

iPCA

SEP

since Version 3.0.0

iPCA Supplier Entry Portal (SEP)

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Imprint

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1 QUICK START

1.1 Option 1: Simple declaration of conformity

• Step 1

Launch platform in a web browser and log in with your access data.

0 iPoint	Supplier Entry Portal			
≜ Lo	ogin			
Userr	name	Password		
			Login	

✓ Note

When you first log in you will be asked to change the automatically assigned password.

All open ("unedited") and completed (if any) requests of your organization will appear on your Dashboard as below, you can select the item you want to work on.

Then change the view in to whole work-list click on "Requests" (1).

	E Dashboard							🖂 Re	ques	ts	
										<u>`</u> 0	
Qui	cklink	(S		Over	view					-	
	Show V	Vorklist		Uned	ited req	uests (max. 5)		Rejected	reque	ests (max. 5)	
	Chotri	Torraiot			ID	MFR PRODUCT-NAME	REC	10)	MFR PRODUCT-NAME	REJEC
	Unedite	ed requests			443	SUB3-SUBSTANCE INF	2015-04				
	Rejecte	ed requests			464	SUB4-SUBSTANCEITE	2015-04				
	_				424	SUB2-SUBSTANCE IN	2015-04				
1 🖄	Reques	sts in progress			440	SUB3-SUBSTANCE: IN	2015-04				
	Comple	eted requests			467	SUB4-SUBSTANCETTE	2015-04				
~	-			•			Þ	•		III	Þ
						The second secon					Lar and the
Over	due requ	ests		-		× .	view table				View table
	ID	MFR PRODUCT-NAME	DUE 🖙	Requ	ests in p	progress (max. 5)	•	Complete	d req	uests (max. 5)	
	443	SUB3-SUBSTANCE107	2015.		ID	MFR PRODUCT-NAME	•	10)	MFR PRODUCT-NAME	•
	425	SUB2-SUBSTANCE105	2015		545	substance00		51	12	SUBSTINISTON	
	446	SUB3-SUBSTANCE110	2015					44	¥1	Statistics takes to be	
	447	SUB3-SUBSTANCETTI	2015					43	33	State State Tank Emil	
	448	Autor Autor Sectors	2015					54	13	N	
	426	NAME AND POST OFFICE ADDRESS	2015					47	73	Statestates	
	197	A REAL PROPERTY AND	2015.								
•		III	•					0			
11 -	R			100		29 V	/iew table	F		20	View table



Step 2 •

Mark one item (or multiple items for group declarations) out of the "Worklist" (1), click on "Edit request" (2), and select the option "Only confirm compliance" (3).

	🖽 Dast	board		✓ Requests				-	
Worklist	No Un	edited	式 Rejected	🐓 In progre	ess 💽 C	ompleted	🚽 All requests		
Create material decla You can select multip press "Ctrl" and select Only confirm declara You can select all iter when choosing this o	Treate material declaration: fou can select multiple items in order to process them simultaneously, as long as they have the same content (e.g. for part families with the same material composition and the same weight). To do this ress "Ctrl" and select the desired rows / items or "Ctrl + Shift" to select a range of Items. Phly confirm declaration: fou can select all items and process them simultaneously; this option should only be used if you can verify the conformity for all your items. There is, however, no need for a detailed material declaration when choosing this notion								
STATUS	1 ID	PRODUCT-0	CODE MF	R PRODUCT-NAME	REQUESTED TYPE	RULEGROUPS		DUE DATE	SELF-DE
	4000				· · · · · · · · · · · · · · · · · · ·			•	
Unread Unread	1033	9000000	000000678	B1-GALINDO1	Article	REACH Anne:	x XIV,RoHS (2011/65/EU)	2015-04-15 2015-04-15	No
Make declaration Only confirm compliance Import declaration									

⇒Hint

Please also refer to the brief instructions in the upper part of the window (yellow highlighted). They contain useful information which will help you to understand the respective mask.

Step 3 •

Select rule groups (e.g. all) (1), mark selection as compliant (2) and confirm by clicking "Next" (3).

Confirm	ation		Documents	
01			02	
	ID	MFR PRODUCT-NAME	PRODUCT-CODE	RULEGROUP
1	1033	SERI-GALMECE	terroren and the second s	REACH Annex XIV
1				RoHS (2011/65/EU)
Select	all Clear set	lection Invert selection	View Affected Substance Groups and Substances	Mark selected as compliant Reset selected
			X Cancel	Back Next > Send declaration of Conformity

- Step 4 (optional) • Upload your own documents (Compliance Letters, Safety Data Sheets, Certificates of Conformity etc., if available)
 - Click on "Upload" (1)



nfirmation		Docum 02	ents	
lere you can upload your ow	n documents (Compliance letters, s	afety data sheets, etc.).	1.11011.05	20005
FILENAME	DESCRIPTION	DOCUMENT TYPE	LANGUAGE	SCOPE
Download				🔓 Upload 📃 💻 Dele
			🗙 Cancel < Back Next 🕽	Send declaration of Conference

Choose document type (1) and select file(s) from your local drive (2).
 When file(s) is/are chosen, click on "Upload"(3).

Upload documents	□ ×
Providing manner Ø Upload / Attach Language*	Document type*
English •	Safety data sheet Operating instructions Certificate of Conformity Technical data sheet
Description	
Upload / Attach	
	3
	X Close

Step 5 •

onfiri	mation	0	Documents		
1		> 0	2		
Here	you can upload your own documents (Compliance lett	ers, safety data sheets, etc.).			
	FILENAME	DESCRIPTION	DOCUMENT TYPE	LANGUAGE	SCOPE <
	EU DECLARATION OF CONFORMITY.pdf		Certificate of Conformity	English	
4	Download			1 L Upi	Delete
			💥 Cancel < Back Nex	t 🖇 🧹 Send deci	aration of Conformity



1.2 Option 2: Preparation of a supported declaration (in absence of restricted substances)

• Step 1

Launch platform in a web browser and log in with your access data.

O iPoint	Supplier Entry Portal		
≜ Lo	ogin		
Userr	name	Password	
			Login

✓Note

When you first login you will be asked to change the automatically assigned password.

• Step 2

Mark one item (or multiple items for group declarations) out of the "Worklist" (1), click on "Edit request" (2) and select the option "Make declaration" (3). If you cannot see the request you are looking for on the Dashboard, click on "View table" to see all requests you have received or change the view to "Requests"

🖽 Dashboard	Requests
Quicklinks	Overview
and Show Worklist	Unedited requests (max. 5) Rejected requests (max. 5)
Unedited requests	
Rejected requests	
Completed requests	View table 🖉 😰 View table
	Make declaration Only confirm compliance Import declaration uests (max. 5)
Overdue requests	
ID MFR PRODUCT-NAME	
< ►	View table



Select the type of declaration as "Partial-Declaration" (1) and click on "Apply" (2) Select request and declaration type

Declaration type is not predefined.			
		Turne of declaration *	
Type of request		Type of declaration	
Article	•)	W Partial-Declaration	
Rulegroups			
US conflict minerals		Full-Declaration	
		Partial-Declaration	
		2	
		🔀 Cancel	🗸 Apply

• Step 4

Insert article-weight and unit (or, if already available, check and change - if necessary) (1), then click on "Next" (2).

Overview		^	Article	Documents	Declaration	Overview
MFR PRODUCT-NAME	PRODUCT-CODE	_	01	02	> 03	> 04
TestPart_MS_001	TestPart_MS_001	=	Amount *	Unit*		
Due date 2015-04-23			10	g -		
Requested type Article						2
Declaration type		~				
Save and Close				×	Cancel 🔇 Back	Next 🕻 🗸 Finish

• Step 5 (optional)

Upload own documents (Certificate of Conformity, Safety Data Sheet etc., if available) Click on "Upload" (1) \rightarrow then proceed with Step 4 in chapter 1.1.

ew	A	Article	Documents	Declaration	Overv
R PRODUCT-NAME	PRODUCT-COE	01	02	03	> 04
stPart_MS_001	TestPart_MS_ ≘	Here you can uploa	ad your own documents (Com	pliance letters, safety data	sheets, etc.).
	•	FILENAME	DESCRIPTION	DOCUMENT TYPE	LANGUAGE
e date 15-04-23				0	
quested type					
rticle					

• Step 6 (optional)

Your own partial or full material declaration can be skipped by performing a simple declaration of conformity. Click on "Next" (otherwise see chapter 2.4.2.3).



