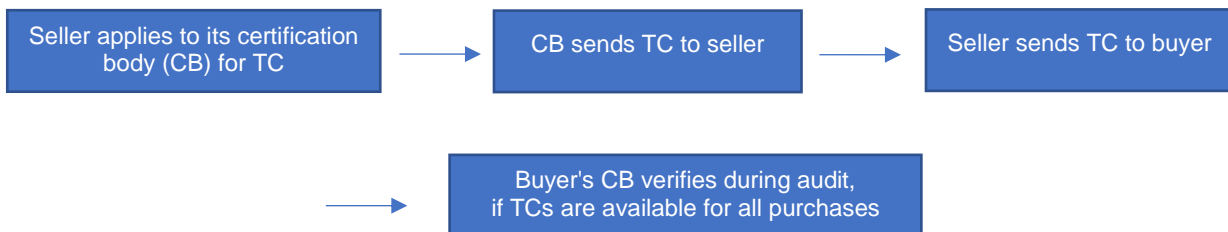


How to apply for a textile Transaction Certificate (TC) to CERES:

Applicable to GOTS, OCS, RCS, GRS and IVN-BEST

TCs are documents issued by a certification body to verify that products being sold/shipped from one organization to another conform to a given standard and may be treated as claimed materials by the receiver. They are issued by the certification body of the seller based on documentary checks. The typical communication is:



1) Procedure is as follows:

- **Submission of complete application package by email to:** textile-admin@ceres-cert.de
- **Processing time:** Up to 14 calendar days (after receipt of a complete and valid application) - No express service available!
- **Dispatch:** TCs will be sent to you by Email in secured PDF format
- **Invoicing:** Quarterly (For prices please refer to our separate price list)

2) TCs are issued according to the below mentioned policies/documents provided by the standard owners:

GOTS	Textile Exchange	IVN Best
Policy for issuance of Transaction certificates, Version 3.0	Policy for Transaction Certificates, (ASR-104-V3.0)	Policy for issuance of NATURTEXTIL BEST Transaction Certificates Version November 2019
Transaction Certificate Template, V 3.0	Template for Transaction Certificate, (ASR-205-V3.0)	
Materials, Processes & Products Classification, Version 1.0	Materials, Processes & Products Classifications, (ASR-213-V1.1)	
GOTS Geographic Classification, Version 1.0	Textile Exchange Geographic Classification, (ASR-214-V1.0)	
In addition, further documents for the individual standards may apply.		

3) Please note:

1. TCs will only be issued if you hold/held a valid scope certificate for the standard for the applicable shipment dates.
2. Please check if your Scope Certificate was valid at time of shipment/sale, if all subcontractors used are included and if all products/material compositions are listed on your Scope Certificate before submitting your TC application to us.
3. A TC cannot be issued if your company is undergoing recertification and major non-conformities have been identified during the audit.
4. CERES does not issue Multi-Standard TCs (e.g. OCS-RCS)
5. CERES generally issues Multiple-Shipment TCs (TCs that cover more than one shipment) for up to 25 shipments, shipped in a period of 30 calendar days from first shipment date. For clients who deliver/sell to retailers we may agree on individual basis to more shipments (max. permitted = 100) within a period of 90 calendar days from date of first shipment if the buyer agrees. Please contact us if you would like to make use of this exception. If you would like to apply for multiple shipment TCs the approval of the buyer will be required (see Annex 5). When you apply for Multiple Shipment TCs please send us the documents sorted per shipment (e.g. one PDF with docs for shipment 1 named as shipment 1, one PDF with docs for shipment 2 named as shipment 2, etc. – several attachments per Email are of course possible). This will help us with the right allocation and verification of your documents.

4) Timelines for TCs:

	TC must be issued by CB	TC can be issued by CB on its own discretion	TC can't be issued
GOTS	0-180 calendar days after earliest shipment date	181 + calendar days after earliest shipment date	-
Textile Exchange	0-90 calendar days after earliest shipment date	91-180 calendar days after earliest shipment date	181 + calendar days after earliest shipment date
	0-30 calendar days after scope certificate expires or is withdrawn	31-90 calendar days after scope certificate expires or is withdrawn	91+ calendar days after scope certificate expires or is withdrawn

5) **The following documents are required for the TC application:**

GOTS	Textile Exchange (OCS, RCS, GRS)	IVN BEST
<p>Supplier/ Input TC: You need to check the TC you are receiving from your supplier and revert back to him if anything is not correct:</p> <p>To be checked for e.g.:</p> <ol style="list-style-type: none"> 1. Correct Standard? (e.g. we can't issue GOTS TCs based on OCS input TCs) 2. Right buyer and consignee address? 3. Right products, amounts and compositions listed? 4. Correct shipping dates? 5. Country and Region of origin mentioned? 6. Technical Parameters included (if applicable)? 7. Copy of Original TC with signature/QR Code/stamp (not a draft!) 	<p>Supplier/ Input TC: You need to check the TC you are receiving from your supplier and revert back to him if anything is not correct:</p> <p>To be checked for e.g.:</p> <ol style="list-style-type: none"> 1. Correct Standard? (e.g. we can't issue GOTS TCs based on OCS input TCs) 2. Right buyer and consignee address? 3. Right products, amounts and compositions listed? 4. Correct shipping dates? 5. Country and Region of origin mentioned? 6. Technical Parameters included (if applicable)? 7. Copy of Original TC with signature/QR Code/stamp (not a draft!) <p>+ Copies of invoices <u>or</u> shipping documents from your supplier to you for your purchase/input (must match with the information provided in the input TC)</p>	<p>Supplier/ Input TC: You need to check the TC you are receiving from your supplier and revert back to him if anything is not correct:</p> <p>To be checked for e.g.:</p> <ol style="list-style-type: none"> 1. Correct Standard? (e.g. we can't issue GOTS TCs based on OCS input TCs) 2. Right buyer and consignee address? 3. Right products, amounts and compositions listed? 4. Correct shipping dates? 5. Country and Region of origin mentioned? 6. Copy of Original TC with signature/QR Code/stamp (not a draft!)
<p>Invoices and shipping/transport documents/delivery notes that show outgoing products were sold and delivered to the named buyer. *</p>	<p>Invoices and shipping/transport documents/delivery notes that show outgoing products were sold and delivered to the named buyer. *</p>	<p>Invoices and shipping/transport documents/delivery notes that show outgoing products were sold and delivered to the named buyer. *</p>
	<p>+ Purchase Order of your client confirming OCS/RCS/GRS products were ordered.</p>	
<p>Completed Application form</p>	<p>Completed Application form</p>	<p>Completed Application form</p>
<p>Completed "Required Information – GOTS/IVN" - Annex 1 As Word format not PDF!</p>	<p>Completed "Required Information – Textile Exchange" Annex 2 As Word format not PDF!</p>	<p>Completed "Required Information - GOTS/IVN" Annex 1 As Word format not PDF!</p>

