

## Tracing Fair Stone User's Guide for Suppliers

Tracing Fair Stone is the software that ensures the traceability of Fair Stone Products. **Each consignment that shall be labelled with Fair Stone has to be entered into the software.** The entry starts with the ordering of natural stone products. Each additional processing step is entered into the system. After Fair Stone approves the production, an individual barcode is generated for each consignment.

Tracing Fair Stone system enables Fair Stone, municipalities and the public procurement as well as private customers to trace from where the Fair Stone products originate.

### 1.) Start the program

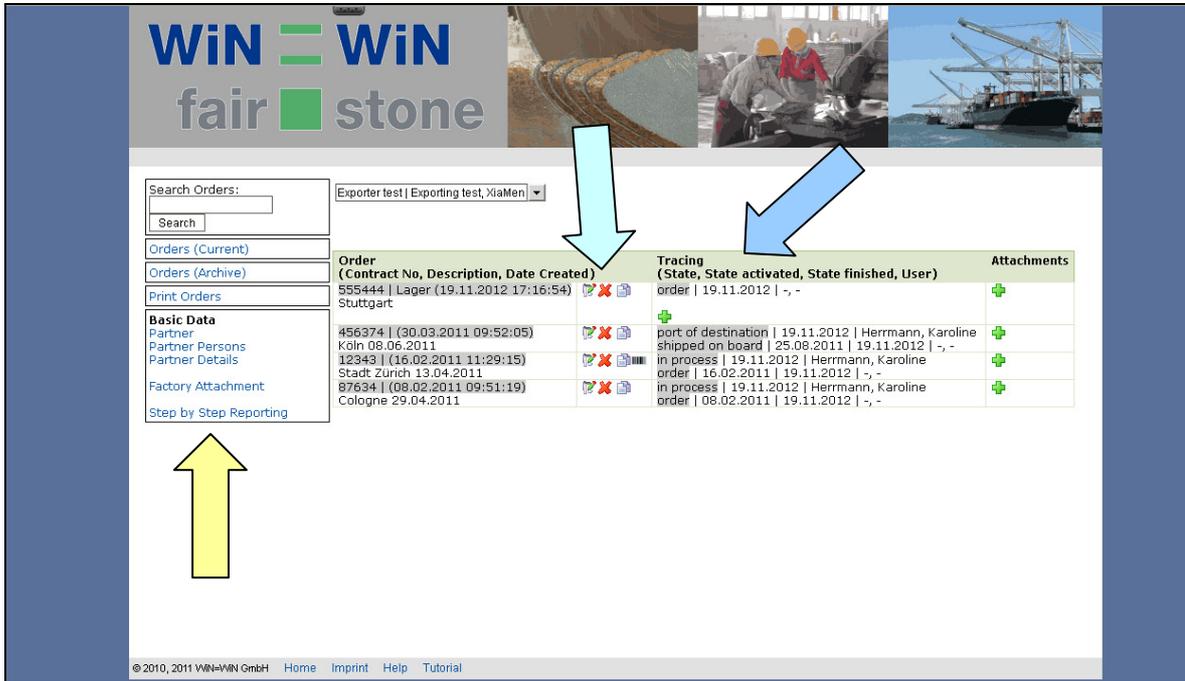
<http://www.tracingfairstone.com>

The screenshot shows a web browser window with the title "Win-Win Tracing Fair Stone". The page features the "WIN = WIN fair stone" logo at the top left. To the right of the logo are three small images: a stone surface, workers in a quarry, and a large ship. Below the logo is a search bar with the text "Search Orders:" and a "Search" button. The main content area is a login form titled "Welcome to Tracing Fair Stone." It contains two input fields: "User ID or E-Mail" and "Password", followed by a "Login" button. Below the login form is a "Send Password" button and a note: "If you have forgotten your password please enter your email address in field 'User ID or E-Mail' and press button 'Send Password'. You will receive your password via email." At the bottom of the page, there is a footer with the text "© 2010, 2011 WIN-WIN GmbH" and links for "Home", "Imprint", "Help", and "Tutorial".

Login with your User ID and Password.

If you have forgotten your Password you can enter your User ID or email address and press the **Send Password** button. Your password will be sent to your email address.

