



**Textile
Exchange**

PUBLISHED JANUARY 3, 2025
TE-TXL-POL-203-V4.0-DRAFT

TEXTILE EXCHANGE
STANDARDS



**SCOPE & TRANSACTION
CERTIFICATES POLICY
FOR CONSULTATION**

Document Information

Document Code

Document code TE-TXL-POL-203 **Legacy code** ASR-103 and ASR-104

NOTE: ASR-103-V3.1 and ASR-104-V3.1 were merged into and revised under TE-TXL-POL-203-V4.0.

Version

Publication date **January 3rd, 2025**
Effective date **[Month DD, YYYY]**
Transition period **[Month DD, YYYY] – Month DD, YYYY]**

NOTE: See section A1 for more details.

Document Revision History

Month DD, 2024 **V3.1 → V4.0**

Document Revision and Interpretation

TE-TXL-POL-203 Policy for Scope and Transaction Certificates will undergo a review process at least every five years. Points of clarification may be incorporated into supplementary and guidance documents prior to the next review. More substantive feedback or suggested changes will be collected and assessed as part of the next review of the document.

Any uncertainty regarding the correct interpretation of a criterion should be resolved by the “Notes and Examples” content, where possible. You may submit feedback to Textile Exchange’s standards system at any time via this form or by sending an email to standards@textileexchange.org.

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A. About the Document

TE-TXL-POL-203-V4.0 Policy for Scope and Transaction Certificates (TE-TXL-POL-203) details criteria and guidance for licensed certification bodies to issue scope and transaction certificates in accordance with any Textile Exchange standard. The purpose of this policy and the corresponding templates is to unify criteria, layout, format, and text among the different certification bodies and standards in order to enable easy, practical handling and verification for all users of scope certificates.

Notes for Consultation

This draft of TE-TXL-POL-203 is being released for public consultation and feedback.

Many references to Textile Exchange documents included in this draft are made as references to current Textile Exchange documents and will be updated for the final published policy.

NOTE: Any notes included in criteria within the “Consultation Notes” section are limited to this document and will not apply to the final publication of TE-TXL-POL-203.

There are several areas of work which are not yet fully addressed in this draft. Textile Exchange welcomes open feedback on these topics, which include:

- Sector-specific challenges, particularly for sales from final manufacturers to brands and for animal fibers (wool, mohair, and alpaca) prior to the spinning stage.
- Further details about the calculation of material composition. Textile Exchange is developing specific calibration items on the topic of material composition which will be integrated into the final policy. And
- Information about the Materials Matter Standard leadership criteria which are met by a specific certified organization (producer or first processor), or about any other optional criteria. This includes any information which is tracked through the supply chain for a specific product.

NOTE: All incomplete dates will be populated in the final version of the of this policy (e.g. “[Month DD, YYYY]” in A1.1.1).

A1. Implementation

The following implementation timelines apply:

-
- A1.1.1** *TE-TXL-POL-203-V4.0* is effective [Month DD, YYYY], and may be used immediately. It replaces the following documents which shall not be used as of the mandatory date (see **A1.1.2**).
- a. *ASR-103-V3.1 Policy for Scope Certificates*; and
 - b. *ASR-104-V3.1 Policy for Transaction Certificates*.
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- A1.1.2** The mandatory implementation date for *TE-TXL-POL-203-V4.0* is [Month DD, YYYY]. All audits and assessments conducted on or after [Month DD, YYYY] shall be conducted using *TE-TXL-POL-203-V4.0*.
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A2. Document References

All organizations and assurance providers 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 Textile Exchange’s [Knowledge Center](#). Where a specific version of a document is referenced, this is to ensure clarity in referencing specific criteria and does not supersede mandatory implementation dates for future versions of the document. The

latest version of referenced documents, including any amendments (e.g. calibrations), applies for those without a version number.

A2.1.1 *TE-TXL-POL-204 Standard Specific Details for Scope and Transaction Certificates (TE-TXL-POL-204)* – A supplementary document which shows details which apply to scope and transaction certificates for specific Textile Exchange standards.

CONSULTATION NOTE:

- 1) Note that this is a new document which includes content which was previously found in the Policy for Scope Certificates and the Policy for Transaction Certificates. This document is included in the same consultation.

A2.1.2 *TE-TXL-TEM-203 Template for Scope Certificates (TE-TXL-TEM-203)* – The template used by certification bodies to create scope certificates.

CONSULTATION NOTE:

- 1) This document is currently coded and named as *ASR-204 Template for Scope Certificate (ASR-204)*.

A2.1.3 *TE-TXL-TEM-204 Template for Transaction Certificates (TE-TXL-TEM-204)* – The template used by certification bodies to create transaction certificates.

CONSULTATION NOTE:

- 1) This document is currently coded and named as *ASR-205 Template for Transaction Certificate (ASR-205)*.

A2.1.4 *TE-TXL-DAT-501 Material, Processes, and Products Classification (TE-TXL-DAT-501)* – The classification guide for materials, processes, and products, including classification codes used for Textile Exchange Standards.

CONSULTATION NOTE:

- 1) This document is currently coded and named as *ASR-213 Materials, Processes, and Products Classification (ASR-213)*.

A2.1.5 *TE-TXL-POL-201 General Criteria for Certification Bodies (TE-TXL-POL-201)* – The general criteria for certification bodies to meet for work with all Textile Exchange Standards.

CONSULTATION NOTES:

- 1) *TE-TXL-POL-201 General Criteria for Certification Bodies* and *TE-TXL-POL-202 General Criteria for Accreditation Bodies* replaces the document currently coded and named as *ASR-101 Accreditation and Certification Procedures (ASR-101)*.
- 2) This document is currently referred to as *ASR-101 Accreditation and Certification Procedures*. The updated document will be limited to criteria for certification bodies with criteria for accreditation bodies moved elsewhere.

NOTE:

- 1) References to the Materials Matter Standard farms in Section 5 also apply to RDS and RAF farms for the remaining validity of those standards.

A2.1.6 Textile Exchange Standards – All textile Exchange Standards as applicable, including the following:

- a. *TE-MMS-STN-101 Materials Matter Standard (TE-MMS-STN-101)*;
- b. *CCS-101 Content Claim Standard (CCS-101)*;
- c. *OCS-101 Organic Content Standard (OCS-101)*;
- d. *GRS-101 Global Recycled Standard (GRS-101)*;
- e. *RCS-101 Recycled Claim Standard (RCS-101)*;
- f. *RDS-101 Responsible Down Standard (RDS-101)*;

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- g. *RAF-101a Responsible Wool Standard (RAF-101a);*
 - h. *RAF-101b Responsible Mohair Standard (RAF-101b); and*
 - i. *RAF-101c Responsible Alpaca Standard (RAF-101c).*
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A2.1.7 *ASR-106 Accepted Equivalent Standards Policy (ASR-106)*

A2.1.8 *ASR-109 Policy for Auditing Under Force Majeure Conditions (ASR-109)*

A2.1.9 *ASR-113 Policy for the Use of eTrackit (ASR-113)*

A2.1.10 *ASR-114 Audit Methods Policy (ASR-114)*

A2.1.11 *ASR-214 Geographic Classification (ASR-214)*

A2.1.12 *ASR-507 Certification Body Data Specifications (ASR-507) – Technical specifications for dTrackit.*

NOTE:

- 1) This document is only provided to certification bodies.
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A2.1.13 *ASR-508 dTrackit System Guidance (ASR-508) – System guidance for the use of dTrackit.*

NOTE:

- 1) This document is only provided to certification bodies.
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A2.1.14 *CCS-102 CCS Certification Procedures (CCS-102) – The auditing criteria for certification bodies which apply for audits to CCS-101.*

CONSULTATION NOTE:

- 1) CCS-102 will be revised on the same timeline as this document to remove duplicate criteria. A major revision of CCS-102 will be conducted with the next CCS revision.
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A2.1.15 *TE-301 Standards Claims Policy (TE-301)*

CONSULTATION NOTE:

- 1) TE-301 will be revised following this consultation to reflect the updated claims criteria.
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A2.1.16 *TE-MM-POL-301-V1.0 Materials Matter Claims Policy (TE-MM-POL-301)*

CONSULTATION NOTE:

- 1) This is a new document which includes content related to the Standards Claim Policy. This document is set for a January 2025 consultation start date.
-

A2.1.17 *TE-MM-POL-201 Materials Matter Standard Certification Procedures (TE-MM-POL-201) – The auditing criteria for certification bodies which apply for audits to the Materials Matter Standard.*

CONSULTATION NOTE:

- 1) This document has not yet been published.

A2.1.18 *TE-MM-STN-102 Materials Matter Standard Transition Policy (TE-MM-STN-102)* – Criteria to explain the transition to the Materials Matter Standard from previous Textile Exchange standards.

CONSULTATION NOTE:

- 1) This document has not yet been published.

A2.1.19 *TE-TXL-TEM-205 Material Declaration Form: Reclaimed Material (TE-TXL-TEM-205)* – Template for material declaration forms (MDFs).

CONSULTATION NOTE:

- 1) This document has not yet been published.

A2.1.20 *TE-TXL-TEM-206 Material Declaration Form: Non-Reclaimed Material (TE-TXL-TEM-206)* – Template for material declaration forms (MDFs).

CONSULTATION NOTE:

- 1) This document has not yet been published.

A2.1.21 Global Organic Textile Standard (GOTS) – An independent standard (not owned by Textile Exchange), which is accepted as an equivalent input for the OCS. See *ASR-106* for more information.

A3. 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.

Curated dTrackit data is publicly available via tools on our website such as [Find a Certified Company](#), [Authenticate a Transaction](#), and the [Textile Exchange ID Dashboard](#). Registered users from selected stakeholder groups can access detailed records via the dTrackit dashboards or related APIs.

A4. Electronic Trackit (eTrackit)

Textile Exchange has also implemented a program for the issuance of electronic transactions (eTransactions), which takes the place of transaction certificates. The use of eTrackit is not covered by this policy. See *ASR-113 Policy for the Use of eTrackit* for further information about eTrackit.

B. Document Criteria and Conformity

B1. Data Sharing and Confidentiality

Textile Exchange considers all information included on scope certificates to be public information with the exception of names and address of farms which are not the certified organization, and of the identities of subcontractors associated with a specific organization. Information about farms and subcontractors will only be shared by Textile Exchange when clear consent has been provided. See *ASR-101-V2.1 Accreditation and Certification Procedures for Textile Exchange Standards*, D1.6.4 for further details.

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. The transaction certificate number allows the seller's certification body to be identified. Textile Exchange may make publicly available a list of amended or invalid transaction certificate numbers.

Each facility which is named on a scope and/or transaction certificate is required to register for a Textile Exchange-ID (TE-ID). Facility name, address, and TE-ID are listed on the Textile Exchange ID Dashboard for all facilities other than farms. For farms, limited non-identifying information is available.

Section 1 – Formats and Structures

This section introduces formats and structures which are applicable to scope and transaction certificate issuance. Criteria apply to both scope and transaction certificates, except where specified.

1.1. Certificate Data

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- 1.1.1** The certification body shall submit all data which is required on 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 6 for further details.
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- 1.1.2** Data which is not required on printed certificates shall also be included in data submissions if it is included in *ASR-507 Certification Body Data Specifications*.
-
- 1.1.3** All data submissions to Textile Exchange regarding 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*.
- a. 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.
 - b. Where state/province data is not provided based on 1.1.3.a, the certification body shall specify the country/area code in place of state/province in data submissions.
-
- 1.1.4** When the address of a facility (including the certified organization) is specified on the certificate, the following elements shall be included: Civic/street address (`entityAddress1`), 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.
- a. The word “entity” is used in address field names in 1.1.4 to refer to whichever entity (e.g. a certified organization or a facility) needs an address specified.
 - b. 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.
-
- 1.1.5** 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.
- a. Reporting of the certification body licensing code shall always include “CB-” in addition to the identifier. Use style ‘Criteria Subcategory’.
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1.2. Document Structure

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- 1.2.1** The certificate shall be issued by the certification body using the most recent version of the applicable template *ASR-204 Template for Scope Certificates* or *ASR-205 Template for Transaction Certificates*. References to the “template” refer to these templates as applicable.
-
- 1.2.2** All template text (not highlighted) which appears on the template shall be included on each 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.
-

 NOTE:

- 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 certifiedOrganizationAddress1 and facilityAddress1 for scope certificates, or sellerAddress1 and buyerAddress1 for transaction certificates.

