

# INATrace

## USER GUIDE



FOR PRODUCER ORGANIZATIONS



# INATrace

The Traceability Tool for Sustainable Supply Chains

User Guide 2025



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# Executive Summary



- 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 URL [inatrace.org/en/register](https://inatrace.org/en/register) in the address bar. The page title is "Create an account". The form contains the following fields:

- First name\***: An input field with placeholder text "Enter your first name". A green arrow points to the left of this field.
- Last name\***: An input field with placeholder text "Enter your last name". A green arrow points to the left of this field.
- E-mail\***: An input field with placeholder text "Enter your e-mail". A green arrow points to the left of this field.
- Password\***: An input field with placeholder text "Enter your password". A green arrow points to the left of this field.
- Yes, I agree with your conditions**: A checkbox followed by text. A green arrow points to the left of the checkbox.

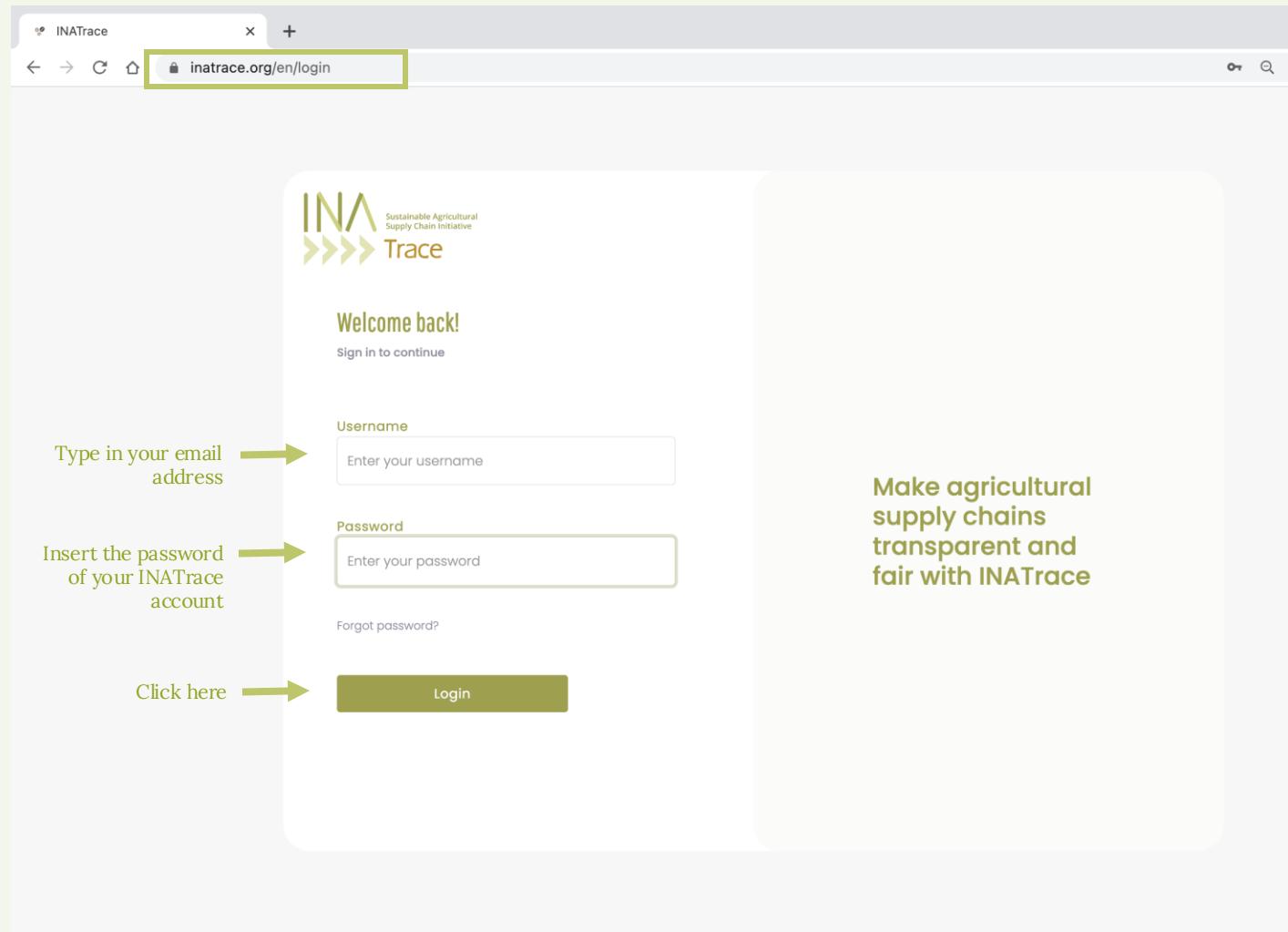
On the left side of the form, there are two text instructions with arrows pointing to the right:

- Type in your email address
- Insert a password and make sure you memorize it

At the bottom left, the text "Click here" is followed by a green arrow pointing to the "Register" button. On the right side of the form, there is a green text block: "Make agricultural supply chains transparent and fair with INATrace".

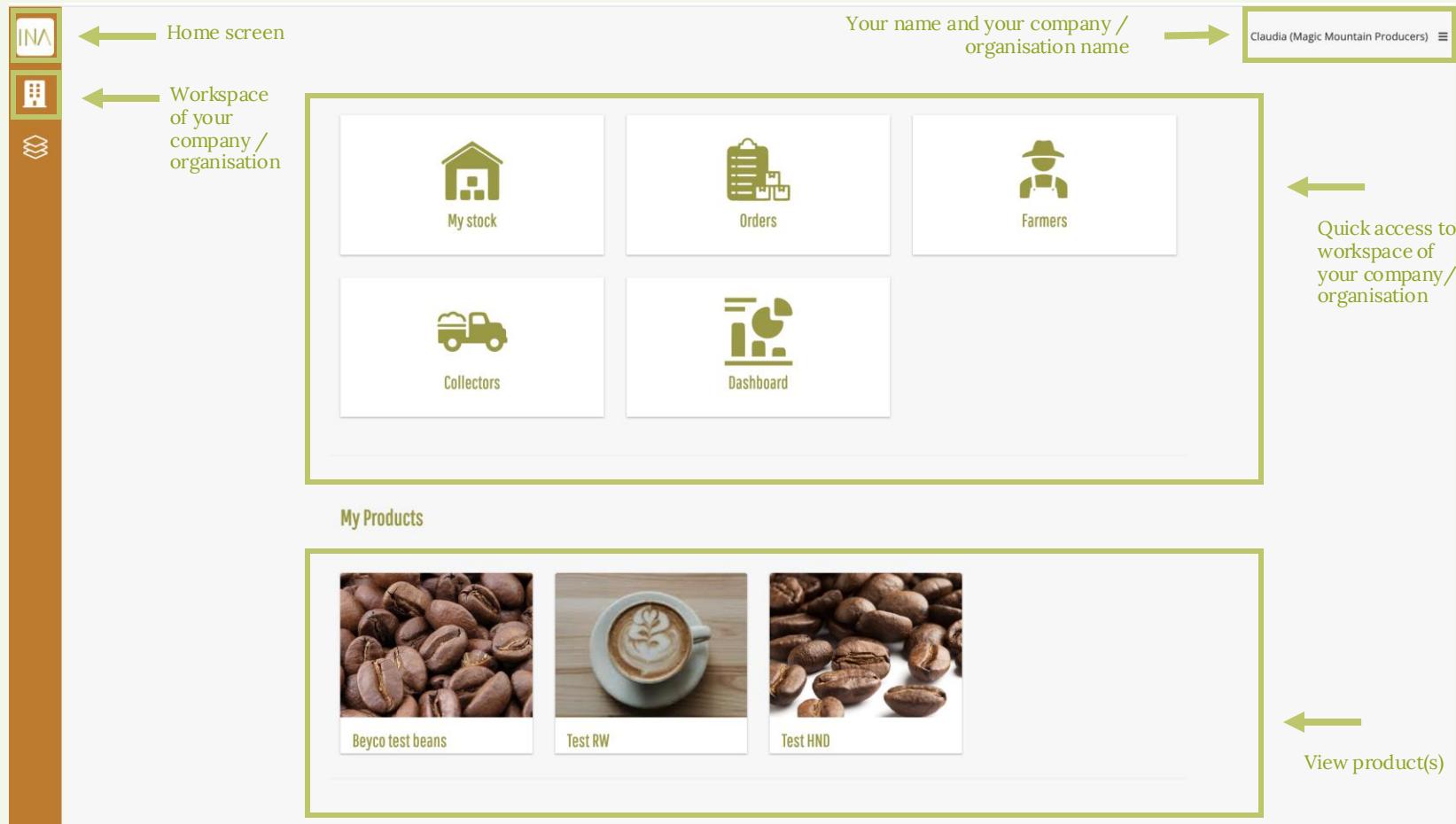
## 1.2 Access to the system

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.



## 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 2.0 user interface. On the left is a vertical orange sidebar with icons for 'INA', a building, and a grid. The main content area has a light gray background. At the top right, a user profile is shown with the name 'Claudia (Magic Mountain Producers)' and a menu with options: Home, Products, User profile (which is highlighted in blue), Logout, and About. A green arrow labeled '[1] Click here' points to the 'User profile' menu item. Another green arrow labeled '[2] Change language' points to the 'Logout' menu item. Below this, there are five cards: 'My stock' (house icon), 'Orders' (building with boxes icon), 'Farmers' (farmer icon), 'Collectors' (truck icon), and 'Dashboard' (bar chart icon). At the bottom, there is a section titled 'My Products' with three items: 'Beyco test beans' (image of coffee beans), 'Test RW' (image of a coffee cup with latte art), and 'Test HND' (image of coffee beans).

INA

[1] Click here

Claudia (Magic Mountain Producers) ≡

Home  
Products  
**User profile**  
Logout  
About

My stock

Orders

Farmers

Collectors

Dashboard

My Products

Beyco test beans

Test RW

Test HND

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. On the left, a vertical sidebar features the INATRACE logo and four icons: a house, a gear, a document, and a gear. The main content area has a light green header bar with the text 'Edit My profile' and the user name 'Claudia (Magic Mountain Producers)'. Below this is a 'Basic information' section containing fields for 'First name\*' (Claudia), 'Last name\*' (Test), and 'Username' (redacted). A 'Reset password' button is also present. To the right is a 'User language' section with a green border. It shows 'Selected' with a box for 'EN' (marked with a British flag icon) and 'Available' with boxes for 'DE' (German flag), 'RW' (Spanish flag), and 'ES' (Spanish flag). A green arrow points from the text '[3] Select your language.' to the 'EN' box. At the bottom right are 'Go back' and 'Save' buttons, with a green arrow pointing from the text '[4] Click on save.' to the 'Save' button.

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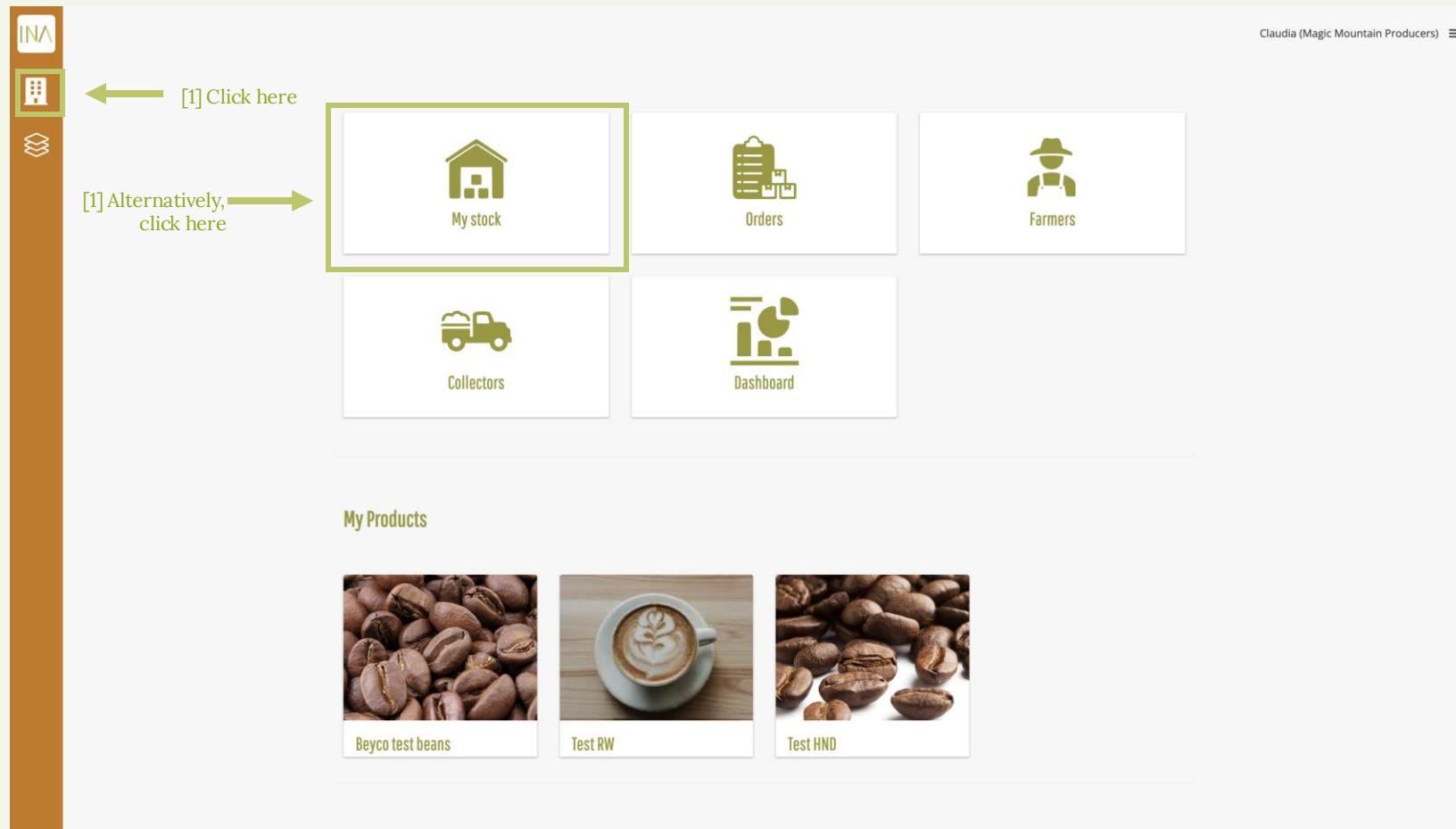
## Chapter 2.

# Delivery Module

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

## 2.1 How to record a single delivery

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



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

1. Click on the **My stock** icon in the sidebar.

2. Click on the **Deliveries** tab in the header.

3. Click on the **+ Add delivery** button.

4. Select the facility where the delivery is received.

5. Click on the **Deliveries** table to view the list of deliveries.

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	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete

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

The screenshot shows the 'New delivery' form interface. The left sidebar has an 'INA' logo and a vertical menu with icons for Home, Delivery, Settings, and Help. The top right shows the user 'Claudia (Magic Mountain Prod.)'. The main form is divided into sections: 'Basic information' and 'Delivery details'. The 'Basic information' section contains fields for 'Delivery date\*', 'Farmer\*', 'Collector', 'Facility name', and 'Company employee\*'. The 'Delivery details' section contains fields for 'Semi-product\*', 'Quantity (kg)\*', 'Price per unit (RWF/kg)\*', 'Base payment (RWF)', 'Open balance (RWF)', 'Preferred way of payment\*', 'Organic\*', and 'Women's only\*'. Below these sections is an 'Additional proofs' section with a 'List of additional proofs' table and a 'Save' button. Green arrows and numbers [6] through [14] are overlaid on the form to guide the user through the steps:

- [6] Check if the delivery date is right (points to the 'Delivery date\*' field)
- [7] Select the farmer's name (points to the 'Farmer\*' dropdown)
- [8] (points to the 'QR code' button in the 'Basic information' section)
- [9] (points to the 'Price per unit (RWF/kg)\*' field in the 'Delivery details' section)
- [10] (points to the 'Preferred way of payment\*' dropdown)
- [11] (points to the 'Organic\*' dropdown)
- [12] (points to the 'Women's only\*' dropdown)
- [13] (points to the 'Add document' button in the 'Additional proofs' section)
- [14] (points to the 'Save' button at the bottom right)

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

Delivery date\*  
20. 7. 2023

Farmer\*  
Select ...

Collector  
Select ...

Facility name  
Washing station 1

Company employee\*  
Claudia Test

Semi-product\*  
Unwashed coffee cherries

Quantity (kg)\*  
Enter quantity

Price per unit (RWF/kg)\*  
Enter price per unit

Base payment (RWF)

Open balance (RWF)

Preferred way of payment\*

Organic\*

Women's only\*

Additional proofs

List of additional proofs

Date\*  
20. 7. 2023

Type\*  
Select option ...

Document (JPG, PNG, PDF)\*  
Choose file

Browse

Cancel

Confirm

Save

Claudia (Magic Mountain Producers) ≡

[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]

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

**A single delivery information**

**List of deliveries**  
Showing 10/28

From  To  Export data Add payments

Filter Search

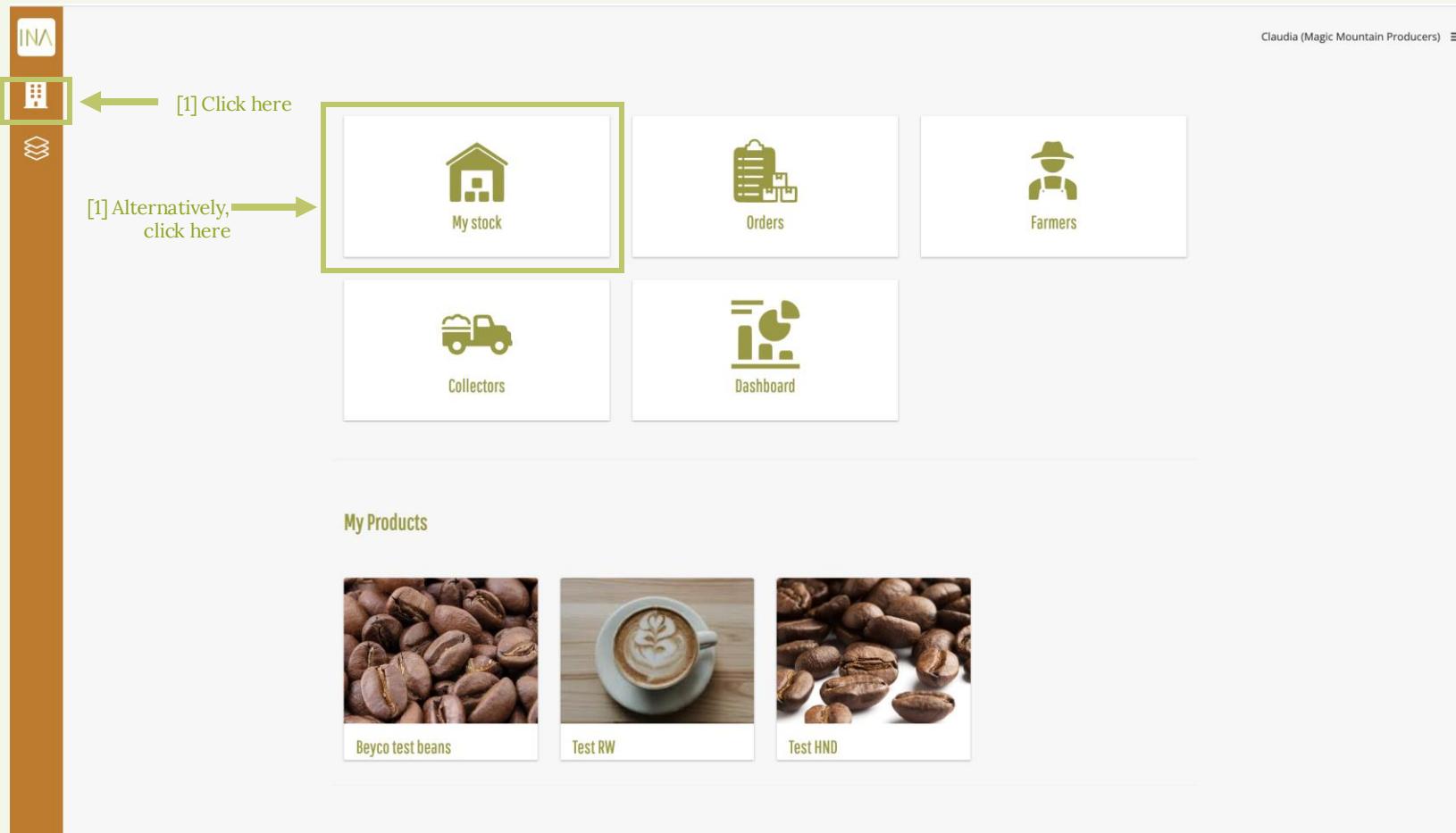
<input type="checkbox"/> Delivery date	Farmer	Semi-product	Quantity	Payable / Balance	Actions
<input type="checkbox"/> 29.6.2023	Yvette Abizera (43, RU-CE)	Unwashed coffee cherries	100 kg	1,000 / 1,000	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 27.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	100 kg	500 / 0	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 26.6.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	56 kg	67,200 / 67,200	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 26.6.2023	Claudine Nyokwizerwa (37, MA-CE)	Unwashed coffee cherries	23 kg	27,600 / 27,600	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 21.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	15 kg	20,115 / 20,115	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 14.3.2023	Rudi Rwandacoffee (5507, VI-MA)	Unwashed coffee cherries	99 kg	22,770 / 0	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 14.3.2023	Jean Uwimana (5509, RU-10)	Unwashed coffee cherries	50 kg	250,000 / 0	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 14.3.2023	Misael León (5508, MA-34)	Unwashed coffee cherries	32 kg	8,000 / 0	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 14.3.2023	Jules César (5506, MU-MA)	Unwashed coffee cherries	100 kg	25,000 / 0	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>
<input type="checkbox"/> 23.2.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	2,000 kg	400,000 / 400,000	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Add balance payment</a> <a href="#">Farmer profile</a> <a href="#">Delete</a>

