

# FSC® CERTIFIED PRODUCTS PORTAL SUBMISSION GUIDE FOR PROMOTIONAL LICENSE HOLDERS



This step-by-step guide is designed to help you successfully import and manage product data in the FSC Certified Products Portal.

## STEP 1: IMPORT PRODUCT DATA

Before submitting products, you must select your sustainability program and upload your product list using the official Excel template.

### Access the Import Screen

1. Navigate to the **Import Products** screen.
2. Under **Sustainability Program**, click **Select Program**.
3. Choose your program and click **Download Template**.
4. Complete the **Excel template** with product data.

### Uploading your Excel file

- Once you have completed the Excel template:
  - Click **Browse**
  - Select your file
  - Click **Import**

- Only list products from one direct FSC-certified supplier per file.
- Each file can contain up to 4,000 products.
- All fields are mandatory.

 For assistance, contact [trademarks@us.fsc.org](mailto:trademarks@us.fsc.org)

### **Mandatory Excel fields:**

- **Direct Supplier Name:** The name of the direct FSC-certified supplier
- **Supplier COC Certification Number or License Code:** Use the full code, e.g., ABC-COC-123456 or FSC-C123456
- **Product Identification Type:** Must be selected from the dropdown list
- **Product Identification Number:** Numeric only; must be 1–14 digits with no spaces
- **Product Name:** Consumer-facing product title
- **FSC Label Type:** Must match the FSC label used on the product; select from dropdown
- **Brand:** Must match what is shown on the product detail page
- **Do not delete the first row – it is an example only.**

## **STEP 2: REVIEW & ATTACH FILES**

Once imported via the Excel sheet, your products will be listed for review.

### **Attach required documents**

1. For each product, upload a **photo** showing the product with its **FSC label** clearly visible
2. Upload **supporting documents** such as:
  - Invoices showing FSC-certified purchases with:
    - Supplier's **FSC COC number** (e.g. BV-COC-123456)
    - **FSC claim** (e.g. FSC Mix, FSC 100%, FSC Recycled)
  - Supplier Letters, including:
    - Supplier's **FSC license code**
    - **Product list with FSC claim types**

 **You must upload a product label image for every product to proceed.**

## **STEP 3: VERIFY & SUBMIT**

A well-organized internal system will help streamline verification and ensure compliance.

- ✓ Review product details
- ✓ Edit or remove items as needed
- ✓ Agree to the terms by checking the confirmation box
- ✓ Click **Submit to Marketplace/Platform**
- ✓ When prompted, click **Yes** to confirm submission

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## CERTIFIED PRODUCTS PORTAL SUBMISSION CHECKLIST

Ensure all required documents are included before submitting. Incomplete submissions may delay approval.

- Excel file with all required fields
- One file per direct supplier
- Label photo for each product
- Completed, supporting documents (invoices, supplier letters, etc.)

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