



Spinner User Manual

JULY, 2024

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

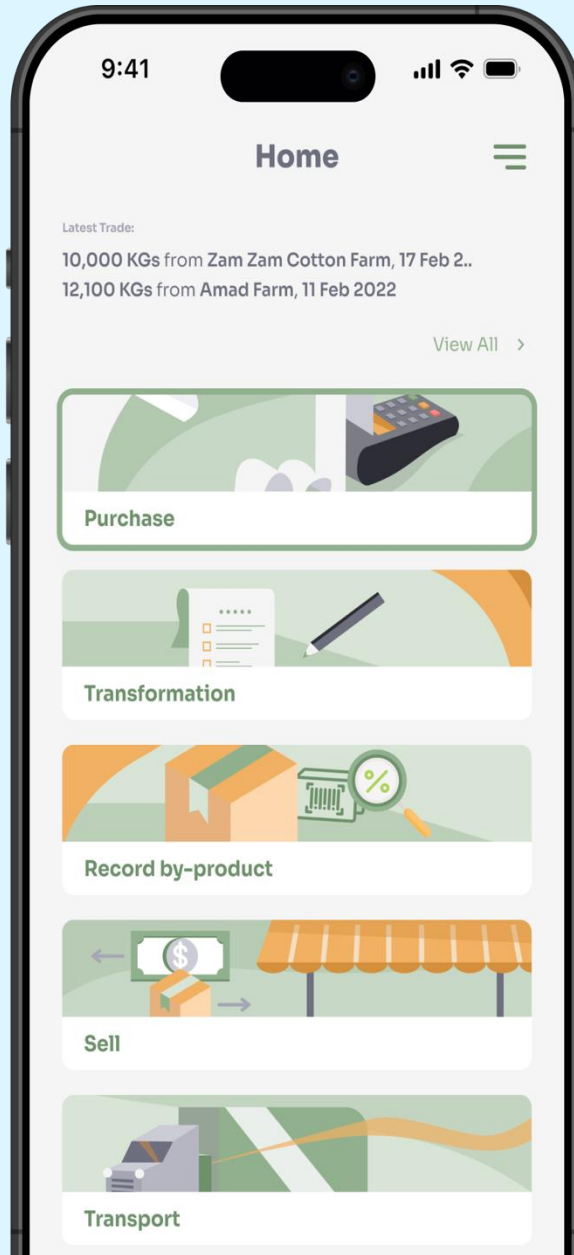
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GlobalTrace

Table of contents

- + Introduction to the platform
- + Creating your account
- + Onboarding
- + Spinner Functionality
- + Product activities
- + Trace Product
- + Overview
- + Corrective Action Plan
- + My Profile- Edit Profile, Manage Business
Partners, User Management
- + Forgot Password



Introduction to the platform

+ Application can be accessed from the below URL

[URL Link]

+ Mobile application can be downloaded from Google Play Store and the App Store

AppStore Download:

[AppStore Link]

Play Store Download:

[Play Store Link]

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

Onboard

Please finish the following details to have the full function of the app.

1. My Profile ☐
2. Self Assessment Questionnaire ☐
3. Manage Business Partners ☐

Done

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
 - Complete Profile
 - Self Assessment Questionnaire
 - Manage Business Partners
- + Each process must be complete to access GT functionality

←

My Profile

Contact

First name

Mohamed

Last name

Adel

Phone (including country code) (Optional)

+919952476592

Email

shams415@dgmail.one

Open Supply Hub ID

OS ID

PK20191818HB20Q

Did't have one? [Click here to create.](#)

Business Name

Afroze Textile Industries (Pvt) Ltd

Country

Pakistan

Province/State

Sindh

District

District

Street Address

Plot # C-8, Scheme 33, S.I.T.E, Super Highway Karachi Sind

Certification and Custody Model

Certification

Leather working group

Chain of Custody

Mass Balance

Reconciliation Window Start Date

30/09/2023

Reconciliation Window Duration

5 Months

Goods

Cotton

Onboarding: My Profile

- + First/Last Name - auto-populated from the GT's invitation request, but can be updated
- + OSH ID – unique identifier assigned by the Open Supply Hub
 - Add existing OSH ID, or register for a new ID
- + Certification – Select your cotton certification
- + Goods – Select goods that your facility produces
- + Chain of Custody – Mass Balance
 - Specify reconciliation window start date plus duration

Onboarding: Self Assessment Questionnaire

+ Complete Self Assessment Questionnaire (SAQ)

- Product Information
- Labor risk Information

+ Save draft and continue later

+ On submission, automatic validation that each step is complete

Product

< Back Next >

8. Do you use paper based system to track material from warehouse incoming goods, through production to warehouse outgoing goods?

Yes No

Self Assessment Questionnaire

Labor

< Back

26. Please me facility

Input here..

