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# A practical guide Implementing a traceability system in the organic coffee value chain

Granos de café © Renzo Tasso / PROMPERÚ



especialidades  
únicas







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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

Regulation	Objective
S.D. 044-2006-AG	<p>Technical Standards for Organic Produce.</p> <p>Ensures the suitability and transparency of all agents in the organic products' certification processes.</p> <p>The certification program should ensure that organic and conventional production systems are clearly separated, both in terms of production and documentation.</p> <p>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.</p>
S.D. 061-2006-AG- Organic Produce Certification Organizations Registry	National Registry for Organic Produce Certification Organizations

## 1.1. Technical regulations for organic products

Regulation	Objective
Law 29196. Organic Produce Promotion Law (20-01-2008)	<p>To promote the sustainable and competitive development of organic or ecological production in Peru, SENASA will:</p> <ul style="list-style-type: none"> <li>• Register certification bodies.</li> <li>• Oversee organic production systems.</li> <li>• Keep updated data from organic produce certification bodies, their inspectors and operators.</li> <li>• Address and resolve complaints for breaches of technical regulations.</li> <li>• Sanction organic produce certification bodies, operators and persons and / or companies found in breach of technical standards.</li> <li>• Reach agreements to determine equivalent standards regarding organic produce with countries or economic blocs.</li> </ul> <p>This law repeals SD 005-2004-AG.</p>
S.D. 10-2012-AG Regulations under Law 29196	<p>Law 29196 enforcement regulations</p> <p>Procedural rules for law enforcement.</p> <p>Functions of the General Directorate for Agricultural Competitiveness:</p> <ul style="list-style-type: none"> <li>• Manage CONAP's technical secretariat.</li> <li>• Advise, guide and propose regional and local governments standards to promote organic production at the regional level in coordination with SENASA.</li> <li>• 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.</li> </ul>

	Technical regulations for organic products
Guidelines	<ul style="list-style-type: none"> <li>• Guidelines to direct and encourage the production, transformation, labeling, certification and marketing of organically grown, bred and processed, food and non-food products.</li> <li>• Minimum requirements for operators in the production, transformation and marketing of organic products, as well as for certification bodies for these products. It also applies to biodynamic organic products.</li> </ul>
Transition to organic agriculture	<p>Art. 6.- The certification program should ensure that th production and documentation of organic and conventional production systems are clearly separately demarcated. Each production unit must prepare its own internal directives to prevent mixing inputs and products (organic and conventional) in each stage of the production process, and for equipment, documentation and management mechanisms and controls. These directives must be shown to the inspectors charged with supervising and assessing their effective enforcement.</p> <p>Art. 80.- In addition to the bodies and the producers' certification documentation, the transition period can be attested through registration with or certificates issued by public and private bodies identifying existing conditions on the farm, or establishing the nature of the agricultural production system.</p>
Labeling	<p>Art. 54.- Organic products must be labeled for proper identification at all stages of the production chain through commercialization.</p> <p>Art. 71.- Labeling must provide clear and precise information about the product's organic condition. Only once all the technical standards have been met, the produce can be marketed as organic</p> <p>Certification agencies must previously approve the companies and organizations' labeling and traceability system, same which must be submitted before the audit.</p>

