### 2. OEKO-TEX<sup>®</sup> 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<sup>®</sup> certification management





### 2.1.1 myOEKO-TEX® Interface - Menus

**"Supplier Management"** for supplier connection

- <u>Search for suppliers</u>
- <u>Send</u> and <u>confirm</u> supplier requests
- <u>View supplier certificates</u>

**"MADE IN GREEN"** for article and label management

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

### 2.2 Invite Suppliers

- A. Login into <u>myOEKO-TEX®</u>
- 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. <u>Company data</u>
  - 3. <u>Pre-defined supplier list</u>



	Search supplier by ID	C Buying guie
A	TESTCERT-2-Betti1	9
	Enter a STeP or STANDARD 100 or LEATHI TEX® label number to add a supplier directly	R STANDARD by OEKO-TEX® certificate number or a MADE IN GREEN by OEKO- to your chain.
E	Super Sweats AG	9

### 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'

#### 3 Suppliers related via STANDARD 100 base certificates



### 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

Send request	×
Additional text	
This text will be included in the notification sent by the system. This invitation will be sent to shirts@supersweats.com If this is not your contact person, please enter additional email addresses below.	
The following email addresses will receive a copy of this request: B Email address	
★ Cancel	Ok

### 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 <u>myOEKO-TEX®</u> account
    - or –
  - <u>Registers for a</u> <u>myOEKO-TEX® account</u>

#### 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 <u>myOEKO-TEX®</u>
- B. <u>Click company name to switch</u> <u>between general and product</u> <u>menus</u>
- 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

		B Super S	Sweats AG	-					
MADE IN GREEN	STANDARD 100	D LEATHER ST	ANDARD	STeP DETO	X TO ZERO				
< Certifications & Se	ervices Compar	ny Profile Pro	duct Overvie	ew Supplier I	Managemer				
Direct Suppliers	Indirect Suppliers	Supplier Tree	Supplier	Archive Alerts	5				
Direct Supp	oliers + Add	Supplier							
D Received Requests									
Sender		▲ st	atus	Last Received	Marked				
			~						
	-								

# 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 <u>supply chain</u> <u>permissions</u>
- E. Accept the terms of use
- F. Click 'Accept and save request'

#### **Received Requests**



C Please select the permission level to apply to this request. 2	Please select the permission level to apply to this request. ②	Please select the permission level to apply to this request. 2
Permission 1	Permission 2	Permission 3
<b>Permission 1</b> <b>B2B myOEKO-TEX®</b> • Certifications • Operation type • Country	<b>Permission 2</b> <b>B2B myOEKO-TEX®</b> • Certifications • Operation type • Company name & address • STeP scores	Permission 3 B2B myOEKO-TEX® • Certifications • Operation type • Company name & address • STeP scores, audit report
<ul><li>B2C Label Check</li><li>Operation type</li><li>Country</li></ul>	<b>B2C Label Check</b> <ul> <li>Operation type</li> <li>Company name &amp; address</li> </ul>	<ul> <li>B2C Label Check</li> <li>Operation type</li> <li>Company name &amp; address</li> </ul>



2.7.1 Public Permission Levels

C. Choose level of data displayed on:

- B2B: myOEKO-TEX<sup>®</sup> 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:
  - 1. Permission level and sharing access confirmed by supplier
  - 2. Depending on permission level: STeP certificate: number, validity, scope, scoring, supporting institute

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< Certificatior	ns & Services	Company	Profile	Product Overvie	ew	Supplier Mana	gement	Statistic
Direct Suppliers In	direct Suppliers Su	pplier Tree Supp	olier Archive	Alerts				
Direct Supplie	+ Add Supplier			(	<mark>⊠</mark> Ser	d email to direct suppliers	• Export to Exc	cel
Super Sweats	AG							
Street 22								
Post Code:	33901							
City: Country:	City Austria							
STANDARD 100	number 4	NDARD certifica	te number					

Certificate number	Valid to	Product class	Scope	Annex	GMO- free	Organic cotton	Recycling	Actions
3		~		~	~	~	~	
TESTCERT-2- Betti1	Nov 30, 2022	1	Ready-made garments produced from knitted fabric made of 100 % CO and CO in blends with PES and/or EL, CO/CMD, CV/EL white and piece-dyed, with or without allover pigment print, incl. accessories (sewing thread, embroidery, interlining, elastic, drawstring, PES and metal button, zipper, woven and printed label); produced by using materials certified according to STANDARD 100 by OEKO-TEX®.	Annex 6, 7	No	No	No	* Remove
Clear table filters			Showing items 1 to 1 of a total of 1 items				<< < 1	> >>

### 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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< Certifications & Services	Company Profile	Product Overv	iew Sup	plier Managen	nent	Statist
Direct Suppliers Indirect Suppliers Sup	oplier Tree Supplier Archive	Alerts				
Direct Suppliers + Add Supplier			Send email to	direct suppliers	Export to Exc	el
Sent Reques	Contact filte	red suppliers				
Recipient		Status	Last Sent	Accepted on	Acti	ons
Super Sweats AG		Accepted	Feb 1, 2022		× (	] 🖂
Good Leggings AG		Archived	Nov 22, 2019	Nov 26, 2019		

### 2.9.1 Review Archived Requests

A. Stay in 'Direct Suppliers' tabB. View 'Sent Requests' section

Supplier requests are automatically archived when the supplier is archived.

