5. OEKO-TEX® MADE IN GREEN Label Renewal



Label Owners

5.1 Label status warning

5.2 View label status

5.3 View article status

<u>5.4 Request component</u> <u>re-confirmation</u>

5.8 Archived components

Suppliers

5.5 Supplier's component re-confirmation

5.6 View indirect component status

5.7 Request indirect component re-confirmation

Label Owners

5.9 Label ready for renewal

5.10 View article supply chain

5.11 View article status

5.12 View label status

5.13 Create label renewal

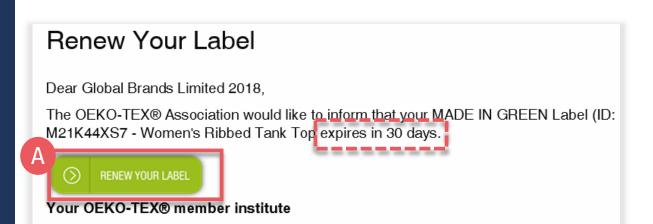
5.14 Generate label renewal

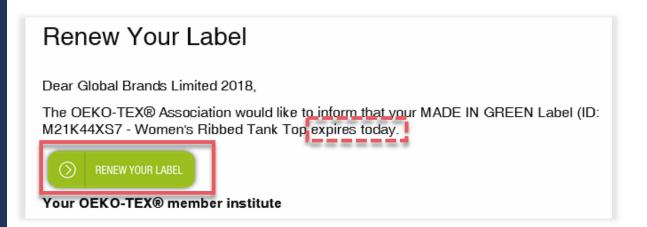
5.15 View next renewal

5.1 Label Status Warning Emails

A MADE IN GREEN label is valid for 1 year and must be renewed annually. Same with component confirmations.

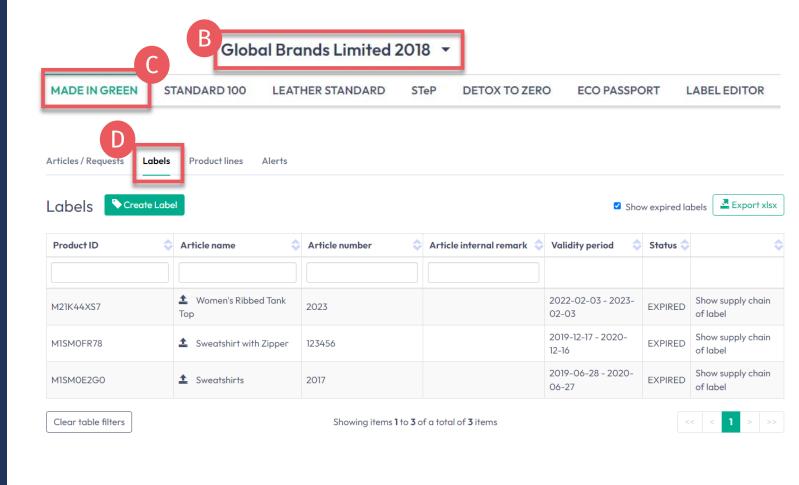
- The label owner can start the renewal process up to 3 months prior to the label's expiration date
- The label owner receives a reminder email:
 - 1 month before the expiration date
 - On the expiration date
- A. Click 'RENEW YOUR LABEL' to log in to myOEKO-TEX®





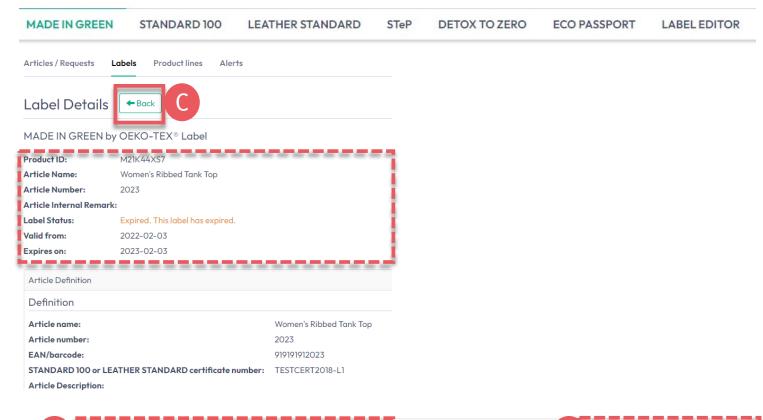
5.2 View Label Status

- A. Log in to myOEKO-TEX®
- B. Click on company name to navigate to product menu
- Click 'MADE IN GREEN'
- D. Click 'Labels'
- View list of generated labels
- F. Select or search for the expired label number/product ID
- G. View 'EXPIRED' label 'Status'
- H. Click on the expired label number to view requirements for renewing this label





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This article's supply chain does not meet the requirements for a MADE IN GREEN by OEKO-TEX® label on 2023-02-04:

- · If articles with colors other than untreated are defined, at least one STeP certified 'Pretreatment, dyeing, printing, finishing, coating, washing etc.' process is expected. Your supply chain may be incomplete.
- An article with classification 'End-user, ready made goods' has been defined. However, there is no STeP certified supplier providing 'Making up of Products'. The supply chain may be incomplete.
- At least one supplier has to be STeP certified.

