Support to the Commercialization of Cambodian Rice Project
[AFD Grant - CKH-1077-01-S and CKH-1077-02-T]

Supreme National Economic Council (SNEC)

Cambodia Paddy Trading Platform

(Version 1.1)

USER GUIDE

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Introduction and concept of the « Cambodian Paddy Trading Platform »

The Support to the Commercialization of Cambodian Rice Project (SCCRP) is coordinated by the Supreme National Economic Council and funded by the *Agence Française de Développement* (AFD – French Agency for Development) and provide various sector to the rice sector.

As part of its objectives, the project is supporting the development of Farmer Organizations roles as commercial stakeholders in the rice value chain, in particular for the commercialization of the paddy produced by farmers.

In the past three years, successful experiences were conducted with some Farmer Organizations playing a role as collector of the paddy from their members and trying to get in touch with several potential buyers (millers / exporters).

In order to scale up and ease the transmission of information on capacities of FOs to supply to rice millers and exporters, the idea of an on-line platform was explored and discussed.

Now we are happy to announce that a Version 1.0 of the **Cambodian Paddy Trading Platform** has now been developed as a web application and is available on-line on http://paddycambodia.org

79 Farmers Organizations are already registered in the system and will start to post announcements on their up-coming harvests and capacity to supply paddy from the 1st of November 2016. All these 79 FOs are member of a national FO Federation (FAEC, FCFD or FWN) which provide support and backstopping to them to ensure the quality and reliability of the information posted.

Millers/Exporters (with a user name and password that they can get from our project team) can access all the FO announcement on the on-line platform. They can sort or filter these announcements based on various criteria (type of variety, volumes available, geographical locations…). They can also be notified by e-mail and/or SMS each time a new announcement is posted by a FO.

Overall, the platform aims at improving the communication between rice farmers organizations and rice millers in order to increase the volume and price of Cambodian paddy sold to local millers.

Language

The platform can be used in Khmer or in English.

On the first log-in, language is set in Khmer by default. After they log-in user can set to English instead of Khmer if they wish. (See the section “Setting user profiles and preferences” in this User Guide).

Type of users

There are two types of users for the Paddy Trading Platform:

Paddy sellers (Farmer Organizations) and Paddy buyers (rice millers, exporters…). Users’ profiles are created and registered either as a “seller” or as a “buyer”.

Paddy sellers (FOs) and Paddy Buyers (millers/exporters) have access to different screens and functionalities on the platform.

Paddy sellers (Farmer Organizations)

Paddy sellers can post announcement on the paddy they have or will have for sell, and can (have to!) remove these announcements when paddy is no more available.

Paddy buyers (millers, exporters…)

Paddy buyers can consult the announcement posted by FO, filter them based on various criteria, and set the way they wish (or not) to be notified on new announcements by e-mails and/or by SMS.

Connection and log-in

Connection

All users can access the platform on internet on the following address: http://paddycambodia.org
This will direct them to this home screen

Attention: The platform works only with the following browsers[1]:

- Chrome
- Firefox

Home screen

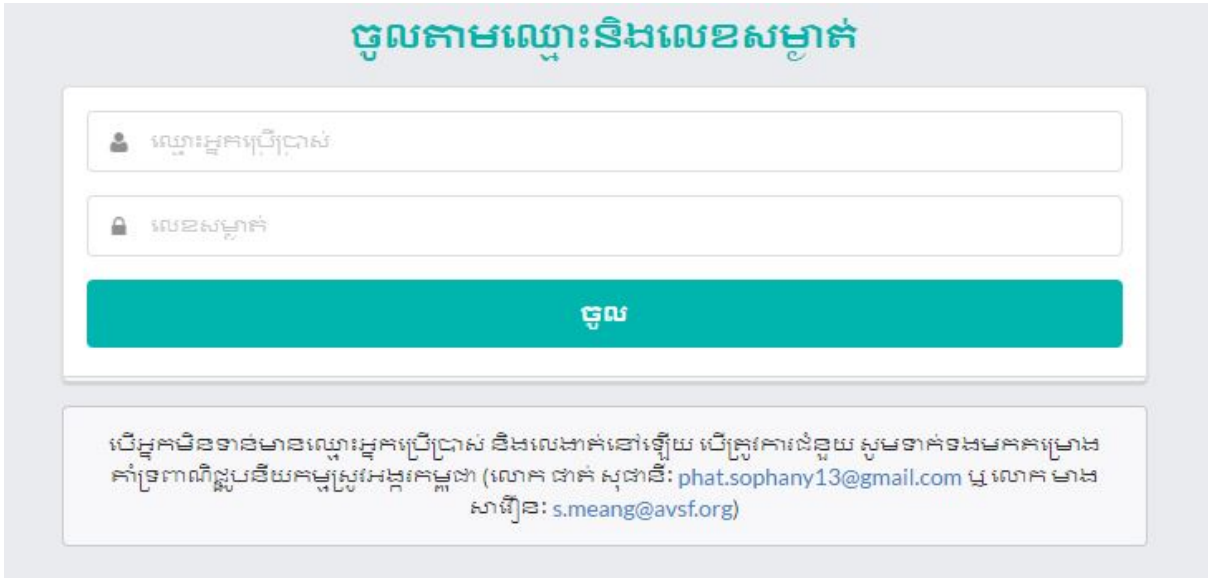
When not yet logged in, the list of announcements is displayed. See the “how to filter announcements” for information on how to manipulate this list.

To access the login screen, click on the “LOGIN” menu in the top menu.

Log-in

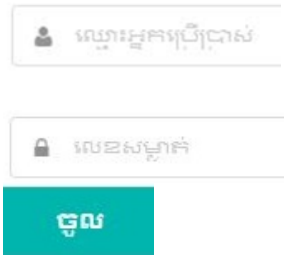
Click on the “**sign-in**” button on the home screen above to access the log-in screen.

For the first visit, the log-in screen appears in Khmer language as below:



1 It should work also with Safari and IE Edge, but has not been tested.

1. Enter your user name in the box:
2. Enter your password in the box:
3. Then click:

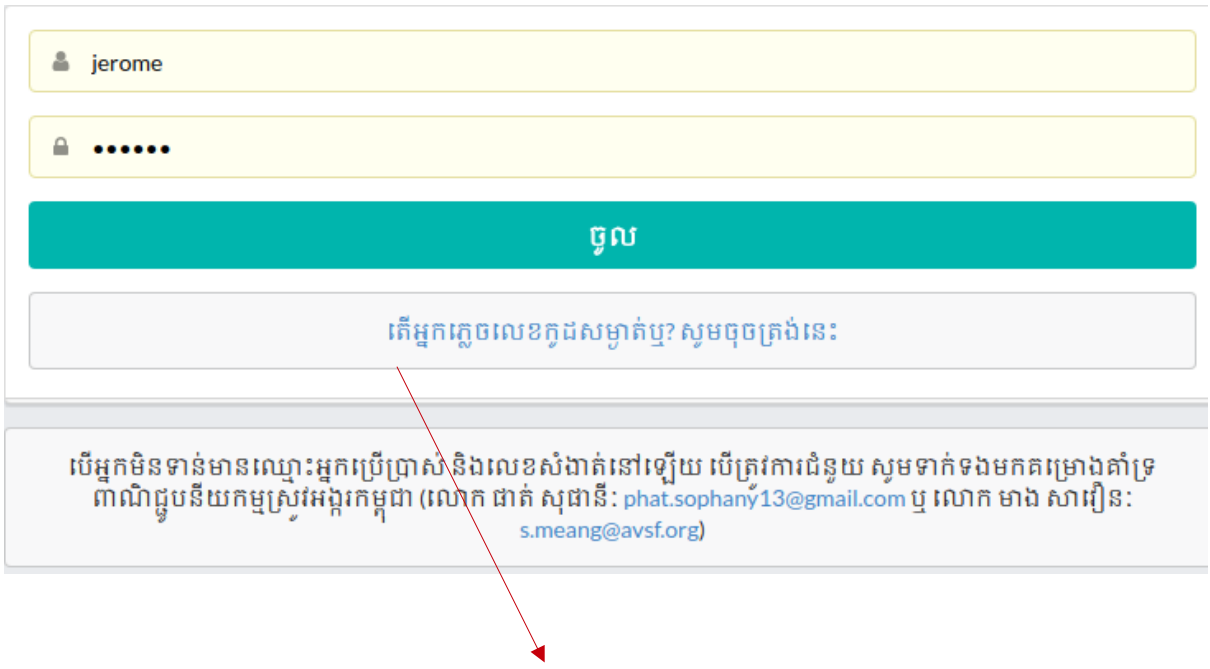


If you have no user name and password yet, please contact SCCRP project team:

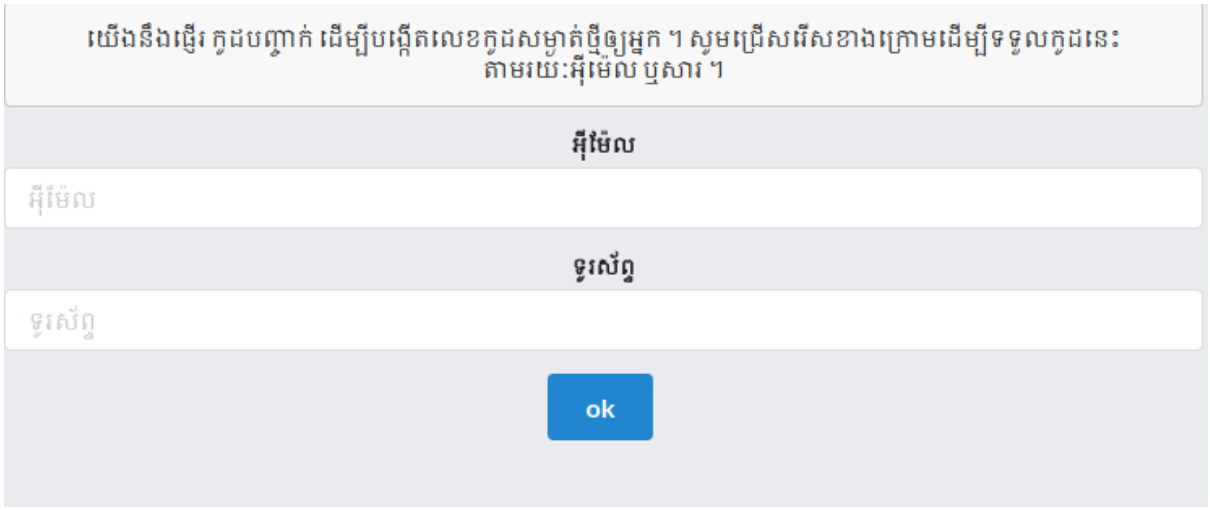
- Mr Phat Sophany: phat.sophany13@gmail.com - Phone: +855 (0)77 936 333
- Mr Meang Savoeurn: s.meang@avsf.org – Phone: +855 (0)12 820 454

Recovering forgotten password

If you forgot your password, click on the “Forgot Password?” link on the login screen

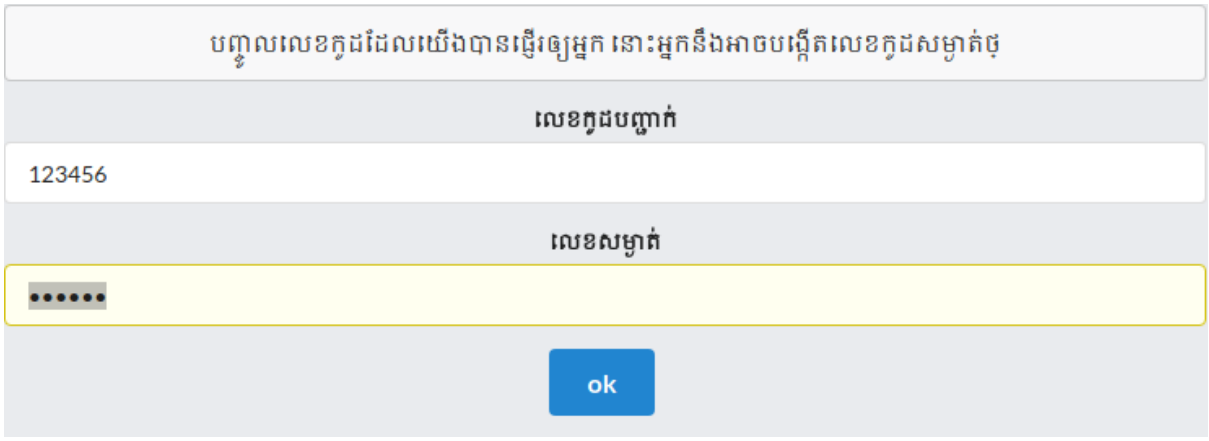


You will be directed to a screen where you can enter your email or your phone number



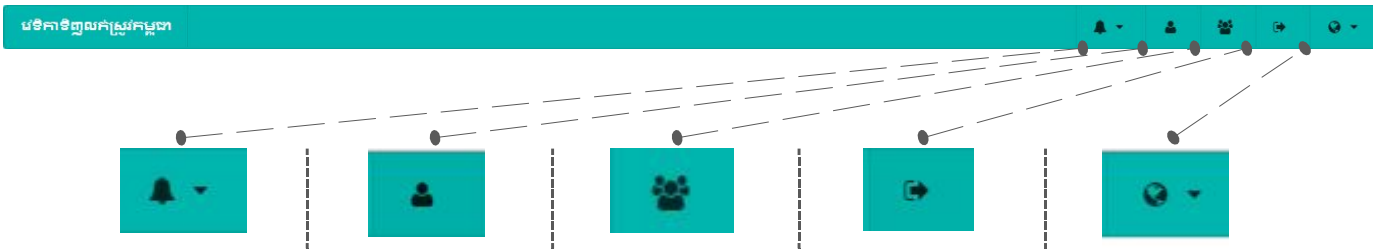
In order to reset your password, the platform will send you a special code. If you wish to receive this code by email, enter your email. If you wish to receive this code by SMS, enter your phone number.

You will then be redirected to the following screen:



Enter the code you have received and a new password to access the platform.

Overview of top navigation bar



Alarm icon only active for millers. Displays an alert if there is unviewed notification. Clicking on it shows the list of notifications.

User icon Access user profile where you can change phone / email and switch on/off notifications. There is also a screen to change password. (see below)

Multiple Users icon Click on it to get the list of all Farmer Organizations in the system.

