



**SRP**

# SRP – RICETRACE

**User's Manual**

**Version 2.0 - December 2024**



Photo credits: Helvetas

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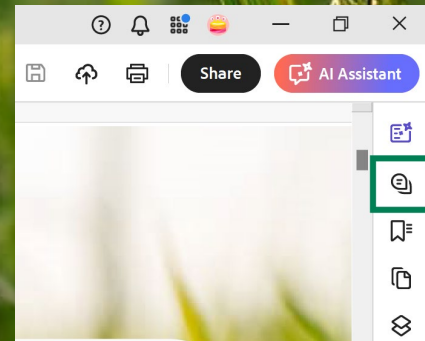
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There are notes on each slide that display visual screenshots. To view the notes, open the comment box in your PDF tool. You can find the comment box in Adobe Acrobat, where it looks like this screenshot on the next window, green rectangle.

Alternatively, Foxit Reader or other similar PDF tools offer this feature too.



Welcome to RiceTrace!



RiceTrace aims to empower SRP producers and supply chain actors with seamless traceability of SRP-verified rice. Through this platform, users can obtain transaction certificates, request label and claim assessments, and manage transactions by contacting verified producers or verified sellers. Join us enhancing transparency and sustainability in the rice industry and together, we can make a difference!

Any question please contact SRP Standard & Assurance: [assurance@sustainablerice.org](mailto:assurance@sustainablerice.org)

This guide is designed to help you navigate and effectively utilize the RiceTrace platform. Throughout this module, you learn how to register, track, and manage SRP-verified rice within the system, also inquire SRP label & claim.

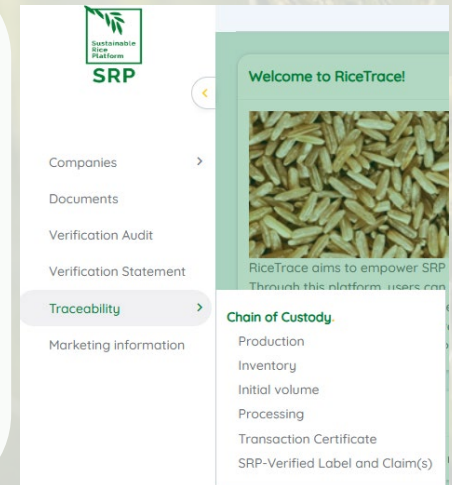
Our goal is to equip you with the knowledge and tools necessary to ensure transparency, accuracy, and compliance with SRP assurance scheme.

Let's get started on your journey towards efficient and sustainable rice production!

## Users of RiceTrace

- **Verified Units** – hold SRP verification statement:
  - Producer or Producer Group
  - Participating Operator
- **Non-Verified Units** – do not hold SRP verification statement:
  - Retailer
  - SRP Member

Different users have varying levels of access, with non-verified units having limited access to certain features and functions within RiceTrace. Retailer will only be able to see its inventory, while SRP Member only can see aggregate data on the RiceTrace dashboard.



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# Key Terms in RiceTrace

Before diving into the functionalities, let's familiarize ourselves with the key terms used in RiceTrace to ensure smooth navigation and understanding of the platform.

- **Participating Operator (PO):** an individual, company, or organization having ownership and control of rice and/or all rice-derived products, from origin to market, for one or several steps in the supply chain.
- **Producer/Producer Group:** individual or entities legally responsible for production of the rice sold by those individuals or businesses and who are eligible to apply for SRP evaluation under the Scheme.
- **Retailer:** business that sells goods directly to consumer for personal use. Act as the final link the supply chain.
- **Verified Unit (VU):** an entity could be producer or producer group or participating operator that holds the SRP verification statement.
- **Verification statement:** commonly known as certificate, specifies the performance of the producer or PO including compliance score, compliance status, estimated verified volume, and permitted claims.



# Roles and Access

Any trouble in RiceTrace, send email to [assurance@sustainablerice.org](mailto:assurance@sustainablerice.org)

- ✓ **Verified Unit Manager:** The designated VU contact will [have full access as the VU's manager](#), enabling them to perform all the functions mentioned on previous slide.
- ✓ **Marketing Email:** The marketing email will be registered and will [receive inquiries for SRP-verified rice](#) but will [not have access](#) to the system's operational functions.
- ✓ **Retailer contact:** The designated retailer contact will [have access to the VU's contact information and the Label and Claim Assessments](#) section. This access level [enables retailers to communicate with suppliers](#) and obtain rapid and seamless [approval of their proposed SRP-Verified Label and Claims](#)
- ✓ **SRP Member:** The designated SRP member contact will only have access to the RiceTrace [dashboard](#).

Photo credits:  
Sou Nat/SMP Cambodia

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# RiceTrace Features

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## The Traceability menu divided into operational sections:

- ✓ [Production](#) – Inventory – Transactions for Producers
- ✓ [Processing](#) – Inventory – Transactions for Participating Operators
- ✓ Registering initial volume in the beginning of the inventory for POs
- ✓ SRP-Verified Label and Claim Assessment

## Featuring dashboard with following info:

- SRP-verified [Rice by Country](#)
- Register /update [marketing contact](#)
- [Transaction Certificate](#) request



# Companies Tab Overview

Your organization's information is available in the 'Companies' menu, which includes the following details:

- **Company:** Information about your organization.
- **Person:** A list of employees in your organization who are registered and have access to RiceTrace.
- **Properties:** Displays your membership status and the start date of your SRP membership.
- **Relations:** Shows your organization's connections with other Assurance Platform users within the Audit Management Platform, including the Conformity Assessment Body conducting your SRP verification audit.
- **Marketing Contact:** Manages the contact details of your marketing team for SRP-verified rice inquiries.

