Textile Exchange

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TEXTILE EXCHANGE STANDARDS

MATERIAL LEDGER GUIDANCE
FOR CERTIFICATION BODIES

Document information

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Contents

A. About the document

This guidance document is for certification bodies that use the Textile Exchange material ledger user interface and send that related data to Textile Exchange's Trackit™ system. The document provides guidance on how to access the user interface and complete the material ledger module.

A1. Document references

All organizations are subject to the criteria of the following documents, and it is essential that they are used alongside this document. All can be found at textileexchange.org/knowledge-center. Where a specific version of a document is referenced, this is to ensure clarity in referencing specific criteria and does not supersede mandatory implementation dates for future versions of the document. The latest version of referenced documents, including any amendments (e.g., calibrations), applies to those without a version number.

A1.1.1	*TE-301 Standards Claims Policy* (TE-301): This document describes the language and design criteria for communications related to the standard.
A1.1.2	*CCS-201 CCS User Manual* (CCS-201): This document accompanies the Content Claim Standard (CCS) and should be used for interpretation and guidance for users of the CCS, including all sites subject to certification.
A1.1.3	*ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards* (ASR-101)
A1.1.4	*ASR-103 Policy for Scope Certificates* (ASR-103)
A1.1.5	*ASR-104 Policy for Transaction Certificates* (ASR-104)
A1.1.6	*ASR-213 Materials, Processes, and Products Classification* (ASR-213)
A1.1.7	*CCS-102 CCS Certification Procedures* (CCS-102)
A1.1.8	*ASR-508 dTrackit System Guidance* (ASR-508): This document is available upon request.
A1.1.9	*ASR-117 Material Ledger Policy* (ASR-117)

A2. Document definitions

Refer to the Textile Exchange glossary for definitions of terms used in this document.

NOTE: Please note that *TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents* will not be updated going forward and will become obsolete (i.e. retired) alongside the mandatory implementation date of the *Materials Matter Standard* (TE-MM-STN-101). Therefore, TE-101 may still be referenced until the *Materials Matter Standard* becomes mandatory, but the Textile Exchange glossary (https://textileexchange.org/glossary/) takes precedence in case of any contradiction or omission.

A3. Document feedback

If you have any questions or concerns while using the Material Ledger User Interface, or want to provide written feedback, please contact us. You can direct all comments and feedback to https://textileexchange.my.site.com/s/sctcsupport.

B. Document overview and scope

This guide provides information on the use of the material ledger section of the Trackit™ portal, including screenshots and navigational steps related to logging in, opening balance, and preparation for the material ledger, ongoing implementation of the material ledger, implementation of the material ledger for farms and for brands. This document does not address other sections of the Trackit portal. There are additional demonstration videos available for certification bodies to review.

NOTE: Numbers represented in square brackets (e.g. **[1]**) refer to highlighted items in the images provided as screenshots.

B1. Material ledger user interface overview

To access the Trackit portal, follow these steps:

1. Go to the Textile Exchange website (https://textileexchange.org).
2. Click on the **Log in** button **[1]** in the top right corner.
3. In the drop-down menu, click on **Certificate Generation Login [2]** as shown in Figure 1.

