

UPDATE ON THE UEBT AND RAINFOREST ALLIANCE HERBS AND SPICES PROGRAM – Q4 2022

Dear Participants of our UEBT and Rainforest Alliance Herbs and Spices program,

As [previously announced](#), some processes that involve you will change on 1 October 2022. In this communication, we give you an update on the following six topics:

1. [All UEBT/RA and Rainforest Alliance 2022 Certificate Holders must be registered and licensed in the Rainforest Alliance Certification Platform \(RACP\)](#). With this, you will also have access to MultiTrace (our online traceability system). Read below an explanation of the process, both for Rainforest Alliance and UEBT/RA certificate holders.
2. [Online traceability will become live in MultiTrace on 1 October 2022](#). Below we explain the timing and process and share the planning on guidance, training and webinars.
3. [New royalty rates come into effect for herbs and spices crops from 1 October 2022](#). Royalty will be paid by the first buyer¹, based on incoming volumes, and will no longer be charged to the final packer.
4. [First buyers must pay Sustainability Differential \(SD\) and Sustainability Investments \(SI\)](#) on all herbs and spices bought from UEBT and Rainforest Alliance farms certified under the new Standard.
5. [Mass balance will become possible for supply chain actors from 1 October 2022](#) for selected herbs and spices. Find an explanation and further guidance in the attachment.
6. [There is a standardized process for CH to seek approval to use the Rainforest Alliance seal and trademarks](#).

Below you will find further detail and guidance on these points. The subheadings indicate whether the section is relevant to RA farm CH, RA supply chain CH, UEBT/RA CH, or all.

We intend to share a translation of this document in Chinese, Bahasa, Spanish and German when we provide a reminder at the beginning of October.

¹ By “first buyers” we mean the first Rainforest Alliance Certificate Holder (CH) AFTER the Rainforest Alliance Farm CH, or the first Rainforest Alliance CH AFTER the UEBT/RA Organisation at Source (OaS) CH.

REGISTERING AND LICENSING

Certifying herbs and spices for farms

With few [exceptions](#), all herbs and spices certificate holders (CHs) must be certified under the UEBT/Rainforest Alliance Herbs and Spices Program by 31 December 2022, or before the certificate expires (whichever is sooner). You can find out more about the joint UEBT/Rainforest Alliance Program [here](#).

- To certify your farm or organization against the UEBT/Rainforest Alliance requirements, you will need to contact UEBT at herbsandspices@uebt.org.
- If you are one of the [exceptions](#) who will certify your herbs and spices farm against the Rainforest Alliance 2020 standard, you should register [here](#), contact an authorized [Certification Body \(CB\)](#) and begin preparing for an audit.

Certifying supply chain actors

Supply Chain Actors that buy from UEBT/RA and/or Rainforest Alliance certificate holders must register and become licensed under the Rainforest Alliance 2020 Standard by 31 December 2022, or before the certificate expires (whichever is sooner). More detail on which organizations are in scope is found [here](#).

The process for supply chain companies to get certified under the 2020 Standard is described [here](#). You can begin your registration and licensing in the Rainforest Alliance Certification Platform (RACP) [here](#).

Registration in RACP and access to MultiTrace

From 1 October 2022, Rainforest Alliance farms and supply chain certificate holders who have completed registration will have access to MultiTrace via RACP. Opening stock positions will be automatically uploaded into MultiTrace once the account is created, based on the certified volumes on the most recent certificate.

All UEBT/RA certificate holders (CHs) must also register in RACP to gain access to MultiTrace. UEBT/RA CHs who already have their certificates can now begin registration in RACP, following the process outlined below. For those UEBT/RA CHs currently going through the certification process, once your certificate is issued, you will be sent an email asking you to register in RACP.

How to: Register in RACP

All UEBT/RA CHs can register in (and log into) RACP [here](#). There are two actions for you, firstly to register for a RACP account, secondly to send on your registration ID to Rainforest Alliance:

1. To register in the RACP portal, UEBT/RA CH should sign up as a “Farm organization”, and complete the requested information, and submit your request for a RACP account. If your crop is not listed², please choose ‘other herbs and spices’. You will be asked to accept the Terms & Conditions in the registration process.
2. Rainforest Alliance’s Customer Success team will email you back confirming your registration and providing a registration ID.
You should immediately **email your registration ID to CBcert@ra.org**. The email subject heading should contain: Name of CH country, name of CH and registration ID.

