# 6. OEKO-TEX® MADE IN GREEN Relabel



### **Re-labeler**

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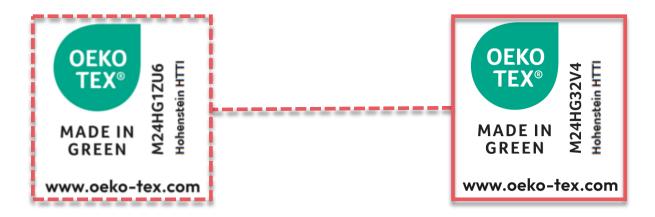
6.18 Download label

### **6.1 Pre-requisites** for Re-labeling

### Requirements for re-labeling the supplier's MADE IN GREEN label number under your own company name

The existing MADE IN GREEN label number/product ID:

- Must fulfill all criteria listed in the MADE IN GREEN Standard chapters 2.1 & 4.3.3)
- Is valid at the time of re-labeling
- Can be re-labeled by third party only with confirmation (within the MADE IN GREEN dashboard) from the original label owner
- Can only be can be re-labeled once within a linear supply chain
- Must always have a clear reference to the labeled product



# 6.2 Check Label to be Re-labeled

- A. Go to oeko-tex.com Label Check
- B. Enter the existing MADE IN GREEN label #/product ID
- C. Check the label status
- D. Proceed with relabel only if product ID can be verified, i.e., the product:
  - Currently meets the MADE IN GREEN criteria
  - Is currently being produced
- \* Re-labeling is not possible if status is withdrawn, expired or traceable (but no longer being manufactured)



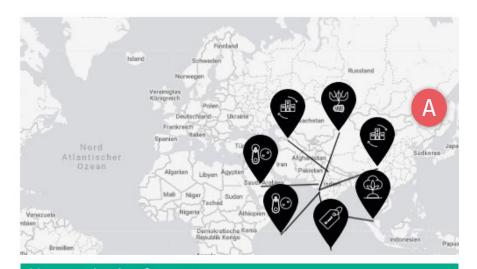
Congratulations for making a difference with a MADE IN GREEN labelled product!



This product meets the OEKO-TEX® MADE IN GREEN criteria. It is verified by independent laboratory tests and on-site visits to the production facilities. Qualification criteria are vetted and enforced annually by OEKO-TEX® testing institutes.



### Check out this products's journey





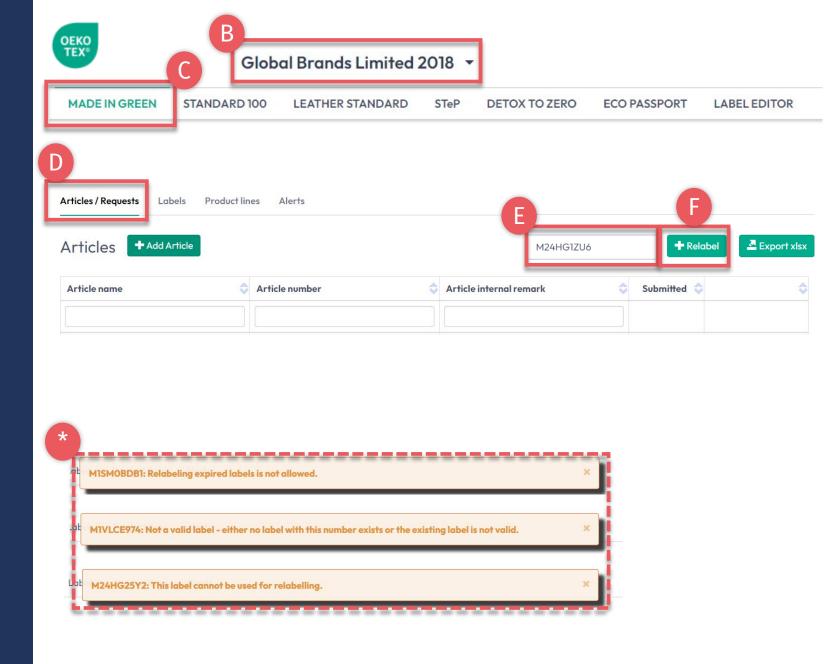
Bettina Brand AG 95701 Bettina City

### 6.2.1 Product **Details**

- A. Proceed with relabel only if product ID complies with:
  - Article info requirements, i.e., correct article name & description
  - Component requirements, i.e., complete supply chain
- B. If non-compliant or invalid label status, contact the supplier to improve their label (in cooperation with their institute)

### 6.3 Find Article for Re-labeling

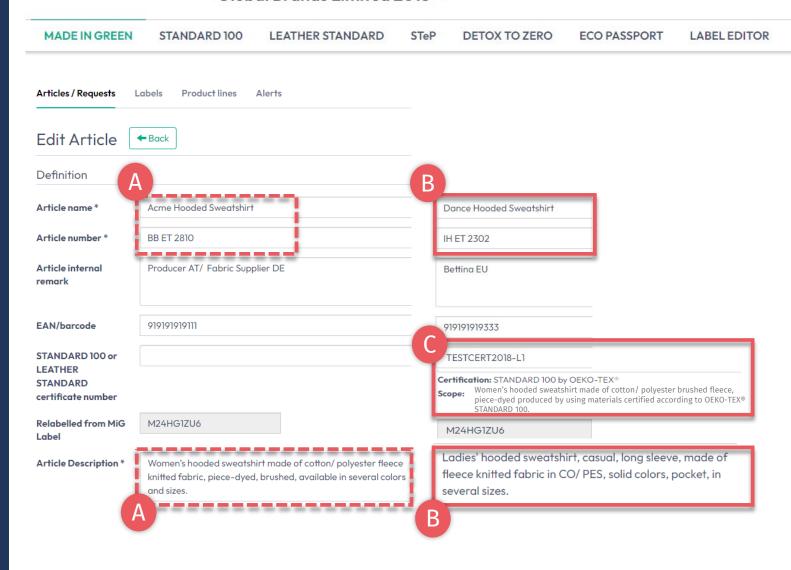
- Log in to myOEKO-TEX®
- B. Click on company name to navigate to product menu
- Click 'MADE IN GREEN'
- Click 'Article / Requests'
- In the box to the left of the '+Relabel' button, Enter your supplier's MADE IN GREEN product ID (case sensitive)
- Click '+Relabel'
- Note errors if relabeling is not possible (product ID is expired, invalid or withdrawn)

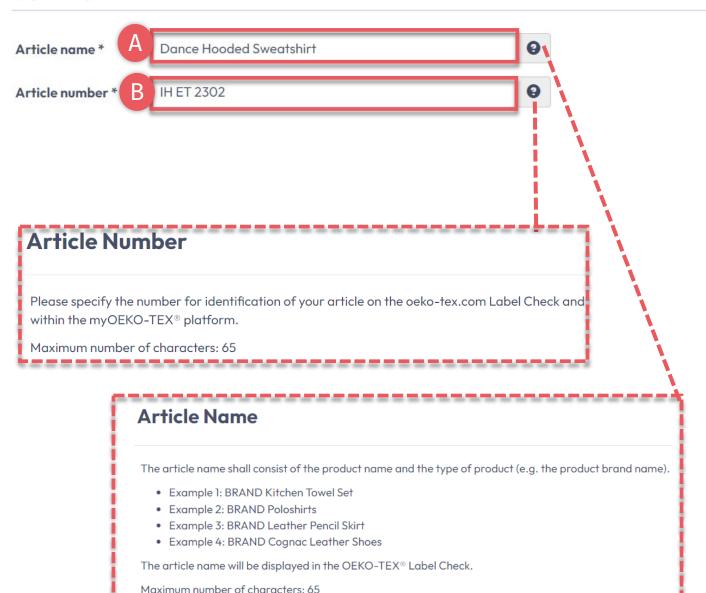


### 6.4 Re-define Article

- A. View your supplier's article definition and make any desired changes to white boxes
- B. Update public info pulled from the supplier's article, which will appear on the oeko-tex.com Label Check (Article name, number, description, colors, components) Fields marked with \* are mandatory
- C. If applicable, select your own STANDARD 100 or LEATHER STANDARD certificate associated with this product from the dropdown