Summed up quantities

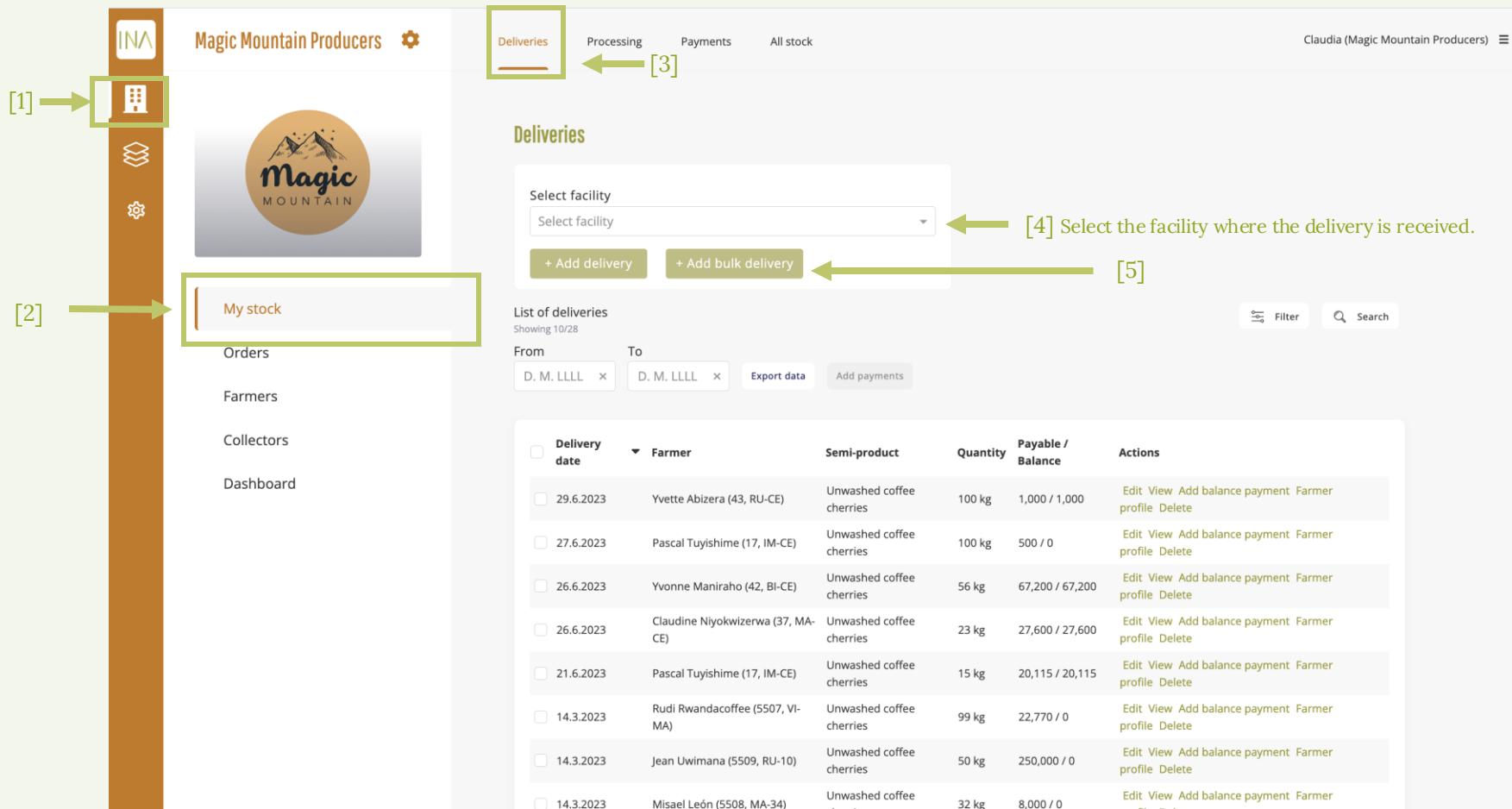
Semi-product	Total quantity
Unwashed coffee cherries:	2,575 kg

## 2.2 How to record bulk delivery

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



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



The screenshot shows the INATRACE 2.0 software interface for a producer organization. The left sidebar has a vertical orange navigation bar with icons for INA, My stock, Orders, Farmers, Collectors, and Dashboard. The 'My stock' option is highlighted with a green box and a green arrow [2]. The main content area is titled 'Deliveries' and shows a list of deliveries. At the top of this section, there is a 'Select facility' dropdown, a 'Deliveries' button, a 'Processing' button, a 'Payments' button, and an 'All stock' button. A green box highlights the 'Deliveries' button, and a green arrow [3] points to it. Below this, there is a 'List of deliveries' table with columns for Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The table lists several entries for Unwashed coffee cherries from various farmers on different dates. A green box highlights the 'Actions' column, and a green arrow [4] points to the 'Select the facility where the delivery is received' text. Another green arrow [5] points to the 'Add bulk delivery' button, which is located to the right of the 'Select facility' dropdown. The top right corner shows the user's name 'Claudia (Magic Mountain Producers)' and a three-dot menu icon.

1. Click on the 'My stock' icon in the sidebar.

2. Click on the 'Deliveries' button in the top navigation bar.

3. Select the facility where the delivery is received.

4. Click on the 'Add bulk delivery' button.

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	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete

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

**Basic information**

[6] Check if the auto filled delivery date is right.

[7] Preferred way of payment\*

[8] Select the farmer's name

[9] Enter quantity

[10] Enter price per unit (RWF/kg)\*

[11] Open balance (RWF)

[12] Click here to add another delivery

[13] Add proof document

[14] Save

**Additional proofs**

List of additional proofs

Add document

Cancel Save

## Chapter 3.

# 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 from delivery to the company's final storage for an exemplary coffee supply chain.

KEEP IN MIND:

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

### 3.1 Pre-Processing

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

The screenshot shows the INATRACE 2.0 user interface. On the left is a vertical navigation bar with icons for 'INA' (top), a house (middle, highlighted with a green box and a callout '1] Click here'), a stack of documents (middle, with a callout '1] Alternatively, click here'), and a gear (bottom). The main content area has a header 'Claudia (Magic Mountain Producers)'. Below the header are five tiles: 'My stock' (highlighted with a green box and callout '1] Click here'), 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. Below this is a section titled 'My Products' featuring three images: 'Beyco test beans' (coffee beans), 'Test RW' (a cup of coffee with latte art), and 'Test HND' (coffee beans).

INA

1] Click here

1] Alternatively, click here

My stock

Orders

Farmers

Collectors

Dashboard

Claudia (Magic Mountain Producers) ≡

My Products

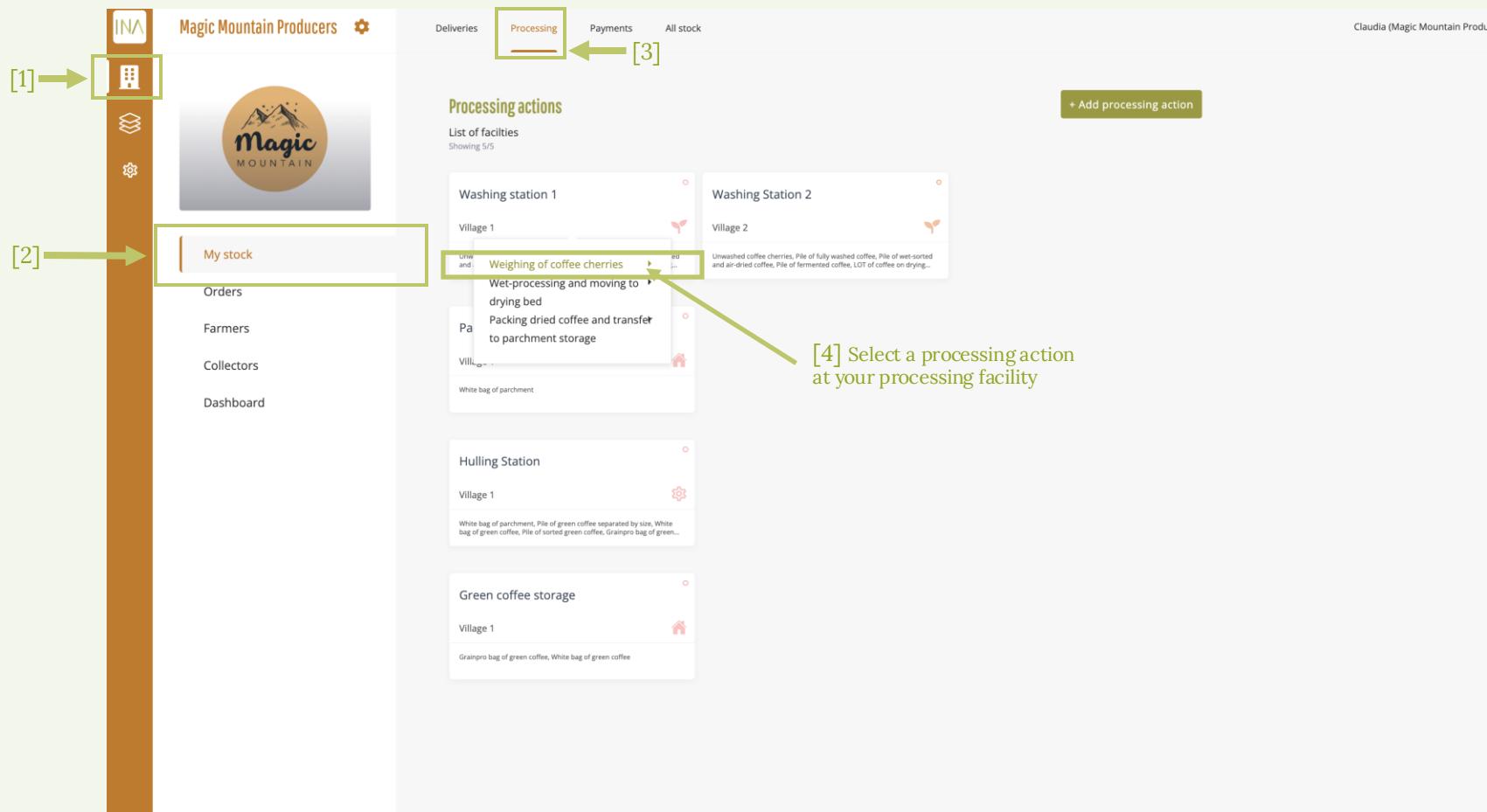
Beyco test beans

Test RW

Test HND

### 3.1.1 Weighing of delivered product

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



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Processing actions

Washing station 1

Village 1

Wet and Weighing of coffee cherries

Wet-processing and moving to drying bed

Packing dried coffee and transfer to parchment storage

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...

Hulling Station

Village 1

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

Green coffee storage

Village 1

Grainpro bag of green coffee, White bag of green coffee

**“Add 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\*

Weighing of coffee cherries

Processing date\*

21. 7. 2023

Material to be recorded

Facility\*

Washing station 1

From

D. M. LLLL

To

D. M. LLLL

Outputs of this processing

Process Output

Semi-product type\*

Pile of unwashed coffee cherries

Facility\*

Select facility

Prefix

LOT

Internal lot name\*

Enter internal lot name

Output quantity in kg\*

Enter quantity

Add additional output

Add new transactions

Select all (Unwashed coffee cherries)

✖ 100 kg

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

✖ 56 kg

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

✖ 23 kg

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

✖ 750 kg

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

✖ 7045 kg

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

✖ 8040 kg

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

✖ 4855 kg

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



Choose activity that you want to record

Processing\*  
Weighing of coffee cherries

Processing date\*  
21. 7. 2023

Material to be recorded

Facility\*  
Washing station 1

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

Add new transactions

- Select all (Unwashed coffee cherries)
- PT-Tuyishime-2023-06-27 (Pascal Tuyishime) 100 / 100 kg
- PT-Maniraho-2023-06-26 (Yvonne Maniraho) 56 kg
- PT-Niyokwizerwa-2023-06-26 (Claudine Niyokwizerwa) 23 kg
- PT-Niyokwizerwa-2023-02-02 (Claudine Niyokwizerwa) 750 / 750 kg
- PT-Maniraho-2021-11-15 (Yvonne Maniraho) 7045 kg
- PT-Niyokwizerwa-2021-11-15 (Claudine Niyokwizerwa) 8040 / 8040 kg
- PT-Uwimana-2021-11-15 (Marie Claire Uwimana) 4855 kg
- PT-Maniraho-2021-11-15 (Yvonne Maniraho) 8500 kg
- PT-Abizera-2021-12-27 (Yvette Abizera) 5600 kg
- PT-Uwayo-2021-11-15 (Josianne Uwayo) 3450 kg
- PT-Uwituze-2021-11-15 (Joy Uwituze) 3505 kg
- PT-Uwituze-2021-11-15 (Joy Uwituze) 1550 kg

Total quantities

Input quantity in kg	8890.00	Remaining quantity in kg	1.00
Total output quantity in kg	8889.00		
Comments			



Outputs of this processing

Semi-product type\*  
Pile of unwashed coffee cherries

Facility\*  
Washing station 1

Prefix LOT Internal lot name\*  
Test123

Output quantity in kg\*  
8889

Add additional output

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

[6] Select inputs to process.

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

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

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

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

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

Total quantities

Input quantity in kg: 8890.00      Remaining quantity in kg: 1.00

Total output quantity in kg: 8889.00

Comments:

Processing evidence

Other evidence documents

Add document

Cancel Save

Processing evidence

Other evidence documents

Date\* 21.7.2023 Type\* Select document type Document (JPG, PNG, PDF)\* Choose file Browse

Cancel Confirm

Cancel Save

Click on “Add document”

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

[a] Make sure the date is right

[b] Select the proof document type

[d] Confirm

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

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

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

INA

Magic Mountain Producers ⚙

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers) ≡

**Processing actions**

List of facilities  
Showing 5/5

**Washing station 1**

Village 1

Unwashed coffee cherries → ed

**Wet-processing and moving to drying bed** → ed

Packing dried coffee and transfer to parchment storage → ed

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...

**Washing Station 2**

Village 2

**Hulling Station**

Village 1

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

**Green coffee storage**

Village 1

Grainpro bag of green coffee, White bag of green coffee

[1]

[2]

[3]

[4] Select the processing action from the correct facility

**“Add new processing action”** page appears with pre-filled 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**

Choose activity that you want to record

Processing\*  
Wet-processing and moving to drying bed

Processing date\*  
21. 7. 2023

**Material to be recorded**

Facility\*  
Washing station 1

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

Search Filter

Add new transactions

Select all (Pile of unwashed coffee cherries)  
 LOT 123

Outputs of this processing

Semi-product type\*  
LOT of coffee on drying bed

Facility\*  
Select facility

Prefix  
LOT

Internal lot name\*  
Enter internal lot name

Output quantity in kg\*  
Enter quantity

Grade

Add additional output

**Total quantities**

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Process input

Process Output

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

**Add new processing action**

Choose activity that you want to record

Processing\*  
Wet-processing and moving to drying bed

Processing date\*  
21.7.2023

Material to be recorded

Facility\*  
Washing station 1

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

Add new transactions  
 Select all (Pile of unwashed coffee cherries)  
 LOT 123

98 kg

Total quantities

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Comments

Processing evidence

Other evidence documents  
Add document

Add document:

Outputs of this processing

Semi-product type\*  
LOT of coffee on drying bed

Facility\*  
Select facility

Prefix LOT Internal lot name\*  
Enter internal lot name

Output quantity in kg\*  
Enter quantity

Grade

Add additional output

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

[6] Select the inputs to process.

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

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

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

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

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

### 3.1.3 Packing dried product and transfer to storage

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

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Processing actions

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...

Wet-processing and moving to drying bed

Packing dried coffee and transfer to parchment storage

Village 1

White bag of parchment

Hulling Station

Village 1

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

Green coffee storage

Village 1

Grainpro bag of green coffee, White bag of green coffee

**“Add new processing action”** page appears with pre-filled information in the processing and facility fields.

The page has two main parts:

**“Material to be recorded”** meaning process input information,

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

**Process input**

**Add new processing action**

**Material to be recorded**

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

**Add new transactions**

- Select all (LOT of coffee on drying bed)
- LOT 123testA2 **300 kg**
- LOT 123testA1 **100 kg**
- LOT 20211115 **810 kg**

**Total quantities**

**Input quantity in kg** **Remaining quantity in kg**

**Total output quantity in kg**

**Outputs of this processing**

**Semi-product type\*** White bag of parchment

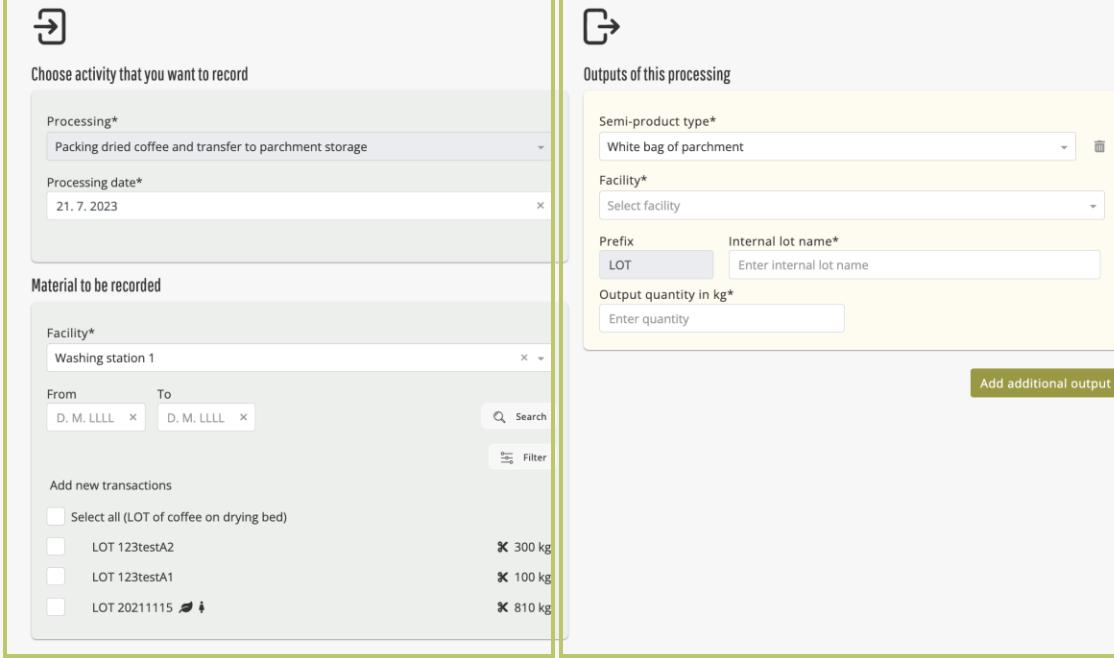
**Facility\*** Select facility

**Prefix** LOT **Internal lot name\*** Enter internal lot name

**Output quantity in kg\*** Enter quantity

**Add additional output**

**Process output**



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

**Add new processing action**

Choose activity that you want to record

**Processing\***  
Packing dried coffee and transfer to parchment storage

**Processing date\***  
21.7.2023

Material to be recorded

**Facility\***  
Washing station 1

**From**  
D. M. LLLL

**To**  
D. M. LLLL

Add new transactions

Select all (LOT of coffee on drying bed)

LOT 123testA2

LOT 123testA1

LOT 20211115

**Outputs of this processing**

**Semi-product type\***  
White bag of parchment

**Facility\***  
Parchment storage

**Prefix**  
LOT

**Internal lot name\***  
Test123A2

**Output quantity in kg\***
300

**Outputs**

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

**Prefill** **+**

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

**[6] Select the batches to package and transfer.**

**[7] Select your storage facility.**

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

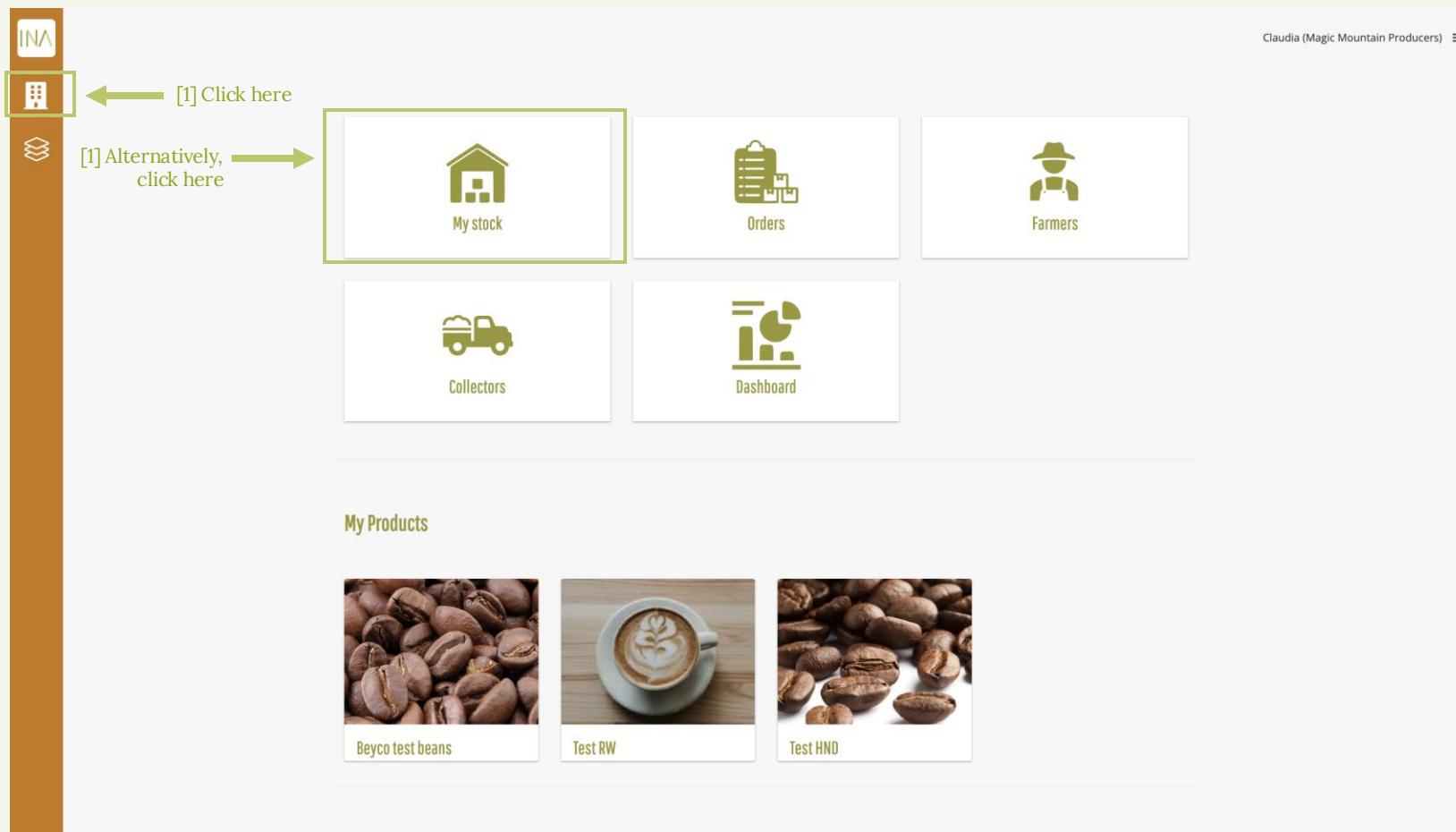
**[9] Type in cumulative quantity gotten at the end of this process.**

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

**[11] Add proof documents if needed and click “Save”**

## 3.2 Storage facility

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



### 3.2.1 Transfer from storage to processing facility

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

The screenshot shows the INATRACE 2.0 software interface for a producer organization. The left sidebar has a vertical orange bar with icons for INA (1), My stock (2), Farmers, Collectors, and Dashboard. The main area shows the organization's logo and a navigation bar with Deliveries, Processing (selected), Payments, and All stock. A green arrow [3] points to the Processing tab. The Processing actions section lists Washing station 1 and Washing Station 2, both associated with Village 1. A green box highlights the "Transfer parchment to hulling station" action under the Parchment storage section for Village 1. A green arrow [4] points to this action with the label "[4] Select the transfer action at your storage facility".

