

*Companion Guide  
for the  
Official QAI Transaction Certificate*



*Quality Assurance International*

**Welcome.** This booklet is being provided to assist you to successfully complete and submit the Official QAI Transaction Certificate. This Companion Guide is for your reference and we hope you find it helpful.

### **Using this Booklet**

You will notice that each numbered section in this booklet corresponds to the same numbered field on the Official QAI Transaction Certificate. If you need clarification regarding any information requested on the QAI Transaction Certificate Template, you can quickly find the answer within this booklet.

### **Important Things to Keep in Mind:**

- The Official QAI Transaction Certificate Is not valid for shipments to the European Union (EU). For information about the required documentation for shipments to the EU, please refer to the “International Services” Page of our website.
- In order to obtain an Official QAI Transaction Certificate for shipments to Japan, your company must be JAS Certified and the product must appear on your JAS Certificate of Compliance. Alternately, for NOP Certified clients requesting shipment to Japan under the USDA/MAFF Export Arrangement, compliance with this arrangement must be verified prior to approval of the required TM-11 Export Certificate. For more information, please contact your Client Services Representative.
- For any and all shipments that your company represents as “Certified in accordance with QAI IFOAM Standards”, you must be IFOAM certified and submit to QAI an Official QAI IFOAM Transaction Certificate.

If you continue to have questions, please do not hesitate to contact our corporate office.

*This page corresponds directly with information provided on the Official QAI Transaction Certificate.*

| <u><b>Field</b></u>  | <u><b>Guidance</b></u>  |
|--|---|
| <b>General Instructions</b>                                    | <i>Please complete the TC entirely in CAPITAL LETTERS or entirely in typescript. As requested on the TC form, please submit the <u>relevant bill of lading or invoice</u> for the transaction with each and every TC submitted to QAI for approval.</i>   |
| <b>Field #1:<br/>QAI CERTIFIED ENTITY</b>                      | <i>Enter the name of your QAI certified company. This field represents the seller of the organic product.</i>   |
| <b>Field#2:<br/>QAI CERTIFICATE<br/>NUMBER</b>                 | <i>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. For example: If your company is issued a Certificate of Compliance with the number 999999-A, and then your company requests that a product be added to your certificate, the revised Certificate of Compliance will have a new number 999999-B. For transactions that occurred prior to the revision, the relevant certificate number is 999999-A. For transactions that occurred after the revision, the relevant certificate number is 999999-B.</i> |
| <b>Field #3:<br/>TRANSACTION<br/>ORGANIC PRODUCT</b>           | <i>Enter the organic product that was 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. Please indicate transitional status if applicable for QAI IFOAM certified products.</i>  |
| <b>Field #4:<br/>PRODUCT LOT<br/>NUMBER</b>                    | <i>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.</i>  |
| <b>Field #5<br/>CORRESPONDING BOL<br/>OR INVOICE NUMBER</b>    | <i>Enter the relevant Bill of Lading or Invoice reference number(s) for the transaction.</i>  |
| <b>Field #6:<br/>CORRESPONDING BOL<br/>OR INVOICE QUANTITY</b> | <i>Enter the amount AND unit of measurement for the transaction. Please indicate whether the amount identified is the net or gross weight.</i>  |

**Field**

**Guidance**

**Field #7:  
BUYER IDENTITY**

*Enter the name of the entity that has purchased the product. If there is potentially more than one buyer, you may leave this field blank.*

**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".*

*Please note: for shipments to Korea, the originally QAI stamped and signed version of the TC will be required by your customer in order for the product to clear customs. Although not officially required by the Korean regulation, providing to your Korean customer a copy of your QAI Certificate of Compliance that has a QAI stamp may aid your customer in clearing the product at customs. If you wish for QAI to send a stamped copy of your Certificate of Compliance to the customer, please request this at the time you submit the TC. If you wish for the stamped documents to be sent to your Korean customer via courier, please provide to QAI your customer's address and your FedEx or DHL account number.*

**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".*

**AUTHORIZATION Field**

*To be completed by QAI.*