Selling RSPO Credits
Quick Start Guide for Independent Smallholder Groups

As an independent smallholder group, you can sell RSPO Credits in RSPO PalmTrace by following the steps below.

Get certified and prepare your account!

1. Become a member of the RSPO.
2. Create an account in RSPO PalmTrace (\textit{Palm Oil Registration}**). 1-2 working days after registration, you will receive your username and password by email.
3. Your certification body requests a license for you in RSPO PalmTrace. This is based on your RSPO certification / surveillance audit. In this license, the auditor specifies the volume of IS-CSPO, IS-CSPKO and IS-CSPKE you have available to sell as RSPO Credits.
4. The RSPO Secretariat approves the license request from your certification body. \textit{Upon approval, you will receive an email notification.}

Start trading RSPO Credits!

1. Click on ‘Go to Book and Claim’ (4**) in the ‘Trading & Stock’ tab, or go directly to the tab ‘Book and Claim’ (5**) when you log in to RSPO PalmTrace.
2. The first time you go to the Book and Claim marketplace, you need to accept the Terms & Conditions. Please note that only once you have accepted the Terms & Conditions, buyers can find you in RSPO PalmTrace when they want to register an off market deal with you.
3. Choose the credit type you want to sell by clicking on it on the left panel (6**). Sell your credits via ‘On market trading’ or register an ‘Off market deal’ (7**).
   a. ‘On market trading’: Scroll to the section ‘Offer’. Fill in the amount of credits you want to offer. Indicate the price per credit in USD. Click on ‘Offer’ and then ‘Confirm’. Your offer is now placed on the anonymous marketplace. You will not know the buyer beforehand, but the system will match you automatically with a buyer based on the price. When a match is made, you will receive an email notification, including the price in USD, number of credits sold, and buyer information.
   b. ‘Off market deal’:
      i. You can register an off market deal you have made with a buyer. Scroll to the section ‘Offer’. Choose ‘Off market deal’. Fill in the amount of credits and the price in USD you have agreed upon with the buyer. Then fill in the Member ID of the buyer or use the search function. Click on ‘Offer’ and then ‘Confirm’.
      ii. The buyer can register the off market deal. In this case, you will receive an email notification. In your RSPO PalmTrace account, you can confirm the off market deal under ‘Open Orders’ of the according credit type.

\textit{Please note that off market deals can only be registered once both you and the buyer have accepted the Terms & Conditions of Book and Claim.}

Do you need help?

Please contact the (English-speaking) RSPO PalmTrace support team at palmoil.support@utz.org or +31 20 820 8968, or get in touch with your contact person at the RSPO Secretariat in your local language. We also have a more detailed manual available in the following languages: English, Thai, Bahasa Malaysia, and Bahasa Indonesia.

* to be found under the following link: https://palmtrace.rspo.org/web/rspo/become-member
** see screenshots on page 2
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palmtrace.rspo.org:

1. Enter the Member Area here and allocate your volume to RSPO Credits.
2. After you have allocated, you can go directly to the Book and Claim marketplace.

Traceability System, Member Area:

3. Fill in the amount of credits you want to offer and the price per credit in USD.

Book and Claim:

6. There are currently no orders to be shown here. Create an order by using the box below.

7. Fill in the amount of credits you want to offer and the price per credit in USD.