List of all subcontractors involved (completed Annex 3)	List of all subcontractors involved (completed Annex 3)	List of all subcontractors involved (completed Annex 3)
<p>A balanced Volume reconciliation (considering production loss if applicable) (We suggest you use Annex 4 (Quantity Control Sheet) of our application package, if you submit your own tables/documents all the required information needs to be included and clear to us).</p> <p>Note: If you are just trading 1:1 (if purchased goods and amounts in input TC = sale goods and amounts in output TC - this will not be required)</p> <p>Please send in Excel format!</p>	<p>A balanced Volume reconciliation (considering production loss if applicable) (We suggest you use Annex 4 (Quantity Control Sheet) of our application package, if you submit your own tables/documents all the required information needs to be included and clear to us).</p> <p>Note: If you are just trading 1:1 (if purchased goods and amounts in input TC = sale goods and amounts in output TC - this will not be required)</p> <p>Please send in Excel format!</p>	<p>A balanced Volume reconciliation (considering production loss if applicable) (We suggest you use Annex 4 (Quantity Control Sheet) of our application package, if you submit your own tables/documents all the required information needs to be included and clear to us).</p> <p>Note: If you are just trading 1:1 (if purchased goods and amounts in input TC = sale goods and amounts in output TC - this will not be required)</p> <p>Please send in Excel format!</p>
<p>For multiple Shipment TC Requests: completed Annex 5 (Consent of buyer – if you have a general agreement about the number of shipments and time period with your buyer, you need to send this only once to us for this buyer and not with every application)</p>	<p>For multiple Shipment TC Requests: Annex 5 (Consent of buyer – if you have a general agreement about the number of shipments and time period with your buyer, you need to send this only once to us for this buyer and not with every application)</p>	<p>For multiple Shipment TC Requests: Annex 5 (Consent of buyer – if you have a general agreement about the number of shipments and time period with your buyer, you need to send this only once to us for this buyer and not with every application)</p>
<p>*The submitted documents need to have the following information (minimum specifications):</p> <ul style="list-style-type: none"> - Weight of certified-products: net weight, gross weight, certified weight - The products on your sales invoices must be clearly identified as goods according to the claimed standard (e.g. GOTS or OCS) -the term "bio" or "organic" is not sufficient! - Product Category/Product Details (yarn, garments etc.) – according to your Scope Certificate - Material composition of products– according to your Scope Certificate (e.g. 100% org. cotton (RM0104) / 95% org. cotton (RM0104) + 5% elastane (RM0160) / 76% org. cotton (RM0104) + 22% polyamide (RM0182) + 2% elastane (RM0160) etc.) - Quantity (number of items/meters/packing unit/bales/cones) 		

6) Information on Weights:

Gross Shipping Weight	Net Shipping Weight	Certified Weight*
The total weight of products covered by the TC <u>including</u> packaging and trims/accessories in kilograms (kg). Must be equal to the sum of the gross shipping weights for each shipment listed in Box 9.	The total weight of products covered by the TC <u>excluding</u> packaging in kilograms (kg). This includes the weight of any non-claimed/non-certified portion of the product including trims/accessories. Must be equal to the sum of the net shipping weights for each product listed in Box 10.	The total weight of claimed/certified material in the products shall be specified in kilograms (kg), excluding non-certified material, packaging, and non-certified portions of the products. Must be equal to the sum of the certified weights for each product listed in Box 10.

***Further information regarding “Certified Weight” (= the weight of the organic material in the product you sold)**

- In case of goods with additional material (e.g. Elastane, Polyester etc.) please subtract the certified weight according to the material composition E.g.: fabric 95% Organic Cotton + 5% Elastane, net weight 100,00 kg: Certified Weight: $100 \text{ kg} \times 95\% = 95,00 \text{ kg}$
- In case of goods containing accessories, please subtract the packaging, accessories and trims (please note: the process loss is of no relevance here) E.g. garments 95% Organic Cotton + 5% Elastane, net weight 100,00 kg, accessories/trims weight: 10,00 kg: $100,00 \text{ kg} - 10,00 \text{ kg} = 90,00 \text{ kg}$, Certified Weight: $90,00 \text{ kg} \times 95\% = 85,50 \text{ kg}$

Please contact the TC department in case of questions: textile-admin@ceres-cert.de