The following questions are incompleted

Product
Question 13

Labor
Question 1, 26

OK

Submit

Onboarding: Add Business Partners

- + Business partner can be added in 2 ways – creating new or choosing existing from database
- + Search for business partners already registered on system
- + Add new business partner (fabric mill) to invite to the platform
- + Add new broker, by providing basic information

Add Processing Facility

Facility Name (OS ID, Business Registration Number)

Adeel Cloth

Facility Contact

First name

Adeel

Last name

Rashid

Email

gtp-mill@dgmail.one

Phone (including country code) (Optional)

Phone (including country code) (Optional)

Facility Information

Business Name

Adeel Cloth

Type

Fabric Mill

Business Registration Number

EK005

OS ID

PK2019172Q848RM

Register Broker

Broker Name (Business Registration Number)

Broker Name (Business Register...

Broker Contact

First name

First name

Last name

Last name

Email

example@gmail.com

Phone (including country code) (Optional)

Phone (including country code) (Optional)

Broker Information

Business Name

Business Name

Business Registration Number (Optional)

Business Registration Number (Optional)

Country

Country

Province/State

Province/State

District

District

Street Address (Optional)

Street Address (Optional)

Spinner Functionality

- + Product Activities
- + Trace Product
- + Overview
- + Manage Partners
- + CAP
- + My Profile



Add Products Manually

Trash Content

Medium

Moisture Level

7.3%

Cotton Certification (Optional)

Better Cotton Initiative (BCI)

Grade (Optional)

Seed Cotton Grade 2

Total Weight

20000

Unit

Kg

Cancel
Add

Purchase

1 Product

20,000 KG

Edit

Seller

Mitho Lakhan

Total Price (Optional)

179999

Currency

PKR

Purchase Order Number

AL4668

Date/ time

09/07/2024 00:00

Lint cotton.jpg

Remove all

+ Upload Another

Save changes

Product Activities - Purchase

- + Record purchase of lint cotton from business partner using product ID
 - + Purchase Order number (or receipt) and attachment
 - + Date / time of purchase
 - + Optional: Price
 - + Attachment can be uploaded from phone or photo taken

Add Output Product X

Product ID

437649966

Trash Content

Medium

Moisture Level

6.2

%

Cotton Certification

Better Cotton Initiative (BCI)

Lint Grade

Lint Cotton Grade 2

Total Weight

5000

Unit

Lbs

Lint cotton.jpg

X

Product Activities - Transformation



- + Assign product ID to output product(yarn)
 - + Add Input products
 - + Weight, Product description
 - + Optional: DNA Identifier
- + Attachment can be photo taken


Record by-product

Total Weight
20000

Unit
KG

Date/ time
12/07/2024 00:00

 Cotton by-product.png 

 Remove all

+ Upload Another

Save changes

Product Activities – By-product

- + Record weight of by-product generated during transformation
- + Attachment can be photo taken

Product Activities - Sale

+ Record sale of output product(yarn) to business partner(Fabric mill)

- Date / time of sale
- Invoice number and attachment
- Packing List number and attachment
- Optional: Price

+ Attachment can be a photo taken

←

Sell

1 Lot

Total 4,000 KG

Edit

Purchaser

Allawasaya Spinning Mills (Pvt) Ltd

Q

Total Price (Optional)

14,000

Currency

PKR

▼

Date/time

20/07/2022 20:15

📅

Invoice Number

IG2786

🖼️

Screenshot_20220720-190216.jpg

×

+ Upload Another

Packing List Number

PL2786

Save

Lot List

×

Lot ID

+

Add

Added Time ▼

Lot ID ▼

005-738-165

×

Quality

Low, 4.2%

Cotton Certification

Grade

Total Weight

4,000 KG

📄

Download Certification

Done

The screenshot shows a mobile application interface for recording transport activities. At the top, there is a header bar with a back arrow and the title "Transport". Below the header, there is a summary bar showing "1 Lot" and "Total 4,000 KG" with an "Edit" button. The main form contains several input fields: a dropdown for "Transporter" (selected: Abdullah Transports), a text field for "Total Weight" (4,000) and a dropdown for "Unit" (KG), a date/time field (20/07/2022 20:23) with a calendar icon, and a text field for "Packing List Number" (PL2786). Below these fields is an image upload section showing a thumbnail of "Screenshot_20220720-182419.jpg" with a close button. There is a "+ Upload Another" button below the image. At the bottom of the form is a large green "Save" button.







Product Activities - Transport

+ Record transportation of sold products to business partner

- Transporter: Firm transporting the output product
- Total weight
- Date / time of shipment
- Packing List number and attachment

+ Attachment can be a photo taken

Create order

Add new order				All orders (3)	
Purchase Order Number	Last update ↕	Product description	Quantity		
5445352355	09/01/2024 13:22	5555535	3553535	 Edit	 Trace
PSB1001	08/01/2024 14:06	Supima cotton	16000	 Edit	 Trace
PS1002	28/12/2023 15:49	Lot cotton	10000	 Edit	 Trace


+ 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

 Azgard Nine Limited

Purchase Order Number

PS1002

Purchase Date

25/12/2023

Product description

Lot cotton

Quantity

10000

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

- + 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
- + Trace result table displays all transactions and available documents

[← Back to list of orders](#)