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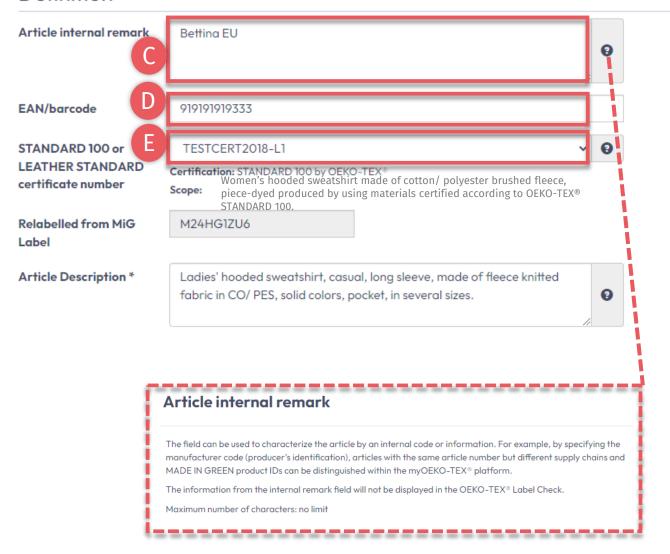


### 6.4.1 Article **Re-definition** Name & Number

Info entered here defines the label's display on oeko-tex.com <u>Label Check</u>

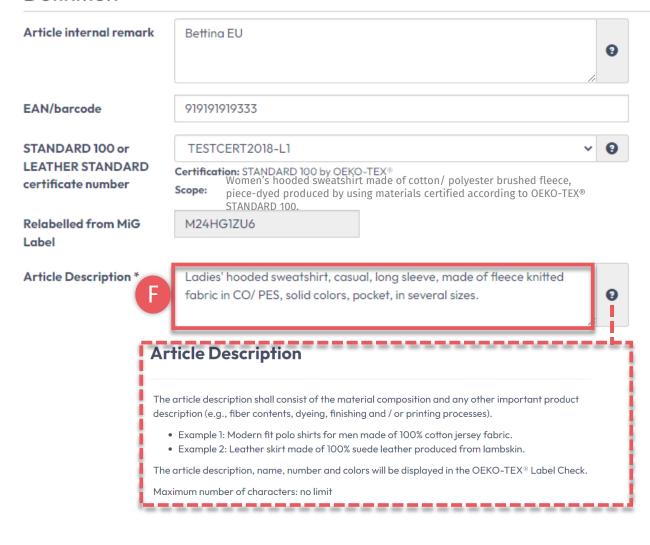
- A. Article name Must include product name and type – max 65 characters (e.g., "Hooded Sweatshirt")
- B. Article number For further ID on Label Check and within the myOEKO-TEX® platform - max 65 characters (e.g., the product style number)

Click the '?' for details about the field and requirements



### 6.4.2 Article **Re-definition Description**

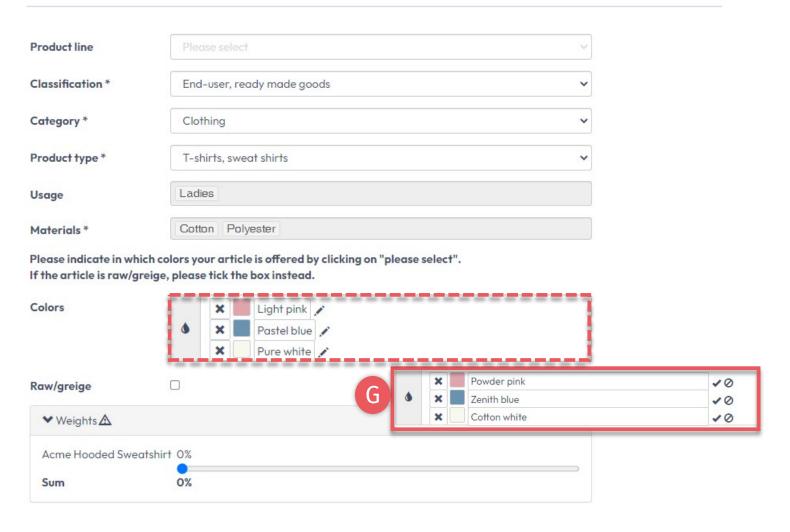
- Internal note Specify the manufacturer's code (e.g., producer's id) - to distinguish, within the myOEKO-TEX® platform, articles with the same article number but different supply chains and MADE IN GREEN IDS
- D. EAN / SKU / ID Code should uniquely identify the product for buyers and consumers
- E. Select your relevant STANDARD 100 or LEATHER STANDARD certificate #, if available



### 6.4.3 Article **Re-definition Description**

### 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)
- 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
- Should be written as a full sentence

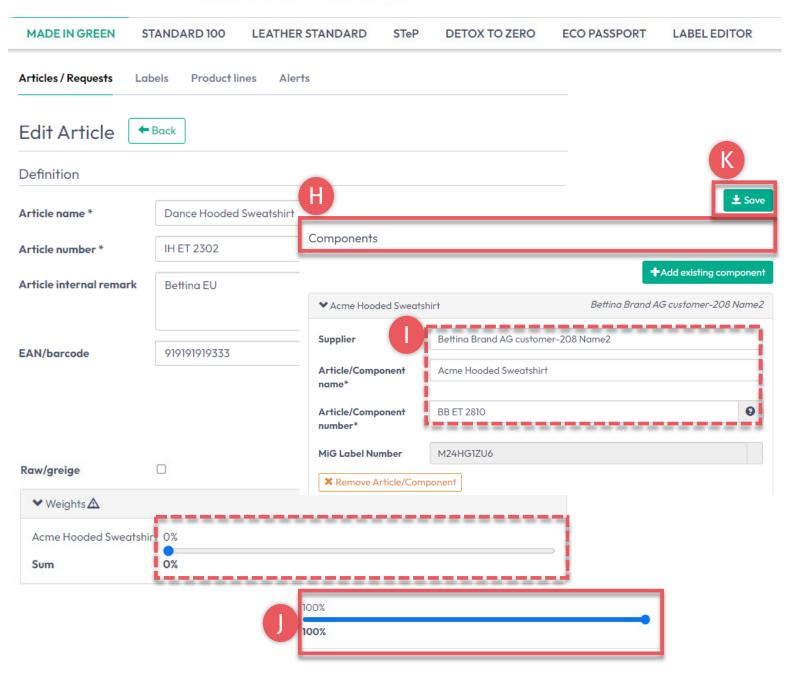


### 6.4.4 Article **Re-definition** Color

- **G.** Select at least 1 (35 max) color (for internal use only)
  - Click in the white space of the color box and select the closest color
  - Click 'x' to delete color
  - Click pencil to edit color name

Note: Once a label is generated, this information can NOT be changed

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### 6.4.5 Article **Re-definition** Components

- H. View details of the article's component pulled from the supplier's MADE IN GREEN label number
- If desired, change any info in the boxes that are white (i.e., name and number). Fields marked with \* are mandatory
- Move weight % slider to 100% to define the component's weight as a proportion of the article. For re-labeling, the whole article as well as its re-labeled component, must always equal 100%

NOTE: Once a label generated, this information can NOT be changed

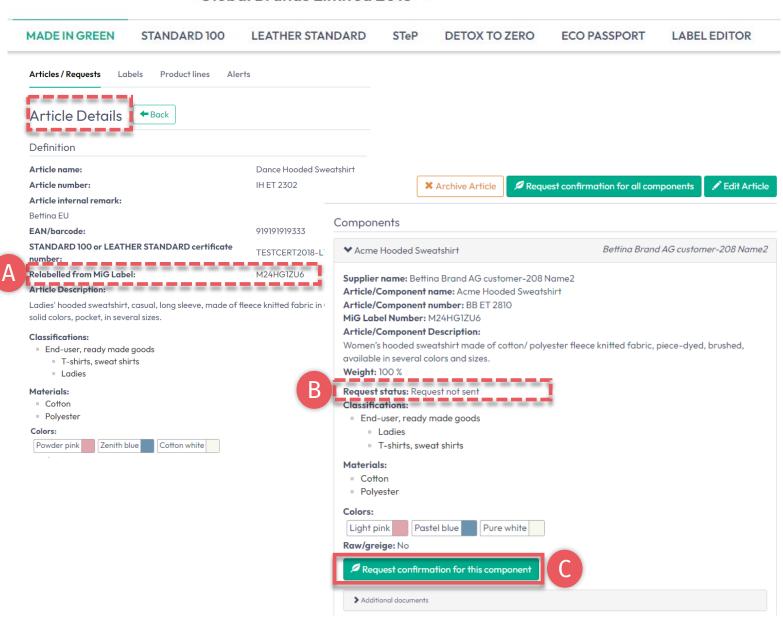
Click 'Save'

