

Policy for the Use of eTrackit

This policy details the criteria and guidance to be followed by certification bodies and certified organizations for use of Textile Exchange’s Electronic Trackit (‘eTrackit’) program for the issuance of electronic transactions (‘eTransactions’) on the TextileGenesis platform (<https://platform.textilegenesis.com/login>). The purpose of this policy is to guide the use of eTrackit such that issuance of eTransactions and the resulting data is in line with the criteria of our standards and policies.

eTrackit is a traceability program for Textile Exchange’s standards which tracks the volume of certified material for each product online, shows the real-time inventory movements of eTransactions, and ensures third-party verified peer-to-peer validation of eTransactions within a closed-loop supply chain. eTrackit is designed to improve supply chain traceability and improve the rigor of standards assurance.

For eTrackit to function, all entities within the supply chain must be certified to Textile Exchange standards, and use the platform in place of transaction certificates from initial production to end brand (i.e. if a brand would like to have a complete traceability map for a product, all suppliers of claimed material for that product must have registered their shipments and sales in eTrackit from raw material to finished product).

When working with eTransactions, the procedural assurance requirements outlined in *ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards* and *CCS-102 CCS Certification Procedures* apply. It should also be noted that modifications to the platform over time may not be synchronized with updates to this policy, resulting in minor inconsistencies with referenced modules, workscreens, or data fields.

Data sharing and confidentiality: Unless written consent is provided by the certification body, eTransaction and other eTrackit data will be treated as confidential information by Textile Exchange. Textile Exchange will only share eTransaction information with the organizations named as the seller and the buyer on the eTransaction, with their corresponding certification bodies and accreditation bodies, and with any other parties if permission is granted by the seller within eTrackit.

Textile Exchange will keep the identities of the seller and buyer confidential when only the eTransaction number is provided, without other identifying information about the transaction.

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Section A – General Information

A1. Implementation / Effective Date

- A1.1** The *ASR-113-V1.0 Policy for the Use of eTrackit* is effective October 1, 2023 and may be used as of that date.
- A1.2** All use of eTrackit conducted on or after October 1, 2023 shall conform with *ASR-113-V1.0 Policy for the Use of eTrackit*.
- A1.3** The certification body shall register for eTrackit no later than April 1, 2024 or 90 calendar days after becoming a licensed certification body (whichever is later). Any entries into eTrackit by the certification body’s clients will remain as pending until the certification body completes registration.

NOTE: Textile Exchange may grant an exemption to a certification body so that they do not have to register for eTrackit if the certification body can demonstrate that they will not need to use it. In this case, the certification body’s clients are then ineligible for use of eTrackit.

A2. References

- A2.1** All *certified 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/Standards. 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.
- A2.1.1** [*CCS-101 Content Claim Standard \(CCS\)*](#), and any other applicable Textile Exchange standard(s); and
- A2.1.2** [*CCS-201 CCS User Manual*](#) – This document accompanies the CCS and should be used for interpretation and guidance for users of the CCS, including all *sites* subject to *certification*.
- A2.2** Key *auditing* and certification criteria for certification bodies are specified in the following documents:
- A2.2.1** [*ASR-101 Accreditation and Certification Procedures for Textile Exchange Standards*](#);
- A2.2.2** [*ASR-103 Policy for Scope Certificates*](#);
- A2.2.3** [*ASR-104 Policy for Transaction Certificates*](#);

A2.2.4 [*ASR-213 Materials, Processes, and Products Classification*](#); and

A2.2.5 [*CCS-102 CCS Certification Procedures*](#).

A3. Applicability

A3.1 This policy is applicable for any certification body as well as any certified organization who chooses to use the eTrackit program to register any or all shipments and sales transactions. It applies for all standards that have been implemented on dTrackit.

NOTE: Initially, the eTrackit program is released for use by organizations certified to the Global Recycled Standard and/or the Recycled Content Standard, with the intention to expand the program's scope to all Textile Exchange standards. Textile Exchange will announce when the program has been expanded and is ready for release to other standards.

A3.2 The criteria of Section B shall apply to all users of eTrackit (unless otherwise stated). Additionally, the following criteria apply as applicable:

A3.2.1 The criteria of Section C shall apply to the certified organization (excluding *brands*),

A3.2.2 The criteria of Section D shall apply to the brand, and

A3.2.3 The criteria of Section E shall apply to the certification body.

A3.3 The certified organization may use the platform to log eTransactions of products with a certification claim for one or more standards, for shipments and product transformations between sites, or shipments and sales transactions to another certified organization.