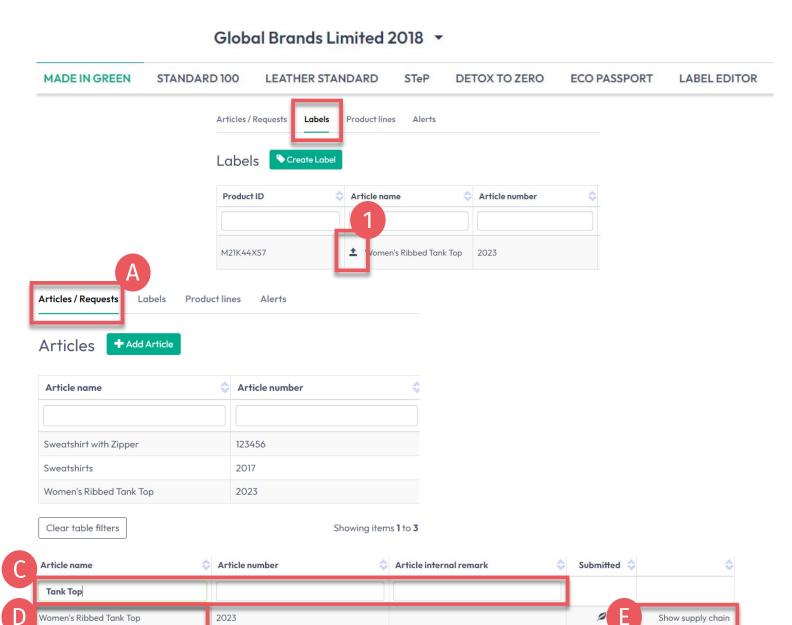
This could mean that some requests in your supply chain need to be renewed.

5.2.1 Expired Label Details

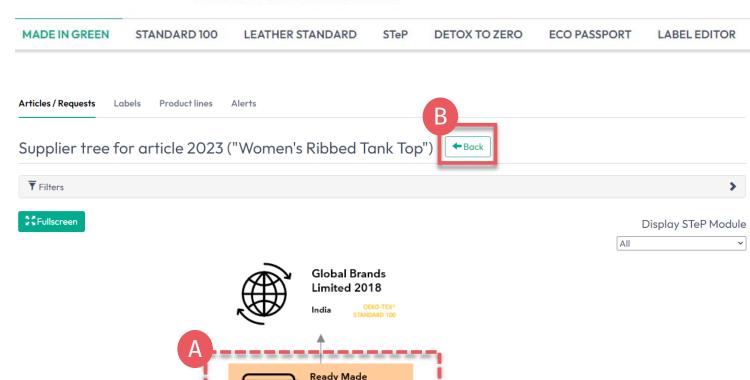
- A. In 'Label Details', view the label renewal section (action items are orange)
 - The supply chain does NOT meet the MADE IN GREN criteria because the component confirmations for this article are no longer valid or have expired
 - Your suppliers must confirm component requests annually
- B. Click 'Show current supply chain' to view this article's supply chain
- Click 'Back' twice to Label Overview

5.3 View Article Status

- 1. In 'Labels', click the arrow icon next to the article name to go to its 'Article Details'
- OR -
- A. Click 'Articles / Requests'
- B. View list of defined articles
- C. Select or search for the article for label renewal
- D. Click on the article name to review 'Article Details'
- E. Click 'Show supply chain' to review article's supply chain



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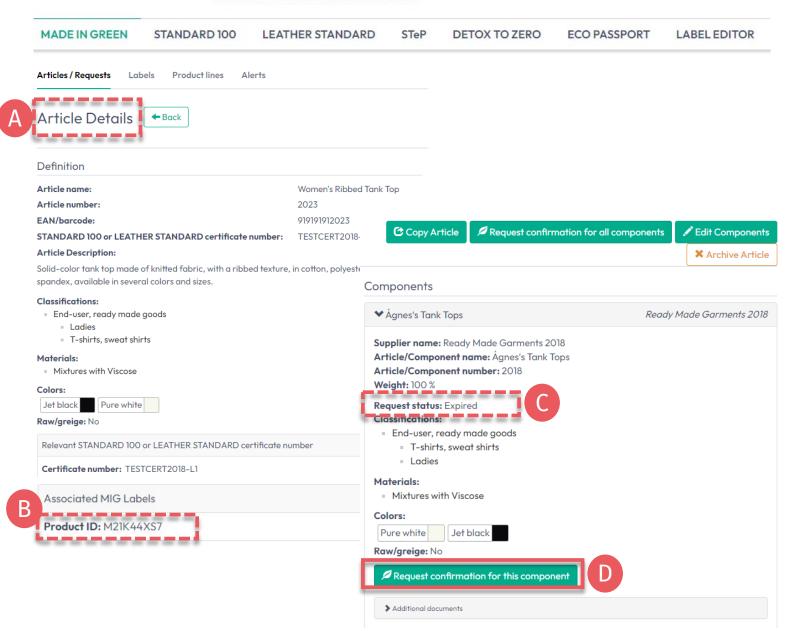
5.3.1 Article **Supply Chain** Map

- A. Orange supplier components
 - Have expired confirmations
 - Need to be reconfirmed by suppliers for your label renewal
 - Will NOT display on oeko-tex.com Label Check
- B. Click 'Back' twice to Articles/Requests

