A practical guide
Implementing an traceability system in the organic coffee value chain
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INTRODUCTION

Organic agriculture creates excellent opportunities for innovative business activities. The time is ripe for producers and companies to avail themselves with the management tools aimed at enhancing their efficiency and competitiveness and thus take advantage of international trends.

Current consumers demand, in addition to quality, products that can demonstrate their origin and the history behind them, as a consequence of growing concern to minimize the risks of the processes in and out distribution hubs. Traceability allows not only to improve the processes to identify products and track them along the supply chain, but it can also be used as a tool for differentiation and make a value proposition for international markets.

This guide has been designed with a view at standardizing traceability systems (identification criteria, produce batch coding, etc.) sourcing on the experience gathered in the different links of the chain. This will allow companies to compile information that meets existing norms regulating organic produce.

The proposed traceability standardization system should prove useful to both producer organizations and processing plants, as well as export companies in the organic-certified coffee value chain, and it should lead to improved traceability in all the links of the export chain.

This document was made possible thanks to the financial and technical support of CBI and PROMPERÚ in an effort to build stronger capacities among producing, processing and exporting companies in the organic-certified coffee chain, and thus assure the safety of the food industry chain by implementing a reliable traceability system.
1. ORGANIC PRODUCTION REGULATIONS

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ensures the suitability and transparency of all agents in the organic products’ certification processes.</td>
</tr>
<tr>
<td></td>
<td>The certification program should ensure that organic and conventional production systems are clearly separated, both in terms of production and documentation.</td>
</tr>
<tr>
<td></td>
<td>Each productive unit must be governed by its own internal standard to determine how to prevent organic and conventional inputs and products in each stage of the production process, as well as in regards of the use of equipment, documentation and management mechanisms and control. These directives must be shared with officials charged with certifying and assessing they are effectively enforced.</td>
</tr>
<tr>
<td>S.D. 061-2006-AG</td>
<td>National Registry for Organic Produce Certification Organizations</td>
</tr>
</tbody>
</table>
1.1. Technical regulations for organic products

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law 29196, Organic Produce Promotion Law (20-01-2008)</td>
<td>To promote the sustainable and competitive development of organic or ecological production in Peru, SENASA will:</td>
</tr>
<tr>
<td></td>
<td>• Register certification bodies.</td>
</tr>
<tr>
<td></td>
<td>• Overseer organic production systems.</td>
</tr>
<tr>
<td></td>
<td>• Keep updated data from organic produce certification bodies, their inspectors and operators.</td>
</tr>
<tr>
<td></td>
<td>• Address and resolve complaints for breaches of technical regulations.</td>
</tr>
<tr>
<td></td>
<td>• Sanction organic produce certification bodies, operators and persons and / or companies found in breach of technical standards.</td>
</tr>
<tr>
<td></td>
<td>• Reach agreements to determine equivalent standards regarding organic produce with countries or economic blocs.</td>
</tr>
<tr>
<td></td>
<td>This law repeals SD 005-2004-AG.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.D. 10-2012-AG Regulations under Law 29196</td>
<td>Law 29196 enforcement regulations</td>
</tr>
<tr>
<td></td>
<td>Procedural rules for law enforcement.</td>
</tr>
<tr>
<td></td>
<td>Functions of the General Directorate for Agricultural Competitiveness:</td>
</tr>
<tr>
<td></td>
<td>• Manage CONAP’s technical secretariat.</td>
</tr>
<tr>
<td></td>
<td>• Advise, guide and propose regional and local governments standards to promote organic production at the regional level in coordination with SENASA.</td>
</tr>
<tr>
<td></td>
<td>• Foster the capacity dissemination and strengthening for regions’ organic production, in coordination with regional governments, in order to create the technical instruments to develop organic production, and complement and facilitate SENASA’s monitoring.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical regulations for organic products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Transition to organic agriculture</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Labeling</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Technical regulations for organic products

#### Labeling

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Art. 72. | Notwithstanding existing labeling regulations, all organic products must legibly include the following label information:  
  a) Name and address of the person in charge of production and processing.  
  b) Certifier's name or registration number.  
  c) Certificate number and expiration date.  
  d) The phrase "This product meets Organic Products' Technical Standards" |

#### Labeling contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 74.</td>
<td>The labels must list the transformation steps that are relevant for the consumer, as well as all produce additives, ingredients and processing aids.</td>
</tr>
</tbody>
</table>

