**MANUAL FOR PURCHASE OF FSC CERTIFIED AND LABELLED PRODUCTS**

[INSERT NAME OF LICENSE HOLDER] holds an FSC promotional license in accordance with “FSC® Trademark - Use Guide For Promotional Licence Holders”. To be qualified for FSC promotion a forest-based product must be FSC labelled and supplied directly from a FSC certified supplier that states the product’s FSC-claim and supplier’s own CoC code on invoices. To ensure this the following actions must be carried out by the supplier and purchaser:

**Checklist for buyers of FSC-certified products:**

* Verify that our direct supplier is FSC-certified
* Verify that the supplier is aware of requirement of FSC-certified and labelled products
* Verify that the product is FSC-labelled
* Confirm that invoices include CoC-code and FSC-claim(s)
* Provide documentation at the yearly license control performed by FSC Danmark

**Verify that our direct supplier is FSC-certified**

* The direct supplier is FSC CoC certified and has provided purchaser link to online certificate information (info.fsc.org) and/or certificate in pdf
* Using info.fsc.org the purchase**r** has verified, that a) the suppliers’ certificate is valid and issued to the supplier and b) the relevant product type, species (if relevant) and a FSC claim (FSC Mix, FSC 100% or FSC Recycled) is listed in the certificate’s online product information (info.fsc.org)

**Verify that supplier is aware of requirement of FSC-certified and labelled product(s)**

* The direct supplier is aware about the requirements – e.g. the requirement is included in purchase contracts, business agreements, purchase order or alike
* The requirement can be specified as:
	+ supplier invoice must contain FSC claim for the product and supplier’s certificate code
	+ the product is delivered FSC-labelled (on the product, it’s packaging or hang-tag)

**Verify that the product is FSC-labelled**

* The direct supplier has provided proof/documentation that the product is FSC labelled (e.g. through specification in purchase contract or alike or by access to artwork / product images) and this is verified by the purchaser
* The purchaser keeps documentation for products’ FSC labelling

*FSC labels (generic, for illustration only)*

 

**Confirm that invoices include CoC-code and FSC-claim(s)**

* The purchaser has verified that the invoice concerning the FSC certified product contain:
	+ FSC-claim for the FSC-certified product (FSC 100%, FSC Mix or FSC Recycled)
	+ FSC CoC code of the certified supplier
* The purchaser keeps records of invoices with FSC-claims and CoC-code

**Provide documentation at the yearly license control performed by FSC Denmark**

* The purchaser provides FSC Denmark examples of invoices, documentation of product’s FSC-labelling and link to supplier’s certificate in info.fsc.org during the yearly license control (performed as desk audit). Sensitive information can be crossed out or alike.

**IN DOUGHT? Ask Purchase/compliance Department**