• Step 7

Since you are not declaring any substances, again Click "Next" in the below screen (1)

Overview	Article	Documents	Declaration	Overview
MFR PRODUCT-NAME PRODUCT-COE	01	> 02	03	> 04
TestPart_MS_001 TestPart_MS_ ∢ □ □ □ ▶	/ — 🛦		Declaration	
Due date 2015-04-23 ∷	▼ <mark></mark> TestPart_MS_0	01 (0 g of 10 g declared)	Search	O annt
Requested type Article			Advanced Search	Search
Declaration type Partial-Declaration			Last search -	
Requestor			SVHC CASNO	EINECS / ELINCS EU-IN
Status Unread			📥 Add Substance	(
Save and Close			🗙 Cancel 📢 B	Back Next 🕽 🗹 Finish

• Step 8

If there are no restricted substances as mentioned as per the regulatory groups (e.g. ROHS, REACH-SVHC, REACH-Annex XIV etc.) check the overview of the declaration and then release (send) declaration \rightarrow check the box (1) and click on "Finish" (2) as shown below.

Overview	-	Article	Documents	Decla	aration	Overview
MFR PRODUCT-NAME	PRODUCT-COE	01	> 02	> 03		04
TestPart_MS_001	TestPart_MS_	TestPart_MS_001	(0 g of 10 g declared)	Pr	ocessing Notice	
< III	4			You	are on the overview p	age of the declaration.
Due date 2015-04-23	=			Ple	ase check the provided	l information.
Requested type Article					We hereby confirm that correct and complete.	at the information is If no further
Declaration type Partial-Declaration					substances have beer from the declaration lis	specified / selected
Requestor MAREK			1		that they are not includ	ed in the product. correct and complete
Status Unread	-					
-						2
Save and Close					🗶 Cancel 🛛 🔇 Bacl	K Next 📏 🇹 Finish

- ✓ Note By clicking on the "Next" button you will always come to the next step. Thus you will be directed from the beginning to the end of the declaration.
- Hint If the "Next" button remains inactive in one mask, it means that the required (mandatory) data have not been filled out. Once you have completed this information, the button will be activated and you can continue the process.
- ⇒ **Hint** In the left-hand window you will find further details on the current request.



2 Processing a request in SEP (full description)

Customer requests are sent through the SEP (Supplier Entry Portal) and shown on the start screen (after log in). Suppliers are additionally informed by email about (new) incoming requests. These emails contain a link by which the SEP can be accessed. In addition, Login data (user name and initial password) is sent to the supplier. The initial password must be changed upon initial login.

Suppliers are guided and supported step by step through the declaration process. By clicking on the "Next" button, you always come to the next step of the process. In all successive masks the required information is presented in the simplest possible form and clearly defined.

Hint If the "Next" button remains inactive in one mask, it means that the required (mandatory) data have not been filled out. Once you have completed this information, the button will be activated and you can continue the process.

2.1 Starting and registration

By clicking on the link sent via email, the SEP-platform will open in a web browser. After starting, the login mask will be opened (Figure 1), prompting you to enter your user-specific login information. You are able to find your login-information in an email sent by the system.

SUPPLIER ENTRY PORTAL		
Login		
Username	Password	Login
	Figure 1: Login-Mask	

• Note When you first log in you will be asked to change the automatically assigned password.

2.2 Working views

After logging in the SEP, the starting page opens with an overview of requested articles and materials. There are two types of overviews available:

- "Dashboard" with status overview and reduced list of requests and
- "Requests" with full list of requests and advanced data filtering functionalities

Depending on the version of the portal and/or the user-settings, the starting page can be displayed either as "Dashboard" (Figure 2, point 1) or "Requests" (Figure 2, point 2). Both displays can be switched any time. The homepage settings can be permanently set and changed by the user (see Figure 2 Point 3) - further information on the user settings can be found in chapter 3.



Figure 2: Changing of the homepage-display

2.2.1 Dashboard

On the left side of the dashboard-display, a list of useful SEP-links can be found, called "Quicklinks" (Figure 3 Point 1). Urgent pending requests are displayed in the "Overdue requests" window located on the lower left corner of the homepage, (Figure 3, Point 2). The right part of the dashboard consists of four tables called "Overview" (Figure 3, Point 3), which summarize customer requests depending on their status. The following status-variants are displayed as standard:

- "Unedited requests" Declaration has not yet been started
- "Rejected requests" Request has not been edited a rejection has been sent to the customer
- "Requests in progress" Declaration process has started and has been temporarily saved, but is not yet complete
- "Completed requests" Declaration completed and sent

The number of visible entries in the Dashboard view is limited to 5 requests by default. This number can be changed in the user settings if needed (see chapter 3).

			hboard	-	Requests						
Quic	klink	(s <u>1</u>)		Over	view	3					
9 K Q	Show V	Vorklist		Uned	ited requ	uests (max. 5)		Rejec	ted requ	uests (max. 5)	
36 -	inon i	Torraiot			ID	MFR PRODUCT-NAME	RECEIN		ID	MFR PRODUCT-NAME	REJECT
M (Jnedite	ed requests			446	SUBD-BUBSTANCE 118	2015- ^				
	Rejecte	d requests			424	SUBJ-SUBSTANCE 151	2015-				
Tejecteu requests					440	SUB3-SUBSTANCE 1111	2015- 🗏				
Requests in progress					467	SUB4-SUBSTANCE*10	2015-				
	Comple	eted requests			466	A REAL POINT OF THE OWNER OF THE	2015				
				•		III	•	•		III	•
				1 -	· 12.	X	View table	1	P 3	X	View table
Overdu	ie requ	ests 🕗		Regu	ests in p	progress (max. 5)		Com	pleted re	quests (max. 5)	
	ID	MFR PRODUCT-NAME	DUE D 💌		ID	MFR PRODUCT-NAME	(*		ID	MFR PRODUCT-NAME	0
2	444	SUBS SUBSTANCE IN	2015-0		545	Substance of T			512	Suderis Taxas (Elevino)	
	425	SUB2-BUBSTANCE108	2015-(421	Sumo du Bro Tarra 12 bio	
	447	\$UB3-SUBSTANCETT	2015-0						443	States in desident in the	
	448	SUBS-SUBSTANCETT2	2015-0						441	5	
	426	SUB2-SUB5 TANCE 108	2015-0						433	5	
	497		2015-0								
			,	1	9	× 5	View table	Q.			View table
1 4	R						-	-			-

Figure 3: Home-screen as Dashboard

2.2.2 Requests/Worklist

The "Worklist" is displayed as a table with the customer requests and extended request information (in the columns of the table) and provides the full overview of existing requests including an advanced data filtering system (see Figure 5).



Figure 4: Home-screen as Requests (Worklist)

2.2.2.1 Filtering the "Worklist"

The "Worklist" can be sorted and filtered according to your needs. You can sort the list by clicking on the column title (see Figure 5 point 1). By clicking on the heading of the table (column name) the list will be sorted alphabetically or numerically (low to high). Clicking a second time on the same header leads to sorting the entries in descending order in the selected column. By clicking on the "drop-down lists" (below column name) the list can be filtered according to given filtering criteria (see Figure 5 point 2).

		🖽 Dashboard			✓ Requests					
Worklist	🔁 Une	dited 🔀 Rejec	ted 🐶 In progre	ss 👷 C	ompleted	🔄 All requests				
Create material declaration: You can select multiple items in order to process them simultaneously, as long as they have the same content (e.g. for part families with the same material composition and the same weight). To do this press 'Ctrl' and select the design rows / items or ''Ctrl + Shift' to select a range of Items. Only confirm declaration Onu can select all items and process them simultaneously; this option should only be used if you can verify the conformity for all your items. There is, however, no need for a detailed material declaration when choosing this option.										
STATUS	ID	PRODUCT-CODE	MFR PRODUCT-NAME	REQUESTED TYPE	RULEGROUPS		•			
				· ·						
	446	000000000000000000000000000000000000000	SUB3-SUBSTANCE110	Article	Proposition 6	nnex XVII,RoHS (2011/65/EU),SVH				
Vnread	424	00000000000000479	SUB2-SUBSTANCE104	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
Read	440	00000000000000496	SUB3-SUBSTANCE104	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH =			
Rejection sent	467	00000000000000524	SUB4-SUBSTANCE115	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
😥 In progress	466	00000000000000523	SUB4-SUBSTANCE114	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
Declaration released	425	00000000000000480	SUB2-SUBSTANCE105	Article	US conflict m	inerals				
Declaration released	447	00000000000000503	SUB3-SUBSTANCE111	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
Rejection received	448	00000000000000504	SUB3-SUBSTANCE112	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
Released	426	00000000000000481	SUB2-SUBSTANCE106	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
	427	00000000000000482	SUB2-SUBSTANCE107	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
1-9/10	450	00000000000000506	SUB3-SUBSTANCE114	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
🖂 Unread	428	00000000000000483	SUB2-SUBSTANCE108	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			
🖂 Unread	451	00000000000000507	SUB3-SUBSTANCE115	Article	Proposition 6	5,REACH Annex XIV,REACH A	nnex XVII,RoHS (2011/65/EU),SVH			

Figure 5: Overview: Requests ("Worklist") and the filtering functionalities

Filtering example in the "Status" column:

In the "Status" column (see example in see Figure 5 point 2, left side), requests can be filtered according to the work progress. The following status types are available:

- Unread Request is not processed and not read.
- Read Request is read, but not yet processed.
- Rejection sent Request is not processed. A rejection was sent to the customer.
- In progress Processing has begun and is temporarily saved, but not completed.
- Declaration released Request completed and sent.
- Rejection received The addressee of the declaration has rejected the sent declaration.
- Declaration approved The addressee of the declaration has accepted the sent declaration.
- Released The same status as "Declaration released".
- Completed The same status as "Declaration released".