1.2.3 On scope certificates, information from the cover page shall be contained on a single page. Information from the products and facilities pages may be contained on multiple pages if necessary.

1.2.4 On transaction certificates, information from Box 1 to Box 5 shall appear on the first page. The second page shall begin with Box 6 and continue for as many pages as necessary.

1.2.5 The certificate template may be modified to use an alternative font or add graphical elements to reflect the certification body’s branding.

1.2.6 This policy refers to the use of terminology and codes specified in ASR-213 Material, Processes, and Products Classification. ASR-213 allows for use of user specific terms under specified conditions.

1.3. Standard Formats

1.3.1 The official certificate shall be published in English. Unofficial translated versions 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 certificates are not allowed.

1.3.2 The lists of countries/areas and states/provinces from ASR-214 shall be used when listing addresses of facilities. 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:

- 1) Puerto Rico is specified as a separate country/area from the United States in ASR-214 and therefore shall not be specified 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.

1.3.3 Dates shall be specified using the ISO 8601 format: YYYY-MM-DD (e.g. 2021-07-01).

1.3.4 When writing numbers, the “.” character shall be used as a decimal point, and the “,” character shall be used as a thousand’s separator (e.g. 12,345.67).

1.3.5 Data submissions shall be limited to English characters, except where specified. Diacritical marks and most punctuation is not allowed. For a list of acceptable characters, see ASR-507.

1.3.6 Weights shall always be specified in kilograms (kg). For data submissions, “kg” shall be excluded for weight fields.

1.3.7 When an entity has a valid TE-ID, the certification body shall ensure that the name (`entityName`) and address (`entityAddress`) shown on the certificate and in data submissions matches the TE-ID registration data, which is publicly available (except for farms).

NOTE:

- 1) The certified organization can update the name and address for any facility excluding independently certified subcontractors using the Add/Update a Facility form on the Textile Exchange website when needed.

1.3.8 When a TE-ID is specified, it shall always be specified in the format "TE-" followed by eight numerals, with leading zeroes as needed.

1.3.9 When a data field is intentionally blank, the text "na" shall be entered into the field for data submissions. The field may appear as blank (i.e. no text) on the PDF certificate.

1.4. Certificate Authentication

1.4.1 The certificate shall be issued as a digital document in PDF format.

1.4.2 dTrackit acts as the single source of truth for scope and transaction certificates. The certification body shall use technological tools provided by Textile Exchange which use data from dTrackit to authenticate certificates. This includes the Textile Exchange [Find a Certified Company](#) webpage and the Textile Exchange [Authenticate a Transaction](#) webpage.

- a. The certification body shall not include additional information to allow the authentication of certificates through the certification body's own systems on PDF certificates (e.g. QR codes which link to the certification body's website).
- b. The certification body may include a URL or QR code on the certificate which links to the certificate's record on Textile Exchange's website.

1.4.3 If the certification body optionally chooses to maintain a public database of their certificates, a statement shall be included that the Textile Exchange [Find a Certified Company](#) webpage is the only official source to authenticate scope certificates (for scope certificate information) or that the Textile Exchange [Authenticate a Transaction](#) webpage is the only official source to authenticate transaction certificates (for transaction certificate information), along with a link to the applicable webpage.

1.4.4 The certification body shall use the Textile Exchange [Find a Certified Company](#) webpage or another technological solution provided by Textile Exchange (e.g. an API) to authenticate scope certificates issued by other certification bodies.

1.4.5 The certification body shall obtain input transaction certificate data from the Certification Body Portal or CB API connection to dTrackit for the purpose of issuing, amending, and invalidating transaction certificates. For other purposes, the certification body may also use the Textile Exchange [Authenticate a Transaction](#) webpage to authenticate transaction certificates issued by other certification bodies.

NOTE:

- 1) The certification body is not required to review PDFs of input transaction certificates.

1.4.6 In place of 1.4.4 and 1.4.5, the certification body may instead use their own database to authenticate their own certificates, provided that those certificates have been completely and successfully uploaded

to dTrackit. This includes certificates issued under a separate accreditation to a certification body with common ownership and a common database system.

1.5. Textile Exchange ID (TE-ID)

- 1.5.1** Each facility (main site, subsequent site, or subcontractor) listed on a scope certificate and each buyer or seller on a transaction certificate shall be assigned a unique identifier by Textile Exchange, known as the Textile Exchange-ID or TE-ID prior to being listed on a valid certificate.
-
- 1.5.2** The TE-ID is in a format of “TE-” followed by an eight-digit number, which may include leading zeros, and does not change upon recertification or change in certification bodies. It is applicable for all Textile Exchange standards.
-
- 1.5.3** An organization can register for a TE-ID at the [Textile Exchange ID](#) webpage. Registration requires the organization to provide a tax identification number and contact details to Textile Exchange, and to accept terms and conditions. Registration can be updated to change name or address details or to add additional facilities at the same link.
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- 1.5.4** A certified organization may register on behalf of their associated subcontractor(s). Facilities which are only acting as associated subcontractors may also register for their own TE-IDs. The certification body shall not register on behalf of an organization.
-
- 1.5.5** The certification body shall ensure that when TE-IDs are referenced for independently certified subcontractors that they match the independently certified subcontractor’s scope certificate and TE-ID registration.
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- 1.5.6** Non-certified organizations may register for a TE-ID even when they do not plan to become certified. This includes organizations who are named as buyers and/or non-certified traders on transaction certificates.
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- 1.5.7** Basic TE-ID data (facility name, address, and TE-ID) is considered to be public information, except for farms.
- a. For farms, an indication that the TE-ID is for a farm, along with a partially redacted farm name, the farm's state/province (where applicable), and the farm's country/area is considered to be public information. The name and address are partially redacted for privacy reasons.
 - b. Public information about TE-IDs will not provide a link between a contracting organization and their subcontractors (i.e. an organization will not be linked to their subcontractors via the TE-ID public information).
-
- 1.5.8** Prior to issuing a scope certificate or adding a facility to a scope certificate, the certification body shall ensure that all facilities (main site, subsequent sites, associated subcontractors, and independently certified subcontractors) have a TE-ID specified, and that the name and address information on the scope certificate matches the TE-ID registration. In the case of discrepancies, see 1.5.3 regarding updates to information.
-
- 1.5.9** Prior to issuing a transaction certificate, the certification body shall ensure that a TE-ID is specified for the seller, the buyer, and any non-certified traders, and that the registration information is up to date. The certification body should specify a TE-ID when available for the “ship to” facilities.
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Section 2 – Issuing Scope Certificates

This section includes criteria for how scope certificates are to be created and for the determination of scope. Criteria in this section only apply to scope certificates.

2.1. General Criteria for Issuing Scope Certificates

-
- 2.1.1** The certification body shall ensure that all information included on the scope certificate is consistent with evidence reviewed during the audit, including the following:
- a. All process categories are possible for the site based on the machinery and capabilities observed during the audit;
 - b. All listed product categories, product details, and raw materials can technically be processed by the site (e.g. capable machinery); and
 - c. The site is capable of producing the specified products, based on input materials and process categories.

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- 2.1.2** The certification body shall only issue or reissue a scope certificate following the completion of an audit and a positive certification decision.

-
- 2.1.3** The certification body may update a scope certificate during the certification period to add or remove standards, facilities, products, or processes to/from the scope of certification, or to update information in accordance with CCS-102-V3.1, D2.8. An expired or withdrawn scope certificate shall not be amended.

2.2. Scope Certificate Suspension

-
- 2.2.1** Each scope certificate shall have a status (`scStatus`) of "Valid", "Suspended", "Withdrawn", or "Expired". When a scope certificate's status changes to a status other than expired, the certification body shall update the scope certificate in dTrackit. This applies when a scope certificate is suspended, has a suspension lifted, or is withdrawn.
- a. When a scope certificate is withdrawn, the certification body is not required to provide an updated scope certificate PDF or version number (`scVersionNo`). In this case the data record shall be provided with the status change reflected.
 - b. `scLastUpdated` shall reflect the date of the status change (e.g. the date the suspension was enacted).
 - c. No updated data submission is required when a scope certificate expires.

NOTE:

- 1) Updated data submissions are also required when there are changes to the scope certificate and the status does not change. See 6.1.1.

-
- 2.2.2** An organization may only be certified to Textile Exchange standards by one certification body and within one scope certificate at a time, except as indicated in 2.4.3.
- a. If the certification body chooses to finalize recertification early (i.e. issue the new scope certificate with validity before the expiry of the previous scope certificate), the certification body shall withdraw the previous scope certificate effective one day before the new scope certificate becomes valid (i.e. one day before `scValidFrom`).
 - b. If the organization holds a current scope certificate to Textile Exchange standards when a different (succeeding) certification body issues a new scope certificate, the succeeding certification body shall notify the preceding certification body within three calendar days.

-
- c. If the organization becomes recertified to Textile Exchange standards with another certification body while the previous scope certificate is still valid, the preceding certification body shall immediately withdraw the scope certificate and shall back-date the withdrawal to the day before the succeeding certification body's scope certificate became valid (`scValidFrom`).
 - d. If any transaction certificates are issued to an organization by the preceding certification body after the succeeding certification body's scope certificate is issued, they shall be invalidated by the preceding certification body.
-

2.2.3 The certification body shall not withdraw a scope certificate in order to reissue it with corrected data, and shall instead update the scope certificate.

2.2.4 The reason for withdrawal (`scWithdrawalReason`) shall be specified for each withdrawn scope certificate. Allowable reasons are as follows. If multiple reasons apply, the reason which appears first on this list shall be selected.

- a. "C" for Critical non-conformity – following identification of a critical non-conformity (including intentional fraud) or the organization being banned by Textile Exchange;
- b. "N" for Non-conformity – following identification of a major or minor non-conformity which was not resolved within the allowable timelines;
- c. "R" for Recertification completed – including early recertification with the same certification body, adding the site(s) to another scope certificate, and transfer of certification bodies prior to scope certificate expiry;
- d. "W" for Withdrawal of the certification body's accreditation for the applicable scope (voluntary or involuntary);
- e. "A" for Administrative – non-payment or other issues with certification body procedures or contracts which do not relate to standards conformity;
- f. "V" for Voluntary – upon request from the certified organization;
- g. "E" for Error - for data which was erroneously submitted to dTrackit and which should be disregarded; and
- h. "O" for Other – for any reason not on this list.

NOTE:

- 1) If a scope certificate is withdrawn and the certified organization begins to work with another certification body, Textile Exchange may share `scWithdrawalReason` with the succeeding certification body.
-

2.2.5 The reason for suspension (`scSuspensionReason`) shall be specified for each suspended scope certificate. Allowable reasons are as follows. If multiple reasons apply, the reason which appears first on this list shall be selected.

- a. "C" for Critical non-conformity – following identification of a critical non-conformity, including intentional fraud;
- b. "N" for Non-conformity – following identification of a major or minor non-conformity which was not resolved within the allowable timelines;
- c. "A" for Administrative – non-payment or other issues with certification body procedures or contracts which do not relate to standards conformity; and
- d. "O" for Other – for any reason not on this list.

2.3. Multi-Standard Scope Certificates

2.3.1 An organization or site shall only be listed on one scope certificate for Textile Exchange Standards except as noted for farms in 2.4.3. Where the organization or site is certified to more than one

applicable standard, a multi-site scope certificate shall be issued. See TE-TXL-POL-204 for a list of applicable standards.

2.3.2 Multi-standard scope certificates shall meet the following conditions:

- a. All auditing is conducted by one certification body;
- b. The main site is certified for all standards;

NOTE:

- 1) The main site may act as a processing site for some standards and an office only for other standards to meet 2.3.2.b.

