

# 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.

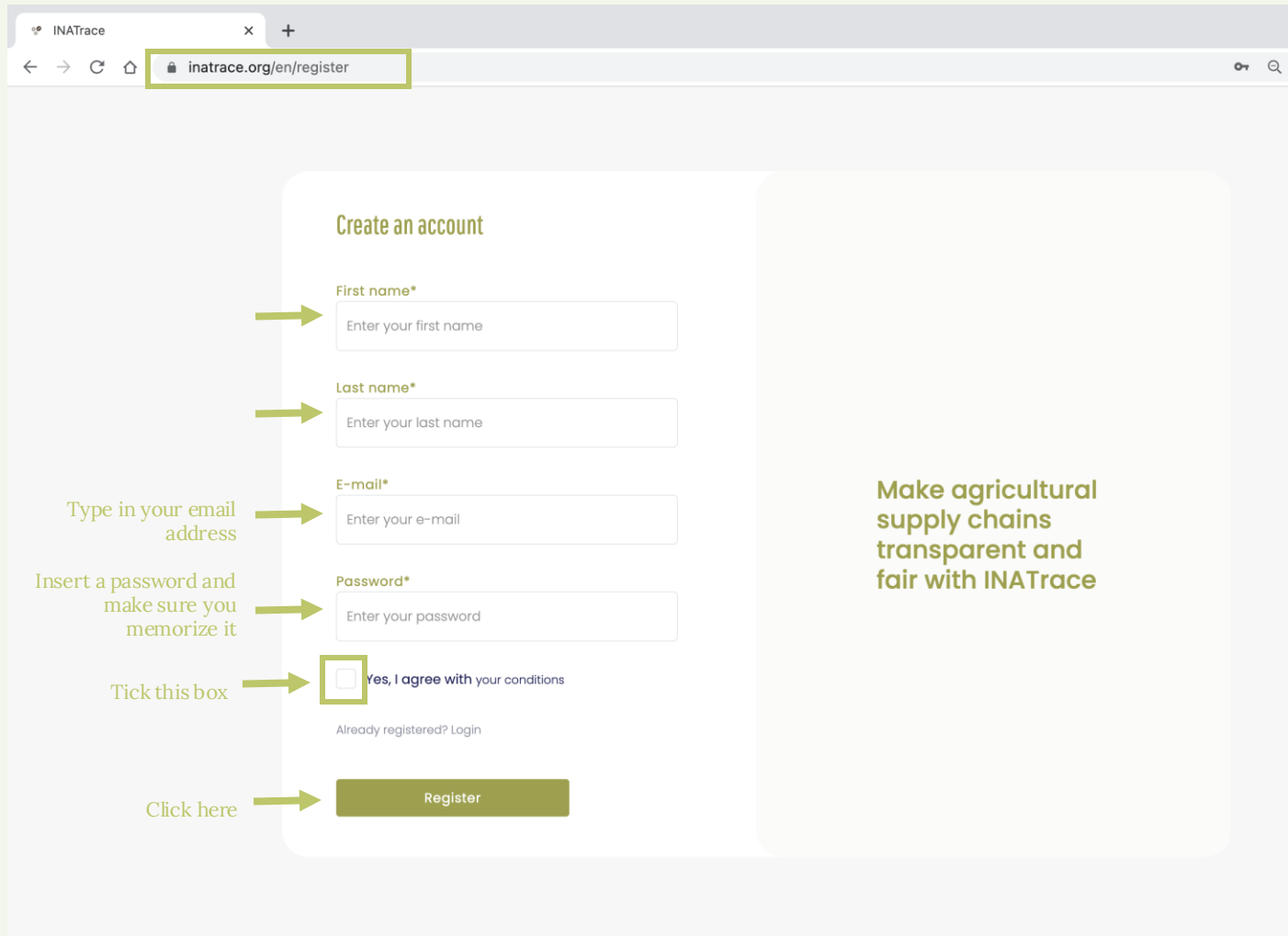
## Chapter 1.

# 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.



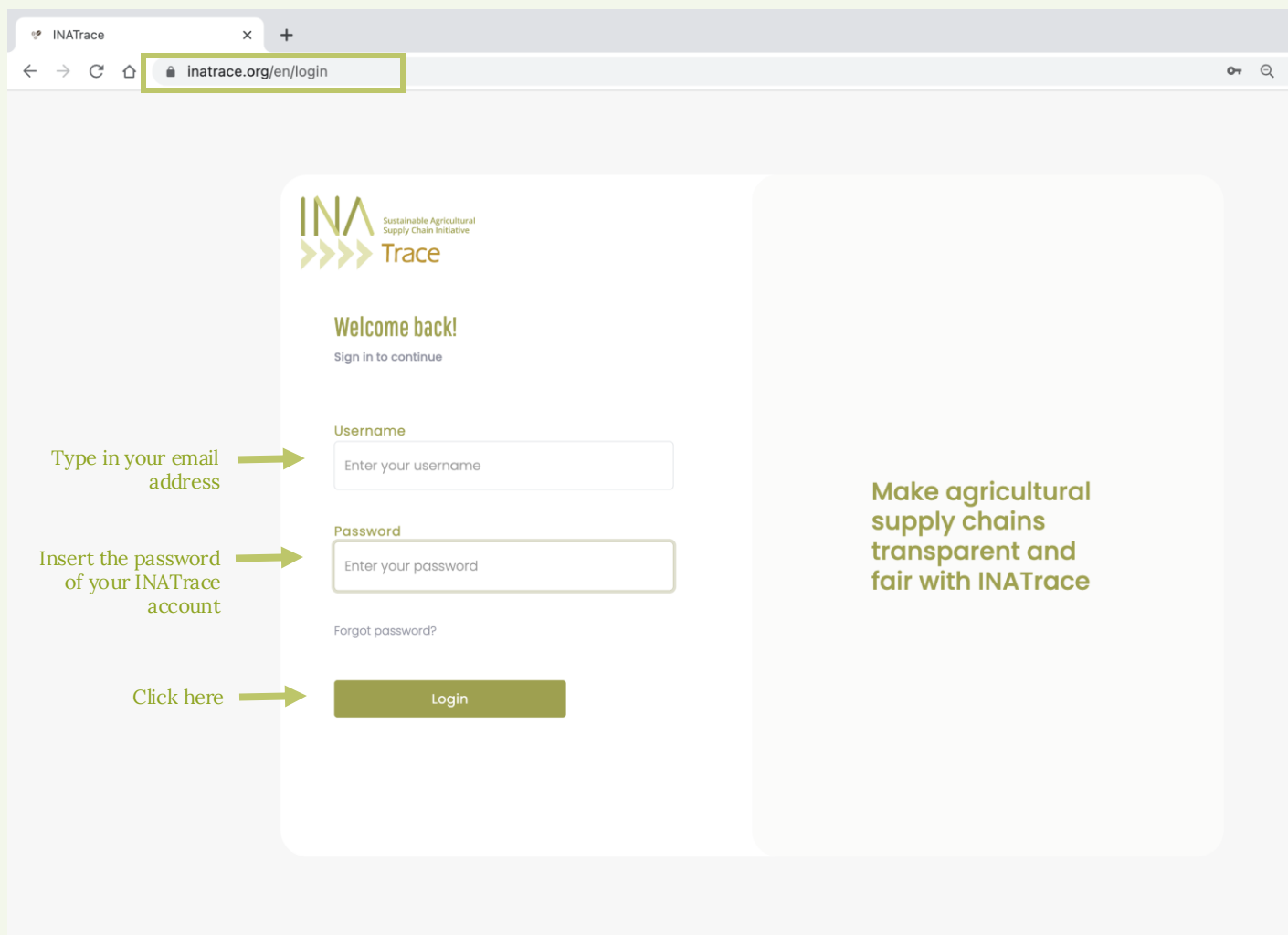
The screenshot shows the INATrace registration page. The browser address bar is highlighted with a green box, showing the URL [inatrace.org/en/register](https://inatrace.org/en/register). The form is titled "Create an account" and includes the following fields and elements:

- First name\***: A text input field with a green arrow pointing to it from the label "First name\*".
- Last name\***: A text input field with a green arrow pointing to it from the label "Last name\*".
- E-mail\***: A text input field with a green arrow pointing to it from the label "Type in your email address".
- Password\***: A text input field with a green arrow pointing to it from the label "Insert a password and make sure you memorize it".
- Agreement**: A checkbox labeled "Yes, I agree with your conditions" with a green arrow pointing to it from the label "Tick this box". The checkbox is currently unchecked.
- Register**: A green button at the bottom of the form with a green arrow pointing to it from the label "Click here".

Below the agreement checkbox, there is a link that says "Already registered? Login". To the right of the form, there is a large green box with the text "Make agricultural supply chains transparent and fair with INATrace".

## 1.2 Access to the system

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



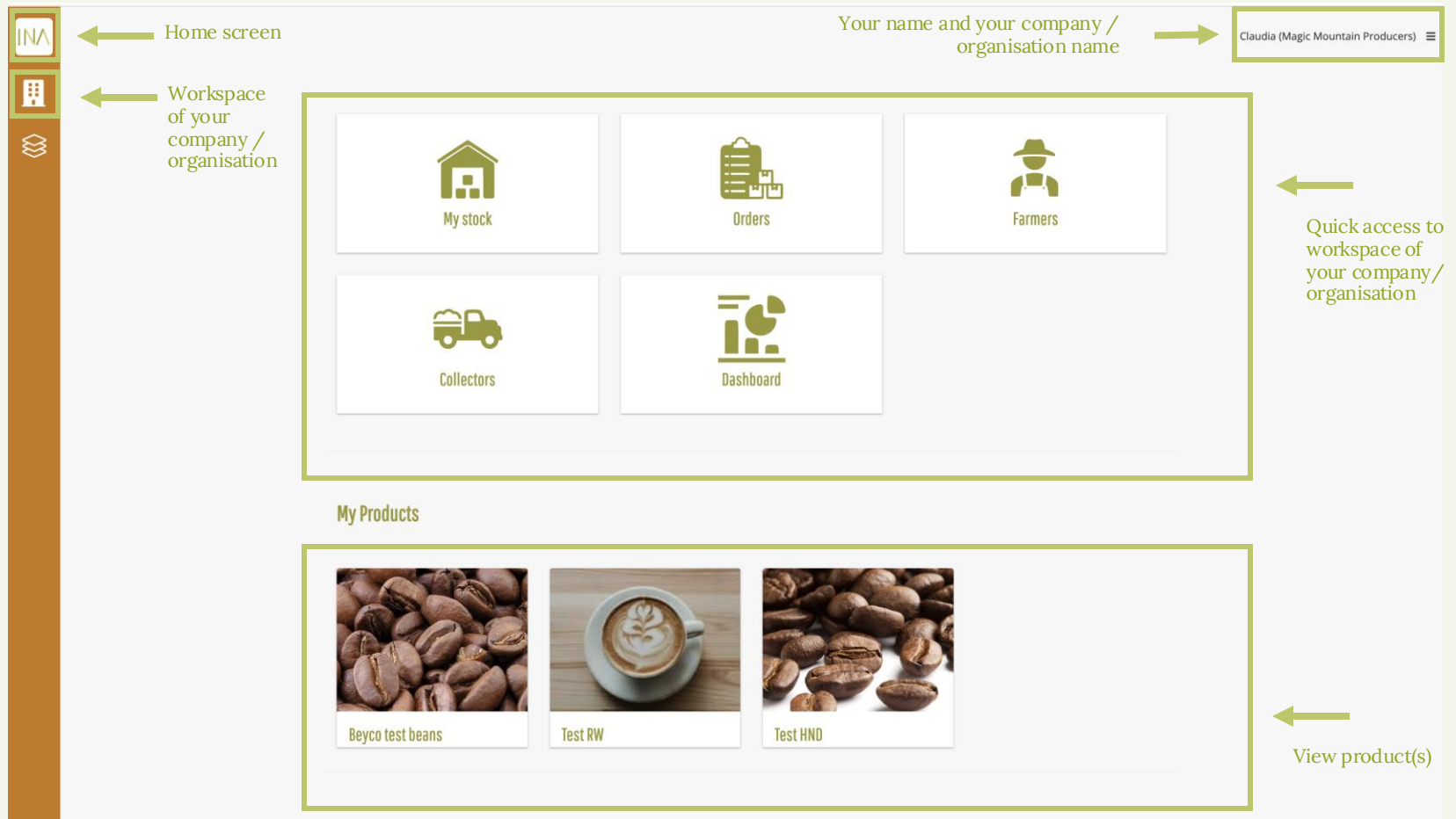
The screenshot shows a web browser window with the address bar displaying [inatrace.org/en/login](https://inatrace.org/en/login). The page features the INATrace logo (Sustainable Agricultural Supply Chain Initiative) and a "Welcome back!" message. Below the message are input fields for "Username" and "Password", a "Forgot password?" link, and a "Login" button. Annotations with arrows point to these elements:

- "Type in your email address" points to the Username input field.
- "Insert the password of your INATrace account" points to the Password input field.
- "Click here" points to the Login button.

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

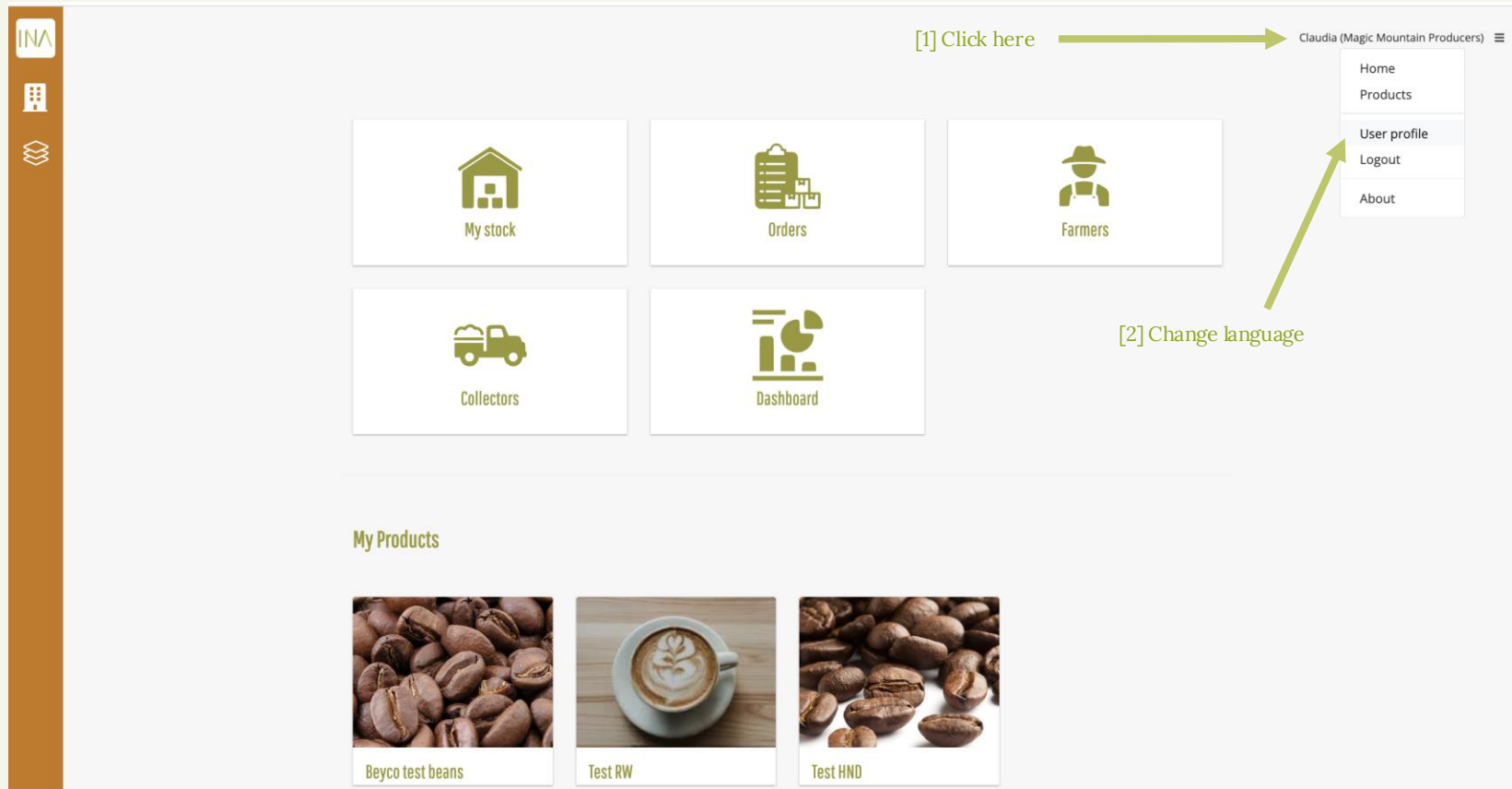
## 1.3 Overview of the user interface

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



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

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



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

INA

Claudia (Magic Mountain Producers) ☰

### Edit My profile

#### Basic information

First name\*  
Claudia

Last name\*  
Test

Username  
[Redacted]

[Reset password](#)

#### My companies

Montaña Mágica Productores  
Magic Mountain Producers

#### User language

Selected	Available
EN	DE  RW  ES

[3] Select your language.

