

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。

目录

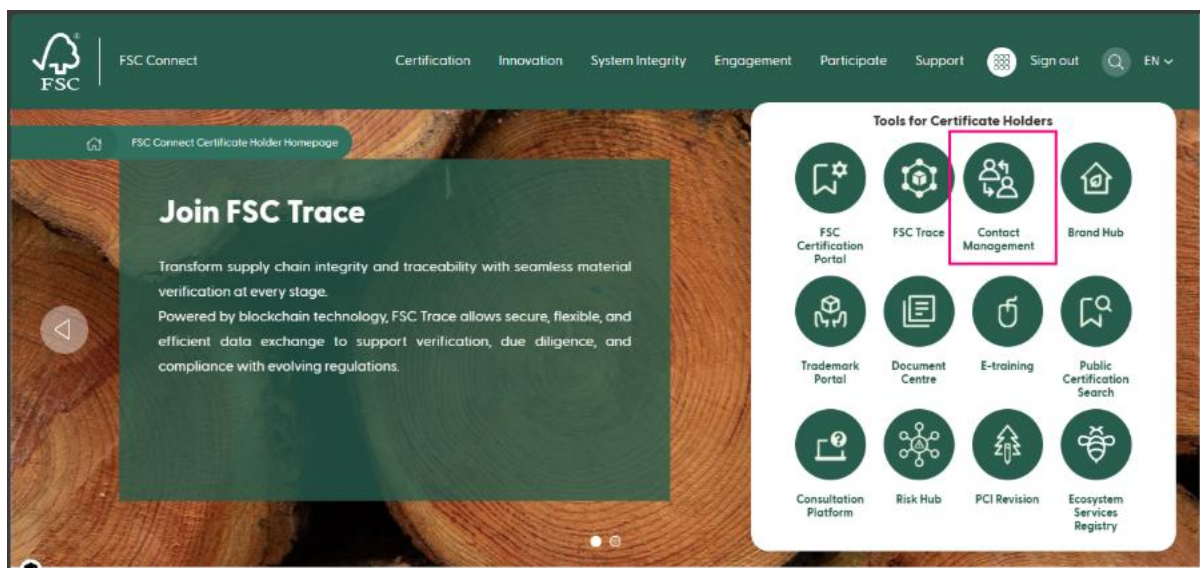
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联系人管理

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。

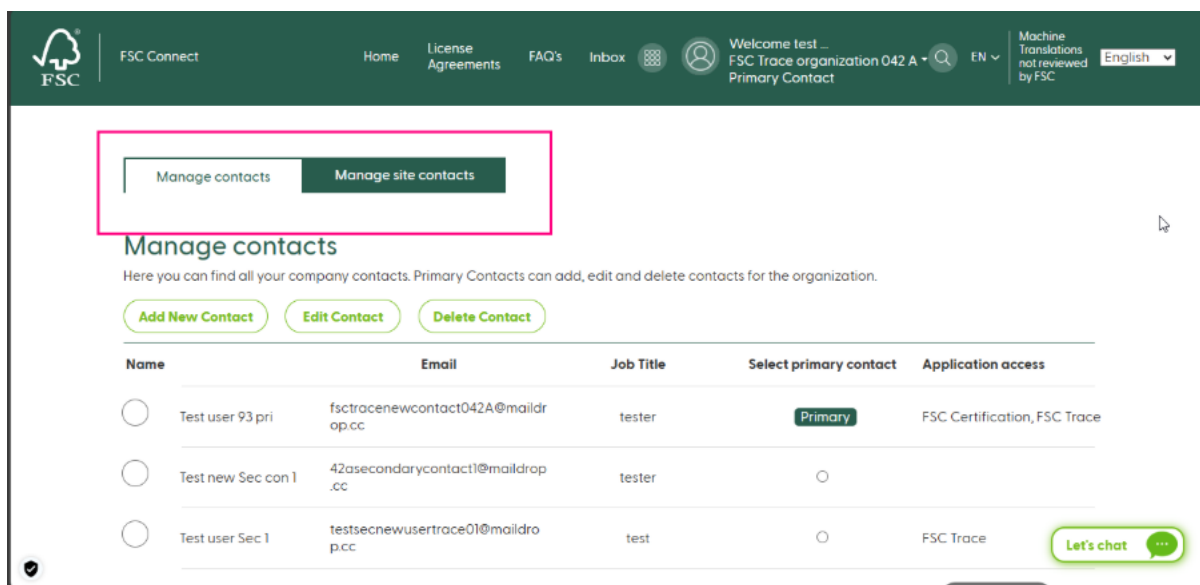
注：该联系人仅可添加次要联系人，并为其所属组织及下属站点组织授予 FSC Trace 访问权限。

- 登录 FSC Connect 后导航至联系人管理。



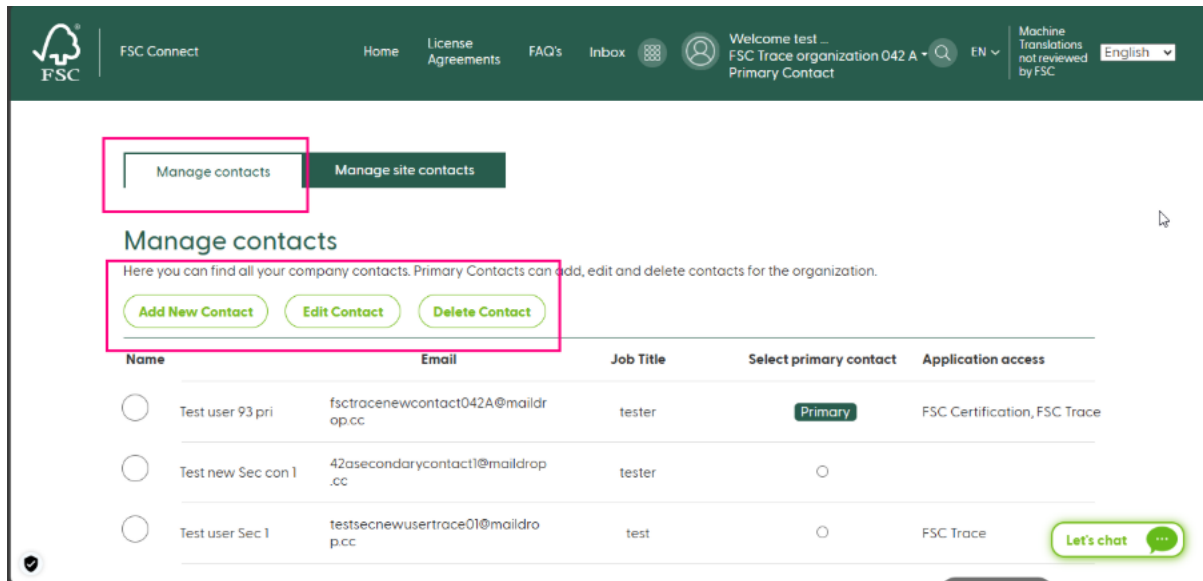
- 根据用户关联的证书类型：
 - 若用户关联的是**集团/多站点证书**，则将同时显示"管理联系人"和"管理站点联系人"选项卡。

