<table>
<thead>
<tr>
<th>Document</th>
<th>fTRACE - System Guide</th>
<th>Amendment for meat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title</td>
<td>fTRACE - System Guide</td>
<td>Amendment for meat</td>
</tr>
<tr>
<td>Current document version</td>
<td>1.4</td>
<td></td>
</tr>
</tbody>
</table>
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1. Purpose of this document

This document is an accompanying document to the fTRACE system guide and deals with the transmission of traceability data applicable for the meat sector. Firstly, it starts with a chapter describing data attributes necessary to further describe specific instances or batches/lots of meat, i.e., raw material, intermediate products, as well as end products (chapter 2). Secondly, it describes the contents of the EPCIS messages (along with illustrating examples) for the various processes that need to be captured depending on the different cases to be distinguished (chapter 3). Chapter 0 supports companies to set up the transmission of the respective event messages. Chapter 5 provides guidance for those organisations which intend to transmit their traceability data by using the fTRACE Data Entry Website (DEWS).
2. **ILMD attributes**

Instance/Lot Master Data (ILMD) is data that describes a specific instance of a physical or digital object, or a specific batch/lot of objects that are produced in batches/lots. ILMD consists of a set of descriptive attributes that provide information about one or more specific objects or lots.

Instance/Lot Master Data can only be defined when new instance or batch/lot identifiers (e.g., a GTIN + batch/lot combination) come into existence. This can occur either in the case of an ObjectEvent with action="ADD" and business step "commissioning" (to document a slaughtering process) or in the case of a TransformationEvent (for instance, to document a processing, preservation, or cutting process), whereas the ILMD attributes refer to the output identifiers resulting of a transformation.

2.1 **ILMD attributes for slaughtering**

The following table provides an overview of all possible ILMD attributes applicable for EPCIS events capturing slaughtering processes. They are used to transmit data further describing a specific product instance or batch/lot, e.g. origin information. Their actual usage however depends on various factors, for instance the type of meat, the availability of GLNs, or legal obligations. The mandatory fields are explained in the various examples in section 3.1.

