



Brand User Manual

JULY, 2024

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K



GlobalTrace

Table of contents

- + Introduction to the platform
- + Creating your account
- + Onboarding
- + View/Add supplier
- + Supplier risk assessment
- + Trace Product
- + Corrective Action Plan
- + My Profile- Edit Profile, User Management
- + Forgot Password



Introduction to the platform

+ Application can be accessed from the below URL

<https://globaltrace.uat.dgnx.io/sign-in>

Subject: Shams Abubacker invite you to join Global Trace Supply Chain



Hi Mohamed Adel,

You have been invited to join Global Trace Supply Chain by Shams Abubacker (shams.abubacker@diginex.com)

Click [here](#) to verify your email and get started.

Have a great day!

Welcome!

Your password should be at least 8 characters and include all of the following - one letter, one capital letter, one number, one special character

Password ⓘ

Confirm password

Sign Up

Creating your Account

- + On receipt of the invitation from GT, please click the link
- + Setup password
- + Follow the guidelines on how to create a strong password
- + On successful sign-up, you will begin process of onboarding

Let us know a little more about you

Brand

Brand / Retailer Name

Nike

Logo



Business Registration number

DE178HG2

Corporate headquarters

Country

Germany

Province/State

Berlin

District

Biesdorf

Street Address

23, Berlin Road

Save changes

Onboarding: My Profile

- + Input basic details such as name, business registration number, logo
- + Corporate Headquarters – detailed address

Add new supplier

Business Name

Q

Abdullah Ginner

Business Registration number

CX002

OS ID

PK2023325C6WA48

Type

Ginner

First name

Mohamed

Last name

Abdullah

Email

mohamed-ginner@gmail.one

Supplier's Immediate Business Partners

Q

Please select business partners that supplier work with directly

Cancel

Add

Add Supplier

- + Suppliers can be added individually or bulk import
- + List of suppliers with their type, Business name, Risk Assessment, Business Reg. no, Open Supply Hub ID and Latest activity
- + Delete supplier by clicking 'Remove'

Business Name ↕	Risk Assessment ↕	Business Reg. No	OS ID	Type	Last activity ↕	
Bony Tekstil Isletmeleri A.S.	<div><div></div></div>			Ginner	08/07/2024 11:57	<div><div>Edit</div><div>Remove</div></div>
Adeel Cloth	<div><div></div></div>	EK005	PK2019172Q848RM	Fabric Mill	08/04/2024 15:37	<div><div>Edit</div><div>Remove</div></div>



Do you really want to remove this supplier ?

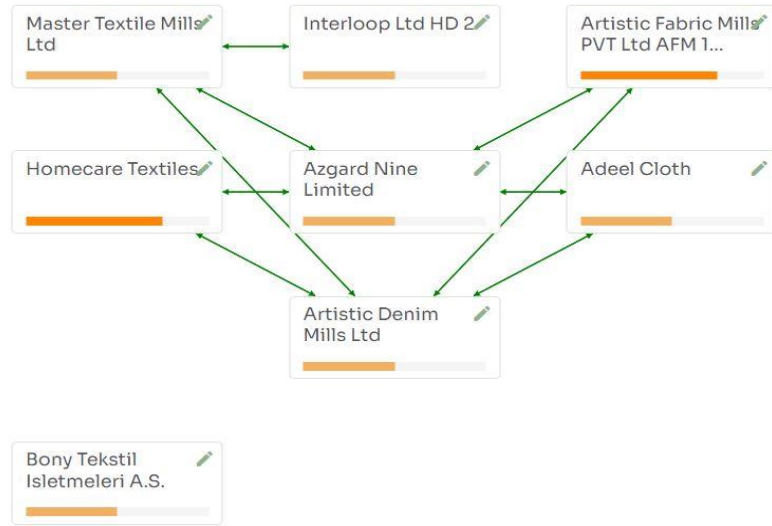
Note: This action cannot be undone

Yes, delete

Cancel

View supplier – Map view

- + Map view shows relationship between suppliers in the value chain
- + Click on any box to view detailed risk assessment



