



EUDR Information System User Guide

This manual contains all essential information for users to create and manage Due Diligence Statements or Simplified Declarations for the purpose of EUDR. It includes brief descriptions of the program functions, capabilities and step-by-step procedures.

Before reading this manual, please make sure that you read thoroughly the Regulation, the FAQs and Guidance documents, and other information available on the relevant Commission websites.

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Contents

Introduction to EUDR	4
1. Getting started with the EUDR in TRACES	5
1.1 Accessing the EUDR Information System	5
1.2 Creating an EU Login Account	5
1.3 Creating an account in the EUDR Information System	7
1.4 Requesting a role as an Economic Operator	8
1.4 a) Your company is not yet registered in the EUDR Information System	11
1.4 b) Your company is already registered in the EUDR Information System	14
1.4 c) Information about Operator Identifiers	15
1.5 Adding further activities to your Economic Operator role	16
1.6 Adding a new role to a pre-existing EUDR role	17
1.7 The ADMIN user role, updating account data, managing and approving requests from new users	18
1.8 Assigning the ADMIN role to additional users in your registration	20
1.9 Accessing the main page of the Information System	20
2. Creating and submitting a new Due Diligence Statement (DDS)	22
2.1 Step-by-step guide to creating and submitting a Due Diligence Statement	23
2.2 Entering the geolocation into the Due Diligence Statement	28
2.2 a) Manually adding the production place	29
2.2 b) Importing GeoJSON file to add production place	34
2.3 Other information associated with a Due Diligence Statement	38
3. Overview of Due Diligence Statement statuses and available actions	39
3.1 Due Diligence Statement statuses	40
3.2 Actions available to a Due Diligence Statement	41
4. Creating and submitting a new Simplified Declaration (SD)	43
4.1 Step-by-step guide to creating and submitting a Simplified Declaration	44
5. Overview of Simplified Declaration statuses and available actions	54
5.1 Simplified Declaration statuses	55
5.2 Actions available to a Simplified Declaration	55
5.3 Updating a Simplified Declaration	57
5.4 Withdrawing a Simplified Declaration	58

6.	Managing Due Diligence Statements and Simplified Declarations.....	59
6.1	Searching for a Due Diligence Statement / Simplified Declaration	59
6.2	Exporting the content of a Due Diligence Statement / Simplified Declaration	62
6.2 a)	Export Due Diligence Statement / Simplified Declaration form as a PDF	62
6.2 b)	Export geolocations from a Due Diligence Statement / Simplified Declaration	63
7.	Grouping Due Diligence Statements / Simplified Declarations (for Operators to group their own statements).....	64
7.1	Step-by-step guide to creating and submitting a Group Head as an Operator.....	65
7.2	Amending or withdrawing a Group Head	69
8.	Verifying the validity of upstream Due Diligence Statement or Simplified Declaration.....	70
8.1	Validity of an upstream Due Diligence Statement / Simplified Declaration.....	70
8.2	Consult the contents of an upstream Due Diligence Statement / Simplified Declaration	71
Annex 1 – Operator Identification Numbers supported by TRACES NT		73
Annex 2 – Guidance on Units of Measure.....		75

Glossary

ADMIN User	Administrator User
CA	Competent Authority
CO	Customs Office
DDS	Due Diligence Statement
EO	Economic Operator
EORI	Economic Operators Registration and Identification
EU	European Union
EUDR	Regulation (EU) 2023/1115 of the European Parliament and the Council
HS CODE	HS stands for Harmonized System. This is a uniform system of codes used worldwide to classify goods.
IMSOC	Information Management System for Official Controls
MS	Member State
MSP0	Micro or Small Primary Operator
SD	Simplified Declaration
SME	Small or Medium-sized Enterprise
TRACES NT	Trade Control and Expert System New Technology

Useful links

DG ENV **general information** on the EUDR - European Union Deforestation Regulation: [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](#). This website contains practical information to support businesses, including links to the text of [Regulation \(EU\) 2023/1115](#), official [Guidance](#), [FAQs](#) (Version 5 published on 21 August 2026), [EUDR Supply Chain Infographics](#), and [contact details](#) for national EUDR Competent Authorities. For information about the EUDR Information System please visit this site: [The Information System of the Deforestation Regulation - Green Forum](#).

Online TRACES Platform **help documentation** facilitating familiarisation with the platform itself: [Getting started \(europa.eu\)](#)

Note: The screenshots used throughout this User Guide are from the ACCEPTANCE (test) server. The EUDR Information System is subject to constant user interface improvements, hence some visual elements might look different in the system compared with the User Guide.

Introduction to EUDR

This guide will help users register in the **EUDR Information System**. It supports Operators to navigate the essential steps of creating, managing, and submitting **Due Diligence Statements** (DDS), while exploring key tools such as the GeoEditor map tool, the “Copy as New” function and the function for Operators to group their own DDS. Additionally, it covers advanced search and filtering options, along with the multiple roles feature, which determines the available actions based on whether you are an Operator or Authorised Representative. For Micro or Small Primary Operators (MSPOs), the guide describes how to create, submit and update a **Simplified Declaration** (SD).

The EUDR Information System is part of the TRACES* system, designed for managing and tracking the DDS / SD lifecycle.

** TRACES NT is the European Commission's online platform facilitating safe agri-food trade within and into the EU. It streamlines the issuance of certificates and documents required for import, intra-EU movement and export.*

Note: The EUDR (Regulation (EU) 2023/1115) requires that Operators and/or their Authorised Representatives, Micro or Small Primary Operators, non-SME Downstream Operators and non-SME Traders register in the Information System.

For more information on EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](#), including FAQs, Guidance and Supply Chain Infographics.

Note: This guide does not cover interaction with the EUDR Information System via API (application programming interface). Separate API reference documentation is available on [CIRCABC](#).

1. Getting started with the EUDR in TRACES

1.1 Accessing the EUDR Information System

To access the EUDR Information System, the user first needs to create an **EU Login Account**. This account allows the user to access many European Commission services with a Username and a Password.

Note: If you already have an **EU Login Account**, please go directly to [Section 1.3](#).

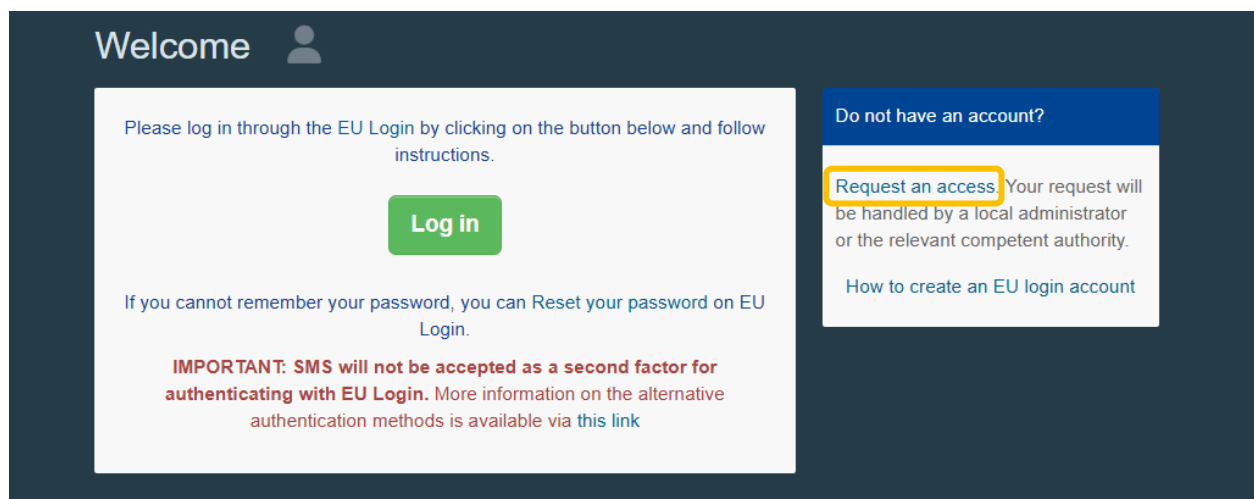
After creating an EU Login Account, a user accessing the EUDR Information System for the first time must create an EUDR account and request the Role “Operator” to access the EUDR features.

1.2 Creating an EU Login Account

The first step is to create your EU Login identifier. This is a mandatory security layer.

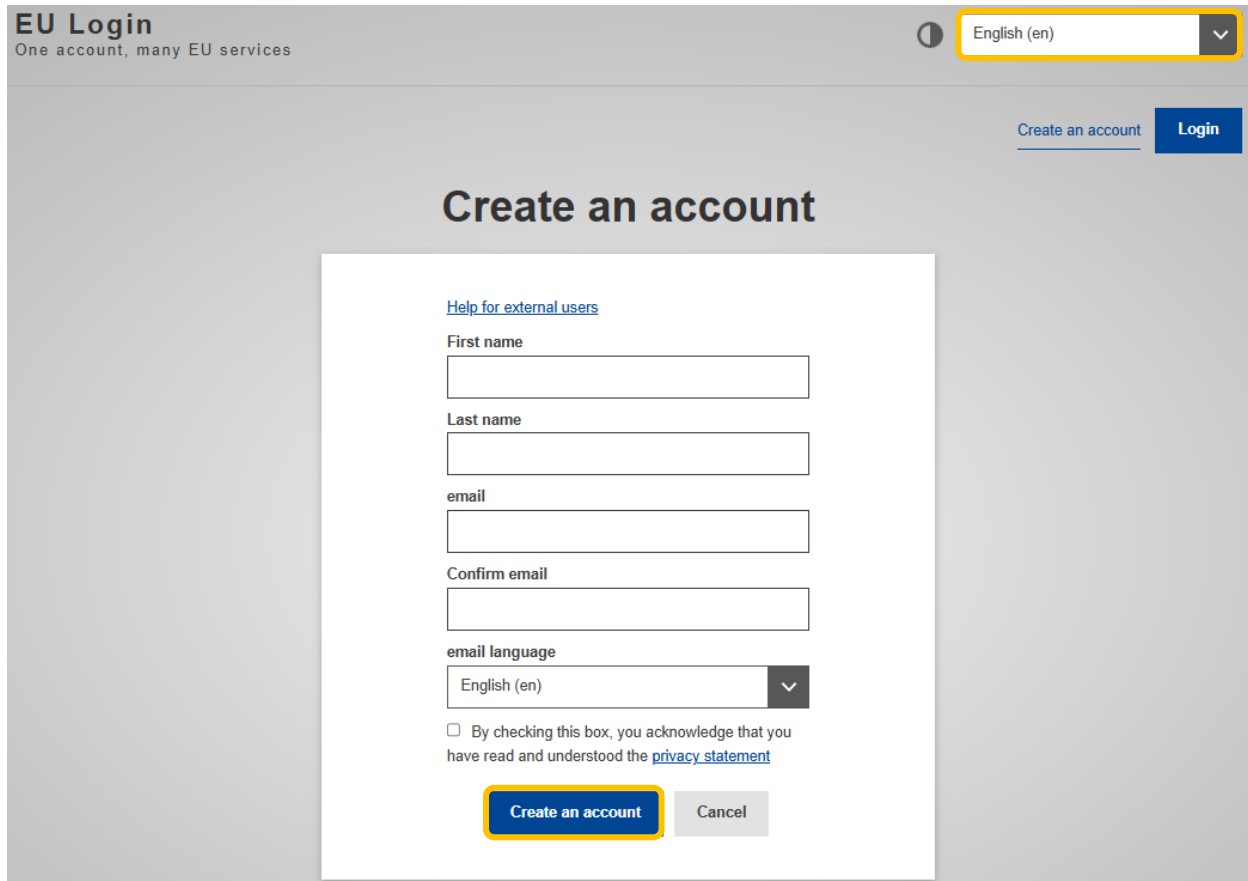
To register, click on the following link: <https://eudr.webcloud.ec.europa.eu/tracesnt> to access the **EUDR** welcome page and click on “**Request an access**”, as highlighted in yellow in the screenshot below:

Note: It is important to create the **EU Login** account in the name of a **REAL PERSON**, NOT a generic account for your company or authority. This is because a certificate in TRACES NT holds legal value. Users are strongly advised to use their own professional email address to login.



You now have access to the EU Login registration screen “**Create an account**”, shown in the following screenshot. The registration screen is also available directly via this website: [EU Login user portal - EU Login Portal - European Union](#).

Using the drop-down list at the top right of the page, you can choose your preferred language. Complete all form fields and keep in mind that the data you enter will be those that appear in the EUDR Information System. After completing all fields, click on the **"Create an account"** button at the bottom of the page.



EU Login
One account, many EU services

English (en)

[Create an account](#) **Login**

Create an account

[Help for external users](#)

First name

Last name

email

Confirm email

email language
English (en)

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account Cancel

After registration, a password-setup link will be sent to your email address and is valid for 90 minutes. If you do not receive the automatic email, you can find help on this page: [Write to us | European Union \(europa.eu\)](#).

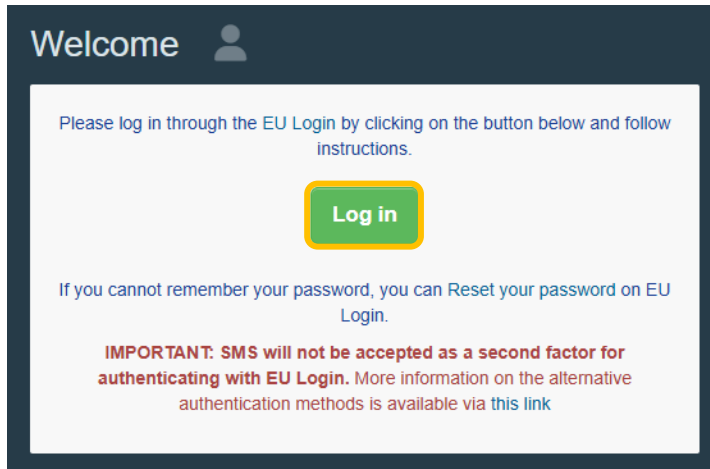
Note: Please remember to check your Spam or Junk folder if the email does not appear in your Inbox.

Note: In the EUDR Information System, the user can manage their own **EU Login Account** and change their personal data. To do so, click on your email address at the top right corner of the screen and then on **"Edit your profile"**. Then click on **"My account on EU login"**. Click on **"Configure my account"** to modify the data you wish. Do not forget to click on **"Submit"** to save your changes.

Note: Two-factor authentication can be configured by following this guidance on [Creating, managing and using your EU Login](#).

1.3 Creating an account in the EUDR Information System

Go to the homepage of the EUDR Information System (eudr.webcloud.ec.europa.eu). Click on the green “**Log in**” button and you will be redirected to the EU Login access.



Note: Please note that the above link takes you to the **Live EUDR Information System** (PRODUCTION server) where Due Diligence Statements and Simplified Declarations can be submitted and **hold legal value**.

Users may choose to familiarise themselves with the Information System in a **test environment** (ACCEPTANCE server), by first setting up an account here:

<https://acceptance.eudr.webcloud.ec.europa.eu/tracesnt/login>.

Please note that user accounts in the test environment are not linked to the live site, and ACCEPTANCE users will still need to set up a separate account in the live site in order to submit official Due Diligence Statements or Simplified Declarations.

Use the email address you selected when creating the EU Login Account and click on “**Next**”.

Enter the password that you previously chose for your EU Login account, select your preferred verification method and click on “**Sign in**”. After verifying your access through EU Login you will be redirected to the **EUDR Information System welcome page**.

Note: If you don’t remember your password, you will find links to EU Login where you can change your EU Login credentials if needed, or reset your password.

Sign in to continue

Enter your email address or unique identifier

[Create an account](#) Next >

Or

If you do not wish to create an EU Login account, you can sign in by using the eID sign-in option. [Read more](#)


Sign in with your eID

Sign in to continue

Welcome

env-testuser02@ec-traces.eu
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

...
Password
▼

Authenticate to EU Login with only your password.

Sign in

When accessing the EUDR Information System for the first time, you will be requested **to select a Role**.

Note: If you already have a Role in the Information System, please go directly to [Section 1.4 c\)](#).

1.4 Requesting a role as an Economic Operator

To request a role as an Economic Operator, please click on the role of “**Operator**” which, for the purposes of registration, includes the following roles (activities):

- Operators engaging in Import or Export procedures;
- Operators producing within the EU (Domestic Producers, including Micro or Small Primary Operators);
- Downstream Operators and Traders (SME and non-SME);
- Authorised Representatives of Operators.

Request authorisation



You currently do not have any role allowing you to access the application.

Please select the type of organisation you're requesting access for.

IMPORTANT: Do not request access from a new tab - this can result in duplicated access requests.

Operator

Economic operators such as *particular businesses, stores, non-profit organisations...*

>

Authority

Competent authority such *Customs offices, Veterinary authorities, central competent authorities, phytosanitary authorities,*

>

Other body

Other bodies such as translators, country administrators, customs systems (at national level)...

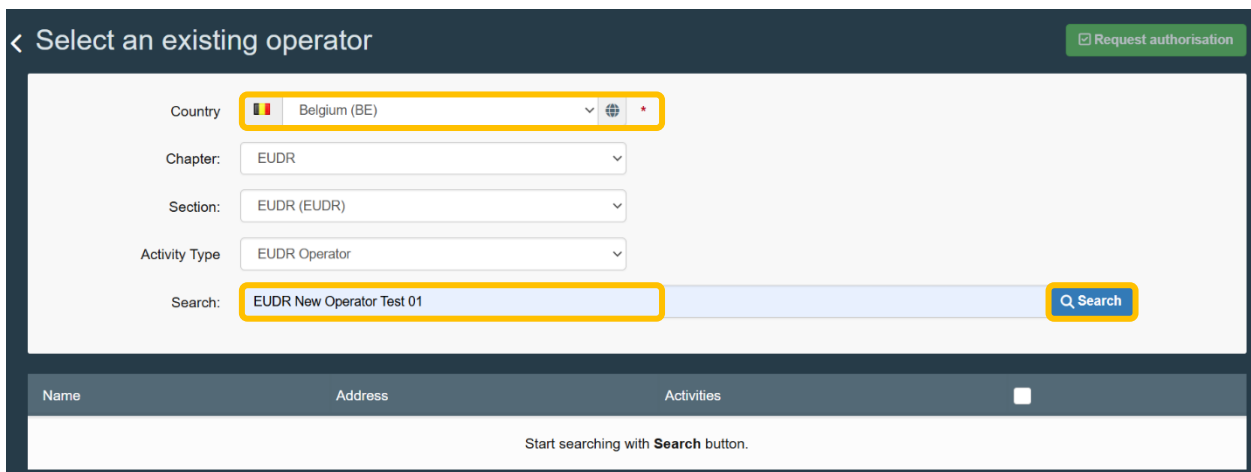
>

 Need [help](#) to find out which kind of organisation you belong to?

Note: The “**Authority**” role is for national bodies (e.g. Competent Authorities, Customs Offices and other Member State bodies). Having an “Operator” role and an “Authority Role” are mutually exclusive.

The system will redirect you to a search page, which will enable you to search for your company/business.

Select the relevant “**Country**” (Belgium is used as an example in the screenshot below) and type the name of your company in the “**Search**” box (a random example name is shown in the screenshot). The fields “**Chapter**”, “**Section**” and “**Activity Type**” are optional. Click on “**Search**”. A list of companies already registered in EUDR Information System with names that are relevant to your search term will appear at the bottom of the page.



The screenshot shows a web interface titled "Select an existing operator". In the top right corner, there is a green button labeled "Request authorisation". The main form contains several fields: "Country" with a dropdown menu showing "Belgium (BE)" and a flag icon; "Chapter:" with a dropdown menu showing "EUDR"; "Section:" with a dropdown menu showing "EUDR (EUDR)"; "Activity Type" with a dropdown menu showing "EUDR Operator"; and a "Search:" text input field containing "EUDR New Operator Test 01". A blue "Search" button with a magnifying glass icon is to the right of the search input. Below the form is a table with columns "Name", "Address", and "Activities". The table is currently empty, and a message "Start searching with Search button." is displayed at the bottom.

If your company is already registered in the EUDR Information System, please go to [Section 1.4 b\)](#).

Note: Below is an explanation of the EUDR “**Activity Types**” that can be selected. As a single Operator (natural person or business) may conduct multiple activities, once an “**Operator**” role has been established it will be possible to add additional Activity Types as needed (see [Section 1.5](#)).

Activity Type	Activity description	Main functions within the EUDR Information System
EUDR Operator	Import, Export, Domestic Production. Upstream operators who place relevant products on the EU market or export relevant products from the EU for the first time.	Submit Due Diligence Statements (DDS)
EUDR Micro or Small Primary Operator	Import, Export, Domestic Production. Upstream operators who are a natural person or micro or small undertaking, based in a low-risk country, who directly place relevant products on the EU market (or export relevant products from the EU) that they have grown, harvested, obtained or raised in the country where they are based.	Submit and update Simplified Declarations (SD)
EUDR SME Downstream Operator or Trader*	SME companies or natural persons who make available relevant products within the EU, or export from the EU, after those products or their relevant parts have already undergone due diligence upstream.	Verify the validity of upstream DDS/SD (optional)
EUDR Non-SME Downstream Operator or Trader	Non-SME companies who make available relevant products within the EU, or export from the EU, after those products or their relevant parts have already undergone due diligence upstream.	Verify the validity of upstream DDS/SD (optional) Consult content of upstream DDS/SD in case of a substantiated concern
EUDR Authorised Representative	A natural or legal person established in the EU acting on behalf of an Operator or MSPO to submit DDS or SD on their behalf, in accordance with Article 6 of the EUDR.	Submission of DDS or SD on behalf of an Operator or MSPO

*Note that SME Downstream Operators and SME Traders are not obligated to register in the EUDR Information System. This activity type is therefore optional, to allow those previously registered under the “Trader” role to consult DDS previously submitted under that role, and to verify the validity of upstream DDS/SD.

Note: For large (non-SME) businesses that previously had the “**Activity Type**” **Trader**, it will be necessary to actively take on the new “**Activity Type**” of “**EUDR Non-SME Downstream Operator or Trader**” to fulfil obligations under EUDR Article 5(2) (please go to [Section 1.5](#)).

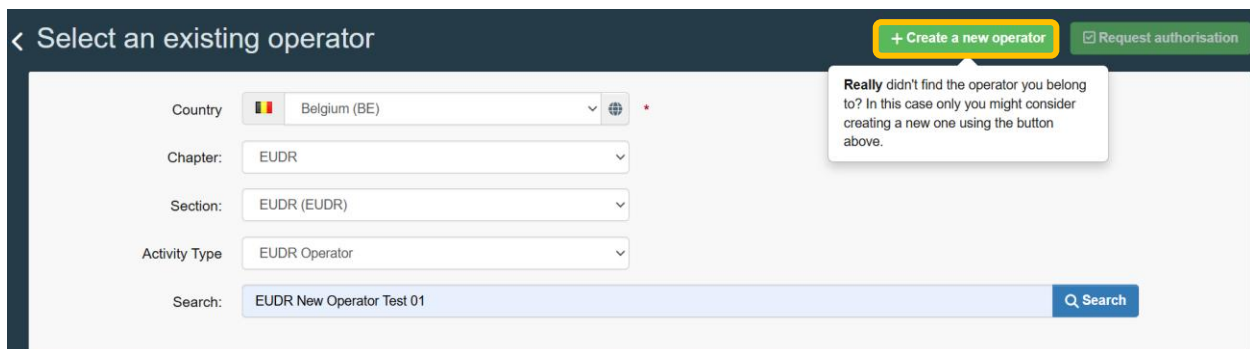
Note: If you are an **Authorised Representative**, using the EUDR Information System to submit DDS or Simplified Declarations on behalf of Operators or MSPOs, then you will select the role of “**Operator**”, and the “Activity Type” of **EUDR Authorised Representative**. The country and address details relate to where you, as Authorised Representative, are based.

Note: For help understanding EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europea.eu\)](https://europea.eu), including FAQs and Supply Chain Infographics.

1.4 a) Your company is **not yet registered** in the EUDR Information System

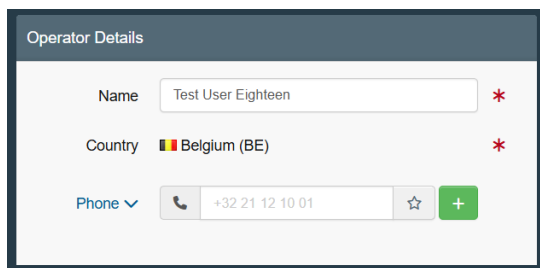
If you cannot find your company in the search results and you are sure that it is not yet registered in the EUDR Information System, you can register it by clicking on the green button “**+ Create a new operator**”.

Note: The option “**+ Create a new operator**” will only become available after an initial search has been done.

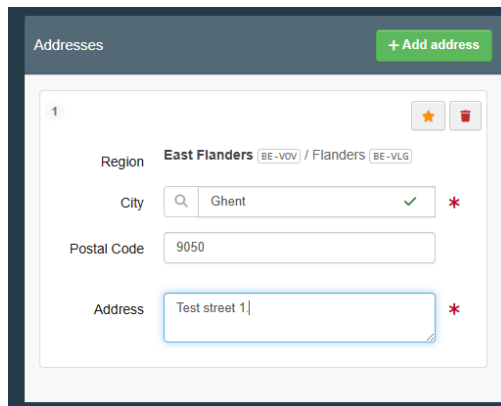


In the operator screen that appears, enter all mandatory information required. Mandatory fields are marked with a red star *. Once you have filled in all mandatory information, you will be able to continue the registration.

