

TRACEABILITY IN MARKETPLACE - USER GUIDE FOR SUPPLY CHAIN ACTORS

For Exporters, Traders, Importers,
Processors, and Manufacturers

June 2021, Version 4



**RAINFOREST
ALLIANCE**



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I. INTRODUCTION

This document contains the guidelines to using the Rainforest Alliance's online system, [Marketplace 2.0](#). Marketplace is the online system used by the Rainforest Alliance to trace Rainforest Alliance Certified products through supply chains, and to authorize trademark approvals. For more information on traceability requirements and other traceability definitions you can refer to [Annex 6](#) of the Rainforest Alliance 2020 Certification Program.

1. KEY TERMS FOR TRACEABILITY IN MARKETPLACE

Certified Input: Product used to declare a sale. Sources from volume available in the company stock from Incoming TCs.

Certified Output: Referenced to declare a sale. Each Certified Output represents a product sold or an Outgoing TC.

Claim: A claim is any external reference to a company's sourcing of Rainforest Alliance Certified products. Company claims must be supported by the receipt of Transaction Certificates in Marketplace 2.0.

Incoming TCs: All incoming purchases.

Internal TCs: TCs created by a processor when a byproduct is involved. This internal TC will remain in the possession of the processor until they sell it onward to a Buyer.

Outgoing TCs: All outgoing sales.

Output Product: Products sold and unique to a company. An output product is defined by the Rainforest Alliance Certified crop/s, product type, and traceability claim/s.

RAC: Rainforest Alliance Certified.

Transaction Certificate (TC): A record of a sale for a specified quantity of product which confirms that the referenced product originates from a Rainforest Alliance Certified farm or farm group. Each TC has a unique reference number and can be printed or downloaded as needed.



II. SETTING UP YOUR ORGANIZATION'S PROFILE

For all companies: In order to declare a sale and generate a Transaction Certificate, you must first:

1. Set up at least one Type of Business
2. Set up Suppliers and Clients
3. Set up at least one Output Product

1. SETTING UP A TYPE OF BUSINESS

Your company's Type of Business might already be set up. If not, select **New**.

RAINFOREST ALLIANCE Marketplace 2.0

Trademarks test Portal . Select Company v

1. Organization Profile >

2. Type of Business

3. New Export list

Type of business overview .

Type of business	Crop	Start date
Blender, Brand Owner	Ajwain	21-03-2019
Retailer / Supermarket / Convenience store	Cauliflower	19-03-2019

Select the crop your product is sourced from and your company's type of business. Indicating an End Date is not required. If an End Date is selected, you will not be able to declare sales of this crop type after this date. Click **Save**.

Add Type of business .

Cancel Save 5.

Type of business

4. Crop

Type of business

Start date

End date ①

Comment

2. SUPPLIERS & CLIENTS

Set up your suppliers and clients for all sales and purchases. If one of your suppliers or clients has already added the company relationship, it will appear in the overview as pictured below. Otherwise, click **Save**.

RAINFOREST ALLIANCE Marketplace 2.0

Trademarks test Portal . Select Company v

1. Organization Profile >

2. Suppliers & Clients

3. New Export list

Suppliers & Clients overview .

Status	Type	Company	Company name	RA ID	Start date
Active	Supplier	Processor Test Portal		RA27811	02-05-2019
Active	Client	Processor Test Portal		RA27811	11-04-2017



Fill out the company details. Select the company relationship type and find the company name in the drop-down list. The company should already exist in Marketplace, if not, check the box "Company not in list" and click **Save**.

Add Suppliers & Clients .

4.

Suppliers and clients

3. Relation type ⓘ

☐ Client ☐ Supplier ☐ Sub-contractor ☐ Design Agency

You can specify your internal reference for this organization ⓘ

Country *

Company name *

RA ID

Address

City

State / Province

Postcode

Company not in the list ☐

Start date *



3. OUTPUT PRODUCTS: SETTING UP PRODUCT AND TRACEABILITY CLAIMS

In order to declare a sale, you must set up the output products and their respective associated claim. Output Products are set only once when they are new. To add a new one, click **Product**.

Organization Profile >

Output Product overview .

2. Product Show all Export list

Status	Product name	Crop	Product type	Brand name
Enter or select ...		Ent...	Enter or sele...	Enter or sel...
Active	Ajwinning bluebe...	Almond	Chopped and fr...	Anjwinning
Active	Ajwinning bluebe...	Almond	Dried or roasted...	Anjwinning

Select the crop and create a product name. The product name can be unique to your company. All output product details will be visible to the Buyer on Incoming TCs.

Add Output Product .

4. Cancel Save Delete

Output Product

Certs crop(s) ⓘ

Product name

Product type

Internal product code – SKU #

Recipe # or Blend #

Comment

Launch date ⓘ

Launch date unknown

* Enter or select a value

* Coconut

3. Coffee Arabica

Mango

Orange

Pineapple

Tea

* Enter or select a value

Indicate if this is a finished labelled product:

5. Labelling information

Is this a finished labelled product? * ☐ Yes ☐ No

Distribution countries * Enter or select a value

Indicate the associated claim for this product, *from specific farm, from specific origin, segregated, or mass balance*, and the % from certified farms.



What are the traceability claim options?

The claims listed below are from most strict to least strict:

1. From specific certified farm/group

- Traceability option where it is possible to trace the Rainforest Alliance Certified product or ingredient to one specific certified farm or group. This option is also known as Identity Preserved. There is no mixing with non-certified products nor different farms.

2. From specific origin (country)

- Traceability option that refers to a claim where it is possible to trace the product back to its specified country of origin.
- No mixing with non-certified products. It can come from different certified farms but they are all in the same country.

3. Segregated

- This is the most common option. There is no mixing with non-certified products of the same ingredient – the whole content is certified although it can come from different certified sources/farms including different countries of origin.

4. Mass balance

- Available for cocoa, palm and coconut oil and orange juice products at this time.
- Products are physically segregated from the time they are harvested until, the time they get to the exporter or first processor's facility (when products are processed in country of origin).
- Afterwards, certified and non-certified products can be physically mixed. For detailed information on Mass Balance processing and accounting, see [Guidance for Working with the Rainforest Alliance Mass Balance Sourcing Program](#).

For *from specific farm*, indicate the certificate holder, and for *from specific origin*, indicate the Origin. Click **+ Add row** to add more than one product claim. Click **Save**.