In the following pages, you will find visual screenshots illustrating each section of the 'Companies' tab to help you navigate and understand the platform better.

Photo credits: Bean Bath/SMP Cambodia



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## Companies / Company

Export to Excel

Companies

Documents

Verification Audit

Verification Statement

Traceability

Marketing information

### Company Details.

Company

Persons

Properties

Relations

Marketing Contact

### Company unit

Name	TEST VU 1219
ID	VUTEST01
Start date	18-12-2023
Company type	VU
SRP Member	Yes
SRP Member since	01-07-2024

### Business address

Street	1219
Postal code	1201923
Town	test
Country	India
State	
Email	TEST@TEST.com
Website	
Coordinates	Latitude: Longitude:





Companies

Documents

Verification Audit

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Marketing information

Companies / Company

Export to Excel

**Company Details.**

Company

Persons

Properties

Relations

Marketing Contact

Companies / Company Details / • Persons

Export to Excel

Name

Function

Test VU

Employee

VU1219

Employee

«

1

»

1

# Properties



Companies

Documents

Verification Audit

Verification Statement

Traceability

Marketing information

Companies / Company

Export to Excel

**Company Details.**

Company

Persons

**Properties**

Relations

Marketing Contact

Companies / Company Details / • **Property details**

Property

Value

SRP Member

Yes

SRP Member since

01-07-2024

# Relations



Companies

Documents

Verification Audit

Verification Statement

Traceability

Marketing information

Companies / Company

Export to Excel

Company Details.

Company

Persons

Properties

Relations

Marketing Contact

Companies / Company Details / Relationships

Conformity Assessment Bodies

ID

Name

CAB\_TEST

CAB TEST

<<

1

>>

1

Verification Holders

ID

Name

No records

<<

1

>>

1

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# Marketing



+ Add  Export to Excel

Date



Verification Unit

Name

Email

● 15-07-2024

TEST VU 1219 - VUTEST01

Tarida

tarida.dalai@sustainablerice



1



1

Companies >

Documents

Verification Audit

Verification Statement

Traceability >

Marketing information

## Company Details.

Company

Persons

Properties

Relations

Marketing Contact



1



1

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# Marketing Contact Form

Companies / Company Details / Marketing Contact overview / • [Add Marketing Contact](#)

[X Cancel](#) [Save](#)

## Marketing Contact

### Marketing Contact

Please register the name and e-mail address of the marketing contact person within your organization. This person will receive requests from other SRP participants.

Verification Unit

\*

Name

\*

Email

\*

## Company Details.

Company

Persons

Properties

Relations

**Marketing Contact**

# Documents Tab Overview

The 'Documents' tab serves as a comprehensive library of SRP resources. Here, you can find a list of documents relevant to RiceTrace users. Clicking 'Documents' reveals folders and files, including:

- **SRP Verified Units Templates:** Contains templates for Verified Units to support assurance programs, including preparation for third-party assessments.
- **SRP Normative Documents:** Contains all SRP normative documents, such as standards, performance indicators, brand manuals, and claim guidelines, organized into sub-folders for easy navigation.
- **SRP Terms of Reference (TOR):** Includes TOR for the SRP Assurance Platform, Audit Management Platform, and RiceTrace.

SRP uploads updated files to this library as needed, so it is highly recommended to download the latest templates or files whenever necessary. The [RiceTrace module](#) will be also available in 'Documents'.

Visual screenshots of the 'Documents' section can be found in the following page to help you navigate and utilize the resources effectively.

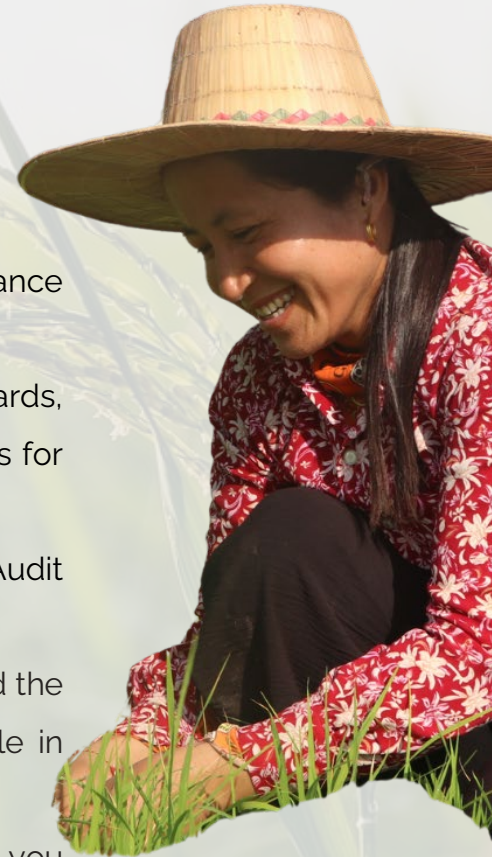


Photo credits: Bean Bath/SMP Cambodia

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# Documents



## Document management

Root

Type	Name	Document description	Date Changed
📁	SRP VUs Templates	Templates for Verification Unit - shareable to CAB's clients	02-08-2024 04:24:29
📁	SRP Normative Documents	This folder shows an updated normative document that should use ...	02-08-2024 04:25:09
📄	SRP Terms of Reference for Assurance Platform V2.0.pdf	SRP Terms of Reference July 2024	02-08-2024 04:30:15

