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Promovendo a gestão florestal sustentável
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ANNOUNCEMENT 3/2025
PEFC PORTUGAL

Date: 23/12/2025

Subject: Complete process of the Excel file importer functionality

Dear certification bodies and PEFC certificate holders:

PEFC Portugal hereby announces that the new Excel file import functionality is complete. Thus ends the process released on 4/11/2025, by the announcement 1/2025.

As mentioned, this functionality allows to load or update certificate information quickly and easily. From now on, simply export the Excel file from the certificate page, enter the desired changes and re-import the file to the platform.

All the necessary tools are now available for PEFC certified entities to have their data updated and validated on the platform, allowing certification bodies to verify the information for audits and, confirm what is necessary for the information to be send to PEFC which will publish the required information. We remind the **deadline of 31/03/2026**, identified in the announced 2/2025, from which non-conformities must be issued to those who are not complying with the procedure in force since 10/07/2024 - the use of PEFC Forest HUB for reporting the updated data of all PEFC certificates.

All users who want to use the import functionality shall implement the following steps:

1. Always **export** the file and update the information in this **latest version**.
2. **In the menu "Importer (Excel)"** put the updated file as indicated. The system will validate the information. If there are errors identified, they should access the "Help" button and check what needs to be corrected.
3. The **validation process** shall be repeated after corrections are made, ensuring that all corrections have been made.
4. When all the information is valid, appears the **"Import" button** that must be pressed to then import the information.

To confirm all the changes that the system has made, they can then check the "activity" button of the certificate menu.

PEFC Forest HUB: Connecting Sustainability!
Feel free to contact us for any clarification.
Best regards, PEFC Portugal

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