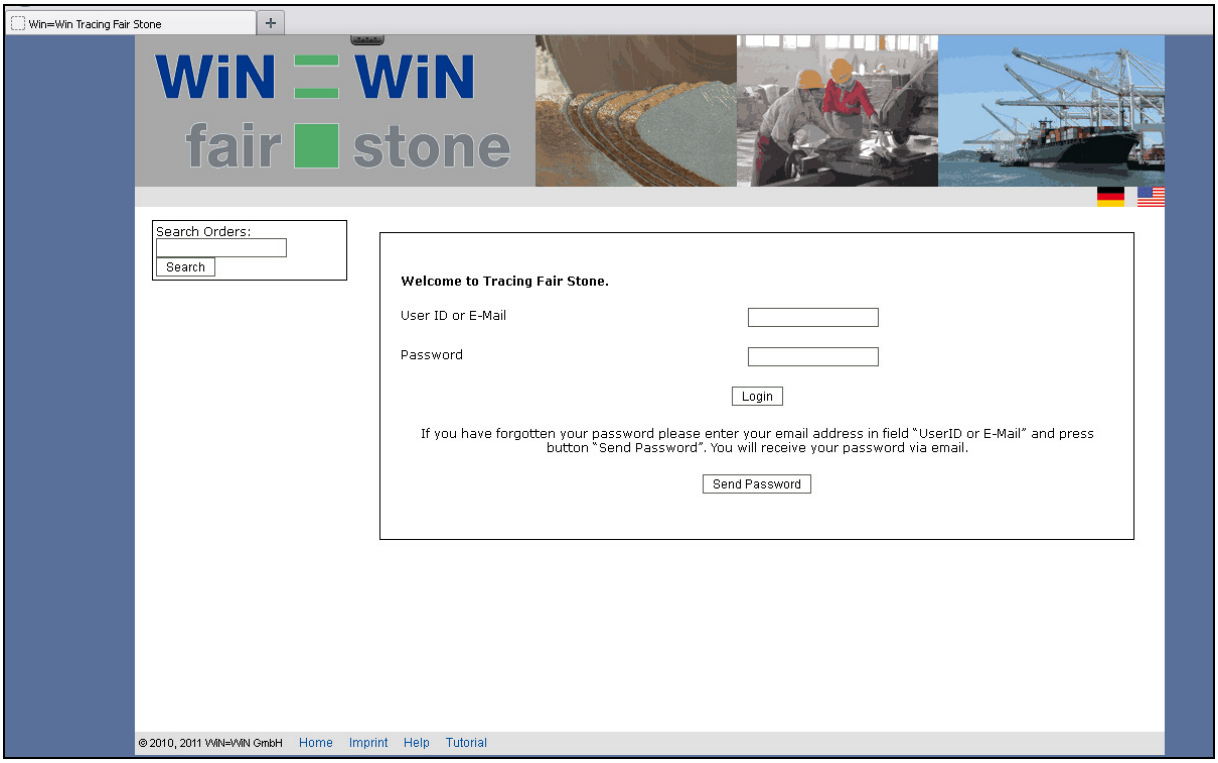
Tracing Fair Stone
User's Guide for Suppliers

