



Ginner User Manual

JANUARY 2025

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

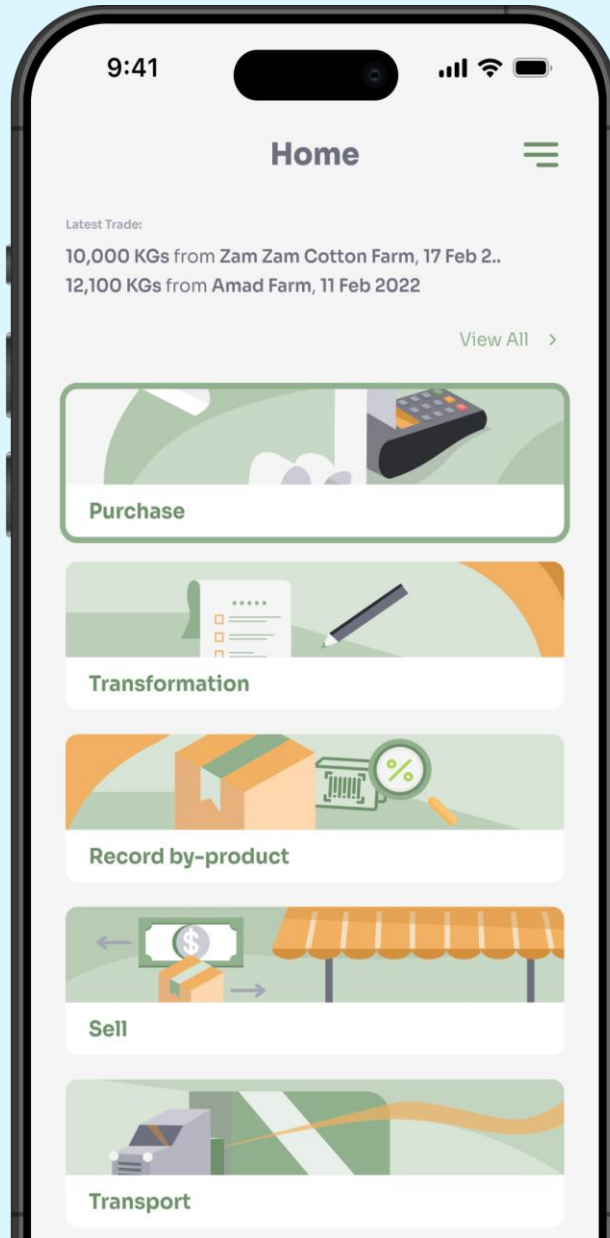
Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K



GlobalTrace

Table of contents

- + Introduction to the platform
- + Creating your account
- + Onboarding
- + Home Screen
- + Product activities
- + View History
- + Side Menu - Edit Profile, Manage Business Partners, Improvement Plans
- + Forgot Password



Introduction to the platform

+ Application can be accessed from the below URL

<https://globaltrace.uat.dgnx.io/>

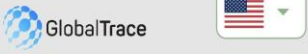
+ Mobile application can be downloaded from Google Play Store and the App Store

AppStore Download:

[AppStore Link]

Play Store Download:

[Play Store Link]




Welcome!
Make an account here..