注：若用户关联的是**单一证书**，则仅显示"管理联系人"选项卡。

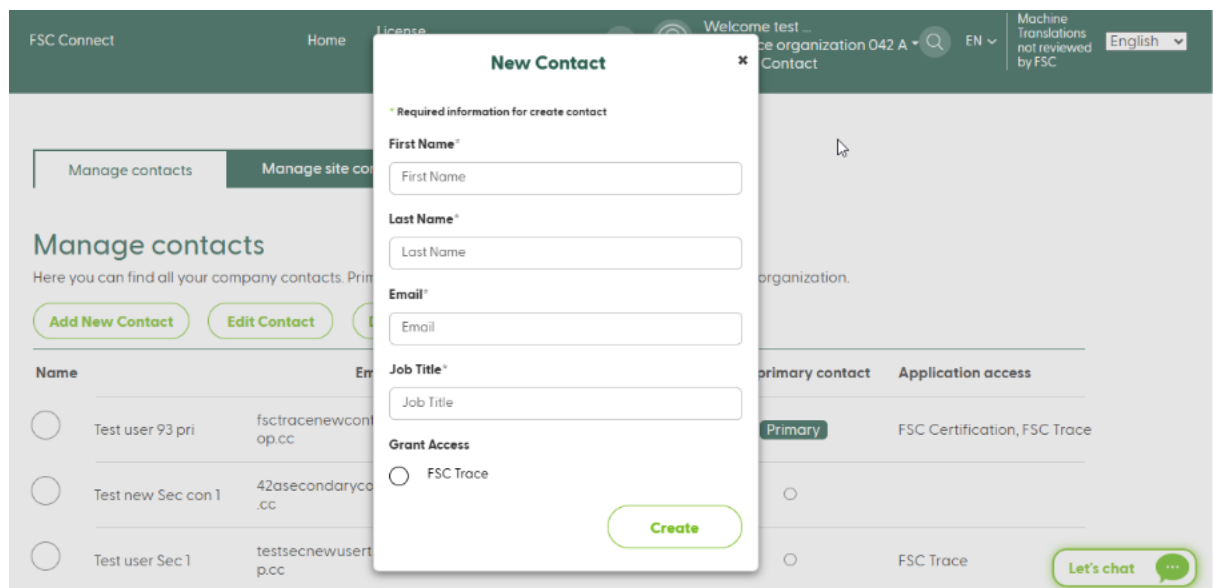


添加/邀请用户

在“管理联系人”选项卡中，用户可以为组织添加次要联系人。



- 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。



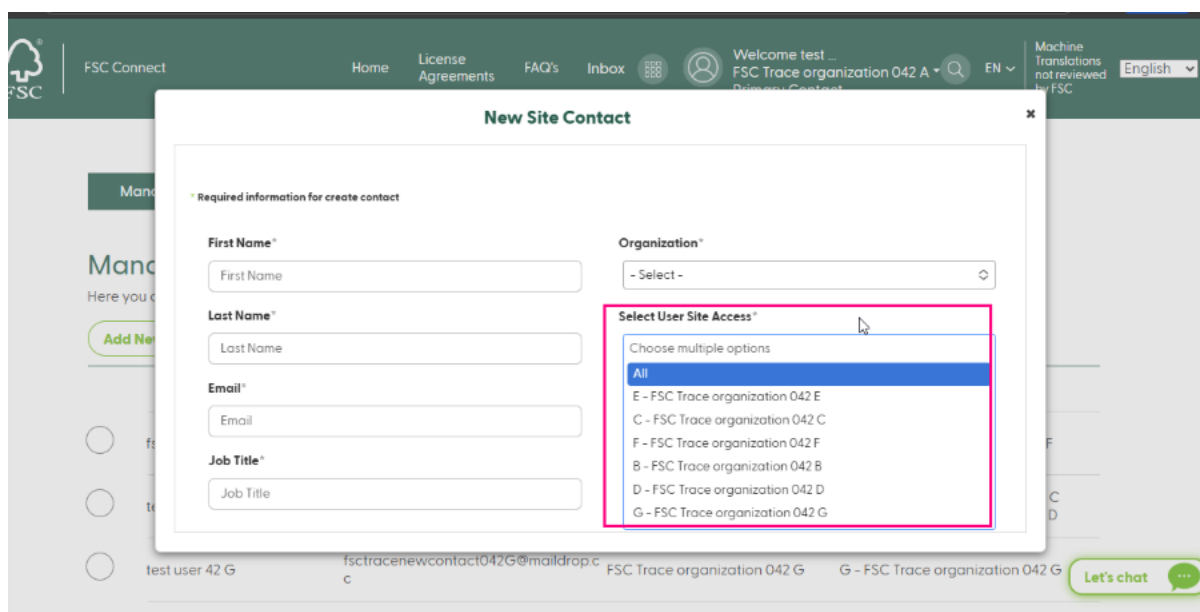
- 编辑联系人（当联系人已在 **FSC** 客户数据库中存在时）
 - 从列表中选择任何现有次要联系人，点击**编辑联系人**。
 - 在**授予访问权限**部分，启用 **FSC Trace** 访问权限。
 - 记录保存后，系统将自动向联系人发送邀请邮件，其可激活并登录同一组织的 **FSC Trace** 系统。

