INA
Sustainable Agricultural
Supply Chains Initiative
>>>> Trace

INATrace
Mapping Guide

INATrace MAPPING GUIDE

OBJECTIVES of the value chain mapping

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

PURPOSE of the value chain mapping

a) 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
b) Being able to inform the software developers of any system changes necessary which go beyond system configurations and company configurations
c) 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)

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

A. BASIC COMPANY INFORMATION

1. Name of the company: _____

2. Location / Address of the company:

   _____

   _____

3. Name and position of Contact person: _____

   _____

4. Contact email: _____

5. Contact Phone number: _____

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

   _____

7. What kind of certifications do you hold for these products?

   _____

   _____

8. Which role(s) does your company have within the value chain?
   ☐ Producer organization
   ☐ Pre-processor
   ☐ End-processor
   ☐ Exporter
   ☐ Importer
   ☐ Buyer
   ☐ Trader
   ☐ Other: _____

9. In which region(s) are your suppliers located?

   _____

   _____

10. In which regions / countries are your buyers located?

    _____

    _____

B. FACILITIES

Please fill this sheet for **each** of the company's facilities

1. Unique name of facility: _____

2. Location / Address of facility: _____

   _____

3. Does this facility receive deliveries from providers? YES / NO
4. Is this facility a processing facility? YES / NO
5. Is this facility a storage facility? YES / NO
6. Is this facility a quality control facility? YES / NO
7. Does this facility receive materials from your other facilities?
   YES / NO
   If so, from which one(s): _____
8. Are any products out of this facility shipped to buyers? YES / NO

In case this is a DELIVERY FACILITY (question 3=YES):

9. 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:

10. From whom do you receive your deliveries?
    ☐ Only from producers/ farmers directly
    ☐ Only from intermediaries
    ☐ Both

11. What kind of proof documents do suppliers (farmers or intermediaries) receive for deliveries?
    ☐ Manual receipts
    ☐ System-generated receipts. If so, which system are you using?
      _____

12. How do you pay suppliers (farmers) for their deliveries?
    ☐ Cash
    ☐ Bank transfer
    ☐ Mobile money
    ☐ Cheque
    ☐ Offsetting
    ☐ Other: _____

13. When is the price for the deliveries determined?
    ☐ At delivery
    ☐ At delivery or later
    ☐ Later

14. 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
    ☐ No
    ☐ Other: _____

C. PROCESSES

Please fill this sheet for **each** of the company's processes

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 all FACILITIES with their unique names where this process can take place / start: _____

4. **Input** (semi-) pro-duct(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 all (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:**