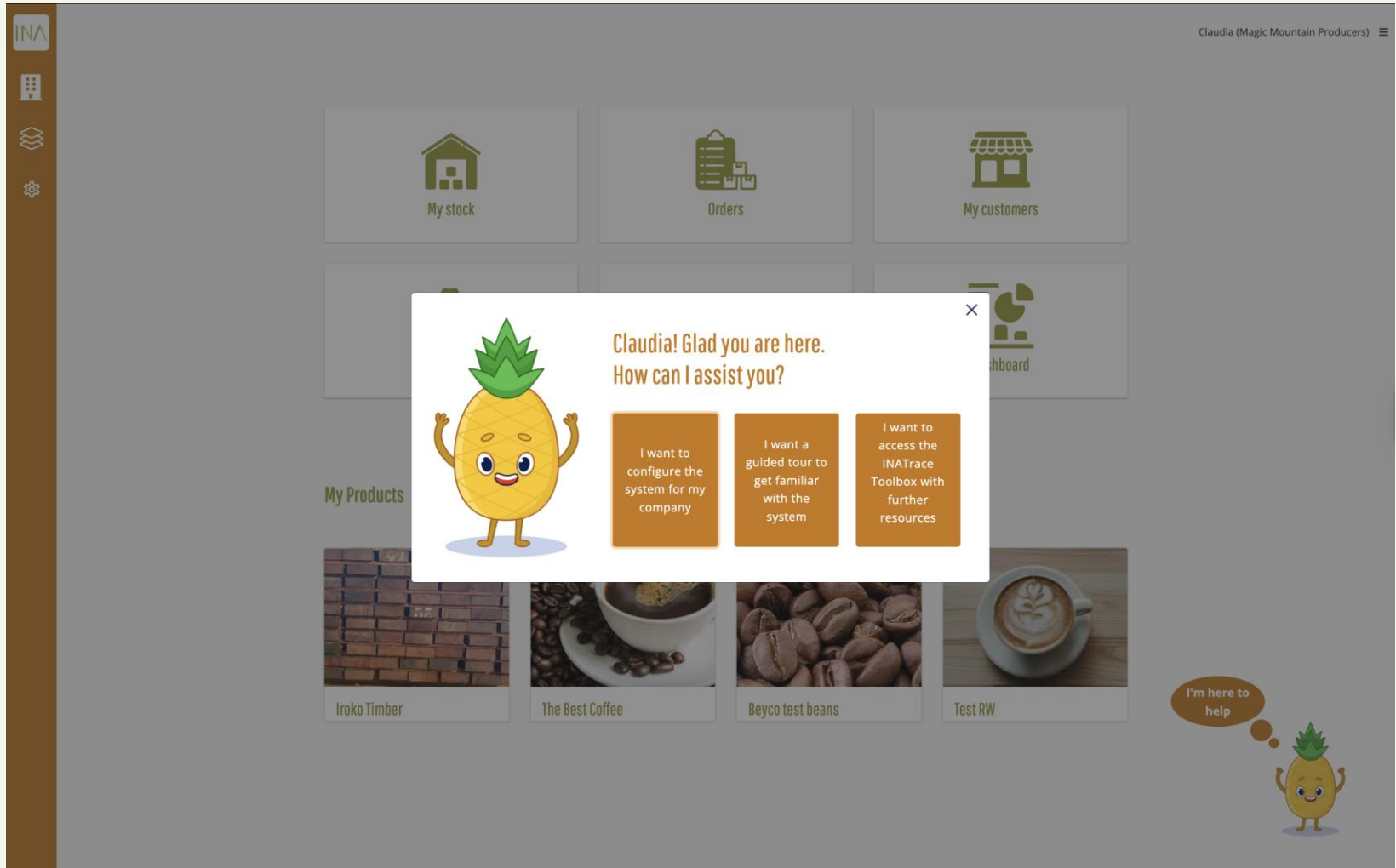
Company configuration (ADMIN ONLY)

