



GLOBAL ORGANIC TEXTILE STANDARD  
ECOLOGY & SOCIAL RESPONSIBILITY

# PROCEDURE & TEMPLATE FOR ISSUANCE OF TRANSACTION CERTIFICATES – GOTS

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## Disclaimer

Global Organic Textile Standard (GOTS) is a voluntary standard and is not intended to replace any legal or regulatory requirements of any country.

## How to read this document

The following verbs are used to indicate requirements, recommendations, permissions, or capabilities in this document:

- “shall” indicates a mandatory requirement
- “should” indicates a recommendation
- “may” indicates a permission
- “can” indicates a possibility or capability

## Availability of documents:

The “Procedure for Issuance of Transaction Certificates – GOTS v4.0”, reference documents, and any further relevant public information as released by Global Standard gGmbH are available for public download on [www.global-standard.org](http://www.global-standard.org)

## About Global Organic Textile Standard (GOTS)

Global Standard gemeinnützige GmbH is a not-for-profit organisation incorporated in Germany in 2002 for the purpose of administrating the Global Organic Textile Standard.

## Vision

Our vision is a world where all textiles are produced in accordance with the principles of health, ecology, fairness and care to enhance people’s lives and the environment. Organic textiles are an integral part of this holistic approach.

## Mission

Our mission is to ensure the highest level of social and environmental impact in textile value chains through voluntary sustainability standards and related activities. This includes the development, implementation, verification, protection and promotion of GOTS. This standard stipulates requirements throughout the supply chain for both ecological and labour conditions in textile and apparel manufacturing using organically produced raw materials. Organic production is based on a system of farming that maintains and replenishes soil fertility without the use of toxic, persistent pesticides or synthetic fertilisers. In addition, it includes welfare standards for animal husbandry and prohibits genetically modified organisms. Further information is available at: [www.global-standard.org](http://www.global-standard.org).

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For questions or comments on this document, please contact ([implementation@global-standard.org](mailto:implementation@global-standard.org)).



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# 1 INTRODUCTION

This procedure document details the requirements and guidance to be followed by Certification Bodies (CB) approved to issue Transaction Certificates in accordance with the Global Organic Textile Standard (GOTS). The purpose of this procedure – and the corresponding template embedded in this document – is to unify requirements, layout, format, and text among the different Certification Bodies in order to enable an easy, practical handling and verification for all users of Transaction Certificates. Version 4.0 of this document is partially harmonised with the Policy for Transaction Certificates of Textile Exchange.

## 1.1 Use of Global Trace-Base (“GTB”)

All Approved Certification Bodies (CBs) shall utilize the Global Trace Base (GTB) for the issuance of Transaction Certificates. Integration of all issued Transaction Certificates into GTB shall be mandatory. The Certification Body shall ensure that GTB remains updated with all required information regarding Certified Entities. This includes names, addresses, contact details, product specifications, fields of operation, and the validity dates of certificates.

The Certification Body shall submit data for all Transaction Certificates (TC) to GTB within 14 calendar days at the latest of the Transaction Certificates being issued, amended, or invalidated. It is expected that this period be kept to the bare minimum by the respective Certification Body.

The Certification Body shall upload PDF copies of Transaction Certificates to GTB within 14 calendar days of issuance, amendment, or invalidation whenever the Transaction Certificate has not been originally issued through GTB. No data submission or upload is required when the Transaction Certificate is generated directly through GTB.

## 1.2 Data Privacy and Confidentiality

Global Standard gGmbH (“Global Standard”) considers all information contained in Transaction Certificates to be confidential. Such information may be disclosed only to the organizations identified as the seller and the buyer, their respective Certification Bodies, and the relevant Accreditation Bodies. When only a Transaction Certificate number is provided, Global Standard considers the identity of the buyer and seller to be confidential. However, Global Standard may publish a list of invalid Transaction Certificate numbers.

## 1.3 Implementation Deadline

This procedure shall be effective as on 01.01.2027. Certification Bodies may implement the procedure before the effective date. All Transaction Certificates issued on or after the effective date shall be issued in accordance with this procedure and using the corresponding template.



## 2 REQUIREMENTS FOR TRANSACTION CERTIFICATES

### 2.1 Issuance of Transaction Certificates

- 2.1.1 Transaction Certificates (TCs) shall be issued only by Global Standard-approved Certification Bodies (CB) to verify one or more products as certified to GOTS.
- 2.1.2 Transaction Certificates shall only be issued to a certified seller that holds a valid Scope Certificate (SC) for the certified product(s). Transaction Certificates shall be issued by the same Certification Body that issued the Scope Certificate<sup>1</sup> of the Certified Entity (CE).
- 2.1.3 A Certification Body shall not issue a Transaction Certificate unless the Certified Entity holds a valid Scope Certificate with the same Certification Body on (all) the applicable shipment date(s). A suspended, withdrawn, or expired Scope Certificate is not considered valid.
- 2.1.4 The Certification Body shall not issue a Transaction Certificate if a Scope Certificate has been suspended or withdrawn due to critical non-conformities or non-conformities, including if the Scope Certificate was valid on the shipment date. If a suspension is lifted, Transaction Certificates may be issued for shipments made before the suspension was enacted, provided that all criteria for issuing transaction certificates are met.
- 2.1.5 If a Certified Entity changes their Certification Body, each Transaction Certificate shall be issued appropriate to and in accordance with the conditions laid down in the latest version of the "*Policy for Change of Certifier*" document.
- 2.1.6 Transaction Certificates shall always be issued based on the risk assessment conducted by the Certification Body. The Certification Body shall verify the documentation to support all the information included on a Transaction Certificate prior to issuing the Transaction Certificate.
- 2.1.7 The Certification Body shall evaluate the authenticity of the documentation provided, including confirming the authenticity of the input Transaction Certificates as specified in section 2.4 of this procedure.
- 2.1.8 The Certification Body shall compare the products to those listed in the seller's Scope Certificate to ensure they are authorized and that it is technically possible for the certified products to be produced with the eligible input material using the processes and capacity of the production facility listed on the Scope Certificate.
- 2.1.9 Prior to the issuance of a Transaction Certificate, the Certification Body shall perform volume reconciliation to ensure the authenticity of the products covered by the Transaction Certificate.
- 2.1.10 In cases involving multiple standard claims for the same product(s), the Certification Body shall ensure that Transaction Certificates are issued only after appropriate due diligence has been conducted, including verification through volume reconciliation.