#### Sale of non-labeled products

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 73.</td>
<td>Organic products that are marketed without packaging or in free markets, must be clearly and permanently differentiated from conventional products by labeling them as follows: &quot;This product meets Organic Products' Technical Standards&quot;</td>
</tr>
</tbody>
</table>

#### Records

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 85.</td>
<td>The operator must document its processing procedures, including provisions to prevent and control contamination throughout the product's production, transportation and storage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 88.</td>
<td>Responsibility of the Competent Authority: It must oversee registered certification bodies to ensure their proper operations, and keep a record of the operators whose certificates have been canceled, indicating the reasons leading to their suspension.</td>
</tr>
</tbody>
</table>

#### Marketing

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 90</td>
<td>Conditions to identify organic products prior to marketing. All operators wishing to label their products as organic for marketing purposes must comply with the corresponding provisions described in these technical regulations and be authorized by a certification organization that in turn must be authorized by a competent authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 91</td>
<td>Transport, handling and storage of organic products prior to their commercialization. Operators that market organic products must ensure the transportation, handling and storage of said products does not impair such characteristics. In all these stages, organic and transitional products must be permanently differentiated from similar products obtained by conventional systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 92</td>
<td>Imports of organic products. These must comply with all the provisions described in these technical regulations and be certified by a certification body duly authorized by a competent authority.</td>
</tr>
</tbody>
</table>

### 1.2. International standards

<table>
<thead>
<tr>
<th>Standard</th>
<th>Objective</th>
</tr>
</thead>
</table>
| Organic standards  
  EU EEC 834/2007  
  EU EEC 889/2008  
  EU EEC 1235/2008 | The principles and rules applicable to organic production contribute to transparency and consumer confidence, as well as a uniform perception of the concept of organic production. |

To enhance transparency and ensure the organic standards are complied with, the EU believes it is convenient to create an electronic system for the exchange of information between the Commission, the Member States, third countries and a range of control bodies and authorities.
2. TRACEABILITY

2.1. Concept and traceability systems

The term traceability derives from the word “trace” in English, which variously means “marking” or “vestige”. The traceability system should allow any person who knows in detail the processes of the company / organization, to reconstruct the trajectory of the product by examining all the available data, from the origin of the product in the field to its exportation.

ISO22005: 2008 defines traceability is the ability to follow the trajectory of a product for human consumption along its supply chain, from production to processing, distribution and marketing.

Any traceability system must be created and enforced by the company or organization. During the external inspection, an inspector determines the physical and documentary traceability of the organic product at all stages of the value chain, in order to ensure compliance with organic production standards and the integrity of the organic product at all stages.

2.2. Importance of the traceability system

The traceability system must not only evidence organic production standards are complied with but also be understood as a tool for enhanced corporate operational efficiency and marketing, that in turn translate into lower company costs, and improved reputation and commercial credibility.

As an operational efficiency tool, it allows to improve and streamline processes for goods’ sending and receiving, to keep control of each production batch, improve the management of stocks and stored goods, and take immediate action if the consumers’ health is at risk.

As a marketing tool, traceability allows using labels specifying a product’s origin and characteristics, thus becoming a tool for brand differentiation and positioning.

It is important to understand that consumer expectations and international regulations create new standards product packing. Moreover, modern production requires traceability data from all products.

Consumers increasingly demand information on the origin of products and companies must be able to quickly respond to consumers’ concerns, and analyze how much a product speaks of its origin, and if it has something that may be interesting to tell, so the end consumer can retrace organic products back to their origin.
3. TRACEABILITY OF THE ORGANIC COFFEE EXPORT VALUE CHAIN

3.1. Traceability flow

The traceability path of the organic coffee export value chain is described below, under the following assumptions:

- Organizations and / or companies have organic certification of the three main labels: NOP, EU, JAS.
- Organizations and / or companies have a GIS.
- The producer delivers to the cooperative and / or company from which it has obtained organic certification.
- The raw material to be delivered is dry parchment coffee.
- Processing is outsourced.
A practical guide for a traceability system in the organic coffee value chain

Documents and minimum records to demonstrate traceability

Traceability flow

1. Delivery of dry parchment coffee
   - Plot map
   - Georeferencing
   - Activity plan
   - Logbook of activities and field work
   - Harvest log
   - Sales log
   - Purchase settlement
   - Raw material delivery control

