**GOTS Transaction Certificate (TC) Request Form**

**Transaction Certificate Number SA Certification use only**

for products certified to **GLOBAL ORGANIC TEXTILE STANDARD (GOTS)**

|  |  |
| --- | --- |
| **1. Certification Body** Soil Association Certification 51 Victoria Street, Bristol, BS1 6ADUnited KingdomLicensing Code of Certification Body : GOTS-SACL- 02 | **2. Seller of Certified Products**Click or tap here to enter legal name of seller of certified products. They will hold a GOTS certificate and won’t be a subcontractor.Click or tap here to enter seller address line 1. (This address should be listed in the Facilities Appendix of your scope certificate. Click or tap here to enter seller address line 2.Click or tap here to enter seller address line 3.Click or tap here to enter town, postcodeClick or tap here to enter state/province, country/area**Selling on behalf of:**IF APPLICABLE: Click here to enter legal name of Scope Certificate holderSC Number: Click or tap here to enter your scope certificate number – this is found on your scope certificateLicense No.: Click or tap here to enter your licence number – this is found on your scope certificate |
| **3. Buyer of Certified Products**Click or tap here to enter legal name of your customerClick or tap here to enter buyer address line 1.Click or tap here to enter buyer address line 2.Click or tap here to enter buyer address line 3.Click or tap here to enter town, postcodeClick or tap here to enter state/province, country/area**Buying on behalf of:**IF APPLICABLE:Click here to enter legal name of Scope Certificate holderLicense No.: Click or tap here to enter your licence number – this is found on their scope certificate | **4. Gross Shipping Weight** Click or tap here to enter weight in format 000,000.0 kg |
| **5. Net Shipping Weight** Click or tap here to enter weight in format 000,000.0 kg |
| **6. Certified Weight**Click or tap here to enter weight in format 000,000.0 kg |
| **7. 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”: 1. the raw material(s) for the products as further detailed/referred to in Box 10 “Certified Products”, Box 11 “Certified Raw Materials and Declared Geographic Origin” and quantified in Box 4 “Gross Shipping Weight”, Box 5 “Net Shipping Weight” and Box 6 “Certified Weight” has / have been produced in accordance with (an) organic farming standard(s) which is/are recognized by GOTS, and
2. the products in Box 10 “Certified Products” have been processed in accordance with GOTS. 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:** [ ] **Yes** [ ] **No** (relevant information for products marketed and sold in the US; obligatory information for any GOTS TC) This transaction certificate does not entitle the Box 3 “Buyer of the Certified Product” to use the GOTS logo or make reference to the GOTS. The rules for the labeling of *GOTS Goods* are outlined in the latest version of the document “Conditions for the Use of GOTS Signs”, (available on GOTS website)..  |
| **8. Certified Input References**

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| --- | --- |
| Input TCs: | Click or tap here to enter the transaction certificate numbers of the goods you received you’re your supplier, using the format ; 00000000; 00000000  |
| Farm SCs:  | Click or tap here to enter the transaction certificate numbers of the farm level scope certificate. If you are not the first processor, state “n/a” |
| Farm TCs: | Click or tap here to enter the transaction certificate numbers of the farm level transaction certificate. If you are not the first processor, state “n/a” |
| Trader TCs for Organic Material: | Click or tap here to enter the transaction certificate numbers of the trader. If you are not the first processor, state “n/a” |

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|  |
| Place and Date of Issue | Certification Body | Standard LogoLogo  Description automatically generated |

For directions on how to authenticate this certificate, please visit GOTS' web page 'Approved Certification Bodies'

**Transaction Certificate Number SA Certification use only** (continued)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **9. Shipments**

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| --- | --- | --- |
| Shipment No.: | 1  | Consignee Name and Address: Click or tap here to enter the company name of the physical location where the products will be shipped toClick or tap here to enter the address (line 1) of the physical location where the products will be shipped toClick or tap here to enter the address (line 2) of the physical location where the products will be shipped toClick or tap here to enter the address (line 3) of the physical location where the products will be shipped toClick or tap here to enter the town, postcodeClick or tap here to enter the state/province and country/area  |
| Shipment Date: | Click or tap to enter shipment date in format yyyy-mm-dd |
| Shipment Doc No.: | Click or tap here to enter the identification number from the shipping document used to confirm the details of the shipment |
| Gross Shipping Weight: | Click or tap here to enter the gross shipping weight in fromat 0,000.0 kg |
| Invoice References: | Click or tap here to enter the invoice numbers and dates for all invoices included in the shipment |
| Shipment No.: | 2  | Consignee Name and Address: Click or tap here to enter the company name of the physical location where the products will be shipped toClick or tap here to enter the address (line 1) of the physical location where the products will be shipped toClick or tap here to enter the address (line 2) of the physical location where the products will be shipped toClick or tap here to enter the address (line 3) of the physical location where the products will be shipped toClick or tap here to enter the town, postcodeClick or tap here to enter the state/province and country/area |
| Shipment Date: | Click or tap to enter shipment date in format yyyy-mm-dd |
| Shipment Doc No.: | Click or tap here to enter the identification number from the shipping document used to confirm the details of the shipment |
| Gross Shipping Weight: | Click or tap here to enter the gross shipping weight in fromat 0,000.0 kg |
| Invoice References: | Click or tap here to enter the invoice numbers and dates for all invoices included in the shipment |

