

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.

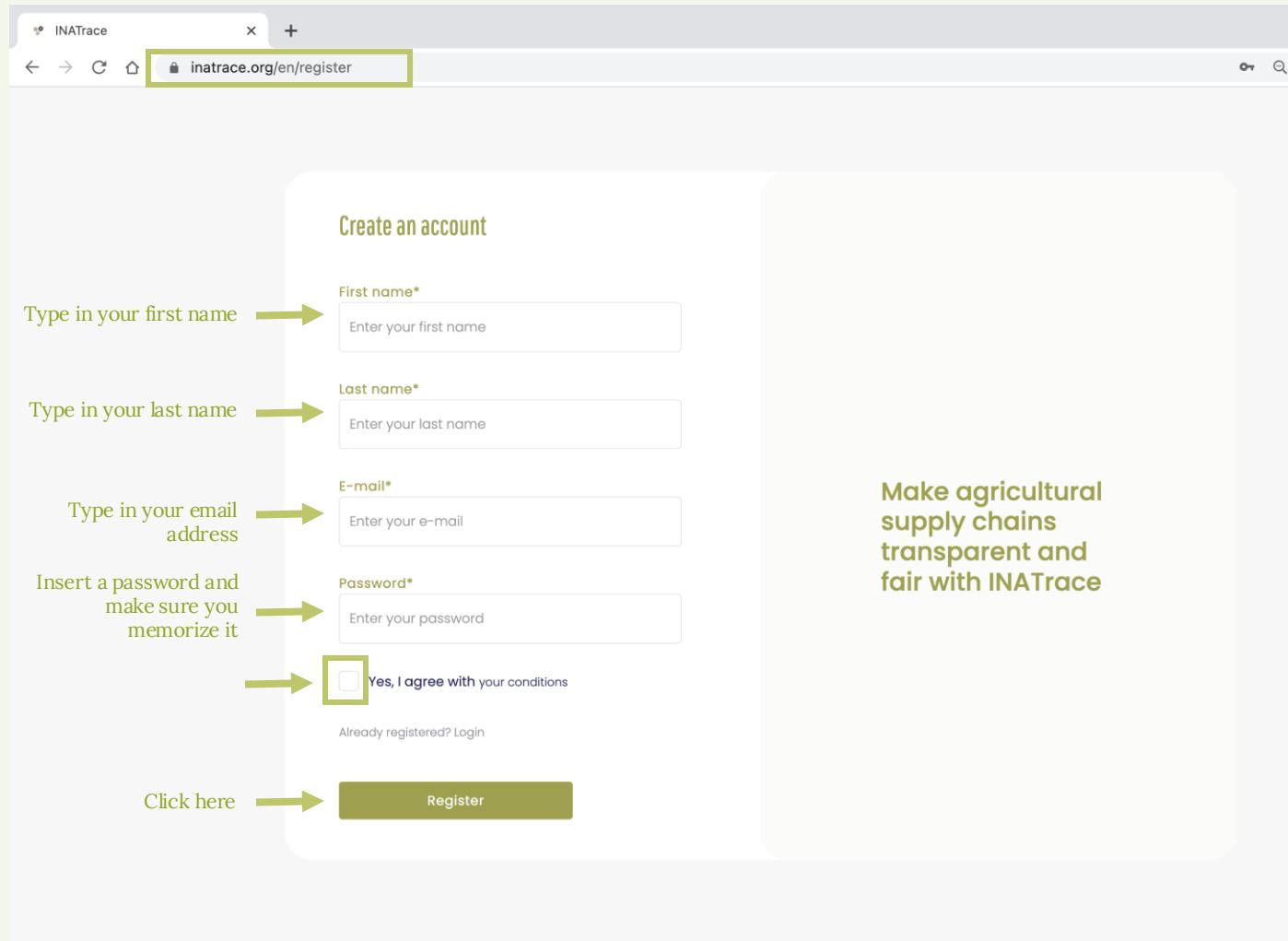
Chapter 1.

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.



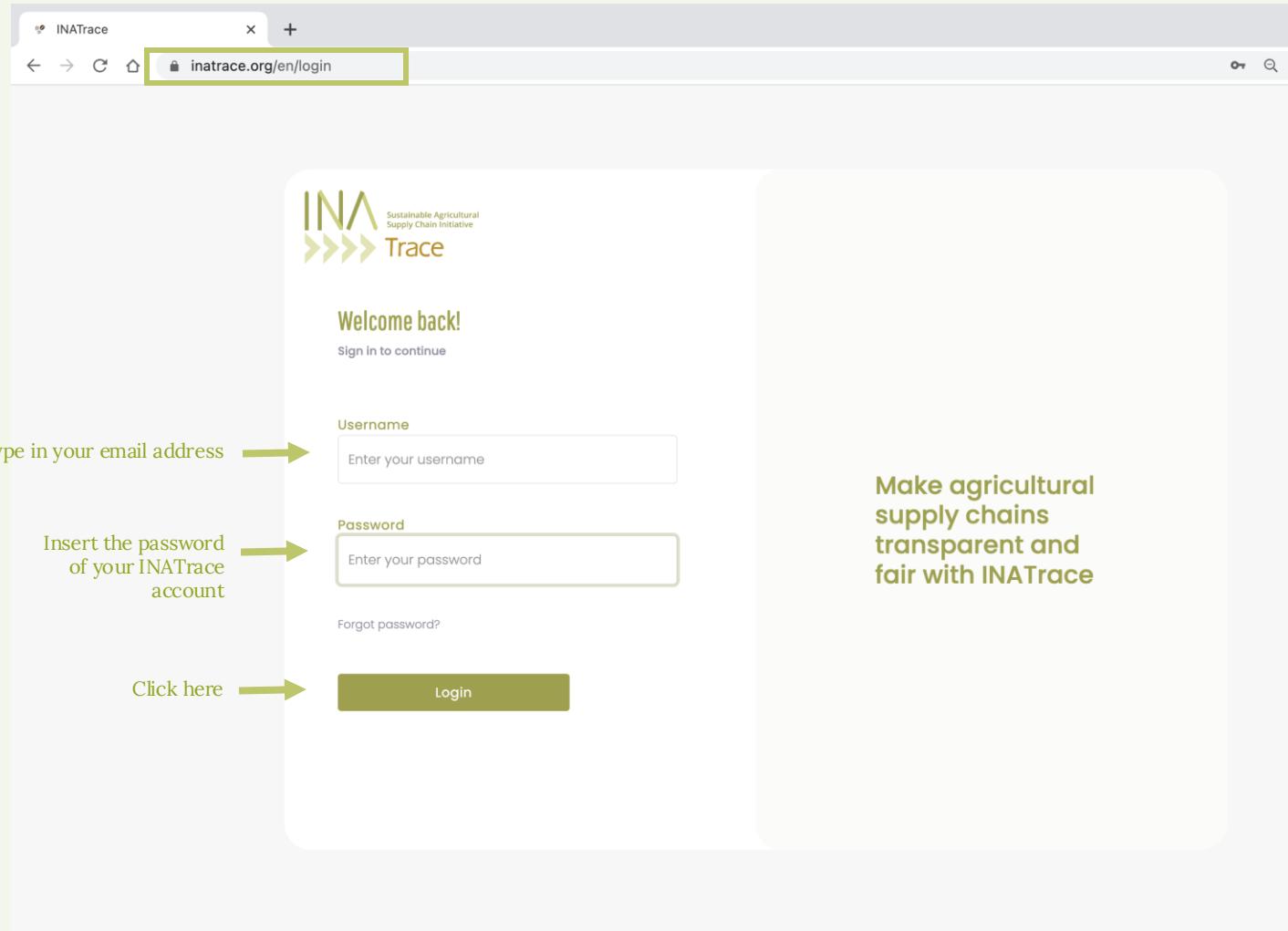
The screenshot shows a web browser window with the INATrace logo in the top left. The address bar contains the URL inatrace.org/en/register. The main content is a registration form titled "Create an account". The form fields are as follows:

- Type in your first name** → **First name*** (input field: "Enter your first name")
- Type in your last name** → **Last name*** (input field: "Enter your last name")
- Type in your email address** → **E-mail*** (input field: "Enter your e-mail")
- Insert a password and make sure you memorize it** → **Password*** (input field: "Enter your password")
- Yes, I agree with your conditions** → (checkbox is checked)

On the right side of the form, there is a promotional message: **Make agricultural supply chains transparent and fair with INATrace**. At the bottom of the form, there are links for "Already registered? Login" and a "Register" button.

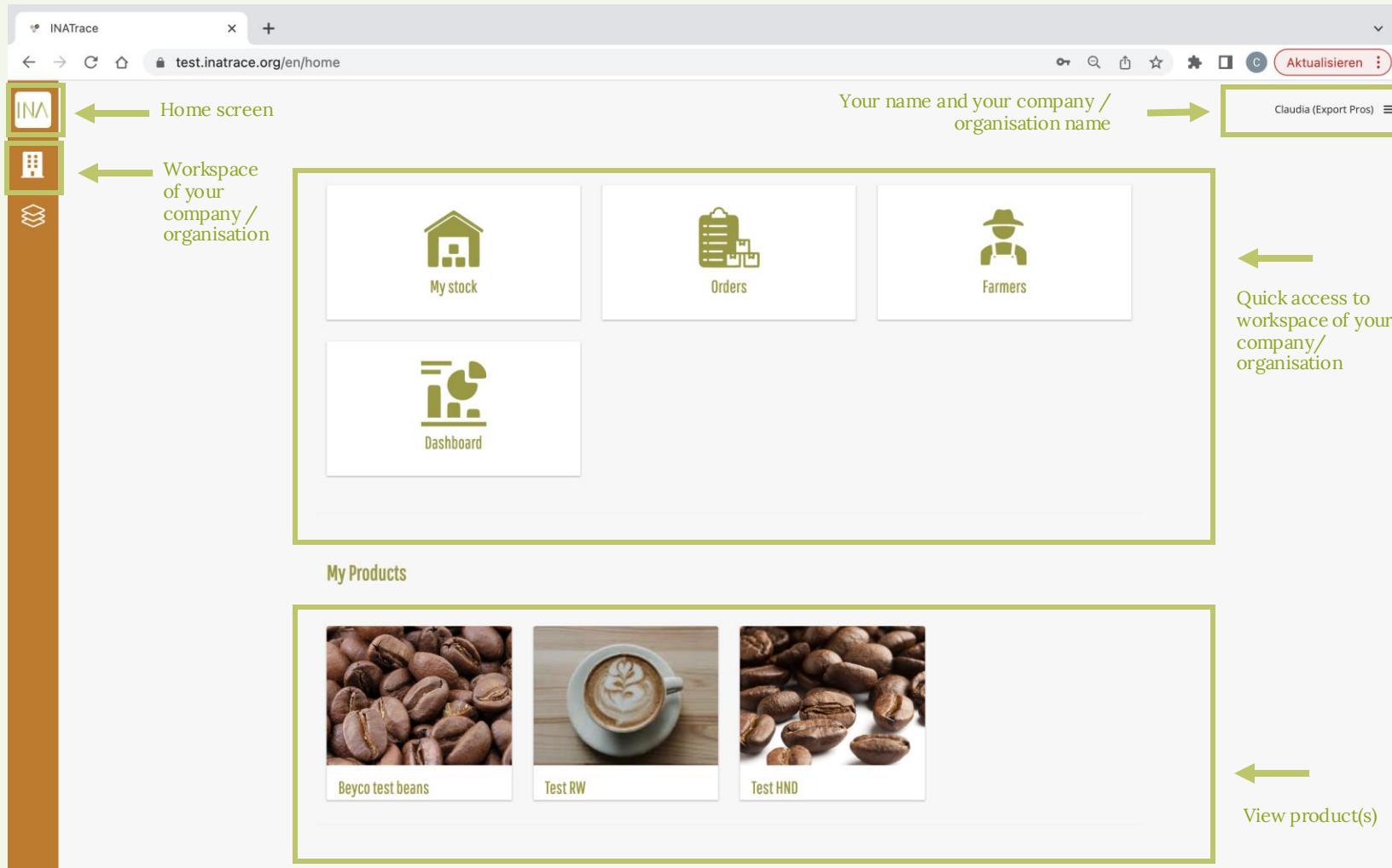
1.2 Access to the system

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.



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.

The screenshot shows the INATRACE user interface. At the top, there is a navigation bar with a search bar, a menu icon, and a user profile icon for 'Claudia (Export Pros)'. The user profile icon is highlighted with a green arrow and labeled '[1] Click here'. Below the navigation bar, there are four main menu items: 'My stock' (house icon), 'Orders' (building icon), 'Farmers' (farmer icon), and 'Dashboard' (bar chart icon). The 'Dashboard' icon is highlighted with a green arrow and labeled '[2] Change language'. The main content area is titled 'My Products' and displays three product cards: 'Beyco test beans' (coffee beans), 'Test RW' (cappuccino), and 'Test HND' (coffee beans). A vertical orange sidebar on the left contains icons for 'INA', 'Dashboard', and 'Logout'.

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

The screenshot shows the 'Edit My profile' page in a web browser. On the left, there is a vertical sidebar with icons for INA, a building, a stack of documents, and a gear. The main content area has a header 'Edit My profile' and a 'Basic information' section with fields for First name* (Claudia), Last name* (Test), and Username (redacted). Below this is a 'Reset password' button. To the right is a 'User language' section with a green box and arrow highlighting the 'Selected' and 'Available' tabs. The 'Selected' tab shows 'EN' (United Kingdom flag). The 'Available' tab shows 'DE' (Germany flag), 'RW' (Russia flag), and 'ES' (Spain flag). At the bottom right are 'Go back' and 'Save' buttons, with an arrow pointing to the 'Save' button and the text '[4] Click on save.'

INATRACE

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

Claudia (Magic Mountain Producers)

Edit My profile

Basic information

First name*

Claudia

Last name*

Test

Username

Reset password

My companies

Montaña Mágica Productores
Magic Mountain Producers

User language

Selected

EN

Available

DE RW ES

[3] Select your language.

Go back Save

[4] Click on save.

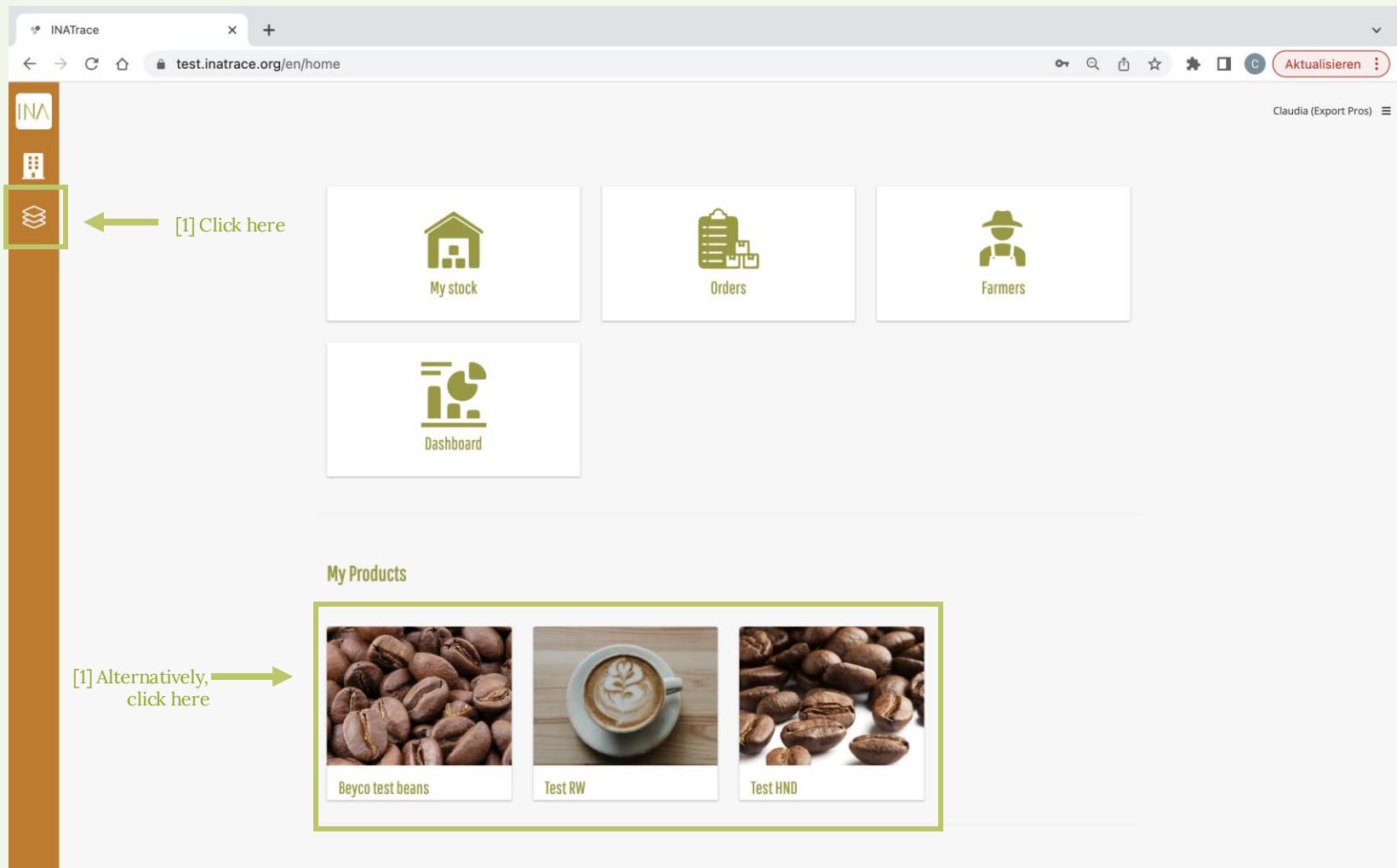
Chapter 2.

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).

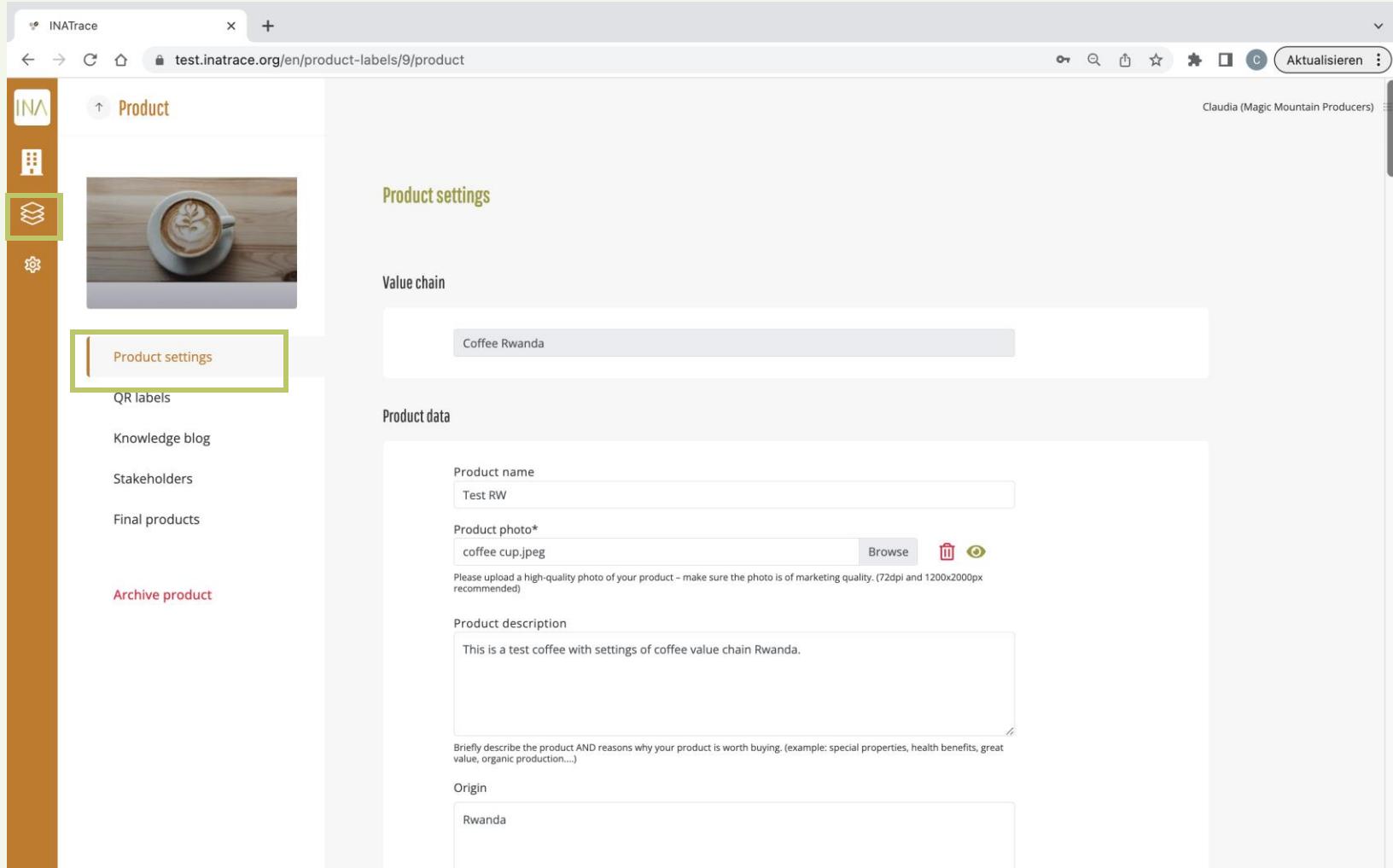
NOTE: In case you are the product owner (e.g. brand owner), you will be able to modify these parts including the design of the B2C page behind the QR Code scan in case you use QR codes on your products.

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



2.1 General product settings

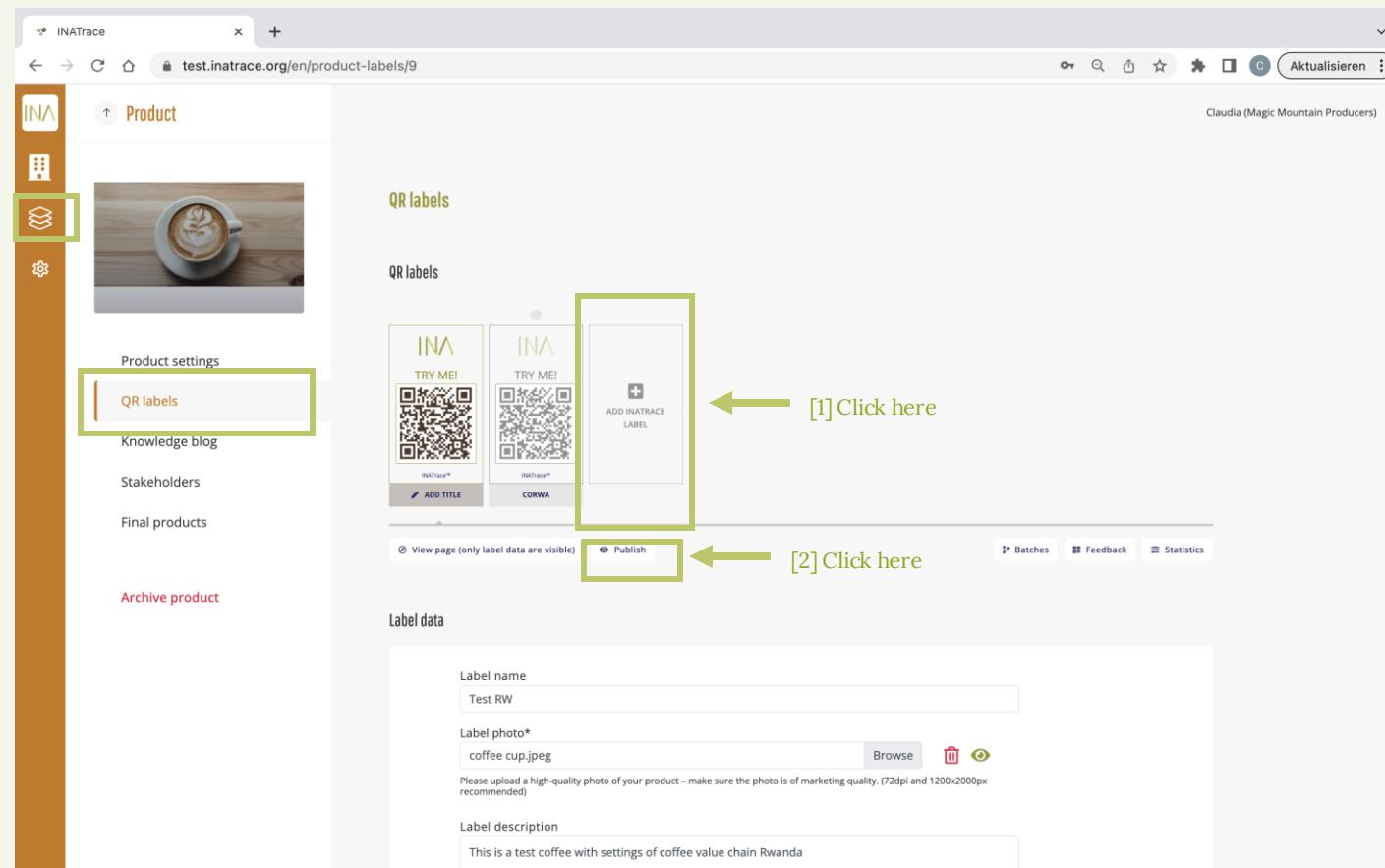
Here, you can edit the general product settings in case you are the product admin. Note, that these are the master settings for your product. Changes here only affect new QR labels, but do not affect already existing QR Code labels. You can edit existing QR labels individually. In case you are not the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



The screenshot shows the INATrace product settings interface. The left sidebar has a green box around the 'Product settings' option, which is currently selected. The main content area shows a product photo of a coffee cup with latte art. The 'Value chain' section contains the text 'Coffee Rwanda'. The 'Product data' section includes fields for 'Product name' (Test RW), 'Product photo*' (coffee cup.jpeg, with 'Browse', 'Delete', and 'Edit' buttons), and 'Product description' (This is a test coffee with settings of coffee value chain Rwanda.). The 'Origin' field is filled with 'Rwanda'. The top right shows the user 'Claudia (Magic Mountain Producers)' and a 'Aktualisieren' (Update) button.

