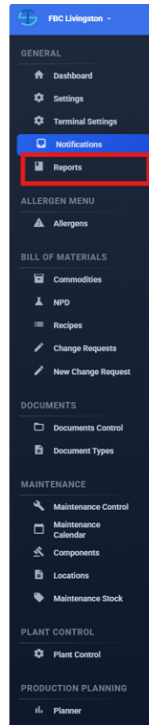
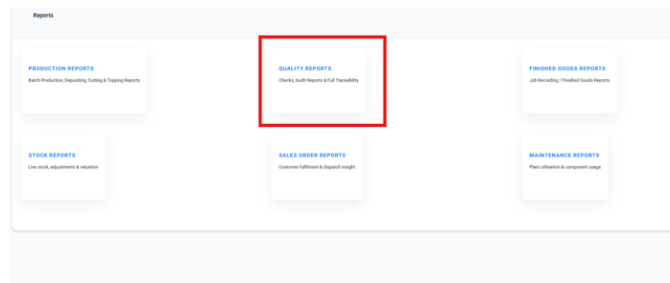


HOW TO ACCESS FULL TRACEABILITY REPORTS

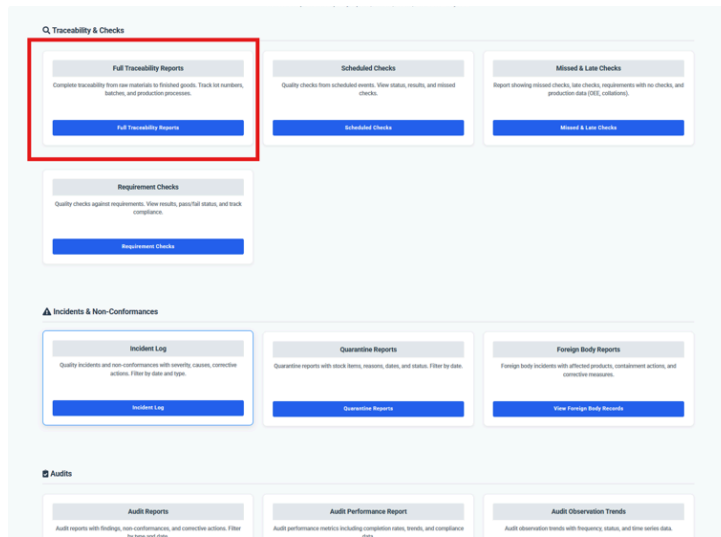
1. Log into the Portal (ferrero.tracesense.com)
2. Click on reports on the left hand side menu.



3. Once you are on the reports menu, click on quality reports.



4. Then click on full traceability reports.



5. Then up the top of the page, you can search a report by job number, batch number, code, and/or name. Then once you've chosen the filters, click the blue filter button.

JOB NUMBER BATCH NUMBER CODE NAME Filter Clear

6. Once you have found your report, on the right hand side you can export to excel.

Job Number	Batch Number	Type	Date	Name	Export
11-01-2024	PH11022024	BATCH REPORT	2024/11/01	Batch Report For Edge Code	Export to Excel Export to PDF
11-01-2024	PH11022024	MANUFACTURE REPORT	2024/11/01	MANUFACTURE REPORT FOR EDGE CODE	Export to Excel Export to PDF