SUBSTANTIO

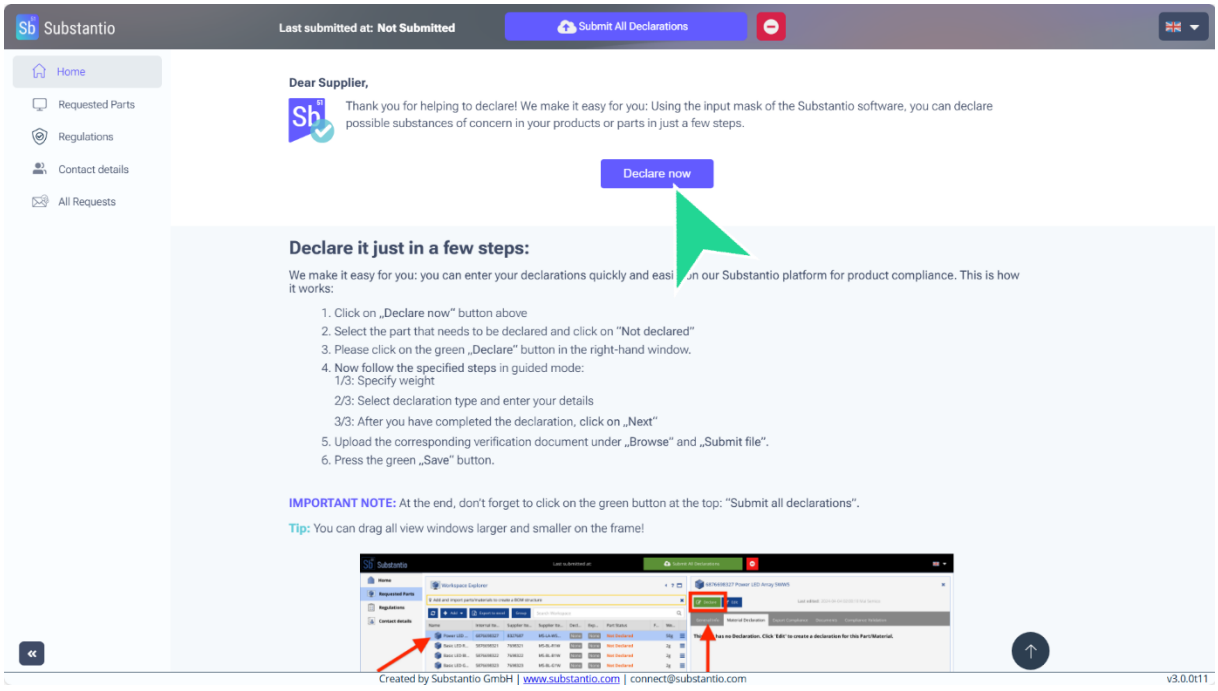
# SUPPLIER GUIDE

## RCD-REGULATORY COMPLIANCE DECLARATION

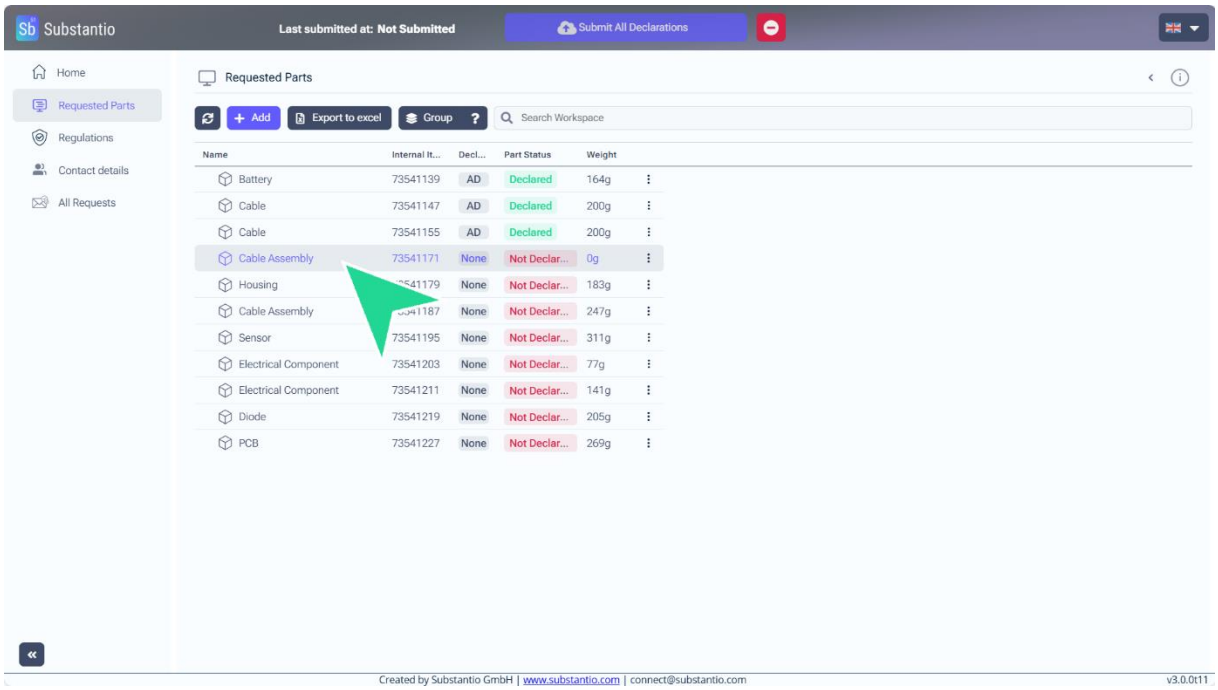
