


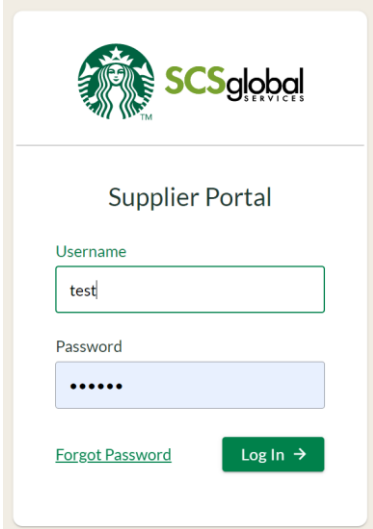


## C.A.F.E. Practices Supplier Interface – Create, upload, review and submit to Starbucks an application for verification

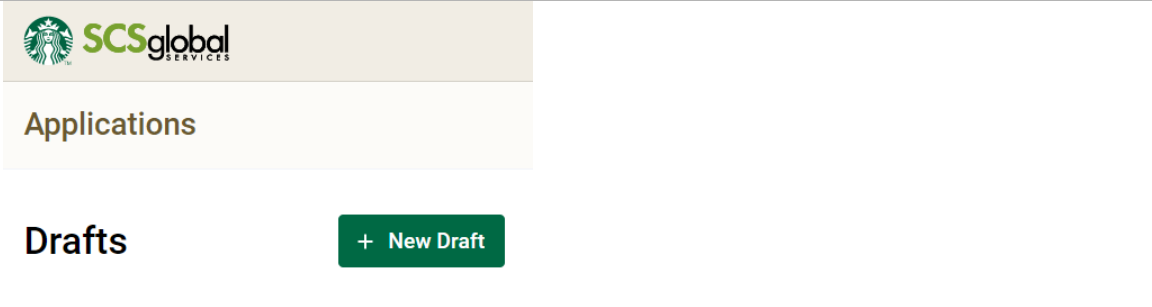
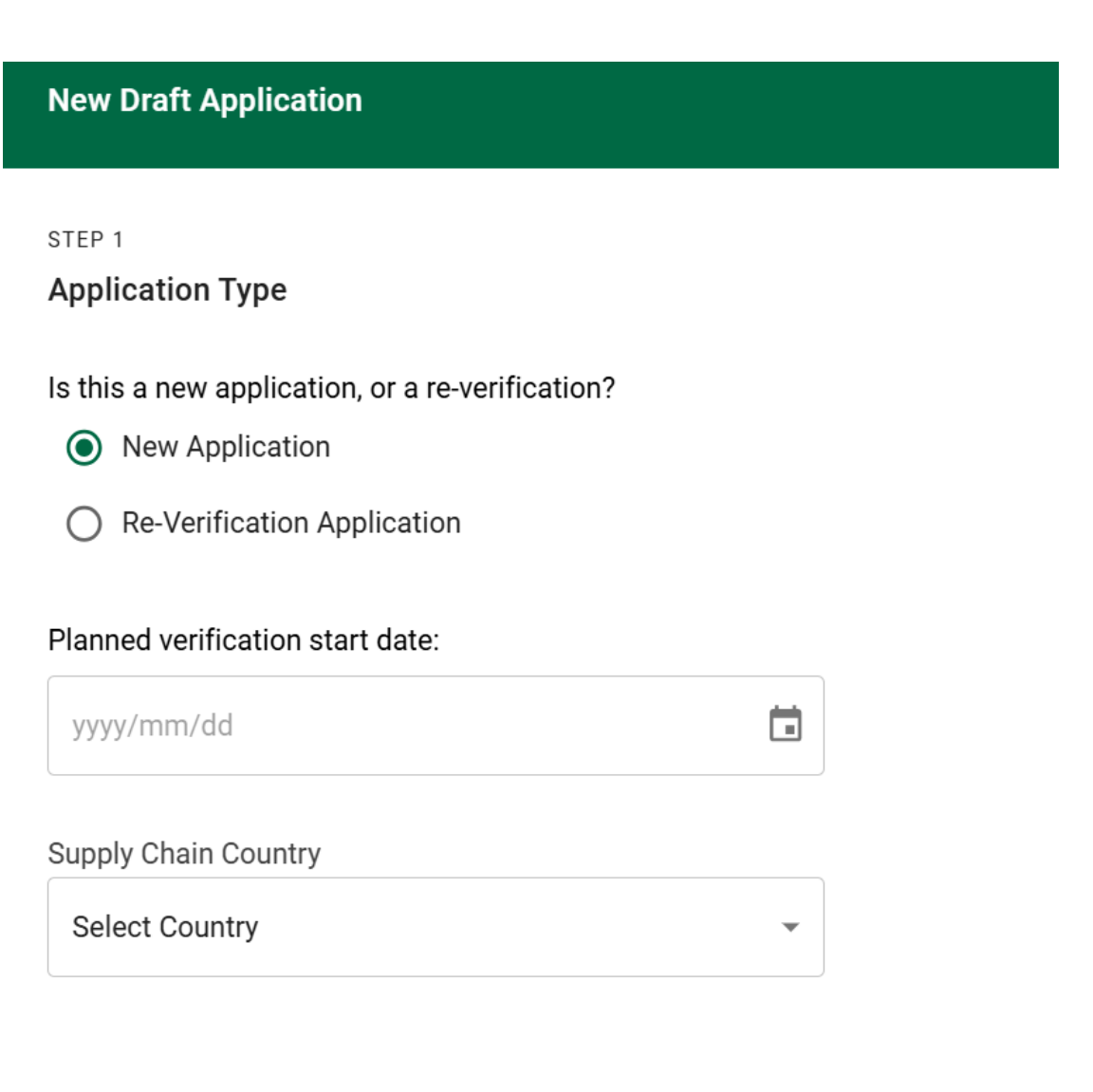
### Objective