## 2.) Overview



| Order<br>(Contract No, Description, Date Created)        | Tracing<br>(State, State activated, State finished, User) | Attachments |
|--|---|-------------|
| 555444   Lager (19.11.2012 17:16:54)<br>Stuttgart        | order   19.11.2012   -, -                                 | +           |
| 456374   (30.03.2011 09:52:05)<br>Köln 08.06.2011        | port of destination   19.11.2012   Herrmann, Karoline     | +           |
| 12343   (16.02.2011 11:29:15)<br>Stadt Zürich 13.04.2011 | shipped on board   25.08.2011   19.11.2012   -, -         | +           |
| 87634   (08.02.2011 09:51:19)<br>Cologne 29.04.2011      | in process   19.11.2012   Herrmann, Karoline              | +           |
|  | order   16.02.2011   19.11.2012   -, -                    | +           |
|  | in process   19.11.2012   Herrmann, Karoline              | +           |
|  | order   08.02.2011   19.11.2012   -, -                    | +           |

After login you are automatically directed to the overview page (button **Orders (Current)** will always bring you there).

All current orders are listed here as well as the tracing status.

You can:

- Edit / Add: 
- Delete: 
- Copy: 
- ...your current orders by pressing the respective button.
- Update the tracing status by clicking on the 
- Navigate to other applications (see yellow arrow above).

Please click on  to edit the order.

### 3.) Edit an order

|   |   |                                    |                                      |
|---|---|------------------------------------|--------------------------------------|
| Exporter test   Exporting test, XiaMen    |   |                                    |                                      |
| <b>Add / Edit Delivery 1 / 8</b>          |   |                                    |                                      |
| Order No.                                 | 555444  | Total Volume (m <sup>2</sup> or t) | 127 t                                |
| Packaging Units                           |   | Container Number                   |                                      |
| Production Date                           |   | Arrival Date                       |                                      |
| Final Customer                            | Stuttgart   | Interim Storage                    |                                      |
| Description                               | Lager   | Arrived with Logo                  | No / Nein                            |
| Importer                                  | stone test   stone test, -  | Exporter                           | Exporter test Exporting test, XiaMen |
| <input type="button" value="Save 1 / 8"/> |   |                                    |                                      |
| Material                                  | G603  |                                    |                                      |
| Product Group                             | (Polished) products for interior use - (Polierte) Ware für den Innenbereich | Product                            | Modular tiles - Fliesen EN 12057     |

**Only the partner has the possibility to create new orders.** The completion of the form is carried out in eight entries. The supplier only completes *Entries 1, 5, 6, 7*.

In *Entry 1* the following details have to be added by the supplier:

- Packaging Units
- Start of Production (Production Date)
- Arrival Date (assumed)

By pressing **Save 1 / 8** you will reach the next input option **5 / 8**, as *entries 2, 3, 4* and *8* are completed by the partner.

|   |   |                                    |                                      |
|---|---|------------------------------------|--------------------------------------|
| Exporter test   Exporting test, XiaMen  |   |                                    |                                      |
| <b>Add / Edit Delivery 5 / 8</b>  |   |                                    |                                      |
| Order No.   | 555444  | Total Volume (m <sup>2</sup> or t) | 127t                                 |
| Packaging Units   | 12  | Container Number                   |                                      |
| Production Date   | 19.11.2012  | Arrival Date                       |                                      |
| Final Customer  | Stuttgart   | Interim Storage                    |                                      |
| Description   | Lager   | Arrived with Logo                  | No / Nein                            |
| Importer  | stone test stone test, -  | Exporter                           | Exporter test Exporting test, XiaMen |
| Material  | G603  |                                    |                                      |
| Product Group   | (Polished) products for interior use - (Polierte) Ware für den Innenbereich | Product                            | Modular tiles - Fliesen EN 12057     |
| Factory   | FS123   Stone test, -   | Quarry                             |                                      |
| <input type="button" value="Save 5 / 8"/> <input type="button" value="Back"/> |   |                                    |                                      |

Press **Back** to return to the previous entry. Press **Save x / 8** to save your entries.

#### 4.) Updating the tracing status

The updating of the tracing status is mandatory. After the entry has been saved the status of the order automatically becomes **order**.

|   |  |  |   |
|---|--|--|---|
| <a href="#">Orders (Current)</a><br><a href="#">New Order</a><br><a href="#">Orders (Archive)</a><br><a href="#">Print Orders</a><br><b>Basic Data</b><br><a href="#">Partner</a><br><a href="#">Partner Persons</a><br><a href="#">Partner Details</a> | <b>Order</b><br><b>(Contract No, Description, Date Created)</b><br>555444   Lager (19.11.2012 17:16:54)<br>Stuttgart<br>456374   (30.03.2011 09:52:05)<br>Köln 08.06.2011<br>12343   (16.02.2011 11:29:15)<br>Stadt Zürich 13.04.2011<br>6789   (07.02.2011 12:11:2012   - | <b>Tracing</b><br><b>(State, State activated, State finished, User)</b><br>order   19.11.2012   -, -<br> port of destination   19.11.2012   Herrmann<br>shipped on board   25.08.2011   19.11.2012<br>in process   19.11.2012   Herrmann, Karoline<br>order   16.02.2011   19.11.2012   -, -<br>in process   12.11.2012   Herrmann, Karoline |    |
|---|--|--|---|

Now it is the supplier's task to complete all missing information. When all compulsory fields (Order No., Total Vol., Packaging Units, Production Date, Final Customer, Importer, Exporter, Material, Product Group, Product, Factory, Port) are completed, the status of the order can be updated.

