2. OEKO-TEX® MADE IN GREEN Supplier Connection



2.1 Navigating the myOEKO-TEX® interface

Label Owners

- 2.2 Invite suppliers
- 2.3 Send supplier requests
- 2.4 Review supplier requests
- 2.8 View supplier details
- 2.9 Archive supplier

Suppliers

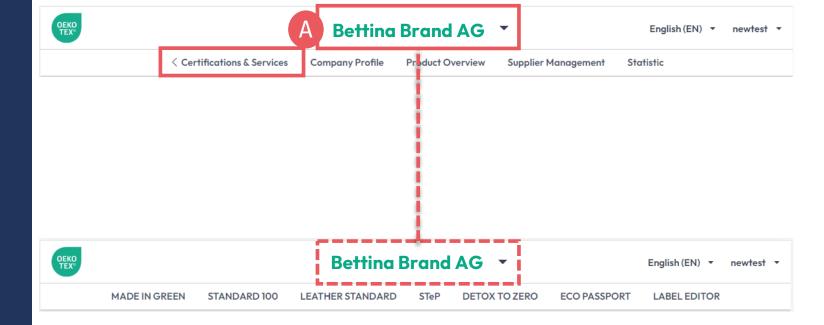
- 2.5 Invitation e-mail to supplier
- 2.6 Received requests
- 2.7 Supplier's confirmation and permissions

Company Overview

- 2.10 Supply chain visualization
- 2.11 Edit public company listing
- 2.12 Product Overview
- 2.13 User management
- 2.14 User registration

2.1 myOEKO-**TEX®** Interface

- A. Click on company name or "Certification & Services" to change between two menus
 - General Menu company overviews and supplier management
 - Product Menu OEKO-TEX® certification management





2.1.1 myOEKO-TEX® Interface - Menus

"Supplier Management" for supplier connection

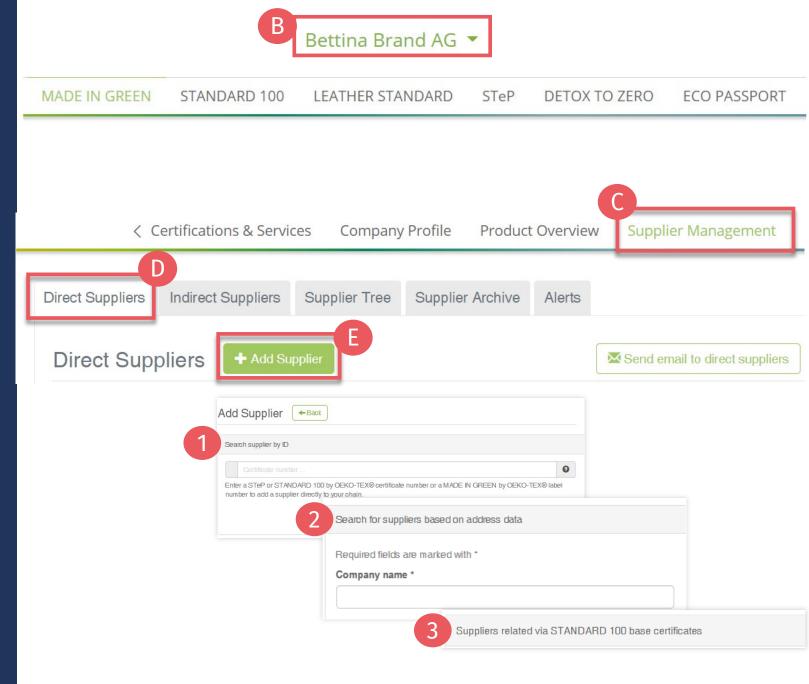
- Search for suppliers
- Send and confirm supplier requests
- View supplier certificates

"MADE IN GREEN" for article and label management

- <u>Define articles and components</u>
- <u>Issue</u> and <u>renew</u> labels
- Relabel
- **Download label artwork**

2.2 Invite Suppliers

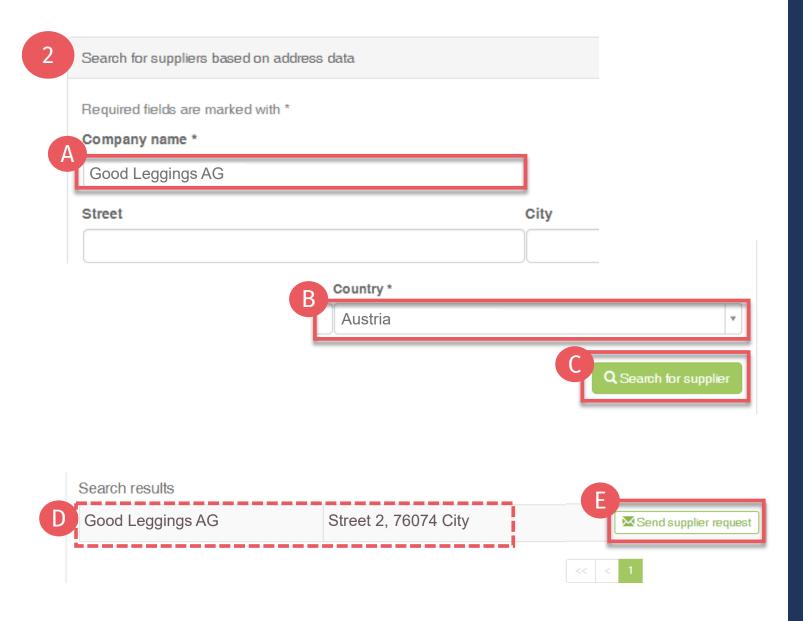
- A. Login into myOEKO-TEX®
- B. Click on company name to navigate to general Menu
- C. Click "Supplier Management"
- D. Click 'Direct Suppliers' tab
- E. Click '+Add Supplier'
- F. Search for suppliers via 3 options:
 - 1. <u>Certificate number</u>
 - 2. Company data
 - 3. Pre-defined supplier list





