

iPCA

SEP

since Version 3.0.0



iPoint

iPCA Supplier Entry Portal (SEP)

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Imprint

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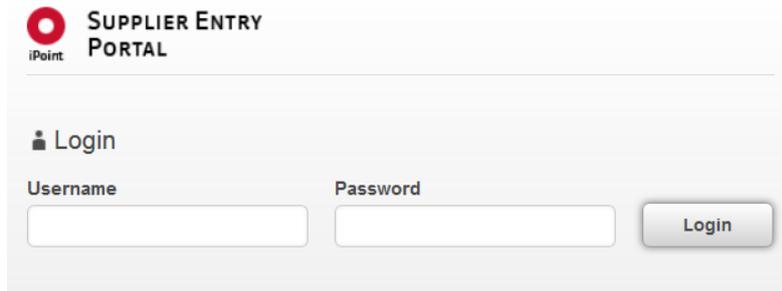


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1 QUICK START

1.1 Option 1: Simple declaration of conformity

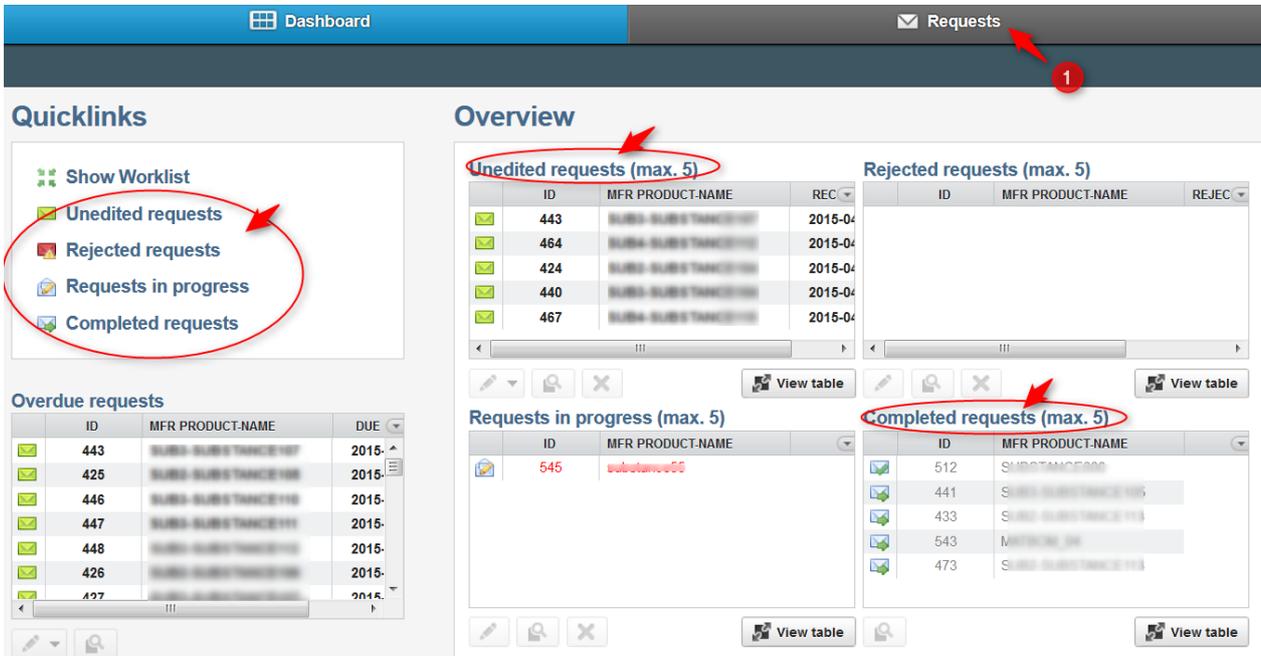
- **Step 1**
Launch platform in a web browser and log in with your access data.



✓ 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).



Quicklinks

- Show Worklist
- Unedited requests**
- Rejected requests
- Requests in progress
- Completed requests

Overview

Unedited requests (max. 5)

ID	MFR PRODUCT-NAME	REC
443	SUBS-SUBSTANCE107	2015-04
464	SUBS-SUBSTANCE110	2015-04
424	SUBS-SUBSTANCE110	2015-04
440	SUBS-SUBSTANCE110	2015-04
467	SUBS-SUBSTANCE110	2015-04

Rejected requests (max. 5)

ID	MFR PRODUCT-NAME	REJEC
----	------------------	-------

Requests in progress (max. 5)

ID	MFR PRODUCT-NAME
545	substance06

Completed requests (max. 5)

ID	MFR PRODUCT-NAME
512	SUBSTANCE000
441	SUBS-SUBSTANCE105
433	SUBS-SUBSTANCE110
543	MATERIAL 04
473	SUBS-SUBSTANCE110

Overdue requests

ID	MFR PRODUCT-NAME	DUE
443	SUBS-SUBSTANCE107	2015
425	SUBS-SUBSTANCE108	2015
446	SUBS-SUBSTANCE110	2015
447	SUBS-SUBSTANCE110	2015
448	SUBS-SUBSTANCE110	2015
426	SUBS-SUBSTANCE110	2015
427	SUBS-SUBSTANCE110	2015



User Manual iPCA/SEP

- **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).

STATUS	ID	PRODUCT-CODE	MFR PRODUCT-NAME	REQUESTED TYPE	RULEGROUPS	DUE DATE	SELF-DE
Unread	1033			Article	REACH Annex XIV,RoHS (2011/65/EU)	2015-04-15	No
Unread	1032			Article	REACH Annex XIV,RoHS (2011/65/EU)	2015-04-15	No

⇒ **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**

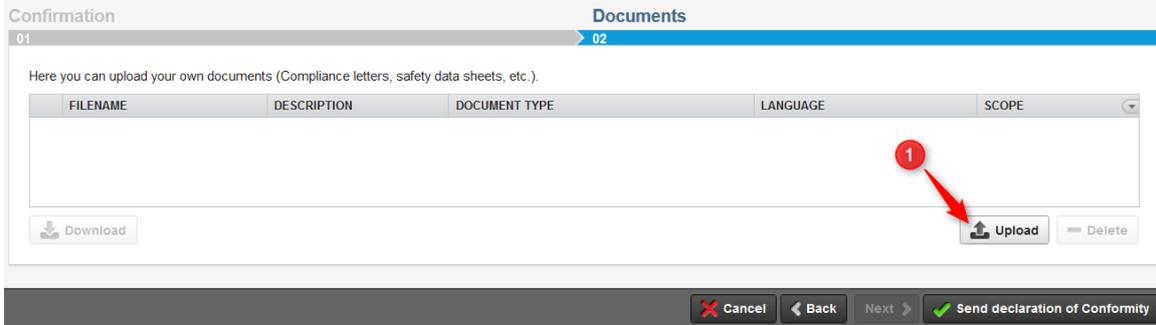
Select rule groups (e.g. all) (1), mark selection as compliant (2) and confirm by clicking “Next” (3).

ID	MFR PRODUCT-NAME	PRODUCT-CODE	RULEGROUP
1033			REACH Annex XIV
1033			RoHS (2011/65/EU)

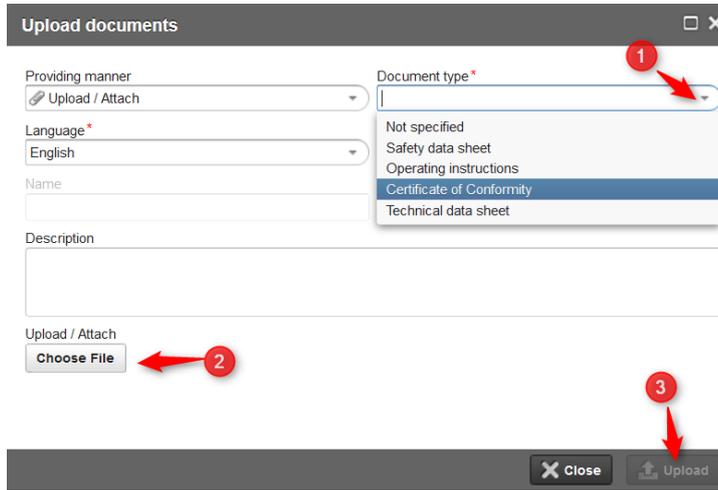
- **Step 4 (optional)**

Upload your own documents (Compliance Letters, Safety Data Sheets, Certificates of Conformity etc., if available)

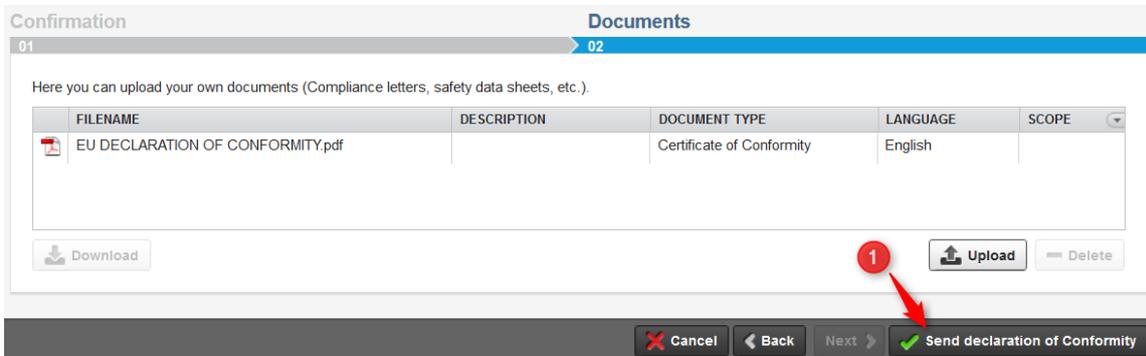
- Click on “Upload” (1)



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

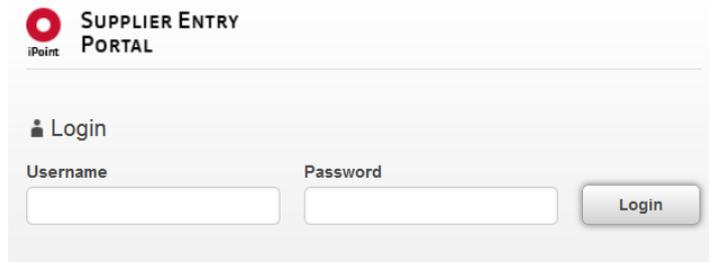


- **Step 5**
Send declaration of conformity (1).



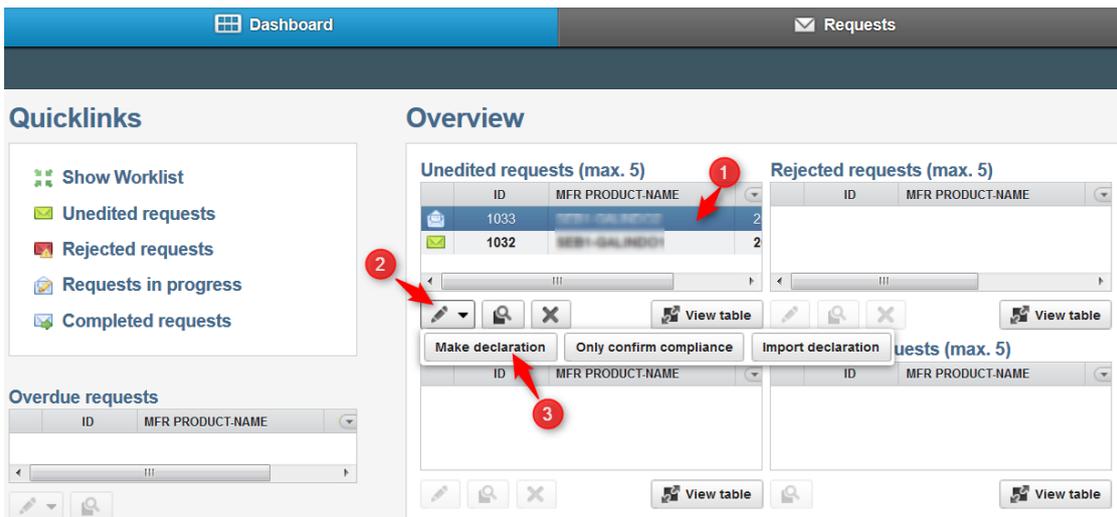
1.2 Option 2: Preparation of a supported declaration (in absence of restricted substances)

- **Step 1**
Launch platform in a web browser and log in with your access data.