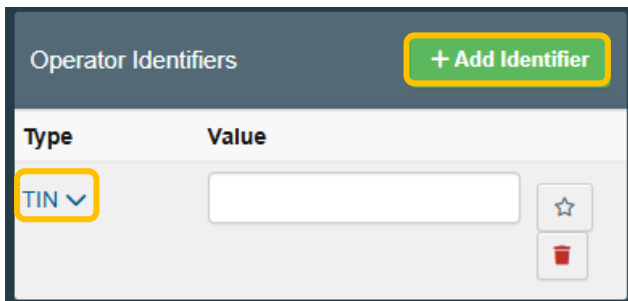
Complete the “**Operator Details**” fields at the left of the screen first:



Second, enter the **city**, **postal code** and **address** (street and house number) in section “**Addresses**”. The Region field is automatically filled after entering the city:

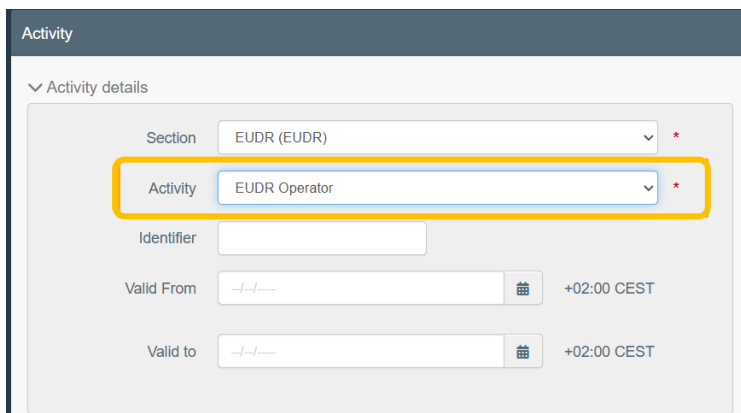


Third, add at least one identifier of your entity under “**Operator Identifiers**” (see [Section 1.4 c](#)) and [Annex 1](#) for more information on the list of available identifiers):

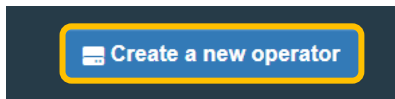


Note: An **EORI number** must be provided in the box entitled “**Operator Identifiers**” for Operators that are placing on the market relevant products by importing relevant products into the EU market or exporting from it.

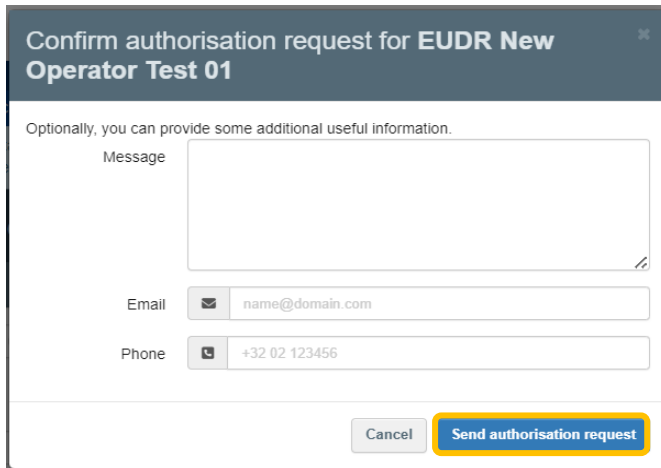
Finally, select the ‘**Activity**’ in the ‘Activity details’ box:



Click on “**Create a new operator**” in the top right section after all information is filled in:



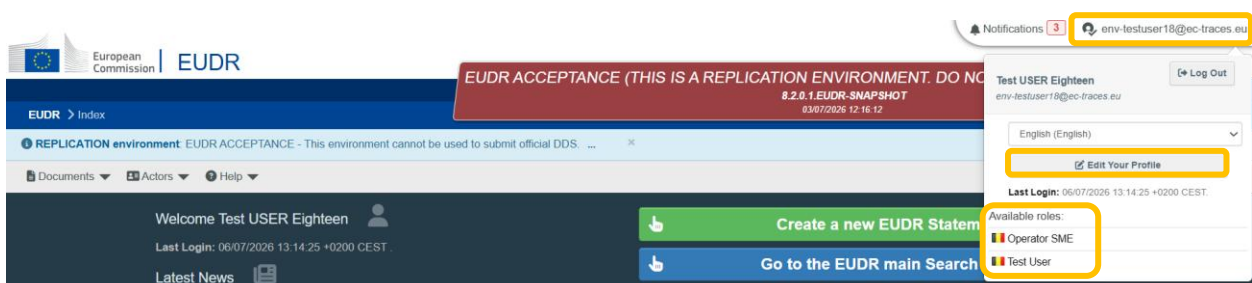
A pop-up window will appear enabling you to provide more information if you wish to do so. Click on **“Send Authorisation request”**:



Once your request is sent, your account will be automatically registered. All accounts for Operators established in Member States are automatically validated. Operators that are established in non-EU countries need to follow the steps outlined in [Section 1.4 c\)](#).

Please **log out** and log back in to access the **EUDR Information System** homepage to see the changes.

All your data will be displayed in your profile, where you can review your request. Once your role is valid, you will have access to the EUDR Information System.

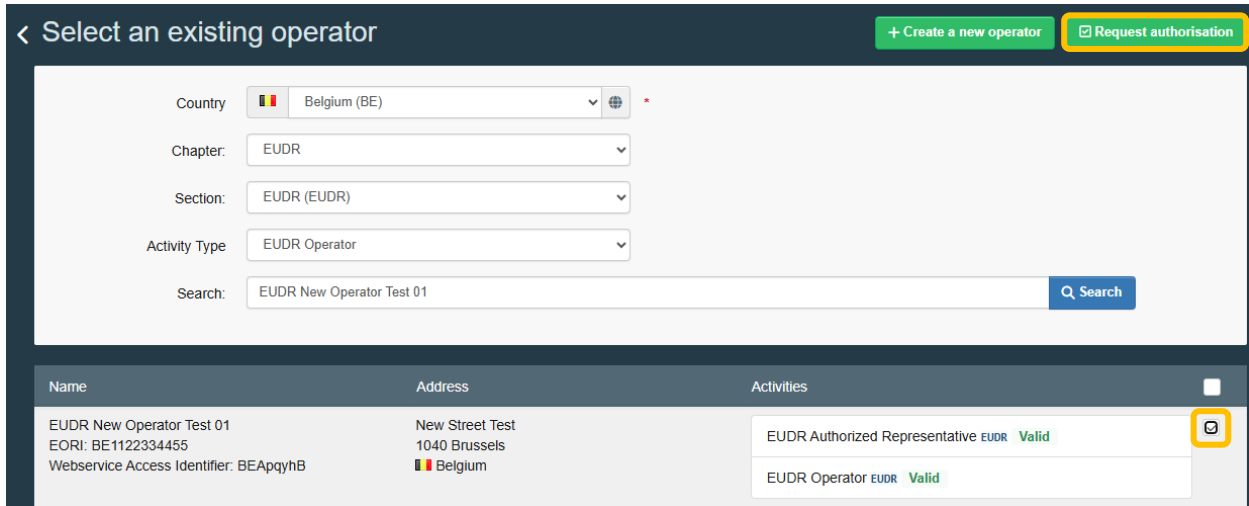


You can add **additional activities** to your Operator role. For example, if you selected the “Activity Type” **EUDR Operator** but your company also acts as an **EUDR Non-SME Downstream Operator or Trader**, then this can be added manually (see [Section 1.5](#)).

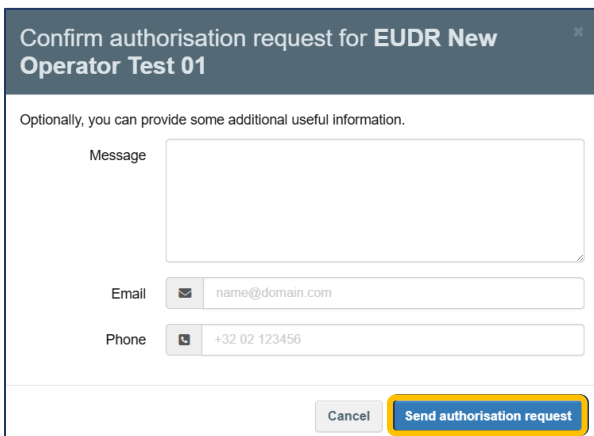
It is also possible to add **additional Operator roles** to your account, for example, if your activities relate to more than one company (see [Section 1.6](#)).

1.4 b) Your company is **already registered** in the EUDR Information System

If your company is already registered in EUDR Information System, tick the small box to the right of the relevant company/ies in the list (you can select more than one company) following the initial search and then click on the green button **“Request authorisation”**:



A pop-up window will appear enabling you to provide more information if you wish to. Click on **“Send authorisation request”**:



You have now requested to be linked to your company. All your data will be displayed in your profile, where you can review your request. If you are the first user for the operator/company, your request will be automatically approved. If you are not the first user, your request will be validated by your colleagues who already have ADMIN rights (see [Section 1.7](#))

To view and add additional “Activity Types” to your Operator role, see [Section 1.5](#).

1.4 c) Information about Operator Identifiers

Every Operator must enter at least one identifier to ensure that their entity is clearly identified in the EUDR Information System by the registration details.

Domestic operators (including MSPOs) and non-SME Downstream Operators or Traders may register through the identifiers supported by TRACES (see [Annex 1](#) of this User Guide). The main identifiers available and **should be used in the first place** are VAT number, Taxpayer Identification Number (TIN), or National Company Number, allowing their unique and individual identification. Detailed information on obtaining or verifying [EORI](#), [VAT](#) and [TIN](#) numbers can be found on the following [website](#). In the absence of these identifiers any other identifier is available to use.

Operators that intend to **import** or **export** relevant commodities and relevant products need to provide their valid **Economic Operators Registration and Identification number** ([EORI number](#)) in the box entitled “**Operator Identifiers**”. This must be issued by the national customs authority of the EU Member State in which the Operator is established, or by the United Kingdom in respect of Northern Ireland (an EORI number starting with “XI”).

Validation procedure for EUDR Operators from non-EU countries

To validate the account of an operator from a non-EU country (except the United Kingdom in respect of Northern Ireland (UK(NI)):

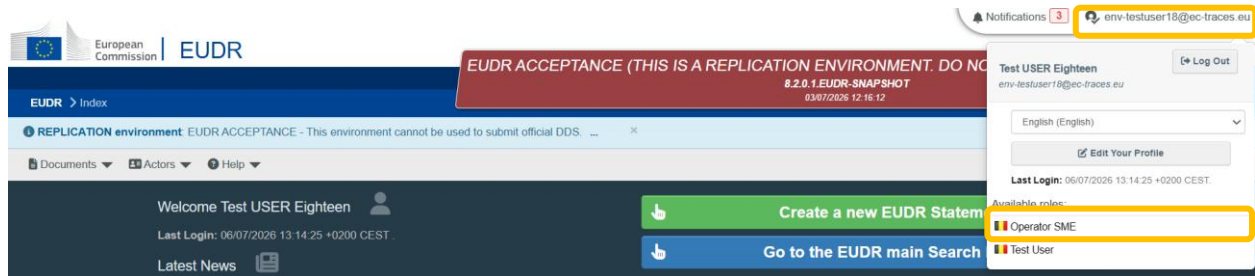
- The Operator must have requested the role of “EUDR operator”.
- The Operator must have inserted its EU EORI number, provided by a Member State or by the UK(NI) authority, into its operator identifier’s list.
- The Operator should send an email to [SANTE support](#) requesting the validation AND put in copy the email address of a Competent Authority of the associated EU Member State (or UK(NI)) (the associated Member State is the one which provided the EORI). This email should include the company name, address and EORI number, to facilitate identification. Unless otherwise indicated on the EUDR Information System [website](#), the email address to put in copy of the email should be one of the [designated EUDR Competent Authorities](#) published by the Commission and also the authority mentioned in the [Notifications for registrations](#) document, where applicable.

When these steps are completed then the SANTE Helpdesk validates the registration.

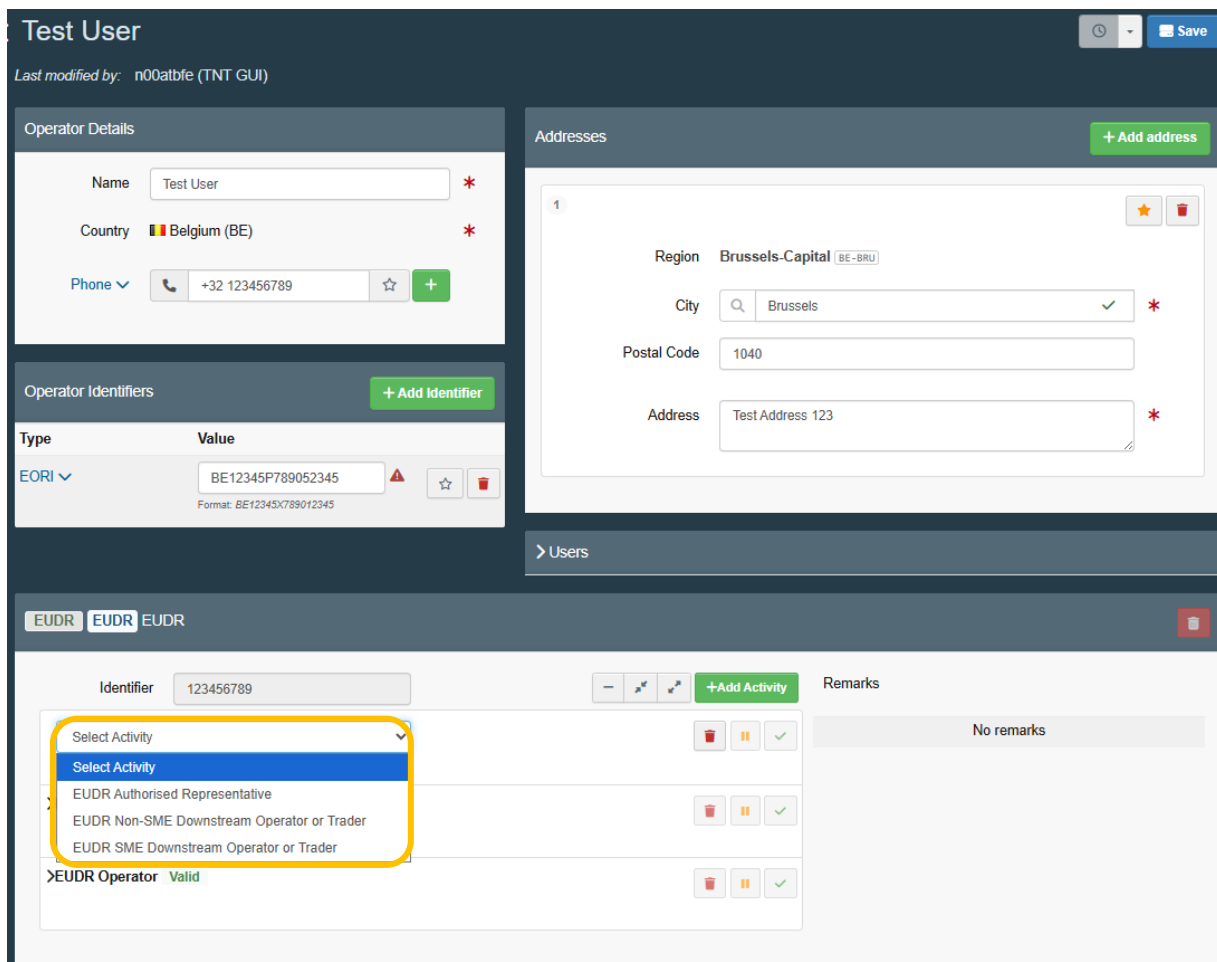
Note: EORI numbers can only be assigned by a single customs authority. For economic operators with no establishment in EU customs territory, this is the Member State in which they intend to carry out their first customs operation. For non-EU economic operators with multiple permanent business establishments in EU customs territory, this can be any of the Member States where they have an establishment. An EORI Guidance document is [available](#). EORI registering authorities can be found [here](#).

1.5 Adding further activities to your Economic Operator role

When setting up your role as Operator, you will have been asked to select an **Activity Type**. However, a single Operator (natural person or business) may conduct multiple activities (see table in [Section 1.4](#)). To add a new Activity Type to your Operator role, click on your email address at the top right corner of the screen and then select one of your **Available roles**:



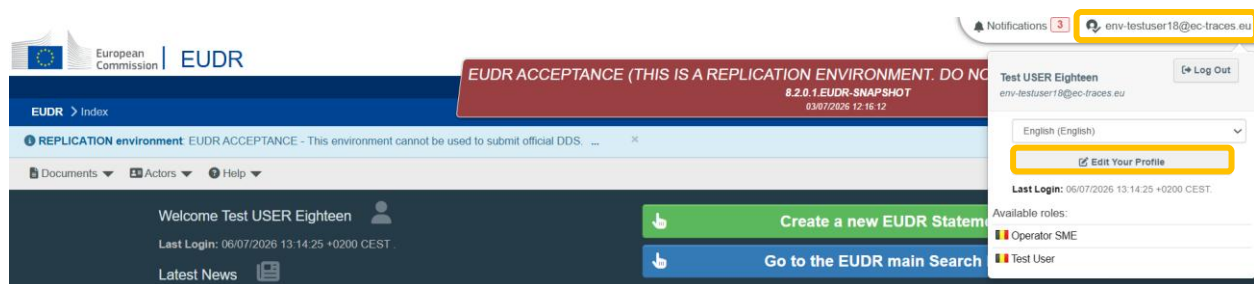
Click on **"Add Activity"** then select a new activity from the dropdown list. It is possible to add further activities by again clicking on **"Add Activity"**. Once all relevant activities have been added, click **"Save"**.



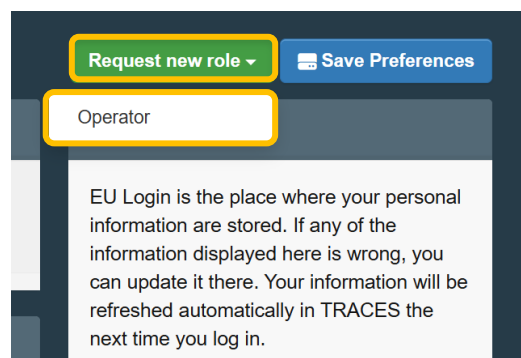
Note: For large (non-SME) businesses that previously had the “Activity Type” **Trader**, it will be necessary to actively take on the new “Activity Type” of **“EUDR Non-SME Downstream Operator or Trader”** to fulfil obligations under Article 5(2) EUDR.

1.6 Adding a new role to a pre-existing EUDR role

If you already hold an Operator role, you can request additional Operator roles (e.g. if your activities relate to more than one company). If you already have registered a role for the EUDR Information System and need to add a new one, click on your email address at the top right corner of the screen and then click on **“Edit Your Profile”**:



Click on **“Request new role”** to select the role you wish to add and follow the instructions described in [Section 1.4](#).



Note: In the case of a user with a pre-existing Operator role, the drop-down box will only contain the entry **“Operator”**.

1.7 The ADMIN user role, updating account data, managing and approving requests from new users

As an administrator with ADMIN rights, you have several options under the account of the Operator.

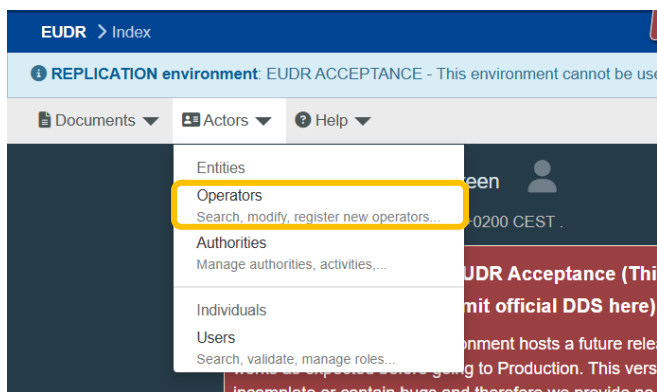
Note: It is **strongly recommended** that companies have **more than one admin user** registered in their account, to ensure business continuity if an admin user leaves the company or is otherwise unavailable, for instance when its EU Login account is suspended.

Communication with authorities and Helpdesk is also recommended via one of the ADMIN users of the account.

An ADMIN user can update the main details of the Operator, including the name, phone number, email address. They can also update the operator identifier(s), add an activity and modify all information in the address section, including by adding a second address (see [Section 1.4 a\)](#)).

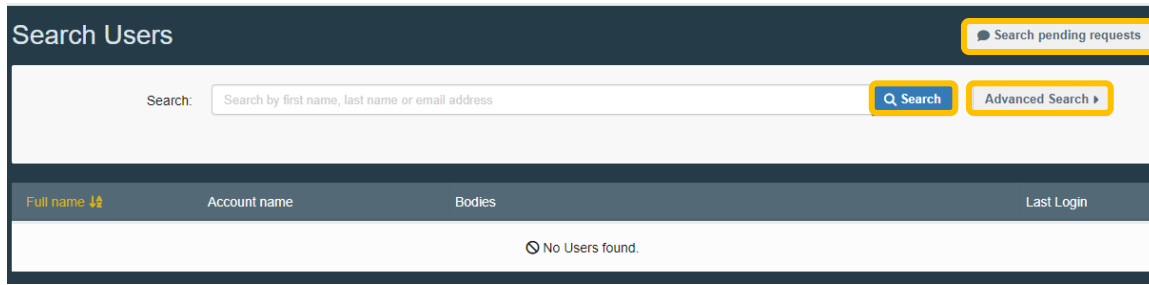
Note: Users **without ADMIN rights** can also update most of the information for their Operator. However, some options are available to users with ADMIN rights.

The ADMIN user can validate new requests of users that want to be associated to the Operator (see [Section 1.4 b\)](#)). To validate the role of a user, click on **"Actors"** in the menu and then click on **"Users"**:



Note: You have a few options to find the users that are waiting for the validation of their role:

- By clicking on **"Search pending request"**: all the users that are waiting for your validation will appear.
- By using the search bar: type the name of the user you are looking for in the search field and then click on **"Search"**.
- By using the **"Advanced Search"** option.

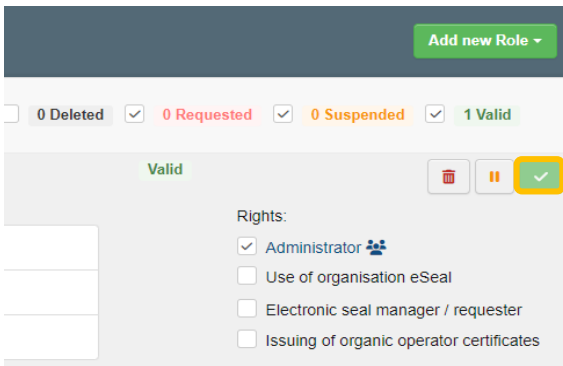


Search Users Search pending requests

Search: Search Advanced Search

Full name	Account name	Bodies	Last Login
No Users found.			

Once you find the user you are looking for, click on the user's name to open the details. Click on the green check button to validate the relevant role request, then click on **"Save changes"**. The user that you just validated now has the status **"Valid"**.



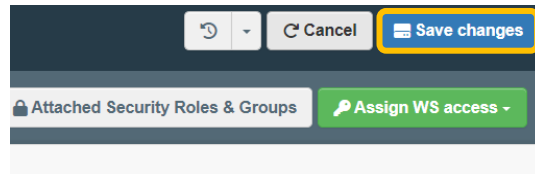
Add new Role

☐ 0 Deleted ☒ 0 Requested ☒ 0 Suspended ☒ 1 Valid

Valid ⛔ ⏸ ✅

Rights:

- ☒ Administrator
- ☐ Use of organisation eSeal
- ☐ Electronic seal manager / requester
- ☐ Issuing of organic operator certificates



⏮ ⏭ Cancel Save changes

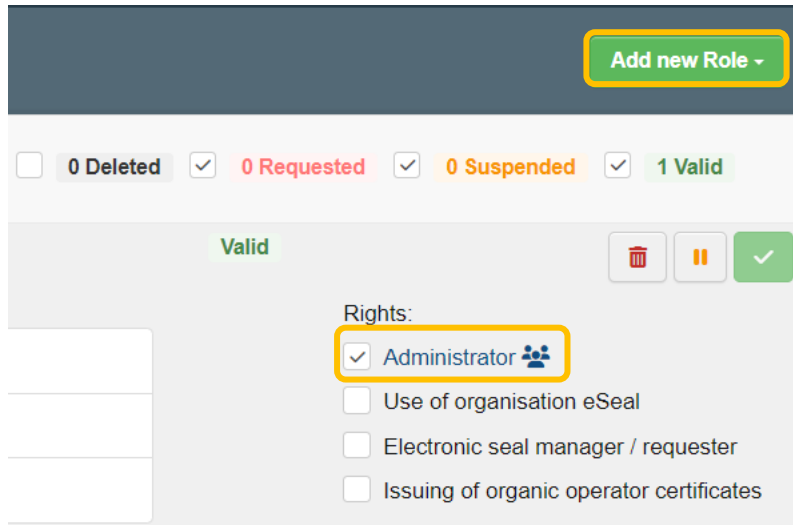
Attached Security Roles & Groups Assign WS access

Note: Please make sure that the Operator, the user requested to be linked to, is in status **"Valid"** before validating the role of the user.

Note: Having an Activity Type assigned to the account that is not applicable does not have any consequences, provided that no submissions are made under that role. The only exception is the "Non-SME Downstream Operator or Trader", which carry specific obligations under Article 5(2) EUDR. An ADMIN user cannot delete an Activity Type (e.g. "SME Downstream Operator or Trader"), as this can only be done by Competent Authorities and Helpdesk.

1.8 Assigning the ADMIN role to additional users in your registration

If you want this user to have the right of an **"ADMIN user"** and enable them to validate colleagues within their authority/operator/control body, under the **Rights** list, tick the blue **"Administrator"** icon, then click on **"Save"**.

