



森林管理委员会®

# FSC Trace

## 用户指南

演示FSC Trace系统中COC用户的产品创建、交易合作伙伴添加及采购交易记录操作流程。

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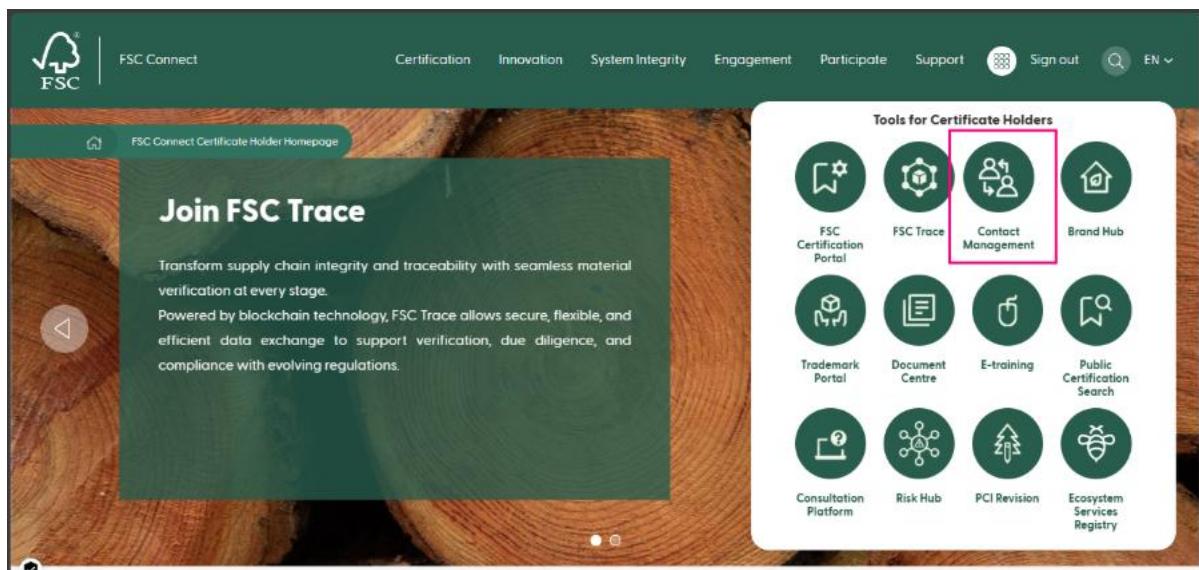
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## 联系人管理

只有同时拥有 FSC Connect 和 FSC Trace 访问权限的主联系人才能访问联系人管理功能。

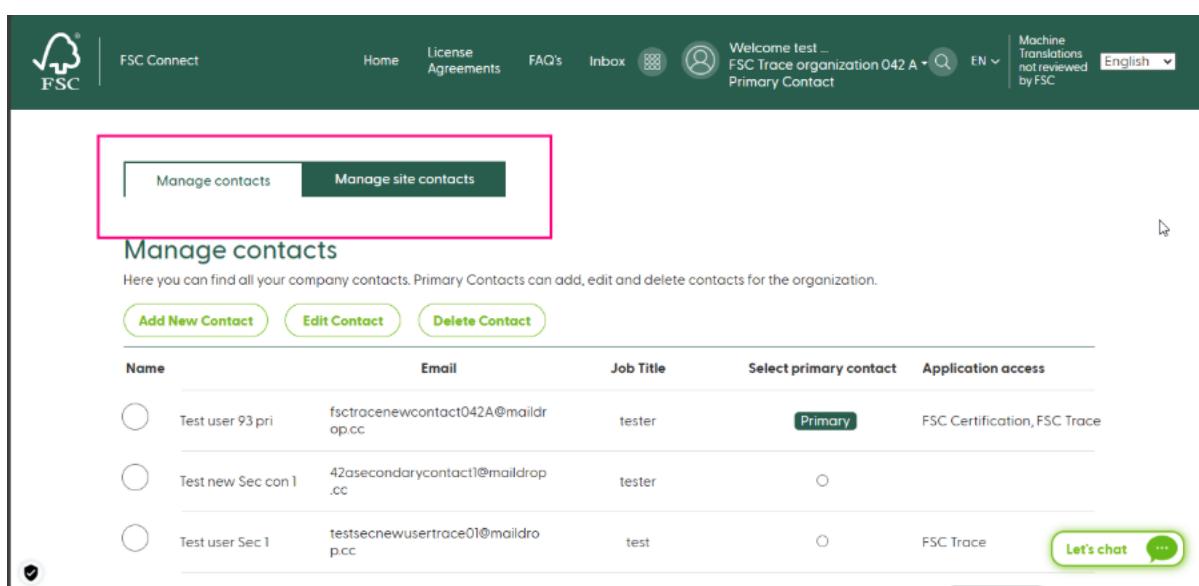
注：该联系人仅可添加次要联系人，并为其所属组织及下属站点组织授予 FSC Trace 访问权限。

