



ECTA ECTMS የStakeholder ምዝገባ መመሪያ

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

የኢትዮጵያ ቡናና ሻይ ባለስልጣን · 20/6/2026

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

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://localhost/registration |

| ቋንቋ | URL |
|--------------------|----------------------------------|
| English (prefixed) | http://localhost/en/registration |
| Amharic | http://localhost/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://localhost/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 Fayeda 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 \geq 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 (\geq 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 <input type="checkbox"/> 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 ስራዎች — 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://localhost/login |
| Username | Generated business ID (e.g. EXP-001234, WH-000891) |
| Initial password | Usually your 10-digit TIN |
| First tasks | Change password <input type="checkbox"/> complete Profile <input type="checkbox"/> 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 ሲቪል ስርዓቶች · vulcanig.net