

WPMA Volume Control Log (VCL) Instructions  
VCL 1.1.2026

**Purpose of the VCL**

1. Notifies WPMA of those members who are doing FSC sales.
2. Provides WPMA the data needed to complete WPMA volume summary for the group, which is required to maintain certification and to successfully complete their FSC audit.
3. Allows WPMA to verify purchases and sales during the internal audit process by referencing specific purchase and sale documents.

**INSTRUCTIONS**

**General**

1. Make only one purchase entry or one sales entry per line. **DO NOT PUT A PURCHASE ENTRY AND A SALE ENTRY ON THE SAME LINE.**

**Header Information**

1. Company: Type in your company name.
2. Quarter: Type which quarter this VCL pertains to (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>).
3. Year: Type which year this VCL pertains to.
4. Species (if applicable):
  - a. This is the species of the item purchased.
  - b. Each VCL page can contain only one species.
5. Units: Type the units you will be using. Purchases and Sales must be in like units.
6. FSC Claim:
  - A. This is the claim of the item **purchased** (i.e. FSC Mix Credit, etc).
  - B. Each VCL page can contain only one claim.
7. FSC Product Group Code:
  - A. The product group code is the FSC code of the item **purchased**.
  - B. This code is contained in your DCS in the Supplier List Table and in the FSC Standard FSC STD 40 004a. See the instructional video for more information about the product group code.
  - C. Each VCL page can contain only one supplier product code.
  - D. The VCL page can contain more than one supplier as long as all products purchased have the same product code.

**Purchases**

1. Supplier: Type of the name of the supplier.
2. Supplier FSC Number: Type the supplier's FSC Certificate number.

3. Supplier Invoice Number: Type the supplier's invoice number for the material purchased. If the supplier does not issue an invoice, some other reference number needs to be used (PO, BOL, etc.) that corresponds to the material being purchased.
4. Supplier Invoice Date: Type the date of the invoice or reference document.
5. Quantity of input: Type the quantity (in units shown in the header) of the purchased material.

### **Sales**

1. Job#: Type the job number associated with this sale if applicable.
2. Customer: Type the name of the customer
3. Customer Invoice #: Type in the invoice number for the sale of this material.
4. Invoice Date: Type in the invoice date for the sale of this material..
5. Quantity of inputs used for production: Using the units listed in the Header, type the quantity of the purchased material that was used in the production of the material that you sold (i.e. quantity prior to trim, waste, etc).
6. Quantity of inputs in finished goods: Using the units listed in the Header, type the quantity of the purchased material that makes up the final product that was sold (i.e. quantity after accounting for trim, waste, etc).
7. Production Waste: No input needed. This is a self calculating column.
8. Conversion Factor: No input needed. This is a self calculating column.
9. Product Code: List the FSC Product Code of the item being sold. The available product codes are listed in your DCS in your Public Product Group table.

### **Running Total**

1. The only input that needs to be made is the very first line. Type in the last number in this column from the previous quarter VCL. If there is no carry over from the previous quarter, or if this is the first VCL for this material, type in "0". As you fill out the VCL over the quarter, this column will adjust based on your purchases and sales to keep a running total of inventory that is available to sell.