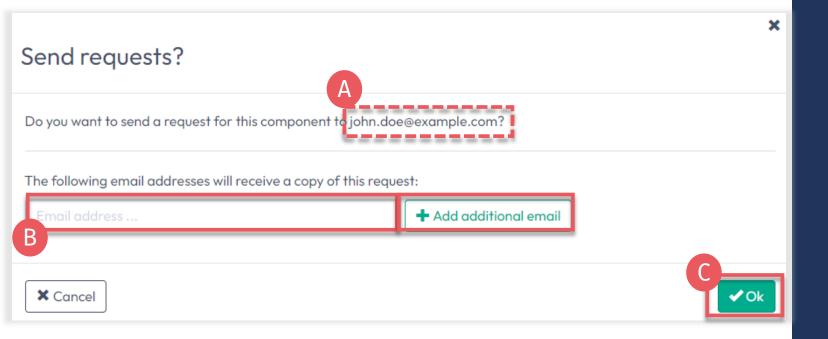
5.4 Request Component **Re-confirmation**

- A. In 'Articles / Requests', click on the relevant article name to view 'Article Details'
- B. Review associated MIG label(s)
- C. Review components from specific supplier including **EXPIRED** request status
- D. Click 'Request confirmation for this component'

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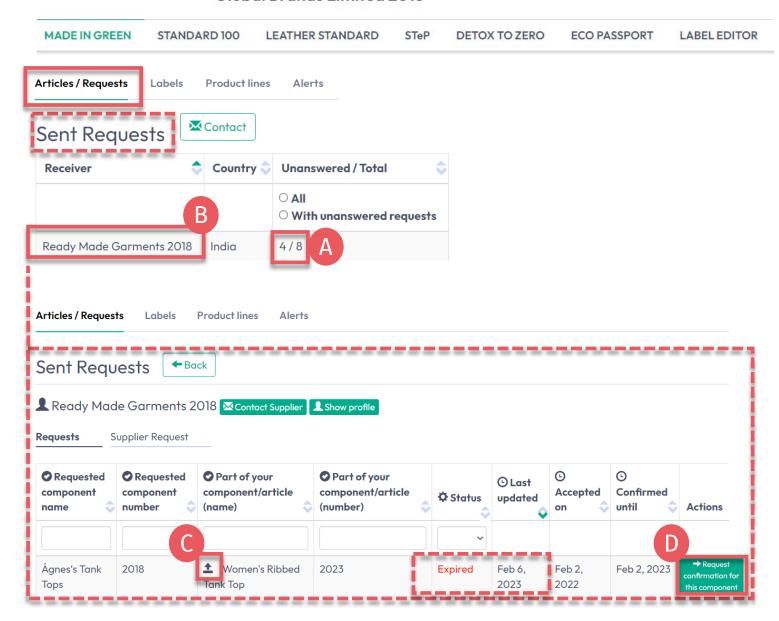
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5.4.1 Send Component **Re-confirmation**

- 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'

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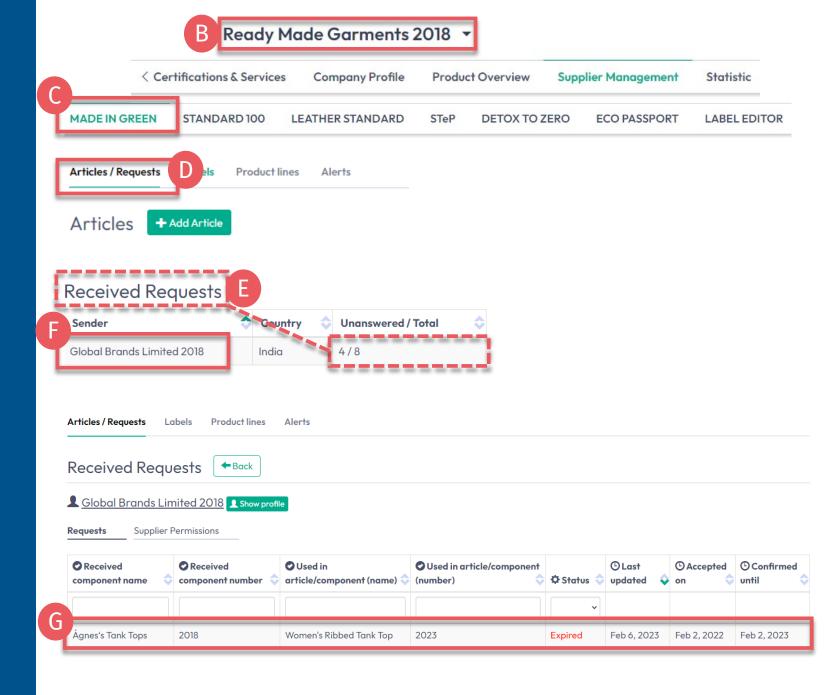
5.4.2 View Sent Component **Request Status**

All components must be reconfirmed by suppliers before an article is ready for renewal.

