








# Onboarding Process

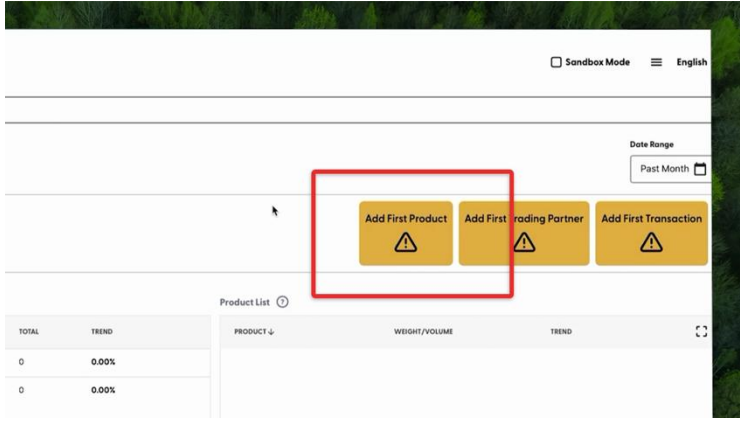
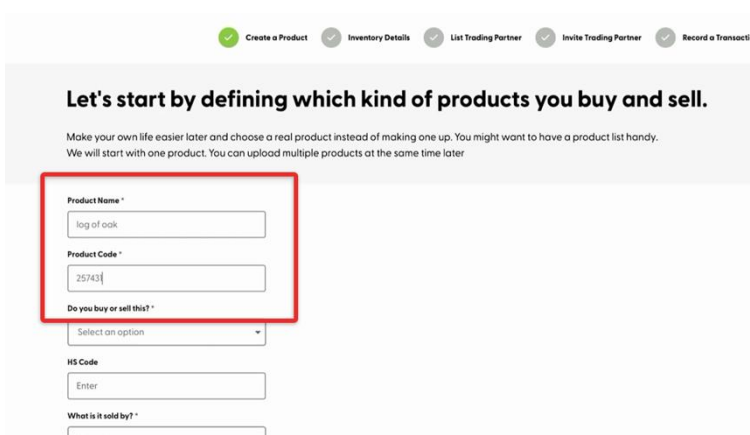
## FSC Trace Walkthrough

January 2025

Version 1

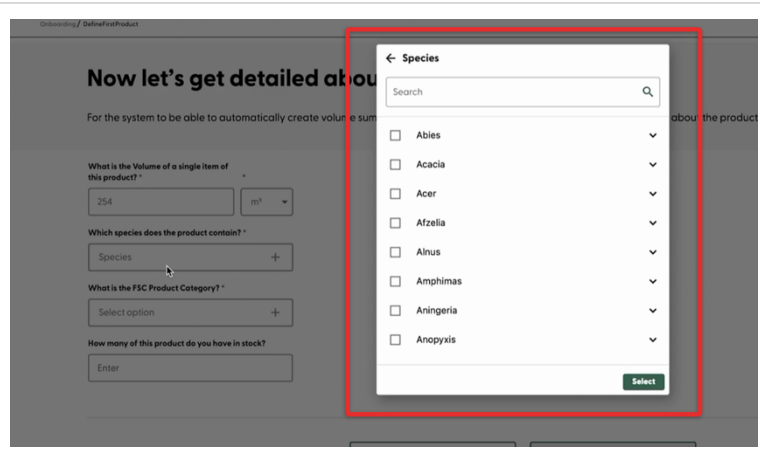
This content is also available in video format [here](#)

-  **About FSC Trace:**  
[fsc.org/fsctrace](https://fsc.org/fsctrace)
-  **FSC Trace portal:**  
[fsctrace.fsc.org](https://fsctrace.fsc.org)
-  **Training materials:**  
[connect.fsc.org/getting-started-fsctrace](https://connect.fsc.org/getting-started-fsctrace)
-  **Questions:**  
[connect@fsc.org](mailto:connect@fsc.org)
-  **Support:**  
[connect@fsc.org](mailto:connect@fsc.org)

Steps		FSC Trace Visual
1	<p><b>Start the onboarding process by Adding a Product</b></p> <p>At the top of the dashboard, go to <b>Outstanding Tasks &gt; Add First Product</b>.</p>	
2.1	<p><b>Provide cursory information on your product</b></p> <p>Enter your <b>Product Name</b> and <b>Product Code</b> as used in your organization.</p>	