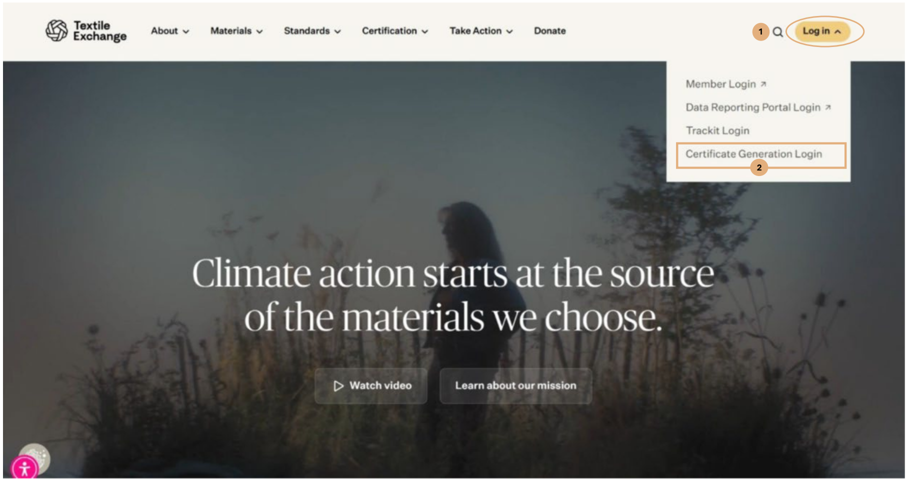

Figure 1: Textile Exchange material ledger user interface login.

4. You will be redirected to the material ledger user interface login page, as shown in Figure 2.

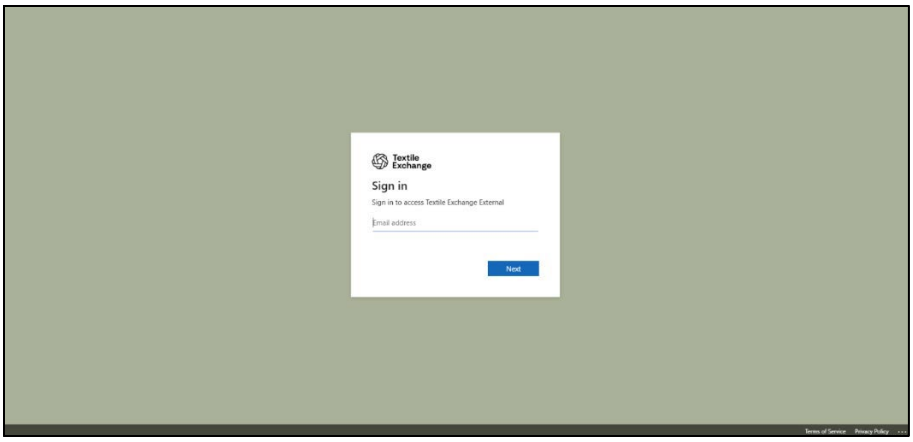

Figure 2: Material ledger user interface login page.

5. Upon successful login, you will be redirected to the material ledger Trackit portal, as shown in Figure 3.
6. Once the user is logged in to the Trackit portal, they can access various modules such as:

   - Transaction certificate **[1]**
   - Scope certificate **[1]**
   - Material ledger **[1]**
   - Inventory updates **[1]**
   - Raw material summary **[1]**

NOTE: Additional modules will become visible for testing and live use as they are developed.

7. On the Trackit portal landing page, you will see a side navigation menu on the left-hand side of the screen **[2]**. This menu allows users to easily access various modules and features of the portal, as shown in Figure 3.
8. Each menu item takes users to its respective section for further actions and updates. Navigate between them at any time using the side panel **[2]**.
9. The bottom right corner of any screen **[3]**, and the questions/support icon on the left provides a link to request help or other support.
10. The top right corner of any screen **[4]** of the material ledger user interface displays the user's **email address**, where you can find the following:

    - **User email**: The user's logged-in SSO email ID is shown here (e.g., testuser1@textileexchangeexternal.onmicrosoft.com) **[4]**.
    - **Dropdown menu**: Click your email/profile icon to view **[4]**.
    - **Logout**: Use this to securely end your session **[4]**.
    - **Version info**: Displays the current version of the portal, e.g., V-0.0.70 **[4]**.

11. The bottom left corner of any screen **[5]** displays the user's CB licensing code (e.g., CB-Demo), which identifies the user's organization.