## RCD - single part

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.

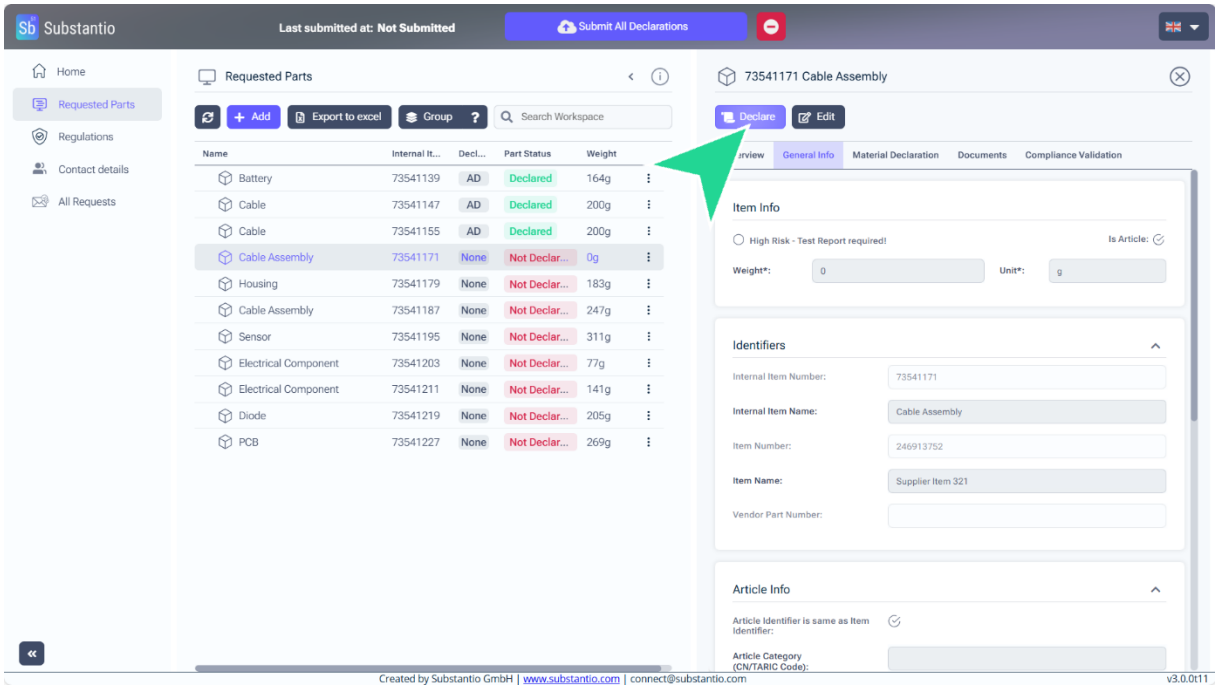
It includes the declaration of a single part.



