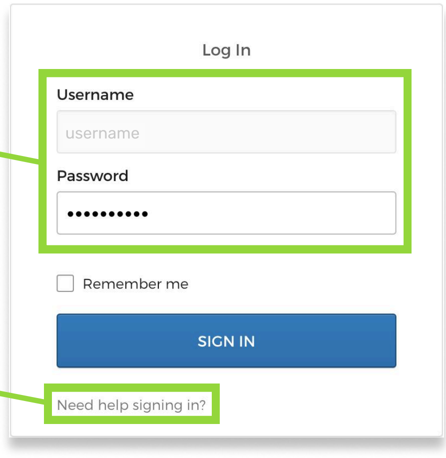
Transaction Reporting

A step-by-step guide to Fair Trade USA's℠ Transaction Reporting

FAIR TRADE CERTIFIED

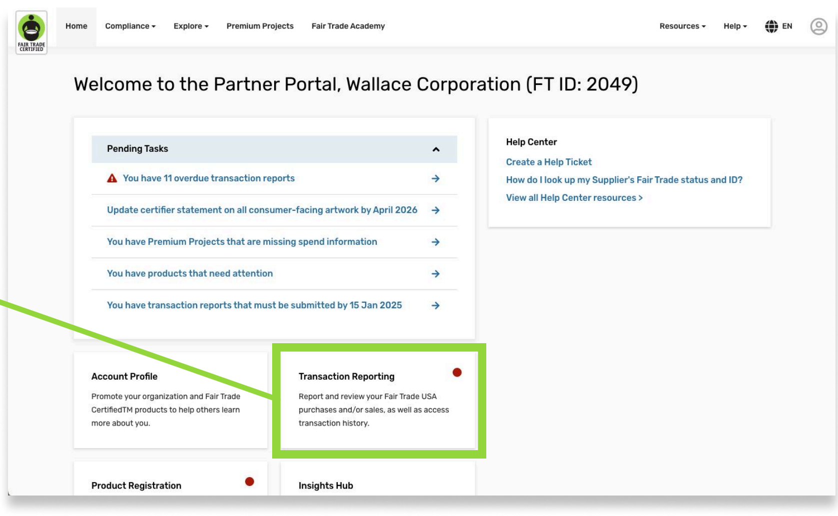
1 Log in to the Partner Portal

- Log in to the Partner Portal using your username and password. Your username will be your Fair Trade USA email, and your password was created when you joined the Portal.
- If you have forgotten your password, select "Need help signing in?" to receive instructions on how to reset your password.



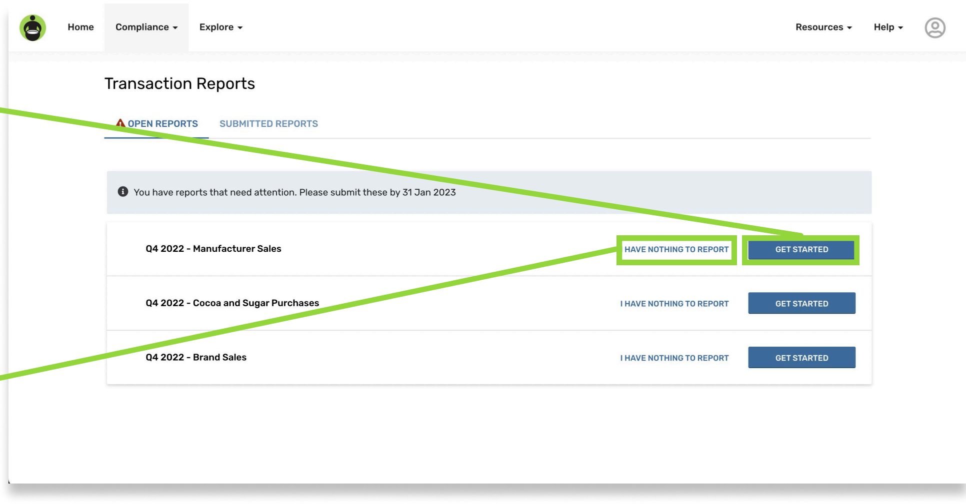
2 Continue to the Transaction Reporting page

- Once you are in the Partner Portal, navigate to the tile that says "Transaction Reporting" to view the transaction reporting page.



