

# Policy for Transaction Certificates

This policy details requirements and guidance to be followed by certification bodies licensed to issue transaction certificates in accordance with any standard that belongs to Textile Exchange. The purpose of this policy – and the corresponding template – is to unify requirements, layout, format, and text among the different certification bodies and standards in order to enable easy, practical handling and verification for all users of transaction certificates. This policy is harmonized with *GOTS Policy for the Issuance of Transaction Certificates Version 3.0*.

Certification bodies shall conform with all procedural assurance requirements for transaction certificates as outlined in *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards* and *CCS-102 CCS Certification Procedures*.

Data sharing and confidentiality: Unless written consent is provided by the certification body, transaction certificate information will be treated as confidential information by Textile Exchange. Textile Exchange will only share transaction certificate information with the organizations named as the seller and the buyer on the certificate and with their corresponding certification bodies and accreditation bodies.

When only the transaction certificate number is provided without other identifying information from the transaction certificate, Textile Exchange will keep confidential the identities of the seller and buyer. Textile Exchange may make publicly available a list of amended or invalid transaction certificate numbers. The policy is effective September 13, 2021 and may be used immediately. The criteria become mandatory in a phased-in implementation between **January 1** and **July 1, 2022**. See Section C of this policy for full details.

## Section A - Criteria for Transaction Certificates

### A1. Transaction Certificate Data

- A1.1** The certification body shall submit all data which is required on transaction certificates under this policy to Textile Exchange. Submissions shall be made directly into Textile Exchange’s database (“dTrackit”) on a frequency determined and communicated by Textile Exchange.
- A1.2** Data which is not required on printed transaction certificates shall also be included in data submissions if it is included in *ASR-504 Certification Body Data Specifications*.
- A1.3** All data submissions to Textile Exchange regarding transaction certificates shall identify country/area using the “Country/area code” and state/province using the “State/province

code”, as specified in *ASR-214 Geographic Classification* (referred to as “ASR-214” in this document).

## A2. Document Structure

- A2.1** The transaction certificate shall be issued by the certification body using the most recent version of *ASR-205 Template for Transaction Certificates*. References to the “template” refer to this document.
- A2.2** All template text (not highlighted) which appears on the template shall be included on each transaction certificate, even if it is not directly referenced in this policy. All field text (highlighted in grey) shall be replaced by the applicable data. All instruction text (highlighted in light green) shall be deleted.
- A2.3** Information from Box 1 to Box 7 shall appear on the first page. Box 8 should appear on the first page, but may appear or continue on the second page if more space is needed. The second page shall begin with Box 8 or Box 9 and continue for as many pages as necessary.
- A2.4** The transaction certificate template may be modified to use an alternative font or add graphical elements to reflect the certification body’s branding.
- A2.5** This policy refers to the use of terminology and codes specified in *ASR-213 Material, Processes, & Products Classification* (referred to as “ASR-213” in this document). *ASR-213* allows for use of User Specific Terms under specified conditions.

## A3. Standard Formats

- A3.1** The official transaction certificate shall be published in English. An unofficial translated version may also be prepared by the certification body. Translations may be provided to the certified organization, but they are to be clearly identified as for informational purposes only (e.g. a non-English version shall not be digitally signed). Bilingual or multilingual scope certificates are not allowed.
- A3.2** The lists of countries/areas and states/provinces from *ASR-214* shall be used when listing addresses of facilities and raw material origin. The exact names of geographic areas (country/area and state/province) should match the “Country/area name” and “State/province name” in *ASR-214*.

EXAMPLE: Puerto Rico is listed as a separate country/area from the United States in *ASR-214* and therefore shall not be listed as part of the United States. When referencing the United States on a scope certificate, it is preferred to say “United States” though “United States of America” or “USA” are also acceptable.

- A3.3** Dates shall be specified using the ISO 8601 format: YYYY-MM-DD, e.g. 2021-07-01.

**A3.4** When writing numbers, the “.” character shall be used as a decimal point, and the “,” character shall be used as a thousands separator, e.g., 12,345.67.

