

# Better Cotton Chain of Custody Online Registration Form – How to Complete

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## 1. Introduction

The Better Cotton Chain of Custody Standard was launched in May 2023 to increase traceability in the Better Cotton Supply Chain and enable the sale and purchase of physical Better Cotton. A key part of the process to enrol in the new Standard is completion of the Better Cotton Chain of Custody Registration Form.

This form needs to be completed by all sites seeking to operate against the new Standard and will be used to categorise sites and determine their assessment path. It is therefore vital that sites fully understand the expectations around the information required to be submitted in this form and complete it thoroughly.

Better Cotton have therefore developed this guide to assist sites completing the online registration form.

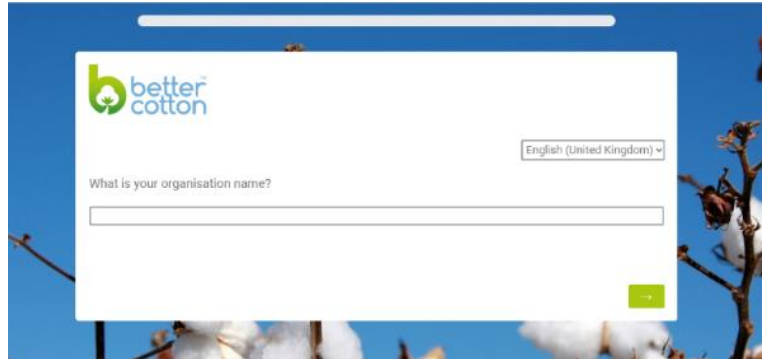
All fields in the online form are mandatory and so, even if a question is not relevant to your individual site you are still required to answer the question. Where a question is not relevant to your site, please enter the term 'Not Applicable'.

For organisations seeking to provide details for multiple sites, please complete the first 3 questions of the online form and the Better Cotton team will provide an Excel version to complete. This form can then be submitted to Better Cotton via email to [compliance@bettercotton.org](mailto:compliance@bettercotton.org)

Not all questions in this guide will appear for all sites because the form includes branching which means that some questions only appear based on the answer provided to the previous question.

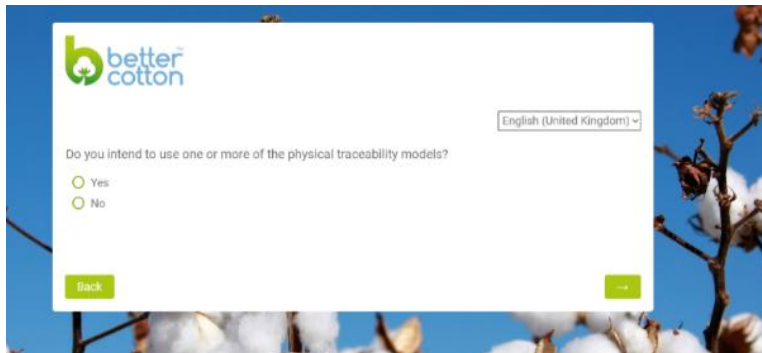
The Better Cotton team will respond within 30 working days with a response to the categorisation. If you have any questions about the form, please contact [helpdesk@bettercotton.org](mailto:helpdesk@bettercotton.org). The Better Cotton team may also reach out if there are any points that require further clarification.

## 2. Completing the Form



The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. Below the logo, the text 'What is your organisation name?' is followed by a text input field. A green 'Next' button is visible at the bottom right of the form.

1. The expectation is that this is the name of the overall organisation or parent company that is entering the Better Cotton Chain of Custody v1.0 programme.

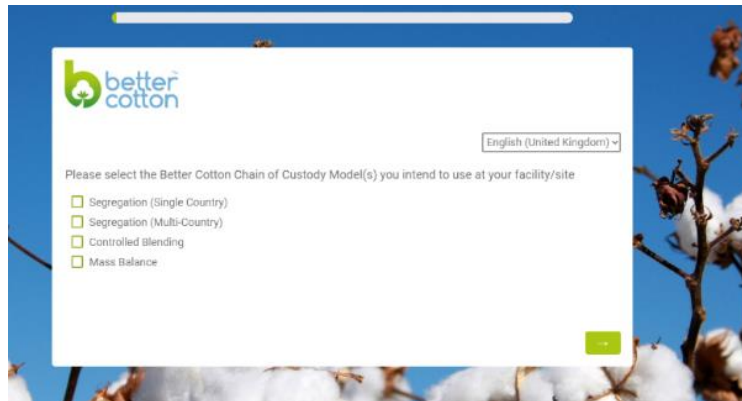


The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. Below the logo, the text 'Do you intend to use one or more of the physical traceability models?' is followed by two radio button options: 'Yes' and 'No'. A green 'Back' button is visible at the bottom left, and a green 'Next' button is visible at the bottom right.

2. The site applying needs to decide here if they intend to follow any of the physical models in the new Better Cotton Chain of Custody v1.0 programme. The models are:

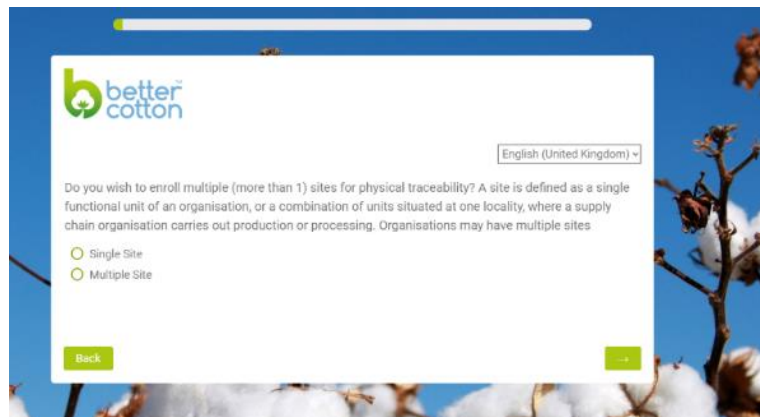
- Segregation (Single Country) - where the cotton content is only Better Cotton, and the Better Cotton is only sourced from a single country and cannot be mixed with cotton from other countries
- Segregation (Multi Country) - where the cotton content is only Better Cotton, but the Better Cotton can be sourced from multiple countries and mixed
- Controlled Blending - where the cotton content can be Better Cotton blended with conventional cotton. The amounts of each must always be controlled.

**If the site selects 'No' there is an assumption that they only want to apply the Mass Balance model and they will be taken to the end of the form.**



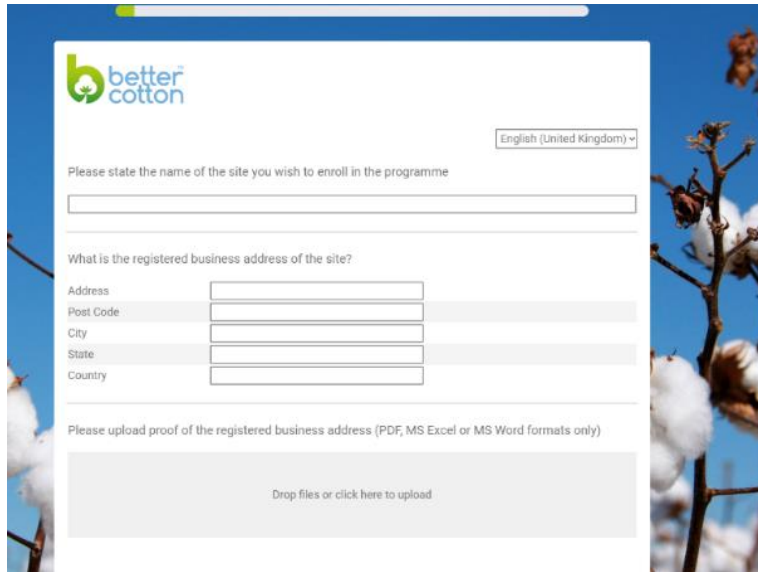
The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. Below the logo, the text reads: 'Please select the Better Cotton Chain of Custody Model(s) you intend to use at your facility/site'. There are four checkboxes: 'Segregation (Single Country)', 'Segregation (Multi-Country)', 'Controlled Blending', and 'Mass Balance'. A green 'Next' button is at the bottom right.