- 登录 FSC Connect 后导航至联系人管理。



- 根据用户关联的证书类型：
  - 若用户关联的是**集团/多站点证书**，则将同时显示“管理联系人”和“管理站点联系人”选项卡。

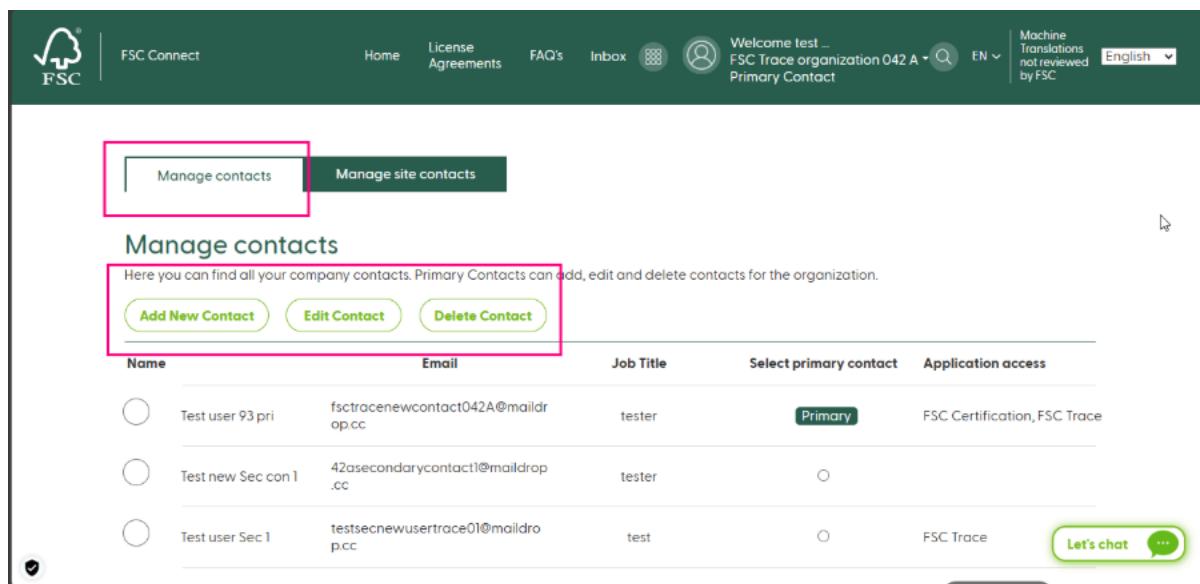
注：若用户关联的是**单一证书**，则仅显示“管理联系人”选项卡。



The screenshot shows the 'Manage contacts' page in FSC Connect. At the top, there are two buttons: 'Manage contacts' (highlighted with a red box) and 'Manage site contacts'. Below this, the page title is 'Manage contacts' and a sub-instruction says: 'Here you can find all your company contacts. Primary Contacts can add, edit and delete contacts for the organization.' There are three buttons at the top of the contact list: 'Add New Contact', 'Edit Contact', and 'Delete Contact'. The contact list table has columns: Name, Email, Job Title, Select primary contact, and Application access. The first contact listed is 'Test user 93 pri' with email 'fsctracenewcontact042A@maildrop.cc', job title 'tester', and 'Primary' selected in the 'Select primary contact' column. The application access is 'FSC Certification, FSC Trace'. The second contact is 'Test new Sec con 1' with email '42asecondarycontact1@maildrop.cc', job title 'tester', and 'Secondary' selected. The third contact is 'Test user Sec 1' with email 'testsecnewusertrace01@maildrop.cc', job title 'test', and 'Secondary' selected. The application access for the second and third contacts is 'FSC Trace'. A 'Let's chat' button is located in the bottom right corner of the contact list area.

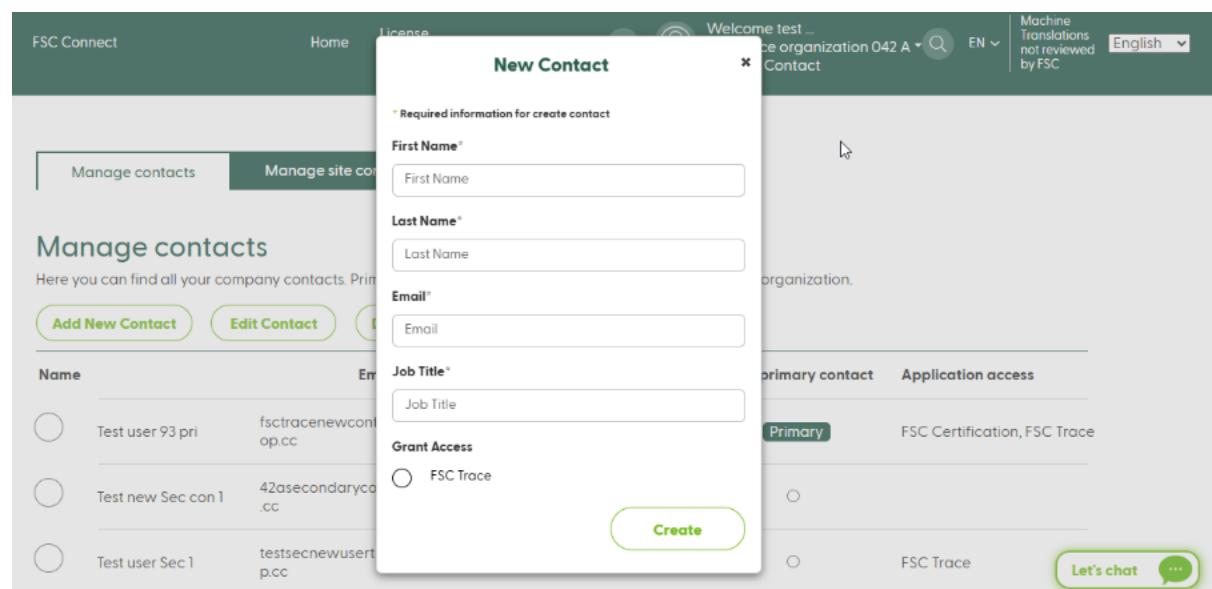
## 添加/邀请用户

在“管理联系人”选项卡中，用户可以为其组织添加次要联系人。



The screenshot shows the FSC Connect interface with a green header bar. The 'Manage contacts' button is highlighted with a pink box. Below it, the 'Add New Contact' button is also highlighted with a pink box. The main content area is titled 'Manage contacts' and contains a table of contacts. The table has columns for Name, Email, Job Title, Select primary contact, and Application access. The first contact listed is 'Test user 93 pri' with an email of 'fsctracenewcontact042A@maildrop.cc'. The 'Select primary contact' column for this contact has a radio button labeled 'Primary' with a green dot. The 'Application access' column for this contact lists 'FSC Certification, FSC Trace'. The second contact listed is 'Test new Sec con 1' with an email of '42asecondarycontact1@maildrop.cc'. The third contact listed is 'Test user Sec 1' with an email of 'testsecnewusertrace01@maildrop.cc'. A 'Let's chat' button is visible on the right side of the contact table.

- 添加联系人 (当联系人未存在于 FSC 客户数据库中时)
  - 点击“添加新联系人”选项
  - 提供以下必填信息：
    - 名字
    - 姓氏
    - 电子邮箱
    - 职位
  - 在“**授予访问权限**”部分，启用 **FSC Trace** 访问权限。
  - 记录保存后，系统将自动向联系人发送邀请邮件，允许其激活账户并登录同一组织下的 **FSC Trace** 系统。



The screenshot shows the FSC Connect interface with a green header bar. A modal dialog box is open in the center, titled 'New Contact'. The 'First Name\*' field is highlighted with a pink box. The dialog also contains fields for Last Name\*, Email\*, Job Title\*, and a 'Grant Access' section with a radio button for 'FSC Trace'. At the bottom of the dialog is a 'Create' button. The background shows the 'Manage contacts' section with a list of existing contacts. The first contact listed is 'Test user 93 pri' with an email of 'fsctracenewcontact042A@maildrop.cc'. The second contact listed is 'Test new Sec con 1' with an email of '42asecondarycontact1@maildrop.cc'. The third contact listed is 'Test user Sec 1' with an email of 'testsecnewusertrace01@maildrop.cc'. A 'Let's chat' button is visible on the right side of the contact table.

