



FSC Trace User Guide

Demonstrate the product creation, adding trading partner and recording purchase transaction of a COC user in FSC Trace.

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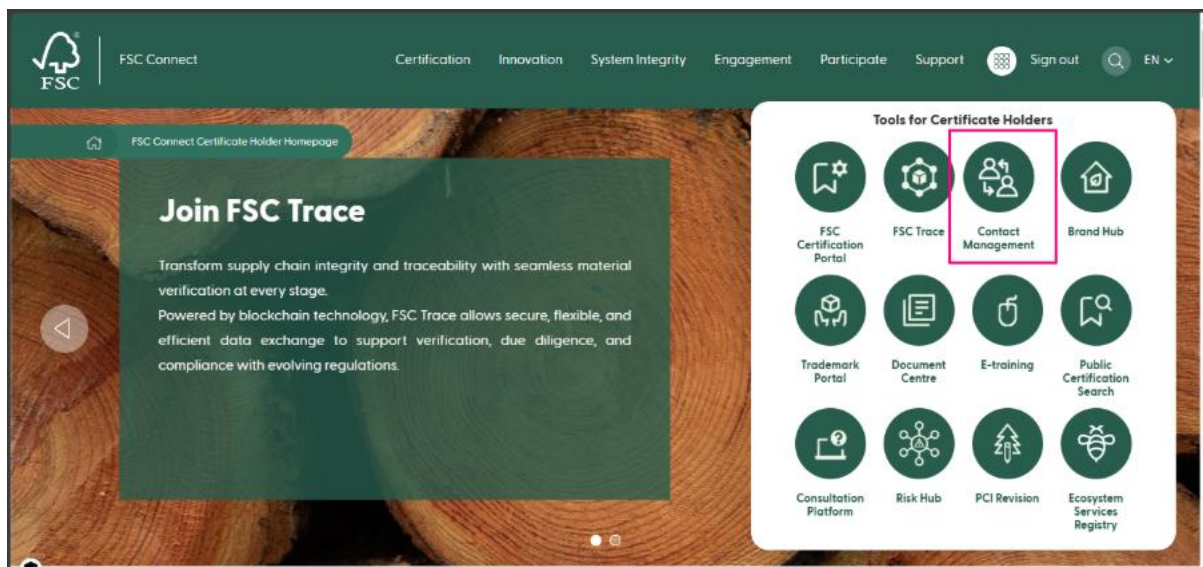
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Contact Management

Only a Primary Contact who has access to both the FSC Certification Portal and FSC Trace can access Contact Management.

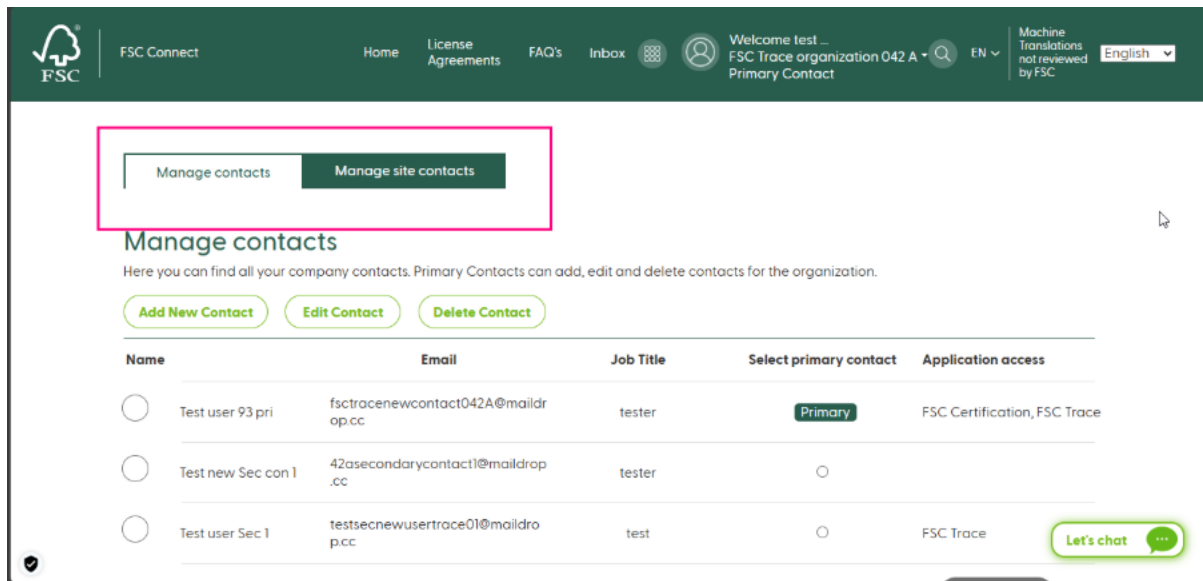
Note: They can only add secondary contacts and grant FSC Trace access to their organization and their site organizations.

- Sign in to **FSC Connect** and navigate to **Contact Management**.



- Based on the **certificate type** mapped to the user:
 - If the user is mapped to a **Group/Multisite Certificate**, both Manage Contacts and Manage Site Contacts tabs will be visible.

*Note: If the user is mapped to a **Single Certificate**, only the Manage Contacts tab will be displayed.*



Manage contacts

Here you can find all your company contacts. Primary Contacts can add, edit and delete contacts for the organization.

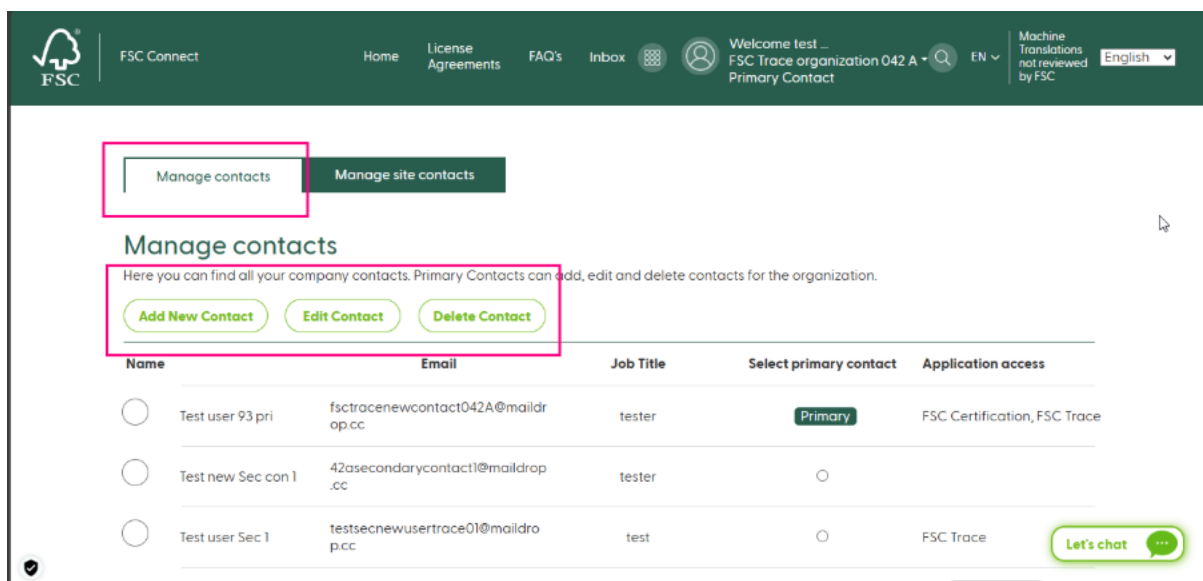
[Add New Contact](#) [Edit Contact](#) [Delete Contact](#)

Name	Email	Job Title	Select primary contact	Application access
Test user 93 pri	fstcracnewcontact042A@maildr op.cc	tester	<input checked="" type="radio"/> Primary	FSC Certification, FSC Trace
Test new Sec con 1	42asecondarycontact1@maildrop .cc	tester	<input type="radio"/>	
Test user Sec 1	testsecnewusertrace01@maildro p.cc	test	<input type="radio"/>	FSC Trace

[Let's chat](#)

Adding/Inviting User

Inside the **Manage Contacts** tab, users can add secondary contacts to their organization.