« 1 » 1 3 item(s) | Items per page 100 ▾

- Companies >
- Documents**
- Verification Audit
- Verification Statement
- Traceability >
- Marketing information

Type	Name	Name
📁	Assurance Scheme	SAMPLE-Outsourcing-agreement SRP.docx
📁	Farm Docs	065 SRP Group_Member_Registry Template 2024.xlsx
📁	CoC Docs	064 3rd-party assessment Application Form_Jan24.docx
📁	Brand Manual and Claim Guidelines	066 SRP CoC Internal_Assessment for POs Checklist v2.3.xlsx
		075_SRP-RCA_CAP-Template-Apr24.xlsx
		074_SRP_Guidelines for Brand RCA_CoC.docx

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# Audit Related Tab Overview

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## Accessing Verification Audit and Statement Record

Verified Units can access their Verification Audit and Verification Statement records through RiceTrace. The content in these menus mirrors what is available on the Audit Management Platform managed by Conformity Assessment Body (CAB).

Only VU records are visible to the respective Verified Units, ensuring privacy and accuracy.

### Key Features:

- **Monitor** progress of the audit process;
- Use this **information to check** in with your CAB;
- If any errors or discrepancies are found between the audit data and actual information, reach out to your CAB for **clarification and correction**, since VU cannot make any edit.

Visual screenshots can be found in the following pages to help you navigate.





# Additional Menu relate to Audit



- Companies >
- Documents
- Verification Audit**
- Verification Statement**
- Traceability >
- Marketing information

## SRP Verification Audit overview

Export to Excel



ID	SRP Standa...	Status	VH	VH Country	VU	Verification ...	V
20240731_108	SRP Standard f...	Final			TEST VU 1219 - ...		
20240109_73	SRP Standard f...	Final	VH Ice - VHtest...	Netherlands	TEST VU 1219 - ...	Verified	In

2 item(s) | Items per page 100



- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >
- Marketing information

Audit information    Audit scope    Audit Results

### Verification audit process

Date of registration	03-06-2024
Date of proposal sent	04-06-2024
Date of agreement signed	10-06-2024
Date of expected field work	17-06-2024
Date of audit plan sent	11-06-2024
Date of opening meeting	17-06-2024
Date of closing meeting	21-06-2024
Date of report review approval	22-07-2024
Date of follow-up audit	
Date of verification statement issuance	30-07-2024

Audit information    Audit scope    Audit Results

### Audit results

Farm score 98 (-)

Number of Missed Thresholds

Chapter with missed thresholds

- Farm Management
- Harvest and Post Harvest
- Health and Safety
- Integrated Pest Management
- Labour Rights
- Nutrient Management
- Pre Planting
- Water Management

SRP audit report

Other supporting documents

Audit result summary

Have you identified non-conformities during the audit? No

# Marketing Information

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The 'Marketing Information' menu allows buyers to reach out to your marketing contact that has been registered in RiceTrace, to inquire SRP-verified rice.

Alternatively, you can also contact your supplier through the contact request form.

Potential buyers or you can use this feature to initiate contact with suppliers, and further communication can continue outside of RiceTrace.

In the 'Marketing Information' menu, you can also see a list of Verified Units (VUs), including the country and type of rice.

**Important Note:** Some Verified Units are missing their type of rice information. This occurred with older audits where recording the type of rice was not mandatory. Verified Units can update the type of rice in the 'Production' menu. More detailed information on how to update this will be explained in the ['production - volume adjustment'](#) slide.



# Marketing Information



SRP

Companies >

Documents

Verification Audit

Verification Statement

Traceability >

Marketing information



## Contact SRP Verified Unit

You can contact the SRP verified unit via this [contact request form](#).

## Verified Units' Information

[Export to Excel](#)

SRP Verified Unit	Country	Type of Rice				

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# Marketing contact



- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >
- Marketing information

## Contact SRP Verified Unit

You can contact the SRP verified unit via this [contact request form](#).

## Verified Units' Information

SRP Verified Unit	Country	Type of Rice
[Redacted]		



- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >
- Marketing information

## / • Add Contact Verification Unit

X Cancel Save Send mail to marketing contact ✓

### Contact Verification Unit

#### Contact Request

After saving, an e-mail will be sent to the marketing contact of the verification unit you have selected.

Select Verification Unit

From (send copy to)

Subject

Message

# Traceability Menu

The Traceability Menu is a crucial component of RiceTrace, enabling users to manage and monitor their SRP-verified rice effectively. The sub-menus include:

- **Production:** Shows the estimation harvested volume of Verified Producer(s).
- **Inventory:** Monitor and keep track of the quantities of SRP-verified rice in stock.
- **Initial Volume:** Register rice received without a Transaction Certificate.
- **Processing:** Record and register the processing activities of SRP-verified rice.
- **Transaction Certificate:** Record all SRP-verified rice transaction by requesting Transaction Certificate for each transaction.
- **SRP-Verified Label and Claim Assessment:** Verify and assess SRP labels and claims.

