

TRACEABILITY USER GUIDANCE MANUAL

This document will help you understand how to use the different features of the MultiTrace traceability platform

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**RAINFOREST
ALLIANCE**





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1. INTRODUCTION

1.A WHAT IS MULTITRACE?

MultiTrace is a traceability system facilitating our partners' growing demand for credible certified farm data. It supports a new and improved way of working between the Rainforest Alliance and certification bodies, farmers and companies which will ensure better data quality, accessibility, and transparency.

MultiTrace lays the foundation for future innovations. In our new vision of certification, the data flow starts at the farmer and in time, this should come to include the smallholder farmer. The future ability to access farmer data and tap into other data sources will create a more holistic view of the supply chain. This will give us all better insights to act upon, so that together we can contribute to a world where people and nature thrive in harmony.

1.B WHY IS TRACEABILITY IMPORTANT?

The purpose of MultiTrace is to safeguard the traceability of certified products throughout the supply chain and to enable certification and licensing. Reporting purchases, sales and processing activities of certified products is a requirement of the Rainforest Alliance certification standard.

Our stakeholders—including consumers, brands, other NGOs, and consumer advocacy groups—regularly challenge us to demonstrate how we ensure claims of Rainforest Alliance Certified content. Traceability helps us back up the claim that any products bearing the Rainforest Alliance seal come from Rainforest Alliance Certified sources. It means that consumers and companies can trace a product back to a Rainforest Alliance Certified farm certificate holder. This process helps us safeguard the integrity of the Rainforest Alliance seal.

Collecting this data centrally at the Rainforest Alliance, allows us to have visibility through the entire supply chain, from origin to final distribution, and thus can assure the integrity of the Rainforest Alliance seal.

Companies can also benefit from traceability because it can make their supply chains more transparent, identify possible weak spots, and help them to work on further improvements. And farmers can track farm development, but also gain access to new markets.

1.C FREQUENCY OF REPORTING

Transactions must be reported in the traceability platform within 2 weeks from the end of the calendar quarter (January – March, April – June, July – September, October – December) in which the transaction occurred. To keep a better and clearer overview of your available volumes and open transactions, we recommend you update and announce your transactions as early as possible.

It is very important to perform transactions, so your buyer has the purchased volumes available for their own processing/trading activities in MultiTrace.

The use of the traceability system will be checked during your audit, and when done correctly, it will avoid non-conformities.



2. ENTERING THE TRACEABILITY SYSTEM

MultiTrace is found within the Rainforest Alliance Certification Platform (RACP).

2.A LOGGING IN

The link to the portal is https://portal.ra.org/RA_Certification_Theme/Login and on entering you will see the login page below.

User Rainforest Alliance staff

Log in

Don't have an account? [Create an account here](#)

Enter your username

Remember this username ⓘ

Continue →

Enter your username. If you forgot your password, please click on 'forgot password' in the login page to request a password reset. Please send an email to customersuccess@ra.org in case you have trouble getting a new password or getting access to the system.

Note: If you are trying to access your pre-merger Rainforest Alliance or UTZ account, the link to the portal is <https://portal.ra.org/portal/>
Usernames and passwords may be different between the different portals.

UTZ joining forces with Rainforest Alliance

MultiTrace

Username

Password

[Forgot password](#)

Login

Remember login

Welcome to MultiTrace the traceability platform for coffee & hazelnut! This is currently only used for pre-merger UTZ commodities.

Members: If your company already has an account, please just use the log in. If you need access, please ask your colleague to add a user for you.

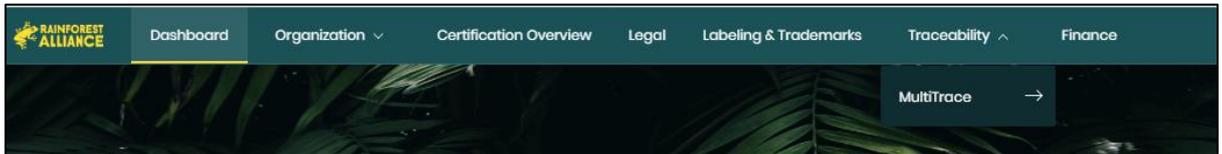
CBs: Please log in with the same e-mail address that you use in the UTZ Academy Online. If you need new access, please ask your scheme manager to add you as user.

New to UTZ? [Register as new member/organisation](#)



2.B ACCESSING TRACEABILITY

Once you have successfully logged into your account and you have an active license for that account, on the top bar you will see the option for 'Traceability'. You can select this option and the module for MultiTrace will open in a new tab.



2.C USER ROLES

User roles allow you to manage the permissions that different users have in MultiTrace.

2.C.1 Adding Users

Only administrator users can add a new user by clicking 'Users' under the Organization tab in their profile and selecting "Add New User". You can add the person by filling in their details and creating a username. After logging in, the new user can change their password.

Note: Please use the new user's e-mail address as their username, as this is unique and easy to remember.

2.C.2 Removing Users

Only administrator users can remove a user by clicking 'User' under the Organization tab in their profile. To delete a user from RACP, click on the name and in the sidebar form, use the button 'Delete' and confirm your decision.

2.C.3 Updating Users

Only administrator users can update a user's role by clicking 'User' under the Organization tab in their profile. You can update the person by clicking on the user you would like. A sidebar will open on the right where you can select the different settings for the user, such as Admin and Finance.

3. DEFINITIONS

3.A TRACEABILITY LEVELS

For more information, watch this [video](#).

Identity Preserved (IP)

This is the traceability option to trace a Rainforest Alliance Certified ingredient or product back to a farm certificate holder. This is the most stringent traceability type. There is no mixing of certified ingredient or product with non-certified ingredient or product, or with certified ingredient or product from different sources. If a certified product is from different certified sources/farms, but identity is preserved throughout the supply chain, the subtype Mixed Identity Preserved (Mixed IP) can be applied.