2.2 QR Label settings

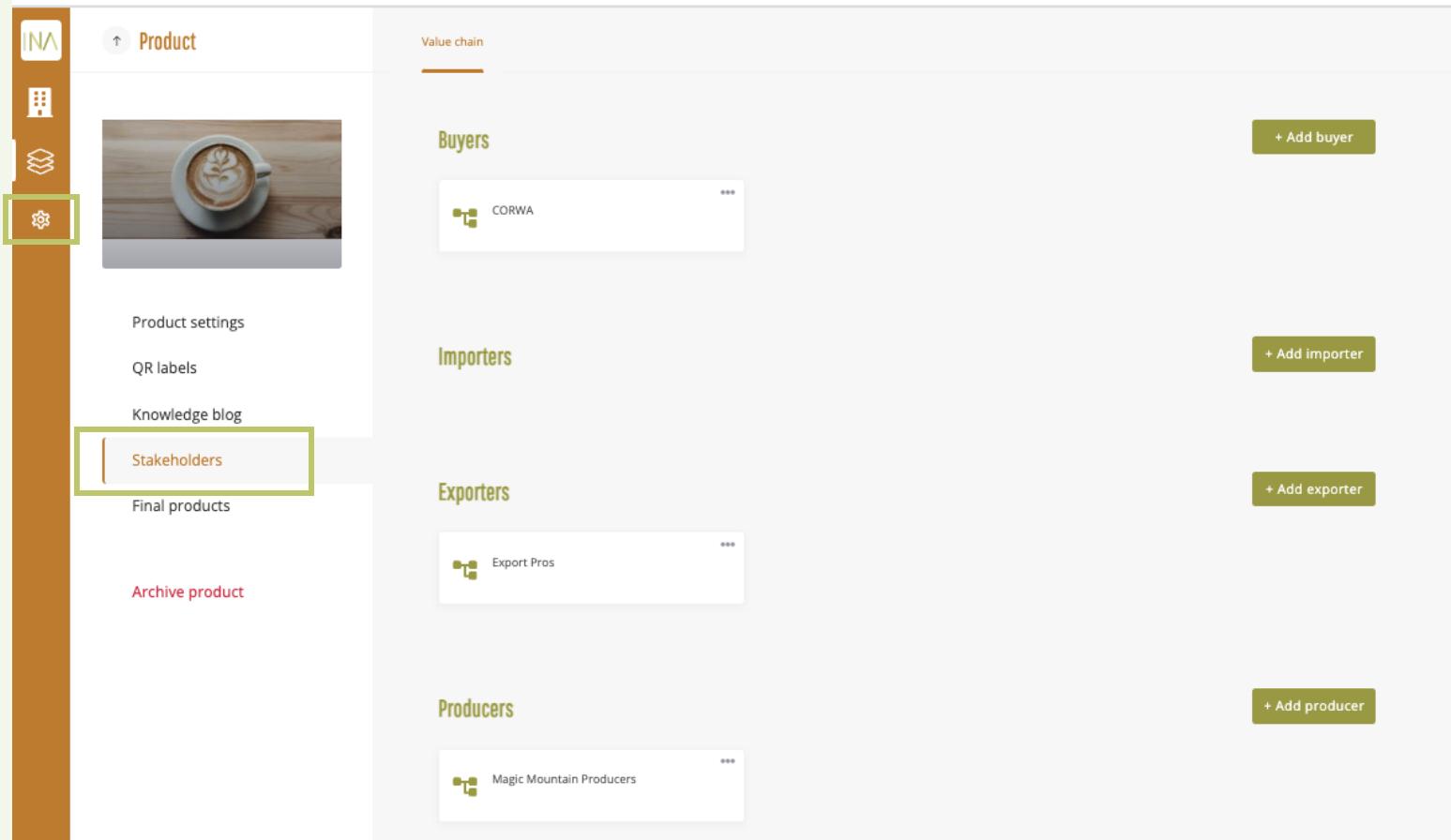
In the QR Labels section, the product admin can add a QR Label by clicking “Add INATrace Label”. You will be asked to add a title and select your end-customer’s language for the B2C page. You need to “Publish” the label in order to activate it. NOTE: The QR Label will be pre-filled with the master settings 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 shows the INATrace product admin interface. The left sidebar has a 'QR labels' button highlighted with a green box and a callout [1]. The main content area shows a 'QR labels' section with two QR codes labeled 'TRY ME!' and 'CORWA'. A 'Label data' section at the bottom contains fields for 'Label name' (Test RW), 'Label photo' (coffee cup.jpeg), and 'Label description' (This is a test coffee with settings of coffee value chain Rwanda). A 'Publish' button is visible in the 'QR labels' section, highlighted with a green box and a callout [2].

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).



Product

Value chain

Buyers

+ Add buyer

CORWA

Importers

+ Add importer

Export Pros

Exporters

+ Add exporter

Producers

+ Add producer

Magic Mountain Producers

Product settings

QR labels

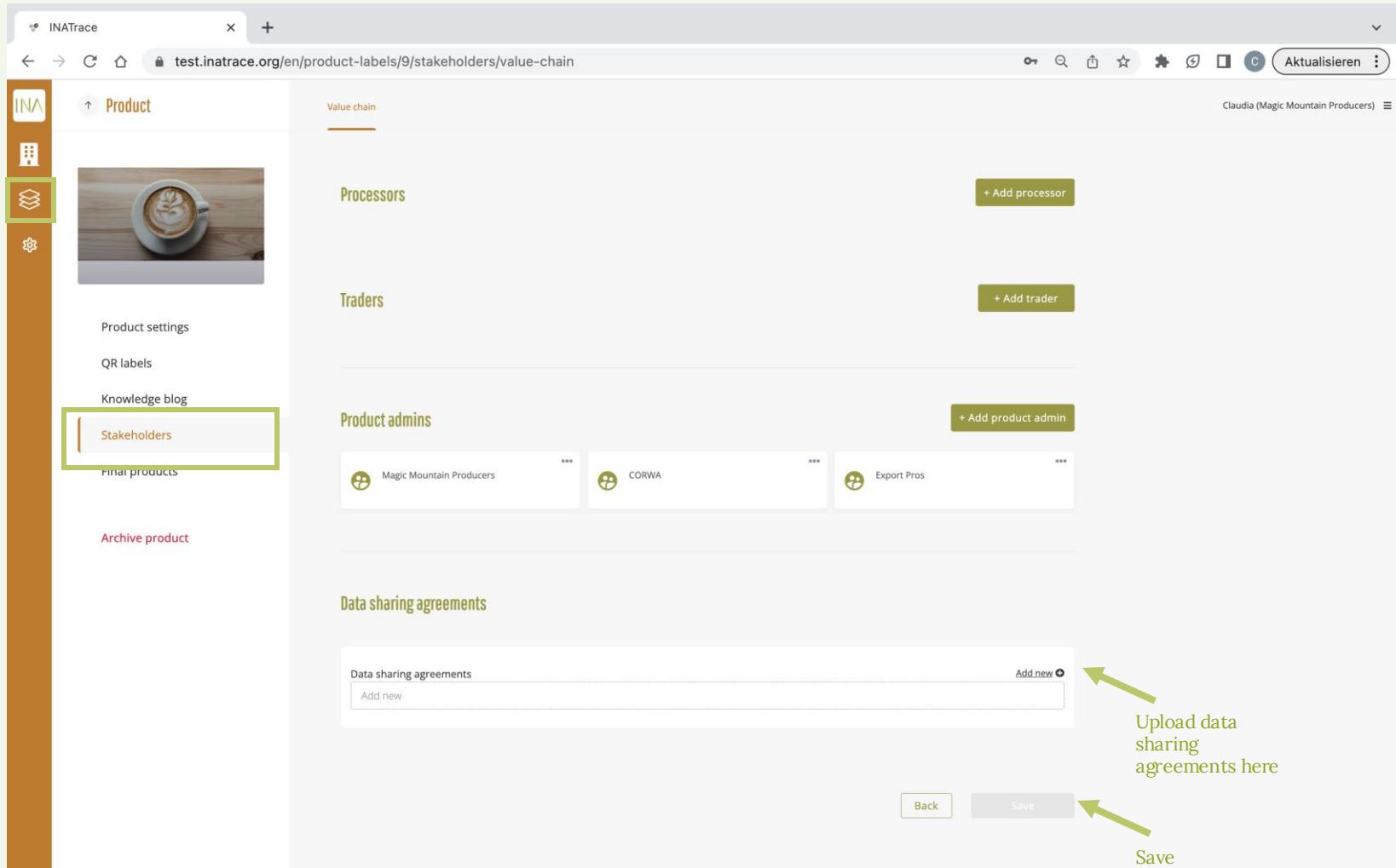
Knowledge blog

Stakeholders

Final products

Archive product

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 product management interface. The left sidebar has a green box around the 'Stakeholders' section. The main content area shows 'Value chain' sections for 'Processors' and 'Traders' with 'Add' buttons. Below that is a 'Product admins' section with three entries: 'Magic Mountain Producers', 'CORWA', and 'Export Pros', each with a 'Remove' button. At the bottom is a 'Data sharing agreements' section with a table, 'Add new' button, and 'Save' button. A green arrow points to the 'Add new' button in the table with the text 'Upload data sharing agreements here'. Another green arrow points to the 'Save' button with the text 'Save'.

Product

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.

Final products

List of final products
Showing 1/1

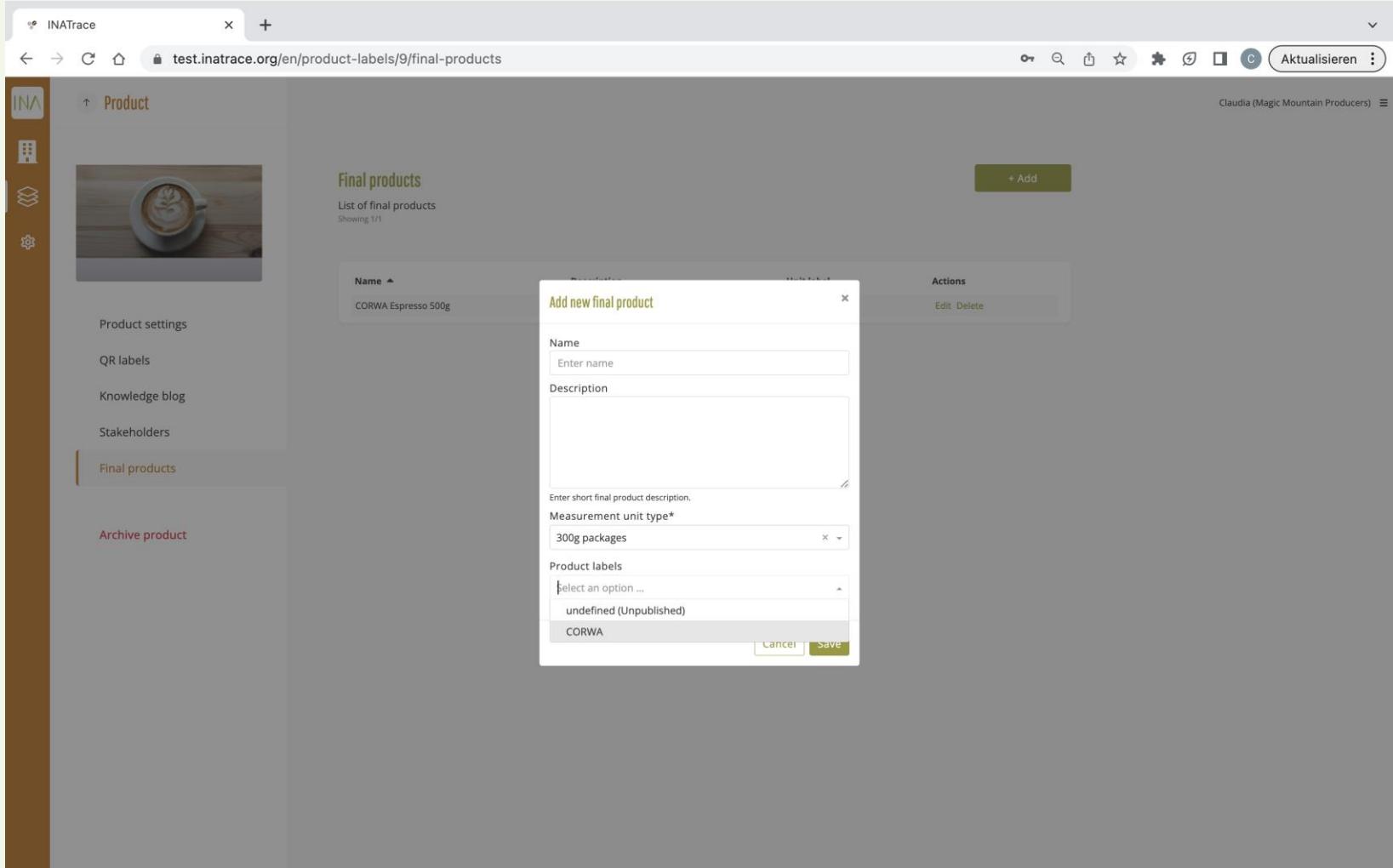
Name	Description	Unit label	Actions
CORWA Espresso 500g	CORWA Espresso 500g	500g packages	Edit Delete

+ Add

Click here to add a new final product

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

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



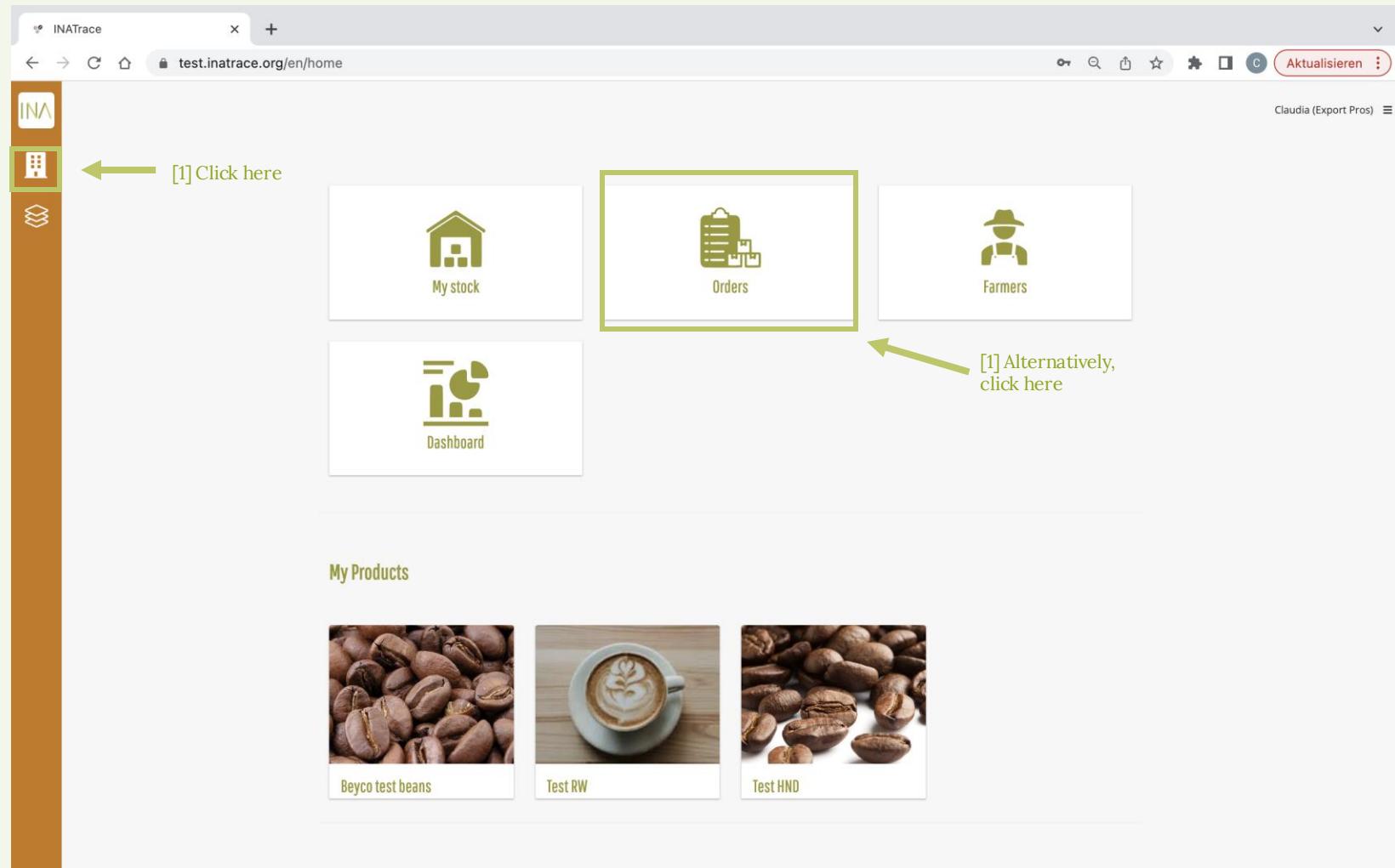
The screenshot shows the INATrace web application interface. The left sidebar is titled 'Product' and contains links for 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders', 'Final products' (which is selected and highlighted in orange), and 'Archive product'. The main content area is titled 'Final products' and shows a list with one item: 'CORWA Espresso 500g'. A ' + Add' button is located in the top right of this list. A modal dialog box is open in the center, titled 'Add new final product'. It has fields for 'Name' (containing 'CORWA Espresso 500g'), 'Description' (empty), and 'Enter short final product description.' (empty). The 'Measurement unit type*' dropdown is set to '300g packages'. The 'Product labels' dropdown is set to 'Select an option ...' with an option 'undefined (Unpublished)' and 'CORWA' listed below it. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The top of the page shows the URL 'test.inatrace.org/en/product-labels/9/final-products' and the user 'Claudia (Magic Mountain Producers)'.

Chapter 3. Orders

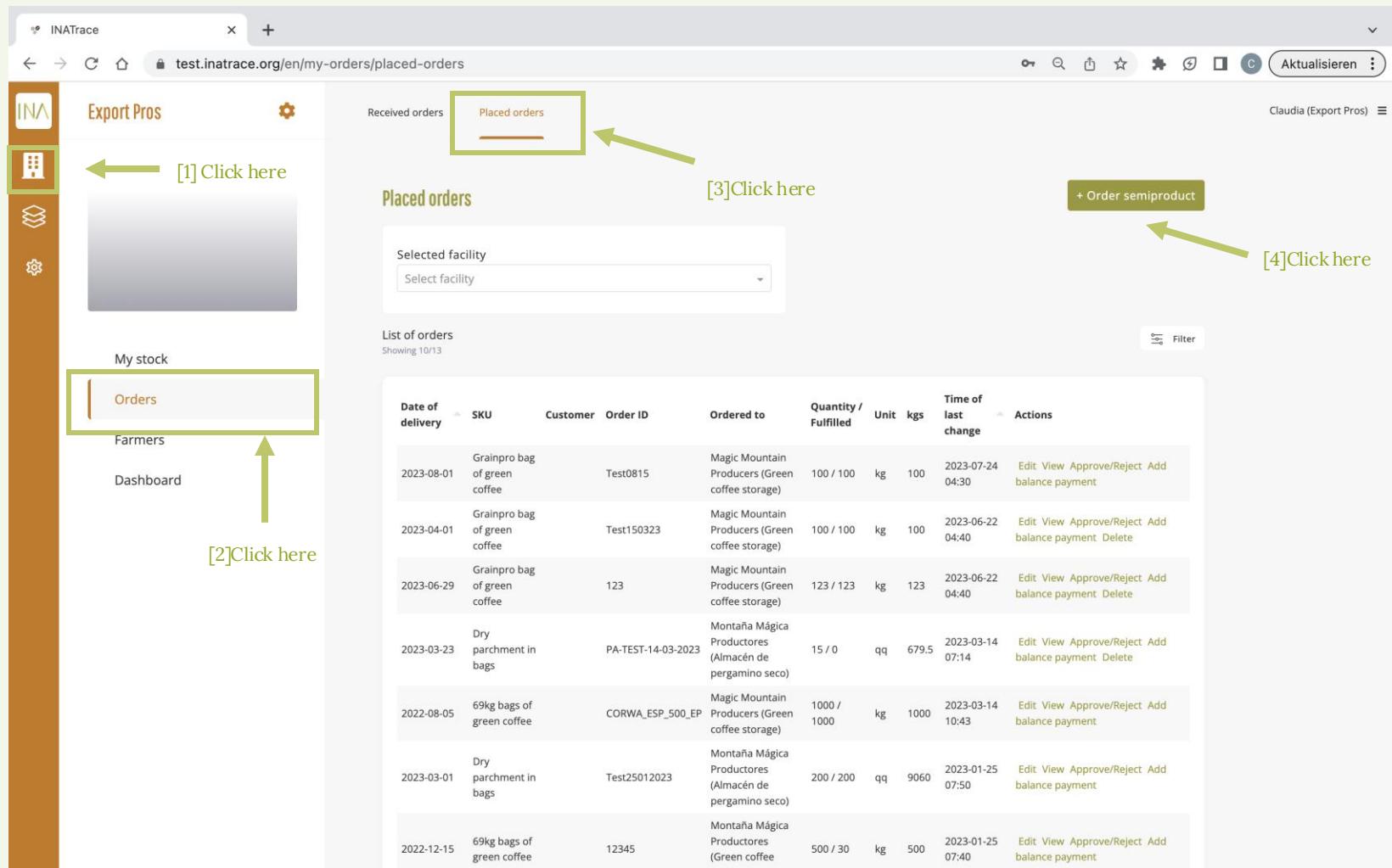
This module allows company users to place orders to their suppliers and fulfill orders from their buyers.

3.1 Place an order to your supplier

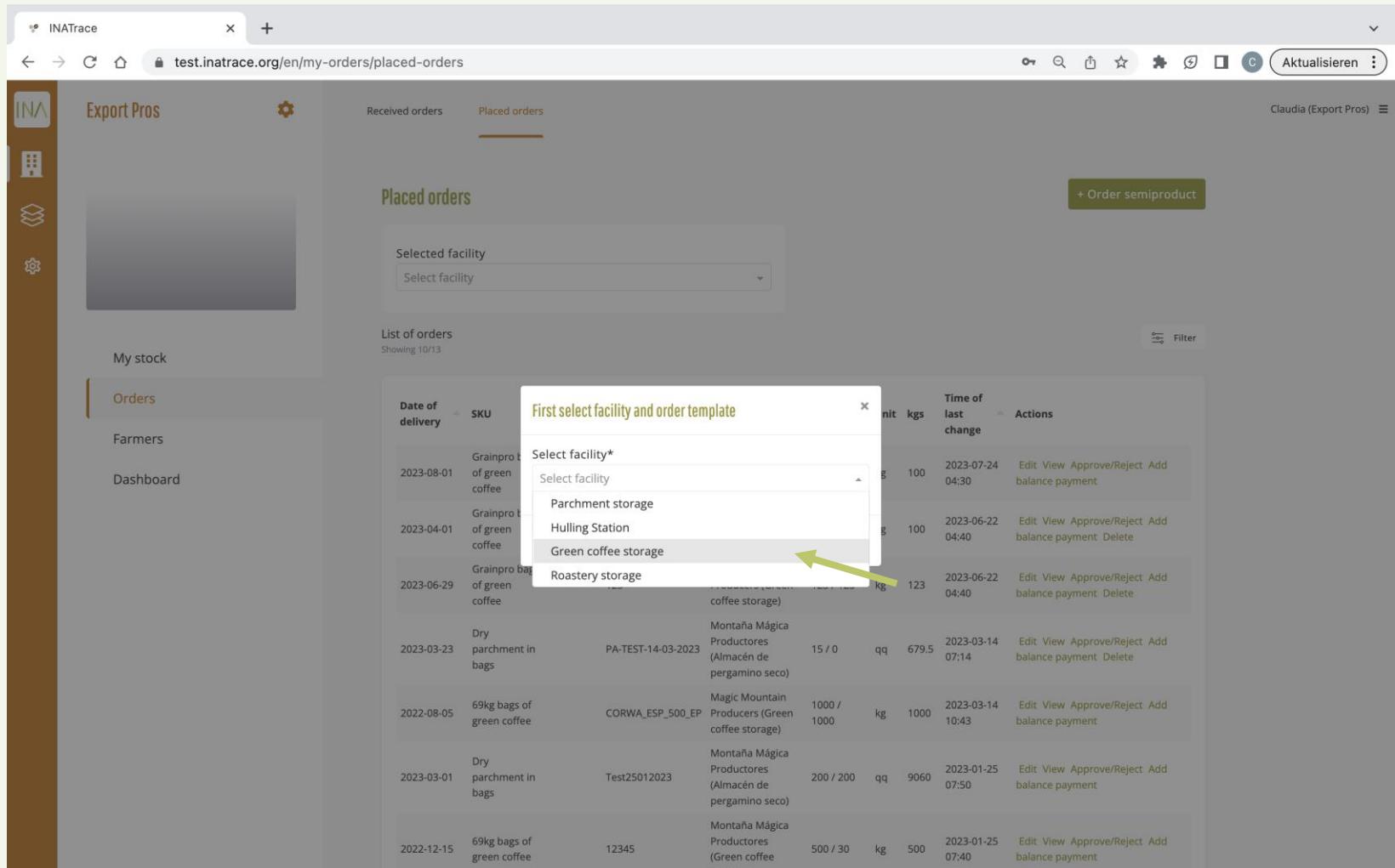
To access the orders section, click on the “Company” icon as shown on the screenshot below and select “Orders” from the submenu. You can also go directly to “Orders” tile as shown below.