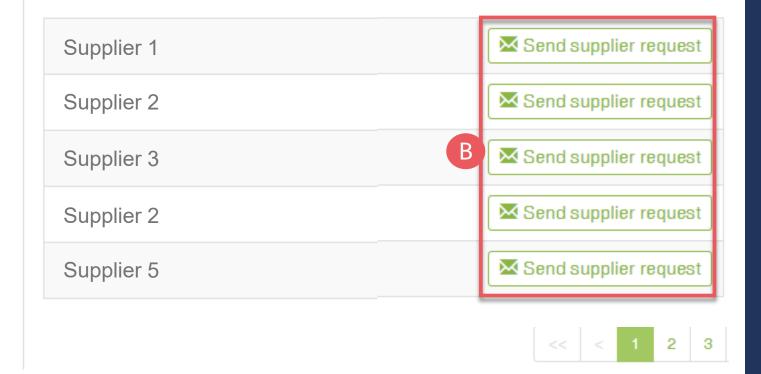
2.2.1 Invite via Certificate Number

- A. Enter supplier's OEKO-TEX® certificate or MADE IN GREEN label number
- B. Enter company name exactly as it appears on the supplier's OEKO-TEX® certificate
- C. Click 'Send supplier request'



2.2.2 Invite via **Company Data**

- A. Enter company name
- B. Select supplier's country
- C. Click 'Search for supplier'
- D. Choose supplier from search results
- E. Click 'Send supplier request'

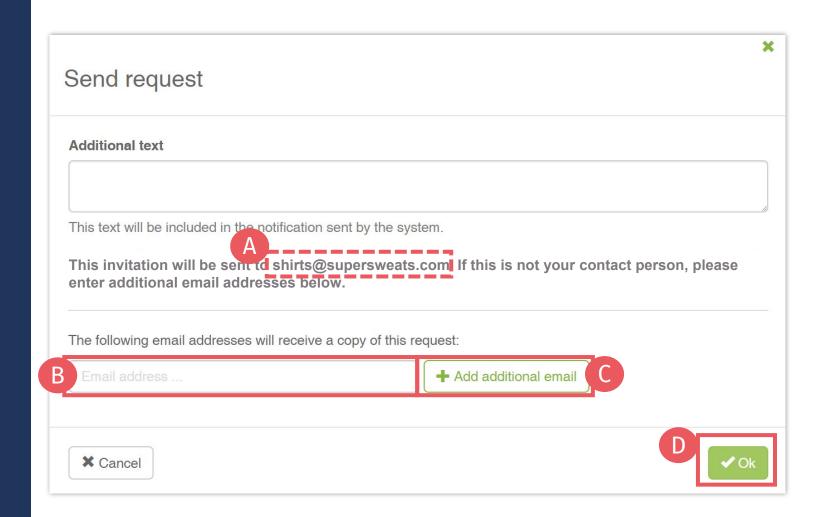


2.2.3 Invite via **Base Certificate**

- A. View auto generated list of suppliers - related to your own OEKO-TEX® STANDARD 100 certificate - whom you have not yet contacted
- B. Click 'Send supplier request'

2.3 Send 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. Optional, enter additional text to the email
- D. Click 'Ok' to send request



2.4 Review Supplier Requests

- A. Go back to 'Direct Suppliers'
- B. Scroll to 'Sent Requests' section
- C. If necessary, click redo icon to resend the supplier request (button appears 1 hour after request was sent)



2.5 Invitation **Email to** Supplier

- A. Supplier receives email from info@oeko-tex.com
- B. Supplier
 - Logs into their own myOEKO-TEX® account
 - or -
 - Registers for a myOEKO-TEX® account

Confirm Request

Dear Madam/ Sir.

Bettina Brand AG wants to add you as a supplier in their myOEKO-TEX® supply chain.

myOEKO-TEX® is the online customer platform for OEKO-TEX® services, certificates, and labels. The integrated supply chain management fosters transparency and enables brands, retailers, and manufacturers to keep their supply chain information up to date.

You can accept and/or edit the invitation - for free - within myOEKO-TEX®. After confirming, you will become part of Bettina Brand AG MADE IN GREEN by OEKO-TEX® supply chain.

If you already have your own myOEKO-TEX® account, please log into myOEKO-TEX® platform:



If you do not have a myOEKO-TEX® account yet, please create a free account:



MADE IN GREEN by OEKO-TEX® is a traceable product label for textiles and leather that are sustainably produced and tested for harmful substances. For more information, please visit MADE IN GREEN by OEKO-TEX®.