## A4. Certificate Authentication

**A4.1** The transaction certificate shall be issued as a digital document in PDF format.

**A4.2** The certification body shall inform Textile Exchange of how their certificates can be authenticated. Textile Exchange will publish information about how certificates can be authenticated online at [www.TextileExchange.org/Certificates](http://www.TextileExchange.org/Certificates), which is referenced on the certificate. One or more of the following alternatives shall be used by each certification body:

**A4.2.1** A specific email address from which the certification body will respond to confirm certificate validity within two business days;

**A4.2.2** The address (URL) of a single web page which can be visited to look up valid certificates;

**A4.2.3** A reference that a URL will be provided on each certificate (either as text or as a QR code), and specification of the domain name in the URL;

**A4.2.4** A statement that the cryptographic signing certificate may be used for authentication, together with the specification of the name of the certificate authority which issued the cryptographic signing certificate (see A4.3) and the company name of the holder of the cryptographic signing certificate; or

**A4.2.5** Another method of authentication approved by Textile Exchange.

**A4.3** If the certification body is using digital signing to allow for authentication of the certificate, the PDF document shall be signed by means of a cryptographic certificate issued by a certificate authority or trust service provider which is specified on the Adobe Approved Trust List (AATL) or which is derived from a certificate authority on the AATL. The signature shall be applied with permissible operations on the document restricted to reading and printing. No further operations shall be allowed after signing. The holder of the cryptographic signing certificate may be the certification body itself or it may be a trust service provider.

NOTE: For a current list of these certificate authorities see <https://helpx.adobe.com/acrobat/kb/approved-trust-list1.html>.

## A5. Multi-Standard Transaction Certificates

- A5.1** A transaction certificate may be issued for multiple standards provided that all of the standards are covered on the same scope certificate for the seller.
- A5.2** A multi-standard transaction certificate shall include at least one product per listed standard.

## A6. Multiple Shipments on a Transaction Certificates

- A6.1** The certification body may issue a single transaction certificate that covers the information of multiple shipments, provided the following conditions are met:
  - A6.1.1** The seller, seller's certification body, and buyer agree to include multiple shipments on a single transaction certificate, and agree on the number of shipments and/or time period.
  - A6.1.2** All shipments on a single transaction certificates shall be sent from the same seller at the same location (Box 2).
  - A6.1.3** All shipments on a single transaction certificate shall be sold to the same buyer (Box 3).
  - A6.1.4** A transaction certificate shall not include more than 100 shipments (Box 9) and 1000 products (Box 10).

NOTE: The word 'product' refers to each unique product listing in Box 10 and not to individual units of a certified product.

- A6.1.5** The maximum time period that a single transaction certificates may cover is 90 calendar days from the date of the first shipment to the date of the last shipment.

## A7. Exceptions to Transaction Certificates

- A7.1** Transaction certificates shall not be issued for the following situations:
  - A7.1.1** Sales or shipment of products between sites included on the same scope certificate (including groups); and
  - A7.1.2** Sending and receiving of products between an organization and its subcontractors.

**A7.2** Certified *brands* are not required to request outgoing transaction certificates. However, the certification body shall issue transaction certificates naming the brand as the seller upon receipt of a complete and valid application from the certified brand.

## A8. Timelines for Transaction Certificates

**A8.1** The certification body shall issue transaction certificates within 14 calendar days after receipt of a complete and valid application from a certified organization whose scope certificate was issued by the same certification body.

**A8.2** The certification body shall not issue a transaction certificate unless the certified organization held a valid scope certificate for the standard(s) with the same certification body on the applicable shipment date(s). A suspended, withdrawn, or expired scope certificate is not considered to be valid.

**A8.3** The certification body shall issue a transaction certificate if a complete and valid application is received within 90 calendar days after the earliest shipment date and A8.4 is met, and shall not issue a transaction certificate if a complete and valid application is not received within 180 calendar days after the earliest shipment date.

**A8.4** The certification body shall issue a transaction certificate if a complete and valid application is received within 30 calendar days after the scope certificate expires without being renewed or is withdrawn and shall not issue a transaction certificate if a complete and valid application is not received within 90 calendar days after the scope certificate expires without being renewed or is withdrawn.