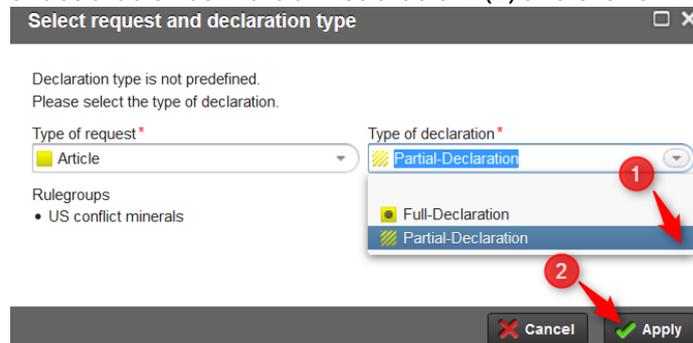


Note When you first login you will be asked to change the automatically assigned password.

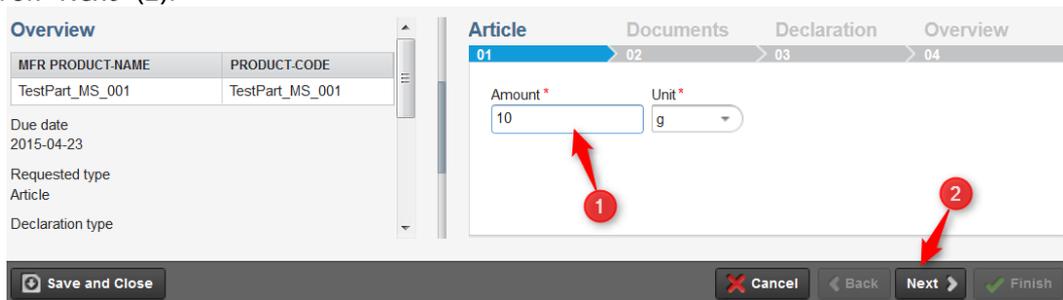
- **Step 2**
Mark one item (or multiple items for group declarations) out of the “Worklist” (1), click on “Edit request” (2) and select the option “Make declaration” (3). If you cannot see the request you are looking for on the Dashboard, click on “View table” to see all requests you have received or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



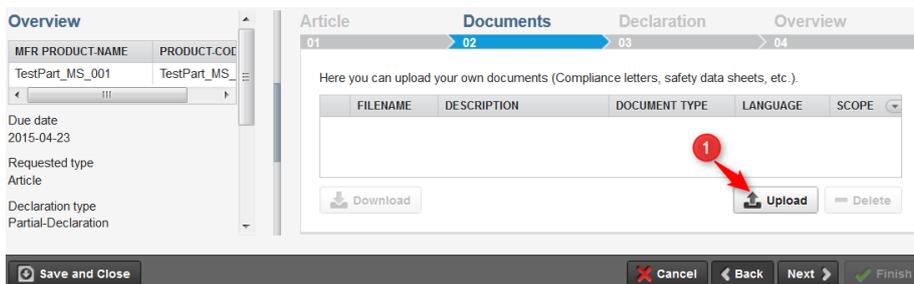
- Step 3**
 Select the type of declaration as “Partial-Declaration” (1) and click on “Apply” (2)



- Step 4**
 Insert article-weight and unit (or, if already available, check and change - if necessary) (1), then click on “Next” (2).



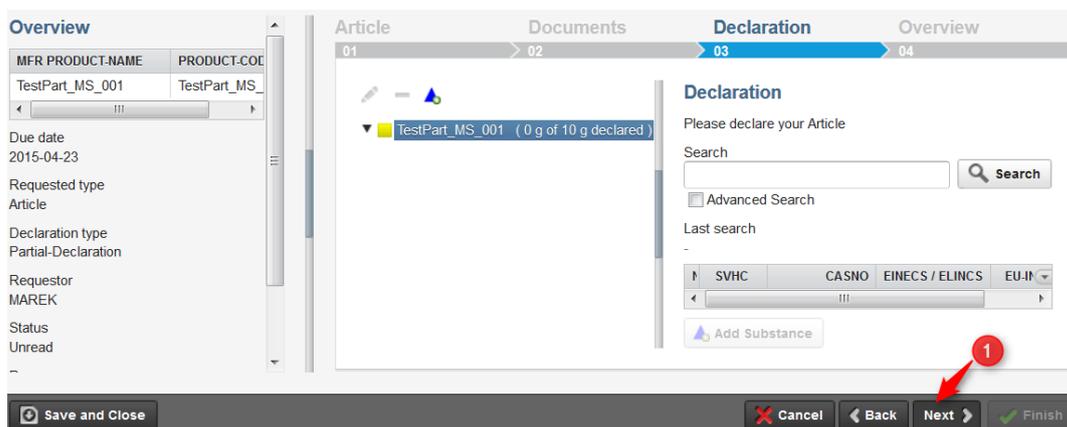
- Step 5 (optional)**
 Upload own documents (Certificate of Conformity, Safety Data Sheet etc., if available)
 Click on “Upload” (1) → then proceed with Step 4 in chapter 1.1.



- 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).

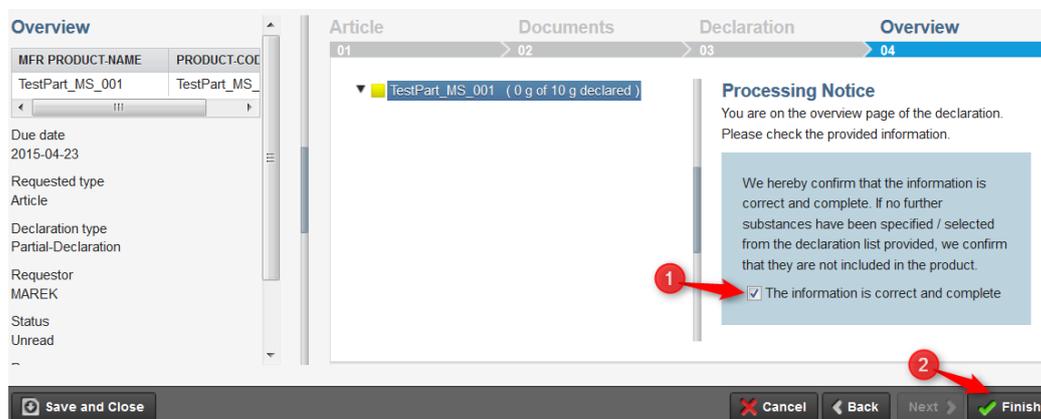
- **Step 7**

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



- **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 → check the box (1) and click on “Finish” (2) as shown below.



✓ **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.

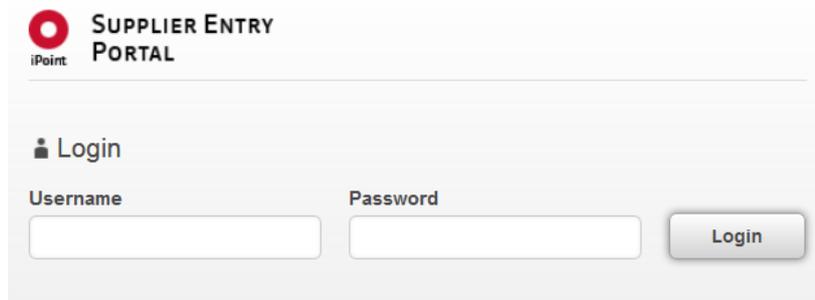


Figure 1: Login-Mask

✓ **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.

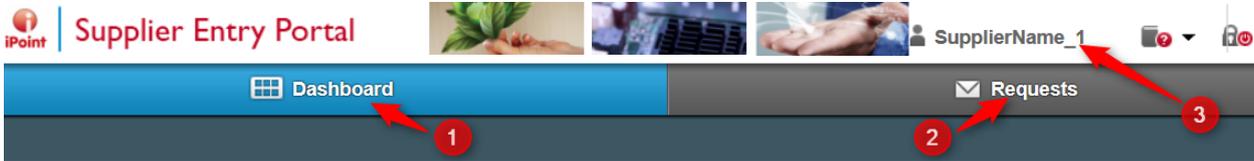


Figure 2: Changing of the homepage-display

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).

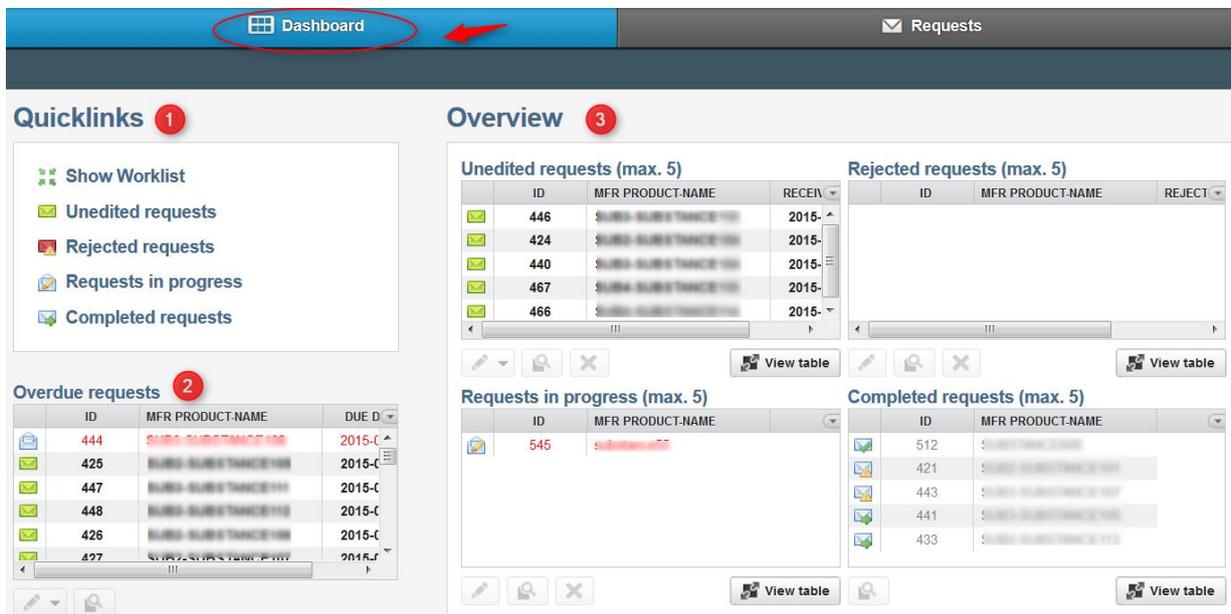


Figure 3: Home-screen as Dashboard

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).

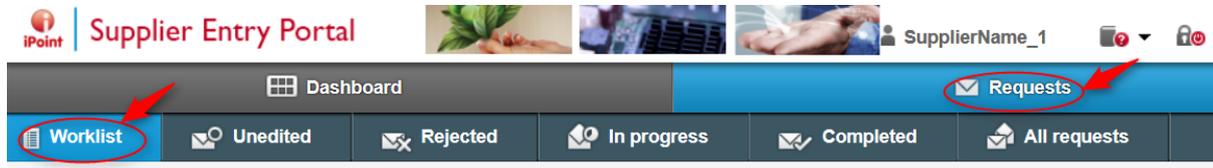


Figure 4: Home-screen as Requests (Worklist)

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).