<sup>1</sup> Except in the case of migration to a new Certification Body during the nominal period of validity of the Scope Certificate.

## 2.2 Document Structure

- 2.2.1 The Transaction Certificate shall be issued by the Certification Body using the most recent version of the “Template for the Issuance of Transaction Certificate” (embedded in this document), which is referred to as “template” in this document.
- 2.2.2 All template text (not highlighted) which appears on the template shall be included on each Transaction Certificate, even if it is not directly referenced in this Procedure. All field text (highlighted in grey) shall be replaced by the applicable data. All instruction text (highlighted in light green) is placed in the template for guidance and shall be deleted from the issued Transaction Certificates.
- 2.2.3 Information from Box 1 to Box 8 shall appear on the first page. Box 8 may be continued on the second page if more space is needed. Boxes on the second page with content of variable length may be continued on subsequent pages for as many pages as necessary.
- 2.2.4 The Transaction Certificate shall be issued as an electronic document in PDF format.
- 2.2.5 The PDF document shall be digitally signed<sup>2</sup> by means of a document-signing certificate issued by a Certificate Authority (CA) listed on the Adobe Approved Trust List (AATL)<sup>3</sup> or on the EU Trust List (EUTL)<sup>4</sup> or which is derived from a Certificate Authority on the AATL or the EUTL. The document-signing certificate shall be clearly attributable to the Certification Body<sup>5</sup> or to Global Standard gGmbH.
- 2.2.6 The Transaction Certificate template may be formatted to use an alternative font or add graphical elements to reflect the Certification Body’s branding, but shall always be clear and readable.
- 2.2.7 This procedure refers to the use of terminology and codes specified in “*Material, Processes, & Products Classification*”<sup>6</sup> (referred to as “*Classification Document*” in this document) which allows for the use of User Specific Terms under the specified conditions.

## 2.3 Standard Formats

- 2.3.1 The official Transaction Certificate shall be published in English. An unofficial translated version may also be prepared by the Certification Body. Translations may be provided to the Certified Entity, but they shall be clearly identified as “*for informational purposes only*” in page footers (see 3.1.5). Bilingual or multilingual Transaction Certificates are not permitted by Global Standard.
- 2.3.2 All data submissions to GOTS regarding Transaction Certificates shall identify country/area using the “country/area code” and state/province using the “state/province code”, as specified in the “*Geographic Classification*” document.

<sup>2</sup> The signature shall be applied with permissible operations on the document restricted to reading and printing. No further operations shall be allowed after signing.

<sup>3</sup> For a current list of these certificate authorities, see <https://helpx.adobe.com/acrobat/kb/approved-trust-list1.html>

<sup>4</sup> For a current list of the European certificate authorities, see <https://eid.ec.europa.eu/efda/tl-browser/#/screen/home>

<sup>5</sup> This requires the name of the Certification Body to appear on the document signing certificate at a recognizable position. The name of an individual may be included. But without the name of the Certification Body, this is not sufficient to make the TC a valid GOTS certificate.

<sup>6</sup> In all cases, the latest versions of the referenced documents shall apply.



- 2.3.3 The exact nomenclature<sup>7</sup> of geographic areas (country/area and state/province) shall match the “country/area name” and “state/province name” in GOTS “*Geographic Classification*” document.
- The Geographic Classification document specifies the countries that are required to have state/province data shall be indicated on the Scope/Transaction Certificate.
  - Where state/province data is not provided for a specific country in the Geographic Classification document, the Certification Body shall specify the country/area code in place of state/province in data submissions.
- 2.3.4 When the address of a facility, whether a certified or uncertified entity (e.g. a seller or a buyer), is specified on the Transaction Certificate, the following elements shall be included: Civic/street address, city or town, postcode, state/province if required by GOTS Geographic Classification and country/area.
- For any address in a country which does not use postcodes, “NA” shall be specified. This option shall not be used for any address in a country which uses postcodes.
- 2.3.5 Dates shall be specified using the ISO 8601 format: YYYY-MM-DD, e.g., 2026-07-31.
- 2.3.6 When writing numbers, the “.” character shall be used as a decimal point, and the “,” character shall be used as a thousands separator, e.g., 12,345.67.
- 2.3.7 Explanatory text may be added to the Transaction Certificate to clarify date or number formats. Such text may be added as a declaration in Box 7. (see 3.2.7).
- 2.3.8 Data submissions shall be limited to English characters, except where specified.
- 2.3.9 Weights shall always be specified in kilograms (kg), with a maximum of two figures after the decimal point (i.e., 0.00).

## 2.4 Certificate Authentication

- 2.4.1 The Certification Body shall inform Global Standard gGmbH of the method they use for certificate authentication. This information is published on the GOTS web page '[Approved Certification Bodies](#)'.
- 2.4.2 One or more of the following alternatives for authentication shall be used by each Certification Body:
- A specific email address from which the Certification Body shall respond to confirm certificate validity within two (2) business days;
  - The address of a single web page which can be visited to look up valid certificates;
  - A statement that each certificate will contain a web address for authentication (either as text or as a QR code, with the web address containing some random element<sup>8</sup>), together with the specification of the domain name which will be used for these web addresses;

<sup>7</sup> Variations in names are tolerated, e.g., USA as an alternative designator of the United States. However, the segmentation of geographic areas themselves into countries/areas and states/provinces must strictly follow the listings in the document. Example: Although Puerto Rico could be considered a part of the United States, the document lists it as a separate country/area and it must therefore be referenced as such.

<sup>8</sup> The random element shall serve as a protective measure against looking up information about arbitrary certificates. It shall therefore be long enough to provide protection against automated guessing (a so-called brute force attack).



- d) A statement that the document-signing certificate may be used for authentication, together with the specification of the name of the certification authority to be found on the document-signing certificate (see 2.2.5) and the name of the Certification Body (the company name of the holder) as it appears on the cryptographic signing certificate<sup>9</sup>.
- e) Another method of authentication approved by Global Standard gGmbH.