The purpose of this document is to describe the procedure that suppliers must follow to create, upload, review and submit to Starbucks a C.A.F.E. Practices application for verification (or reverification) in the Supplier Interface to ensure completeness and accuracy.

### Procedure Steps

<p>1. Open the web page: <a href="#">Supplier Interface</a></p>	
<p>2. Sign in with username and password.</p> <p>If you do not have credentials, contact: <a href="#">C.A.F.E. Practices – Request User</a></p>	



<p>3. Click “+ New Draft.”</p>	
<p>4. Complete the requested Information</p> <p>-Application type: New (more than 25% of the farms are new) or Re-Verification (75% or more of the farms be reverified)</p> <p>-Planned verification start date (select it from calendar)</p> <p>-Supply Chain Country (Select country from the list)</p> <p>*For re-verification applications one or more legacies can be selected.</p>	




<p>5. Select Next</p>	<p><b>Next</b></p>
<p>6. New Draft Application</p> <ul style="list-style-type: none"><li>- Complete the application name</li><li>- Select farm size (1 Large farm or small farms group)</li><li>- Select supply chain region (applies for Colombia &amp; Indonesia)</li></ul>	<p><b>New Draft Application</b> <span>✕</span></p> <p>STEP 2 <span>New Application</span></p> <p><b>Review Application Information</b></p> <p>Application Name (network / supply chain) <input type="text"/></p> <p>Type of Network / Supply Chain <span>Complex Supply Network</span> <span>▼</span> Farm Size <span>Select Farm Size</span> <span>▼</span></p> <p>Supply Chain Country <span>Colombia</span> <span>▼</span> Supply Chain Region <span></span> <span>▼</span></p>
<p>7. Select Create Draft Application</p>	<p><b>Create Draft Application</b></p>
<p>8. Click "Start" on 1. Upload Spreadsheet</p>	<p>START APPLICATION</p> <p><b>1</b> Upload Spreadsheet <span>Upload Needed</span> <b>Start</b></p>



<p><b>9. Spreadsheet</b></p> <p>Click "Generate Spreadsheet", open it, and complete the five sheets (General, Mills, PSO, Farms and warehouses)</p> <p>For additional guidance on how to complete it, review the <a href="#">Addendum 1 – Guidance for suppliers to complete an application template</a>.</p>	<p><b>Spreadsheet</b></p> <p style="text-align: right;">Download   Upload   Review</p> <hr/> <p>Step 1 of 3</p> <p><b>Download Spreadsheet Template</b></p> <p><b>Download the spreadsheet template</b></p> <p>The spreadsheet file is .xlsx. Once you have downloaded the spreadsheet template, fill in the template with the information for the application and all entities in the supply chain. Once you've completed the template, save it as .xlsx file. Note that previous versions of Excel files will not work; you must save it as an .xlsx file or the upload will be rejected. You will have an opportunity to upload your completed application in the next step. You may leave the site and come back to continue where you left off at any time.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"><p><b>⚠ Due to the planned verification date specified, your application will have new guidelines applied. Medium farms are being removed from the program. Although medium farms may appear on your application spreadsheet, once uploaded to the Supplier interface they will be reclassified as small (under 15 HA) or large farms (15 HA or larger). Only one large farm may appear on an application.</b></p></div> <p><a href="#">↓ Generate Spreadsheet</a></p>
<p><b>10. Click "Next Step"</b></p> <p>*Make sure the application spreadsheet is saved and closed.</p>	<p><a href="#">Next Step &gt;</a></p>
<p><b>11. Click or drag the application spreadsheet to upload it.</b></p> <p>Upload time will depend on the internet and the application size.</p>	<p>Step 2 of 3</p> <p><b>Upload Spreadsheet</b></p> <p><b>Upload the spreadsheet template</b></p> <p>Upload your spreadsheet by dragging it onto the box below, or by clicking the box and selecting your spreadsheet file. Uploading a spreadsheet a second time will overwrite any previously entered information. If you have made changes to your application, be sure to download an updated copy of the spreadsheet and use that file to make any additional corrections before re-uploading. This will prevent you from losing the changes you already made.</p> <div style="border: 1px dashed #ccc; padding: 20px; text-align: center;"><p>Click here or drag file to upload spreadsheet</p></div>



