How to Submit a Sample for Q Evaluation
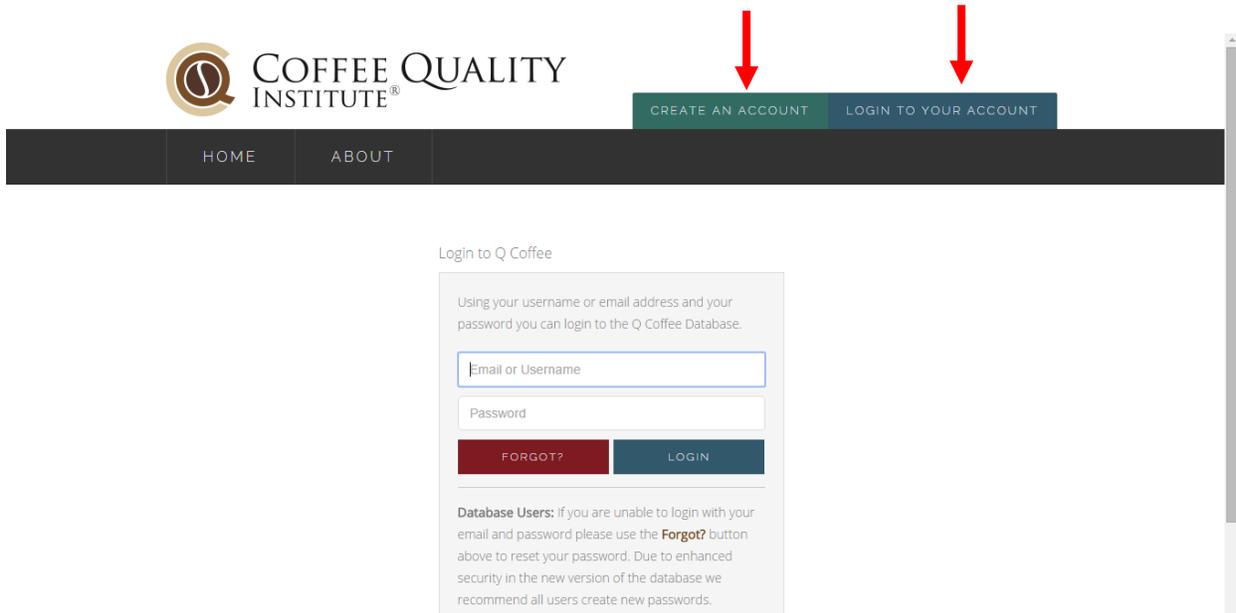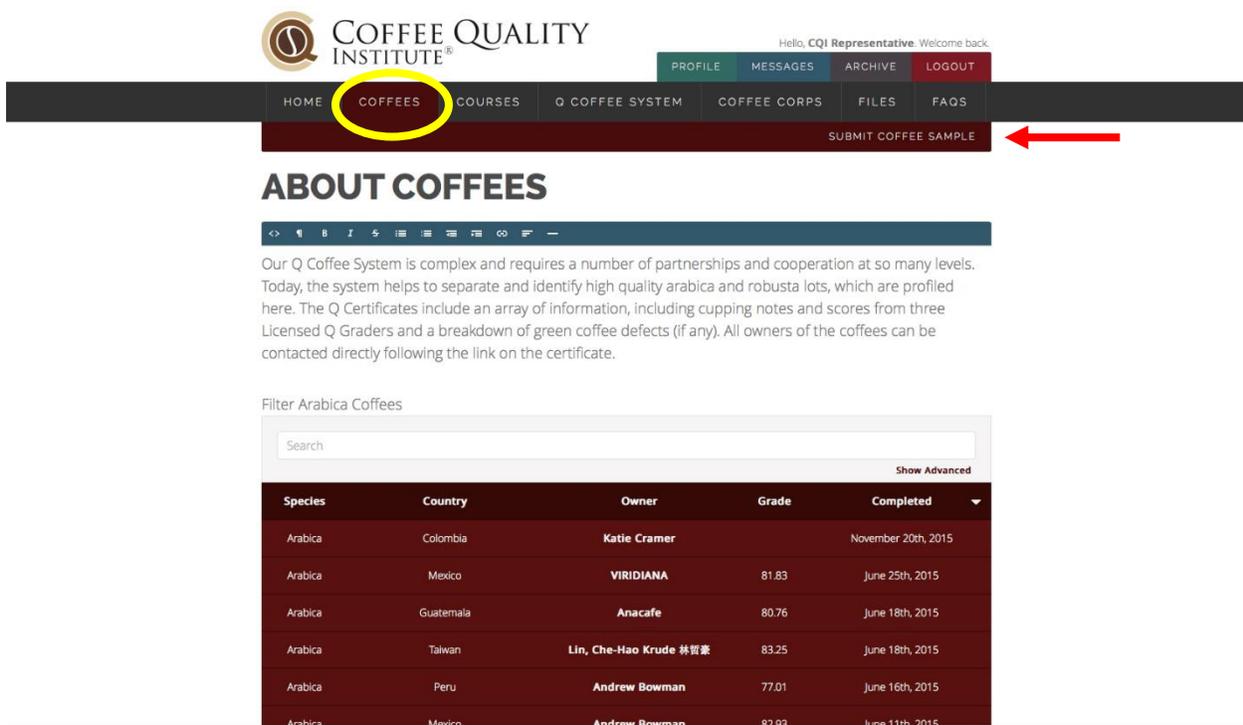
Step 1: Log-in to your account. If you don't have an account, you'll need to create one first.

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

Step 3: Input all necessary information.

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.)

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".

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").

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

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.

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.