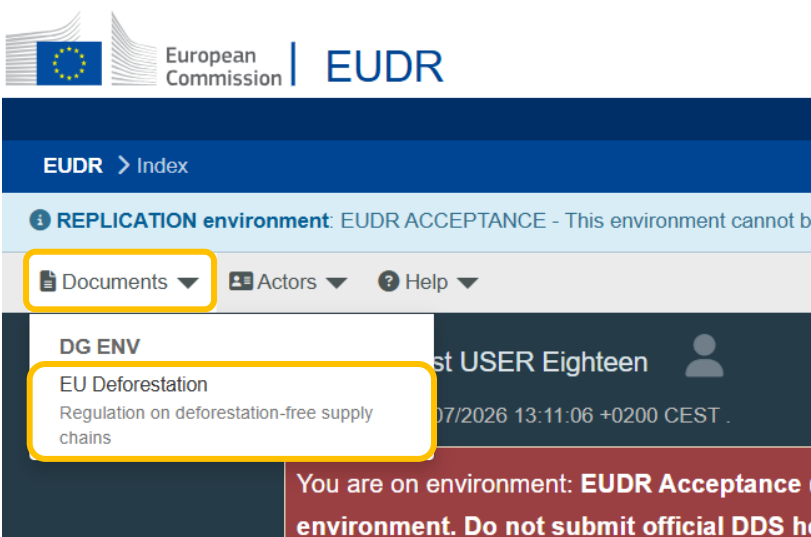


The screenshot shows a user registration form. At the top right is a button labeled "Add new Role". Below it, there are status indicators: "0 Deleted", "0 Requested", "0 Suspended", and "1 Valid". The "Valid" status is highlighted in green. In the "Rights" section, the "Administrator" role is selected with a blue icon, and it is highlighted with a yellow box. Other roles listed are "Use of organisation eSeal", "Electronic seal manager / requester", and "Issuing of organic operator certificates".

For options available to ADMIN users please see [Section 1.4 a\)](#).

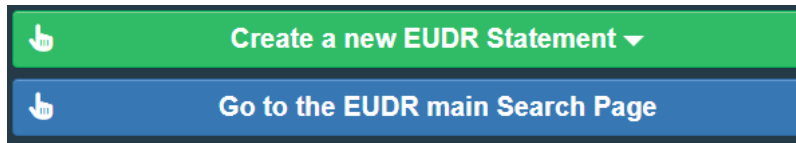
1.9 Accessing the main page of the Information System

When you are logged into the EUDR Information System, select the item **"EU Deforestation"** in the menu **"Documents"**. The system will then display the **main page dedicated to the EUDR system** which serves as a dashboard for the creation of DDS and SD, and subsequently to verify their validity, if needed.



The screenshot shows the EUDR Information System main page. The header includes the European Commission logo and the text "EUDR". Below the header, there is a navigation bar with "EUDR > Index". A message states: "REPLICATION environment: EUDR ACCEPTANCE - This environment cannot be used for official submissions". The "Documents" menu is open, showing "EU Deforestation" as the selected option. The page also displays the user's name "st USER Eighteen" and the date/time "07/2026 13:11:06 +0200 CEST". A red banner at the bottom states: "You are on environment: EUDR Acceptance environment. Do not submit official DDS here".

Alternatively, there are quick links on the right side of the screen to directly access the homepage (blue button) or to create a new EUDR Statement (green button).



The dashboard contains a “**Search**” field and a “**Result**” table. The result table retrieves by default all DDS or SD that your role entitles you to view.

Search - EUDR Statement

Create

Verification

Search:

Search by Reference ID or Internal Reference

Q Search

Advanced Search

☐ Grouped Statements/Declarations

Showing 16 / 16 Total items

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
DDS	26BEI97YF4CPXP	Test REF 1	Import	1201 Soya beans, whether or not broken	Available	03/09/2026 14:45
DDS	26BETJXQKUJVSN	REF-0001002840	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 19:46

Note: Due Diligence Statements (DDS) or Simplified Declarations (SD) that a user is able to view, search, or access are determined by the user’s activity type(s). These also determine the activities that users can perform within the EUDR Information System.

Activity Type	DDS Access
EUDR Operator	All DDS created by the Operator
EUDR Micro or Small Primary Operator (MSPO)	All SD created by the MSPO
EUDR SME Downstream Operator or Trader	Upstream DDS or SD for which the reference number and verification number have been shared.
EUDR Non-SME Downstream Operator or Trader	Upstream DDS or SD for which the reference number and verification number have been shared.
EUDR Authorised Representative	All DDS or SD created by the “Authorised Representative” in its role of “Representing Operator”

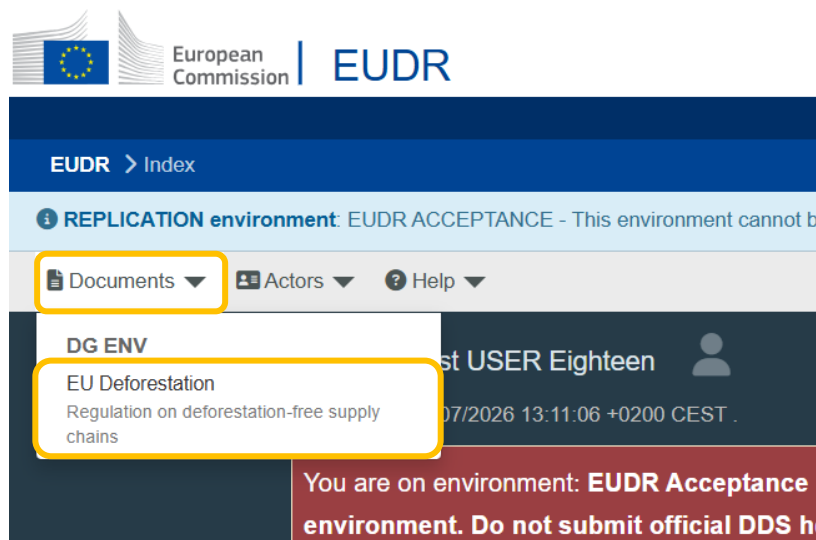
2. Creating and submitting a new Due Diligence Statement (DDS)

Note: The EUDR (Regulation (EU) 2023/1115) requires that Operators placing a relevant product on the EU market for the first time (whether it is produced domestically or imported), and Operators directly exporting, i.e., exporting without prior placement on the EU market, relevant products from the EU, must submit a DDS.

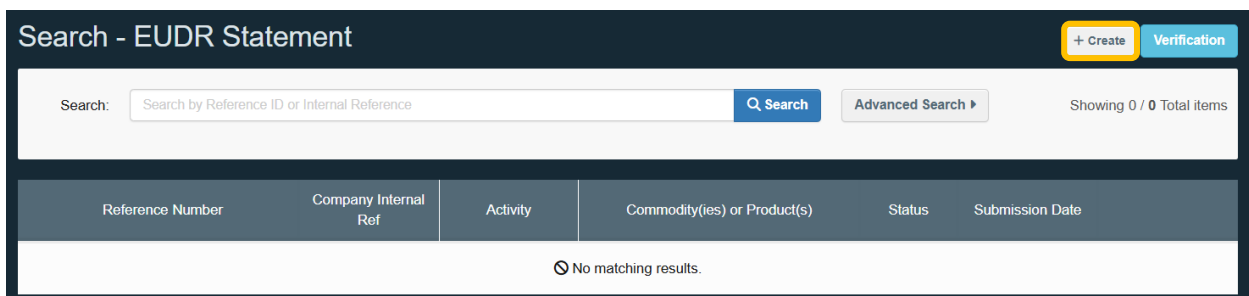
For micro or small primary Operators (MSPOs) wanting to create a one-time Simplified Declaration (SD), please go to [Section 4](#). For Downstream Operators and Traders wanting to verify the validity of an upstream DDS or SD, please go to [Section 8](#).

For help understanding EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europea.eu\)](https://europea.eu), including the FAQs and Supply Chain Infographics.

To create and submit a Due Diligence Statement (DDS) go to the main page, click on “**Documents**” > “**EU Deforestation**”:



A new DDS can be created using the “**Create**” button (see step-by-step instructions on DDS creation below).



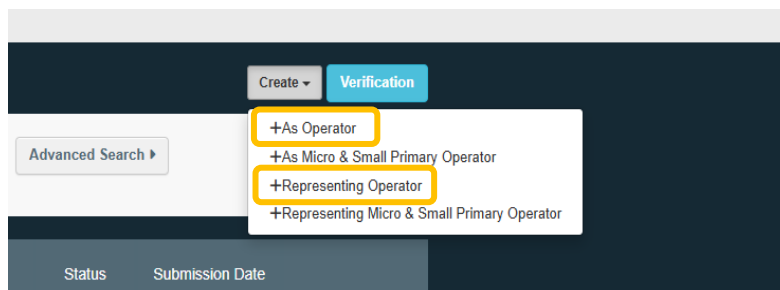
2.1 Step-by-step guide to creating and submitting a Due Diligence Statement

Note: You will be guided through a series of steps that successively refine the attributes of DDS applications. Each subsequent step relies on the information provided in each section. The following table specifies the utility of these sections.

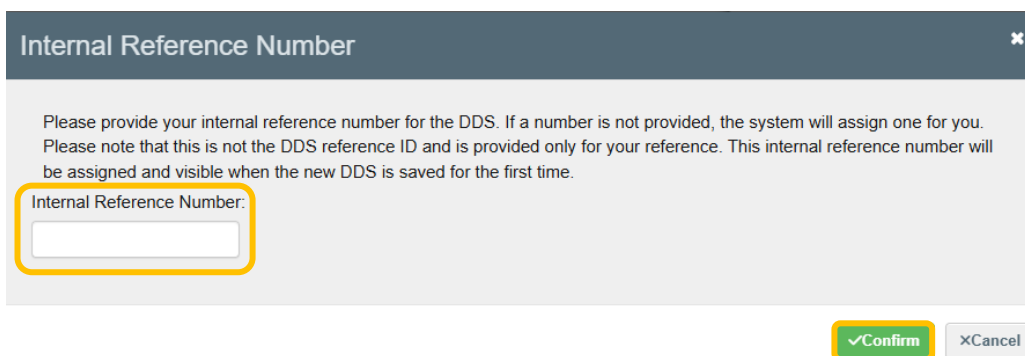
The main DDS Statement form has seven sections outlined below. These contain various details and have different options depending on the type of economic activity.

Step 1

Click on **Create** and select your role (“As Operator” or, for an authorised representative, “Representing Operator”).



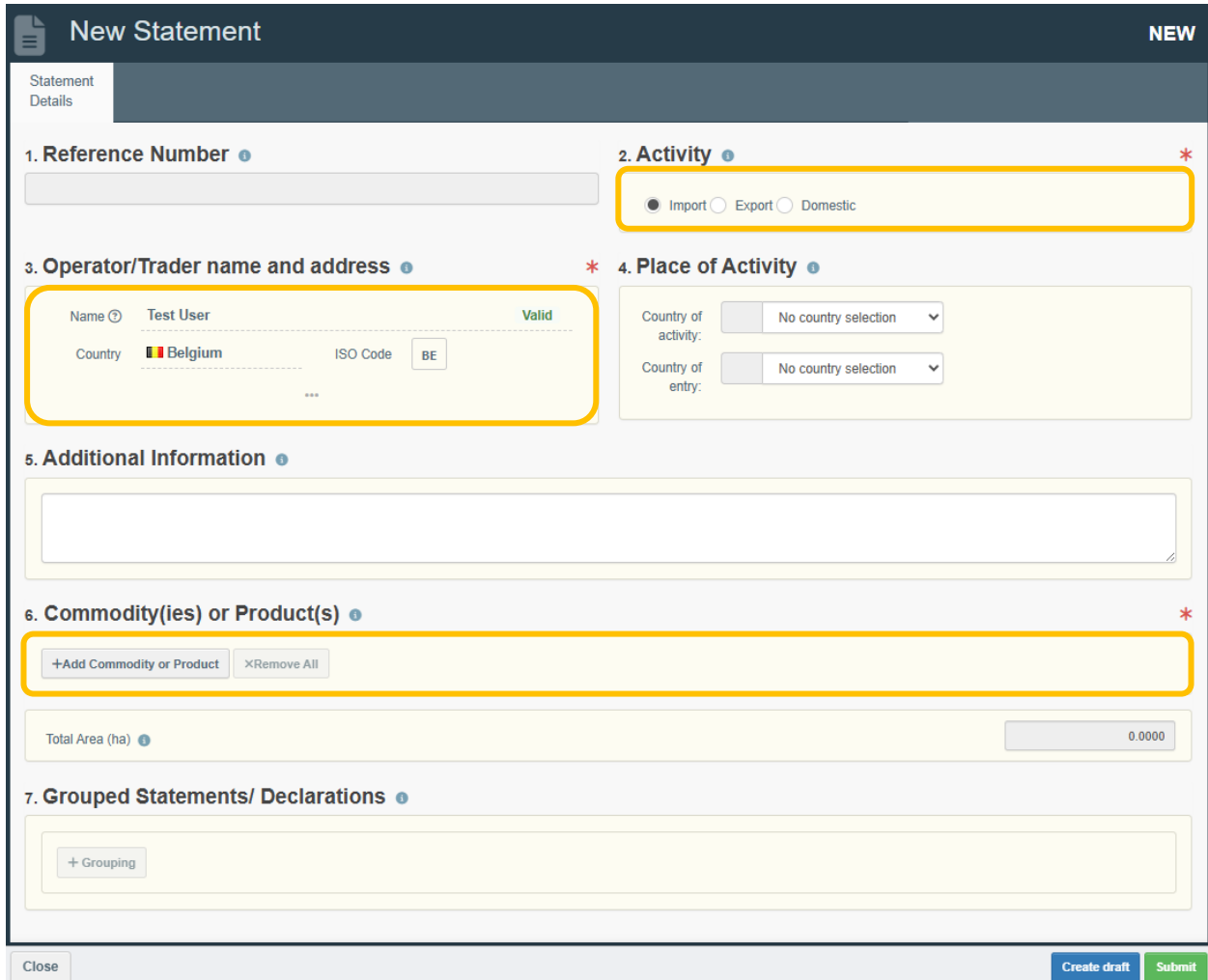
A new window will appear, requesting an **internal reference number**. A company’s internal reference number is an informal, unstructured internal reference number of your preference that can be entered by the declarant operator or, if left blank, is system-generated. It is intended for internal use only to facilitate DDS retrieval (search). **Tip:** Please do not use spaces when entering an internal reference number, as this can affect subsequent searches.

A screenshot of a dialog box titled 'Internal Reference Number'. The dialog box has a close button (X) in the top right corner. The main text inside the dialog box reads: 'Please provide your internal reference number for the DDS. If a number is not provided, the system will assign one for you. Please note that this is not the DDS reference ID and is provided only for your reference. This internal reference number will be assigned and visible when the new DDS is saved for the first time.' Below the text is a text input field labeled 'Internal Reference Number:'. At the bottom right of the dialog box, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with an X icon).

Enter an internal reference number into the field and click “**Confirm**” button to be redirected to the following page. Alternatively, if you do not have an internal reference number you can leave the field blank and click “**Confirm**”; in this case the system will automatically generate and assign an internal reference number when the new DDS is saved for the first time. This internal reference number can be edited later on the Dashboard page.

Step 2

This step contains the Statement Details form to fill. Some fields are auto-filled, some are optional. Mandatory fields are marked with a red asterisk (*), as highlighted in yellow below.



New Statement NEW

Statement Details

1. Reference Number ⓘ

2. Activity ⓘ *

☒ Import ☐ Export ☐ Domestic

3. Operator/Trader name and address ⓘ *

Name ⓘ Test User Valid

Country Belgium ISO Code BE

4. Place of Activity ⓘ

Country of activity: No country selection

Country of entry: No country selection

5. Additional Information ⓘ

6. Commodity(ies) or Product(s) ⓘ *

+Add Commodity or Product XRemove All

Total Area (ha) ⓘ 0.0000

7. Grouped Statements/ Declarations ⓘ

+ Grouping

Close Create draft Submit

Field 1. Reference Number: This is the DDS reference number. It will be auto-generated by the system and shown to the Operator once the DDS is submitted and it becomes AVAILABLE. The user cannot and does not have to fill this field. The reference number is **unique for every DDS submitted. This is the reference number that is shared with the next actor in the supply chain, or entered in the customs declaration**, in the supporting document section (TARIC document type and reference number), respectively.

Field 2. Activity: The listed activities are connected to the Identifiers registered for the account. One of the following options must be selected:

- **Import** – in cases where the relevant product enters the Union market and is declared for ‘release for free circulation’ at the Customs (requires an EORI number at registration).

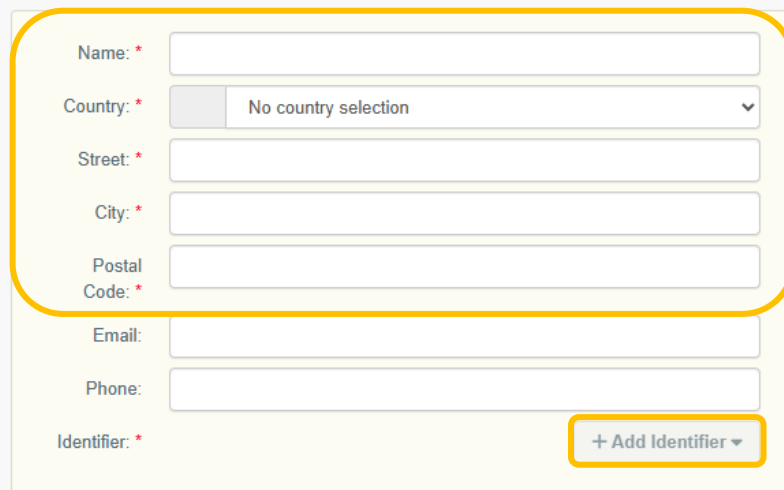
- **Export** – in cases where the relevant product leaves the Union market and is declared for ‘export’ at the Customs (requires an EORI number at registration).
- **Domestic** – in cases where the relevant product is produced within the Union and placed on the market in any of the Member States.

Note that not all types of identifiers allow all activities. This field shows ‘Import’ and ‘Export’ activity only when an EORI number is added as ‘Operator Identifier’ in the registration (see [Section 1.4 a\)](#)).

Field 3. Operator Name and Address: If the user is registered in **only one operator entity**, the fields in this box are automatically filled and cannot be modified. If the user is registered in **more than one operator entity**, the field "Name" provides a drop-down list of all user registrations that can be selected. If the user is an **authorised representative**, they must fill in all fields of the box with the details of the Operator represented. The user will also appear in a separate box called "Authorised Representative".

Note: When completing a DDS on behalf of an Operator, as an Authorised Representative, you must fill in the Operator’s name, address and at least one identifier.

3. Please provide the represented operator information *
in this section. ⓘ



Name: *

Country: * No country selection ▼

Street: *

City: *

Postal Code: *

Email:

Phone:

Identifier: *

+ Add Identifier ▼

Field 4. Place of Activity: This is a **non-mandatory** group of information. The content of this section depends on the "Activity" selected in Field 2. Providing information in this field will ensure a smooth interaction with the correct Competent Authority in the case of follow-up questions related to the DDS. It can contain three separate fields, depending on the type of "Activity" selected:

- **Country of activity:** The user can select this field when choosing activity ‘Import’ or ‘Domestic’ in Field 2. In this field, the user can enter the Member State in which the relevant products that the DDS covers are typically placed on the Union market.
- **Country of entry:** The user can select this field when choosing activity ‘Import’ in Field 2. In this field, the user can enter the Member State where the products that the DDS covers will be placed under the customs procedure ‘release for free circulation’.

- **Country of exit:** The user can select this field when choosing activity 'Export' in Field 2. In this field, the user can enter the Member State where the products that the DDS covers will be placed under the customs procedure 'export'.

Field 5. Additional information: This is an optional free-text field for specific comments (if relevant) intended for the Competent Authority and provided by the declarant user.

5. Additional Information ⓘ

Field 6. Commodity(ies) or Product(s):

To start filling in the Commodity(ies) or Product(s) information, click on “**+Add Commodity or Product**”.

6. Commodity(ies) or Product(s) ⓘ *

+Add Commodity or Product
XRemove All

Total Area (ha) ⓘ 0.00

To add one or more commodity(ies) or product(s), select from a list of codes using the interactive tree structure, or by typing a keyword in the search field to find the desired HS code.

Each DDS must contain at least one commodity and may contain up to 200 commodities or products (as further described in FAQ 7.12). Every commodity or product must include a description.

HS-Code
✕

Q Search
Unselect All

+

01

LIVE ANIMALS

+

02

MEAT AND EDIBLE MEAT OFFAL

+

09

COFFEE, TEA, MATÉ AND SPICES

+

12

OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS, STRAW AND FODDER

+

15

ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OR VEGETABLE WAXES

+

16

PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES

+

18

COCOA AND COCOA PREPARATIONS

+

23

RESIDUES AND WASTE FROM THE FOOD INDUSTRIES; PREPARED ANIMAL FODDER

+

29

HYDROCARBONS AND THEIR HALOGENATED, SULPHONATED, NITRATED OR NITROSATED DERIVATIVES

+

38

MISCELLANEOUS CHEMICAL PRODUCTS

+

40

RUBBER AND ARTICLES THEREOF

+

41

RAW HIDES AND SKINS (OTHER THAN FURSKINS) AND LEATHER

+

44

WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL

+

47

PULP OF WOOD OR OF OTHER FIBROUS CELLULOSIC MATERIAL; RECOVERED (WASTE AND SCRAP) PAPER OR PAPERBOARD

0 element(s) selected.

Cancel
✓ Done

Note: It is mandatory to declare the HS codes at least to the number of digits as listed in Annex I of EUDR. Further to the mandatory level of digits, users can declare the HS code in more detail.

After selecting the commodity code, additional mandatory information has to be provided such as a description of the commodity or product, the quantity, geolocation, and other optional fields.

6. Commodity(ies) or Product(s) *

+Add Commodity or Product xRemove All

Totals:	Net Mass (Kg)	Volume (m3)	Supplementary Units	Area (ha)
	20000.00	0.00	0	0.00

1 **12** OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT, INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER Remove

1201 Soya beans, whether or not broken

Commodity(ies) or Product(s) Description *	Net Mass (Kg) *	Volume (m3)	Supplementary Units	Total Area (ha)
Soya Market Test	20000			0.00

Scientific Name Common Name +

1 Scientific Name Common Name -

+ Add Production Place i Import i

Please note:

- The **Commodity(ies) or Product(s) Description** field is mandatory.
- For each commodity, you must provide at least one quantity.
 - For Import or Export activities, providing the **Net Mass (in kg)** is mandatory.
 - For Domestic activities, at least one measurement unit must be provided: **Net Mass in kg**, **Volume in m³**, or **Supplementary Units** (if applicable for the specific HS code as per Annex II of the Regulation, see FAQ 2.9). When a supplementary unit quantity is used, the corresponding supplementary unit type (e.g. m³) must also be selected.
- For Domestic production, you may:
 - (a) provide net mass in kg plus a percentage estimate/deviation (0–25 %),
 - (b) provide a supplementary unit type and quantity, or
 - (c) provide both net mass with percentage estimate/deviation AND a supplementary unit.

Please refer to [Annex 2](#) of this User Guide for further guidance on units of measure.

- Scientific names** are mandatory for products under the commodity **wood** as listed in Annex I EUDR. In all other cases this is optional. More than one **Scientific name** can be provided, particularly if the product contains more than one tree species with different scientific names. Entering scientific names is supported by a list of codes provided in the system.

Note: Net mass (kg) refers to the mass of the relevant product (i.e. the consignment / shipment / batch), excluding any packaging materials. If the DDS covers multiple shipments / batches, then

this would be the total mass of the relevant product intended to be placed on the market over a period of time, for which due diligence has been carried out.

Field 7. Grouped Statements/Declarations: This is an optional function available for (upstream) Operators, including MSPOs, to group their own DDS or SD into one single 'Group Head' (for example, where a large number of geolocations exceeds the maximum file size for a single DDS/SD). See [Section 7](#) for instructions.

2.2 Entering the geolocation into the Due Diligence Statement

To submit the DDS the completion of the **Production Place** section is mandatory. One or more production places must be entered by clicking on **'+ Add Production Place'** and should include the following mandatory details:

- geolocation coordinates (by manually using the "GeoEditor" map tool or "Import a GeoJSON file"),
- "Country of Production",
- "Area (ha)", and
- "Type", which is auto-filled based on the geometry.

Note: The "Production Place Description" is optional.

Note: Each production place must include a valid "Country of Production" separately. If a relevant product is sourced from multiple 'countries of production', separate entries are required for each country.

Geolocation information can be entered into a DDS in several ways: you can manually add a production place, either by entering coordinates or by drawing points or polygons in the GeoEditor map tool, or you can import data by uploading a standardised GeoJSON file containing coordinates. Each of these options is described below.

