3. OEKO-TEX® MADE IN GREEN
Article Definition

HOHENSTEIN

Label Owners

3.1 Create article
3.2 View article details and status
3.3 Create article component
3.4 Add new component
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Suppliers

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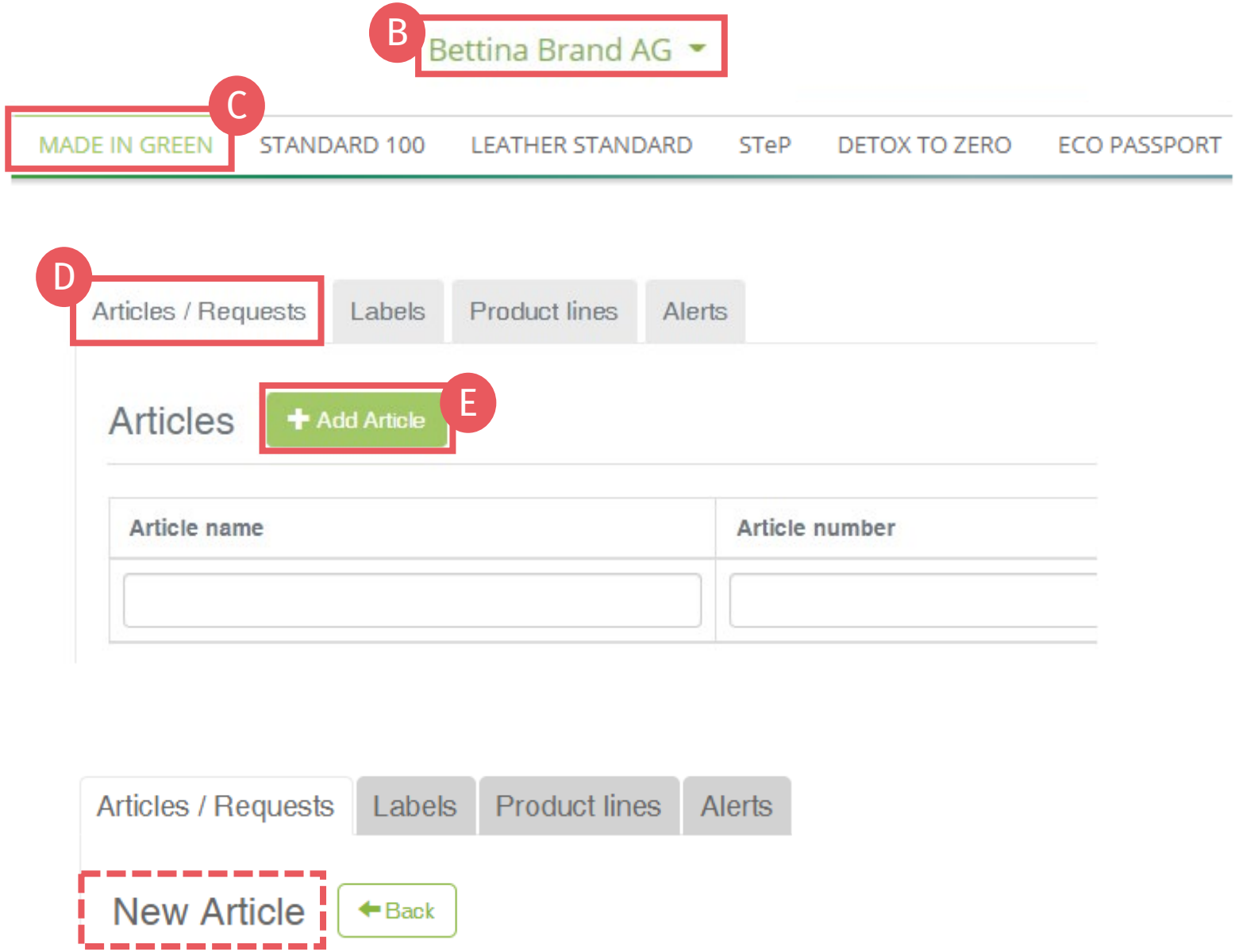
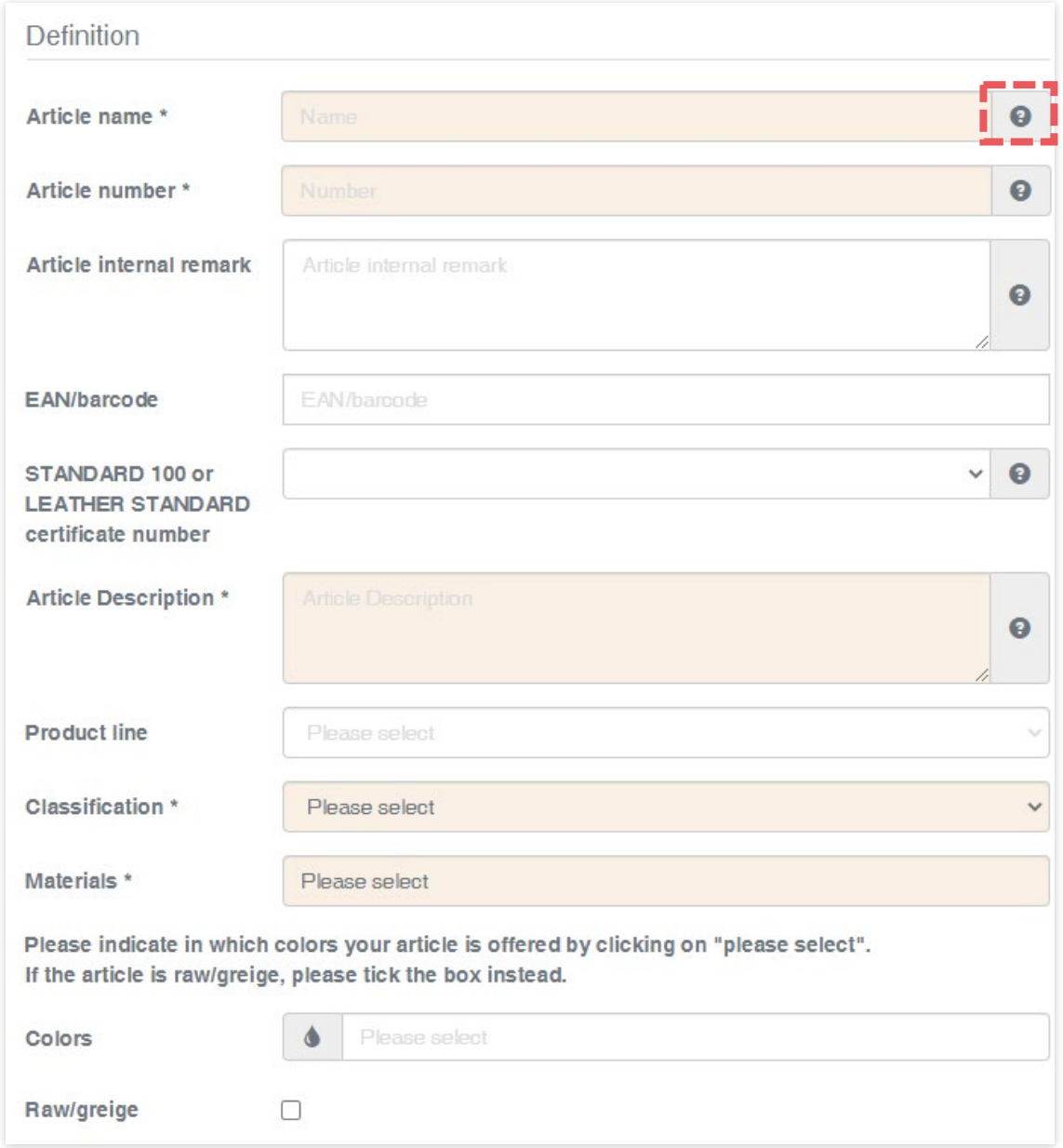
3.1 Create Article

A. Login into myOEKO-TEX®
B. Click on company name to navigate to product menu
C. Click ‘MADE IN GREEN’
D. Click ‘Articles / Requests’ tab
E. Click ‘+ Add Article’

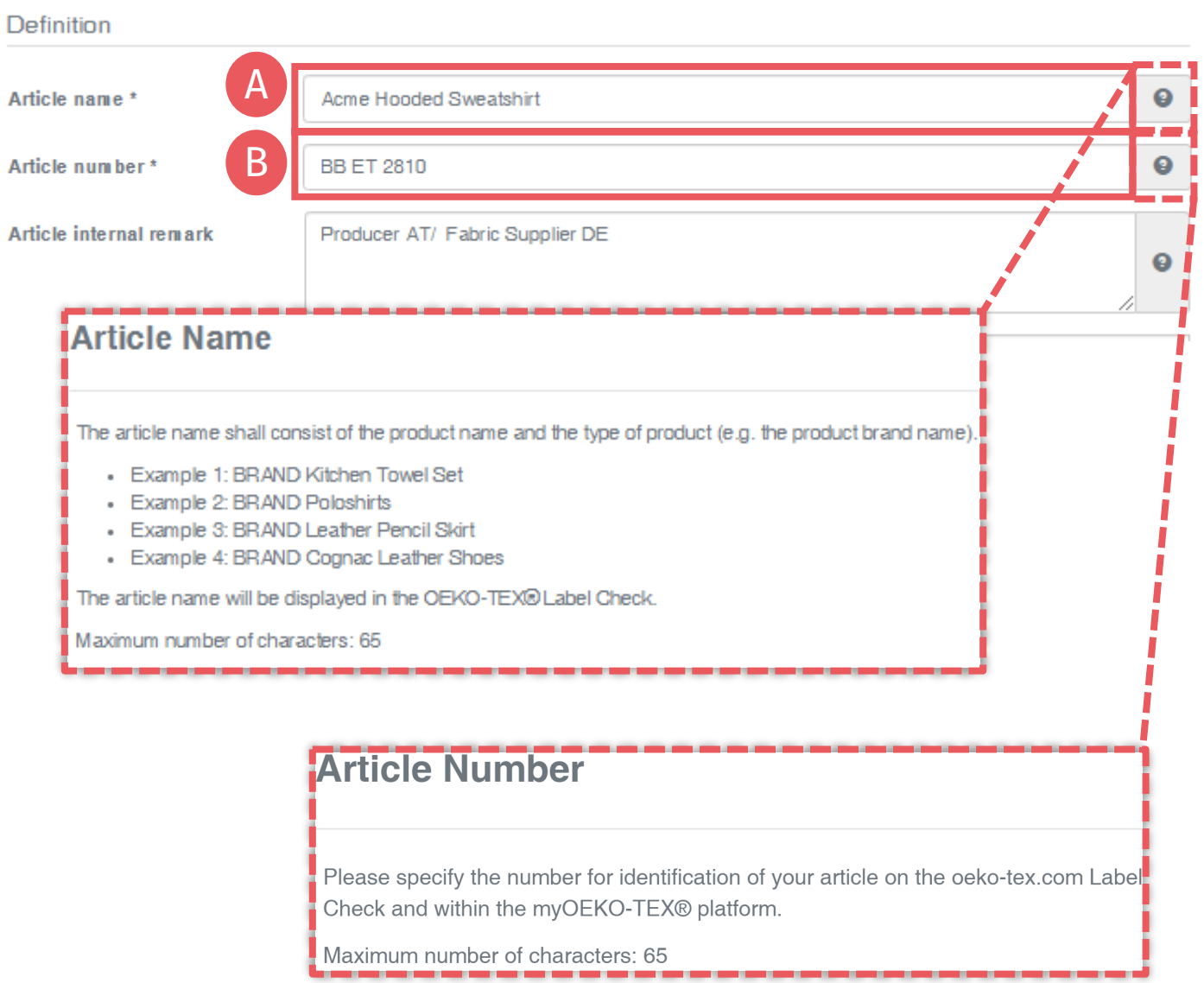




3.1.1 Define New Article

Info entered in this section defines the label's display on oeko-tex.com Label Check (i.e., article name, number, description, colors)

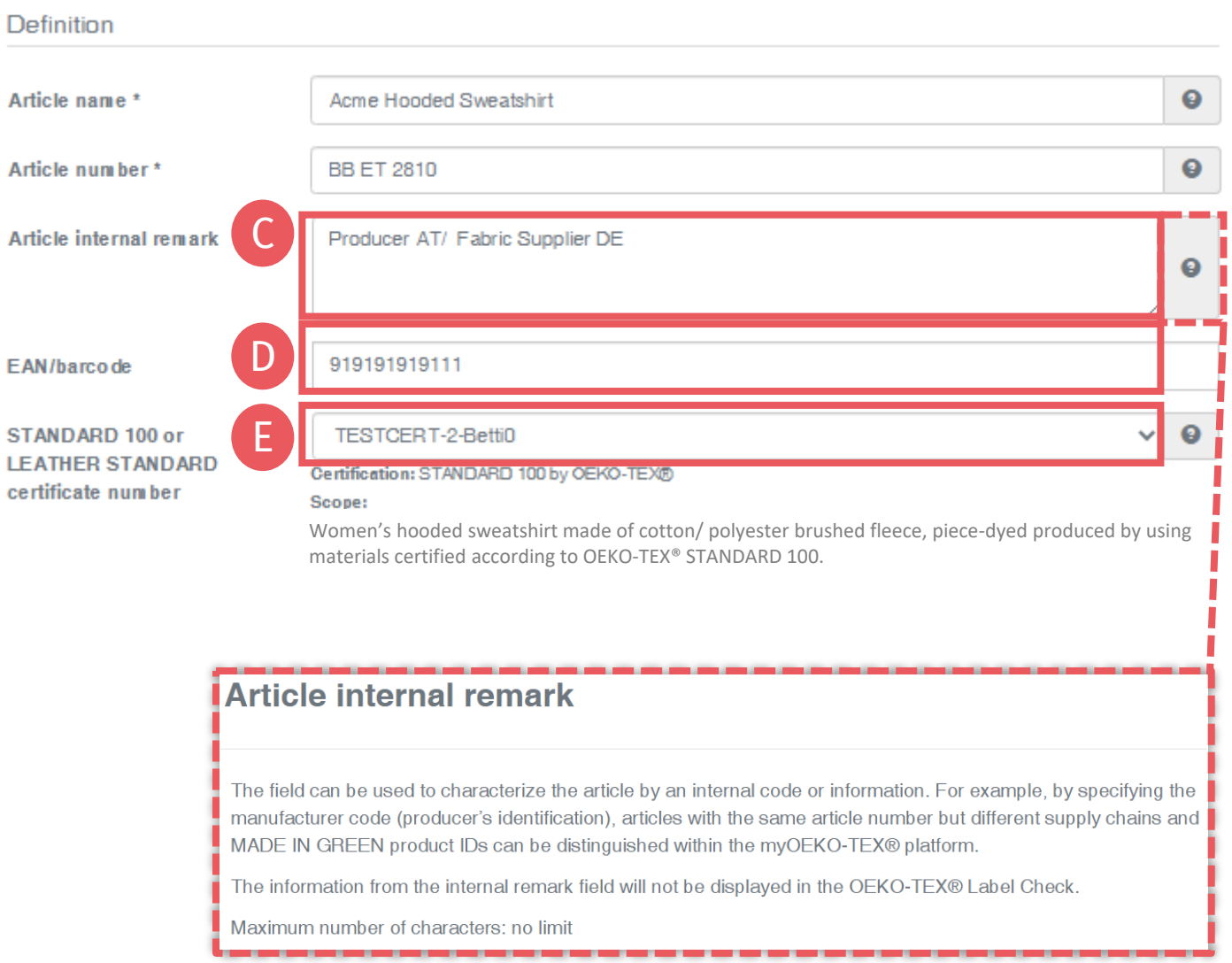
- Fields marked with * are mandatory
- Rules for data completion are listed in the MADE IN GREEN Standard (chapter 4.3.3)
- Click the "?" for details about the field and requirements



3.1.2 Define Article Details

A. Article name
Must include product name and type – max 65 characters (e.g., “Acme 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)