2.3.3 If a new standard is added to a scope certificate during its validity period, the same expiry date (scValidUntil) shall continue to apply to all standards, i.e. the validity period shall not be extended.

2.3.4 If certification is withdrawn, including voluntary withdrawal, for one or more but not all of the standards included on a multi-standard scope certificate, the withdrawn standard(s) shall be removed and the multi-standard scope certificate updated to exclude the withdrawn standard(s). The withdrawal reason (scWithdrawalReason) shall be specified when the scope certificate is updated.

2.3.5 Suspension of a multi-standard scope certificate shall result in suspension of the entire scope certificate. A standard may be removed from the scope certificate to avoid suspension for other standards.

2.4. Multi-Standard Scope Certificates

2.4.1 For the Materials Matter Standard, all animal fiber and skins farm scope certificates (i.e. scope certificates with process codes including PR0011 farming (group), PR0036 farming (individual), or PR0038 farming (communal), and material category of animal fiber or skins) shall be issued for a minimum of two and a half years and a maximum of three years, including when there is a gap during the recertification process. One- and two-year scope certificates are not allowed for animal fiber and skins farms.

2.4.2 Animal fiber and skins farm scope certificates shall include one of the following process codes: PR0011 Farming (group), PR0036 Farming (individual), PR0038 Farming (communal). They may also include one or more of the following process codes: PR0000 No processing, PR0040 Scouring, PR0026 Slaughtering, PR0030 Trading, and PR0031 Warehousing/distribution of non-final products.

NOTE:

- 1) Please see TE-MM-POL-201 for further details about the facilities which may be included on an animal fiber or skins scope certificate, and about multiple certification considerations.

2.4.3 An animal fiber or skins farm may be part of one individual farm scope certificate, one communal farmer group, or up to two farm groups. If the farm is part of two different farm groups, the farm shall not be listed as the main site for either one.

2.4.4 On the cover page of the scope certificate for all Materials Matter Standard animal fiber and skins farm scope certificates, a statement about the use of pain relief shall be included in scCbScopeStipulations. Allowable statements are as follows, based on the location of the farms. If different statements are applicable for different jurisdictions of farms, multiple statements shall be combined to reflect this. "SPECIES" shall be replaced with the species name (e.g. sheep). "COUNTRY/AREA" and

"STATE/PROVINCE" shall be replaced with the applicable country/area and state/province information.

- a. "Pain relief is used at all farms within this scope certificate.";
- b. "Pain relief is used at farms within this scope certificate located in (COUNTRY/AREA or STATE/PROVINCE).";
- c. "Suitable pain relief for (SPECIES) is newly available in (COUNTRY/AREA or STATE/PROVINCE), and its use is currently being phased in."; and
- d. "Suitable pain relief for (SPECIES) is not available in (COUNTRY/AREA or STATE/PROVINCE), so animal welfare criteria for pain relief were not evaluated. This is based on legal and regulatory limitations rather than choices made by the certified organization or certified farms."

EXAMPLE:

- 1) Pain relief is used at all farms within this scope certificate.
- 2) Pain relief is used at farms within this scope certificate located in (COUNTRY/AREA or STATE/PROVINCE).
- 3) Suitable pain relief for (SPECIES) is newly available in (COUNTRY/AREA or STATE/PROVINCE), and its use is currently being phased in.
- 4) Suitable pain relief for (SPECIES) is not available in (COUNTRY/AREA or STATE/PROVINCE), so animal welfare criteria for pain relief were not evaluated. This is based on legal and regulatory limitations rather than choices made by the certified organization or certified farms.

Section 3 – Scope Certificate Template

This section includes criteria for how to complete the scope certificate template in detail. Criteria in this section only apply to scope certificates.

3.1. Title, Headers, and Footers

3.1.1 The certification body's letterhead including name and address shall appear in the header of the cover page.

3.1.2 The document shall be titled "Scope Certificate". Other terms (such as "Company Certificate" or "Certificate of Compliance") shall not be used.

3.1.3 Starting on page two of the scope certificate, the header of each page shall include:

- a. The certification body's letterhead, including name and address;
- b. The scope certificate number (`scNo`) and scope certificate version number (`scVersionNo`) (see 3.2.1 and 3.2.2);
- c. The name of the certified organization (`certifiedOrganizationName`) (see 3.3.1); and
- d. The acronym(s) (`scStandard`) and version number(s) (`scStandardVersion`) of the standard(s) (see 3.4.1).

3.1.4 The footer of each page of the scope certificate shall include:

- a. One of the following version statements:
 - i. "This electronically issued document is the valid original version"; or
 - ii. "This translation is provided for information purposes only." in the language of the document if the document is in any language other than English.
- b. The TE-ID (`certifiedOrganizationTeld`) of the certified organization; and

-
- c. Page number in the format “Page X of Y” where ‘X’ is the current page and ‘Y’ is the total number of pages.
-

3.2. Cover Page – Scope Certificate Number

- 3.2.1** Each scope certificate shall have a unique alphanumeric scope certificate number (**scNo**) generated by the certification body, which does not change for the validity period (see 3.5.1) of that scope certificate.
- The scope certificate number shall begin with the unique three-character CB 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 scope certificate number. The full scope certificate number shall be included in data submissions in the **scNo** field.
 - The scope certificate number shall only use the following characters: letters (A-Z and a-z, without diacritical marks), numbers (0-9), hyphen (-), and emdash (–).
 - Upon each recertification of an organization, a new scope certificate number shall be issued. Each scope certificate number shall be unique.

EXAMPLE:

- 1) A suggested example format for scope certificate numbers is (CB)-(TE-ID)-(YYMM). A scope certificate issued in July 2026 to an organization with TE-ID TE-12345678 by a certification body with licensing code CB-ABC would then be ABC-12345678-2607. This is an example only and is not a required format.

NOTE:

- 1) The use of spaces or other punctuation marks in scope certificate numbers may prevent proper data linking in dTrackit.
-

- 3.2.2** Whenever a scope certificate is updated, the certification body shall assign a version number (**scVersionNo**) which uniquely identifies this version of the scope certificate. The version number (**scVersionNo**) shall not be blank.
- If the scope certificate has not been updated since it was issued, **scVersionNo** shall match **scNo**.
 - If the scope certificate has been updated since it was issued, **scVersionNo** shall either be:
 - scNo** with an ending appended to it to create a number which is unique in the system and meets 3.2.1.b; or
 - A new number which meets the criteria for **scNo** (see 3.2.1).

EXAMPLE:

- 1) A scope certificate is issued by certification body ABC with **scNo** ABC-00123. The initial value of **scVersionNo** is ABC-00123.

When the scope certificate is updated during the validity period, the following options are and are not allowed for **scVersionNo**:

- Allowed: ABC-00123-V1, ABC-00123-1, ABC-00123456, ABC-00456
 - Not allowed: 1, V1, ABC-00123
-

3.3. Cover Page – Certified Organization

- 3.3.1** The name (**certifiedOrganizationName**) and address (**certifiedOrganizationAddress**) of the certified organization shall be specified. If there is more than one site included in the scope certificate, the information of the main site shall be provided.
- The certified organization shall not be changed for the duration of the scope certificate validity. The certified organization name or address may be updated provided that the TE-ID registration is updated (see 1.5.3) and that the certified organization TE-ID is not changed.
-

- b. If the certified organization’s official name is written with non-English characters and/or symbols, the certified organization’s name in their native language may be specified (`certifiedOrganizationNameNative`).

3.3.2 The organization’s TE-ID (`certifiedOrganizationTeld`) shall be specified, which shall be the same as the TE-ID for the main site.

3.3.3 The certification body’s client number (`certifiedOrganizationCbClientNo`), which uniquely identifies the organization within the certification body’s systems shall be specified. This number may be harmonized with the TE-ID, but shall not match the TE-ID format unless it is harmonized with the TE-ID. The words “Client Number” on the PDF template may be replaced with “Client Code”, “License Number”, or “Project Number” to better align with certification body systems.

3.4. Cover Page – Scope Summary

3.4.1 The standard(s) (`scStandard`) according to which the scope certificate is issued shall be named according to the list of standards in TE-TXL-POL-204, along with the version number (`scStandardVersion`). For supply chain scope certificates, the name of the standard shall be specified based on the claims being made. For data submissions the acronym shall be used instead of the standard name.

EXAMPLE:

- 1) A scope certificate for a garment factory which includes Materials Matter Standard and OCS products would name the Materials Matter Standard and the Organic Content Standard as the applicable standards, even though the garment factory is audited to CCS-101.

3.4.2 The certified product categories (`scProductCategoryCode`) that the certified organization is certified to offer under the Standard shall be named using the product category terms in ASR-213. The applicable codes shall be specified in parentheses. The list of product categories shall match the list of product categories specified per product on the products page, with each applicable product category only appearing once on the list (i.e. deduplicated).

3.4.3 The processing categories (`facilityProcessCategoryCode`) that are included within the scope of certification shall be named using the process terms in ASR-213. The applicable codes shall be specified in parentheses. The list of process categories shall match the list of process categories specified per facility on the facilities page, with each applicable process category only appearing once on the list (i.e. deduplicated).

- a. If any processing categories are allowed to be conducted by a subcontractor under the scope of the certificate, these processing categories shall be marked with an asterisk.

NOTE:

- 1) A full list of subcontractors appears on the facilities page of the scope certificate.

3.4.4 The audit criteria documents (`scStandard`), including the version number (`scStandardVersion`) for each, shall be listed as follows:

- a. The primary standard(s) used for the audit shall be listed according to TE-TXL-POL-204.
- b. The “Content Claim Standard” shall be listed for all audits which include evaluation to CCS-101.
- c. The “Textile Exchange Standards Claims Policy” shall be listed for all audits but shall not be included in data reporting.

 EXAMPLE:

- 1) For a Materials Matter Standard garment factory, the audit criteria would appear as follows:
 - Audit Criteria: TE-MMS-STN-101; CCS-101; and TE-301.
-

3.5. Cover Page – Validity and Issuance Date

- 3.5.1** The validity period of a scope certificate refers to the time from when it first becomes valid following an initial or recertification process until the scope certificate expires or is withdrawn. Updates to the scope certificate (e.g. to add or remove facilities or products) do not impact the validity period.
- a. The scope certificate creation date (**scFirstCreatedDate**) is the date that the scope certificate is first issued following an initial certification or recertification. This date does not change for the duration of the scope certificate’s validity, including when the scope certificate is updated, but does change upon recertification.
 - b. The validity period (time from **scValidFrom** until **scValidUntil**) shall not exceed one year from the date of issue, except for as detailed in 2.4.1 for animal fiber and skins farms. **scValidFrom** and **scValidUntil** shall not change for the duration of the scope certificate validity (i.e. only change upon recertification).
 - c. The scope certificate shall be valid for a maximum of one year except as detailed in 2.4.1 and should be issued for the maximum duration with expiry falling one day earlier in the year than the issuance date.
 - d. The scope certificate shall be valid from (**scValidFrom**) either the scope certificate creation date (**scFirstCreatedDate**), or, for recertifications, the day after the previous scope certificate expires (**scValidUntil**). **scFirstCreatedDate** shall not be more than 60 days before **scValidFrom**.
 - e. If a new scope certificate become valid before the previous scope certificate expires (i.e. the new **scValidFrom** is before the previous **scValidUntil**), the previous scope certificate shall be withdrawn.
 - f. The scope certificate creation date (**scFirstCreatedDate**) and valid from date (**scValidFrom**) shall not be changed if a scope certificate is updated during the validity period to update the scope. They shall be changed upon recertification.
-

EXAMPLES:

- 1) A Materials Matter Standard scope certificate is issued 2026-07-01. The scope certificate should be issued for the maximum duration of one year, with expiry on 2027-06-30. The organization and the certification body may choose to issue the scope certificate for a shorter duration, e.g. with expiry on 2026-12-31.
 - 2) A Materials Matter Standard scope certificate is issued on 2026-07-01 and expires on 2027-06-30. Following recertification, the subsequent scope certificate is issued (**scIssuedDate**) on 2027-07-15 and is therefore valid from (**scValidFrom**) 2027-07-15. The organization is not certified from 2027-07-01 until 2027-07-14.
 - 3) A Materials Matter Standard scope certificate is issued on 2026-07-01 and expires on 2027-06-30. Following recertification, the subsequent scope certificate is issued (**scIssuedDate**) on 2027-06-01. The scope certificate may be valid from (**scValidFrom**) either 2027-07-01 or 2027-06-01. If **scValidFrom** is 2027-06-01, the previous scope certificate shall be withdrawn on that date.
-

- 3.5.2** The date the scope certificate was last updated shall be specified (**scLastUpdated**). Updates include changes to the lists of products, sites, and subcontractors, as well as to the status. If no updates have been made since the scope certificate was issued, **scLastUpdated** shall be the same as **scFirstCreatedDate**.
-

NOTE:

- 1) The extension of scope certificate validity is only possible in cases of force majeure or with express approval from Textile Exchange. See ASR-109 Policy for Auditing Under Force Majeure Conditions.
-

3.5.3 When the validity of a scope certificate is extended, the expiry date (`scValidUntil`) shall not be changed. Instead, the extension date (`scExtendedUntil`) shall be specified. If the scope certificate has not been extended, `scExtendedUntil` shall be "na" in data submissions.

