

# INATrace MAPPING GUIDE



# INATrace

The Traceability Tool for Sustainable  
Supply Chains

MAPPING GUIDE 2025





# INTRODUCTION

# Introduction

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. <u>INPUT</u> (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. <u>OUTPUT</u> (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:



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

On behalf of



Federal Ministry  
for Economic Cooperation  
and Development