



**COTTON
MADE IN
AFRICA**



Garment Trader (Importer/Exporter) Registration Guidelines



TABLE OF CONTENTS

1 CMIA IMPLEMENTATION SYSTEMS	3
1.1 Mass Balance System (MB)	3
1.2 Hard Identity Preserved System (HIP)	4
2 IMPLEMENTATION REQUIREMENTS	5
3 GETTING REGISTERED WITH CMIA	5
4 SCOT TRACKING SYSTEM AND REPORTING REQUIREMENTS	6
4.1 General	6
4.2 For Hard Identity Preserved transactions	7
5 SANCTIONS	7
6 LABELLING OF CMIA PRODUCTS	7
7 CONTACT AND DOCUMENTS	8



The Garment Trader (Importer/Exporter) Registration Guidelines, provided by the CmiA organization, are the framework document for garment traders selling products made under the CmiA Implementation Systems to CmiA licensed retailers or brands.

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.

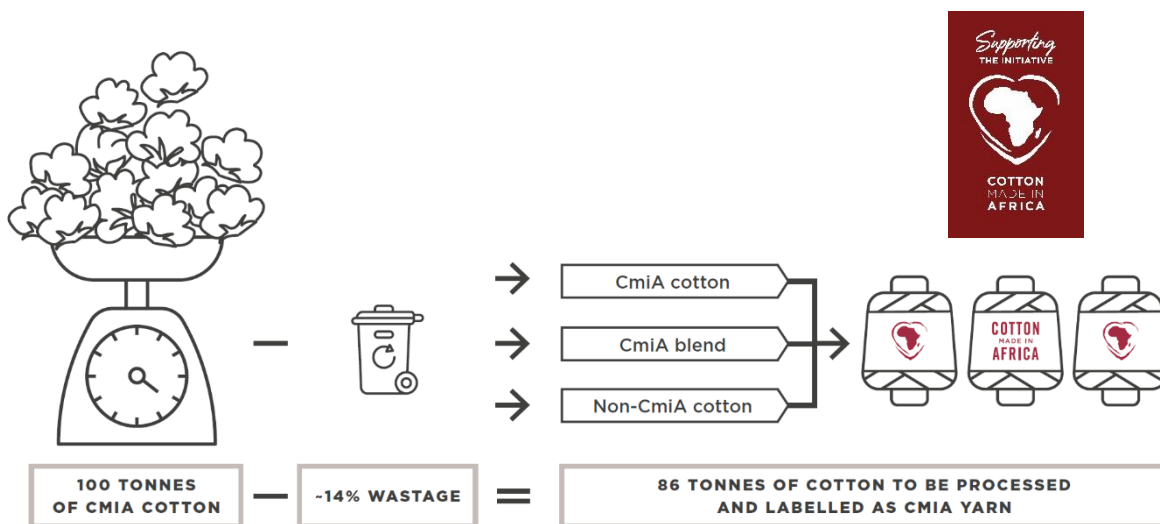


Figure 1: The process from CmiA cotton to CmiA MB yarn

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 cotton¹.

