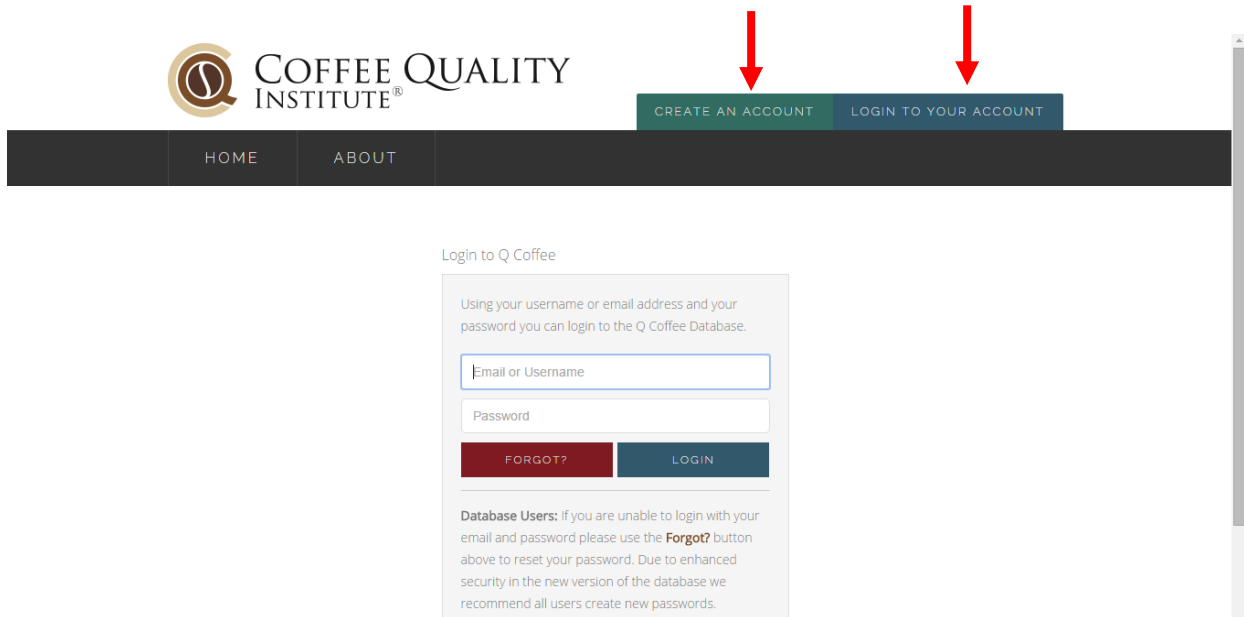
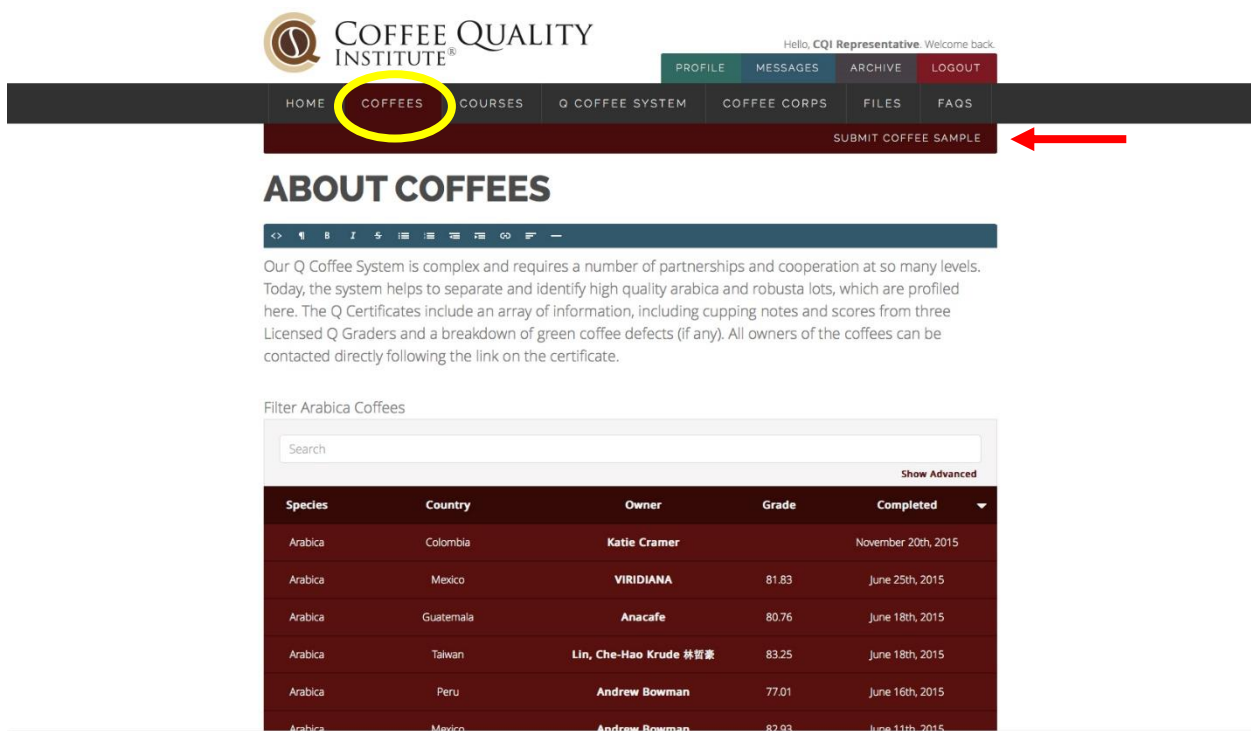