*Table of elements for the ilmd section:*

<table>
<thead>
<tr>
<th>Element</th>
<th>Type / possible values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>fT:preStageDetails</td>
<td>List &lt;agricultureDetails&gt;</td>
<td></td>
</tr>
<tr>
<td>fT:preStageDetails – fT:agricultureDetails</td>
<td>placeOfOriginID</td>
<td>Unique number for determining a place of origin</td>
</tr>
<tr>
<td>fT:agricultureDetails – fT:farmlIdentificationNumber (fT:farmlIdentType)</td>
<td>Content: String Possible types: VVVO or GLN</td>
<td></td>
</tr>
<tr>
<td>fT:address</td>
<td>Container for name, address, etc. Can only be present once within &quot;agricultureDetails&quot;</td>
<td></td>
</tr>
<tr>
<td>fT:address – fT:name</td>
<td>String</td>
<td>Name of the farmer</td>
</tr>
<tr>
<td>fT:address – fT:streetAddressOne</td>
<td>String</td>
<td>Street name + house number</td>
</tr>
<tr>
<td>fT:address – fT:streetAddressTwo</td>
<td>String</td>
<td>Additional street name</td>
</tr>
<tr>
<td>fT:address – fT:postalCode</td>
<td>String</td>
<td>Postcode</td>
</tr>
<tr>
<td>fT:address – fT:city</td>
<td>String</td>
<td>Town/city</td>
</tr>
<tr>
<td>fT:address – fT:countyCode</td>
<td>String</td>
<td>County/province</td>
</tr>
<tr>
<td>fT:address – fT:state</td>
<td>String</td>
<td>State</td>
</tr>
<tr>
<td>fT:address – fT:countryCode</td>
<td>String max. 3 Country as ISO country code Code list: ISO 3166 (DE, FR, NL, etc.)</td>
<td></td>
</tr>
<tr>
<td>fT:animalIdentification</td>
<td>Container for individual animal information Can only be present once per &quot;agricultureDetails&quot; con-</td>
<td></td>
</tr>
<tr>
<td>fT:animalIdentification – fT:animal</td>
<td>Container for information about an animal</td>
<td>Can be present n times in &quot;animalIdentification&quot;. Each &quot;animal&quot; container represents one animal</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>fT:animal – fT:animalID</td>
<td>String</td>
<td>Ear tag number of the animal</td>
</tr>
<tr>
<td>fT:animal – fT:crossBreedIndicator</td>
<td>Boolean</td>
<td>Was the animal a cross-breed? (true, false)</td>
</tr>
<tr>
<td>fT:animal – fT:breedCode</td>
<td>String</td>
<td>Breed of animal</td>
</tr>
<tr>
<td>fT:animal – fT:dateOfBirth</td>
<td>Date (YYYY-MM-DD)</td>
<td>Birth date of the animal</td>
</tr>
<tr>
<td>fT:animal – fT:placeOfBirth</td>
<td>Content: String</td>
<td>Unique number for identifying the origin of the animal (fT:farmIdentType)</td>
</tr>
<tr>
<td></td>
<td>Possible types: VVVO or GLN</td>
<td></td>
</tr>
<tr>
<td>fT:animal – fT:father</td>
<td>Information about the sire</td>
<td>Can only be present once per &quot;animal&quot; container</td>
</tr>
<tr>
<td>fT:father – fT:animalID</td>
<td>String</td>
<td>Ear tag number of the sire</td>
</tr>
<tr>
<td>fT:father – fT:breedOfFatherCode</td>
<td>String</td>
<td>Breed of the sire</td>
</tr>
<tr>
<td>fT:animal – fT:mother</td>
<td>Information about the dam</td>
<td>Can only be present once per &quot;animal&quot; container</td>
</tr>
<tr>
<td>fT:mother – fT:animalID</td>
<td>String</td>
<td>Ear tag number of the dam</td>
</tr>
<tr>
<td>fT:mother – fT:breedOfFatherCode</td>
<td>String</td>
<td>Breed of the dam</td>
</tr>
<tr>
<td>fT:agricultureDetails – fT:proportionPercentOfLot</td>
<td>float</td>
<td>Proportion of the entire batch made up by the partial batch in percent (DO NOT USE PERCENT SIGN)</td>
</tr>
<tr>
<td>fT:agricultureDetails – fT:proportionRankingOfLot</td>
<td>Integer</td>
<td>Ranking based on the percentage of the entire batch made up by the partial batch</td>
</tr>
</tbody>
</table>

With regard to the ILMD attributes “fT:proportionPercentOfLot” and “fT:proportionRankingOfLot”, please take into account the following hint:

It is required to calculate and submit the proportion of the batch/lot per place of origin. However, if several places of origin have the same proportion, it is not allowed to indicate the same ranking value.

**Example: (Correct)**

- Origin 1, 25%, ranking 1
- Origin 2, 25%, ranking 2

**Example: (Incorrect)**

- Origin 1, 25%, ranking 1
- Origin 2, 25%, ranking 1
2.2 ILMD attributes for transformations

The following table provides an overview of all possible ILMD attributes applicable for EPCIS events capturing transformation processes (i.e., cutting, processing, or preservation). They are used to transmit data further describing a specific product instance or batch/lot forming the outcome of a transformation, e.g., a best before date. Their actual usage however depends on various factors, for instance the type of meat, the nature of a transformation process, or legal obligations. The mandatory fields are explained in the various examples in section 3.2.

