3. OEKO-TEX® MADE IN GREEN Article Definition



Label Owners

3.1 Create article
3.2 View article details and status
3.3 Create article component
3.4 Add new component
3.5 Add existing component
3.6 Add MIG label as component
3.7 Request component
confirmation

3.8 Define weight of article component
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Suppliers

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<u>confirmation</u>
<u>3.14 Create indirect</u>
<u>component</u>
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<u>component confirmation</u>

3.1 Create Article

- A. Login into <u>myOEKO-TEX®</u>
- B. Click on company name to navigate to product menu
- C. Click 'MADE IN GREEN'
- D. Click 'Articles / Requests' tab
- E. Click '+ Add Article'

	B	ettina Brand /	\G ▼			
MADE IN GREEN	STANDARD 100	LEATHER STAND	DARD	STeP	DETOX TO ZERO	ECO PASSPORT
D Articles / Red Articles	quests Labels	Product lines	Alerts	6		
Article nar	me			Article	number	
Articles / R	equests Labek	s Product line	es A	lerts		

New Article

Back

Definition			
Article nome *	Al	f	0
Article name		i,	-
Article number *	Number		0
Article internal remark	Article internal remark		0
EAN/barcode	EAN/barcode	_//	
STANDARD 100 or LEATHER STANDARD certificate number		~	0
Article Description *	Article Description	11	0
Product line	Please select		
Classification *	Please select		~
Materials *	Please select		
Please indicate in which If the article is raw/greige	colors your article is offered by clicking on "please select". e, please tick the box instead.		
Colors	Please select		
Raw/greige			

3.1.1 Define New Article

Info entered in this section defines the label's display on oeko-tex.com <u>Label Check</u> (i.e., article name, number, description, colors)

- Fields marked with * are mandatory
- Rules for data completion are listed in the <u>MADE IN GREEN</u> <u>Standard</u> (chapter 4.3.3)
- Click the "?" for details about the field and requirements



Article Number

Please specify the number for identification of your article on the oeko-tex.com Label Check and within the myOEKO-TEX® platform.

Maximum number of characters: 65

3.1.2 Define Article Details

A. Article name Must include product name and type – max 65 characters (e.g., "Acme Hooded Sweatshirt")

B. Article number For further ID on Label Check and within the myOEKO-TEX® platform – max 65 characters

(e.g., the product style number)

Definition 0 Article name * Acme Hooded Sweatshirt 0 Article number * BB ET 2810 Producer AT/ Fabric Supplier DE Article internal remark 0 D 919191919111 EAN/barcode E TESTCERT-2-Betti0 0 STANDARD 100 or LEATHER STANDARD Certification: STANDARD 100 by OEKO-TEX® certificate number Scope:

Women's hooded sweatshirt made of cotton/ polyester brushed fleece, piece-dyed produced by using materials certified according to OEKO-TEX® STANDARD 100.

Article internal remark

The field can be used to characterize the article by an internal code or information. For example, by specifying the manufacturer code (producer's identification), articles with the same article number but different supply chains and MADE IN GREEN product IDs can be distinguished within the myOEKO-TEX® platform.

The information from the internal remark field will not be displayed in the OEKO-TEX® Label Check.

Maximum number of characters: no limit

3.1.2 Define Article Details (cont'd)

C. Article internal remark Specify the manufacturer's code (e.g., producer's id) - to distinguish, within the myOEKO-TEX® platform, articles with the same article number but different supply chains and MADE IN GREEN IDs

D. EAN / SKU / ID

Code should uniquely identify the product for buyers and consumers

E. Select your relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate number, if available

Definition

Article name *	Acme Hooded Sweatshirt	0
Article number *	BB ET 2810	8
Article internal remark	Producer AT/ Fabric Supplier DE	8
EAN/barco de	919191919111	
STANDARD 100 or LEATHER STANDARD certificate num ber	TESTCER T-2-Betti0 Certification: STANDARD 100 by OEKO-TEX® Scope: Women's hooded sweatshirt made of cotton/ polyester brushed fleece, piece-dyed produced by a materials certified according to OEKO-TEX® STANDARD 100.	using
Article Description *	Women's hooded sweatshirt made of cotton/ polyester fleece knitted fabric, piece-dyed, brushed, available in several colors and sizes.	0
Article Description sh fiber contents, dyeing, fir • Example 1: Moder • Example 2: Leather The article description, n Maximum number of cha	eall consist of the material composition and any other important product description (e.g., ishing and / or printing processes). In fit polo shirts for men made of 100% cotton jersey fabric. In skirt made of 100% suede leather produced from lambskin. In mumber and colors will be displayed in the OEKO-TEX® Label Check. In aracters: no limit	a a a a
1		