[Go back](#) [Save](#)

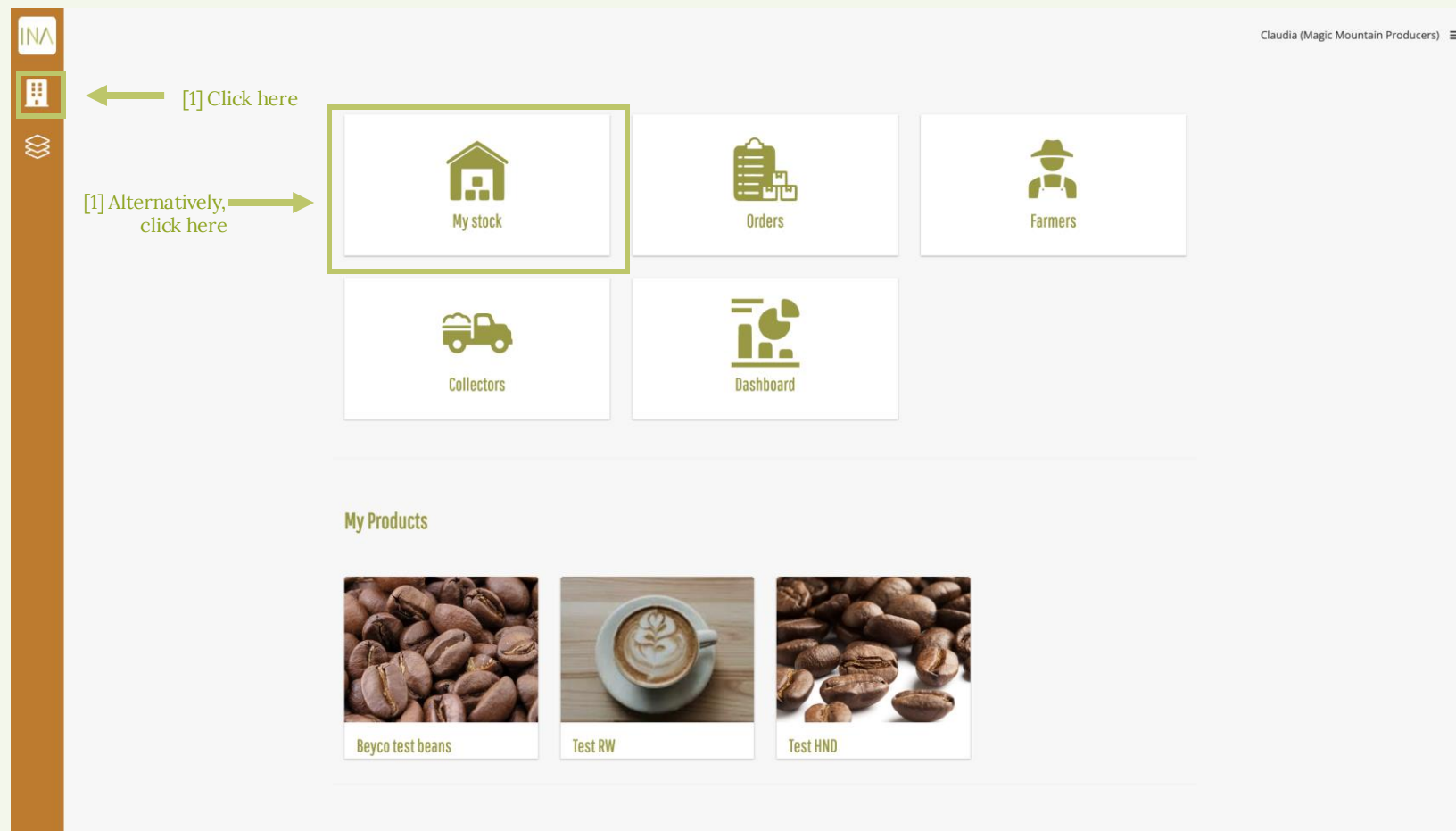
[4] Click on save.

## Chapter 2. Delivery Module

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

## 2.1 How to record a single delivery

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



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

The screenshot shows the INATrace interface for Magic Mountain Producers. The sidebar on the left contains navigation options: Orders, Farmers, Collectors, and Dashboard. The 'My stock' option is highlighted. The top navigation bar includes 'Deliveries', 'Processing', 'Payments', and 'All stock'. The 'Deliveries' section is active, showing a form to add a new delivery and a list of existing deliveries.

Numbered arrows indicate the steps to add a delivery:

- [1] Click the 'My stock' option in the sidebar.
- [2] Click the 'Deliveries' tab in the top navigation bar.
- [3] Click the 'Add delivery' button.
- [4] Select the facility where the delivery is received.
- [5] Click the 'Add delivery' button.

The 'List of deliveries' table shows the following data:

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	Misaël León (5508, MA-34)	Unwashed coffee cherries	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete

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

INA

↑

Claudia (Magic Mountain Prod.)

### New delivery

#### Basic information

Delivery date\*  
20. 7. 2023 x

Farmer\*  
Select ... QR code [8]

Collector  
Select ... QR code

Facility name  
Washing station 1

Company employee\*  
Claudia Test x

#### Delivery details

Semi-product\*  
Unwashed coffee cherries x

Quantity (kg)\*  
Enter quantity

Price per unit (RWF/kg)\*  
Enter price per unit [9]

Base payment (RWF)

Open balance (RWF)

Preferred way of payment\*  
Select option ... [10]

Organic\*  
Select option ... [11]

Women's only\*  
Select option ... [12]

#### Additional proofs

List of additional proofs

Add document [13]

Add document

Cancel Save [14]

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

The screenshot displays the INATrace 2.0 user interface for adding a proof document. The main form includes fields for Delivery date\*, Farmer\*, Collector, Facility name, Company employee\*, 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 is the 'Additional proofs' section, which contains a table for 'List of additional proofs'.

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

Annotations and actions:

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

Buttons: Add document, Cancel, Confirm, Save.

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

The screenshot displays the Magic Mountain Producers dashboard. On the left is a sidebar with navigation links: My stock, Orders, Farmers, Collectors, and Dashboard. The main content area is titled 'Deliveries' and includes a 'Select facility' dropdown, '+ Add delivery', and '+ Add bulk delivery' buttons. Below this is a 'List of deliveries' section with a date range filter (From: D. M. LLLL, To: D. M. LLLL), an 'Export data' button, and an 'Add payments' button. A table lists deliveries with columns for Delivery date, Farmer, Semi-product, Quantity, Payable / Balance, and Actions. The delivery on 21.6.2023 by Pascal Tuyishime is highlighted. At the bottom, a 'Summed up quantities' table shows a total quantity of 2,575 kg for unwashed coffee cherries.

**My stock**

- Orders
- Farmers
- Collectors
- Dashboard

**Magic Mountain Producers**

**Deliveries** Processing Payments All stock

Select facility  
Select facility

+ Add delivery + Add bulk delivery

List of deliveries  
Showing 10/28

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

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

« 1 2 3 »

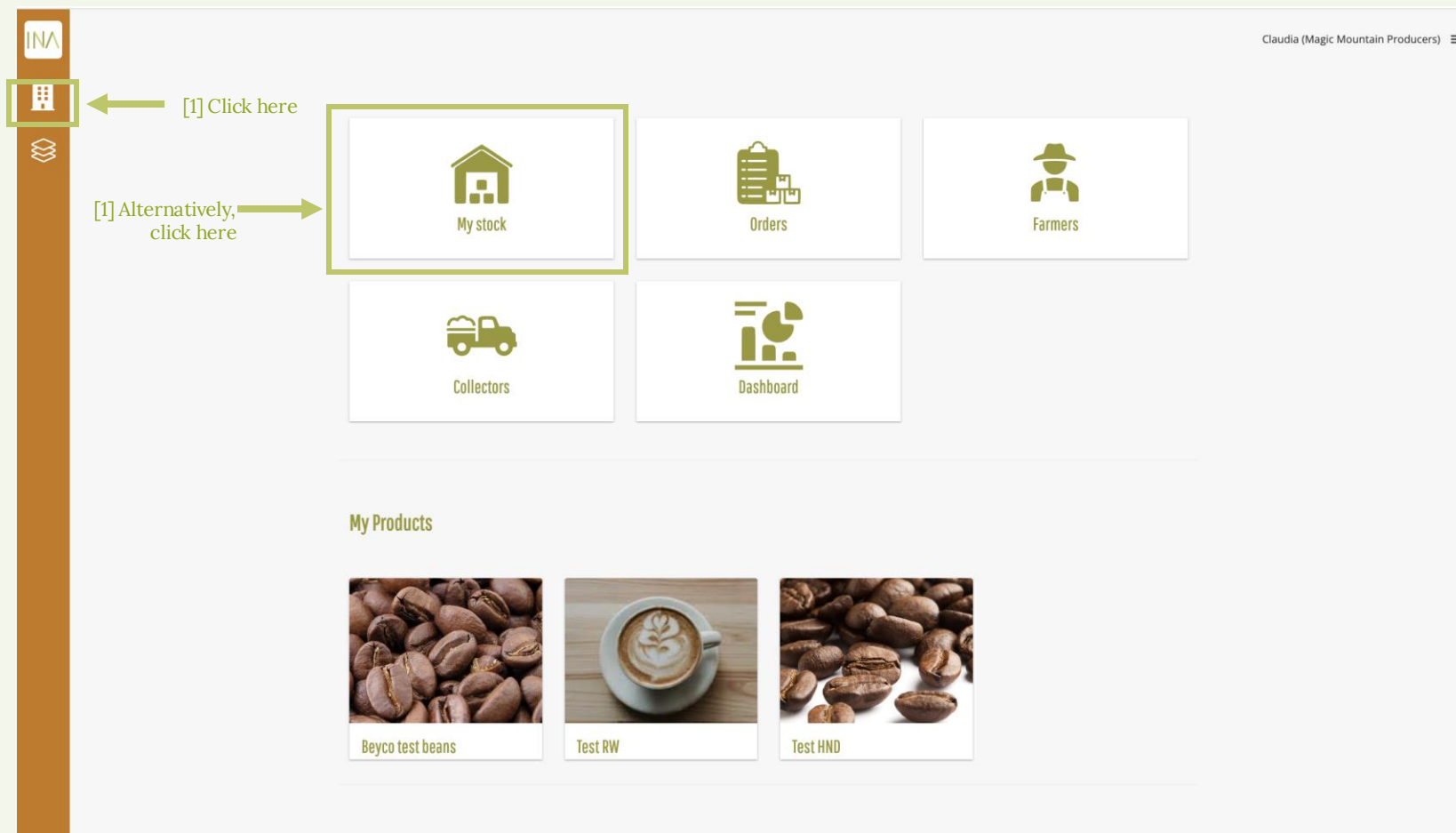
**Summed up quantities**

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

A single delivery information

## 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 Magic Mountain Producers dashboard. On the left sidebar, the 'My stock' option is highlighted with a green box and labeled [2]. Above it, the 'INA' logo is labeled [1]. In the top navigation bar, the 'Deliveries' tab is highlighted with a green box and labeled [3]. In the main content area, the 'Select facility' dropdown menu is labeled [4] with the instruction 'Select the facility where the delivery is received.' Below it, the '+ Add bulk delivery' button is labeled [5].

**Deliveries**

Select facility  
Select facility

+ Add delivery + Add bulk delivery

List of deliveries  
Showing 10/28

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

<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	Edit View Add balance payment Farmer profile Delete
<input type="checkbox"/>	27.6.2023	Pascal Tuyishime (17, IM-CE)	Unwashed coffee cherries	100 kg	500 / 0	Edit View Add balance payment Farmer profile Delete
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	14.3.2023	Rudi Rwandacoffee (5507, VI-MA)	Unwashed coffee cherries	99 kg	22,770 / 0	Edit View Add balance payment Farmer profile Delete
<input type="checkbox"/>	14.3.2023	Jean Uwimana (5509, RU-10)	Unwashed coffee cherries	50 kg	250,000 / 0	Edit View Add balance payment Farmer profile Delete
<input type="checkbox"/>	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:

**New delivery**

**Basic information**

Delivery date\* 20. 7. 2023 × [6] Check if the auto filled delivery date is right.

Collector Select ...

Company employee\* Claudia Test × [7]

Preferred way of payment\* Select option ...

Facility name Washing station 1

**Farmers**

Farmer\* Select ... [8] Select the farmer's name

Semi-product\* Unwashed coffee cherries ×

Quantity (kg)\* Enter quantity [9]

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

Organic\* Select option ...

Women's only\* Select option ... [11]

Base payment (RWF)

Open balance (RWF)

**Additional proofs**

List of additional proofs

Add document [13] Add proof document

Cancel Save [14] Save

[12] Click here to add another delivery

## 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.

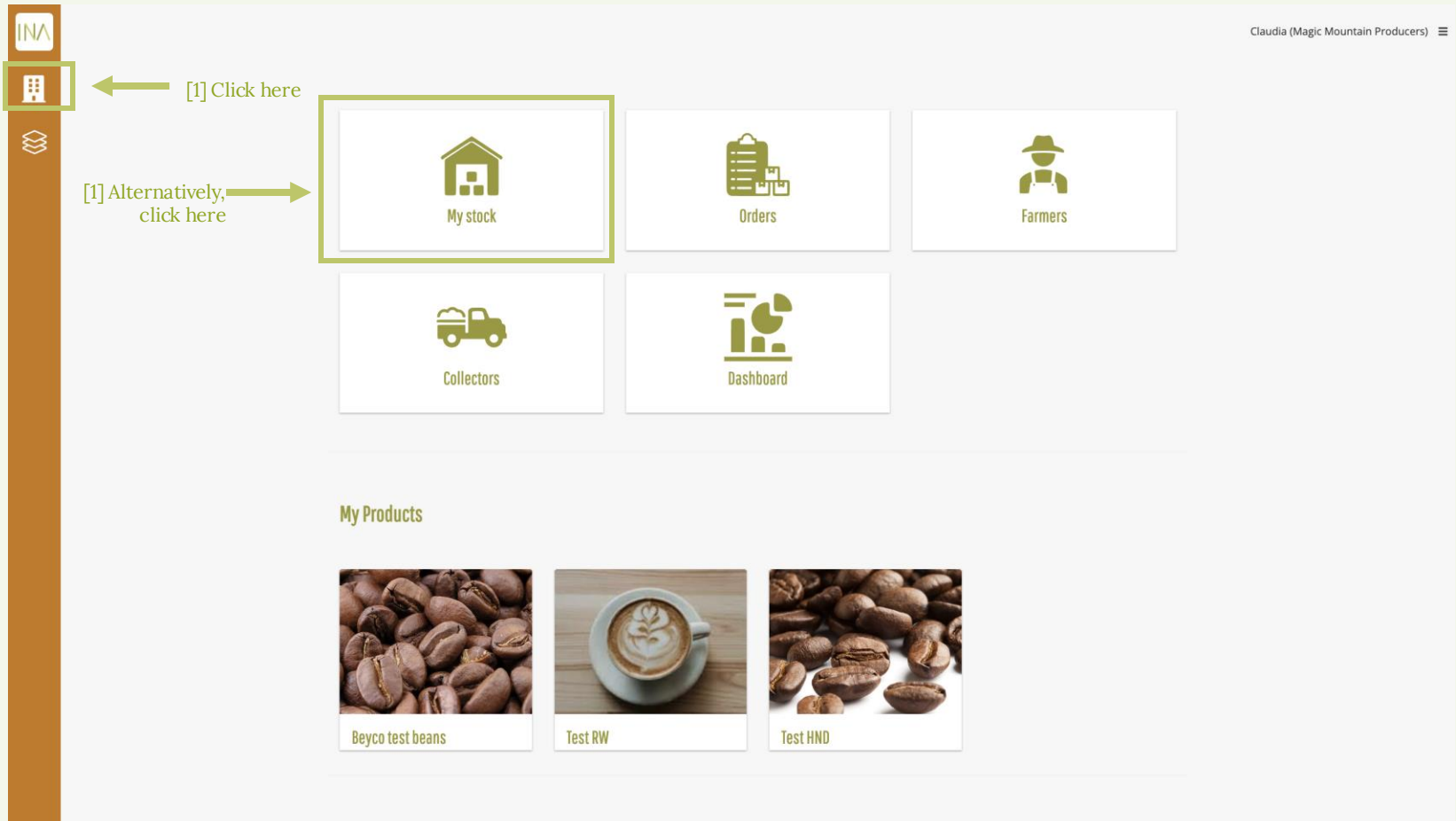
In the following, we show how to document processing actions from delivery to the company's final storage for an exemplary coffee supply chain.

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.



### 3.1.1 Weighing of delivered product

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

The screenshot displays the INATrace 2.0 interface for 'Magic Mountain Producers'. The left sidebar contains navigation icons and a menu with 'My stock' highlighted. The top navigation bar shows 'Deliveries', 'Processing' (selected), 'Payments', and 'All stock'. The main content area is titled 'Processing actions' and lists several processing facilities. A green box [1] highlights the 'Processing' tab in the top navigation bar. A green box [2] highlights the 'My stock' option in the left sidebar. A green box [3] highlights the 'Processing' tab in the top navigation bar. A green box [4] highlights the 'Weighing of coffee cherries' action in the 'Processing actions' list. A green arrow points from the text '[4] Select a processing action at your processing facility' to the 'Weighing of coffee cherries' action.

