



GlobalTrace

Spinner User Manual

JANUARY 2025

Implemented by
ELEVATE Ltd.



AN LRQA COMPANY

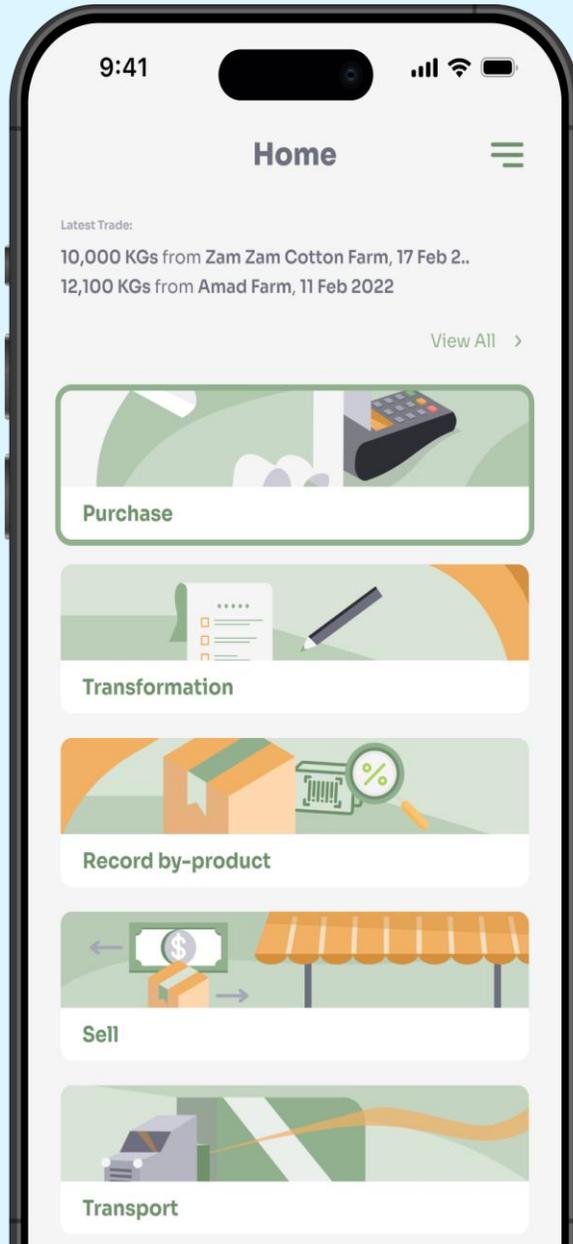
Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K



GlobalTrace

Table of contents

- + Introduction to the platform
- + Creating your account
- + Onboarding
- + Spinner Functionality
- + Product activities
- + Trace Product
- + Overview
- + Improvement Plans
- + 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 ✓

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

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

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
- + OS ID – unique identifier assigned by the Open Supply Hub
 - Add existing OS 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 ed at this

Input here..

Submit



The following questions are incompleted

Product
Question 13

Labor
Question 1, 26

OK

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):

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:

Last name:

Email: example@gmail.com

Phone (including country code) (Optional):

Broker Information

Business Name:

Business Registration Number (Optional):

Country:

Province/State:

District:

Street Address (Optional):

Spinner Functionality

- + Product Activities
- + Trace Product
- + Overview
- + Manage Partners
- + Improvement Plans
- + My Profile



GlobalTrace

Product Activities

Trace Product

Overview

Manage Partners

Improvement Plans

My Profile

Product Activities - Purchase

- + Select input product
- + 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 Products Manually X

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

← Select input products X

Cotton Bales Select →

Cotton Seeds Select →

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

Select output products X

Yarn Select →

Product Activities - Transformation

- + Ability to transform multiple types of output products
- + 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 Unit

Date/ time

 Cotton by-product.png

+ [Upload Another](#)

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

2 Products Edit

Purchaser
MATEELA KINO FACTORY

Total Price (Optional) Currency
Total Price (Optional) PKR

Date/time
03/01/2025 00:00

Invoice number
IG2234

Invoice number.png x

Remove all

+ Upload Another

Product list x

Product ID

Product ID Add

Added Date	Product ID	File & attachment
02/01/2025	FINECOTTON-111	x
02/01/2025	FINECOTTON-112	x

← Transport

3 Products

Edit

Transporter

Kallada Transports

Total Weight

24000

Unit

KG

Date/ time

06/01/2025 00:00

Packing List Number

AWB6521U72

Shipping.png

X

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

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

- + 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

Product: **Cotton Bales x 4000 KG** Begin Trace

Hide order detail ^

Supplier Name: Azgard Nine Limited Purchase Date: 06/01/2025 Packing List Number:
Purchase Order Number: PS1001 Invoice number:

Fabric Mill | Dyeing Un... Spinner Ginner Farm

Spinner: Azgard Nine Limited → Ginner: Master Textile Mills Ltd → Farm: Dhakil-006, Dhakil

Tracing result Export PDF file

Business Name	Purchase	Category	Available documents	Risk Assessment
Dhakil	05/12/2024	Traced	↓ Purchase Proofs	<div style="width: 100%; height: 10px; background-color: #ffc107;"></div>

Total Inputs

52,256 KG

Total Outputs

23,140 KG

By-product

4,000 KG

Mass Balance

Verified: 20,256Kg of 52,256Kg

Last update: 02/01/2025 15:16



● Verified 39%

● Not verified 61%

Margin of Error

55 %



	01/01/2025		Sale	OP2792 2,000 Kg			Artistic Fabric Mills (Private) Limited - Unit # 02
	01/01/2025		Sale	OP2793 1,500 Kg			Mustaqim Dyeing & Printing Industries (Pvt.) Limited
	30/12/2024		Purchase	839131921 7,500 Kg	Medium, 6.9 %	100% Verified	Home Care Textile
	19/12/2024		Product ID	SUPIMA-BBB 1,000 Kg Yarn SUPIMA-BB 750 Kg Yarn			

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

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 Evidence accepted of completion of corrective actions. **New risk level assigned: Low risk**
23/12/2024

CAP Improvement Plan assigned by Nike Inc.
23/12/2024

SAQ Has this facility been audited against any cotton standards? No
18/12/2024

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 and target completion date
- + After the IP resolution, new risk level is assigned

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	Edit Rem
Admin	Mohamed Shams	gtp-ginner2@gmail.one	Deactivated	19/06/2024	Edit Rem

My Profile User Management **Start New Self Assessment Questionnaire**

Product

Next >

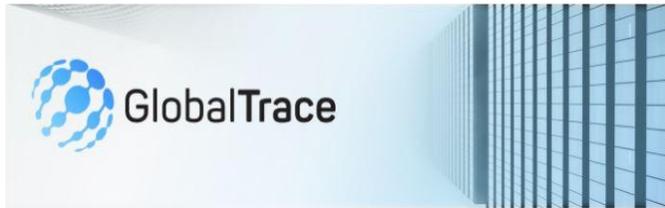
1. What are the finished products you produce?

- 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

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.





GlobalTrace

Spinner User Manual

THANK YOU

Implemented by
ELEVATE Ltd.



AN **LRQA** COMPANY

Funded by the Bureau of International Labor Affairs,
USDOL IL358082075K