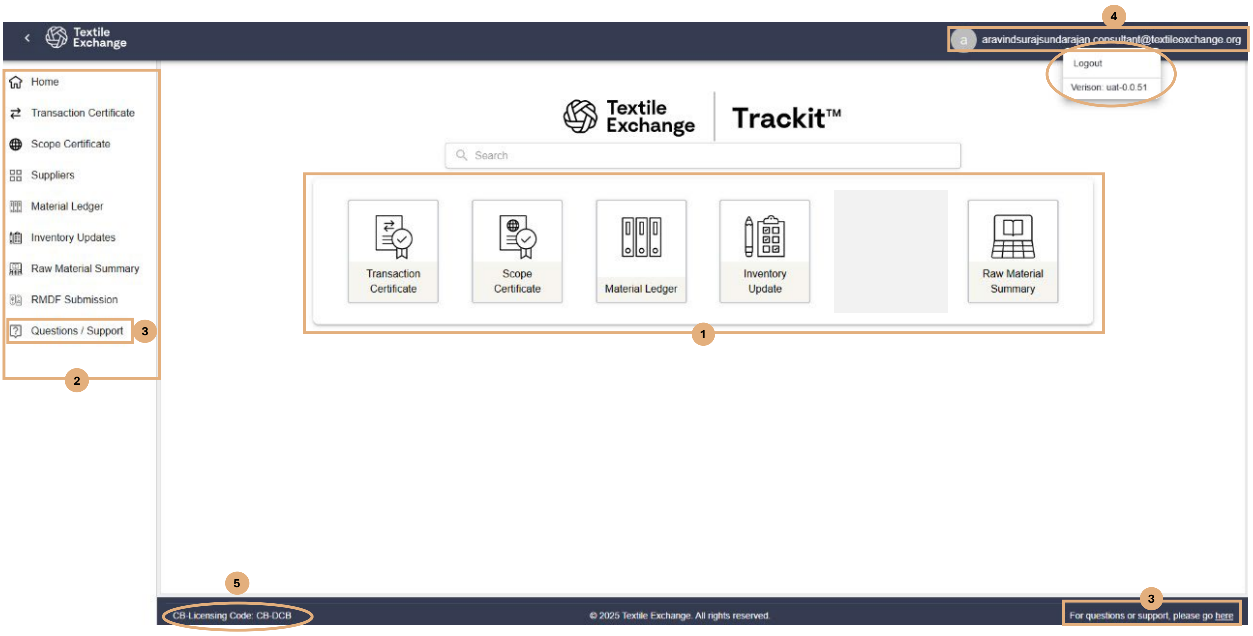

Figure 3: Landing page for Trackit portal.

C. Material ledger interface pages

C1. Raw material summary page

On the raw material summary page, users can search for inventory balances using any combination of filters such as the certified organization's name or TE-ID **[1]**, transaction date, and raw material code **[2]**. Refer to Figure 4 and follow the steps below to utilize the search function:

1. Retrieve inventory balances of all raw materials of a certified organization using any combination of filters, such as certified organization name or TE-ID **[1]**. Refer to Figure 4.
2. After populating any filters, click **Search [3]** to view the results.

Figure 4: Inventory by raw material summary search.

3. Executed searches display a table of results that includes the raw material code and description, certified weight (e.g., declared zero balance, negative balance, or positive balance), and last updated date **[1]**. Refer to Figure 5.
4. Click on the three dots **[2]** on the right-hand side of each row to either view (navigates to the material ledger of the raw material) or edit (navigates to the inventory adjustments page of the raw material) inventory balances. Refer to Figure 5.

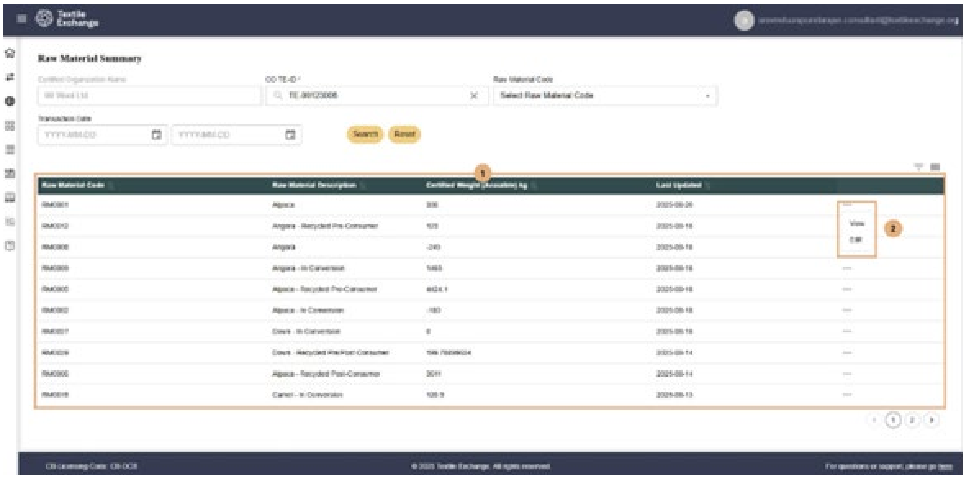

Figure 5: Inventory by raw material summary results.