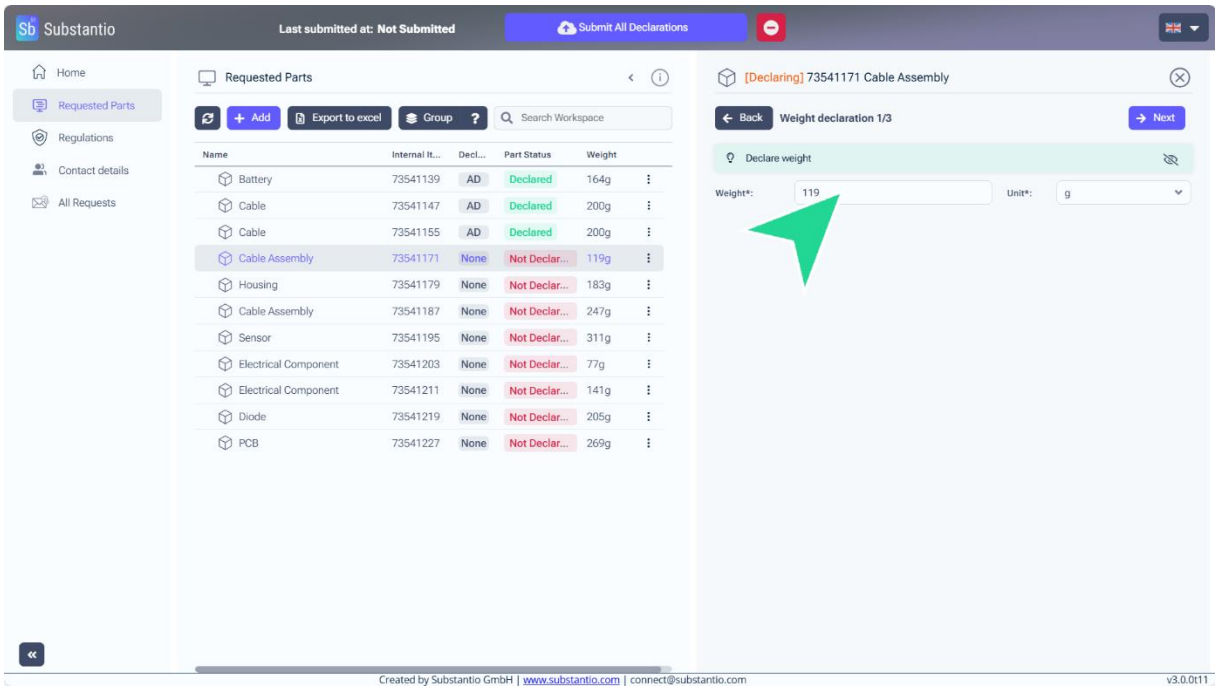

1. Select the **Declare now** button to start your declaration process.



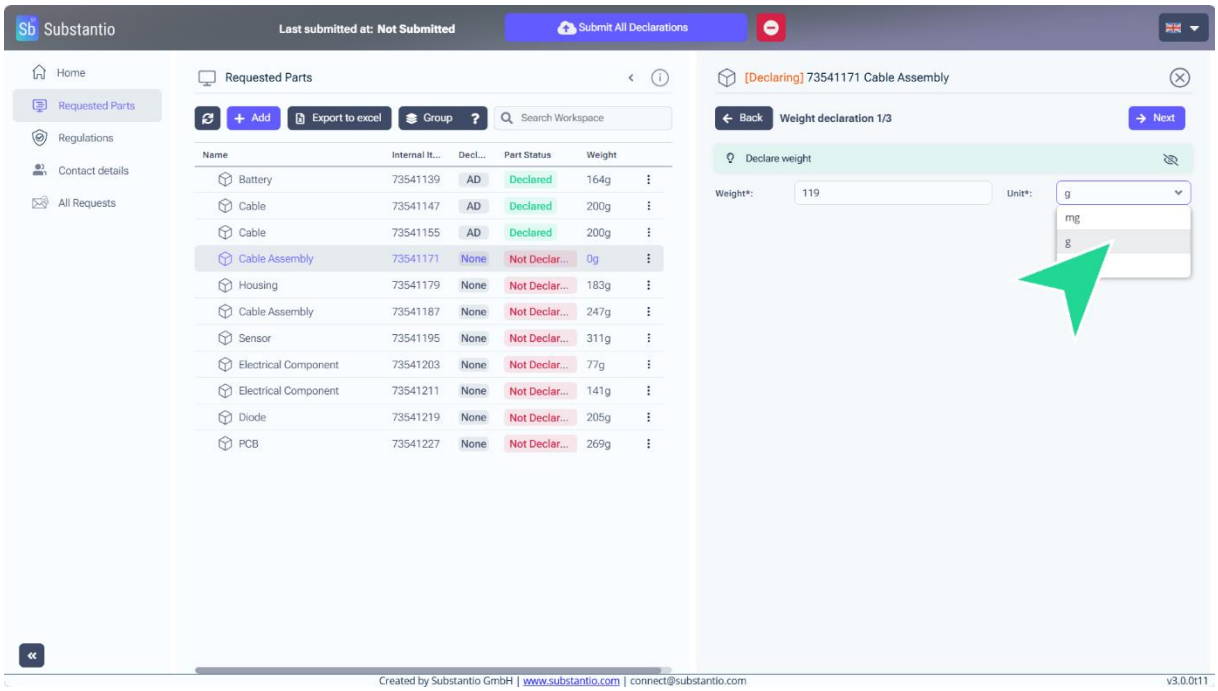

2. Click on a requested part to expand a window on the right side and see more details.