3.1.2 Define Article Details (cont'd)

- **F.** Article Description
 - Must include material composition and any other important product details (e.g., fiber contents, specific method of dyeing, finishing and/or printing processes)
 - The article description should be an excerpt from the STANDARD 100 certificate scope, under which this product was tested for harmful substances
 - Do NOT repeat the information from the 'Article name' field
 - The article description should be written as a full sentence

Product line	Please select	~
Classification *	End-user, ready made goods	~
Category *	Glothing	~
Product type *	T-shirts, sweat shirts	~
Usage	× Ladies	
Materials *	Cotton × Polyester	
Please indicate in which If the article is raw/greig	n colors your article is offered by clicking on "please select". ge, please tick the box instead.	
Please indicate in which If the article is raw/greig Colors	a colors your article is offered by clicking on "please select". ge, please tick the box instead.	
Please indicate in which If the article is raw/greig Colors Raw/greige	n colors your article is offered by clicking on "please select". ge, please tick the box instead.	
Please indicate in which If the article is raw/greig Colors Raw/greige Veights A	n colors your article is offered by clicking on "please select". ge, please tick the box instead.	



3.1.2 Define Article Details (cont'd)

- G. Select product classification, including category and product type (e.g., finished or semi-finished product)
- H. Select article material (e.g., fiber contents)
- Select specific article colors (e.g., dyed article)
 or - tick 'Raw/greige'
- J. Check public information (Article name, number, description and colors). Blanks will be missing from oeko-tex.com <u>Label Check</u>
- K. Click 'Save'

3.2 View Article Details and Status

- A. Go to 'MADE IN GREEN'
 > 'Articles / Requests' tab to view article list
- B. Click on article name for details
- C. In 'Article Details', orange supply chain status means the defined supply chain for this article does NOT fulfil the basic MADE IN GREEN criteria
- Production facilities must <u>add at least 3</u>
 <u>components of finished products or 1</u>
 <u>component of semi-finished products</u>
 to fulfill the supply chain transparency
 requirement (see chapter 3.3)



3.3 Create Article Component

- A. In article details, click 'Edit Article'
- B. Create article component via 3 options:
 - 1. '+ Add component' (preferred)
 - 2. '+Add existing component'
 - 3. '+Add MIG label as component'

Articles + Add Article			product ID to relabel	Relabel 🖉 Export xls
Article name	Article number	Article internal remark	Submitted	
	-			
		Deadline AT/ Eablin Consultan DE		
Acme Hooded Sweatshirt Articles / Requests L Article Details	BB ET 2810 abels Product lines Aler Back X Archive Ar	ticle Copy Article	Edit Article	Show supply cha
Acme Hooded Sweatshirt Articles / Requests L Article Details Components	BB ET 2810 abels Product lines Alex Back X Archive Ar	ticle Copy Article	Edit Article	Show supply cha
Acme Hooded Sweatshirt Articles / Requests L Article Details Components No components	BB ET 2810	ticle Copy Article	Edit Article	Show supply cha
Acme Hooded Sweatshirt Articles / Requests L Article Details Components No components	BB ET 2810 abels Product lines Alen Back X Archive Ar	ticle Copy Article	Edit Article	Show supply cha

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3.3.1 Create Article Component -Options

1. '+ Add component' – 2 Options

- Add a new component and details
 - Use if new component details are different from article details and may need individual editing in future
 - You can specify all details of the component (all fields are blank)
- <u>Reuse a previous component</u>
 - For already defined components <6 months old
 - Use only if component definition will NOT change when used in articles and reused components will NOT need individual editing in future

2. <u>'+Add existing component'</u>

- Use if new component details are similar to the article details
- You can update or enter further component details

3. <u>'+Add MIG label as component'</u>

- Use if new component details are similar to the supplier's label details
- You can update or enter further component details