# 6.5 Request Component Confirmation

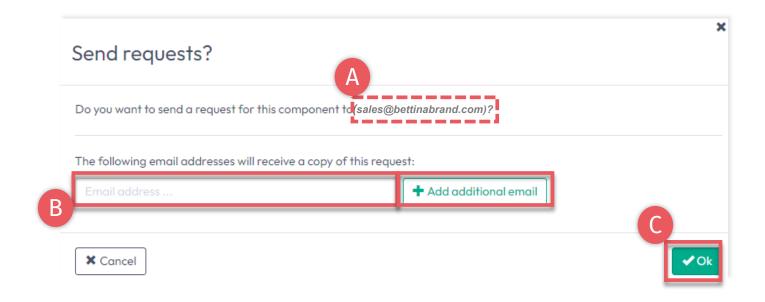
- A. View new details of relabeled article including 'Re-labelled from MIG Label ID'
- B. View 'Components' including NOT YET SENT request status
- **C.** Click 'Request confirmation for this component'

<u>Component must be</u> <u>confirmed by supplier before</u> <u>an article is ready for relabel.</u>

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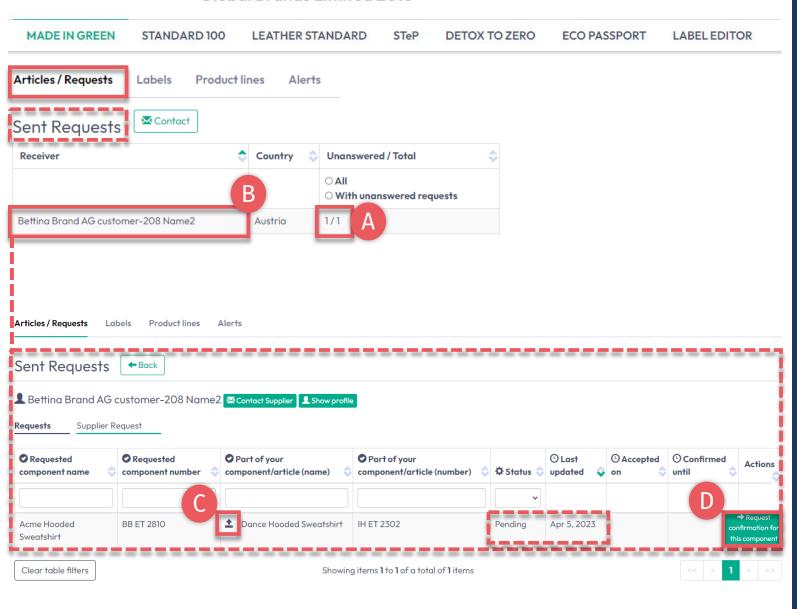
LEATHER STANDARD **DETOX TO ZERO ECO PASSPORT** LABEL EDITOR MADE IN GREEN STANDARD 100 STeP



### **6.5.1 Send** Component 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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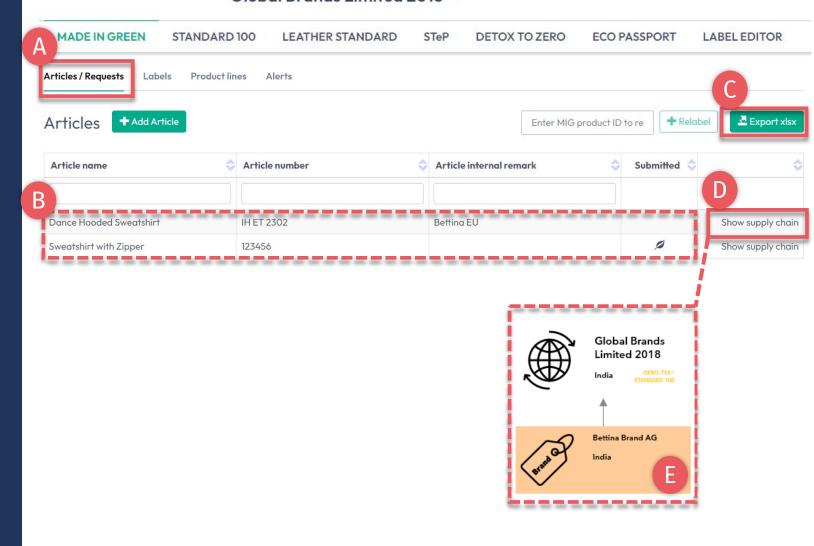
### 6.5.2 View Sent Component **Request Status**

- A. In 'Articles/ Requests', review sent component requests and their current status (unanswered / total)
- B. 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 last request was sent)

### **6.6 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)
- Click 'Export xlsx' to for current article list in Excel
- D. Click 'Show supply chain' to view article's supply chain
- Note: Not yet confirmed component is highlighted orange in article's supply chain and needs confirmation from the supplier for your re-label

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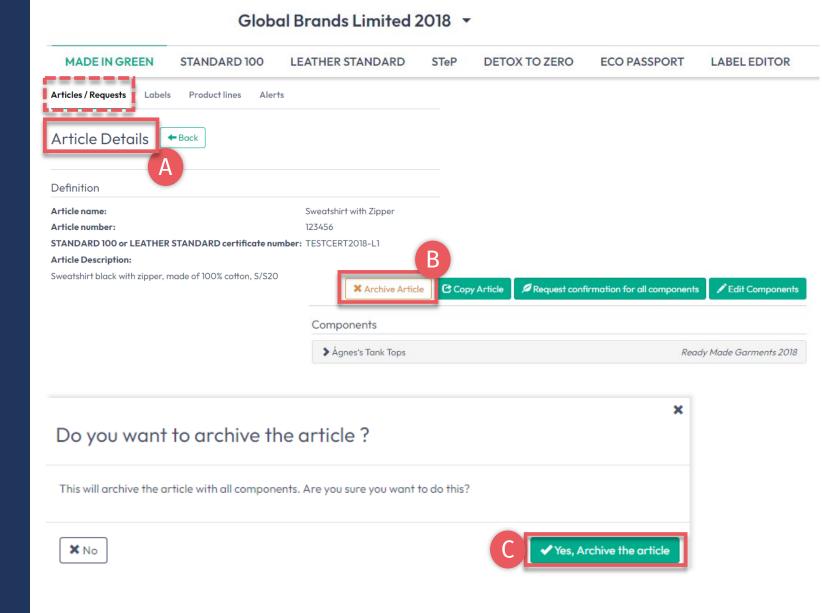


### 6.7 Archive Articles

Unused article definitions can be archived but NOT deleted.

- A. In 'Articles/ Requests', view the 'Article Details' for article to be archived
- B. Click 'Archive Article'
- C. Click 'Yes, archive the article'

Note: Archived articles can be found in the 'Archived articles' section.



#### Global Brands Limited 2018 **ECO PASSPORT** LABEL EDITOR MADE IN GREEN STANDARD 100 LEATHER STANDARD STeP **DETOX TO ZERO** Articles / Requests Labels Product lines Alerts + Add Article Articles Article number Article name Sweatshirt with Zipper Clear table filters No items found Archived articles Article number Article name 123456 Sweatshirt with Zipper Article Details Undo archiving of article Definition Components Article name: Sweatshirt with Zipper Agnes's Tank Tops Ready Made Garments 2018 Article number: 123456 Do you want to undo the archiving of the article? This will move the article back to the article overview list

**X** Cancel

### **6.7.1 Review Archived Article**

- 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

### **6.8 Component** Supplier Confirmation

- A. Supplier receives email from noreply@notifications.oekotex.com
- B. Supplier logs into myOEKO-TEX® to confirm request

### Confirm Request

Dear Ms. Bettina Cameron.

Global Brands Limited 2018 has requested confirmation of their purchase from you. Please confirm their purchase via your MADE IN GREEN by OEKO-TEX® dashboard.