3. The site can select multiple options here and should only select those that they intend to apply at the site level.



The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. Below the logo, the text reads: 'Do you wish to enroll multiple (more than 1) sites for physical traceability? A site is defined as a single functional unit of an organisation, or a combination of units situated at one locality, where a supply chain organisation carries out production or processing. Organisations may have multiple sites'. There are two radio buttons: 'Single Site' and 'Multiple Site'. A green 'Back' button is at the bottom left, and a green 'Next' button is at the bottom right.

4. If the applicant selects 'Multiple Site' here, they will be taken to the **end of the form and invited to complete an Excel version of the registration form**. 'Multiple Site' would only be expected to be completed where the form is being completed by a head office for multiple sites within their organisation.



**b better cotton**

English (United Kingdom) ▾

Please state the name of the site you wish to enroll in the programme

What is the registered business address of the site?

Address

Post Code

City

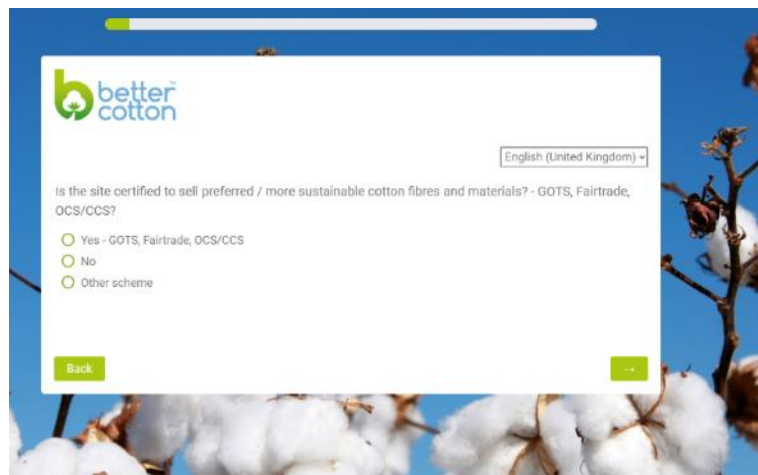
State

Country

Please upload proof of the registered business address (PDF, MS Excel or MS Word formats only)

Drop files or click here to upload

5. We would expect the details of the specific site that is being enrolled to be included here. Each field needs to be completed so if the site does not have, for example, a postcode then they should enter 'N/A'. The evidence to be uploaded needs to prove that the site exist which could include examples such as company registration forms with government entities, articles of incorporation etc.



**b better cotton**

English (United Kingdom) ▾

Is the site certified to sell preferred / more sustainable cotton fibres and materials? - GOTS, Fairtrade, OCS/CCS?

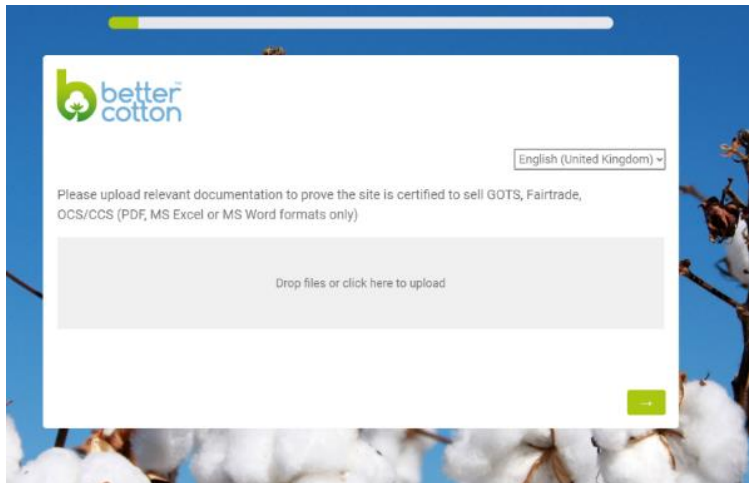
Yes - GOTS, Fairtrade, OCS/CCS

No

Other scheme

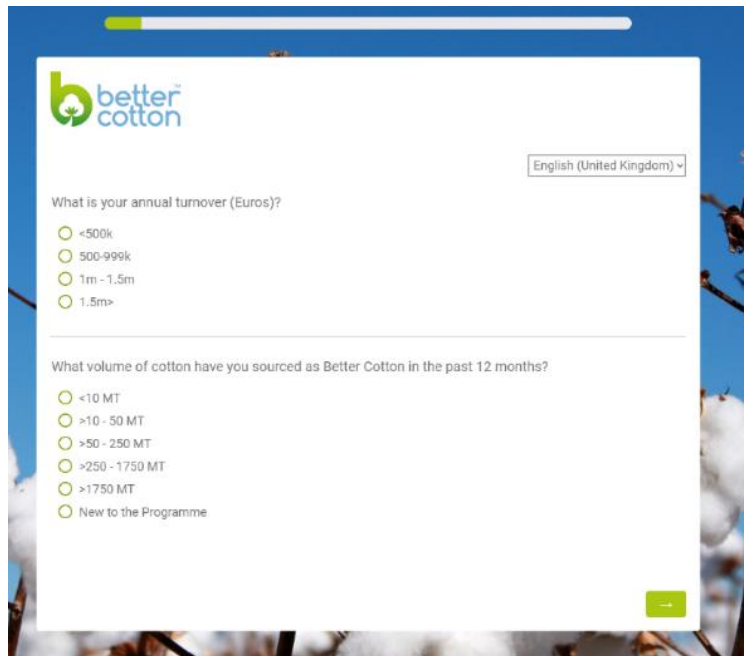
Back

6. GOTS is the Global Organic Textile Standard. OCS/CCS are standards covered under the Textile Exchange programme. Other Standards that cover sustainable cotton fibres and materials can be included here and the site should select 'Other scheme' if that is the case.



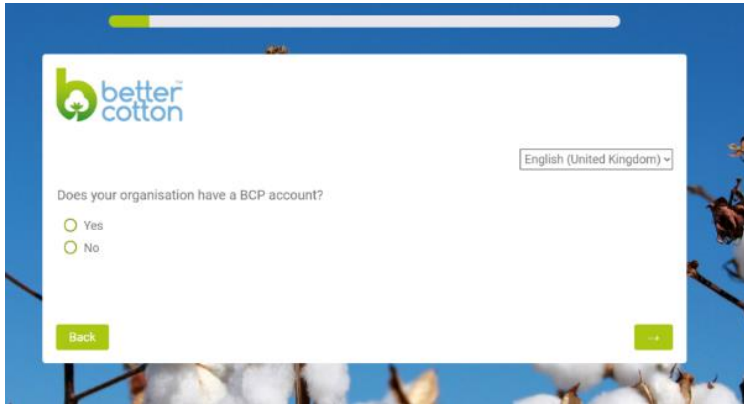
The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. Below the logo, the text reads: 'Please upload relevant documentation to prove the site is certified to sell GOTS, Fairtrade, OCS/CCS (PDF, MS Excel or MS Word formats only)'. A large grey box contains the text 'Drop files or click here to upload'. A green submit button is located at the bottom right of the form.

7.If the site selected 'Yes' or 'Other scheme' for the previous question they will be taken to this question. We would expect that the site uploads a copy of their certificate to prove they are certified to one of the Standards. Better Cotton will then verify this document against the relevant standards database.