## 2.5 Multi-Standard Transaction Certificates

- 2.5.1 A Transaction Certificate shall not be issued for other standards in combination with GOTS, unless explicitly allowed by Global Standard.

## 2.6 Multiple Shipments on a Transaction Certificate

The Certification Body may issue a single Transaction Certificate that covers the information of multiple shipments, provided the following conditions are met:

- 2.6.1 The seller, seller's Certification Body, and buyer<sup>10</sup> agree to include multiple shipments on a single Transaction Certificate and agree on the number of shipments and/or time period.
- 2.6.2 The Certification Body shall give written permission to the seller – copying the buyer – to use a single Transaction Certificate for the agreed number of shipments and/or time period (either for the individual case or as a procedural rule).
- 2.6.3 The seller shall receive the buyer's permission in advance to include multiple shipments on one Transaction Certificate. The seller shall notify the buyer of the time period each Transaction Certificate is intended to cover.
- 2.6.4 All shipments on a single Transaction Certificate shall be sent from the same seller at the same location (Box 2).
- 2.6.5 All shipments on a single Transaction Certificate shall be sold to the same buyer (3.2.3 Box 3).
- 2.6.6 A Transaction Certificate shall not include more than 100 shipments (Box 9) or 1000 products<sup>11</sup> (Box 10).
- 2.6.7 In the case of multiple shipments, the maximum time period<sup>12</sup> that a single Transaction Certificate shall cover is 90 calendar days from the date of the first shipment to the date of the last shipment to be included.

<sup>9</sup> The holder of the cryptographic signing certificate can be the Certification Body itself, or it can be above mentioned trust service provider. The name of the holder shall be printed on the Transaction Certificate as it appears on the cryptographic signing certificate.

<sup>10</sup> **Guidance:** The buyer is urged to discuss the matter of multiple shipments with their own CB, if the buyer is also certified. For example, the buyer may purchase inputs (intermediates) from a company that is supplying on an open TC, use these inputs to produce their own goods, then sell them before the inputs' TC is closed. In this case, the buyer's CB shall not issue the TC for the buyer's goods being sold without receiving a TC for the incoming goods. The buyer's CB may also require written confirmation that the multiple shipment practice was agreed to by the seller's CB.

<sup>11</sup> Refers to each type of product listing in Box 10 of the Transaction Certificate and not to individual units of certified products.

<sup>12</sup> **Guidance:** The choice of a time period requires a balancing of costs and risks. While using a single TC for multiple shipments should reduce the annual cost of TCs, it does mean that there will be periods of time during which goods being sold have not yet been verified by a CB. This will be of concern to the buyers of the product. While a time period of 90 calendar days may be reasonable in some situations, it is expected that a more realistic timeframe would be closer to 30 calendar days in most cases.



- 2.6.8 A Transaction Certificate shall not be open past the end of the validity of the seller's Scope Certificate.

## 2.7 Exceptions to Transaction Certificates Issuance

- 2.7.1 Transaction Certificates are not required for sales or shipment/transfer of certified goods between wholly owned subsidiaries listed on the parent company's<sup>13</sup> Scope Certificate, provided that those products are not repacked, relabelled, or processed by or on behalf of the wholly owned subsidiaries. The parent company shall document all ownership changes in the flow of goods, which shall be verified by its Certification Body. This also applies when goods are bought "on the behalf of" a given Certified Entity. (see 3.2.3).
- 2.7.2 A Transaction Certificate is not required for the transfer of certified goods between a Certified Entity and its subcontractor(s).
- 2.7.3 Certified retailers (B2C) are required to receive and maintain Transaction Certificates.
- 2.7.4 Uncertified retailers (B2C) may request, receive and maintain Transaction Certificates. It is recommended that such retailers use Transaction Certificates for proof of certified status and traceability of GOTS goods. Such Transaction Certificates and products shall carry the Certification Number of the last supplier or manufacturer.

## 2.8 Timelines for Transaction Certificates

- 2.8.1 The Certification Body (CB) shall issue Transaction Certificates (TCs) within 14 calendar days after the receipt of a complete and valid application from a certified seller whose Scope Certificate was issued by the same Certification Body.
- In the case that a Transaction Certificate application is received which is not complete and valid, the Certification Body shall notify the seller of the deficiencies in the TC application within 14 calendar days after receipt of the application.
  - The Certification Body shall amend a Transaction Certificate within 14 calendar days after receipt of a complete and valid request for amendment.
- 2.8.2 Certification Bodies are not required to issue Transaction Certificates if a complete and valid application is received more than 180 calendar days after the date of the earliest shipment included in the respective Transaction Certificate. However, should the Certification Body find all documentation adequate and information complete, a Transaction Certificate may be issued based on the CB's individual risk assessment.

## 2.9 Transaction Certificate Amendment and Withdrawal / Invalidation

- 2.9.1 When the status of a Transaction Certificate changes, the Certification Body shall update the Transaction Certificate on Global Trace Base (GTB) at the earliest, but not later than, 7 working days from the event.

<sup>13</sup> "Parent company" refers to a company that owns or controls one or more other subsidiaries through the ownership of a majority of their shares or voting rights, or through other forms of controlling interest.



- 2.9.2 The Certification Body shall not withdraw/invalidate a Transaction Certificate in order to reissue it with corrected data, but shall instead amend the Transaction Certificate. If an error was made in a field where amendments are not allowed, the Certification Body shall contact Global Standard for support.
- 2.9.3 Permitted reasons for amendment are:
- Typographical errors only in boxes 2 & 3 (e.g. spelling of names or minor address corrections regarding the address of the seller or buyer);
  - Amendments to product category, product details, label grade, additional information, last processor in Box 10;
  - Amendments to Box 12 (declaration by the seller of the certified products);
  - Declaration of USDA NOP compliance of listed products in Box 7.
- Amendments regarding shipment details, net weight, certified weight, gross weight or Scope Certificate numbers are not permitted.
- Amendments of Transaction Certificates for any other reason shall be prohibited. In such circumstances, the existing Transaction Certificate shall be withdrawn, and a new Transaction Certificate shall be issued with correct data.
- 2.9.4 Upon withdrawal or amendment, the Certification Body shall provide a reason in GTB, which will then be a part of the automatically created documentary note.
- 2.9.5 Whenever a Transaction Certificate is amended, the Certification Body shall assign a unique Transaction Certificate version number which uniquely identifies the amended version of the Transaction Certificate. The date of amendment shall also be indicated in the authorisation (see Section 3.1.3).