Exit icon To log out

World icon Language selection

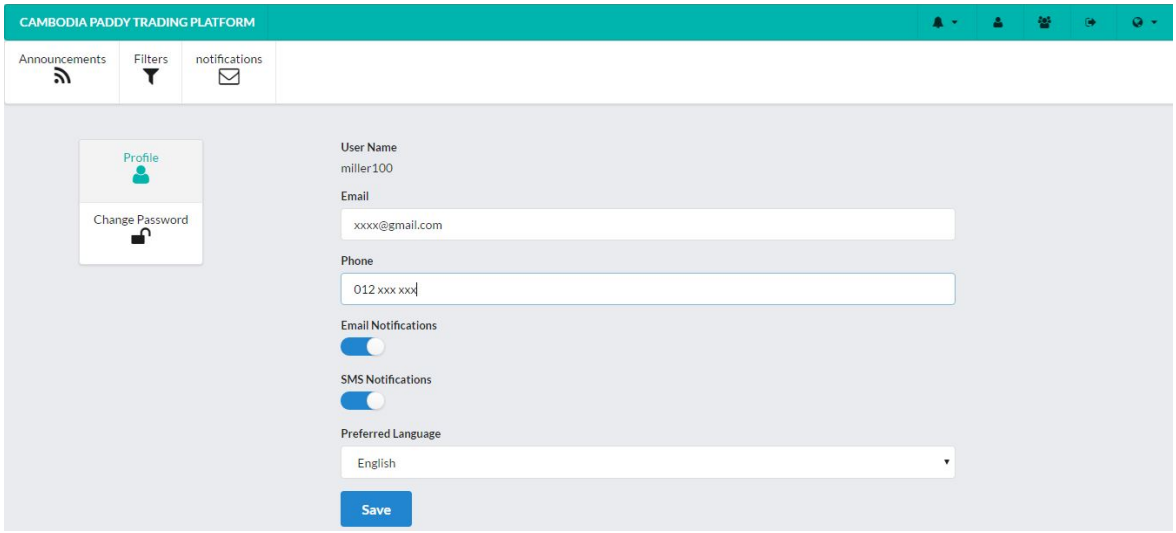
Setting user profiles and preferences

Language preferences

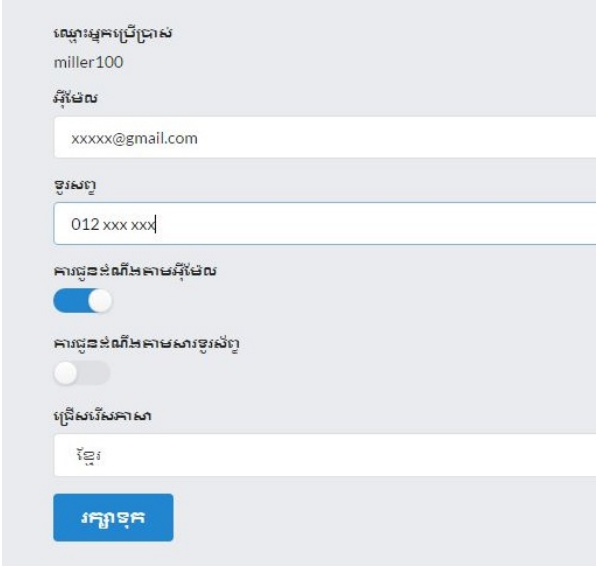
For your first visit on the Paddy Trading Platform, the language set by default is KHMER.
You can tur to English by clicking on the button on the Top-right of the screen,
then selecting the American flag for English language.

Setting user profile and users' information

To edit your user profile and user's information, click on the button on the top menu bar. You then access the following screen:



On this screen (that you can access in English or Khmer by using the language button as explained above), you can:



- Enter your e-mail address:
- Enter your mobile[2] phone number:
- Turn on or Turn off e-mails notifications.
- Turn on or Turn off e-mails notifications.
- Set your language preference for e-mails and phone notifications.

/ = on / = off)

Note that you cannot change your user name which is set by the system.

For **Farmer Organizations**: you can enter a user's e-mail or phone here, but this is not the phone number that will appear on your paddy selling announcements.

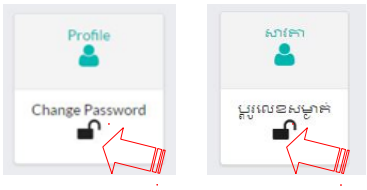
In this Version 1 of the Platform, Farmer Organization cannot modify by themselves their contacts (Name of the representative, Phone Number of the representative and FO address). If you want to modify this information, please contact the SCCRP project team:

2 This phone number is used to send SMS notifications, so only a mobile phone number shall be used.

- Mr Phat Sophany: phat.sophany13@gmail.com - Phone: +855 (0)77 936 333
- Mr Meang Savoeurn: s.meang@avsf.org – Phone: +855 (0)12 820 454

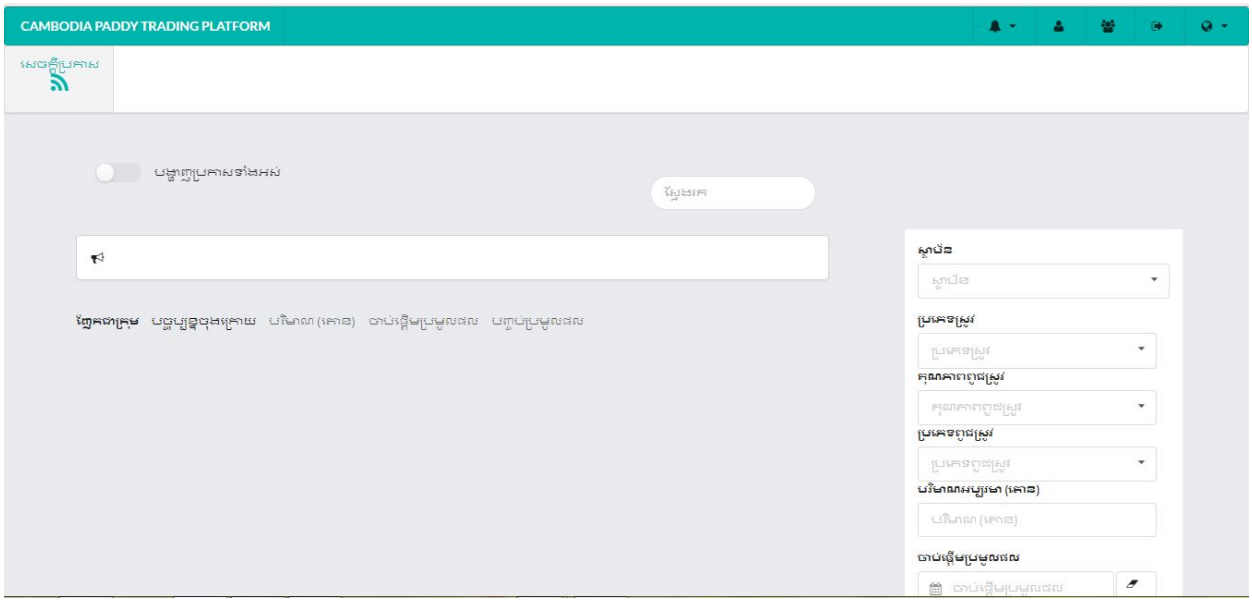
Change password

To change your password, click on the “Change Password button” and follow instructions as in the following box.



Guidelines for Farmer Organizations: Main screen

Once you are logged in as a Farmer Organization, this is the screen that you see:



As indicated by the icon on the top left, this is the screen for Announcements.