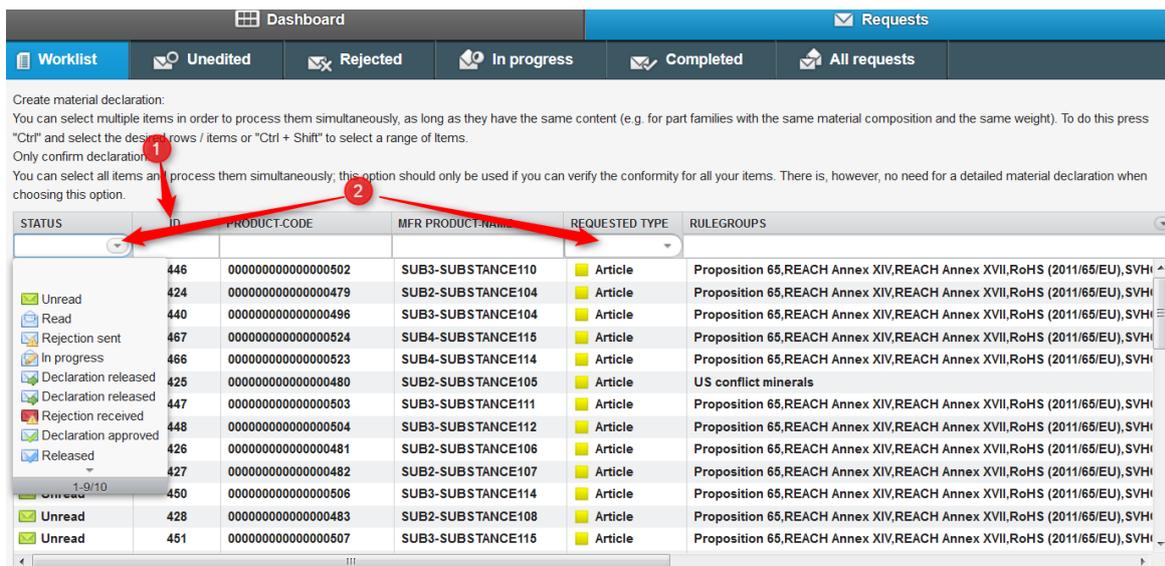


Figure 5: Overview: Requests (“Worklist”) and the filtering functionalities

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).

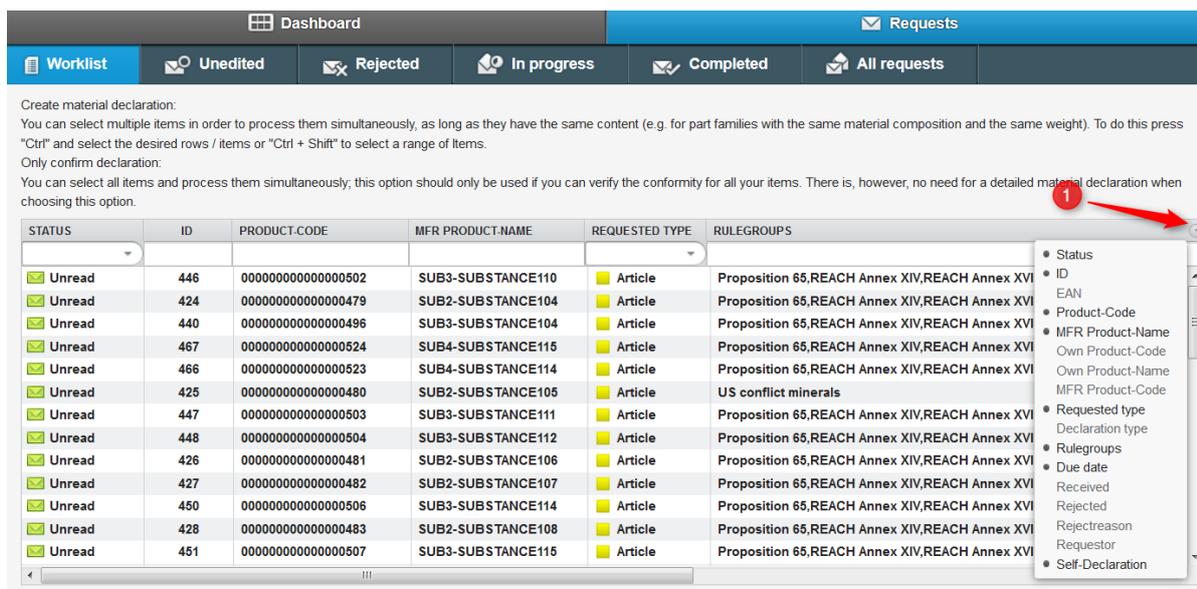


Figure 6: Column settings on the “Worklist”

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.

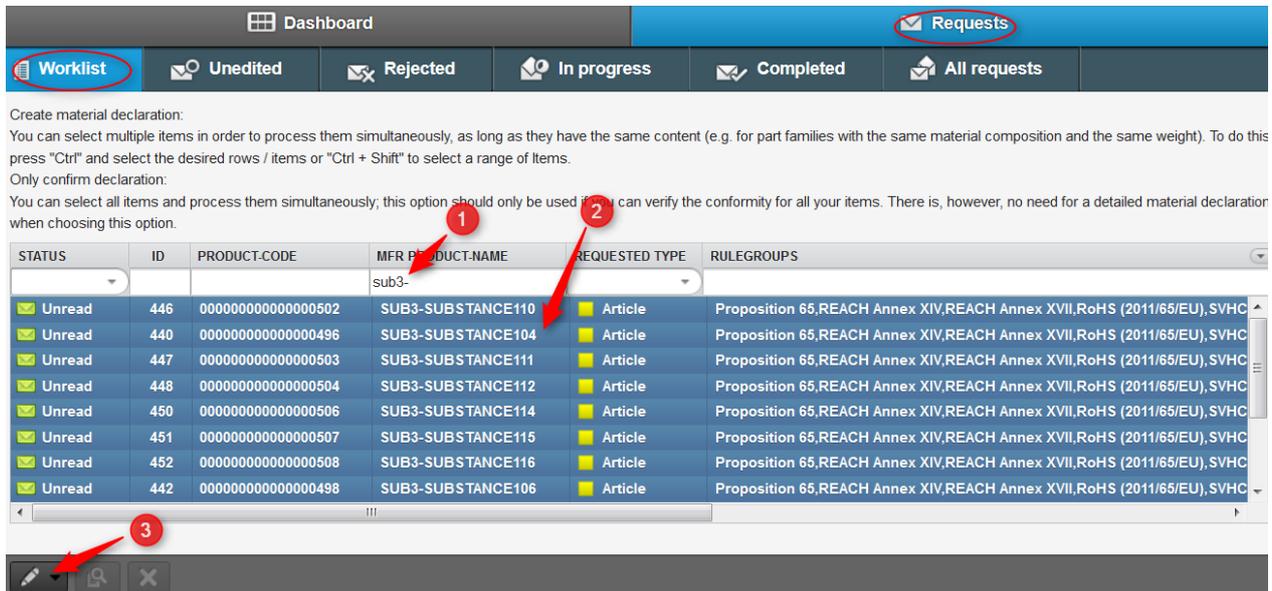


Figure 7: Use Case Example -Definition of product families in the “Worklist”

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.

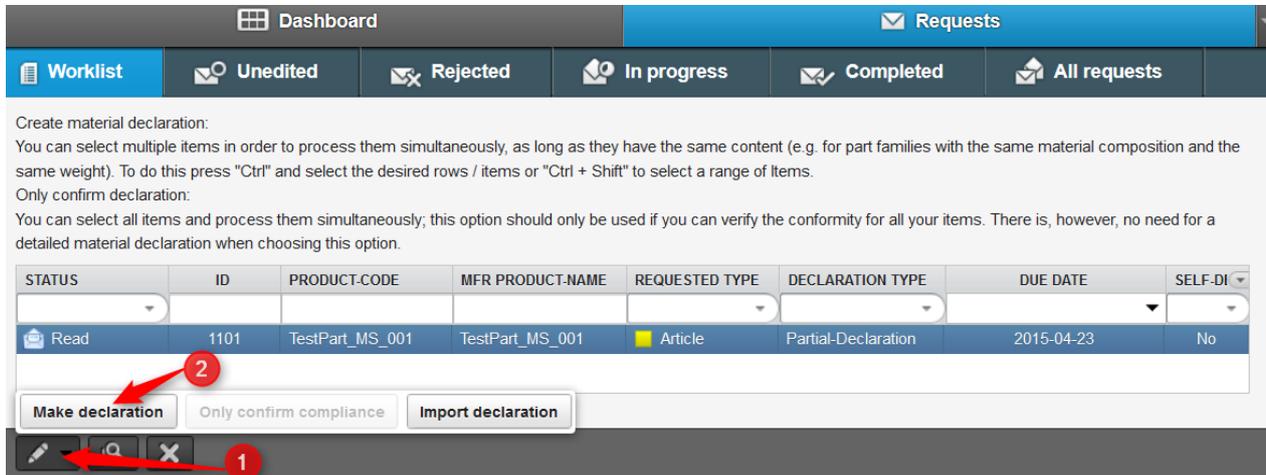


Figure 8: Start supported declaration

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:

→ Type of request (Figure 9 point 1)

- 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 ):
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).

→ Type of declaration (Figure 9 point 2)

- 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).

⇒ **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).

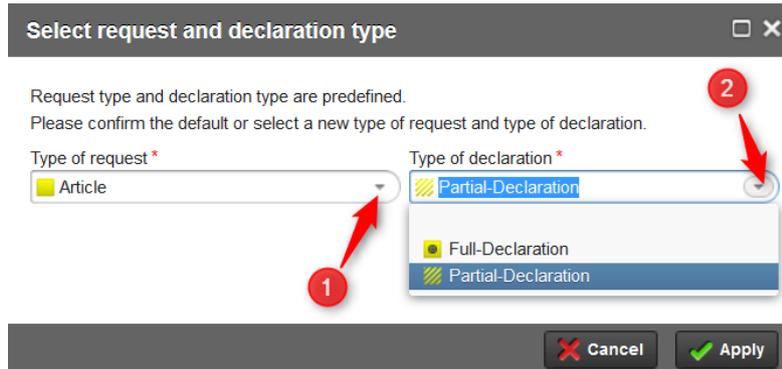


Figure 9: Request pre-settings

⇒ **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.

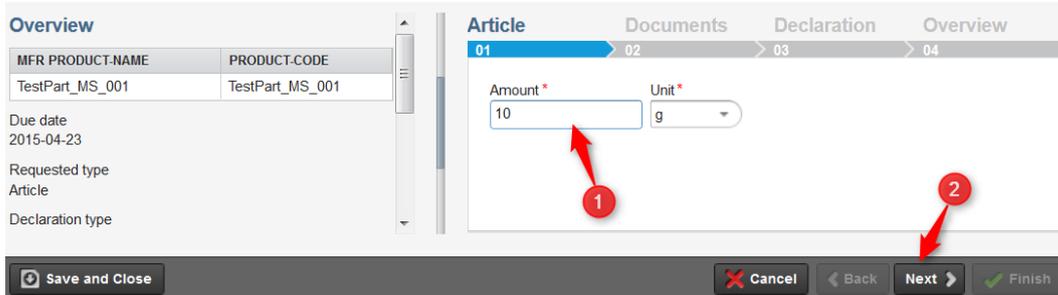


Figure 10: Adding weight for total product/component

⇒ **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).

