

# TRACEABILITY USER GUIDANCE MANUAL

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

*Version 1.3, 24 July 2023*

**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](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](mailto: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

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.

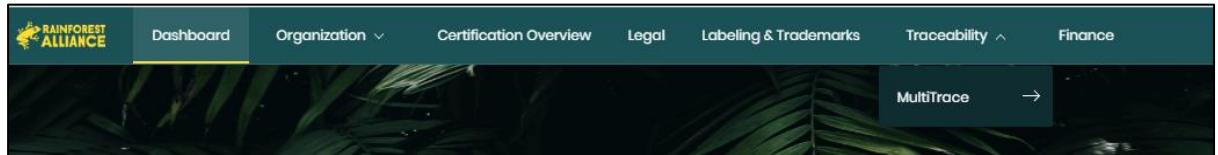
**CBs:** Please log in with the same e-mail address that you use in the UTZ Academy Online. If you need new access, please ask your scheme manager to add you as user.

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.



<b>Segregation (SG)</b>	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.
<b>Mass Balance (MB)</b>	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

<b>Certified Volume</b>	The volume assigned in the certification process to a farm certificate holder, based on a harvest estimate
<b>Certified Product</b>	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)
<b>Stock</b>	The volume that has been bought from another certificate holder in the system

### 3.C OTHER TERMS

<b>Position</b>	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.
<b>Reference</b>	An identifiable number used in a trade between supplier and client. Some examples include purchase order numbers, container numbers, contract numbers, etc.
<b>Commodity</b>	The crop that is certified
<b>Subproduct</b>	The resulting product when converting in the system (e.g., when roasting green coffee, the resulting subproduct is roasted coffee)
<b>Variety</b>	A different type of a commodity (i.e., Arabica coffee)
<b>Classification</b>	A specific designation of quality of a commodity (i.e., Arabica coffee)
<b>UoM</b>	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.

Overview

Trade

Stock Management

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

Owner

Commodity

Location

Position Type

Variety

Classification

Subproduct

Traceability Level

Reference

Search

Reset

Single Ingredient

Multi Ingredient

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		<a href="#">Multi Crop Farm Kenya</a>	200.00	200.00	KG
Multi Crop US Importer and ...	N/A		Stock	Not Applicable		Dried herbs and spices-Hibiscus	IP	Hibiscus1	<a href="#">Multi Crop Farm Ecuador</a>	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	<a href="#">Multi Crop Farm Ecuador</a>	750.00	750.00	KG

Total: 2700 KG Available: 2700 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.

Overview

Trade

Stock Management

Activity ID

From

To

Activity Date from

to

Commodity

Seller Reference

Buyer Reference

Report Date from

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

	ID	Activity	Status	From	To	Reported By	Subproduct / Product Name	TL	Volume	UoM	Reported on	PDF
<div>Withdraw</div> <div>Update</div>	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	
<div>Reverse</div>	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.

Overview

Trade

Stock Management

Activity ID

Input subproduct

Output subproduct

Activity Date from

to

Commodity

Activity

Reference

Report Date from

to

Output Multi Ingredient

Search

Reset

Download stock excel

Download stock csv

	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

Multi Crop European Importer and Processor - RA\_00013222207

Dashboard

Trade & Stock

Actions

Maintain Trade Partners

Commodity Settings

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

SearchReset

Name	Country	Commodity	Trusted	Mandated	
India Tea Producer 1	India	Tea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">remove</a>
TEA_farm001	India	Tea	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">remove</a>

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.

