



**COTTON
MADE IN
AFRICA**



Spinning Mills Registration Guidelines



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The Spinning Mills Registration Guidelines, provided by the CmiA organization, are the framework document for spinning mills which want to implement the sustainable cotton standard Cotton made in Africa into their existing production lines.

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.

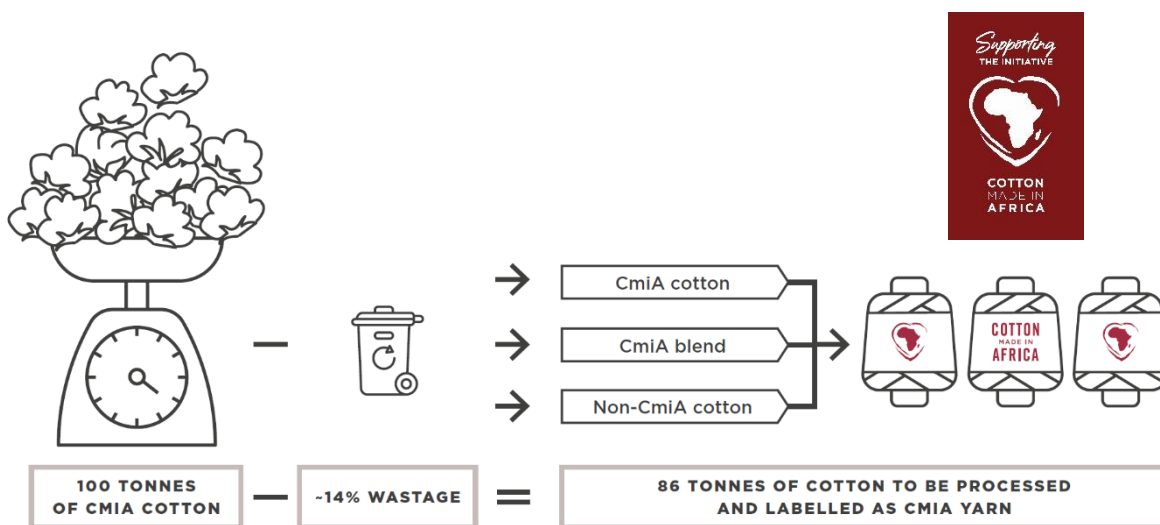


Figure 1: The process from CmiA cotton to CmiA MB yarn

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.

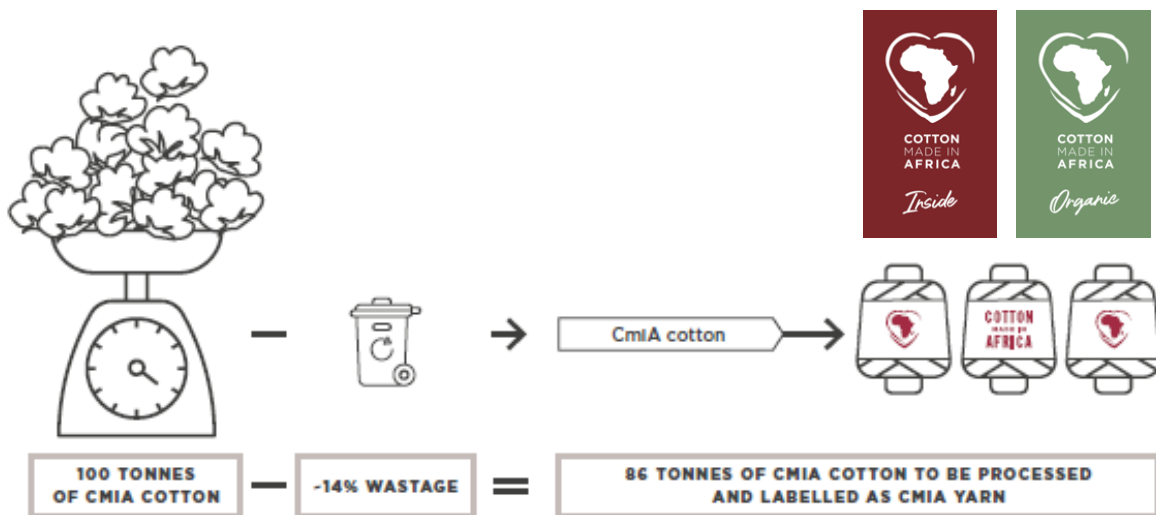


Figure 2: The process from CmiA cotton to CmiA HIP yarn

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, 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 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).