<p><b>2.2</b> Define the trading direction of your product, by selecting <b>Buy, Sell,</b> or both <b>Buy &amp; Sell</b> from the drop-down menu.</p>	
<p><b>2.3</b> Add your HS (Harmonised System) Code. * The code should be no less than 6 digits.</p> <p>You can look up the official codes at the <a href="#">Official Journal of the European Communities website</a> (specifically Sections VIII, IX &amp; X).</p> <p><i>*The HS Code field is voluntary, but necessary for EUDR Compliance</i></p>	
<p><b>2.4</b> Define if your product is sold by <b>weight, volume or individual items.</b></p>	
<p><b>3.1</b> Provide further details on your product</p> <p>Specify the amount and unit of measurement of your product.</p>	

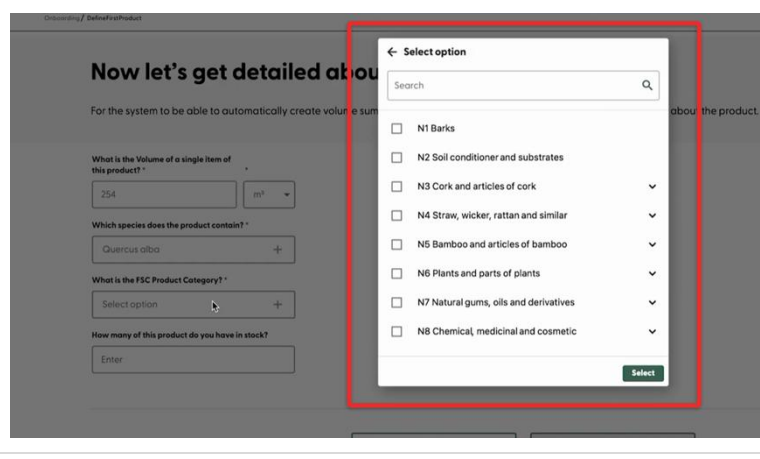
**3.2** Identify the **Species** used in your products from the pop-up box.



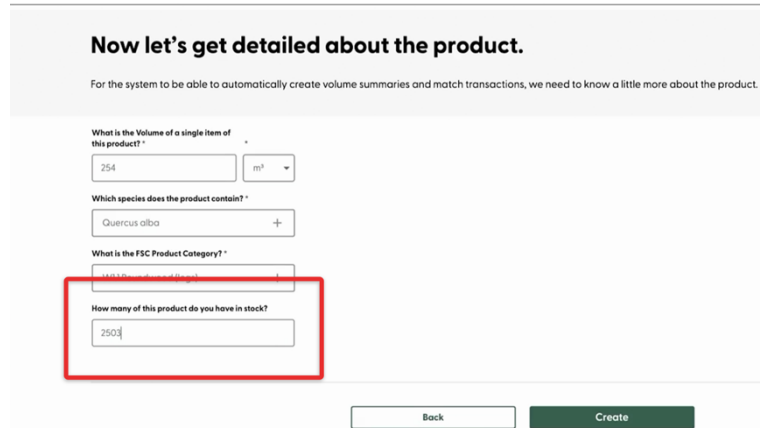
**3.3** Define the FSC Product Category using the text search field. Once identified, use the arrow to reveal more specific subcategories.

Press **select** to finalise. \*

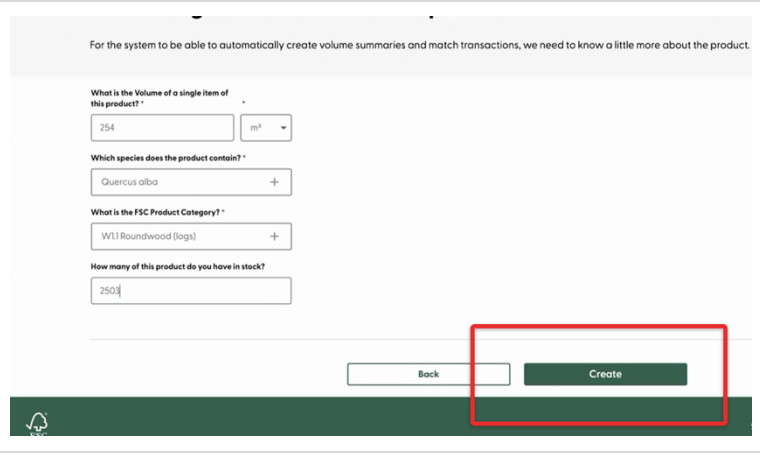
*\*Product Category must match the approved group list from your certification body. This field is mandatory.*