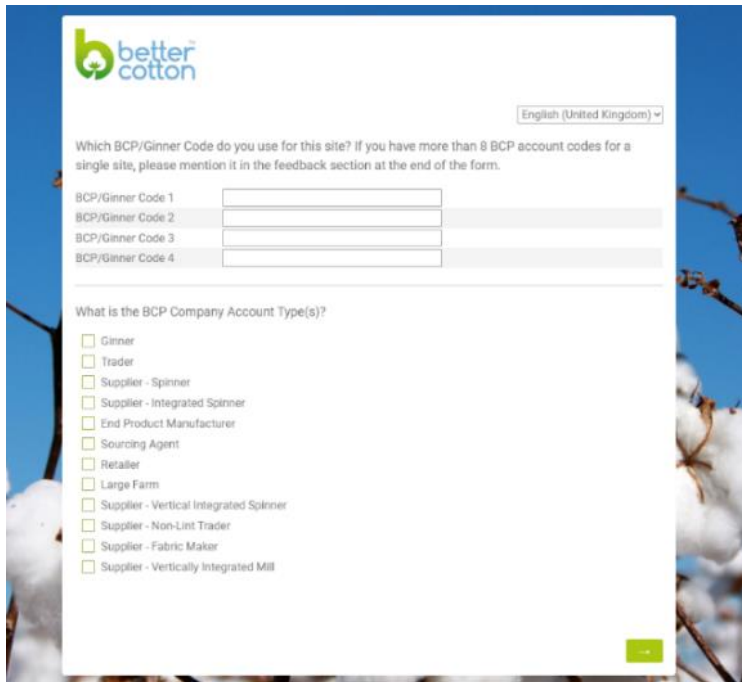
The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. The first question is 'What is your annual turnover (Euros)?' with four radio button options: '<500k', '500-999k', '1m - 1.5m', and '1.5m+'. The second question is 'What volume of cotton have you sourced as Better Cotton in the past 12 months?' with six radio button options: '<10 MT', '>10 - 50 MT', '>50 - 250 MT', '>250 - 1750 MT', '>1750 MT', and 'New to the Programme'. A green submit button is located at the bottom right of the form.

8.The annual turnover can relate just to cotton or Better Cotton especially for sites that may trade multiple non-cotton or textile products. The volume of cotton sourced as Better Cotton relates to how much the specific site has sourced in the past 12 months prior to the application. If the site's reporting works on a calendar year basis, then the cotton sourced as Better Cotton in the prior calendar year would be acceptable. Better Cotton may review this against information stored on the Better Cotton Platform (BCP) to validate.



The screenshot shows a registration form for the Better Cotton Platform. At the top left is the 'better cotton' logo. To the right is a language dropdown menu set to 'English (United Kingdom)'. The main question is 'Does your organisation have a BCP account?'. Below this question are two radio button options: 'Yes' and 'No'. At the bottom left is a green 'Back' button, and at the bottom right is a green arrow button pointing to the right.

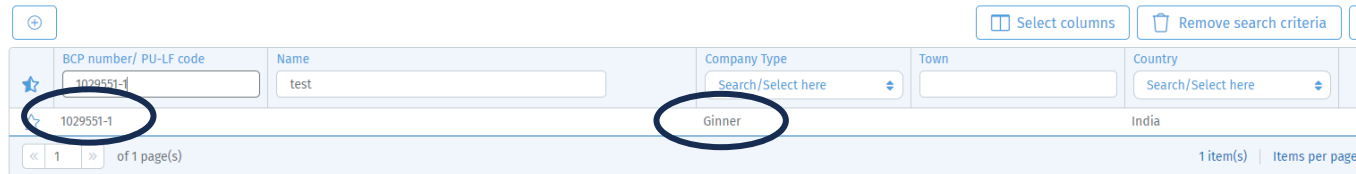
9. The BCP refers to the Better Cotton Platform where transactions relating to Better Cotton are hosted. The below screenshot gives an outline of what it looks like. If you are new to the Better Cotton Chain of Custody programme you will not have a BCP account and should select 'No'



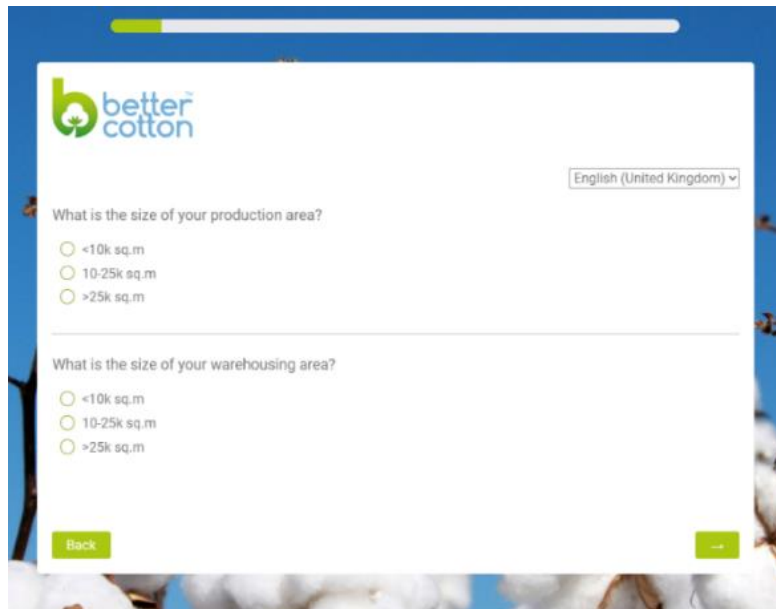
The screenshot shows the next step in the registration form. It features the 'better cotton' logo and the 'English (United Kingdom)' language dropdown. The question is 'Which BCP/Ginner Code do you use for this site? If you have more than 8 BCP account codes for a single site, please mention it in the feedback section at the end of the form.' Below this are four input fields labeled 'BCP/Ginner Code 1' through 'BCP/Ginner Code 4'. The next question is 'What is the BCP Company Account Type(s)?' followed by a list of account types with checkboxes: Ginner, Trader, Supplier - Spinner, Supplier - Integrated Spinner, End Product Manufacturer, Sourcing Agent, Retailer, Large Farm, Supplier - Vertically Integrated Spinner, Supplier - Non-Lint Trader, Supplier - Fabric Maker, and Supplier - Vertically Integrated Mill. A green arrow button is at the bottom right.

10. If the site selected 'Yes' to the previous question they will be taken to this question. The BCP code is a 7 digit code followed by a '-' and then another digit and can be found on the platform as shown in the image below:

The company/account type can also be found on the BCP as shown in the image below:



BCP number/ PU-LF code	Name	Company Type	Town	Country
1029551-1	test	Ginner		India



English (United Kingdom) v

What is the size of your production area?

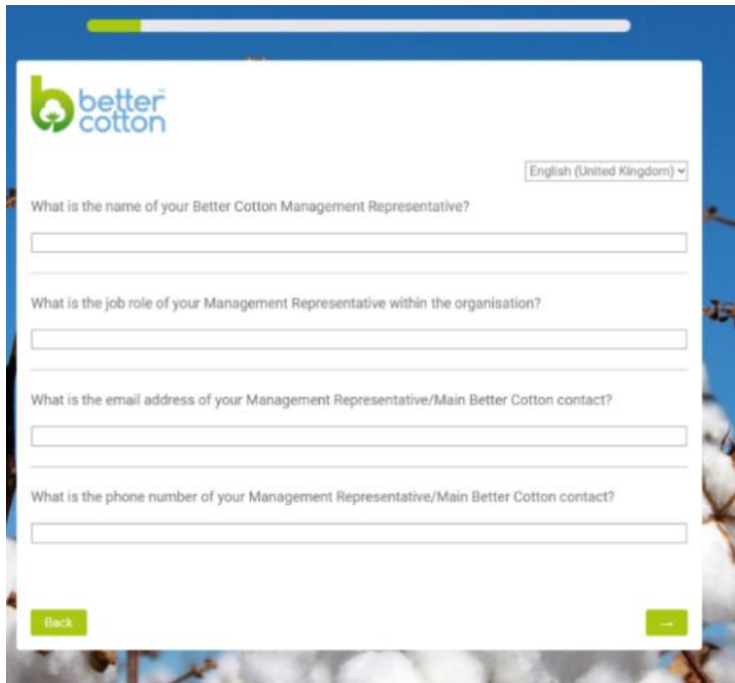
<10k sq.m  
 10-25k sq.m  
 >25k sq.m

What is the size of your warehousing area?