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

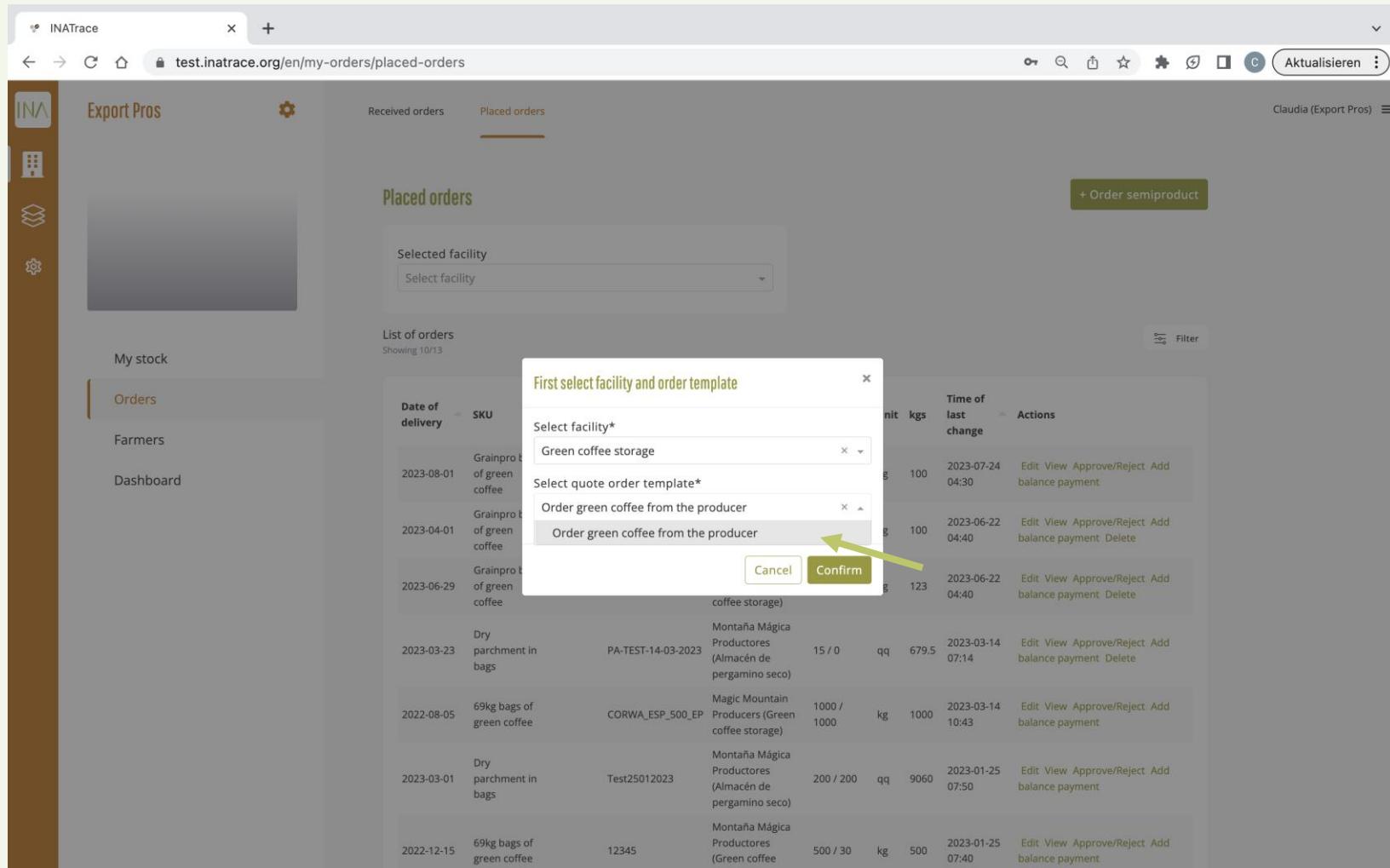


Select your company facility where you want to receive your ordered items.



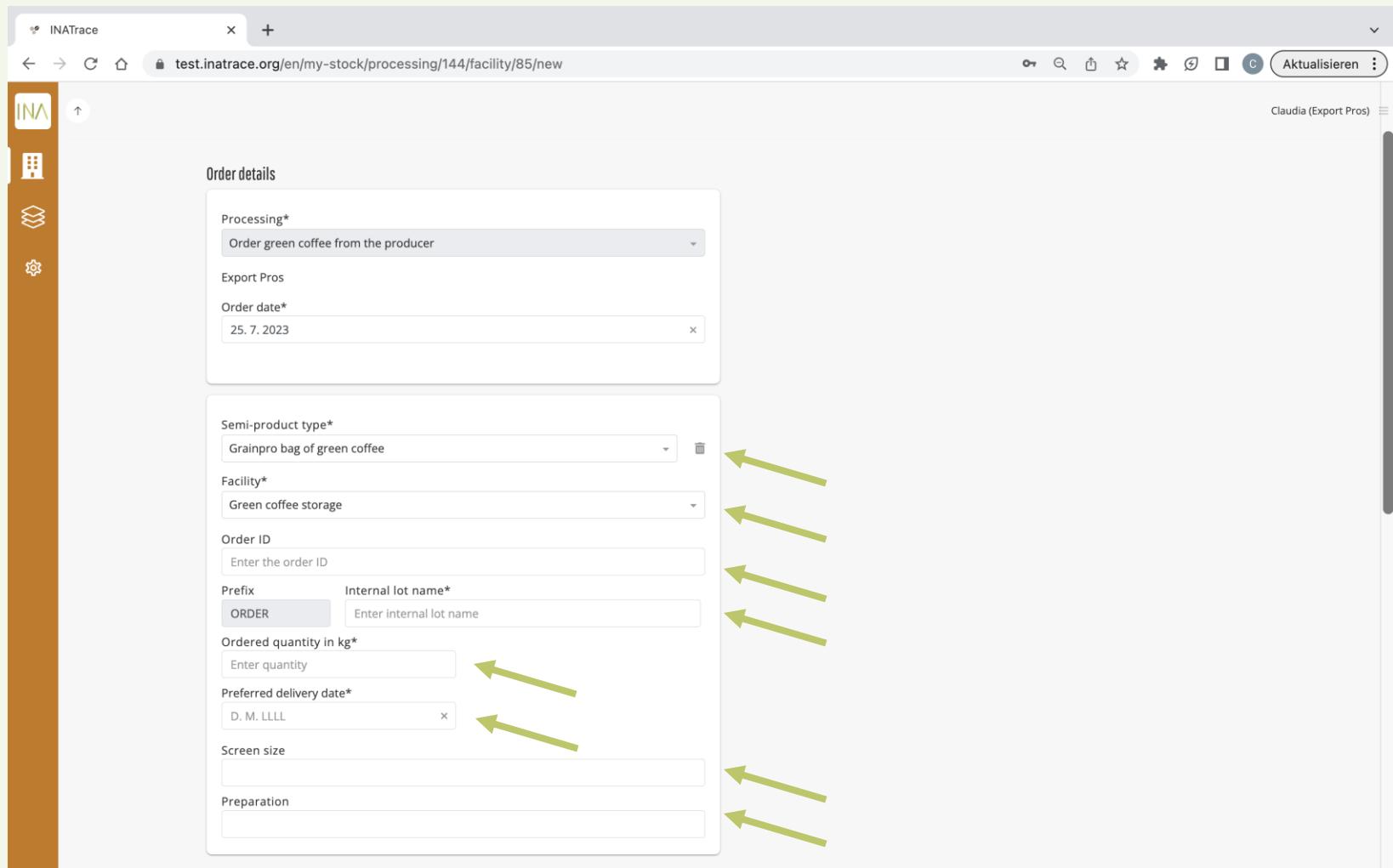
The screenshot shows the INATrace platform interface for managing orders. The main navigation bar includes 'INATrace', 'Export Pros', 'Received orders', 'Placed orders' (which is the active tab), and 'Aktualisieren'. The left sidebar features 'My stock' with 'Orders' (selected), 'Farmers', and 'Dashboard' options. The 'Orders' section lists items with columns for 'Date of delivery', 'SKU', 'Time of last change', and 'Actions'. A modal window titled 'First select facility and order template' is open, prompting the user to 'Select facility'. It lists several options: 'Parchment storage', 'Hulling Station', 'Green coffee storage', 'Roastery storage', 'Montaña Mágica Productores (Almacén de pergaminio seco)', 'Magic Mountain Producers (Green coffee storage)', 'Montaña Mágica Productores (Almacén de pergaminio seco)', and 'Montaña Mágica Productores (Green coffee)'. A yellow arrow points from the text 'Select facility' in the modal to the 'Roastery storage' option in the list. The modal has a close button 'X' in the top right corner.

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



The screenshot shows the INATrace software interface for managing orders. The main window displays a list of 'Placed orders' with columns for Date of delivery, SKU, Description, Unit, kgs, Time of last change, and Actions. A modal dialog box is overlaid on the screen, prompting the user to 'First select facility and order template'. The dialog contains two dropdown menus: 'Select facility*' (set to 'Green coffee storage') and 'Select quote order template*' (set to 'Order green coffee from the producer'). At the bottom of the dialog are 'Cancel' and 'Confirm' buttons, with a green arrow pointing to the 'Confirm' button. The background list shows several order entries, such as 'Grainpro' and 'Dry parchment in bags'.

Enter all order details.



The screenshot shows the 'Order details' section of the INATrace application. The form includes fields for Processing, Export Pros, Order date, Semi-product type, Facility, Order ID, Prefix, Internal lot name, Ordered quantity in kg, Preferred delivery date, Screen size, and Preparation. Green arrows point to the following fields: Internal lot name, Preferred delivery date, Screen size, and Preparation.

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

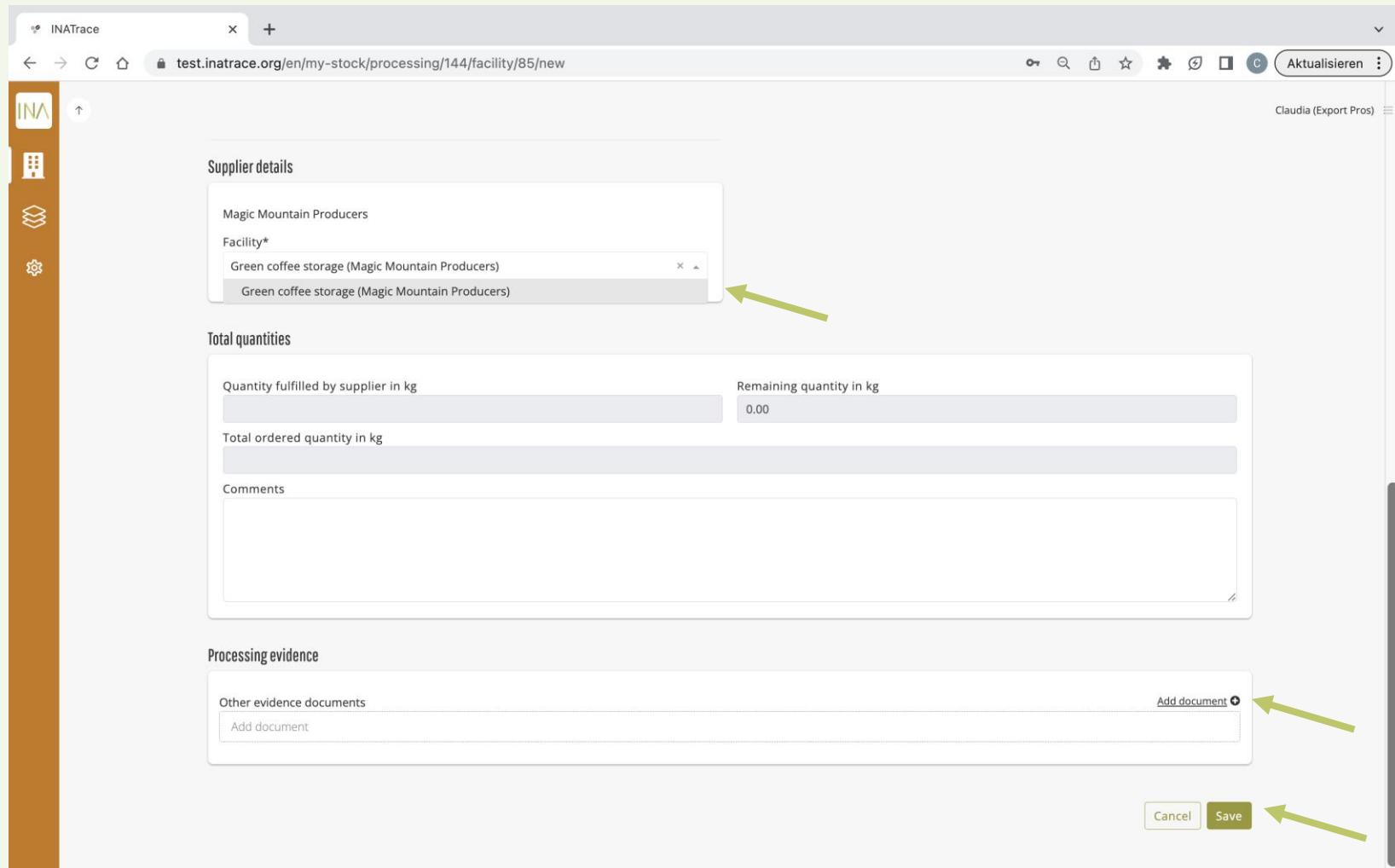
Ordered quantity in kg*
Enter quantity

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 INATracer web interface for managing stock processing. The left sidebar has an orange header with the INATracer logo and several icons: a house, a document, a gear, and a gear with a checkmark. The main content area has a light gray header with the title 'Supplier details' and a sub-header 'Supplier details'.

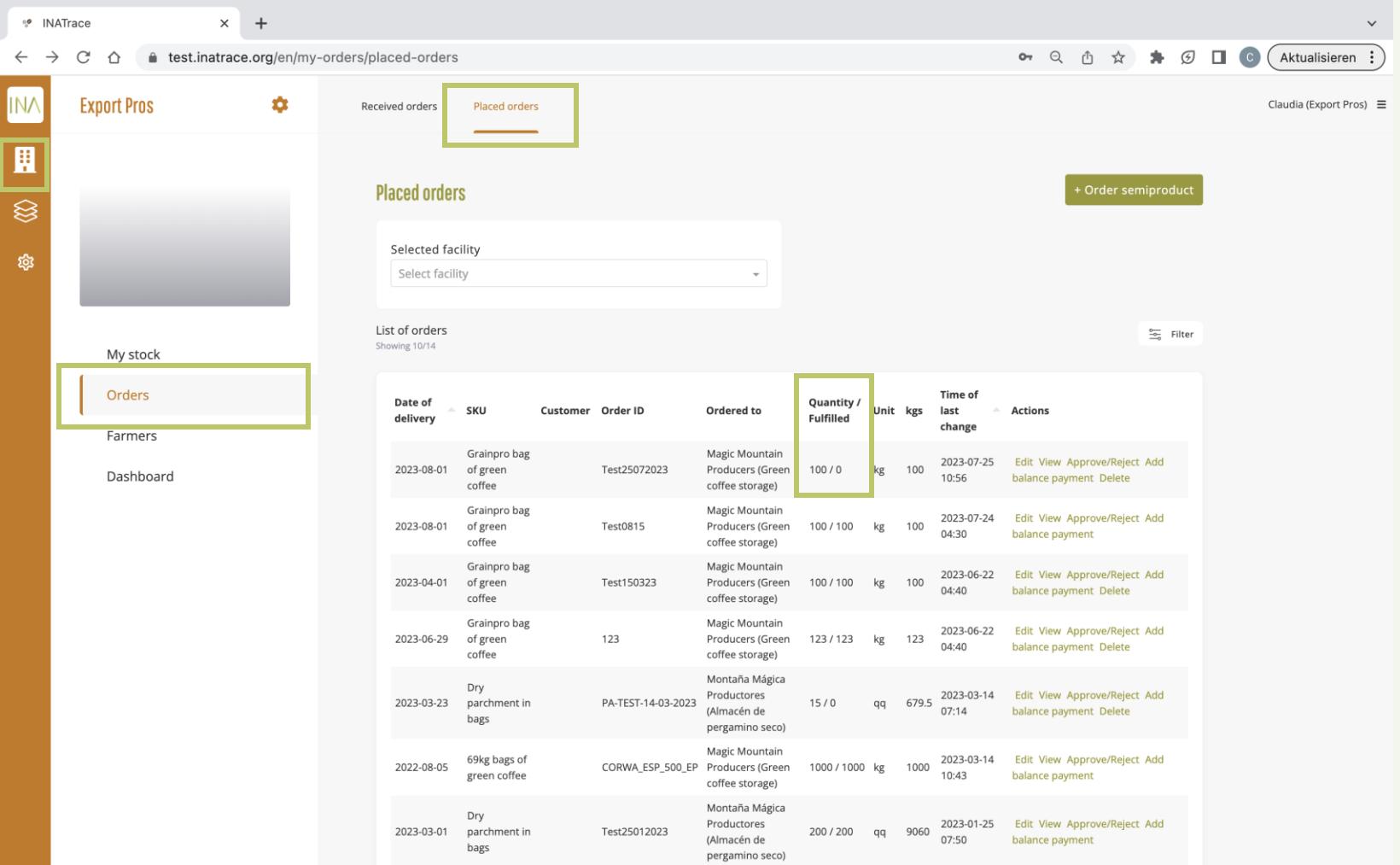
Supplier details: A dropdown menu is open, showing 'Magic Mountain Producers' and 'Facility*' with 'Green coffee storage (Magic Mountain Producers)' selected. A green arrow points to this dropdown.

Total quantities: Fields for 'Quantity fulfilled by supplier in kg' (0.00), 'Remaining quantity in kg' (0.00), and 'Total ordered quantity in kg' (0.00). A green arrow points to the 'Comments' text area below.

Processing evidence: A section for 'Other evidence documents' with a button 'Add document'. A green arrow points to this button.

Buttons: At the bottom right are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

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



INATrace

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

Export Pros

Received orders

Placed orders

Claudia (Export Pros)

My stock

Orders

Farmers

Dashboard

Placed orders

+ Order semiproduct

Selected facility

Select facility

List of orders

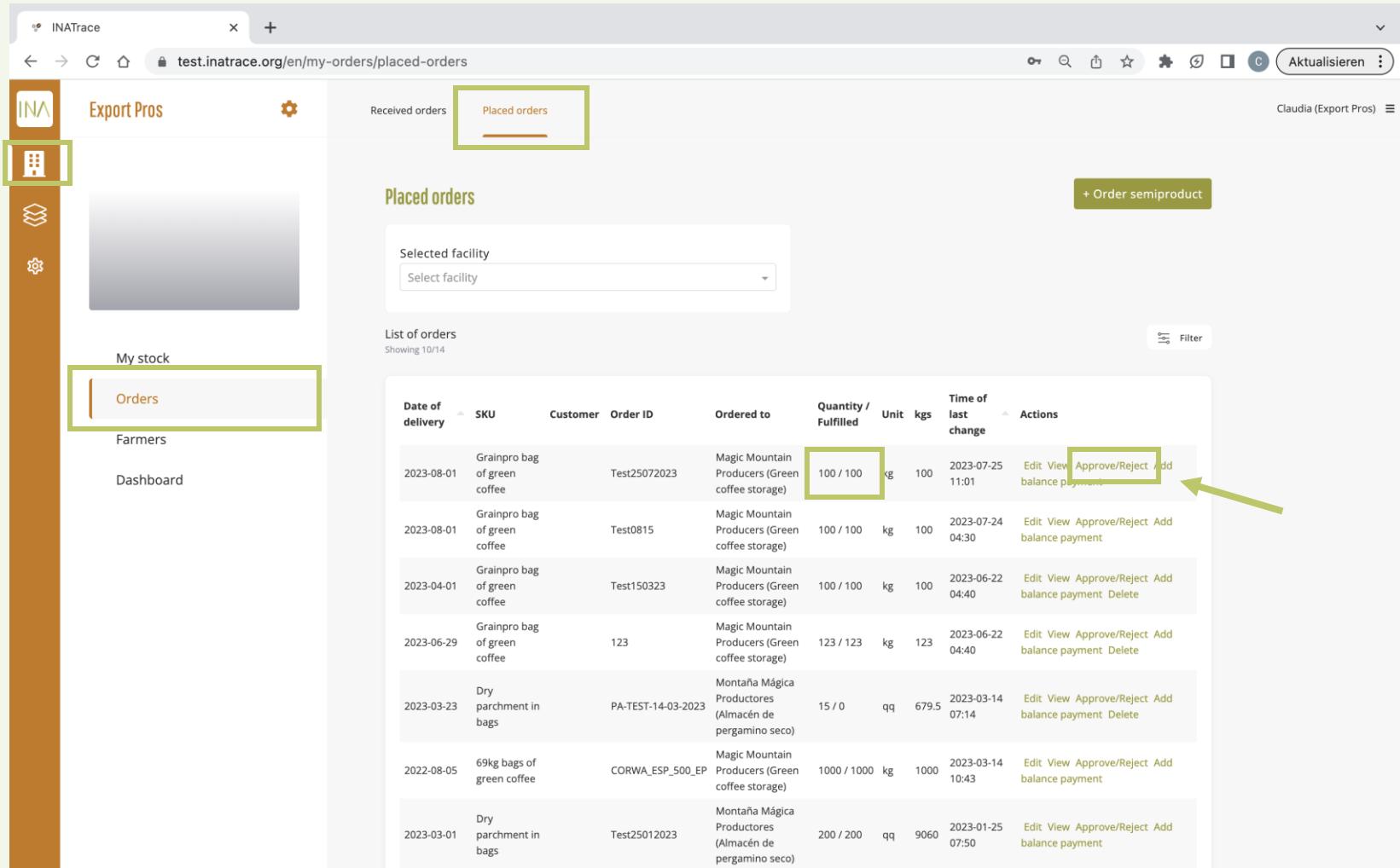
Showing 10/14

Filter

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 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.