The announcements: Information required for each paddy selling announcement

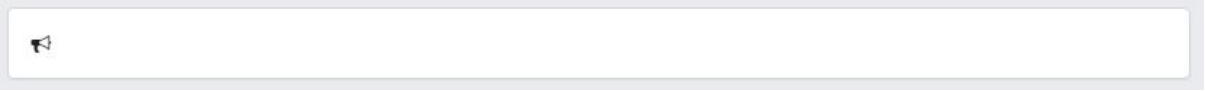
Each announcement for paddy selling is composed as follows:

Criteria	Possible options (list)	Comments / Remarks
Paddy type	•Dry •Wet	Indicates if the paddy will be sold as wet paddy (on day of harvest) or as dried paddy (after harvest).
Variety	•Jasmine •Fragrant •White rice •Glutinous rice •Red rice	We do not detail each variety but the main type of rice according to the five types listed opposite (it is considered to be more specific in the version 2 of the PTP and have the varieties name).
Volume	(figure entered)	Volume is the quantity foreseen to be sold by the FO (for the above category and for the next harvest) in metric tons. If the harvest is conducted on several days (for the same type of rice), the volume indicated is the total on the whole duration of a given harvest.
Start / End	Enter dates	Start is the date of beginning of harvest for wet paddy, and End is the date of end of harvest for wet paddy. For dry paddy, Start and End are the dates between which the FO think that the paddy can be made available for the buyer.
Quality	•Own seeds •FO produced seeds •Purchased quality seeds •Project/MAFF seeds •Mixed type of seeds •Jasmine	"Quality" actually refers to the type of seeds used for the production of paddy. If the farmers in the FO have used seeds from different sources, then the "Mixed type" will be selected.
Location	Location where paddy can be picked-up	In principle, the location the address of the FO and it is automatically entered by the system with the FO address. But the FO has the possibility to enter manually a different location (for example for large FOs which can propose more than one collection point).

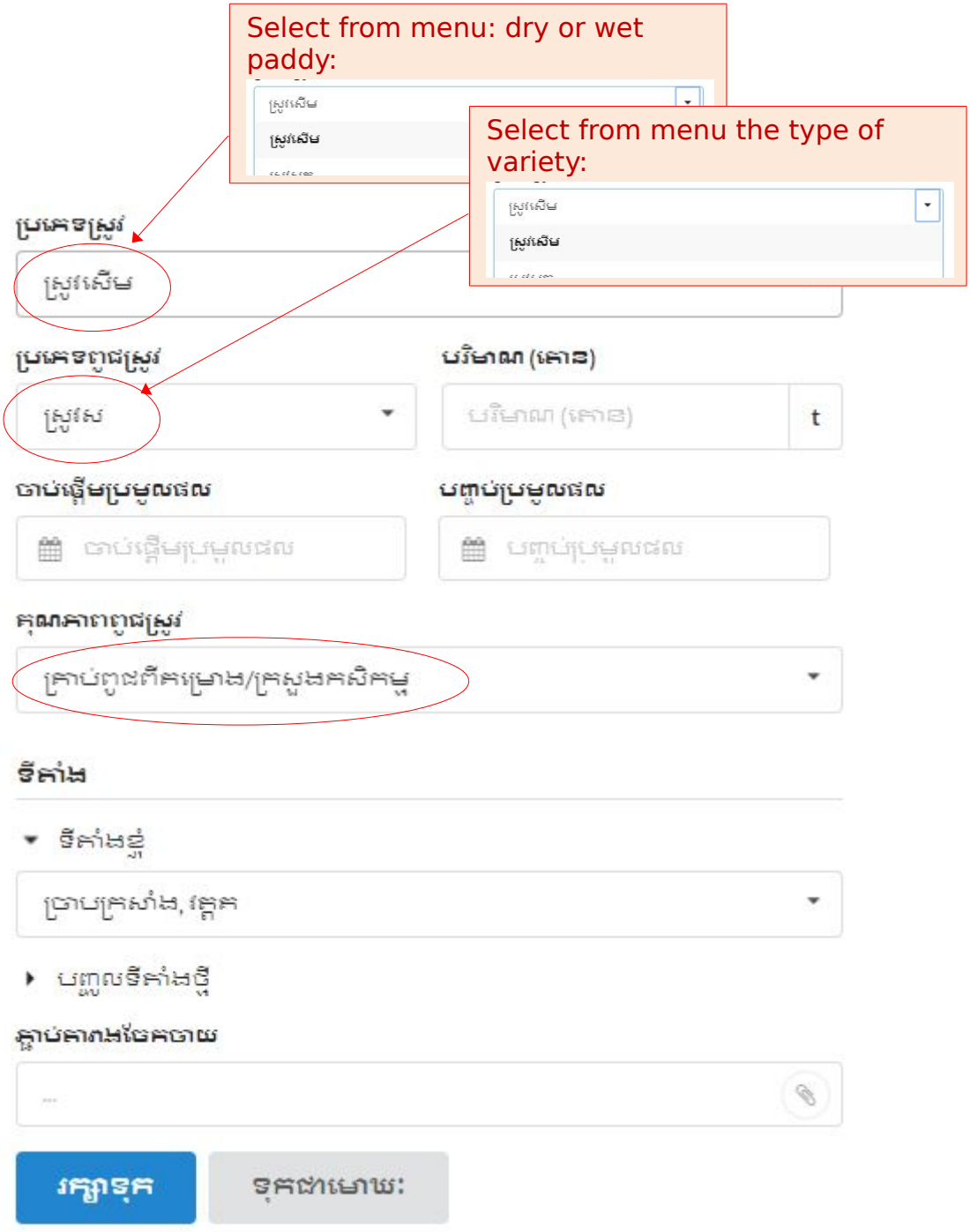
Attachment	Other information	There is a possibility to attach a file (Word, Excel, .pdf, image…) to provide more details, such as for instance a detailed planning of harvest with expected volumes day by day to ease the collection planning.

How to post a new paddy selling announcements

To post a new paddy announcement, click on the button:



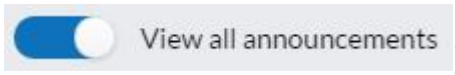
The following format to enter you announcement appears:


Select from menu: dry or wet paddy:
Select from menu the type of variety:
ប្រភេទស្រូវ
ស្រូវសើម
ប្រភេទពូជស្រូវ
ស្រូវសែ
បរិមាណ (តោន)
t
ចាប់ផ្តើមប្រមូលផល
បញ្ចប់ប្រមូលផល
គុណភាពពូជស្រូវ
ក្រាប់ពូជពីគម្រោង/ក្រសួងកសិកម្ម
ទីតាំង
ទីតាំងខ្ញុំ
ត្រាបក្រសាំង, វត្តគ
បញ្ចូលទីតាំងថ្មី
ភ្ជាប់តារាងចែកចាយ
រក្សាទុក
ទុកជាមោយ:

How to look at active announcements

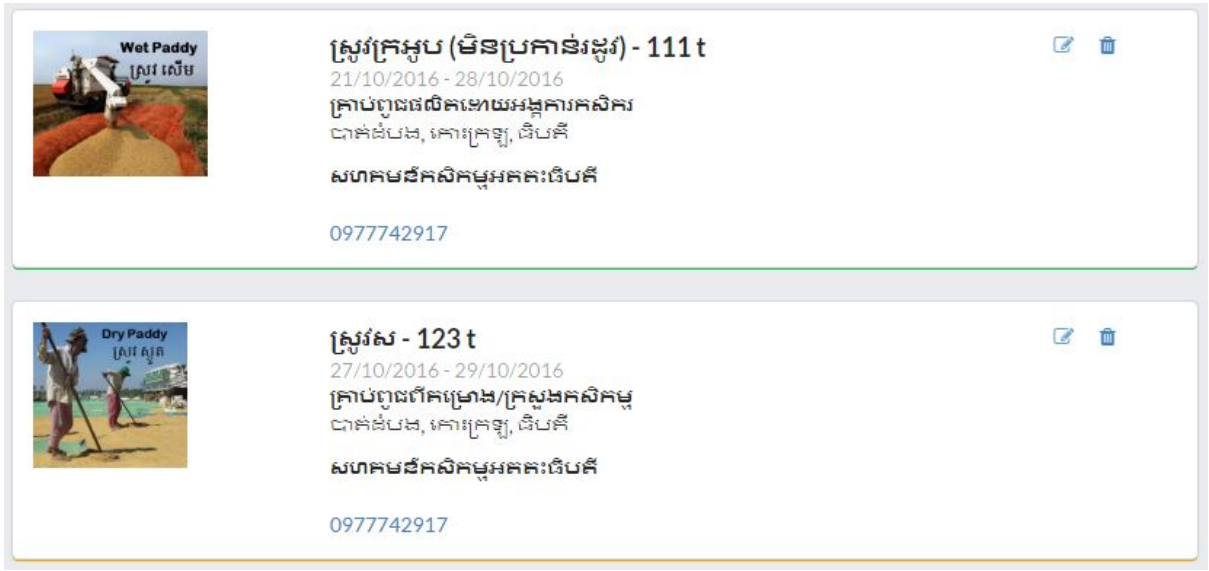
You can display all active announcements by turning on the switch ( ):