2.2.2.2 Configuration of worklist

Also the number and types of displayed columns in the table ("Worklist") can be edited. By clicking on the "drop-down lists" on the table heading the contents of your list can be defined (see Figure 6, point 1).

		🖽 Dashboard			✓ Requests			
Worklist	NO Une	nedited 🗙 Rejected 🐼 In progress		ess 👷 C	ompleted	🛃 All requests		
reate material declar ou can select multiple Ctrl" and select the de Inly confirm declaratio ou can select all item hoosing this option.	ation: e items in orde esired rows / it on: us and process	r to process them simultaneo ems or "Ctrl + Shift" to select them simultaneously; this op	usly, as long as they have the sa a range of Items. tion should only be used if you c	ame content (e.g. for pa an verify the conformity	rt families with the	e same material composition ar There is, however, no need for	nd the same weig	ht). To do this pre
TATUS	ID	PRODUCT-CODE	MFR PRODUCT-NAME	REQUESTED TYPE	RULEGROUPS			
•)							• Sta	atus
🖂 Unread	446	00000000000000502	SUB3-SUBSTANCE110	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI • ID	
🗹 Unread	424	00000000000000479	SUB2-SUBSTANCE104	Article	Proposition 6	5,REACH Annex XIV,REACH	Annex XVI	N
🖂 Unread	440	00000000000000496	SUB3-SUBSTANCE104	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI	Douct-Code
🖂 Unread	467	0000000000000524	SUB4-SUBSTANCE115	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI	wn Product-Code
🖂 Unread	466	00000000000000523	SUB4-SUBSTANCE114	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI On	wn Product-Name
🖂 Unread	425	00000000000000480	SUB2-SUBSTANCE105	Article	US conflict m	inerals	MF	R Product-Code
🖂 Unread	447	00000000000000503	SUB3-SUBSTANCE111	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI • Re	equested type
🖂 Unread	448	00000000000000504	SUB3-SUBSTANCE112	Article	Proposition 6	5,REACH Annex XIV,REACH	Annex XVI	claration type
🖂 Unread	426	00000000000000481	SUB2-SUBSTANCE106	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI	legroups le date
🖂 Unread	427	00000000000000482	SUB2-SUBSTANCE107	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI Re	eceived
🖂 Unread	450	00000000000000506	SUB3-SUBSTANCE114	Article	Proposition 6	5,REACH Annex XIV,REACH	Annex XVI Re	ejected
🖂 Unread	428	00000000000000483	SUB2-SUBSTANCE108	Article	Proposition 6	5,REACH Annex XIV,REACH A	Annex XVI Re	ejectreason
	454	000000000000000000000000000000000000000		Antiala	Description C		Re Re	equestor

Figure 6: Column settings on the "Worklist"

2.2.2.3 Definition of part families in the "Worklist" (use case example)

Figure 7 shows an example of filtering a product family by "MFR Product-Name" (Manufacturer-Product Name) – (see point 1 in the Figure 7: filtering example by entry "SUB3-").

This method is especially useful for grouping queries (articles/ components) in component families. For these component families, a joint declaration can then be issued (instead for each individual component needing to be declared separately). This can significantly speed up your work. A component family must accordingly have the same structure (same material composition and equal concentrations/weights). The creation/definition of component families is up to the requested suppliers.

Definition of article families - procedure (see Figure 7):

- (1) Define and filter your product family (e.g. by name or number or part of them)
- (2) Mark the whole family in the work-list
- (3) Start the declaration (see chapter 2.3)

✓ Note	For a multiple declaration the requested type and requested regulation must be equal.
! Important	It is strongly recommended at this point to carry out the grouping of component families very careful in order to avoid false declarations.
⇔Hint	Please also refer to the brief instructions in the upper part of the window. They contain useful



	information which will help you to understand the respective mask.											
		🖽 Dash	nboard		Requests							
Worklist		O Unedited	式 Rejected	🐶 In prog	ress 🔀	 Completed 	\land All requests					
Create material declaration: fou can select multiple items in order to process them simultaneously, as long as they have the same content (e.g. for part families with the same material composition and the same weight). To do this ress "Ctrl" and select the desired rows / items or "Ctrl + Shift" to select a range of Items. Only confirm declaration: fou can select all items and process them simultaneously; this option should only be used items for a detailed material declaration when choosing this option.												
STATUS	ID	PRODUCT-CODE	MFR PE DUCT-NAM	AE REQUE	STED TYPE RULE	RULEGROUPS						
			sub3-		-							
🖂 Unread	446	000000000000000	502 SUB3-SUBSTAN	CE110 🖌 📒 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU), SVHC 📥				
🖂 Unread	440	0000000000000004	196 SUB3-SUBSTAN	CE104 💋 📙 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	,RoHS (2011/65/EU),SVHC				
🖂 Unread	447	000000000000000	503 SUB3-SUBSTAN	CE111 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU),SVHC ₌				
🖂 Unread	448	000000000000000	504 SUB3-SUBSTAN	CE112 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU),SVHC				
🖂 Unread	450	000000000000000	506 SUB3-SUBSTAN	CE114 📙 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU),SVHC				
🖂 Unread	451	000000000000000	507 SUB3-SUBSTAN	CE115 📃 Art	ticle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU),SVHC				
🖂 Unread	452	000000000000000	508 SUB3-SUBSTAN	CE116 Art	icle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU),SVHC				
🖂 Unread	442	0000000000000004	98 SUB3-SUBSTAN	CE106 📙 Art	ticle Pro	position 65,REACH Ar	nex XIV,REACH Annex XVII	I,RoHS (2011/65/EU), SVHC 🖵				
	3 ×							4				

Figure 7: Use Case Example -Definition of product families in the "Worklist"

2.3 Simple declaration of conformity

The procedure of a simple declaration of conformity is completely described in the QUICK START and chapter 1.1.

2.4 Process of a supported material declaration (complete process)

To start processing the request(s) as a supported declaration, select the desired request in the dashboard or in the "Worklist" (here multiple lines can be selected as a component family – see chapter 2.2.2.3).

To **select multiple rows**, hold down the "CTRL" key and click the left mouse button to select the appropriate requests in the list. To select a larger area, hold down the "Ctrl" and "Shift" keys while you select the appropriate area with the left mouse button. After marking the request, start processing/declaration by clicking on the button "Edit request" (see Point 1 in Figure 8) and selecting the option "Make declaration" (Point 2 Figure 8). Then the declaration process for the selected article/components starts.



	==	Dashboard		M Requests							
Worklist	rklist 🔽 Unedited		Rejected 🤷 I		In progress	Completed	🛃 All requests				
Create material declaration: You can select multiple items in order to process them simultaneously, as long as they have the same content (e.g. for part families with the same material composition and the same weight). To do this press "Ctrl" and select the desired rows / items or "Ctrl + Shift" to select a range of Items. Only confirm declaration: You can select all items and process them simultaneously; this option should only be used if you can verify the conformity for all your items. There is, however, no need for a detailed material declaration when choosing this option.											
STATUS	ID	PRODUCT-CODE	MFR PRODUCT	T-NAME	REQUESTED TYPE	DECLARATION TYPE	DUE DATE S	ELF-DI			
•						-	▼	-			
i 📄 Read	1101	TestPart_MS_001	TestPart_MS_	001	Article	Partial-Declaration	2015-04-23	No			
Make declaration											

Figure 8: Start supported declaration

2.4.1 Request pre-definitions (generally)

In the first step of the process the "Select request and declaration type" window (Figure 9) is displayed. Depending on the intended declaration, the following parameters can be set:

- → <u>Type of request (Figure 9 point 1)</u>
 - Article (symbol):

The term "article" is used here in the sense of the definition of the REACH regulation, and means an object which receives, in the manufacturing process, a specific shape, surface or design, which determines its function to a greater degree than does its chemical composition. Thus articles are finished products (such as a computer or a vehicle), group of components (such as a power supply or an automobile clutch) and individual components (such as a capacitor or a fixing screw).

 Semi-finished-product (semi-product – symbol V): The term is used here to describe prefabricated product that has not been completely assembled or manufactured and that must go through one or several stages of processing before it becomes a finished article.

