

FAIRTRACE GUIDE FOR IMPORTERS & EXPORTERS

Geolocation data sharing with Geolink Contract Registry



ABOUT THIS GUIDE

This guide explains how to use the Geolink Contract Registry in Fairtrace to:

- 1 Register contracts between coffee and cocoa exporters, importers, and producers
- 2 Access geolocation data from producers (via Plot Insights)
- 3 Prepare for EUDR compliance



WHAT IS GEOLINK

Geolink is a digital connection that supports the secure exchange of geolocation data between Fairtrade trade partners.

It allows Fairtrace users to create a contract record with partners, receive the relevant geolocation data along with a deforestation risk summary (managed by producers in Plot Insights), and use the data for EUDR due diligence.

Important

Geolink records and facilitates the exchange of traceability information between supply chain partners. At this stage, it is not subject to verification by a certification body.



WHY USE GEOLINK

- Get geolocation data before shipment to prepare your due diligence
- Work with a single, consistent version of the data—no more multiple files and emails
- Work with secure, consent-based data from producer organisations
- Access data that is already aligned with EUDR requirements and ready to use (GeoJSON format)
- Receive clear and consistent risk information, shared with all partners (powered by Satelligence)



STEP BY STEP GUIDE



Access Geolink
Contract Registry

Creating
Contracts

Confirming a
Contract

Accessing
Plot Lists



ACCESS GEOLINK CONTRACT REGISTRY

1. Log into Fairtrace

Users log into Fairtrace as usual from <https://fairtrace.flocert.net/>

2. Go to 'Geolink' tab

From the main navigation menu on the left side, you will now see a new 'Geolink' tab.

3. How-to section

The introductory page has a 'How to' section depending on the user type: Exporter or Importer.

4. See Contract list

View all registered contracts (Summary panel), including:

- Contract ID
- Parties involved
- Product category
- Contract number and date
- Origin Sourcing Reference (e.g., purchase order)

5. Check participation status

For each contract, you will see the participation status of each party:

-  Pending approval
-  Approved
-  Waiting for approval of other participant
-  Declined

Note: For contracts with "confirmation pending" status, weekly email reminders will be sent to the respective participant.

Important

This is a new, voluntary feature offered by Fairtrade International available to cocoa and coffee exporters and importers. Geolink may only be used for EUDR purposes, but use includes:

- Fairtrade- and non-Fairtrade contracts
- Any destination, within or outside of Europe





