



GlobalTrace

Brand User Manual

JANUARY 2025

Implemented by
ELEVATE Ltd.



AN **LRQA** COMPANY

Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K



GlobalTrace

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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

Onboarding: My Profile

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

Brand / Retailer Name
999 Inc.

Business Registration number
GER123

Logo

[Upload Logo](#)

Corporate headquarters

Country Germany ▼

Province/State Brandenburg ▼

District Frankfurt ▼

Street Address
23, Frankfurt Central

Add new supplier

Business Name

Business Registration number

OS ID

Type

First name

Last name

Email

Supplier's Immediate Business Partners

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	
MATEELA KINO FACTORY	■ ■ ■ ■		PK2024356ZTNVPG	Garment Factories	23/12/2024 16:32	Edit Remove
Mustaqim Dyeing & Printing Industries (Pvt.) Limited	■ ■ ■ ■		PK2020053R6885T	Dyeing Units	23/12/2024 14:42	Edit Remove



Do you really want to remove this supplier ?

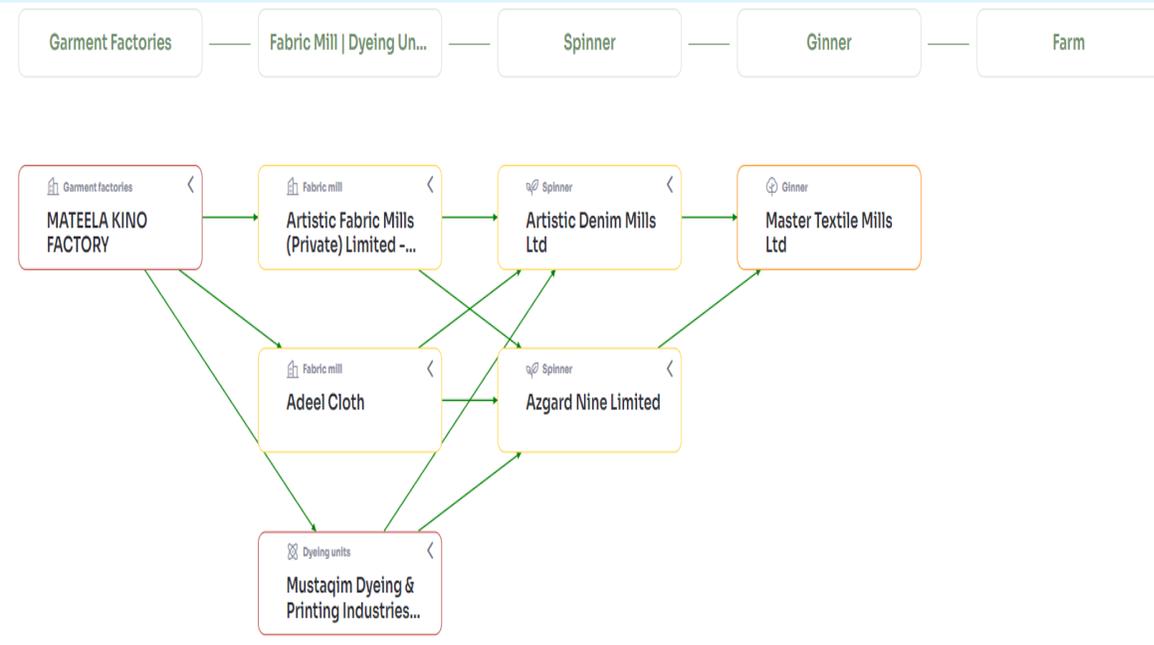
Note: This action cannot be undone

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



← Home center Textile

LOW MEDIUM HIGH EXTREME

General Information Compliance History

Overall risk
Medium

Type Ginner Country Pakistan
Phone +917732601791 Certification Organic cotton
Address Plot No. D-117, S.I.T.E Area, Karachi, Sindh, Karachi Central, Sindh, Pakistan

