

TRAINING MANUAL

Good Inside Portal – Traceability System

Member Area



Better farming
Better future

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Welcome to the Good Inside Portal – Traceability System

In UTZ's traceability system all sales and processing activities of certified products are recorded. This makes it possible to follow the certified products through the supply chain and to link UTZ-labelled consumer products to their sustainable source.



In this training manual you can find a detailed overview of all parts and functionalities of the traceability system.

In the [first section](#), all tabs of the Member Area are explained. Here you can easily get an overview of the information that can be found in the different tabs.

The [second section](#) explains all trading and stock activities step by step. Please note that, depending on your rights in the traceability system, not all activities might be available for you.

The [third section](#) shows how to manage transactions with other companies that are member of UTZ.

In the [fourth section](#) it is shown how you can manage your own account and how you can add more users to it.

If you cannot find the answer to your question in this training manual, please do not hesitate to contact us at techsupport@utz.org.

Good to know

Looking for information on UTZ's labeling approval system? Please have a look at the folder 'Labeling Approval Application' under the tab 'Downloads' in the Good Inside Portal.

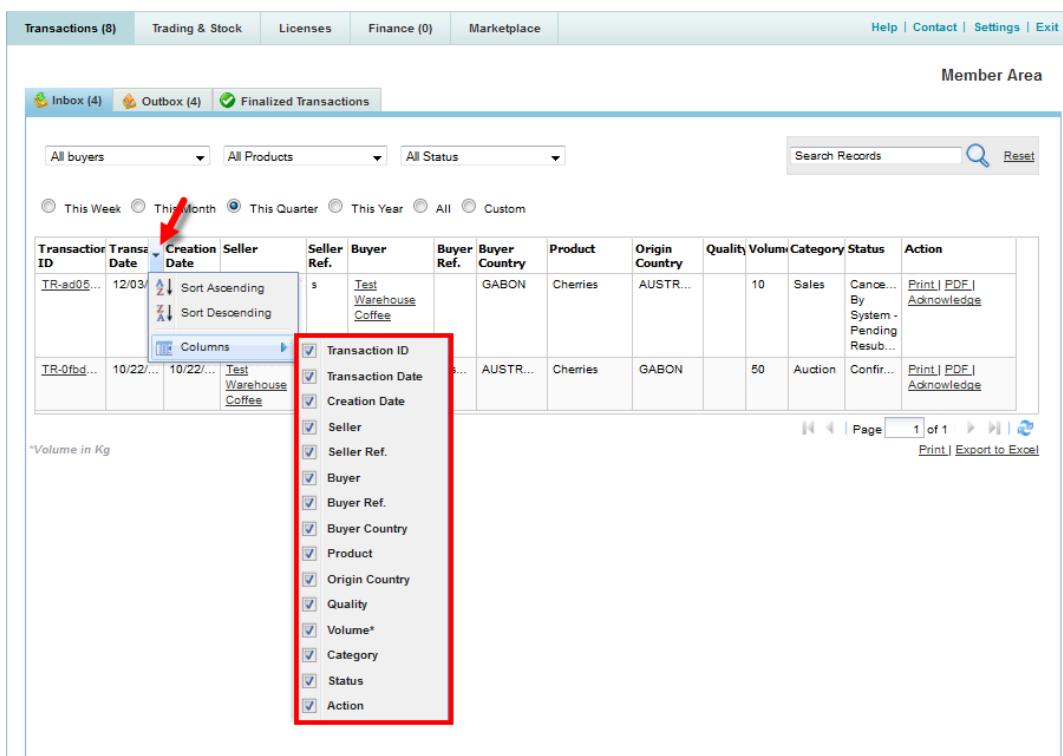
Section 1 – Introduction to the Member Area

General

If you are registered for more than one product with UTZ, please make sure that you first select the desired product in the upper right corner.

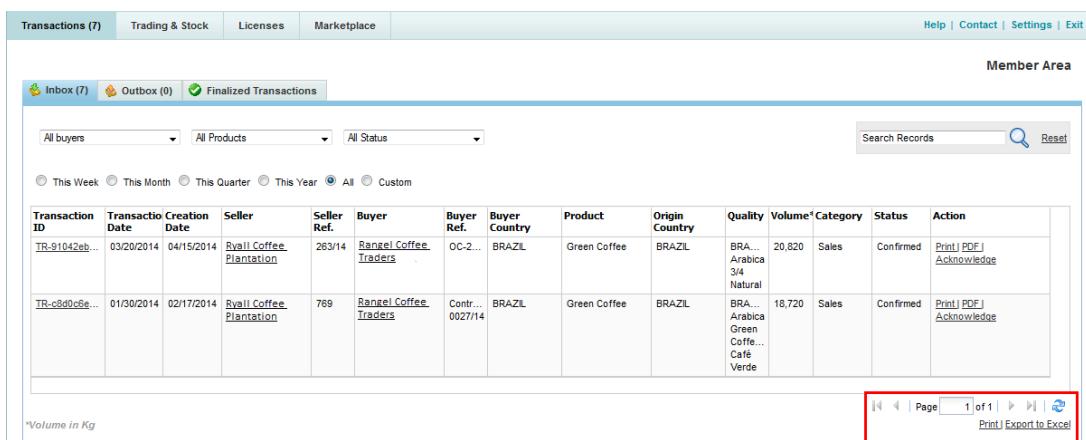


For an easier overview all tables can be customized. By clicking on the arrow that appears in each field of the headline when hovering over it, a small menu will open. You can sort the table in alphabetical order and you can choose the columns you want to see.



The screenshot shows the Member Area interface with a table of transactions. A context menu is open over the 'Creation Date' column header, listing options like 'Sort Ascending', 'Sort Descending', and 'Columns'. A red arrow points to the 'Sort Ascending' option. To the right of the table, a red box highlights a list of available columns for customization, including Transaction ID, Transaction Date, Creation Date, Seller, Seller Ref., Buyer, Buyer Ref., Buyer Country, Product, Origin Country, Quality, Volume*, Category, Status, and Action. The 'Volume*' column is marked with a note: "Volume in Kg". At the bottom right of the table area, there are page navigation buttons and links for Print, PDF, Acknowledge, Export to Excel, and Refresh.

In the whole traceability system you can refresh the information in the table, as well as print or export it to Excel.



This screenshot shows the Member Area interface with a table of transactions. A context menu is open over the 'Creation Date' column header, listing options like 'Sort Ascending', 'Sort Descending', and 'Columns'. A red arrow points to the 'Sort Ascending' option. To the right of the table, a red box highlights a list of available columns for customization, including Transaction ID, Transaction Date, Creation Date, Seller, Seller Ref., Buyer, Buyer Ref., Buyer Country, Product, Origin Country, Quality, Volume*, Category, Status, and Action. The 'Volume*' column is marked with a note: "Volume in Kg". At the bottom right of the table area, there are page navigation buttons and links for Print, PDF, Acknowledge, Export to Excel, and Refresh.

Transactions

Under the Transactions tab you find an overview of all the transactions you are involved in. The tab is organized like an e-mail system with an Inbox, Outbox and Finalized Transactions.

In your Inbox you find notifications about sales other members have made to you. Here you can [confirm](#) or [reject](#) them.

In your Outbox you see the transactions that you have made to other members. Before they have confirmed or rejected them, you have the possibility to [withdraw](#) or [modify](#) the transaction. Once the other member has confirmed or rejected the transaction, you will get a notification in your Inbox which you can acknowledge. Acknowledging means you have seen that the transaction has been confirmed – or rejected. All acknowledged transactions move to the Finalized Transactions.

Transactions (7) Trading & Stock Licenses Marketplace Help | Contact | Settings | Exit

Member Area

Inbox (7) Outbox (0) Finalized Transactions

All buyers All Products All Status Search Records

This Week This Month This Quarter This Year All Custom

Transaction ID	Transaction Date	Creation Date	Seller	Seller Ref.	Buyer	Buyer Ref.	Buyer Country	Product	Origin Country	Quality	Volume*	Category	Status	Action
TR-91042eb...	03/20/2014	04/15/2014	Rival Coffee Plantation	263/14	Rangel Coffee Traders	OC-2...	BRAZIL	Green Coffee	BRAZIL	BRA... Arabica 3/4 Natural	20,820	Sales	Confirmed	Print PDF Acknowledge
TR-c8d0c8e...	01/30/2014	02/17/2014	Rival Coffee Plantation	769	Rangel Coffee Traders	Contr... 0027/14	BRAZIL	Green Coffee	BRAZIL	BRA... Arabica Green Coffe... Café Verde	18,720	Sales	Confirmed	Print PDF Acknowledge

*Volume in Kg

Page 1 of 1 [Print](#) [Export to Excel](#)

Each tab contains filters that you can use to adjust the transaction information shown in the table. You can also perform a search of the records in each tab by using the search box.

Transactions (7) Trading & Stock Licenses Marketplace Help | Contact | Settings | Exit

Member Area

Inbox (7) Outbox (0) Finalized Transactions

All buyers All Products All Status Search Records

This Week This Month This Quarter This Year All Custom

Transaction ID	Transaction Date	Creation Date	Seller	Seller Ref.	Buyer	Buyer Ref.	Buyer Country	Product	Origin Country	Quality	Volume*	Category	Status	Action
TR-91042eb-d3	03/20/2014	04/15/2014	Test Producer	263/14	Test Buyer	OC-283/	BRAZIL	Green Coffee	BRAZIL	BRAZIL-Arabica 3/4 Natural	20,820	Sales	Confirmed	Print PDF Acknowledge
TR-c8d0c8e5-d4	01/30/2014	02/17/2014	Test Producer	769	Test Buyer	Contrato 0027/	BRAZIL	Green Coffee	BRAZIL	BRAZIL-Arabica Green Coffe... Café Verde	18,720	Sales	Confirmed	Print PDF Acknowledge

*Volume in Kg

Page 1 of 1 [Print](#) [Export to Excel](#)

Trading & Stock

Under the Trading & Stock tab you see an overview of your certified volume (producers) or your trading stock (supply chain actors). Here you find all functionalities to record your trading and stock activities that you are licensed for, like e.g. [selling](#), [converting](#), [downgrading](#) and [tracing](#). Also, you can [advertise](#) on or [purchase](#) from the Marketplace, place volume into a [warehouse](#) (producers) or reflect a [sale](#) or [purchase](#) via the auction function.

Certified Volume				Trading Activities			Stock Activity			
License ID	Valid From	Valid Till	Status	Product	Program	Certified Volume*	Volume Sold/Removed*	Remaining Volume*		
CB164	05/14/2014	05/13/2015	Active	Green Coffee	IP	2,023,800	0	2,023,800	Sales Announcement Delivery Announcement Advertise on Marketplace Sell Via Auction	Remove
				Green Coffee	IP	2,023,800	0	2,023,800	Sales Announcement Delivery Announcement Advertise on Marketplace Sell Via Auction	Remove

[|] [+] Page 1 of 1 Print | Export to Excel

Licenses

Under the Licenses tab you find an overview of your current and, if applicable, your previous licenses and certificates. In the license it is specified which transactions you can perform in the traceability system, and for which specific product.

Action	
 Current License	 All Licenses
Current License	
Sub License ID	CB164
Member ID	UTZ_CF1000000495
Issued On	07/07/2014
Issued By	Test CB
Start Date	05/14/2014
End Date	05/13/2015
Group Size	0
Total Certified Area (Ha)	850
Product details:	
Type:	Producer
Product(s):	Green Coffee
Certified Volume:	2,020,800 Kg
Carry Over:	3,000 Kg
Program(s):	IP
Allowed to sell as:	N/A
Allowed to process:	N/A
Act as Warehouse:	N/A
Type of extension:	
Additional Volume:	
Remaining:	2,023,800 Kg
Summary Report PDF	
Code of Conduct - Certificate PDF(s)	

Print | Export to Excel

Members with previous licenses can access this information under the link All Licenses.

Transactions (7) Trading & Stock **Licenses** Marketplace Help | Contact | Settings | Exit Member Area

Action	
	Current License
	All Licenses

Current License

Sub License ID	CB164
Member ID	UTZ_CF1000000495
Issued On	07/07/2014
Issued By	Test CB
Start Date	05/14/2014
End Date	05/13/2015
Group Size	0
Total Certified Area (Ha)	850

Good to know: What is the difference between a certificate and a license?

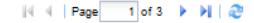
A certificate is issued by the Certification Body after the audit, provided that the member complies with all requirements of UTZ. This certificate allows the member to claim the produced and/or traded products as UTZ certified. The trades of UTZ certified pure products need to be recorded in the traceability system.

A license gives the right to access the traceability system and has the same starting and ending date as the certificate. It is requested by the Certification Body after the audit* and needs to be approved by UTZ

* Supply chain actors can consult the Chain of Custody to learn more about the exemptions.

Finance

Under the Finance tab you find an overview of your invoices. Under Current Balance you see all transactions for which you need to pay a program fee. Under Invoices you find an overview of all invoices with their payment status. The next invoicing date can be found below the table.

Transactions (13)	Trading & Stock	Licenses	Finance (4)	Marketplace	Help Contact Settings Exit																																																													
Member Area																																																																		
<table border="1"> <thead> <tr> <th>Action</th> </tr> </thead> <tbody> <tr> <td> Current Balance</td> </tr> <tr> <td> Invoices(4)</td> </tr> </tbody> </table>						Action	 Current Balance	 Invoices(4)																																																										
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 Current Balance																																																																		
 Invoices(4)																																																																		
<table border="1"> <thead> <tr> <th colspan="12">Invoices</th> </tr> </thead> <tbody> <tr> <td colspan="12"> <input type="radio"/> This Week <input type="radio"/> This Month <input type="radio"/> This Quarter <input type="radio"/> This Year <input checked="" type="radio"/> All <input type="radio"/> Custom <input type="checkbox"/> Paid <input type="checkbox"/> Partially Paid <input type="checkbox"/> Overdue <input type="checkbox"/> Unpaid </td> </tr> <tr> <th>Invoice ID</th> <th>Invoice Date</th> <th>Period</th> <th>Invoice Party</th> <th>Due date</th> <th>Payment Date</th> <th>Amount</th> <th>Amount Paid</th> <th>Status</th> <th>Type</th> <th>Action</th> <th></th> </tr> <tr> <td>20</td> <td>04/19/2012</td> <td>04/09/2012 - 04/16/2012</td> <td>Test Trader</td> <td>05/19/2012</td> <td>05/21/2012</td> <td>USD 2,285.28</td> <td>USD 2,285.28</td> <td>Paid</td> <td>Debit</td> <td>PDF</td> <td></td> </tr> <tr> <td>20</td> <td>06/11/2012</td> <td>06/05/2012 -</td> <td>Test Trader</td> <td>07/11/2012</td> <td>07/12/2012</td> <td>USD</td> <td>USD</td> <td>Paid</td> <td>Debit</td> <td>PDF</td> <td></td> </tr> </tbody> </table>						Invoices												<input type="radio"/> This Week <input type="radio"/> This Month <input type="radio"/> This Quarter <input type="radio"/> This Year <input checked="" type="radio"/> All <input type="radio"/> Custom <input type="checkbox"/> Paid <input type="checkbox"/> Partially Paid <input type="checkbox"/> Overdue <input type="checkbox"/> Unpaid												Invoice ID	Invoice Date	Period	Invoice Party	Due date	Payment Date	Amount	Amount Paid	Status	Type	Action		20	04/19/2012	04/09/2012 - 04/16/2012	Test Trader	05/19/2012	05/21/2012	USD 2,285.28	USD 2,285.28	Paid	Debit	PDF		20	06/11/2012	06/05/2012 -	Test Trader	07/11/2012	07/12/2012	USD	USD	Paid	Debit	PDF		Page 1 of 3 
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20	06/11/2012	06/05/2012 -	Test Trader	07/11/2012	07/12/2012	USD	USD	Paid	Debit	PDF																																																								
						<small>*Volume in Kg</small> <small>We will invoice this on the 26 February 2015 11:59 PM EST Currency : USD</small>																																																												
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Marketplace

The Marketplace is an area in the traceability system where you can find certified products that were [advertised](#) by other members. If you are interested in buying an advertised product, you can contact the seller and agree on all details of the sale and [reflect](#) it afterwards in the traceability system.

Transactions (0)	Trading & Stock	Licenses	Marketplace	Help Contact Settings Exit																																																																									
Member Area																																																																													
<table border="1"> <thead> <tr> <th colspan="12">Marketplace</th> </tr> </thead> <tbody> <tr> <td colspan="12"> <input type="radio"/> All Products <input type="radio"/> All Origin Countries <input type="radio"/> All Programs <input type="radio"/> All Seller Countries </td> </tr> <tr> <td colspan="12" style="text-align: right;"> <small>Search Records  Reset</small> </td> </tr> <tr> <td colspan="12"> <input type="radio"/> This Week <input type="radio"/> This Month <input type="radio"/> This Quarter <input type="radio"/> This Year <input checked="" type="radio"/> All <input type="radio"/> Custom </td> </tr> <tr> <th>Marketplace ID</th> <th>Placed on Marketplace Date</th> <th>Product</th> <th>Origin Country</th> <th>Quality</th> <th>Volume*</th> <th>Program</th> <th>Seller</th> <th>Seller Country</th> <th>Price</th> <th>Total Program Fee</th> <th>Actions</th> </tr> <tr> <td>cbds2rzzu</td> <td>02/17/2015</td> <td>Green Coffee</td> <td>BRAZIL</td> <td>COLOMBIA-Arabica Excelsa</td> <td>15,500</td> <td>IP</td> <td>Byall Coffee House</td> <td>BRAZIL</td> <td>USD 1</td> <td>USD 0</td> <td>View</td> </tr> </tbody> </table>						Marketplace												<input type="radio"/> All Products <input type="radio"/> All Origin Countries <input type="radio"/> All Programs <input type="radio"/> All Seller Countries												<small>Search Records  Reset</small>												<input type="radio"/> This Week <input type="radio"/> This Month <input type="radio"/> This Quarter <input type="radio"/> This Year <input checked="" type="radio"/> All <input type="radio"/> Custom												Marketplace ID	Placed on Marketplace Date	Product	Origin Country	Quality	Volume*	Program	Seller	Seller Country	Price	Total Program Fee	Actions	cbds2rzzu	02/17/2015	Green Coffee	BRAZIL	COLOMBIA-Arabica Excelsa	15,500	IP	Byall Coffee House	BRAZIL	USD 1	USD 0	View
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Section 2 – Performing Trading and Stock Activities

Perform a Sales Announcement / Sell

Physical trades of certified products between members need to be reflected in the traceability system. This can be done by using the Sales Announcement function in case you are a producer, or the Sell function in case you are a supply chain actor. Below you can see where to find the option to reflect a sale, depending on your member type.

Good to know: What is the difference between a producer and a supply chain actor?

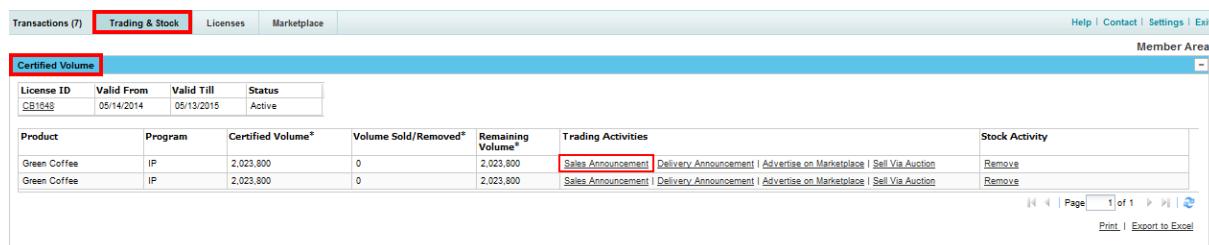
A producer is the UTZ certificate holder of a farm or farmer group who cultivates an UTZ certified crop. Producers are certified against the Code of Conduct.