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。

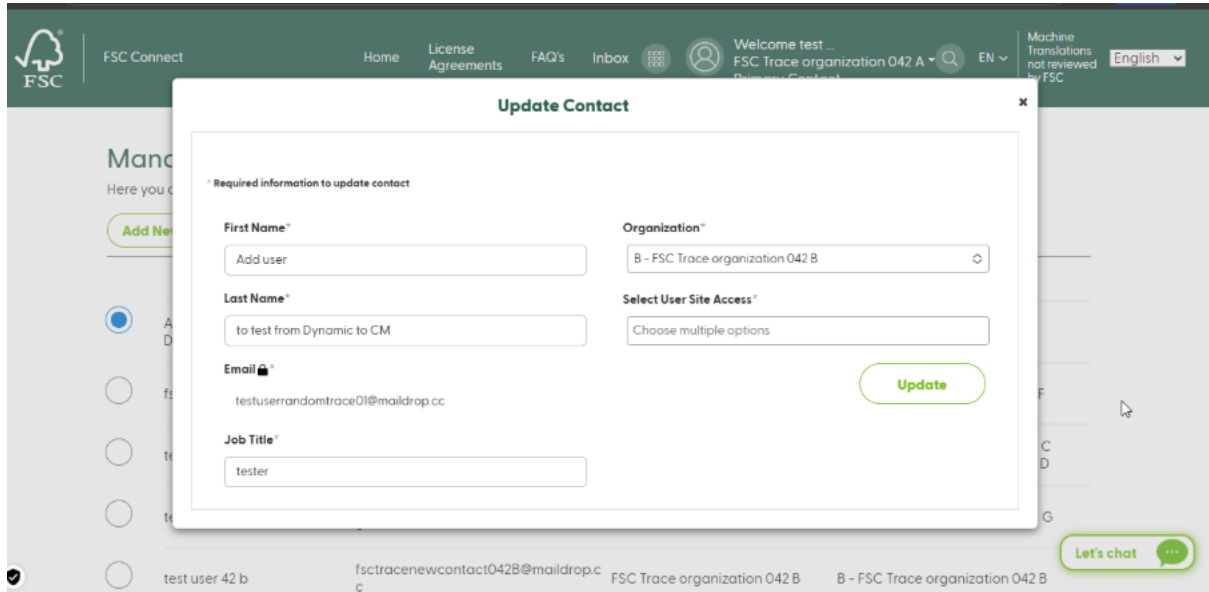
注意： 站点组织必须已获邀加入 **FSC Trace**，方会在"站点访问权限"列表及"组织"下拉菜单中显示。

- 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 'Update Contact' modal form within the FSC Connect interface. The form is titled 'Update Contact' and contains the following fields and options:

- First Name***: Text input field with the placeholder 'Add user'.
- Organization***: Dropdown menu showing 'B - FSC Trace organization 042 B'.
- Last Name***: Text input field with the placeholder 'to test from Dynamic to CM'.
- Select User Site Access***: Text input field with the placeholder 'Choose multiple options'.
- Email***: Text input field with the placeholder 'testuserandomtrace01@maildrop.cc'.
- Job Title***: Text input field with the placeholder 'tester'.

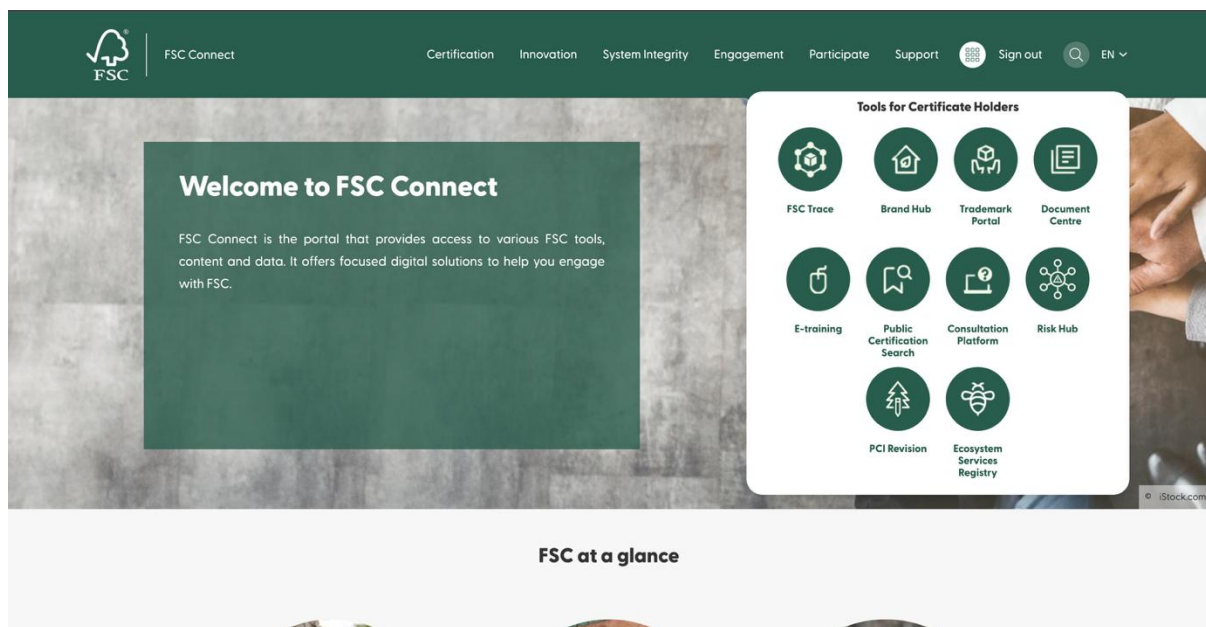
An 'Update' button is located at the bottom right of the form. The background shows the FSC Connect dashboard with a sidebar on the left and a top navigation bar. A chat bubble labeled 'Let's chat' is visible in the bottom right corner.



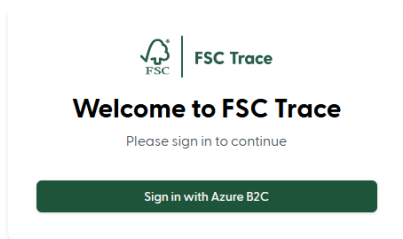
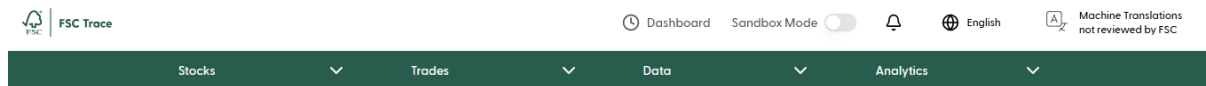
FSC Trace