Manage contacts

Here you can find all your company contacts. Primary Contacts can add, edit and delete contacts for the organization.

[Add New Contact](#) [Edit Contact](#) [Delete Contact](#)

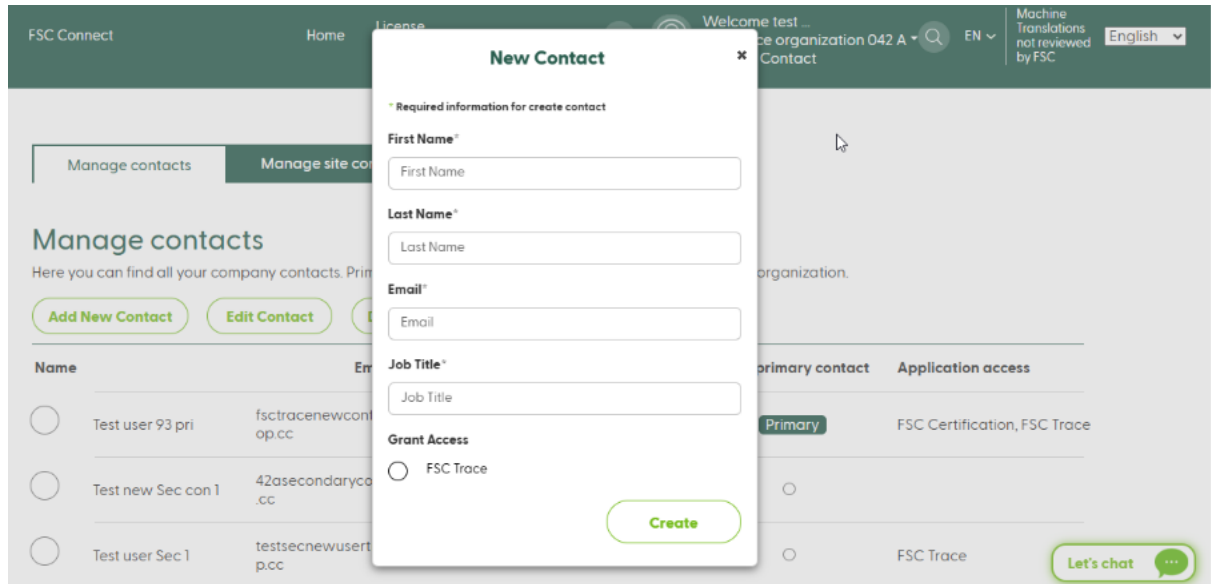
Name	Email	Job Title	Select primary contact	Application access
Test user 93 pri	fstcracnewcontact042A@maildr op.cc	tester	<input checked="" type="radio"/> Primary	FSC Certification, FSC Trace
Test new Sec con 1	42asecondarycontact1@maildrop .cc	tester	<input type="radio"/>	
Test user Sec 1	testsecnewusertrace01@maildro p.cc	test	<input type="radio"/>	FSC Trace

[Let's chat](#)

- **Add New Contact**

- Click “Add New contact” option
- Provide the following mandatory details:
 - First Name
 - Last Name
 - Email ID
 - Job Designation
- In the **Grant Access** section, enable **FSC Trace** access.

- Once after the record is saved, an invitation email will be triggered to the contact, allowing them to activate and log in to FSC Trace under the same organization.



New Contact

* Required information for create contact

First Name*

First Name

Last Name*

Last Name

Email*

Email

Job Title*

Job Title

Grant Access

☐ FSC Trace

Create

• Edit Existing Contact

- Select any existing secondary contact from the list and click **Edit Contact**.
- In the **Grant Access** section, enable FSC Trace access.
- Once after the record is saved, an invitation email will be triggered to the contact, and they can activate and log in to FSC Trace for the same organization.

Adding/Inviting User: Site Organization

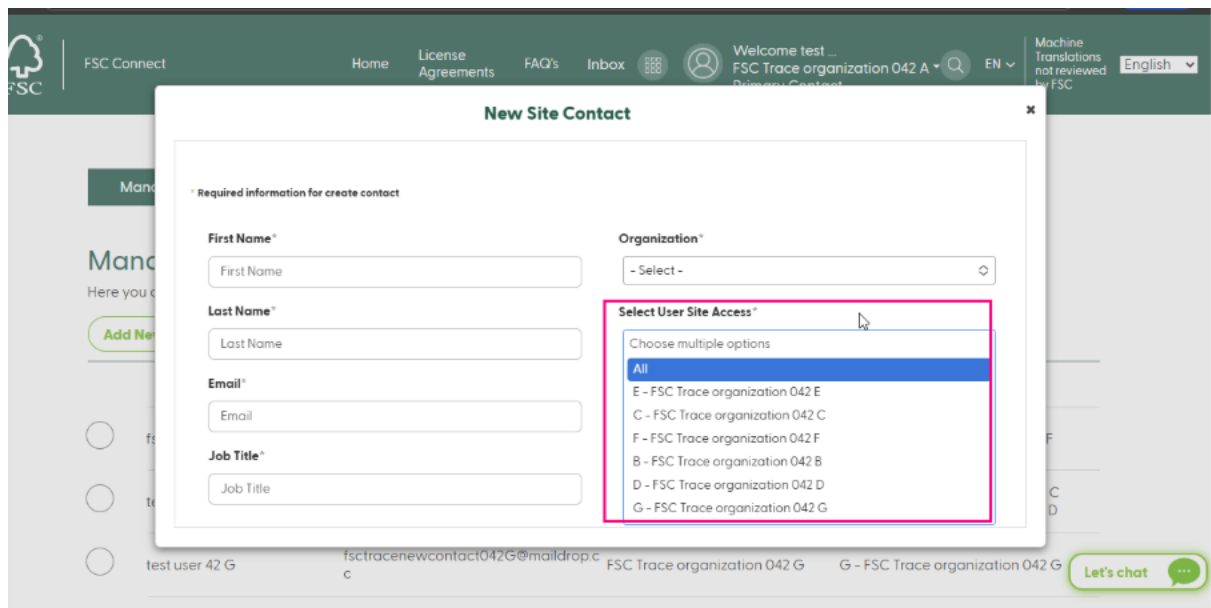
In the Manage Site Contacts tab, users can add secondary contacts to their Site organizations.

Note: The site organization must already be invited to FSC Trace (either via Dynamics or the Trace application). Only then will it appear in the Site Access list and the Organization dropdown.

• Add New Contact

- Click “Add New Contact” option
- Provide the following mandatory details:
 - First Name
 - Last Name

- Email ID
 - Job Designation
 - Organization
 - Site access (multiple site selections are allowed)
- Once the record is saved, an invitation email will be sent to the contact. They can then activate their account and log in to FSC Trace under the selected organization.