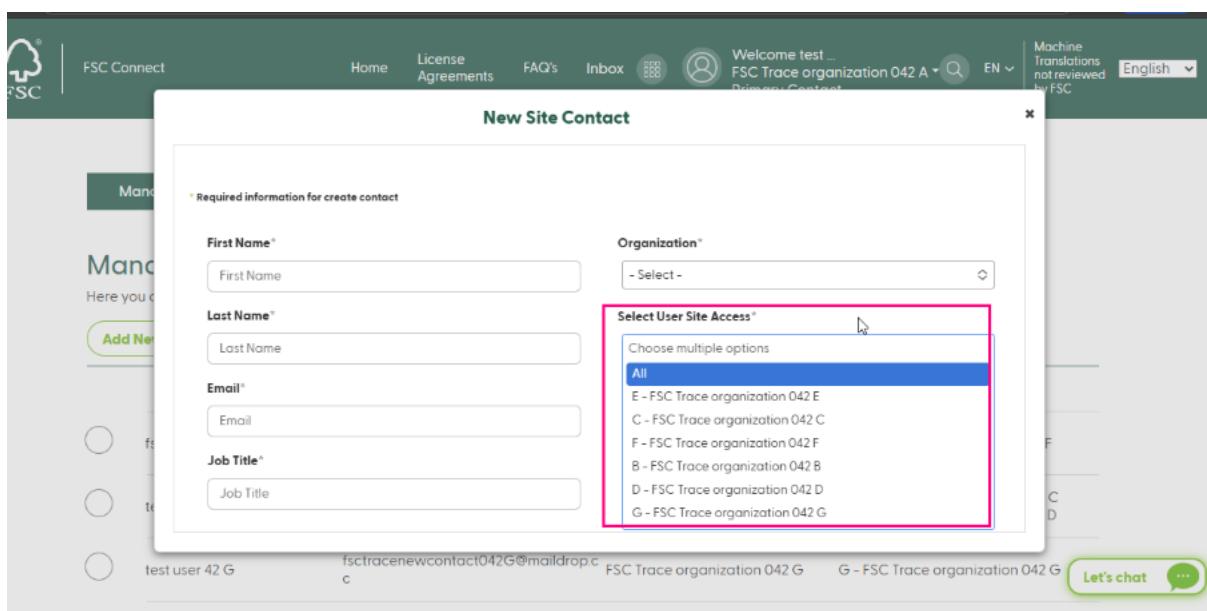
- 编辑联系人 (当联系人已在 **FSC** 客户数据库中存在时)
  - 从列表中选择任何现有次要联系人，点击**编辑联系人**。
  - 在**授予访问权限**部分，启用 **FSC Trace** 访问权限。
  - 记录保存后，系统将自动向联系人发送邀请邮件，其可激活并登录同一组织的 **FSC Trace** 系统。

## 添加/邀请用户：站点组织

在"管理站点联系人"选项卡中，用户可为其站点组织添加次要联系人。

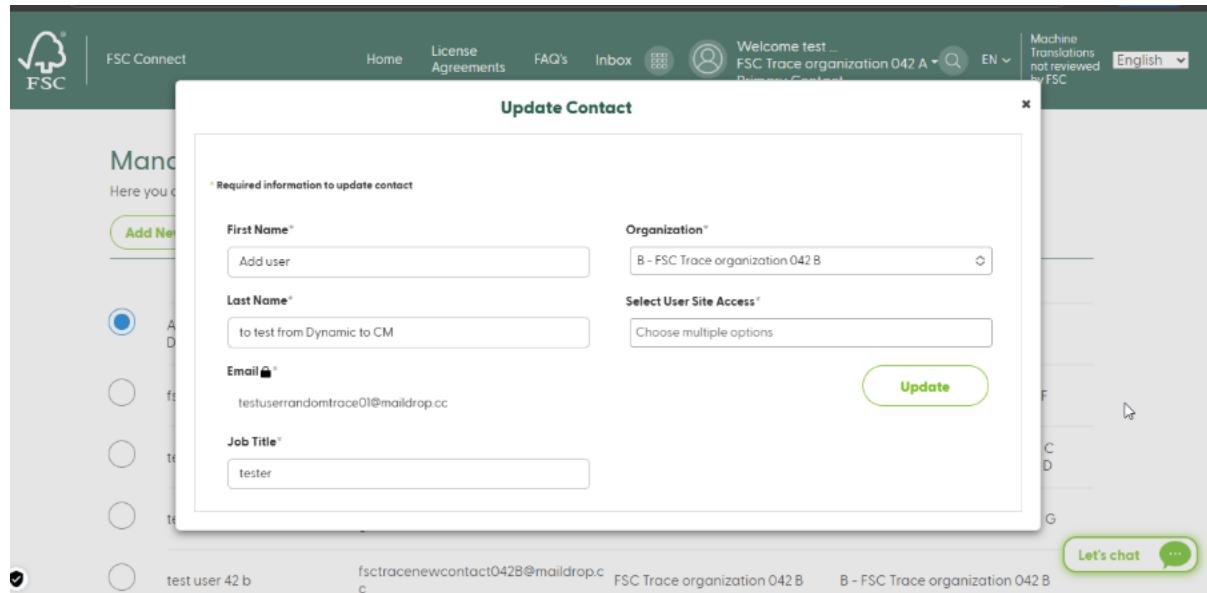
注意： 站点组织必须已获邀加入 **FSC Trace**，方会在"站点访问权限"列表及"组织"下拉菜单中显示。

- 添加联系人 (当联系人未存在于 **FSC** 客户数据库中时)
  - 点击"添加新联系人"选项
  - 填写以下必填信息：
    - 姓名
    - 姓氏
    - 电子邮箱
    - 职位
    - 所属机构
    - 站点访问权限 (可选择多个站点)
  - 记录保存后，系统将向联系人发送邀请邮件。收件人可激活账户，并以所选机构名义登录 **FSC Trace** 平台。



- 编辑联系人 (当联系人已在 **FSC** 客户数据库中存在时)

- 从列表中选择任何现有次要联系人并点击编辑联系人。
- 选择组织并按需更新站点访问权限。
- 保存记录后将自动发送邀请邮件，用户可据此激活账户并登录对应组织的 FSC Trace 系统。



The screenshot shows the FSC Connect interface with a modal dialog titled "Update Contact". The dialog contains the following fields:

- First Name\*: Add user
- Last Name\*: to test from Dynamic to CM
- Organization\*: B - FSC Trace organization 042 B
- Select User Site Access\*: Choose multiple options

At the bottom right of the dialog is a green "Update" button. The background of the main interface shows a list of contacts and a navigation menu with tabs like "Home", "License Agreements", "FAQ's", "Inbox", and "FSC Trace organization 042 A". There is also a "Machine Translations not reviewed by FSC" section and a language dropdown set to "English".

