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A SECOND SUNRISE



Sustainable Agricultural  
Supply Chains Initiative

Trace

# USER GUIDE

## FOR BUYER COMPANIES



# INATrace

The Traceability Tool  
for Sustainable Supply Chains

User guide 2023

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# Executive Summary

The INATrace user guide for buyer companies offers a comprehensive explanation of the different modules in the INATrace system. This guide was created to provide a step-by-step walkthrough of each module, ensuring that buyer stakeholders in the agricultural value chain can effectively utilize the INATrace system. The book guide provides a comprehensive overview of settings related to product management, orders, processing, payment, stock, dashboard, and company configuration.

The documentation begins with an overview of INATrace, explaining its purpose of ensuring traceability in agricultural supply chains. It covers topics such as accessing the system, language settings, and a comprehensive overview of the user interface.

The guide then dives into the product settings section, which covers setting up general product settings, configuring QR label settings, and adding stakeholders and final products. The orders module is explained, including placing orders to suppliers and approving supplier order fulfillment.

The processing module is discussed next, covering transfers to other facilities, processing semi-products, creating QR codes, and processing into final products. And the payment module explains how to record an order payment in the system.

The all-stock module allows users to view stock and batch history. The dashboards section of the guide provides insights into the processing dashboard, offering a comprehensive overview of the processing activities. Finally, the document provides guidance on accessing and editing company profile to the admin users.

In summary, this guidebook offers a detailed explanation of the INATrace system and its different modules that are utilized by users from buyer companies.

## 0.1. Buyer company

The documentation provided can be utilized by users of the INATrace system who are part of buyer company. In the context of the INATrace project, a buyer refers to an entity that purchases semi or final agriculture products from exporters or directly from coffee-producer organizations. When the company purchases semi-products, it also gets involved in the transformation of the product into final products. Buyers are an essential part of the chain, serving as intermediaries between sellers (producers or exporters) and eventual end-consumers.

It is important to note that the roles of buyer can vary depending on the specific agricultural sector and the value chain involved. In fact, the buyer company may also engage in exporting activities often have multifaceted roles within the value chain.

From the perspective of the INATrace system, the common factor among all buyer companies is that they buy semi or final products from the exporters or producer organizations and links the final product to the end-consumers.

## 0.2. 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:

- a. System users will understand the general background of INATrace system and how it enables traceability and transparency in agricultural value chains.
- b. Users will have a thorough understanding of INATrace and how it accommodates all value chain data.
- c. Users will have guidelines on how to use INATrace.

## 0.3. INATrace Background

INATrace is a **digital open-source solution** that puts people first. With the aim of improving the economic situation of smallholder farmers, INATrace focuses on the traceability of global supply chains. Better payment for producers at the beginning of the supply chain can only be secured if it becomes clear how little they receive for the raw material produced compared to other actors.

Data on the supply chain, such as what prices are paid, which processing steps take place and which actors are involved, is stored digitally and, if desired, can also be viewed by consumers via a QR code. In addition, new functions for recording farmers' field polygons and satellite-based forest monitoring are being developed. Thus, the data collected in INATrace can be used to fulfil the due diligence requirements for the new [EU Deforestation Regulation](#) (EUDR).

Companies in the processing, wholesale and retail sectors are being made responsible for their own supply chains with the introduction of the [German Supply Chain Act](#) (LkSG) and the EU Regulation on Deforestation-Free Products (EUDR). Compliance with human rights and the protection of forests is indispensable, especially at the beginning of global supply chains. In the market for traceability solutions, which currently is very fragmented, INATrace consistently builds on the requirements of those at the beginning of supply chains.

With INATrace, cooperatives have the opportunity to say goodbye to paper or Excel-based systems and make their processes fully transparent and digital. They also retain ownership over their data, strengthening their negotiating position vis-à-vis buyers of their products.

### INATrace at a glance



- It is a digital **traceability** tool.
- It makes **agricultural commodities traceable**.
- It enables **transparency** among value chain actors and to the end-consumers.
- It allows **end consumers to learn and give feedbacks** about the product.
- It helps **producers** to digitalize their operations and have **data** that they can analyze and present.

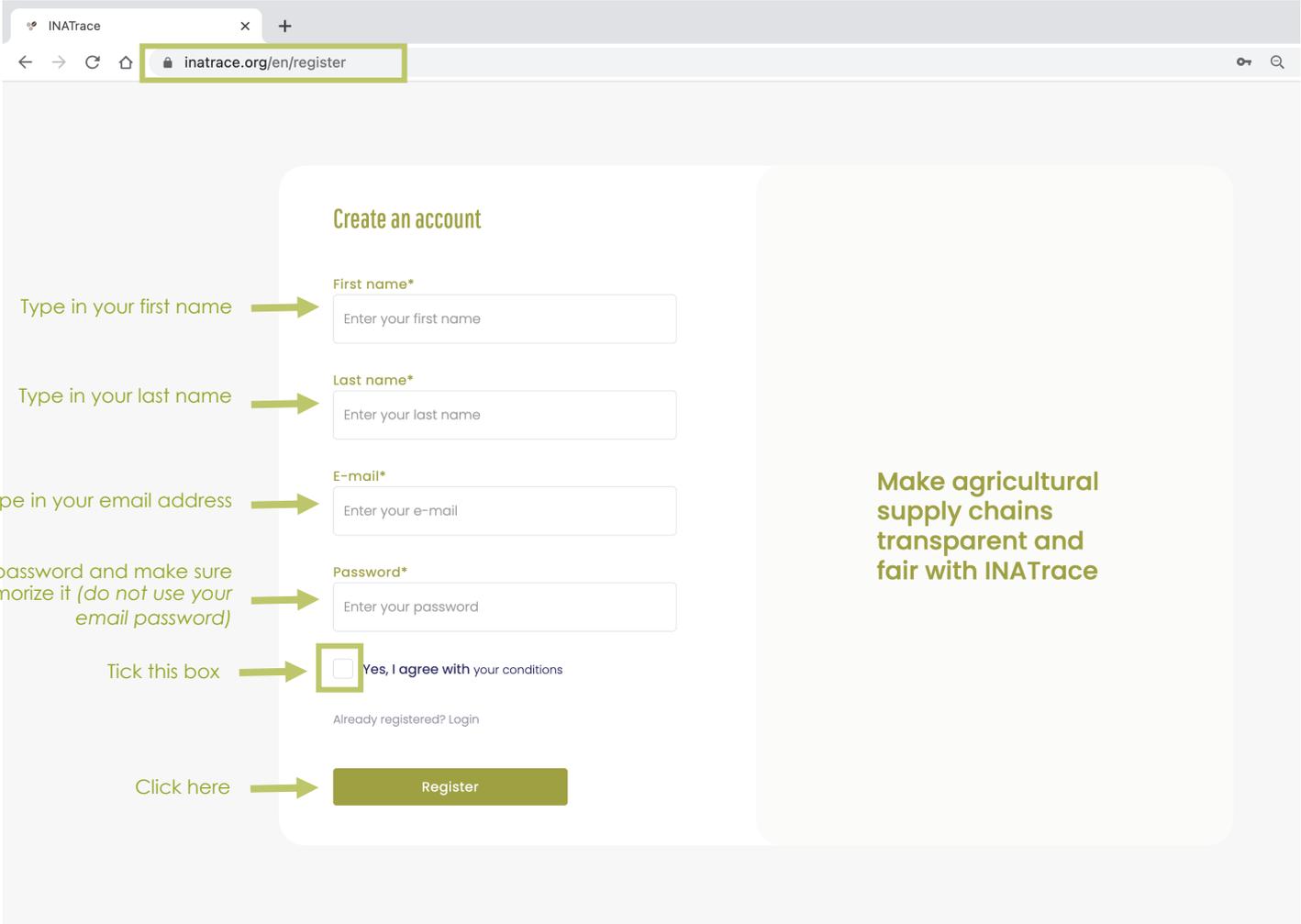
## Chapter 1.

# Getting Started with INATrace

INATrace is accessible using any modern browser (e.g. Chrome or Microsoft Edge) through the URL: <https://inatrace.org/>

## 1.1 Register in the system

In order to register a user account on INATrace, access <https://inatrace.org/en/register> and proceed by filling in the registration form below. After filling in all the required inputs, click on register and ask your INATrace contact person to approve your account.



The screenshot shows a web browser window with the URL [inatrace.org/en/register](https://inatrace.org/en/register) highlighted in the address bar. The main content area features a registration form titled "Create an account" and a promotional message on the right.