3.4 Add Component -New

- 1. Within 'Edit Article' section, click '+Add component'
- A. Select the supplier of this new component from your supplier list (connected previously)
- B. Enter 'Component name'
- C. Enter 'Component number'. Specify the number provided by your supplier (e.g., order/ delivery number) so they can identify the supplied component and confirm the component request
- D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate, if available
- E. Enter 'Component Description'





Classification *	End-user, ready made goods	~
Category *	Clothing	~
Product type *	T-shirts, sweat shirts	~
Usage	× Ladies	
Materials *	G * Cotton * Polyester	

Please indicate in which colors your article is offered by clicking on "please select". If the article is raw/greige, please tick the box instead.

Colors

Raw/gr

H Pure white Pastel blue Light pink	Pure white Pastel blue Light pink	H Pure white Pastel blue Light pink D		C.			
Pastel blue Light pink	 Pastel blue Light pink 	Pastel blue Light pink			×	Pure white	
Light pink 🖍	X Light pink	Light pink 💉	U U	6	×	Pastel blue	a 🎤
					×	Light pink	1
				_			

3.4.1 Add Component - New (Cont'd)

- F. Enter component classification including category and product type (e.g., finished or semi-finished product)
- G. Select component material (e.g., fiber contents)
- H. Select component colors (e.g., dyed article) - or - tick 'Raw/greige'
- Click 'Save' If 'Save' is not active, there are one or more mandatory component definition fields missing



3.4.1 Add Component -Reuse Component

- 1. Within 'Edit Article' section, click '+Add component'
- A. Select the supplier (of the component that will be reused) from your supplier list (connected previously)
- B. Click 'Use previously used component'
- C. Select the relevant component name intended to be reused
- D. Note: Status changes and edits to reused components are automatically reflected in ALL connected article definitions. It is NOT possible to edit reused components individually
- E. Click 'Save'

3.5 Add Existing Component

2. Within 'Edit Article' section, click '+Add existing component'

> This option can be used if new component details are similar to the article details. You can update or enter further component details.

- A. Select the supplier of this new component from your supplier list (connected previously)
- B. Certain component details are automatically pre-filled with data from existing article

(*mandatory information)

umponents	2	
	+ Add MIG label as component + Add component + Add existing comp	pone
✓ Acme Hooded Sweatsh	irt O	
Choose a supplier *	Please select 🗸	θ
	Search suppliers 🕑	
Use previous component (6 months)	OUse previously used component	
Article/Component nan	Acme Hooded Sweatshirt	
Article/Component number*	BB ET 2810	0
E AN /barco de	919191919111	
STANDARD 100 or LEATHER STANDARD certificate number	TESTCERT-2-Betti0	
Component Description	Women's hooded sweatshirt made of cotton/ polyester fleece knitted fabric, piece-dyed, brushed, available in several colors and sizes.	
Classification *	End-user, ready made goods	~
Category *	Clothing	~
Product type *	T-shirts, sweat shirts	~
Usage	× Ladies	

✓ Acme Hooded Sweats	hirt	
Choose a supplier *	Super Sweats AG	C Super's Hopded Sweatshirt
	Search suppliers C	
Use previous component (6 months)		BR ET 2402
Article/Component name*	Acme Hooded Swea	9191919000
Article/Component number*	BB ET 2810	
EAN /barco de	919191919111	TESTCERT-2-Betti1
STANDARD 100 or LEATHER STANDARD certificate number	TESTCERT-2-Betti	Making up of hooded sweatshirt made of cotton/ polyester brushed fleece
Component Description	Women's hooded sw brushed, available in	eatshirt make on ConDru poryester fleeCe Kimiteo faorie, DieCe dyed, several colors and sizes.
Classification *	End-user, ready mar	de goods 🗸
Category *	Clothing	~
Product type *	T-shirts, sweat shirts	•
Usage	× Ladies	
Materials *	× Polyester × Cott	
Please indicate in which co If the article is raw/greige, p	lors your article is offere lease tick the box instea	ed by clicking on "please select".
0.1		
Colors	× Pure	e white 🦯

3.5.1 Add Existing Component (Cont'd)

- C. If necessary, update the component info pulled from the article:
 - Component name
 - Number
 - Description
 - Further component details
- D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER certificate number, if available
- E. Click 'Save' If 'Save' is not active, there are one or more mandatory component definition fields missing

3.6 Add MIG Label as Component

3. Within 'Edit Article', click '+Add MIG label as component'

This option can be used if new component details are similar to the supplier's label details. You can update or enter further component details.