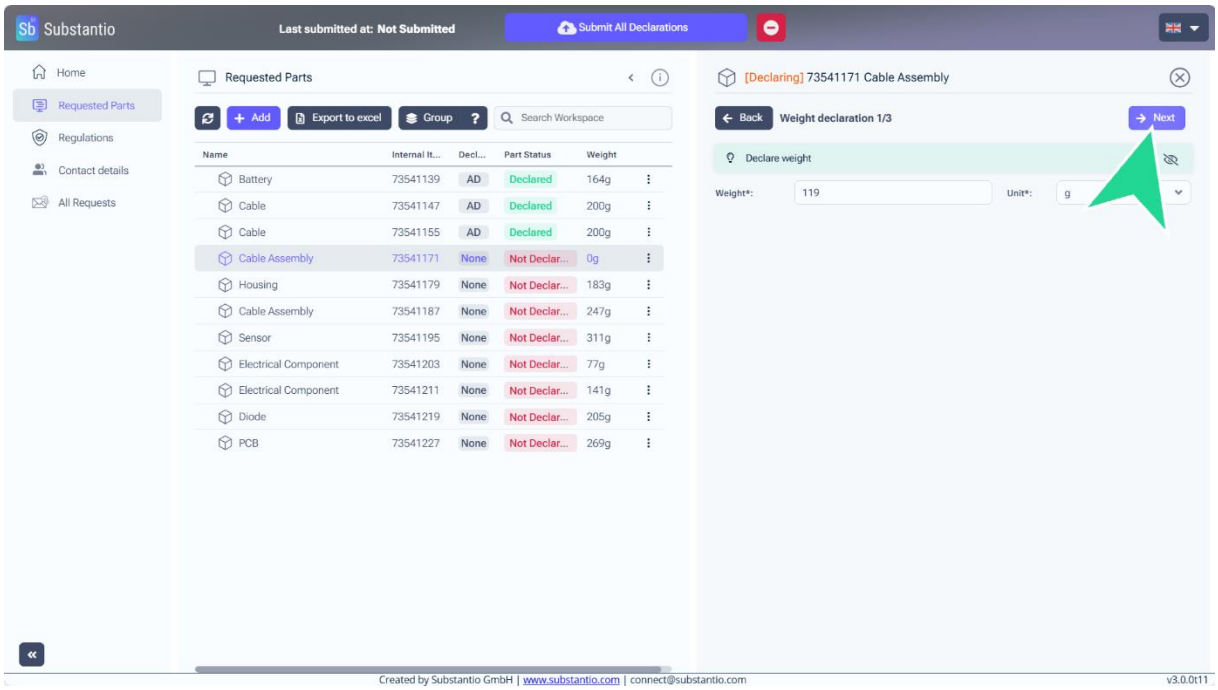

3. To begin declaring your data for a selected part, click the **Declare** button.



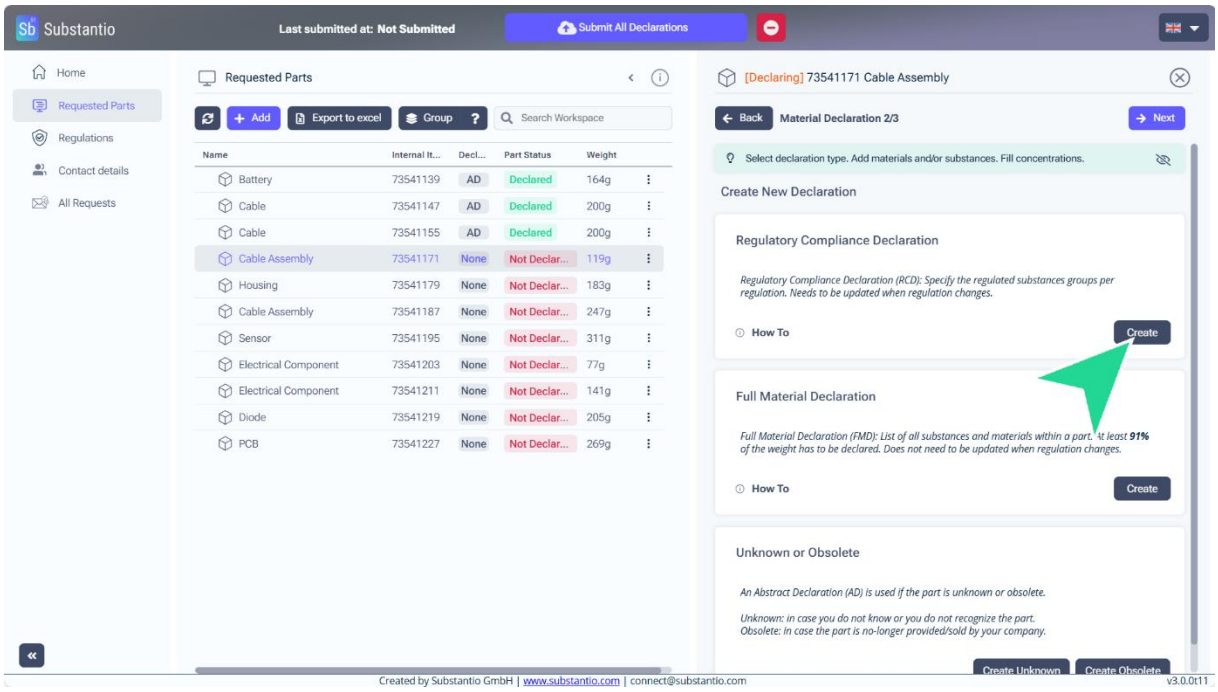

4. Enter the **weight** of the part in the designated field.