Supply chain actors are actors who buy and/or sell UTZ certified products. Supply chain actors are certified* against the Chain of Custody.

* Please consult the Chain of Custody to learn more about the exemptions.

Producers

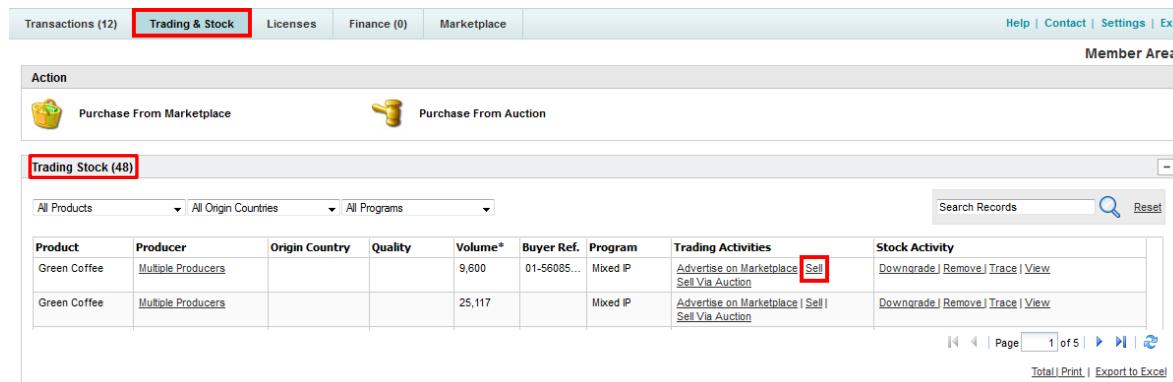
In a producer's account, the link to sell volume is called Sales Announcement and can be found under the tab Trading & Stock in the Certified Volume block.



Product	Program	Certified Volume*	Volume Sold/Removed*	Remaining Volume*	Trading Activities	Stock Activity
Green Coffee	IP	2,023,800	0	2,023,800	Sales Announcement Delivery Announcement Advertise on Marketplace Sell Via Auction	Remove
Green Coffee	IP	2,023,800	0	2,023,800	Sales Announcement Delivery Announcement Advertise on Marketplace Sell Via Auction	Remove

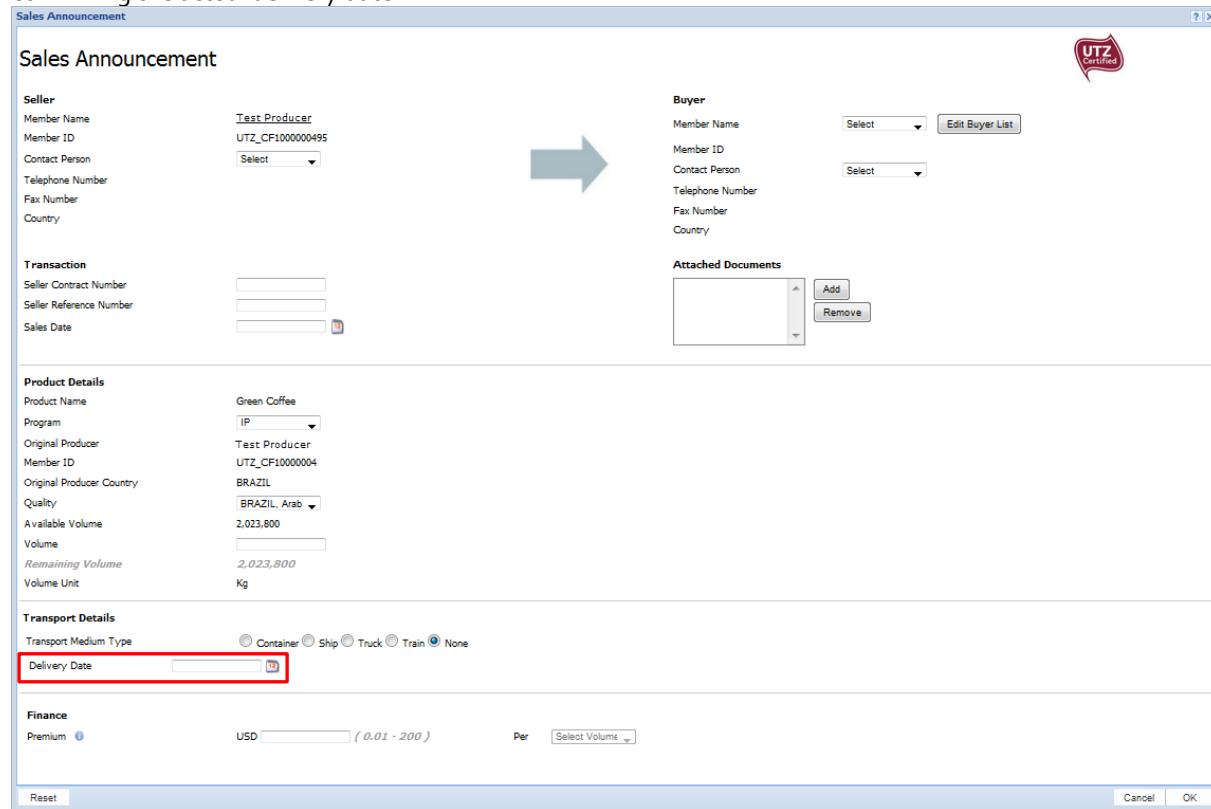
Supply chain actors

In a supply chain actor's account, the link to sell volume is called Sell and can be found under the tab Trading & Stock in the Trading Stock block.



Action	Purchase From Marketplace	Purchase From Auction						
Trading Stock (48)								
All Products	All Origin Countries	All Programs	Search Records	Reset				
Product	Producer	Origin Country	Quality	Volume*	Buyer Ref.	Program	Trading Activities	Stock Activity
Green Coffee	Multiple Producers			9,600	01-56085...	Mixed IP	Advertise on Marketplace Sell Via Auction	Sell Downgrade Remove Trace View
Green Coffee	Multiple Producers			25,117		Mixed IP	Advertise on Marketplace Sell Via Auction	Downgrade Remove Trace View

By clicking on the link, the Sales Announcement / Sell form will open. Please enter the details of the sale and click on OK. Please note that the delivery date indicated in the form can only be backdated 180 days or until the first day of the validity of your and your buyer's license. In case the delivery date in the traceability system does not match your physical records, we recommend you to attach a document to the announcement confirming the actual delivery date.



Once the Sales Announcement / Sell has been submitted, your buyer will receive a notification in their Inbox, under the tab Transactions. When the buyer confirms the sale, the transaction is finalized in the system. You will receive a notification in your Inbox which you can acknowledge.

Good to know

The functionality flow in the appendix explains all details of making a [Sales Announcement / Sell](#).

Perform a Purchase Announcement

If a producer does not have regular internet access and can therefore not make a Sales Announcement to you, the producer can give you [on behalf user rights](#). After you have been given on behalf user rights, you can use the Purchase Announcement function in order to make a Sales Announcement on behalf of the producer to yourself.

If the producer has given you on behalf user rights, you can find the Purchase Announcement option under the Trading & Stock tab.



By clicking on the link, the Purchase Announcement form will open. Please enter the details of the purchase and click on OK. Please note that the delivery date indicated in the form can only be backdated 180 days or until the first day of the validity of your and your buyer's license. In case the delivery date in the traceability system does not match your physical records, we recommend you to attach a document to the announcement confirming the actual delivery date.



Seller		Buyer	
Member Name	Select	Member Name	Saalm Trader Inc
Member ID		Member ID	UTZ_CF100004667
Contact Person	Select	Contact Person	Select
Telephone Number		Telephone Number	
Fax Number		Fax Number	
Country		Country	

Transaction		Confirmation	
Seller Contract Number		Confirmation Date	10/24/2014
Seller Reference Number		Confirmed by	Jonathan Ryan
Buyer Reference Number			
Purchase Date	10/24/2014		

Product Details		Attachments	
Product Name	Select	Attached by Buyer	Add
Program	Select		Remove
Available Volume			
Volume			
Remaining Volume			
Volume Unit			

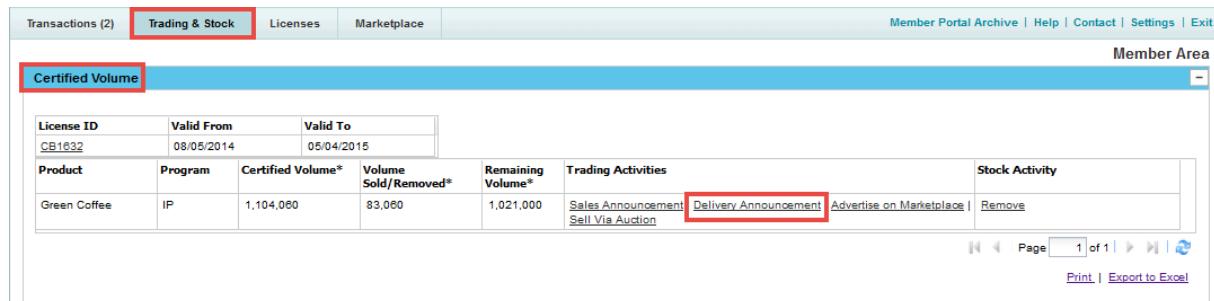
Transport Details	
Transport Medium Type	

You will not have to confirm this transaction in your Inbox as it is a transaction made to yourself. It will move automatically to your Finalized Transactions.

Perform a Delivery Announcement

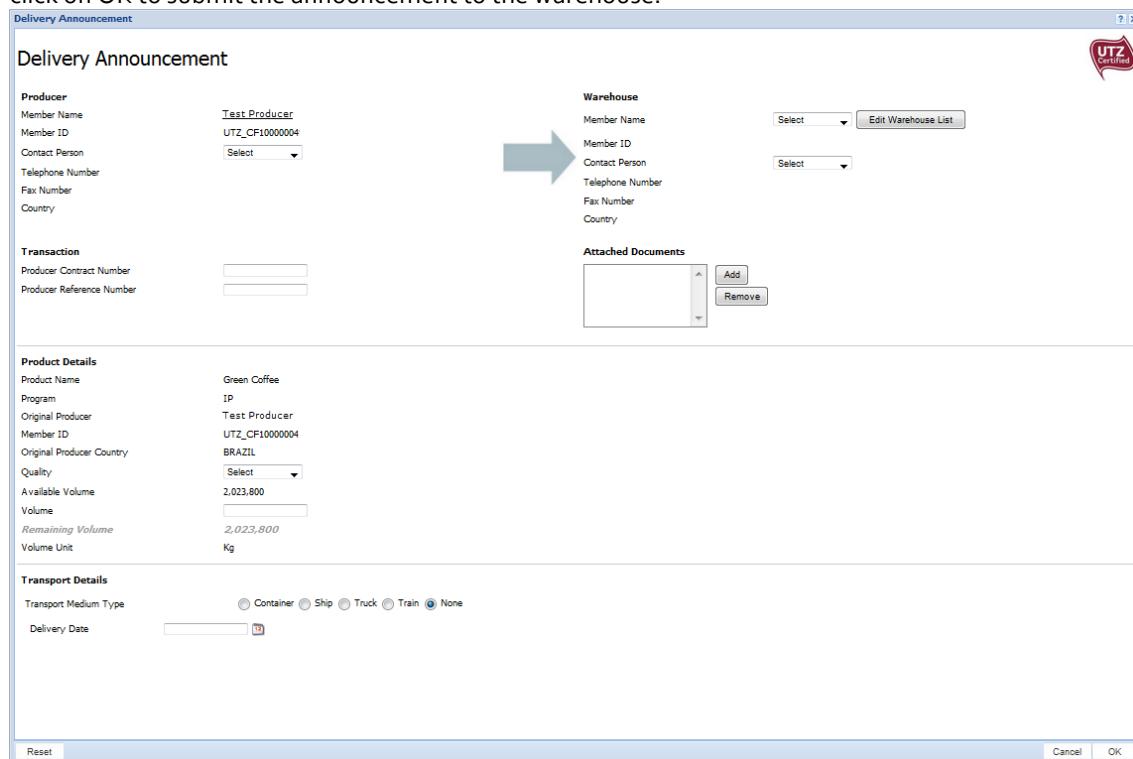
The Delivery Announcement reflects a placement of certified volume into a warehouse. All volumes placed in a warehouse can be sold as certified even after the license of the producer has expired. The only requirement is that the volume was placed in the warehouse before the expiry of the producer's license and that the warehouse's license is active at the time of sale.

The link Delivery Announcement can be found in the Certified Volume block under the Trading & Stock tab.



The screenshot shows the Member Portal interface. At the top, there are tabs for Transactions (2), Trading & Stock (which is selected and highlighted with a red box), Licenses, and Marketplace. On the right, there are links for Member Portal Archive, Help, Contact, Settings, and Exit. Below the tabs, a blue header bar says "Member Area". Underneath, a table titled "Certified Volume" lists a single row for "Green Coffee". The "Trading Activities" column contains several links: Sales Announcement, Delivery Announcement (which is also highlighted with a red box), Advertise on Marketplace, and Remove. At the bottom of the table, there are navigation buttons for Page (1 of 1) and Print/Export options.

By clicking on the link, the Delivery Announcement form will open. Please enter the details of the delivery and click on OK to submit the announcement to the warehouse.



The screenshot shows the "Delivery Announcement" dialog box. The left side is labeled "Producer" and contains fields for Member Name (Test Producer), Member ID (UTZ_CFI1000004), Contact Person (Select), Telephone Number, Fax Number, and Country. The right side is labeled "Warehouse" and contains fields for Member Name (Select), Member ID, Contact Person (Select), Telephone Number, Fax Number, and Country. Below these sections are "Attached Documents" (with Add and Remove buttons), "Product Details" (including Product Name, Program, Original Producer, Member ID, Original Producer Country, Quality, Available Volume, Volume, Remaining Volume, Volume Unit), "Transport Details" (with options for Container, Ship, Truck, Train, and None), and a "Delivery Date" field. At the bottom are "Reset", "Cancel", and "OK" buttons. A large grey arrow points from the "Producer" section towards the "Warehouse" section.

Good to know

The functionality flow in the appendix explains all details of making a [Delivery Announcement](#).

For more information on how to manage the warehouse, please have a look at the section [Manage your Warehouse](#).

Perform a Delivery on Behalf

The Delivery on Behalf reflects a placement of certified volume into a physical warehouse, done by the warehouse on behalf of the producer. This function is only available if the producer has given you [on behalf user rights](#) and it can be used if a producer does not have regular internet access. All volumes placed in a warehouse can be sold as certified even after the license of the producer has expired. The only requirement is that the volume was placed in the warehouse before the expiry of the producer's license and that the warehouse's license is active at the time of sale.

The link Delivery on Behalf can be found under the Trading & Stock tab.

By clicking on the link, the Delivery on Behalf form will open. Please enter the details of the delivery and click on OK.

You will not have to confirm this transaction in your Inbox as it is a transaction made to yourself. It will move automatically to your Finalized Transactions.

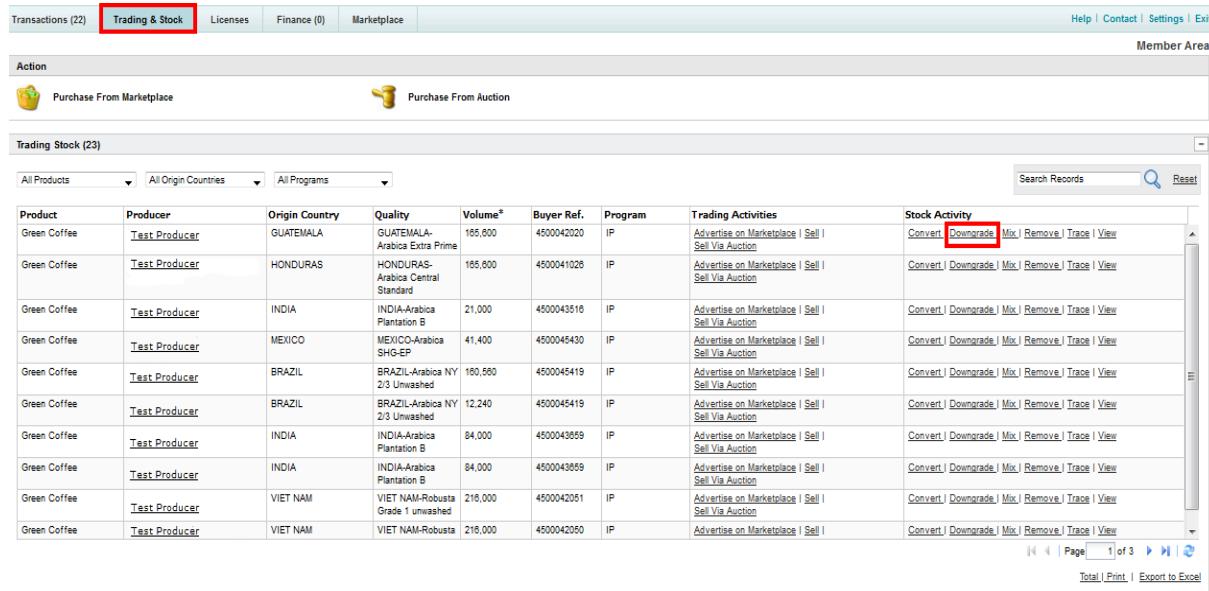
Good to know

For more information on how to manage the warehouse, please have a look at the section [Manage your Warehouse](#).

Downgrade

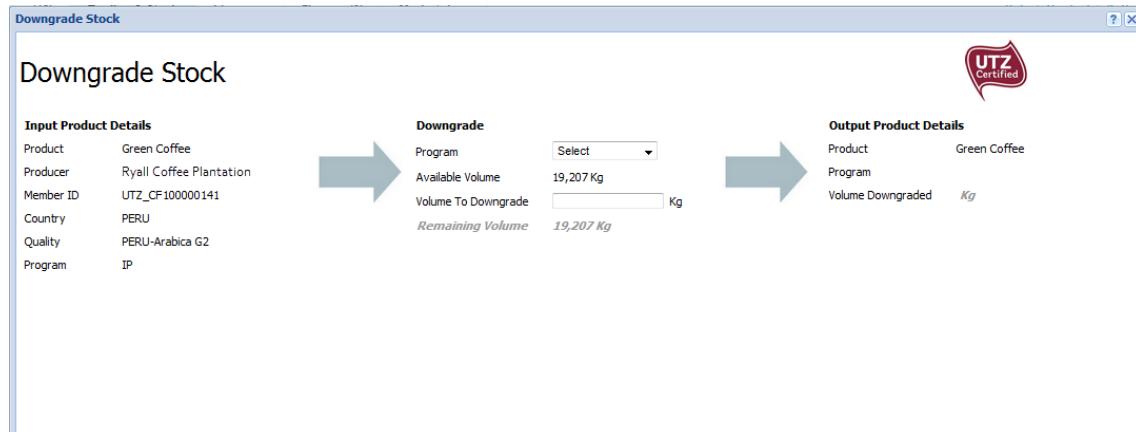
The Downgrade function allows you to downgrade the program level of a product. This is done to reflect e.g. mixing of different volumes. Please note that you do not have the possibility to downgrade if you are only licensed for the lowest program level.

The link Downgrade can be found under the Trading & Stock tab.



Product	Producer	Origin Country	Quality	Volume*	Buyer Ref.	Program	Trading Activities	Stock Activity
Green Coffee	Test Producer	GUATEMALA	GUATEMALA-Arabica Extra Prime	165,000	4500042020	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	HONDURAS	HONDURAS-Arabica Central Standard	165,000	4500041028	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	INDIA	INDIA-Arabica Plantation B	21,000	4500043516	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	MEXICO	MEXICO-Arabica SHG-EP	41,400	4500045430	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	BRAZIL	BRAZIL-Arabica NY 2/3 Unwashed	150,580	4500045419	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	BRAZIL	BRAZIL-Arabica NY 2/3 Unwashed	12,240	4500045419	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	INDIA	INDIA-Arabica Plantation B	84,000	4500043559	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	INDIA	INDIA-Arabica Plantation B	84,000	4500043559	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	Viet Nam	VIET NAM-Robusta Grade 1 unwashed	216,000	4500042051	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
Green Coffee	Test Producer	Viet Nam	VIET NAM-Robusta	216,000	4500042050	IP	Advertise on Marketplace Sell	Convert Downgrade Mix Remove Trace View

By clicking on the link, the Downgrade form will open. Please indicate the volume you wish to downgrade and the program level you want to downgrade to.