**Create an account**

Annotations with arrows point to the following fields and elements:

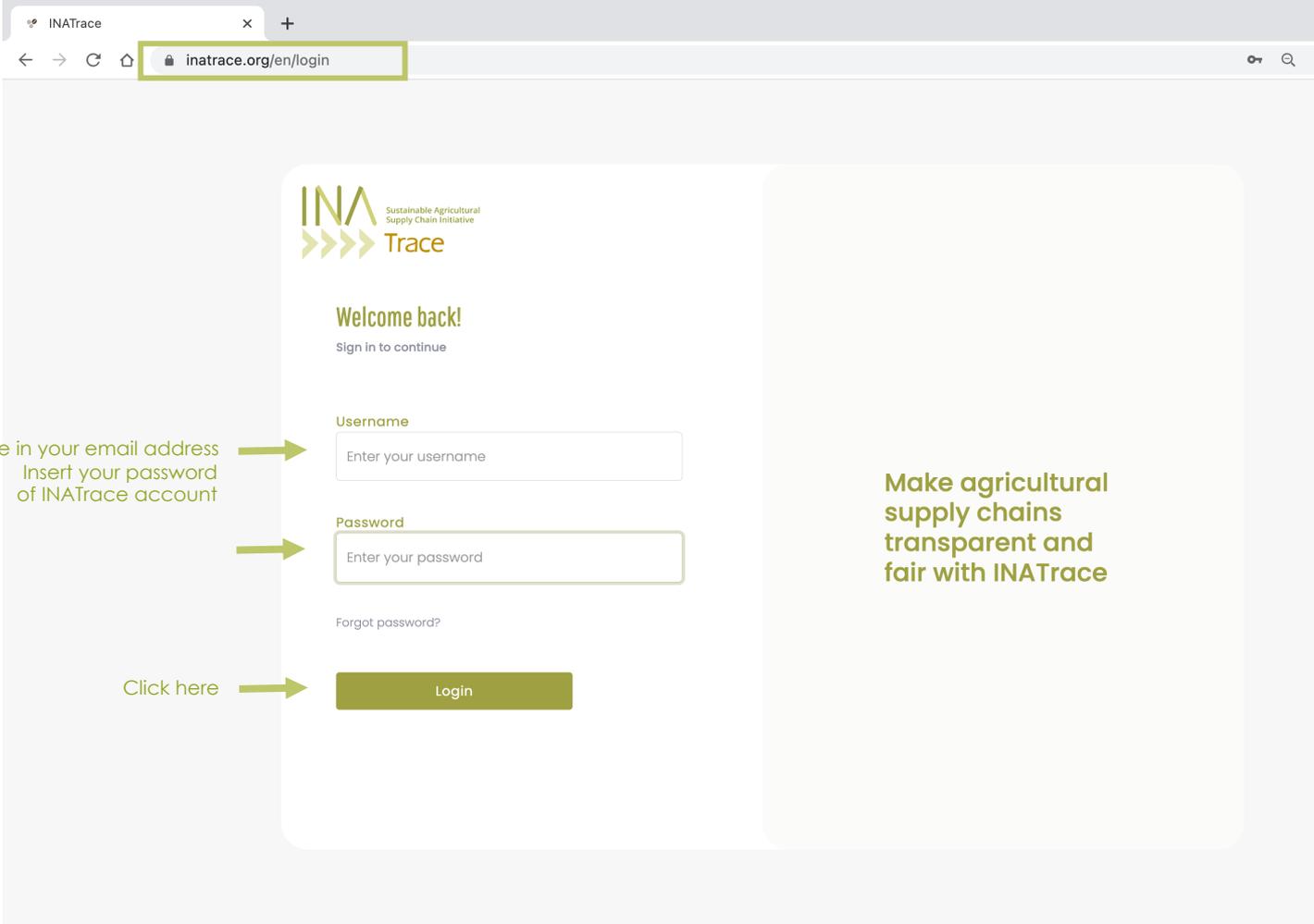
- Type in your first name → First name\* (text input)
- Type in your last name → Last name\* (text input)
- Type in your email address → E-mail\* (text input)
- Insert a password and make sure you memorize it (do not use your email password) → Password\* (text input)
- Tick this box →  Yes, I agree with your conditions
- Click here → Register button

Below the checkbox, there is a link: "Already registered? Login".

**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 URL [inatrace.org/en/login](https://inatrace.org/en/login) highlighted in the address bar. The page features the INATrace logo (INA Sustainable Agricultural Supply Chain Initiative Trace) and a "Welcome back!" message. Below the message are two input fields: "Username" (with placeholder text "Enter your username") and "Password" (with placeholder text "Enter your password"). A "Forgot password?" link is located below the password field. A green "Login" button is positioned at the bottom of the form. To the right of the form is a large green box with the text "Make agricultural supply chains transparent and fair with INATrace".

Type in your email address  
Insert your password  
of INATrace account

Click here

Username  
Enter your username

Password  
Enter your password

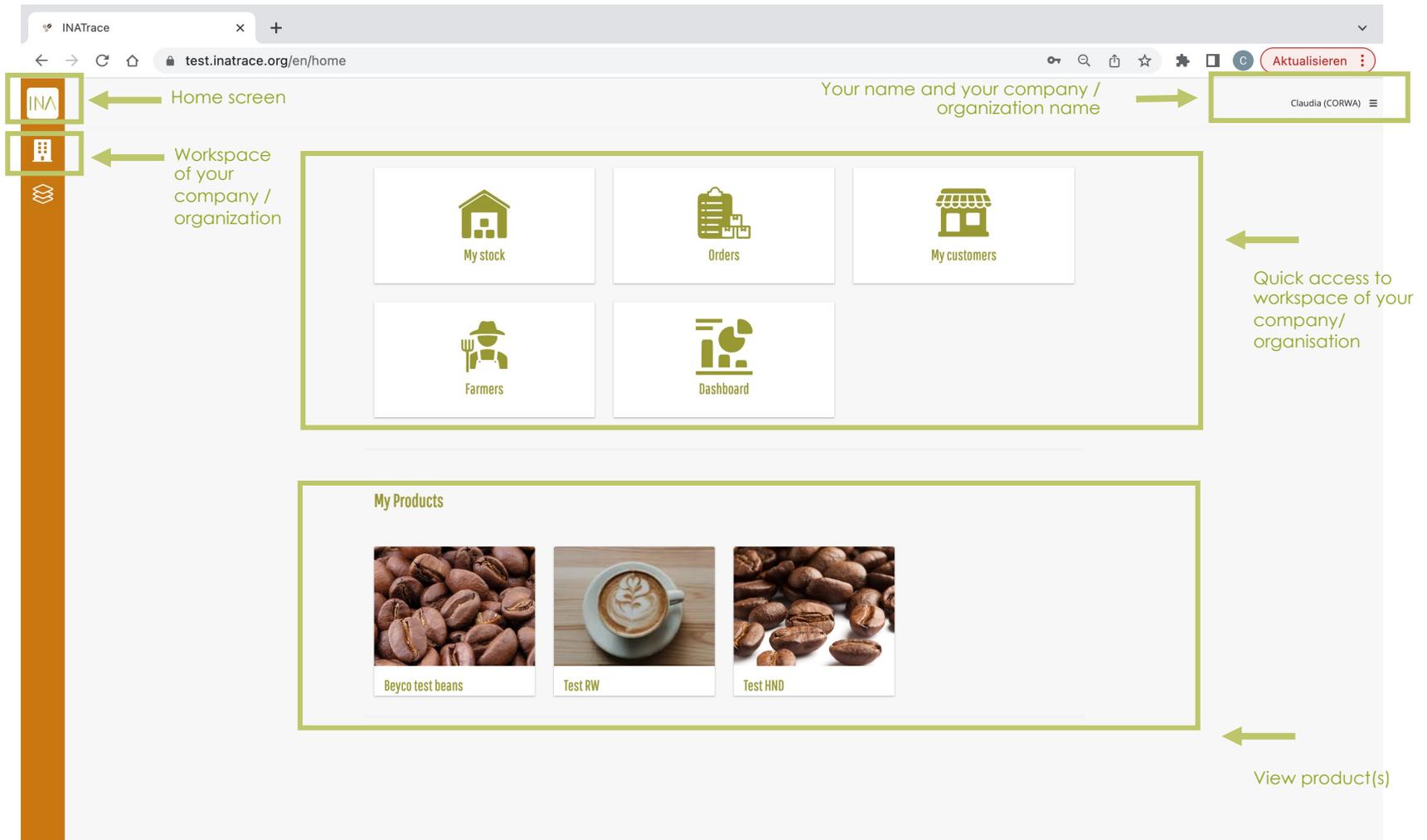
Forgot password?

Login

Make agricultural supply chains transparent and fair with INATrace

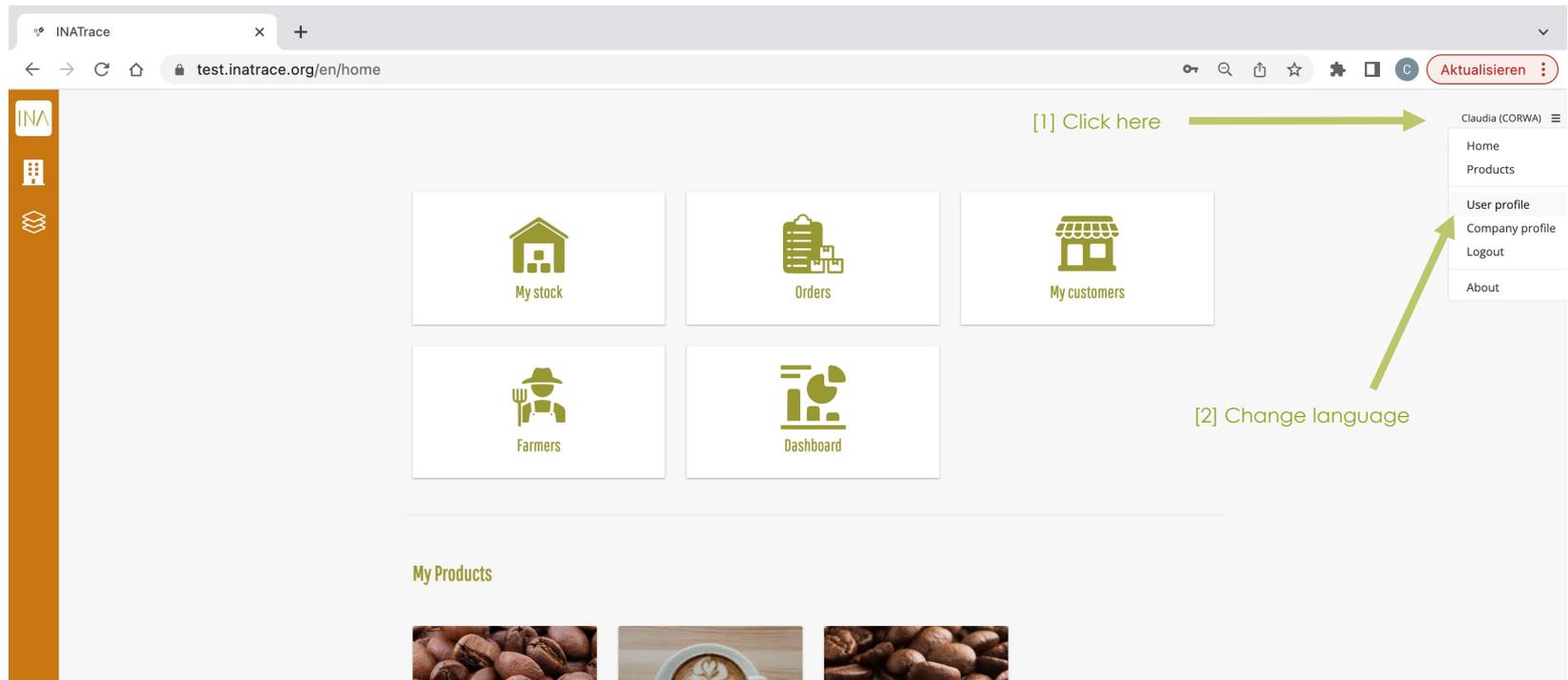
# 1.3 Overview of the user interface

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.