A3.4 The certified organization receiving claimed material or certified product where the supplier's sales transaction was registered in eTrackit shall use eTrackit to register its corresponding sales transaction, where applicable.

A3.5 The same material shall not be included on both a transaction certificate and an eTransaction for Textile Exchange standards.

A3.6 The brand may use the platform to view eTransactions, purchase order and inventory records, as well as traceability maps of the supply chain for their purchased products.

A3.7 The certification body shall use the platform to verify eTransactions and other information submitted to the platform by their clients (i.e. certified organizations).

A3.8 The relevant criteria of [*CCS-102 CCS Certification Procedures*](#), section E that apply to transaction certificates shall apply to verification of eTransactions.

A4. Accessibility of data

- A4.1** The accessibility of data entered into the platform varies per user and also by the permissions set by registered users.
 - A4.1.1** All data entered into eTrackit is accessible to Textile Exchange.
 - A4.1.2** All data entered by the certified organization is accessible to their certification body, who is responsible for verifying the data provided.
 - A4.1.3** Each certified organization registered to use eTrackit has access to basic information (company name, TextileGenesis ID, company role(s), certificates, and site/facilities) related to their supply chain for all registered companies that have selected the option to disclose their identity in the 'Company Profile' module.
 - A4.1.4** The administrator for the certified organization is responsible for setting access permissions for all users at the company and/or site level in the 'User Management' module. Each user shall be assigned an access role ('admin' or 'viewer') and one or more company role(s) (e.g. recycler, fabric mill, trader, finished product supplier, etc.).

Section B – General Criteria

B1. Platform use

- B1.1** The certified organization using eTrackit shall not also send eTransaction information to their certification body (separately or additionally to entering it into the platform) to obtain a transaction certificate. The eTransaction record in eTrackit meets the requirements of the Textile Exchange Content Claim Standard.
- B1.2** eTrackit is an upstream-working system, meaning that each certified organization can only register sales transactions where all of the claimed material used to produce or trade the sold product is registered as an eTransaction in the platform from their supplier.
 - B1.2.1** In order for a downstream certified organization to use the platform to register sales, all upstream suppliers must have registered their sales for the claimed material/product in eTrackit.
 - B1.2.2** First processors (e.g. recyclers) can register new materials using the 'Material Declaration' module.
 - B1.2.3** eTrackit also tracks key product transformation stages between sites of a certified organization. However, eTransactions between sites of a certified organization do

not require supporting documentation and approval from the responsible certification body.

- B1.3** To maintain high quality and consistency of data, all users entering or verifying information in the platform shall do so accurately with regards to matching data with supporting documentation (e.g. purchase or sales records, certificates, etc.) and double-check for spelling or typographical errors.
- B1.4** All users shall be knowledgeable and trained on how to use the platform and have clear instructions on which data they are responsible for logging and/or updating in the platform.
- B1.5** The certified organization shall upload supporting documents (e.g. invoices, wastage calculations, and purchase orders) when registering transactions, wastage factors, and purchase orders.
 - B1.5.1** Files shall be submitted in an acceptable file format: PDF, XLS (Excel), or PNG, or as specified on the corresponding workscreen.
- B1.6** All data entries and updates created by the certified organization shall be verified by the responsible certification body before they are approved.
- B1.7** All information entered into the platform must use the standard keyboard letters of one of the available languages. Each workscreen must be completed entirely in one language. Site-specific information may be entered in a language that is different from the company profile.
- B1.8** All registered users of the eTrackit program must agree to the TextileGenesis and Textile Exchange's Terms and Conditions to complete their registration.

B2. Company Profile – initial registration

- B2.1** The certified organization shall register to use eTrackit at <https://platform.textilegenesis.com/login> by completing all required fields.
 - B2.1.1** The full legal name of the organization shall be entered, which shall correspond with the certified organization name shown on the relevant and valid scope certificate or accreditation certificate.
 - B2.1.2** A unique TextileGenesis ID shall be created that is between 3 and 15 characters with no spaces or special characters.
- NOTE: The TextileGenesis ID is not editable once the company profile is registered.
- B2.1.3** The certification body client code and Textile Exchange ID (TE-ID) shall be entered as represented on the relevant scope certificate, where available.

- B2.1.4** The email address used for the administrator of the company registration will be the primary email address used by the platform to receive notifications and modify account access.
- B2.1.5** All applicable roles for all facilities (i.e. all sites and subcontractors) shall be selected based on the process categories represented on the facilities page of the scope certificate. These can be edited/revised when a scope certificate is updated.
- B2.1.6** Once all required information is submitted, the account shall be verified by the responsible certification body (see section E for more information).

