



**Textile
Exchange**

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TEXTILE EXCHANGE
STANDARDS



POLICY FOR SCOPE AND TRANSACTION CERTIFICATES

Document information

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ASR-103-V3.1 and *ASR-104-V3.1* were combined, revised, and re-released under their new code: *TE-TXL-POL-203*

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A. About the document

TE-TXL-POL-203 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 Textile Exchange standards in order to enable easy, practical handling and verification for all users of scope certificates.

A1. Implementation

The following implementation timelines apply:

A1.1.1 *TE-TXL-POL-203-V4.0 Policy for Scope and Transaction Certificates* is effective **October 1, 2026**, and may be used as of that date.

A1.1.2 *TE-TXL-POL-203-V4.0 Policy for Scope and Transaction Certificates* is mandatory on **April 1, 2027**. From this date onwards, all certificates are required to be issued using *TE-TXL-POL-203-V4.0 Policy for Scope and Transaction Certificates*. This document supersedes the following document(s), which are not to be used for audits or assessments conducted after this mandatory date:

- a. *ASR-103-V3.1 Policy for Scope Certificates* (ASR-103);
- b. *ASR-104-V3.1 Policy for Transaction Certificates* (ASR-104);
- c. *ASR-117-V1.0 Material Ledger Policy* (ASR-117);
- d. *ASR-204-V3.1 Template for Scope Certificates* (ASR-204);
- e. *ASR-205-V3.1 Template for Transaction Certificates* (ASR-205); and
- f. *CCS-102-V3.1 CCS Certification Procedures* (CCS-102), Section E.

A2. Document references

Textile Exchange provides additional policies, guidance documents, and templates to support the implementation of this document. All documents relevant to the standards system are available at the [Textile Exchange Knowledge Center](#). The latest version (or code) of referenced documents, including any amendments (for example, calibrations), applies.

The following documents are integral to understanding and implementing this document. This list is for reference only and is a non-exhaustive list:

A2.1.1 *TE-TXL-POL-204 Standard-Specific Details for Assurance Systems* (TE-TXL-POL-204): A supplementary document that shows details that apply to assurance systems for specific Textile Exchange standards.

A2.1.2 *TE-TXL-TEM-209 Transaction Certificate Review Checklist* (TE-TXL-TEM-209): A supplementary checklist that certification bodies are required to use.

NOTE:

- 1) This document is only made available to certification bodies.

A2.1.3 *TE-TXL-TEM-203 Template for Scope Certificates* (TE-TXL-TEM-203): The template used by certification bodies to create scope certificates.

NOTE:

- 1) This document replaces *ASR-204 Template for Scope Certificate* (ASR-204) and is available as Appendix A of this document. It is only available to certification bodies as a separate document.

A2.1.4 *TE-TXL-TEM-204 Template for Transaction Certificates* (TE-TXL-TEM-204): The template used by certification bodies to create transaction certificates.

NOTE:

- 1) This document replaces *ASR-205 Template for Transaction Certificate* (ASR-205) and is available as Appendix B of this document. It is only available to certification bodies as a separate document.

A2.1.5 *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.

NOTE:

- 1) This document replaces *ASR-213 Materials, Processes, and Products Classification* (ASR-213). ASR-213 shall be used in place of TE-TXL-DAT-501 until the document becomes effective and may be used until the document becomes mandatory.

A2.1.6 *TE-TRK-DAT-501 Certification Body Data Specification* (TE-TRK-DAT-501): The data input specifications for certification body data reporting to Trackit™.

NOTE:

- 1) This document replaces *ASR-507 Certification Body Data Specification Products Classification* (ASR-507).
- 2) This document is only made available to certification bodies.

A2.1.7 *TE-TXL-GUI-202 Material Ledger Calculation Guidance* (TE-TXL-GUI-202): This document provides optional guidance to assist certification bodies in calculating volume adjustments.

NOTE:

- 1) This document replaces *ASR-217 Material Ledger Calculation Guidance* (ASR-217).
- 2) This document is only made available to certification bodies.

A2.1.8 *TE-TXL-GUI-507 Product Weights and Material Composition Guidance* (TE-TXL-GUI-507): The guidance tool for calculating components within the Material Ledger.

A2.1.9 *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.

A2.1.10 All Textile Exchange standards as applicable, including the following:

- a. *TE-MM-STN-101 Materials Matter Standard* (TE-MM-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);

- 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).

A2.1.11 *ASR-106 Accepted Equivalent Standards* (ASR-106): Document that explains the equivalency granted to Global Organic Textile Standard (GOTS) certified materials for OCS-101.

A2.1.12 *CCS-102 CCS Certification Procedures* (CCS-102): The auditing criteria for certification bodies that apply for audits to CCS-101.

A2.1.13 *GRS-202 Guide to Recycled Inputs* (GRS-202): Requirements and guidance regarding eligible reclaimed inputs for recycled products.

NOTE:

- 1) This document will be replaced with an updated document for the Materials Matter Standard. References to GRS-202 shall be considered to reference this updated document once it becomes mandatory.

A2.1.14 All Textile Exchange claims policies as applicable, including the following:

- a. *TE-301 Standards Claims Policy* (TE-301): The criteria and guidance for claims for all Textile Exchange standards except the Materials Matter Standard; and
- b. *TE-MM-POL-301 Materials Matter Standard Claims Policy* (TE-MM-POL-301): The criteria and guidance for claims, trademark, and label use for the Materials Matter Standard.

A2.1.15 *TE-MM-TEM-105 Reclaimed Material Declaration Form* (RMDF): The template used by certified organizations to declare reclaimed inputs received.

A2.1.16 *TE-TXL-DAT-502 Geographic Classification* (TE-TXL-DAT-502): List of countries/areas and states/provinces used for geographic classification. Based on ISO3166ⁱ.

NOTE:

- 1) This document replaces *ASR-214 Geographic Classification* (ASR-214). ASR-214 shall be used in place of TE-TXL-DAT-502 until the document becomes effective and may be used until the document becomes mandatory.

A2.1.17 *TE-TXL-GUI-303 Components Claims Guide* (TE-TXL-GUI-303): This document provides guidance on final product component claims.

A2.1.18 *TE-TXL-POL-209 Policy for Auditing Under Force Majeure Conditions* (TE-TXL-POL-209): Policy for certification bodies to use when facing force majeure conditions that require temporary deviations from Textile Exchange auditing criteria.

NOTE:

- 1) This document replaces *ASR-109 Policy for Auditing Under Force Majeure Conditions* (ASR-109). ASR-109 shall be used in place of TE-TXL-POL-209 until the document becomes effective and may be used until the document becomes mandatory.

A3. Document definitions

Refer to the [Textile Exchange Glossary](#) for definitions of terms used in this document.

NOTE: *TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents* will not be updated going forward and will become obsolete (i.e., retired) alongside the mandatory implementation date of the *Materials Matter Standard* (TE-MM-STN-101). The Textile Exchange glossary takes precedence in case of any contradiction or omission.

A4. Document interpretation and feedback

Points of clarification may be incorporated into supplementary and guidance documents prior to the next revision of this document where applicable. More substantive feedback or suggested changes will be collected and assessed as part of the next review (and if applicable, revision) of this document.

Any uncertainty regarding the correct interpretation of a criterion should be resolved by the “**Notes**” and “**Examples**” sections, 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.

A5. Related systems

A5.1.1 Textile Exchange training system: A system where users are registered for access to Textile Exchange resources including mandatory online training via the learning management system.

A5.1.2 Textile Exchange Trackit™: Trackit is a certified supply chain tracking platform developed for our standards. It leverages our chain of custody, the Content Claim Standard, to track third-party certified materials across the supply system. Trackit centralizes site-level verification and transaction certificate data:

- a. Trackit allows companies certified to Textile Exchange standards as well as certification bodies to access their scope certificates and transaction certificates in a centralized system for a single source of data collection and reconciliation with minimal disruption to the existing certification process. The objectives of Trackit are as follows:
 - i. Centralize scope and transaction certification data from different certification bodies to create a single source of truth.
 - ii. Provide accurate, up-to-date, and easily searchable public data on certified organizations and their product offerings.
 - iii. Provide a single source of transactions for verification, volume reconciliation, and authentication. And
 - iv. Improve Textile Exchange’s ability to monitor, evaluate, and continuously improve the impact of Textile Exchange standards.

NOTE:

- 1) Curated Trackit 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 Trackit dashboards or related APIs.

A5.1.3 Global Organic Textile Standard (GOTS): An independent standard (not owned by Textile Exchange), which is accepted as an equivalent input for the Organic Content Standard (OCS). See ASR-106 for more information.

B. How to understand the document

B1. Document criteria applicability

Throughout this document, the following applicability tag(s) are used to indicate which criteria apply to which area of certification. For example, “SC” is included for criteria that relate to scope certificates. Please see more details on each applicability tag below.

B1.1.1 Criteria with the “SC” applicability tag apply to scope certificates.

SC

B1.1.2 Criteria with the “TC” applicability tag apply to transaction certificates.

TC

B1.1.3 Criteria with the “INPUTS” applicability tag apply to the processing of input materials that are not included on a Textile Exchange transaction certificate that has been uploaded to Trackit.

INPUTS

B1.1.4 Criteria with the “ML” applicability tag relate to the Material Ledger.

ML

B1.1.5 Criteria with the “TE-ID” applicability tag relate to the implementation of the Textile Exchange-ID (TE-ID).

TE-ID

B2. 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 that 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 in limited ways. See TE-TXL-POL-201 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 the identities of the seller and buyer confidential. The transaction certificate number allows the seller’s certification body to be identified. Textile Exchange may make a list of amended or invalid transaction certificate numbers publicly available.

Each facility 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 that are not also certified organizations (for example, farm group members), only limited, non-identifying information is available.

Section 1: Formats and structures

This section introduces formats and structures that are applicable to scope and transaction certificate issuance. Criteria apply to both scope and transaction certificates, except where specified. The word “certificates” refers to both scope and transaction certificates, except where specified.

1.1. Certificate data

1.1.1

SC

TC

The certification body shall submit all data that is required on certificates under this policy to Textile Exchange. Submissions shall be made directly into Textile Exchange’s Trackit on a frequency determined and communicated by Textile Exchange. See Section 6 or further details.

1.1.2

SC

TC

Data that is not required on printed certificates shall also be included in data submissions if it is included in this policy and/or TE-TRK-DAT-501.

NOTE:

- 1) TE-TRK-DAT-501 includes additional details and specifications for data submissions, such as restriction logic and lists of allowable values for specific fields.

1.1.3

SC

TC

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 TE-TXL-DAT-502:

- a. TE-TXL-DAT-502 specifies which countries are required to have state/province data. For all other countries/areas, state/province data should be provided when states/provinces are listed in TE-TXL-DAT-502 for that country/area. And
- 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

SC

TC

When the address of a facility (including the certified organization) is specified on the certificate, the following elements shall be included: civic/street address (`entityStreetAddress`), city or town (`entityTown`), postcode (`entityPostcode`), state/province if required by TE-TXL-DAT-502 (`entityStateOrProvince`), and country/area (`entityCountryOrArea`). These five fields are collectively referred to as the entity address (`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 (for example, 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

SC

TC

Each certification body is assigned a unique, three-letter CB Identifier by Textile Exchange. The certification body’s licensing code (`scCbLicensingCode` and `tcCbLicensingCode`) is “CB-” followed by the CB Identifier. For example,

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

EXAMPLE:

- 1) If the CB Identifier is ABC, the certification body’s licensing code would be CB-ABC.

1.2. Document structure

1.2.1



The certificate shall be issued by the certification body using the most recent version of the applicable template TE-TXL-TEM-203 or TE-TXL-TEM-204. References to the “template” within this policy refer to these templates as applicable.

NOTE:

- 1) TE-TXL-TEM-203 is included in this policy as appendix A. TE-TXL-TEM-204 is included in this policy as appendix B.

1.2.2



All template text (not highlighted) that 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 gray for Trackit fields and highlighted in light blue for non-Trackit fields) shall be replaced by the applicable data. All instruction text (highlighted in light green) shall be deleted.

NOTE:

- 1) References to specific Trackit data fields in this policy are also highlighted in gray. When there are multiple similar fields (for example, for addresses), the word “entity” is used as a placeholder.

EXAMPLE:

- 1) entityAddress covers certifiedOrganizationAddress and facilityAddress for scope certificates, or sellerAddress and buyerAddress for transaction certificates.

1.2.3



On each scope certificate, 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 each transaction certificate, 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 TE-TXL-DAT-501, which 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 shall be clearly identified as for informational purposes only (for example, 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 TE-TXL-DAT-502 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 TE-TXL-DAT-502 and shall be unambiguous with other countries/areas, or with other states/provinces within the same country/area.

 EXAMPLES:

- 1) Puerto Rico has an ISO3166ⁱⁱ country code and therefore is specified as a separate country/area from the United States of America in TE-TXL-DAT-502. Since there is a separate code, data from Puerto Rico shall not be included in data from the United States of America.
- 2) When referencing Italy on a scope certificate, it is preferable to use “Italy”, though “Italia” is also acceptable.

NOTE:

- 1) All geographic areas with their own ISO3166ⁱⁱⁱ country code are listed as separate countries/areas, including when the same geographic area also has an ISO3166^{iv}-2 code as a subdivision of another country/area.
-

1.3.3

Each date shall be specified using the ISO8601^v format: YYYY-MM-DD, where **YYYY** refers to the year, **MM** refers to the month, and **DD** refers to the day (for example, 2021-07-01 would indicate July 1, 2021).

SC

TC

1.3.4

When writing each number, the “.” character shall be used as a decimal point, and the “,” character shall be used as a thousands separator as applicable/needed (for example, 12,345.67).

SC

TC

1.3.5

Each data submission shall be limited to English characters, except where specified. Diacritical marks and most punctuation are not allowed. For a list of acceptable characters, see TE-TRK-DAT-501.

SC

TC

1.3.6

Weight shall always be specified in kilograms (kg), with a maximum of two figures after the decimal point (i.e., 0.00). For data submissions, “kg” shall be excluded from weight fields.

SC

TC

1.3.7

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

SC

TC

TE-ID

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. The certification body can also make updates via the Certification Body Portal.
-

1.3.8

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

SC

TC

TE-ID

1.3.9

When this policy indicates that a data field shall show “na” for data submissions, it may appear as blank (i.e. no text) on the PDF certificate.

SC

TC

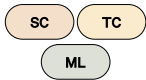
1.4. Certificate authentication

1.4.1

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

SC

TC

1.4.2


Trackit acts as the single source of truth for scope and transaction certificates. The certification body shall use technological tools provided by Textile Exchange that use data from Trackit to authenticate certificates.

NOTE:

- 1) Resources on www.textileexchange.org use data directly from Trackit and therefore may be considered part of the single source of truth.

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 URL 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 (for example, an API) to authenticate scope certificates issued by other certification bodies.

1.4.5


The certification body shall obtain incoming transaction certificate data from the Certification Body Portal or Certification Body API connection to Trackit 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 or the transaction certificate's unique URL to authenticate transaction certificates issued by other certification bodies:

- a. For transaction certificates issued by another certification body before January 1, 2024, and not uploaded to Trackit by the issuing certification body, the certification body may authenticate the transaction certificate with the issuing certification body and upload the transaction certificate using the alternative transaction upload method (see 7.2).

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

1.4.7


The certification body shall include a clickable URL and/or QR code on the certificate that links to the applicable record on Textile Exchange's website:

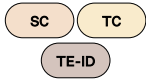
- a. For scope certificates, the URL and/or QR code shall link to certificates.textileexchange.org/sc/TE-00000000, where TE-00000000 is the certified organization's TE-ID (`certifiedOrganizationTeld`).
- b. For transaction certificates, the URL and/or QR code shall link to certificates.textileexchange.org/tc/0000, where 0000 is the transaction certificate number (`tcNo`).
- c. Starting January 1, 2028, the certification body shall not include additional information to allow the authentication of certificates through the certification body's own systems on PDF certificates (for example, QR codes that link to the certification body's website).

NOTES:

- 1) QR codes may be generated in a tool provided by Textile Exchange or from the certification body's own system.
- 2) Transaction certificate URLs will provide direct links for authorized users within Textile Exchange's stakeholder portals, including providing access to the named buyer and seller along with their certification bodies.

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.

NOTE:

- 1) A “ship to” address (see 5.9.2) that is not listed on the scope certificate, such as a port facility, is not required to have a TE-ID.