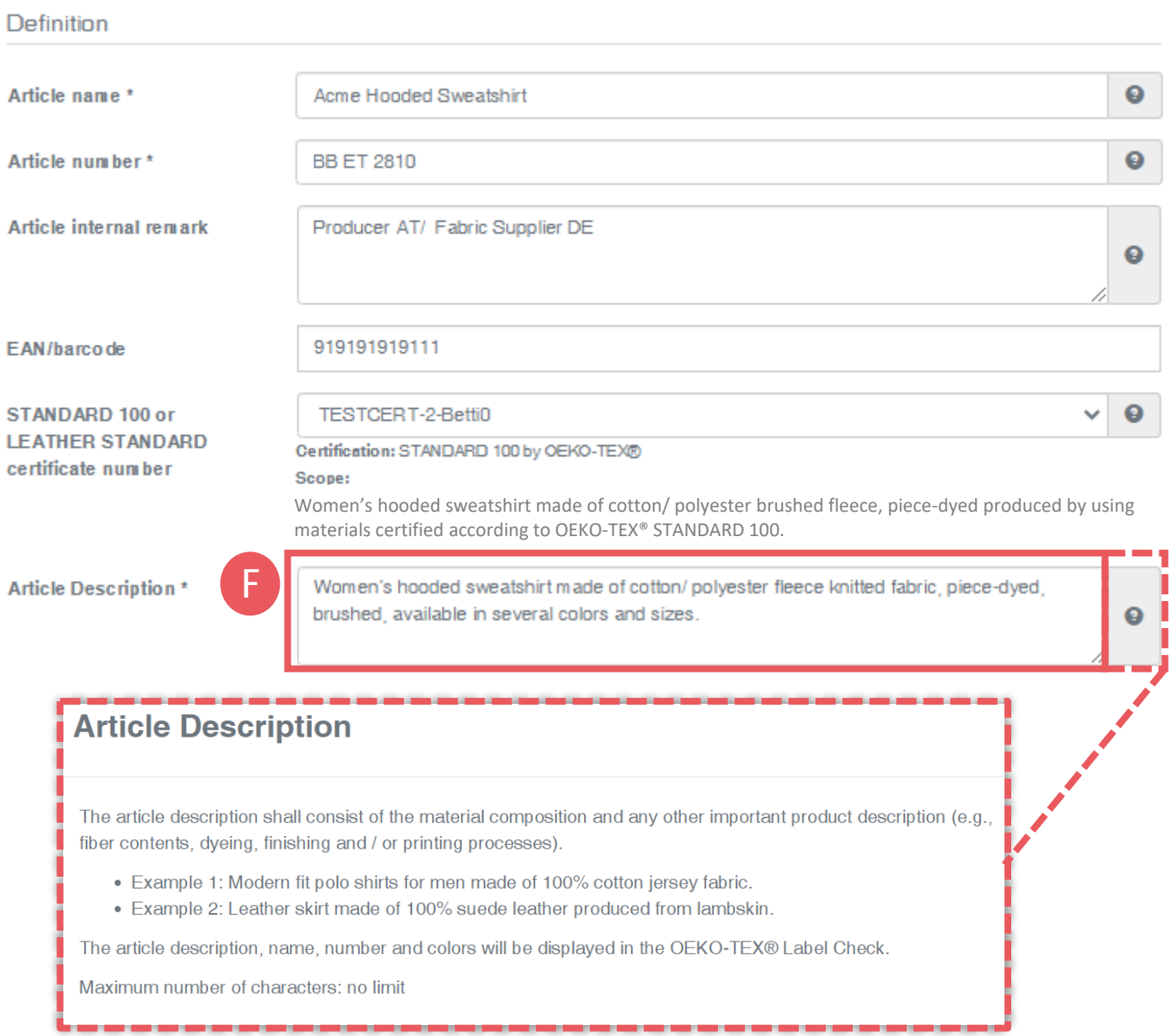


3.1.2 Define Article Details (cont'd)

C. Article internal remark
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

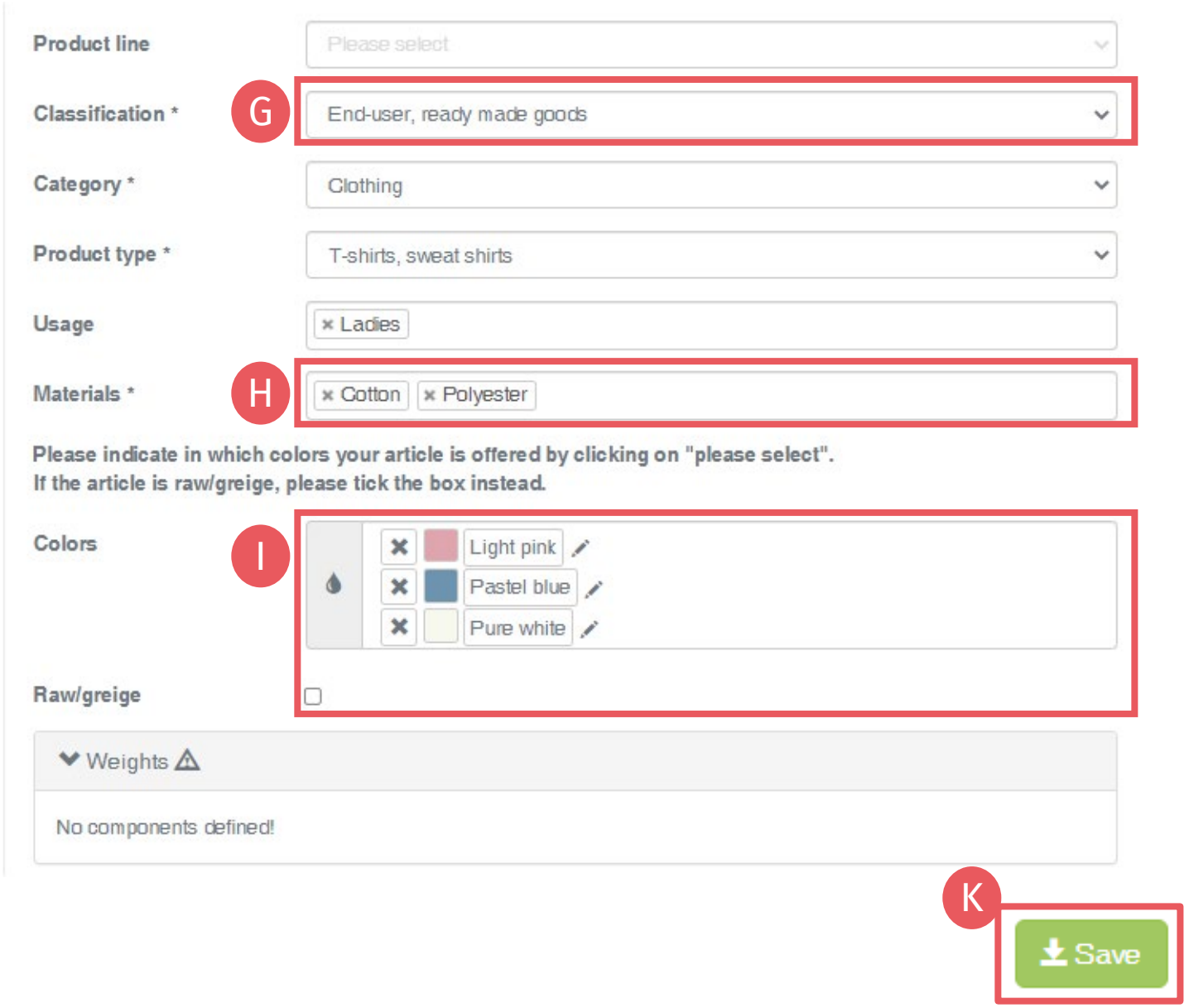
E. Select your relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate number, if available



3.1.2 Define Article Details (cont'd)

F. 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)

- The article description 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
- The article description should be written as a full sentence



3.1.2 Define Article Details (cont'd)

G. Select product classification, including category and product type (e.g., finished or semi-finished product)

H. Select article material (e.g., fiber contents)

I. Select specific article colors (e.g., dyed article)
- or - tick 'Raw/greige'

J. Check public information (Article name, number, description and colors). Blanks will be missing from oeko-tex.com Label Check

K. Click 'Save'

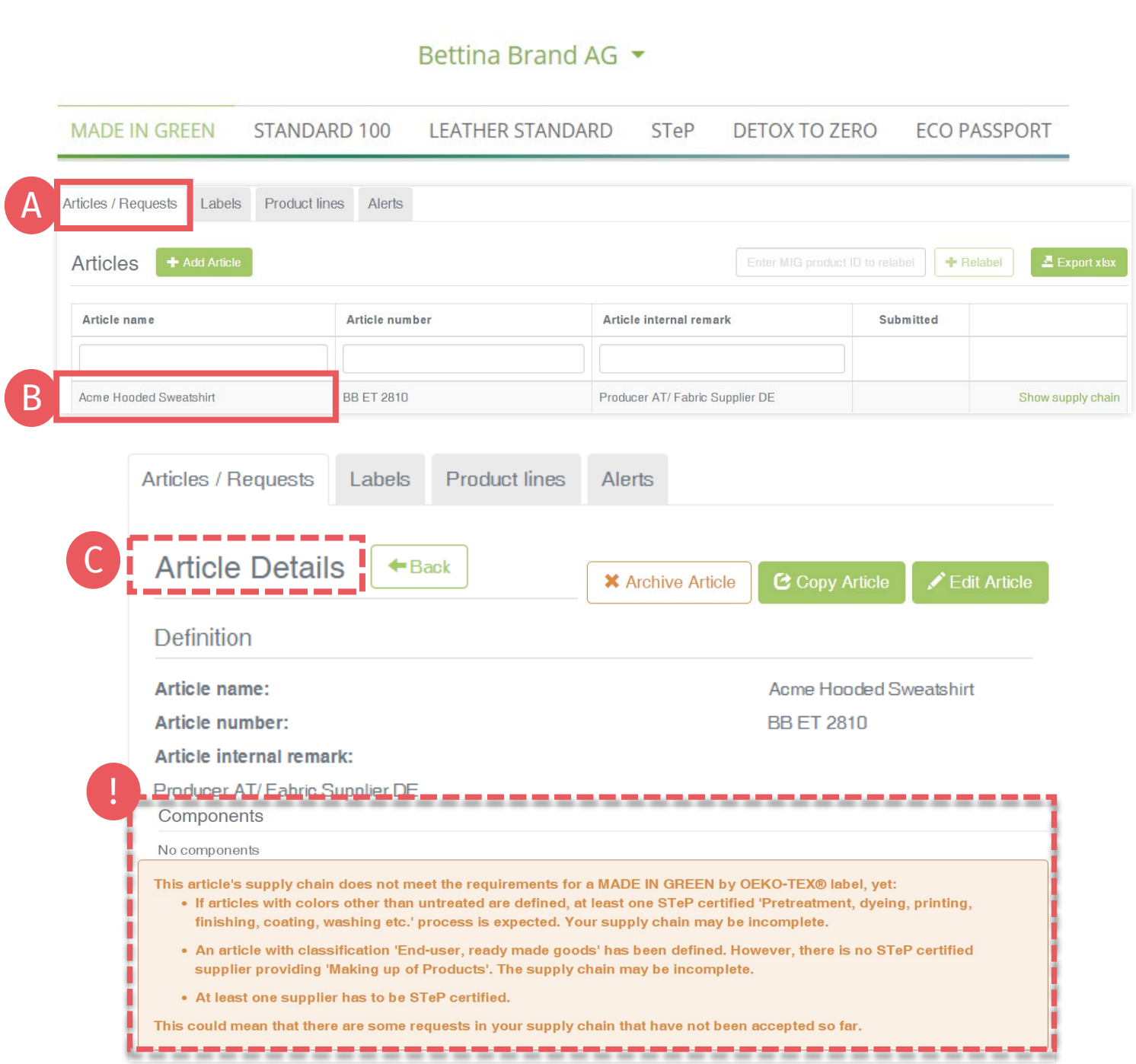
3.2 View Article Details and Status

A. Go to ‘MADE IN GREEN’ > ‘Articles / Requests’ tab to view article list

B. Click on article name for details

C. In ‘Article Details’, orange supply chain status means the defined supply chain for this article does NOT fulfil the basic MADE IN GREEN criteria

! Production facilities must add at least 3 components of finished products or 1 component of semi-finished products to fulfill the supply chain transparency requirement (see chapter 3.3)

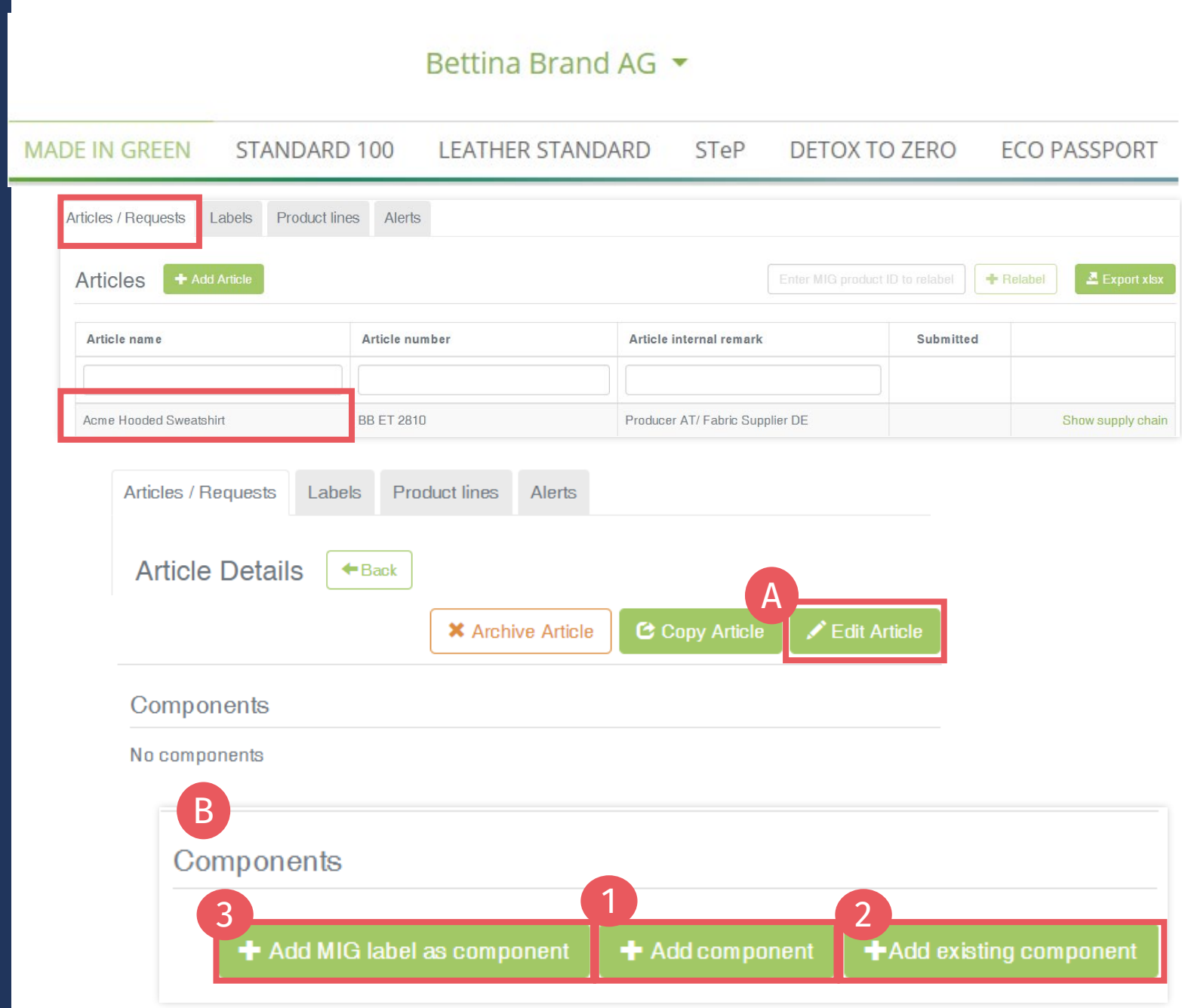


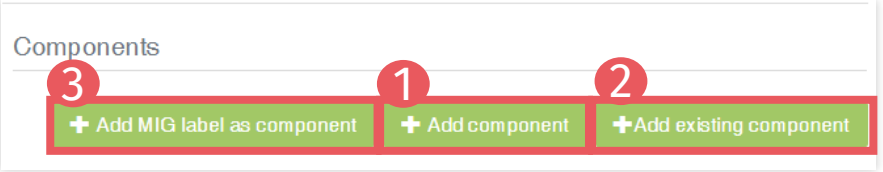
3.3 Create Article Component

A. In article details, click ‘Edit Article’

B. Create article component <u>via 3 options</u>:

1. ‘+ Add component’ (preferred)
2. ‘+Add existing component’
3. ‘+Add MIG label as component’





3.3.1 Create Article Component -Options

1. **'+ Add component'** – 2 Options
   - Add a new component and details
     - Use if new component details are **different** from article details and may need individual editing in future
     - You can specify all details of the component (all fields are blank)
   - Reuse a previous component
     - For already defined components <6 months old
     - Use only if component definition will NOT change when used in articles and reused components will NOT need individual editing in future
2. **'+Add existing component'**
   - Use if new component details are similar to the article details
   - You can update or enter further component details
3. **'+Add MIG label as component'**
   - Use if new component details are similar to the supplier's label details
   - You can update or enter further component details