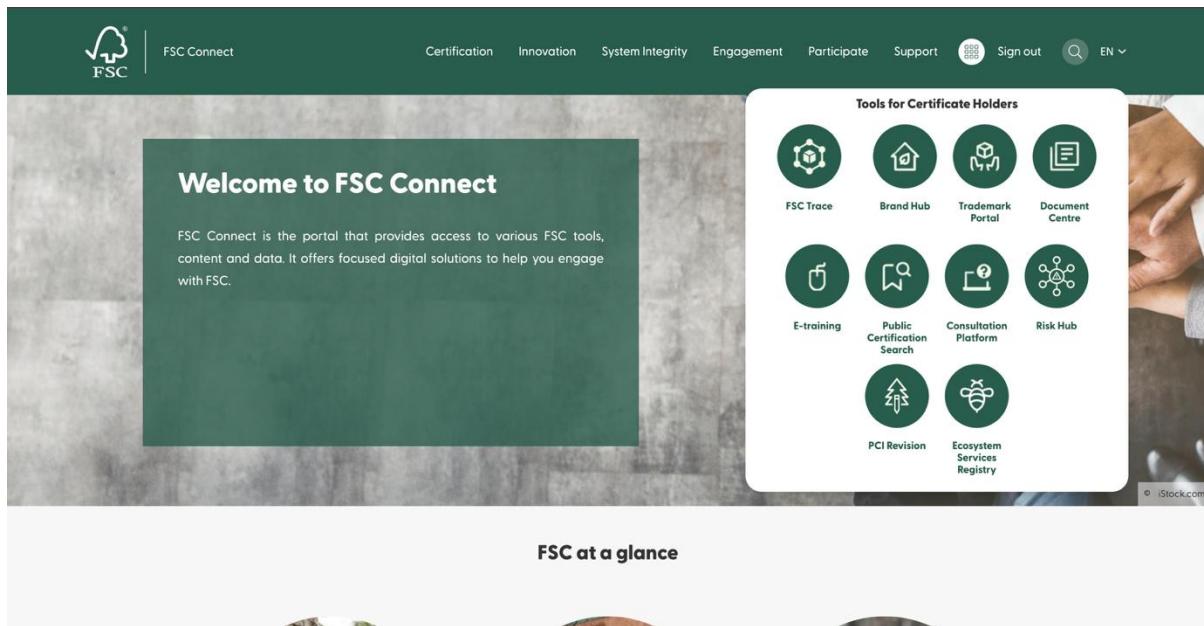


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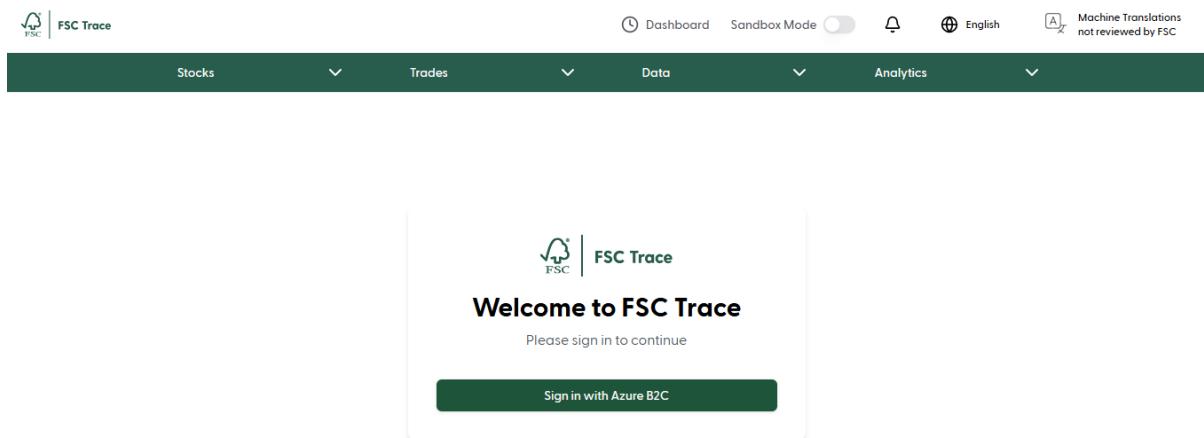
# FSC Trace