- Mixture (symbol ♥): The term "mixture" (formerly "preparation") is used here in the sense of the definition according to the REACH regulation and means "mixtures, composites or solutions composed of two or more substances" (chemical elements and their compounds).
- → <u>Type of declaration (Figure 9 point 2)</u>
 - Full declaration (symbol for articles and ▼ for mixtures/semi-products): Disclosure of all materials for the requested article. The sum of the percentages must ALWAYS add up to 100%.
 - Partial declaration (symbol *for articles and for mixtures/semi-products)*: Disclosure of certain substances. In general, those materials specified that are of relevance for a specific regulation. The sum of the percentages must NOT add up to 100% (see also chapter 2.4.2.3)

After confirming the settings click on the button "Apply" in order to get to the next step (Figure 9).



	11
⇔Hint	In general, you only have to confirm the pre-set parameters.
✓ Note	In some versions of the portal, this mask is not displayed (the parameters are fixed, determined by the request sender).
	Select request and declaration type
	Request type and declaration type are predefined.
	Type of request * Type of declaration *
	Full-Declaration Partial-Declaration

Figure 9: Request pre-settings

Cancel 🧹 Apply

⇒ Hint The "full declaration" has to be provided only once for an article/product. If future regulatory changes/additions happen, no further requests for this product will be needed.

2.4.2 Declaration of articles

The term "Article" is used in accordance to the definition put forth in the REACH-regulation which states: "Article: an object which during production is given a special shape, surface or design which determines its function to a greater degree than its chemical composition". Therefore completed products (e.g. a computer or a vehicle), components (e.g. a power adapter or a motor vehicle coupler) and single devices (e.g. a capacitor or a fixing bolt) are identified as articles.

The declaration process supports all relevant entries (regarding to the relevant law regulations) for the request type "article".

2.4.2.1 Weight specifications (articles)

In this step, the weight of the total product/component (in absolute values) and the unit is to be specified (Figure 10). As a unit, the values milligrams, grams and kilograms are available.

If the weight is already known (stored in the customer system), it is written as a suggestion in the input window (if the weight is unknown, the value "0" is inserted in the input window). If the proposed value is wrong or out of date, it has to be corrected (overwritten). Then click "Next" (Point 2 in Figure 10) in order to be directed to the next step of the declaration.

⇒ Hint In the left part of the window ("Overview"), you will find the latest information on the current article/component: submit due date, request- and declaration-type, request status, declaration progress, selected requests (as request ID), and the requested legal regulations. This area is shown continuously in the subsequent masks.



Overview		*	Article	Documents	Declaration	Overview
MFR PRODUCT-NAME	PRODUCT-CODE	-	01	02	> 03	> 04
TestPart_MS_001	TestPart_MS_001	=	Amount *	Unit*		
Due date 2015-04-23			10	g -		
Requested type Article						2
Declaration type		~				
Save and Close				×	Cancel 🔇 Back	Next 🔰 🛷 Finish

Figure 10: Adding weight for total product/component

⇒ Hint In the in the upper part of the window (on the right side) the current progress of the declaration process will be showed.

2.4.2.2 Add documents (optional)

Here you can add your own documents (declaration letters, safety data sheets, technical data sheets, laboratory reports, etc.) to the declaration. This step is not mandatory.

Click on the "Upload" button to start the document upload (see Figure 11). Subsequently, the "Upload documents" mask will open (Figure 12). Here you have to define the document type (1) (mandatory) and select the file(s) from your local storage (2).

🖽 Dashboard					Requests					
Worklist	⊾ ^O Unedited	×	Rejected	6	🦉 In pro	gress	∞ ⁄ °	completed	🛃 All req	uests
Overview	PRODUCT-CODE			Article 01		Docume	nts	Declaratio	n Over > 04	view
ue date 015-04-23	lestPart_MS_0	01		Here y	ou can uploa	d your own doci DESCRIPTIO	uments ((N [Compliance letters	, safety data sheet	scope
equested type ticle			=							
eclaration type Irtial-Declaration										
equestor AREK										
atus ead					Download				1 Upload	- Delete
rogress			-							
Save and Close	1							🗙 Cancel 🛛 🔇	Back Next 🕽	V Fin

Figure 11: Start uploading of documents



sproud documents			
Providing manner	Document type *		
Upload / Attach	•		
Language *	Scope	1	
English	•	-	Q .
Name	Version number	Version Date	
Description			
Upload / Attach			
Choose File			
			_

Figure 12: Uploading of documents: parameter settings

After choosing the document you will see the file name under the button "Choose file" (see red marked area in Figure 13). To finish the uploading click on the button "Upload" (see Figure 13 point 3) or repeat the steps (1) and (2) to upload further documents. Finally click on the button "Close" to finish the upload process.

By uploading of documents following information can be defined:

- Mandatory settings:
 - Document type:
 - Not specified
 - Safety data sheet
 - Operating instructions
 - Certificate of Conformity
 - Technical data sheet
 - Language (presetting: English)
- Optional settings:
 - Providing manner
 - Upload / Attach (Document files like: PDF, XLS, DOC, TXT, XML, CSV etc.)
 - URL (reference to a resource in internet)
 - Scope: legally concerned geographical location
 - Version number: your own entry (relating to your document)
 - Version date: your own entry (relating to your document)
 - Description: your own comment (relating to your document)
 - o Name: file name of your document (will be set automatically)

✓Note	To add documents, the definition of the type of document is needed (otherwise the button "Attach"
	and "Attach and Close" is not activated)



Upload documents		□ ×
Providing manner Ø Upload / Attach	Document type *	•
Language*	Scope	
English		-) Q
Name	Version number Version Date	
Description		
Upload / Attach Choose File File: EU DECLARATION OF CONFORMITY.pdf 255044462d(125032 bytes)		2
	3	
	Close 1	Upload

Figure 13: Uploading of documents: parameter settings

The uploaded documents will be displayed in the window (see red marked area in Figure 14). To upload further documents repeat the procedure as described above. To continue to the next step of the declaration click on the "Next" button (see Figure 14).

Article	Documents	Declaratio	on Overvie	ew
01	02	> 03	> 04	
Here you can upload yo	our own documents (Compliance	letters, safety dat	a sheets, etc.).	
FILENAME		DESCRIPTION	DOCUMENT TYPE	
🔁 EU DECLARAT	ION OF CONFORMITY.pdf		Certificate of Conformity	English
•	III			4
L Download			📩 Upload	= Delete
		🔀 Ca	ncel 🕻 Back Next	🔰 🗹 Finish

Figure 14: Uploading of documents: parameter settings

2.4.2.3 Definition of substances (articles)

In the next step you have the possibility to declare at your discretion, substances that are contained in the article/component, and also define the corresponding quantities and units of these substances. This function is appropriate for full or partial material declarations. This step is optional.

There are two different options to define the substances which are to declare (see Figure 15).





Figure 15: Options of substances entries

• Option_1

Material specifications by clicking on the button in blue triangular shape (point 1 in Figure 15). Then another dialog box will open from which the declarable substances can be chosen from a database/table (Figure 16). The substances can be found by their substance name (in English and German).

By clicking on the checkbox "Advanced Search" new search options will be activated (Figure 17). Possible advanced search options are:

- SVHC (Yes/No): by clicking on "Yes" the current list of SVHC (Substances of Very High Concern) will be displayed (for more details see chapter 2.4.4
- CasNo: search by the unique numerical substance identifier assigned by Chemical Abstracts Service (CAS)
- EINECS (European Inventory of Existing Commercial Chemical Substances) / ELINCS (European List of Notified Chemical Substances)
- EU-Index (index number of an entry in the Annex VI of the EU Regulation No 1272/2008)

Once a substance has been found (e.g. search by substance name – see Figure 17 point 1 and 2; to find a substance in a long list of different chemical compounds please move the scrollbar (3)). The substance will be marked with the left mouse button (point 4 in Figure 15) and added to the declaration list by clicking on the "Add" button (Point 5). Then a new window opens (Figure 18) were the amount (1) and unit (2) of the substance have to be entered. The substance can be defined as "confidential" (3). "Confidential" substances will be displayed only to authorized persons at the requester side. By clicking on "Apply" (4) the entries will be saved and the window closed. Further substances can be found and added the same way. If you have completed adding your substances, click on the "X" button to close the window.



earch opper				Q Sea	arc
Advanced Search					
ist search			6		
jectName:*copper* OR nameEn:*copper* OR nameDe:*copper* OR casNo:*copper* OR einecsElincs:*co	opper* OR e	euIndex:*copper*			
IAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDEX	
Copper arsenate	No	29871-13-4	249-916-4		
Copper arsenite	No	33382-64-8			
Astraphloxine, copperferrocyanide	No	75832			
Copper diarsenite	No	16509-22-1	240-574-1		7
Dicopper chloride trihydroxide [anhydrous]	No	1332-65-6	215-572-9	3	
Copper dihydrogen bischromate	No	68406-65-5		-	
Juminium copper dioxide	No	298-81-7			
Dicopper hexacyanoferrate	No	68006-83-7			
Copper(I) cyanide	No	544-92-3	208-883-6	006-007-00-5	5
Copper(II) chloride	No	7447-39-4	231-210-2		
Copper(II) acetate [anhydrous]	No	142-71-2	205-553-3		
Copper(II) bromide	No	7789-45-9	232-167-2		
Fetrasodium (5-((4-amino-6-chloro-1.3.5-triazin-2-vl)amino)-2-((2-hvdroxy-3.5-disulfonatophenylazo)-	No	116912-62-0	404-070-7	5-066-00)_