←

Garden Remedies

Extreme

High

Medium

Low

General Information

Compliance History

Overall risk

EXTREME

Business Reg. Number:

1234567-8

Type:

Ginner

Country:

Pakistan

Phone:

+92 0319-7654321

Certification:

Organic cotton

Address:

3214 Jagganwala Rd, Hafizabad, Pakistan

Top 4 issue identified

Safe & Healthy Work Environment

Workers are punished if they remove themselves from dangerous work situations

Labor

Retention of identity documents

Confiscation of worker identity documents.

Labor

Product Documentation

Incomplete documentation on purchases

Due Diligence Management System

Safe & Healthy Work Environment

No freedom to resign in accordance with legal requirements

Labor

External risk indicators (2)

Country based risk

Pakistan

Good produced with

Child labor

Supplier risk assessment

- + **General Information** – Shows summary of top 4 issues, list of external risk indices, demographic information and overall risk
- + **External risk indices** – Click view details to find the URL and detailed description of each external risk source

Compliance History

- + List of all incident reports from all sources – SAQ's, Assessment (ESG) users, external risk indices
- + Category on left and corresponding reports on the right pane
- + Click 'Download' to get PDF version of detailed risk assessment
- + Assign Corrective action plan to suppliers

← Homecare Textiles. EXTREME HIGH MEDIUM LOW


General Information Compliance History

Filter Download

Labor	<div>Forced labor</div> <div>Goods produced with forced labor (ILAB List of Goods) Assign CAP</div>
Due Diligence Management System	<div>Abusive working and living conditions</div> <div>Accommodation provided by facility or recruiter Assign CAP</div> <div>Bonded labor Assign CAP</div>

Add new order ✕

Supplier


 Master Textile Mills Ltd

[Add new supplier](#)

Purchase Order Number

AL4668

Purchase Date

24/07/2024 

Product description

Cotton shirts

Quantity

200

Invoice number

Packing List number

Cancel

Add

Create order

- + New order can be created by submitting
 - Purchase order number
 - Product description
 - Product quantity
 - Purchase date and Purchase Order/Invoice/Packing List number
- + An order is required to begin product trace

Edit order ×

Supplier

Purchase Order Number

Purchase Date

Product description

Quantity


Invoice number

Packing List number

Delete

Cancel

Save changes



Do you really want to remove this order?
Note: This action cannot be undone

Yes, delete

Cancel

Edit/Delete order

- + Edit details of an existing order
- + Delete an order

Trace an order

- + Display summary of order details at the top of the page
- + Add business partners by clicking 'Add another supplier'
 - Add as much information as you know
- + Once all details have been input, click 'Begin Trace'
- + System will find all transactions through the chain based on purchase date and purchase order number/Invoice number and Packing list number
 - If there is no match based on input data, then system will display all transactions within 2 weeks period from purchase date for each supplier type
 - System displays error alert if unable to make any connections



Results of Trace

+ Tracing table shows the following information for transaction based on the search criteria

- Business Name - Name of the facility
- Purchase date of transaction
- Category - Supplier mapping(user added)/Traced
- Available documents - Supporting documents uploaded during purchase/sale transaction
- Risk assessment - overall risk of the facility

Tracing result				Export PDF file
Business Name ↕	Purchase ↕	Category ↕	Available documents	Risk Assessment
Mitho Lakhan	30/11/2023	Traced	N/A	<div><div></div></div>
Mitho Lakhan-005	02/12/2023	Traced	N/A	<div><div></div></div>
Mitho Lakhan-003	03/12/2023	Traced	N/A	<div><div></div></div>
Master Textile Mills Ltd	18/12/2023	Traced	⬇ Packing List, Invoice, Purchase Proofs	<div><div></div></div>
Master Textile Mills Ltd	18/12/2023	Traced	⬇ Packing List, Invoice, Purchase Proofs	<div><div></div></div>
Mitho Lakhan-003	20/12/2023	Traced	N/A	<div><div></div></div>
Mitho Lakhan-003	20/12/2023	Traced	N/A	<div><div></div></div>
Mitho Lakhan	20/12/2023	Traced	N/A	<div><div></div></div>

