

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*.

The *Policy for Transaction Certificates* version 3.1 replaces version 3.0, is effective **November 15, 2023**, and may be used as of that date.

All transaction certificates **issued on or after January 1, 2024** shall conform with Policy for Transaction Certificates version 3.1. See section C for further details.

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.

Digital Trackit (dTrackit)

Textile Exchange has implemented a database system known as Digital Trackit (dTrackit). dTrackit allows companies certified to Textile Exchange standards as well as certification bodies to access their scope certificates and transaction certificates in one central place for a single source of validation, authentication, reconciliation, and traceability with minimal disruption to the existing certification process.

The objectives of dTrackit are to:

- Centralize scope and transaction certification data from different certification bodies to create a single source of truth;

- Provide accurate, up-to-date, and more easily searchable public data on certified organizations and their product offerings;
- Provide a single source of transactions for verification, volume reconciliation, and authentication; and
- Improve Textile Exchange’s ability to monitor, evaluate, and continuously improve the impact of Textile Exchange standards

dTrackit is part is part of Textile Exchange’s Shared Measurement System (SMS), a flexible and scalable data structure that helps track progress toward Climate+ goals. dTrackit is the backbone of SMS, connecting information across the supply chain.

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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. See Section D for further details.
- A1.2** Data which is not required on printed transaction certificates shall also be included in data submissions if it is included in *ASR-507 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).
- A1.3.1** ASR-214 specifies which countries are required to have state/province data. For all other countries, state/province data should be provided when states/provinces are listed in ASR-214 for that country.
- A1.3.2** Where state/province data is not provided, the certification body shall specify the country/area code in place of state/province in data submissions.
- A1.4** When the address of a facility (including the certified organization) is specified on the transaction certificates, the following elements shall be included: Civic/street address (`entityAddress1` and optionally `entityAddress2` and `entityAddress3`), city or town (`entityTown`), postcode (`entityPostcode`), state/province if required by ASR-214 (`entityStateOrProvince`), and country/area (`entityCountryOrArea`). These seven fields are collectively referred to as `entityAddress` for the purposes of this policy.
- A1.4.1** The word "entity" is used in address field names in A1.4 to refer to whichever entity (e.g. a seller or a buyer) needs an address specified.
- A1.4.2** For any address in a country which does not use postcodes, "na" shall be specified. This option shall not be used for any address in a country which uses postcodes.
- A1.5** Each certification body is assigned a unique, 3-letter CB Identifier by Textile Exchange. The certification body's licensing code (`entityCbLicensingCode`) is "CB-" followed by the CB Identifier. E.g. If the CB Identifier is ABC, the certification body's licensing code would be CB-ABC.

- A1.5.1** Reporting of the certification body licensing code shall always include “CB-” in addition to the identifier.

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 for dTrackit fields and highlighted in light blue for non-dTrackit fields) shall be replaced by the applicable data. All instruction text (highlighted in light green) shall be deleted.
- A2.2.1** References to specific dTrackit data fields in this policy are also highlighted in grey. When there are multiple similar fields (e.g. for addresses), the word “entity” is used as a placeholder. E.g. `entityAddress1` covers `sellerAddress1` and `buyerAddress1`.
- 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.

A3.5 Data submissions shall be limited to English characters, except where specified.

A4. Certificate Authentication

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

A4.2 The [Textile Exchange Authenticate a Transaction webpage](#) acts as the single source of truth for the authentication of transaction certificates. The certification body may additionally include one or more of the following on their transaction certificates. If the certification body chooses to do so, they shall inform Textile Exchange, who may publish this information online.

A4.2.1 *Removed for V3.1.*

A4.2.2 *Removed for V3.1.*

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. The URL shall either be on a website controlled by the certification body, or a direct link to details of the scope certificate on the Textile Exchange website (preferred option, when available). Or

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.

A4.2.5 *Removed for V3.1.*

A4.3 The certification body may optionally choose to use digital signing of the certificate. If so, 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>.

A4.4 If the certification body optionally chooses to maintain a public tool to authenticate transaction certificates, a statement shall be included that the [Textile Exchange Authenticate a Transaction webpage](#) is the only official source to authenticate transaction certificates, along with a link to the webpage.

A4.5 The certification body shall use the [Textile Exchange Authenticate a Transaction webpage](#) or via another technological solution provided by Textile Exchange (e.g. an API) to authenticate transaction certificates issued by other certification bodies on or after October 1, 2022.

A4.5.1 The certification body may instead use their own database to authenticate their own transaction certificates, provided that those transaction certificates have been fully uploaded to dTrackit. This includes transaction certificates issued under a separate accreditation to a certification body with common ownership and a common database system.

A4.5.2 For transaction certificates issued before October 1, 2022, the certification body may authenticate the transaction certificates with the issuing certification body. This should be done by an automated method (e.g. QR codes) where possible.

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.

A5.3 If a product is covered on two separate transaction certificates, the associated transaction certificate (`tcProductInfoAssociatedTc` or `tcComponentInfoAssociatedtc`) shall be considered when determining the label grade.

EXAMPLE: An organization holds separate scope certificates for RWS and RCS. A product contains a mix of 70% RWS wool (RM0083) and 30% pre-consumer wool (RM0081). The organization needs to obtain two transaction certificates for the product as follows. Each transaction certificate needs to identify the other as an associated transaction certificate.

