

# A Guide for Distributors and Wholesalers: your part in the RSPO supply chain

## Who are distributors and wholesalers?

For the purposes of RSPO supply chain certification, distributors and wholesalers take legal ownership, store and sell products to their customer bases, but do not unpack, repack or relabel those products at any stage.

They have a vital role to play in maintaining the integrity of the RSPO certified supply chain. They link participants in the supply chain together and ensure that RSPO certified products are kept separate and are never mixed with mainstream, non-certified material.

Their customers include food and non-food manufacturers, smaller high street retailers and foodservice outlets.

## Getting Started



TO TAKE PART IN THE RSPO SUPPLY CHAIN YOU NEED TO ACQUIRE A **DISTRIBUTOR'S LICENCE**

### THE FIRST STEP IS TO BECOME AN RSPO MEMBER



Two membership categories are available and each must be renewed annually



#### 1) SUPPLY CHAIN ASSOCIATE

For those who purchase or trade **up to 500 metric tonnes** of oil palm products per year



#### 2) ORDINARY MEMBER

For those who purchase or trade **over 500 metric tonnes** of oil palm products per year



SUBMIT AN ONLINE APPLICATION.  
[www.rspo.org/members/apply](http://www.rspo.org/members/apply)



#### REGISTER

Separately, you will need to register with PalmTrace to get a PalmTrace ID. This can be done online <https://palmtrace.rspo.org/web/rspo/become-member> and is free of charge.



#### APPLY

Select "**Apply for Licence**" in the Member Area of RSPO PalmTrace and fill in the Licence Request Form. Upon approval of your Distributor's Licence you will receive a notification that you can start purchasing and selling RSPO certified products.

### THE STEPS ARE AS FOLLOWS:



#### MANUFACTURER

Produces, packs and sells oil palm products to the distributor or wholesalers.



#### DISTRIBUTOR OR WHOLESALER

The supplying manufacturer must provide you documentation confirming their supply chain certification and supply chain model used for these products. Always check the validity of the manufacturer's supply chain certificate on the RSPO website!



Distributor or wholesaler sells the RSPO certified oil or product in the original packaging to their customer.



Distributor or wholesaler confirms their details which include supply chain certification number and manufacturer supply chain models with this information on the appropriate documentation (invoice or delivery note or product specification sheet).



#### OWN BRAND PRODUCTS

For own brand product, follow the same instructions as opposite. It is, however, **essential that customers are aware that the product has been made on behalf of the distributor or wholesaler** and should be accompanied by a declaration from the certified supplier, which includes:

- Product specification with the own brand producer certificate number and supply chain models used.
- The same batch or product code (and a possible statement on packaging) highlighting the manufacturer's name.
- The documentation must tie the product to the manufacturer and a valid certified claim.

## Communication with your customers



In order for the supply chain to be unbroken, your customers need the RSPO certification number of the goods' manufacturer and applicable supply chain model used, as per the **Supply Chain Certification Standard 5.1.2**.



This can be found on the **invoice/delivery note/product specification sheet (Supply Chain Standard chapter 5.6)**. Where multiple products are involved, we recommend that you use product specification sheets only.



### WORDING EXAMPLE

Supplied under RSPO supply chain model IP, SG or MB (delete as applicable)  
RSPO supply chain certificate number: **XXXXX**



**As an RSPO member you may like to promote your membership further.**

**Download** the RSPO Rules on Market Communications and Claims at: [www.rspo.org/resources/supplementary-materials/communications](http://www.rspo.org/resources/supplementary-materials/communications)

## CONTACT US

For membership related questions:  
**membership@rspo.org**

For PalmTrace related questions:  
**palmoil.support@utz.org**

For supply chain certification related questions:  
**certification@rspo.org**

For trademark related questions:  
**trademark@rspo.org**

**www.rspo.org**



RSPO PalmTrace

<https://palmtrace.rspo.org/>

RSPO Rules on Communication and Claims:  
[www.rspo.org/resources/supplementary-materials/communications](http://www.rspo.org/resources/supplementary-materials/communications)

Have a question? **askRSPO**

<https://askrspo.custhelp.com/app/answers/list>