Input Product Details

Product	Green Coffee
Producer	Ryall Coffee Plantation
Member ID	UTZ_CF100000141
Country	PERU
Quality	PERU-Arabica G2
Program	IP

Downgrade

Program	Select
Available Volume	19,207 Kg
Volume To Downgrade	<input type="text"/> Kg
Remaining Volume	19,207 Kg

Output Product Details

Product	Green Coffee
Program	
Volume Downgraded	Kg

Your stock will be updated accordingly.

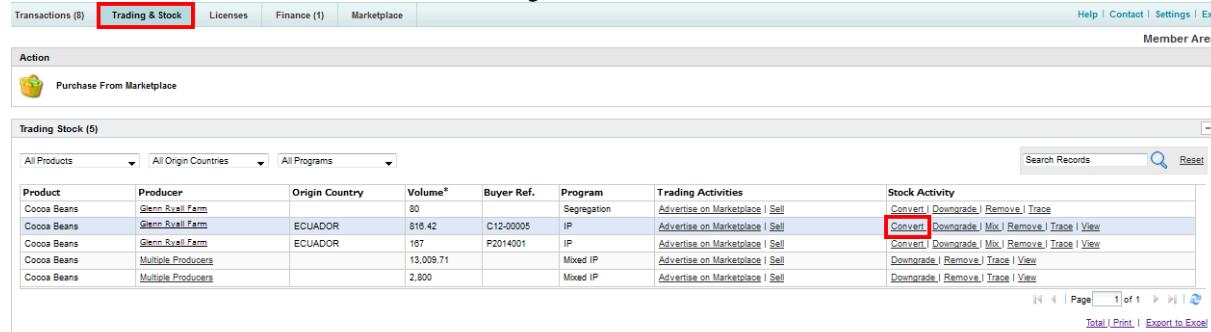
Good to know

The overview in the appendix explains the differences between the different [program levels](#).

Convert

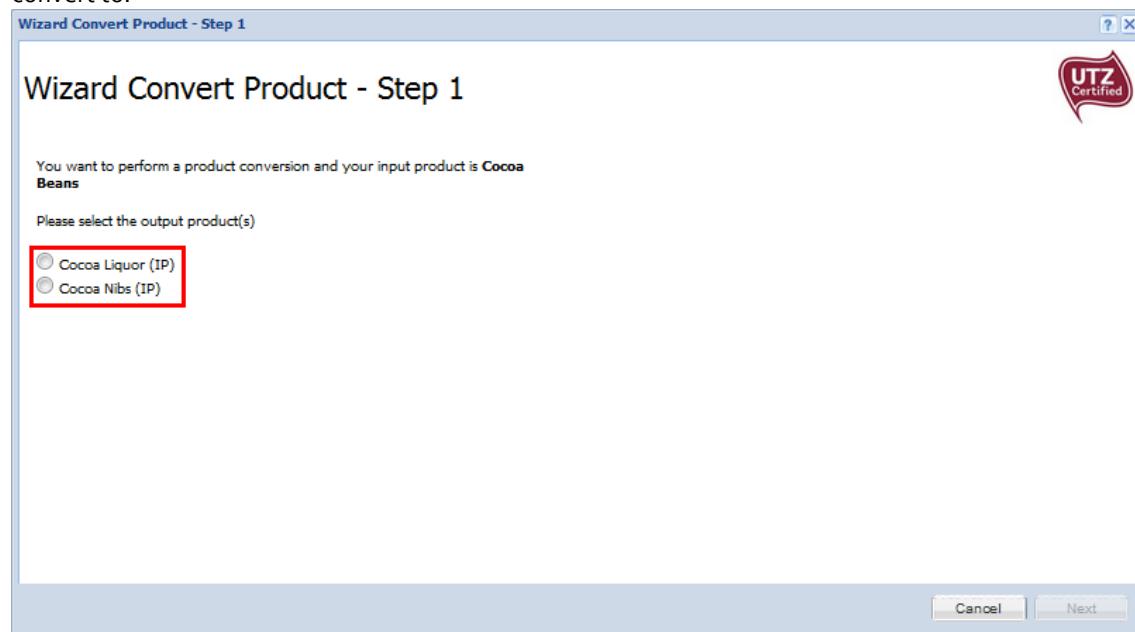
The Convert function reflects the processing of a product into a derivative product. The conversion rates are defined per program. Please contact UTZ for more information on the conversion rates.

The link Convert can be found under the Trading & Stock tab.



The screenshot shows a software application window titled "Trading & Stock". At the top, there are tabs: "Transactions (8)", "Trading & Stock" (which is highlighted with a red box), "Licenses", "Finance (1)", and "Marketplace". To the right of the tabs are links for "Help", "Contact", "Settings", and "Exit", and a "Member Area" button. Below the tabs is a section titled "Action" with a "Purchase From Marketplace" button. The main area is titled "Trading Stock (5)" and contains a table with columns: Product, Producer, Origin Country, Volume*, Buyer Ref., Program, Trading Activities, and Stock Activity. The "Stock Activity" column includes links for "Convert", "Downgrade", "Mix", "Remove", "Trace", and "View". One of the "Convert" links in the table is also highlighted with a red box. At the bottom of the table are buttons for "Search Records", "Total", "Print", and "Export to Excel".

By clicking on the link, the Convert process will start. Please choose first the output product you want to convert to.



The screenshot shows a dialog box titled "Wizard Convert Product - Step 1". It displays the message: "You want to perform a product conversion and your input product is **Cocoa Beans**". Below this, it asks "Please select the output product(s)". There are two radio buttons: one for "Cocoa Liquor (IP)" and another for "Cocoa Nibs (IP)". The "Cocoa Liquor (IP)" radio button is selected and highlighted with a red box. At the bottom right of the dialog are "Cancel" and "Next" buttons. In the top right corner of the dialog, there is a "UTZ Certified" logo.

In the next step you can choose the product you want to convert by clicking on the link Add. If you have several stock items for which the same conversion can be made, you can do several conversions at the same time. Please indicate the volume you wish to convert and click on Convert.

Wizard Convert Product - Step 2

Product Name	Producer	Country	Quality	Buyer Reference Number	Program	Available Volume	Transaction Details	Action
Cocoa Beans	Glenn Syall Farm	ECUADOR		C12-0000	IP	816.42	View	Add
Cocoa Beans	Glenn Syall Farm	ECUADOR		P201400	IP	187	View	Add

Input Product
Program: Cocoa Beans IP

Producer	Country	Available Volume	Volume	Output Product(s)	Output Volume	Action
PONGARBEL S.A.	ECUADOR	816.42	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="816.42"/>	Cocoa Liquor (IP) Waste Product	669.45 146.99	Remove

Remaining Volume: 0.0

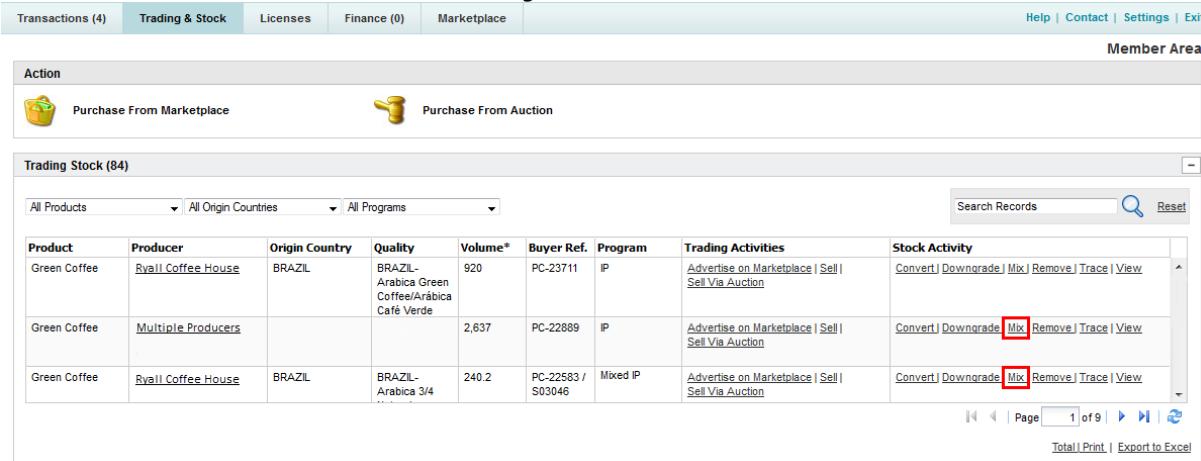
Reset Back **Convert**

Your stock will be updated accordingly.

Mix

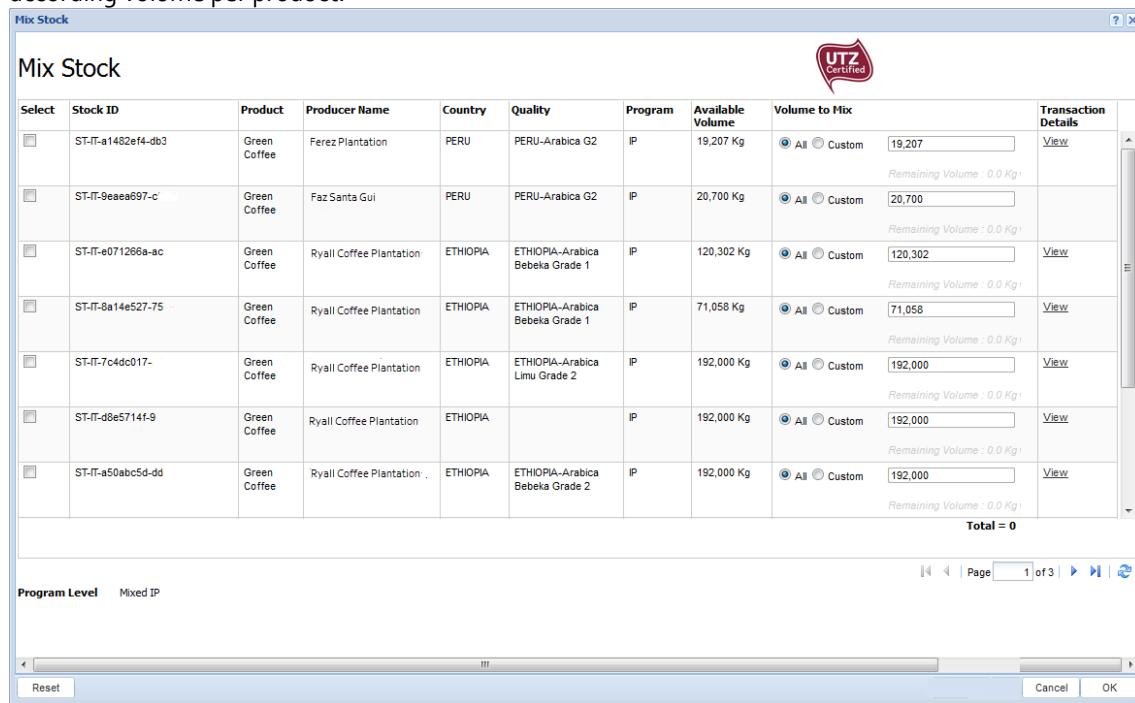
The Mix function reflects the mixing of products of the same type from different producers at program level Identity Preserved. The mixed volume will still contain information about the producers' names and their respective volumes in the mix.

The Mix function can be found under the Trading & Stock tab.



The screenshot shows the 'Trading & Stock' tab selected in the top navigation bar. The 'Stock Activity' section displays a list of products with various actions available. The 'Mix' button in the actions column for the first product is highlighted with a red box.

By clicking on the link, the Mix form will open. Please choose the products you wish to mix and indicate the according volume per product.



The screenshot shows the 'Mix Stock' dialog box. It lists several stock items with their details and volume to mix. The total volume to mix is displayed as 'Total = 0' at the bottom. The 'Program Level' is set to 'Mixed IP'.

Select	Stock ID	Product	Producer Name	Country	Quality	Program	Available Volume	Volume to Mix	Transaction Details
<input type="checkbox"/>	ST-IT-a1482ef4-db3	Green Coffee	Ferez Plantation	PERU	PERU-Arabica G2	IP	19,207 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="19,207"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-9eaea697-c	Green Coffee	Faz Santa Gui	PERU	PERU-Arabica G2	IP	20,700 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="20,700"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-e071266a-ac	Green Coffee	Ryall Coffee Plantation	ETHIOPIA	ETHIOPIA-Arabica Bebeka Grade 1	IP	120,302 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="120,302"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-8a14e527-75	Green Coffee	Ryall Coffee Plantation	ETHIOPIA	ETHIOPIA-Arabica Bebeka Grade 1	IP	71,058 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="71,058"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-7c4dc017-	Green Coffee	Ryall Coffee Plantation	ETHIOPIA	ETHIOPIA-Arabica Limu Grade 2	IP	192,000 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="192,000"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-d8e5714f-9	Green Coffee	Ryall Coffee Plantation	ETHIOPIA		IP	192,000 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="192,000"/>	Remaining Volume : 0.0 Kg!
<input type="checkbox"/>	ST-IT-a50abc5d-dd	Green Coffee	Ryall Coffee Plantation	ETHIOPIA	ETHIOPIA-Arabica Bebeka Grade 2	IP	192,000 Kg	<input checked="" type="radio"/> All <input type="radio"/> Custom <input type="text" value="192,000"/>	Remaining Volume : 0.0 Kg!

Total = 0

Program Level Mixed IP

Your stock will be updated accordingly.

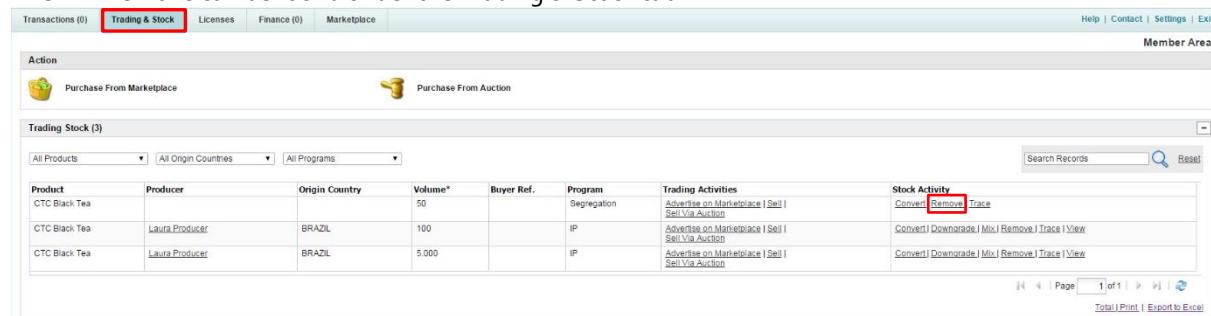
Remove

The Remove function allows you to reduce the volume of either your certified volume (producers) or your trading stock (supply chain actors). This needs to be done if e.g. part of the volume has been damaged or sold as non-UTZ. Once the volume is removed, it cannot be claimed as UTZ anymore.

If you are the last actor in the supply chain it depends on your program's rules whether you can remove volume or if you need to [trace](#) it instead. Please refer to the Chain of Custody for more information on when to use which functionality.

In case you are a supply chain actor in the cocoa program and you are licensed for the Mass Balance program level, it might be advisable to downgrade your cocoa instead of removing it. Please contact our Member Support Team via membersupport@utz.org in case you require more information.

The link Remove can be found under the Trading & Stock tab.



Product	Producer	Origin Country	Volume*	Buyer Ref.	Program	Trading Activities	Stock Activity
CTC Black Tea			50		Segregation	Advertise on Marketplace Sell Sell Via Auction	Convert Remove Trace
CTC Black Tea	Laura Producer	BRAZIL	100		IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
CTC Black Tea	Laura Producer	BRAZIL	5.000		IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View

By clicking on the link, the Remove form will open. Please indicate the volume you wish to remove and indicate the reason for removal.

Remove From Certified Stock

Product Details

Product	Green Coffee
Program	IP

Producer Details

Producer	Ryall Coffee Plantation
MemberID	UTZ_CF1000000495
Country	BRAZIL

Removal Details

Available Volume	1,955,180 Kg
Volume to Remove	<input type="text"/>
Remaining Volume	1,955,180 Kg

Why do you want to remove the stock?

Other Reason

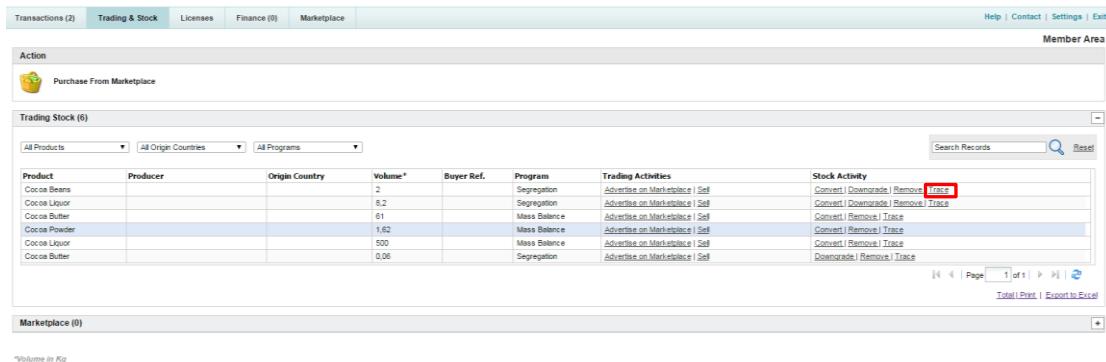
Reset Cancel OK

Your stock will be updated accordingly.

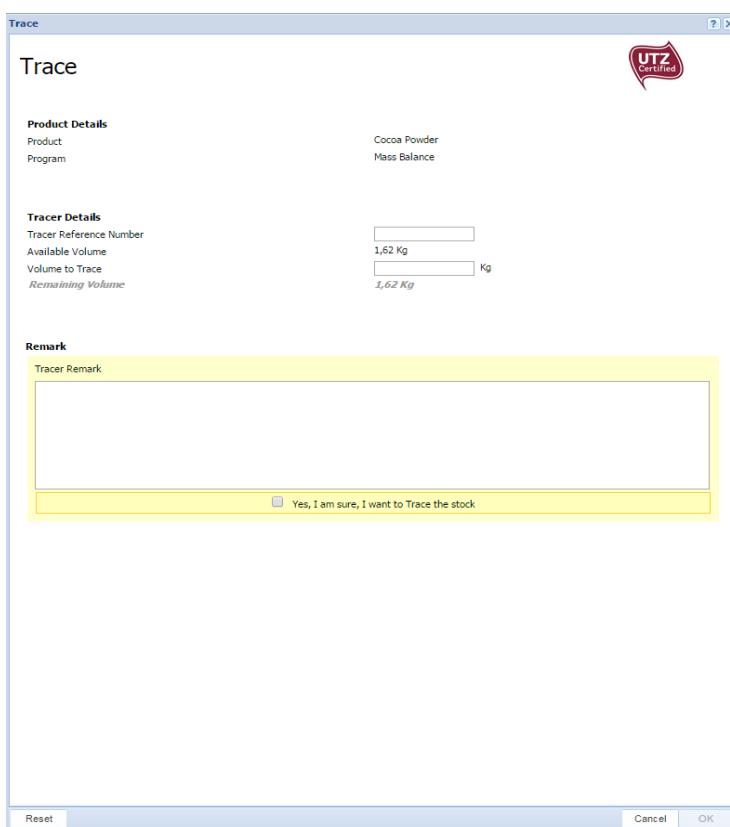
Trace

With the Trace function you can take volume out of the traceability system and generate a unique traceability number. Tracing reflects the end of the supply chain of a certified product – either because the pure product is packed or because it is mixed with other ingredients.