Dashboard

Trade & Stock

Report Trade

SellPurchase

Report Multi Ingredient

Report Manufacturing

Maintain Multi Ingredient

Report Position

Conversion

Redeem Volume

Remove Volume

Delivery

Receipt

Mix

Downgrade

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

<b>Trade</b> <input checked="" type="radio"/> Single Ingredient      Commodity* <span>Coffee</span> <input type="radio"/> Multi Ingredient Change of responsibility date * <span>2023-04-12</span> <small>This date is the date of change of ownership and therefore also the change of responsibility</small>	<b>Position</b> From Owner <span>Multi Crop European Importer and Processor</span> From Position <span>Stock, Arabica, Roasted Coffee, Segregation, Ecuador, 17640 KG</span> Origin Information: <span>Ecuador</span> Traceability level: <span>Segregation</span> Volume (in ) * <span>KG</span> <span>1000</span>
<b>Seller</b> Reference <input type="text"/> Contract Number <input type="text"/>	<b>Other schemes</b> Other certification schemes? Others <input type="text"/>
<b>Buyer</b> Buyer * <span>Multi Crop European Importer and Processor 2</span> Membercode * <span>RA_00015882209</span> Name <span>Multi Crop European Importer and Processor 2</span> Reference * <span>Reference ABC</span> Contract Number <input type="text"/>	<b>Attachments</b> Drag and drop files here <div><input type="text"/></div> <div>Add Files</div>
<b>Transport</b> Transport type <input type="text"/> Consignment No. (GSCN) <input type="text"/> Bill of Lading (BL) <input type="text"/> Shipping date <span>YYYY-MM-DD</span>	<b>Comment</b> <div><input type="text"/></div> <div>Max. 400 characters (incl. space)</div>

Cancel Submit

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

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.

The screenshot shows the 'Report new Downgrade' form in the MultiTrace system. The form is divided into two main sections: 'Commodity' and 'Position'. In the 'Commodity' section, 'Commodity' is set to 'Cocoa' and 'Activity Date' is '2022-09-20'. In the 'Position' section, 'Owner' is 'Multi Crop European Importer and Processor', 'Downgrade from Position' is 'Stock, Not Applicable, Cocoa Butter, Identity Preserved, Multi Ingredient Cocoa, Ecuador, 478.10 KG', and 'Origin Information' is 'Ecuador'. The 'Output to Traceability level' dropdown menu is open, showing 'Segregation' and 'Mass Balance' options, with 'Mass Balance' selected. The 'Reference' field is empty, and the 'Input Volume (in KG)' is '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.

The screenshot shows the MultiTrace dashboard. The 'Dashboard' tab is selected. In the 'Report Position' section, the 'Redeem Volume' option is highlighted with a yellow box. Other options visible include 'Conversion', 'Remove Volume', 'Delivery', 'Receipt', 'Mix', and 'Downgrade'.



### Redeem Volume

Commodity

Commodity \*  
Coffee

Activity date \*  
2023-04-11

Redeem

Reason/Reference \*  
Q1 Redeemed Volumes ABC

Comment  
Max. 250 characters (incl. space)

Attachments  
Drag and drop files here  
Add Files

Position

Redeem from Owner  
Multi Crop European Importer and Processor

Redeem from Position  
Stock, Arabica, Soluble Coffee, Identity Preserved, Ecuador, 2400 KG

Origin Information:  
/ Ecuador, 2400, KG

Traceability level:  
Identity Preserved

Volume (in KG) \*  
2400

Participation Royalty / Program Fee

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 \*  
Tea

Activity date \*  
2022-09-04

**Position**

Remove from Owner  
Multi Crop European Importer and Processor

Remove from Position  
Stock, Black Tea - CTC, Made Tea, MixedIP, Blend, 1000.00 KG

Origin Information:  
Ecuador, Kenya

Volume (in KG) \*  
1000

**Remove**

Reason \*  
Sold As Conventional

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, redeems, and removes, go to the Trade overview tab and locate the transaction ID you would like to reverse:

Overview

Trade

Stock Management

Activity ID

From

To

Activity Date from

to

Commodity

Seller Reference

Buyer Reference

Report Date from

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

	ID	Activity	Status	From	To	Reported By	Subproduct / Product Name	TL	Volume	UoM	Reported on	PDF
<div>Withdraw</div> <div>Update</div>	494143	Sell	To Be Confirmed	Multi Crop US Importer and Processor	Multi Crop US Importer and Processor 2 SD/SI	Multi Crop US Importer and Processor	Green Coffee-Coffee	IP	500.00	KG	2022-09-09	
<div>Reverse</div>	494142	Sell	Confirmed	Multi Crop Farm Ecuador	Multi Crop US Importer and Processor SD/SI	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.