Associated claim + Add row				
Crop	Type of traceability ⓘ	Certificate Holder	Country	% from Certified farms ⓘ
Coffee Arabica X	Enter or select a value			

Things to consider about traceability claims in Marketplace:

- Types of traceability cannot be upgraded. E.g. If you have received an input product that is segregated, you cannot sell it onward as traceable to the farm or origin.
- Types of traceability can only be maintained or downgraded. E.g. If you have received an input product that is traceable to the farm, you can sell it onward as such, or as traceable to the country of origin or as segregated.
- If the origin of the product will be claimed toward the end of the chain (processors or retailers), all actors in the supply chain will need to coincide.



4. OUTPUT PRODUCT FOR BLENDED PRODUCT TYPE

To blend two product types to create one output product, such as a chocolate bar with multiple Rainforest Alliance Certified ingredients, set up multiple crops and the corresponding crop claims with the correct product type. See an example below for chocolate bar containing certified cocoa and banana:

Certified crop(s) ⓘ	Banana Cocoa			
Product name	Choco bar test			
Product type	Chocolate bar			
Internal product code – SKU #				
Recipe # or Blend #				
Comment				
Launch date ⓘ	01-06-2019			
Launch date unknown	<input type="checkbox"/>			
Discontinued date				
Labelling information				
Is this a finished labelled product?	No			
Associated claim				
Crop	Type of traceability ⓘ	Certificate Holder	Country	% from Certified farms ⓘ
Banana	Segregated			100
Cocoa	Segregated			100



III. TRANSACTION CERTIFICATE (TC)

1. DECLARING SALES: PURCHASE, ONGOING SALE, OR FINAL SALE

Note for Banana producers: see Annex 1 in this document to issue transaction certificates using an Excel upload functionality, this is ideal if you need to issue several TCs or if you want to announce TCs for more than one client at a time.

To issue a single TC, go to the **Traceability** menu option and to **Transaction Certificates**. In this section you can review all Incoming and Outgoing TCs and declare sales. Click **Sell/Buy** to declare a new sale.

The screenshot shows the 'Transaction Certificate overview' page in the Rainforest Alliance Marketplace 2.0. The left sidebar has 'Traceability' selected, with 'Transaction Certificates' highlighted. The main area shows a table of TCs with columns for Status, TC#, Type, Seller, Buyer, Product name, Product Type, Traceability type, Crop, Origin, Certificate, Volume, Volume Balance, and Unit. The first row is highlighted, showing an 'Incoming' TC for 'RFA Coffee Arabica' with a volume balance of 1000.00 Kg.

In the Transaction Certificate Overview (as per above image) you can notice the seller's name, product name, product type, traceability claim and the volume balance of each TC. (You might have to scroll to the right to see all the columns.) This will be helpful for finding your incoming volumes.

Proceeding with a transaction certificate:

- Select the type of declaration that applies: **Purchase, Ongoing sale, or Final sale (Finished labelled product)**.
- Select **Purchase** if you are declaring a purchase from your supplier or an auction.
 - From a supplier: Often this is used when the supplier is remote and unable to access Marketplace. Follow the same steps below. The supplier will receive a request for approval that requires response within 3 days or is automatically approved.
 - From an auction: select yes to the question "Are you purchasing through an auction?" and follow the same steps below. The TC will be automatically approved.
- Select **Final sale (Finished labelled product)** if you are declaring a final sale. No need to indicate buyer or destination country. Follow the other steps as detailed below.
- Select **Ongoing sale** if you are declaring a sale to a Buyer.
- Select the buyer from the drop-down. This list displays companies set up under Suppliers & Clients. If you do not see a company listed, check Suppliers & Clients.

See also images below of a type of declaration:



Selecting the type of declaration that applies:

Add Transaction Certificate .

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

Transaction Certificate

What are you declaring?
Are you purchasing through an auction?
Seller
Comments

Purchase
Purchase
Ongoing sale
Final sale (Finished labelled product)

Selecting a buyer from your list:

Add Transaction Certificate .

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

Transaction Certificate

Buyer
Destination country ⓘ
Buyer not on the system?
Comments

Enter or select a value
Coffee exporter Test company
Exporter Test Portal
Importer Test Portal

Once you have indicated a type of declaration and selected a buyer, next step is to fill out details of the certified input and certified output, click on Add Input and Add Output after

Certified Input [+ Add Input\(s\) Used](#) 4.

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line
------	--------------	----------------	--------------	-------------	----------------

Certified Output [+ Add Output Product\(s\) Sold/Manufactured](#) 5.

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Inv
----	---------	------	--------	-------------------	--------	------	-------	-----	----	-----

Certified Input:

- Select from the drop-down menu an Incoming TC or Inventory. Only TCs or Inventories with volume available will appear.
- Indicate the volume to use. The new volume balance of the Inventory or TC will be reflected on the overview page.



Do you want to use TC number or inventory line?	<input type="radio"/> Inventory <input checked="" type="radio"/> TC #
Incoming TC Number	<input type="text" value="Enter or select a value"/>
Volume used ^①	<input type="text"/>
Unit of measurement	<input type="text" value="Kg X"/>
<input type="button" value="Close"/>	

Certified Output:

- Select the output product name from the drop-down list. This list displays all Output Products set up under Organization Profile. The fields below populate with the traceability claim, origin or certificate holder if specified in the Output Product.
- Indicate the shipment date, the volume announced and its respective unit of measurement. The shipment date cannot be more than 1 month in advance.
- Fill out at least one shipment reference (Batch #, Lot #, Contract #, etc.).

Certified Output	
Product name	<input type="text" value="Coffee Robusta - Farm (Coffee Robusta 100%) X"/>
Product type	<input type="text" value="Green coffee"/>
Claims	<input type="text" value="Coffee Robusta - Specific farm/region Producer Trust Board, Côte d'Ivoire"/>
Shipment / Delivery / Manufacture / Invoice date	<input type="text" value="X"/>
Volume	<input type="text"/>
Unit of measurement	<input type="text" value="Kg X"/>
Batch #	<input type="text"/>
Lot #	<input type="text"/>
PO #	<input type="text"/>
Invoice #	<input type="text"/>
Contract #	<input type="text"/>
Contract Date	<input type="text" value="X"/>
Container #	<input type="text"/>
B/L #	<input type="text"/>
Vessel name	<input type="text"/>
ICO Shipment Mark	<input type="text"/>
Seal Number	<input type="text"/>
Local No. / Warehouse Lot No.	<input type="text"/>
Equivalents	<input type="text" value="Enter or select a value"/>
<input type="button" value="Close"/>	

*Notes about purchase transactions made from cocoa accounts:

As of June 2020, purchases made from **cocoa** producer accounts will notice the options to upload supporting files of purchase (i.e. invoices, contracts, etc) and to indicate the monetary quantity paid as a premium for the cocoa beans with the Rainforest Alliance certification. While these fields are visible for all purchases made from cocoa producer accounts, these are mandatory to fill in when the seller is in Ghana or Côte d'Ivoire.