Rainforest Alliance will then email you to issue you with a license in RACP. This process could take 3 weeks. Only after a license has been issued will you have access to MultiTrace.

The opening position of stocks in MultiTrace account should be your certified volumes (that is, those certified volumes recorded on your certificate, see the section on opening positions in MultiTrace in the item below). For more information on traceability and MultiTrace, see below.

² RACP lists the key herbs and spices and rooibos: Vanilla, Saffron, Pepper, Ceylon Cinnamon, Chili Pepper, Oregano, Coriander, Paprika, Cardamom, Dill, Clove, Parsley, Nutmeg, Thyme, Laurel/Bay Leaf, Rosemary, Tarragon and Rooibos.

ONLINE TRACEABILITY IN MULTITRACE TO START 1 OCTOBER FOR ALL UEBT/RA AND RA 2020 CERTIFICATE HOLDERS

Reporting in MultiTrace

From 1 October 2022, MultiTrace will become available in the RACP platform, and all UEBT/RA and Rainforest Alliance certificate holders must record certified transactions starting from 1 October in that platform, to ensure a complete record for Q4 2022.

Our [traceability rules](#) require farms and supply chain actors to report within two weeks of the end of the quarter. For example, if a supplier sells a buyer a volume of crops on November 3, the supplier has until January 14, 2023 to report their Q4 2022 transactions (two weeks after the end of Q4 2022). Please ask your supplier to send those transactions to you as soon as possible to ensure your own timely traceability reporting.

Traceability data input to MultiTrace is not publicly available. Organizations can only see transactions in MultiTrace that they have made with their own suppliers and customers.

How to: Opening positions in MultiTrace

Farm certificate holders

For UEBT/RA and Rainforest Alliance Farm CHs, the “opening position” in MultiTrace will be the annual certified volumes, as established on your certificate by your certification body at the point of audit (including any “carry over” volume from previous seasons). This will automatically be in your MultiTrace account when you start. Farms should remove from MultiTrace any certified volumes which have already been sold, lost or redeemed.

If you have any issues with your opening position, please contact customersuccess@ra.org.

Rainforest Alliance supply chain certificate holders

Supply Chain CHs will start with a zero “opening position” until volumes are transferred down the supply chain from farm certificate holders. However, if companies do have an opening balance on stocks that they wish to sell and redeem in MultiTrace, they should email customersuccess@ra.org those volumes and they will be manually input. Because we have ‘[full mutual recognition](#)’, it is possible to provide a single combined total for your existing balance of RA2020, UEBT/RA, RA2017, UTZ, and UEBT/UTZ volumes.

If so, companies should contact Customer Success after 1st October with:

- RA ID (this is the RA_0XXXXXXXXX number)
- Opening volume of each crop type. This can be provided in an excel document or by email.

Reporting individual crops

The following “key herbs and spices” and rooibos need to be reported individually in MultiTrace: Vanilla, Saffron, Pepper, Ceylon Cinnamon³, Chili Pepper, Oregano, Coriander, Paprika, Cardamom, Dill, Clove, Parsley, Nutmeg, Thyme, Laurel/Bay Leaf, Rosemary, Tarragon and Rooibos. Anything else must be reported as ‘Other Herbs and Spices’ and can be aggregated together. For example 500kg chamomile and 1000kg cassia sold to a buyer can be reported as a single transaction of 1,500 kg of ‘Other Herbs and Spices’.

On at least a quarterly basis, CHs must report in MultiTrace the sold (or redeemed) sales volumes (kg) for each of the above crop types, per customer. CHs can report on a transaction-by-transaction basis or provide totals for the quarter per customer.

Options to make reporting faster

We are developing a simplified reporting process to facilitate reporting for companies with many ingredients, products, or customers. Companies will be able to produce a single mix for the quarter containing all their incoming ingredients, and then provide a single output per customer per quarter from this mix, to maintain traceability. More information will be forthcoming.

MultiTrace has an ‘Excel upload’ functionality, which means companies with a large number of trades can upload multiple sales, purchases and blends in one go. This Excel template can be accessed from within MultiTrace itself.

There is also an option to create multi-ingredient products in MultiTrace (that is, products that mix more than one Rainforest Alliance certified ingredients, such as herbal tea blends). As part of this process, you will have the option to ‘mask’ the contents of these multi-ingredient products. Masking means you can create blends of certified herbal teas without a customer being able to see the precise content of that blend – in MultiTrace they would receive a single certified product (rather than a product listing the component ingredients). This may be useful for companies selling commercially confidential blends.

