



Roundtable on
Sustainable Palm Oil



prisma Go-live Good Practice

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It is advisable for members to check if their parent and group member entities are in order.

The screenshot displays the 'Entity Management' interface. On the left sidebar, the 'Parent Entities' tab is highlighted in green. The main content area shows the 'Parent Entity Details' for 'Boulay Corp'. The details are organized into sections: 'General Information' and 'Parent Entity Details'. The 'General Information' section includes fields for Parent Entity Name, Membership Number, Registered Address, SST Registration Number, Telephone number, Website Link, Mailing Address (Optional), Billing Address (Optional), Tax Identification Number, Contact Person, and Billing Person (Optional). The 'Parent Entity Details' section includes fields for prisma Parent Entity ID, Parent Entity Type, Business Registration Number, Country of Operation, Fax Number, and Description. A 'Save Changes' button is located at the bottom right of the form.

Field	Value
Parent Entity Name	Boulay Corp
Membership Number	1-0024-95-019-00
Registered Address	Boulay St, 88, 10001
SST Registration Number	A01-0001-00000001
Telephone number	0388888888
Website Link	www.boulaytea.com
Mailing Address (Optional)	Boulay St 88 10001
Billing Address (Optional)	Boulay St 88 10001
Tax Identification Number	1234
Contact Person	
Billing Person (Optional)	
Name	Enter Name
Email Address	Enter Email Address
prisma Parent Entity ID	1-0026-05-019-00
Parent Entity Type	RSPD Member
Business Registration Number	202401000001
Country of Operation	Malaysia
Fax Number	0388899999
Description	This GE is for TBP testing

Steps to verify your Parent Entity:

1. Navigate to **Entity Management** from the dashboard
2. Click on **Parent Entity** tab on the left sidebar
3. Verify all the details
4. Ensure that you fill in the mandatory fields such as Tax Identification.
5. If any missing data or wrong information is found, please submit a request [here](#).

CHECK GROUP MEMBER ENTITIES

Ensure that all the Group Member Entities (GME) are listed correctly.

The screenshot displays the 'Group Member Entities' page in the Entity Management system. The left sidebar shows the 'Group Member Entity' menu item highlighted. The main content area shows the details for the 'Gemm Holdings H2' entity. The details are organized into sections: General Information, Firewatch User Account, and Contact Person. The General Information section includes fields for Parent Entity Name, Membership Number, Registered Address, SST Registration Number, Telephone number, Website Link, Mailing Address (Optional), Billing Address (Optional), Tax Identification Number, and Contact Person. The Firewatch User Account section includes fields for Prisma Parent Entity ID, Parent Entity Type, Business Registration Number, Country of Operation, Fax, and Description. The Contact Person section includes fields for Name and Email Address. A 'Save Changes' button is located at the bottom right of the form.

Field	Value
Parent Entity Name	Gemm Holdings
Membership Number	1-0014-04-000-04
Registered Address	Jalan Api 78000 99 Jasin Melaka
SST Registration Number	789000
Telephone number	+6062345679
Website Link	123@web.com
Mailing Address (Optional)	Jalan Api 99 78000
Billing Address (Optional)	Jalan Api 99 78000
Tax Identification Number	23444
Contact Person	
Billing Contact Person	
Name	Eman Harnan
Email Address	Eman.Harnan@prisma.com
Prisma Parent Entity ID	1-0014-04-000-04
Parent Entity Type	RSP0 Member
Business Registration Number	123
Country of Operation	Malaysia
Fax	+6062345678
Description	Gemm Holding subsidiary

Steps to verify your GME:

1. Navigate to **Entity Management** from the dashboard
2. Click on **Group Member Entity** on the left sidebar
3. Click the Group Member Entity dropdown to view other GME's if you have more than one
4. Verify all the details.
5. Ensure that you fill in the mandatory fields such as Tax Identification.
6. If any missing data or wrong information is found, please submit a request [here](#).

CHECK SITES AND SUPPLY BASES

You should also check that all your sites and supply bases are reflected correctly according to the POID (Palm Oil Identification).

Site Name	Site ID	Expansion	Site Address
Refinery 1 Manual	PR-S-113024-000010729	OPEN	10000000 Avenue, 010000, 1000
Refinery 2 Manual	PR-S-113024-000010730	OPEN	10000000 Avenue, 010000, 1000
Refinery 3 Manual	PR-S-113024-000010731	OPEN	10000000 Avenue, 010000, 1000
Refinery 4 Manual	PR-S-113024-000010732	OPEN	10000000 Avenue, 010000, 1000
Refinery 5 Manual	PR-S-113024-000010733	OPEN	10000000 Avenue, 010000, 1000
Refinery 6 Manual	PR-S-113024-000010734	OPEN	10000000 Avenue, 010000, 1000
Refinery 7 Manual	PR-S-113024-000010735	OPEN	10000000 Avenue, 010000, 1000
Refinery 8 Manual	PR-S-113024-000010736	OPEN	10000000 Avenue, 010000, 1000
Refinery 9 Manual	PR-S-113024-000010737	OPEN	10000000 Avenue, 010000, 1000
Refinery 10 Manual	PR-S-113024-000010738	OPEN	10000000 Avenue, 010000, 1000

Site Refinery 1 Manual

General Information | Site Business

General Information

Parent Entity
Blueberry Corp

Ownership (Legal Entity)
Blueberry Corp

Site ID
PR-S-113024-000010729

Site Name *
Refinery 1 Manual

Site Summary
This is a test creation

Parent Entity ID
PR-G-100424-000000694

prisma Parent Entity ID
PR-G-100424-000000694

prisma Group Member Entity ID
PR-G-100424-000000694

Steps to verify your sites:

1. Navigate to **Entity Management** from the dashboard
2. Click on **Sites** tab on the left sidebar
3. See all the sites that are loaded and ensure that you have all your sites listed
4. Click on each of the sites to see site details.