Password ⓘ

Confirm Password

Sign up

Subject: Mohamed Shamsudeen
invite you to join Global Trace
Supply Chain

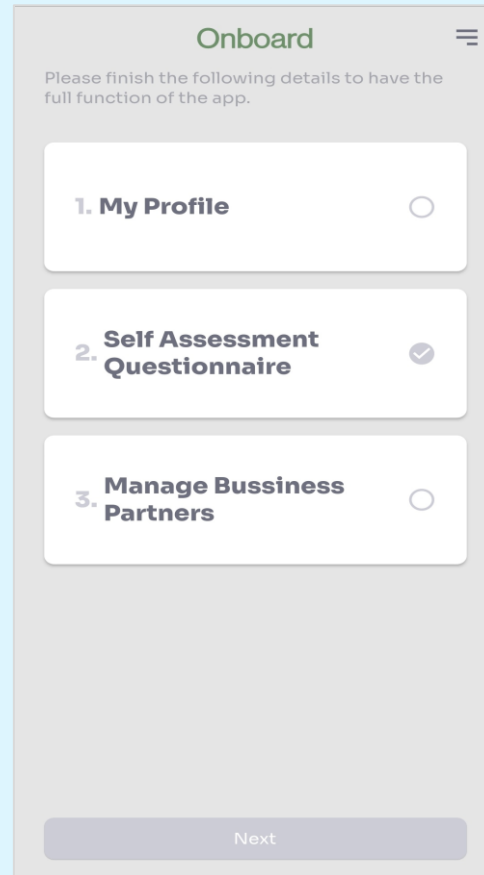


Hi Mohamed Sultan,

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

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

Have a great day!



Onboard

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

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

Next

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

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 – Product Segregation

←

My Profile

Contact

First Name

Mohamed

Last Name

Maqbool

Phone (including country code) (Optional)

Email

globaltrace-ginner@gmail.one

Open Supply Hub ID

OS ID

PK2020191DC4AN6

✓

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

Business Name

Al-Karam Towel Industries (Pvt.) Ltd.

Address

D-7, D-11, 10, D-18,40 Scheme 33, S.I.T.E, Super H

Country

Pakistan

▼

Province/State

Sindh

▼

District

Next

←

My Profile

Open Supply Hub ID

OS ID

PK2020191DC4AN6

✓

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

Business Name

Al-Karam Towel Industries (Pvt.) Ltd.

Address

D-7, D-11, 10, D-18,40 Scheme 33, S.I.T.E, Super H

Country

Pakistan

▼

Province/State

Sindh

▼

District

Jamshoro

▼

Certification And Custody Model

Certification

GRS

▼

Goods

Cotton

▼

Next

Self Assessment Questionnaire

←

Product

1. What are the finished products you produce?

- ☐ Finished fabric (textile)
- ☐ Yarn & threads
- ☒ Fabric (knitting)
- ☒ Fabric (weaving)
- ☐ Fabric (non-woven)
- ☐ Baled cotton

Next >


Self Assessment Questionnaire

←

Labor

26. Please mention some employee well being programs conducted at this facility

KK



The following questions are incomplete

Product
Question 18

Labor
Question 13, 22, 23

OK

< Back

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

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 (spinner) to invite to the platform
- + Add new broker, by providing basic information

Add Farm / Spinner

Facility Name (Business Registration Number)
Azar Nine Limited

Facility Contact

First Name
Mohamed

Last Name
Habil

Email
gtp-spinner@gmail.one

Phone (including country code) (Optional)

Facility Information

Business Name
Azar Nine Limited

Type
Spinner

Business Registration Number (Optional)

OS ID
BK203000704V550

Add

Register Broker

Broker Contact

First Name
Heesa

Last Name
Enterprises

Email
heesa.maqbool@gmail.one

Phone (Optional)

Broker Information

Business Name
Hessa Cotton Mills

Business Registration Number (Optional)