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| **10. Certified Products**

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| --- | --- | --- | --- |
| Product No.: | 1  | Product Category: | Click or tap here to enter product category as listed on the seller’s scope certificate (format PC0000) |
| Order No.: | Click or tap here to enter the seller’s invoice number or the buyer’s purchase order number associated with the product (optional) | Product Detail: | Click or tap here to enter product detail as listed on the seller’s scope certificate (format PD0000) |
| Article No.: | Click or tap here to enter the article number (optional) | Material Composition: | Click or tap here to list raw material composition in format 0% raw material1 (RM0000) + 0% Raw material 2 (RM0000) |
| Number of Units: | Click or tap here to enter number in format 0,000 unit | Label Grade: | Click or tap here to enter label grade, as listed on seller’s scope certificate: Organic / Made with organic materials / Organic in conversion / Made with organic in conversion materials |
| Net Shipping Weight: | Click or tap here to enter net shipping weight in format 0,000.0 kg | Additional Info: | Click or tap here to enter additional information (maximum 200 characters), otherwise state “n/a” |
| Supplementary Weight:Certified Weight:Production Date: | Click or tap here to enter supplementary weight in format 0,000.0 kgClick or tap here to enter certified weight in format 0,000.0 kgClick or tap to enter production date in format yyyy-mm-dd | Last Processor: - License No.: - Country: | Click or tap here to enter name of last processor, otherwise state “undisclosed” (if applicable)Click or tap here to enter licence number of last processor, otherwise state “undisclosed” (if applicable)Click or tap to enter country/area of last processor |
| Product No.: | 2  | Product Category: | Click or tap here to enter product category as listed on the seller’s scope certificate (format PC0000) |
| Order No.: | Click or tap here to enter the seller’s invoice number or the buyer’s purchase order number associated with the product (optional) | Product Detail: | Click or tap here to enter product detail as listed on the seller’s scope certificate (format PD0000) |
| Article No.: | Click or tap here to enter the article number (optional) | Material Composition: | Click or tap here to list raw material composition in format 0% raw material1 (RM0000) + 0% Raw material 2 (RM0000) |
| Number of Units: | Click or tap here to enter number in format 0,000 unit | Label Grade: | Click or tap here to enter label grade, as listed on seller’s scope certificate: Organic / Made with organic materials / Organic in conversion / Made with organic in conversion materials |
| Net Shipping Weight: | Click or tap here to enter net shipping weight in format 0,000.0 kg | Additional Info: | Click or tap here to enter additional information (maximum 200 characters), otherwise state “n/a” |
| Supplementary Weight:Certified Weight:Production Date: | Click or tap here to enter supplementary weight in format 0,000.0 kgClick or tap here to enter certified weight in format 0,000.0 kgClick or tap to enter production date in format yyyy-mm-dd | Last Processor: - License No.: - Country: | Click or tap here to enter name of last processor, otherwise state “undisclosed” (if applicable)Click or tap here to enter licence number of last processor, otherwise state “undisclosed” (if applicable)Click or tap to enter country/area of last processor |
| Product No.: | 3  | Product Category: | Click or tap here to enter product category as listed on the seller’s scope certificate (format PC0000) |
| Order No.: | Click or tap here to enter the seller’s invoice number or the buyer’s purchase order number associated with the product (optional) | Product Detail: | Click or tap here to enter product detail as listed on the seller’s scope certificate (format PD0000) |
| Article No.: | Click or tap here to enter the article number (optional) | Material Composition: | Click or tap here to list raw material composition in format 0% raw material1 (RM0000) + 0% Raw material 2 (RM0000) |
| Number of Units: | Click or tap here to enter number in format 0,000 unit | Label Grade: | Click or tap here to enter label grade, as listed on seller’s scope certificate: Organic / Made with organic materials / Organic in conversion / Made with organic in conversion materials |
| Net Shipping Weight: | Click or tap here to enter net shipping weight in format 0,000.0 kg | Additional Info: | Click or tap here to enter additional information (maximum 200 characters), otherwise state “n/a” |
| Supplementary Weight:Certified WeightProduction Date: | Click or tap here to enter supplementary weight in format 0,000.0 kgClick or tap here to enter certified weight in format 0,000.0 kgClick or tap to enter production date in format yyyy-mm-dd | Last Processor: - License No.: - Country: | Click or tap here to enter name of last processor, otherwise state “undisclosed” (if applicable)Click or tap here to enter licence number of last processor, otherwise state “undisclosed” (if applicable)Click or tap to enter country/area of last processor |

