



**COTTON  
MADE IN  
AFRICA**



# **Fabric Trader/ Dye House Registration Guidelines**



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The Registration Guidelines, provided by the CmiA organization, are the framework document for fabric traders or fabric dye houses which want to add the sustainable cotton standard Cotton made in Africa into their product portfolio.

# 1 CmiA Implementation Systems

## 1.1 Mass Balance System (MB)

Most of the CmiA retail partners are procuring products according to the CmiA Mass Balance (MB) system. That means the CmiA cotton may be used in the normal production line and does not have to be treated separately. CmiA MB yarns can be produced using any cotton available; the CmiA cotton does not have to be physically included in the yarn.

To be eligible for MB production, the final product must be composed of at least 5% cotton, but not necessarily CmiA cotton.

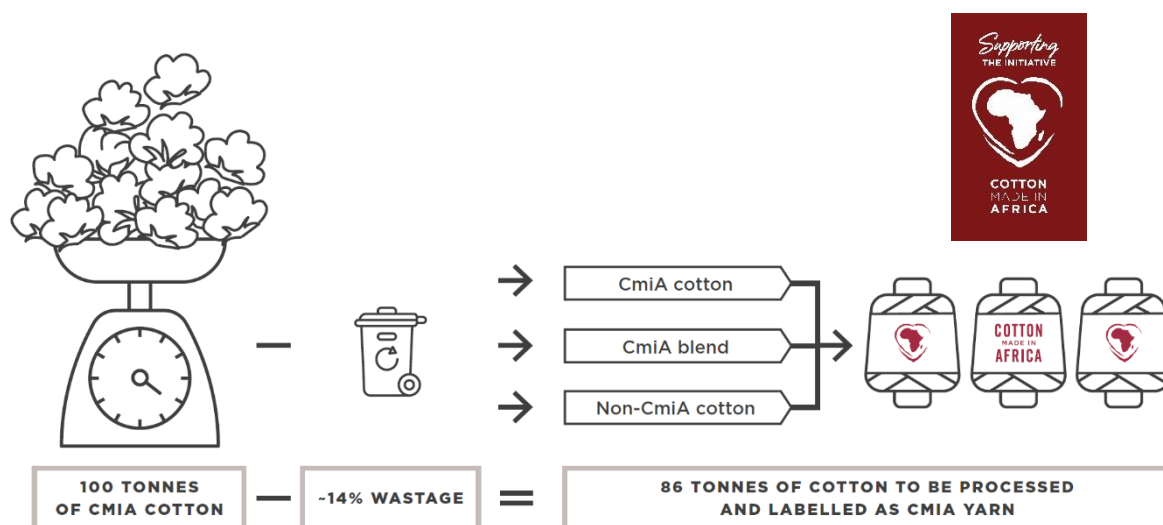


Figure 1: The process from CmiA cotton to CmiA MB yarn

As CmiA MB is NOT an ingredient standard CmiA MB yarns can be produced by:

- using 100% CmiA cotton OR
- blending CmiA cotton with any other conventional cotton OR
- using 100% any other conventional cotton

The spinning mill is only allowed to produce as much CmiA MB yarns as they have purchased CmiA cotton before (minus an average wastage which occurs during production from lint to yarn). The cotton yarn amount declared as CmiA MB yarn will be deducted from the quantity of CmiA cotton the spinning mill purchased. **The CmiA cotton balance is controlled only virtually via the SCOT Tracking System – and not in the product!**



## 1.2 Hard Identity Preserved System (HIP)

Retailers which want to gain the highest level of transparency with CmiA can choose instead of the Mass Balance System the content claim based Hard Identity Preserved (HIP) System. In comparison to the Mass Balance System CmiA HIP yarns/ fabrics/ garment must contain 100% CmiA cotton in the cotton share and are therefore 100% traceable down to the CmiA cotton origin.

To be eligible for HIP production, the final product must be composed of at least 5% cotton, with the remaining percentage comprising any other, non-cotton fibre. The entire cotton share (100 % of the cotton contained in the final product) must be CmiA cotton.