	Technical regulations for organic products
Labeling	<p>Art. 72.- Notwithstanding existing labeling regulations, all organic products must legibly include the following label information:</p> <ul style="list-style-type: none"> <li>a) Name and address of the person in charge of production and processing.</li> <li>b) Certifier's name or registration number.</li> <li>c) Certificate number and expiration date.</li> <li>d) The phrase "This product meets Organic Products' Technical Standards"</li> </ul>
Labeling contents	<p>Art. 74.- The labels must list the transformation steps that are relevant for the consumer, as well as all produce additives, ingredients and processing aids.</p>
Sale of non-labeled products	<p>Art. 73.- 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: "This product meets Organic Products' Technical Standards"</p>
Records	<p>The operator must document its processing procedures, including provisions to prevent and control contamination throughout the product's production, transportation and storage.</p> <p>Art. 85.- Obligations of the Certification Bodies: The certification bodies must keep an up-to-date register of the operators and certified products, reporting it annually to the competent authority. Additionally, they must comply with the provisions under the ISO / IEC 065 Guide or their successors, and be registered in Peru.</p>
Quality control and duties	<p>Art. 86.- Responsibility of the Operators: To produce, transform, import and sell organic products, operators must accept the responsibility for ensuring their organic quality, and must provide the certification body access to all facilities, activities and information on the production process.</p> <p>Art. 87.- Responsibility of the Certification Body: The authorized certification bodies are responsible for the veracity of the certificates they issue, including control of the certified products' organic quality. The certification bodies must facilitate the competent authority's supervisory functions of their certified agricultural production systems.</p> <p>Each certification body shall keep an updated record of the operators and products under its responsibility, including the volume of products produced and certified.</p>

	Technical regulations for organic products
	<p>Art. 88.- 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.</p>
Marketing	<p>Art.- 90 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.</p> <p>Art. 91.- 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.</p> <p>Art. 92.- 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.</p>

## 1.2. International standards

Standard	Objective
Organic standards	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.
EU EEC 834/2007 EU EEC 889/2008 EU EEC 1235/2008	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.

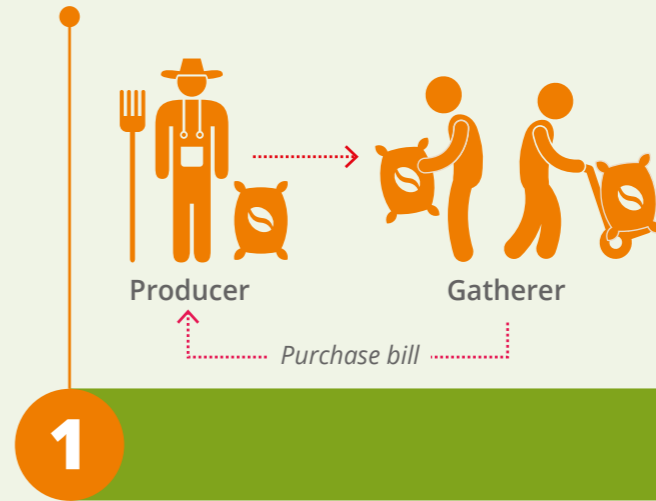
# Traceability flow



Documents and minimum records to demonstrate traceability

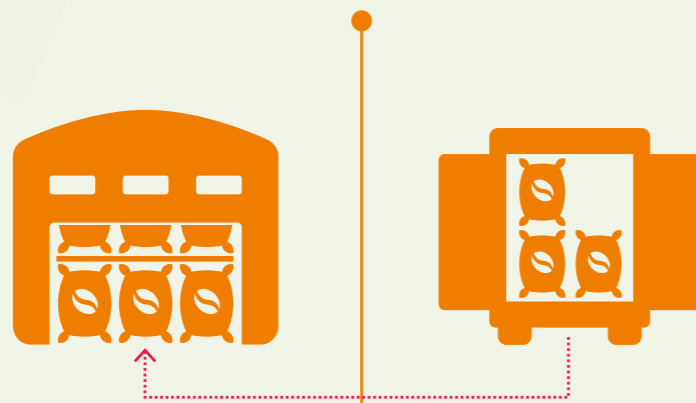
## Delivery of dry parchment coffee

- Plot map
- Georeferencing
- Activity plan
- Logbook of activities and field work
- Harvest log
- Sales log
- Purchase settlement
- Raw material delivery control