Full Mutual Recognition

We now have [full mutual recognition](#) across our programs, which means that volumes from legacy Rainforest Alliance, UEBT/UTZ, the Rainforest Alliance 2020 and UEBT/Rainforest Alliance programs are seen as “Rainforest Alliance” volumes throughout our system. This also means that new and legacy volumes do not need to be kept physically and administratively separated, neither in the Rainforest Alliance’s online traceability system nor in a company’s own administration. So you can keep your stock of UEBT/UTZ cinnamon and UEBT/RA cinnamon together in a single stock, and in a single position on MultiTrace.

Herbs and spices can be traded using the mass balance traceability type in MultiTrace from 1st October, not just segregated and identify preserved. See section five below for more information.

³ Note that cassia should be reported as part of ‘other herbs and spices’, and has a lower royalty rate

Useful material: Guidance, training videos and webinars

We have several resources to help you understand how to use MultiTrace.

- [MultiTrace User Guide for Traceability](#) (demonstrated for coffee, relevant for all crops)
- [Rainforest Alliance Guidance: Traceability](#)
- [Annex Chapter 2: Traceability](#)
- [Excel upload - demonstration training video](#) (demonstrated for cocoa, relevant for all crops)
- We will be publishing further traceability guidance on multi-ingredient products and masking (including how to do so with excel upload) in due course.

You are welcome to our traceability webinars in October. Register [here!](#)

ROYALTY UPDATE

Royalty will apply to all certified herbs and spices from 1 October 2022. From this moment, the royalty point will cease to be at the packer level, and new royalty rates will apply. Instead the royalty point will be based on incoming volumes to first buyers after the farm ("first buyers"). By "first buyers" we mean the first Rainforest Alliance Certificate Holder (CH) AFTER the Rainforest Alliance Farm CH, or the first Rainforest Alliance CH AFTER the UEBT/RA Organisation at Source (OaS) CH.

Rooibos and herbal tea packers have been paying royalty via manual invoicing in Q2 and Q3, since Good Inside Portal (GIP) and MarketPlace were closed in March (as previously communicated [here](#)). Please email mford@ra.org your packed volumes for Q2 and Q3.

Royalty charges

Royalty will be charged once in every supply chain. All volumes bought in MultiTrace by first buyers from farm CHs ("incoming volumes") will be subject to royalty payments. This includes volumes bought as certified but sold onwards as conventional.

Automated royalty invoices will be sent monthly. First buyers will only be invoiced for incoming volumes from farm suppliers that they have been confirmed within the month.

As noted above, CHs have two weeks after the end of the quarter to record certified transactions in MultiTrace.

Some examples

- If a Farm CH (or OaS) sells a volume of crops to a first buyer on 3rd November, and reports it in MultiTrace on 5th November, the first buyer will be invoiced in December for this consignment.
- However, the Farm CH (or OaS) has until Jan 14th, 2023 to report their Q4 2022 transactions (i.e. two weeks after the end of Q4 2022). So, if the farm sold the consignment on 3rd November, but didn't report it in MultiTrace until 7th January, it will be invoiced in February. As noted above, you may be advised to contact your farm supplier to encourage more frequent reporting in order that you have volumes in your MultiTrace account to make onward transactions.

New Royalty Rates

Please note new royalty rates apply from 1st October, as per the Rainforest Alliance [terms and conditions](#). These rates are:

- USD 1250/MT cured for the high value herbs and spices vanilla and saffron
- USD 75/MT for dried key herbs and spices. The key herbs and spices are Pepper, Cinnamon, Chili Pepper, Sage, Oregano, Coriander, Paprika, Cardamom, Dill, Clove, Parsley, Nutmeg, Thyme, Laurel / Bay Leaf, Rosemary, Tarragon
- USD 25/MT for dried rooibos and all other certified herbs and spices.

More information on royalty is found [here](#).

FIRST BUYER MUST PAY SD AND SI ON HERBS AND SPICES SHIPPED FROM 1ST JANUARY 2023

First buyers⁴ must comply with the Shared Responsibility requirements on all herbs and spices they purchase from farms certified under the UEBT/RA and Rainforest Alliance 2020 standard. This means that the first buyer must negotiate and pay the farm CH a Sustainability Investment (SI) and, separately, a Sustainability Differential (SD) to reward farmers.