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<	Certificatio	ns & Services	Company Profile	Product Overview	Supplier Management	Statistic
D	irect Suppliers	Indirect Suppliers S	upplier Tree Supplier Arch	Alerts		
-	Archived Su	ippliers				
	Name			Address	C	
	Good Legging	gs AG	S	treet 2, 76074 City	🕑 Undo archivi	ng of supplier
			Showing ite	ms 1 to 1 of a total of 1 items	<< <	1 > >>
		Do you want to a	undo the archiving of th	supplier request by clicking "Ok". This request for supplier request by clicking the supplier Tree.	est must be confirmed by	
		Are you sure you want to re	econnect with your archived supplier?			
		Additional text				
		This text will be included in This invitation will be ser below.	the notification sent by the system. In to john.doe@example.com. If this	is not your contact person, please enter	additional email addresses	
		The following email addres	ses will receive a copy of this request:			
		Email address		+ Add additional email		
		X Cancel			✓ Ok	

### 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

### 2.10 Supply Chain Visualization

- A. <u>Click company name to switch</u> <u>between menus</u>
- 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 <u>Label Check</u> and <u>Buying Guide</u>

- A. <u>Click company name to switch between</u> <u>menus</u>
- 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'



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2.11.1 Company Profile – About Us

#### For display on oeko-tex.com <u>Buying Guide</u>

- 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'

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< Certi	fications & Services	Company Profile	Product Overview	Supplier Management	Statis
Our c	ertified products for	the entry in the Buy	/ing Guide		
Labe	ls				
				В	
	Product level				dit
	С				
	Accessories			$\sim$	
	Commission business			~	
	End-user, ready made goo	ds		~	
	End-user/ready made leath	ner goods		~	
	Fabrics			~	
	Finished leather, Leather f	ibre board		Y	
	Leather Accessories			~	
	Leather commission finish	ing business		~	
	Raw materials or semi-fini	shed Items		~	
	Please enter the key words in	English language and separate the	m by commas		
	Material				
	Pure fibre materials			~	
	Fibre blends			~	
	Inorganic Materials			~	
	Other materials (organic, e	etc.)		~	
	Please enter the key words in	English language and separate the	m by commas		
			D		
			Cancel	Store changes	

### 2.11.2 Company Profile – Products

#### For display on oeko-tex.com <u>Buying Guide</u>

- 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'

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### 2.11.3 Company Profile – Trademark

#### For display on oeko-tex.com <u>Buying Guide</u>

- A. Scroll to 'Our certified brands' section
- B. Click 'Creating a new trademark'
- C. 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> <u>between menus</u>
- B. Click 'Product Overview'
- C. If applicable, review list/status of your:
  - OEKO-TEX<sup>®</sup> certificates
  - MADE IN GREEN labels

				Bettina	a Brand AG					
< Cert	tification	s & Service	es Cor	npany Profile Product Overview Sup				Supplier Management Statisti		
Product Ove	erview									
STANDARD 100	by OEK	O-TEX®								
Certificate number	Valid to	Product class	Institute	Scope						
	]	~	~							
TESTCERT-2- Betti0	Jul 16, 2022	1	НТТІ	Women's hoo materials cert	oded sweatshirt n tified according to	nade of cotton/spa STANDARD 100	andex bri ) by OEK	ushed fleece produced by (O-TEX®.	/ using	
Clear table filters				Showing ite	ms <b>1</b> to <b>1</b> of a total (	of <b>1</b> items			1 > >>	
Label number	N by OEK	O-TEX® Str	atus	Valid from	Valid to	Institute		Article		
							~			
M21K45515		VA	LID	2022-02-08	2023-02-08	HTTI		Tank Tops Summer 2022		
M21K44959		VA	LID	2022-02-01	2023-02-01	HTTI		Hooded Sweatshirt		
Clear table filters				Showing items	<b>1</b> to <b>2</b> of a total of	2 items		<< < 1		

### 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
  - 1. 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 <u>myOEKO-TEX®</u> company account



#### MyOEKO-TEX® User Registration

Thank you for your registration at MyOEKO-TEX® for your company Bettina Brand AG! From now on, you can always log in on the login page using the password you just set. Log in

### **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