SUBSTANTIO

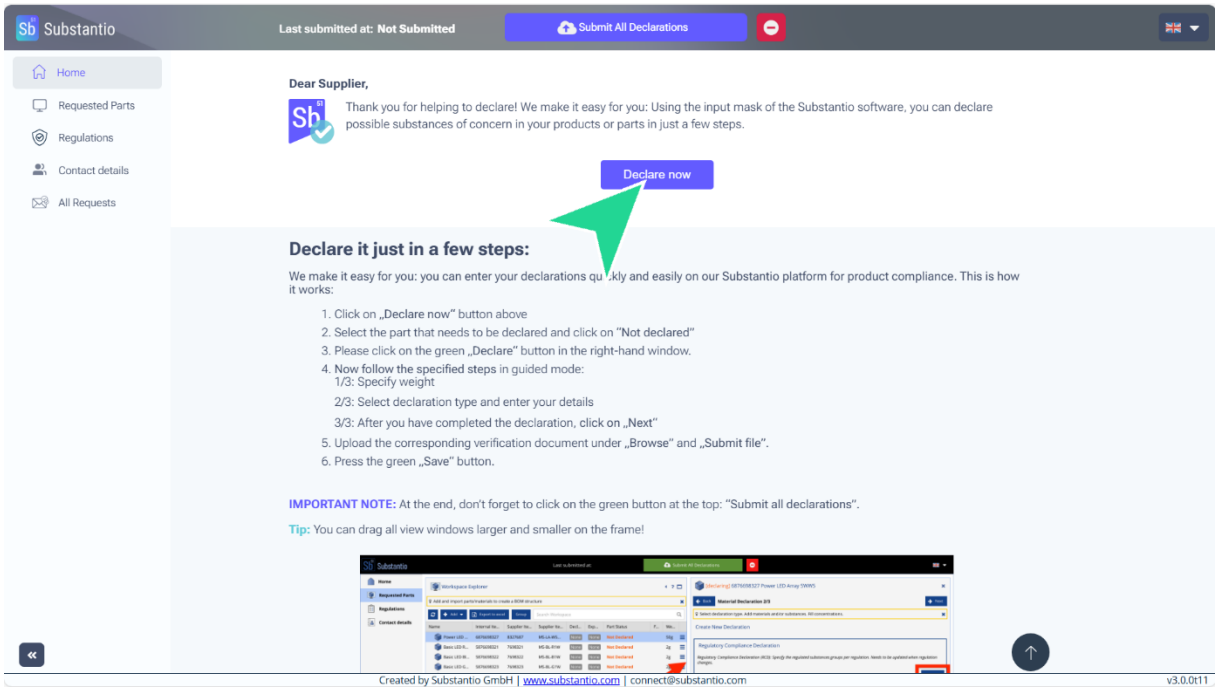
SUPPLIER GUIDE

AD - ABSTRACT DECLARATION

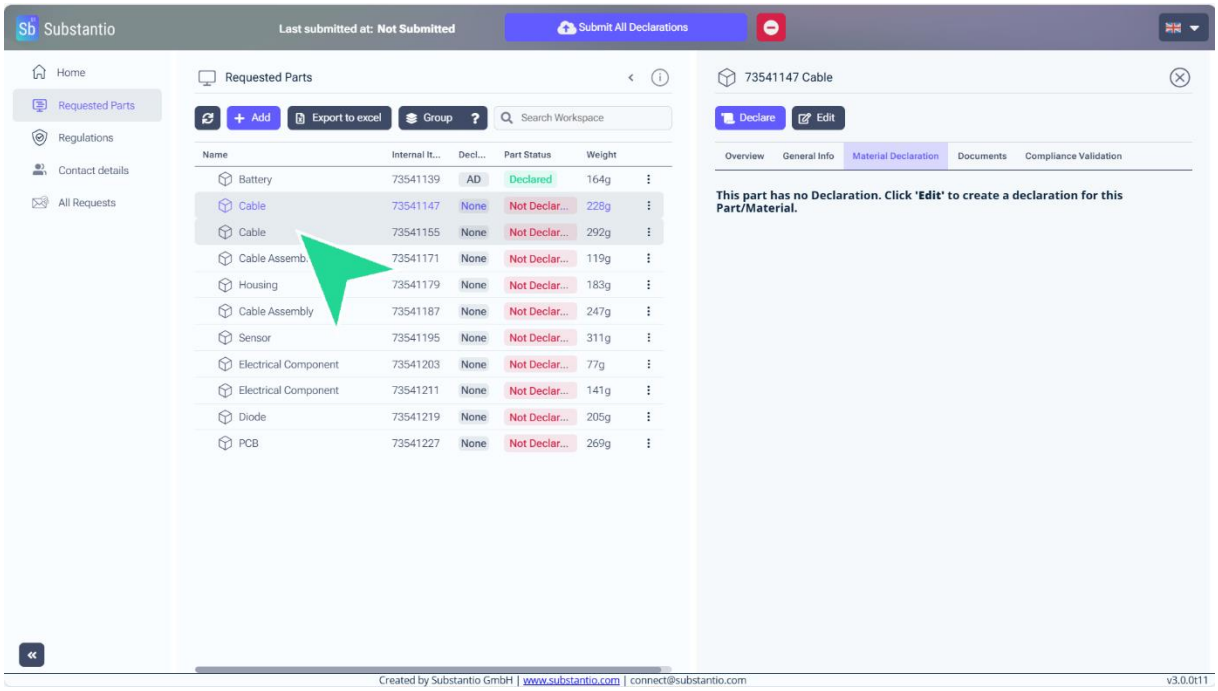
AD – group of parts

This supplier guide is designed to help you use the Substantio software to create a detailed Declaration of Unknown or Obsolete parts requested by your customer.

