Vanilla traceability questions for suppliers

Send the questions, then record the evidence you received and any gap. A stated gap is better than an assumed answer.

Supplier

Lot code

Date sent / received

EU importer of record

Claims you plan to make

Reviewed by

	Question	Evidence received	Gap or action
1	Who is the legal supplier, and what role does it play in the chain?		
2	What is the lot code, and how is it assigned?		
3	Which farms, farmer groups or areas supplied the lot?		
4	What was the harvest period?		
5	Did beans pass through collectors or traders, and were lots kept separate?		
6	Where, when and by whom was the lot cured?		
7	Were lots combined, re-sorted or re-graded? Quantities in and out?		
8	Which lot codes went into which packs and cartons?		
9	Do invoice, packing list and origin papers match the lot?		
10	Which chain-of-custody model applies: identity preserved, segregated or mixed?		
11	Which certificates cover this lot, site and date? Organic e-COI if relevant		
12	How will you notify us of any change before shipment?		

Trace test: pack chosen, time to answer, records produced

Decision and permitted claims (only what the records support):

Blank buyer-side tool, not legal advice. Confirm requirements with your importer and adviser.