Also, as of October 2020, all sales of Rainforest Alliance Certified cocoa beans, cocoa liquor, butter and/or powder must follow the origin matching requirement. That means that sellers cannot mix origins while announcing one of those types of products.





Review all information entered in Certified Input and Certified Output, and click **Submit**:

Add Transaction Certificate .

Cancel Save Submit

What are you declaring?

Seller

Buyer

Destination country ⓘ

Buyer not on the system?

Comments

Should the Certified Input be displayed to the Buyer?

Ongoing sale

Exporter Test Portal

Importer Test Portal

Germany

No

Certified Input

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used ⓘ	Unit	Type of traceability
						342241 - Green coffee - Green coffee - Robusta - Specific farm/group - Côte d'Ivoire - Producer Test Portal - 07-11-2018 - Test	500.00	Kg	Specific farm/group

Certified Output

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L	Vessel	ICO	Seal	Warehouse Lot#
1112397	Coffee Robusta - Farm	Green coffee	Coffee Robusta - Specific farm/group. Producer Test Portal. Côte d'Ivoire	09-06-2019	500.00	Kg	Test										

2. CREATE PDF OF YOUR TC

Once you click **Submit**, you can review a PDF of the TC by clicking **Print TC**:

Transaction Certificate details .

Update Other Move Forward Contact Us Remove Print TC

Transaction Certificate

Status history (Approved)

E3

Last posted by Exporter 3110

TC#

What are you declaring?

Seller

Buyer

Destination country ⓘ

Buyer not on the system?

Date issued

1112397

Ongoing sale

Exporter Test Portal

Importer Test Portal

Germany

10-06-2019

See the PDF Transaction Certificate below:



RAINFOREST ALLIANCE CERTIFIED™ TRANSACTION CERTIFICATE

This certificate documents the sale of the following Rainforest Alliance Certified™ product:

Issued to	Exporter Test Portal
Sold to	Importer Test Portal
Sold on	09-06-2019
Product Sold Name	Coffee Robusta - Farm (Coffee Robusta 100%)
Product Sold Type	Green coffee
Volume of Product Sold	500.00
Unit of Measurement	Kg
Destination Country	Germany
Batch Number	Test

Traceability claim:

Crop	Type of traceability	Country of Origin	Certificate Holder
Coffee Robusta	Specific farm/group	Côte d'Ivoire	Producer Test Portal

TC number 1112397 issued by: Rainforest Alliance on 10-06-2019

By requesting this certificate, you represent and warrant that the listed products were sourced from a Rainforest Alliance Certified™ farm. Rainforest Alliance Certified™ and the Rainforest Alliance certification seal are trademarks of the Rainforest Alliance and may only be used by companies/parties that have a license agreement with the Rainforest Alliance.

Created by: Rainforest Alliance
Version 7: 2020

Click **Back** on the top right and then on the  icon on the top right to return to the TC Overview to see your outgoing sale. Note the volume deducted from the Incoming TC. Click on the TC in the TC Overview to view the TC details again.

Transaction Certificate overview .

[Sell / Buy](#) [Upload](#) [Export list](#)

Status	TC#	Type	Seller	Buyer	Product name	Prod.	Trac.	Crop	O.	Certificate Hold.	Volume	Volume Balance
Appro...												
Approve...	1112397	Outgoing	Exporter Test P...	Importer Test Portal	Coffee Robusta - Farm	Green c...	Specific ...	Coffee Robusta	Côte ...	Producer Test Portal	500.00	
Approve...	342241	Incoming	Producer Test ...	Exporter Test Portal	Green coffee - Robusta	Green c...	Specific ...	Coffee Robusta	Côte ...	Producer Test Portal	1000.00	500.00

For **Purchases**, the Outgoing will appear with a status of "Awaiting Seller Confirmation":

Status	TC#	Type	Seller	Buyer	Product name
All items selected					
<input type="checkbox"/> Awaiting Seller Confirmation		Outgoing...	Coffee Producer Test Po...	Coffee exporter To...	Arabica High Grown RFA 100%



3. MIXING PRODUCT TYPES

See an example below of how to mix two different product types. This example corresponds with the output product example referenced earlier to create a chocolate bar with Rainforest Alliance Certified cocoa and banana:

Transaction Certificate details .

Update Other Move Forward Contact Us Remove Print TC

Transaction Certificate Status history (Approved)

P3 Last posted by Processor 3110

TC# 1104078

What are you declaring? Ongoing sale

Seller Processor Test Portal

Buyer Trademarks test Portal

Destination country ① United Kingdom

Buyer not on the system? ☐

Date Issued 06-05-2019

Comments

Should the Certified Input be displayed to the Buyer? No

Certified Input

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used ①	Unit	Type of traceability
						1104065 - Fresh fruit - InvTest Origin Colombia 020318 - Specific origin - Colombia - 06-05-2019 - erdr	10.00	Kg	Specific origin
						1103530 - Cocoa butter - COCOA BUTTER - Segregated - 02-05-2019	10.00	Kg	Segregated

Certified Output

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L	Vessel	ICO	Seal	Warehouse Lot#
1104078	Banana chocolate bar	Chocolate bar	Banana - Segregated Cocoa - Segregated	06-05-2019	20.00	Kg	test										

Countries

Crop	Country	Action	Date
Cocoa	Côte d'Ivoire	Added	06-05-2019

Note: as of October 2020, users cannot mix cocoa beans, cocoa liquor, butter and powder from different origins and the [origin matching requirements](#) must be followed.

4. BYPRODUCTS

Marketplace is designed to manage byproducts created at the processor level. Currently, Marketplace includes byproducts for cocoa and palm oil. Byproducts are created in the form of an **Internal TC**. Below is an example of a conversion from cocoa beans to butter, with the byproduct of powder:



Add Transaction Certificate .

Cancel Save Submit

What are you declaring?

Seller

Buyer

Destination country ⓘ

Buyer not on the system?

Comments

Should the Certified Input be displayed to the Buyer?

* Ongoing sale x

* Exporter Test Portal x

* Importer Test Portal x

* Germany x

☐

No x

Certified Input + Add Input(s) Used

	Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used ⓘ
x							327789 - Cocoa beans - Coco Beans (test) - Specific farm/group - Guatemala - Producer Merge test portal - 21-08-2018 - test - test - test - test	100.

Certified Output + Add Output Product(s) Sold/Manufactured

	TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L
x		Cocoa butter (Cocoa 100%)	Cocoa butter	Cocoa - Segregated	05-11-2018	47.	Kg	Batch ABC						

In this scenario, cocoa beans are processed to create two byproducts: cocoa butter and cocoa powder. Create a TC with one of the outputs in the Certified Output area. The system will check for proper conversions (See section on [Product Conversions](#)). Click **Submit**. The system automatically creates an Internal TC for the byproduct of cocoa powder or cocoa butter, using the system product conversions:

Transaction Certificate
Status history (Approved)

P3 Processor 3110

Please note that an internal TC #1103530 was automatically created for the byproduct created.