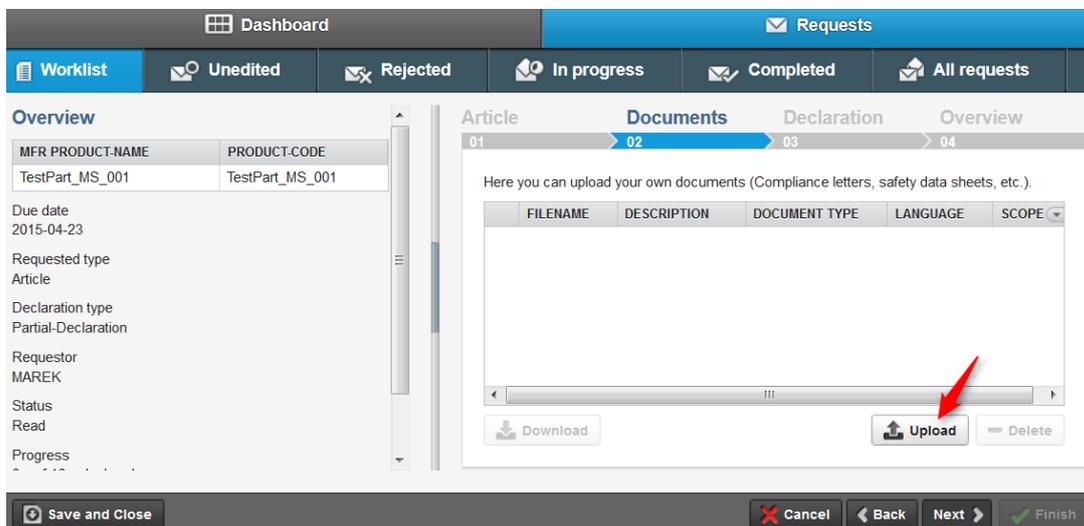


Figure 11: Start uploading of documents

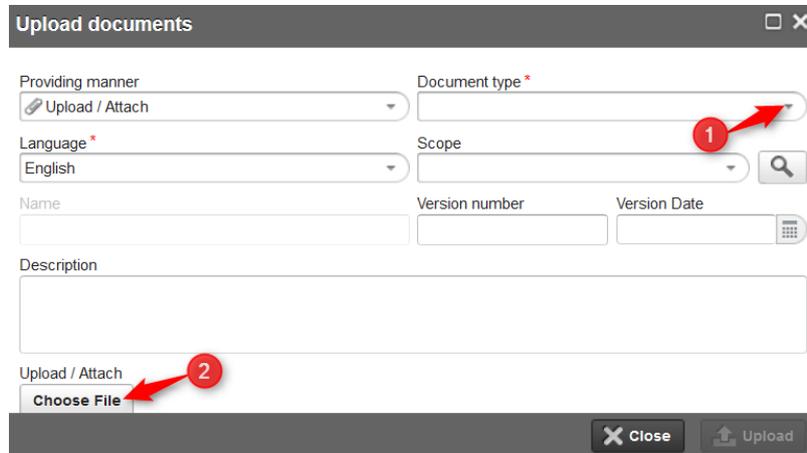


Figure 12: Uploading of documents: parameter settings

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)
 - 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)

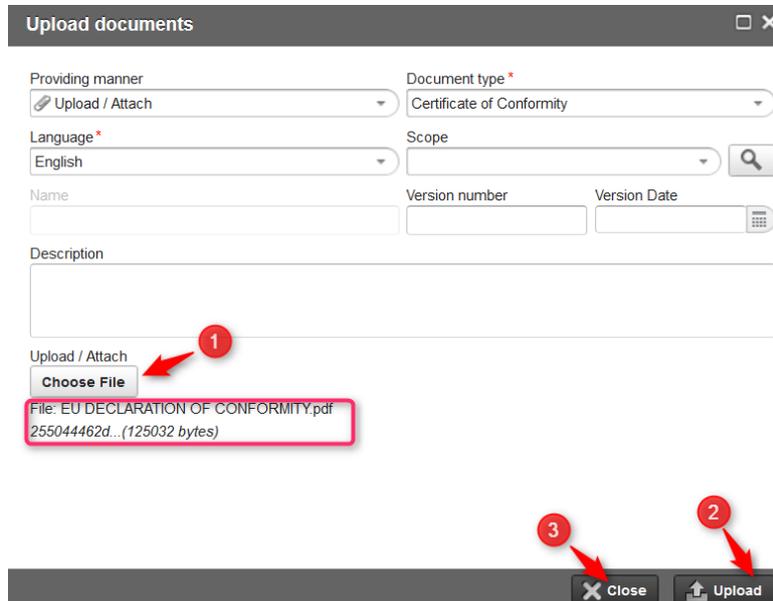


Figure 13: Uploading of documents: parameter settings

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).

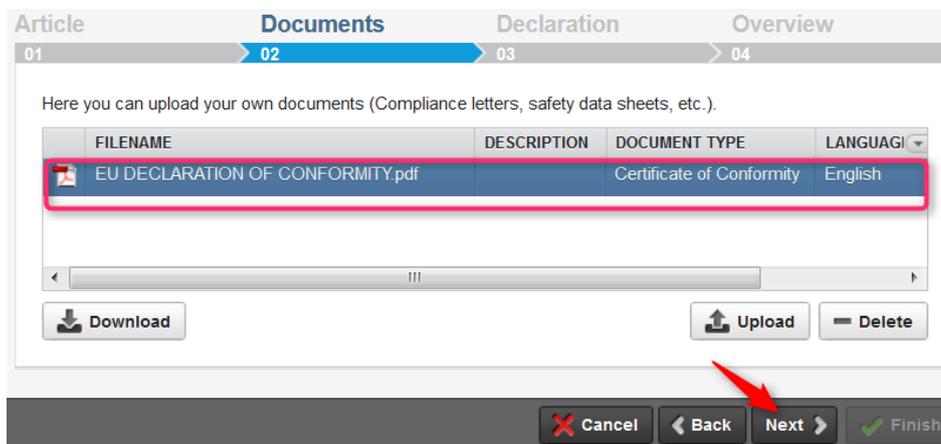


Figure 14: Uploading of documents: parameter settings

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).

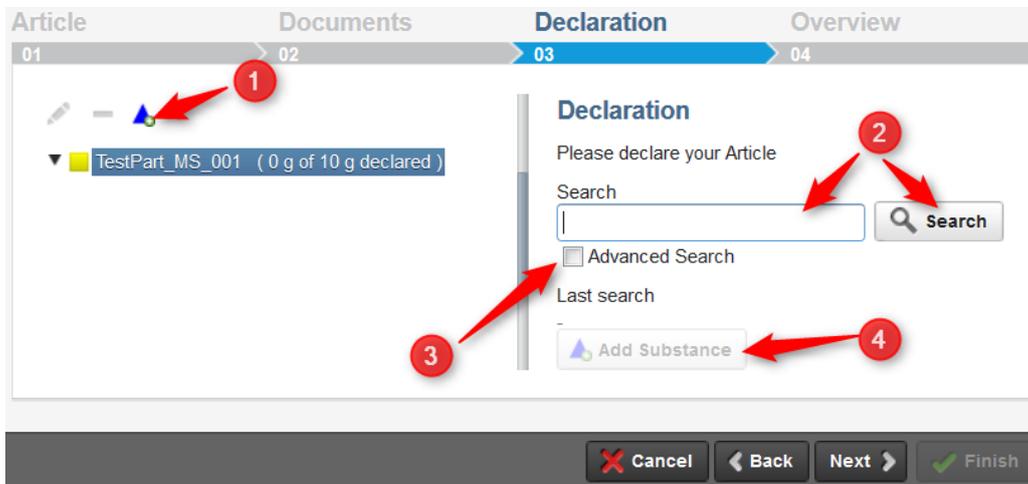


Figure 15: Options of substances entries

- **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) where 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.

Add substances

Search

Advanced Search

Last search
objectName:"copper" OR nameEn:"copper" OR nameDe:"copper" OR casNo:"copper" OR einecsElincs:"copper" OR euIndex:"copper"

NAME [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	
Dicopper chloride trihydroxide [anhydrous]	No	1332-65-6	215-572-9	
Copper dihydrogen bischromate	No	68406-65-5		
Aluminium 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
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	
Tetrasodium (5-((4-amino-6-chloro-1,3,5-triazin-2-yl)amino)-2-((2-hydroxy-3,5-disulfonatophenylazo)	No	116912-62-0	404-070-7	006-066-00-

Figure 16: Substance search

Add substances

Name

Advanced Search

Last search
svhc:true

SVHC: Yes No

CasNo:

Einecs / Elincs:

EU-Index:

NAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDEX
p-isononylphenol	Yes	26543-97-5	247-770-6	
pentacosafuorotridecanoic 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.I. Pigment Yellow 41	Yes	8012-00-8		

Figure 17: Advanced substance search

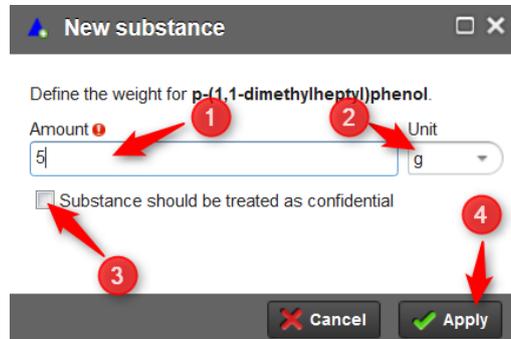


Figure 18: Amount and unit entry of substances

• **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.

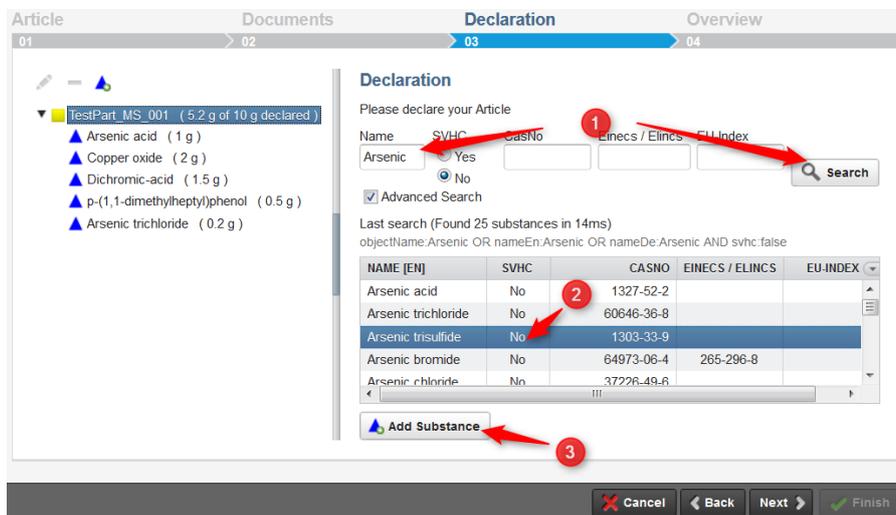


Figure 19: Searching and choosing of substances in the “Declaration-window”

The added substances (symbol ▲) 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).

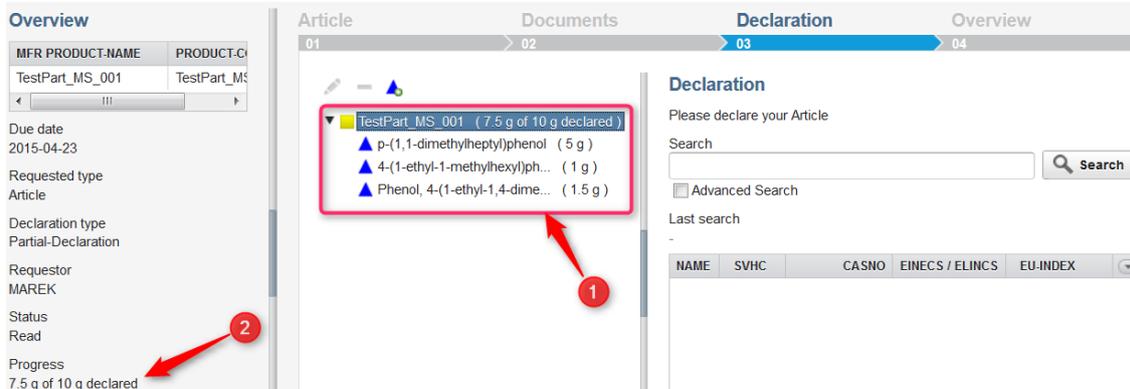


Figure 20: Result of material entries (example)

✓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.