INATrace

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

Export Pros

Received orders

Placed orders

Claudia (Export Pros)

My stock

Orders

Farmers

Dashboard

Placed orders

+ Order semiproduct

Selected facility

Select facility

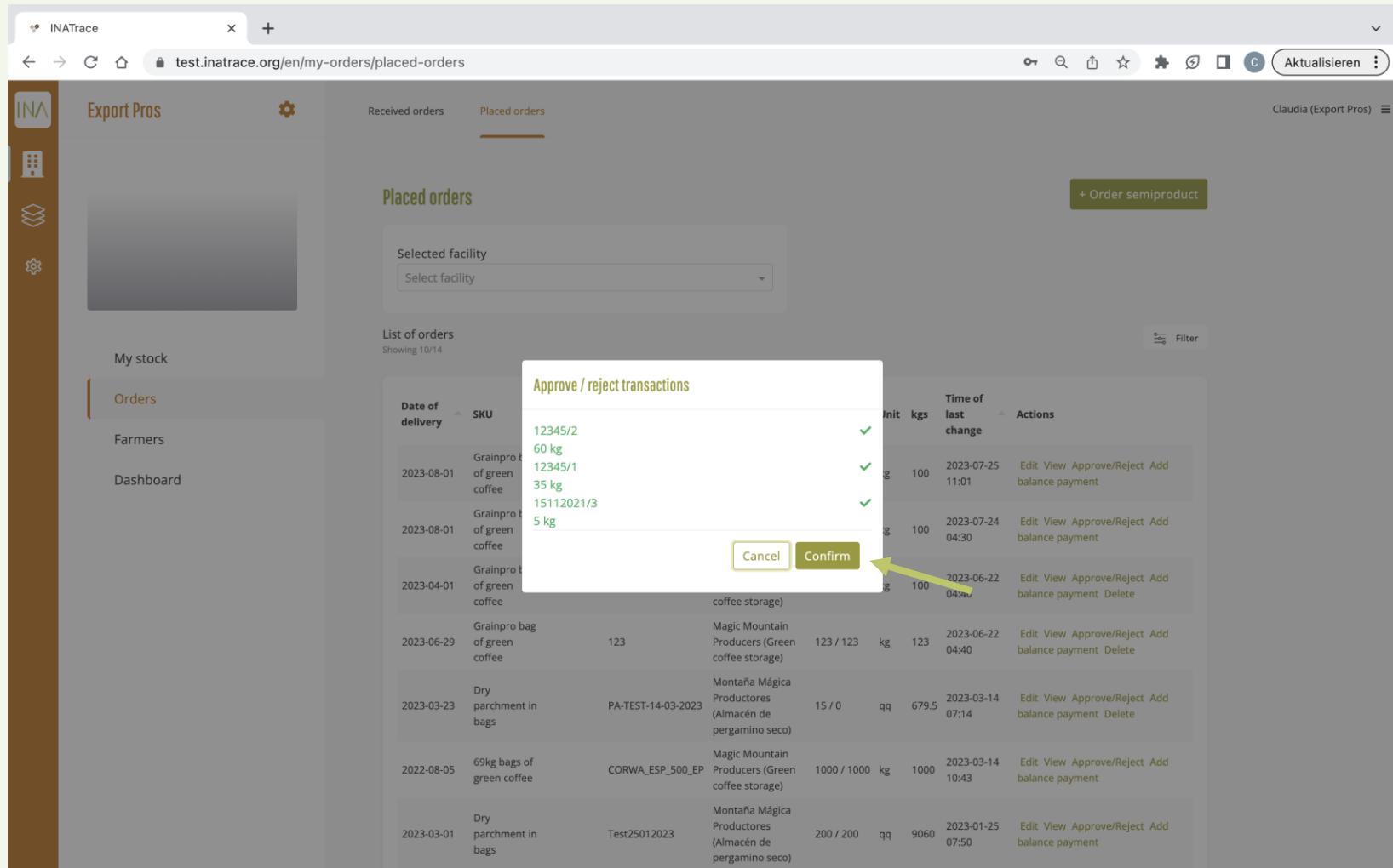
List of orders

Showing 10/14

Filter

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	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

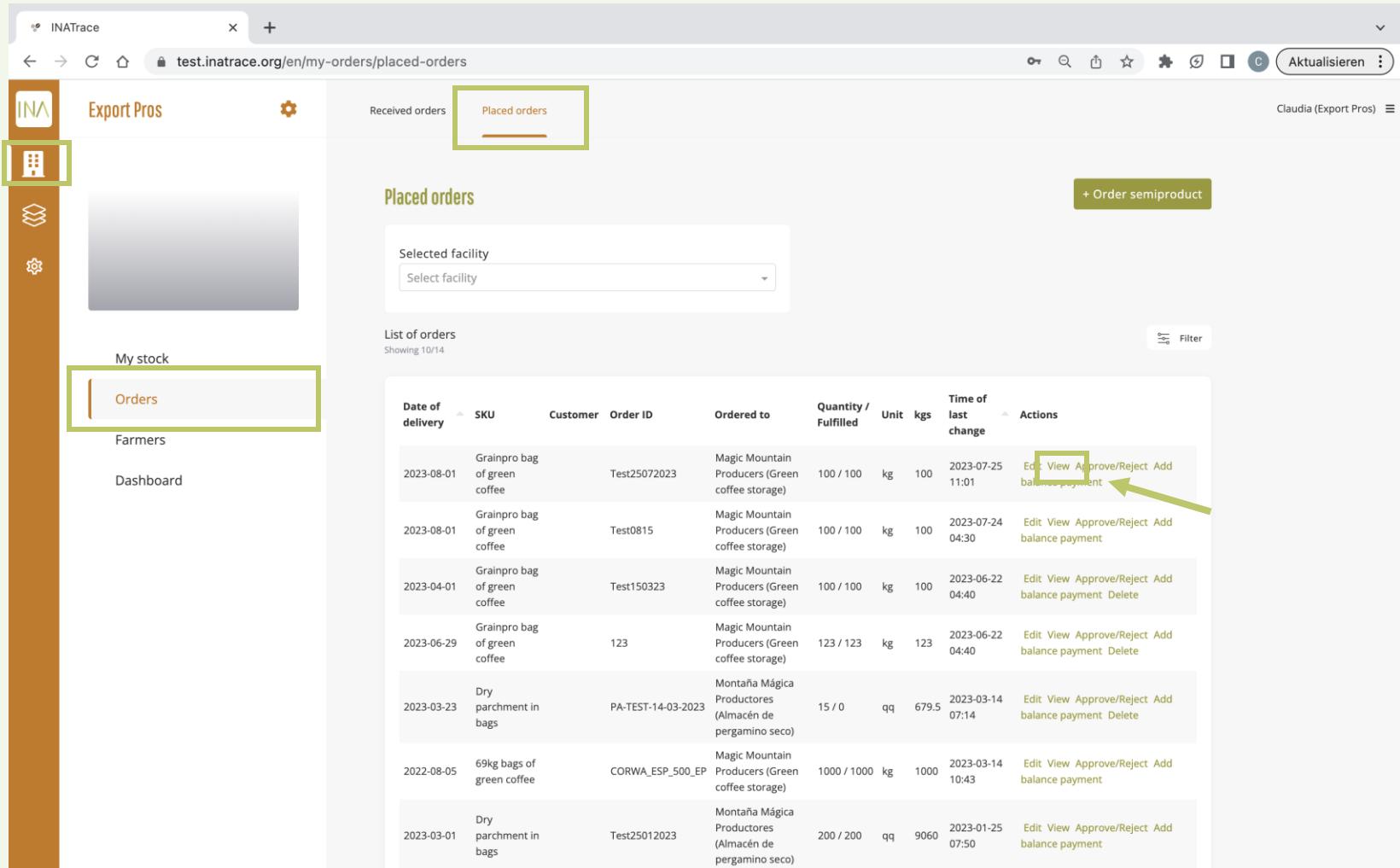
If the allocated batches suffice your requirements, click “confirm”. To reject one or several batches, untick the corresponding one(s). NOTE: Approving orders is a mandatory step to make the batches available in your company's stock and to be able to start recording processes or to fulfill your buyer's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



The screenshot shows the INATrace software interface for managing placed orders. The main screen displays a list of orders with columns for Date of delivery, SKU, Unit, kgs, Time of last change, and Actions. A modal dialog titled "Approve / reject transactions" is overlaid on the list, showing a subset of the data with green checkmarks in the Actions column. A yellow arrow points to the "Confirm" button in the bottom right corner of the modal.

Date of delivery	SKU	Unit	kgs	Time of last change	Actions	
2023-08-01	12345/2 60 kg	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment	
2023-08-01	12345/1 35 kg	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment	
2023-04-01	15112021/3 5 kg	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

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.



INATrace

Export Pros

Received orders

Placed orders

Claudia (Export Pros)

My stock

Orders

Farmers

Dashboard

Placed orders

+ Order semiproduct

Selected facility

Select facility

List of orders

Showing 10/14

Filter

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	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

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)
Inputs	
Grainpro bag of green coffee <ul style="list-style-type: none"> 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

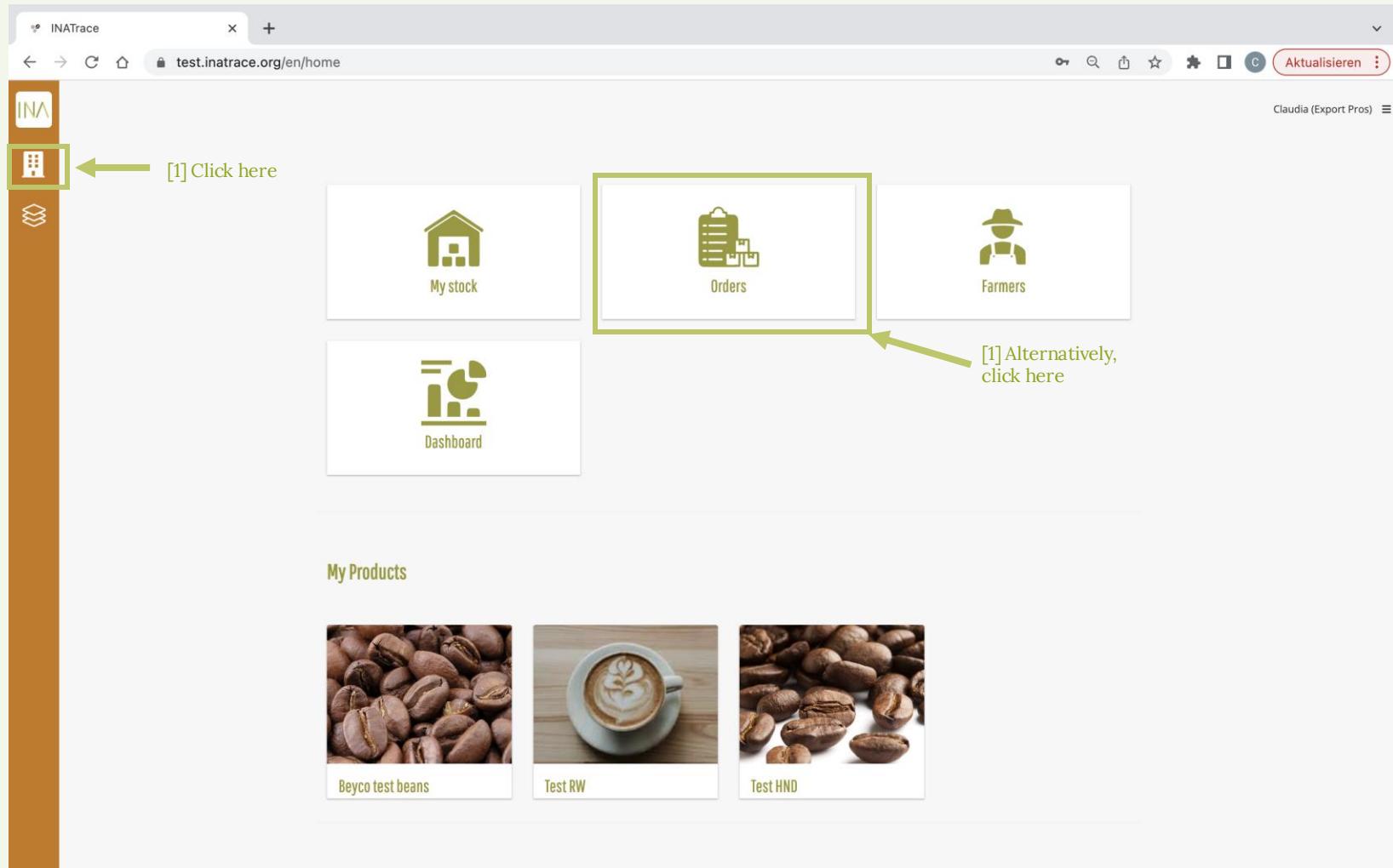
History

- 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
 - 2023-07-21 @ 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

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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.

The screenshot shows the INATRACE 2.0 platform interface for a user named Claudia (Magic Mountain Producers). The left sidebar has a brown background with icons for INA, a building, a grid, and a gear. The main content area has a white background. At the top, there are navigation buttons and a search bar. The title is "Magic Mountain Producers" with a gear icon. Below the title is a logo for "Magic MOUNTAIN". The main content area is titled "Received orders" with a sub-section "Placed orders". A green box highlights the "Received orders" tab, and a green arrow labeled "[2] Click here" points to it. The "Placed orders" tab is also visible. On the left, under "My stock", a green box highlights the "Orders" tab, and a green arrow labeled "[1] Click here" points to it. Below "Orders" are "Farmers", "Collectors", and "Dashboard". The main content area shows a table titled "List of orders" with 4 items. The table columns are: Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled, Unit, Time of last change, and Actions. The first item in the table is highlighted with a green box, and a green arrow labeled "[3] Select “view” or “edit”" points to the "Edit" and "View" buttons in the "Actions" column for that row. The table data is as follows:

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

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 Internal lot name*
ORDER 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.

Supplier details

Magic Mountain Producers

Facility*

Green coffee storage (Magic Mountain Producers)

From To

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

Search Filter

Add new transactions

Select all (Grainpro bag of green coffee)

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

Total quantities

Quantity fulfilled by supplier in kg

Remaining quantity in kg

100.00

Total ordered quantity in kg

100.00

Comments

Processing evidence

Other evidence documents

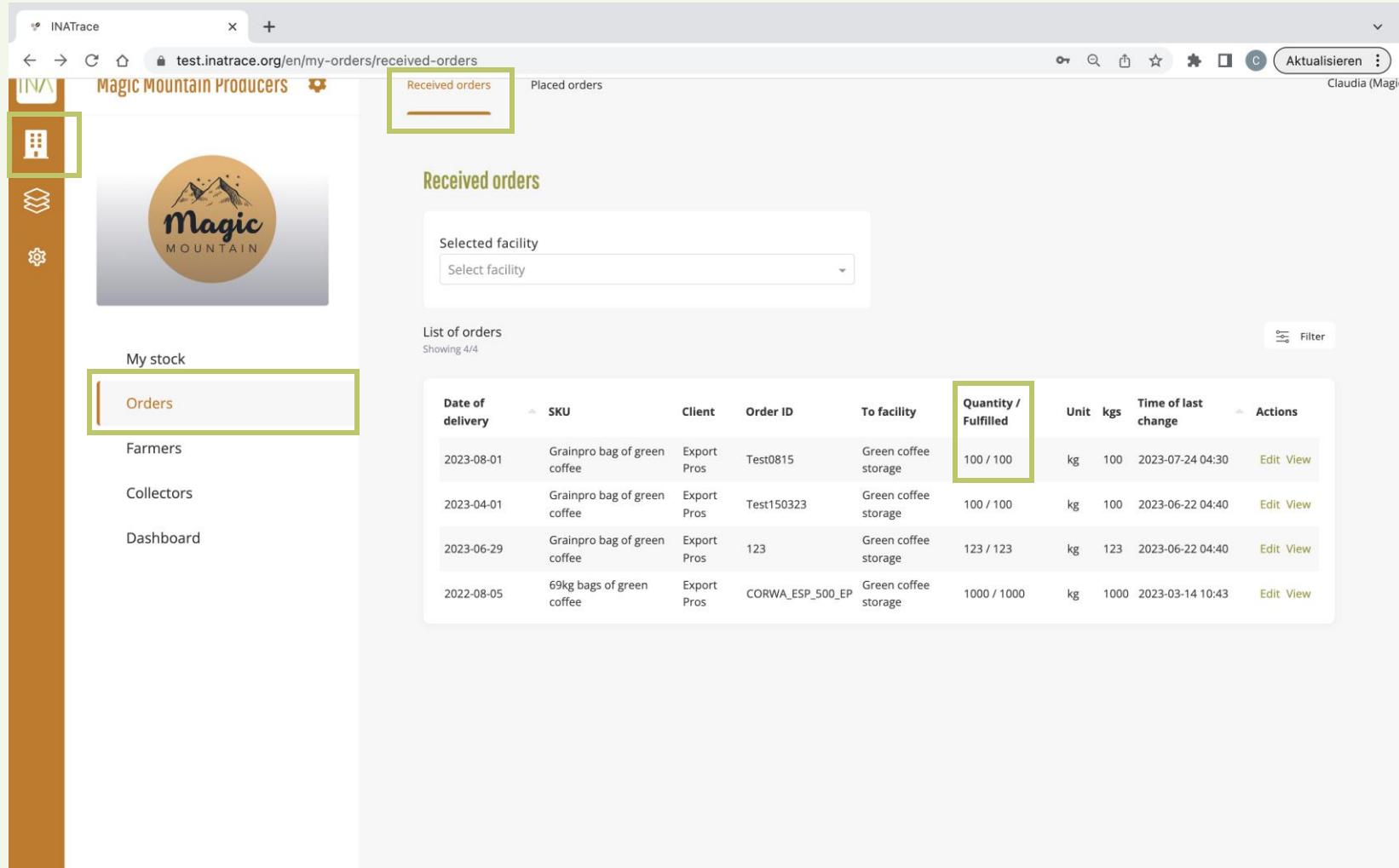
Add document

Cancel Save

Add one or several items

Add evidence documents as requested by the buyer

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



INATracer x + test.inatracer.org/en/my-orders/received-orders Placed orders Aktualisieren Claudia (Magi

Magic Mountain Producers INAV

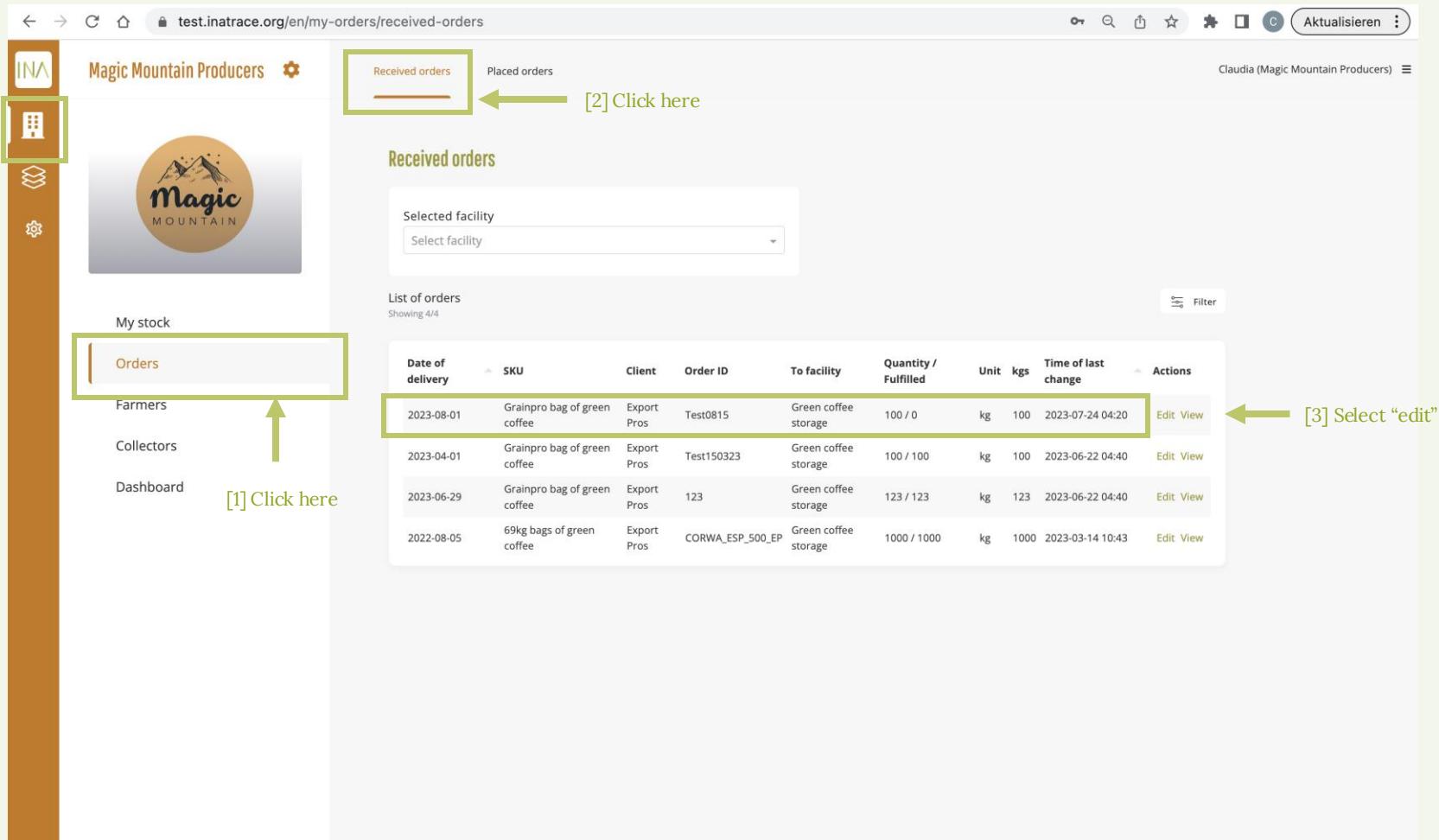
Received orders

Selected facility Select facility

List of orders Showing 4/4 Filter

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

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.



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

Magic Mountain Producers 

Received orders  Placed orders

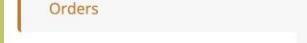
Claudia (Magic Mountain Producers) 

Selected facility  Filter

List of orders
Showing 4/4

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	 
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	 
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	 
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	 

My stock

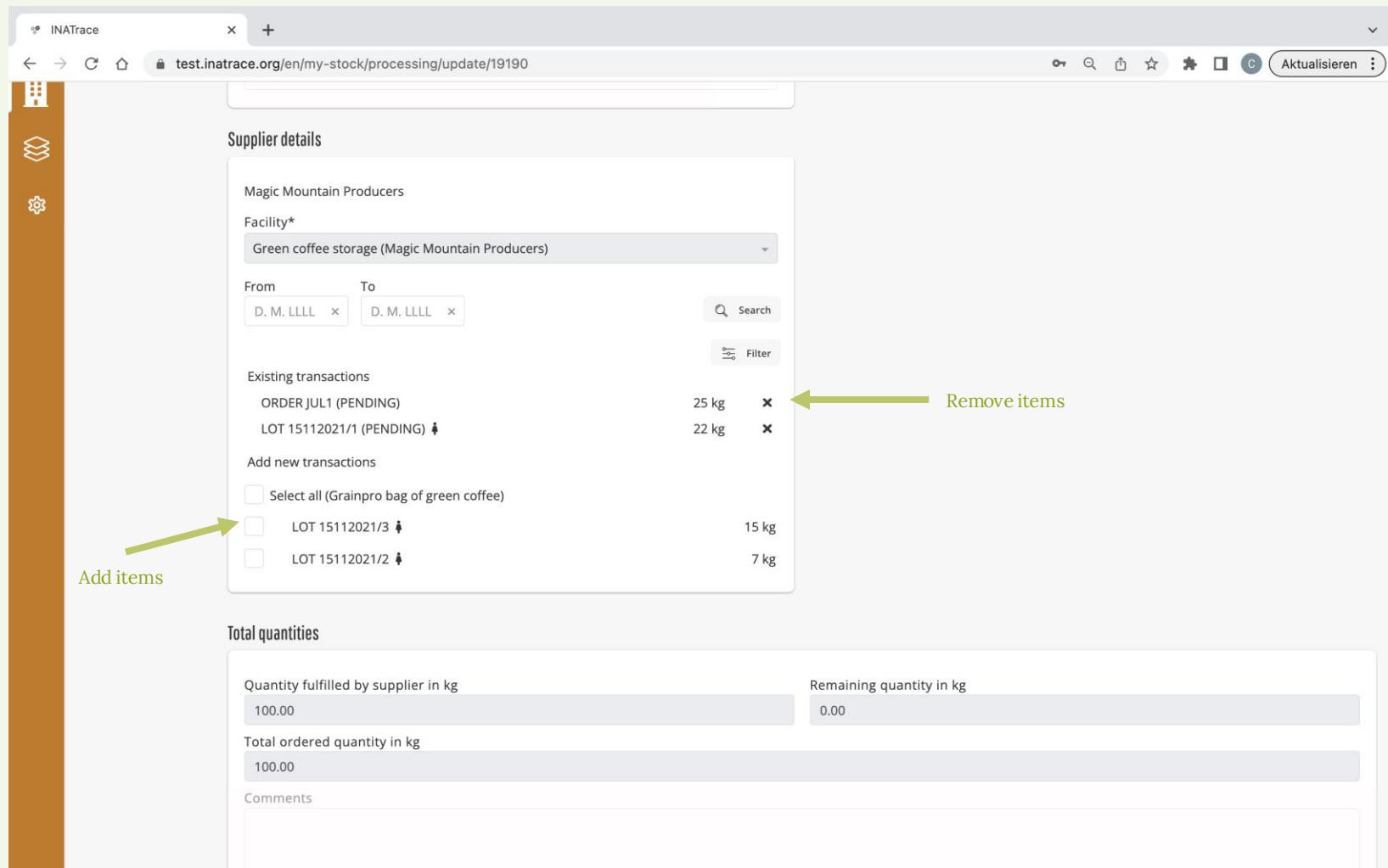
Orders  [1] Click here

Farmers

Collectors

Dashboard

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.



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

<input type="checkbox"/> Select all (Grainpro bag of green coffee)	15 kg
<input type="checkbox"/> LOT 15112021/3	15 kg
<input type="checkbox"/> LOT 15112021/2	7 kg

Total quantities

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

Chapter 4.

Processing Module

The processing module 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.

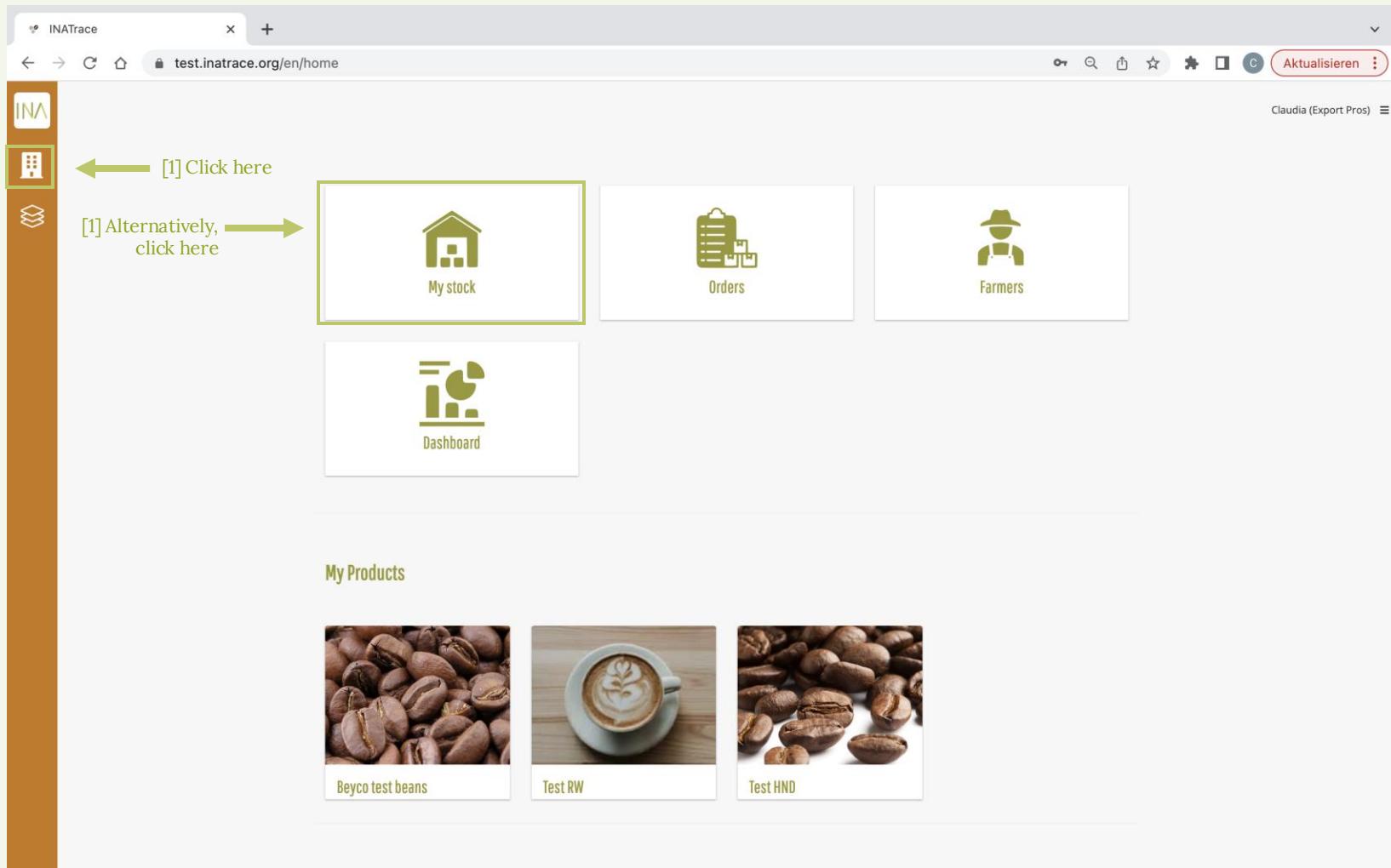
In the following, we show how to document processing actions for an exemplary coffee supply chain.