(or in English version



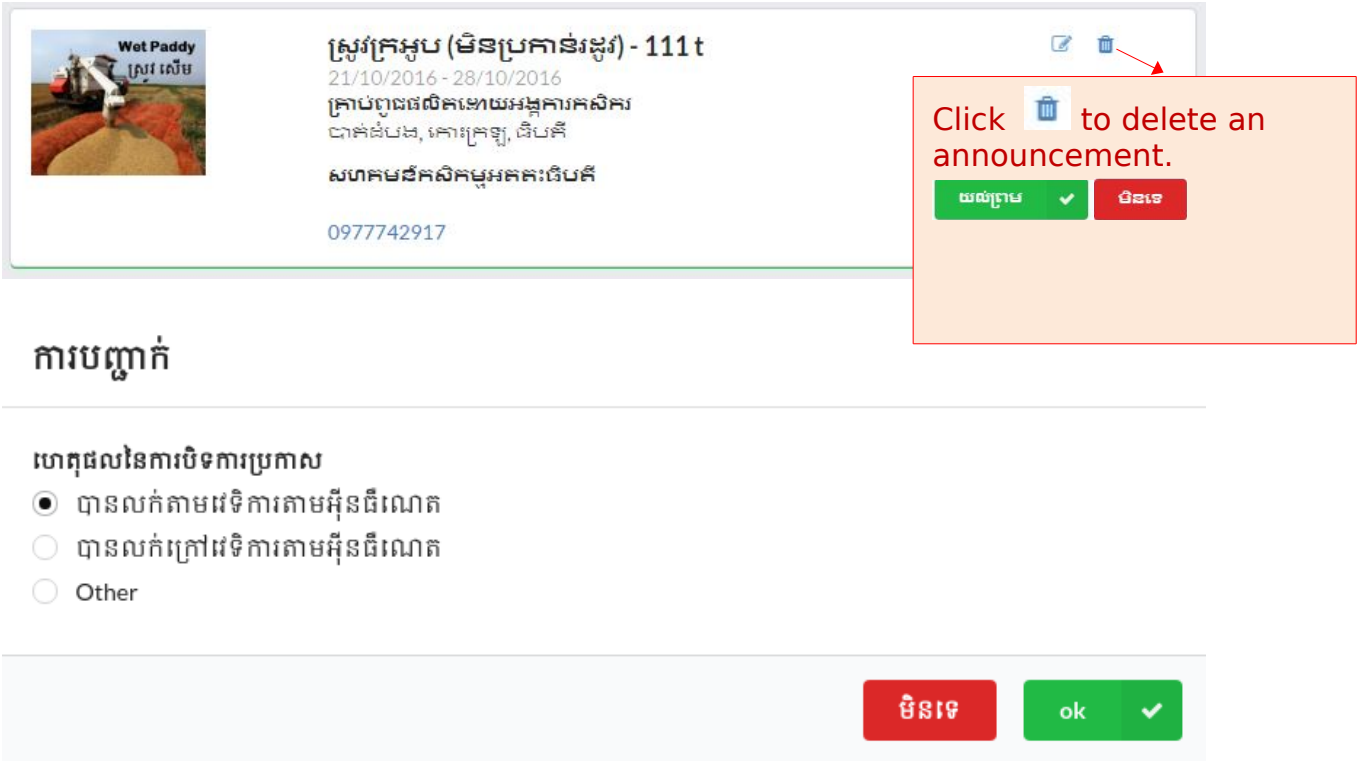
)

When this button above is switched off ( ) you see only the announcements posted by your FO. When it is switched on ( ) you see all the announcements (including those of other FOS). Announcements appear as follows:



How to edit an announcement you have made previously

How to delete an announcement you have made previously



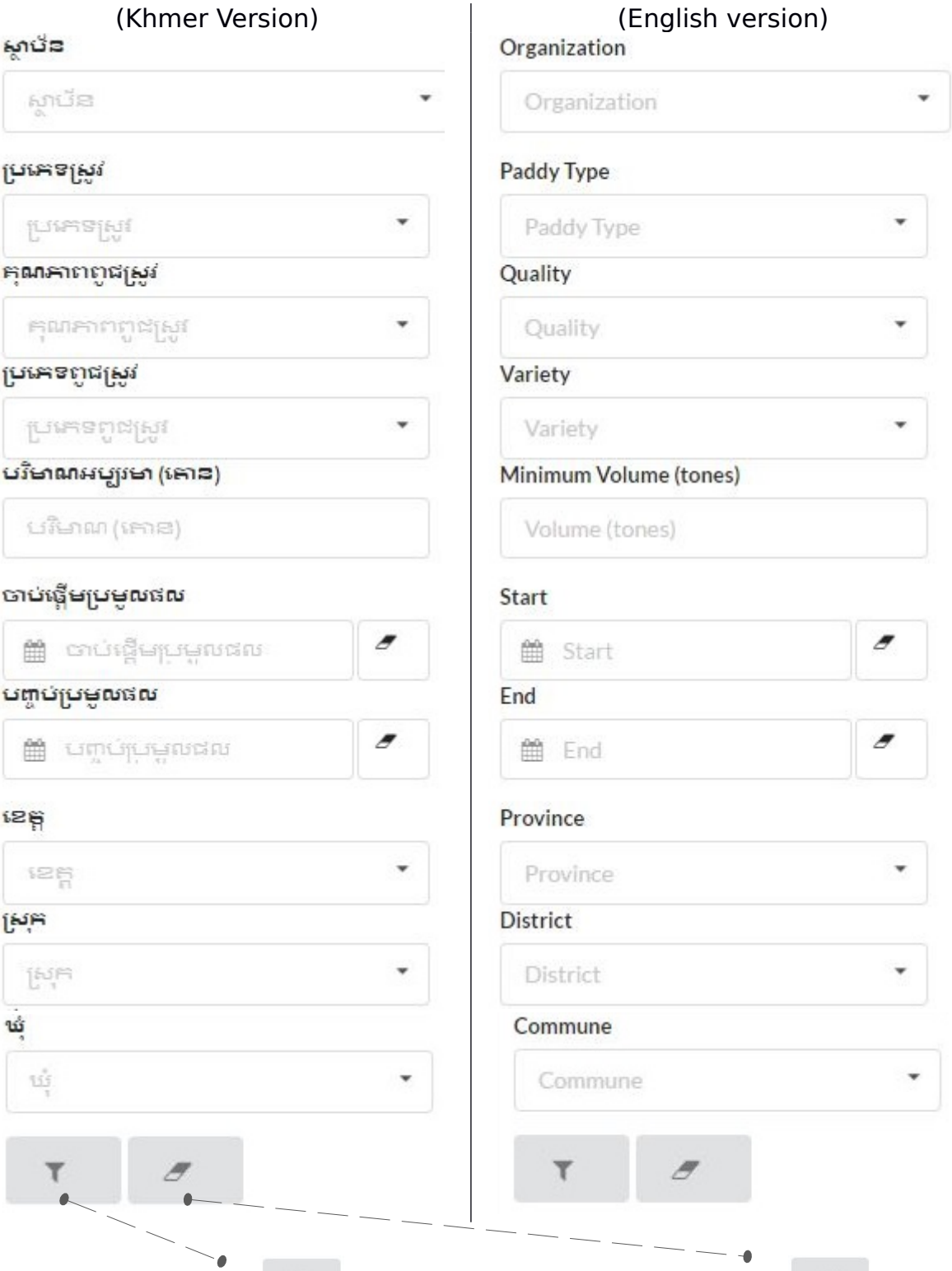
Choose the reason for closing the announcement and click យល់ព្រម to confirm or មិនទេ if you don't want to delete the announcement.