<p>12. Automatic review process while uploading the application takes place.</p>	<p><a href="#">Dashboard</a></p> <h3>Spreadsheet</h3> <p>Download Upload <u>Review</u></p> <p>Step 2 of 3 Upload Spreadsheet</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p><b>CHECKING YOUR APPLICATION</b></p>  <p>With larger applications this process can take more than 10 minutes. You can close this screen and come back to "Check Application" again later.</p> </div>																																
<p>13. Review that all the entities have been uploaded correctly.</p>	<p><a href="#">Dashboard</a></p> <h3>Spreadsheet</h3> <p>Download Upload <u>Review</u></p> <p>Step 3 of 3 Review &amp; Upload</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Request Number:</td> <td style="width: 25%;">DRAFT252873</td> <td style="width: 25%;">PSO:</td> <td style="width: 25%;">0</td> <td style="width: 25%;">Small Farms:</td> <td style="width: 25%;">0</td> <td style="width: 25%;">Dry Mills:</td> <td style="width: 25%;">1</td> </tr> <tr> <td>Supply Chain Country:</td> <td>Brazil</td> <td>Warehouses:</td> <td>1</td> <td>Large Farms:</td> <td>1</td> <td>Wet Mills:</td> <td>0</td> </tr> <tr> <td>Network Type:</td> <td>Complex Supply Network</td> <td>Supply Chain Region:</td> <td></td> <td></td> <td></td> <td>Wet/Dry Mills:</td> <td>1</td> </tr> <tr> <td>Contact:</td> <td>FEREDRICO CALDEIRA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Request Number:	DRAFT252873	PSO:	0	Small Farms:	0	Dry Mills:	1	Supply Chain Country:	Brazil	Warehouses:	1	Large Farms:	1	Wet Mills:	0	Network Type:	Complex Supply Network	Supply Chain Region:				Wet/Dry Mills:	1	Contact:	FEREDRICO CALDEIRA						
Request Number:	DRAFT252873	PSO:	0	Small Farms:	0	Dry Mills:	1																										
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Network Type:	Complex Supply Network	Supply Chain Region:				Wet/Dry Mills:	1																										
Contact:	FEREDRICO CALDEIRA																																
<p>14. Review and Correct the Auto checks:</p> <p>The platform will automatically check and identify three categories:</p> <ul style="list-style-type: none"> <li>-Issue (red): Must be resolved to submit the application</li> <li>-Warning (yellow): Must be resolved or dismissed with explanation</li> <li>-Passed (green): No Issues or warnings.</li> </ul>	<p><b>Auto-Checks</b></p> <p> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; display: inline-block; margin-right: 10px;">✔ 4 Entities Passed</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; display: inline-block; margin-right: 10px;">⚠ 12 Warnings</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; display: inline-block;">🚫 1 Issue</span> </p> <p><b>The spreadsheet has been imported successfully.</b> Click Continue to go to the next step of the application process and begin reviewing entities within this application. If you wish to download a complete list of warnings and issues found in this application, use the link below.</p> <p><a href="#">Download List of Issues (XLSX)</a></p> <hr/> <p> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 5px 15px; display: inline-block; margin-right: 10px;">↶ Upload Again</span> <span style="background-color: #2e7d32; color: white; border-radius: 5px; padding: 5px 15px; display: inline-block;">Continue &gt;</span> </p>																																



Option 1

Download List of Issues, correct the application file and upload the corrected spreadsheet again, using the "Upload again"

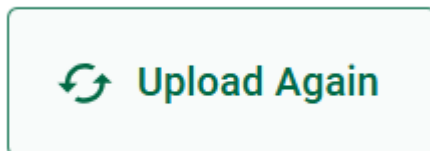
Option 2

Click "Continue" to see the checks and correct them directly in the Interface.

For additional guidance on how to resolve the Checks, review the [Addendum 2 – Auto-checks](#)

Option 1

## Download List of Issues (XLSX)



Option 2



15. When all checks are "complete", go to step 8 Review & Submit and click "Submit".

### Dashboard

Follow the recommended workflow below for cleaning up your application. Changes are saved automatically, if you leave, you can continue your application where you left off.