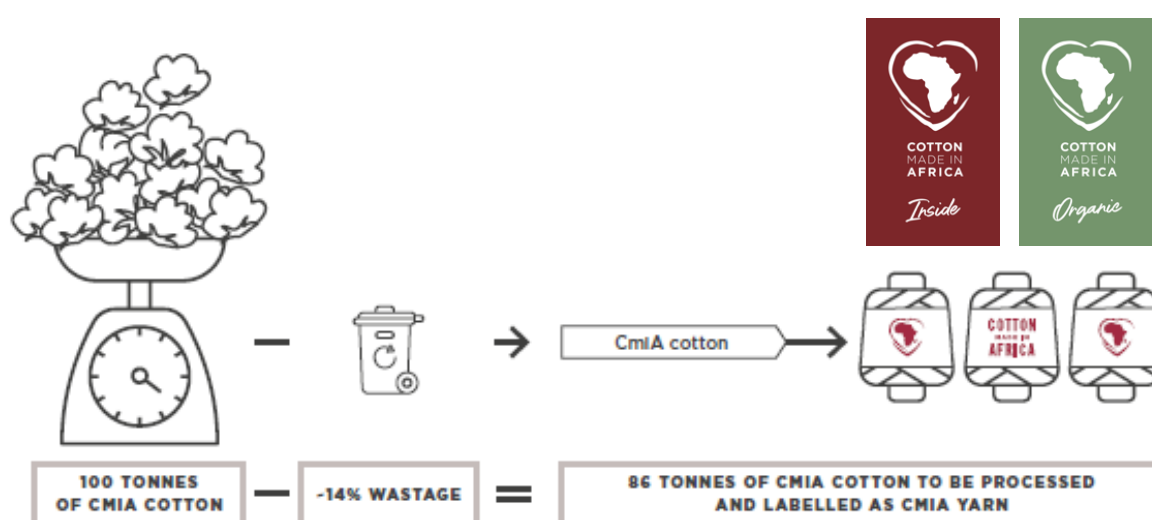


Figure 2: The process from CmiA cotton to CmiA HIP yarn

During CmiA HIP productions segregation and separation is required on all supply chain levels:

- **No blending of or substitution between CmiA cotton and non-CmiA cotton** is permitted. However, CmiA cotton can be blended with other, non-cotton fibres.
- **CmiA cotton and conventional cotton must be kept segregated** at all stages of storage, inter-facility transportation, and processing at the spinning mill level. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).
- **CmiA cotton must be clearly marked** at all stages of storage, inter-facility transportation, and processing at the spinning mill level (e.g. with signage and in sales documents).
- Spinning machinery is not required to be cleaned between CmiA HIP yarn production and any non-CmiA production.
- **CmiA yarn and non-CmiA yarns must be kept segregated** at all stages of storage, interfacility transportation, and processing at the spinning mill level. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).
- **CmiA yarns must be clearly marked** at all stages of storage, inter-facility transportation, and processing at the spinning mill level (e.g. with signage and in sales documents).



**Proof of the segregation and labeling must be documented** and uploaded in the SCOT / HIP system. The same procedure applies for fabric and ready-made garment producers.

## 2 Implementation Requirements

To ensure a smooth and easy implementation of CmiA and transparency throughout the entire supply chain **all direct production partners should be informed that it is a CmiA order - clearly indicating if MB or HIP**. A remark on "CmiA" and the respective implementation system (e.g. "CmiA (HIP or MB) yarns/fabrics", "produced according to CmiA MB/ HIP system" etc.) should be placed on all documents (order, contracts, invoices).

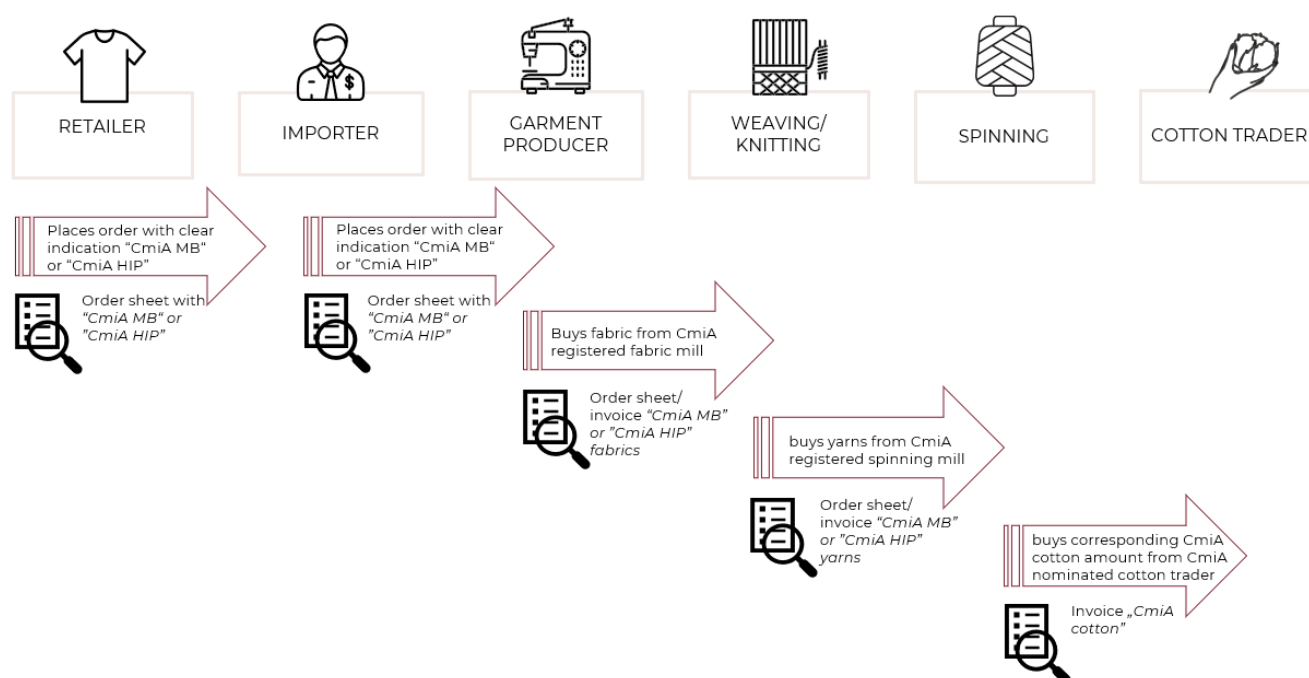


Figure 3: CmiA in the supply chain

**Same processes apply to intermediate level of fabric traders and fabric dye houses.**

## 3 Getting registered with CmiA

No matter if MB or HIP fabrics are processed, the fabric trader/ fabric dye house must get registered with CmiA.