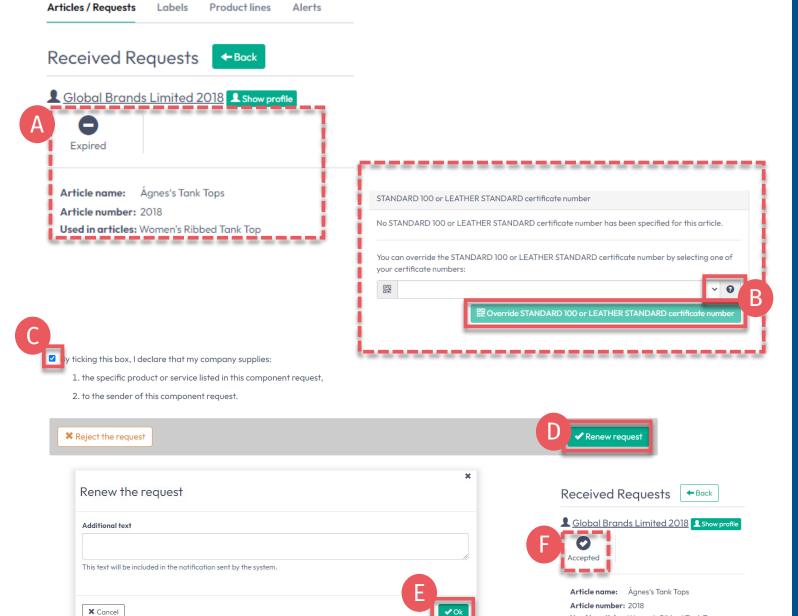
- In 'Articles/Requests', review sent component requests and their current status (unanswered or expired/total)
- Click on supplier's name to view all component requests sent to them
- Click link to the article associated with the component request
- D. If necessary, click 'Request confirmation for this component' to resend the component request (button appears 1 hour after request was sent)

5.5 Supplier's Component **Re-confirmation**

- A. Supplier: log in to myOEKO-TEX®
- Click on company name to navigate to product menu
- Click 'MADE IN GREEN'
- Click 'Articles / Requests' tab
- Review list of received component requests and their current status (unanswered / total)
- Click 'Sender Name' to view their requests
- G. Click on expired request to expand options



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Used in articles: Women's Ribbed Tank Top

5.5.1 Renew Component Request

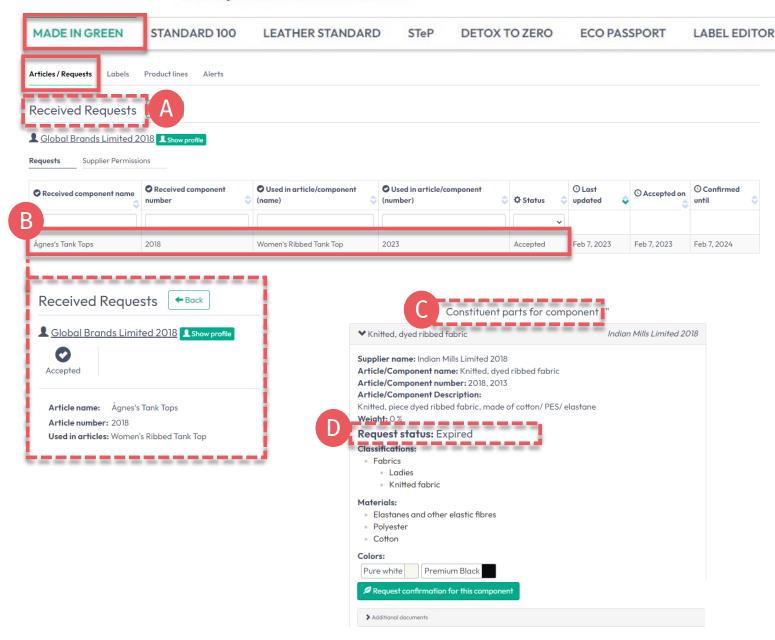
- A. View expired status and article details
- B. If necessary, add or correct the OEKO-TEX® certificate number for the component using the dropdown list
- C. Scroll down and select tick the box to re-confirm declaration and understanding
- D. Click 'Renew request'
- Click 'Ok' in the popup confirmation
- F. View accepted Status

5.6 View Indirect Component **Status**

All indirect components must be reconfirmed by your suppliers annually.

- A. Go to 'MADE IN GREEN'
 - > 'Articles / Requests' tab
 - > 'Received Requests' section
- B. Click on the sender's name, then on the component request to expand details
- C. View 'Constituent parts for component' from specific suppliers
- D. View EXPIRED request status

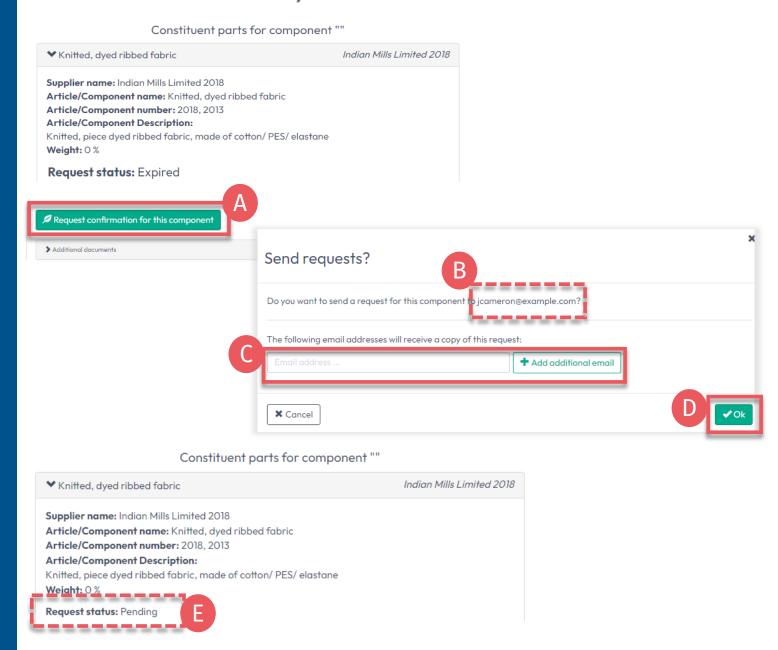
Ready Made Garments 2018 *



5.7 Request Indirect Component Re-confirmation

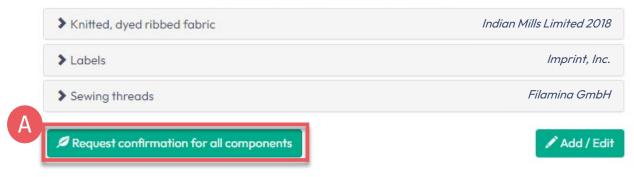
- A. Click 'Request confirmation for this component'
- B. Check system's email address for your supplier
- C. If necessary, enter additional addresses and click '+'
 Hint: Add your own email address to receive a copy
- D. Click 'Ok'
- E. View pending status

