



CHECK LIST

to be Included with each Cocoa Bean Samples
Shipped to Cocoa of Excellence
for the 2023 Awards Edition
www.cocoaofexcellence.org

31 January 2023	Deadline for receiving: 1. All cocoa bean samples and associated Excel Data Forms 2. Registration fees for each sample submitted 3. Agreement confirmed on the use of each sample.
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Payment of registration fee for each sample

The registration fee of 100 USD should be paid for each sample sent to Cocoa of Excellence. The payment is managed by the Alliance of Bioversity International and CIAT, leader of Cocoa of Excellence.

Mode of payment

- Fee: 100 USD per cocoa bean sample
- Payment: PayPal – create an account if you do not have one already
- Steps:
 - Click on this PayPal link:
https://www.paypal.com/donate/?hosted_button_id=WEBL69CC6S8VE
 - Donation to “Alliance of Bioversity International and CIAT”
 - Insert the amount of 100 USD (per sample)
 - Choose “Registration fee Cocoa of Excellence Awards 2023”
 - Make the donation choosing one of the 2 options: 1) with PayPal or 2) with credit or debit card

NOTE – You will receive a receipt by email once the payment is processed – please keep this receipt as a proof of payment

Preparation of cocoa bean samples for shipment

- Place each cocoa bean sample in strong and well-sealed bags (recommended a double plastic bag), to avoid breakage and loss of beans during transport.
- Clearly label the bag of each bean sample with a unique ID code corresponding to the information in the printed and electronic Excel Data Form.
- Include a printed copy of the Excel Data Form in the bag of each sample to ensure correct identification.
- Place the bags of samples in rigid cardboard box to avoid loss or contamination between samples.
- For each box/package, include a printed copy of the completed Checklist.
- Send the completed Excel Data Form for each sample to Cocoa of Excellence to Andrew Meter by email – a.meter@cgiar.org
- Send any photos by WeTransfer: www.wetransfer.com

Shipping instructions

- Ship the sample at the following address:

Cocoa of Excellence Lab
C/o Alliance of Bioversity International and CIAT
Via Baccio Baldini 4b-c
00146, Rome, Italy
Contact name: Alliance Bioversity International and CIAT
Email: l.nanzala@cgiar.org
Tel: +39 0661181

- Send all relevant documentation related to the shipment, such as **Proformas/Commercial Invoices and Airwaybill document**, to assist in clearing packages from customs and organize reception at the Cocoa of Excellence lab.
- Ensure that the sample are shipped with the specification of **Delivered Duty Paid (DPP)**. This is important otherwise there will be charges to receive the beans that Cocoa of Excellence will have to be reimbursed for. If the sender of the samples has an account with the courier (e.g. DHL, Fedex, UPS), Delivered Duty Paid (DPP) should be indicated. If not, Cocoa of Excellence will communicate with the sender the charges, and this can be paid via the PayPal account. Specific instructions will be provided for this.
- The Alliance of Bioversity International and CIAT does not have an EORI (Economic Operator Registration and Identification) and is VAT-exempt, as an international organisation. We can provide a document and the Fiscal Code if requested by the courier.
- Please **check export requirements at the national level regarding necessary accompanying documents**. This is important, otherwise customs will retain the package and request import taxes. Delays from customs in release of packages can affect the quality of the beans if not stored in adequate conditions, as well as additional costs that Cocoa of Excellence will have to charge the sender.
- Clearly state the following on each box/package for the courier shipment (e.g. DHL, FedEx, UPS etc.) and shipping documents:
 - **Package value of 5 USD** - for customs, even if the package contains several samples.
 - **Content: Samples of fermented and dried cocoa beans without commercial value / for RESEARCH PURPOSE only.**
 - NOTE: No EU phytosanitary import requirements for dried or fermented cocoa beans
- If shipping more than one sample at a time, these should all be under the same courier shipment number.

Please note the following:

- When the box/package is ready to be shipped, send the following information to Andrew Meter at Cocoa of Excellence – a.meter@cgiar.org:
 - Name and contact details of the sender
 - Date of shipment
 - Name of courier
 - Courier's tracking number

IMPORTANT NOTES

- Please indicate all the information above to avoid import taxes and delays at customs that can affect the cocoa bean quality if not stored in adequate conditions.
- **Do not put a value higher than 5 USD** for each box/package otherwise you will be asked to cover extra custom charges. Cocoa of Excellence is not responsible for covering custom charges upon reception.
- Send the box/package with samples and accompanying documents **by 31 January 2023**.
- Instruct the **courier to deliver the shipment from:**
 - **Monday to Friday from 9:00 to 17:00 Rome time.**
 - The office is closed on Saturdays and Sundays.
- If shipping more than one package at a time, these packages should all be under the same courier shipment number.

Each cocoa bean sample shipment/package should be accompanied by the verified Checklist below to ensure that all requirements are met.

Requirements for accepting samples	(v)
1. All samples are a minimum of 5 Kg of fermented and dried cocoa beans.	
2. A safety duplicate sample of 5 Kg is stored and available until December 2023.	
3. No samples are prepared by modified or artificial fermentations, i.e., flavour material, fruit pulp or juices added to the fermentation.	
4. No more than 1 sample per producer is submitted.	
5. No samples are submitted by previous winners of a Cocoa of Excellence Gold Award in 2021 or an International Cocoa Awards in earlier editions	
6. The number of samples submitted does not exceed the quota allocated to the origin.	
7. No more than 30% of the total number of samples are experimental.	
8. All bean samples comply with the Minimum Physical Quality Requirements and Selection Criteria.	
9. Registration fees of 100 USD were paid following the instructions.	
10. Samples are prepared and shipped following the instructions.	
11. A symbolic package value of maximum 5 USD for customs is indicated. If no value or another value is indicated you will be required to pay custom charges.	
12. The contents indicated are « Samples of fermented and dried cocoa beans without commercial value / for research purpose only ».	
13. A completed Excel Data Form for each sample is sent via email to Andrew Meter (a.meter@cgiar.org)	
14. A printed copy of the completed Excel Data Form is enclosed in the shipment for each sample.	
15. Ship the sample at the following address: Cocoa of Excellence Lab C/o Alliance of Bioversity International and CIAT Via Baccio Baldini 4b-c 00146, Rome, Italy Contact name: Lilian Nanzala Email: l.nanzala@cgiar.org Tel/Cell: +39 375 670 4778	
16. The courier is informed that reception of samples at the Cocoa of Excellence Lab in Rome, Italy is restricted to Mondays to Fridays from 9:00 to 17:00 Rome time.	
17. An email has been sent to Andrew Meter (a.meter@cgiar.org), with the following information: a. Name and contact details of the sender b. Date of shipment c. Name of courier d. Courier's tracking number e. Completed Excel Data Form for each sample	
18. Any photos associated to samples are sent through WeTransfer to Andrew Meter (a.meter@cgiar.org)	