The link Trace can be found under the Trading & Stock tab.



By clicking on the link, the Trace form will open. Please indicate the volume which you want to trace and enter your own internal reference number.



A tracing document will be generated and the volume will not be available in your stock anymore. You can find the Trace transaction back in your Finalized Transactions, under the tab Transactions as well as in the Settings under Stock Management Log.

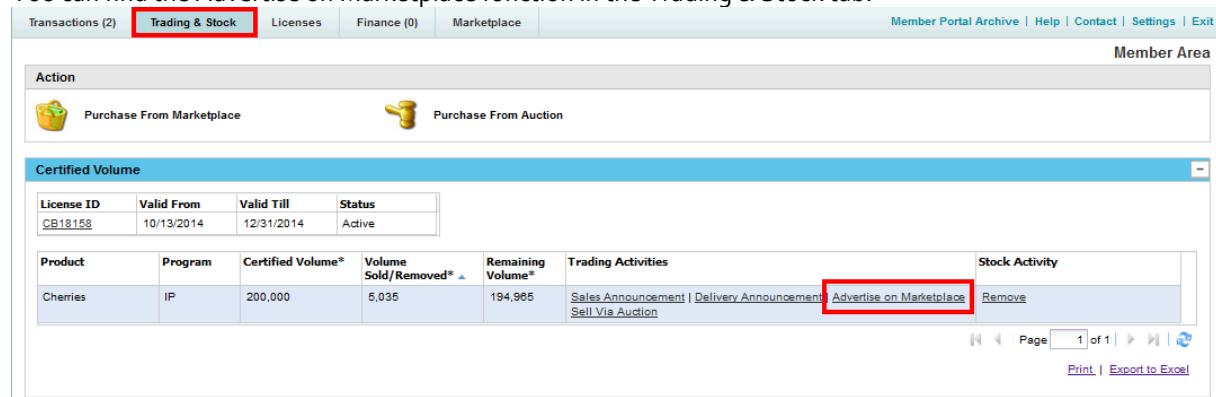
Advertise on Marketplace

The Marketplace is the area in the traceability system where members can advertise certified products to other members. All members are allowed to advertise products on the Marketplace. To advertise a product, please fill in the Advertise on Marketplace form.

Good to know

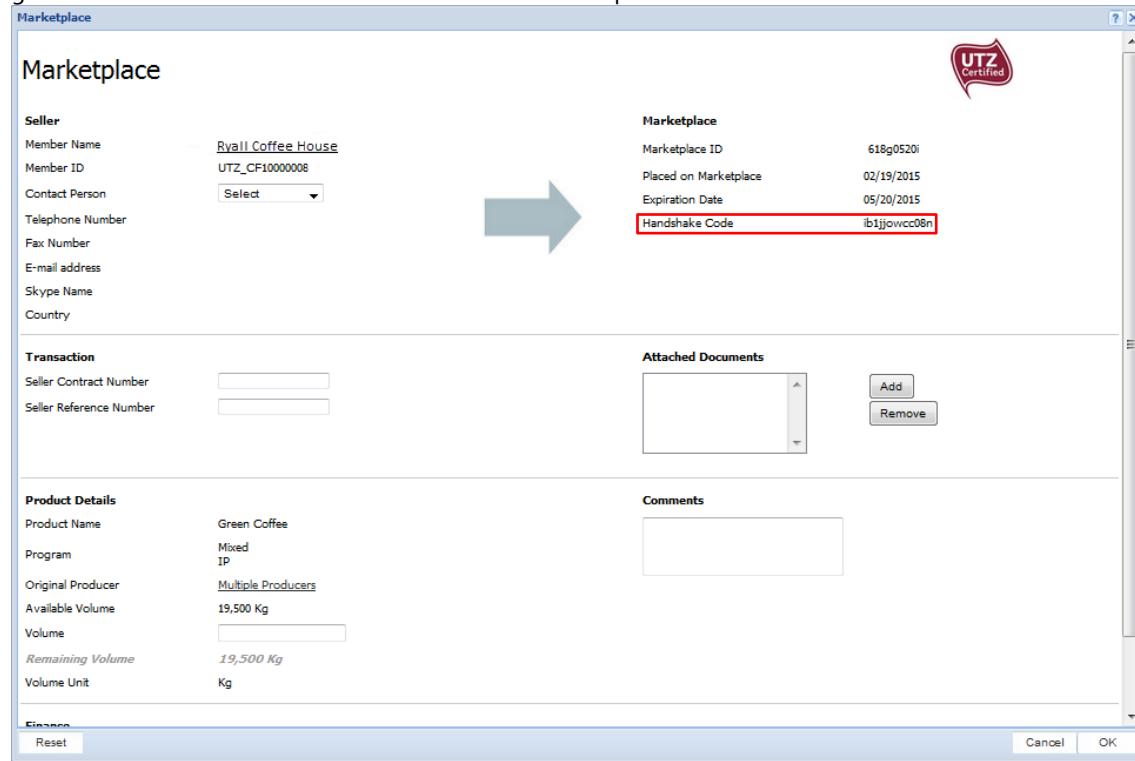
Each product placed on the Marketplace has its own 'handshake code'. This code is generated when the seller advertises the product on the Marketplace and needs to be filled in by the buyer when finalizing the transaction in the system. Therefore, please share the handshake code with your buyer after the sale has been finalized.

You can find the Advertise on Marketplace function in the Trading & Stock tab.



The screenshot shows the UTZ traceability system's member portal. At the top, there are tabs for Transactions (2), **Trading & Stock**, Licenses, Finance (0), and Marketplace. The Trading & Stock tab is active. In the top right corner, there are links for Member Portal Archive, Help, Contact, Settings, and Exit. Below the tabs, a 'Member Area' header includes an 'Action' section with two buttons: 'Purchase From Marketplace' (with a shopping bag icon) and 'Purchase From Auction' (with a auction hammer icon). The main content area is titled 'Certified Volume' and contains a table with columns for License ID, Valid From, Valid Till, and Status. One row shows CB18158, 10/13/2014, 12/31/2014, and Active. Below this is a larger table for 'Product' (Cherries), 'Program' (IP), 'Certified Volume*' (200,000), 'Volume Sold/Removed*' (5,035), 'Remaining Volume*' (194,965), 'Trading Activities' (Sales Announcement | Delivery Announcement | Sell Via Auction), and 'Stock Activity' (Advertise on Marketplace, Remove). The 'Advertise on Marketplace' link is highlighted with a red box. At the bottom of the page, there are navigation links for Page (1 of 1), Print, and Export to Excel.

By clicking on the link, the Advertise on Marketplace form will open and the handshake code will be generated. Please fill in all the details of the advertised product and click on OK.



Seller		Marketplace	
Member Name	Ryall Coffee House	Marketplace ID	618g0520i
Member ID	UTZ_CF10000008	Placed on Marketplace	02/19/2015
Contact Person	Select	Expiration Date	05/20/2015
Telephone Number		Handshake Code	ib1jjowcc08r
Fax Number			
E-mail address			
Skype Name			
Country			
Transaction		Attached Documents	
Seller Contract Number	<input type="text"/>	<input type="button" value="Add"/>	
Seller Reference Number	<input type="text"/>	<input type="button" value="Remove"/>	
Product Details		Comments	
Product Name	Green Coffee	<input type="text"/>	
Program	Mixed		
Original Producer	IP		
Available Volume	Multiple Producers		
Volume	19,500 Kg		
Remaining Volume	19,500 Kg		
Volume Unit	Kg		
Finance			
<input type="button" value="Reset"/>		<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

After filling in the form, your stock will be updated accordingly. The advertised product will now be visible to other members. You can see the product placed on the Marketplace in your Marketplace block under the Trading & Stock tab.

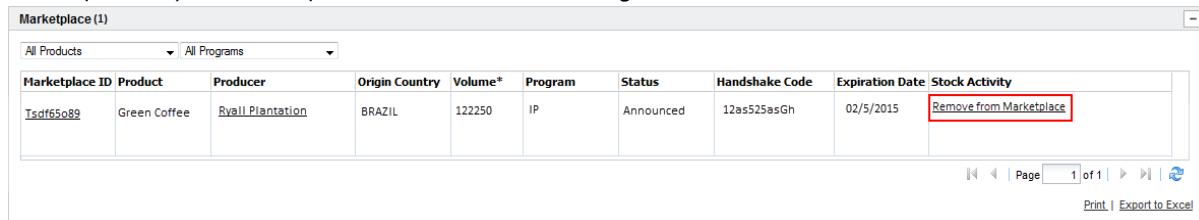
The announcement placed on the Marketplace is available for a limited amount of time. This time span is shown next to your Marketplace announcement in the Trading & Stock tab ('Expiration date').

Good to know

The functionality flow in the appendix explains all details of the [Marketplace](#) function.

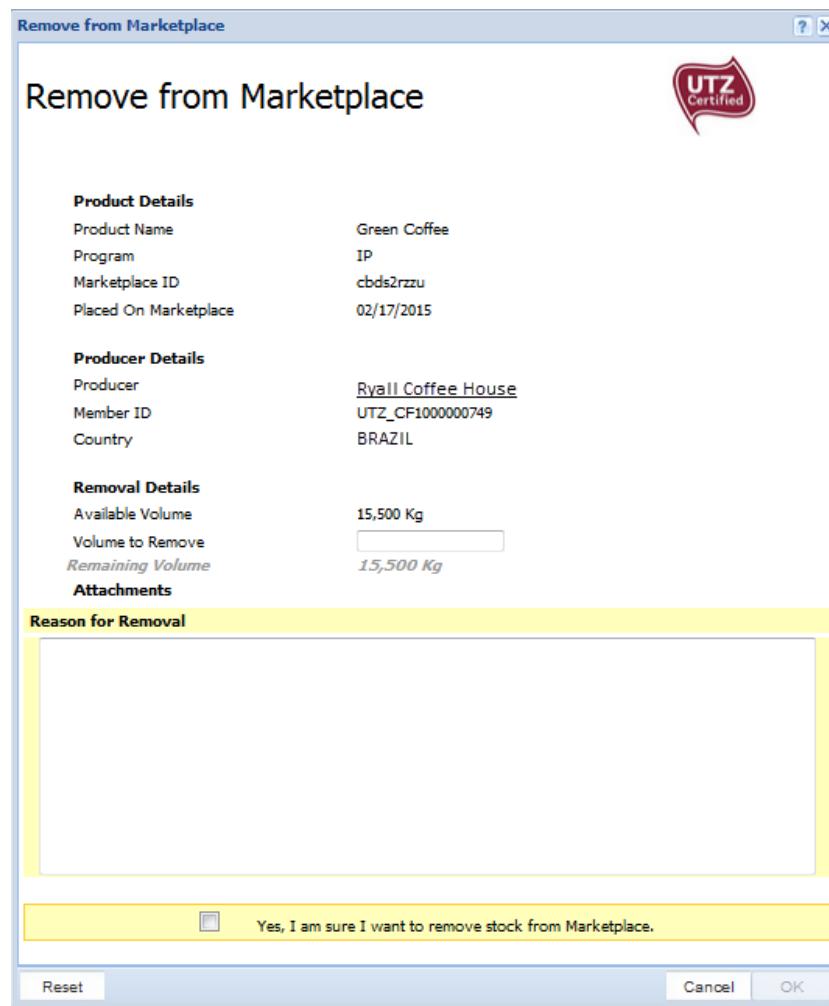
Remove from Marketplace

If you do not longer want to advertise your product on the Marketplace, you can use the link Remove from Marketplace in your Marketplace block under the Trading & Stock tab.



A screenshot of a web-based marketplace interface. At the top, there are dropdown menus for 'All Products' and 'All Programs'. Below is a table titled 'Marketplace (1)'. The columns are: Marketplace ID, Product, Producer, Origin Country, Volume*, Program, Status, Handshake Code, Expiration Date, and Stock Activity. The first row shows 'Tsdff65089' as Marketplace ID, 'Green Coffee' as Product, 'Ryall Plantation' as Producer, 'BRAZIL' as Origin Country, '122250' as Volume, 'IP' as Program, 'Announced' as Status, '12a5525asGh' as Handshake Code, '02/5/2015' as Expiration Date, and a button labeled 'Remove from Marketplace' in the Stock Activity column. The entire 'Remove from Marketplace' button is highlighted with a red box. At the bottom of the grid, there are navigation links for 'Page 1 of 1' and buttons for 'Print' and 'Export to Excel'.

By clicking on the link, the Remove from Marketplace place form will open. Please indicate the volume you would like to remove and the reason for removal. It is possible to remove only a part of the volume that was placed on the Marketplace. The handshake code for the remaining volume will stay the same.



The dialog box has a title bar 'Remove from Marketplace' and a close button. It features a logo for 'UTZ Certified' at the top right. The form is divided into several sections:

- Product Details:**
 - Product Name: Green Coffee
 - Program: IP
 - Marketplace ID: cbds2rzzu
 - Placed On Marketplace: 02/17/2015
- Producer Details:**
 - Producer: Ryall Coffee House
 - Member ID: UTZ_CF1000000749
 - Country: BRAZIL
- Removal Details:**
 - Available Volume: 15,500 Kg
 - Volume to Remove: (empty input field)
 - Remaining Volume: 15,500 Kg
- Attachments:** (This section is currently empty.)
- Reason for Removal:** (This section is currently empty.)
- Action Bar:** Contains 'Reset', 'Cancel', and 'OK' buttons. A yellow bar at the bottom contains the text 'Yes, I am sure I want to remove stock from Marketplace.' with a checked checkbox.

Once removed, the Marketplace block and your stock will be updated accordingly.

Purchase from Marketplace

Members who are interested in a product that is advertised on the Marketplace can contact the seller outside of the traceability system to agree on the details of the sale. After the sale and physical shipment took place, the buyer needs to complete the transaction by using the Purchase from Marketplace function.

Good to know

Each product placed on the Marketplace has its own 'handshake code'. This code is generated when the seller advertises the product on the Marketplace and needs to be filled in by the buyer when finalizing the transaction in the system. Therefore, please ask the seller for the handshake code after the sale has been finalized.

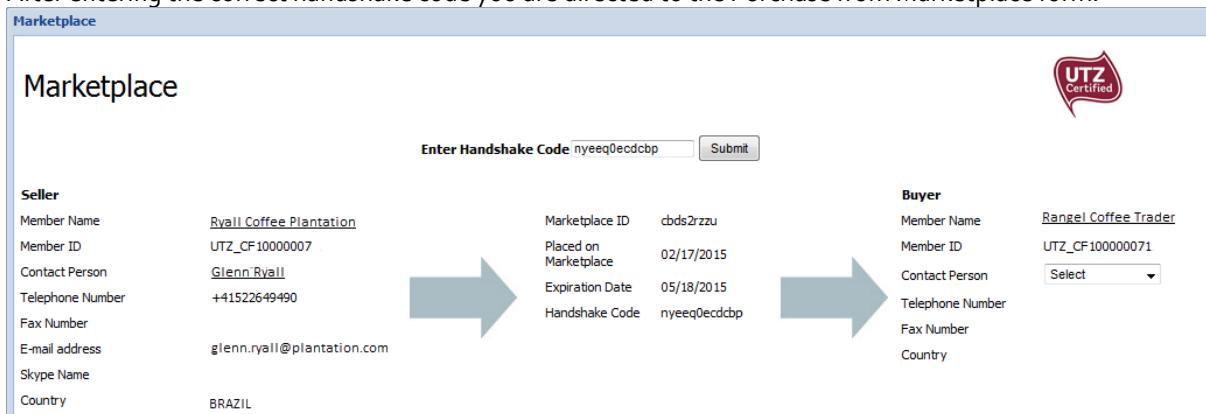
The link Purchase from Marketplace can be found under the Trading & Stock tab.



By clicking on the link, the Purchase from Marketplace process will start.



After entering the correct handshake code you are directed to the Purchase from Marketplace form.



Your stock will be updated accordingly.

Good to know

The functionality flow in the appendix explains all details of the [Marketplace](#) function.

Sell via Auction

The Sell via Auction function reflects the sale of an UTZ product to another member during a physical auction. The negotiation of the details of the sale take place during this auction and are not affected by UTZ. Only afterwards, the sale is reflected in the traceability system. Please note that the Sell via Auction function should **only** be used when the product is sold via an auction – if the product is sold to a buyer via another way (e.g. sales contracts), a normal [Sales Announcement](#) should be made.

Members who want to sell a certified product during an auction need to fill in the Sell via Auction form beforehand and attach a print of the form to the product at the auction. Once the physical sale has been agreed upon, the buyer needs to complete the transaction in the traceability system by using the Purchase from Auction function.

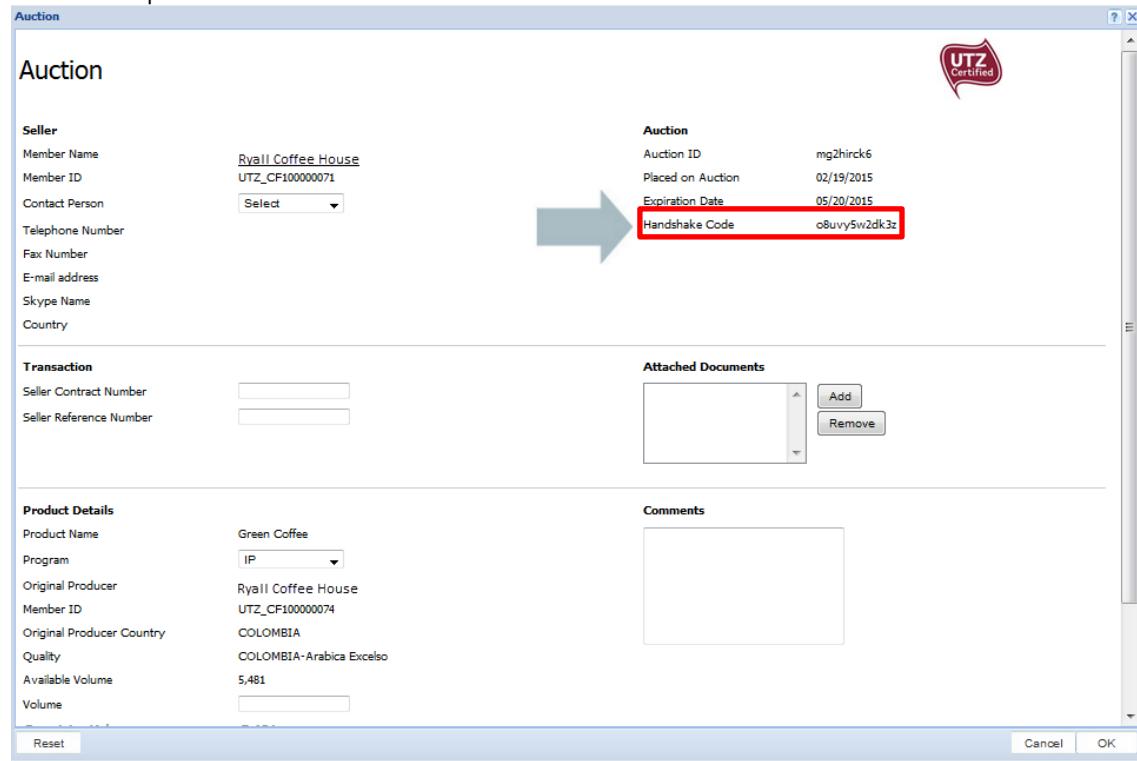
Good to know

Each product sold via the Auction function has its own 'handshake code'. This code is generated when the seller fills in the Sell via Auction form and needs to be filled in by the buyer when finalizing the transaction in the system. The handshake code can be found either on the form that was attached to the product or you can ask the seller directly.

