



# GCP COLLECTIVE ROASTER & RETAILER REPORTING

User documentation



Version 1.0: April 2025

## Document history.

Version	Effective date / as of	Details of Change
V1.0 en	April 2025	Release of first version of this how-to guidelines for Roaster & Retailer reporting, targeted to end users, reporting purchased volumes based on agreements amongst GCP membership. This document shall enable all users to have a smooth software experience.

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## 1. INTRODUCTION

### 1.1. Purpose of this document

The Roaster & Retailer Reporting is anchored in [GCP's Terms of Participation](#) for members and has recently been reconfirmed as prioritized action and concrete ask in [GCP's Call to Action to Collectively Address the Coffee Price Crisis](#). On an annual basis our roasters and retailer members are therefore encouraged to voluntarily report on their overall green coffee volumes, as well as their volumes of sustainable coffee\* purchased and delivered to your factory (by origin), starting with calendar year 2018. Reporting on earlier years is strongly encouraged.

This document aims at guiding each user through the software in a step-by-step approach to ensure a smooth software experience for the users and to facilitate easy and straightforward reporting with no technical issues or misunderstandings in terms of the expected information to be provided by each user.

As a user, we encourage you to follow the steps described on the following sites to deliver the agreed reports of your company as your participation in the GCP deliverables 2025.

### 1.2. Further Support

This document basically provides all information necessary to guide you through the software and the reporting process. However, when working with software, there is always the chance for issues or questions, which might not be considered in such a guideline document. For those cases and in any occasion of technical issues not considered/described in this document, please do not hesitate to e-mail to GCP support team under the address mentioned below:

GCP Progress Support: [support@globalcoffeeplatform.org](mailto:support@globalcoffeeplatform.org)

**When e-mailing, please provide your full name and email address you provided us for the reporting system. This helps us to identify the respective user in the reporting system in order to provide faster support.**

### 1.3. Requested information.

As agreed amongst the GCP membership, the Roaster & Retailer reporting is supposed to consist of the following information:

- Total volume of green coffee purchased in the last calendar year
  - Proportions of purchased volumes by:
    - Subdivision by countries and agreed certificates/schemes

In order to create a first analysis based on more reliable and calculable information, we also have to ask for volumes from the previous year(s) in the first report according to availability. Therefore, we enable you to report your information back to the year 2018, encouraging you to report accordingly.



## 1.4. Data security & confidentiality statement

The Global Coffee Platform is aware of its responsibility within the scope of its social commitment for a careful handling of your data.

The data you enter on this platform is therefore transmitted to us via secure way of transport and is only stored locally on our own systems. Data is not stored in the cloud. The information is also evaluated by our locally installed Business Intelligence System. Access to this platform is only granted to those Global Coffee Platform employees who are obliged to maintain confidentiality and who are working on this project, as well as to a pre-selected and identified group of end users, such as you. Each end user can see only the information they enter.

The information entered is aggregated by the system. The aggregated data is only made available to all end users if at least five end users have provided information regarding the same country. This ensures that the aggregated data does not allow conclusions to be drawn about individual end-users who have made their data available.

The platform is only made available for the duration of the reporting phase. Once the reports have been compiled, the system is taken out of operation and the information is securely archived.

**By using the platform and entering your information, you give your consent that the information may be processed for this purpose and in this way.**

If you have any questions regarding the processing of personal data, please contact our data protection officer at

dhpg IT-Services GmbH,  
Dr. Christian Lenz,  
Bunsenstr. 10a,  
51647 Gummersbach,  
Germany

email: [datenschutz@dhpg.de](mailto:datenschutz@dhpg.de)  
phone: + 49 (0) 2261 8195 0

With regard to personal data, you have the following rights:

You can request information about the data stored about your person. In addition, under certain circumstances you may request that your data be corrected or deleted. You may also have the right to limit the processing of your data and the right to have the data provided by you published in a structured, common and machine-readable format. You have the possibility to lodge a complaint with the data protection supervisory authority.

You have the right to withdraw your consent at any time without affecting the lawfulness of the processing on the basis of the consent given before your withdrawal.



## 2. FIRST STEPS

### 2.1. Prerequisites - Before log-in

Identify your user.

Before logging in, you will need your user credentials. In order to get your credentials, please identify a person within your company, having the mandate to provide the requested information in the name of your company.