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 <https://www.textileexchange.org/te-id>. 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.

1.5.4



A certified organization may register on behalf of their associated subcontractor(s). Facilities that 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 but may update an existing registration via the certification body portal.

1.5.5



The certification body shall ensure that when TE-IDs are referenced for independently certified subcontractors, they match the independently certified subcontractor’s scope certificate and TE-ID registration.

1.5.6



A non-certified organization may register for a TE-ID even when it does not plan to become certified. A non-certified organization shall register for a TE-ID if it wishes to be named as a buyer and/or non-certified trader on transaction certificates.

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 the farm’s state/province (where applicable) and the farm’s country/area, is considered to be public information. The name and address are redacted for privacy reasons unless the farm is a certified organization (i.e., the farm is the main site on a scope certificate). And
- b. Public information about TE-IDs does not provide a link between a contracting organization and its subcontractors (i.e., an organization is not to be linked to its subcontractors via the TE-ID public information).

NOTE:

- 1) A facility that is both a farm and a supply system facility has all details included in TE-ID public listings. See 2.4.2.

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 and 1.5.4 regarding updates to information.

1.5.9

TC

TE-ID

Prior to issuing a transaction certificate, the certification body shall ensure that a TE-ID is specified for the seller, the buyer, all facilities that took physical possession of the products, 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.

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

sc

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 (for example, capable machinery). And
- c. The site is capable of producing the specified products, based on input materials and process categories.

2.1.2

sc

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

NOTE:

- 1) Issuing or reissuing a scope certificate refers to the creation of the scope certificate following an initial or recertification. An audit is not always required to update a scope certificate. See 2.1.3 for more details.

2.1.3

sc

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:

- a. A suspended, expired, or withdrawn scope certificate shall not be updated, except to change the status on a suspended scope certificate to valid. And
- b. The following fields shall not be changed when a scope certificate is updated: `scCbLicensingCode`, `scNo`, `certifiedOrganizationTeld`, `scCreatedDate`, `scValidFromDate`, and `scValidUntilDate`.

NOTE:

- 1) It is not possible to add products to a suspended, expired, or withdrawn scope certificate in order to apply for transaction certificates for shipments made while the scope certificate was valid.

2.2. Scope certificate suspension and withdrawal

2.2.1

sc

Each scope certificate shall have a status (`scStatus`) of “Issued”, “Valid”, “Suspended,” “Withdrawn,” or “Expired.” When a scope certificate’s status changes, the certification body shall update the scope certificate in Trackit except as indicated in 2.2.1.b:

- a. When a scope certificate is suspended, has a suspension lifted, or is withdrawn, the certification body is not required to provide an updated scope certificate PDF or version number (`scVersionNo`) if there is no change to any other data.
- b. No updated data submission is required when a scope certificate expires or when the scope certificate status changes from issued to valid. And
- c. When a scope certificate is issued before the start of validity (i.e., `scValidFromDate` is in the future), a status of “Issued” applies in Trackit. Data submissions and PDF scope certificates may show either “Issued” or “Valid” during this time period.

 NOTES:

- 1) When a scope certificate has been issued but `scValidFromDate` is in the future, Trackit will automatically update the status to “Issued” and will change the status to “Valid” on the `scValidFromDate` date.
- 2) An updated data submission is also required when there are changes to the scope certificate and the status does not change. See 6.1.1.
- 3) When `scValidFromDate` is in the future, Trackit will show a status of “Issued” whether the data submission showed a status of “Issued” or “Valid.” This will be automatically changed to “Valid” on the `scValidFromDate` date; no update from the certification body is required.

2.2.2

SC

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 2.4.1:

- 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 `scValidFromDate`).
- 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 one calendar day.
- 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 (`scValidFromDate`) (see 3.5.1).
And
- 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.

 NOTES:

- 1) 2.2.2.a applies when recertification is completed with the same certification body (i.e., there is no change in certification bodies).
- 2) The scope certificate may be created (`scCreatedDate`) prior to the day it becomes valid (`scValidFromDate`) in accordance with 3.5.1. The requirement to withdraw the previous scope certificate is based on the date the new scope certificate becomes valid (`scValidFromDate`).
- 3) A notification from Textile Exchange to both certification bodies following the scope certificate being uploaded to Trackit is sufficient to meet this criterion. However, a separate notification is required in case of any delays in data submission.
- 4) The required withdrawal date is the date the succeeding certification body’s scope certificate becomes valid (`scValidFromDate`) rather than when it is created (`scCreatedDate`).

2.2.3

SC

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

SC

The reason for withdrawal (`scStandardWithdrawalReason`) shall be specified for each standard that has been removed from the scope certificate and for all standards on a withdrawn scope certificate. Allowable reasons are as follows. If multiple reasons apply, all applicable reasons shall be indicated:

- a. “C” for critical nonconformity, following identification of a critical nonconformity (including fraud) or the organization being banned by Textile Exchange;
- b. “N” for nonconformity, following identification of a major or minor nonconformity that 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, for non-payment or other issues with certification body procedures or contracts that do not relate to standards conformity;
- f. “V” for voluntary, upon request from the certified organization;
- g. “E” for error, for data erroneously submitted to Trackit and that should be disregarded; and
- h. “O” for other, for any reason not listed above.

NOTES:

- 1) If a scope certificate is withdrawn and the certified organization begins to work with another certification body, Textile Exchange may share `scStandardWithdrawalReason` with the succeeding certification body.
- 2) If a suspended scope certificate is withdrawn, the reason for withdrawal will typically relate to the reason for suspension (see 2.2.5). No reason for withdrawal is required when a suspended scope certificate expires.

2.2.5

sc

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

- a. “C” for critical nonconformity, following identification of a critical nonconformity, including intentional fraud;
- b. “N” for nonconformity, following identification of a major or minor nonconformity that was not resolved within the allowable timelines;
- c. “A” for administrative, for non-payment or other issues with certification body procedures or contracts that do not relate to standards conformity; or
- d. “O” for other, for any reason not listed above.

2.3. Multi-standard scope certificates

2.3.1

sc

An organization or site shall only be listed on one scope certificate for Textile Exchange Standards except as noted for farms in 2.4.1. 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.

NOTE:

- 1) It is no longer possible for the same site or organization to be certified to different Textile Exchange standards by different certification bodies.

2.3.2

sc

A multi-standard scope certificate shall meet the following conditions:

- a. All auditing is conducted by one certification body. And
- 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. If it is an office-only site for one or more standards, the applicable process code is PRO000. See 3.9.1.b.

2.3.3

sc

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

2.3.4

sc

If one or more but not all of the standards included on a multi-standard scope certificate are removed (i.e., withdrawn), the removed standard(s) shall be removed and the multi-standard scope certificate

updated to exclude the removed standard(s). The withdrawal reason (`scStandardWithdrawalReason`) shall be specified when the scope certificate is updated.

NOTE:

- 1) The removed standard is required to be included on data submissions until the scope certificate expires. It is listed on the cover page of the scope certificate (see 3.4.1.a).

2.3.5

sc

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.

EXAMPLE:

- 1) An organization is certified to the *Materials Matter Standard* and to the OCS. The organization has a major nonconformity to the OCS that is not closed within the allowable timeline. The certification body may suspend the entire scope certificate or may remove the OCS from the scope of certification.

2.4. Special considerations for farm scope certificates

2.4.1

sc

An animal fiber farm may be part of one individual farm scope certificate, one small-scale 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.

2.4.2

sc

A facility shall be considered a farm if it has a process code that is identified as farming (PRO011, PRO036, PRO037, or PRO038). A farm may also have the process codes PRO002 Breeding, PRO014 Hatching, or PRO026 Slaughtering. A facility shall be considered a farm and a supply system facility if it has a process code that is identified as farming and any other process code aside from PRO002, PRO014, or PRO026.

2.4.3

sc

A statement about the use of pain relief shall be included in `scCbScopeStipulations` on the cover page of the scope certificate for all animal fiber individual farm and farm group scope certificates and the statement should be included for all animal fiber small-scale farmer group scope certificates. Allowable statements are found in TE-TXL-POL-204.

Section 3: Scope certificate template

This section includes detailed criteria for how to complete the scope certificate template. 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.

sc

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

sc

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

sc

- 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 3.2.3);
- 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 applicable standard(s) (see 3.4.1).

NOTE:

- 1) If the standard’s acronym is not allowed on certificates, the standard’s full name shall be used.

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

sc

- 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.” The statement shall be 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.

sc

NOTE:

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

3.2.2 The scope certificate number shall be formatted as follows, with each element separated by hyphens:

sc

- a. The unique three-character CB identifier assigned to the certification body by Textile Exchange (**scCbLicensingCode**). 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.

- b. “SC” to indicate a scope certificate.
- c. The number from the certified organization’s TE-ID (`certifiedOrganizationTeld`), without “TE-”.
- d. The date (year and month, in YYYY format) when the scope certificate becomes valid (`scValidFromDate`). And
- e. Two zeros (“00”) at the end of the certificate number.

EXAMPLE:

- 1) A certification body with licensing code CB-ABC creates a scope certificate for an organization with TE-ID TE-12345678 on July 15, 2026 with an `scValidFromDate` date of August 1, 2026. The scope certificate number is ABC-SC-12345678-2608-00.

3.2.3

SC

Whenever a scope certificate is updated, the certification body shall assign a version number (`scVersionNo`) that uniquely identifies this version of the scope certificate. `scVersionNo` shall not be blank:

- a. If the scope certificate has not been updated since it was created, `scVersionNo` shall match `scNo`. And
- b. If the scope certificate has been updated since it was issued, `scVersionNo` shall be the scope certificate number (`scNo`) with the final “00” replaced with a sequential two-digit number. “01” shall be used to indicate the first update, and the number shall increase by one for each subsequent update.

NOTE:

- 1) If the certification body anticipates needing to do more than 99 updates to a scope certificate during its validity period, the certification body should contact data@textileexchange.org for guidance.

3.3. Cover page: Certified organization

3.3.1

SC

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:

- a. The certified organization shall not be changed for the duration of the scope certificate’s 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. And
- 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`). For data submissions, this field shall show “na” when it is intentionally left blank.

3.3.2

SC TE-ID

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

SC TE-ID

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

sc

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 acronym (if applicable based on TE-TXL-POL-204) and version number (`scStandardVersion`). For supply system 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:

- a. If a standard has been removed from the scope certificate, the standard shall continue to appear on the cover page followed by the text “Withdrawn” and the date removed (`scStandardRemovedDate`).

EXAMPLE:

- 1) A scope certificate for a garment factory that includes Materials Matter Standard and Organic Cotton Standard (OCS) certified products would name Materials Matter Standard and OCS as the applicable standards. The audit of the garment factory would be based only on the Content Claim Standard.

3.4.2

sc

Each product category (`scProductCategoryCode`) that the certified organization is certified to offer under the applicable standard(s) shall be named using the product category terms in TE-TXL-DAT-501. 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

sc

Each processing category (`facilityProcessCategoryCode`) that is included within the scope of certification shall be named using the process terms in TE-TXL-DAT-501. 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

sc

The audit criteria documents including the version number 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 only when it is audited directly (i.e. for primary scopes).
- b. The *Content Claim Standard* (CCS) shall be listed for all audits that include evaluation to CCS-101. And
- c. The claims policy(ies) for the applicable standard(s) shall be listed for all audits as identified in TE-TXL-POL-204.

EXAMPLES:

- 1) For a Materials Matter Certified garment factory, the audit criteria would appear as follows (version numbers are examples):
 - Audit Criteria: Content Claim Standard V3.1; Materials Matter Claims Policy V1.0.
- 2) For a Materials Matter Certified animal fiber farm, the audit criteria would appear as follows (version numbers are examples):
 - Audit Criteria: Materials Matter Standard V1.0; Materials Matter Claims Policy V1.0.

3.5. Cover page: Validity and issuance dates

3.5.1

sc

The validity period of a scope certificate refers to the time it first becomes valid following an initial or recertification process until the scope certificate expires or is withdrawn. Updates to the scope certificate (for example, to add or remove facilities or products) do not impact the validity period:

- a. The scope certificate creation date (`scCreatedDate`) 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 it does change upon recertification.
- b. The scope certificate shall either be a one-year scope certificate or a multi-year scope certificate, as specified for the scope in TE-TXL-POL-204. Where this varies between scopes included on the scope certificate, the longest validity period for any included scope shall apply.
- c. For a one-year scope certificate, the validity period (time from `scValidFromDate` until `scValidUntilDate`) shall not exceed one year from the start of validity. The scope certificate shall be valid for a maximum of one year with expiry falling one day earlier in the year than the issuance date and should be issued for the maximum duration.
- d. For a multi-year scope certificate, the scope certificate shall be valid for a maximum validity period as indicated in TE-TXL-POL-204 for the applicable scope. The minimum validity period is six months less than the maximum validity period.
- e. The scope certificate shall be valid from (`scValidFromDate`) either:
 - i. The scope certificate creation date (`scCreatedDate`), which is allowed for both initial certifications and recertifications; or
 - ii. For recertifications only, the day after the previous scope certificate expires (`scValidUntilDate`).
- f. `scCreatedDate` shall not be more than 60 days before `scValidFromDate`.
- g. If a new scope certificate becomes valid before the previous scope certificate expires (i.e., the new `scValidFromDate` is before the previous `scValidUntilDate`), the previous scope certificate shall be withdrawn. And
- h. The scope certificate creation date (`scCreatedDate`), valid from date (`scValidFromDate`), and expiry date (`scValidUntilDate`) 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 one-year scope certificate is created 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; for example, with expiry on 2026-12-31.
- 2) A one-year scope certificate is created on 2026-07-01 and expires on 2027-06-30. Following recertification, the subsequent scope certificate is created on 2027-07-15 and is therefore valid from 2027-07-15 until 2028-07-14 at the latest. The organization is not certified from 2027-07-01 until 2027-07-14.
- 3) A one-year scope certificate is created on 2026-07-01 and expires on 2027-06-30. Following recertification, the subsequent scope certificate is created on 2027-06-01. The scope certificate may be valid from either 2027-07-01 or 2027-06-01. If `scValidFromDate` is 2027-06-01, the previous scope certificate shall be withdrawn on that date and `scValidUntilDate` on the new scope certificate shall be 2028-05-31 at the latest. If `scValidFromDate` is 2027-07-01, `scValidUntilDate` shall be 2028-06-30 at the latest.

NOTES:

- 1) 3.5.1.d may be applied in the case of a transfer between certification bodies, with the succeeding certification body setting `scValidFromDate` as the day after the preceding certification body's scope certificate expires (`scValidUntilDate`).
- 2) See 2.2.1 for how the scope certificate status (`scStatus`) is reflected during the period between `scCreatedDate` and `scValidFromDate`.

3.5.2

sc

The date on which the scope certificate was last updated shall be specified (`scLastUpdatedDate`). 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, `scLastUpdatedDate` shall be the same as `scCreatedDate`.

NOTES:

- 1) The extension of scope certificate validity is only possible in cases of force majeure or with express approval from Textile Exchange. See TE-TXL-POL-209.
- 2) Scope certificates may be updated after `scCreatedDate` and before `scValidFromDate`.

3.5.3

sc

When the validity of a scope certificate is extended, the expiry date (`scValidUntilDate`) shall not be changed. Instead, the extension date (`scExtendedUntilDate`) shall be specified.

3.5.4

sc

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

3.6. Cover page: Authorization and declarations

3.6.1

sc

An authorization statement shall appear at the bottom of each page of the scope certificate:

- a. The authorization statement shall include:
 - i. Scope certificate creation date (`scCreatedDate`);
 - ii. Place of issue (`scPlaceofIssue`): the state/province and country/area of the location of the certification body's office issuing the scope certificate (the state/province code only for data submissions);
 - iii. Signature of authorized person: a digital image of a signature (on all pages), and/or an electronic/digital signature on the first page;
 - iv. Name of authorized signatory;
 - v. Certification body stamp or logo;
 - vi. Standard logo(s);
 - vii. The date the scope certificate was last updated (`scLastUpdatedDate`), if the scope certificate has been updated after it was first issued;
 - viii. The extended expiry date (`scExtendedUntilDate`), if the scope certificate validity has been extended with approval from Textile Exchange; and
 - ix. Optionally, the scope certificate status (`scStatus`). And
- b. The logo(s) of the standard(s) included on the scope certificate shall be added, as detailed in TE-TXL-POL-204.