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

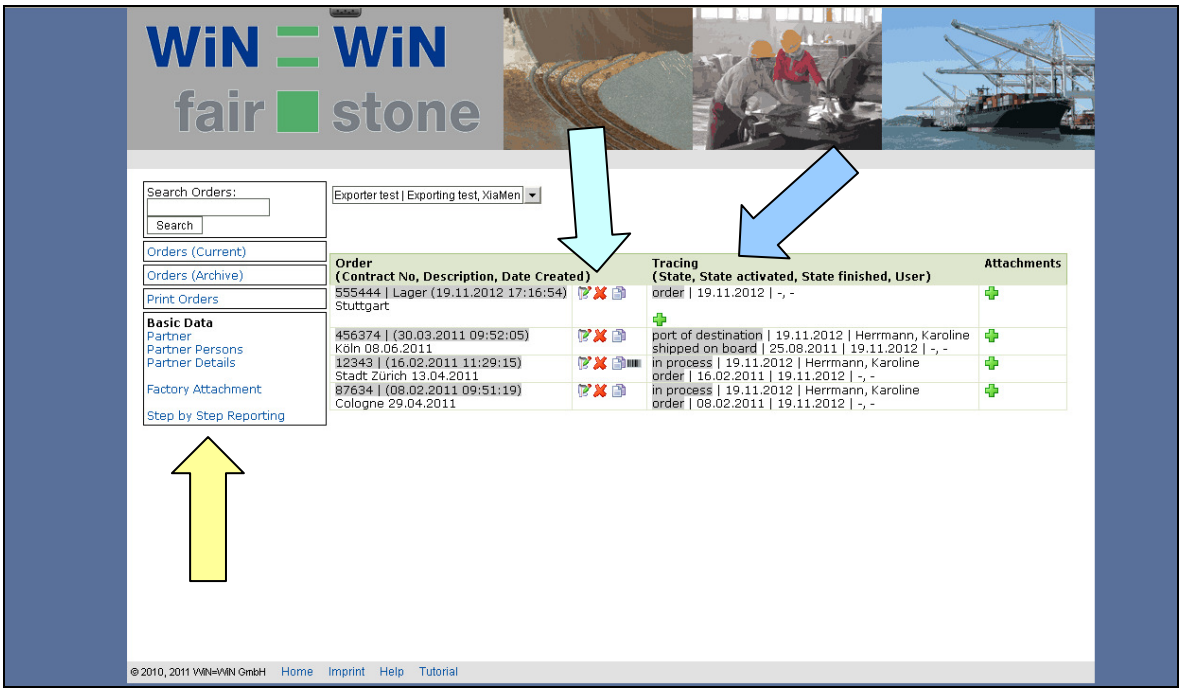
http://www.tracingfairstone.com



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



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:

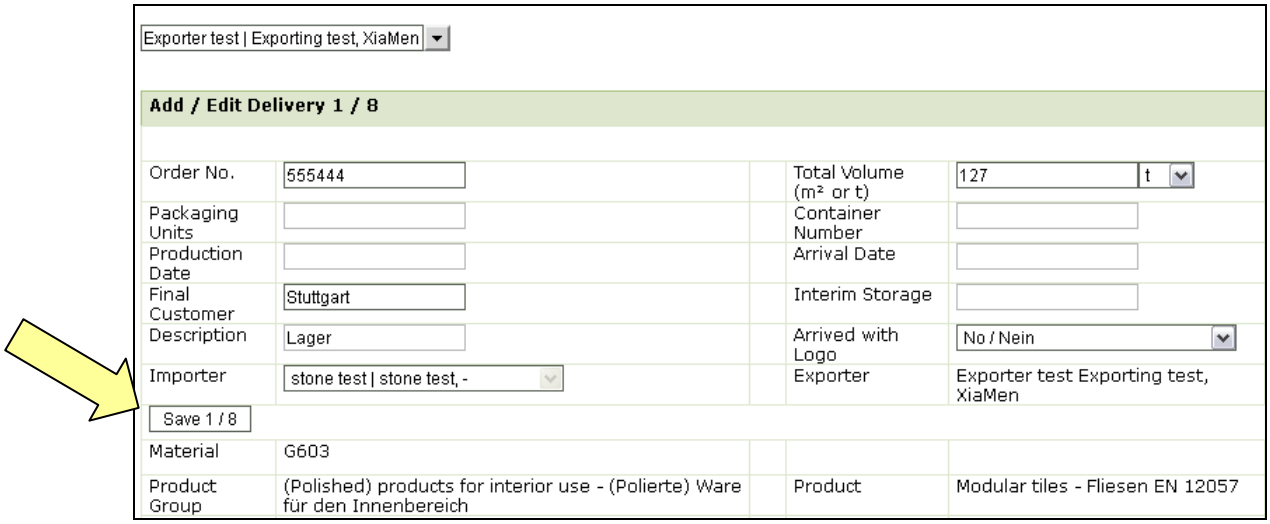
  Delete:

  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).

Please click on to edit the order.