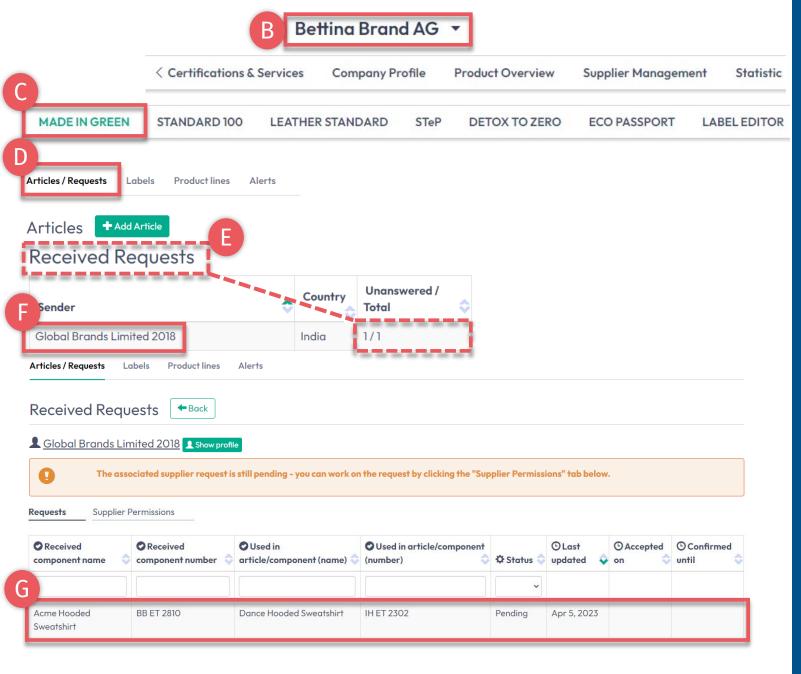
- Name: Global Brands Limited 2018
- - Global Brands Limited 2018
  - Street: Gujarat Road 2018
  - Postcode: 2018
  - City: Mumbai
  - Country: India
- Dashboard Number: D-2bma-wu9c

#### Purchased articles:

- Name: Dance Hooded Sweatshirt
- Article number/Tracking ID: IH ET 2302

Thank you in advance for your updated information.

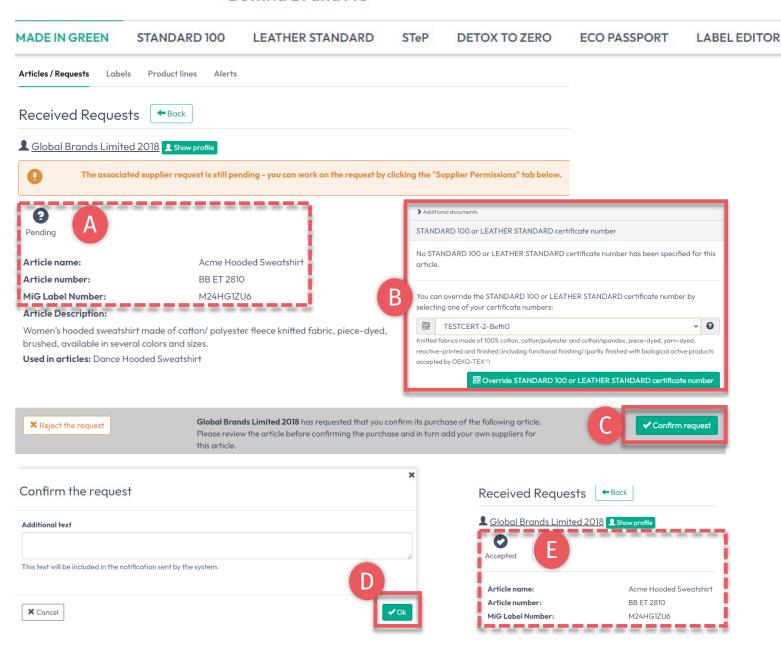
Your OEKO-TEX® member institute



### 6.8.1 Received Component Request

- 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 requests and their current status (unanswered / total)
- Select sender's name to see their requests
- Click on pending request to expand options

#### Betting Brand AG \*



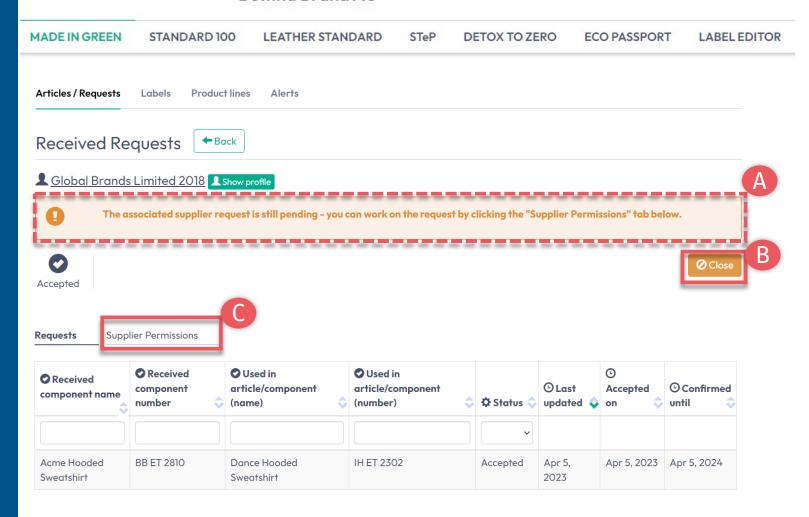
### 6.8.2 Confirm Component Request

- A. View 'Pending' status and article details
- B. If necessary, add or correct- the OEKO-TEX® certificate number for the component
- Click 'Confirm request'
- D. Click 'Ok' in the popup confirmation
- View 'Accepted' status

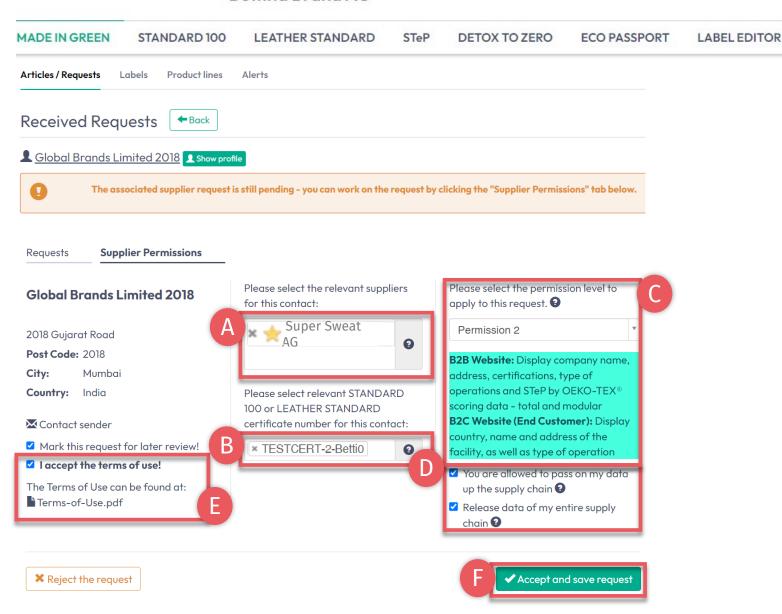
### 6.9 Supplier Connection Confirmation

- A. View details in the received request section (action item is orange)
  - \* The related supplier request is still pending and needs to be confirmed
- B. Click 'Close' to exit component request details
- C. Click 'Supplier Permissions'

#### Betting Brand AG \*



#### Betting Brand AG \*



### 6.9.1 Supplier Connection 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 certificates
- C. Select public permission level
- D. Select supply chain permission
- E. Accept the terms of use
- Click 'Accept and save request'



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

### **Permission 3**

#### **B2B myOEKO-TEX®**

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

#### **B2C Label Check**

- Operation type
- Company name & address

#### **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

### 6.9.2 Public **Permission** Levels

- A. Choose level of data shown on
  - B2B: <u>myOEKO-TEX®</u> Platform
  - B2C: oeko-tex.com Label Check
- B. Release data for further supply chain linking
  - Release your own data
  - Release your supply chain's data

### 6.10 Article Ready for Re-labeling

Once the supplier has confirmed the component 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, click 'LABEL YOUR ARTICLE'

Dear MADE IN GREEN customer,

Your article, Dance Hooded Sweatshirt (article number IH ET 2302), fulfills the basic MADE IN GREEN by OEKO-TEX® criteria and is now eligible to be labelled.

1. To ensure transparency and a complete supply chain map, please make sure that all components in the supply chain of Dance Hooded Sweatshirt (article number BB ET 2802) 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:



or in your MADE IN GREEN Dashboard by clicking on "Show supply chain" next to the article name in the article list.

Once the supply chain is complete, create the article's unique MADE IN GREEN by OEKO-TEX® ID.