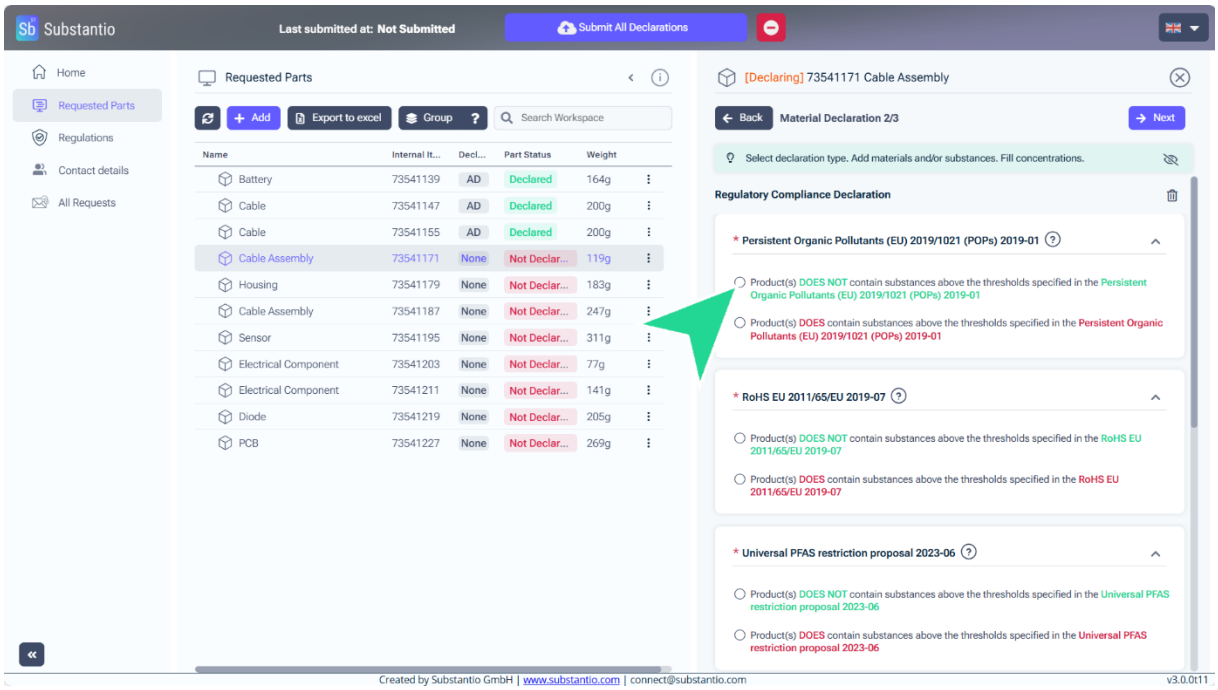

5. Open the unit combo box to pick the right unit of measurement.



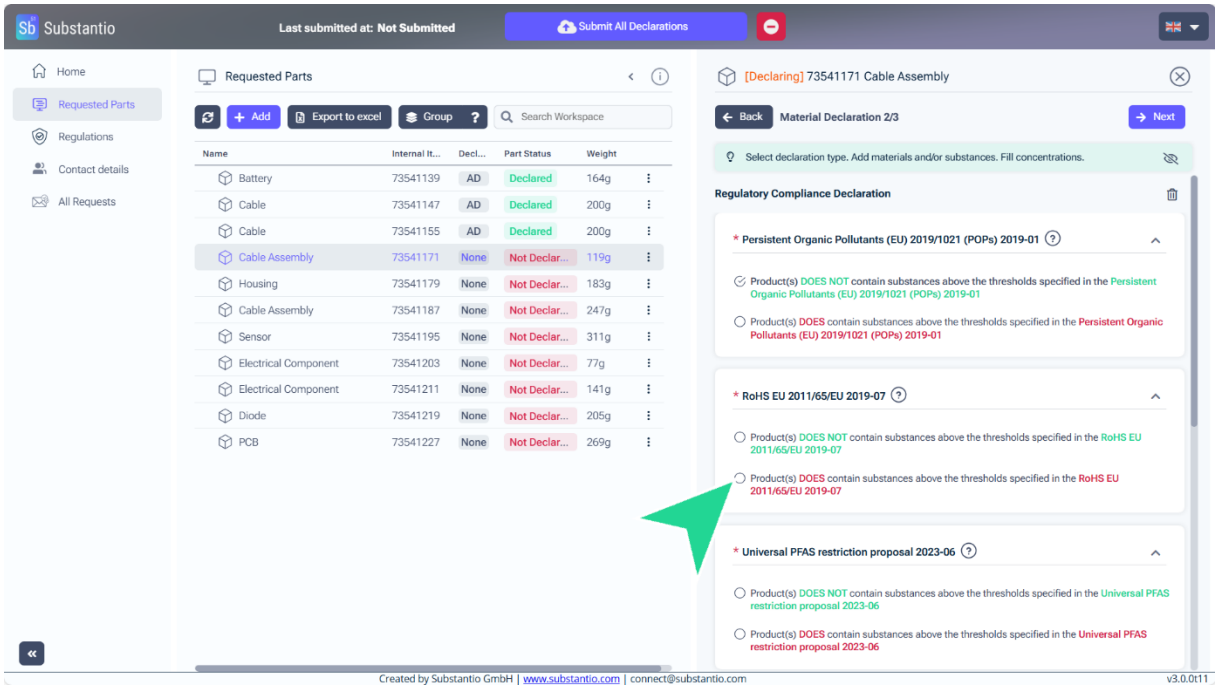

6. Click the **Next** button to continue with the declaration process.



