

A screenshot of a login page. At the top left is the logo: a white heart with a map of Africa inside, followed by the text "COTTON MADE IN AFRICA" in a dark red font. Below the logo is a horizontal line. There are two input fields: the first is labeled "Username" with a person icon, and the second is a password field with a key icon and six dots. Below the password field is a red "LOGIN" button and a link that says "I have forgotten my password?".

A dark red background with white text. At the top, it says "Sustainable Cotton Tracker". Below that, it asks "Want to register your company?" and provides a link "Please Click Here" with a white arrow icon. At the bottom, there is a white "Register" button.

Cotton made in Africa

User Manual

SCOT – Sustainable Cotton Tracker

Version 1 – January 2021

Version Updates

The SCOT User Manual¹ is issued and maintained by ATAKORA Fördergesellschaft GmbH. Readers should verify that they are using the latest copy of this and other relevant documents. All documentation is also available in the membership area of the SCOT system.

Version no.	Issue date	Amendments
1	04.01.2021	

¹ All data used in this User Manual are example data only.

Table of Content

1	Introduction.....	1
1.1	Cotton made in Africa.....	1
1.2	SCOT – Sustainable Cotton Tracker	1
1.2.1	SCOT Workflow	1
1.2.2	General information about different Supply Chain Set-ups.....	4
1.2.3	Definition and parties involved	7
1.2.4	Transaction rules	9
1.2.5	Mandatory information about unknown/ not yet registered companies.....	9
1.2.6	Data Entry Rules for .xls Upload.....	10
1.2.7	Conversion Rates.....	12
1.2.8	SCOT Helpdesk	13
1.3	Useful links	14
2	Log In.....	15
2.1	Sign in with existing account.....	15
2.2	Register a new User with SCOT	15
2.3	Register a new Company with CmiA.....	16
3	Navigation in SCOT.....	17
4	SCOT for Importers (receiving Order Data from Retailer, forwarding Retailer Order Data to Supplier)	19
4.1	Definition of Importer	19
4.2	Dashboard	19
4.3	Transactions – Retailer Order	20
4.3.1	Overview – Status.....	20
4.3.2	Assigning Retailer Order.....	21
4.3.3	Refusing Retailer Order	21
4.4	Transactions – Purchase (Fabric/Yarns).....	22
4.5	Acknowledge – Purchases.....	23
4.6	Reports.....	23
5	SCOT for Suppliers (receiving Retailer Order Data, purchasing Fabric/Yarn)	24
5.1	Definition of Supplier	24
5.2	Dashboard	24
5.3	Transactions – Purchases (Fabric/Yarns).....	24
5.3.1	Overview – Status.....	25
5.3.2	Add new CmiA Purchases (Fabric/Yarns)	26

5.4	Acknowledge – CmiA Fabric/Yarn Purchases	28
5.5	Transactions – Retailer Orders	29
5.5.1	Overview – Status.....	29
5.5.2	Assigning Retailer Order.....	30
5.5.3	Refusing Retailer Order	30
5.5.4	Allocation of Retailer Order	32
5.6	Reports.....	36
6	SCOT for Fabric Producers (selling Fabric to Supplier, purchasing Yarn from Spinning Mill)....	37
6.1	Definition of Fabric Producer	37
6.2	Dashboard	37
6.3	Transactions – Yarn Purchases	37
6.3.1	Overview – Status.....	38
6.3.2	Add New CmiA Yarn Purchases	38
6.4	Transactions – Fabric Sales	41
6.4.1	Overview – Status.....	41
6.4.2	Add new CmiA Fabric Sales (and Allocation of Yarns).....	41
6.5	Acknowledge – Fabric Producer Purchases	43
6.6	Acknowledge – Fabric Producer Sales (and Allocation of Yarns)	44
6.7	Reports.....	45
7	SCOT for Spinning Mills (selling Yarn to Supplier/Fabric Producer, purchasing Cotton from Cotton Trader).....	46
7.1	Spinning Mill.....	46
7.2	Dashboard	46
7.3	Transactions - Cotton Purchases	47
7.3.1	Overview - Status	47
7.3.2	CmiA and CmiA-BCI Cotton Purchases	48
7.3.3	CmiA Cotton Purchases from Agents or Cotton Companies	49
7.4	Acknowledge - Cotton Purchase.....	49
7.5	Transaction – Yarn Sales	50
7.5.1	Overview – Status.....	50
7.5.2	Add new CmiA Yarn Sales.....	51
7.6	Acknowledge – Yarn Sales	53
7.7	Reports – Spinning Mill Inventory	54
7.7.1	Wastage Upcharge Factor	54
7.7.2	Balance Calculation	56



8	SCOT for Cotton Traders (purchasing Cotton from Cotton Company/Cotton Trader, selling Cotton to Spinning Mill/Cotton Trader)	57
8.1	Definition of Cotton Trader.....	57
8.2	Trading of CmiA Cotton	57
8.3	Dashboard	58
8.4	Transactions – Cotton Purchases.....	59
8.5	Transactions - Cotton Sales.....	61
8.5.1	Overview - Status	61
8.5.2	Add new CmiA cotton sales.....	62
8.5.3	Sold as “CmiA” or “CmiA-BCI”	63
8.5.4	Indicate Contract Status – Contracted or Shipped	65
8.6	Reports.....	66
9	Vertical Set-Ups	67
9.1	Accounts in SCOT	67
9.2	Required Transactions.....	68
10	SCOT for Yarn Trader/Dye Houses (purchasing Yarn from Spinning Mill, selling Yarn to Fabric Producer)	70
10.1	Definition of Yarn Trader/Dye House	70
10.2	Yarn Purchases.....	70
10.3	Yarn Sales	70



1 Introduction

1.1 Cotton made in Africa

Cotton made in Africa (CmiA), an initiative of the Aid by Trade Foundation, is one of the world's leading standards for sustainably produced cotton. Its goal is to help people help themselves, via trade rather than donations, in order to improve the living and working conditions of smallholder farmers in Sub-Saharan Africa while protecting the environment. CmiA works with a wide-ranging network of partners, from cotton traders along the whole production line (spinning mills, yarn trader and dye houses, fabric producers, garment producers) to retailers/brand selling CmiA-labelled products.

ATAKORA is the trading company of the Aid by Trade Foundation and responsible for the marketing and the supply chain management of the Cotton made in Africa brand. ATAKORA will be the contracting partner at each level of the supply chain and is the provider of the SCOT system.

Please find more information here:

<https://cottonmadeinafrica.org/en/>

1.2 SCOT – Sustainable Cotton Tracker

1.2.1 SCOT Workflow

CmiA decided to go for a new online Tracking System which is including **all** CmiA productions units along the supply chain.

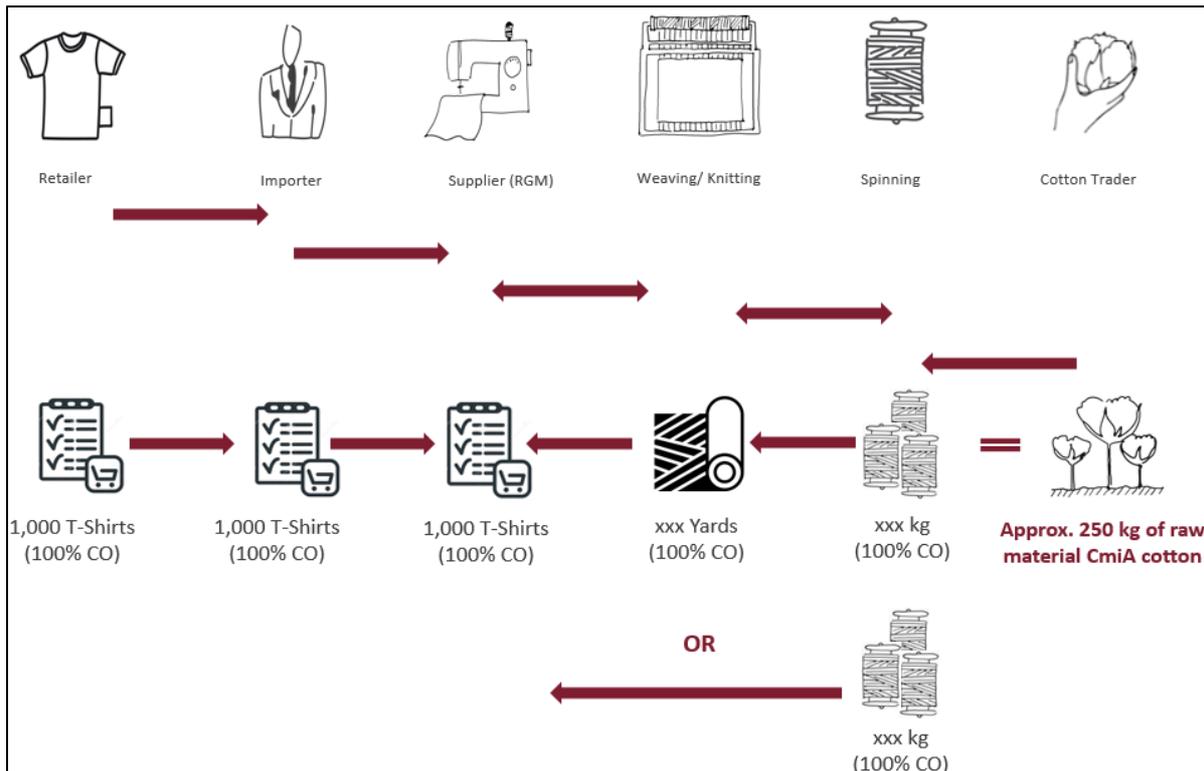


Figure 1: SCOT workflow

Roles and requirements for the different supply chain levels are defined below.

Role	Requirements & to do's
Retailer/Retailer Group	Upload & allocate CmiA order to Importer/ Supplier's accounts on a regular basis, get overview of whole supply chain about their orders
Importer	Receive orders from Retailer & further allocate those to relevant Supplier
Supplier	Receive orders from Retailer or Importer & allocate those to fabric/ yarn purchases per Retailer's order (bulk orders are possible), enter or acknowledge fabric/ yarn purchases
Fabric Mill/ Fabric Producer	Enter or acknowledge fabric sales to Supplier & allocation of yarns to fabrics, enter or acknowledge yarn purchases from Spinning Mill (or Yarn Trader/ Dye House)

Role	Requirements & to do's
Yarn Trader/ Dye House²	Enter or acknowledge yarn purchases and yarn sales (from Spinning Mill, to Fabric Producer or Supplier)
Spinning Mill	Enter or acknowledge yarn sales to Fabric Producer or Supplier (or Yarn Trader/ Dye House), acknowledge cotton purchases
Cotton Trader	Provide cotton purchases and cotton sales information
CmiA	Mass Balance Control on Spinning Mill level & oversee of “pending” transactions
Sourcing Offices	Provide contact data (Importers/ Suppliers) & remind supply chain partners to perform system duties, get overview of whole supply chain of retailer's orders

Table 1: Roles and Requirements in SCOT

Benefits for the entire supply chain:

- **Full transparency and traceability** of CmiA purchases/sales transactions
- **Complete and reliable supply chain information** for retailers/ brands, their sourcing offices and the CmiA head office

² SCOT 2.0 (approx- March 2021) will include intermediate level of Yarn Trader and Dye Houses.

1.2.2 General information about different Supply Chain Set-ups

Below information and instructions are based on a general supply chain scheme³:



SCOT covers four different options of the production chain from supplier to cotton trader.

Following main Chapter 4 to 7 cover below options 1 and 2 - a supplier is purchasing yarns or fabrics from an external third company.

Option 1 (Three different Production Units: Garment – Fabric – Yarns)

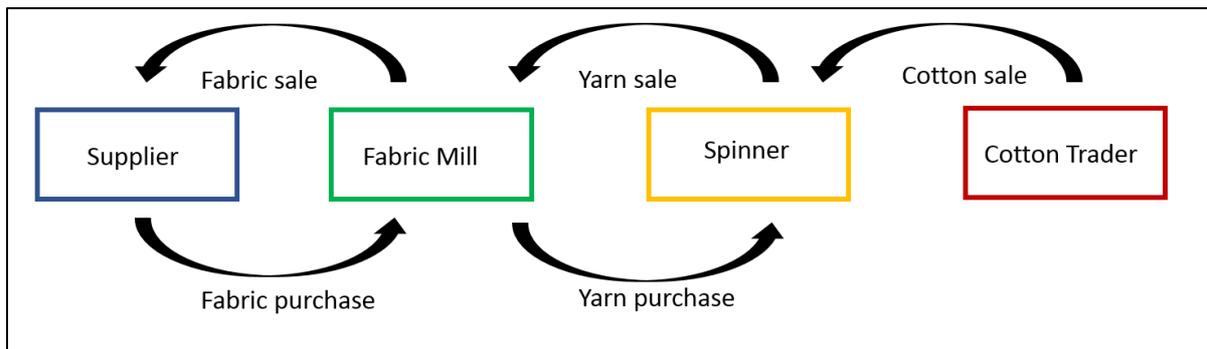


Figure 2: Supply Chain Option 1

³ For intermediate units like Yarn Trader and Dye House please refer to [SCOT for Yarn Trader/Dye Houses](#) and contact the CmiA head office.

Option 2 (Vertical set-up of Garment and Fabric)

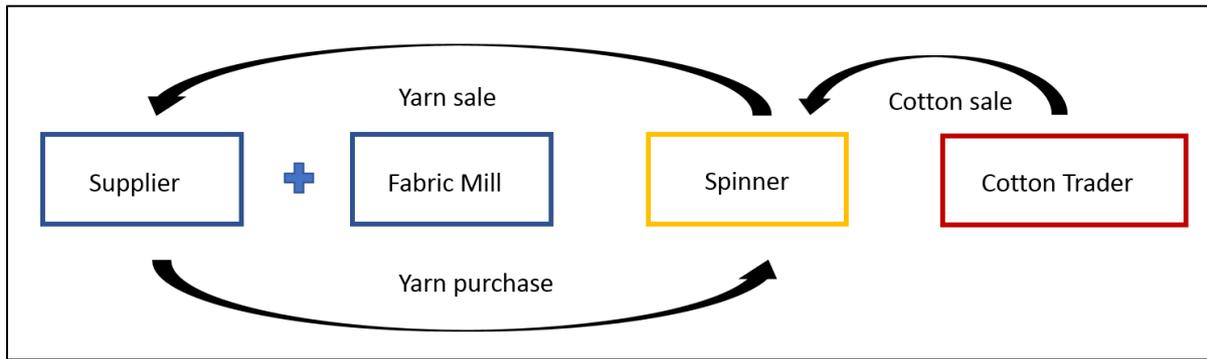


Figure 3: Supply Chain Option 2

If your company is a vertical (Option 3 and 4) set up:

- purchases and sales mean inhouse usage,
- your company will have separate company accounts for different supply chain units, e.g. *Cotton Tex – Spinning*, *Cotton Tex – Fabric* and *Cotton Tex - Supplier* to enter CmiA transactions (please refer also to [Vertical Set-Ups](#)).

