

## Tracing Fair Stone User's Guide for Partners

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. The Tracing Fair Stone system enables Fair Stone, municipalities and public procurement as well as private customers to follow 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 for "User ID or E-Mail" and "Password", a "Login" button, and a "Send Password" button. A note below the fields states: "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





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

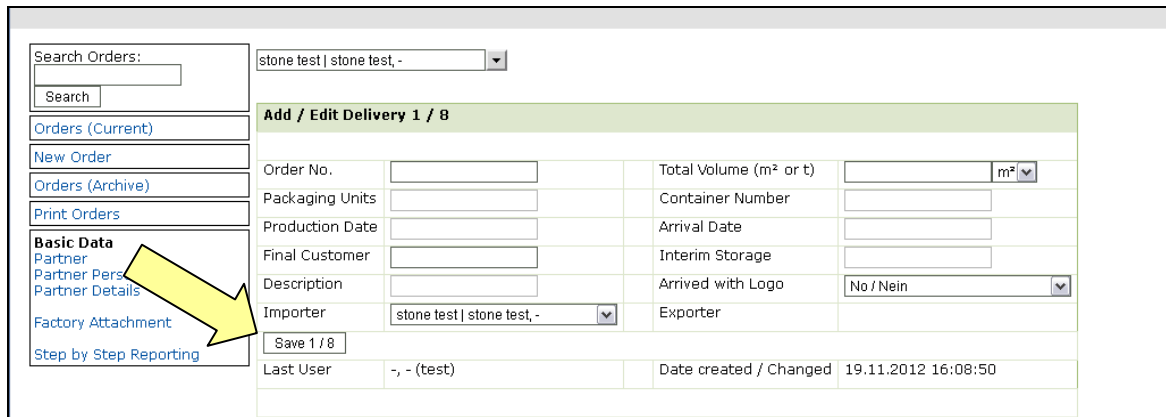
All current orders are listed here as well as the tracing status.

You can:

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

Now press **New Order** on the left side column to create a new order.

### 3.) Entering a new order



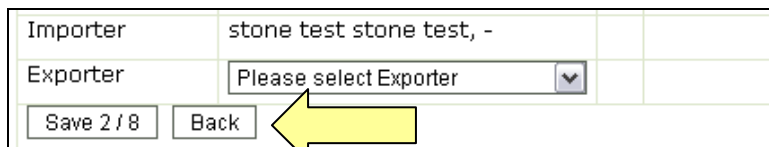
**Only the partner has the possibility to create new orders.** The completion of the form is carried out in eight entries. Your supplier only completes *Entries 1, 5, 6, 7*.

Following details are compulsory (black framed fields) in *Entry 1*:

- Order Number (Order No.)
- Total Volume in tons or m<sup>3</sup>
- Final Customer or Interim Storage

By pressing **Save 1 / 8** you will reach the next input option.

#### *Entry 2: Exporter*



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



*Entry 3:* (Material) and *4* (Product Group and Product) are mandatory entries.

*Entry 5* (Factory), *6* (Quarry), *7* (Port) and *8* (Notice, voluntary information) has to be added by the supplier, as well as the missing, necessary information from *Entry 1*: Packaging Units, Start of Production (Production Date) and Arrival Date.

#### 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> <a href="#">New Order</a> <a href="#">Orders (Archive)</a> <a href="#">Print Orders</a> <b>Basic Data</b> <a href="#">Partner</a> <a href="#">Partner Persons</a> <a href="#">Partner Details</a>	<b>Order</b> <b>(Contract No, Description, Date Created)</b> 555444   Lager (19.11.2012 17:16:54) Stuttgart <hr/> 456374   (30.03.2011 09:52:05) Köln 08.06.2011 12343   (16.02.2011 11:29:15) Stadt Zürich 13.04.2011 87654   (08.08.2011 09:51:18)	<b>Tracing</b> <b>(State, State activated, State finished, User)</b> order   19.11.2012   -, - <hr/>  port of destination   19.11.2012   Herrmann shipped on board   25.08.2011   19.11.2012 in process   19.11.2012   Herrmann, Karoline order   16.02.2011   19.11.2012   -, - in process   19.11.2012   Herrmann, Karoline
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Now it is your 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. One can select between the following statuses one after the other:

- Port of Destination: The consignment has reached the destination port.
- Delivered: The consignment has been delivered to the destination.


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

Search Orders: <input type="text"/> <input type="button" value="Search"/> <a href="#">Orders (Current)</a> <a href="#">New Order</a> <a href="#">Orders (Archive)</a> <a href="#">Print Orders</a> <b>Basic Data</b> <a href="#">Partner</a> <a href="#">Partner Persons</a> <a href="#">Partner Details</a>	stone test   stone test, - <hr/> <b>Order</b> <b>(Contract No, Description, Date Created)</b> 54321   Test (12.11.2012 11:32:24) Stuttgart <hr/> 6789   Test (12.11.2012 11:29:38) Stuttgart 14.08.2012	<b>Tracing</b> <b>(State, State activated, State finished, User)</b> delivered   12.11.2012   Herrmann, Karoline port of destination   12.11.2012   12.11.2012   Herrmann, Karoline shipped on board   12.11.2012   12.11.2012   Herrmann, Karoline in process   29.10.2012   12.11.2012   -, - order   29.10.2012   29.10.2012   -, - in process   12.11.2012   Herrmann, Karoline order   07.02.2011   12.11.2012   -, -	<b>Attachments</b>
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## 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 (Contract No, Description, Date Created)	Ordering Date, State activated, State finished, User)	Attach
555444   Lager (19.11.2012 17:16:54) Stuttgart	Order   19.11.2012   -, -	+
456374   (30.03.2011 09:52:05) Köln 08.06.2011	Order of destination   19.11.2012   Herrmann, Karoline shipped on board   25.08.2011   19.11.2012   -, -	+
12343   (16.02.2011 11:29:15) Stadt Zürich 13.04.2011	in process   19.11.2012   Herrmann, Karoline order   16.02.2011   19.11.2012   -, -	+
87634   (08.02.2011 09:51:19) Cologne 29.04.2011	in process   19.11.2012   Herrmann, Karoline 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:

Barcode-Label:  
[38\\_20121119\\_173959\\_TFS.pdf](#)

Zurück / back

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

+  
**WiN = WiN**  
**fair stone**

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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