

# A Supplier's Guide to Sharing EUDR Information

As a company importing wood products into the European Union, **we must collect and submit information about the wood in our products**, prior to entry. This is because of the EU Deforestation Regulation (EUDR). If the information is missing, our products will be blocked by customs and cannot be sold

## What is the EUDR?

The European Union Deforestation Regulation (EUDR) is an EU law designed to ensure that products like coffee, cocoa, soy, palm oil, cattle, and wood sold in the EU do not come from deforested land. Companies must prove their goods are “deforestation-free” by tracing them back to the source and checking compliance with local laws.

As our supplier, **you are a very important party in retrieving this information.**

In this guide, we will explain what information and documents we need from you, what format we need it in, and how you can get it.

The information and documentation we need is centered around unique wood materials. This is defined by the place of harvest. That means, that even though the wood is the same “type” (for example teak or oak), if it is harvested from different forests or plantations, it is a unique material.

This is what we must have for each unique wood material used in our product:

- Location of harvest provided as a GEOJSON file
- Date or period of harvest, month/year at minimum
- Country of harvest
- Certification status (e.g., FSC, PEFC, or non-certified)
- Species in latin
- Trail of invoices from harvest to production

In addition, depending on the country of harvest and certification status, we may also request supporting documents to prove the wood was harvested legally (e.g., felling permits, transport licenses). These requirements will be defined case-by-case. You will get clear instructions on what we need.

## How to get the GEOJSON file

The GEOJSON file shows the forest or plantation where the wood was harvested.

1. Go to [geojson.io](https://geojson.io)
2. Find the forest/plantation on the map
3. Click to mark a point or draw the boundary
4. Click Save → GeoJSON
5. Remember to keep a copy for your own records

Point vs Polygon. Which One to Use?

- Use a Single Point (Coordinate) when the harvested area is smaller than 4 hectares
- Use a Polygon (boundary/shape) when the harvested area is larger than 4 hectares

If you are unsure whether to use a point or polygon, always choose a polygon it gives more precise information.

## How to disclose Harvest Time

- Fill in the date or period of harvest for the wood material (e.g., May 2024 or 2023–2024 season) accompanying the GEOJSON file.
- This should match your records (permits, transport papers, or purchase documents).

## How to Identify the Species

When you provide the species, please use the scientific (Latin) name. This avoids confusion between local trade names.

You can find the correct species name by:

- Checking invoices, delivery notes, or supplier records from the forest or trader you purchased from
- Looking at certificates (FSC, PEFC, legality certificates often state the species)
- If unsure, ask your supplier or forest manager for clarification

Example: Instead of just saying “oak”, record it as *Quercus robur* (European oak).

## How to Provide the Invoice Trail

In addition to harvest location, date, country, species, and certification, we also need **a trail of invoices** that documents how the wood moved from the place of harvest to your production site. This is required to prove the origin of the wood and to show that it was legally harvested

## What we need from you

Please provide copies of all invoices (or equivalent purchase documents) that cover each step in the chain:

1. From the forest or plantation – invoice or purchase record showing where you bought the harvested wood.
2. Through traders, middlemen, or processors – invoices that show each transfer of ownership or custody.
3. To your production site – invoice or delivery record showing when the wood arrived at your factory/processing facility.

## Dos & Don'ts for sharing EUDR Information

### Do

- Use polygons if the harvest area is 4 hectares or larger.
- Use a single point only if the harvest area is smaller than 4 hectares.
- Double-check the coordinates – make sure they match the actual forest or plantation, not a warehouse, office, or sawmill.
- Provide the harvest date/period based on your records (felling permit, purchase contract, transport license).
- Use the correct species name – scientific (Latin) name if possible, not just local trade names.
- Keep copies of the GEOJSON, harvest records, and documents for your own files.
- Provide all invoices from the forest up to your factory.
- Make sure dates and species match across all invoices and records.

### Don't

- Use rough or estimated locations (e.g., a random point “near” the forest).
- Mark your office, depot, or factory – only the harvest site counts.
- Leave out the harvest date – “unknown” is not accepted under EUDR.
- Mix different harvest sites into one GEOJSON file – each location = one unique material.
- Rely only on common names like “teak” or “oak” – these can refer to multiple species.
- Send other file formats (like KML or SHP)
- Guess or leave fields empty – incomplete information will delay clearance.
- Skip steps in the chain when gathering invoices.
- Provide invoices unrelated to the specific wood batch.
- Alter or combine invoices – each transfer must be shown clearly.