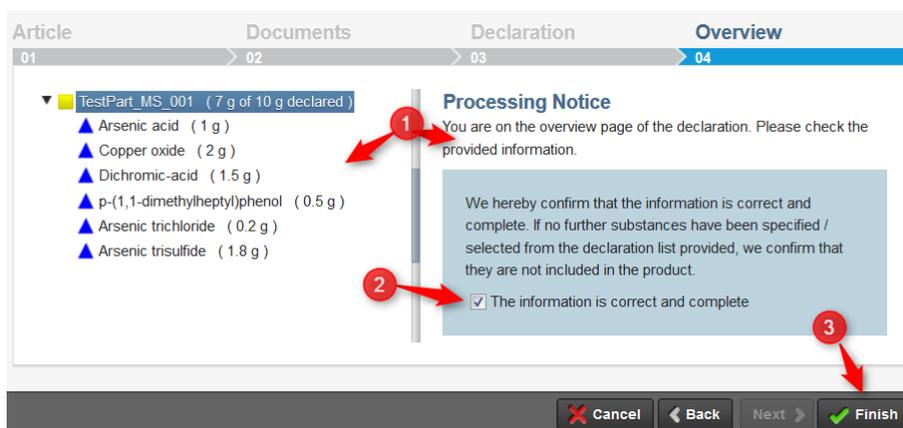


Figure 21: Review, confirmation and finish of the declaration

✓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).

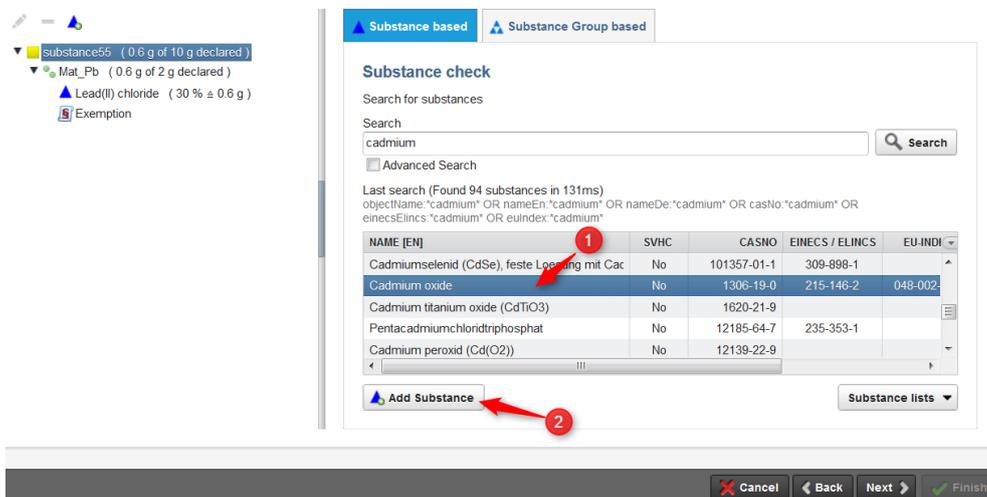
The declaration process for a regulations-related request will be operated exactly in the same way as the common “supported declaration” described in the chapter 2.4. Only a few additionally RoHS-specific procedures have to be followed. These procedures will be described below in chapter 2.4.3.1.

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 were amount and unit need to be defined (Figure 23).



The screenshot shows a 'Substance check' window with a search bar containing 'cadmium'. Below the search bar, it indicates 'Last search (Found 94 substances in 131ms)'. A table of search results is displayed with the following data:

NAME [EN]	SVHC	CASNO	EINECS / ELINCS	EU-INDI
Cadmiumselenid (CdSe), feste Legierung 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		
Pentacadmiumchloridtriphosphat	No	12185-64-7	235-353-1	
Cadmium peroxid (Cd(O2))	No	12139-22-9		

At the bottom of the window, there is an 'Add Substance' button and a 'Substance lists' dropdown menu. The interface also includes a navigation bar at the bottom with 'Cancel', 'Back', 'Next', and 'Finish' buttons.

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

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

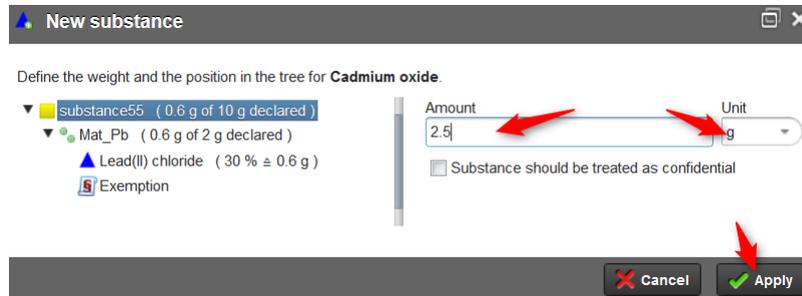


Figure 23: Amount and unit entry

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)

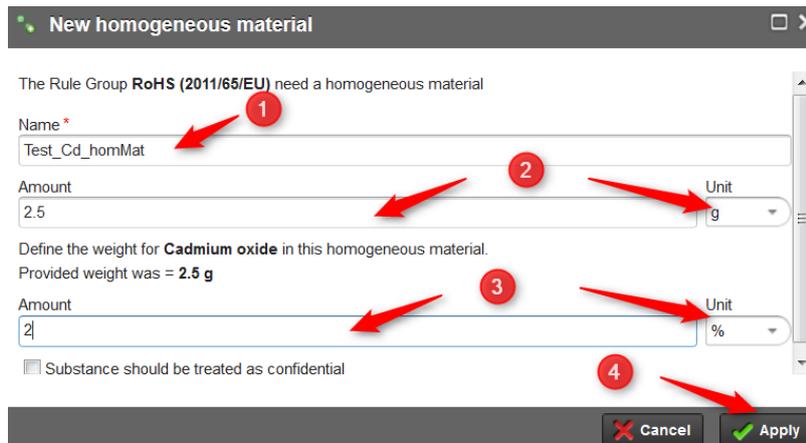


Figure 24: Definition of “homogeneous material” for RoHS

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]

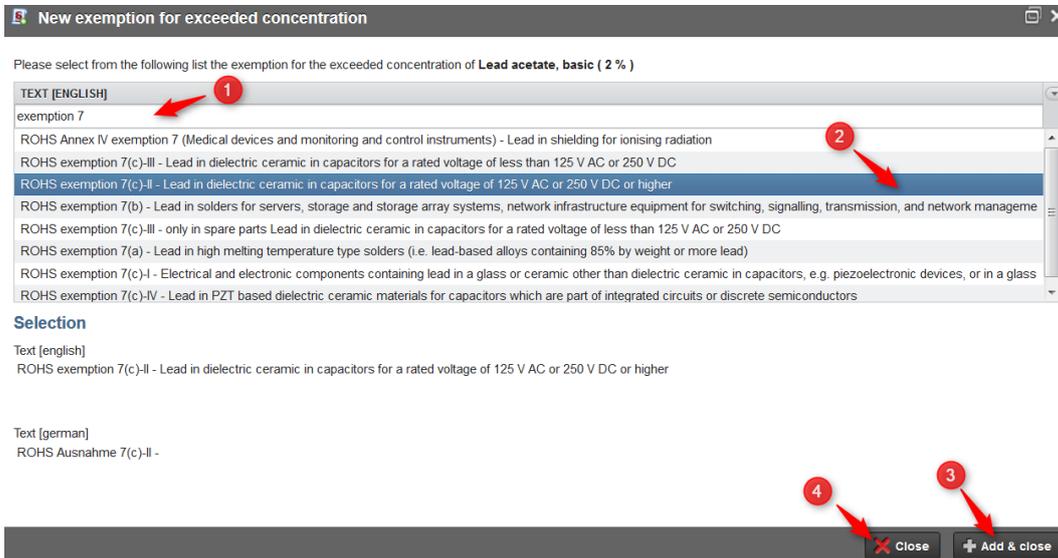


Figure 25: Definition of exemptions for RoHS

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).

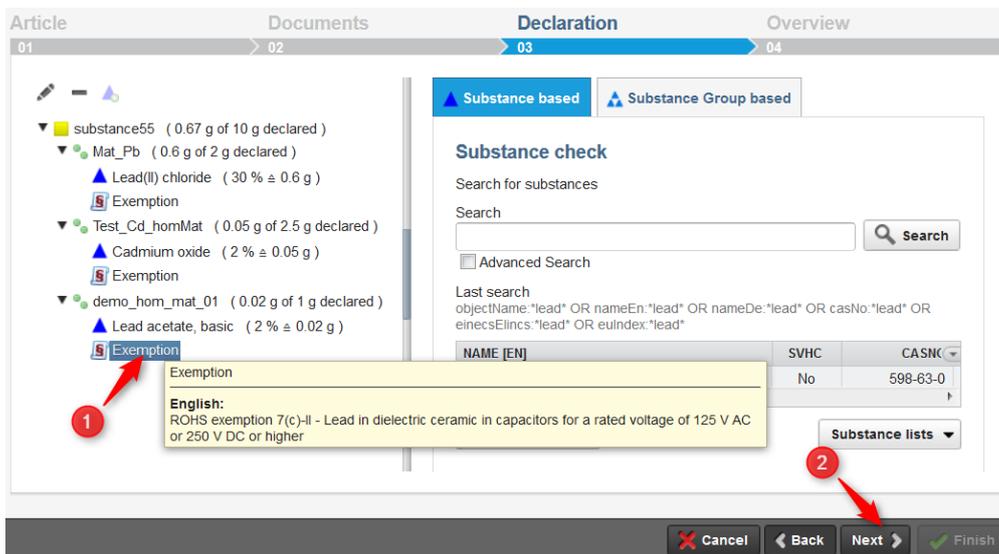


Figure 26: Overview of the RoHS declaration - exemptions check

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).

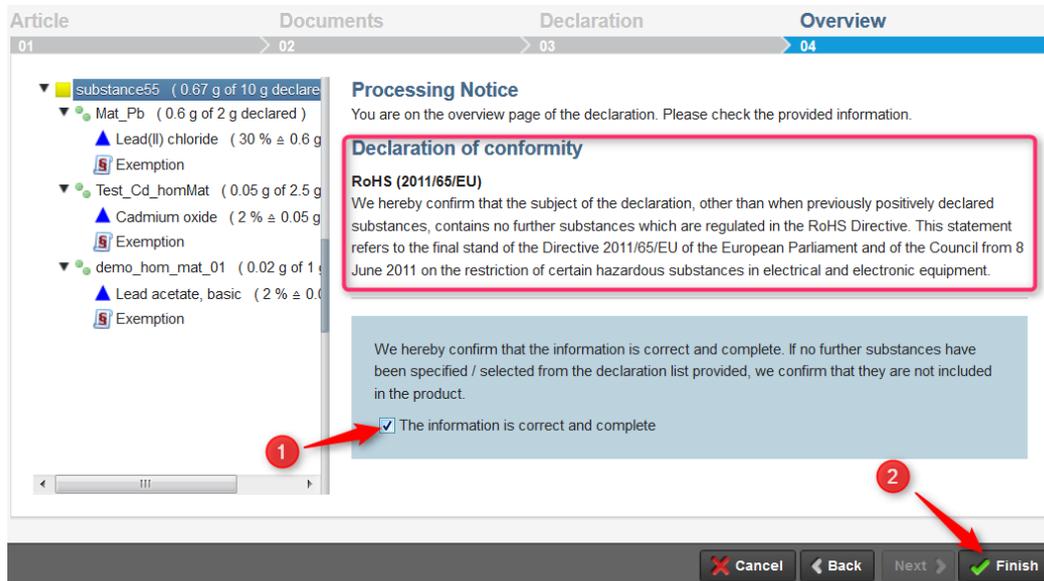


Figure 27: Review, confirmation and finish of the RoHS-declaration

✓ **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 **with additions (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.