CREATING A CONTRACT

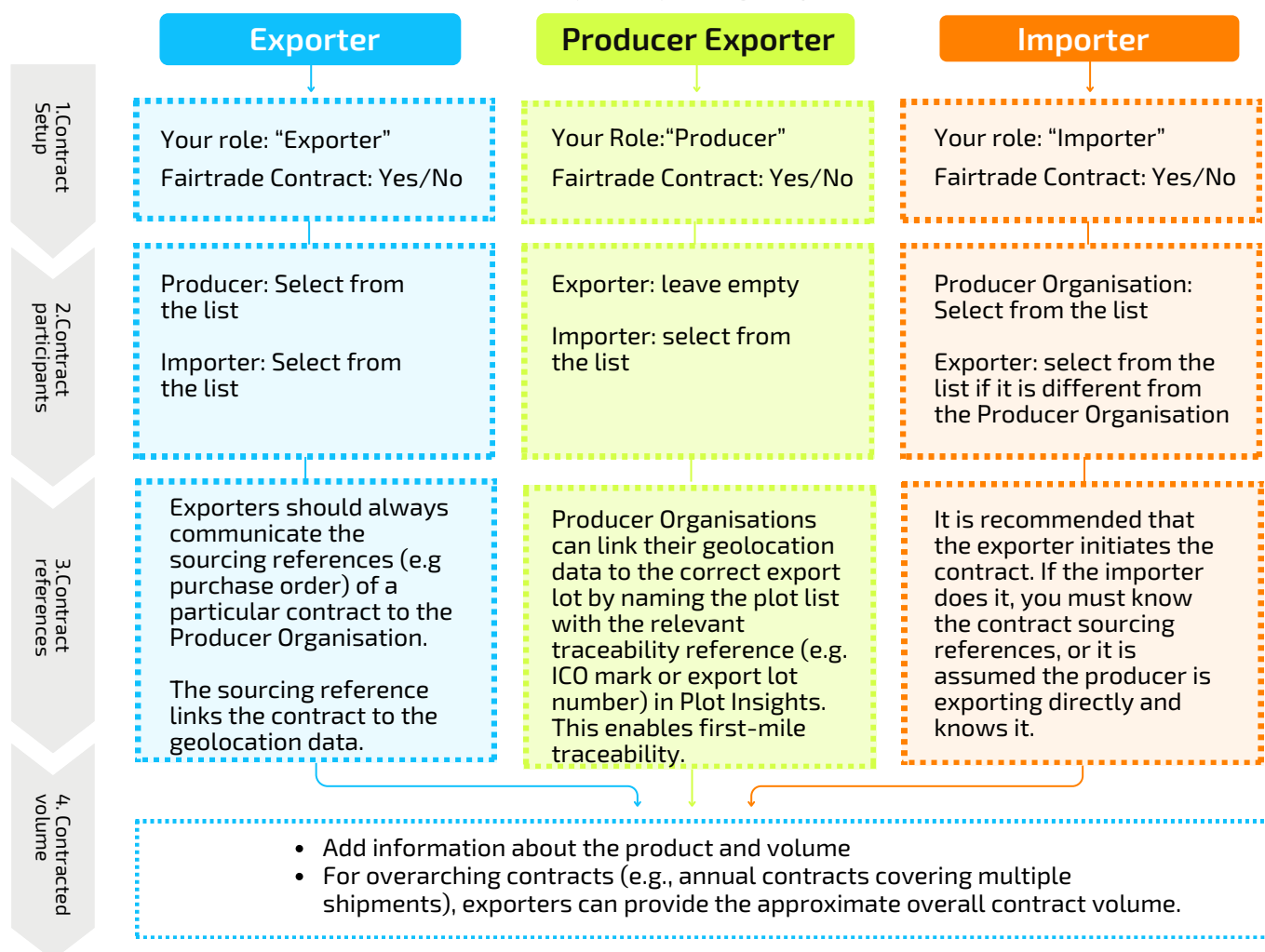
Before you start, make sure you have:

- 1 An export contract or commercial agreement with your partner
- 2 An origin sourcing reference, such as:
 - Purchase or Delivery order
 - Export lot number (Cacao) or ICO mark (coffee)
 - Internal batch reference

Tip: Announce the origin sourcing reference early (ideally 2-3 weeks before shipment) so producers can prepare geolocation data in time.

Who should create the contract?

Note: It is recommended that the exporter creates the contract, as they usually manage shipment details.



Important

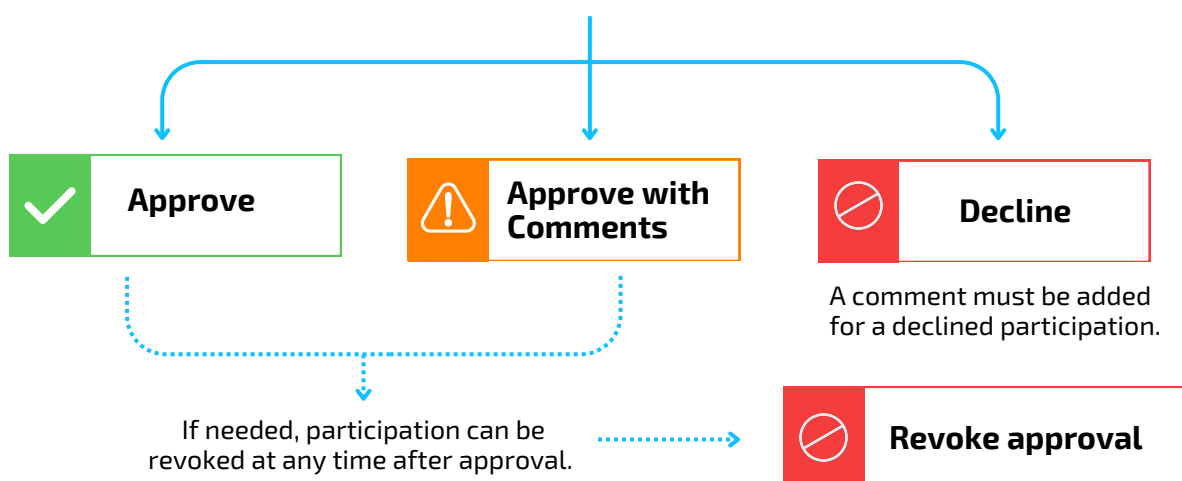
- Tip for exporters only: Once export lots are known, share the lot reference with the Producer Organisation so it can be recorded as the origin reference when creating the plot list in Plot Insights
- Report in excess is possible, if planning to report geolocation only for the entire sourcing plan for a particular season *Timing considerations:* The sourcing reference must be defined early enough to allow producers to validate and link their geolocation data in advance (at least 15 days before shipping).