B3. Company Profile – company profile

- B3.1** The administrator for a registered company shall be responsible for ensuring that the company profile data remains current and reflects the latest valid scope certificate.

NOTE: All company profile data, apart from the TextileGenesis ID, is editable by the designated company administrator.

- B3.2** The administrator shall select whether basic company profile data is visible to brands for their supply chain on the ‘Traceability Map’ and ‘My Network’ by selecting ‘Disclose Identity – On’. By default, this setting is set to ‘Off’ when a company profile is initially registered.

- B3.2.1** When ‘Disclose Identity’ is turned on or off, it is applicable for all forward transactions only and cannot be applied to retrospective transactions.

- B3.2.2** Once ‘Disclose Identity’ has been turned on, it can only be deactivated after a deactivation request is verified by Textile Exchange or TextileGenesis (TG) Admin.

NOTE: When this feature is off, the certified organization is not visible in the brand’s ‘Traceability Map’ and ‘My Network’ list that may be used by brands to connect with their suppliers on the platform.

B4. Company Profile – company certificate(s) (excluding CBs)

- B4.1** The certified organization shall add their Textile Exchange scope certification(s) to the platform by selecting ‘Add New Certificate’ on the ‘Company Certificate’ workscreen of the ‘Company Profile’ module.

- B4.1.1** When completing the 'Add Certificate' workscreen, the user shall enter the full name of the issuing certification body and the certificate number exactly as shown on the certificate.

B5. Company Profile – site management

- B5.1** The certified organization shall maintain an up-to-date list in eTrackit of all manufacturing sites (facilities) affiliated with the company along with its TE-ID, including company-owned and subcontracted sites as represented on its scope certificate.
 - B5.1.1** The company administrator shall register and update manufacturing sites by entering the legal company name, registered address, and selecting their role(s) which corresponds to the processing codes and relevant product categories and details as represented on its scope certificate.
 - B5.1.2** A valid scope certificate that lists the site shall be uploaded.
 - B5.1.3** Where the site has a TE-ID, this should be entered upon registration.
 - B5.1.4** Newly added sites will appear on the 'Manufacturing Site(s)' list as 'pending' until they have been verified and approved on the platform by the certification body. The certification body shall ensure that all information pertaining to the manufacturing site is accurate as represented on a scope certificate.
 - B5.1.5** All changes shall be verified by the certification body before they are officially registered and visible to other users in eTrackit.

B6. Company Profile – update wastage (%)

- B6.1** The certified organization shall review the wastage factor for each output product and site, and update it as necessary to match the actual wastage. A supporting document showing the wastage calculation shall be uploaded with each update.
- B6.2** Wastage factors that fall outside of a standardized range shall be rejected by the certification body unless reasonable justification and supporting evidence is provided.

B7. User Management – add new user

- B7.1** The designated administrator for the organization shall maintain the list of registered users at the organization and site level.
 - B7.1.1** Each user shall be assigned a 'user access role' of viewer or administrator, and at least one organizational role (e.g. Fiber producer, Trader, etc.).

- B7.1.2** User information can be edited at any time, including their role(s) and associated site(s).

B8. My Profile – my profile

- B8.1** Individual users may update their basic details, i.e. name, email address, preferred language, and password.

B9. Invitation – invite companies

- B9.1** The organization may invite their suppliers and buyers to use the platform either by inviting them individually (Web based) or completing and uploading a bulk invitation template (Upload).

Section C – Certified Organization Criteria (excluding brands)

C1. Products – product creation (excluding traders)

- C1.1** Certified organizations shall maintain an up-to-date list of all products produced or sold.
 - C1.1.1** To register a new product, all required fields shall be completed in the ‘Product Creation’ workscreen, for each product separately. Products registered shall correspond to those listed on a valid scope certificate.
 - C1.1.2** Product information shall be updated or deleted in the ‘Product List’ workscreen.
 - C1.1.3** New products shall be registered, or key product information updated, prior to registering a new transaction for the associated product, to ensure that the product information in the eTransaction record is accurate.

C2. Transactions – transaction creation

- C2.1** For products where the sales transaction is registered in eTrackit (i.e. an eTransaction), the certified organization shall register every transformation and movement of product between its sites and subcontractors.
- C2.2** eTransactions between certified organizations should be registered in the platform within 14 calendar days of product shipment and shall be registered in the platform within 60 calendar days of shipment.
 - C2.2.1** The certified organization shall have a valid scope certificate on the date the product is shipped.