Figure 16: Substance search

Add substances						•••
Name	SVHC SVHC SVHC No	CasNo	Einecs / I	Elincs EU-Index	Q Sea	arch
Last search						
svhc:true						
NAME [EN]		SVHC	CASNO	EINECS / ELINCS	EU-INDEX	C
p-isononylphenol		Yes	26543-97-5	247-770-6		*
pentacosafluorotridecanoic acid		Yes	72629-94-8	276-745-2		
Phenol, 4-(1-methyloctyl)-		Yes	17404-66-9	241-427-4		
p-(1,1-dimethylheptyl)phenol		Yes	30784-30-6	250-339-5		
4-(1-ethyl-1-methylhexyl)phenol		Yes	52427-13-1	257-907-1		
4-(1-ethyl-1- methylhexyl)phenol		Yes	186825-36-5			
Phenol, 4-(1-ethyl-1,4-dimethylpentyl)-		Yes	142731-63-3			
Ethanol, 2-[4-(1,1,3,3-tetramethylbutyl)phenoxy]-		Yes	2315-61-9			=
20-[4-(1,1,3,3-tetramethylbutyl)phenoxy]-3,6,9,12,15,18-hexaoxaicosan-1-ol		Yes	2497-59-8			
[4-[[4-Anilino-1-naphthyl]][4-(dimethylamino)phenyl]methylene]cyclohe		Yes	2580-56-5	219-943-6	-	
1-Naphthalenemethanol, alpha,alpha-bis(4-(dimethylamino)phenyl)-4-(phenylamino)-		Yes	6786-83-0	229-851-8		
Trilead-dioxide-phosphonate		Yes	12141-20-7	235-252-2		
n-pentyl-isopentyl phthalate		Yes	776297-69-9			
Dihexyl-phthalate		Yes	84-75-3	201-559-5	-	
[Phthalato(2-)]dioxotrilead		Yes	69011-06-9	273-688-5	-	
C Diamont Vellou 41		Yes	8012-00-8			

Figure 17: Advanced substance search





Figure 18: Amount and unit entry of substances

• Option_2

Material specifications using the declaration and search section displayed on the right side of the window (see point 2 in Figure 15). This section has exactly the same properties as the separate window "Add substances" presented in Figure 16 und Figure 17. After searching (point 1 in Figure 19) and choosing a substance (point 2 in Figure 19) the button "Add Substance" shall be clicked (point 3 Figure 19). Then a new window opens (Figure 18) were the amount (1) and unit (2) of the substance have to be entered. The substance can be defined as "confidential" (3). "Confidential" substances will be displayed only to authorized persons at the requester side. By clicking on "Apply" (4) the entries will be saved and the window closed.

Article	Documents	De	claration		Overview	
01	> 02	> 03			• 04	
 IestPart MS_001 Arsenic acid Copper oxide Dichromic-acid p-(1,1-dimethy) Arsenic trichlo 	(52g of 10g declared) (1g) (2g) d (15g) //heptyl/phenol (0.5g) ride (0.2g)	Declaration Please declare your A Name SVHC Arsenic Ves No Advanced Search Last search (Found 28 objectName Arsenic O	substances in	n 14ms)	s EU Index	Q Search
		NAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDEX 🐨
	I	Arsenic acid	No	2 1327-52-2		*
		Arsenic trichloride	No	60646-36-8		=
		Arsenic trisulfide	No	1303-33-9		
		Arsenic bromide	No	64973-06-4	265-296-8	
		Arsenic chloride	No	37226-49-6		
		Add Substance,		3 X Cancel	🗲 Back Next	> V Finish

Figure 19: Searching and choosing of substances in the "Declaration-window"

The added substances (symbol \blacktriangle) will be displayed in the article tree (see Figure 20 point 1). Additionally the weight of declared substances (and the article weight) will be displayed as "progress" in "Overview" (see Figure 20 point 2).



Overview		Article	Documents	Declaration	Overview
MFR PRODUCT-NAME	PRODUCT-C	01	> 02	> 03	> 04
TestPart_MS_001	TestPart_M	A - A		Declaration	
Due date 2015-04-23		TestPart_MS	5_001 (7.5 g of 10 g declared) methylheptyl)phenol (5 g)	Search	
Requested type Article		▲ 4-(1-ethy ▲ Phenol, 4	rl-1-methylhexyl)ph (1g) 4-(1-ethyl-1,4-dime (1.5g)	Advanced Search	Search
Declaration type Partial-Declaration				Last search	
Requestor MAREK				NAME SVHC CASNO	EINECS / ELINCS EU-INDEX C
Status Read	2		-		
Progress 7.5 g of 10 g declared					

Figure 20: Result of material entries (example)

- ✓ Note You have to make a 100% substance declaration (i.e. the sum of the weights of the declared materials must exactly match the component weight), if the declaration type has been selected or pre-defined as "full declaration". Otherwise, the system reports an error. In this case the material specifications must be completed. Clicking on the "Back" button takes you to the corresponding input mask where you can, if necessary complete the data.
- ⇒ Hint The "full declaration" has to be provided only once for a single article. If future regulatory changes/additions happen, no further requests for this product will be needed.

By clicking on "Next" you will be guided to the next step of the declaration.

2.4.2.4 Overview and declaration closing (articles)

As the last step of the supported material declaration you will be asked to review (point 1 in Figure 21) and confirm (by marking of the statement of conformity - see point 2 of Figure 21) your entries and finish (send) the declaration.



Figure 21: Review, confirmation and finish of the declaration

Note The confirmation of the entries (by clicking on check-box) is required to be carried out though SEP - otherwise the sending of the declaration and completing the process is not possible.



2.4.3 Regulatory-related request (example: EU-RoHS)

Supplier Entry Portal supports requests regarding to specific legal regulations. This chapter guides through an example for RoHS directive (2011/65/EU).

The declaration process for a regulations-related request will be operated exactly in the same way as the common "supported declaration" described in the chapter 2.4. Only a few additionally RoHS-specific procedures have to be followed. These procedures will be described below in chapter 2.4.3.1.

The procedure of RoHS-related declaration:

- "Request pre-definitions" as described in chapter 2.4.1
- "Weight specifications" as described in chapter 2.4.2.1
- "Add documents" as described in chapter 2.4.2.2
- "Material declaration at your own discretion" as described in chapter 2.4.2.3 with additions (see chapter 2.4.3.1 below)
- "Overview and declaration closing" as described in chapter 2.4.2.4

2.4.3.1 Definition of RoHS related substances

After searching and choosing a RoHS-related substance¹ (Figure 22 point 1) and by clicking on the button "Add Substance" (Figure 22 point 2) the next window opens were amount and unit need to be defined (Figure 23).

 Mat_Po (0.6 g or 2 g declared) ▲ Lead(II) chloride (30 % ≜ 0.6 g) ⑤ Exemption 	Substance cneck Search for substances Search	Substance check Search for substances					
	cadmium				Q. Search		
	Advanced Search				- ocuron		
	NAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDI		
	NAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDI		
	Cadmiumselenid (CdSe), feste Loer ang mit Cac	No	101357-01-1	309-898-1	^		
	Cadmium oxide	No	1306-19-0	215-146-2	048-002-		
	Cadmium titanium oxide (CdTiO3)	No	1620-21-9		Ξ		
	Pentacadmiumchloridtriphosphat	No	12185-64-7	235-353-1			
	Cadmium peroxid (Cd(O2))	No	12139-22-9		-		
	•	✓					
	Add Substance			Subst	ance lists 🔻		

Figure 22: Declaration of a RoHS-Related substance (example)

¹ Substances/materials restricted by the EU directive 2011/65/EU (RoHS)



New substance	Ē	×
Define the weight and the position in the tree for Cad	lmium oxide.	
 substance55 (0.6 g of 10 g declared) Mat Pb (0.6 g of 2 g declared) 	Amount Unit	•
Lead(I) chloride (30 % ≙ 0.6 g) S Exemption	Substance should be treated as confidential	
	`	
	X Cancel	ply

Figure 23: Amount and unit entry

By clicking on "Apply" (Figure 23) a new window "New homogeneous material" opens (see Figure 24). Respective to the RoHS directive the restricted substances/materials have to be declared in relation to the so-called "homogeneous material²". This is a mandatory step. Following entries are here to execute:

- Name of the homogeneous material (see Figure 24 point 1)
- Amount of the homogeneous material and Unit [mg, g or kg] (see Figure 24 point 2)
- Amount of the declared substance/material and Unit [% or %-%] (percentage of the declared substance occurring in relation to the homogeneous material) (see Figure 24 point 3)



Figure 24: Definition of "homogeneous material" for RoHS

This step will be completed by clicking "Apply" (see Figure 24 point 4) and the next window opens. Here you can declare an adequate RoHS-exemption (if applicable). To find the adequate exemption you can scroll down or use the search entry field and filter/reduce the list (see Figure 25 point 1). After choosing the adequate exemption (Figure 25 point 2) you can add it into your declaration by clicking "+ Add & close".