Option 3 (Vertical Set-Up of Fabric and Yarn)

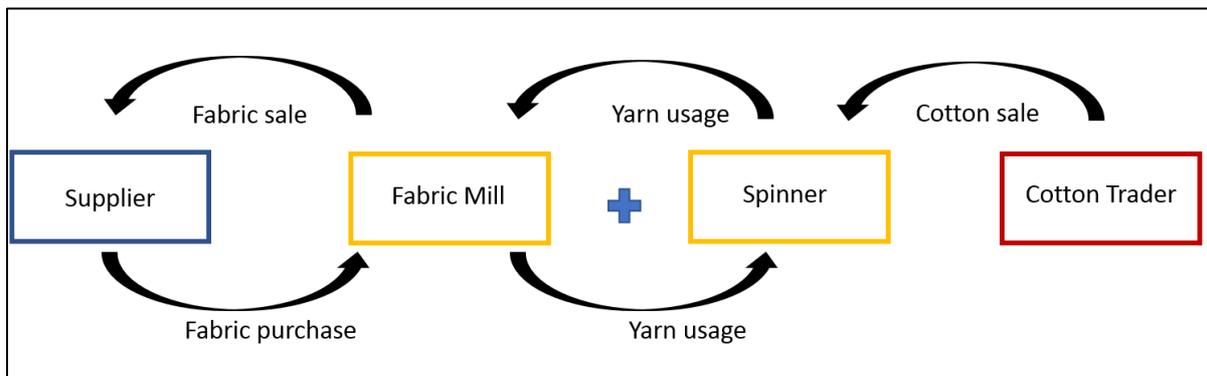


Figure 4: Supply Chain Option 3

Option 4 (Vertical Set-Up of Garment, Fabric, Yarn)

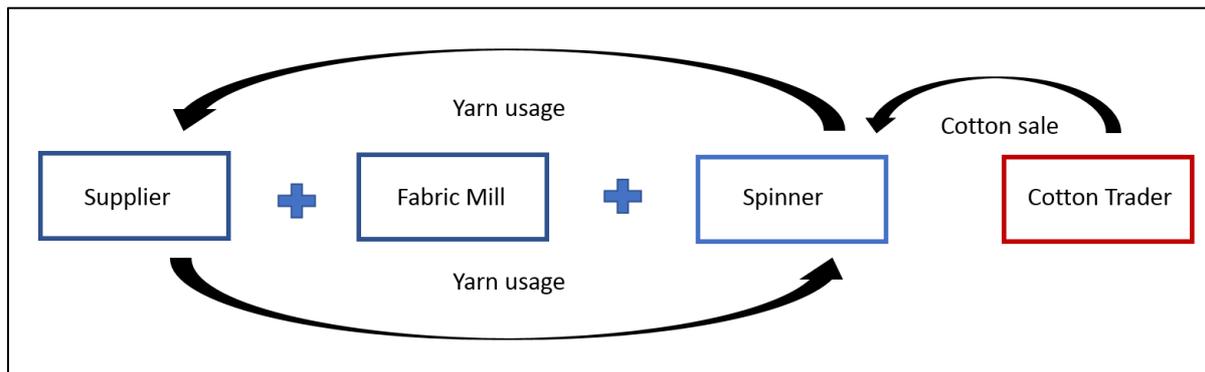


Figure 5: Supply Chain Option 4

The current SCOT system will only cover the implementation of CmiA according to the Mass Balance System.⁴

⁴ For further information on CmiA Mass Balance System please refer to CmiA [Chain of Custody Guideline](#) (will be also updated during January 2021). For CmiA HIP implementation please contact the CmiA head office.

1.2.3 Definition and parties involved

Term	Definition
Aid by Trade Foundation (AbTF)	Owner of the CmiA standard
ATAKORA Fördergesellschaft GmbH (ATAKORA)	Trading company of the Aid by Trade Foundation which is responsible for the marketing and the supply chain management of CmiA
Better Cotton Initiative (BCI)	A global, not-for-profit organization that administers sustainability standard for cotton
CmiA cotton	Cotton produced by CmiA-verified cotton companies and the smallholder farmers they represent. Cannot be replaced with any other cotton!
CmiA product	Any cotton or cotton-containing product (after the trader level) that is bought or sold under a CmiA claim. Under the Mass Balance System, this term may also refer to a product that does not physically contain any CmiA cotton.
CmiA-BCI cotton	CmiA or SCS (Sustainable Cotton Standard) cotton, sold to the supply chain of Better Cotton Initiative (BCI), can also appear under the label “CmiA-BC” or “AbTF-BCI”
CmiA Chain of Custody (CoC) Guideline (will be updated January 2021)	Key framework which includes the basic rules for the implementation of CmiA cotton to the supply chain
Cotton Producer	Other term for a CmiA-verified cotton company which includes ginneries and associated smallholder farmers that are in compliance with the CmiA standard
Cotton Trader	CmiA-nominated cotton traders have signed a contract with ATAKORA that enables them to purchase CmiA cotton from CmiA-verified cotton companies and sell the cotton, either under the “CmiA” label to a CmiA-registered spinning mill or under the “CmiA-BCI” label to a BCI-registered spinning mill

Term	Definition
Spinning Mill	CmiA-registered spinning mills have registered with CmiA to be allowed to purchase CmiA cotton, to process CmiA cotton, to label their yarns as “CmiA”, and to sell it to the next level of the supply chain
Fabric Producer/Fabric Mill	CmiA-registered fabric mills have registered with CmiA to be allowed to purchase CmiA-labelled yarns, to produce CmiA-labelled fabric, and to sell it to the next level of the supply chain
Supplier (or ready-made garment (RMG) producer)	CmiA-registered supplier have registered with CmiA to be allowed to purchase CmiA-labelled fabrics/ yarns, to carry out the final processes for the CmiA-labelled finished product, and to sell it to a retailer/brand
Yarn Trader/Dye House	CmiA-registered yarn traders or dye houses have registered with CmiA to be allowed to purchase and to sell CmiA-labelled yarns
Importer	A company that buys finished products from supplier and sells them to retailers/brands (business-to-business/ B2B)
Retailer/Retailer Group	A company that sells goods to the public in relatively small quantities for use or consumption rather than for resale (business-to-consumer/ B2C)
Mass Balance system (MB)	At the spinning mill level, CmiA cotton may be blended with cotton of other origins as long as the balance between purchased CmiA cotton and yarns sold as “CmiA” is maintained. This is verified through quantity checks and the SCOT system that ensures that the amount of purchased CmiA cotton corresponds to the amount of CmiA-labelled yarns.
Sustainable Cotton Tracker (SCOT)	CmiA Tracking System used by all members of the CmiA supply chain who are trading or producing CmiA cotton, CmiA yarns, CmiA fabrics or CmiA products. All sales and purchases must be reported to the system.

Table 2: Terms and definitions



1.2.4 Transaction rules

According to the CmiA [Chain of Custody Guideline](#) all sales and purchase transaction made with “CmiA” need to be entered to SCOT not later than 30 days after contract date.⁵

Only acknowledged transaction will change the company’s balance, transaction volumes will be deducted from seller’s account and added to buyer’s account.

- **Cotton Trader:** Cotton sales are possible without previous cotton purchases
- **Spinning Mills:** Yarn sales are only possible with previously acknowledged cotton purchases. Spinning Mills must always have a positive CmiA cotton balance. They can have a CmiA minus balance of -10 mt only.
- **Fabric Mills:** Fabric sales are just possible with previously acknowledged yarn purchases.
- **Supplier:** Allocation to retailer orders is just possible with previously acknowledged fabric/yarn purchases.

If a transaction is not acknowledged from the business partner, the transaction can be amended or deleted. Refused transactions are sent back to the company which has entered the transaction. Transactions can then be amended or deleted.

1.2.5 Mandatory information about unknown/ not yet registered companies

All “CmiA” purchases and sales transactions must be entered into the SCOT system. Already registered companies are listed as buyer or seller in the relevant drop-down lists.

⁵ Updated CoC Guideline will be provided during January 2021.

If buyer or seller is not listed there, the respective business partner is advised to choose the “Other” option from the drop-down list and enter relevant company information. Based on those information CmiA will register the new company within the SCOT system.

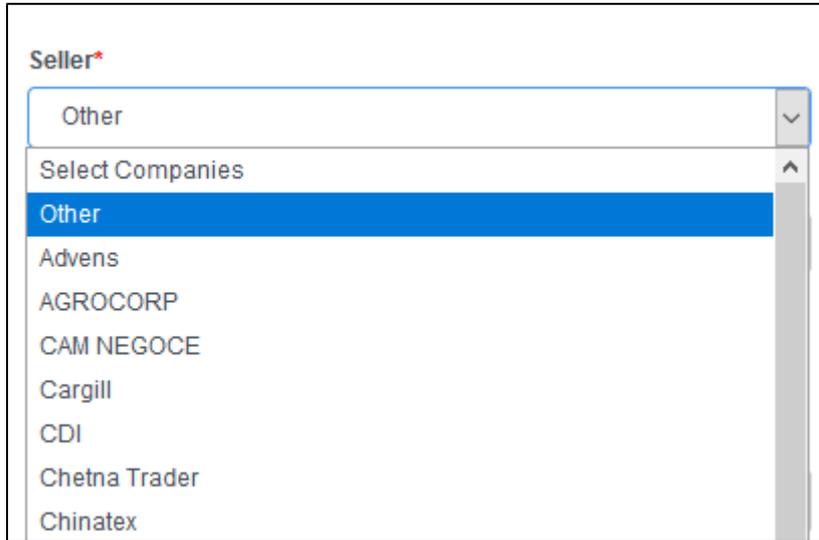


Figure 6: Drop-down list “Other”



Figure 7: Information about New Company

1.2.6 Data Entry Rules for .xls Upload

Some SCOT sections also allow a data upload using a pre-defined Excel (xls) template.

Clicking on “Import Excel” will bring the user to the page to download the respective import template and where the pre-filled xls file can be uploaded to SCOT.

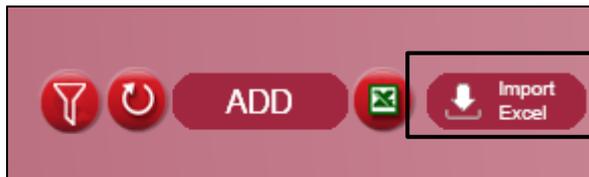


Figure 8: Import Excel Template

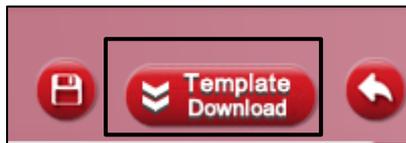


Figure 9: Template Download

Please **use for any upload only the templates from the system** and make sure that all entered data are in the correct formatting like the pre-filled example data.

- Company data of buyer or seller must be exactly the same as the listed company name in the system (spelling)
- Date format is dd.mm.yyyy
- Amount format is 1000.00

After importing the data into the system successfully a confirmation note is shown.

File Successfully Imported.

Import Excel data* Keine Datei ausgewählt.

Please upload only xls file.

Import Report

Imported File	: testspinner.xls
Total Entries	: 2
Entries Inserted	: 2
Entries Updated	: 0
Not Imported Due to Errors	: 0

Figure 10: Successful Import of two Data Sets

Import Report	
Imported File	: testspinner.xls
Total Entries	: 2
Entries Inserted	: 1
Entries Updated	: 0
Not Imported Due to Errors	: 1
Please correct following errors in Excel file	
Row No	Errors
2	Please specify correct date format

Figure 11: Failed Import of one Data Set

If an error occurs the error message indicates the row within the xls file where and what kind of error occurs.

1.2.7 Conversion Rates

Weights

Cotton amounts are entered in tons (t).

Conversion rate is 1 t = 1.000,00 kg (one thousand)

Length

Fabric amounts are entered in yards or meters. **Leading unit in the system is yards.** This means all transaction entered in meters are converted to yards.

Conversion rate is 1 yd = 0,9144 m (ninety-one centimeters and forty-four millimeters)

Wastage Upcharge Factor

During registration each spinner is informing about one (1) individual wastage factor in %.

This wastage factor is converted to a wastage upcharge factor following this calculation.

$$\text{Wastage upcharge factor} = \frac{100}{(100 - \text{wastage factor})}$$

e.g.: wastage factor is 12 %

$$\text{Wastage upcharge factor} = \frac{100}{(100-12)} = \frac{100}{88} = \mathbf{1,136}$$

1.2.8 SCOT Helpdesk

Cotton made in Africa has nominated an external service provider to support all CmiA supply chain partners in Sustainable Cotton Tracker (SCOT) system related questions.

Please reach out to the SCOT Helpdesk for the following issues:

- Help with new registration in the system
- Password renewal
- Questions related to data upload/input



scotsupport@direction.biz

Opening hours:

Monday – Friday: 9 AM – 5 PM (**IST**)

(Except on Indian holidays)

1.3 Useful links

Cotton made in Africa Homepage

<https://cottonmadeinafrica.org/en/>

CmiA Tracking System SCOT

<https://scot.cottonmadeinafrica.org/users/login>

CmiA Chain of Custody Guidelines (to be updated by January 2021)

<https://cottonmadeinafrica.org/wp-content/uploads/2020/03/Chain-of-Custody-Guideline-CmiA.pdf>

ATAKORA Code of Conduct

https://cottonmadeinafrica.org/wp-content/uploads/e-Code-of-Conduct-ATAKORA_2020.pdf

CmiA-verified Cotton Companies

<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-BCI-Cotton-Companies.pdf>

CmiA-nominated Cotton Traders

<https://cottonmadeinafrica.org/wp-content/uploads/Cotton-Trader-CmiA.pdf>

CmiA-registered Spinning Mills, Fabric Producer, Yarn Trader/Dye Houses (update once a month)

<https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

Registration Guidelines for Spinning Mills

<https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Registration-Guidelines.pdf>

Registration Guidelines for Fabric Producers

https://cottonmadeinafrica.org/wp-content/uploads/FabricMills_Registration-Guidelines.pdf

2 Log In

2.1 Sign in with existing account

Please access SCOT by following that link and sign in with your individual credentials:

<https://scot.cottonmadeinafrica.org/users>

You should have received your individual SCOT credentials per email.

If you have forgotten your password, please use the “forgotten password” function.