*Table of elements for the ilmd section:*

<table>
<thead>
<tr>
<th>Element</th>
<th>Type / possible values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>fT:useByDate</td>
<td>Date (YYYY-MM-DD)</td>
<td>Use by date</td>
</tr>
<tr>
<td>fT:bestBeforeDate</td>
<td>Date (YYYY-MM-DD)</td>
<td>Best before date</td>
</tr>
<tr>
<td>fT:dateOfFirstFreezing</td>
<td>Date (YYYY-MM-DD)</td>
<td>Date when the product was frozen for the first time</td>
</tr>
<tr>
<td>fT:preservingPeriodStart</td>
<td>Date (YYYY-MM-DD)</td>
<td>Start date of the preserving process (e.g., smoking)</td>
</tr>
<tr>
<td>fT:preservingPeriodEnd</td>
<td>Date (YYYY-MM-DD)</td>
<td>End date of the preserving process (e.g., smoking)</td>
</tr>
<tr>
<td>fT:storageStateCode</td>
<td>Possible values: PREVIOUSLY_FROZEN NOT_PREVIOUSLY_FROZEN</td>
<td>Indicates whether the product has previously been frozen.</td>
</tr>
</tbody>
</table>
3. Message examples incl. mandatory fields

3.1 Slaughtering

Mandatory fields for ALL EPCIS event messages documenting slaughtering processes include (please refer to section 4.2 in the fTRACE system manual):

- `eventTime`
- `eventTimeZoneOffset`
- `epcList` and/or `quantityList` (populated with the respective object identifiers including quantities and unit of measure, if applicable)
- `action` ("ADD")
- `bizStep` (usually "commissioning". Only if you want to add quantities to an already existing product batch/lot identifier, “creating_class_instance” applies.)
- `readPoint` (populated with an SGLN)
- `ilmd` (containing the respective ILMD attributes indicated in the following subsections)

3.1.1 SLAUGHTERING INDICATING PLACE OF ORIGIN WITH GLNS

Apart from the mandatory EPCIS event fields indicated in section 3.1, the following ILMD attributes are required in case the places of origin are identified with GLNs (please refer to the list in section 2.1 for further details):

- `preStageDetails`
- `agricultureDetails`
- `farmIdentificationNumber` (farmIdentType “GLN”)
- `proportionPercentOfLot`
- `proportionRankingOfLot`

Please note: if there is a need to transmit information about individual animals (in the case of cows, e. g.), please refer to section 3.1.5 in order to include the respective ILMD attributes necessary for this purpose.
### 3.1.2 SLAUGHTERING INDICATING PLACE OF ORIGIN WITH VVVO NUMBERS

Apart from the mandatory EPCIS event fields indicated in section 3.1, the following ILMD attributes are required in case the places of origin are identified with VVVO numbers (please refer to the list in section 2.1 for further details):

- preStageDetails
- agricultureDetails
- farmIdentificationNumber (farmIdentType “VVVO”)
- proportionPercentOfLot
- proportionRankingOfLot

Please note: if there is a need to transmit information about individual animals (in the case of cows, e.g.), please refer to section 3.1.5 in order to include the respective ILMD attributes necessary for this purpose.
3.1.3 SLAUGHTERING INDICATING PLACE OF ORIGIN WITH ADDRESSES

Remark: In order to achieve and maintain an optimal level of data quality and system efficiency, this option should be prevented.

Apart from the mandatory EPCIS event fields indicated in section 3.1, the following ILMD attributes are required in case there are neither GLNs nor VVVO numbers available and the places of origin need to be described with free text (please refer to the list in section 2.1 for further details):

- preStageDetails
- agricultureDetails
- address
- postalCode
- countryCode
- proportionPercentOfLot
- proportionRankingOfLot

In addition to that, the following optional ILMD attributes can be added, if applicable:

- name
- streetAddressOne
- streetAddressTwo
city
countyCode
state

Please note: if there is a need to transmit information about individual animals (in the case of cows, e.g.), please refer to section 3.1.5 in order to include the respective ILMD attributes necessary for this purpose.