[1] → [Processing]

[2] → [My stock]

[3] → [Processing]

[4] Select a processing action at your processing facility

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

The page has two main parts:

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

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

Process  
input

**Add new processing action**

Choose activity that you want to record

Processing\*

Weighing of coffee cherries

Processing date\*

21. 7. 2023

Material to be recorded

Facility\*

Washing station 1

From

D. M. LLLL

To

D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (Unwashed coffee cherries)

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

✕ 100 kg

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

✕ 56 kg

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

✕ 23 kg

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

✕ 750 kg

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

✕ 7045 kg

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

✕ 8040 kg

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

✕ 4855 kg

Outputs of this processing

Semi-product type\*

Pile of unwashed coffee cherries

Facility\*

Select facility

Prefix

LOT

Internal lot name\*

Enter internal lot name

Output quantity in kg\*

Enter quantity

Add additional output

Process  
Output

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

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

Search

Filter

Add new transactions

☐

Select all (Unwashed coffee cherries)

☒

PT-Tuyishime-2023-06-27 (Pascal Tuyishime)✕ 100 / 100 kg

☐

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

☐

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

☒

PT-Niyokwizerwa-2023-02-02 (Claudine Niyokwizerwa)✕ 750 / 750 kg

☐

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

☒

PT-Niyokwizerwa-2021-11-15 (Claudine Niyokwizerwa)✕ 8040 / 8040 kg

☐

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

☐

PT-Maniraho-2021-11-15 (Yvonne Maniraho)✕ 8500 kg

☐

PT-Abizera-2021-12-27 (Yvette Abizera)✕ 5600 kg

☐

PT-Uwayo-2021-11-15 (Josianne Uwayo)✕ 3450 kg

☐

PT-Uwituze-2021-11-15 (Joy UWituze)✕ 3505 kg

☐

PT-Uwituze-2021-11-15 (Joy UWituze)✕ 1550 kg

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

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

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

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

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

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

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

**Total quantities**

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

Comments: [Empty text area]

**Processing evidence**

Other evidence documents: [Add document button]

[Cancel] [Save]

Click on “Add document”

The screenshot shows the 'Processing evidence' dialog box with the following fields and buttons:

Other evidence documents: [Add document button]

Date\*: 21. 7. 2023 [x]  
Type\*: Select document type [v]  
Document (JPG, PNG, PDF)\*: Choose file [Browse button]

[Cancel] [Confirm]

[Cancel] [Save]

**Annotations:**

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

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

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

The screenshot displays the INATrace interface for 'Magic Mountain Producers'. The left sidebar contains navigation icons, with [1] pointing to the main menu icon and [2] pointing to the 'My stock' menu item. The top navigation bar includes 'Deliveries', 'Processing' (highlighted with [3]), 'Payments', and 'All stock'. The 'Processing' section shows a list of facilities. The 'Washing station 1' facility is expanded, revealing a list of actions: 'Weighing of coffee cherries', 'Wet-processing and moving to drying bed' (highlighted with [4]), and 'Packing dried coffee and transfer to parchment storage'. A '+ Add processing action' button is visible in the top right of the processing section.

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

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

The page has two main parts:

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

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

Process  
input

### 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

98 kg

Outputs of this processing

Semi-product type\*

LOT of coffee on drying bed

Facility\*

Select facility

Prefix

LOT

Internal lot name\*

Enter internal lot name

Output quantity in kg\*

Enter quantity

Grade

Add additional output

Total quantities

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Process  
Output

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

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

[6] Select the inputs to process.

**Add new processing action**

**Choose activity that you want to record**

Processing\*  
Wet-processing and moving to drying bed

Processing date\*  
21. 7. 2023

**Material to be recorded**

Facility\*  
Washing station 1

From  
D. M. LLLL

To  
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (Pile of unwashed coffee cherries)

☐ LOT 123

98 kg

**Outputs of this processing**

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

Facility\*  
Select facility

Prefix  
LOT

Internal lot name\*  
Enter internal lot name

Output quantity in kg\*  
Enter quantity

Grade

Add additional output

**Total quantities**

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Comments

**Processing evidence**

Other evidence documents

Add document

Add document

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

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

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

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

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

### 3.1.3 Packing dried product and transfer to storage

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

The screenshot displays the INATrace interface for 'Magic Mountain Producers'. The left sidebar contains navigation icons and a menu with 'My stock' highlighted. The main area shows the 'Processing' tab with a list of facilities. A tooltip is visible over the 'Packing dried coffee and transfer to parchment storage' action in the 'Washing station 1' tile.

[1] Points to the INATrace logo in the top left corner.

[2] Points to the 'My stock' option in the left sidebar menu.

[3] Points to the 'Processing' tab in the top navigation bar.

[4] Points to the 'Packing dried coffee and transfer to parchment storage' action in the 'Washing station 1' tile.

The interface includes the following elements:

- Header:** INATrace logo, Magic Mountain Producers name, and a settings gear icon.
- Left Sidebar:** Navigation icons (home, list, stack, gear) and a menu with 'My stock', 'Orders', 'Farmers', 'Collectors', and 'Dashboard'.
- Top Navigation:** 'Deliveries', 'Processing' (selected), 'Payments', and 'All stock' tabs.
- Processing Actions:** A section titled 'Processing actions' with a '+ Add processing action' button and a 'List of facilities' (Showing 5/5).
- Facility Tiles:**
  - Washing station 1:** Village 1. Actions include 'Weighing of coffee cherries', 'Wet-processing and moving to drying bed', and 'Packing dried coffee and transfer to parchment storage' (highlighted).
  - Washing Station 2:** Village 2. Description: '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. Description: '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. Description: '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

Process  
input

**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 To

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

Search

Filter

Add new transactions

☐ Select all (LOT of coffee on drying bed)

☐ LOT 123testA2 300 kg

☐ LOT 123testA1 100 kg

☐ LOT 20211115 810 kg

Outputs of this processing

Semi-product type\*

White bag of parchment

Facility\*

Select facility

Prefix Internal lot name\*

LOT Enter internal lot name

Output quantity in kg\*

Enter quantity

Add additional output

**Total quantities**

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

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)

Batch	Weight
<input checked="" type="checkbox"/> LOT 123testA2	300 / 300 kg
<input type="checkbox"/> LOT 123testA1	100 kg
<input type="checkbox"/> LOT 20211115	810 kg

**Outputs of this processing**

Semi-product type\*  
White bag of parchment

Facility\*  
Parchment storage

Prefix: LOT Internal lot name\*: Test123A2

Output quantity in kg\*: 300

**Outputs**

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

Add additional output

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

[6] Select the batches to package and transfer.

[7] Select your storage facility.

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

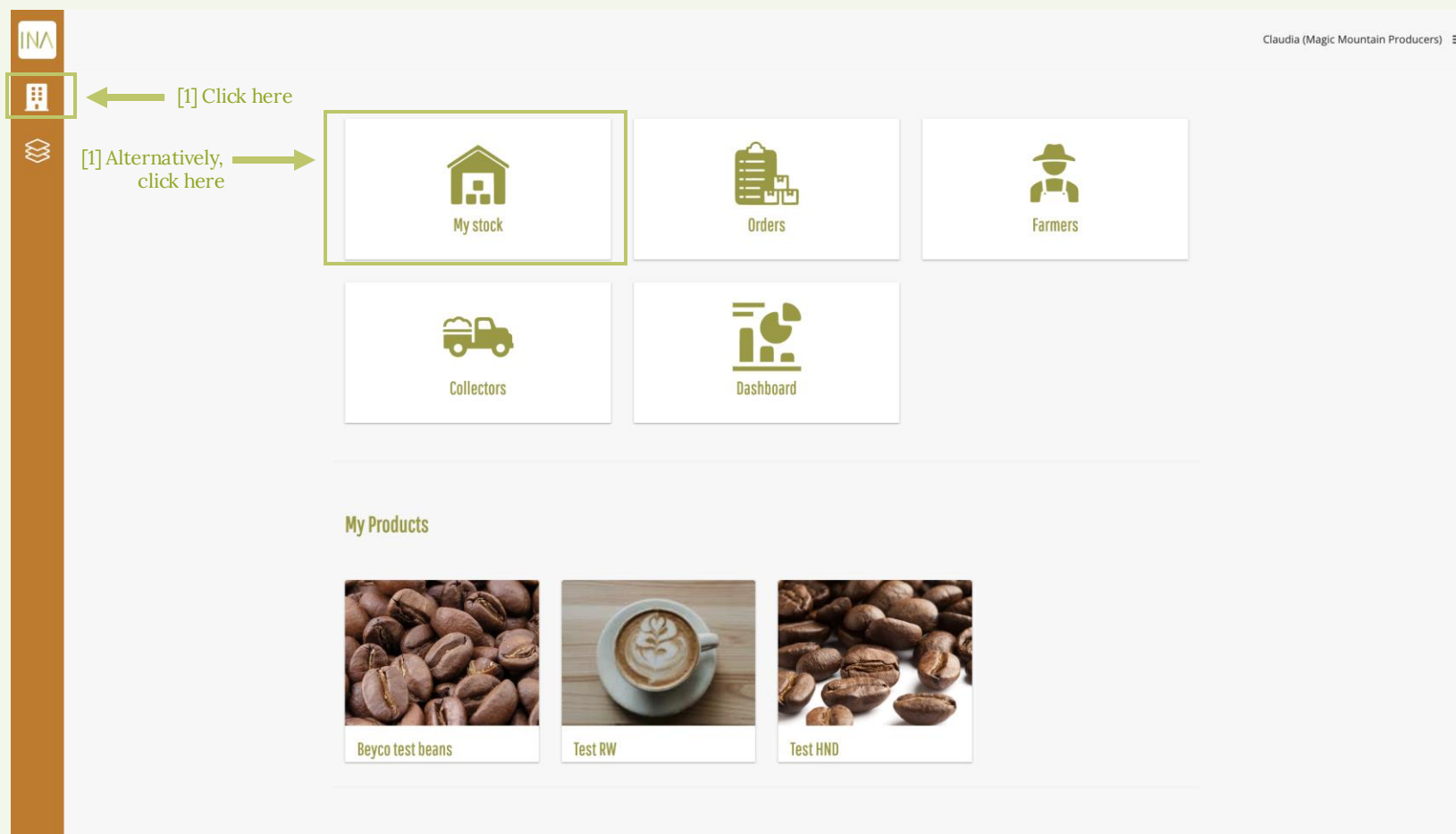
[9] Type in cumulative quantity gotten at the end of this process.

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

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

## 3.2 Storage facility

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



## 3.2.1 Transfer from storage to processing facility

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

The screenshot displays the INATrace interface for Magic Mountain Producers. The left sidebar contains navigation icons and labels: [1] points to the main menu icon, and [2] points to the 'My stock' label. The top navigation bar includes 'Deliveries', 'Processing' (highlighted with a green box and labeled [3]), 'Payments', and 'All stock'. The user is identified as 'Claudia (Magic Mountain Producers)'. The main content area is titled 'Processing actions' and shows a list of facilities. The 'Parchment storage' facility is highlighted, and the 'Transfer parchment to hulling station' action is selected, indicated by a green box and label [4]. A green arrow points from the text '[4] Select the transfer action at your storage facility' to the selected action.

INA Magic Mountain Producers

Deliveries Processing Payments All stock Claudia (Magic Mountain Producers)

Processing actions

List of facilities  
Showing 5/5

+ 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  
Whit Transfer parchment to hulling station

Hulling Station  
Village 1  
White bag of parchment, Pile of green coffee separated by size, White bag of green coffee, Pile of sorted green coffee, Grainpro bag of green...

Green coffee storage  
Village 1  
Grainpro bag of green coffee, White bag of green coffee

[4] Select the transfer action at your storage facility

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

The page has two main parts:

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

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

Process  
input

### Add transfer action

Choose activity that you want to record

Processing\*

Transfer parchment to hulling station

Processing date\*

21. 7. 2023

Material to be recorded

Facility\*

Parchment storage

From

D. M. LLLL

To

D. M. LLLL

Search

Filter

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

Outputs of this processing

Semi-product type\*

White bag of parchment

Facility\*

Hulling Station

Prefix

ORDER


Internal lot name\*

LOT 123

Process  
output

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

**Add transfer action**

 Choose activity that you want to record

Processing\*  
Transfer parchment to hulling station

Processing date\*  
21. 7. 2023

**Material to be recorded**

Facility\*  
Parchment storage

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

Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

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

**Outputs of this processing**

Semi-product type\*  
White bag of parchment

Facility\*  
Hulling Station

Prefix  
ORDER

Internal lot name\*  
LOT 123

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

[6] Select the items to package and move.

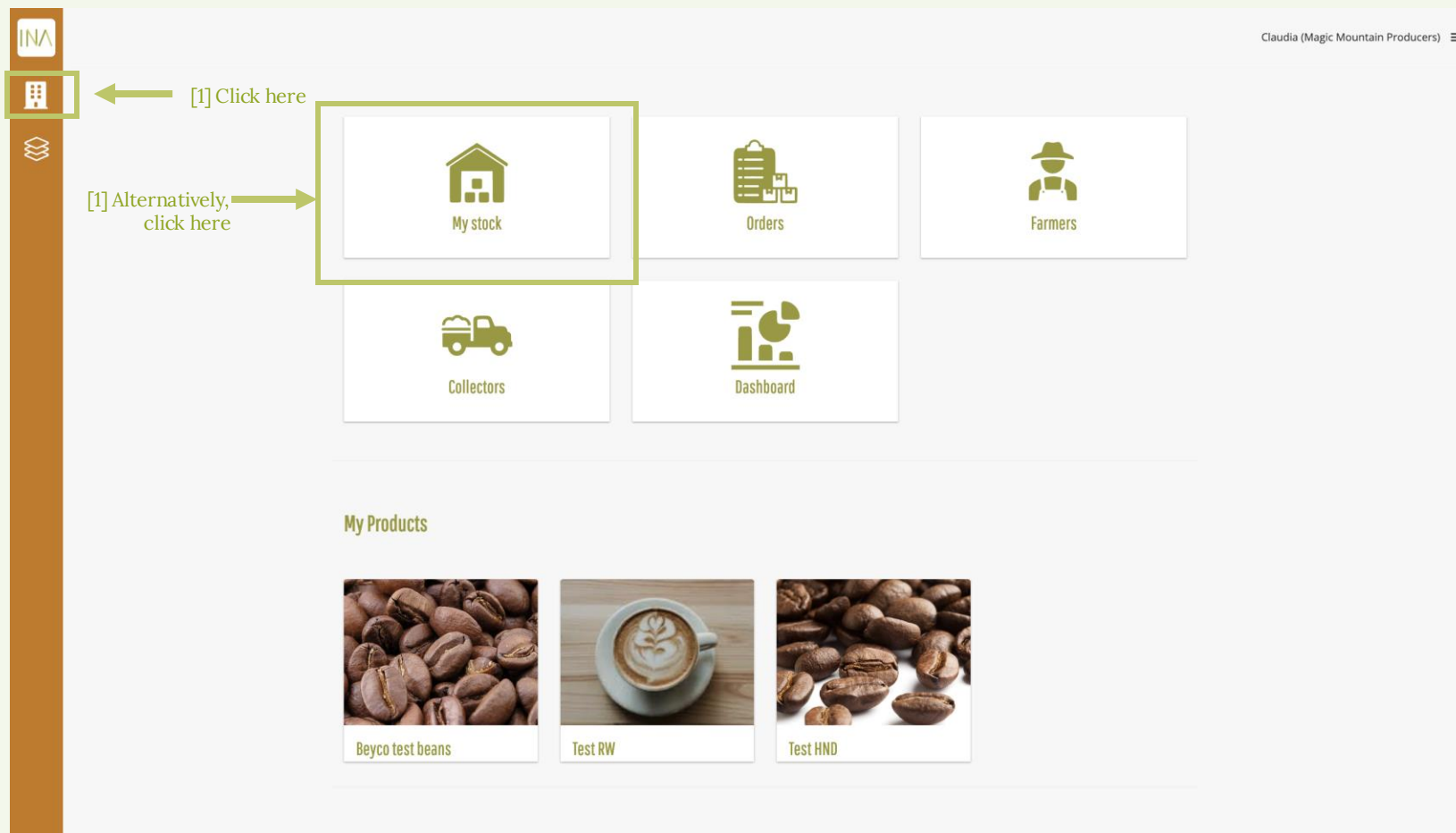
[7] Select your processing facility where your batch is transported to.

