QUESTIONS & ANSWERS
MySTeP by OEKO-TEX®

MySTeP by OEKO-TEX® is a new database designed to strengthen your textile supply community. The MySTeP database offers detailed information, such as:

› A customised supply chain mapping system for brands, retailers and manufacturers in the textile chain
› The OEKO-TEX® certification management system (STANDARD 100 and STeP by OEKO-TEX®)
› A comprehensive database that allows benchmarking and statistical analysis of the supply chain

MySTeP, the central database of OEKO-TEX®, is an easy-to-use desktop system designed to enhance traceability and transparency within the textile supply chain, incentivise continuous improvement in the industry and build more efficient processes for the future. This brochure will answer some of the most frequently asked MySTeP questions but please contact any of our member institute offices for more information (www.oeko-tex.com/institutes).

Georg Dieners
Secretary General | OEKO-TEX® Association
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What is MySTeP? «

MySTeP by OEKO-TEX® is a database strengthening your textile supply community. The database can be accessed worldwide from any location. As the central database of OEKO-TEX®, MySTeP offers a number of services to registered partners, such as:

- A customised supply chain mapping system for brands, retailers, and manufacturers in the textile chain
- The OEKO-TEX® certification management tool for STANDARD 100 and STeP by OEKO-TEX®
- Targeted analysis based on scoring of STeP by OEKO-TEX®-certified companies
- Benchmarking and statistical analysis of the supply chain

For whom is MySTeP designed? «

MySTeP by OEKO-TEX® is a database for brands, retailers, and manufacturers, which enables them to manage their own supply chains whether or not they are OEKO-TEX®-certified.
What are the benefits of MySTeP?

MySTeP by OEKO-TEX® offers customised supply chain mapping on the MySTeP dashboard including detailed information such as:

- Statistical supply chain analysis and evaluation
- Visual industry analysis and benchmarks such as global average, regional best facility, or modular average
- Key performance indicators (KPIs)
- An overview of existing OEKO-TEX® certificates

MySTeP allows companies to review and evaluate their suppliers based on their own unique sustainability goals. This flexibility allows users to:

- Align their efforts with the requirements of the international market
- Compare suppliers based on a variety of sustainability factors
- Select new suppliers using sustainability data important for their business
- Identify and eliminate possible risks in the existing supply chain
What kind of data is available in the MySTeP database and what are the limits on data release?

Every user of the MySTeP database has a customised view of data related to their supply chain. Each supplier determines the amount and type of data available to buyers and whether to allow those buyers to disclose the selected data to companies further up the supply chain.

There are different levels of data release:

- Type of operation (e.g., spinning mill, weaving mill, finishing facility, or manufacturer of ready-made clothes)
- Country
- OEKO-TEX® certification
- Expiration date of the OEKO-TEX® certificate
- Certificate scope
- Sustainable performance according to STeP by OEKO-TEX® scoring
- STeP by OEKO-TEX® audit report details
- Address details
» What happens with the given data and how is data protected? «

Database users decide what data is released. OEKO-TEX® uses the most up-to-date technologies to protect data. All the information concerning data protection and data release can be found in the terms of use.
» Is it possible to keep some supplier information confidential? «

Yes. Each supplier can decide how much, and to what degree, relevant production site and product data are made available to the OEKO-TEX® community.

» How does the scoring system within MySTeP work? How is my performance calculated? «

The performance score calculation is based on each specific supply chain and on the availability of STeP by OEKO-TEX® data from direct and indirect suppliers in it. A company’s performance score is calculated using the following steps:

➢ The supply chain is split into three levels and the average performance score of each level is calculated.
➢ The resulting performance score is the average of the three level performance scores.
What is a KPI (key performance indicator) and what is the advantage of working with KPIs?

A KPI is a performance measurement value used to evaluate the success of particular initiatives. On the MySTeP dashboard, users are able to set specific goals for their supply chain relating, for example, to water consumption or CO₂ output and then track performance against these goals.
Who will be responsible for keeping MySTeP updated with the latest accurate information?

MySTeP users are responsible for adding and deleting suppliers from their MySTeP dashboard. The basic data (company name, country, etc.) must be completed by the suppliers. In the case of a STeP by OEKO-TEX®-certified supplier, the data is obtained from the OEKO-TEX® system. MySTeP users manage the data requests with their suppliers who update their own information profiles within the system.
How can I get an overview of my own supply chain on the MySTeP dashboard?

In order to get an overview of your supply chain, you must first invite your suppliers via the dashboard. Any dashboard user can contact OEKO-TEX®-certified and non-certified production facilities as well as other dashboard users, such as converters or importers, and request the release of their data. MySTeP offers two mechanisms to search for suppliers:

- You may search by an ID number such as:
  - Existing certificate numbers from within the OEKO-TEX® community;
  - or
  - MySTeP and MADE IN GREEN user IDs, supplied by your suppliers

As soon as your suppliers confirm the connection, they will be visible on your personalised dashboard.

The companies you invite decide what data is displayed and which users can see certain data. This can include, for example, the complete contact information, the type of operation, the validity period of the STeP by OEKO-TEX® certification, and the total score and evaluation of the operation’s individual company areas. On request, STeP by OEKO-TEX®-certified suppliers can also release additional information such as the audit report.
What should I do when I receive requests from one or several buyers?

If a buyer wants to add you to their dashboard, you can confirm the request by clicking on the link in the email you receive. By confirming the request you declare your company as a supplier to this particular buyer. Before confirming the request you will be able to decide which data you want to show to your buyer and, of course, if you change your mind about the displayed data scope, you will be able to make changes at any time.
» Can I use MySTeP if I don’t want or need to use MADE IN GREEN or any other OEKO-TEX® services? «

Yes, MySTeP is a supply chain management tool that is available to any company requiring more supply chain transparency.

» Is MySTeP mandatory for STeP by OEKO-TEX® and OEKO-TEX® customers? «

No, but MySTeP provides multiple options for managing certificates as well as other data within the supply chain. MySTeP is only mandatory for products bearing the MADE IN GREEN label.
**Whom should I contact in order to apply for MySTeP?**

Contact an OEKO-TEX® member institute (www.oeko-tex.com/institutes) or fill in the application form on www.oeko-tex.com/mystep.

**How much does the MySTeP licence cost?**

There are different options available, depending on whether or not companies are already members of the OEKO-TEX® community. For more information, please contact one of the OEKO-TEX® member institutes (www.oeko-tex.com/institutes).
About OEKO-TEX®

With 25 years of experience, OEKO-TEX® leads the world in empowering and enabling consumers and companies to protect our planet by making responsible decisions. OEKO-TEX® provides standardised solutions which optimise customers’ manufacturing processes and help deliver high quality, more sustainable products. All of the products within the OEKO-TEX® portfolio are used to strengthen our customers’ systems, processes or products and, ultimately, they help create more sustainable companies. To date, 10,000 manufacturers, brands, and retailers in almost 100 countries are working with OEKO-TEX® to ensure that their products are tested for potentially harmful substances and millions of consumers around the world look for OEKO-TEX® labels before making buying decisions. OEKO-TEX® certified products and suppliers can be located in the OEKO-TEX® Online Buying Guide at www.oeko-tex.com/products. Connect with OEKO-TEX® on Facebook, on LinkedIn, and on Twitter.