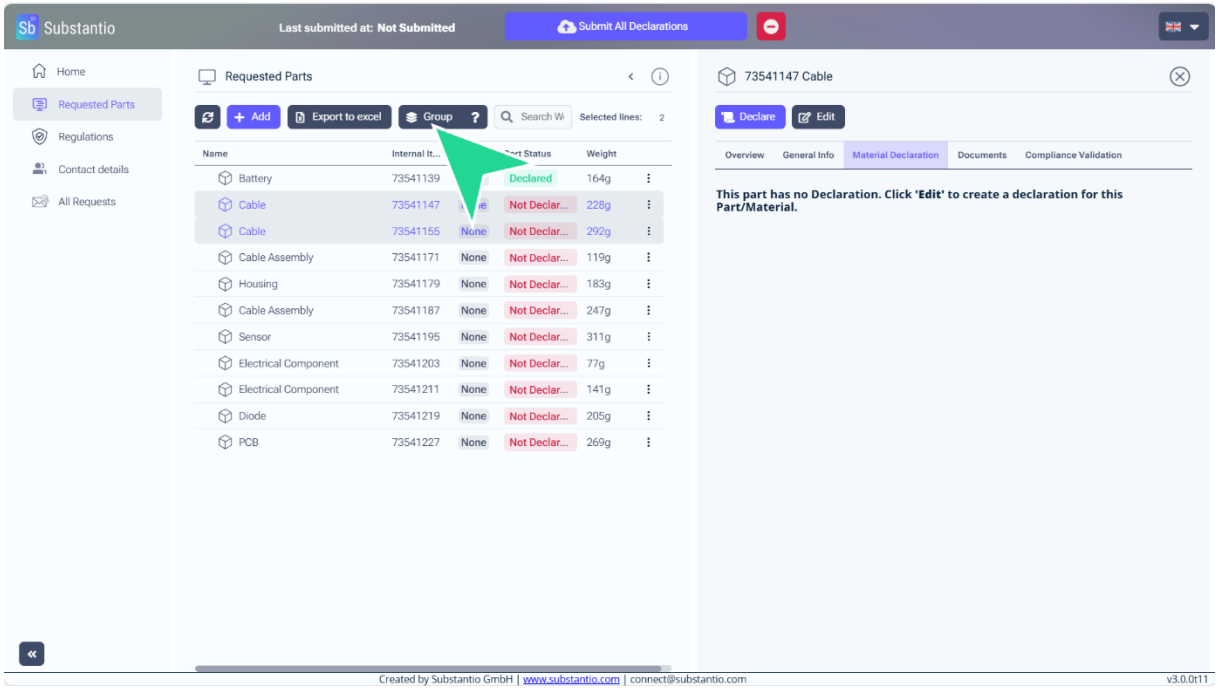
It includes the declaration of a group of multiple parts with the same compliance status.



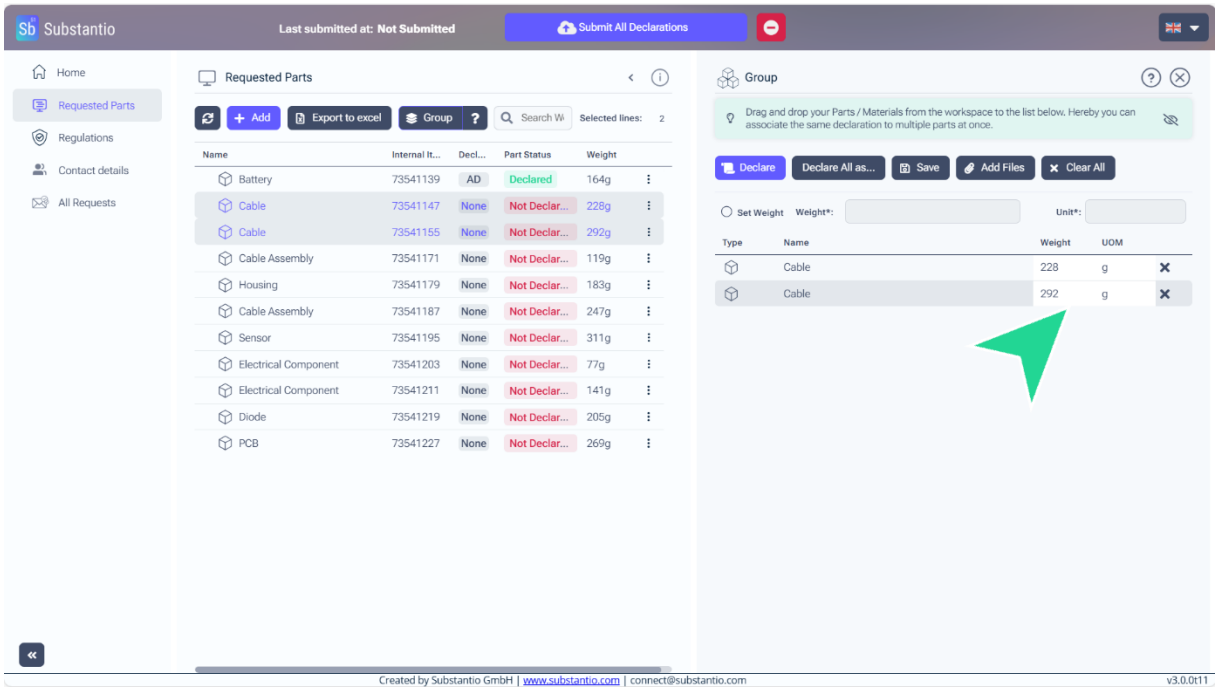
1. Select the **Declare now** button to begin your declaration process.



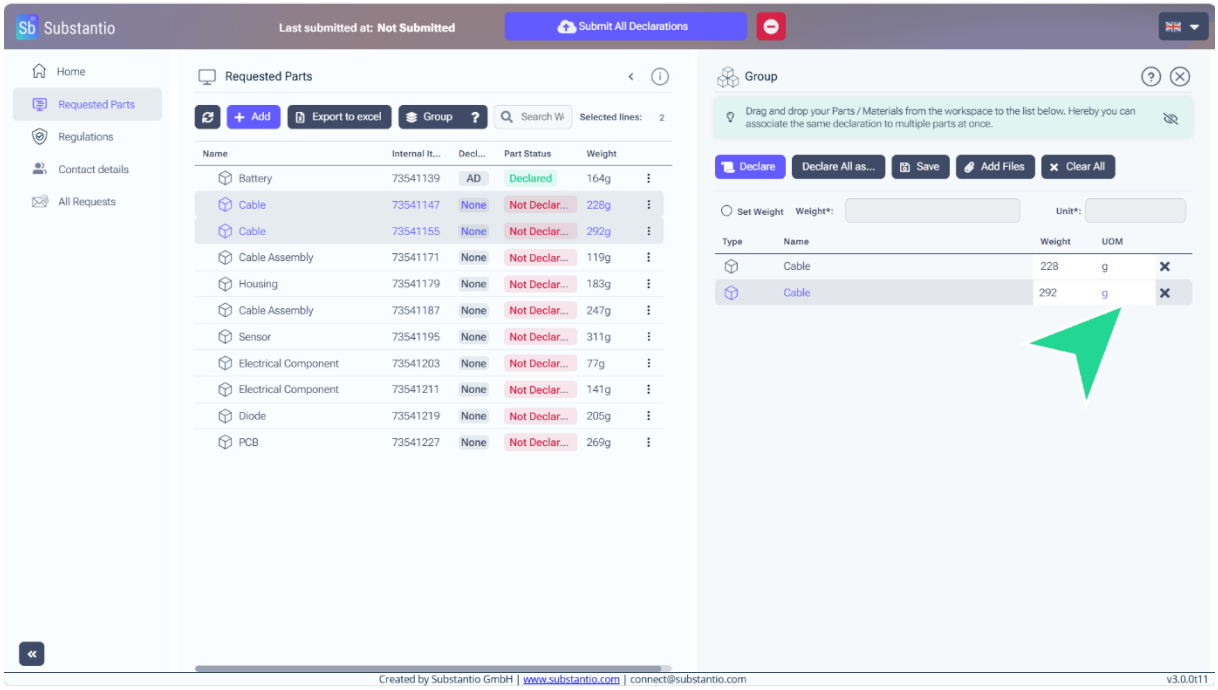
2. Click on your parts while pressing the **Shift key,** so you can select them.