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

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

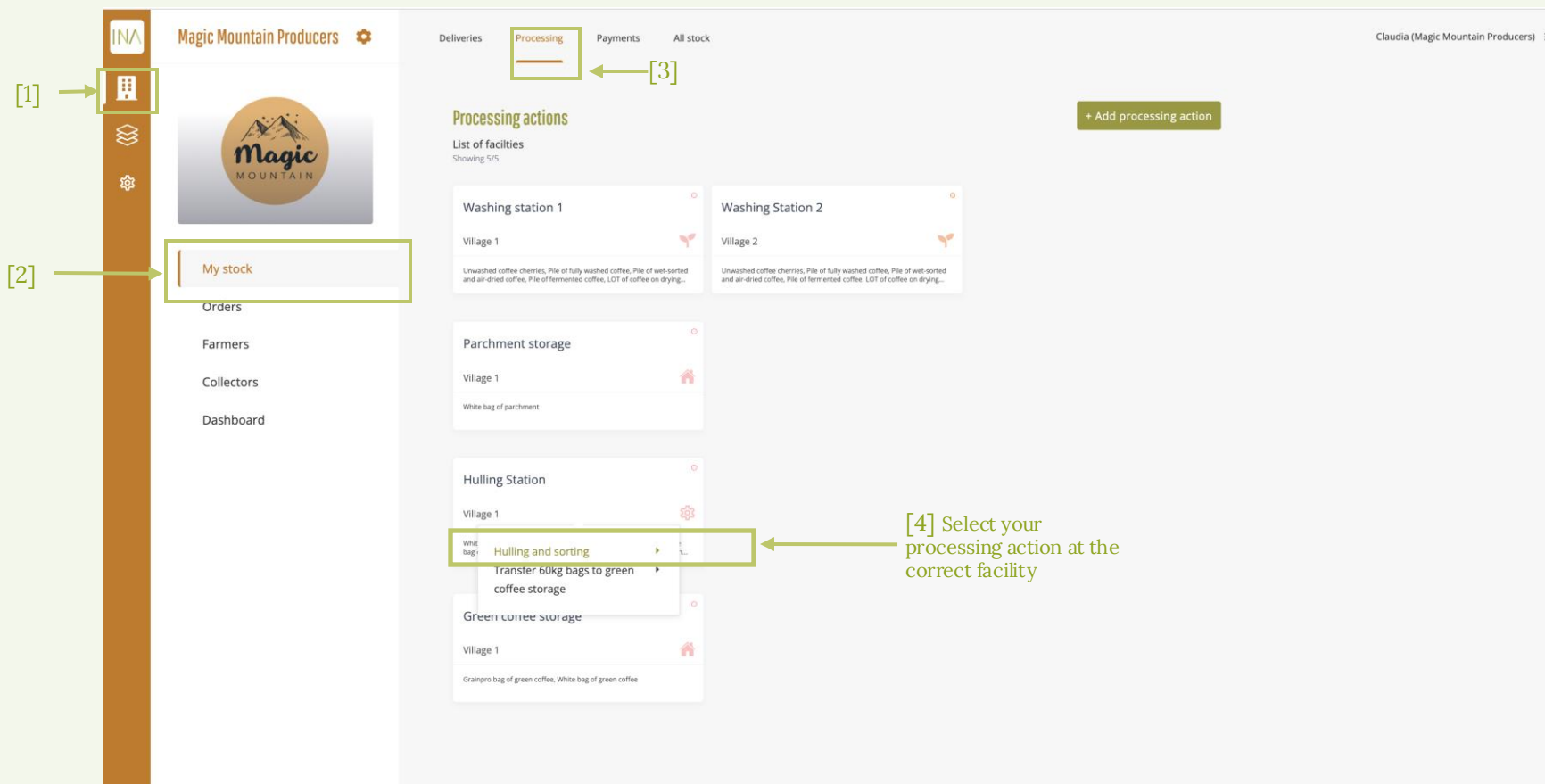
### 3.3 Processing

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”**.



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

The page has two main parts:

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

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

Process  
input

**Add new processing action**

Choose activity that you want to record

Processing\*  
Hulling and sorting

Processing date\*  
21. 7. 2023

**Material to be recorded**

Facility\*  
Hulling Station

From  
D. M. LLLL

To  
D. M. LLLL

Search

Filter

Add new transactions

☐ Select all (White bag of parchment)

☐ LOT 123testA1HS

✕ 500 kg

**Outputs of this processing**

Semi-product type\*  
Grainpro bag of green coffee

Facility\*  
Select facility

Prefix  
ORDER

Internal lot name\*  
Enter internal lot name

Output quantity in kg\*  
Enter quantity

Screen size\*

Add additional output

**Total quantities**

Input quantity in kg

Remaining quantity in kg

Total output quantity in kg

Process  
output

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

The screenshot shows the 'Add new processing action' form. It is divided into several sections: 'Choose activity that you want to record', 'Material to be recorded', 'Outputs of this processing', and 'Total quantities'.

**Annotations:**

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

**Form Fields and Sections:**

- Choose activity that you want to record:**
  - Processing\*: Hulling and sorting
  - Processing date\*: 21. 7. 2023
- Material to be recorded:**
  - Facility\*: Hulling Station
  - From: D. M. LLLL, To: D. M. LLLL
  - Add new transactions:
    - Select all (White bag of parchment)
    - ☒ LOT 123testA1HS
- Outputs of this processing:**
  - Semi-product type\*: Grainpro bag of green coffee
  - Facility\*: Hulling Station
  - Prefix: ORDER, Internal lot name\*: LOT 123testA1HS
  - Output quantity in kg\*: 389
  - Screen size\*: 16+
  - Outputs Table:**

Sac number*	Quantity (max. 60 kg)*
1	60.00
2	60.00
3	60.00
4	60.00
5	60.00
6	60.00
7	29.00
- Total quantities:**
  - Input quantity in kg: 500.00
  - Remaining quantity in kg: 111.00
  - Total output quantity in kg: 389.00

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

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

The screenshot displays the Magic Mountain Producers dashboard. The left sidebar contains navigation links: [1] points to the main menu icon, and [2] points to the 'My stock' link. The top navigation bar includes 'Deliveries', 'Processing' (highlighted with [3]), 'Payments', and 'All stock'. The main content area is titled 'Processing actions' and lists facilities: 'Washing station 1', 'Washing Station 2', 'Parchment storage', and 'Hulling Station'. The 'Hulling Station' tile is expanded, showing a list of actions: 'Hulling and sorting', 'Transfer 60kg bags to green coffee storage' (highlighted with [4]), and 'Green coffee storage'. A callout box [4] points to the 'Transfer 60kg bags to green coffee storage' action with the text: '[4] Select the transfer action at your processing facility'.

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


The page has two main parts:

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

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

Process  
input

### Add transfer action



Choose activity that you want to record

Processing\*

Transfer 60kg bags to green coffee storage

Processing date\*

21. 7. 2023

Material to be recorded

Facility\*

Hulling Station

From

D. M. LLLL


To

D. M. LLLL

Search

Filter

No relevant stock to add transactions in facility



Outputs of this processing

Semi-product type\*

Grainpro bag of green coffee

Facility\*

Select facility

Prefix

LOT

Internal lot name\*

Enter internal lot name

### Total quantities

Input quantity in kg

Comments

Process  
output

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.

Choose activity that you want to record

Processing\*  
Transfer 60kg bags to green coffee storage

Processing date\*  
21. 7. 2023

Material to be recorded

Facility\*  
Hulling Station

From  
D. M. LLLL

To  
D. M. LLLL

Search

Filter

Add new transactions

<input checked="" type="checkbox"/>	Select all (Grainpro bag of green coffee)	
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/8	35 / 35 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/7	60 / 60 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/6	60 / 60 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/5	60 / 60 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/4	60 / 60 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/3	60 / 60 kg
<input checked="" type="checkbox"/>	ORDER ORDER LOT 123testA1PS/1/2	60 / 60 kg

Outputs of this processing

Semi-product type\*  
Grainpro bag of green coffee

Facility\*  
Green coffee storage

Prefix  
LOT

Internal lot name\*  
LOT 123testA1PS/1

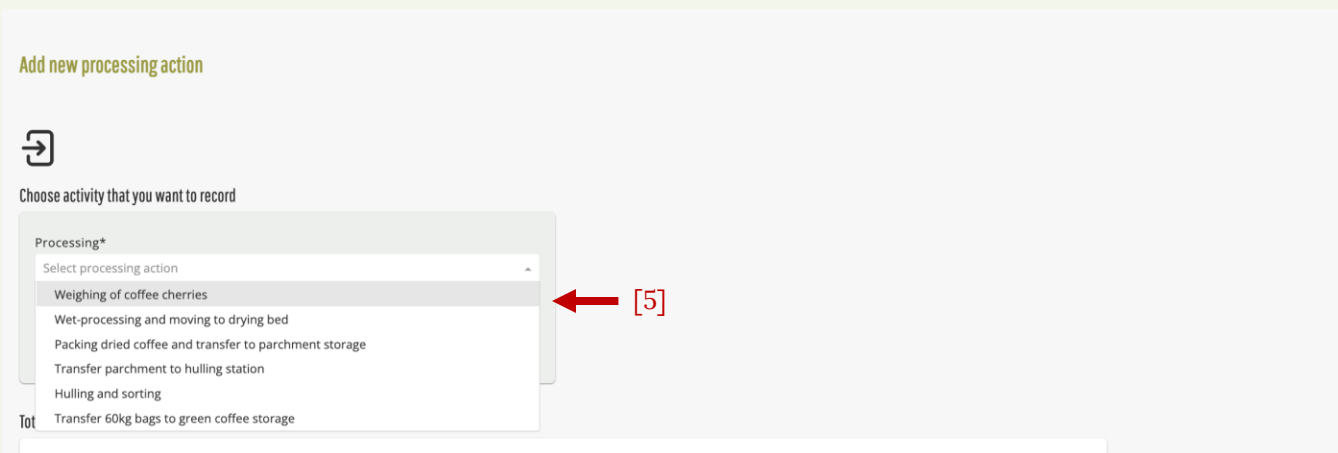
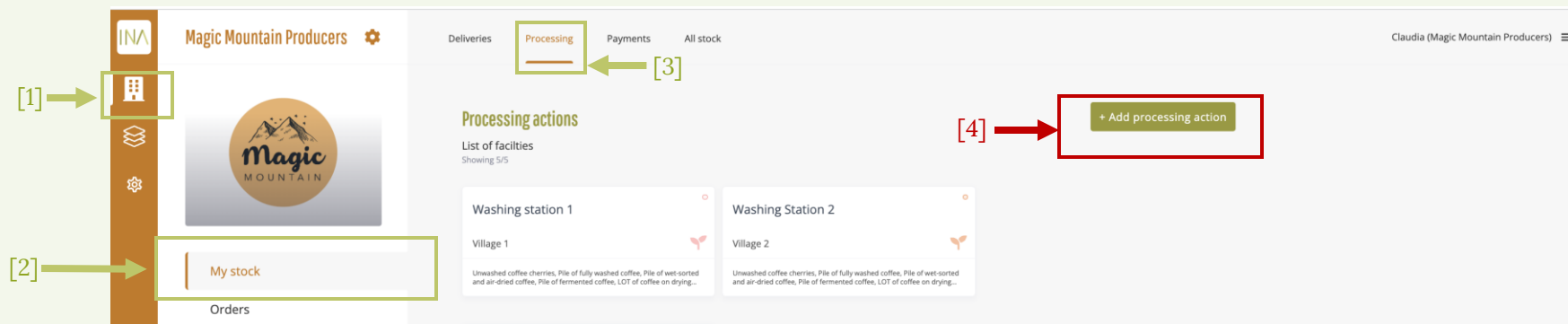
[7] Select your storage facility.

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

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

## Using “Add processing action” button

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



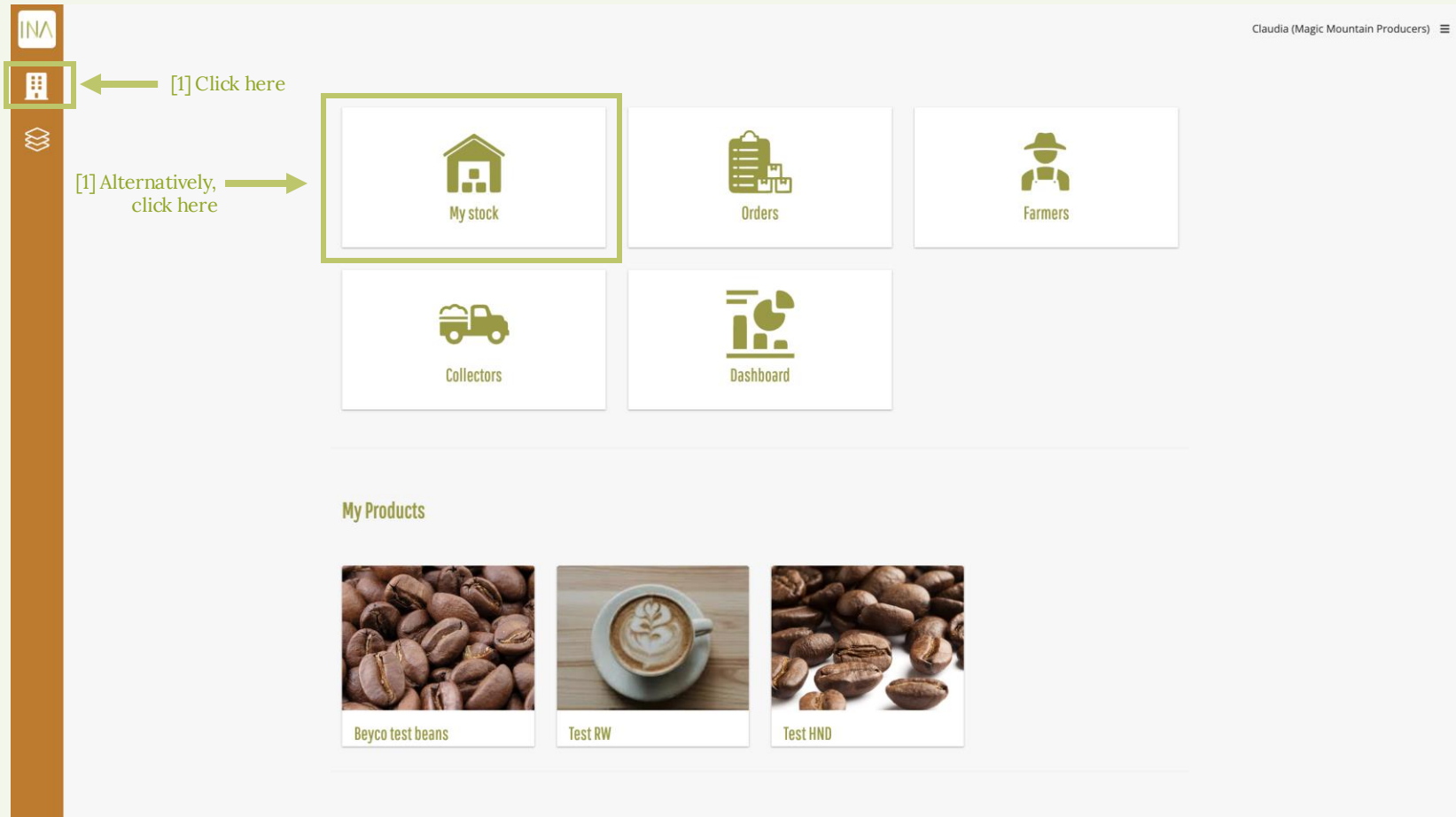
## Chapter 4.

# Payment Module

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

## 4.1 Recording a single payment

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



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

The screenshot shows the Magic Mountain Producers interface. The left sidebar contains a main menu with icons for stock, orders, farmers, collectors, and dashboard. The 'My stock' option is highlighted. The main content area shows the 'Payments' section, which includes a list of payments and a summary of total amount paid.

**Payments**  
List of payments  
Showing 10/11

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

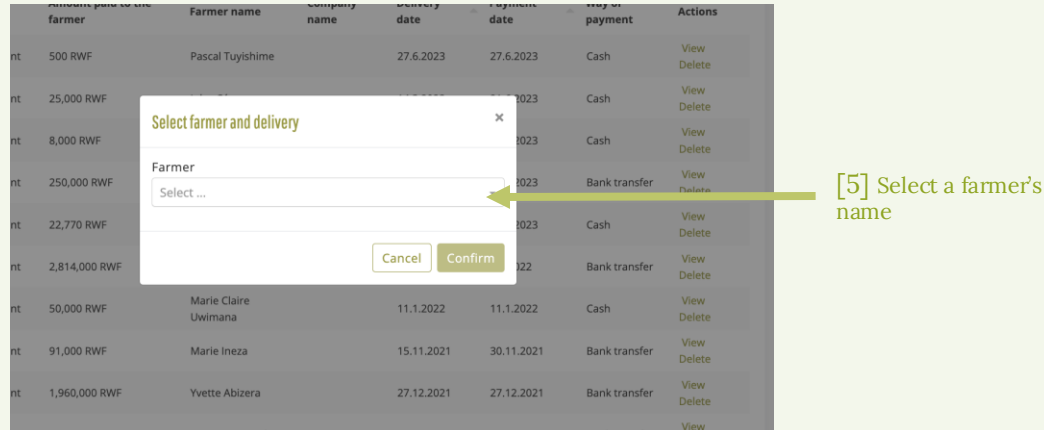
Payment purpose	Amount paid to the farmer	Farmer name	Company name	Delivery date	Payment date	Way of payment	Actions
<input type="checkbox"/> Base payment	500 RWF	Pascal Tuyishime		27.6.2023	27.6.2023	Cash	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/> Base payment	25,000 RWF	Jules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

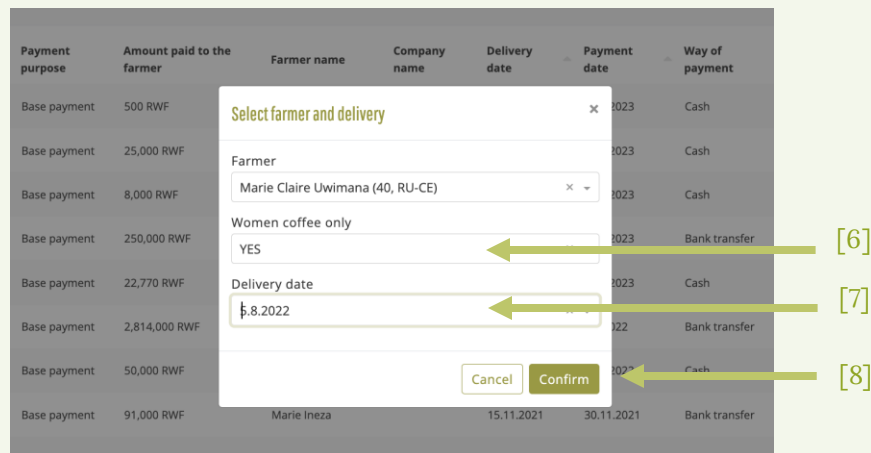
**Total amount paid**  
5,521,270 RWF

**+ Add payment**

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



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



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

**New payment**

Basic information

[9] Select payment date. →

Payment date\*  
21. 7. 2023

Payable from  
Magic Mountain Producers

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

Order reference  
PT-Uwimana-2022-08-05

Preferred way of payment  
Cash

[10] Select purpose of payment →

Payment purpose\*  
Base payment

Payment type\*  
Select option ...