KEEP IN MIND:

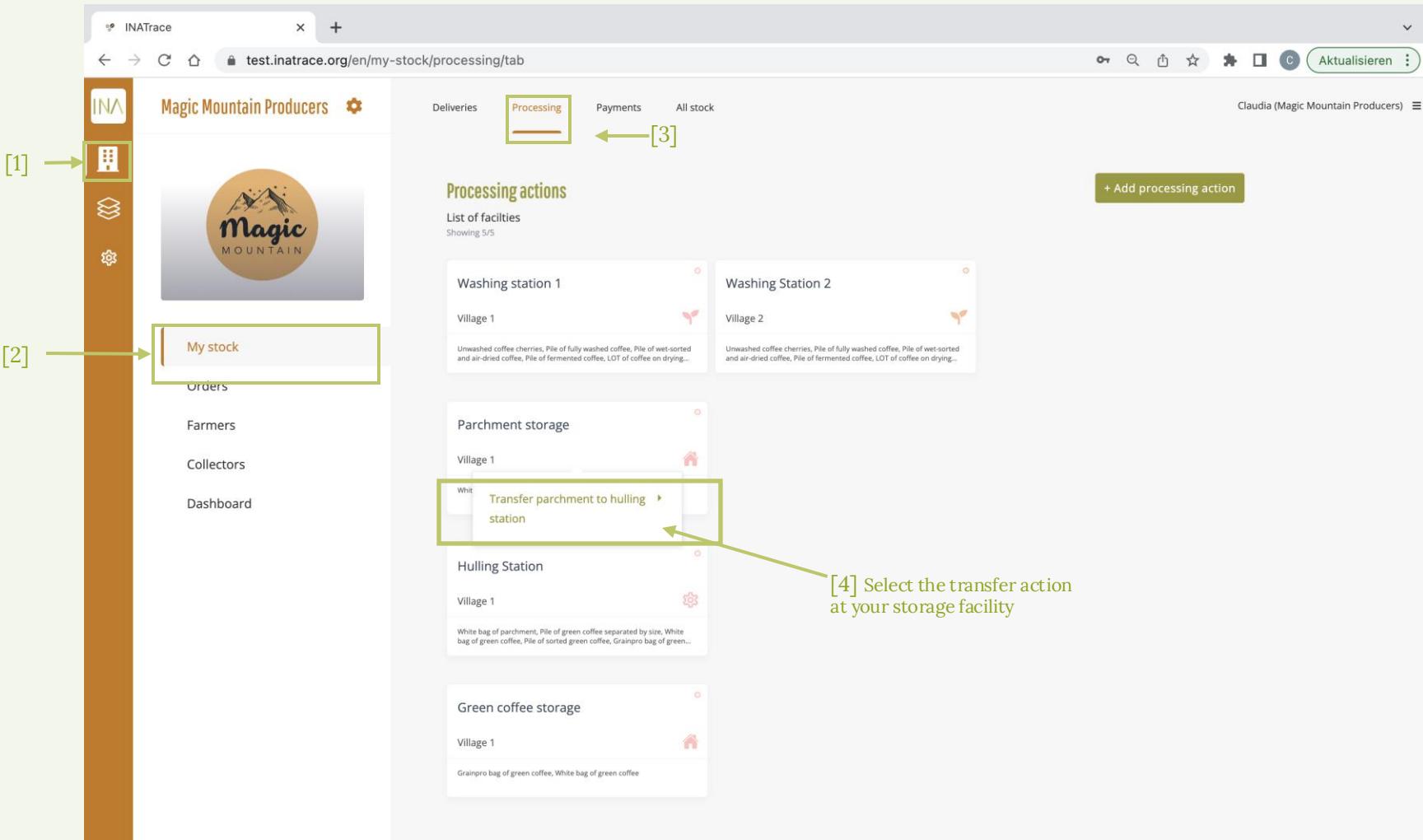
- **All processes need to be recorded in a chronological order** AFTER you approved the orders which were fulfilled by your supplier
- You will need to identify your product batch through all processing steps. The system will therefore ask you for an **internal lot number which represents the unique 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.



“Add transfer action” page appears with prefilled information in the processing and facility fields. The page has two main parts:

“Material to be recorded” meaning process input information,

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

Add transfer action

Process input

Choose activity that you want to record

Processing*
Transfer parchment to hulling station

Processing date*
21. 7. 2023

Material to be recorded

Facility*
Parchment storage

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

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

Process output

Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Hulling Station

Prefix ORDER Internal lot name*
LOT 123

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

Add transfer action

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

[6] Select the input to package and move.

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

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

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

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

Outputs of this processing

Semi-product type*
White bag of parchment

Facility*
Hulling Station

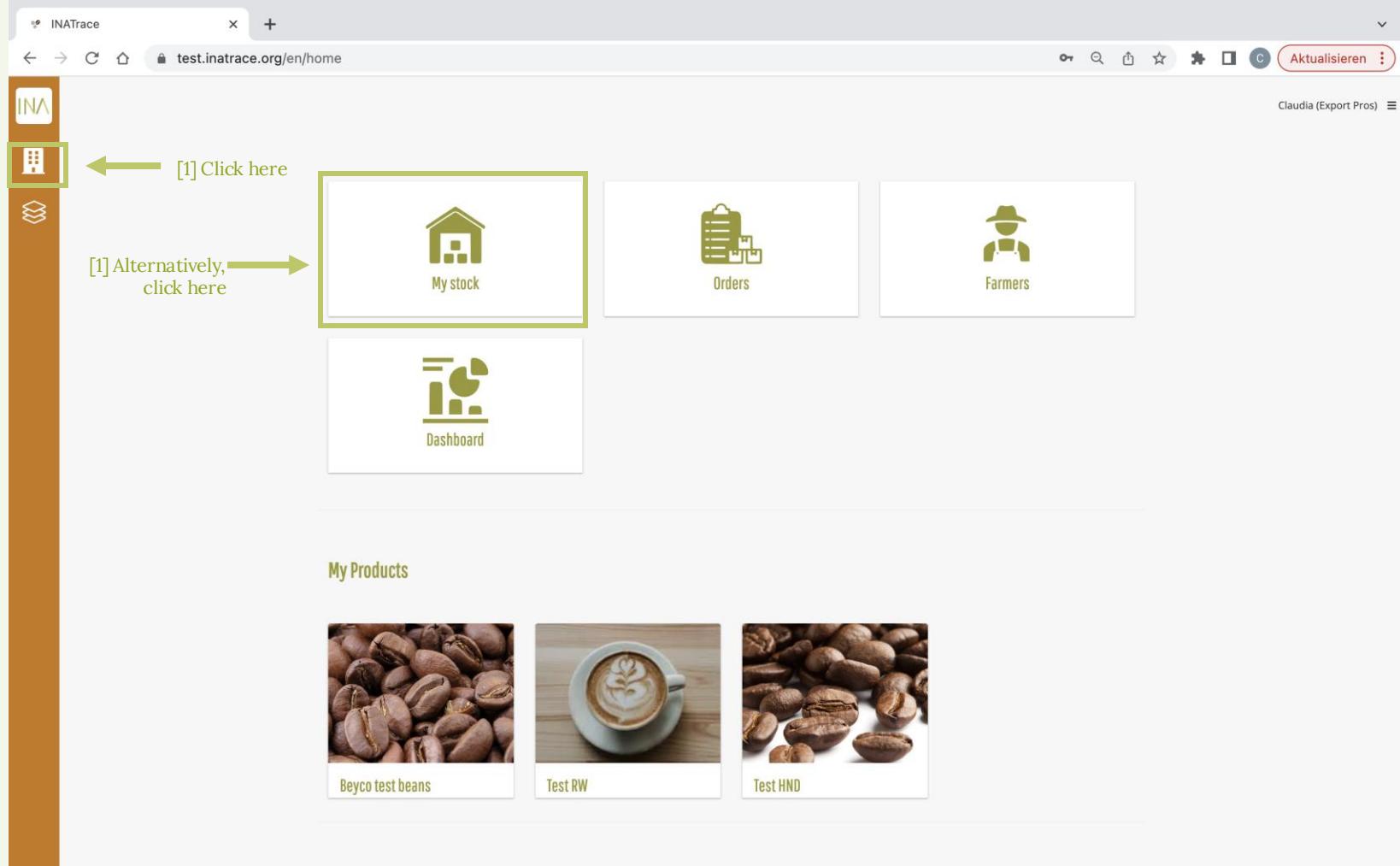
Prefix Internal lot name*
ORDER LOT 123

Add new transactions

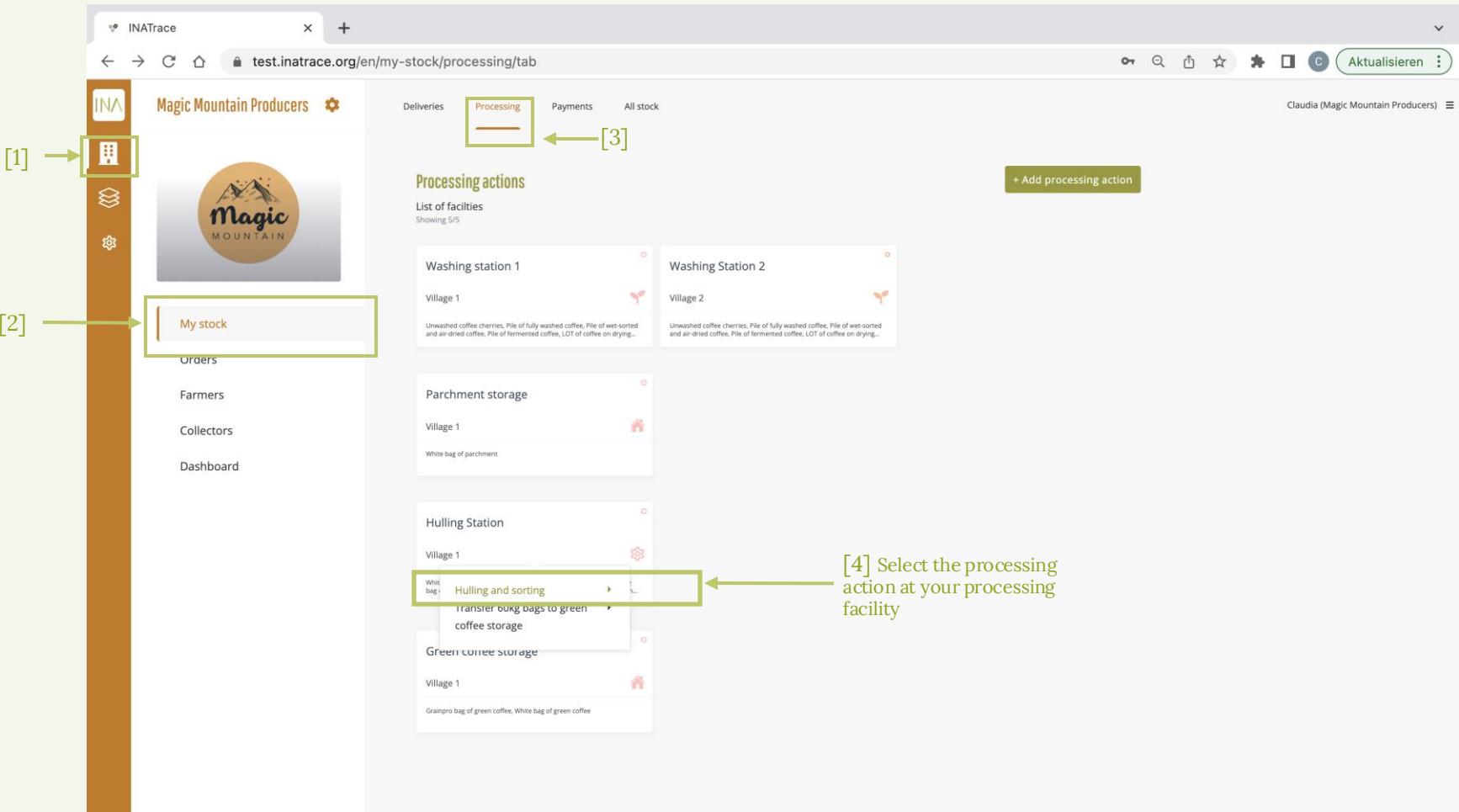
Select all (White bag of parchment)	
<input type="checkbox"/> LOT 123testA1PS	500 kg
<input checked="" type="checkbox"/> LOT 123/36	53 / 53 kg
<input checked="" type="checkbox"/> LOT 123/35	60 / 60 kg
<input checked="" type="checkbox"/> LOT 123/34	60 / 60 kg
<input checked="" type="checkbox"/> LOT 123/33	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

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**”.



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

The page has two main parts:

“Material to be recorded” meaning process input information,

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

Add new processing action

Process input

choose activity that you want to record

Processing*
Hulling and sorting

Processing date*
21.7.2023

Material to be recorded

Facility*
Hulling Station

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

Search Filter

Add new transactions

Select all (White bag of parchment)
 LOT 123testA1HS 500 kg

Process output

Outputs of this processing

Semi-product type*
Grainpro bag of green coffee

Facility*
Select facility

Prefix ORDER Internal lot name*
Enter internal lot name

Output quantity in kg*
Enter quantity

Screen size*

Add additional output

Total quantities

Input quantity in kg	Remaining quantity in kg
Total output quantity in kg	

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

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

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

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

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

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

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

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

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

Comments

Processing evidence

Other evidence documents

Add document

Cancel Save

[a] Make sure the date is right

[b] Select the proof document type

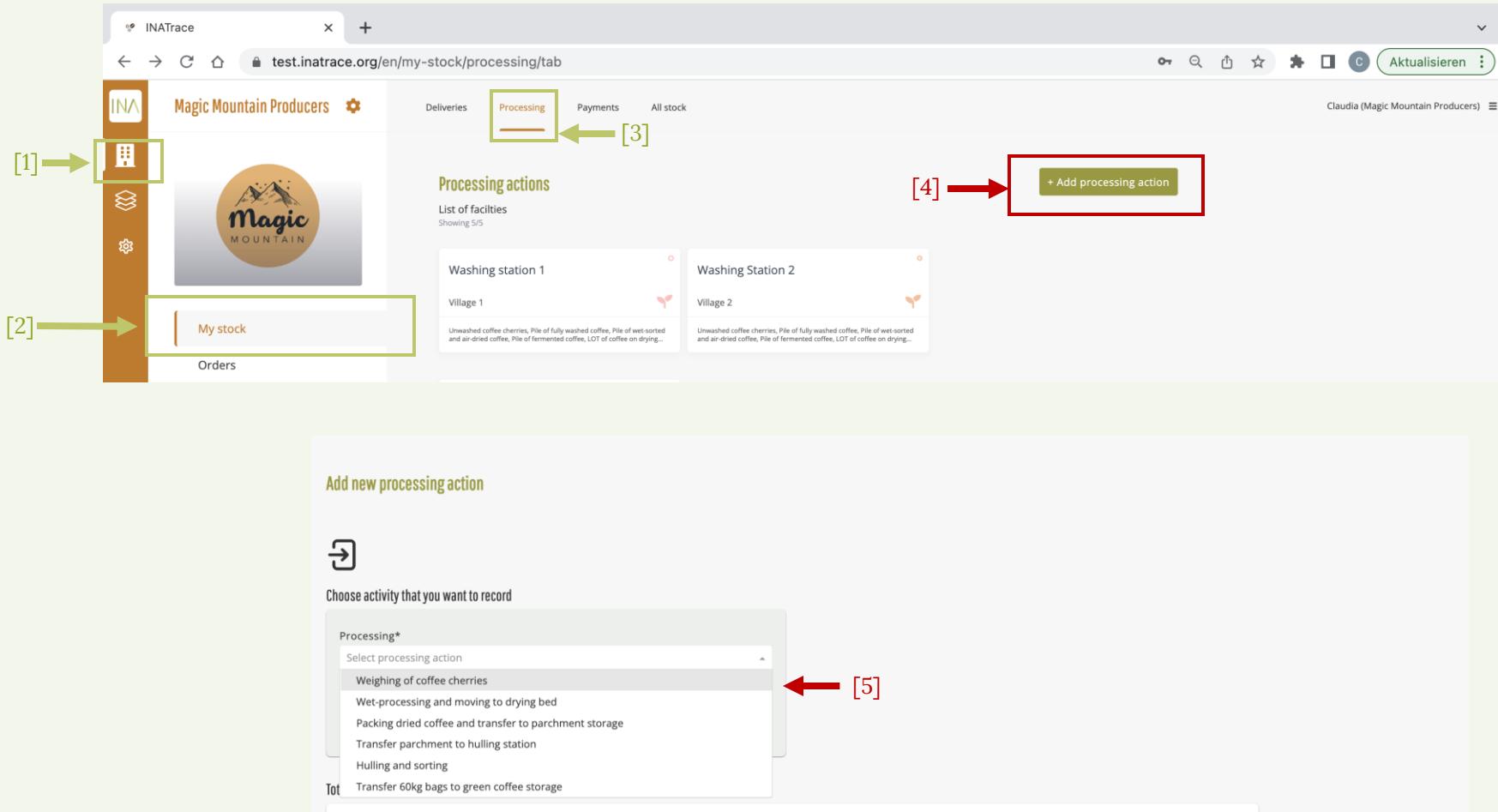
[c] Upload weight note / proof of purchase with signature of the farmer.

[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.



The screenshot shows the INATRACE processing interface. The main menu on the left includes 'My stock' (highlighted with [2]), 'Orders', and a 'Processing' tab (highlighted with [3]). The 'Processing' tab is active, showing 'Processing actions' for 'Washing station 1' and 'Washing Station 2'. A red arrow [4] points to the '+ Add processing action' button. The 'Add new processing action' dialog box is open, with a red arrow [5] pointing to the 'Select processing action' dropdown menu. The dropdown menu lists several options, with 'Weighing of coffee cherries' currently selected.

INATRACE

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

Magic Mountain Producers

Deliveries

Processing

Payments

All stock

Processing actions

List of facilities

Showing 5/5

Washing station 1

Village 1

Unwashed coffee cherries, Pile of fully washed coffee, Pile of wet-sorted and air-dried coffee, Pile of fermented coffee, LOT of coffee on drying...

Washing Station 2

Village 2

Unwashed coffee cherries, Pile of fully washed coffee, Pile of wet-sorted and air-dried coffee, Pile of fermented coffee, LOT of coffee on drying...

+ Add processing action

My stock

Orders

Add new processing action

Choose activity that you want to record

Processing*

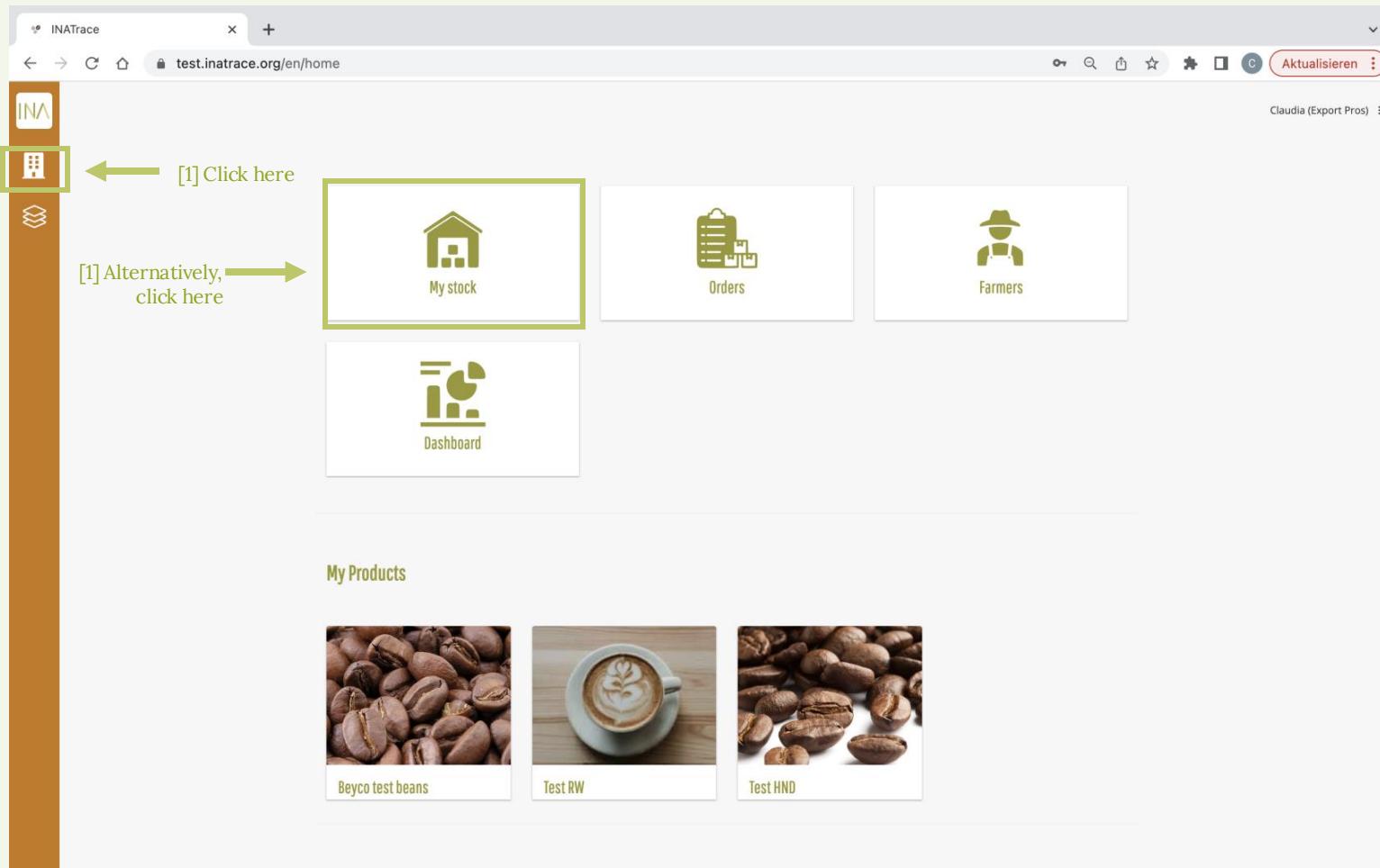
Select processing action

- 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
- Transfer 60kg bags to green coffee storage

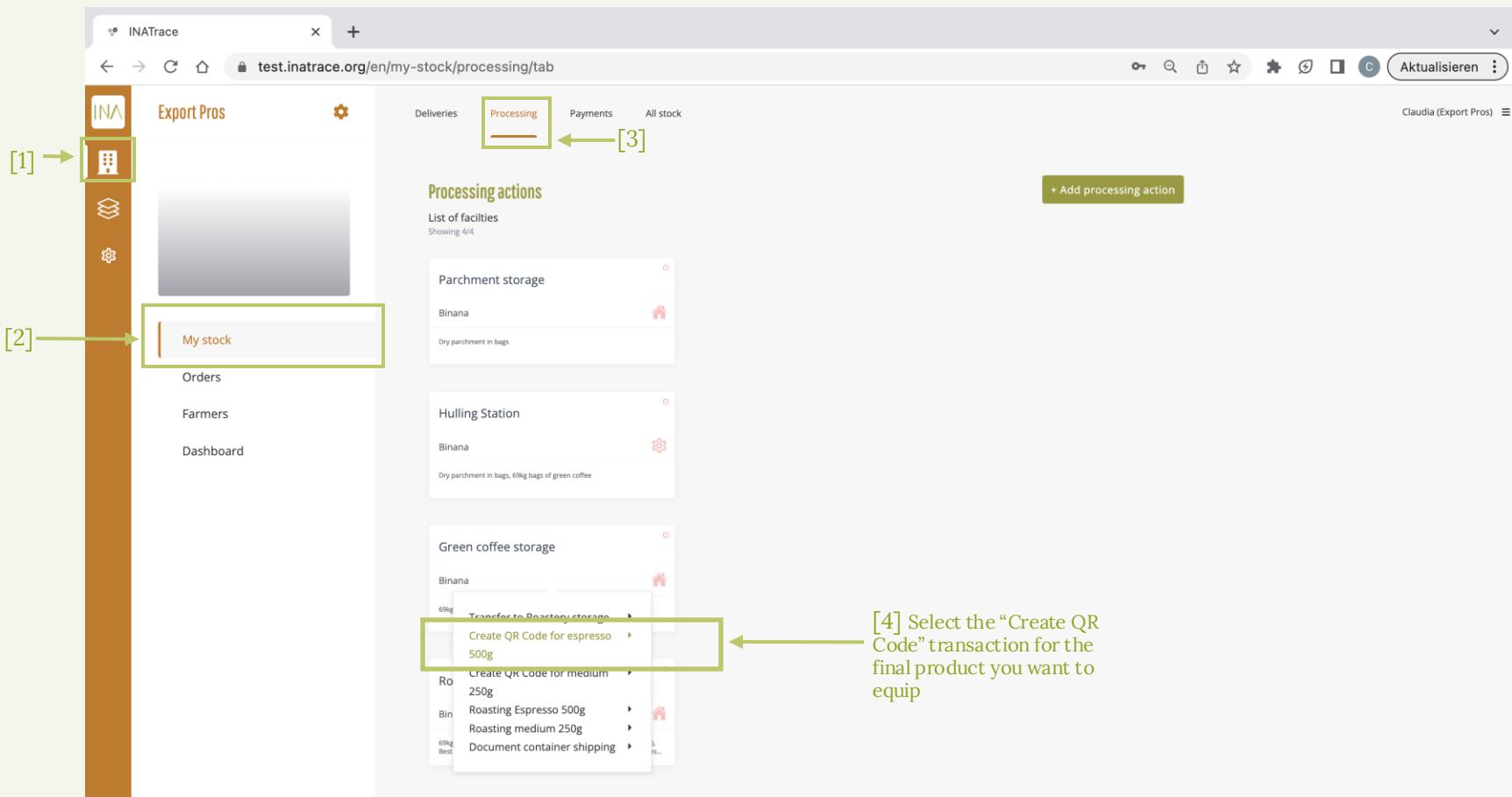
Tot

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.



