



Fairtrade America Operator Reporting Policy

Current Version: v. 1

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Background

Fairtrade America requires all Fairtrade Operators with an active license contract to report quarterly sales of all Fairtrade products to Fairtrade America. Data collected from quarterly sales reports will be used to calculate quarterly license fees, as outlined in Appendix 4 of the license contract, as well as for the aggregation of key performance indicators. Fairtrade America will conduct quarterly analysis of the data collected and share Fairtrade market trends with Fairtrade Operators and Partners.

Purpose

The purpose of this policy is to outline the reporting requirements for all Fairtrade America Operators selling products with the Fairtrade Mark.

Scope

All Fairtrade America businesses with active license agreements using the Fairtrade Mark on approved products are required to report quarterly volumes, as well as sales figures (if applicable for license fees) to Fairtrade America as outlined in Section 5 of the Fairtrade America licensing contract.

Reporting Requirements

Fairtrade America Operators are required to report all sales for which license fees are due, including sales to sub-licensees. The following reporting requirements for each approved Fairtrade product are as follow:

- Country of sale
- Units sold/volume
- Wholesale value (if applicable for license fee calculation)

Reporting of Fairtrade sales must be done on a product-by-product basis. Exceptions may be granted for small operators dealing mainly with bulk out-of-home sales, who can report Fairtrade sales as a single total for each product category and country of sale.

Sales on which license fees are due are those for which Fairtrade claims are made. This includes all products bearing the FAIRTRADE Mark, and products sold without packaging (including in the out-of-home sector) which are identified as Fairtrade Certified.

Submitting Reports to Fairtrade America

Fairtrade America Operators are required to submit sales reports to Fairtrade America 20 days after the close of the quarter. Failure to report may results in de-licensing. Fairtrade America will email reminders for reporting at the end of the quarter. The quarterly reporting schedule is as follows:

Quarter	Period	Reporting Due Date
Q1	January 1 st – March 31 st	April 20 th
Q2	April 1 st – June 30 th	July 20 th
Q3	July 1 st – September 31 st	October 20 th
Q4	October 1 st – December 31 st	January 20 th

Reports shall be submitted through Fairtrade America’s reporting website:

www.fairtradeamericareporting.org

Fairtrade America Operator’s will receive their reporting site log in at the beginning of their first reporting period, and will be sent a reminder each quarter thereafter. Instructions for submitting quarterly sales through the online portal can be downloaded here:

www.fairtradeamericareporting.org/DLUsers/Sales%20Reporting%20Guide.pdf .

Operators may also contact license@fairtradeamerica.org, for a tutorial.