> **ALWAYS DELETE AN ANNOUNCEMENT AS SOON AS THE PADDY IS NOT ANYMORE FOR SALE!**

How to filter announcements

esearch an announcement on detailed (and possibly multiple) criteria

More detailed search can be made by using the criteria menu on the right of the screen:

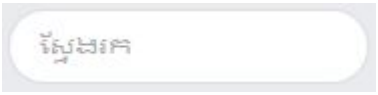


Click on the filter icon to apply the criteria you have selected.

Click on the eraser icon to delete all your criteria.

How to filter announcements based on a key word

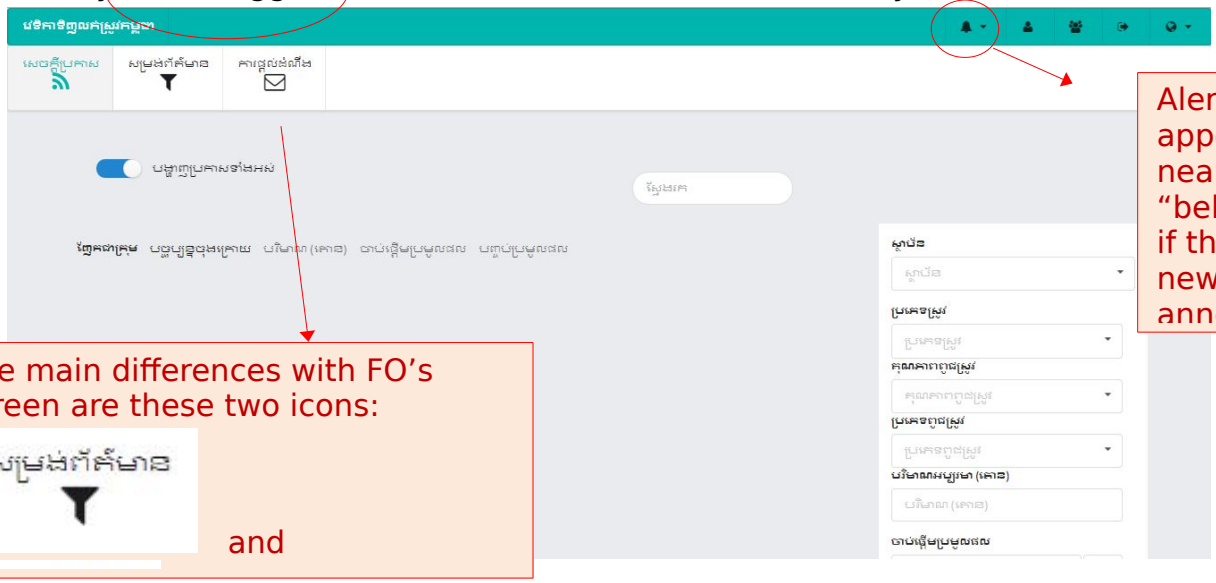
You can search within the announcements displayed by entering key word in the box “Search”:



/

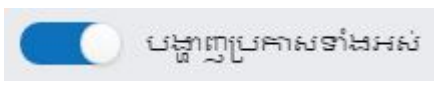
Guidelines for Millers / Exporters: Main screen

Once you are logged in as a Miller, this is the screen that you see:

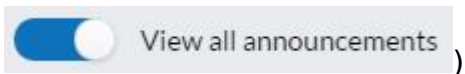


view of the announcements tab ( )

You can display all active announcements by turning on the switch ( ):



(or in English version

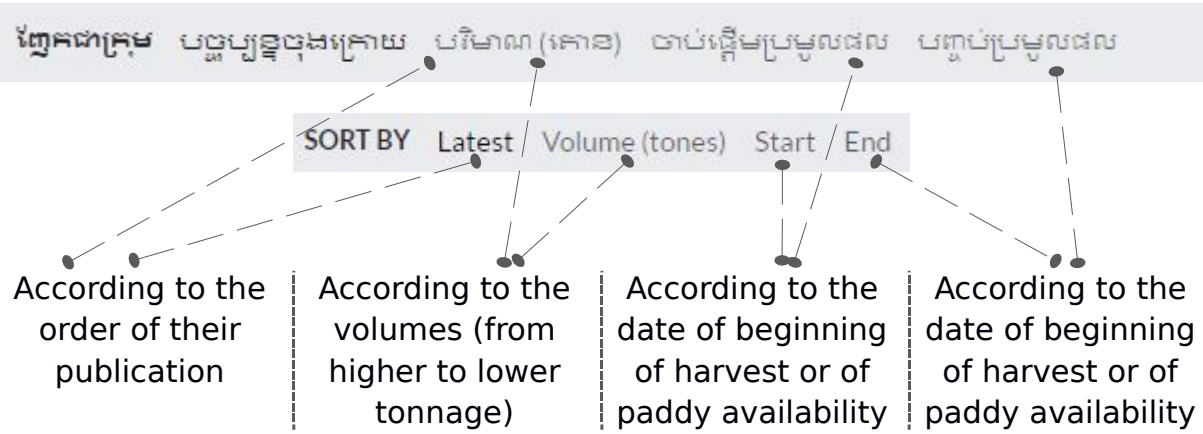


)

When this button above is switched off ( ) you see only the announcements complying with your preset filters. When it is switched on ( ) you see all the announcements. Announcements appear as follows (same as in FO view except for ‘delete’ or ‘edit’ icons).