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

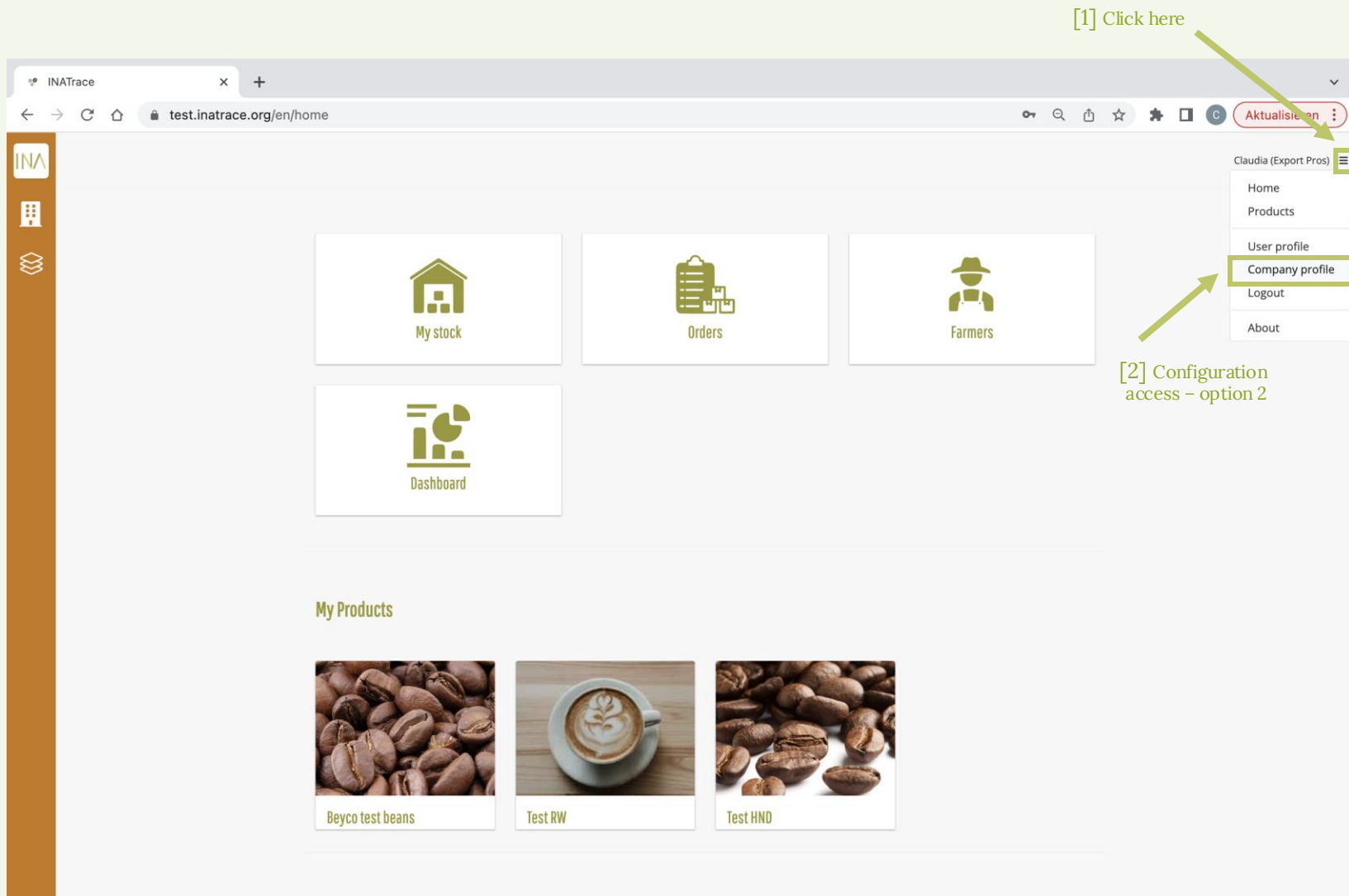
[1] →

The screenshot shows the INATrace web application interface. On the left sidebar, there is a vertical menu with several icons. The first icon, representing a building or company profile, is highlighted with a green box and labeled [1]. Above it is a gear icon for settings. The main header area displays 'Magic Mountain Producers' with a gear icon. The main content area is titled 'Deliveries' and shows a list of deliveries with columns for date, farmer, semi-product, quantity, and payable/balance. A green arrow labeled [2] points to the gear icon in the top right corner of the sidebar, indicating the configuration access option.

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

8.1 Access your company profile - Option 2

[1] Click here



The screenshot shows the INATrace web application interface. The browser address bar displays 'test.inatrace.org/en/home'. The top navigation bar includes a user profile dropdown menu for 'Claudia (Export Pros)' with options: Home, Products, User profile, Company profile, Logout, and About. The 'Company profile' option is highlighted with a green box. The main dashboard area contains four large icons: 'My stock' (house icon), 'Orders' (shopping cart icon), 'Farmers' (farmer icon), and 'Dashboard' (bar chart icon). Below the dashboard, there is a section titled 'My Products' displaying three product cards: 'Beyco test beans' (coffee beans), 'Test RW' (latte), and 'Test HND' (coffee beans). A green arrow points from the text '[1] Click here' to the user profile dropdown menu. Another green arrow points from the text '[2] Configuration access - option 2' to the 'Company profile' option in the dropdown menu.

[2] Configuration access - option 2

8.2 Edit Company information

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

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](#)
[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 [Add new](#)

Instagram webpage URL [Add new](#)

Twitter webpage URL [Add new](#)

YouTube webpage URL [Add new](#)

Other webpage URL [Add new](#)

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

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

Currency to purchase
your input products

Activate integration to Beyco
coffee sales platform for your
company

Upload organic certificate / Fairtrade
etc.

Upload photos of
production processes.

Upload photos of farmers
and quotes.

To validate your inputs,
click on save.

8.3 Add/Edit company facility

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/companies/5/facilities`. The left sidebar contains a 'System' menu with options like 'Companies', 'Users', 'Settings', 'Value chains', and 'Currencies'. The main content area is titled 'Company facilities (Magic Mountain Producers)' and includes a '+ Add facility' button. Below this is a table listing existing facilities with columns for Name, Facility type, Sellable semi-products or final products, Location, and Actions. A map of Rwanda is shown at the bottom.

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 facilities 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.

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 left sidebar contains a 'System' menu with options: Companies, Users, Settings, Value chains, and Currencies. The 'Companies' option is highlighted. The top navigation bar includes tabs for Company, Users, Facilities, and Processing actions. The 'Processing actions' tab is selected. The main content area is titled 'Processing actions (Magic Mountain Producers)' and shows a list of processing actions. A '+ Add processing action' button is located in the top right corner. 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 'Edit' link in the Actions column of the first row is highlighted.

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

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.

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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

Annotations:

- 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.

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