<10k sq.m  
 10-25k sq.m  
 >25k sq.m

Back Next

11. These questions refer to the size and capacity of the site. For production it only needs to refer to the production area and does not need to factor in office space. For the warehousing, this refers to where products are stored either before production or postproduction. The site may only have one storage area for both types of products.

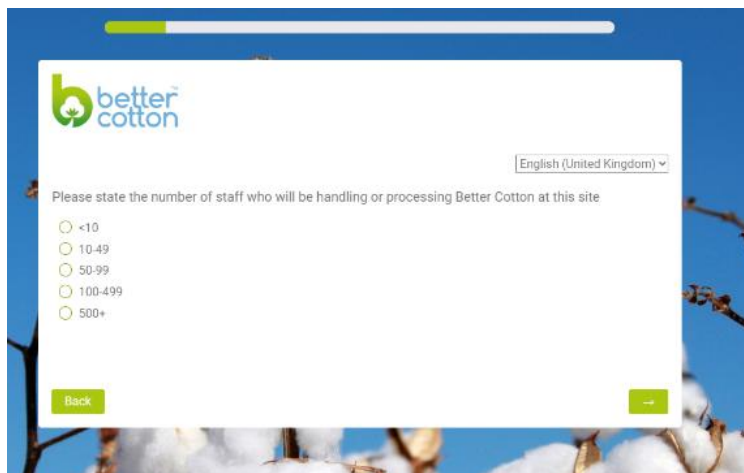


The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to "English (United Kingdom)". The form contains four text input fields with the following questions:

- What is the name of your Better Cotton Management Representative?
- What is the job role of your Management Representative within the organisation?
- What is the email address of your Management Representative/Main Better Cotton contact?
- What is the phone number of your Management Representative/Main Better Cotton contact?

At the bottom of the form, there are two buttons: "Back" on the left and a green arrow button on the right.

12. This is intended to be the person who is responsible for managing the Better Cotton Chain of Custody Standard within the specific site.



The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to "English (United Kingdom)". The form contains a question and a list of radio button options:

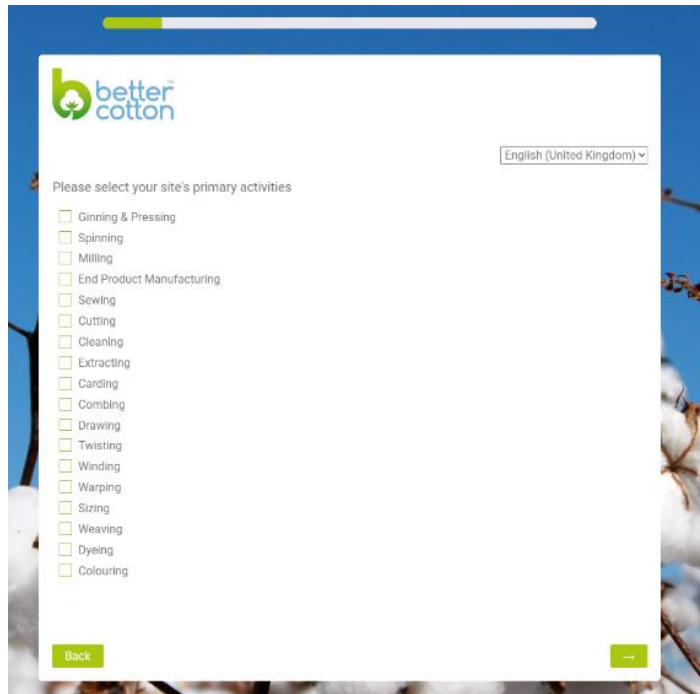
Please state the number of staff who will be handling or processing Better Cotton at this site

- <10
- 10-49
- 50-99
- 100-499
- 500+

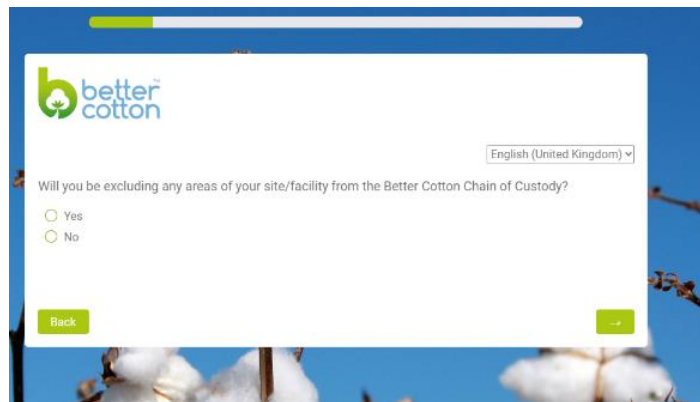
At the bottom of the form, there are two buttons: "Back" on the left and a green arrow button on the right.

13. This is the number of staff at the specific site and includes all staff not just per shift.

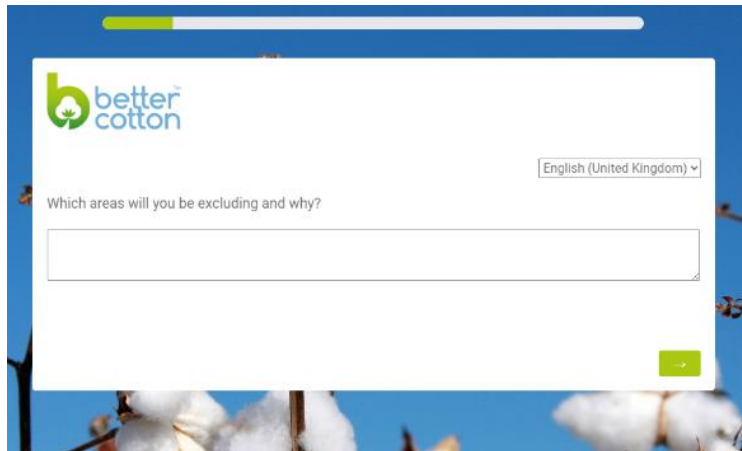




14. Multiple options can be selected, but this needs to accurately reflect the activities undertaken at the specific site. Better Cotton may also review the information provided against the type of account on the BCP if it is an organisation that currently exists in the platform.



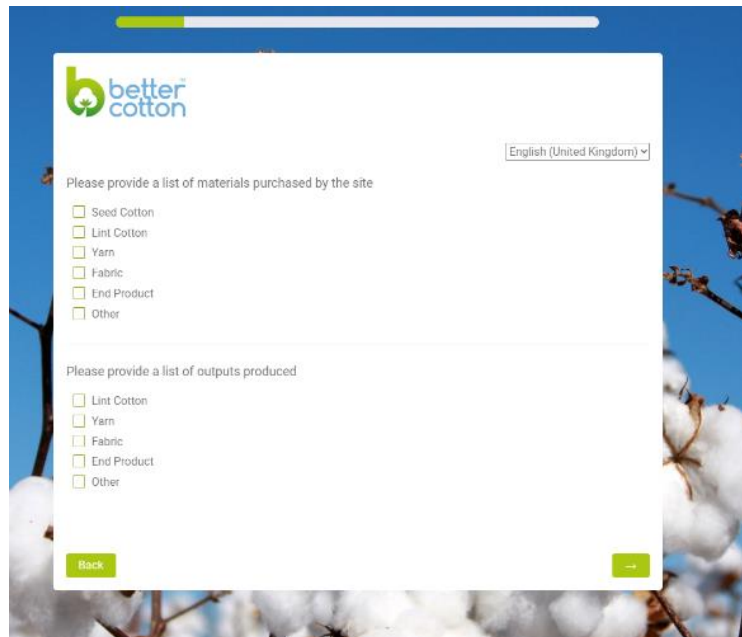
15. What is meant here by 'excluding' is are there any areas of the site that will not be applying the requirements of the Better Cotton Chain of Custody Standard v1.0. This may be because only parts of the site are used to process and/or store Better Cotton products. This does not need to include areas such as office space.