NOTE:

- 1) Place of issue refers to the country/area and state/province (where applicable, see 1.1.3) of the certification body's office that is issuing the scope certificate. This is typically the physical location of the certification decision-maker. Only the state/province code is needed for data submissions. If state/province data is not required by TE-TXL-DAT-502, the country/area code may be submitted instead in this field.

3.6.2

sc

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 accreditation number assigned by the accreditation body may be included but is not part of data submissions. The text "Accreditation Number:" followed by the accreditation number assigned by the accreditation body (`scCbAccreditationNo`) may be included. `scCbAccreditationNo` is optional on data submissions even when it is included on the PDF certificate. 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 that is assessing the certification body shall be named in `scCbAccreditationBody` for data submissions. And
- 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 (`scLastUpdatedDate`) 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 TE-TRK-DAT-501.

3.6.3

sc

The Textile Exchange user number of each auditor (`scCbAuditorId`) who conducted auditing tasks for the issuing certification body during or after the organization's most recent initial audit, recertification audit, or annual audit and any subsequent additional audits or transfer audits (see TE-TXL-POL-201) 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

sc

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) or the acronyms of the applicable standard(s) when allowed by TE-TXL-POL-204:

- 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) 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/>." And
- 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. For data submissions, this field shall show "na" when it is intentionally left blank.

3.7. Products page

3.7.1

sc

Information about each product the organization may process and/or sell as certified to the applicable standard(s) shall be specified in the products appendix table, including the codes (in parentheses) in TE-TXL-DAT-501. 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 that may be the subject of a component claim, specified in terms of product detail codes (`scProductComponentCode`). For data submissions, this field shall show "na" when it is intentionally left blank.
- d. A list of all certified raw materials that may be included in products (`scProductRawMaterialCode`).
And
- e. A list of the applicable claims categories from TE-TXL-POL-204 that may apply to products (`scProductClaimsCategory`).

EXAMPLE:

- 1) An organization produces both men's (PC0001) and women's (PC0002) t-shirts (PDO007) and activewear (PD0008). Products may contain polyester that is post-consumer (RM0189), pre-consumer (RM0188), or conventional (RM0186), and may also contain post-consumer viscose (RM0241), and may be eligible for Materials Matter Certified or OCS blended 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.

NOTES:

- 1) See 4.6 for further information about determining material composition on transaction certificates that may impact what is included in the scope certificate products appendix.

- 2) The certification body may maintain further details about possible products (for example, allowed combinations of product category and product detail) in records related to the scope certificate, even though these are not shown on the scope certificate or in data submissions.
- 3) A claims category of “na” is used on transaction certificates for non-certified components of unfinished products. This claims category does not apply to scope certificates.

3.7.2

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

sc

NOTE:

- 1) `scProductLimitations` provides space for the certification body to indicate any relevant details about products such as allowable product category–product detail combinations or which facilities produce specific product categories. This is a single data field for the scope certificate.

3.7.3

Components shall be specified when a component-based claim is being made on a product (see TE-301 and TE-MM-POL-301), and/or when the composition of different parts of the product is specified separately on the product or its packaging (for example, hangtags or care labels). For products that are not final products, components specified for a product shall cover the entire product except for trims (i.e., including non-certified components). Components are only permitted for the following products:

sc

- a. Final products;
- b. Unfinished products sold by a manufacturer (PR0016);
- c. Fabrics with visually distinct elements (for example, coatings, sequins); and
- d. Yarns with non-textile elements (for example, sequins, metallic thread).

3.7.4

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

sc

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 that the subcontractor processes.

sc

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.

sc

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.

sc

3.8.2

The facility’s TE-ID (`facilityTeld`) shall be specified. This is used to identify the facility.

sc

TE-ID

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 (for example, placing subcontractor appendices on separate pages from the site appendix since subcontractor identities are not public information).

sc

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

SC

3.8.5 For brands (i.e., when process code PR0035 is included in the scope), a list of all eligible brand names (**brandName**) that may carry claims to the standards on this scope certificate shall be specified. At least one brand name shall be specified on a brand scope certificate. English characters are permitted in this field.

SC

3.8.6 For individual farm, farm group, and small-scale 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.

SC

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

SC

- 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 (for example, 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 sites 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; and
 - Subsequent site 3 name: ABC Textiles Trading Hong Kong Ltd.

NOTE:

- 1) Facility names shall match the TE-ID registration. See 1.5.3 and 1.5.4 for more information.

3.8.8 Additional scopes listed on the scope certificate provide a way to track a facility's conformity with additional criteria or modules published by Textile Exchange or with recognized standards to complement Textile Exchange criteria. Each additional scope (**facilityAdditionalScopes**) shall be specified for facilities in each appendix as defined in TE-TXL-POL-204.

SC

NOTES:

- 1) Additional scopes for independently certified subcontractors are not included on the scope certificate since they are listed on the independently certified subcontractor's scope certificate.
- 2) No additional scopes are available at the time of publication of this policy. Textile Exchange may add additional data fields related to additional scopes when the final criteria are set via calibration.

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:

SC

TE-ID

- 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 TE-TXL-DAT-501. The applicable codes shall be specified (in parentheses).

- c. For multi-standard scope certificates, standard(s) (**facilityStandard**) shall be specified per site. The standard's acronym may be used if allowed by TE-TXL-POL-204. 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. And
- d. Each additional scope (**facilityAdditionalScopes**) shall be specified per site as described in 3.8.8. This column should be removed if empty.

 NOTE:

- 1) Process categories may be included when they apply to any of the standards on the scope certificate. If clarification is needed, it may be included in **scCbScopeStipulations** (see 3.6.4.b).

3.9.2

When farming (PRO011, PRO036, PRO037, or PRO038) is included in the scope:

SC

- a. Each down farm should be listed on the scope certificate and shall be included in data submissions. And
- b. Each farm for a material other than down shall be listed on the scope certificate.

 NOTE:

- 1) Details of farms that are not the certified organization are not considered to be public information. See TE-TXL-POL-201 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:

SC

TE-ID

- 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 TE-TXL-DAT-501. The applicable codes shall be specified (in parentheses).
- b. For multi-standard scope certificates, the applicable standard(s) (**facilityStandard**) shall be specified per associated subcontractor. The standard's acronym may be used if allowed by TE-TXL-POL-204. 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. And
- c. The additional scopes (**facilityAdditionalScopes**) shall be specified per associated subcontractor as described in 3.8.8. This column should be removed if empty.

 NOTE:

- 1) Identities of associated subcontractors listed on a scope certificate are treated as confidential by Textile Exchange. See TE-TXL-POL-201 for further details.

3.10.2

The Associated Subcontractor Appendix shall state "None" instead of the table if there are no associated subcontractors.

SC

3.11. Facilities Page: Independently certified subcontractor appendix

3.11.1

SC

TE-ID

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.
- 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 TE-TXL-DAT-501. The applicable codes shall be specified (in parentheses). All listed codes shall be processes that are listed on the independently certified subcontractor's scope certificate, and that the independently certified subcontractor may perform for the certified organization. And
- c. For multi-standard scope certificates, the applicable standard(s) (**facilityStandard**) shall be specified per independently certified subcontractor. The standard's acronym may be used if allowed by TE-TXL-POL-204. 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 TE-TXL-POL-201 for further details. Information about the subcontractor's own scope certificate is publicly available as is that of all scope certificates.

3.11.2

SC

If an independently certified subcontractor changes certification bodies or ceases to be certified, the scope certificate shall be updated to reflect this within 30 calendar days.

3.11.3

SC

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 to create transaction certificates and determine the information to include. Criteria in this section only apply to transaction certificates.

4.1. Issuing transaction certificates

4.1.1

TC

The certification body shall only issue a transaction certificate if the seller held a valid scope certificate for the applicable standard(s) on the applicable shipment date(s). A suspended, withdrawn, or expired scope certificate is not considered valid.

NOTE:

- 1) A transaction certificate issued prior to suspension to a seller whose scope certificate is currently suspended remains valid during the suspension unless invalidated by the issuing certification body.

4.1.2

TC

The certification body shall not issue transaction certificates relating to scope certificates that are currently suspended or that have been withdrawn due to nonconformity 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 all criteria for issuing transaction certificates are met.

NOTE:

- 1) A transaction certificate is not permitted for shipment dates when the seller's scope certificate was suspended, even once the suspension has been lifted.

4.1.3

TC

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

4.1.4

TC

ML

The certification body shall ensure that all certified inputs are accounted for through one of the following methods, and that sufficient volume is available for each certified raw material in the material ledger (see 7.1):

- a. Valid incoming transaction certificates to Textile Exchange standards that have been ingested into Trackit;
- b. Valid incoming transactions for other eligible inputs (see TE-TXL-POL-204) that have been ingested into Trackit (see 7.2);
- c. Valid reclaimed material declaration forms (RMDFs) (see 7.3); or
- d. Available inventory in the material ledger based on farm capacity, for farms certified to Textile Exchange standards.

NOTE:

- 1) This includes eligible transaction certificates where the alternative transaction upload method has been applied (see 7.2).

4.1.5

TC

The certification body shall review documents and quantities before issuing a transaction certificate. At a minimum, the certification body shall check all documentation required by TE-TXL-TEM-209.

4.1.6

TC

The certification body shall review test reports of input product quality, output product quality, and material composition if this testing is legally required, is required by CCS-101, or has been completed by the organization.

 NOTE:

- 1) See CCS-101 for details of when testing is required. A test report is not required in all cases.
-

4.1.7

TC

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

- a. That there is sufficient volume available in the seller's material ledger account for the applicable inputs (see 7.1);
 - b. Where there are incoming transaction certificates (whether or not they were issued under this policy), that the volumes from the incoming transaction certificates and products have not already been used for other outgoing transaction certificates;
 - c. For the first certified organization in a recycled supply system (typically the recycler), that the volumes from the incoming reclaimed material declaration forms (RMDFs) have not already been used for other outgoing transaction certificates;
 - d. For certified farms, that the volumes from the incoming farm production form (FPF) have not already been used for other outgoing transaction certificates; and
 - e. The waste factors for the product, including justification for deviations from the expected waste factors.
-

NOTE:

- 1) The same incoming 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 incoming transaction certificate and product or material declaration form is not exceeded after accounting for processing loss.
-

4.1.8

TC

The certification body shall evaluate the authenticity of documentation provided, including confirming the authenticity of the incoming 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 for other eligible inputs.

4.1.9

TC

The certification body shall compare the products to the scope certificate products appendix to ensure that they are included in the scope of certification. The certification body shall confirm that it is technically possible for the certified products to be produced with the eligible inputs using the processes and capacity of the production facility listed on the scope certificate.

4.1.10

TC

The certification body shall not issue a transaction certificate for a sale of certified materials that was 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 that 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.
-

4.1.11

TC

The certification body shall not issue a transaction certificate for a sale of certified materials that was included on a previous transaction certificate by the same seller unless the certified materials were returned to the seller (see 4.7.3).

4.1.12

TC

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 1.4;
- b. Identify the errors and request that the seller's certification body correct the transaction certificate; and
- 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 4.1.12.c will apply.

4.1.13

TC

Upon receipt of a request from another certification body under 4.1.12.b, the seller's certification body shall either amend the transaction certificate as requested or provide a written explanation of why this cannot be done within 14 calendar days (see 4.2.1.b).

NOTE:

- 1) Reasons why the transaction certificate cannot be amended include that the amendment is not permitted under this policy (including due to timelines) or that the amendment would be inaccurate.

4.1.14

TC

A transaction certificate may be issued for multiple standards provided that all of the standards are included 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.

4.1.15

TC

Prior to accepting an incoming transaction certificate where the shipment date(s) for the relevant input product(s) is more than three years before the shipment date(s) for the output product(s), the certification body shall follow the risk assessment process in TE-TXL-TEM-209.

4.1.16

TC

The minimum certified weight per TC product is 0.01kg.

4.1.17

TC

Where rounding results in minor misalignments, such as the input certified weight appearing slightly lower than the output, or small differences between `tcProductClaimsCategoryCertifiedWeight` (certified product) and `tcProductCertifiedRawMaterialWeight` (geographic origin), CBs may use the additional information field in Box 7 (`tcProductInfoAdditional`) or Box 9 (`tcSellerProductDeclarations`) to note that the discrepancy is due to decimal rounding. In addition, where the input certified weight is marginally lower than the output as a result of rounding, a positive volume adjustment in the material ledger may be justified.

4.2. Timelines for transaction certificates

4.2.1

TC

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 that 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. And
- 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

TC

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

4.2.3

TC

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

TC

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(s) for the delay (**tcDelayReason**) shall be specified in data submissions as indicated for each reason. This field shall show “na” when the data submission is completed within 195 calendar days of the earliest shipment date and the complete and valid application was received within 180 days of the earliest shipment date:

- a. Textile Exchange has approved an exemption or exception to transaction certificate timelines: **tcDelayReason** of “E”;
- b. The complete and valid application is received no more than 60 calendar days after the incoming transaction certificate was issued, and the incoming 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. Within 365 calendar 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 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”;
- d. Within 365 calendar days of the earliest shipment date, if the certification body can authenticate transport documentation directly with a third-party transportation provider (for example, a common carrier or shipping company) or a government authority: **tcDelayReason** of “D”; or
- e. Within 365 calendar 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.d 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 (for example, customs office) to authenticate the transport documentation.

4.2.5

TC

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 4.1.2. 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 and 4.2.7).

4.2.6

TC

The following applies in cases where a certified organization transfers between certification bodies:

- 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).
- d. The succeeding certification body shall conduct a volume reconciliation to ensure that certified material has not been over-sold by the organization, including ensuring that sufficient volume is available for the applicable input in the material ledger (see 7.1).
- 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 Trackit 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 (for example, “Seller was certified by CB-ABC on the applicable shipment date(s)”). And
- f. All transaction certificates shall be issued within 180 calendar days of the earliest shipment date (i.e., 4.2.4) shall not apply).

NOTE:

- 1) Products may be included on the succeeding certification body’s transaction certificates when they were not included on the preceding certification body’s scope certificate provided that 5.10.1 is met and the products are added to the succeeding certification body’s scope certificate.

4.2.7

TC

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. And
- b. 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.

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 calendar days later, see 4.2.4). The certification body shall issue the transaction certificate once the suspension is lifted. And
 - A shipment is made on March 1, and a transaction certificate application is submitted by the seller on July 4 (125 calendar 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 calendar 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 calendar 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 calendar 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).

4.3. Multiple shipments on a transaction certificate

4.3.1

TC

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).
And
- c. A transaction certificate shall not include more than 50 shipments (see Box 6, 5.9) and/or 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.

4.3.2

TC

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, unless dropshipping applies (see 4.7.2).

4.4. Exceptions to transaction certificates

4.4.1

TC

A transaction certificate shall not be issued for the following situations:

- a. Sales or shipment of products between sites included on the same scope certificate (including group certification); and
- b. Sending and receiving of products between an organization and their subcontractor(s).

4.4.2

TC

A certified brand (i.e., an organization with PRO035 listed on their scope certificate) is not required to request outgoing transaction certificates for final products. 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.

4.5. Transaction certificate amendment and invalidation

4.5.1

TC

When a transaction certificate's status (`tcStatus`) changes, the certification body shall update the transaction certificate in Trackit including providing an updated PDF. See 6.1.1 for further details:

- a. The following fields shall not be changed when a transaction certificate is amended or invalidated: `tcCbLicensingCode`, `tcNo`, `sellerTeld`, `buyerTeld`, and `tcIssueDate`. And

- b. A transaction certificate shall not be amended to add a shipment, product, or component, including when a reason in 4.5.3 applies.

4.5.2

TC

The certification body shall not invalidate a transaction certificate in order to reissue it with corrected data but shall instead amend the transaction certificate.

4.5.3

TC

After it is issued, the transaction certificate may be amended in the following ways by the issuing certification body. The reason(s) 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 14 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 claims 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 incoming transaction certificate to any other transaction certificates (with confirmation from the buyer’s certification body if needed);
- d. “I” for incoming, due to amendment of the incoming transaction certificate;
- e. “D” for data, to add or correct a TE-ID or client number, or to add an optional data field; and
- f. “E” for exemption, for other reasons, with approval from Textile Exchange, which is requested through the exemptions process.

NOTES:

- 1) Approval from the buyer is not required to amend a transaction certificate.
- 2) 4.5.3.a includes any reduction to the total certified weight on the transaction certificate including the removal of certified products or removal of a standard. For an increase in volume, see 4.5.3.b.
- 3) 4.5.3.c includes changes to which Textile Exchange standard a product is certified to.