The screenshot shows the INATrace user profile page. The browser address bar displays `test.inatrace.org/en/user-profile?returnUrl=%2Fhome`. The page title is "Edit My profile" and the user is identified as "Claudia (Magic Mountain Producers)".

The "Basic information" section contains the following fields:

- First name\*: Claudia
- Last name\*: Test
- Username: [Redacted]
- Reset password button

The "My companies" section lists:

- Montaña Mágica Productores
- Magic Mountain Producers

The "User language" section is highlighted with a green box. It shows:

- Selected: EN (English)
- Available: DE (German), RW (Rwanda), ES (Spanish)

An annotation "[3] Select your language." with an arrow points to the available language options. At the bottom right, a "Go back" button and a "Save" button are shown. An annotation "[4] Click on save." with an arrow points to the "Save" button.

## Chapter 2.

# Product settings

In this part of the system, you are able to view general product settings, stakeholders of your supply chain and final products (=end-customer products).

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

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/home`. The user is logged in as Claudia (CORWA). The main navigation menu on the left includes icons for Home, Orders, My customers, Farmers, and Dashboard. A green box highlights the 'My Products' icon in the left sidebar, with an arrow pointing to it and the text "[1] Click here". Below this, a green box highlights the 'My Products' section of the main content area, which contains three product cards: 'Beyco test beans', 'Test RW', and 'Test HND'. An arrow points to this section with the text "[1] Alternatively, click here".

[1] Click here

[1] Alternatively, click here

## 2.1 General product settings

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

The screenshot shows a web browser window with the URL `test.inatrace.org/en/product-labels/9/product`. The page title is "Product" and the user is identified as "Claudia (Magic Mountain Producers)". The left sidebar contains navigation options: "Product settings" (highlighted with a green box), "QR labels", "Knowledge blog", "Stakeholders", "Final products", and "Archive product". The main content area is titled "Product settings" and is divided into two sections: "Value chain" and "Product data".

**Value chain**

Coffee Rwanda

**Product data**

Product name  
Test RW

Product photo\*  
coffee cup.jpeg

Please upload a high-quality photo of your product - make sure the photo is of marketing quality. (72dpi and 1200x2000px recommended)

Product description  
This is a test coffee with settings of coffee value chain Rwanda.

Briefly describe the product AND reasons why your product is worth buying. (example: special properties, health benefits, great value, organic production...)

Origin  
Rwanda

## 2.2 QR Label settings

In the QR Labels section, the product admin can add a QR Label by clicking “Add INATrace Label”. You will be asked to add a title and select your end-customers language for the B2C page. You need to “Publish” the label in order to activate it. NOTE: The QR Label will be pre-filled with the master settings from the general “product settings” submenu. You can adjust the information for each QR Label here separately (e.g. individual designs or languages for different target groups). IMPORTANT: The QR Code shown here is NOT the QR code to be printed on your product packages, since it does not contain batch-specific information but is only the template with static product information.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9`. The sidebar on the left contains navigation options: Product, QR labels (highlighted with a green box), Product settings, Knowledge blog, Stakeholders, Final products, and Archive product. The main content area is titled "QR labels" and shows three QR label templates. The third template, labeled "ADD INATRACE LABEL", is highlighted with a green box and has a green arrow pointing to it with the text "[1] Click here". Below the templates, there are buttons for "View page (only label data are visible)", "Publish" (highlighted with a green arrow and the text "[2] Click here"), "Batches", "Feedback", and "Statistics". The "Label data" section contains a form with the following fields:

- Label name: Test RW
- Label photo\*: coffee cup.jpeg (with a "Browse" button and a trash icon)
- Label description: This is a test coffee with settings of coffee value chain Rwanda

## 2.3 Stakeholders

In the stakeholders section, you can add all stakeholders of your value chain in case you are the product admin.

The screenshot displays the INATrace 2.0 interface. On the left, a vertical sidebar contains several icons, with the settings icon (a gear) highlighted by a green box. Below the sidebar, the 'Product' section is visible, featuring a coffee cup image and a menu with options: 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders' (highlighted with a green box), 'Final products', and 'Archive product'. The main content area is titled 'Value chain' and is divided into four sections: 'Buyers', 'Importers', 'Exporters', and 'Producers'. Each section contains a card for an organization (CORWA, Export Pros, and Magic Mountain Producers respectively) and a '+ Add' button. An arrow points to the '+ Add producer' button with the text 'Click here to add a producer organization'.

In the lower part of the stakeholders section, you see who are the product admins for the selected product. A product can have one or several product admins. In case you are a product owner, you can add additional product admins. Below, you can upload the data sharing agreement for your value chain which is signed by all stakeholders.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/product-labels/9/stakeholders/value-chain`. The left sidebar contains navigation options: 'Product settings', 'QR labels', 'Knowledge blog', 'Stakeholders' (highlighted with a green box), 'Final products', and 'Archive product'. The main content area is titled 'Value chain' and includes sections for 'Processors', 'Traders', 'Product admins', and 'Data sharing agreements'. The 'Product admins' section lists 'Magic Mountain Producers', 'CORWA', and 'Export Pros', with a '+ Add product admin' button. The 'Data sharing agreements' section has an 'Add new' button and a text input field. The bottom navigation bar features 'Back' and 'Save' buttons. Green arrows point to the '+ Add product admin' button, the 'Data sharing agreements' input field, and the 'Save' button. A text box on the right says: 'Click here to add an additional product admin who will then be allowed to edit all product settings.' Another text box at the bottom right says: 'Upload data sharing agreements here'.

## 2.3 Final products

As a product admin, you can add your final products in this part. Final products are end-customer products. In case your company does not manage those, this section is not relevant for you.

The screenshot shows the INATrace web interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The sidebar on the left contains navigation options: Product settings, QR labels, Knowledge blog, Stakeholders, and Final products (highlighted with a green box). Below the sidebar is an 'Archive product' link. The main content area is titled 'Final products' and shows a list of products. A table with the following data is visible:

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

Annotations with green arrows point to the '+ Add' button and the 'Edit Delete' action in the table. The text for the first annotation is: 'Click here to add a new final product'. The text for the second annotation is: 'Click here to edit or delete a final product. NOTE: Do not delete a final product in case any processes have been recorded in the system for this final product or in case QR Codes you are using are linked to this final product'.

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/product-labels/9/final-products`. The page title is "Product" and the user is identified as "Claudia (Magic Mountain Producers)".

The main content area is titled "Final products" and shows a list of products. One product is visible: "CORWA Espresso 500g". A modal window titled "Add new final product" is open, prompting the user to enter the following information:

- Name:** Enter name
- Description:** Enter short final product description.
- Measurement unit type\*:** 300g packages
- Product labels:** select an option ... (options: undefined (Unpublished), CORWA)

The modal includes "Cancel" and "Save" buttons.

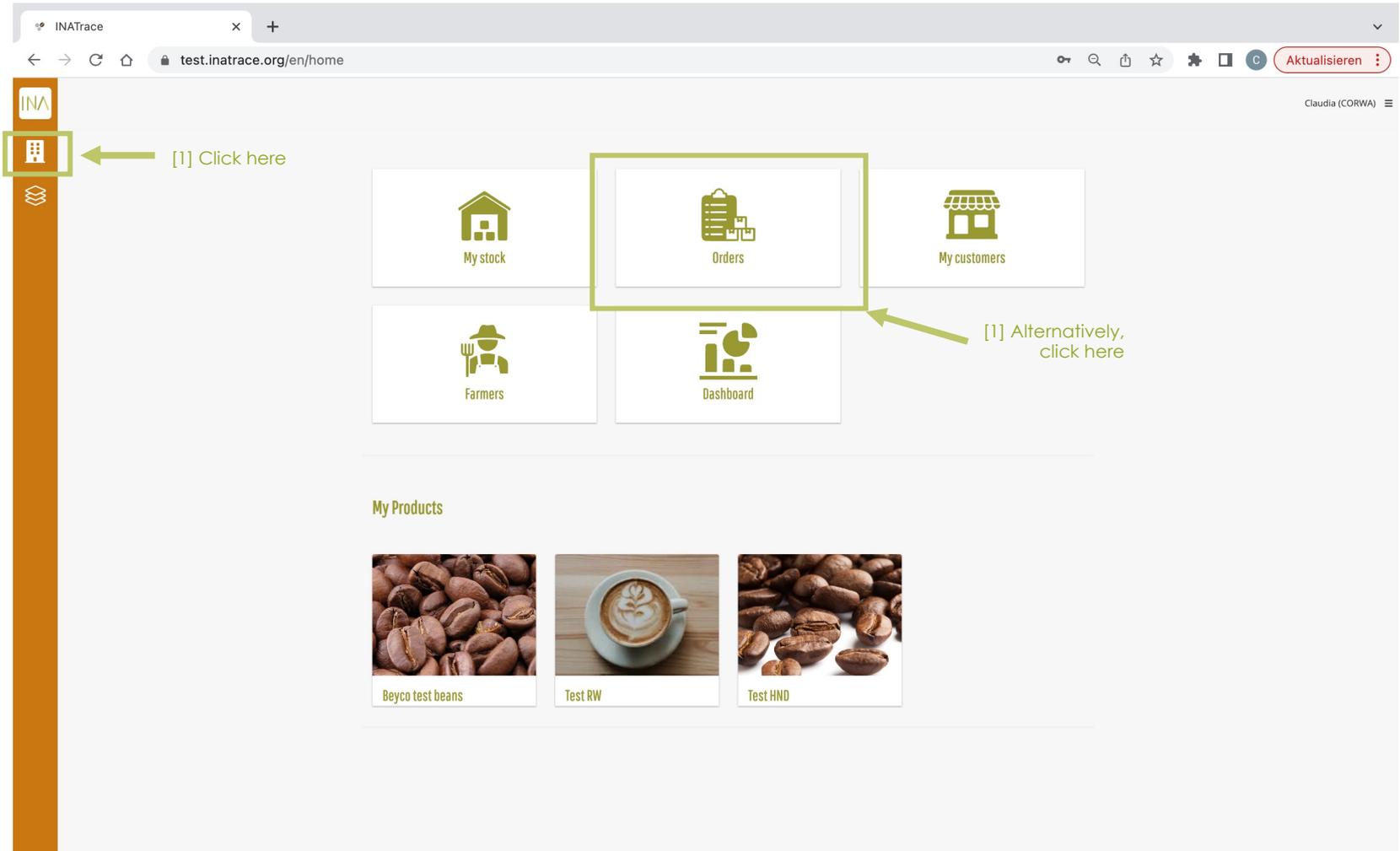
### Chapter 3.