**3.4** Identify how much of your product you have in stock.



**3.5** Once all fields are completed, press **Create**, and your product has now been entered into FSC Trace.

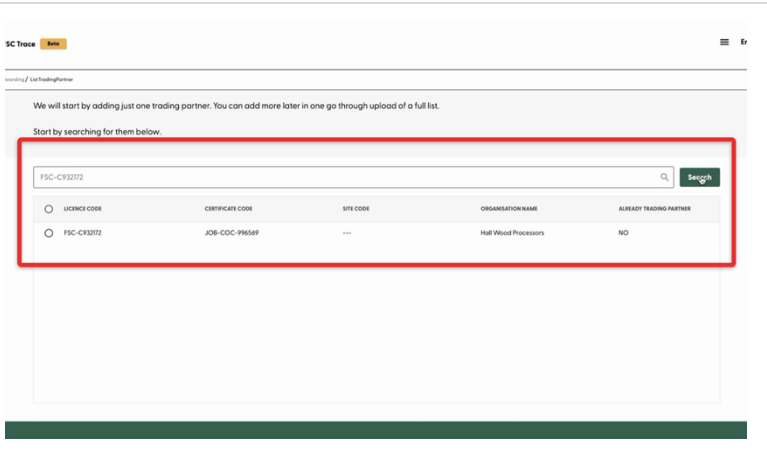


<p><b>4.1</b></p> <p><b>Structure your reporting</b></p> <p>Select the weight units and volume units you'd like to use in your reports.</p>		
<p><b>4.2</b></p> <p>Select the preferred metric for reporting that aligns most with your buying or selling quantities. *</p> <p><i>*You can use the system to recalculate weight or volume back into individual items.</i></p>		
<p><b>4.3</b></p> <p>Select start date for inventory tracking via the calendar pop-up. FSC Trace will use this to help set up automated volume summaries.</p>		
<p><b>4.4</b></p> <p>Press <b>Continue</b> to conclude the <b>Adding a Product</b> part of the onboarding.</p>		

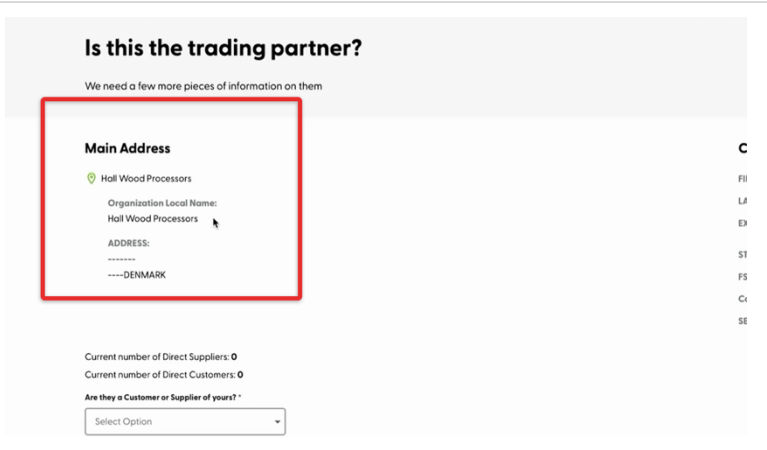
**5.1 Add a Trading Partner**

Enter your trading partner’s license code, certification code in the search field. FSC Trace will pull relevant partners from its database. Click the checkbox to select your partner. \*

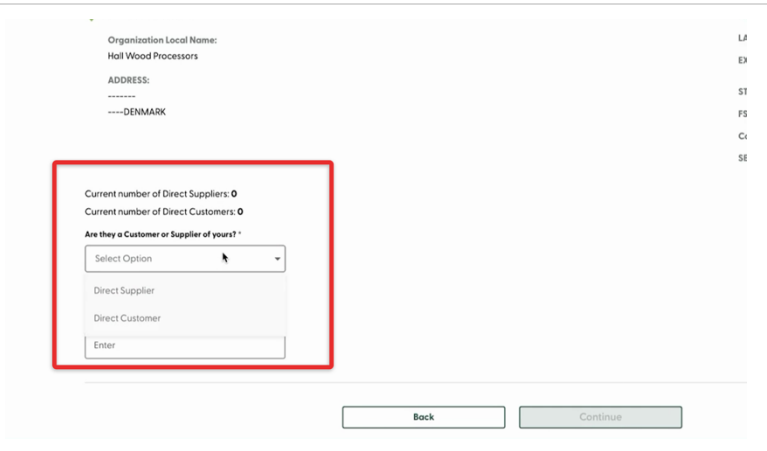
*\*Select the correct site if working with a partner using a multi-site certificate.*



