



How To Complete a CRA Renewal

Chain of Custody



Step 1: Log in

A screenshot of the Rainforest Alliance Marketplace 2.0 login page. The page has a green header with the title "Marketplace 2.0." and a subtitle "Welcome to the Rainforest Alliance Marketplace portal." Below this is a white login box with the heading "Login here." and a link "Don't have an account? Click Here". The login box contains fields for "Username" and "Password", each with a corresponding icon (a person for username and a lock for password). There is a "Remember me" checkbox and a "Forgot password or username?" link. A green "Login" button is at the bottom of the login box. The footer of the page includes a "Help" link, the Rainforest Alliance logo, and the ChainPoint logo with the text "© ChainPoint bv 2020 | Disclaimer" and "ChainPoint CONNECTING SUPPLY CHAINS".

Menu icon

Marketplace 2.0.

Welcome to the Rainforest Alliance Marketplace portal.

Login here.

Don't have an account? [Click Here](#)

Username

Password

☐ Remember me

[Forgot password or username?](#)

Login

Help

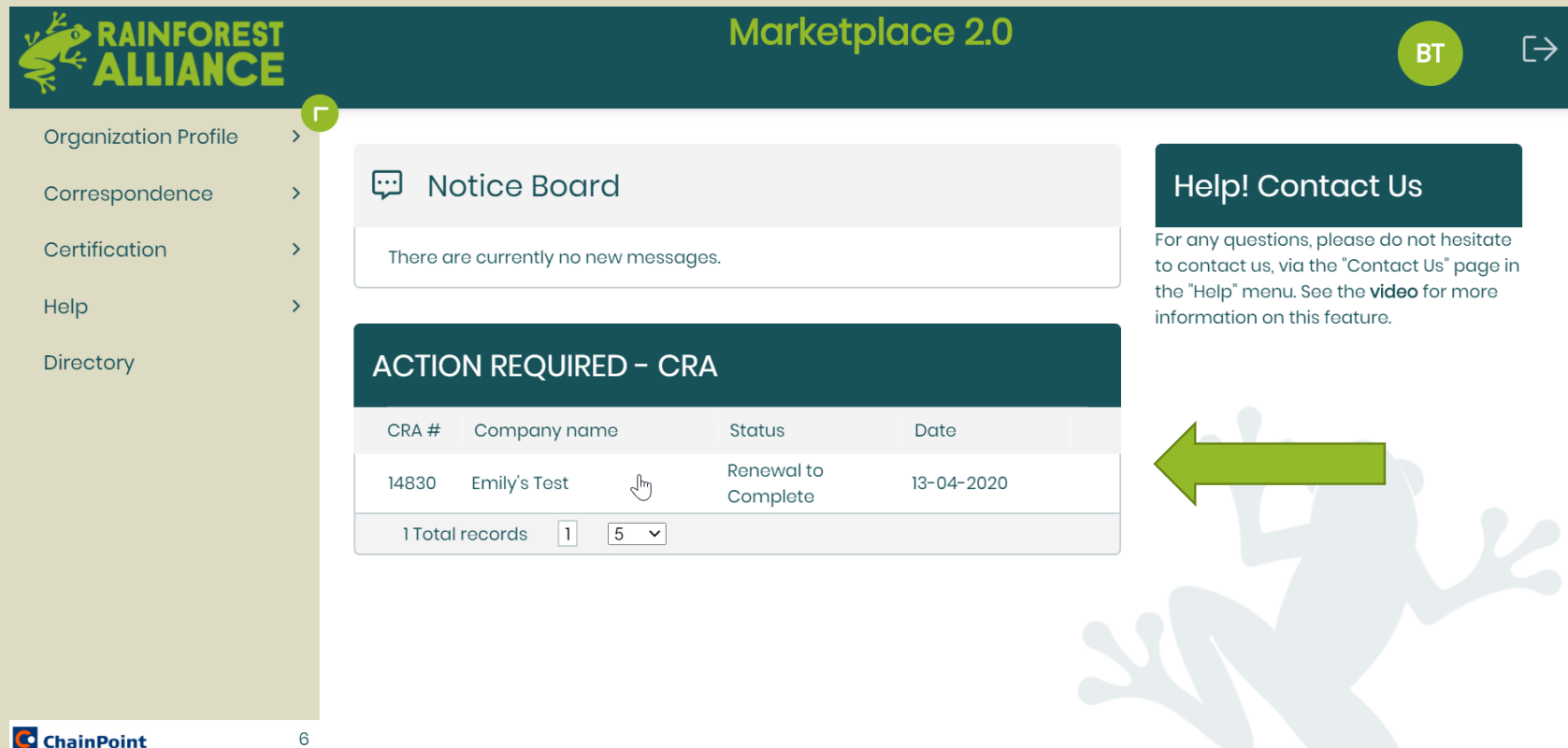
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ChainPoint
CONNECTING SUPPLY CHAINS