# Orders

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

### 3.1 Place an order to your supplier

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



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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Placed orders". The left sidebar contains navigation options: "Orders" (highlighted with a green box and arrow labeled "[2] Click here"), "Farmers", "Customers", and "Dashboard". The main content area has a "Received orders" section with a "Placed orders" tab (highlighted with a green box and arrow labeled "[3] Click here"). Below this is a "Selected facility" dropdown menu. Two buttons, "+ Order semiproduct" and "+ Order final product" (both highlighted with a green box and arrow labeled "[4] Click on 'Order semiproduct' or 'Order final product' depending on the type of order"), are visible. A "List of orders" table is shown below, displaying columns for Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The table contains four rows of order data.

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2022-08-10	CORWA Espresso 500g (Test RW)	Unknown	CORWA_ESP_500	Export Pros (Roastery storage)	1500 / 1500	500g packages	750	2022-08-05 04:57	Edit View Approve/Reject Add balance payment QR
2022-05-27	Best beans Espresso roast 500g (Test HND)	Unknown	3005	Export Pros (Roastery storage)	200 / 0	500g packages	100	2022-05-30 09:50	Edit View Approve/Reject Add balance payment Delete
2022-01-30	Best beans medium roast 250g (Test HND)	Unknown	123	Export Pros (Roastery storage)	3000 / 0	250g packages	750	2022-01-10 10:59	Edit View Approve/Reject Add balance payment Delete
2021-12-01	Best beans medium roast 250g (Test HND)	Unknown	Order0815	Export Pros (Roastery storage)	1500 / 1500	250g packages	375	2021-11-04 12:45	Edit View Approve/Reject Add balance payment

For a **semiproduct order**, select your company facility where you want to receive your ordered items.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros" and the user is identified as "Claudia (Export Pros)". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu with the placeholder text "Select facility". A "+ Order semiproduct" button is visible in the top right corner. Below the dropdown is a "List of orders" table with columns for "Date of delivery", "SKU", "Unit", "kgs", "Time of last change", and "Actions". A modal dialog titled "First select facility and order template" is overlaid on the table, containing a "Select facility\*" dropdown menu with the following options: "Parchment storage", "Hulling Station", "Green coffee storage" (highlighted with a green arrow), and "Roastery storage".

Date of delivery	SKU	Unit	kgs	Time of last change	Actions	
2023-08-01	Grainpro of green coffee	g	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment	
2023-04-01	Grainpro of green coffee	g	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete	
2023-06-29	Grainpro bag of green coffee	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete	
2023-03-23	Dry parchment in bags	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee	500 / 30	kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment

Select the type of order you want to place.

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros" and the user is logged in as "Claudia (Export Pros)". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu. A modal dialog is open in the foreground with the title "First select facility and order template". The dialog contains two dropdown menus: "Select facility\*" with "Green coffee storage" selected, and "Select quote order template\*" with "Order green coffee from the producer" selected. A green arrow points to the "Confirm" button. The background shows a table of orders with columns for Date of delivery, SKU, and Time of last change.

Date of delivery	SKU	Unit	kgs	Time of last change	Actions	
2023-08-01	Grainpro...	g	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment	
2023-04-01	Grainpro...	g	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete	
2023-06-29	Grainpro...	g	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete	
2023-03-23	Dry parchm...	PA-TEST-14-03-2023	15 / 0 qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags...	CORWA_ESP_500_EP	1000 / 1000 kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchm...	Test25012023	200 / 200 qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags...	12345	500 / 30 kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment

Enter all order details.

The screenshot shows the INATrace web application interface. The browser address bar displays the URL `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The user is identified as `Claudia (Export Pros)`. The main content area is titled `Order details` and contains the following form fields:

- Processing\***: A dropdown menu with the selected value `Order green coffee from the producer`.
- Export Pros**: A text field containing `Export Pros`.
- Order date\***: A date picker field showing `25. 7. 2023`.
- Semi-product type\***: A dropdown menu with the selected value `Grainpro bag of green coffee`. A green arrow points to this field.
- Facility\***: A dropdown menu with the selected value `Green coffee storage`. A green arrow points to this field.
- Order ID**: A text field with the placeholder `Enter the order ID`. A green arrow points to this field.
- Prefix**: A dropdown menu with the selected value `ORDER`.
- Internal lot name\***: A text field with the placeholder `Enter internal lot name`. A green arrow points to this field.
- Ordered quantity in kg\***: A text field with the placeholder `Enter quantity`. A green arrow points to this field.
- Preferred delivery date\***: A date picker field with the placeholder `D. M. LLLL`. A green arrow points to this field.
- Screen size**: A text field.
- Preparation**: A text field. A green arrow points to this field.

Select your supplier's facility you are ordering from. Add comments to further specify your order if needed or add documents before saving the order.

The screenshot shows the INATrace web application interface. The browser address bar displays the URL: `test.inatrace.org/en/my-stock/processing/144/facility/85/new`. The user is identified as 'Claudia (Export Pros)'. The main form is titled 'Supplier details' and contains the following sections:

- Supplier details:** A dropdown menu for 'Facility\*' is open, showing 'Green coffee storage (Magic Mountain Producers)' as the selected option. A green arrow points to this selection.
- Total quantities:** Two input fields are present: 'Quantity fulfilled by supplier in kg' and 'Remaining quantity in kg' (displaying '0.00'). Below them is a 'Total ordered quantity in kg' field.
- Comments:** A large text area for adding order comments.
- Processing evidence:** A section for adding documents, featuring an 'Add document' button and a 'Save' button. A green arrow points to the 'Add document' button.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. A green arrow points to the 'Save' button.

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

The screenshot shows the INATrace web application interface. The browser address bar indicates the URL is `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The sidebar on the left contains navigation icons and labels: "My stock", "Orders" (highlighted with a green box), "Farmers", and "Dashboard". The main content area is titled "Placed orders" and includes a "Selected facility" dropdown menu. Below this is a "List of orders" section showing 10/14 items. A table lists the orders with the following columns: Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The first row of the table is highlighted with a green box around the "Quantity / Fulfilled" column, which displays "100 / 0".

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 0	kg	100	2023-07-25 10:56	Edit View Approve/Reject Add balance payment Delete
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

For a **final product order**, specify the Order ID, your customer, order ID, latest date of delivery and add details for the final product you order including your suppliers' facility you order from, the end-customers currency and end-customer price. Click "continue" and add more final products to your order by clicking on "add order item" before saving. NOTE: In order to place a final product order, you need to have at least one customer in your "customer" section of the system beforehand. In case you order for a number of different customers, you can simply create a company called "various" or "unknown" in the customers section.

The screenshot displays the INATrace web application interface for adding a final product order. The browser address bar shows the URL `test.inatrace.org/en/my-orders/customer-order/add`. The user is identified as Claudia (CORWA).

The main form contains the following fields and options:

- Order ID\*: TEST123
- Customer\*: Unknown
- Order to\*: Roasted coffee storage
- Women's only
- Organic only
- Latest date of delivery\*: 3.7.2023
- List of order items: Add order item

The 'List of order items' modal window includes the following fields and options:

- Final product\*: CORWA Espresso 500g (Order 500g Espresso)
- Order from: Select facility
- Quantity in 500g packages\*: Enter quantity
- Internal lot name: -
- Currency for end-customer\*: EUR
- Gross price per item at end customer (EUR)\*: Enter price in EUR

Buttons for 'Cancel' and 'Confirm' are located at the bottom of the modal, and 'Cancel' and 'Save' are located at the bottom of the main form.

## 3.2 Approve your supplier's order fulfillment

Once your supplier has allocated the required quantity from their stock to your order, you will see the fulfilled quantity equaling the ordered quantity. Click on “Approve/Reject” to review the batches allocated to your order.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The sidebar on the left contains navigation icons and labels: "My stock" and "Orders" (highlighted with a green box). The main content area is titled "Placed orders" and features a "Selected facility" dropdown menu. Below this is a "List of orders" section showing 10/14 items. A table lists the orders with columns for Date of delivery, SKU, Customer, Order ID, Ordered to, Quantity / Fulfilled, Unit, kgs, Time of last change, and Actions. The first row shows an order for "Grainpro bag of green coffee" with a quantity of 100 / 100 kg. The "Approve/Reject" button in the Actions column of this row is highlighted with a green box, and a green arrow points to it.

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

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

The screenshot shows the INATrace web application interface. The main page displays 'Placed orders' with a table of transactions. A modal dialog titled 'Approve / reject transactions' is open, listing three transactions with green checkmarks in the 'Actions' column. The dialog has 'Cancel' and 'Confirm' buttons. A yellow arrow points to the 'Confirm' button.