3.5.4 The scope certificate creation date (`scFirstCreatedDate`) shall not be earlier than the date the PDF scope certificate is produced and provided to the organization, i.e. back-dating is not allowed.

3.6. Cover Page – Authorization and Declaration

- 3.6.1** An authorization statement shall appear at the bottom of each page of the scope certificate.
- a. The authorization statement shall include:
 - i. Place of issue (`scPlaceofIssue`) and scope certificate creation date (`scFirstCreatedDate`);
 - ii. Signature of authorized person – a digital image of a signature or an electronic/digital signature;
 - iii. Name of authorized signatory;
 - iv. Certification body stamp or logo;
 - v. Standard logo(s);
 - vi. The date the scope certificate was last updated (`scLastUpdated`), if the scope certificate has been updated after it was first issued;
 - vii. The extended expiry date (`scExtendedUntil`), if the scope certificate validity has been extended with approval from Textile Exchange; and
 - viii. Optionally, the scope certificate status (`scStatus`).
 - b. The standard logo(s) shall be limited to the logo(s) of the standard(s) included on the scope certificate, as detailed in TE-TXL-POL-204.

NOTE:

- 1) Place of issue refers to the location of the certification body's office which is making the certification decision and issuing the scope certificate. This is typically the physical location of the certification decision maker.

- 3.6.2** The statement "Certification Body Licensed by: Textile Exchange" shall be included along with the certification body's licensing code (`scCbLicensingCode`). The applicable accreditation body shall be stated (`scCbAccreditationBody`). The logo of the accreditation body shall not appear on the scope certificate.
- a. If the certification body is in a grace period, the statement about accreditation shall be removed from the PDF scope certificate. In this case, the accreditation body who is assessing the certification body shall be named in `scCbAccreditationBody` for data submissions.
 - b. If the certification body transfers between accreditation bodies, the accreditation body (`scCbAccreditationBody`) whose accreditation was valid on the date the scope certificate was last updated (`scLastUpdated`) shall be listed. The certification body is not required to update all valid scope certificates to reflect the change in accreditation.

NOTE:

- 1) A list of accreditation bodies (i.e. acceptable values for `scCbAccreditationBody`) is available in ASR-507.

- 3.6.3** The Textile Exchange User numbers of all auditors (`scCbAuditorId`) who conducted auditing tasks for the issuing certification body during or after the organization's most recent initial audit, recertification audit, or annual surveillance audit and any subsequent additional audits or transfer audits (see ASR-114) should be specified, including auditors who conducted additional auditing to expand the scope of certification. Identification numbers shall be obtained from Textile Exchange's user registration system

and take the format TEU-000000. This information is optional on scope certificates but required in data submissions.

- 3.6.4** A declaration as follows shall be included at the bottom of the cover page, as specified on the template. “scStandard” shall be replaced with the name(s) of the applicable standard(s).
- a. “This scope certificate provides no proof that any goods delivered by its holder are scStandard certified. Proof of scStandard certification of goods delivered is provided by a valid transaction certificate (TC) or eTransaction covering them. The issuing body may withdraw this certificate before it expires if the declared conformity is no longer guaranteed. To authenticate this certificate, please visit <https://textileexchange.org/find-certified-company/>.”
 - b. In addition to the prescribed wording, the certification body may decide to add a declaration (scCbScopeStipulations) that references any stipulations of the contract with the certified organization and/or clauses of the certification body’s scope specific procedures.

3.7. Cover Page – Products Page

- 3.7.1** Information about products which the organization may process and/or sell as certified to the Standard shall be specified in the Products Appendix table, including the codes (in parentheses) in ASR-213. Information shall be listed as follows:
- a. A list of all product categories with the applicable codes (scProductCategoryCode);
 - b. A list of all product details with the applicable codes (scProductDetailCode);
 - c. A list of all components which may be the subject of a component claim, specified in terms of product detail codes (scComponentDetail);
 - d. A list of all certified raw materials which may be included in products (scProductRawMaterialCode); and
 - e. A list of the applicable claims categories from TE-TXL-POL-204 which may apply to products (scProductClaimsCategory).

EXAMPLE:

- 1) An organization produces both men's (PC0001) and women's (PC0002) t-shirts (PD0007) and activewear (PD0008). Products may contain polyester which is post-consumer (RM0189), pre-consumer (RM0188), or conventional (RM0186), and may also contain post-consumer viscose (RM0241), and may be eligible for MM Certified or MM Plus claims. No component claims are made. In the product appendix, the component column is removed, and all of the codes listed in this example except RM0186 appear once each under the applicable column.

- 3.7.2** The certification body may specify limitations on allowable certified products (scProductLimitations) where necessary to clarify the scope of certification.

- 3.7.3** Components shall only be specified for products from Tier 1 (final products and semi-final manufactured products) and Tier 2 (fabric). Components shall be specified when a component-based claim (see TE-301 and TE-MM-POL-301) is being made on a product, and/or when the composition of different parts of the product is specified separately on the product or its packaging (e.g. hangtags or care labels). For products which are not final products, components specified for a product shall cover the entire product aside from trims (i.e. including non-certified components).

- 3.7.4** Each scope certificate shall specify at least one product. All products which the certified organization may sell as certified or may process as a subcontractor on behalf of another certified organization shall be specified.

3.7.5 If a certified organization only acts as an independently certified subcontractor (i.e. does not buy or sell certified materials), the scope certificate shall include a list of the products which the subcontractor processes.

3.7.6 Where a user specific term is specified for product category (`scProductCategoryUserSpecificTerm`) or product detail (`scProductDetailUserSpecificTerm`), it shall match the corresponding `Product_category` or `Product_detail` field on the scope certificate.

3.8. Facilities Page

3.8.1 Three appendices are included on the facilities page to identify all facilities (i.e. sites and subcontractors) included within the scope of certification.

3.8.2 The facility's TE-ID (`facilityTeld`) shall be used as the facility number. If the certification body has assigned their own facility number, this may be specified as well but shall not appear in data submissions.

3.8.3 The certification body may divide the contents of the facilities page across multiple pages even when available space does not require this to allow for more control of information sharing (e.g. placing subcontractor appendices on separate pages from the site appendix since subcontractor identities are not public information).

3.8.4 Where a table appears on multiple pages, the table name and header shall be repeated on each page.

3.8.5 For brands (i.e. when process code PR0035 is included in the scope), a list of any brand names (`brandName`) which may carry claims to the standard under this scope certificate shall be specified.

3.8.6 For individual farm, farm group, and communal farmer group certifications (i.e. when process code PR0011, PR0036, or PR0038 is included in the scope), the number of farms (`scNumberOfFarms`) shall be specified.

3.8.7 Facilities, including the main facility/certified organization shall be named as follows:

- a. Each facility name on a scope certificate shall be unique;
- b. The facility name shall begin with the legal name of the facility; and
- c. If needed for clarity, the certification body shall add an additional identifier (e.g. factory name, numbered identifier) to the name of the facility to ensure that each facility name is unique on the scope certificate.

EXAMPLE:

- 1) A certified organization has four certified sites. The main facility and two subsequent site are part of the same legal entity. The fourth site is a subsidiary company.
 - Main facility/certified organization name: ABC Textiles Ltd.
 - Subsequent site 1 name: ABC Textiles Ltd. - Beijing site
 - Subsequent site 2 name: ABC Textiles Ltd. - Shanghai site
 - Subsequent site 3 name: ABC Textiles Trading Hong Kong Ltd.

NOTE:

- 1) Facility names shall match the TE-ID registration. See 1.5.3 for more information.
-

3.9. Facilities Page – Site Appendix

- 3.9.1** Each certified site shall be named (facilityName) in the Site Appendix along with its TE-ID (facilityTeld) and address (facilityAddress). Details shall be specified as follows:
- a. The main site, which is named as the certified organization (see 3.3.1), shall be named first and its name shall be followed by “(main)”. The text “(main)” shall be excluded from data submissions.
 - b. The processing categories (facilityProcessCategoryCode) that are included within the scope of certification shall be named for each site using the process terms in ASR-213. The applicable codes shall be specified (in parentheses).
 - c. For multi-standard scope certificates, the standard(s) (facilityStandard) shall be specified per site. For all other scope certificates, this column may be removed but is still required in data submissions. The column shall be filled in if it is present.
 - d. When farming (PR0011, PR0036, or PR0038) is included in the scope:
 - i. Each certified animal fiber or skins farm shall be listed on the scope certificate; and
 - ii. Each down farm should be listed on the scope certificate and shall be included in data submissions.

NOTE:

- 1) Details of farms which are not the certified organization are not considered to be public information. See ASR-101 for more details.
-

3.10. Facilities Page – Associated Subcontractor Appendix

- 3.10.1** Each associated subcontractor shall be named (facilityName) in the Associated Subcontractor Appendix along with their TE-ID (facilityTeld) and address (facilityAddress). Details shall be specified as follows:
- a. The processing categories (facilityProcessCategoryCode) that are included within the scope of certification shall be named for each associated subcontractor using the process terms in ASR-213. The applicable codes shall be specified (in parentheses).
 - b. For multi-standard scope certificates, the standard(s) (facilityStandard) shall be specified per associated subcontractor. For all other scope certificates, this column may be removed but is still required in data submissions. The column shall be filled in if it is present.

NOTE:

- 1) Identities of associated subcontractors listed on a scope certificate are treated as confidential by Textile Exchange. See ASR-101 for further details.
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- 3.10.2** The Associated Subcontractor Appendix shall state “None” instead of the table if there are no associated subcontractors.
-

3.11. Facilities Page – Independently Certified Subcontractor Appendix

- 3.11.1** Each independently certified subcontractor shall be named (facilityName) in the Independently Certified Subcontractor Appendix along with their TE-ID (facilityTeld) and address (facilityAddress). Details shall be specified as follows:
- a. The applicable certification body’s licensing code (facilityCbOfIndependentlyCertifiedSubcontractor, including “CB-”) shall be specified. The
-

certification body shall update the scope certificate if an independently certified subcontractor ceases to be certified.

- b. The processing categories that are included within the scope of certification (`facilityProcessCategoryCode`) shall be named for each independently certified subcontractor using the process terms in ASR-213. The applicable codes shall be specified (in parentheses). All listed codes shall be processes which are listed on the independently certified subcontractor's scope certificate, and which the independently certified subcontractor may perform for the certified organization.
- c. For multi-standard scope certificates, the standard(s) (`facilityStandard`) shall be specified per independently certified subcontractor. For all other scope certificates, this column may be removed but is still required in data submissions. The column shall be filled in if it is present.