NOTE: The following table is provided for reference for the criteria of A8.3 and A8.4:

Complete and Valid Application Received	Certification Body Required to Issue Transaction Certificate	Transaction Certificate Allowed at Certification Body's Discretion	Transaction Certificate Not Allowed
Calendar days after earliest shipment date (A8.3):	0-90	91-180	181+
Calendar days after scope certificate expires or is withdrawn (A8.4):	0-30	31-90	91+

- A8.5** If a certified organization changes certification bodies, each transaction certificate shall be issued by the certification body who issued the scope certificate which was valid on the applicable shipment date(s).
- A8.6** The certification body shall not issue a transaction certificate if a scope certificate has been suspended or withdrawn due to critical or major non-conformities, including if the scope certificate was valid on the shipment date.

## Section B - Template

### B1. General Content

#### B1.1 Title

The document shall be titled “Transaction Certificate (TC)”. Other terms (such as “product certificate”, “export certificate”, or “certificate of inspection”) are not allowed. The standard(s) shall be named as:

- B1.1.1** Organic Content Standard (OCS);
- B1.1.2** Global Recycled Standard (GRS);
- B1.1.3** Recycled Claim Standard (RCS);
- B1.1.4** Responsible Down Standard (RDS);
- B1.1.5** Responsible Wool Standard (RWS);
- B1.1.6** Responsible Mohair Standard (RMS);
- B1.1.7** Responsible Alpaca Standard (RAS);
- B1.1.8** Content Claim Standard (CCS), for approved generic claims using the CCS (e.g. country of origin); or
- B1.1.9** The name of the applicable certification standard for claims to non-Textile Exchange standards using the CCS.

#### B1.2 Transaction Certificate Number

Each transaction certificate shall have a unique alphanumeric transaction certificate number generated by the certification body.

- B1.2.1** The transaction certificate number shall begin with the unique three-character identifier assigned to the certification body by Textile Exchange. Each certification body's assigned licensing code is "CB-", followed by the identifier.
- B1.2.2** The transaction certificate number shall not include any information which could potentially reveal the identity of the seller, including the seller's license number.

EXAMPLE: A suggested example format for transaction certificate numbers is CB-Standard-Sequential Number. A GRS transaction certificate to an organization with license number TE-12345678 by a certification body with licensing code CB-ABC could then be ABC-GRS-000001. This is an example only and is not a required format.

### **B1.3 Authorization**

An authorization statement shall appear at the bottom of each page of the transaction certificate.

- B1.3.1** The authorization statement shall include:
  - a. Place and Date of Issue;
  - b. Signature of Authorized Person;
  - c. Name of Authorized Signatory;
  - d. Certification Body Stamp or Logo; and
  - e. Standard Logo(s).
- B1.3.2** The standard logo(s) shall be limited to the logo(s) which products included on the transaction certificate are eligible to be labeled with, with the following exceptions:
  - a. For claims to non-Textile Exchange standards using the CCS, the applicable standard logo shall be included and the CCS logo may be included; and
  - b. For generic claims to non-Textile Exchange standards using the CCS (e.g. country of origin), the CCS logo shall be included.

### **B1.4 Footer**

The footer of each page of the transaction certificate shall include:

- B1.4.1** One of the following version statements:
  - a. “This electronically issued document is the valid original version”;
  - b. “This translation is provided for information purposes only.” if the document is in any language other than English.
- B1.4.2** The license number of the seller; and
- B1.4.3** Page number in the format “Page X of Y” where ‘X’ is the current page and ‘Y’ is the total number of pages.

## **B1.5 Header**

Beginning with the second page, each page shall include the transaction certificate number and “(continued)” in the header.

## **B2. Numbered Boxes**

### **B2.1 Box 1 – Certification Body**

The certification body’s name, address, and Textile Exchange-assigned licensing code shall be specified.

### **B2.2 Box 2 – Seller of Certified Products**

The name and address of the seller of the certified products shall be specified.