**5.2** Verify the partner’s address and certificate aligns with your documentation.

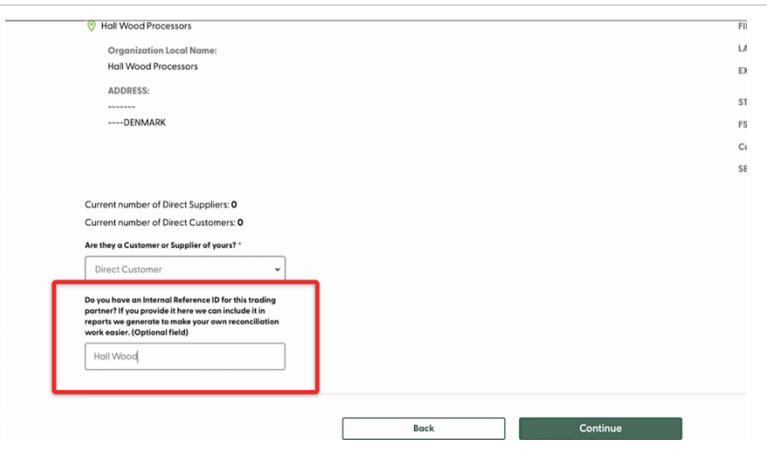


**5.3** Define this partner as a direct customer or direct supplier.

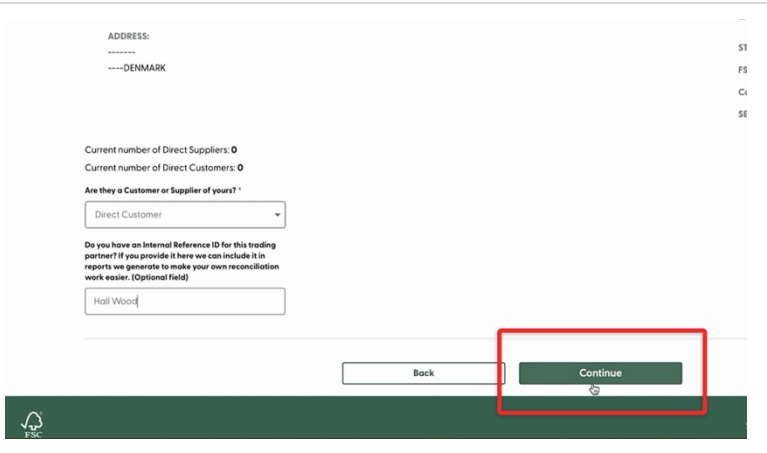


**5.4** Add an internal reference ID for the partner. \*\*

*\*\*This field is voluntary but recommended for ease of use.*



**5.5** Press **Continue** to finalise.



ADDRESS:  
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----DENMARK

Current number of Direct Suppliers: 0  
Current number of Direct Customers: 0

Are they a Customer or Supplier of yours? \*

Direct Customer

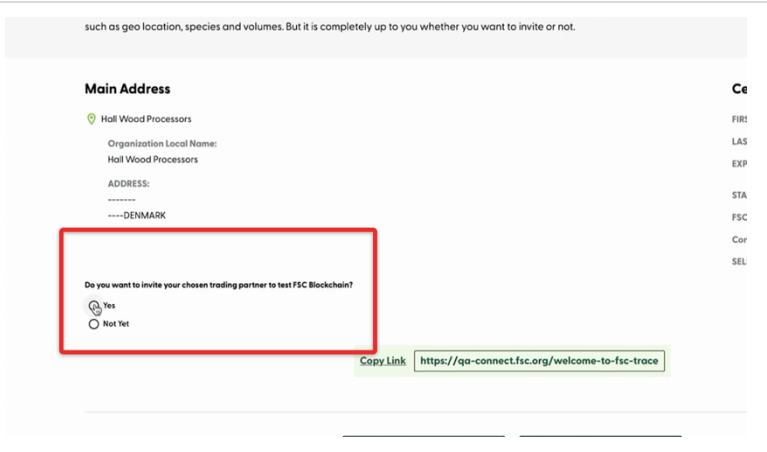
Do you have an Internal Reference ID for this trading partner? If you provide it here we can include it in reports we generate to make your own reconciliation work easier. (Optional field)

Hall Wood

Back Continue

**6** **Invite your partner to the FSC Trace platform**

Send an automated e-mail or generate an invite link to bring a partner onto the platform.



such as geo location, species and volumes. But it is completely up to you whether you want to invite or not.

**Main Address**

Hall Wood Processors

Organization Local Name:  
Hall Wood Processors

ADDRESS:  
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----DENMARK

Do you want to invite your chosen trading partner to test FSC Blockchain?

Yes  
 Not Yet

Copy Link <https://qa-connect.fsc.org/welcome-to-fsc-trace>