



Electronic version available at www.tilth.org.

Transaction Certificates (TC) are required under the Global Organic Textile Standards for all product shipments. The TC should clearly link the product being shipped to the shipping documentation and to your master certificate under this program.

If the shipment contains both Organic and Non-Organic products complete this form for **ONLY** the Organic products. All of the information on this form must match on the shipment and/or accompanying shipping documents.

All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. OTCO will charge a revision fee of \$25 per TC for making corrections based on incorrect information supplied to us. We do our utmost to process your request in a timely manner within 5 business days, if there are errors in your submission this will cause delays.

Completing and Submitting the GOTS Transaction Certificate

Please complete the OTCO GOTS Transaction Certificate Request form. This form is a fillable word doc or can be printed out and completed by hand. Fill out this form completely, incomplete request forms will be returned.

THIS FORM WILL BE THE FINAL DOCUMENT therefore it is preferable to key in the information. If you are filling it out by hand print clearly in block letters so that is information can be easily read.

- Email completed requests to: export@tilth.org or fax to; 541-753-4924.
- Please identify how you would like the form sent, you must provide a UPS or Fedex account number for billing for all couriered forms. Electronic forms can be provided quickly.
- Support documentation is not required however corrections will be treated and billed as separate requests so please be accurate.
- Email this completed form to the email below and OTCO staff will finalize the TC for you, sign and verify.

Please contact export@tilth.org for further questions or call 503.378.0690.

Below is a description and key to entering information in to this TC request form per box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. This box is prefilled with OTCO's name and address as the issuing body.
2. Do not use, OTCO will complete
3. **Seller of the product:** Enter the full company name and address of the seller of the product. This name and address should match the invoice.
4. This box is prefilled with OTCO's name and address as the inspection body.
5. **Last processor of the product:** OTCO Certified client name and address that is the final certified processor of the product.



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6. **Country of Dispatch:** The country of the port of departure.
7. **Buyer of the product:** The company name and address who is purchasing the product.
8. **Consignee of the product:** The company name and address who will receive the product
9. **Country of Destination:** The country of the consignee to which the product will be shipped to.
10. **Product and Shipment information:** This box is critical. The goal is to clearly link the information in this box with the shipment. The more relevant information you can provide the better. Work with your buyer.
 - Product Name(s) and Brand (if applicable)
 - Number of units, boxes cases, cartons, or other units.
 - Label grade: List either “organic” or “made with organic” depending on how product is labeled.
 - Fiber Material composition: Identify the type of organic fiber in the product i.e. cotton, wool, blended cotton etc.
 - Invoice no: The number to match the invoice of the product sell
 - Invoice date: The date of the invoice
 - Transport document reference: Include the shipping company name, any shipment number, date etc. that will link this shipment.
11. **Gross weight: in kg**
12. **Net Weight: in kg**
13. **Commercial weight: in kg**
14. Do Not Use. These Boxes are for OTCO Office use.
15. **Additional Declarations:** if sold in the US the raw fiber product must be certified to meet NOP standards. Check the “yes” box if raw material is confirmed NOP compliant. If marked “No” and product is being sold in the US then OTCO will not be able to finalize the transaction certificate.
16. Do Not Use: These Boxes are for OTCO Office use.