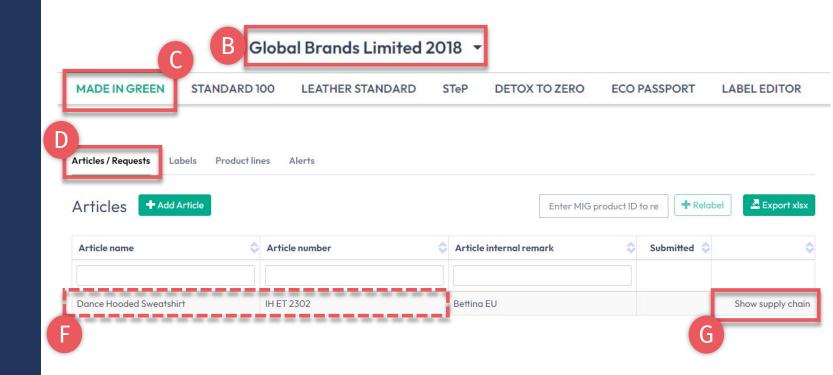
For further assistance please contact us.



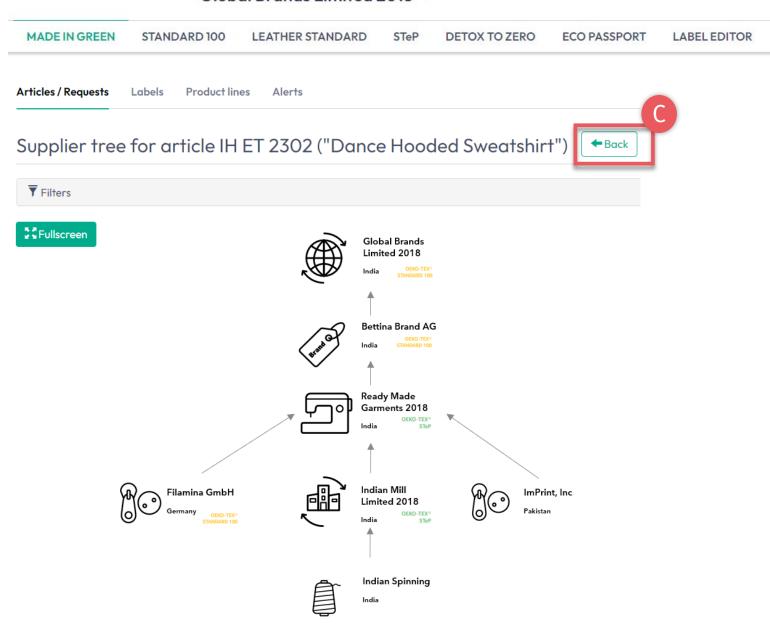
Your OEKO-TEX® member institute

### 6.11 View Supply Chain

- A. Log in to myOEKO-TEX®
- B. Click on company name to navigate to product menu
- Click 'MADE IN GREEN'
- D. Click 'Articles / Requests'
- View list of defined articles
- F. Select the article that is ready for re-labeling
- **G.** Click 'Show supply chain' to view article's supply chain and status



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### **6.11.1 Article Supply Chain** Map

- **Confirmed** supplier components for your re-label article are shown in white and will be displayed when ID is traced via the oeko-tex.com Label Check
- **Unconfirmed** supplier components are NOT shown and will NOT display on oekotex.com Label Check

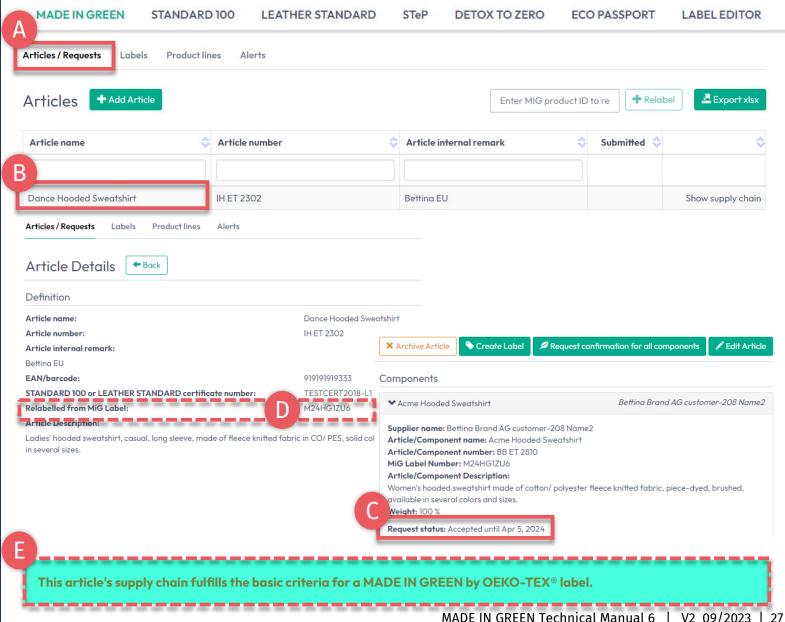
If supply chain is incomplete, contact the supplier to improve their label (in cooperation with their institute).

C. Click 'Back' twice to Article Overview

### 6.12 View Article **Status**

- A. In 'Article/ Requests', find the article ready for re-labeling
- B. Click on article name to review 'Article Details'
- C. View 'Components' from specific supplier: ACCEPTED request status
- D. View 'Re-labeled from MIG Label
- E. View message at bottom of page 'This article's supply chain fulfills the basic criteria for an OEKO-TEX® MADE IN GREEN label'

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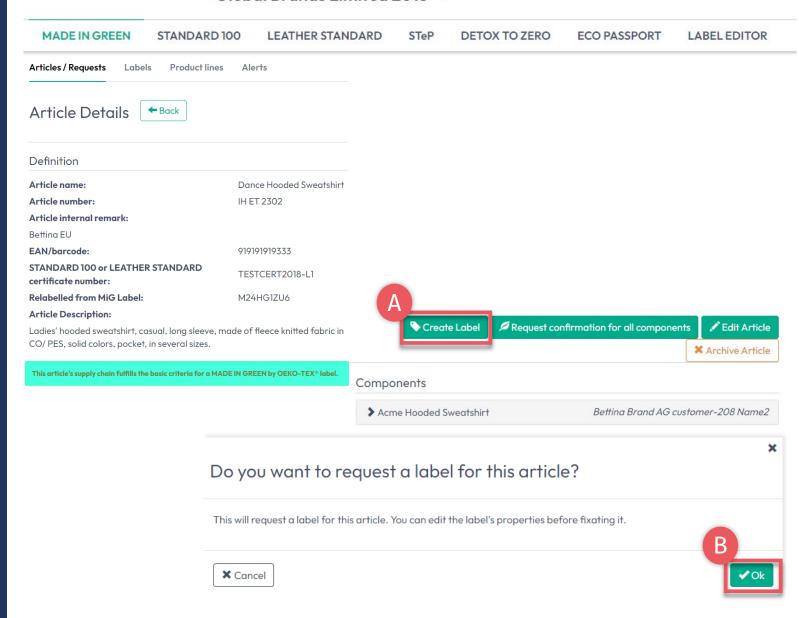


### 6.13 Create Label

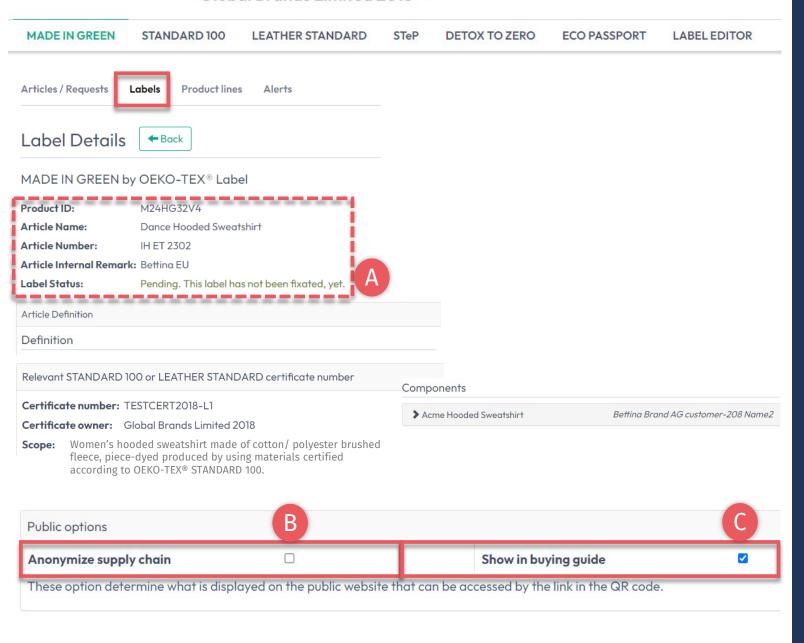
Once supply chain is complete (at least 3 components in supply chain) and fulfils the basic criteria, the re-label can be completed.