## 登录

可通过 FSC Connect 工具应用面板中的 FSC Trace 按钮访问该平台。

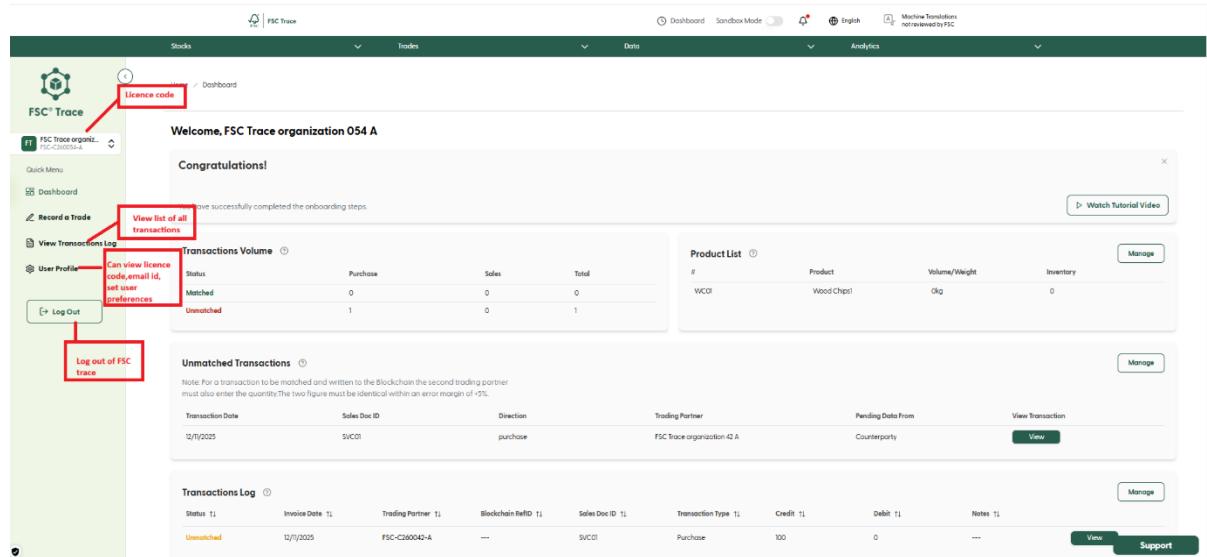


若涉及集团/多站点组织，将提供登录特定组织的选项。



## 仪表板

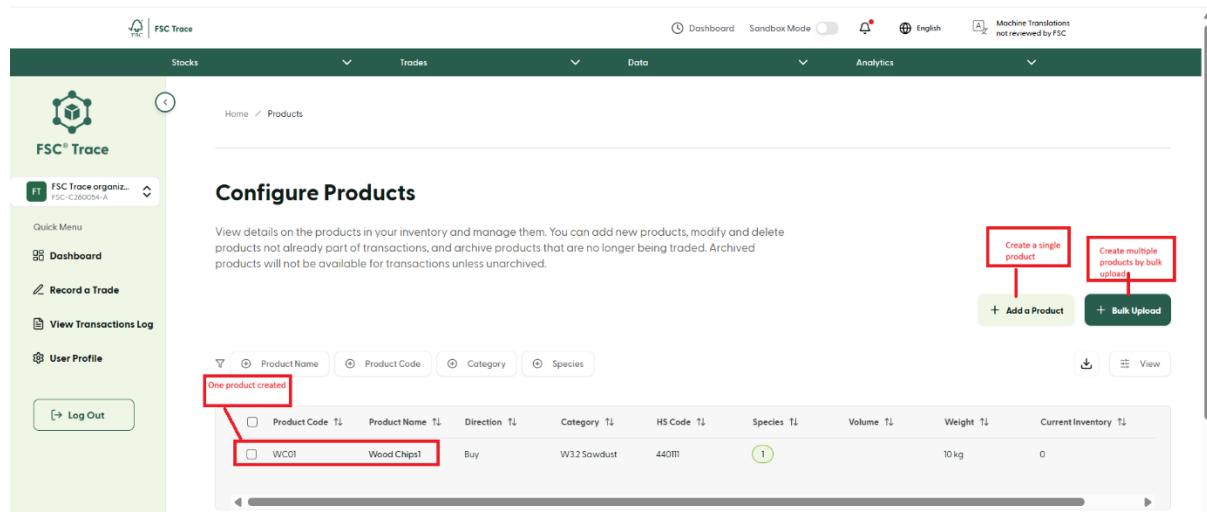
- 登录FSC Trace后，系统将跳转至仪表板界面。
- 该界面包含交易记录与产品信息。



The screenshot shows the FSC Trace dashboard. The left sidebar includes a 'Quick Menu' with 'Dashboard', 'Record a Trade', 'View Transactions Log', and 'User Profile'. The 'User Profile' section is highlighted with a red box and contains the text 'Can view license code,email id, set user preferences'. The main content area displays 'Transactions Volume' with a table showing 0 purchases, 0 sales, and 1 total unmatched transaction. It also shows a 'Product List' for 'WCO1' (Wood Chips) with 0g volume/weight and 0 inventory. The 'Unmatched Transactions' section shows a single entry for a purchase from 'FSC Trace organization 42 A' to 'Counterparty' on 12/1/2025. The bottom right of the dashboard has 'Manage', 'View', and 'Support' buttons.

## 配置产品

要添加产品信息，请导航至库存 > 配置产品以创建新产品。

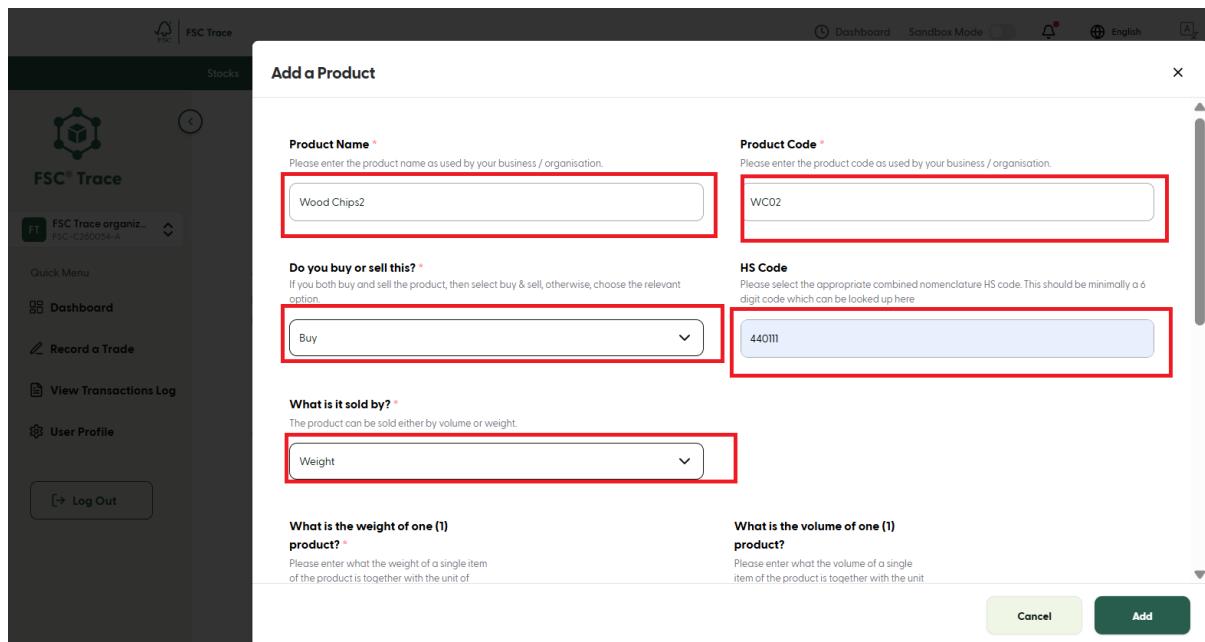


The screenshot shows the 'Configure Products' page. The left sidebar includes a 'Quick Menu' with 'Dashboard', 'Record a Trade', 'View Transactions Log', and 'User Profile'. The main content area displays a table with one product entry: 'WCO1' (Wood Chips) with a product code of 'Wood Chips1'. To the right of the table are two buttons: 'Create a single product' and 'Create multiple products by bulk upload'. The bottom right of the page has 'Add a Product' and 'Bulk Upload' buttons.