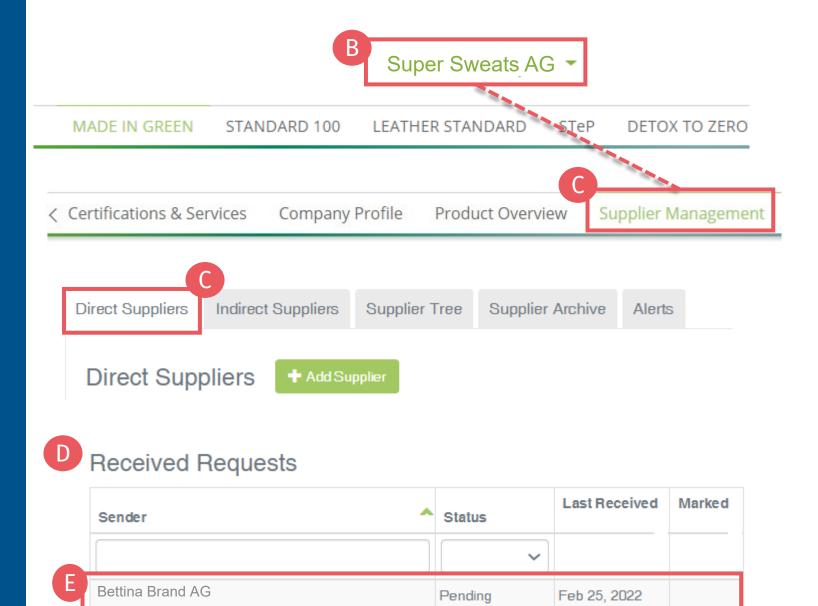
Invitation sender details:

- Company Name: Bettina Brand AG
- Address:
 - Bettina Brand AG
 - Street: Street 1
 - Postcode: 95701
 - City: City
 - Country: Austria
- MADE IN GREEN Dashboard Number: XYZ123

Your OEKO-TEX® member institute

2.6 Received Requests

- A. Login to myOEKO-TEX®
- B. Click company name to switch between general and product menus
- C. Click 'Supplier Management' then 'Direct Suppliers' tab
- D. Scroll to 'Received Requests' section to review incoming requests
- E. Click on pending request to expand options

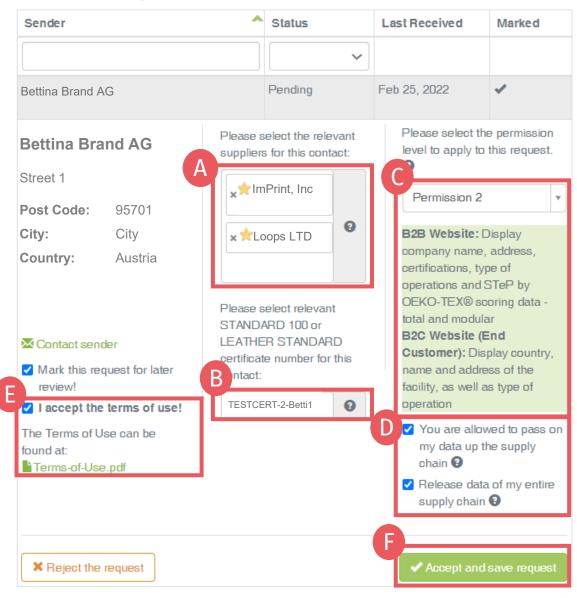


2.7 Supplier's Confirmation

All settings selected here are specific to this request.

- A. Select your suppliers who are relevant to this request
- B. Select your relevant STANDARD 100 certificate(s)
- C. Select public <u>permission level</u>
- D. Select supply chain permissions
- E. Accept the terms of use
- F. Click 'Accept and save request'

Received Requests





Permission 1

Please select the permission level to apply to this request.

Permission 2

Please select the permission level to apply to this request.

Permission 3

Permission 1

B2B myOEKO-TEX®

- Certifications
- Operation type
- Country

B2C Label Check

- Operation type
- Country

Permission 2

B2B myOEKO-TEX®

- Certifications
- Operation type
- Company name & address
- STeP scores

B2C Label Check

- Operation type
- Company name & address

Permission 3

B2B myOEKO-TEX®

- Certifications
- Operation type
- Company name & address
- STeP scores, audit report

B2C Label Check

- Operation type
- Company name & address

You are allowed to pass on my data up the supply chain 2 Release data of my entire supply chain 2