Review the TC Overview to see the Internal TC created. This outgoing sample TC had a Certified Output of cocoa powder so the internal TC is for cocoa butter. Note that on the internal TC the buyer listed is the same as the seller since butter was not declared in the Certified Output of the original TC. The internal cocoa butter TC now becomes part of the company's cocoa butter stock.

Status	TC#	Type	Seller	Buyer	Product name	Product Type	Crop	Traceability type	Origin	Cert.	Vol.	Volume Balance
Enter or select...	110353											
Approved	1103530	Internal	Processor Test Portal	Processor Test Portal	COCOA BUTTER	Cocoa butter	Cocoa	Segregated	-	-	50.00	40.00
Approved	1103531	Outgoing	Processor Test Portal	Importer Test Portal	Powder 101	Cocoa powder / cake	Cocoa	Segregated	-	-	95.00	

5. PROCESSORS AT ORIGIN (ORANGE ONLY):

See section on [Creating Inventories](#) and [Inventory conversions](#).

6. FORWARD A TRANSACTION

Another option instead of using the **Sell/Buy button** is to forward an incoming sale by opening the Incoming TC from the TC Overview with volume you want to sell. Open the TC, and click on the button **Forward** and follow the steps:



Transaction Certificate details .

[Move](#) [Forward](#) [Contact Us](#) [Remove](#) [Print TC](#)

Transaction Certificate Status history (Approved)

P3 Last posted by Producer 3110

TC# 1105637
Seller Producer Test portal
Buyer Exporter Test Portal

Forward details .

E3 Last posted by Exporter 3110

TQ successfully created, please [click here](#) to update it.

You will need to update:

- Buyer
- Destination Country
- Certified Output - Product Name
- Certified Output - Shipment Date

Information from the Incoming TC is copied into the Certified Input. Edit information as needed before clicking **Submit**:

Edit Transaction Certificate .

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

Transaction Certificate Status history (Pending)

E3 Last posted by Exporter 3110

What are you declaring?

Seller

Buyer

Destination country ⓘ

Buyer not on the system?

Comments

Should the Certified Input be displayed to the Buyer?

No

Certified Input + Add Input(s) Used

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used ⓘ	Unit
x						1105637 - Green coffee - RFA Coffee Arabica - Segregated - 10-05-2019 - HUSU 123	1000.00	Kg

Certified Output + Add Output Product(s) Sold/Manufactured

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L	Vessel	ICO	Seal	Warehouse Lot#
x			ⓘ		1000.00	Kg								HUSU 123			

7. DECLARE VOLUME SOLD AS NON-RAC OR LOST

Companies can declare any purchased volumes as Non-Rainforest Alliance Certified, waste/lost or Other. For this, open an Incoming TC and select the button **Remove**:



Transaction Certificate details .

Move Forward Contact Us Remove Print TC

Transaction Certificate Status history (Approved)

P3 Last posted by Producer 3110

TC# 341443
Seller Producer Test portal
Buyer Exporter Test Portal
Destination country ① Côte d'Ivoire

This page displays the TC #, product information, and balance available. Indicate the volume to declare volume as Non-Rainforest Alliance Certified, Waste/Loss or Other. This volume will be deducted from the balance available. Click **Save**.

Add Remove volume TC .

Cancel Save 4.

Remove volume TC

TC 341443
Buyer Exporter Test Portal (RA27809)
Product name Origin cocoa beans
Shipment Date 01-11-2018
Volume available 790.000
Unit Kg
Volume to remove 2. *
Unit Kg
Reason 3. * ☒ Sold as non-Rainforest Alliance ☐ Waste / Loss ☐ Other

Product Movements

TC #	Action	Date	Volume	Unit	Inventory	TC#	Reason
341443	Removed	01-11-2018	-10.000	Kg			Sold as non-Rainforest Alliance
341443	Sold	01-11-2018	-100.000	Kg		341646	

8. UPDATE A TC AND REQUEST CHANGES

Companies can update an Outgoing TC, but only information in the Certified Output. Open a TC to view the TC Details page and click the button **Update**. Click on the Certified Output:

Certified Output

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice
1104280	Origin cocoa beans	Cocoa beans	Cocoa - Specific origin: Côte d'Ivoire	08-05-2019	1000.00	Kg	Test			

Note the fields you can update (shipment date and all shipment references):



TC #	1104280
Product name	Origin cocoa beans
Product type	Cocoa beans
Claims	Cocoa - Specific origin - Côte d'Ivoire
Shipment / Delivery / Manufacture / Invoice date	06-05-2019
Volume	1000.00
Unit of measurement	Kg
Batch #	Tost
Lot #	
PO #	
Invoice #	
Contract #	
Contract Date	
Container #	
B/L #	
Local No / Warehouse Lot No.	

Close

Make changes to either the shipment date or shipment reference fields. Close the Certified Output and then click **Save**.

9. REQUEST CANCELATION

Open a TC to view the TC Details page. Select the button **Other**:

Transaction Certificate details .

Update Other Move Contact Us Print TC

The following options are available:

- Save comments only (to add to the TC)
- Request changes to this TC
- Request cancellation of the TC (Some TCs require the support of RA)
- Cancel this TC.

Select an option, include any comments, and click **OK**.

Other .

What do you want to do?

☐ Save comments only

☐ Request changes to this TC

☐ Request cancellation of the TC

☐ Cancel this TC

Please include some comments here. You can request changes of buyer name, volumes sold and product names. For additions or changes of shipment date, invoice #, contract #, container, you can use the Update button in the TC.

OK Cancel

Note: If you cancel a TC, and wish to resubmit it, you must use the "Request changes to this TC" option.



10. EXPORT OF TCS

Export a report of the company's Incoming and Outgoing TCs from the **TC Overview**. Click the button **Export list**:

Transaction Certificate overview .

[Sell / Buy](#) [Upload](#) [Export list](#)

Status	TC#	Type	Seller	Buyer	Product name	Product Type	Crop	Traceability type
Enter or select ...								
Approved	1105637	Outgoing	Producer Test po...	Exporter Test Portal	RFA Coffee Arabica	Green coffee	Coffee Arabica	Segregated
Request for cha...	1104280	Outgoing	Producer Test po...	Exporter Test Portal	Origin cocoa beans	Cocoa beans	Cocoa	Specific origin
Approved	1103538	Outgoing	Producer Test po...	Exporter Test Portal	Origin cocoa beans	Cocoa beans	Cocoa	Specific origin
Approved	1104147	Outgoing	Producer Test po...	Exporter Test Portal	Origin cocoa beans	Cocoa beans	Cocoa	Specific origin
Approved	1103476	Outgoing	Producer Test po...	Exporter Test Portal	Origin cocoa beans	Cocoa beans	Cocoa	Specific origin

Once you click export an Excel spreadsheet will automatically be downloaded with all transactions displayed in the TC Overview with any applied filters. Note: your browser needs to be configured to allow pop-up windows before exporting lists.