(Description of an EPCIS ObjectEvent with information on origin using address data)

```xml
  <EPCISBody>
    <ObjectEvent>
      <eventTime>2014-06-20T14:58:56.591Z</eventTime>
      <eventTimeZoneOffset>+02:00</eventTimeZoneOffset>
      <epcList/>
      <action>ADD</action>
      <bizStep>urn:epcglobal:cbv:bizstep:commissioning</bizStep>
      <readPoint>
        <id>urn:epc:id:sgln:4012345.99901.0</id>
      </readPoint>
      <bizLocation>
        <id>urn:epc:id:sgln:4012345.99902.0</id>
      </bizLocation>
      <extension>
        <quantityList>
          <quantityElement>
            <epcClass>urn:epc:class:lgtn:4012345.011111.XYZ2223</epcClass>
            <quantity>150</quantity>
            <uom>KGM</uom>
          </quantityElement>
        </quantityList>
        <ilmd>
          <ft:preStageDetails>
            <ft:agricultureDetails>
              <ft:address>
                <ft:name>Jon Doe</ft:name>
                <ft:streetAddressOne>Mainstr. 1</ft:streetAddressOne>
                <ft:streetAddressTwo>A</ft:streetAddressTwo>
                <ft:postalCode>55555</ft:postalCode>
                <ft:city>Doetwon</ft:city>
                <ft:countyCode>Doe County</ft:countyCode>
                <ft:state>Doe Federal State</ft:state>
                <ft:countryCode>DE</ft:countryCode>
                <ft:address/>
                <ft:proportionPercentOfLot>100.00</ft:proportionPercentOfLot>
                <ft:proportionRankingOfLot>1</ft:proportionRankingOfLot>
              </ft:address>
            </ft:agricultureDetails>
          </ft:preStageDetails>
        </ilmd>
      </extension>
    </ObjectEvent>
  </EPCISBody>
</epcis:EPCISDocument>
```
3.1.4 SLAUGHTERING INDICATING PLACE OF ORIGIN WITH DIFFERENT IDENTIFICATION SCHEMES

Apart from the mandatory EPCIS event fields indicated in section 3.1, include the respective ILMD attributes described in sections 3.1.1, 3.1.2 and 3.1.3 in case there are different origin identifiers.

(Depiction of the ILMD area of an EPCIS ObjectEvent with information on origin with all three possible alternatives for submitting origin information [VVVO, GLN, address + country code])

```xml
<ilmd>
  <ft:preStageDetails>
    <ft:agricultureDetails>
      <ft:address>
        <ft:postalCode>55555</ft:postalCode>
        <ft:countryCode>UK</ft:countryCode>
      </ft:address>
      <ft:proportionPercentOfLot>80</ft:proportionPercentOfLot>
      <ft:proportionRankingOfLot>1</ft:proportionRankingOfLot>
    </ft:agricultureDetails>
    <ft:farmIdentificationNumber ft:farmIdenType="VVVO">276055580040000</ft:farmIdentificationNumber>
    <ft:proportionPercentOfLot>10</ft:proportionPercentOfLot>
    <ft:proportionRankingOfLot>2</ft:proportionRankingOfLot>
  </ft:agricultureDetails>
  <ft:preStageDetails>
    <ft:farmIdentificationNumber ft:farmIdenType="GLN">4012345123456</ft:farmIdentificationNumber>
    <ft:proportionPercentOfLot>10</ft:proportionPercentOfLot>
    <ft:proportionRankingOfLot>3</ft:proportionRankingOfLot>
  </ft:agricultureDetails>
</ilmd>
```

3.1.5 SLAUGHTERING WITH INFORMATION ABOUT INDIVIDUAL ANIMALS

Notwithstanding the above specifications (sections 3.1.1 to 3.1.4), it is possible to amend each of those messages with information about individual animals. In such a case, the above event structures have to be complemented by the following ILMD attributes (please refer to the list in section 2.1 for further details):

- animalIdentifications
- animal
- animalID

In addition to that, the following optional ILMD attributes can be added, if applicable:

- crossBreedIndicator
- breedCode
- dateOfBirth
- placeOfBirth Type: GLN or VVVO
- father
- breedOfFatherCode
- mother
- breedOfMotherCode
3.2 Transforming

Mandatory fields for ALL EPCIS event messages documenting transformation processes include (please refer to section 4.3 in the fTRACE system manual):