The Sell via Auction function can be found under the Trading & Stock tab.

Transactions (4)	Trading & Stock	Licenses	Finance (0)	Marketplace	Member Area																																																							
					Help	Contact	Settings	Exit																																																				
<table border="1"> <thead> <tr> <th>Action</th> <th>Purchase From Marketplace</th> <th>Purchase From Auction</th> </tr> </thead> <tbody> <tr> <td></td> <td> Purchase From Marketplace</td> <td> Purchase From Auction</td> </tr> </tbody> </table>									Action	Purchase From Marketplace	Purchase From Auction		 Purchase From Marketplace	 Purchase From Auction																																														
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<table border="1"> <thead> <tr> <th colspan="8">Trading Stock (84)</th> </tr> <tr> <th colspan="2">All Products</th> <th colspan="2">All Origin Countries</th> <th colspan="2">All Programs</th> <th colspan="2">Search Records</th> </tr> </thead> <tbody> <tr> <td>Product</td> <td>Producer</td> <td>Origin Country</td> <td>Quality</td> <td>Volume*</td> <td>Buyer Ref.</td> <td>Program</td> <td>Trading Activities</td> <td>Stock Activity</td> </tr> <tr> <td>Green Coffee</td> <td>Rival Coffee House</td> <td>BRAZIL</td> <td>BRAZIL-Arabica Green Coffee/Arabica Café Verde</td> <td>920</td> <td>PC-23711</td> <td>IP</td> <td>Advertise on Marketplace Sell Sell Via Auction</td> <td>Convert Downgrade Mix Remove Trace View</td> </tr> <tr> <td>Green Coffee</td> <td>Multiple Producers</td> <td></td> <td></td> <td>2,637</td> <td>PC-22889</td> <td>IP</td> <td>Advertise on Marketplace Sell Sell Via Auction</td> <td>Convert Downgrade Mix Remove Trace View</td> </tr> <tr> <td>Green Coffee</td> <td>Rival Coffee House</td> <td>BRAZIL</td> <td>BRAZIL-Arabica 3/4</td> <td>240.2</td> <td>PC-22583 / S03046</td> <td>Mixed IP</td> <td>Advertise on Marketplace Sell Sell Via Auction</td> <td>Convert Downgrade Mix Remove Trace View</td> </tr> </tbody> </table>									Trading Stock (84)								All Products		All Origin Countries		All Programs		Search Records		Product	Producer	Origin Country	Quality	Volume*	Buyer Ref.	Program	Trading Activities	Stock Activity	Green Coffee	Rival Coffee House	BRAZIL	BRAZIL-Arabica Green Coffee/Arabica Café Verde	920	PC-23711	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View	Green Coffee	Multiple Producers			2,637	PC-22889	IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View	Green Coffee	Rival Coffee House	BRAZIL	BRAZIL-Arabica 3/4	240.2	PC-22583 / S03046	Mixed IP	Advertise on Marketplace Sell Sell Via Auction	Convert Downgrade Mix Remove Trace View
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<div style="text-align: right;"> Total Print Export to Excel </div>																																																												

By clicking on the link, the Sell via Auction form will open and the handshake code will be generated. Please indicate the product details and click on OK.



The screenshot shows the 'Auction' form interface. On the right side, under the 'Auction' tab, there is a section labeled 'Handshake Code' which contains the value '08uvy5iv2dk3j'. This field is highlighted with a red rectangle. A large grey arrow points from the left side of the form towards this highlighted area. The rest of the form includes sections for 'Seller' (with fields like Member Name, Member ID, Contact Person, Telephone Number, Fax Number, E-mail address, Skype Name, Country), 'Transaction' (Seller Contract Number, Seller Reference Number), 'Product Details' (Product Name, Program, Original Producer, Member ID, Original Producer Country, Quality, Available Volume, Volume), and 'Comments' (a large text area). At the bottom right are 'Cancel' and 'OK' buttons.

After filling in the form, your stock will be updated accordingly. The product can now be sold during an auction to another member. You can see the product in your Auction block under the Trading & Stock tab.

Any announcement via the Auction function is available for a limited amount of time. This time span is shown next to your Auction announcement in your Trading & Stock tab ('Expiration date').

Remove from Auction

If you do not longer want to sell your product via Auction, you can remove it by using the link Remove from Auction.

Auction (1)												
All Products		All Programs										
Auction ID	Product	Producer	Origin Country	Quality	Volume*	Program	Handshake Code	Expiration Date	Status	Stock Activity		
v754bdozo	Green Coffee	GRUPO DE PRODUCTORES INDEPENDIENTES DE OCOSINGO	MEXICO	MEXICO-Arabica HG-EP	5,000	IP	1lo1hszluw3j	02/16/2015	Announced	Remove from Auction		

Page 1 of 1 | Print | Export to Excel

By clicking on the link, the Remove from Auction form will open. Please indicate the volume you want to remove and the reason for removal. It is possible to remove only a part of the volume that was intended to be sold via an auction. The handshake code for the remaining volume will stay the same.

Remove from Auction



Product Details	
Product Name	Cherries
Program	IP
Auction Id	1am94f13y
Placed On Auction	08/19/2013
Producer Details	
Producer	UTZ Producer
Member ID	UTZ_CF1000003098
Country	BRAZIL
Removal Details	
Available Volume	1,000 Kg
Volume to Remove	<input type="text"/> Kg
Remaining Volume	1,000 Kg
Attachments	
Removal Reasons.pdf	
Reason for Removal	
<div style="border: 1px solid #ccc; height: 100px; margin-top: 10px;"></div>	

Once removed, the Auction block and your stock will be updated accordingly.

Purchase from Auction

Members who bought a certified product during an auction need to complete the transaction by using the Purchase from Auction function.

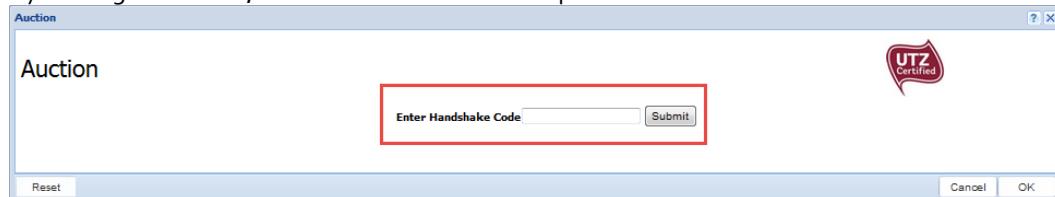
Good to know

Each product sold via the Auction function has its own 'handshake code'. This code is generated when the seller fills in the Sell via Auction form and needs to be filled in by the buyer when finalizing the transaction in the system. The handshake code can be found on the form that was attached to the product.

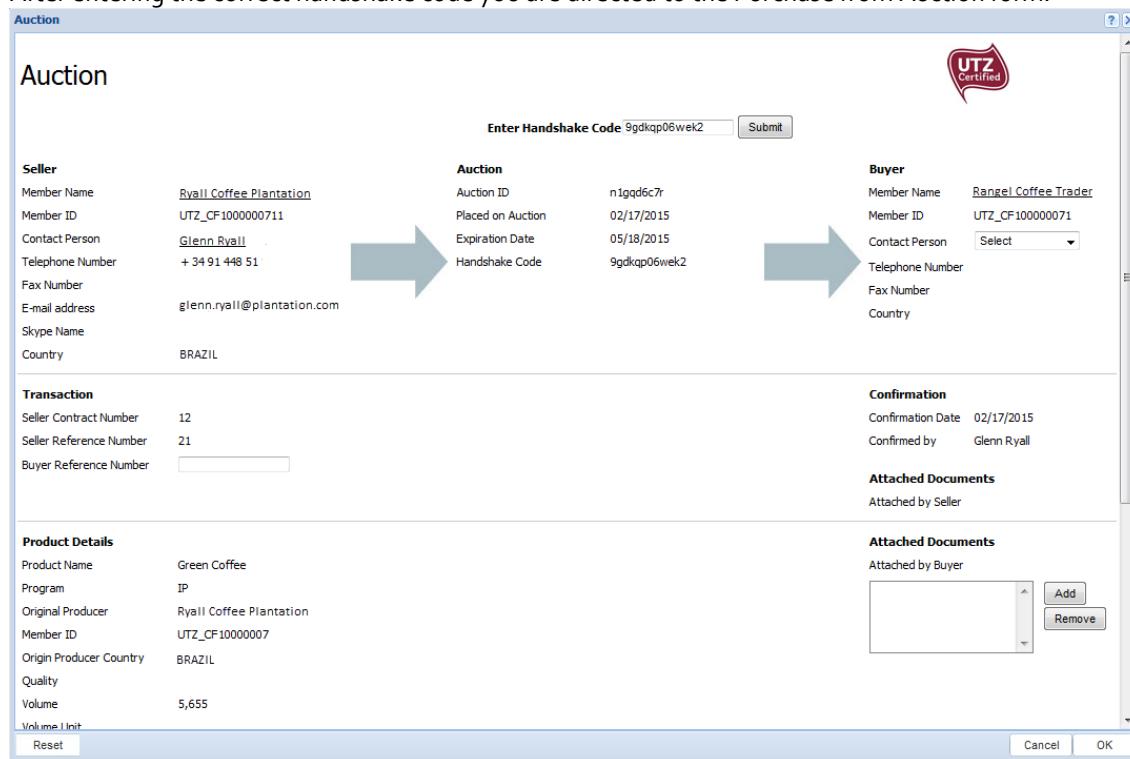
You can find the link Purchase from Auction under the Trading & Stock tab.



By clicking on the link, the Purchase from Auction process will start.



After entering the correct handshake code you are directed to the Purchase from Auction form.



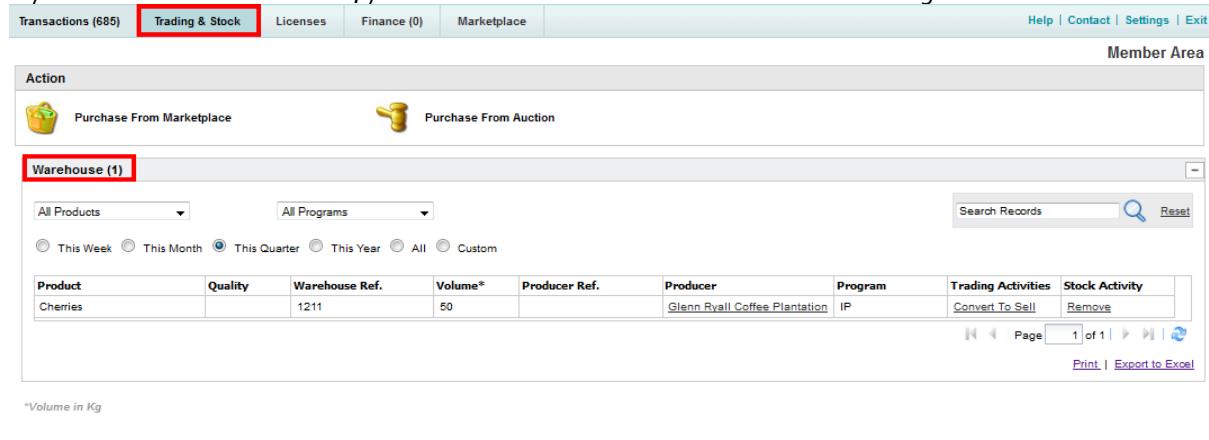
Your stock will be updated accordingly.

Manage your Warehouse

If a producer stores his products in a warehouse, this can be reflected by making a [Delivery Announcement](#) in the traceability system for the corresponding volume(s). All volumes placed in a warehouse can be sold as certified even after the license of the producer has expired. The only requirement is that the volume was placed in the warehouse before the expiry of the producer's license and that the warehouse's license is active at the time of sale.

It is possible for both producers and supply chain actors to receive a warehouse license, but the warehouse can also be an independent member.

If you have a warehouse license, you can find the warehouse block under the Trading & Stock tab.



The screenshot shows the Trading & Stock tab selected in the top navigation bar. The main content area is titled "Warehouse (1)". It displays a single row of data for Cherries:

Product	Quality	Warehouse Ref.	Volume*	Producer Ref.	Producer	Program	Trading Activities	Stock Activity
Cherries		1211	50		Glenn Ryall Coffee Plantation	IP	Convert To Sell	Remove

*Volume in Kg

Sell

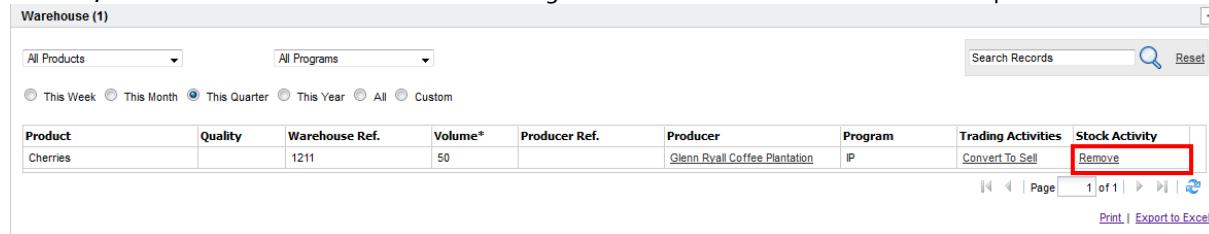
To sell the products placed in the warehouse onwards, you can use the Convert to Sell function. The Convert to Sell function follows the same procedure as making a [Sales Announcement](#).



The screenshot shows the Warehouse section with the "Convert To Sell" button highlighted in red. The data for Cherries remains the same as in the previous screenshot.

Remove

If volume is brought back from the warehouse to the producer, this is reflected with the Remove function. By using the link Remove, the volume you indicate will move back to the producer's Certified Volume block. If the product is no longer available as UTZ, because e.g. it was sold as non-certified or under another certification scheme, the Remove function needs to be used again in the Certified Volume block of the producer.



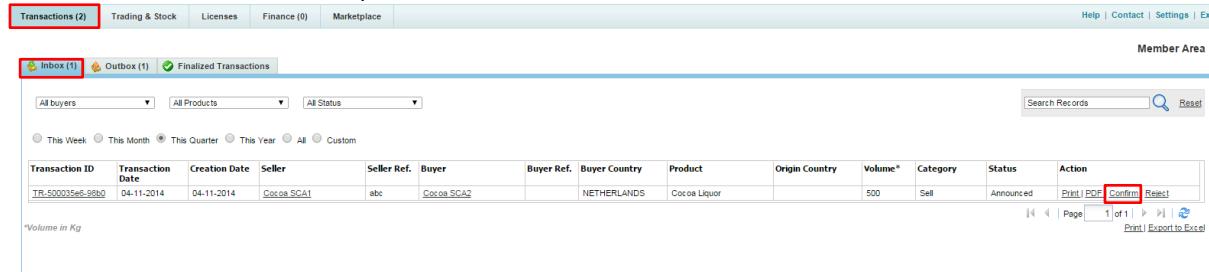
The screenshot shows the Warehouse section with the "Remove" button highlighted in red. The data for Cherries remains the same as in the previous screenshots.

Section 3 – Managing Transactions

Confirm a Transaction

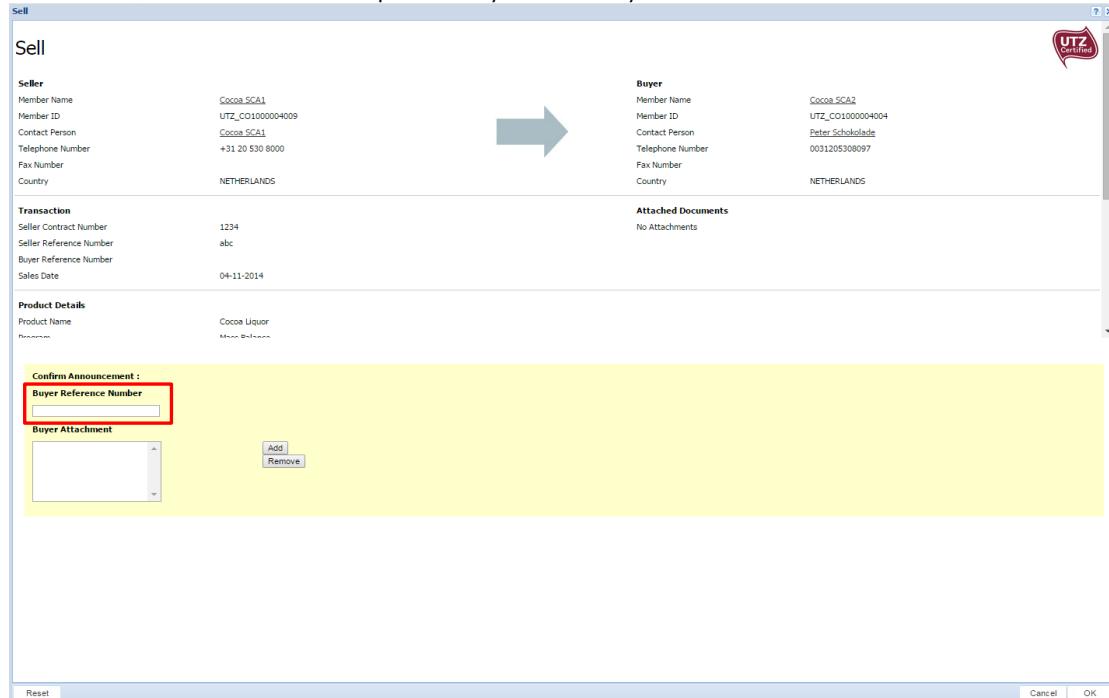
When another member sells you a certified product and announces a sale to you in the traceability system, you will receive a notification in your Inbox. In order to finalize this sale and to receive the volume in your trading stock, you need to confirm the transaction.

You can find the Confirm link in your Inbox under the Transactions tab.



The screenshot shows the UTZ traceability system interface. At the top, there are tabs for 'Transactions (2)', 'Trading & Stock', 'Licenses', 'Finance (0)', and 'Marketplace'. On the right, there are links for 'Help | Contact | Settings | Exit'. Below the tabs, there's a 'Member Area' header with 'Inbox (1)', 'Outbox (1)', and 'Finalized Transactions' buttons. Underneath is a search bar with dropdowns for 'All buyers', 'All Products', and 'All Status'. There are also filters for 'This Week', 'This Month', 'This Quarter', 'This Year', 'All', and 'Custom'. The main area displays a table of transactions. One row is selected, showing details like Transaction ID (TR_500035e5-9880), Transaction Date (04-11-2014), Creation Date (04-11-2014), Seller (Cocoa SCA1), Buyer (Cocoa SCA2), Buyer Ref. (abc), Buyer Country (NETHERLANDS), Product (Cocoa Liquor), Origin Country (NETHERLANDS), Volume* (500), Category (Sell), Status (Announced), and Action (Print | PDF, **Confirm**, Reject). A note at the bottom says '*Volume in Kg'. At the bottom right of the table area, there are buttons for 'Print | Export to Excel'.

Please always check first if all the details of the sale as entered by the seller are correct. If all details are correct, please confirm the transaction by clicking on the link **Confirm** (otherwise you can [reject](#) the transaction). A new window will open. Here you can add your own reference number and attach a document.



The screenshot shows a 'Sell' confirmation dialog box. It has two main sections: 'Seller' and 'Buyer'. The 'Seller' section contains fields for Member Name (Cocoa SCA1), Member ID (UTZ_CO1000004009), Contact Person (Cocoa SCA1), Telephone Number (+31 20 530 8000), Fax Number, and Country (NETHERLANDS). The 'Buyer' section contains fields for Member Name (Cocoa SCA2), Member ID (UTZ_CO1000004004), Contact Person (Peter Schokolade), Telephone Number (0031205308097), Fax Number, and Country (NETHERLANDS). Below these sections are 'Transaction' and 'Product Details' tables. The 'Transaction' table includes fields for Seller Contract Number (1234), Seller Reference Number (abc), Buyer Reference Number, and Sales Date (04-11-2014). The 'Product Details' table includes fields for Product Name (Cocoa Liquor) and Description. At the bottom, there is a 'Confirm Announcement' section with a 'Buyer Reference Number' input field (highlighted with a red box), a 'Buyer Attachment' section with an 'Add' and 'Remove' button, and a large yellow background area. Buttons at the bottom include 'Reset', 'Cancel', and 'OK'.