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

Purchased (kg)  
1000

Open balance (RWF)  
200000

Amount paid to the farmer (RWF)\*  
200000

[12] Define amount paid. ←

Amount paid to the collector (RWF)  
0

Total paid (RWF)  
200000

Receipt number\*  
Enter receipt number

[13] Input receipt number ←

Type\*  
Receipt

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

[14] Upload receipt / proof of payment ←

Browse

[15] Save ←

Cancel Save

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

Magic Mountain Producers

- Deliveries
- Processing
- Payments**
- All stock

Claudia (Magic Mountain Producers)

My stock

- Orders
- Farmers
- Collectors
- Dashboard

## Payments

List of payments  
Showing 10/12

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

<
1
2
>

Summed up quantities

Total amount paid

5,421,270 RWF

## 4.2 Recording Bulk Payments

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

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

**Step 1:** The sidebar on the left contains navigation icons. The first icon (a building) is highlighted with a green box and labeled [1].

**Step 2:** The sidebar also contains a list of menu items. The 'My stock' item is highlighted with a green box and labeled [2].

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

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

**Step 5:** The 'Add payments' button is located below the 'List of deliveries' table. It is highlighted with a green box and labeled [5].

**Table Data:**

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**

Payment date  
21. 7. 2023

Payable from  
Magic Mountain Producers

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

**Additional proofs**

List of additional proofs  
Add document

Cancel Save

**Annotations:**

- [6] Select payment date.
- [7]
- [8]
- [9]
- Use this icon to remove a delivery from the bulk payment to be made.
- Deliveries to pay
- [10] Upload receipts / proof of payment
- [11] Save

## Chapter 5.

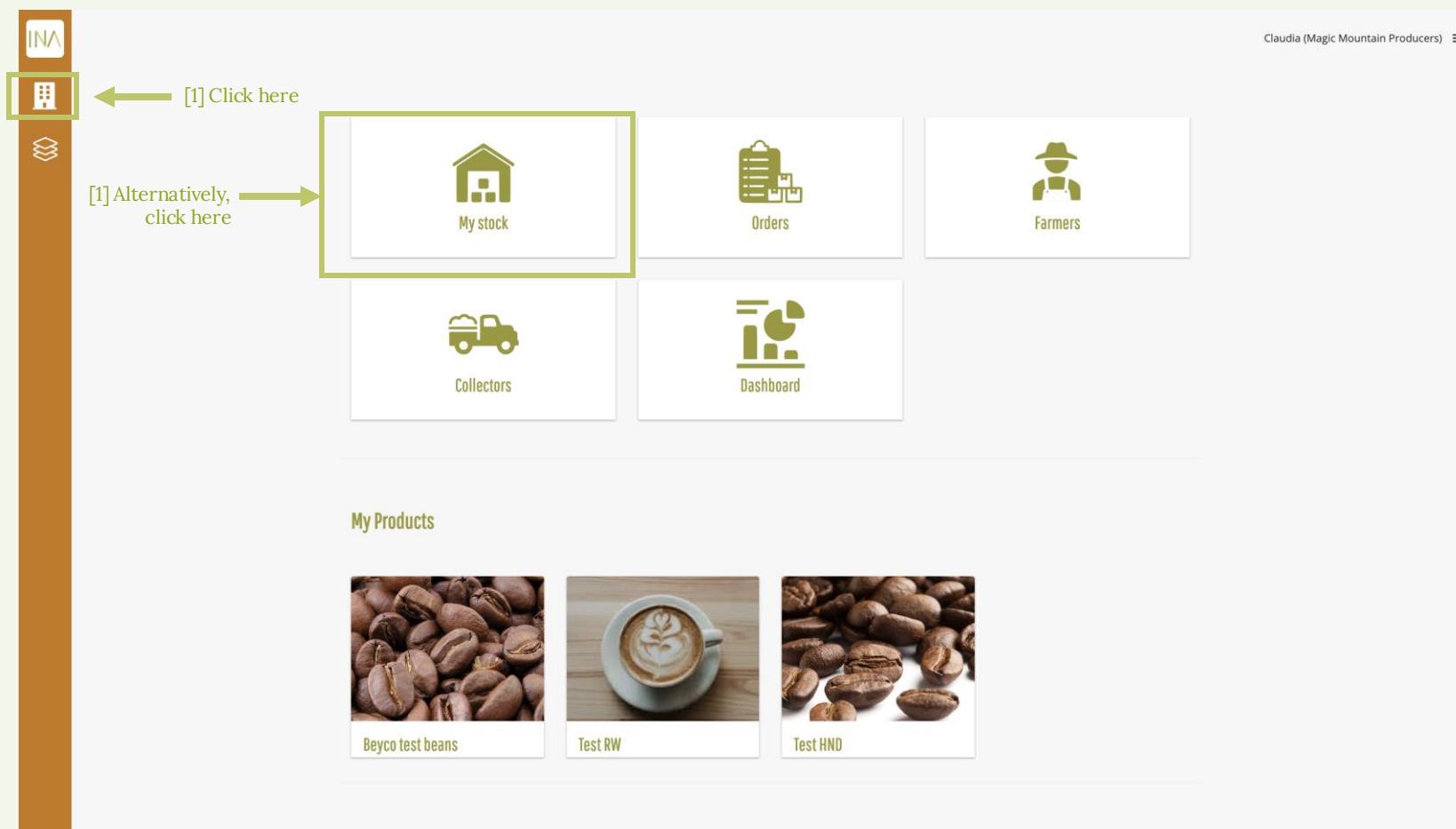
# All Stock Module

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”.

[1] →

[2] →

[3] →

[4] Select facility

[5] Click here

**Magic Mountain Producers**

Deliveries Processing Payments **All stock**

Claudia (Magic Mountain Producers)

Login to Beyco

Select facility  
Green coffee storage

List of grouped orders  
Showing 4/4

Group view Single view

Available only x Filter Select SKU

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

Summed up quantities

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

## 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 Magic Mountain Producers interface. The left sidebar contains a navigation menu with 'My stock' highlighted. The top navigation bar includes 'All stock' and 'Login to Beyco'. The main content area displays the 'All stock' section with a 'Select facility' dropdown, a 'List of grouped orders' table, and a 'Summed up quantities' table.

**Annotations:**

- [1] Points to the 'All stock' link in the top navigation bar.
- [2] Points to the 'My stock' link in the left sidebar.
- [3] Points to the 'All stock' link in the top navigation bar.

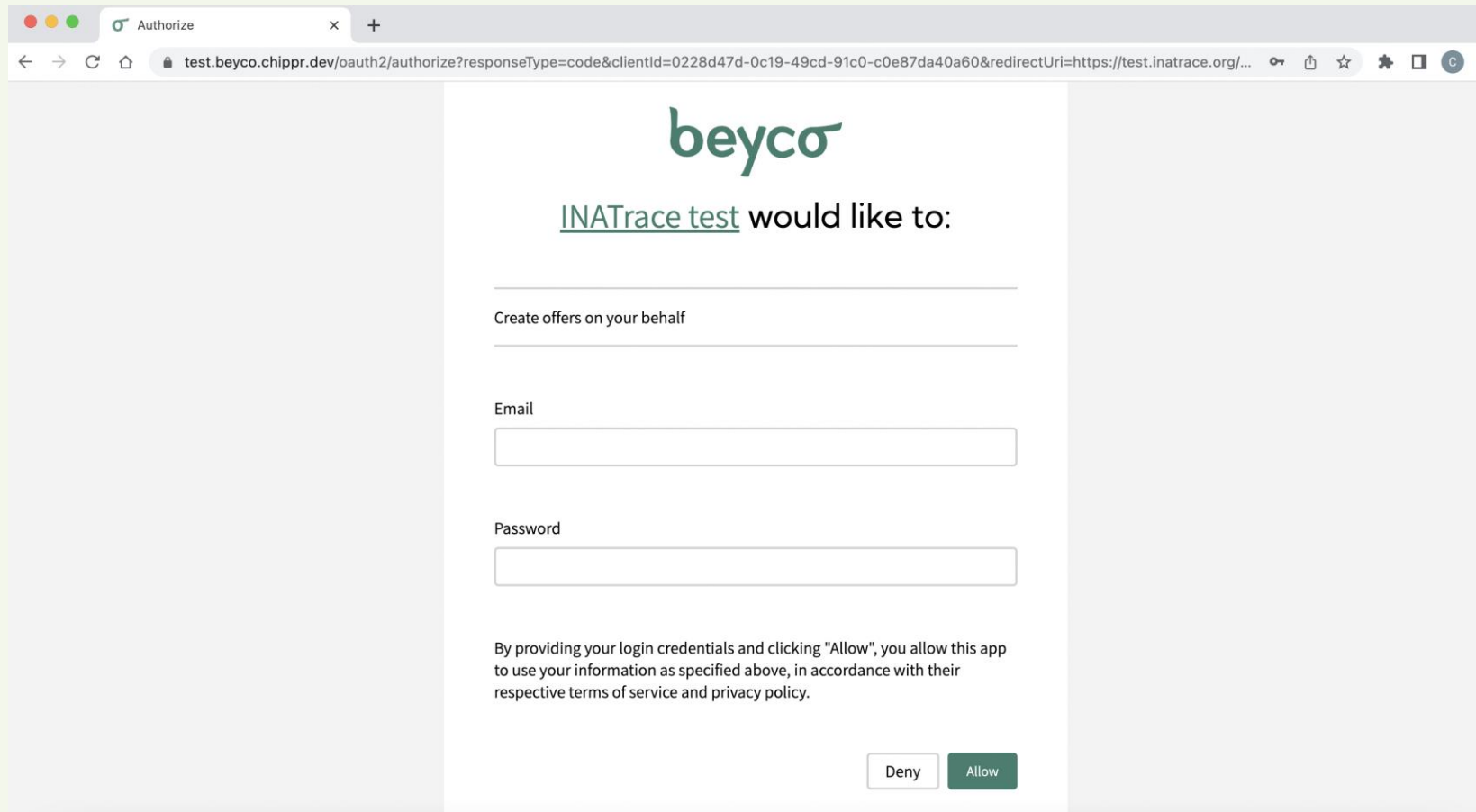
**List of grouped orders**

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

**Summed up quantities**

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

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



Authorize

test.beyco.chippr.dev/oauth2/authorize?responseType=code&clientId=0228d47d-0c19-49cd-91c0-c0e87da40a60&redirectUri=https://test.inatrace.org/...

**beyco**

INATrace test would like to:

\_\_\_\_\_

Create offers on your behalf

\_\_\_\_\_

Email

\_\_\_\_\_

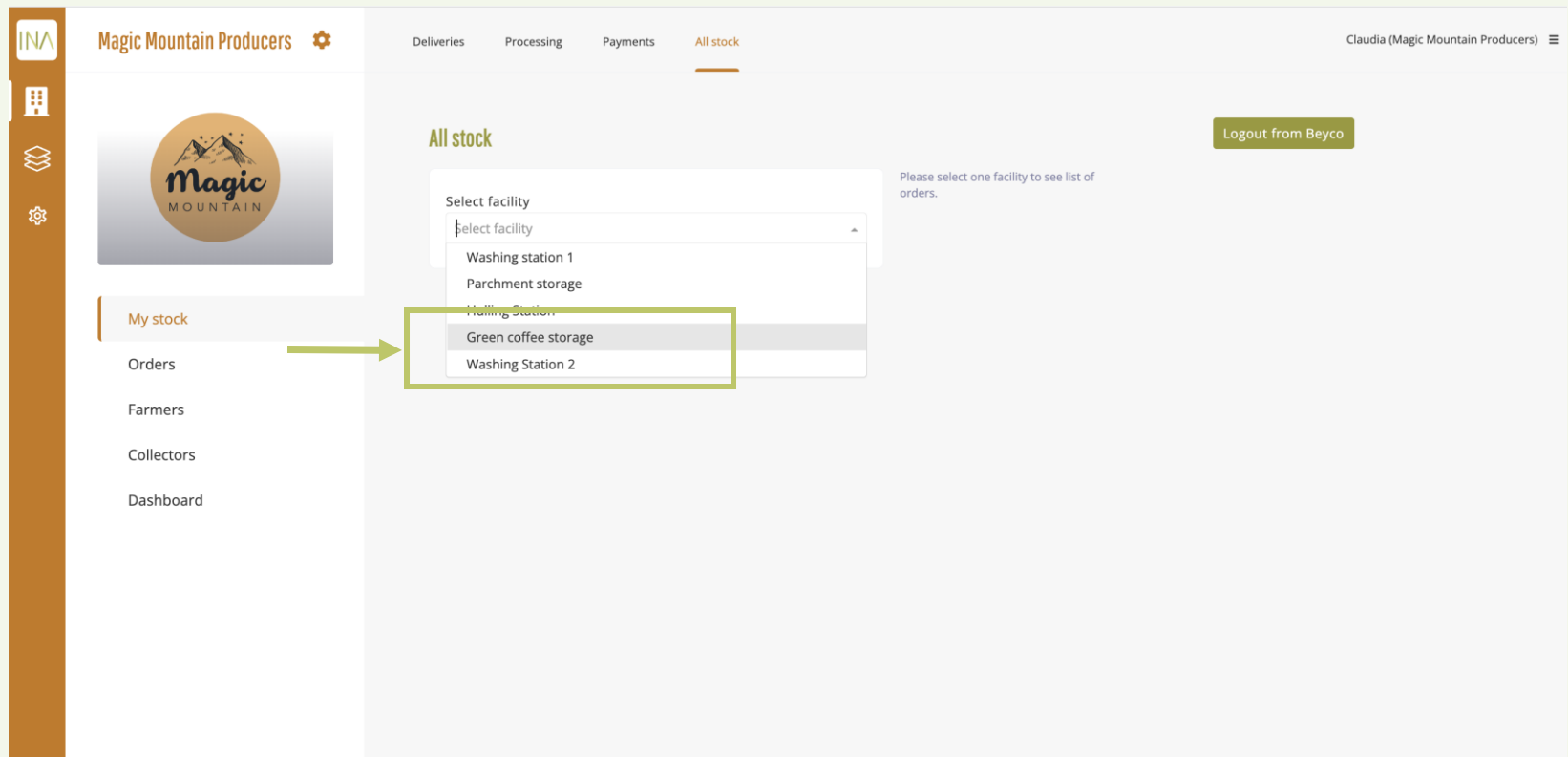
Password

\_\_\_\_\_

By providing your login credentials and clicking "Allow", you allow this app to use your information as specified above, in accordance with their respective terms of service and privacy policy.

Deny Allow

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



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 'All stock' interface for Magic Mountain Producers. The left sidebar contains navigation links: Orders, Farmers, Collectors, and Dashboard. The main content area displays a table of grouped orders. A green arrow points to the checkbox next to the production date '3.1.2022' for the first batch. Another green arrow points to the 'Export to Beyco' button.