Segregation (SG)	This is the traceability option in which the certified product is kept separate from the non-certified product, both physically and in documentation. This segregation occurs during all receiving, processing, packaging, storage, and transportation stages of the supply chain. There is no mixing of non-certified product with certified product. This means that the full product content is certified, although it can come from different certified sources/farm certificate holders, including different countries of origin.
Mass Balance (MB)	This is the option for administrative traceability that allows a certificate holder to claim a product which is not certified as Rainforest Alliance Certified when the equivalent quantity was sourced as Rainforest Alliance Certified.
3.B TYPES OF VOLUMES	
Certified Volume	The volume assigned in the certification process to a farm certificate holder, based on a harvest estimate
Certified Product	The volume designation when the Certified Volume is converted into another sub product in the system by the farm certificate holder (i.e., a tea farm converting their green leaf certified volume to made tea)
Stock	The volume that has been bought from another certificate holder in the system
3.C OTHER TERMS	
Position	A Rainforest Alliance Certified volume of a sub-product, its variety, classification, and traceability level. A position is created when an estimated volume of a product is certified, attached to a license, and after each activity including, transaction, mix, conversion, or downgrade.
Reference	An identifiable number used in a trade between supplier and client. Some examples include purchase order numbers, container numbers, contract numbers, etc.
Commodity	The crop that is certified
Subproduct	The resulting product when converting in the system (e.g., when roasting green coffee, the resulting subproduct is roasted coffee)
Variety	A different type of a commodity (i.e., Arabica coffee)
Classification	A specific designation of quality of a commodity (i.e., Arabica coffee)
UoM	This is short for unit of measurement



4. OVERVIEWS

For more information, watch this [video](#).

4.A POSITION OVERVIEW

This is the main overview in the system. This shows what you have available to transact, convert, or mix in the system. Each line in the overview represents a stock position. You can utilize the filters to search for different stock positions that are still available for use.

Owner	Location	Selling Mark	PositionType	Variety	Classification	Subproduct	TL	Reference	Origin Information	Total	Available	UoM
Multi Crop US Importer and ...	N/A		Stock	Not Applicable		Dried Cocoa Beans-Cocoa	IP		Multi Crop Farm Kenya	200.00	200.00	KG
Multi Crop US Importer and ...	N/A		Stock	Not Applicable		Dried herbs and spices-Hibiscus	IP	Hibiscus1	Multi Crop Farm Ecuador	1,750.00	1,750.00	KG
Multi Crop US Importer and ...	N/A		Stock	Not Applicable		Dried herbs and spices-Mint	IP	Mint 1	Multi Crop Farm Ecuador	750.00	750.00	KG

4.B TRADE OVERVIEW

This overview shows all trades, redeems, removals, and reversals that have been performed in the system. You can utilize the filters to search for different activities that have been performed. You can also download an Excel file that will provide more details of each line of data.

ID	Activity	Status	From	To	Reported By	Subproduct / Product Name	TL	Volume	UoM	Reported on	PDF
494128	Sell	To Be Confirmed	Multi Crop US Importer and Processor	Multi Crop European Retailer Multi 1	Multi Crop US Importer and Processor	Herbal Tea Mix	NA	1,000.00	KG	2022-09-07	
494127	Sell	Confirmed	Multi Crop Farm Ecuador	Multi Crop US Importer and Processor Hibiscus1	Multi Crop Farm Ecuador	Dried herbs and spices-Hibiscus	IP	2,000.00	KG	2022-09-07	



4.C STOCK MANAGEMENT OVERVIEW

This overview shows all conversions, mixes, removals, and multi-ingredient manufacturing that has been performed in the system. You can utilize the filters to search for different stock positions that are still available for use.

	ID	Reported On	Transaction Date	Activity	Output Product(s)	Output Variety	Reference	Output Volume(s)	UoM	Status
Reverse	44886	2022-09-07	2022-09-07	Mixing		Black Tea - CTC	Blend	1,000.00	KG	Confirmed
Reverse	53762	2022-09-07	2022-09-07	Processing inc Manufacturing	Soluble Coffee	Arabica	Scenario 2 - Test	390.00	KG	Confirmed
Reverse	53715	2022-09-06	2022-09-06	Downgrade	Dried Cocoa Beans	Not Applicable		100.00	KG	Confirmed
Reverse	684	2022-09-05	2022-09-01	Manufacture	Chocolate product line		product line	100.00	KG	Confirmed

5. DASHBOARD- MAINTAIN TRADE PARTNERS

You can declare other accounts (suppliers and/or clients) as trusted and/or mandated. When accounts are indicated as Trusted, all transactions reported by those “trusted partners” will be automatically confirmed (see Section 7.A).

To perform this action in MultiTrace, watch this [video](#).

When accounts are indicated as Mandated and the seller has the volumes at their location, the buyer will be able to Purchase from the stock positions of the owner (the seller). This can be done using the Purchase function (see Section 6.B). To manage your trade partners, please enter the section “Maintain Trade Partners” under Actions on your Dashboard. Click “Add” on the top right to add a trade partner to your list. Select “trusted” and/or “mandated”. Your selection will give rights to the added trade partner to perform trading and stock activities on your behalf, based on your selection.



Maintain Trade Partners					
Trade Partners					Add
<input type="text"/>	Search	Reset			
Name	Country	Commodity	Trusted	Mandated	
India Tea Producer 1	India	Tea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	remove
TEA_farm001	India	Tea	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	remove

To perform this action in MultiTrace, watch this [video](#).

6. REPORT TRADE

6.A SELL

Sell allows you to report a trade of volume from your stock position to a buyer, representing one or multiple physical deliveries.



The information in the transaction (volume, quality, etc.) must be the same as the information reflected in the documentation accompanying the physical trade(s). Once you make a sell trade, a trade transaction ID will be generated which will appear as a log in your Trade tab.

To process a trade via the Sell button you need to fill in all the mandatory fields (those marked with a red asterisk) on the Report New Trade form:



Report new trade

Trade <input checked="" type="radio"/> Single Ingredient Commodity* <input type="text" value="Coffee"/> <input type="radio"/> Multi Ingredient Change of responsibility date* <input type="text" value="2023-04-12"/> <small>This date is the date of change of ownership and therefore also the change of responsibility</small>	Position From Owner <input type="text" value="Multi Crop European Importer and Processor"/> From Position <input type="text" value="Stock, Arabica, Roasted Coffee, Segregation, Ecuador, 17640 KG"/> Origin Information: <input type="text" value="Ecuador"/> Traceability level: <input type="text" value="Segregation"/> Volume (in)* <input type="text" value="1000"/>
Seller Reference <input type="text"/> Contract Number <input type="text"/>	Other schemes Other certification schemes? Others <input type="text"/>
Buyer Buyer* <input type="text" value="Multi Crop European Importer and Processor 2"/> Membercode* <input type="text" value="RA_00015892209"/> Name <input type="text" value="Multi Crop European Importer and Processor 2"/> Reference* <input type="text" value="Reference ABC"/> Contract Number <input type="text"/>	Attachments Drag and drop files here <input type="text"/> <input type="button" value="Add Files"/>
Transport Transport type <input type="text"/> Consignment No. (GSCN) <input type="text"/> Bill of Lading (BL) <input type="text"/> Shipping date <input type="text" value="YYYY-MM-DD"/>	Comment <input type="text"/> <small>Max. 400 characters (incl. space)</small>

To perform this action in MultiTrace, watch this [video](#).