English (United Kingdom) ▾

Which areas will you be excluding and why?

16. If the site selects 'Yes' to the previous question they will be taken to this question. The site needs to explain which areas of the site they will be excluding and provide reasons for the exclusions. Better Cotton may share the details provided here with the Third-Party Verifier (3PV) that will conduct the assessment at the site and the 3PV may also inspect the areas listed to ensure there are no risks identified that jeopardise adherence to the Better Cotton Chain of Custody requirements.



English (United Kingdom) ▾

Please provide a list of materials purchased by the site

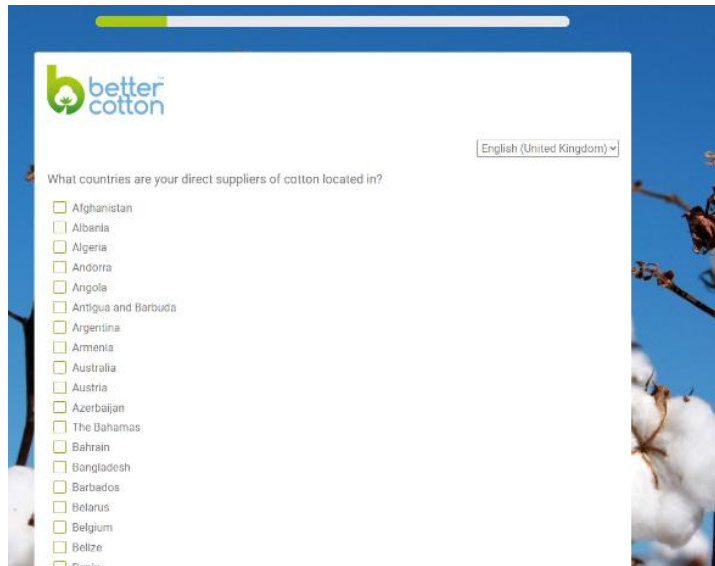
- Seed Cotton
- Lint Cotton
- Yarn
- Fabric
- End Product
- Other

Please provide a list of outputs produced

- Lint Cotton
- Yarn
- Fabric
- End Product
- Other

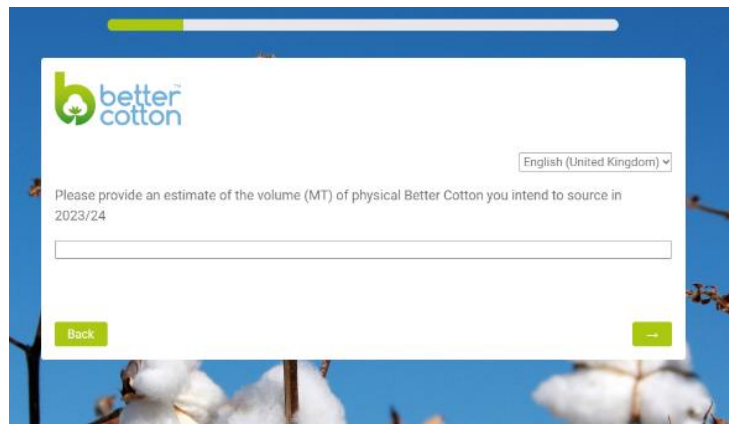
Back →

17. Multiple options can be selected. For sites that already have access to the BCP this reflect what is available in their BCP account. The type of materials purchased and produced will depend on the nature of the site and the primary activities.



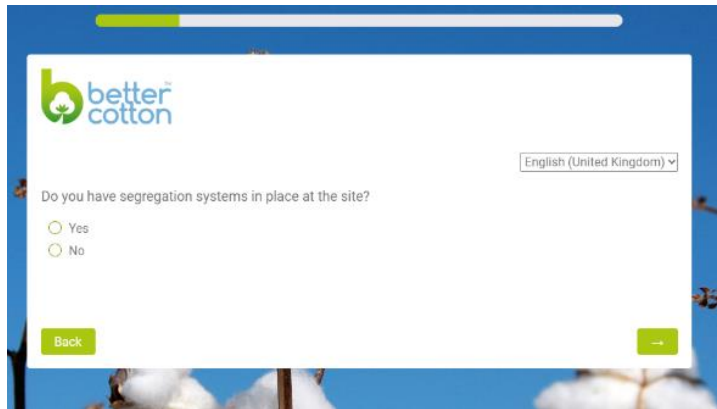
The screenshot shows a web form with the 'better cotton' logo in the top left. A language dropdown menu is set to 'English (United Kingdom)'. The question is 'What countries are your direct suppliers of cotton located in?'. Below the question is a list of countries, each with an unchecked checkbox. The countries listed are: Afghanistan, Albania, Algeria, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, The Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, and Bolivia.

18. This is a multiple-choice question and lists all countries alphabetically. Sites should select only those for their direct suppliers.



The screenshot shows a web form with the 'better cotton' logo in the top left. A language dropdown menu is set to 'English (United Kingdom)'. The question is 'Please provide an estimate of the volume (MT) of physical Better Cotton you intend to source in 2023/24'. Below the question is a text input field. At the bottom left of the form is a green 'Back' button, and at the bottom right is a green arrow button.

19. Please note that this question requests the information in Metric Tonnes and should be a numerical value. It should also be noted that it is only an estimate and Better Cotton will not be assessing the site against the information provided here. The question also refers to Better Cotton or Better Cotton containing products so does not need to include estimates for conventional or other non-Better Cotton products.



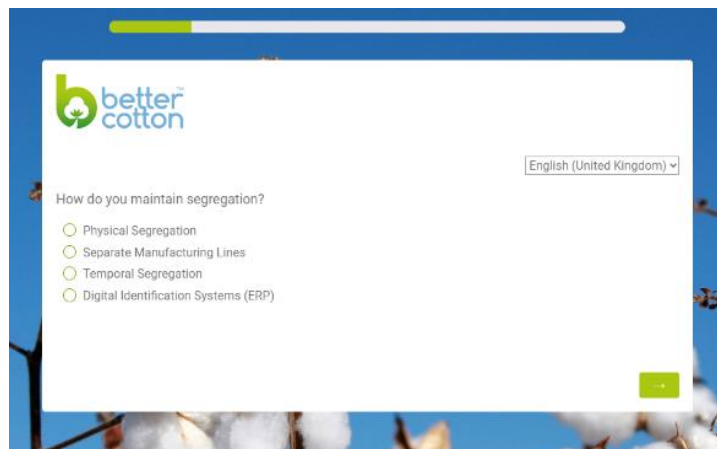
Do you have segregation systems in place at the site?

Yes

No

Back

20. This question is referring to whether the site can segregate their Better Cotton or Better Cotton containing products from conventional or non-Better Cotton products.



How do you maintain segregation?

Physical Segregation

Separate Manufacturing Lines

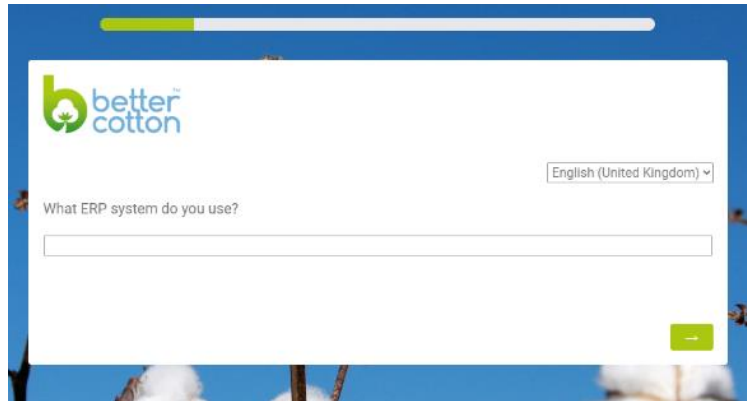
Temporal Segregation

Digital Identification Systems (ERP)

21. For this the site should select which method they use to segregate their Better Cotton/Better Cotton containing products from their conventional cotton.