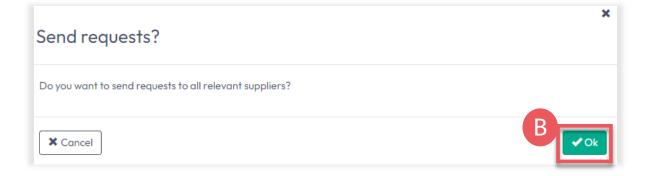
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Constituent parts for component ""





5.7.1 Request Multiple **Re-confirmations**

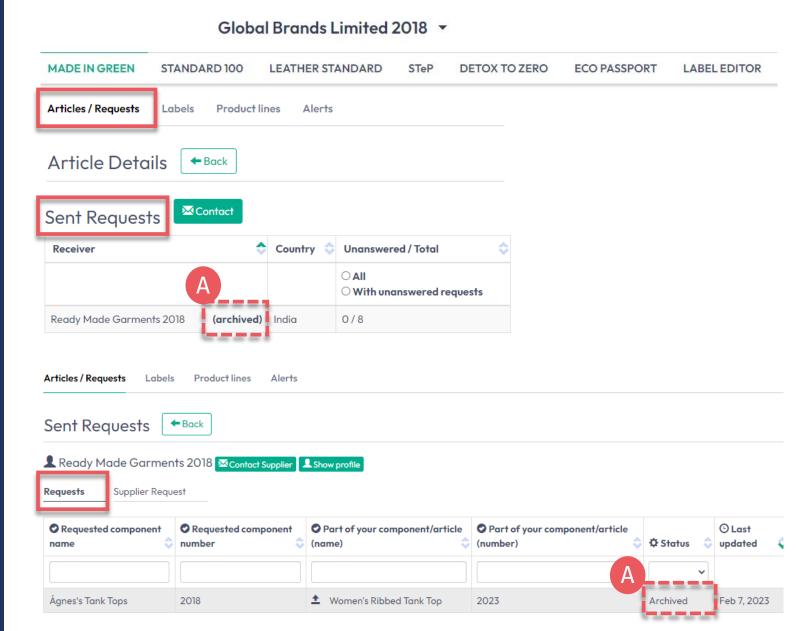
To send multiple requests at once:

- A. Click 'Request confirmation for all components'
- B. Click 'Ok'

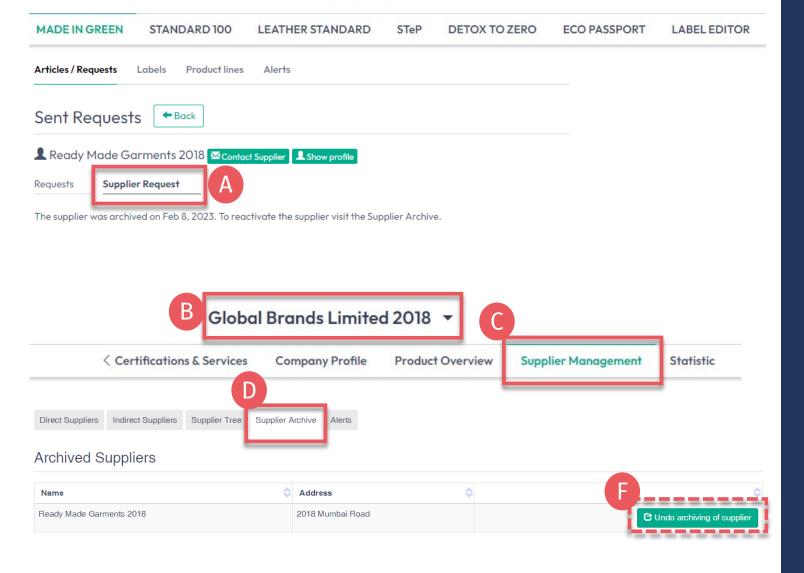
Note: With this method, any previous component requests will be resent, and the recipient's emails are not visible.

5.8 Archived Components

- Inactive suppliers in the 'Supplier Management' section are automatically be archived
- Components related to archived suppliers show 'Archived' status
- Component requests are auto-archived when the supplier is archived
- The supplier must be <u>reactivated</u> in 'Supplier Management' before you can resend a request for component re-confirmation
- A. View "Archived" status of the request in 'Articles / Requests' > 'Sent Requests' > 'supplier details'



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5.8.1 Supplier **Re-activation**

- Review supplier's status in 'Articles / Requests' > 'Sent Requests' > supplier details > 'Supplier Request'
- Click on company name to navigate to general menu
- Click 'Supplier Management'
- Click 'Supplier Archive'
- View list of archived suppliers
- To reactivate an archived supplier, click 'Undo archiving of supplier'
- With supplier re-activation, it is necessary to re-confirm the supplier request - More detail on Archived Suppliers in Manual 2

5.9 Label Ready for Renewal

Once the main components have been re-confirmed by suppliers and the article fulfills basic MADE IN GREEN criteria:

- A. Label owner receives email from info@oeko-tex.com
- B. Click 'CHECK CURRENT SUPPLY CHAIN' to review the article's supply chain status
- **C.** ONLY if the supply chain is complete (all components reconfirmed), click 'RENEW YOUR LABEL'

Dear MADE IN GREEN label owner.