4.5.4

TC

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 incoming 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. For data that was erroneously submitted to Trackit and should be disregarded: “E” for error.

NOTE:

- 1) Approval from the buyer is not required to invalidate a transaction certificate.

4.5.5

TC

If the incoming transaction certificate is amended, the subsequent outgoing transaction certificate shall be amended if the amendment to the input transaction certificate changes any data on the subsequent transaction certificate.

EXAMPLES:

- 1) An incoming transaction certificate is amended to correct a typographical error in the seller's name. The subsequent outgoing transaction certificate does not need to be amended.
- 2) An incoming transaction certificate is amended to adjust the material composition of a fabric. The subsequent outgoing transaction certificate for a garment needs to be amended to reflect the corrected material composition.

4.5.6

TC

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 directly to the buyer.

NOTE:

- 1) The certification body may provide notice to the buyer directly or may collect evidence that the seller has notified the buyer. Publishing a list of amended or invalidated transaction certificates is not sufficient to notify the buyer. Approval from the buyer is not required to amend or invalidate a transaction certificate.

4.5.7

TC

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 that 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 Authenticate a Transaction](#) webpage.

NOTE:

- 1) Textile Exchange shares details of all transaction certificates with the buyer's certification body. Textile Exchange may publish a public list of amended and invalid transaction certificates showing non-identifying details such as the transaction certificate number, certification body name, date of issue, date updated, and standard(s).

4.5.8

TC

The certification body that 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 that 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 Trackit as needed.

4.6. Determining material composition

This section provides additional criteria for determining the material composition of a product (see 5.10.6) or component (see 5.11.5). These criteria are intended to offer additional flexibility and clarity for specific situations. Material composition criteria have been developed with a focus on textile products. As such, many criteria will not apply to non-textile or non-fiber products.

4.6.1

TC

Raw material code RM0262 with a user-specific term of "Fibers" or "Fibres" may be used on a transaction certificate for one or more non-certified fibers in a product as long as all of the following conditions are met:

- a. Each fiber is present in an amount of less than 5% by weight.

- b. Each fiber is only present in the product as non-certified material (for example, if there is organic cotton in the product, this option shall not be applied for cotton). And
- c. The product is a final product.

NOTES:

- 1) The intention of this criterion is to streamline the composition calculation by enabling non-claimed contents to be grouped, as they are not critical to be individually calculated at the final product stage. Additionally, it aims to provide flexibility in the use of terminology consistent with regulatory standards, thereby enhancing overall consistency. This criterion is not intended to address unavoidable impurities or fibers of unknown content.
- 2) There is no cumulative maximum percentage of the product that may use RM0262 under this criterion, provided that each fiber meets the criteria. The certification body should advise the seller to work with the buyer to ensure the buyer's needs are met in terms of fiber composition.

4.6.2 A margin of error in material composition shall be applied as indicated in TE-TXL-POL-204.

TC

4.6.3 The following criteria apply to composition testing that is reviewed by the certification body (see 4.6.1):

TC

- a. If composition testing reveals a discrepancy within the allowable margin of error, the material composition stated on the transaction certificate shall align with the composition calculations. The additional information for the product on the transaction certificate (tcProductInfoAdditional) shall include the following statement: "Composition testing showed variance in material composition within allowable tolerances."
- b. If composition testing reveals a discrepancy greater than the allowable margin of error, the material is not eligible to be included on a transaction certificate. And
- c. Invoices may show a different fiber composition from the transaction certificate within the allowable margin of error for the material.

NOTE:

- 1) Cases that are not considered to exceed the margin of error are defined in TE-TXL-POL-204.

4.6.4 The following criteria apply to the treatment of additives on the transaction certificate and in material composition (see 5.10.8.b):

TC

- a. Additives used during dyeing, printing, and finishing of yarn, fabric, and garments do not need to be calculated or declared on a transaction certificate since they are used in negligible amounts that are typically less than the process loss, and since the quantities are challenging to detect. This does not include heavy prints such as flock (see 4.6.4.b and 4.6.4.c).
- b. Additives used in the production of some special fabrics, through coating, lamination, impregnation, and heavy prints are treated as components (see 5.11.3.e).
- c. Heavy prints and adhesives added at the final manufacturing stage shall be considered to be trims.
- d. When additives are incorporated using a polymer carrier, the polymer itself shall not be considered an additive:
 - i. In the case of masterbatch use, the pigments may be considered additives, but the polymer in the masterbatch shall not be considered to be an additive. The same approach applies for flakes used as a carrier for additives. And
 - ii. For simplicity, if the total weight of the masterbatch or flake carrying the additives does not exceed 1% of the net weight, it may be treated as an additive in its entirety.
- e. Temporary additives such as sizing shall be treated the same as other additives, and 4.6.4.e shall apply.
- f. Since additives are not fiber raw materials, they shall be excluded from the material composition. When additives exceed 1% of the net weight, they shall be indicated on the transaction certificate as specified in 5.10.8.b. And
- g. When an input product includes additives on the incoming transaction certificate, the additives' weight shall be evenly distributed across all of the input raw materials (both certified and non-

certified). This maintains the material composition ratios from the input transaction certificate (i.e., acts as though there was no additive in the input product).

EXAMPLE:

- 1) A product has inputs of 950 kg post-consumer polyester and 50 kg polyester masterbatch (40% polyester, 60% pigments), with a 0% loss factor for simplicity.
 - Material composition: 98% post-consumer polyester (RM0189) + 2% polyester (RM0186);
 - Net weight: 1000 kg;
 - Certified weight: 950 kg;
 - tcProductAdditivesWeight: 30 kg;
 - tcProductAdditives: pigments; and
 - The subsequent outgoing transaction certificate is based on an input of 1,000 kg composed of 98% post-consumer polyester (RM0189) + 2% polyester (RM0186).

NOTES:

- 1) This criterion does not exclude any additive from needing to meet any chemical use criteria in the applicable standard(s).
 - 2) The addition of additives may result in an output weight that is greater than the input weight of materials listed in the material composition.
-

4.6.5

TC

Trims shall be managed as follows:

- a. When the total trim weight is below or equal to the maximum percentage by weight of trims that may be excluded from the material composition based on CCS-101:
 - i. Non-certified trims should be excluded from material composition and the weight of trims specified as supplementary weight.
 - ii. It is allowable to include some textile-based trims in the material composition and exclude others (for example, cuffs are included in the material composition while collars are excluded).
 - iii. Non-textile trims (for example, metal buttons, plastic zippers) shall be excluded from the composition unless they are certified, in which case they shall be included as components. And
- b. When the total trim weight is above the maximum percentage by weight of trims that may be excluded from the material composition based on CCS-101, either:
 - i. Components shall be used for the certified portions of a product; or
 - ii. Textile-based trims shall be included in the material composition of textile products such that the remaining trim weight is below the maximum percentage by weight of trims that may be excluded from the material composition.

EXAMPLES:

- 1) A shirt packaged for shipment consists of the following components: woven fabric for the main body (the only certified component); pocket, collar, and cuffs made from a different fabric; polyester buttons; care label; embroidery thread; interlining; hangtag; and polybag. The hangtag and polybag are considered packaging materials and are excluded from the net weight. The pocket, collar, cuffs, buttons, care label, embroidery thread, and interlining are considered trims.
 - Scenario A – If the trims collectively represent less than the allowable trim threshold by weight, therefore either of the following options may be used:
 - All trims are excluded from the material composition and declared as supplementary weight; or
 - The pocket, collar, and cuffs are included in the material composition (provided they remain within the allowable trim threshold by weight), while the remaining items are listed as trims. This option is permitted only when the conditions of 5.11.3 are met.
 - Scenario B – If the trims collectively represent more than the allowable trim threshold by weight, therefore either of the following options may be used:
 - The woven body fabric is listed as a separate component on the transaction certificate; or
 - The pocket, collar, and cuffs are included in the material composition (provided they remain within the allowable trim threshold by weight), while the remaining items are listed as trims. This option is permitted only when the conditions of 5.11.3 are met.

NOTES:

- 1) CCS-101-V3.1, D4.4 allows the exclusion of trims for textile products and footwear when they are not the certified material and when the total trims do not account for more than 10% of the total product weight. This threshold may be subject to change in future revisions to CCS-101.
- 2) Packaging materials are not considered trims and are excluded from the net weight. Certified packaging materials may be listed as a separate product (see 4.8 for details).
- 3) See TE-TXL-GUI-303 *Component Claims Guide* for additional guidance on component claims.

4.7. Special shipping and storage arrangements

4.7.1

TC

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 that owns the material. When certified materials change ownership without physically moving between facilities, the date of the ownership change may be accepted as the “shipment 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 calendar 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 (which would not match the transport documents), and the seller would then act as the buyer's subcontractor for the wool storage (87 calendar days).
- 2) A farm group ships unprocessed mohair to a scouring facility, and the scouring facility stores the mohair for 56 calendar days. At the end of the 56 calendar days, the farm group sells the mohair to the scouring facility. The scouring facility acts as a subcontractor for the 56 calendar days before the sale. The "shipment date" occurs at the end of the 56 calendar days for transaction certificate purposes (and would not match transport documents).
- 3) A trader ships unprocessed alpaca fiber to a processing facility and stores the fiber for 43 calendar 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 "shipment 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 calendar 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 "shipment date" for transaction certificate purposes is the sale date.

4.7.2

TC

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 calendar days (i.e., 30 calendar days' shipments shall be 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 calendar days' shipments) shall appear on the transaction certificate. And
- c. Data fields shall be filled in as follows on the transaction certificate and in Trackit. Note that spellings are case-sensitive (for example, "dropship" shall not be substituted for "DROPSHIP"):
 - i. Shipment document number (`tcShipmentDocNo`): as indicated in TE-TXL-POL-204;
 - ii. Shipment invoice reference (`tcShipmentInvoiceReferences`): "DROPSHIP";
 - iii. Shipment date (`tcShipmentDate`): Date of the earliest shipment included;
 - iv. Ship to name (`tcShipToName`): "DROPSHIP";
 - v. Street address (`tcShipToStreetAddress`), city/town (`tcShipToTown`), and postcode (`tcShipToPostcode`): "na"; and
 - vi. Ship to state/province (`tcShipToStateOrProvince`) and country/area (`tcShipToCountryOrArea`): "00" (may be blank on the transaction certificate pdf).

NOTE:

- 1) The transaction certificate may be issued more than 30 calendar days after the earliest shipment, provided that all shipments on a dropshipping transaction certificate occurred within 30 calendar days. See 4.3 for timelines.

4.7.3

TC

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 unless the seller is a brand:

- 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 incoming transaction certificate. And
- d. For return transaction certificates, the data field `tclsReturn` shall show "Y." For all other transaction certificates, `tclsReturn` shall show "N."

4.8. Packaging on transaction certificates

4.8.1

TC

When packaging material is sold as a product (for example, by the packaging manufacturer to the manufacturer of the final product that will use the packaging), no special criteria for transaction certificates apply.

4.8.2

TC

For a final product, certified packaging used for the product may be listed on the transaction certificate as follows:

- a. The packaging material(s) shall be listed on the seller's scope certificate.
- b. The packaging material(s) shall be listed as one or more separate products on the transaction certificate, with the applicable incoming transaction certificate(s) for the packaging materials listed, along with information about the packaging itself (for example, product category and product detail). The net weight for the product shall be the weight of the packaging.
- c. The article number(s) of the product(s) that the packaging has been applied to shall be listed in `tcProductPackagingFor`. If the product(s) is not certified, `tcProductPackagingFor` shall state "non-certified product." And
- d. Prior to issuing the transaction certificate, the certification body shall review documentation to confirm that the packaging material(s) was applied to the relevant product(s) and shall review sales documentation for the product(s).

EXAMPLE:

- 1) Certified garments are packaged in OCS-certified bags (100% organic cotton). The weight of the empty bags is 100 kg. The certified garments appear as product 1234 on the same transaction certificate:
 - The seller's scope certificate includes the following in the products appendix: PC0023 Packaging, PD0024 Bags, RM0104 Organic Cotton, claims category OCS (OCS 100).
 - The bags appear as a product on the transaction certificate even though they are not listed separately on sales documents including invoices.
 - `tcProductNetShippingWeight`: 100 kg.
 - `tcProductRawMaterialPercentage`: 100%.
 - `tcProductRawMaterialCode`: RM0104. And
 - `tcProductPackagingFor`: 1234.

NOTES:

- 1) It is not expected that the packaging materials be specifically listed on sales documentation for packaging that has been applied to a final product.
- 2) In cases where a product claim is made about the certified packaging itself, it is not mandatory to list the certified packaging on the transaction certificate for the final product. The certified packaging would be listed on a separate transaction certificate.

Section 5: Transaction certificate template

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

5.1. Title, headers, and footers

5.1.1

TC

The document shall be titled “Transaction Certificate (TC).” Other terms (such as “product certificate”, “export certificate”, or “certificate of inspection”) are not allowed. The applicable standard(s) (tcStandard) shall be named from the standards listed in TE-TXL-POL-204. All standards that apply to the transaction certificate shall be named. See 4.7.3 for return transaction certificates.

5.1.2

TC

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

TC

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

TC

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

5.2.2

TC

The transaction certificate number shall be formatted as follows, with each element separated by hyphens:

- a. The unique three-character CB identifier assigned to the certification body by Textile Exchange (tcCbLicensingCode). 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. “TC” to indicate a transaction certificate. And
- c. A 10-character alphanumeric identifier for the transaction certificate. Allowable characters are 0–9 and A–Z (capital letters only). This identifier shall not include any information that could potentially reveal the identity of the seller or the buyer, including the seller’s or buyer’s TE-IDs. Leading zeros may be included to ensure that there are 10 characters.
- d. Two zeros (“00”) at the end of the certificate number.

NOTE:

- 1) A certification body with licensing code CB-ABC creates transaction certificates for a seller with TE-ID TE-12345678. The transaction certificate numbers are ABC-TC-ABCDEFGHIJ-00, ABC-TC-9876543210-00, and ABC-TC-67890ABCDE-00.

5.2.3

TC

Whenever a transaction certificate is updated, the certification body shall assign a version number (**tcVersionNo**) which uniquely identifies this version of the transaction certificate. The version number shall not be blank.

- a. If the transaction certificate has not been updated since it was issued, the transaction certificate version number (**tcVersionNo**) shall match the certificate number (**tcNo**).
- b. If the transaction certificate has been updated since it was issued, the version number (**tcVersionNo**) shall be the transaction certificate number (**tcNo**) with a hyphen and a sequential two-digit number appended, with "-01" to indicate the first update.

EXAMPLE:

- 1) A transaction certificate is issued by certification body ABC with **tcNo** ABC-TC-9876543210. The initial value of **tcVersionNo** is ABC-TC-9876543210-00. Following the first amendment to the transaction certificate, **tcVersionNo** is ABC-TC-9876543210-01.

5.3. Authorization

5.3.1

TC

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

5.3.2

TC

The authorization statement shall include:

- a. Place of issue (**tcPlaceofIssue**);
- b. Date of issue (**tcIssueDate**), which shall be the date the transaction is issued (i.e., 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.

NOTE:

- 1) Place of issue refers to the country/area and state/province (where applicable, see 1.1.3) of the certification body's office making the certification decision and issuing the transaction certificate. This is typically the physical location of the certification decision-maker.

5.3.3

TC

The transaction certificate status (**tcStatus**) as "Valid", "Amended", or "Invalid" and the date of the last update (**tcLastUpdatedDate**) 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 4.7.3.b.

5.4. Box 1: Certification body

5.4.1

TC

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.

TC

5.5.2 The seller’s associated scope certificate 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.

TC

NOTES:

- 1) If a new scope certificate has been issued but **scValidFromDate** is after **tcIssueDate**, the number of the previous scope certificate that is still valid shall be used.
- 2) **sellerScNo** shall contain the seller’s scope certificate number, **not** the scope certificate version number.

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.

TC

TE-ID

5.5.4 The seller shall be a site that is named on the scope certificate. The seller shall not be a subcontractor.

TC

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.”

TC

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. For data submissions, **sellerNonCertifiedTraderName** shall show “na” when it is intentionally left blank.

TC

TE-ID

- a. More than one non-certified trader may be specified if applicable.

5.5.7 The seller’s certification body client number (**sellerCbClientNo**) shall be specified. See 3.3.3 for further details.