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 Internal lot name*
ORDER ORDER Test25072023/1/

Material to be recorded

Facility*
Green coffee storage

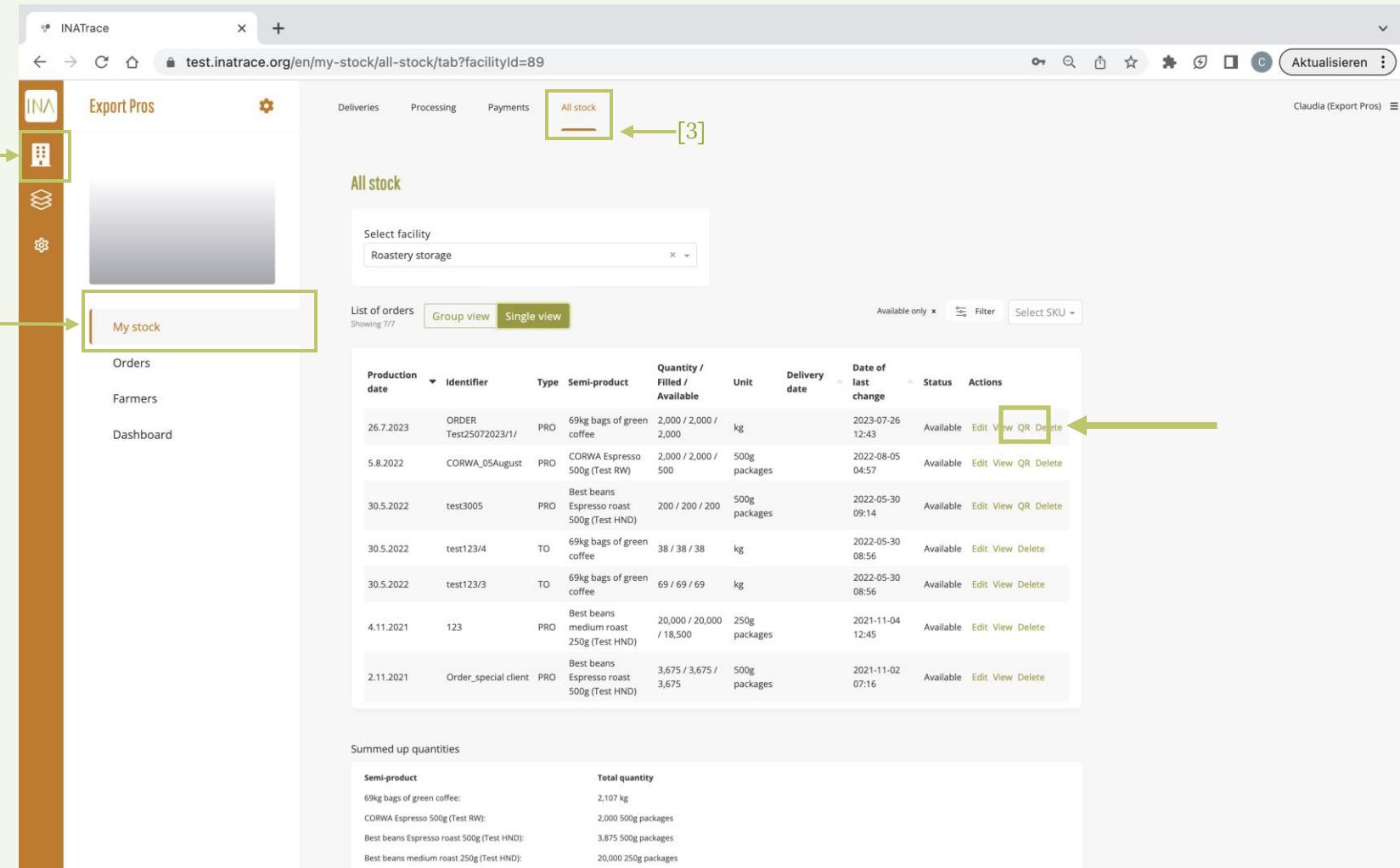
From To
D. M. LLLL x D. M. LLLL x

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 interface with the following highlights:

- [1]** Points to the vertical sidebar on the left.
- [2]** Points to the "My stock" button in the sidebar.
- [3]** Points to the "All stock" tab in the top navigation bar.
- A green box highlights the "Single view" button in the "List of orders" section.
- A green box highlights the "QR" button in the "Actions" column of the order table.

INATrace - test.inatrace.org/en/my-stock/all-stock/tabcid=89

Export Pros

Deliveries Processing Payments All stock [3]

Claudia (Export Pros) ...

All stock

Select facility: Roastery storage

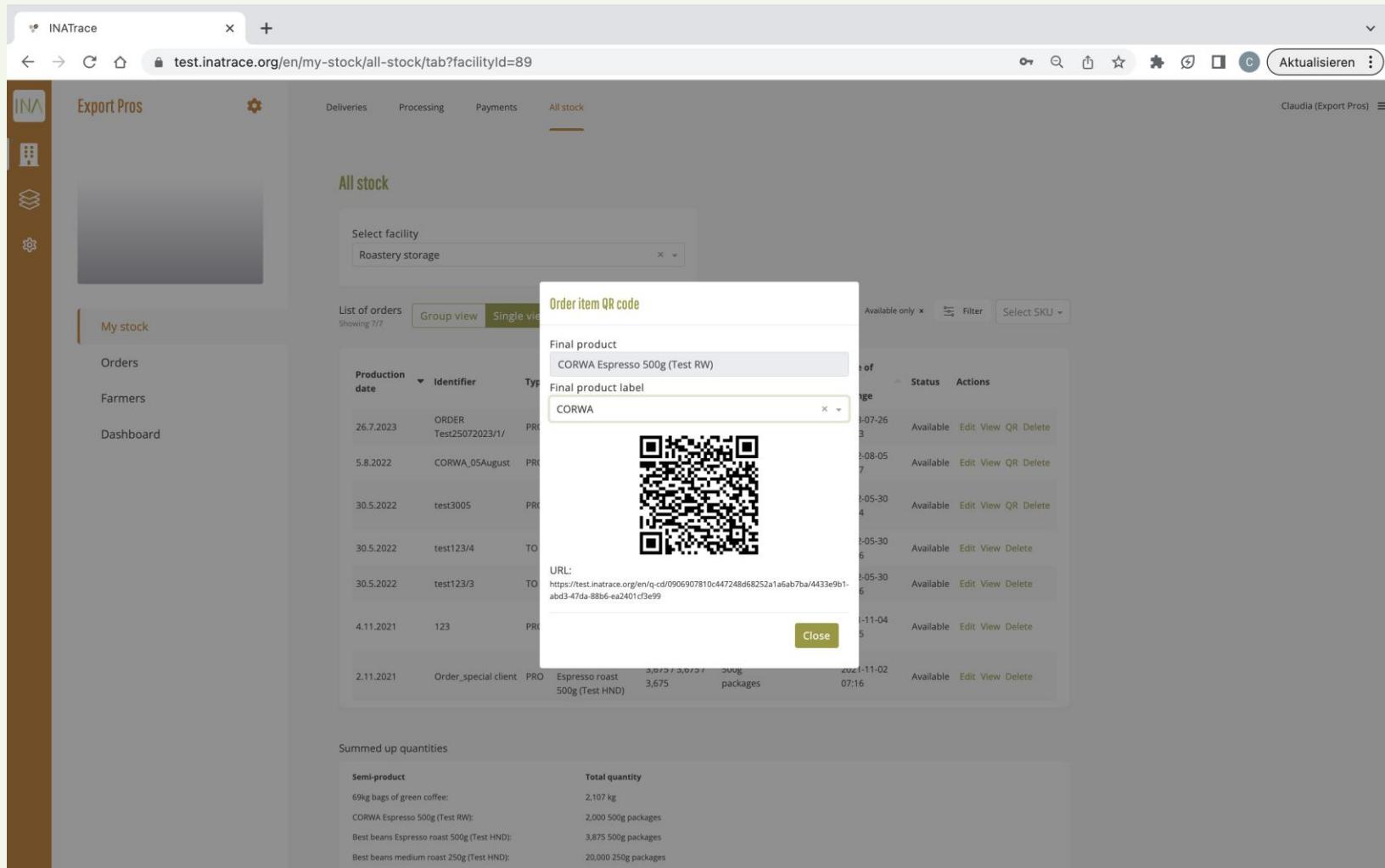
List of orders (Showing 7/7) Group view Single view Available only Filter Select SKU

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	2022-08-05 04:57	Available	Edit View QR Delete
5.8.2022	CORWA_05August	PRO	CORWA Espresso 500g (Test RW)	2,000 / 2,000 / 500	500g packages			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	2022-05-30 08:56	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	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	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	2021-11-02 07:16	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			Available	Edit View Delete

Summed up quantities

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

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



The screenshot shows the INATRACE platform interface. The main menu on the left includes 'Export Pros', 'Deliveries', 'Processing', 'Payments', and 'All stock'. The 'All stock' tab is active, showing a list of items. A modal window titled 'Order item QR code' is open, displaying the following information:

- Final product:** CORWA Espresso 500g (Test RW)
- Final product label:** CORWA
- QR code:** A square barcode representing the product information.
- URL:** <https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a6ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99>
- Close button:** A green button to close the modal.

Below the modal, the 'All stock' list shows several items with columns for 'Production date', 'Identifier', 'Type', 'Status', and 'Actions'. The items listed are:

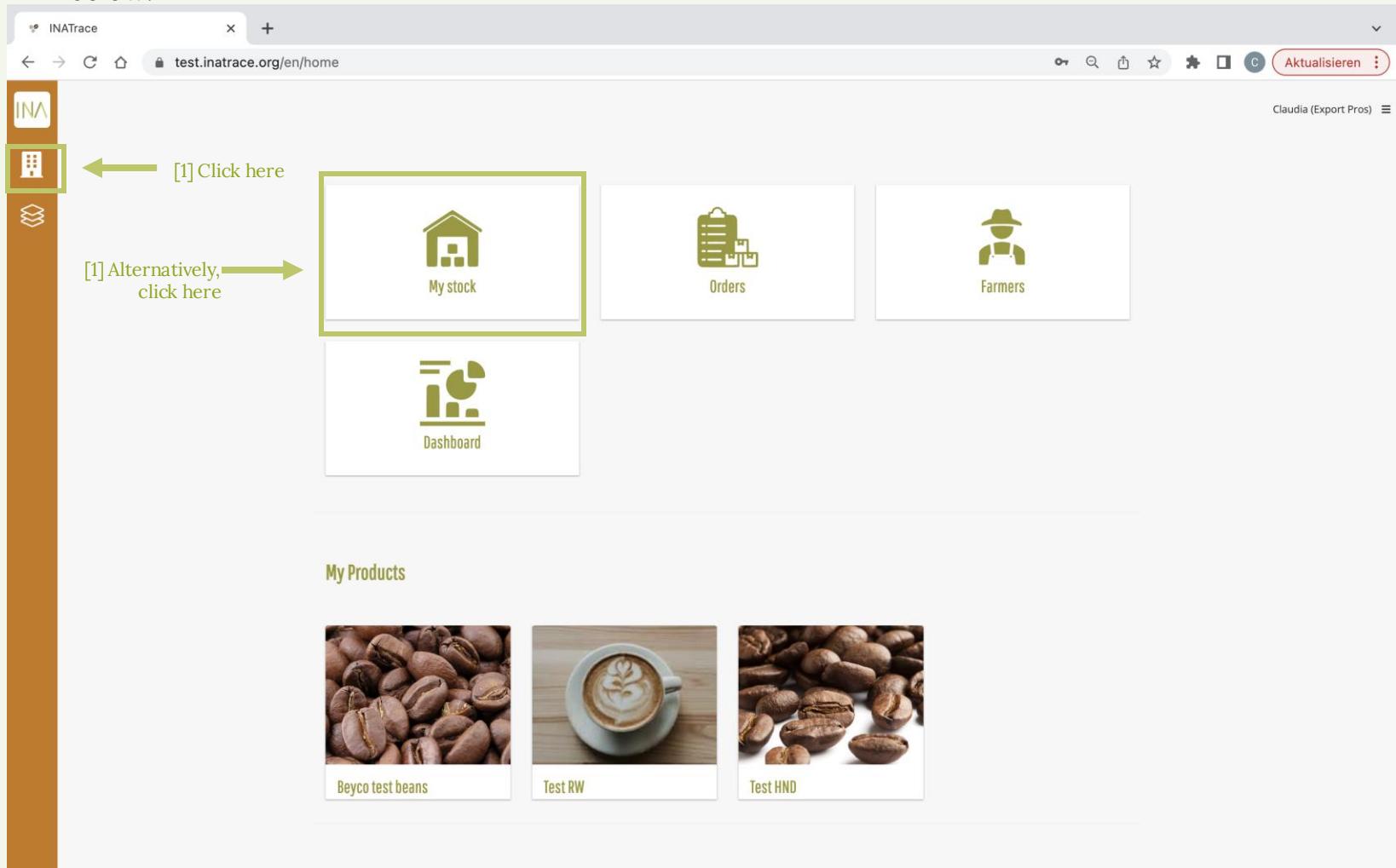
Production date	Identifier	Type	Status	Actions
26.7.2023	ORDER Test25072023/1	PRO	Available	Edit View QR Delete
5.8.2022	CORWA_05August	PRO	Available	Edit View QR Delete
30.5.2022	test3005	PRO	Available	Edit View QR Delete
30.5.2022	test123/4	TO	Available	Edit View Delete
30.5.2022	test123/3	TO	Available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

At the bottom, a section titled 'Summed up quantities' provides a summary of the total quantity for various semi-products:

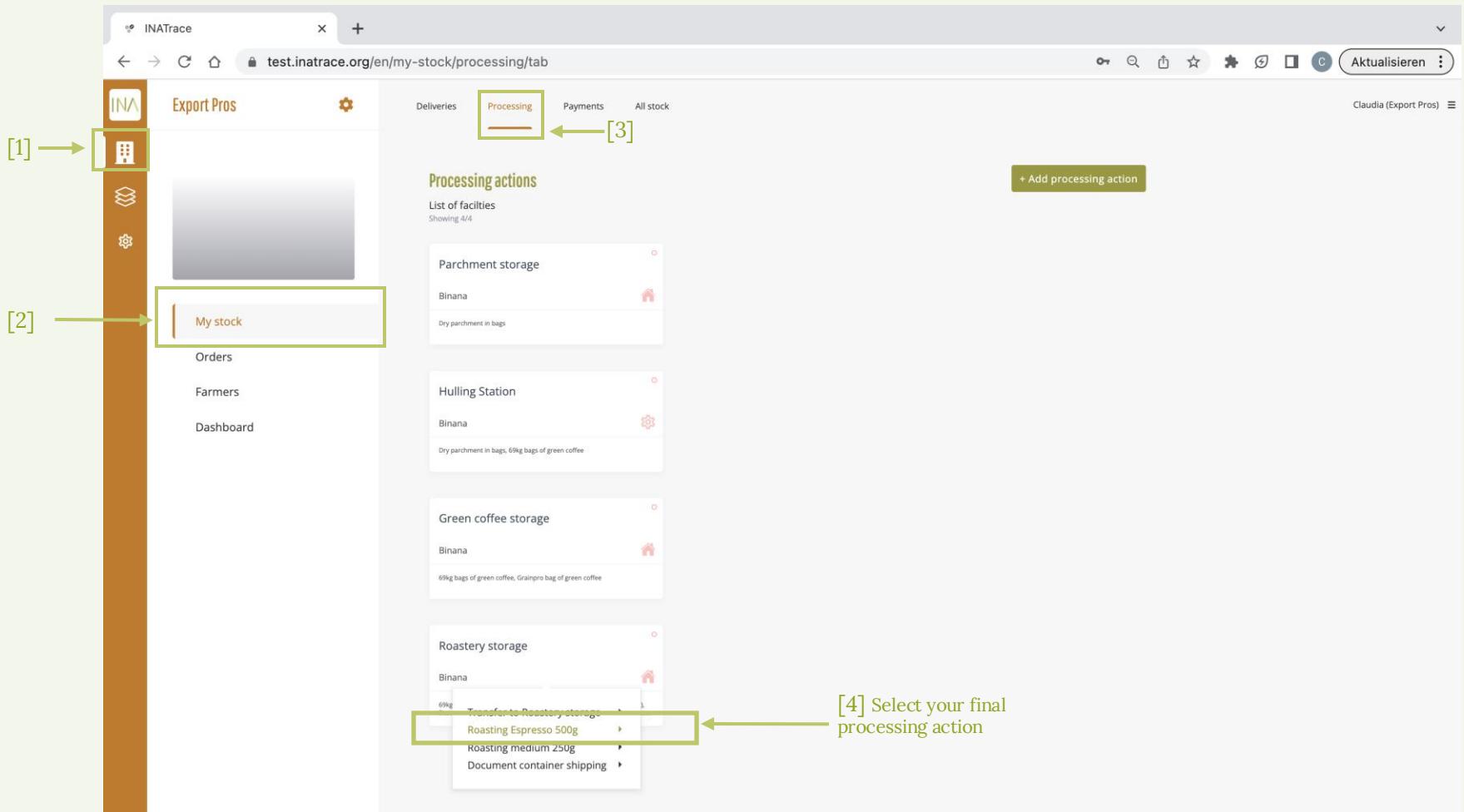
Semi-product	Total quantity
69kg bags of green coffee:	2,107 kg
CORWA Espresso 500g (Test RW):	2,000 500g packages
Best beans Espresso roast 500g (Test HND):	3,875 500g packages
Best beans medium roast 250g (Test HND):	20,000 250g packages

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**”.



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

Add final processing action

Choose activity that you want to record

Processing*
Roasting Espresso 500g

Processing date*
26. 7. 2023

Material to be recorded

Facility*
Roastery storage

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

Add new transactions

Select all (69kg bags of green coffee)
 ORDER ORDER Test25072023/1/
 ORDER test123/4
 ORDER test123/3

2000 / 2000 kg
38 kg
69 kg

QR Code of this batch

Total quantities

Input quantity in kg
2000.00

Remaining quantity in kg
2000.00

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

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

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

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

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

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

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

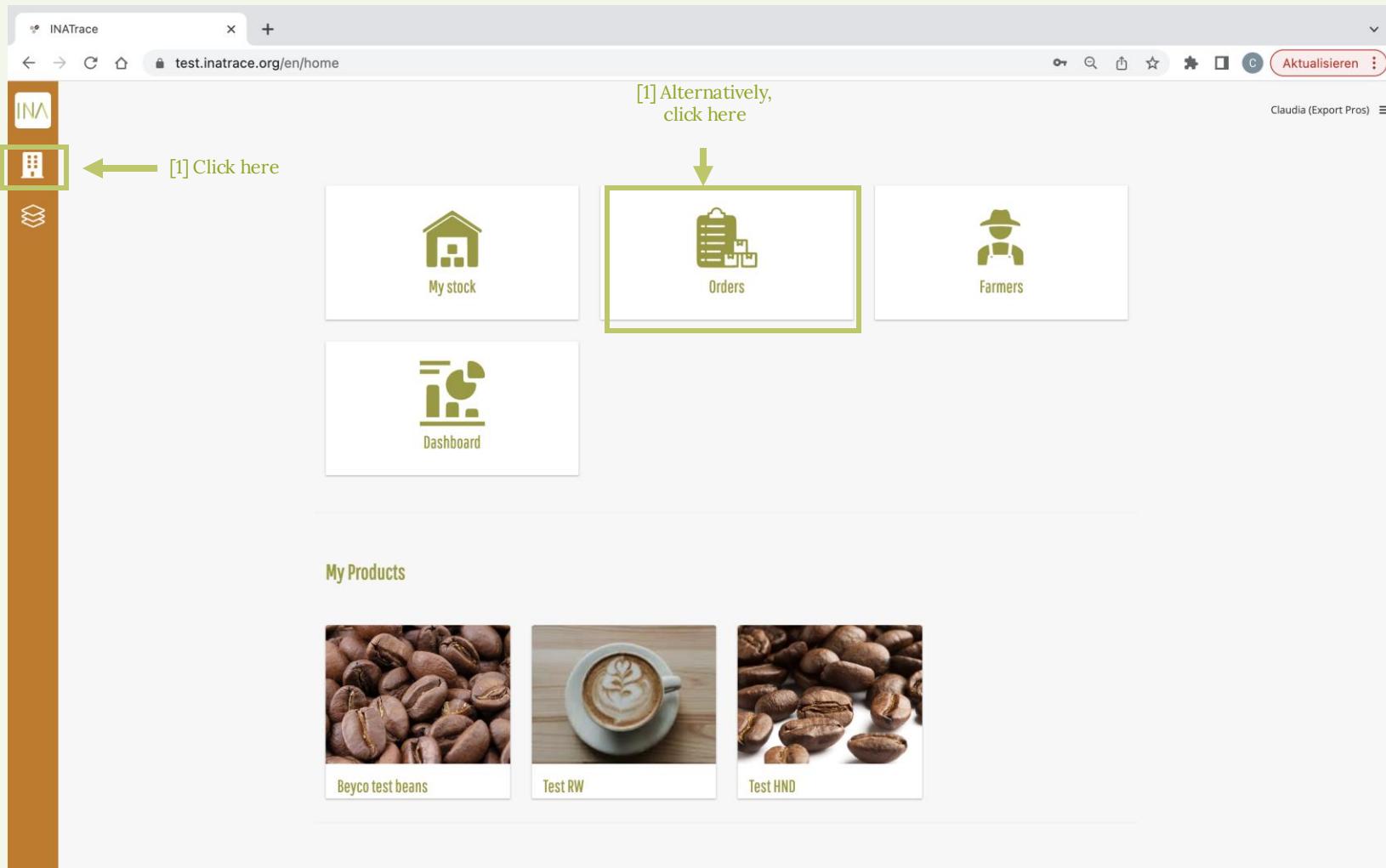
Chapter 5.

Payment Module

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

INATrace

Export Pros

Received orders

Placed orders

Aktualisieren

Claudia (Export Pros)

Selected facility

Select facility

Order semiproduct

Placed orders

Showing 10/14

Date of delivery

SKU

Customer

Order ID

Ordered to

Quantity / Fulfilled

Unit

kgs

Time of last change

Actions

Edit

View

Approve/Reject

Add balance payment

Delete

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:08	Edit View Approve/Reject Add balance payment Delete
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergaminos 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 pergaminos 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 07:20	Edit View Approve/Reject Add balance payment

The “**New Payment**” page will appear with some pre-filled 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

Payment date*

Payable from

Payable to

Company
or
Collector
or
Farmer

Order reference

Payment purpose*

Payment type*

Amount paid*

Currency*

Receipt number*

Type*

[5] Select payment date.

[6] Select purpose of payment

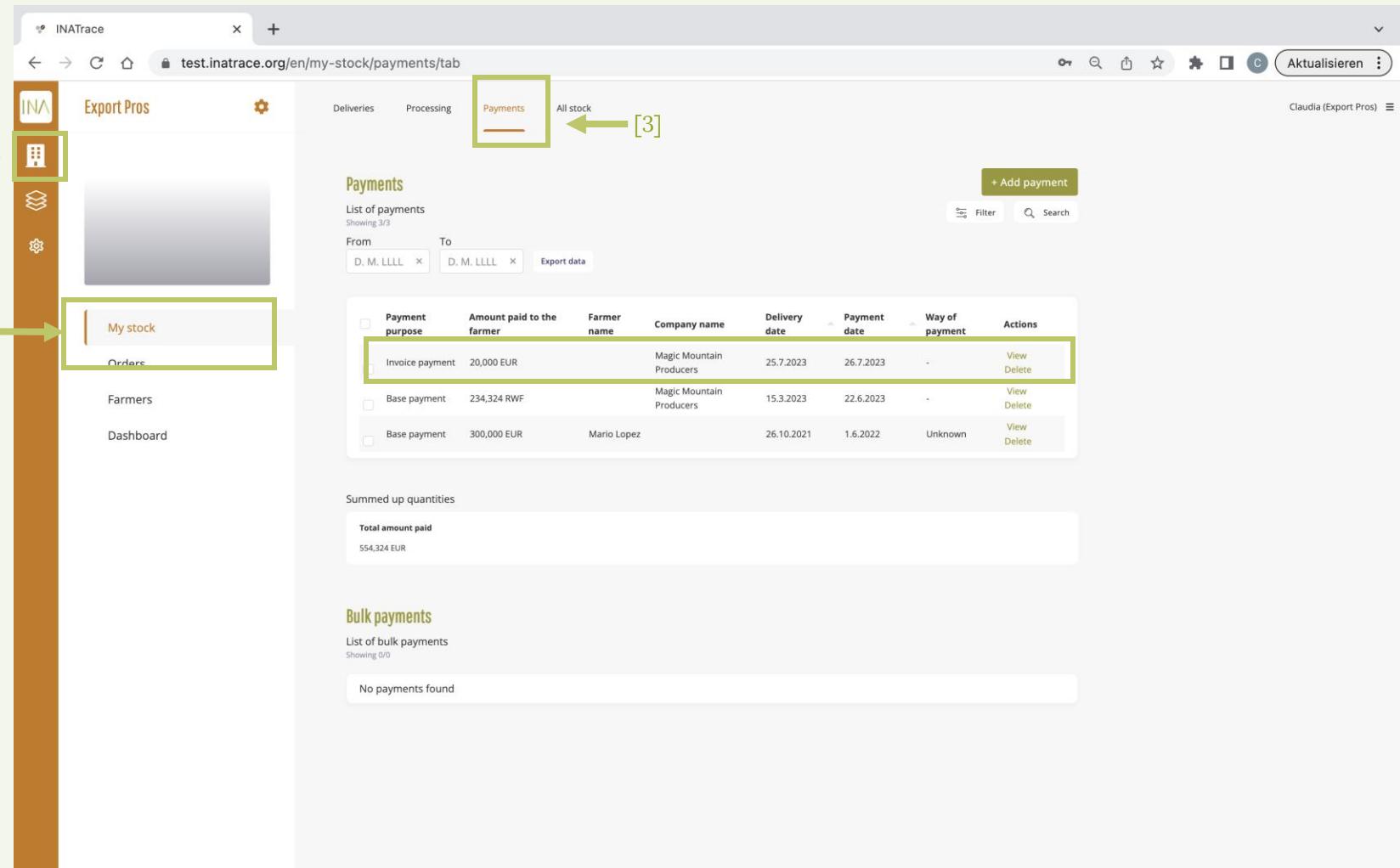
[7] Define amount paid and currency

[8] Input receipt number

[9] Upload receipt / proof of payment

[10] Save

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



INATrace x + test.inatrace.org/en/my-stock/payments/tab Aktualisieren

Export Pros ⚙️ Deliveries Processing Payments All stock [3] Claudia (Export Pros)

Payments

List of payments
Showing 3/3

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

Payments

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

Summed up quantities

Total amount paid
554,324 EUR

Bulk payments

List of bulk payments
Showing 0/0

No payments found

Chapter 6.