1. RWS transaction certificate (tcNo “ABC-RWS-00123”) – material composition specifies “70% responsible wool (RM0083) + 30% wool (RM0077)”; tcProductStandardLabelGrade is “RWS”; tcProductInfoAssociatedTc is “ABC-RCS-00456”
2. RCS transaction certificate (tcNo “ABC-RCS-00456”) – material composition specifies “70% wool (RM0077) + 30% pre-consumer wool (RM0081)”; tcProductStandardLabelGrade is “RCS (RCS Blended)”; tcProductInfoAssociatedTc is “ABC-RWS-00123”

A6. Multiple Shipments on a Transaction Certificate

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 certificate may cover is 90 calendar days from the date of the first shipment to the date of the last shipment.

A6.2 If a brand’s supplier is shipping individual orders directly to consumers on the brand’s behalf (“dropshipping”), the certification body shall do the following to identify shipments on the transaction certificate from the supplier to the brand.

- A6.2.1** Shipments shall be consolidated over a period of no more than 30 days (i.e. 30 days’ shipments listed as one shipment). The earliest shipment date shall be used as the shipment date (tcShipmentDate).
- A6.2.2** Only one consolidated shipment (i.e. up to 30 days’ shipments) shall appear on the transaction certificate.

A6.2.3 Data fields shall be filled in as follows on the transaction certificate and in dTrackit. Note that spellings are case sensitive (i.e. "dropship" shall not be substituted for "Dropship")

- a. Shipment number (`tcShipmentNo`) - "Dropship";
- b. Shipment date (`tcShipmentDate`) - Date of the earliest shipment included;
- c. Shipping document number (`tcShipmentDocNo`) - "Dropship";
- d. Shipment weight (`tcShipmentGrossShippingWeight`) - Total weight of all included shipments;
- e. Shipment invoice reference (`tcShipmentInvoiceReferences`)- "Dropship";
- f. Consignee name (`consigneeName`) - "Dropship";
- g. Consignee address (`consigneeAddress1`) - "Dropship";
- h. Consignee city or town (`consigneeTown`) - "Dropship";
- i. Consignee postcode (`consigneePostcode`) - "Dropship";
- j. Consignee country/area (`consigneeCountryOrArea`) - "00" (may be blank on the transaction certificate pdf); and
- k. Consignee state/province (`consigneeStateOrProvince`) - "00" (may be blank on the transaction certificate pdf).

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 their subcontractors.

A7.2 Certified *brands* (i.e. organizations with PR0035 listed on their scope certificate) 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.

A7.3 Transaction certificates shall not be issued if the same material is covered by an eTransaction (see *ASR-113 Policy for the Use of eTrackit*, referred to as “ASR-113” in this document). When the eTrackit system is used, it replaces transaction certificates.

A7.3.1 Both certification bodies and certified organizations are considered to be in conformity with transaction certificate related criteria if eTrackit is used in accordance with ASR-113 in place of transaction certificates.

NOTE: It is not possible for some transactions to be covered by transaction certificates while others are covered by eTransactions for the same material as it moves through the supply chain. E.g. if a first processor receives a transaction certificate for the material, all subsequent processors will not be able to use eTrackit for the same material.

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 seller whose scope certificate was issued by the same certification body. (See 0 for transfer of certification bodies.)

A8.1.1 In the case that a transaction certificate application is received which is not complete and valid, the certification body shall notify the seller of the deficiencies in the application within 14 calendar days after receipt of the application.

A8.1.2 The certification body shall amend transaction certificates within 14 calendar days after receipt of a complete and valid request for amendment of the transaction certificate or identifying an error on the original transaction certificate.

NOTE: A request or approval from the seller is not required to amend the transaction certificate.

A8.2 The certification body shall not issue a transaction certificate unless the seller held a valid scope certificate for the standard(s) 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 receive a complete and valid application from the seller prior to issuing a transaction certificate. The following timelines apply, provided that all other criteria of this section are met:

A8.3.1 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.

A8.3.2 The certification body may issue a transaction certificate if a complete and valid application is received between 91-180 calendar days after the earliest shipment date.

A8.3.3 The certification body may issue a transaction certificate if a complete and valid application is received more than 180 calendar days after the earliest shipment date if one or more of the following applies:

a. Textile Exchange has approved an exemption or exception to transaction certificate timelines;

NOTE: Textile Exchange will typically only issue exemptions to timelines in cases of force majeure.

b. The complete and valid application is received not more than 60 days after the input transaction certificate was issued, and the input transaction certificate was issued in conformity with A8.3 (i.e. the transaction certificate was issued following required timelines);

c. All of the products were previously included on an eTransaction which has been invalidated to allow for a transaction certificate to be issued (see ASR-113);

d. Within 365 days of the earliest shipment date, if the products on the transaction certificate are limited to the product categories PC0032 (tops) and PC0034 (undyed fibers), and to the following claimed raw materials: RM0003 (organic alpaca), RM0007 (responsible alpaca), RM0060 (organic mohair), RM0064 (responsible mohair), RM0079 (organic wool), and RM0083 (responsible wool);

e. Within 365 days of the earliest shipment date, if the certification body is able to authenticate transport documentation directly with a third-party transportation provider (e.g. a common carrier or shipping company) or a government authority; or

NOTE: A8.3.3.e refers to cases where the certification body is able to directly authenticate documentation. For example the certification body could validate a document directly from a government website or reach out to the relevant authority (e.g. customs office) to authenticate the transport documentation.

f. Within 365 days of the earliest shipment date, if all of the products on the transaction certificate are *final products*.