登录

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

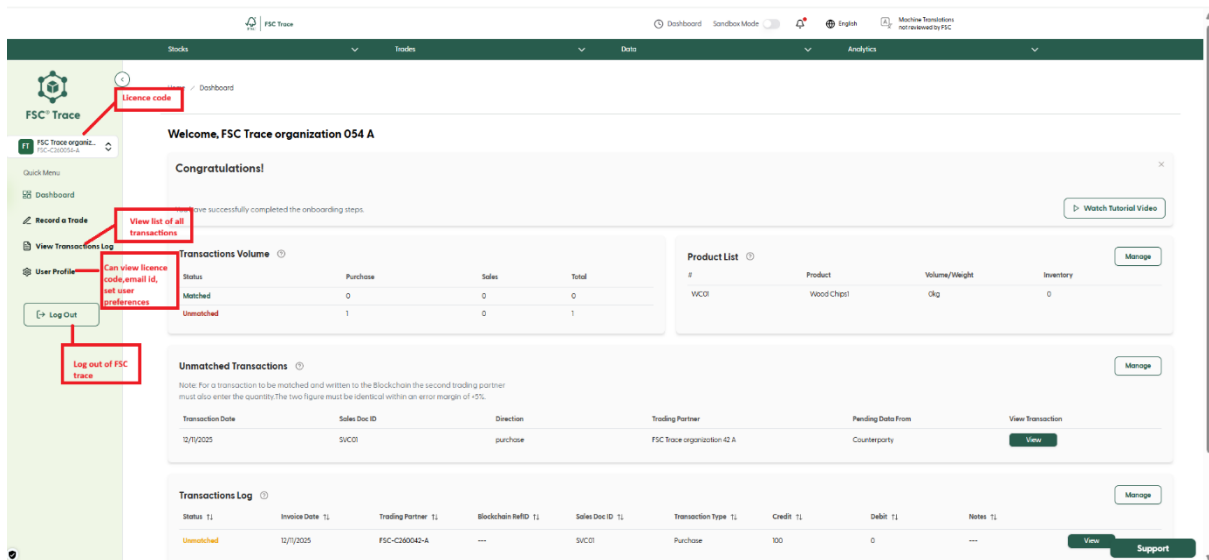


若涉及集团/多站点组织，将提供登录特定组织的选项。



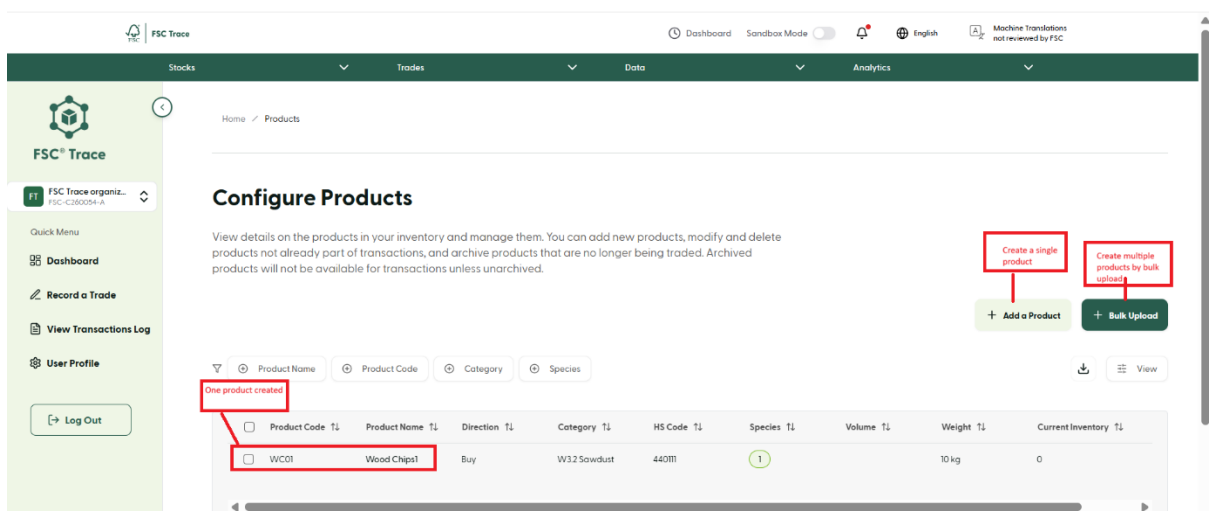
仪表盘

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



配置产品

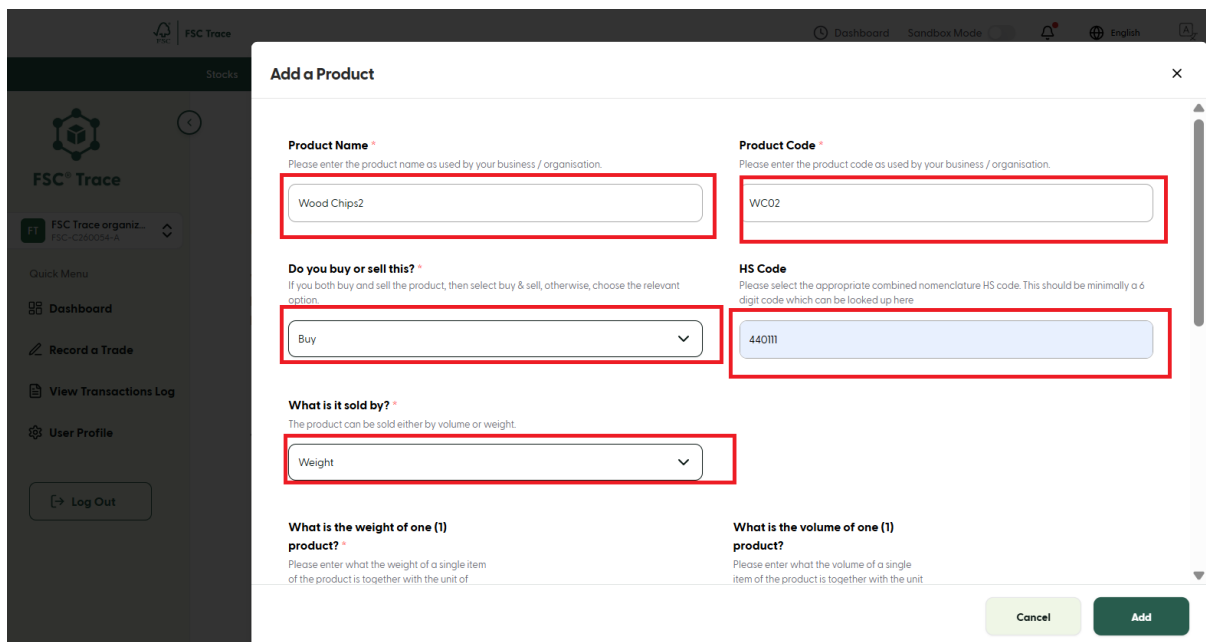
要添加产品信息，请导航至库存 > 配置产品以创建新产品。



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。



批量创建产品

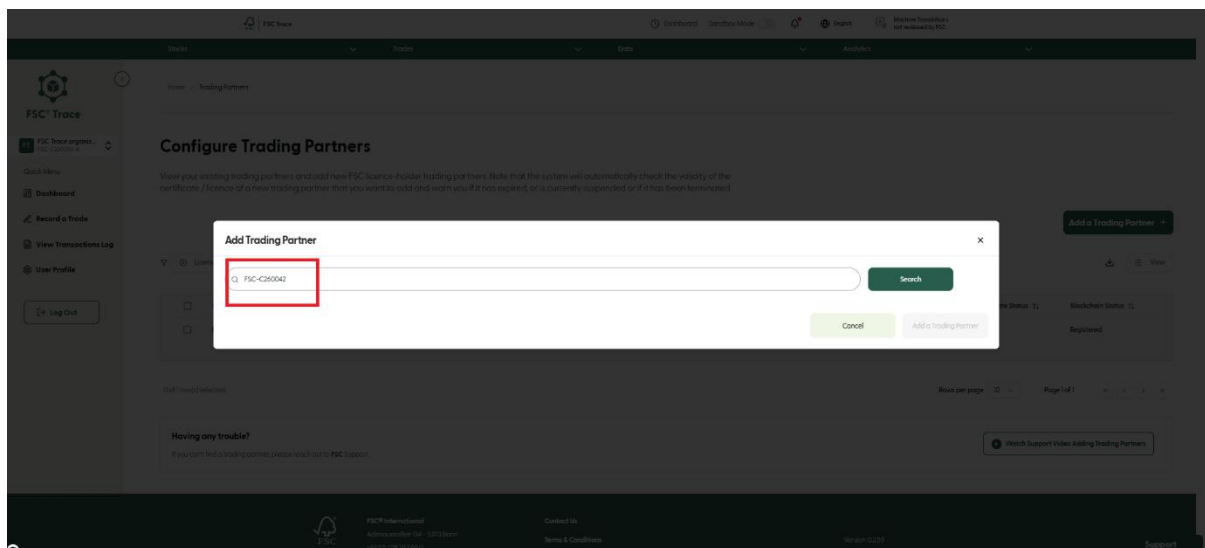
- 点击“批量上传”按钮，通过上传Excel模板数据实现多产品同时创建。
- 该模板亦可从FSC Trace下载。
- 填写模板并添加所有必要信息后，上传文件即可在列表中查看产品。

交易合作伙伴

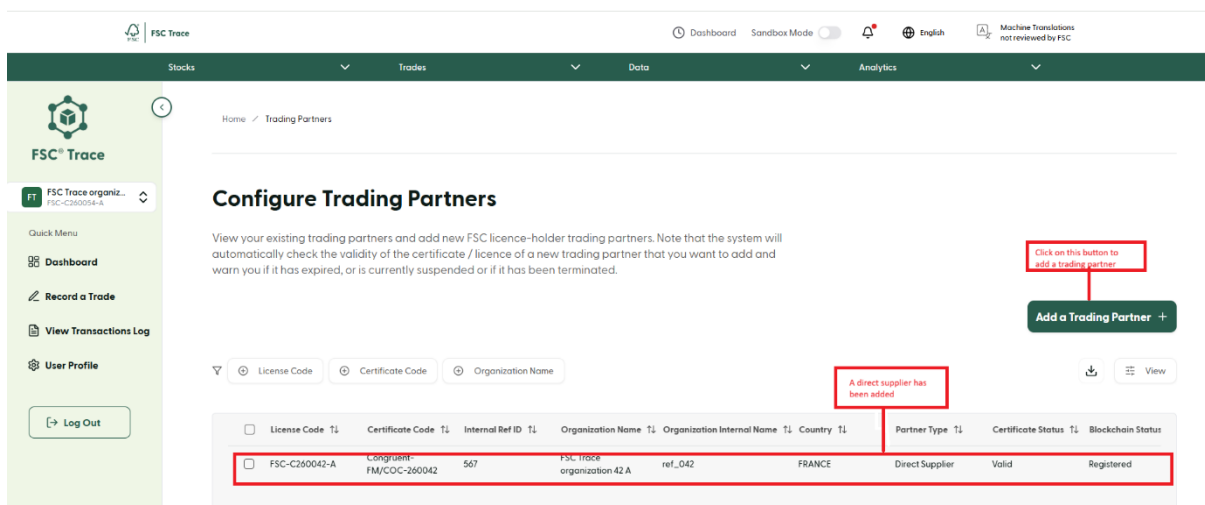
要添加交易合作伙伴信息，请导航至“交易”>“配置交易合作伙伴”以创建交易合作伙伴。

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。



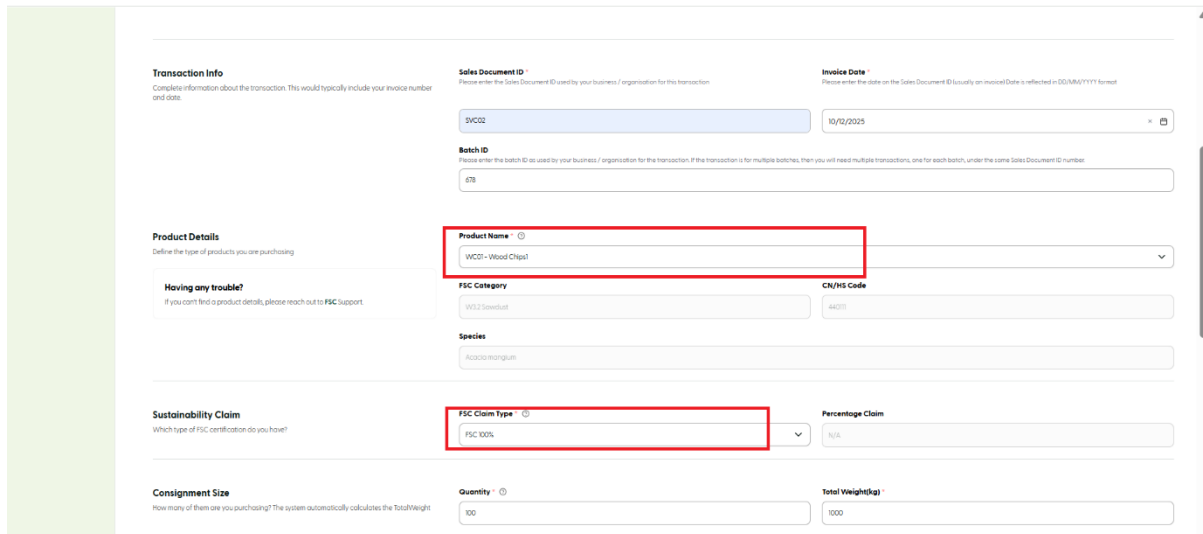
注意：已添加的交易合作伙伴不可重复添加。

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。

The screenshot shows the 'Transactions Log' page in the FSC Trace system. The interface includes a sidebar with navigation options like 'Dashboard', 'Record a Trade', and 'View Transactions Log'. The main content area displays a table of transactions. A single transaction is listed with the status 'Unmatched', which is highlighted by a red border. The transaction details are as follows:

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched	✓	10/12/2025	FSC-C280942-A	FSC trace organization 42 A	---	SCV02	Purchase	100	0	---

Below the table, it indicates '0 of 1 row(s) selected'. At the bottom right, there are controls for 'Rows per page' (set to 10) and 'Page 1 of 1'.