- `eventTime`
- `eventTimeZoneOffset`
- `inputEPCList and/or inputQuantityList (populated with the respective object identifiers including quantities and unit of measure, if applicable)`
- `outputEPCList and/or outputQuantityList (populated with the respective object identifiers including quantities and unit of measure, if applicable)`
- `bizStep`
  - in case of cutting (see 3.2.1), use “http://epcis.ftrace.com/voc/bizstep/splitting”
  - in case of preservation (see 3.2.2), use “http://epcis.ftrace.com/voc/bizstep/preserving”
  - in case of processing (see 3.2.3), use “urn:epcglobal:cbv:bizstep:transforming”
- `readPoint (populated with an SGLN)`
- `ilmd (containing the respective ILMD attributes indicated in the following subsections)`

3.2.1 CUTTING

Depending on the type of product (species, raw vs. end product, e.g.), there are different ILMD attributes that could apply whenever one input (e.g., raw material or an intermediate product) is transformed into one or more outputs (e.g., another intermediate or end products). Thus, apart
from the mandatory EPCIS event fields indicated in section 3.2, the following ILMD attributes **COULD** be required (please refer to the list in section 2.2 for further details):

- useByDate
- bestBeforeDate
- dateOfFirstFreezing
- storageStateCode

*(Depiction of an EPCIS XML for a "TransformationEvent" with one input and several outputs)*

```xml
<?xml version="1.0"?>
  <EPCISBody>
    <EventList>
      <extension>
        <TransformationEvent>
          <eventTime>2014-11-21T14:58:56.591Z</eventTime>
          <eventTimeZoneOffset>+02:00</eventTimeZoneOffset>
          <inputQuantityList>
            <quantityElement>
              <epcClass>urn:epc:id:lgtln:4012345.011111.YZ1223</epcClass>
              <quantity>1200</quantity>
              <uom>KGM</uom>
            </quantityElement>
          </inputQuantityList>
          <outputQuantityList>
            <quantityElement>
              <epcClass>urn:epc:id:lgtln:4012345.021111.YZ5555</epcClass>
              <quantity>600</quantity>
            </quantityElement>
            <quantityElement>
              <epcClass>urn:epc:id:lgtln:4012345.021111.YZ6666</epcClass>
              <quantity>500</quantity>
            </quantityElement>
          </outputQuantityList>
          <bizStep>http://epcis.ftrace.com/voc/bizstep/splitting</bizStep>
          <readPoint>
            <id>urn:epc:id:sgln:4054738.99901.1</id>
          </readPoint>
          <lmid>
            <FT:bestBeforeDate>2014-12-10</FT:bestBeforeDate>
          </lmid>
        </TransformationEvent>
      </extension>
    </EventList>
  </EPCISBody>
</epcis:EPCISDocument>
```

Here, the eventTime represents the cutting date. The 1:N scenario can be used to document the production of several intermediate goods from one raw material, for example.

### 3.2.2 PRESERVATION

Depending on the type of product (species, raw vs. end product, e. g.), there are different ILMD attributes that could apply whenever one or more products are preserved (through smoking, e. g.). Thus, apart from the mandatory EPCIS event fields indicated in section 3.2, the following ILMD attributes **COULD** be required (please refer to the list in section 2.2 for further details):

- useByDate
- bestBeforeDate
- dateOfFirstFreezing
- preservationPeriodStart
- preservationPeriodEnd
3.2.3 PROCESSING

Depending on the type of product (species, raw vs. end product, e.g.), there are different ILMD attributes that could apply whenever one or more inputs (e.g., raw material or intermediate products) are transformed into one or more outputs (e.g., another intermediate or end products). Thus, apart from the mandatory EPCIS event fields indicated in section 3.2, the following ILMD attributes COULD be required (please refer to the list in section 2.2 for further details):

- useByDate
- bestBeforeDate
- dateOfFirstFreezing
- storageStateCode
(Depiction of an EPCIS XML for a "TransformationEvent" with two inputs and one output)
4. Message transmission

4.1 Endpoint

The transmission of XML messages to the fTRACE EPCIS repository is ensured by a HTTP POST service. fTRACE provides two endpoints for message transmission (Remark: in order to submit messages, a username and password is required. The latter can be acquired by contacting the fTRACE team).