3.4 Add Component - New

1. Within ‘Edit Article’ section, click ‘+Add component’

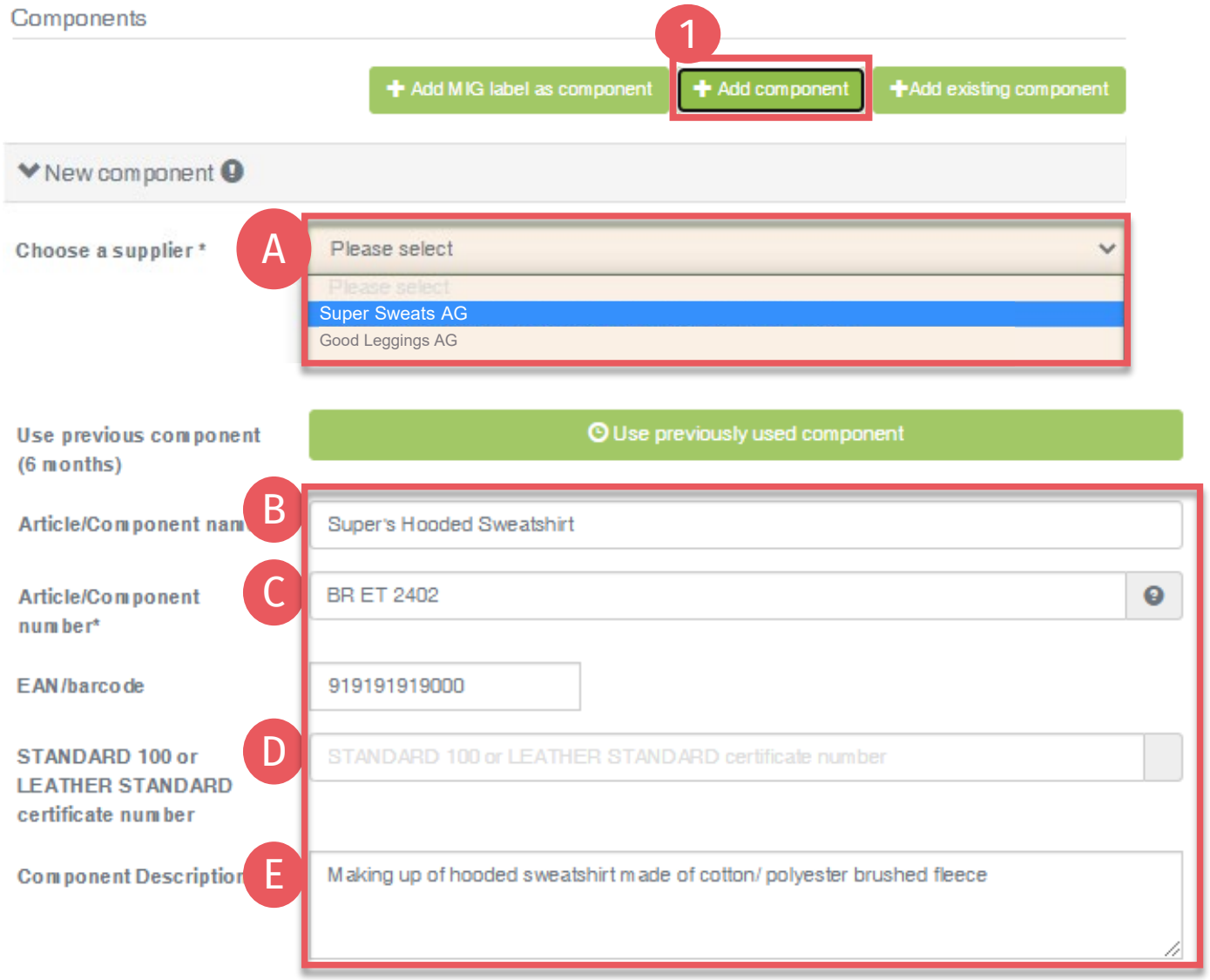
A. Select the supplier of this new component from your supplier list (connected previously)

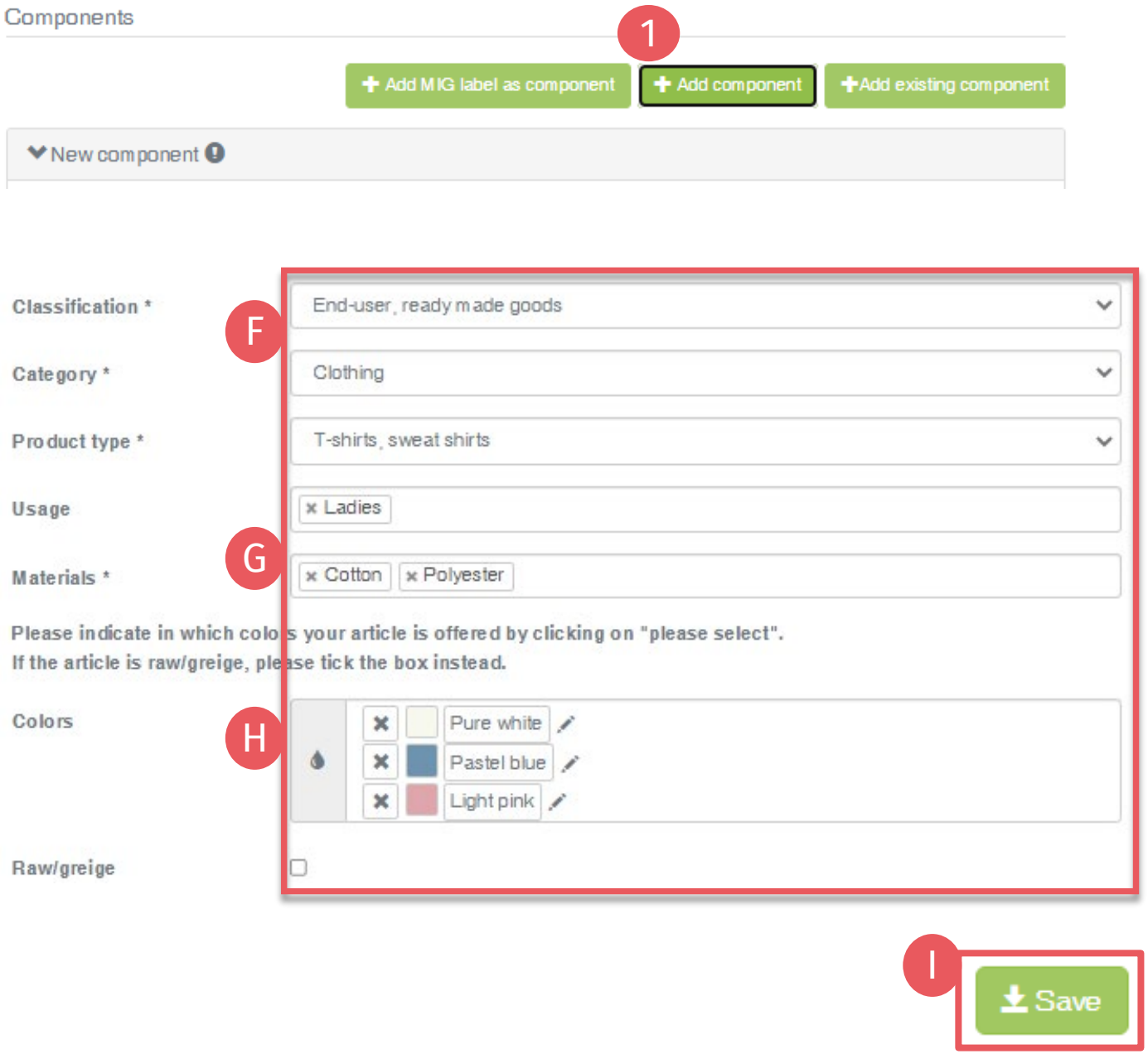
B. Enter ‘Component name’

C. Enter ‘Component number’. Specify the number provided by your supplier (e.g., order/ delivery number) so they can identify the supplied component and confirm the component request

D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate, if available

E. Enter ‘Component Description’





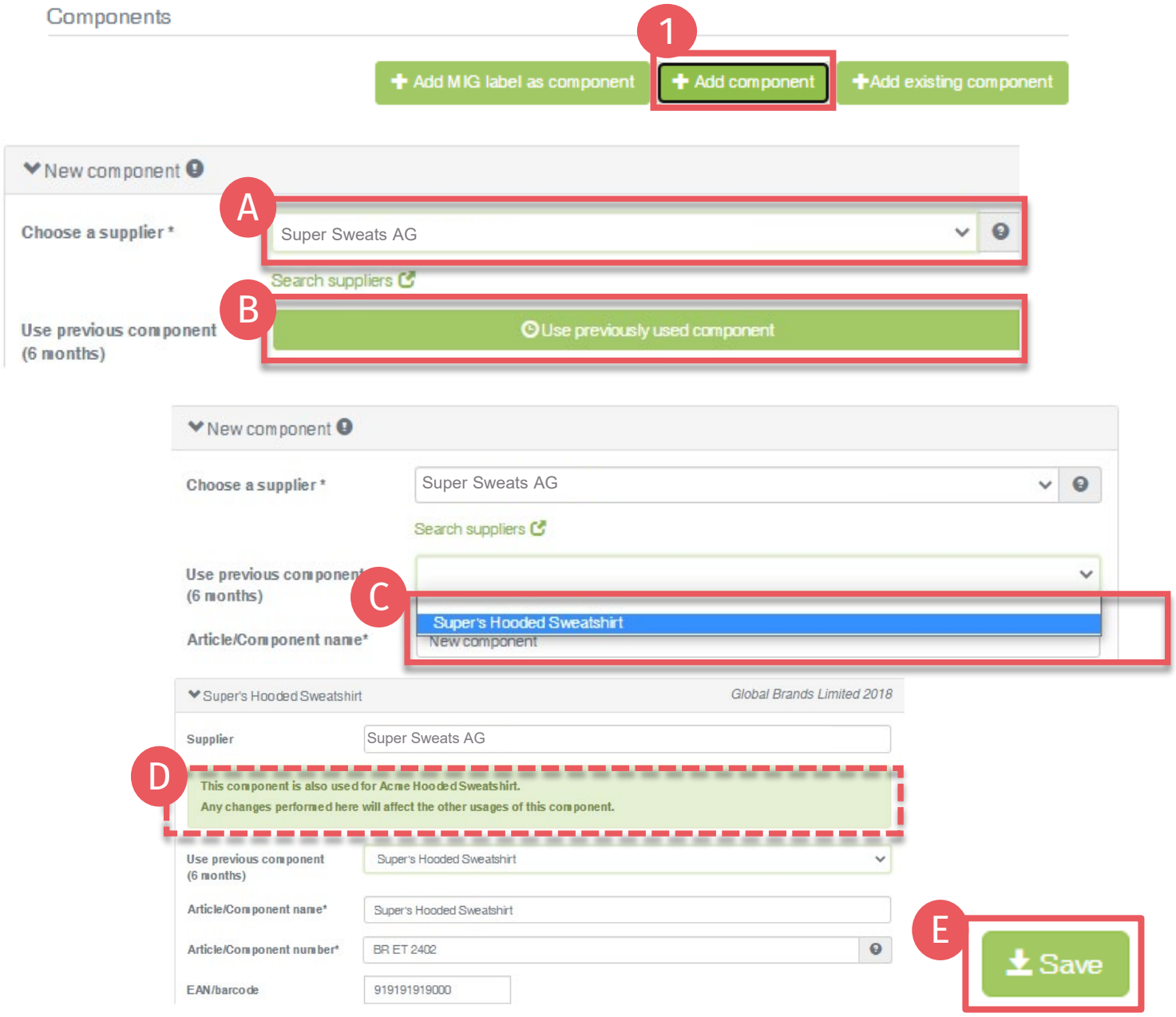
3.4.1 Add Component - New (Cont'd)

F. Enter component classification including category and product type (e.g., finished or semi-finished product)

G. Select component material (e.g., fiber contents)

H. Select component colors (e.g., dyed article)
- or - tick 'Raw/greige'

I. Click 'Save'
If 'Save' is not active, there are one or more mandatory component definition fields missing



3.4.1 Add Component - Reuse Component

1. Within 'Edit Article' section, click '+Add component'

A. Select the supplier (of the component that will be reused) from your supplier list (connected previously)

B. Click 'Use previously used component'

C. Select the relevant component name intended to be reused

D. Note: Status changes and edits to reused components are automatically reflected in ALL connected article definitions. It is NOT possible to edit reused components individually

E. Click 'Save'

3.5 Add Existing Component

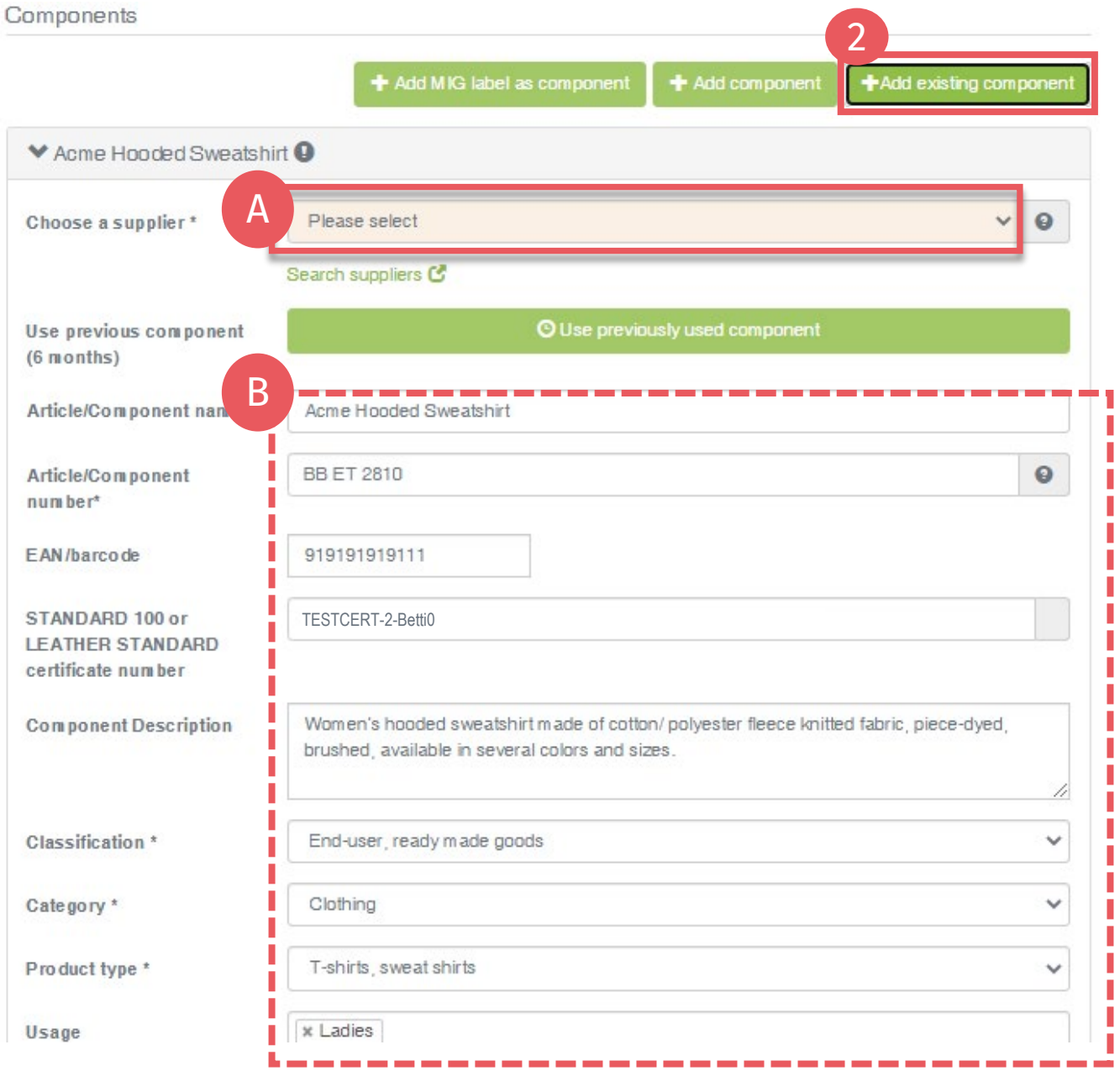
2. Within ‘Edit Article’ section, click ‘+Add existing component’

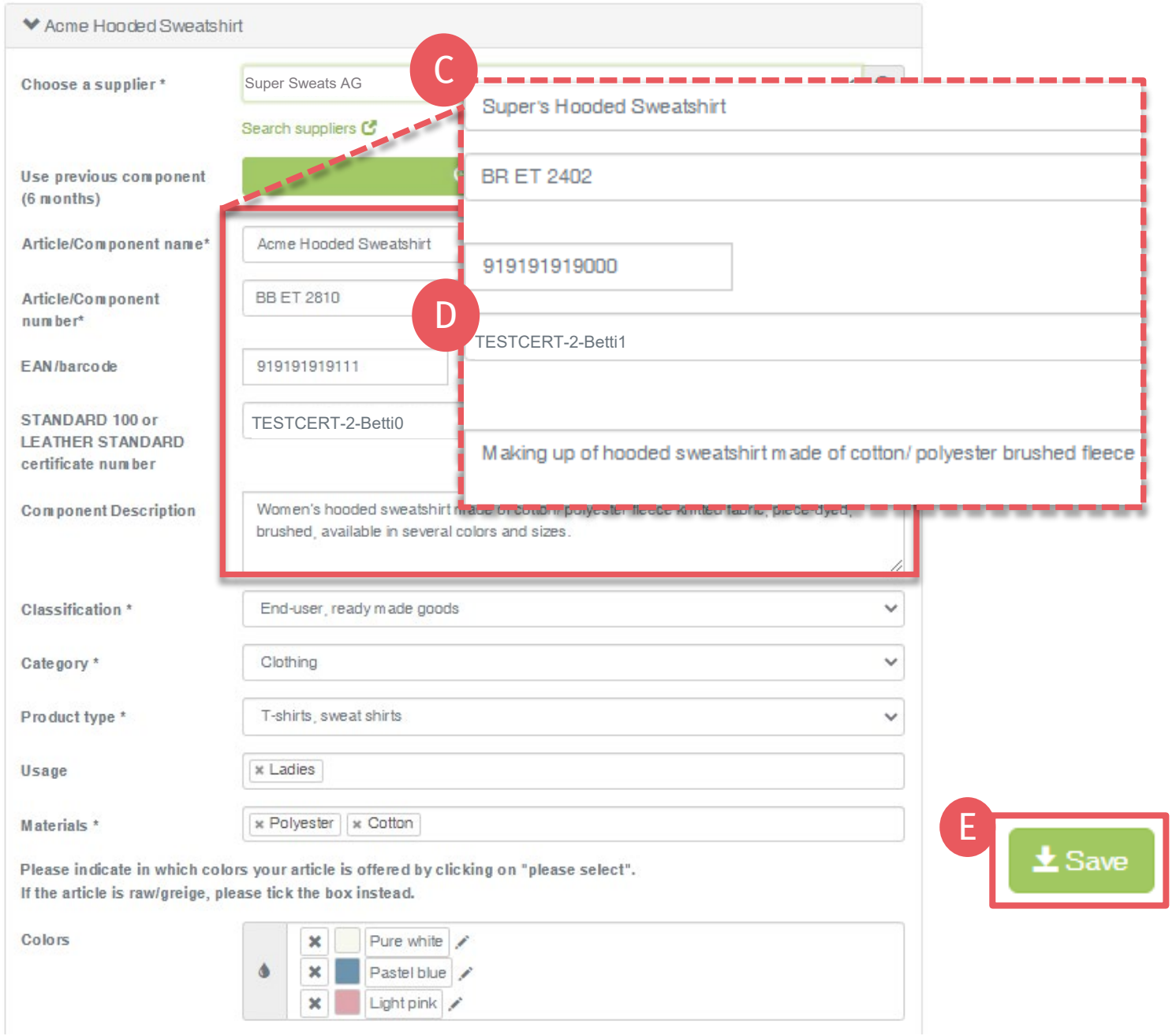
   This option can be used if new component details are similar to the article details. You can update or enter further component details.