This section is the core to RiceTrace, designed to ensure transparency, traceability, and compliance throughout the supply chain.



Photo credits: Bean Bath/SMP Cambodia

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# Production

The Production submenu displays the **estimated harvested volume** of your Verified Unit (VU) in metric tons for the entire current year's harvest. This volume data is taken from the volume that **has been verified** by your Conformity Assessment Body (CAB) in the current year.

This volume will be automatically registered into VU's inventory record, and only **VU with active CoC verified status** that can make transaction of the SRP-verified rice.

- If there has not been an audit in the current year, the volume registered in the production overview will be from the previous year's audit.
- If the verification status is terminated, the volume in the production overview will be unregistered, and access to RiceTrace will be blocked.
- An exception from SRP is required to conduct transactions with the remaining SRP-verified rice from the previous year's harvest.

Visual screenshots of the 'Production' section can be found in the following pages to help you navigate and utilize the resources effectively.

Photo credits: Olam Agri

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# Production Menu is for Producers



Companies >

Documents

Verification Audit

Verification Statement

Traceability >

Marketing information >

## Chain of Custody.

**Production**

Initial volume

Inventory

Transaction Certificates

Traceability / Chain of Custody / • Production overview

Export to Excel



Year	Status	SRP Particip...	Type of Rice	Rice Variety	Estimated h...	
<input type="text"/>	Select a value ▾	<input type="text"/>	Select a ... ▾	<input type="text"/>	<input type="text"/> - <input type="text"/>	
2024	Registered	TEST VU 1219 - ...	Long Grain		18000.00	
2024	Request for volume ...	TEST VU 1219 - ...	Basmati	Basmati	15000.00	

« 1 » 1

2 item(s) | Items per page 100 ⇅



# Verified Unit with no COC verified

## For Verified Units without CoC verified status:

- Inform the Conformity Assessment Body (CAB) and the Sustainable Rice Platform (SRP) to register production with a miller.
- All production or estimated harvested volume of the producer MUST be registered into the miller's inventory record.
- The transfer of SRP rice from the producer to the miller will not be considered a transaction or recorded in SRP Rice Transaction list.
- The miller will handle processing and transactions on behalf of the producer.

## However, if producers wanting to operate independently:

- Apply for and pass the CoC verification audit.
- Obtain CoC verified status to process and make transactions independently.

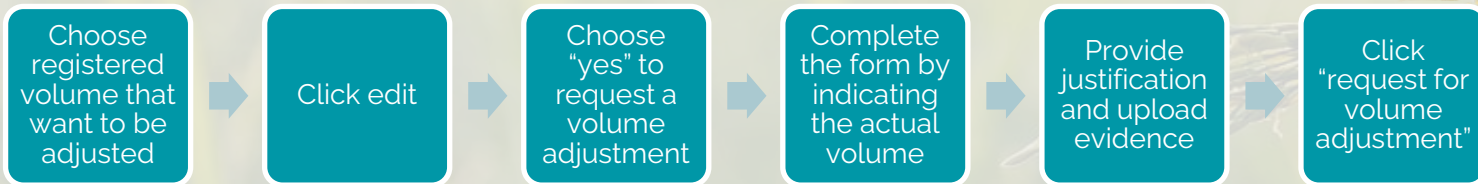


Photo credits: Olam Agri

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# Volume adjustment

Since the volume registered in the Production menu is estimated from the audit for the entire year, actual harvested volumes may differ. Verified Units (VUs) can make volume adjustments by following these steps:



An email will be sent to the SRP Standard & Assurance (S&A) team for review and approval or rejection. The S&A team may request additional information if needed. Approved adjustments will update your inventory to reflect the latest registered volume.

## NOTE:

- *If 'Request for Volume Adjustment' is clicked without selecting 'Yes', the request will be sent to the SRP Secretariat and immediately rejected.*
- *If 'Yes' is selected but the form is incomplete, the process cannot proceed. Save your progress and complete the form later if needed.*

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# Volume adjustment in Production Menu

Year	Status	SRP Participant	Type of Rice	Estimated harve...
2024	Registered	Test Royal Rice - VU0020	Jasmine	1500.00

Traceability / Chain of Custody / Production overview / • Production details

[Edit](#) [Print](#)

[Cancel](#) [Save](#) [Request for volume adjustment](#)

Production

Registered



Trusti Yuni Widiastuti  
19-09-2024 09:44:35

## Production

SRP Participant \* Test Royal Rice - VU0020

Type of Rice Select a value

Rice Variety Malys Angkor

Estimation harvested volume this year 1500.00 MT

Current year 2024

Request volume adjustment \*  Yes  No

If you need to adjust the production volume, click "yes" and complete the section below. SRP will review your request.