Note: The Buyer Reference field will be used to identify positions for the buyer in the Position Overview for transactions. This reference number will populate in subsequent dropdown menus that utilize those positions when choosing volumes for activities. It is important to fill out this field in agreement with the buyer.

6.B PURCHASE

When a company has created a Mandated Trade Partner relationship in the system (see Section 5), they can utilize the purchase function. The functionality then works the same way as the sell screen and details should be filled in the same.

Dashboard Trade & Stock i

Report Trade **Sell** **Purchase** Report Multi Ingredient Report Manufacturing Maintain Multi Ingredient

Report Position Conversion Redeem Volume Remove Volume Delivery Receipt Mix Downgrade

To perform this action in MultiTrace, watch this [video](#).



6.C SUSTAINABILITY DIFFERENTIAL (SD), SUSTAINABILITY INVESTMENT (SI), AND PREMIUMS

For all trades that are created from Certified Volume or Certified Product, the fields for SD/SI and Premium will be displayed. If SD and SI or Premium requirements are required for that crop, fill in fields as required per the standard (see [Annex Chapter 3- Income and Shared Responsibility](#)). If there are no requirements for that crop at the time, then select "Not Required" and choose a reason from the dropdown that will appear.

Position

From Owner: Multi Crop Farm Ecuador

From Position: Certified Volume, Not Applicable, Dried Cocoa Beans, Identity Preserved, Ecuado...

Origin Information: Multi Crop Farm Ecuador / RA_00012512206 / Ecuador, 9977850, KG

Traceability level: Identity Preserved

Volume (in.): KG 2000

SD/SI Premium Not Required

SD Agreed (USD/MT): 40 Total (USD): 80

SI Agreed (USD/MT): 30 Total (USD): 60

SD Agreed = Amount agreed in contracts/ commitments between farm CH and first buyer
SI Agreed = Amount agreed in contracts/ commitments between farm CH and first buyer

To perform this action in MultiTrace, watch this [video](#).

7. CONFIRMING TRANSACTIONS

To perform this action in MultiTrace, watch this [video](#).

7.A CONFIRM

By default, all trades to your account must be confirmed. To confirm a transaction, click on the Trade Overview. Select the transaction you would like to confirm by clicking on the ID or Confirm button.

Confirm	Reject	494104	Sell	To Be Confirmed	Multi Crop Exporter and Processor Ecuador Test ReferenceL1	Multi Crop European Importer and Processor	Multi Crop Exporter and Processor Ecuador	Cocoa Liquor-Cocoa	IP	50.00	KG	2022-09-07
---------	--------	--------	------	-----------------	--	--	---	--------------------	----	-------	----	------------

This will take you to the details. At this point, you can only update the reference field in the Buyer section of the transaction and no other details. Once you have completed your review and if all information is correct, click Confirm at the bottom of the screen.

To bypass confirmation, you will need to add your supplier as a Trusted Trade Partner (see Section 5).



7.B WITHDRAW

If the transaction was made in error and has not been confirmed by the buyer yet, you can withdraw the transaction by selecting Withdraw. This will take you to the transaction. Once you have completed your review, click Withdraw at the bottom of the screen.

Withdraw	Update	493278	Sell	To Be Confirmed	Multi Crop European Importer and Processor	Multi Crop European Retailer	Multi Crop European Importer and Processor	Cocoa Powder-Cocoa	MB	20.00	KG	2022-08-05
--------------------------	------------------------	--------	------	-----------------	--	------------------------------	--	--------------------	----	-------	----	------------

7.C UPDATE

Prior to confirming a transaction, if you or your buyer requests that you change the details, you can update the details by selecting Update. This will take you to the transaction. At this point, you can update any field in the transaction. Once you have completed your review, click Submit at the bottom of the screen.

Withdraw	Update	493278	Sell	To Be Confirmed	Multi Crop European Importer and Processor	Multi Crop European Retailer	Multi Crop European Importer and Processor	Cocoa Powder-Cocoa	MB	20.00	KG	2022-08-05
--------------------------	------------------------	--------	------	-----------------	--	------------------------------	--	--------------------	----	-------	----	------------

7.D REJECT

If a transaction declared to you by a supplier was done in error or is incorrect, you can reject the transaction. This will take you to the transaction. At this point, you can give a reason for rejection. Once you have completed your review, click Reject at the bottom of the screen.

Confirm	Reject	493501	Sell	To Be Confirmed	Multi Crop Exporter and Processor Kenya	Multi Crop European Importer and Processor	Multi Crop Exporter and Processor Kenya	Green Coffee-Coffee	IP	200.00	KG	2022-08-10
-------------------------	------------------------	--------	------	-----------------	---	--	---	---------------------	----	--------	----	------------

7.E PDF OF TRANSACTIONS

If you need a copy of the transaction to share with a client, you can download a copy of a confirmed transaction by searching for the transaction in the Trade Overview and clicking the icon on the far right of the screen:

Reverse	494145	Sell	Confirmed	Multi Crop Exporter and Processor Kenya	Multi Crop European Importer and Processor HELLOMAGGIE	Multi Crop Exporter and Processor Kenya	Green Coffee-Coffee	IP	1.000.00	KG	2022-09-12	
-------------------------	--------	------	-----------	---	--	---	---------------------	----	----------	----	------------	--

8. CONVERSIONS

With the conversion functionality, you can reflect your processing activities and change the product into an available subproduct. To perform a conversion, you will need to know the raw material volume input you are using and either the output volume or the conversion rate between the input and output.

Dashboard				Trade & Stock			
Report Trade	Sell	Purchase	Report Multi Ingredient	Report Manufacturing	Maintain Multi Ingredient		
Report Position	Conversion	Redeem Volume	Remove Volume	Delivery	Receipt	Mix	Downgrade

Conversion is only allowed in direction of physical processing (forward). The system will give you the possibility to perform the different Conversions based on what activities are listed in your license (i.e. processing including manufacturing gives rights to most conversions).