INA

My stock

Deliveries

Processing

Payments

All stock

Claudia (Magic Mountain Producers) ≡

+ Add processing action

Processing actions

List of facilities

Showing 5/5

Washing station 1

Village 1

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

Washing Station 2

Village 2

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

Parchment storage

Village 1

Transfer parchment to hulling station

Hulling Station

Village 1

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

Green coffee storage

Village 1

Grainpro bag of green coffee, White bag of green coffee

[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

**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)

LOT 123testA1PS 500 kg

LOT 123/36 53 / 53 kg

LOT 123/35 60 / 60 kg

LOT 123/34 60 / 60 kg

LOT 123/33 60 / 60 kg

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**.

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

The screenshot shows the 'Add transfer action' interface. The left side is titled 'Choose activity that you want to record' and contains fields for 'Processing\*' (set to 'Transfer parchment to hulling station') and 'Processing date\*' (set to '21.7.2023'). The right side is titled 'Outputs of this processing' and contains fields for 'Semi-product type\*' (set to 'White bag of parchment'), 'Facility\*' (set to 'Hulling Station'), 'Prefix' (set to 'ORDER'), and 'Internal lot name\*' (set to 'LOT 123'). Below these sections is a 'Material to be recorded' section. It shows a 'Facility' dropdown set to 'Parchment storage' and a 'From' and 'To' date range both set to 'D. M. LLLL'. Under 'Add new transactions', there is a list of items with checkboxes. Several checkboxes are checked, including 'LOT 123/36', 'LOT 123/35', 'LOT 123/34', 'LOT 123/33', 'LOT 123/32', 'LOT 123/31', and 'LOT 123/30'. Each item has a weight listed next to it: 500 kg, 53 / 53 kg, 60 / 60 kg, 60 / 60 kg, 60 / 60 kg, 60 / 60 kg, and 60 / 60 kg respectively.

[6] Select the items to package and move.

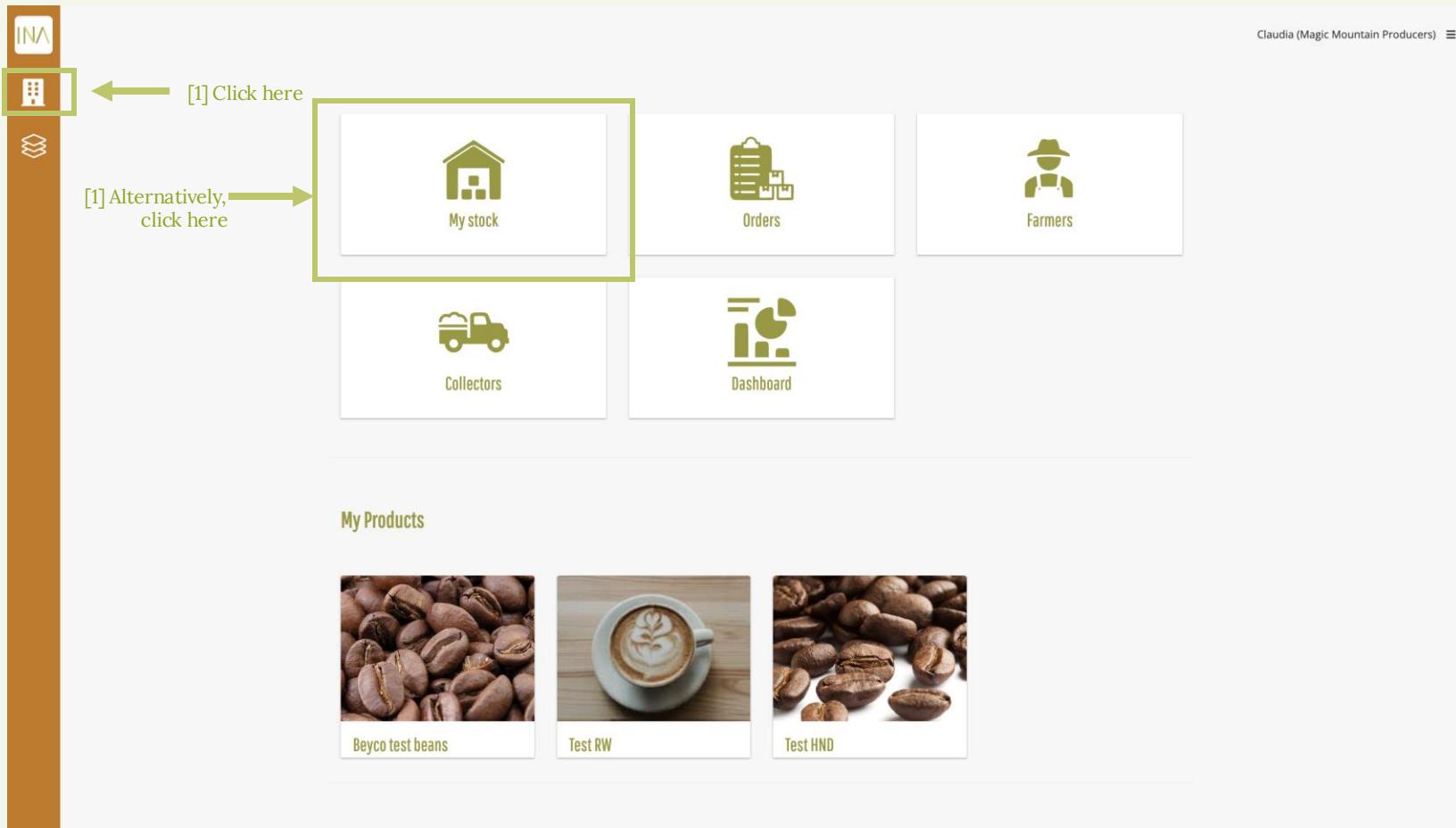
[7] Select your processing facility where your batch is transported to.

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

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

### 3.3 Processing

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



### 3.3.1 Processing example: hulling of coffee

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

The screenshot shows the INATRACE 2.0 platform interface for 'Magic Mountain Producers'. The left sidebar has a vertical orange bar with icons for INA, Magic Mountain Producers, and a gear. It lists 'My stock' (highlighted with a green box and labeled [2]), 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The main area has tabs for 'Deliveries', 'Processing' (highlighted with a green box and labeled [1]), 'Payments', and 'All stock'. The 'Processing' tab is active, showing a list of facilities: 'Washing station 1' (Village 1), 'Washing Station 2' (Village 2), 'Parchment storage' (Village 1), 'Hulling Station' (Village 1), and 'Green coffee storage' (Village 1). The 'Hulling Station' section is expanded, showing a sub-menu with 'Hulling and sorting' (highlighted with a green box and labeled [4]), 'Transfer 60kg bags to green coffee storage', and a 'Transfer' button. A green arrow labeled [3] points from the 'Processing' tab to the 'Hulling and sorting' option. A green box labeled [4] points to the 'Hulling and sorting' option with the text: '[4] Select your processing action at the correct facility'.

**“Add new processing action”** page appears with pre-filled 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**

**Process output**

**Add new processing action**

The screenshot shows the 'Add new processing action' page with two main sections highlighted by yellow boxes:

- Process input:** This section contains fields for processing activity, date, facility, and transaction details. It includes a table for adding new transactions with columns for 'From' and 'To' (with dropdowns for date and location), and checkboxes for 'Select all (White bag of parchment)' and 'LOT 123testA1HS'.
- Process output:** This section contains fields for semi-product type, facility, prefix, internal lot name, output quantity, and screen size. It includes a 'Search' and 'Filter' button, and a 'Add additional output' button.

**Total quantities:** At the bottom, there are fields for input quantity in kg, remaining quantity in kg, and total output quantity in kg.

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

The screenshot shows the 'Add new processing action' interface. The left section, 'Choose activity that you want to record', contains fields for 'Processing\*' (set to 'Hulling and sorting') and 'Processing date\*' (set to '21.7.2023'). The right section, 'Outputs of this processing', contains fields for 'Semi-product type\*' (set to 'Grainpro bag of green coffee'), 'Facility\*' (set to 'Hulling Station'), 'Prefix' (set to 'ORDER'), and 'Internal lot name\*' (set to 'LOT 123testA1HS'). Below these are fields for 'Output quantity in kg\*' (set to '389') and 'Screen size\*' (set to '16+'). A table titled 'Outputs' lists 8 rows, each with a 'Sac number\*' (1-8) and a 'Quantity (max. 60 kg)\*' (60.00). At the bottom, there are 'Total quantities' fields: 'Input quantity in kg' (500.00), 'Remaining quantity in kg' (111.00), and 'Total output quantity in kg' (389.00). A 'Prefill' button is located in the 'Outputs' table.

[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 your processing facility (e.g. hulling station) where this process ENDS.

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

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

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

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

[12] Add proof document and save

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

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

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Processing

Deliveries

Payments

All stock

[3]

Processing actions

+ Add processing action

Washing station 1

Village 1

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

Washing Station 2

Village 2

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

Parchment storage

Village 1

White bag of parchment

Hulling Station

Village 1

Whit bag: Hulling and sorting

Transfer 60kg bags to green coffee storage

Green coffee storage

Village 1

Grainpro bag of green coffee, White bag of green coffee

[1]

[2]

[4] Select the transfer action at your processing facility

**“Add transfer action”** page appears with pre-filled information in the processing and facility fields.

The page has two main parts:

**“Material to be recorded”** meaning process input information,

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

**Add transfer action**

**Process input**

Choose activity that you want to record

Processing\*  
Transfer 60kg bags to green coffee storage

Processing date\*  
21. 7. 2023

Material to be recorded

Facility\*  
Hulling Station

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

No relevant stock to add transactions in facility

**Process output**

Outputs of this processing

Semi-product type\*  
Grainpro bag of green coffee

Facility\*  
Select facility

Prefix Internal lot name\*  
LOT Enter internal lot name

Total quantities

Input quantity in kg

Comments

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

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

[6] Select the items to process.

[7] Select your storage facility.

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

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

Choose activity that you want to record

Processing\* Transfer 60kg bags to green coffee storage

Processing date\* 21.7.2023

Outputs of this processing

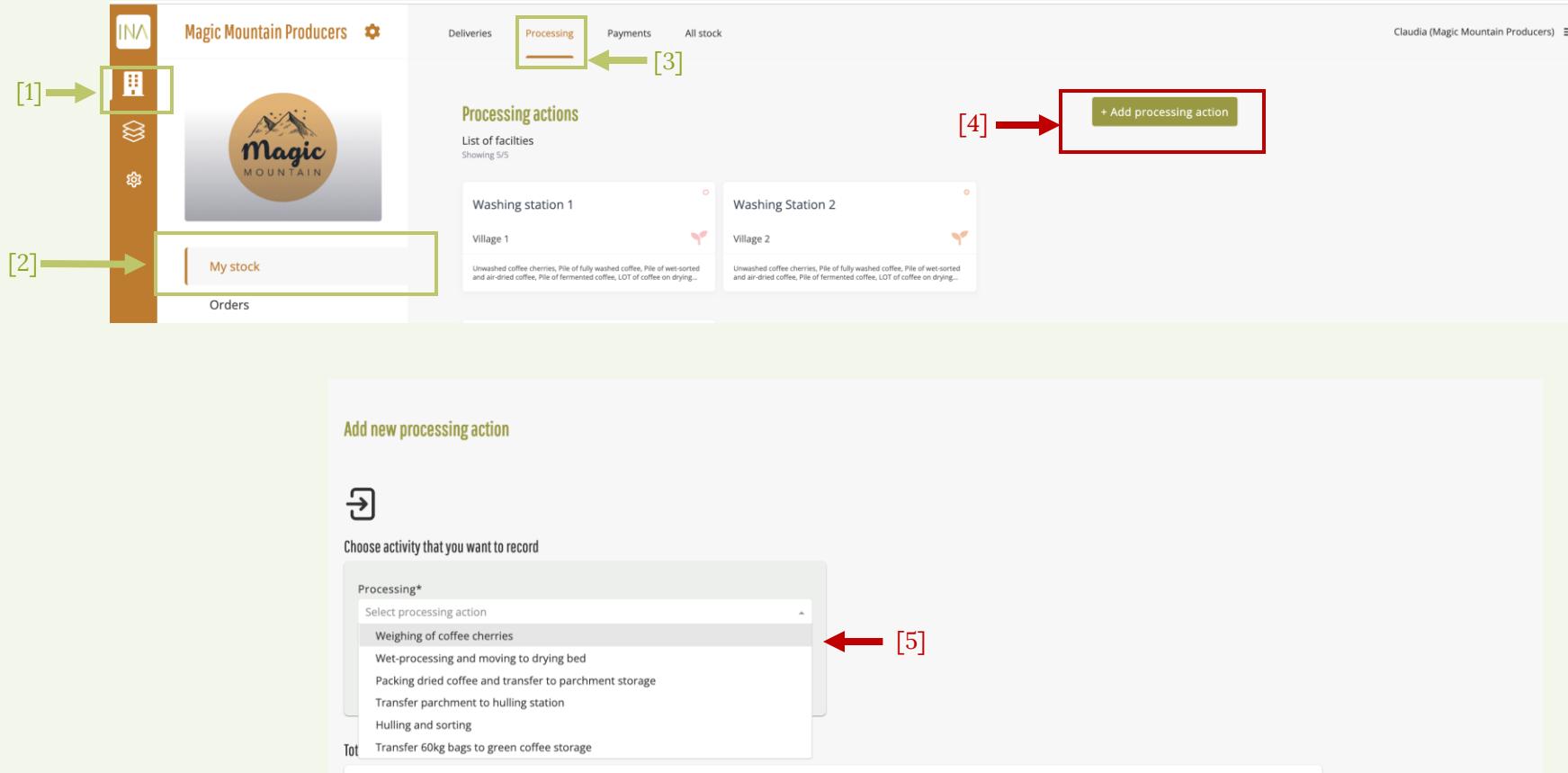
Semi-product type\* Grainpro bag of green coffee

Facility\* Green coffee storage

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

## Using “Add processing action” button

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



The screenshot shows the INATRACE 2.0 platform interface. On the left, there is a sidebar with icons for 'My stock' (highlighted with a green box and arrow [1]) and 'Orders'. The main menu at the top has 'Processing' selected (highlighted with a green box and arrow [3]). On the right, there is a 'Processing actions' section showing two entries: 'Washing station 1' (Village 1) and 'Washing Station 2' (Village 2). A red box and arrow [4] points to a button labeled '+ Add processing action'. Below this, a modal window titled 'Add new processing action' is open, showing a dropdown menu with 'Processing\*' selected. The dropdown list includes: 'Select processing action', 'Weighing of coffee cherries' (highlighted with a red box and arrow [5]), 'Wet-processing and moving to drying bed', 'Packing dried coffee and transfer to parchment storage', 'Transfer parchment to hulling station', 'Hulling and sorting', and 'Transfer 60kg bags to green coffee storage'. The bottom of the modal has a 'Tot' button.

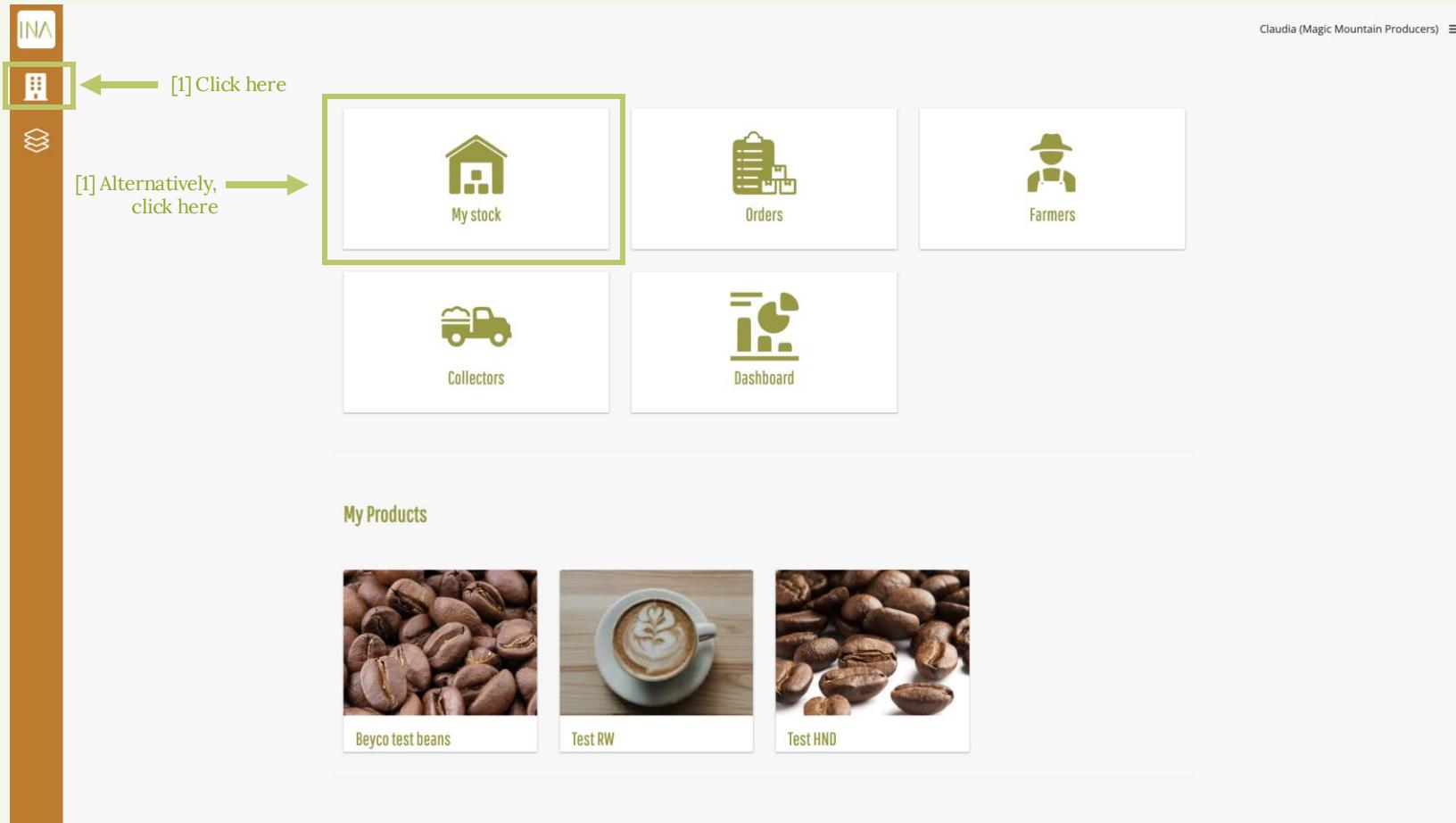
## Chapter 4.