**Approve / reject transactions**

Date of delivery	SKU	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro t of green coffee	g	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro t of green coffee	g	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro t of green coffee	g	100	2023-06-22 04:44	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee	123	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags	PA-TEST-14-03-2023	15 / 0	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee	CORWA_ESP_500_EP	1000 / 1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags	Test25012023	200 / 200	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

You can also review the order's history through clicking the "view" button which is a shortcut to your company's stock with the respective batch history.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-orders/placed-orders`. The page title is "Export Pros". The main navigation bar includes "Received orders" and "Placed orders" (highlighted with a green box). The sidebar on the left contains navigation icons and labels: "My stock" and "Orders" (highlighted with a green box), "Farmers", and "Dashboard".

The main content area is titled "Placed orders" and features a "+ Order semiproduct" button. Below this is a "Selected facility" dropdown menu. The "List of orders" section shows "Showing 10/14" and a "Filter" button. The table below lists the orders:

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:01	Edit View Approve/Reject Add balance payment
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment

By clicking on a specific line in the history, you will get more details about the respective transaction displayed in the upper right part of the interface named “processing information”.

**Order details**
Edit

#### Basic information

Internal lot name	Test25072023
Facility	Green coffee storage (Export Pros)
Semi-product	Grainpro bag of green coffee
Total	100 kg
Fulfilled	100 kg
Available quantity	100 kg
Created	2023-07-25 10:56
Last change	2023-07-25 11:08
Production date	2023-07-25
Comment	-

#### Processing information

Order type	QUO
Processing action	Order green coffee from the producer (Quote)
Grainpro bag of green coffee	
Inputs	Outputs
<ul style="list-style-type: none"> <li>• 50 kg</li> <li>• 35 kg</li> <li>• 5 kg</li> </ul>	
	

Legend: ● required in process - present, ● required in process - missing, ● additional document in process, ● required on quote - present, ● required on quote - missing, ● one of required documents on quote in group G1 present, ● all of required documents on quote in group G1 missing

#### History

- 2023-07-25 - Order green coffee from the producer
  - 2023-07-25 @ Green coffee storage : Test25072023 - 100 kg (this order)
- 2023-07-25 - Transfer 60kg bags to green coffee storage
  - 2023-07-21 @ Green coffee storage : 12345/1 - 35 kg
  - 2023-07-21 @ Green coffee storage : 12345/2 - 60 kg
- 2023-07-21 - Hulling and sorting
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/1 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/2 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/3 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/4 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/5 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/6 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/7 - 60 kg
  - 2023-07-21 @ Hulling Station : ORDER LOT 123testA1PS/1/8 - 35 kg
- 2023-07-21 - Transfer parchment to hulling station
  - 2023-02-23 @ Hulling Station : LOT 123testA1PS/1 - 500 kg
- 2023-02-23 - Packing dried coffee and transfer to parchment storage
  - 2023-02-23 @ Parchment storage : 123testA1PS - 500 kg
  - 2023-02-23 @ Hulling Station : 123testA1HS - 500 kg
- 2023-02-23 - Wet-processing and moving to drying bed
  - 2023-02-23 @ Washing station 1 : 123testA1 - 1100 kg
  - 2023-02-23 @ Washing station 1 : 123testA2 - 300 kg
- 2023-02-23 - Weighing of coffee cherries
  - 2023-02-23 @ Washing station 1 : 123test - 2000 kg

## Chapter 4.

# Processing module

The processing module helps system users to record all activities related to semi-products processing from one stage to the next and transferring the semi-product from one facility to another.

## General Note on recording processing actions

Each supply chain is different, **each company's configuration and user interface in INATrace are individual**. This is especially true regarding the company's facilities and processing actions.

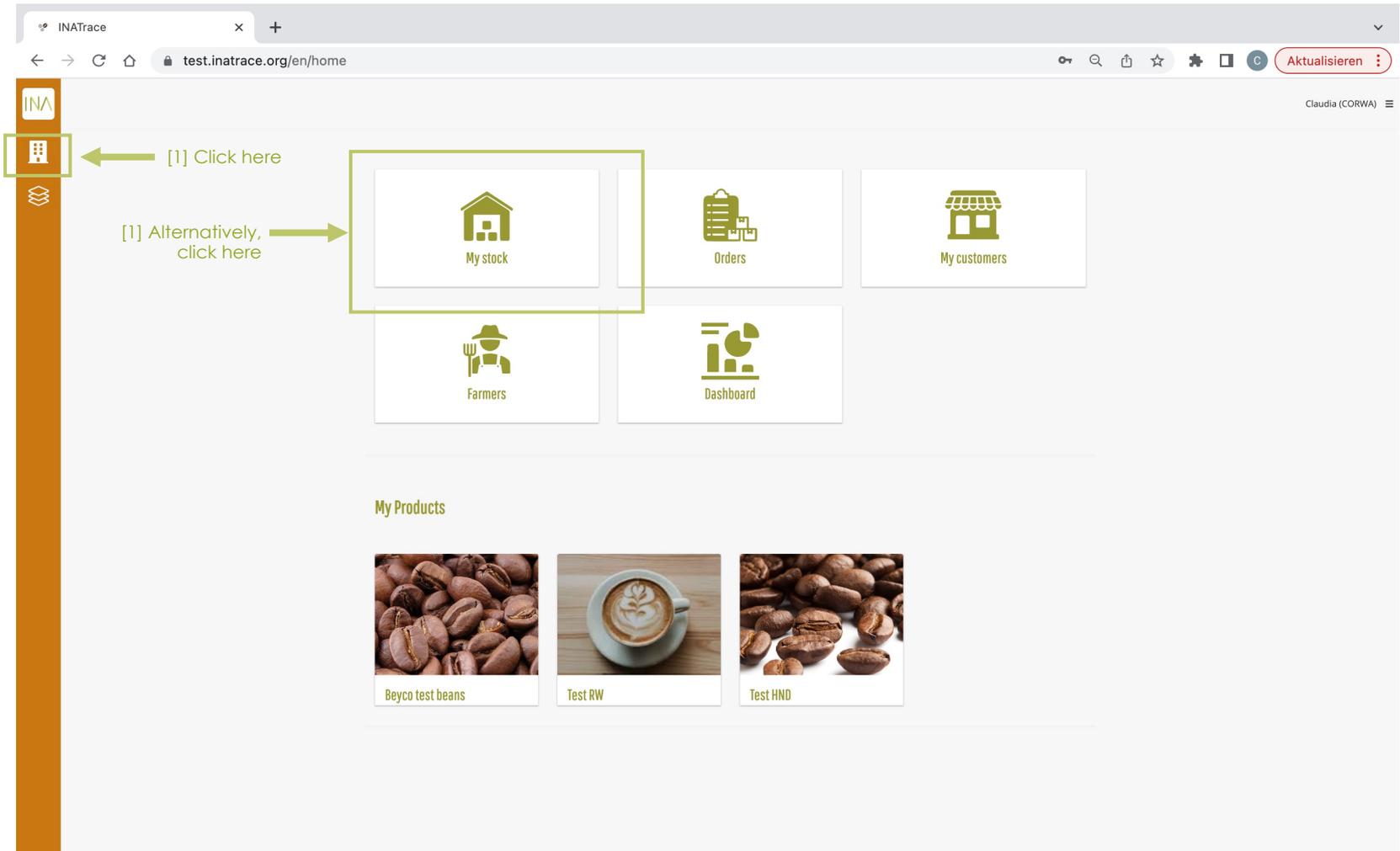
***In the following, we show how to document processing actions for an exemplary coffee supply chain. In case you as a buyer company buy final products (=finished end-customer products), this chapter is not relevant for you.***

### KEEP IN MIND:

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

## 4.1 Transfers to other facilities

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



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

The screenshot shows the INATrace web application interface for Magic Mountain Producers. The browser address bar displays `test.inatrace.org/en/my-stock/processing/tab`. The interface includes a sidebar with navigation options: **My stock** (highlighted with [2]), Orders, Farmers, Collectors, and Dashboard. The main content area is titled **Processing actions** and shows a list of facilities. The **Processing** tab is selected (highlighted with [3]). The facilities listed are:

- 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): A dropdown menu is open, showing the action **Transfer parchment to hulling station** (highlighted with [4]).
- Hulling Station** (Village 1): White bag of parchment, Pile of green coffee separated by size, White bag of green coffee, Pile of sorted green coffee, Grainpro bag of green...
- Green coffee storage** (Village 1): Grainpro bag of green coffee, White bag of green coffee

“Add 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)

<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

 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.**

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

**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

Add new transactions

<input type="checkbox"/>	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

[6] Select the input to package and move.