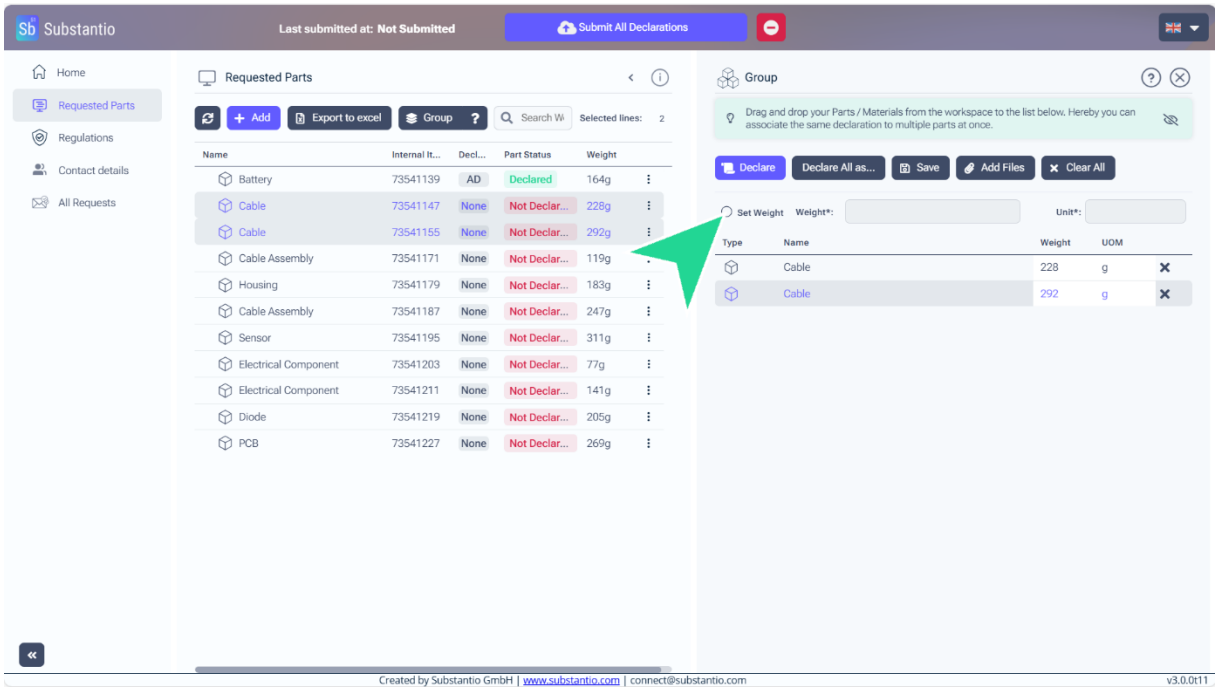
3. Click the **Group** button.



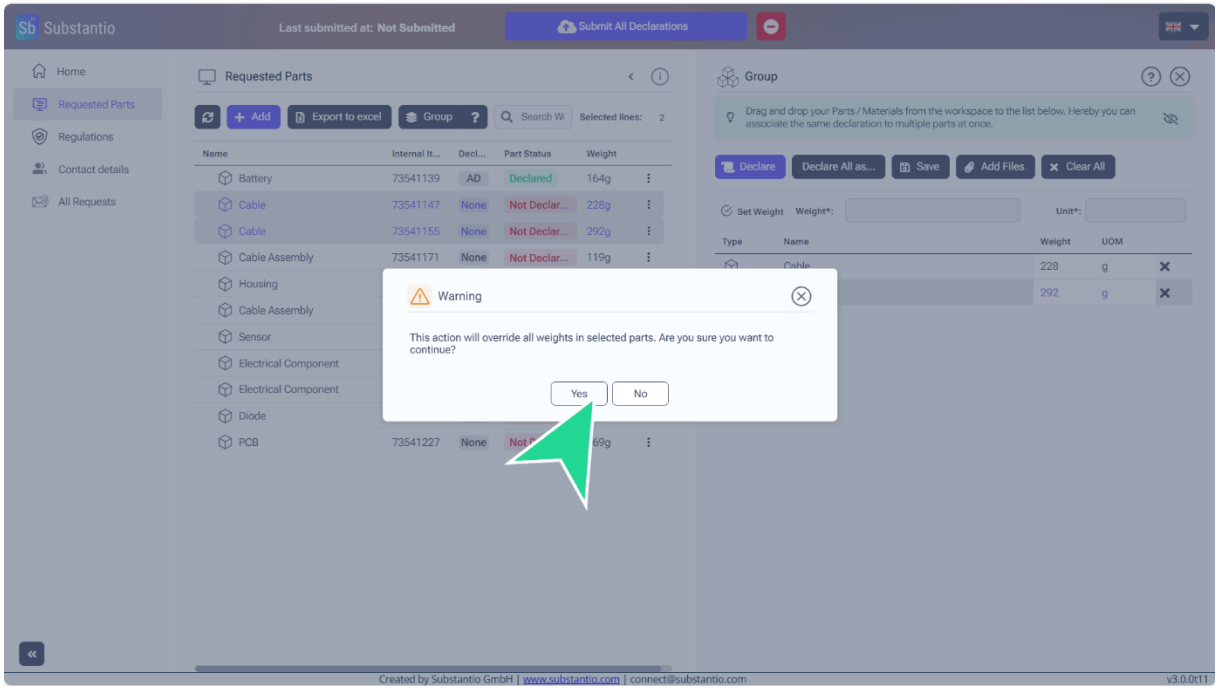
4. If the parts don't have same weight, fill in the weight separately.



