Vanilla supplier documentation matrix for Germany

Fill in your requirement, send the same matrix to every supplier, and ask for one redacted example lot record. Every document should carry the same lot code.

Document	Your requirement	Supplier answer
Product specification Produktspezifikation	Species, form, length, moisture + method, defect limits; signed	☐ Available ☐ On request ☐ Not available
Commercial invoice Handelsrechnung	Seller, buyer, lot codes, quantity	☐ Available ☐ On request ☐ Not available
Packing list Packliste	Lot code and net weight per carton	☐ Available ☐ On request ☐ Not available
Air waybill / bill of lading Luftfrachtbrief / Konnossement	Shipper, consignee, route, date	☐ Available ☐ On request ☐ Not available
Certificate of origin Ursprungszeugnis	Country of origin for customs; region not shown	☐ Available ☐ On request ☐ Not available

Buyer: company, contact, application, delivery site in Germany. **Supplier:** company, exporter of record, lot code format used on cartons, invoices and lab reports.

Quality, traceability and packaging documents

Article 18 of Regulation (EC) No 178/2002 requires one step back and one step forward; anything beyond that is agreed by contract.

Document	Your requirement	Supplier answer
Lab report for the lot Prüfbericht	Tests you specify, named lab and method, lot code	☐ Available ☐ On request ☐ Not available
Traceability record Rückverfolgbarkeitsnachweis	Curing site, lot assembly, packing date, dispatch	☐ Available ☐ On request ☐ Not available
Food-contact declaration Konformitätserklärung	Plastic bag to Regulation (EU) No 10/2011	☐ Available ☐ On request ☐ Not available
Supplier self-assessment Lieferantenselbstauskunft	Processes and policies; review periodically	☐ Available ☐ On request ☐ Not available
Certificates, if claimed Zertifikate	Scheme, scope, validity; organic COI if relevant	☐ Available ☐ On request ☐ Not available

Change notice. Supplier confirms it will notify the buyer before any change of curing site, packing site, lot structure or packaging. **Retention.** Agreed record retention period: _____ years.

Notes and gaps