








Creating a Sale

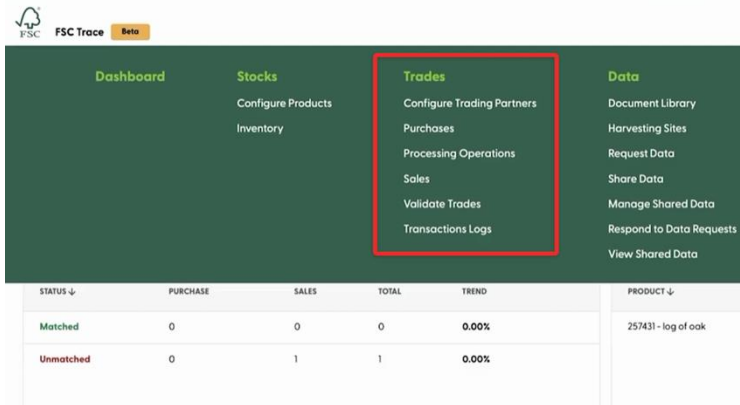

FSC Trace Walkthrough

November 2024

Version 1

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

-  **About FSC Trace:**
fsc.org/fsctrace
-  **FSC Trace portal:**
fsctrace.fsc.org
-  **Training materials:**
connect.fsc.org/getting-started-fsctrace
-  **Questions:**
digitalinput@fsc.org
-  **Support:**
connect@fsc.org

Steps		FSC Trace Visual																		
<p>1 Access sales transactions via the menu</p> <p>Click the three dashes on the top right corner. Go to Trades > Sales.</p> <p><i>If this is the first time you're logging onto FSC Trace, you will need to create your first transaction. Press the yellow "Add First Transaction" box to begin.</i></p>	 <p>The screenshot shows the FSC Trace dashboard with a navigation menu. The 'Trades' menu item is highlighted with a red box. Below the menu is a table with columns: STATUS, PURCHASE, SALES, TOTAL, TREND, and PRODUCT.</p> <table border="1"> <thead> <tr> <th>STATUS</th> <th>PURCHASE</th> <th>SALES</th> <th>TOTAL</th> <th>TREND</th> <th>PRODUCT</th> </tr> </thead> <tbody> <tr> <td>Matched</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00%</td> <td rowspan="2">257431 - log of oak</td> </tr> <tr> <td>Unmatched</td> <td>0</td> <td>1</td> <td>1</td> <td>0.00%</td> </tr> </tbody> </table>			STATUS	PURCHASE	SALES	TOTAL	TREND	PRODUCT	Matched	0	0	0	0.00%	257431 - log of oak	Unmatched	0	1	1	0.00%
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<p>2 Specify your transaction type</p> <p>To create a sale transaction, go to Create a Sales Transaction and press Single Upload.</p> <p><i>Bulk upload option via Excel is outlined in different walk-through.</i></p>	 <p>The screenshot shows two main buttons: 'Create a Processing Run' and 'Create a Sales Transaction'. The 'Create a Sales Transaction' button is highlighted with a red box and contains a 'Single Upload' button.</p>																			

<p>3 Select your trading partner</p> <p>From the dropdown menu, specify your trading partner. FSC Trace will filter results to show only those you sell to.</p>	
<p>4 Provide transaction identification information</p> <p>Complete fields such as sales document ID (invoice number) and invoice date. You can also choose to add a batch ID number.</p>	
<p>5 Specify the product in the sale</p> <p>Select your product from the drop-down menu. FSC Category, HS Code and Species are auto filled from pre-existing information.</p> <p><i>Product selection will be pulled from already configured items. If your page does not match, you will need to configure your products first.</i></p>	
<p>6 Select FSC Claim type in the sale</p> <p>Choose claim type from the drop-down menu, e.g. FSC 100%, FSC MIX, or FSC Controlled Materials. Claim type should match the one stated on your certificate or license.</p> <p><i>If you choose the FSC MIC or FSC MIX credit, you need to specify the percentage of FSC claim.</i></p>	

7 Define the number of products sold on this invoice

FSC Trace will automatically calculate volume based on prior information supplied.

If the automated result does not correspond, you can manually override the calculation.

8 Add user defined data

You can upload additional documents like harvesting permits or client data points. Click submit to finalise the sale transaction.

9 Inspect and edit your transaction

On the dashboard, the sale will be listed as an unmatched transaction.

To inspect or make any corrections, go to **Menu > Transaction Log** and select your transaction.