Report new Conversion

Commodity	
Commodity *	Banana
Activity Date *	2023-04-01
Input SubProduct	Fresh fruit - Banana
Output SubProduct	Puree (NFC)

Position	
Owner	Multi Crop European Importer and Processor
Convert from Position	Stock, Not Applicable, Fresh fruit - Banana, Identity Preserved, Ecuador, 900, Box
Origin Information:	Ecuador
Output to Traceability level:	Segregation
Reference *	Conversion ABC
Input Volume (in KG) *	10000
Output Volume (in KG) *	5000
Conversion Rate *	0.5

To perform this action in MultiTrace, watch this [video](#).

9. MIXING

The activity 'Mixing' is used to mix volumes from multiple positions into a new position so that transactions can be reported in accordance with reality. This enhances the credibility of traceability.

Dashboard Trade & Stock

Report Trade Sell Purchase Report Multi Ingredient Report Manufacturing Maintain Multi Ingredient

Report Position Conversion Redeem Volume Remove Volume Delivery Receipt **Mix** Downgrade

To perform this action in MultiTrace, watch this [video](#).

Example:

Mixing the Origin (Creating Mixed IP).

Select one or more IP positions with different values for Certificate Holder of Origin.

E.g.:

Input Position 1 = Certificate Holder Origin A,

Input Position 2 = Certificate Holder Origin B

Output Position = Mix with Certificate Holder Origin A and Certificate Holder Origin B

Mixing cannot be unmixed (in its physical state) but it can be reversed by the certificate holder that has performed the mixing activity. This is only possible if the mix has not been sold onwards.

When stock positions of different traceability levels are mixed, the lowest level of traceability is the default. For example, if IP and Segregation are both components of the mix, then the resulting new position will be Segregation. If Segregation and Mass Balance are both components of the mix, then the resulting new position will be Mass Balance.



For cocoa specific guidance on mixing, please see Section 18.

For tea specific guidance on mixing, please see Section 19.

For herbs and spices guidance on mixing, please see Section 20.

10. DOWNGRADE

The Downgrade option allows you to move the Traceability level of any stock downstream. Certificate Holders can downgrade the Traceability Level of positions available in their Overview.

Dashboard Trade & Stock

Report Trade Sell Purchase Report Multi Ingredient Report Manufacturing Maintain Multi Ingredient

Report Position Conversion Redeem Volume Remove Volume Delivery Receipt Mix **Downgrade**

Report new Downgrade

Commodity

Commodity * Cocoa

Activity Date * 2022-09-20

Position

Owner Multi Crop European Importer and Processor

Downgrade from Position: Stock, Not Applicable, Cocoa Butter, Identity Preserved, Multi Ingredient Cocoa, Ecuador, 478.10 KG

Origin Information: Ecuador

Output to Traceability level: Segregation

Reference Segregation
Mass Balance

Input Volume (in KG) * 478.10

To perform this action in MultiTrace, watch this [video](#).

Example: You can only downgrade IP to Segregation and Mass Balance (Likewise Segregation can be downgraded to Mass Balance alone).

11. REDEEM

The activity 'Redeem' marks the end of the online traceability system for Rainforest Alliance Certified products. Companies must report the stock activity Redeem for all Rainforest Alliance Certified volumes when the certified product is packaged and labelled as certified.

Dashboard Trade & Stock

Report Trade Sell Purchase Report Multi Ingredient Report Manufacturing Maintain Multi Ingredient

Report Position Conversion **Redeem Volume** Remove Volume Delivery Receipt Mix Downgrade



Redeem Volume

Commodity	Position ⓘ
Commodity * Coffee	Redeem from Owner Multi Crop European Importer and Processor
Activity date * 2023-04-11	Redeem from Position Stock, Arabica, Soluble Coffee, Identity Preserved, Ecuador, 2400 KG
Redeem	Origin Information: / Ecuador, 2400, KG Multi Crop Farm Ecuador / RA_00012512206
Reason/Reference * Q1 Redeemed Volumes ABC	Traceability level: Identity Preserved
Comment Max. 250 characters (incl. space)	Volume (in KG) * 2400
Attachments	Participation Royalty / Program Fee
Drag and drop files here Add Files	Participation Royalty / Program Fee Not applicable
	Cancel Submit

To perform this action in MultiTrace, watch this [video](#).

If the brand owner is a retailer or Out of Home brand, and they have opted-in to traceability reporting, then a sales transaction of the certified product is issued.

Note: Redeem is not currently an option or required for multi-ingredient products (see Section 15.E).

12. REMOVE

Volumes must be removed from the traceability system if:

- they are spoiled (due to mold, pest, fire, etc.) hence cannot be used.
- sold under another certification scheme that is not Rainforest Alliance or sold as conventional.

In case of mass balance, the certified volume can physically be sold onwards as conventional, and corresponding mass balance credits may be kept.

Dashboard Trade & Stock ⓘ

Report Trade Sell Purchase Report Multi Ingredient Report Manufacturing Maintain Multi Ingredient

Report Position Conversion Redeem Volume **Remove Volume** Delivery Receipt Mix Downgrade



Remove Volume

Commodity

Commodity *

Activity date *

Position ⓘ

Remove from Owner

Remove from Position

Origin Information:

Volume (in KG) *

Remove

Reason *

Comment

Max. 250 characters (incl. space)

To perform this action in MultiTrace, watch this [video](#).

Note: Remove is not currently an option or required for multi-ingredient products (see Section 15.E)

13. REVERSE

Any activity that has been completed in the system (sell, purchase, redeem, remove, mix, conversion, manufacture) can be undone in the system if it has not been processed or sold forward in the system. To undo these activities, you will need to use the Reverse option on the activity you would like to undo. For trades that need to be reversed, the reversal will need to be confirmed by the supplier.

To locate the reverse button for trades, redemptions, and removes, go to the Trade overview tab and locate the transaction ID you would like to reverse:

Overview
Trade
Stock Management

Activity ID

Commodity

Sub Product Code

From

Seller Reference

Reporter

To

Buyer Reference

Type

Activity Date from to

Report Date from to

Product Name

Confirmed
 To Be Confirmed
 Rejected
 Withdrawn
 Reversal Requested
 Reversed
 Reversal Rejected
 All

	ID	Activity	Status	From	To	Reported By	Subproduct / Product Name	TL	Volume	UoM	Reported on	PDF
<input type="button" value="Withdraw"/> <input type="button" value="Update"/>	494143	Sell	To Be Confirmed	Multi Crop US Importer and Processor	Multi Crop US Importer and Processor 2 SD/Sl	Multi Crop US Importer and Processor	Green Coffee-Coffee	IP	500.00	KG	2022-09-09	
<input type="button" value="Reverse"/>	494142	Sell	Confirmed	Multi Crop Farm Ecuador	Multi Crop US Importer and Processor SD/Sl	Multi Crop Farm Ecuador	Green Coffee-Coffee	IP	1,000.00	KG	2022-09-09	



Note: For reversing a Remove in the system, you will need to add an attachment as supporting documentation in the removal screen.