注意：FSC Trace 提供两种产品添加方式。

## 单个产品创建

- 点击“添加产品”按钮可逐个创建产品。
- 点击“添加产品”按钮后，将弹出一个窗口。
- 需在系统中添加相关信息，包括产品名称、产品代码、贸易方向、HS编码、产品类别、重量、体积和数量。
- 新产品保存后即会显示在列表中并可供使用。



The screenshot shows the 'Add a Product' dialog box within the FSC Trace interface. The 'Product Name' field contains 'Wood Chips2', the 'Product Code' field contains 'WC02', the 'Do you buy or sell this?' dropdown is set to 'Buy', the 'HS Code' field contains '44011', the 'What is it sold by?' dropdown is set to 'Weight', and the 'What is the weight of one (1) product?' field is empty. The 'Add' button is visible at the bottom right of the dialog.

## 批量创建产品

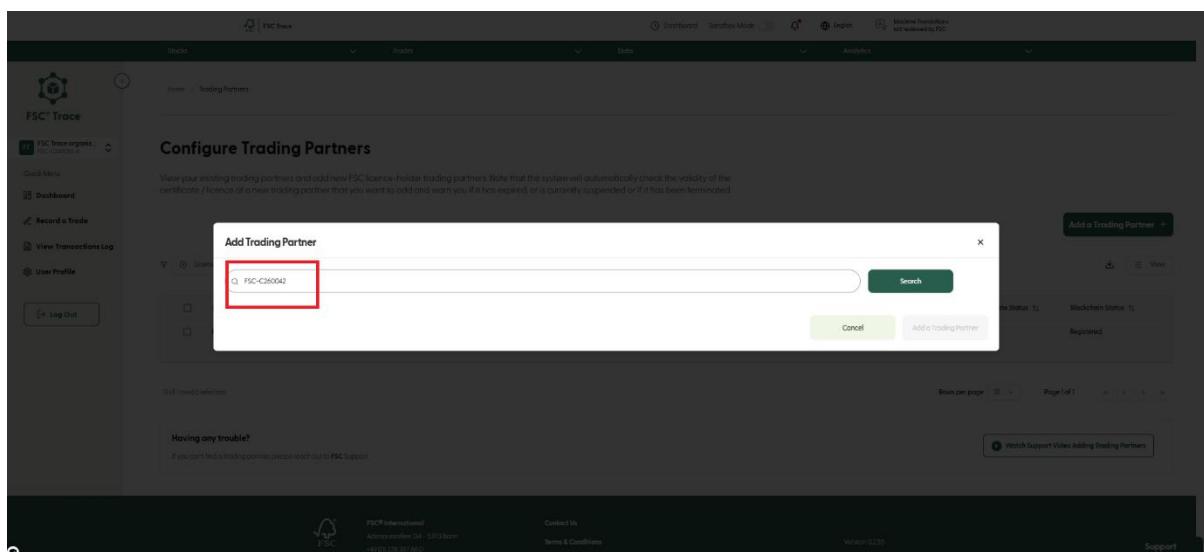
- 点击“批量上传”按钮，通过上传Excel模板数据实现多产品同时创建。
- 该模板亦可从FSC Trace下载。
- 填写模板并添加所有必要信息后，上传文件即可在列表中查看产品。

## 交易合作伙伴

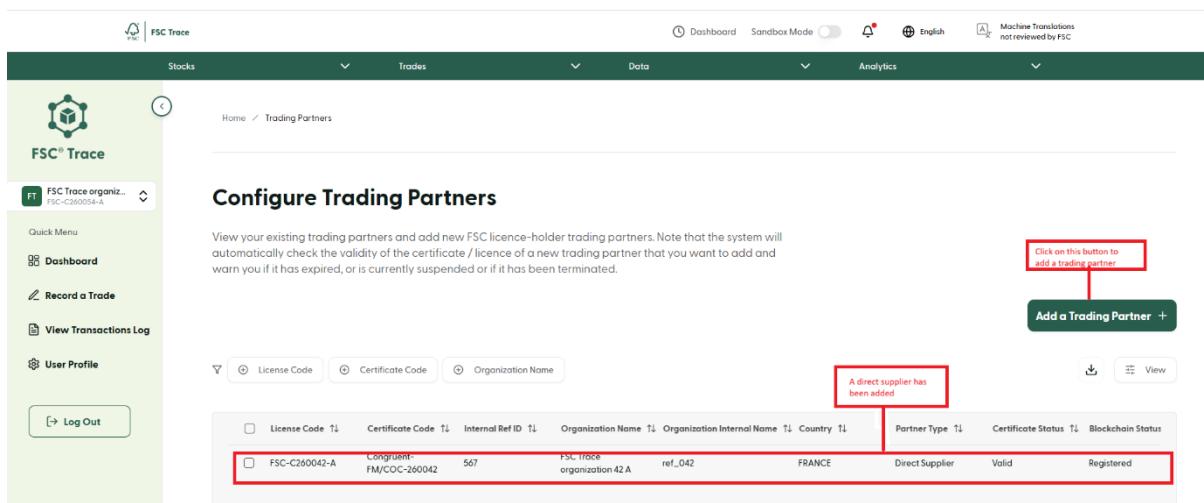
要添加交易合作伙伴信息, 请导航至“交易”>“配置交易合作伙伴”以创建交易合作伙伴。

### 添加交易合作伙伴

- 点击“添加交易合作伙伴”按钮即可创建交易合作伙伴。
- 弹出窗口中设有搜索栏。
- 可通过输入有效的许可证代码、证书代码和组织名称来搜索交易合作伙伴。
- 搜索将返回结果, 可据此添加特定交易合作伙伴。



- 新添加的交易合作伙伴将显示在列表中。



License Code	Certificate Code	Internal Ref ID	Organization Name	Organization Internal Name	Country	Partner Type	Certificate Status	Blockchain Status
<input type="checkbox"/> FSC-C260042-A	Congruent FM/COC-260042	567	FSC Trace organization 42 A	ref_042	FRANCE	Direct Supplier	Valid	Registered