The definition of exemptions is optional. If there is no exemption applicable for the product you declared, you can finish this step by clicking on "X Close".

² 'homogeneous material' means one material of uniform composition throughout or a material, consisting of a combination of materials, that cannot be disjointed or separated into different materials by mechanical actions such as unscrewing, cutting, crushing, grinding and abrasive processes [source: DIRECTIVE 2011/65/EU]





Figure 25: Definition of exemptions for RoHS

Then you will be navigated back to the main declaration window where the declared homogeneous

materials (symbol: $\$), substances (symbol: $\$) and exemptions (symbol: $\$) will be displayed in the article tree (Figure 26). To check the defined exemptions move the mouse cursor to "Exemption" in the article tree and an adequate pop-up window opens (Figure 26 point 1). By clicking on "Next" you will be guided to the next step of the declaration (Figure 26 point 2).



Figure 26: Overview of the RoHS declaration - exemptions check

Finally the overview of your entries will be shown and you will be asked to review and confirm them (Figure 27). In case of a RoHS-Request a RoHS-related statement needs to be confirmed (see red marked area in Figure 27). To finish the declaration mark the statement of conformity (see point 1 of Figure 27) and click on "Finish" (point 2 of Figure 27).





Figure 27: Review, confirmation and finish of the RoHS-declaration

• Note The declaration statement has to be confirmed in every case (otherwise proceeding with the next step of the declaration is not possible).

2.4.4 Regulatory-related request (example: EU-REACH -SVHC candidate list)

As a further example of regulatory-related requests the EU-REACH -SVHC³ declaration will be described.

The declaration process will be operated exactly in the same way as the common "supported declaration" described in the chapter 2.4. Only a view additionally SVHC-specific procedures are to be followed. These procedures will be described below in chapter 2.4.4.1.

The procedure of a SVHC-related declaration:

- "Request pre-definitions" as described in chapter 2.4.1
- "Weight specifications" as described in chapter 2.4.2.1
- "Add documents" (optional) as described in chapter 2.4.2.2
- "Material declaration at your own discretion" as described in chapter 2.4.2.3 <u>with additions</u> (see chapter 2.4.4.1. below)
- "Overview and declaration closing" as described in chapter 2.4.2.4

2.4.4.1 Definition of SVHC related substances

The material declaration regarding the SVHC candidate list will be provided in the "Add substances" window (Figure 28). To display the list click on "Advanced Search" (Figure 28 point 1) then choose the radio button "Yes" for "SVHC" (Figure 28 point 2). By clicking on "Search" (Figure 28 point 3) the current version of the SVHC-candidate list⁴ will be displayed (see red marked area in Figure 28). Additionally the

³ The SVHC candidate list will be published in accordance with Article 59(10) of the REACH Regulation (by European Chemicals Agency - ECHA)

⁴ The candidate List of substances of very high concern (SVHC) for Authorization will be published by the European Chemicals Agency (ECHA) in accordance with Article 59(10) of the REACH Regulation.



advanced search functionalities (see green marked area in Figure 28) can be used (as described in chapter 2.4.2.3 and Figure 17). The chosen substance will be added into your declaration according to point 4 and 5 in Figure 28.

Add substances					
Name	SVHC • Yes	CasNo	Einecs / I	Elincs EU-Index	Q Searc
Advanced Search ast search sync true	2			3	
NAME [EN]		SVHC	CASNO	EINECS / ELINCS	EU-INDEX
Arsenic acid (H3AsO4) triethyl ester		Yes	15606-95-8	-	
henicosafluoroundecanoic acid		Yes	2058-94-8	218-165-4	
Heptacosafluorotetradecanoic acid		Yes	376-06-7	206-803-4	
gamma-hexabromocyclododecane		Yes	134237-52-8		
alpha -hexabromocyclododecane		Yes	134237-50-6		
beta-hexabromocyclododecane	4	Yes	134237-51-7		
Lead-dipicrate		Yes	6477-64-1	229-335-2	
Silicic acid, lead salt	-	Yes	11120-22-2	234-363-3	
Borate(1-), tetrafluoro-, lead (2+)		Yes	13814-96-5	237-486-0	
Lead-titanium-trioxide		Yes	12060-00-3	235-038-9	
Acetic acid, lead salt, basic		Yes	51404-69-4		
Fatty acids, C16-18, lead salts		Yes	91031-62-8	292-966-7	
Silicic acid (H2Si2O5), barium salt (1:1), lead-doped		Yes	68784-75-8	272-271-5	082-001-00-6
Sulfurous acid, lead salt, dibasic		Yes	62229-08-7	263-467-1	
4,4'-bis(dimethylamino)-4"-(methylamino)trityl alcohol		Yes	561-41-1	209-218-2	

Figure 28: SVHC candidate list in the "Add substances" window

After adding a substance, a new window opens (Figure 18) were the amount (1) and unit (2) have to be entered. By clicking on "Apply" (4) the entries will be saved and the window closed (see chapter 2.4.2.3 and Figure 18). Further substances can be found and added the same way as described above. If you have completed adding your substances, click on the "X" button to close the window.

Finally the overview of your entries will be shown and you will be asked to review and confirm them (Figure 29). In case of a SVHC-Request a SVHC-related statement needs to be confirmed (see red marked area in Figure 29). To finish the declaration mark the statement of conformity (see point 1 of Figure 29) and click on "Finish" (point 2 of Figure 29).





Figure 29: Review, confirmation and finish of the SVHC-declaration

• Note The declaration statement has to be confirmed in every case (otherwise proceeding with the next step of the declaration is not possible).

2.4.5 Regulatory-related request (example: Conflict Minerals)

As a further example of regulatory-related requests the Conflict Minerals⁵ declaration will be described.

The declaration process differs from the above mentioned examples as far as a Conflict Minerals declaration required a "Conflict Minerals Reporting Template" (CMRT), which is the current state of the Art template for CM data exchange⁶.

The procedure of a CM declaration:

- Fill a CM template (you may download it directly within SEP)
- Upload the completed CM template
- Add documents (optional) as described in chapter 2.4.2.2

2.4.5.1 Definition of CM related substances

If you do not have a filled Conflict Minerals Reporting template ready yet, please click "Download empty Conflict Minerals Reporting Template" (1), fill the file and save it locally. Then continue with (2) "Upload completed Conflict Minerals Reporting Template", navigate to the file that you would like to upload and click on "Next" (3).

⁵ The term Conflict Minerals" refers to the US regulation "Dodd-Frank Wall Street Reform Consumer and Protection Act, Section 1502"

⁶ Please find more information on the Conflict Minerals Reporting template under www.conflictfreesourcing.org





Figure 30: Download and Upload a Conflict Minerals Reporting template

Wait a few seconds until your reports have been validated. When finished you will see the notice: "Upload and validation of the Conflict Minerals Reporting Template has finished successfully." You have finished your Conflict Minerals Declaration.

If there are errors in your report, you will receive an error description instead. Please correct your template in this case and start the upload process again.

Upload documents if required as described in chapter 2.4.2.2.

Confirm that the information provided is correct and complete by clicking the checkbox (1). The Button Release will enable, please click it (2) to finally release your finished Conflict Minerals Report.



Figure 31: Review, confirmation and finish of CM declaration



• Note The declaration statement has to be confirmed in every case (otherwise proceeding with the next step of the declaration is not possible).

2.4.6 Declaration of semi-finished-products

A semi-finished-product (semi-product) is a prefabricated good that has not been completely assembled or manufactured and that must go through one or several stages of processing before it becomes a finished article.

An example for a semi-product can be an extruded aluminum profile or cold-rolled steel sheet which will be delivered as bulk yard goods and further manufactured (cut up, stamped and formed, coated etc.) to produce a housing part (article).

2.4.6.1 Request pre-definitions (semi-product)

There are analogous proceedings for pre-definitions as for articles (definition of type of the request and declaration see chapter 2.4.1), although the request-type is preset as "Semi-finished product" (see Figure 32).

After confirming the settings (Figure 32 step 1 and 2) click the button "Apply" in order to get to the next step (Figure 32 step 3).



Figure 32: Request pre-settings (Semi-finished product)

2.4.6.2 Weight specifications (semi-product)

The total weight of the semi-product is not required. Therefore the weight entry mask (as described in chapter 2.4.2.1) will not be provided here.

2.4.6.3 Add documents (semi-product)

Uploading your own documents (declaration letters, safety data sheets, technical data sheets, laboratory reports, etc.) works in the same way as described in chapter 2.4.2.2.

