

# INATrace MAPPING GUIDE



# INATrace

The Traceability Tool for Sustainable Supply Chains

MAPPING GUIDE 2025





# INTRODUCTION

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OBJECTIVES of the value chain mapping:

- Understanding the product journey from farmers to end-consumers including processing details, document flows and financial flows
- Understanding the day-to-day activities of all companies involved in the chain. Understanding personal roles and responsibilities of employees involved
- Understanding the type of documentation, devices and software the companies are using at the moment

PURPOSE of the value chain mapping:

- On basis of the mapping results, being able to create a digital copy of the value chain in INATrace which resembles the real-life processes as much as possible with the aim to create an excellent user experience which motivates companies to use the system
- Being able to inform the software developers of any system changes necessary which go beyond system configurations and company configurations
- Being able to make informed recommendations on useful system integrations with other software already in use

## **CHECKLIST of steps towards a successful mapping**

Before the site visit:

- Arrange a site visit to ALL actors/companies involved in the value chain. If a site visit is not possible, arrange phone interviews and consider a site visit at a later point.

During the site visit:

- Complete **TEMPLATE A (BASIC COMPANY INFORMATION)**
- Let the responsible person for each process explain their **day-to-day activities** into detail. **Take notes or record.** (This is the basis for the creation of user personas)
- Observe each of the processes** if possible and take detailed notes.
- Interview the responsible person for each **FACILITY** of the company and fill **TEMPLATE B (FACILITIES)**
- Interview the responsible person for each process and fill **TEMPLATE C (PROCESSES)**
- Ask for sample documents / templates /software screenshots of documentation currently used for ALL processes**
- In case the company is the brand owner: Get all necessary information on Final products (e.g. packaging sizes, details of end-processing and QR code requirements)

## **CHECKLIST of steps towards a successful mapping**

After the visit:

- Complete **user personas** for each process.
- Illustrate the value chain** including all actors, facilities and flow of (semi- / final) products.
- Ask the companies for approval of the illustration** NOTE: This is an important step. Oftentimes the information given during the interviews is not 100% complete.
- Proceed with **company configurations in INATrace based on interviews / mapping results, user personas and assessed documents**. NOTE: in case of a new product and / or country: **system configurations and value chain configurations need to be completed beforehand**



# MAPPING TEMPLATES

## A) Basic company information

Name of the company: \_\_\_\_\_

Location / Address of the company:  
\_\_\_\_\_

Name and position of Contact person:  
\_\_\_\_\_

Contact email: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_

Which **agricultural product(s)** does your company work on?

\_\_\_\_\_

What kind of **certifications** do you hold for these products?

\_\_\_\_\_

\_\_\_\_\_

Which role(s) does your company have within the value chain?

- Producer organization
- Pre-processor
- End-processor
- Exporter
- Importer
- Buyer
- Trader
- Other: \_\_\_\_\_

In which region(s) are your **suppliers** located?

\_\_\_\_\_

\_\_\_\_\_

In which regions / countries are your **buyers** located?

\_\_\_\_\_

\_\_\_\_\_

## B) Facilities (Fill one sheet per facility)

Unique name of FACILITY: \_\_\_\_\_

Location / Address of facility: \_\_\_\_\_

Does this facility receive deliveries from providers? YES / NO

Is this facility a processing facility? YES / NO

Is this facility a storage facility? YES / NO

Is this facility a quality control facility? YES / NO

Does this facility receive materials from your other facilities?

YES / NO

If so, from which one(s): \_\_\_\_\_

Are any products out of this facility shipped to buyers? YES / NO

In case this is a DELIVERY FACILITY:

a) How is weighing done at reception?

- Weighing of piles of material without packaging
- Weighing of material in a container / box / sac or similar. Please specify: \_\_\_\_\_

b) If packaged: How do you calculate the net weight of the product?

- Manual calculation
- Software calculates it
- Scale shows net weight

In case this is a DELIVERY FACILITY:

From whom do you receive your deliveries?

- Only from producers directly
- Only from intermediaries
- Both

What kind of proof documents do suppliers receive for deliveries?

- Manual receipts
- System-generated receipts. If so, which system are you using?

How do you pay suppliers for their deliveries?

- Cash
- Bank transfer
- Mobile money
- Cheque
- Offsetting
- Other: \_\_\_\_\_

When is the price for the deliveries determined?

- At delivery
- At delivery or later
- Later

Do you apply any deductions for damaged products or reduced quality?

- Yes, a reduced price per unit is paid in this case
- Yes, the weight of the damaged product is deducted and not paid for
- Other: \_\_\_\_\_
- No

## C) Processes (Fill one sheet per process)

1. Name of the PROCESS: _____ 2. TYPE of PROCESS (Please mark): (A) Processing of semi-products (may or may not include transfer to other facility), (B) Processing into final products (packaged for end-consumer) (C) Only transport/transfer to other facility or buyer (D) Other: _____		3. Name <u>all</u> FACILITIES with their unique names where this process can take place / start: _____				
4. INPUT (SEMI-) PRODUCT(S)/ MATERIAL(S):	5. INPUT RECEIVED FROM WHOM / HOW:	6. PERSON IN CHARGE OF PROCESS:	7. TYPE OF PACKAGING OF INPUT:	8. MAX. QUANTITY PER UNIT OF INPUT:	9. FORMAT OF LABELLING AT PROCESS START: (WITH EXAMPLE)	10. WEIGHING AT PROCESS START? (YES / NO)
11. OUTPUT (SEMI-) PRODUCT(S)/ MATERIAL(S):	12. OUTPUT SENT TO WHOM / HOW:	13. REPACKAGING DURING THIS PROCESS: (YES / NO)	14. TYPE OF PACKAGING OF OUTPUT:	15. MAX. QUANTITY PER UNIT OF OUTPUT:	16. FORMAT OF LABELLING AT PROCESS END: (WITH EXAMPLE)	17. WEIGHING AT END OF PROCESS? (YES / NO) + Expected output ratio
18. TYPE OF DOCUMENTATION (e.g. name of software / name of <u>all</u> (paper) forms used for this process)	19. INFORMATION DOCUMENTED (e.g. output weight, quality, lot no.):	20. LANGUAGE OF DOCUMENTATION:	21. PERSON IN CHARGE OF PROCESS/ DOCUMENTATION:	22. ARCHIVING OF DOCUMENTATION (PC/CLOUD/PHYSICAL FOLDER ETC):	23. INFORMATION EXCHANGED WITH (Names of internal / external entities):	24. ADDITIONAL COMMENTS FOR THIS PROCESS:



Sustainable  
Agricultural  
Supply Chains  
Initiative

## SASI – Sustainable Agricultural Supply Chains Initiative by

On behalf of



Federal Ministry  
for Economic Cooperation  
and Development