## 2.10 Certification Number

- 2.10.1 The “Certification Number” is a unique number for an entity, issued to Certified Entities through the Global Trace-Base (GTB) database operated by Global Standard upon issuance of their first Scope Certificate. This Certification Number shall remain a permanent identification number for a given Certified Entity, regardless of any change in Certification Body and/or gaps in certification status. GTB issues separate Certification Numbers for each standard operated by Global Standard.
- 2.10.2 Prior to issuing a Transaction Certificate, a Certification Body shall ensure that a Certification Number is specified for the seller, and for the buyer if the buyer is certified.
- 2.10.3 When a Certified Entity has a valid Certification Number, the Certification Body shall ensure that the name and address of the Certified Entity shown on the Transaction Certificate and in the data submission exactly matches the GTB registration data.



## 3 TEMPLATE

### 3.1 General Content

#### 3.1.1 Title

The document shall be titled “Transaction Certificate (TC)”. Other terms (such as “product certificate”, “export certificate”, or “certificate of inspection”) shall not be used. The Standard name shall be included as “Global Organic Textile Standard (GOTS)”

#### 3.1.2 Transaction Certificate Number

Each Transaction Certificate shall have a unique “Transaction Certificate Number” assigned by GTB.

##### 3.1.2.1 Transaction Certificate Version Number

Whenever a Transaction Certificate is amended, the Certification Body shall assign a unique TC version number. The Transaction Certificate version number shall include Transaction Certificate number and the applicable version number as stated on the Transaction Certificate. The Transaction Certificate version number shall not be blank and shall start with ‘0’ for the initial TC version. “1” shall be used to indicate the first update, and the number shall increase by one for each subsequent update. TC version number shall not be blank.

| Examples                                    | TC No   | TC Version No | Tc Date of Issue* | TC Last Update* |
|---|---------|---------------|-------------------|-----------------|
| 1. TC (...00456) first issued on 01.01.2026 | 0000456 | 0000456-0     | 01.01.2026        | 01.01.2026      |
| 2. TC amended on 01.02.2026                 | 0000456 | 0000456-1     | 01.01.2026        | 01.02.2026      |

Examples only. These do not represent all possible formats. Specifying a revision number only (e.g. “V1”) as Transaction Certificate Version Number is not allowed.

##### 3.1.2.2 Certification Body Transaction Certificate number

The Certification Body may optionally include a Certification Body Transaction Certificate (CB TC) number. This shall be designated as a text field and shall not be tracked by Global Standard. The CB TC number shall not include any information that could potentially reveal the identity of the seller, (e.g., the seller’s license number).

#### 3.1.3 Authorisation

3.1.3.1 An authorisation statement shall appear at the bottom of each page of the Transaction Certificate.

3.1.3.2 The authorisation statement shall include:

- a. Place and Date of Issue;
- b. Signature of Authorised Person;
- c. Name of Authorised Signatory;
- d. Certification Body Stamp or Logo; and
- e. Standard Logo.



3.1.3.3 If a Transaction Certificate is amended, the amended Transaction Certificate shall include the statement: “This Transaction Certificate was amended on YYYY-MM-DD”.

### 3.1.4 Declarations

A declaration as follows shall be included in Box 7 of the first page, as specified on the template:

“To authenticate this certificate, please visit GOTS' web page 'Approved Certification Bodies'<sup>14</sup>”

### 3.1.5 Footer

The footer of each page of the Transaction Certificate shall include:

- a. One of the following TC version statements:
  - “This electronically issued document is the valid original version”;
  - “This electronically generated document is not the official version”<sup>15</sup>; or
  - “This translation is provided for information purposes only.” in the language of the document if the document is in any language other than English.
- b. The Certification number of the seller; and
- c. Page number in the format “Page X of Y” where ‘X’ is the current page and ‘Y’ is the total number of pages.

### 3.1.6 Header

Beginning with the second page, each page shall include the respective GTB Transaction Certificate Number and the Transaction Certificate Version Number (if applicable), followed by “(continued)”, in the header.

## 3.2 Numbered Boxes

### 3.2.1 Box 1 – Certification Body

The Certification Body’s name, address, and GOTS-assigned licensing code shall be specified.

### 3.2.2 Box 2 – Seller of Certified Products

- 3.2.2.1 The name and address of the seller of the certified products shall be specified.
- 3.2.2.2 The seller may be the main facility of the Certified Entity listed in the Facilities Appendix of the Scope Certificate, or another facility listed in the Facilities Appendix, provided that the facility is an independent legal entity. A subcontractor shall not be a seller.
- 3.2.2.3 If the seller is not the main Certified Entity specified on the Scope Certificate but one of its listed facilities, the name of the main Certified Entity shall be specified as “selling on behalf of”. If the seller is the main Certified Entity itself, “Selling on behalf of” field may be omitted.

<sup>14</sup> <https://global-standard.org/certification-and-labelling/certification/approved-certification-bodies#sort=name&sortdir=asc>

<sup>15</sup> This sentence is applicable only for certificates generated by Global Trace Base in those cases where the valid original versions have been issued by the Certification Body itself.



- 3.2.2.4 Irrespective of whether the seller is the Certified Entity or one of its facilities, the GTB Scope Certificate number and Certification Number of the Certified Entity shall be specified.
- 3.2.2.5 Registered Traders shall apply for Transaction Certificates, similar to those of Certified Entities. If a Registered Trader sells certified products to a buyer, the Trader's name, address and Trader Registration Number shall be listed (see the *Manual for the Implementation of GOTS* for details of when registration is permitted).
- 3.2.2.6 The seller's Certification Body client number may be specified in this box.

