



ECTA ECTMS የStakeholder ምዝገባ መመሪያ

በ /registration ህዝብ ምዝገባ — ሁሉም organisation types፣ መስኮች፣ ምሳሌዎች እና validation

የኢትዮጵያ ቡናና ሻይ ባለስልጣን · 8/8/2026

ይህን መመሪያ እንዴት መጠቀም፡ application submit ከመድረግዎ በፊት download አድርገው ያንብቡ። በ live registration form ላይ እያንዳንዱን field ይወያድሩ። ECTA approve ከተደረገ በኋላ role training manual (Exporter, Warehouse, etc.) ለ ECTMS daily work ይጠቀሙ።

1. ይህ መመሪያ ለማንን ነው?

ይህ መመሪያ በህዝብ ምዝገባ ገጽ በ ECTMS ለመቀላቀል የሚያመለክቱ ድርጅቶች ነው። የራስዎን ኩባንያ ራስዎ ይመዘግቡ — ECTA አስተዳዳሪዎች ይገመግማሉ እና ይፈቅዳሉ፤ ቅጹን ለእርስዎ አይሞሉም።

እንደ ምን መመዝገብ	የቅጽ መጠን (type)	approve በኋላ የሚያገኙት
Exporter (ላኪ)	exporter	Exporter business ID + የላኪ ECTMS ምናሌዎች
Warehouse (መጋዘን)	warehouse	Warehouse ID + receipt/issue/inventory ምናሌዎች
Supplier (አቅራቢ)	supplier	Supplier ID + batch management ምናሌዎች
Union (ህብረት)	union	Union ID + producer/farm traceability ምናሌዎች
Co-operatives (ኩ-ኦፕ)	co-operatives	Corporation ID + co-operative ምናሌዎች
Primary Industry	primary industry	Primary industry ID + processing ምናሌዎች

Individual coffee producers (አንድ ተከላሽ አበባ ሰብሳቢዎች) ይህን ገጽ መጠቀም አይችሉም። Producers በ union፣ supplier፣ co-operative ወይም exporter በ ECTMS ውስጥ ከ approve በኋላ በ My Producers ይመዘገባሉ።

2. የምዝገባ ገጽ URL

ቋንቋ	URL
English (default)	http://ethctms.ethiocta.gov.et/registration

ቋንቋ	URL
English (prefixed)	http://ethctms.ethiocta.gov.et/en/registration
Amharic	http://ethctms.ethiocta.gov.et/am/registration

Submit ከተሳካ በኋላ ወደ /registration/thank-you ይዛወራሉ። ሁኔታ pending (በመጠበቅ ላይ) ይሆናል ECTA እስኪፈቅድ ድረስ።

3. ደረጃ በደረጃ ሂደት

- 1 /registration ይክፈቱ እና role cards በጥንቃቄ ይምረጡ — ከህጋዊ ድርጅትዎ ጋር የሚዛመድ type ይምረጡ።
- 2 ሁሉንም required መስኮች በቅደም ተከተል ይሙሉ፡ organisation ☐ address ☐ contact ☐ documents።
- 3 ግልጽ፣ readable scans ይስቀሉ (file size limits ይከተሉ)።
- 4 Submit registration ይጫኑ።
- 5 «registration received» ኢሜይል ይመልከቱ (mail configured ከሆነ)።
- 6 ECTA review ይጠብቁ — pending ሲሆን login አይቻልም።
- 7 approve ሲደረግ፡ username (ብዙ ጊዜ business ID) እና password (ብዙ ጊዜ TIN) ይቀበላሉ።
- 8 በ <http://ethctms.ethiocta.gov.et/login> login ☐ password ይቀይሩ ☐ role training manual ለዕለታዊ ስራ ይጠቀሙ።

SUBMIT ☐ pending ☐ ECTA Stakeholders Reg. review ☐ Approve (user + profile) OR Reject (reason)
 APPROVE ☐ credentials email ☐ login ☐ Profile ☐ operations
 REJECT ☐ fix issues ☐ submit new application (duplicate email/TIN pending blocked)

4. ደረጃ 1 — የorganisation type (type) መምረጥ

በትክክል አንድ role card ይምረጡ። ቅጹ extra fields በመምረጥ ይታያል።

Role card label	Radio value	Extra sections
Exporter	exporter	Certificate of competence, ICO number, source of coffee
Warehouse	warehouse	Capacity (ton), map GPS (latitude/longitude)
Supplier	supplier	«Also register as exporter» checkbox (optional)
Union	union	«Also register as exporter» checkbox (optional)
Co-operatives	co-operatives	«Also register as exporter» checkbox (optional)
Primary Industry	primary industry	Standard documents only

5. ደረጃ 2 — Organisation & address (ሁሉም types)