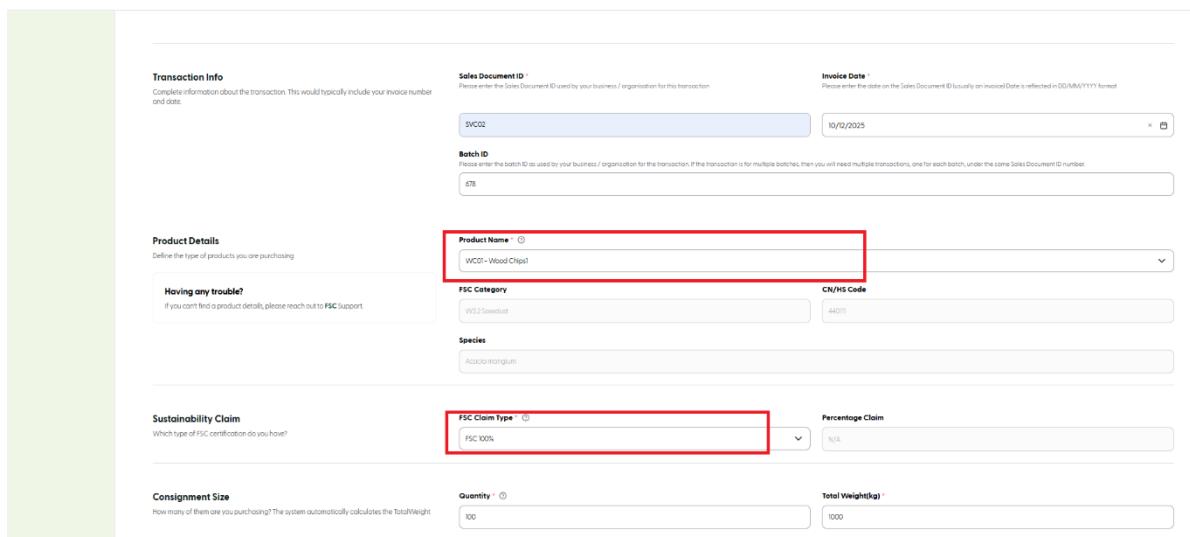
注意：已添加的交易合作伙伴不可重复添加。

## 交易类型

FSC Trace 中的交易分为两种类型：采购和销售。

## 交易创建

- 创建交易时必须选择交易合作伙伴作为交易对手方。
- 创建销售和采购交易时，所有必填字段均需填写。



- 提交至EUDR为可选操作，勾选此项后该交易将显示在FSC Trace的EUDR板块中。



### 注：

- 交易支持单笔创建与批量创建两种方式。
- 交易信息对双方可见，且交易对手需匹配。
- 批量创建交易时，双方需上传文件，系统将自动匹配交易记录，避免重复创建。
- 模板可从FSC Trace下载。



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## 交易匹配

新创建的交易将显示在交易日志中。

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched	✓	1/2/2025	FSC-C260042-A	FSC Trace organization 42 A	---	5VC02	Purchase	100	0	---

注：所有交易默认创建时均为“未匹配”状态，除非该交易与交易对手方的卖出交易完成匹配，否则将保持未匹配状态。

若交易被交易对手方匹配，则该交易完成匹配，状态将显示为“有效”。

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Active	✓	10/2/2025	FSC-C260042-A	FSC Trace organization 42 A	a3895c0a-d5c0-4d53-a670-b55f7b19eb7	5CV02	Purchase	100	0	---

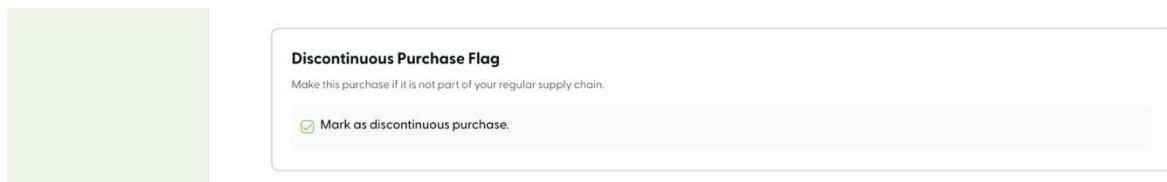
注：

- 产品库存仅在交易成功匹配后更新。
- 交易调整存在5%的容差范围。若输入的总重量值超出±5%范围，该交易将无法匹配，保持未匹配状态并显示错误提示“重量/体积差异超过5%”。

## 非连续交易

客户可以灵活地使用 FSC Trace，即使供应链的各个环节相关方并未全部接入该平台。

记录采购交易时，勾选“非连续采购”复选框，即可显示采收区块并提交交易。



- 创建非连续交易后，该交易无对应方且在交易日志中保持未匹配状态。
- 交易状态旁将显示红色感叹号。
- 库存将自动更新。

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain Ref ID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched	○	07/02/2025	FSC-C260042-A	FSC Trace organization 4/ A	---	SVC07	Purchase	10	0	---

注意：非连续交易的不同之处在于，无需通过交易对手方匹配即可更新库存。



## EUDR

交易匹配后，将创建草稿记录并显示在DDS分类账页面。导航至“分析 > 监管合规 > 欧盟”，以确保交易销售单据ID将作为DDS记录的内部参考编号显示。

The screenshot shows the FSC Trace interface for European Union Regulatory Compliance. On the left, a sidebar menu includes 'Record a Trade' and 'View Transactions Log'. The main content area displays a table with one row, where the 'Internal Ref Number' field contains 'SCV02' and is highlighted with a red box. The table also includes columns for Reference Number, Status, Drafted Date, Submitted Date, and Action (with a 'Submit' button).

选择DDS记录并预览从已提交交易中提取的详细信息。

The screenshot shows the 'Regulatory Compliance Details' modal. It contains sections for 'Current Compliance Statement' and 'Commodities 1'. In the 'Commodities 1' section, the 'Species (Scientific Name)' field for 'Acacia mangium' is highlighted with a red box. Other fields shown include Reference Number, Verification Number, Internal Reference Number (SCV02), Activity Type (Domestic), Transaction ID, Associated Transaction ID, Country Of Activity (Latvia [LV]), DDS Identifier, Trading Direction (purchase), Submitted Date, Status (Draft), Is Amendment Required (No), Product Description (Wood Chip), HS Heading (440111), Net Mass (Kg), and Producer Name.