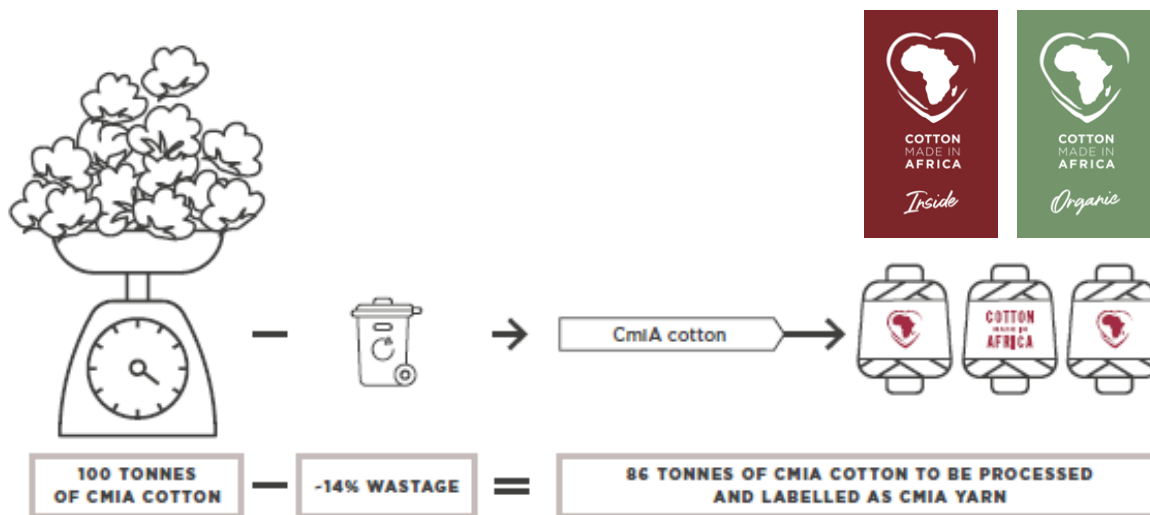


Figure 2: The process from CmiA cotton to CmiA HIP yarn

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).
- **CmiA yarn and non-CmiA yarns and CmiA fabrics and non-CmiA fabrics must be kept segregated** at all stages of storage, interfacility transportation, and processing at all production levels. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).
- **CmiA yarns and CmiA fabrics must be clearly marked** at all stages of storage, inter-facility transportation, and processing at all production levels (e.g. with signage and in sales documents).
- Machinery is only required to be cleaned before CmiA HIP productions when organic materials are used.

¹ Individual agreements with retail partners on a composition with other sustainable cotton standards, e.g. OCS, RCS might be possible.



Proof of the segregation and labeling must be documented and uploaded in the SCOT / HIP system. The same procedure applies for all supply chain levels producing, trading and processing cotton or cotton-containing products and cotton by-products.

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).