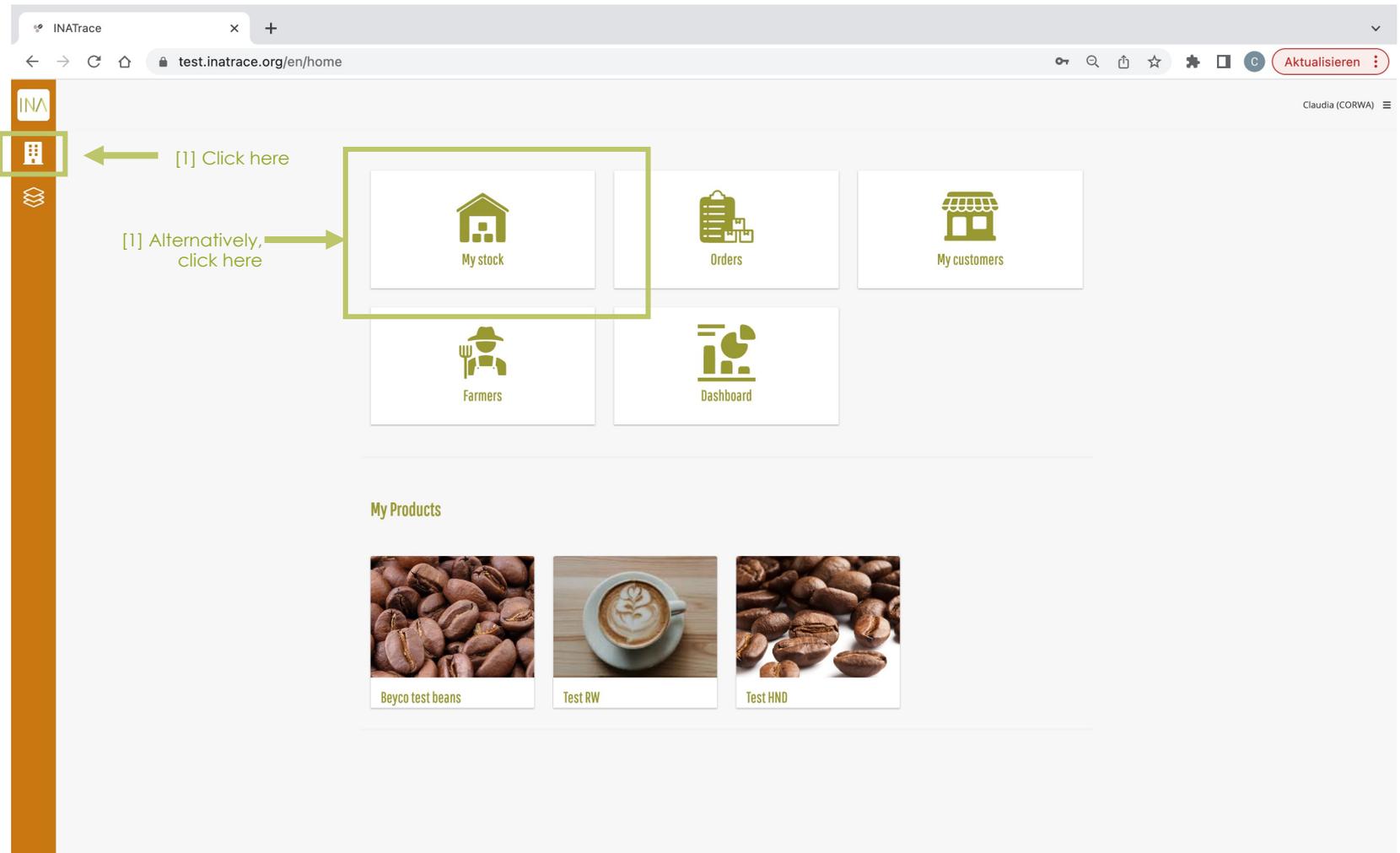
[7] Select your processing facility where your batch is transported to.

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

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

## 4.2 Create QR Codes

In order to create a batch-specific QR Code, you first need to make sure that you have designed your QR Label and added your Final product in the "Products" section (Chapter 2). Next, click on the "Company" icon as shown in the screenshot below which leads you to "My Stock". You can also go direct to "My stock" tile as shown below.



In order to create a batch-specific QR Code, follow the steps shown here. NOTE that the creation of QR code needs to be done before you can document the processing into final product. In case you do not work with QR codes on your products, you can skip this step.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The page header includes the INATrace logo, the user name 'Export Pros', and navigation tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock'. The 'Processing' tab is selected and highlighted with a green box and arrow [3].

On the left side, a vertical navigation menu is visible. The 'My stock' option is highlighted with a green box and arrow [2].

The main content area is titled 'Processing actions' and shows a list of facilities. The 'Green coffee storage' facility is selected, and a dropdown menu is open, showing various actions. The 'Create QR Code for espresso' option is highlighted with a green box and arrow [4].

Other visible elements include a '+ Add processing action' button and a list of facilities with details such as 'Parchment storage', 'Hulling Station', and 'Green coffee storage'.

On the left side, select all items which are part of your batch and that should be equipped with the same QR Code information. Select the facility and enter a unique identifier under “internal lot name” to identify this lot in the system later. Afterwards, click “Save” on the bottom of the page.

The screenshot shows the INATrace web interface for adding a new processing action. The browser address bar shows the URL: `test.inatrace.org/en/my-stock/processing/145/facility/85/new`. The user is identified as Claudia (Export Pros).

**Add new processing action**

**Choose activity that you want to record**

- Processing\*: Create QR Code for espresso 500g
- QR code for final product: CORWA Espresso 500g (Test RW)
- Processing date\*: 26. 7. 2023

**Material to be recorded**

Facility\*: Green coffee storage

From: D. M. LLLL | To: D. M. LLLL

Add new transactions

Item	Weight
<input checked="" type="checkbox"/> Select all (69kg bags of green coffee)	
<input checked="" type="checkbox"/> ORDER Test25072023/1/29	68 / 68 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/28	69 / 69 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/27	69 / 69 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/26	69 / 69 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/25	69 / 69 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/24	69 / 69 kg
<input checked="" type="checkbox"/> ORDER Test25072023/1/23	69 / 69 kg

**Outputs of this processing**

- Semi-product type\*: 69kg bags of green coffee
- Facility\*: roastery storage
- Prefix: ORDER
- Internal lot name\*: ORDER Test25072023/1/

Green arrows indicate the selection of the 'Select all' checkbox and the 'Internal lot name' field.

If you switch to the “All stock” section and select “Single view”, you will find the QR Code you just added.

[1] → [2] → [3]

INA Export Pros

Deliveries Processing Payments **All stock**

Select facility  
Roastery storage

List of orders Showing 7/7 **Group view** **Single view** Available only x Filter Select SKU

Production date	Identifier	Type	Semi-product	Quantity / Filled / Available	Unit	Delivery date	Date of last change	Status	Actions
26.7.2023	ORDER Test25072023/1/	PRO	69kg bags of green coffee	2,000 / 2,000 / 2,000	kg		2023-07-26 12:43	Available	Edit View <b>QR</b> Delete
5.8.2022	CORWA_05August	PRO	CORWA Espresso 500g (Test RW)	2,000 / 2,000 / 500	500g packages		2022-08-05 04:57	Available	Edit View QR Delete
30.5.2022	test3005	PRO	Best beans Espresso roast 500g (Test HND)	200 / 200 / 200	500g packages		2022-05-30 09:14	Available	Edit View QR Delete
30.5.2022	test123/4	TO	69kg bags of green coffee	38 / 38 / 38	kg		2022-05-30 08:56	Available	Edit View Delete
30.5.2022	test123/3	TO	69kg bags of green coffee	69 / 69 / 69	kg		2022-05-30 08:56	Available	Edit View Delete
4.11.2021	123	PRO	Best beans medium roast 250g (Test HND)	20,000 / 20,000 / 18,500	250g packages		2021-11-04 12:45	Available	Edit View Delete
2.11.2021	Order_special client	PRO	Best beans Espresso roast 500g (Test HND)	3,675 / 3,675 / 3,675	500g packages		2021-11-02 07:16	Available	Edit View Delete

Summed up quantities

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

Actualisieren

Claudia (Export Pros)

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

The screenshot shows the INATrace web application interface. The browser address bar displays the URL: `test.inatrace.org/en/my-stock/all-stock/tab?facilityId=89`. The application header includes the INATrace logo, the user name 'Claudia (Export Pros)', and navigation tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock'. The main content area is titled 'All stock' and features a 'Select facility' dropdown menu set to 'Roastery storage'. Below this is a 'List of orders' section with a table of order data. A modal window titled 'Order item QR code' is overlaid on the table, displaying the following information:

- Final product: CORWA Espresso 500g (Test RW)
- Final product label: CORWA
- QR Code
- URL: `https://test.inatrace.org/en/q-cd/0906907810c447248d68252a1a6ab7ba/4433e9b1-abd3-47da-88b6-ea2401cf3e99`
- Close button

The background table shows the following data:

Production date	Identifier	Type	Status	Actions
26.7.2023	ORDER Test25072023/1/	PR	Available	Edit View QR Delete
5.8.2022	CORWA_05August	PR	Available	Edit View QR Delete
30.5.2022	test3005	PR	Available	Edit View QR Delete
30.5.2022	test123/4	TO	Available	Edit View Delete
30.5.2022	test123/3	TO	Available	Edit View Delete
4.11.2021	123	PR	Available	Edit View Delete
2.11.2021	Order_special client	PRO Espresso roast 500g (Test HND)	Available	Edit View Delete

At the bottom of the page, there is a 'Summed up quantities' section with the following data:

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

## 4.3 Processing into final products

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

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/home`. The user is identified as Claudia (CORWA). The main navigation area features a vertical sidebar on the left with the INATrace logo and a 'Company' icon (a grid of squares) highlighted with a green box. A green arrow points from the text "[1] Click here" to this icon. The main content area contains a grid of five tiles: "My stock" (house icon), "Orders" (shopping cart icon), "My customers" (store icon), "Farmers" (farmer icon), and "Dashboard" (bar chart icon). A green box highlights the "My stock" tile, with a green arrow pointing from the text "[1] Alternatively, click here" to it. Below the grid is a section titled "My Products" containing three product tiles: "Beyco test beans" (coffee beans), "Test RW" (latte), and "Test HND" (coffee beans).

Hover over the tile of the facility where the processing action is to start and click on the processing action. In our example, we click on “**Roasting Espresso 500g**”.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/my-stock/processing/tab`. The page title is "Export Pros". The navigation menu on the left includes "My stock" (highlighted with a green box and labeled [2]), "Orders", "Farmers", and "Dashboard". The main content area is titled "Processing actions" and shows a list of facilities: "Parchment storage", "Hulling Station", "Green coffee storage", and "Roastery storage". The "Roastery storage" facility is selected, and a dropdown menu is open, showing the following options: "Transfer to Roastery storage", "Roasting Espresso 500g" (highlighted with a green box and labeled [4]), "Roasting medium 250g", and "Document container shipping". The "Processing" tab is selected in the top navigation bar (labeled [3]). A green button labeled "+ Add processing action" is visible in the top right corner. The user's name "Claudia (Export Pros)" is displayed in the top right corner.