- **Physical Segregation** - if the site physically separates Better Cotton products from conventional or non-Better Cotton products.
- **Separate Manufacturing Lines** - Do they process Better Cotton on a separate production line from conventional or non-Better Cotton products.
- **Temporal Segregation** - If the site produces Better Cotton batches at a different time to conventional or non-Better Cotton products.
- **Digital Identification Systems (ERP)** - Do they have digital systems that ensure Better Cotton is kept separate from conventional or non-Better Cotton from goods into sales.

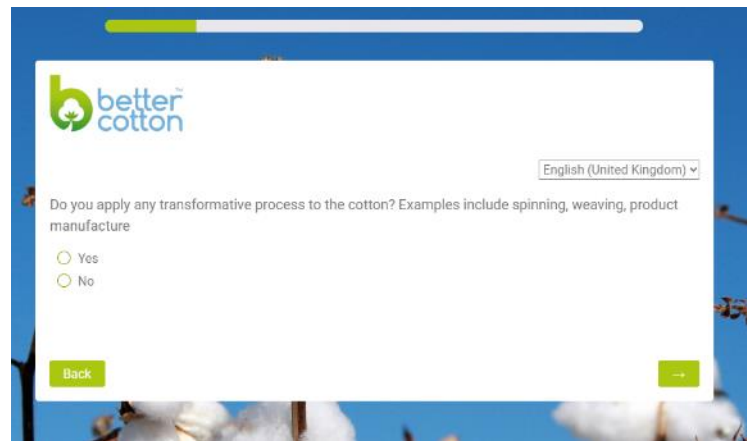
More details can also be found in the [terminology and definition document](#) on the Resources section of the Better Cotton website.



English (United Kingdom) ▾

What ERP system do you use?

22. If the site selects Digital Identification Systems (ERP) from the previous question, then they will be taken to this question and asked which system they use. Better Cotton may request further information to verify the system used.



English (United Kingdom) ▾

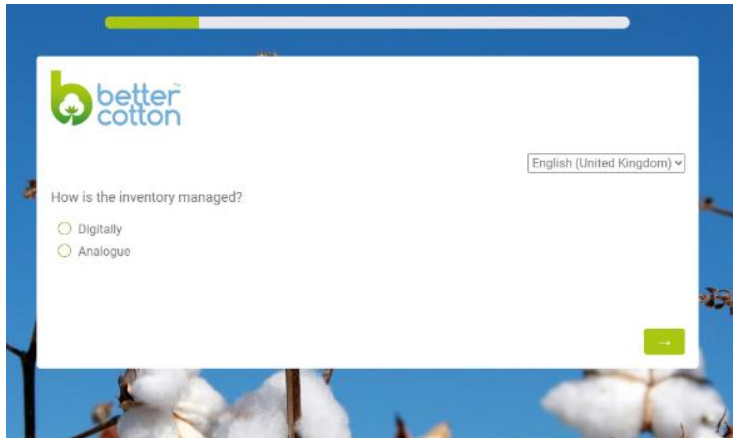
Do you apply any transformative process to the cotton? Examples include spinning, weaving, product manufacture

Yes

No

Back

23. This question will be most applicable to processors but does the site transform the form of the product they receive for example do they spin or weave the cotton.



English (United Kingdom) ▾

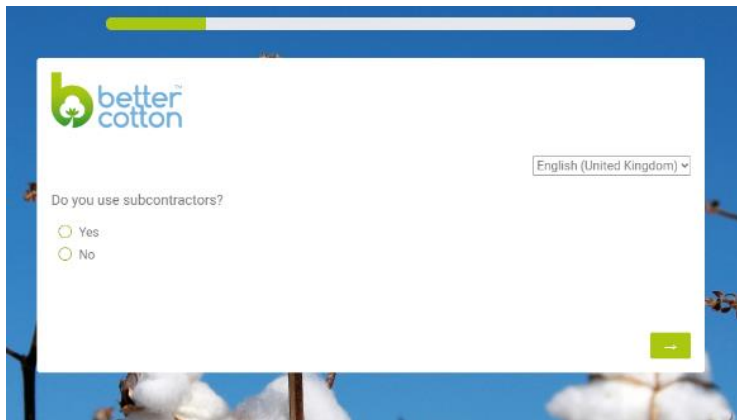
How is the inventory managed?

Digitally

Analogue

→

24. If the site selects 'Yes' to the previous question they will be taken to this question to ask how they manage the inventory on site. By inventory it means the amount of Better Cotton held on site. If the site selects 'No' to the previous question they will be asked if they take physical possession of the Better Cotton meaning does the Better Cotton arrive in their site or is it traded to another site instead.



English (United Kingdom) ▾

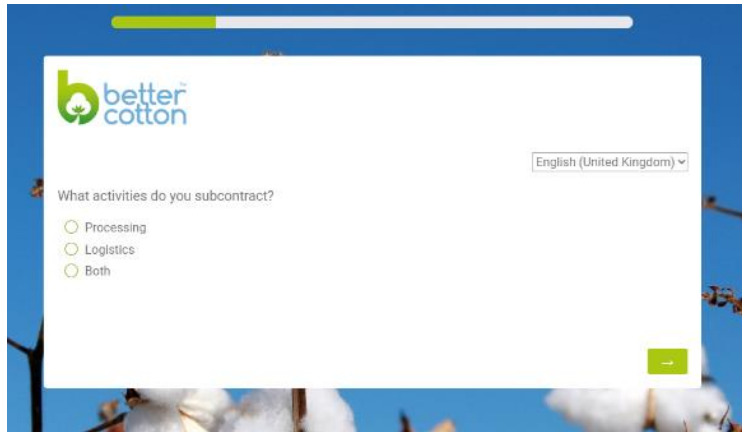
Do you use subcontractors?

Yes

No

→

25. This question is referring to if the site outsources or use subcontractors in relation to any activities that are within the scope of the Better Cotton Chain of Custody programme. By outsourcing or subcontracting we mean that the site retains ownership of the product throughout and, typically, the site receives the product back before they sell to their customers.



English (United Kingdom) ▾

What activities do you subcontract?

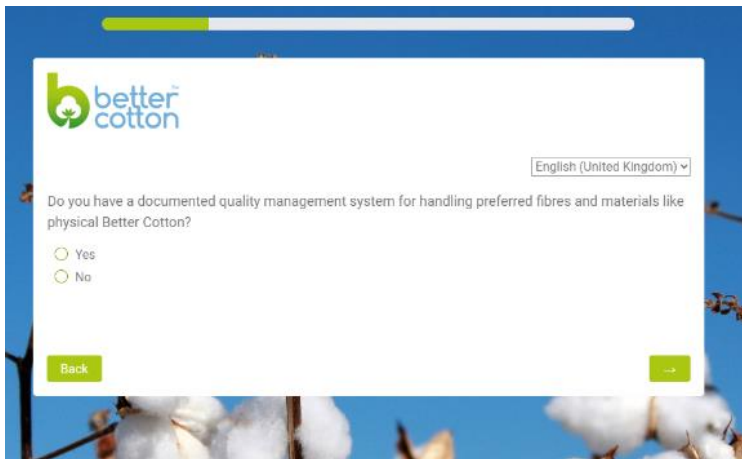
Processing

Logistics

Both

→

26. If the site selects 'Yes' to the previous question they will be taken to this one. By processing it is referring to whether the subcontractor does any of the product transformation for example weaving, spinning, dyeing. For logistics it is referring to whether they use subcontractors for storage and transportation activities only.