C2. Inventory updates summary page

On the inventory updates and summary page, users can search for previously submitted inventory adjustments and submit new inventory adjustments for all certified organizations associated with the specific certification body. Refer to Figures 6 and 7 and follow the steps below to utilize the update and search function:

1. Start by populating the filter by typing in the certified organization's name or TE-ID **[1]** and click on **Search [2]** to view the results.

NOTE: When using type-in filters such as certified organization name, suggestions will appear after three letters have been typed in.

Figure 6: Inventory updates summary search

2. Executed searches display a table of results with all previously submitted inventory adjustments and associated information such as the inventory transaction number, volume adjustment reason, volume adjustment date, submission date, product category, product detail, raw material code, standard, and certified weight **[1]**.
3. To perform an inventory adjustment, click on the add inventory button **[2]**.

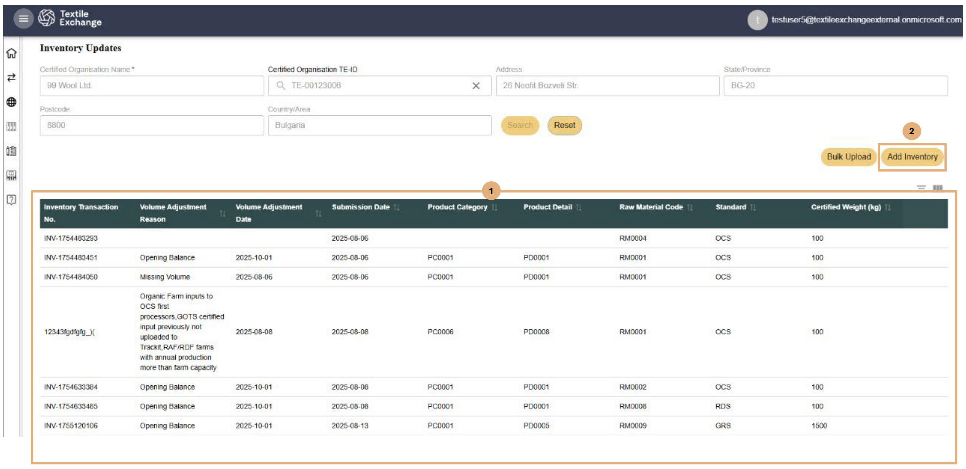

Figure 7: Inventory updates summary results.

C3. Add inventory page

On the add inventory page, users can submit inventory updates. Refer to Figures 8–11 and follow the steps below to utilize the search function:

1. The add inventory page allows users to submit inventory updates (both positive and negative volume adjustments).
2. Click on the **Add Inventory** button **[2]** (refer to Figure 7) from the inventory updates summary page to activate a pop-up where users can submit one or many inventory updates.
3. Start by selecting the appropriate inputs for volume adjustment reason, volume adjustment date, product category, and product detail **[1]**.