- B2.2.1** The seller’s associated scope certificate number and license number shall be specified. If the time period of the shipments included on the transaction certificate is covered by multiple scope certificates (i.e. a recertification has occurred), the most recent scope certificate number shall be specified.
- B2.2.2** The seller shall be a site which is named on the scope certificate. The seller shall not be a subcontractor.
- B2.2.3** If the seller is not the certified organization (i.e. the main site specified on the scope certificate), the name of the certified organization shall be specified from the cover page of the scope certificate beside “Selling on behalf of”.
- B2.2.4** If the seller is the certified organization, the text “Selling on behalf of:” shall be removed.



- B2.2.5** If a non-certified trader purchases the products from the seller and sells them to the buyer, the name of the trader shall be listed. (See *CCS-101 Content Claim Standard* for details of when this is permitted.)

### **B2.3 Box 3 – Buyer of Certified Products**

The name and address of the buyer of the certified products shall be specified. If the buyer is certified to the standard(s):

- B2.3.1** The buyer’s license number(s) shall be specified.
- B2.3.2** The buyer shall be a site which is named on the buyer organization’s scope certificate. The buyer shall not be named as a subcontractor on the buyer organization’s scope certificate.
- B2.3.3** If the buyer is not the certified organization (i.e. main site specified on the buyer’s scope certificate), the name of the certified organization shall be specified from the cover page of the buyer’s scope certificate beside “Buying on behalf of”. Subcontractor shall not be entitled to buy on behalf of the certified organization.
- B2.3.4** If the buyer is the certified organization, the text “Buying on behalf of:” shall be removed.

### **B2.4 Box 4 – Gross Shipping Weight**

The total weight of products covered by the transaction certificate including packaging and trims shall be specified in kilograms (kg). This shall be equal to the sum of the gross shipping weights for each shipment listed in Box 9 (see B2.9.4).

### **B2.5 Box 5 – Net Shipping Weight**

The total weight of products covered by the transaction certificate excluding packaging shall be specified in kilograms (kg). This includes the weight of any non-claimed portion of the product including *trims*. This shall be equal to the sum of the net shipping weights for each product listed in Box 10 (see B2.10.6).

### **B2.6 Box 6 – Certified Weight**

The total weight of claimed material in the products shall be specified in kilograms (kg), excluding non-certified material, packaging, and non-certified portions of the products. This shall be equal to the sum of the certified weights for each product listed in Box 10 (see B2.10.7). Certified weight includes any certified trims. For multi-standard transaction certificates, the certified weight shall be listed per standard.

## **B2.7 Box 7 – Declarations by Certification Body**

The declarations as prescribed on the template shall be used.

- B2.7.1** The declaration beginning “This is to certify that” shall be included with reference filled in to the standard name and acronym. For OCS only, the additional text “(an) organic farming standard(s) which is/are recognized by” shall be included.
- B2.7.2** The final declaration beginning “This transaction certificate does not entitle” shall be included with reference to the standard acronym.
- B2.7.3** For OCS this box shall be used to declare if all of the organic fibers used meet the certification requirements of specific organic standards to refer to them as organic.
  - a. Information for the USDA NOP (United States) shall always be included, as follows: “Certification of the organic material used for the products listed complies with USDA NOP rules  yes  no”.
  - b. In-conversion material shall not be listed as complying with USDA NOP rules.
  - c. Additional organic standards recognized by the OCS whose requirements are met may be listed based on *ASR-213*. This should include the national organic standard(s) for the countries of the buyer and the consignee listed on the transaction certificate.
- B2.7.4** For use of the CCS for approved generic claims or non-Textile Exchange standards, the declaration “Certification of products included on this transaction certificate was done in accordance with the Content Claim Standard (CCS), which is owned by Textile Exchange.” shall be included.