English (United Kingdom) ▾

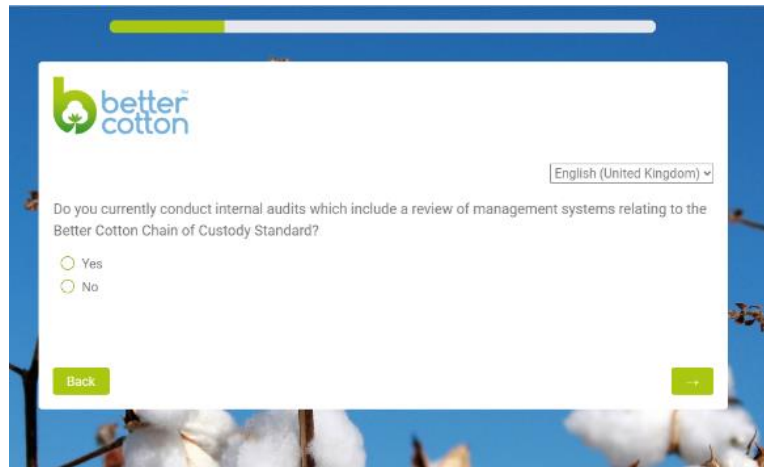
Do you have a documented quality management system for handling preferred fibres and materials like physical Better Cotton?

Yes

No

Back →

27. A quality management system is defined as a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives. This is important for the new Better Cotton Chain of Custody Standard. A site can incorporate the Better Cotton CoC requirements into their existing quality management system.



English (United Kingdom) ▾

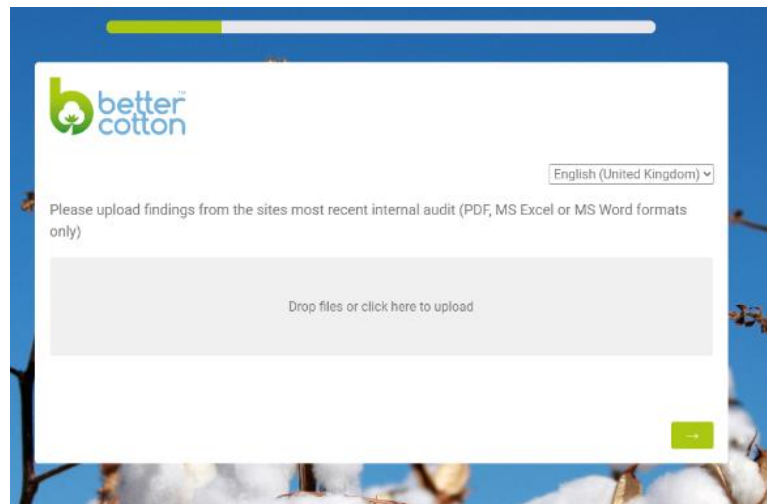
Do you currently conduct internal audits which include a review of management systems relating to the Better Cotton Chain of Custody Standard?

Yes

No

Back ➔

**28.** An internal audit is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. Typically, sites do this for other programmes and the Better Cotton Chain of Custody requirements could be brought into existing internal audit programmes.



English (United Kingdom) ▾

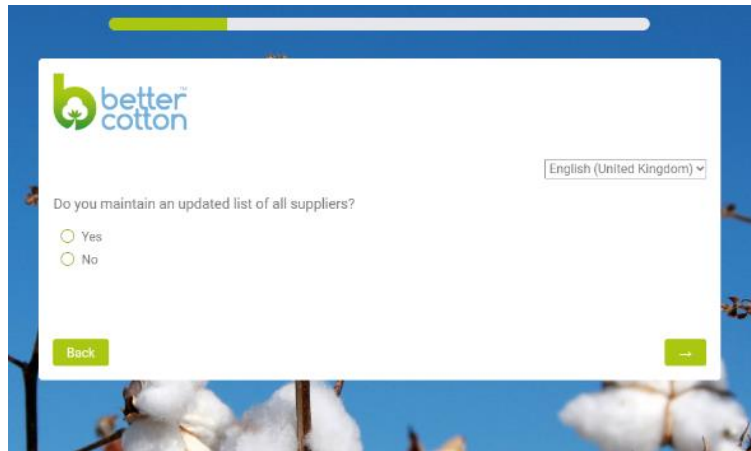
Please upload findings from the sites most recent internal audit (PDF, MS Excel or MS Word formats only)

Drop files or click here to upload

➔

**29.** If the site selects 'Yes' in the previous question they will be taken to this question. An internal audit is like other audits where findings are typically raised to assess conformity. The findings can be uploaded by the site in the format listed in the question.





Do you maintain an updated list of all suppliers?

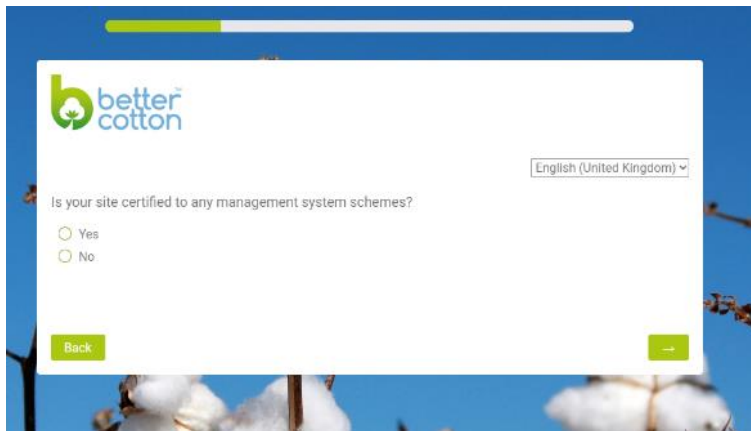
Yes

No

English (United Kingdom)

Back

30. This asks whether a site has a list of approved suppliers, for sites that are new to the Better Cotton programme, this could refer to other products. Better Cotton do not define what format this needs to be kept in but the Better Cotton Chain of Custody v1.0 has requirements on the minimum amount of information that sites are expected to retain for each supplier.



Is your site certified to any management system schemes?

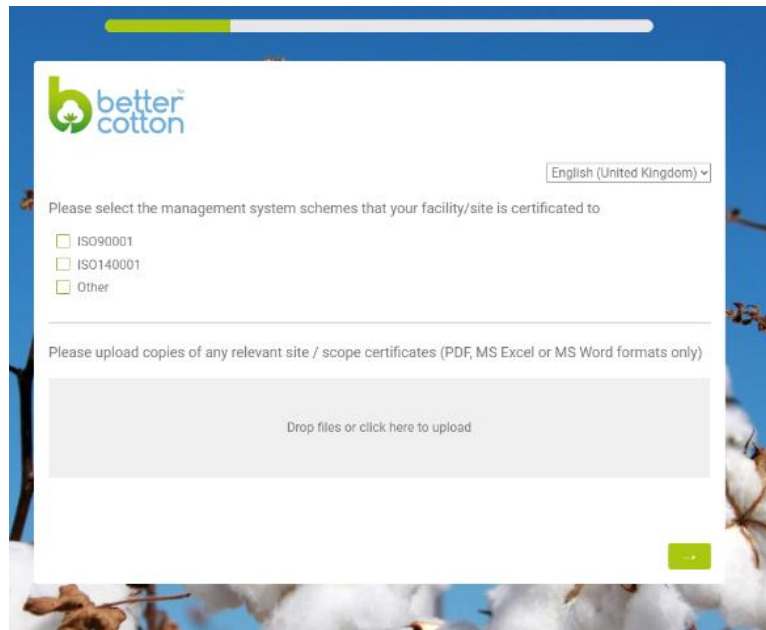
Yes

No

English (United Kingdom)

Back

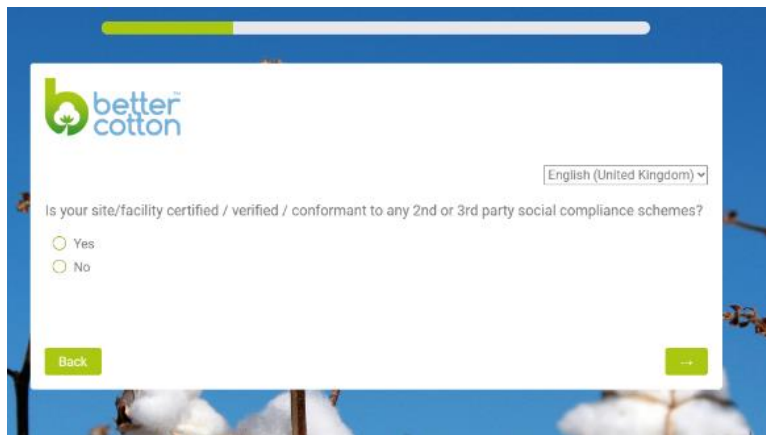
31. This closely relates to the quality management system question earlier in the form but by certified it is referring to whether the management system has been audited or assessed by an independent third-party verifier or certification body and has been certified as meeting a particular standard.