New Site Contact

Required information for create contact

First Name*
First Name

Last Name*
Last Name

Email*
Email

Job Title*
Job Title


Organization*
- Select -

Select User Site Access*
Choose multiple options

- All
- E - FSC Trace organization 042 E
- C - FSC Trace organization 042 C
- F - FSC Trace organization 042 F
- B - FSC Trace organization 042 B
- D - FSC Trace organization 042 D
- G - FSC Trace organization 042 G

• Edit Existing Contact

- Select any existing secondary contact from the list and click Edit Contact.
- Choose the Organization and update the Site Access as needed.
- After saving the record, an invitation email will be triggered, allowing the user to activate and log in to FSC Trace for the respective organization.

FSC Connect

Home

License Agreements

FAQ's

Inbox

Welcome test ...

FSC Trace organization 042 A

EN

Machine Translations not reviewed by FSC

English

Update Contact

Required information to update contact

First Name*

Add user

Last Name*

to test from Dynamic to CM

Email*

testuserrandomtrace01@maildrop.cc

Job Title*

tester

Organization*

B - FSC Trace organization 042 B

Select User Site Access*

Choose multiple options

Update

test user 42 b

fscracenewcontact042B@maildrop.c

FSC Trace organization 042 B

B - FSC Trace organization 042 B

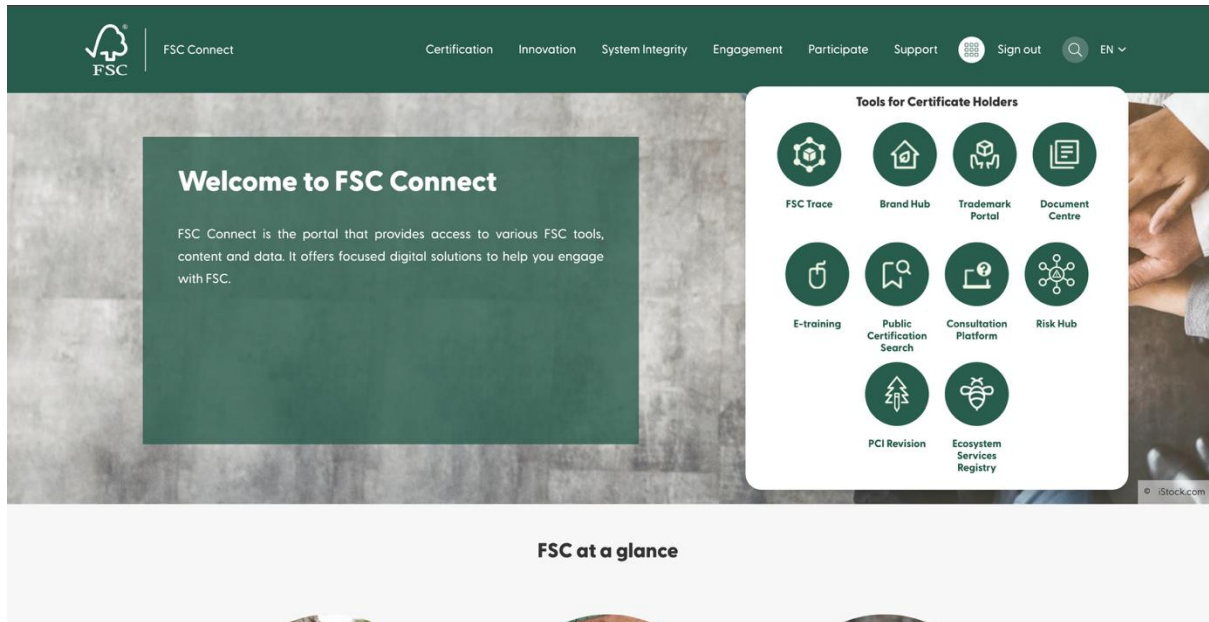
Let's chat



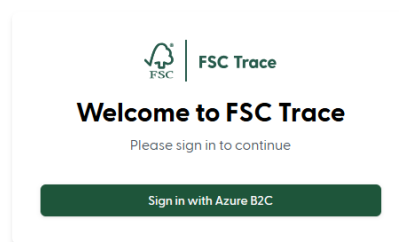
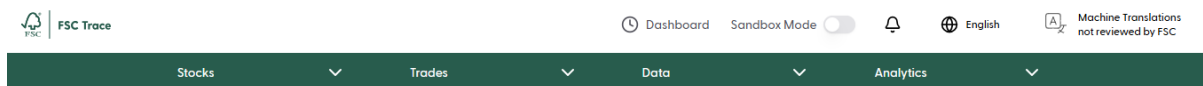
FSC Trace

Sign-in

The FSC Trace platform can be accessed via the FSC Trace button under the Tools app pallet on FSC Connect.

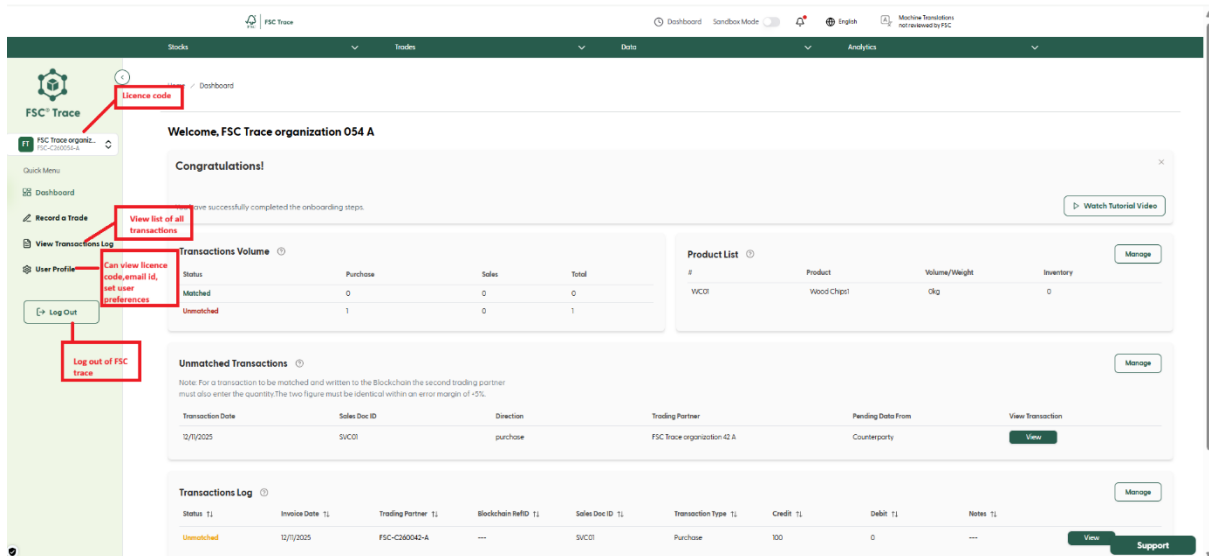


There will be an option to login specific organizations in case of group/multisite organization.



Dashboard

- After logging into FSC Trace, we will be landing on the dashboard screen.
- The dashboard contains information of the transactions and products.