# Payment Module

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

## 4.1 Recording a single payment

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



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

Payments

List of payments  
Showing 10/11

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

Summed up quantities

Total amount paid  
5,521,270 RWF

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

Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
Base payment	500 RWF	Pascal Tuyishime		27.6.2023	27.6.2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	25,000 RWF			2023	2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	8,000 RWF			2023	2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	250,000 RWF			2023	2023	Bank transfer	<a href="#">View</a> <a href="#">Delete</a>
Base payment	22,770 RWF			2023	2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	2,814,000 RWF			2022	2022	Bank transfer	<a href="#">View</a> <a href="#">Delete</a>
Base payment	50,000 RWF	Marie Claire Uwimana		11.11.2022	11.11.2022	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	91,000 RWF	Marie Ineza		15.11.2021	30.11.2021	Bank transfer	<a href="#">View</a> <a href="#">Delete</a>
Base payment	1,960,000 RWF	Yvette Abizera		27.12.2021	27.12.2021	Bank transfer	<a href="#">View</a> <a href="#">Delete</a>
	300,000 RWF			2024	2024	Bank transfer	<a href="#">View</a>

Select farmer and delivery

Farmer

Cancel Confirm

[5] Select a farmer's name

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

Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment
Base payment	500 RWF			2023	2023	Cash
Base payment	25,000 RWF			2023	2023	Cash
Base payment	8,000 RWF			2023	2023	Cash
Base payment	250,000 RWF			2023	2023	Bank transfer
Base payment	22,770 RWF			2023	2023	Cash
Base payment	2,814,000 RWF			2022	2022	Bank transfer
Base payment	50,000 RWF			2022	2022	Cash
Base payment	91,000 RWF	Marie Ineza		15.11.2021	30.11.2021	Bank transfer

Select farmer and delivery

Farmer

Marie Claire Uwimana (40, RU-CE)

Women coffee only

YES

Delivery date

15.8.2022

Cancel Confirm

[6]

[7]

[8]

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

**New payment**

**Basic information**

[9] Select payment date. →

Payment date\*  
21.7.2023

Payable from  
Magic Mountain Producers

Payable to

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

Order reference  
PT-Uwimana-2022-08-05

Preferred way of payment  
Cash

Payment purpose\*  
Base payment

Payment type\*  
Select option ...

[10] Select purpose of payment →

Purchased (kg)  
1000

Open balance (RWF)  
200000

Amount paid to the farmer (RWF)\*  
200000

Amount paid to the collector (RWF)  
0

Total paid (RWF)  
200000

Receipt number\*  
Enter receipt number

Type\*  
Receipt

Signed receipt (PDF/PNG/JPG)\*

Choose file

Browse

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

[12] Define amount paid. ←

[13] Input receipt number ←

[14] Upload receipt / proof of payment ←

Cancel  Save  [15] Save ←

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

**Payments**

List of payments  
Showing 10/12

From  To  Export data

**Actions**

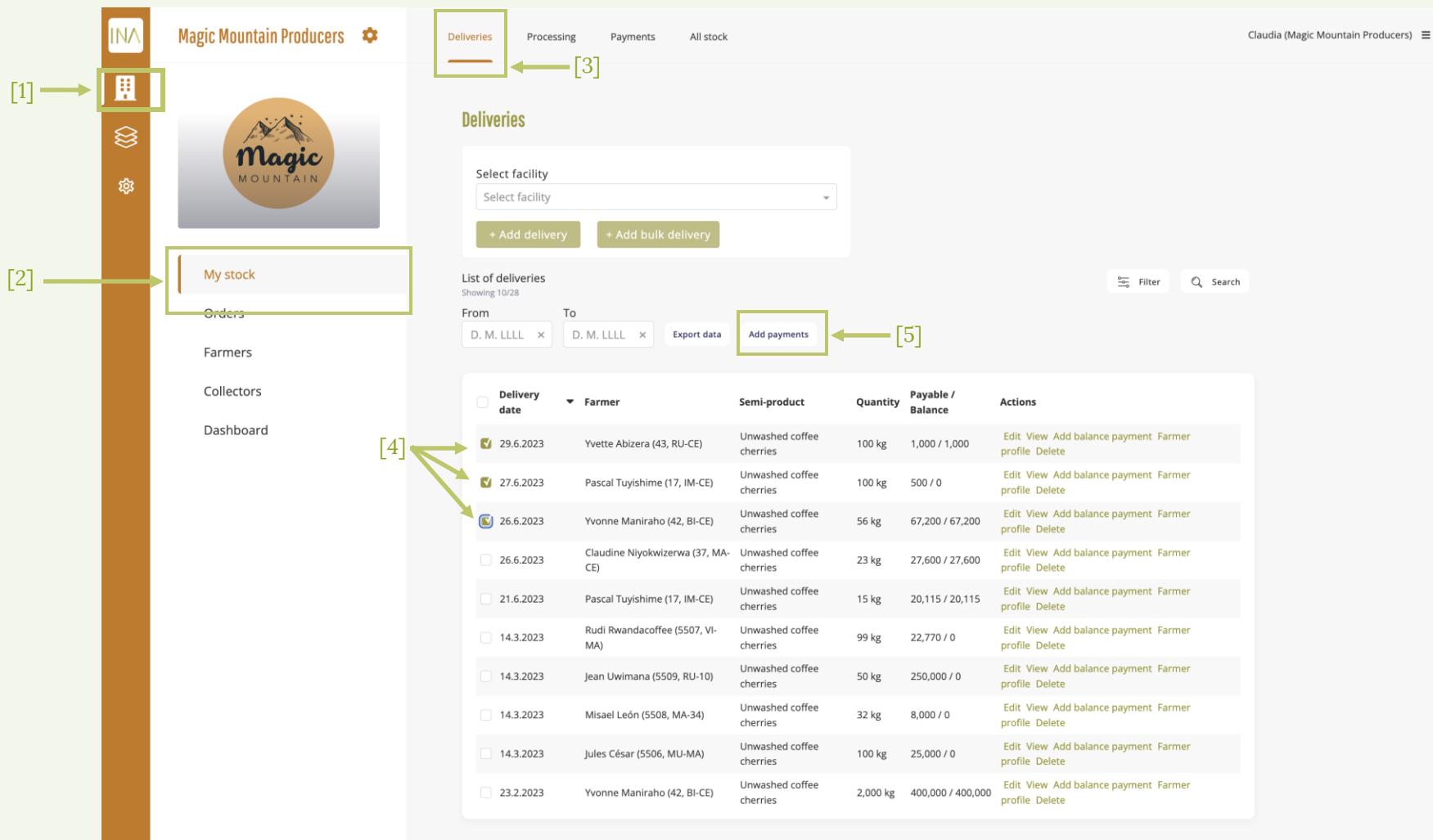
Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
Base payment	200,000 RWF	Marie Claire Uwimana		5.8.2022	21.7.2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
Base payment	500 RWF	Pascal Tuyishime		27.6.2023	27.6.2023	Cash	<a href="#">View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

Summed up quantities

Total amount paid  
5,421,270 RWF

## 4.2 Recording Bulk Payments

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



The screenshot shows the INATRACE 2.0 software interface for a producer organization. The left sidebar has a vertical orange bar with icons for INA, facility selection, stock, orders, farmers, collectors, and a dashboard. The main area shows the 'Deliveries' tab selected. The 'Deliveries' screen has a search bar for 'Select facility', buttons for '+ Add delivery' and '+ Add bulk delivery', and a table of deliveries. The table includes columns for Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The 'Actions' column for each delivery row includes 'Edit', 'View', 'Add balance payment', 'Farmer profile', and 'Delete'. The 'Add payments' button in the top right of the deliveries table is highlighted with a green box and an arrow labeled [5]. The 'My stock' and 'Orders' buttons in the sidebar are also highlighted with green boxes and arrows labeled [2]. The facility selection icon in the sidebar is highlighted with a green box and an arrow labeled [1]. The 'Deliveries' tab in the top navigation bar is highlighted with a green box and an arrow labeled [3]. The table rows are highlighted with green boxes and arrows labeled [4].

Delivery date	Farmer	Semi-product	Quantity	Payable / Balance	Actions
29.6.2023	Yvette Abizera (43, RU-CE)	Unwashed coffee cherries	100 kg	1,000 / 1,000	Edit View Add balance payment Farmer profile Delete
27.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	100 kg	500 / 0	Edit View Add balance payment Farmer profile Delete
26.6.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	56 kg	67,200 / 67,200	Edit View Add balance payment Farmer profile Delete
26.6.2023	Claudine Niyokwizerwa (37, MA-CE)	Unwashed coffee cherries	23 kg	27,600 / 27,600	Edit View Add balance payment Farmer profile Delete
21.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	15 kg	20,115 / 20,115	Edit View Add balance payment Farmer profile Delete
14.3.2023	Rudi Rwandacoffee (5507, VI-MA)	Unwashed coffee cherries	99 kg	22,770 / 0	Edit View Add balance payment Farmer profile Delete
14.3.2023	Jean Uwimana (5509, RU-10)	Unwashed coffee cherries	50 kg	250,000 / 0	Edit View Add balance payment Farmer profile Delete
14.3.2023	Misael León (5508, MA-34)	Unwashed coffee cherries	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete
14.3.2023	Jules César (5506, MU-MA)	Unwashed coffee cherries	100 kg	25,000 / 0	Edit View Add balance payment Farmer profile Delete
23.2.2023	Yvonne Maniraho (42, BI-CE)	Unwashed coffee cherries	2,000 kg	400,000 / 400,000	Edit View Add balance payment Farmer profile Delete

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

**New bulk payment**

**Basic information**

[6] Select payment date.

Payment date: 21.7.2023

Payable from: Magic Mountain Producers

Company or  
Collector or  
Farmer

Payment purpose\*: Base payment

Payment description\*

Total amount paid (RWF)\*: 68200

Additional costs (RWF): Enter additional costs

Description of additional costs

Receipt number\*: Enter receipt number

**Deliveries to be paid**

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

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

Deliveries to pay

[7]

[8]

[9]

[10] Upload receipts / proof of payment

[11] Save

**Additional proofs**

List of additional proofs

Add document

Cancel Save

## Chapter 5.

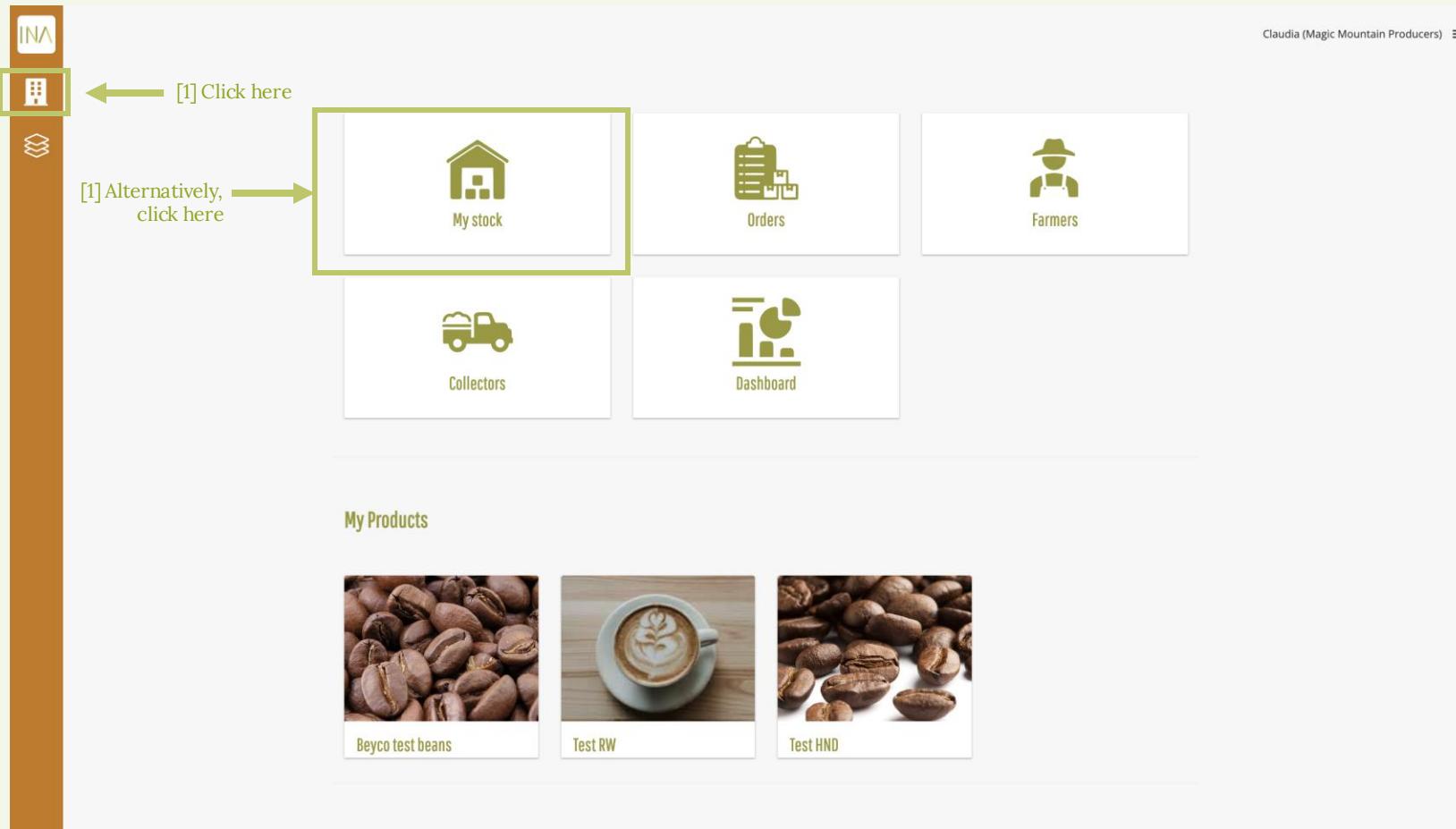
# All Stock Module

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

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

## 5.1 View stock and batch history

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



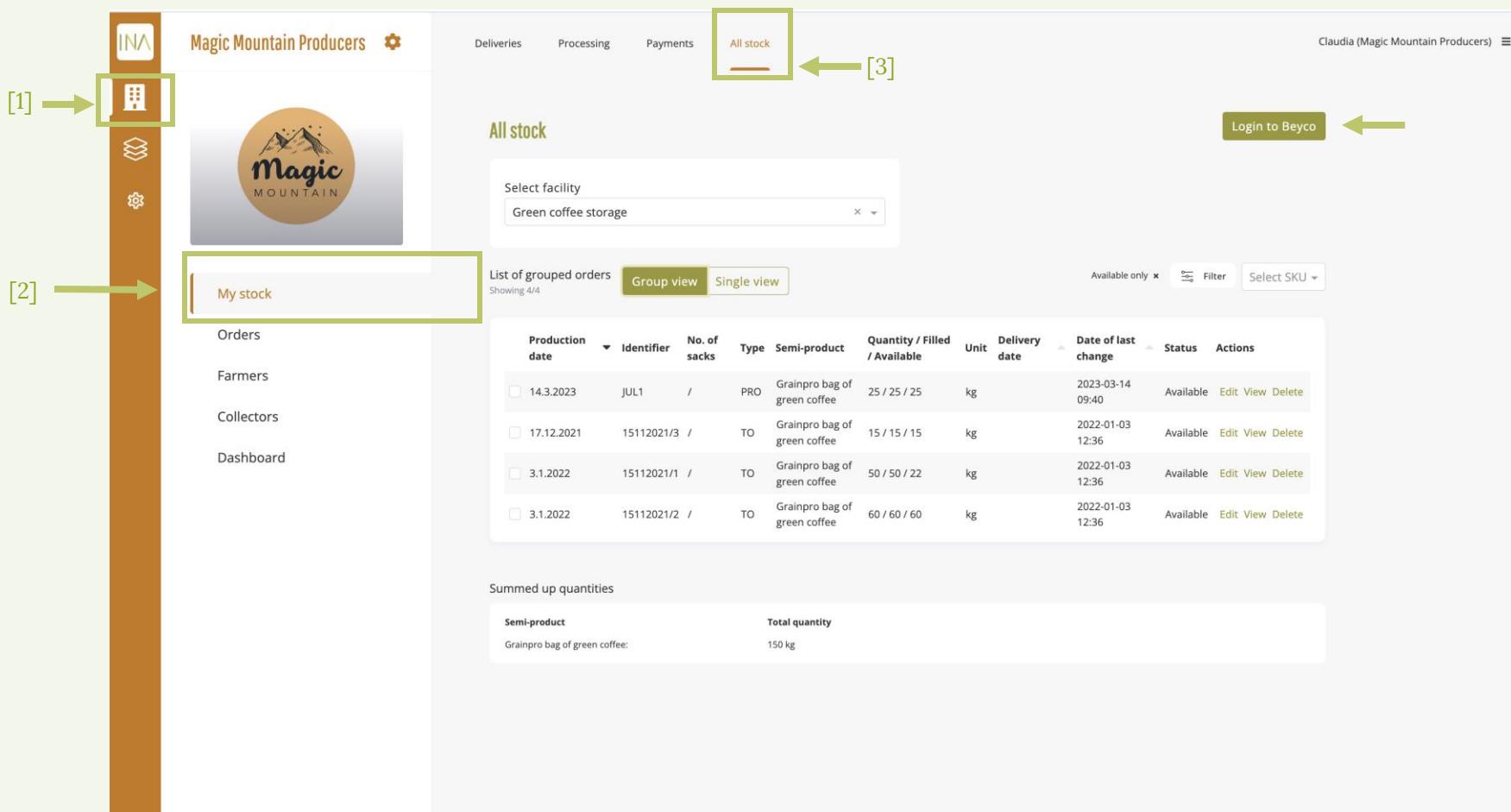
To view the history of a batch, follow the steps below. In case your batch shows as “available” you are also able to edit or delete the LAST transaction performed on it. Remove the “Available only” filter to see all batches. In case your batch shows as “not available”, it might already be processed further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

The screenshot shows the INATRACE 2.0 software interface for a producer organization. The sidebar on the left has a vertical orange bar with icons for 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'My stock' option is highlighted with a green box and a green arrow [2]. The main content area has a header with 'Deliveries', 'Processing', 'Payments', and a 'All stock' button highlighted with a green box and a green arrow [3]. The 'All stock' page shows a 'Select facility' dropdown with 'Green coffee storage' selected, highlighted with a green box and a green arrow [4]. Below it is a table of 'List of grouped orders' showing 4/4 items. The table has columns: Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The 'Actions' column for the last row is highlighted with a green box and a green arrow [5]. The table also includes a 'Group view' and 'Single view' button. At the bottom, there is a 'Summed up quantities' section showing 'Grainpro bag of green coffee:' with a total of '150 kg'.

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	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
17.12.2021	15112021/3	/	TO	Grainpro bag of green coffee	15 / 15 / 15	kg		2022-01-03 12:36	Available	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
3.1.2022	15112021/1	/	TO	Grainpro bag of green coffee	50 / 50 / 22	kg		2022-01-03 12:36	Available	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
3.1.2022	15112021/2	/	TO	Grainpro bag of green coffee	60 / 60 / 60	kg		2022-01-03 12:36	Available	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

## 5.2 Create an offer on Beyco (coffee only)

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

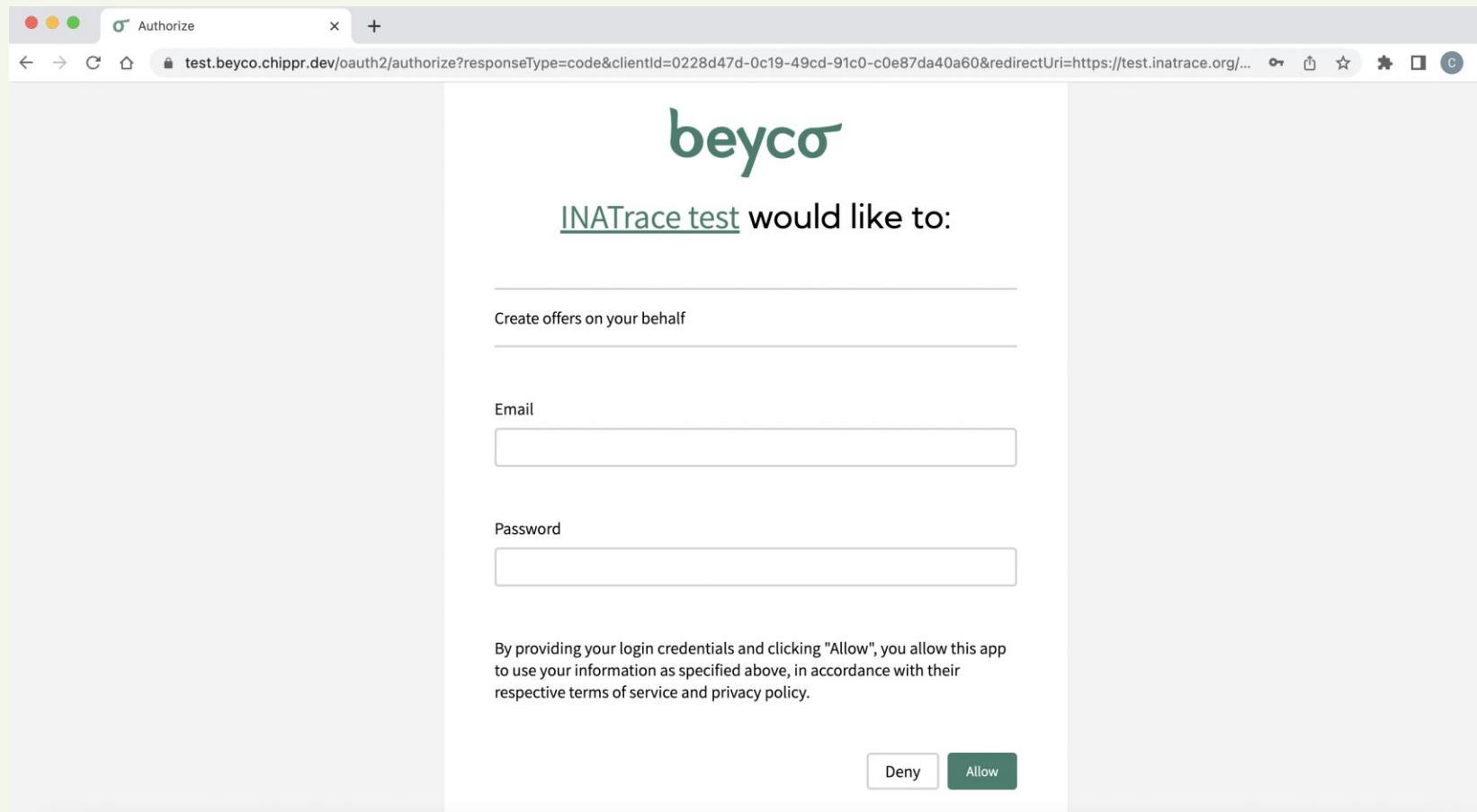


The screenshot shows the INATrace platform interface. On the left, a vertical sidebar has three items highlighted with green arrows and numbers: [1] points to the 'INATrace' logo, [2] points to the 'My stock' section, and [3] points to the 'All stock' button in the top navigation bar. The main content area is titled 'All stock' and shows a list of grouped orders for 'Green coffee storage'. The table includes columns for Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The table data is as follows:

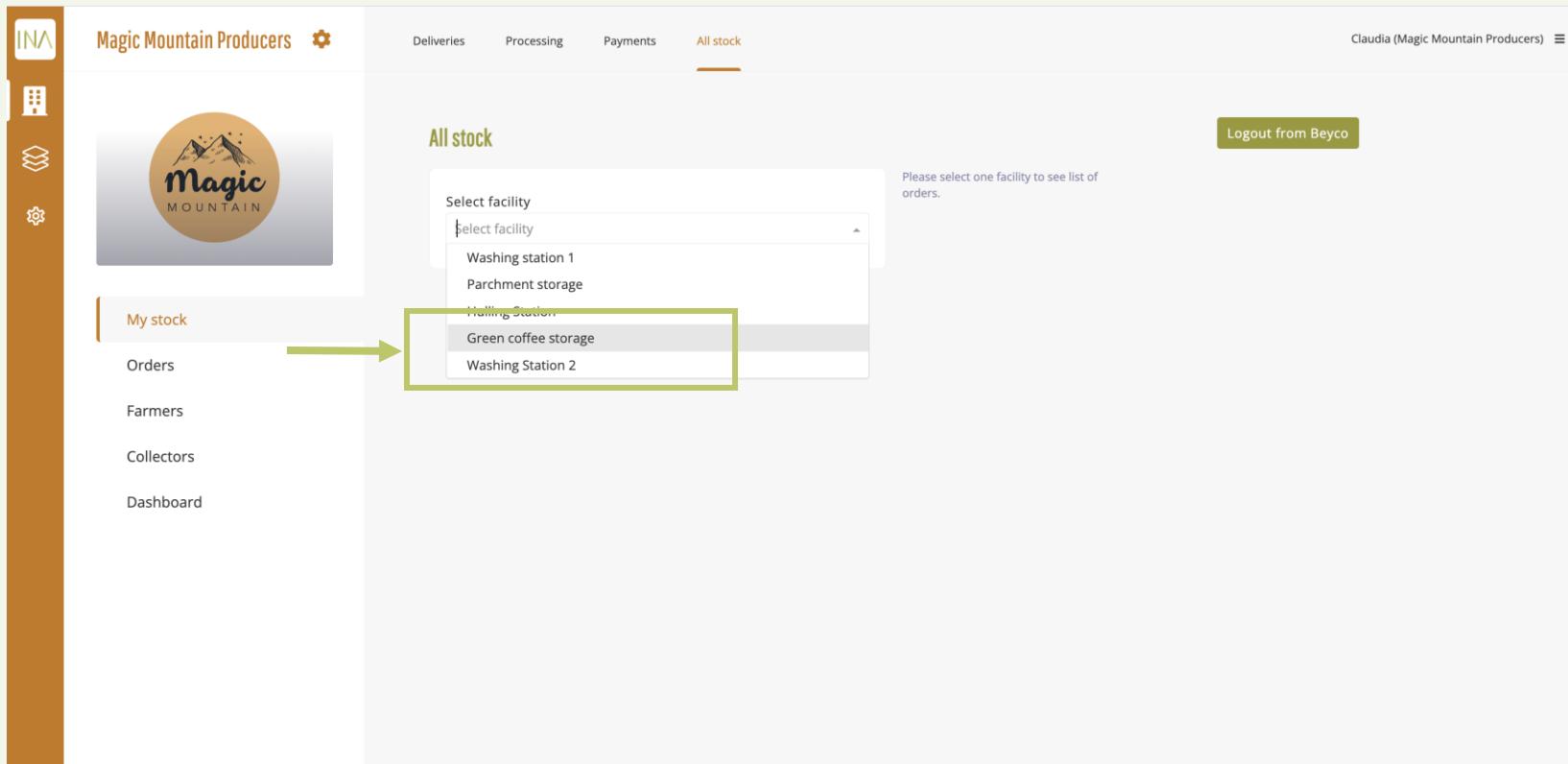
Production date	Identifier	No. of sacks	Type	Semi-product	Quantity / Filled / Available	Unit	Delivery date	Date of last change	Status	Actions
14.3.2023	JUL1	/	PRO	Grainpro bag of green coffee	25 / 25 / 25	kg		2023-03-14 09:40	Available	Edit View Delete
17.12.2021	15112021/3	/	TO	Grainpro bag of green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

Below the table, a section titled 'Summed up quantities' shows the total quantity for 'Grainpro bag of green coffee' as 150 kg.

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

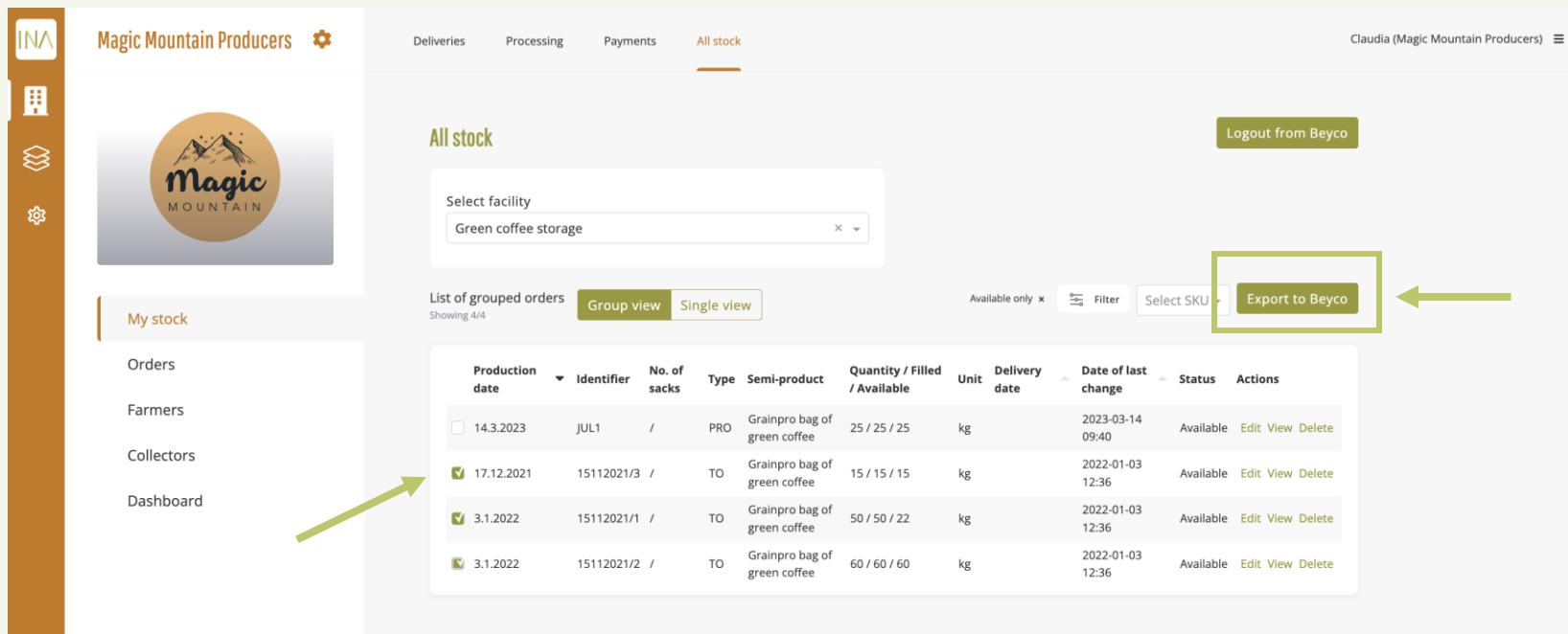


You will automatically be redirected back to your "All stock" section of your INATrace profile. Select here from the drop-down menu the stock facility where the coffee batches you want to offer are currently stored.



The image shows the INATrace platform interface for a producer organization named 'Magic Mountain Producers'. The top navigation bar includes tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock', with 'All stock' currently selected. The right side of the screen shows a user profile for 'Claudia (Magic Mountain Producers)' and a 'Logout from Beyco' button. The main content area is titled 'All stock' and contains a sub-section titled 'Select facility'. A dropdown menu is open, listing several facility options: 'Washing station 1', 'Parchment storage', 'Milling Station' (which is highlighted with a green box and a green arrow pointing to it from the left sidebar), 'Green coffee storage', and 'Washing Station 2'. A message at the top of this section reads: 'Please select one facility to see list of orders.' The left sidebar, which is orange, contains links for 'My stock' (which is also highlighted with a green box), 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The 'My stock' link is the active one, indicated by the green box and the green arrow.

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 2.0 software interface for a producer organization. The top navigation bar includes the logo 'INA', the organization name 'Magic Mountain Producers', and a gear icon. The top right shows the user 'Claudia (Magic Mountain Producers)' and a menu icon. The top menu bar has tabs: 'Deliveries', 'Processing', 'Payments', and 'All stock' (which is highlighted with an orange bar). On the left, a vertical sidebar menu shows 'My stock' (which is highlighted with a blue bar), 'Orders', 'Farmers', 'Collectors', and 'Dashboard'. The main content area is titled 'All stock' and shows a list of grouped orders. A search bar at the top says 'Select facility' with 'Green coffee storage' typed in. Below it, a table lists four coffee batches with columns: Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The first batch has an empty checkbox. The second, third, and fourth batches have checked checkboxes. A green arrow points from the 'My stock' menu item to the 'Select SKU' dropdown in the top right. Another green arrow points from the 'Select SKU' dropdown to the 'Export to Beyco' button, which is highlighted with a green box.

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

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

**Export to Beyco**

**General values**

Offer title*	Available at*
Address of port of export*	Country of port of export*
Latitude of port of export*	Longitude of port of export*

15112021/3

Name*	Quantity*	
Price*	Currency*	kg
Region	Country*	Harvest period*
Incoterms*	Species*	Process
Min screen size*	Max screen size*	Cupping score*
Varieties*	Quality segments*	
Grades*	Certificates	
Other grade		

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

**Submit offer**

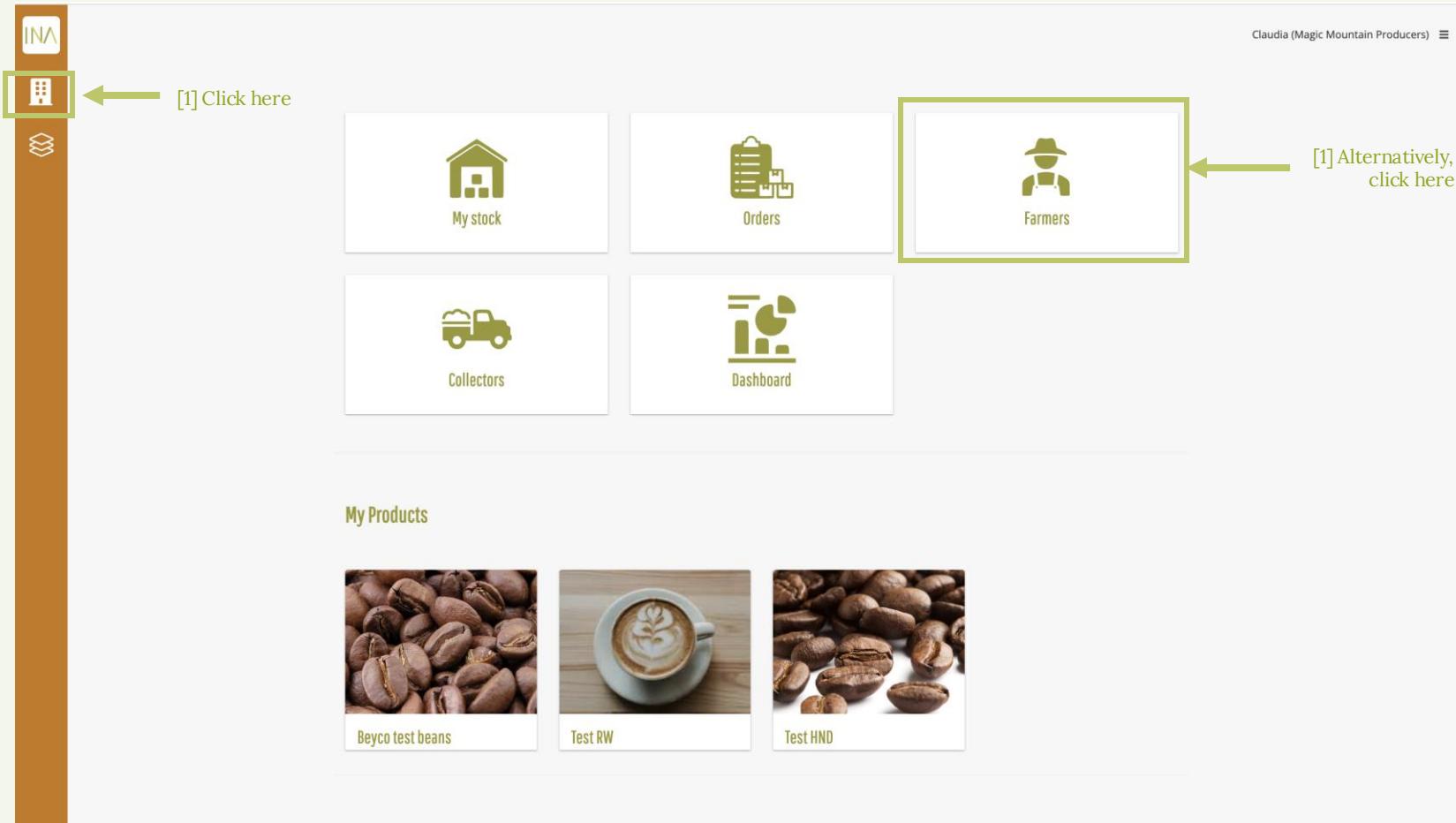
## Chapter 6.

# Farmer profiles

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

## 6.1 Access farmer profiles

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





My stock

Orders

Farmers

Collectors

Customers

Dashboard

## Farmers

List of farmers

Showing 10/22

Export farmer data

+ Import farmers

+ Add farmer



Search

First name 	Last name 	Gender	Id 	Village	Cell	Actions
Claudine	Niyokwizerwa	FEMALE	37	Masoro	Cell A	
Hari	Kill	MALE	7415			
Hiel	klor	MALE	7412			
Jean	Uwimana	MALE	5509	Ruhengeri	100	
Josianne	Uwayo	FEMALE	44	Nyamabuye	Cell A	
Joy	Uwituze	FEMALE	45	Remera	Cell B	
Juan	Miguel	MALE	7080	Ruli	Ruli	
Jules	César	MALE	5506	Muhanga	Masoro	
Kayibenga	Hans	MALE	7411			
Kli	Kal	MALE	7416			

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## Plots



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## 6.2 Create a new farmer profile and add plots

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

[1] [2] [3]

**Farmers**

List of farmers  
Showing 10/22

First name	Last name	Gender	Id	Village	Cell	Actions
Claudine	Niyokwizerwa	FEMALE	37	Masoro	Cell A	Edit Delete
Hari	Kill	MALE	7415			Edit Delete
Hiel	klor	MALE	7412			Edit Delete
Jean	Uwimana	MALE	5509	Ruhengeri	100	Edit Delete
Josianne	Uwayo	FEMALE	44	Nyamabuye	Cell A	Edit Delete
Joy	Uwituze	FEMALE	45	Remera	Cell B	Edit Delete
Juan	Miguel	MALE	7080	Ruli	Ruli	Edit Delete
Jules	Cesar	MALE	5506	Muhanga	Masoro	Edit Delete
Kayibenga	Hans	MALE	7411			Edit Delete
Kli	Kal	MALE	7416			Edit Delete

« 1 2 3 »

**Plots**

Satellite view  Default view

Canada Greenland Svalbard Russia  
Iceland Sweden

Add Basic information and Address. Then you can add plots by clicking on “draw plot”. Alternatively, you can also add plots using the mobile app.

INA

New farmer

Basic information

First name  
Enter first name

Last name\*  
Enter last name

Gender\*  
Select option ...

Company internal farmer ID  
Enter company internal farmer ID

Address

Country\*  
Select from codes ...

Street address  
Enter street address

City / Town / Village\*  
Enter City / Town / Village

State / Province / Region\*  
Enter State / Province / Region

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

Additional / Other address

Is location publicly visible on a map?  
Select option ...

Green = Optional filling  
Red = Mandatory

Click “draw plot” to add fields

Draw plot

Satellite view Default view



Mapbox OpenStreetMap Improve this map Maxar

You can choose to add boundaries if you are familiar with the boundaries of the plot or you can add a single point if you don't have the detailed plot information.

CLAUDIA (Magic Mountain Producers) 

Enter City / Town / Village

State / Province / Region\*  
Enter State / Province / Region

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

Additional / Other address

Is location publicly visible on a map?  
Select option ...



mapbox © OpenStreetMap [improve this map](#) [Mapar](#)

Select if you want to draw a plot with boundaries or add a single point

Additional information about user

Phone number  
Enter phone number

E-mail  
Enter e-mail address

Smart phone

Bank information

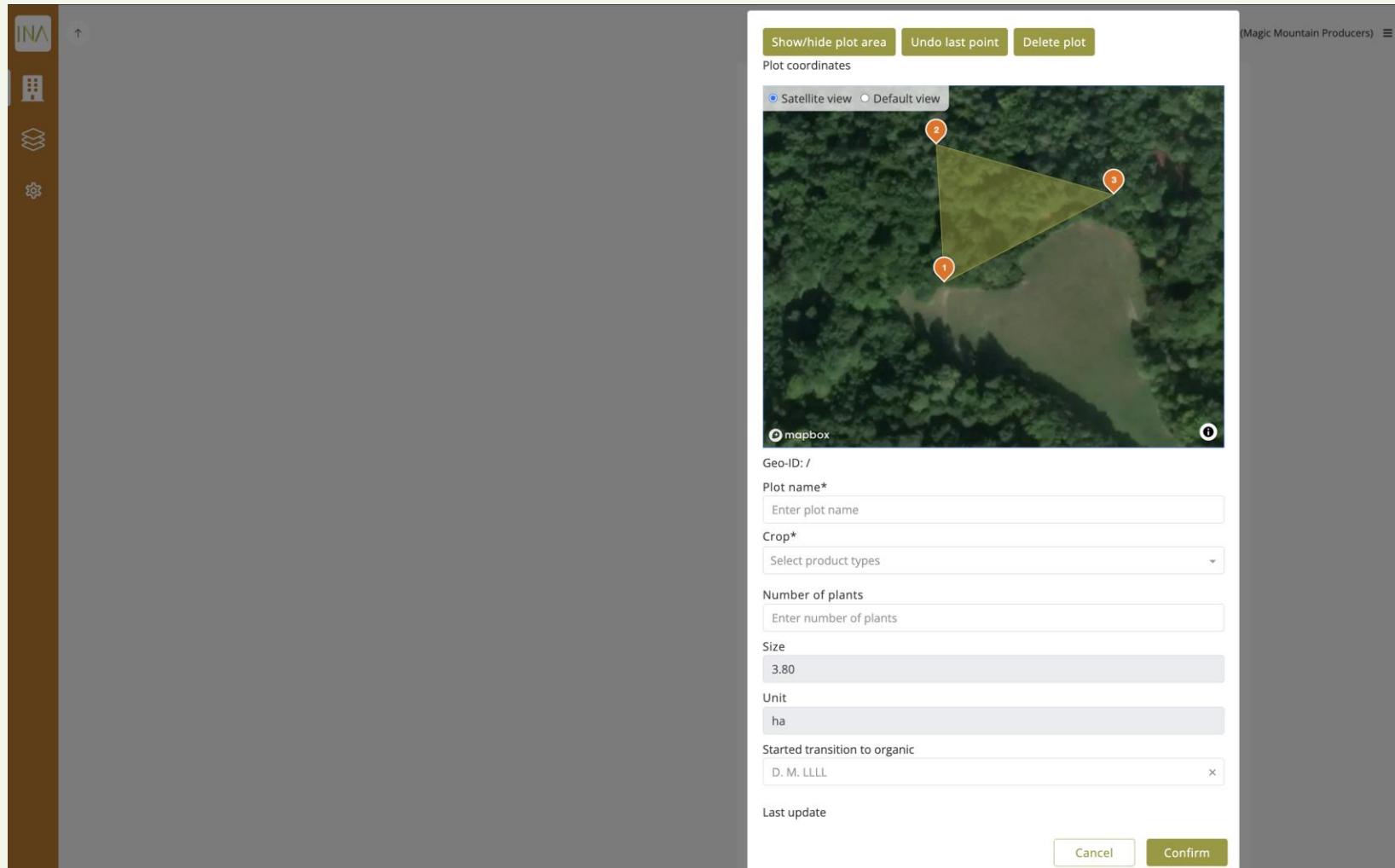
Account holder's name  
Enter account holder's name

Account number  
Enter account number

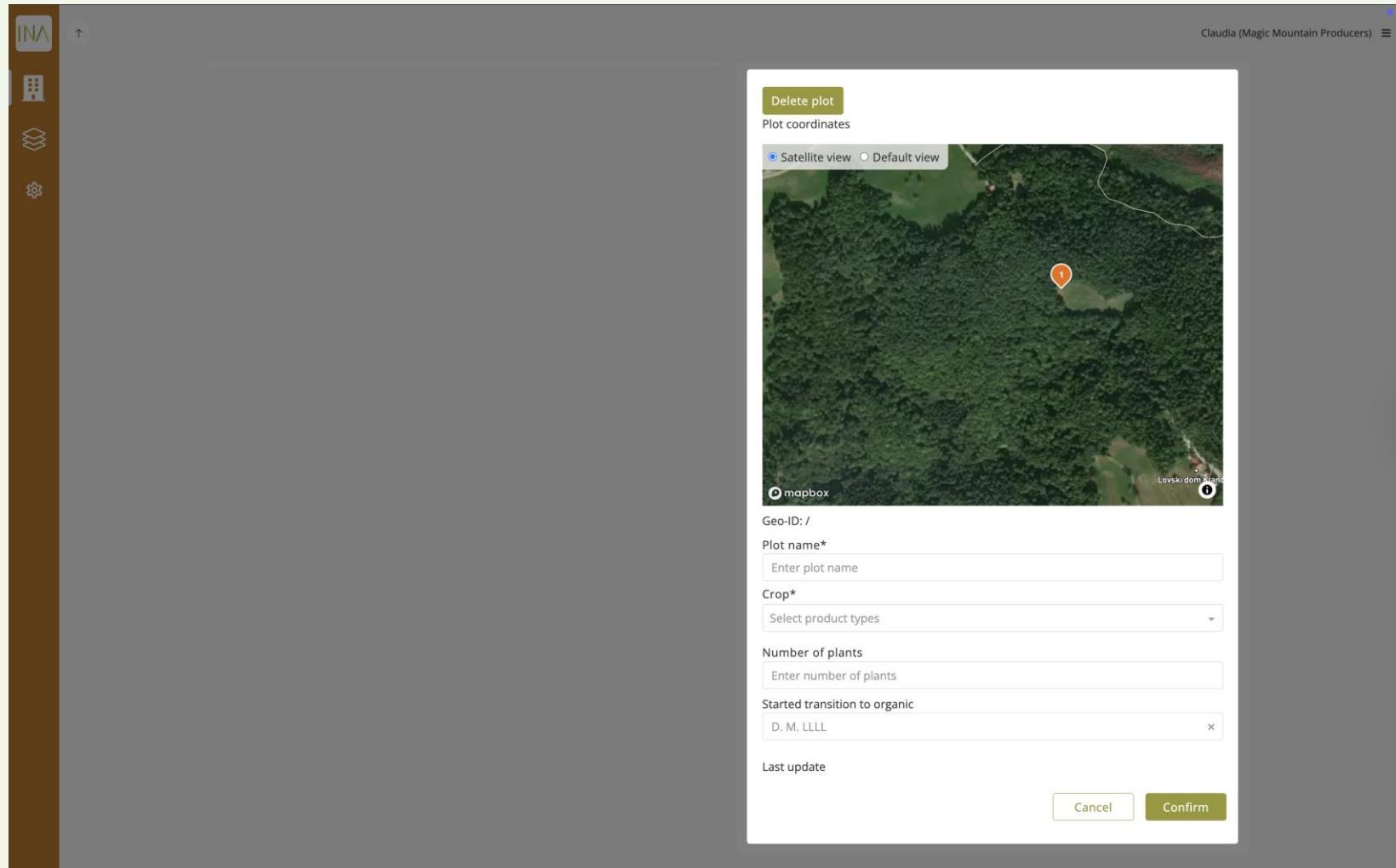
Bank name  
Enter bank name

Additional information  
Enter additional information

If you selected “**Boundaries**”, you can now define the corners of the plot by clicking on the map. You can always use “Undo last point” or “Delete plot” in case you clicked in a wrong place. You also have the option to switch between Satellite view and Default view for better orientation. Next: Fill in the plot information and click “Confirm”.