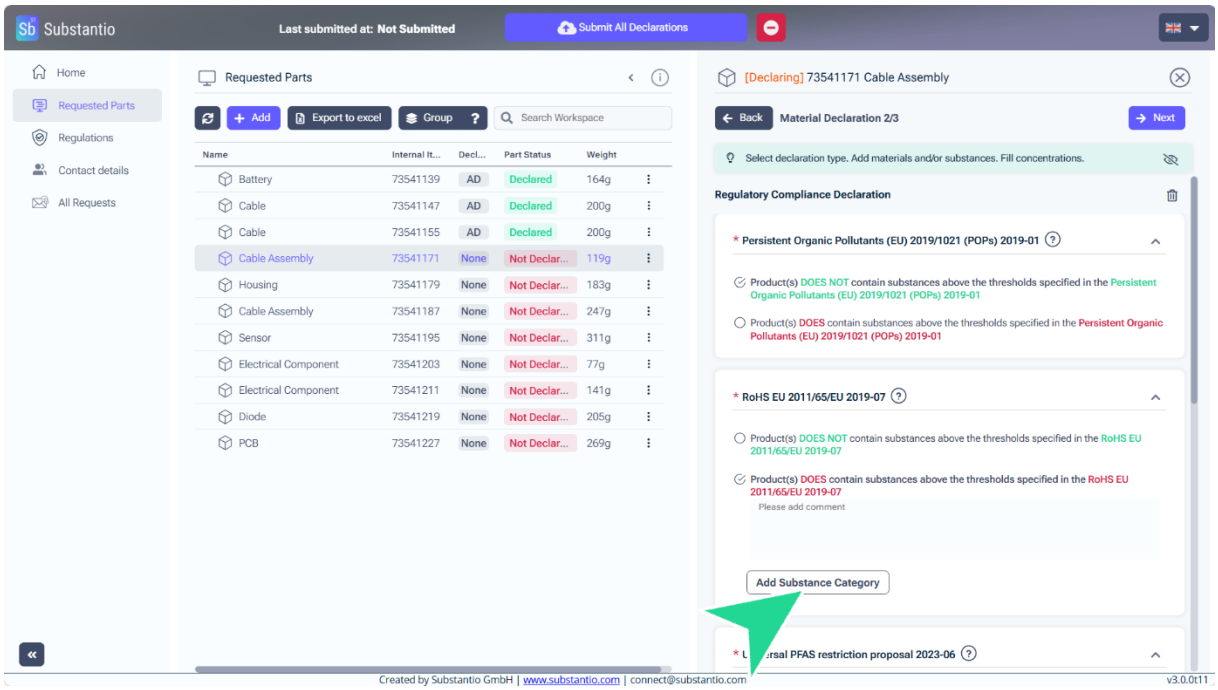

7. The Regulatory Compliance Declaration (RCD) section allows you to indicate which regulated or restricted substances are present in your product. Click the **Create** button to get started.