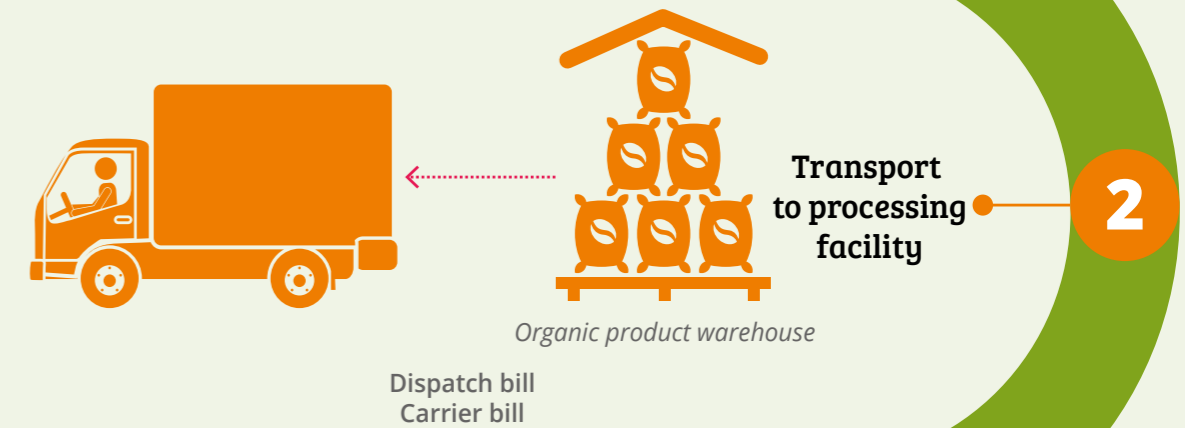
- Raw material delivery control
- Storage bill
- Labeling of organic storage bags
- Purchase settlement

## Reception and storage in processing facility



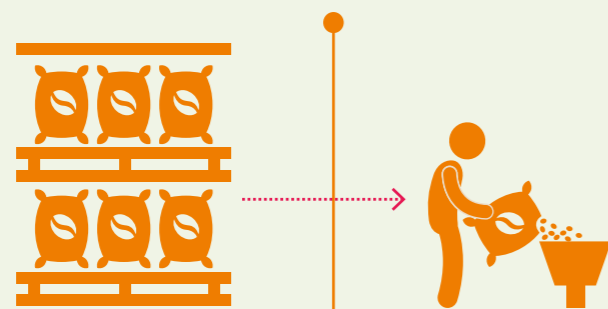
- Delivery to processing facility bill
- Delivery log
- Labeling of organic storage bags

- Referral bill
- List of batch producers
- Carrier bill



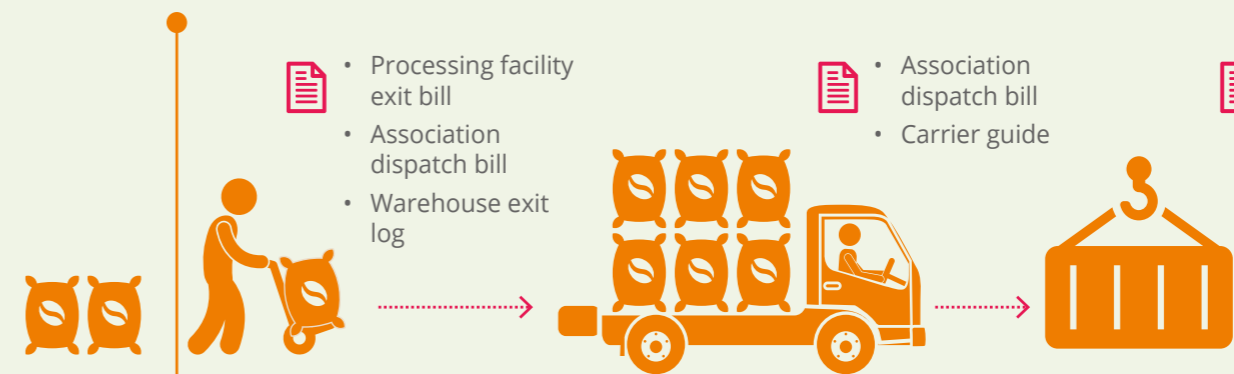
## Transport to processing facility

## Coffee processing



- Process order
- Process order payment bill
- Marking
- Processed coffee log

## Transfer to port and marketing



- Processing facility exit bill
- Association dispatch bill
- Warehouse exit log

- Association dispatch bill
- Carrier guide

- Commercial invoice
- Bill of lading
- Request for Transaction Certificate
- Packing list
- Weight note
- Export registry
- Others