2. Transport to processing facility
   - Referral bill
   - List of batch producers
   - Carrier bill

3. Reception and storage in processing facility
   - Delivery to processing facility bill
   - Delivery log
   - Labeling of organic storage bags

4. Coffee processing
   - Process order
   - Process order payment bill
   - Marking
   - Processed coffee log

5. Transfer to port and marketing
   - Processing facility exit bill
   - Association dispatch bill
   - Warehouse exit log

- Commercial invoice
- Bill of lading
- Request for Transaction Certificate
- Packing list
- Weight note
- Export registry
- Others
3.2. Documents and minimum records of traceability required in the organic coffee chain

The record keeping system is used to document the proper keeping of the integrity of products certified according to organic production standards. The records allow to track, the movement of an organic from production to harvest to storage, processing and commercialization.

The record keeping system can be implemented by the person in charge of the SIG, in coordination with those responsible for each area. Specific area stewards are required to create and keep updated records that help the GIS official to evidence the organic product is monitored throughout all stages. Records are created every time a good is produced, carried, transformed, stored or sold. Organizations and companies must prepare forms for each stage of production, so that personnel can identify the product batches that should be selected for and used in a certain process.

The registration system is also important for quality assurance, since it allows to quickly identify and correct errors.

The following graph summarizes the document flow and logs required for each stage of the coffee chain.
3.3. Model forms for organic coffee traceability

Fictitious names are used in the following example:

- "San Ignacio-Tabaconas Association" located in the Province of San Ignacio, Department of Cajamarca, grows and exports organic coffee.
- Processing services are outsourced to Procesadora del Norte, a company in Jaén.
- Both companies are certified by "Organic World" certification agency.

All the steps and records involved in this case are shown below.

3.3.1. Production and gathering

3.3.1.1. Production

The person in charge of the GIS of the "San Ignacio Tabaconas Association" must ensure that each of its certified growers keeps an updated "Activity and Fieldwork Record Book" showing:

1. Activities by date
2. The inputs used and date of use
3. Coffee variety
4. Farm map
5. Harvest date
6. Harvest yields
7. Warehouse cleanliness
8. Equipment and tools cleaning dates
9. Other observations

An updated and well organized document file is kept including the following coffee marketing documents:

1. Harvest log
2. Sales log
3. Control log of raw material delivered by the collector

Coffee deliveries

For adequate control and traceability, the growers’ identification code number may be their National Identity Document number. Growers must have their own coffee delivery code numbers. For example, code number E3-2017 identifies delivery No. 3 for the 2017 coffee campaign.

This code and the National Identity Document (DNI) number must be provided at the time of coffee batch gathering.

For this first stage, the following forms are suggested:

Model Activity Log

San Ignacio Association - Tabaconas
Jr. Jaén N° 874, San Ignacio - Cajamarca
Phone: (076) 352058

REGISTRATION OF ACTIVITIES AND FIELD WORK

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of plot</th>
<th>Type of activity</th>
<th>Work done Area</th>
<th>Type and amount of labor</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2017</td>
<td>La Perla</td>
<td>2nd weed control</td>
<td>1 Contract</td>
<td>Male: 1</td>
<td>Female: 1</td>
</tr>
<tr>
<td>13/02/2017</td>
<td>La Perla</td>
<td>Phytosanitary control</td>
<td>1 day wage</td>
<td>Male: 2</td>
<td>Female: 2</td>
</tr>
<tr>
<td>03/03/2017</td>
<td>La Perla</td>
<td>2nd fertilization</td>
<td>1 day wage</td>
<td>Male: 1</td>
<td>Female: 3</td>
</tr>
<tr>
<td>14/08/2017</td>
<td>La Perla</td>
<td>Pruning</td>
<td>1 day wage</td>
<td>Male: 4</td>
<td>Female: 5</td>
</tr>
<tr>
<td>04/09/2017</td>
<td>La Perla</td>
<td>Weed control</td>
<td>1 Contract</td>
<td>Male: 1</td>
<td>Female: 1</td>
</tr>
</tbody>
</table>
### Harvest log model

**San Ignacio Association - Tabaconas**  
Jr. Jaén Nº 874, San Ignacio - Cajamarca  
Phone: (076) 352058

#### HARVEST LOG

**Member:** Juan Pérez Vargas  
**Village:** La Palma  
**Crop:** Organic coffee

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of plot</th>
<th>Coffee cherries (kg)</th>
<th>Type and amount of labor</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Daily wage / contract laborers</td>
<td>Relative Male</td>
</tr>
<tr>
<td>01/06/2017</td>
<td>La Perla</td>
<td>2,363</td>
<td>Jornal</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: 2,363 kg of coffee cherries is equivalent to 181 cans, 13 kg each  
The cost of labor per can is $5 / 6 approx.