If you forgot
your password,
click here

Log on to marketplace using your existing credentials. If you have trouble logging in, contact rac@ra.org.

Step 2: Click on your Renewal



RAINFOREST ALLIANCE Marketplace 2.0 BT

Organization Profile >
Correspondence >
Certification >
Help >
Directory

Notice Board

There are currently no new messages.

ACTION REQUIRED - CRA

CRA #	Company name	Status	Date
14830	Emily's Test	Renewal to Complete	13-04-2020

1 Total records 1 5

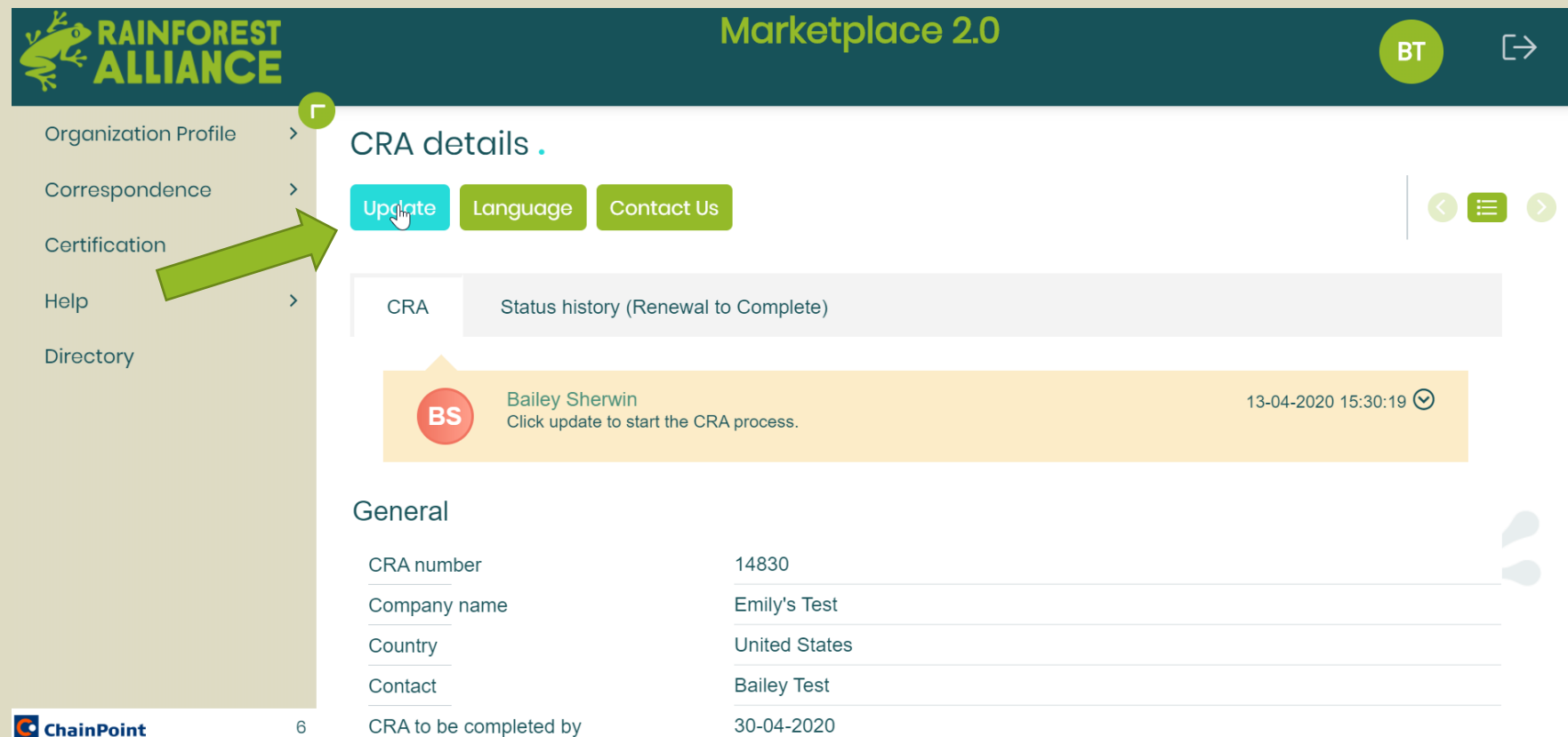
Help! Contact Us

For any questions, please do not hesitate to contact us, via the "Contact Us" page in the "Help" menu. See the [video](#) for more information on this feature.

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This is the Marketplace dashboard. You will find your CRA renewal in the "ACTION REQUIRED" dashboard. Click on it. You will also find it by clicking the "certification" tab on the left hand side and selecting "CRA"

Step 3: Update and Edit



RAINFOREST ALLIANCE Marketplace 2.0 BT

Organization Profile > CRA details .

Correspondence > Update Language Contact Us

Certification

Help >

Directory

CRA Status history (Renewal to Complete)

BS Bailey Sherwin 13-04-2020 15:30:19 ✓
Click update to start the CRA process.

General

CRA number	14830
Company name	Emily's Test
Country	United States
Contact	Bailey Test
CRA to be completed by	30-04-2020

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Next, click “update” and fill in the CRA information. Make sure to include your crop and business type.



Step 4: Save and Proceed

RAINFOREST ALLIANCE Marketplace 2.0