← Back to Sites

Site Bulking Station Site

Site Details

General Information Site Business

Site Business

1 Result

Bulking Station

- Site Business ID: PR-SBNS-112624-000012993
- GPS Coordinates (Lat, Long): 12, 12
- Certified Status: No
- Actual Certification Year: -
- Management Unit Name: Bulking Station Management Unit
- Management Unit ID: PR-MU-112624-000015896
- PT POID/s: -

+ Add New Site Business

5. Ensure that you have the sites assigned correctly to the respective POIDs
6. Your site details should list the POID it is linked to.
7. Ensure that you have no missing sites or have sites that do not belong to you in your account.
8. If any missing data or wrong information is found, please submit a request [here](#).

Note:

According to the RSPO standard, editing and correcting the supply bases will need to be done via resubmission of disclosures. Please refer to the following knowledge bases on the matter:

a. Normal Growers

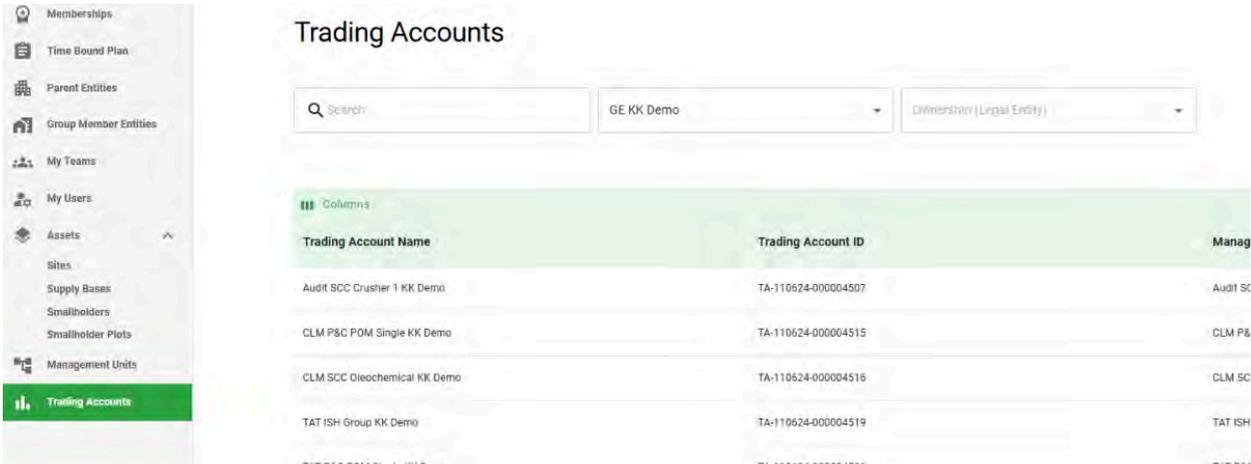
<https://rspo.org/resubmission-of-disclosure-by-all-rspo-pc-growers/>

b. Independent Smallholders

<https://rspo.org/resubmission-of-disclosure-and-ish-plot-boundary-for-independent-smallholder-ish-groups-in-prisma/>

CHECK TRADING ACCOUNTS

You should also check that all your sites and supply bases are linked correctly to the trading accounts.



Steps to verify your Trading Accounts:

1. Navigate to **Entity Management** from the dashboard
2. Click on **Trading Accounts** on the left sidebar
3. Verify that all your trading accounts have been loaded correctly.
4. Click on row to see Trading Account details



5. Ensure there are no missing trading accounts or have trading accounts that do not belong to you.
6. If any missing data or wrong information is found, please submit a request [here](#).

CHECK CERTIFICATES AND LICENSES

Ensure you verify that all your licenses are listed and linked to the correct site/supply bases.

License ID	License Type	Start Date	End Date	Certification Body
209	SCC	07-Sep-2024	06-Sep-2025	Company ABC
203	P&C	07-Sep-2024	06-Sep-2025	Company ABC
204	P&C	07-Sep-2024	06-Sep-2025	Company ABC
205	P&C	07-Sep-2024	06-Sep-2025	Company ABC
206	ISH	07-Sep-2024	06-Sep-2025	Company ABC
207	SCC	07-Sep-2024	06-Sep-2025	Company ABC
208	SCC	07-Sep-2024	06-Sep-2025	Company ABC
210	SCC	07-Sep-2024	06-Sep-2025	Company ABC

Steps to verify your licenses:

- 1. Navigate to **Licenses** from your dashboard.
- 2. Verify all the licenses that are loaded.
- 3. Click on the licenses to check license details.

Start Date 07-Sep-2024	End Date 06-Sep-2025	License Type SCC
Certification Body Company ABC	Reviewed On 07-Sep-2024	Reviewed By PR-U-061824-00000511
Certificate No. -	Audit ID -	
Organisation Information		
Organisation Name Sunflower House	Parent Entity -	RSPO Membership No. AGD-01
Address -		

- 4. Verify that the licenses are granted to the correct trading accounts and sites.
- 5. Verify that the licenses have correct expiration dates.
- 6. If any missing data or wrong information is found, please submit a request [here](#).