Your MADE IN GREEN label, M21K44XS7 Women's Ribbed Tank Top (2023), fullfills the basic OEKO-TEX® MADE IN GREEN criteria and is now eligible for renewal.

1. To ensure transparency and a complete supply chain map, please check all components in the supply chain for label M21K44XS7 Women's Ribbed Tank Top (2023). Unconfirmed supplier components are shown in orange in the label supply chain and will NOT display on the oeko-tex.com Label Check.

You can check this by clicking on the button below:



2. Once the supply chain is complete, renew your MADE IN GREEN label M21K44XS7 Women's Ribbed Tank Top (2023):



3. Please follow the labelling guide for correct labelling of your product.



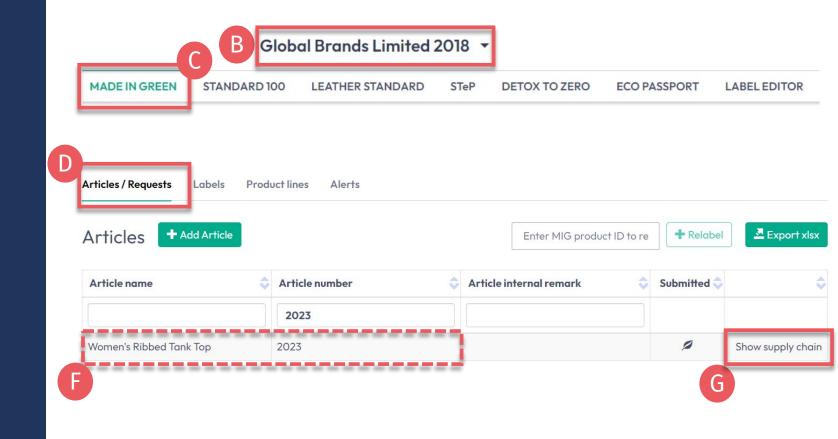
For further assistance please contact us.



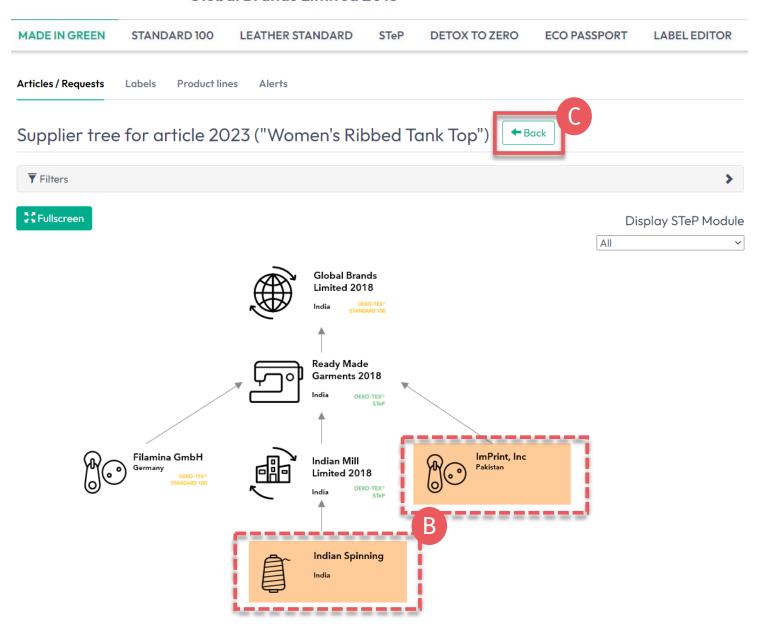
Your OEKO-TEX® member institute

5.10 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.** Search for or select the article ready for label renewal
- G. Click 'Show supply chain' to view article's supply chain and status



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5.10.1 Article Supply Chain Map

- **A.** Renewed supplier component confirmations are shown in white and will be displayed when ID is tracked via the oeko-tex.com **Label Check**
- **B.** Expired supplier components are orange and will NOT display on the Label Check. To complete the supply chain, <u>re-send the</u> <u>requests</u> to your suppliers
- Click 'Back' twice to Article Overview