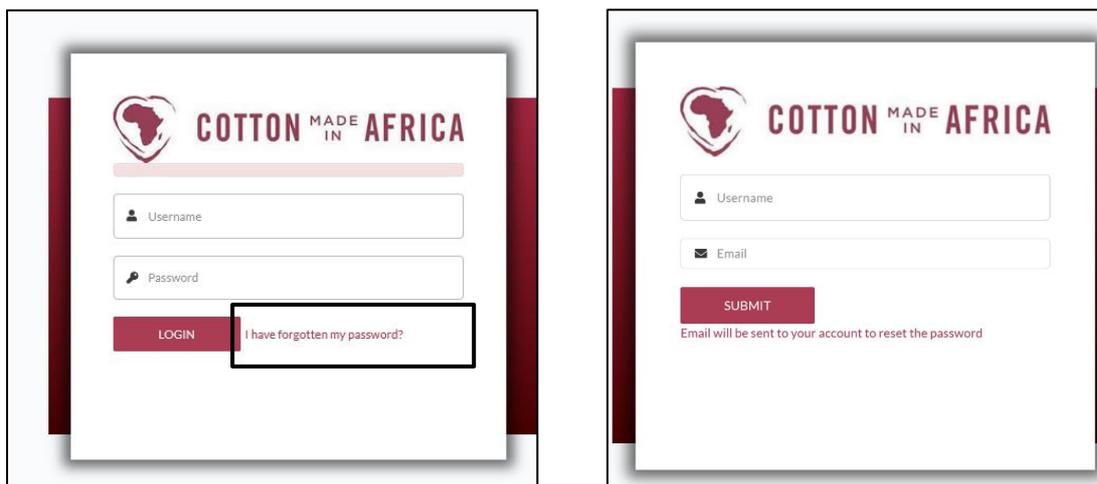


Figure 12: SCOT login and forgot password

When you face any issues with the login, please contact the SCOT Helpdesk at

scotsupport@direction.biz .

2.2 Register a new User with SCOT

Only employees of already registered companies can login to the SCOT system. If your company is already registered with SCOT, but you need to create a new user account please contact SCOT Helpdesk at scotsupport@direction.biz and provide following information.

Company Name	Cotton Textil Ltd.
CmiA contact person – Family Name	Mr. Cotton
CmiA contact person – Name	Scot
Position	Purchase Manager
Mail address	cottontextil@cotton.com

Figure 13: Example data for SCOT User Account

2.3 Register a new Company with CmiA

According to the CmiA [Chain of Custody Guidelines](#) spinning mills, fabric producers, yarn trader/dye houses and suppliers must be registered with CmiA⁶. Please check out all registration requirements on the CmiA website and contact the CmiA head office at supplychain@abt-foundation.org.



Figure 14: SCOT Company Registration

Please use this registration page only after CmiA head office has advised you to proceed with the online registration.

⁶ Updated CoC Guideline will be provided during January 2021.

3 Navigation in SCOT

The navigation bar on the left side shows the different sub-pages of the SCOT system.

To hide the left side navigation bar, click on the three lines next to the CmiA logo.

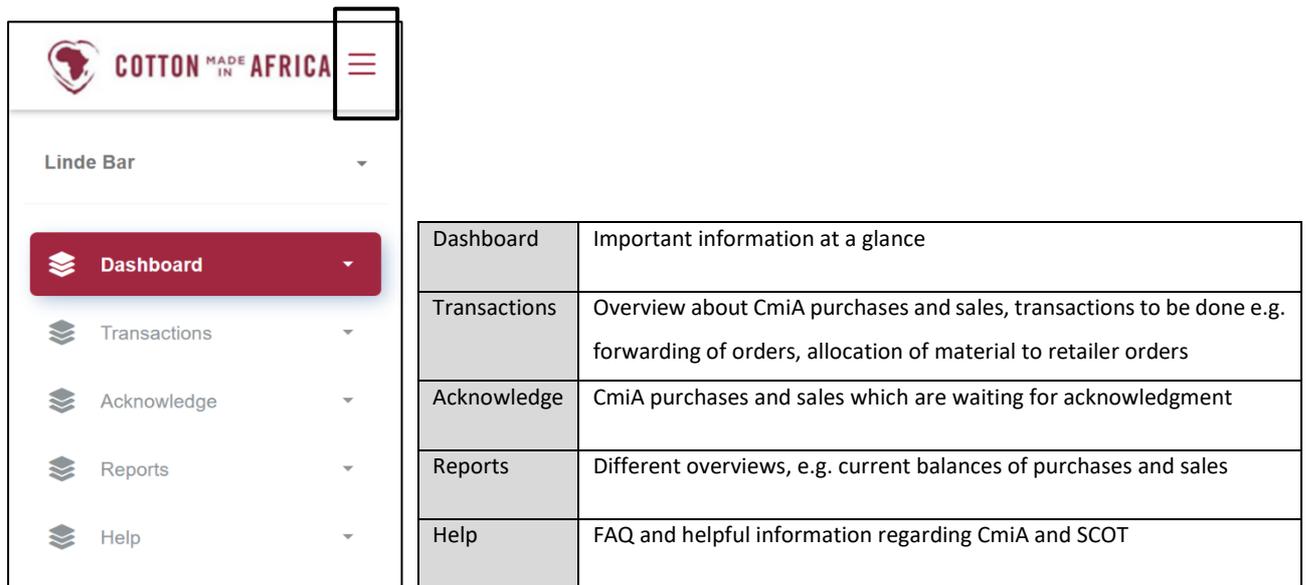


Figure 15: SCOT Navigation left side fold out

To open the left side navigation bar again, click on the three points next to the CmiA logo.

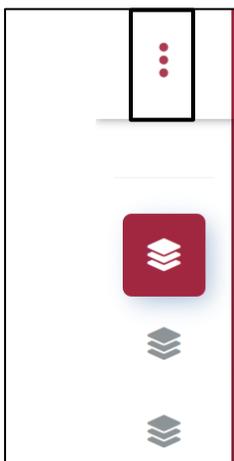


Figure 16: SCOT navigation left side fold in

All screens come with different editing options:



Figure 17: Editing Options

Filter	For different data sets Note: On some screens filter is set on current month for “Delivery Date From” Delivery Date To”
Reset	Delete all filter
XLS	Export data to an Excel file

Table 3: Editing Options

4 SCOT for Importers (receiving Order Data from Retailer, forwarding Retailer Order Data to Supplier)

4.1 Definition of Importer

Importers are initiating CmiA productions on behalf of their clients (retailer/brand), who have signed a license contract with CmiA. Consequently, Importers are “just” forwarding/ assigning retailer orders to other producers⁷ and are not doing own CmiA productions.

4.2 Dashboard

The dashboard shows the importer “New CmiA Retailer Orders” placed by CmiA license partners.

“**URGENT Retailer Orders**” highlight “Retailer Orders” which have not been processed but exceeded the delivery date. **Action in SCOT is urgently needed** (please refer to [Transactions – Retailer Order](#)).



New Retailer Orders (169)			URGENT Retailer Orders (167)		
Retailer	Order number	Order Date	Retailer	Order number	Delivery Date
	6047183000	30-10-2020		6047183000	22-10-2020
	6047319000	30-10-2020		6047319000	22-10-2020
	6047183000	30-10-2020		6047183000	22-10-2020
	6047399000	30-10-2020		6047399000	22-10-2020
	6047399000	30-10-2020		6047399000	22-10-2020

Figure 18: Dashboard Screen - Importer

⁷ This role can be also used if a supplier wants to forward/assign retailer orders to their factories.

4.3 Transactions – Retailer Order

This section provides the importer with an overview of the placed “CmiA” retailer orders and their different statuses.

4.3.1 Overview – Status

There are different statuses for retailer orders:

Status	Meaning	Next step
New	New order from retailer	Refuse or forward/ assign to another producer
Refused	Order has been refused by importer	-
Forwarded	Order has been assigned to another producer	-
Allocated (not relevant for Importers)	Supplier allocated fabric/yarns to orders	“Complete” order
Completed (not relevant for Importers)	Purchases has been allocated to retailer order, no further changes are possible	-

Table 4: Statuses of Retailer Orders

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity in Pieces	Status	Action
<input type="checkbox"/>	Group			1151041000	Adalteks Ltd.		233154	D-Shirt 1/2	441629	100% CO	30-09-2020	300	New	
<input type="checkbox"/>	Group			1151041000	Adalteks Ltd.		233187	D-Shirt 1/2	441629	100% CO	30-09-2020	300	New	
<input type="checkbox"/>	Group			1155213000	Adalteks Ltd.	Ashwath Inc. Mfrs.+Exporters	880780	D-Freizethose	426770	65% CO 30% PES 5% EL	01-10-2020	1500	Forwarded	
<input type="checkbox"/>	Group			1155237000	Adalteks Ltd.		884571	H-Freizethose	427259	100% CO	01-10-2020	400	Allocated	
<input type="checkbox"/>	Group			12121	Chenab Ltd	Adalteks Ltd.	51313259	T-shirts	124212	100% cotton	05-07-2020	980	Forwarded	
<input type="checkbox"/>	Group			21474835	Adalteks Ltd.	Big Boss Corporation Ltd.	788296	D-Shirt 3/4	417857	100% CO	09-04-2020	505	Forwarded	
<input type="checkbox"/>	Group			21474836	Adalteks Ltd.		788295	D-Shirt 3/4	417856	100% CO	09-04-2020	505	Completed	
<input type="checkbox"/>	Group			2147483647	Adalteks Ltd.		788294	D-Shirt 3/4	417855	100% CO	09-04-2020	505	Completed	
<input type="checkbox"/>	Group			234701	Adalteks Ltd.		134720	Trousers	134072020	50% cotton 50% poly	06-07-2020	1400	Refused	
<input type="checkbox"/>	Group			234702	Adalteks Ltd.		134721	Trousers	134072021	50% cotton 50% poly	07-07-2020	800	New	

Figure 19: Order Screen - Importer

4.3.2 Assigning Retailer Order

Importers can **forward/assign “Retailer Orders”** to other entities in the SCOT system:

- One (1) order can be forwarded/ assigned by clicking on “Assign” button.
- Several orders (2+) can be forwarded/ assigned by checking the boxes of respective orders and proceeding with the “bulk assign” button.

Order(s) will be forwarded to the other assigned company. The status will change to “forwarded”.

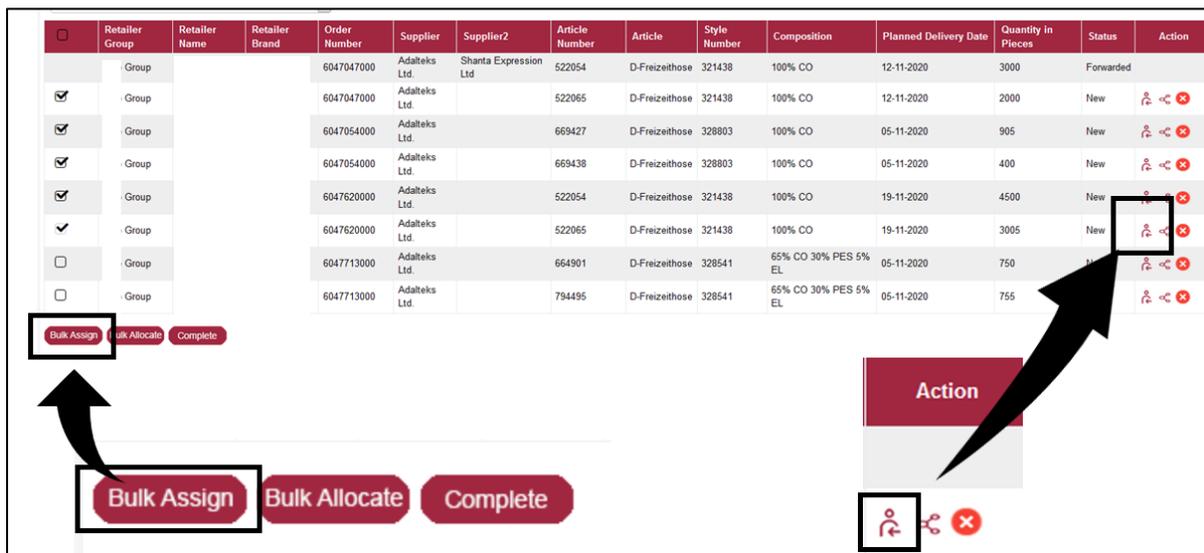


Figure 20: Detailed Order Screen - Importer

4.3.3 Refusing Retailer Order

If an order is placed incorrectly to the importer’s account (e.g. order has been already cancelled directly by retailer, quantity is obviously incorrect) the order can be refused by the importer.

Please check with your client (CmiA license partner) directly whether the order information is wrong before proceeding with the refusal process.

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity in Pieces	Status	Action
<input type="checkbox"/>	Group			6044999010	Adateks Ltd.		700533	D-Legging	409314	95% CO 5% EL	01-10-2020	1590	New	
<input type="checkbox"/>	Group			6045432000	Adateks Ltd.		224136	D-Longshirt, 1/2	449822	100% CO	07-10-2020	300	New	
<input type="checkbox"/>	Group			6045432000	Adateks Ltd.		224147	D-Longshirt, 1/2	449822	100% CO	07-10-2020	300	New	

Action

Figure 21: Detailed Order Screen - Importer

Please choose a refuse reason or use the “Others” field to enter further information. After saving this transaction the **status will change to “Refused”**. The **respective retailer will be informed** about the order refusal via email.

Reject ✕

Refuse Reason *

Select Reason

- Select Reason
- Wrong quantity
- Wrong order number
- Order cancelled
- Others

3400
328541

Figure 22: Refusal Screen - Importer

4.4 Transactions – Purchase (Fabric/Yarns)

This section is not relevant for importers. Suppliers shall refer to [Transaction – Purchases \(Fabric/Yarns\)](#).



4.5 Acknowledge – Purchases

This section is not relevant for importers. Suppliers shall refer to [Acknowledge – Fabric/ Yarn Purchases](#).

4.6 Reports

This section is not relevant for importers. Suppliers shall refer to [Supplier – Reports](#).

5 SCOT for Suppliers (receiving Retailer Order Data, purchasing Fabric/Yarn)

5.1 Definition of Supplier

Suppliers produce CmiA products on behalf of CmiA license partners (retailers/brands). Consequently, suppliers are purchasing CmiA fabrics or yarns to fulfill “Retailer Orders”. This chapter also applies for companies with vertical set-ups and integrated garment units.

5.2 Dashboard

The dashboard shows the supplier “New CmiA Retailer Orders” placed by CmiA license partners or forwarded from an Importer.

“**URGENT Retailer Orders**” highlight “Retailer Orders” which have not been processed but exceeded the delivery date. **Action in SCOT is urgently needed** (please refer to [Transaction – Retailer Orders](#)).