For this, please press the  symbol in the tracing column.

The supplier has to indicate the following steps by changing the status to:

- In process: The order is being processed.
- Shipped on board: The order is completed and is being shipped.

Note: Between updating the status **in process** to **shipped on board** a certain amount of time has to pass by so that the goods can be produced, packed and shipped. Meanwhile, we can control the production process.

Once the shipment has reached Europe, the partner should update the status. When the status **delivered** has been selected, the order is automatically moved to Archive (see: **Orders (Archive)**). The Archive can be viewed by pressing on the link in the left hand column.

|   |   |   |                    |
|---|---|---|--------------------|
| Search Orders:<br><input type="text" value="stone test   stone test, -"/><br><input type="button" value="Search"/><br><a href="#">Orders (Current)</a><br><a href="#">New Order</a><br><a href="#">Orders (Archive)</a><br><a href="#">Print Orders</a><br><b>Basic Data</b><br><a href="#">Partner</a><br><a href="#">Partner Persons</a><br><a href="#">Partner Details</a> | <b>Order</b><br><b>(Contract No, Description, Date Created)</b><br>54321   Test (12.11.2012 11:32:24)<br>Stuttgart<br>6789   Test (12.11.2012 11:29:38)<br>Stuttgart 14.08.2012 | <b>Tracing</b><br><b>(State, State activated, State finished, User)</b><br>delivered   12.11.2012   Herrmann, Karoline<br>port of destination   12.11.2012   12.11.2012   Herrmann,<br>Karoline<br>shipped on board   12.11.2012   12.11.2012   Herrmann, Karoline<br>in process   29.10.2012   12.11.2012   -, -<br>order   29.10.2012   29.10.2012   -, -<br>in process   12.11.2012   Herrmann, Karoline<br>order   07.02.2011   12.11.2012   -, - | <b>Attachments</b> |
|---|---|---|--------------------|

## 5.) Barcodes

Each consignment has to be labelled with a barcode. The barcodes are generated automatically, once the order status is upgraded to "in process" and it is approved by Fair Stone.

| Order<br>(Contract No, Description, Date Created)        | Ordering<br>Date, State activated, State finished, User)  | Attach |
|--|---|--------|
| 555444   Lager (19.11.2012 17:16:54)<br>Stuttgart        | Order   19.11.2012   -, -   | +      |
| 456374   (30.03.2011 09:52:05)<br>Köln 08.06.2011        | Order of destination   19.11.2012   Herrmann, Karoline<br>shipped on board   25.08.2011   19.11.2012   -, - | +      |
| 12343   (16.02.2011 11:29:15)<br>Stadt Zürich 13.04.2011 | in process   19.11.2012   Herrmann, Karoline<br>order   16.02.2011   19.11.2012   -, -                      | +      |
| 87634   (08.02.2011 09:51:19)<br>Cologne 29.04.2011      | in process   19.11.2012   Herrmann, Karoline<br>order   08.02.2011   19.11.2012   -, -                      | +      |

To access the barcode, the partner or supplier presses the  symbol in the overview window. This will open another page from which a PDF document with the barcodes can be downloaded by pressing the link displayed:



