



Electronic version available at www.tilth.org.

Transaction Certificates (TC) are required under the Global Organic Textile Standards to accompany 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.

Please submit your request to export@tilth.org, or contact us with questions at 503.378.0690.

Timeline and Fees:

- Transaction Certificates are processed in the order they are received and within 5 business days of receipt of finalized request, at a rate of \$60/ certificate, unless you request expedited processing or same day expedited processing.
 - Expedited requests will be processed within 24 hours (1 business day) at a charge of \$125 per certificate.
 - Same day expedited requests will be processed within the same business day (must be received by OTCO by 12pm Pacific time) at a charge of \$200 per certificate
 - Please note that processing times may be extended if request forms are not accurately completed.
- All information should be completed carefully and reviewed prior to submitting your form back to OTCO for processing. If there are errors in your submission, this will cause delays and potentially delay release of your shipment. There will be a \$25 fee for corrections to transaction certificates if erroneous information is provided.

Completing 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 the information can be easily read. Corrections to the TC Request form will be treated and billed as separate requests, so please be accurate.

Support documentation is now required for GOTS TC requests:

- For all requests containing 'Organic Cotton Lint' that are being submitted by a ginning operation, we will need a copy of the organic certificate of the farm(s) that produced the cotton, as well as the technical specification testing report(s) for the lot(s) being sold.
- For all requests containing 'Organic Cotton Lint' that are being submitted by a marketer, we will need a copy of the already approved GOTS TC that verifies the sale of the cotton from the gin (or



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previous marketer) to the marketer, as well as the technical specification testing report(s) for the lot(s) being sold.

- For all requests for products other than noted above, only the GOTS TC from the last GOTS certified operation in the chain is required. This includes the TC(s) for certified inputs used to manufacture the GOTS certified goods requested on the TC.

Below is a description and key to entering information into 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: These Boxes are for OTCO Office use.
3. **Seller of the product:** Enter the full company name and address of the seller of the product. The seller must be an OTCO certified client. This name and address should match the invoice and must be the parent company. In cases of DBA's and/or wholly owned subsidiaries the parent company must be identified here.
3b. License Number of Seller: Please include the GOTS License number of the listed seller. This can be found on the first page of the GOTS certificate.
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. This box is not mandatory, it can be left blank on the request form should the seller not wish to disclose the name of any certified subcontracted processors. If left blank, insert N/A. You must still provide the name of the final certified processor to Oregon Tilth in order for us to verify and complete the TC request; this information should accompany the TC request.
5b. License Number of Last Processor: Please include the license (or contract) number of the last processor.
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.
7b. License Number of Buyer: Please include the license (or contract) number of the buyer, if applicable.
8. **Consignee of the product:** The company name and address who will receive the product. If there are multiple consignees, these should be detailed in box 18 on page 2.
9. **Country of Destination:** The country of the consignee to which the product will be shipped to. If there are multiple consignees, these should be detailed in box 18 on page 2.
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 and ensure all details match the issued invoice.
 - Product Name(s) and Brand (if applicable)
 - Number of units, boxes cases, cartons, or other units.



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- Label grade: List either “organic” or “made with organic” depending on how product is labeled.
- Fiber Material composition: Identify the type of fiber in the product (i.e. cotton, hemp, linen, etc.) as well as the percentages of each fiber type. Ex. 95% organic cotton, 5% polypropylene.
- Fiber Quality Technical Specifications: Only to be used by ginners/spinners and traders/marketers of ginned or spun cotton. These operations must include both the fiber length and micronaire value of the cotton. For all other operations, include N/A.
- Invoice no: The number must match the invoice of the product sold
- 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.

If space is not sufficient to get all information of the TC in this box, then utilize box 17 on page 2 to further outline details.

Please note that for GOTS certified cotton gins and raw cotton traders, the bale numbers for cotton bales shipped must be detailed within box 10 and/or box 17.

11. **Gross weight: in kg**

12. **Net Weight: in kg**

13. **Certified weight: in kg;** total weight of certified material(s) covered by TC excluding the non-certified materials, packaging, accessories, and trims. For example, if the product is 95% organic cotton and 5% polypropylene, the certified weight would be 95% of the listed net weight.

14. Complete the editable section within this box by including the name(s) of the fibers included on this request. Ex: cotton, wool, cotton/wool.

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.

Country of Origin: The origin of the included raw organic materials must be provided. Please do not include non-organic products within this section. For example, if the listed product is 95% organic cotton and 5% polypropylene, only include the country of origin information for the cotton.

16. Do Not Use: These Boxes are for OTCO Office use.

17. **Continuation of Box 10:** Use for additional details that would not fit within box 10. Please note that if cotton bales are being sold, individual bale ID numbers, grower name and crop year must be listed here.

18. **Continuation of box 8 and 9:** Use for additional consignee and country identification if needed.

19. Do Not Use: These Boxes are for OTCO Office use.

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