New Retailer Orders (169)			URGENT Retailer Orders (167)		
Retailer	Order number	Order Date	Retailer	Order number	Delivery Date
Witt	6047183000	30-10-2020	Witt	6047183000	22-10-2020
Witt	6047319000	30-10-2020	Witt	6047319000	22-10-2020
Witt	6047183000	30-10-2020	Witt	6047183000	22-10-2020
Witt	6047399000	30-10-2020	Witt	6047399000	22-10-2020
Witt	6047399000	30-10-2020	Witt	6047399000	22-10-2020

Figure 23: Dashboard Screen - Supplier

5.3 Transactions – Purchases (Fabric/Yarns)

This section provides the supplier with an overview of the suppliers purchased CmiA fabrics or yarns. Please note that the supplier needs to have CmiA fabrics or yarns “on stock” to be able to allocate fabrics/yarns to “Retail Orders” later on (please refer to [Allocation of Retailer Orders](#)).

All transactions require respective fabric/yarn purchases and acknowledgements (please refer to [Transactions – Retailer Orders](#)).

5.3.1 Overview – Status

There are different statuses for purchases:

Status	Meaning	Next step
Pending	New purchase is waiting for acknowledgment by seller	Ask seller to acknowledge this transaction
Acknowledged	Seller acknowledged this transaction and the purchase is available for allocation to Retailer Orders	-
Refused	Purchase has been refused by seller for any reason	Check and amend or delete the transaction

Figure 24 : Statuses of Purchase Transactions

Sellers	Company Country	Contract Number	Contract Date	Fabric / Yarn	Unit	Purchase Amount	Balance Amount	Material Composition	Status	Action
Sunil Fabric	BULGARIA	GB_129000	04-08-2020	Fabric	Meters	1,000.00	1,000.00	100% CO	Refused	 
Haridas Fabric	BULGARIA	HARI1235	31-07-2020	Fabric	Meters	30,000.00	15,000.00	100% cotton	Acknowledged	
Haridas Fabric	BULGARIA	HARI1234	31-07-2020	Fabric	Yards	30,000.00	30,000.00	110% cotton	Acknowledged	
Sunil Fabric	BULGARIA	GB_1122990	28-07-2020	Fabric	Meters	5,000.00	5,000.00	100% CO	Acknowledged	
Sunil Fabric	BULGARIA	GB_918273	28-07-2020	Fabric	Meters	1,000.00	1,000.00	100%CO	Acknowledged	
Sunil Fabric	BULGARIA	GB_990011	24-07-2020	Fabric	Meters	1,000.00	1,000.00	100%CO	Acknowledged	
Flying Dragon	BULGARIA	GB_112233	16-07-2020	Yarn	Kg	5,000.00	3,000.00	100% CO	Acknowledged	
Mirav	BULGARIA	GB_998877	16-07-2020	Fabric	Meters	7,500.00	7,500.00	100% CO	Pending	 

Figure 25: Purchase Screen - Supplier

5.3.2 Add new CmiA Purchases (Fabric/Yarns)

A supplier can **add new CmiA fabric/yarn purchases** to their virtual stock by clicking the “**ADD**” button. Please note that the supplier needs to have CmiA fabrics or yarns “on stock” to be able to allocate fabrics/yarns to “Retail Orders” later and to proceed with these transactions in the system.



Figure 26: Add Purchase Screen - Supplier

Figure 27: Add Purchase Screen - Supplier

Relevant information:

Field	To do
Fabric/ Yarns	Choose between Fabric or Yarns
Seller	According to selection before, choose from a list of CmiA-registered fabric producers or spinning mills
Seller Country	Automatic fill out
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Unit	If fabric: choose between meters or yards If yarns: kg
Amount	Purchased amount (format 1,000.00) Fabrics: Please indicate the whole amount of the fabric. Yarns: Please indicate only the cotton share amount of the yarns.
Composition	e.g. 100 % CO

Table 5: Relevant Information to add Yarn/Fabric Purchases – Supplier

Yarns: Just indicate the cotton share amount of the yarn.

1,000 kg yarns of 100 % CO = 1,000 kg CmiA yarns

1,000 kg yarns of 90 % CO, 10 % VIS = 900 kg CmiA yarns

Fabrics: Indicate the whole fabric amount in yards or meters.

Upload with xls template

For uploading multiple purchase orders with one click you can also use a pre-defined import template (button "Import Excel" -> "Template Download").



Figure 28: Template Import



Figure 29: Template Download

	A	B	C	D	E	F	G	H
1	Sellers	Contract Number	Contract Date	Amount	Material Composition	Fabric / Yarn	Unit(Kg/Meters/Yards)	
2	Fabric Polly	FC-123	01.05.2020	10000	100% CO	Fabric	Yards	
3	Aman Spinning Mill	AS-123	10.05.2020	20000	75% CO, 25% ELA	Yarn	Kg	
4	Nishat Mills Ltd	NM-123	01.05.2020	10000	100% CO	Fabric	Meters	
5								
6								
7								

Figure 30: xls Template with Example Data for Fabric/Yarn Purchases - Supplier

Yarns: Just indicate the cotton share amount of the yarn.

1,000 kg yarns of 100 % CO = 1,000 kg CmiA yarns

1,000 kg yarns of 90 % CO, 10 % VIS = 900 kg CmiA yarns

Fabrics: Indicate the whole fabric amount in yards or meters.

Uploaded transactions will be automatically forwarded to seller's account for acknowledgment.

Only acknowledged purchases can be used for further transactions (please refer to [Transactions – Retailer Orders](#)).

5.4 Acknowledge – CmiA Fabric/Yarn Purchases

Besides the fact that the buyer can enter purchases of CmiA fabric/yarns, the seller can also enter transactions which consequently need to be acknowledged by the supplier.

The screen “Acknowledge Purchases” just shows “pending” purchases. Once those purchases are acknowledged they will be shifted automatically to screen [Transactions – Purchases \(Fabric/Yarns\)](#).

Please note: **The yarn amounts show the cotton share only:**

1,000 kg yarns of 100 % CO = 1,000 kg CmiA yarns

1,000 kg yarns of 90 % CO, 10 % VIS = 900 kg CmiA yarns

Fabric purchases are reported and displayed with total amount in yard or meter.

Figure 31: Fabric/Yarn Purchases Acknowledge Screen - Supplier

Please **acknowledge**  **or refuse**  the purchase by clicking on the respective “Action”-buttons. Please explain the reason when refusing a transaction.

Only acknowledged purchases can be used for further transactions (please refer to [Transactions – Retailer Orders](#)).

5.5 Transactions – Retailer Orders

This section provides the supplier with an overview of the placed CmiA retailer orders and their different statuses.

5.5.1 Overview – Status

Status	Meaning	Next step
New	New order from retailer	Refuse or forward/ assign to another producer
Refused	Order has been refused by supplier	-
Forwarded	Order has been assigned to another producer	-
Allocated	Supplier allocated fabric/yarns to “Retailer Orders”	“Complete” order
Completed	Purchases has been finally allocated to “Retailer Orders”, no further changes are possible	-

Table 6: Statuses of Retailer Orders

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity in Pieces	Status	Action
<input type="checkbox"/>		Witt	Witt	1151041000	Adalteks Ltd.		233154	D-Shirt 1/2	441629	100% CO	30-09-2020	300	New	
<input type="checkbox"/>		Witt	Witt	1151041000	Adalteks Ltd.		233187	D-Shirt 1/2	441629	100% CO	30-09-2020	300	New	
<input type="checkbox"/>		Witt	Witt	1155213000	Adalteks Ltd.	Ashwath Inc. Mrs.+Exporters	880780	D-Freizeithose	426770	65% CO 30% PES 5% EL	01-10-2020	1500	Forwarded	
<input type="checkbox"/>		Witt	Witt	1155237000	Adalteks Ltd.		884571	H-Freizeithose	427259	100% CO	01-10-2020	400	Allocated	
<input type="checkbox"/>		Otto	Otto	12121	Chenab Ltd	Adalteks Ltd.	51313259	T-shirts	124212	100% cotton	05-07-2020	980	Forwarded	
<input type="checkbox"/>		Witt	Witt	21474835	Adalteks Ltd.	Big Boss Corporation Ltd.	788296	D-Shirt 3/4	417857	100% CO	09-04-2020	505	Forwarded	
<input type="checkbox"/>		Witt	Witt	21474836	Adalteks Ltd.		788295	D-Shirt 3/4	417856	100% CO	09-04-2020	505	Completed	
<input type="checkbox"/>		Witt	Witt	2147483647	Adalteks Ltd.		788294	D-Shirt 3/4	417855	100% CO	09-04-2020	505	Completed	
<input type="checkbox"/>		Otto	Otto	234701	Adalteks Ltd.		134720	Trousers	134072020	50% cotton 50% poly	06-07-2020	1400	Refused	
<input type="checkbox"/>		Otto	Otto	234702	Adalteks Ltd.		134721	Trousers	134072021	50% cotton 50% poly	07-07-2020	800	New	

Figure 32: Order Screen - Supplier

5.5.2 Assigning Retailer Order

Suppliers can **forward/assign retailer orders** to other entities in the SCOT system:

- One (1) order can be forwarded/ assigned by clicking on “Assign” button.
- Several orders (2+) can be forwarded/ assigned by checking the boxes of respective orders and proceeding with the “bulk assign” button.

Order(s) will be forwarded to the other assigned company. The status will change to “forwarded”.

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity in Pieces	Status	Action
<input type="checkbox"/>	Group			6047047000	Adateks Ltd.	Shanta Expression Ltd	522054	D-Freizeithose	321438	100% CO	12-11-2020	3000	Forwarded	
<input checked="" type="checkbox"/>	Group			6047047000	Adateks Ltd.		522065	D-Freizeithose	321438	100% CO	12-11-2020	2000	New	
<input checked="" type="checkbox"/>	Group			6047054000	Adateks Ltd.		669427	D-Freizeithose	328803	100% CO	05-11-2020	905	New	
<input checked="" type="checkbox"/>	Group			6047054000	Adateks Ltd.		669438	D-Freizeithose	328803	100% CO	05-11-2020	400	New	
<input checked="" type="checkbox"/>	Group			6047620000	Adateks Ltd.		522054	D-Freizeithose	321438	100% CO	19-11-2020	4500	New	
<input checked="" type="checkbox"/>	Group			6047620000	Adateks Ltd.		522065	D-Freizeithose	321438	100% CO	19-11-2020	3005	New	
<input type="checkbox"/>	Group			6047713000	Adateks Ltd.		664901	D-Freizeithose	328541	65% CO 30% PES 5% EL	05-11-2020	750	New	
<input type="checkbox"/>	Group			6047713000	Adateks Ltd.		794495	D-Freizeithose	328541	65% CO 30% PES 5% EL	05-11-2020	755	New	

Figure 33: Detailed Order Screen - Supplier

5.5.3 Refusing Retailer Order

If an order is placed incorrectly to the supplier’s account (e.g. order has been already cancelled directly by retailer, quantity is obviously incorrect) the order can be refused by the supplier.

Please check with your client (CmiA license partner) directly whether the order information is wrong before proceeding with the refusal process.

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity in Pieces	Status	Action
<input type="checkbox"/>	Group			6044999010	Adateks Ltd		700533	D-Legging	409314	95% CO 5% EL	01-10-2020	1590	New	
<input type="checkbox"/>	Group			6045432000	Adateks Ltd		224136	D-Longshirt, 1/2	440622	100% CO	07-10-2020	300	New	
<input type="checkbox"/>	Group			6045432000	Adateks Ltd		224147	D-Longshirt, 1/2	440622	100% CO	07-10-2020	300	New	



Figure 34: Detailed Order Screen - Supplier

Please choose a refuse reason or use the “Others” field to enter further information. After saving this transaction the **status will change to “Refused”**. The **respective retailer will be informed** about the order refusal via email.

Reject ✕

Refuse Reason *

Select Reason

Select Reason

Wrong quantity

Wrong order number

Order cancelled

Others

Figure 35: Refusal Screen - Supplier

5.5.4 Allocation of Retailer Order

5.5.4.1 Overview

Suppliers have to allocate purchased CmiA yarn or fabric amounts to retailer orders.

Please provide information about **how much CmiA yarns or fabrics** your company **used to produce** these specific **CmiA orders**.

Following allocations of yarns/fabrics to retailer orders are possible:

- One (1) yarn/fabric order to one (1) retail order (1 : 1)
- Multiple yarn/fabric orders to one (1) retail order (x : 1)
- One yarn/fabric order to multiple retail orders (use “bulk allocate” function) (1 : x)

Please proceed with the allocation as follows:

- Choose one or more order by clicking on the check boxes. **To summarize multiple orders the retailer name and the material composition must be identical.**
- Click on the “Allocate” or “Bulk Allocate” button to follow the instructions for the allocation on the next screen.
- **To finalize** an allocation of one or multiple orders click on button **“Complete”**.

<input type="checkbox"/>	Retailer Group	Retailer Name	Retailer Brand	Order Number	Supplier	Supplier2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity In Pieces	Status	Action
<input type="checkbox"/>		Witt	Witt	6047047000	Adalteks Ltd.	Shanta Expression Ltd	522054	D-Freizethose	321438	100% CO	12-11-2020	3000	Forwarded	
<input checked="" type="checkbox"/>		Witt	Witt	6047047000	Adalteks Ltd.		522065	D-Freizethose	321438	100% CO	12-11-2020	2000	New	
<input checked="" type="checkbox"/>		Witt	Witt	6047054000	Adalteks Ltd.		669427	D-Freizethose	328803	100% CO	05-11-2020	905	New	
<input checked="" type="checkbox"/>		Witt	Witt	6047054000	Adalteks Ltd.		669438	D-Freizethose	328803	100% CO	05-11-2020	400	New	
<input checked="" type="checkbox"/>		Witt	Witt	6047620000	Adalteks Ltd.		522054	D-Freizethose	321438	100% CO	19-11-2020	4500	New	
<input checked="" type="checkbox"/>		Witt	Witt	6047620000	Adalteks Ltd.		522065	D-Freizethose	321438	100% CO	19-11-2020	3005	New	
<input type="checkbox"/>		Witt	Witt	6047713000	Adalteks Ltd.		664901	D-Freizethose	328541	65% CO 30% PES 5% EL	05-11-2020	750	New	
<input type="checkbox"/>		Witt	Witt	6047713000	Adalteks Ltd.		794495	D-Freizethose	328541	65% CO 30% PES 5% EL	05-11-2020	755	New	

Action

Figure 36: Detailed Order Screen - Supplier

5.5.4.2 Inventory Allocation (One Retailer Order – One or Multiple Purchases)

The supplier must indicate how much CmiA yarns/fabrics the company used to produce selected retailer order (only one (1) retailer order).

The supplier sees CmiA yarn/fabric purchases which are available, with left amounts for allocation.

Supplier Inventory Allocation

Please indicate how much CmiA yarns or fabrics you used to fulfill the chosen retail order. Below you can see an overview of your CmiA yarn / fabric purchases which are available with left amounts for allocation.