If you selected “**Single point**”, you can now define where the plot is located by clicking on the map. You can always use “Delete plot” in case you clicked in a wrong place and place the mark again. You also have the option to switch between Satellite view and Default view for better orientation. Next: Fill in the plot information and click “Confirm”.



After adding your plot, you will be directed back to the the farmer profile. You can add additional plots by drawing them or uploading geo-data.

User ID  
44

Company internal farmer ID  
Enter company internal farmer ID

Address

Country\*  
Rwanda

Village\*  
Nyamabuye

Cell\*  
Cell A

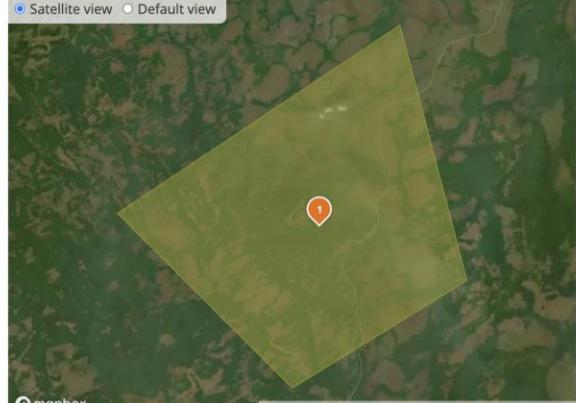
Sector\*  
Shyogwe

Is location publicly visible on a map?  
NO

Plots

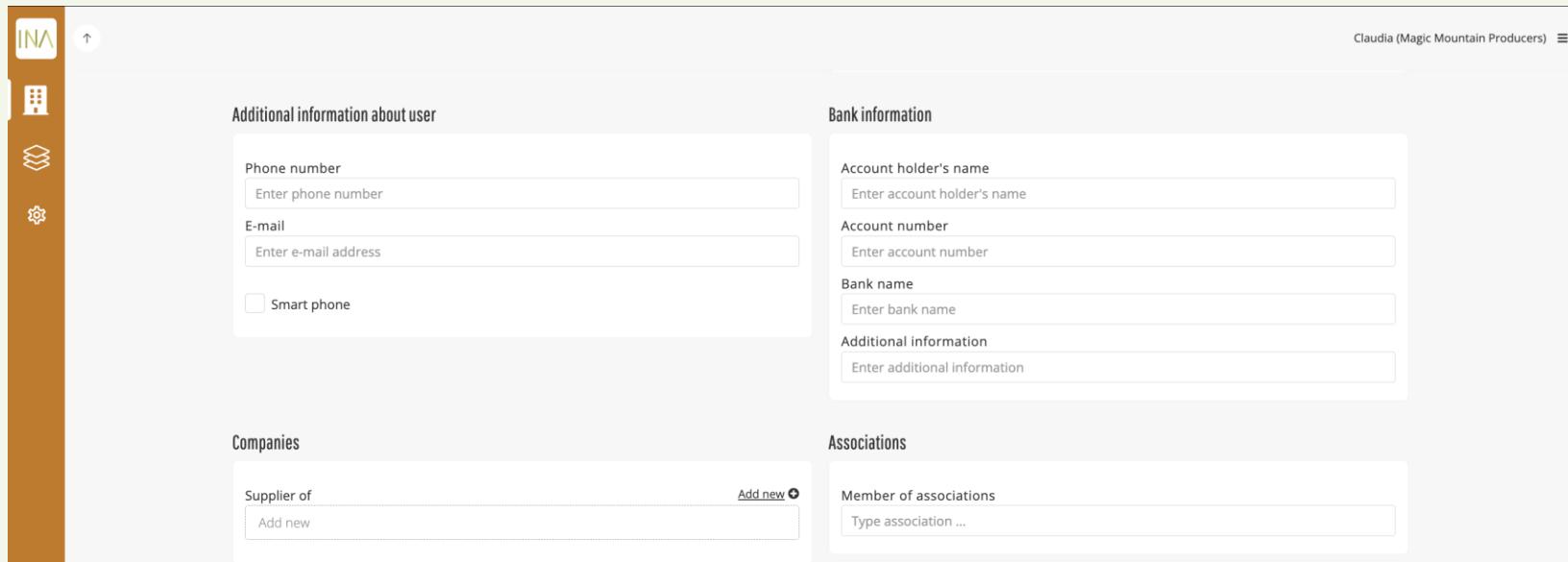
Upload geo-data Draw plot Export geo-data

Satellite view  Default view



Random Plot critical? - Coffee - 343819.26 ha

To complete the farmer information, you can add additional farmer information like contact details or bank information. This is optional. In the "Companies" section the farmer is already allocated to your company / organization. You do not have to select anything here. You will only be able to link a farmer to an association in case the association uses INATrace as well and has an active company profile.



The screenshot shows the INATrace user interface for managing farmer profiles. On the left, a vertical sidebar features icons for 'INA' (with a green 'A'), a house, a grid, and a gear. The main content area is divided into several sections:

- Additional information about user**: Contains fields for 'Phone number' (with placeholder 'Enter phone number'), 'E-mail' (with placeholder 'Enter e-mail address'), and a checkbox for 'Smart phone'.
- Bank information**: Contains fields for 'Account holder's name' (with placeholder 'Enter account holder's name'), 'Account number' (with placeholder 'Enter account number'), 'Bank name' (with placeholder 'Enter bank name'), and 'Additional information' (with placeholder 'Enter additional information').
- Companies**: Shows a 'Supplier of' dropdown menu with 'Add new' and 'Add new' buttons.
- Associations**: Shows a 'Member of associations' dropdown menu with 'Type association ...' placeholder.

Complete now the information about the farm by adding the total size of the farm and the cultivated area with the specific crop you are tracking. The product type will already be pre-selected in the farmer profile. You can add an additional crop under “product type” though in case the product type was configured by the admin. Click “Save” to finish the process of adding a new farmer.

Additional information about the farm

Area unit  
Enter area unit →

Total farm size  
Enter total farm size →

Coffee

Area cultivated with Coffee  
Enter area cultivated with Coffee →

Number of plants (Coffee)  
Enter number of plants (Coffee) →

Organic farm

Organic certified area  
Enter organic certified area →

Started transition to organic  
D. M. LLLL →

Certification

Certification  
Add new → Add new (i)

Product types

Select product types →

Coffee x

In case of “Organic farm”, check the box and complete the fields below.

To create the farmer profile in the system, click “Save”.

→ Save

## 6.3 Export and analyze geo data

Once you have added a plot, you will have the additional button “Export geo-data” available inside a farmer profile. This allows you to export a .json file with the farmers’ geo data in order to analyze the deforestation risk in a next step. By clicking on the pen icon next to your plot, you can also see and copy the Geo-ID of a specific plot in case you want to analyze a single plot.

Company internal farmer ID

INATrace™

Address

Country\*  
Rwanda

Village\*  
Nyamabuye

Cell\*  
Cell A

Sector\*  
Shyogwe

Is location publicly visible on a map?  
NO

Plots

Upload geo-data Draw plot Export geo-data

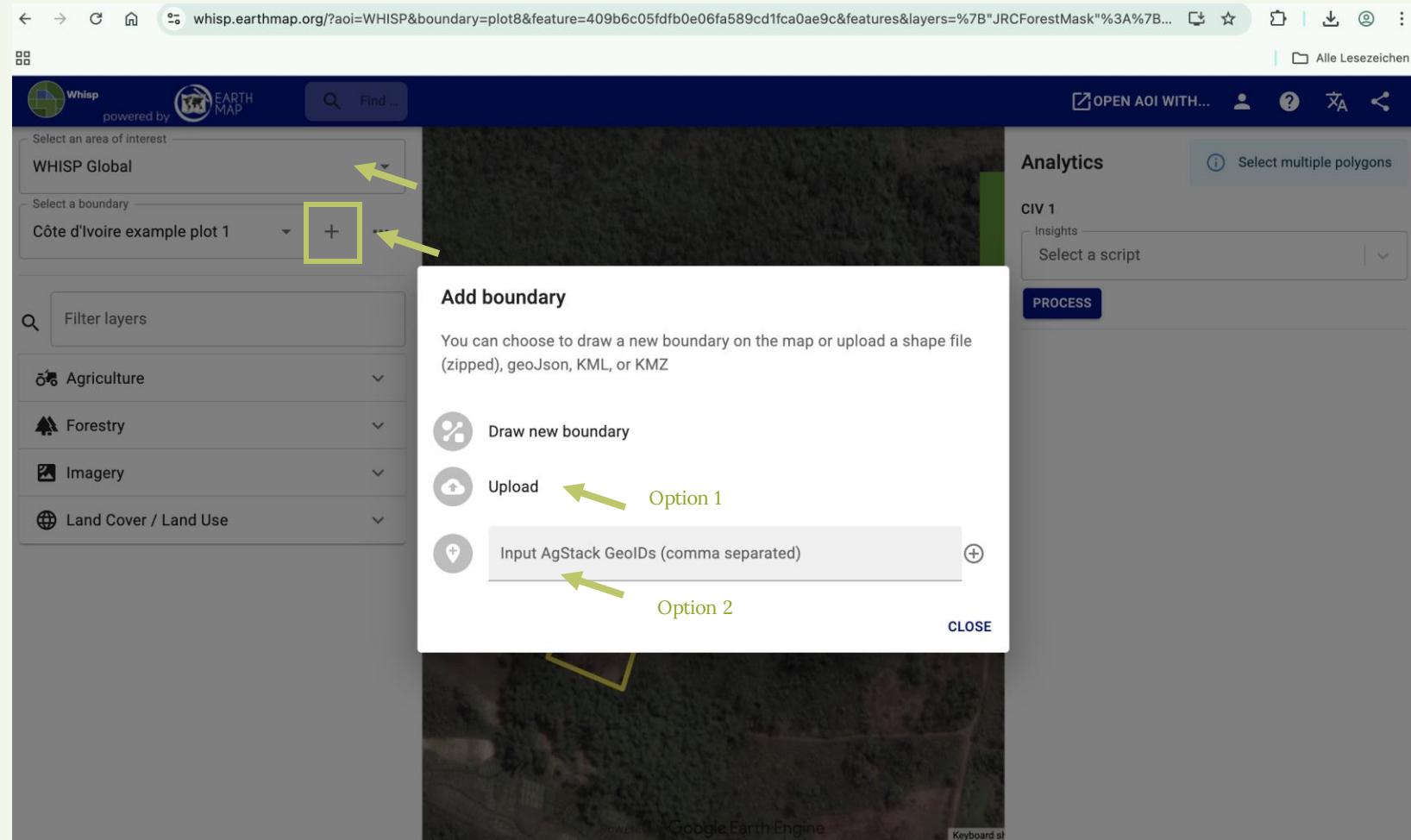
Satellite view  Default view



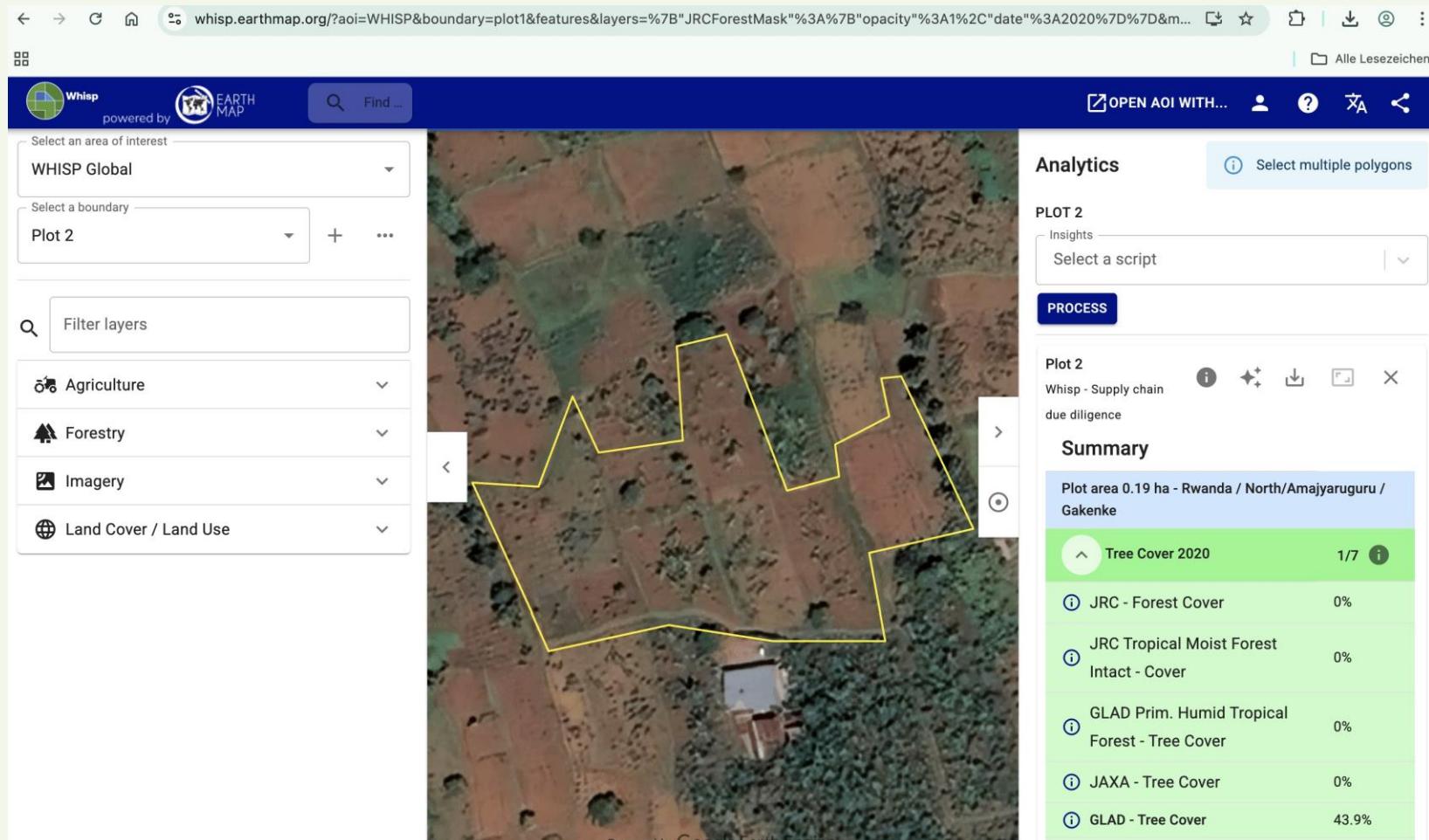
mapbox © Mapbox © OpenStreetMap Improve this map © Maxar

Random Plot critical? - Coffee - 343819.26 ha

Once you have downloaded or copied your geo data, you can use a free tool like <https://whisp.earthmap.org> to analyze your data for deforestation risk. You will have to select your area of interest, and then use the „+“ symbol to add the plot boundaries. Next, you have to upload the file you exported from INATrace (Option 1). Note that if you have a .json file, you will have to rename the file name ending into .geojson before uploading. You can also paste in directly the Geo-ID that you copied from a specific farmer plot in INATrace (Option 2).



After adding the plot(s), you have a number of different analytical tools available on the right side of the user interface. You can also activate or deactivate specific layers on the left side of the user interface. [Here](#) you find more extensive information and resources about the Whisp tool.



The screenshot shows the Whisp EarthMap interface. On the left, there are dropdown menus for 'Select an area of interest' (set to 'WHISP Global') and 'Select a boundary' (set to 'Plot 2'). Below these are 'Filter layers' and a list of layers: 'Agriculture', 'Forestry', 'Imagery', and 'Land Cover / Land Use'. The main area is a satellite map of a rural landscape with a yellow polygon boundary drawn over it. On the right, the 'Analytics' section includes 'PLOT 2' (with an 'Insights' dropdown set to 'Select a script') and a 'PROCESS' section for 'Plot 2' (Whisp - Supply chain, due diligence). The 'Summary' section provides details for 'Plot area 0.19 ha - Rwanda / North/Amajyaruguru / Gakenke', listing tree cover data from various sources:

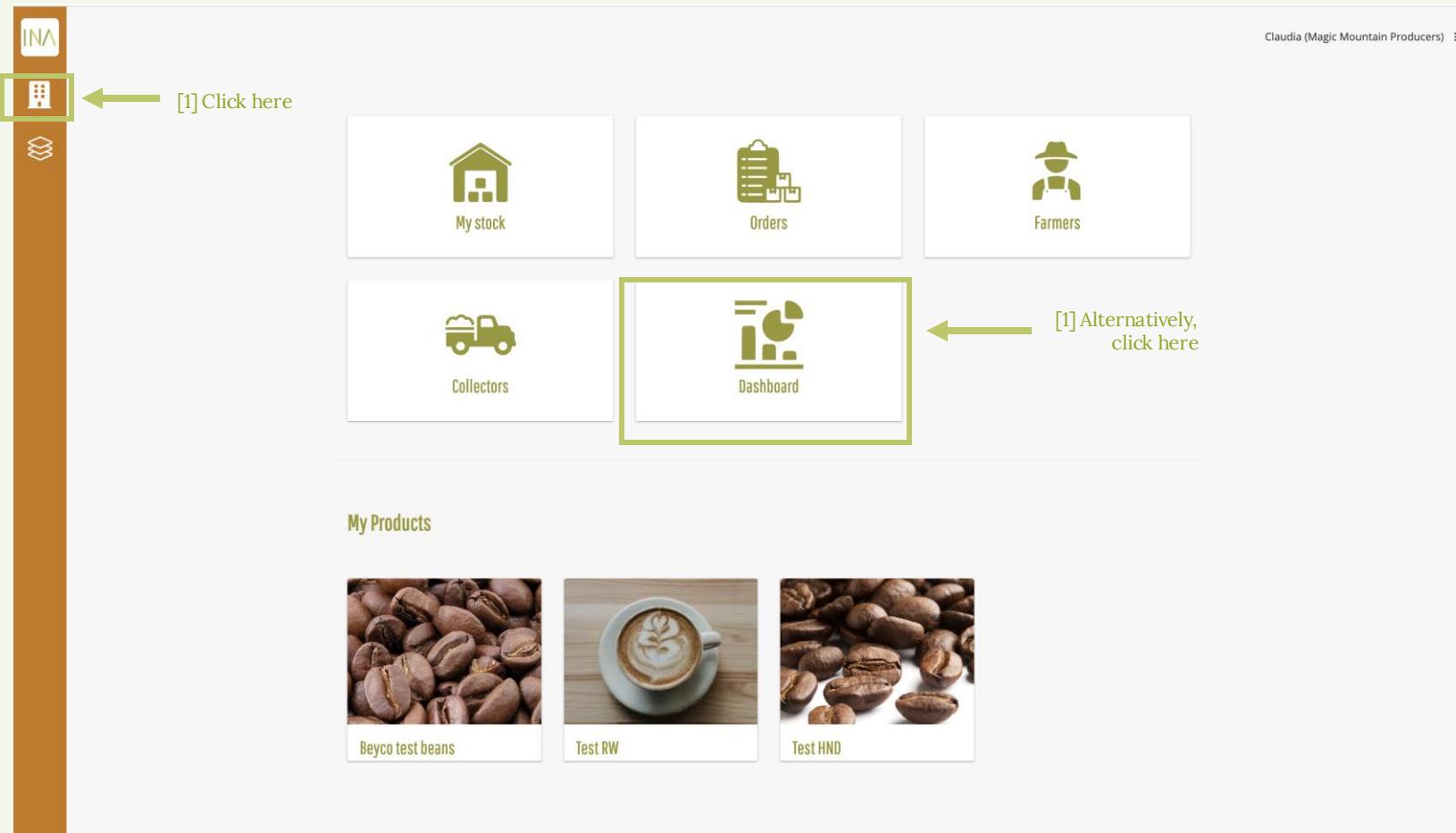
Source	Value
Tree Cover 2020	1/7
JRC - Forest Cover	0%
JRC Tropical Moist Forest Intact - Cover	0%
GLAD Prim. Humid Tropical Forest - Tree Cover	0%
JAXA - Tree Cover	0%
GLAD - Tree Cover	43.9%