A8.3.4 If a transaction certificate is issued more than 180 calendar days after the earliest shipment date, the certification body shall report the justification for

issuing the transaction certificate (tcDelayReason). Allowable reasons are as follows:

- a. “E” for an exemption issued by Textile Exchange (see A8.3.3.a);
- b. “I” for input transaction certificate issued late (see A8.3.3.b);
- c. “T” for products previously covered under an eTransaction (see A8.3.3.c);
- d. “A” for animal fiber under A8.3.3.d;
- e. “D” for acceptable transport documentation authentication under A8.3.3.e; or
- f. “F” for sellers with final products as inputs under A8.3.3.f.

NOTE: A8.3 refers to the date that a “complete and valid” application is received, not to the date when the transaction certificate is issued. This criterion does not apply to amendments to transaction certificates.

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. This criterion does not apply if the organization has become certified to the same standard with a different certification body (see A8.5).

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+, unless an exception applies (A8.3.3)
Calendar days after scope certificate expires or is withdrawn (A8.4):	0-30, provided seller is not certified with another certification body	31-90, provided seller is not certified with another certification body	91+

A8.5 The transaction certificate shall be issued by the seller's certification body. If the seller transfers between certification bodies after the shipment date and before receiving the transaction certificate (including when the transfer occurs at recertification), the following shall apply. For clarity, a transfer between certification bodies is not considered to be complete until the succeeding certification body issues a scope certificate to the organization.

A8.5.1 The preceding certification body shall maintain responsibility for issuing transaction certificates subject to the timelines in A8.4 until the succeeding certification body's scope certificate is issued.

A8.5.2 The succeeding certification body shall take responsibility for issuing transaction certificates as of the date the succeeding certification body's scope certificate is issued to the seller.

A8.5.3 The succeeding certification body shall ensure that the product was eligible to be included on a transaction certificate for the applicable shipment date. See B2.10 for more details.

A8.5.4 The succeeding certification body shall conduct a volume reconciliation to ensure that claimed material has not been over-sold by the organization, including receiving volume reconciliation data from the preceding certification body or from Textile Exchange (when available).

A8.5.5 The succeeding certification body shall meet the following data criteria:

- a. Specify the preceding certification body's scope certificate number in `scLegacyNo` on the dTrackit data submission for the succeeding certification body's scope certificate;
- b. Specify the certification body at the time of the shipment in Box 12 by referencing the preceding certification body's licensing code (e.g. "Seller was certified by CB-ABC on the applicable shipment date(s)."); and
- c. Ensure that all input transaction certificates which were issued prior to October 1, 2022 are available on the [Textile Exchange Authenticate a Transaction webpage](#).

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.

A8.7 If the certification body has their accreditation suspended, the accreditation body may impose a condition that the certification body shall not issue transaction certificates. In

this case, the timeline in A8.1 does not include the duration of the suspension and the certification body may issue transaction certificates if and when the suspension or condition is lifted by the accreditation body.

A8.7.1 The certification body may continue to review transaction certificate applications during a suspension. The timelines in A8.1.1 and A8.3 continue to apply when the certification body is suspended.

EXAMPLE: A certification body is suspended on July 1 by the accreditation body and is not permitted to issue transaction certificates during the suspension. The suspension is lifted on October 1 of the same year.

1. A shipment is made on March 15 and a complete and valid transaction certificate application is submitted on September 10 (179 days later, see A8.3). The certification body may issue the transaction certificate once the suspension is lifted.
2. A shipment is made on March 1 and a transaction certificate application is submitted by the seller on July 4 (125 days later). The certification body identifies that a document is missing from the application (it is not complete and valid). The certification body is required to notify the seller of this by July 18 (14 days after application, see A8.1.1). Provided that the seller updates the application so that it is complete and valid by August 28 (180 days after the shipment, see A8.3), the certification body may issue the transaction certificate once the suspension is lifted.

In both cases, the certification body has 14 days to issue the transaction certificate once the suspension is lifted (i.e. needs to issue it by October 15, see A8.1 and A8.7). In both cases, the certification body may reject the transaction certificate application since the complete and valid application is received within 91-180 days after the shipment date (see A8.3.2).

A8.8 In the event of a certification body withdrawing from the system (voluntarily or due to a withdrawal of accreditation), Textile Exchange will determine if transaction certificates may continue to be issued and for how long.

A9. Transaction Certificate Amendment and Invalidation

A9.1 When a transaction certificate's status (`tcStatus`) changes, the certification body shall update the transaction certificate in dTrackit including providing an updated PDF.

A9.1.1 When a transaction certificate is withdrawn, the certification body is not required to provide an updated transaction certificate PDF or version number (`tcVersionNo`). In this case the data record shall be provided with the status change reflected.