5.11 View Article **Status**

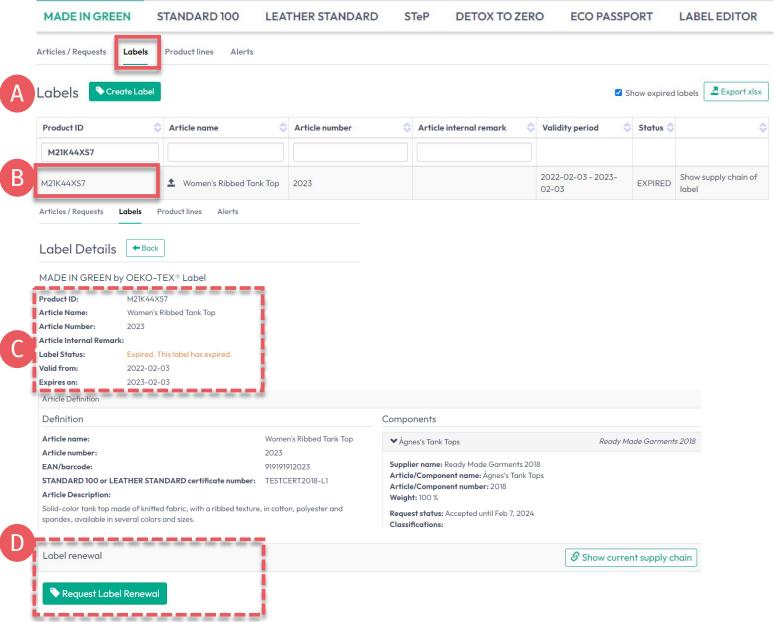
- A. In 'Article/ Requests', find the article for label renewal
- B. Click on article name to review 'Article Details'
- View 'Components' from specific supplier: ACCEPTED request status
- D. View message at bottom of page 'This article's supply chain fulfills the basic criteria for an OEKO-TEX® MADE IN GREEN label'
- Click on the label number in 'Associated Labels' to go to that label's details
- DO NOT click 'Create Label' in this screen - this was done when you generated the label number last year

Global Brands Limited 2018 -MADE IN GREEN STANDARD 100 LEATHER STANDARD **DETOX TO ZERO ECO PASSPORT** LABEL EDITOR STeP Articles / Requests Labels **Product lines** Alerts Export xlsx Articles + Add Article + Relabel Enter MIG product ID to re Article name Article number Article internal remark Submitted 2023 0 Women's Ribbed Tank Top 2023 Show supply chain **Articles / Requests** Product lines **Article Details** Request confirmation for all compo Edit Component X Archive Article C Copy Article Components Definition Ready Made Garments 2018 **✓** Ágnes's Tank Tops Article name: Women's Ribbed Tank Top Article number: 2023 Supplier name: Ready Made Garments 2018 EAN/barcode: 919191912023 Article/Component name: Ágnes's Tank Tops STANDARD 100 or LEATHER STANDARD Article/Component number: 2018 TESTCERT2018-L1 certificate number: **Article Description:** Request status: Accepted until Feb 7, 2024 Solid-color tank top made of knitted fabric, with a ribbed texture, in cotton Classifications: polyester and spandex, available in several colors and sizes. End-user, ready made goods Associated MIG Labels T-shirts, sweat shirts Ladies Product ID: M21K44XS7 This article's supply chain fulfills the basic criteria for a MADE IN GREEN by OEKO-TEX® label.

5.12 View Label **Status**

- A. In 'Labels', search for the expired label number/product ID in the list of generated labels
- B. Click on the expired label number to edit the label details for renewal
- C. In 'Label Details', view 'Expired' Label Status, Article Name, MADE IN GREEN Product ID/label number, expired validity date
- D. Scroll down to the 'Label renewal' section

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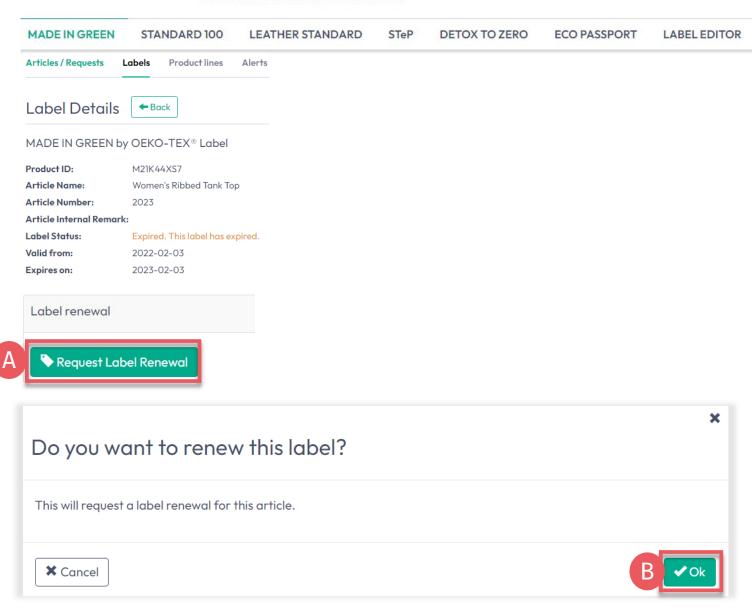


5.13 Create **Label Renewal**

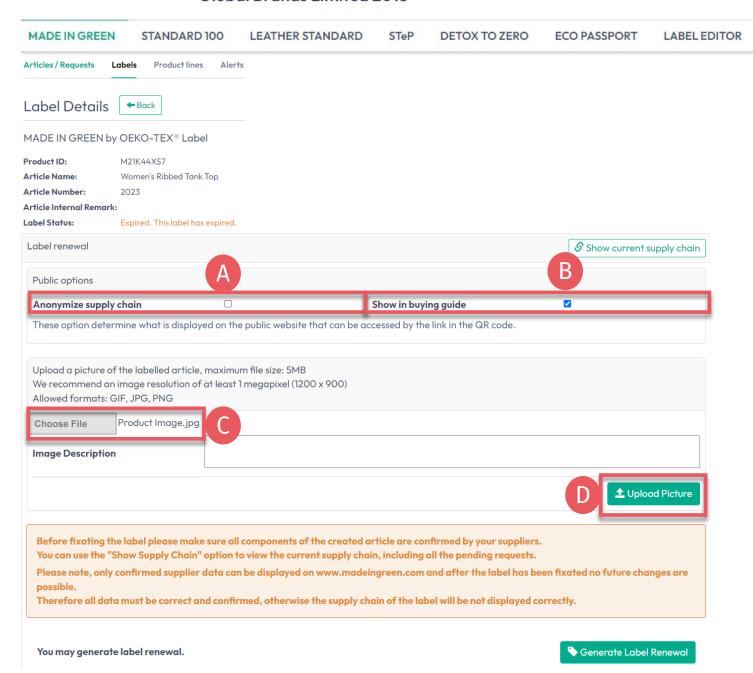
Once all components are re-confirmed (supply chain is complete) and supply chain fulfils the basic criteria, the label renewal can be completed.