### Sales Registration Model Log

**San Ignacio Association - Tabaconas**  
Jr. Jaén Nº 874, San Ignacio - Cajamarca  
Phone: (076) 352058

#### PARCHMENT COFFEE SALES LOG

**Member:** Juan Pérez Vargas  
**Village:** La Palma  
**Crop:** Organic coffee

<table>
<thead>
<tr>
<th>Date</th>
<th>Delivery No.</th>
<th>Quantity and unit of measure (kg)</th>
<th>Type of coffee sold</th>
<th>Purchase bill</th>
<th>Purchase bill date</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/06/2017</td>
<td>E01-17</td>
<td>472,60</td>
<td>Parchment</td>
<td>34795</td>
<td>10/06/2017</td>
<td>Unit cost $ / Total cost $ /</td>
</tr>
</tbody>
</table>

### 3.3.1.2. Storage

After harvest, growers bring their harvest to the gathering facility.  
The warehouse manager at San Ignacio Tabaconas Association assures the grower is a registered grower before accepting the coffee.

Humidity and quality are then controlled and logged into the “Raw material delivery log”. Nest, the delivery form is filled out, a warehouse delivery form is filled in the warehouse coffee is labeled and the purchase bill issued.

These documents provide evidence the product was delivered. Growers are paid once they get their purchase bill.

### Raw material delivery control model form

**San Ignacio Association - Tabaconas**  
Jr. Jaén Nº 874, San Ignacio - Cajamarca  
Phone: (076) 352058

#### RAW MATERIAL DELIVERY CONTROL

**Member:** Juan Pérez Vargas  
**Village:** La Palma  
**Crop:** Organic coffee

<table>
<thead>
<tr>
<th>Coffee weighing</th>
<th>Coffee physical analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags:</td>
<td>Detail</td>
</tr>
<tr>
<td>Gross weight (kg):</td>
<td>474</td>
</tr>
<tr>
<td>Tare of sack:</td>
<td>1,4</td>
</tr>
<tr>
<td>Net weight (kg):</td>
<td>472,6</td>
</tr>
<tr>
<td>Quintals 55.2 / kg:</td>
<td>8,56</td>
</tr>
</tbody>
</table>

Humidity (%): 12.5

Observations: None

Weighing official
### Warehouse delivery model bill

**San Ignacio Association - Tabaconas**
Jr. Jaén N° 874, San Ignacio - Cajamarca  
Phone: (076) 352058

**Delivery bill: 10685**  
**Date: 06/10/2017**

**GATHERING WAREHOUSE DELIVERY BILL**

<table>
<thead>
<tr>
<th>Member: Juan Pérez Vargas</th>
<th>Code: 08754611</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village: La Palma</td>
<td>Hamlet: Laurel</td>
</tr>
<tr>
<td>Farm: La Perla</td>
<td></td>
</tr>
<tr>
<td>Certifier: Organic World</td>
<td></td>
</tr>
</tbody>
</table>

- **Reference:** 8727  
- **Number of bags:** 7  
- **Total weight:** 474 kg  
- **Tare:** 1.4 kg  
- **Net weight:** 472.6 kg

**Physical analysis**

<table>
<thead>
<tr>
<th>Type of coffee</th>
<th>Grains%</th>
<th>%</th>
<th>Performance</th>
<th>Price Quintal / Parch-ment</th>
<th>Total payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exportable</td>
<td>204</td>
<td>68</td>
<td>68</td>
<td>412,00</td>
<td>3,526,72</td>
</tr>
<tr>
<td>Second class and rejects</td>
<td>36</td>
<td>12</td>
<td>12,5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shell</td>
<td>60</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>300</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Humidity (%):** 12.5
- **Total payable:** 3,526,72

**Observations:** None

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### Sack Label Model

**San Ignacio Association - Tabaconas**  
Jr. Jaén N° 874, San Ignacio - Cajamarca  
Phone: (076) 352058

**PARCHMENT COFFEE GATHERING FACILITY LABEL**

<table>
<thead>
<tr>
<th>Member: Juan Pérez Vargas</th>
<th>Code: 08754611</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin: Laurel</td>
<td></td>
</tr>
</tbody>
</table>

- **Type of product:** Organic X Conventional  
- **Name of certifier:** Organic World  
- **Certification program:** Organic EU Other

- **Weighing ticket Nº:** 8727  
- **Number of bags:** 7  
- **Humidity: 12.5 %

---

This product complies with the Technical Regulation for Organic Products
For the transfer of coffee to the processing plant, the collection manager must issue a “Bill of Lading”.