Delivery to port warehouse for export

## 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.

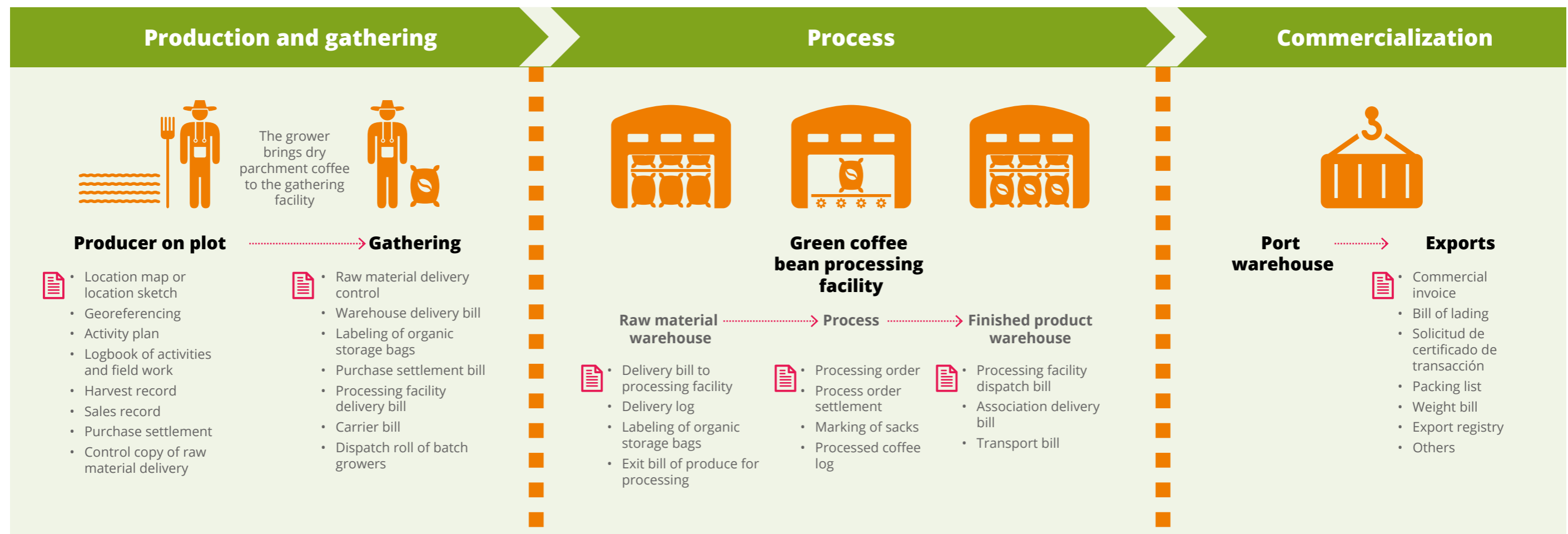
The record keeping system can be implemented by the person in charge of the SIG, in coordination with those responsible for each area. Specific area stewards are required to create and keep updated records that help the GIS official to evidence the organic product is monitored throughout all stages. 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.