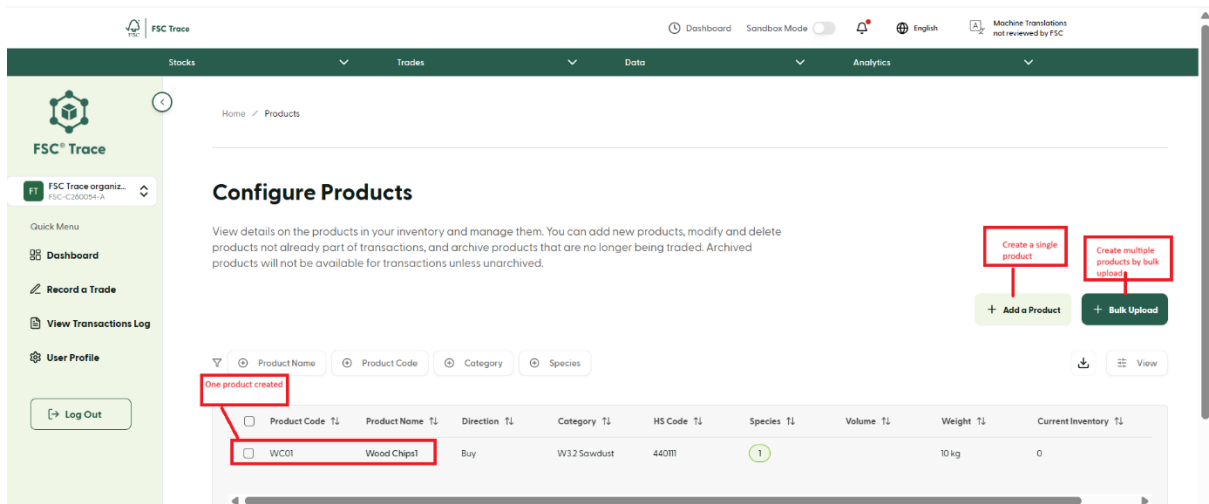
The screenshot shows the FSC Trace Dashboard for organization 054 A. The left sidebar contains a 'Quick Menu' with options: Dashboard, Record a Trade, View Transactions Log, and User Profile. The main content area includes a 'Welcome' message, a 'Congratulations!' banner, and a 'Transactions Volume' table. The 'Transactions Volume' table shows the following data:

Status	Purchase	Sales	Total
Matched	0	0	0
Unmatched	1	0	1

Below the volume table is an 'Unmatched Transactions' section with a table showing transaction details. The 'Transactions Log' section at the bottom shows a list of transactions with columns for Status, Invoice Date, Trading Partner, Blockchain RefID, Sales Doc ID, Transaction Type, Credit, Debit, and Notes.

Configure Products

To add information about the products, navigate to Stocks > Configure Products to create new products.

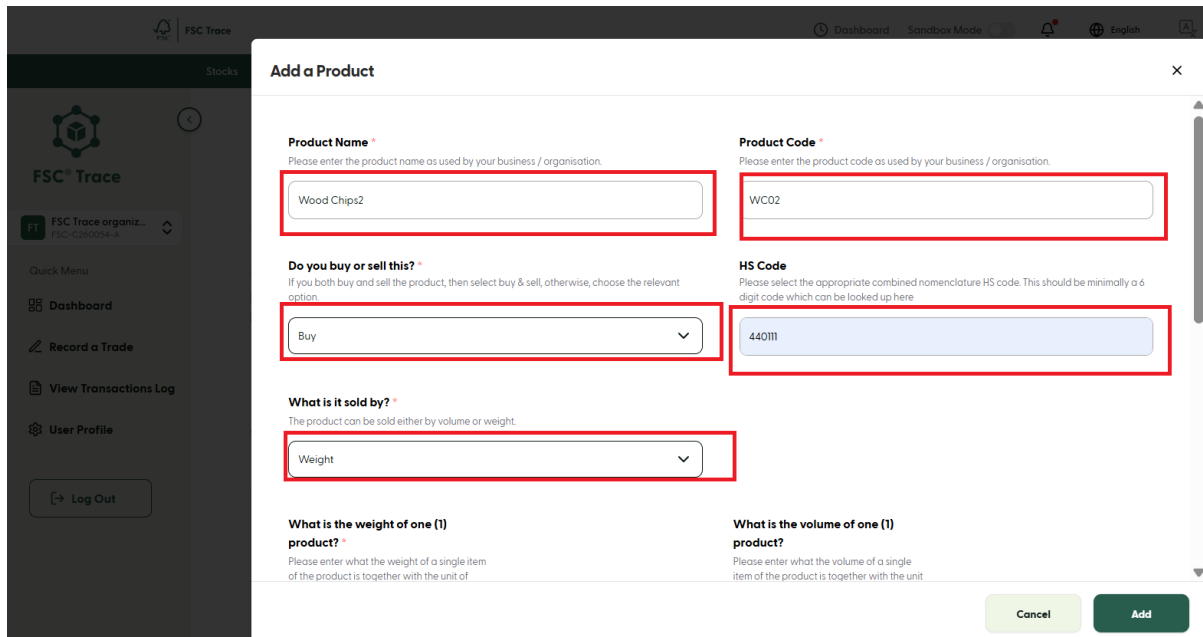


The screenshot shows the 'Configure Products' page in FSC Trace. The page includes a 'Quick Menu' on the left and a main content area with a 'Configure Products' heading and a description. Below the description are two buttons: '+ Add a Product' and '+ Bulk Upload'. The '+ Add a Product' button is highlighted with a red box and labeled 'Create a single product'. The '+ Bulk Upload' button is highlighted with a red box and labeled 'Create multiple products by bulk upload'. Below the buttons is a table with columns for Product Code, Product Name, Direction, Category, HS Code, Species, Volume, Weight, and Current Inventory. The table shows one product: 'WCO1 Wood Chips1' with a quantity of 1.

Note: There are two methods to add products in FSC Trace.

Single Product Creation

- By clicking on “Add a product” button to create a single product at a time.
- After clicking the button “Add a product,” a pop up screen will open.
- The relevant information has to be added in the system like Product Name, Product Code, Trading Direction, HS Code, Product Category, Weight, Volume and Quantity.
- Once the new product is saved it will be available in the list and also to use.



Bulk Product Creation

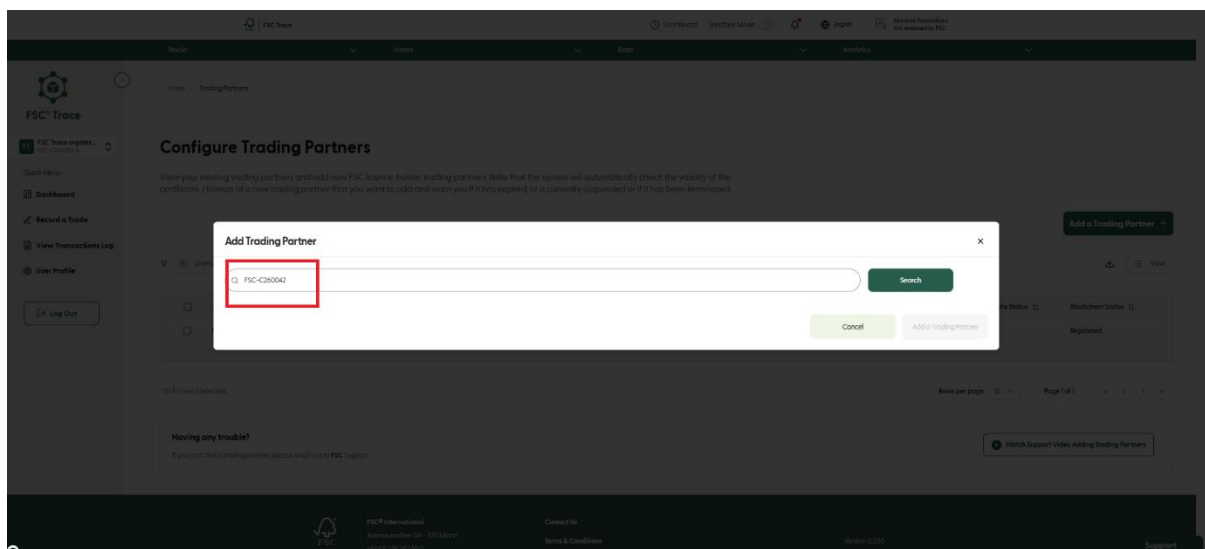
- Click the “Bulk Upload” button to create multiple products at a time by uploading data in an Excel template.
- The template can also be downloaded from FSC Trace.
- Once the template is filled, all the required information is added, and the file is uploaded, the product will be available in the list.

