PROCESS FLOW OUTLINE (2023): EXPORT GREEN BEAN COFFEE

Process Players >>	Licensee (Coffee Dealer/Exporter)	J. Shipping Dept.	A. Warehouse Dept.	C. Quality Assurance Dept.	R. Finance Div.	A. Licensing Unit/Legal Division	Director General

Process Activities >>

START

- Submit Application/Request for International Coffee Organization number (ICO#) for shipment of processed green coffee beans

- Review Application

- Confirm whether licensee is up-to-date on payment of all required fees

- Confirm whether export license is current/in good standing.

- Receive notice of rejection outlines reasons/application deficiencies;

- Indicate rejection: outline reasons/application deficiencies

- **Application meets standard?** — no / YES

- Issue ICO#

- Submit shipping instructions

- Submit duly packaged and labelled coffee shipment

- Weigh coffee shipment and select package samples at random

- Conduct quality testing of samples and prepare assessment report

- **Quality standards met?** — No / Yes

- Return shipment for reprocessing or reclassification.

- Shipping instruction stamped "Approved for Export"

- Fulfill approved shipping instructions *(may include communications with dealer/exporter/shipper, customs, and buyer in finalizing shipping arrangements/logistics; preparing shipping/export documents and certification of origin; loading of shipping container; dispatch to port and advancing associated costs)*

- Validate/sign-off on applicable shipping documents

- Validate/sign-off on certifications of origin

- Audit shipping documents and any associated cost advanced on behalf of dealers/exporter

- Reimburse all costs advanced by JACRA

KEY: Chart Symbols

Symbol	Description
Flow Lines	→
Flow Terminal	▢
Decision	◆
Payment made to/rec'd by JACRA	$
End Event	⬡
Seperate Process Link	⬈