If the type of rice is missing from your registered estimated harvested volume and does not show in the marketing information, please adjust it using the volume adjustment function

# Inventory Menu for Producers



Traceability / Chain of Custody / • **Inventory overview**

Export to Excel



Owner	Type of Rice	Volume (MT)	CoC claim	Date
<input type="text"/>	Select a value ▾	<input type="text"/> - <input type="text"/>	Select a value ▾	
TEST VU 1219 -...	Long Grain	18000.00	MB - Mass Balance	31-07-2024
● TEST VU 1219 -...	Basmati	15000.00	IP - Identity Preserve	23-07-2024

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2 item(s) | Items per page 100 ▾

## Chain of Custody

Production

Initial volume

**Inventory**

Transaction Certificates



# Initial Volume

---

- The initial volume in SRP RiceTrace is for registering SRP rice **received without a Transaction Certificate**. Registration must be supported by a transaction document from the supplier, showing SRP rice information (e.g., product name, type of rice, volume, claim). The information in the document should match the recorded data in RiceTrace.
- Different **types** of rice must be **registered separately**, even if included in one transaction document.
- **SRP will review** the initial volume registered, and once approved, it will **appear in inventory**, allowing users to make transactions via RiceTrace.
- VU should **register all SRP rice in their possession** when they **start** using the RiceTrace. Make sure **indicating the product name** correctly.



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Photo credits: Olam Agri

# Initial volume

## Review.

Traceability / Chain of Custody / Initial volume overview / • Add Initial volume

What do you want to do?

- Save as a draft.
- Submit for review by SRP

- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >

Initial volume

### Initial inventory

SRP participant

\* TEST VU 1219 - VUTEST01

Date

\* 28-10-2024

Product name

\* Rice Long Grain Brown

Type of rice

\* Long Grain

Different types of rice must be registered separately, even if included in one transaction document.

Initial volume

\* 7500.00

CoC Claim

\* IP - Identity Preserve

Evidence

\*  Drop file(s) or click to upload

purchase order.docx

### Chain of Custody.

- Production
- Initial volume
- Processing
- Inventory
- Transaction Certificate
- Label and Claims Request

• 29-10-2024	Submitted	TEST VU 1219 - ...	28-10-2024	Long Grain	7500.00	IP - Identity Preserve
• 29-10-2024	Approved	TEST VU 1219 - VUTES...	28-10-2024	Long Grain	7500.00	IP - Identity Preserve

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# Processing

Processing of SRP rice should be recorded in SRP RiceTrace. Products from processing must be **registered and will be available in inventory**.

- User start by **record the processing** of SRP rice in SRP RiceTrace.
- Make sure the **conversion rate** of processing and the **total volume** of products are **correct**, so the products resulting from the processing could be correctly register in inventory.
- **Check the inventory** in SRP RiceTrace if the volume is correct.

There are three kinds of processing that can be recorded in RiceTrace. Check the following examples on next slides.

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Photo credits: Olam Agri



# Processing

SRP

Traceability / Chain of Custody / Processing overview / • Add Processing

X Cancel

Save

Review.

What do you want to do?

Draft

Start processing: input volume will be deducted from your inventory.

What do you want to do?

Add a remark and save.

Processing completed: The SRP verified rice output volume will be added to your inventory.

Processing

Processing

Processor ⓘ

\* TEST VU 1219 - VUTEST01

Date

28-10-2024

Type of Rice

\* Select a value

Select the type of rice, ensuring it matches the one chosen from the inventory.

Processing step ⓘ

\* Select a value

Product name

\*

Product ID (optional)

Output volume ⓘ

\*

Output volume of SRP verified rice ⓘ

\*

SRP Claim ⓘ

Select a value

Conversion rate ⓘ

\*

Conversion rate explanation ⓘ

Chain of Custody.

Production

Initial volume

Processing

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Transaction Certificate

Label and Claims Request

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# Processing – Input fields

- SRP
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- Traceability
  - Chain of Custody
    - Production
    - Initial volume
    - Processing
    - Inventory
    - Transaction Certificate
    - Label and Claims Request

Traceability / Chain of Custody / Processing overview / • Add Processing

X Cancel Save

INPUT SRP verified RICE

SRP Verified input	SRP verified input volume (MT)	Type of rice	CoC Claim
Select a value		Select a value	Select a value
0.00 +			
Add row			

INPUT: non verified rice (Mass Balance)

Type of rice	Non SRP verified input (MT)
Use filter bar to search	
Add row	

OTHER INPUT

Input material/product	Quantity (MT)
Use filter bar to search	

## Review.

What do you want to do?

- Draft
- Start processing: input volume will be deducted from your inventory.

What do you want to do?

- Add a remark and save.
- Processing completed: The SRP verified rice output volume will be added to your inventory.

# Processing – simple processing

SRP

- Companies
- Documents
- Verification Audit
- Verification Statement
- Traceability

Traceability / Chain of Custody / Processing overview / • Add Processing

Processing

Processor	* TEST VU 1219 - VUTEST01
Date	28-10-2024
Type of Rice	* Basmati
<small>Select the type of rice, ensuring it matches the one chosen from the inventory.</small>	
Processing step	* Milling
Product name	* Test Basmati Single Source
Product ID (optional)	TEST2810
Output volume	* 800.00 MT
Output volume of SRP verified rice	800.00 MT
SRP Claim	IP - Identity Preserve
Conversion rate	* 0.80 %
Conversion rate explanation	

Review.

What do you want to do?

Add a remark and save as draft.

Start processing: input volume will be deducted from your inventory.

Review.

What do you want to do?

Add a remark and save.

Processing completed: The SRP verified rice output volume will be added to your inventory.