<p>✔ START APPLICATION <span style="float: right;">^</span></p> <hr/>		
<p>✔ Upload Spreadsheet</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ CHECK &amp; CORRECT APPLICATION <span style="float: right;">^</span></p> <hr/>		
<p>✔ Application Information</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ Contact Information</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ GPS Coordinates</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ Total Workers Employed</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ Coffee Growing</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>✔ Coffee Processing</p>	<p>Complete</p>	<p><a href="#">Revisit</a></p>
<p>SUBMIT APPLICATION <span style="float: right;">^</span></p> <hr/>		
<p><b>8</b> Review &amp; Submit</p>	<p>Ready to Submit</p>	<p><a href="#">Submit</a></p>



## 16. Do a final review and submit the application

If you need to add or remove entities before submitting, please review [Addendum 3 – Manually Add or Remove Entities](#)

### Auto-Check Totals

14 Passed 0 Warnings 0 Issues

### Dismissed Check Review

2 Dismissed

Section	Check	Entity	Reason for Dismissal
Coffee Growing	Acceptable range is between 5,556 and 24,074 Cherry Coffee lbs/ha	TEST FARM 1 - TEST NAME FARM 1 TEST LAST NAME FARM 1	Volumes correspond to the average of the last 3 years in pounds, are correct.
Coffee Growing	Acceptable range is between 1,852 and 3,439 Green Coffee lbs/ha	TEST FARM 1 - TEST NAME FARM 1 TEST LAST NAME FARM 1	Volumes correspond to the average of the last 3 years in pounds, are correct.

### Final Confirmation

After clicking the Submit Application button below, your application will be sent to Starbucks for review. This will lock your application and no further changes or edits will be permitted. Before selecting this button, review your application and ensure it is ready to be reviewed by Starbucks.

Submit Application

## 17. Application Is Under Review

The application will be reviewed, and Starbucks will contact you with next steps within 5 business days. If additional revisions or corrections are required, you will be notified via email.

[Dashboard](#) > Review & Submit

### Review & Submit Application

DRAFT570653

Complex Supply Network | Colombia

Your application has been submitted for review!

Starbucks will contact you to continue the application process.

Back to Dashboard





## Addendum 1 – Guidance for suppliers to complete an application template

Page	Type	Cell #	Cell Name	Guidance
<b>1.0 Application Information</b>	No	C5	Application ID	Leave it in blank, Starbucks will assign a final ID, and it will be confirmed in the First Response Letter
	Optional	C6	Previous (legacy) ID#	If it is a reverification, include the previous ID(s)
	Required	C7*	Supply Chain Country	Select the application country from drop-down list
	If applicable	C8*	Supply Chain Region	Select the application region from drop-down list only for Colombia and Indonesia
	Required	F4*	Type of network / supply chain	Select the type of network from drop-down list
	Required	F5	Application Name	Add the application name for this supply chain (application names must be unique, two or more supply chains cannot have the same name)
	Optional	F6	Related projects to supply chain	Enter any related project that the supply chain has e.g. Water, Education, Social, Coffee Production, Women, Healthcare, Infrastructure, CARE, Earth watch, Conservation International, AWF, etc.
	Optional	F8	Other coffee certifications	Enter other certifications that the supply chain has e.g. Fair Trade, Rain Forest Alliance, Women Coffee, Smithsonian, AAA, etc.
	Required	C17	Applicant Name / Organization	Enter the Applicant Name / Organization owner of the application
	Required	C18	Contact Given Name(s)	Enter the Contact Given Name(s) of the main application contact
	Required	C19	Contact Family Name(s)	Enter the Contact Family Name(s) of the main application contact
	Optional	C20	Contact Additional Names	Enter the Contact Additional Names of the main application contact
	Required	C21	Address/Street 1	Enter the Address/Street 1 of the main application contact office
	Optional	C22	Address/Street 2	Enter the Address/Street 2 of the main application contact office
	Required	C23	Village	Enter the Village of the main application contact office
	Required	C24	Province/Region	Enter the Province/Region of the main application contact office
	Required	C25	Postal Code	Enter the Postal Code of the main application contact office
	Required	C26*	Country	Select the application country from drop-down list
	Required	C27*	Business Type	Select the Business Type from drop-down list
	Optional	C28	Telephone Number	Enter the Telephone Number
Required	C29	E-mail	Enter the E-mail of the main application contact	
Optional	A34	Additional Email Addresses	Add all the additional email addresses that need to receive all the communications related to this application (e.g. First Response Letter, Security Codes, ZTNCs notifications, Approval Letters, etc.)	
If applicable	F17	Latest Starbucks contract number	If it is a reverification, enter the Latest Starbucks contract number	
If applicable	F18	Sample Number provided by SCTC	If it is a new application, enter Sample Number provided by SCTC	
No	G23 – G31	Total Estimations	Leave these cells in blank. Totals from cell G23 to G31 are automatically calculated according to the information added in the rest of the pages.	
<b>2.0 Mill Information</b>	If applicable	B9	C.A.F.E. Practices Mill ID	Enter the C.A.F.E. Practices Mill ID if the entity already has one, if it is a new entity, leave it in blank.
	Required	C9	Mill Name	Enter the mill name
	Required	D9	Given Name(s)	Enter the mill main contact name
	Required	E9	Family Name(s)	Enter the mill main contact Family Name(s)
	Optional	F9	Additional Name(s)	Enter the mill main contact Additional Name(s)
	Required	G9*	Gender	Select the mill main contact gender from drop down list
	Required	H9	Street Address	Enter the mill Street Address
	Required	I9	Village	Enter the mill village
	Required	J9*	Country	Select the mill country from drop-down list
	Required	K9*	Province / Region	Select the mill Province / Region from drop-down list
	Optional	L9	Latitude	Include latitude point taken from the mill in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	Optional	M9	Longitude	Include Longitude point taken from the mill in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	Optional	N9	Phone Number	Enter the mill main contact Phone Number
	Optional	O9	E-mail	Enter the mill main contact email
	Required	P9*	Mill Type	Select from drop down list if the mill is wet, dry, or wet/dry
Required	Q9*	Select "Standalone" or "Vertically Integrated"	Select from drop down list if the mill is "Standalone" or "Vertically Integrated" (see definitions in cells B5 and B6)	
Required	R9*	Total workers employed annually	Select an estimate of total workers (directly and subcontracted) from drop down list	