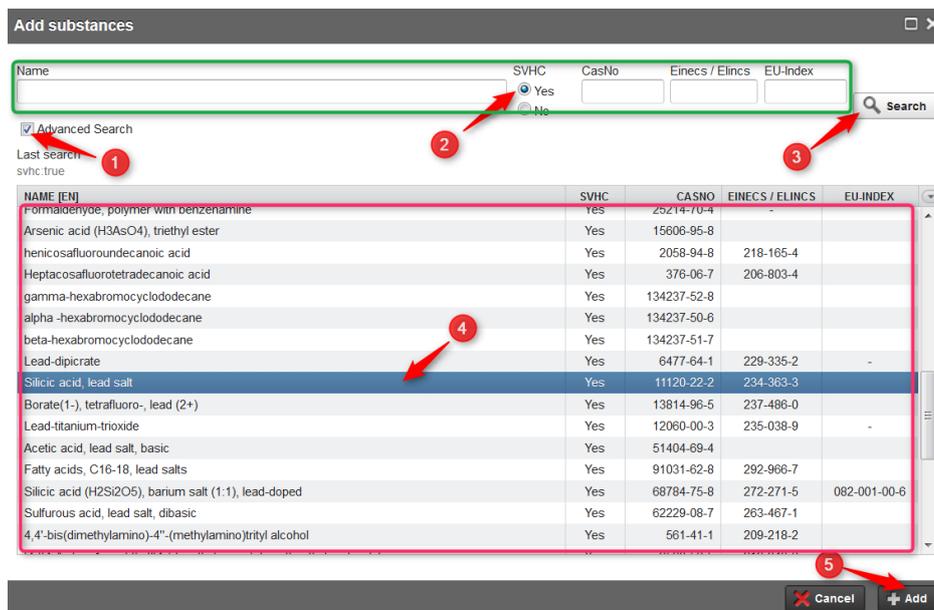


Figure 28: SVHC candidate list in the “Add substances” window

After adding a substance, a new window opens (Figure 18) where 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).

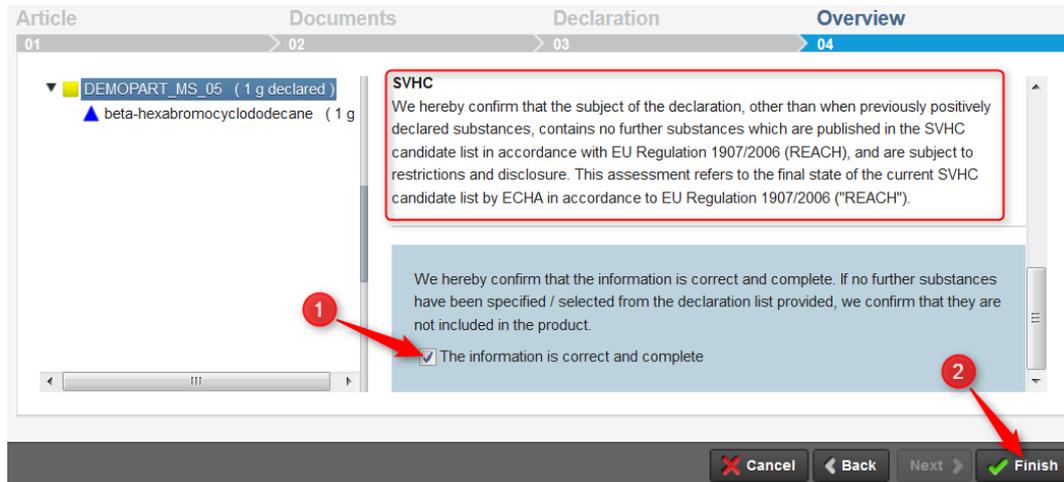


Figure 29: Review, confirmation and finish of the SVHC-declaration

✓ 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.conflictreesourcing.org

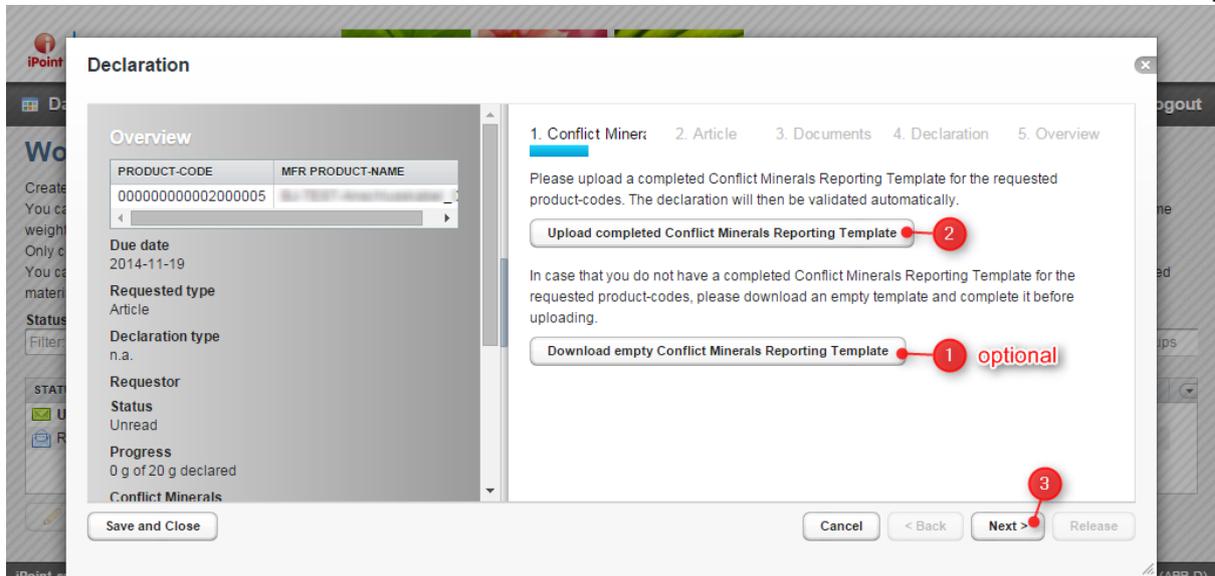


Figure 30: Download and Upload a Conflict Minerals Reporting template

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  will enable, please click it (2) to finally release your finished Conflict Minerals Report.

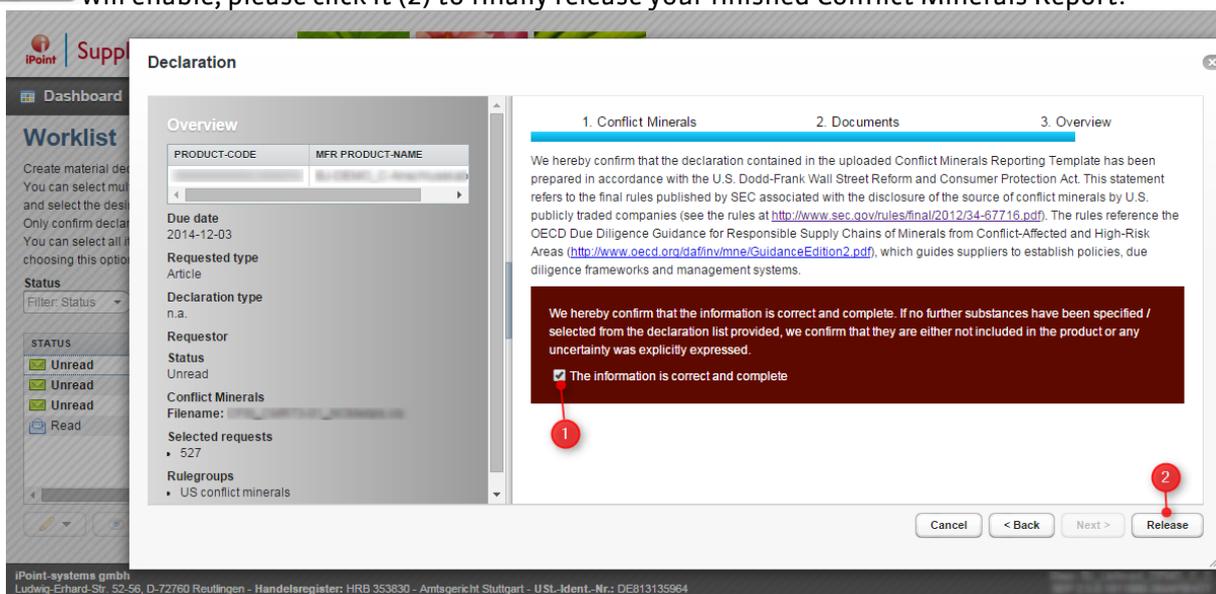


Figure 31: Review, confirmation and finish of CM declaration

✓ **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).

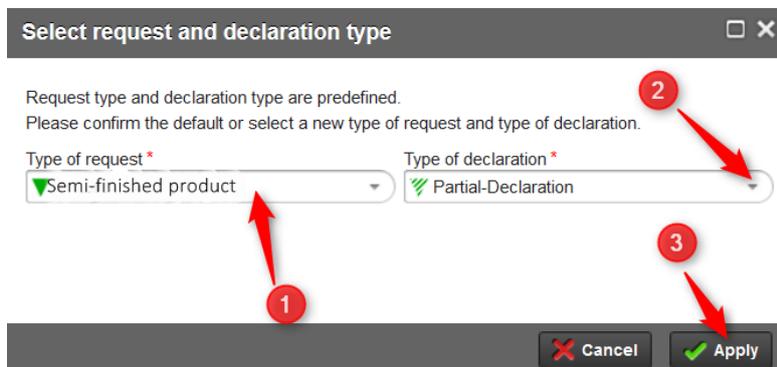


Figure 32: Request pre-settings (Semi-finished product)

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 where the amount and unit of the substance have to be entered (see Figure 33 point 4):

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- Required units for semi-products are % or ‰