### 3.2.3 Box 3 – Buyer of Certified Products

- 3.2.3.1 The name and address of the buyer of the certified products shall be specified here. The buyer is not required to be certified<sup>16, 17</sup>.
- 3.2.3.2 If the buyer of the certified products is a Certified Entity, and certified to GOTS:
  - a. Certification Number shall be stated in Box 3.
  - b. The buyer shall be a facility which is named on the buyer's Scope Certificate.
  - c. If the buyer is not the main Certified Entity specified on the Scope Certificate but one of its listed facilities (3.2.3.2), the name of the main Certified Entity shall be stated under "buying on behalf of". If the buyer is the main Certified Entity itself, "buying on behalf of" field may be omitted.
- 3.2.3.3 An Entity may only "buy on behalf" of a Certified Entity if:
  - a) The buyer is one of the facilities listed in the Facilities Appendix of the Scope Certificate of a Certified Entity and
  - b) The buyer is an independent legal entity which is wholly owned by the Certified Entity.
- 3.2.3.4 Subcontractors shall not be entitled to "buy on behalf" of a Certified Entity.
- 3.2.3.5 In case of buying on behalf of a given Certified Entity (see section b), the Certified Entity shall be treated as the owner of the certified goods and may use these goods as inputs to produce further products to be certified (chain of custody), whereas the buyer itself will not become part of the chain of custody of the certified goods.
- 3.2.3.6 If the buyer buys on behalf of a Certified Entity (see section b), the name of the Certified Entity shall be stated under "Buying on behalf of". If the buyer is not buying on behalf of a Certified Entity, the sub-section "Buying on behalf of" shall be removed.
- 3.2.3.7 The buyer's Certification Body client number may be specified.

### 3.2.4 Box 4 – Gross Shipping Weight

The total weight of products covered by the Transaction Certificate including packaging and accessories shall be specified in kilograms (kg) here. This shall be equal to the sum of the gross shipping weights for each shipment listed in Box 9 (see section 3.2.9.4).

<sup>16</sup> Buyer of the certified products may not hold a valid Scope Certificate for the issuance of Transaction Certificates for the certified products. In such instances, Transaction Certificates shall be issued by the Certification Body of seller holding a valid Scope Certificate.

<sup>17</sup> Uncertified buyers of the finished certified products may receive Transaction Certificates. GOTS can only be referenced if the products are correctly labelled and there has been no further processing, repackaging, or relabeling on the purchased final products in that case. In such instances, Transaction Certificates shall be issued by the Certification Body of a certified seller.



### 3.2.5 Box 5 – Net Shipping Weight

The total weight of products covered by the Transaction Certificate excluding packaging shall be specified in kilograms (kg) here. This includes the weight of any non-certified portion of the product including accessories. This shall be equal to the sum of the net shipping weights for each product listed in Box 10 (see section 3.2.10.6).

### 3.2.6 Box 6 – Certified Weight

The total weight of certified material included in the products covered by this TC shall be specified in kilograms (kg) here, excluding non-certified material (e.g. additional fibres), packaging and non-certified portions of the products. This shall be equal to the sum of the certified weights for each product listed in Box 10 (see section 3.2.10.8).

### 3.2.7 Box 7 – Declarations by Certification Body

The declarations as prescribed on the Transaction Certificate template shall be used.

- 3.2.7.1 The box 7 shall be used to declare whether all of the organic fibres used in this shipment meet the certification requirements of a specific organic farming standard to refer to them as organic.
- 3.2.7.2 Information for the USDA NOP (United States) shall always be included, as follows: "Certification of the organic material used for the products listed complies with USDA NOP rules  Yes  No". "Yes" shall be specified only if all of the materials included in the Transaction Certificate are certified to USDA NOP. If any single product included on the Transaction Certificate does not meet USDA NOP rules, "No" shall be specified.
- 3.2.7.3 Organic in-conversion material shall not be listed as complying with USDA NOP rules.
- 3.2.7.4 If materials comply with other organic certification standards, the information may be included. Please refer to the list of Organic Standards in *the Materials Processes and Products Classification* document.

### 3.2.8 Box 8 – Certified Input References

The following certificate numbers shall be specified, all without any Certification Numbers/ license numbers.

- 3.2.8.1 The Transaction Certificate numbers, including any TC version numbers, of claimed input products to this Transaction Certificate under "Input TCs". These must be indicated unless all inputs are unprocessed certified raw fibres, in which case "Not Applicable" shall be stated in this field.
- 3.2.8.2 For unprocessed certified raw fibres, the Scope Certificate numbers of applicable farms, the farm Transaction Certificate numbers for applicable transactions, and the Transaction Certificate numbers for any purchases made from traders who are certified under the organic farming standard. If the organic farming standard does not provide Transaction Certificates, "Not Applicable" shall be stated in the applicable space.

NOTE: Farm Scope Certificates, farm Transaction Certificates, and trader Transaction Certificates for organic materials are only required for unprocessed certified raw fibres. Optionally, this information may be passed along the supply chain via subsequent Transaction Certificates.



- 3.2.8.3 For all Transaction Certificates where Certified Entities do not have the input of respective unprocessed certified raw materials, the rows for “Farm SCs”, “Farm TCs”, and “Trader TCs for Organic Material” shall be removed.

### 3.2.9 Box 9 – Shipments

Detailed information shall be specified for each shipment included on the Transaction Certificate as follows:

- 3.2.9.1 Shipment number – A sequential number (1, 2, etc.) identifying the shipment within the Transaction Certificate, which shall be unique within the Transaction Certificate.
- 3.2.9.2 Shipment date - The date the shipment left the seller’s facility. Only one date is allowed per shipment.
- 3.2.9.3 Shipment document number – The identification number from the shipping document used to confirm the details of the shipment. Only one shipping document number shall be specified per shipment.
- 3.2.9.4 Gross shipping weight - The total weight of products in the shipment including packaging, in kilograms (kg).
- 3.2.9.5 Sales invoice references – The seller’s sales invoice numbers and dates for all sales invoices included in the shipment.
- 3.2.9.6 Consignee name and address – The name and address of the physical location to which the products are shipped. Each shipment shall have a single consignee name and address.
- a. A facility which does not take physical possession of products shall not be named as the consignee.
  - b. If the buyer is certified, the consignee shall be listed as a facility on the buyer’s Scope Certificate.