NOTES:

- 1) Independently certified subcontractors are included as sites on a valid scope certificate for the same standard. They may be the main site or a subsequent site on the subcontractor's scope certificate.
- 2) Identities of independently certified subcontractors listed on a scope certificate are treated as confidential by Textile Exchange. See ASR-101 for further details. Information about the subcontractor's own scope certificate is publicly available as is true for all scope certificates.

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- 3.11.2** The Independently Certified Subcontractor Appendix shall state "None" instead of the table if there are no independently certified subcontractors.
-

Section 4 – Issuing Transaction Certificates

This section includes criteria for how transaction certificates are to be created and for the determination of scope. Criteria in this section only apply to transaction certificates.

4.1. Issuing Transaction Certificates

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- 4.1.1** The certification body shall only issue a transaction certificate if 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.
-

- 4.1.2** The certification body shall not issue transaction certificates relating to scope certificates which are currently suspended or which have been withdrawn due to non-conformity or a ban, including if the scope certificate was valid on the shipment date. If a suspension is lifted, transaction certificates may be issued for shipments made before the suspension was enacted provided that other criteria are met.
-

- 4.1.3** The certification body shall verify documentation to support all information included on a transaction certificate prior to issuing the transaction certificate.
-

- 4.1.4** The certification body shall review documents and quantities before issuing a transaction certificate, with all eligible inputs accounted for through valid incoming transaction certificates and/or material declaration forms except for Materials Matter Standard certified farms. At a minimum, the certification body shall check documents and quantities against the criteria of CCS-101 as well as the following:
 - a. Copies of invoices and transaction certificates or material declaration forms for the certified inputs to the product.
 - b. Copies of invoices for certified products to be included on the transaction certificate.
-

- c. Copies of transport documents or other records to trace the movement of each certified material from the ship to facility on the input transaction certificate to the ship to facility on the output transaction certificate. This includes transport documents from third party transportation providers where applicable.
- d. Expected loss factor in the production per process, type of product category/details, facility, and scope certificate;
- e. Government issued sales or value added tax receipt for the certified material including Eway Bills (India) and Fapiao (China), when applicable.
- f. Documentation to validate the identity of the certified materials, quality, and quantities.
- g. Composition calculations, if blending or mixing was done by the organization. The certification body may review composition calculations per product listed on the scope certificate where the exact composition does not change between shipments.
- h. If a subcontractor took physical possession of the product in the transaction certificate, documentation (e.g. processing invoice, transport document) of the subcontractors who took physical possession of the product while it was owned by the organization.

4.1.5 The certification body shall review test reports of input product quality, output product quality, and material composition if this testing has been completed by the organization. See CCS-101 for details of when testing is required. If testing is not required but has been completed, the certification body shall review test reports.

4.1.6 Before issuing a transaction certificate, the certification body shall perform a volume reconciliation which considers the following:

- a. Where there are input transaction certificates (whether or not they were issued under this policy), that the volumes from the input transaction certificates and products have not already been used for other outgoing transaction certificates.
- b. For recyclers and other inputs listed on a material declaration form, that the volumes from the input material declaration forms have not already been used for other outgoing transaction certificates.
- c. The production capacity or farm capacity of each facility which took physical possession of the product, considering quantities of products included on other transaction certificates issued to the organization as well as production date and inventory records.
- d. The waste factors for the product, including justification for deviations from the expected waste factors;
- e. Quantities of certified material shipped, in stock, and not available for certification claims (e.g. sold without certification claims, sold with claims to another standard, or damaged).

NOTES:

- 1) The same input transaction certificate and product or material declaration form may be applied to multiple output transaction certificates and/or products, provided that the total certified weight from the input transaction certificate and product or material declaration form is not exceeded after accounting for processing loss.
- 2) 4.1.6.e does not require the review of invoices or transport documents for products which were not included on a transaction certificate.

4.1.7 The certification body shall evaluate the authenticity of documentation provided, including confirming the authenticity of the input transaction certificate(s) as specified in section 1.4 for transaction certificates issued under this policy or as specified in TE-TXL-POL-204 for transaction certificates issued under a standard with equivalency recognition.

4.1.8 The certification body shall compare the products to those listed in the scope certificate to ensure they are authorized and that it is technically possible for the certified products to be produced with the eligible input material using the processes and capacity of the production facility listed on the scope certificate.

4.1.9 The certification body shall not issue a transaction certificate for a sale of certified materials which were previously claimed under a non-Textile Exchange standard for the same attribute.

EXAMPLES:

- 1) A sale of recycled materials was originally included on a transaction certificate for a certification body-owned recycled material standard. The buyer requests that a Materials Matter Standard transaction certificate be issued instead. This is not permitted.
- 2) A product was included on the transaction certificate for another standard which provides chain of custody for organic materials. The other standard's transaction certificate was invalidated. The product is not eligible for an OCS transaction certificate.

4.1.10 The certification body shall not issue a transaction certificate for a sale of certified materials which were included on a previous transaction certificate by the same seller unless the certified materials were returned to the seller (see 4.7.4).

4.1.11 If a certification body (the “buyer’s certification body”) receives an incoming transaction certificate issued by another certification body (the “seller’s certification body”) as part of the evidence to issue a new transaction certificate, and the buyer’s certification body identifies errors on the incoming transaction certificate, the buyer’s certification body shall take the following actions:

- a. Authenticate the transaction certificate as specified in section 1.4;
- b. Identify the errors and request that the seller’s certification body correct the transaction certificate;
- c. If the seller’s certification body is unable or unwilling to correct the transaction certificate, the buyer’s certification body shall:
 - i. Notify the seller’s certification body’s accreditation body of the issue;
 - ii. File a formal complaint with Textile Exchange, including providing a copy of the incoming transaction certificate; and
 - iii. If the buyer’s certification body is confident that all required information is available and correct, proceed to issue the outgoing transaction certificate.

NOTE:

- 1) In the case that the seller’s certification body is no longer a licensed certification body for the Standard, no modification to the incoming transaction certificate will be possible, so the process in 4.1.11.c will apply.

4.1.12 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. A multi-standard transaction certificate shall include at least one product per listed standard. The same product shall not appear on more than one transaction certificate.

4.2. Timelines for Transaction Certificates

4.2.1 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 4.2.6 for transfer of certification bodies.)

- a. 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.
- b. 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:

- 1) A request or approval from the seller or the buyer is not required to amend the transaction certificate.

4.2.2 The certification body shall receive a complete and valid application from the seller prior to issuing a transaction certificate.

4.2.3 The certification body shall issue a transaction certificate if a complete and valid application is received within 180 calendar days after the earliest shipment date.

4.2.4 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. The reason for the delay (**tcDelayReason**) shall be specified in data submissions as indicated for each reason.

- a. Textile Exchange has approved an exemption or exception to transaction certificate timelines - **tcDelayReason** of "E";
- 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 4.2.3-4.2.4 (i.e. the transaction certificate was issued following required timelines) - **tcDelayReason** of "I";
- 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) - **tcDelayReason** of "T";
- d. Within 365 days of the earliest shipment date, if the products on the transaction certificate are limited to the product categories PC0032 (tops), PC0034 (undyed fibers), and PC0045 (Unprocessed non-reclaimed fibers/materials), 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) - **tcDelayReason** of "A";
- 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 - **tcDelayReason** of "D"; or
- f. Within 365 days of the earliest shipment date, if all of the products on the transaction certificate are final products - **tcDelayReason** of "F".

NOTES:

- 1) Timelines for transaction certificate issuance in 4.2.3-4.2.4 are based on the date a complete and valid application is received. The certification body should encourage their clients to apply for transaction certificates sooner than the deadline to allow time for corrections in case the initial application is not complete and valid. These timelines do not apply to amendments to transaction certificates.
- 2) Textile Exchange will typically only issue exemptions to timelines in cases of force majeure.
- 3) 4.2.4.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.

4.2.5 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 except as indicated in 4.2.6 The certification body 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 4.2.6).

4.2.6 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.

- a. The preceding certification body shall maintain responsibility for issuing transaction certificates subject to the timelines in 4.2.3-4.2.4 until the succeeding certification body's scope certificate is issued.
- b. 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.
- c. The succeeding certification body shall ensure that the product was eligible to be included on a transaction certificate for the applicable shipment date. See 5.10.1 for more details.
- d. The succeeding certification body shall conduct a volume reconciliation to ensure that certified material has not been over-sold by the organization, including receiving volume reconciliation data from the preceding certification body or from Textile Exchange.
- e. The succeeding certification body shall meet the following data criteria:
 - i. Specify the preceding certification body's scope certificate number in `scLegacyNo` on the dTrackit data submission for the succeeding certification body's scope certificate; and
 - ii. Specify the certification body at the time of the shipment in Box 9 by referencing the preceding certification body's licensing code (e.g. "Seller was certified by CB-ABC on the applicable shipment date(s)").

4.2.7 The accreditation body or Textile Exchange may impose a condition that the certification body shall not issue transaction certificates at all or for particular scopes. In this case, the timeline in 4.2.1 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.

- a. The certification body may continue to review transaction certificate applications during times when transaction certificates are not allowed to be issued based on 4.2.7. The timelines in 4.2.1.a and 4.2.3-4.2.4 continue to apply when the certification body is suspended.

EXAMPLE:

- 1) 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.
 - A shipment is made on March 15 and a complete and valid transaction certificate application is submitted on September 10 (179 days later, see 4.2.4). The certification body shall issue the transaction certificate once the suspension is lifted.
 - 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 4.2.1.a). Provided that the seller updates the application so that it is complete and valid by August 28 (180 days after the shipment, see 4.2.4), the certification body shall 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 4.2.1 and 4.2.7).

4.2.8 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 the applicable timelines.

4.3. Multiple Shipments on a Transaction Certificate

4.3.1 The certification body may issue a single transaction certificate that covers the information of multiple shipments, provided the following conditions are met:

- a. All shipments on a single transaction certificate shall be sent from the same seller at the same location (see Box 2, 5.5).
- b. All shipments on a single transaction certificate shall be sold to the same buyer (see Box 3, 5.6).
- c. A transaction certificate shall not include more than 50 shipments (see Box 6, 5.9) and 100 products (see Box 7, 5.10).

NOTE:

- 1) The word 'product' refers to each unique product listing in Box 7 and not to individual units of a certified product.

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- 4.3.2** 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.
-

4.4. Exceptions to Transaction Certificates

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

- 4.4.2** 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 in accordance with this policy.
-

NOTE:

- 1) When a brand applies for a transaction certificate as a seller, all criteria for issuing transaction certificates apply.
-

- 4.4.3** Transaction certificates shall not be issued if the same material is covered by an eTransaction (see ASR-113). When the eTrackit system is used, it replaces transaction certificates.
- a. 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:

- 1) 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.
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4.5. Transaction Certificate Amendment and Invalidation

- 4.5.1** When a transaction certificate's status (`tcStatus`) changes, the certification body shall update the transaction certificate in dTrackit including providing an updated PDF. See 6.1.1 for further details.
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- 4.5.2** The certification body shall not invalidate a transaction certificate in order to reissue it with corrected data and shall instead amend the transaction certificate.
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- 4.5.3** After it is issued, the transaction certificate may be amended in the following ways by the issuing certification body. The reason for the amendment (`tcAmendmentReason`) shall be included in data submissions.
- a. "R" for reduction - to reduce the quantity of certified material included on the transaction certificate, if further evidence shows that it was inaccurate;
-

- b. "T" for Typographical errors - to correct typographical errors either within 14 calendar days of issuance (including increasing the quantity of certified materials) or beyond fourteen calendar days of issuance if the correction is supported by documentation that the certification body had on file on the date the transaction certificate was issued (excluding increasing the quantity of certified materials);
- c. "C" for Claims category - to change the claim category, provided that:
 - i. The order was eligible to be sold under the amended claims category (including but not limited to the seller having the applicable certification in place); and
 - ii. The issuing certification body confirms that the transaction certificate has not been used as the input to any other transaction certificates (with confirmation from the buyer's certification body if needed);
- d. "B" for Buyer - to correct name and address information for the buyer, if further evidence shows that it was inaccurate (e.g. the ship to facility was incorrectly named as the buyer);
- e. "I" for Input - due to amendment of the input transaction certificate;
- f. "N" for Client number - to add or correct a TE-ID or client number; and
- g. "E" for Exemption - for other reasons, with approval from Textile Exchange which is requested through the exemptions process.