**My stock**

- Orders
- Farmers
- Collectors
- Dashboard

**All stock**

Select facility: Green coffee storage

List of grouped orders (Showing 4/4)

Group view Single view

Available only x Filter Select SKU

**Export to Beyco**

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

15112021/3

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

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

Submit offer

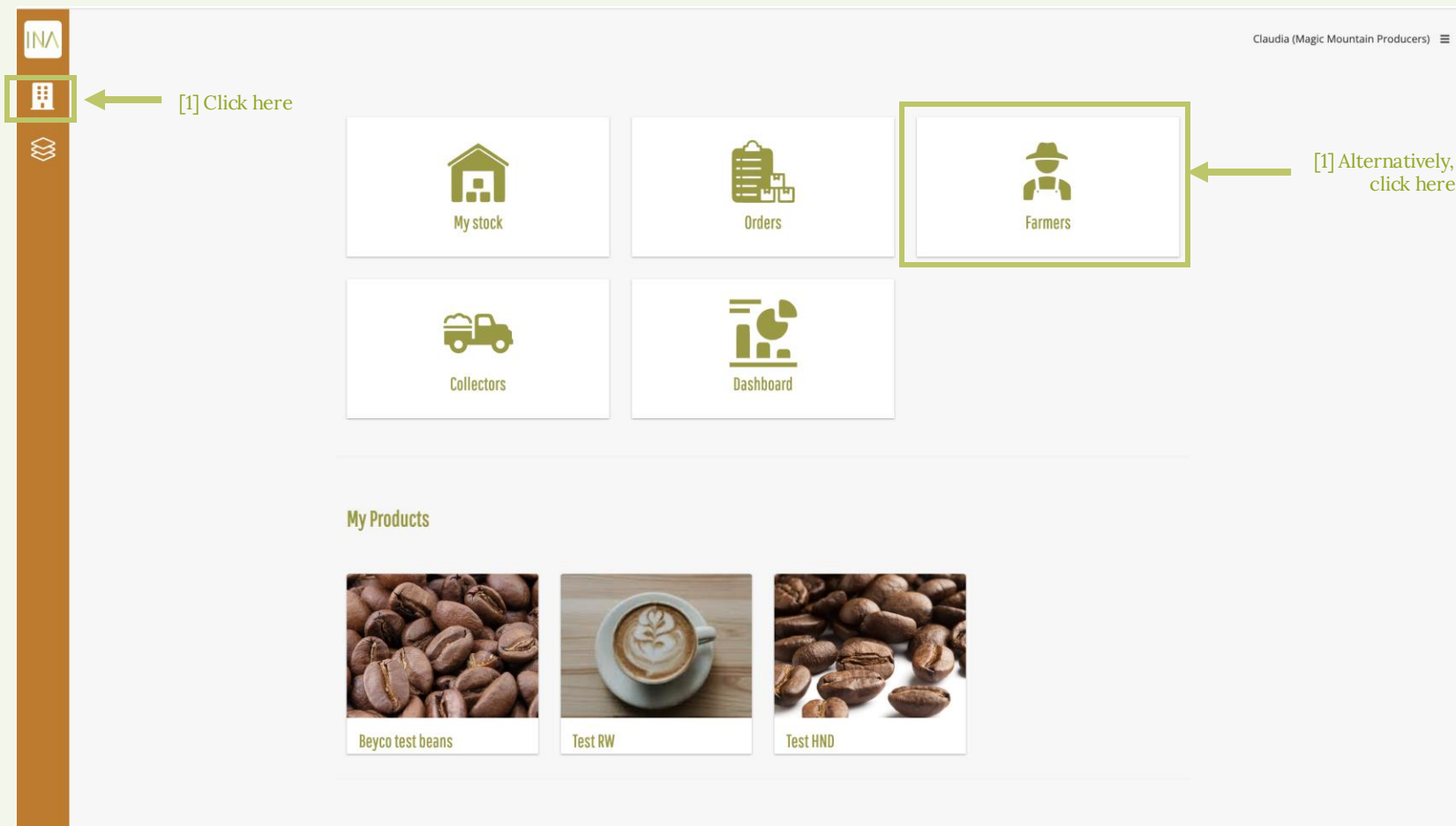
## Chapter 6.

# Farmer profiles

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

## 6.1 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.








Dashboard

List of farmers  
Showing 10/22

Search

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

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

« 1 2 3

## Plots



## 6.2 Create a new farmer profile and add plots

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

The screenshot shows the Magic Mountain Producers interface. On the left, a sidebar contains a menu with items: My stock, Orders, **Farmers** (highlighted with a green box and arrow [2]), Collectors, Customers, and Dashboard. Above the menu is the Magic Mountain logo and a settings gear. The main content area is titled 'Farmers' and shows 'List of farmers' with 'Showing 10/22'. At the top right of the main area are buttons: 'Export farmer data', '+ Import farmers', and '+ Add farmer' (highlighted with a green box and arrow [3]). Below these buttons is a search bar. The main area contains a table of farmers with columns: First name, Last name, Gender, Id, Village, Cell, and Actions. The table lists 10 farmers. At the bottom of the main area is a 'Plots' section with a map showing 'Satellite view' and 'Default view' options.

[1] →

[2] →

[3] ←

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	César	MALE	5506	Muhanga	Masoro	Edit Delete
Kayibenga	Hans	MALE	7411			Edit Delete
Kli	Kal	MALE	7416			Edit Delete

Plots

Satellite view Default view

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

↑

Claudia (Magic Mountain Producers) ☰

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 ...

↖

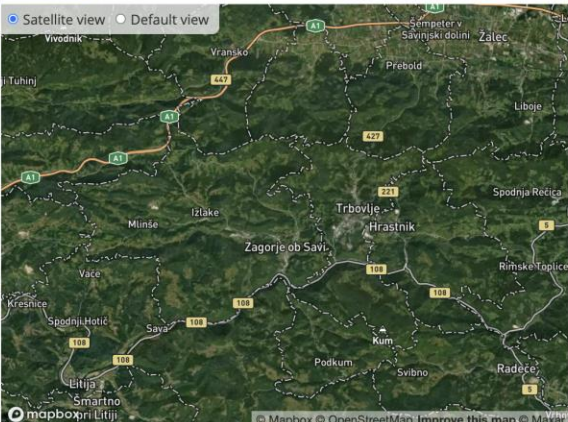
Plots

Draw plot

↖

Satellite view

Default view



Mapbox © OpenStreetMap Improve this map © Mapbox

Green = Optional filling  
Red = Mandatory

Click “draw plot” to add fields

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.

The screenshot displays the INATrace 2.0 user interface. On the left is a vertical sidebar with icons for home, list, layers, and settings. The main content area is divided into several sections:

- Top Right:** User name "Claudia (Magic Mountain Producers)" and a menu icon.
- Address Form:** Fields for "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", and a dropdown for "Is location publicly visible on a map?".
- Map:** A satellite map view showing a region in Slovenia with labels like "Trbovlje", "Hrastnik", "Zagorje ob Savi", "Kum", "Svibno", "Radeče", "Podkum", "Sava", "Vince", "Izlake", "Minše", "Spodnja Rečica", "Rihnske Toplice", "Litija", "Smartno", "Kresnice", and "Spodnja Hotie". Mapbox and OpenStreetMap logos are visible at the bottom.
- Modal Dialog:** A white box with the text "Select if you want to draw a plot with boundaries or add a single point". It contains two buttons: "Boundaries" and "Single point", and a "Cancel" button.
- Additional information about user:** Fields for "Phone number" (with "Enter phone number" placeholder), "E-mail" (with "Enter e-mail address" placeholder), and a checkbox for "Smart phone".
- Bank information:** Fields for "Account holder's name" (with "Enter account holder's name" placeholder), "Account number" (with "Enter account number" placeholder), "Bank name" (with "Enter bank name" placeholder), and "Additional information" (with "Enter additional information" placeholder).
- Bottom:** Partially visible sections for "Companies" and "Associations".

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”.

↑

INA

Show/hide plot area Undo last point Delete plot

Plot coordinates

☒ Satellite view ☐ Default view

mapbox

Geo-ID: /

Plot name\*

Enter plot name

Crop\*

Select product types

Number of plants

Enter number of plants

Size

3.80

Unit

ha

Started transition to organic

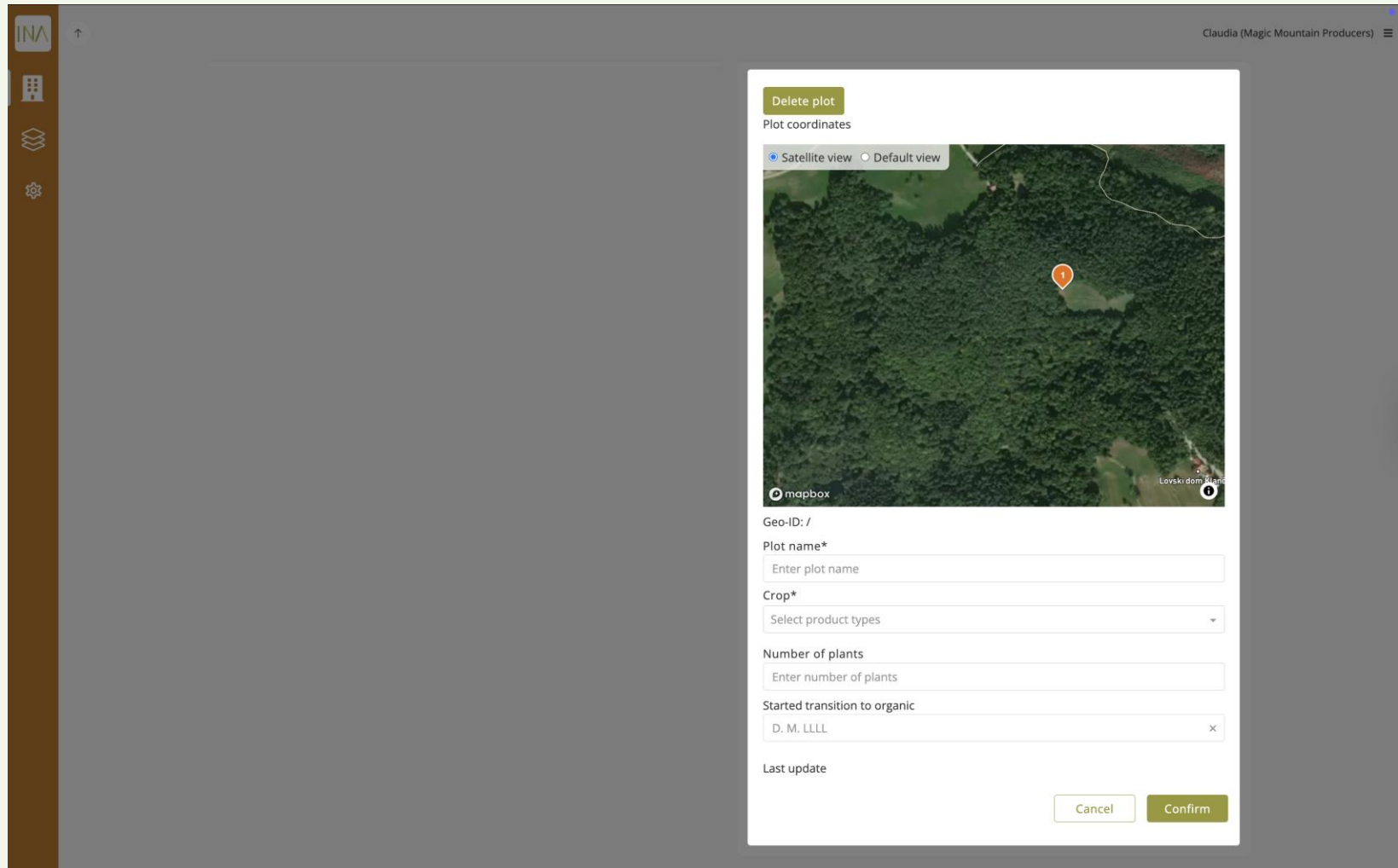
D. M. LLLL

Last update

Cancel Confirm

(Magic Mountain Producers)


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”.



The screenshot shows the INATrace 2.0 interface. On the left is a dark sidebar with icons for a map, a list, layers, and settings. The main area is a map showing a forested landscape with a red location pin. A white modal form is open on the right, titled "Delete plot". The form contains the following fields:

- Delete plot** (button)
- Plot coordinates**
- Satellite view** (selected) / **Default view** (radio buttons)
- Map** (satellite view of a forested area with a red pin)
- Geo-ID: /**
- Plot name\*** (text input field)
- Crop\*** (dropdown menu with "Select product types" as the placeholder)
- Number of plants** (text input field)
- Started transition to organic** (text input field with placeholder "D. M. LLLL" and a clear button "x")
- Last update**
- Cancel** (button)
- Confirm** (button)

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

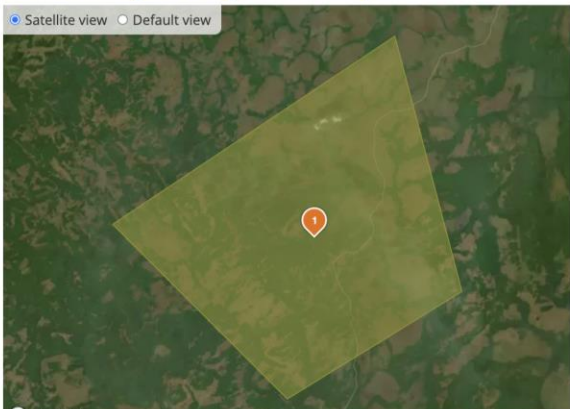
Upload geo-data

Draw plot

Export geo-data

Satellite view

Default view



mapbox

Mapbox OpenStreetMap Improve this map Maxar

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 displays the INATrace user interface for managing farmer information. On the left is a vertical orange sidebar with icons for the INATrace logo, a list of items, a stack of papers, and a settings gear. The top right corner shows the user's name, "Claudia (Magic Mountain Producers)", and a menu icon. The main content area is divided into four sections:

- Additional information about user:** Contains input fields for "Phone number" (with placeholder "Enter phone number") and "E-mail" (with placeholder "Enter e-mail address"). Below these is a checkbox labeled "Smart phone".
- Bank information:** Contains input fields for "Account holder's name" (placeholder "Enter account holder's name"), "Account number" (placeholder "Enter account number"), "Bank name" (placeholder "Enter bank name"), and "Additional information" (placeholder "Enter additional information").
- Companies:** Features a single input field for "Supplier of" with the placeholder "Add new". To the right of this field is a link labeled "Add new" with a plus icon.
- Associations:** Features a single input field for "Member of associations" with the placeholder "Type association ...".

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.

The screenshot shows a web form titled "Additional information about the farm". It contains several input fields and a checkbox. Red arrows point to the "Area unit", "Total farm size", "Area cultivated with Coffee", and "Number of plants (Coffee)" fields. Green arrows point to the "Organic farm" checkbox, the "Organic certified area" field, the "Started transition to organic" field, the "Add new" button in the "Certification" section, and the "Save" button at the bottom right. A green text box on the left explains the "Organic farm" checkbox. A green arrow points from the text "To create the farmer profile in the system, click 'Save'." to the "Save" button.

**Additional information about the farm**

Area unit  
Enter area unit

Total farm size  
Enter total farm size

Coffee

Area cultivated with Coffee  
Enter area cultivated with Coffee

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

☐ Organic farm

Organic certified area  
Enter organic certified area

Started transition to organic  
D. M. LLLL

**Certification**

Certification  
Add new

**Product types**

Select product types  
Coffee

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.

The screenshot displays the INATRACE 2.0 user interface, divided into two main sections: 'Address' and 'Plots'.

**Address Section:**

- Company internal farmer ID:** A text input field with the placeholder "Enter company internal farmer ID".
- Address Section:**
  - Country\*:** A dropdown menu with "Rwanda" selected.
  - Village\*:** A text input field with "Nyamabuye" entered.
  - Cell\*:** A text input field with "Cell A" entered.
  - Sector\*:** A text input field with "Shyogwe" entered.
  - Is location publicly visible on a map?:** A dropdown menu with "NO" selected.

**Plots Section:**

- Buttons:** "Upload geo-data", "Draw plot", and "Export geo-data".
- Map View:** A satellite map view showing a green plot area. A red location pin is visible on the plot.
- Map Controls:** "Satellite view" (selected) and "Default view".
- Map Footer:** "mapbox", "© Mapbox © OpenStreetMap Improve this map © Maxar".
- Plot Information Bar:** "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).

The screenshot shows the Whisp Earth Map interface. The main map area displays a satellite view of a forested region. On the left, there is a sidebar with a search bar and a list of layers: Agriculture, Forestry, Imagery, and Land Cover / Land Use. The 'Select an area of interest' dropdown is set to 'WHISP Global', and the 'Select a boundary' dropdown is set to 'Côte d'Ivoire example plot 1'. A yellow box highlights the '+' button next to the boundary dropdown. A yellow arrow points to this button. Another yellow arrow points to the 'Add boundary' dialog box, which is open in the center of the screen. The dialog box has a title 'Add boundary' and a description: 'You can choose to draw a new boundary on the map or upload a shape file (zipped), geoJson, KML, or KMZ'. It contains three options: 'Draw new boundary', 'Upload', and 'Input AgStack GeolDs (comma separated)'. A yellow arrow points to the 'Upload' option, labeled 'Option 1'. Another yellow arrow points to the 'Input AgStack GeolDs' text input field, labeled 'Option 2'. The 'CLOSE' button is at the bottom right of the dialog box. The top of the interface shows the Whisp logo and the Earth Map logo, along with a search bar and a 'Find...' button. The right side of the interface shows the 'Analytics' section with a 'Select multiple polygons' button and a 'CIV 1' section with a 'Select a script' dropdown and a 'PROCESS' button.

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 displays the Whisp Earth Map web application. The interface is divided into three main sections: a left sidebar for layer management, a central map area, and a right sidebar for analytics.