Announcements display order

You can use the menu on the top of announcements in order to sort the announcements:

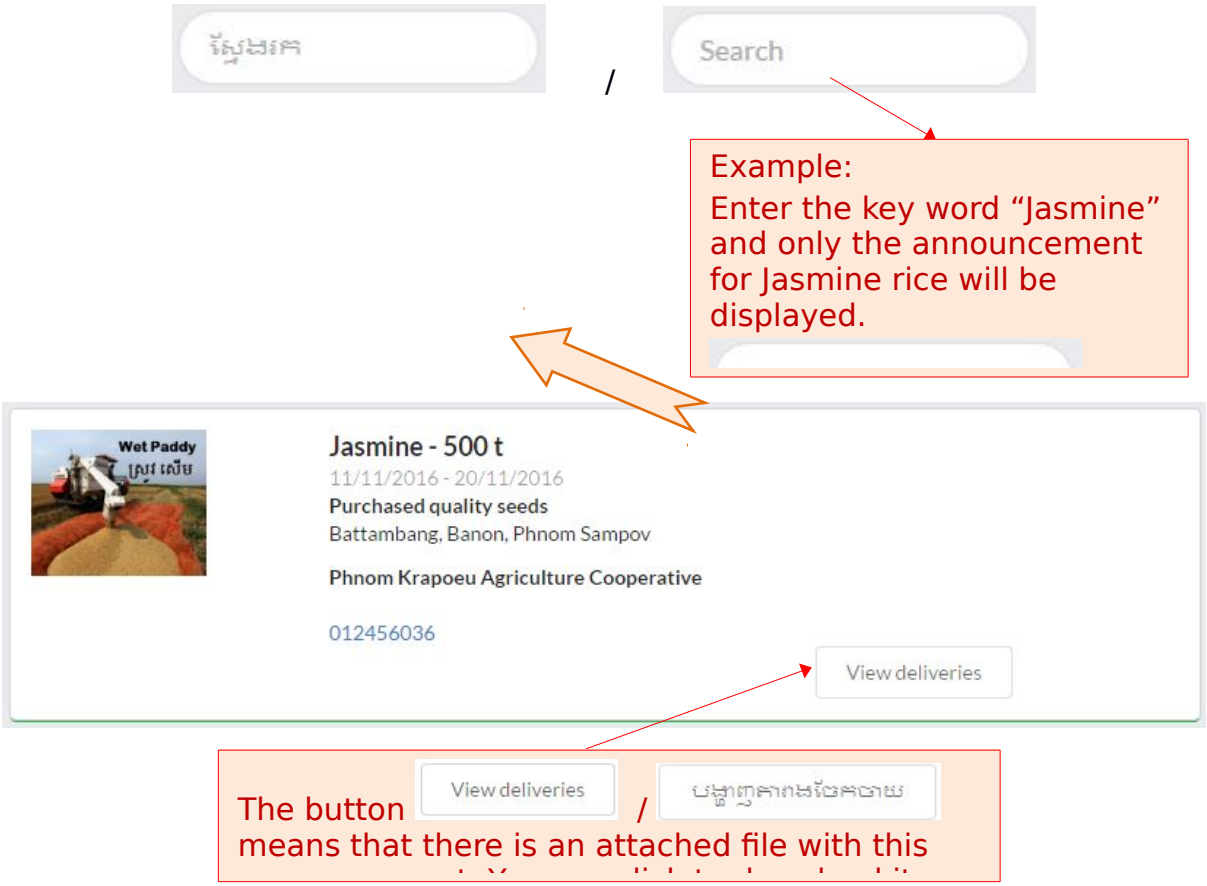


How to filter announcements under the announcement tab

You can filter announcement with a key word of with detailed Research an announcement on detailed (and possibly multiple) criteria as explained above for FO view:

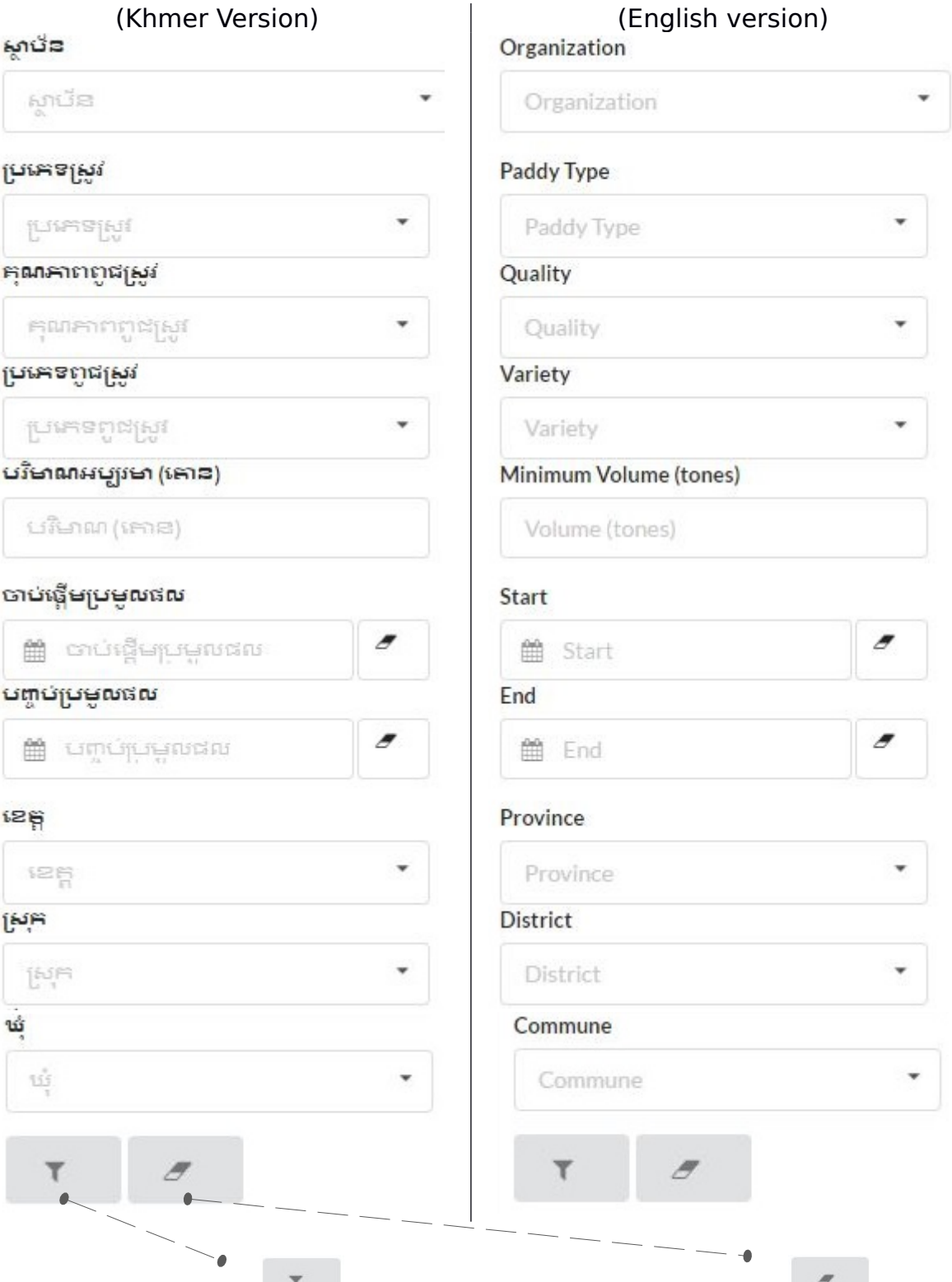
How to filter announcements based on a key word

You can search within the announcements displayed by entering key word in the box “Search”:



Research an announcement on detailed (and possibly multiple) criteria

More detailed search can be made by using the criteria menu on the right of the screen:

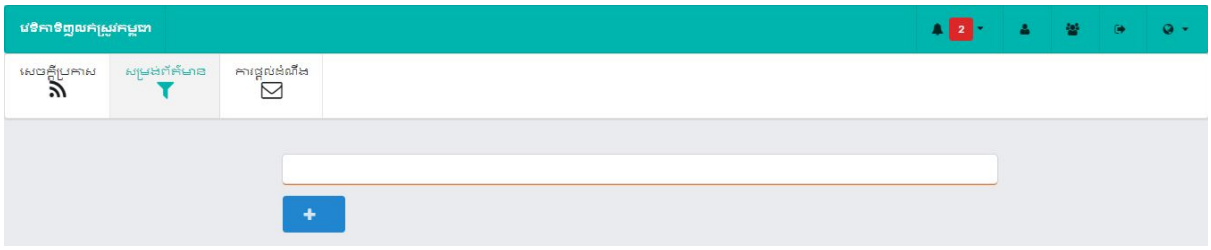


Click on the filter icon to apply the criteria you have selected.