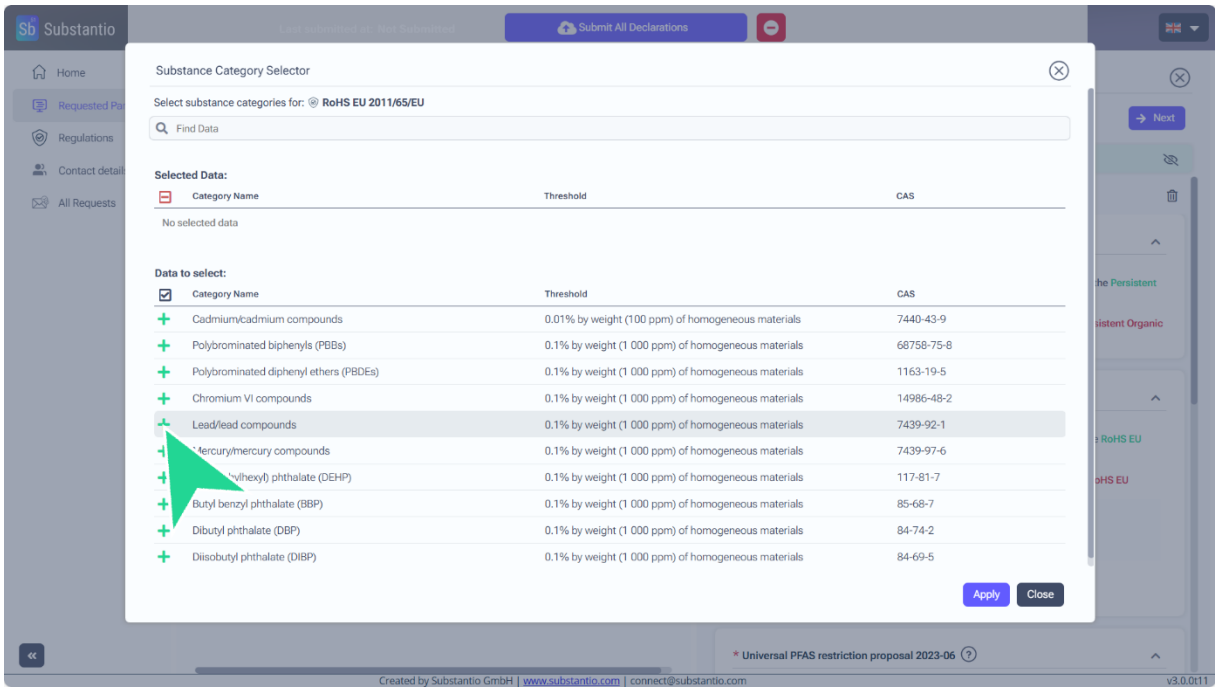

8. To state whether your product contains substances above the limits set by specific regulations, click the correct box.