EXAMPLE 1: The buyer arranges transportation from the seller’s facility. The seller’s facility may be listed as the consignee. In such cases, the buyer’s Certification Body is responsible for verifying transport documentation when accepting this Transaction Certificate as an input Transaction Certificate.

EXAMPLE 2: The seller arranges transportation to a port in the buyer’s country. The buyer arranges transportation from the port. The port shall be listed as the consignee unless the seller submits transport documents from the port to the final destination.

EXAMPLE 3: The buyer is a large retailer group. The seller arranges transportation to the buyer’s warehouse/distribution centre, and the buyer arranges transportation to individual retail stores. The buyer’s warehouse/distribution centre is listed as the consignee.

### 3.2.10 Box 10 – Certified Products

Products shall only be listed on the Transaction Certificate if they are also included on the seller’s Scope Certificate.

If the same product is included on multiple shipments, it shall be reported as a separate product for each shipment on the Transaction Certificate, even if other characteristics are identical.

Detailed information shall be specified for each certified product included on the Transaction Certificate as follows:

- 3.2.10.1 Product number – A sequential number (1, 2, etc.) identifying the product within the TC.



- 3.2.10.2 Shipment Number – The Shipment Number from Box 9 associated with the product.
- 3.2.10.3 Order number – The buyer’s purchase order number associated with the product.
- 3.2.10.4 Article number – A number to uniquely identify the product in the seller’s system (e.g., lot number, EAN, SKU etc.). The article number is optional information.
- 3.2.10.5 Number of units – Number of units of the product, e.g., 1....1000 bales, garments, fabric rolls. The unit shall be indicated after the number.
- 3.2.10.6 Net shipping weight – The total weight of the product excluding packaging, in kilograms (kg).
- 3.2.10.7 Supplementary weight – The total weight of the following:
- a. Non-certified accessories as described in section 3.3 of GOTS are excluded from material composition. Supplementary weight is the total weight of all non-certified accessory materials in a certified product.  
  
Example 1: For a certified sweater with non-certified buttons, the supplementary weight is the combined weight of all the buttons.  
  
Example 2: For a certified mattress, the supplementary weight would be the weight of all accessories including supports, frames, foam etc.
  - b. For a certified combined product (e.g. bassinets) with one or more certified components, the supplementary weight equals the total weight of the product minus the weight of the certified components.
- 3.2.10.8 Certified weight – The total weight of the certified material in the product, in kilograms (kg).
- 3.2.10.9 Production date – The date of production of the product shall be specified. Where the product was produced over multiple days, the latest date shall be used. If the seller did not process the product, the date shall be copied from the incoming Transaction Certificate.
- 3.2.10.10 Product category – The applicable product category from the Classification Document. The product category code shall be that of a product listed on the Scope Certificate.
- 3.2.10.11 Product detail – The applicable product detail from the Classification Document. The product detail code shall be as listed on the Scope Certificate
- 3.2.10.12 Material composition – The material composition, including raw material codes from the GOTS Classification Document in parentheses for the product, including both certified and non-certified raw materials. The exact material composition with a percentage content is mandatory.
- 3.2.10.13 Label grade – Only the label grade which applies to the specific product and that is listed on the Scope Certificate shall be specified.
- 3.2.10.14 Additional information – Space for other relevant information, such as product quality and product technical specifications. At a minimum, the following quality information shall be included where applicable.
- For TCs including cotton fibres, the fibre length (mm) and fibre fineness (micronaire)
  - For TCs including cotton yarn, the fibre length (mm), fibre fineness (micronaire) and the yarn count



3.2.10.15 Last processor name and Certification Number – The name and Certification Number (if applicable) of the last facility to process the product. If the seller chooses not to list this information, “Undisclosed” shall be stated. No blank fields are allowed.

3.2.10.16 Last processor country/area – The country/area where the last processing of the product occurred. This information is mandatory even if the identity of the last processor is undisclosed.

### 3.2.11 Box 11 – Certified Raw Materials and Declared Geographic Origin

3.2.11.1 Each certified raw material and its geographic origin shall be listed.

3.2.11.2 The following information shall be included for each product:

- a. The name of the raw material;
- b. The raw material code from the Classification Document, in parentheses;
- c. The total certified weight of the raw material, in kilograms (kg);
- d. Each country/area of origin of the raw material; and
- e. Each state/province of origin of the raw material, in parentheses beside the applicable country/area, if required for the country/area.

3.2.11.3 Geographic origin information for primary scopes shall be obtained from the farm Scope Certificates of the raw material fibre.

3.2.11.4 State/province information is listed in the GOTS Geographic Classification (see 2.3.2 & 2.3.3)

3.2.11.5 The sum of the certified weights for each separate raw materials shall be equal to the total certified weight in Box 6 (see 3.2.6).

3.2.11.6 If there is more than one geographic origin (country/area and state/province) for the same raw material on a Transaction Certificate, this shall be documented in detail as shown in the following example:

- Preferred: Certified weight is separated out per raw material and per geographic origin (state/province). Where the exact weight is not available per geographic origin based on the input Transaction Certificate(s), this may be estimated based on the overall proportion of the raw material on the input Transaction Certificate(s).

Example: Product 1 of a Transaction Certificate includes 20,000 kg of RM0189 from provinces AA and BB in Country1 and state CC in Country2. The Transaction Certificate shall show the raw materials as follows:

RM0189 - certified weight 10,000 kg - Country1 (AA)  
RM0189 - certified weight 3,000 kg - Country1 (BB)  
RM0189 - certified weight 7,000 kg - Country2 (CC)

- The certified weight shall be listed per raw material and per geographic origin.

Example: As above. The Transaction Certificate shall show the raw materials as follows:



RM0189 - certified weight 13,000 kg - Country 1 (AA); Country1 (BB)

RM0189 - certified weight 7,000 kg - Country 2 (CC)

### 3.2.12 Box 12 – Declarations by Seller of Certified Products

- 3.2.12.1 This box provides space for declarations made by the seller which have not been verified by the Certification Body.
- 3.2.12.2 The seller may declare information about outsourcing such as the subcontractor name(s), processing steps, or specific products included in outsourcing.
- 3.2.12.3 The seller may request that any other declaration be included, provided that it does not include any of the following:
- a. Information which is inaccurate or misleading;
  - b. References to brand names;
  - c. References to trade names.
- 3.2.12.4 The Certification Body shall refuse to include any declaration which they know to be inaccurate or misleading. In all other cases, the Certification Body may add a statement that the declarations have not been verified by the Certification Body.