A. Select the supplier of this new component from your supplier list (connected previously)

B. Certain component details are automatically pre-filled with data from existing article

(*mandatory information)





3.5.1 Add Existing Component (Cont'd)

C. If necessary, update the component info pulled from the article:
   - Component name
   - Number
   - Description
   - Further component details

D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER certificate number, if available

E. Click 'Save'
If 'Save' is not active, there are one or more mandatory component definition fields missing

3.6 Add MIG Label as Component

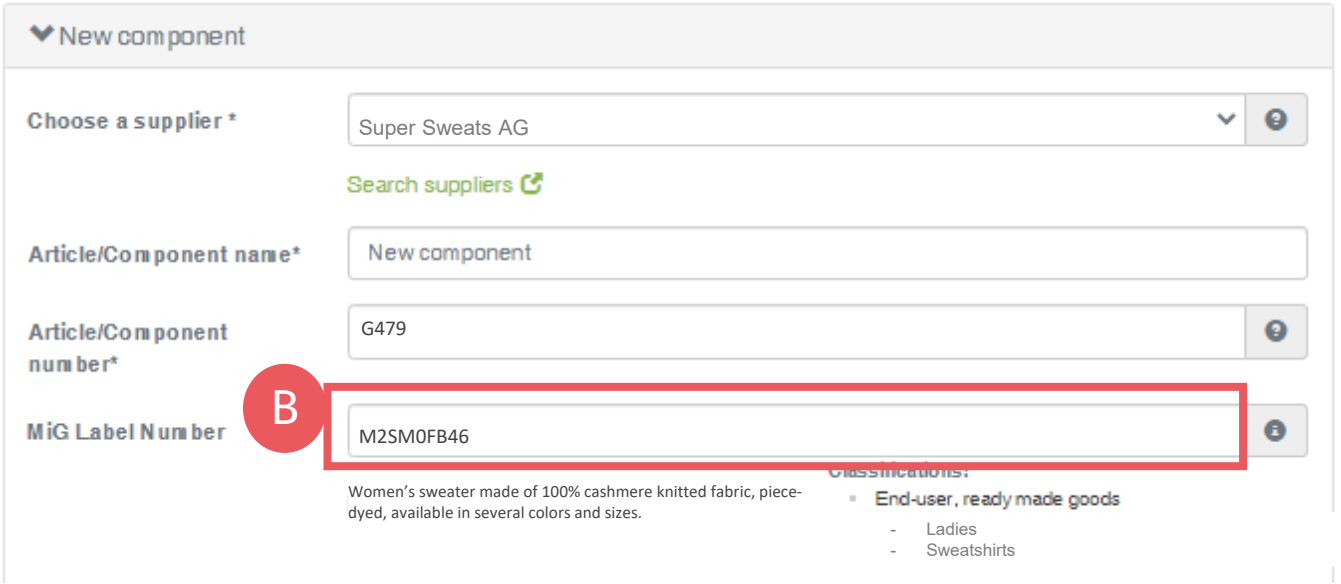
3. Within ‘Edit Article’, click ‘+Add MIG label as component’

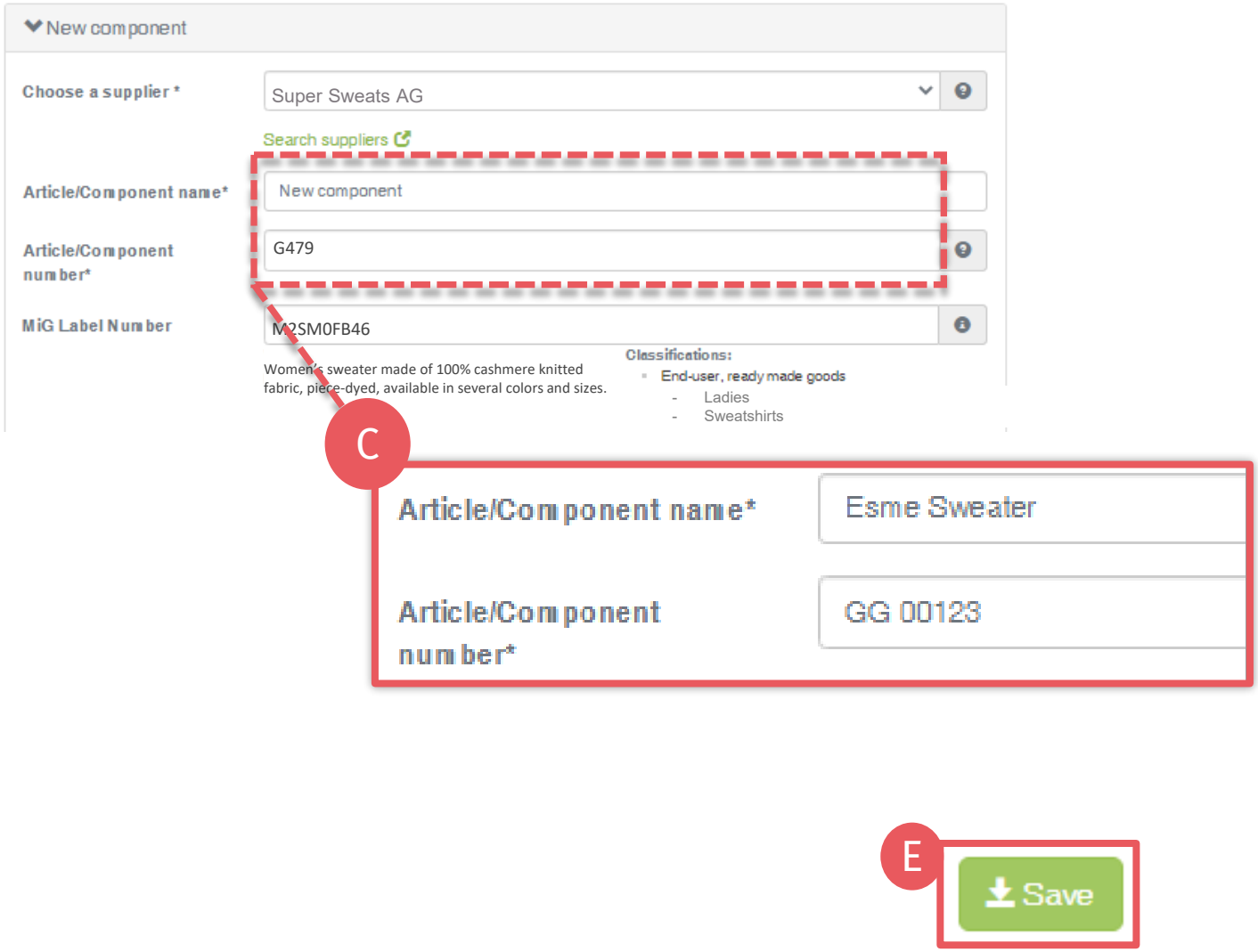
   This option can be used if new component details are similar to the supplier’s label details. You can update or enter further component details.

A. Select the supplier of this new component from your supplier list (connected previously)

B. Enter a valid MADE IN GREEN label number from this supplier

   Certain component details are automatically pre-filled with data from the supplier’s label definition.





3.6.1 Add MIG Label as Component

C. If necessary, update the component info pulled from the predefined label:
   - Component name
   - Number

D. Select relevant OEKO-TEX® STANDARD 100 or LEATHER STANDARD certificate number, if available

E. Click 'Save'
   If 'Save' is not active, there are one or more mandatory component definition fields missing

(*mandatory information)

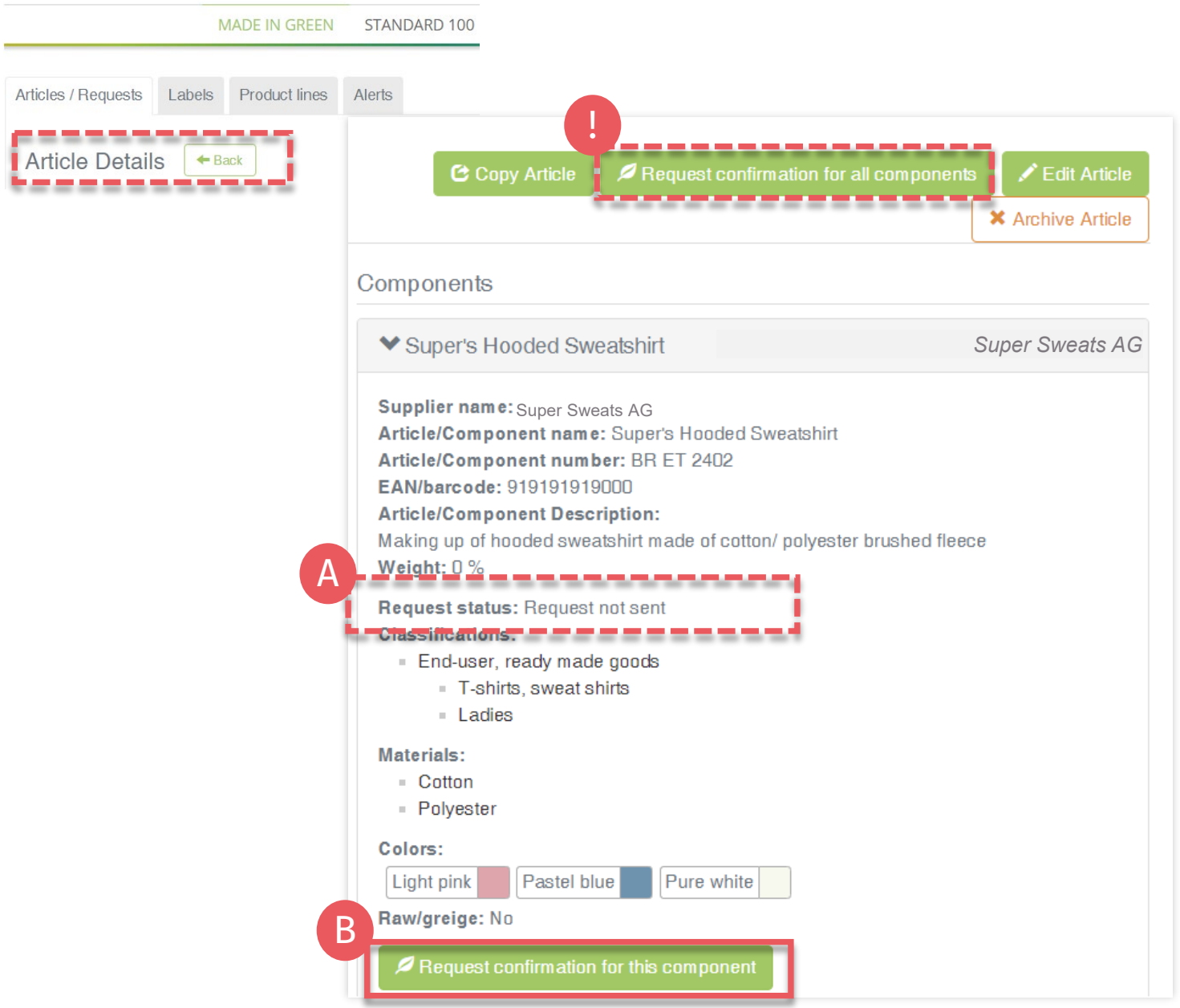
3.7 Request Component Confirmation

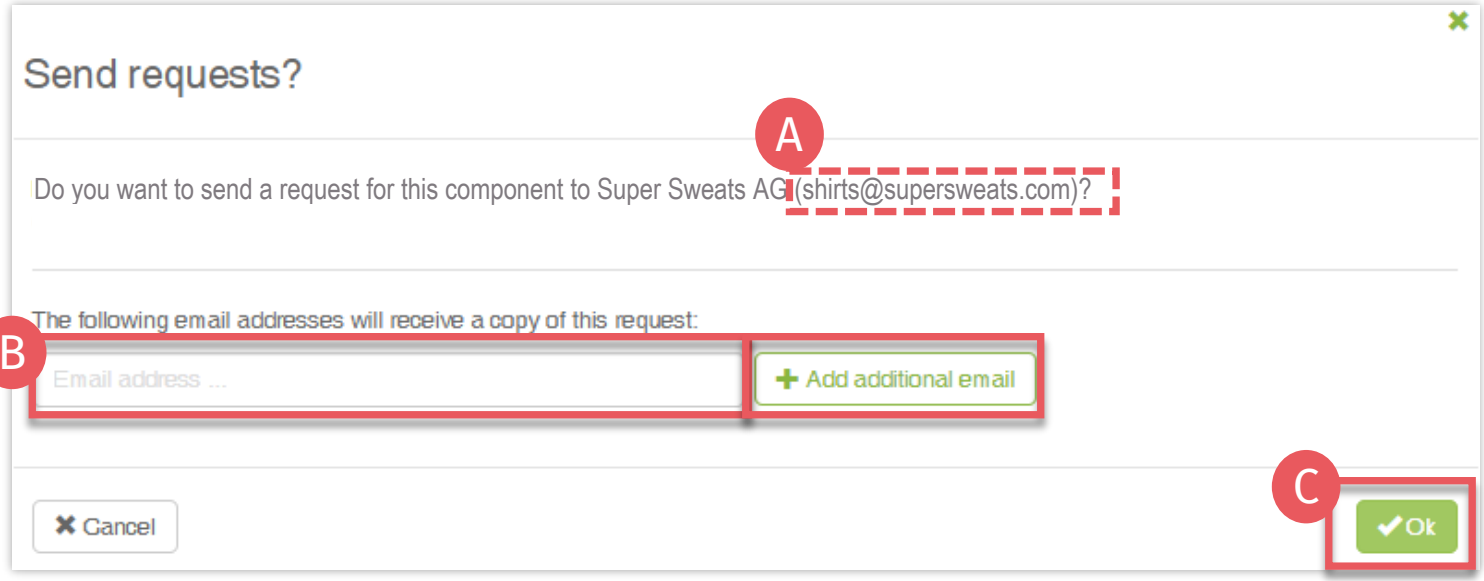
A. In the article details, view details of article component, including the request status

B. Click ‘Request confirmation for this component’

! ‘Request confirmation for all components’ can be used when sending multiple component requests at once.