[continue to read](#)

Order Number : 6047047000 Composition : 100% CO Quantity In Pieces : 2000 Delivery Date : 12-11-2020

Sellers: Contract Number: Contract From Date: Contract To Date:

Sellers	Country Name	Contract Number	Contract Date	Fabric/yarn	Unit	Composition	Amount	Allocated Amount	Balance Allocate Amount	Allocate Amount
Aral Tekstil	CHINA	622	06-11-2020	Yarn	Kg	100% cotton	10,000.00	0	10,000.00	200
Flying Dragon	CHINA	Fly-2	18-03-2020	Yarn	Kg	100% cotton	2,350.00	350.00	2,000.00	2000
Sunil Fabric	BANGLADESH	38322	01-01-2020	Fabric	Meters	100% cotton	20,000.00	0	20,000.00	
Sunil Fabric	BANGLADESH	Sunil-2	01-07-2020	Fabric	Yards	100% cotton	10,000.00	100.00	9,900.00	

Figure 37: Inventory Screen - Supplier

Please take care that **material composition of the selected order and allocated yarn/fabric are identical**, e.g. requested material composition of the “Retail Order” is 95 % CO and 5 % VIS – composition of yarn/fabric must be of 95 % CO and 5 % VIS.

The transaction can be finalized by clicking on the “Allocate” button in the right upper corner. The declared amount will be then deducted from the indicated contract(s).

Composition of retail order and composition of purchased yarns/fabrics must be identical!

Yarns: Indicate only the cotton share amount of the yarn:

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg 90 % CO, 10 % VIS = 900 kg CmiA yarns.

Fabrics: Indicate the whole fabric amount in yards or meters.

Please complete the allocation on the order screen always with “complete” button.

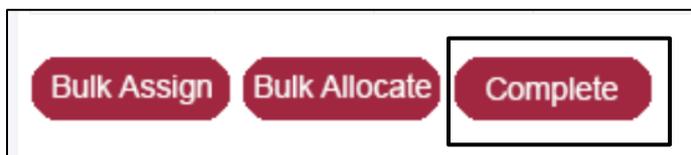


Figure 38: Completion of Yarn/Fabric Allocation

5.5.4.3 Bulk Inventory Allocation (Multiple Retailer Orders – One Purchase)

The supplier must indicate how much CmiA yarns/ fabrics the company used to produce selected retailer order (multiple (2+) retail orders).

The supplier sees CmiA yarn/fabric purchases which are available, with left amounts for allocation. One contract can be selected, and the yarn/fabric amount can be allocated to the selected retailer orders.

At bulk allocation screen it is only possible to allocate one (1) purchase to several retailer orders.

Supplier Bulk Inventory Allocation

Please indicate how much CmiA yarns or fabrics you used to fulfill the chosen retail orders. Below you can see an overview of your CmiA yarn / fabric purchases which are available with left amounts for allocation.

[continue to read](#)

Sellers:

Purchase List

	Sellers	Contract Number	Contract Date	Fabric/Yarn	Unit	Composition	Amount	Allocated Amount	Balance Allocate Amount
<input type="radio"/>	Aral Tekstil	622	06-11-2020	Yarn	Kg	100% cotton	10,000.00	0	10,000.00
<input type="radio"/>	Flying Dragon	Fly-2	18-03-2020	Yarn	Kg	100% cotton	2,350.00	350.00	2,000.00
<input checked="" type="radio"/>	Sunil Fabric	38322	01-01-2020	Fabric	Meters	100% cotton	20,000.00	0	20,000.00
<input type="radio"/>	Sunil Fabric	Sunil-2	01-07-2020	Fabric	Yards	100% cotton	10,000.00	100.00	9,900.00

Order List

Retailer Group	Retailer Company	Retailer Brand	Order Number	Supplier 1	Supplier 2	Article Number	Article	Style Number	Composition	Planned Delivery Date	Quantity In Pieces
Otto Group	Witt	Witt	604762000	Adalteks Ltd.		522054	D-Freizeit hose	321438	100% CO	19-11-2020	4500
Otto Group	Witt	Witt	604762000	Adalteks Ltd.		522065	D-Freizeit hose	321438	100% CO	19-11-2020	3005

Figure 39: Bulk Allocation Screen - Supplier

Please take care that **material composition of the retail order and allocated yarn/fabric are identical**, e.g. material of retail order is 95 % CO/ 5% VIS – composition of yarn/fabric must be 95% CO/ 5% VIS. The transaction can be finalized by clicking on the “Allocate” button in the right upper corner. The declared amount will be then deducted from the indicated contract.

Composition of retail order and composition of purchased yarns/fabrics must be identical!

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg 90 % CO, 10 % VIS = 900 kg CmiA yarns.

Fabrics: Indicate the whole fabric amount in yards or meters.

Please complete the allocation on the order screen always with “complete” button.

Bulk Assign

Bulk Allocate

Complete

Figure 40: Completion of Yarn/Fabric Allocation



5.6 Reports

“Supplier Fabric Purchase Sale Overview” and “Supplier Yarn Purchase Sale Overview” provide suppliers with an overview about amounts of purchased CmiA yarns or fabrics and allocated amounts retailer orders.

All data are cumulated per seller and retailer.

6 SCOT for Fabric Producers (selling Fabric to Supplier, purchasing Yarn from Spinning Mill)

6.1 Definition of Fabric Producer

Fabric producers are purchasing yarns to produce and sell fabrics. This chapter refers also to companies with vertical set-ups and integrated fabric units.

6.2 Dashboard

Fabric producers see their yarn balance per month. The CmiA yarn balance in this regard is defined as the balance of purchased CmiA yarns and used CmiA yarns for fabric productions.

The dashboard shows the fabric producer purchases of yarns waiting for an acknowledgment by spinning mill, sales of fabrics waiting for an acknowledgment by supplier and refused transactions.

Urgent action is needed for “Pending Transactions” (please refer to [Acknowledge – Fabric Producer Purchases](#) and [Acknowledge – Fabric Producer Sales](#)).

Pending Sales for Acknowledgement (5)				Pending Purchases for Acknowledgement (2)		
Buyer	Amount	Unit	Purchase Date	Seller	Amount in Kgs	Sold Date
Adaltelek Ltd.	Yards	1,000.00	16-11-2020	Amen Spinning	350,000.00	06-10-2020
Adaltelek Ltd.	Yards	10,000.00	16-11-2020	Flying Dragon	100.00	01-04-2020
Adaltelek Ltd.	Meters	1,000.00	04-11-2020			
Adaltelek Ltd.	Meters	600.00	01-11-2020			
Adaltelek Ltd.	Meters	1,000.00	17-11-2020			

Figure 41: Dashboard Screen - Fabric Producer

6.3 Transactions – Yarn Purchases

This section provides the fabric producer with an overview of the company’s purchased CmiA yarns. Please note that the fabric producer needs to have CmiA yarns “on stock” to be able to sell CmiA fabrics later (please refer to [Transactions – Fabric Sales](#) and [Acknowledge – Fabric Sales](#)).

All transactions require respective yarn purchases and acknowledgements!

6.3.1 Overview – Status

There are different statuses for purchases:

Status	Meaning	Next step
Pending	New purchase is waiting for acknowledgment by seller	Ask seller to acknowledge this transaction
Acknowledged	Seller acknowledged this transaction and the purchase is available for allocation to fabric sales	-
Refused	Purchase has been refused by seller for any reason	Check and amend or delete the transaction

Table 7: Different Purchase Statuses

Sellers	Country Name	Contract Number	Contract Date	Material Composition	Amount in Kgs	Status	Action
Flying Dragon	CHINA	6823	01-03-2020	100% cotton	45,900.00	Acknowledged	
Aman Spinning	GERMANY	Fly-323	01-04-2020	100% cotton	26,500.00	Pending	 
Regent Spinning	BANGLADESH	REg-1232	07-07-2020	100% cotton	10,000.00	Refused	 
Flying Dragon	CHINA	Fly-26303	02-08-2020	100% cotton	65,000.00	Acknowledged	

Figure 42: Purchase Screen - Fabric Producer

6.3.2 Add New CmiA Yarn Purchases

A fabric producer can **add new CmiA yarn purchases** to their virtual stock by clicking the **“ADD”** button. Please note that the fabric producer needs to have CmiA yarns **“on stock”** to be able to allocate fabrics later and to proceed with those transactions in the system.



Figure 43: Add Purchase Screen - Fabric Producer

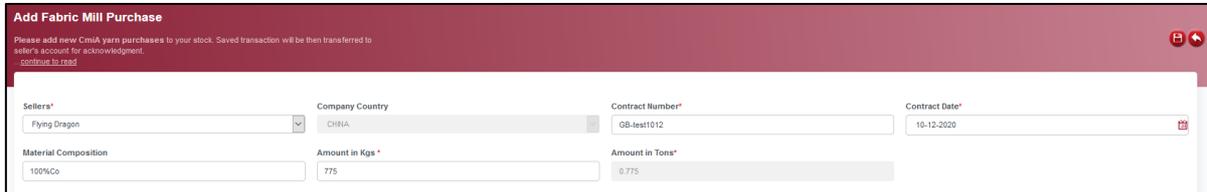


Figure 44: Add Purchase Screen - Fabric Producer

Relevant information:

Field	To do
Seller	Choose from a list of CmiA registered spinning mills
Seller Country	Automatic fill out
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Composition	e.g. 100 % CO
Amount in kg	Purchased amount (format 1,000.00) Please indicate only the cotton share amount of the yarns.
Amount in Tons	Automatically calculated

Table 8: Relevant Information to add Yarn Purchase - Fabric Producer

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg 90 % CO, 10 % VIS = 900 kg CmiA yarns

Saved transactions will be forwarded automatically to seller's account for their acknowledgment.

Acknowledged purchases only can be processed in further transactions (please refer to [Transactions – Fabric Sales](#) and [Acknowledge – Fabric Sales](#)).

Upload with xls template

For uploading multiple purchases with one click you can also use a pre-defined import template (button “Import Excel” -> “Template Download”).



Figure 45: Template Import



Figure 46: Template Download

	A	B	C	D	E
1	Sellers	Contract Number	Contract Date	Amount in Kgs	Material Composition
2	Aman Spinning Mill	AS-582	01.05.2020	10000	100% Co
3	Bengal Spinning Mill	GB-123	01.11.2020	5000	95% Co, 5%VIS
4					

Figure 47: xls Template with Example Data for Yarn Purchases – Fabric Producer

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10 % VIS = 900 kg CmiA yarns

Uploaded transaction will be automatically forwarded to seller’s account for acknowledgment.

Only acknowledged purchases can be used for further transaction (please refer to [Transactions – Fabric Sales](#) and [Acknowledge – Fabric Sales](#)).

6.4 Transactions – Fabric Sales

This section provides the fabric producer with an overview of the fabric producer’s sold CmiA fabrics. Please note that the fabric producer needs to have CmiA yarns “on stock” to be able to sell CmiA later (please refer to [Transaction – Yarn Purchases](#) and [Acknowledge – Fabric Producer Purchases](#)).

All transactions require respective yarn purchases and acknowledgements!

6.4.1 Overview – Status

There are different statuses for sales:

Status	Meaning	Next step
Pending	New sale is waiting for acknowledgment by buyer	Ask buyer to acknowledge this transaction
Acknowledged	Buyer acknowledged this transaction	-
Refused	Sale has been refused by buyer for any reason	Check and amend or delete the transaction

Table 9: Different Sales Statuses

Buyers	Country Name	Contract Number	Contract Date	Material Composition	Unit	Amount	Allocated Amount	Status	Action
Shanta Expression Ltd	INDIA	6523	02-12-2020	100% cotton	Meters	2,500.00	100.00	Allocated	
Adalteks Ltd.	BULGARIA	38322	01-01-2020	100% cotton	Meters	20,000.00	35000.00	Allocated	
Adalteks Ltd.	BULGARIA	696323	18-11-2020	100% cotton	Meters	23,000.00	500.00	Pending	
Adalteks Ltd.	BULGARIA	Adl-8656	01-01-2020	100% cotton	Meters	9,900.00		Refused	 
Adalteks Ltd.	BULGARIA	Sunil-2	01-07-2020	100% cotton	Yards	10,000.00	1000.00	Allocated	

Figure 48: Sales Screen - Fabric Producer

6.4.2 Add new CmiA Fabric Sales (and Allocation of Yarns)

A fabric producer can **add new CmiA fabric sales** to their account by clicking the “**ADD**” button. Please note that the fabric producer needs to have CmiA yarns “on stock” to be able to allocate fabrics later.

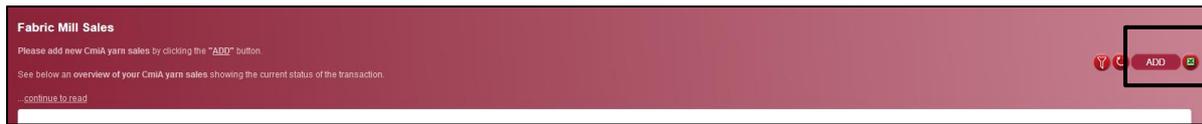


Figure 49: Add Fabric Sales Screen - Fabric Producer

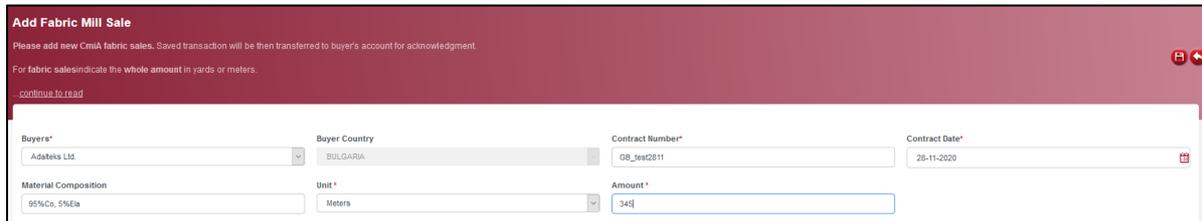


Figure 50: Add Fabric Sales Screen - Fabric Producer

Relevant information:

Field	To do
Buyer	Choose from a list of suppliers
Buyer Country	Automatic fill out
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Composition	e.g. 100 % CO
Unit	Choose between yards or meters
Amount	Sold amount (format 1,000.00) Please indicate the <u>whole</u> amount of fabrics!

Table 10: Relevant information to add Fabric Sales - Fabric Producer

Please save the transaction and **indicate on next screen how much CmiA cotton yarns have been consumed** for the respective fabric sale.

Inventory Allocation

Each CmiA fabric sale requires the fabric producer to indicate how much CmiA cotton yarn has been consumed (allocated).

The CmiA yarn stock will be displayed during the allocation process (sum per spinning mill).