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”。

This screenshot shows the same 'Transactions Log' page, but the transaction status has changed to 'Active', also highlighted with a red border. The transaction details are:

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Active	✓	10/12/2025	FSC-C280942-A	FSC trace organization 42 A	a3859c0a-d502-4d83-ad70-bd587b79eb7	SCV02	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。

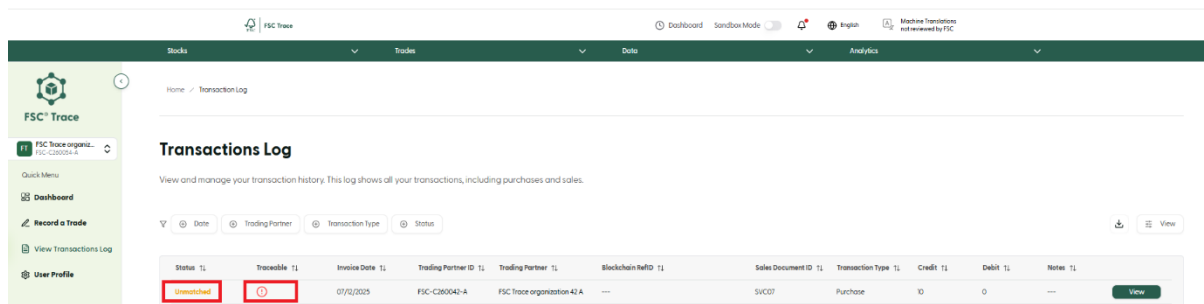
记录采购交易时，勾选“非连续采购”复选框，即可显示采收区块并提交交易。


Discontinuous Purchase Flag

Make this purchase if it is not part of your regular supply chain.

☒ Mark as discontinuous purchase.

- 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。

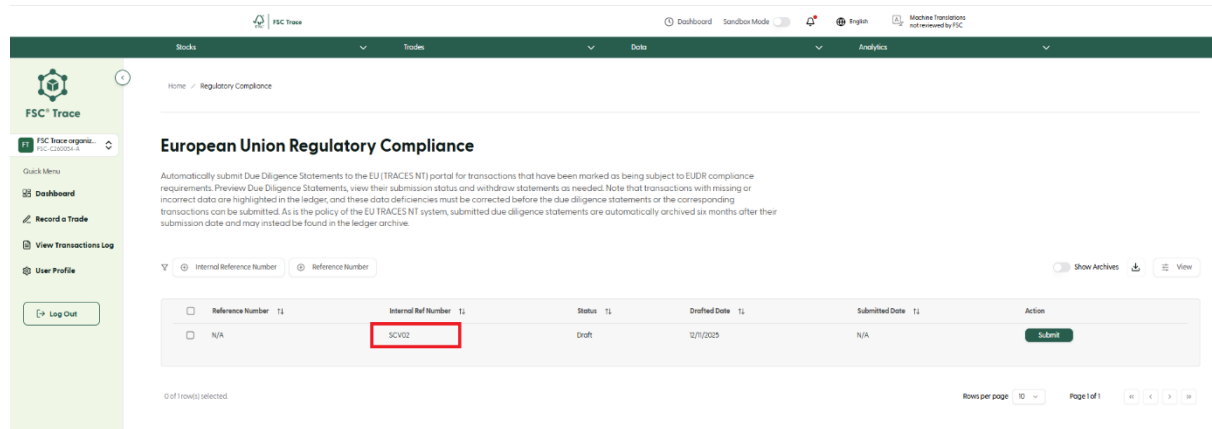


Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain Ref ID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched		07/02/2025	FSC-C260042-A	FSC Trace organization 42 A	---	SV007	Purchase	10	0	---

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。



European Union Regulatory Compliance

Automatically submit Due Diligence Statements to the EU (TRACES NT) portal for transactions that have been marked as being subject to EUDR compliance requirements. Preview Due Diligence Statements, view their submission status and withdraw statements as needed. Note that transactions with missing or incorrect data are highlighted in the ledger, and these data deficiencies must be corrected before the due diligence statements or the corresponding transactions can be submitted. As is the policy of the EU TRACES NT system, submitted due diligence statements are automatically archived six months after their submission date and may instead be found in the ledger archive.

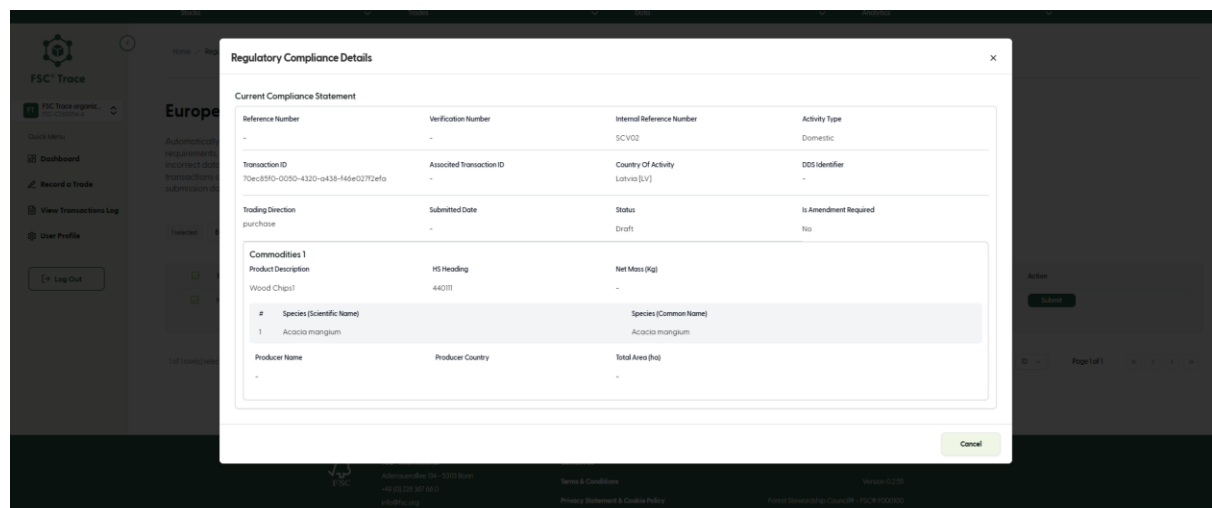
Internal Reference Number | Reference Number