11. SEEING PRODUCT ORIGIN

Cocoa:

For all cocoa transactions, the origin of the product is visible through the supply chain for all traceability types (Farm/IP, Origin, Segregated, Mass balance). If there is more than one origin, they will all be displayed. Note the origin on this TC:

Transaction Certificate details .

[Update](#) [Other](#) [Move](#) [Forward](#) [Contact Us](#) [Remove](#) [Print TC](#)

Transaction Certificate Status history (Approved)

E3 Last posted by Exporter 3110

TC# 341646

What are you declaring? Ongoing sale

Seller Exporter Test Portal

Buyer Importer Test Portal

Destination country ① Germany

Buyer not on the system? ☐

Date issued 01-11-2018

Comments

Certified Input

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used ①	Unit	Type of traceability
341443 - Cocoa beans - Origin cocoa beans - Specific origin - Côte d'Ivoire - 01-11-2018 - Test							100.00	Kg	Specific origin

Certified Output

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L	Vessel	ICO	Seal	Warehouse Lot#
341646	Cocoa Beans (Ivory Coast)	Cocoa beans	Cocoa - Specific origin: Côte d'Ivoire	05-11-2018	100.00	Kg	Test										

Countries

Crop	Country	Action	Date
Cocoa	Côte d'Ivoire	Added	01-11-2018

Coffee:

For all coffee transactions, the Certificate Holder is visible throughout the supply chain for all traceability types (Farm/IP, Origin, Segregated). If there is more than one Certificate Holder and Origin, they will all be displayed. Notes the Certificate Holder on this TC that has an Origin claim:



Transaction Certificate details .

[Update](#) [Other](#) [Forward](#) [Contact Us](#) [Remove](#) [Print TC](#)

Transaction Certificate Status history (Approved)

AK Last posted by Anne Kirk

TC# 339792
What are you declaring? Ongoing sale
Seller Coffee exporter Test company
Buyer Coffee importer company
Destination country [United Kingdom](#)
Buyer not on the system? ☐
Date issued 23-10-2018
Comments

Certified Input

Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #	Volume used 1	Unit	Type of traceability
						241794 - Green coffee - Blend Coffee Producers Indonesia - Specific origin - Indonesia - 30-06-2017 - CN854w	50.00	Kg	Specific origin

Certified Output

TC	Product	Type	Claims	Shipped / Made on	Volume	Unit	Batch	Lot	PO	Invoice	Contract	Container	B/L	Vessel	ICO	Seal	Warehouse Lot#
339792	Origin Arabica 100%	Green coffee	Coffee Arabica - Specific origin: Indonesia	24-10-2018	50.00	Kg	test										

Certificate holders

Crop	Producer name	Country	Product Type	Action	Date
Coffee Arabica	Coffee Producer Test Portal Farm	Indonesia	Green coffee	Added	23-10-2018

IV. USING INVENTORIES

1. APPLICABILITY

The Inventories feature allows the user to aggregate Incoming TC volumes into one larger volume pool for easier reporting. Inventories can be created based on a specific product type, traceability type, or supplier. Inventories are available for the following crops: banana, coconut, orange juice, palm oil and other fruits.

2. CREATING INVENTORIES

1. Under Traceability, go to the **Inventories** section.
2. Click on **New** to create an inventory line.
3. Set criteria of your inventory to easily locate volumes that need to be moved into the inventory.
4. Click **Save**.

RAINFOREST ALLIANCE Exporter Test Portal - Select Company v

Organization Profile
Correspondence
Traceability

Inventory overview .
[New](#) [Export list](#)

1. **Inventories**

Transaction Certificates
Remaining Stock
Purchases Summary
Sales Summary
Instructions
Participation Royalty

Status	Inventory #	Inventory name	Crop
Discontinued	28	Test copy	Banana
Pending	27	Segregated bananas	Banana
Pending	26	Farm fresh bananas	Banana
Active	25	Costa Rican Bananas	Banana
Pending	24	Coconut crude oil	Coconut
Active	23	Test 27-4b	Banana
Pending	22	Test27-4	Banana
Pending	21	Multi supp 5.1I	Banana
Pending	20	Origin supp test 5.1I	Banana
Pending	19	Test strong trace 5.1I	Banana



Create an Inventory Name and fill out the following fields to define the inventory criteria:

Mandatory criteria:

- Set type of claim (specify origin or specific farm if selected)
- Preferred unit of measurement

Optional criteria:

- Supplier
- Incoming Product Name
- Shipment date range

Narrow the criteria to easily locate your purchases.

- View summary of details of your new inventory.
- Note: You may always access this same page by click on the specific inventory line on the Inventory Overview page.
- Note: The status of your inventory will remain as Pending until you move purchases into your inventory in the next step.

3. ACCUMULATE VOLUME FOR INVENTORY

Accumulate volume for an inventory through Incoming purchases with balance available.

4. MOVE TCS IN BULK

Follow the previous steps above for creating an Inventory. Once you have set up your inventory, click the button **Move** on the **Inventory Details** page to see results of purchases that fit the criteria selected:



Inventory details . 5.

Update Copy Remove **Move** Contact Us Export

Inventory Status history (Pending)

E3 Exporter 3110
Below is the detail of your inventory. To view the results of this criteria, click "Move".

Mandatory criteria

Inventory #	29
Inventory name	Anna's Bananas
Crop	Banana
Product Type	Fresh fruit
Type of claim	Segregated
Preferred Unit of Measurement	Kg
Volume available	0.00
Allowed overselling	1000

- Review results with TCs that fit the selected criteria
- Click **Update** to edit the Volumes to Transfer or filter out purchases found in criteria search then click **Confirm**
- **OR** click **Confirm** right away to move ALL purchases and volumes to the inventory.

Move in bulk details .

6 **Update** **Confirm** 7.