Documentos y registros requeridos



## 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 volume
- 7 Harvest yields
- 8 Warehouse cleanliness
- 9 Equipment and tools cleaning dates
- 10 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											
Member: Juan Pérez Vargas				Code: 08754611				Other certifications:			
Village: La Palma				Crop: Organic coffee							
Date	Name of plot	Work done Area		Type and amount of labor						Costs	
		Type of activity	has	Wage or contract amount	Relative Male	Relative Female	Wage earner Male	Wage earner Female	Total labor	Unit cost S /	Total cost S /
09/01/2017	La Perla	2nd weed control	1	Contract			1		1	350	350
13/02/2017	La Perla	Phytosanitary control	1	1 day wage	2				2	30	60
03/03/2017	La Perla	2nd fertilization	1	1 day wage	1		2	3	6	30	180
14/08/2017	La Perla	Pruning	1	1 day wage	1		4		5	30	150
04/09/2017	La Perla	Weed control	1	Contract			1		1	350	350

### Harvest log model

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058										
HARVEST LOG										
Member: Juan Pérez Vargas			Code: 08754611			Other certifications:				
Village: La Palma			Crop: Organic coffee							
Date	Name of plot	Coffee cherries (kg)	Type and amount of labor						Costs	
			Daily wage / contract laborers	Relative Male	Relative Female	Wage earner Male	Wage earner Female	Total labor	Unit cost S /	Total cost S /
01/06/2017	La Perla	2 363	Jornal	3	3	14	18	36	30	1 080

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

### Sales Registration Model Log

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058							
PARCHMENT COFFEE SALES LOG							
Member: Juan Pérez Vargas			Code: 08754611			Other certifications:	
Village: La Palma			Crop: Organic coffee				
Date	Delivery No.	Quantity and unit of measure (kg)	Type of coffee sold	Purchase bill	Purchase bill date	Costs	
						Unit cost S /	Total cost S /
10/06/2017	E01-17	472.60	Parchment	34795	10/06/2017	7,46	3 527

## 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". Next, 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 N° 874, San Ignacio - Cajamarca Phone: (076) 352058				N°: 8727 Date: 06/10/2017	
RAW MATERIAL DELIVERY CONTROL					
Member: Juan Pérez Vargas			Code: 08754611		
Village: La Palma			Crop: Organic coffee		
Farm: La Perla			Estatus: Organic : <input checked="" type="checkbox"/> Conventional: <input type="checkbox"/>		
Coffee weighing			Coffee physical analysis		
Bags:	7	Detail	Grams	%	
Gross weight (kg):	474	Coffee for export:	204	68	
Tare of sack:	1,4	Rejects:	36	12	
Net weight (kg):	472,6	Shell:	60	20	
Quintals 55.2 / kg	8,56	Total:	300	100	
		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	
<b>GATHERING WAREHOUSE DELIVERY BILL</b>			
Member: Juan Pérez Vargas	Code: 08754611	Type of certification	
Village: La Palma	Hamlet: Laurel	Organic:	<input checked="" type="checkbox"/> EU
Farm: La Perla		Conventional:	<input type="checkbox"/>
Certifier: Organic World		Others:	<input type="checkbox"/>

Reference: <input type="text" value="8727"/>	Total weight: <input type="text" value="474 kg"/>	Quintals 55.2 / kg: <input type="text" value="8,56"/>
Number of bags: <input type="text" value="7"/>	Tare: <input type="text" value="1,4 kg"/>	
	Net weight: <input type="text" value="472,6 kg"/>	

Physical analysis		
Type of coffee	Grains%	%
Exportable	204	68
Second class and rejects	36	12
Shell	60	20
Total	300	100

Performance: <input type="text" value="68"/>	Price Quintal / Parchment S /: <input type="text" value="412,00"/>
Humidity (%): <input type="text" value="12,5"/>	Total payable S /: <input type="text" value="3 526,72"/>

Observations:

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Member's signature

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Warehouse manager

Reception Ticket MP

### Sack Label Model

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058			
<b>PARCHMENT COFFEE GATHERING FACILITY LABEL</b>			
Member: <input type="text" value="Juan Pérez Vargas"/>	Code: <input type="text" value="8754611"/>	Origin: <input type="text" value="Laurel"/>	
Type of product:	Organic <input checked="" type="checkbox"/>	Conventional	<input type="checkbox"/>
Name of certifier:	<input type="text" value="Organic World"/>		
Certification program:	Organic	<input type="text" value="EU"/>	Other <input type="text"/>
Weighing ticket N°:	<input type="text" value="8727"/>		
Number of bags: <input type="text" value="7"/>	Humidity:	<input type="text" value="12,5 %"/>	