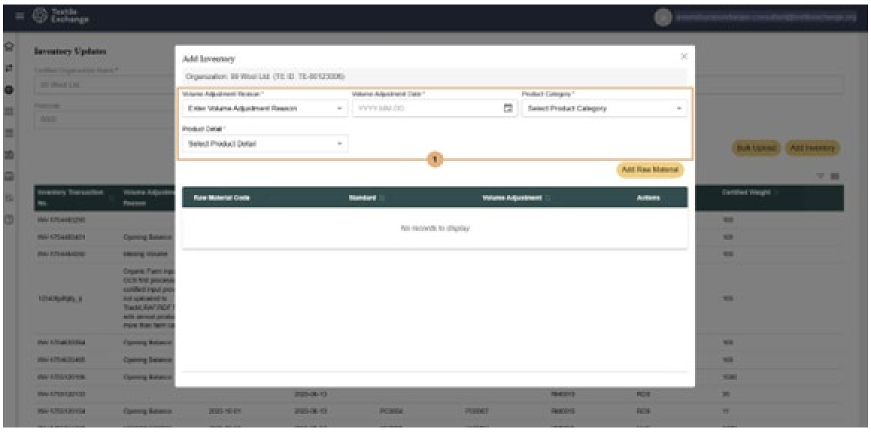

Figure 8: Add Inventory pop-up filter.

4. Volume adjustment reason is a multi-select dropdown menu **[1]**. The options can be grouped into positive adjustment reasons (MV, E, RMDF, OF, GOTS, F), negative adjustment reasons (D, FC), opening balance (OB), zero balance (C), product category and product details update from PC9999/PD9999 (PC/PD), and others (O).

   - If multiple volume adjustment reasons are applicable, the combination should be restricted to one of the two groups (positive, negative), and other.
   - Opening balance/zero balance cannot be grouped with any other volume adjustment reason.

NOTE: Refer to *ASR-117-V1.0 Material Ledger Policy*, section B2.6 for more information on the volume adjustment reasons.

5. After selecting all required fields, click on add raw material **[2]**.

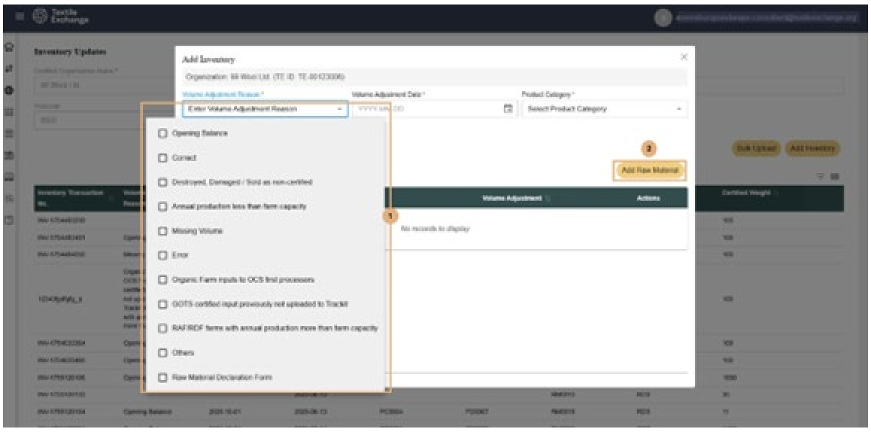

Figure 9: Add inventory pop-up filter volume adjustment reason.

6. After step 5, an empty row will be added to the table. Enter the raw material code, standard, and volume adjustment (in kg) **[1],** then click on the save button **[2]**.

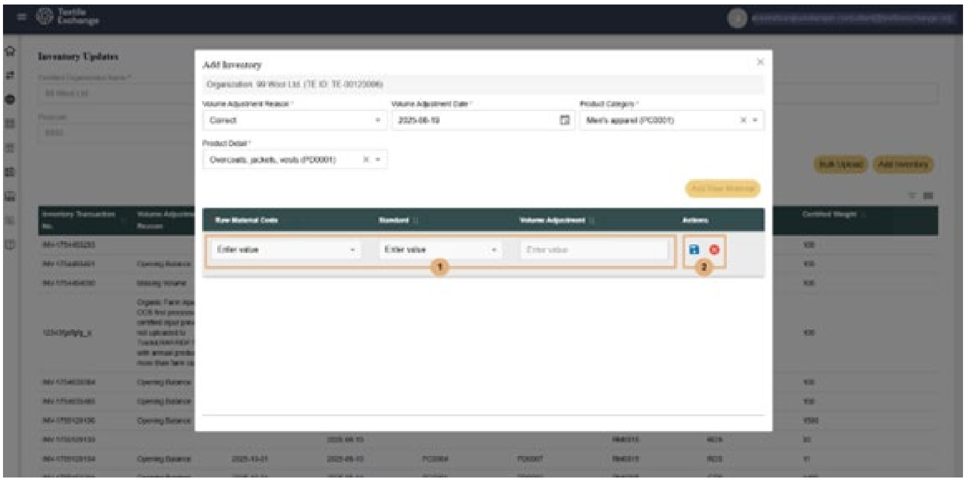

Figure 10: Add inventory pop-up raw materials.

