








# Creating a Sale

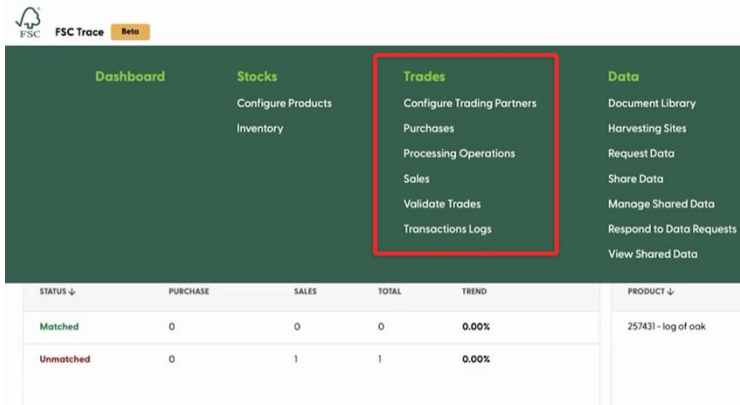

## FSC Trace Walkthrough

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																	
<p><b>1 Access sales transactions via the menu</b></p> <p>Click the three dashes on the top right corner. Go to <b>Trades &gt; Sales</b>.</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. The table shows one unmatched transaction.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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><b>2 Specify your transaction type</b></p> <p>To create a sale transaction, go to <b>Create a Sales Transaction</b> and press <b>Single Upload</b>.</p> <p><i>Bulk upload option via Excel is outlined in different walk-through.</i></p>	 <p>The screenshot shows two main options: 'Create a Processing Run' and 'Create a Sales Transaction'. The 'Create a Sales Transaction' option is highlighted with a red box. It includes 'Single Upload' and 'Bulk Upload' buttons.</p>																	

<p><b>3 Select your trading partner</b></p> <p>From the dropdown menu, specify your trading partner. FSC Trace will filter results to show only those you sell to.</p>	
<p><b>4 Provide transaction identification information</b></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><b>5 Specify the product in the sale</b></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><b>6 Select FSC Claim type in the sale</b></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.