Once the transaction has been confirmed, it will move to your Finalized Transactions. The confirmed volume will be available in your trading stock, under the Trading & Stock tab.

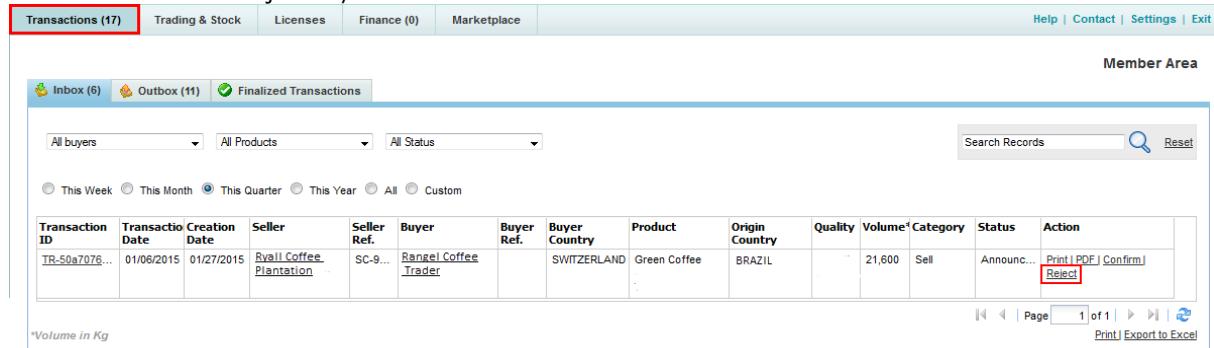
Good to know

The Buyer Reference Number is your personal reference number according to your own administration. The Seller Reference Number is the seller's own administrative number and cannot be changed by the buyer.

Reject a Transaction

When another member sells you a certified product and announces a sale to you in the traceability system, you will receive a notification in your Inbox. If the details of the sale as indicated by the seller are not correct, you need to reject the transaction.

You can find the link Reject in your Inbox under the Transactions tab.

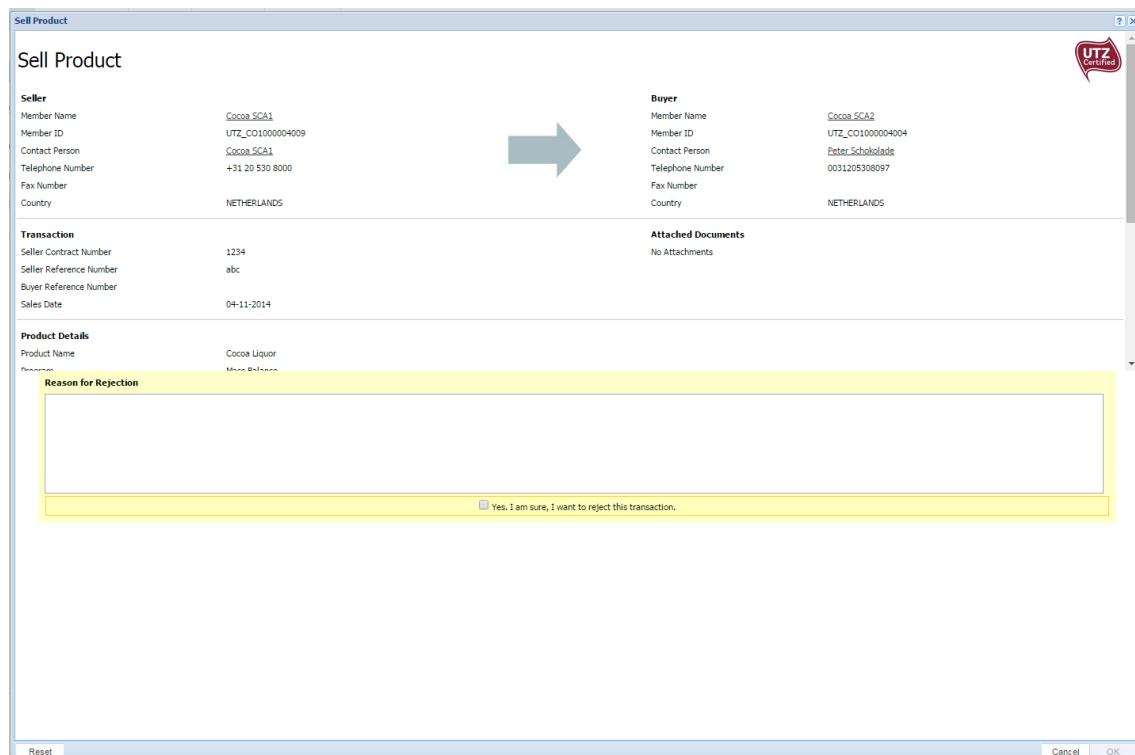


The screenshot shows the UTZ traceability system's main interface. At the top, there are tabs for 'Transactions (17)', 'Trading & Stock', 'Licenses', 'Finance (0)', and 'Marketplace'. On the right, there are links for 'Help | Contact | Settings | Exit'. Below the tabs, there's a 'Member Area' header with three tabs: 'Inbox (6)', 'Outbox (11)', and 'Finalized Transactions'. The 'Inbox' tab is selected. Underneath, there are filters for 'All buyers', 'All Products', and 'All Status', along with a 'Search Records' bar. A date range selector shows 'This Week' and 'This Month' as the current filters. The main area is a table of transactions:

Transaction ID	Transaction Date	Creation Date	Seller	Seller Ref.	Buyer	Buyer Ref.	Buyer Country	Product	Origin Country	Quality	Volume ^a	Category	Status	Action
TR-50a7076...	01/06/2015	01/27/2015	Rival Coffee Plantation	SC-9...	Rangel Coffee Trader		SWITZERLAND	Green Coffee	BRAZIL		21,600	Sell	Announc...	Print PDF Confirm Reject

^aVolume in Kg

By clicking on the link Reject, a new window will open. Please indicate the reason for rejection and confirm the rejection by ticking the confirmation box.



The screenshot shows a modal dialog box titled 'Sell Product'. It has two main sections: 'Seller' on the left and 'Buyer' on the right. The 'Seller' section contains fields for Member Name (Cocoa SCA1), Member ID (UTZ_C0100004009), Contact Person (Cocoa SCA1), Telephone Number (+31 20 530 8000), Fax Number, and Country (NETHERLANDS). The 'Buyer' section contains fields for Member Name (Cocoa SCA2), Member ID (UTZ_C0100004004), Contact Person (Peter Schokolade), Telephone Number (0031205308097), Fax Number, and Country (NETHERLANDS). Below these sections are 'Transaction' and 'Product Details' tables. The 'Product Details' table includes fields for Product Name (Cocoa Liquor) and a 'Reason for Rejection' text area. A large yellow box highlights the 'Reason for Rejection' area. At the bottom of this area is a confirmation checkbox: 'Yes, I am sure, I want to reject this transaction.' Below the dialog are 'Reset', 'Cancel', and 'OK' buttons.

Once the transaction has been rejected, it will move to your Finalized Transactions. The seller will receive a notification in their Inbox where they can modify and resubmit the transaction.

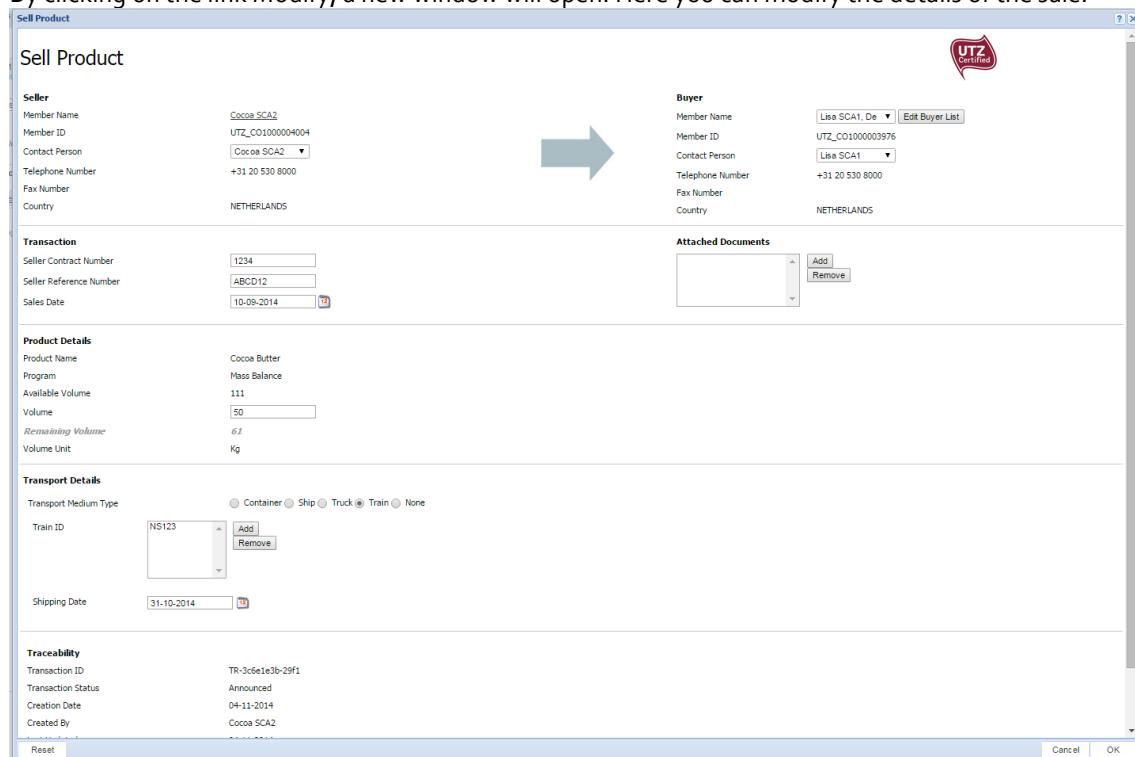
Modify a Transaction

When you announce a sale in the traceability system, the transaction will move to your Outbox. Before the buyer confirms or rejects this pending transaction, you still have the possibility to modify the transaction.



The screenshot shows a top navigation bar with links for Transactions (2), Trading & Stock, Licenses, Finance (0), Marketplace, Help, Contact, Settings, and Exit. Below this is a toolbar with icons for Inbox (1), Outbox (1), Finalized Transactions, and a search bar. The main area displays a table of transactions with columns for Transaction ID, Transaction Date, Creation Date, Seller, Seller Ref., Buyer, Buyer Ref., Buyer Country, Product, Origin Country, Volume*, Category, Status, and Action. A red box highlights the 'Modify' link in the Action column. At the bottom right of the table are buttons for Print, PDF, Withdraw, and Modify. Below the table is a note: "Volume in Kg".

By clicking on the link Modify, a new window will open. Here you can modify the details of the sale.

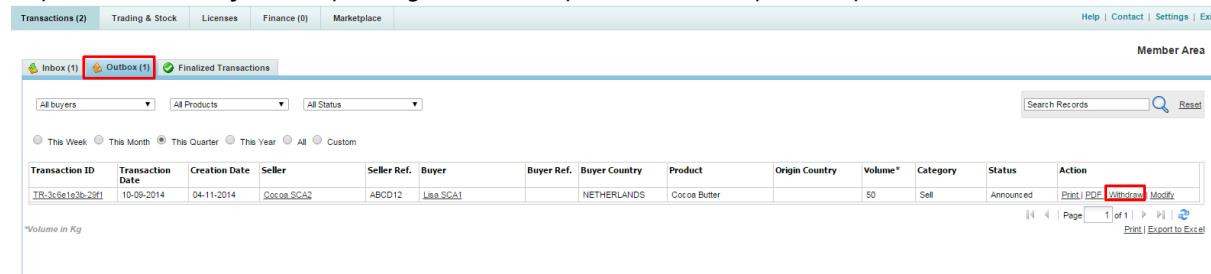


The dialog box has tabs for Seller, Transaction, Product Details, Transport Details, and Traceability. The Seller tab shows fields for Member Name (Cocoa SCA2), Member ID (UTZ_CO1000004004), Contact Person (Cocoa SCA2), Telephone Number (+31 20 530 8000), and Country (NETHERLANDS). The Transaction tab shows Seller Contract Number (1234), Seller Reference Number (ABCD12), and Sales Date (10-09-2014). The Product Details tab shows Product Name (Cocoa Butter), Program (Mass Balance), Available Volume (111), Volume (50), Remaining Volume (61), and Volume Unit (Kg). The Transport Details tab shows Transport Medium Type (Train) selected, Train ID (NS123), and Shipping Date (31-10-2014). The Traceability tab shows Transaction ID (TR-3cbe1e3b-29f1), Transaction Status (Announced), Creation Date (04-11-2014), and Created By (Cocoa SCA2). A large grey arrow points from the Outbox table in the previous screenshot to this dialog box. The dialog box has a header with the UTZ Certified logo and buttons for Cancel and OK at the bottom right.

The transaction will be updated with the changes in both your Outbox and the Inbox of the buyer.

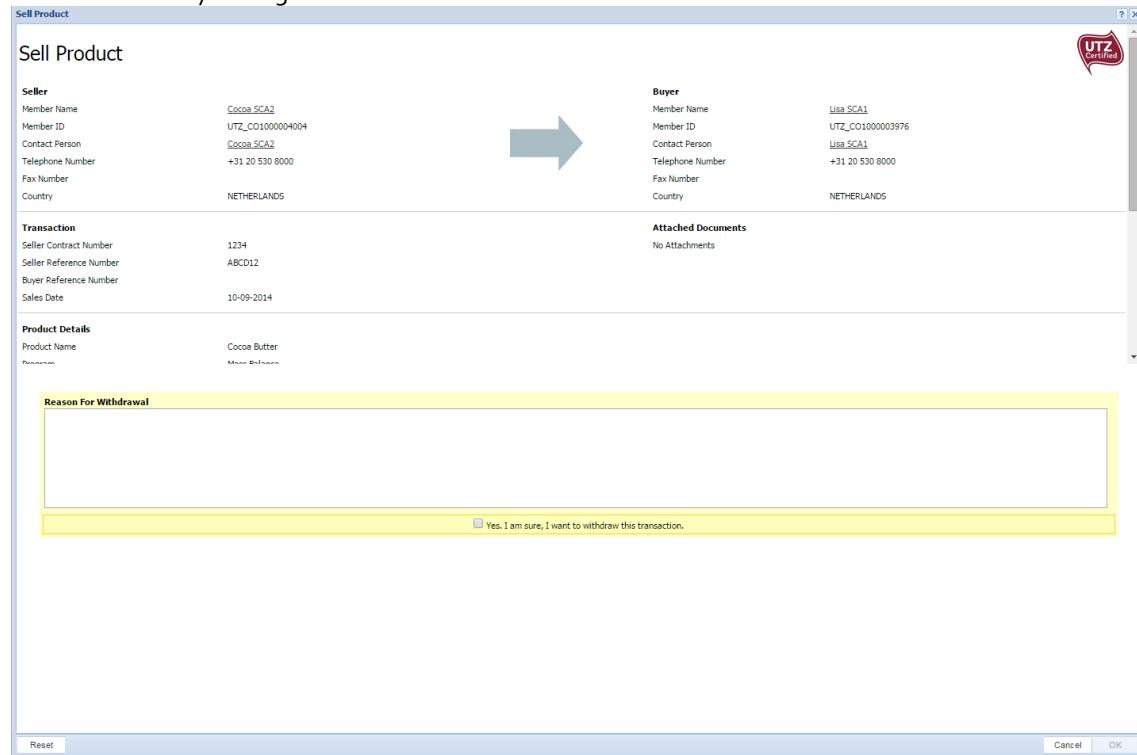
Withdraw a Transaction

When you announce a sale in the traceability system, the transaction will move to your Outbox. Before the buyer confirms or rejects the pending transaction, you still have the possibility to withdraw the transaction.



The screenshot shows the UTZ traceability system interface. At the top, there is a navigation bar with links: Transactions (2), Trading & Stock, Licenses, Finance (0), Marketplace, Help | Contact | Settings | Exit. Below the navigation bar is a "Member Area" header. The main content area has tabs: Inbox (1), Outbox (1) (which is highlighted with a red box), and Finalized Transactions. There are dropdown filters for All buyers, All Products, and All Status, along with a search bar. Below the filters is a date range selector with options: This Week, This Month, This Quarter, This Year, All, and Custom. A "Search Records" button with a magnifying glass icon is also present. The main table displays transaction details with columns: Transaction ID, Transaction Date, Creation Date, Seller, Seller Ref., Buyer, Buyer Ref., Buyer Country, Product, Origin Country, Volume*, Category, Status, and Action. One row in the table is highlighted with a red box around the "Action" column, which contains links: Print, PDF, Withdraw, and Modify. At the bottom of the table are page navigation buttons (1 of 1) and links to Print and Export to Excel.

By clicking on the Withdraw link, a new window will open. Please enter the reason for withdrawal and confirm the withdrawal by ticking the confirmation box.



The screenshot shows a modal dialog box titled "Sell Product". The dialog is divided into several sections: "Seller" (Seller Name: Cocoa SCA2, Member ID: UTZ_CO1000004004, Contact Person: Cocoa SCA2, Telephone Number: +31 20 530 8000, Fax Number: null, Country: NETHERLANDS), "Buyer" (Buyer Name: Lisa SCA1, Member ID: UTZ_CO1000003976, Contact Person: Lisa SCA1, Telephone Number: +31 20 530 8000, Fax Number: null, Country: NETHERLANDS), "Transaction" (Seller Contract Number: 1234, Seller Reference Number: ABCD12, Buyer Reference Number: null, Sales Date: 10-09-2014), "Product Details" (Product Name: Cocoa Butter, Description: null), and "Attached Documents" (No Attachments). In the bottom right corner of the dialog, there is a small "UTZ Certified" logo. The "Reason For Withdrawal" section is highlighted with a yellow background. It contains a large text area for entering the reason and a checkbox at the bottom: "Yes, I am sure, I want to withdraw this transaction." Below the dialog are "Reset", "Cancel", and "OK" buttons.

The transaction will move to your Finalized Transactions with the status 'Withdrawn'. The transaction in the buyer's Inbox will receive the status 'Withdrawn' as well. The buyer can only acknowledge the withdrawal, but they cannot confirm or reject the transaction anymore. The volume will remain in your Trading & Stock.

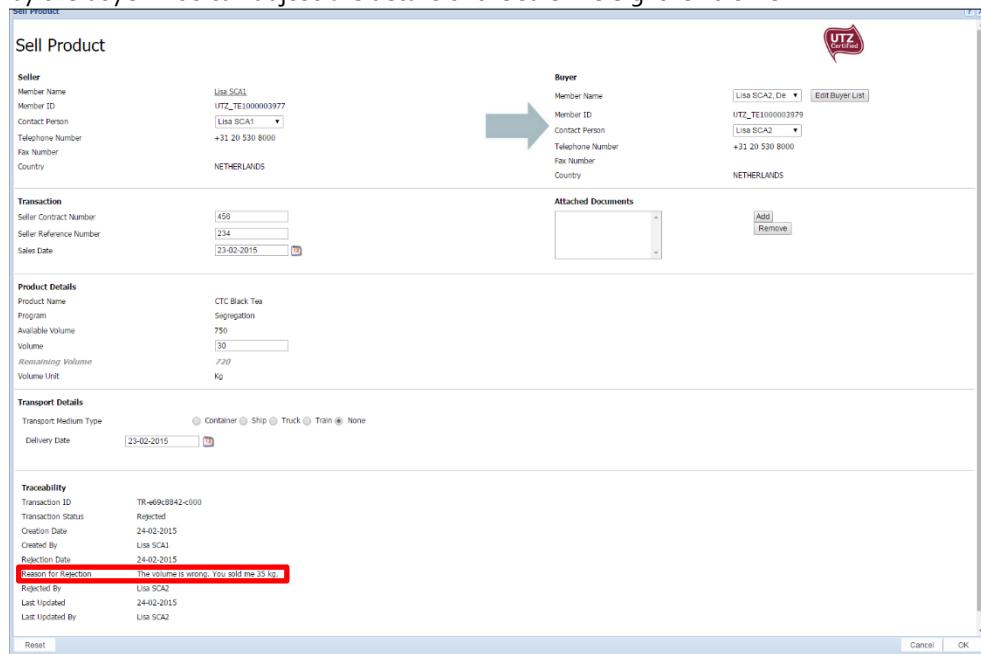
Modify and Resubmit a Transaction

When you announce a sale in the traceability system, it is possible that your buyer rejects the transaction. You will get a notification in your Inbox with the possibility to modify the transaction and resubmit it.