7. The tool will alert you that the action cannot be undone **[1]**. Click on **Confirm [2]** and a record will be created.
8. The same process can be repeated multiple times to submit inventory adjustments for multiple certified raw materials processed by the same certified organization.

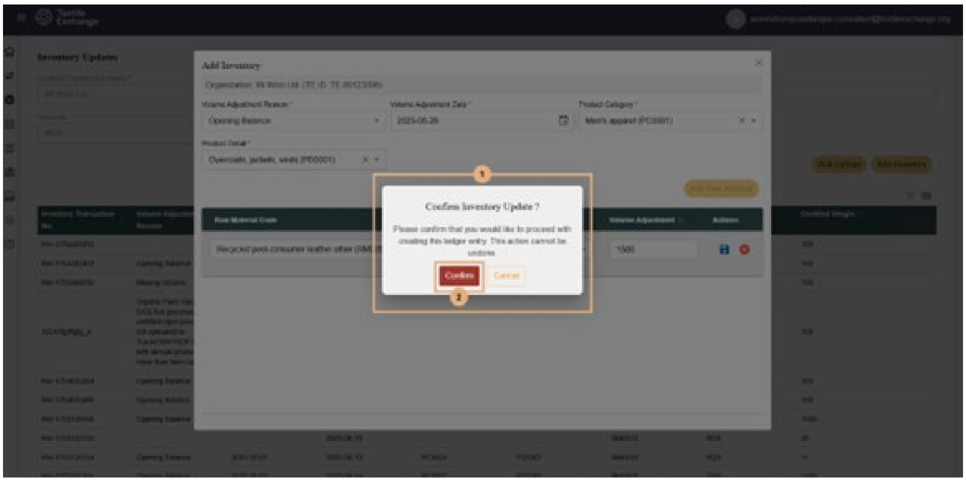

Figure 11: Add inventory pop-up confirmation.

C4. Bulk upload page

On the bulk upload page, users can submit inventory updates through a spreadsheet processor to upload many records at once. Refer to Figures 12–14 and follow the steps below to utilize the bulk upload function:

1. 1. On the inventory updates summary page, click the **Bulk Upload** button **[1]** to open a pop-up window to upload a spreadsheet with up to 500 records at a time.

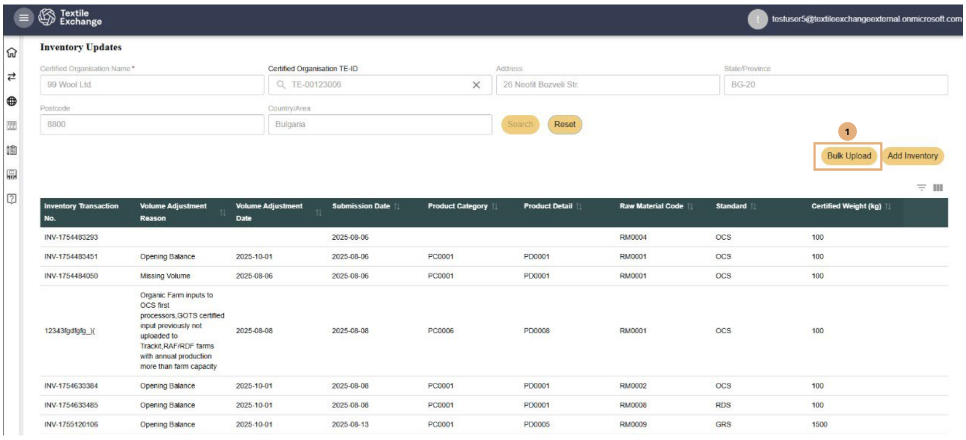

Figure 12: Inventory updates summary page.