	If applicable	S9	For wet mill	Enter the Average quantity of cherry processed over last 3 yrs. (in lbs.)
	If applicable	T9	For dry mill	Enter the Average quantity of green coffee processed over last 3 yrs. (in lbs.)
	If applicable	U9*	Final Warehouse	Select the warehouse where the coffee is sent or if the dry mill is final warehouse using the drop-down list.
<b>3.0 PSO Information</b>	If applicable	B6	C.A.F.E. Practices PSO ID	Enter the C.A.F.E. Practices PSO ID if the entity already has one, if it is a new entity, leave it in blank.
	Required	C6	PSO Name	Enter the PSO name
	Required	D6	Given Name(s)	Enter the PSO main contact name
	Required	E6	Family Name(s)	Enter the PSO main contact Family Name(s)
	Optional	F6	Additional Name(s)	Enter the PSO main contact Additional Name(s)
	Required	G6*	Gender	Select the PSO main contact gender from drop down list
	Required	H6	Street Address	Enter the PSO Street Address
	Required	I6	Village	Enter the PSO village
	Required	J6*	Country	Select the PSO country from drop-down list
	Required	K6*	Province / Region	Select the PSO Province / Region from drop-down list
	Optional	L6	Phone Number	Enter the PSO main contact Phone Number
	Optional	M6	E-mail	Enter the PSO main contact email
	Required	N6*	Total workers employed annually	Select an estimate of total workers (directly and subcontracted) from drop-down list
	Required	O6*	Business Type	Select the PSO Business Type from drop-down list
<b>4.0 Farm Information</b>	If applicable	B8	C.A.F.E. Practices Farm ID	Enter the C.A.F.E. Practices farm ID if the entity already has one, if it is a new entity, leave it in blank.
	Required	C8*	Farm Name	Enter the farm name
	If applicable	D8	National Identification Number	Enter the owner National Identification Number (Mandatory for Brazil, Colombia, and Mexico)
	Required	E8	Given Name(s)	Enter the farm main contact name
	Required	F8	Family Name(s)	Enter the farm main contact Family Name(s)
	Optional	G8	Additional Name(s)	Enter the farm main contact Additional Name(s)
	Required	H8*	Gender	Select the farm main contact gender from drop down list
	Required	I8	Street Address	Enter the farm Street Address
	Required	J8	Village	Enter the farm village
	Required	K8*	Country	Select the farm country from drop-down list
	Required	L8*	Province / Region	Select the farm Province / Region from drop-down list
	If applicable	M8	Latitude	If the farm in under 4 hectares, include the latitude point taken from the center of the coffee growing area in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	If applicable	N8	Longitude	If the farm in under 4 hectares, include the longitude point taken from the center of the coffee growing area in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	Optional	O8	Phone Number	Enter the farm main contact Phone Number
	Optional	P8	E-mail	Enter the farm main contact email
	Required	Q8	Total Farm Area	Enter the farm Total Farm Area in hectares
	Required	R8	Total Farm Coffee Production Area	Enter the farm Total Farm Coffee Production Area in hectares
	No	S8	Farm Size	Leave it in blank. This cell is automatically completed according to the Total Farm Coffee Production Area inserted in previous column.
	If applicable	T8*	Producer Support Organization	Select the PSO for small farms (under 15 hectares) from drop-down list.
	Required	U8*	Total workers employed annually	Select an estimate of total workers (directly and subcontracted) from drop-down list
	Required	V8	Coffee Cherry	Enter the farm Coffee Cherry average quantity of cherry production over last 3yrs. (in lbs.)
	Required	W8	Green Coffee	Enter the farm Green Coffee average quantity of green coffee production over last 3 yrs. (in lbs.)
	Required	X8*	Wet Mill	Select the wet mill the farm utilizes for the cherry coffee from drop-down list
Required	Y8*	Dry Mill	Select the dry mill the farm utilizes for the green coffee from drop-down list	
Optional	Z8*	Additional Mill 1	Select any additional mill that the farm utilizes from drop-down list	
Optional	AA8*	Additional Mill 2	Select any additional mill that the farm utilizes from drop-down list	
<b>5.0 Warehouse Information</b>	If applicable	B7	C.A.F.E. Practices Warehouse ID	Enter the C.A.F.E. Practices warehouse ID if the entity already has one, if it is a new entity, leave it in blank.
	Required	C7	Warehouse Name	Enter the Warehouse Name
	Required	D7	Given Name(s)	Enter the warehouse main contact name
	Required	E7	Family Name(s)	Enter the warehouse main contact Family Name(s)
	Optional	F7	Additional Name(s)	Enter the warehouse main contact Additional Name(s)
	Required	G7*	Gender	Select the warehouse main contact gender from drop down list
	Required	H7	Street Address	Enter the warehouse Street Address
Required	I7	Village	Enter the warehouse village	



