

# A Guide for Traders: Your part in the RSPO supply chain

## Who are Traders?

Participant in the supply chain of RSPO certified oil palm products which takes legal ownership of oil palm products, derivatives and/or purchases and sells futures without physically handling the oil palm products.

As such, traders 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 never mixed with mainstream, non-certified material.

## Getting Started

**TO TAKE PART IN THE RSPO SUPPLY CHAIN YOU NEED TO ACQUIRE A TRADER'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 your RSPO PalmTrace account and fill in the Licence Request Form.



Upon approval of your Trader's Licence you will receive a notification that you have access to RSPO PalmTrace. It is mandatory to register all trades of RSPO certified palm oil, palm kernel oil, fractions and double fractions in PalmTrace.

## THE STEPS ARE AS FOLLOWS:



**CONFIRM (SHIPPING) ANNOUNCEMENTS**

Your supplier will send you a (shipping) announcement for confirmation in RSPO PalmTrace.



**ANNOUNCEMENT**

When making a shipment yourself, you need to make an announcement to your buyer in RSPO PalmTrace which includes details of the shipment and the RSPO supply chain model.



**ACKNOWLEDGMENT**

On receipt of the delivery the buyer/customer will input an acknowledgment into PalmTrace to confirm the delivery.

## Communication with your customers

As an RSPO member you may like to promote your membership further. To find out more, download the RSPO Rules on Market Communications and Claims. [www.rspo.org](http://www.rspo.org)

Have a question? **askRSPO**

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

[palmoil.support@utz.org](mailto:palmoil.support@utz.org)

[www.rspo.org](http://www.rspo.org)