Trading Partners

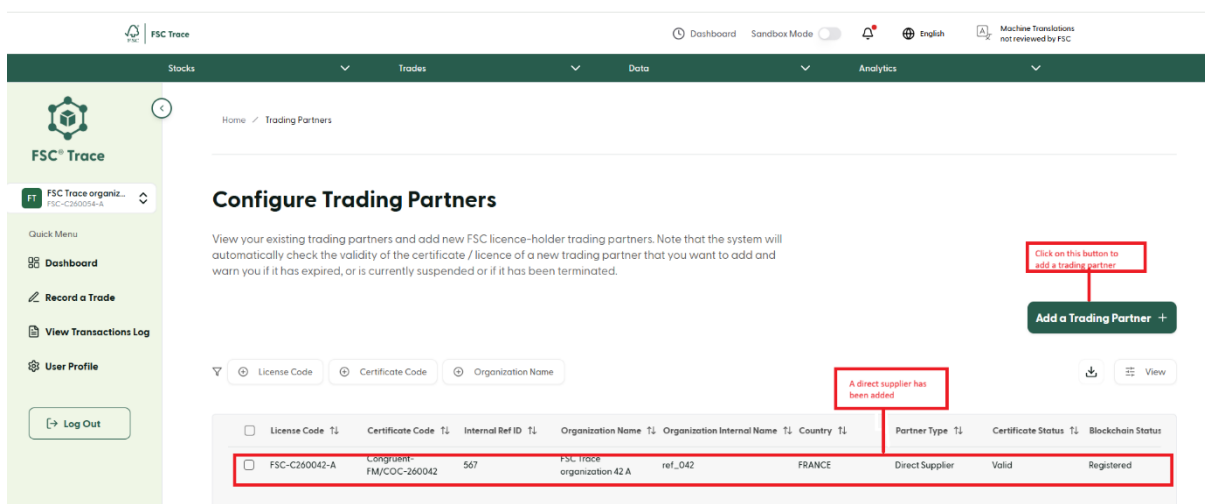
To add information about the trading partners, navigate to Trades > Configure Trading Partners to create a trading partner.

Add Trading Partner

- Trading partner can be added by clicking on “Add a Trading Partner button”.
- A pop up will open where a search bar is present.
- A trading partner can be searched by entering valid licence code, certificate code and organization name.
- The search will retrieve the results and specific trading partners can be added.



- The newly added trading partner will be available in the list.



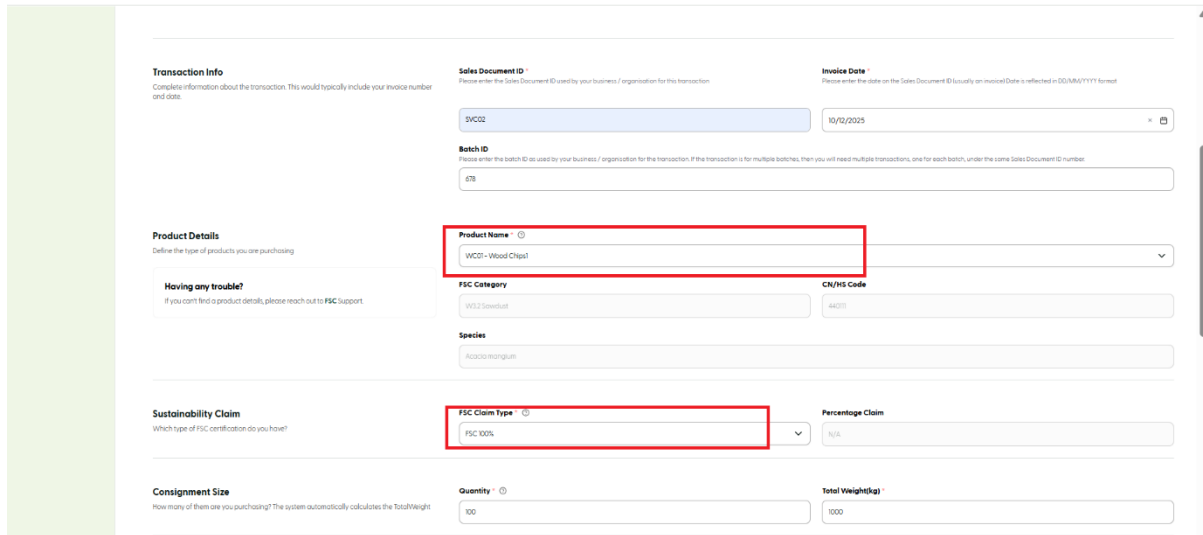
Note: Already added trading partners can't be added again.

Transactions

There are two types of transactions in FSC Trace: Purchase and Sale.

Transaction Creation

- Trading partner has to be selected to create a transaction as a counterparty.
- All the mandatory fields are required to create both sale and purchase transactions.



Transaction Info
Complete information about the transaction. This would typically include your invoice number and date.

Sales Document ID
Please enter the Sales Document ID used by your business / organization for this transaction.

Invoice Date
Please enter the date on the Sales Document ID (usually an invoice) Date is reflected in DD/MM/YYYY format.

Batch ID
Please enter the batch ID as used by your business / organization for the transaction. If the transaction is for multiple batches, then you will need multiple transactions, one for each batch, under the same Sales Document ID number.

Product Details
Define the type of products you are purchasing.

Product Name
WC01 - Wood Chips

FSC Category
W02 Sawdust

Species
Acacia mangium

CH/HS Code
4403

Sustainability Claim
Which type of FSC certification do you have?

FSC Claim Type
FSC 100%

Percentage Claim
N/A

Consignment Size
How many of them are you purchasing? The system automatically calculates the TotalWeight.

Quantity
100

Total Weight(kg)
1000

- Submitting to EUDR is optional and checking this will make this transaction available in the EUDR section of FSC Trace.



EUDR compliance

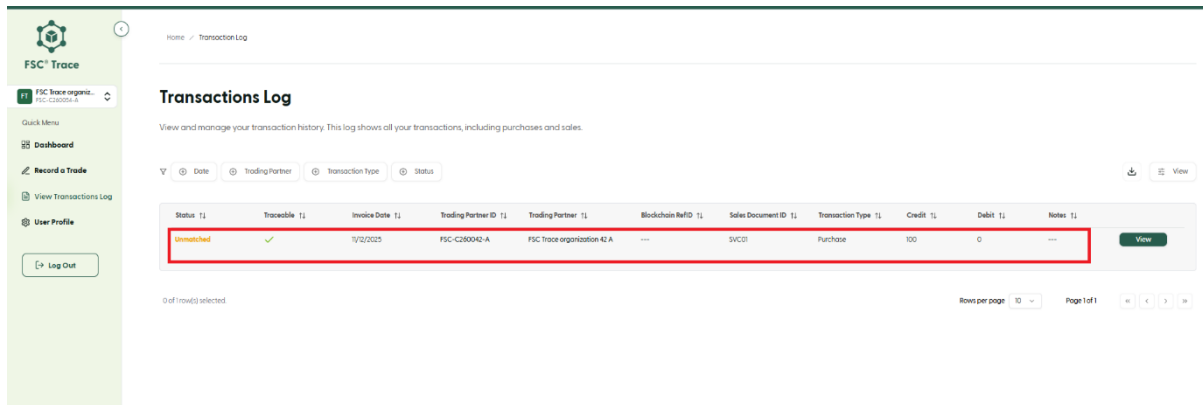
☒ Submit this transaction to EUDR for compliance tracing.