	Required	J7*	Country	Select the warehouse country from drop-down list
	Required	K7*	Province / Region	Select the warehouse Province / Region from drop-down list
	Optional	L7	Latitude	Include latitude point taken from the warehouse in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	Optional	M7	Longitude	Include longitude point taken from the warehouse in Decimal Degrees (DDD.DDDDDD) with 6 decimal digits.
	Optional	N7	Phone Number	Enter the warehouse main contact Phone Number
	Optional	O7	E-mail	Enter the warehouse main contact email
	Required	P7*	Total workers employed annually	Select an estimate of total workers (both directly and subcontracted) from drop-down list
	Required	Q7	Coffee storage capacity (lbs.)	Enter the Coffee storage capacity quantity in pounds (lbs.)

\*Cells with drop-down list



## Addendum 2 - Auto-checks

APPLICATION REVIEW	AUTO CHECK NAME	HOW TO RESOLVE
<b>Contact Information</b>	Coversheet Information	All required Contact Information fields must be filled in. To correct this issue, review the list of farms with issues and select the farm you wish to edit to enter missing information. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Farm Contact Information	
	Mill Contact Information	
	Warehouse Contact Information	
	PSO Contact Information	
	Farm name contains contact name	Farm names should include contact name. To correct this warning, review the list of farms with issues and select a farm to add the contact's name or dismiss the error. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
<b>GPS Coordinates</b>	Farms have GPS information	Entities must have GPS information. To correct this error, review the list of entities with issues and input valid GPS perimeter information. GPS information entered must be input with a format of ###.#####. Entities showing up with issues will need to be resolved. This check can't be dismissed.
	Farms have GPS perimeter information	Farms must have GPS perimeter information. To correct this error, review the list of entities with issues and input valid GPS perimeter information. If perimeter information is entered, it must be input with a minimum of 1 plot and 4 coordinates with format of ###.#####. Also, you can upload a WKT or GeoJSON file. Entities showing up with issues will need to be resolved. This check can't be dismissed.
	Mills have GPS information	Entities must have GPS information. To correct this warning, review the list of entities with issues and input valid GPS information. You may dismiss this warning if you do not have this information. If GPS information is entered, it must be input with a format of ###.#####. you may not dismiss an error if the format is incorrect. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
	Warehouses have GPS information	
<b>Total Workers Employed</b>	Farms have Total Workers Employed information	Entities must have Total Workers Employed information. To correct this warning, review the list of entities with issues and input valid ranges for total workers employed. You may dismiss this warning if you do not have this information. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
	Mills have Total Workers Employed information	
	Warehouses have Total Workers Employed information	
	PSOs have Total Workers Employed information	
<b>Coffee Growing</b>	Coffee Producing Area Is Less Than Total Area	Look at the total coffee producing area of this farm. The total coffee producing area cannot be larger than the total farm area. The total coffee producing area also determines farm size. An application cannot mix large farms (over 15 hectares) with small farms (fewer than 15 hectares). If your application has farm size errors, the error message will specify which type of error is detected. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Production per hectare is within acceptable bounds	Farms must produce within the average of their country. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
	Cherry to Green Coffee conversion factor between 3 and 7	Farms must produce between 5 and 7 times as much cherry coffee as green coffee. Values must represent Avg last 3 years in lbs. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.