E3 Exporter 3110
13 TCs found who meet the criteria

Inventory # 29
Inventory Name Anna's Bananas

The following TCs and selected volumes will be moved into the inventory

TC#	Supplier	Product name	Volume available	Volume to transfer	Unit	Claim
29761	Producer Test Portal	New segregated bananas	1.000	1.000	Kg	Segregated
29985	Producer Test Portal	Nouvelle banane	3.000	3.000	Kg	Segregated
29986	Producer Test Portal	Banane du producteur	2.000	2.000	Kg	Specific farm/group

Return to the main **Inventory Overview** page (by clicking on **Traceability** on the left-hand side and selecting **Inventories**) to see your new inventory and volume transferred. Here you can view all inventories and their Volume Available:



Status	Inventor...	Inventor...	Crop	Product ...	Claim	Origin	Certifica...	Volume available	Unit of M...
			Enter or...	Enter or...	Enter or...	Enter or...	Enter or...	-	Enter or...
Active	28	Anna's Bana	Banana	Fresh fruit	Segregated			33.00	Kg
Discontin...	28	Test copy	Banana	Fresh fruit	Segregated			0.00	18.14kg box
Pending	27	Segregated ...	Banana	Fresh fruit	Segregated			3.00	Kg
Pending	26	Farm fresh b...	Banana	Fresh fruit	Specific far...	Producer Te...		0.00	Kg
Active	25	Costa Rican ...	Banana	Fresh fruit	Specific origi...	Costa Rica		838.50	Kg
Pending	24	Coconut cru...	Coconut	Crude Oil	Mass balanc...			0.00	Kg
Active	23	Test 27-4b	Banana	Fresh fruit	Segregated			0.00	Kg
Pending	22	Test27-4	Banana	Fresh fruit	Segregated			0.00	Kg
Pending	21	Multi supp 5.11	Banana	Fresh fruit	Segregated			0.00	Kg
Pending	20	Origin supp t...	Banana	Fresh fruit	Specific origi...	Costa Rica		0.00	Kg

Click on your inventory to view **Inventory Details** and see options to take additional actions.

- Click **Update** to change the name of your inventory. Note: Once your inventory is Active, you cannot update any other details.
- Click **Discontinue** to Discontinue the inventory. Status will change to Discontinued but it will still be visible in the Overview.
- Click **Move** to move more volumes from purchases to this inventory.
- Click **Export** to view a table with details of all volume transfers to this inventory.

Inventory details .	
Update	Copy
Discontinue	Remove
Move	Contact Us
Export	
Inventory	Status history (Active)
E3 Last posted by Exporter 3110	
Mandatory criteria	
Inventory #	29
Inventory name	Anna's Bananas
Crop	Banana
Product Type	Fresh fruit
Type of claim	Segregated
Preferred Unit of Measurement	Kg
Volume available	33.00
Allowed overselling	1000

Scroll down to confirm details of Inventory movements:

Inventory movements					
Action	Date	Volume	Unit	TC#	Reason
Volume added	10-06-2019	9.000	Kg	236770	
Volume added	10-06-2019	10.000	Kg	32226	
Volume added	10-06-2019	10.000	Kg	31483	
Volume added	10-06-2019	3.000	Kg	29985	
Volume added	10-06-2019	1.000	Kg	29761	



5. MOVE INDIVIDUAL TC

From the TC Overview, open an Incoming TC:

Transaction Certificate overview .

[Sell / Buy](#) [Upload](#) [Export list](#)

[Set columns](#) [Clear filter](#)

TC...	Type	Seller	Buyer	Product name	Pro...	Trac...	Cr...	O...	-	V...	Volume Balance	Unit
370612	Incoming	Producer Test ...	Exporter Test Po...	New segregated bananas	Fresh fr...	Segreg...	Banan...	-	-	1000...	8994.00	Kg

Select the button **Move**:

1.

Transaction Certificate details .

[Move](#) [Forward](#) [Contact Us](#) [Remove](#) [Print TC](#)

Transaction Certificate [Status history \(Approved\)](#)

PT Last posted by Prod test

TC#	370612
Seller	Producer Test Portal
Buyer	Exporter Test Portal
Destination country i	Côte d'Ivoire
Buyer not on the system?	<input type="checkbox"/>
Date Issued	26-03-2019
Comments	

Select to which inventory to move the TC volume, and what volume. Click **Save**:

Add Move to inventory .

[Cancel](#) [Save](#) 3.

Move to inventory

TC	* 370612
Inventory item i	2. * Bananas from Cdl (Fresh fruit - Segregated)
Volume to move to inventory	* 8994.000
Unit	* Kg

Open the inventory from the inventory overview and scroll down to confirm volume transferred:



Inventory details .

Update Copy Discontinue Remove Move Contact Us Export

Mandatory criteria

Inventory name	Bananas from Cdt
Crop	Banana
Product Type	Fresh fruit
Internal product code	
Type of claim	Segregated
Preferred Unit of Measurement	Kg
Volume available	8994.00
Allowed overselling	1000

Optional criteria

Supplier	
Incoming Product Name	
Shipment date from	
Shipment date to	

Inventory movements

Action	Date	Volume	Unit	TC#	Reason
Volume added	10-06-2019	8994.000	Kg	370612	

6. INVENTORY CONVERSIONS

Processors at origin for orange juice require the conversion of product types using inventories. Part 1: Create an inventory of the product to convert from, in this case, Fresh Fruit:

1. Under Traceability, go to the **Inventories** section.
2. Click on **New** to create an inventory line.
3. Set criteria of your inventory to easily locate volumes that need to be moved into the inventory.
4. Click **Save**.

Part 2: Create an inventory of the product to convert into, in this case, Soluble Solids:

1. Follow the same steps to create a new inventory line.
2. Make sure to use the correct product type (Soluble Solids)

7. SELLING FROM AN INVENTORY

To report a sale directly from an inventory, follow these steps:

1. Under **Traceability**, go to the **Transaction Certificates** section
2. Click on **Sell/Buy**
3. Follow steps for details about the sale you are declaring. When selecting details for your input product, select **Inventory**.

Marketplace 2.0
E3

Exporter Test Portal - Select Company v

Transaction Certificate overview .

Sell / Buy Upload Export list

Set columns Clear filter Filter

Status	TC# ...	Type	Seller	Buyer	Product name	Product Type ...	Traceability ty	Crop ...	Origin	Certific	Volume
Approve...	1106756	Outgoing	Exporter Test Portal	Importer Te...	Cocoa Beans (Ivor...	Cocoa beans	Specific ori...	Cocoa	Côte d'Iv...	-	1.40
Approve...	1105717	Outgoing	Exporter Test Portal	Importer Te...	Cocoa beans 3110	Cocoa beans	Segregated	Cocoa	-	-	0.10
Approve...	1105637	Incoming	Producer Test port...	Exporter Te...	RFA Coffee Arabica	Green coffee	Segregated	Coffee...	-	-	1000.00
Approve...	1105491	Outgoing	Exporter Test Portal	Importer Te...	Cocoa beans 3110	Cocoa beans	Segregated	Cocoa	-	-	0.10

When entering the Certified Input, select to use an inventory line:





Certified Input + Add Input(s) Used

	Crop	Harvest date	Harvest period	Product Type	Garden Name	Inventory line	TC #
--	------	--------------	----------------	--------------	-------------	----------------	------

Do you want to use TC number or inventory line?