- A. Select the supplier of this new component from your supplier list (connected previously)
- B. Enter a valid MADE IN GREEN label number from this supplier

Certain component details are automatically pre-filled with data from the supplier's label definition.

	+ Add MIG label as component + Add component	+Add existing component
♥New component 9		
Choose a supplier *	A Please select	~ 0
	Search suppliers 🕑	

✓ New component		
Choose a supplier *	Super Sweats AG	v 🔒
	Search suppliers 🕑	
Article/Component name*	New component	
Article/Component number*	G479	Θ
MiG Label Number	M2SM0FB46	0
	Working coories (shipek overal) made or wover radius Classifications: Women's sweater made of 100% cashmere knitted fabric, piece- dyed, available in several colors and sizes. 	-

Now company		
 New component 		
Choose a supplier *	Super Sweats AG	× 0
	Search suppliers 🕑	
Article/Component name*	New component	
Article/Component	G479	Θ
n u ni be r*	÷	
	Women's sweater made of 100% cashmere knitted fabric, piece-dyed, available in several colors and sizes. C	y made goods
	Article/Component name*	Esme Sweate
		00.00109

3.6.1 Add MIG Label as Component

- C. If necessary, update the component info pulled from the predefined label:
 - Component name
 - Number
- D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate number, if available
- E. Click 'Save'

If 'Save' is not active, there are one or more mandatory component definition fields missing

(*mandatory information)

3.7 Request Component Confirmation

- A. In the article details, view details of article component, including the request status
- B. Click 'Request confirmation for this component'
- ! 'Request confirmation for all components' can be used when sending multiple component requests at once.

Note: Any previous component requests will be resent, and the recipient's emails are not visible





3.7.1 Send Component Request

- A. Check system's email address for your supplier
- B. If necessary, enter additional addresses and click '+' Hint: Add your own email address to receive a copy

C. Click 'Ok'

Bettina Brand AG 🝷 MADE IN GREEN STANDARD 100 LEATHER STANDARD STeP Articles / Requests Labels Product lines Alerts Article Details Back Articles / Requests Labels Product lines Alerts Contact Requests ~ Receiver Country Unanswered / Total O All B O With unanswered requests ____ Good Leggins AG (Archived) 0/7Austria 100 Aug. 100 2/2 Super Sweats AG Austria Labels Product lines Alerts Articles / Requests Sent Requests 🗲 Back L Global Brands Limited 2018 🖾 Contact Supplier 🛽 👤 Show profile Supplier Request Requests O Accepted O Confirmed Requested OPart of your O Last Requested Part of your 🗘 Status component name component number component/article (name) component/article (number) updated 💊 on until ~ 1 Super's V-Neck BR DI 0505 me V-Neck Sweatshirt **BB ET 2910** Pending May 5, 2022

BB ET 2810

Pending

May 5, 2022

Sweatshirt Super's Hooded

Sweatshir

BR ET 2402

Acme Hooded Sweatshirt

3.7.2 Review Component Requests

- Click 'Back' twice for 'Article/Requests' Α.
- Β. Review all sent component requests and their current status
 - Total number of component requests sent to this supplier
 - '(archived)' suppliers were archived in 'Supplier Management'
- С. Click 'Supplier Name' to view all component requests sent to them
- Click link to the article associated with the D component request

Actions

If necessary, click 'Request confirmation for this component' to resend the component request (button appears 1 hour after request was sent)

3.8 Define Weight of Article Component

Once the component is defined, enter its proportionate weight in the article details

- A. Click 'Edit Article'
- B. Move weight % slider to define the component's weight as a proportion of the article

The whole article, or its combined components, must equal 100%

- C. Click 'Save'
- D. Review component weights in 'Article details'