A9.2 The certification body shall not invalidate a transaction certificate in order to reissue it with corrected data, but shall instead amend the transaction certificate. In the case that

an error is made in a field where amendments are not allowed, the certification body shall contact Data@TextileExchange.org for support.

- A9.3** If a transaction certificate is amended to downgrade the claim from GRS to RCS, or to upgrade the claim from RCS to GRS, `sellerScNo` shall be updated unless the seller holds a multi-standard scope certificate which includes both RCS and GRS.
- A9.4** The reason for amendment (`tcAmendmentReason`) shall be specified for each amended transaction certificate. Allowable reasons are as follows. See *CCS-102-V3.1 CCS Certification Procedures E2.2.1* for further details.
- A9.4.1** “R” for a reduction in the quantity of claimed material;
 - A9.4.2** “T” for typographical errors within fourteen calendar days of issuance;
 - A9.4.3** “G” for downgrading from GRS to RCS or upgrading from RCS to GRS;
 - A9.4.4** “B” for corrections to buyer name and address information; and
 - A9.4.5** “E” for reasons where Textile Exchange has granted an exemption.
- A9.5** The reason for invalidation (`tcInvalidationReason`) shall be specified for each invalidated transaction certificate. Allowable reasons are as follows. See *CCS-102-V3.1 CCS Certification Procedures E2.2.2* for further details.
- A9.5.1** “F” for falsified or fraudulent documents;
 - A9.5.2** “C” for certification body errors;
 - A9.5.3** “I” if the applicable input transaction has been invalidated;
 - A9.5.4** “M” if claimed materials are shown to be ineligible;
 - A9.5.5** “S” for requests from the seller;
 - A9.5.6** “E” if claimed materials are/will be included in an eTransaction (see ASR-113); and
 - A9.5.7** “O” for any other reason.

A10. Special Shipping Arrangements

- A10.1** When claimed material is stored at a facility that does not belong to the owner of the material, that facility shall be considered to be a subcontractor for storage, even if that facility is also the seller on the incoming transaction certificate or buyer on the outgoing

transaction certificate of the organization which owns the fibers. When claimed materials change ownership without physically moving between facilities, the date of the ownership change may be accepted as the "shipping date" (`tcShippingDate`) for transaction certificate purposes. The change in legal ownership is based on the invoice date when there is no physical shipment of material.

EXAMPLES:

1. After selling unprocessed wool to a buyer, the seller stores the wool for 87 days. The buyer then arranges for the wool to be picked up and transported to the buyer's facility. In this case, the "shipment date" for the transaction certificate would be the same as the sale date, and the seller would then act as the buyer's subcontractor for the wool storage (87 days).
2. A farm group ships unprocessed mohair to a scouring facility, and the scouring facility stores the mohair for 56 days. At the end of the 56 days, the farm group sells the mohair to the scouring facility. The scouring facility acts as a subcontractor for the 56 days before the sale. The "shipping date" occurs at the end of the 56 days for transaction certificate purposes.
3. A trader ships unprocessed alpaca fiber to a processing facility and stores the fiber for 43 days. The trader then sells the fiber to a separate buyer (not the processing facility), pays for the processing facility to process the fiber then has the fiber shipped to the buyer. The processing facility acts as a storage and processing subcontractor, and the "shipping date" for transaction certificate purposes is the date when the fiber is shipped from the processing facility to the buyer.
4. A seller exports yarn and stores it at a subcontracted storage facility for 32 days. The seller then sells the yarn to a buyer who also stores it at the same storage facility. The storage facility acts as a subcontractor for both the seller and the buyer, and the "shipping date" for transaction certificate purposes is the sale date.

A11. Textile Exchange-ID (TE-ID)

Textile Exchange assigns a unique identifier known as the Textile Exchange-ID or TE-ID to each facility which is named on a transaction certificate, including non-certified buyers. For more information on the TE-ID, see *ASR-103-V3.1 Policy for Scope Certificates*.

A11.1 Prior to issuing a transaction certificate, the certification body shall ensure that a TE-ID is specified for the seller, and for the buyer and each consignee if the buyer is certified to the Standard. The certification body should specify a TE-ID when available for any non-certified buyers, consignees, and traders.

NOTE: Textile Exchange expects to require TE-IDs for non-certified buyers, consignees, and traders in the future. These facilities may register for TE-IDs.

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) (**tcStandard**) 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 (**tcNo**) 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. “CB-” shall not be included at the start of the transaction certificate number.
- 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 TE-ID.

EXAMPLE: A suggested example format for transaction certificate numbers is CB-Standard-Sequential Number. A GRS transaction certificate to an organization with TE-ID 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.

B1.2.3 Whenever a transaction certificate is amended, the certification body shall assign a unique version number (**tcVersionNo**) which uniquely identifies this version of the transaction certificate. The transaction certificate version number shall be the full assigned transaction certificate number as printed on the transaction certificate. If the transaction certificate has not been updated since it was issued, **tcVersionNo** shall match **tcNo**. **tcVersionNo** shall not be blank.

EXAMPLE:

	tcNo	tcVersionNo	tcDateOfIssue*	tcLastUpdated*
1. TC (ABC-00456) first issued on 2024-01-01	ABC-00456	ABC-00456	2024-01-01	2024-01-01
2. TC (ABC-00456) amended on 2024-01-10 by the certification body	ABC-00456	ABC-00456 or ABC-00789 or ABC-00456-V1**	2024-01-01	<u>2024-01-10</u>

*See B1.3

Examples only. These do not represent all possible formats. Specifying a revision number only (e.g. "V1") as **tcVersionNo is not allowed.