☒ Inventory ☐ TC #

Inventory line

Volume used i

Unit of measurement

Close

- Choose an inventory from the drop-down list. Only inventories with volume available will appear.
- Click **Close** and continue the steps to fill out the **Certified Output** as referenced in [Transaction Certificate \(TC\): Declaring Sales and Purchases](#).

8. DECLARE VOLUME SOLD AS NON-RAC OR LOST

On the Inventory Details page, click the **Remove** button to remove a portion of your inventory volume to mark as (1) Sold as non-Rainforest Alliance Certified product, (2) Loss, or (3) Other.

Inventory details .

Update Copy Discontinue Remove Move Contact Us Export

Mandatory criteria

Inventory name	Bananas from Cdl
Crop	Banana
Product Type	Fresh fruit
Internal product code	
Type of claim	Segregated
Preferred Unit of Measurement	Kg
Volume available	8994.00
Allowed overselling	1000

Optional criteria

Supplier	
Incoming Product Name	
Shipment date from	
Shipment date to	



Add Remove volume inventory .

Remove volume inventory

Inventory line name: Bananas from Cdl

Volume available: 8994.000

Unit: Kg

Volume to remove: * 8994.000

Unit: * Kg

Reason: * ☐ Sold as non-Rainforest Alliance ☐ Waste / Loss ☐ Other

- Click **Save** to continue and remove this volume.
- Return to Inventory Details page and note the volume removed at the bottom of the page

Inventory movements					
Action	Date	Volume	Unit	TC#	Reason
Removed	10-06-2019	-300.000	Kg		Sold as non-Rainforest Alliance
Volume added	10-06-2019	8994.000	Kg	370612	

9. INVENTORY CONVERSIONS – APPLICABLE TO ORANGE JUICE

Orange juice processors at origin will need to do two steps in Marketplace for traceability:

1. Convert incoming volumes of oranges into soluble solids
2. Sell NFC and FCOJ to their clients

This is achieved by creating inventories in Marketplace (See [Creating inventories](#)) for both the incoming volumes of oranges and for the soluble solids conversion. Creating these two inventories will allow you to move incoming orange volumes in one location and convert those volumes into soluble solids. Select your inventory of Orange (fresh fruit). Once fresh fruit has been moved into that inventory, choose the option for **Convert**.



Inventory details . 1.

Update Copy Discontinue Remove Move Contact Us **Convert** Export

Mandatory criteria

Inventory #	15
Inventory name	RAC October Test Oranges
Crop	Orange
Product Type	Fresh fruit
Type of claim	Segregated
Preferred Unit of Measurement	40.8kg box
Volume available	900.00
Allowed overselling	24

Optional criteria

Supplier	
Incoming Product Name	
Shipment date from	01-10-2018
Shipment date to	31-10-2018

1. Select **Convert** on the inventory to convert from (RAC Fresh Oranges Received)
2. Select the volume to convert
3. Choose to inventory to convert the volumes (Soluble solids)
4. Enter the yield of Boxes per ton of FCOJ at 66 Brix
5. Click **Submit**

The system automatically calculates the resulting volume of soluble solids at 66 Brix.

Add Inventory Convert

Cancel Submit 5.

Note: Remember to create the output inventory before proceeding below.

Input to Convert

From inventory	034 - RAC Fresh Oranges Received (From specific origin: Brazil) ▼
Product Type	Fresh fruit ▼
Volume available	41299.47
Unit of measurement	Kg ▼
2. Volume to convert	1000.00 *
Unit of measurement	40.8kg box x ▼ *

Output details

3. Into Inventory	035 - RAC Soluble Solids (Mass balance: Brazil) x ▼ *
Product Type	Soluble solids ▼
4. Boxes per ton of FCOJ at 66 Brix	230.00 *
Brix	66.00 (%) *

Resulting volume	2869.565
Unit of measurement	Kg ▼

Please attach supporting files as needed: Upload file +



Add Inventory Convert .

Cancel Save Submit **5.**

Input to Convert

From inventory 008 - RA Oranges Received (Specific origin: Brazil)

Product Type Fresh fruit

Volume available 753438.50

Unit of measurement Kg

2. Volume to convert 100.000

Unit of measurement 40.8kg box

Output details

3. Into inventory 009 - RA Soluble Solids (Specific origin: Brazil)

Product Type Soluble solids

4. Boxes per ton of FCOJ at 66 Brix 23.000

Brix 66.00 (%)

Resulting volume 2869.565

Unit of measurement Kg

Please attach supporting files as needed

Drop file or click to upload

Note the confirmation:

Inventory Convert details .

OT Orange Juice Test User
2869.565 Kg of Soluble solids was successfully moved into 009 - RA Soluble Solids (Specific origin: Brazil) inventory.

Return to the inventory overview page to see the change in volumes in each inventory:

Status	Inventory #	Inventory na...	Crop	Product Type	Claim	Origin	Certificate HoL	Volume avail...	Unit of Measu...	Supplier	Incoming Pro...
Active	9	RA Soluble Solids	Orange	Soluble solids		Specific origin	Brazil	105779.50	Kg		
Active	8	RA Oranges ReceL	Orange	Fresh fruit		Specific origin	Brazil	749358.50	Kg		

Return to the fresh fruit inventory to confirm inventory movement of 100 40.8 kg boxes to convert into solids:

Inventory movements

Action	Date	Volume	Unit	TC#	Reason
Volume converted into another inventory	12-06-2019	-4080.000	Kg		

Return to the soluble solids inventory to confirm inventory movement of 2869.57 Kg at the bottom of the page:

Inventory movements

Action	Date	Volume	Unit	TC#	Reason
Volume converted from another inventory	12-06-2019	2869.570	Kg		

To process soluble solids to NFC or FCOJ, follow steps for [Transaction Certificate \(TC\): Declaring Sales and Purchases](#). Next, sell NFC or FCOJ onward to the Importer, following steps for [Selling from an inventory](#).



V. CONVERSION FACTORS

Note: Any conversion displayed below with one input and 2 outputs (e.g. cocoa beans to butter/powder) represents a conversion with byproducts where an Internal TC is created (see section on [Byproducts](#)).

Also, see [Annex 6 on traceability](#) for more information on conversions.