Notes on coordinate range and geometry rules:

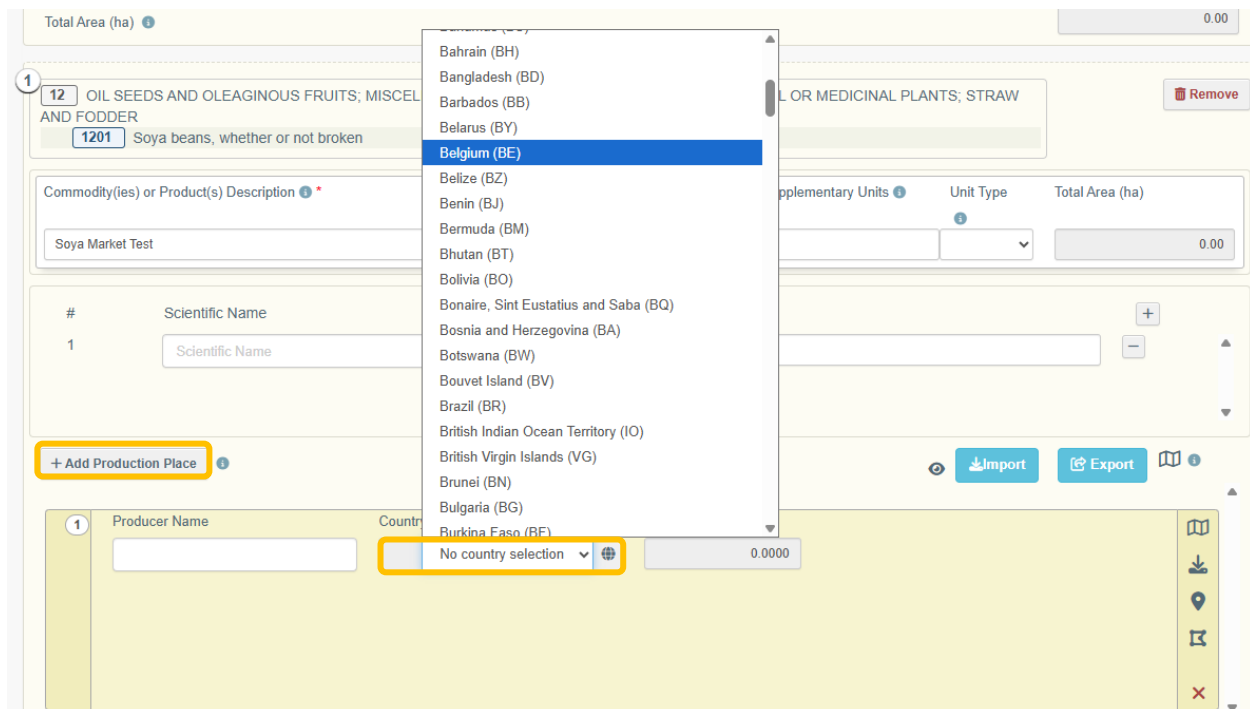
- Latitude values must be between -90 and 90 degrees; longitude values must be between -180 and 180 degrees.
- The system truncates coordinates to six decimal places (already describing accuracy of approximately 10 cm).
- Invalid geometries, such as self-intersecting polygons, are not accepted. Further details are described in the [GeoJSON file documentation](#).
- The total size of geolocation data per DDS must not exceed 25 MB.
- The number of producers is limited to 1000 per commodity and 10 000 per DDS.

2.2 a) Manually adding the production place

There are two options for manually adding production place data after selecting the ‘Country of Production’:

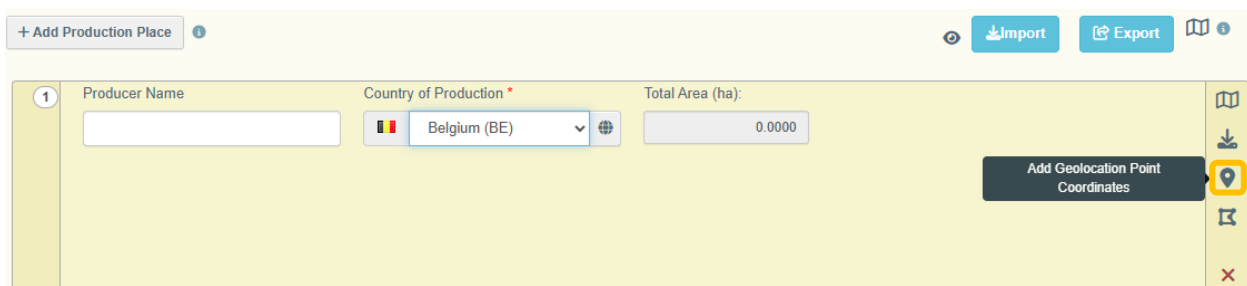
Option A) Enter coordinates manually

Click on “+ Add Production Place”. Click on “Country of Production” and select the relevant country, e.g. Belgium, from the dropdown list that appears.



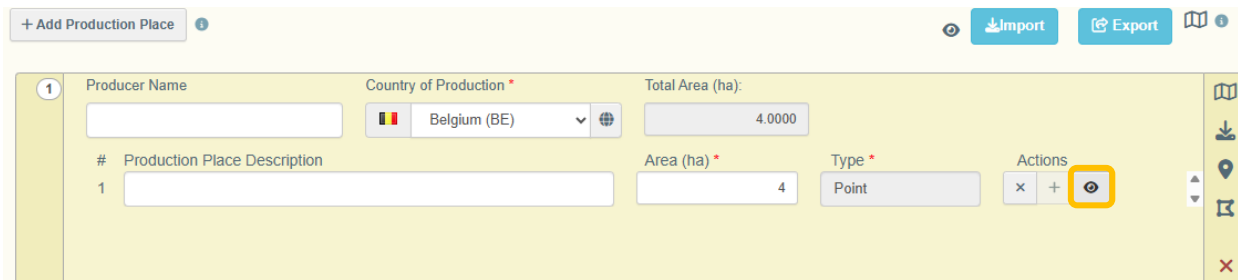
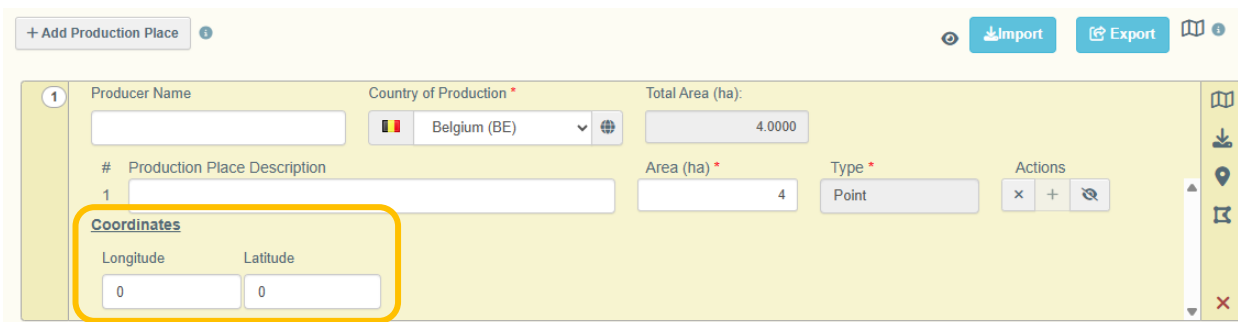
Note: Each production place must include a valid “Country of Production” separately. If a relevant product is sourced from multiple ‘countries of production’, separate entries are required for each country.

Then click on the **Add Geolocation Point Coordinates** symbol:



A new row of boxes will appear in which you can enter your first set of coordinates for a production place, with geolocation type defaulting to “Point”.

Click on the **Eye symbol** to show boxes in which you can enter the longitude and latitude for that point:

Click on the **Add Geolocation Point Coordinates symbol** again to generate additional rows in which to add coordinates for more point geolocations.

Note: When geolocation is provided as a point, the area field becomes mandatory. If the area field is left blank, the system applies a default of 4 hectares. For non-cattle commodities, areas greater than 4 ha cannot be entered using points and must instead use polygon(s). Any area entered must be at least 0.1 ha.

Once all the products and associated production places have been added into the DDS, proceed to Step 3 (below).

Option B) Draw points or polygons with the GeoEditor map tool

Instead of manually entering coordinates, you can draw polygons or points onto a map.

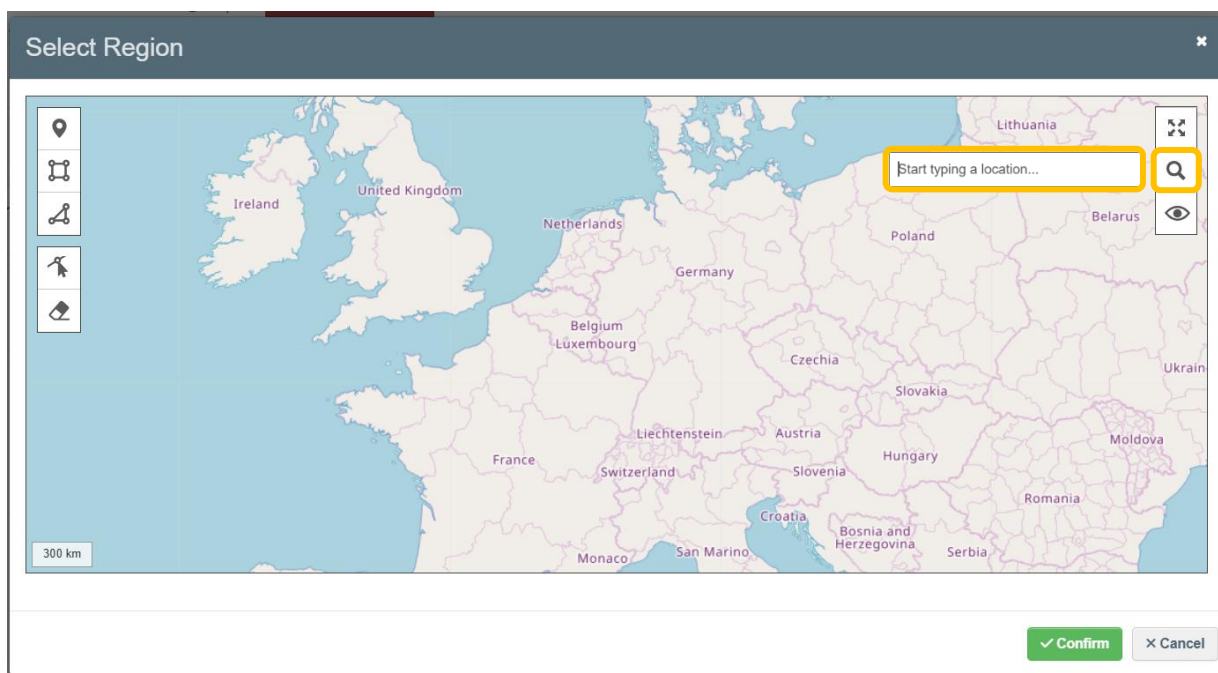
Click on “+ Add Production Place”, then click on the **Map Tool** symbol and follow these steps:



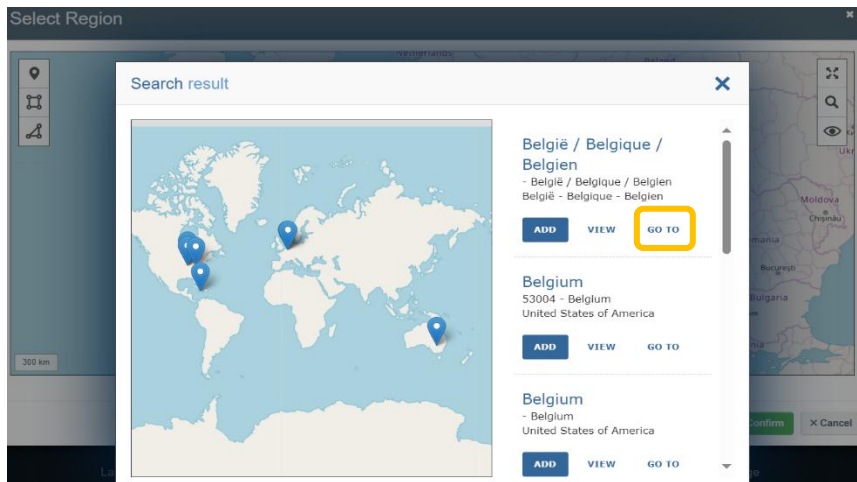
The screenshot shows the EUDR interface. At the top left, there is a button labeled “+ Add Production Place”. On the right side, there is a sidebar with various icons. The “Map Tool” icon, which is a map with a location pin, is highlighted with a yellow box. Above the sidebar, there are buttons for “Import” and “Export”. Below the sidebar, there is a table with columns for “#”, “Production Place Description”, “Area (ha)”, “Type”, and “Actions”. The table is currently empty.

1. **Search by keyword:** Type a location name, e.g., "Belgium", and press **enter**.

Note: If you know the location of the production place, you can directly navigate and zoom to the area without performing a search.



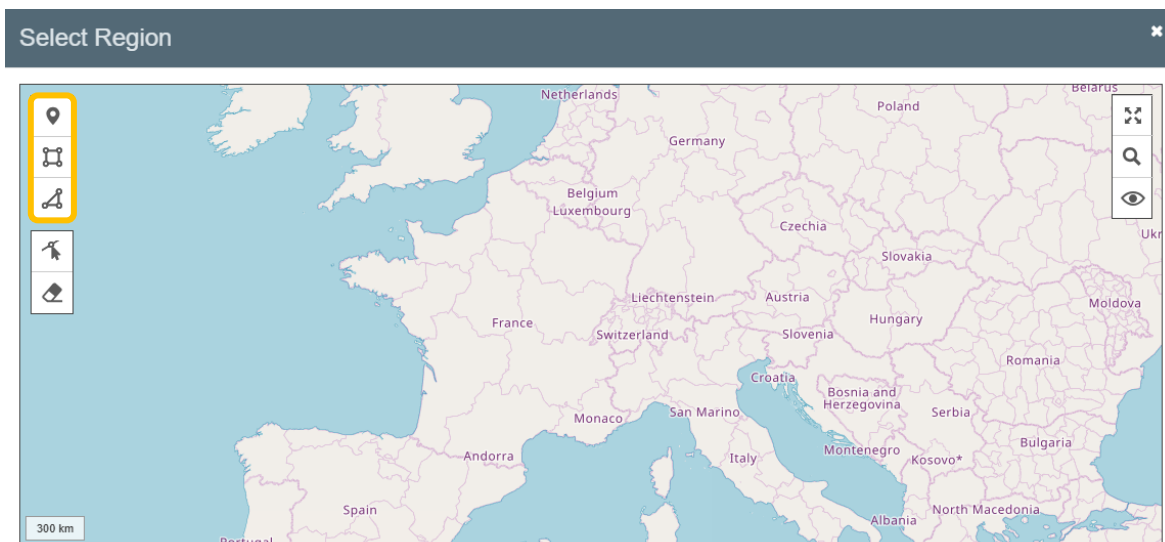
2. The search result will show locations, and you can zoom in on your chosen area. You can also click on the “GO TO” button in one of the search result entries, which will cause the map to zoom in to that area.



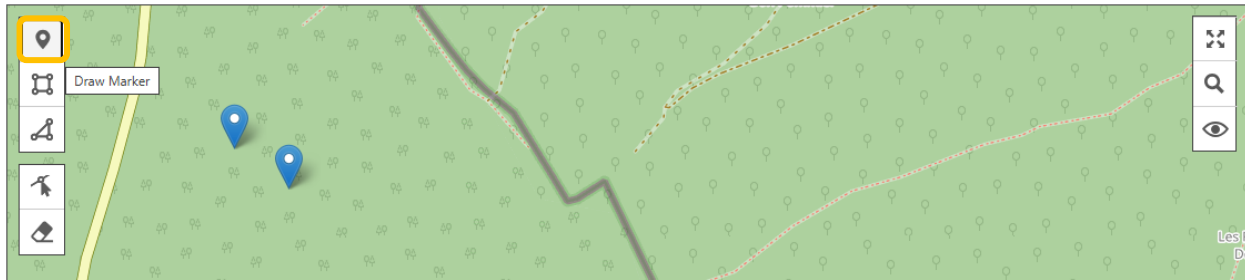
Note: Please **do not** click on the “**Confirm**” button after entering the keyword. If you do, the GeoEditor pop-up will close with nothing selected.

3. Polygon or Rectangle Tool: Define enclosed areas using the polygon tool.

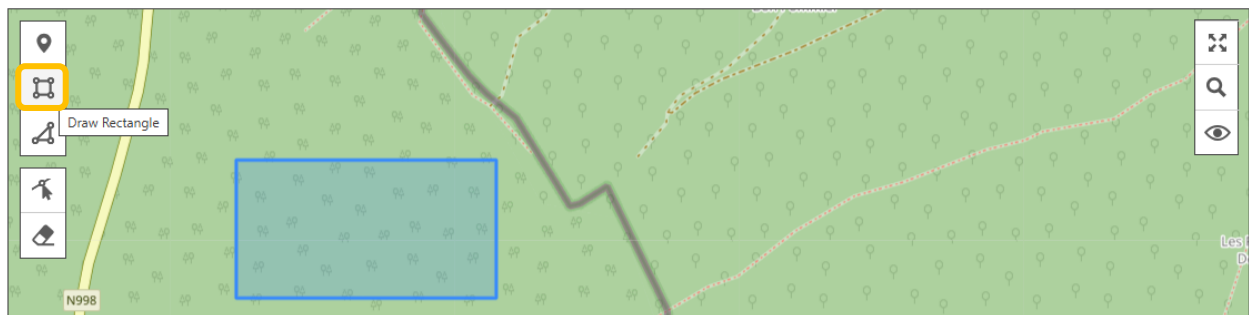
Select from three drawing tools: point, rectangular polygon or free polygon to define geolocation/s:



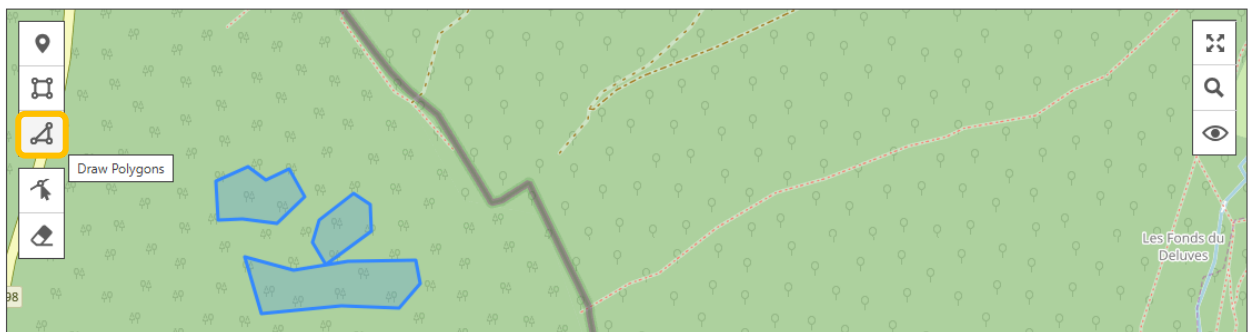
Select the **“Draw Marker”** tool to add points to the map:



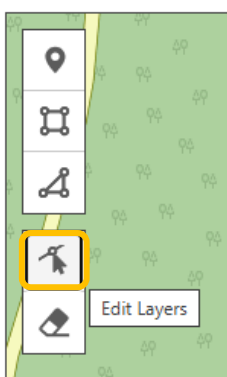
Select the **“Draw Rectangle”** tool to draw rectangles or squares:



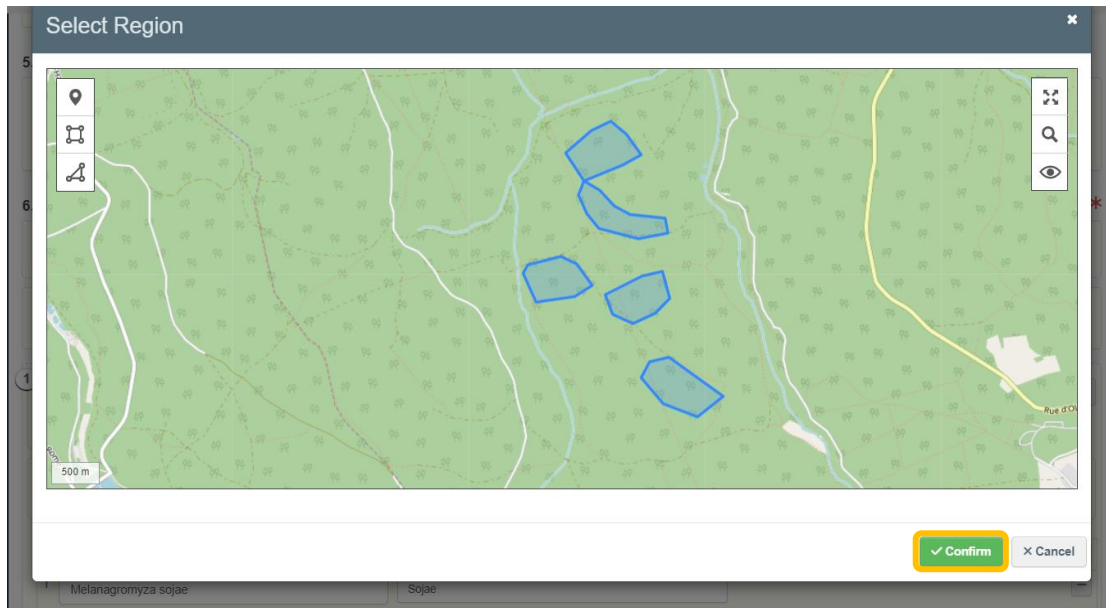
Select the **“Draw Polygons”** tool to draw irregular, non-rectangular polygons:



Select the **“Edit Layers”** tool to move a point or edit the shape or size of a rectangle or a polygon that you have already drawn. Select the **“Remove Layers”** tool and click on a point, rectangle or polygon to erase it:



After finalising your selection, click **“Confirm”** to transfer the coordinates to the DDS form:

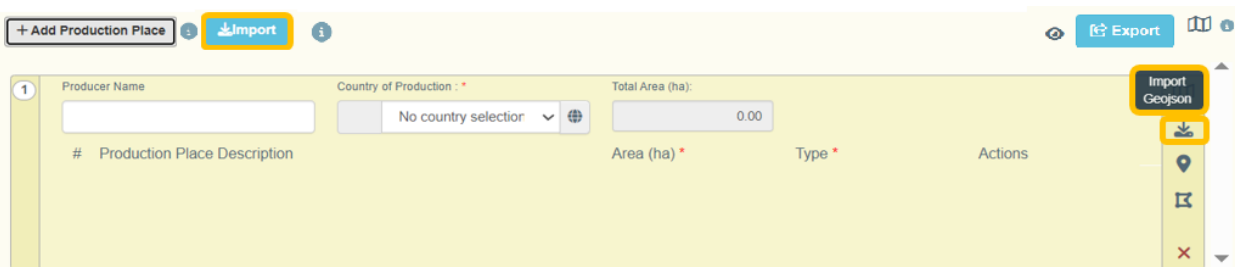


Once all the products and associated production places have been added into the DDS, proceed to Step 3 (below).

2.2 b) Importing GeoJSON file to add production place

Instead of manually entering coordinates or drawing points or polygons with the map tool, you can import your geolocation coordinates in a GeoJSON file into the DDS, as described below.

Click on the **“Import”** button to import a file for the entire commodity, or on the **“Import GeoJSON”** symbol to import a file specifically for the production place of the commodity, and then follow these steps:



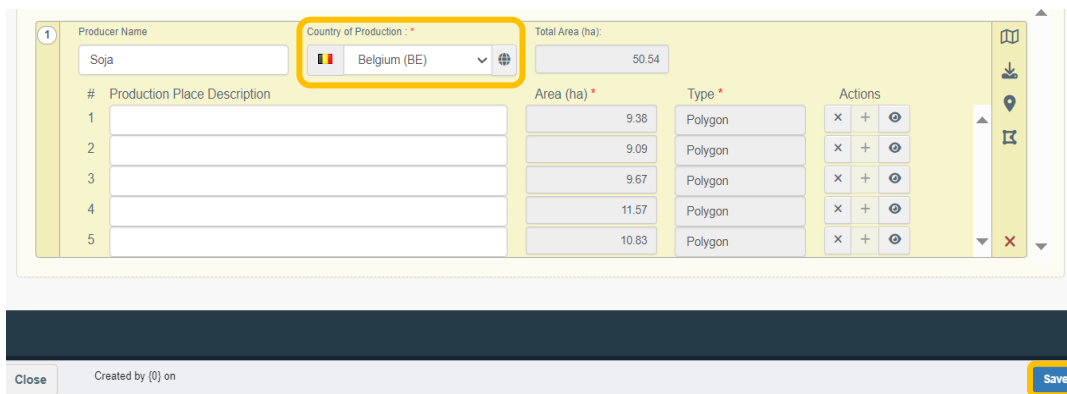
Note: If a relevant product is sourced from multiple ‘countries of production’, separate GeoJSON files are required for each country.

1. When opening the file, the system will display the data from the GeoJSON document in detail.
Click **“Confirm”** to continue:



Note: If you wish to construct your own geolocation data files for DDS upload, the system supports the EPSG:4326 coordinate reference system. Please refer to the [EUDR GeoJSON File Description](#) document for further information and for work-arounds for common errors.

2. Once you have imported your GeoJSON data, complete the mandatory field **“Country of Production”**, then click **“Save”** and **“Confirm”**. The DDS will be recorded in the database with an internal reference number.



#	Production Place Description	Area (ha)	Type	Actions
1		9.38	Polygon	x + [icon]
2		9.09	Polygon	x + [icon]
3		9.67	Polygon	x + [icon]
4		11.57	Polygon	x + [icon]
5		10.83	Polygon	x + [icon]

Save DDS

Please confirm to save the DDS

✓ Confirm

✕ Cancel

Once all the products and associated production places have been added into the DDS, proceed to Step 3 (below).

Step 3

After reviewing all the information in the DDS, click on **"Submit"** followed by **"Confirm & Sign"** to finalise the submission:

1

Producer Name

Soja

Country of Production *

Belgium (BE)

✕

Total Area (ha):

50.54

#

Production Place Description

Area (ha) *

Type *

Actions

1

9.38

Polygon

✕

+

📍

Close

Created by Belgium Exports Limited on Fri Sep 13 2024 00:32:39 GMT+0200

Save

Submit

Delete

Note: You can save the draft at any time and get back to it before the submission.

Please make sure that the checkbox is selected as appropriate, as shown in the image below.

Submission - Confirmation

By submitting this Statement (DDS/SD) the operator confirms that due diligence according to Regulation 2023/1115 was carried out and that no or only a negligible risk was found that the relevant products do not comply with Article 3, point (a) or (b), of that Regulation. -----/----- !! ATTENTION !!

☒ Check this box to allow the geolocation data of this DDS to be visible when referenced in another DDS

This is the REPLICA (Development) server to help you get familiar with the system. Please note that information submitted in this server have no legal value and their content cannot be subject to checks by Competent Authorities. Submitting DDS in this server is for testing the products to be placed on the EU market or exported, after the entry into application date of Regulation (EU) 2023/1115.