- C2.3** After an eTransaction is approved, it may be amended in the following ways (pending certification body approval):
- a. To reduce the quantity of claimed material included on the eTransaction, if further evidence shows that it was inaccurate or in the case of some materials being returned to the supplier;
 - b. To correct typographical errors (including increasing the quantity of claimed materials), within fourteen calendar days of approval only;
 - c. To downgrade the claim from GRS to RCS; or
 - d. To request its certification body to invalidate the eTransaction.
- C2.4** An eTransaction receipt may be generated and shared by a certified organization. However, the eTransaction receipt is merely a copy of the actual transaction and does not in itself constitute a certificate. All transactions must be authenticated in eTrackit.

C3. Material Inventory – material declaration – creation (First processors only)

- C3.1** A certified organization that is a first processor shall register new material inventory.
- C3.1.1** To register new material, the responsible user shall complete the online material declaration and upload corresponding supporting documentation.
 - C3.1.2** Material declarations should be entered upon receipt and must be entered in eTrackit and approved by the responsible certification body before the material can be used in an eTransaction.

Section D – Brands

D1. Purchase Order(s) – purchase order upload

- D1.1** A certified organization registered as a brand (represented on a scope certificate with a processing code PR0035) shall upload purchase orders, using the template provided (.xls file format).
- D1.1.1** Purchase orders should be uploaded within two business days and shall be uploaded within 14 calendar days of the transaction.
- D1.2** A brand may request that their suppliers use eTrackit to record sales such that there is a complete traceability map showing the material origin and countries of production.

- D1.2.1** Suppliers in the supply chain may need to request their suppliers to register their sales in eTrackit so that the product supply chain is complete.
- D1.2.2** The invitation module may be used to invite supply chain players to use eTrackit.

Section E – Certification Bodies

E1. Approval Authority

- E1.1** Only the certification body that issued the scope certificate of a certified organization shall review, approve, and reject eTransactions, material declarations, and wastage factors of the certified organization.
 - E1.1.1** The certification body shall ensure that all information provided by the certified organization accurately reflects its certification as represented on the relevant scope certificate. If a certificate is withdrawn, the certification body shall de-link scope certificate on the platform.
 - E1.1.2** The certification body shall not approve an eTransaction and material declaration 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.
 - E1.1.3** The certification body shall review eTransactions submitted within 30 calendar days after the scope certificate expires without being renewed or is withdrawn and shall not review eTransactions not submitted within 90 calendar days after the scope certificate expires without being renewed or is withdrawn.
 - E1.1.4** When a certified organization has changed certification bodies between the shipment date and the eTransaction date, the current certification body is responsible for approvals.

E2. Transactions

- E2.1** The certification body is responsible for reviewing pending eTransactions, as well as returns and cancelled transactions for completeness and accuracy.
 - E2.1.1** Pending eTransactions, returns, and cancelled eTransactions should be reviewed within two business days and shall be reviewed within seven calendar days.
 - E2.1.2** eTransactions and returns shall be approved if the certification body confirms that the submitted information is complete and valid.

E2.1.3 If there are issues with the eTransaction or return record that prevent approval, the certification body shall notify the certified organization of the specific issues using the 'Notify Action' option.

E2.2 The certification body shall reject or invalidate an eTransaction in eTrackit if the certification body learns that any of the following apply:

- a. The organization presented falsified or fraudulent documents to obtain the eTransaction;
- b. The certification body identifies that the eTransaction was issued in error;
- c. The applicable input eTransaction is invalidated; or
- d. The claimed materials/products are otherwise shown to be ineligible for the claim being made.

E3. Material Declaration

E3.1 The certification body is responsible for reviewing pending material declarations for completeness and accuracy.

E3.1.1 Pending material declarations should be reviewed within two business days and shall be reviewed within seven calendar days.

E3.1.2 Declarations shall be approved if the submission is complete and valid; otherwise it shall be rejected.

E3.1.3 If there are issues with the declaration that prevent approval, the certification body shall notify the certified organization of the specific issues using the 'Notify Action' option.

E4. Wastage Factor

E4.1 The certification body is responsible for reviewing pending wastage factors for completeness and accuracy.

E4.1.1 Pending wastage factors should be reviewed within two business days and shall be reviewed within seven calendar days.

E4.1.2 Wastage factors shall be approved if they fall within the standardized range.

E4.1.3 Wastage factors that fall outside of the standardized range shall be rejected unless sufficient evidence is provided for its justification.