For testing purposes:
https://capture-pp.ftrace.com/ftrace.epcis.converter/CaptureServiceConverter

For live operation:
https://capture.ftrace.com/ftrace.epcis.converter/CaptureServiceConverter

Please use the live endpoint only if you have passed the testing phase and finalised all developments.

4.2 Setting up test environment

Data submission via web service can be tested using the web service testing application SoapUI. SoapUI can be downloaded free of charge from: http://www.soapui.org (Please note that SOAP UI is an open source web service testing application which is neither provided, maintained, nor supported by GS1 Germany. GS1 Germany cannot be held liable for any damage or loss of any kind of nature.)

Please follow the following steps to test data submission via web service to the fTRACE system:

1. Please open SoapUI – keep in mind, that this can take a while. SoapUI is a very powerful tool and has to load lots of information.
2. After it is started, the user will see this screen:
3. Now the user has to import a ready-made SoapUI project.
4. Therefore open: “File – Import Project”:

5. A new dialog will be displayed:

6. Seek with the “File open” dialog the file named: “fTRACE-SoapUI-project.xml”, mark it and click on “Open”
7. The program will now import all settings and creates a new project:
8. By pressing the little arrow beside the project name, the view can be expanded:

```
- fTRACE
  - fTRACE
    - fTRACE
```

Hint: Use always the arrow to open an element, in case that a user double-clicks it only opens a property window.

9. Open all subfolders till you see two sub-project elements. One stands for sending data to the fTRACE live system and the other one for the testing system.

10. Again, open both items by clicking the arrow:

```
- fTRACE
  - fTRACE
    - fTRACE
      - Test Steps (2)
        - Testing System
        - Live System
      - Load Tests (0)
      - Security Tests (0)
```

11. Inside each “Test Steps” is a “Testing System” and “Live System” item; this is the actual data delivery function.
   For opening the function, click the “Testing System” item twice.

12. SoapUI will now open a new sub-windows on the right side of the program dialog:
13. This sub-window contains two blank text fields. The left one is where EPCIS XML content can be past in and can be send to the fTRACE server.
14. After coping XML content to the left blank field, the user has to click the “Play” symbol in the upper left corner of the sub-window.
15. All fTRACE system responses will be displayed inside the right field. A message was successfully imported if the following message appears:
5. Manual data submission via website

5.1 Login

fTRACE offers several options for submitting traceability data to the system. A quick and easy method of transferring data is to enter it manually via the website: https://dataentry.ftrace.com or for test data: https://dataentry-pp.ftrace.com.

In order to use the data entry website, you need to have provided with your login information beforehand.

Please sign in

Username: [Enter username]
Password: [Enter password]

Log in

If you want to register or if you need any help in the registration process, please contact support@ftrace.com.

On loading the website, you will find two text boxes at the bottom-left of the page, one labelled "Username" and another "Password". Enter your login details here and then click on "Log in".

5.2 Slaughtering including information on origin

If you wish to submit slaughtering information and corresponding places of origin for a particular batch, proceed as follows. First click on the "Slaughtering" tab at the top of the web page.

The upper part of the page may look different, as it depends on the specific user and their access rights.

5.2.1 SLAUGHTERING INFORMATION STATING PLACE OF ORIGIN USING GLN

If all of the farms that supplied the current batch have a GLN number, you can enter them as follows:

1. First, enter the date of slaughter on the first page (labelled "Date of slaughtering")

(You don't have to change the "GLN Slaughter / Cutter" number as it will be automatically preset based on your registration data. It only has to be changed if you are slaughtering on behalf of another company.)
2. Then click on "Add farm":

3. You are then taken to the page where you can enter the GLNs.
4. Enter a GLN in the first text box labelled "Farm identification number".
5. Then click on "GLN" next to "Identification type".

6. Finally, enter the number of animals that this farm has supplied you with in the field "Number of animals".
7. Click on "Save".

Optional: If you wish to discard all of your entries, click on "Cancel". This undoes all current entries for this input mask.