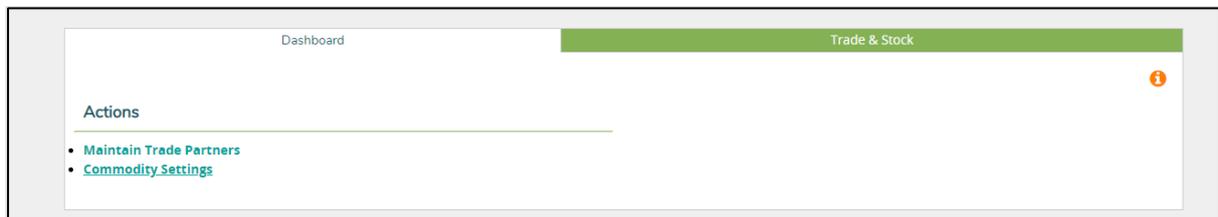
14. VOLUME AGGREGATION

In the traceability system, by default all volumes will be separate when transacting, converting, or mixing in the system.

Note: There is an exception for some cocoa products. Please see Section 18.

14.A COMMODITY SETTINGS - AGGREGATE POSITIONS

You can adjust certain settings for each commodity in the Dashboard tab and selecting Commodity Settings:



In the Commodity Settings, 'Aggregate Positions' will allow users to merge all trades for the indicated traceability level of similar characteristics into one stock position on confirmation of a trade (i.e., commodity, subproduct, variety, etc.). This setting can be used to help make administration of the traceability system easier. This option will also remove references from the Trade & Stock Overview positions.

Please select below if you want to aggregate volumes in your trade and stock overview. If you check the box, your product volumes will aggregate based on the traceability level (IP = Identity Preserved, MI = Mixed Identity Preserved, SG = Segregated, MB = Mass Balance). If you do not check the box, each transaction you receive will be showing in a separate stock position in your Trade & Stock overview. This setting is valid per commodity for your organizations' account, from the moment the option is selected and cannot be retroactively applied.

Aggregate Positions				
	IP	MI	SG	MB
Coffee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To perform this action in MultiTrace, watch this [video](#).

15. MULTI-INGREDIENT TRACEABILITY

Multi-ingredient products are products that include one or more certified ingredients. These could include semi-finished or final products like chocolate couverture, ready-to-drink tea, herbal tea mix, or chocolate hazelnut spread, to name a few examples.



15.A MAINTAIN MULTI-INGREDIENT

To configure a product for use in multi-ingredient reporting, you will need to go to the Report Multi-Ingredient section and click on Maintain Multi-Ingredient.

Dashboard Trade & Stock

Report Trade [Sell](#) [Purchase](#) | Report Multi-Ingredient | [Report Manufacturing](#) | **Maintain Multi-Ingredient**

Report Position | [Conversion](#) | [Redeem Volume](#) | [Remove Volume](#) | [Delivery](#) | [Receipt](#) | [Mix](#) | [Downgrade](#)

Fill out the mandatory fields. When you are ready to start using the multi-ingredient reporting and the details look correct, check the Is Active box and click Submit.

There are different ways to create products, depending how you and your clients agree to reporting needs.

To perform this action in MultiTrace, watch this [video](#).

15.A.1 Stock Keeping Unit (SKU) Product Level

This is the most detailed level of multi-ingredient traceability. This example shows how to create a product:

Product Configuration

Product

Name *	Jack's Peach Iced Tea	Unit *	Liter
Type	Ready to drink	Start Date *	2021-06-16
SKU	ABC45678	End Date	YYYY/MM/DD
Barcode		Is Active	<input checked="" type="checkbox"/>

[Cancel](#) [Submit](#)

15.A.2 Product Type Level

Examples of a product category would be a product line of ready to drink iced tea, a product line of confectionery products. This example shows how to create a product:

Product Configuration

Product

Name *	Chocolate bar	Unit *	Kilograms
Type	Semi-finished chocolate	Start Date *	2021-06-16
SKU		End Date	YYYY/MM/DD
Barcode		Is Active	<input checked="" type="checkbox"/>

[Cancel](#) [Submit](#)

15.A.3 Bulk Sale Level

Examples of a bulk sale would be all the different products you sold to a customer in each period (month, quarter, etc.), such as an herbal tea mix or flower bouquet. This example shows how to create a bulk sale level product:



Product Configuration

Product

Name *	<input type="text" value="Herbal Tea Mix"/>	Unit *	<input type="text" value="Kilograms"/>
Type	<input type="text"/>	Start Date *	<input type="text" value="2021-09-01"/>
SKU	<input type="text"/>	End Date	<input type="text" value="YYYY/MM/DD"/>
Barcode	<input type="text"/>	Is Active	<input checked="" type="checkbox"/>

Once added you will be able to see it in the Product Overview for Multi-Ingredients. Create the finished Product via the Report Manufacturing action.

15.B REPORT MANUFACTURING

Once multi-ingredient products are configured, select 'Report Manufacturing':

Dashboard Trade & Stock

Report Trade [Sell](#) [Purchase](#) [Report Multi Ingredient](#) **Report Manufacturing** [Maintain Multi Ingredient](#)

[Report Position](#) [Conversion](#) [Redeem Volume](#) [Remove Volume](#) [Delivery](#) [Receipt](#) [Mix](#) [Downgrade](#)

Outline the manufacturing by filling in all required mandatory fields. The products configured in Maintain Multi-Ingredient should now appear in the Product dropdown.

You need to add at least one position in the From Positions section by clicking on the Position dropdown and selecting a position. If your product contains multiple ingredients, you can select another position and select additional ingredients. Report manufacturing represents how much certified volume for a given commodity and its corresponding subproduct(s) will result in an output volume that accounts for all the ingredients being used.