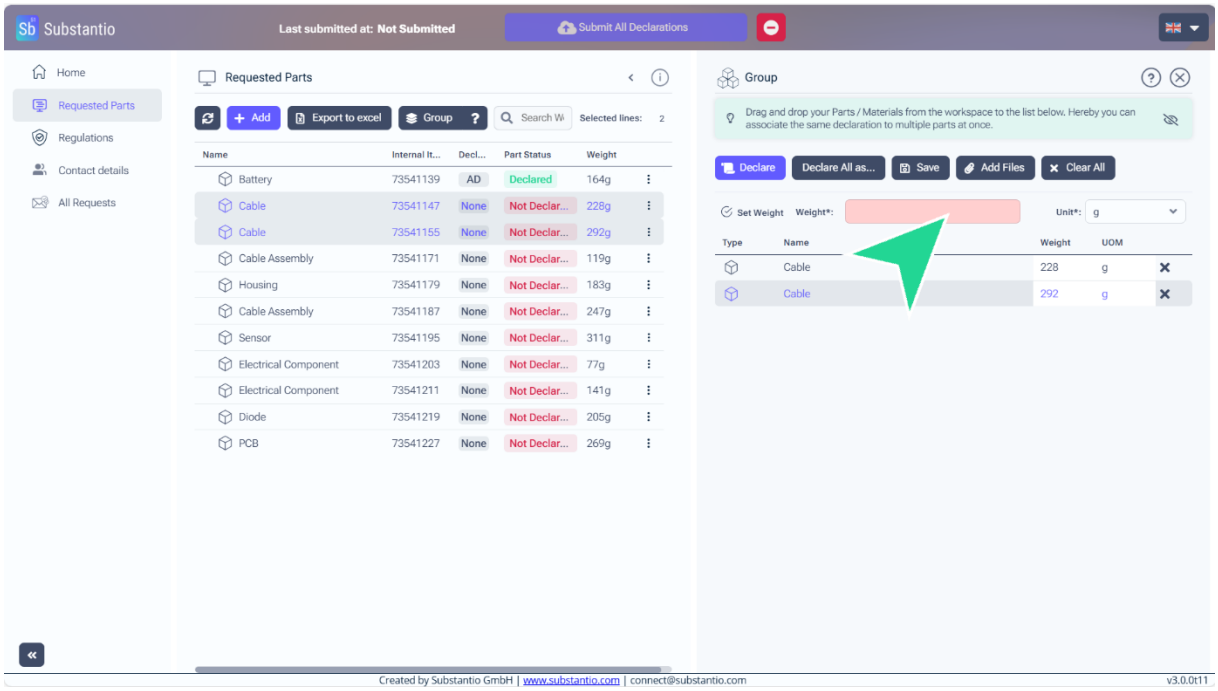
5. And choose the right unit.



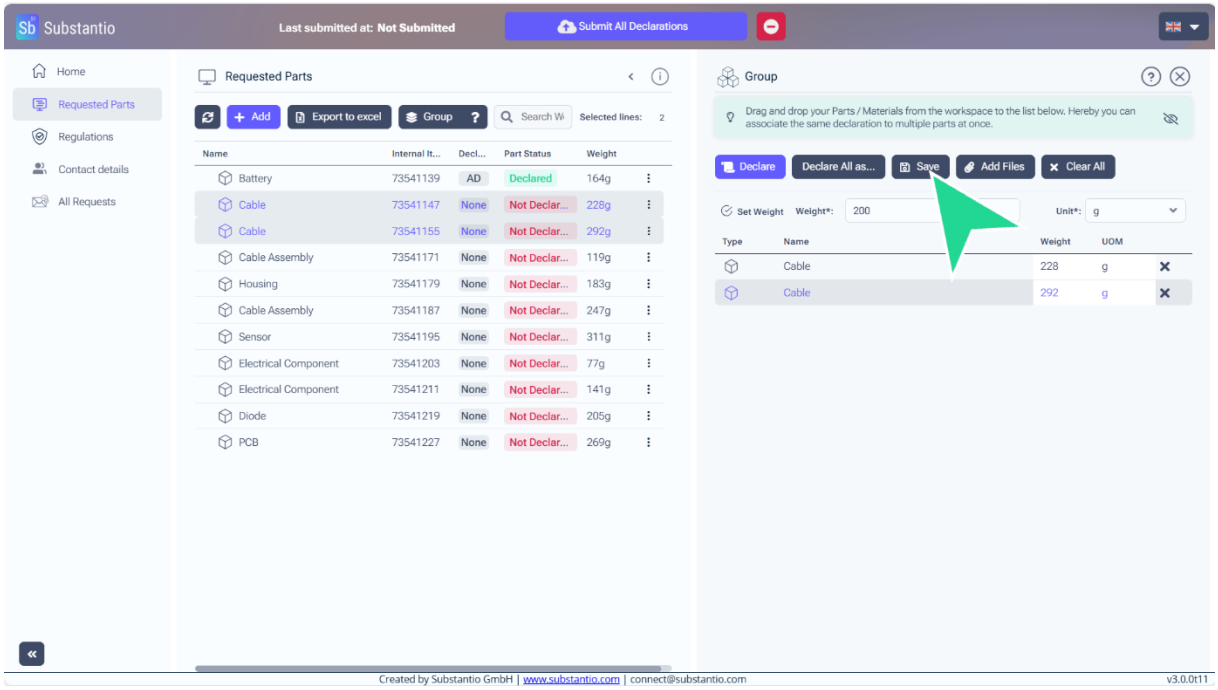
6. Or click the **Set Weight** check box, if your parts have the same weight.



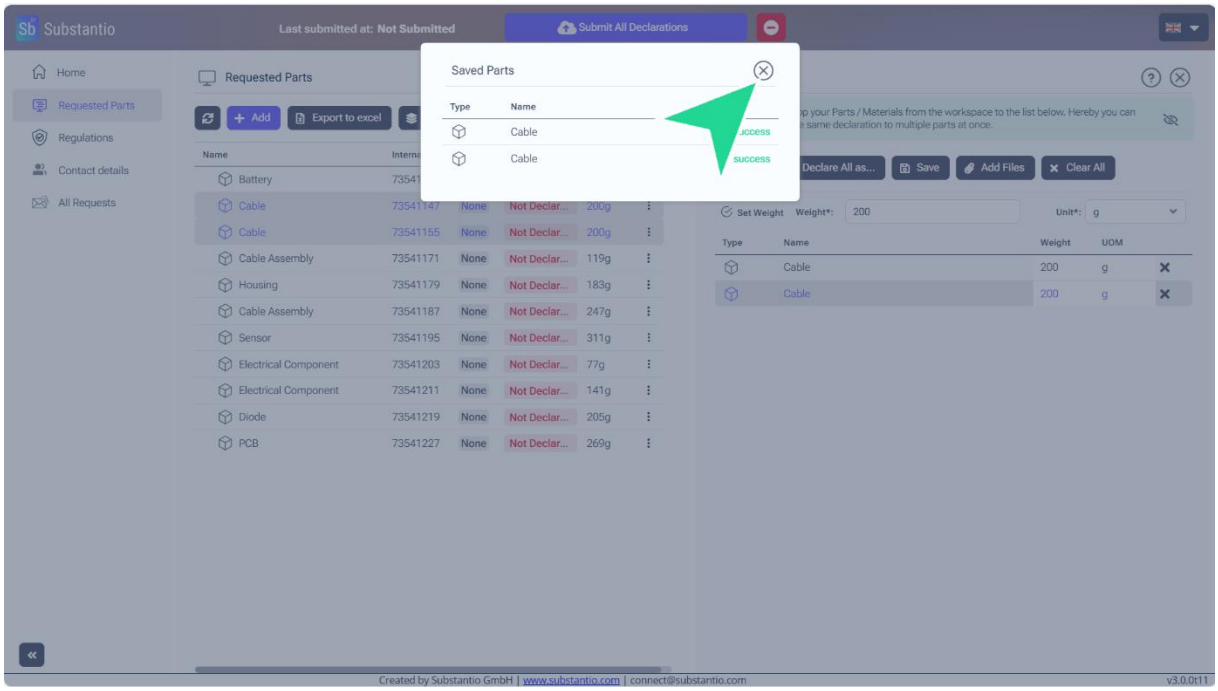
7. Click the Yes button.