Azgard Nine Limited

Hide order detail ^

Begin Trace

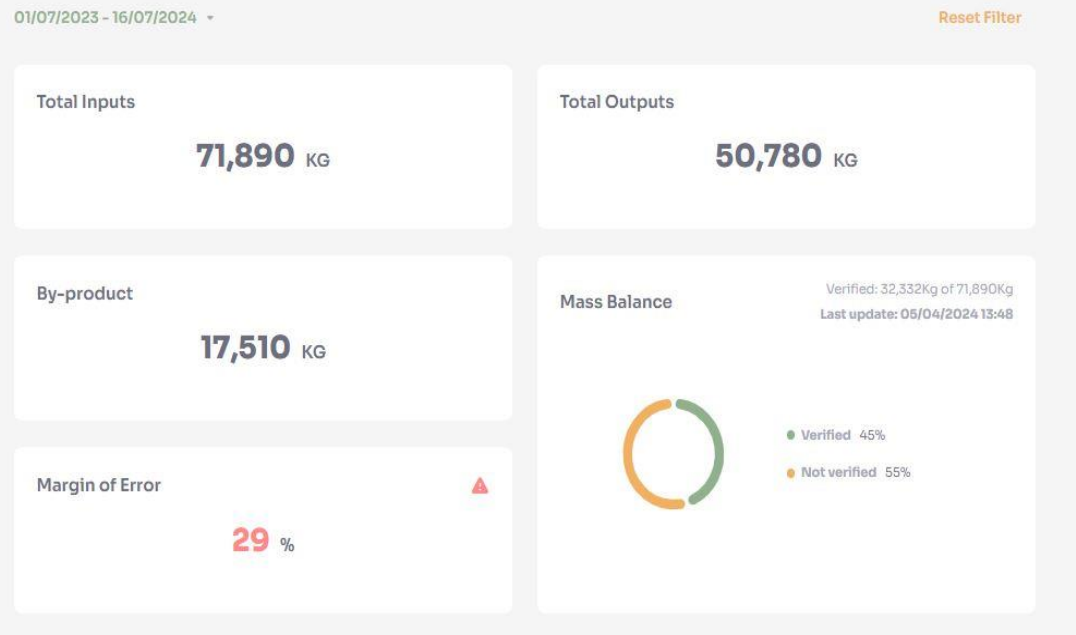
Purchase Order Number	PS1002	Product description	Lot cotton	Invoice number
Purchase Date	25/12/2023	Quantity	10000	Packing List Number









```
graph LR; S[Supplier: Azgard Nine Limited] --> O[Order: Homecare Textiles]; O --> I1[Item: Mitho Lakhan]; O --> I2[Item: Mitho Lakhan-002]; I2 --> I3[Item: Mitho Lakhan-008];
```

Tracing result

Export PDF file

Business Name	Purchase	Category	Available documents	Risk Assessment
Azgard Nine Limited	25/12/2023	Supplier Mapping	N/A	<div></div>



	18/03/2024	 Sale	136626369 999 Kg 029598809 16,000 Lbs		Indus Home Limited Indus Home Limited
	18/03/2024	 Sale	025525526 4,000 Kg		Azgard Nine Limited
	17/03/2024	 Purchase	20,000 Lbs	Low, 1.9 %	100% Verified Digdaga Farms - 007
	15/03/2024	 Purchase	1 unit	Low, 2.9 %	100% Verified Digdaga Farms - 004

Overview

- + History of all operations performed by spinner
- + Display total quantity of input products purchased from business partners and output products sold to business partners; total quantity of by-products recorded during transformation
- + Click on individual record to view or download attachments

Corrective Action Plan

- + View all CAP records with their status and target completion date
- + Click on CAP record to view detailed information with actions and target completion date
- + 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

My Profile

User Management

Start New Self Assessment Questionnaire

My Profile

Edit Profile

Contact

First name

Mohamed

Last name

Shamsudeen

Phone (including country code)

+919952476591

Email

gtp-ginner@gmail.one

Open Supply Hub ID

OS ID

PK2019083J1990Q

Business Name

Master Textile Mills Ltd

Country

Pakistan

Province/State

Punjab

District

Kasur

Address

3 Km Off Raiwind Manga Mandi Road Raiwind
Distt . Kasur

⚠

Danger zone

Delete my account

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

My Profile: Edit Profile, Delete own account

- + Enables spinner to edit details set during onboarding
- + Can delete account for compliance reasons


My Profile

User Management

Start New Self Assessment Questionnaire

User Management

+ Add new user

Type ▾	Name ▾	Email	Status ▾	Last Activity ▾	
Standard	Surabhi Basal	gtp-ginner3@gmail.one	Active	24/06/2024	<div><div>Edit</div><div>Rem</div></div>
Admin 	Mohamed Shams	gtp-ginner2@gmail.one	Deactivated	19/06/2024	<div><div>Edit</div><div>Rem</div></div>

My Profile

User Management

Start New Self Assessment Questionnaire

Product

Next >

1. What are the finished products you produce?

☐ Finished fabric (textile)

☐ Yarn & threads

☒ Fabric (knitting)

☒ Fabric (weaving)

☐ Fabric (non-woven)

My Profile – User Management, retake assessments

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

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

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THANK YOU

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