## **B2.8 Box 8 – Certified Input References**

The following certificate numbers shall be specified:

- B2.8.1** The transaction certificate numbers of claimed input materials to this transaction certificate under “Input TCs”, with the following exceptions, where “Not Applicable” shall be stated in this field:
  - a. Inputs to OCS first processors (see B2.8.2);

- b. RDS or RAF farm scope certificates, provided that no claimed materials have been purchased with certification claims;
- c. RCS and GRS material recyclers where a Material Declaration Form is used, except where the collector and/or concentrator is RCS or GRS certified;
- d. The first organization in the supply chain which is certified to the CCS, for the use of the CCS for non-Textile Exchange claims, if the applicable standard does not require an incoming transaction certificate at this stage; and
- e. Inputs from other standards where Textile Exchange grants full equivalency, if the other standard does not use transaction certificates.

NOTE: The license number(s) of the seller's supplier(s) is/are not required.

- B2.8.2** For OCS first processors, the scope certificate numbers of applicable farms, the farm transaction certificate numbers for applicable transactions, and the transaction certificate numbers for any purchases made from traders who are certified under the organic farming standard. If the organic farming standard does not provide transaction certificates, "Not Applicable" shall be stated in the applicable space.

NOTE: Farm scope certificates, farm transaction certificates, and trader transaction certificates for organic materials are only required for OCS first processors. This information may be passed along the supply chain via subsequent transaction certificates.

- B2.8.3** For all transaction certificates where the seller is not an OCS first processor, the rows for "Farm SCs", "Farm TCs", and "Trader TCs for Organic Material" shall be removed.

## **B2.9 Box 9 – Shipments**

Detailed information shall be specified per shipment included on the transaction certificate, as follows:

- B2.9.1** Shipment number – A sequential number (1, 2, etc.) identifying the shipment within the transaction certificate.
- B2.9.2** Shipment date.
- B2.9.3** Shipment document number – The identification number from the shipping document used to confirm the details of the shipment.

- B2.9.4** Gross shipping weight - The total weight of products in the shipment including packaging, in kilograms (kg). (See B2.4.)
- B2.9.5** Invoice references – The invoice numbers for all invoices included in the shipment. And
- B2.9.6** Consignee name and address – The name and address of the physical location which the products are shipped to. A facility which does not take physical possession of products shall not be named as the consignee. If the buyer is arranging part or all of the transportation, the address where the buyer picks up the certified products shall be specified as the consignee.

EXAMPLE: The buyer arranges transportation from the seller's facility. The seller's facility is listed as the consignee.

EXAMPLE: The seller arranges transportation to a port in the buyer's country. The buyer arranges transportation from the port. The port is listed as the consignee unless the seller submits transport documents from the port to the final destination.

EXAMPLE: The buyer is a large retailer and may also be the brand. The seller arranges transportation to the buyer's warehouse/distribution center and the buyer arranges transportation to individual retail stores. The buyer's warehouse/distribution center is listed as the consignee.

## **B2.10 Box 10 – Certified Products**

Products shall only be listed on the transaction certificate if they are also included on the seller's scope certificate. Detailed information shall be specified per certified product included on the transaction certificate, as follows:

- B2.10.1** Product number – A sequential number (1, 2, etc.) identifying the product within the transaction certificate.
- B2.10.2** Order number – The seller's invoice number or the buyer's purchase order number with the product.
- B2.10.3** Article number – A number to uniquely identify the product in the seller's system (e.g. lot number, EAN, SKU). Where products which are the same except for color and/or size are included in the same product listing, a number which identifies all included products (e.g. lot number, style number) may be used.
- B2.10.4** Number of units – Number of units of the product. The metric of the units (e.g. bales, garments, fabric rolls) used shall be specified.

**B2.10.5** Net shipping weight – The total weight of the product excluding packaging, in kilograms (kg). (See B2.5.)

**B2.10.6** Supplementary weight – The total weight of the following:

- a. Non-claimed *trims* excluded from the material composition; and
- b. For component claims, the total weight of the product excluding the claimed component(s).

EXAMPLE: A sweater has buttons which are classified as trim. The supplementary weight is the weight of the buttons.

EXAMPLE: A component claim is made for the down filling in the jacket. The supplementary weight is the weight of the jacket without the down filling.