选中记录后进入编辑界面，补充缺失信息。

The screenshot shows the 'Edit Regulatory Compliance Details' modal. It includes fields for Internal Reference Number (SCV02), Activity Type (DOMESTIC selected), Country of Activity (LATVIA [LV]), HS Heading (440111), Total Net Mass (Kg) (100 highlighted with a red box), Harvesting Block Upload (demo block1), Producer Country (GERMANY [DE]), and Producer Name (Enter Producer Name).



填写所有必填信息后提交DDS记录。提交后该记录将显示在EUDR平台。

Reference Number	Internal Ref Number	Status	Drafted Date	Submitted Date	Action
N/A	SCV02	Submitted	12/7/2023	N/A	<button>Cancel</button>

注：EUDR将返回“参考编号”。

## 批次加工运行

该功能通过将多个产品按不同的投入与产出比例进行组合来创建新产品。可通过导航至交易 > 批次加工运行访问此选项。

当所有投入产品与产出产品的组合均成功添加并被提交批次运行后，批次加工运行即完成，可在加工运行页面查看。

Select	Product Code	Product Name	Quantity	Volume	Weight	Batch Used	Input Batches
<input checked="" type="checkbox"/>	WC01	Wood Chip1	30	---	300 kg	1	<button>Select</button>

Select	Product Code	Product Name	Quantity	Volume	Weight	FSC Claim	Output Batch Calculated Claim	Output Batch ID
<input checked="" type="checkbox"/>	WC02	Wood Chip2	20	---	200 kg	FSC 100%	100%	577

Total Input Volume	Total Output Volume	Total Volume Yield Percentage
0.00	0.00	0.00%

Total Input Weight	Total Output Weight	Total Weight Yield Percentage
300.00 kg	200.00 kg	66.67%

提交后，待销售产品的库存增加，已采购产品的库存减少。



Processing Runs

Transaction Date	FSC Processing Run ID	Status
11/12/2025	bd2ec340-7fb7-4437-8800-56d0fab7536db	Active

## 文件库

文档可存储于Trace系统中，便于后续轻松关联至交易记录。

Document Library

View and manage all your due diligence documentation, including access permissions, tags, optional expiry, version control, and language settings.

Document Name	Tags	Document Language	Version Number	Last Invoice Date
asdasda	1	English	42342	---

## 采收区块

采收区块可存储于Trace系统中，便于后续交易操作时快速调用（附加）。



## 数据共享

在FSC Trace中可向交易合作伙伴请求及共享数据，同时支持管理访问权限与共享权限。

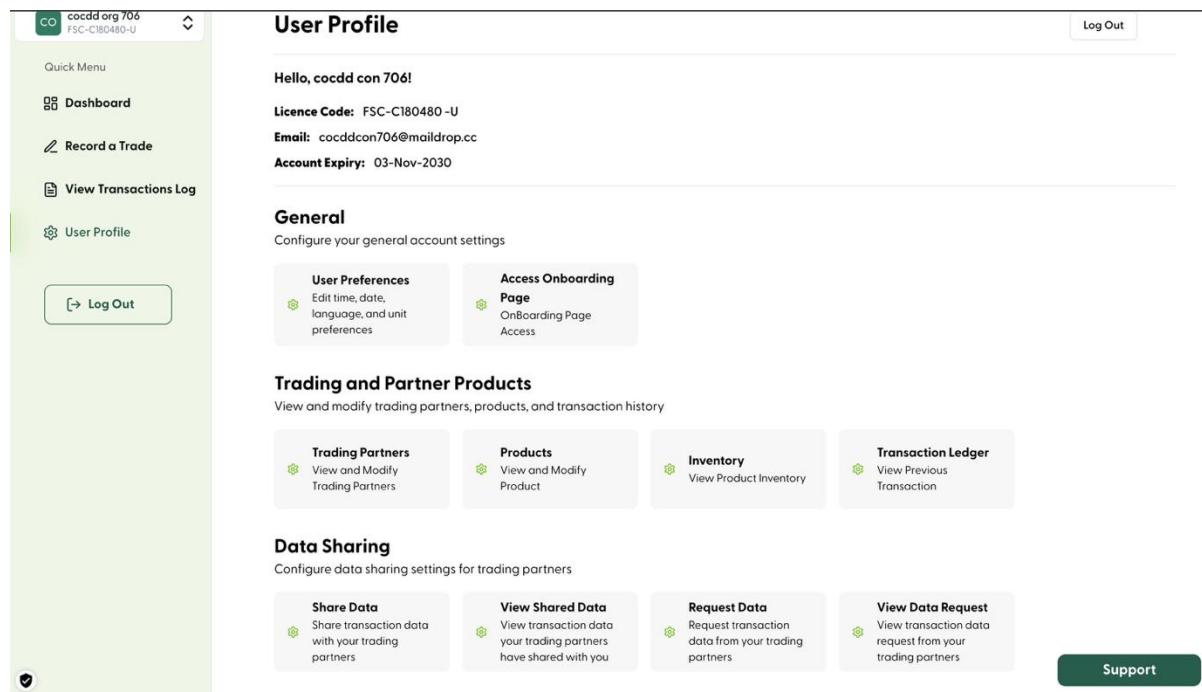
## 设置

设置可通过FSC Trace左侧面板访问。包含以下相关设置：

- 用户偏好设置
  - 日期与时间
  - 重量、体积、首选单位
- EUDR
  - 用户名
  - API密钥
- 用户入门
  - 用户入门内容

注：这两个部分将重定向至主页面。

- 产品与交易合作伙伴
- 数据共享



The screenshot shows the 'User Profile' section of the FSC Trace application. The left sidebar has a 'Quick Menu' with 'Dashboard', 'Record a Trade', 'View Transactions Log', and 'User Profile'. The 'User Profile' item is selected and highlighted in green. The main content area shows the user's profile information: Hello, cocdd con 706!, Licence Code: FSC-C180480 -U, Email: cocddcon706@maildrop.cc, and Account Expiry: 03-Nov-2030. Below this is a 'General' section for account settings, with 'User Preferences' and 'Access Onboarding Page' options. The 'Trading and Partner Products' section includes 'Trading Partners', 'Products', 'Inventory', and 'Transaction Ledger'. The 'Data Sharing' section includes 'Share Data', 'View Shared Data', 'Request Data', and 'View Data Request'. A 'Support' button is at the bottom right.