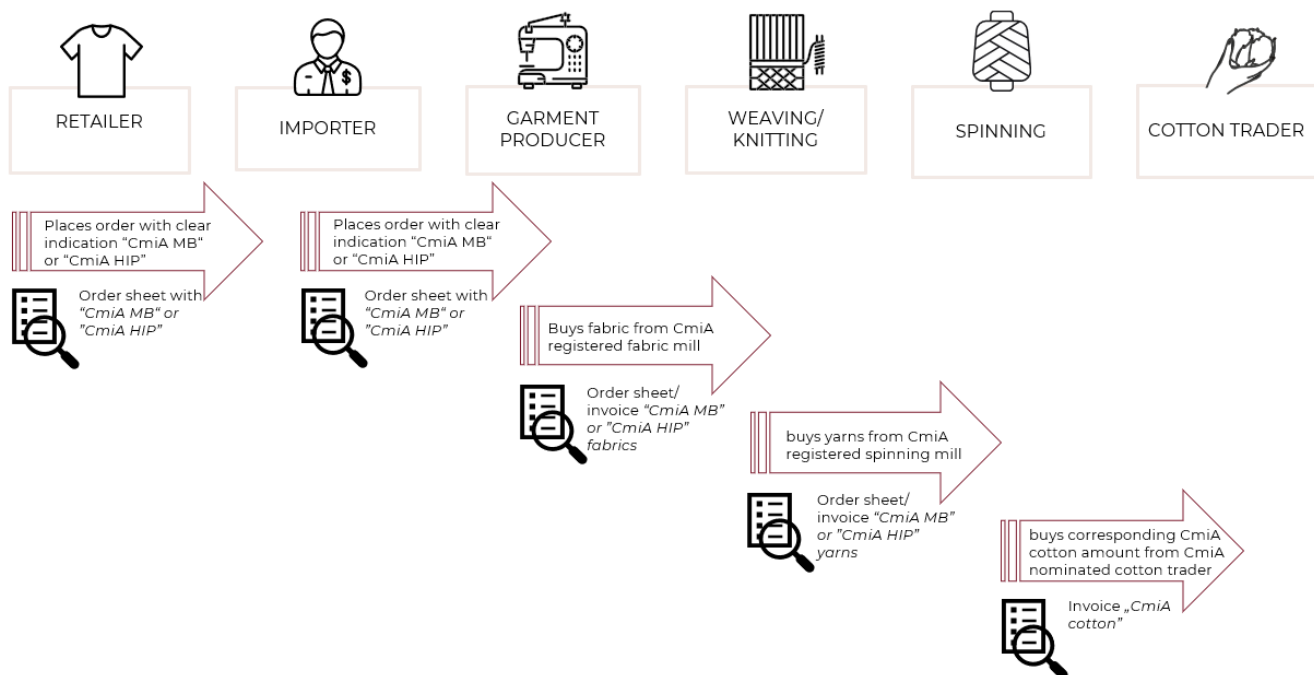


Figure 3: CmiA in the supply chain

Same processes apply to intermediate level of yarn/fabric/garment traders and yarn/fabric dye houses.

3 Getting registered with CmiA

No matter if MB or HIP productions are planned, the garment trader must get registered within the SCOT Tracking System.

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>) or on the UFLPA Entity List of the U.S. Department of Homeland Security (<https://www.dhs.gov/uflpa-entity-list>).



Only when producing for a CmiA licensed retail partner a SCOT account will be provided then.

If the client, the CmiA licensed retailer/brand is asking for CmiA products the following steps are necessary to get onboarded to the SCOT system:

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

(Registration Code: 72GR8hbP)

- Choose entity level 'garment producer/supplier'
- 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

Garment Trader (Importer/Exporter) does not pay any fee and therefore does not receive a CmiA membership number but only get access to the SCOT Tracking System.

2. Regularly forward/assign CmiA order data to the respective garment producer in the CmiA Tracking System SCOT.

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

3. Additional remarks on Mass Balance productions

The quality of the yarns/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, so no quality limit for production takes place.

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

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 order data will be transferred either in the MB or in the HIP section of the SCOT system.

- CmiA order data will be reported regularly into the SCOT account of the nominated garment trader by the CmiA licensed retailer/brand ².
- Uploaded **CmiA order data must be forwarded/assigned from the garment trader to the respective garment producer.**

² Except individual agreements with Lidl/Kaufland and Aldi where garment trader has to provide the CmiA order data.



- Garment trader must take care that the garment producer **fulfills the CmiA order data latest with delivery date of the final product.**

4.2 For Hard Identity Preserved transactions

Please make sure that your nominated garment producers are aware of the specific requirements for CmiA HIP productions.

Garment producers can only sell CmiA HIP products when having the respective CmiA HIP yarn/fabric amount physically on stock. CmiA HIP products must contain CmiA HIP fabrics made with CmiA HIP yarns.

5 Sanctions

The CmiA organization will be able to exclude a garment trader from SCOT and CmiA productions 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>).
- A company is listed on the UFLPA Entity List of the U.S. Department of Homeland Security (<https://www.dhs.gov/uflpa-entity-list>)

Transactions in SCOT are not done on a regular and valid base.

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

6 Labelling of CmiA products

If the retail company, ask to label the final products with a CmiA label they should provide the design and information about the correct CmiA label.

CmiA products which are produced according to the CmiA Mass Balance System are only allowed to be labelled with the “*Supporting the initiative Cotton made in Africa*” - logo.





CmiA products which are produced according to the CmiA Hard Identity Preserved System are allowed to be labelled with the “Cotton made in Africa Inside”- logo or if using CmiA organic cotton with the “Cotton made in Africa Organic” – logo.



For further information please contact the CmiA Marketing Department at:

marketing@abt-foundation.org.

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/faq>

or contact the **SCOT Helpdesk:**

mail@scotsupport-dss.atlassian.net

Related documents:

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