

Transport Ticket Checklist Bulgaria

KORENA LEGAL TEMPLATE LIBRARY

HOW TO USE For KORENA's intake/operations team (internal use) when wood arrives from a Bulgarian source and a transport ticket (prevozen билет) applies. Collect the ticket, check it against the delivery and the IAG portal, and file it. Fill in the white boxes. Grey italic text is just an example of the format.

Starter checklist, not legal advice. Have Bulgarian counsel check it before operational use.

Key rule (from IAG guidance)

The transport ticket evidences the legal origin of the described timber at the stated delivery location. Its details - address, recipient, species, quantity - should match the delivery. Verify it on the official portal <https://tickets.iag.bg> and keep it until final processing and at least 3 years. See also <https://www.iag.bg>. The ticket does not replace a felling permit, invoice, DDS, or other required evidence.

1. Intake details

Field	Details
KORENA slab / lot ID	[e.g. KOR-SLAB-3391]
Supplier / partner	[e.g. Gorski Dab OOD]
Recipient	[e.g. KORENA c/o Plovdiv yard]
Delivery location	[e.g. 12 Industrialna Str., 4000 Plovdiv]
Date received	[e.g. 14 March 2026]
Invoice / agreement ref	[e.g. INV-2026-0212]

2. Ticket received

- ☐ Original or official electronic ticket received.
- ☐ Ticket number / code is legible.
- ☐ Ticket attached to the intake file and linked to the Wood Passport.

If no ticket is available, record the supplier's explanation and quarantine the wood pending legal-origin review.

3. Ticket matches delivery

Check each ticket field against the wood that arrived:

Ticket field	Matches?	Notes
Delivery address	[e.g. yes]	[e.g. -]
Recipient	[e.g. yes]	[e.g. -]
Species	[e.g. yes - European oak]	[e.g. -]

Ticket field	Matches?	Notes
Quantity / volume	[e.g. yes - 1.2 m3]	[e.g. -]
Issue date and issuer	[e.g. yes]	[e.g. -]
Vehicle / carrier	[e.g. yes]	[e.g. -]

Where the ticket covers bulk wood, record how its quantity maps to the specific slab IDs: [e.g. 1.2 m3 lot split into slabs 3391-3396].

4. Portal verification

Verify at <https://tickets.iag.bg>

Field	Details
Verified by	[e.g. Maria P.]
Verification date	[e.g. 14 March 2026]
Ticket found on portal	[e.g. yes]
Portal matches ticket and delivery	[e.g. yes]
Screenshot / PDF saved	[e.g. yes - iag-3391.pdf]
Exception or mismatch	[e.g. none]

If the portal does not match the ticket or delivery, pause intake and escalate to KORENA legal/compliance.

5. Retention

- Keep the transport ticket until final processing and for at least 3 years.
- Keep EUDR evidence for at least 5 years where applicable.
- Keep the supporting file: ticket copy, portal screenshot, invoice, intake photos, and Wood Passport link.

6. Decision

- ☐ Accept and link to Wood Passport.
- ☐ Accept with note.
- ☐ Supplier correction needed.
- ☐ Quarantine pending legal-origin review.
- ☐ Reject wood.

Reason: [e.g. ticket and portal match, accepted]

Reviewer:

Name:

Signature:

Date:

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