- A. In 'Article Details', Click 'Create Label'
- B. Click 'Ok' in the pop-up box to create re-label number (product ID)

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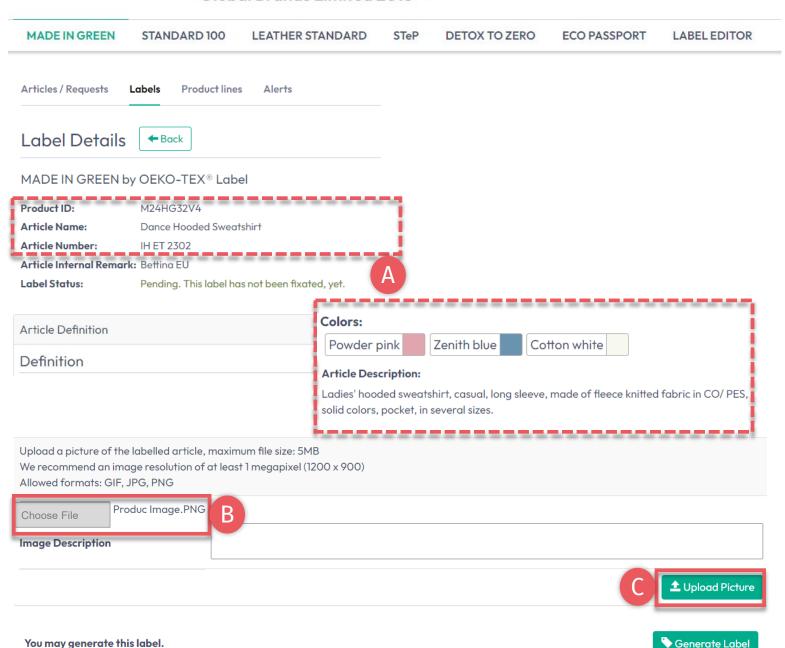


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### **6.13.1 View and Edit Label Public Options**

- 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 Label Check
- C. Click the box to 'Show in buying guide' so consumers and buyers can find your company as label owner on oekotex.com Buying Guide



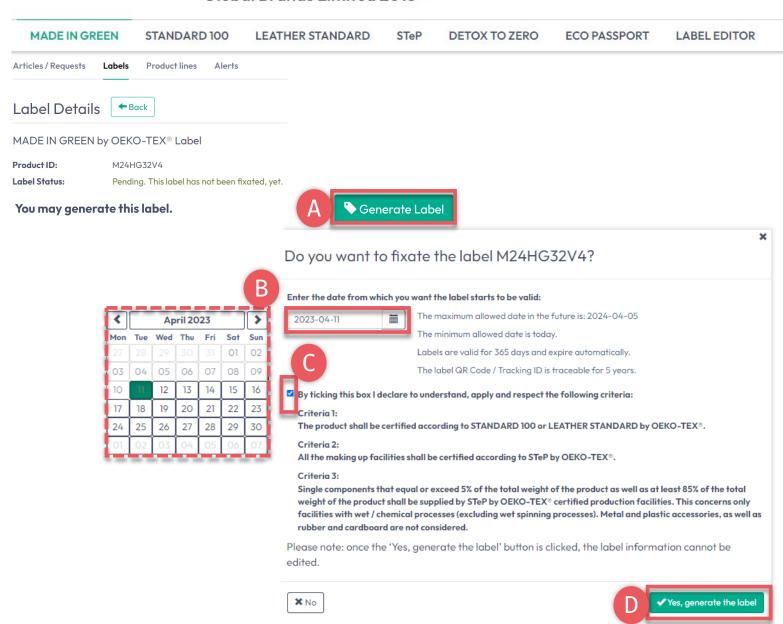
### 6.13.2 Product **Image**

- 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 Label Check. If you use one image for multiple articles, rename the image file for each ID.
- Click 'Upload Picture' (Image will be saved when you 'generate' the label)

### 6.14 Generate Label (Start Validity Year)

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

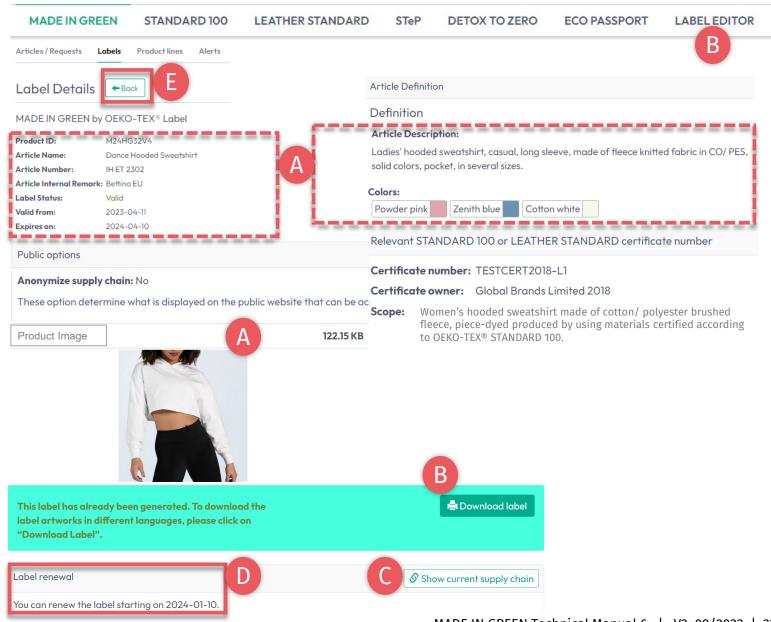
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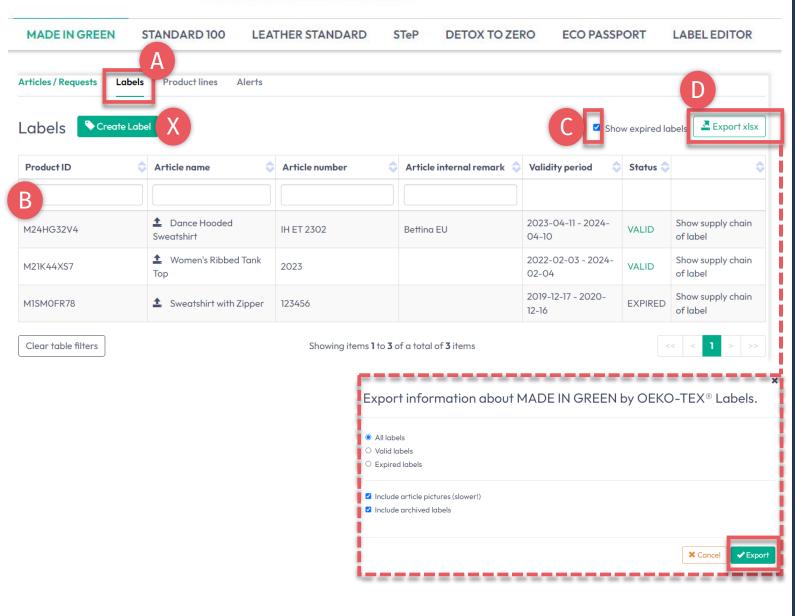
### 6.15 View Label **Details**

- A. In 'Label Details', view generated label with 'Valid' label status, MADE IN GREEN label number/product ID and validity date and public article information shown on Label Check: article name, number, color(s), description, product image
- B. Click 'Download label' to go to the Label Editor
- C. Click 'Show current supply chain' to view this article's supply chain
- D. Your <u>label renewal</u> can be started up to 3 months before label's expiration date
- Click 'Back' twice to Label Overview