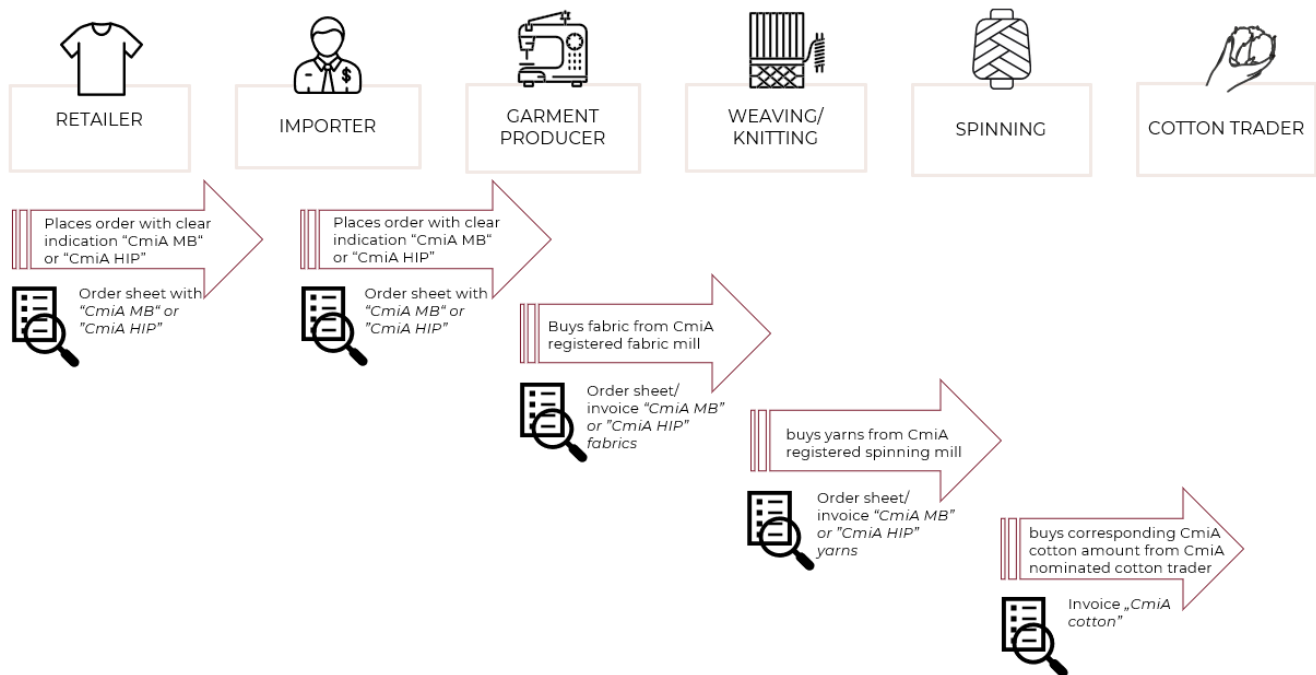


Figure 3: CmiA in the supply chain

3 Getting registered with CmiA

No matter if MB or HIP productions are planned, the spinning mill 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. Buy CmiA cotton from one of our registered CmiA cotton traders. Contact details can be found here:

<https://cottonmadeinafrica.org/wp-content/uploads/Cotton-Trader-CmiA.pdf>

- Please **ask explicitly for CmiA cotton** because not all African cotton is CmiA cotton!
- **State clearly** for the cotton trader **that the cotton is bought as “CmiA” cotton** to be used for CmiA production and to receive a volume update in SCOT.
- To register the cotton contract in SCOT the **contract should be dated not older than one year.**

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

(Registration Code: 72GR8hbP)

- provide some company details
- **upload first CmiA cotton contract**
- 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

3. Pay the annual registration fee of EUR 2.000,00

Once the payment is received the spinning mill receives a CmiA certificate valid for one year and will be listed as a CmiA yarn supplier on the CmiA website: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