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 (**tcPlaceofIssue**) and Date of Issue (**tcDateOfIssue**);
- 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.

B1.3.3 The transaction certificate status (**tcStatus**) as “Valid”, “Amended”, or “Invalid” and the date of the last update (**tcLastUpdated**) shall be included with the authorization statement on the first page and may be included with the authorization statement on subsequent pages.

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.” in the language of the document if the document is in any language other than English.

B1.4.2 The TE-ID of the seller (**sellerTeld**); 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 (**tcNo**), the transaction certificate version number (**tcVersionNo**), 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 (`tcCbLicensingCode`) shall be specified.

B2.2 Box 2 – Seller of Certified Products

The name (`sellerName`) and address (`sellerAddress`) of the seller of the certified products shall be specified.

- B2.2.1** The seller's associated scope certificate version number (`sellerScNo`) and TE-ID (`sellerTeld`) 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 (`sellerCertifiedOrganizationName`) 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:" and `sellerCertifiedOrganizationName` may be removed. In this case, data submissions shall include `sellerCertifiedOrganizationName`, which shall match `sellerName`.
- 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 (`sellerNonCertifiedTraderName`) shall be listed. If the trader has a TE-ID (`sellerNonCertifiedTraderTeld`), it should be listed. (See *CCS-101 Content Claim Standard* for details of when this is permitted.) More than one non-certified trader may be specified if applicable.
- B2.2.6** The seller's certification body client number (`sellerLicenseNo`) may be specified. See *ASR-103-V3.1 Policy for Scope Certificates* B1.5.5 for further details.

B2.3 Box 3 – Buyer of Certified Products

The name (**buyerName**) and address (**buyerAddress**) of the buyer of the certified products shall be specified. The buyer is not required to be certified to the Standard(s).

If the buyer is certified to the Standard(s):

- B2.3.1** The buyer's TE-ID (**buyerTeld**) shall be specified. If the buyer is not certified but has a TE-ID, this should be specified in the same field.
- 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 (**buyerCertifiedOrganizationName**) shall be specified from the cover page of the buyer's scope certificate beside "Buying on behalf of". Subcontractors shall not be entitled to buy on behalf of the certified organization.
- B2.3.4** If the buyer is the certified organization or is not certified, the text "Buying on behalf of." and **buyerCertifiedOrganizationName** may be removed. In this case, data submissions shall include **buyerCertifiedOrganizationName**, which shall match **buyerName**.
- B2.3.5** The buyer's certification body client number (**buyerLicenseNo**) may be specified. See *ASR-103-V3.1 Policy for Scope Certificates* B1.5.5 for further details.

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) (**tcGrossShippingWeight**). 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) (**tcNetShippingWeight**). 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) (**tcCertifiedWeight**), 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 (`tcStandard`).

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 (`tcStandard`).
- 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” (reporting field `tcUsdaNopCompliantFlag`). If any product included on the transaction certificate does not meet USDA NOP rules, “no” shall be checked.
 - b. In-conversion material shall not be listed as complying with USDA NOP rules. A product which contains both organic and in-conversion material may be listed as complying with USDA NOP rules provided this is accurate.
 - c. Additional organic standards recognized by the OCS whose requirements are met may be listed based on *ASR-213* (`tcOrganicFarmStandard`). 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 (**inputTcNo**) 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 TE-ID(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 (**inputFarmScNo**), the farm transaction certificate numbers (**inputFarmTcNo**) for applicable transactions, and the transaction certificate numbers for any purchases made from traders (**inputTraderTcNoForOrganicMaterial**) 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 and the seller is not choosing to pass along this information from the input transaction certificate, the rows for “Farm SCs”

(inputFarmScNo), “Farm TCs” (inputFarmTcNo), and “Trader TCs for Organic Material” (inputTraderForNonOrganicMaterial) 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 (tcShipmentNo) – A number identifying the shipment within the transaction certificate, which shall be unique within the transaction certificate. E.g. A sequential number (1, 2, etc.) or the shipment document number (see B2.9.3).
- B2.9.2** Shipment date (tcShipmentDate) – The date the shipment left the seller’s facility. Only one date is allowed per shipment.
- B2.9.3** Shipment document number (tcShipmentDocNo) – The identification number from the shipping document used to confirm the details of the shipment. One shipping document number shall be specified per shipment.
- B2.9.4** Gross shipping weight (tcShipmentGrossShippingWeight) – The total weight of products in the shipment including packaging, in kilograms (kg). (See B2.4.)
- B2.9.5** Sales Invoice references (tcShipmentInvoiceReferences) – The seller’s sales invoice numbers for all sales invoices included in the shipment. And
- B2.9.6** Consignee name (consigneeName) and address (consigneeAddress) – The name and address of the physical location which the products are shipped to. Each shipment shall have a single consignee name and address.
 - a. A facility which does not take physical possession of products shall not be named as the consignee.
 - b. If the buyer is certified, the consignee shall be listed as a facility on the buyer’s scope certificate, unless B2.9.6.c (buyer arranging shipping) or A6.2 (dropshipping) applies.