Note:

- The transactions can be created in both single and bulk method.
- The transaction is available for both parties and counterparty has to match.
- For the bulk transaction creation, both parties have to upload files and the transactions are matched automatically without creating duplicate transactions.
- The template can be downloaded from FSC Trace.

Transaction Matching

The newly created transaction will be available in the transaction log.

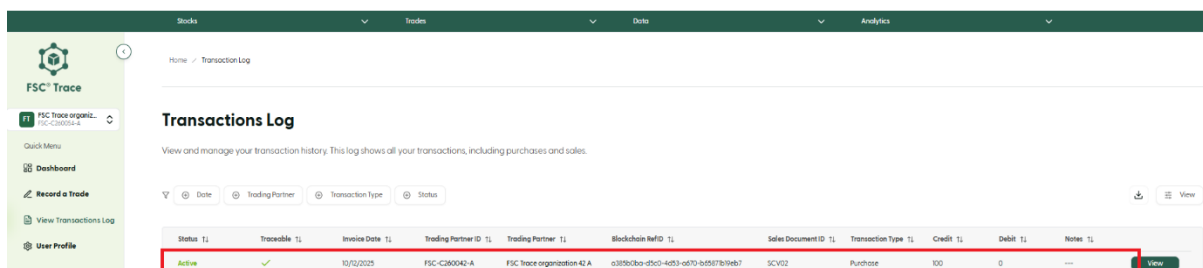


The screenshot shows the FSC Trace web application interface. On the left is a sidebar with navigation links: Home, Dashboard, Record a Trade, View Transactions Log, and User Profile. The main content area is titled 'Transactions Log' and includes a sub-header 'View and manage your transaction history. This log shows all your transactions, including purchases and sales.' Below this is a filter bar with buttons for Date, Trading Partner, Transaction Type, and Status. The main table displays transaction data with columns: Status, Traceable, Invoice Date, Trading Partner ID, Trading Partner, Blockchain RefID, Sales Document ID, Transaction Type, Credit, Debit, and Notes. A single transaction is listed with the status 'Unmatched' (highlighted in red), a green checkmark in the Traceable column, an invoice date of 10/12/2025, and a transaction type of Purchase. The transaction is for FSC Trace organization 42 A. At the bottom, it indicates '0 of 1 row(s) selected' and 'Page 1 of 1'.

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched	✓	10/12/2025	FSC-C280042-A	FSC Trace organization 42 A	---	SCV01	Purchase	100	0	---

Note: All transactions are created by default as “**unmatched**” and it will remain unmatched unless the transaction is matched by a counterparty sale transaction.

If the transaction is matched by a counterparty, the transaction is matched and status is shown as “**active**”.



The screenshot shows the FSC Trace web application interface, similar to the previous one, but the transaction status is now 'Active' (highlighted in red). The transaction details remain the same: a green checkmark in the Traceable column, an invoice date of 10/12/2025, and a transaction type of Purchase for FSC Trace organization 42 A. The Blockchain RefID is now 'a355b0ba-d502-4d83-a870-b45677b19eb7'. The bottom of the page still shows '0 of 1 row(s) selected' and 'Page 1 of 1'.

Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Active	✓	10/12/2025	FSC-C280042-A	FSC Trace organization 42 A	a355b0ba-d502-4d83-a870-b45677b19eb7	SCV02	Purchase	100	0	---

Note:

- The product inventory will only get updated once the transaction is successfully matched.
- There is 5% variance in terms of adjusting the transaction. If we input total weight value greater than 5% or less than 5%, the transaction cannot be matched and remains unmatched and shows error “Weight/Volume difference exceeds 5%”.

Discontinuous Transactions

Users can choose to use FSC Trace flexibly, even if not every part of your supply chain is on the platform.

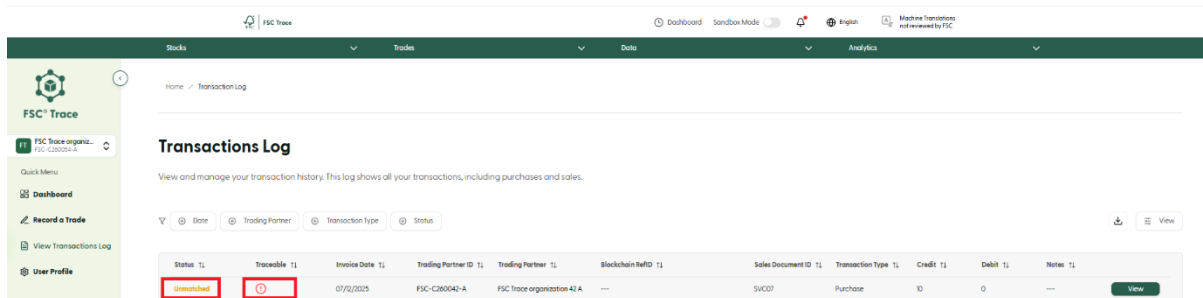
While recording a purchase transaction, check the discontinuous purchase checkbox, then the harvesting block becomes visible and the transaction can be submitted.

Discontinuous Purchase Flag

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

☒ Mark as discontinuous purchase.

- Once the discontinuous transaction is created, there is no counterparty and the transaction remains unmatched in the transaction log.
- A red exclamation mark is shown beside transaction status.
- The inventory is automatically updated.

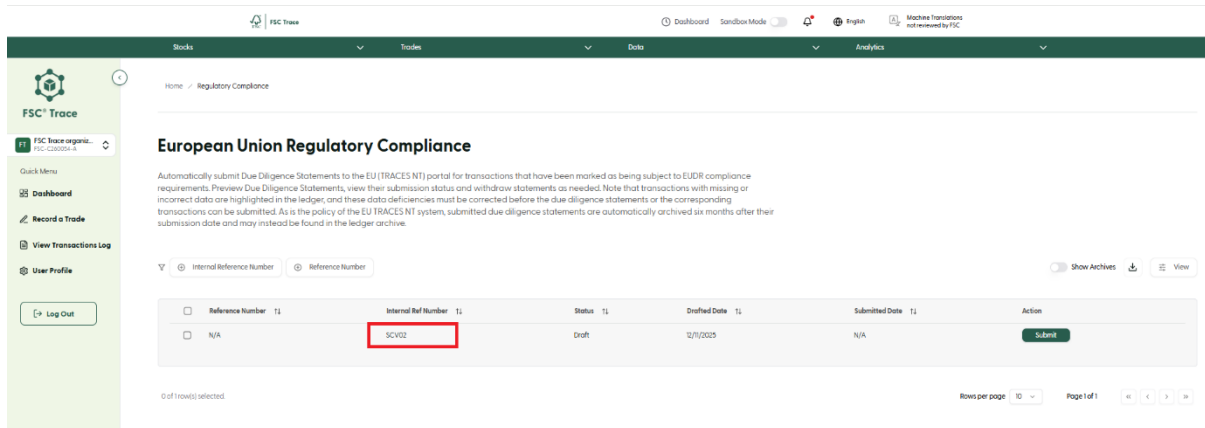


Status	Traceable	Invoice Date	Trading Partner ID	Trading Partner	Blockchain RefID	Sales Document ID	Transaction Type	Credit	Debit	Notes
Unmatched		07/12/2025	FSC-CB0042-A	FSC trace organization 42 A	---	SV007	Purchase	10	0	---

Note: The difference for discontinuous transactions is that the matching by the counterparty is not required to update inventory.