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

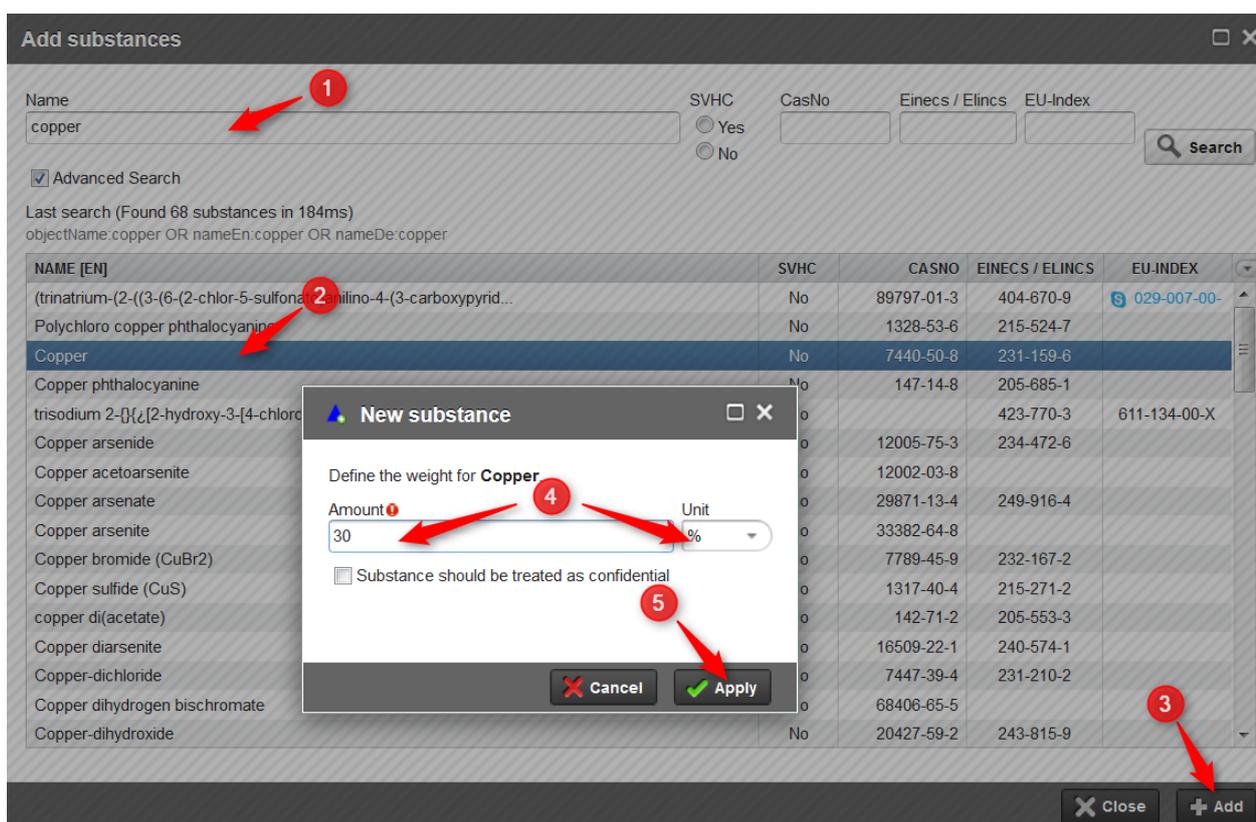


Figure 33: Amount and unit entry of substances

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).

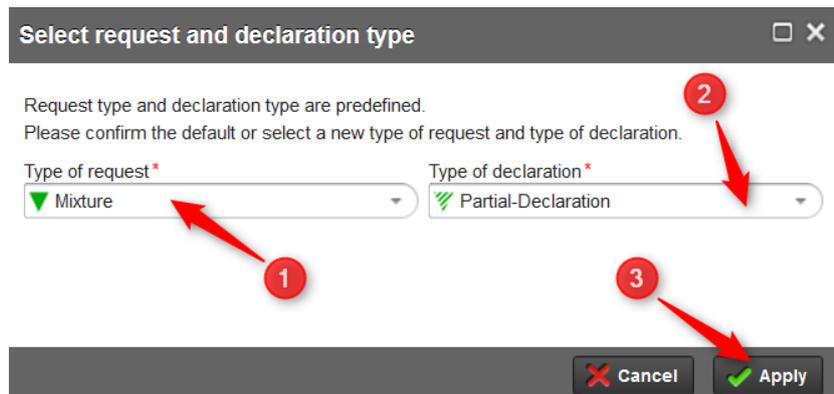


Figure 34: Request pre-settings (Semi-finished product)

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: Substances with medium risk
- Packing group III: 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 Kessler 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:
 - Category I: Low hazard to water
 - Category II: Hazard to water
 - Category III: Severe hazard to water

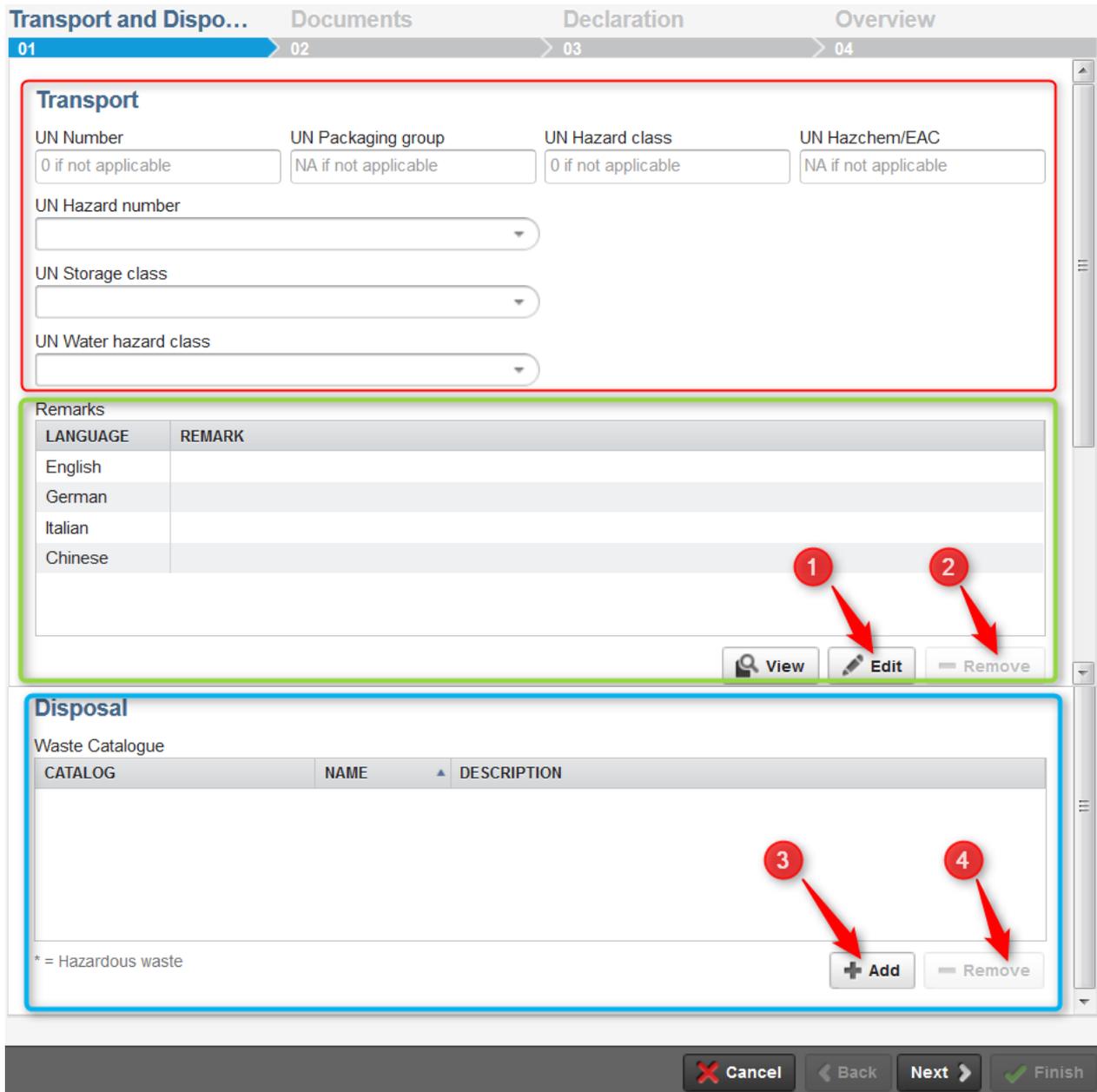


Figure 35: Transport and disposal entries for mixtures

You can add your own special information by clicking “Edit” (point 1 in Figure 35). A new window opens where 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).

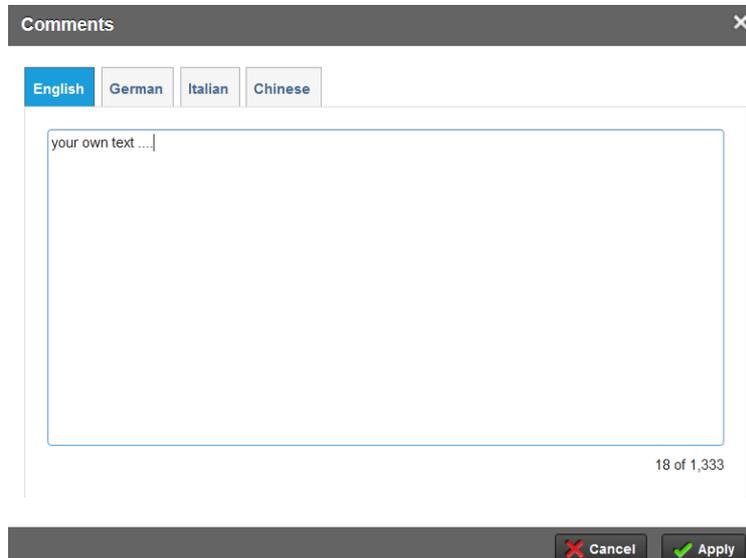


Figure 36: Definition of own remarks according to transport and disposal for mixtures

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 where 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).

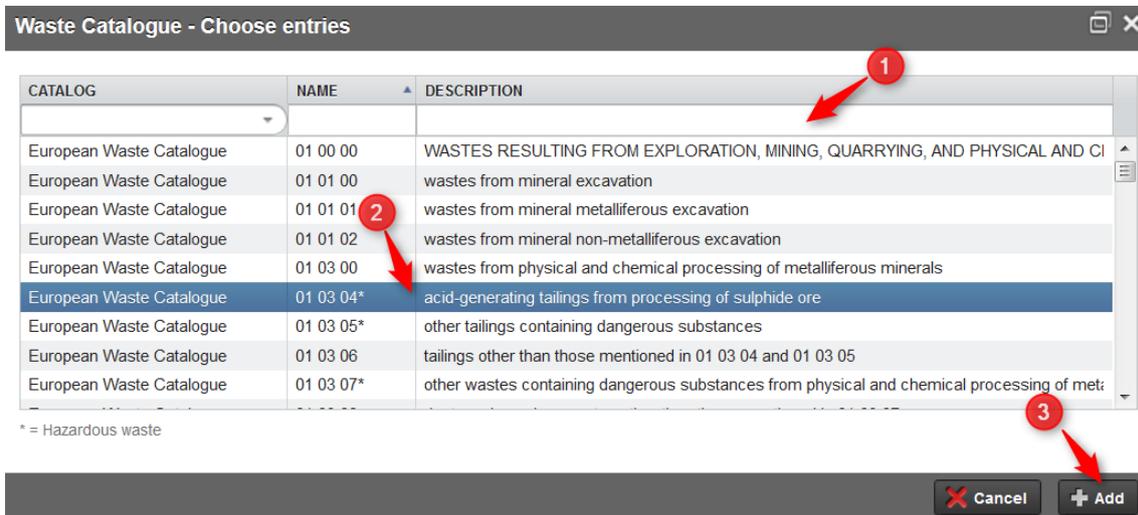


Figure 37: Definition of disposal information for mixtures

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).