2.7.1 Public Permission Levels

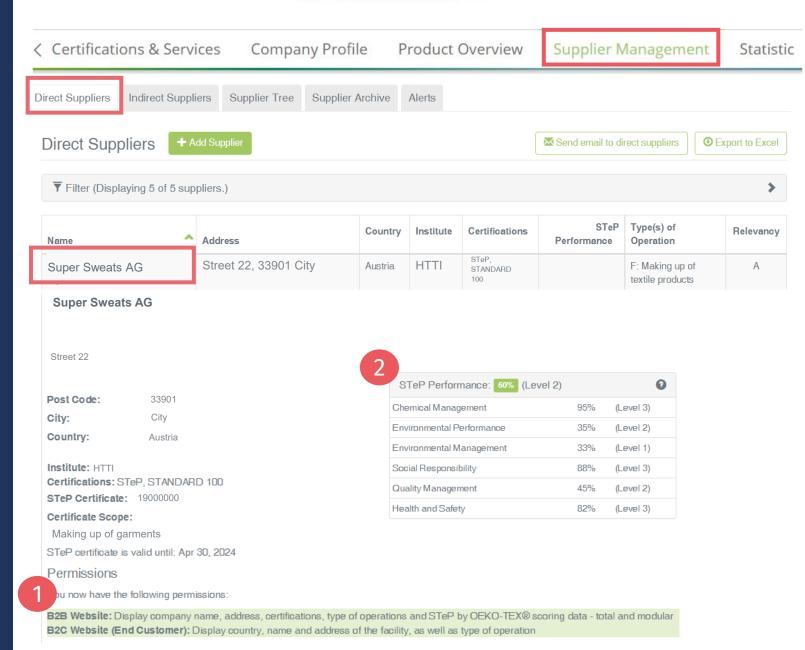
- C. Choose level of data displayed on:
 - B2B: myOEKO-TEX® Platform
 - B2C: oeko-tex.com Label Check
- D. Release data for further supply chain linking
 - Release your own data
 - Release your supply chain's data

2.8 View Supplier Details

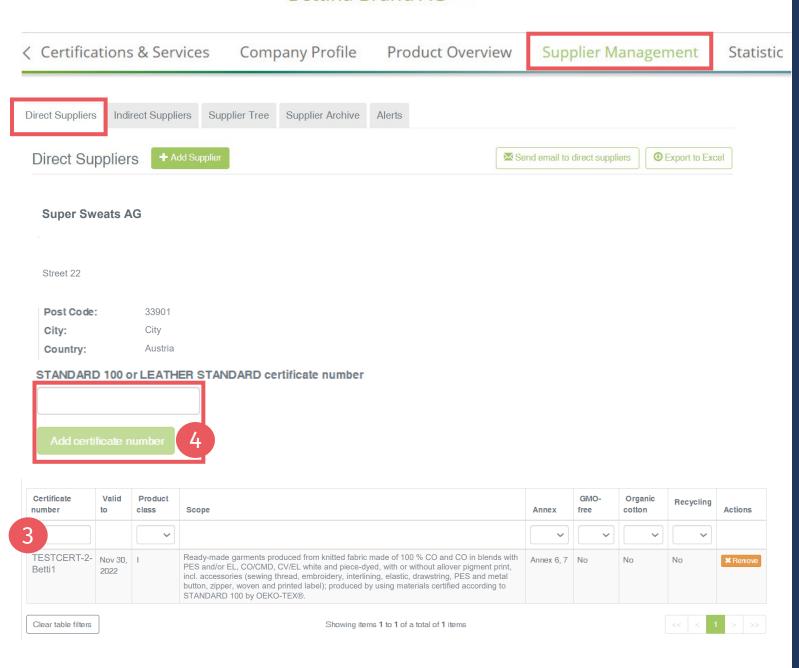
Note: One time auto-archive: All suppliers with expired requests were archived on 01/2022.

- A. Go to 'Supplier Management' and 'Direct Suppliers' tab to view supplier list
- B. Click on supplier's company name to view details:
 - Permission level and sharing access confirmed by supplier
 - 2. Depending on permission level: STeP certificate: number, validity, scope, scoring, supporting institute

Bettina Brand AG *



Bettina Brand AG



2.8.1 View Supplier Details (cont'd)

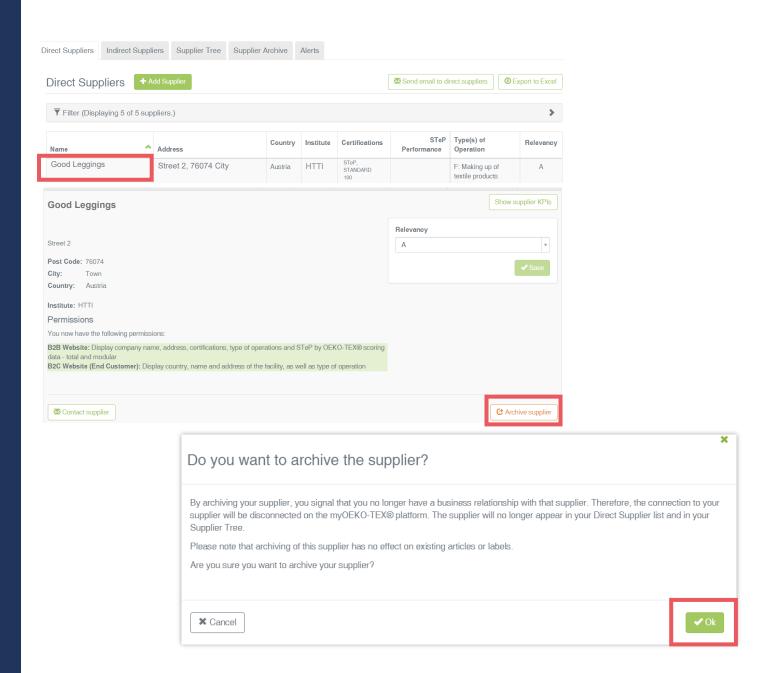
Depending on permission level:

- 3. STANDARD 100 or LEATHER STANDARD certificate(s): number, validity, scope, testing details - annex, organic, recycling
- 4. To display additional certificate(s) from this supplier in their overview, fill in the missing certificate number and click "Add certificate number"

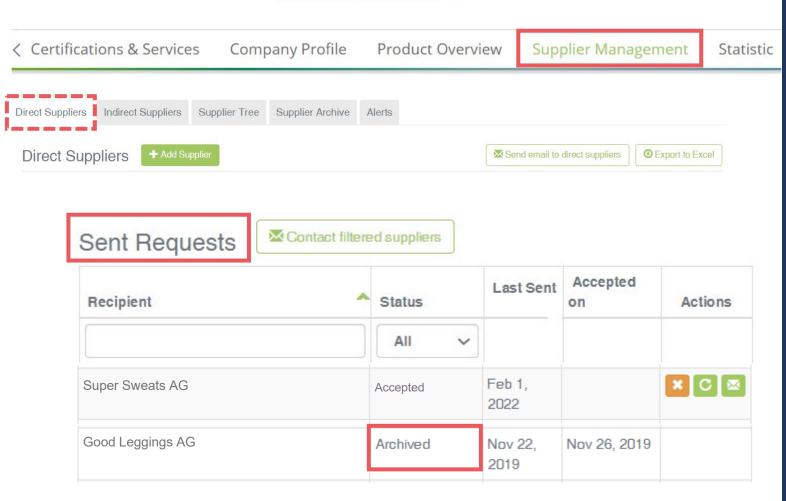
2.9 Archive Suppliers

Inactive suppliers can be archived (but not deleted). Archived suppliers will no longer be displayed in the <u>Supplier Tree</u>.

- A. In direct suppliers list, click on supplier's name
- B. In <u>supplier details</u>, click 'Archive Supplier'
- C. Click 'OK' to archive supplier



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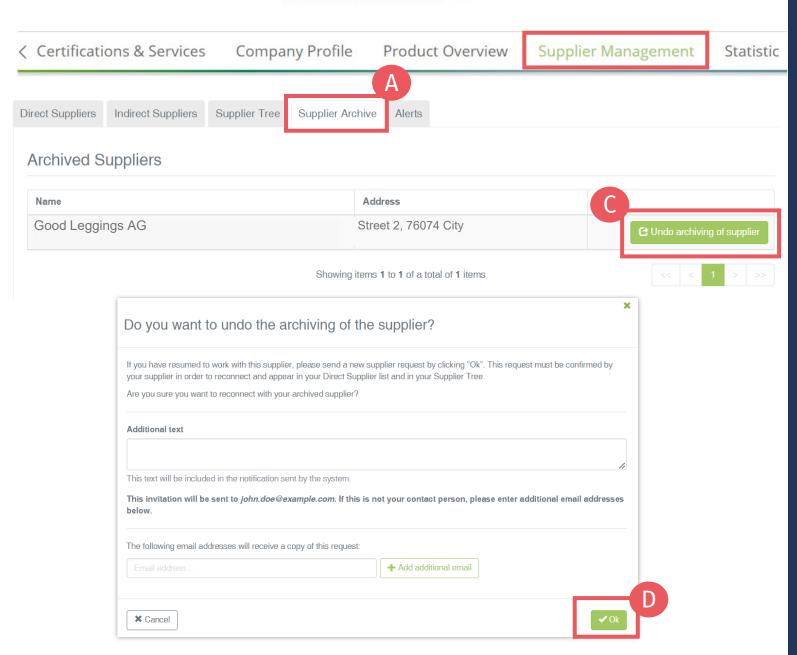


2.9.1 Review Archived Requests

- A. Stay in 'Direct Suppliers' tab
- B. View 'Sent Requests' section

Supplier requests are automatically archived when the supplier is archived.

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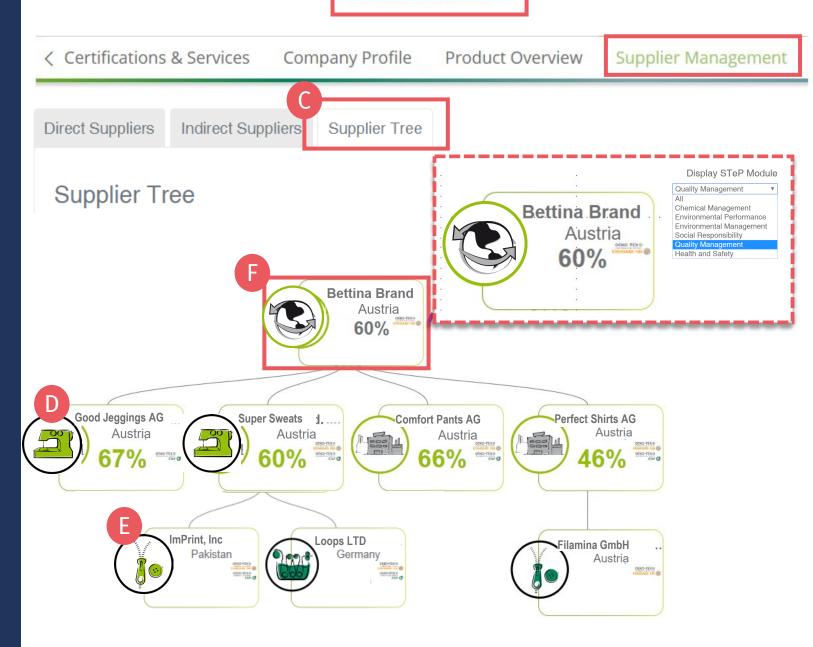
2.9.2 Review Archived Supplier