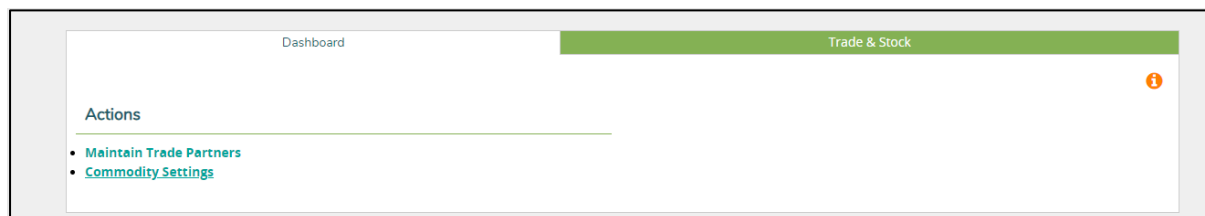
## 14. VOLUME AGGREGATION

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.

	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 ☒

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 ☒

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, Sub Product, Traceability Level, Cou...)

**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)

**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 month's 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  
TEST

Type  
-

Reference

SKU

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 \*

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

From Position

Volume (in KG)

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

New Location

Traded Volume ( KG)

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:

The screenshot shows the 'Trade Overview' tab in the MultiTrace interface. It features a form for uploading transactions with various filters and search options. The form includes fields for Activity ID, From, To, Activity Date, Commodity, Seller Reference, Buyer Reference, Report Date, Sub Product Code, Reporter, Type, and Product Name. There are also checkboxes for transaction status (Confirmed, To Be Confirmed, Rejected, Withdrawn, Reversal Requested, Reversed, Reversal Rejected, All) and buttons for Search, Reset, Upload Transactions, Download excel, and 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:

The screenshot shows the 'Upload Transactions - Multi Crop European Importer and Processor (RA\_00013222207)' screen. It features a table of uploaded files with columns for Filename, Upload Date, and Uploaded By. A 'Download templates' modal window is open, listing available templates: Trade (Single ingredient) Template, Trade (Multi-Ingredient) Template, Mix Template, Stock Template, and Manufacturing Template. The modal also includes a 'Close' button.

**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.

Field	Member Data	MultiTrace Data	Buttons
SchemeOwner	<input type="checkbox"/> utz	UTZ	Remove selected, Add Mapping
Owner	<input type="checkbox"/> euro proc	First Europe Processor/ME01_120391	Remove selected, Add Mapping
Commodity	<input type="checkbox"/> cocoa	Cocoa	Remove selected, Add Mapping
Seller	No mappings defined...		Add Mapping
TransactionType	<input type="checkbox"/> sell	Sell	Remove selected, Add Mapping
Buyer	<input type="checkbox"/> choco buyer	Second Europe Processor/ME01_120392	Remove selected, Add Mapping
Location			

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:

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.