### Model Bill of Lading

**San Ignacio Association - Tabaconas**  
**Jr. Jaén Nº 874, San Ignacio - Cajamarca**  
**Phone: (076) 352058**  
**Taxpayer number: 20427376985**

**Bill of Lading No: 5469**  
**Date: 06/23/17**

**BILL OF LADING**

**Sent to:** Procesadora del Norte  
**Taxpayer number: 2051078079**

**Departure address:** Jr. Jaén No 874, San Ignacio - Cajamarca  
**Date of issuance:** 06/23/17

**Arrival address:** Jr. Huascar No 563, Jaén - Cajamarca  
**Dispatch date:** 06/23/17

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit of measurement</th>
<th>Number</th>
<th>Weight kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD-2365</td>
<td>Parchment coffee - organic</td>
<td>Bags</td>
<td>300</td>
<td>23 400,00</td>
</tr>
</tbody>
</table>

**Reason for dispatch:**

1. Sale  
2. Buy  
3. Transformation  
4. Consignment  
5. Return  
6. Transfer between establishments  
7. Sales subject to confirmation  
8. Other:________

**Carrier**

<table>
<thead>
<tr>
<th>Taxpayer number</th>
<th>License plate</th>
<th>License No.</th>
<th>Vehicle make</th>
<th>MTC registration certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pablo Chacón</td>
<td>101056342</td>
<td>A8W-081</td>
<td>Volvo</td>
<td>5690</td>
</tr>
</tbody>
</table>
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At the collection point, it is important to have data on the “purchase bills” as well as the “dispatch bills” to the processing plant that must be properly handled. It is also important to keep a gathering log with the grower’s code (DNI), delivery number, name of the association, date of delivery, quantity and weight delivered, type of certification and other necessary information.

### 3.3.1.3 Processing plant

The processing plant keeps a sequential “Facility Delivery Bill” log with data from the Delivery Bill registered in a “Delivery Log” to the facility’s warehouse.

#### Model of processing plant entry guide

**Procesadora del Norte**

Jr. Huascar No. 563, Jaén - Cajamarca  
Phone: (076) 462532

**Taxpayer number:** 2051078079  
**Bill No.:** 3052  
**Date:** 06/24/17

**PROCESSING PLANT DELIVERY BILL**

**Client:** Asociación San Ignacio - Tabaconas  
**Address:** Jr. Jaén No. 874, San Ignacio - Cajamarca  
**Carrier:** Pablo Chacón  
**Vehicle:** ABW-080

---

**Customer Delivery Bill**

<table>
<thead>
<tr>
<th>Customer Delivery Bill</th>
<th>Product</th>
<th>Number of bags</th>
<th>Gross Kilos</th>
<th>Tare</th>
<th>Net Kilos</th>
</tr>
</thead>
<tbody>
<tr>
<td>5469</td>
<td>Coffee parchment - organic</td>
<td>300</td>
<td>23.610,00</td>
<td>210</td>
<td>23.400,00</td>
</tr>
</tbody>
</table>

**Type of certification**

- **Organic**
- **Conventional**
- **Others**

---

**Facility head**  
**Manager**  
**Client**

---

**Growers Roll model**

San Ignacio Association - Tabaconas  
Jr. Jaén No. 874, San Ignacio - Cajamarca  
Phone: (076) 352058