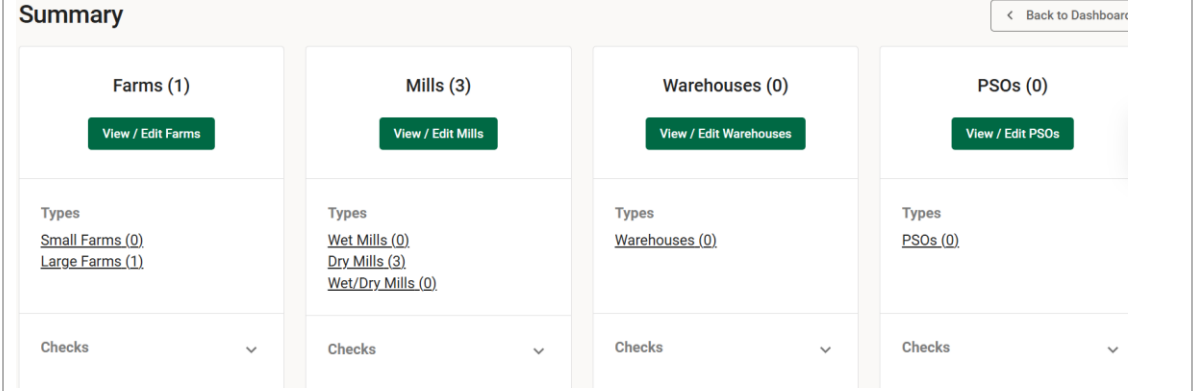
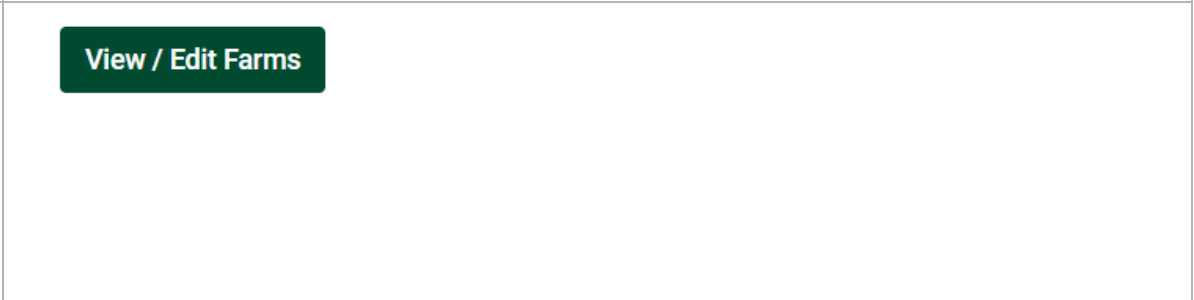
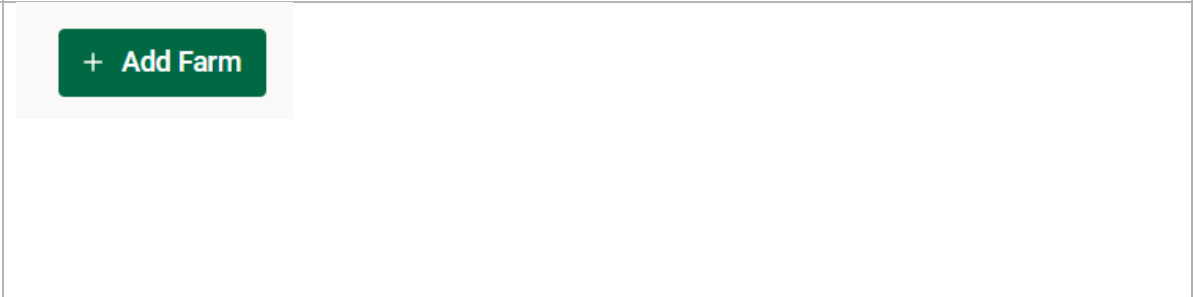
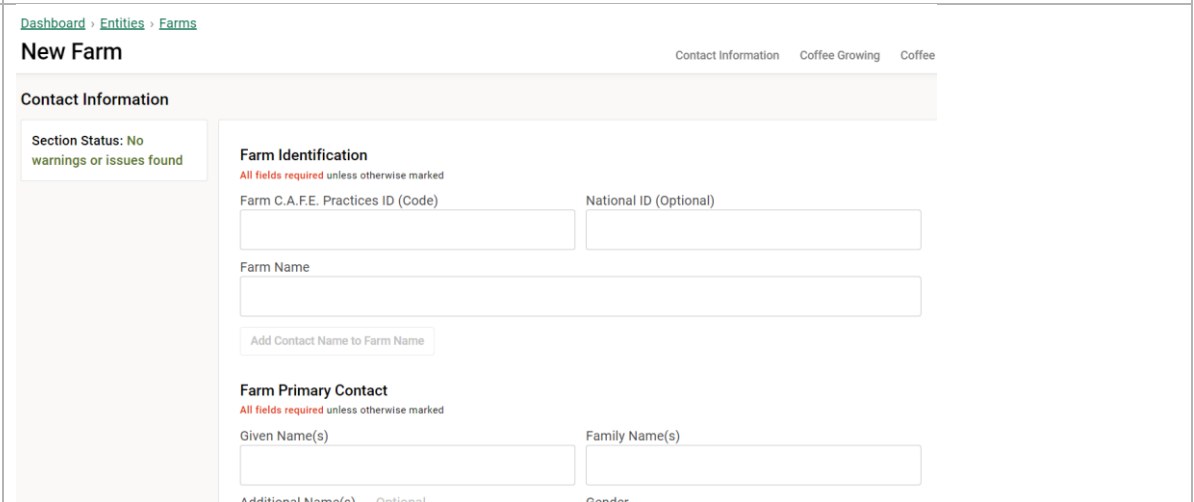


