



# ECTA ECTMS Stakeholder Registration Guide

Public registration at /registration — every organisation type, form field, examples, and validation help

Ethiopian Coffee & Tea Authority · June 20, 2026

**How to use this guide:** Download and read **before** you submit your application. Match each field on the live registration form. After ECTA approves your application, use the training manual for your role (Exporter, Warehouse, etc.) for day-to-day ECTMS work.

## 1. Who this guide is for

This guide is for **organisations** applying to join ECTMS through the public registration page. You register **your own company** — ECTA administrators review and approve; they do not fill the form for you.

You can register as	Form value (type)	After approval you get
Exporter	exporter	Exporter business ID + ECTMS exporter menus
Warehouse	warehouse	Warehouse ID + receipt/issue/inventory menus
Supplier	supplier	Supplier ID + batch management menus
Union	union	Union ID + producer/farm traceability menus
Co-operatives	co-operatives	Corporation ID + co-operative menus
Primary Industry	primary industry	Primary industry ID + processing menus

**Individual coffee producers cannot use this page.** Producers are registered by their union, supplier, co-operative, or exporter inside ECTMS after that organisation is approved.

## 2. Registration page URLs

Language	URL
English (default)	<a href="http://localhost/registration">http://localhost/registration</a>
English (prefixed)	<a href="http://localhost/en/registration">http://localhost/en/registration</a>
Amharic	<a href="http://localhost/am/registration">http://localhost/am/registration</a>

After successful submit you are redirected to `/registration/thank-you`. Status is **pending** until ECTA approves.

### 3. Step-by-step workflow

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- 1 Open `/registration` and read the role cards carefully — pick the type that matches your legal organisation.
- 2 Complete every required field in order: organisation → address → contact → documents.
- 3 Upload clear, readable scans (correct file size limits).
- 4 Click **Submit registration**.
- 5 Check email for “registration received” (when mail is configured).
- 6 Wait for ECTA review — you **cannot sign in** while pending.
- 7 On approval: receive username (usually business ID) and password (usually your TIN).
- 8 Sign in at `http://localhost/login`, change password, then use your role training manual for daily work.

SUBMIT → pending → ECTA Stakeholders Reg. review → Approve (user + profile created) OR  
Reject (reason recorded)

APPROVE → credentials email → login → Profile → operations

REJECT → fix issues → submit new application (duplicate email/TIN pending blocked)

## 4. Step 1 – Choose organisation type (type)

Select exactly **one** role card. The form shows extra fields based on your choice.

Role card label	Radio value	Extra sections shown
Exporter	exporter	Certificate of competence, ICO number, source of coffee
Warehouse	warehouse	Capacity (ton), map GPS (latitude/longitude)
Supplier	supplier	Optional “Also register as exporter” checkbox
Union	union	Optional “Also register as exporter” checkbox
Co-operatives	co-operatives	Optional “Also register as exporter” checkbox
Primary Industry	primary industry	Standard documents only (no exporter block unless dual)

## 5. Step 2 – Organisation & address (all types)

Field	Required	What to enter	Example	Common mistakes
org_name	Yes	Legal registered organisation name	Yirgacheffe Coffee Trading Co.	Using a trade name not on licence
tin_number	Yes	10-digit TIN; must be unique in system	0012345678	Wrong digit count; TIN already registered
national_id	No	Contact person Fayeda ID (numeric)	1234567890	Letters in numeric field
region	Yes	Region from dropdown/list	Sidama	Misspelled region name
zone	Yes	Zone (required on form)	Bensa	Leaving blank
woreda	Yes	Woreda (required on form)	Bensa	Leaving blank
business_location	Yes	Street, kebele, building	Kebele 03, House 12	Only region without address detail

## 6. Step 3 – Contact person (all types)

Field	Required	What to enter	Example
contact_person	Yes	Authorised representative full name	Abebe Kebede
phone	Yes	Active mobile; include country code	+251911234567
email	Yes	Unique email — becomes login; not already in ECTMS	contact@company.et