Note: Any previous component requests will be resent, and the recipient's emails are not visible



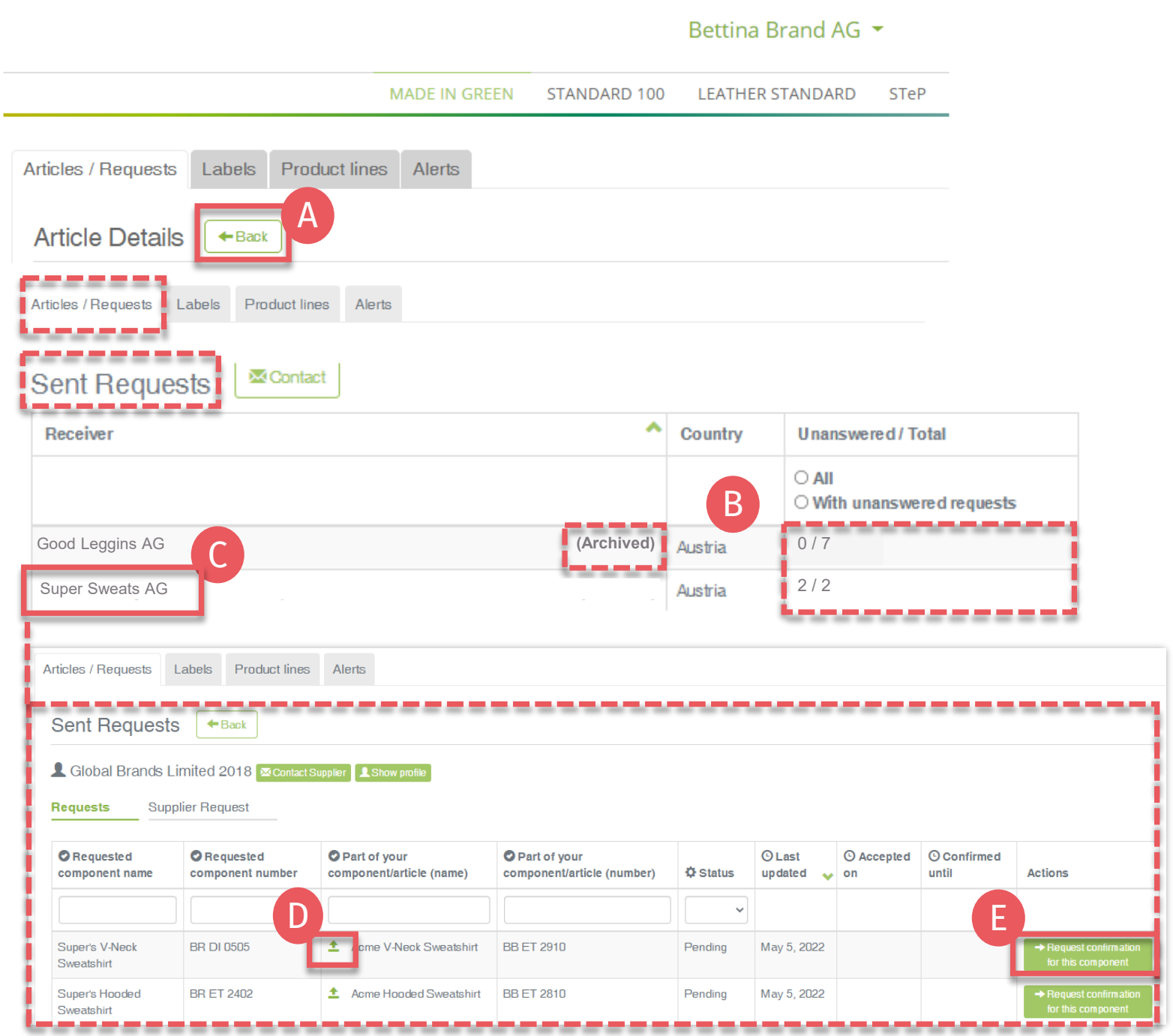


3.7.1 Send Component Request

A. Check system's email address for your supplier

B. If necessary, enter additional addresses and click '+'
Hint: Add your own email address to receive a copy

C. Click 'Ok'



3.7.2 Review Component Requests

A. Click 'Back' twice for 'Article/Requests'

B. Review all sent component requests and their current status

- Total number of component requests sent to this supplier
- '(archived)' suppliers were archived in 'Supplier Management'

C. Click 'Supplier Name' to view all component requests sent to them

D. Click link to the article associated with the component request

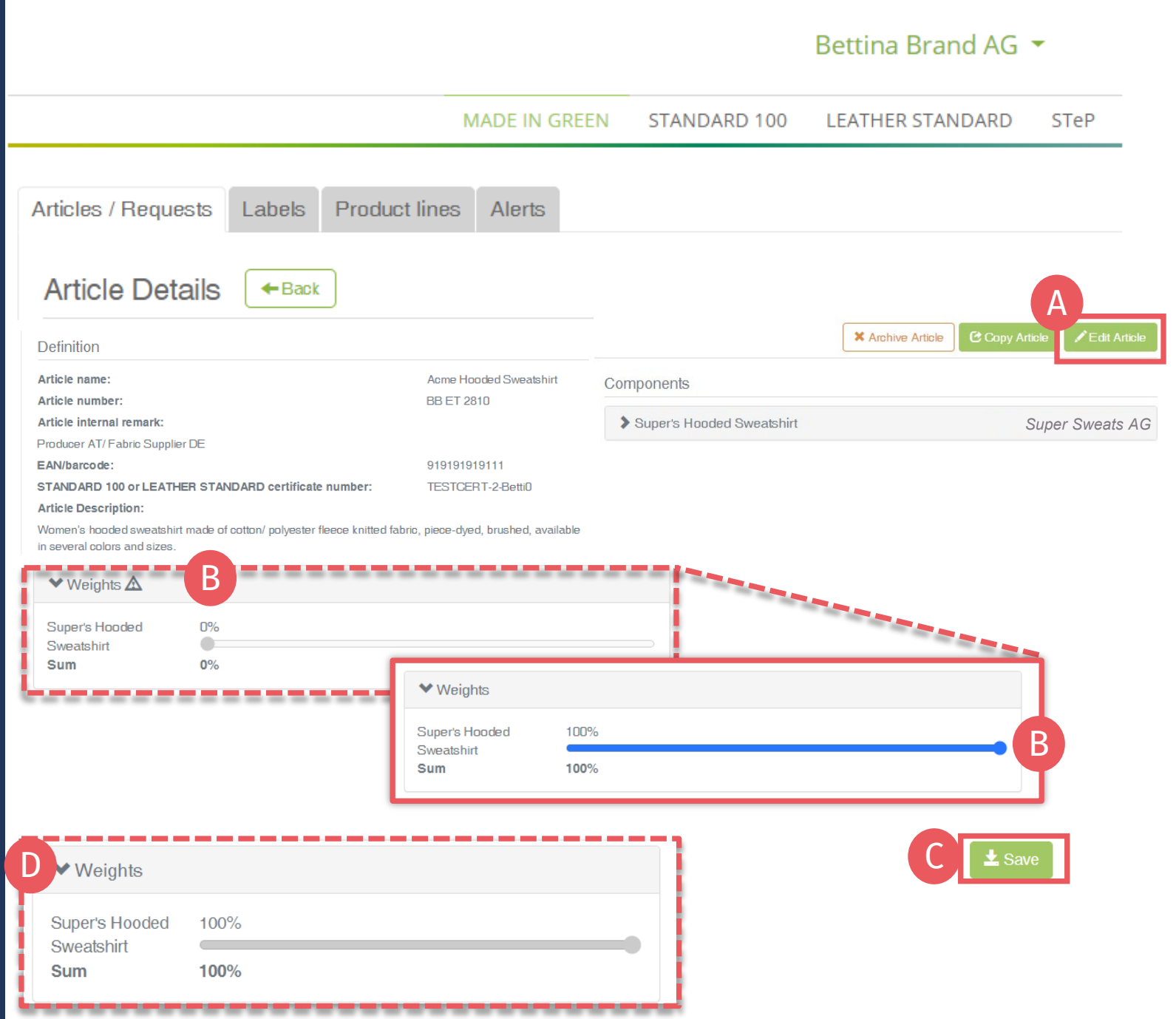
E. If necessary, click 'Request confirmation for this component' to resend the component request (button appears 1 hour after request was sent)

3.8 Define Weight of Article Component

Once the component is defined, enter its proportionate weight in the article details

A. Click ‘Edit Article’
B. Move weight % slider to define the component’s weight as a proportion of the article

   The whole article, or its combined components, must equal 100%
C. Click ‘Save’
D. Review component weights in ‘Article details’



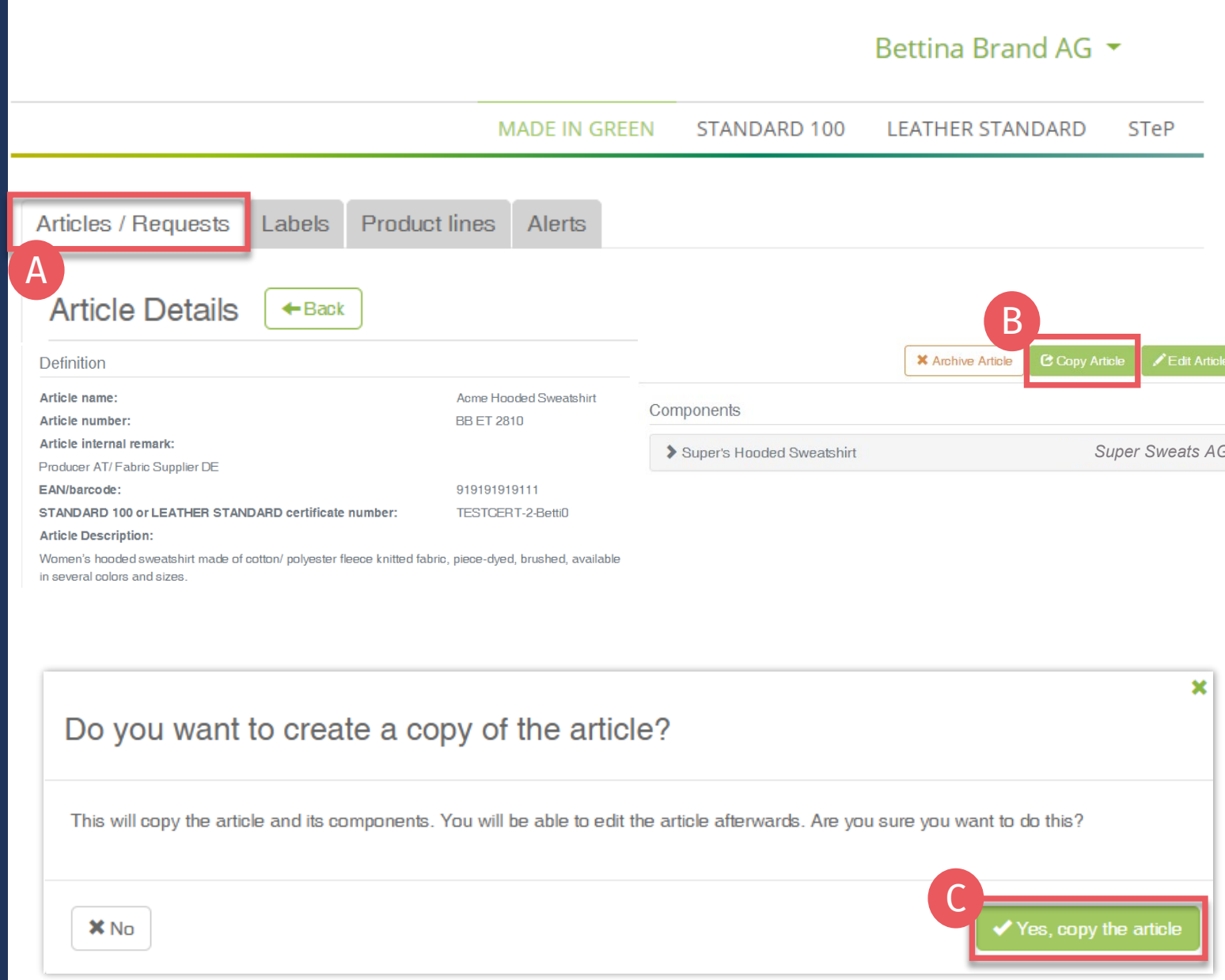
3.9 Copy Article

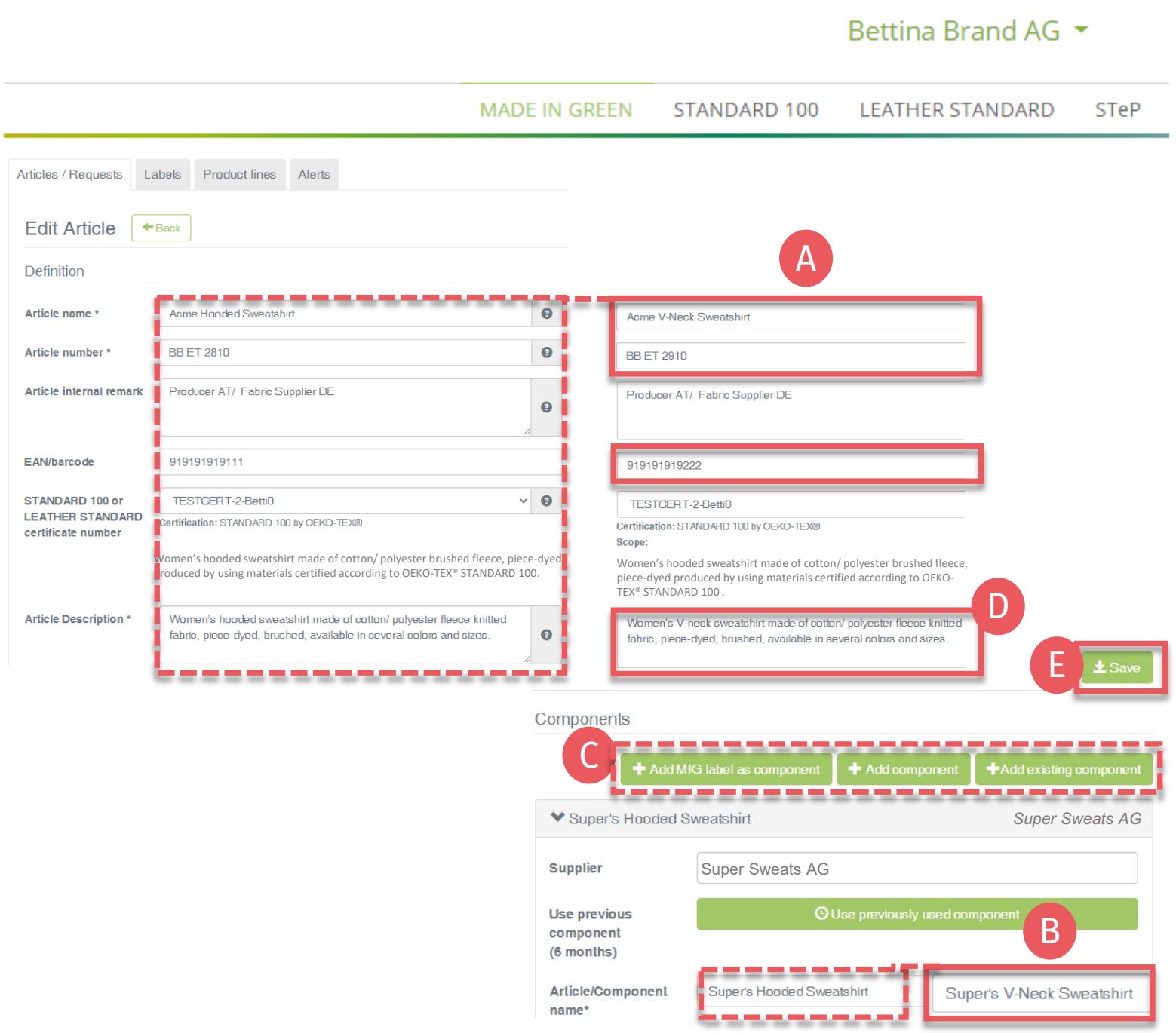
For similar article definitions and components, the ‘Copy Article’ function can be used.