Please send the contact information of your identified user to:

[support@gobalcoffeeplatform.org](mailto:support@gobalcoffeeplatform.org)

This person will be the contact address for GCP with regards to this reporting activity and will get her/his own credentials sent to her/his email address by our support team.

**Please note:** You will not be able to create a user in this reporting system by yourself.

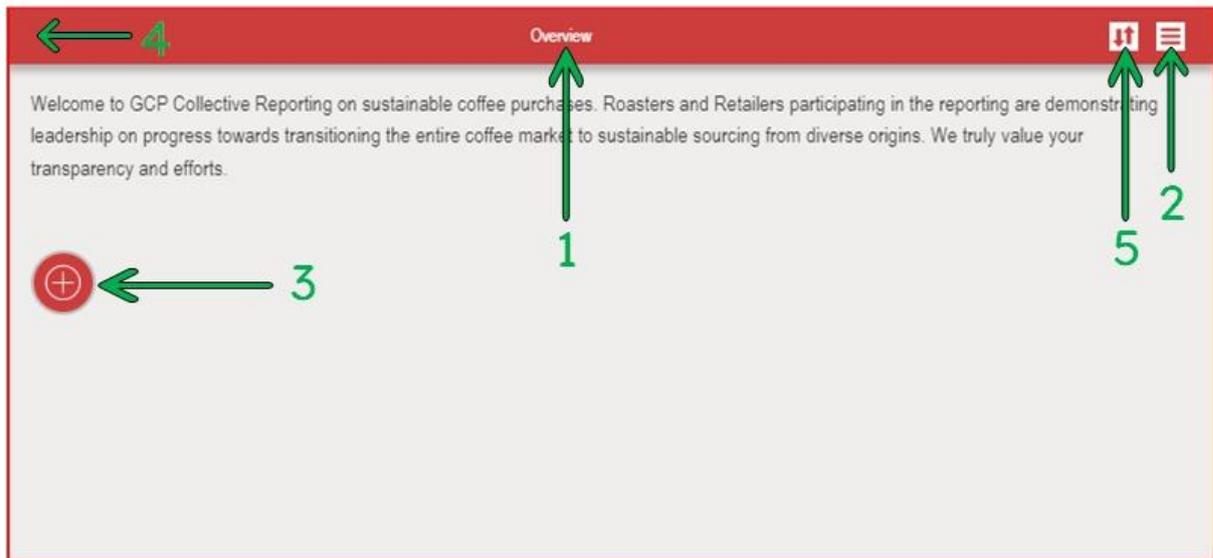
### 2.2. First steps

#### 2.2.1. The Log-in screen

Once you have been provided with your user credentials and the link to the reporting system by our support team, you will be able to log in. As a very first step, we strongly recommend you change your password to your personal one (**see step 2.2.3**). The steps below will explain you how to change your password.

The screenshot shows the login interface for the Global Coffee Platform. At the top, the logo consists of a red 'G' and a green 'C' intertwined, followed by the text 'GLOBAL COFFEE PLATFORM' in brown and 'for a sustainable coffee world' in green. Below the logo is a red login form with two input fields: 'Login Name' containing 'gcpit' and 'Password' with masked characters. There are two buttons: 'CHANGE USER' and 'LOGIN'. Below the form, it says 'V: 2021-02-12, ready to operate offline'. At the bottom, there is a checkbox that is checked, followed by the text 'I hereby confirm that I have read, understood and accept the [Roaster Reporting Data Security and regulation conformity statement](#)'.

## 2.2.2. The Overview screen.



After first log-in, the overview screen looks pretty empty as no report has been entered yet. According to the information classification given in these reports, you as a user can only see your own reports. The bullets below explain the structure of the screen:

- 1) Top ribbon, showing your position in the system structure and menu items.
- 2) **Admin menu**, here you can change settings and password (recommended after first login)
- 3) **Create new**, here you can create a new report.
- 4) (not shown here) **Back**, you will find a “back” button in the top ribbon (left side) once you leave the overview screen.
- 5) **Sync** – this button is important, as it transfers all data provided to the server. The reported data you provide to the system will remain saved locally in the client on your computer until the sync button is being clicked. Once this button is clicked, your report is and gets synchronized to the GCP server.