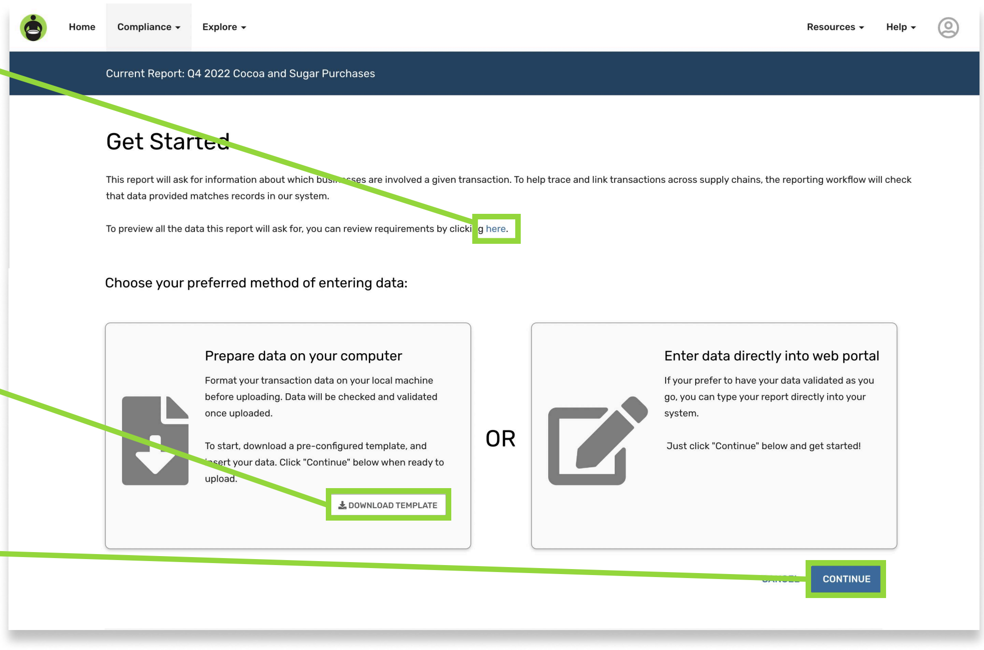
3 Begin a report or select "I have nothing to report"

- Once in the Transaction Reporting page, you will see all of your pending reports. To begin a report, click the "GET STARTED" button.
- If you have nothing to report for a specific document, select "I HAVE NOTHING TO REPORT."



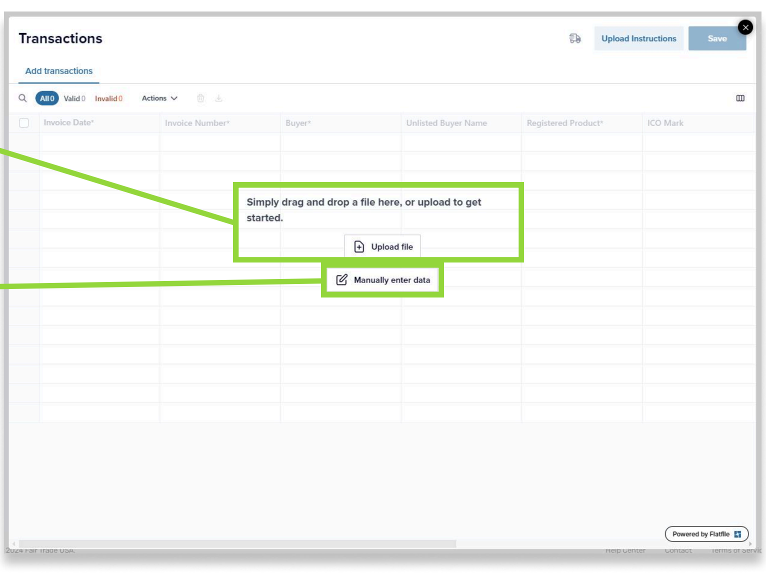
4 View the instructions and download a report template or view the requirements for your report

- On the Get Started page, you will have the ability to reference template requirements here, as well as an explanation of the two methods to enter data. To review report template requirements, click the link here.
- If you would prefer to use a pre-populated report template to enter your data, you can download it here and fill it out at your convenience.
- If you would like to enter data directly into the webpage, you can do so on the next step and only need to click "CONTINUE" at this point.



