4. OEKO-TEX[®] MADE IN GREEN Label Preparation



4.1 Article ready for labelling

<u>4.2 View article supply chain</u>

4.3 View article status

4.4 Create label

4.5 View and edit label's public options

<u>4.6 Generate label</u>

4.7 View label details

4.8 Archive label

<u>4.9 Trace label</u>

4.10 Download label artwork

4.1 Article Ready for Labelling

- A. Label owner receives an email from info@oeko-tex.com once:
 - The main components have been confirmed by suppliers
 - The article fulfills the basic MADE IN GREEN criteria
- B. Click 'LABEL YOUR ARTICLE'

Dear MADE IN GREEN customer,

Your article, Acme Hooded Sweatshirt (article number BB ET 2810), fulfills the basic MADE IN GREEN by OEKO-TEX® criteria and is now eligible to be labelled.

 To ensure transparency and a complete supply chain map, please make sure that all components in the supply chain of Acme Hooded Sweatshirt (article number BB ET 2810) are confirmed. Unconfirmed supplier components are shown in orange and will NOT display on the oekotex.com Label Check. You can check this by clicking on the button below:

CHECK CURRENT SUPPLY CHAIN

- or in your MADE IN GREEN Dashboard by clicking on "Show supply chain" next to the article name in the article list.
- 2. Once the supply chain is complete, create the article's unique MADE IN GREEN by OEKO-TEX® ID.



For further assistance please contact us.



Your OEKO-TEX® member institute

4.2 View Article Supply Chain

- A. Log in to <u>myOEKO-TEX®</u>
- B. Click on company name to navigate to product menu
- C. Click 'MADE IN GREEN'
- D. Click 'Articles / Requests'
- E. View list of defined articles
- F. Select the article ready for labelling
- G. Click 'Show supply chain' to view article supply chain and status





4.2.1 Article Supply Chain Map

- **A. Confirmed** supplier components are shown in white and will be displayed when ID is traced via the oeko-tex.com <u>Label Check</u>
- **B. Unconfirmed** supplier components are shown in orange and will NOT display on oeko-tex.com <u>Label</u> <u>Check</u>

To complete the supply chain, <u>re-</u> <u>send the requests</u> to your suppliers

C. Click 'Back' twice to Article Overview

4.3 View Article Status

- A. Select the article for labelling
- B. Click on article name to view article detail
- C. In component details, view 'Request status' to show expiry date of the supplier confirmation
- D. View message at bottom of page 'This article's supply chain fulfills the basic criteria for an OEKO-TEX® MADE IN GREEN label'

MADE IN GREEN STANDARD 100	LEATHER STANDARD	STeP DET	OX TO ZERO	ECO PA	ASSPORT	LABEL EDITOR
Articles / Requests Labels Product lines	Alerts					
Articles + Add Article			Enter MIG p	product ID to	re + Rela	Del 💆 Export xlsx
Article name 💠 Art	icle number	Article interna	l remark	\$	Submitted 💠	1
В	B ET 2810					
Acme Hooded Sweatshirt BB	ET 2810	Producer AT/ Fe	abric Supplier DE			Show supply chair
Article name: Article number:	Acme Hooded Sweatshirt BB ET 2810	Super's Hooded	Sweatshirt		Super	Sweats AG
Definition	Cc	mponents				
Article number: Article internal remark:	BB ET 2810	Supplier name: Su	uper Sweats AG			
Producer AT/ Fabric Supplier DE	4	Article/Compone	nt name: Super's I	Hooded Swe	eatshirt	
EAN/barcode:	919191919111	Article/Compone	nt number: BR ET	2402		
number:	TESTCERT-2-BettiO	Article/Compone	nt Description:			
Article Description:	Ν	1aking up of hood	ed sweatshirt ma	de of cotton	/ polyester bru	ushed fleece
Women's hooded sweatshirt made of cotton/ polyester	fleece knitted fabric, piece-dyed	Veight: 100 %				
brushed, available in several colors and sizes.	C	Request status: Ad	ccepted until May	9, 2023		
		lassifications:				
		End-user, read	dy made goods			
		= 1-shirts, s = Ladies	wear shirts			
This article's supply chain fulfills the basic	criteria for a MADE IN GREEN by					

Betting Brand AG +

4.4 Create Label

Once all components are confirmed (supply chain is complete) and supply chain fulfils the basic criteria:

- A. In 'Article Details', Click 'Create Label'
- B. Click 'Ok' to create label number (product ID)