A. View the Article Details to be copied

B. Click ‘Copy Article’

C. Click ‘Yes, copy the article’





3.9.1 Edit Copied Article

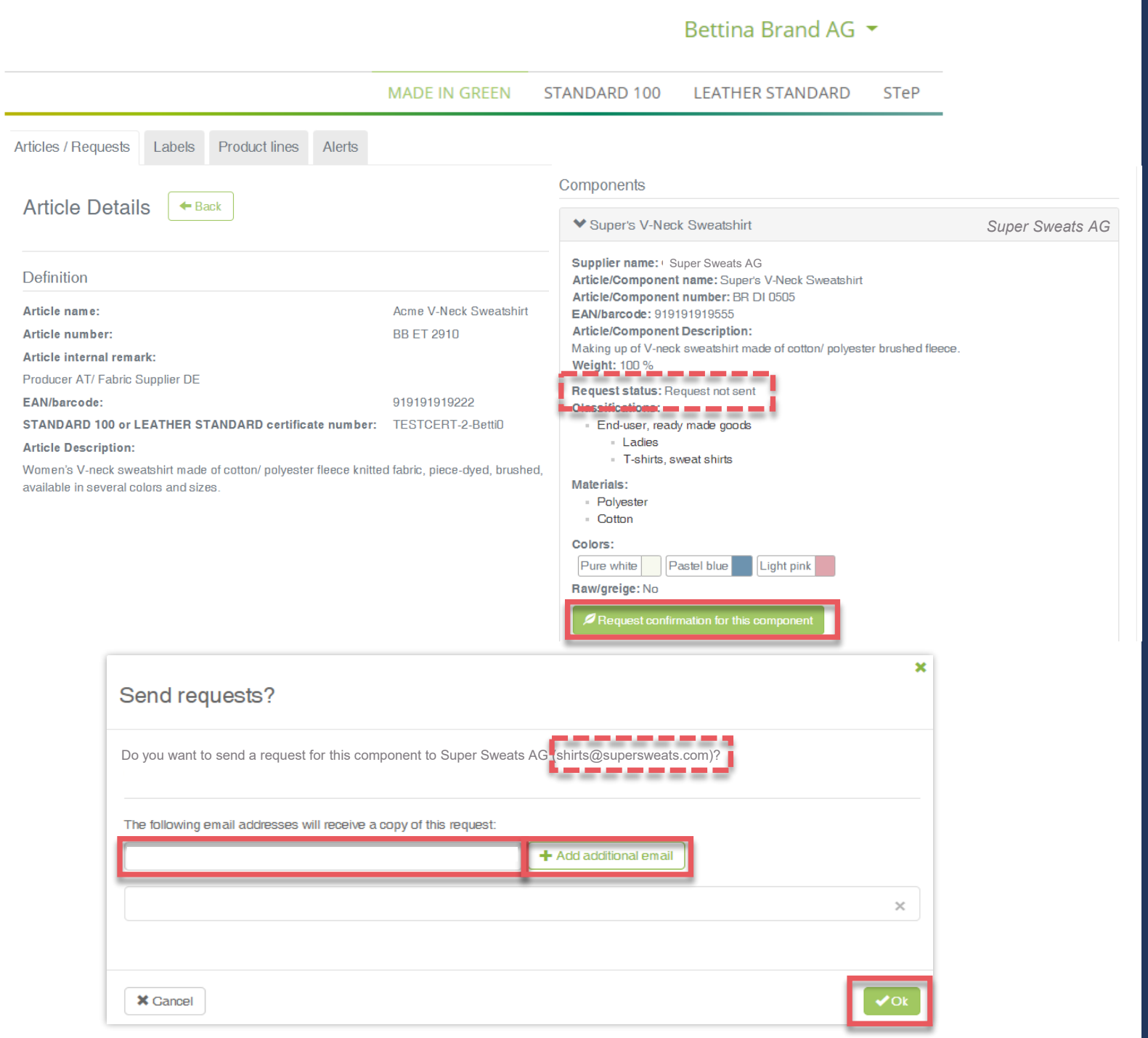
A. Update the article info pulled from the copied article: 'Article name', 'Number' and 'Description'

B. Update component info pulled from the copied article: 'Component name', 'Number' and 'Description'

C. Define new components, if necessary

D. Check updated article description (otherwise the incorrect text of copied article will be shown on oeko-tex.com Label Check)

E. Click 'Save'



3.9.2 Confirm Component of Copied Article

A. View new details of copied article's component including request status

B. Click 'Request confirmation for this component'

C. Check system's email address for your supplier

D. If necessary, enter additional addresses and click '+'
Hint: Add your own email address to receive a copy

E. Click 'Ok'

3.10 View Defined Articles

A. Click on ‘Articles/Requests’ Tab to view list of articles and related requests

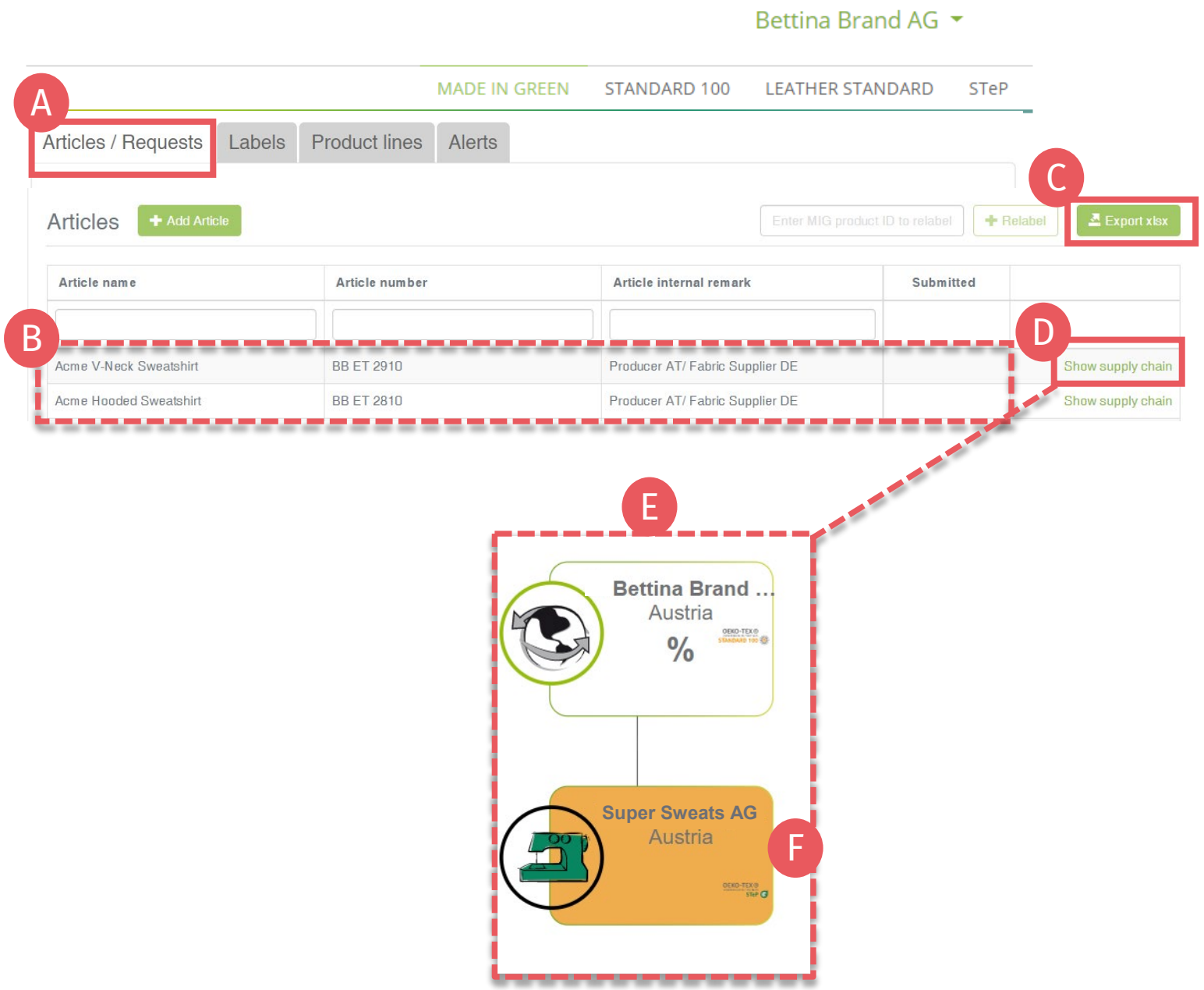
B. View list of all defined articles (name, number, internal remark, generated/submitted status)

C. Click ‘Export xlsx’ to for current article list in Excel

D. Click on ‘Show supply chain’ to view in detail

E. Review articles and supply chains

F. Note: Components that are not yet confirmed are highlighted orange in article’s supply chain



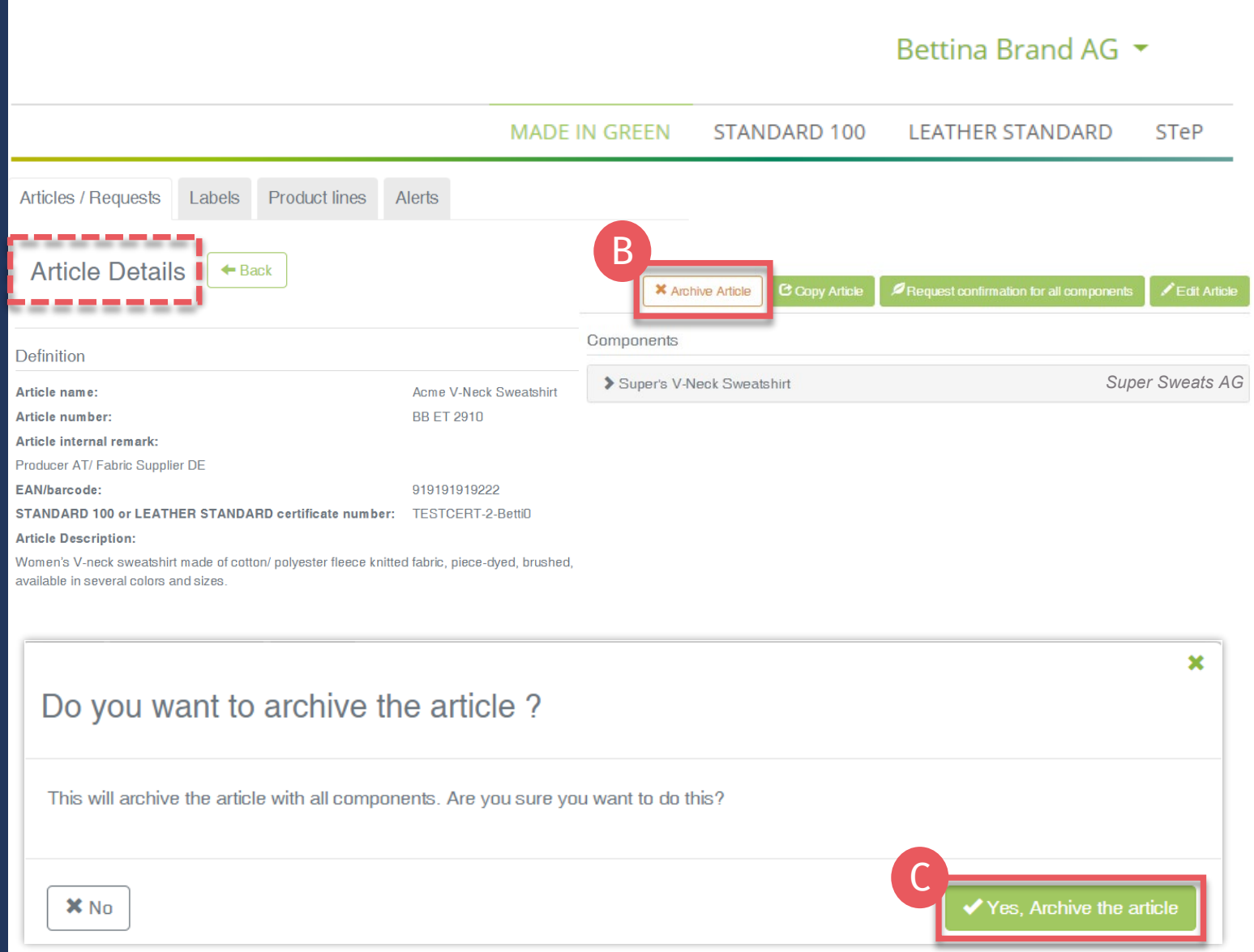
3.11 Archive Article

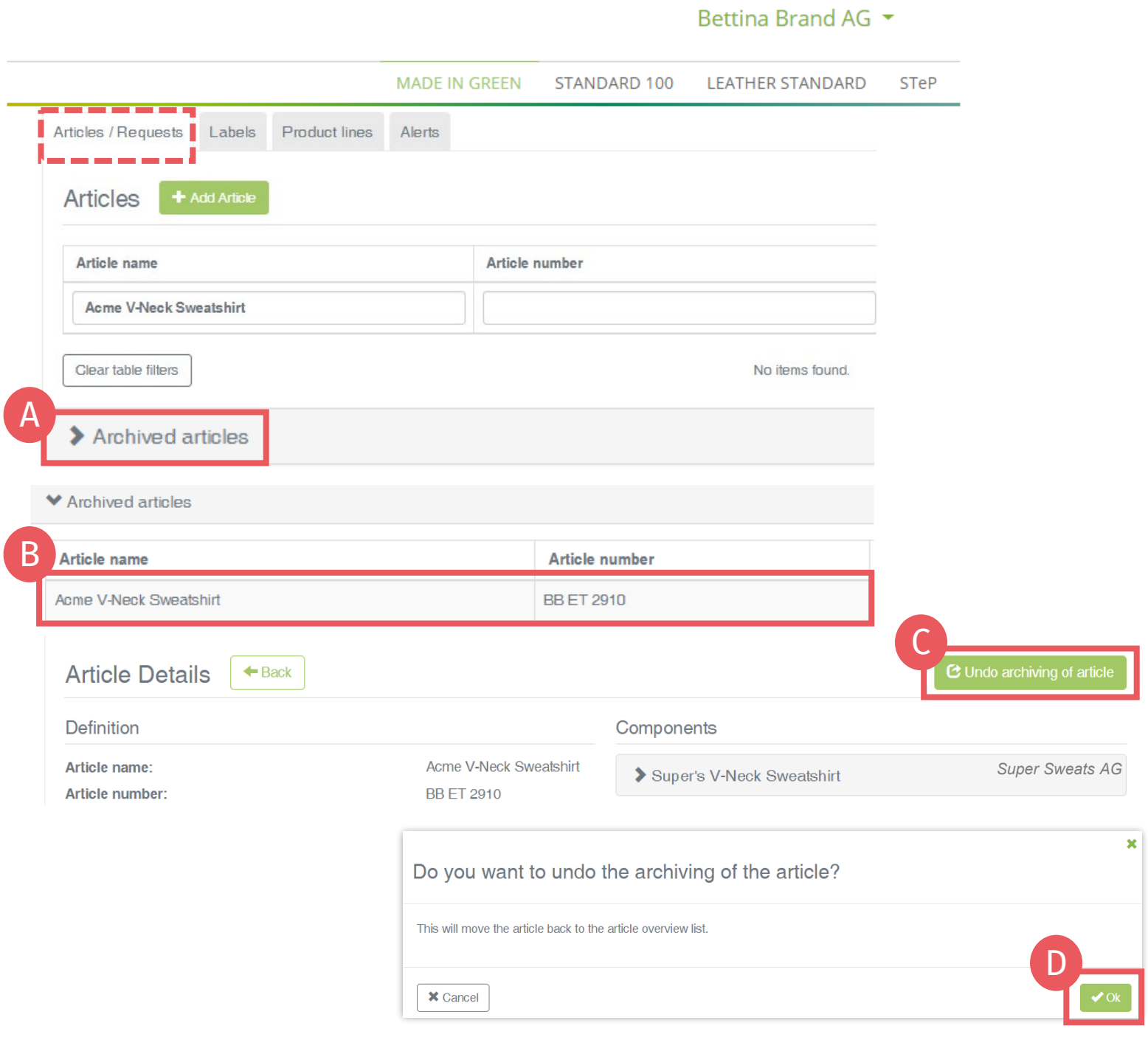
Unused article definitions can be archived but NOT deleted.

A. View the ‘Article Details’ for article to be archived

B. Click ‘Archive Article’

C. Click ‘Yes, archive the article’





3.11.1 Review Archived Article

Archived articles can only be found in the 'Archived articles' section.

A. In 'Article / Requests', click 'Archived articles' to view list of archived articles

B. Click on article name for details

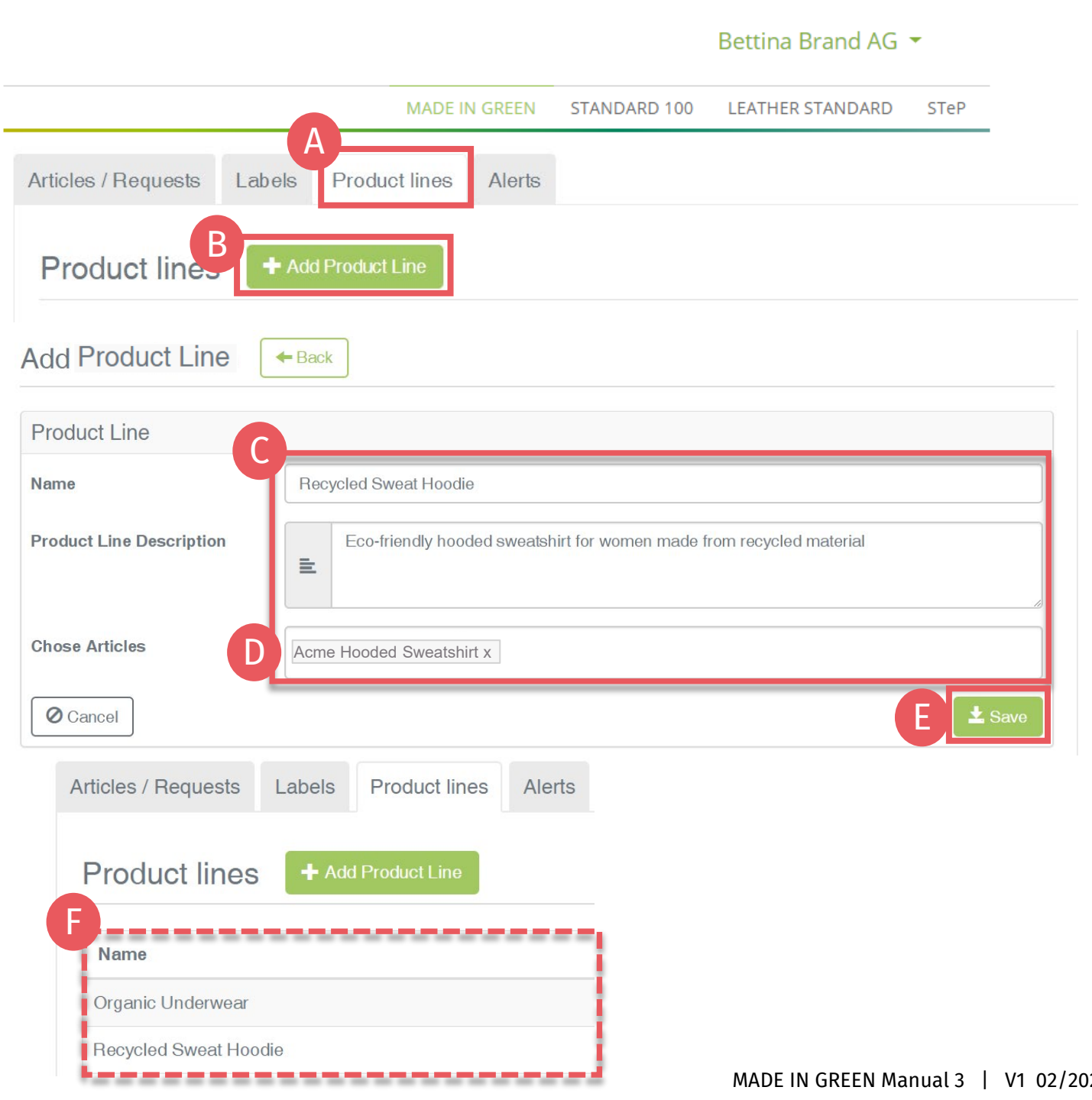
C. To reactivate an archived article, click 'Undo archiving of article'