TC

5.6. Box 3: Buyer of certified products

5.6.1 The name (**buyerName**) and address (**buyerAddress**) of the buyer of the certified product(s) shall be specified. The buyer is not required to be certified to the applicable standard(s). The buyer is the legal entity/site taking ownership of the product(s) and is typically the same as the buyer named on the invoice.

TC

NOTE:

- 1) In some cases, the buyer may not be named on the invoice or commercial invoice. In this case, the buyer will typically be named on the purchase order or equivalent, or on a letter of credit.

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.

TC

TE-ID

5.6.3

If the buyer is certified to any of the applicable standards, the buyer shall be a site that 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.

TC

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`) and the buyer's scope certificate number (`buyerScNo`) 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. If the buyer is not certified, `buyerCertifiedOrganizationName` and `buyerScNo` shall be "na".

TC

NOTES:

- 1) The inclusion of the correct TE-ID and scope certificate number for the buyer are critical to ensure that the volumes from the transaction certificate are correctly recorded as inputs for the buyer in the material ledger (see 7.1).
- 2) `buyerScNo` shall contain the buyer's scope certificate number, not the scope certificate version number.

5.6.5

The buyer's certification body client number (`buyerCbClientNo`) should be specified. See 3.3.3 for further details.

TC

5.7. Box 4: Weights

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).

TC

5.7.2

The total weight of certified material in the products shall be specified (`tcClaimsCategoryCertifiedWeight`), 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 claims category (`tcClaimsCategory`).

TC

5.8. Box 5: Declarations by certification body

5.8.1

The declarations as prescribed on the template shall be used.

TC

5.8.2

The declaration beginning "This is to certify that" shall be included with references filled in to the standard name and acronym. For OCS only, the additional text "(an) organic farming standard(s) that is/are recognized by" shall be included.

TC

5.8.3

TC

The final declaration beginning “This transaction certificate does not entitle” shall be included with reference to the applicable standard name(s). Standard acronyms may be used in place of standard names where permitted by TE-TXL-POL-204 (`tcClaimsCategory`).

5.8.4

TC

For OCS, this box shall be used to declare if all of the organic fibers used meet the certification requirements of the United States Department of Agriculture (USDA) National Organic Program (NOP). For information about other organic standards, see information about inputs in the products box (5.10.4):

- a. Information for the USDA NOP shall always be included, as follows: “Certification of the organic material used for the products listed complies with USDA NOP rules yes no” (reporting field `tcUsdaNopCompliantFlag`). If any product included on the transaction certificate does not meet USDA NOP rules, “No” shall be checked.
- b. 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 transaction certificate), “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 transaction certificates if necessary to allow for this. And
- c. In-conversion material shall not be listed as complying with USDA NOP rules. A product that contains both organic and in-conversion material may be listed as complying with USDA NOP rules provided this is accurate.

NOTE:

- 1) The declaration about USDA NOP is made for all and only the organic fibers included in certified products.

5.9. Box 6: Shipments

5.9.1

TC

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

- a. Shipment document number (`tcShipmentDocNo`): The identification number from the shipment document used to confirm the details of the shipment. This number shall be unique on the transaction certificate because it is used as the unique identifier for the shipment. The shipment document shall be the selected as indicated in TE-TXL-POL-204.
- b. Shipment date (`tcShipmentDate`): The date the shipment departed the seller’s facility. Only one date is allowed per shipment. And
- c. Sales invoice references (`tcShipmentInvoiceReferences`): The seller’s sales invoice numbers for all sales invoices included in the shipment. If one or more non-certified traders are involved in the transaction, all sales invoice numbers shall be listed in order of the transactions.

NOTES:

- 1) “Shipment” refers to all transportation of products, regardless of the means of transportation (for example, ship, rail, truck).
- 2) Refer to section 4.7 for criteria relating to special shipping arrangements.

5.9.2

TC

The ship to shall be identified for each shipment as the final destination of the product(s) as identified on the shipment document used for the shipment document number. The ship to for the product(s) shall be specified, including name (`tcShipToName`) and address (`tcShipToAddress`):

- a. A facility that does not take physical possession of product(s) shall not be named as the ship to.
- b. If the buyer is certified, the ship to should be a facility on the buyer’s scope certificate where possible, unless the buyer is a brand purchasing final products or is a certified trader (see 5.9.2.e).

- c. If the ship to is listed on a scope certificate, the ship to TE-ID (tcShipToTeld) shall be specified. Otherwise, the ship to TE-ID (tcShipToTeld) should be specified when available. For data submissions, this field shall show “TE-99999999” when it is intentionally left blank.
- d. The ship to may be a port facility when it aligns with the destination listed on the shipment document. And
- e. If the shipping arrangements are made by the buyer and shipment documents are not provided to the seller, data fields shall be filled in as follows on the transaction certificate and in Trackit:
 - i. Shipment document number (tcShipmentDocNo): as indicated in TE-TXL-POL-204;
 - ii. Shipment date (tcShipmentDate): the date the shipment left the seller facility;
 - iii. Ship to name (tcShipToName): “ARRANGED BY BUYER”;
 - iv. Street address (tcShipToStreetAddress), city/town (tcShipToTown), and postcode (tcShipToPostcode): “na”; and
 - v. Ship to state/province (tcShipToStateOrProvince) and country/area (tcShipToCountryOrArea): “00” (may be blank on the transaction certificate pdf).

EXAMPLES:

- 1) The buyer is a large retailer and is also the brand. The seller arranges delivery of the products 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 and delivers the products to a specific port facility in the buyer’s country that is not listed on the buyer’s scope certificate. The buyer then arranges transportation from the port facility to the buyer’s facility. The port facility is the ship to.

NOTE:

- 1) Situations where shipment arrangements are made by the buyer include ex-works arrangements and cases where the buyer is a certified trader.

5.10. Box 7: Certified products

5.10.1

TC

Each product 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 certified raw materials (see 3.7.1) and all facilities that took physical possession of the product while it was owned by the seller. See 4.7.3 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. And
- b. A facility that 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 that 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 that only does warehousing and distribution of final products (PRO048).

NOTES:

- 1) A claims category of “na” is used on transaction certificates for non-certified components of unfinished products. This claims category does not apply to scope certificates.
- 2) 5.10.1.b is intended to allow for transaction certificates to be issued in situations where the seller did not meet all Content Claim Standard (CCS) criteria regarding the timing of adding facilities to the scope certificate. Criteria of CCS-101 continue to apply to the organization and this situation.

5.10.2

If the same product is included on multiple shipments, it shall be reported as a single product unless different article numbers (see 5.10.3.a) are used.

TC

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:

TC

- a. Article number (**tcProductArticleNo**): A number to uniquely identify the product on sales documents and on the transaction certificate. If the buyer is a brand, this shall be the brand's style or model number, or a number that identifies the products within a style or model (for example, style-color or SKU). If the buyer is not a brand, the number should come from the seller's system (for example, lot number, EAN, SKU); however, "na" followed by a sequential number (i.e., "na1", "na2", etc.) may be specified if the seller does not assign article numbers.
- b. Shipment number (**tcProductShipmentDocNo**): The shipment document number(s) from Box 6 (see 5.9.1.a) associated with the product.
- c. Order number (**tcProductOrderNo**): The buyer's purchase order number(s) for 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. Number of units (**tcProductNumberOfUnits**): Number of units of the product. The metric of the units used (**tcProductUnitsMetric**) shall be specified. The metric shall be selected as specified in TE-TXL-POL-204, including the use of a custom metric (**tcProductUnitsMetricOther**) when allowed by that policy.
- e. Net shipping weight (**tcProductNetShippingWeight**): The total weight of the product excluding packaging. (See 5.7.1, and exception in 4.8.2.b.)
- f. Certified weight (**tcProductClaimsCategoryCertifiedWeight**): The total weight of certified material in the product, per claims category. (See 5.7.2.) If the product has components, this shall be the sum of the certified weights (**tcProductComponentClaimsCategoryCertifiedWeight**) for all components.
- g. Product category (**tcProductCategoryCode**): The applicable product category from TE-TXL-DAT-501. The product category shall be listed on the scope certificate.
- h. Product detail (**tcProductDetailCode**): The applicable product detail from TE-TXL-DAT-501. The product detail shall be listed on the scope certificate.
- i. 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. And

NOTES:

- 1) The article number is used as an index to identify products within the transaction certificate.
- 2) Weight shall not be used as the metric because this provides the same information as the net weight (see 5.10.3.f).
- 3) If the product has components, all claims categories for the product's components shall be listed except for "na".

5.10.4

Details of the incoming transaction certificate(s) 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 incoming transaction certificate number may be listed multiple times:

TC

- a. The incoming transaction certificate number (**tcProductIncomingTcNo**), which shall match the existing records in Trackit;
- b. The article number or product number from the incoming transaction certificate (**tcProductIncomingArticleNo**), which shall match the existing records in Trackit;
- c. The net weight used from the input product (**tcProductIncomingArticleNetWeightUsed**); and
- d. The standard of the incoming transaction certificate (**tcProductIncomingTcStandard**).

NOTES:

- 1) This includes Textile Exchange transaction certificates as well as other eligible inputs that are included on another standard's transaction certificate.
- 2) See TE-TXL-POL-204 for details of how to manage special cases for incoming transaction certificates.
- 3) In the case of a multi-standard incoming transaction certificate, all standards that apply to the input product shall be listed.

5.10.5

When there is no incoming transaction certificate, the following applies:

TC

- a. For farms certified to a Textile Exchange standard, the farm production form (FPF) shall be used as the source of information, including:
 - i. tcProductIncomingTcNo shall list the FPF number; and
 - ii. tcProductIncomingArticleNo shall list the lot number.
- b. For reclaimed inputs included on a reclaimed material declaration form (RMDF), the RMDF shall be used as the source of information, including:
 - i. tcProductIncomingTcNo shall list the RMDF number;
 - ii. tcProductIncomingArticleNo shall list the product number; and
 - iii. tcProductIncomingTcStandard shall show "RMDF." And
- c. For other eligible inputs from a standard without transaction certificates (see TE-TXL-POL-204), incoming transaction certificate information shall reflect the input purchase as included in the alternative transaction upload data (see section 7.2).

5.10.6

The material composition shall be specified, including the percentage content per raw material (tcProductRawMaterialPercentage) and the raw material codes (tcProductRawMaterialCode) from TE-TXL-DAT-501 in parentheses:

TC

- 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 the Trackit. They shall be rounded to the nearest integer for the PDF (for example, 50.40% shall be rounded to 50% and 51.83% shall be rounded to 52% for the PDF).
- c. The exact material composition with a percentage content per raw material (tcProductRawMaterialPercentage) shall be specified. Trims may be excluded where permitted by CCS-101.
- d. The material composition shall reflect the composition calculations (see CCS-101, section D4).
And
- 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 raw material code (tcProductCertifiedRawMaterialCode), the country or area (tcProductCertifiedRawMaterialCountryOrArea), the state or province (tcProductCertifiedRawMaterialStateOrProvince), and the weight of the raw material used from that origin (tcProductCertifiedRawMaterialWeight). This shall be specified per state/province when the geographic origin is in a country where state/province data is required by TE-TXL-DAT-502:

TC

- a. Geographic origin information shall be obtained from the incoming Textile Exchange transaction certificate where applicable. For materials without an incoming 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 (tcProductCertifiedRawMaterialWeight) for a product shall be equal to the sum of the certified weights for the product (tcProductClaimsCategoryCertifiedWeight). And
- c. Where there are multiple geographic origins for the same certified raw material, the weight from each geographic origin (tcProductCertifiedRawMaterialWeight) shall be specified. This shall be at the state/province level for any country/area that requires state/province information in TE-TXL-

DAT-502, and at either the state/province level or the country/area level for all other countries/areas.

5.10.8

TC

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. Supplementary weight includes the following:
 - i. Non-certified trims excluded from the material composition as allowed by CCS-101 and 4.6.5; 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 zero. See 4.6.4 for more details about additives.
- c. Product quality: Product quality information as follows. The label text for each field is optional, and lines that 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 (for example, ends/picks per inch, yarn count) (`tcProductInfoFabricWeightAndConstruct`);
 - iv. For garments and finished textile products, the fabric gsm for all fabrics with certified material (`tcProductInfoFabricWeightOfFinishedProduct`); and
 - i. For all other products, applicable technical specifications of the product (`tcProductInfoTechnicalSpecifications`).
- d. Production date (`tcProductProductionDate`): The date of production of the product. This information should be included but is optional. 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 if it is included.
- e. Percent textile waste (`tcProductPercentTextileWaste`): The percentage (0–100) of the product or feedstock that is recycled textile waste (see note 2).
- f. Product is packaging for (`tcProductPackagingFor`): For packaging that has been applied to a final product. `tcProductPackagingFor` shows the product article numbers (`tcProductArticleNo`) of products that 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.
- g. Product Global Trade Item Number (GTIN) (`tcProductGtin`): The GTIN for the product, which should be included when available.
- h. Additional information (`tcProductInfoAdditional`): Space for other relevant information about the product. And
- i. Facilities taking physical possession of product (`tcProductFacilityTeld`): The TE-IDs and associated process codes (`tcProductFacilityProcessCode`) of the facilities that took physical possession of the product while it was owned by the seller, including both sites and subcontractors. This field should be included for all transaction certificates.
 - i. Only process codes for processes that were done to the product at the facility shall be listed.
 - ii. Facilities shall be listed in the order that they first take physical possession of the product, and each facility shall only be listed once.
 - iii. If the seller is a trader and no facilities took physical possession of the products (i.e., the scope certificate only includes PR0030 and optionally PR0000), `tcProductFacilityTeld` shall be TE-99999999 and `tcProductFacilityProcessCode` shall be PR9999 for data submissions, though the PDF transaction certificate may show “na”.

EXAMPLES:

- 1) A sweater has buttons that 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 a jacket. The non-certified component weight is the weight of the jacket without the down filling and is included in `tcProductSupplementaryWeight`.

NOTES:

- 1) The percent textile waste field is not allowed for use until further notice from Textile Exchange in a policy update or calibration. It is included here to allow for the field to be created alongside other system updates.

5.10.9

TC

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

- a. Origin facility TE-ID (`tcProductOriginFacilityTeld`): The facility that 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. More than one TE-ID may be listed. For data submissions, this field shall show “TE-99999999” when it is intentionally left blank.
- b. Origin organization TE-ID (`tcProductOriginOrganizationTeld`): The organization that 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. More than one TE-ID may be listed. For data submissions, this field shall show “TE-99999999” when it is intentionally left blank.
- c. The first processor TE-ID (`tcProductFirstProcessorTeld`): 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 (for example, farm transaction certificates). For data submissions, this field shall show “TE-99999999” when it is intentionally left blank. And
- d. Reclaimed material source (`tcProductReclaimedMaterialSource`): The process code for the source of the reclaimed material as specified on the reclaimed material declaration form (RMDF). Only applicable for reclaimed and recycled materials. Required on the first transaction certificate for reclaimed and/or recycled materials and may be included on other transaction certificates for reclaimed and/or recycled materials.
- e. First processor process code (`tcProductFirstProcessCode`): The process code for the first processor of the material. This information shall be included for transaction certificates from recyclers and may be included transaction certificates for other first processors or where the first processor process code is included on the incoming transaction certificate. In cases where material has not yet been processed (for example, seller is a farm or raw material attribute is reclaimed), PR9999 should be included for data submissions. And
- f. Feedstock (`tcProductFeedstock`): For collectors, concentrators, recyclers, and pulp mills, the feedstock with the applicable product category, product detail, and raw material codes to describe the inputs. This information shall be included for transaction certificates from collectors, concentrators, recyclers and pulp mills (including both recycled and non-recycled pulp), and may be carried forward on all transaction certificates for recycled materials:
 - i. For reclaimed and recycled material, the feedstock shall use the following from the RMDF: product category (referred to as “Pre or Post Consumer Material”), product detail (referred to as “Feedstock”), and certified raw material (referred to as “Reclaimed Material 1” and “Reclaimed Material 2”).
 - ii. For non-recycled pulp, the applicable attribute shall be used to determine the raw material code. And
 - iii. For all other recycled material transaction certificates (i.e., where the seller is not the recycler and excluding reclaimed materials), this information shall be included based on the incoming transaction certificate.