	В	ettina Brand AG				
MADE IN GREEN	STANDARD 100	LEATHER STANDARD	STeP	DETOX TO ZERO	ECO PASSPORT	LABEL EDITO
Articles / Requests Lab	els Product lines Al	erts				
Article Details	← Back					
Definition						
Article name:		Acme Hoode	d Sweatshirt			
Article number:		BB ET 2810				
Article internal remark:						
Producer AT/ Fabric Supplie	er DE					
EAN/barcode:		919191919111				
TANDARD 100 or LEATH	ER STANDARD certificate i	number: TESTCER1-2-	-Retti()			
Nomen's booded sweatshir:	t made of cotton/ polyester	flee Create Label 🕑	Copy Article	🖉 Request confirmat	ion for all components	🖍 Edit Article
several colors and sizes.	rindue of conority polyester					X Archivo Articlo
						Archive Article
This article's supply chain fulfills the basi	ic criteria for a MADE IN GREEN by OEKO-	Components				
		Super's Hooded Swea	tshirt			Super Sweats AG
					×	
Do you want	t to request a	label for this ar	ticle?			
This will request a lab	oel for this article. You	can edit the label's propertie	es before fixe	ating it.		
X Cancel					√ Ok	
			Ν	ADE IN GREEN Tec	hnical Manual 4	V1 02/2023

4.5 View and Edit Label's Public Options

- A. In 'Label Details', view new MADE IN GREEN label number/ID and 'Pending' label status for label that is not yet generated
- B. Click the box to 'Anonymize supply chain' to show only the supplier icon and country on oeko-tex.com <u>Label Check</u>
- C. Click the box to 'Show in buying guide' so consumers and buyers can find your company on oekotex.com <u>Buying Guide</u>

	В	ettina Brand AG				
MADE IN GREEN	STANDARD 100	LEATHER STANDARD	STeP	DETOX TO ZERO	ECO PASSPORT	LABEL EDITOR
Articles / Requests	Labels Product lin	nes Alerts				
Label Details	- Back					
MADE IN GREEN I	by OEKO-TEX® La	bel				
Product ID:	M24HG1ZU6					
Article Name:	Acme Hooded Swee	atshirt				
Article Number:	BB ET 2810	1				
Article Internal Rema	rk: Producer AT/ Fabri	c Supplier DE				
Label Status:	Pending. This label	has not been fixated, yet.	Α			
Article Definition						
Public options		В				С
Anonymize supply c	hain			Show in buying	g guide	
These option determ	ine what is displayed	on the public website that ca	n be acces	sed by the link in the QR	code.	



4.5.1 Product Image

- A. In 'Label Details', check public information (Article name, number, description, colors). Blanks will be missing from oekotex.com Label Check
- B. Upload a picture of the article to appear publicly on oeko-tex.com <u>Label Check</u>. If you use one image for multiple articles, rename the image file for each ID.
- C. Click 'Upload Picture' (Image will be saved when you 'generate' the label)

4.6 Generate Label (Start Validity Year)

- A. In 'Label Details', click 'Generate Label'. Note: After generating the label, it's NOT possible to edit the article's details or supply chain
- **B.** Select the date to begin one-year label validity -The available dates depend on the criteria-fulfilling certificates in this article's supply chain, specifically the certificate that expires first.

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- C. Tick box to agree to terms
- D. Click 'Yes, generate the label'

Betting Brand AG 🔻 MADE IN GREEN STANDARD 100 LEATHER STANDARD STeP DETOX TO ZERO ECO PASSPORT LABEL EDITOR Articles / Requests Labels Product lines Alerts Label Details 🗲 Back MADE IN GREEN by OEKO-TEX[®] Label Product ID: M24HG1ZU6 Pending. This label has not been fixated, yet Label Status 🏷 Generate Labe You may generate this label. Do you want to fixate the label M24HG1ZU6? R Enter the date from which you want the label starts to be valid: February 2023 > The maximum allowed date in the future is: 2023-05-09 i 2023-02-01 Mon Tue Wed Thu Fri Sat Sun The minimum allowed date is today. 02 03 04 05 Labels are valid for 365 days and expire automatically. 12 07 08 09 10 11 06 The label QR Code / Tracking ID is traceable for 5 years. 19 13 14 15 16 17 18 by ticking this box I declare to understand, apply and respect the following criteria: 23 24 25 26 20 21 22 Criteria 1: 28 The product shall be certified according to STANDARD 100 or LEATHER STANDARD by OEKO-TEX[®]. Criteria 2: All the making up facilities shall be certified according to STeP by OEKO-TEX[®]. Criteria 3: Single components that equal or exceed 5% of the total weight of the product as well as at least 85% of the total weight of the product shall be supplied by STeP by OEKO-TEX[®] certified production facilities. This concerns only facilities with wet / chemical processes (excluding wet spinning processes). Metal and plastic accessories, as well as rubber and cardboard are not considered. Please note: once the 'Yes, generate the label' button is clicked, the label information cannot be edited. ✓ Yes, generate the labe × No

4.7 View Label Details

- A. In 'Label Details', view generated label with 'Valid' label status, article name, MADE IN GREEN label number/product ID, validity date and renewal date
- B. Click 'Download label' to go to the Label Editor
- C. Click 'Show current supply chain' to view this article's supply chain
- D. Click 'Back' twice to Label Overview





TEX® Labe	ls.		0
All labels			
$^{\bigcirc}$ Valid labels			
○ Expired labels			
Include article p	ictures (slower!)		
Include archived	labels		

4.7.1 View Generated Labels

A. Click 'Labels'

- B. View list of generated labels (MADE IN GREEN label #/ID, article name/number, internal remark, validity period, status)
- C. Tick box 'Show expired labels' to filter the list
- D. Click 'Export xlsx' to download label list in Excel
- X. DO NOT click 'Create Label' in this screen - this was already done when you generated the label number



🗘 📲 Count

5

Label number

M24HG1ZU6

M1SM0F2R3

4.7.2 View Generated Labels

- E. Click on 'Show supply chain of label' to view the fixed supply chain status to be displayed on oeko-tex.com <u>Label Check</u>.
- F. Click the arrow icon next to the article name to go to its 'Article Details'
- G. Scroll down to view the 'Scans per label' statistics for your label number on oeko-tex.com <u>Label</u> <u>Check</u>

4.8 Archive Label

Unused labels can be archived (but not deleted).