The screenshot shows a web form with the 'better cotton' logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. The main question is 'Please select the management system schemes that your facility/site is certificated to'. Below this are three checkboxes: 'ISO90001', 'ISO140001', and 'Other'. Below the checkboxes is a text input field and a file upload area with the text 'Please upload copies of any relevant site / scope certificates (PDF, MS Excel or MS Word formats only)' and a button that says 'Drop files or click here to upload'. A green 'Next' button is at the bottom right.

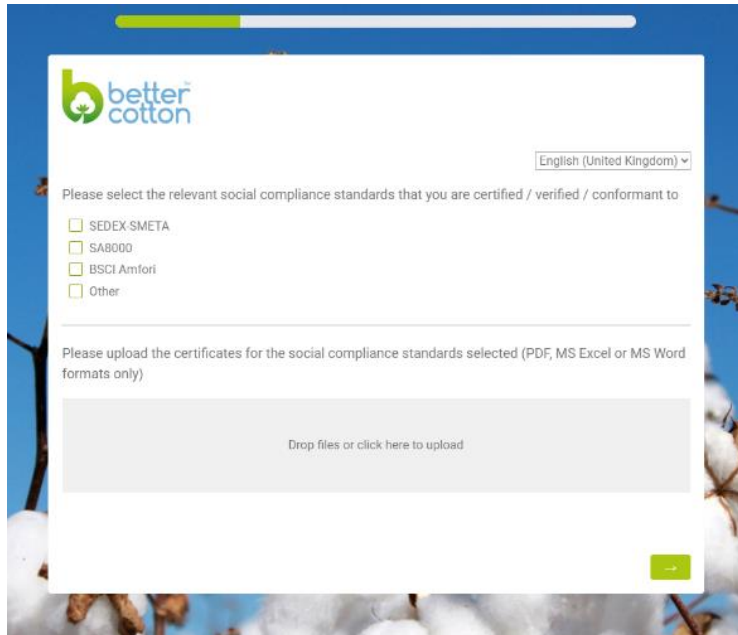
32. If the site selects 'Yes' to the previous question they will be taken to this question. ISO9001 and ISO14001. ISO standards are quality management systems (QMS) standards developed by the International Organization for Standardization (ISO) that help organizations ensure they meet customer and other stakeholder needs within statutory and regulatory requirements related to a product or service. There are other standards that cover quality management systems and other certification schemes include quality management system requirements within them.

The site would be expected to upload a copy of the certificate for the relevant Standard.



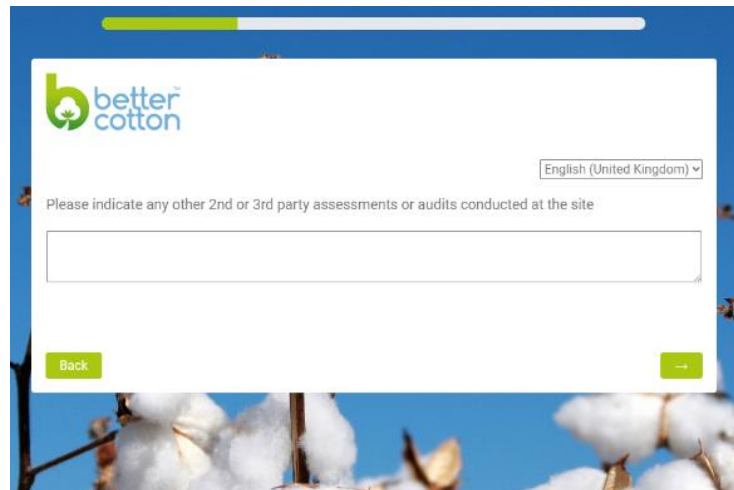
The screenshot shows a web form with the 'better cotton' logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. The main question is 'Is your site/facility certified / verified / conformant to any 2nd or 3rd party social compliance schemes?'. Below this are two radio buttons: 'Yes' and 'No'. A green 'Back' button is at the bottom left, and a green 'Next' button is at the bottom right.

33. A social compliance scheme, also called a social or an ethical scheme, is a programme designed at ensuring organisations are complying with socially responsible principles. This can be 2nd party for example Retailer or Brand Standards, or 3rd party which are programmes that are assessed by Third Party Verifiers.



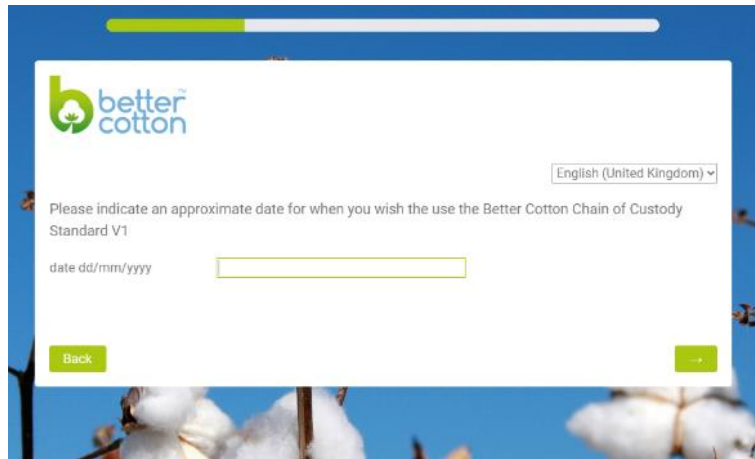
The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. The main instruction reads: 'Please select the relevant social compliance standards that you are certified / verified / conformant to'. Below this are four radio button options: 'SEDEX-SMETA', 'SAB000', 'BSCI Amfori', and 'Other'. A second instruction says: 'Please upload the certificates for the social compliance standards selected (PDF, MS Excel or MS Word formats only)'. Below this is a large grey box with the text 'Drop files or click here to upload'. A green arrow button is at the bottom right.

34. If the site selects 'Yes' to the previous question, then they will be taken to this question. The options listed are social compliance schemes and their details can be found on their respective websites. The site should upload a copy of their certificate or other evidence if they comply with one of these standards. Better Cotton will review the details and seek to verify with the respective standard.



The screenshot shows a web form with the Better Cotton logo at the top left. A language dropdown menu is set to 'English (United Kingdom)'. The main instruction reads: 'Please indicate any other 2nd or 3rd party assessments or audits conducted at the site'. Below this is a large empty text input box. At the bottom left is a green 'Back' button, and at the bottom right is a green arrow button.

35. This is a free text box for sites to enter information for any other assessments or audits. This could include areas such as environmental or other Chain of Custody Standards. If there are no other standards the site can enter 'N/A' in the box.



**36.** The site should enter the date in the format requested. Also, while the site may want to enter the programme immediately there are no guarantees as to the date, particularly for those that require an assessment prior to entry. But Better Cotton will work with sites to ensure they are updated on the timelines and process.

There will be a final slide requesting any feedback on the form and sites need to click the green box with the arrow in the bottom right corner to complete the form and submit to Better Cotton.