# Vanilla certification requirements checklist

Decide the claim first. Then ask suppliers only for the certificates and evidence that claim needs.

## 1. The claim you plan

| Question | Notes | Answer |
|---|---|---|
| **Sold or labelled as organic?** | Vanilla itself, or a finished product sold as organic | ☐ Yes<br>☐ No<br>☐ Not sure |
| **Sustainability label or seal?** | Must rest on a certification scheme or public authority | ☐ Yes<br>☐ No<br>☐ Not sure |
| **Customer names a scheme?** | Copy the scheme, scope and evidence from its specification | ☐ Yes<br>☐ No<br>☐ Not sure |
| **Other sustainability claim?** | Only specific, provable facts; no generic wording | ☐ Yes<br>☐ No<br>☐ Not sure |
| **Audits required by risk assessment?** | Questionnaire, audit, traceability | ☐ Yes<br>☐ No<br>☐ Not sure |

## 2. Scheme and evidence needed

| Item | Your requirement |
|---|---|
| **Scheme** | e.g. EU organic; Fairtrade; Rainforest Alliance; association standard |
| **Your own certification** | e.g. organic certificate covering import, if you import |
| **Claim wording approved by** | Legal, QA or control body |
| **Volume and timing** | Certified volume per year; first delivery date |

# Certificate and shipment checks

Ask the supplier to complete the answer column and attach the documents before you order.

### 3. Five certificate checks

| Check | What to confirm | Supplier answer |
|---|---|---|
| **Holder** | Same legal name and address as contract and invoice | |
| **Control body and code** | Recognised for the country and product category | |
| **Products** | Vanilla named in the scope | |
| **Activities and sites** | Farming, curing, packing and export covered | |
| **Validity** | Valid on the shipment date; not suspended | |

### 4. Each shipment

| Evidence | What to confirm | Supplier answer |
|---|---|---|
| **e-COI in TRACES (organic)** | Matches invoice, lot code and net weight | |
| **Chain-of-custody document (schemes)** | Transaction or volume record in the scheme's system | |
| **Price for certified and conventional lots** | Both quoted, same Incoterm and currency | |