The screenshot shows the UTZ traceability system interface. At the top, there are tabs for Transactions (2), Trading & Stock, Licenses, Finance (0), and Marketplace. On the right, there are links for Help, Contact, Settings, and Exit. Below the tabs, there's a navigation bar with links for Inbox (2), Outbox (0), and Finalized Transactions. A search bar with placeholder 'Search Records' and a magnifying glass icon is also present. The main area displays a table of transactions. One transaction is highlighted with a red box around its status 'Rejected' and action buttons 'Print | PDF | Modify and Resubmit | Acknowledge'. The table columns include Transaction ID, Transaction Date, Creation Date, Seller, Seller Ref., Buyer, Buyer Ref., Buyer Country, Product, Origin Country, Volume*, Category, Status, and Action. The status row for the transaction shows 'Rejected' and the action row shows 'Print | PDF | Modify and Resubmit | Acknowledge'. At the bottom of the table, there are buttons for Print, Export to Excel, and a page navigation bar.

By clicking on Modify and Resubmit, a new window will open. Here you see the reason for rejection as entered by the buyer. You can adjust the details of the sale like e.g. the volume.



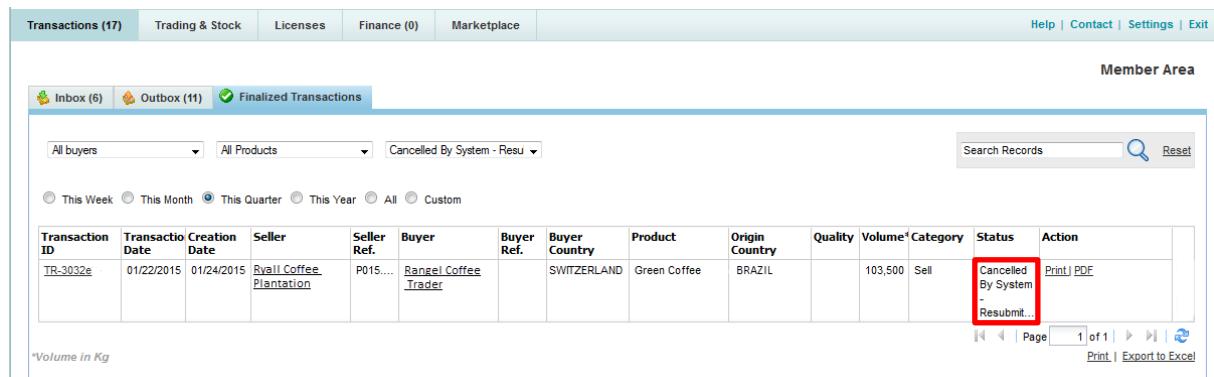
The screenshot shows the 'Sell Product' dialog box. It has two main sections: 'Seller' and 'Buyer'. The 'Seller' section includes fields for Member Name (Lisa SCA1), Member ID (UTZ_TE1000003977), Contact Person (Lisa SCA1), Telephone Number (+31 20 530 8000), Fax Number, and Country (NETHERLANDS). The 'Buyer' section includes fields for Member Name (Lisa SCA2, De), Member ID (UTZ_TE1000003979), Contact Person (Lisa SCA2), Telephone Number (+31 20 530 8000), Fax Number, and Country (NETHERLANDS). Below these sections are 'Transaction' and 'Product Details' sections. The 'Transaction' section contains fields for Seller Contract Number (456), Seller Reference Number (234), and Sale Date (23-02-2015). The 'Product Details' section contains fields for Product Name (CTC Black Tea), Program (Segregation), Available Volume (750), Volume (50), Remaining Volume (720), and Volume Unit (kg). Under 'Transport Details', there are options for Transport Medium Type (Container, Ship, Truck, None) and Delivery Date (23-02-2015). The 'Traceability' section at the bottom lists Transaction ID (TR-e09e8842-c000), Transaction Status (Rejected), Creation Date (24-02-2015), Created By (Lisa SCA1), Rejection Date (24-02-2015), and Reason for Rejection (The volume is wrong, you sold me 35 kg.). Buttons for 'Reset', 'Cancel', and 'OK' are at the bottom. A large arrow points from the 'Buyer' section of the inbox screenshot to the 'Buyer' section of this dialog box.

After clicking on OK, the transaction will be resubmitted and the buyer will get a notification in the Inbox.

Cancelled by System Transaction

All transactions need to be confirmed within the validity period of the license of both members involved in the transaction. If a transaction is not confirmed and the license period of one of the members ends, the transaction will be automatically cancelled and will receive the status 'Cancelled by System – Pending Resubmission'. Both the seller and the buyer will receive a notification in their Inbox. By acknowledging, the transaction will move to the Finalized Transactions.

However, once the new license is active again, a new transaction with the same details will be automatically generated. This is a copy of the previous transaction and can be found in the Outbox of the seller and in the Inbox of the buyer. The further procedure is as usual.



Transaction ID	Transaction Date	Creation Date	Seller	Seller Ref.	Buyer	Buyer Ref.	Buyer Country	Product	Origin Country	Quality	Volume ^a	Category	Status	Action
TR-3032e	01/22/2015	01/24/2015	Rival Coffee Plantation	P01...	Rangel Coffee Trader		SWITZERLAND	Green Coffee	BRAZIL		103,500	Sell	Cancelled By System - Resubmit...	Print PDF

The transaction with the status 'Cancelled by System – Pending Resubmission' will then receive the new status 'Cancelled by System – Resubmitted' so you see immediately that a copy has been generated.

Good to know

A copy of the cancelled transaction can only be generated if the new license still meets the requirements for the transaction.

Section 4 – Managing your Settings

Good to know

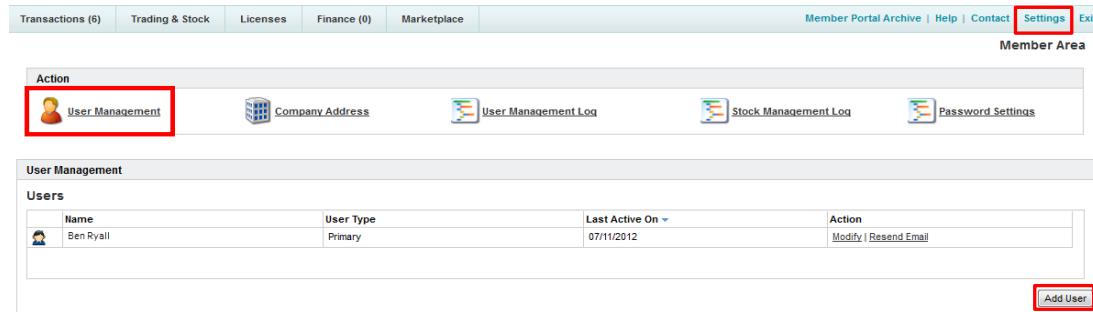
The Settings are only accessible to [primary users](#) of your account. Normal users do not see the link to the Settings.

User Management

In the User Management you can add other users, give them access to certain parts of the traceability system and monitor their activities.

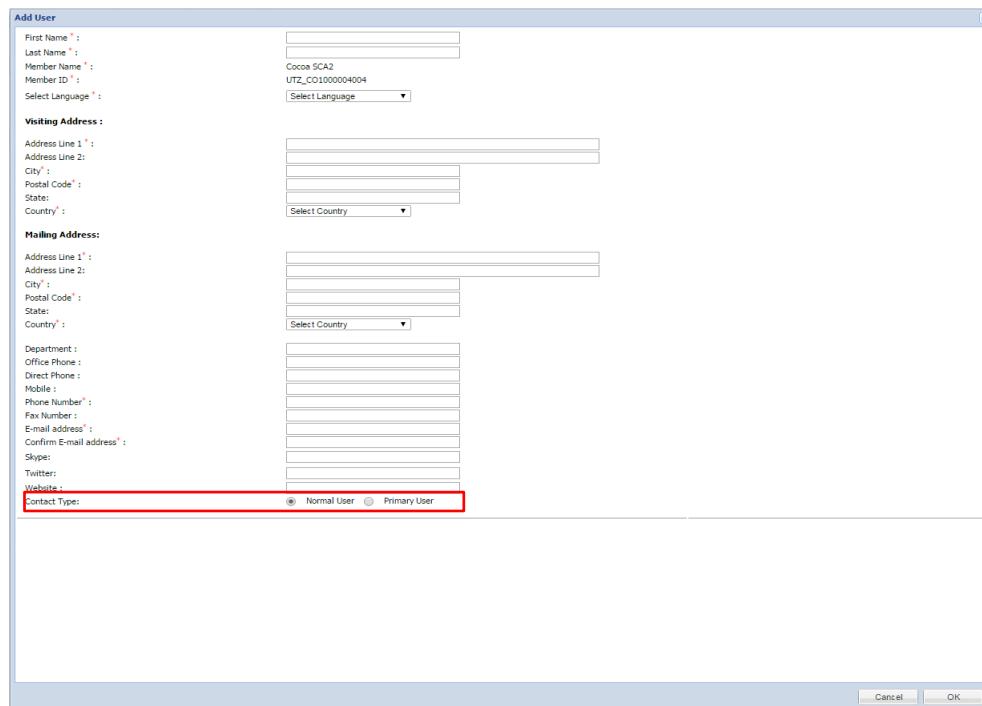
Add users

In the User Management section, you can add users (e.g. colleagues) to your account and define which parts of the traceability system they can see and whether or not they can perform transactions. The link Add User can be found at the bottom of the User Management block.



The screenshot shows the User Management section of the UTZ portal. At the top, there are tabs for Transactions (6), Trading & Stock, Licenses, Finance (0), Marketplace, Member Portal Archive, Help, Contact, Settings (highlighted with a red box), and Exit. Below the tabs is a 'Member Area' header. Under 'Action', the 'User Management' link is highlighted with a red box. The main area shows a table of users with columns for Name, User Type, Last Active On, and Action. A single user named 'Ben Ryall' is listed as Primary, last active on 07/11/2012. The 'Action' column for this user contains 'Modify' and 'Resend Email'. At the bottom right of this table is a red box around the 'Add User' button. The entire 'User Management' section is also highlighted with a red box.

By clicking on the link, the Add User form will open. Please enter the user's contact details and select the [contact type](#).



The screenshot shows the 'Add User' dialog box. It has several sections: 'Personal Information' (First Name, Last Name, Member Name, Member ID, Select Language), 'Visiting Address' (Address Line 1, 2, City, Postal Code, State, Country), 'Mailing Address' (Address Line 1, 2, City, Postal Code, State, Country), 'Contact Details' (Department, Office Phone, Direct Phone, Mobile, Phone Number, Fax Number, E-mail address, Confirm E-mail address, Skype, Twitter, Website), and 'Contact Type' (radio buttons for Normal User and Primary User). The 'Contact Type' section is highlighted with a red box. At the bottom right are 'Cancel' and 'OK' buttons.

Once filled in, click on OK. The newly created user will appear in the overview of the User Management and the user will receive an email with login credentials for the Good Inside Portal.

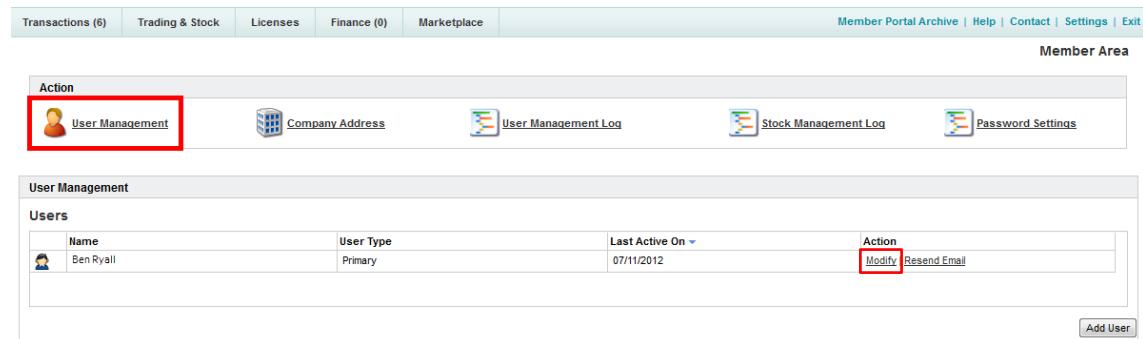
Primary and Normal Users

A user in the Good Inside Portal can either be a primary or a normal User. The difference is that a primary user has full access to all parts of the traceability system, including the Settings. Primary users can perform all transactions.

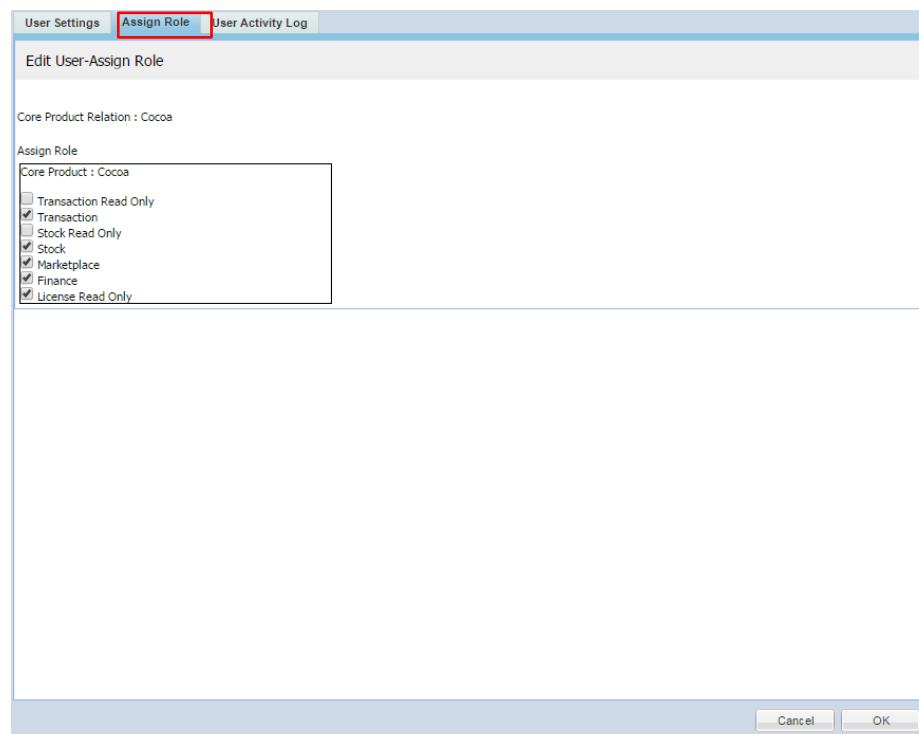
Normal users don't have access to the Settings. Next to that, a normal user only can see the parts of the traceability system that a primary user has given them access to. The primary user can change the settings for any normal user through the [Modify](#) functionality.

Modify users

Once a new user has been created in the User Management, the primary user can modify the parts of the traceability system the new user should get access to, adapt the email address and reset the password if necessary. The link Modify can be found next to a user's name.



By clicking on the link, the Modify window will open. Under the Assign Role tab you can indicate the parts of the traceability system the user is allowed to access.



Good to know

The Read-Only role allows a user to see information in a certain tab, but not to perform any transactions.

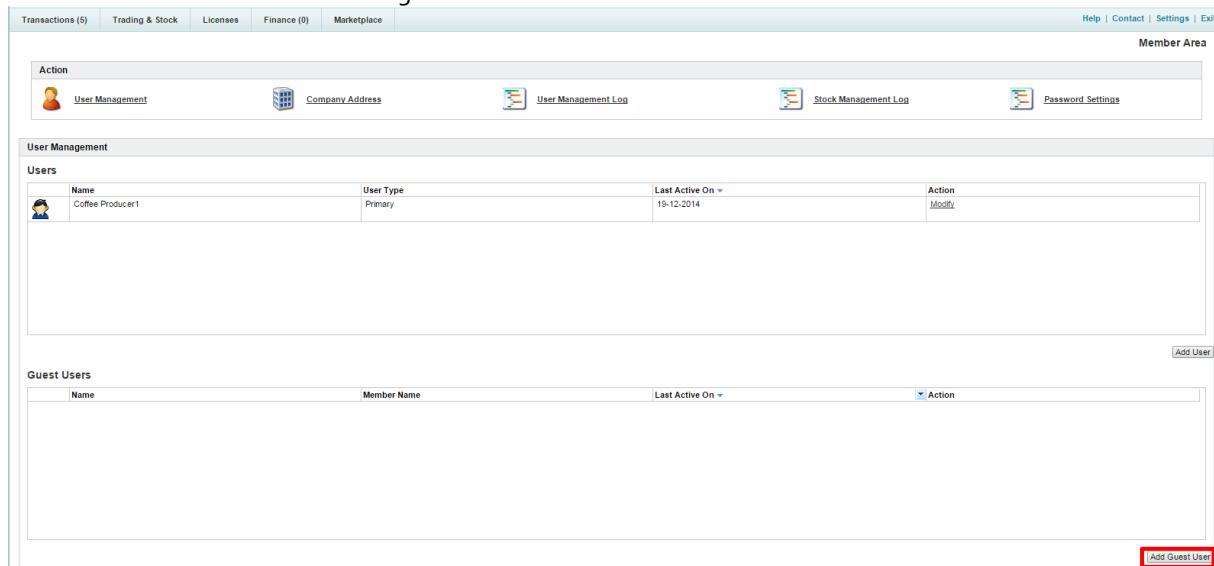
The User Activity Log gives you an overview of the transactions the user has performed in the traceability system.

Transaction ID	Core Product	Activity	Modification Date	Modified By
ST-TR-0C7e5f3-df94	Cocoa	New Conversion Added	04-12-2014	Cocoa SCA2
TR-53a1e74f4b84e	Cocoa	Sales Confirmed	04-12-2014	Cocoa SCA2
TR-374d404-4501	Cocoa	Volume Traced	02-12-2014	Cocoa SCA2
TR-3c6e1e3b-29f1	Cocoa	Sell Announcement Updated	04-11-2014	Cocoa SCA2
TR-3c6e1e3b-29f1	Cocoa	Sell Announced	04-11-2014	Cocoa SCA2
TR-31b2308-e884	Cocoa	Volume Traced	04-11-2014	Cocoa SCA2
ST-TR-44f7e00c-f5ea	Cocoa	Volume Downgraded	04-11-2014	Cocoa SCA2
ST-TR-03e8b8fM-811e	Cocoa	New Conversion Added	04-11-2014	Cocoa SCA2
TR-bccfb304-45e2	Cocoa	Sell Rejected	04-11-2014	Cocoa SCA2
ST-TR-e7e6a59b-b250	Cocoa	Volume Deducted from Stock	16-10-2014	Cocoa SCA2

|< |< | Page | 1 of 2 | > |>> |

Add guest users

The primary user of both a producer's and a supply chain actor's account can add other members as guest users. Guest users can be given rights to perform basic trading activities for your account. The link Add Guest User can be found in the User Management section.



