TraceX
TECHNOLOGIES

EUDR DOCUMENTATION HANDBOOK: A PRACTICAL GUIDE FOR COMPLIANCE TEAMS

TRACEX TECHNOLOGIES

INTRODUCTION

What is EUDR?

The European Union Deforestation Regulation (EUDR) is a landmark legislation introduced by the EU to prevent products linked to deforestation or forest degradation from entering its market. Effective from December 30, 2025, the regulation requires companies importing or exporting specific commodities—such as cocoa, coffee, palm oil, soy, wood, and rubber—to prove that their goods are deforestation-free and legally produced.

At the heart of EUDR is the concept of traceability: the ability to track every step of a product's origin, from the farm or forest to the final point of trade. To meet this standard, companies must submit a Due Diligence Statement (DDS) backed by robust, verifiable documentation.

WHY DOCUMENTATION MATTERS

EUDR compliance isn't just about declarations—it's about evidence. Each DDS must be supported by documentation that proves:

- The geolocation of the sourcing area (polygon or point)
- The legal right to produce or harvest on that land
- The deforestation-free status of the plot since December 31, 2020
- The legality of labor and land-use rights
- The identity of every actor involved, from farmer to trader

Accurate and well-organized documentation not only ensures legal compliance but also protects your business from penalties, shipment rejections, and reputational damage. This handbook outlines the required documentation and accepted formats for successful, audit-ready submissions.

WHO THIS HANDBOOK IS FOR

This guide is tailored for:

- Importers, traders, and operators who must submit DDS on the EU TRACES platform
- Compliance teams responsible for preparing or reviewing EUDR documentation
- Field teams and agribusinesses who onboard suppliers and gather source data
- Tech and traceability platform users seeking guidance on how to structure digital records for compliance

Whether you're a global food exporter, a commodity aggregator, or a digital traceability service provider, this handbook helps you understand exactly what to document, how to format it, and where to submit it—ensuring you're prepared for smooth and verifiable EUDR compliance.

CORE DOCUMENTATION REQUIREMENTS

Geolocation Data for EUDR Compliance

To meet EUDR requirements, operators must submit precise plot-level geolocation data (≥0.5 ha) of production areas.

- Requirement Description: Exact coordinates using point or polygon mapping to prove product origin.
- Required Proofs: GPS-tagged screenshots, mobile app field survey logs, or mapped farm boundaries.
- Accepted File Formats: .csv, .geojson, .kml, or .shp files with valid geometry.
- TRACES Upload Guidance: Ensure files are error-free and validated before uploading via the EU TRACES system in JSON/XML schema.

Accurate geolocation ensures traceability, legal clarity, and prevents DDS rejection.

Farm Ownership Proof for EUDR Compliance

To verify legal sourcing, EUDR mandates proof of land ownership or cultivation rights for each farm plot.

- Requirement Description: Documentation confirming legal access to the land where commodities are grown.
- Legal or Land Documents Needed: Land titles, lease agreements, cultivation permissions, or community consent letters.
- Digital Upload Formats: Scanned PDFs, images (JPEG/PNG), or system-generated documents in searchable formats.

These records ensure the legality of production and support compliance with EUDR land use and tenure obligations.

Sourcing Plot Details for EUDR Compliance

Each sourcing plot must be clearly geolocated and validated to meet EUDR standards.

- Mapping Boundaries: Use GPS-enabled tools to draw accurate polygon boundaries of each farm plot.
- Geometry Validation: Ensure polygons are complete, closed shapes and meet EU requirements (≥0.5 ha).
- Satellite Data Backup: Support mapped data with satellite imagery to verify land use and non-deforestation status.

These steps ensure transparent, traceable sourcing aligned with EUDR compliance.

Crop and Harvest Records for EUDR Compliance

Maintain season-wise crop and harvest data with standardized entries.

- Seasonal Data Entry: Record crop type, planting, and harvest dates per sourcing plot for each season.
- Traceability Expectations: Ensure harvest quantities can be traced back to specific farms and plots to validate sourcing integrity.

These records are essential to demonstrate supply chain transparency and meet EUDR audit standards.

Supplier KYC & Identity for EUDR Compliance

Collect and digitize key documents like government-issued ID, landholding certificates, and signed farmer consent forms. These establish the legal identity and ownership of suppliers, ensuring traceability and compliance with due diligence requirements under EUDR.

FILE FORMAT GUIDELINES

Use approved formats like CSV, GeoJSON, KML, and PDF based on the document type (e.g., geolocation, certificates, consent). Convert files using reliable tools and validate data accuracy. Ensure compatibility with TRACES by following EU schema rules and uploading clean, structured files.

SUBMISSION BEST PRACTICES

Avoid common pitfalls like missing geolocation polygons, incomplete farmer IDs, or expired certificates. Use a thorough data completeness checklist to verify all required fields. Maintain clear document naming conventions and version control to streamline audits and prevent confusion during TRACES submissions.

WHY YOU NEED TO GET LEGALITY RIGHT

Under the EU Deforestation Regulation (EUDR), documentation isn't just administrative—it's your legal proof of compliance. Every data point, from GPS coordinates and land ownership to sourcing records and supplier identity, must be verifiable, accurate, and formatted for TRACES submission. Without complete, traceable documentation, shipments risk delays, rejections, or legal penalties. Strong documentation ensures transparency, enables due diligence, and builds trust with buyers and regulators alike.

Turn EUDR documentation from a burden into a streamlined process. With TraceX, automate DDS filing, validate data, and stay audit-ready at scale.
Start your free trial today and simplify compliance.