SUBSTANTIO

SUPPLIER GUIDE

RCD-REGULATORY COMPLIANCE DECLARATION

RCD – group of parts

This supplier guide is designed to help you use the Substantio software to create a detailed Regulatory Compliance Declaration (RCD) for the parts requested by your customer.

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

1. You accessed the Substantio platform via the link of your customer's email for substance compliance. Respond to the requests from your customer by clicking the **Declare now** button

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. Click the **Set Weight** check box, if your parts have the same weight.

6. Click the **Yes** button.

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

8. And choose the **unit.**

9. Click the **Save** button.

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

11. Click the **Declare** button.

12. Click the **Create** button to declare your Regulatory Compliance Declaration.

13. Choose if your product contains substances above the thresholds of the specific regulation or not, by clicking the right check box.

14. Example RoHS: If your product contains a substance that is above the thresholds set by the regulation, than click **Product DOES contain...**

15. and the **Add Substance Category** button.

16. Click on the substance contained in the part.

17. Click the **Apply** button.

18. Fill in the Concentration to provide the concentration level of the substance present in your product.

19. Click the **Exemption** button, to choose the exemption for the part.

20. Click on the Exemption with applies for the part.

21. Click the **Apply** selected Exemptions button.

22. That's how it should look like.

23. Example REACH: Click the check box **Product DOES contain...** if your Product contains any REACH registered substances.

24. Click the **Add Substance Category** button.

25. Choose your substance by clicking the **+** button.

26. Click the **Apply** button.

27. Than fill in the **Concentration** of the substance in percent.

28. Click the **Save** button.

29. Now the Declaration has been successfully saved.

30. Choose the **Add Files** button.

31. Please upload a document of conformity, to validate your declaration. To do so, click the **Add File** button.

32. After selecting your document. Click the **Submit Files** button for loading the file up.

33. **Save** it again.

34. It's saved.

35. When you are ready with the declaration of <u>all</u> parts click the **Submit All Declarations** button at the top, to send them to your customer.

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