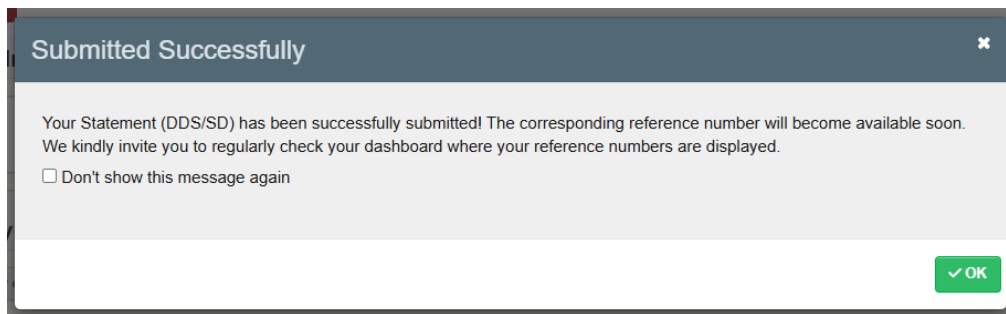
✓ Confirm & Sign

✕ Cancel

Note: The warning for the REPLICA server is not visible on this confirmation screen.

A confirmation message will inform you that the DDS was successfully submitted.

The DDS is now SUBMITTED and will be processed by the system and, if applicable, by national authorities.



Once processed, the status is updated to AVAILABLE, and a unique **reference number** and **verification number** will be assigned to the DDS. The reference number is made available without undue delay.

- The **reference number** is the number to be shared with the next actor in the supply chain (the so-called first downstream operator or trader) or be entered in the customs declaration, in the supporting document section (TARIC document type and reference number). It is shown to the Operator once the status of the DDS becomes AVAILABLE.
- The **verification number** is a security token known only to the declarant (Operator or its Authorised Representative, if applicable) and the Competent Authority. It can be communicated confidentially, together with the reference number, to the first downstream Operator/Trader. The communication of the verification number is not obligatory, see FAQ 3.6.1.

Note: A single DDS may contain multiple relevant commodities or products, and each commodity/product may contain multiple production places. However, a single DDS relates to only one “Activity” (Import, Export, Domestic).

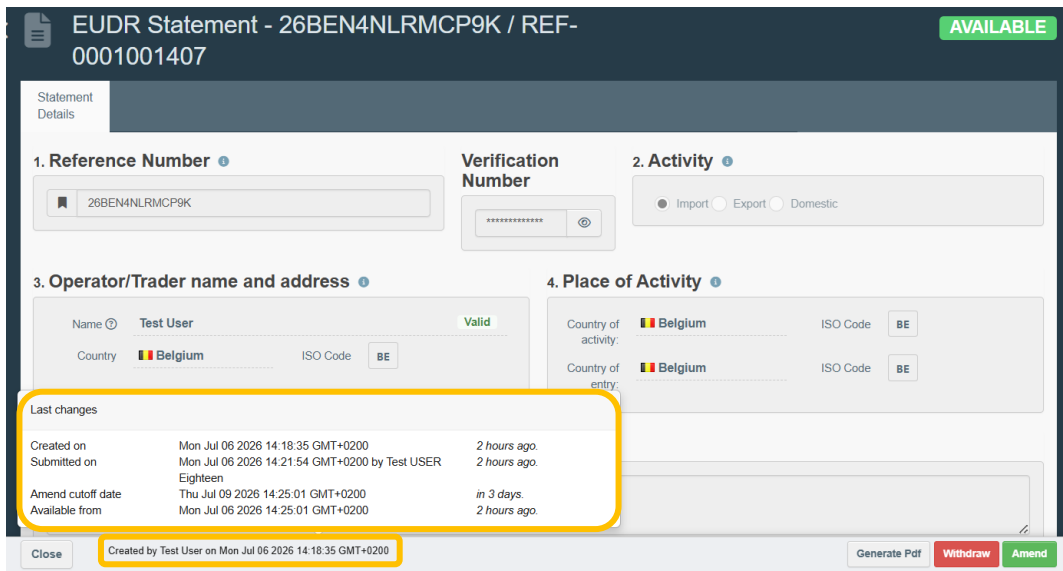
Note: The data retention period for personal data within a DDS is five years. This period may be extended upon individual request, in accordance with Article 12(5) of the [Implementing Act of the Information System](#).

2.3 Other information associated with a Due Diligence Statement

As an Economic Operator, you can track the status of your DDS using the "**Last Changes**" feature located at the bottom left corner of the page (visible as a pop-up window when hovering over the grey bar at the bottom of the screen). This section will appear in the DDS only after clicking on the "**Save**" button. It provides a detailed overview of the key timestamps and actions taken on the DDS:

- **Created on:** Displays the date and time when the DDS was initially created.
- **Submitted on:** Shows when the DDS was submitted for review.
- **Amend cutoff date:** Indicates the deadline for making any amendments to the DDS.
- **Available from:** Reflects the time when the DDS became available to be used by the Operator for presentation to customs or relevant authorities.

Additionally, the system logs the user who created the DDS, along with the corresponding date and time, ensuring accountability and tracking for compliance purposes.



The screenshot shows the EUDR Statement interface for reference number 26BEN4NLRMCP9K. The interface includes sections for Reference Number, Verification Number, Activity (Import, Export, Domestic), Operator/Trader name and address, and Place of Activity. A 'Last changes' pop-up window is highlighted, showing the following information:

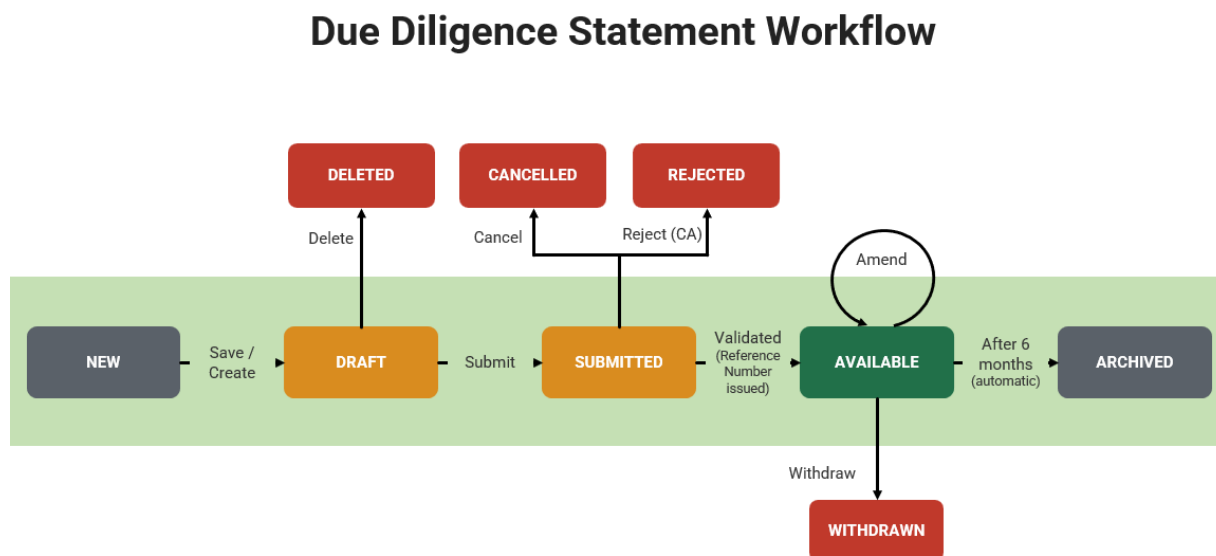
Last changes		
Created on	Mon Jul 06 2026 14:18:35 GMT+0200	2 hours ago.
Submitted on	Mon Jul 06 2026 14:21:54 GMT+0200 by Test USER	2 hours ago.
Amend cutoff date	Thu Jul 09 2026 14:25:01 GMT+0200	in 3 days.
Available from	Mon Jul 06 2026 14:25:01 GMT+0200	2 hours ago.

At the bottom of the interface, there is a status bar showing 'Created by Test User on Mon Jul 06 2026 14:18:35 GMT+0200' and buttons for 'Generate Pdf', 'Withdraw', and 'Amend'.

Once the steps are completed (or when clicking a DDS reference number from the dashboard), you will be able to read, duplicate, amend, or withdraw the DDS content (see [Section 3](#)).

3. Overview of Due Diligence Statement statuses and available actions

The workflow diagram below illustrates the different statuses of a DDS and the actions that can be taken to transition between statuses:



The status is visible on the homepage (see [Section 6.1](#) for details of searching by status):

Search - EUDR Statement						
Search: Search by Reference ID or Internal Reference			Search	Advanced Search	☐ Grouped Statements/Declarations Showing 16 / 16 Total items	
Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
DDS	Test REF 1		Import	1201 Soya beans, whether or not broken	Submitted	03/09/2026 14:45
DDS	26BETJXQKUJVS	REF-0001002840	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 19:46
DDS		REF-0001002839	Import		Draft	
DDS	26BEZCK4MH565H	REF-0001002834	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 15:50

3.1 Due Diligence Statement statuses

There are ten possible statuses for a DDS, described below:

- **NEW:** At creation a DDS gets the status NEW. The entered data will be lost if you leave the page without **saving first** (by clicking “**Create**”).
- **DRAFT:** Once a NEW DDS has been saved, it becomes a DRAFT.
- **DELETED:** If DELETED, a DDS will be physically erased from the Information System database after a period of days.
- **SUBMITTED:** Once the system processes the data of the DDS to generate a reference number, the DDS status becomes SUBMITTED. The DDS will then get the status AVAILABLE.
- **CANCELLED:** If CANCELLED, a SUBMITTED DDS disappears from the default search list but is kept in the system for consultation.

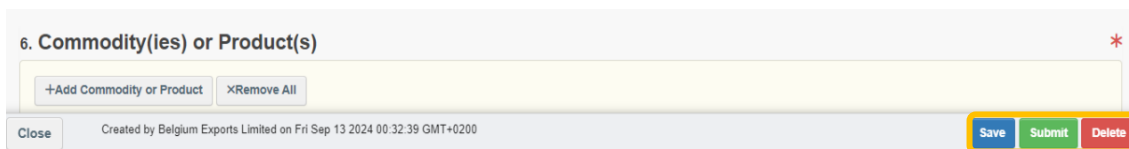
Note: The status CANCELLED differs from the status DELETED by the fact that the cancelled DDS has been submitted before and is retained in the Information System for auditing purposes rather than physically erased.

- **REJECTED:** If REJECTED by the Competent Authority, a DDS cannot be used.
- **AVAILABLE:** The SUBMITTED DDS is validated by the system to status AVAILABLE without undue delay, unless it triggers a specific risk criterion set up by the Competent Authority, which provides them with more time to check its content. When the DDS receives the status AVAILABLE, the system will display the reference number that can then be used by the user to comply with legal requirements.
- **WITHDRAWN:** An AVAILABLE DDS may be withdrawn by the user if it is no longer needed and the reference number has not yet been used.
- **ARCHIVED:** Each AVAILABLE DDS is automatically assigned the status ARCHIVED by the system six months after it was assigned the status AVAILABLE, regardless of whether its reference number has been used or not in either a customs declaration or as an Associated DDS reference. ARCHIVED status is a technical expiration only, designed to free-up space on the homepage. Archived DDS can still be found via the “Advanced Search” function (see [Section 6.1](#)) and are still fully useable.
- **GROUPED:** This status is assigned to the members of the Grouped statement (see [Section 7](#)).

3.2 Actions available to a Due Diligence Statement

Depending on the status of a DDS, the system allows different actions. Actions can be performed by the user unless otherwise specified below.

- **Actions in NEW:** A NEW DDS can be used to “**Create**” a DRAFT. This saves the NEW DDS in status DRAFT.
- **Actions in DRAFT:** Once the DDS is in status DRAFT, there are only 3 possible actions: Save, Submit, Delete.
 - “**Save**” a DRAFT to continue working on it later.
 - “**Submit**” a DRAFT to request validation to make the DDS AVAILABLE. A submitted DRAFT first receives the status SUBMITTED and then, if validated, becomes AVAILABLE.
 - “**Delete**” a DRAFT to erase it from the system. The DDS will disappear from the default search list but is kept in the Information System for consultation temporarily. It can no longer be edited or submitted. After a period of days, the deleted DDS will be physically erased from the Information System database.



Note: Each Operator may have at most 50 DDS in status **DRAFT** at any one time. If you have reached your account's DRAFT limit, you must Submit or Delete drafts before creating new ones.

- **Actions in SUBMITTED:** Once a DRAFT DDS has been SUBMITTED, it can be Cancelled by the user, Rejected by the Competent Authority, or Validated by the system.
 - “**Cancel**” a SUBMITTED DDS to remove it from the default search list. It cannot be used but is kept in the system for consultation.
 - If the Competent Authority **rejects** a SUBMITTED DDS, it may provide the reason for the rejection directly in the DDS or via other means, as applicable.
 - If a SUBMITTED DDS has not been cancelled or rejected, it is **validated** by the system and becomes AVAILABLE.

Note: When the DDS receives the status **AVAILABLE**, the system will display the reference number, which the user can use to comply with legal requirements. For further information please consult the [Implementing Act of the Information System](#).

- **Actions in AVAILABLE:** Once a SUBMITTED DDS becomes AVAILABLE, the system will display the DDS reference number, which the user can use to comply with legal requirements. For a limited time period, the user may choose to Amend its content or Withdraw it.

DDS	26BETJXQKUJVS	REF-0001002840	Export	1201	Soya beans, whether or not broken	Available	21/08/2026 19:46	
DDS		REF-0001002839	Import			Draft		
DDS	26BEZCK4MH565H	REF-0001002834	Export	1201	Soya beans, whether or not broken	Available	21/08/2026 15:50	

- **“Amend”** an AVAILABLE DDS to modify its content, for up to 72 hours after validation (i.e. after the DDS received the “AVAILABLE” status).
- **“Withdraw”** an AVAILABLE DDS, for up to 72 hours after validation, if it was not used and is no longer needed.

6. Commodity(ies) or Product(s)

Net Mass (Kg)	Volume (m3)	Supplementary Units	Area (ha)
Totals: 20.00	0.00	0	204.29

Close Created by HU_EUDR_Test_Operator on Thu Sep 19 2024 10:10:53 GMT+0200 Withdraw Amend

Note: For further information on update and withdrawal of a DDS, please consult Article 5 of the [Implementing Act of the Information System](#).

- **“Copy As New”**
In addition to the actions above, an Operator can duplicate any of their DDS with statuses DRAFT, SUBMITTED or AVAILABLE by clicking the **“Copy As New”** icon beside that DDS in the search result table. This functionality may be useful if a user wishes to create several DDS with similar content. The system will create a copy of the DDS with status NEW. This NEW copy can be used as a template in which the user can modify and update relevant fields before submitting.

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date	
DDS		Test REF 1	Import	1201 Soya beans, whether or not broken	Submitted	03/09/2026 14:45	
DDS	26BETJXQKUJVS	REF-0001002840	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 19:46	
DDS		REF-0001002839	Import		Draft		
DDS	26BEZCK4MH565H	REF-0001002834	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 15:50	

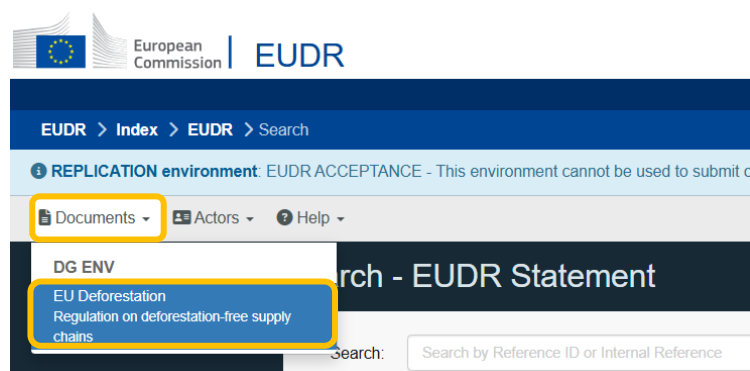
4. Creating and submitting a new Simplified Declaration (SD)

Note: The EUDR (Regulation (EU) 2023/1115) contains a simplified regime for Micro or Small Primary Operators (MSPOs), specifying that they may submit a one-time Simplified Declaration (SD) before placing relevant products on the market or exporting them, instead of submitting separate Due Diligence Statements (DDS).

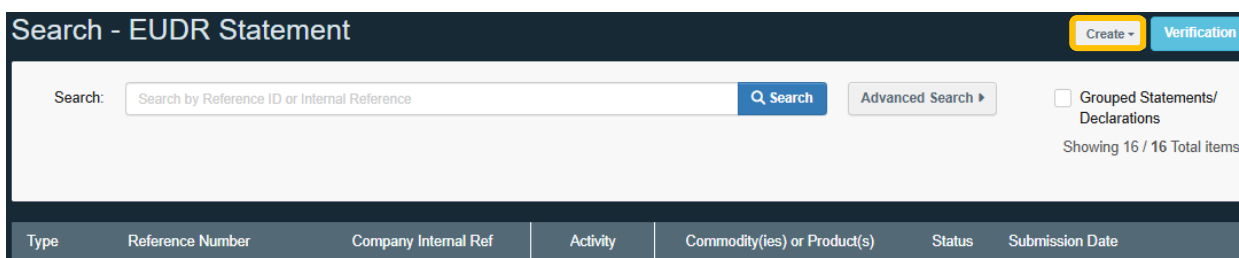
SD should only be submitted by those who qualify as MSPOs and who place on the market, or export, relevant products that they themselves have grown, harvested, obtained from or raised, within the low-risk country where they are based.

For help with understanding EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](https://european-council.europa.eu/media/1234567890/default_image.pdf), including FAQs and Supply Chain Infographics.

On the main page of the Information System the Micro or Small Primary Operator (or its authorised representative) click on “**Documents**” > “**EU Deforestation**”:



A new Simplified Declaration can be created using the “**Create**” button (see step by step instructions on SD creation below).

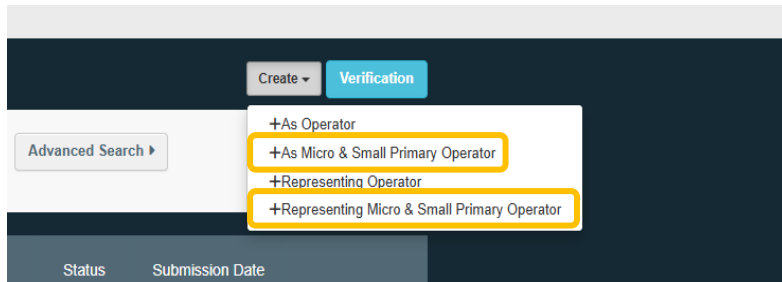


4.1 Step-by-step guide to creating and submitting a Simplified Declaration

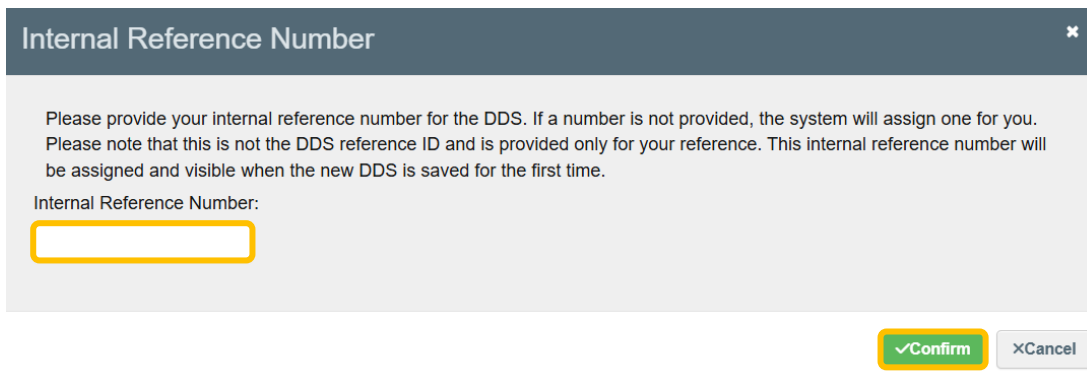
The main SD form has six sections that should be completed. A step-by-step process is explained below.

Step 1

To start creating an SD, click on “**Create**” and select your role “**As Micro & Small Primary Operator**” on the main screen (or, for an authorised representative, “Representing Micro & Small Primary Operator”).



A new window will appear, requesting an **internal reference number**. A company’s internal reference number is an informal, unstructured internal reference number of your preference that can be entered by the declarant MSPO or, if left blank, is system-generated. It is intended for internal use only to facilitate SD retrieval. **Tip:** Please do not use spaces when entering an internal reference number, as this can affect subsequent searches.

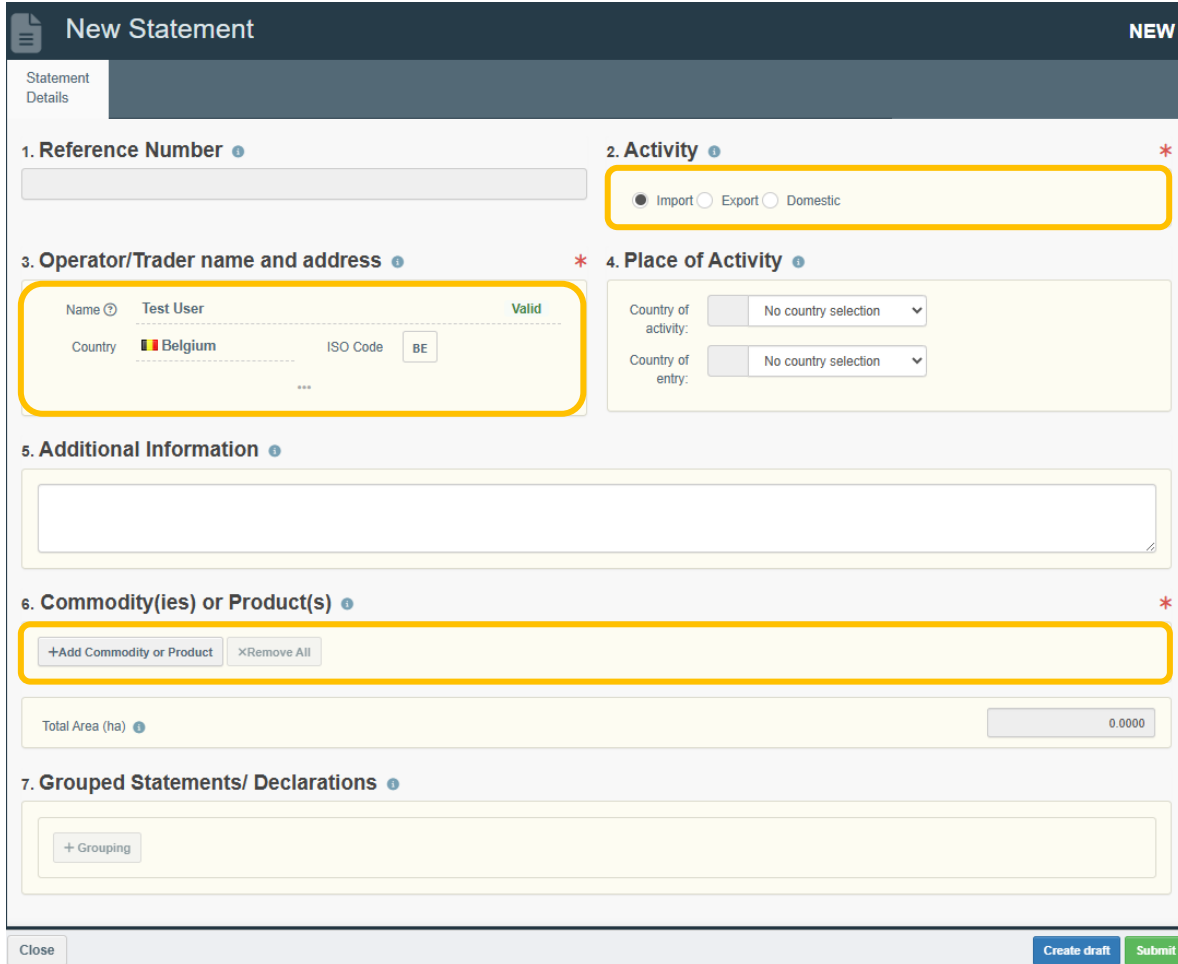


Enter an internal reference number into the field and click “**Confirm**” button to be redirected to the following page. Alternatively, if you do not have an internal reference number you can leave the field blank and click “**Confirm**”; in this case the system will assign an internal reference number when the new SD is saved for the first time. This internal reference number can be edited later on the Dashboard page.

The form is very similar to a DDS. A more detailed explanation of each field is provided in [Section 2.1](#) above.

Step 2

This step contains the Statement Details form to fill. Some fields are auto-filled, some are optional. Mandatory fields are marked with a red asterisk (*), as highlighted in yellow below.



New Statement NEW

Statement Details

1. Reference Number *

2. Activity *

☒ Import ☐ Export ☐ Domestic

3. Operator/Trader name and address *

Name: Test User Valid

Country: Belgium ISO Code: BE

4. Place of Activity *

Country of activity: No country selection

Country of entry: No country selection

5. Additional Information

6. Commodity(ies) or Product(s) *

+Add Commodity or Product XRemove All

Total Area (ha): 0.0000

7. Grouped Statements/ Declarations *

+ Grouping

Close Create draft Submit

Field 1. Reference Number: This is the **declaration identifier** associated to the SD. It will be auto-generated by the system and visible to the MSPO once the status of the SD becomes AVAILABLE. The reference number is unique for every SD submitted and is the number that should be shared with the next actor in the supply chain. For non-EU based MSPOs placing products directly on the EU market, it is the number that is entered in a customs declaration, in the supporting document section (TARIC document type and reference number). This reference number field cannot be edited by the user.

