

Bonsucro Credits – Step by step guide

Step by step guide to support users in using the platform

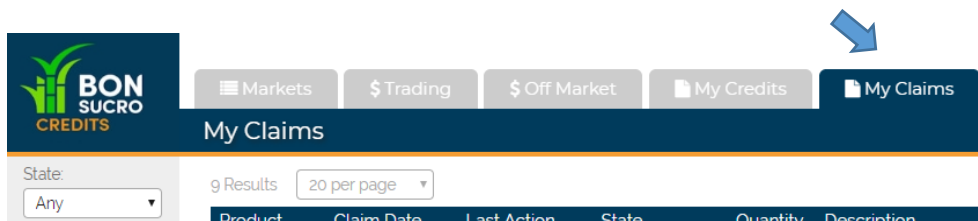
We have put together these guides to support you in navigating the platform and using its key functionalities. We hope these help, but if there is anything still unclear or you if you have any feedback on how to improve these guides, please let us know through bonsucrocredits@bonsucro.com.

Buyer – Redeem a claim

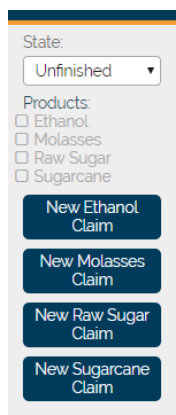
As a Buyer, one of the key benefits of Credit purchase is the ability to make claims. The redemption of credits is the first stage of this process. The platform allows you to submit all the details related to your claim, as well as the ability to view and manage past claims.

Redeem a claim – Key steps:

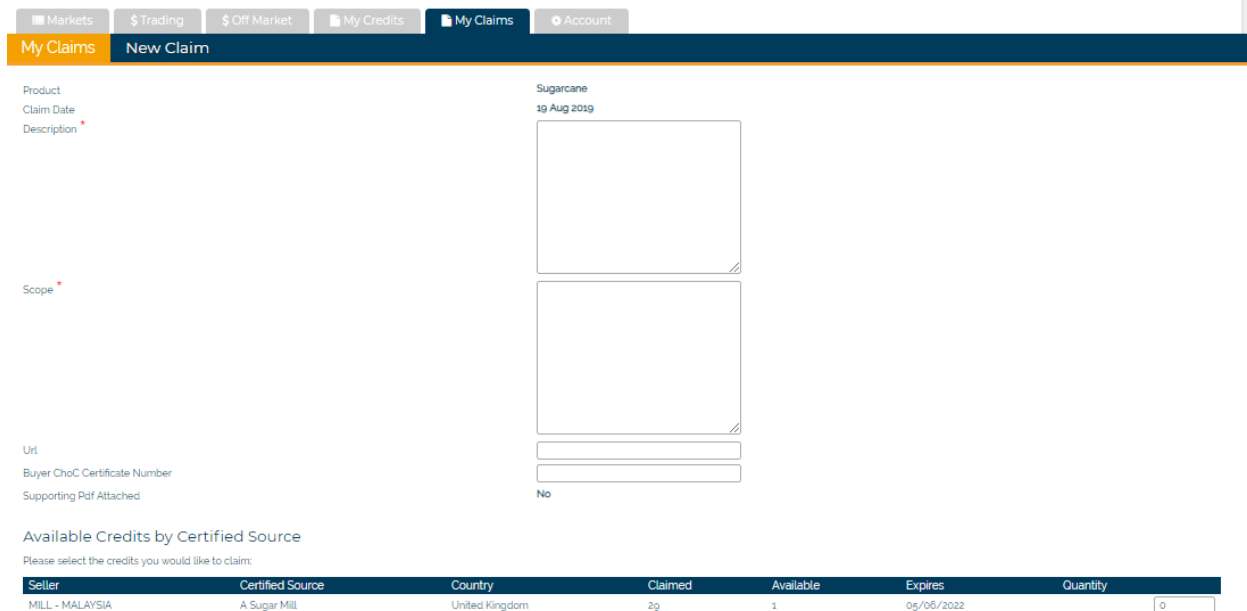
1. A new claim can be started by accessing the My Claims tab



2. On the My claims screen, please select the type of claim you wish to start



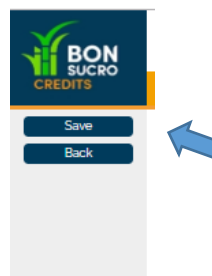
3. Complete the form with the details required



Seller	Certified Source	Country	Claimed	Available	Expires	Quantity
MILL - MALAYSIA	A Sugar Mill	United Kingdom	2g	1	05/06/2022	<input type="text" value="0"/>

Make sure you signify how many credits you wish to claim. This can be completed by adding the appropriate quantity into the Quantity box

4. To save the claim click save in the left-hand column



5. You will then be taken to your claims screen. Click on the claim you have just made and the following screen will appear.



Claim Date: 19 Aug 2019
 Product: Sugarcane
 Description: text for bags gthweilknkj
 Scope: everywhere
 Url: www.ckjkd.com
 Buyer ChoC Certificate Number: 34567
 Supporting Pdf Attached: Yes

Purchased Credits by Certified Source					
Seller	Certified Source	Country	Claimed	Ave	
... - MALAYSIA	A Sugar Mill	United Kingdom	27	3	

On this screen you can a) manage the supporting file b) edit your text and c) submit your claim

- 6) After the claim is submitted Bonuscuro will either approve the claim or request a revision. Either way you will be notified. The status of each of your claims will be shown in the respective dropdown menu .