	Small farms are associated with a PSO	A small farm is designated as having fewer than 15 coffee producing hectares. Small farms must have a PSO assigned to them. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Unassigned PSOs	PSOs must be associated with at least one small farm. To correct this issue, review the list of PSOs with issues and select a PSO to assign a small farm or delete the PSO from the application. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
<b>Coffee Processing</b>	Mills have type	Mill type must be specified. To correct this issue, review the list of mills with issues and specify a mill type using the drop-down menu. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Mill Association	Farms must be associated with a mill. To correct this issue, review the list of farms with issues and select a farm to link the corresponding mill to the respective farm. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Unassigned Mills	Mills must be associated with at least one farm. To correct this issue, review the list of mills with issues and select a mill to assign a farm or delete the mill from the application. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Mill Processing Volume	Mills must have a processing volume entered. To correct this issue, review the list of mills with issues and the processing volume. Click on a mill to enter the quantity of coffee cherry or green coffee processed. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Warehouse Association	Mills must be associated with at least one warehouse, or you may select Dry Mill is Final Destination (dry mills only). To correct this issue, review the list of mills with issues and link the corresponding warehouse to the respective mill using the drop-down menu. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Unassigned Warehouses	Warehouses must be associated with at least one mill. To correct this issue, review the list of warehouses with issues and select a warehouse to assign a mill or delete the warehouse from the application. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
	Warehouse Capacity	Warehouses must have a storage volume entered in the Coffee Storage Capacity field. To correct this issue, review the list of warehouses with issues and their storage capacity. Click on a warehouse to edit the Coffee Storage Capacity. Entities showing up with issues will need to be resolved. This check cannot be dismissed.
	Application Wet Processing Totals	The mill(s) processing capacity must be greater than the farm(s) production. To correct this warning, review the list of mills and the processing volume. Click on a mill to edit the quantity of Coffee Cherry Processed. If the application processing volume is correct, you may choose to dismiss this error. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.
	Application Dry Processing Totals	The mill(s) processing capacity must be greater than the farm(s) production. To correct this warning, review the list of mills and the processing volume. Click on a mill to edit the quantity of Green Coffee Processed. If the application processing volume is correct, you may choose to dismiss this error. Entities showing up with warnings will need to be resolved or dismissed before submitting the application.



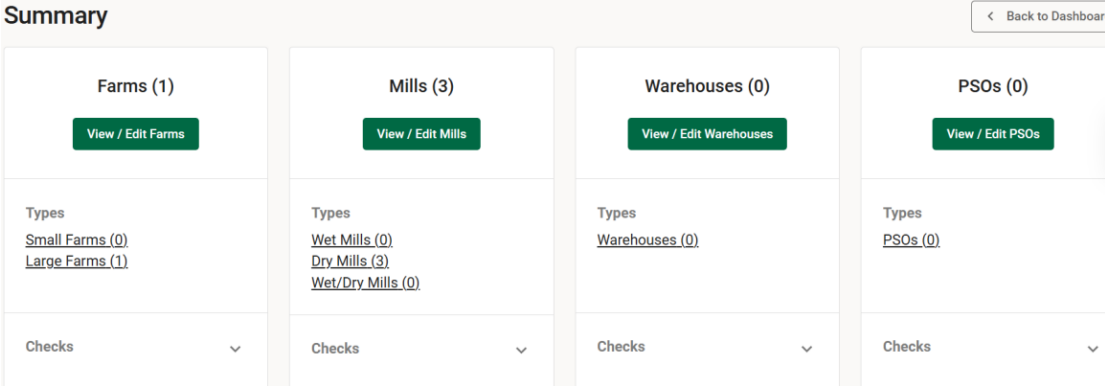
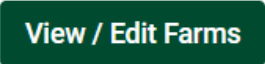
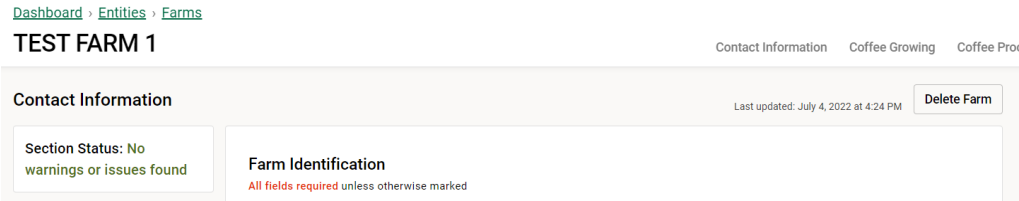
## Addendum 3 - Manually Add or Remove Entities

To manually add an entity in the supplier Interface, follow the next steps:

<p>1. Go to entities</p>	
<p>2. Click "View/Edit" of the entity need to be added</p>	
<p>3. Select "Add Entity" (Farm, Mill, PSO or Warehouse)</p>	
<p>4. Manually complete all the Information</p>	



To manually remove an entity in the supplier Interface, follow the next steps:

<p>1. Go to entities</p>	
<p>2. Click "View/Edit" of the entity need to be removed</p>	
<p>3. Open the entity that needs to be removed and click "Delete Entity" (Farm, Mill, PSO or Warehouse)</p>	
<p>4. Confirm and Click "Delete Entity" (Farm, Mill, PSO or Warehouse)</p>	