For example, if a chocolate bar is created with cocoa liquor and cocoa butter and contains other non-certified ingredients (such as sugar), you will indicate the amount used of certified cocoa butter and liquor in the ingredients you would like to add, and the output volume would reflect the total chocolate (certified ingredients plus non-certified ingredients) of the final product. In the example below, we have used 200kg of certified cocoa liquor and 100kg of certified cocoa butter to create a product 'Chocolate Bar' of 2000kg:



Report Manufacturing

Output-Product

Activity Date * 2022-09-07 Reference * Reference 1

Product * Chocolate Bar, - Semi-finished chocolate Output Volume * (KG) 2000

From Positions

Owner * Multi Crop European Importer ... Site * Not applicable

Position (Commodity, Location, Position Type, Variety, Classification, Suo Product, Traceability Level, Cou... Add Single Ingredient

Position: Cocoa, Stock, Cocoa Butter, Mass Balance, 804.1, KG

Ecuador, Kenya. 804.1 Input volume(KG) 100

Participation Royalty / Program Fee: Not applicable

Position: Cocoa, Stock, Cocoa Liquor, Identity Preserved, Ecuador, 210, KG

Multi Crop Farm Ecuador/RA_00012512206/Ecuador 210 Input volume(KG) 200

Participation Royalty / Program Fee: Not applicable

Position (Name, SKU, Available) Add Multi Ingredient

Participation Royalty / Program Fee

Participation Royalty / Program Fee Not applicable

Cancel Submit

To perform this action in MultiTrace, watch this [video](#).

Note: The volume created can represent an aggregate over time of how much of a product is being manufactured. In the example above, the manufacturing could represent one months' worth of production and not the individual unit.

15.C MULTI-INGREDIENT STOCK OVERVIEW

After trades of multi-ingredient products are confirmed or are created through report manufacture populate on the Position Overview screen (see Section 4.A). To view the positions, click on the option for 'Multi Ingredient':

Overview Trade Stock Management

All positions owned and positions not owned on your site(s)

Name Type Reference SKU

TEST -

Search Reset

Single Ingredient Multi Ingredient

Name	Type	SKU	Reference	Total	Available	Position Type
Chocolate Bar	Semi-finished chocolate		Reference 1	2,000.00	2,000.00	Stock
Chocolate product line	Product line		product line	100.00	100.00	Stock

15.D SELLING A MULTI-INGREDIENT PRODUCT

Selling a multi-ingredient follows the same process as a single ingredient product (See Section 6.A). To select your multi-ingredient product, choose the option Multi Ingredient on the transaction screen in the Trade section:



Report new trade

Trade

Single Ingredient Commodity: - - -

Multi Ingredient

Change of responsibility date * YYYY-MM-DD

This date is the date of change of ownership and therefore also the change of responsibility

To perform this action in MultiTrace, watch this [video](#).

15.D.1 Masking the Footprint

Since multi-ingredient products may contain sensitive information, companies have the option to mask the footprint of multi-ingredient products when trading. To do so, check the Mask Footprint box in the position section:

Position

From Owner: Multi Crop European Importer and Processor

From Position: Chocolate Bar, Reference 1, 2000

Volume (in KG): 1000

Mask Footprint:

When checking this box, the farm certificate holder, commodity, subproduct, and country of origin information will be hidden from the buyer, but the total volumes and related SD and SI figures will be visible.

Commodity

Product: Chocolate covered coffee beans

New Location: [Empty]

Traded Volume (KG): 20000

Footprint

Country	Commodity	Sub Product	Traceability Level	Total SD	Total SI	Equivalent Volume	Volume
				500(USD)	500(USD)	10000	8400 KG
				700(USD)	500(USD)	10000	8200 KG

15.E REDEEMING AND REMOVING A MULTI-INGREDIENT PRODUCT

The option to redeem or remove multi-ingredient products is not available in the system and currently not required in the standard.



16. EXCEL UPLOAD

To perform this action in MultiTrace, watch this [video](#).

To help report transactions in bulk instead of individual reporting, MultiTrace has the 'Transaction Upload' or Excel upload functionality which allows you to process the following actions:

- Trade (Sell, Purchase, Redeem, Remove) for Single Ingredient ([Video](#))
- Trade for Multi-ingredient ([Video](#))
- Mix
- Conversion
- Report Manufacturing ([Video](#))

You can find the Transaction Upload feature under the Trade Overview tab, and Upload Transactions:

Overview Trade Stock Management

Activity ID From To Activity Date from Activity Date to

Commodity Seller Reference Buyer Reference Report Date from Report Date to

Sub Product Code Reporter Type Product Name

Confirmed To Be Confirmed Rejected Withdrawn Reversal Requested Reversed Reversal Rejected All

Search Reset

[Upload Transactions](#)
[Download excel](#)
[Download csv](#)

16.A DOWNLOADING TEMPLATES FOR USE

You will need to fill out the Excel template that is available for download in the system. The different templates can be downloaded directly from the system after clicking on Upload Transactions. Once in the screen, click on Download Templates and select which template you would like to use:

Upload Transactions - Multi Crop European Importer and Processor (RA_00013222207) Back Data Mapping

Upload excel Download template(s)

Filename	Upload Date	Uploaded By
Trade template.xlsx	2022-07-29 06:22:24	Euro Import
test.xlsx	2022-07-14 09:33:32	Euro Import

2 records

Download templates

- Trade (Single ingredient) Template
- Trade (Multi-Ingredient) Template
- Mix Template
- Stock Template
- Manufacturing Template

Close

Note: After downloading each template has a tab for guidance that explains what is and is not required on the Excel template.



16.B DATA MAPPING

Prior to proceeding with the Excel Upload feature, users need to set up the Data Mapping to 'map' the language of external systems to MultiTrace language.

Transaction Data Mapping - First Europe Processor (ME01_120391) Back

Member Data	MultiTrace Data
<input type="checkbox"/> utz	UTZ

Remove selected Add Mapping

Member Data	MultiTrace Data
<input type="checkbox"/> euro proc	First Europe Processor/ME01_120391

Remove selected Add Mapping

Member Data	MultiTrace Data
<input type="checkbox"/> cocoa	Cocoa

Remove selected Add Mapping

Member Data	MultiTrace Data
No mappings defined...	

Add Mapping

Member Data	MultiTrace Data
<input type="checkbox"/> sell	Sell

Remove selected Add Mapping

Member Data	MultiTrace Data
<input type="checkbox"/> choco buyer	Second Europe Processor/ME01_120392

Remove selected Add Mapping

You can click on the Add Mapping button to include a new terminology or else include a new entry to be part of your mapping.

To perform this action in MultiTrace, watch this [video](#).

Note: The mapping is very important as only those fields which are mapped will be picked up when performing the Excel upload.

