

Documentation & Traceability Guide

The evidence families connecting coffee, contract, export movement and arrival.

ORIGIN CONTEXT - COFFEE IN FLOWER.

01 | FAMILY

Origin documentation

Source identity, estate or route, stable lot reference, crop or season, and custody events linking cherry through parchment to green.

02 | FAMILY

Quality documentation

Sample records, cup evidence with protocol and date, moisture readings, screen grade, defect count and physical condition.

03 | FAMILY

Commercial documentation

Offer or contract, commercial invoice, packing list, delivery basis, terms and shipment window.

04 | FAMILY

Export documentation

Licensed-provider records, applicable permits, phytosanitary certification, certificate of origin and export declarations.

05 | FAMILY

Shipment documentation

Booking and release, Bill of Lading, container and seal references, transport records, tracking and delivery confirmation.

SCOPE

What a buyer receives is transaction-specific

The final document set is determined by the coffee, transaction, route, service providers and destination-market requirements. No two shipments generate identical paperwork.

What does not change: every material record must describe the same physical coffee.

CONTROL SEQUENCE

Control and reconciliation

Six stages of control, and the identifiers that must agree across all of them.

FIELD-TO-SHIPMENT CONTROL STARTS WITH A STABLE SOURCE.

01



Source
verification

02



Quality
assessment

03



Documentation

04



Shipment
control

05



Arrival
verification

06



Digital
passport

RECONCILIATION

A complete folder is not the same as a correct one.

Material identifiers must agree across every record.

MUST RECONCILE

The coffee and its quality

Estate or source and stable lot reference

Crop, process and grade

Quantity, bag count and weight

Moisture and quality evidence

MUST RECONCILE

The transaction and its movement

Contract and invoice

Export records

Bill of Lading and shipment references

Arrival and receipt records

HARD RULE

Any material mismatch must be resolved

Resolve material mismatches before release, shipment or publication.

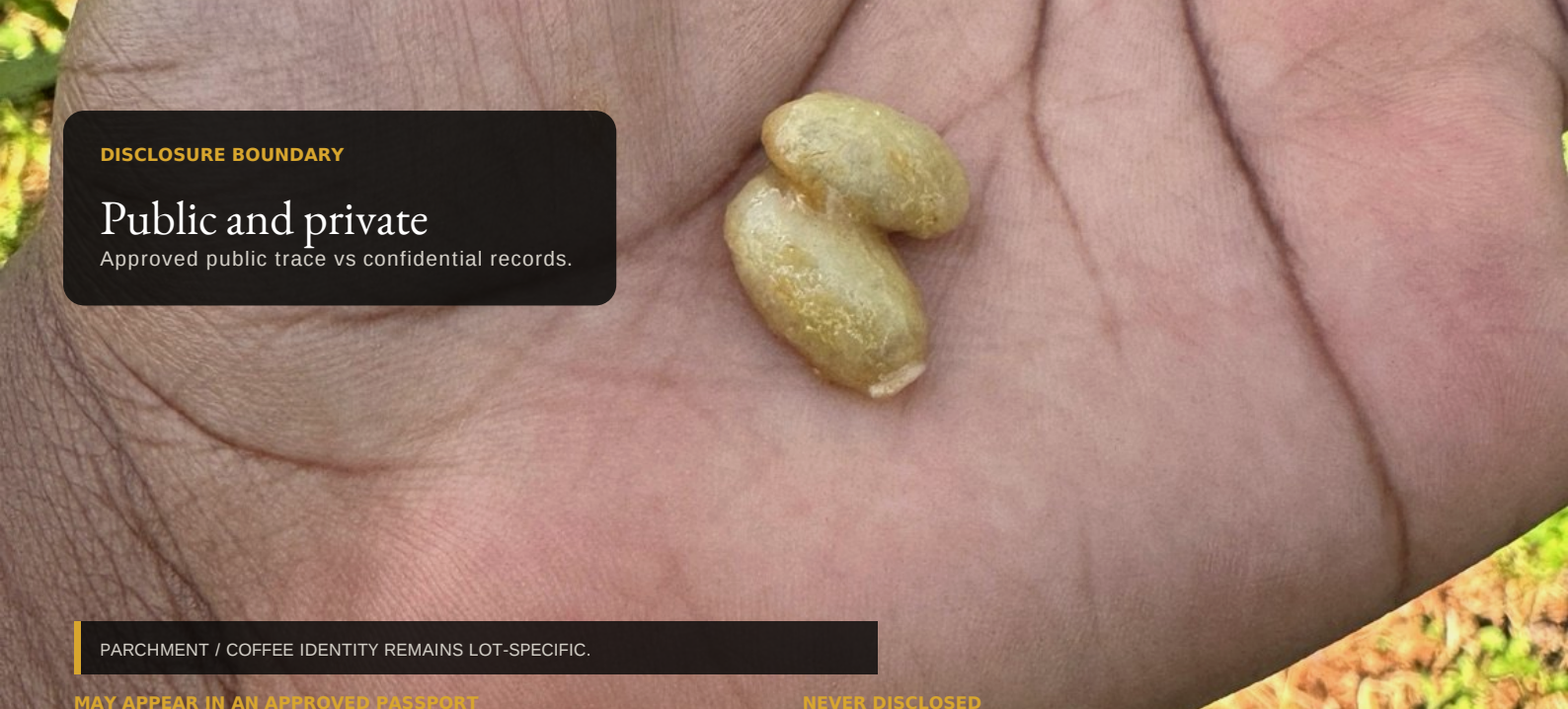
SEQUENCE INTEGRITY

Evidence must close each stage

Before shipment: source verification establishes identity, route and lot reference; quality assessment records sample, cup, moisture and grade evidence; documentation is assembled and cross-checked.

Through arrival: booking, seal, transport and tracking are captured; receipt, quantity, condition and documents are checked.

Digital passport: an approved, sanitized record may be published to public trace. Evidence gathered later cannot retrospectively prove what was loaded.



DISCLOSURE BOUNDARY

Public and private

Approved public trace vs confidential records.

PARCHMENT / COFFEE IDENTITY REMAINS LOT-SPECIFIC.

MAY APPEAR IN AN APPROVED PASSPORT

Public

- Sanitized origin information
- Published quality information
- Shipment status
- Selected documentation references
- Approved timeline events

Published only after the record has been reconciled and approved for release.

NEVER DISCLOSED

Confidential

- Supplier records and buyer records
- Contracts
- Banking information
- Pricing and economics
- Internal workflow controls
- Private shipment information
- System screens and database structures
- Unapproved documents or metadata

WHY THE BOUNDARY EXISTS

Checkable, not exposed

Traceability requires that the chain can be checked. It does not require commercial relationships to be public. A record can be verifiable without disclosing what it cost, who supplied it or who else bought.

LOT AND SHIPMENT VERIFICATION

Verify a Lot or Shipment

<https://www.knzimports.com/trace/>

Public trace complements documentation. It does not replace it. The applicable documentation pack is issued to the buyer for the relevant lot and transaction.
ops@thecoffeeconduit.com