## Chapter 7. Dashboard

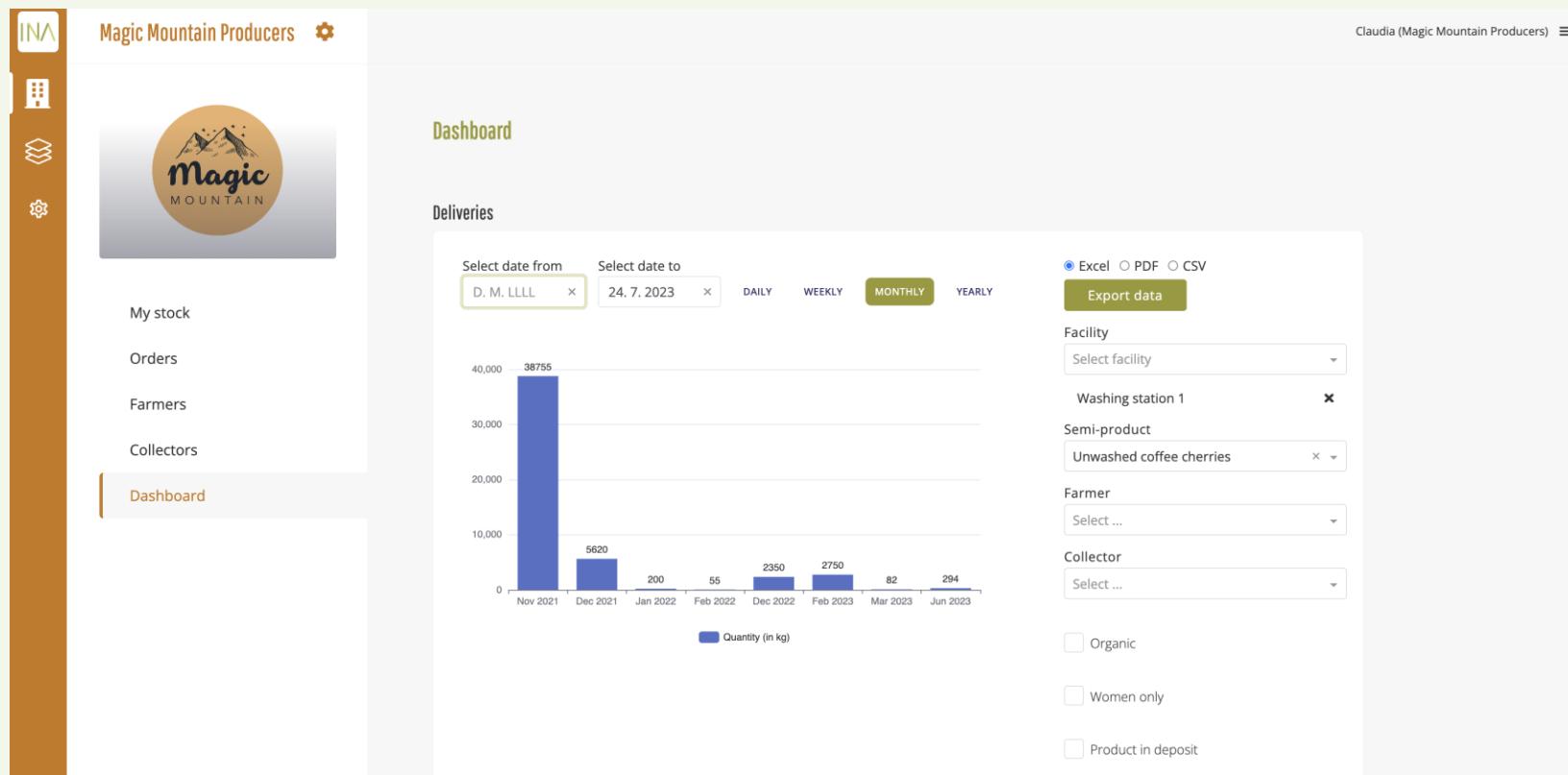
This module allows system users to view aggregated data previously entered into the system and export the data.

## 7.1 Deliveries dashboard

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

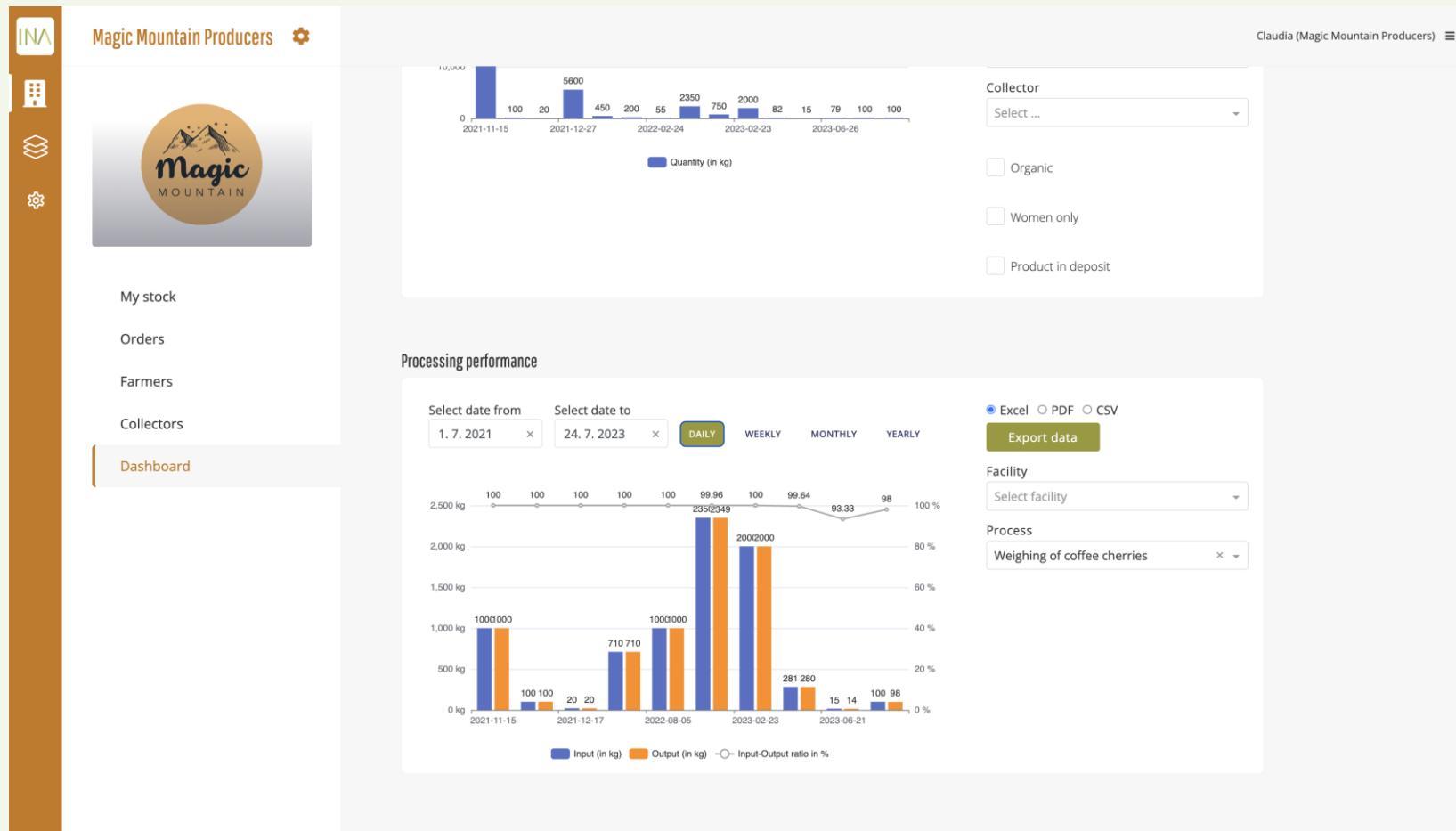


In the “Deliveries” dashboard, you can select a date range and switch to daily, weekly or yearly view. You will also be able to select one or several facilities, select a specific semi-product and even show data for a specific farmer or collector. By ticking the boxes below (e.g. organic) you can further filter the data to be aggregated by the system. Periods with zero data entries, will not show any bars. In order to export the data, select either Excel, PDF or CSV format and click “Export data”. Note that for large time periods it will not be possible to display all bars, however all data will still be exported up to a maximum time range of 3 years.



## 7.2 Processing dashboard

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

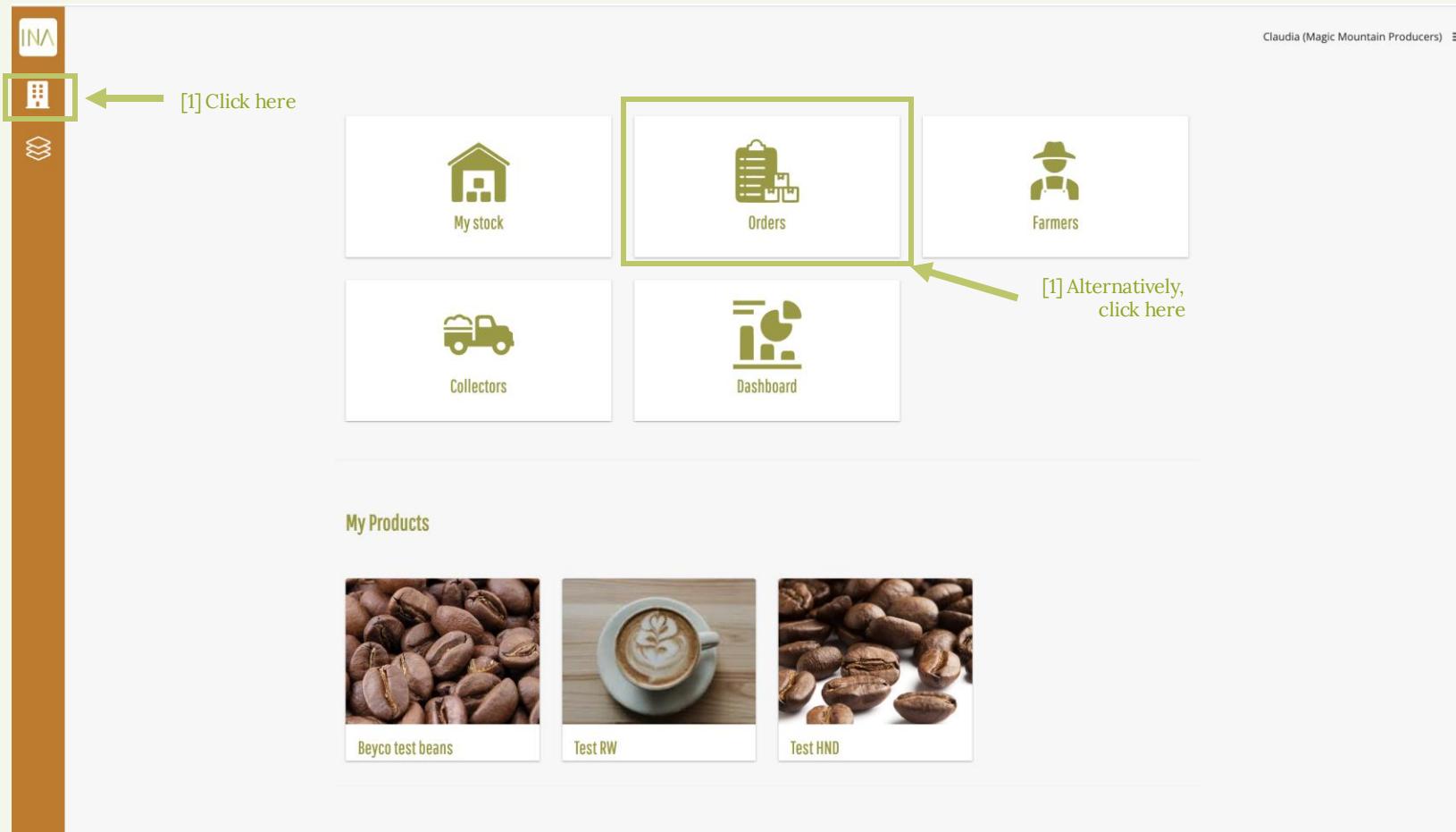


## Chapter 8. Orders

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

## 8.1 View and fulfill an order

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



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

The screenshot shows the INATRACE 2.0 software interface for a producer organization. The left sidebar has a vertical navigation menu with icons for Home, My stock, Farmers, Collectors, and Dashboard. The 'My stock' section is currently active, with the 'Orders' sub-section highlighted by a green box and an arrow labeled [1] Click here pointing to it. The main content area is titled 'Received orders' and shows a table of orders. The table has columns for Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled, Unit, Time of last change, and Actions. The first row in the table is highlighted by a green box and an arrow labeled [2] Click here pointing to the 'Edit' or 'View' link in the Actions column. Another arrow labeled [3] Select "view" or "edit" points to the same link in the table. The top right of the interface shows the user's name, Claudia (Magic Mountain Producers), and a filter icon.

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	<a href="#">Edit</a> <a href="#">View</a>
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	<a href="#">Edit</a> <a href="#">View</a>
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	<a href="#">Edit</a> <a href="#">View</a>
2022-08-05	69kg bags of green coffee	Export Pros	CORWA_ESP_500_EP	Green coffee storage	1000 / 1000	kg	1000	<a href="#">Edit</a> <a href="#">View</a>

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. 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"/> ORDERJUL1	25 kg	
<input type="checkbox"/> LOT 15112021/3	15 kg	
<input type="checkbox"/> LOT 15112021/2	60 kg	
<input type="checkbox"/> LOT 15112021/1	22 kg	

Total quantities

Quantity fulfilled by supplier in kg

Remaining quantity in kg

100.00

Total ordered quantity in kg

100.00

Comments

Processing evidence

Other evidence documents

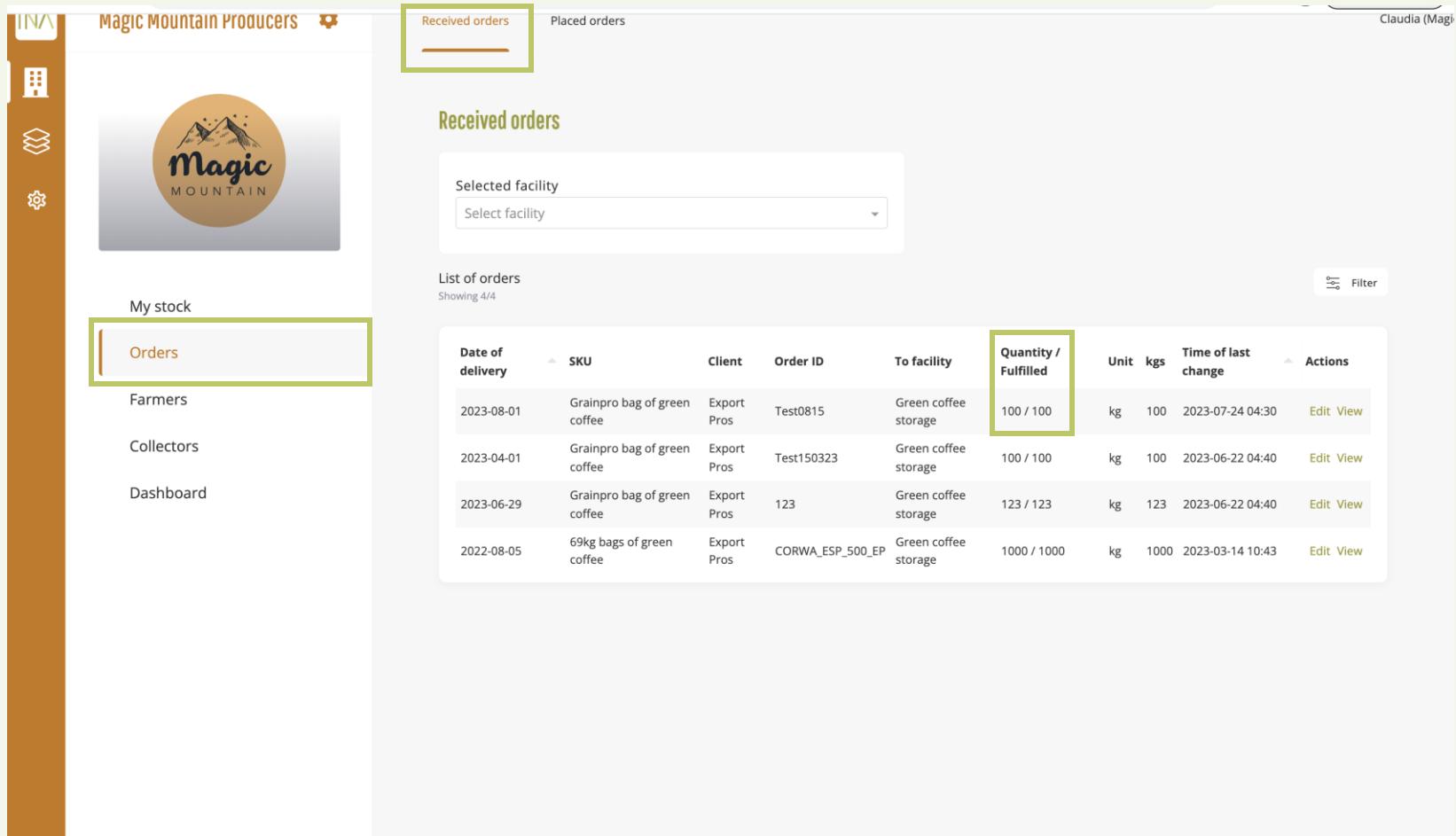
Add document

Cancel Save

Add one or several items

Add evidence documents as requested by the buyer

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

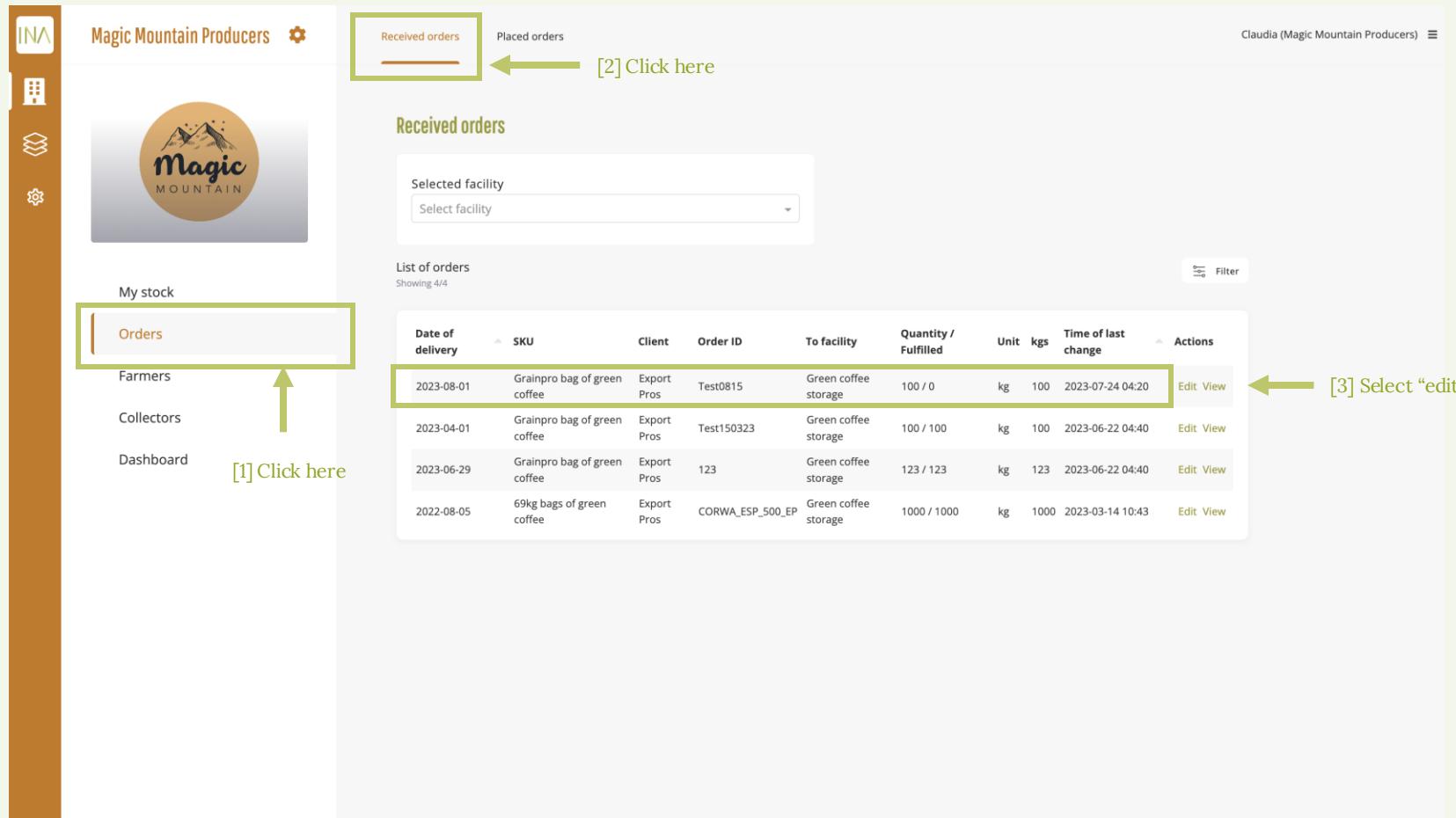


The screenshot shows the INATRACE 2.0 software interface for a producer organization. The left sidebar has a brown background with icons for home, stock, and settings. The main area shows the 'Received orders' list for 'Magic Mountain Producers'. The 'Received orders' tab is selected, indicated by a green box around it. The 'Placed orders' tab is also visible. The 'Received orders' section includes a 'Selected facility' dropdown and a 'List of orders' table. The table has columns for Date of delivery, SKU, Client, Order ID, To facility, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The table shows four entries, all with '100 / 100' fulfilled. The 'Actions' column for the first entry shows 'Edit' and 'View' buttons. The 'Quantity / Fulfilled' column is highlighted with a green box.