		MADE IN GREE	EN STANDARD 100	LEATHER STANDARD	STeP
Articles / Reques	sts Labels Produ	ct lines Alerts			
Article Deta					A
Definition				X Archive Article	Article 🖍 Edit Article
Article name:		Acme Hooded Sweatshirt	Components		-
Article number: Article internal remark:		BB ET 2810	Super's Hooded Sweatshirt		Super Sweats AG
Producer AT/ Fabric Supplier EAN/barcode: STANDARD 100 or LEATHE Article Description: Women's hooded sweatshirt r in several colors and sizes. ✓ Weights ▲ Super's Hooded Sweatshirt Sum	DE R STANDARD certificate number: made of cotton/ polyester fleece knitted fa B D% 0%	919191919111 TESTCERT-2-Betti0 abric, piece-dyed, brushed, available	%		
D 🗸 Weights		Sweatshirt Sum 100	%	C ± si	ave
Super's Hooded	100%				
Sweatshirt	1000/				

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3.9 Copy Article

For similar article definitions and components, the 'Copy Article' function can be used.

- A. <u>View the Article Details</u> to be copied
- B. Click 'Copy Article'
- C. Click 'Yes, copy the article'

	MADE IN GREEI	N STANDARD 100	LEATHER STANDARD	STeP
rticles / Requests Labels Produ	ct lines Alerts			
Article Details			Archive Article Copy A	rticle / Edit Artis
ticle name: ticle number:	Acme Hooded Sweatshirt BB ET 2810	Components		
ticle internal remark: oducer AT/ Fabric Supplier DF		Super's Hooded Sweatshirt		Super Sweats A
NV/barcode:	919191919111			
ANDARD 100 or LEATHER STANDARD certificate number: ticle Description:	TESTCERT-2-Betti0			

Do you want to create a copy of the article?	×
This will copy the article and its components. You will be able to edit the article afterwards. Are you sure you want to do this?	
X No	e

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	MA	ADE IN GRE	EN S	TANDARD 100	LEATHER STAN	NDARD	STeP
Articles / Requests La	abels Product lines Alerts						
Edit Article	Back						
Definition				A			
Article name *	Acme Hooded Sweatshirt	Θ	Acme V-Ne	sk Sweatshirt			
Article number *	BB ET 2810	Θ	BB ET 2910				
Article internal remark	Producer AT/ Fabric Supplier DE	8	Producer A	7/ Fabric Supplier DE			
EAN/barcode	919191919111		919191919	222			
STANDARD 100 or	TESTCERT-2-Betti0	~ 0	TESTCER	-2-Betti0			
certificate number	Certification: STANDARD 100 by OEKO-TEX®	- 1	Certification: S Scope:	TANDARD 100 by OEKO-TEX®			
	Women's hooded sweatshirt made of cotton/ polyester brushed fleece, roduced by using materials certified according to OEKO-TEX® STANDA	piece-dyed RD 100.	Women's hoo piece-dyed pr TEX® STANDA	ded sweatshirt made of cotton/ oduced by using materials certil RD 100 .	polyester brushed fleece, ied according to OEKO-		
Article Description *	Women's hooded sweatshirt made of cotton/ polyester fleece knitted fabric, piece-dyed, brushed, available in several colors and sizes.	•	Women's V fabric, piece	neck sweatshirt made of cottor -dyed, brushed, available in se	/ polyester fleece knitted veral colors and sizes.		
			-			E	± Save
		Compone	nts				
		С	+ Add M	IG label as component	+ Add component	Add existing c	omponent
		✓ Super	's Hooded (Sweatshirt		Super Sw	reats AG
		Supplier		Super Sweats AG			
		Use previ compone (6 months	ous nt ;)	Ou	se previously used compo	B	
		Article/Co name*	mponent	Super's Hooded Swea	tshirt Super's	s V-Neck Sw	eatshirt

3.9.1 Edit Copied Article

- A. Update the article info pulled from the copied article: 'Article name', 'Number' and 'Description'
- B. Update component info pulled from the copied article: 'Component name', 'Number' and 'Description'
- C. <u>Define new components</u>, if necessary
- D. Check updated article description (otherwise the incorrect text of copied article will be shown on oeko-tex.com <u>Label Check</u>)
- E. Click 'Save'