Field 2. Activity: The listed activities are connected to the Identifiers registered for the account. Not all types allow all activities. One of the following options must be selected:

- **Domestic** – MSPOs based within the EU placing their relevant products on the EU market for the first time should select “Domestic”.
- **Export** – MSPOs based within the EU who are directly exporting their relevant products outside the EU, should select “Export” (requires an EU EORI number at registration).

- **Import** – MSPOs based outside the EU who are directly placing their relevant products on the EU market for the first time, should select “Import” (requires an EU EORI number at registration).

This field shows ‘Import’ and ‘Export’ activity only when an EU EORI number is added as ‘Operator Identifier’ in the registration (see [Section 1.4 a](#))).

Field 3. Operator Name and Address: This will be pre-filled with the MSPO’s name and country, based on details provided when creating their role in the EUDR Information System (unless multiple addresses have been provided, which can be selected from the drop-down menu). If the user is an **Authorised Representative**, they must fill in all fields of the box with the details of the Operator represented. The user will also appear in a separate box called “Authorised Representative”.

Note: When completing an SD on behalf of an MSPO, as an Authorised Representative, you must fill in the MSPO’s name, address and at least one identifier.

3. Please provide the represented operator information *
in this section. ⓘ

Name: *

Country: *

Street: *

City: *

Postal Code: *

Email:

Phone:

Identifier: *

Field 4. Place of Activity: This is a **non-mandatory** group of information. The content of this section depends on the “Activity” selected in Field 2. Providing information in this field will ensure a smooth interaction with the correct competent authority in the case of follow-up questions related to the SD. It can contain three separate fields, depending on the type of “Activity” selected:

- **Country of activity:** The user can select this field when choosing activity ‘Import’ or ‘Domestic’ in Field 2. In this field, the user can enter the Member State in which the relevant products that the SD covers are typically placed on the Union market.
- **Country of entry:** The user can select this field when choosing activity ‘Import’ in Field 2. In this field, the user can enter the Member State where the products that the SD covers will be placed under the customs procedure ‘release for free circulation’.
- **Country of exit:** The user can select this field when choosing activity ‘Export’ in Field 2. In this field, the user can enter the Member State where the products that the SD covers will be placed under the customs procedure ‘export’.

Field 5. Additional information: This is an optional free-text field for specific comments (if relevant) intended for the Competent Authority and provided by the declarant user.

5. Additional Information ⓘ

Field 6. Commodity(ies) or Product(s):

To start filling in the Commodity(ies) or Product(s) information, click on “**+Add Commodity or Product**”:

5. Additional Information ⓘ

6. Commodity(ies) or Product(s) ⓘ *

+Add Commodity or Product X Remove All

Total Area (ha) ⓘ 0.00

To add one or more commodity(ies) or product(s), select from a list of codes using the interactive tree structure, or by typing a keyword in the search field to find the desired HS code.

Each SD must contain at least one commodity and may contain up to 200 commodities or products (as further described in FAQ 7.12). Every commodity or product must include a description.

HS-Code ✕

+ 01 LIVE ANIMALS

+ 02 MEAT AND EDIBLE MEAT OFFAL

+ 09 COFFEE, TEA, MATÉ AND SPICES

+ 12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER

+ 15 ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PREPARED EDIBLE FATS; ANIMAL OR VEGETABLE WAXES

+ 16 PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES

+ 18 COCOA AND COCOA PREPARATIONS

+ 23 RESIDUES AND WASTE FROM THE FOOD INDUSTRIES; PREPARED ANIMAL FODDER

+ 29 HYDROCARBONS AND THEIR HALOGENATED, SULPHONATED, NITRATED OR NITROSATED DERIVATIVES

+ 38 MISCELLANEOUS CHEMICAL PRODUCTS

+ 40 RUBBER AND ARTICLES THEREOF

+ 41 RAW HIDES AND SKINS (OTHER THAN FURSKINS) AND LEATHER

+ 44 WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL

+ 47 PULP OF WOOD OR OF OTHER FIBROUS CELLULOSIC MATERIAL; RECOVERED (WASTE AND SCRAP) PAPER OR PAPERBOARD

0 element(s) selected.

Note: It is mandatory to declare the HS codes at least to the number of digits as listed in Annex I of EUDR. Further to the mandatory level of digits, users can declare the HS code in more detail.

After selecting the commodity code, MSPOs will be asked to provide the “**Estimated Annual Quantity**” for products they plan to place on the EU market (or export):

6. Commodity(ies) or Product(s) *

+Add Commodity or Product xRemove All

Total Area (ha) 0.00

1 12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER
1201 Soya beans, whether or not broken Remove

Estimated Annual Quantity

Commodity(ies) or Product(s) Description *	Net Mass (Kg)	% Est. or Deviation	Supplementary Units	Unit Type	Total Area (ha)
					0.00

Note: The EUDR FAQs, in particular FAQ 3.30, provide guidance on how to estimate annual quantities, including when production levels fluctuate or products are not placed on the market every year. The FAQs are accessible from [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](https://european-council.europa.eu/media/eudr-implementation)

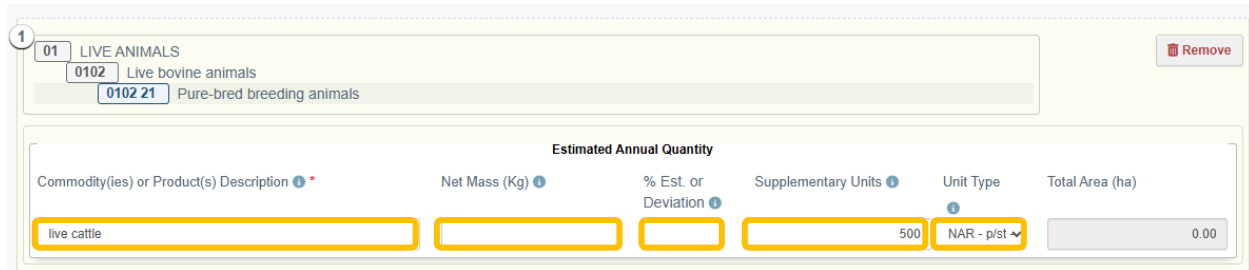
Please note:

- The **Commodity(ies) or Product(s) Description** is mandatory.
- For each commodity, you must provide at least one quantity.
 - For Import or Export activities, providing the **Net Mass (in kg)** is mandatory.
 - For Domestic activities, at least one measurement unit must be provided: **Net Mass in kg** or **Supplementary Units** (if applicable for the specific HS code as per Annex II of the Regulation). When a supplementary unit quantity is used, the corresponding supplementary unit type (e.g. m³) must also be selected.
- For Domestic production, you may:
 - (a) provide net mass in kg plus a percentage estimate/deviation (0–25 %),
 - (b) provide a supplementary unit type and quantity, or
 - (c) provide both net mass with percentage estimate/deviation AND a supplementary unit.

Please refer to [Annex 2](#) of this User Guide for further guidance on units of measure.

Two examples of filling in Field 6 are provided below.

EXAMPLE 1



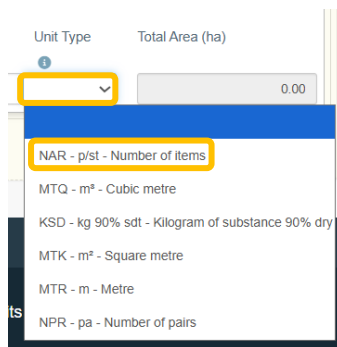
1 01 LIVE ANIMALS
0102 Live bovine animals
0102 21 Pure-bred breeding animals

Remove

Estimated Annual Quantity

Commodity(ies) or Product(s) Description	Net Mass (Kg)	% Est. or Deviation	Supplementary Units	Unit Type	Total Area (ha)
live cattle			500	NAR - p/st	0.00

In this example, the MSPO is an EU-based farmer placing live cattle on the EU market. The product description field is mandatory. Net mass (kg) is only mandatory for imports/exports, not domestic production. Therefore, the estimated annual quantity could be given as **“Net mass (kg)”** OR as **“Supplementary Units”** with the corresponding **“Unit Type”**. Please refer to [Annex 2](#) for more information on use of supplementary units.



Unit Type

Total Area (ha)

0.00

NAR - p/st - Number of items

MTQ - m³ - Cubic metre

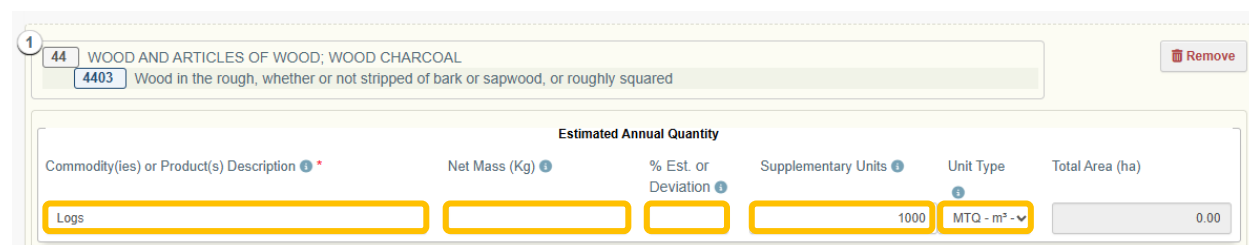
KSD - kg 90% sdt - Kilogram of substance 90% dry

MTK - m² - Square metre

MTR - m - Metre

NPR - pa - Number of pairs

EXAMPLE 2



1 44 WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL
4403 Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared

Remove

Estimated Annual Quantity

Commodity(ies) or Product(s) Description	Net Mass (Kg)	% Est. or Deviation	Supplementary Units	Unit Type	Total Area (ha)
Logs			1000	MTQ - m³	0.00

In this example, the MSPO is an EU-based forester placing logs on the EU market. Only the product description field is mandatory. The estimated annual quantity could be given as **“Net mass (kg)”** OR as **“Supplementary Units”** with the corresponding **“Unit Type”**.

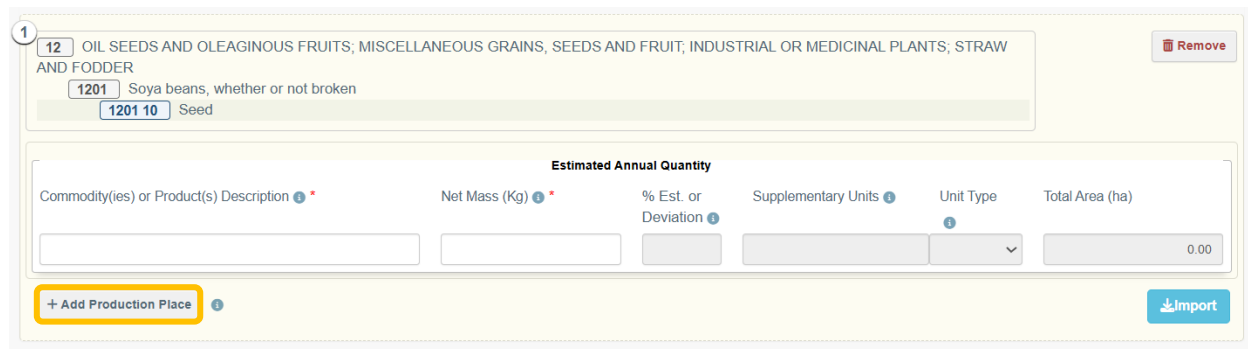
If the **“Activity”** selected by the MSPO in Field 2 was **“Import”** or **“Export”**, the **“Net mass (kg)”** field would be mandatory. Supplementary Units may also be mandatory, depending on the commodity or product. At least one measurement unit for the estimated annual quantity must always be provided.

Field 7. Grouped Statements/Declarations: This is an optional function available for Operators, including MSPOs, to group their own Simplified Declarations into one single ‘Group Head’ (for example, where a large number of geolocations exceeds the maximum file size for a single SD). See [Section 7](#) for instructions.

Note: Most MSPOs will not need to use the grouping function.

Entering the geolocation into the SD:

Once all the “Estimated Annual Quantity” information has been completed, the next step is to add the location(s) of the plots of land where these relevant products will be produced. Click on “**Add Production Place**”.



1

12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER

1201 Soya beans, whether or not broken

1201 10 Seed

Remove

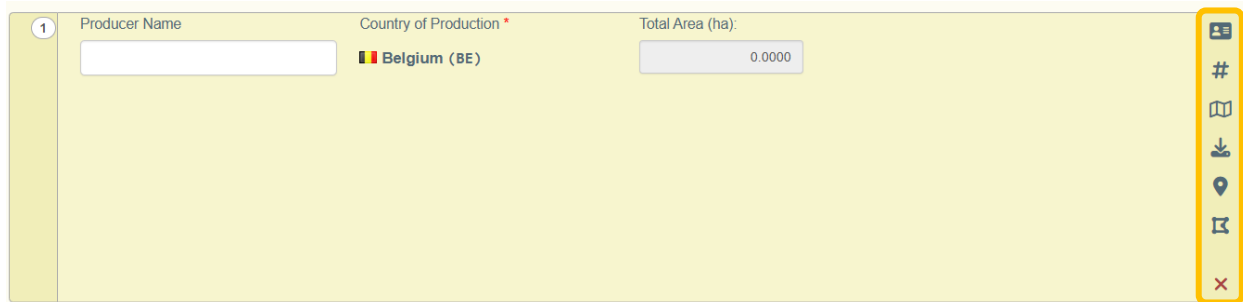
Estimated Annual Quantity

Commodity(ies) or Product(s) Description	Net Mass (Kg)	% Est. or Deviation	Supplementary Units	Unit Type	Total Area (ha)
					0.00

+ Add Production Place

Import

The different options for adding a production place will appear in the right-hand bar of the screen:



1

Producer Name

Country of Production *

Belgium (BE)

Total Area (ha):

0.0000

#

📄

📍

🗑️

✖

Note: For Simplified Declarations, the “**Country of Production**” will always be pre-populated to match the country where the MSPO is registered (Field 3), because MSPOs can only use an SD for products that they produce within the low-risk country where they are based.

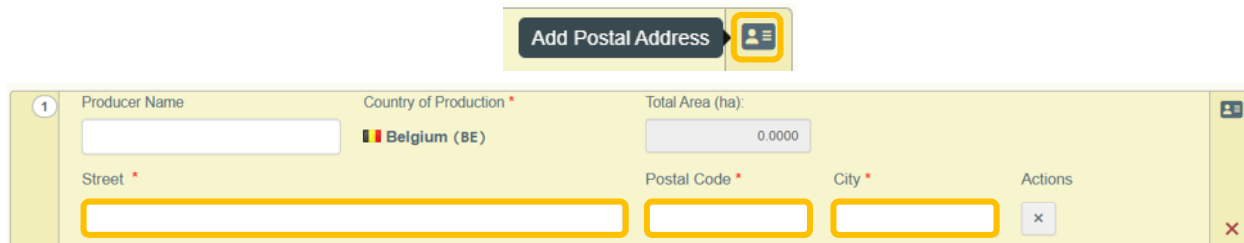
Note: The “Producer Name” field is optional.

Geolocation information can be entered into an SD in several ways. You can **manually add** a production place, either by entering coordinates or by drawing points or polygons in the GeoEditor Map Tool, or you can **import data** by uploading a standardised GeoJSON file containing coordinates; these options are the same as for a DDS and are explained in detail in [Section 2.2](#) above.

Alternatively, a simplification option is available to MSPOs for adding a production place to an SD. Instead of providing geolocation coordinates or point/polygon data, you may **supply a postal address or cadastral address** of the establishment or plots of land where products are produced may be used in an SD. The steps for supplying a postal address or a cadastral address are explained below.

Option A) Postal Address

To add a postal address(es), click on the top right icon:

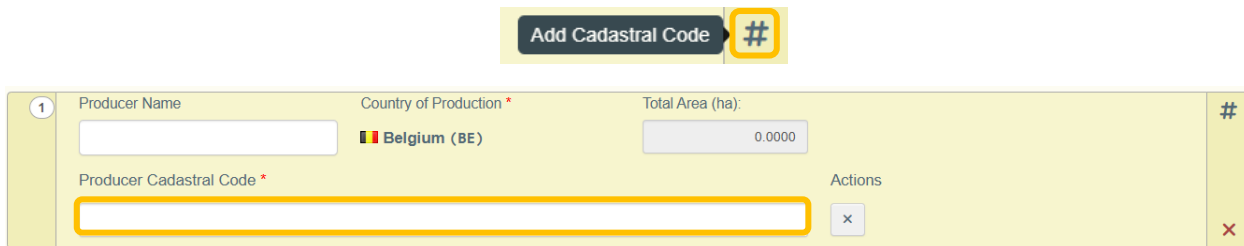


The address can then be added manually, including the 'Street' with the house number, the "Postal Code" and "City". It is possible to add multiple addresses to one production place by clicking the **Add Postal Address symbol** multiple times.

Note: MSPOs may use a postal address instead of geolocation data, including their own private address, when it corresponds to the geographic location of the plots of land or establishment where relevant products are being produced. Please see the EUDR FAQ, particularly question 3.28 for further guidance, accessible from [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](https://ec.europa.eu/eudr/faq).

Option B) Cadastral Code

To add an address as a cadastral code, select the second icon from the right-hand bar:



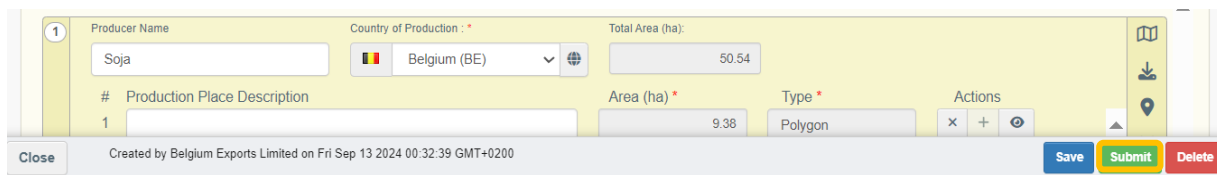
The cadastral information can be added manually. The free text field allows for different national formats.

Once all the products and associated production places have been added to the Simplified Declaration, proceed to Step 3 (below).

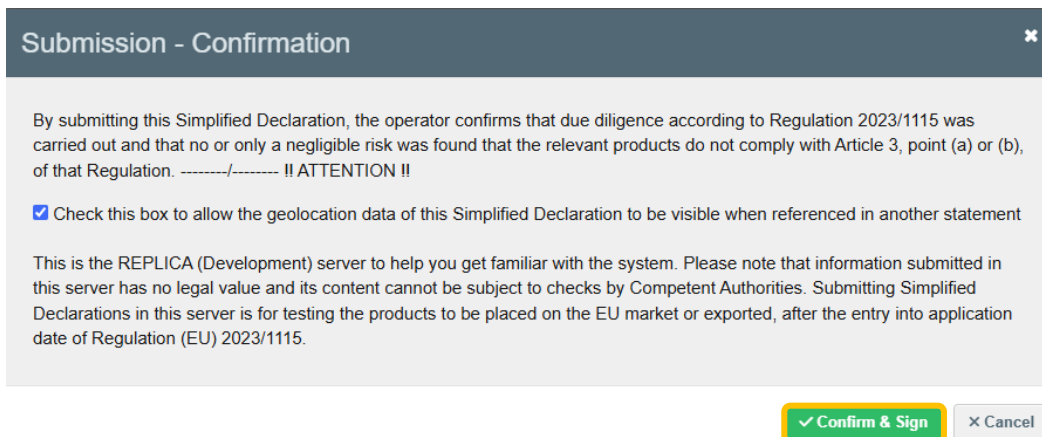
Note: A single Simplified Declaration may contain multiple relevant commodities or products produced by the MSPO and each commodity/product may contain multiple production places. However, a single SD relates to only one “Activity” (Import, Export, Domestic), hence if an EU-based MSPO exports products as well as placing on the EU domestic market then separate SDs would be needed for these activities.

Step 3

To finalise the submission after reviewing all the information in the Simplified Declaration, click on **“Submit”** at the bottom of the screen, followed by **“Confirm & Sign”**.



Please make sure that the checkbox is selected as appropriate, as shown in the image below.



Submission - Confirmation

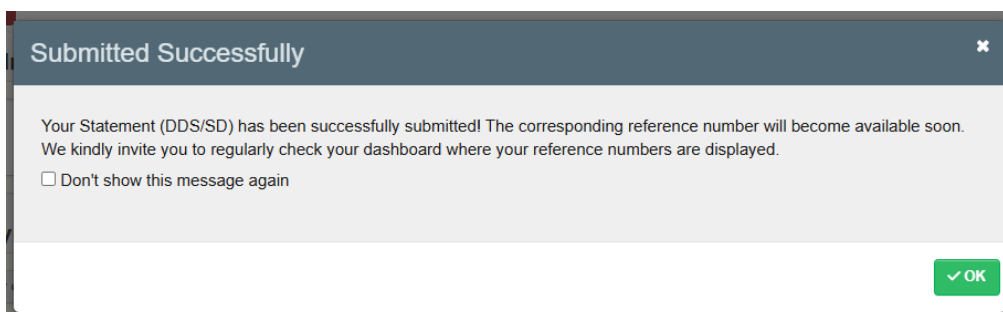
By submitting this Simplified Declaration, the operator confirms that due diligence according to Regulation 2023/1115 was carried out and that no or only a negligible risk was found that the relevant products do not comply with Article 3, point (a) or (b), of that Regulation. -----/----- !! ATTENTION !!

☒ Check this box to allow the geolocation data of this Simplified Declaration to be visible when referenced in another statement

This is the REPLICA (Development) server to help you get familiar with the system. Please note that information submitted in this server has no legal value and its content cannot be subject to checks by Competent Authorities. Submitting Simplified Declarations in this server is for testing the products to be placed on the EU market or exported, after the entry into application date of Regulation (EU) 2023/1115.

Note: The warning for the REPLICA server is not visible on this confirmation screen.

A confirmation message will inform you that the SD was successfully submitted.



Submitted Successfully

Your Statement (DDS/SD) has been successfully submitted! The corresponding reference number will become available soon. We kindly invite you to regularly check your dashboard where your reference numbers are displayed.

☐ Don't show this message again

The Simplified Declaration is now SUBMITTED and will be processed by the system, and if applicable, by national authorities. Once the procedure concludes, the status is updated to AVAILABLE and a unique **declaration identifier** and **verification number** will be assigned to the Simplified Declaration. The declaration identifier is made available without undue delay.

- The **declaration identifier** is the number to be entered in the customs declaration, in the supporting document section (TARIC document type and reference number), or to be shared with the next actor in the supply chain (the so-called first downstream operator or trader). It is shown to the operator once the status of the SD becomes AVAILABLE.
- The **verification number** is a security token known only to the declarant (MSPO or its Authorised Representative, if applicable) and the Competent Authority. It can be communicated confidentially, together with the declaration identifier, to the first Downstream Operator/Trader. The communication of the verification number is not obligatory, see FAQ 3.6.1.

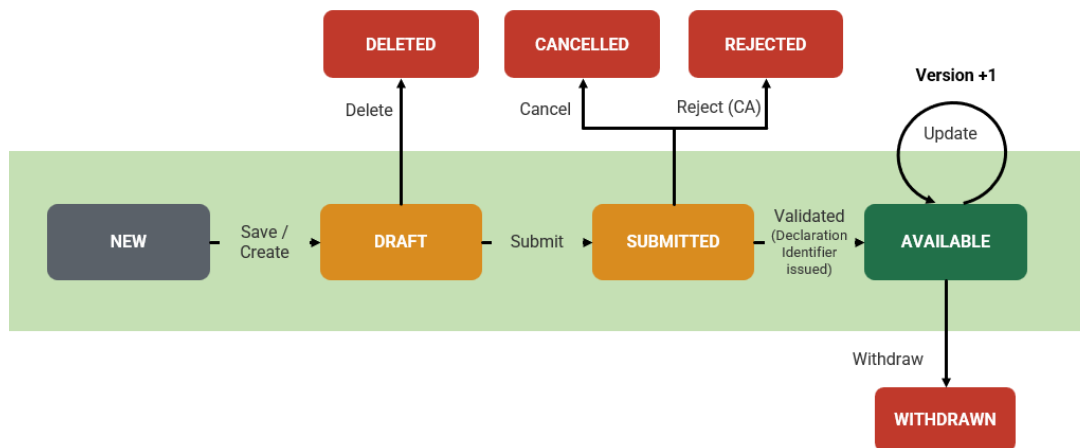
Note: MSPOs should only place relevant products on the EU market or export them once they have been assigned a declaration identifier.

Note: Simplified Declarations remain valid in the system, unless they are WITHDRAWN. The data within them are retained without limitation. If an SD is WITHDRAWN, the personal data are deleted five years after withdrawal, in accordance with Article 12(5) of the [Implementing Act of the Information System](#).

5. Overview of Simplified Declaration statuses and available actions

The workflow diagram below illustrates the different statuses of an SD and the actions that can be taken to transition between statuses:

Simplified Declaration Workflow



The status is visible on the homepage (see [Section 6.1](#) for details of searching by status):

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
SD		a	Domestic	1201 Soya beans, whether or not broken	Draft	
SD	S26BEICKARQ9A	REF-0001003789	Domestic	1201 Soya beans, whether or not broken	Available	02/09/2026 11:58
SD	S26BEC4TGOJGYA	MY OWN NUMBER 2	Domestic	1201 Soya beans, whether or not broken	Available	02/09/2026 11:58
SD	S26BE671D2B7NN	REF-0001003791	Domestic	1201 Soya beans, whether or not broken	Available	02/09/2026 11:58
SD	S26BEGSDNWZZKR	MY OWN NUMBER 1	Domestic	1201 Soya beans, whether or not broken	Available	02/09/2026 11:57

5.1 Simplified Declaration statuses

There are nine possible statuses for a SD, described below:

- **NEW:** At creation an SD gets the status NEW. The entered data is not saved yet and will be lost if you leave the page without **saving first** (by clicking “**Create draft**”).
- **DRAFT:** Once a NEW SD has been saved, the status becomes a DRAFT.
- **DELETED:** If DELETED, an SD will be physically erased from the Information System database after a period of days.
- **SUBMITTED:** Once the system processes the data of the SD to generate a reference number, the SD status becomes SUBMITTED.
- **CANCELLED:** If CANCELLED, a SUBMITTED SD disappears from the default search list but is kept in the system for consultation.

