

# Your Supply Chain Diagram

Complete all information from Step 1 - Step 12.  
Add extra boxes if there are more critical control points in your supply chain. If any boxes are 'Not Applicable' enter N/A.

**Documentary Evidence File Names** - Use the number at the top right corner of each document to name your files - this helps to identify each of the documents for the evidence submitted.  
See **Country Risk Guide** sheet for documentary evidence required and some other useful information and guidance.

| Key to Box Colours - BOXES TO BE COLOURED BY TRG ONLY        |  |
|--|--|
| Supplier to complete/Supplier completed                      |  |
| Step not required  |  |
| Document checked by TRG and appears acceptable               |  |
| Document checked by TRG and not acceptable - update required |  |
| Mitigation document or statement                             |  |
| Document checked by TRG and accepted                         |  |

**STEP 1. Details**  
**Species :** PB Board Fir  
**Country of Harvest:** CHINA

**STEP 2. Forest of Harvest**  
*(or Exporter if Low Risk Country - see Country Risk Guide)*  
Name: Address: zhongxi state-owned forest farm, zhangpu county Fujian province  
FM/COC Number (if applicable):

**STEP 4. Sawmill/Pulp Mill**  
Name: Fujian Zhangpu Hongsen Industry and Trade Co., LTD/  
Address: Xinei INDUSTRIAL ESTATE, Chang qiao town, Zhangpu County, Zhangzhou City, Fujian Province  
COC Number (if applicable):

**STEP 6. Factory/Manufacturer**  
Name: Futian(Fuzhou)Arts&Crafts Co.,Ltd.  
Address: 5F,Jianmin Bldg,No.88,Dongda Rd,Fuzhou,China,  
COC Number (if applicable):

**STEP 8. Your Supplier**  
Name: Woody Furniture Manufacturer Sdn Bhd  
Address: 37-2, Jalan Ponderosa 2/2, Taman Ponderosa, 81100 Johor Bahru, Johor, Malaysia.  
COC Number (if applicable):

**STEP 10. Your Company**  
Name: GFW LTD - The Furniture Warehouse  
Address: Waterside Business Park, Johnson Road, Eccleshill, Lancashire, BB3, 3PE UK  
COC Number (if applicable):

**STEP 12. Your Buyer/Customer**  
Name :

**STEP 2a**  
**Enter file name(s) for legal right to harvest**  
File Name : PB License of forestharveste-Hongsen

**STEP 3**  
**Enter file name(s) for transport document(s) from forest to sawmill**  
File Name : transport - hongsen202211 23 28

**STEP 5**  
**Enter file name(s) for Tax invoice(s)**  
File name : PB wood purchase invoice-hongsen20221216

**STEP 5b** **Enter file name(s) for Tax invoice(s)**  
File name:PB board purchase invoice 230325-hongsen

**STEP 6**  
**Enter file name(s) for Tax invoice(s)**  
File name: WFI 0030-23  
WFI 0030-23 PL

**STEP 8**  
**Enter file name(s) for Tax invoice(s)**  
File name: CL\_WFI\_0030-23  
PL\_WFI\_0030-23

**STEP 9**  
**Enter file name(s) for Tax invoice(s) of your customer**  
File name :

**IMPORTANT - BEFORE YOU SUBMIT YOUR DOCUMENTARY EVIDENCE AND SUPPLY CHAIN:**  
*The checks below aim to help you complete the assessment within the timeframe required. We are here to help, if you are unsure ask for a call with our TRG experts +44 208 816 7369*

1. Ensure you have collated all relevant documentary evidence for all the transactions /steps in your supply chain before submitting.
2. Ensure all documentary evidence is stamped, signed and good quality. Photographs are preferred and most likely to be accepted.
3. Ensure the documentary evidence submitted relates to the actual timber in the finished product/s on this order.
4. Ensure the documentary evidence is in consecutive date order.
5. FSC/PEFC Certified products: Ensure all the documentary evidence includes the correct certification claim.
6. Ensure each document shows the volume in cubic metres and check that the volume decreases for each step of the supply chain.