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Global Standard gGmbH**

# Transaction Certificate (TC)

Transaction Certificate Number XXXXXXX-XX

CB TC no – xxxxxxx [optional]

for products certified to

**GLOBAL ORGANIC TEXTILE STANDARD (GOTS)**

|  |   |
|--|---|
| <b>1. Certification Body</b><br>CB_name<br>CB_address_line1<br>CB_address_line2 [if applicable]<br>CB_address_line3 [if applicable]<br>Town, Postcode<br>State/province [if applicable], Country/area<br>Licensing Code of Certification Body : Licensing_code   | <b>2. Seller of Certified Products</b><br>Legal_name_of_seller<br>Seller_address_line1<br>Seller_address_line2 [if applicable]<br>Seller_address_line3 [if applicable]<br>Town, Postcode<br>State/province [if applicable], Country/area<br>Certification Number: Certification Number_of_SC_Holder<br>Seller CB Client No: seller Client No [optional]<br><b>Selling on behalf of:</b> [hide if seller is main site]<br>Legal_name_of_SC_Holder [hide if seller is main site]<br><br>GTB_SC Number: SC_Number_of_Certified_Entity<br>Registered Trader: registration_number_of_registered_trader [if applicable] |
| <b>3. Buyer of Certified Products</b><br>Legal_name_of_buyer<br>Buyer_address_line1<br>Buyer_address_line2 [if applicable]<br>Buyer_address_line3 [if applicable]<br>Town, Postcode<br>State/province [if applicable], Country/area<br>Certification Number: Certification Number_of_Buyer [if applicable]<br>Buyer CB Client No: buyer Client No [optional]<br><b>Buying on behalf of:</b> [hide if buyer is main site]<br>Legal_name_of_SC_Holder [hide if buyer is main site]   | <b>4. Gross Shipping Weight</b><br>000,000.0 kg<br><b>5. Net Shipping Weight</b><br>000,000.0 kg<br><b>6. Certified Weight</b><br>000,000.0 kg  |
| <b>7. Declarations by Certification Body</b><br>This is to certify that, based on the relevant documentation provided by the seller named in Box 2 "Seller of Certified Products":<br>i. 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<br>ii. 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.<br><br><b>Certification of the organic material used for the products listed complies with USDA NOP rules:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(relevant information for products marketed and sold in the US; obligatory information for any GOTS TC)<br><b>Certification of the organic material used for the products listed complies with:</b> name_of_Organic_Farm_Standard |   |
| This Transaction Certificate does not entitle the "Buyer of the Certified Product" indicated in Box 3 to use the GOTS logo or make reference to GOTS. The rules for the labelling of GOTS Goods are outlined in the latest version of the document "Conditions for the Use of Signs - GOTS", (available on <a href="#">GOTS website</a> ).<br>To authenticate this certificate, please visit GOTS' web page ' <a href="#">Approved Certification Bodies</a> '.   |   |
| <b>8. Certified Input References</b><br>Input TCs: 00000000; 00000000; 00000000; 00000000; 00000000<br>00000000; 00000000; 00000000; 00000000; 00000000....<br>Farm SCs: 00000000; 00000000; 00000000; 00000000; 00000000.... [hide if not first processor]<br>Farm TCs: 00000000; 00000000; 00000000; 00000000; 00000000.... [hide if not first processor]<br>Trader TCs for Organic Material: 00000000; 00000000; 00000000; 00000000; 00000000.... [hide if not first processor]   |   |

[Repeat on every page]

Place and Date of Issue

Place, YYYY-MM-DD

This TC was amended on YYYY-MM-DD [hide if not amended]

