

Transaction Reporting

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



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.

Log In

Username

username

Password

☐ Remember me

SIGN IN

Need help signing in?

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.

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Welcome to the Partner Portal, Wallace Corporation (FT ID: 2049)

Pending Tasks

You have 11 overdue transaction reports

Update certificate statement on all consumer-facing artwork by April 2025

You have Premium Projects that are missing spend information

You have products that need attention

You have transaction reports that must be submitted by 16 Jan 2025

Account Profile

Promote your organization and Fair Trade Certified products to help others learn more about you.

Transaction Reporting

Report and review your Fair Trade USA purchases and/or sales, as well as access transaction history.

Product Registration

Insights Hub

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.”

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Transaction Reports

OPEN REPORTS

SUBMITTED REPORTS

You have reports that need attention. Please submit these by 31 Jan 2025

04 2022 - Manufacturer Sales

I HAVE NOTHING TO REPORT

GET STARTED

04 2022 - Cocoa and Sugar Purchases

I HAVE NOTHING TO REPORT

GET STARTED

04 2022 - Brand Sales

I HAVE NOTHING TO REPORT

GET STARTED

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.

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Current Report: 04 2022 Cocoa and Sugar Purchases

Get Started

This report will ask for information about which products are involved in a given transaction. To help trace and link transactions across supply chains, the reporting workflow will check that data provided matches records in our system.

To preview all the data this report will ask for, you can review requirements by clicking [here](#).

Choose your preferred method of entering data:

Prepare data on your computer

Format your transaction data on your local machine before uploading. Data will be checked and validated once uploaded.

To start, download a pre-configured template, and upload your data. Click "Continue" below when ready to upload.

DOWNLOAD TEMPLATE

OR

Enter data directly into web portal

If you prefer to have your data validated as you go, you can type your report directly into your system.

Just click "Continue" below and get started.

CONTINUE

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.*

Transactions

Upload Instructions

Save

Add Transactions

Invoice Date*

Invoice Number*

Buyer*

Unlabeled Buyer Name

Registered Product*

ICD Mark

Simply drag and drop a file here, or upload to get started.

Upload file

Manually enter data

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.

Match Fields

Exit Upload

Back

Continue

Review and confirm each matched field.

Invoice Date

Invoice Number

Buyer

Unlabeled Buyer Name

Registered Product

ICD Mark

Match product for Invoice Number?

Match product for Buyer Name?

Match product for Unlabeled Buyer Name?

Match product for Registered Product?

Match product for ICD Mark?

Match Fields

Exit Upload

Back

Continue

Review and confirm each matched field.

Invoice Date

Invoice Number

Buyer

Unlabeled Buyer Name

Registered Product

ICD Mark

Match product for Invoice Number?

Match product for Buyer Name?

Match product for Unlabeled Buyer Name?

Match product for Registered Product?

Match product for ICD Mark?

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.”

Transactions

Upload Instructions

Save

Add Transactions

Search...

Valid 11

Invalid 1

Filter by error

Actions

Invoice Date*

Invoice Number*

Buyer*

Unlabeled Buyer Name

Registered Product*

ICD Mark

1

2024-11-02

INV-727-001

Not listed, but certified by ...

Cafe Udon

10000 Bagley French Beans...

111-354-5892

2

2024-11-02

INV-727-002

Not listed, but certified by ...

Cafe Udon

10000 Bagley French Beans...

111-354-5892

3

2024-11-02

INV-727-003

Not listed, but certified by ...

Cafe Udon

10000 Bagley French Beans...

111-354-5892

4

2024-11-04

INV-727-004

Not listed, but certified by ...

La Pasa Cafe

10000 PFC Beans French Beans...

212-463-4871

5

2024-12-15

INV-727-005

Not listed, but certified by ...

La Pasa Cafe

10000 PFC Beans French Beans...

212-463-4871

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.*

Current Report: 04 2022 Cocoa and Sugar Purchases

Review and submit

You're almost finished!

Your progress is saved, and all your data is valid! But you still need to submit this report— you can do so by clicking the “submit” button at the bottom of the page.

If you're not ready to submit this report, you can continue making changes now, or access it later through the “Open Reports” page.

Review & edit existing data

For this report you have recorded 2 transaction(s), with 0 error(s). You can review your report before submission or adjust any entered values here.

REVIEW & EDIT

Need to add more transactions?

To add more rows to this report, please follow either of the methods listed below.

Option 1: Replace all of your data and start over by clicking [here](#). If you need to download the data you have uploaded so far, click [here](#).

Option 2: Manually enter any additional transactions by typing them directly into the data table. To do this, simply click the “Review & Edit” button above, and type or copy and paste your transactions into an empty row in the data table. Once you are done, click “Save” and then submit your report here.

Option 3: Drag and drop a file (.csv, .tsv, .xls, .xlsx, .xml or .txt) of your additional transactions into the data table. This will upload the new transactions while keeping all previous transactions that were already entered. NOTE: If choosing this method, please upload a file that contains ONLY the new transactions. A file with both new and previous transactions will cause the existing transactions to duplicate. If you need to download the report template, please click [here](#).

GO TO OPEN REPORTS

SUBMIT