Note: The status CANCELLED differs from the status DELETED by the fact that the cancelled SD has been submitted before and is retained in the Information System rather than physically erased.

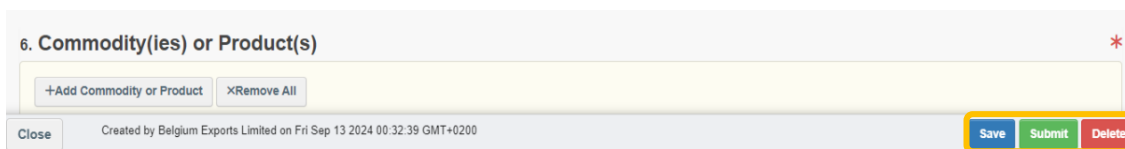
- **REJECTED:** If REJECTED by the Competent Authority, an SD cannot be used.
- **AVAILABLE:** The SUBMITTED SD is validated by the system to status AVAILABLE without undue delay, unless it triggers a specific risk criterion set up by the Competent Authority, which provides them with more time to check its content. When the SD receives the status AVAILABLE, the system will display the **declaration identifier** that can then be used by the user to comply with legal requirements.
- **WITHDRAWN:** An AVAILABLE SD may be withdrawn by the user if it is no longer needed.
- **GROUPED:** This status is assigned to the members of the Grouped statement (see [Section 7](#)).

5.2 Actions available to a Simplified Declaration

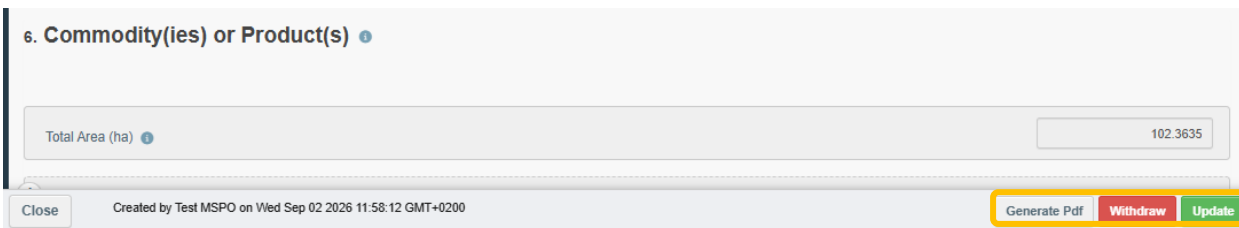
Depending on the status of an SD, the system allows different actions. Actions can be performed by the user unless otherwise specified below.

- **Actions in status NEW:** A NEW SD can be used to “**Create**” a DRAFT. This saves the NEW SD in status DRAFT.

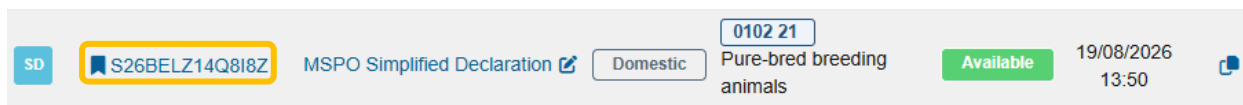
- **Actions in status DRAFT:** Once the SD is in status DRAFT, there are only 3 possible actions: Save, Submit, Delete.
 - “**Save**” a DRAFT to continue working on it later.
 - “**Submit**” a DRAFT to request validation to make the SD AVAILABLE. A submitted DRAFT first receives the status SUBMITTED and then, if validated, becomes AVAILABLE.
 - “**Delete**” a DRAFT to erase it from the system. The SD will disappear from the default search list but is kept in the Information System for consultation temporarily. It can no longer be edited or submitted. After a period of days, the deleted SD will be physically erased from the Information System database.



- **Actions in status SUBMITTED:** Once a DRAFT SD has been SUBMITTED, it can be Cancelled by the user, Rejected by the Competent Authority, or Validated by the system.
 - “**Cancel**” a SUBMITTED SD to remove it from the default search list. It cannot be used but is kept in the system for consultation.
 - If the Competent Authority **rejects** a SUBMITTED SD, it may provide the reason for the rejection directly in the SD or via other means, as applicable.
 - If a SUBMITTED SD has not been cancelled or rejected, it is **processed** by the system, and if applicable by Competent Authorities, and becomes AVAILABLE.



- **Actions in status AVAILABLE:** Once a SUBMITTED SD becomes AVAILABLE, the system will display the SD **declaration identifier**, which the user can use to comply with legal requirements. For a limited time period, the user may choose to Amend its content or Withdraw it.
 - “**Update**” an AVAILABLE SD can be updated at any time when a change requires it.



Note: For further information on update and withdrawal of a SD, please consult Article 5 of the [Implementing Act of the Information System](#).

- **“Copy As New”**

In addition to the actions above, an MSPO can duplicate any of their SD with statuses DRAFT, SUBMITTED or AVAILABLE by clicking the **“Copy As New”** icon beside that SD in the search result table. This functionality may be useful if a user wishes to create several SD with similar content. The system will create a copy of the SD with status NEW. This NEW copy can be used as a template in which the user can modify and update relevant fields before submitting.

SD	S26BELZ14Q8I8Z	MSPO Simplified Declaration	Domestic	0102 21 Pure-bred breeding animals	Available	19/08/2026 13:50	
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5.3 Updating a Simplified Declaration

A one-time Simplified Declaration remains valid without time limitation. However, MSPOs may update the information voluntarily if there are major changes to the information provided therein (see FAQ 3.27). Once the changes are made, the SD is resubmitted.

It is possible to update an AVAILABLE Simplified Declaration using the button at the bottom right of the screen.

EUDR Statement - S26BECMB5KDZBR / REF-0001001418

AVAILABLE

Statement Details

1. Reference Number

S26BECMB5KDZBR

Verification Number

XXXXXXXXXX

2. Activity

☐ Import
 ☐ Export
 ☒ Domestic

3. Operator/Trader name and address

Name: Test MSPO

Country: Belgium

ISO Code: BE

Valid

4. Place of Activity

Country of activity: Belgium

ISO Code: BE

5. Additional Information

Close

Created by Test MSPO on Mon Jul 06 2026 16:11:38 GMT+0200

Generate Pdf

Withdraw

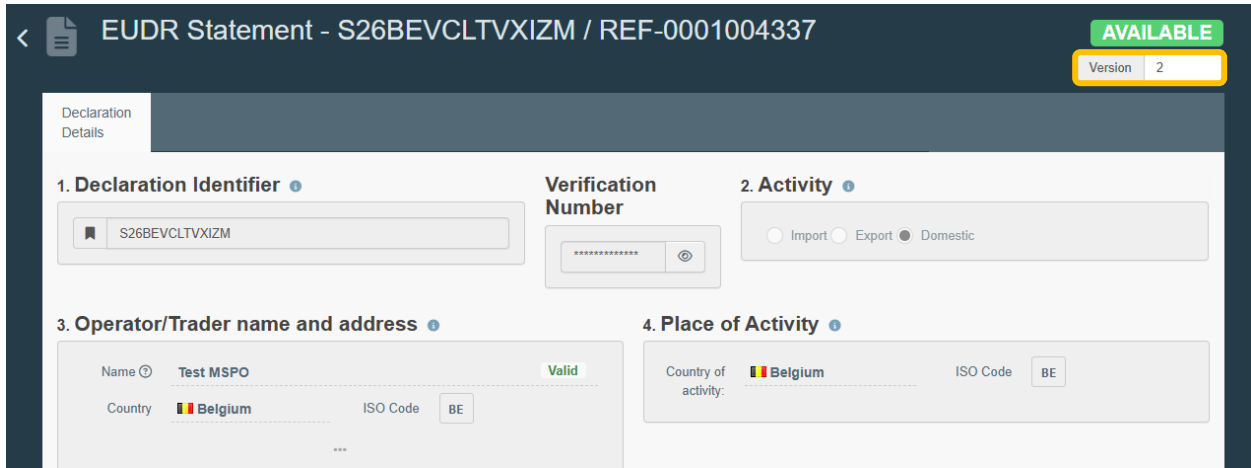
Update

Version tracking of SD updates is deployed in the system. Each updated version of an SD will retain the same declaration identifier as the SD's original version, but a version number (e.g. 1, 2, 3...) will be automatically appended to the declaration identifier by the system. The MSPO will be able to access previous versions of their SD in the system, but only the current version will be available for use.

Updated SD are indicated visually on the homepage:

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
SD	S26BEVCLTVXIZI 	REF-0001004337	Domestic	1602 50 Of bovine animals	Available	15/09/2026 12:20

The version updates are also visible within the Declaration's details:



EUDR Statement - S26BEVCLTVXIZM / REF-0001004337 AVAILABLE

Version: 2

Declaration Details

1. Declaration Identifier ?

S26BEVCLTVXIZM

Verification Number

2. Activity ?

☐ Import ☐ Export ☒ Domestic

3. Operator/Trader name and address ?

Name: Test MSPO Valid

Country: Belgium ISO Code: BE

4. Place of Activity ?

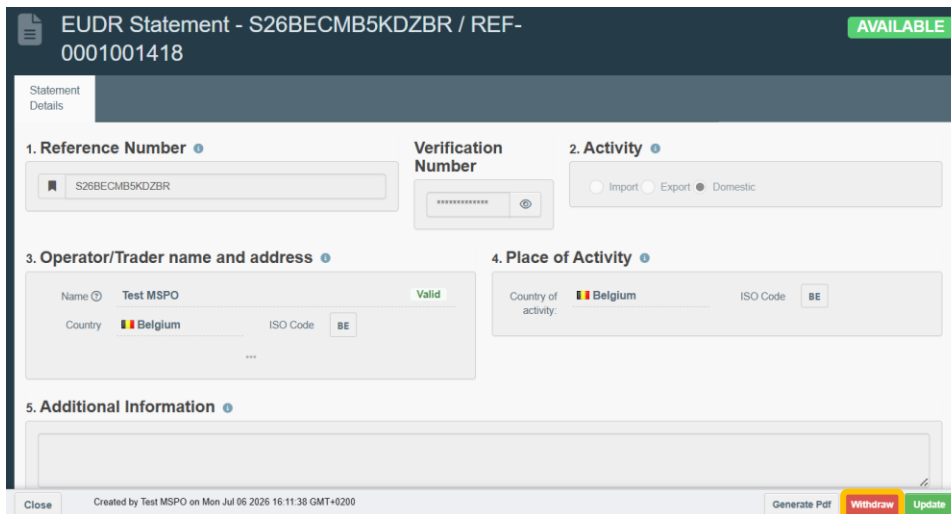
Country of activity: Belgium ISO Code: BE

Note: The “Update” function could be used to include any new plots of land not covered in the original Simplified Declaration.

MSPOs must ensure that all products they place on the market are covered by a valid SD. If an MSPO changes their business activity and will place new relevant products on the market, a new SD should be submitted. Please see the EUDR FAQs for further guidance, accessible from [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](https://europa.eu).

5.4 Withdrawing a Simplified Declaration

A Simplified Declaration can be withdrawn by the MSPO if no longer needed. An AVAILABLE Simplified Declaration can be withdrawn using the button at the bottom right of the screen.



EUDR Statement - S26BECMB5KDZBR / REF-0001001418 AVAILABLE

Statement Details

1. Reference Number ?

S26BECMB5KDZBR

Verification Number

2. Activity ?

☐ Import ☐ Export ☒ Domestic

3. Operator/Trader name and address ?

Name: Test MSPO Valid

Country: Belgium ISO Code: BE

4. Place of Activity ?

Country of activity: Belgium ISO Code: BE

5. Additional Information ?

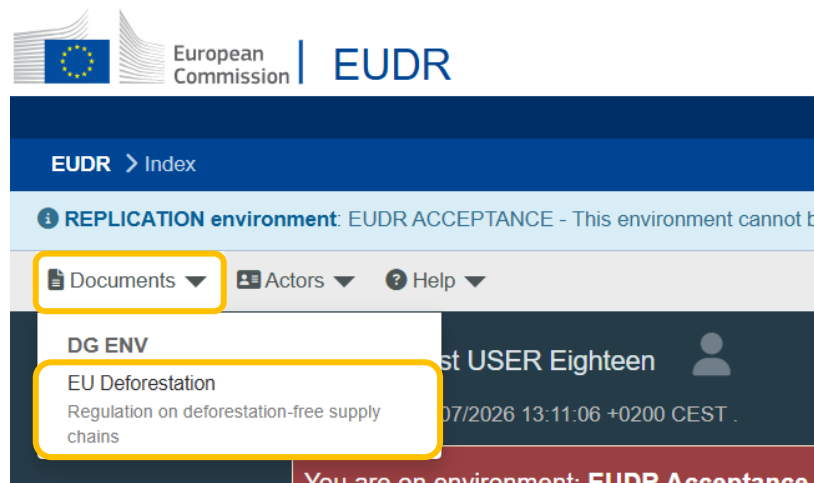
Close Created by Test MSPO on Mon Jul 06 2026 16:11:38 GMT+0200 Generate Pdf Withdraw Update

Note: For further information on submission, update and withdrawal of SD, please consult Article 4a of the [Implementing Act of the Information System](#).

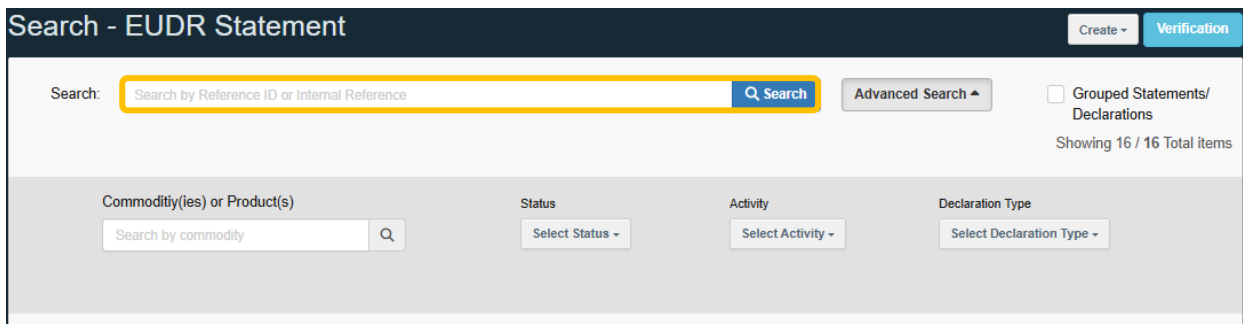
6. Managing Due Diligence Statements and Simplified Declarations

6.1 Searching for a Due Diligence Statement / Simplified Declaration

Users can search their own Due Diligence Statements or Simplified Declarations within the system, from the homepage. Once logged in, click on “**Documents**” > “**EU Deforestation**”:



To retrieve one or some specific DDS or SD, type the DDS reference number or the SD declaration identifier in the Search field and click the “**Search**” button.



You can perform more detailed searches by selecting the “**Advanced Search**” option and refine the required search criteria by “**Status**”, “**Commodity(ies) or Product(s)**”, “**Activity**” and “**Declaration Type**”:

Search - EUDR Statement Create Verification

Search: Q Search Advanced Search ☐ Grouped Statements/Declarations
Showing 16 / 16 Total items

Commodity(ies) or Product(s) Q

Status Activity Declaration Type

☐ Archived
☐ Rejected
☐ Submitted
☐ Grouped
☐ Draft
☐ Withdrawn
☐ Deleted
☐ Cancelled
☐ Available

Type	Reference Number	Company Internal Ref	Commodity(ies) or Product(s)	Status	Submission Date
DDS	26BEI97YF4CPXP	Test REF 1	Soya beans, whether or not broken	Available	03/09/2026 14:45
DDS	26BETJXQKUJVSN	REF-0001002840	Soya beans, whether or not broken	Available	21/08/2026 19:46

Search: Q Search Advanced Search Showing 2 / 2 Total items

Commodity(ies) or Product(s) Q

Status Activity Declaration Type

☐ Import
☐ Export
☐ Domestic

Search: Q Search Advanced Search Showing 2 / 2 Total items

Commodity(ies) or Product(s) Q

Status Activity Declaration Type

☐ SD
☐ DDS

Selected advanced search filters will appear beneath the search criteria boxes. Click on them to remove any filters, if necessary:

Search - EUDR Statement Create Verification

Search: Q Search Advanced Search ☐ Grouped Statements/Declarations
Showing 16 / 16 Total items

Commodity(ies) or Product(s) Q

Status Activity Declaration Type

Click on **“Search”** again to apply selected filters. The search results table will update accordingly:

Search - EUDR Statement Create ▾ Verification

Search: Q Search Advanced Search ▴ ☐ Grouped Statements/Declarations
Showing 16 / 16 Total items

Commodity(ies) or Product(s) Q

Status Select Status ▾
X Draft
X Available

Activity Select Activity ▾

Declaration Type Select Declaration Type ▾

To open the desired DDS or SD page and its relevant content, in the search results table click on the reference number or declaration identifier in the **“Reference Number”** column (or, if the statement does not yet have an assigned reference number / declaration identifier, click on the company internal reference number in the **“Company Internal Ref”** column).

Search - EUDR Statement Create ▾ Verification

Search: Q Search Advanced Search ▴ ☐ Grouped Statements/Declarations
Showing 16 / 16 Total items

Commodity(ies) or Product(s) Q

Status Select Status ▾
X Draft
X Available

Activity Select Activity ▾

Declaration Type Select Declaration Type ▾

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date	
DDS	26BEI97YF4CPXP	Test REF 1 ↗	Import	1201 Soya beans, whether or not broken	Available	03/09/2026 14:45	i
DDS	26BETJXQKUJVSJ	REF-0001002840 ↗	Export	1201 Soya beans, whether or not broken	Available	21/08/2026 19:46	i
DDS		REF-0001002839 ↗	Import		Draft		i

Note: Filtering of DDS/SD using the **“Grouped Statements/Declarations”** checkbox in the top right of the search screen is described in [Section 7](#) below.

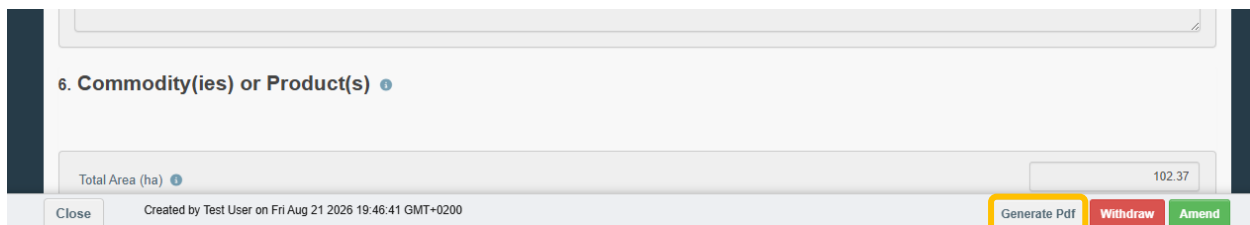
6.2 Exporting the content of a Due Diligence Statement / Simplified Declaration

Users may choose to download content from their own DDS or SD by downloading the DDS or SD form or by exporting only the statement's geolocation data.

Note: Downloading DDS / SD content is optional but doing so can facilitate the information sharing obligations and record-keeping.

6.2 a) Export Due Diligence Statement / Simplified Declaration form as a PDF

DDS or SD in status AVAILABLE can be downloaded in PDF format. Open the relevant DDS / SD and click **"Generate PDF"** at the bottom right corner:



In the pop-up window that appears, click **"Confirm"**:



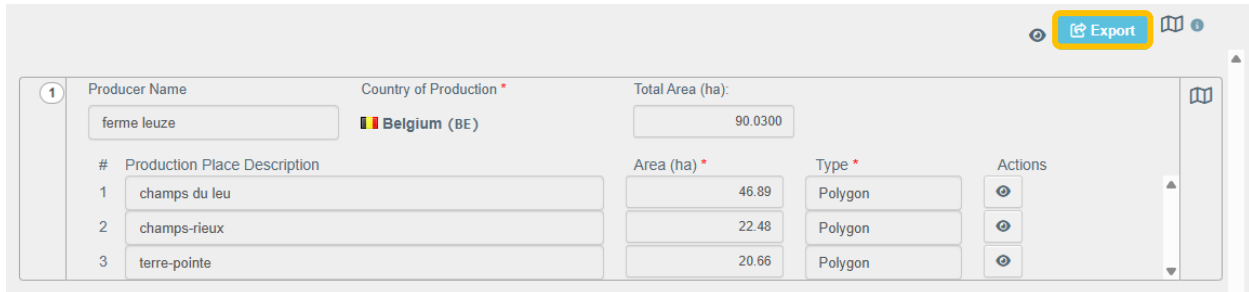
A downloadable PDF will be generated in a new browser tab, showing the content of the DDS / SD, with the exception of the geolocation data. Example DDS and SD PDFs are shown below:

Status : AVAILABLE		Due Diligence Statement Verification Result		Created on : 21/08/2026 22:58:28	
1. Reference Number 26RRTJXQKJVSN Company Internal Ref REF-0001002540			2. Activity EXPORT 4. Place of Activity Country of exit Belgium ISO Code BE		
3. Operator/Trader name and address Name Test User Address Test Address 123,1040 Brussels Country Belgium ISO Code BE					
6. Commodity(ies) or Product(s)					
(1) 12 OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER - 1201 Soya beans, whether or not broken					
Commodity(ies) or Product(s) Description		Net Mass (Kg)	% Est. or Deviation		Supplementary Units
Soya		10000.0			
Producer Name		Country of Production			
ferme leuze		Belgium			
ferme grand metz		Belgium			
Last changes					
EUDR Status		Date		User	
Creation date		21/08/2026 19:46:41 -0200			
Submission Date		21/08/2026 19:46:41 -0200			
Amend cutoff date		24/08/2026 19:50:00 -0200			
Available date		21/08/2026 19:50:00 -0200			

Status : AVAILABLE		Simplified Declaration		Verification Result		Created on : 21/08/2026 23:03:24	
1. Reference Number S2GBELZ14Q8HZ Company Internal Ref MSPO Simplified Declaration				2. Activity DOMESTIC			
3. Operator/Trader name and address Name Test User Address Test Address 123,1040 Brussels Country Belgium ISO Code BE				4. Place of Activity Country of activity Belgium ISO Code BE			
6. Commodity(ies) or Product(s)							
(1) 01 LIVE ANIMALS							
- 0102 Live bovine animals							
- 010221 Pure-bred breeding animals							
- Cattle							
Commodity(ies) or Product(s) Description		Net Mass (Kg)		% Est. or Deviation		Supplementary Units	
Test		2000.0		5.0		300.0 post	
Producer Name		Belgium		Country of Production			
ferme leuze		Belgium					
ferme grand metz		Belgium					
Last changes							
EUDR Status		Date		User			
Creation date		19/08/2026 13:50:52 -0200					
Submission date		19/08/2026 13:50:52 -0200					
Available date		19/08/2026 13:55:01 -0200					

6.2 b) Export geolocations from a Due Diligence Statement / Simplified Declaration

Geolocation data can be downloaded from an AVAILABLE DDS / SD by clicking on “**Export**” within the “Production Place(s)” section of the statement.



The screenshot shows the EUDR interface with the 'Export' button highlighted in a yellow box. Below it is a table with the following data:

#	Production Place Description	Area (ha) *	Type *	Actions
1	champs du leu	46.89	Polygon	
2	champs-rieux	22.48	Polygon	
3	terre-pointe	20.66	Polygon	

Additional information visible in the interface includes: Producer Name: ferme leuze, Country of Production: Belgium (BE), and Total Area (ha): 90.0300.

The exported data will be downloaded as a GeoJSON file.

7. Grouping Due Diligence Statements / Simplified Declarations (for Operators to group their own statements)

An optional function is available for (upstream) Operators, including MSPOs, to group their own DDS or SD into one single 'Group Head'. The Group Head will receive its own reference number and verification number that can be communicated to Downstream Operators and Traders. Once DDS or SD have been grouped, the individual group members will no longer be available for use, amendment or independent customs presentation. They remain in the Information System with the status "Grouped".

Note: The grouping function is intended for the specific purpose of enabling DDS/SD submissions, for instance when a large number of geolocations exceeds the maximum file size (25 Mb). Dividing geolocations across a number of DDS/SD, then combining these within a 'Group Head' provides a solution. It will be possible to group up to 1000 individual DDS/SD into one Group Head.

WARNING

The Group Head is a full submission on its own right and the reference used to demonstrate compliance, including towards customs and competent authorities. It must therefore state the commodities or products placed on the market or exported, with their sum of quantities and products. Geolocation is carried by the member declarations, which the head represents under Art 8a(3) Implementing Act. Entering the correct quantities and products on the head is the operator's responsibility.

Once DDS/SD have been grouped into a single Group Head and made AVAILABLE, the individual DDS/SD will no longer be valid for use. The Group Head becomes the statement with legal value. Even if the Group Head is WITHDRAWN, the individual statements do not revert to AVAILABLE status, they stay as "grouped".

This feature should be used with caution.

Note: Possible combinations within a GROUP HEAD depend on whether they are created by an Operator or an MSPO.