16.C UPLOADING THE TEMPLATE

Once you have completed Steps A & B, the next step requires you to upload the populated template.

Click on the Upload Excel button as seen in the following screenshot:

Upload Transactions - First Europe Processor (ME01_120391) Back Data Mapping

Upload excel Download template(s)

Filename	Upload Date	Uploaded By
----------	-------------	-------------



MultiTrace will ask you to add the file for upload:

Upload Transaction - First Europe Processor (ME01_120391) - New

[Back to overview](#) [Data Mapping](#)

Here you can upload your transactions. validations will be done on several moments, so make sure everything is in order to make it a succesful upload. Especially the Datamapping should be in order, the activity date and of course the volumes.

Step 1: Upload file Upload Excel
Put the transactions in sheet with the name "Template"

Please select the type of Template you are uploading by clicking 'Choose File', select file you would like to upload, and click 'Upload':

Upload Transaction - First Europe Processor (ME01_120391) - New

[Back to overview](#) [Data Mapping](#)

Here you can upload your transactions. validations will be done on several moments, so make sure everything is in order to make it a succesful upload. Especially the Datamapping should be in order, the activity date and of course the volumes.

Step 1: Upload file Upload Excel
Put the transactions in sheet with the name "Template"

Upload new File

Trade
 Mix
 Stock

Choose File No file chosen Upload Cancel

Make sure the transactions are in sheet/tab with name "Template"

Once the file has been successfully processed, MultiTrace will lead you to step 2 and at this point will outline how many rows it has processed to be uploaded (this varies based on how many lines of data you have added in the file).

If any errors are detected, the system will specify corrections needed. The upload will not proceed until all errors are resolved.

Upload Transaction - First Europe Processor (ME01_120391) - Uploaded

[Back to overview](#) [Data Mapping](#)

Here you can upload your transactions. validations will be done on several moments, so make sure everything is in order to make it a succesful upload. Especially the Datamapping should be in order, the activity date and of course the volumes.

Step 1: Upload file Upload Excel
Put the transactions in sheet with the name "Template"

Step 2: Map Data Validate & Map Transaction Data
2 rows found in the excel to be processed.

Step 3: Convert

Once the data has been validated successfully, the system will enable the mass upload activity initially selected. Once the mass upload is initiated, it cannot be cancelled, and transactions created will need to be manually corrected if needed.



17. COFFEE SPECIFICS

17.A DELIVERY & RECEIPT

Deliver: Without transferring ownership, you can store volumes at another member (a warehouse for example). Use the function 'Deliver' to report volumes that you have transferred to another member.



This delivery needs to be confirmed by the receiving member.

Receipt: 'Receipt' indicates a change of location of the product, like Delivery but entered from the side of the receiver where the product is stored.

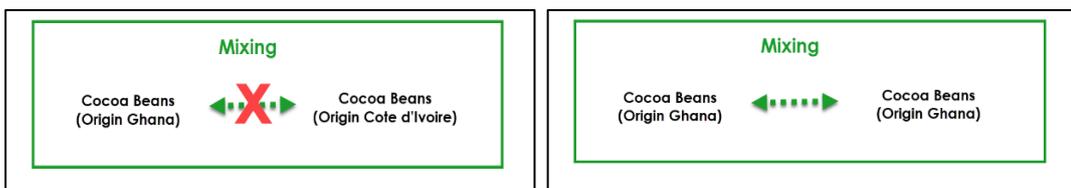


18. COCOA SPECIFICS

18.A ORIGIN MATCHING AND MIXING

Origin matching was introduced to address the demand for how certified cocoa from a specific country would benefit farmers from that country and require companies to purchase certified cocoa from the countries that match the origin of cocoa used in certified consumer products.

In the traceability system, dried cocoa beans and cocoa nibs from different countries of origin cannot be mixed.

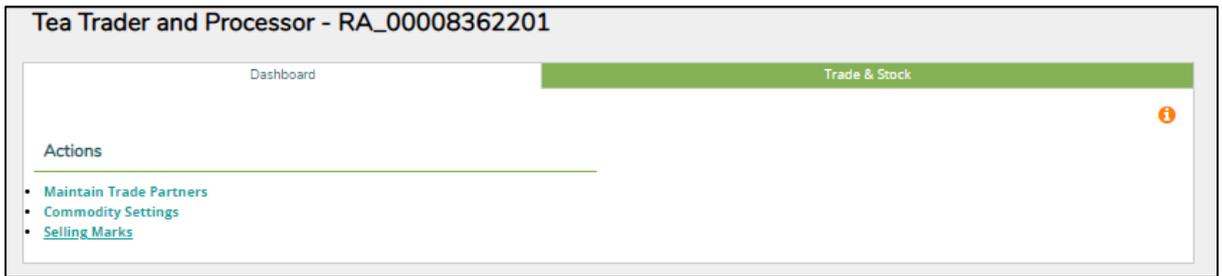


To perform this action in MultiTrace, watch this [video](#).

19. TEA SPECIFICS

19.A SELLING MARKS

A [selling mark](#) must be selected when reporting the processing activity from Green Leaf to Made Tea or when using the bulk function. Adding a selling mark is always done in the Dashboard tab and clicking on Selling Marks:



If the selling mark is not listed, a new selling mark needs to be created before reporting. First you will have to click on the add button as shown in the screenshot below:



You can then name your selling mark and give it a start and end date. If you do not wish to give it an end date, you can use it whenever you require.

Once positions are processed (blended, decaffeinated, or made into instant tea), they will lose their selling mark.

To perform this action in MultiTrace, watch this [video](#).

Note: If your client indicates that the selling mark name is wrong in the system and you would like to update the name, you can select the selling mark and edit the name. This will be reflected in all transactions from that selling mark.

19.B MIXING

19.B.1 Blending

Blending is an option for mixing for tea. Blending will remove the selling mark from a position.