This product complies with the Technical Regulation for Organic Products

### Purchase bill model form

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058	Taxpayer number: 20427376985 Bill No: 34795 Date: 06/10/17																														
PURCHASE BILL																															
Member: Juan Pérez Vargas Address: Caserío Laurel Mz N - San Ignacio Point of sale: San Ignacio - Cajamarca	DNI N°: 8754611																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Number quintals</th> <th style="width: 10%;">Total kg</th> <th style="width: 20%;">Coffee quality</th> <th style="width: 10%;">Humidity</th> <th style="width: 10%;">Unit Price / qq</th> <th style="width: 10%;">Sale value S /</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8,56</td> <td style="text-align: center;">472,6</td> <td>Organic parchment coffee Ref: 10685</td> <td style="text-align: center;">12,5</td> <td style="text-align: center;">412</td> <td style="text-align: center;">3 526,72</td> </tr> <tr> <td colspan="5" style="text-align: right;">Subtotal</td> <td style="text-align: center;">3 526,72</td> </tr> <tr> <td colspan="5" style="text-align: right;">VAT</td> <td style="text-align: center;"> </td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL S/</td> <td style="text-align: center;">3 526,72</td> </tr> </tbody> </table>	Number quintals	Total kg	Coffee quality	Humidity	Unit Price / qq	Sale value S /	8,56	472,6	Organic parchment coffee Ref: 10685	12,5	412	3 526,72	Subtotal					3 526,72	VAT						TOTAL S/					3 526,72	Three thousand five hundred twenty-six and 72/100 new soles  Billed coffee <input style="width: 100%;" type="text"/>  Non billed coffee <input style="width: 100%;" type="text"/>
Number quintals	Total kg	Coffee quality	Humidity	Unit Price / qq	Sale value S /																										
8,56	472,6	Organic parchment coffee Ref: 10685	12,5	412	3 526,72																										
Subtotal					3 526,72																										
VAT																															
TOTAL S/					3 526,72																										
_____ Buyer's signature	_____ Member's signature																														

  Delivery bill

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 N° 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 Arrival address: Jr. Huascar No 563, Jaén - Cajamarca	Dispatch date: 06/23/17 Date of issuance: 06/23/17

Code	Description	Unit of measurement	Number	Weight kg
CO-2365	Parchment coffee - organic	Bags	300	23 400,00

Reason for dispatch:

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

Carrier	Taxpayer number	License plate	License No.	Vehicle make	MTC registration certificate
Pablo Chacón	101056342	ABW-080	A225639	Volvo	5690

At this stage, it is important to point out that the "Bill of Lading" must be accompanied by the "Transport Bill" and the "Growers Roll" for coffee shipped for easier tracking.

### Growers Roll model

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058					List No.: CO-2365 Date of issue: 06/23/17				
DISPATCHD BATCH GROWERS ROLL									
Bill of Lading No: 5469					DNI N°: 8754611				
Certification:		Organic	<input checked="" type="checkbox"/>	Conventional	<input type="checkbox"/>	Other	<input type="checkbox"/>		
No.	Deliv- ery Note	Member	Code	Date	Weghing bill	Number of bags:	Net weight	Purcha- se bill	Obsers- vations
1	10685	Juan Perez	8754611	10/06/17	8727	7	472,6	34795	
2	10686	Pedro Suarez		10/06/17		25	2 000,00	34796	
3	10687	Marco Suarez		11/06/17		15	1 170,00	34797	
4	10689	Marian Ninamango		11/06/17		18	1 404,00	34798	
5	10690	MarioRafo		14/06/17		27	2 106,00	34799	
6	10691	PabloSuarez		14/06/17		26	2 028,00	34800	
7	10692	Olivia Duarte		15/06/17		22	1 716,00	34801	
8	10693	Victor Alberca		15/06/17		30	2 340,00	34802	
9	10694	Simon Santos		15/06/17		14	1 092,00	34803	
10	10695	Maria Requejo		17/06/17		12	936	34805	
11	10696	Alberta Pardo		18/06/17		28	2 184,00	34806	
12	10697	Pedro Ortega		19/06/17		19	1 482,00	34807	
13	10698	Lucy Bellido		21/06/17		20	1 560,00	34808	
14	10699	Juan Quispe		21/06/17		25	1 950,00	34809	
15	10700	Jenny Obregon		22/06/17		12	977,35	34810	
<b>TOTAL</b>						<b>300</b>	<b>23 400,00</b>		