Reference Number	Internal Ref Number	Status	Drafted Date	Submitted Date	Action
N/A	SCV02	Draft	12/7/2025	N/A	Submit

0 of 1 row(s) selected

Rows per page: 10 | Page 1 of 1

选择DDS记录并预览从已提交交易中提取的详细信息。



Regulatory Compliance Details

Current Compliance Statement

Reference Number	Verification Number	Internal Reference Number	Activity Type
-	-	SCV02	Domestic

Transaction ID	Associated Transaction ID	Country Of Activity	DDS Identifier
70ec85f0-0050-4320-a438-44de02792efa	-	Latvia [LV]	-

Trading Direction	Submitted Date	Status	Is Amendment Required
purchase	-	Draft	No

Commodities 1

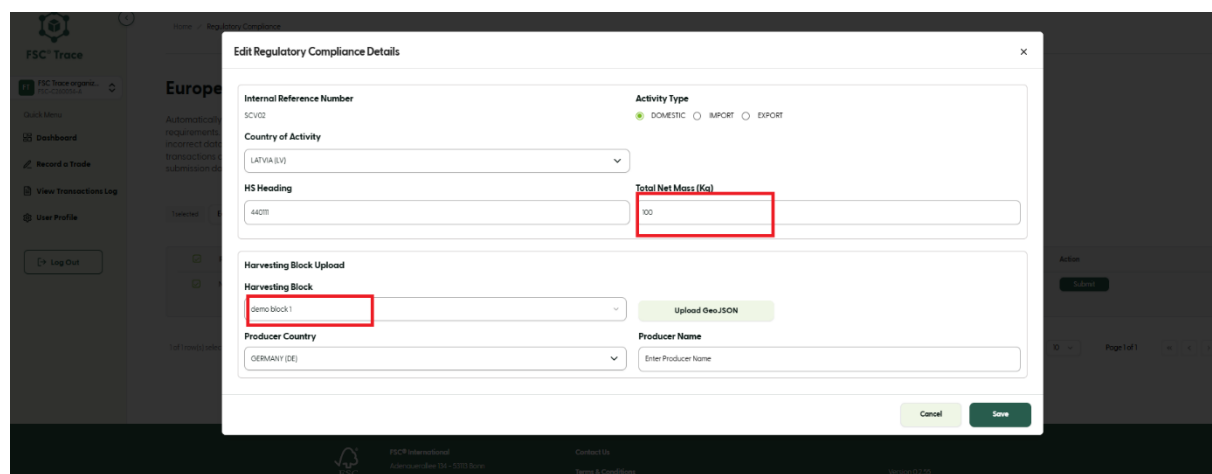
Product Description	HS Heading	Net Mass (kg)
Wood Chips1	44031	-

#	Species (Scientific Name)	Species (Common Name)
1	Acacia mangium	Acacia mangium

Producer Name	Producer Country	Total Area (ha)
-	-	-

Cancel

选中记录后进入编辑界面，补充缺失信息。



Edit Regulatory Compliance Details

Internal Reference Number: SCV02

Activity Type: DOMESTIC (selected), IMPORT, EXPORT

Country of Activity: LATVIA [LV]

HS Heading: 44031

Total Net Mass (kg): 100

Harvesting Block Upload

Harvesting Block: demo block 1

Upload GeoJSON

Producer Country: GERMANY [DE]

Producer Name: Enter Producer Name

Cancel | Save



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。

European Union Regulatory Compliance

Automatically submit Due Diligence Statements to the EU (TRACES NT) portal for transactions that have been marked as being subject to EUDR compliance requirements. Preview Due Diligence Statements, view their submission status and withdraw statements as needed. Note that transactions with missing or incorrect data are highlighted in the ledger, and these data deficiencies must be corrected before the due diligence statements or the corresponding transactions can be submitted. As is the policy of the EU TRACES NT system, submitted due diligence statements are automatically archived six months after their submission date and may instead be found in the ledger archive.

Selected Edit Preview Download

Reference Number	Internal Ref Number	Status	Drafted Date	Submitted Date	Action
N/A	SCV02	Submitted	12/9/2023	N/A	Cancel

1 of 1 row(s) selected

Rows per page: 10 Page 1 of 1

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。

Single Batch Processing Run

Select Template: Select Template User Defined Id: Enter quantity Materials Accounting System: Transfer Save as New Overwrite

Input Products

Select	Product Code	Product Name	Quantity	Volume	Weight	Batches Used	Input Batches
<input type="radio"/>	WC01	Wood Chips	30	---	300 kg	1	Select

Output Products

Select	Product Code	Product Name	Quantity	Volume	Weight	FSC Claim	Output Batch Calculated Claim	Output Batch ID
<input type="radio"/>	WC02	Wood Chips	30	---	300 kg	FSC 100%	Yes	677

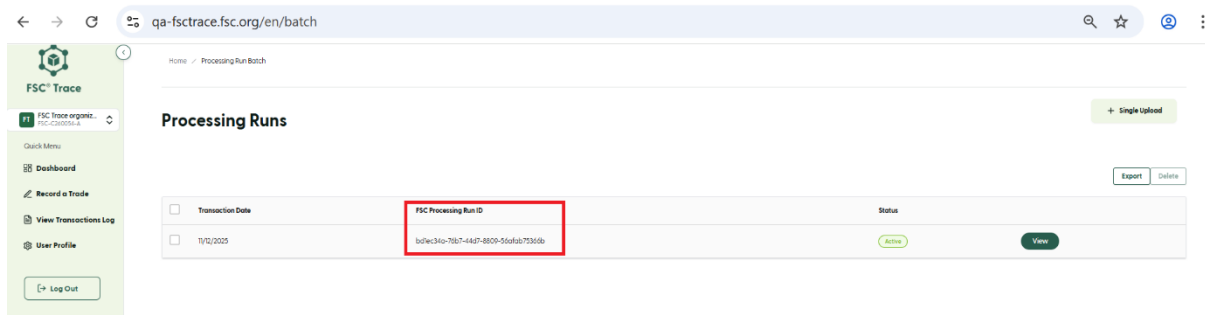
Batch Process Yields

Total Input Volume	Total Output Volume	Total Volume Yield Percentage
0.001	0.001	0.00%