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	MADE IN GREEN	STANDARD 100 LEATHER STANDARD STeP	
Articles / Requests Labels Product lines Alerts			
Article Deteile		Components	
Anicle Details		♥ Super's V-Neck Sweatshirt	Super Sweats A
Definition		Supplier name: / Super Sweats AG Article/Component name: Super's V-Neck Sweatshirt	
Article name: Article number: Article internal remark: Producer AT/ Fabric Supplier DE EAN/barcode: STANDARD 100 or LEATHER STANDARD certificate number: Article Description: Women's V-neck sweatshirt made of cotton/ polyester fleece knitter available in several colors and sizes.	Acme V-Neck Sweatshirt BB ET 2910 919191919222 TESTCERT-2-Betti0 d fabric, piece-dyed, brushe	Article/Component number: BR DI 0505 EAN/barcode: 919191919555 Article/Component Description: Making up of V-neck sweatshirt made of cotton/ polyester brushed fleece. Weight: 100 % Request status: Request not sent Otos sidoctione: • End-user, ready made goods • Ladies • T-shirts, sweat shirts Materials: • Polyester • Cotton Colors: Pure white Pastel blue Light pink Raw/greige: No	
Send requests?		×	
Do you want to send a request for this comp	ponent to Super Sweats A	AG shirts@supersweats.com)?	
The following email addresses will receive a c	copy of this request:		
		+ Add additional email	
		×	
X Gancel		↓ Ok	

3.9.2 Confirm Component of Copied Article

- A. View new details of copied article's component including request status
- B. Click 'Request confirmation for this component'
- C. Check system's email address for your supplier
- D. If necessary, enter additional addresses and click '+' Hint: Add your own email address to receive a copy
- E. Click 'Ok'

3.10 View Defined Articles

- A. Click on 'Articles/Requests' Tab to view list of articles and related requests
- B. View list of all defined articles (name, number, internal remark, generated/submitted status)
- C. Click 'Export xlsx' to for current article list in Excel
- D. Click on 'Show supply chain' to view in detail
- E. Review articles and supply chains
- F. Note: Components that are not yet confirmed are highlighted orange in article's supply chain



3.11 Archive Article

Unused article definitions can be archived but NOT deleted.

- A. View the 'Article Details' for article to be archived
- B. Click 'Archive Article'
- C. Click 'Yes, archive the article'

MADE IN GREEN STANDARD 100 LEATHER STANDARD STeP Articles / Requests Labels Product lines Alerts B Article Details Back X Archive Article Components Definition Super Sweats AG > Super's V-Neck Sweatshirt Article name: Acme V-Neck Sweatshirt Article number: **BB ET 2910** Article internal remark: Producer AT/ Fabric Supplier DE EAN/barcode: 919191919222 STANDARD 100 or LEATHER STANDARD certificate number: TESTCERT-2-Betti0 Article Description: Women's V-neck sweatshirt made of cotton/ polyester fleece knitted fabric, piece-dyed, brushed, available in several colors and sizes × Do you want to archive the article ?

This will archive the article with all components. Are you sure you want to do this?

× No

Yes, Archive the article

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	MADE IN GREEN	STANDARD 100	LEATHER STANDARD	STeP	
Articles / Requests Labels Product lines	Alerts				
Articles + Add Article					
Article name	Article	number			
Acme V-Neck Sweatshirt					
Clear table filters			No items found.		
A Archived articles					
✤ Archived articles					
B Article name		Article number			
Acme V-Neck Sweatshirt		BB ET 2910			
Article Details + Back				C	Undo archiving of article
Definition		Compone	ents	_	
Article name: Article number:	Acme V-Neck Sw BB ET 2910	eatshirt > Supe	er's V-Neck Sweatshirt		Super Sweats AG
	Do you want t	o undo the archiv	ing of the article?		
	This will move the artic	le back to the article overview	r list.		
	× Cancel				✓ Ok

3.11.1 Review Archived Article

Archived articles can only be found in the 'Archived articles' section.

- A. In 'Article / Requests', click 'Archived articles' to view list of archived articles
- B. Click on article name for details
- C. To reactivate an archived article, click 'Undo archiving of article'
- D. Click 'Ok' to move the article back to the active articles list

×

3.12 Define New Product Line

Related products under a single brand sold by your company can be grouped by product lines.

