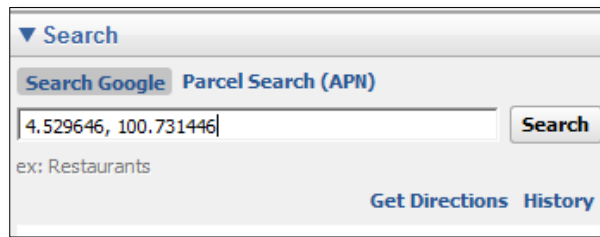**TOPIC: How to obtain GPS coordinates and FFB catchment area of a supplier?**

Objective of this Document

1. To locate and map the exact location of palm oil mill
2. To map out the catchment of FFB supplied to the mill

Using Google Earth to Create Mill GPS Point

1. If the user already have the coordinate from GPS unit or other sources, simply type the coordinate in the Search Window. Google Earth will then navigate to the coordinate. Please refer to Appendix A for methods on obtaining GPS coordinate using smartphone.
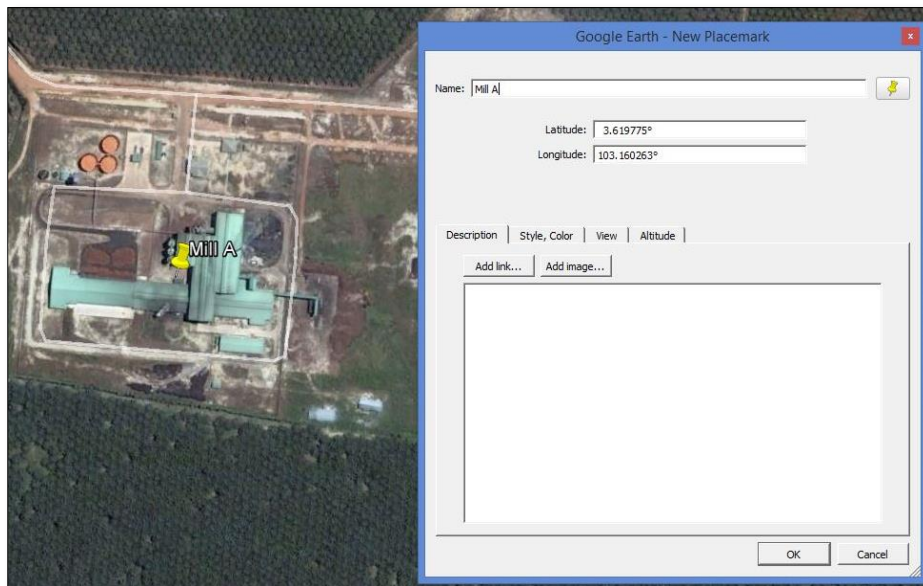

2. If there is no known coordinate, the user have to manually navigate Google Earth to the Point of Interest (POI).
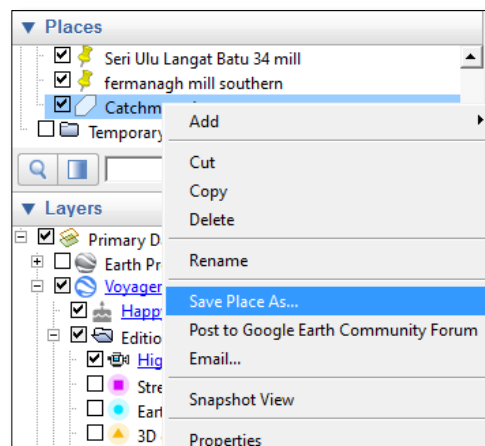
3. When the mill is located in Google Earth, click on the Add Placemark button, located on the Toolbar.

4. A New Placemark window will appear. Key in the mill name and move the yellow pin to the exact mill area. Click OK to save the POI.
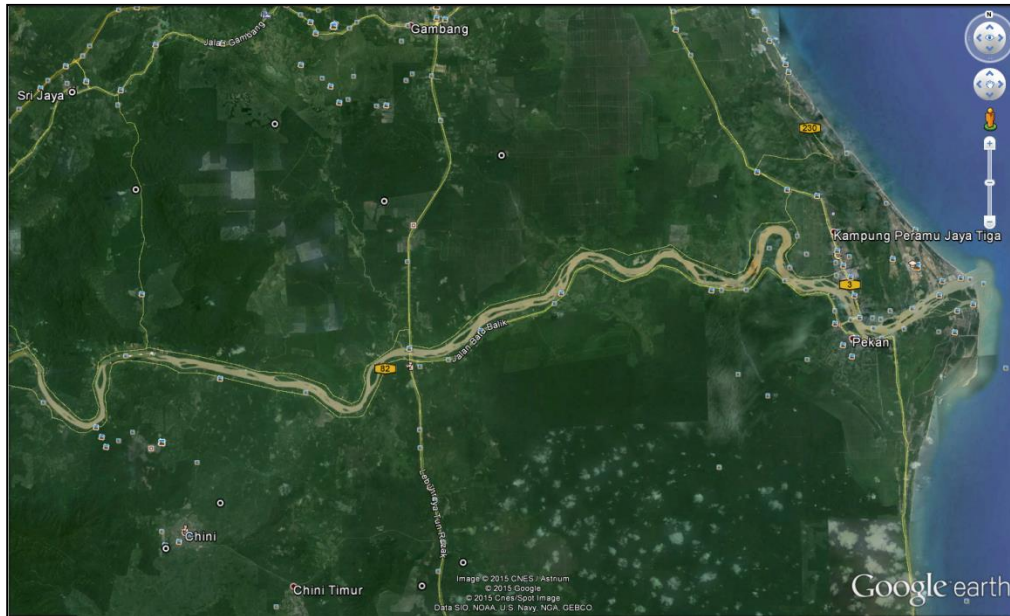