Commodity Commodity* Tea (pre merger Rainforest Alliance) - Activity Date* 2020-11-03 Classification of mix output - Reference* 4586	Mix Output Total Mix Volume 0.4 Tracesability level Identity Preserved <input type="radio"/> Bulk ⓘ <input checked="" type="radio"/> Blend ⓘ Participation Royalty / Program Fee Not applicable
Positions Owner* Supply Chain Actor 1 * Site* Not applicable SubProduct* Made Tea PositionType* Stock only Choose a position to add into the mix : - Add Position Position: Stock, Green Tea, Made Tea, Identity Preserved, Light, 1.10 Producer Account Test1 / ME01_24325 / Costa Rica 1.1 Mix volume (Kilograms): 0.2 Participation Royalty / Program Fee: USD: 0.002 Position: Stock, Green Tea, Made Tea, Identity Preserved, Light, 0.44 Producer Account Test1 / ME01_24325 / Costa Rica 0.44 Mix volume (Kilograms): 0.2 Participation Royalty / Program Fee: USD: 0.002	
Attachments Drag and drop files here - Add Files	
Comment Max. 400 characters (incl. space)	
Cancel Submit	

To perform this action in MultiTrace, watch this [video](#).
To perform this action via Excel Upload, watch this [video](#).

19.B.2 Bulking

If you click on bulk option, the selling mark appears, and you can assign a new selling mark. You will have to select your positions and the quantity that you would like to bulk and submit your mix activity which will bulk your stock positions.

Please note that you will have to create your own selling mark prior to bulking.



Report new Mixing

Commodity
Commodity*: Tea (pre merger Rainforest Alliance) | Activity Date*: 2020-11-09
Classification of mix output: - | Reference*: 1869

Mix Output
Total Mix Volume: 0.5 | Tracesability level: Identity Preserved
Bulk: | Blend:
Selling Mark: Light

Positions
Owner*: Supply Chain Actor 1 | Site*: Not applicable | SubProduct*: Made Tea | PositionType*: Stock only
Choose a position to add into the mix: [dropdown] **Add Position**

Position: Stock, Green Tea, Made Tea, Identity Preserved, Light, 1.10
Producer Account Test1 / ME01_24325 / Costa Rica | 1.1 | Mix volume (Kilograms): 0.2

Position: Stock, Green Tea, Made Tea, Identity Preserved, Light, 0.44
Producer Account Test1 / ME01_24325 / Costa Rica | 0.44 | Mix volume (Kilograms): 0.3

Attachments
Drag and drop files here
Add Files

Comment
Max. 400 characters (incl. space)

Cancel **Submit**

To perform this action in MultiTrace, watch this [video](#).

19.C TEA SD/SI

For all volumes of tea that are redeemed (see Section 11) from July 1, 2023, Sustainability Differential (SD) and Sustainability Investment (SI) will be required. At the end of a calendar year quarter, a report will be generated for you to complete. The Administrator(s) of the account will be notified by email when the report is available.

To access the report, click on the 'SD/SI Reports' tab. Here you will see an overview of available reports to fill out. If the report has the status 'Open', it will need to be completed. To edit a report, click on the Report ID number.

Tea Blender and Processor - RA_00018562211

Dashboard | Trade & Stock | **SD/SI Reports** | [Configure SD/SI Default Rate](#)

SD/SI Overview Screen

Report ID	Reporting Date	SD Total (USD)	SI Total (USD)	Status	Status Date
158	Quarter 2 2023	135	540	Open	2023-06-07

1 record | Show 10

For instructions on how to fill out a report, see Section 19.C.2.

19.C.1 Setting SD/SI Default Rates

The system automatically sets the rates for SD to \$10 per Metric Ton and for SI to \$40 per Metric Ton. To set a different default rate to be used in the SD/SI reporting



Once the report is complete and accurate, click 'Finalize'. You will be prompted with a legal disclaimer. Once you click 'Agree', the Rainforest Alliance will issue the invoice for the totals indicated on the finalized form. The invoice will be sent via email.

Legal Agreement

By clicking on the "Agree" button below, I agree and certify that:

- I understand that the amount committed is final and cannot be changed or revoked.
- I understand that all amounts committed are to be received in full by RA without deduction of any taxes and/or (governmental) charges and that, should my organization be required by law to withhold any taxes and/or (government) charges on the amounts payable to RA, such amounts shall be grossed up so that the net amount received by RA shall be equal to the amount committed.
- I understand that my organization is fully responsible for complying with applicable laws and regulations, including applicable tax rules.
- I am authorized on behalf of my organization to agree and certify the above.

Cancel Agree

20. HERBS & SPICES SPECIFICS

20.A HERBAL TEA BLENDS

Blends of herbal tea can be created in the system following the guidance highlighted in Section 15.A.3. Different herbs and spices can be mixed in one bulk sale and sold forward using the Mask Footprint feature.

21. FLOWERS SPECIFICS

21.A UNIT OF MEASUREMENT

All flowers are reported in the unit of measurement "number of stems" not kilograms.

21.B BOUQUETS

To report bouquets in the system, companies can utilize the multi-ingredient functionality (see Section 15)

22. BANANA & FRESH FRUIT SPECIFICS

22.A UNITS OF MEASUREMENT

Pineapples, oranges, and bananas have the option to select reporting in different units of measurement to boxes on the transaction. The unit of measurement can be changed in the Position section of the transaction:

Position

From Owner: Pineapple Farm

From Position: Certified Volume, Not Applicable, Fresh fruit- Pineapple fruit, Identity Preserved, ...

Origin Information: Pineapple Farm / RA_00009042203 / Costa Rica, 99972860, KG

Traceability level: Identity Preserved

Volume (in): KG 0

KG 11.33 Box

SD/SI

To perform this action in MultiTrace, watch this [video](#).



23. PROCESSED FRUIT SPECIFICS

23.A BRIX

All transactions of processed fruit juices and purees require companies to fill out the Brix field on the transaction. The Brix can be input in the position section of the transaction.

Position	
From Owner	Multi Crop European Importer and Processor
From Position	Stock, Juice (Frozen Concentrate), Segregation, Ecuador, 19000 KG
Origin Information:	Ecuador
Traceability level:	Segregation
Volume (in) *	KG 50000
Brix % *	66.25

To perform this action in MultiTrace, watch this [video](#).

24. ROYALTIES

Royalties are calculated for each crop as specified in the [Rainforest Alliance License Agreement General Terms and Conditions](#) based on activities performed in traceability. Royalties are charged once in the supply chain.

The Finance tab in the home screen shows royalty per commodity and displays an overview of the invoices. This overview does not include a payment history.

25. CHANGE HISTORY

Version no.	Effective Date	Significant Changes	Previous Version no.
1.0	October 2022	New version	N/A
1.1	April 2023	Removed information on tea conversion before the action redeem	1.0
1.2	May 2023	Updated information on aggregation (Section 14) and new mandatory reference field in the screens Sale, Conversion and Redeem.	1.1
1.3	July 2023	New section for tea SD/SI (Section 19.C)	1.2