

Box no.	Information to be in the TC application.
1.	Check this in the certificates database or clients file- Should be automatically done by system once the license number is entered and every TC should be linked with license number
2a.	2a – The certifier’s licensing code is assigned and provided by the standard setter. It consists of the short form of standard and the CB’s name and a running number generated in chronological order of the CB’s approval to the standard - STS-16 (Automatically selected by system)
2b.	The certificate’s reference number consists of two components: - First component is the license (or contract) number of the seller This license number should be the same used on the certificate of conformity (scope certificate) for the licensee (and in system e.g. as ref.no. - Second component is to be generated as a unique number by the CB identifying each individual TC
3	Name of seller of the certified products and address- this can be only an unit of the certified applicant
4	code of inspection body responsible for the listed certified products and company at the listed address. The inspection body may be different from the CB that issues the TC (e.g. another office of the CB or a subcontracted body). – System login for inspection bodies should be fetched automatically
5	Name of the last processor of certified product(s) and address. This information is not mandatory. It can be left blank on request of the seller (e.g. if the seller does not want to disclose the name of its (sub-contracted) processor).
6	Name of the buyer of the certified products and address
7	Name of the buyer of the certified products and address
8	Name of Consignee and Address where the certified products are shipped to (this may be a processor or a warehouse)
9	Country to which the certified products are shipped to (= country where the consignee of box 8 is located)
10	Provide detailed information to clearly identify the certified products for each shipment. Minimum Information: - Units and names of the products as they appear on the invoice - Label grade, if applicable ('organic (in conversion)' or 'made with organic (in conversion)') - Fibre material composition of the product(s) (% of each fibre in the product by weight) - Gross and net weight of products of each shipment in kg (only required, if the TC covers multiple shipments) - Invoice number and date - Transport document number and date (Shipment wise information shall be entered and they will be appeared in the annex-box 17) - Farm TC reference of the certified seed cotton: "Farm TC Reference :xxxxx" (in case of first processor (ginning) this should be visible
11	Total weight of products covered by the TC plus packaging in kg
12	Total weight of products covered by the TC without packaging in kg.
13	Commercial Weight of products in kg – optional information. Fibres where moisture content may vary significantly (especially wool) are commonly traded in a commercial weight that calculates the fibres weight in a defined conditioned status. Moisture gain or loss may also be an issue for other fibres, especially if stored in unconditioned status with humidity variations (dry season – rainy season) between purchase and sale. Referencing the commercial weight eliminates such moisture gain or loss in weight calculation. There should be calculation stored at backend for consumed qty and loss for production loss difference according to the stage of supply chain
14	The declaration as prescribed on the template is to be used.- (Automatically selected by
15	This box is to be used to point out - the fact that all of the fibres used meet the certification requirement of a specific country to refer to them as organic. The following declaration must be provided for any

	<p>TC issued: "Certification of the organic fibres used for the products listed complies with USDA NOP rules yes no". For TCs issued to buyers in other countries where the organic fiber production and certification must be based on a specific organic farming standard (e.g. in Canada, China, Brazil) before textile products can be advertised and sold with an 'organic' reference (to the fibres used), compliance with this legal requirement must be mentioned by adding equivalent declarations.</p> <ul style="list-style-type: none"> - the fact that the products listed meet specific legal labelling requirements of a country (e.g. relevant for the US: "the GOTS certification and corresponding labelling of the listed products complies with the requirements of the USDA NOP policy dated 20th May 2011 for products that are labeled as "organic" or "made with organic") - (for All sub programs) any other declaration or restriction relevant to the certification and labelling of the fibres and products listed
16	<p>Contains date and place of issue, signature of the authorised person of the body detailed</p> <p>in box 1, name of this person, stamp of the CB in colour, and logo of the standard in colour. Only used if space is not sufficient to get all information of the TC on one page; in this case only the content of box 10 but no other information is to be continued on page 2.</p> <p>The second page starts with the repeat of the reference number of the TC as provided for in box 2b.</p>
17	<p>Title: Annex to Box 10. The information on the certified products and the shipment as detailed in the description to box 10 are continued in this box.</p>
18	<p>No space should be left below the last products in the list of box 17 and box 18.</p> <p>Box 18 repeats signature of the authorised person, name of this person, stamp of the CB and logo of the standard as detailed in the description to box 16.</p>

Supply chain

Farms

Ginning – First processor – Input seed cotton output lint cotton

Spinning – Input fibre output yarn/dyed yarn/OE yarn

Weaving – Input yarn output fabric/dyed fabric

Dyeing - Greige yarn/fabric – dyed yarn/fabric

Wet processing – Unporcessed material – processed material

Garment manufacturer – Fabric – garment (Accessories calculations in the weight-gain – should be considered) – Logo use

Trader

Exporter

Warehousing