2.4.6.4 Definition of substances (semi-product)

Material declaration at your own discretion for semi-products works in a similar way as for articles (see in chapter 2.4.2.3). The only difference is the definition of quantities and units of these substances. Therefore the total weight of the semi-product is not required (see 2.4.6.2), the amount of the substances is required in percentage only (not in absolute values). After the specification of substances (see in chapter 2.4.2.3 and point 1, 2 and 3 Figure 33) a window opens were the amount and unit of the substance have to be entered (see Figure 33 point 4):



• Required units for semi-products are % or ‰

By clicking on "Apply" (Figure 33 point 5) the entries will be saved and the window closed.

Add substances					
Name copper	1 SVHC © Yes © No	CasNo	Einecs / E	Elincs EU-Index	Q Searc
Advanced Search					
Last search (Found 68 substances in 1 objectName.copper OR nameEn.copper	84ms) OR nameDe:copper				
NAME [EN]		SVHC	CASNO	EINECS / ELINCS	EU-INDEX
(trinatrium-(2-((3-(6-(2-chlor-5-sulfona	2 hilino-4-(3-carboxypyrid	No	89797-01-3	404-670-9	(3) 029-007-00-
Polychloro copper phthalocyanipe		No	1328-53-6	215-524-7	
Copper		No	7440-50-8	231-159-6	
Copper phthalocyanine		No	147-14-8	205-685-1	
trisodium 2-{}{¿[2-hydroxy-3-[4-chlord	🔥 New substance) × o		423-770-3	611-134-00-X
Copper arsenide		0	12005-75-3	234-472-6	
Copper acetoarsenite	Define the weight for Copper	o	12002-03-8		
Copper arsenate	Amount 9 Vinit	0	29871-13-4	249-916-4	
Copper arsenite	30 %	- 0	33382-64-8		
Copper bromide (CuBr2)		0	7789-45-9	232-167-2	
Copper sulfide (CuS)	Substance should be treated as confidential	0	1317-40-4	215-271-2	
copper di(acetate)		0	142-71-2	205-553-3	
Copper diarsenite		o	16509-22-1	240-574-1	
Copper-dichloride			7447-39-4	231-210-2	///////////////////////////////////////
Copper dihydrogen bischromate		0	68406-65-5		3
Copper-dihydroxide		No	20427-59-2	243-815-9	1117 11

Figure 33: Amount and unit entry of substances

2.4.6.5 Overview and declaration closing (semi-product)

"Overview and declaration closing" will be procedure in the same way as described in chapter 2.4.2.4.

2.4.7 Declaration of Mixtures

The term "mixture" (formerly "preparation") is used here in the sense of the definition according to the REACH regulation and means "mixtures, composites or solutions composed of two or more substances" (chemical elements and their compounds).

Whereby a substance means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.⁷

⁷ Source: REGULATION (EC) No 1907/2006 (REACH)



2.4.7.1 Request pre-definitions (mixtures)

There are analogous proceedings for pre-definitions as for articles (definition of type of the request and declaration see chapter 2.4.1), although the request-type is preset as "Mixture" (see Figure 34Figure 32).

After confirming the settings (Figure 34 step 1 and 2) click on the button "Apply" in order to get to the next step (Figure 34 step 3).

Select request and declaration type	× □
Request type and declaration type are predefined. Please confirm the default or select a new type of request and type of declaration.	
Type of request* Type of declaration*	
Vixture Vixtur	•
1 3	
💥 Cancel	Apply

Figure 34: Request pre-settings (Semi-finished product)

2.4.7.2 Weight specifications for mixtures

The total weight of mixtures is not required. Therefore the weight entry mask (as described in chapter 2.4.2.1) will not be provided here.

2.4.7.3 Transport and Disposal information for mixtures

This step is optionally and can be skipped by clicking on the "Next" button (if not applicable).

If valid following information can be declared (see Figure 35):

- Transport: input fields regarding the transportation information (see red marked area in Figure 35)
- Remarks: text input field where the user can place special information (see green marked area in Figure 35)
- Disposal: provides the European Waste Catalogue with standardized waste related statements (see blue marked area in Figure 35)

The "Transport" area provides following fields regarding the transportation information:

• UN Number:

UN numbers or UN IDs are four-digit numbers that identify hazardous substances, and articles (such as explosives, flammable liquids, toxic substances, etc.) in the framework of international transport (defined by the United Nations Committee of Experts on the Transport of Dangerous Goods)

• UN Packing group:





Defines the classification of substances and articles as dangerous goods, according to the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Packaging requirements are at part 4 of ADR. This agreement defines three packaging groups:

- Packing group I:
 - Substances with high risk
- Packing group II:Packing group III:
- Substances with medium risk Substances with low risk
- UN Hazard class:

•

Defines the classification of substances and articles as dangerous goods, according to the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). Defines duty to identify the hazards of the goods they intend to transport. There are nine classes: 1.Explosives / 2.Gases / 3.Flammable liquid / 4.Flammable solids / 5.Oxidising substances / 6.Toxic substances / 7.Radioactive material / 8.Corrosive substances / 9.Miscellaneous dangerous goods

• UN Hazchem/EAC:

The Emergency Action Code (EAC) is a three character code displayed on all dangerous goods classed carriers, and provides a quick assessment to first responders and emergency responders (i.e. fire fighters and police) of what actions to take should the carrier carrying such goods become involved in an incident (traffic collision, for example). EAC's are characterised by a single number (1 to 4) and either one or two letters (depending on the hazard).

• UN Hazard Number:

Hazard number (also known as Kemler Code), are defined by the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) and describes the potential danger posed by the transport of goods.

The corresponding numbers and their meanings are available as a drop-down list.

• UN Storage class

For any hazardous substance that will be stored their risk characteristics is defined as a storage class (according to the "concept for storage of chemicals" provided by the German "Verband der Chemischen Industrie").

The corresponding classes and their meanings are available as a drop-down list.

• UN Water Hazard class (WKG)

Water hazard class is a term derived from the German water law and describes the potential water contamination of various substances. The corresponding classes are as a drop-down list available and are defined as:

- \circ $\ \ \,$ Category I: Low hazard to water
- Category II: Hazard to water
- Category III: Severe hazard to water



nsport and Dispo	o Documents	Declaration	Overview
Transport			
UN Number	UN Packaging group	UN Hazard class	UN Hazchem/EAC
U IT NOT APPIICABle	INA IT NOT APPIICADIE		INA If not applicable
UN Hazard number			
		_	
UN Storage class			
		·	
UN Water hazard class			
		<u> </u>	
Remarks	ADV		
English	AKN		
German			
Italian			
Chinese			
Oninese			
			💁 View 📝 Edit 📃 Remove
Disposal			
Waste Catalogue			
CATALOG	NAME 🔺 DES	SCRIPTION	
			3 4
* = Hazardous waste			
			T Add Remove
		X C	ancel 🔍 Back Next 🔰 🗹 Fin

Figure 35: Transport and disposal entries for mixtures

You can add your own special information by clicking "Edit" (point 1 in Figure 35). A new window opens were you can write your remarks. Depending on your SEP version there are different languages for remarks available (standard: English, German, Italian and Chinese – see Figure 36). By marking an (incorrect) remark and clicking on "Remove" a remark can be deleted (point 2 in Figure 35).



Comments	×
English German Italian Chinese	
your own text]	
	18 of 1,333
X Cancel	I 🛷 Apply

Figure 36: Definition of own remarks according to transport and disposal for mixtures

By clicking "Add" you can define the valid disposal statements according to the European Waste Catalogue (see point 3 in Figure 35). New window opens were you can search (see point 2 in Figure 37) and choose the relevant statements in the list (see point 2 in Figure 37). By clicking on "Add" the statement will be saved in your declaration (see point e in Figure 37). By marking an (incorrect) statement and clicking on "Remove" a disposal statement can be deleted (see point 4 in Figure 35).

CATALOG	NAME 🔺	DESCRIPTION
European Waste Catalogue	01 00 00	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND C
European Waste Catalogue	01 01 00	wastes from mineral excavation
European Waste Catalogue	01 01 01 2	wastes from mineral metalliferous excavation
European Waste Catalogue	01 01 02	wastes from mineral non-metalliferous excavation
European Waste Catalogue	01 03 00	wastes from physical and chemical processing of metalliferous minerals
European Waste Catalogue	01 03 04*	acid-generating tailings from processing of sulphide ore
European Waste Catalogue	01 03 05*	other tailings containing dangerous substances
European Waste Catalogue	01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
European Waste Catalogue	01 03 07*	other wastes containing dangerous substances from physical and chemical processing of met
= Hazardous waste		3

Figure 37: Definition of disposal information for mixtures

2.4.7.4 Add documents (mixtures)

Upload of your own documents (declaration letters, safety data sheets, technical data sheets, laboratory reports, etc.) works in the same way as described in chapter 2.4.2.2.