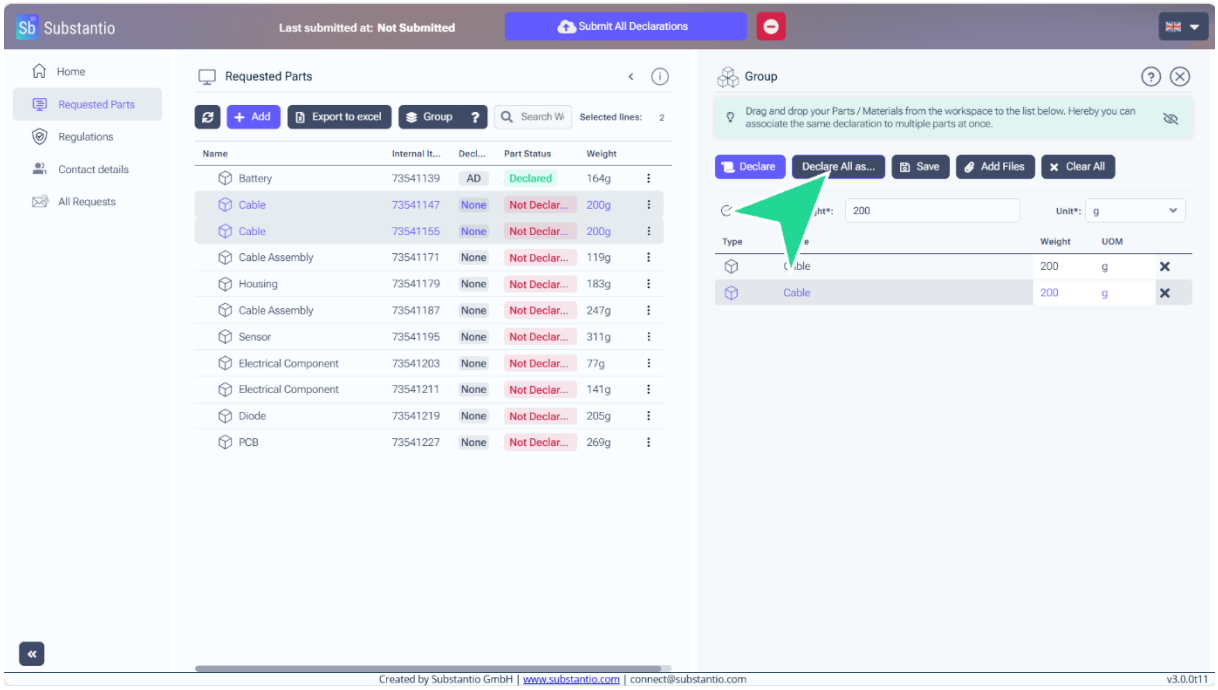
8. Set in the **Weight** for your parts.



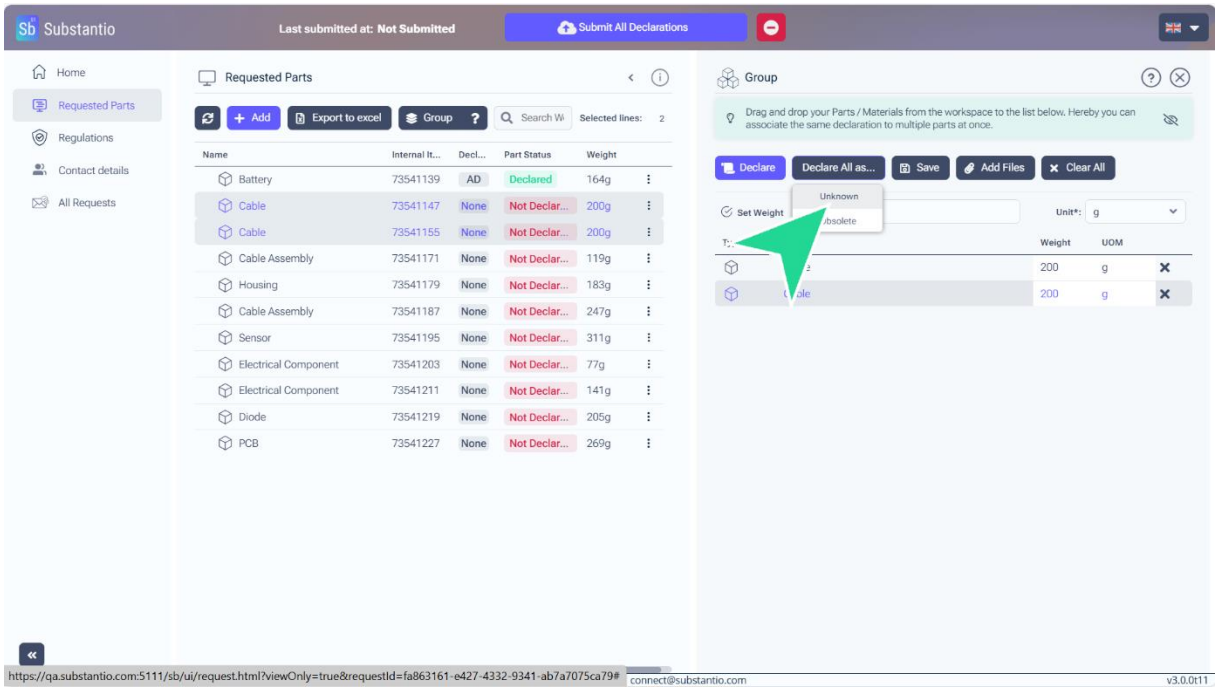
9. Click the **Save** button.



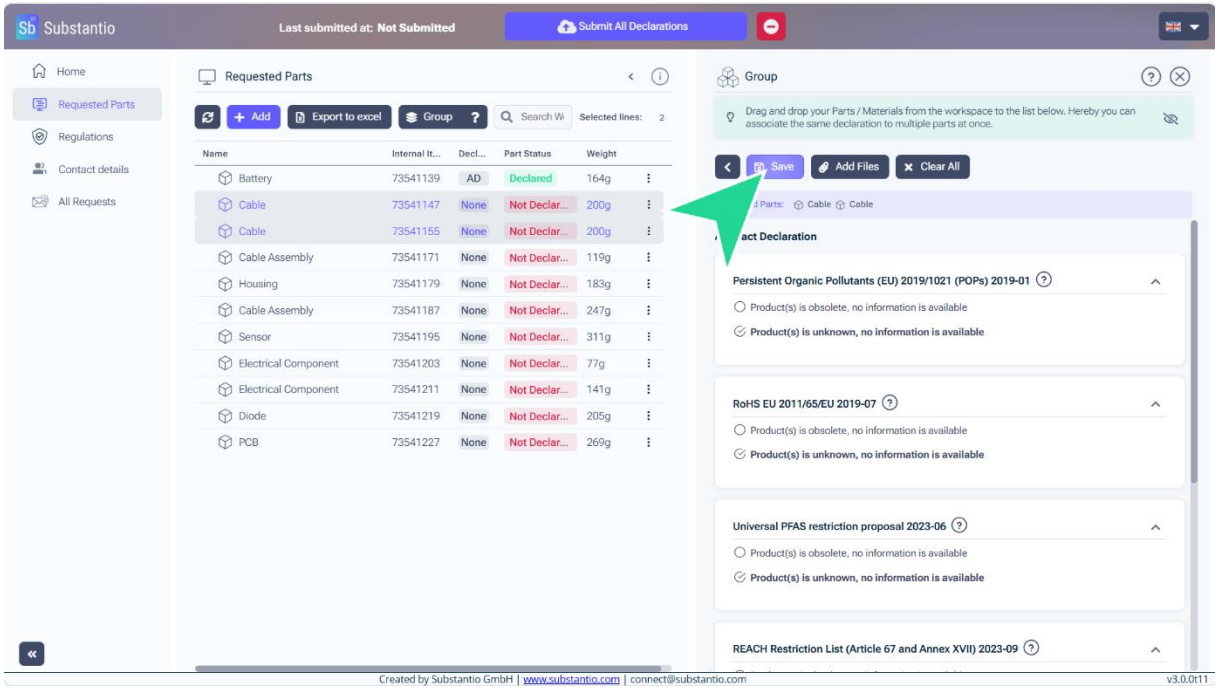
10. The program will show you, that its saved.



