



# Guidance for Completing a Transaction Certificate Request

We will generate Transaction Certificates for you within 14 calendar days after receipt of a complete application form, provided we have enough detail about the goods and their origins. Complete the Transaction Request Form and attach all necessary documents and evidence and return it to your certification officer.

Please note, we may not be able to issue TCs more than six months after the date of the earliest shipment to be included. All products on the transaction certificate must be approved prior and listed on your GOTS scope certificate. Geographical origin of the raw materials is required on the input TC to complete the transaction certificate for you.

If you would like further support in ensuring your TC application is full and correct, please refer to our TC guidance video on our [Certification Resources](#) website. Please ensure you are using the most up to date TC request form which is available on our website.

**Box 2. In this box, please fill out your company name and business address, including country. Please also fill out your scope certificate number and license number. These should all match what your scopes certificate says.**

**If you are not selling on behalf of anyone else, please leave that section blank.**

## 2. Seller of Certified Products

Cotton Textiles Traders  
16 Soil Street,  
Bristol  
Bs61 3tp  
United Kingdom

[Click or tap here to enter state/province, country/area](#)

### Selling on behalf of:

[Click here to enter legal name of Scope Certificate holder](#)

SC Number: SADK – 000 – 000- 000

License No.: DK13004

**Box 3. In this box, please fill out the buyer's address, including the country. This should be the address of the buyer of the goods. If they are not buying on behalf of anyone else, please leave this section blank. Please include their license number if applicable, this can be found on their scopes certificate. There may be an instance where the buyer's address is not where the products are getting shipped, this can be recorded in the consignee address section in box 9.**

## 3. Buyer of Certified Products

Weaving Wonderers  
22 Smith Road  
Bristol  
Bs81 6qs  
United Kingdom

[Click or tap here to enter state/province, country/area](#)

### Buying on behalf of:

[Click here to enter legal name of Scope Certificate holder](#)

License No.: DK 68912

**Box 4.** This should be the total weight of products covered by this TC, plus the weight of packaging, in kg.

**Box 5.** This should be the total weight of products covered by this TC, excluding the packaging, in kg.

<b>4. Gross Shipping Weight</b>	110 kg
<b>5. Net Shipping Weight</b>	100 kg
<b>6. Certified Weight</b>	100 kg

**Box 6.** Total weight of organic content in the certified goods covered by this TC. This should not include non-certified materials, packaging, accessories, and trims.

**Example 1:** for a consignment of t shirts composed of 95% organic cotton and 5% elastane, the certified weight = 95% of the net weight.

**Example 2:** For a cardigan composed of 100% organic wool with buttons or a zipper, the certified weight = the weight of the whole garment minus the weight of the buttons/zipper. The net weight would include the accessories and trims.

If you are trading finished products/garments the % composition should be available on the transaction certificates you received from your supplier.

If you are manufacturing products, we may ask you to submit or resubmit the products specification to verify the certified weight.

**Box 7.** For this section look at your Input TC's. If any of them have ticked No for this section, then you have to tick no too.

**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":

- 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
- 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)..

**Box 8. The reference number of the Transaction certificate (s) or Farm Scopes certificate (s) for the inputs/raw materials/products involved in this TC.**

**8. Certified Input References**

Input TCs:

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"

**Box 9. Shipment date, number and weight should match that of the shipping document. Gross weight is including the weight of the packaging per shipment. The invoice reference should be the invoice number on the shipping document. This invoice should also be provided to cross check. The address should match that on the shipping document.**

**9. Shipments**

Shipment No.:	1	Consignee Name and Address:	Weaving Wonderers
Shipment Date:	2023-12-08		
Shipment Doc No.:	24601		22 Smith Road
			Bristol
Gross Shipping Weight:	60 kg		BS1 6AD
Invoice References:	54321-5867		United Kingdom
			Click or tap here to enter the state/province and country/area
Shipment No.:	2	Consignee Name and Address:	Weaving Wonderers
Shipment Date:	2023-11-06		
Shipment Doc No.:	87654		22 Smith Road
Gross Shipping Weight:	50 kg		Bristol
Invoice References:	98765-4567		BS1 6AD
			United Kingdom
			Click or tap here to enter the state/province and country/area

**This information should be separated per shipment.**

**Box 10. Product number, order number and number of units should match that on your Delivery note and invoice. Net shipping weight should not include the packaging. Supplementary weight is that of any non-certified trims or accessories such as buttons, linings, or zips.**

**10. Certified Products**

Product No.:	1	Product Category:	Undyed fabric PC00081
Order No.:	24601	Product Detail:	Woven fabric PD 0021
Article No.:	CW9872	Material Composition:	80% organic cotton 20% organic wool
Number of Units:	3 BALES unit	Label Grade:	Organic
Net Shipping Weight:	50 kg	Additional Info:	Click or tap here to enter additional information (maximum 200 characters), otherwise state "n/a"
Supplementary Weight:	0 kg	Last Processor:	Click or tap here to enter name of last processor, otherwise state "undisclosed" (if applicable)
Certified Weight:	50 kg	- License No.:	DK13004
Production Date:	2023-10-26	- Country:	United Kingdom
Product No.:	2	Product Category:	Undyed fabric PC00081
Order No.:	87654	Product Detail:	Woven fabric PD 0021
Article No.:	CW5647	Material Composition:	80% organic cotton 20% organic wool
Number of Units:	2 bales unit	Label Grade:	Organic
Net Shipping Weight:	50 kg	Additional Info:	Click or tap here to enter additional information (maximum 200 characters), otherwise state "n/a"
Supplementary Weight:	0 kg	Last Processor:	Click or tap here to enter name of last processor, otherwise state "undisclosed" (if applicable)
Certified Weight:	50 kg	- License No.:	DK13004
Production Date:	2023-11-25	- Country:	United Kingdom

**Product Category, product detail, material composition and label grade should all match that on your Scopes certificate. You should not apply for a TC for any products that aren't on your GOTS scope certificate as you have not been approved to trade these.**

**Box 11. In this box you should put country of origin and state/province per certified raw material. This is required on your input transaction certificate to complete the TC application. If this is not declared on the input TC, please contact your supplier for an amended version before requesting the TC.**

11. Certified Raw Materials and Declared Geographic Origin		
1.	Organic Cotton Certified Weight: 72 kg	India Madhya Pradesh
2.	Organic Wool Certified Weight: 28 kg	Uruguay Artigas

**Box 12. Enter any declarations you may have. If you don't have any put N/A**

**12. Declarations by Seller of Certified Products**  
Click or tap here to enter any declarations (if any). Otherwise state "n/a"

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		35	Enter 'n/a' if you are not the first processor	Enter 'n/a' if you are not the first processor	20%	If you are a processor of GOTS goods, please advise	Choose an item.	100% organic wool	28 kg
2		80	Enter 'n/a' if you are not the first processor	Enter 'n/a' if you are not the first processor	10%	If you are a processor of GOTS goods, please advise	Choose an item.	100% Organic Cotton	72 kg

Your input TC number.

The total amount of GOTS certified material taken from the input TC, before any processing losses have been taken off.

The weight lost (or gained) during processing, as a percentage.

The final weight of the certified input after processing.

**Box 13. Enter the number of the TC(s) that were used in the making of your product. If there are multiple TC's please separate using different rows of this table.**

**For the quantity used please write the weight of the material/fibre before any processing losses/gains have been accounted for (if there are any). If any processing losses/gains have occurred, please write the percentage of the weight that has been lost/gained in the stated columns.**