Name of Authorised Signatory

Signature of Authorised Person

Certification Body

Stamp /  
Logo of CB

Standard Logo



## Transaction Certificate Number XXXXXX-XX (continued)

| <b>9. Shipments</b>           |                            |  |   |
|-------------------------------|----------------------------|--|---|
| Shipment No.:                 | 1                          | Consignee Name and Address:                          |   |
| Shipment Date:                | YYYY-MM-DD                 | Consignee_name                                       |   |
| Shipment Doc No.:             | 00000000                   | Consignee_address_line1                              |   |
| Gross Shipping Weight:        | 0,000.0 kg                 | Consignee_address_line2 <i>[if applicable]</i>       |   |
| Invoice References:           | 00000                      | Consignee_address_line3 <i>[if applicable]</i>       |   |
| Sale Invoice Date:            | YYYY-MM-DD                 | Town, Postcode                                       |   |
|                               |                            | State/province <i>[if applicable]</i> , Country/area |   |
|                               |                            |  |   |
| Shipment No.:                 | 2                          | Consignee Name and Address:                          |   |
| Shipment Date:                | YYYY-MM-DD                 | Consignee_name                                       |   |
| Shipment Doc No.:             | 00000000                   | Consignee_address_line1                              |   |
| Gross Shipping Weight:        | 0,000.0 kg                 | Consignee_address_line2 <i>[if applicable]</i>       |   |
| Invoice References:           | 00000                      | Consignee_address_line3 <i>[if applicable]</i>       |   |
| Sale Invoice Date:            | YYYY-MM-DD                 | Town, Postcode                                       |   |
|                               |                            | State/province <i>[if applicable]</i> , Country/area |   |
|                               |                            |  |   |
| <b>10. Certified Products</b> |                            |  |   |
| Product No.:                  | 1                          | Product Category:                                    | Product_category (PC0000)   |
| Shipment No.:                 | 1                          | Product Detail:                                      | Product_detail (PD0000)   |
| Order No.:                    | 00000                      | Material Composition:                                | 0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)...            |
| Article No.:                  | 00000000 <i>[optional]</i> | Label Grade:   | Label_grade_name  |
| Number of Units:              | 0,000 unit                 | Additional Info:                                     | <i>[Remove unused lines]</i>  |
| Net Shipping Weight:          | 0,000.0 kg                 |  | Text_maximum_200_characters_otherwise_state_"n/a."                  |
|                               |                            |  | Cotton_Fibre_Length:  |
|                               |                            |  | Cotton_Fibre_Micronaire:  |
|                               |                            |  | Cotton_Yarn_Count:  |
| Supplementary Weight:         | 0,000.0 kg                 | Last Processor:                                      | Last_processor_name_otherwise_"undisclosed" <i>[if applicable]</i>  |
| Certified Weight:             | 0,000.0 kg                 | - Certification Number:                              | Certification_Number_otherwise_"undisclosed" <i>[if applicable]</i> |
| Production Date:              | YYYY-MM-DD                 | - Country:   | Last_processor_country/area   |
|                               |                            |  |   |
| Product No.:                  | 2                          | Product Category:                                    | Product_category (PC0000)   |
| Shipment No.:                 | 1                          | Product Detail:                                      | Product_detail (PD0000)   |
| Order No.:                    | 00000                      | Material Composition:                                | 0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)...            |
| Article No.:                  | 00000000 <i>[optional]</i> | Label Grade:   | Label_grade_name  |
| Number of Units:              | 0,000 unit                 | Additional Info:                                     | <i>[Remove unused lines]</i>  |
| Net Shipping Weight:          | 0,000.0 kg                 |  | Text_maximum_200_characters_otherwise_state_"n/a."                  |
|                               |                            |  | Cotton_Fibre_Length:  |
|                               |                            |  | Cotton_Fibre_Micronaire:  |
|                               |                            |  | Cotton_Yarn_Count:  |
| Supplementary Weight:         | 0,000.0 kg                 | Last Processor:                                      | Last_processor_name_otherwise_"undisclosed" <i>[if applicable]</i>  |
| Certified Weight:             | 0,000.0 kg                 | - Certification Number:                              | Certification_Number_otherwise_"undisclosed" <i>[if applicable]</i> |
| Production Date:              | YYYY-MM-DD                 | - Country:   | Last_processor_country/area   |
|                               |                            |  |   |
| Product No.:                  | 3                          | Product Category:                                    | Product_category (PC0000)   |
| Shipment No.:                 | 2                          | Product Detail:                                      | Product_detail (PD0000)   |
| Order No.:                    | 00000                      | Material Composition:                                | 0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)...            |
| Article No.:                  | 00000000 <i>[optional]</i> | Label Grade:   | Label_grade_name  |
| Number of Units:              | 0,000 unit                 | Additional Info:                                     | <i>[Remove unused lines]</i>  |
| Net Shipping Weight:          | 0,000.0 kg                 |  | Text_maximum_200_characters_otherwise_state_"n/a."                  |
|                               |                            |  | Cotton_Fibre_Length:  |
|                               |                            |  | Cotton_Fibre_Micronaire:  |
|                               |                            |  | Cotton_Yarn_Count:  |
| Supplementary Weight:         | 0,000.0 kg                 | Last Processor:                                      | Last_processor_name_otherwise_"undisclosed" <i>[if applicable]</i>  |
| Certified Weight:             | 0,000.0 kg                 | - Certification Number:                              | Certification_Number_otherwise_"undisclosed" <i>[if applicable]</i> |
| Production Date:              | YYYY-MM-DD                 | - Country:   | Last_processor_country/area   |

*[Repeat on every page]*

Place and Date of Issue

Place, YYYY-MM-DD

This TC was amended on YYYY-MM-DD *[hide if not amended]*

Name of Authorised Signatory

Signature of Authorised Person

Certification Body

Stamp /  
Logo of CB

Standard Logo



**Transaction Certificate Number XXXXXXX-XX (continued)**

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

Product No.: 1

|  |   |
|--|---|
| 1. Certified_raw_material_1 (RM0000)<br>Certified Weight: 0,000.0 kg | Country/area_1_1 (State/province_1_1; Percentage1_of total certified weight<br>Country/area_1_2 (State/province_1_2; Percentage2_of total certified weight... |
|--|---|

|  |   |
|--|---|
| 2. Certified_raw_material_2 (RM0000)<br>Certified Weight: 0,000.0 kg | ; Country/area_2_1 (State/province_2_1; Percentage1_of total certified weight<br>Country/area_2_2 (State/province_2_2; Percentage2_of total certified weight... |
|--|---|

Product No.: 2

|  |   |
|--|---|
| 1. Certified_raw_material_1 (RM0000)<br>Certified Weight: 0,000.0 kg | Country/area_1_1 (State/province_1_1; Percentage1_of total certified weight<br>Country/area_1_2 (State/province_1_2; Percentage2_of total certified weight... |
|--|---|

|  |   |
|--|---|
| 2. Certified_raw_material_2 (RM0000)<br>Certified Weight: 0,000.0 kg | Country/area_2_1 (State/province_2_1; Percentage1_of total certified weight<br>Country/area_2_2 (State/province_2_2; Percentage2_of total certified weight... |
|--|---|

Product No.: 3

|  |   |
|--|---|
| 1. Certified_raw_material_1 (RM0000)<br>Certified Weight: 0,000.0 kg | Country/area_1_1 (State/province_1_1; Percentage1_of total certified weight<br>Country/area_1_2 (State/province_1_2; Percentage2_of total certified weight... |
|--|---|

|  |   |
|--|---|
| 2. Certified_raw_material_2 (RM0000)<br>Certified Weight: 0,000.0 kg | Country/area_2_1 (State/province_2_1; Percentage1_of total certified weight<br>Country/area_2_2 (State/province_2_2; Percentage2_of total certified weight... |
|--|---|

**12. Declarations by Seller of Certified Products**

Declarations\_text\_by\_seller\_if\_any. Otherwise\_state\_“n/a.”

*[Repeat on every page]*

Place and Date of Issue

Place, YYYY-MM-DD

This TC was amended on YYYY-MM-DD *[hide if not amended]*

Name of Authorised Signatory

Signature of Authorised Person

Certification Body

Stamp /  
Logo of CB

Standard Logo