2.4.7.5 Definition of substances (mixtures)

Material declaration at your own discretion for mixtures works in the same way as for semi-finished products (see in chapter 2.4.6.2). That means amount of substances will be required in percentage (not in absolute values).

2.4.7.6 Overview and declaration closing (mixtures)

"Overview and declaration closing" will be procedure in the same way as described in chapter 2.4.2.4.

2.5 Function: Show request

The function "Show request" allows you to read details regarding the request. By clicking on the icon the detail information form a request will be shown. This function is available both in the dashboard (Figure 38) and in the request/work-list view (Figure 39). Thereby for different status of the request different contents will be shown (as described in chapter 2.5.1 and 2.5.2 below).



Figure 38: "Show requests" icon in the dashboard view for different status of requests

~Note To activate the icon "show request" fist mark a request you want to show



	E Dashboard				M Requests			
Uvrklist	1	■O Unedited	M	Rejected	<u></u>	In progress	×	
Create materia You can select for part families desired rows / Only confirm d You can select conformity for a option.	I declarat multiple i s with the items or ' eclaratior all items all your ite	ion: tems in order to process same material composi 'Ctrl + Shift" to select a r i: and process them simu rms. There is, however,	s them si tion and t range of l Itaneousl no need t	multaneously, a he same weigh tems. y; this option sh for a detailed m	as long as they nt). To do this p nould only be u aterial declara	y have the same conte oress "Ctrl" and select used if you can verify t tion when choosing th	nt (e.g. ∶the he iis	
STATUS	ID	PRODUCT-CODE	MFR PR	ODUCT-NAME	REQUESTED	RULEGROUPS	•	
🖂 Unread	1269	0000000000000075	DEMO	PART_MS_08	Article	REACH Annex XIV	/,RE/ ^	
🖂 Unread	1263	0000000000000075	DEMO	PART_MS_16	Article	REACH Annex XIV	/,RE/	
🖂 Unread	1264	0000000000000075	DEMO	PART_MS_17	Article	REACH Annex XIV	,REA	
<	1060	000000000000075 III	DEMO	DADT Me 49	Articlo	DEACH ABBOY VI	Þ	
R - 6	X							

Figure 39: "Show requests" icon in the requests/work-list view

2.5.1 Show an open request

In this view mode, no entries from your side are possible. The display is opened by clicking on the icon (see Figure 38 or Figure 39) and shows following general request data (see Figure 40):

- Manufacturer (MFR) Product Name (multiple entries are possible)
- Product code: (multiple entries are possible)
- Due date: dateline for your response set by the requestor
- Requested type (see chapter 2.4.1)
- Declaration type (see chapter 2.4.1)
- Requestor: your customer (recipient of your declaration)
- Status: (see chapter 2.2.1)
- Progress: progress of the declaration process (will be updated during processing see 2.4)
- Selected requests: requests ID (multiple entries are possible)
- Regel-groups: requested regulations (legal status which is to declare)



Request-Details			đ	×
MFR PRODUCT-NAME		PRODUCT-C	ODE	
DEMOPART_MS_04		00000000	0000007	46
•	111			•
Due date 2015-05-06				
Requested type Article				
Declaration type				
Requestor				
Status Unread				
Progress unknown				
Selected requests 1266 				
Rulegroups • REACH Annex XIV • REACH Annex XVII • RoHS (2011/65/EU) • SVHC each level				
			X Clos	e

Figure 40: Overview of details for open requests

By clicking on "Close" you will come back to the working view (dashboard or work-list).

2.5.2 Show a completed request

In this view mode, no entries from your side are possible. The display is opened by clicking on the icon (see Figure 38 or Figure 39) and shows the contents for your declaration (sent to the requestor). Thereby the declared information will be displayed according to the declaration stage (see Figure 41):

- Article: Amount and Unit of your Article (see chapter 2.4.2.1)
- Documents: uploaded documents (see chapter 2.4.2.2)
- Overview: declared substances and confirmed legal statements (see chapter 2.4.2.4)





Figure 41: Overview of completed requests

2.6 Reject a request

If, after looking through a request, you come to the conclusion that the request was sent to you by mistake (e.g., if it does not affect your scope of supply), you can send a rejection to the inquiring customer. The dialog window will be open by marking of the adequate request and clicking on the icon (see Figure 42).

To send a request-rejection to a customer, you are required to enter the rejection reason in the communication window (see Point 1 in Figure 43). Only then will the button "Send rejection" will be activated (Point 2 in Figure 43).

Une	Unedited requests (max. 5)							
	ID	MFR PRODUCT-NAME	RECEIVED	•				
	1266	DEMOPART_MS_04	2015-05-06					
	1268	DEMOPART_MS_07	2015-05-06					
	1269	DEMOPART_MS_08	2015-05-06					
	1263	DEMOPART_MS_16	2015-05-06					
	1260	DEMOPART_MS_12	2015-05-06					
	View table							

Figure 42: Start rejecting a request



Overview			Reject reason
MFR PRODUCT-NAME	PRODUCT-CODE	_	Dear customer,
Due date 2015-05-06 Requested type Article Declaration type	000000000000000000000000000000000000000		The requested part will not be provided - wrong part number and part description. Best regards, Yours
Requestor			2 123 of 1,33
Status		v	

Figure 43: Request-rejection (example)

⇒ **Note** The "Send rejection" button will be activated only after entering of the reason.

2.7 Upload of standardized declaration files

This option is in order to import of standardized declaration files (like XML-files defined by IPC 1752 or IEC 62474⁸).

To start upload of a standardized file mark one request (or multiple requests for group declarations) ((point 1 in Figure 44)), click on the edit-button 🖉 (point 2 in Figure 44) and select the option "Import Declaration" (point 3 in Figure 44).



Figure 44: Start upload of standardized declaration file

In the next step select the type of file in the drop-down list (point 1 Figure 45) and click on "Select File" (point 2 Figure 45).

⁸ Supported standards are depending on the delivered SEP version.



Import declaration	□ ×
Type IPC 1752	
Select File	
	🗙 Cancel 🔒 Submit

Figure 45: Select type and file for download of standardized declaration

Your file explorer opens. Find and select the adequate file from your computer by clicking 'Select File' and send the declaration by clicking on 'Submit' (Figure 46).

Import declaration	□ ×
Туре	
IPC 1752	
File: 5M240ZT100C5N_IPC1752-1.0-XML.xml 3c3f786d6c(5865 bytes)	
X Cancel	Submit

Figure 46: Select type and file for download of standardized declaration

⇒ Note The "Submit" button will be activated only after choosing of an adequate file.

3 User Settings

The SEP offers a range of user-related settings by which you can set up the platform according to your needs. The configuration dialog is started by clicking on your log-in name in the navigation bar (in the upper part of the window – see Figure 47: Open confirmation dialogue for user settings).



Figure 47: Open confirmation dialogue for user settings

Then the configuration dialog opens. Two areas are available: "Personal data" and "Startup" (Figure 48 and Figure 49).

In the area "Personal data" the following options are available (Figure 48):



- User name: Will be generated automatically by the system.
- Full name: The name of the person responsible for the declaration can be edited by the user.
- Email: The email address of the person responsible for the declaration can be edited by the user.
- Language: The language, in which SEP is displayed. By default, the following languages are available: English, German, French, Spanish, Italian and Chinese⁹.

Settings	, 🗇 🗙
Personal data	Startup
Username	
Full name*	DemoSupplier_MS
Mail*	MAREA STACHURAGHERPAT
Language	English
	Change password
	Close 🙆 Save and close 🕑 Save

Figure 48: User Settings: Personal Data

In the area "Startup" the following options are available (Figure 49):

- Start up in the following module -two start masks are available; "Dashboard" and "Requests / Worklist".
- Open requests (max.) number of open requests displayed in the "Dashboard"
- Overdue requests (max.) number of overdue requests displayed in the "Dashboard" for which the due date has been exceeded
- Requests in progress (max.) number of requests displayed in the "Dashboard" for which the declaration process has been already started but not completed jet (whereby the interim status has been saved)
- Rejected requests (max.) number of rejected requests displayed in the "Dashboard"
- Completed requests (max.) number of completed requests displayed in the "Dashboard"

Settings			□ ×
Personal data Startup			
Start up in the following module			
Open requests (max.)	5		
Overdue requests (max.)	-1		
Requests in progress (max.)	5		Ξ
Rejected requests (max.)	5		
Completed requests (max.)	5		
			*
	Close	Save and close	Save Save

Figure 49: User settings: Startup option

⁹ Depending on the delivered SEP version



After your required settings have been defined click on the "Save" or "Save and close" button to finish the step.

4 Availability of the user manual

The newest version of this user manual can be accessed by clicking on the navigation bar (in the upper part of the window – see Figure 50). By default the manual is available in English and German.







5 Image Index

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6 Change History

Version	Date	Description
1	15.06.2015	Creation of the initial version of the user manual