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 ('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. *Upon approval, you will receive an email notification.*
5. While waiting for your license, start preparing your account by filling in the 'set-up form for RSPO credit sellers'* to request access to Book and Claim. Request a letter from your bank that confirms your bank account number, or make a copy of your passbook, and send both to palmoil.support@utz.org. *Within 5 working days, you will receive a confirmation email.*
6. Once you have your license, you can prepare your volume in RSPO PalmTrace:
   - Log in to RSPO PalmTrace (palmtrace.rspo.org) with your username and password. *Please use the internet browser 'Firefox' to get the best compatibility.*
   - Go to the tab 'Traceability System' *(1**)* and click on the link 'Member Area'. *Please note that you will only have access to the Member Area once your certification body has given you a license.*
   - The first time you log in, you need to fill in your address details and accept the Terms & Conditions.
   - In the Member Area, go to the tab 'Trading & Stock' *(2**)*. Here you see your volumes of IS-CSPO, IS-CSPKO and IS-CSPKE. Click on the link 'Allocate credits' *(3**)* and indicate the volume you want to make available as RSPO Credits. This needs to be done separately for IS-CSPO, IS-CSPKO and IS-CSPKE.

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.
      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:

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Welcome	Become a Member	Traceability System	Online Training Traceability System	Member Directory	CB Directory	Downloads	FAQ	Book and Claim

Welcome

You are signed in as Darwin Lob

Enter the Member Area here and allocate your volume to RSPO Credits.

After you have allocated, you can go directly to the Book and Claim marketplace.

Traceability System, Member Area:

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Smallholder_1
Palm Oil

Welcome Darwin Lobo

Transactions (0)	Trading & Stock	Licenses	Log

Help | Contact | Settings | Exit

Member Area

Certified Volume

License ID	Valid From	Valid Till	Status
CB49028	28-01-2017	27-01-2018	Active

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Product	Program	Certified Volume*	Volume Sold/Removed*	Volume Allocated as Credits*	Remaining Volume*	Trading Activity	Stock Activity
IS-CSPKE	IP	100.000	0	0	100.000		Remove | Allocate Credits
IS-CSPO	IP	100.000	0	1.830	98.170		Remove | Allocate Credits | Allocate back to Physical
IS-CSPKO	IP	100.000	0	3.000	97.000		Remove | Allocate Credits | Allocate back to Physical

*Volume in MT

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Print | Export to Excel

Credits Overview

Go to Book and Claim

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Book and Claim:

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Smallholder_1

Trade | Profile | Support | Close

Accounts ❓ ☑with balance

IS-CSPO 1,623	⌄

~ US Dollar 4,869.00

Open orders

Trade History

Transactions

IS-CSPKO 2,650	›

Billing overview

Transactions

Open orders IS-CSPO ❓

State ☑ on market ☑ off market

Order Number [Order Number]

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

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

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Offer ❓

On market trading | Off market deal

Nominal/quantity

[Nominal/quantity] | IS-CSPO

estimated price: 0 USD

Limit ○ at best ● limited

Limit amount

[Limit amount] | USD

offer