4. Regularly provide information about CmiA yarn sales/ usage **in the CmiA Tracking System SCOT.**

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

5. Additional requirements for HIP registration

To become a CmiA HIP partner and assign a CmiA cotton contract for HIP yarn productions there are additional requirements to be fulfilled (see also 4. 3):

- A valid CmiA cotton contract (see 3. 1)
- Cotton shipment document/ confirmation of receipt (Document confirming cotton receipt at spinning mill's warehouse)
- Photo proof that CmiA cotton is clearly marked and stored separated from any other cotton

Uploaded documents will be approved by CmiA organization. Only approved cotton volumes will be added to spinner's CmiA HIP cotton balance and allows the spinner to do CmiA HIP yarn productions.



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.
- As a vertical producer the inhouse yarn usage should be reported.
- For yarns with a material mix e.g. 50% CO/ 50% VIS, **only the amount of cotton share must be reported.**
- **The Tracking System has a calculated wastage for the production from lint to yarn included.** A fixed percentage of each yarn sale will be added to the quantity, which is reported, to be able to have the approx. quantity of lint cotton being used. The spinning mill should inform the CmiA organization during registration about the individual wastage factor. If the spinner is not informing about one (1) individual wastage factor, 16% will be set by default.
- Any time the spinning mill is purchasing new CmiA cotton the cotton trader will enter according purchase transaction into SCOT. **Only "CmiA" cotton purchase will be reported to SCOT.**
- Please report correct transaction information to SCOT to avoid correcting any information later. Once entered into the system, information are counted as valid.

For MB and HIP productions there are also additional different requirements:

4.2 For Mass Balance transactions

- The spinning mill can start with CmiA at any time, even when the cotton does not have arrived in the warehouse yet.
- The spinning mill is **not allowed to sell more CmiA yarn than CmiA cotton has been purchased** before.

4.3 For Hard Identity Preserved transactions

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



TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Cotton Purchase <u>MANDATORY for HIP registration</u>	CmiA cotton purchase contract <u>AND</u>	<ul style="list-style-type: none"> • Both sides signed contract and invoice (pro-forma invoice is not enough!) • Clearly mentions "CmiA cotton" (Incl. expected shipment date)
	Cotton shipment document/ confirmation of receipt <u>AND</u>	<ul style="list-style-type: none"> • Document confirming cotton receipt at spinning mill's warehouse
	Photo documentation	<ul style="list-style-type: none"> • Photo proof that CmiA cotton is clearly marked and stored separated from any other cotton
Yarn Sale	Machinery or RMS ¹ document <u>AND</u>	<ul style="list-style-type: none"> • Document excerpt showing which CmiA cotton bales have been used for yarn production
	Yarn shipment document <u>AND</u>	<ul style="list-style-type: none"> • incl. buyer/seller information, amount and delivery date • Clearly mentions "CmiA HIP yarn"
	Photo documentation	<ul style="list-style-type: none"> • Photo proof of separate and clearly marked production lines • Photo proof that CmiA yarn is clearly marked and stored separated from any other yarn

Spinning mills can only sell CmiA HIP yarns when having the respective **CmiA cotton amount physically on stock** and approved in their SCOT HIP account - **a negative balance cannot be possible.**

5 Sanctions

The CmiA organization will be able to remove a valid certificate 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
- The Mass Balance cotton balance is minus, and the spinning mill is not purchasing CmiA cotton in due time

¹ Company's resource management system



CmiA reserves the right to engage at any time a 3rd party auditing company to verify the information provided. Companies without a valid certificate will be deleted from the supplier list and their SCOT account will be deactivated.

6 Re-registration

The certificate expires regularly after one year. To receive a new certificate the spinning mill must contact the CmiA organization in due time.

To receive a new certificate following requirements must be fulfilled:

- CmiA transactions are updated regularly, correctly and verified in SCOT
- CmiA cotton balance is positive
- 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/faq>

or contact the **SCOT Helpdesk:**

mail@scotsupport-dss.atlassian.net

Related documents:

- CmiA verified cotton companies:
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Cotton-Companies.pdf>
- CmiA cotton trader:
<https://cottonmadeinafrica.org/wp-content/uploads/Cotton-Trader-CmiA.pdf>
- 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)