Country
Pakistan

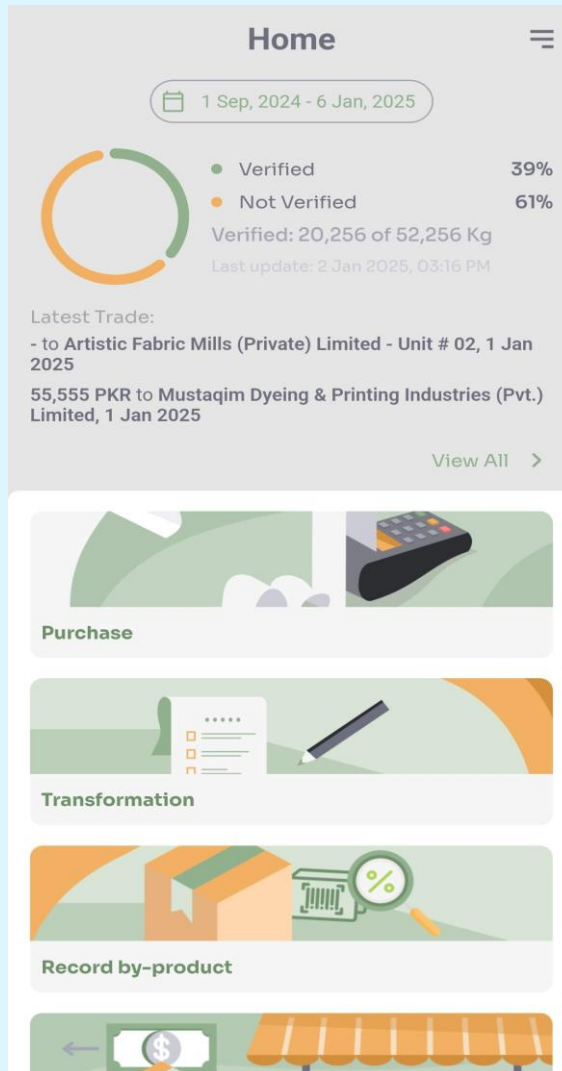
Province/State
Azad Kashmir

District
Kotli District

Add

Home Screen

- + Tool tips for self help on first login
- + Displays all functions that ginner can perform
- + For mass balance, verified / not verified ratio displayed
- + Latest Trade shows most recent purchase / sale transactions
- + View All for an overview of all transactions logged by ginner



Product Activities - Purchase

- + Record purchase of seed cotton from business partner
 - + Trash, moisture content
 - + Purchase Order number (or receipt) and attachment
 - + Date / time of purchase
 - + Optional: Certification, Grade, Price are optional fields
- + Attachment can be uploaded from device or you can take a photo using the camera app
 - + Evidence of purchase

←

Purchase

1 Product

5,000 KG

Edit

Seller

Mitho Lakhan-010

🔍

Total Price (Optional)

Currency

PKR

▼

Purchase Order Number

AL4668

Date/time

17/07/2024 15:33

📅

images (1).jpeg

×

+ Upload Another

Save

←

Add Products Manually

Trash Content

Medium

▼

Moisture Level

2.5%

Cotton Certification (Optional)

Fairtrade Organic

▼

Grade (Optional)

Seed Cotton Grade 1

▼

Total Weight

25,000

Unit

Kg


▼

Add

Product Activities - Transformation

- + Assign product ID to output product(lint cotton) by scanning the administrator provided QR code
 - + Trash, moisture content
 - + Cotton certification, Lint grade
 - + Optional: DNA Identifier
- + Attachment can be uploaded from device or you can take a photo using the camera app
 - + Evidence of product transformation

Add Output Product ×

Product ID
466118205 

Trash Content
Medium ▼


Moisture Level
2.5%

Cotton Certification
myBMP ▼

Lint Grade
Lint Cotton Grade 2 ▼

Total Weight
40,000

Unit
Kg ▼

 images (2).jpeg ×

+ Upload Another

DNA identifier (Optional)

Add Output Product

Done



The screenshot shows a mobile application interface for recording by-product information. At the top, there is a back arrow and the title 'Record by-product'. Below the title, there are three input fields: 'Total Weight' with the value '25,000', 'Unit' with a dropdown menu showing 'KG', and 'Date/time' with the value '17/07/2024 15:44' and a calendar icon. Below these fields, there is a section for attachments, showing a file named 'images (4).jpeg' with a close button. Below the attachment list, there is a link '+ Upload Another'. At the bottom of the form, there is a green 'Save' button.