2. The certified organization's TE-ID and name are displayed at the top of the screen **[1]**.
3. Bulk upload inputs must strictly follow the prescribed format.

4. A sample input form can be downloaded from the user interface by clicking the **Download Format File** button **[2]**.
5. Add your input data (up to 500 rows) in the sample input form, then save the file.

6. Click the **Choose File** button **[3]** to open the file picker dialogue, select your saved file, and upload it to the material ledger module in the Trackit portal.

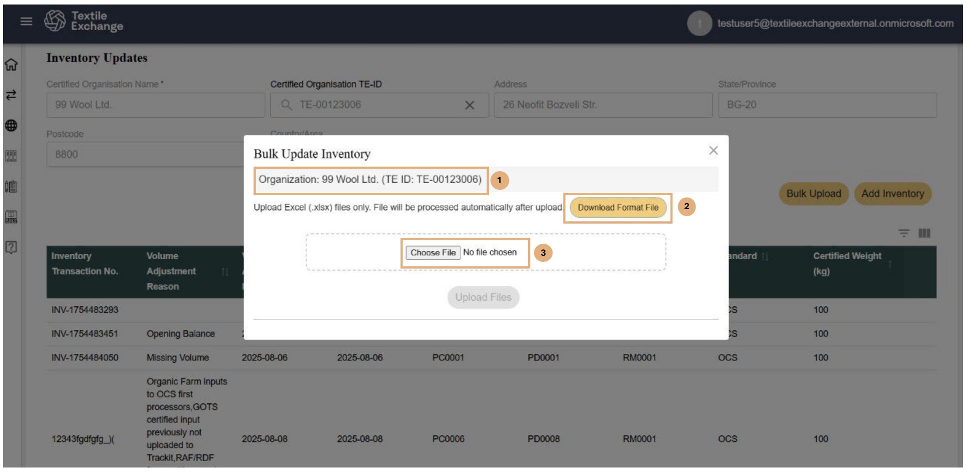

Figure 13: Bulk upload pop-up.

- Instructions to complete the input form: The **Read Me** tab contains column definitions and accepted inputs for each data field. Enter the required data in the **Data** tab.

NOTE: Do not modify the worksheet names.

- Error handling: If errors are found in the input data (e.g., 10 out of 300 rows are missing mandatory inputs or have incorrect data), the user interface will return a spreadsheet with an additional column showing the reasons for rejection.

7. This sheet will be available for download next to the uploaded file **[1]**.
8. Users can review the errors, make corrections, and re-upload the file.

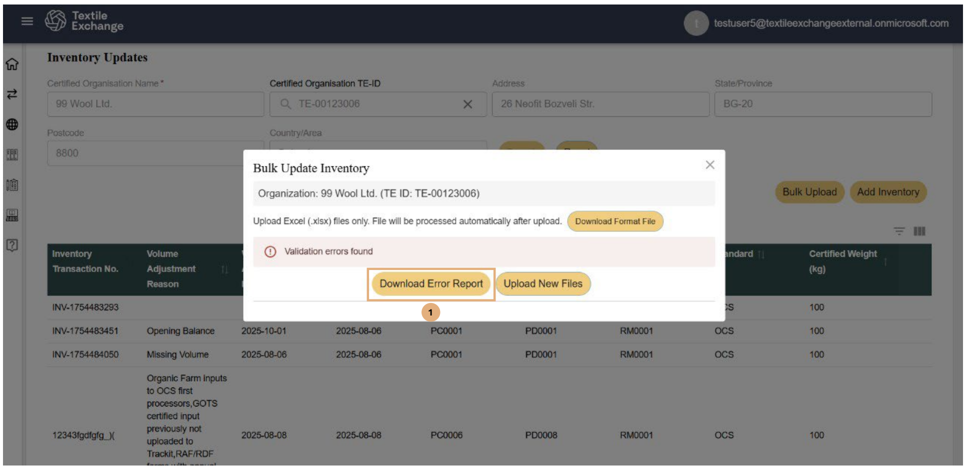

Figure 14: Bulk upload error message.