# How to Submit a Sample for Q Evaluation

**Step 1:** Log-in to your account. If you don't have an account, you'll need to create one first.



**Step 2:** Once logged in, go to “Coffees”. Then click the button that says “Submit Sample”.



### Step 3: Input all necessary information.

EDIT Coffee Sample - Q Cc x

coffee.elemodo.com/coffee/edit

## CREATE NEW Q COFFEE LOT

General Information

Species  
Select a species

Owner  
Select an owner

Origin

In-Country Partner

Lot Information

Lot

Number of Bags  
0

Weight  
0 kg

Total Weight  
0.0

ICO

Region

Contact Information

Name  
Guest

10:39 AM  
10/22/2015

### Step 4: Once all information is submitted, click the “Submit Coffee Lot” button. (Please note the new options, like choosing to hide your coffee lot from all users.)

This coffee

Select how you will use the grade of this sample

Reason for grading  
Select why you are submitting this sample for grading

This information is strictly confidential and will not be disclosed to any third party; however an aggregate percentage or average may be used. The intended purpose of this section is to better understand if premiums are attached to Q Certified coffees.

Intended Buyer / Seller

Offer or Purchase Price

Viewing Options

You may select whether your coffee is public viewable to users of the Q Coffee System, or if you would prefer to have the information hidden.

Show to All Users

Terms and Agreement

By clicking "Submit Coffee Lot" below you agree that the above information is accurate to the best of your knowledge, and you permit CQI to follow up using your contact information.

Before submitting the form above, please review your entry to ensure accuracy.

**SUBMIT COFFEE LOT**

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**Step 5:** If your form has been submitted correctly, you'll see a similar screen, below. It will show your status as "Pending" and you'll see a box in the lower left that will appear for a few seconds after the page refreshes that says "Successfully updated coffee".

**Pending | Sample #601465**  
Sample receives .

**SAMPLE INFORMATION**

Country of Origin		Number of Bags	2
Farm Name	Test text	Bag Weight	26 lbs
Lot Number	12345	In-Country Partner	Specialty Coffee Associa...
Mill	Test text	Harvest Year	
ICO Number	Test text	Grading Date	Pending
Company	CQI	Owner	CQI Representative
Altitude	-5	Variety	
Region	Test text	Status	Pending
Producer	Test text	Processing Method	

**CERTIFICATION INFORMATION**

Expiration	Pending
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Successfully updated coffee.