Product Activities – By-product

- + Record weight of by-product generated during transformation
- + Date of creation of by-product
- + Attachment can be uploaded from device or you can take a photo using the camera app
 - + Evidence of creation of by-product

The screenshot shows a mobile application interface for recording a sale. At the top, there is a back arrow and the title 'Sell'. Below this, a summary bar shows '1 Product' and '20,000 KG' with an 'Edit' button. The form contains several input fields: 'Purchaser' (Azgard Nine Limited), 'Total Price (Optional)' (500,000), 'Currency' (PKR), 'Date/time' (17/07/2024 15:47), 'Invoice Number' (IL4668), and 'Packing List Number' (PL4668). There are two image upload sections. The first section shows a preview of 'screenshot_invoiceberry_invoice_template_1.png' with an 'Upload Another' button. The second section shows a preview of 'image1-20.png' with another 'Upload Another' button. At the bottom, there is a large green 'Save' button.

← Sell

1 Product 20,000 KG Edit

Purchaser
Azgard Nine Limited

Total Price (Optional)
500,000

Currency
PKR

Date/time
17/07/2024 15:47

Invoice Number
IL4668

screenshot_invoiceberry_invoice_template_1.png

+ Upload Another

Packing List Number
PL4668

image1-20.png

+ Upload Another

Save

Product Activities - Sale

- + Record sale of output product(pressed lots) to business partner(Spinner)
 - Date / time of sale
 - Invoice number and attachment
 - Packing List number and attachment
 - Optional: Price
- + Attachment can be uploaded from device or you can take a photo using the camera app
 - + Evidence of product sale

← **Transport**

1 Product 20,000 KG Edit

Transporter
Kallada Travels

Total Weight
20,000

Unit
KG

Date/time
17/07/2024 15:52

Packing List Number
PL4668

image1-20.png

+ Upload Another

Save

Product Activities - Transport

- + Record transportation of sold products to business partner
 - Transporter: Firm transporting the lot
 - Total weight
 - Date / time of shipment
 - Packing List number and attachment
- + Attachment can be uploaded from device or you can take a photo using the camera app
 - + Evidence of product transportation

Overview	
1 Sep, 2024 - 31 Aug, 2025	
Total Inputs	55,082 KG
By-product	0 KG
Total Outputs	67,082 KG
Completed	Product ID
3 Jan, 2025	
Completed	Product ID
3 Jan, 2025	
023428261 1,000 Kg (Cotton Bales)	
Completed	Product ID
2 Jan, 2025	
Completed	Product ID
2 Jan, 2025	

View History

- + History of all operations performed by ginner
- + 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
- + When transactions are performed offline, status displayed here
 - Completed, pending, failed
 - To retry all pending, select refresh button
- + Click on individual record to view or download attachments

←

Improvement Plans

+

Organization : Issued by: Nike Inc.

StatusOutcome

● Overdue

Target completion dateLast Activity

21/01/202522/01/2025

🕒 Request Extension

Organization : Issued by: Nike Inc.

StatusOutcome

● Resolved

Target completion dateLast Activity

31/12/202423/12/2024

Due Diligence Management System

● In progress

Supplier procedures

Incomplete policy of disclosing suppliers

19/02/2025CAPImprovement Plan assigned by Nike Inc.

02/01/2025SAQDoes your company have a policy requiring your suppliers to disclose all suppliers and subcontractors they use? No