1. COCOA

Certified Input	Certified Output	Ratio
Cocoa beans	Cocoa liquor	100:82
Cocoa beans	Cocoa butter	100:41
	Cocoa powder	100:41
Cocoa liquor	Cocoa butter	100:50
	Cocoa powder	100:50

2. COFFEE

Certified Input	Certified Output	Ratio
Parchment (Coffee Robusta)	Green coffee (Coffee Robusta)	100:80
Parchment	Green coffee (Coffee Arabica)	100:80
Green coffee	Coffee cherries	100:200
Green coffee	Instant/freeze dried coffee (Coffee Robusta)	100:48
Green coffee	Instant/freeze dried coffee (Coffee Arabica)	100:38
Green coffee	Roasted coffee – Ground	100:82
Green coffee	Roasted coffee – Whole beans	100:84
Green coffee	Decaf green coffee	100:95

3. COCONUT

Certified Input	Certified Output	Ratio
Fresh fruit	Crude Coconut	100:15.5
Copra	Crude Coconut	100:62



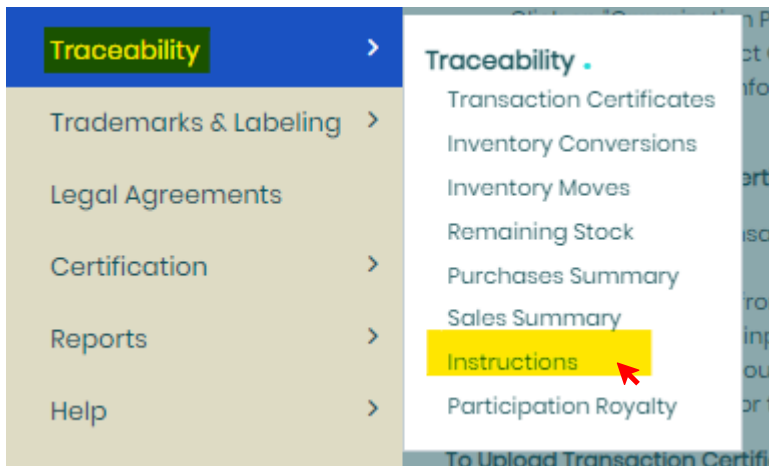
4. FRUITS

Certified Input	Certified Output	Ratio
Fresh Fruit	Soluble solids	100:500
Fresh Fruit	Dried	100:99
Fresh Fruit (pineapple)	Sliced/Canned	100:25
Fresh Fruit (pineapple)	Peel	100:40
Peel (pineapple)	Trimmed	100:90
Trimmed (pineapple)	Sliced/Canned	100:90
Soluble solids (apple, pineapple)	Juice (Frozen concentrate)	100:100
Soluble solids (apple, pineapple)	Juice (NFC)	100:100
Soluble solids (orange)	Orange juice (FCOJ)	100:100
Soluble solids (mango, banana)	Puree (NFC)	100:100
Soluble solids (mango, banana)	Frozen puree	100:100
Puree (NFC) (mango, banana)	Smoothie	100:100
Frozen puree (mango, banana)	Smoothie	100:100
Orange juice (FCOJ)	Reconstituted juice	100:100
Orange juice (NFC)	Reconstituted juice	100:100
Juice (NFC) (pineapple)	Reconstituted juice	100:100
Juice (NFC) (pineapple, apple)	Smoothie	100:100
Juice (Frozen concentrate) (pineapple, apple)	Smoothie	100:100
Reconstituted juice	Smoothie	100:100



ANNEX 1: HOW TO ISSUE TRANSACTION CERTIFICATES USING AN EXCEL TEMPLATE (CURRENTLY AVAILABLE FOR BANANA ONLY)

1. Click on the “Traceability” tab.
2. Click on the “Instructions” section.

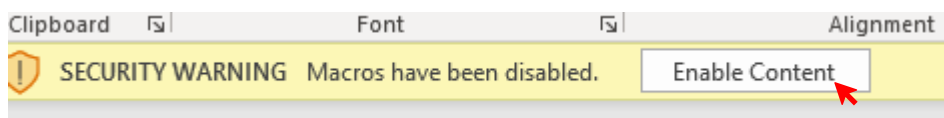


3. Scroll down to the “To Upload Transaction Certificates using an Excel template” subtitle.
4. Download the Excel file by clicking on the word “file” as shown below.

To Upload Transaction Certificates using an Excel template:

- For Banana Producers: download this **file**
- For Banana SCA: download this **file**

5. Open the file.
6. There might be a yellow banner at the top “Security warning. Macros have been disabled”. Click on “Enable content” and “Yes” to any message.





7. Fill the required fields (those marked with an asterisk "*")
 - a. Your RA ID can be found by clicking on "Organization Profile" > "Company Details".
8. Enter either a product name or a product code. This value must match with what you have indicated in your list of products in the Output Products section.

One of these fields is mandatory	
Product name ▼	Product Code ▼
<i>Nombre del producto</i>	<i>Código del producto</i>

9. Enter at least one traceability information (Batch #, PO#, Invoice#, Vessel name, B/L, Sales Contract#)

One of these fields is mandatory					
Batch # ▼	PO # ▼	Invoice # ▼	Vessel name ▼	B / L ▼	Sales Contract # ▼
<i># de lote</i>	<i>Orden de compra</i>	<i># Factura</i>	<i>Barco</i>	<i>B/L</i>	<i>Contrato de venta</i>

10. Once all information is complete, click on "Export to XML" and save your file.


RAINFOREST ALLIANCE

Export to XML

11. In Marketplace 2.0, click on the "Traceability" tab and the "Transaction Certificates" section

Traceability >

Trademarks & Labeling >

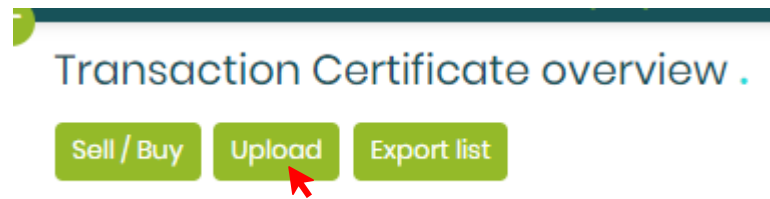
Legal Agreements

Traceability

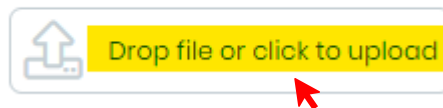
- Transaction Certificates**
- Inventory Conversions
- Inventory Moves



12. Click on “Upload”.



13. Choose the file you just saved and wait for the information to be uploaded.



The transaction certificates (TCs) have been issued and automatically approved!

Note: If errors were found, the error details will be indicated in a pop-up window. Otherwise, your TCs have been successfully issued to your clients.

If you have questions or need further support, please reach out at
customersuccess@ra.org