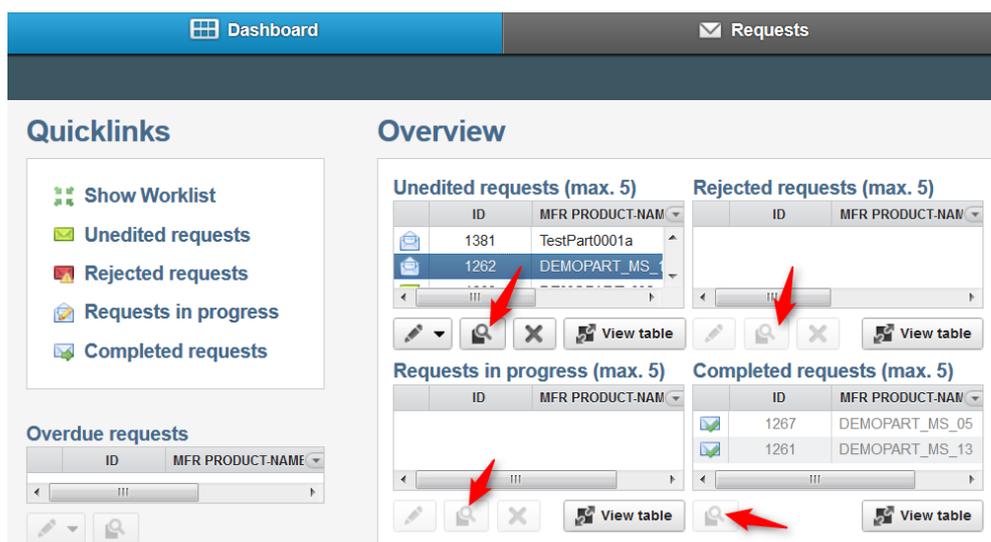


Figure 38: “Show requests” icon in the dashboard view for different status of requests

✓ Note

To activate the icon “show request” fist mark a request you want to show

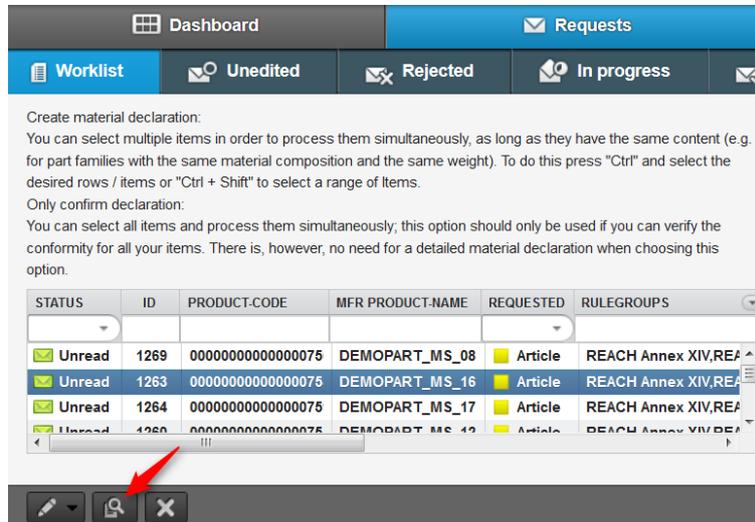


Figure 39: “Show requests” icon in the requests/work-list view

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)

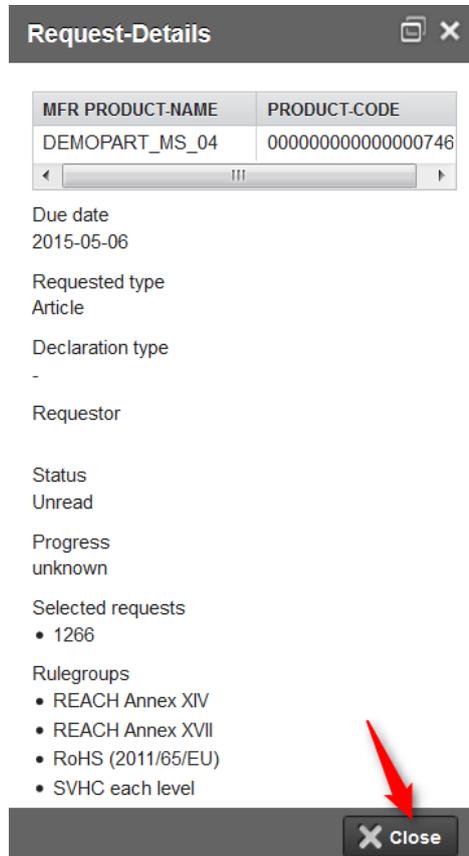


Figure 40: Overview of details for open requests

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)

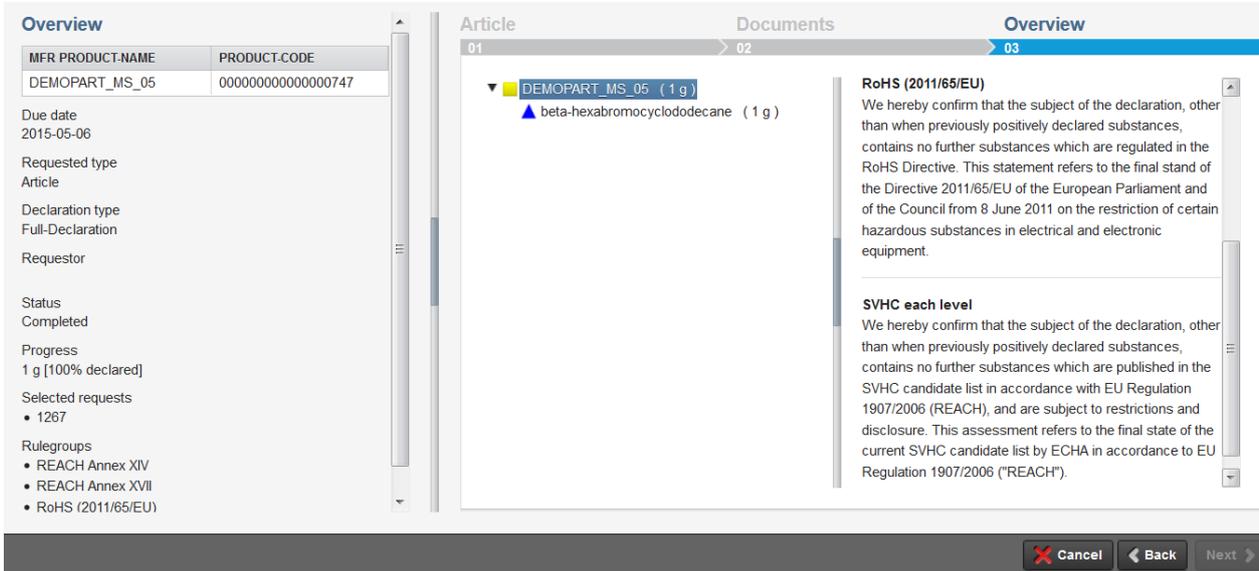


Figure 41: Overview of completed requests

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).

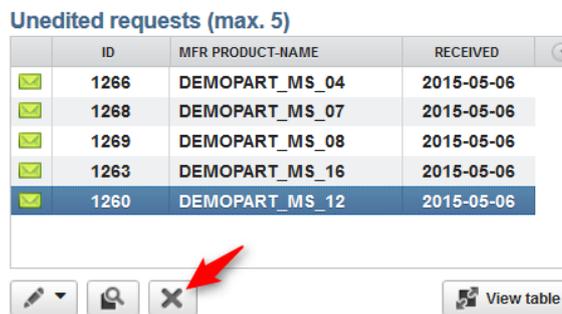


Figure 42: Start rejecting a request

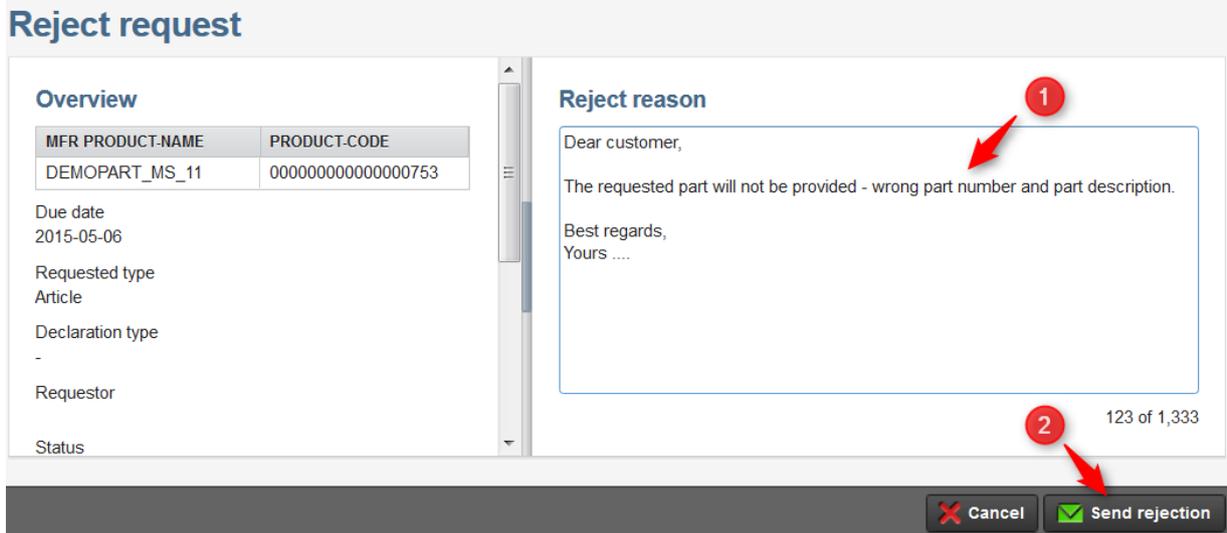


Figure 43: Request-rejection (example)

⇒ **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).

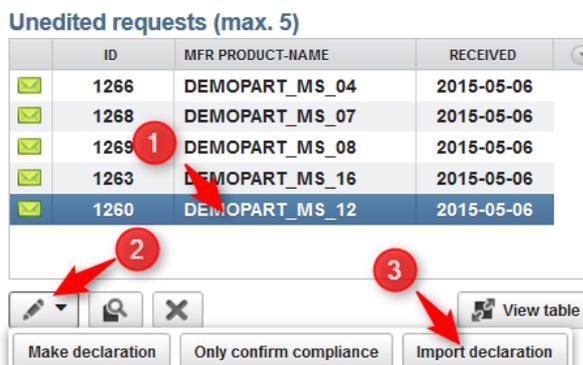


Figure 44: Start upload of standardized declaration file

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.

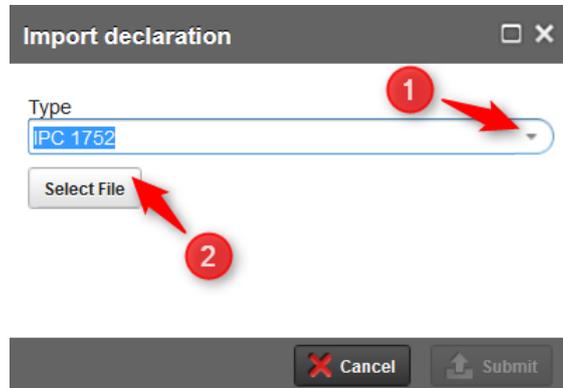


Figure 45: Select type and file for download of standardized declaration

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).

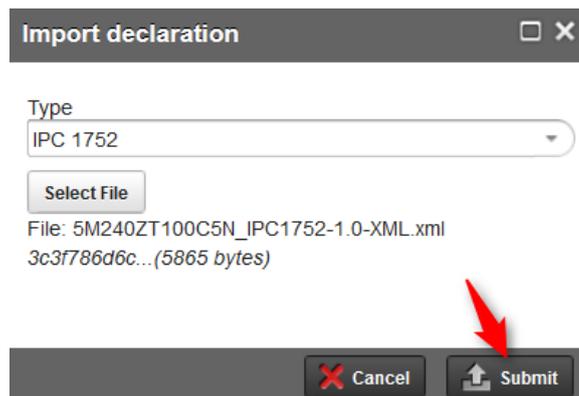


Figure 46: Select type and file for download of standardized declaration

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):



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- 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*

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 yet (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

Rejected requests (max.) 5

Completed requests (max.) 5

Close Save and close Save

Figure 49: User settings: Startup option

⁹ Depending on the delivered SEP version

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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.

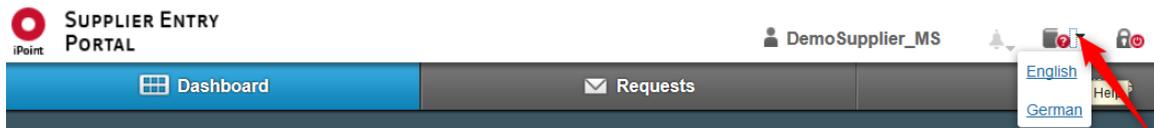


Figure 50: Open the user manual

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6 Change History

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