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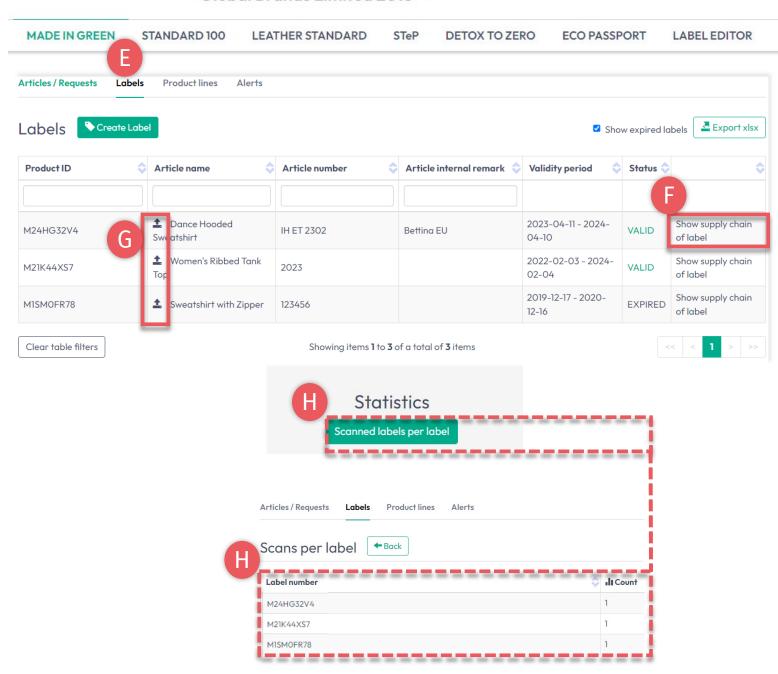


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### **6.15.1 View Generated** Labels

- A. Click 'Labels'
- B. View list of generated labels (MADE IN GREEN label #/ID, article name/#, 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
- DO NOT click 'Create Label' in this screen - this was already done when you generated the label number



### 6.15.2 View Generated Labels

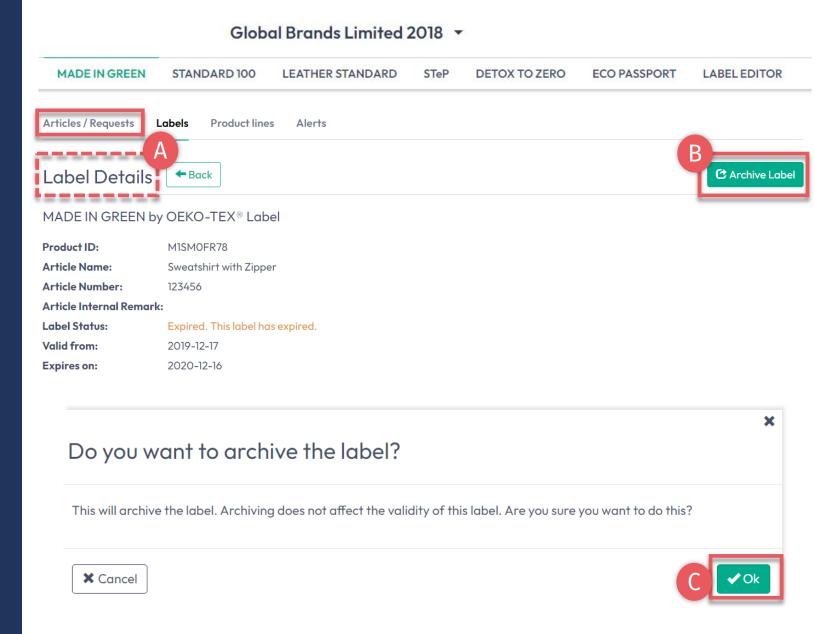
- E. Click 'Labels'
- F. Click 'Show supply chain of label' to view the supply chain status to be displayed on oeko-tex.com Label Check
- **G.** Click the arrow icon to go to its 'Article Details'
- H. Scroll down to view the 'Scans per label' statistics for your label number on oeko-tex.com Label Check

### 6.16 Archive Label

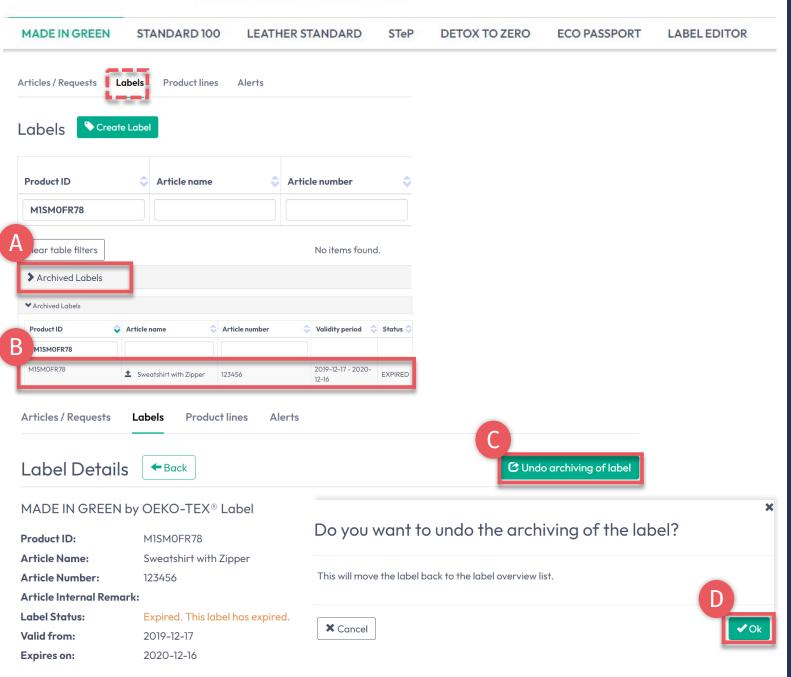
Unused labels can be archived (but not deleted).

- A. In 'Articles/ Requests', view 'Label Details'
- B. Click 'Archive Label'
- C. Click 'Ok'

Archived labels are traceable on the Label Check for five years after the label expires.



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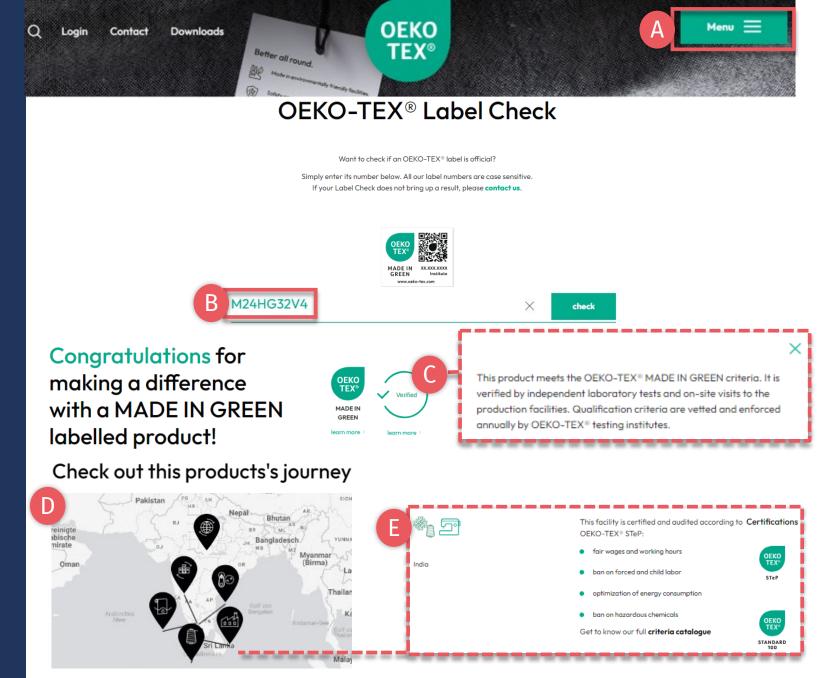
### **6.16.1 Review Archived Label**

- 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

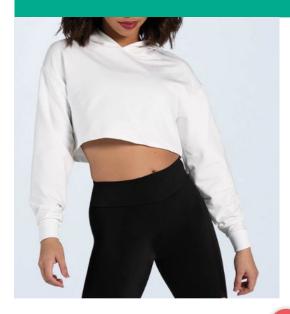
### 6.17 Trace Label

- A. Go to oeko-tex.com <u>Label Check</u>
- B. Enter an OEKO-TEX® MADE IN GREEN label number/product ID
- C. Click to learn more about the label's status
- D. View supply chain on map
- E. Click on map icons to learn about the production processes and relevant OEKO-TEX® certifications

(The amount of info shown here depends on permission levels and public options)



#### Your product's information



#### **Dance Hooded** Sweatshirt



Ladies' hooded sweatshirt, casual, long sleeve, made of fleece knitted fabric in CO/ PES, solid colors, pocket, in several sizes

Article number: IH ET 2302



Global Brands Limited 2018 2018 Mumbai Road 2018 Gujarat

https://www.globalbrand2048.com





**OEKO-TEX® STANDARD 100** 

Certified according to annex 4

Product class:

Type of certified article:

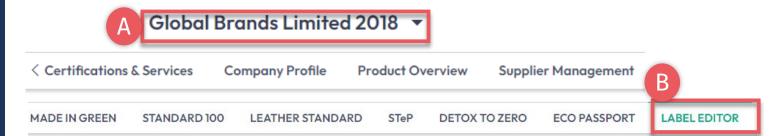
Women's hooded sweatshirt made of cotton/ polyester brushed fleece, piece-dyed produced by using materials certified according to OEKO-TEX® STANDARD 100.