5. Save the mill location to a kml/kmz file by right clicking on the project layer in My Places and selecting "Save Place As". Save the information as a kml/kmz file.

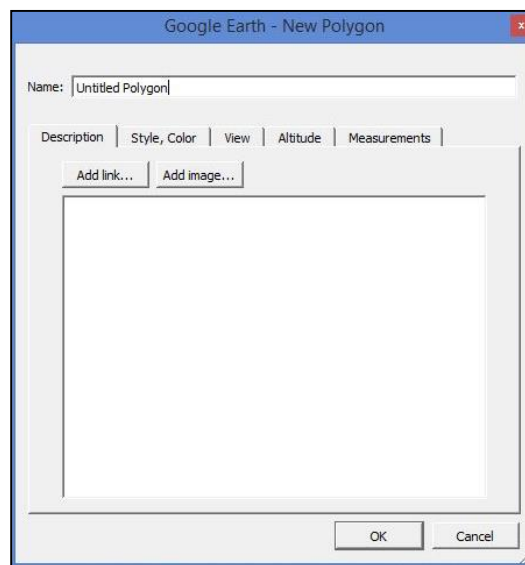**Using Google Earth to Map FFB Supply Catchment Area**

1. Navigate Google Earth to the catchment area.

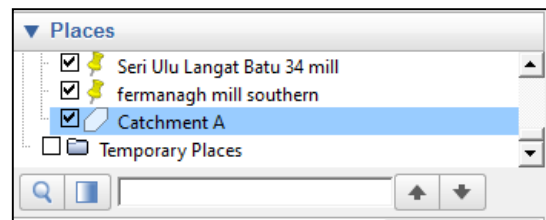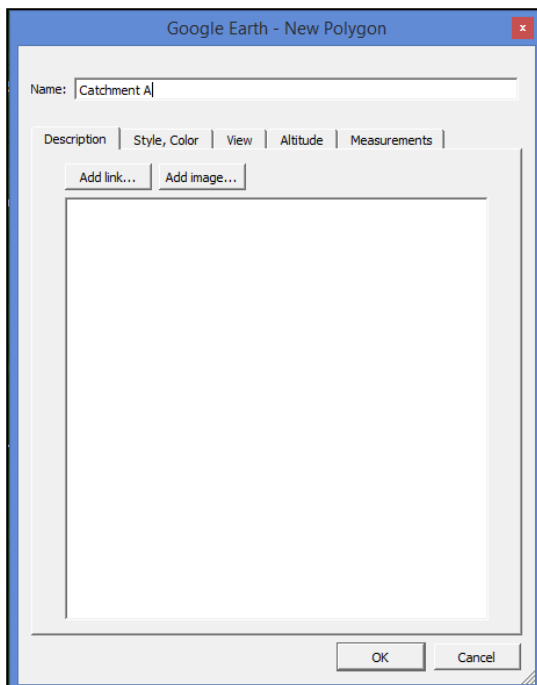2. Click the "Add Polygon" button on the toolbar.

3. A dialog box titled "Google Earth – New Polygon" will appear. Enter the name of your project in the "Name" field. On the "Style, Color" tab, choose a color and a line width of 3.0. Don't click "OK" yet.

4. Next, draw an outline of your project boundary by either:
    a. Using mouse to click on each corner of the catchment area
    b. Clicking and holding the mouse button while tracing the catchment boundary.

5. When the drawing is finished, click "OK" on the "Google Earth – New Polygon" dialog box. A new layer with the name you entered in the name field will appear under "My Places" on the left side of the screen.

6. Save the catchment boundary information to a kml/kmz file by right clicking on the project layer name in My Places and selecting "Save Place As". Save the information as a kml or kmz file.