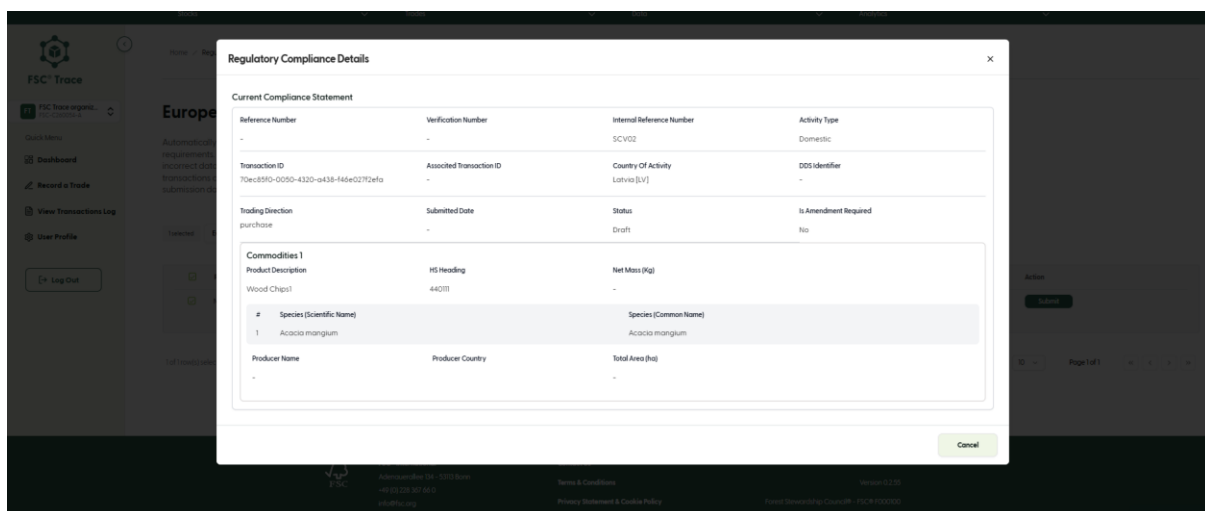
EUDR

After the transaction is matched, the Draft record will be created and listed in the DDS Ledger page (Navigation: “Analytics > Regulatory compliance > European Union”). To ensure the transaction sales document ID will be displayed as Internal reference number of the DDS record)

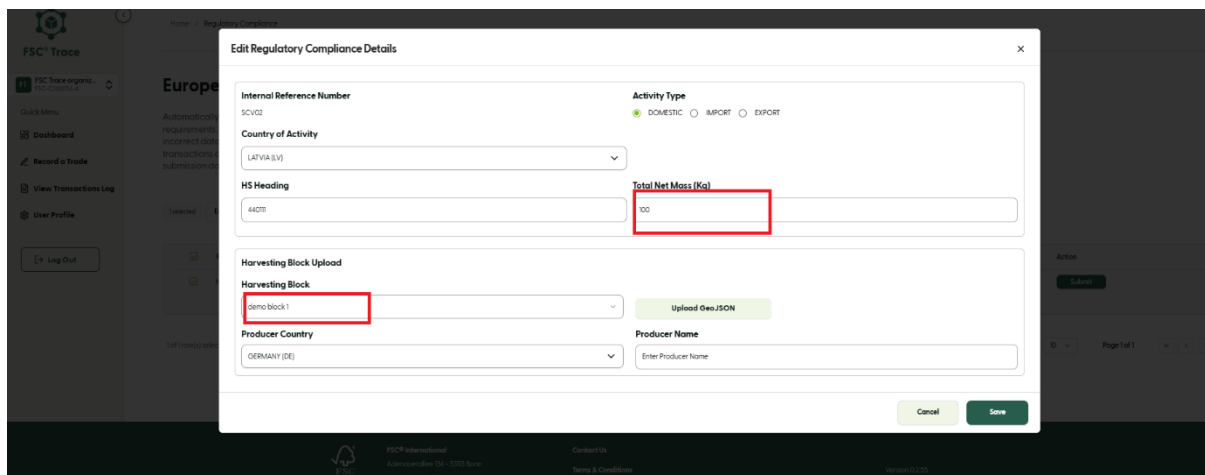


Reference Number	Internal Ref Number	Status	Drafted Date	Submitted Date	Action
N/A	SCV02	Draft	12/1/2025	N/A	Submit

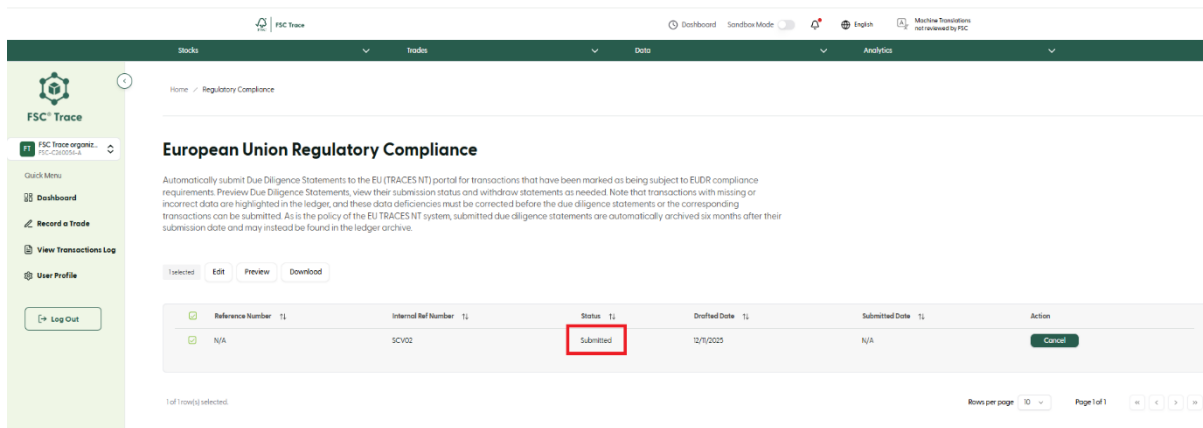
Select the DDS record and Preview the details pulled from submitted transaction.



Select the record, navigate to the Edit screen, and enter the missing details.



After filling in all mandatory details, submit the DDS record. Once submitted, it will appear in the EUDR Platform.