Corrective Action Plan ×

Labor ● Draft

Abusive working and living conditions

Accommodation provided by facility or recruiter


25/07/2024 08:09 **ADMIN** There have been reports of abusive labour working conditions in the facility!

Actions

Please conduct a 3rd party audit!

Target completion date

31/07/2024 📅

 Nike.jpg ×

🗑️ Remove all

Assign Corrective Action Plan

- + Click 'Assign CAP' against any incident report
- + Input detailed corrective actions and set target completion date
- + After submit, CAP will be assigned to the facility

Corrective Action Plan

- + View all CAP records with their status and target completion date
- + Click on CAP record to view detailed information with actions, communication exchange and target completion date
- + CAP can be approved after satisfied with actions taken by the facility
- + After the CAP resolution, new risk level is assigned

Status ▾	Organization	Target completion date ▾	Last activity ▾	Update risk assessment
In progress	Interloop Ltd HD 2	24/06/2024	08/07/2024	
Resolved	Interloop Ltd HD 2	18/06/2024	19/06/2024	LOW

Corrective Action Plan

Freedom of Association

In progress

Collective bargaining

Collective bargaining agreements not in effect in the enterprise

25/06/2024 08:17

CAP

Corrective Action Plan assigned by Takreer Enterprises

06/12/2023 13:38

ADMIN

This is a request for annual audit of this facility. Please investigate and submit report. There have been concerns regarding child labor and age identity!

Actions

Please ensure union leader is formed and union operations are allowed within facility as this ensures health work life balance for workers and fulfilment for the company

Target completion date

24/06/2024

TAKREER ENTERPRISES

Business Registration Number

AI67I

تكرير
TAKREER
شركة أبوظبي لتكرير النفط
We Refine Right

Edit your profile

User management

Corporate headquarters

Country

Poland

Province/State

Lesser Poland Voivodeship

District

Bielanka

Street Address




23, ABB Street, Polska

You can

Add suppliers

Add orders

Trace



⚠

Danger zone

Delete my account

If you delete your account, you will lose your account.

My Profile: Edit Profile, Delete own account

- + Enables brand to edit details set during onboarding
- + User can delete their own account: if the account is deleted, all data will be lost

My Profile – User Management

- + Organization admin can invite multiple users as Standard/Admin
- + Can deactivate and delete users

[← Back](#)[+ Add new user](#)

Type ▾	Name ▾	Email	Status ▾	Last Activity ▾	
Standard	Sanjana Pasuparth	shams-brand1@dgmail.one	Active	19/06/2024	Edit Remove

Edit user

First name

Last name

Email

Account Type

Standard ▾

Deactivate User

Cancel

Save changes

Subject: Resetting your password for Global Trace



Hi Mohamed Shamsudeen,

We received a request to reset your password for Global Trace.

[Reset password](#)

If you did not request a password reset, no further action is required.

Have a great day!



Reset password

Create your new password

New password ⓘ



Confirm password



[Reset password](#)

Forgot Password

- + If you forget your password, use 'Forgot Password' link on login page
- + Email sent to registered address
- + Click on link in email to reset your password

Funding is provided by the United States (U.S.) Department of Labor (DOL) under cooperative agreement number IL-35808-20-75-K. One hundred percent of the total costs of the project or program is financed with USG federal funds, for a total of \$4 million dollars.

This material does not necessarily reflect the views or policies of the United States Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the United States Government.





Brand User Manual

THANK YOU

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K