 NOTE:

- 1) The first transaction certificate refers to the earliest transaction certificate in the supply system (for example, typically from farm to first processor for animal fiber farms).
 - 2) Pulp mills may or may not be recyclers, depending on the products produced. 5.10.9.f applies to all pulp mills.
-

5.11. Box 8: Components

5.11.1

TC

A product may be listed on a transaction certificate based either on the entire product (i.e., Box 8 is not applicable) or based on one or more components.

NOTE:

- 1) See TE-301 and TE-MM-POL-301 for more details, and eligibility for full product and component claims.
-

5.11.2

TC

Components may be specified in Box 8 for products as follows:

- a. Components may be specified for final or unfinished products, as indicated in 3.7.3.
 - b. When specified for unfinished products, both certified and non-certified components shall be listed sufficient to describe the entire product. For final products, non-certified components shall be excluded, and their weight recorded in `tcProductSupplementaryWeight` in Box 7 (see 5.10.8.a). And
 - c. Components shall only be specified if they are visually distinct elements of the product (or visible when the product is disassembled) that could be identified by the consumer and/or are within one of the categories identified in 5.11.3.
-

5.11.3

TC

Components shall be specified when any of the following apply:

- a. Product specific certification claims are made based on components.
 - b. Product composition is represented in terms of components on labels appearing on the product or its packaging or in online claims about the product, apart from certification claims (for example, care labels). In this case, the components specified on the transaction certificate shall match the components specified on the labels or claims that contain certified material.
 - c. Separate tracking of material composition per component is legally required in the jurisdiction of sale to the consumer.
 - d. The product (excluding trims) is a final product made up of visually distinct elements, typically with different material compositions.
 - e. The product is a coated, laminated, impregnated, or bonded fabric with an incorporated film-forming polymeric composition or a textile product made up from such fabrics, excluding final products where the non-textile materials are classified as trims. Or
 - f. The product is a fabric that is partially or fully covered with non-textile material(s) (for example, flock, sequins, beads), or a yarn embellished with non-textile material(s) (for example, sequins or beads), excluding final products where the non-textile materials are classified as trims.
-

5.11.4

TC

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

- a. Product article number (`tcProductArticleNo`): The article number for the associated product. While this appears on the PDF, it is not submitted a second time within data submissions.
 - b. Component number (`tcComponentNo`): A number to uniquely identify the component. A different component number shall be used for each component on the transaction certificate.
 - c. Net shipping weight (`tcProductComponentNetShippingWeight`): The total weight of the component excluding packaging. (See 5.7.1.)
-

- d. Certified weight (`tcProductComponentClaimsCategoryCertifiedWeight`): The total weight of certified material in the component, per claims category. (See 5.7.2.)
- e. Component detail (`tcProductComponentDetail`): The applicable product detail for the component from TE-TXL-DAT-501. The product detail shall be listed as a component on the scope certificate.
- f. Claims category (`tcProductComponentClaimsCategory`): 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. 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 that are not applicable should be removed:
 - i. For fibers (PC0032, PC0033, PC0034), the fiber length in mm, and fiber fineness in applicable unit (`tcProductComponentInfoFiberLength`);
 - ii. For yarns (PC0029, PC0030, PC0031), the yarn count (`tcProductComponentInfoYarnCount`);
 - iii. For fabrics (PC0025, PC0026, PC0027, PC0028, PC0039), the fabric weight in gsm (g/m²) and fabric construction (for example, ends/picks per inch, yarn count) (`tcProductComponentInfoFabricWeightAndConstruct`);
 - iv. For garments and finished textile products, the fabric gsm for all fabrics with certified material (`tcProductComponentInfoFabricWeightOfFinishedProduct`); and
 - v. For all other products, applicable technical specifications of the product (`tcProductComponentInfoTechnicalSpecifications`). And
- h. Additional information (`tcProductComponentInfoAdditional`): Space for other relevant information about the component. This field may be omitted from the PDF transaction certificate if it is blank.

5.11.5

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 (`tcProductComponentRawMaterialCode`) and percentage (`tcProductComponentRawMaterialPercentage`).

TC

5.11.6

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

TC

5.12. Box 9: Declarations by seller of certified products

5.12.1

Box 9 provides space for declarations made by the seller that have not been verified by the certification body.

TC

5.12.2

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

TC

- a. Information that is inaccurate or misleading;
- b. References to brand names;
- c. References to trade names (for example, upland cotton); or
- d. Information or claims about certification standards or audits that are not listed in TE-TXL-POL-204.

EXAMPLE:

- 1) 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.

5.12.3

TC

The certification body shall not include any declaration in `tcSellerProductDeclarations` that 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 that do not appear on the templates and that have not otherwise been referenced in this policy.

6.1. Data submissions

6.1.1

SC

TC

The certification body shall submit data for all certificates to Trackit within one calendar day 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.

6.1.2

SC

TC

The certification body shall additionally submit baseline data no later than the tenth (10th) day of the following month. This shall include 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.

6.1.3

SC

TC

The certification body shall follow TE-TRK-DAT-501 for data submissions to Trackit.

6.1.4

SC

TC

The certification body shall upload PDF copies of scope certificates to Trackit each time a scope certificate is issued or updated except as detailed in 2.2.1, 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

SC

TC

All Trackit data fields listed in this policy shall be included in data submissions to Trackit for each certificate, except where they are identified as optional or only required in specific situations.

6.1.6

SC

TC

The certification body shall meet all specifications for data fields listed in this policy. In some cases, Trackit settings may allow for submissions to be made without fully meeting this policy (for example, a submission may be accepted into Trackit 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.

6.1.7

SC

TC

If a field is listed as optional, it may be included in data submissions even when it is not included on the certificate.

6.1.8

SC

TC

The certification body shall remove any duplicate data submissions from Trackit within seven calendar days of upload.

NOTE:

- 1) Duplicate data submissions refer to situations where multiple scope certificates have been uploaded for the same certified organization with overlapping validity, or where multiple transaction certificates have been uploaded to cover the same products or shipments. This does not include updates or amendments to existing certificates, provided that version number criteria are met (see 3.2.3 and 5.2.3).

6.2. Additional data for scope certificate data submissions

6.2.1

sc

The following fields do not appear on the scope certificate but shall be included in scope certificate data submissions into Trackit:

- a. Facility type (`facilityType`): The type of facility for each facility.
 - i. "MF" (main site);
 - ii. "FA" (subsequent site);
 - iii. "AS" (associated subcontractor); or
 - iv. "CS" (independently certified subcontractor).
- b. Audit date (`scLastAuditDate`): The date of the last full audit of the organization, leading to an initial certification or recertification.
 - i. In the case of a multi-day audit, `scLastAuditDate` shall include the final day of the audit.
- c. Audit start date (`scLastAuditStartDate`): The first date of the last full audit of the organization, leading to an initial certification or recertification. When the audit occurred on a single day, this is the same as `scLastAuditDate`.
- d. Date facility added (`facilityAddedDate`): The date the facility was added to the scope certificate:
 - i. If the facility was listed on the scope certificate when it first became valid (i.e., on `scValidFromDate`), `facilityAddedDate` shall match `scValidFromDate`. And
 - ii. If the facility was added to the scope certificate after `scValidFromDate`, `facilityAddedDate` shall be the date the facility was added.
- e. Date standard added (`scStandardAddedDate`): The date each standard was added to the scope certificate:
 - i. If the standard was listed on the scope certificate when it first became valid (i.e., on `scValidFromDate`), `scStandardAddedDate` shall match `scValidFromDate`.
 - ii. If the standard was added to the scope certificate after `scValidFromDate`, `scStandardAddedDate` shall be the date the facility was added. And
 - iii. If a standard is removed from the scope certificate and later re-added, `scStandardDateAdded` shall reflect the date the standard was re-added to the scope certificate. And
- f. Facility last audit date (`facilityLastAuditDate`): The last date when the facility was audited by the certification body:
 - i. If the facility has not yet been audited by the certification body (for example, for farm group members who have not yet been audited by the certification body) and for independently certified subcontractors, a date of 1900-01-01 (January 1, 1900).

6.2.2

sc

The following fields do not appear on the scope certificate but shall be included in scope certificate data submissions into Trackit for specific scopes or situations:

- a. Global Organic Textile Standard (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 by another certification body within the previous two years. For data submissions, `scLegacyNo` shall show "na" when it is intentionally left blank.
- c. Farm raw material (`facilityFarmRawMaterialCode`): The raw material codes for each primary product of farm production, i.e., the material produced by the farm. Required for farms.
- d. Farm capacity: The farm's estimated annual production capacity in kg (`facilityFarmRawMaterialCapacity`) per certified raw material (`facilityFarmRawMaterialCode`). Required for farms.
- e. Farm number of animals (`facilityFarmRawMaterialNumberOfAnimals`): The number of animals of the target species used to calculate `facilityFarmRawMaterialCapacity`, per certified raw material (`facilityFarmRawMaterialCode`). This is applicable to animal farms only (i.e., process categories

PRO011, PRO036, PRO037, and PRO038). For down farms, see additional clarification in TE-TXL-POL-204. Required for farms.

- f. Scope certificate withdrawal date (**scWithdrawalDate**): The date when a scope certificate was withdrawn. Required when the scope certificate has been withdrawn.
- g. Date facility removed (**facilityRemovedDate**): The date the facility was removed from the scope certificate. Required for any facility that has been removed from the scope certificate during its validity.
- h. Date standard removed (**scStandardRemovedDate**): The date the standard was removed from the scope certificate. Required for any standard that has been removed from the scope certificate during its validity, including if that standard is subsequently re-added to the scope certificate.
- i. User-specific terms, as allowed for in TE-TXL-DAT-501. These terms shall be added to the scope certificate and included in data submissions if used:
 - i. Raw material user-specific term (**scProductRawMaterialUserSpecificTerm**);
 - ii. Product category user-specific term (**scProductCategoryUserSpecificTerm**);
 - iii. Product detail user-specific term (**scProductDetailUserSpecificTerm**); and
 - iv. Facility process category user-specific term (**facilityProcessCategoryUserSpecificTerm**).
And
- j. Claims approval status (**certifiedOrganizationApprovedClaims**): An indication of whether the organization has received claims approvals. Required for brands (i.e., any scope certificate that includes PRO035) and recommended for all other scope certificates. Allowable values are 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.

NOTE:

- 1) If **scStandardRemovedDate** is earlier than **scStandardAddedDate**, this indicates the standard has been removed from and re-added to the scope certificate.

6.2.3

The following field may be included on Trackit submissions but is optional:

sc

- a. Facility OS ID (**facilityOsId**): The OS ID for the facility based on data from <https://opensupplyhub.org/>.
- b. Facility production capacity (**facilityProductionCapacity**): The annual production capacity for the facility, in kg of outgoing products. Optional for all facilities with physical possession of certified materials, except:
 - i. Farms that are not also supply system facilities (see 2.4.2); and
 - ii. Facilities exclusively conducting the following processes: PRO000 No processing, PRO030 Trading, and PRO048 Warehousing and distribution of final products.

6.2.4

Each data submission shall include data for all facilities and standards that were previously included on the scope certificate (i.e., that have been removed from the scope of certification during the validity period of the current scope certificate). These facilities and standards shall not be referenced on the PDF scope certificate except as indicated in 3.4.1.a and shall be removed from data following the next recertification.

sc

6.2.5

A list of non-mandatory criteria (i.e., criteria from the standard that are optional for an organization to meet) shall be specified if applicable to the scope of certification (see TE-TXL-POL-204). Inclusion of non-mandatory criteria that have been met by all applicable facilities is required, while all other statuses are optional to include. Reporting shall include:

sc

- a. Criterion identification: Standard (`scNonMandatoryCriterionStandard`), standard version (`scNonMandatoryCriterionVersion`), and criterion number (`scNonMandatoryCriterionNumber`); and
- b. Criterion status (`scNonMandatoryCriterionStatus`) of one of the following:
 - i. “all” for conformance at all applicable sites;
 - ii. “partial” for conformance at some but not all applicable facilities;
 - iii. “none” if no applicable facilities are in conformance;
 - iv. “NE” if the criterion was not evaluated; or
 - v. “NR” if the criterion is not relevant to any facilities. And
- c. All fields for non-mandatory criteria shall specify “na” if non-mandatory criteria are not applicable to the scope.

 EXAMPLE:

- 1) All facilities included on a scope certificate have met Materials Matter Standard V1.0 criterion 1.2.7 (Innovative Technologies). Reporting is as follows:
 - `scNonMandatoryCriterionStandard`: MMS;
 - `scNonMandatoryCriterionVersion`: 1.0;
 - `scNonMandatoryCriterionNumber`: 1.2.7; and
 - `scNonMandatoryCriterionStatus`: all.

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 transaction certificate data submissions into Trackit:

TC

- a. Application received date (`tcApplicationReceivedDate`): The date the certification body first received the transaction certificate application from the seller. And
- b. Complete and valid application received date (`tcApplicationCompleteDate`): The date the certification body received a complete and valid transaction certificate application from the seller.

6.3.2

The following fields do not appear on the transaction certificate but shall be included in transaction certificate data submissions into Trackit for specific scopes or situations:

TC

- a. User-specific terms, as allowed for in TE-TXL-DAT-501. These terms shall be added to the transaction certificate and included in data submissions if used:
 - i. Raw material user-specific term (`tcProductRawMaterialUserSpecificTerm`);
 - ii. Product category user-specific term (`tcProductCategoryUserSpecificTerm`); and
 - iii. Product detail user-specific term (`tcProductDetailUserSpecificTerm`). And
- b. The waste factor for each input product (`tcProductIncomingArticleWasteFactor`). Reserved for future use (see note 1).

 NOTE:

- 1) This field is not allowed for use until further notice from Textile Exchange in a policy update or calibration. It is included here to allow for the field to be created alongside other system updates.

Section 7: Material ledger and uploading of other input records

7.1. Material ledger

Textile Exchange maintains a material ledger that tracks volumes of certified material available for sale by each certified organization. This system is intended to centralize volume reconciliation that has been maintained by certification bodies, and to allow for interoperability of all transaction types across Textile Exchange systems. The material ledger maintains an available balance of material—much like a bank account balance—for each input received by a certified organization. Inputs are defined based on the product (category and detail) and the certified raw material.

7.1.1

ML

The certification body shall add volumes to the material ledger for scope certificates issued by the same certification body as follows:

- a. By using the alternative transaction upload method (see 7.2) for eligible inputs;
- b. By submitting a reclaimed material declaration form (RMDF, see 7.3 and TE-MM-TEM-105) for reclaimed inputs;
- c. By submitting a Farm Production Form (FPF, see 7.4) for production at farms certified to Textile Exchange standards; or
- d. By creating a positive volume adjustment to add the volume of the inputs to the material ledger (see 7.1.3–7.1.5).

NOTES:

- 1) Input volumes from incoming transaction certificates issued to Textile Exchange standards are automatically added to the buyer's material ledger when the transaction certificate is uploaded to Trackit, provided that the issue date (tcIssueDate) is on or after October 1, 2025.
- 2) The use of positive volume adjustments is a limited option that is closely monitored by Textile Exchange.

7.1.2

ML

The certification body shall only issue a transaction certificate when there is sufficient volume available in the material ledger for all applicable inputs to products on the transaction certificate.

EXAMPLE:

- 1) An organization uses 100 kg of post-consumer polyester fiber to produce 95 kg of yarn. A minimum balance of 100 kg of the fiber is required in the material ledger for the transaction certificate to be issued.

NOTE:

- 1) Since the material ledger is maintained in terms of inputs, the volume needed for a specific transaction certificate is reflected with inputs (i.e., based on incomingTcProductNetWeightUsed and the material composition of the input), prior to any waste factor that applies.

7.1.3

ML

The certification body shall submit a volume adjustment for each certified organization at least once per calendar year, which includes:

- a. The TE-ID of the certified organization the volume adjustment applies to (volumeAdjCoTeid);
- b. A listing of each combination of a product category (volumeAdjProductCategory), product detail (volumeAdjProductDetail), and certified raw material (volumeAdjRawMaterial) that the organization receives as inputs, collectively referred to as an input;
- c. The adjustment to the available balance (volumeAdjustment) for each input identified in 7.1.3.b in kg;
- d. The applicable standard for each input (volumeAdjStandard), which is required for recycled inputs and optional for all other inputs;
- e. The date of the adjustment (volumeAdjDate); and
- f. The reason for the volume adjustment (volumeAdjReason, see 7.1.6).