**Please note: You will not be able to change or correct any information after clicking the “Sync” button. In case you clicked this button unintentionally, please contact the support to delete your report. This means, you will need to re-submit your report.**



## 2.2.3. Change your password.

We strongly recommend that you change the password provided by our support to your own personal password. For changing your password, please follow the steps below:

- 1) Click on the “**admin menu button**” (2)
- 2) Click on “**Change password**” and follow the instructions on the screen.



- 3) Reload the browser window and log back into the system, using your new password.



## 3. REPORTING PROCEDURE

### Creating a report – Step by step

After changing your password, you are ready to create the first report. **Make sure you have complete data ready for the reporting year as you cannot save the report in between; you must fill in all the data in one session.**

If you are ready with the data, please follow the steps below to create your report.

#### 3.1. Create new report:

In the “Overview” screen click on “Create new report”



#### 3.2. Choose reporting year and fill in total volume.

You will find a new form, asking to choose the calendar year you want to report on and the total purchased volume for that particular year.

After filling the form, start the proportion section by clicking on “create”.

**Remember:** If this is your first report, you are encouraged to create a report for the previous years, you can only create a report for one year at a time. For each year, you will have to create a new report (step 1).

← Overview New report

**Reporting year**

Please select the calendar year you would like to report on. If you are reporting for the first time, you are encouraged to create a report for the previous years as well. Creating a report for the year 2024 is mandatory.

2018  2019  2020  2021  2022  2023  2024

---

**Grand total volume of green coffee received during the selected year**

All volumes/amounts in this system are considered in metric tons (t)

t

Number between 1 and 9999999, with 2 decimal places

CREATE

### 3.3. Proportions per country and certificate

Once you've chosen the country and provided the total volume, the proportion of certificates/schemes will be requested.

← New report
Proportions: Volumes per country/sustainability schemes

• **Select country**

Australia

• **Total volume of green coffee received from selected country:**

400

 t

Number between 0 and 999999, with 2 decimal places

---

**Volumes under 3rd party assurance sustainability schemes** i

4C, Fairtrade International, Fair Trade USA, Rainforest Alliance

ADD ENTRY

---

**Volumes under 2nd party assurance sustainability schemes** i

Agri Evolve' ACE, Comexim' Green Trace, Cooxupé' Gerações, ECOM' SMS Verified, Enveritas' Enveritas Green, Exportadora de Café Guaxupé' Guaxupé Planet, Louis Dreyfus Company' LDC' Responsible Sourcing Program Advanced, Montesanto Tavares Group' GMT Green, Nestlé' Nespresso AAA Sustainable Quality™ Program, Neumann Kaffee Gruppe' NKG BLOOM, Neumann Kaffee Gruppe' NKG Verified, ofi' AtSourceV, ofi' AtSource+, Perhusa' ARTS, Racafé' CRECER, RGC Coffee' 3E®, Sucafina' IMPACT, Touton' PACT, Volcafe' Volcafe Verified, Volcafe' Volcafe Excellence, Westrock Coffee Company' RAÍZ Sustainability™

ADD ENTRY

---

• **All other coffee received from this country:**

In metric tons (t)

 t

Number between 0 and 999999, with 2 decimal places

✓ ADD ENTRY

#### Principle:

You can add several entries per country, e.g. if you have purchased different volumes with different certificates from one particular country.

Per country you can also add entries with multiple certificates at a time, allowing you to claim volumes with multiple certifications at the same time. **Please only** provide multiple certificates for one entry if this particular volume from this particular country was purchased **under all chosen certificates**.

Save your proportion entry by clicking **“Add Entry”**.

← Proportions: Volum... Volumes under 3rd party assurance sustainability schemes

**• 3rd party sustainability schemes**

You may choose one or more sustainability schemes under which you received a volume of green coffee from the selected country (e.g. 4C+Fairtrade = 400 tons). You can add as many such entries as you need.

4C

Fairtrade International

Fair Trade USA

Rainforest Alliance

**• Amount:**

In metric tons (t)

t

Number between 0 and 999999, with 2 decimal places

### 3.4. Proportions per country and certificate - Overview

Once you've added your proportion entry, you will be led back to the report, where your entry will be shown under the reported country and total volume. If there are no volumes under **"All other coffee received from this country"**, please put 0 (zero). If everything looks fine, you can click on **"ADD ENTRY"**. You will receive an error message if the total volume for the country doesn't matches the sum of proportions under different schemes.