Warehouse manager

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 N° 563, Jaén - Cajamarca Phone: (076) 462532				Taxpayer number: 2051078079 Bill N°: 3052 Date: 06/24/17	
PROCESSING PLANT DELIVERY BILL					
Client: Asociación San Ignacio - Tabaconas Address: Jr. Jaén N° 874, San Ignacio - Cajamarca Carrier: Pablo Chacón Vehicle: ABW-080					
Customer Delivery Bill	Product	Number of bags	Gross Kilos	Tare	Net Kilos
5469	Coffee parchment - organic	300	23 610,00	210	23 400,00
Type of certification					
Organic	<input type="checkbox"/> EU				
Conventional	<input type="checkbox"/>				
Others	<input type="checkbox"/>				
_____ Facility head		_____ Manager		_____ Client	



## 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

Organization details					Facility delivery data										Quality in cup
Date	Bill of Lading N°	Type of Coffee	Number of bags:	Kilos kg	Date	Delivery bill N°	Number of bags	Kilos gross kg	Tare	Net kilograms	Yield	Has	By type of product	Shell	SCAA Score
09/01/2017	5469	ORG-EU	300	23 400	09/01/2017	3052	300	23 610	210	23 400	350	12,5	13,50	21,50	83

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.

## Processing plant delivered batch identification batch

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

Bill N°: 3052  
Date: 06/24/17

Client: Asociación San Ignacio - Tabaconas

Customer bill of lading	Product	Number of bags	Gross Kilos	Net Kilos
5469	Parchment coffee - organic	300	23 610,00	23 400,00

## 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".

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

Taxpayer number: 20427376985  
Bill of Lading No: 5469  
Date: 06/23/17

### BAG LABELING MODEL INSTRUCTIONS LETTER

Procesadora del Norte

Dear Sirs,  
Please proceed to label the delivered bags as detailed below:

Number of bags:	Brands	Delivery date	Delivery point	Observation
250	San Ignacio Tabaconas Association "Organic Green Coffee of Peru" Certified Organic by Control Union CU835641 PE-BIO 149 30/861/1544/ LOT No 004-17 Ref.: Ctrc P17446 Net Weight: 69 kg	25/06/17	Procesadora del Norte facility	Marked with 01 color

Head of exports

- ICO Brand
- Batch assigned by the San Ignacio - Tabaconas Association
- Contract N°

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 N°: 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						
Bill of Lading N°	Delivery Bill N°	Description	Number of bags	Net Kilos	Humidity %	Yield %
5469	3052	Coffee parchment – organic	300	23 400,00	12,5	74
TOTAL						

Process result						
Item No	Product	Number of bags: (69 kg)	Kilos	Net Kilos	Quintals	%
1	Coffee for export	250		17 250,00	375	73,72 %
2	Coffee for export MC	15	53	1 088,00		4,65 %
3	Second class coffee	5	36	381,00		1,63 %
4	Coffee rejects; machine	2	13	151,00		0,65 %
5	Reject coffee from collection	2	39	177,00		0,76 %
6	Coffee, Ball	2	10	148,00		0,63 %
7	Coffee, Cisco	2	12	150,00		0,64 %
8	<b>TOTAL IN COFFEE</b>	<b>278</b>		<b>19 345,00</b>		
9	Stones and others			0,00		
10	Shell and others			4 055,00		17,33 %
TOTAL				23 400,00		100,00 %