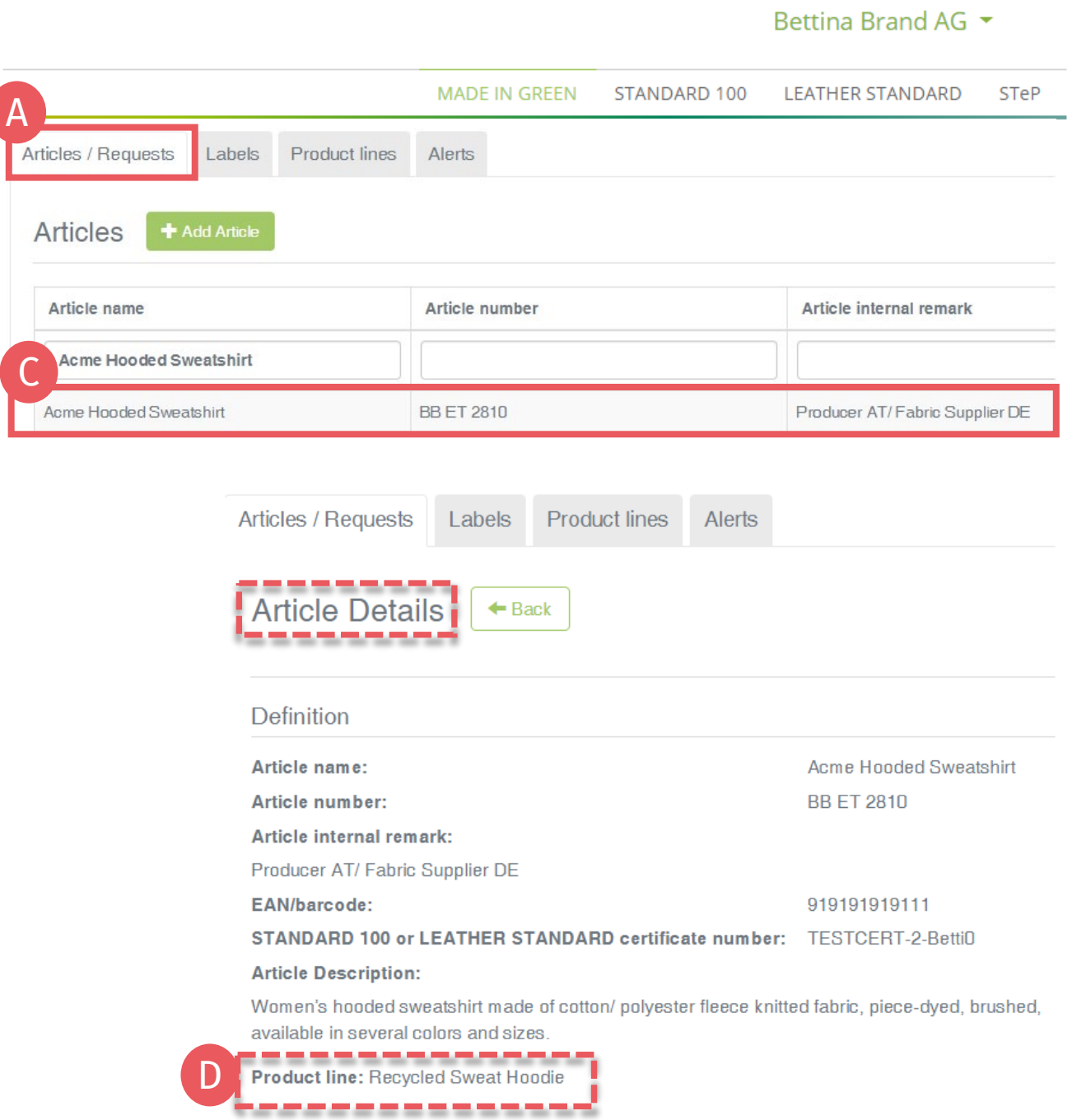
D. Click 'Ok' to move the article back to the active articles list

3.12 Define New Product Line

Related products under a single brand sold by your company can be grouped by product lines.

A. Go to MADE IN GREEN > 'Product Lines' tab
B. Click '+ Add Product Line'
C. Enter details about product line (name, description)
D. Select your relevant pre-defined articles
E. Click 'Save'
F. View list of defined product lines





3.12.1 Review Article's Product Line

A. Click 'Article/Requests' tab

B. View list of defined articles

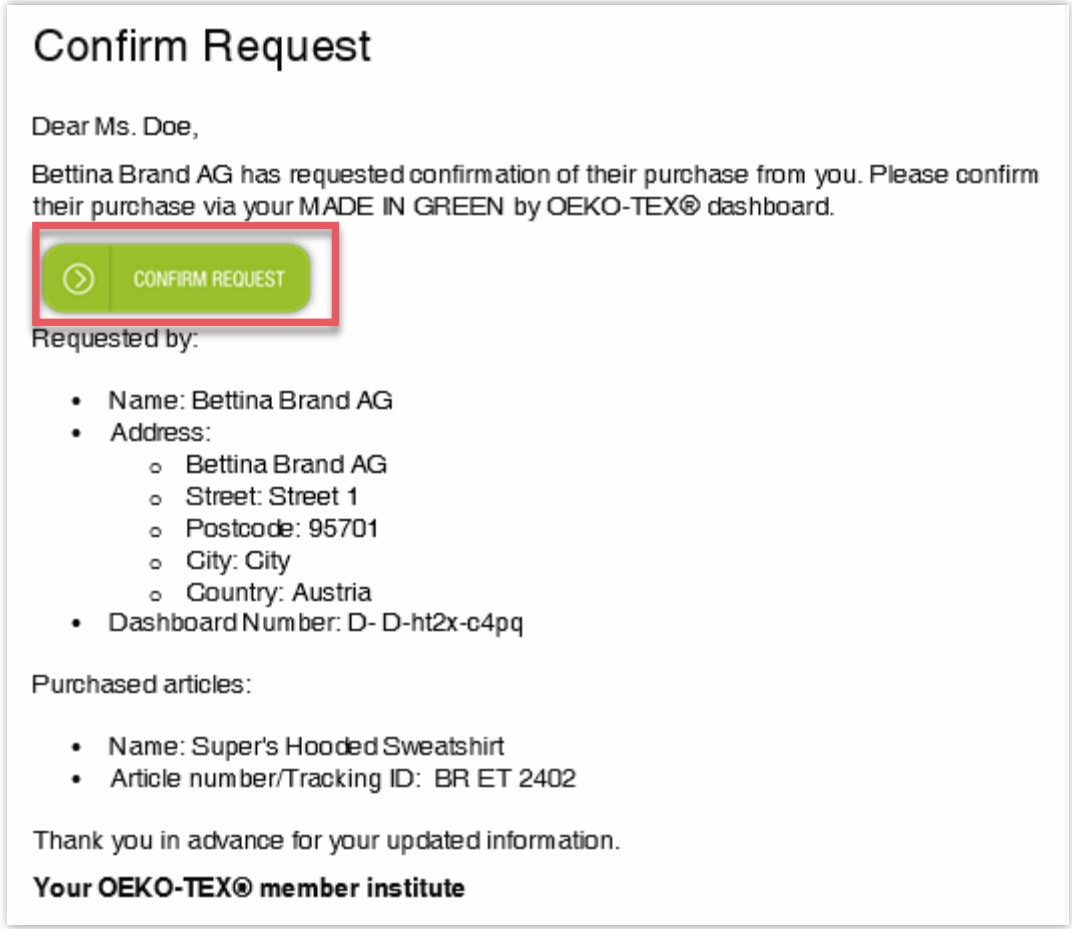
C. Click on the article name to view 'Article Details'

D. View 'Product line'

3.13 Supplier Component Confirmation

A. Supplier receives email from noreply@notifications.oeko-tex.com

B. Supplier logs into myOEKO-TEX®
to confirm request



Confirm Request

Dear Ms. Doe,

Bettina Brand AG has requested confirmation of their purchase from you. Please confirm their purchase via your MADE IN GREEN by OEKO-TEX® dashboard.

CONFIRM REQUEST

Requested by:

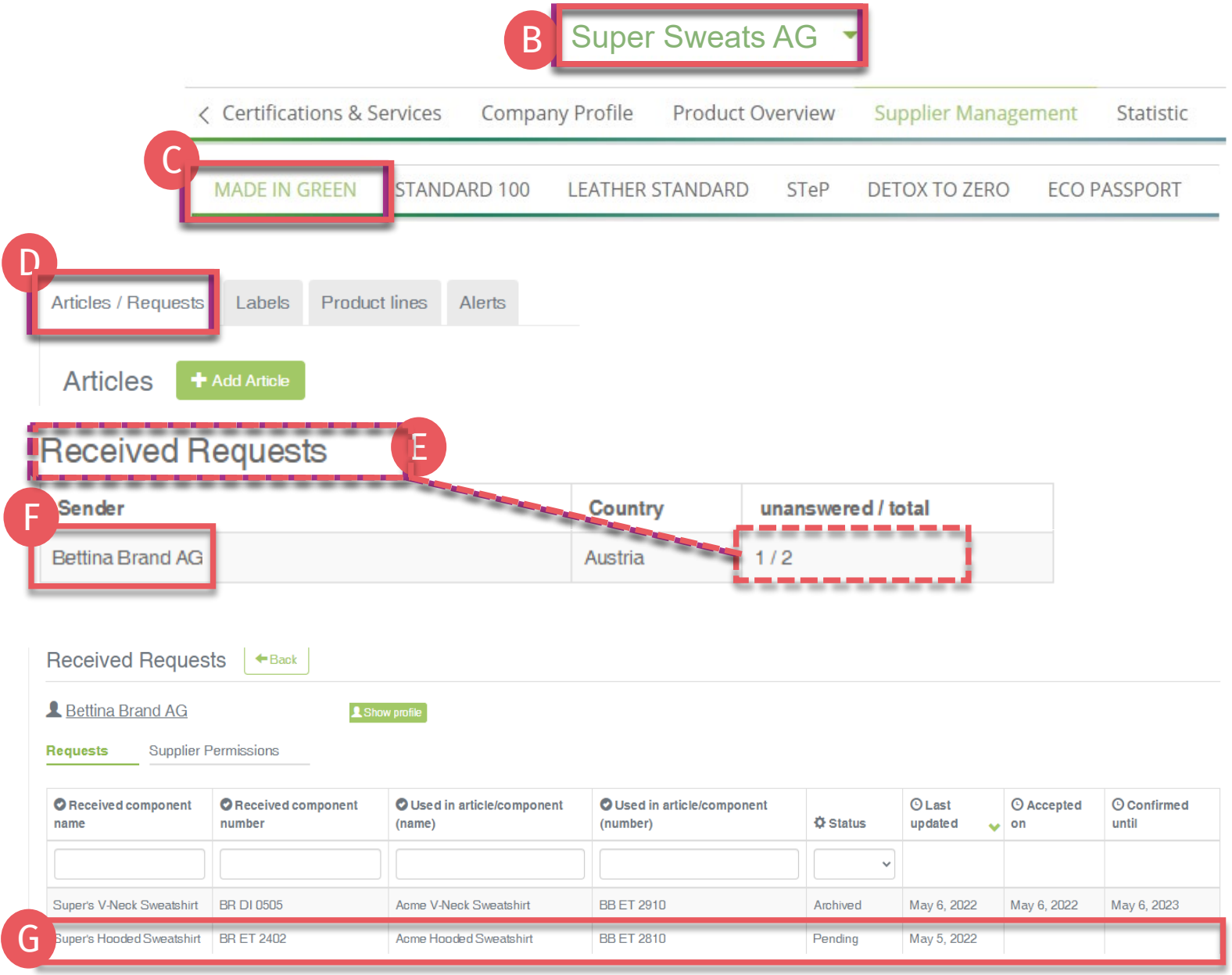
- Name: Bettina Brand AG
- Address:
  - Bettina Brand AG
  - Street: Street 1
  - Postcode: 95701
  - City: City
  - Country: Austria
- Dashboard Number: D- D-ht2x-c4pq

Purchased articles:

- Name: Super's Hooded Sweatshirt
- Article number/Tracking ID: BR ET 2402

Thank you in advance for your updated information.

Your OEKO-TEX® member institute



3.13.1 Received Component Requests

A. Login into myOEKO-TEX®

B. Click on company name to navigate to product menu

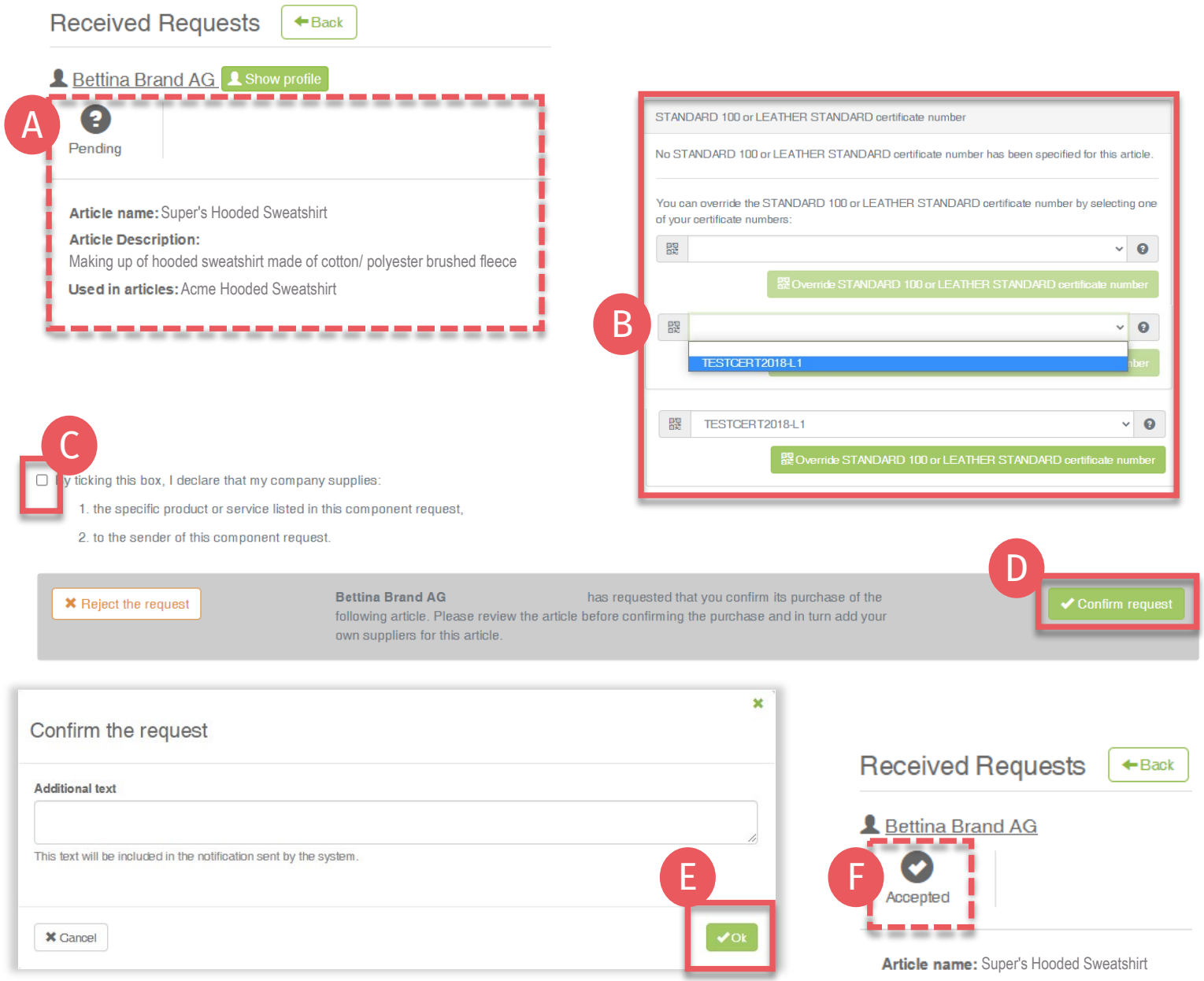
C. Click 'MADE IN GREEN'