3.) Edit an order

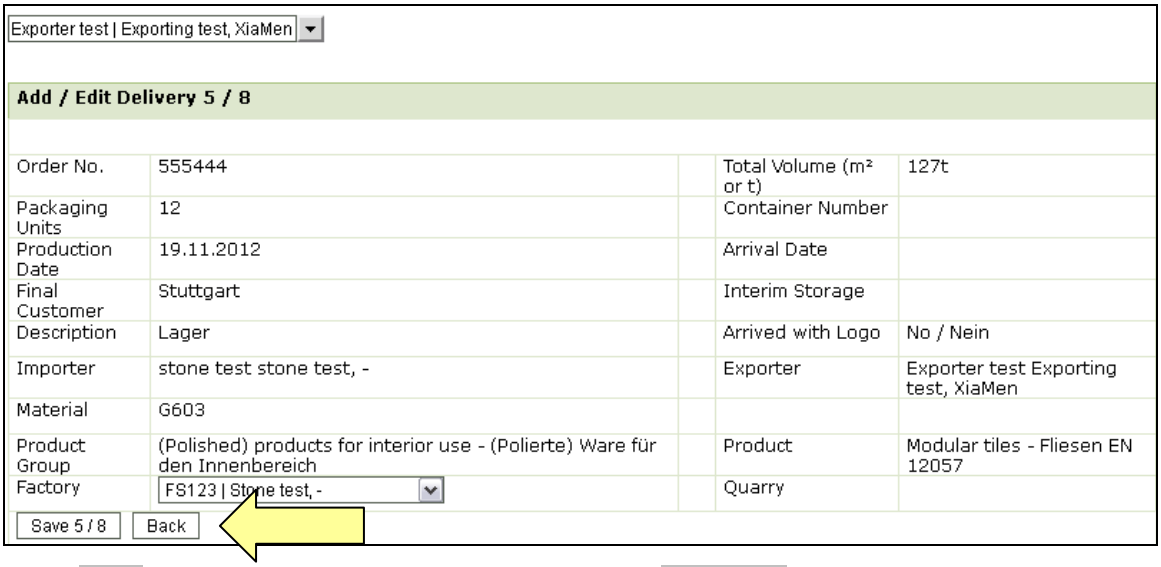


Only the partner has the possibility to create new orders. The completion of the form is carried out in eight entries. The supplier only completes *Entries 1, 5, 6, 7.*

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

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

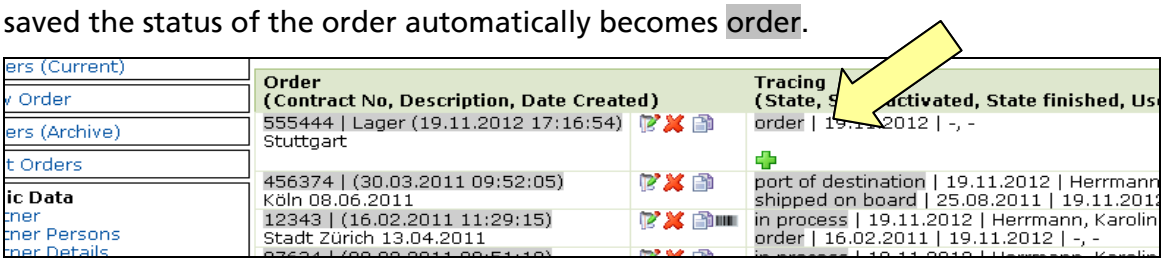
By pressing Save 1 / 8 you will reach the next input option 5 / 8, as *entries 2, 3, 4* and *8* are completed by the partner.



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.



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.

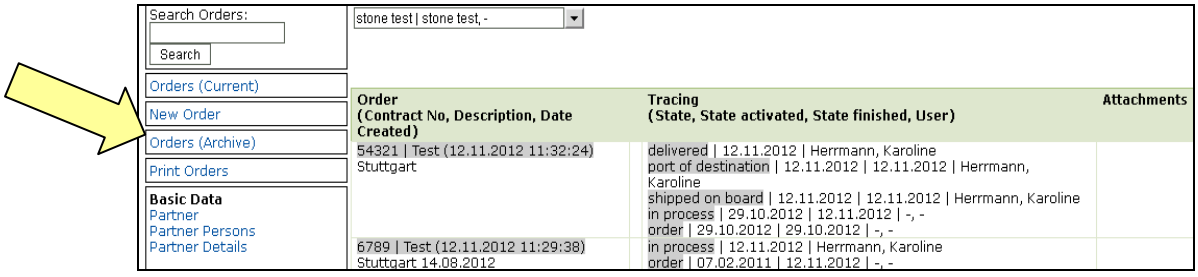
For this, please press the symbol in the tracing column.

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.

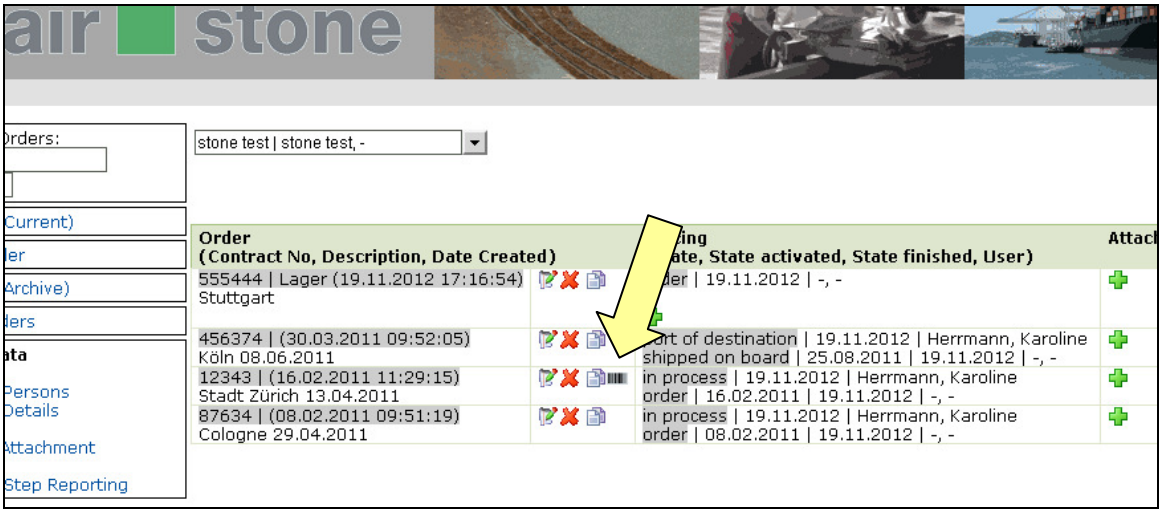
Note: Between updating the status in process to shipped on board a certain amount of time has to pass by so that the goods can be produced, packed and shipped. Meanwhile, we can control the production process.