- A. Go to MADE IN GREEN > 'Product Lines' tab
- B. Click '+ Add Product Line'
- C. Enter details about product line (name, description)
- D. Select your relevant pre-defined articles
- E. Click 'Save'
- F. View list of defined product lines

	A A	STANDARD 100	LEATHER STANDARD	STEP
Articles / Requests Labels	Product lines Alerts			
Product lines +	dd Product Line			
Add Product Line 🗲	Back			
Product Line				
Name	Recycled Sweat Hoodie			
Product Line Description	Eco-friendly hooded sweats	nirt for women made f	rom recycled material	e e e e e e e e e e e e e e e e e e e
Chose Articles	Acme Hooded Sweatshirt x			
O Cancel				E ± Save
Articles / Requests La	bels Product lines Ale	erts		
Product lines	+ Add Product Line			
Name				
Organic Underwear				
Recycled Sweat Hoodie			MADE IN GREEN Ma	nual 3 V1 02/2023

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	MADE IN GREEN	STANDARD 100	LEATHER STANDARD	STeF
rticles / Requests Labels Product line	s Alerts			
Articles + Add Article				
Article name	Article number		Article internal remark	
Acme Hooded Sweatshirt				

Product lines

Alerts



Labels

Articles / Requests

Definition

Article name:	Acme Hooded Sweatshirt
Article number:	BB ET 2810
Article internal remark:	
Producer AT/ Fabric Supplier DE	
EAN/barcode:	919191919111
STANDARD 100 or LEATHER STANDARD certificate number:	TESTCERT-2-BettiO
Article Description:	
Women's hooded sweatshirt made of cotton/ polyester fleece knitte available in several colors and sizes.	d fabric, piece-dyed, brushed,
Product line: Recycled Sweat Hoodie	

3.12.1 Review Article's Product Line

- A. Click 'Article/Requests' tab
- B. View list of defined articles
- C. Click on the article name to view 'Article Details'
- D. View 'Product line'

3.13 Supplier Component Confirmation

- A. Supplier receives email from <u>noreply@notifications.oeko-</u> <u>tex.com</u>
- B. Supplier logs into <u>myOEKO-TEX®</u> to confirm request

Confirm Request

Dear Ms. Doe,

Bettina Brand AG has requested confirmation of their purchase from you. Please confirm their purchase via your MADE IN GREEN by OEKO-TEX® dashboard.

CONFIRM REQUEST

- Name: Bettina Brand AG
- Address:
 - Bettina Brand AG
 - Street: Street 1
 - Postcode: 95701
 - Gity: Gity
 - Gountry: Austria
- Dashboard Number: D- D-ht2x-c4pq

Purchased articles:

- Name: Super's Hooded Sweatshirt
- Article number/Tracking ID: BR ET 2402

Thank you in advance for your updated information.

Your OEKO-TEX® member institute



3.13.1 Received Component Requests

- A. Login into <u>myOEKO-TEX®</u>
- B. Click on company name to navigate to product menu
- C. Click 'MADE IN GREEN'
- D. Click 'Articles / Requests' tab
- E. Review list of received requests and their current status (unanswered / total)
- F. Select sender's name to see their requests
- G. Click on pending request to expand options

Received Requests	
Bettina Brand AG Show profile	STANDARD 100 or LEATHER STANDARD certificate number No STANDARD 100 or LEATHER STANDARD certificate number has been specified for this
Article name: Super's Hooded Sweatshirt Article Description: Making up of hooded sweatshirt made of cotton/ polyester brushed fleece Used in articles: Acme Hooded Sweatshirt	You can override the STANDARD 100 or LEATHER STANDARD certificate number by selection of your certificate numbers:
y ticking this box, I declare that my company supplies: 1. the specific product or service listed in this component request, 2. to the sender of this component request	隆 TESTCERT2018-L1 많 Override STANDARD 100 or LEATHER STANDARD certificate n
X Reject the request Bettina Brand AG has following article. Please review the article befor own suppliers for this article.	is requested that you confirm its purchase of the fore confirming the purchase and in turn add your
Confirm the request	×
	Descived Derweste
Additional text	Received Requests
Additional text This text will be included in the notification sent by the system. Cancel	E Cox

3.13.2 Confirm Component Request

- A. View 'Pending' status and article details
- B. If necessary, add or correct- the OEKO-TEX® certificate number for the component
- C. Scroll to tick box to confirm declaration and understanding
- D. Click 'Confirm request'
- E. Click 'Ok' in the popup confirmation
- F. View 'Accepted' Status

3.14 Create Indirect Component

Production facilities shall add at least 3 components of finished products or 1 component of semi-finished products to fulfil supply chain transparency requirement. Indirect components should include anything from your suppliers (i.e., raw materials, accessories, chemicals) that is relevant to your customer's component request.