Total Input Weight	Total Output Weight	Total Weight Yield Percentage
300.00 kg	300.00 kg	99.99%

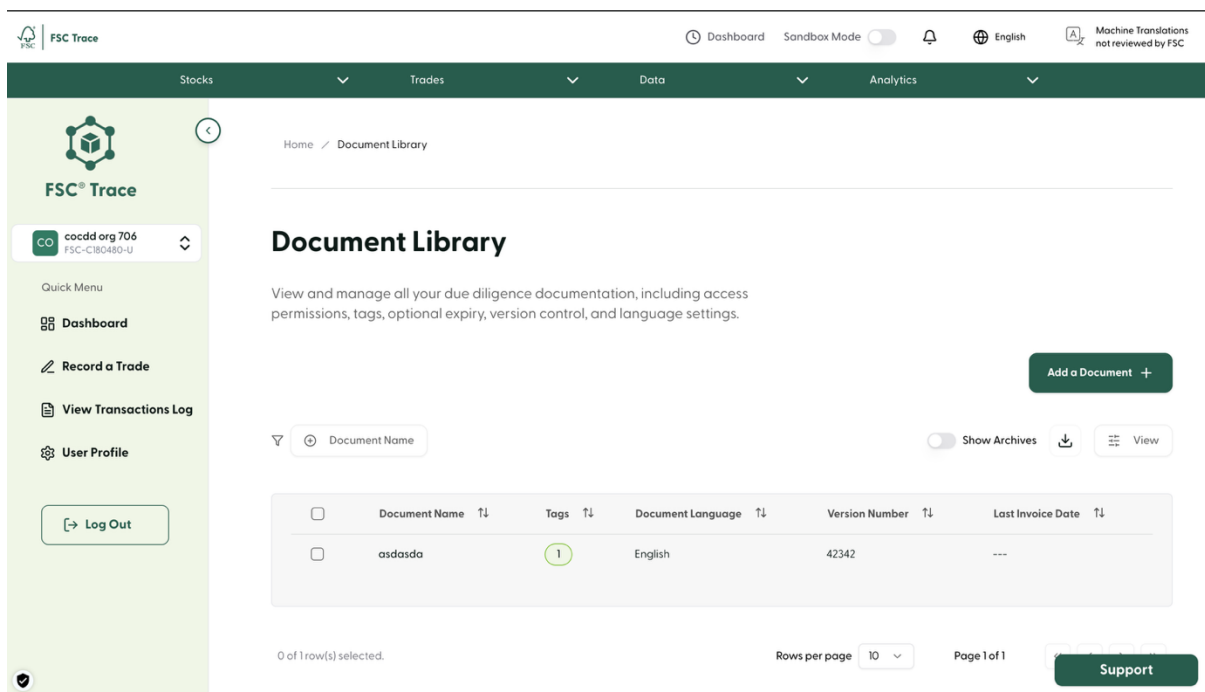
Submit

提交后，待销售产品的库存增加，已采购产品的库存减少。



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。



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）。



Stocks

Trades

Data

Analytics

FSC® Trace

CO

cocdd.org 706

FSC-C18D48D-U

Quick Menu

Dashboard

Record a Trade

View Transactions Log

User Profile

Log Out

Home / Harvesting Blocks

Harvesting Blocks

View and manage all your harvesting blocks, including polygon files and their validity range.

Create Harvesting Block +

Block Name

Show Archives

Download

View

	Block Name	Description	First Invoice Date	Last Invoice Date	Upload Date
<input type="checkbox"/>	42342werewr	werwe	---	---	11/12/2025

0 of 1 row(s) selected.

Rows per page 10

Page 1 of 1

Support

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。

Quick Menu

Dashboard

Record a Trade

View Transactions Log

User Profile

Log Out

The data and/or documents associated with any purchase transaction that may be missing can be requested from the corresponding vendor trading partner. Select the corresponding transaction in the table below and follow the wizard provided via the 'Request data' button. Note that the trading partner may either grant the request, decline it, or pass it on to an upstream trading partner for fulfilment if they do not have possession of the data and/or documents required.

Request Data

Trading Partner

Product Code

Product Name

FSC Claim Type

Download

View

	Date	Trading Partner	Sales Document ID	Product Code	Product Name	FSC Claim Type	Quantity
<input type="checkbox"/>	04/11/2025	cwfm.org 705	test1	test1	"test1"	FSC 100%	4
<input type="checkbox"/>	04/11/2025	cwfm.org 705	test2	test1	"test1"	FSC 100%	1
<input type="checkbox"/>	04/11/2025	cwfm.org 705	test3	test1	"test1"	FSC 100%	1
<input type="checkbox"/>	04/11/2025	cwfm.org 705	test4	test1	"test1"	FSC 100%	1
<input type="checkbox"/>	04/11/2025	cwfm.org 705	test5	test1	"test1"	FSC 100%	1
<input type="checkbox"/>	04/12/2025	cwfm.org 705	874518	kWLrIRRu136555	"kWLrIRRu"	FSC 100%	1
<input type="checkbox"/>	04/12/2025	cwfm.org 705	13188	kWLrIRRu136555	"kWLrIRRu"	FSC 100%	1
<input type="checkbox"/>	04/12/2025	cwfm.org 705	336932	kWLrIRRu136555	"kWLrIRRu"	FSC 100%	1
<input type="checkbox"/>	04/12/2025	cwfm.org 705	193881	kWLrIRRu136555	"kWLrIRRu"	FSC 100%	1

Support



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 displays the 'User Profile' page in the FSC Trace system. The left sidebar contains a 'Quick Menu' with options: Dashboard, Record a Trade, View Transactions Log, and User Profile (which is currently selected). Below the menu is a 'Log Out' button. The main content area is titled 'User Profile' and includes a 'Log Out' button in the top right corner. The user's name is 'Hello, cocdd con 706!'. Account details include 'Licence Code: FSC-C180480-U', 'Email: cocddcon706@maildrop.cc', and 'Account Expiry: 03-Nov-2030'. The 'General' section allows configuration of general account settings, with options for 'User Preferences' (Edit time, date, language, and unit preferences) and 'Access Onboarding Page' (OnBoarding Page Access). The 'Trading and Partner Products' section provides options to view and modify trading partners, products, and transaction history, with links to 'Trading Partners', 'Products', 'Inventory', and 'Transaction Ledger'. The 'Data Sharing' section allows configuration of data sharing settings for trading partners, with links to 'Share Data', 'View Shared Data', 'Request Data', and 'View Data Request'. A 'Support' button is located in the bottom right corner.