**Information and requirements for suppliers delivering FSC® certified and labelled products**

**Introduction**

To be qualified for FSC promotion in retail under an FSC promotional license (for non-certificate holders) products must be FSC labelled and supplied directly from a FSC certified supplier that states the product’s FSC-claim and supplier’s CoC code on the invoice. This document outlines the information [insert name of company] requires from suppliers delivering FSC certified and labelled products and necessary documentation.

**Basic information**

Supplier’s name and address:

Supplier’s FSC certificate code: [format: ABC-CoC-123456]

Supplier’s FSC license code: [format: FSC® C123456]

FSC-claims / material categories: [possible claims FSC 100%, FSC Mix, FSC Recycled]

FSC certified and labelled product types: [according to FSC’s official product types <https://fsc.org/en/document-centre/documents/resource/258>]

Link to supplier certificate information in FSC certificate database (info.fsc.org) or certificate in PDF: [insert link]

**Requirements**

* The supplier must fill out the requested “basic information” in this document or provide it in another way
* The supplier must conform with all requirement in this document signing [insert purchase agreement, contract or alike]
* Invoices concerning FSC certified products must contain:
	+ FSC-claim for each FSC-certified product (FSC 100%, FSC Mix or FSC Recycled).
	+ Suppliers’ FSC CoC code
* The FSC certified product must carry the FSC on-product label visible to the consumer (on the product itself, the packaging or hangtag) in accordance with FSC’s trademark requirements for FSC certificate holders. It is allowed to use the on product in one or more of the outlined ways.
* On request the supplier must provide documentation for the products FSC labelling through artwork and/or label confirmation in supplier contracts/agreements