**Bill of Lading No:** 5469  
**DNI No:** 8754611

**Certification:**  Organic [X]  
Conventional  
Other

---

**DISPATCH BATCH GROWERS ROLL**

<table>
<thead>
<tr>
<th>No.</th>
<th>Delivery Note</th>
<th>Member</th>
<th>Code</th>
<th>Date</th>
<th>Weighting bill</th>
<th>Number of bags</th>
<th>Net weight</th>
<th>Purchase bill</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10685</td>
<td>Juan Perez</td>
<td>8754611</td>
<td>10/06/17</td>
<td>8727</td>
<td>7</td>
<td>472,6</td>
<td>34795</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10686</td>
<td>Pedro Suarez</td>
<td></td>
<td>10/06/17</td>
<td></td>
<td>25</td>
<td>2,000,00</td>
<td>34796</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10687</td>
<td>Marco Suarez</td>
<td></td>
<td>11/06/17</td>
<td></td>
<td>15</td>
<td>1,700,00</td>
<td>34797</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10689</td>
<td>Marian Ninamango</td>
<td></td>
<td>11/06/17</td>
<td></td>
<td>18</td>
<td>1,404,00</td>
<td>34798</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10690</td>
<td>Mario Rofo</td>
<td></td>
<td>14/06/17</td>
<td></td>
<td>27</td>
<td>2,106,00</td>
<td>34799</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10691</td>
<td>Pablo Suarez</td>
<td></td>
<td>14/06/17</td>
<td></td>
<td>26</td>
<td>2,028,00</td>
<td>34800</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10692</td>
<td>Olivia Duarte</td>
<td></td>
<td>15/06/17</td>
<td></td>
<td>22</td>
<td>1,716,00</td>
<td>34801</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>10693</td>
<td>Victor Alberca</td>
<td></td>
<td>15/06/17</td>
<td></td>
<td>30</td>
<td>2,340,00</td>
<td>34802</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10694</td>
<td>Simon Santos</td>
<td></td>
<td>15/06/17</td>
<td></td>
<td>14</td>
<td>1,092,00</td>
<td>34803</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10695</td>
<td>María Requejo</td>
<td></td>
<td>17/06/17</td>
<td></td>
<td>12</td>
<td>936</td>
<td>34805</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>10696</td>
<td>Alberto Pardo</td>
<td></td>
<td>18/06/17</td>
<td></td>
<td>28</td>
<td>2,184,00</td>
<td>34806</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>10697</td>
<td>Pedro Ortega</td>
<td></td>
<td>19/06/17</td>
<td></td>
<td>19</td>
<td>1,482,00</td>
<td>34807</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>10698</td>
<td>Lucy Bellido</td>
<td></td>
<td>21/06/17</td>
<td></td>
<td>20</td>
<td>1,560,00</td>
<td>34808</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>10699</td>
<td>Juan Quispe</td>
<td></td>
<td>21/06/17</td>
<td></td>
<td>25</td>
<td>1,950,00</td>
<td>34809</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>10700</td>
<td>Jenny Obregon</td>
<td></td>
<td>22/06/17</td>
<td></td>
<td>12</td>
<td>977,35</td>
<td>34810</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

|               | 300 | 23.400,00 |
A practical guide for a traceability system in the organic coffee value chain

Process

Once the lot is entered into the raw materials warehouse, the San Ignacio-Tabaconas Association issues a "Process Order" to the plant, where it includes, among others, the Bills of Lading to the plant, the amount of coffee for processing, as well as the quality parameters.

The facility is also sent an order to label the Association. The San Ignacio-Tabaconas Association's bags for its portion of the "Export Batch".

BAG LABELING MODEL INSTRUCTIONS LETTER

Procesadora del Norte

Dear Sirs,

Please proceed to label the delivered bags as detailed below:

<table>
<thead>
<tr>
<th>Number of bags</th>
<th>Brands</th>
<th>Delivery date</th>
<th>Delivery point</th>
<th>Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>San Ignacio Tabaconas Association &quot;Organic Green Coffee of Peru&quot; Certified Organic by Control Union CUB35641 PE-BIO 149 30/1/1541/ LOT No:094-17 Ref: Cor 107446 Net Weight: 69 kg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>25/06/17</td>
<td>Procesadora del Norte facility</td>
<td>Marked with 01 color</td>
</tr>
</tbody>
</table>

Take into account that the coffee entered into the raw material warehouse must be properly labeled for identification, including producer code, origin, plot code, name of association, batch number and date. They may also include the name of the certification agency, the organic seal, or any other data required by government regulations.