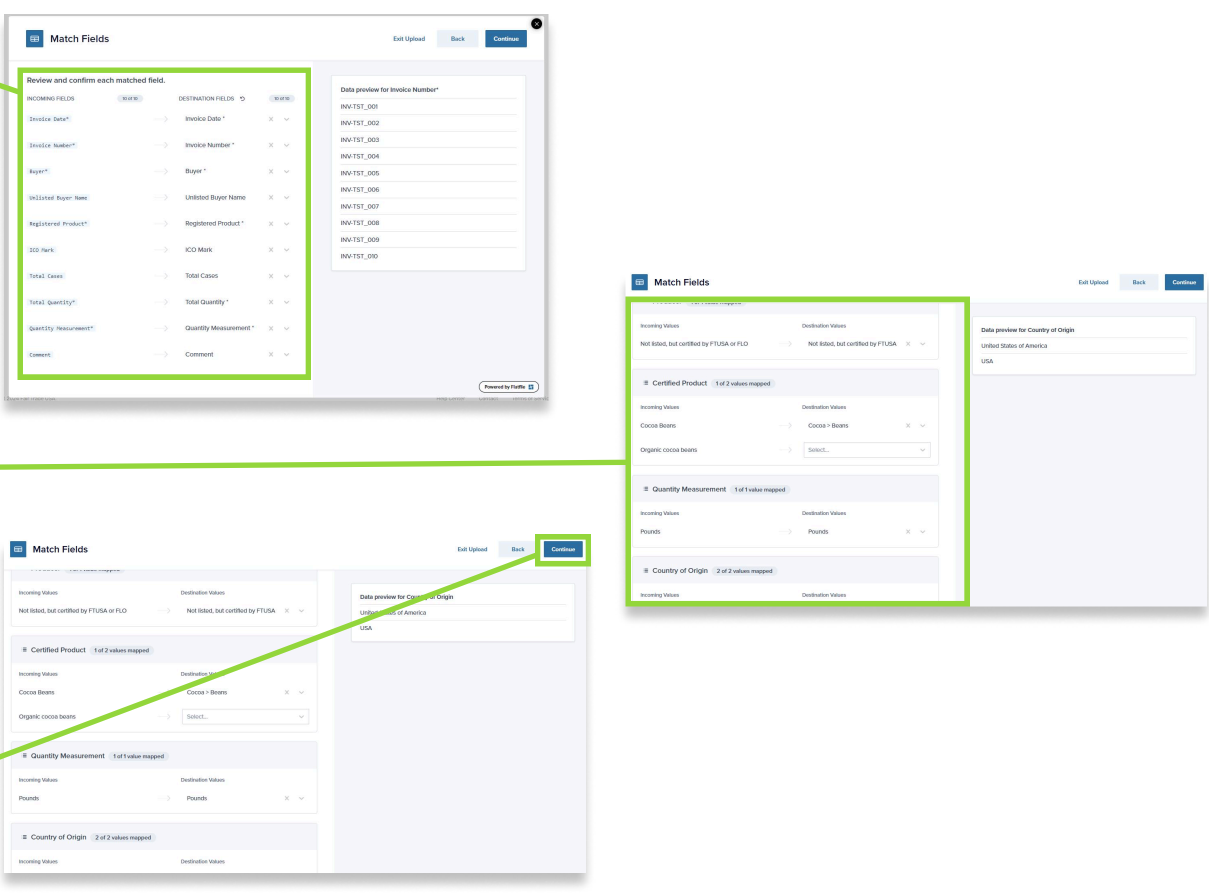
5 Upload your report or add transactions manually