Fabric Mill Inventory Allocation

Please indicate for each CmiA fabric sale how much CmiA cotton yarn has been used (allocated).
For yarn allocation please indicate only the cotton share amount of the yarns you used for fabric production.

[continue to read](#)

Buyer : Adalleks Ltd. Buyer Country : BULGARIA Contract Number : GB_2811 Delivery Date : 28.11.2020

Material Composition : 100%Co Unit : Meters Amount : 1000

Sellers
Select Sellers

Sellers	Country Name	Purchased Yarn Amount Kg	Allocated Yarn Amount kg	Balance Yarn Amount Kg	Allocate Yarn Amount Kg
Aman Spinning	GERMANY	350,000.00	0	350,000.00	300
Flying Dragon	CHINA	111,400.00	49,700.00	61,700.00	200

Allocate

Figure 51: Yarn Allocation Screen - Fabric Producer

The fabric producer must indicate **how much CmiA cotton yarns is consumed from which spinning mill**.

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10 % VIS = 900 kg CmiA yarns

The transactions can be finalized by clicking on the “Allocate” button in the right upper corner. The declared amount will be then deducted from the fabric producer’s yarn balance.

All sale transaction will be automatically forwarded to buyer’s account for acknowledgment and the status will change to “pending”.

6.5 Acknowledge – Fabric Producer Purchases

Besides the fact that the buyer can enter purchases of CmiA yarns, the seller can also enter transactions which consequently need to be acknowledged by the fabric producer. The screen “Acknowledge Purchases” just shows “pending” purchases. Once those purchases are acknowledged they will be shifted automatically to screen [Transactions – Yarn Purchases](#).

Only the cotton share amount of the yarn is displayed.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10% VIS = 900 kg CmiA yarns

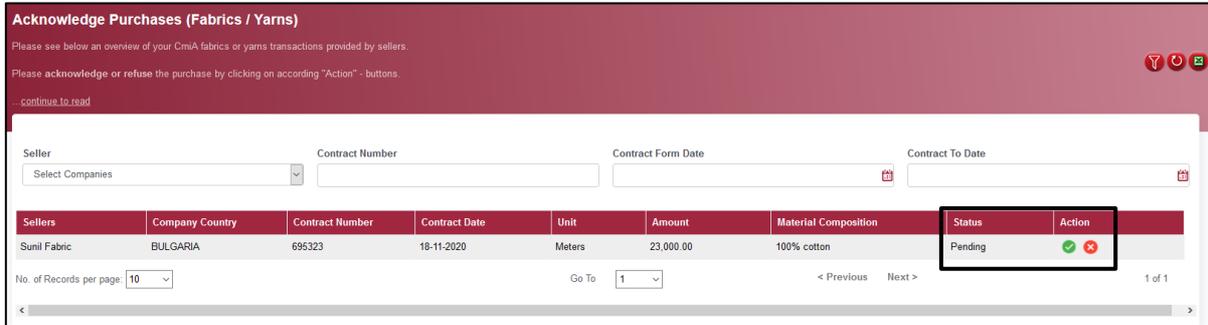


Figure 52: Yarn Purchases Acknowledge Screen - Fabric Producer

Please **acknowledge** or **refuse** the purchase by clicking on the respective “Action”-buttons. Please explain the reason when refusing a transaction.

Only acknowledged yarn purchases can be used for fabric sales (please refer to [Transactions – Fabric Sales](#) and [Acknowledge – Fabric Sales](#)).

6.6 Acknowledge – Fabric Producer Sales (and Allocation of Yarns)

Besides the fact that the seller can enter sales of CmiA fabrics, the buyer can also enter transactions which consequently need to be acknowledged by the fabric producer. For fabric sales the **whole fabric amount** is indicated in yards or meters.

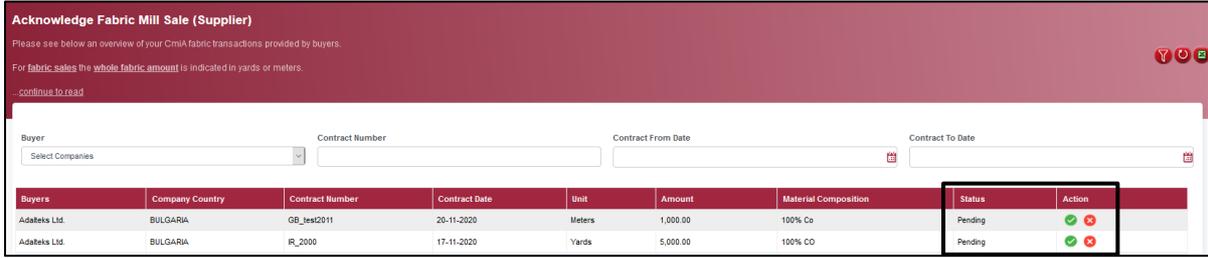


Figure 53: Fabric Sales Acknowledge Screen - Fabric Producer

Please **acknowledge**  **or refuse**  the sale by clicking on the respective “Action”- buttons.
Please explain the reason when refusing a transaction.

Only acknowledged sales can be used by buyer for further transactions.

Please explain during the acknowledgement process how much CmiA cotton yarns have been used to produce the acknowledged fabric sale. Please refer to instructions on [Inventory Allocation](#).

6.7 Reports

“Fabric Producer Purchase Sale Overview” provide fabric producers with an overview about amounts of purchased and allocated yarns.

All data are cumulated per seller and buyer.

7 SCOT for Spinning Mills (selling Yarn to Supplier/Fabric Producer, purchasing Cotton from Cotton Trader)

7.1 Spinning Mill

Spinning mills are purchasing raw cotton while producing and selling yarns. This chapter refers also to companies with vertical set-ups and integrated spinning units.

7.2 Dashboard

Spinning mills see their CmiA cotton balance in total. The CmiA cotton balance in this regard is defined as the balance of purchased CmiA cotton and used cotton for CmiA yarn productions. The consumed cotton amount is calculated by adding the spinning mill's individual wastage-upcharge factor to the respective yarn amounts (please refer also [Reports – Spinning Mill Inventory](#)).

Furthermore, the dashboard shows actual transactions: cotton purchases waiting for spinning mill's acknowledgment, yarn sales waiting for buyer's acknowledgment and refused transactions.

Urgent action is needed for "Pending Transactions" (please refer to [Acknowledge – Cotton Purchases](#) and [Acknowledge – Yarn Sales](#)).

Pending Sales for Acknowledgement (10)		
Buyer	Amount in Kgs	Contract Date
Adalteks Ltd.	14,000.00	01-12-2020
Adalteks Ltd.	1,000.00	16-11-2020
Adalteks Ltd.	5,000.00	16-11-2020

Figure 54: Dashboard Screen - Spinning Mills

Pending Purchases for Acknowledgement (2)		
Seller	Amount in Kgs	Contract Date
Glencore	100.00	01-11-2020
Glencore	10.00	06-10-2020

Figure 55: Dashboard Screen - Spinning Mills

7.3 Transactions - Cotton Purchases

7.3.1 Overview - Status

CmiA cotton purchases require the acknowledgement by spinning mills. All acknowledged CmiA cotton purchases are displayed here and have been respectively added to the cotton balance.

Status	Meaning	Next step
Acknowledged	Buyer acknowledged this transaction	-

Table 11: Purchase Status

Seller	Bought As	Cotton Origin (Cotton Producer)	Contract Number	Contract Date	Shipment Date	Amount in MT	Status
Glencore	CmiA	Cotton Producer Ltd	ner-855	02-12-2020	Dec-2020	50.00	Acknowledged
Ramesh Trader	CmiA	AgriExim	663	01-11-2020	Nov-2020	10.00	Acknowledged
Glencore	CmiA	Arewa Cotton	68232	14-07-2020	Dec-2020	100.00	Acknowledged
Glencore	CmiA	Biosustain	FLY-332	04-08-2020	Aug-2020	650.00	Acknowledged

Figure 56: Purchase Screen – Spinning Mills

Only acknowledged CmiA cotton purchases increase the spinning mill’s CmiA cotton balance and can be used for further transactions.

Just [CmiA-nominated cotton traders](#) can add CmiA cotton transactions. Please contact your cotton trader directly to upload missing cotton contracts into SCOT.

7.3.2 CmiA and CmiA-BCI Cotton Purchases

Please note: CmiA and BCI are two separate sustainability standards and therefore have different Tracking Systems. CmiA cotton can be used for the CmiA supply chain (named “CmiA” cotton, transferred and traced in SCOT) or as equivalent to BCI cotton (named “CmiA-BCI” cotton, transferred and traced on the Better Cotton Platform) for the BCI supply chain.

Each CmiA cotton contract can be used just once in either one of the two systems – either CmiA or BCI.

If a spinning mill wants to use CmiA cotton for the CmiA supply chain and therefore in SCOT, they have to buy “CmiA” cotton and ask the cotton trader to enter the cotton transaction as “CmiA” to SCOT. Cotton purchases stating “CmiA-BCI” are just to be used on the Better Cotton Platform and consequently will not be added to spinning mills CmiA cotton balance in SCOT.

In case the spinning mill has purchased cotton as “CmiA-BCI” cotton and/or already used the respective contract on the Better Cotton Platform and decides afterwards to use it for CmiA and in SCOT the following steps are required:

- Check if the cotton contract has been already acknowledged on the Better Cotton Platform.
- Refuse the cotton contract or ask the cotton trader to delete the cotton contract from the Better Cotton Platform. If this is not possible anymore ask BCI Helpdesk to delete the cotton contract from Better Cotton Platform.
- Provide a proof (e-mail communication, screenshot) that the cotton has been deleted from the Better Cotton Platform to supplychain@abt-foundation.org.
- Ask the cotton trader to amend the cotton contract in SCOT from “CmiA-BCI” to “CmiA”.

7.3.3 CmiA Cotton Purchases from Agents or Cotton Companies

When purchasing CmiA cotton from non-CmiA-nominated cotton traders, but from agents or verified cotton company directly, the spinning mill must show proof by handing in the CmiA cotton contract to SCOT Helpdesk (scotsupport@direction.biz). Contract must clearly state “CmiA” cotton. CmiA will check if an update of spinning mill’s cotton inventory will be possible.

7.4 Acknowledge - Cotton Purchase

CmiA cotton purchases are just reported by CmiA nominated cotton traders.

Please **acknowledge**  or **refuse**  the purchase by clicking on the respective “Action”-buttons. Please explain the reason when refusing a transaction.

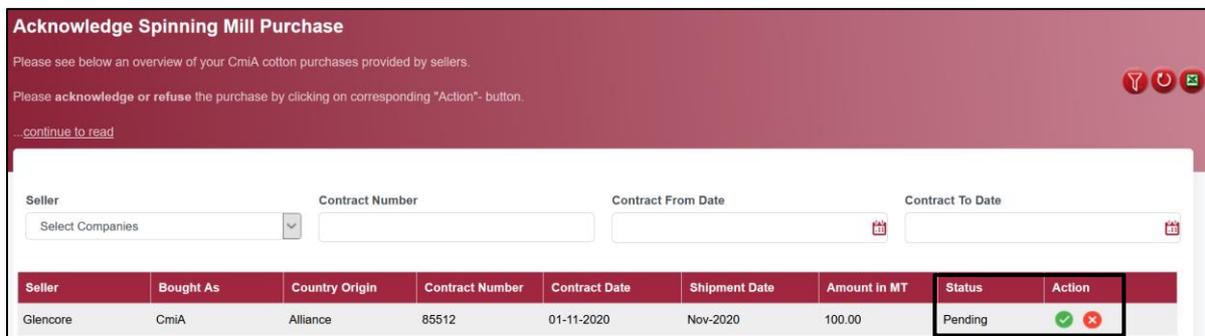


Figure 57: Cotton Purchases Acknowledge Screen - Spinning Mill

Only acknowledged “CmiA” cotton purchases increase the spinning mill’s CmiA cotton balance and can be used for further transactions (please refer [Transaction – Yarn Sales](#) and [Acknowledge – Yarn Sales](#)).

Just CmiA-nominated cotton traders can add cotton transactions. Please contact your cotton trader directly to upload missing cotton contracts into SCOT.

When purchasing CmiA cotton from non-CmiA-nominated cotton traders, but from agents or verified cotton company directly, the spinning mill must show proof by handing in the CmiA cotton contract to SCOT Helpdesk (scotsupport@direction.biz). Contract must clearly state “CmiA” cotton.

CmiA will check if an update of spinning mill’s cotton inventory will be possible.

7.5 Transaction – Yarn Sales

This section provides the spinning mill with an overview of the spinning mill’s sold CmiA yarns. Please note that the spinning mill needs to have CmiA cotton “virtually on stock” to be able to sell CmiA yarns later.

Only acknowledged “CmiA” cotton purchases increase the spinning mill’s CmiA cotton balance and can be used for further transactions. Consequently, spinning mills shall ensure to always have a positive CmiA cotton balance in SCOT (please refer to [Acknowledge - Cotton Purchase](#)).

7.5.1 Overview – Status

There are different statuses for sales:

Status	Meaning	Next step
Pending	New sale is waiting for acknowledgment by buyer	Ask buyer to acknowledge this transaction
Acknowledged	Buyer acknowledged this transaction	-
Refused	Sale has been refused by buyer for any reason	Check and amend or delete the transaction

Table 12: Different Sale Statuses

Buyers	Country Name	Contract Number	Contract Date	Material Composition	Amount in Kgs	Status	Action
Sunil Fabric	BANGLADESH	6823	01-03-2020	100% cotton	45,900.00	Acknowledged	
Adalteks Ltd.	BULGARIA	Fly-2	18-03-2020	100% cotton	2,350.00	Acknowledged	
Jeans & Polo	BANGLADESH	Ket-123AAA	01-04-2020	100% Cotton	800.00	Pending	
Sunil Fabric	BANGLADESH	12345789AAA	01-04-2020	100% Cotton	100.00	Pending	
Adalteks Ltd.	BULGARIA	Adi-6832	07-07-2020	100% Cotton	7,800.00	Refused	

Figure 58: Sales Screen - Spinning Mills

7.5.2 Add new CmiA Yarn Sales

A spinning mill can **add new CmiA yarn sales** to their account by clicking the “**ADD**” button. Please note that the spinning mill needs to have CmiA cotton “virtually on stock” and a positive cotton balance.



Figure 59: Add Yarn Sales Screen - Spinning Mill

Figure 60: Add Yarn Sales Screen - Spinning Mill

Relevant information:

Field	To do
Buyer	Choose from a list of fabric producers or suppliers
Buyer Country	Automatic fill out
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Composition	e.g. 100 % CO
Amount in kg	Sold amount (format 1,000.00) Please indicate only the cotton share of the yarns.
Amount in Tons	Automatically calculated

Table 13: Relevant Information to add Yarn Sales - Spinning Mill

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10 % VIS = 900 kg CmiA yarns

All sale transactions will be automatically forwarded to buyer’s account for acknowledgment and the status will change to “pending”.