EXAMPLE: For a certified mattress shell, the supplementary weight would be the weight of all trims including supports, frames, and foam. (Note that this may only be done as a component claim since the trims exceed the limit for a product claim. See *CCS-101-V3.0 Content Claim Standard* D4.4 for further details.)

**B2.10.7** Certified weight – The total weight of claimed material in the product, in kilograms (kg). (See B2.6.) If the product is certified to multiple standards which are all included on a multi-standard transaction certificate, this shall be the total certified weight for all standards.

**B2.10.8** Production date – The date of production of the product. Where the product was produced over multiple days, the latest date shall be used. If the seller did not process the product, the date shall be copied from the incoming transaction certificate. This information is optional.

**B2.10.9** Product category – The applicable product category from *ASR-213*. The product category code shall be associated with a product listed on the scope certificate.

**B2.10.10** Product detail – The applicable product detail from *ASR-213*. The product detail code shall be associated with a product listed on the scope certificate.

**B2.10.11** Material composition – The material composition, including raw material codes from *ASR-213* in parentheses for the product or component(s), including both claimed and non-claimed raw materials. Trims may be excluded where permitted by the Content Claim Standard. The exact material composition with a percentage content per raw material is mandatory, with the exception of any trims which are excluded from composition calculations. (See *CCS-201 CCS User Manual* for more

details.) See B2.11.1 for more details on material composition for components.

**B2.10.12** Standard name(s) and label grade(s) – Standard acronym(s) and the applicable label grade(s), as specified on the scope certificate for the product.

**B2.10.13** Additional information – Space for other relevant information such as product quality. At minimum, the following declarations shall be included where applicable. For component claims, the declarations shall instead be included in the applicable space in Box 10a for each component.

- a. Identification of any trims which are excluded from the material composition;
- b. If the product is also included on another transaction certificate for a Textile Exchange standard, “Also Standard\_Acronym certified.”, followed by either “See separate Standard\_Acronym TC.” or “See Standard\_Acronym TC TC\_Number.”;
- c. For fibers (PC0033, PC0034), the fiber length in mm, and fiber fineness in applicable unit;
- d. For yarns (PC0029, PC0030, PC0031), the yarn count;
- e. For fabrics (PC0025, PC0026, PC0027, PC0028, PC0039), the fabric gsm (weight in g/m<sup>2</sup>) and fabric construction (e.g. ends/picks per inch, yarn count); and
- f. For garments and finished textile products, the fabric gsm for all fabrics with claimed material.

**B2.10.14** Last processor name and license number – The name of the last facility to process the product and license number of the organization whose scope certificate covered the processing. If the seller chooses not to list this information, “Undisclosed”.

**B2.10.15** Last processor country/area – The country/area where the last processing of the product occurred. This information is mandatory even if the identity of the last processor is undisclosed.

## B2.11 Box 10a – Certified Components

Components may be specified for *final products* only and shall not be used for products which are not final products.

- B2.11.1** In the material composition in Box 10, the name of each certified component shall be identified in square brackets ([ ]) followed by the material composition for that component, and if more than one component is included, each component's material composition shall be separated with a semicolon (;). The material composition for each component shall match the material composition for that component included in Box 10a.
- B2.11.2** Each certified component shall be specified separately in Box 10a.
- B2.11.3** Product/component number – The applicable product number followed by a sequential number (1, 2, etc.) identifying the component within the transaction certificate.
- B2.11.4** Net shipping weight – The total weight of the component(s) excluding packaging, in kilograms (kg). (See B2.5.)
- B2.11.5** Supplementary weight – The total weight of non-claimed *trims* excluded from the material composition of the component.
- B2.11.6** Certified weight – The total weight of claimed material in the component(s), in kilograms (kg). (See B2.6.) If the component is certified to multiple standards which are all included on a multi-standard transaction certificate, this shall be the total certified weight for all standards.
- B2.11.7** Component detail – The name of the component, as specified on the scope certificate.
- B2.11.8** Material composition – The material composition of the component, as described for the product in B2.10.11.
- B2.11.9** Standard name(s) and label grade(s) – Standard acronym(s) and the applicable label grade(s), as specified on the scope certificate for the product. And
- B2.11.10** Additional information – Space for other relevant information such as product quality. See B2.10.13 for required information.