Chain of Custody.

- Production
- Initial volume
- Processing
- Inventory
- Transaction Certificate
- Label and Claims Request

INPUT SRP verified RICE

SRP Verified input	SRP verified input volume (MT)	Type of rice	CoC Claim
* Rice - Basmati-IP - Identity Preserve 6500.00 MT	* 1000.00	Basmati	IP - Identity Preserve
1000.00 +			

# Processing – more than one verified input

SRP

Traceability / Chain of Custody / Processing overview / • Add Processing

X Cancel

Save

Processing

Processor ⓘ

Date

Type of Rice

Select the type of rice, ensuring it matches the one chosen from the inventory.

Processing step ⓘ

Product name

Product ID (optional)

Output volume ⓘ

Output volume of SRP verified rice ⓘ

SRP Claim ⓘ

Conversion rate ⓘ

Conversion rate explanation ⓘ

\* TEST VU 1219 - VUTEST01

28-10-2024

\* Long Grain

\* Milling

\* Test LG Multi Sources

TEST2810\_2

\* 1125.00

MT

1125.00

MT

Seg - Segregation

\* 0.75

%

Review.

What do you want to do?

Add a remark and save as draft.

Start processing: input volume will be deducted from your inventory.

What do you want to do?

Add a remark and save.

Processing completed: The SRP verified rice output volume will be added to your inventory.

Chain of Custody.

Production

Initial volume

Processing

Inventory

Transaction Certificate

Label and Claims Request

INPUT SRP verified RICE

	SRP Verified input	SRP verified input volume (MT)	Type of rice	CoC Claim ⓘ
X	* Rice - Long Grain-IP - Identity Preserve 7500.00 MT	* 500.00	Long Grain	IP - Identity Preserve X
X	* Rice - Basmati-Seg - Segregation 6000.00 MT	* 1000.00	Basmati	Seg - Segregation X

1500.00 +

● TEST VU 1219 - VUTEST01

Test LG Multi Sources

Long Grain

1125.00 Seg - Segregation

28-10-2024

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# Processing – verified mix with non verified

SRP

Traceability / Chain of Custody / Processing overview / • Add Processing

X Cancel Save

## Processing

Processor ①  
Date  
Type of Rice  
Select the type of rice, ensuring it matches the one chosen from the inventory.  
Processing step ①  
Product name  
Product ID (optional)  
Output volume ③  
Output volume of SRP verified rice ①  
SRP Claim ①  
Conversion rate ①  
Conversion rate explanation ①

TEST VU 1  
29-10-2024  
Jasmine

Milling  
Test MB Rice  
TEST2810\_3  
3200.00 (MT)  
2400.00 (MT)  
MB – Mass Balance  
0.80 (%)

## Review.

What do you want to do?

- Draft
- Start processing: input volume will be deducted from your inventory.

What do you want to do?

- Add a remark and save.
- Processing completed: The SRP verified rice output volume will be added to your inventory.

## Chain of Custody.

- Production
- Initial volume
- Processing
- Inventory
- Transaction Certificate
- Label and Claims Request

## INPUT SRP verified RICE

SRP Verified input	SRP verified input volume (MT)	Type of rice	CoC Claim ①
Rice - Jasmine-Seg - Segregation 9000.00 MT	3000.00	Jasmine	Seg - Segregation
	3000.00 +		

## INPUT: non verified rice (Mass Balance)

Type of rice	Non SRP verified input (MT)
Jasmine	1000.00

● TEST VU 1219 - VUTEST01      Test MB Rice      Jasmine      2400.00 MB – Mass Balance      29-10-2024

# Processing – adding ingredients

SRP

Traceability / Chain of Custody / Processing overview / • Add Processing

X Cancel Save

## INPUT SRP verified RICE

SRP Verified input

SRP verified input volume (MT)

\* Rice - Jasmine-Seg - Segregation 9000.00 MT

1000.00

Jasmine

Seg - Segre... x

1000.00 +

+ Add row

## INPUT: non verified rice (Mass Balance)

Type of rice

Non SRP verified input (MT)

Use filter bar to search

+ Add row

## OTHER INPUT

+ Add row

Input material/product

Quantity (MT)

x Vanilla

250.00

Product name

\* Test Rice Flour

Product ID (optional)

TEST2810\_4

Output volume ⓘ

\* 750.00

MT

Output volume of SRP verified rice ⓘ

750.00

MT

SRP Claim ⓘ

Seg - Segregation

Conversion rate ⓘ

\* 0.75

%

## Review.

What do you want to do?

Draft

Start processing: input volume will be deducted from your inventory.

What do you want to do?

Add a remark and save.

Processing completed: The SRP verified rice output volume will be added to your inventory.

## Chain of Custody.

Production

Initial volume

Processing

Inventory

Transaction Certificate

Label and Claims Request

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# Transaction Certificate

Transaction Certificate is an official document issued by SRP Secretariat through the RiceTrace platform to confirm that a specific shipment or batch of goods complies with the SRP standard requirements.

- All SRP rice **transactions** must go through Transaction Certificate system
- Seller that requests for a Transaction Certificate must have successfully met SRP CoC verification requirements of **third-party assessment**.
- A Transaction Certificate can include **multiple shipments**, invoices and containers within **30 days**, and all transactions shall be recorded in RiceTrace inventory system
- Transaction Certificate cannot be issued more than **six (6) months after the date of the earliest shipment**.
- CAB will **verify the compliance** of Transaction Certificate processing during verification audit.