- A. View 'Label Details'
- B. Click 'Archive Label'
- C. Click 'Ok'

Archived labels are traceable on the <u>Label Check</u> for five years after the label expires.

	Bettina Brand AG 👻					
MADE IN GREEN	STANDARD 100	LEATHER STANDARD	STeP	DETOX TO ZERO	ECO PASSPORT	LABEL EDITOR
Articles / Requests	Labels Produ	ct lines Alerts				
Label Detai	S Back				B C Archiv	e Label
MADE IN GREEN	l by OEKO-TEX®	Label				
Product ID:	M1SM0F2R3					
Article Name:	Hooded Sweats	shirt				
Article Number:	BB ET 2810					
Article Internal Rem	ark:					
Label Status:	Expired. This la	bel has expired.				
Valid from:	2019-10-30					
Expires on:	2020-10-29					
						×
		Do you want to	archiv	e the label?		

This will archive the label. Archiving does not affect the validity of this label. Are you sure you want to do this?

X Cancel

MADE IN GREEN	STANDARD 100 LEATH	IER STANDARD	TeP DETOX TO ZE	RO ECO PASSPORT	LABEL EDITOR
Articles / Requests	Labels Product lines Aler	ts			
Labels Cree	ate Label				
Product ID	Article name	Article number	\$		
M1SMOF2R3					
Clear table filters		No items fo	ound.		
Archived Labels					
✓ Archived Labels					
Product ID	Article name	ber 🔷 Validity period	🔷 Status 🔷		
M1SMOF2R3					
M1SMOF2R3	▲ Hooded Sweatshirt BB ET 2810	2019-10-30 - 20 10-29	EXPIRED	C	
Label Details	- Back			C Undo archiving	oflabel
MADE IN GREEN b	y OEKO-TEX® Label				
Product ID:	M1SM0F2R3	Do γου γ	vant to undo the arch	iving of the label?	
Article Name:	Hooded Sweatshirt	20,000			
Article Number:	BB ET 2810	This will move	the label back to the label overview	ist.	
Article Internal Remar	k:				
Label Status:	Expired. This label has expired.	🗙 Cancel			√ Ok

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4.8.1 Review Archived Label

- A. In 'Labels', click 'Archived Labels' to view archive list
- B. Click on label number for details
- C. To reactivate an archived label, click 'Undo archiving of label'
- D. Click 'Ok' to move the label back to the active label list

4.9 Trace Label



OEKO-TEX® Label Check

Want to check an OEKO-TEX® label is official?

Simply enter its number below. All our label numbers are case sensitive. If your Label Check does not bring up a result, please **contact us**.



- A. Go to oeko-tex.com Label Check
- B. Enter an OEKO-TEX® MADE IN GREEN label/ product ID
- C. View product information and supply chain on map
- D. Click on map icons to expand (The amount of info shown here depends on <u>permission levels</u> and <u>public options</u>)
- E. If your company logo and website are not displayed, <u>edit your company profile</u> via the <u>myOEKO-TEX®</u> portal



4.10 Download Label Artwork

- A. Click on company name to navigate to product menu
- **B.** Click 'LABEL EDITOR'
- C. Click 'Design your first label' -Select MADE IN GREEN label #/ product ID -Select layout options, colors, QR code
- D. Watch short video tutorial
- E. Follow the <u>Labelling Guide</u>





4.10.1 Label Editor -Product

- A. Choose type: 'Label' or 'Hangtag'
- B. Click 'Continue'
- C. Filter by type of OEKO-TEX® certification or MADE IN GREEN label
- D. Select the VALID label number(s)/ product ID(s) to create
- E. Click 'Next'



4.10.2 Label Editor -Layout

- A. Select 'Vertical' or 'Horizontal' orientation
- B. For EU legal compliance, Select: 'I am creating a label for products sold in the European Union' (This adds "oeko-tex.com" that is
 - required in the EU)
- C. Select a label template
- D. Click 'Next'



4.10.3 Label Editor -Export

- A. Select the label color(s)
- B. Select file format(s) (svg, eps, pdf, png)
- C. Click 'Export' to download a zip file of your label(s) (If you didn't select a location for the download, check your 'Downloads' folder.)

Please refer to the <u>Labelling Guide</u> for correct usage



4.10.4 Example Vertical Layouts



4.10.5 Example Horizontal Layouts



4.10.6 Example Hang Tag

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® Quickstart</u> <u>Guide / 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



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