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	12/1/2025	N/A	Cancel

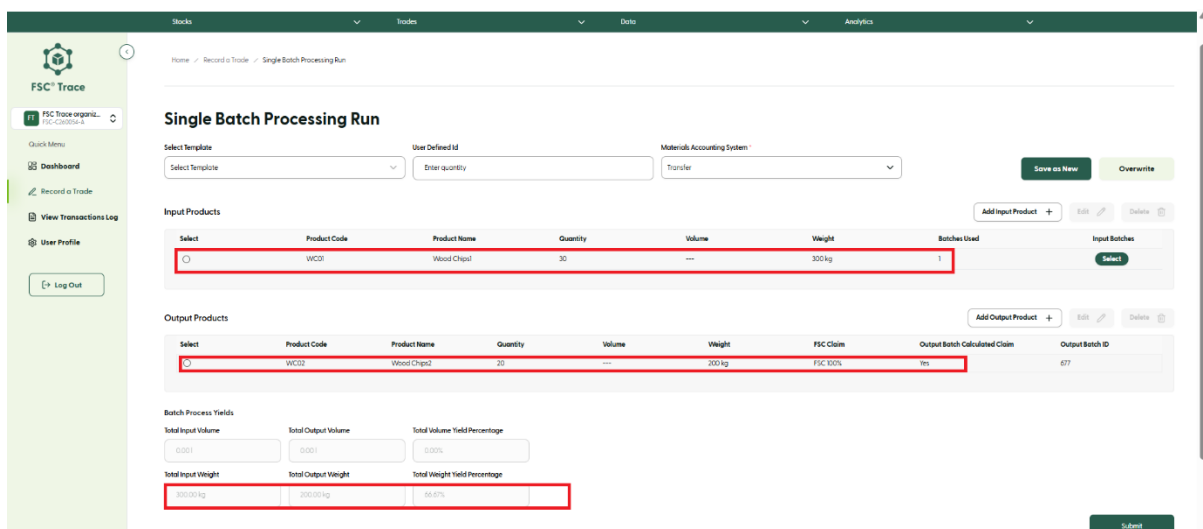
1 of 1 row(s) selected Rows per page: 10 Page 1 of 1

Note: “Reference number” will be returned by the EUDR.

Processing Run(s)

The purpose is to create new products by combining multiple products in a form of inputs and outputs with different proportions. The option can be accessed via Navigate to Trades > Processing Run batch.

Processing batch run is completed and available in the processing run page when all the input product(s) and output(s) combinations are successfully added and batch is submitted.



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	---	200 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	200.00 kg	66.67%

Submit

After submission, inventory of the sell product is increased and inventory of buy product is decreased.



qa-fsctrace.fsc.org/en/batch

Home / Processing Run Batch

Processing Runs

+ Single Upload

Export Delete

Transaction Date	FSC Processing Run ID	Status
11/12/2025	bc29c34a-78b7-44d7-8809-5d5ab477365b	Active View

Document Library

The documents can be stored within Trace and then can be reused easily (attaching) to transactions.

FSC Trace

Dashboard Sandbox Mode English Machine Translations not reviewed by FSC

Stocks Trades Data Analytics

Home / Document Library

Document Library

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

Add a Document +

Document Name Show Archives View

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

0 of 1 row(s) selected. Rows per page 10 Page 1 of 1 Support

Harvesting Blocks

The harvesting blocks can be stored within Trace and then can be reused easily (attaching) to transactions.



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.

Block Name

Show Archives

Download

View

<input type="checkbox"/>	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

Navigation

Support

Data Sharing

It is possible in FSC Trace to request and share data with trading partners. There is also the possibility to manage access and sharing permissions.

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

<input type="checkbox"/>	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

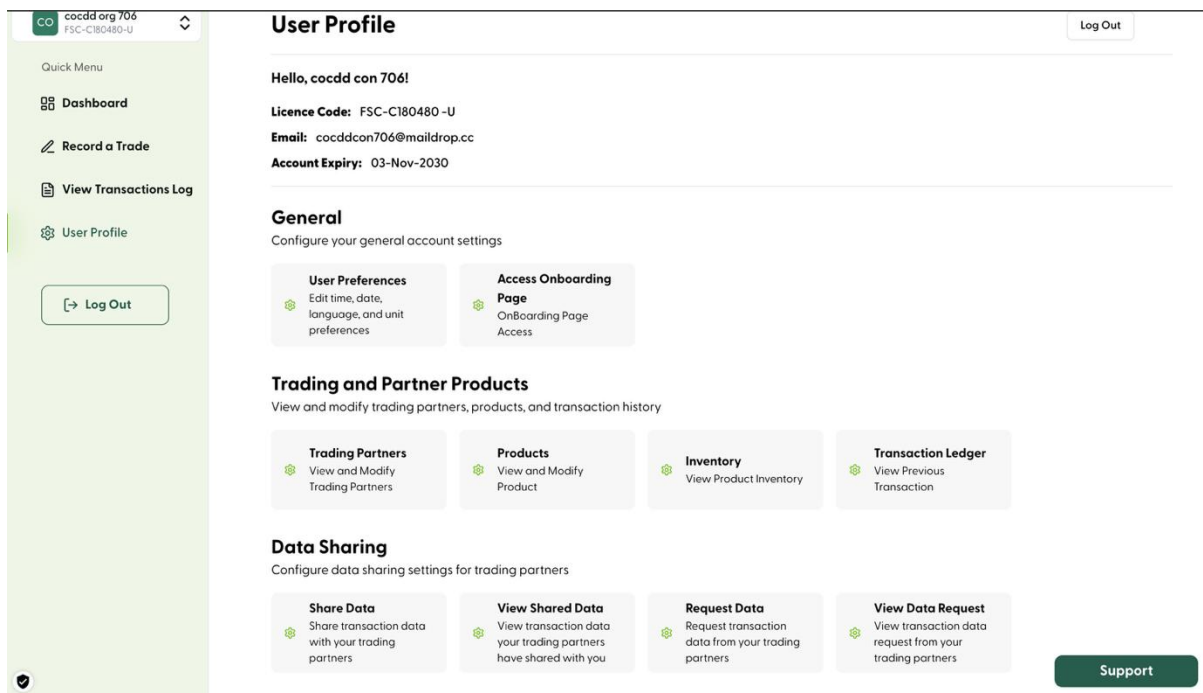
Setting(s)

The setting(s) can be accessed from the left panel of FSC Trace. There are settings related to:

- User preferences
 - Date and Time
 - Weight, Volume, Preferred Unit
- EUDR
 - Username
 - API Key
- Onboarding
 - Onboarding content

Note: For the two sections, there will be redirect to main pages.

- Product and Trading Partners
- Data Sharing



The screenshot displays the 'User Profile' page in the FSC Trace application. The interface includes a left-hand navigation menu with options: Quick Menu, Dashboard, Record a Trade, View Transactions Log, and User Profile (which is currently selected). A 'Log Out' button is located at the bottom of this menu. The main content area is titled 'User Profile' and features a 'Log Out' button in the top right corner. Below the title, a greeting 'Hello, cocdd con 706!' is shown, followed by account details: 'Licence Code: FSC-C180480-U', 'Email: cocddcon706@maildrop.cc', and 'Account Expiry: 03-Nov-2030'. The 'General' section, which allows for configuring general account settings, contains two cards: 'User Preferences' (for editing time, date, language, and unit preferences) and 'Access Onboarding Page' (for onboarding page access). The 'Trading and Partner Products' section, for viewing and modifying trading partners, products, and transaction history, includes four cards: 'Trading Partners' (view and modify trading partners), 'Products' (view and modify product), 'Inventory' (view product inventory), and 'Transaction Ledger' (view previous transaction). The 'Data Sharing' section, for configuring data sharing settings for trading partners, includes four cards: 'Share Data' (share transaction data with trading partners), 'View Shared Data' (view transaction data shared with trading partners), 'Request Data' (request transaction data from trading partners), and 'View Data Request' (view transaction data request from trading partners). A 'Support' button is located in the bottom right corner of the page.