[← New report](#) Proportions: Volumes per country/sustainability schemes

**\*Select country**

**\*Total volume of green coffee received from selected country:**  
 t  
Number between 0 and 999999, with 2 decimal places

---

**Volumes under 3rd party assurance sustainability schemes** 

4C, Fairtrade International, Fair Trade USA, Rainforest Alliance

**ADD ENTRY**

<b>3rd party sustainability schemes</b> 4C Amount: 100 t	 
<b>3rd party sustainability schemes</b> Fairtrade International Fair Trade USA Amount: 100 t	 

---

**Volumes under 2nd party assurance sustainability schemes** 

Agri Evolve' ACE, Comexim' Green Trace, Cooxupé' Gerações, ECOM' SMS Verified, Enveritas' Enveritas Green, Exportadora de Café Guaxupé' Guaxupé Planet, Louis Dreyfus Company' LDC' Responsible Sourcing Program Advanced, Montessanto Tavares Group' GMT Green, Nestlé' Nespresso AAA Sustainable Quality™ Program, Neumann Kaffee Gruppe' NKG BLOOM, Neumann Kaffee Gruppe' NKG Verified, ofi' AtSourceV, ofi' AtSource+, Perhusa' ARTS, Racafé' CRECER, RGC Coffee' 3E®, Sucafina' IMPACT, Touton' PACT, Volcafe' Volcafe Verified, Volcafe' Volcafe Excellence, Westrock Coffee Company' RAÍZ Sustainability™

**ADD ENTRY**

<b>Select scheme</b> Agri Evolve' ACE Amount: 100 t	 
<b>Select scheme</b> Comexim' Green Trace Amount: 100 t	 

---

**\*All other coffee received from this country:**  
In metric tons (t)  
 t  
Number between 0 and 999999, with 2 decimal places

**ADD ENTRY**



## 3.5. Report Overview

Once you have added an entry for a country, you'll be taken to the report page where you can add proportions for a new country by clicking on the **“ADD ENTRY”**

← Overview
Yearly Report 2024

**\*Reporting year**

Please select the calendar year you would like to report on. If you are reporting for the first time, you are encouraged to create a report for the previous years as well. Creating a report for the year 2024 is mandatory.

2018  
  2019  
  2020  
  2021  
  2022  
  2023  
  2024

---

**\*Grand total volume of green coffee received during the selected year**

All volumes/amounts in this system are considered in metric tons (t)

t

Number between 1 and 9999999, with 2 decimal places

---

**\*Proportions: Volumes per country/sustainability schemes**

You can create one entry per origin country within a selected year. Within each country you can add multiple entries for volumes of green coffee attributed with third party schemes or second party schemes.

ADD ENTRY

Select country Australia

Total volume of green coffee received from selected country: 400 t

✔ ✘

Volumes under 3rd party assurance sustainability schemes

3rd party sustainability schemes 4C

Amount: 100 t

3rd party sustainability schemes Fairtrade International  
Fair Trade USA

Amount: 100 t

Volumes under 2nd party assurance sustainability schemes

Select scheme Agri Evolve' ACE

Amount: 100 t

Select scheme Comexim' Green Trace

Amount: 100 t

---

Select country Bolivia

Total volume of green coffee received from selected country: 400 t

✔ ✘

Volumes under 3rd party assurance sustainability schemes

3rd party sustainability schemes Fair Trade USA

Amount: 100 t

3rd party sustainability schemes Fair Trade USA  
Rainforest Alliance

Amount: 100 t

Volumes under 2nd party assurance sustainability schemes

Select scheme Nespresso AAA Sustainable Quality™ Program

Amount: 100 t

Select scheme Westrock Coffee Company' RAIZ Sustainability™

Amount: 100 t

SAVE
PLATFORM

To save the report for the given year, click on “**CREATE**” button at the bottom of the page.

### 3.6. Synchronize your report to the server.

After creating/saving your report, you will be led back to the Overview screen, where you can **sync** your report to the GCP server. **Please note** that a report is not editable after synchronizing.

**IMPORTANT:** The data must be synchronized to the server, otherwise it will remain on your local software client and cannot be analysed by GCP. If your report is not synced, we consider that no report is existing or being shared from your side.