- A. Go to 'MADE IN GREEN' > 'Articles / Requests' tab > 'Received Requests' section
- B. Click on sender name, then on the component request to expand details
- C. View ' No components' status
- D. Click 'Add/ Edit' to edit the requested component



Please define the constituent parts for component "Super's Hooded Sweatshirt"

O Close

🛓 Save



3.14.1 Indirect Component Supplier

Choose your relevant supplier(s) of indirect components for this item

A. Click '+Add component'

B. Select the relevant supplier of this component from your supplier list (<u>connected</u> <u>previously in myOEKO-TEX®</u>)

Super Sweats AG -

MADE IN GREEN STANDARD 100 LEATHER STANDARD STEP DETOX TO ZERO ECO PASSPORT

Choose a supplier *	Loops LTD	~ 0
	Search suppliers 🕑	
Use previous componen (6 months)	O Use previously used component	
Article/Component	Dyed Knitted Fabrics	
Article/Component number*	2810	Θ
EAN /barco de	9191919333	
STANDARD 100 or LEATHER STANDARD certificate number	TESTCERT2-Betti2 ber	
Component Descri	Dyed knitted fabrics for Super's Hooded Sweatshirt	
Classification *	Fabrics	~
Pro duct type	Knitted fabric	~
Usage	x Unisex	
Materials *	× Cotton × Polyester	
Please indicate in which If the article is raw/greig	colors your article is offered by clicking on "please select". e, please tick the box instead.	
Colors	Light pink Pastel blue Pure white	
Raw/greige		
Remove Article/Comp	onent	

3.14.2 Define Indirect Component

(Fields marked with * are mandatory)

- A. Enter 'Component name'
- B. Enter 'Component number'. Specify the number provided by your supplier (e.g., order/ delivery number) so they can identify the supplied component and confirm your component request
- C. Select relevant OEKO-TEX® certificate number, if available
- D. Enter 'Component description'
- E. Enter classification including category and type (e.g., finished or semi-finished product)
- F. Select material (e.g., fiber contents)
- G. Select colors or tick 'Raw/greige'
- H. Click 'Save'

If 'Save' is not active, there are one or more mandatory component definition fields missing

Super Sweats AG

Constituent parts for component "Super's Hooded Sweatshirt"



3.15 Request Indirect Component Confirmation

- A. View details of the component including request status
- B. Click 'Request confirmation for this component'
- C. Check system's email address for your supplier
- D. If necessary, enter additional addresses and click '+' Hint: Add your own email address to receive a copy
- E. Click 'Ok'

Constituent parts for component "Super's Hooded Sweatshirt"

Loops LTD
ImPrint, Inc
Filamina GmbH
🖍 Add / Edit

× Cancel

3.15.1 Request Multiple Component Confirmations

To send multiple component requests at once:

A. Click 'Request confirmation for all components'

B. Click 'Ok'

x

Note: Any previous component requests will be resent, and the recipient's emails are not visible

MADE IN GREEN Links

Technical Manuals

- 1. <u>Application</u>
- 2. <u>Connection</u>
- 3. Article definition
- 4. Label preparation
- 5. Label renewal
- 6. <u>Relabel</u>
- 7. <u>Advertisement label</u>

B2B

- <u>Standard</u> / <u>DE</u> / <u>ZH</u>
- Implementation Examples
- <u>myOEKO-TEX® Login</u>
- <u>myOEKO-TEX®</u> <u>Quickstart</u> <u>Guide</u> / <u>ES</u>
- <u>Factsheet</u> / <u>DE</u>
- <u>OEKO-TEX®</u> Buying Guide
- Labelling Guide / ES / ZH

Questions? madeingreen@hohenstein.com

B2C

- <u>OEKO-TEX® Label Check</u>
- <u>Guide: Label Check</u> / <u>ES</u>
- <u>OEKO-TEX®</u> Buying Guide



HOHENSTEIN