8. Having clicked on "Save", the system then displays the "Slaughtering" page. An overview of the places of origin will now be displayed in the middle of the page.

You can use the symbol: 🔄 to retrieve and edit your entries, and use the symbol: 🗑️ to delete this record.

Repeat steps 1-7 to specify all places of origin for the batch.
5.2.2 SLAUGHTERING INFORMATION STATING PLACE OF ORIGIN USING VVVO NUMBER

If all of the farms that supplied the current batch have a VVVO number, you can enter them as follows:

1. First, enter the date of slaughter on the first page (labelled "Date of slaughtering")

(You don't have to change the "GLN Slaughter / Cutter" number as it will be automatically preset based on your registration data. It only has to be changed if you are slaughtering on behalf of another company).

2. Then click on "Add farm":

3. You are then taken to the page where you can enter the VVVO numbers.

4. Enter the first VVVO number in the first text box labelled "Farm identification number".

5. Then click on "VVVO" next to "Identification type".

6. Finally, enter the number of animals that this farm has supplied you with in the field "Number of animals".

7. Click on "Save".

Optional: If you wish to discard all of your entries, click on "Cancel". This undoes all current entries for this input mask.

8. Having clicked on "Save", the system then displays the "Slaughtering" page. An overview of the places of origin will now be displayed in the middle of the page.
You can use the symbol: ✂️ to retrieve and edit your entries, and use the symbol: ⏹️ to delete this record.

Repeat steps 1-7 to specify all places of origin for the batch.

5.2.3 SLAUGHTERING INFORMATION STATING PLACE OF ORIGIN USING ADDRESS

If you know the address of all of the farms that supplied the current batch, you can enter them as follows:

1. First, enter the date of slaughter on the first page (labelled "Date of slaughtering")
(You don't have to change the "GLN Slaughter / Cutter" number as it will be automatically preset based on your registration data. It only has to be changed if you are slaughtering on behalf of another company).

2. Then click on "Add farm":

3. You are then taken to the page where you can enter the address information.

4. Leave the field labelled "Farm identification number" BLANK.

5. Do NOT select any of the options next to "Identification type".

6. Enter the number of animals that this farm has supplied you with in the field "Number of animals".
7. Enter the addresses you have for the farmer in the middle section of the page. You must enter postcode and country as a minimum.

8. Click on "Save".

Optional: If you wish to discard all of your entries, click on "Cancel". This undoes all current entries for this input mask.

9. Having clicked on "Save", the system then displays the "Slaughtering" page. An overview of the places of origin will now be displayed in the middle of the page.

You can use the symbol to retrieve and edit your entries, and use the symbol to delete this record.

Repeat steps 1-7 to specify all places of origin for the batch.

5.2.4 SLAUGHTERING INFORMATION WITH MIXED ORIGIN INFORMATION

Places of origin can also be submitted using mixed formats. It is even possible to submit information on origins for a batch using VVVO, GLN and address data in a single message.

5.2.5 SLAUGHTERING WITH INFORMATION ABOUT INDIVIDUAL ANIMALS

It is possible to amend the origin information with specific details about individual animals.

1. If you want to add specific information about animals, click on the symbol in the corresponding line of the "Farms list".
2. You are then taken to the page where you can enter individual animal information.

3. Click on "Add animal" to add the first animal:

   ![Add animal button]

4. Enter the Eartag ID of the animal in the "Eartag ID" field.

5. You can optionally add whether the animal is a crossbreed or not in the "Crossbreeding" field.

6. Choose either "VVVO" or "GLN" as the identification type in the corresponding drop-down menu.

7. Enter the VVVO or GLN in the "Farm Birth ID" field to identify the origin of the animal.

8. Specify the birth date of the animal in the "Date of birth" box.

9. Optionally, you can add the breed of the animal, the eartag ID of the father and mother, as well as the breed of the father and mother in the corresponding text fields.

![Input fields for animal information]

10. Click on "Save".

   Optional: If you wish to discard all of your entries, click on "Cancel". This undoes all current entries for this input mask.