NOTE: If the buyer is a *brand* (i.e. when process code PR0035 is included in the buyer’s scope certificate), the consignee may be a storage facility of the brand which is not listed on the scope certificate if the brand’s scope certificate is issued prior to January 1, 2025.

EXAMPLE: The buyer is a large retailer and is also 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.

- c. If the buyer takes possession of the claimed material at the seller's facility and arranges shipping (often known as an "ex-works" arrangement), the seller's facility where the buyer takes possession of the material shall be named as the consignee. In this case, the buyer's certification body is responsible for verifying transport documentation to accept this transaction certificate as an input transaction certificate.
- d. The consignee's TE-ID (**consigneeTeld**) should be specified when available.

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. A product may be added to the scope certificate after the shipment date and before the transaction certificate is issued provided that it may be added without any additional auditing. If the same product is included on multiple shipments, it should be reported as a separate product per shipment on the transaction certificate even when other characteristics are identical.

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

- B2.10.1** Product number (**tcProductNo**) – A number identifying the product within the transaction certificate, which shall be unique within the transaction certificate. E.g. A sequential number (1, 2, etc.).
- B2.10.2** Order number (**tcProductOrderNo**) – The buyer's purchase order number with the product.
- B2.10.3** Article number (**tcProductArticleNo**) – 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 (**tcProductNumberOfUnits**) – Number of units of the product. The metric of the units (e.g. bales, garments, fabric rolls) used (**tcProductUnitsMetric**) shall be specified.

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

B2.10.6 Supplementary weight (`tcProductSupplementaryWeight`) – 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 (`tcProductCertifiedWeight`) – 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 (`tcProductProductionDate`) – 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 shall be included for OCS products and should be included for all other products.

B2.10.9 Product category (`tcProductCategoryCode`) – 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 (`tcProductDetailCode`) – 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 (`tcProductRawMaterialCode`) from *ASR-213* in parentheses for the

product or component(s), including both claimed and non-claimed raw materials.

- a. Trims may be excluded where permitted by *CCS-101 Content Claim Standard*.
- b. The exact material composition with a percentage content per raw material (`tcProductRawMaterialPercentage`) is mandatory, with the exception of any trims which are excluded from composition calculations. (See *CCS-201 CCS User Manual* for more details.)
- c. The material composition shall be rounded to the nearest integer. Decimal values are not allowed. E.g. 50.40% shall be rounded to 50%.
- d. The material composition shall reflect the composition calculations (see *CCS-101 Content Claim Standard D4*). A margin of error of $\pm 3\%$ for blended materials and -2% for non-blended materials (i.e. 100% one fiber in the composition calculations; unintentional only) is allowed between the composition calculations and any material composition testing which has been completed.

NOTE: See B2.11.1 for more details on material composition for components.

NOTE: B2.10.11.d does not require that composition testing be conducted, but rather explains how any discrepancies shall be addressed if composition testing is conducted.

EXAMPLES: The following are examples of how the margin of error shall be applied:

1. A fabric is composed of 98% organic cotton (RM0104) with 2% elastane (RM0160). The elastane shall be reflected in the material composition since it is added intentionally.
2. A yarn which is calculated to be 100% post-consumer cotton (RM0107) is shown to contain 1.5% polyester (unintentionally) in composition testing. The yarn may be claimed as 100% post-consumer cotton (RM0107) as the polyester was not added intentionally.
3. A fabric which is calculated to contain 90% responsible wool (RM0083) + 10% acrylic (RM0156) is shown through composition testing to contain 7% acrylic. The fabric shall have a material composition of 90% responsible wool (RM0104) + 10% acrylic (RM0156) listed on the transaction certificate.

B2.10.12 Standard name(s) (`tcStandard`) and label grade(s) (`tcProductStandardLabelGrade`) – Standard acronym(s) and the applicable label grade(s). Only the label grade which applies to the specific product and is listed on the scope certificate shall be specified. The label grade

shall be specified based on *ASR-103-V3.1 Policy for Scope Certificates Appendix A – Material Content Rule*.

B2.10.13 Additional information – Space for other relevant information such as product quality. At minimum, the following declarations shall be included where applicable. The label text for each field is optional and lines which are not applicable should be removed. 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 (`tcProductInfoTrimsExcluded`).
- b. If the product is also included on another transaction certificate for a Textile Exchange standard, “Also `Standard_Acronym` certified” or “See associated TC”, followed by the other transaction certificate number (`tcProductInfoAssociatedTc`). Data submissions shall only include the associated transaction certificate number.
- c. For fibers (PC0032, PC0033, PC0034), the fiber length in mm, and fiber fineness in applicable unit (`tcProductInfoFiberLength`).
- d. For yarns (PC0029, PC0030, PC0031), the yarn count (`tcProductInfoYarnCount`).
- e. For fabrics (PC0025, PC0026, PC0027, PC0028, PC0039), the fabric weight in gsm (g/m^2) and fabric construction (e.g. ends/picks per inch, yarn count) (`tcProductInfoFabricWeightAndConstruct`).
- f. For garments and finished textile products, the fabric gsm for all fabrics with claimed material (`tcProductInfoFabricWeightOfFinishedProduct`).
- g. For all other products, applicable technical specifications of the product. And
- h. Any additional information which does not fit into a field listed above shall be included in `tcProductInfoAdditional`.