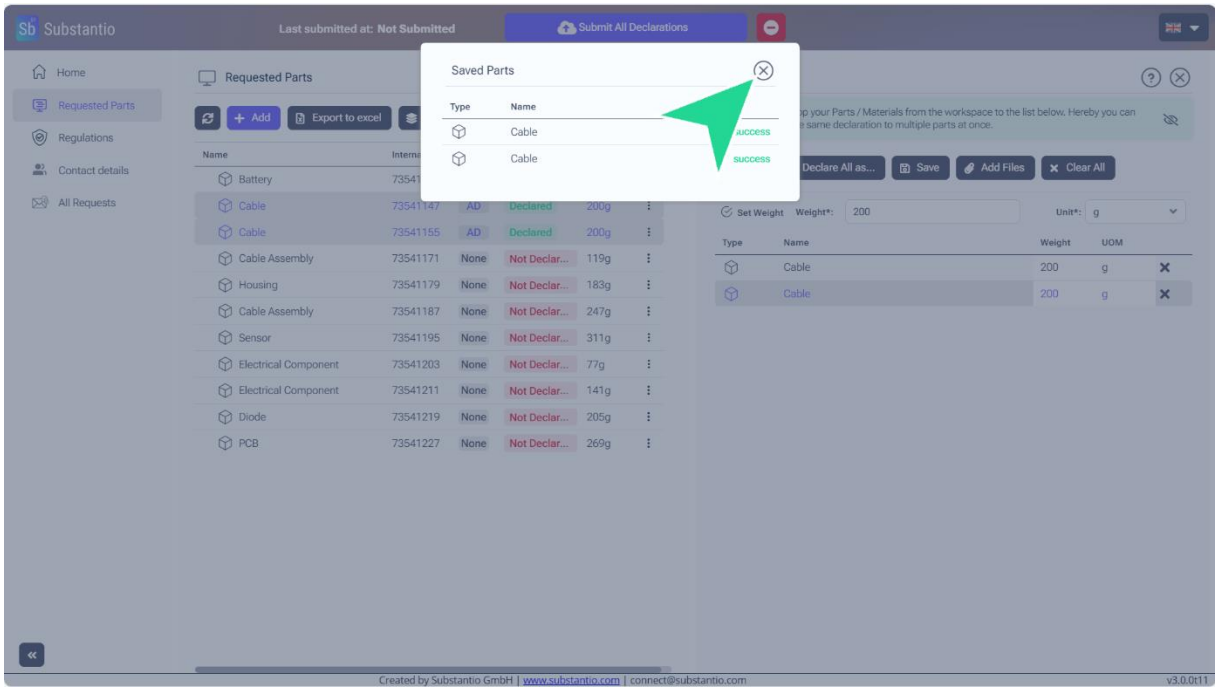
11. Click the **Declare All as...** button.



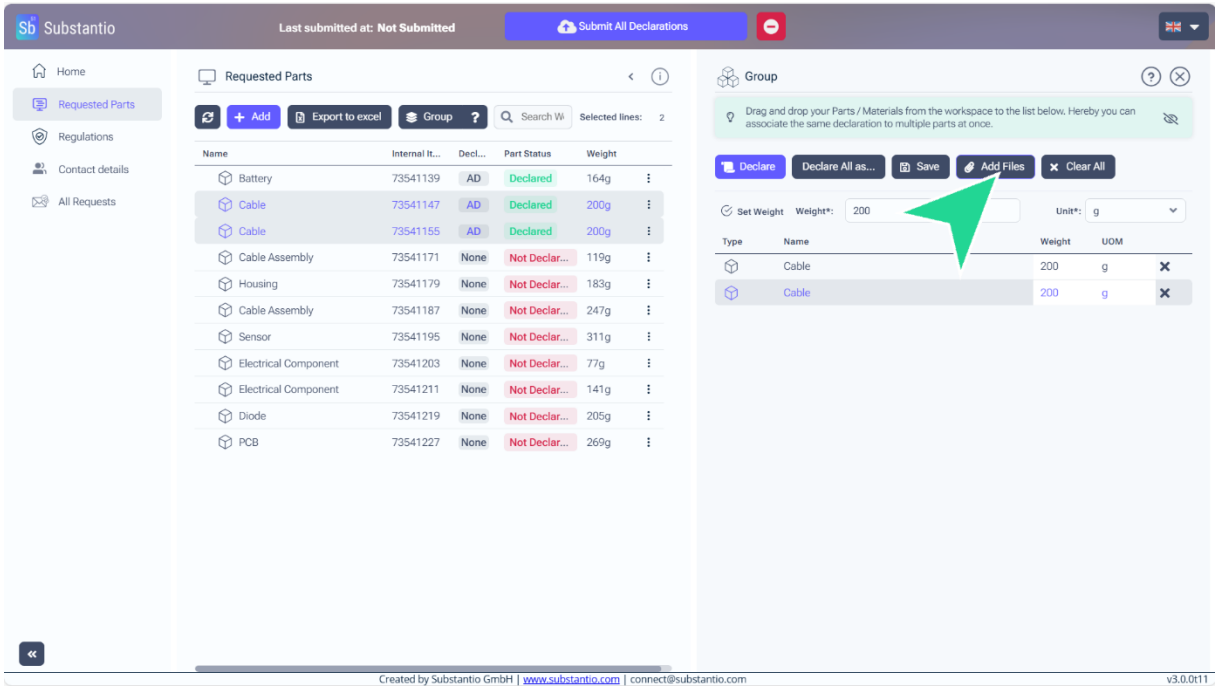
12. Select **Unknown** or **Obsolete** from the menu.