NOTES:

- 1) Volume adjustments are used to update an organization's balance for a specific input in the material ledger and are automatically reflected in the material ledger upon successful submission.
- 2) See TE-TXL-GUI-202 for guidance on calculating the volume adjustment. Volume adjustments are calculated for each certified organization rather than per facility.
- 3) The standard is required for recycled inputs to ensure that Global Recycled Standard (GRS) and Recycled Claim Standard (RCS) certified materials are correctly tracked since they use the same raw material codes.
- 4) The certification body may meet this criterion by submitting continuous volume adjustments via API from their own volume reconciliation system.

7.1.4

The certification body shall maintain a record of how each volume adjustment was calculated.

ML

7.1.5

A volume adjustment may be positive (i.e., an increase in available volume), negative (i.e., a decrease in available volume), or zero (i.e., no change in available volume).

ML

NOTES:

- 1) A negative volume adjustment may occur for reasons such as certified inputs being used to produce products sold as non-certified, or certified materials being damaged or destroyed.
- 2) A zero-volume adjustment means that the material ledger is correct, and there is no change in available volumes.

7.1.6

The certification body shall provide the reason for the volume adjustment (**volumeAdjReason**), as follows:

ML

- a. For a zero-volume adjustment:
 - i. "C" for correct, to indicate that the material ledger is confirmed to be correct;
- b. For a negative volume adjustment:
 - i. "D" for material that has been damaged, destroyed, or sold as non-certified;
- c. For a positive volume adjustment:
 - i. "E" for error, if corrections are needed based on a previous negative volume adjustment that was incorrectly entered as larger than it should have been; or
- d. "O" for any other justification. In this case, a free text justification shall be provided (**volumeAdjJustification**).

7.1.7

If a volume adjustment results in a negative balance for any input at the end of any day (i.e., the material ledger is overdrawn), the certification body shall investigate the reason for the negative balance and take action to correct it within seven calendar days.

ML

EXAMPLE:

- 1) A certified organization has a balance for a specific input of 100 kg in the material ledger on January 1. The organization receives an incoming transaction certificate for the same input with 500 kg of inputs on January 15. On February 1, the certification body uploads a volume adjustment of -150 kg effective January 1, leaving the organization with a balance of 450 kg. While the current balance is positive, the volume adjustment results in a negative balance from January 1–15 that needs to be corrected.

NOTES:

- 1) Possible reasons for a negative balance include calculation errors by the certification body or an incoming transaction certificate issued before the incoming transaction certificate is uploaded to Trackit.
- 2) Actions to correct a negative balance may include, but are not limited to, an additional volume adjustment, or the amendment or invalidation of a transaction certificate.

7.1.8

A volume adjustment shall be submitted within 30 calendar days after the date of the adjustment (**volumeAdjDate**). A volume adjustment shall not be submitted before the date of the adjustment.

ML

7.1.9

ML

The following criteria apply to farms certified to Textile Exchange standards only:

- a. The certification body shall ensure that the farm capacity is included on scope certificate data submissions for all farm scope certificates, as required by 6.2.2.d.
- b. Material ledger balances for farm scope certificates are maintained based on the certified material produced by the farm (for example, PC0045-PD0089-RM0083 greasy wool for sheep farms). And
- c. If a farm is a subsequent site on two scope certificates, the certification body shall ensure that volumes produced by that farm are only included on one transaction certificate between both scope certificates. The certification body shall review records for the farm for both scope certificates and shall coordinate with the other certification body where the scope certificates are with different certification bodies. This may include limiting which materials are included on an PPF for that farm and/or adding negative volume adjustments for that farm (reason of “D”).

NOTES:

- 1) The total farm capacity for a certified organization is determined as the sum of the farm capacities for the applicable raw material for all farms included on the date the scope certificate is issued, and on the anniversary date during years when a multi-year scope certificate does not expire.

EXAMPLE:

- 1) A farm is part of two scope certificates for wool and mohair production. The following are possible strategies for the material ledger:
 - Wool production is added to the material ledger (i.e., via an PPF) under the first scope certificate and mohair under the second scope certificate.
 - All farm production is added to the material ledger for both scope certificates. The certification body for the first scope certificate submits a negative volume adjustment whenever a transaction certificate for the second scope certificate lists material produced by that farm, and vice versa. And
 - Farm production is added to the material ledger only when it is determined under which scope certificate it will be sold.

7.1.10

ML

No volume adjustments are required for certified brands, unless the brand has obtained an outgoing transaction certificate during the current or previous calendar year.

NOTES:

- 1) Material ledger balances are only visible for brands if volume adjustments are uploaded for that brand because otherwise there is no record of materials sold. Volume data about incoming transaction certificates will be made available to the brand in this situation.
- 2) It is allowable to upload volume adjustments for brands that do not receive outgoing transaction certificates.

7.2. Alternative transaction upload method

The alternative transaction upload method provides a way for Textile Exchange transaction certificates, along with information about other eligible inputs, to be added to Trackit when they have not been uploaded by the issuing certification body. This method is simplified to allow for easier data ingestion when some data may be unavailable.

7.2.1

TC INPUTS

The alternative transaction upload method may be used to add eligible inputs to Trackit:

- a. This method may be used by the seller’s certification body named on the transaction certificate, provided that the seller’s certification body is a currently licensed certification body for Textile Exchange standards.
- b. The buyer’s certification body shall upload any transactions that have not been uploaded to Trackit by the seller’s certification body prior to using them as incoming transactions to an outgoing transaction certificate. And
- c. If both the seller’s and buyer’s certification bodies upload the same transaction using this method, the data from the first upload ingested into Trackit shall take precedence.

NOTE:

- 1) 7.2.1.a applies to Textile Exchange transaction certificates and to other eligible inputs that have transaction certificates.

7.2.2


The alternative transaction upload method may be used for the following inputs:

- a. Eligible inputs under other recognition, as referenced in TE-TXL-POL-204; and
- b. Incoming transaction certificates issued to a Textile Exchange standard that were issued prior to January 1, 2024 and were not uploaded to Trackit by the issuing (seller's) certification body. This option is only available if the seller's certification body is a current Textile Exchange certification body (for any scope). This option may be applied by the seller's certification body (see 7.2.1a) or by the buyer's certification body.

7.2.3


The certification body shall authenticate incoming transactions as follows:

- a. Textile Exchange transaction certificates shall be authenticated with the issuing certification body. And
- b. Eligible inputs under other recognition, as referenced in TE-TXL-POL-204, shall be authenticated according to the rules of the applicable scheme and using guidance from TE-TXL-POL-204 when available.

7.2.4


When required information for an alternative transaction upload is not included on the transaction certificate, the certification body shall identify this information through other means (for example, by finding the buyer's or seller's TE-ID). If the certification body cannot confirm all required information, uploading through this method is not possible.

7.2.5


A PDF copy of the transaction certificate shall be uploaded to Trackit with the transaction certificate upload. For other eligible inputs that do not have transaction certificates, documentation as specified in TE-TXL-POL-204 shall be uploaded.

7.2.6


Each alternative transaction upload shall include the following data fields that are specific to this method:

- a. The upload type (`tcUploadType`) as:
 - i. "GOTS" for Global Organic Textile Standard (GOTS) transaction certificates;
 - ii. "OF" for organic farm inputs;
 - iii. "EI" for all other eligible inputs; or
 - iv. "ATU" for transaction certificates issued to Textile Exchange standards before 2024; and
- b. The licensing code of the certification body doing the upload (`tcUploadCb`).

7.2.7


The transaction certificate number (`tcNo`) shall be formatted starting with the identifier from the transaction certificate upload type (`tcUploadType`) (see 7.2.6.a) followed by the three-letter identifier for the issuing certification body, then the transaction certificate number as specified on the PDF transaction certificate.

EXAMPLE:

- 1) A GRS transaction certificate issued by certification body ABC in 2023 with the transaction certificate number ABC-GRS-123456 is uploaded by the buyer's certification body using the alternative transaction certificate upload method. The transaction certificate number for the upload would be ATU-ABC-GRS-123456.

NOTE:

- 1) If the transaction certificate number on the PDF transaction certificate starts with the certification body's three-letter identifier, the identifier is not duplicated to meet this criterion.

7.2.8

The following fields shall be included in the data submission following the criteria of this policy:

TC

INPUTS

- a. Transaction certificate information: tcIssueDate, tcDateOfIssue, tcVersionNo, tcCbLicensingCode, tcStandard;
- b. Seller information: sellerName, sellerAddress, sellerTeld (if available);
- c. Buyer information: buyerName, buyerAddress, buyerTeld;
- d. Product information: tcProductArticleNo, tcProductCategoryCode, tcProductDetailCode, tcProductCertifiedWeight; and
- e. For each raw material: tcProductRawMaterialCode, tcProductRawMaterialPercentage, tcProductCertifiedRawMaterialCode, tcProductCertifiedRawMaterialCountryOrArea, tcProductCertifiedRawMaterialStateOrProvince, tcProductCertifiedRawMaterialWeight.

NOTES:

- 1) If the certification body that issued the transaction certificate does not have a licensing code, the certification body shall email data@textileexchange.org prior to submission so that a code can be created.
- 2) In some cases, the uploading certification body may need to identify codes or reformat data from the incoming transaction certificate to complete the upload. For example, an older transaction certificate may not include a product category and product detail but will describe the product so that a product category and product detail can be selected.
- 3) For a Textile Exchange transaction certificate issued prior to this policy, the product number shall be used in tcProductArticleNo. For all other uploads, a product number may be used in tcProductArticleNo when a unique article number is not available. If there is no product number, the certification body shall assign a sequential number.

7.2.9

A transaction certificate with one or more components shall not be uploaded using the alternative transaction upload method.

TC

INPUTS

7.2.10

All other transaction certificate data fields included in this policy are optional for alternative transaction uploads.

TC

INPUTS

7.3. Reclaimed material declaration form (RMDF)

Reclaimed material declaration forms (RMDFs) are used to add reclaimed inputs to Trackit as available inputs. The fillable RMDF is published as TE-MM-TEM-105.

7.3.1

The certification body shall collect the reclaimed material declaration form(s) (RMDF(s)) from the first certified organization in the supply system, which is named as the buyer on the RMDF(s).

INPUTS

NOTE:

- 1) The first certified organization in the supply system is typically the recycler but may also be a certified collector or concentrator. For this criterion, certification refers to Textile Exchange standards only.

7.3.2

The certification body shall collect a separate RMDF for each supplier and calendar month where a shipment of reclaimed material is received by the buyer.

INPUTS

NOTE:

- 1) The buyer is responsible for preparing or collecting the RMDF and submitting it to their certification body.

7.3.3

The certification body shall upload the RMDF to Trackit within seven calendar days of receiving it from the buyer and before issuing any transaction certificate that references the RMDF as input.

INPUTS

NOTE:

- 1) The buyer is required to submit RMDFs to their certification body within 31 calendar days of the end of the calendar month of the shipments, or before using the reclaimed material as input for an outgoing transaction certificate, whichever comes first.

7.3.4

The RMDF may be submitted by:

INPUTS

- a. Uploading a completed TE-MM-TEM-105 to Trackit.
- b. Duplicating the data from TE-MM-TEM-105 in the certification body's system and submitting the data via API. In this case, data entry into the certification body's system may be completed by the certification body copying data entered into TE-MM-TEM-105 or by the buyer entering data into the certification body's system directly. Or
- c. Any other submission method made available by Textile Exchange.

7.3.5

The certification body shall not accept an RMDF for shipments received when the buyer was not certified to a Textile Exchange standard for recycled material.

INPUTS**7.3.6**

The certification body shall not accept an RMDF where the reclaimed materials do not meet the eligibility criteria from GRS-202, or that has not been completed correctly according to the instructions in TE-MM-TEM-105.

INPUTS

7.4. Farm Production Form (FPF)

Farm production forms (FPFs) are used to add farm inputs to Trackit as available inputs.

NOTE: The farm production form will be developed after the publication of this policy but will align with this policy on mandatory date. Textile Exchange may issue a calibration on the implementation of farm production forms.

7.4.1

The certification body shall submit farm production forms (FPFs) to Trackit to document production by certified farms.

INPUTS**7.4.2**

The certification body shall meet all specifications for data fields and submission criteria for FPF submissions.

INPUTS**7.4.3**

The certification body shall only submit an FPF where the materials produced by the farm are eligible for sale as certified under the applicable standard. The certification body is not required to submit all farm production on an FPF if the certification body knows that it will be or has been damaged, destroyed, sold as non-certified, or sold under another scope certificate.

INPUTS

Section 8: Transition to TE-TXL-POL-203

This section includes additional criteria to clarify how to issue scope and transaction certificates during the transition to this updated policy, including criteria for when an input transaction certificate was issued under a previous policy.

8.1. Transition measures for scope certificates

8.1.1 All scope certificates issued on or after the effective date of this policy should be issued as per this policy. All scope certificates issued on or after the mandatory date of this policy shall be issued as per this policy.

sc

8.1.2 If a scope certificate issued under *ASR-103 Policy for Scope Certificates* (ASR-103) before the mandatory date of this policy is updated after the mandatory date of this policy, the updated scope certificate shall continue to use the criteria of ASR-103.

sc

NOTE:

- 1) It is not possible to add the Materials Matter Standard to a scope certificate issued under ASR-103.

8.1.3 The certification body may use the following process to change a scope certificate issued under ASR-103 to a scope certificate issued under this policy:

sc

- a. Withdraw the existing scope certificate using a reason (`scStandardWithdrawalReason`) of “A”; and
- b. Issue a new scope certificate under this policy that is valid from (`scValidFromDate`) the day after the previous scope certificate was withdrawn until (`scValidUntilDate`) the same date the previous scope certificate was valid until.

8.1.4 The certification body shall ensure that all remaining scope certificates were issued under this policy by March 31, 2029 or shall otherwise follow the process in 8.1.3 to change the scope certificate.

sc

NOTE:

- 1) This will typically only apply to Responsible Animal Framework (RAF) farm scope certificates.

8.2. Transition measures for transaction certificates

8.2.1 All transaction certificates issued on or after the effective date of this policy should be issued as per this policy. All transaction certificates issued on or after the mandatory date of this policy shall be issued as per this policy.

TC

8.2.2 If a transaction certificate issued as per *ASR-104 Policy for Transaction Certificates* (ASR-104) before the mandatory date of this policy is amended after the mandatory date of this policy, the amended transaction certificate shall continue to use the criteria of ASR-104.

TC

NOTE:

- 1) It is not possible to issue a Materials Matter Standard transaction certificate under ASR-104.

8.2.3 The certification body should ensure that their clients (i.e., certified organizations) are aware of the need for non-certified traders and non-certified buyers to register for a TE-ID to avoid delays in

TC

TE-ID

processing transaction certificate applications. A transaction certificate application is not complete and valid if it includes a non-certified trader or a buyer who does not have a TE-ID.

8.2.4

TC

If the seller's scope certificate is issued as per ASR-103 rather than this policy, the product to be sold shall be listed on the seller's scope certificate according to the rules of ASR-103. See 5.10.1.

8.2.5

TC

If the input transaction certificate is a Textile Exchange transaction certificate that was issued as per a previous transaction certificate policy:

- a. The product number may be used in place of the article number (`tcProductIncomingArticleNo`, see 5.10.4.b).
- b. If the geographic origin cannot be linked to a specific product on the incoming transaction certificate, all geographic origins listed for that certified raw material shall be included. (See 5.10.7.)
- c. If 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 at the state/province level. (See 5.10.7.)
- d. If 8.2.5.b and/or 8.2.5.c apply or were noted in the products box of the incoming transaction certificate, the declaration "Weights per geographic origin are approximations" shall appear in `tcProductInfoAdditional`. (See 5.10.7.)

Appendix A: Scope certificate template

A copy of TE-TXL-TEM-203-V4.0 is attached below for reference. Please refer to the below (per 1.2.2);

Non-highlighted text	Non-editable text that stays on the certificate.
Gray highlighted text	Data (Trackit) fields that is replaced for the correct information as applicable.
Light blue highlighted text	Informational (non-Trackit) fields that is replaced for the correct information as applicable.
Light green highlighted text	Removable text that gives instructions.