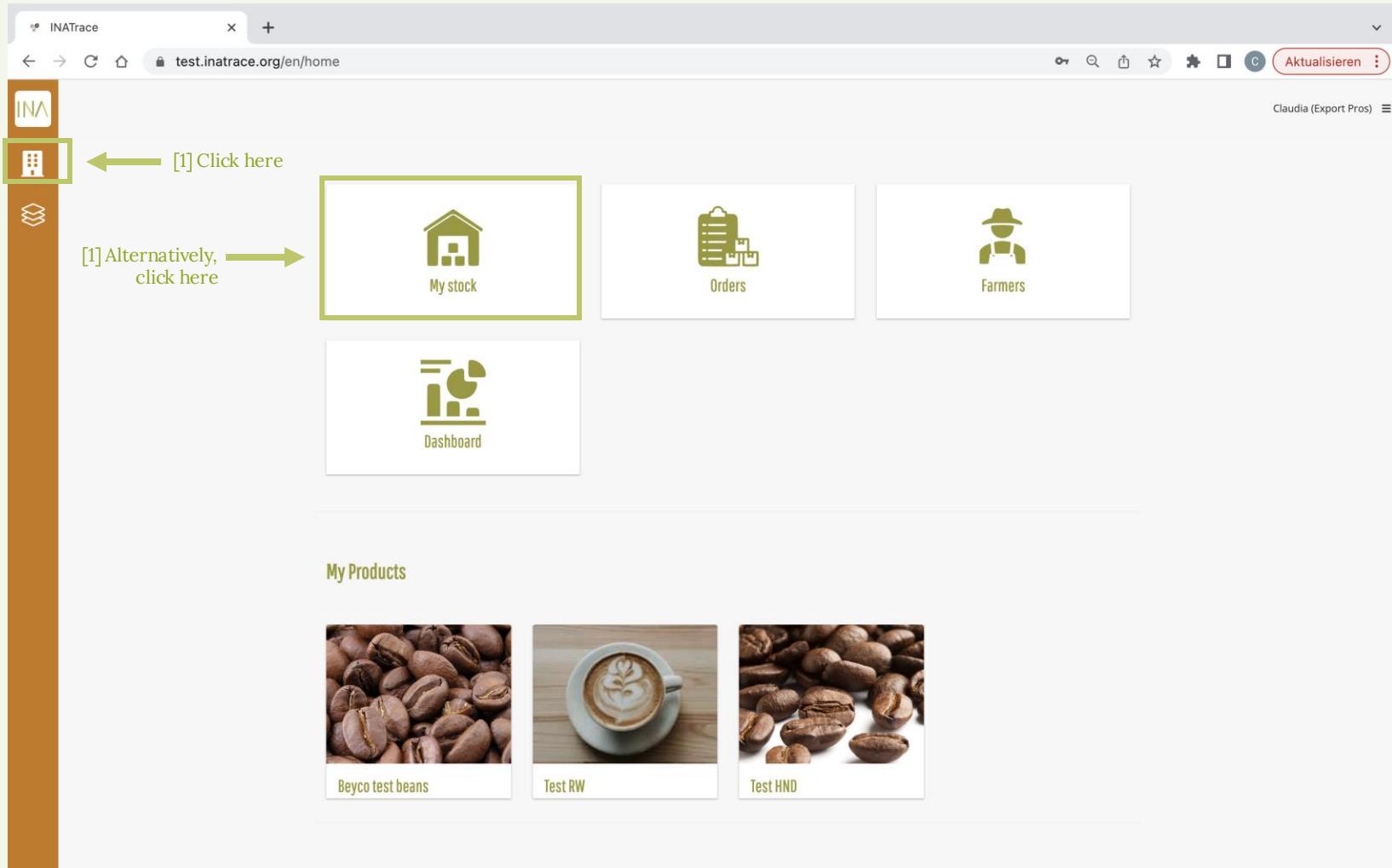
All stock module

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

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

6.1 View stock and batch history

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



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

INATracer

test.inatracer.org/en/my-stock/all-stock/tabc?facilityId=79

Magic Mountain Producers

Deliveries Processing Payments

All stock

Claudia (Magic Mountain Producers)

My stock

Select facility

Green coffee storage

Group view Single view

Available only Filter Select SKU

Production date Identifier No. of sacks Type Semi-product Quantity / Filled / Available Unit Delivery date Date of last change Status Actions

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

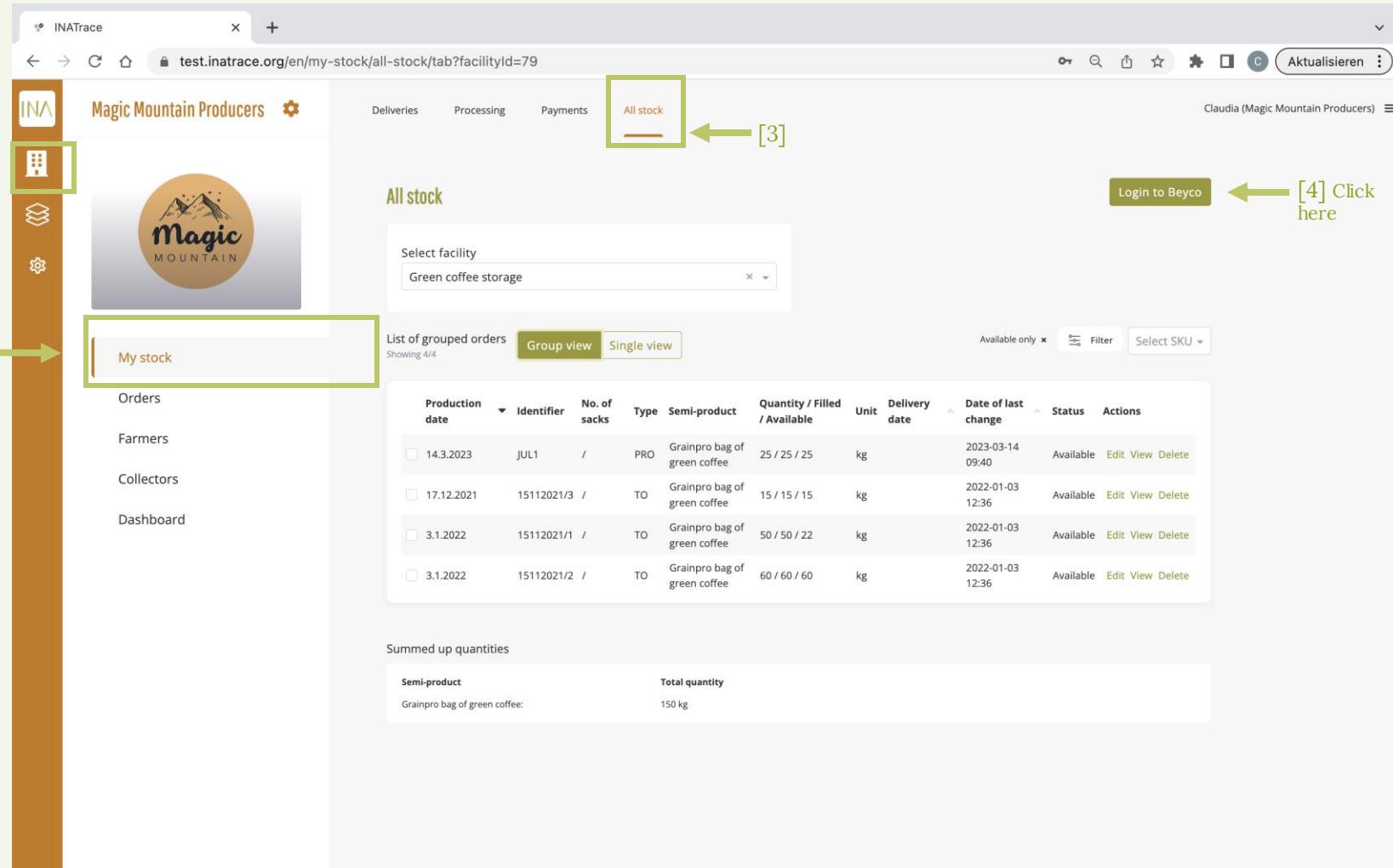
Summed up quantities

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

[1] [2] [3] [4] [5]

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 platform interface. On the left, a sidebar has icons for facility (highlighted with [1]), my stock (highlighted with [2]), orders, farmers, collectors, and dashboard. The main area shows 'All stock' with a facility dropdown set to 'Green coffee storage'. A table lists grouped orders for 'Grainpro bag of green coffee'. At the bottom, it shows summed up quantities: 150 kg of 'Grainpro bag of green coffee'. A green arrow [3] points to the 'All stock' button. A green arrow [4] points to the 'Login to Beyco' button.

INATrace

Magic Mountain Producers

Deliveries Processing Payments

All stock

CLAUDIA (Magic Mountain Producers)

My stock

Orders Farmers Collectors Dashboard

All stock

Select facility

Green coffee storage

List of grouped orders

Group view Single view

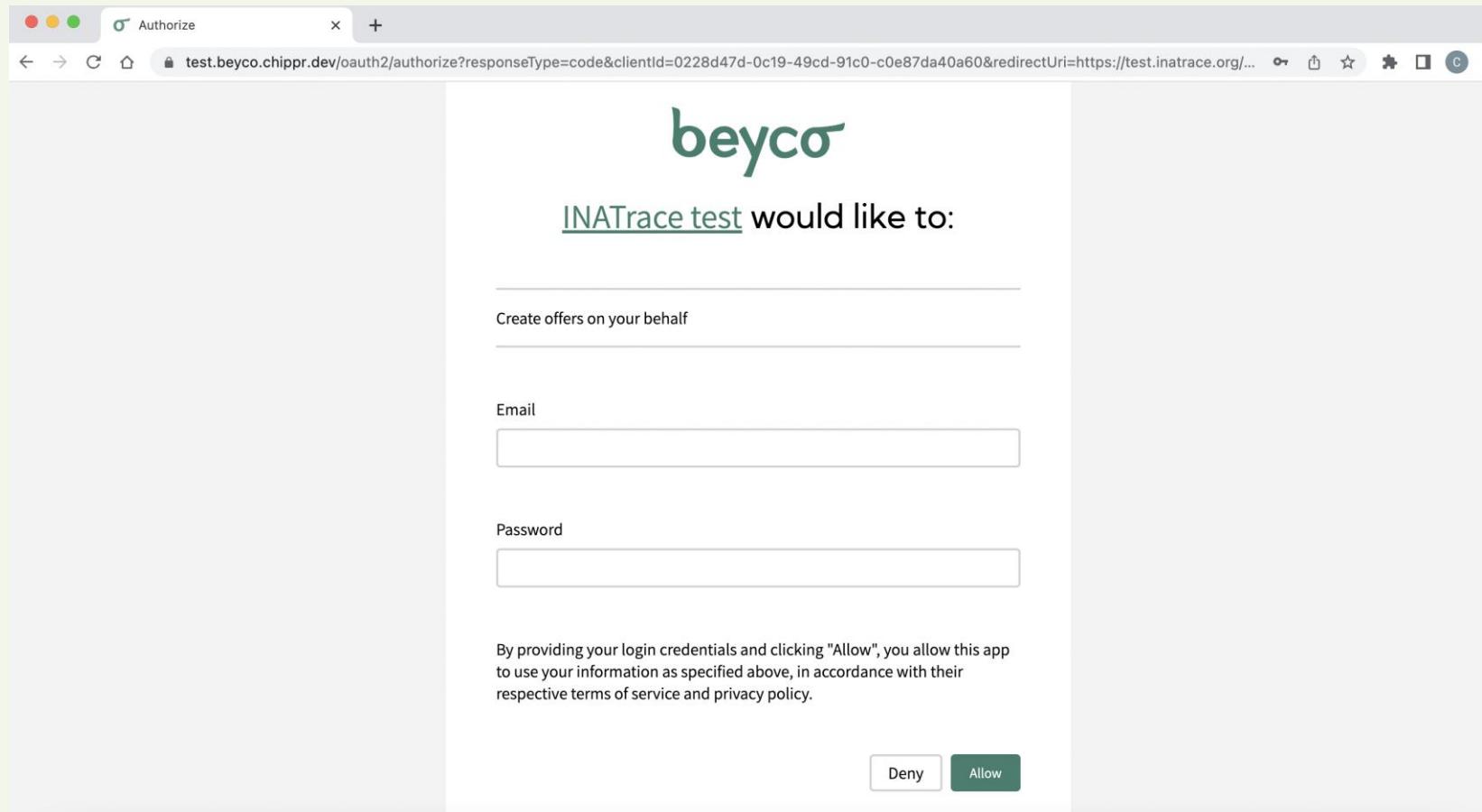
Showing 4/4

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

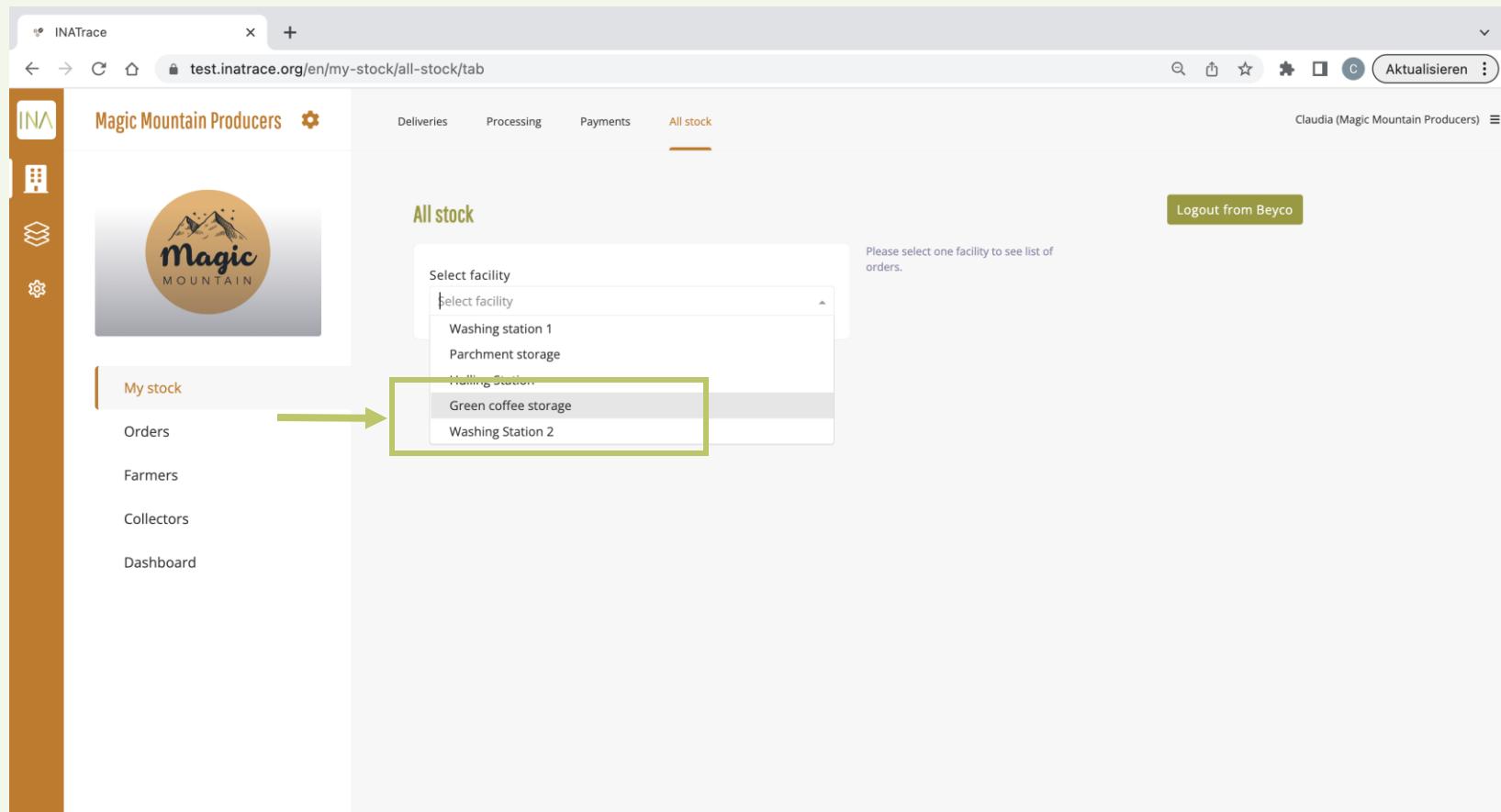
Summed up quantities

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”.

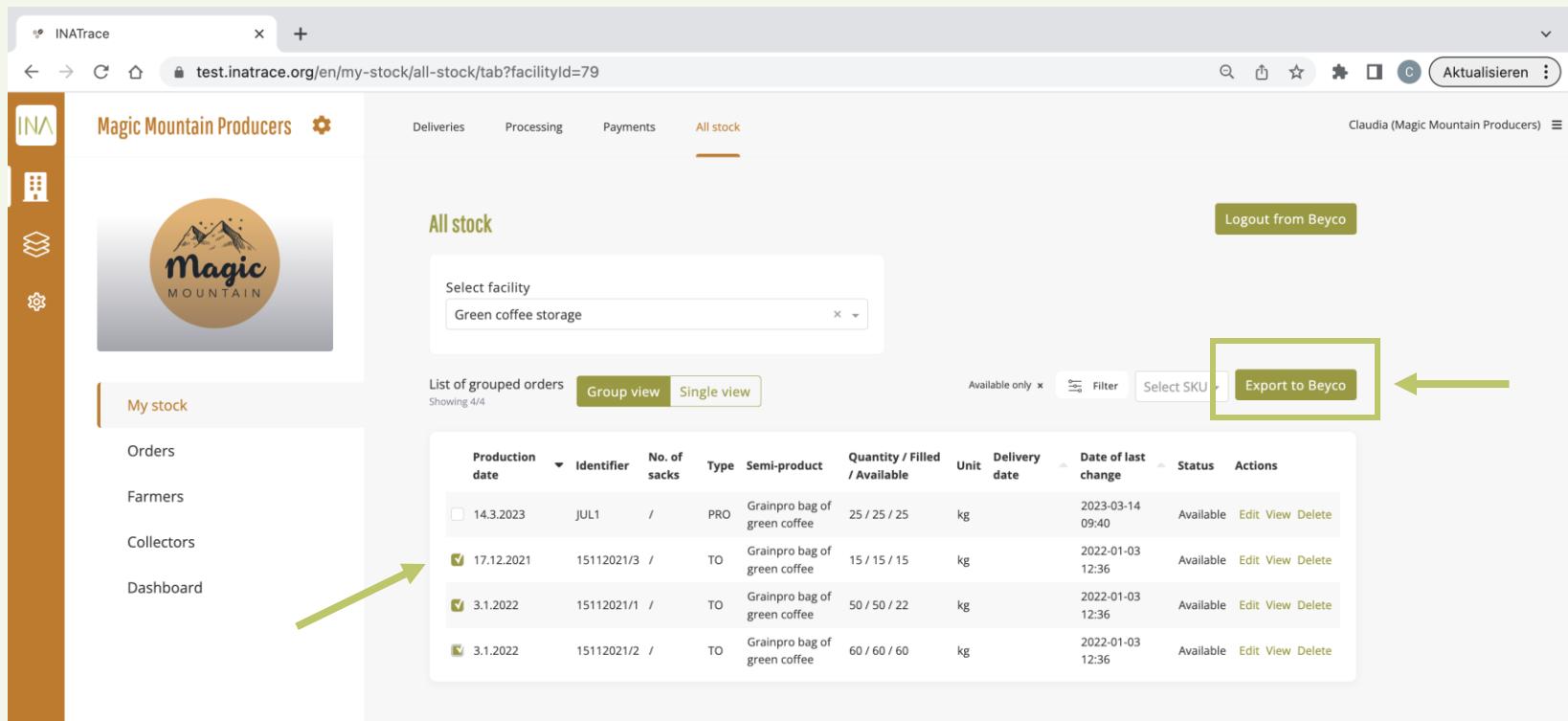


You will automatically be redirected back to your "All stock" section of your INATrace profile. Select here from the drop-down menu the stock facility where the coffee batches you want to offer are currently stored.



The screenshot shows the INATrace interface for a user named 'Magic Mountain Producers'. The left sidebar has a brown background with icons for INA, a building, a stack of documents, and a gear. The 'My stock' option is highlighted in orange. The main content area has a white background. At the top, there are tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock', with 'All stock' being the active tab. Below the tabs, the page title is 'All stock'. A dropdown menu titled 'Select facility' is open, showing a list of facilities: 'Washing station 1', 'Parchment storage', 'Milling Station' (which is highlighted with a green box and a green arrow pointing to it), 'Green coffee storage', and 'Washing Station 2'. A message at the top right says 'Please select one facility to see list of orders.' A green button 'Logout from Beyco' is in the top right corner. The URL in the browser is 'test.inatrace.org/en/my-stock/all-stock/tab'.

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.”