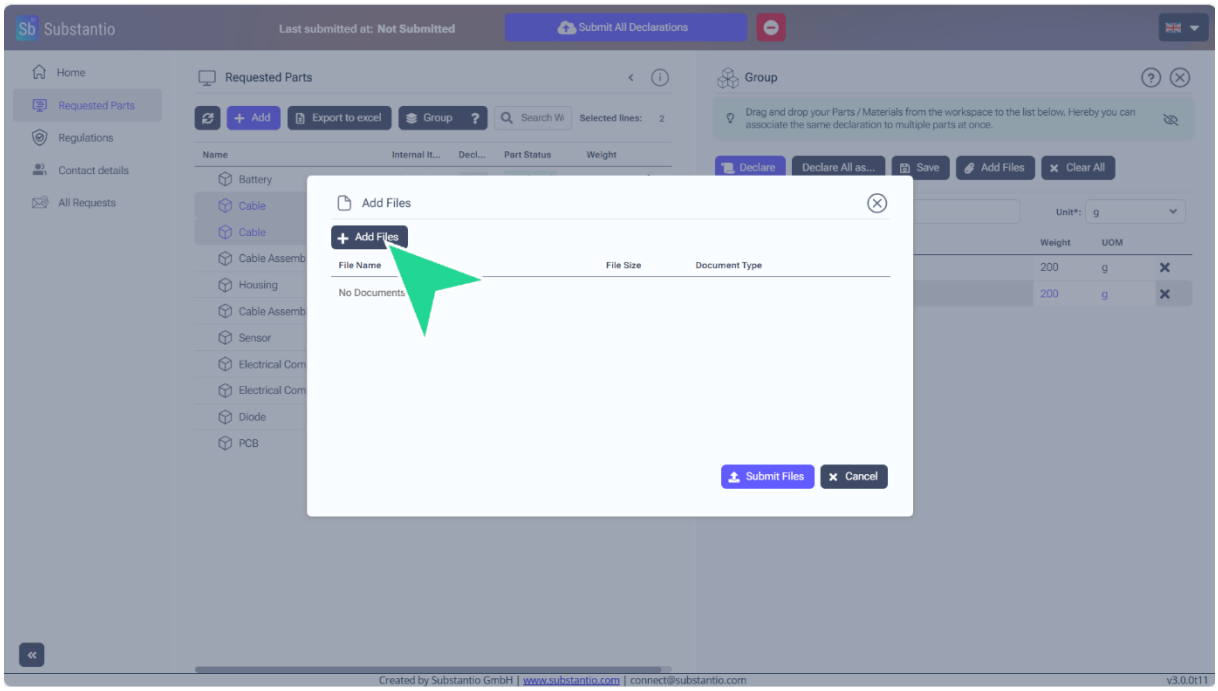
13. Click the Save button, to keep your changes.



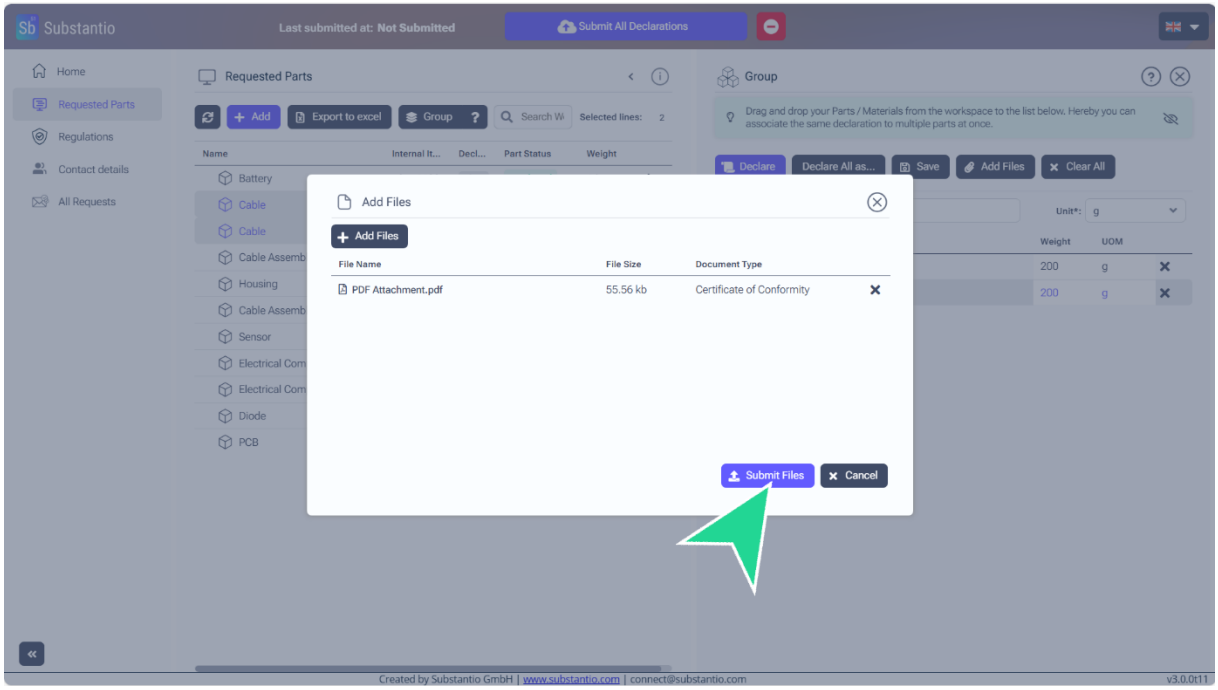
14. Now changes are saved successfully.



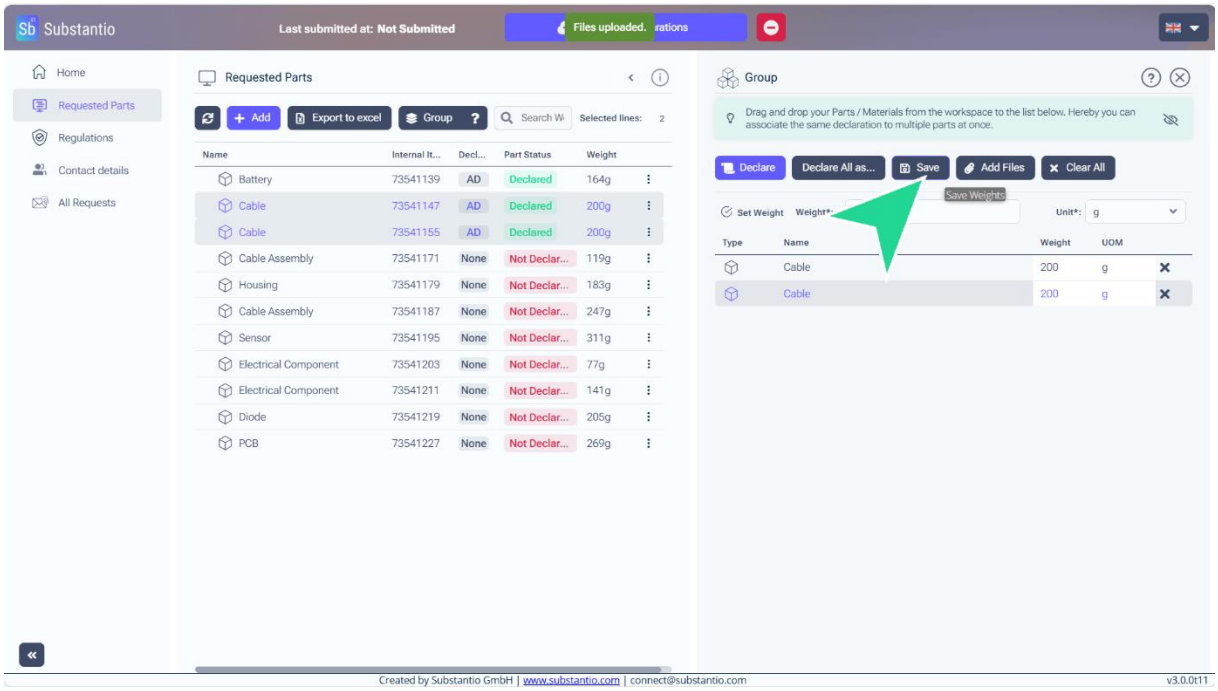
15. Click the **Add Files** button, if you have files which can confirm your specification.



