The Spinning Mills Registration Guidelines, provided by the CmiA organization, are the framework document for spinning mills\(^1\) which want to implement the sustainable cotton standard Cotton made in Africa into their existing production lines.

I. CmiA Implementation systems

The Cotton made in Africa standard can be implemented with two systems – CmiA Mass Balance System (MB) or CmiA Hard Identity Preserved System (HIP)\(^2\).

1. Mass Balance System (MB)

Most of the CmiA retail partners are producing 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.

As CmiA 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

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\(^1\) Spinning mills refers also to production units with an own spinning department included, e.g. fabric mills with own spinning unit, vertical integrated textile mills.

\(^2\) Additional information is outlined in the CmiA Chain of Custody Guideline.
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!

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 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 50% 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.

![Image: The process from CmiA cotton to CmiA HIP yarn](image)

**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.

II. 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” (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).

III. How to get registered with CmiA
No matter if MB or HIP productions are planned, the spinning mill must get registered with CmiA.

- Please ask explicitly for **CmiA cotton** because not all African cotton is CmiA cotton!
- State clearly for the cotton trader if the cotton is bought as “CmiA” cotton (to be used for CmiA production and to receive a volume update in SCOT) or as “CmiA-BCI” (no update in SCOT and the contract is only valid for the BCI Platform).
- 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: 72GR8hpP)

   - 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
   Once the payment is received the spinning mill receives a CmiA certificate valid for one year and will be listed as a CmiA (HIP) supplier on the CmiA website.

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 registered 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 IV. 3):
   - A valid CmiA cotton contract (see III. 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.

   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).

IV. SCOT Tracking System & reporting requirements

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; “CmiA-BCI” cotton purchases are not entered into SCOT and are only usable for the BCI Platform.**
- 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:**

2. For Mass Balance System (MB)
   - 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.

3. For Hard Identity Preserved (HIP) System
   For each production step respective documents must be uploaded to the HIP section in SCOT.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Documents required</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton purchase <strong>MANDATORY for HIP registration</strong></td>
<td>1. CmiA cotton purchase contract <strong>AND</strong></td>
<td>▪ Both sides signed contract and invoice (pro-forma invoice is not enough!)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Clearly mentions “CmiA cotton”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Incl. expected shipment date</td>
</tr>
<tr>
<td></td>
<td>2. Cotton shipment document/ confirmation of receipt <strong>AND</strong></td>
<td>▪ Document confirming cotton receipt at spinning mill’s warehouse</td>
</tr>
<tr>
<td></td>
<td>3. Photo documentation</td>
<td>▪ Photo proof that CmiA cotton is clearly marked and stored separated from any other cotton</td>
</tr>
<tr>
<td>Transaction</td>
<td>Documents required</td>
<td>Specification</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Yarn production/sale</td>
<td>1. Machinery or RMS(^3) document <strong>AND</strong></td>
<td>▪ Document excerpt showing which CmiA cotton bale has been used for yarn production</td>
</tr>
</tbody>
</table>
|                                     | 2. Yarn shipment document **AND** | ▪ incl. buyer/seller information, amount and delivery date  
▪ Clearly mentions “CmiA HIP yarn” |
|                                     | 3. Photo documentation | ▪ 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 HIP account - a negative balance cannot be possible.

**V. Sanctions**

The CmiA organization will be able to remove a valid certificate in case of:
- 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

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.

**VI. 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

\(^3\) Company’s resource management system
VII. Partnership with Better Cotton Initiative (BCI)

CmiA and BCI are two separate sustainable cotton standards which held a partnership until 31.12.2022.

CmiA cotton can be purchased from CmiA cotton traders and can be used for productions in the BCI supply chain. When buying CmiA cotton for a BCI production please ask the cotton trader for “CmiA-BCI” cotton. BCI cotton can NOT be used for the CmiA supply chain.

If CmiA cotton is purchased and registered on the BCI Platform, it cannot be declared as CmiA cotton anymore. This is also valid vice versa!

If a spinning mill wants to use CmiA cotton already declared on the BCI Platform for CmiA, the BCI office must be contacted to delete this amount from the BCI Platform. Documentation and the cotton purchase document must be provided to CmiA.

VIII. Questions and help

If you have any questions, 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
- Code of Conduct
- SCOT User Manual (will be provided during SCOT registration)

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4 For more information, please contact BCI directly.