Bol EUDR Manual

Contents

HS Codes 1
How to check and update HS codes on the Supplier Portal 1
DDS reference numbers 2
When do you need to share a reference number with us? 2
When do you not need to share a reference number with us? 2
How to share a DDS reference number 2

HS Codes

How to validate and update HS codes on the Supplier Portal

1. Log in to the Supplier Portal and navigate to the **Compliance page**. Any contact with the **Compliance role** has access to this page.

   If you cannot access the page, ask your Supplier Portal Admin to assign the Compliance role to your account, or inform us at suppliercompliance@bol.com

2. On the Compliance page, you will find an overview of all products you offer, including the EAN, product title, and current HS-code.

3. Validate the HS codes for your products and add or correct them where needed:
   - To update multiple products at once, download an excel file containing all products with missing HS-codes, add the required HS-codes and upload the completed file on the same page.
   - It's also possible to bulk upload an excel list with all items and HS-codes.

DDS reference numbers

When do you need to share a reference number with us?

Under the amended EUDR, you only need to share a DDS reference number or declaration identifier with us if you are an upstream operator for the product you supply to us. This means you are the company that places the product on the EU market for the first time, for example by importing it into the EU or producing it in the EU from raw materials. In that case, if bol is the first trader after you, you are required to pass the reference number on to us with each delivery (Art. 4(7) EUDR).

You can share Due Diligence Statement (DDS) information with bol in two ways. Submit this information together with the shipment information for products that fall under the EUDR scope. See the instructions below.

When do you not need to share a reference number with us?

If the product, or the relevant material in it, was already placed on the EU market by another company before it reached you, you are not the upstream operator for that product and bol is not the first trader after the upstream operator. In that case, you do not need to share a DDS reference number or declaration identifier with us. The same applies if you act as both upstream and downstream operator for the same product you supply to us.

How to share a DDS reference number

Option 1: Supply Chain Portal (SCP)

When creating a shipment in the Supply Chain Portal, EUDR-relevant articles will be identified automatically. For these shipment lines, provide:

- Due Diligence Reference Number (DDR)
- Due Diligence Verification Number (DDV)

This information is submitted together with the shipment details and shared with bol automatically.

Option 2: EDI (DESADV)

If you use EDI, provide the DDR and DDV in the DESADV (packing list) message at item level using RFF segments:

Plain Text

1

RFF+DDR:1234567890EU'

2

RFF+DDV:VERIF-9876543210'

Show more lines

Where:

- DDR = Due Diligence Reference Number
- DDV = Due Diligence Verification Number

This approach allows EUDR information to be transmitted together with the shipment notification.