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Photo credits: Olam Agri

# Transaction Certificates Menu



- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >

## Chain of Custody

- Production
- Initial volume
- Processing
- Inventory
- Transaction Certificate
- Label and Claims Request

Traceability / • Request TC

[Cancel](#) [Save](#) [Send Transaction Certificate Request to SRP](#) [Register non-verified transaction](#)

## Transaction Certificate

**Seller**

VU0020 Test Royal Rice

**Address of the Seller**

Road 51 , 80110 Kampong

**Country of the Seller**

Cambodia

**Buyer** ⓘ

\* Type some text to search...

**Address of the Buyer**

**Country of the Buyer**

Select a value

**Other transaction document(s)**

Exporter



Drop file(s) or click to upload

Importer

First consignee

Select a value

Other

Select a value

Send original TC to

Send original TC by

- registered email
- courier
- electronic
- other

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# Transaction Certificates Menu



- Companies >
- Documents
- Verification Audit
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- Traceability >**

- Chain of Custody.
- Production
- Initial volume
- Processing
- Inventory
- Transaction Certificate**
- Label and Claims Request

## Traceability / • Request TC

✕ Cancel    Save    Send Transaction Certificate Request to SRP    Register non-verified transaction

### Transaction Certificate

#### Purchase Order

Purchase Order date	Purchase Order n°	Purchase Order file
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add row

#### Invoice

Invoice date	Invoice number	Invoice file
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add row

#### Shipment(s) The shipment dates of this TC must be within a range of maximum 30 days.

Date of shpm...	Identification c...	Input	Type of Rice	Volume (MT)	Product name	Trade name	Packaging	Material descri...	Name of trans...	Container-truc...	InvUpdateDon...	Inv
<p> Value of a req</p>												
0.00 +												



# Transaction Certificates Menu



- Companies >
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Traceability / • Request TC

[X Cancel](#) [Save](#) [Send Transaction Certificate Request to SRP](#) [Register non-verified transaction](#)

Traceability / Chain of Custody / Transaction Certificate overview / • Edit TC

[X Cancel](#) [Save](#) [Send Transaction Certificate Request to SRP](#)

Date of shipment	* 27-09-2024	
Identification code (lot no/batch no)	<input type="text"/>	
Input	* Jasmine Seg - Jasmine- 75.00 MT	
Volume	* 25.00	MT
Trade name	Jasmine Seg rice	
Packaging	1 kg	
Material description	Jasmine rice from Thai	
Name of transport company	ChainPoint	
Container-truck-flight-vessel name	SourceIntel	

Close

# Transaction Certificates Menu

**NO TC requested**



Traceability / Chain of Custody / Transaction overview / • Request TC

X Cancel Save Send TC Request to SRP Register non-verified transaction Final Product Transaction to Retailer

- Companies >
- Documents
- Verification Audit
- Verification Statement
- Traceability >

## Chain of Custody

- Production
- Initial volume
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- Label and Claims Request

### Transaction

#### Transaction Certificate

Seller	VUTEST01 TEST VU 1219
Address of the Seller	1219 , 1201923 test
Country of the Seller	India
Buyer ⓘ	* Type some text to search...
Address of the Buyer	
Country of the Buyer	Select a value
Other transaction document(s)	Drop file(s) or click to upload
Send original TC to	Select a value
Send original TC by	Select a value

**Final product volume move to Retailer inventory record**

# Transaction Certificates Menu

TC Number	Buyer	Country of t...	Seller
<input type="text"/>	<input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>
20240703_19	Rice COC - VU0009	Thailand	VU new - VU0010
20240703_20	Rice COC - VU0009	Thailand	VU new - VU0010
20240620_12	CoC Actor Mill - VU0008	Netherlands	VU new - VU0010
20240620_10	CoC Actor Mill - VU0008	Netherlands	VU new - VU0010
20240612_8	Rice COC - VU0009	Thailand	VU new - VU0010
20240611_7	VU new - VU0010	Netherlands	Rice Producer - VU0007
20240611_6	CoC Actor Mill - VU0008	Netherlands	VU new - VU0010
20240611_4	CoC Actor Mill - VU0008	Netherlands	VU new - VU0010
20240527_2	CoC Actor Mill - VU0008	Netherlands	VU new - VU0010

# Inventory

---

In RiceTrace, **inventory** involves tracking and monitoring SRP-verified rice within the system. It helps to **keep track of the quantities of verified rice in stock**, ensuring transparency and compliance with SRP standard.

The inventory records will be updated upon the recording or registration of volume from production/estimation harvested volume OR purchasing OR processing activities:

- **Production:** If an audit been completed with estimated harvest volume, this will be registered as “Rice” in inventory.
- **Purchasing:** If the initial volume been approved or VU receive Transaction Certificate from supplier, it will be registered into inventory.
- **Processing:** Once the rice is processed, it will be logged in the system under a new product name, as determined by the VU, indicating that it is ready for sale.