C5. Material ledger page

On the material ledger page, users can search the transactional summary to track all incoming and outgoing transaction certificates (TCs), inventory adjustments, and anniversary scope certificate (SC) farm capacity adjustments for a certified organization and raw material combination. Refer to Figures 15 and 16 and follow the steps below to utilize the material ledger function:

1. The certified organization name or TE-ID and raw material code are necessary for the material ledger to populate [1].
2. Users can filter the results by various fields **[2]** such as the input/output product category, product detail, and transaction dates.
3. After populating any filters, click on **Search** to view the results **[3]**.

NOTE: When using type-in filters such as certified organization name, suggestions will appear after three letters have been typed in.

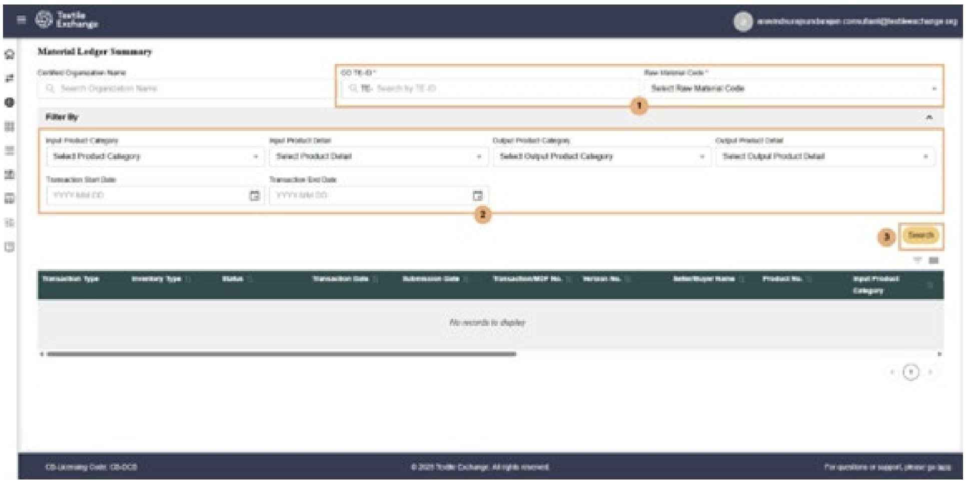

Figure 15: Material ledger filters.

4. Executed searches display a table of results with 19 columns that allow tracking of the inventory balance at a transaction certificate, product, raw material, product category, and product detail level [1].

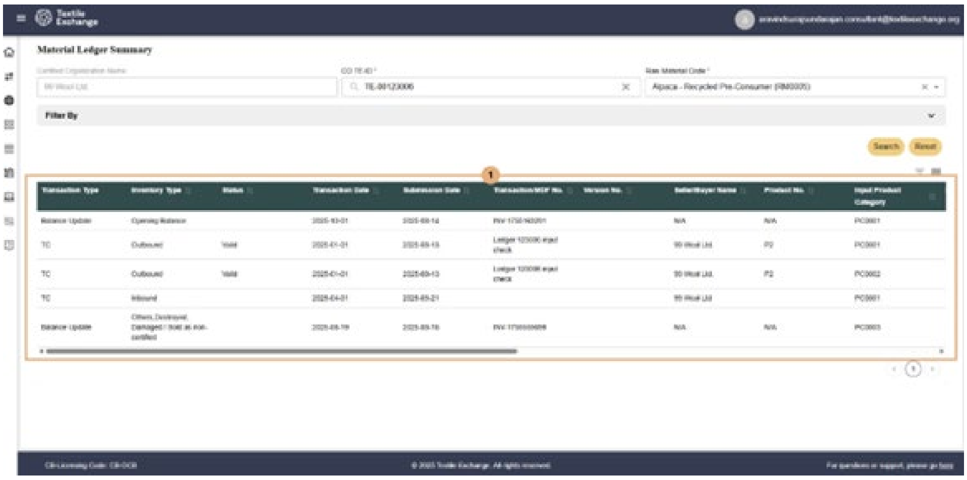

Figure 16: Material ledger results.