4.5.4 The certification body shall invalidate a transaction certificate if the certification body learns that any of the following apply. This list is not exhaustive and the certification body may invalidate a transaction certificate for other reasons. The reason the transaction certificate was invalidated (`tcInvalidationReason`) shall be specified in data submissions, with a value of "O" if none of the listed reasons apply.

- a. The organization presented falsified or fraudulent documents to obtain the transaction certificate - `tcInvalidationReason` of "F";
- b. The certification body identifies that they issued the transaction certificate in error or after the organization became recertified with a different certification body (see 2.2.2.d) - `tcInvalidationReason` of "C";
- c. The applicable input transaction certificate is invalidated - `tcInvalidationReason` of "I";
- d. The certified materials/products are otherwise shown to be ineligible for the claim being made - `tcInvalidationReason` of "M";
- e. Upon request from the seller - `tcInvalidationReason` of "S"; or
- f. "E" for Error - for data which was erroneously submitted to dTrackit and which should be disregarded.
- g. In order to include the products from the transaction certificate on an eTransaction (see ASR-113) - `tcInvalidationReason` of "E".

4.5.5 If a transaction certificate is amended or invalidated after it is issued, the certification body shall ensure that an updated transaction certificate or notice of invalidation is provided to the buyer. The organization may take responsibility to notify the buyer provided that documentation of this is provided to the certification body.

4.5.6 If the certification body chooses to share information about amended and/or invalidated transaction certificates to all certification bodies or publicly, the information shared should be limited to information which does not identify the seller or buyer such as the transaction certificate number, issue date, and buyer's certification body. In particular, the certification body should ensure that information shared does not allow someone to find full details of the transaction certificate via the Textile Exchange Transaction Certificate Verification Portal.

NOTE:

- 1) Textile Exchange may publish a public list of invalid transaction certificates showing the certification body name, the date of issue, and the transaction certificate number only. Textile Exchange may also share details of an invalid transaction certificate excluding details of the input transaction certificate with the buyer's certification body.

4.5.7 The certification body who issued a transaction certificate shall take responsibility for amending the transaction certificate, including when the seller is no longer certified with that certification body.

NOTE:

- 1) If the certification body who issued a transaction certificate is no longer a Textile Exchange certification body, the seller's current certification body may request an exemption to amend the transaction certificate. An exemption is needed to ensure manual updates can be made to dTrackit as needed.

4.6. Determining Material Composition

Consultation Note: Textile Exchange is in the process of preparing guidance for calculating material composition including the acceptable margin of error. This guidance will be integrated into the final policy.

4.7. Special Shipping and Storage Arrangements

4.7.1 When certified 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 material. When certified materials change ownership without physically moving between facilities, the date of the ownership change may be accepted as the "shipping date" (**tcShipmentDate**) 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.

4.7.2 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.

- a. 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**).
- b. Only one consolidated shipment (i.e. up to 30 days' shipments) shall appear on the transaction certificate.
- c. Data fields shall be filled in as follows on the transaction certificate and in dTrackit. Note that spellings are case sensitive (e.g. "dropship" shall not be substituted for "Dropship")
 - i. Shipment number (**tcShipmentNo**), Shipping document number (**tcShipmentDocNo**), and shipment invoice reference (**tcShipmentInvoiceReferences**) - "Dropship";
 - ii. Shipment date (**tcShipmentDate**) - Date of the earliest shipment included;
 - iii. Shipment weight (**tcShipmentGrossShippingWeight**) - Total weight of all included shipments;

- iv. ship to facility name (shipToName), address 1 (shipToAddress1), city/town (receivingFacilityTown), and postcode (shipToPostcode) - "Dropship"; and
- v. ship to state/province (shipToStateOrProvince) and country/area (shipToCountryOrArea) - "00" (may be blank on the transaction certificate pdf).

- 4.7.3** If the buyer takes possession of the certified 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 ship to.
- a. The ship to facility's TE-ID (shipToTeld) shall be included.
 - b. Data fields shall be filled in as follows on the transaction certificate and in dTrackit.
 - i. Shipping document number (tcShipmentDocNo) - the number of any shipping document generated by the seller, such as a commercial invoice or packing slip, or "NA" if no such document exists; and
 - ii. Shipment date (tcShipmentDate) - Date the products were received/picked up by the buyer at the seller's facility.

- 4.7.4** If materials included on a transaction certificate are physically returned from the buyer to the seller, a return transaction certificate is needed to allow the original seller to re-add the material to their available inventory.
- a. The title on a return transaction certificate shall be "Return Transaction Certificate".
 - b. The status (tcStatus) on a return transaction certificate shall be "Return", "Return-amended", or "Return-invalidated" as applicable.
 - c. The seller on a return transaction certificate (i.e. the buyer for the original transaction certificate) is not required to have the applicable product categories or product details listed on their scope certificate, provided that the product categories, product details, and quantities match the input transaction certificate.
 - d. For return transaction certificates, the data field tcIsReturn shall show "Y". For all other transaction certificates tcIsReturn shall show "N".

4.8. Packaging on Transaction Certificates

- 4.8.1** When packaging materials are sold as a product (e.g. by the packaging manufacturer to the manufacturer of the final product which will use the packaging), no special criteria for transaction certificates apply.

- 4.8.2** For final products, certified packaging which is applied to the final product may be listed on the transaction certificate as follows. It is not mandatory to include the packaging on the transaction certificate even when on-product claims have been made about the packaging.
- a. The packaging materials shall be listed as one or more separate products on the transaction certificate, with the applicable input transaction certificate(s) for the packaging materials listed.
 - b. The product(s) which the packaging has been applied to shall be listed in tcProductPackagingFor. If the products are not certified, tcProductPackagingFor shall state "non-certified product".
 - c. Prior to issuing the transaction certificate, the certification body shall review documentation to confirm that the packaging materials were applied to the relevant products, and shall review sales documentation for the products.

NOTE:

- 1) It is not expected that the packaging materials be specifically listed on sales documentation for packaging which has been applied to a final product.

Section 5 – Transaction Certificate Template

This section includes criteria for how to complete the transaction certificate template in detail. Criteria in this section only apply to transaction certificates.

5.1. Title, Headers, and Footers

5.1.1 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 from the standards listed in TE-TXL-POL-204. All standards which apply to the transaction certificate shall be named. See 4.7.4 for return transaction certificates.

5.1.2 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.

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

- a. One of the following version statements:
 - i. “This electronically issued document is the valid original version”; or
 - ii. “This translation is provided for information purposes only.” in the language of the document if the document is in any language other than English.
- b. The TE-ID of the seller (sellerTeld); and
- c. Page number in the format “Page X of Y” where ‘X’ is the current page and ‘Y’ is the total number of pages.

5.2. Transaction Certificate Number

5.2.1 Each transaction certificate shall have a unique alphanumeric transaction certificate number (tcNo) generated by the certification body.

- a. 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.
- b. The transaction certificate number shall only use the following characters: letters (A-Z and a-z, without diacritical marks), numbers (0-9), hyphen (-), and emdash (–).
- c. 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:

- 1) A suggested example format for transaction certificate numbers is CB-Sequential_Number. A transaction certificate to an organization with TE-ID TE-12345678 by a certification body with licensing code CB-ABC could then be ABC-000001. This is an example only and is not a required format.

NOTE:

- 1) The use of spaces or other punctuation marks in transaction certificate numbers may prevent proper data linking in dTrackit.
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5.2.2 Whenever a transaction certificate is updated, the certification body shall assign a version number (tcVersionNo) which uniquely identifies this version of the transaction certificate. tcVersionNo shall not be blank.

- a. If the transaction certificate has not been updated since it was issued, tcVersionNo shall match tcNo.

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- b. If the transaction certificate has been updated since it was issued, tcVersionNo shall either be:
 - iii. tcNo with an ending appended to it to create a number which is unique in the system and meets 5.2.1.b; or
 - iv. A new number which meets the criteria for tcNo (see 5.2.1).

NOTE:

- 1) See examples provided under 3.2.2 for how version numbers may and shall not be implemented.
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5.3. Authorization

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

5.3.2 The authorization statement shall include:

- a. Place of issue (tcPlaceofIssue);
 - b. Date of issue (tcDateOfIssue), which shall be the date the transaction is issued (not backdated or issued for a future date);
 - c. Signature of Authorized Person;
 - d. Name of Authorized Signatory;
 - e. Certification Body Stamp or Logo; and
 - f. Standard logo(s), which shall be limited to the logo(s) of the standard(s) included on the transaction certificate, as detailed in TE-TXL-POL-204.
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5.3.3 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. For additional status options for return transaction certificates, see 4.7.4.b.

5.4. Box 1 – Certification Body

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

5.5. Box 2 – Seller of Certified Products

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

5.5.2 The seller’s associated scope certificate version number (sellerScNo) 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.

5.5.3 The seller's TE-ID (sellerTeld) shall be specified. Where the seller is not the main site on the scope certificate, the seller site's TE-ID shall be specified.

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- 5.5.4** The seller shall be a site which is named on the scope certificate. The seller shall not be a subcontractor.
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- 5.5.5** The name of the certified organization (i.e. the main site specified on the scope certificate, `sellerCertifiedOrganizationName`) shall be specified from the cover page of the scope certificate beside “Seller certified organization”.
-
- 5.5.6** If a non-certified trader purchases the products from the seller and sells them to the buyer, the name of the trader (`sellerNonCertifiedTraderName`) and the trader’s TE-ID (`sellerNonCertifiedTraderTeld`) shall be listed. See CCS-101 for details of when a non-certified trader is permitted.
- a. More than one non-certified trader may be specified if applicable, in which case the names and TE-IDs of the traders shall be separated with semicolons.
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- 5.5.7** The seller’s certification body client number (`sellerCbClientNo`) shall be specified. See 3.3.3 for further details.
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5.6. Box 3 – Buyer of Certified Products

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- 5.6.1** 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). The buyer is the legal entity/site which is taking ownership of the product and is typically the same as the buyer named on the invoice.
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- 5.6.2** The buyer’s TE-ID (`buyerTeld`) shall be specified. Where the buyer is certified and is not the main site on the scope certificate, the buyer site’s TE-ID shall be specified.
-
- 5.6.3** If the buyer is certified to any of the applicable standards, 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.
-
- 5.6.4** If the buyer is certified to any of the applicable standards, the name of the certified organization (i.e. the main site specified on the scope certificate, `buyerCertifiedOrganizationName`) shall be specified from the cover page of the scope certificate beside “Buyer certified organization”. Subcontractors shall not be entitled to buy on behalf of the certified organization.
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- 5.6.5** The buyer’s certification body client number (`buyerCbClientNo`) should be specified. See 3.3.3 for further details.
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5.7. Box 4 – Weights

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- 5.7.1** The total weight of products covered by the transaction certificate excluding packaging shall be specified in (`tcNetShippingWeight`). This includes the weight of any non-certified portion of the product including trims. This shall be equal to the sum of the net shipping weights for each product listed in Box 7 (see 5.10).
-
- 5.7.2** The total weight of certified material in the products shall be specified (`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 7 (see 5.10). Certified weight includes any
-

certified trims. For multi-standard transaction certificates, the certified weight shall be listed per standard (`tcStandard`).