### 6.17.1 Product Information

- F. Scroll down to view product information
- **G.** Click on certificate logo for details about the STANDARD 100 certificate (under which the product was tested for harmful substances, including product class, scope)
- H. If your company logo and website are not displayed, edit your company profile via the myOEKO-TEX® portal

### 6.18 Download **Label Artwork**

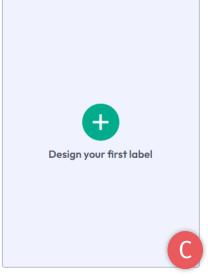
- A. Click on company name to navigate to product menu
- B. Click 'LABEL EDITOR'
- C. Click 'Design your first label'
- -Select MADE IN GREEN label #/ product ID
- -Select layout options, colors, QR code
- D. Watch short video tutorial
- E. Follow the <u>Labeling Guide</u>

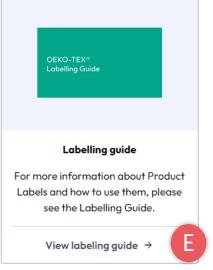


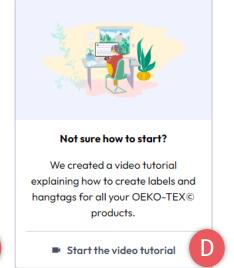
♠ > Label editor

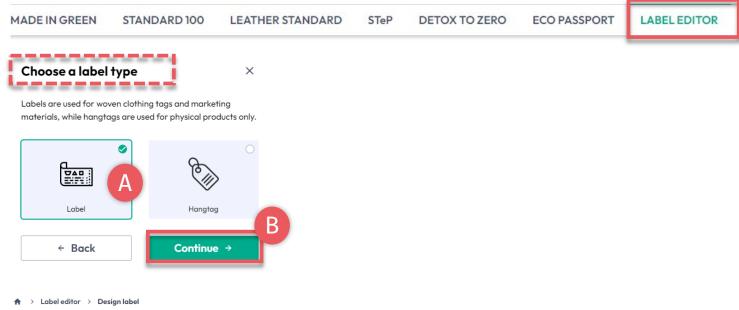
### **Your labels**



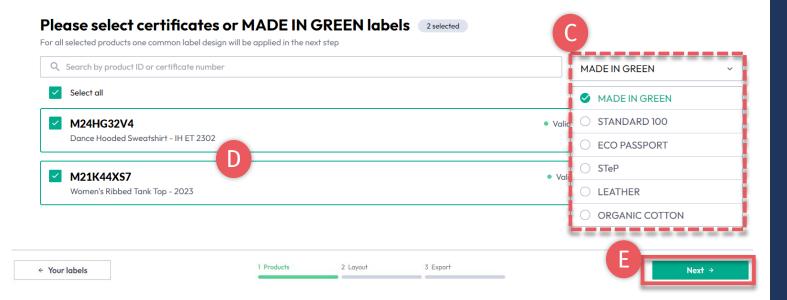






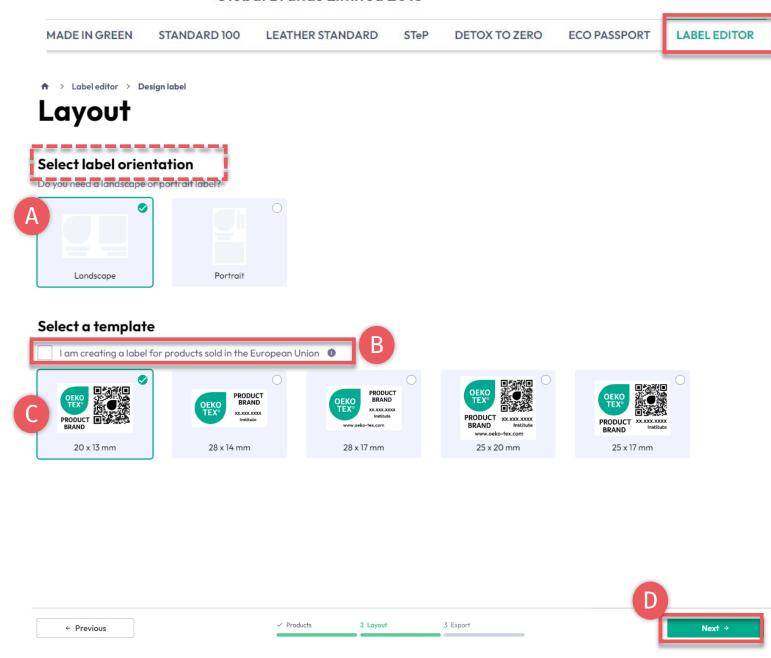


#### **Products**



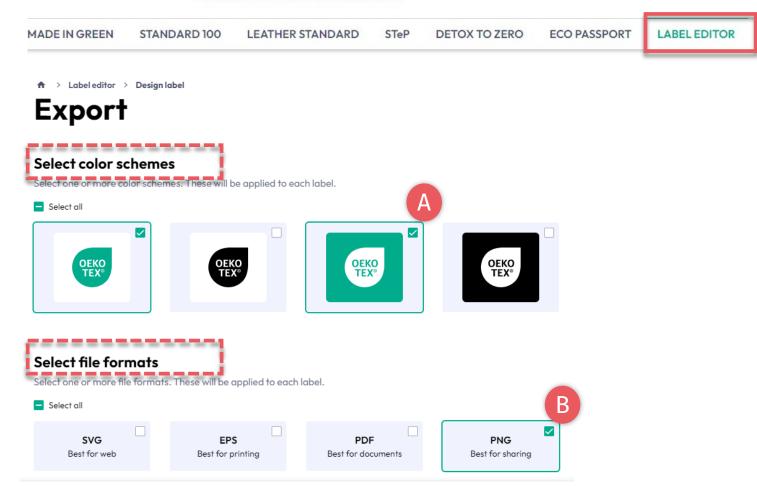
### 6.18.1. **Label Editor -Product**

- 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'



### 6.18.2. **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'



3 Export

✓ Products

← Previous

✓ Lavout

### 6.18.3 **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>Labeling Guide</u> for correct usage

MADE IN GREEN

STANDARD 100

**LEATHER STANDARD** 

STeP

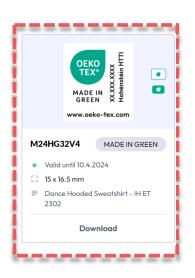
**DETOX TO ZERO** 

**ECO PASSPORT** 

LABEL EDITOR

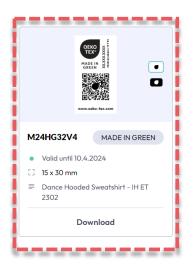












## 6.18.4 **Example Vertical** Layouts

MADE IN GREEN

STANDARD 100

LEATHER STANDARD

STeP

**DETOX TO ZERO** 

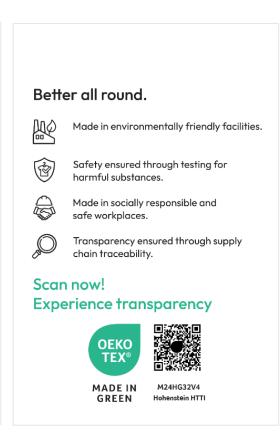
**ECO PASSPORT** 

LABEL EDITOR

### Responsible and safe.



**MADE IN** GREEN



### M24HG32V4 MADE IN GREEN Valid until 10.4.2024 55 x 82.5 mm ■ Dance Hooded Sweatshirt - IH ET Download

### **6.18.5 Example Hang Tag**

### **MADE IN GREEN Links**

### **Technical Manuals**

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

### B<sub>2</sub>B

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

**Questions?** mig@hohenstein.com

### B<sub>2</sub>C

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