Farm Accounts will be required to report the agreed SD and SI amounts in MultiTrace on sales of certified crops from 1st October onwards. First Buyers (and future buyers) of crops will be able to see the value of SD/SI paid on these crops. Note that SD/SI paid on crops certified under the UEBT/RA and Rainforest Alliance 2020 before 1st October will not be reported in MultiTrace. First Buyers are required to keep a record of their SD/SI payments.

Useful information and resources

- There is more explanation and guidance about SD and SI on our website, [here](#).
- Timelines for SD/SI can be found [here](#).
- An overview of SD/SI requirements for different crops can be found [here](#).
- We are developing a specific SD/SI guidance for herbs and spices and will publish this shortly.
- For Rainforest Alliance CHs: You can find also find training videos on Shared Responsibility in the Rainforest Alliance Learning Network ([SAS 2020 E-Course](#)) and on the Digital Assets Management system ([2020 Sustainable Agriculture Standard](#)).
- For UEBT CHs: the Rainforest alliance training videos on SD and SI are adapted for UEBT/RA certificate holders, you can find these on our [Ethical Biotrade Learning Platform](#). The RA instruction video on how to fill in the Investment Plan is not adapted yet, please use the [one](#) provided in the RA Learning Network.

We will be holding webinars in October to help explain SD/SI requirements. You can register for these on our Events page, [here](#).

⁴ As above, by “first buyers” we mean the first Rainforest Alliance Certificate Holder (CH) AFTER the Rainforest Alliance Farm CH, or the first Rainforest Alliance CH AFTER the UEBT/RA Organisation at Source (OaS) CH.

MASS BALANCE TRACEABILITY PERMITTED FOR SUPPLY CHAIN ACTORS

Mass balance becomes possible for our key herbs and spices⁵ and rooibos from 1st October 2022. We are considering allowing mass balance for other herbs and spices in the near future, if they are reported individually.

Mass balance is a sourcing method that allows for certified and non-certified ingredients to become mixed during the shipping and manufacturing processes and only requires administrative traceability.

Mass balance can only be applied at a Supply Chain Certificate Holder level (not at Farm Certificate Holder level). This means companies with Rainforest Alliance Supply Chain accounts must have received segregated key herbs and spices from a farm certificate holder. These Supply Chain accounts may select mass balance as a traceability type when they sell certified herbs and spices in MultiTrace.

You can find an introduction to mass balance traceability [here](#). Further guidance is under development and will become available in due course. Meanwhile please see:

- 28-minute [video introducing mass balance](#) (demonstrated for cocoa but relevant for herbs and spices).
- 3-minute [video explaining how to report mass balance in MultiTrace](#).
- Our [traceability guidance](#) and [implementation guide](#) provide further examples.

SEAL AND TRADEMARK APPROVALS

UEBT/RA and Rainforest Alliance Certificate holders are able to use the Rainforest Alliance seal on their internal and external packaging but should seek seal and trademark approval. You can submit approvals once you have access to RACP.

⁵ key herbs and spices: Vanilla, Saffron, Pepper, Ceylon Cinnamon, Chili Pepper, Oregano, Coriander, Paprika, Cardamom, Dill, Clove, Parsley, Nutmeg, Thyme, Laurel/Bay Leaf, Rosemary, Tarragon.

How to: Submit approvals in RACP

Once you logged in the [RACP](#), click on the “Labelling & Trademarks” tab. Then click on the button “Access Marketplace 2.0”. To create the trademarks request, please follow the steps below. This process is described in more detail in the Guidance Document: [Trademarks & Labeling in Marketplace 2.0](#).

- Once you are logged in [Marketplace 2.0](#), create a new brand* by clicking on “Organization Profile” in the left sidebar.
- Select “Brands”, then click “Add Brand”. Fill out the required fields (marked with an asterisk) and click “Save”.
- Create an output product* by clicking on “Organization Profile” in the left sidebar. Select “Output Products”, then “Product”. Fill out the required fields and click “Save”.
- Click on “Request” to access the Approval Request form OR click on “Labelling & Trademarks” in the left sidebar. Select “Approval Requests”, and then click the “Request” button.
- Fill out the required fields, upload your artwork, and click “Send”.
- Rainforest Alliance staff will immediately receive your submission. We will respond within five to ten business days. You’ll receive an email when your artwork has been reviewed or approved.

*Brands only need to be created once. You need to create a new Output Products once for each new format.

Please contact customersuccess@ra.org with your approval questions