B2.10.14 Last processor name (`tcProductLastProcessorName`) and TE-ID (`tcProductLastProcessorTeld`) – The name of the last facility to process the product and TE-ID 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 (`tcProductLastProcessorCountry`) – 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

If claims are made based on components, all certified components shall be listed in Box 10a. Components may be specified for *final products* only and shall not be used for products which are not final products. If components are specified on the transaction certificate, Box 10a shall be completed. Non-certified components shall not be listed in Box 10a.

NOTE: Claims for a final product may be made based on the entire product (i.e. box 10a is not applicable) or based on one or more components. See *TE-301 Standards Claims Policy* for more details, and eligibility for full product and component claims.

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 number and component number (combined into `tcProductComponentNo`) – A number identifying the component within the transaction certificate, which shall be unique within the transaction certificate. E.g. A sequential number (1, 2, etc.).

B2.11.4 Net shipping weight (`tcComponentNetShippingWeight`) – The total weight of the component(s) excluding packaging, in kilograms (kg). (See B2.5.)

B2.11.5 Supplementary weight (`tcComponentSupplementaryWeight`) – The total weight of non-claimed *trims* excluded from the material composition of the component.

B2.11.6 Certified weight (`tcComponentCertifiedWeight`) – 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 (`tcComponentDetail`) – 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, including the raw material code (tcComponentRawMaterialCode) and percentage (tcComponentRawMaterialPercentage).
- B2.11.9** Standard name(s) (tcStandard) and label grade(s) (tcComponentStandardLabelGrade) – Standard acronym(s) and the applicable label grade(s), as specified on the scope certificate for the product. The label grade shall be specified based on *ASR-103-V3.1 Policy for Scope Certificates* Appendix A – Material Content Rule. And
- B2.11.10** Additional information – Space for other relevant information such as product quality. See B2.10.13 for required information and instructions for fields (tcComponentInfoTrimsExcluded, tcComponentInfoAssociatedTc, tcComponentInfoFiberLength, tcComponentInfoYarnCount, tcComponentInfoFabricWeighAndConstruct, tcComponentInfoFabricWeightOfFinishedProduct, and tcComponentInfoAdditional).
- 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 ; RDS ; OCS (OCS 100)
Net Shipping Weight:	150 kg	Additional Info:	n/a
Supplementary Weight:	50 kg	Last Processor:	ABC company
Certified Weight:	100 kg	- TE-ID:	TE-12345678
Production Date:	2024-02-03	- Country:	India

10a. Certified Components

Product/Component No.:	1/1	Component Detail:	Inner lining
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Net Shipping Weight:	25 kg	Material Composition:	100% Recycled post-consumer polyester (RM0189)
Supplementary Weight:	0 kg	Standard (Label Grade):	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
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 (OCS 100)
Certified Weight:	25 kg	Additional Info:	60x47 epixppi ; 350 gsm

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

Each claimed 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 (`tcCertifiedRawMaterialCode`);
- c. The total certified weight of the raw material, in kilograms (kg) (`tcCertifiedRawMaterialWeight`);
- d. Each country/area of origin of the raw material (`tcCertifiedRawMaterialCountryOrArea`); and
- e. Each state/province of origin of the raw material (`tcCertifiedRawMaterialStateOrProvince`), in parentheses beside the applicable country/area, if required for the country/area (see A1.3).

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 *Removed for V3.1. See A1.3.*

B2.12.4 The sum of the certified weights for each separate 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.

B2.12.6 If there is more than one geographic origin (country/area and state/province) for the same raw material on a transaction certificate, this may be depicted in one of two ways:

- a. Preferred: Certified weight is separated out per raw material and per geographic origin (state/province). Where the exact weight is not available per geographic origin based on the input transaction certificate(s), this may be estimated based on the overall proportion of the raw material on the input transaction certificate(s).

EXAMPLE: A transaction certificate includes 20,000 kg of RM0189 from provinces AA and BB in Country1 and state CC in Country2. The transaction certificate shows raw materials as follows:

RM0189 - certified weight 10,000 kg - Country1 (AA)
RM0189 - certified weight 3,000 kg - Country1 (BB)
RM0189 - certified weight 7,000 kg - Country2 (CC)

- b. Certified weight is listed per raw material but is not separated out per geographic origin.

EXAMPLE: As above. The transaction certificate shows raw materials as follows:

RM0189 - certified weight 20,000 kg - Country1 (AA); Country1 (BB); Country2 (CC)

OR

RM0189 - certified weight 13,000 kg - Country 1 (AA); Country1 (BB)
RM0189 - certified weight 7,000 kg - Country 2 (CC)

NOTE: Textile Exchange intends to link raw material origins directly to products in a future version of the transaction certificate policy.

- B2.12.7** For secondary scopes, where the input transaction certificate does not include geographic origin information, the seller's certification body shall:
- a. If the input transaction certificate was issued before April 1, 2023, request the missing geographic origin information from either the certification body who issued the input transaction certificate or the seller as listed on the input transaction certificate.
 - b. If the input transaction certificate was issued on or after April 1, 2023, request that the certification body who issued the input transaction certificate correct it to include geographic origin information (see *CCS-102-V3.1 CCS Certification Procedures E2.1.11*).
 - c. Reject the transaction certificate application as incomplete if geographic origin information is not identified.