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
--	--

**PROCESSING PLANT EXIT BILL**

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

Batch	Product	Number of bags:	Number of bags:	Tare	Net Kilos
004-17	Export organic green coffee packed in jute bags, 69 kg each “Organic Green Coffee of Peru” CU835641 PE-BIO 149 30/861/1544/ LOT No 004-17 Ref.: Ctrc P17446	250	17 420,00	175	17 250,00

Type of certification

Organic	EU
Conventional	
Others	

Observation: LOP No. 1204

Plant manager

Administrator

Client

### Model Bill of Lading

San Ignacio Association - Tabaconas Jr. Jaén N° 874, San Ignacio - Cajamarca Phone: (076) 352058	Taxpayer number: 20427376985 Bill of Lading No: 001-0064 Date: 06/30/17				
BILL OF LADING					
Shipped to: UNIMAR S.A. Taxpayer number: 20100412447 Departure address: Jr. Huascar No 563, Jaén - Cajamarca Arrival address: Mz. A Plot 10, 11, 12 and 13 Stage II - Paita - Paita - Piura					
Start date of dispatch: 06/30/17 Date issued: 06/30/17					
Code	Description	Unit of measurement	Number	Weight kg	
1204	Export organic green coffee packed in jute bags, 69 kg each "Organic Green Coffee of Peru" Certified Organic by Control Union CU835641 PE-BIO 149 30/861/1544/ LOT No 004-17 Ref.: Ctrc P17446	Jute bags	250	17 250,00	
Reason for transfer:					
1. Sale	<input checked="" type="checkbox"/>	4. Consignment	<input type="checkbox"/>	7. Sales subject to confirmation	
2. Purchase	<input type="checkbox"/>	5. Return	<input type="checkbox"/>	8. Others: _____	
3. Transformation	<input type="checkbox"/>	6. Transfer between establishments	<input type="checkbox"/>		
Carrier	Taxpayer number	License plate	License No.	Vehicle make	MTC registration certificate
Hugo Callupe	10066109559	BKI-080	N2721364	Volvo	151110617

### Model Transport Bill

Transportation Service Caceres Blas Jr. Rio 619 A.H. Sicuani - Ate - Lima. Phone: 326-3727	Taxpayer number: 20427376985 Bill of Lading - Carrier 001 - No. 008720			
REFERRAL GUIDE				
Date: 06/30/17 Departure address: Jr. Huascar No 563, Jaén - Cajamarca Arrival address: Mz. A Lot 10, 11, 12 and 13 Stage II - Paita - Paita - Piura Sender: Asociación San Ignacio - Tabaconas Shipped to: Procesadora del Norte				
Start date of shipment: 06/30/17 Taxpayer number: 20427376985 Taxpayer number: 20100412447				
Code	Description	Quantity	Weight	Unity
	Organic export green coffee 30/861/1544/ LOT N° 004-17 Ref.: Ctrc P17446	250	17 250,00	kg
Vehicle Code:		Vehicle Make: Volvo		
N ° Certificate of Registration: 151110617		Plate: BKI-080		
Name of driver: Hugo Callupe		License: N2721364		
P. Servicios de transporte Cáceres Blas		Client conformance		
Observations:		Delivery time: <span style="border: 1px solid black; padding: 2px 10px;">10 AM</span>		
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.

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

**EXPORT COFFEE REGISTRATION NUMBER**

Client: Asociación San Ignacio - Tabaconas  
 Taxpayer number: 20427376985

Lop N°	Rejects	Contract	Net Kilos	Quintals	Number of bags:	Batch Org	ICO Brand	Departure date	Destination	Exit bill	Balance
1204	10	P17446	17 250,00	375	250	004-17	30/861/1544/	30-jun	Paita	8596	0

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.

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