RAINFORREST  
ALLIANCE

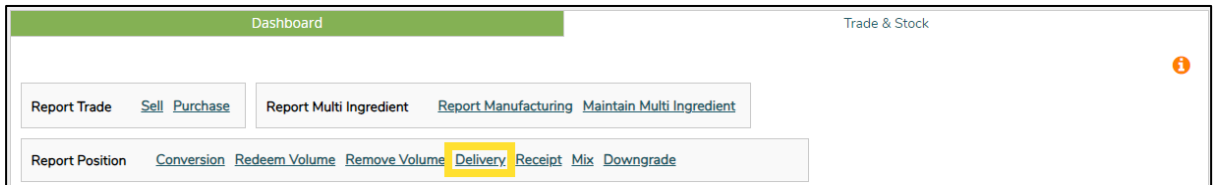
25



## 17. COFFEE SPECIFICS

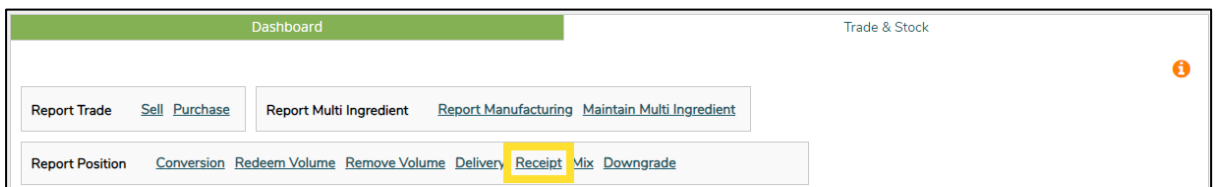
### 17.A DELIVERY & RECEIPT

**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:

Selling Mark Code	Selling Mark	Start Date	End Date
RA_00008362201TE1	SM bulk	2021-01-07	-

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		Mix Output	
Commodity *	Activity Date *	Total Mix Volume	Tracesability level
Tea (pre merger Rainforest Alliance) ▾	2020-11-03	0.4	Identity Preserved ▾
Classification of mix output	Reference *	<input type="radio"/> Bulk ⓘ	Participation Royalty / Program Fee
- ▾	4586	<input checked="" type="radio"/> Blend ⓘ	Not applicable

Positions			
Owner *	Site *	SubProduct *	PositionType *
Supply Chain Actor 1 ▾	Not applicable ▾	Made Tea ▾	Stock only ▾
Choose a position to add into the mix : ▾ <span>Add Position</span>			
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
<div></div>
<span>Add Files</span>

Comment
<div></div>
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)

Classification of mix output  
-

Activity Date \*  
2020-11-09

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

Show10

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



screens, you can configure a rate. To adjust the default rate, click on 'Configure SD/SI Default Rate':

This will open a screen where you can edit the rates. When you have completed editing the rates, click 'Save':

## 19.C.2 Tea SD/SI Reporting

After clicking on the report ID in the overview 'SD/SI Reports', you will see a report to complete. It will prefill the SD and SI rates based on what you have configured as a default. The SD and SI rates can be adjusted per line of the report.

Grouping	Reference	Volume in Made Tea (Metric Tons)	SD Rate (USD)	SD Total (USD)	SI Rate (USD)	SI Total (USD)	SI In-Kind Total (USD)	Remark
Segregated	My Own Brand	4	10	40	40	160		
Segregated	For Retailer B	2	10	20	40	80		
Segregated	For Retailer A	2	10	20	40	80		
Multi Crop Farm India	RA_00016832209	1	10	10	40	40		
Multi Crop Farm Kenya	RA_00012522206	2.5	10	25	40	100		
TEA_farm001	RA_00007352110	2	10	20	40	80		

Total Volume (MT): 13.5      SD Total (USD): 135      SI Total (USD): 540

6 records      Show 10

Cancel   Reset   Save   Finalize

To save the information you have updated and return to the form at a later date, you can click 'Save'. To reset all information back to the default rates and start over, you can click 'Reset'.



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.

A screenshot of a 'Legal Agreement' dialog box. It contains a title bar with a close button. The main text states: 'By clicking on the "Agree" button below, I agree and certify that:'. Below this is a list of five bullet points regarding the commitment, taxes, and authorization. At the bottom right are 'Cancel' and 'Agree' buttons.

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:

A screenshot of the 'Position' form in the system. It includes fields for '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), and 'Volume (in )' (KG, 0). A dropdown menu is open for the 'Volume (in )' field, showing options for 'KG' and '11.33 Box'.

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

11.33 Box

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.

<b>Position</b>	
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