Actions
Please provide full details of supplier invoices

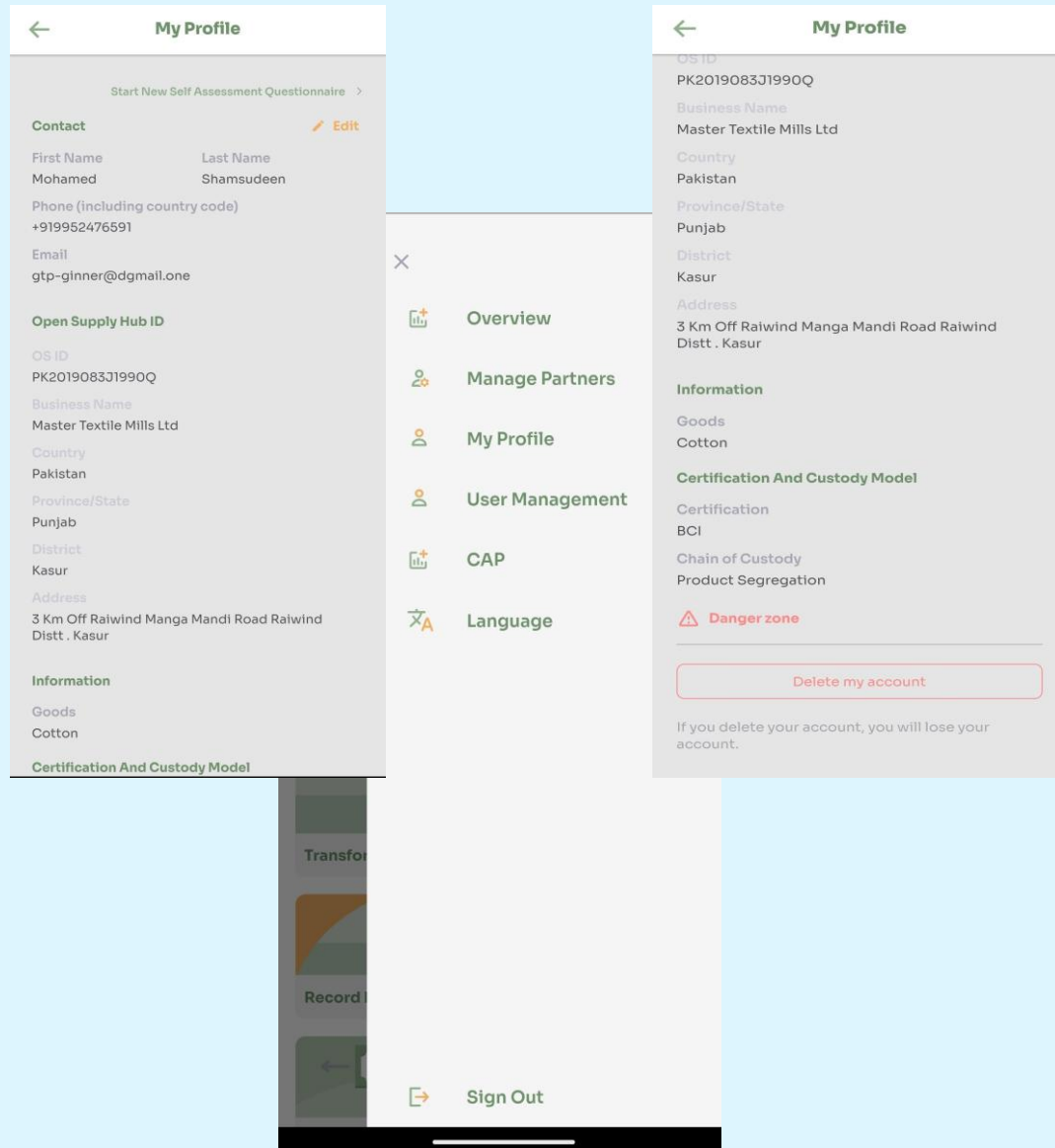
Target completion date
27/02/2025

FJ Add a comment...📎➡

Mark as resolved

Side menu – Improvement Plans

- + View all IP records with their status and target completion date
- + Click on IP record to view detailed information on actions, comments and target completion date
- + After the IP resolution, new risk level is assigned



Side Menu: Edit Profile, Manage Partners, Delete own account

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

← **User Management**

Name: Surabhi Basal
Email: gtp-ginner3@dgmail.one
Last Activity: 24/06/2024
Type: Standard **Status:** Active

Edit Remove

Name: Mohamed Shams
Email: gtp-ginner2@dgmail.one
Last Activity: 19/06/2024
Type: Admin **Status:** Deactivated

Edit Remove

+ Add new user

Edit user ×

First Name
Surabhi

Last Name
Basal

Email
gtp-ginner3@dgmail.one

Select account type
Standard

Active

Deactivated

Save

Side Menu: User Management

- + 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

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.





Ginner User Manual

THANK YOU

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K