By clicking on the link, the Add Guest User form will open. First, you need to enter the User ID of the user you wish to add.

Good to know

The User ID is a unique number of a specific user in the traceability system, different from the Member ID, and can be provided by the primary user of the guest user's account. In the User Management, the primary user can see the User ID by clicking on the link Modify next to the user's name.

After filling in the User ID, you can define the parts of the traceability system the guest user should get access to.

Add Guest User

Please Enter User ID:

First Name	Coffee
Last Name	SCA1
Member Name	Coffee SCA1
Address	De Ruyterkade 6
City	Amsterdam
Postal Code	1013 AA
State	
Country	NETHERLANDS
Phone Number	+31 20 530 8000
Fax Number	
E-mail address	coffee_sca1@12access.nl
Skype	
Twitter	

Assign Role

Core Product : Coffee

Guest Transaction Read Only
 Guest Transaction
 Guest Stock Read Only
 Guest Stock
 Guest Marketplace
 Guest Finance
 Guest License Read Only

Once filled in, click on OK. The newly created guest user will appear in the overview of your User Management. The guest user can now access the parts of your account you have given them rights for. This they do in their own account in the traceability system by switching to the guest user account in the upper right corner. Please note that there is also the possibility to give users (guest users, normal users as well as primary users) read-only rights for certain tabs. This means that the user cannot make any changes in the system in this tab but can view all changes that have been made.

UTZ GOOD INSIDE PORTAL 

Rangel Coffee Trader ▾
Ryall Coffee Plantation

Transactions (17) Trading & Stock Licenses Finance (0) Marketplace Help | Contact | Settings | Exit

Member Area

Inbox (6) Outbox (11) Finalized Transactions

All buyers All Products All Status

Search Records

This Week This Month This Quarter This Year All Custom

Transaction ID	Transaction Date	Creation Date	Seller	Seller Ref.	Buyer	Buyer Ref.	Buyer Country	Product	Origin Country	Quality	Volume	Category	Status	Action
TR-50a7076...	01/06/2015	01/27/2015	Rangel Coffee Trader	SC-9...	Deco Trader		SWITZERLAND	Green Coffee	BRAZIL		21,600	Sell	Announc...	<input type="button" value="Print"/> <input type="button" value="PDF"/> <input type="button" value="Confirm"/> <input type="button" value="Reject"/>

Volume in Kg

Page 1 of 1

Add on behalf users

The primary user of a producer's account can give their first buyer on behalf user. This allows the first buyer to perform a Purchase Announcement on behalf of the producer, in case the producer does not have regular internet access. The link Add On Behalf User can be found in the User Management section.



By clicking on the link, the Add On Behalf User form will open. First, you need to enter the User ID of the user you wish to add.

Good to know

This User ID is a unique number of a specific user in the traceability system, different from the Member ID, and can be provided by the primary user of the user's account. In the User Management the primary user can see the User ID by clicking on the link Modify next to the user's name.

Once the User ID is filled in, you can confirm that the user may perform purchases on your behalf by ticking the box.

Add On Behalf User

Please Enter User ID		UTZ_CN1000008597	Submit
First Name	Coffee		
Last Name	SCA1		
Member Name	Coffee SCA1		
Address	De Ruyterkade 6		
City	Amsterdam		
Postal Code	1013 AA		
State			
Country	NETHERLANDS		
Phone Number	+31 20 530 8000		
Fax Number			
E-mail address	coffee_sca1@12access.nl		
Skype			
Twitter			
Assign Role			
<input checked="" type="checkbox"/> Core Product : Coffee <input type="checkbox"/> On Behalf Purchase			
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

Once filled in, click on OK. The newly created on behalf user will appear in the overview of the User Management. The on behalf user can now perform a [Purchase Announcement](#) from your certified volume.

Good to know

We strongly recommend to request a regular report of the transactions done on your behalf. Even if you give on behalf user rights to another person to manage your account, you are still responsible for the correct administration of (the volumes in) your account. You can revoke the on behalf user rights at any time.

Company Address

The Company Address section contains account information such as your Member ID, contact details and mailing and billing address. You can choose whether or not your company should be shown in the Member Directory of the Good Inside Portal. The Member Directory is an overview of all registered members where you can look for potential suppliers or clients and their contact information. You can further choose if you want to be shown on the [interactive map](#) of the UTZ website. This is only applicable to producers.

Transactions (3) Trading & Stock Licenses Finance (0) Marketplace Help | Contact | Settings | Exit

Action	User Management	Company Address	User Management Log	Stock Management Log	Password Settings														
Company Address																			
Account Name *:	Cocoa SCA1		Phone Number *:	+31 20 530 8000															
Website :			Fax Number :																
Account UID :	UTZ_AC1000004035		Contact Person For Invoices *:	Cocoa SCA1															
Member ID :	UTZ_CO1000004009		Date Modified :	06-10-2014															
Alternate Billing Party :			Alternate Email Address :																
Alternate Billing Member ID :																			
<input type="checkbox"/> Hide Company in Website... <input checked="" type="checkbox"/>																			
Address Information <table border="0"> <tr> <td>Visiting Address :</td> <td>Mailing Address :</td> </tr> <tr> <td>Address Line 1 *:</td> <td>Address Line 1 *:</td> </tr> <tr> <td>Address Line 2 :</td> <td>Address Line 2 :</td> </tr> <tr> <td>City *:</td> <td>City *:</td> </tr> <tr> <td>Postal Code *:</td> <td>Postal Code *:</td> </tr> <tr> <td>State :</td> <td>State :</td> </tr> <tr> <td>Country *:</td> <td>Country *:</td> </tr> </table>						Visiting Address :	Mailing Address :	Address Line 1 *:	Address Line 1 *:	Address Line 2 :	Address Line 2 :	City *:	City *:	Postal Code *:	Postal Code *:	State :	State :	Country *:	Country *:
Visiting Address :	Mailing Address :																		
Address Line 1 *:	Address Line 1 *:																		
Address Line 2 :	Address Line 2 :																		
City *:	City *:																		
Postal Code *:	Postal Code *:																		
State :	State :																		
Country *:	Country *:																		
Billing Address : <table border="0"> <tr> <td>Address Line 1 *:</td> <td><input type="checkbox"/> Hide Company in Member Directory... <input checked="" type="checkbox"/></td> </tr> <tr> <td>Address Line 2 :</td> <td></td> </tr> <tr> <td>City *:</td> <td>x</td> </tr> <tr> <td>Postal Code *:</td> <td>x</td> </tr> <tr> <td>State :</td> <td></td> </tr> <tr> <td>Country *:</td> <td>NETHERLANDS</td> </tr> </table>						Address Line 1 *:	<input type="checkbox"/> Hide Company in Member Directory... <input checked="" type="checkbox"/>	Address Line 2 :		City *:	x	Postal Code *:	x	State :		Country *:	NETHERLANDS		
Address Line 1 *:	<input type="checkbox"/> Hide Company in Member Directory... <input checked="" type="checkbox"/>																		
Address Line 2 :																			
City *:	x																		
Postal Code *:	x																		
State :																			
Country *:	NETHERLANDS																		
E-mail E-mail Address *: <input type="text" value="cocoa_sca1@12access.nl"/>																			
<small>(*) Fields are mandatory.</small>																			
<input type="button" value="Reset"/> <input type="button" value="Save"/>																			

Good to know

You can indicate an alternate billing address. This can either be another member or an external party. If you wish to add an alternate billing party, please contact UTZ.

User Management Log

In the User Management Log section you can monitor all activities that have been performed in the Settings, like adding users or modifying roles of users. You can also see which user has performed these actions.

Transactions (5) Trading & Stock Licenses Finance (0) Marketplace Help | Contact | Settings | Exit Member Area

Action

User Management Company Address **User Management Log** Stock Management Log Password Settings

User Management Log

All Users Search Records Reset

This Week This Month This Quarter This Year All Custom

Log ID	Name	Core Product	Activity	Modification Date	Modified By
6434	Michaels Meyer	Cocoa	Role(s) Assigned	19-12-2014	Cocoa Producer1
6433	Michaels Meyer	Cocoa	User Created	19-12-2014	Cocoa Producer1
6373	Cocoa Producer1	Cocoa	Password Reset	06-10-2014	Cocoa Producer1
6387	Cocoa Producer1	Cocoa	User Created	03-10-2014	Waria Ahmed

Print | Export to Excel

Stock Management Log

The Stock Management Log section provides an overview of all stock activities that have been performed with your account, like converting or downgrading. You can also see who has performed these actions.

Undo stock activities

Here you can also undo stock activities. However, for undoing stock activities, there are restrictions defined in your program's rules. For more information about these rules, please contact UTZ.

Transactions (17) Trading & Stock Licenses Finance (1) Marketplace Member Portal Archive | Help | Contact | Settings | Exit Member Area

Action

User Management Company Address User Management Log **Stock Management Log** Password Settings

Stock Management Log

All Products All Stock Transaction Types Search Records Reset

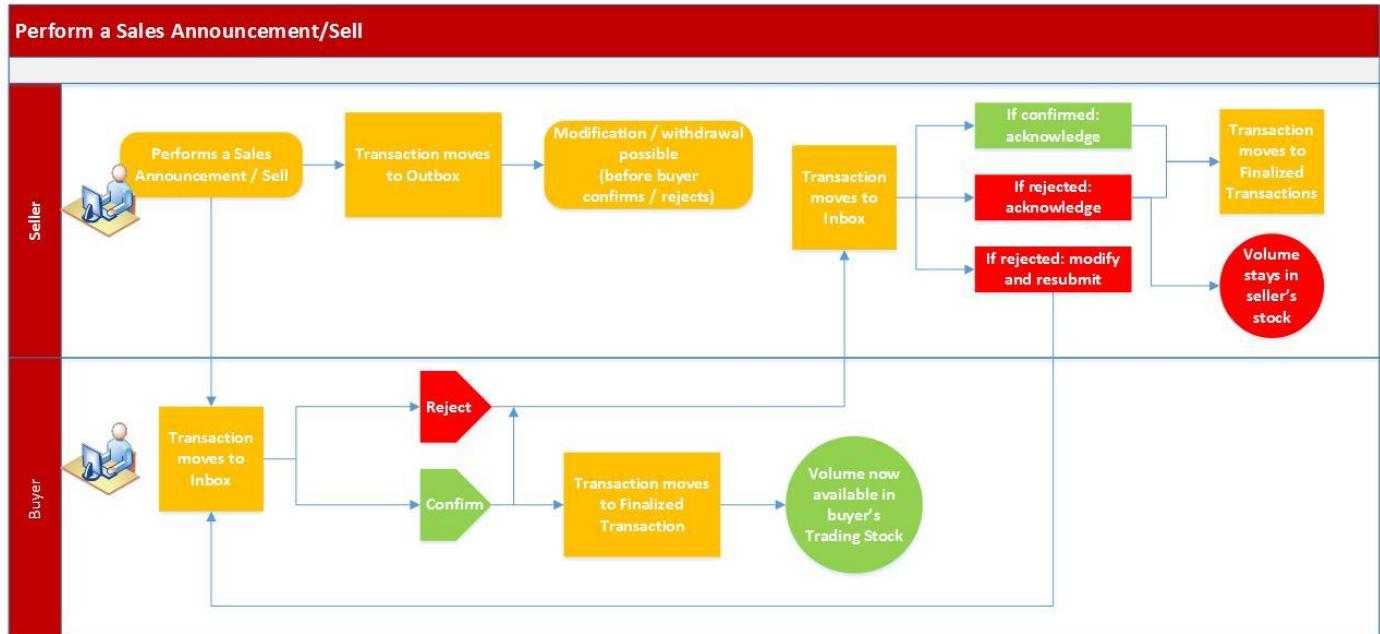
This Week This Month This Quarter This Year All Custom

Stock Transaction ID	Date	Member Name	Member Country	Product	Program	Stock Transaction Type	Original Volume	Transaction Volume	Remaining Volume	Status	Action	Output Product	Output Volume	Output Program
STTB-134019eb-1a2e	04/01/2014	Coffee Prima Ltd.	NETHERLANDS	Green Coffee	Mixed IP	Mix Stock	6.914	6.914	0	Mix Stock	PDF Undo			
STTB-284f55d4-06e3	04/01/2014	Coffee Prima Ltd.	NETHERLANDS	Green Coffee	IP	Downgrade Stock	1.014	100	914	Downgrade Stock	PDF Undo			Segregation
STTB-10babaf72c0	04/01/2014	Coffee Prima Ltd.	NETHERLANDS	Green Coffee	IP	Convert Product	2.040	2.040	0	Convert Product	PDF Undo	Roasted Coffee	1672.8	IP

Print | Export to Excel

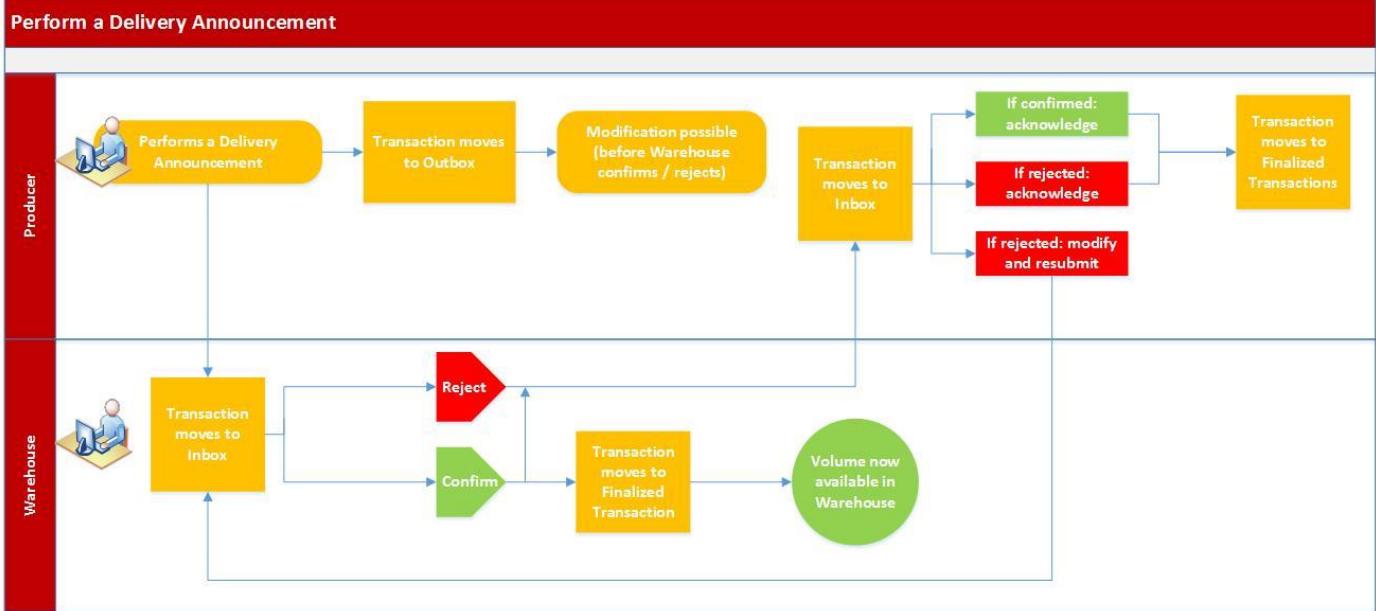
Appendix

Sales Announcement /Sell



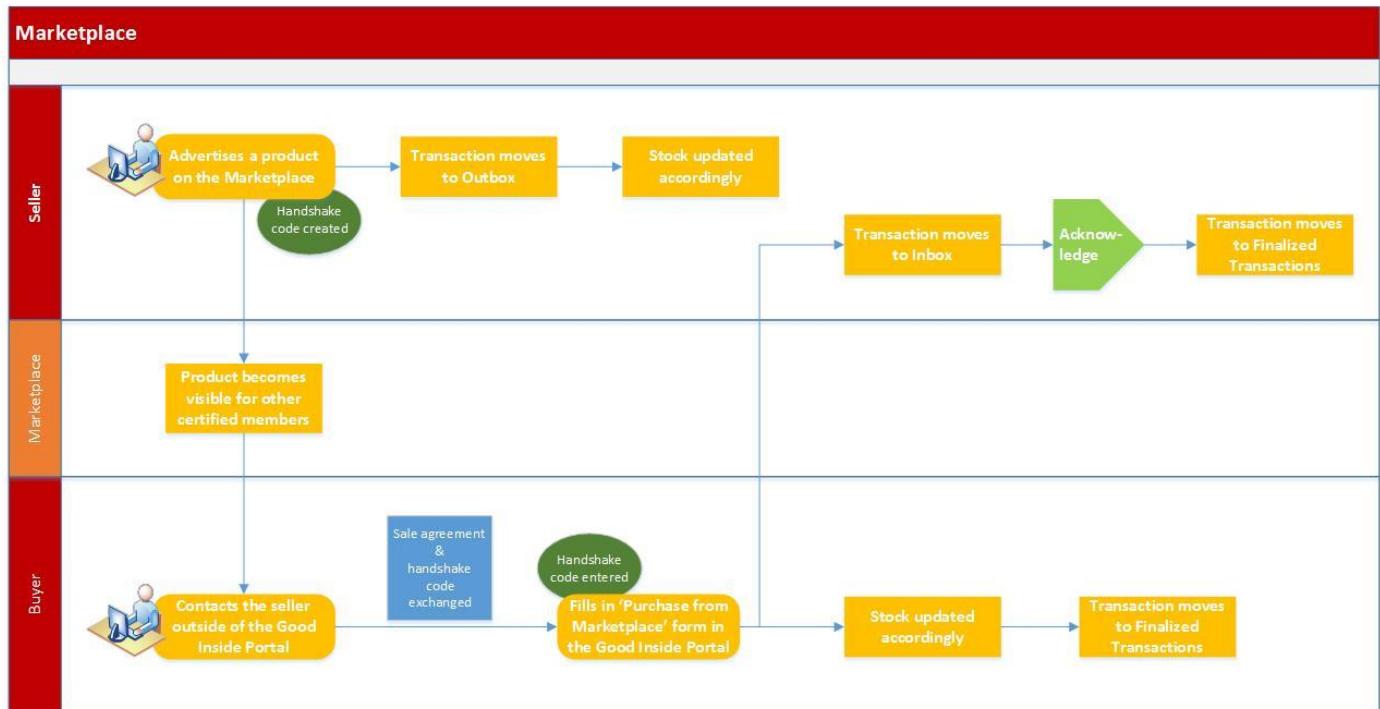
If the producer doesn't have regular internet access, they can give [on behalf user rights](#) to the first buyer. The first buyer then can make a [Purchase Announcement](#) on behalf of the producer.

Delivery Announcement



If the producer doesn't have regular internet access, they can give [on behalf user rights](#) to the warehouse. The warehouse then can make a [Delivery on Behalf](#) for the producer.

Marketplace





Program levels

A program level describes the product's level of traceability. UTZ offers the following program levels:

Identity Preserved (IP): The origin of a product is known throughout the supply chain. UTZ products at program level IP are not mixed with other certified or non-certified products. IP is the highest program level. If different products at program level IP are mixed, the program level will show as **Mixed IP**. In Mixed IP, the origins of the products in the mix are known throughout the supply chain.

Segregated (SG): Mixture of several UTZ products from different origins. The difference between SG and Mixed IP is that at program level SG the exact origins of the different certified products are not known. All that is known is that all products in the mix are from UTZ origins.

Mass Balance (MB): Mass Balance is not a physical traceability level, but an administrative one. This means that UTZ products can be mixed with non-certified products at some point along the supply chain. For MB, the rules on managing stocks administratively (not selling more as UTZ than what has been purchased) are defined in the Chain of Custody. MB is the lowest program level.

Please note that only program levels that you are certified/licensed for will be available in your account in the traceability system.

In addition, not every program level is available for every product. Please contact UTZ at membersupport@utz.org if you want to learn more about the programs' rules.