መስክ	ያስፈልጋል?	ምን መግባት	ምሳሌ	የተለመዱ ስህተቶች
org_name	አዎ	Legal registered organisation name	Yirgacheffe Coffee Trading Co.	Trade name only (not on licence)
tin_number	አዎ	10-digit TIN; unique	0012345678	Wrong digit count; already registered
national_id	አይ	Contact Fayed ID (numeric)	1234567890	Letters in numeric field
region	አዎ	Region from dropdown	Sidama	Misspelled region
zone	አዎ	Zone (required on form)	Bensa	Blank
woreda	አዎ	Woreda (required on form)	Bensa	Blank
business_location	አዎ	Street, kebele, building	Kebele 03, House 12	Region only, no detail

6. ደረጃ 3 — Contact person (ሁሉም types)

መስክ	ያስፈልጋል?	ምን መግባት	ምሳሌ
contact_person	አዎ	Authorised representative full name	Abebe Kebede

መስክ	ያስፈልጋል?	ምን መግባት	ምሳሌ
phone	አዎ	Active mobile; country code	+251911234567
email	አዎ	Unique email — login; not in ECTMS	contact@company.et

7. ደረጃ 4 — Documents (ሁሉም types)

መስክ	ያስፈልጋል?	Format / limit	ምን upload	ምሳሌ
logo	አዎ	jpg, jpeg, png, webp · max 2 MB	Clear company logo	logo.png
business_licence	አዎ	pdf, jpg, png · max 1 MB	Valid trade licence scan	licence-2026.pdf
business_licence_reg_date	አዎ	Date picker	Issue date on licence	2024-03-15
business_licence_exp_date	አዎ	Must be ≥ reg date	Expiry on licence	2026-03-15
business_licence_renewal_year	አይ	EC year if shown	Renewal year	2018
registration_document	አይ	pdf, jpg, png · max 1 MB	Extra registration certificate	reg-cert.pdf
notes	አይ	Text, max 2000 chars	Context for ECTA reviewer	New facility Q2 2026

8. Exporter-only fields

type = exporter ወይም also_exporter checked ሲሆን ይታያል።

መስክ	ያስፈልጋል?	ምን መግባት	ምሳሌ
certificate_of_competence	አዎ	Valid exporter competency certificate	competency.pdf
certificate_of_competence_reg_date	አዎ	Certificate issue date	2025-01-01
certificate_of_competence_exp_date	አዎ	Certificate expiry ($\geq$ reg date)	2027-01-01
ico_number	አዎ	ICO number as on record	ICO-12345
source_of_coffee	Recommended	How you source coffee	Farmer / Agent

Server validation: «Certificate of competence is required for exporter registration» · «ICO number is required for exporter registration» · missing competency dates»

9. Warehouse-only fields

type = warehouse ሲሆን ይታያል። Map ላይ pin ይጫኑ — latitude/longitude automatically update።

መስክ	Required on form	ምን መግባት	ምሳሌ
capacity_ton	አዎ	Total storage capacity in metric tons (≥ 0)	5000
latitude	አዎ	Decimal degrees –90 to 90	8.980603
longitude	አዎ	Decimal degrees –180 to 180	38.757761

Pin በእውነተኛ warehouse gate ላይ ይጫኑ — exporters/dispatchers map ላይ ይጠቀሙበታል።

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

መስክ	መቼ	ምን ያደርጋል
also_exporter	Optional checkbox	Checked ☐ exporter document fields appear; approve ላይ second exporter account

TIN rules for dual registration: TIN as Supplier/Union/Corporation already exist ሊችል ይችላል፤ በ exporters table already exist መሆን አይችልም። approve ላይ separate exporter login ይፈጠራል።

11. Submit ከመጨረሻ በፊት — checklist

- Correct type card for your legal entity።
- TIN 10 digits; not already registered (or pending)።
- Email unique and monitored — credentials there ይደርሳል።
- Business licence dates match uploaded document; expiry in future።
- Exporter: competency certificate + ICO uploaded with dates።
- Warehouse: capacity filled; map pin at real location።
- All files under size limits (logo 2 MB, documents 1 MB)።

12. approve በኋላ — first login

Item	Typical value
Login URL	http://ethctms.ethiocta.gov.et/login
Username	Generated business ID (e.g. EXP-001234, WH-000891)
Initial password	Usually your 10-digit TIN
First tasks	Change password ☐ Complete Profile ☐ Read role training manual

13. Common errors & fixes

Error message (examples)	Cause	Fix
Email already registered	Email exists as user or pending	New email or wait for review
TIN already registered	TIN in system or pending	Verify TIN; contact ECTA
Registration failed	File upload or server error	Retry with smaller files
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 reason	Read reason, fix, submit again

Need help? ይህን መመሪያ anytime ከ registration page ወይም Settings ☐ Guides & Training Manuals ይውሰዱ። approve በኋላ role training manual (Exporter, Warehouse, etc.) ለ ECTMS daily operations ይጠቀሙ።

CMIMS የተነደፈ፣ ተገንብቶ እና የሚመራው በ [Vulcan Digital Technologies](#)

ለመንግስት እና ኢንተርኔት ዲጂታል ስርዓቶች · [vulcanig.net](#)