Delivery Log

Procesadora del Norte
Jr. Huascar N° 563, Jaén - Cajamarca
Phone: (076) 462532

PARCHMENT COFFEE DELIVERY BILL

Client: Asociación San Ignacio - Tabaconas
Taxpayer number: 20427376985

<table>
<thead>
<tr>
<th>Organization details</th>
<th>Facility delivery data</th>
<th>Quality in cup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Bill of Lading Nº</td>
<td>Type of Coffee</td>
</tr>
<tr>
<td>09/01/2017 5469</td>
<td>ORG- EU</td>
<td>300</td>
</tr>
</tbody>
</table>

Processing plant delivered batch identification batch

Procesadora del Norte
Jr. Huascar N° 563, Jaén - Cajamarca
Phone: (076) 462532

Customer bill of lading

<table>
<thead>
<tr>
<th>Product</th>
<th>Number of bags</th>
<th>Gross Kilos</th>
<th>Net Kilos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parchment coffee - organic</td>
<td>300</td>
<td>23 610.00</td>
<td>23 400.00</td>
</tr>
</tbody>
</table>
Assignment of batch number to finished product

Regardless of the allocation of the Export Batch Number by the Association, the plant attributes a batch number to the finished product, which must include all the raw material batches warehouse that went ot processing, for example, LOP No. 1204 above.

The processing plant will keep a “Processing Log” where it will systematically register all processing data.

For shipping to port, the plant issues a “Processing Plant Exit Bill”, accompanied by the Association’s “Bill of Lading” and the “Dispatch Bill”.

Processing Plant Exit Bill

Once the batch has been processed, the plant will issue a “Process Order Bill” (LOP), similar to the following model:

Process Order Bill (LOP)

Procesadora del Norte
Jr. Huascar N° 563, Jaén - Cajamarca
Phone: (076) 462532

Client: Asociación San Ignacio - Tabaconas
Contract: P17446
Type of Process: ORG
Characteristics: Preparation to 10 defects

Once the batch has been processed, the plant will issue a “Process Order Bill” (LOP), similar to the following model:

Process Order Bill (LOP)

Procesadora del Norte
Jr. Huascar N° 563, Jaén - Cajamarca
Phone: (076) 462532

LOP Nº: 1204
Date: 06/25/17

PROCESSING PLANT BILL

Client: Asociación San Ignacio - Tabaconas
Contract: P17446
Type of Process: ORG
Characteristics: Preparation to 10 defects

Product entering process

<table>
<thead>
<tr>
<th>Bill of Lading Nº</th>
<th>Delivery Bill Nº</th>
<th>Description</th>
<th>Number of bags</th>
<th>Kilos</th>
<th>Humidity %</th>
<th>Yield %</th>
</tr>
</thead>
<tbody>
<tr>
<td>5469</td>
<td>3052</td>
<td>Coffee parchment - organic</td>
<td>300</td>
<td>23 400,00</td>
<td>12,5</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Process result

<table>
<thead>
<tr>
<th>Item No</th>
<th>Product</th>
<th>Number of bags</th>
<th>Kilos</th>
<th>Net Kilos</th>
<th>Quintals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coffee for export</td>
<td>250</td>
<td>17 250,00</td>
<td>375</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Coffee for export MC</td>
<td>15 53</td>
<td>1 080,00</td>
<td>150 00</td>
<td>27,65 %</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Second class coffee</td>
<td>5 36</td>
<td>381,00</td>
<td>4 064,00</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Coffee rejects, machine</td>
<td>2 13</td>
<td>150,00</td>
<td>4 064,00</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Reject coffee from collection</td>
<td>2 99</td>
<td>177,00</td>
<td>27,65 %</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Coffee, Ball</td>
<td>2 10</td>
<td>148,00</td>
<td>6 036,00</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Coffee, Cisco</td>
<td>2 12</td>
<td>150,00</td>
<td>12 000,00</td>
<td>27,65 %</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>TOTAL IN COFFEE</td>
<td>278</td>
<td>19 945,00</td>
<td>375</td>
<td>73,72 %</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Stones and others</td>
<td>0</td>
<td>0,00</td>
<td>0,00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Shell and others</td>
<td>4 055,00</td>
<td>73,72 %</td>
<td>73,72 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>23 400,00</td>
<td>100,00 %</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Observations: _______________

Plant manager: _______________
Administrator: _______________
Client: _______________

Assignment of batch number to finished product

Regardless of the allocation of the Export Batch Number by the Association, the plant attributes a batch number to the finished product, which must include all the raw material batches warehouse that went ot processing, for example, LOP No. 1204 above.

The processing plant will keep a “Processing Log” where it will systematically register all processing data.

For shipping to port, the plant issues a “Processing Plant Exit Bill”, accompanied by the Association’s “Bill of Lading” and the “Dispatch Bill”.

