



# ECTA ECTMS Stakeholder Registration Guide

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

Ethiopian Coffee & Tea Authority · August 8, 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://ethctms.ethiocta.gov.et/registration">http://ethctms.ethiocta.gov.et/registration</a>       |
| English (prefixed) | <a href="http://ethctms.ethiocta.gov.et/en/registration">http://ethctms.ethiocta.gov.et/en/registration</a> |
| Amharic            | <a href="http://ethctms.ethiocta.gov.et/am/registration">http://ethctms.ethiocta.gov.et/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://ethctms.ethiocta.gov.et/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 Fayed 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<br>· 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        |
|------------------------------------|-------------|--------------------------------------------------|----------------|
| certificate_of_competence          | Yes         | Valid exporter competency certificate file       | competency.pdf |
| certificate_of_competence_reg_date | Yes         | Certificate issue date                           | 2025-01-01     |
| certificate_of_competence_exp_date | Yes         | Certificate expiry ( $\geq$ reg date)            | 2027-01-01     |
| ico_number                         | Yes         | ICO number as on official record                 | ICO-12345      |
| source_of_coffee                   | 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   |
|--------------|------------------|---------------------------------------------------------|-----------|
| capacity_ton | Yes              | Total storage capacity in metric tons (number $\geq$ 0) | 5000      |
| latitude     | Yes              | Decimal degrees $-90$ to $90$                           | 8.980603  |
| longitude    | 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                                                                                           |
|---------------|-------------------|--------------------------------------------------------------------------------------------------------|
| also_exporter | 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

- 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

| Item             | Typical value                                                                           |
|------------------|-----------------------------------------------------------------------------------------|
| Login URL        | <a href="http://ethctms.ethiocta.gov.et/login">http://ethctms.ethiocta.gov.et/login</a> |
| 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

| 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