5.8. Box 5 – Declarations of Certification Body

- 5.8.1** The declarations as prescribed on the template shall be used.
-
- 5.8.2** 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.
-
- 5.8.3** The final declaration beginning “This transaction certificate does not entitle” shall be included with reference to the standard acronym (`tcStandard`).
-
- 5.8.4** For OCS this box shall be used to declare if all of the organic fibers used meet the certification requirements of the USDA NOP. For information about other organic standards, see information about inputs in the products box (5.10.4).
- 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.
 - For sellers after the first processor, OCS Material is considered to comply with USDA NOP rules if all of the incoming OCS Material complies with USDA NOP rules, as indicated on the incoming transaction certificate. If any of the incoming OCS Material cannot be confirmed to comply with USDA NOP rules (i.e. 'No' is checked for this box on the incoming TC), 'No' shall be selected. Checking 'Yes' on this box indicates that all listed products comply with USDA NOP rules. Products from the same shipment may be divided into separate TCs if necessary to allow for this.
 - 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.
-

5.9. Box 6 – Shipments

- 5.9.1** Detailed information shall be specified per shipment included on the transaction certificate, as follows:
- 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 5.9.1.c).
 - Shipment date (`tcShipmentDate`) – The date the shipment left the seller’s facility. Only one date is allowed per shipment.
 - 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. And
 - Sales Invoice references (`tcShipmentInvoiceReferences`) – The seller’s sales invoice numbers for all sales invoices included in the shipment.
-

NOTE:

- 1) Refer to section 4.7 for criteria relating to special shipping arrangements.
-

- 5.9.2** The ship to facility shall be identified for each shipment as the facility which the seller ships the product to, or the facility identified under the name "ship to" on the purchase order. The ship to facility for the products shall be specified, including name (`shipToName`) and address (`shipToAddress`).
- a. A facility which does not take physical possession of products shall not be named as the ship to.
 - b. If the buyer is certified, the ship to facility should be a facility on the buyer's scope certificate where possible.
 - c. If the ship to facility is listed on a scope certificate, the ship to facility's TE-ID (`shipToTeld`) shall be specified. Otherwise, the ship to facility's TE-ID (`shipToTeld`) should be specified when available.
 - d. Where the ship to facility is at a port, the specific facility should be specified. It is also allowable for the port to be named. The name of the port may appear in `shipToAddress1` when no street address is applicable.

EXAMPLES:

- 1) 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 the ship to.
- 2) The seller arranges transportation to a specific port facility in the buyer's country. The buyer then arranges transportation from the port facility to the buyer's site. The port facility may be named as the ship to.

5.10. Box 7 – Certified Products

- 5.10.1** Products shall only be included on the transaction certificate if the applicable product category, product detail, component (if applicable), and claims category are all included on the seller's scope certificate, along with all applicable raw materials (see 3.7.1) and all facilities which took physical possession of the product while it was owned by the seller. See 4.7.4 for an exception to this for returned products.
- a. 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.
 - b. A facility which took physical possession of the product may be added to the scope certificate after the shipment date and before the transaction certificate is issued provided that the facility is either:
 - i. An independently certified subcontractor who was continually certified from taking physical possession of the product until the date of the complete and valid transaction certificate application; or
 - ii. A facility which only does warehousing and distribution of final products (PR0048).

-
- 5.10.2** If the same product is included on multiple shipments, it shall be reported as a separate product per shipment on the transaction certificate even when other characteristics are identical.

-
- 5.10.3** Detailed information shall be specified for each certified product included on the transaction certificate, as follows. These fields shall be included for all products.
- a. Product ID (`tcProductId`) – A number identifying the product within the transaction certificate. This number shall be one of the following:
 - i. The products GTIN, which should be used as the preferred option where possible; or
 - ii. The transaction certificate number followed by a number to uniquely identify the product.
 - b. Shipment number (`tcProductShipmentNo`) – The shipment number from Box 6 (see 5.9.1.a) associated with the product.
 - c. Order number (`tcProductOrderNo`) – The buyer's purchase order number with the product. If there is no purchase order, the seller's invoice number may be used provided that the buyer is not a brand.

- d. Article number (**tcProductArticleNo**) – A number to uniquely identify the product. If the buyer is a brand, this shall be the brand's style or model number. If the buyer is not a brand, the number should come from the seller's system (e.g. lot number, EAN, SKU), however "na" may be specified if the seller does not assign article numbers.
- e. 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.
- f. Net shipping weight (**tcProductNetShippingWeight**) – The total weight of the product excluding packaging (see 5.7.2).
- g. Certified weight (**tcProductCertifiedWeight**) – The total weight of certified material in the product. (See 5.7.3.) If the product has components, this shall be the sum of the certified weights (**tcComponentCertifiedWeight**) for all components. 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.
- h. Product category (**tcProductCategoryCode**) – The applicable product category from ASR-213. The product category shall be listed on the scope certificate.
- i. Product detail (**tcProductDetailCode**) – The applicable product detail from ASR-213. The product detail shall be listed on the scope certificate.
- j. Claims category (**tcProductClaimsCategory**) - The applicable claims category for the product, based on the possible claim categories per standard in TE-TXL-POL-204. The claims category shall be listed on the scope certificate. A maximum of one claim category per standard shall be listed.
- k. Facilities taking physical possession of product (**tcProductFacilities**) - The TE-IDs and associated process codes of the facilities which took physical possession of the product while it was owned by the seller, including both sites and subcontractors. Only process codes for products which were done to the product at the facility shall be listed. Facilities shall be listed in the order that they first take physical possession of the product, and each facility shall only be listed once.

5.10.4

Details of the input transaction certificates for all eligible inputs to the product shall be included as follows. This includes both Textile Exchange transaction certificates and transaction certificates from other certification schemes for allowable inputs. Each applicable input product shall be listed separately, so the same input transaction certificate number may be listed multiple times.

- a. The input transaction certificate number (**inputTcNo**);
- b. The product ID or product number from the input transaction certificate (**inputProductTcNo**);
- c. The certified weight used from the input product (**inputTcProductCertifiedWeightUsed**); and
- d. The standard of the input transaction certificate (**inputTcStandard**).
- e. For farms certified to a Textile Exchange standard, the input transaction information shall be blank and the space for it should be removed from the transaction certificate.

5.10.5

For reclaimed materials and inputs covered by equivalency recognition to a standard without transaction certificates (see TE-TXL-POL-204), a material declaration form (MDF) shall be referenced in the fields for the input transaction certificate as detailed in 5.10.4. This includes organic farm standards which do not require transaction certificates.

5.10.6

The material composition shall be specified, including the percentage content per raw material (**tcProductRawMaterialPercentage**) and the raw material codes (**tcProductRawMaterialCode**) from ASR-213 in parentheses.

- a. Both certified and non-certified raw materials shall be listed.
- b. The material composition percentages shall be calculated to two decimal places for data submissions to dTrackit. They shall be rounded to the nearest integer for the PDF. e.g. 50.40% shall be rounded to 50% and 51.83% shall be round to 52% for the PDF.
- c. The exact material composition with a percentage content per raw material (**tcProductRawMaterialPercentage**) is mandatory. Trims may be excluded where permitted by CCS-101.

- d. The material composition shall reflect the composition calculations (see CCS-101 Content Claim Standard, D4).
- e. If the product has components, the material composition in Box 7 shall be replaced with the text "See Box 8 for components".

 NOTE:

- 1) See section 4.6 for more details of how to determine material composition.

5.10.7

The geographic origin of the certified raw material shall be specified, including the country or area (`tcRawMaterialCountryOrArea`), the state or province (`tcRawMaterialStateOrProvince`). This shall be specified per state/province when the geographic origin is in a country where state/province data is required by ASR-214.

- a. Geographic origin information shall be obtained from the input Textile Exchange transaction certificate where applicable. For materials without an input Textile Exchange transaction certificate, see TE-TXL-POL-204 for how to obtain geographic origin information.
- b. The sum of the certified weights for each separate raw material for a product shall be equal to the total certified weight (`tcProductCertifiedWeight`).
- c. Where there are multiple geographic origins for the same certified raw material, the weight from each geographic origin (`tcRawMaterialWeight`) shall be specified. This shall be at the state/province level for any country/area which requires state/province information in ASR-114, and at either the state/province level or the country/area level for all other countries/areas.
- d. If the input transaction certificate was issued under a previous Transaction Certificate Policy and the geographic origin cannot be linked to a specific product on the input transaction certificate, all geographic origins listed for that certified raw material shall be included.
- e. If the input transaction certificate was issued under a previous Transaction Certificate Policy and the certified weight per geographic origin cannot be identified (i.e. a total weight is provided for multiple geographic origins), the weight shall be distributed evenly among the specified geographic origins.
- f. If 5.10.7.d and/or 5.10.7.e apply or were noted in the products box of the input transaction, the declaration "Weights per geographic origin are approximations" shall appear in `tcProductInfoAdditional`.

5.10.8

The following fields shall appear on the transaction certificate when applicable and may be removed from the template when blank:

- a. Supplementary weight (`tcProductSupplementaryWeight`) and description (`tcProductInfoSupplementaryWeight`)- The total supplementary weight excluded from the material composition, along with a description of the supplementary weight. `tcProductInfoSupplementaryWeight` shall not be blank unless `tcProductSupplementaryWeight` is zero or blank. Supplementary weight includes the following:
 - i. Non-certified trims excluded from the material composition as allowed by CCS-101; and
 - ii. Non-certified components for final products.
- b. Additives weight (`tcProductAdditivesWeight`) and description (`tcProductAdditives`) - The total weight of any additives excluded from the material composition. `tcProductAdditives` shall not be blank unless `tcProductAdditivesWeight` is 0 or blank. See 4.6 for more details about additives.
- c. Product Quality - Product quality information as follows. The label text for each field is optional and lines which are not applicable should be removed. Product quality information should be removed when the product has components.
 - i. For fibers (PC0032, PC0033, PC0034), the fiber length in mm, and fiber fineness in applicable unit (`tcProductInfoFiberLength`).
 - ii. For yarns (PC0029, PC0030, PC0031), the yarn count (`tcProductInfoYarnCount`).
 - iii. For fabrics (PC0025, PC0026, PC0027, PC0028, PC0039), the fabric weight in gsm (g/m²) and fabric construction (e.g. ends/picks per inch, yarn count) (`tcProductInfoFabricWeightAndConstruct`).

- iv. For garments and finished textile products, the fabric gsm for all fabrics with certified material (`tcProductInfoFabricWeightOfFinishedProduct`).
- v. For all other products, applicable technical specifications of the product (`tcProductInfoTechnicalSpecifications`).
- d. 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 should be included but is optional.
- e. Product is Packaging For (`tcProductPackagingFor`) - For packaging which has been applied to a final product. `tcProductPackagingFor` shows the product numbers of products which are packaged in this product, or "non-certified product". This field only applies when 4.8.2 is applicable. See 4.8.2 for more details. And
- f. Additional information (`tcProductInfoAdditional`) – Space for other relevant information about the product.

EXAMPLE:

- 1) A sweater has buttons which are classified as trim. The trim weight is the weight of the buttons and is included in `tcProductSupplementaryWeight`.
- 2) A component claim is made for the down filling in the jacket. The non-certified component weight is the weight of the jacket without the down filling and is included in `tcProductSupplementaryWeight`.

5.10.9

The following fields shall appear on the transaction certificate when indicated. They may appear on the transaction certificate when they are included on all of the applicable input transaction certificates, with information matching the input transaction certificates. They should be removed from the template when blank:

- a. Origin facility TE-ID (`tcProductOriginFacility`) - the facility which represents the origin of the material, required on the first transaction certificate for Textile Exchange standards unless otherwise specified in TE-TXL-POL-204. The facility name may be included on the PDF but shall not be included in data submissions. Determined as indicated in TE-TXL-POL-204.
- b. Origin organization TE-ID (`tcProductOriginOrganization`) - the organization which represents the origin of the material, required on the first transaction certificate for Textile Exchange standards unless otherwise specified in TE-TXL-POL-204. The organization name may be included on the PDF but shall not be included in data submissions. Determined as indicated in TE-TXL-POL-204.
- c. The first processor TE-ID (`tcProductFirstProcessor`) - The TE-ID of the first processor facility of the material. Required on the transaction certificate from the first processor. This field shall be blank for unprocessed materials (e.g. farm transaction certificates).
- d. First processor process code (`tcProductFirstProcessCode`) - The process code for the first processor of the material. Required on all transaction certificates for recycled materials.
- e. Waste source (`tcProductWasteSource`) - The process code for the source of the reclaimed material as specified on the material declaration form. Only applicable for reclaimed and recycled materials. Required on transaction certificates from recyclers. And
- f. Feedstock (`tcProductFeedstock`) - For recyclers and pulp mills, the feedstock with the applicable product category, product detail, and raw material codes based on the material declaration form. Required for transaction certificates from recyclers and pulp mills (including both recycled and non-recycled pulp). For reclaimed and recycled material, the feedstock shall use a "no attribute" raw material code. For non-recycled pulp, the applicable attribute shall be used to determine the code.