- At this stage, you can either upload a document or manually enter your transactions. If you choose to upload a file,* select the "Upload data from file" button.
- If you prefer manually enter your data, you may type directly into the spreadsheet according to the column headers. To proceed, skip to **Step 7** in this document.
  **Accepted file types are .csv, .tsv, .xls, .xlsx, .xml, and .txt.*



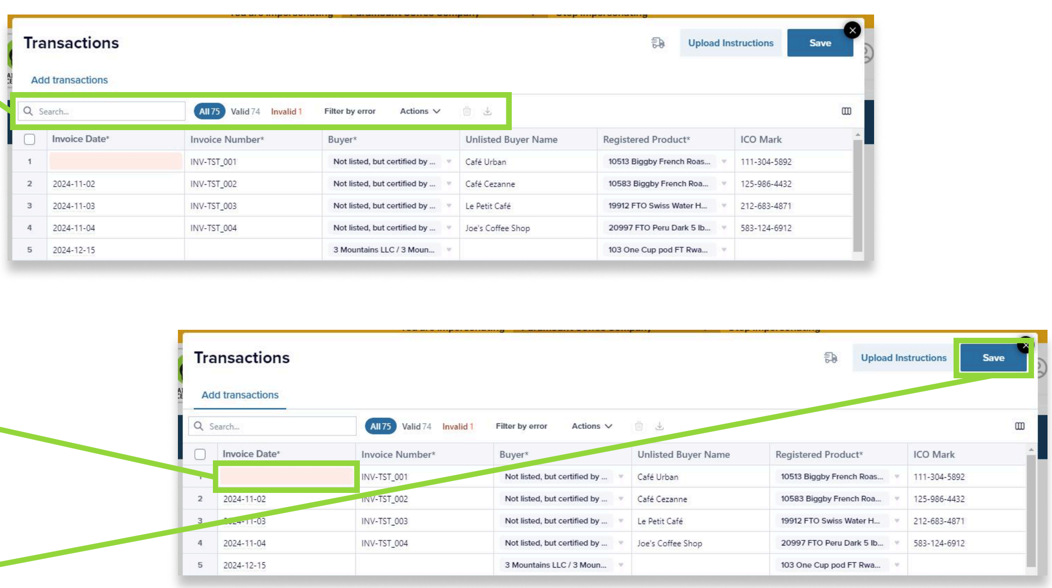
6 Confirm your column headers and fields for your transaction data

- If you are uploading a file, you will be asked to confirm that the column headings from your uploaded file match the expected column headings in our system. The system will automatically match incoming headers to destination headers. Use the drop-down menus to assign or re-assign headers.
- Next, you will confirm that the data from your upload correctly matches the data in our system. Using the drop-down menus, you can assign or reassign text field names if necessary. In the example shown here, "Organic cocoa beans" did not match our system, so "Cocoa > Beans (Organic)" must be selected from the drop-down menu.
- If everything looks correct, scroll up and select "Continue" to proceed.



7 Review your data and correct errors if needed before processing

- At this point, it is suggested to review all of your data to ensure there are no errors before saving your report. To view only the rows that have errors, you can click the "Invalid" option or to view specific errors select from the list under "Filter by error." After changing data, you can view all included transactions by selecting the "All" option.
- If you do have errors, you can correct them directly in the page by clicking on the red fields then typing in the correct data.
- Once you have ensured all of your data is correct, you can save your transaction report by clicking "Save."



8 Review and submit your transaction report

- After continuing, you will be directed to the Review and Submit screen. If your transaction report has any errors, you will be shown the number of errors in the "Review and edit existing data" section and can correct the data by clicking the "REVIEW & EDIT" button. You can also adjust any entered values here.
- If a report has more transactions that need to be added, you can solve this in three ways: 1) enter transactions directly into the Portal in new rows under the existing data in the Transactions page, 2) drag and drop a file with only the new transactions in the Transactions page, or 3) download the report with all the current data, add the new data in Excel, and replace the existing transaction data in the Portal by selecting "Start over."
- Once all of your data is correct and your report looks complete, please click the "Submit" button to submit your transaction report! *NOTE: Some transaction reports require a billing quantity label. If one is required, you will see a text entry field below the "Review & Edit" button and will not be able to submit your report without providing a value.*