



The Complete Guide: How Uganda’s Coffee Export Process Works (Step-by-Step for Importers)

Importing Ugandan coffee is one of the most reliable ways to secure high-quality Arabica and Robusta for your roastery, trading business, or distribution network. But to import efficiently—and avoid costly mistakes—you need a clear understanding of how Uganda’s export system works from negotiation to final settlement.

This guide breaks down the **entire coffee export journey**, giving you a transparent view of quality control, logistics, documentation, and payment procedures. Whether you’re placing your first order or expanding your supply chain, this will help you import with confidence.

TRANSACTION	COFFEE EXPORT TRANSACTION PROCEDURES
Coffee Export Transaction Procedures:	This outlines the standard transaction procedures in International Coffee Trade, with specific reference to Uganda’s coffee export structure. It highlights each stage from negotiation to final settlement.
Initial Negotiation	1- Discuss coffee type/grade (e.g., Robusta Screen 1800, Bugisu AA, Wugar, or Drugar). 2- Agree on quantity (in FCLs/MT). 3- Negotiate price basis (FOT- Kampala, FOB- Mombasa, CIF- Destination port). 4- Define payment terms (LC, CAD, advance, T.T). 5- Agree on delivery schedule (Partial delivery with rollover acceptable)
Pre-Shipment Preparations	1- Exporter sources FAQ and processes (milling, sorting, grading). 2- Quality control: cupping and grading at exporter’s lab; UCDA issues certificate. 3- Coffee packed in 60-kg jute bags (sometimes with GrainPro liners). 4- Booking of space with shipping line or forwarder.
Inspection & Certification	1- UCDA/authorized body inspects and issues quality certificate 2- Independent quantity surveyor and issues weight and tally sheet certificate. 3- Obtain fumigation and phytosanitary certificates. 4- Additional inspection (SGS/Intertek) if requested by buyer (optional at buyer’s cost.
Documentation	1- Commercial Invoice. 2- Packing List. 3- Forwarder’s Certificate of Receipt (FCR)- FOT Terms, or Bill of Lading (to order of buyer’s bank/consignee). 4- Certificate of Origin (Chamber of Commerce/UCDA). 5- UCDA Quality Certificate 6- Weight Note/ Tally Sheets Certificate. 7- Phytosanitary Certificate (from Ministry of Agriculture Animal industry and Fisheries). 8- Insurance Certificate (if FOB/CIF). 9- Fumigation Certificate.
Payment Process	1- Letter of Credit- LC (Irrevocable, Confirmed, and Sight): Exporter presents documents, bank checks, payment released. 2- Cash Against Documents (CAD): Buyer pays before receiving documents. 3- Advance/Deposit: Part payment before shipment, balance on documents. 4- Open Account: Buyer pays after agreed credit period.
Arrival & Clearance	1- Buyer uses original documents to clear goods at destination port. 2- Final settlement made if not already paid.
Post-Shipment	1- Exporter reconciles accounts with bank. 2- Performance reviewed for repeat contracts. 3- Handle claims/disputes if quality or quantity issues arise.
Key Notes for Coffee Trade	1- UCDA/ MAAIF participation is mandatory in Uganda coffee exports. 2- Forwarder’s Certificate of Receipt- FCR/ Bills of Lading often issued ‘to order of seller’s bank’ under LC/CAD terms. 3- Pricing usually based on ICE futures/ ICE NY (+/-) Differentials. 4- Marine insurance often set at 0.75%, Uplift 110%, Training Levy 0.5%, VAT 18%, Stamp Duty for FOB/CIF value.

Uganda’s structured export process ensures transparency, traceability, and consistent quality—from negotiation to arrival at your port. When you work with a certified exporter who manages sourcing, certification, shipping, and documentation, the entire process becomes predictable and profitable.

If you want to simplify your sourcing and build a long-term coffee supply chain: **Get a Quote Today** - We’ll guide you through every step of the process.