Top 4 issues identified

Product Testing
Failed DNA Test
Due Diligence Management System

Forced labor
Goods produced with forced labor (ILAB List of Goods)
Labor

External risk indicators (2) View all

Country based risk
Pakistan

Good produced with Forced 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

← Artistic Fabric Mills (Private) Limited - Unit # 02

LOW MEDIUM HIGH EXTREME

General Information Compliance History

Filter Download

Audit

Missing audit Assign Improvement Plans

19/12/2024 15:03 SAQ Has this facility been audited against any cotton standards within the past 5 years? No

No cotton certification schemes Assign Improvement Plans

19/12/2024 15:03 SAQ Does your facility participate in any cotton certification schemes? No

Due Diligence Management System

Labor

- + List of all incident reports from all sources – SAQ’s, assessors, external risk indices
- + Category on left and corresponding reports on the right pane
- + Click ‘Download’ to get PDF version of detailed risk assessment
- + Assign Improvement plans to suppliers

Add new order ✕

Supplier

[Add new supplier](#)

Purchase Order Number

Purchase Date

Product description

Quantity

Invoice number

Packing List number

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



Do you really want to remove this order?

Note: This action cannot be undone

Edit/Delete order

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

Trace an order



There is insufficient information to complete this trace. Please contact your partnering **Mustaqim Dyeing & Printing Industries (Pvt.) Limited** and request them to log their transactions.

OK

- + 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	
Dhakil	05/12/2024	Traced	↓ Purchase Proofs		
Dhakil	06/12/2024	Traced	↓ Purchase Proofs		
Dhakil-006	07/12/2024	Traced	↓ Purchase Proofs		
Dhakil	08/12/2024	Traced	↓ Purchase Proofs		
Dhakil-006	10/12/2024	Traced	↓ Purchase Proofs		
Dhakil	13/12/2024	Traced	↓ Purchase Proofs		
Master Textile Mills Ltd	17/12/2024	Traced	↓ Packing List, Invoice, Purchase Proofs		
Akram Enterprises	17/12/2024	Traced	↓ Purchase Proofs		

Assign Improvement Plans

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

Improvement Plans

Issued to: Artistic Denim Mills Ltd

Labor Draft

Abusive working and living conditions

Manual labor in raw material extraction

SAQ *Is a tractor used for heaping cotton? No*
18/12/2024

SAQ *Does cotton processing rely on manual labor, including for any of the following activities: sorting and spreading cotton on platforms, throwing cotton into machines and push the bales out of the factory, removing cotton seed etc.? Yes*
18/12/2024

Actions

Please procure machines for raw material extraction to improve the efficiency of material extraction and provide training on how to operate the machinery.

Target completion date

21/01/2025

Improvement Plans

Status	Organization	Target completion date	Last activity	Outcome
New	Issued to: Artistic Denim Mills Ltd	21/01/2025	06/01/2025	
Resolved	Issued to: Artistic Denim Mills Ltd	31/12/2024	23/12/2024	LOW

Improvement Plans

Issued to: Artistic Denim Mills Ltd - 23/12/2024

Due Diligence Management System Resolved

Audit

- Missing audit**
- CAP** 23/12/2024 Evidence accepted of completion of corrective actions. **New risk level assigned: Low risk**
- CAP** 23/12/2024 Improvement Plan assigned by Nike Inc.
- SAQ** 18/12/2024 *Has this facility been audited against any cotton standards? No*

Actions

Any reason for not skipping the audit. It's mandatory to have an annual audit as per our terms and conditions!

Improvement Plans

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

TAKREER ENTERPRISES

Business Registration Number
AI671

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

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

⚠ Danger zone

Delete my account

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

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:

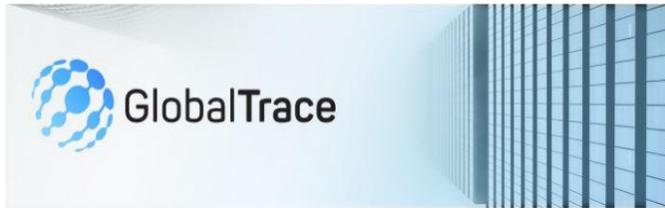
Last name:

Email:

Account Type:

[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

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