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Photo credits: Olam Agri

# Volume of Participating Operators (POs)

VU	Product name	Type of Rice	Volume (MT)	CoC claim	Date	VU Country	CertStatus
		Select a ...		Select a value		Select ...	
● Test Royal Ri...	Jasmine MB	Jasmine	300.00	MB – Mass Balance	26-09-2024	Cambodia	
● Test Royal Ri...	Jasmine Seg	Jasmine	75.00		25-09-2024	Cambodia	
● Test Royal Ri...	Malys Angkor Jasmine MB	Jasmine	300.00		25-09-2024	Cambodia	
Test Royal Ri...	Malys Angkor	Medium Grain	50.00		19-09-2024	Cambodia	
Test Royal Ri...	Malys Angkor	Medium Grain	250.00	MB – Mass Balance	19-09-2024	Cambodia	
Test Royal Ri...	Malys Angkor	Jasmine	100.00	IP – Identity Preserve	19-09-2024	Cambodia	
Test Royal Ri...	Rice	Medium Grain	1400.00	Seg – Segregation	19-09-2024	Cambodia	
Test Royal Ri...	Rice			MB – Mass Balance	19-09-2024	Cambodia	
Test Royal Ri...	Rice	Jasmine	1000.00	MB – Mass Balance	19-09-2024	Cambodia	

## Chain of Custody.

Production

Initial volume

Processing

Inventory

Transaction Certificate

Label and Claims Request

PO's inventory data based on the volume of SRP-verified rice **purchased and sold**.

But, if the PO has an **active SRP-verified farm**, it includes **harvested volume**.

Products **ready for sale** come from the **initial volume** if no TC system is in place or from **processed harvested** or **purchased materials**.

# Inventory

VU	Product name	Type of Rice	Volume (MT)	CoC claim	Date	VU Country
<input type="text"/>	<input type="text"/>	Select a value ▾	<input type="text"/> - <input type="text"/>	Select a value ▾	<input type="text"/>	Select a value ⌵
● Test Royal Rice - ...	Malys Angkor	Medium Grain	150.00		19-09-2024	Cambodia
● Test Royal Rice - ...	Malys Angkor	Medium Grain	250.00	MB - Mass Balance	19-09-2024	Cambodia
● Test Royal Rice - ...	Malys Angkor	Jasmine	100.00		19-09-2024	Cambodia
● Test Royal Rice - ...	Rice	Medium Grain	1900.00	Seg - Segregation	19-09-2024	Cambodia
● Test Royal Rice - ...	Rice			MB - Mass Balance	19-09-2024	Cambodia
● Test Royal Rice - ...	Rice	Jasmine	1200.00	MB - Mass Balance	19-09-2024	Cambodia

- The [inventory records](#) will be [updated](#) upon the recording or registration of Verified Unit (VU) [processing activities](#).
- Once the rice is [processed](#), it will be [logged in the system](#) under a [new product name](#), as determined by the Verified Unit, indicating that it is [ready for transaction/sale](#).
- All [rice material](#), whether [harvested](#) by the VU or [purchased](#) from external sources, will initially be [recorded](#) under the general [product category 'rice'](#) before being reclassified following processing.

# Label & Claim Assessment

According to the SRP Brand Manual & Claim Guidelines, all proposed **label layouts and claim language must be approved by SRP before publishing or printing.**

Submissions are handled **confidentially through RiceTrace**, and applicants must have a RiceTrace user account.

Label and claim assessments have two parts:

1. Verifying the **artwork/design** to ensure compliance with the label use policy
2. Ensuring product **integrity and claims** for the product carrying the SRP label and claim. Only SRP rice with IP and Segregation that are eligible for the SRP-verified label.

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Photo credits: Olam Agri





# SRP Label and Claims

The claim category of an SRP-verified product is determined by the material input and the processing system, and claim **cannot** be upgraded.

Material Input Claim	Processing System	Product Output Claim
Identity Preservation	Segregation	Segregation
Identity Preservation	Mass Balance	Mass Balance
Segregation	Identity Preservation	Segregation
Segregation	Mass Balance	Mass Balance
Mass Balance	Identity Preservation	Mass Balance
Mass Balance	Segregation	Mass Balance



# Label and Claim Assessment

Companies >

Documents

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Traceability >

Marketing information

## Chain of Custody

Production

Initial volume

Inventory

Transaction Certificate

Processing

SRP-Verified Label and Claim(s)

## Assessment of SRP-Verified Label and Claim(s)

### To be completed by Applicant

Applicant

VUTEST01 TEST VU 1219

*If an applicant uses the same design for different packaging, each packaging must have a separate assessment*

Contact person for label & claim ⓘ

\*

SRP verified supplier ⓘ

\*

Select a value

Supplier missing in the list? ⓘ

Yes

No

Type of Rice

\*

Select a value

What is the claim associated with the products contained in the package? ⓘ

\*

Select a value

Proposed claim(s)

\*

Type of packaging

\*

Retail ricks/rice packs

Bulk rice box

Other

Design of the product packaging

\*



Drop file(s) or click to upload

Size of packaging

\*

Indicate countries in which the product will be marketed

\*

Select a value

*If marketed in multiple countries, click the green plus button for each*

Estimated launch/ shipment date of the product

\*

Language(s) to be used on the product package

\*

Select a value

*For multiple languages on packaging, click the green plus button for each*

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# Goes the RiceTrace





Photo credits:  
Kim Fooyontphanich

# SRP Feed the world. Sustainably!

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