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

**Add final processing action**

Choose activity that you want to record

Processing\*  
Roasting Espresso 500g

Processing date\*  
26. 7. 2023

Material to be recorded

Facility\*  
Roastery storage

From  
D. M. LLLL

To  
D. M. LLLL

Add new transactions

Select all (69kg bags of green coffee)

ORDER ORDER Test25072023/1/  2000 / 2000 kg

ORDER test1 23/4 38 kg

ORDER test1 23/3 69 kg

Outputs of this processing

Final product type  
CORWA Espresso 500g (Test RW)

Facility\*  
Roastery storage

Prefix  
ORDER

Internal lot name\*  
Enter internal lot name

Output quantity in 500g packages  
Enter quantity

Roasting profile

Flavour profile

Cupping score

Total quantities

Input quantity in kg  
2000.00

Remaining quantity in kg  
2000.00

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

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

QR Code of this batch

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

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

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

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

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

## Chapter 5.

# Payment module

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

## 5.1 Record an order payment

To record an order payment, click on the “Company” icon as shown on the screenshot below which leads you to “My Stock”. Next, select “Orders” from the submenu. You can also go direct to the “Orders” tile as shown below.

The screenshot displays the INATrace web application interface. The browser address bar shows the URL `test.inatrace.org/en/home`. The main navigation menu on the left includes the INATrace logo and a grid icon, which is highlighted with a green box and labeled "[1] Click here". The main content area features a grid of tiles: "My stock", "Orders", "My customers", "Farmers", and "Dashboard". The "Orders" tile is highlighted with a green box and labeled "[1] Alternatively, click here". Below the grid is a section titled "My Products" with three product tiles: "Beyco test beans", "Test RW", and "Test HND". The user's name "Claudia (CORWA)" is visible in the top right corner, along with a "Aktualisieren" button.

Go to “Orders”, then click on the “Add balance payment” button to document a payment to your supplier for a specific order.

[1] →

[2] →

Received orders **Placed orders** ← [3]

Placed orders + Order semiproduct

Selected facility  
Select facility

List of orders Showing 10/14 Filter

Date of delivery	SKU	Customer	Order ID	Ordered to	Quantity / Fulfilled	Unit	kgs	Time of last change	Actions
2023-08-01	Grainpro bag of green coffee		Test25072023	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-25 11:08	Edit View Approve/Reject Add balance payment Delete
2023-08-01	Grainpro bag of green coffee		Test0815	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-07-24 04:30	Edit View Approve/Reject Add balance payment
2023-04-01	Grainpro bag of green coffee		Test150323	Magic Mountain Producers (Green coffee storage)	100 / 100	kg	100	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-06-29	Grainpro bag of green coffee		123	Magic Mountain Producers (Green coffee storage)	123 / 123	kg	123	2023-06-22 04:40	Edit View Approve/Reject Add balance payment Delete
2023-03-23	Dry parchment in bags		PA-TEST-14-03-2023	Montaña Mágica Productores (Almacén de pergamino seco)	15 / 0	qq	679.5	2023-03-14 07:14	Edit View Approve/Reject Add balance payment Delete
2022-08-05	69kg bags of green coffee		CORWA_ESP_500_EP	Magic Mountain Producers (Green coffee storage)	1000 / 1000	kg	1000	2023-03-14 10:43	Edit View Approve/Reject Add balance payment
2023-03-01	Dry parchment in bags		Test25012023	Montaña Mágica Productores (Almacén de pergamino seco)	200 / 200	qq	9060	2023-01-25 07:50	Edit View Approve/Reject Add balance payment
2022-12-15	69kg bags of green coffee		12345	Montaña Mágica Productores (Green coffee storage)	500 / 30	kg	500	2023-01-25 07:40	Edit View Approve/Reject Add balance payment
2022-09-01	Dry parchment in		333test	Montaña Mágica Productores (Almacén de	200 / 7.5	qq	9060	2023-01-25 03:20	Edit View Approve/Reject Add balance payment

[4] Click “add balance 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 supplier company, receipt number and upload a signed receipt as per the below screen. To save the transaction, click on save.

**New payment**

**Basic information**

[5] Select payment date. → Payment date\* 26. 7. 2023

Payable from Export Pros

Payable to  
Company Magic Mountain Producers  
or  
Collector  
or  
Farmer

Order reference Test25072023

[6] Select purpose of payment → Payment purpose\* Select option ...

Payment type\* Bank transfer

Amount paid\* Enter amount Currency\* Select from codes ... → [7] Define amount paid and currency

Receipt number\* Enter receipt number → [8] Input receipt number

Type\* Receipt Signed receipt (PDF/PNG/JPG) Choose file Browse → [9] Upload receipt / proof of payment

Cancel Save → [10] Save

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

The screenshot shows the INATrace web application interface. The browser address bar displays `test.inatrace.org/en/my-stock/payments/tab`. The top navigation bar includes tabs for 'Deliveries', 'Processing', 'Payments', and 'All stock'. The 'Payments' tab is selected and highlighted with a green box and annotation [3].

The left sidebar contains navigation options: 'My stock' (highlighted with a green box and annotation [2]), 'Orders', 'Farmers', and 'Dashboard'. The 'My stock' option is highlighted with a green box and annotation [1].

The main content area displays the 'Payments' section. It includes a '+ Add payment' button, a 'Filter' button, and a 'Search' input field. Below this is a date range selector with 'From' and 'To' fields, both containing 'D. M. LLLL', and an 'Export data' button.

The 'List of payments' section shows a table with the following data:

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

Below the table, the 'Summed up quantities' section shows a 'Total amount paid' of 554,324 EUR.

The 'Bulk payments' section shows 'List of bulk payments' with 'Showing 0/0' and a message 'No payments found'.

## Chapter 6.

# All stock module

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

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

## 6.1 View stock and batch history

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

The screenshot displays the INATrace web application interface. At the top, the browser address bar shows the URL `test.inatrace.org/en/home`. The main navigation bar on the left features the INATrace logo and a vertical menu with icons. The first icon, representing a building or company, is highlighted with a green box and labeled "[1] Click here" with a green arrow pointing to it. Below this, a green box highlights the "My stock" tile in the main dashboard, with a green arrow and the label "[1] Alternatively, click here" pointing to it. The dashboard contains several other tiles: "Orders", "My customers", "Farmers", and "Dashboard". Below the dashboard, there is a section titled "My Products" which displays three product images: "Beyco test beans", "Test RW", and "Test HND".

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

The screenshot shows the INATrace interface for Magic Mountain Producers. The main content area is titled "All stock" and includes a "Select facility" dropdown menu currently set to "Green coffee storage". Below this is a "List of grouped orders" table with 4 rows of data. The table has columns for Production date, Identifier, No. of sacks, Type, Semi-product, Quantity / Filled / Available, Unit, Delivery date, Date of last change, Status, and Actions. The first row shows a production date of 14.3.2023, identifier JUL1, and a status of Available. The Actions column for this row contains "Edit View Delete" buttons. Below the table is a "Summed up quantities" section showing a total quantity of 150 kg for "Grainpro bag of green coffee".

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

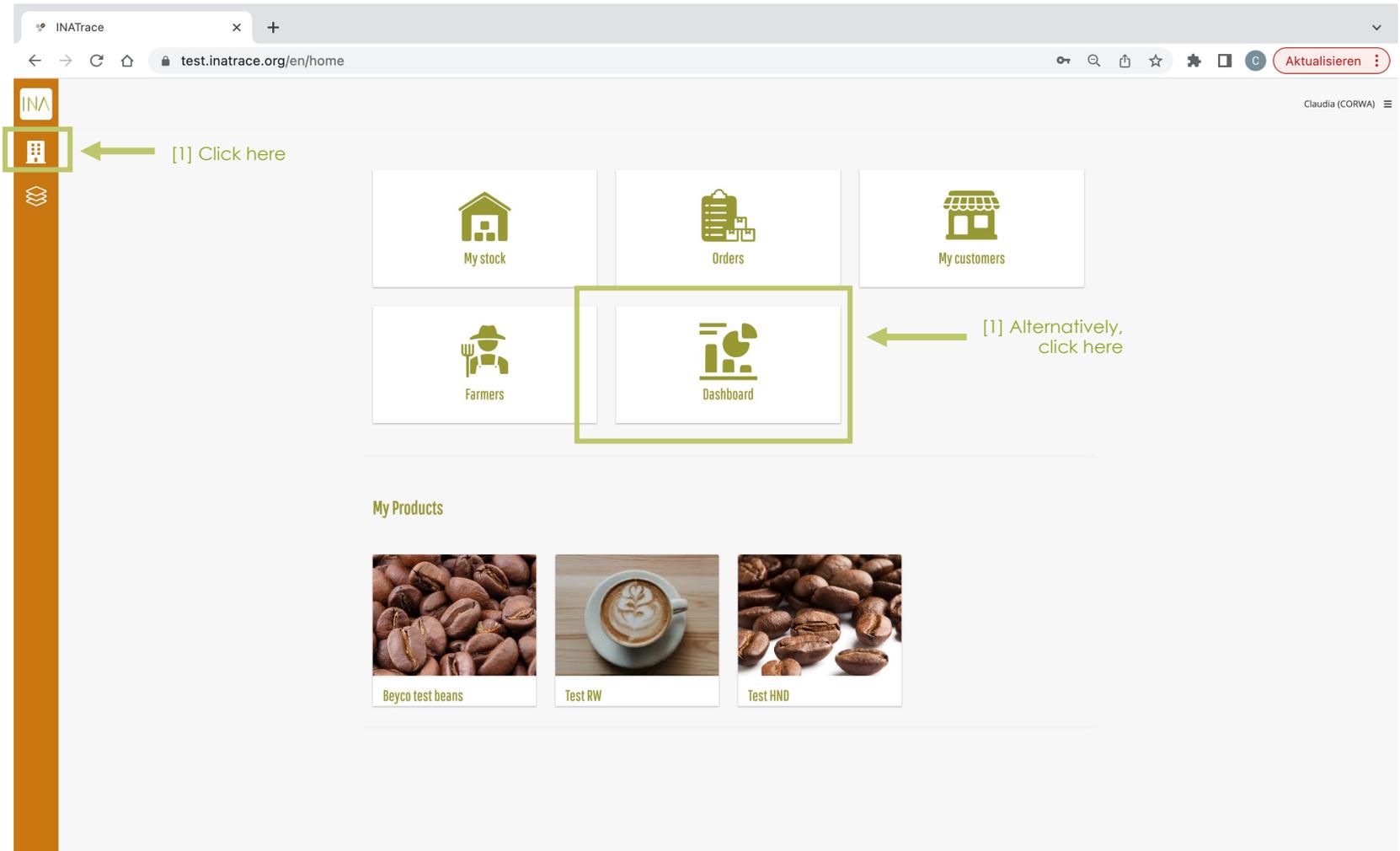
## Chapter 7.