- A. In 'Supplier Management', click 'Supplier Archive'
- B. Review all archived suppliers, including company details
- C. To reactivate an archived supplier, click 'Undo archiving of supplier'
- D. Click "Ok" to resend the supplier request

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2.10 Supply Chain Visualization

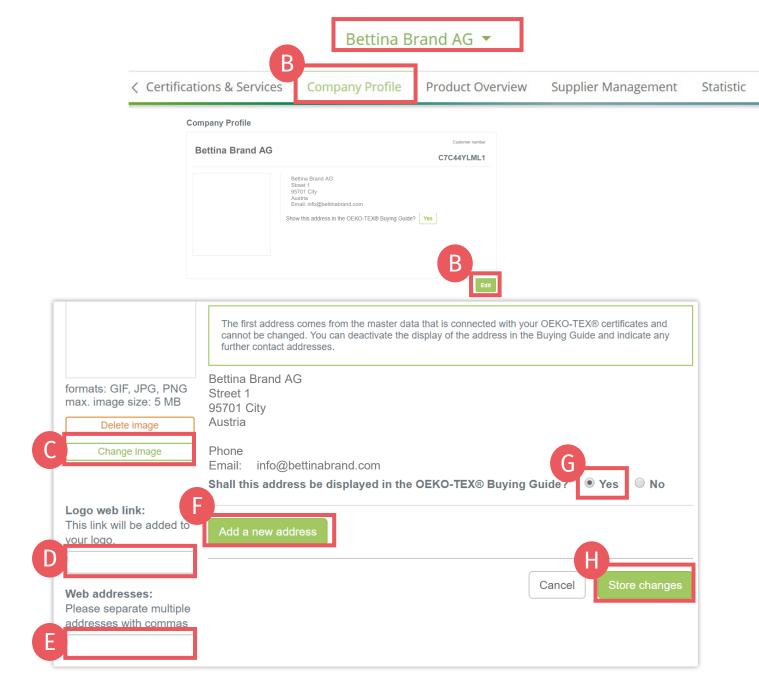
- A. Click company name to switch between menus
- B. Click 'Supplier Management'
- C. Click 'Supplier Tree' tab
- D. Review direct suppliers in first row
- E. Review indirect suppliers
- F. Click your company in the tree to evaluate suppliers according to their OEKO-TEX® STeP score – overall or by module

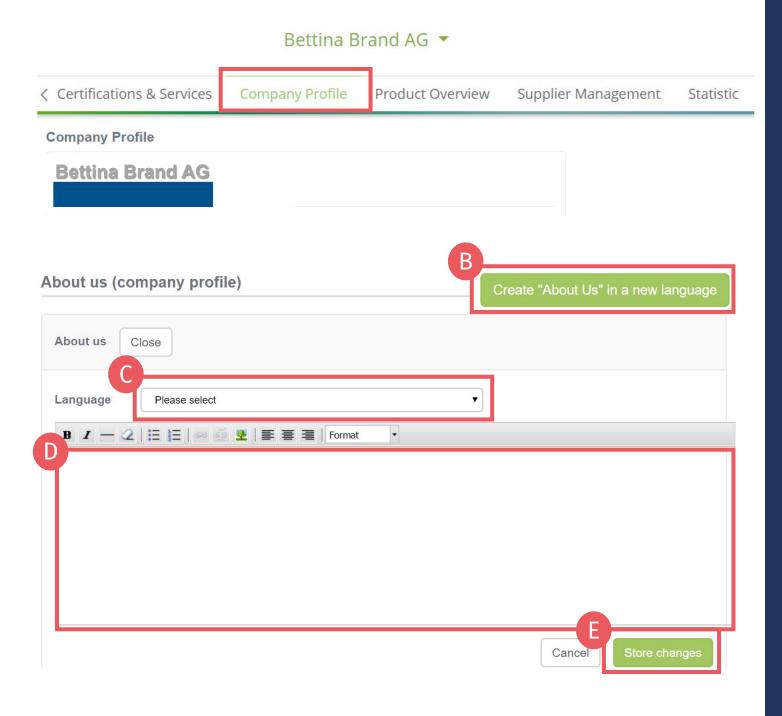


2.11 Edit Public Company Listing

For display on oeko-tex.com Label Check and Buying Guide

- A. Click company name to switch between menus
- B. Click 'Company Profile'& 'Edit'
- C. Click 'Change image' to upload logo
- D. Enter company website in 'Web-link' for Label Check
- E. Enter company website for Buying Guide
- F. Add additional mailing address for Buying Guide, if desired
- G. Select 'Yes' to show in Buying Guide
- H. Click 'Store changes'



