



Instructional Guide For the Official QAI Transaction Certificate



Please Note:

- The unit price/processing fee for each certificate is \$60.
- Please be advised by the consignee or importer of your product as to what official documentation is required for your shipment.
- Please be sure to visit the QAI website to download the most updated version of the form you need. * <http://www.qai-inc.com/resources/materials.asp> (scroll down to find forms)
- Each request submitted to QAI is given a 48 hour turn-around time.
- Please submit all export requests/questions/concerns to the following email: qaitc@qai-inc.com



Required Documentation :

Transaction Certificate (TC)

- A Transaction Certificate (TC) is a voluntary certificate that guarantees the organic status of a specific lot or shipment. These can be international or domestic and can guarantee organic compliance with various standards based on the client's request.

Cover Sheet

Coversheets are necessary for each export certificate request. There are a few reasons for this. The first is that without the coversheet, we do not know how to process or where to send the certificate.

Corroborating Documentation to verify the Shipment (e.g. Bill of Lading or Invoice)
Documentation must accompany the transaction documentation which corroborates the information in the certificate, such as name of product being shipped, by whom it is shipped, to whom it is shipped, weight, lot numbers, container numbers and other identifying information.

Instructions for completion and submission to QAI of the Official QAI Transaction Certificate (TC):

Field #1 QAI CERTIFIED ENTITY:

Enter the name of your QAI certified company. This field represents the seller of the transacted organic product.

Field #2 QAI CERTIFICATE NUMBER:

Enter the number of your company's QAI Certificate of Compliance. Please be sure to enter the Certificate of Compliance number that was valid on the date of embarkation for the particular shipment.

Field #3 TRANSACTED ORGANIC PRODUCTS:

Enter the organic product that has been sold. Please be sure to identify the product exactly as it is identified on your QAI Certificate of Compliance. You may include more than one product on a single TC. If you wish to attach an addendum or list of products, please be sure to provide a specific reference number that will identify the relevant addendum or list.



Field #4 PRODUCT LOT NUMBER:

Enter the relevant product lot number(s) for the transaction. If you have referred to an addendum or list, please provide the specific reference number for the addendum or list.

Field #5 CORRESPONDING BOL OR INVOICE NUMBER:

Enter the relevant Bill of Lading or Invoice reference number(s) for the transaction.

Field #6 CORRESPONDING BOL OR INVOICE QUANTITY:

Enter the amount AND unit of measurement for the transaction. Please indicate whether the amount identified is the net or gross weight.

Field #7 BUYER IDENTITY:

Enter the name of the entity that has purchased the product. If there is potentially more than one buyer, please leave write "To Be Determined".

Field #8 VESSEL IDENTITY:

Enter the name of the vessel on which the product will be shipped to the buyer. If the transaction is airfreight, enter the flight number. If the transaction will be shipped by truck, enter the name of the trucking line. If there is potentially more than one buyer, please enter "To be determined".

Field #9 PORT OF EMBARKATION:

Enter the name of the port from which the product will be shipped. If there is potentially more than one buyer, please enter "To be determined".

Field #10 DATE OF EMBARKATION:

Enter the date on which the product will be shipped from the port of embarkation. If there is potentially more than one buyer, please enter "To be determined".

Field #11 DESTINATION (INCLUDING COUNTRY):

Enter the destination name including country for which the shipment is bound. If there is potentially more than one buyer, please enter "To be determined".

Field #12 CONTAINERS NUMBERS:

Enter any identifying marks, numbers, descriptions, etc. that may be applicable for the shipping containers. If there is potentially more than one buyer, please enter "To be determined".

CERTIFIED ENTITY SIGNATURE:

Please sign here to verify that the product has been produced and/or prepared in accordance with the provisions that are implemented by the Applied Standards.



AUTHORIZATION Field

To be completed by QAI.

QAI processes TCs within 24 – 48 hours. However, issues do arise. Please submit TCs with ample time before the product is due to arrive at its final destination.

- TCs will **NOT** be approved while a client has major noncompliance issues.
- TCs will **NOT** be approved if a client has past due invoices on his/her account.