- A. Click 'Request Label Renewal' at the bottom of the Label details page
- B. Click 'Ok' in the pop-up box

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5.13.1 View and Edit Renewal Details

- A. In 'Label Details', tick box 'Anonymize supply chain' if you want to show only supplier icon and country on oekotex.com Label Check
- B. Tick the box 'Show in buying guide' so consumers and buyers can find your company on oeko-tex.com Buying Guide
- C. Upload picture of the article to display on Label Check. If you use one image for multiple articles, rename the image file for each MIG ID.
- D. Click 'Upload Picture' (Image will be saved when you 'generate' label renewal)

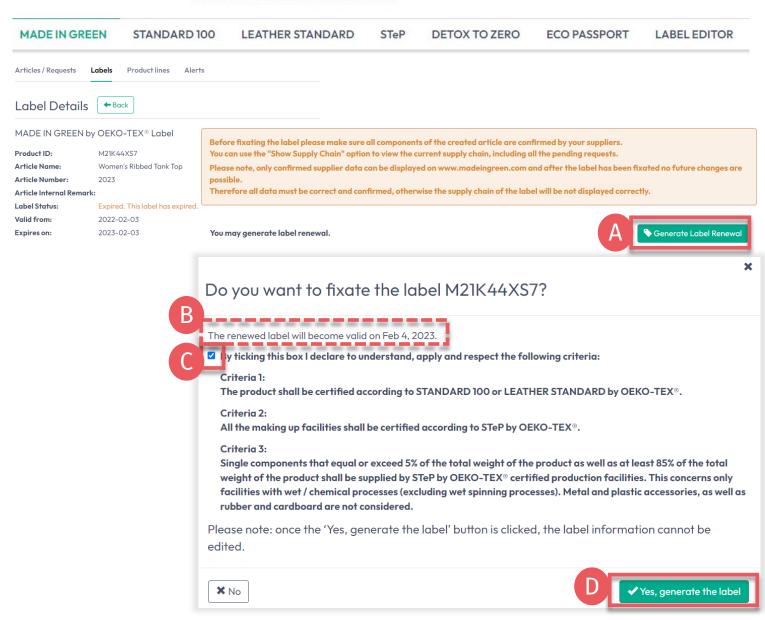
5.14 Generate Label Renewal

A. In 'Label Details', click 'Generate Label Renewal'

After generating the label renewal, it's NOT possible to change article's detail or supply chain

- B. View the date to begin renewal validity. This is automatically predefined so that the one-year label validity continues without suspension
- C. Tick box to agree to terms
- D. Click 'Yes, generate the label' to complete renewal

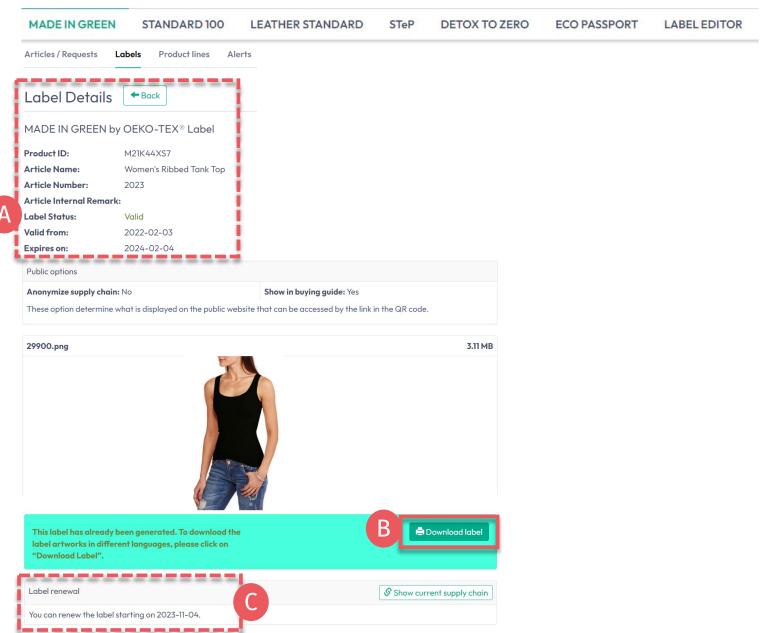
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5.15 View Next **Label Renewal**

- A. In 'Label Details', view 'Valid' status of renewed label and the one-year extended label validity
- B. Click 'Download label' to go to the Label Editor to download <u>label artwork</u>
- C. Next label renewal can be started up to 3 months before label's expiration date

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MADE IN GREEN Links

Technical Manuals

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

B₂B

- Standard / DE / ZH
- <u>Implementation Examples</u>
- myOEKO-TEX® Login
- myOEKO-TEX® Quickstart Guide / ES
- Infosheet / 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

