

EUDR Supplier Data Request Form

KORENA LEGAL TEMPLATE LIBRARY

HOW TO USE For KORENA's own intake/operations team (internal use). Send this to a supplier to collect the origin and due diligence information KORENA needs for EUDR readiness, then record the internal review. It collects supplier evidence only - it does not itself create a due diligence statement or any official certification. Fill in the white boxes. Grey italic text is just an example of the format.

Starter template, not legal advice. Have it checked before important or repeat operational use.

1. Supplier Details

Field	Details
Supplier legal name	[e.g. Rhodope Timber EOOD]
Trade name	[e.g. Rhodope Timber]
Address / operating site	[e.g. Smolyan industrial zone, Bulgaria]
Contact person	[e.g. Maria Dimitrova, ops@rhodopetimber.bg]
VAT / company registration number	[e.g. BG203998120 / EIK 203998120]
EORI, if applicable	[e.g. BG203998120]
Country of establishment	[e.g. Bulgaria]

2. Supplier EUDR Role

Field	Supplier answer
Operator placing this product on the EU market?	[e.g. yes]
Primary producer / harvester, downstream operator, or trader?	[e.g. downstream operator]
SME size class claimed	[e.g. small]
Country risk classification relied on	[e.g. low]
Counsel or compliance contact	[e.g. compliance@rhodopetimber.bg]

If any answer is "not sure", KORENA may request further review before publication or sale.

3. Product / Lot Information

Field	Details
KORENA slab ID(s) / supplier lot ID(s)	[e.g. KOR-SLB-04217 / RT-LOT-88]

Field	Details
Product description	[e.g. live-edge walnut slab]
CN / HS code	[e.g. 4407 99]
Common + scientific species name	[e.g. European walnut / <i>Juglans regia</i>]
Quantity	[e.g. 1 piece, ~0.11 cu m]
Dimensions / thickness	[e.g. 2,400 x 850 x 52 mm]
Production country / region	[e.g. Bulgaria, Smolyan province]
Harvest date or period	[e.g. Q4 2024]
Current storage location	[e.g. Smolyan yard]

4. Harvest and Origin Evidence

Provide where available or legally required (tick and give a reference / file):

- ☐ Harvest plot geolocation / GeoJSON / coordinates. [e.g. plot_44.geojson]
- ☐ Postal-address substitute, if a simplified route applies. [e.g. not used]
- ☐ Harvest / felling permit or right-to-harvest evidence. [e.g. permit 2024/RH-19]
- ☐ Forest-management or ownership document. [e.g. FMP 2023-2028]
- ☐ Supplier invoice / sale document. [e.g. INV-2026-552]
- ☐ Transport ticket / waybill (incl. Bulgarian IAG ticket). [e.g. IAG TT-7741]
- ☐ Warehouse or stock ledger. [e.g. ledger ref RT-2026-Q1]
- ☐ Species identification evidence. [e.g. visual ID by yard]
- ☐ CITES / FLEGT / FSC / PEFC document, if relevant. [e.g. not claimed]

5. Due Diligence Route

Field	Details
DDS reference number	[e.g. DDS-2026-00913]
Simplified declaration identifier	[e.g. SDI-2026-441, or not used]
Information System submission / declaration date	[e.g. 10 March 2026]
Authorized representative, if any	[e.g. none]
Legal-production evidence under country law	[e.g. permit + IAG ticket]
Risk assessment / mitigation done by supplier	[e.g. yes / not applicable]
Known substantiated concerns	[e.g. none]

6. Supplier Confirmations

The supplier confirms (tick each):

- ☐ The information above is accurate and complete to the best of its knowledge and records.
- ☐ The wood was produced in line with the relevant laws of the country of production.
- ☐ No known deforestation or forest degradation after 31 December 2020 is linked to this product, unless disclosed below.
- ☐ The product was not mixed with unknown-origin or higher-risk wood without documented segregation.
- ☐ Any DDS reference or simplified declaration identifier relates to the exact product, lot or traceable group supplied.
- ☐ The supplier will promptly tell KORENA of any new risk, document correction, authority inquiry or compliance issue.

Exceptions: *[e.g. none]*

7. For KORENA Use Only - Internal Review

Review item	Result
Supplier identity verified	<i>[e.g. yes]</i>
Product in EUDR scope	<i>[e.g. yes]</i>
Role and SME status plausible	<i>[e.g. yes]</i>
DDS / declaration identifier recorded	<i>[e.g. yes]</i>
Geolocation or permitted substitute recorded	<i>[e.g. yes]</i>
Legal-production evidence reviewed	<i>[e.g. yes]</i>
Risk notes resolved	<i>[e.g. yes]</i>
Accepted for Wood Passport	<i>[e.g. yes]</i>
Reviewer	<i>[e.g. I. Petrov, 16 March 2026]</i>

8. Claims-Safe Wording for Buyer-Facing Use

Use:

- "Supplier evidence received for review."
- "DDS reference or simplified declaration identifier recorded where applicable."
- "KORENA has reviewed the supplier evidence on file."
- "This Wood Passport records provenance evidence and does not replace an official EUDR filing."

Avoid (unless counsel confirms and evidence is reviewed):

- "EUDR certified" or "guaranteed EUDR compliant".
- "Clean DDS on every slab."
- "Low-risk country means no documentation."
- "QR code proves compliance."

Source Notes

- EUDR implementation: https://green-forum.ec.europa.eu/nature-and-biodiversity/deforestation-regulation-implementation_en
- EUDR due diligence information: https://green-forum.ec.europa.eu/nature-and-biodiversity/deforestation-regulation-implementation/understand-due-diligence_en
- EUDR roles and responsibilities: https://green-forum.ec.europa.eu/nature-and-biodiversity/deforestation-regulation-implementation/roles-and-responsibilities_en
- Bulgarian Executive Forest Agency: <https://www.iag.bg>

Last reviewed: 2026-06-27 - Next review: before operational use.