**Left Sidebar (Layer Management):**

- Select an area of interest:** WHISP Global
- Select a boundary:** Plot 2
- Filter layers:**
  - Agriculture
  - Forestry
  - Imagery
  - Land Cover / Land Use

**Central Map Area:** A satellite image showing a rural landscape with a yellow polygon boundary labeled 'Plot 2'.

**Right Sidebar (Analytics):**

- Analytics:** Select multiple polygons
- PLOT 2:** Insights, Select a script
- PROCESS:** Button to process the plot.
- Plot 2 Summary:**
  - Whisp - Supply chain
  - due diligence
  - Summary:** Plot area 0.19 ha - Rwanda / North/Amajyaruguru / Gakenke
  - 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%

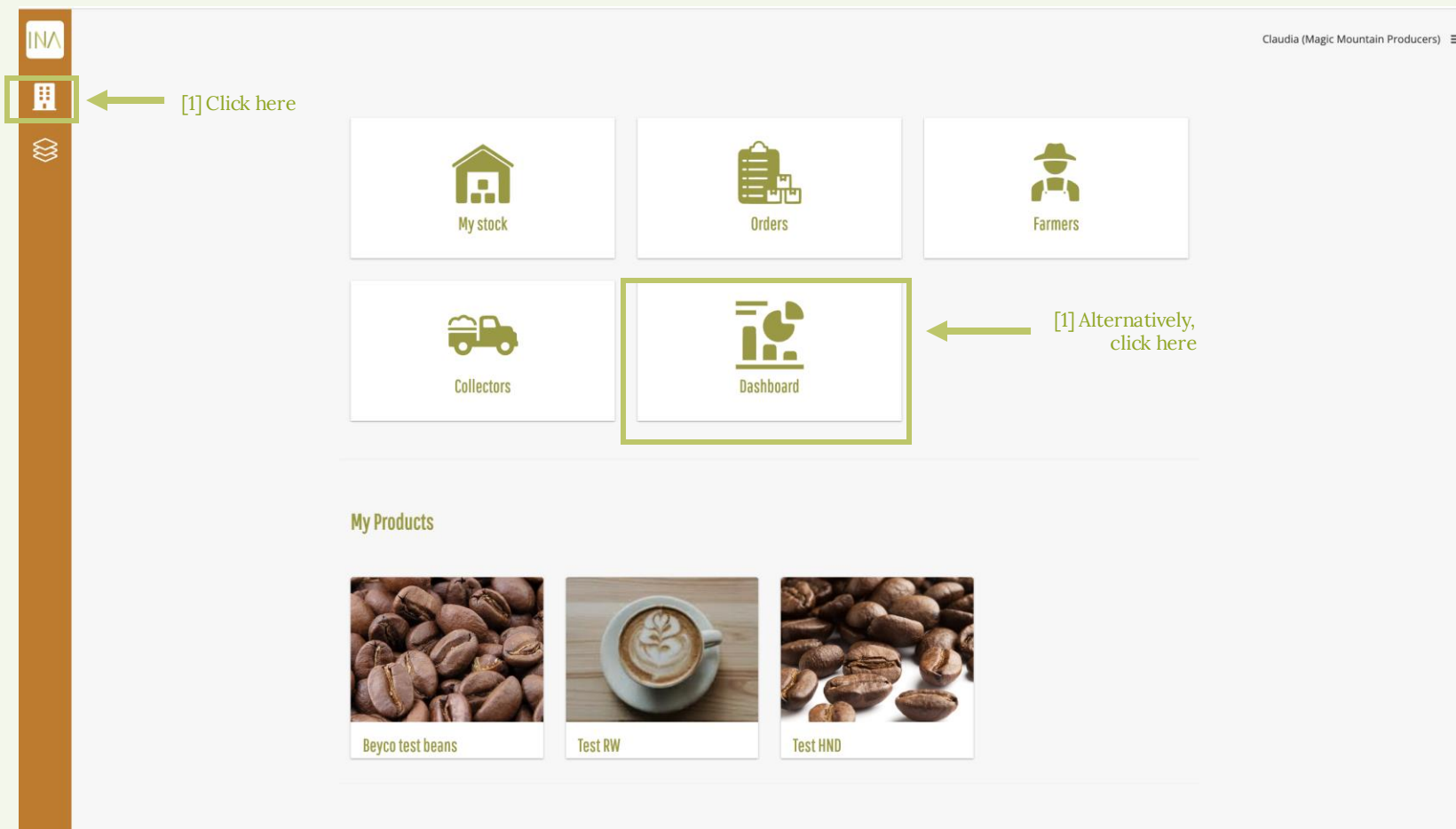
## Chapter 7.

# Dashboard

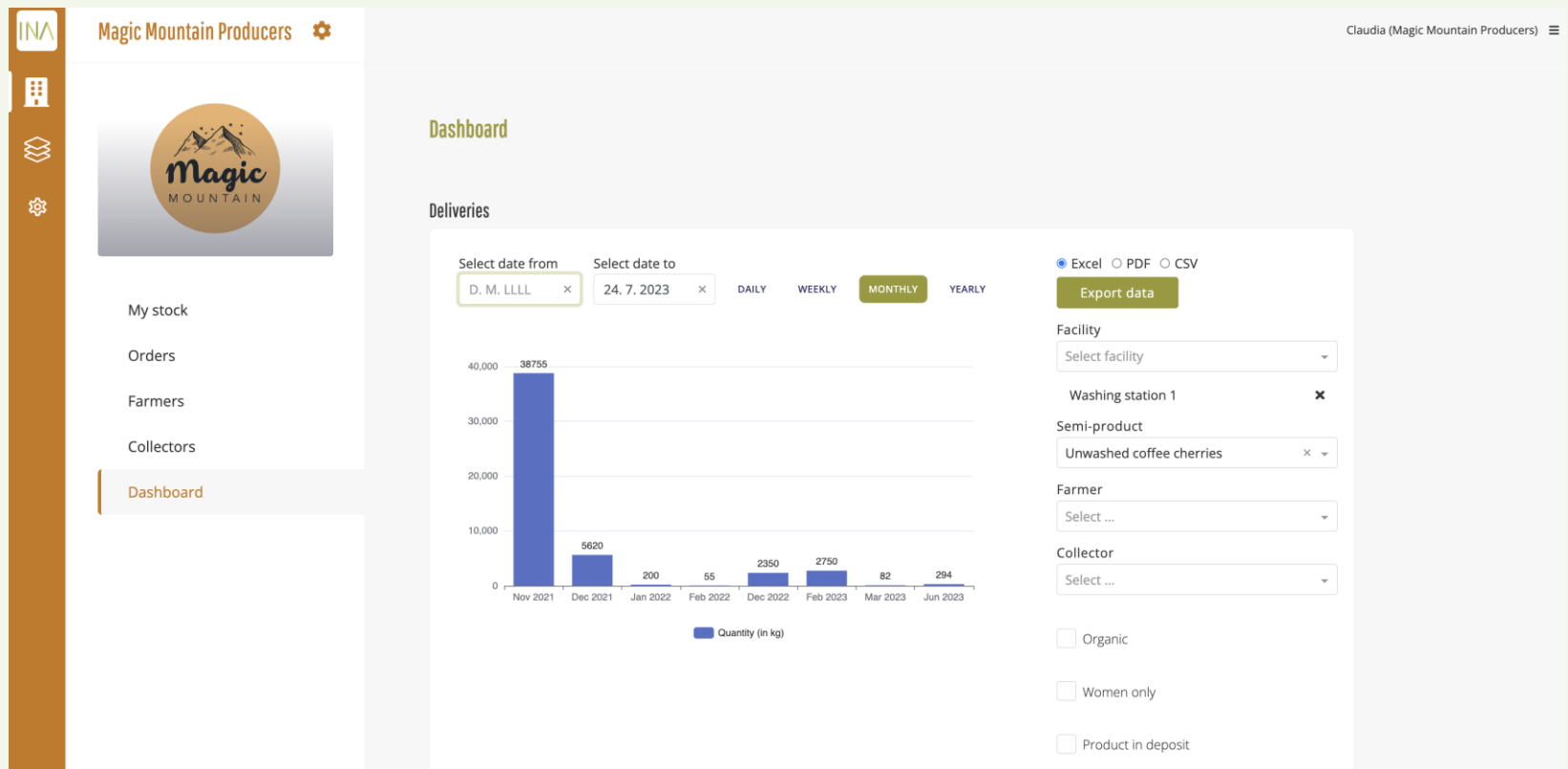
This module allows system users to view aggregated data previously entered into the system and export the data.

## 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.

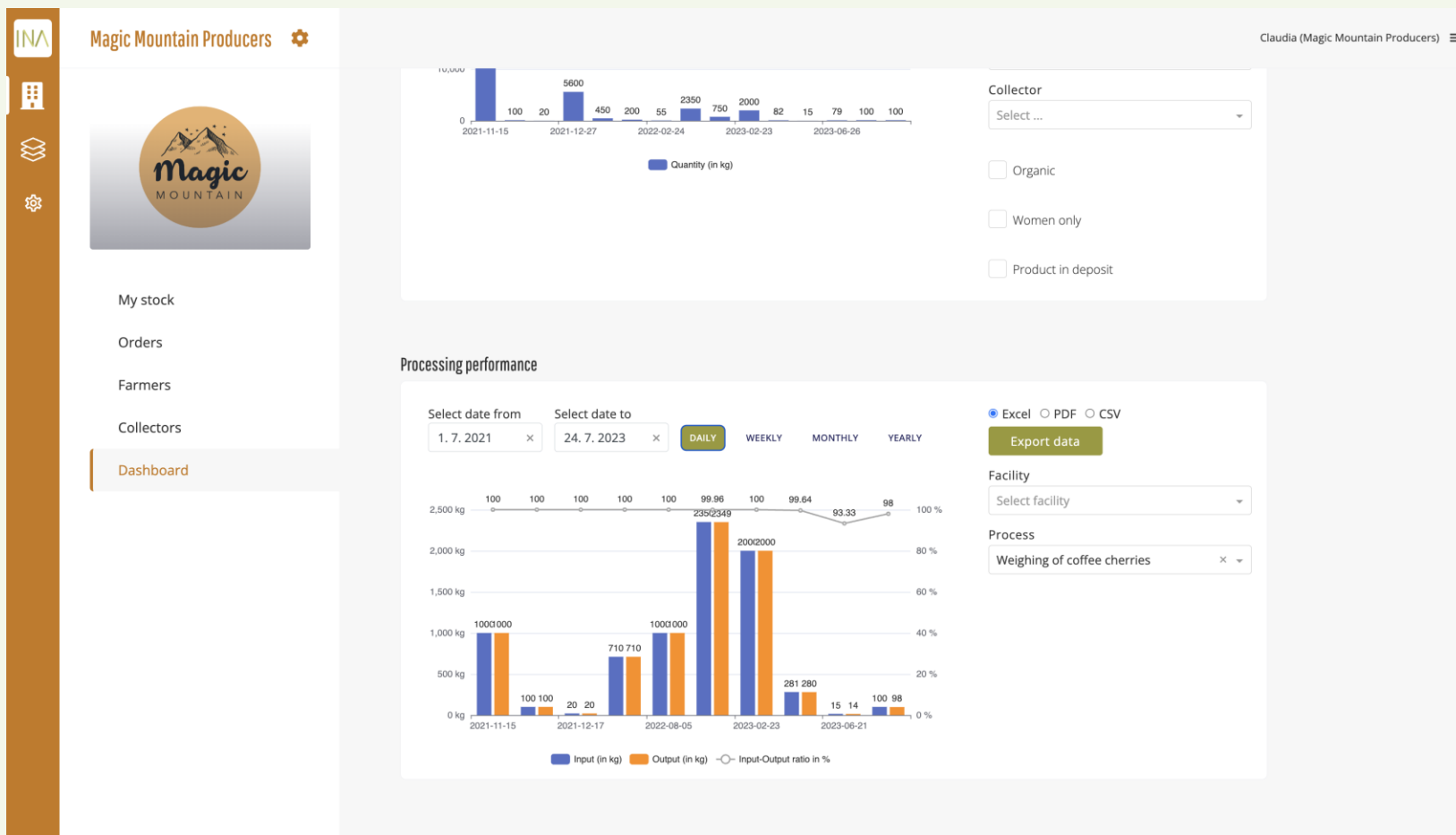


In the “Deliveries” dashboard, you can select a date range and switch to daily, weekly or yearly view. You will also be able to select one or several facilities, select a specific semi-product and even show data for a specific farmer or collector. By ticking the boxes below (e.g. organic) you can further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

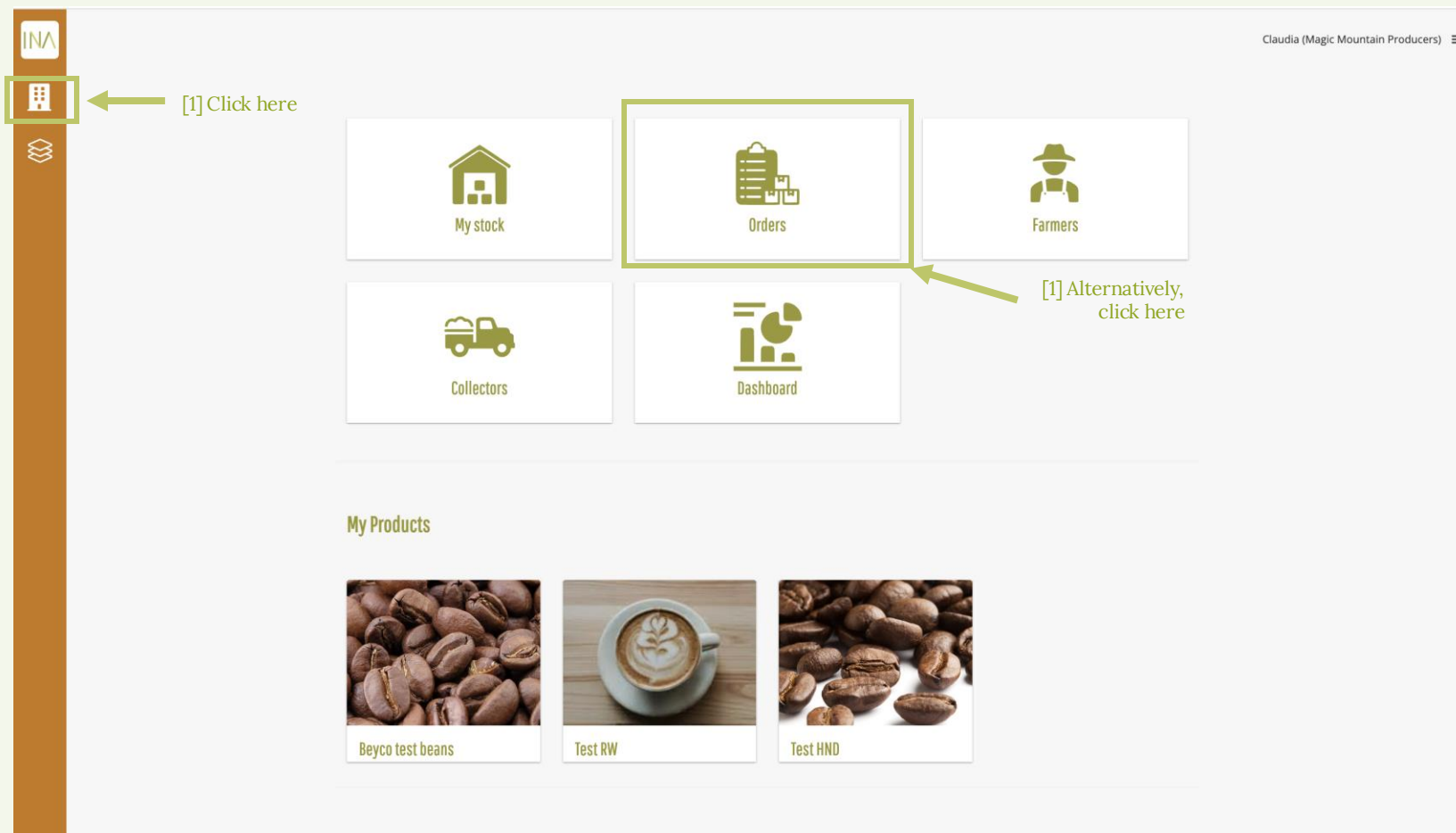


## Chapter 8. Orders

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.

**Magic Mountain Producers**

**Received orders** **Placed orders** Claudia (Magic Mountain Producers)

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

[1] Click here

[2] Click here

[3] Select “view” or “edit”

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

**Order details**

Processing\*

Order green coffee from the producer

Export Pros

Order date\*

24. 7. 2023

Semi-product type\*

Grainpro bag of green coffee

Facility\*

Green coffee storage

Order ID

Test0815

Prefix

ORDER

Internal lot name\*

Test0815

Ordered quantity in kg\*

100

Preferred delivery date\*

1. 8. 2023

Screen size

16+

Preparation

EU

**Supplier details**

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

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

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

Three green arrows point to specific features:

- An arrow points from the text "Add one or several items" to the "Add new transactions" list.
- An arrow points from the text "Add evidence documents as requested by the buyer" to the "Other evidence documents" section.
- An arrow points from the "Save" button.

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

**Magic Mountain Producers**

**Received orders** | Placed orders

**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 / 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.

**Magic Mountain Producers**

**Received orders** **Placed orders** Claudia (Magic Mountain Producers)

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

[1] Click here

[2] Click here

[3] Select “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.