[CB's letterhead containing name and address]

Scope Certificate

Scope Certificate Number: **scNo**
Scope Certificate Version Number: **scVersionNo**

Certification_body_name
certifies that

certifiedOrganizationName

certifiedOrganizationNameNative [optional]

Textile Exchange-ID (TE-ID): **certifiedOrganizationTeld**

Certification_body_name Client Number: **certifiedOrganizationCbClientNo**

certifiedOrganizationStreetAddress
certifiedOrganizationTown, **certifiedOrganizationPostcode**
certifiedOrganizationStateOrProvince [if applicable], **certifiedOrganizationCountryOrArea**
has been audited and found to be in conformity with the

scStandard (Version scStandardVersion) Withdrawn on scStandardRemovedDate

[Withdrawn information if applicable] [repeat as needed for additional standards]

Product categories mentioned below (and further specified in the product appendix) conform with the standard(s):

Product_Category (**scProductCategoryCode**) [complete deduplicated list]

Process categories carried out under responsibility of the above mentioned organization for the certified products cover:

Process_Category (**facilityProcessCategoryCode**) [complete deduplicated list, add * for any processes included on a subcontractor facility]

*The processes marked with an asterisk may be carried out by subcontractors.

This certificate is valid from **scValidFromDate** until **scValidUntilDate**

Audit criteria: **Document_Name** **VDocument_Version** ; **Document_Name** **VDocument_Version**

[Repeat on every page]

Place and Date of Issue (YYYY-MM-DD)

scPlaceOfIssue, **scCreatedDate**

Last Updated: **scLastUpdatedDate**

Valid From: **scValidFromDate**

Valid Until: **scValidUntilDate**

Extended Until: **scExtendedUntilDate** [if applicable]

Status: **scStatus** [optional]

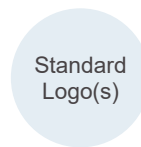
Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



Certification Body Licensed by: Textile Exchange; Licensing Code: **scCbLicensingCode**

Certification Body Accredited by: **scCbAccreditationBody** [remove if CB is in a grace period] **scCbAccreditationNo** [optional]

Auditor(s): **scCbAuditorId** [optional]

CB Scope Stipulations: **scCbScopeStipulations** (optional)

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/>.

scCbScopeStipulations. [remove if blank]

[CB's letterhead containing name and address]

Scope Certificate Number **scNo** Version **scVersionNo** (continued)
certifiedOrganizationName
scStandard **VscStandardVersion**

Under the scope of this certificate, the following products are covered.

Products Appendix

The named organization is certified to produce products with any combination of the following product categories, product details, components, raw materials, and claims categories, subject to the criteria of Textile Exchange standards and supporting documents.

Limitations on certified products: **scProductLimitations** [Remove if no limitations]

Product Category	Product Detail	Component [Remove column if no components]	Claimed Raw Materials	Claims Categories
Product_category (scProductCategoryCode) Product_category (scProductCategoryCode)	Product_detail (scProductDetailCode) Product_detail (scProductDetailCode)	Component (scProductComponentCode) Component (scProductComponentCode)	Raw_material (scProductRawMaterialCode) Raw_material (scProductRawMaterialCode)	scProductClaimsCategory scProductClaimsCategory
PC0001 PC0002 PC0003 [alternate format for clarification]	PD0001 PD0002 PD0003	PD0004 PD0005	RM0001 RM0002 RM0003	GRS Materials Matter Certified

[Repeat on every page]

Place and Date of Issue (YYYY-MM-DD)

scPlaceOfIssue, **scCreatedDate**

Last Updated: **scLastUpdatedDate**

Valid From: **scValidFromDate**

Valid Until: **scValidUntilDate**

Extended Until: **scExtendedUntilDate** [if applicable]

Status: **scStatus** [optional]

Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



The electronically issued document is the valid original version. [change text for translations]

TE-ID **certifiedOrganizationTeld**

[CB's letterhead containing name and address]

Scope Certificate Number **scNo** Version **scVersionNo** (continued)
certifiedOrganizationName
scStandard **VscStandardVersion**

Under the scope of this certificate, the following facilities have been audited and found to be in conformity.

The following brand names may be certified under this scope certificate: **brandName** [if scope includes PR0035 Brand]

Number of farms certified under this scope certificate: **scNumberOfFarms** [if scope includes PR0011, PR0036, or PR0038 Farming]

Site Appendix

Facility Name – TE-ID	Address	Process Categories	Standards [optional if only one standard]	Additional Scopes [remove if blank]
facilityName (main) - facilityTeld	facilityStreetAddress facilityTown, facilityPostcode facilityStateOrProvince [if applicable], facilityCountryOrArea	Process_category (facilityProcessCategoryCode)	facilityStandard (scStandard)	facilityAdditionalScopes
facilityName - facilityTeld	facilityStreetAddress facilityTown, facilityPostcode facilityStateOrProvince [if applicable], facilityCountryOrArea	Process_category (facilityProcessCategoryCode)	facilityStandard (scStandard)	facilityAdditionalScopes
Facility_name - TE-00000000 [alternate format for clarification]	Facility_address_line1 Town, Postcode State/province [if applicable], Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000) ...	Standard1; Standard2...	Facility_Additional_Scope _Details

Associated Subcontractor Appendix

Subcontractor Name – TE-ID	Address	Process Categories	Standards [optional if only one standard]	Additional Scopes [remove if blank]
facilityName - facilityTeld	facilityStreetAddress facilityTown, facilityPostcode facilityStateOrProvince [if applicable], facilityCountryOrArea	Process_category (facilityProcessCategoryCode)	facilityStandard (scStandard)	facilityAdditionalScopes
Subcontractor_name - TE-00000000 [alternate format for clarification]	Facility_address_line1 Town, Postcode State/province [if applicable], Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000) ...	Standard1; Standard2...	facilityAdditionalScopes

[Repeat on every page]

Place and Date of Issue (YYYY-MM-DD)

scPlaceOfIssue, scCreatedDate

Last Updated: scLastUpdatedDate

Valid From: scValidFromDate

Valid Until: scValidUntilDate

Extended Until: scExtendedUntilDate [if applicable]

Status: scStatus [optional]

Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



The electronically issued document is the valid original version. [change text for translations]

TE-ID certifiedOrganizationTeld

[CB's letterhead containing name and address]

Scope Certificate Number **scNo** Version **scVersionNo** (continued)
certifiedOrganizationName
scStandard **VscStandardVersion**

Independently Certified Subcontractor Appendix [May appear on the same page as the Site Appendix and Associated Subcontractor Appendix]

Information about independently certified subcontractors was accurate when this scope certificate was last updated.

Subcontractor Name – TE-ID	Certification Body	Address	Process Categories	Standards [optional if only one standard]
facilityName - facilityTeld	facilityCbOfIndependently CertifiedSubcontractor	facilityStreetAddress facilityTown, facilityPostcode facilityStateOrProvince [if applicable], facilityCountryOrArea	Process_category (facilityProcessCategoryCode)	facilityStandard
Subcontractor_name - TE-00000000 [alternate format for clarification]	CB-ABC	Facility_address_line1 Town, Postcode State/province [if applicable], Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000) ...	Standard1; Standard2...

[Repeat on every page]

Place and Date of Issue (YYYY-MM-DD)

scPlaceOfIssue, scCreatedDate

Last Updated: scLastUpdatedDate

Valid From: scValidFromDate

Valid Until: scValidUntilDate

Extended Until: scExtendedUntilDate [if applicable]

Status: scStatus [optional]

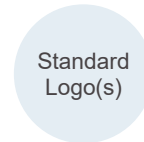
Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



The electronically issued document is the valid original version. [change text for translations]

TE-ID certifiedOrganizationTeld

Appendix B: Transaction certificate template

A copy of TE-TXL-TEM-204-V4.0 is attached below for reference. Please refer to the below (per 1.2.2);

Non-highlighted text	Non-editable text that stays on the certificate.
Gray highlighted text	Data (Trackit) fields that is replaced for the correct information as applicable.
Light blue highlighted text	Informational (non-Trackit) fields that is replaced for the correct information as applicable.
Light green highlighted text	Removable text that gives instructions.

Transaction Certificate (TC) [add "Return" in front if applicable]

Transaction Certificate Number **tcNo**, version **tcVersionNo**

for products certified to the
tcStandard

1. Certification Body CB Name: CB_name CB Address: CB_street_address Town, Postcode State/Province, <small>[if applicable]</small> Country/Area Licensing Code of Certification Body: tcCbLicensingCode	2. Seller of Certified Products Seller Name: sellerName Seller Address: sellerAddress sellerTown , sellerPostcode sellerStateOrProvince <small>[if applicable]</small> , sellerCountryOrArea Textile Exchange-ID (TE-ID): sellerTeld Seller Certified Organization Name: sellerCertifiedOrganizationName SC Number: sellerScNo CB_acronym Client No: sellerCbClientNo Non-certified Trader: sellerNonCertifiedTraderName <small>[if applicable]</small> Trader TE-ID: sellerNonCertifiedTraderTeld <small>[if applicable]</small>
3. Buyer of Certified Products Buyer Name: buyerName Buyer Address: buyerAddress buyerTown , buyerPostcode buyerStateOrProvince <small>[if applicable]</small> , buyerCountryOrArea TE-ID: buyerTeld Buyer Certified Organization Name: buyerCertifiedOrganizationName Buyer SC Number: buyerScNo <small>[hide both if buyer is not certified]</small> Buyer's_CB_acronym Client No: buyerCbClientNo <small>[optional]</small>	4. Total Weights Net Shipping Weight (Number format #,##0.00) tcNetShippingWeight kg Certified Weight (tcClaimsCategory): tcClaimsCategoryCertifiedWeight kg (tcClaimsCategory): tcClaimsCategoryCertifiedWeight kg <small>[if applicable]</small>
5. Declarations by Certification Body This is to certify that, based on the relevant documentation provided by the seller named in Box 2 "Seller of Certified Products": i. the raw material(s) for the products as further detailed/referred to on this transaction certificate has/have been produced in accordance with (an) organic farming standard(s) which is/are recognized by <small>[hide if not OCS]</small> the tcClaimsCategory , and ii. the products in Box 7 "Certified Products" have been processed in accordance with the tcClaimsCategory . Conformity with the standard is audited and monitored systematically under responsibility of the certification body named in Box 1. Certification of the organic material used for the products listed complies with USDA NOP rules: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>[reporting field tcUsdaNopCompliantFlag, hide if not OCS]</small> (relevant information for products marketed and sold in the US; obligatory information for any OCS TC) <small>[hide if not OCS]</small> This transaction certificate does not entitle Box 3 "Buyer of Certified Product" to use the tcClaimsCategory logo or make reference to the tcClaimsCategory . The rules for the labeling of tcClaimsCategory certified products are outlined in the Textile Exchange <i>TE-301 Standards Claims Policy</i> and <i>TE-MM-POL-301 Materials Matter Claims and Labeling Policy</i> , (available on www.textileexchange.org). To authenticate this certificate, please visit https://textileexchange.org/authenticate-transaction/ .	

Place and Date of Issue (YYYY-MM-DD)

tcPlaceOfIssue, **tcIssueDate**

Status: **tcStatus**

Last Updated: **tcLastUpdatedDate**

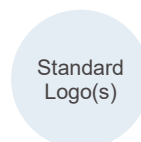
Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



6. Shipments

Shipment Doc No.:	tcShipmentDocNo	Ship To Name and Address:	
Shipment Date:	tcShipmentDate	tcShipToName	
Invoice References:	tcShipmentInvoiceReferences	tcShipToStreetAddress	
TE-ID:	tcShipToTeld <i>[if applicable]</i>	tcShipToTown, tcShipToPostcode	
		tcShipToStateOrProvince <i>[if applicable]</i> , tcShipToCountryOrArea	

7. Certified Products

Article No.:	tcProductArticleNo	Product Category:	Product_category (tcProductCategoryCode)
Shipment No.:	tcProductShipmentDocNo	Product Detail:	Product_detail (tcProductDetailCode)
Order No.:	tcProductOrderNo	Claims Category:	tcProductClaimsCategory
Number of Units:	tcProductNumberOfUnits tcProductUnitsMetric		
Net Shipping Weight:	tcProductNetShippingWeight kg		
Certified Weight:	tcProductClaimsCategoryCertifiedWeight kg (tcProductClaimsCategory) <i>[remove claims category if only one]</i>		
Incoming TC(s) – Product ID – Weight Used (Standard):	tcProductIncomingTcNo – tcProductIncomingArticleNo – tcProductIncomingArticleNetWeightUsed kg (tcProductIncomingTcStandard)		
Material Composition:	tcProductRawMaterialPercentage% Raw_material (tcProductRawMaterialCode) OR See Box 8 for components		
Geographic Origin per Raw Material Weight:	tcProductCertifiedRawMaterialCode – tcProductCertifiedRawMaterialStateOrProvince <i>[if applicable]</i> - tcProductCertifiedRawMaterialCountryOrArea – tcRawMaterialWeight kg		

[Remove blank fields below this line. This line may be removed. Fields may be reorganized to avoid gaps in formatting.]

Weight of Trims and Non-Claimed Components Excluded from Material Composition (description):	tcProductSupplementaryWeight kg (tcProductInfoSupplementaryWeight)	Product Quality:	Fiber length: tcProductInfoFiberLength Yarn count: tcProductInfoYarnCount Fabric weights (gsm): tcProductInfoFabricWeightOfFinishedProduct Fabric weight (gsm) and construction: tcProductInfoFabricWeightAndConstruct
Weight of Trims and Non-Claimed Components Excluded from Material Composition (description):	tcProductSupplementaryWeight kg (tcProductInfoSupplementaryWeight)	<i>[Remove unused lines; line labels are optional]</i>	
Weight of Additives Added to Product (description):	tcProductAdditivesWeight kg (tcProductAdditives)	Facilities Taking Physical Possession of the Product While Owned by Seller (TE-IDs & process codes):	tcProductFacilityTeld – tcProductFacilityProcesCode
Origin facility TE-ID:	tcProductOriginFacilityTeld	Production Date:	tcProductProductionDate
First processor TE-ID:	tcProductFirstProcessorTeld	Origin organization TE-ID:	tcProductOriginOrganizationTeld (Origin Organization Name <i>[optional]</i>)
Reclaimed Material Source:	tcProductReclaimedMaterialSource	First Processor Process Code:	tcProductFirstProcessCode
Product is Packaging For (product no.):	tcProductPackagingFor	Feedstock:	tcProductFeedstock
Additional Info:	tcProductInfoAdditional	GTIN:	tcProductGtin
		Percent Textile Waste:	tcProductPercentTextileWaste

Place and Date of Issue (YYYY-MM-DD)

tcPlaceOfIssue, tcIssueDate

Status: **tcStatus** *[Optional]*

Last Updated: **tcLastUpdatedDate** *[Optional]*

Signature of Authorized Person

Name of Authorized Signatory

Certification Body

Stamp of
CB

Standard

Standard
Logo(s)

8. Components

Products do not have component claims *[check box if no components specified on TC, and remove remainder of Box 8]*

Product Article No and Component No.:	tcProductArticleNo - tcProductComponentNo	Component Detail:	Component_detail tcProductComponentDetail
Net Component Weight (excluding trims):	tcProductComponentNetShippingWeight kg	Claims Category:	tcProductComponentClaimsCategory
Certified Weight:	tcProductComponentClaimsCategoryCertifiedWeight kg(tcProductClaimsCategory) <i>[remove claims category if only one]</i>	Component Quality:	<i>[Remove unused lines; line labels are optional]</i> Fiber length: tcProductComponentInfoFiberLength Yarn count: tcProductComponentInfoYarnCount Fabric weight (gsm) and construction: tcProductComponentInfoFabricWeightAndConstruct Fabric weights (gsm): tcProductComponentInfoFabricWeightOfFinishedProduct
Material Composition:	tcProductComponentRawMaterialPercentage%	Raw material:	(tcProductComponentRawMaterialCode)
Additional Info:	tcProductComponentInfoAdditional		

9. Declarations by Seller of Certified Products

tcSellerProductDeclarations

Place and Date of Issue (YYYY-MM-DD)

tcPlaceOfIssue, tcIssueDate

Status: **tcStatus** *[Optional]*

Last Updated: **tcLastUpdatedDate** *[Optional]*

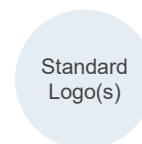
Signature of Authorized Person

Name of Authorized Signatory

Certification Body



Standard



Appendix C: End notes

ⁱ International Organization for Standardization. Country Codes, ISO 3166. <https://www.iso.org/iso-3166-country-codes.html>

ⁱⁱ See end note I.

ⁱⁱⁱ See end note I.

^{iv} See end note I.

^v International Organization for Standardization. Date and time format, ISO 8601. <https://www.iso.org/iso-8601-date-and-time-format.html>