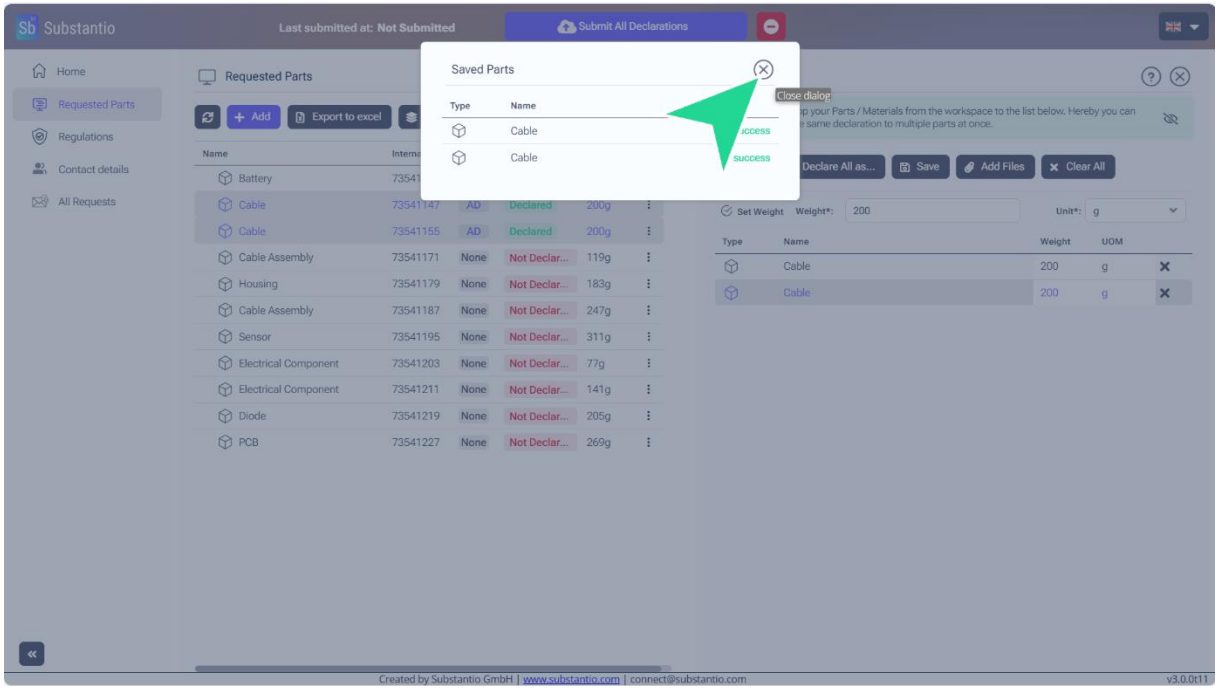
16. Click the **Add File** button.



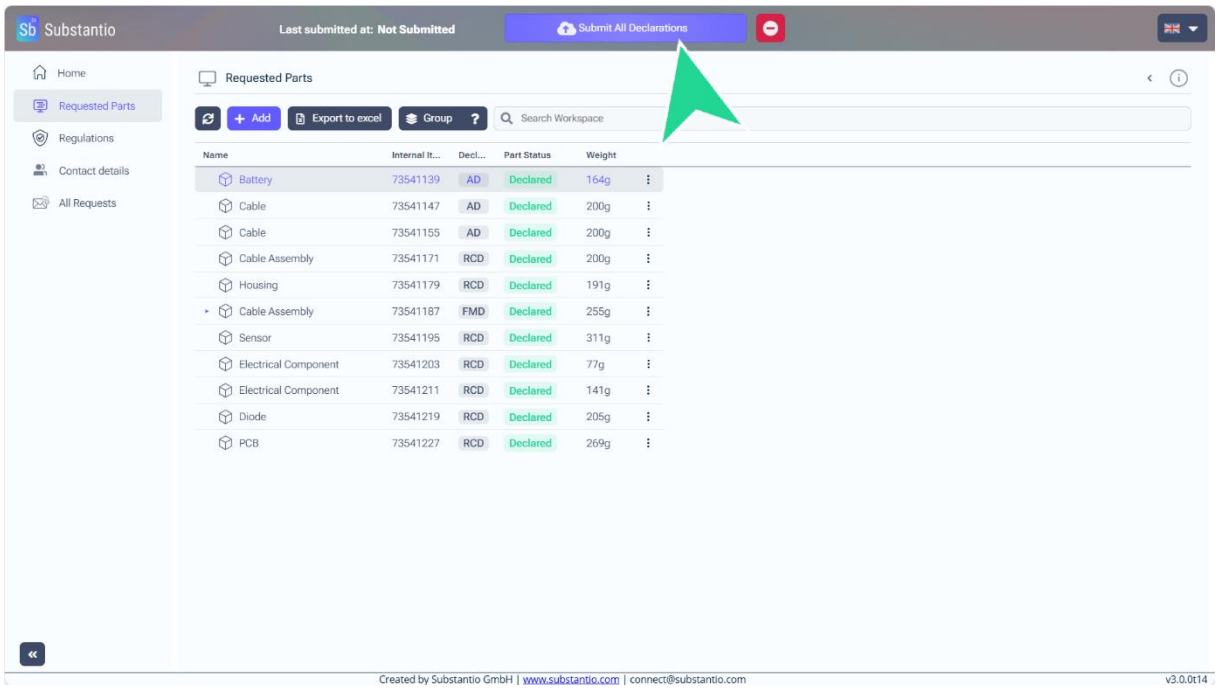
17. Click the **Submit Files** button, after you uploaded.



18. Than choose **Save.**



19. Your changes have been saved again.



20. Don't forget to select the blue **Submit All Declarations** button at the top, after you have finished declaring all of your products.