D. Click 'Articles / Requests' tab

E. Review list of received requests and their current status (unanswered / total)

F. Select sender's name to see their requests

G. Click on pending request to expand options



3.13.2 Confirm Component Request

A. View ‘Pending’ status and article details

B. If necessary, add - or correct- the OEKO-TEX® certificate number for the component

C. Scroll to tick box to confirm declaration and understanding

D. Click ‘Confirm request’

E. Click ‘Ok’ in the popup confirmation

F. View ‘Accepted’ Status

3.14 Create Indirect Component

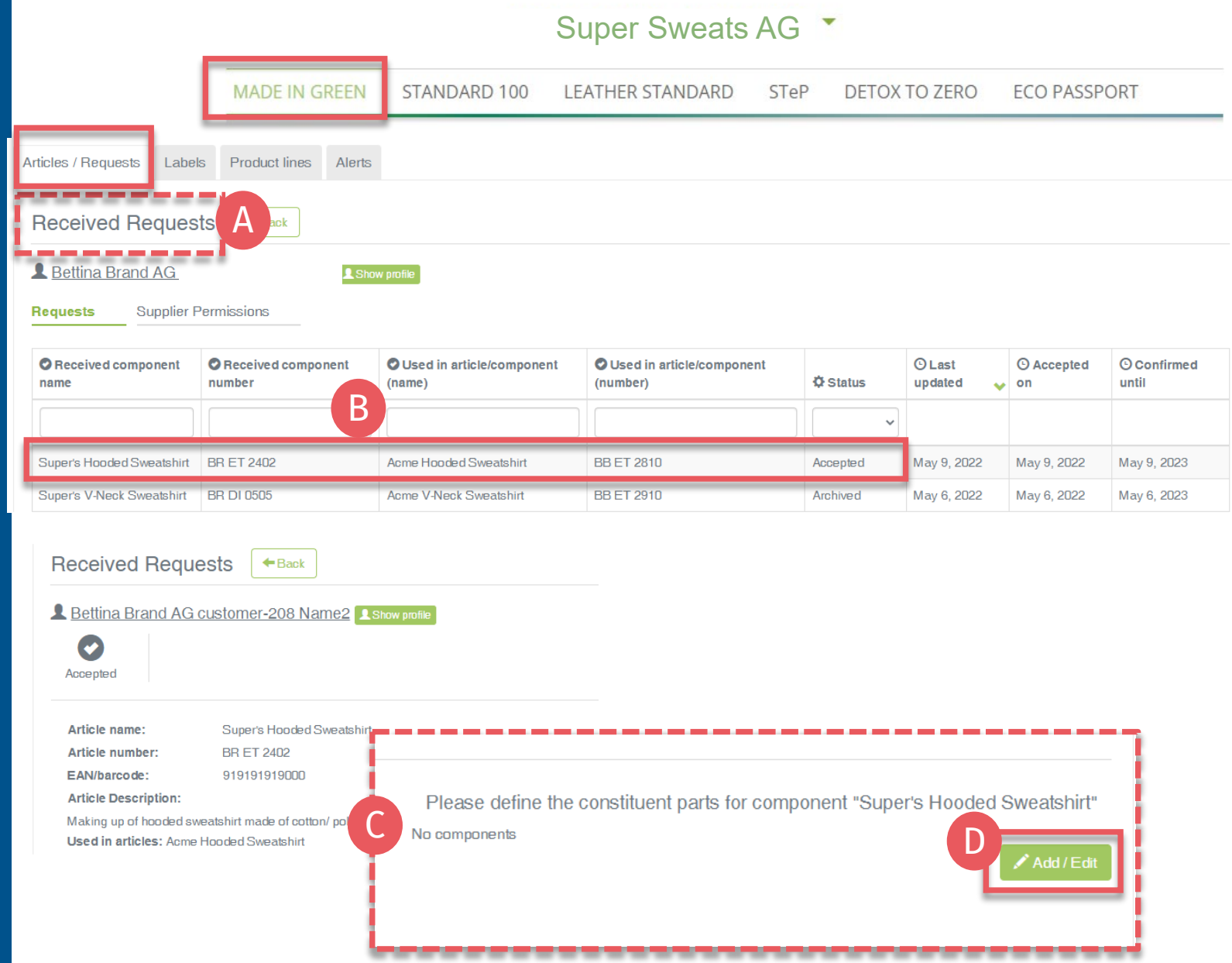
Production facilities shall add at least 3 components of finished products or 1 component of semi-finished products to fulfil supply chain transparency requirement. Indirect components should include anything from your suppliers (i.e., raw materials, accessories, chemicals) that is relevant to your customer's component request.

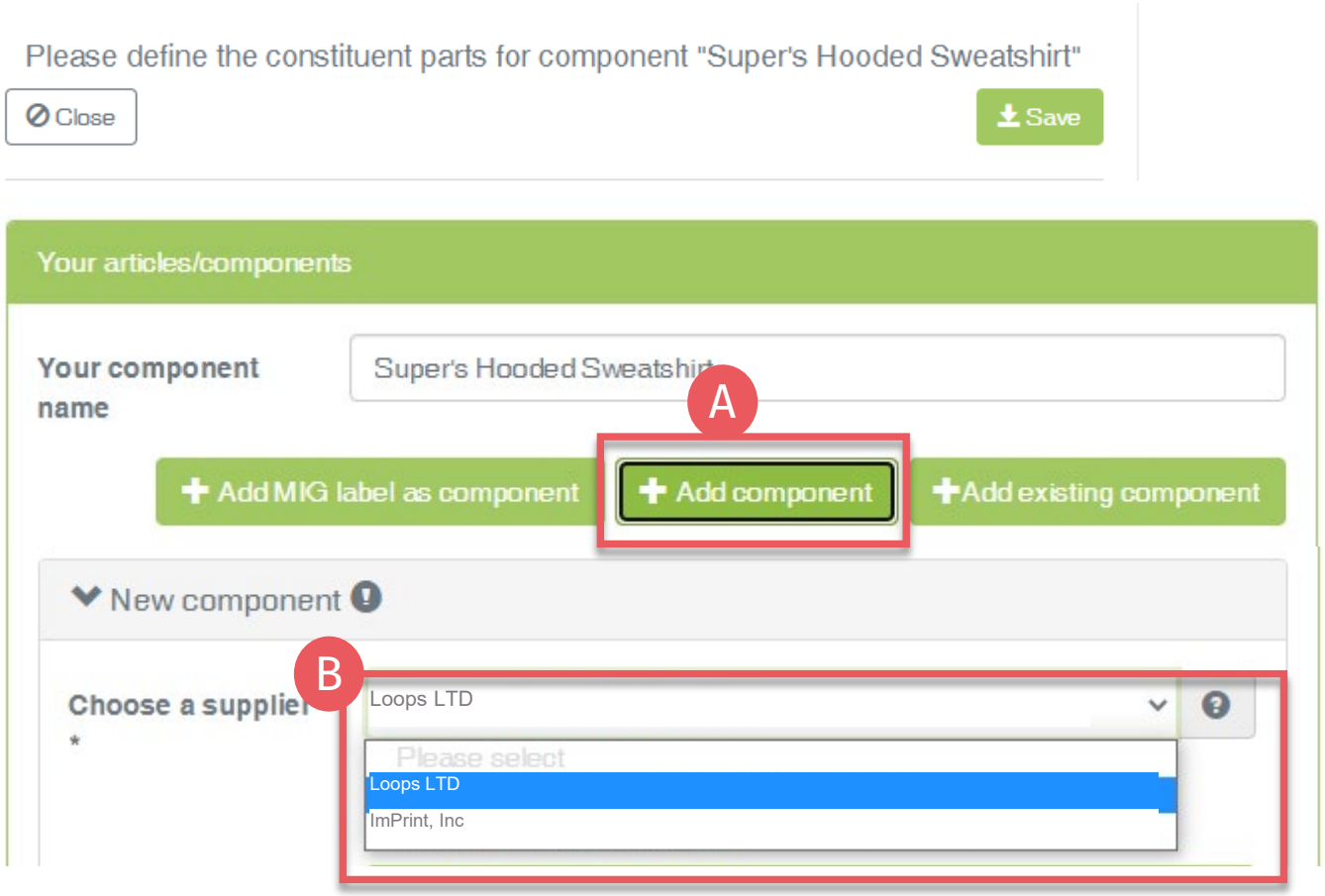
A. Go to 'MADE IN GREEN' > 'Articles / Requests' tab > 'Received Requests' section

B. Click on sender name, then on the component request to expand details

C. View ' No components' status

D. Click 'Add/ Edit' to edit the requested component



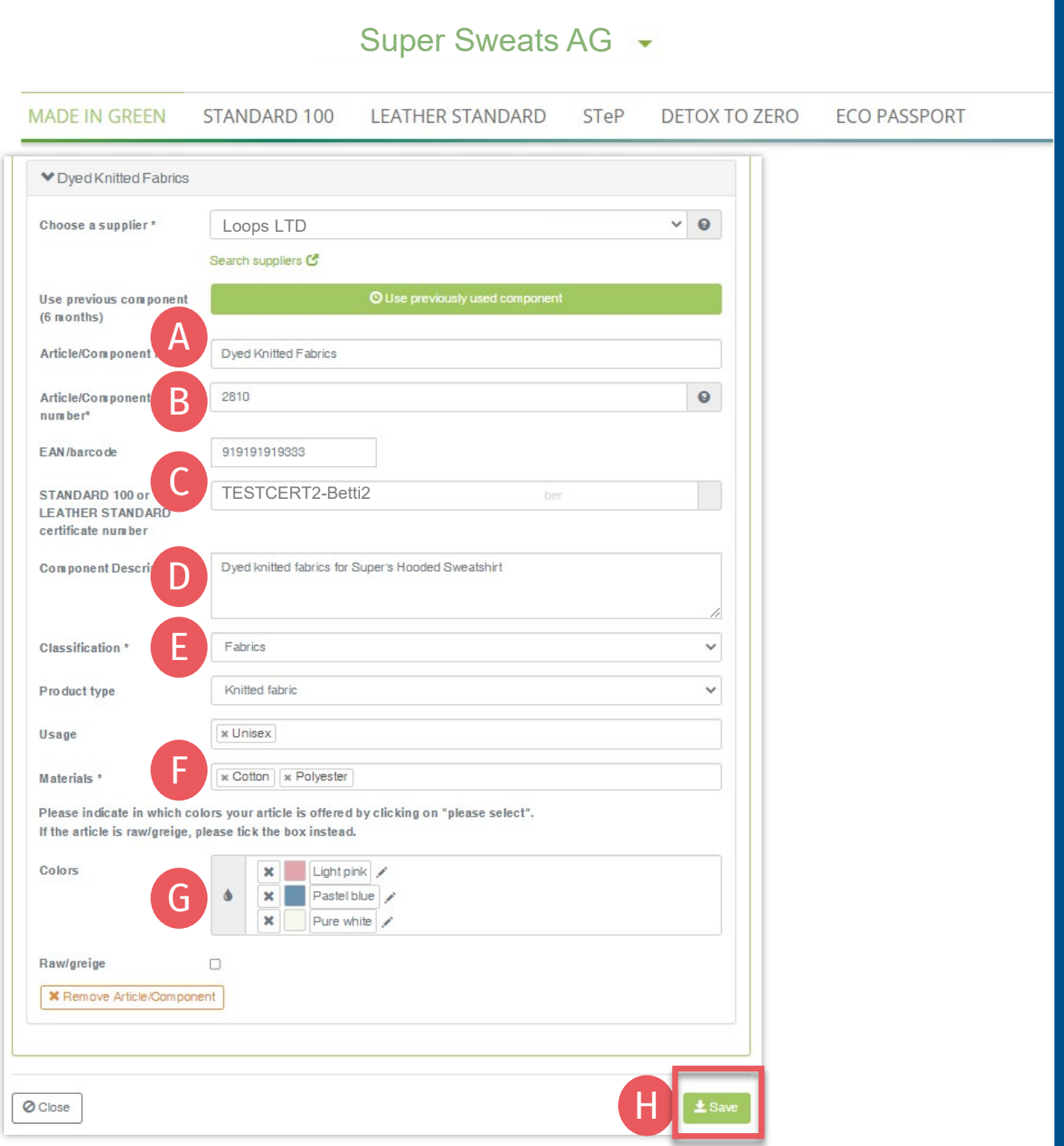


3.14.1 Indirect Component Supplier

Choose your relevant supplier(s) of indirect components for this item

A. Click '+Add component'

B. Select the relevant supplier of this component from your supplier list (connected previously in myOEKO-TEX®)



3.14.2 Define Indirect Component

(Fields marked with * are mandatory)

A. Enter 'Component name'

B. Enter 'Component number'.
Specify the number provided by your supplier (e.g., order/ delivery number) so they can identify the supplied component and confirm your component request

C. Select relevant OEKO-TEX® certificate number, if available

D. Enter 'Component description'

E. Enter classification including category and type (e.g., finished or semi-finished product)

F. Select material (e.g., fiber contents)

G. Select colors or tick 'Raw/greige'

H. Click 'Save'
If 'Save' is not active, there are one or more mandatory component definition fields missing

3.15 Request Indirect Component Confirmation

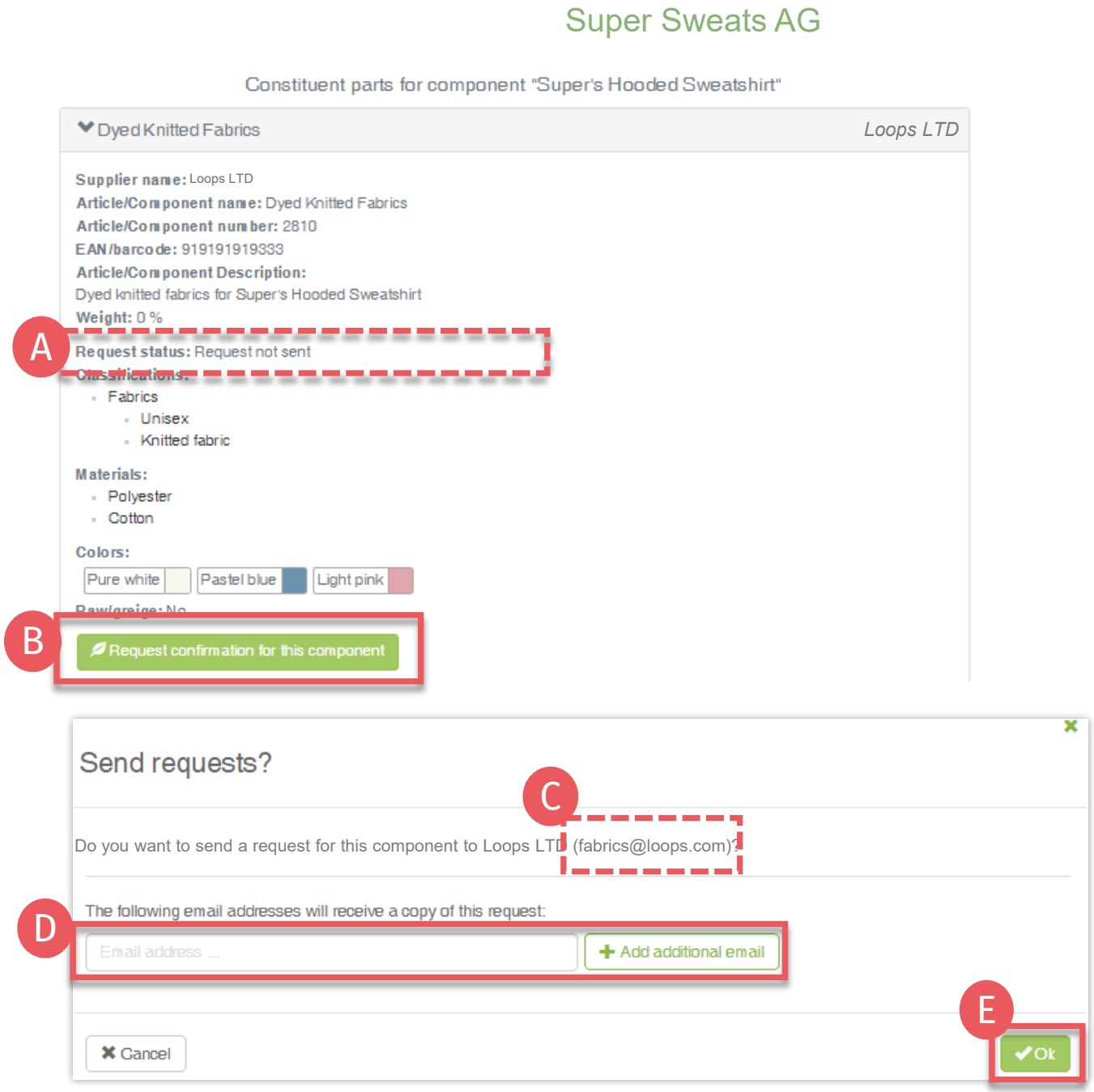
A. View details of the component including request status

B. Click ‘Request confirmation for this component’

C. Check system’s email address for your supplier

D. If necessary, enter additional addresses and click ‘+’
Hint: Add your own email address to receive a copy

E. Click ‘Ok’



3.15.1 Request Multiple Component Confirmations

To send multiple component requests at once:

A. Click ‘Request confirmation for all components’

B. Click ‘Ok’

Note: Any previous component requests will be resent, and the recipient's emails are not visible

MADE IN GREEN Links

Technical Manuals

1. Application
2. Connection
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4. Label preparation
5. Label renewal
6. Relabel
7. Advertising label

B2B

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

B2C

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

Questions?
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