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.



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.



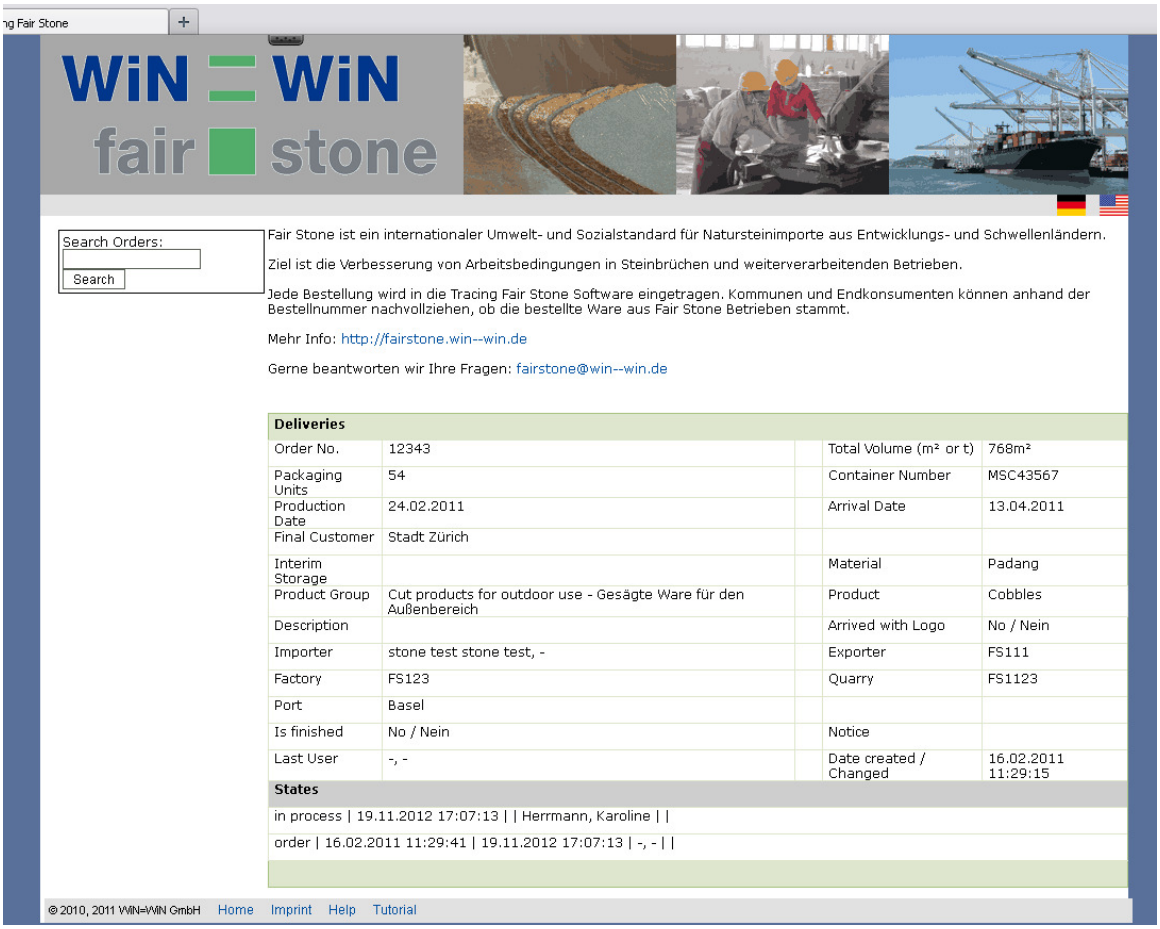
To access the barcode, the partner or supplier presses the symbol in the overview window. This will open another page from which a PDF document with the barcodes can be downloaded by pressing the link displayed:

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:

Search

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

Deliveries			
Order No.	12343	Total Volume (m² or t)	768m²
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	Product	Cobbles
Description		Arrived with Logo	No / Nein
Importer	stone test stone test, -	Exporter	FS111
Factory	FS123	Quarry	FS1123
Port	Basel		
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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