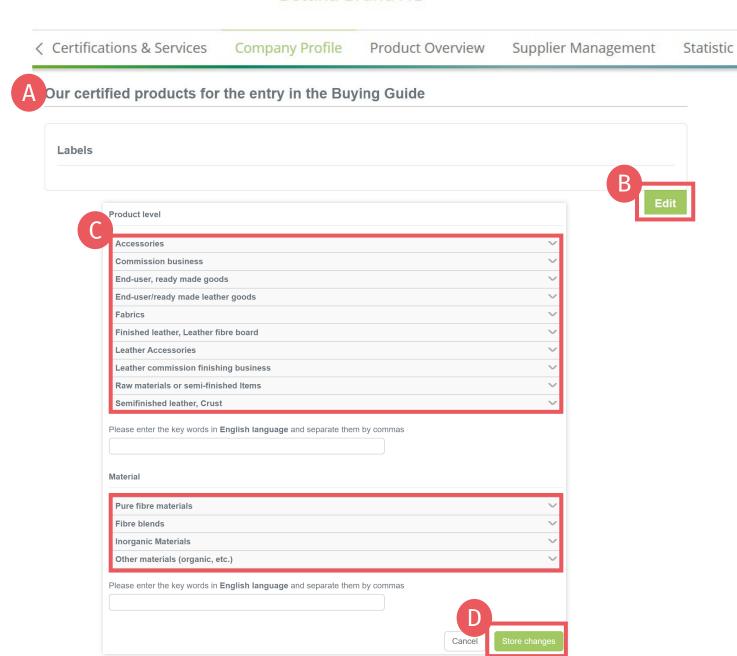


2.11.1 Company Profile About Us

For display on oeko-tex.com **Buying Guide**

- A. Click 'Company Profile'
- B. Scroll to 'About us' section
- C. Click 'Create About Us in a new language'
- D. Select language (this version will be displayed if corresponding language is selected on oeko-tex.com)
- E. Enter company profile
- F. Click 'Store changes'

Bettina Brand AG



2.11.2 Company Profile - Products

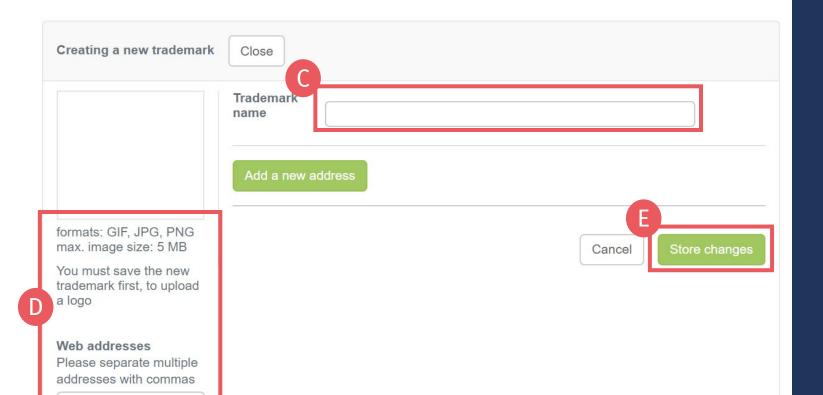
For display on oeko-tex.com **Buying Guide**

- A. Scroll to 'Our certified products' section
- B. Click 'Edit'
- C. Specify 'Product level' and 'Material' (to help buyers search for your company)
- D. Click 'Store changes'

Bettina Brand AG



Creating a new trademark



2.11.3 Company Profile - Trademark

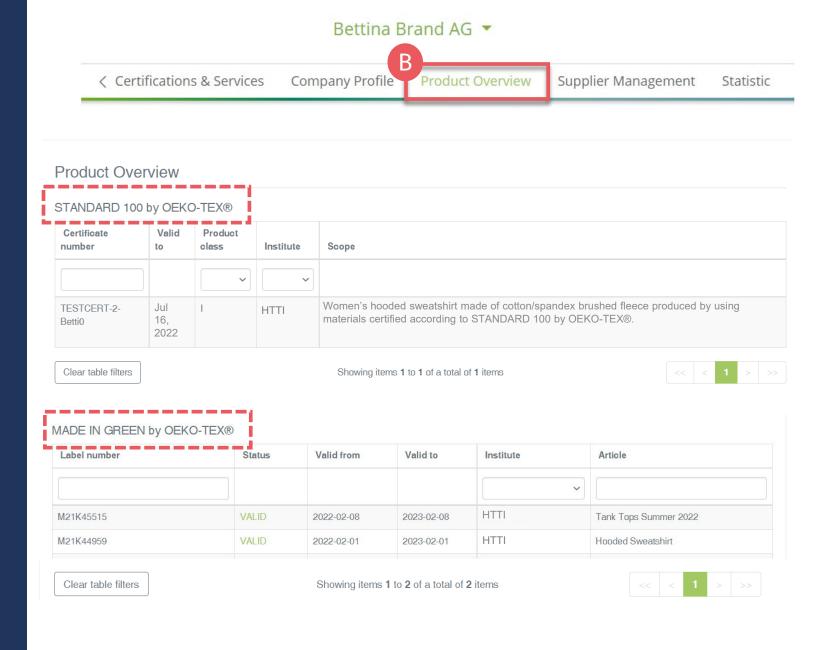
For display on oeko-tex.com **Buying Guide**