CmiA applications can be denied if a company is listed on International Cotton Association's list of Unfulfilled Awards Part 1 or List of Unfulfilled Awards Part 2 (<https://ica-ltd.org/safe-trading/list-of-unfulfilled-awards>).



Following steps are required for CmiA registration:

**1. Register your company online with CmiA:** <https://scot.cottonmadeinafrica.org/users/register>

**(Registration Code: 72GR8hbP)**

- provide some company details
- designate a CmiA responsible person within your company
- confirm understanding and agreement of CmiA Code of Conduct and Chain of Custody Guideline
- provide billing address for registration invoice

**2. Pay the annual registration fee** of EUR 500,00

Once the payment is received the fabric trader/ fabric dye house receives a CmiA membership number valid for one year and will be listed as a CmiA fabric supplier on the CmiA website: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

**3. Buy CmiA MB or HIP fabrics** from one of the CmiA registered fabric producers.

Updated list can be always found here: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

**Please check regularly online if fabric selling company is registered with CmiA.**

At purchase, please inform the fabric producer that it is a CmiA production and if MB or HIP. Therefore, there should be remarks of “CmiA MB/HIP fabrics” or “produced according to CmiA MB/HIP system” on contract/invoice.

**4. Regularly provide information** about CmiA fabric purchases and fabric sales in **the CmiA Tracking System SCOT**.

Login credentials and User Manual will be provided after successful registration with CmiA. Additionally, HIP approved fabric trader/ fabric dye houses will gain access to the HIP section in SCOT.

**5. Additional remarks on Mass Balance productions**

The quality of the yarns and fabrics used is not influenced by CmiA. Quality requirements are requested by the customers. Therefore, any cotton can be used to produce CmiA Mass Balance yarns/fabrics, so no quality limit for the production takes place.

As the African CmiA cotton can be totally integrated to the normal production lines there should be **no upcharges** on CmiA fabrics.



## 4 SCOT Tracking System and Reporting Requirements

### 4.1 General

The SCOT Tracking System covers all CmiA retail orders and CmiA purchase and sales transactions for both implementation systems. For HIP production nominated companies are receiving access to the additional HIP section in SCOT. Therefore, CmiA purchases and sales must be correctly entered as MB or HIP into the system's separate MB or HIP section.

- All CmiA transactions must be reported regularly into the SCOT system, latest 30 days after contract date.
- CmiA MB/HIP fabric sales are only possible if a respective CmiA MB/HIP fabric amount is purchased before.
- Please report correct transaction information to SCOT to avoid correcting any information later. Once entered into the system, information are counted as valid.

### 4.2 For Hard Identity Preserved transactions

For each production step respective documents must be uploaded to the HIP section in SCOT.

TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Fabric sale	Fabric shipment document	<ul style="list-style-type: none"> <li>• Incl. buyer/seller information, amount and delivery date</li> <li>• Clearly mentions "CmiA HIP fabric"</li> </ul>

Fabric trader/ fabric dye houses can only sell CmiA HIP fabrics when having the respective CmiA HIP fabric amount physically on stock and approved in their HIP account - a negative balance cannot be possible.

## 5 Sanctions

The CmiA organization will be able to terminate a membership in case of:

- A company is listed on International Cotton Association's List of Unfulfilled Awards Part 1 or List of Unfulfilled Awards Part 2 (<https://ica-ltd.org/safe-trading/list-of-unfulfilled-awards>)
- Transactions in SCOT are not done on a regular and valid base
- Fabrics are not purchased from CmiA registered fabric producer

CmiA reserves the right to engage at any time a 3rd party auditing company to verify the information provided.



Companies without a valid membership will be deleted from the supplier list and their SCOT account will be deactivated.

## 6 Re-registration

The membership expires regularly after one year. To continue the membership the fabric trader/ fabric dye house must contact the CmiA organization in due time.

To receive a new membership number following requirements must be fulfilled:

- CmiA transactions are updated regularly, correctly and verified in SCOT
- Annual registration fee is paid

## 7 Contact and documents

If you have any questions regarding CmiA or SCOT, please check:

<https://scot.cottonmadeinafrica.org/faqs/view>

<https://scot.cottonmadeinafrica.org/help-docs/fag>

or contact the **SCOT Helpdesk:**

[mail@scotsupport-dss.atlassian.net](mailto:mail@scotsupport-dss.atlassian.net)

### Related documents:

- Chain of Custody Guideline:  
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>
- SCOT User Manual (will be provided during SCOT registration)