**B2.11.11** Where no components are specified, Box 10a may be removed from the template.

EXAMPLE:

#### 10. Certified Products

Product No.:	1	Product Category:	Women's apparel (PC0002)
Order No.:	12345	Product Detail:	Jacket (PD0001)
Article No.:	XYZ12345678	Material Composition:	[Inner lining] 100% Recycled post-consumer polyester (RM0189) ; [Filling] 100% Responsible down (RM0032) ; [Outer shell] 100% Organic cotton (RM0104)
Number of Units:	1000 (pieces)	Standard (Label Grade):	GRS (GRS) ; RDS (RDS) ; OCS (OCS100)
Net Shipping Weight:	150 kg	Additional Info:	n/a
Supplementary Weight:	50 kg	Last Processor:	ABC company
Certified Weight:	100 kg	- License Number:	CBN12345678
Production Date:	2021-07-21	- Country:	India

#### 10a. Certified Components

Product/Component No.:	1/1	Component Detail:	Inner lining
Net Shipping Weight:	25 kg	Material Composition:	100% Recycled post-consumer polyester (RM0189)
Supplementary Weight:	0 kg	Standard (Label Grade):	GRS (GRS)
Certified Weight:	25 kg	Additional Info:	60x47 epixppi ; 350 gsm
Product/Component No.:	1/2	Component Detail:	Filling
Net Shipping Weight:	50 kg	Material Composition:	100% Responsible down (RM0032)
Supplementary Weight:	0 kg	Standard (Label Grade):	RDS (RDS)
Certified Weight:	50 kg	Additional Info:	800 fill power white duck down
Product/Component No.:	1/2	Component Detail:	Outer shell
Net Shipping Weight:	25 kg	Material Composition:	100% Organic cotton (RM0104)
Supplementary Weight:	0 kg	Standard (Label Grade):	OCS (OCS100)
Certified Weight:	25 kg	Additional Info:	60x47 epixppi ; 350 gsm



## **B2.12 Box 11 – Certified Raw Materials and Declared Geographic Origin**

Each raw material and its geographic origin shall be listed.

**B2.12.1** The following information shall be included:

- a. The name of the raw material;
- b. The raw material code from *ASR-213*, in parentheses;
- c. The total certified weight of the raw material, in kilograms (kg);
- d. Each country/area of origin of the raw material; and
- e. Each state/province of origin of the raw material, in parentheses beside the applicable country/area.

**B2.12.2** Geographic origin information for primary scopes shall be obtained from the following:

- a. OCS: Organic farm scope certificate;
- b. RCS/GRS: Material declaration form; and
- c. RDS/RAF: Farm location(s), as specified on scope certificate.

**B2.12.3** State/province information is required for all countries with states/provinces listed in *ASR-214 Geographic Classification*.

**B2.12.4** The sum of the certified weights for all raw materials per standard shall be equal to the total certified weight in Box 6 (see B2.6).

**B2.12.5** For inputs from standards to which Textile Exchange has granted full equivalency, geographic origin information shall be obtained from the other standard's transaction certificate (where applicable) or otherwise obtained from the seller's supplier.

## **B2.13 Box 12 – Declarations by Seller of Certified Products**

This box provides space for declarations made by the seller which have not been verified by the certification body.

**B2.13.1** The seller shall declare whether or not products included on the transaction certificate were outsourced while owned by the seller.

**B2.13.2** The seller may declare further information about outsourcing such as the subcontractor name(s), processing steps, or specific products included in outsourcing.

**B2.13.3** The seller may request that any other declaration be included provided that it does not include any of the following:

- a. Information which is inaccurate or misleading;
- b. References to brand names;
- c. References to trade names (e.g. upland cotton);
- d. Information or claims about certification standards or audits outside of Textile Exchange standards and approved claims using the CCS.