**Step 6:** It's important to note that your sample cannot be evaluated until you have successfully paid the ICP (you'll see that this sample currently says "Unpaid").

**Q ARABICA SAMPLE #769178**

**Transfer Sample to New User**

Select a user below to transfer this sample to that user. This will automatically delete the current sample invoice and create a new unpaid invoice for this sample.

Sample Information	Invoice	Current Owner	New Owner
Q Arabica Sample #769178	#26469	Alexandra Katona-Carroll	Select a user

**Sample Invoices**

During the Q Sample Grading Process a number of invoices are created for those who are involved in grading, green grading, and processing the sample. Below are the invoices related to this sample.

ID	Title	User	Amount	Status
#26469	Q Grading Services Invoice	Alexandra Katona-Carroll	\$350.00	Unpaid

**Q Arabica Sample Grades**

Please choose three graders to cup each sample, none of whom shall have known ownership interest in the coffees being graded and would be unbiased to the coffee to be graded.

To view and pay your invoice, please click on the button next to "Status".

ID	Title	User	Amount	Status
#26469	Q Grading Services Invoice	Alexandra Katona-Carroll	\$350.00	Unpaid

View Invoice

Here is what an invoice typically looks like, with billing amount and address. You can pay by check, or you can call the ICP to discuss other payment options.

The screenshot shows the Coffee Quality Institute website interface. At the top, there is a navigation bar with links for HOME, COFFEES, COURSES, Q COFFEE SYSTEM, COFFEE CORPS, FILES, and FAQS. A user profile dropdown is visible with options for PROFILE, MESSAGES, ARCHIVE, USERS, and LOGOUT. The user is identified as Alexandra Katona-Carroll. Below the navigation bar, there are buttons for MARK INVOICE AS PAID and PRINT. The main content area displays a 'Q GRADING SERVICES INVOICE' for Sample #. The invoice details include:

Bill To	Issued	Terms
Alexandra Katona-Carroll 330 Golden Shore Suite 50 United States	January 20th, 2016	Due on receipt.

Description	Date	Amount
Q Grading Services: #769178	\$350	\$350.00
<b>Pay To:</b>		<b>Total</b>
Specialty Coffee Association of America 117 W 4th St, Suite 300 Santa Ana, CA 92701 Santa Ana, CA 92701 United States		<b>\$350.00</b>

**Step 7:** Once your invoice has been paid, your sample will be evaluated. You can check the status of your coffee on your dashboard, view/print/email the report or certificate, and many other things.

The screenshot shows the Coffee Quality Institute website interface for a user named Rosangela Dardon. The navigation bar is similar to the previous screenshot. The main content area displays a 'Coffee Corps Volunteer Application' table with one entry:

Organization	Name	Status
	Rosangela Mancilla	Pending Review

Below this is a section for 'Coffee Owner' with a 'SUBMIT SAMPLE' button. Underneath is a 'Your Coffee Samples' table:

Sample ID	Status	Grade	Submitted	Completed	Species	Actions
879719	Arabica	United States (Puerto Rico)	Rosangela Dardon	Waiting for Payment	null	View, Print, Delete
457618	Arabica	United States	Rosangela Dardon	Waiting for Payment	null	View, Print, Delete

Red arrows point from the 'Pending Review' status in the volunteer application table to the 'Submitted' column in the coffee samples table, and from the 'Completed' column in the coffee samples table to the 'Actions' column.

At the bottom of the page, there is a footer with links for Home, About, FAQs, Terms & Conditions, and CQI Website. A copyright notice reads: © 2014 - 2015 Coffee Quality Institute, CQI is a 501(c)3 nonprofit organization.