# Dashboard

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

# 7.1 Processing dashboard

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



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

The screenshot displays the Magic Mountain Producers dashboard. On the left is a navigation sidebar with icons for home, stock, orders, farmers, collectors, and dashboard. The main content area is titled "Processing performance" and includes a bar chart showing input and output in kg, and a line chart showing the input-output ratio in %.

**Processing performance - Input and Output Data**

Date	Input (in kg)	Output (in kg)
2021-11-15	1000	1000
2021-12-17	20	20
2022-08-05	710	710
2022-08-05	1000	1000
2023-02-23	2350	2349
2023-02-23	2000	2000
2023-06-21	281	280
2023-06-21	15	14
2023-06-21	100	98

**Processing performance - Input-Output ratio in %**

Date	Input-Output ratio in %
2021-11-15	100
2021-12-17	100
2022-08-05	100
2023-02-23	99.96
2023-02-23	100
2023-06-21	99.64
2023-06-21	93.33
2023-06-21	98

The dashboard also features a "Collector" dropdown menu, checkboxes for "Organic", "Women only", and "Product in deposit", and an "Export data" button with options for Excel, PDF, and CSV.

Chapter 8.

# Company configuration

(ADMIN ONLY)

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

## 8.1 Access your company profile - Option 1

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

[2] Configuration access – option 1

[1]

INATrace

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

Magic Mountain Producers

Deliveries Processing Payments All stock

Claudia (Magic Mountain Producers)

My stock

Orders

Farmers

Collectors

Dashboard

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
<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 cherries	32 kg	8,000 / 0	Edit View Add balance payment Farmer profile Delete
<input type="checkbox"/>		Unwashed coffee			Edit View Add balance payment Farmer profile Delete

## 8.1 Access your company profile - Option 2

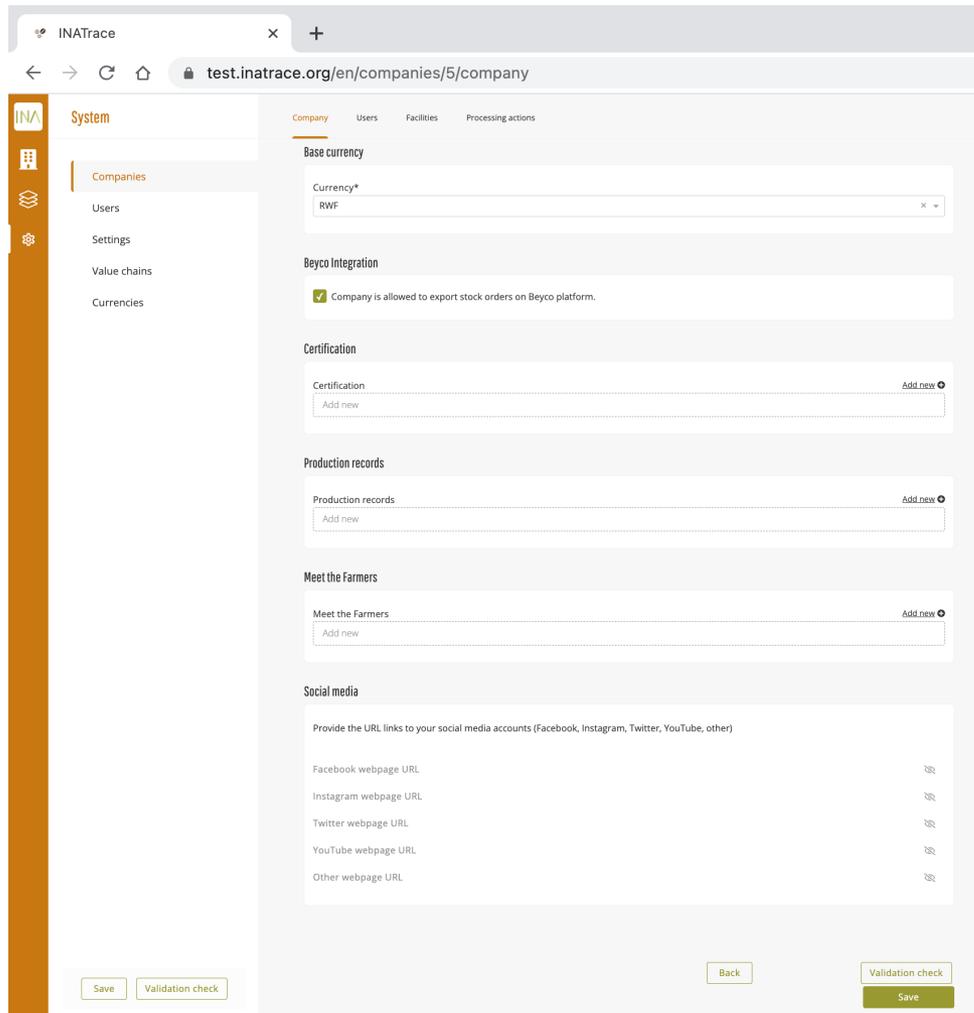
The screenshot shows the INATrace web application interface. The browser address bar displays "test.inatrace.org/en/home". On the left, there is a vertical orange navigation bar with icons for Home, Products, System, and Settings. The main content area features four dashboard tiles: "My stock", "Orders", "Farmers", and "Dashboard". On the right side, a user profile dropdown menu is open, listing "Home", "Products", "System", "User profile", "Company profile", and "Logout". The "Company profile" option is highlighted with a green box. A green arrow labeled "[1] Click here" points to the user profile icon in the top right corner. Another green arrow labeled "[2] Configuration access - option 2" points to the "Company profile" option in the dropdown menu.

[1] Click here

[2] Configuration access - option 2

## 8.2 Edit Company information

The screenshot displays the INATrace web interface. The browser address bar shows the URL `test.inatrace.org/en/companies/5/company`. The top navigation bar includes 'System', 'Company' (highlighted with a green box), 'Users', 'Facilities', and 'Processing actions'. A green arrow points from the text 'company profile' to the 'Company' tab. The left sidebar contains a menu with 'Companies' (highlighted with a green box), 'Users', 'Settings', 'Value chains', and 'Currencies'. The main content area is titled 'Edit company (Magic Mountain Producers)'. It features three sections: 'Basic information' with fields for 'Company name' (filled with 'Magic Mountain Producers'), 'Company abbreviation' (with a placeholder 'Enter company abbreviation in 3-6 characters'), and 'Company logo\*' (filled with 'Magic Mountain\_Logo-01.png' and a 'Browse' button); 'Company headquarters' with fields for 'Street address' (filled with 'Main Street 123'), 'City' (filled with 'Mabanza'), 'State / Province / Region' (with a placeholder 'Enter State / Province / Region'), 'Zip / Postal Code / P.O. Box' (with a placeholder 'Enter Zip / Postal Code / P.O. Box'), and 'Country' (a dropdown menu set to 'Rwanda'); and 'Company description' with a text area containing 'About company' and the text 'Magic Mountain Producers is a test company which producers only the finest products.'



- 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.

# 8.3 Add/Edit company facility

The screenshot shows the INATrace web interface. The browser address bar displays `test.inatrace.org/en/companies/5/facilities`. The page title is "Company facilities (Magic Mountain Producers)".

On the left, a sidebar menu is visible with the following items: Companies, Users, Settings, Value chains, and Currencies. The "Companies" item is highlighted with a green box.

At the top of the main content area, there are tabs for "Company", "Users", "Facilities", and "Processing actions". The "Facilities" tab is selected and highlighted with a green box.

Below the tabs, there is a "+ Add facility" button. A green arrow points from this button to the text: "Add a new facility to your company".

Below the button is a table titled "List of facilities" 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

A green arrow points from the "Edit" column of the table to the text: "Edit facility configuration for an existing facility".

At the bottom of the page, there is a map of Rwanda with several red location pins. The map is titled "Karte Satellit" and includes a search bar and zoom controls.

## New facility

### Basic information

Facility type\*

Select facility type.

### Translations

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

EN  DE  RW  ES

Name of facility

Type in name of the facility.

### Location

Country\*

Village

Cell

Sector

Is location publicly visible on a map?\*



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

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

**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.

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

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

Check if everything is correct before saving.

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

## 8.4 Add/Edit processing actions

INATrace

test.inatrace.org/en/companies/5/processingActions

System

Companies

Users

Settings

Value chains

Currencies

Company Users Facilities **Processing actions**

**Processing actions (Magic Mountain Producers)**

List of processing actions  
Showing 5/6

+ 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

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

- 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

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

Output semi-products

Select output semi-product.  
Select semi-product

Pile of unwashed coffee cherries  Repacked Max output weight  x

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  x

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  x

Cancel Save

Enter short processing action description.  
Public timeline label  
Washing Station

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

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

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.

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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH  
Sustainable Supply Chains Initiative (INA)  
Programme for sustainable agricultural supply chains and standards  
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On behalf of





Sustainable Agricultural  
Supply Chains Initiative

Trace