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	<a href="#">Edit</a> <a href="#">View</a>
2023-04-01	Grainpro bag of green coffee	Export Pros	Test150323	Green coffee storage	100 / 100	kg	100	2023-06-22 04:40	<a href="#">Edit</a> <a href="#">View</a>
2023-06-29	Grainpro bag of green coffee	Export Pros	123	Green coffee storage	123 / 123	kg	123	2023-06-22 04:40	<a href="#">Edit</a> <a href="#">View</a>
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	<a href="#">Edit</a> <a href="#">View</a>

## 8.2 Edit an order

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



INATRACE 2.0

Magic Mountain Producers 

Received orders  Placed orders

Claudia (Magic Mountain Producers) 

My stock

Orders 

Farmers

Collectors

Dashboard 

[1] Click here

Received orders

Selected facility

Select facility 

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	 

[2] Click here

[3] Select "edit"

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

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)

LOT 15112021/3 15 kg

LOT 15112021/2 7 kg

Add items

Remove items

Total quantities

Quantity fulfilled by supplier in kg  
100.00

Remaining quantity in kg  
0.00

Total ordered quantity in kg  
100.00

Comments

## Chapter 9.

# Company configuration (ADMIN ONLY)

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

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)" and a menu icon. 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 and boxes icon), and "My customers" (storefront 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). To the right of these products is a cartoon pineapple character with a speech bubble saying "I'm here to help". The bottom of the page has a light green footer bar.

INA

Claudia (Magic Mountain Producers) ≡

My stock

Orders

My customers

Farmers

Collectors

Dashboard

My Products

Iroko Timber

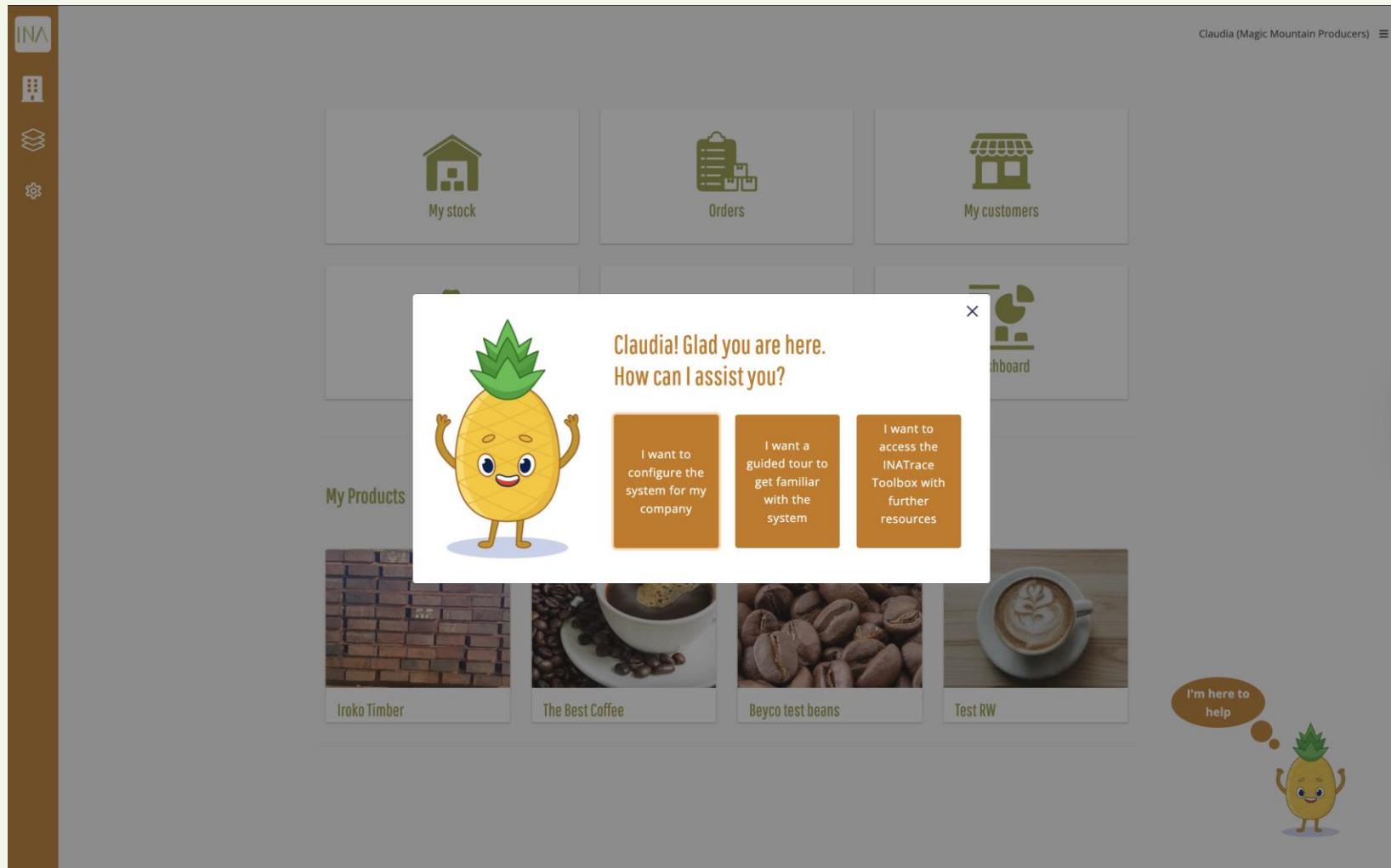
The Best Coffee

Beyco test beans

Test RW

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.

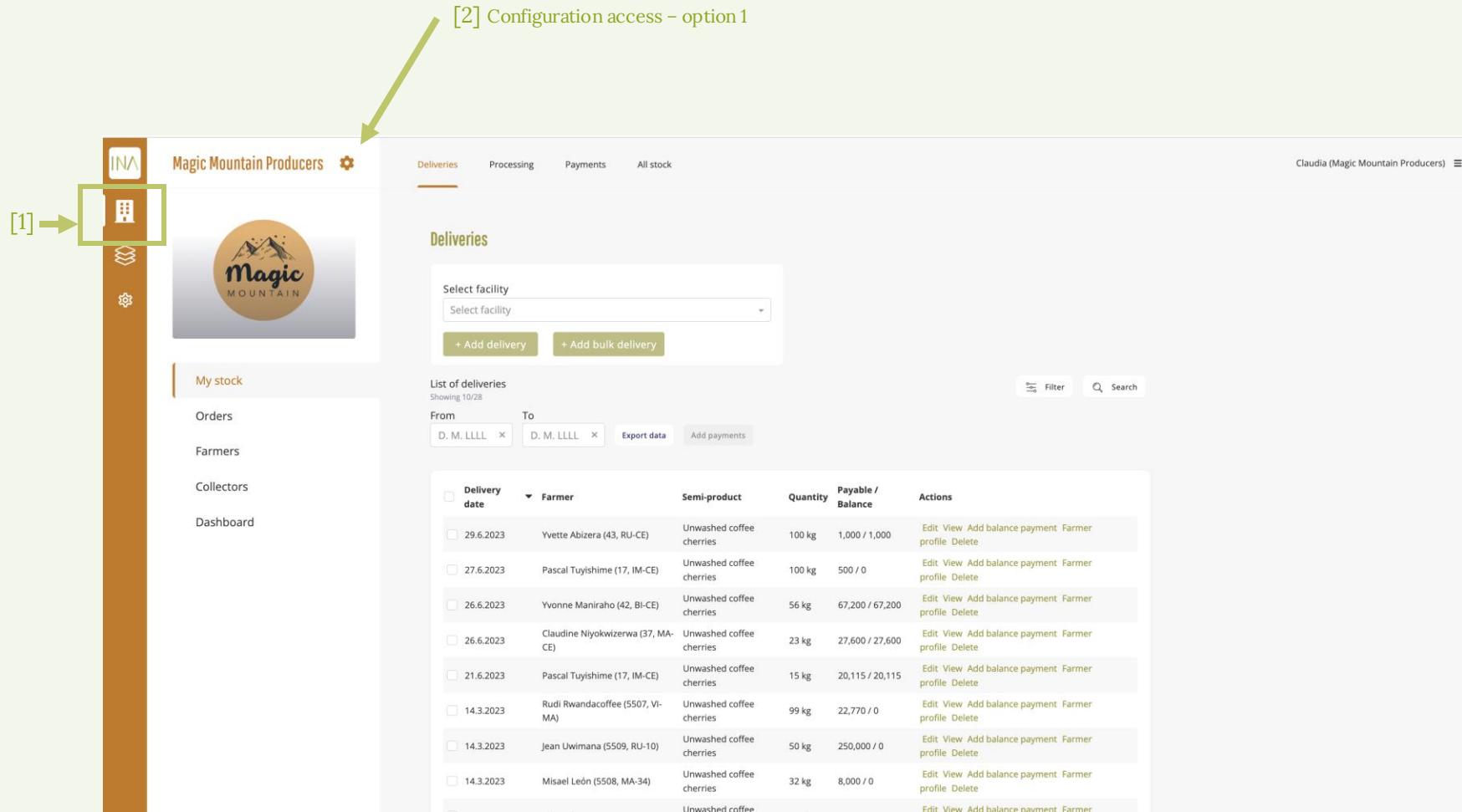


## 9.1 Accessing your company profile - Option 1

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

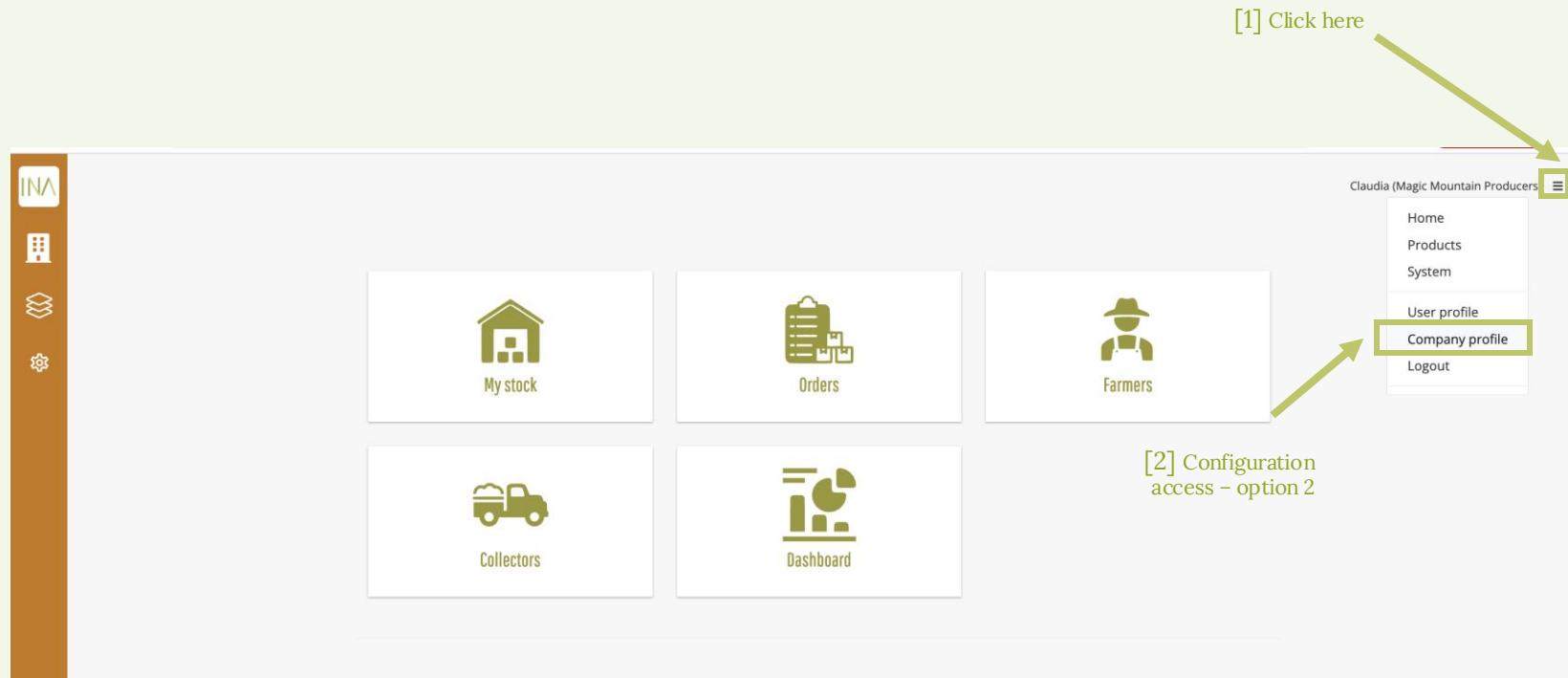
[1] Configuration access - option 1

[2] Configuration access - option 1



The screenshot shows the INATRACE 2.0 platform interface. At the top, there is a navigation bar with the company name "Magic Mountain Producers" and a gear icon. Below the navigation bar is a sidebar with icons for "My stock", "Orders", "Farmers", "Collectors", and "Dashboard". The main content area is titled "Deliveries" and shows a list of deliveries. The list includes columns for "Delivery date", "Farmer", "Semi-product", "Quantity", "Payable / Balance", and "Actions". Each delivery entry has a checkbox next to the date, a dropdown for the farmer, and a dropdown for the semi-product. The "Actions" column contains links for "Edit", "View", "Add balance payment", "Farmer profile", and "Delete". The "Payable / Balance" column shows values like "1,000 / 1,000", "500 / 0", and "27,600 / 27,600". At the bottom of the list, there is a note: "Unwashed coffee cherries" followed by "Edit View Add balance payment Farmer profile Delete".

## 9.1 Accessing your company profile - Option 2



## 9.2 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

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

**Company headquarters**

**Street address**  
Main Street 123

**City**  
Mabanza

**State / Province / Region**  
Enter State / Province / Region

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

**Country**  
Rwanda

**Company description**

**About company**  
Magic Mountain Producers is a test company which produces only the finest products.

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

System

Companies

Users

Settings

Value chains

Currencies

Base currency

Currency\*  
RWF

Beyco Integration

Company is allowed to export stock orders on Beyco platform.

Certification

Certification  
Add new

Production records

Production records  
Add new

Meet the Farmers

Meet the Farmers  
Add new

Social media

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

Facebook webpage URL

Instagram webpage URL

Twitter webpage URL

YouTube webpage URL

Other webpage URL

Save Validation check

Back

Validation check

Save

Currency to purchase your input products

Activate integration to Beyco coffee sales platform for your company

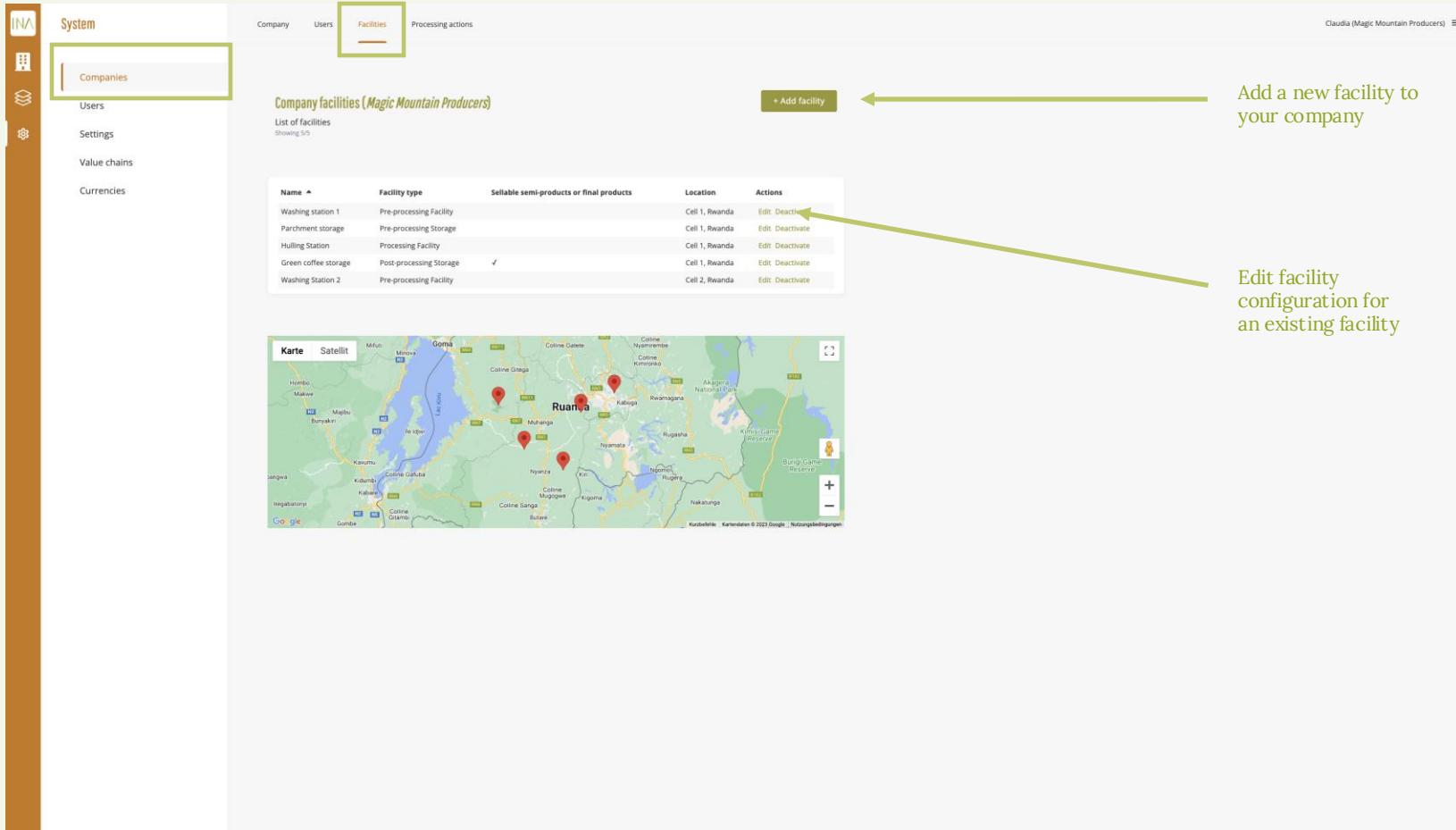
Upload organic certificate / Fairtrade etc.

Upload photos of production processes.

Upload photos of farmers and quotes.

To validate your inputs, click on save.

## 9.3 Add/Edit company facility



System

Companies

Users

Settings

Value chains

Currencies

Company

Users

Facilities

Processing actions

Company facilities (Magic Mountain Producers)

List of facilities

Showing 5/5

+ Add facility

Name

Facility type

Sellable semi-products or final products

Location

Actions

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

Ruanda

Map showing facility locations in Ruanda, with red markers indicating facility locations.

Add a new facility to your company

Edit facility configuration for an existing facility

## New facility

### Basic information

#### Facility type\*

Select facility type



Select facility type.

### Translations

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



#### 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

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

Choose "yes" for final storage.

Optional input fields for deliveries. Select those you want to include in your "Add Delivery" interface

Value chains

Type value chain name: Coffee Rwanda

Contained semi-products

Contained final products

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.

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

## 9.4 Add/Edit processing actions

INA

System

Company Users Facilities Processing actions

Companies

Users

Settings

Value chains

Currencies

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	<a href="#">Edit</a> <a href="#">Delete</a>
Wet-processing and moving to drying bed	Processing	Pile of unwashed coffee cherries	LOT of coffee on drying bed	<a href="#">Edit</a> <a href="#">Delete</a>
Packing dried coffee and transfer to parchment storage	Processing	LOT of coffee on drying bed	White bag of parchment	<a href="#">Edit</a> <a href="#">Delete</a>
Transfer parchment to hulling station	Transfer	White bag of parchment	White bag of parchment	<a href="#">Edit</a> <a href="#">Delete</a>
Hulling and sorting	Processing	White bag of parchment	Grainpro bag of green coffee	<a href="#">Edit</a> <a href="#">Delete</a>
Transfer 60kg bags to green coffee storage	Transfer	Grainpro bag of green coffee	Grainpro bag of green coffee	<a href="#">Edit</a> <a href="#">Delete</a>

### Edit processing action

**Basic information**

Value chains

Select value chain

Type value chain name: Coffee Rwanda

Type\*: Processing

Select input semi-product\*

Unwashed coffee cherries

**Translations**

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

EN DE RW ES

Name of process: Weighing of coffee cherries

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

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

Enter name of process in selected language

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

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

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

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

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

Optionally: Define facilities. This process will only show under those facilities in the user interface

Select additional input fields for further processing. Those will appear in the processing interface

**Output semi-products**

Select output semi-product.

Pile of unwashed coffee cherries

Repacked  Max output weight

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

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 in case this process includes repackaging (e.g. into new sacs).

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.**



Sustainable  
Agricultural  
Supply Chains  
Initiative

## SASI – Sustainable Agricultural Supply Chains Initiative by

On behalf of



Federal Ministry  
for Economic Cooperation  
and Development