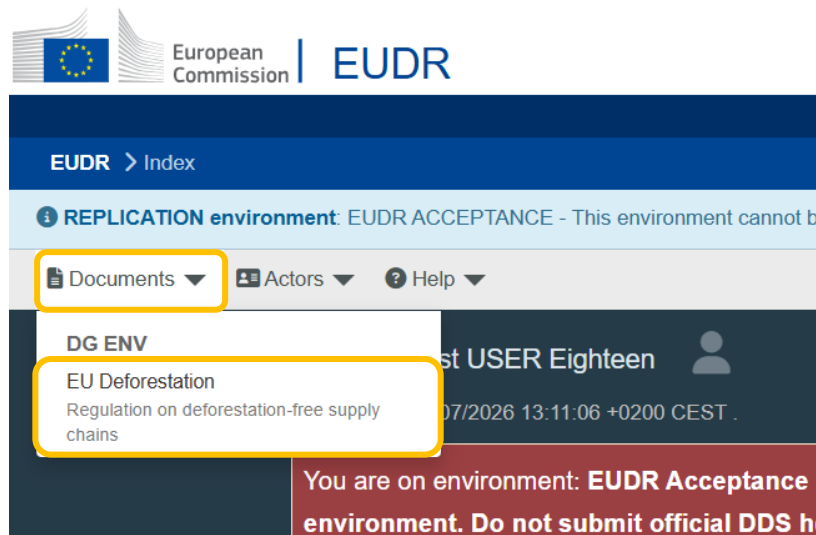
Activity Type	Group Head type	Group Members
EUDR Operator	DDS	DDS (or a combination of DDS and SD) created by that Operator
EUDR Micro or Small Primary Operator (MSPO)	SD	SDs created by the MSPO
Authorised Representative	DDS or SD	DDS or SD created for the same Operator

Note: For an Authorised Representative the possible combinations offered for the same Operator that the Authorised Representative represents are filtered by the Identifiers mentioned in the first entry of the previous submissions.

Note: The step-by-step guide below describes creation of a Group Head as an Operator, as this will be the most common situation. The process is the same if an MSPO wishes to create a Group Head for their own SDs (only they “**Create**” the Group Head by selecting “As Micro & Small Primary Operator”, rather than “As Operator”).

7.1 Step-by-step guide to creating and submitting a Group Head as an Operator

To create and submit a Group Head as an Operator, go to the main page, click on “**Documents**” > “**EU Deforestation**”:



A Group Head is created the same way as creating a new DDS, by using the “**Create**” button and selecting “As Operator” (see step-by-step instructions on DDS creation in [Section 2](#)).

Search - EUDR Statement

+ Create
Verification

Search:
Q Search
Advanced Search ▶
Showing 0 / 0 Total items

Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
No matching results.					

The DDS is filled out in the same way as described in [Section 2](#). If existing DDS or SD in AVAILABLE status are to be combined within this DDS, then Field 7 (Grouped Statements / Declarations) is used for this feature.

New Statement

NEW

Statement Details

1. Reference Number

2. Activity

☒ Import
 ☐ Export
 ☐ Domestic

3. Operator/Trader name and address

Name Valid

Country
 ISO Code

4. Place of Activity

Country of activity:

Country of entry:

5. Additional Information

6. Commodity(ies) or Product(s)

+Add Commodity or Product
XRemove All

Total Area (ha)

7. Grouped Statements/ Declarations

+ Grouping

Close
Create draft
Submit

Note: Only DDS or SD in “AVAILABLE” status can be combined into a Group Head, and only DDS or SD of the same **Activity Type** (i.e. Import, Export or Domestic).

Firstly, the DDS must be saved by clicking the **“Create draft”** button in the bottom right of the screen. Once the DDS is in Draft status, the grouping button becomes available:

7. Grouped Statements/ Declarations ⓘ

+ Grouping

By clicking on the **‘+Grouping’** button you can see all the AVAILABLE DDS or SD of the same Activity Type, which are available to group. You can scroll through the list of recent DDS/SD or search for them manually, selecting those that you wish to group. You can also consult individual DDS/SD listed with the eye icon. Once your selection is complete, they can be grouped by clicking the ‘Group’ button:

Statements for grouping

☐ Reference number	Company Internal Ref	Activity
☐ 26BEEKE8G0TDYP	Test 30 July	Import
☒ 26BEENX251K3WA	REF-0001002548	Import
☐ 26BEI97YF4CPXP	Test REF 1	Import
☐ 26BEMCUK2L7CLK	Test DDS N. 3	Import
☒ 26BEN4NLRMCP9K	REF-0001001407	Import
☐ 26BEWSTS4QKF5O	REF-0001002233	Import
☐ 26BEX7VRJVM5OF	August 6th DDS1	Import
☐ 26BEXRJ6FL9TNN	REF-0001002832	Import
☐ 26BEXRM1J12WCC	REF-0001002459	Import
☐ S26BEEVFU2ZA9Q	REF-0001002595	Import

✓ 2 Selected(s)

Field 7 will then appear as shown below, displaying the Reference numbers of items to be grouped:

7. Grouped Statements/ Declarations ⓘ

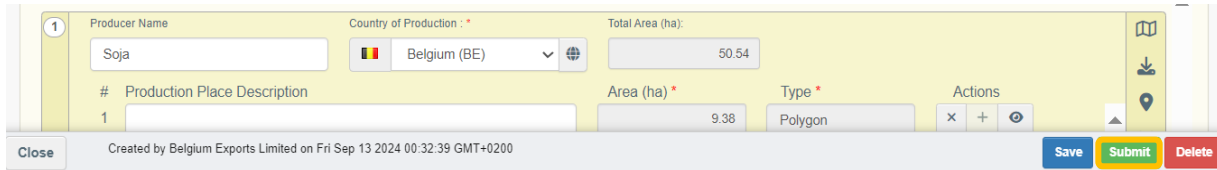
+ Grouping

Reference number	Activity
26BEENX251K3WA	Import
26BEN4NLRMCP9K	Import

Note: When hovering the mouse on the line the submission’s content can be consulted, or the submission can be deleted from the list of Group members.

After reviewing and completing all the information in the DDS/SD, click on **“Submit”** followed by **“Confirm & Sign”** to finalise the submission.

Note: Only the geolocations are carried from the group members. Field 6 of 'Commodity(ies) or Product(s)' must be completed, including by entering the relevant quantities for each.

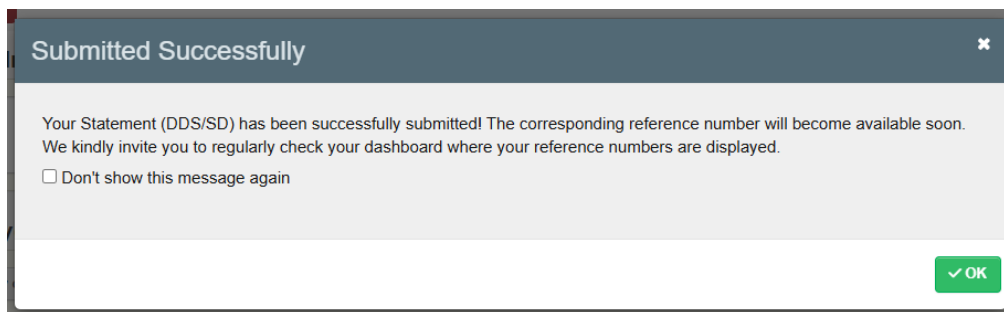


1 Producer Name: Soja Country of Production: Belgium (BE) Total Area (ha): 50.54

Production Place Description: 1 Area (ha): 9.38 Type: Polygon Actions: x + -

Close Created by Belgium Exports Limited on Fri Sep 13 2024 00:32:39 GMT+0200 Save Submit Delete

A confirmation message will inform you that the Group Head was successfully submitted.



Submitted Successfully

Your Statement (DDS/SD) has been successfully submitted! The corresponding reference number will become available soon. We kindly invite you to regularly check your dashboard where your reference numbers are displayed.

☐ Don't show this message again

OK

Note: The term 'GROUP HEAD' simply indicates that the DDS or SD has other DDS/SD grouped within it (in Field 7). The other fields within the DDS or SD remain exactly the same, as described in [Section 2](#) (creating a new DDS) and [Section 4](#) (creating a new SD).

Once the usual validation procedure concludes, the status is updated to AVAILABLE, and a unique **reference number/declaration identifier** and **verification number** will be assigned to the Group Head. The numbers are made available without undue delay.

The status is visible on the homepage (see [Section 6.1](#) for details of searching by status). The new Group Head has its own icon in the Status column. It is also possible to see individual DDS/SD that have been grouped, by selecting the option to show the **"Grouped Statements/Declarations"** in the top right corner. In this view, the individual DDS (that can no longer be used) have a new status "Grouped".

Search - EUDR Statement

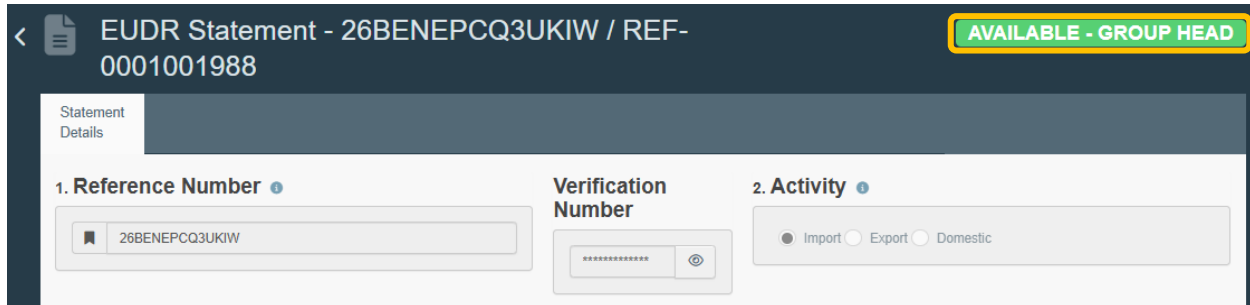
Create Verification

Search: Search by Reference ID or Internal Reference Search Advanced Search

☒ Grouped Statements/Declarations Showing 16 / 16 Total items

Type	Reference Number	Company Internal Ref	Activity	Commodity(ies) or Product(s)	Status	Submission Date
DDS	26BENEPCQ3UKIW	REF-0001001988	Import	1201 Soya beans, whether or not broken	Grouped	04/09/2026 18:40
DDS	26BEENX251K3WA	REF-0001002548	Import	1201 Soya beans, whether or not broken	Grouped	13/08/2026 14:46
DDS	26BEEKE8G0TDYP	Test 30 July	Import	1201 Soya beans, whether or not broken	Grouped	30/07/2026 14:42

There are also visual badges when selecting to view the details within the Group Head or Grouped DDS:



< EUDR Statement - 26BENPCQ3UKIW / REF-0001001988 AVAILABLE - GROUP HEAD

Statement Details

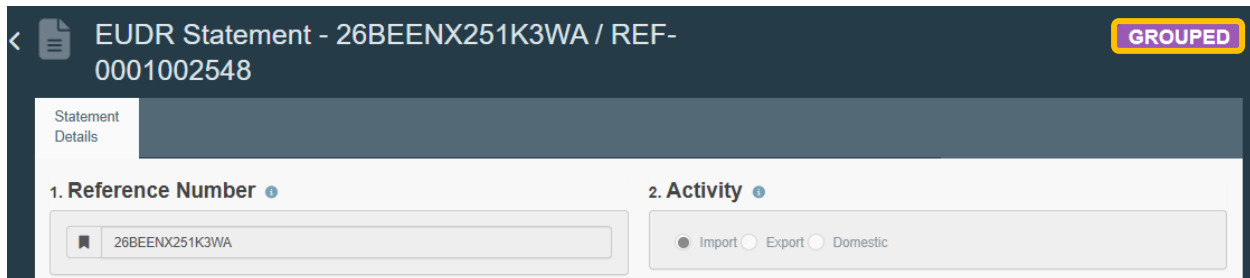
1. Reference Number ⓘ

26BENPCQ3UKIW

Verification Number

2. Activity ⓘ

☒ Import ☐ Export ☐ Domestic



< EUDR Statement - 26BEENX251K3WA / REF-0001002548 GROUPED

Statement Details

1. Reference Number ⓘ

26BEENX251K3WA

2. Activity ⓘ

☒ Import ☐ Export ☐ Domestic

7.2 Amending or withdrawing a Group Head

Once a submitted Group Head becomes AVAILABLE the system will display the reference number, which the user can use to comply with legal requirements. As per the actions available for other DDS ([Section 3.2](#)), for a limited time period up to 72 hours after validation, the user may choose to AMEND its content or WITHDRAW it.

Note: For a Group Head, “Amend” only enables amendment of the **data content within the Group Head** itself (such as products and quantities), not amendment of the group members which are now in ‘GROUPED’ status. It is also not possible to amend Field 7 and add or delete DDS/SD from the selected list. As noted above, **the grouping feature should be used with caution.**

8. Verifying the validity of upstream Due Diligence Statement or Simplified Declaration

8.1 Validity of an upstream Due Diligence Statement / Simplified Declaration

Users of the EUDR Information System are able to verify the validity of existing Due Diligence Statements (DDS) or Simplified Declarations (SD), if they are in possession of the DDS reference numbers or SD declaration identifiers and their associated verification numbers. In addition, large (non-SME) Downstream Operators and Traders will be able to consult the contents of those DDS/SD in case of substantiated concerns (see [Section 8.2](#)).

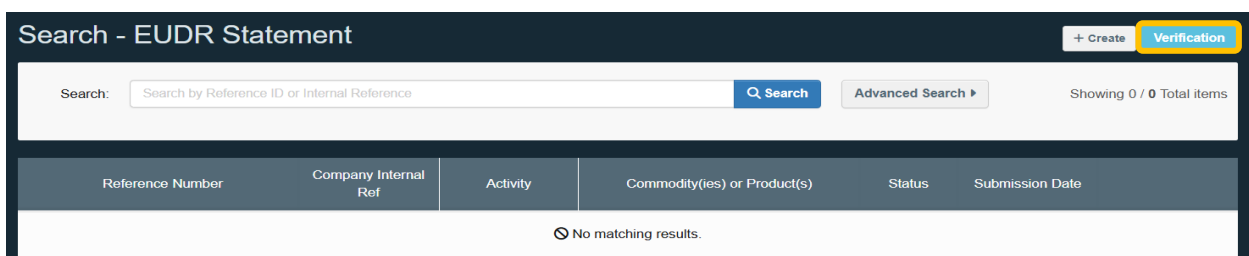
Note: Whilst (upstream) Operators, including MSPOs, must proactively pass on their DDS reference number or SD declaration identifier to the first Downstream Operator or Trader (Art. 4(7) EUDR), there is no obligation to share verification numbers downstream.

For help understanding EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](#), including FAQs and Supply Chain Infographics.

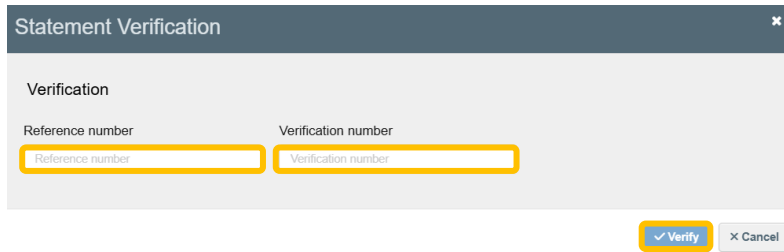
DDS and SD can be searched from the homepage. Click on “**Documents**” > “**EU Deforestation**” to access the homepage:



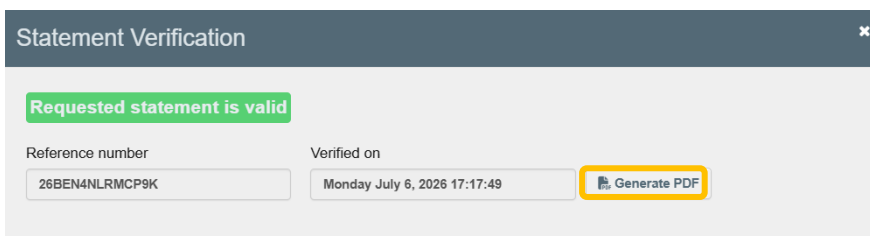
Click on the blue “**Verification**” button in the top right of the screen and a pop-up window will appear:



Enter the DDS reference number or SD declaration identifier in the “**Reference number**” field and its corresponding “**Verification number**”, then click “**Verify**”:



If a valid DDS/SD corresponding to those numbers is registered in the system, then the following confirmation will appear:



A PDF confirming the Statement number, verification result and date on which the request was made can be generated and downloaded.

The **possible statuses** when checking the validity of a DDS or SD are:

- Requested statement is valid – DDS/SD has the status AVAILABLE.
- Requested statement not valid – DDS/SD exists but does not have the status AVAILABLE.
- Requested statement not found – the DDS/SD does not exist or there is an error in the reference number, declaration identifier or associated verification number.

(See [Section 3](#) for DDS statuses and workflow).

8.2 Consult the contents of an upstream Due Diligence Statement / Simplified Declaration

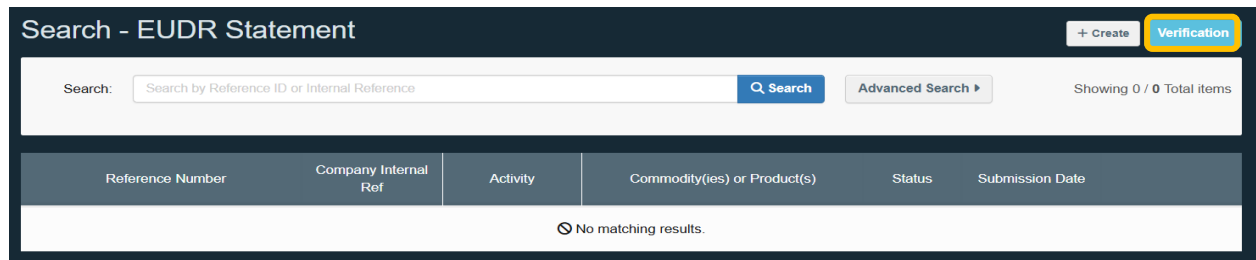
Note: Large (non-SME) downstream operators and traders may need to verify that upstream due diligence has been carried out, if they are made aware of a **substantiated concern**, indicating that a product might not comply with the EUDR (EUDR Article 5(6)). This could include verifying that DDS reference numbers or SD declaration identifiers that they have received are valid and checking their content. Large downstream operators and traders are required to register in the EUDR Information System to fulfil obligations under EUDR Article 5(2) (see [Section 1.5](#)).

For help understanding EUDR roles and responsibilities, please see key resources on [Implementing the EU Deforestation Regulation - European Commission \(europa.eu\)](#), including FAQs and Supply Chain Infographics.

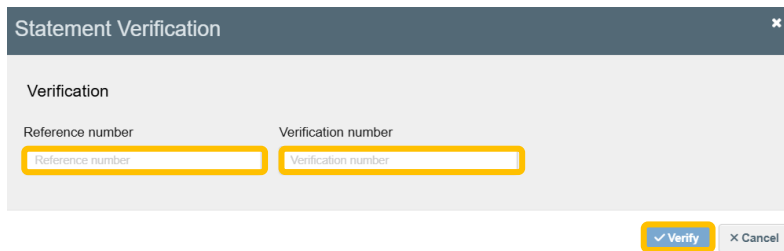
If users are **Non-SME Downstream Operator or Trader**, they will be able to verify the validity of existing Due Diligence Statements (DDS) or Simplified Declarations (SD), and consult their contents, **if they receive or are made aware of substantiated concerns** and are in possession of the DDS reference numbers or SD declaration identifiers and their associated verification numbers.

Note: Registration of Non-SME Downstream Operator and Non-SME Trader is mandatory pursuant to Article 5(2) EUDR. These entities are also subject to checks by EUDR Competent Authorities.

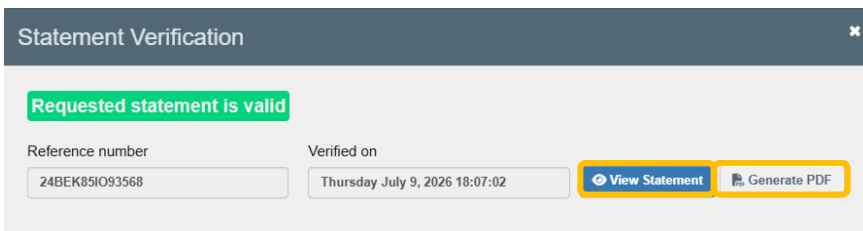
DDS and SD can be searched from the homepage. Click on the blue **“Verification”** button in the top right of the screen and a pop-up window will appear:



Enter the DDS reference number or SD declaration identifier in the **“Reference number”** field and its corresponding **“Verification number”**, then click **“Verify”**:



If a valid DDS/SD corresponding to those numbers is registered in the system, then the following confirmation will appear. There are options to view the Statement's contents or to generate a PDF that will confirm the Statement number, verification result and date on which the request was made. Such PDFs can be downloaded.



Note: Geolocations within a DDS or SD will only be visible to the Non-SME Downstream Operator or Trader in line with the choice made by the (upstream) Operator or MSPO during the submission (i.e. whether they select the checkbox in the final pop-up submission window).

Annex 1 – Operator Identification Numbers supported by TRACES NT

Requirement: A unique identification number must be used/assigned upon registration in TRACES NT for every account, ensuring that the legal entity behind every account is uniquely and unambiguously identified.

The following Operator Identification Number options are available in TRACES NT for the purpose of EUDR:

1. **Central Business Register:** The Central Business Register (CVR) is the national body for registering companies and maintaining primary data on businesses in Denmark. The CVR number is a unique identifier. **Verifiable** by searching the [CVR](#) database via a company's CVR number, business name, address etc.
2. **CIN** (Corporate Identification Number): a unique number assigned to a business for official and public identification, serving as a unique code for registering a company with government bodies like the Registrar of Companies.
3. **DUNS:** A Dun & Bradstreet ([DUNS](#)) Number is a unique nine-digit identifier for businesses, that is associated with a business's Live Business Identity (USA). Assigned by Dun & Bradstreet, it is used globally to track company identities, searchable via a [Lookup Tool](#).
4. **EORI:** An [EORI number](#) (Economic Operators Registration and Identification) is mandatory for customs clearance in the customs territory of the European Union. It consists of a country code of the issuing Member State (2 letters), followed by an identifier that is unique in the Member State (up to 15 alphanumeric characters). EORI numbers are issued by MS customs authorities. They are not required for intra-EU trade. **Verifiable** via the [EORI validation interface](#).
5. **Global Location Number** is a 13-digit number that uniquely identifies a physical, legal, or digital location for business and supply chain purposes.
6. **National Company Number:** EU Member State defined structure, issued by an EU Member State Competent Authority.
7. **National Company Register:** EU countries maintain their own independent national business registers, issuing unique Company Registration Numbers (CRN) with their own national registration number formats. The European [e-Justice Portal](#) brings together information across participating European countries, with a list of the business/trade registers available from the [BRIS website](#).
8. **National Trade Register** (NTR) is a public, official database that contains information on all registered businesses and entrepreneurs in a country, including company names, addresses, legal structure, and management. This register is used to ensure transparency and legal certainty in commercial activities, providing a reliable source of information for contracts, investments, and cross-border trade.

9. **Other National Identifier (ONI):** Such identifier can be used for when the person has none of the above identifiers, but has a national identifier that is provided by an EU Member State (or the United Kingdom in respect of Northern Ireland) and which uniquely identifies the person.
10. **TIN:** Tax Identification Numbers ([TINs](#)) are identification numbers used by most EU countries to identify taxpayers. TIN specifications (structure, syntax, etc.) are set by the MS national authorities and are **verifiable** (syntax only) using [TIN online check](#). There is no TIN at EU level, and not all EU countries have TINs.
11. **VAT:** Value Added Tax is a unique number that identifies a taxable person or non-taxable legal entity registered for [VAT](#). Each EU country uses its own format of VAT identification number, which are issued by national tax administrations. They are not compulsory for all companies in all Member States. Businesses supplying goods or services in several EU countries may have multiple VAT numbers. VAT number validity is **verifiable** using [VIES](#).

Annex 2 – Guidance on Units of Measure

This Annex provides further guidance on the correct use of Units of Measure (UoM) when registering data in “Field 6” during the DDS submission in the EUDR system. The rules differ depending on the selected Activity type in “Field 2” and apply to both the User Interface and API submissions.

Supplementary Unit Type

If a supplementary unit is applicable to an HS code (please see tables below) according to EUDR, it will be automatically preselected and marked with a mandatory asterisk when the user enters that HS code. The same supplementary units are also applicable for sub-codes of an HS code (for example: the supplementary unit for HS code 4011 also applies to HS sub-code 4011 10). If not applicable to a particular HS code, no supplementary unit type or value can be entered.

Commodity Code Dependent Supplementary Unit List for “Import” and “Export” activities:

HS Code	Supplementary Unit Type	Display Text	Display on Hover
010221	NAR	NAR (p/st)	Number of items
010229	NAR	NAR (p/st)	Number of items
4011	NAR	NAR (p/st)	Number of items
4013	NAR	NAR (p/st)	Number of items
4104	NAR	NAR (p/st)	Number of items
4403	MTQ	MTQ (m³)	Cubic metre
4406	MTQ	MTQ (m³)	Cubic metre
4408	MTQ	MTQ (m³)	Cubic metre
4410	MTQ	MTQ (m³)	Cubic metre
4411	MTQ	MTQ (m³)	Cubic metre
4412	MTQ	MTQ (m³)	Cubic metre
4413	MTQ	MTQ (m³)	Cubic metre
4701	KSD	KSD (kg 90% sdt)	Kilogram of substance 90% dry
4702	KSD	KSD (kg 90% sdt)	Kilogram of substance 90% dry
4704	KSD	KSD (kg 90% sdt)	Kilogram of substance 90% dry
4705	KSD	KSD (kg 90% sdt)	Kilogram of substance 90% dry

Selectable Supplementary Unit Codes List for “Domestic”:

Measurement Unit Type	Display Text	Display on Hover
KSD	KSD (kg 90% sdt)	Kilogram of substance 90% dry
MTK	MTK (m²)	Square metre
MTQ	MTQ (m³)	Cubic metre
MTR	MTR (m)	Metre
NAR	NAR (p/st)	Number of items
NPR	NPR (pa)	Number of pairs