Organization Profile > **Edit CRA .**

Correspondence > Cancel Save

Certification >

Help >

Directory >

CRA Status history (Renewal to Complete)

General

CRA number	14830
Company name	Emily's Test
Country	United States
Contact	Bailey Test
CRA to be completed by	30-04-2020

Please indicate which Rainforest Alliance Certified™ crop(s) this CRA is for:

RAINFOREST ALLIANCE Marketplace 2.0

Organization Profile > **Edit CRA .**

Correspondence > Cancel Save

Certification >

Help >

Directory >

CRA Status history (Renewal to Complete)

General

CRA number

Company name

Country

Contact

CRA to be completed by

Please indicate which Rainforest Alliance Certified™ crop(s) this CRA is for:

Other .

What do you want to do?

☐ Save changes and return to the form later

☒ Submit answers and go to the next step

Cancel

Once you have finished filling out the CRA are ready to submit, scroll up and select “save”, and “submit answers and go the next step”. If you would like to save your answers but submit later, you may select “save changes and return to the form later”.

Step 5: Proceed to Payment

Organization Profile > CRA details .

Correspondence > Language Contact Us

Certification >

Help >

Directory >

CRA Status history (Awaiting payment)

BT Bailey Test
Please select one of the following options to proceed:

- [Proceed to payment](#)
- [Fill in another CRA for an existing site](#)
- [Add a new site](#)

General

CRA number	14830
Company name	Emily's Test
Country	United States
Contact	Bailey Test
Completed by	30-04-2020

<https://marketplace.ra.org/NetApp/form/forms/add?rsltpid=1211>

Organization Profile > CRA details .