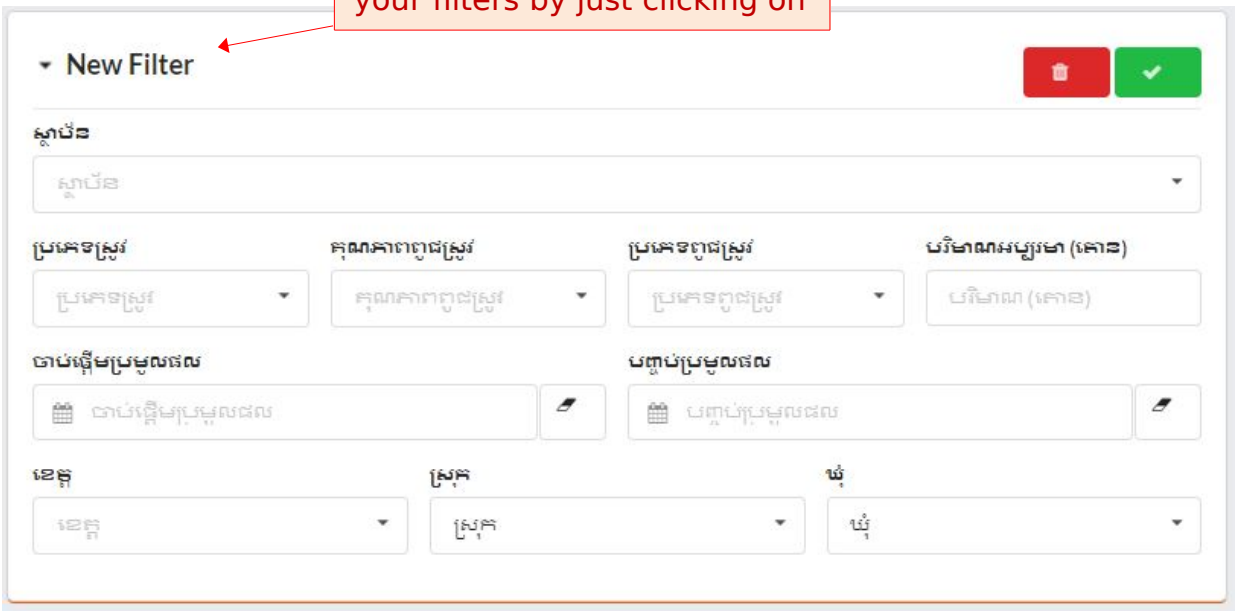
Click on the eraser icon to delete all your criteria.

Filter your e-mails and SI (សម្រង់ព័ត៌មាន) notification ( )

When you click on the filter tab, you are directed to this screen:

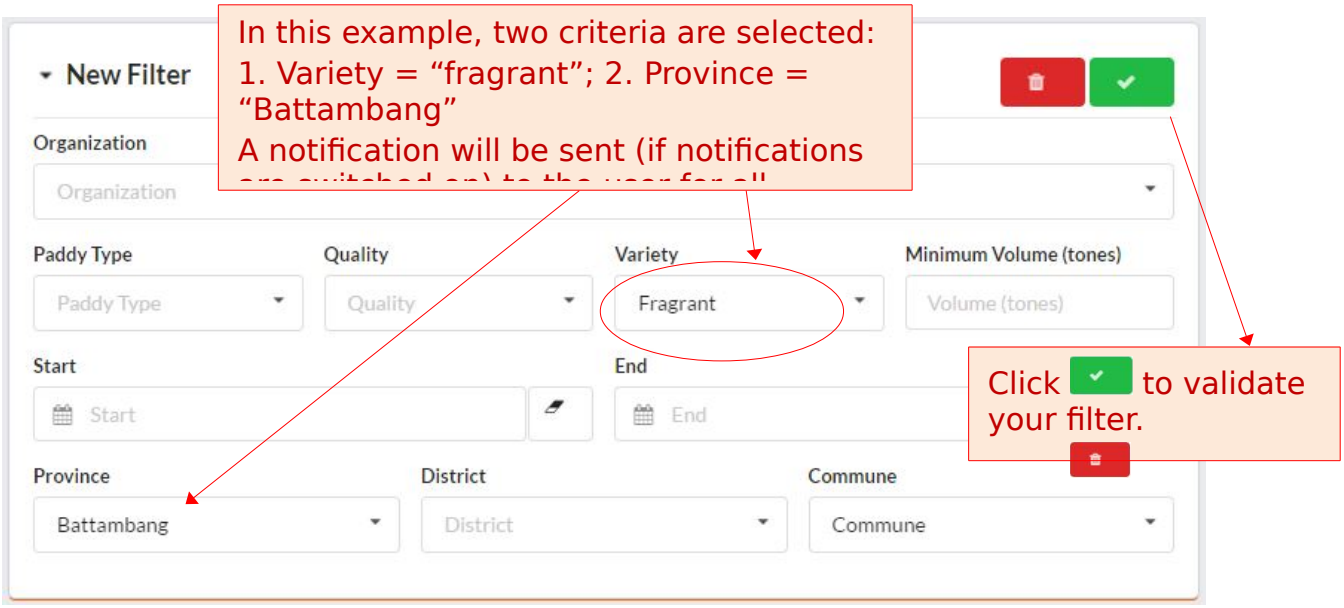


Click + to set a new filter for your notifications. The following form appe



You can fill the criteria you want to select for notifications you will receive.

Example:



Note: You cannot select two type of varieties or two provinces in the same filter, but you can creat veral filters. (Click to add more filters).

For instance if you are interested by fragrant paddy from Battambang, Pursat and Siem Reap, create one “Notification filter for each of these provinces”.

If you set no filters on notifications and you turn on the notifications (by e-mails and/or SMS), you will receive a notification each time a FO post a new announcement.

If you have set notification filters, you will receive only the notifications corresponding to the criteria you have selected in your filter(s).

View notifications that yo ve received ( )

By clicking on the icon you will see all announcements for which you have received a notification (based on your notification filters if any), or, if your notifications are switched off, the announcements for which you WOULD have received a notification if notifications were switched on.

(Recall: you can switch on or switch of e-mails and SMS notifications – and change the e-mail address and the mobile phone number – in your user

profile as explained in the section “Setting user profile and users’ information” of this guide. Use the button on the top menu bar.

End of session: log-out

To log-out, just click on the “exit” icon: .

Your feedbacks are welcome!

Send your comments

This is the first version of the Cambodian Paddy Trading Platform, and it is still experimental.

The SCCRP project will consider the development of an up-graded version, with additional functionalities, and taking into account comments from users.

To improve the tool, please do not hesitate to send us your comments and feedbacks. Critics and appreciations are highly welcome.

Please send your comments to SCCRP project team:

- Mr Phat Sophany: phat.sophany13@gmail.com - Phone: +855 (0)77 936 333
- Mr Meang Savoeurn: s.meang@avsf.org – Phone: +855 (0)12 820 454

Problem reporting

As always and especially as it is still an experimental platforms, you may face problems or bugs. Report problems you are facing to us (on e-mail addresses above). We will help to solve them and this will be helpful to improve the platform.

To address problems efficiently, it is very important that you give as much information as possible when reporting a problem so that we can figure it out quickly.

Please indicate:

- Which user (who you are?)
- On what screen to you face a problem?
- What are the last 3 actions you took?
- Any error message?
- What browser do you use?
- Date and time when you experienced the problem.

Thank you!