11. Having clicked on "Save", the system then displays an overview of the already added animals.
You can use the symbol 📝 to retrieve and edit your entries, and use the symbol ✖️ to delete this record.

Repeat the steps 3-10 to add further animals.

### 5.3 Transforming, splitting and preserving

All of the different processing steps (such as cutting beef sides into pieces, producing beef mince, smoking/curing beef, etc.) can be documented using the "Processing" tab. This is done as follows:

1. First, click on the ⬆️ tab.

2. You will now be presented with the "Input table" and "Output table" where you can specify which inputs (e.g. raw materials and intermediate products) were used for which outputs (e.g. intermediate and final products). If (for example) a forequarter of beef and a pork side are being processed to make mixed minced meat, both the beef forequarter and the pork side must be entered in the "Input table" and the minced meat in the "Output table".

3. To add an input or an output to each table, click on ➕ Add input or ➕ Add output.

4. A dialog box will appear where you can select the corresponding product name (the respective global item number will be shown in brackets for better control).

5. After specifying the corresponding batch number and quantity, confirm your entries with ✨ Save.
6. Your entries will be added to the table in question and can then be edited using or deleted using 

7. Select the appropriate option from the three alternatives in the "Process" drop-down box:
   a) for 1:n processing steps (e.g. cutting): "Splitting"
   b) for preserving products (i.e. 1:1 or n:1 processing steps that take longer, such as marinating or smoking/curing), select "Preserving"
   c) for other processing steps (e.g. producing minced meat from different batches), select "Transforming".

8. Enter your 13-digit GLN (Global Location Number) in the "Business Location" field. This field defaults to the GLN of the logged-in user's company for convenience.

9. You can optionally add the fTRACE tracking code to be printed on the final product as a data matrix and/or in human-readable form in the field "fTRACE tracking code". This tracking code can be used for B2C access if GTIN+batch/lot is not to be used for retrieving traceability data (e.g. due to length).

10. Enter the date of processing in the "Date of Processing" box.

11. Specify the expiration date in the "Best before date" box using the calendar function.

12. For certain products (such as minced meat) the "consume by" date must be given in the "Use by date" box too.

13. Where methods of preservation are used, enter the preservation start date in the "Start preservation period" box and the end date in the "End preservation period" box.

14. Please select the corresponding item in the “Has the item been frozen” drop-down box if the product has been frozen. If the item has been frozen, you should also enter a date in the “Date of first freezing” box.
5.4 Sending messages

Records that you have saved using the data entry masks described above do not get transferred to the fTRACE server immediately. The number of outstanding, i.e. not-yet-sent, messages appears in a blue oval to the right of the "Pending" button:

Click on the "Pending" button to send the messages to the fTRACE Server (and thus release them). You will receive a summary of all pending records:

There are a number of useful functions available to the lower-left side of the "Pending" mask:

By clicking on the icon, you can view a selected record once more and check that it is correct. The system jumps directly into the familiar entry mask (e.g. "Slaughtering" or "Processing"). It is not possible to make changes in this mode, however.

Clicking on the icon allows you to edit particular entries for the selected record prior to sending it off. The system jumps directly into the familiar entry mask (e.g. "Slaughtering" or "Processing") here too.
Clicking on the icon allows you to tag a marked record as a "favourite" which facilitates data entry and saves you time. This is useful if you find yourself often repeating similar processes, for instance.

Clicking on the icon deletes the selected records.

The data should be transferred to the fTRACE server as soon as you are sure it is correct. To do this, click on the check box to the left of the record (for convenience, you can select all outstanding records by clicking on the uppermost check box) and click "Submit all selected messages".

Sent messages no longer appear in the "Pending" mask, i.e. only when there are no entries left have all records actually been transmitted to the fTRACE server.

As a consequence, when all records have been transferred, a blue oval no longer appears next to the "Pending" button either:

5.5 Historical view

The "History" mask was created to give better oversight, and it lists all the records that your company has uploaded to the fTRACE server.
In contrast with the "Pending" mask, you don't have the option of editing or deleting records here.