

Sustainable Fibre Alliance

Chain of Custody Guidance:

REGISTERING YOUR CASHMERE FIBRE TRANSACTION - MONGOLIA

Why register your transaction with the SFA?

- To obtain a TRANSACTION CERTIFICATE, which is a proof that you are selling or procuring certified fibre/fibre product
- You cannot claim that fibre is 'certified cashmere' if you do not have transaction receipts and a transaction certificate to support that claim.

Transaction receipt and transaction certificate process

Buying SFA certified cashmere goods (dehaired fibre through to finished garments) from Mongolia.

Step 1: Both seller and buyer must be registered on the SFA's CoC system through filling in a registration form. (Contact membership@sustainablefibre.org)

Step 2: Seller completes a Transaction Receipt issued by the SFA and attaches their own electronic signature as a picture file (JPEG or PNG) to the receipt.

Step 3: Seller emails the completed Transaction Receipt to the buyer.

Step 4: Buyer reviews the receipt and, if in agreement, attaches their own electronic signature and emails completed TR to seller and to the SFA (admin@sustainablefibre.mn).

Step 5: SFA Mongolia checks that the details on the receipt, reconciling volumes and if valid, issues a Transaction Certificate to the buyer and the seller to validate the sale.

You will receive an email for your own record detailing the transaction you have entered.

For companies making further transactions where both buyer and seller are outside of Mongolia, provide your certification body with your Transaction Certificate and follow their guidance on documenting further transactions via their CoC system.

Example of an SFA
Transaction Receipt:



PHASE 2 ELECTRONIC TRANSACTION RECEIPT 3 (YARN ONWARDS)

Date: [DD/MM/YYYY] Transaction Receipt #: [enter receipt number here]

Historical Receipt Numbers for fibre contained in this batch: [enter historical receipt numbers here]

1. BUYER DETAILS		2. SELLER DETAILS		
Company Name: [enter name here]		Company Name: [enter name here]		
Type of Buyer (tick all that apply): <input type="checkbox"/> Trader <input type="checkbox"/> Processor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Brand/retailer		Type of Seller (tick all that apply): <input type="checkbox"/> Trader <input type="checkbox"/> Processor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Brand/retailer		
Contact email: [enter email here]		Contact email: [enter email here]		
Contact number: [enter phone number here]		Contact number: [enter phone number here]		
3. PRODUCT DESCRIPTION				
Product Type (tick one): <input type="checkbox"/> Yarn <input type="checkbox"/> Fabric <input type="checkbox"/> Final product				
Description	Batch ID numbers	Total Weight (KG)	SFA Content Weight (KG)	Proportion of SFA Content
[Description]	[#]	[#]	[#]	[#]
[Description]	[#]	[#]	[#]	[#]
[Description]	[#]	[#]	[#]	[#]
[Description]	[#]	[#]	[#]	[#]
TOTAL WEIGHTS		[#]	[#]	

Buyer Representative Name: [enter name]

Seller Representative Name: [enter name]

Signature: [signature box]

Signature: [signature box]

Seller to secure signatures and send completed receipt to the SFA Mongolia Office: admin@sustainablefibre.mn