Upload with xls template

For uploading multiple sales transactions with one click you can also use a pre-defined import template (button “Import Excel” -> “Template Download”).



Figure 61: Template Import



Figure 62: Template Download

Buyers	Contract Number	Contract Date	Amount in Kgs	Material Composition
Smart Fabric	FR-123	01.05.2020	10000	100% Cotton
Fabric Tex Ltd.	LT-201	10.05.2020	20000	100% Cotton

Figure 63: xls Template with Example Data for Yarn Sales - Spinning Mill

Yarns: Indicate only the cotton share amount of the yarn.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10 % VIS = 900 kg CmiA yarns

All sale transactions will be automatically forwarded to buyer’s account for acknowledgment and the status will change to “pending”.

7.6 Acknowledge – Yarn Sales

Besides the fact that the seller can enter sales of CmiA yarns, the buyer can also enter transactions which consequently need to be acknowledged by the spinning mill.

The spinning mill get an overview of the CmiA yarn transactions provided by buyers.

Please **acknowledge**  or **refuse**  the sale by clicking on the respective “Action”- buttons. Please explain the reason when refusing a transaction.

Only acknowledged CmiA yarn sales can be further processed by buyers.

Acknowledge Spinning Mill Sales (Fabric Mill/Supplier)									
Please see below an overview of your CmiA yarn transactions provided by buyers. For yarn sales only the cotton share amount of the yarn continue to read									
Buyer		Contract Number		Contract Form Date		Contract To Date			
Select Companies									
Buyers	Company Country	Contract Number	Contract Date	Fabric/Yarns	Unit	Amount	Material Composition	Status	Action
Adateks Ltd.	BULGARIA	Fly-1	01-12-2020	Yarn	Kg	14,000.00	50% Cotton 50% Polyester	Pending	 
Adateks Ltd.	BULGARIA	GB_1711	17-11-2020	Yarn	Kg	500.00	100%CO	Pending	 

Figure 64: Yarn Sales Acknowledge Screen - Spinning Mill

Only the cotton share amount of the yarn is displayed.

1,000 kg of 100 % CO = 1,000 kg CmiA yarns

1,000 kg of 90 % CO, 10 % VIS = 900 kg CmiA yarns

7.7 Reports – Spinning Mill Inventory

“Reports - Spinning Mill Inventory” provide spinning mills with an overview about amounts of purchased CmiA cotton and produced/sold CmiA yarn amounts.

All data are cumulated per seller and buyer.

Only acknowledged CmiA purchases increase the spinning mill’s CmiA cotton balance and further transactions will be possible. Consequently, spinning mills shall ensure to always have a positive CmiA cotton balance in SCOT. However, spinning mills can have only minus balance of -10.00 t/10,000.00 kg.

7.7.1 Wastage Upcharge Factor

Usually cotton wastage is generated during production process of lint cotton to yarns. Consequently, the spinning mill’s individual wastage factor must be considered.

E.g. 100 kg cotton turn out to end in approx. 86 kg yarns (wastage factor 14%)

SCOT calculates automatically the amount of cotton wastage individually for each spinning mill based on the spinning mill’s waste factor provided during the CmiA registration process. For all spinning mills, who have not shared their individual wastage factor during the CmiA registration a wastage factor of 16 % applies by default.

Different wastage factors for different yarn qualities cannot be considered. There is just one (average) wastage factor per spinning mill to be applied in SCOT.

The wastage factor indicates the cotton loss from lint cotton to yarn.

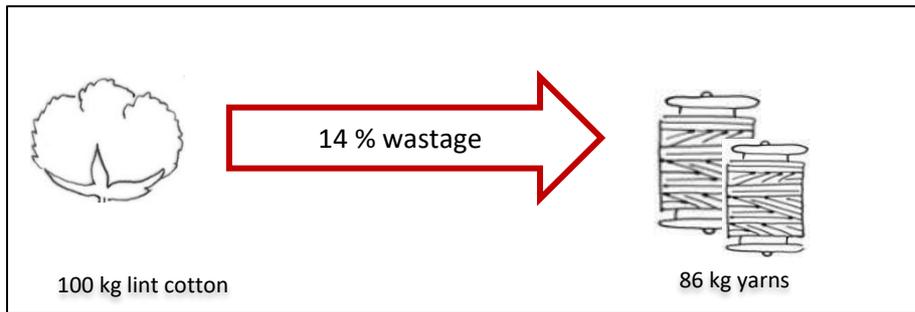


Figure 65: Wastage Factor – Spinning Mil

SCOT calculates the other way around and starts with the CmiA yarn sales instead of the CmiA lint cotton. Respectively, **SCOT adds on each CmiA yarn sale the individual wastage factor to calculate the cotton amount consumed.**

That is why in SCOT a wastage-upcharge factor is used instead of a wastage factor. (For calculation of the wastage-upcharge factor please refer to [Conversion Rates.](#))

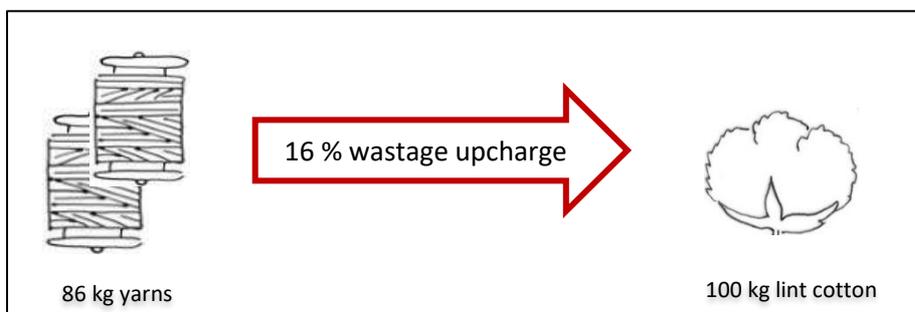


Figure 66: Wastage Upcharge Factor – Spinning Mill

Spinners wastage factor in %	Converted Wastage Upcharge in SCOT in %	Wastage Upcharge Factor in SCOT balance
10	11,1	1,111
12,5	14,2	1,142
14	16,2	1,162
15	17,6	1,176
16	19,0	1,190

Table 14: Example for Wastage Factors and Wastage Upcharge Factors.

7.7.2 Balance Calculation

“Reports - Spinning Mill Inventory” provide spinning mills with an overview about amounts of purchased CmiA cotton and produced/sold CmiA yarn amounts.

SCOT provides the following information:

- All acknowledged CmiA cotton purchases cumulated per seller
- All acknowledged CmiA yarn sales cumulated per buyer
- All CmiA yarn sales converted to CmiA cotton
- Current cotton balance = CmiA cotton purchases - CmiA yarn sales converted to cotton

Purchase in Kgs				Sales in Kgs		
Trader	Amount	Buyer	Amount	Wastage Upcharge Factor	Yarn Converted to Cotton	Balance
Cotton trader_test	510,000.00	Adalleks Ltd.	1,250.00			
Ramesh Trader	20,000,000.00	Sunil Fabric	376,500.00			
Grand Total	20,510,000.00		377,750.00	1.190	449,522.50	20,060,477.50



Spinning mills shall ensure to always have a positive CmiA cotton balance in SCOT. However, spinning mills can have minus balance only of -10.00 t/ 10,000.00 kg.

8 SCOT for Cotton Traders (purchasing Cotton from Cotton Company/Cotton Trader, selling Cotton to Spinning Mill/Cotton Trader)

8.1 Definition of Cotton Trader

Cotton Trader purchase CmiA-certified raw cotton from CmiA-verified cotton companies or other cotton traders and sell it to spinning mills or other cotton traders.

8.2 Trading of CmiA Cotton

Only CmiA-nominated cotton traders are allowed to trade CmiA cotton (please refer to the [CmiA Chain of Custody Guidelines](#)).

CmiA-nominated cotton traders purchase CmiA-certified cotton from [CmiA-verified cotton companies](#) or other [CmiA-nominated cotton traders](#) and either sell it as “CmiA” cotton to CmiA registered supply chain partners or sell it as “CmiA-BCI”⁸ cotton to BCI supply chain partners.

It is essential for both parties, the CmiA-nominated cotton traders and the CmiA-registered spinning mill, to determine and clearly state whether the CmiA cotton contract is used for CmiA or BCI products. If selling CmiA cotton to a spinner it should be clearly stated and communicated for which supply chain (CmiA OR BCI) the spinner wants to use the CmiA contract. **A CmiA cotton contract can be just used for one system - either the CmiA SCOT or the BCI Better Cotton Platform.**

⁸ CmiA sales to other cotton trader will be handled also as “CmiA-BCI” sales as it is not clear during sales whether the final sale will be to the CmiA or to the BCI supply chain.

Sold as	Meaning	Next step
CmiA	Spinner wants to use cotton volume for CmiA productions	Spinner needs to acknowledge transaction in SCOT to receive the cotton volume on their cotton balance
CmiA-BCI	Spinner wants to use cotton volume for BCI productions	Trader needs to enter cotton contract <u>also</u> in the BCI Platform so that BCI spinner can receive BCCUs
	Sales to other cotton traders are automatically listed as "CmiA-BCI"	-

Table 15: Differentiation between CmiA and CmiA-BCI cotton

All CmiA cotton sales (no matter if the cotton is sold as "CmiA-BCI") **must be reported in the CmiA SCOT system** (please refer to [Add new CmiA cotton sales](#) and [Sold as "CmiA" or "CmiA-BCI"](#)).

8.3 Dashboard

Cotton traders see their CmiA cotton purchases and CmiA cotton sales for the actual year. Furthermore, the dashboard shows actual transactions: sales of cotton waiting for an acknowledgment by spinning mills and refused transactions by spinning mills.

Urgent action is needed for transaction stating "Change Status to Shipped" (please refer to [Indicate Contract Status](#)).

Change Status to Shipped (2) 		
Buyer	Amount in Tons	Expected Shipment
Amit Spinning mill	100.00	Jan-1970
BCD Spinner	500.00	Jan-2021

Figure 67: Dashboard Screen - Cotton Trader

8.4 Transactions – Cotton Purchases

This section provides the cotton trader with an overview of the CmiA cotton purchases from cotton companies or other cotton traders.

CmiA cotton purchases do not require any acknowledgement of the respective CmiA verified cotton companies and **no volumes are transferred to or from other entities in SCOT**.

Entity	Sellers	Seller Country	Cotton Origin	Contract Number	Contract Date	Amount in Tons	Action
Cotton Producer	Faso Coton	BURKINA FASO	Faso Coton	GB-test2910	30-10-2020	0.50	
Cotton Trader	Otto Stadlander	GERMANY	Western Uganda Cotton Company	GB_test3010	30-10-2020	5,000.00	
Cotton Trader	Ramesh Trader CT	GERMANY	CIDT	GB-300100	30-10-2020	0.50	
Cotton Producer	AgriExim	UGANDA	AgriExim	GB-11test	30-10-2020	5,000.50	
Cotton Trader	Cotton Traders	GERMANY	AgriExim	GB_test111	30-10-2020	100.50	
Cotton Trader	Otto Stadlander	GERMANY	Biosustain	GB_test789	30-10-2020	1,000.00	
Cotton Producer	Sodecoton	CAMEROON	Sodecoton	GB_test123	30-10-2020	10,000.00	

Figure 68: Cotton Purchases Screen - Cotton Trader

A cotton trader can **add new CmiA cotton purchases** to their account by clicking the **“ADD”** button.



Figure 69: Add Cotton Purchases Screen - Cotton Trader

The screenshot shows the 'Add Cotton Trader Purchase' form. The header includes the title and instructions: 'Please add new CmiA cotton purchases.' and 'Select first from which entity (CmiA cotton company or CmiA cotton trader) CmiA cotton has been purchased.' The form contains several input fields: 'Entity*' (dropdown menu), 'Seller*' (dropdown menu), 'Seller Country*' (dropdown menu), 'Cotton Origin*' (dropdown menu), 'Contract Number*' (text input), 'Contract Date*' (text input with a calendar icon), 'Amount in Tons*' (text input with a unit dropdown), and 'Amount in Kgs*' (text input with a unit dropdown). The 'Amount in Tons' and 'Amount in Kgs' fields have a small icon next to them.

Figure 70: Add Cotton Purchases Screen - Cotton Trader

Relevant information:

Field	To do
Entity	Choose between Cotton Producer or Cotton Trader
Seller	Based on the previous selection, choose from a list of CmiA-verified cotton companies or CmiA-nominated traders
Seller Country	Automatic fill out
Cotton Origin	Name of cotton company (If “entity” is already a cotton company/producer, this is again the name of the cotton company. If “entity” is a cotton trader, please indicate here the name of the cotton company the original purchase came from.)
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Amount in Tons	Purchased amount in t (not in kg)
Amount in Kgs	Automatic conversion from Tons to Kgs

Table 16: Relevant Information to add Cotton Purchases - Cotton Trader

Upload with xls template

For uploading multiple purchase transactions with one click you can also use a pre-defined import template (button “Import Excel” - > “Template Download”).



Figure 71: Template Import



Figure 72: Template Download

Entity	Company Name	Cotton Origin	Contract Number	Contract Date	Amount in Tons
Cotton Producer	Sodecoton	Sodecoton	GB_test123	30-10-2020	10000
Cotton Trader	Otto Stadlander	Biosustain	GB_test789	30-10-2020	1000

Figure 73: xls Template with Example Data for Cotton Purchases – Cotton Trader

8.5 Transactions - Cotton Sales

All CmiA cotton sales (no matter if the cotton is sold as “CmiA” or “CmiA-BCI”) must be reported in the CmiA SCOT system (please refer to [Transaction – Cotton Sales](#) and [Sold as “CmiA” or “CmiA-BCI”](#)).

Only acknowledged “CmiA” cotton sales and “CmiA-BCI” cotton sales decrease the cotton trader’s CmiA cotton balance.

Just CmiA-nominated cotton traders can add cotton transactions.

