USER GUIDE

Timber industry portal to the

GHANA WOOD TRACKING SYSTEM
PREPARED FOR PRIVATE SECTOR ENTERPRISES IN THE TIMBER SECTOR OF GHANA

BY

NATURE & DEVELOPMENT FOUNDATION (NDF) IN COLLABORATION WITH THE GHANA
FORESTRY COMMISSION WITH FUNDING FROM UKAID.
INTRODUCTION

INDUSTRY PORTAL TO THE GWTS

Nature & Development Foundation (NDF) in collaboration with the Ghana Forestry Commission and with Funding from Ukaid, through the project, “Building Capacities of Small-Medium Forest Enterprises (SMFEs) In Ghana and Liberia to Supply and Trade in Legal Timber” developed this Portal to make the operation of the wood tracking system more transparent for the private sector. The development of the portal is also intended facilitate private sector uptake of the operation of the timber legality assurance system in view of FLEGT Licenses.

This web-based portal support Private Sector Enterprise (PSE) to interface with the Ghana Wood Tracking System (GWTS). Specifically, this industry portal generally supports:

i. PSE viewing their data live on the GWTS over the internet. E.g.
   a) Stock survey data.
   b) Harvesting information from TIF, LIF, and LMCC
   c) Wood processing data such as input/output and inspection certificates.
   d) Wood sales data such as Export Permits and FLEGT licenses.
   e) Legality compliance information from TVD and TIDD audits.

ii. PSE entry of specific company information (e.g. legality documents) required of the private sector for registration such as (scan and uploaded):
    a) Five (5) year operational plans for productive forest reserves
    b) Income tax certificate
    c) Business registration documents
    d) SSNIT Social Security and National Insurance Trust
    e) Health and safety certificates

EXPECTED OUTCOMES

NDF envisages that, with usage of this portal,

i. The operation of the legality assurance system adds value to businesses
ii. There is a reduction in transaction time and cost for businesses
iii. There is transparency in the management of forest information
1 LOGIN

Industry Users can reach the portal through the following links:

https://www.industry.fcghana.org/

https://ghanatimbertransparency.info/#/timber-trade-portal/

Authorized users, registered in the system will be able to login using their provided username and password.

To login to the portal:
1. Enter your username in the input field provided.
2. Enter your password in the input field provided.
3. Click on the Submit button to login to the portal.
Industry Users and System Administrators are presented with user specific accessibility and user roles.

**ADMINISTRATOR NAVIGATION BAR**

The navigation bar displays the following options for a system administrator user.

1. Homepage
2. Timber Trade Portal
3. FAQs
4. Control Panel
5. Manage Users

**INDUSTRY USER NAVIGATION BAR**

The navigation bar displays the following options for an industry user.

1. Homepage
2. Timber Trade Portal
3. FAQs
4. Control Panel
5. Manage Users
The homepage of the Ghana Transparency Portal provides information and details for logged in users.
SUMMARIES

The summaries on the homepage displays data summaries on trading destinations, exports by products and timber rights.

- **Destinations Summaries** shows summaries on current timber trading destinations, the current trading permits for the destination and the Volume (m$^3$) of products.

  ![Destinations Summaries Table]

- **Exports by Products** shows a data on exports to other countries, product types exported, permits, product pieces and volume (m$^3$).

  ![Exports by Products Table]

- **Timber Rights** shows summaries on legal timber trading rights, number of permits, contractors, forests, compartments and total area (Ha).

  ![Timber Rights Table]
FOREST STATISTICS

The Forest Statistics displays a list that provides details on forest reserves, species, wood products and industry buyers. Users can click on any of these options to open the list view.

- Forest Reserves

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Code</th>
<th>Type</th>
<th>Area (Ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Domdiebo Off-reserve</td>
<td>WEDOMI</td>
<td>Nat.Off</td>
<td>1696</td>
</tr>
<tr>
<td>2</td>
<td>MANZAN JCM OFF RESERVE AREA</td>
<td>MANZAN JCM</td>
<td>Nat.Off</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>MANZAN</td>
<td>MANZ</td>
<td>Nat.Off</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>ASKASUKOKORASUA &amp; MANTEWARE OFF RES.</td>
<td>MANTERIO</td>
<td>Nat.Off</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>MANKRONG OFF RESERVE</td>
<td>MANKRONGOF</td>
<td>Nat.Off</td>
<td>244.2</td>
</tr>
</tbody>
</table>

- Species

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>Local Name</th>
<th>Trade Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AEL</td>
<td>African Blackwood</td>
<td>African Blackwood</td>
</tr>
<tr>
<td>2</td>
<td>MIR</td>
<td>Odum-nua</td>
<td>Iroko/Odum</td>
</tr>
<tr>
<td>3</td>
<td>MOL</td>
<td>Kondeama</td>
<td>Kondeama</td>
</tr>
<tr>
<td>4</td>
<td>MOO</td>
<td>Wotton</td>
<td>Wotton</td>
</tr>
<tr>
<td>5</td>
<td>NAI</td>
<td>Kuba</td>
<td>Cpepe/Bilinge/Kuba</td>
</tr>
</tbody>
</table>
• Wood Products

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BENCH COMPONENT</td>
</tr>
<tr>
<td>2.</td>
<td>PLYWOOD</td>
</tr>
<tr>
<td>3.</td>
<td>PLYWOOD C/CC</td>
</tr>
<tr>
<td>4.</td>
<td>PLYWOOD CC/CC</td>
</tr>
<tr>
<td>5.</td>
<td>Plywood MR</td>
</tr>
</tbody>
</table>