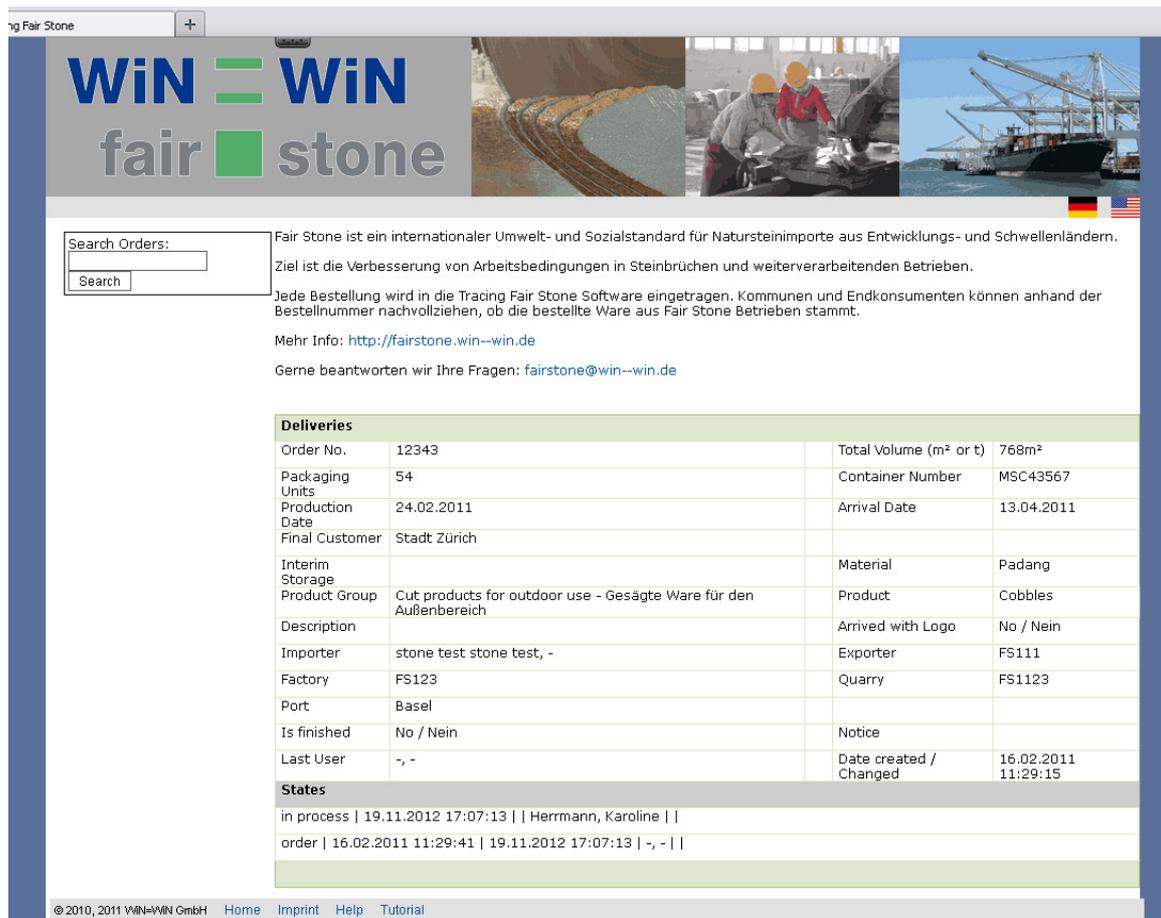
For each packaging unit of the consignment a QR-Code will be generated. The supplier has to attach to each unit.



## 6.) Control of consignments

The barcode can be scanned by every Smartphone (with appropriate QR-scanning application) or barcode-reader.

After entering the Order Number on the public tracing homepage or scanning the barcode, the user will see the order as displayed below:



Search Orders:



Fair Stone ist ein internationaler Umwelt- und Sozialstandard für Natursteinimporte aus Entwicklungs- und Schwellenländern. Ziel ist die Verbesserung von Arbeitsbedingungen in Steinbrüchen und weiterverarbeitenden Betrieben. Jede Bestellung wird in die Tracing Fair Stone Software eingetragen. Kommunen und Endkonsumenten können anhand der Bestellnummer nachvollziehen, ob die bestellte Ware aus Fair Stone Betrieben stammt.

Mehr Info: <http://fairstone.win--win.de>

Gerne beantworten wir Ihre Fragen: [fairstone@win--win.de](mailto:fairstone@win--win.de)

| Deliveries   |  |                                    |                     |
|--|--|------------------------------------|---------------------|
| Order No.  | 12343  | Total Volume (m <sup>2</sup> or t) | 768m <sup>2</sup>   |
| Packaging Units  | 54   | Container Number                   | MSC43567            |
| Production Date  | 24.02.2011   | Arrival Date                       | 13.04.2011          |
| Final Customer   | Stadt Zürich   |                                    |                     |
| Interim Storage  |  | Material                           | Padang              |
| Product Group  | Cut products for outdoor use - Gesägte Ware für den Außenbereich |                                    |                     |
| Description  |  | Product                            | Cobbles             |
| Importer   | stone test stone test, -   | Arrived with Logo                  | No / Nein           |
| Factory  | FS123  | Exporter                           | FS111               |
| Port   | Basel  | Quarry                             | FS1123              |
| Is finished  | No / Nein  | Notice                             |                     |
| Last User  | -, -   | Date created / Changed             | 16.02.2011 11:29:15 |
| States   |  |                                    |                     |
| in process   19.11.2012 17:07:13     Herrmann, Karoline  |  |                                    |                     |
| order   16.02.2011 11:29:41   19.11.2012 17:07:13   -, - |  |                                    |                     |

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