8.5.1 Overview - Status

There are different statuses for sales:

Status	Meaning	Next step
Pending	New “CmiA” sale is waiting for acknowledgment by buyer	Ask buyer to acknowledge this transaction
Acknowledged	Buyer acknowledged this “CmiA” transaction	-
Refused	“CmiA” sale has been refused by buyer for any reason	Check and amend or delete the transaction
Undefined	“CmiA-BCI” sales do not have a specific status	-

Table 17: Different Sales Statuses

Entity	Buyer	Sold as	Cotton Producer	Cotton Origin Country	Contract Number	Contract Date	Expected shipment date	Amount in Tons	Contracted / Shipped	Status	Action
Spinning Mill	BCD Spinner	CmiA-BCI		Any WAF	Gb-141200	14-12-2020	Jan 2021	500.00	Contracted	Undefined	 
Spinning Mill	Flying Dragon	CmiA	CIDT	BENIN	GB_1412	14-12-2020	Jan 2021	520.00	Shipped	Refused	 
Cotton Trader	Cotton Traders	CmiA-BCI	AgriExim	NIGERIA	GB_test1214	14-12-2020	Dec 2020	250.00	Contracted	Undefined	 
Spinning Mill	Aman Spinning	CmiA	Arewa Cotton	NIGERIA	GB_test2811	01-11-2020	Nov 2020	500.00	Shipped	Pending	 
Spinning Mill	Aman Spinning	CmiA		GERMANY	C123456	24-12-2020	Dec 2020	10.00	Contracted	Acknowledged	

Figure 74: Cotton Sales Screen – Cotton Trader

8.5.2 Add new CmiA cotton sales

A cotton trader can **add new CmiA cotton sales** to their account by clicking the **“ADD”** button.



Figure 75: Add Sales Screen - Cotton Trader

Figure 76: Add Sales Screen - Cotton Trader

Relevant information:

Field	To do
Entity	Choose between Spinning Mill or Cotton Trader
Buyer	According to selection before, choose from a list of Spinning Mills (CmiA or BCI) or CmiA-nominated cotton traders
Buyer Country	Automatic fill out
Sold as	Choose between “CmiA” (volumes are updated to spinner’s CmiA account for acknowledgement) or “CmiA-BCI” (no volumes are updated)
Cotton Producer	Choose from a list of CmiA-verified cotton companies. (If “entity” is a cotton company/producer, this is again the name of the cotton company. If “entity” is a cotton trader, please indicate here the name of the cotton company the original purchase came from.)
Cotton Origin Country	Choose country or any other listed specification (e.g. “Any WAF” or “unknown”) if its not clear yet from which cotton company cotton is sold.
Contract Number	Unique contract number between buyer and seller
Contract Date	Choose from calendar
Expected Shipment Date	Choose a month from calendar
Amount in Tons	Purchased amount in t (not in kg)
Amount in Kgs	Automatic conversion from Tons to Kgs

Field	To do
Contracted/ Shipped	Indicate current status of contract

Figure 77: Relevant Information to add Cotton Sales - Cotton Trader

Upload with xls template

For uploading multiple sales transactions with one click you can also use a pre-defined import template (button “Import Excel” - > “Template Download”).



Figure 78: Template Import



Figure 79: Template Download

Entity	Company Name	Cotton Producer	Cotton Origin Country	Sale type	Contract Number	Contract Date	Expected		Contracted/ Shipped
							Shipment date	Amount in Tons	
Cotton Trader	Cofco		Ivory Coast	CmiA-BCI	CSD-89	01-05-2020	Jun-2020	10000	Contracted
Spinning Mill	Aman Spinning	Arewa Cotton	Nigeria	CmiA	SED-245	10-05-2020	Jul-2020	20000	Shipped

Figure 80: xls Template with Example Data for Cotton Sales – Cotton Trader

8.5.3 Sold as “CmiA” or “CmiA-BCI”

It is essential for both parties, the CmiA-nominated cotton traders and the CmiA-registered spinning mill, to determine and clearly state whether the CmiA cotton contract is used for CmiA or BCI products. If selling CmiA cotton to a spinner it should be clearly stated and communicated for which supply chain (CmiA OR BCI) the spinner wants to use the CmiA contract. **A CmiA cotton contract can be just used for one system - either the CmiA SCOT or the BCI Better Cotton Platform** (please refer to [Trading of CmiA Cotton](#)).

Cotton traders choose in SCOT for “sold as” either “CmiA” or “CmiA-BCI”. Please note, that all sales to other cotton traders are automatically considered to be “CmiA-BCI” cotton.

Figure 81: Add Cotton Sales – Cotton Trader

Figure 82: Selecting between “CmiA” sale or “CmiA-BCI” sale

Figure 83: Selecting “CmiA” sale

Figure 84: Selecting “CmiA-BCI” sale

Changing the CmiA cotton contract from “CmiA” to “CmiA-BCI” or vice-versa is still possible later.

“CmiA” to “CmiA-BCI”

Cotton traders change sale transactions in SCOT from "CmiA" to "CmiA-BCI" to delete the contract volume from the spinning mill's cotton inventory. Additionally, cotton traders consider BCI requirements and upload the cotton contract to the Better Cotton Platform.

“CmiA-BCI” to “CmiA”

Cotton traders ensure that the respective CmiA cotton contract is not (longer) used on the Better Cotton Platform.

If the cotton contract is still to be acknowledged by the spinning mill on the Better Cotton Platform, the spinning mill can just refuse the transaction there.

If the cotton contract is already acknowledged by the spinning mill on the Better Cotton Platform, please ask the BCI Helpdesk to delete the transaction.

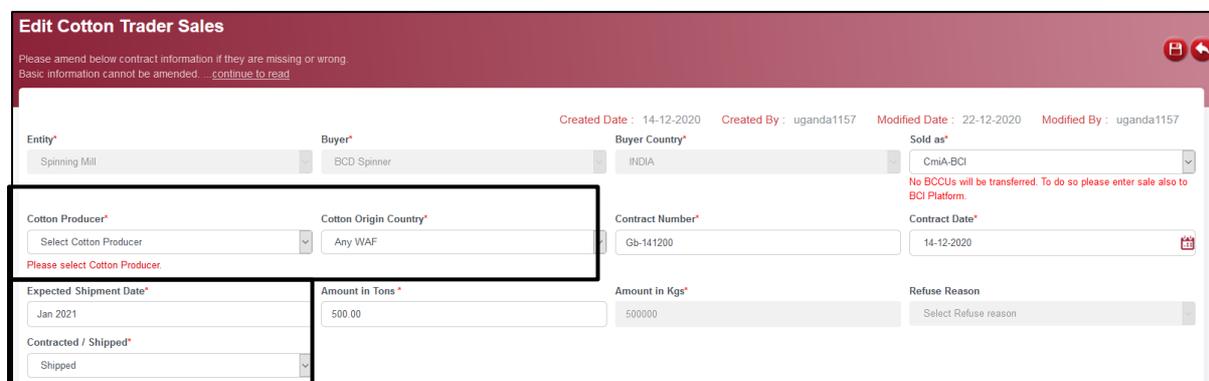
Once the cotton contract is not available on the Better Cotton Platform anymore please change the sales transaction in SCOT from "CmiA-BCI" to "CmiA". The transaction is then forwarded to the spinning mill's account for a further acknowledgement.

8.5.4 Indicate Contract Status – Contracted or Shipped

To have a clear overview if CmiA cotton contracts are not only contracted but also shipped to the buyer (and not cancelled) the cotton trader is obliged to report the final status of the cotton contract. This needs to be done by **changing the status from “contracted” to “shipped”**.

The status shall be updated latest by the date of the expected shipment date. Cotton traders will receive an automatic reminder on their dashboard (please refer to [Dashboard](#)).

With updating the status to “shipped”, also the actual “cotton producer” shall be stated. As soon as the contract status changes from “contracted” to “shipped”, the final “cotton producer” information is mandatory.



Edit Cotton Trader Sales

Please amend below contract information if they are missing or wrong.
Basic information cannot be amended. [continue to read](#)

Created Date : 14-12-2020 Created By : uganda1157 Modified Date : 22-12-2020 Modified By : uganda1157

Entity*	Buyer*	Buyer Country*	Sold as*
Spinning Mill	BCD Spinner	INDIA	CmiA-BCI
Cotton Producer*	Cotton Origin Country*	Contract Number*	Contract Date*
Select Cotton Producer	Any WAF	Gb-141200	14-12-2020
Please select Cotton Producer.			
Expected Shipment Date*	Amount in Tons *	Amount in Kgs*	Refuse Reason
Jan 2021	500.00	500000	Select Refuse reason
Contracted / Shipped*			
Shipped			

No BCCUs will be transferred. To do so please enter sale also to BCI Platform.

Figure 85: Edit Screen - Cotton Trader



8.6 Reports

“Reports” provide cotton traders with an overview about amounts of purchased and sold CmiA cotton.

Data in “Cotton Trader Purchase Overview” are cumulative per cotton origin (means cotton producer/ cotton company).

Data in “Cotton Trader Sales Overview” are cumulative per cotton origin (means cotton producer/ cotton company).

9 Vertical Set-Ups

9.1 Accounts in SCOT

SCOT covers four different options of the production chain from supplier to cotton trader (please refer to [General information about different Supply Chain Set-Ups](#)):

All supply chain levels are required to inform about their:

- Yarn purchases or yarn inhouse usage and/or
- Fabric purchases or fabric inhouse usage.

If a company is a vertical set up, owning **different production units in one company with one responsible CmiA SCOT person** the company will have one company account with access to the different production units, e.g:

- Spinning unit: *Cotton Tex – Spinner*
- Fabric unit: *Cotton Tex – Fabric*
- Garment unit: *Cotton Tex – Supplier*

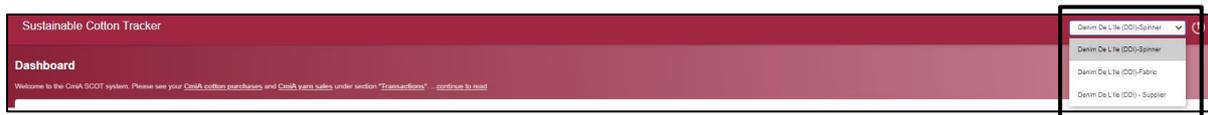


Figure 86: Select respective Production Entity

9.2 Required Transactions

Vertical Set-Up: Fabric and Yarn Production

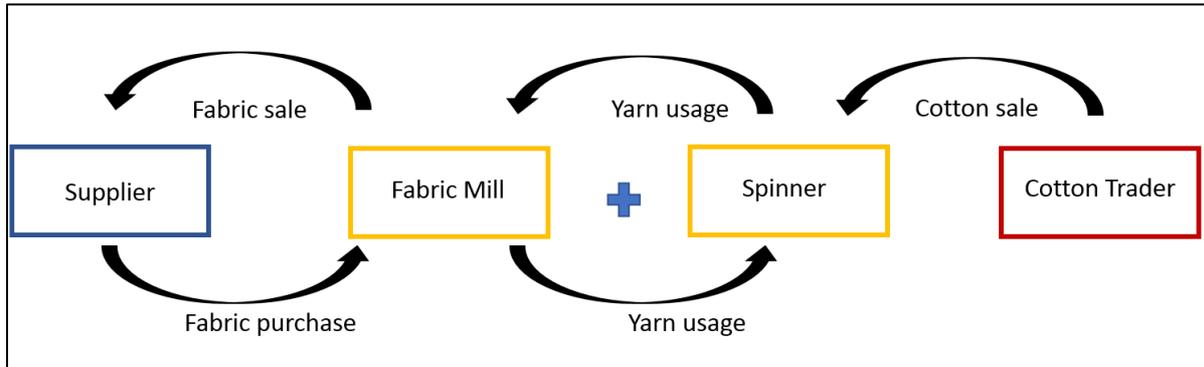


Figure 87: Vertical Set-Up of Fabric and Yarn Production (Option 3)

Vertical set-ups producing yarns and fabrics shall enter their inhouse yarn transactions (yarn consumed to produce fabrics) and their fabric transactions. Please refer to [SCOT for Spinning Mills](#) and [SCOT for Fabric Producers](#).

Any fabric related transactions require earlier inhouse yarn transactions.

Consequently, yarn transactions must be either entered by “*Company – Spinner*” account and acknowledged from “*Company – Fabric*” account or entered by “*Company – Fabric*” account and acknowledged from “*Company – Spinner*” account.

Fabric transactions can then be entered or acknowledged from “*Company – Fabric*” account.

Vertical Set-Up: Garment, Fabric and Yarn Production

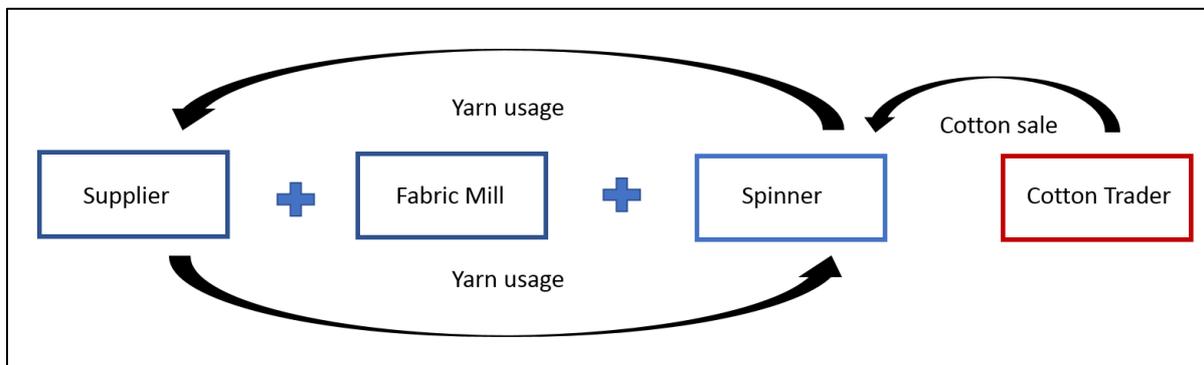


Figure 88: Vertical Set-Up of Garment, Fabric and Yarn Production (Option 4)



Vertical set-ups producing yarns, fabrics and garments must enter at least their inhouse yarn transactions (yarn consumed to produce garment/ final product). Please refer to [SCOT for Spinning Mills](#) and [SCOT for Suppliers](#).

Any garment related transactions require earlier inhouse yarn transactions.

Consequently, yarn transactions must be either entered by “*Company – Spinner*” account and acknowledged from a “*Company – Supplier account*” or entered by a “*Company – Supplier*” account and acknowledged from “*Company – Spinner*” account.

Allocation to Retailer Orders must be done by “*Company – Supplier*” account.



10 SCOT for Yarn Trader/Dye Houses (purchasing Yarn from Spinning Mill, selling Yarn to Fabric Producer)

10.1 Definition of Yarn Trader/Dye House

Yarn Trader and Dye Houses are purchasing and selling CmiA yarns.

SCOT version 1.0 does not include intermediate supply chain levels like yarn trader and dye houses, which will change in version 2.0 (approx. March 2021).

In the SCOT version 1.0 yarn traders and dye houses are managed like fabric producers (purchases) and spinning mills (sales). For this special case please contact the CmiA office for further information via email supplychain@abt-foundation.org.

10.2 Yarn Purchases

For CmiA yarn purchases transactions please refer to [Add New CmiA Yarn Purchases](#) or [Acknowledge - Fabric Producer Purchases](#).

10.3 Yarn Sales

For CmiA yarn sales transaction please refer to [Add New CmiA Yarn Sales](#) or [Acknowledge – Yarn Sales](#).