CONFIRMING A CONTRACT

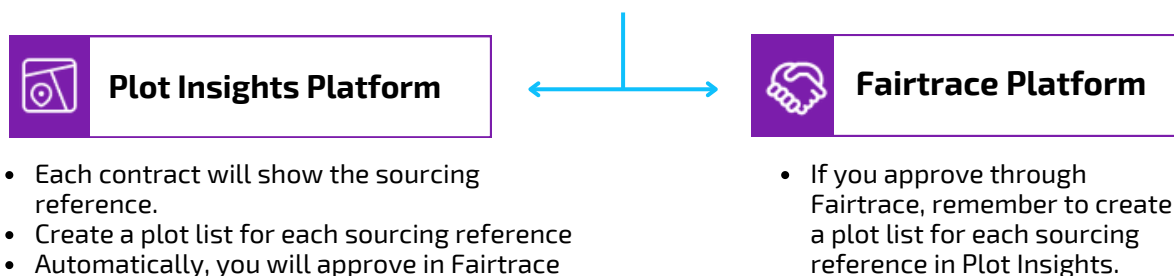
If you are an importer or exporter

Each participant must confirm participation.
Status options include: Pending, Confirmed, or Declined



If you are producer

Only Producer Organisations can confirm participation directly in Fairtrace or via the Plot Insights platform.



Important

- Only confirmed contracts allow access to geolocation data.
- Only the contract creator can delete; the edit function is not available at the moment.





ACCESSING PLOT LIST

- When using Geolink for the first time, please accept the terms of use.
- Once the contract is confirmed:
 1. You will see plot lists linked to the sourcing reference
 2. These are created by the Producer Organisation in Plot Insights

If no data is visible

This may mean:

- The producer has not created the plot list yet
- The producer has not agreed to share data

Note: Based on your user profile, a message will appear.

See plot list created

Note: If a producer removes a plot list in Plot Insights, the respective plot list is displayed striked through and won't be available. The Producer Organisation must upload a new version.

Important

- Confidentiality: Geolocation data is shared only with contract parties under strict data protection.
- Producer control: Only confirmed contracts by Producer Organisations can access geolocation data.



DOWNLOADING DATA

Once all parties confirm and data is shared, you can access:



GeoJSON file download (for EUDR Due Diligence Statement)

EUDR compliance: Supports Article 9 (information collection) through access to plot-level geolocation and risk assessments.

Note:

- Only contract participants can access the data.
- Producers control what data is shared.
- If consent is withdrawn, access is removed.



Deforestation risk alerts summary text (from Satelligence)

Available only for Fairtrade contracts.

Disclaimer

Access to the Satelligence risk alert summary is provided for information purposes only. Fairtrade International assumes no liability for the accuracy, completeness, or interpretation of the information provided by Satelligence.

The data is intended solely to inform exporters and importers of the Producer Organisation's understanding of potential deforestation risks, as assessed through Satelligence, and does not constitute verification or certification by Fairtrade International.