NOTE:

- 1) Pulp mills may or may not be recyclers depending on the products produced. This criterion applies to all pulp mills.

5.11. Box 8 – Certified Components

5.11.1 Claims for a product may be made based on the entire product (i.e. Box 8 is not applicable) or based on one or more components. See TE-301 and TE-MM-POL-301 for more details, and eligibility for full product and component claims.

5.11.2 If claims are made based on components, all components shall be listed in Box 8. If components are specified on the transaction certificate, Box 8 shall be completed.

- a. Components may be specified for final or non-final products.
- b. When specified for non-final products, components shall collectively cover the entire product. For final products, non-certified components may be excluded, and their weight recorded in tcProductSupplementaryWeight in Box 7 (see 5.10.8.a).
- c. Components shall be specified when any of the following apply:
 - i. Product composition is represented in terms of components on labels appearing on the product or its packaging, apart from certification claims (e.g. care labels);
 - ii. Separate tracking of material composition per component is legally required in the jurisdiction of sale to the consumer; or
 - iii. The product is a final product made up of multiple fabrics with different material compositions and/or visually distinct elements.
- d. Components shall only be specified if they are visually distinct elements of the product which could be identified by the consumer.

5.11.3 Each certified component shall be specified separately in Box 8, including the following information:

- a. Product ID (tcProductId) – The product ID for the associated product.
- b. Component number (tcComponentNo) - A number to uniquely identify the component. A different component number shall be used for each component on the TC.
- c. Net shipping weight (tcComponentNetShippingWeight) – The total weight of the component excluding packaging. (See 5.7.2.)
- d. Certified weight (tcComponentCertifiedWeight) – The total weight of certified material in the component(s). (See 5.7.3.) 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.
- e. Component detail (tcComponentDetail) – The applicable product detail for the component from ASR-213. The product detail shall be listed as a component on the scope certificate.
- f. Claims category (tcComponentClaimsCategory) - The applicable claims category for the component, based on the possible claim categories per standard in TE-TXL-POL-204. The claims category shall be listed on the scope certificate. A maximum of one claims category per standard shall be listed. For a non-certified component, "na" shall be specified.
- g. Component Quality - Product quality information for the component as follows. The label text for each field is optional and lines which are not applicable should be removed.
 - i. For fibers (PC0032, PC0033, PC0034), the fiber length in mm, and fiber fineness in applicable unit (tcComponentInfoFiberLength).
 - ii. For yarns (PC0029, PC0030, PC0031), the yarn count (tcComponentInfoYarnCount).
 - iii. For fabrics (PC0025, PC0026, PC0027, PC0028, PC0039), the fabric weight in gsm (g/m²) and fabric construction (e.g. ends/picks per inch, yarn count) (tcComponentInfoFabricWeightAndConstruct).
 - iv. For garments and finished textile products, the fabric gsm for all fabrics with certified material (tcComponentInfoFabricWeightOfFinishedProduct).
 - v. For all other products, applicable technical specifications of the product (tcComponentInfoTechnicalSpecifications).
- h. Additional information (tcComponentInfoAdditional) – Space for other relevant information about the component. This field may be omitted from the PDF transaction certificate if it is blank.

5.11.4 The material composition of the component shall be specified, as described for the product in 5.10.6 and 4.6, including the raw material code (`tcComponentRawMaterialCode`) and percentage (`tcComponentRawMaterialPercentage`).

5.11.5 Where no components are specified, Box 8 may be removed from the template. In this case, the checkbox beside "Products do not have component claims" shall be checked.

5.12. Box 9 – Declarations by Seller of Certified Products

5.12.1 Box 10 provides space for declarations made by the seller which have not been verified by the certification body.

5.12.2 The seller may request that any declaration be included in `tcSellerProductDeclarations` provided that it does not include any of the following:

- Information which is inaccurate or misleading;
- References to brand names;
- References to trade names (e.g. upland cotton);
- Information or claims about certification standards or audits which are not listed in TE-TXL-POL-204.

EXAMPLE:

- Other allowable declarations include the following:
 - "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.
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5.12.3 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 where required by a specific criterion, or may add a statement that the declarations have not been verified by the certification body.

Section 6 – Data Specifications

This section includes additional data specifications for scope and transaction certificates, including data fields which do not appear on the templates and which have not otherwise been referenced in this policy.

6.1. Data Submissions

6.1.1 The certification body shall submit data for all certificates to dTrackit within three calendar days of the certificate being issued, amended, or having the status changed (suspended/withdrawn/returned to valid for scope certificates; invalidated for transaction certificates). No submission is required when a scope certificate expires.

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- 6.1.2** The certification body shall additionally submit baseline data no later than the tenth (10th) day of the following month. This shall include on the number of scope certificates issued, transaction certificates issued, and sites certified during each calendar month. The format for this will be specified by Textile Exchange.
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- 6.1.3** The certification body shall follow ASR-507 and ASR-508 for data submissions to dTrackit.
-
- 6.1.4** The certification body shall upload PDF copies of scope certificates to dTrackit each time a scope certificate is issued, updated, suspended, or has a suspension lifted, and PDF copies of transaction certificates each time a transaction certificate is issued, amended, or invalidated. The data on the PDF certificate shall match the data submission.
-
- 6.1.5** All dTrackit data fields listed in this policy shall be included in data submissions to dTrackit for each certificate, except where they are identified as optional or only required in specific situations. Fields deliberately left blank or omitted shall be included in data submissions with a value of "na".
-
- 6.1.6** 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.
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- 6.1.7** If a field is listed as optional, it may be included in data submissions even when it is not included on the certificate.
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- 6.1.8** The certification body shall remove any duplicate data submissions from dTrackit within seven calendar days of upload.
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- 6.1.9** The certification body shall submit information about their data structures to Textile Exchange prior to implementing this policy, and thereafter upon request from Textile Exchange or when these data structures change. This information shall include formats for scNo, scVersionNo, tcNo, tcVersionNo, and tcProductId (when GTIN is not used) along with an explanation of how these numbers are generated for certificates by the certification body.
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6.2. Additional Data for Scope Certificate Data Submissions

- 6.2.1** The following fields do not appear on the scope certificate, but shall be included in scope certificate data submissions into dTrackit:
- a. Facility type (**facilityType**) – The type of facility for each facility, either “MF” (main site), “FA” (subsequent site), “AS” (associated subcontractor), or “CS” (certified subcontractor).
 - b. Audit date (**scLastAuditDate**) – The date of the last full audit of the organization, leading to an initial certification or recertification. In the case of a multi-day audit, **scLastAuditDate** shall include the final day of the audit.
 - c. Audit start date (**scLastAuditStart**) – The first date of the last full audit of the organization, leading to an initial certification or recertification. Required when the audit occurred over multiple days.
 - d. Date facility added (**facilityAddedDate**) - The date the facility was added to the scope certificate. For any facility which was included on the scope certificate when it became valid (**scValidFrom**), this date shall be equal to **scValidFrom**. And
 - e. Date standard added (**scStandardAddedDate**) - The date the standard was added to the scope certificate. For any standard which was included on the scope certificate when it became valid (**scValidFrom**), this date shall be equal to **scValidFrom**.
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- 6.2.2** The following fields do not appear on the scope certificate, but shall be included in scope certificate data submissions into dTrackit for specific scopes or situations:
- a. GOTS scope certificate number (**gotsScNo**) – The scope certificate number for the GOTS scope certificate. Required for all OCS first processors who are also GOTS certified, and recommended for all other GOTS certified sites.
 - b. Scope certificate legacy number (**scLegacyNo**) – The historical scNo of a scope certificate issued by the preceding certification body for a certified organization that is transferred to a succeeding certification body. Required for the first scope certificate issued by a certification body when the organization has been certified to the same Standard with another certification body within the previous two years.
 - c. Facility Production Capacity (**facilityProductionCapacity**) - The annual production capacity for the facility, in kg of output products. Required for all facilities with physical possession of certified materials, except for farms and warehousing/distribution of final products.
 - d. Farm Capacity (**facilityFarmCapacity**) - The farm’s estimated annual production capacity per certified raw material in kg along with the applicable raw material code in the format “RM0000-nn” where RM0000 is the applicable raw material code and nn is the number of kg. e.g. 1000 kg of responsible wool would be listed as “RM0083-1000”. Required for farms.
 - e. Scope certificate withdrawal date (**scWithdrawalDate**) - The date when a scope certificate was withdrawn. Required when the scope certificate has been withdrawn.
 - f. Date facility removed (**facilityRemovedDate**) - The date the facility was removed from the scope certificate. Required for any facility which has been removed from the scope certificate during its validity. And
 - g. Date standard removed (**standardRemovedDate**) - The date the standard was removed from the scope certificate. Required for any standard which has been removed from the scope certificate during its validity.

- 6.2.3** The following fields may be included on dTrackit submissions but are optional:
- a. User-specific terms, as allowed for in ASR-213. These terms shall be added to the transaction certificate if used.
 - i. Product category user specific term (**scProductCategoryUserSpecificTerm**);
 - ii. Product detail user specific term (**scProductDetailUserSpecificTerm**); and
 - iii. Facility process category user specific term (**facilityProcessCategoryUserSpecificTerm**).
 - b. Claims approval status (**certifiedOrganizationApprovedClaims**) – An indication of if the organization has received claims approvals, as follows:
 - i. “PC” when product claims have been approved;
 - ii. “CC” when certified organization claims have been approved;
 - iii. “BOTH” when product and certified organization claims have been approved; and
 - iv. “NONE” when no claims have been approved.
 - c. Facility number (**facilityNo**) - A number assigned by the certification body to track the facility. Recommended if the certification body is assigning a facility number which is distinct from the TE-ID to aid in deduplication.
 - d. Facility last audit date (**facilityLastAuditDate**) – The last date when the facility was audited by the certification body. Not applicable to independently certified subcontractors. And
 - e. Farm number of animals (**facilityFarmNoAnimals**) – The number of animals of the target species used to calculate **facilityFarmCapacity**, applicable to animal farms only (i.e. process categories PRO011, PRO036, and PRO038). For down farms this is the number of birds per year.

6.3. Additional Data for Transaction Certificate Data Submissions

- 6.3.1** The following fields do not appear on the transaction certificate, but shall be included in scope certificate data submissions into dTrackit:
- a. 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.
 - b. 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.
 - c. Application received date (`tcApplicationReceived`) – The date the certification body first received the transaction certificate application from the seller. And
 - d. Complete and valid application received date (`tcApplicationComplete`) – The date the certification body received a complete and valid transaction certificate application from the seller.
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- 6.3.2** The following fields do not appear on the transaction certificate, but shall be included in transaction certificate data submissions into dTrackit for specific scopes or situations:
- a. 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.
 - b. 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.
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- 6.3.3** The following fields may be included on dTrackit submissions but are optional:
- a. User-specific terms, as allowed for in ASR-213. These terms shall be added to the transaction certificate if used.
 - i. Product category user specific term (`tcProductCategoryUserSpecificTerm`); and
 - ii. Product detail user specific term (`tcProductDetailUserSpecificTerm`).
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6.4. Submission of Audit Reports

- 6.4.1** The certification body shall upload copies of audit reports including full audit checklists to dTrackit whenever an initial audit, recertification audit, additional audit, or transfer audit is completed, including when there is not a positive certification decision (i.e. certification is denied).
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- 6.4.2** When Textile Exchange provides a report template (see TE-TXL-POL-204), the report template shall be used and shall be uploaded in Microsoft Excel format. In all other cases, the certification body shall upload a single file in Microsoft Word, Microsoft Excel, CSV, or PDF format, or a ZIP file including multiple files in those formats.
-