Correspondence > Language Contact Us

Certification >

Help >

Directory >

CRA Status history (Awaiting payment)

BT Bailey Test
Please select one of the following options to proceed:

- [Proceed to payment](#)
- [Fill in another CRA for an existing site](#)
- [Add a new site](#)

General

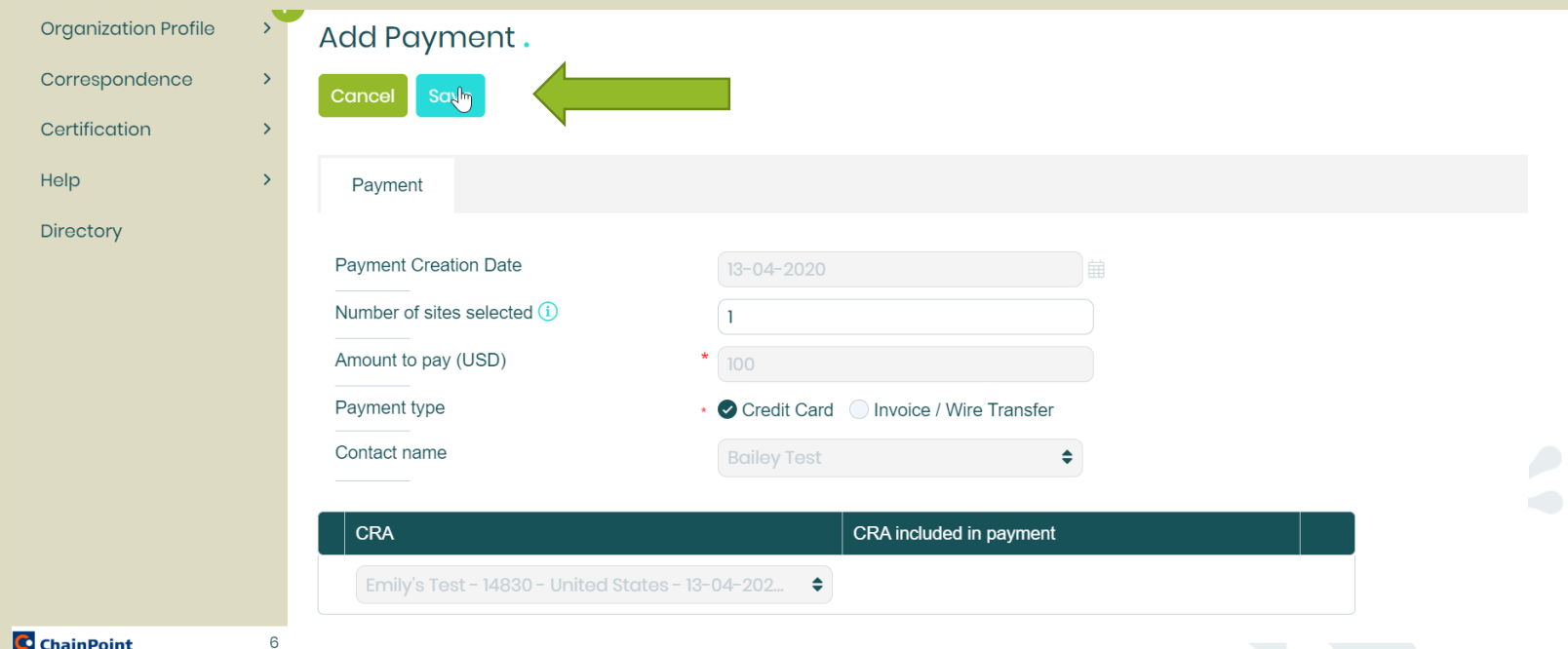
CRA number	14830
Company name	Emily's Test
Country	United States
Contact	Bailey Test
Completed by	30-04-2020

<https://marketplace.ra.org/NetApp/form/forms/add?rsltpid=1203&creationid=3&originalrslid=7305&originalrsltpid=1201>

Next, select “proceed to payment” if you are only completing a renewal for a **single** site.

If you are filling out CRA renewals for a **multisite**, you should select “fill in another CRA for an existing site”. Repeat steps 4-6 until all sites have been completed.