EXAMPLES: Other allowable declarations include the following:

- “Only products 1 and 2 were outsourced”;
- “Supplier for product 1 was Supplier ABC”;
- “Seller applied labels to product. Claim approval for product 1 is on file from buyer’s certification body”;
- “Broker ABC was involved in the sale of this product”; and
- References to other sales documentation not fully included above.

**B2.13.4** The certification body shall not include any declaration which they know to be inaccurate or misleading. The certification body may decline to include any declaration from the seller except based on B2.13.1, or may add a statement that the declarations have not been verified by the certification body.

## Section C - Transition to the Policy and Template for Transaction Certificates 3.0

### C1. Application of Transaction Certificate Policy 3.0

**C1.1** The certification body should implement all of *ASR-104-V3.0 Policy for Transaction Certificates* no later than January 1, 2022, and shall do so no later than July 1, 2022.

**C1.2** The certification body shall implement the following elements of *ASR-104-V3.0* no later than January 1, 2022:

- C1.2.1** Inclusion of all data required by both *ASR-104-V2.2* and *ASR-104-V3.0* on all transaction certificates;
  - C1.2.2** Informing Textile Exchange of the method of authentication which will be used, even if it is not yet fully implemented (see A4);
  - C1.2.3** Use of terminology and codes specified in *ASR-213-V1.1* (see A2.5);
  - C1.2.4** Use of geographic classification referred to in *ASR-214* (see A3.2);
  - C1.2.5** Ensuring that the transaction certificate number does not identify the seller (see B1.2.2); and
  - C1.2.6** Inclusion of shipment number (see B2.9.1), product number (see B2.10.1), and component number (see B2.11.3) as applicable.
- C1.3** The certification body shall implement the following elements of *ASR-104-V3.0* no later than April 1, 2022:
- C1.3.1** Date and numbering formats (see A3.3 and A3.4);
  - C1.3.2** Updated transaction certificate number format (see B1.2);
  - C1.3.3** Updated format and data for shipments (see B2.9), products (see B2.10), and components (see B2.11);
- C1.4** The region of origin of raw materials (see B2.12) may be aggregated as allowed by *ASR-104-V2.2* for secondary scopes where the incoming transaction certificate does not include this information per raw material until July 1, 2022. For primary scopes or where the incoming transaction certificate includes this information, it shall be specified per raw material as of January 1, 2022.

## C2. Use of Transaction Certificate Template 3.0

- C2.1** The certification body should implement all of *ASR-205-V3.0 Template for Transaction Certificates* no later than January 1, 2022, and shall do so no later than July 1, 2022.
- C2.2** Where specific data is required by January 1, 2022 or April 1, 2022 under C1, that data shall be included on the transaction certificate by the same date.
- C2.3** The general formatting of the transaction certificate including updated box numbers shall be implemented by April 1, 2022.

## C3. Data Submissions to Textile Exchange

- C3.1** Data submissions to Textile Exchange should include all fields required on transaction certificates by *ASR-205-V3.0 Template for Transaction Certificates* no later than January 1, 2022, and shall do so no later than April 1, 2022.
- C3.2** For certification bodies who are participating in Textile Exchange’s pilot project for dTrackit, earlier timelines for data submissions may be negotiated and agreed between Textile Exchange and the certification body.
- C3.3** The following fields are not required in data submissions until April 1, 2022:
  - C3.3.1** Name of non-certified trader (see B2.2.5);
  - C3.3.2** List of applicable organic farm standards (see B2.7.3);
  - C3.3.3** Shipment document number, gross shipping weight per shipment, and shipment invoice references (see B2.9);
  - C3.3.4** Product order number, article number, number of units, supplementary weight, production date, additional information, and las processor information (see B2.10);
  - C3.3.5** Component details (see B2.11); and
  - C3.3.6** Declaration by the seller regarding outsourcing (see B2.13.1).
- C3.4** The certification body may use the previous licensing code until July 1, 2022.
- C3.5** Where the geographic origin of raw materials is not known per certified raw material (i.e. is not included on the incoming TC, and the scope certificate is for a secondary scope), materials may be aggregated under code RM0258 until July 1, 2022. After this date, geographic origin per raw material is required on all transaction certificates.