## 7. Step 4 – Documents (all types)

Field	Required	Format / limit	What to upload	Example
logo	Yes	jpg, jpeg, png, webp · max 2 MB	Clear company logo	logo.png
business_licence	Yes	pdf, jpg, png · max 1 MB	Valid trade licence scan	licence-2026.pdf
business_licence_reg_date	Yes	Date picker	Issue date on licence	2024-03-15
business_licence_exp_date	Yes	Must be $\geq$ reg date	Expiry on licence	2026-03-15
business_licence_renewal_year	No	EC year if shown on form	Renewal year	2018
registration_document	No	pdf, jpg, png · max 1 MB	Extra registration certificate	reg-cert.pdf
notes	No	Text, max 2000 chars	Context for ECTA reviewer	New facility opening Q2 2026

## 8. Exporter-only fields

Shown when `type = exporter` OR when `also_exporter` is checked (dual registration).

Field	Required	What to enter	Example
<code>certificate_of_competence</code>	Yes	Valid exporter competency certificate file	competency.pdf
<code>certificate_of_competence_reg_date</code>	Yes	Certificate issue date	2025-01-01
<code>certificate_of_competence_exp_date</code>	Yes	Certificate expiry ( $\geq$ reg date)	2027-01-01
<code>ico_number</code>	Yes	ICO number as on official record	ICO-12345
<code>source_of_coffee</code>	Recommended	How you source coffee (from Coffee Sources list)	Farmer / Agent

**Server validation messages:** “Certificate of competence is required for exporter registration” · “ICO number is required for exporter registration” · missing competency dates.

## 9. Warehouse-only fields

Shown when `type = warehouse`. Use the map to set GPS — latitude and longitude update automatically when you click or drag the pin.

Field	Required on form	What to enter	Example
<code>capacity_ton</code>	Yes	Total storage capacity in metric tons (number $\geq$ 0)	5000
<code>latitude</code>	Yes	Decimal degrees $-90$ to $90$	8.980603
<code>longitude</code>	Yes	Decimal degrees $-180$ to $180$	38.757761

Place the pin at your actual warehouse gate — exporters and dispatchers use this on the map.

## 10. Union, Supplier & Co-operatives — dual exporter option

Field	When	What it does
<code>also_exporter</code>	Optional checkbox	When checked, exporter document fields appear and a second exporter account may be created on approval

**TIN rules for dual registration:** Your TIN may already exist as Supplier/Union/Corporation, but must **not** already exist in the exporters table. ECTA creates a separate exporter login when approved.

## 11. Before you click Submit — checklist

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- 1 Correct **type** card selected for your legal entity.
- 2 TIN is 10 digits and not already registered (or pending).
- 3 Email is unique and monitored — you will receive credentials there.
- 4 Business licence dates match the uploaded document and expiry is in the future.
- 5 Exporter: competency certificate + ICO uploaded with dates.
- 6 Warehouse: capacity filled and map pin placed at real location.
- 7 All files under size limits (logo 2 MB, documents 1 MB).

## 12. After approval — first login

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Item	Typical value
Login URL	http://localhost/login
Username	Generated business ID (e.g. EXP-001234, WH-000891, UN-004521)
Initial password	Usually your 10-digit TIN
First tasks	Change password → complete Profile → read your role training manual

## 13. Common errors & how to fix them

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Error message (examples)	Cause	Fix
Email already registered	Email exists as user or pending application	Use new email or wait for pending review
TIN already registered	TIN in exporters/suppliers/unions/etc. or pending	Verify TIN; contact ECTA if duplicate is wrong
Registration failed	File upload or server error	Retry with smaller files; check internet
business_licence_exp_date validation	Expiry before registration date	Fix dates to match licence
File too large	Over 1 MB (docs) or 2 MB (logo)	Compress PDF or resize image
Rejected by ECTA	Reviewer recorded rejection reason	Read reason, fix documents, submit again

**Need help?** Download this guide anytime from the registration page or Settings → Guides & Training Manuals. After approval, use the training manual for your role (Exporter, Warehouse, etc.) for day-to-day