Processing Plant Exit Bill

Procesadora del Norte
Jr. Huascar N° 563, Jaén - Cajamarca
Phone: (076) 462532

Taxpayer number: 2051078079
Bill No: 4512
Date: 06/30/17

BILL OF LADING

Client: Asociación San Ignacio - Tabaconas
Destination: Unimar
Carrier: Hugo Callupe
Vehicle: BKI-080

Batch: 004-17
Export organic green coffee packed in jute bags, 69 kg each "Organic Green Coffee of Peru"
CU835641 PE-BIO 149
30/961/1544/ LOT No 004-17 Ref.: Ctrc P17446

<table>
<thead>
<tr>
<th>Batch</th>
<th>Product Description</th>
<th>Number of bags: 69 kg</th>
<th>Number of bags</th>
<th>Tare</th>
<th>Net Kilos</th>
</tr>
</thead>
<tbody>
<tr>
<td>004-17</td>
<td>Export organic green coffee packed in jute bags, 69 kg each &quot;Organic Green Coffee of Peru&quot; CU835641 PE-BIO 149 30/961/1544/ LOT No 004-17 Ref.: Ctrc P17446</td>
<td>250</td>
<td>17 420,00</td>
<td>175</td>
<td>17 250,00</td>
</tr>
</tbody>
</table>

Type of certification

Organic: EU
Conventional: Observation: LOP No. 1204
Others: Plant manager: _______________
Administrator: _______________
Client: _______________

Observations: _______________

Plant manager: _______________
Administrator: _______________
Client: _______________
### Model Bill of Lading

**San Ignacio Association - Tabaconas**  
Jr. Jaén Nº 874, San Ignacio - Cajamarca  
Phone: (076) 352058

**Taxpayer number:** 20427376985  
**Bill of Lading No:** 001-0064  
**Date:** 06/30/17

#### BILL OF LADING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit of measurement</th>
<th>Number</th>
<th>Weight kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1204</td>
<td>Export organic green coffee packed in jute bags, 69 kg each</td>
<td>Jute bags</td>
<td>250</td>
<td>17 250,00</td>
</tr>
</tbody>
</table>

**Reason for transfer:**

1. Sale  
2. Purchase  
3. Transformation  
4. Consignment  
5. Return  
6. Transfer between establishments  
7. Sales subject to confirmation  
8. Others: _________

**Carrier:** Hugo Callupe  
**License number:** 10066109559  
**License plate:** BKI-080  
**License No.:** N2721364  
**Vehicle make:** Volvo  
**MTC registration certificate:** 151110617

### Model Transport Bill

**Transportation Service Cáceres Blas**  
Phone: 326-3727

**Taxpayer number:** 20427376985  
**Bill of Lading - Carrier** 001 - No. 008720

#### REFERRAL GUIDE

**Date:** 06/30/17  
**Start date of shipment:** 06/30/17

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Weight</th>
<th>Unity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organic export green coffee</td>
<td>250</td>
<td>17 250,00</td>
<td>kg</td>
</tr>
</tbody>
</table>

**Vehicle Code:**  
**Vehicle Make:** Volvo  
**Plate:** BKI-080  
**Certificate of Registration:** 151110617  
**Name of driver:** Hugo Callupe  
**License:** N2721364

**P. Servicios de transporte Cáceres Blas**  
**Client conformance**

**Observations:**  
**Delivery time:** 10 AM

**USER**
3.3.1.4 Marketing

The export / commercialization records must include contract numbers, buyer’s name, invoice numbers, bill of lading (BL), amount and quality of organic product sold, weights, shipping dates, name of shipment and destination ports, and other necessary data.

To process the transaction certificate, a copy of the commercial invoice and bill of lading must be attached. Both documents must include the “Organic Batch No.” that the exporter has assigned to the product.

3.3.1.5 Additional records

They may include documents such as transport cleaning statements, equipment cleaning records, lease agreements, operator statements. Although these documents are not required for traceability purposes, they are necessary for the operator to demonstrate compliance with organic standards and that the necessary measures have been taken to protect the integrity of the organic product.
especialidades únicas
Calle 21 N° 713, San Isidro
Lima - Perú

ALÓ EXPORTADOR
(01) 604-5601 / (01) 719-2999 / (01) 207-1530
(01) 616-7400 (Dpto. de Comercio Sostenible)

www.promperu.gob.pe
sae@promperu.gob.pe