INATRACE

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

Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

All stock

Select facility

Green coffee storage

Logout from Beyco

My stock

Orders

Farmers

Collectors

Dashboard

Group view Single view

Showing 4/4

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

Available only Filter Select SKU Export to Beyco

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

Export to Beyco

General values

Offer title*	Available at*
<input type="text"/>	<input type="text"/> D. M. LLLL x
Address of port of export*	Country of port of export*
<input type="text"/> Cell 1, Sector 1, Village 1	<input type="text"/> Rwanda
Latitude of port of export*	Longitude of port of export*
<input type="text"/> -1,9940744144617375	<input type="text"/> 29,52199661515044

15112021/3

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

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

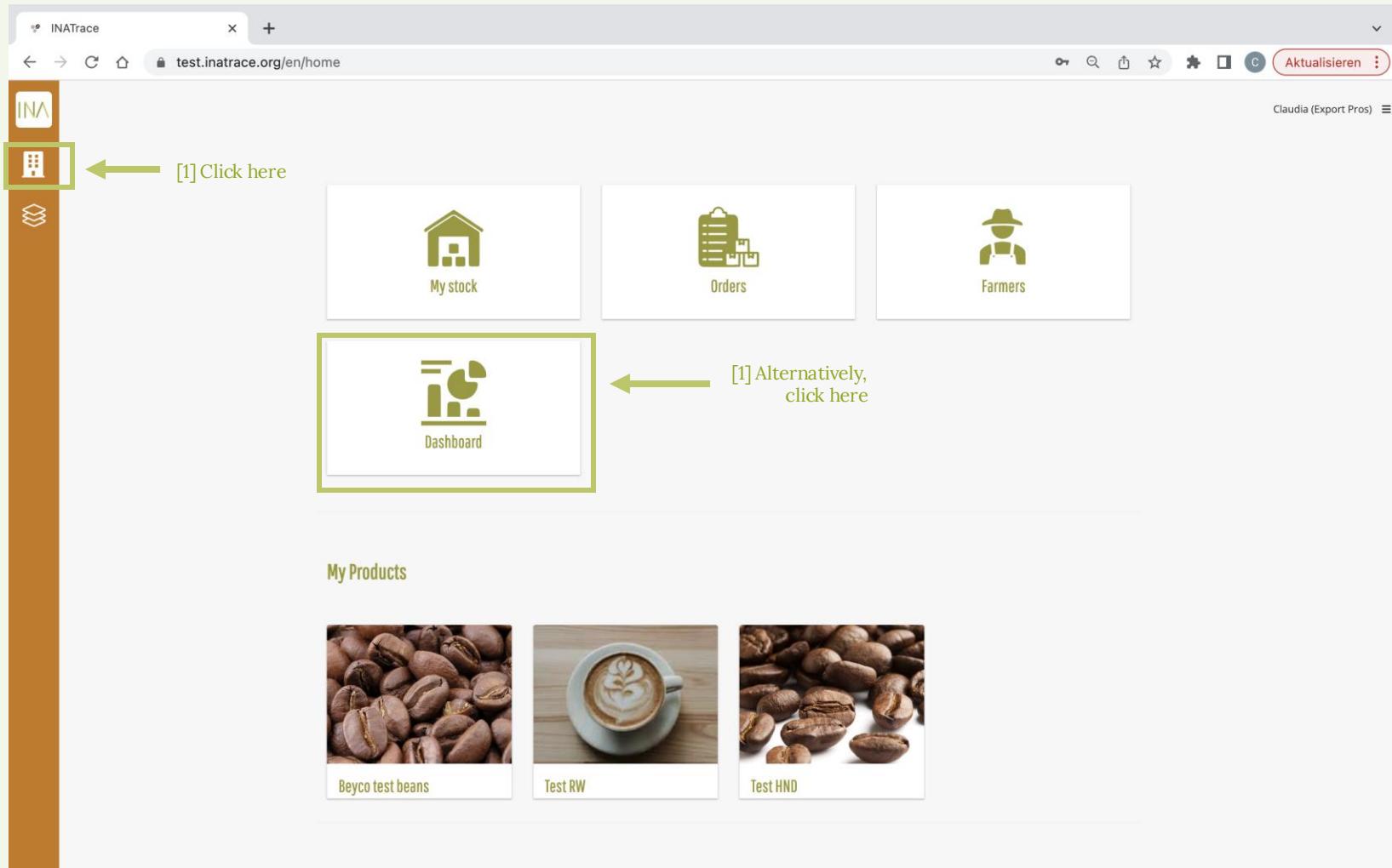
Submit offer

Chapter 7. Dashboard

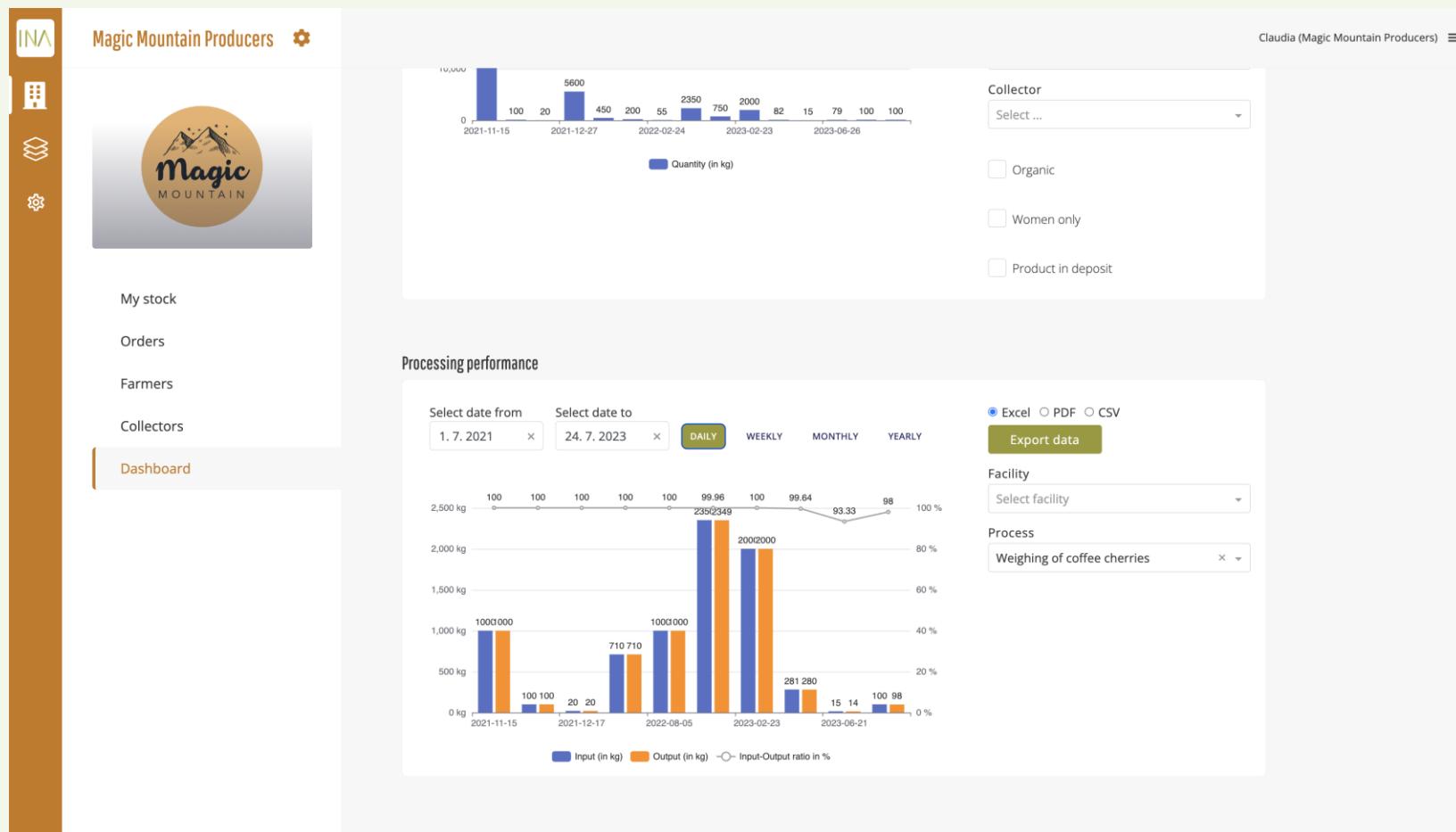
This module allows system users to view aggregated data previously entered into the system and export the data.

7.1 Processing dashboard

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



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



Chapter 8.

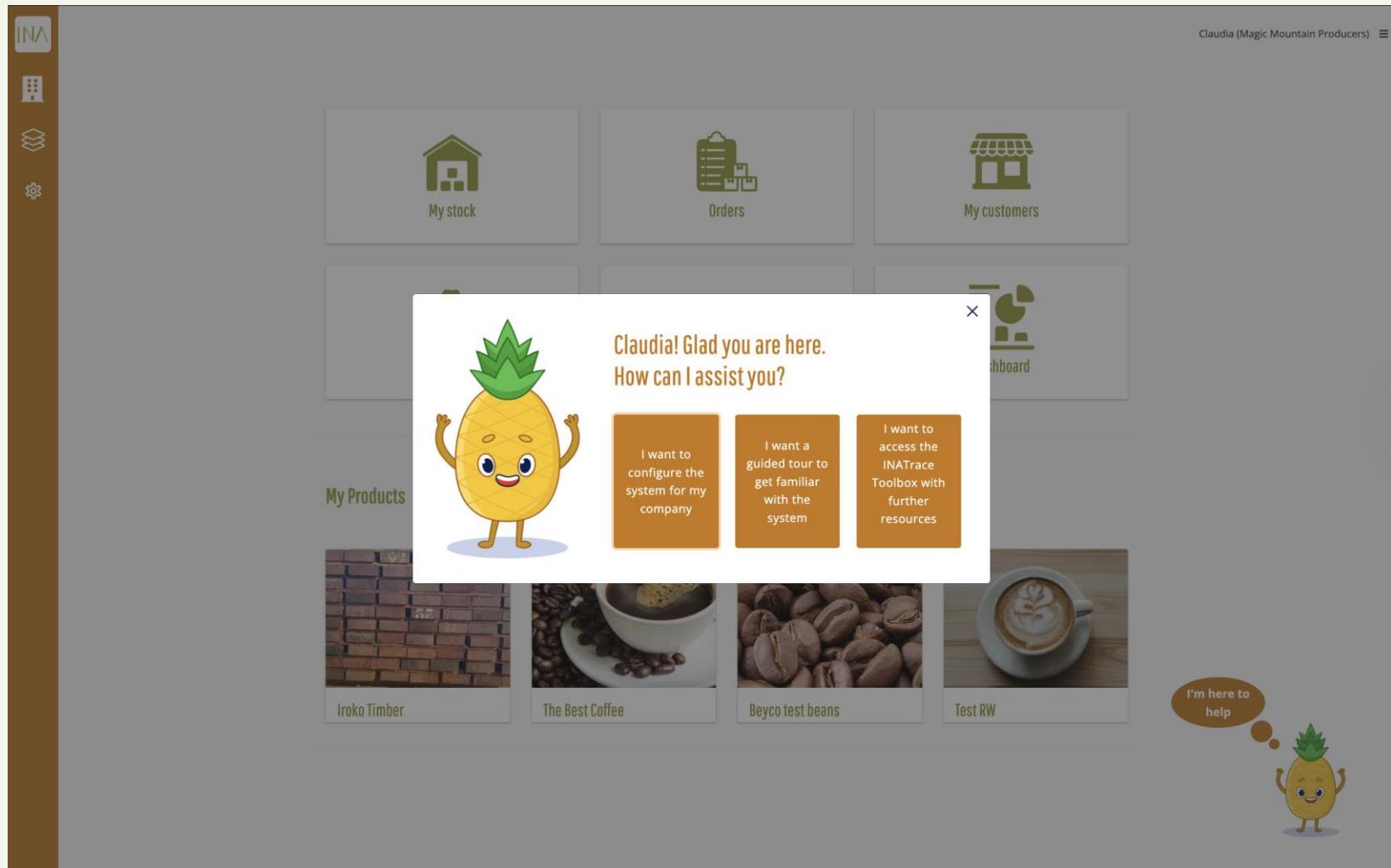
Company configuration (ADMIN ONLY)

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

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.

The screenshot shows the INATrace user interface. On the left is a vertical orange sidebar with icons for navigation. The main content area has a white header with the text "Claudia (Magic Mountain Producers) ⚙". Below the header is a grid of six icons arranged in two rows of three. The top row includes "My stock" (house icon), "Orders" (bag icon), and "My customers" (store icon). The bottom row includes "Farmers" (farmer icon), "Collectors" (truck icon), and "Dashboard" (bar chart icon). Below this grid is a section titled "My Products" with four items: "Iroko Timber" (image of a wooden wall), "The Best Coffee" (image of a cup of coffee), "Beyco test beans" (image of coffee beans), and "Test RW" (image of a latte). In the bottom right corner, there is a cartoon pineapple character with a speech bubble that says "I'm here to help".

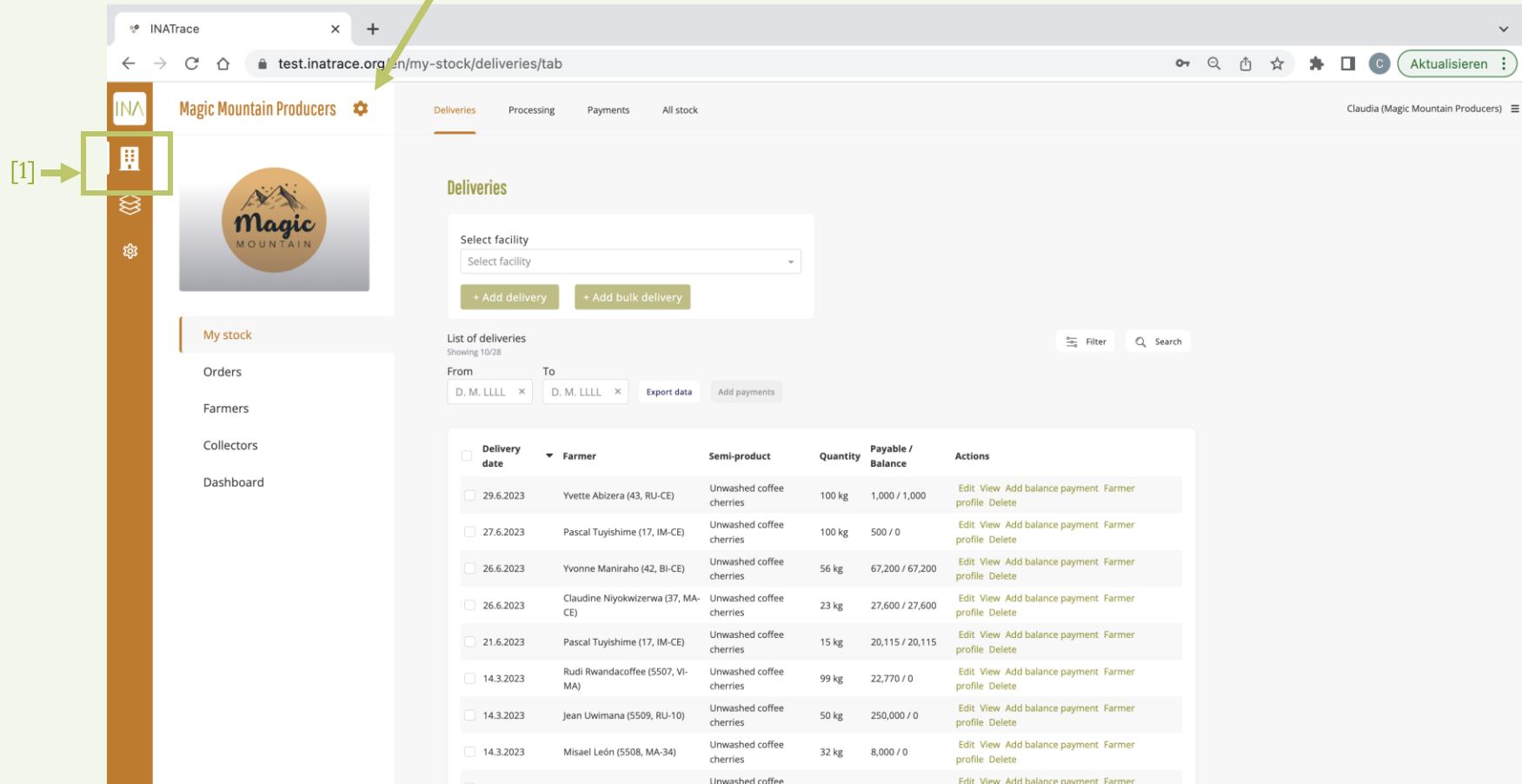
Next: Click on “I want to configure the system for my company” and start completing the checklist. Alternatively, you can also start with a guided tour through the system to get familiar with the functionalities or access additional user manuals and admin guides.



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



The screenshot shows the INATrace web application interface. The top navigation bar includes the INATrace logo, the company name "Magic Mountain Producers", and a gear icon. The main content area is titled "Deliveries" and displays a table of delivery records. The sidebar on the left is titled "My stock" and lists "Orders", "Farmers", "Collectors", and "Dashboard". A green box labeled [1] highlights the "My stock" icon. A green arrow labeled [2] points to the gear icon in the top navigation bar, indicating where to click for configuration access.

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

8.1 Access your company profile - Option 2

The screenshot shows the INATrace web interface with a navigation bar at the top. The navigation bar includes a logo, a search bar, and a user dropdown menu. The user dropdown menu is expanded, showing the following options:

- Home
- Products
- User profile
- Company profile** (highlighted with a green box and an arrow)
- Logout
- About

Two green arrows point to specific elements:

- [1] Click here: Points to the user dropdown menu icon.
- [2] Configuration access - option 2: Points to the 'Company profile' option in the dropdown menu.

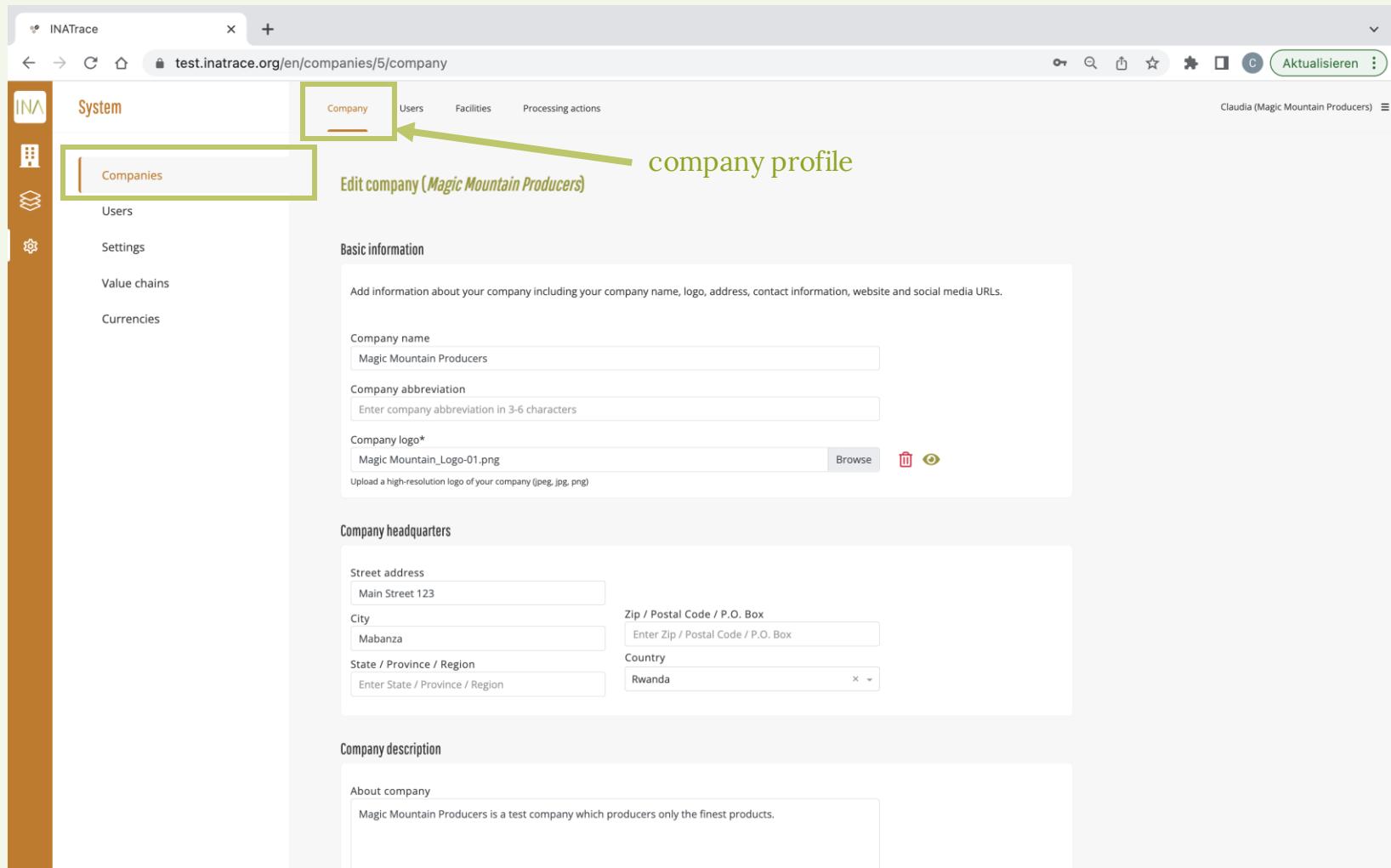
The main content area of the page displays a dashboard with four cards:

- My stock (Icon: House)
- Orders (Icon: Building)
- Farmers (Icon: Farmer)
- Dashboard (Icon: Bar chart)

Below the dashboard, there is a section titled 'My Products' featuring three product cards:

- Beyco test beans (Image: Coffee beans)
- Test RW (Image: Cup of coffee with latte art)
- Test HND (Image: Coffee beans)

8.2 Edit Company information



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 produces only the finest products.

The screenshot shows the INATracer company profile edit page. The left sidebar has 'Companies' selected. The main content area is divided into sections: 'Base currency' (RWF), 'Beyco Integration' (checked), 'Certification' (empty), 'Production records' (empty), 'Meet the Farmers' (empty), and 'Social media' (links for Facebook, Instagram, Twitter, YouTube, and Other). At the bottom are 'Save' and 'Validation check' buttons.

- Base currency**: Currency to purchase your input products
- Beyco Integration**: Activate integration to Beyco coffee sales platform for your company
- Certification**: Upload organic certificate / Fairtrade etc.
- Production records**: Upload photos of production processes.
- Meet the Farmers**: Upload photos of farmers and quotes.
- Social media**: To validate your inputs, click on save.

8.3 Add/Edit company facility

The screenshot shows the INATrace web application interface for managing company facilities. The left sidebar has 'Companies' selected. The main content area shows a list of facilities for 'Magic Mountain Producers' with columns for Name, Facility type, Sellable semi-products or final products, Location, and Actions. A green arrow points to the '+ Add facility' button with the text 'Add a new facility to your company'. Another green arrow points to the 'Edit' link in the Actions column of a facility row with the text 'Edit facility configuration for an existing facility'. A map of Rwanda is at the bottom, showing facility locations with red markers.

Companies

Facilities

+ Add facility

Add a new facility to your company

Edit facility configuration for an existing facility

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

Karte Satellit

Rwanda

Google

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*	<input type="text" value="Select from codes ..."/>
Village	<input type="text" value="Enter village"/>
Cell	<input type="text" value="Enter cell"/>
Sector	<input type="text" value="Enter sector"/>
Is location publicly visible on a map?*	<input type="text" value="Select option ..."/>

Fill location and
put pin on the
map with
double click



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

Additional attributes

Is this a collection facility?*

Contains sellable semi-products or final products?*

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

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

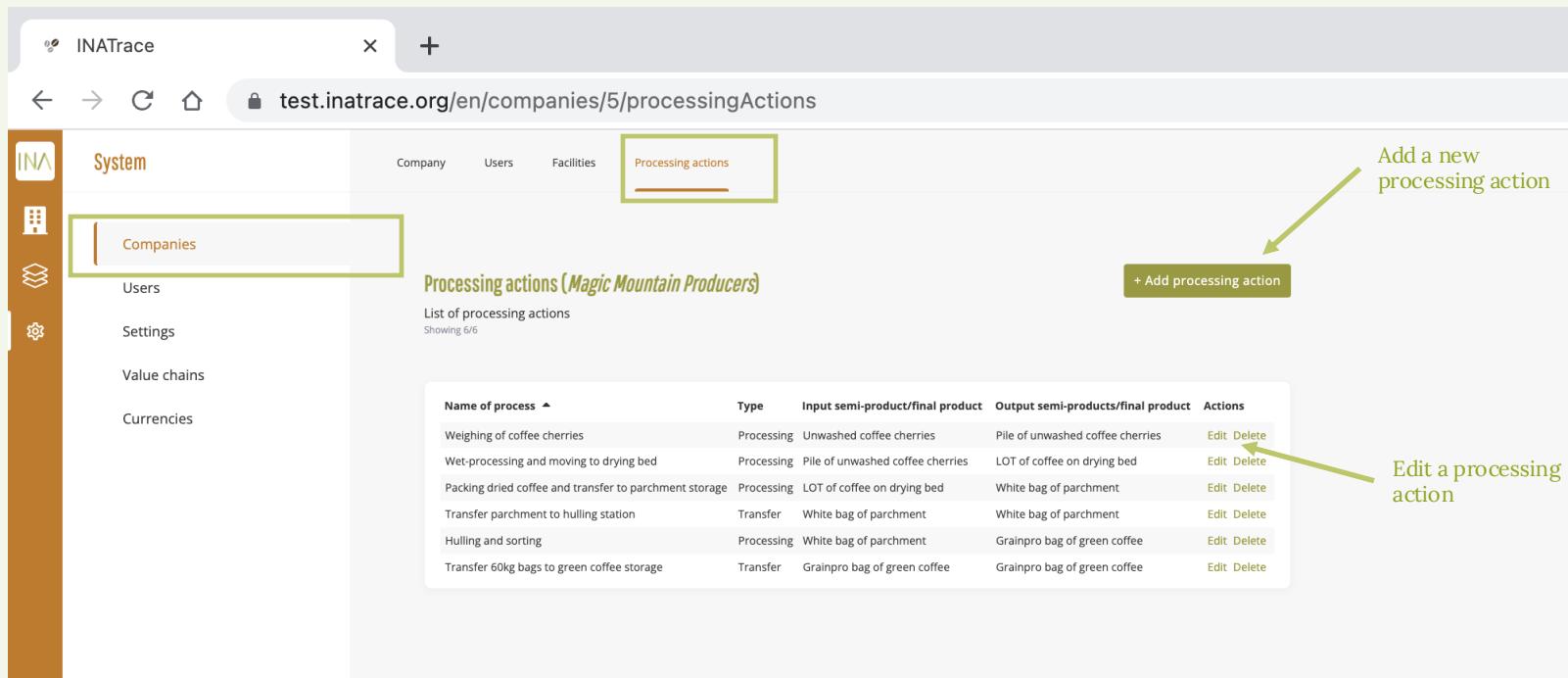
Check if everything is correct before saving.

Choose "yes" for final storage.

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

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 INATracer interface for managing processing actions. The left sidebar has a brown vertical bar with icons for Home, Companies, Users, Settings, Value chains, and Currencies. The main navigation bar at the top has tabs for Company, Users, Facilities, and Processing actions (which is highlighted with a green box). The URL in the address bar is test.inatracer.org/en/companies/5/processingActions. The main content area is titled "Processing actions (Magic Mountain Producers)" and shows a table of processing actions. The table has columns: Name of process, Type, Input semi-product/final product, Output semi-products/final product, and Actions. The table lists six 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), and "Transfer 60kg bags to green coffee storage" (Transfer, Grainpro bag of green coffee, Grainpro bag of green coffee, Edit, Delete). A green arrow points to the "+ Add processing action" button, which is highlighted with a green box. Another green arrow points to the "Edit" and "Delete" buttons for the first action in the table, also highlighted with a green box. The text "Add a new processing action" is placed near the "+ Add processing action" button, and the text "Edit a processing action" is placed near the "Edit" and "Delete" buttons in the table.

Companies

Processing actions (Magic Mountain Producers)

List of processing actions
Showing 6/6

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

+ Add processing action

Add a new processing action

Edit a processing action

Edit processing action

Basic information

Value chains

Select value chain
Type value chain name
Coffee Rwanda

Type*
Processing

Select input semi-product*
Unwashed coffee cherries

Translations

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

EN DE RW ES ←

Name of process
Weighing of coffee cherries ←

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

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

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

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

Enter name of process in selected language

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

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

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

Optional: 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!**

Select documents that the user must upload for that process.

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

Mandatory upload document

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



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On behalf of



Federal Ministry
for Economic Cooperation
and Development