• Buyers

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Code</th>
<th>Phone</th>
<th>Email</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1ST BORN TRADING LIMITED</td>
<td>1</td>
<td></td>
<td></td>
<td>CARPENTER COURT, 1 MAPLE RD, BRAMALL, STOCKPORT, CHESHIRE SK7 0</td>
</tr>
<tr>
<td>2.</td>
<td>MCC SUPPLY CHAIN SOLUTION</td>
<td>MSC</td>
<td></td>
<td></td>
<td>MCC SUPPLY CHAIN SOLUTION 298 PHAM NGOC THACH STREET, THANH WARD, THU DAI, MOT CITY, BIN DUONG, VIETNAM</td>
</tr>
<tr>
<td>3.</td>
<td>M/S NANA COMMERCE</td>
<td>MNCC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>NIMISHACH SHIPPING PVT LTD</td>
<td>MSP</td>
<td></td>
<td></td>
<td>NIMISHACH SHIPPING PVT LTD 1/34 K, SUBRAMAVAPURAM, TUTICORN, TAMILNADU, INDIA</td>
</tr>
<tr>
<td>5.</td>
<td>MADEMUNDO S.R.L.</td>
<td>MSRL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Timber Trade Portal is the second option on the navigation bar. The view displays a list of all legally local companies in the timber industry.

- User can click on Loggers, Millers or Exporters button, to toggle the type of users displayed.
• Users can click on either Grid button or List button to toggle between the two views.

CONTRACTOR DETAILS

• Users can click on any contractor in the list to open the contractor details.
The Industry Portal option on the navigation bar displays a view for industry users to manage their details and data in the Ghana Wood Tracking System.

The industry portal view provides users with a submenu which consist of the following options:

- Company Data
- GWTS Data
- Input/Output Declaration
- Log Remanufacture
- Documents
- Change Password
EDIT COMPANY DATA

The Contractor Data submenu option, provides industry portal users with the means to update or edit their company information such as their Profile and Products or Species.

- Users can click on the Edit Company Data button to open the edit view.

- Enter any necessary information and click on the save button update the details.
GWTS DATA

The GWTS Data option is the second submenu option which displays a view for industry users to view details of their GWTS data.

The data available to the user consist of the following options:

- TIF
- LMCC
- Process Sheets
- Export Permits
- TVD Audits
- DOTIC
TIF

The TIF view provides industry portal users with the means to view the details of the company TIFs.

- Users can click on a TIF from the list to view its details.

Below is a view of the TIF details.
LMCC

The LMCC view provides industry portal users with the means to view the details of the company LMCCs.

- Users can click on an LMCC from the list to view its details.

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Forest</th>
<th>Compartment</th>
<th>Destination</th>
<th>Total Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2003-07-06</td>
<td>SUHM</td>
<td>258</td>
<td>JCM Suhuma Mll</td>
<td>26.207</td>
</tr>
<tr>
<td>2</td>
<td>2003-07-06</td>
<td>SUHM</td>
<td>258</td>
<td>JCM Suhuma Mll</td>
<td>27.81</td>
</tr>
</tbody>
</table>

- Below is a view of the LMCC details.
PROCESS SHEETS

The Process Sheets view provides industry portal users with the means to view the details of the company Process Sheets.

- Users can click on a Process Sheet from the list to view its details.

- Below is a view of the Process Sheets details.
EXPORT PERMITS

The Export Permits view provides industry portal users with the means to view the details of the company export permits.

- Users can click on an Export Permit from the list to view its details.

Below is a view of the Export Permit details.

![Export Permit Details](image)
TVD AUDITS

The TVD Audits view provides industry portal users with the means to view the details of the company TVD audits.

- Below is a view of the TVD Audits view.
DOTIC

The DOTIC view provides industry portal users with the means to view the details of the company DOTIC.

- Users can click on a DOTIC from the list to view its details.

- Below is a view of the DOTIC details.
INPUT/OUTPUT DECLARATION

The Input/Output Declaration submenu option, provides industry portal users with the means to declare their company Input/Output details.

- Enter the details of the Input/Output Declaration in the form displayed below.

  ![Input/Output Declaration Form](image)

- Click on the Add Log button, to open the Add Log Line form.
- Enter the log details and click on the Add button to add it to the Logs In line.

- Click on the Save button, to save the details of the Input/Output declaration.
LOG REMANUFACTURE

The Log Remanufacture submenu option, provides industry portal users with the means to declare their company log remanufacture details.

- Enter the details of the Log Remanufacture in the form displayed below.

- Click on the Add Log button, to open the Add Output Log Line form.
- Enter the log details and click on the Add button to add it to the Output Log line.

- Click on the Save button, to save the details of the Log Remanufacture.
DOCUMENTS

The Documents submenu option, provides industry portal users with the means to upload company documentation required to trade in the timber industry.

- Users can click on the upload button to open the document upload view.

- Click on the select file button to open your file explorer and choose the document to upload.

- Enter the Date of Issue and click on the upload button to upload the document.

CHANGE PASSWORD

The Change Password view provides industry portal users with the means to change the password of the company industry portal account.

- Enter the Current Password in the input field provided
- Enter the New Password in the input field provided
- Enter the Password Confirmation in the input field provided
- Click on the Change Password button to update the current user password.
‘This material and the industry portal (www.industry.fcghana.org) has been developed with funds from UK aid from the UK government; however the views expressed do not necessarily reflect the UK government’s official policies’.