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 (`tcOutsourcedToSubcontractor`).
- 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 (`tcSellerProductDeclarations`).
- B2.13.3** The seller may request that any other declaration be included in `tcSellerProductDeclarations` 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 in `tcSellerProductDeclarations` 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 3.1

C1. Application of Transaction Certificate Policy 3.1

- C1.1** The certification body shall implement all of *ASR-104-V3.1 Policy for Transaction Certificates* no later than January 1, 2024, except as indicated in C1.2.
- C1.2** The following data fields should be included in data submissions effective January 1, 2024 and shall be included in data submissions effective April 1, 2024:
- C1.2.1** `tcAmendmentReason` (see A9.4);
 - C1.2.2** `tcInvalidationReason` (see A9.5);
 - C1.2.3** `tcProductInfoAdditional` (see B2.10.13.h);
 - C1.2.4** `tcComponentInfoAdditional` (see B2.11.10);
 - C1.2.5** `tcApplicationReceived` (see D2.1.3); and
 - C1.2.6** `tcApplicationComplete` (see D2.1.4).

C2. Use of Transaction Certificate Template 3.1

- C2.1** The certification body should implement all of *ASR-205-V3.1 Template for Transaction Certificates* no later than January 1, 2024, and shall do so no later than April 1, 2024.

C3. Data Submissions to Textile Exchange

- C3.1** Data submissions to Textile Exchange should include all fields required on transaction certificates by *ASR-205-V3.1 Template for Transaction Certificates* no later than January 1, 2024.

Section D - Data Specifications

D1. Transaction Certificate Data Submissions

- D1.1** The certification body shall submit data for all transaction certificates to dTrackit within three calendar days of the transaction certificates being issued, amended, or invalidated.
- D1.2** The certification body shall additionally submit summary data to Data@TextileExchange.org on the number of transaction certificates issued during each calendar month no later than the tenth (10th) day of the following month. The format for this will be specified by Textile Exchange.
- D1.3** The certification body shall follow *ASR-507 Certification Body Data Specifications* and *ASR-508 dTrackit System Guidance* for data submissions to dTrackit.
- D1.4** The certification body shall upload PDF copies of transaction certificates to dTrackit each time a transaction certificate is issued, amended, or invalidated.
- D1.5** All dTrackit data fields listed in this policy shall be included in data submissions to dTrackit for each transaction certificate, except where they are identified as optional or only required in specific situations.
- D1.6** Data fields and their specifications listed in this policy are mandatory. In some cases, dTrackit settings may allow for submissions to be made without fully meeting this policy (e.g. a submission may be accepted into dTrackit without a mandatory field included, or with an invalid data entry). This does not signal that the field is not required to meet this policy.
- D1.7** If a field is listed as optional, it may be included in data submissions even when it is not included on the transaction certificate.

D2. Additional Data for Transaction Certificate Data Submissions

D2.1 The following fields do not appear on the transaction certificate, but are required for scope certificate data submissions into dTrackit:

D2.1.1 Selling On Behalf of Flag (`sellingOnBehalfOfFlag`) – An indication if the seller is the main site on their scope certificate or not. “Y” if the seller is not the main site. “N” if the seller is the main site.

D2.1.2 Buying On Behalf of Flag (`buyingOnBehalfOfFlag`) – An indication if the buyer is the main site on their scope certificate or not. “Y” if the buyer is not the main site. “N” if the buyer is the main site or if the buyer is not certified.

D2.1.3 Application received date (`tcApplicationReceived`) – The date the certification body first received the transaction certificate application from the seller.

D2.1.4 Complete and valid application received date (`tcApplicationComplete`) – The date the certification body received a complete and valid transaction certificate application from the seller.

D2.1.5 Certified weight used (`inputTcCertifiedWeightUsed`) – The weight of claimed material used for products on the transaction certificate from each input transaction certificate.

D2.2 The following fields do not appear on the transaction certificate, but are required for transaction certificate data submissions into dTrackit for specific scopes or situations:

D2.2.1 For all GOTS transaction certificates used as input, a submission of the GOTS transaction certificate data back to the first processor’s output transaction certificate regardless of who the issuing certification body is. Required fields are found in *ASR-508 dTrackit System Guidance*.

D2.2.2 For all input transaction certificates from standards other than Textile Exchange standards or GOTS (including organic inputs for OCS from a standard which uses transaction certificates), a pdf copy of the input transaction certificate.

D2.3 The following fields may be included on dTrackit submissions but are optional:

D2.3.1 User-specific terms, as allowed for in *ASR-213*. These terms shall be added to the transaction certificate if used.

- a. **Product category user specific term**
(tcProductCategoryUserSpecificTerm); and
- b. **Product detail user specific term**
(tcProductDetailUserSpecificTerm).

D2.3.2 Product shipment number (tcProductShipmentNo) – the shipment number(s) on the transaction certificate associated with each product.

NOTE: Additional fields will be added to dTrackit to allow for product level traceability between transaction certificates. This level of traceability is expected to become mandatory at a later date. Textile Exchange will provide further details in a separate document.