Step 6: Complete Payment



Organization Profile >

Correspondence >

Certification >

Help >

Directory >

Add Payment .

Cancel Save

Payment

Payment Creation Date 13-04-2020

Number of sites selected ⓘ 1

Amount to pay (USD) * 100

Payment type * ☒ Credit Card ☐ Invoice / Wire Transfer

Contact name Bailey Test

CRA	CRA included in payment
Emily's Test - 14830 - United States - 13-04-202...	

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If completing payment by **credit card**, select “credit card” as payment type. When you select “save”, a secure payment link will be generated. After payment is submitted you are done!

If completing payment by **invoice**, select “Invoice/wire Transfer”. When you select “save”, your invoice will be generated and available for download.



Step 7: Upload Proof of Payment

A screenshot of the Rainforest Alliance Marketplace 2.0 web application. The top navigation bar is dark teal with the Rainforest Alliance logo on the left, "Marketplace 2.0" in the center, and a user profile icon labeled "BT" on the right. A left-hand navigation menu is open, showing options: "Organization Profile", "Correspondence", "Certification" (highlighted in blue), "Help", and "Directory". A sub-menu for "Certification" is displayed, with "CRA Payments" highlighted in light blue and pointed to by a green arrow. Other sub-menu items include "CRA", "Additional Sites", and "Instructions". The main content area shows a "Notice Board" with a message about new messages. Below this is a section titled "REQUIRED - CRA" which contains a table with columns: "CRA #", "Company name", "Status", and "Date". The table has one row with the values "14830", "Emily's Test", "Proceed to payment", and "13-04-2020". At the bottom of the table, it says "1 Total records" and "1" of "5" items are shown. On the right side of the main content area, there is a "Help! Contact Us" box with text encouraging users to contact support via the "Contact Us" page or a video. The footer of the page shows the ChainPoint logo and the number "6".

Proof of Payment includes a banking receipt that includes date paid, amount, paid, company name, and invoice number

If you completed payment by Invoice/Wire Transfer, you must upload proof of payment. To do so, log on to marketplace and select “certification” and “CRA payments”.

Note this does not need to be completed if you paid by credit card.



Step 7: Upload Proof of Payment

Payment details .

[Update](#) [Other](#) [Contact Us](#)

Payment Status history (Proceed to payment)

BT Bailey Test 13-04-2020 15:41:57 ☑
The invoice has been generated. You can download it below, at "Invoice for payment". Once the payment is made, please upload a proof of payment under "Please upload a proof of payment" for Rainforest Alliance to review. For that: click "Update", upload your proof of payment then click "Save" and select "Submit to Rainforest Alliance"

Payment Creation Date	23-03-2020
Number of sites selected ⓘ	1
Amount to pay (USD)	100
Payment type	Invoice / Wire Transfer
Invoice #	CRA14163
Invoice for payment	CRA Invoice CRA14163.pdf
Please upload a proof of payment ⓘ	

Edit Payment .

[Cancel](#) [Save](#)

BT Bailey Test 13-04-2020 15:41:57 ☑
The invoice has been generated. You can download it below, at "Invoice for payment". Once the payment is made, please upload a proof of payment under "Please upload a proof of payment" for Rainforest Alliance to review. For that: click "Update", upload your proof of payment then click "Save" and select "Submit to Rainforest Alliance"

Payment Creation Date	23-03-2020
Number of sites selected ⓘ	1
Amount to pay (USD)	100
Payment type	<input type="radio"/> Credit Card <input checked="" type="radio"/> Invoice / Wire Transfer
Invoice #	CRA14163
Invoice for payment	CRA Invoice CRA14163.pdf
Please upload a proof of payment ⓘ	<input type="button" value="Drop file or click to upload"/>

Other .

What do you want to do?

☐ Save changes for later

☒ Send to Rainforest Alliance

Please provide any additional information about your company activities (optional):

To upload Proof of Payment, select “update”, and upload the document by selecting “click to upload”. Once complete, select “save” and “send to Rainforest Alliance”.

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If you have any questions completing the CRA, contact supplychaincert@ra.org