- A. Scroll to 'Our certified brands' section
- B. Click 'Creating a new trademark'
- Enter legally registered 'Trademark name' for your product(s) - only if legally trademarked by your company
- D. If different from the company details, upload logo and enter website specific to this trademark
- E. Click 'Store changes'

2.12 Product Overview

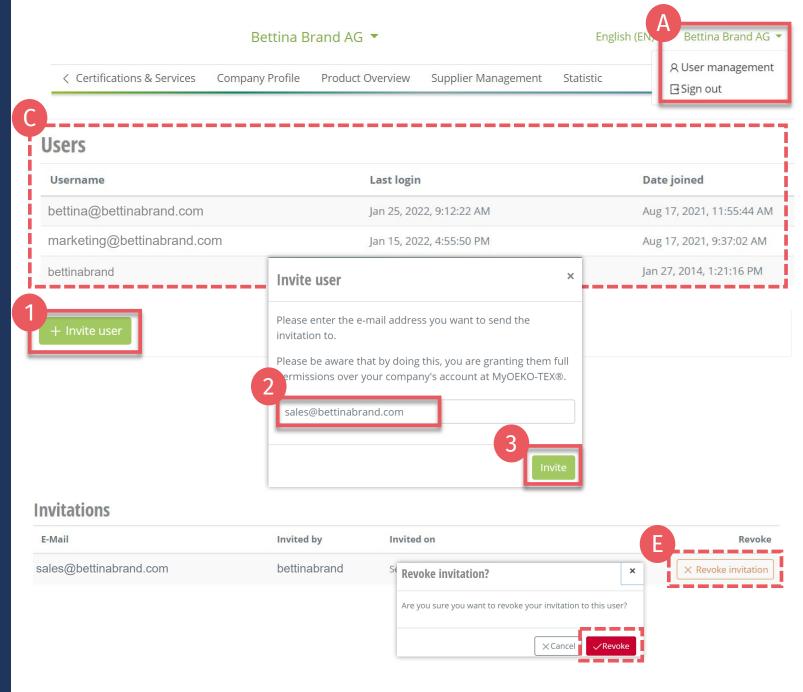
For overview of current product(s) owned by your company

- A. <u>Click company name to switch</u> between menus
- B. Click 'Product Overview'
- C. If applicable, review list/status of your:
 - OEKO-TEX® certificates
 - MADE IN GREEN labels



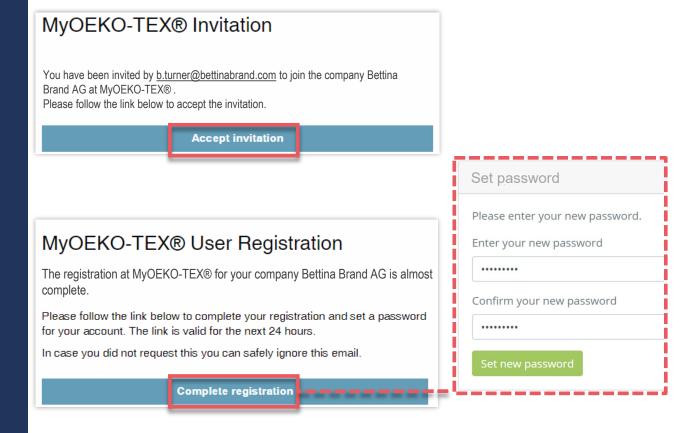
2.13 User Management

- A. Click on your company name in the in upper right-hand corner
- B. Click 'User management'
- C. View active users list
- D. Add a new user to company's myOEKO-TEX® account
 - Click 'Invite user'
 - 2. Enter email address
 - 3. Click 'Invite'
 - 4. View details of sent invitation
- E. Unconfirmed invitations can be revoked, if necessary



2.14 User Registration

- A. New user receives email 1 from info@oeko-tex.com
- B. Click 'Accept invitation'
- C. Receive confirmation email 2
- D. Click 'Complete registration' within 24 hours
 - Enter new password
 - Click "Set new password"
- **E.** Receive confirmation email 3
- F. Log into myOEKO-TEX® company account





Registration complete Your registration is completed. You may go ahead and log in now.

MADE IN GREEN Links

Technical Manuals

- **Application**
- Connection
- **Article definition**
- Label preparation
- Label renewal
- Relabel
- **Advertising label**

B₂B

- Standard (EN) / DE / ZH
- <u>Implementation Examples</u>
- myOEKO-TEX® Login
- myOEKO-TEX® Quickstart Guide (EN) / ES
- Infosheet (EN) / DE
- **OEKO-TEX®** Buying Guide
- Labelling Guide / ES / ZH

Questions? mig@hohenstein.com

B₂C

- OEKO-TEX® Label Check
- Guide: Label Check / ES
- **OEKO-TEX®** Buying Guide