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| **11. Certified Raw Materials and Declared Geographic Origin**

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| --- | --- |
| 1. Click or tap here to enter raw material name followed by RM code in format RM0000 Certified Weight: Click or tap to enter weight of raw material 1 using format 0,000.0 kg | Click or tap to enter geographic origin in format Country 1 (State/Province 1; State/Province 2)Click or tap to enter geographic origin in format Country 2 (State/Province 1;State/Province2). |
| 2. Click or tap here to enter raw material name followed by RM code in format RM0000Certified Weight: Click or tap to enter weight of raw material 1 using format 0,000.0 kg | Click or tap to enter geographic origin in format Country 1 (State/Province 1; State/Province 2)Click or tap to enter geographic origin in format Country 2 (State/Province 1;State/Province2). |

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| **12. Declarations by Seller of Certified Products**Click or tap here to enter any declarations (if any). Otherwise state “n/a” |
|  |
| Place and Date of Issue | Certification Body | Standard LogoLogo  Description automatically generated |

**13. Further Details on Raw Materials Purchased**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product ref:** | **Organic Inputs** | **% Loss in processing** (not applicable to traders) | **% Gain in processing**(not applicable to traders) | **Label Grade**  | **Fibre/ Material Composition** | **Certified weight Kg** (weight after processing) |
| **GOTS Input TC reference:**  | **Quantity used (Kg) from input TC** (weight before processing)  | **Farm certificates** (Only applicable to the first processor) | **Quantity used (Kg) from farm certificate** (weight before processing) |  |
| **1** | Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | If you are a processor of GOTS goods, please advise any loss as a result of processing. Please provide this information as a percentage. | If you are a processor of GOTS goods, please advise any gain as a result of processing. Please provide this information as a percentage. | Choose an item. | Click or tap here to enter fibre/material composition | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor |  | Click or tap here to enter certified weight in format 0,000.0 |
| **2** | Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | If you are a processor of GOTS goods, please advise any loss as a result of processing. Please provide this information as a percentage. | If you are a processor of GOTS goods, please advise any gain as a result of processing. Please provide this information as a percentage. | Choose an item. |  Click or tap here to enter fibre/material composition | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| **3** | Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | If you are a processor of GOTS goods, please advise any loss as a result of processing. Please provide this information as a percentage. | If you are a processor of GOTS goods, please advise any gain as a result of processing. Please provide this information as a percentage. | Choose an item. |  Click or tap here to enter fibre/material composition | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| **4** | Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | If you are a processor of GOTS goods, please advise any loss as a result of processing. Please provide this information as a percentage. | If you are a processor of GOTS goods, please advise any gain as a result of processing. Please provide this information as a percentage. | Choose an item. |  Click or tap here to enter fibre/material composition | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| **5** | Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | If you are a processor of GOTS goods, please advise any loss as a result of processing. Please provide this information as a percentage. | If you are a processor of GOTS goods, please advise any gain as a result of processing. Please provide this information as a percentage. | Choose an item. |  Click or tap here to enter fibre/material composition | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |
| Click or tap here to enter the reference number of the transaction certificates that were used in the making of your product. | Click or tap here to enter quantity used (kg) including processing losses | Enter ‘n/a’ if you are not the first processor | Enter ‘n/a’ if you are not the first processor | Click or tap here to enter certified weight in format 0,000.0 |

\*\*Please attach additional copies of this form if you have more than 5 products\*\*

|  |  |
| --- | --- |
| **Any further information that will help us to process the TC efficiently e.g.: Page numbers of relevant information on invoices/transport documents, annotations etc.** | Click or tap here to enter text. |

**Supporting Information Checklist**

|  |
| --- |
| Have you attached copies of the following?* Previous transaction certificate for GOTS/ OCS goods or raw materials purchased [ ]
* Invoice to your customer [ ]
* Shipping documents or delivery notes to your customer [ ]

Any comments: Click or tap here to enter comments |

**Additional Declarations**

|  |
| --- |
| I confirm that I have completed this form electronically and that the information provided is accurate [ ]  |

|  |  |
| --- | --- |
| Click or tap here to enter name | Click or tap to enter a date. |

Please note, in order to issue your Transaction Certificate within 15 working days, we require this application to be completed in full and the requested accompanying documents provided.

Once completed, return this form and accompanying documents to fashion.textiles@soilassociation.org