The screenshot displays the 'Supplier details' section of the INATRACE 2.0 interface. On the left, a vertical orange sidebar contains three icons: a building, a stack of boxes, and a gear. The main content area is divided into several sections:

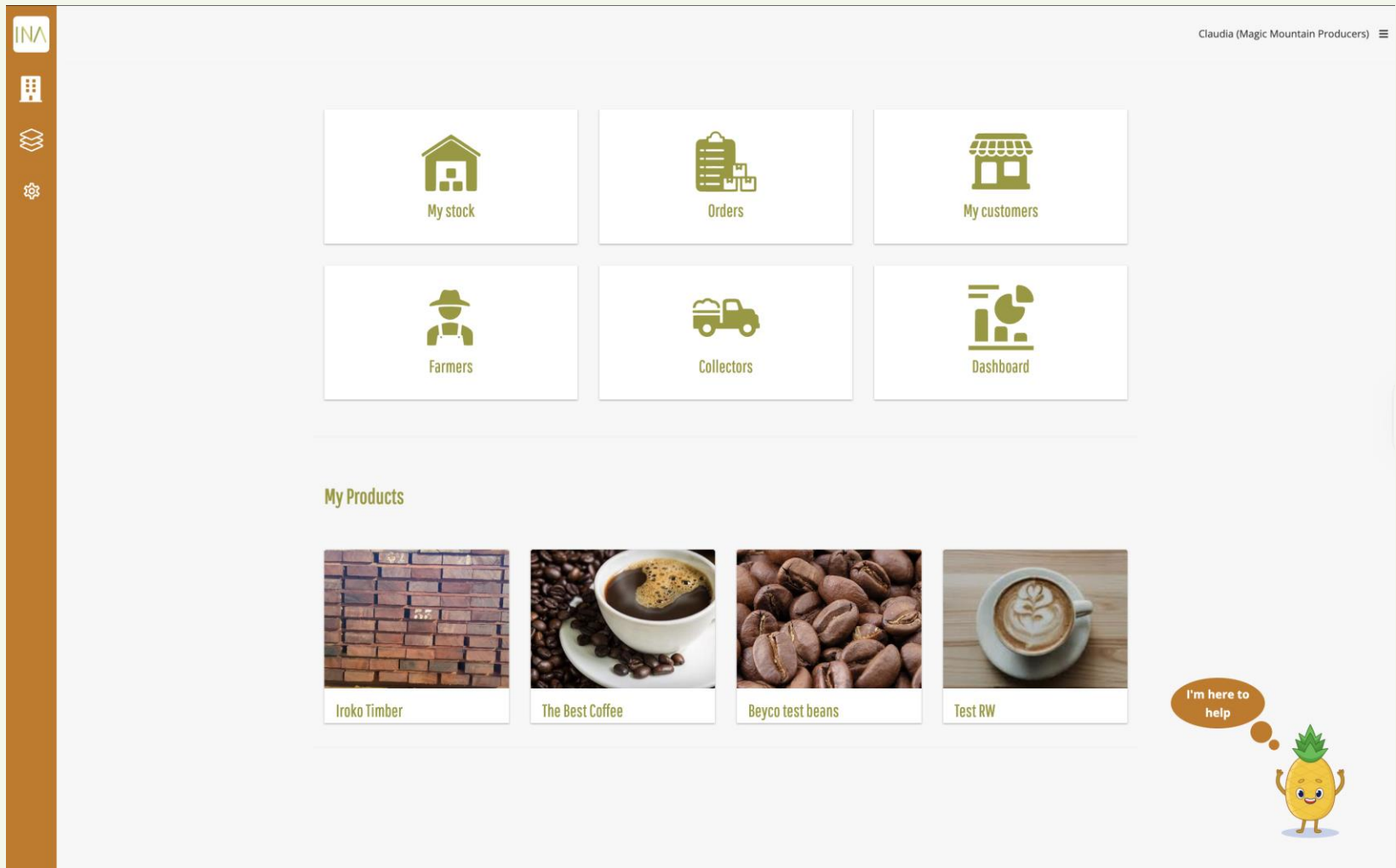
- Supplier details:** Includes the name 'Magic Mountain Producers' and a 'Facility\*' dropdown menu currently set to 'Green coffee storage (Magic Mountain Producers)'. Below this are 'From' and 'To' date pickers, both showing 'D. M. LLLL' with an 'x' icon to clear the date.
- Existing transactions:** A table listing current orders. It has two columns: transaction name and quantity. The first row is 'ORDER JUL1 (PENDING)' with '25 kg'. The second row is 'LOT 15112021/1 (PENDING)' with '22 kg'. Each row has an 'x' icon to its right, which is highlighted by a green arrow and the text 'Remove items'.
- Add new transactions:** A section for adding new items. It starts with a checkbox labeled 'Select all (Grainpro bag of green coffee)'. Below it are two rows, each with a checkbox, a transaction name, and a quantity: 'LOT 15112021/3' with '15 kg' and 'LOT 15112021/2' with '7 kg'. A green arrow points to the first checkbox with the text 'Add items'.
- Total quantities:** A summary section with two rows. The first row shows 'Quantity fulfilled by supplier in kg' with a value of '100.00' and 'Remaining quantity in kg' with a value of '0.00'. The second row shows 'Total ordered quantity in kg' with a value of '100.00'.
- Comments:** A text area at the bottom for adding remarks.

## Chapter 9.

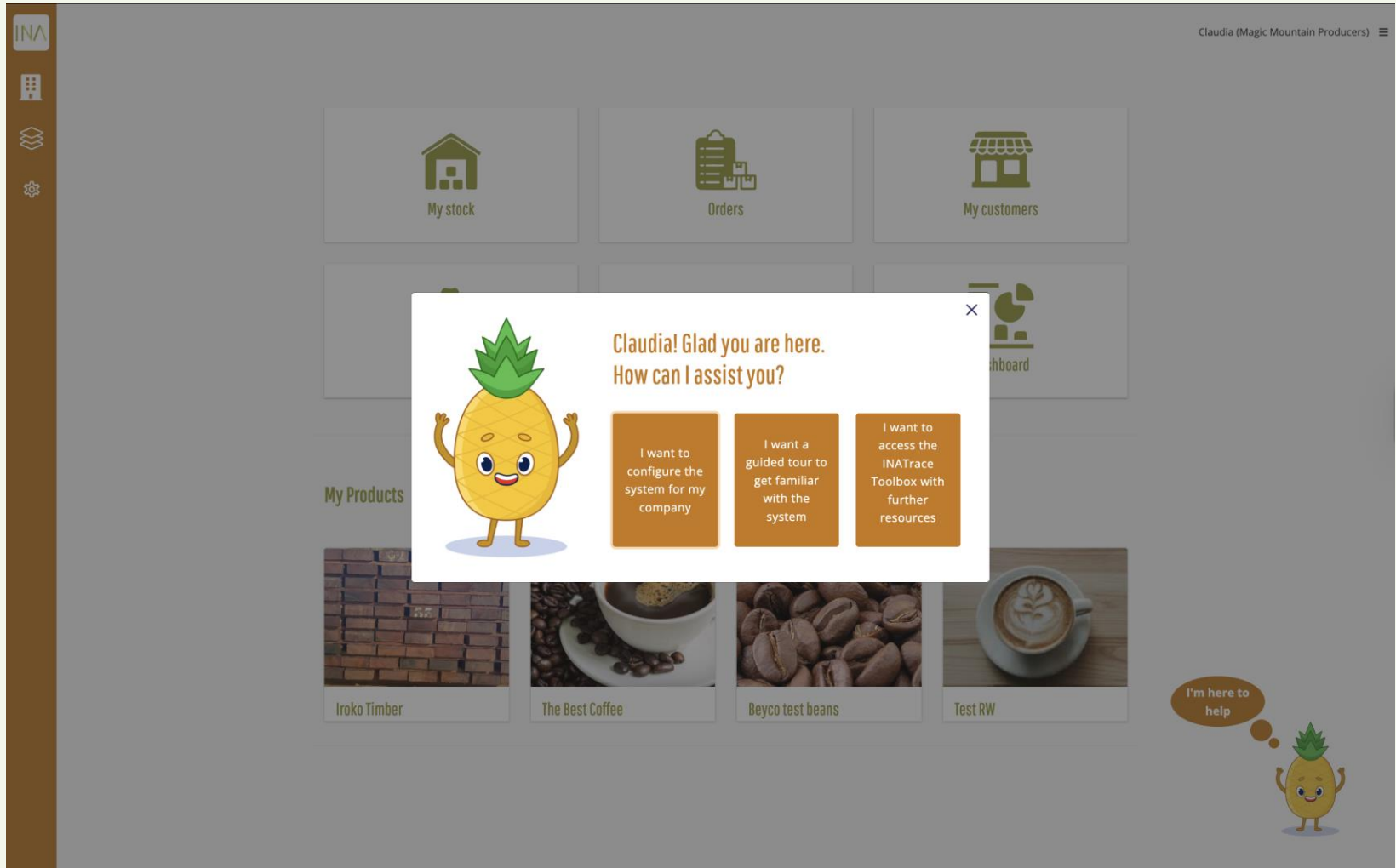
# Company configuration (ADMIN ONLY)

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.



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.

[2] Configuration access – option 1

[1]

My stock

- Orders
- Farmers
- Collectors
- Dashboard

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

Deliveries

Select facility

Select facility

+ Add delivery + Add bulk delivery

List of deliveries

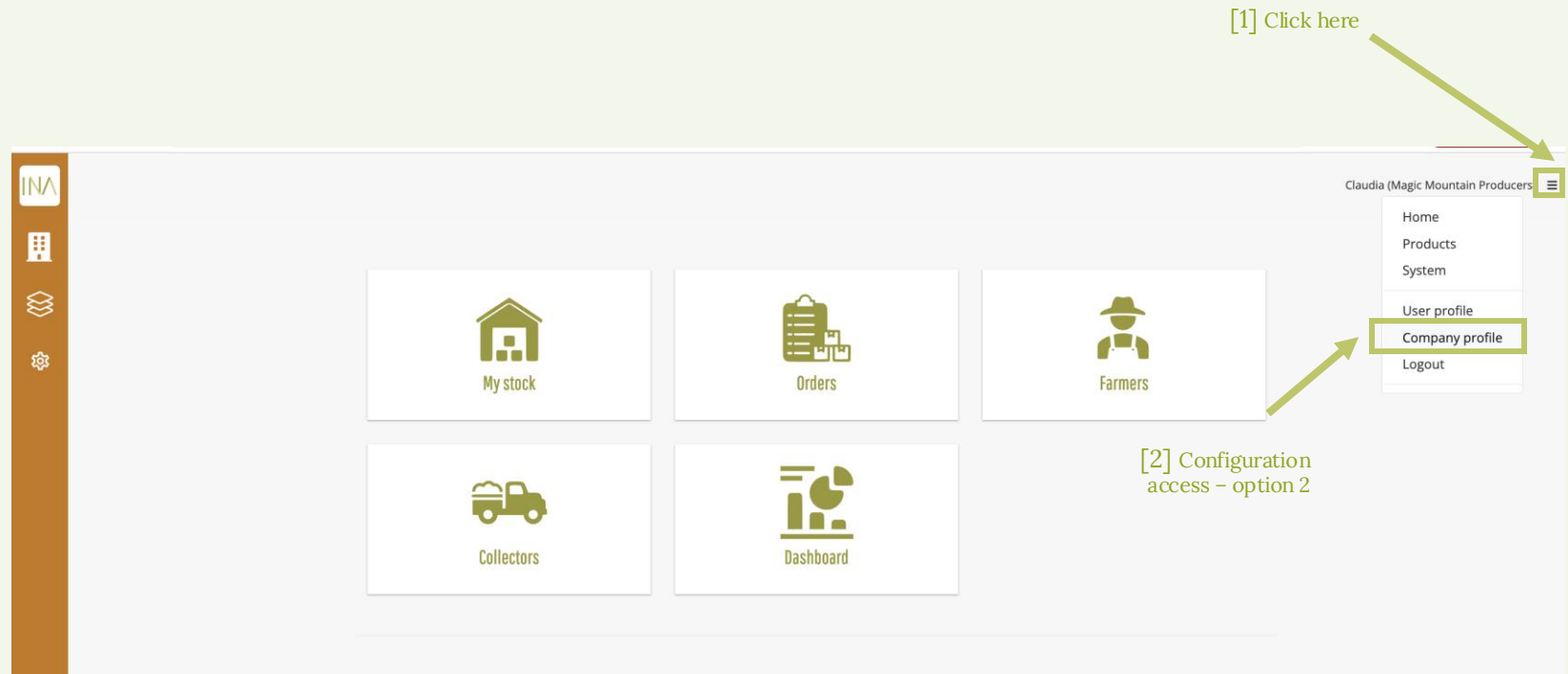
Showing 10/28

From To

D. M. LLLL x D. M. LLLL x Export data Add payments

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

## 9.1 Accessing your company profile - Option 2



## 9.2 Edit Company information

**System**

**Company** Users Facilities Processing actions

Claudia (Magic Mountain Producers) ☰

**Companies**

Users

Settings

Value chains

Currencies

### Edit company (*Magic Mountain Producers*)

**Basic information**

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

Company name  
Magic Mountain Producers

Company abbreviation  
Enter company abbreviation in 3-6 characters

Company logo\*  
Magic Mountain\_Logo-01.png

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

**Company headquarters**

Street address  
Main Street 123

City  
Mabanza

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

State / Province / Region  
Enter State / Province / Region

Country  
Rwanda

**Company description**

About company

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

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

INA

System

Companies

Users

Settings

Value chains

Currencies

Company

Users

Facilities

Processing actions

Base currency

Currency\*

RWF

Beyco Integration

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

Certification

Certification

Add new

Production records

Production records

Add new

Meet the Farmers

Meet the Farmers

Add new

Social media

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

Facebook webpage URL

Instagram webpage URL

Twitter webpage URL

YouTube webpage URL

Other webpage URL

Save

Validation check

Back

Validation check

Save

Currency to purchase your input products

Activate integration to Beyco coffee sales platform for your company

Upload organic certificate / Fairtrade etc.

Upload photos of production processes.

Upload photos of farmers and quotes.

To validate your inputs, click on save.

## 9.3 Add/Edit company facility

The screenshot displays the INATrace system interface. On the left is a sidebar with a 'System' menu containing 'Companies', 'Users', 'Settings', 'Value chains', and 'Currencies'. The 'Companies' menu item is highlighted. The main content area has a top navigation bar with 'Company', 'Users', 'Facilities', and 'Processing actions'. The 'Facilities' tab is selected. Below this, the page title is 'Company facilities (Magic Mountain Producers)' with a subtitle 'List of facilities' and 'Showing 5/5'. A '+ Add facility' button is located in the top right of the main content area. Below the button is a table with the following data:

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

Below the table is a map of Rwanda with several red location pins. A green arrow points from the text 'Add a new facility to your company' to the '+ Add facility' button. Another green arrow points from the text 'Edit facility configuration for an existing facility' to the 'Edit' link in the 'Actions' column of the table.

## New facility

### Basic information

Facility type\*

Select facility type

Select facility type.

### Translations

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

EN DE RW ES

Type in name of the facility.

Name of facility

Enter name

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

### 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.

**Additional attributes**

Is this a collection facility?\*

Select option ...

Contains sellable semi-products or final products?\*

Select option ...

☐ Display 'May involve collectors'

☐ Display 'Organic'

☐ Display 'Women only'

☐ Display 'Tare'

☐ Display 'Damaged price deduction'

☐ Display 'Damaged weight deduction'

☐ Display 'Price determined later'

**Value chains**

Type value chain name

Coffee Rwanda

**Contained semi-products**

Select semi-product

**Contained final products**

Select final product

Cancel Save

Choose "yes" for final storage.

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

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

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

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

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

Check if everything is correct before saving.

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

## 9.4 Add/Edit processing actions

The screenshot displays the INATrace system interface. On the left, a sidebar contains the 'System' menu with sub-items: Companies, Users, Settings, Value chains, and Currencies. The 'Companies' item is highlighted. The main content area is titled 'Processing actions (Magic Mountain Producers)' and shows a list of processing actions. A green box highlights the 'Processing actions' tab in the top navigation bar. A green button labeled '+ Add processing action' is located on the right. A table lists the processing actions with columns for Name of process, Type, Input semi-product/final product, Output semi-products/final product, and Actions. The 'Actions' column contains 'Edit' and 'Delete' links for each row. Annotations with arrows point to the '+ Add processing action' button and the 'Edit' links in the table.

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

Add a new processing action

Edit a processing action

### Edit processing action

#### Basic information

Value chains

Select value chain

Type value chain name

Coffee Rwanda

Type\*

Processing

Select input semi-product\*

Unwashed coffee cherries

#### Translations

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

EN

DE

RW

ES

Name of process

Weighing of coffee cherries

Description

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

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

Enter name of process in selected language

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

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

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

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

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

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

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

**Output semi-products**

Select output semi-product.  
Select semi-product

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

Estimated output quantity per kg  
Enter estimated output quantity

Internal lot name prefix\*  
LOT

Sort order of this processing action  
1

**Facilities where this process starts**

Add facilities where this processing action starts  
Select facility

**Processing Evidence Fields**

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

Select evidence field

Grade ☐ mandatory / required on quote

**Processing Evidence Documents**

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

Select document type

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

Cancel Save

**Public timeline label**

Enter short processing action description.  
Public timeline label  
Washing Station

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

Public timeline label (for product journey of QR Code information) needs to be in the language of the end customer of the final product.  
**DO NOT CHANGE**

Select documents that the user must upload for that process.

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

Mandatory upload document

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



**SASI – Sustainable Agricultural Supply Chains Initiative by**

On behalf of



Federal Ministry  
for Economic Cooperation  
and Development