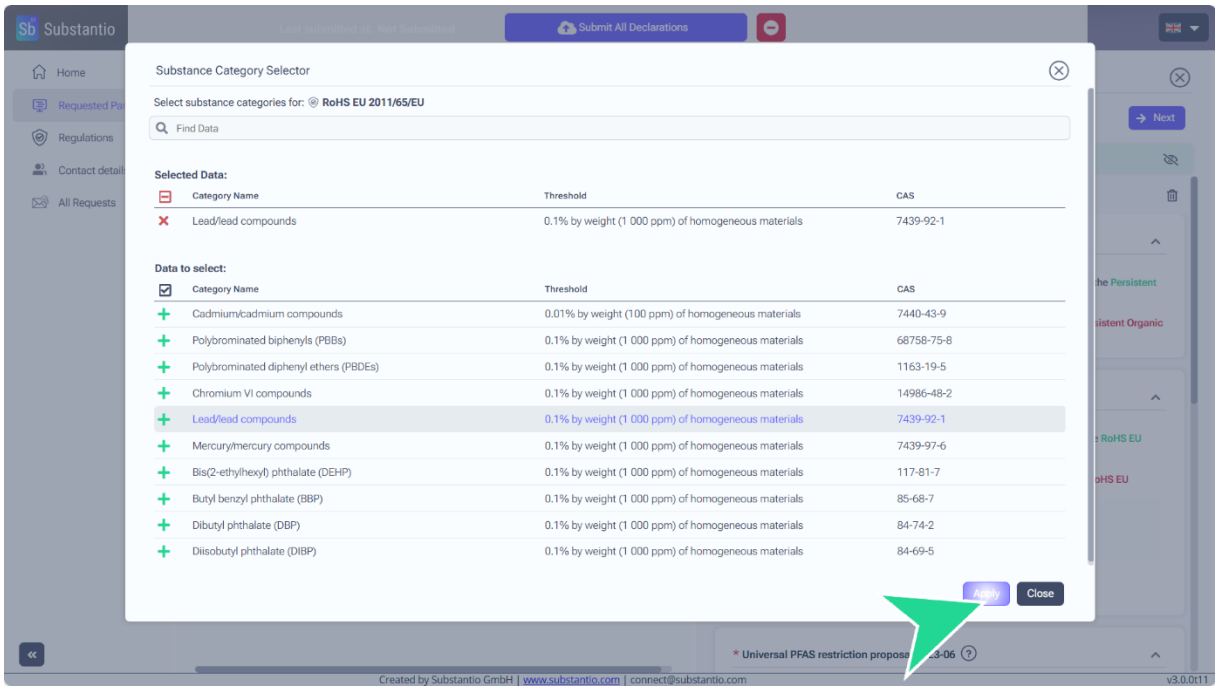

9. Example RoHS: If your product contains substances above the regulation thresholds, click the checkbox **Product DOES contain...**



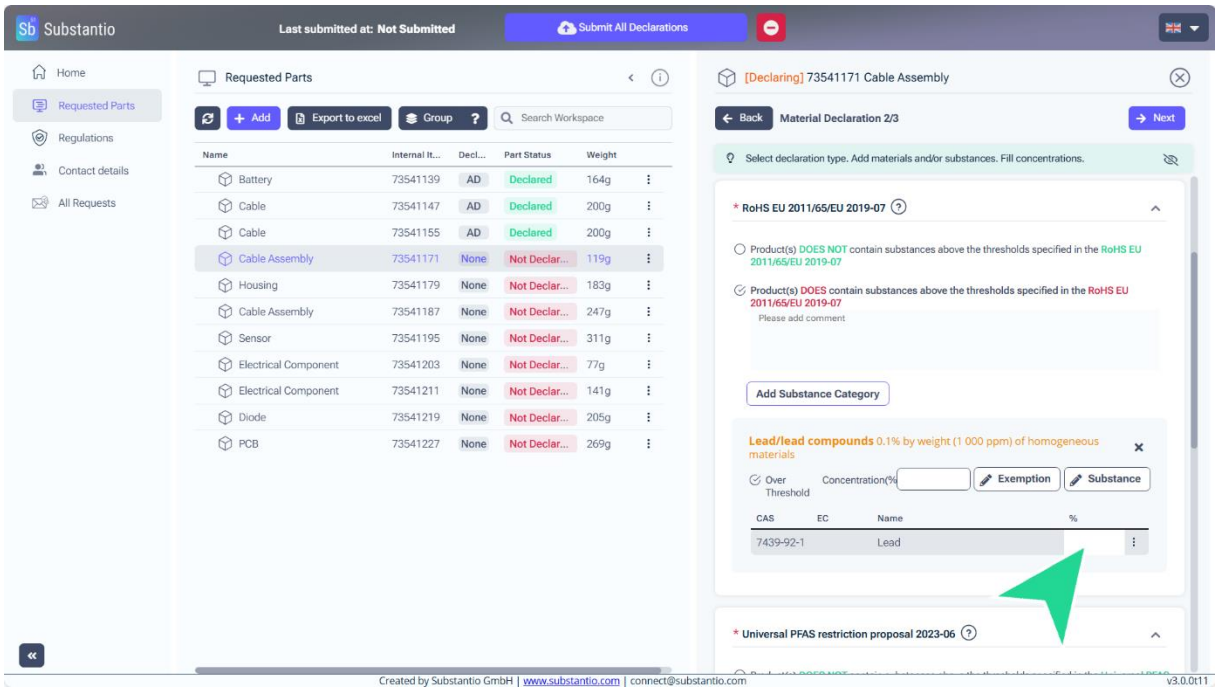

10. and then click the **Add Substance Category** button



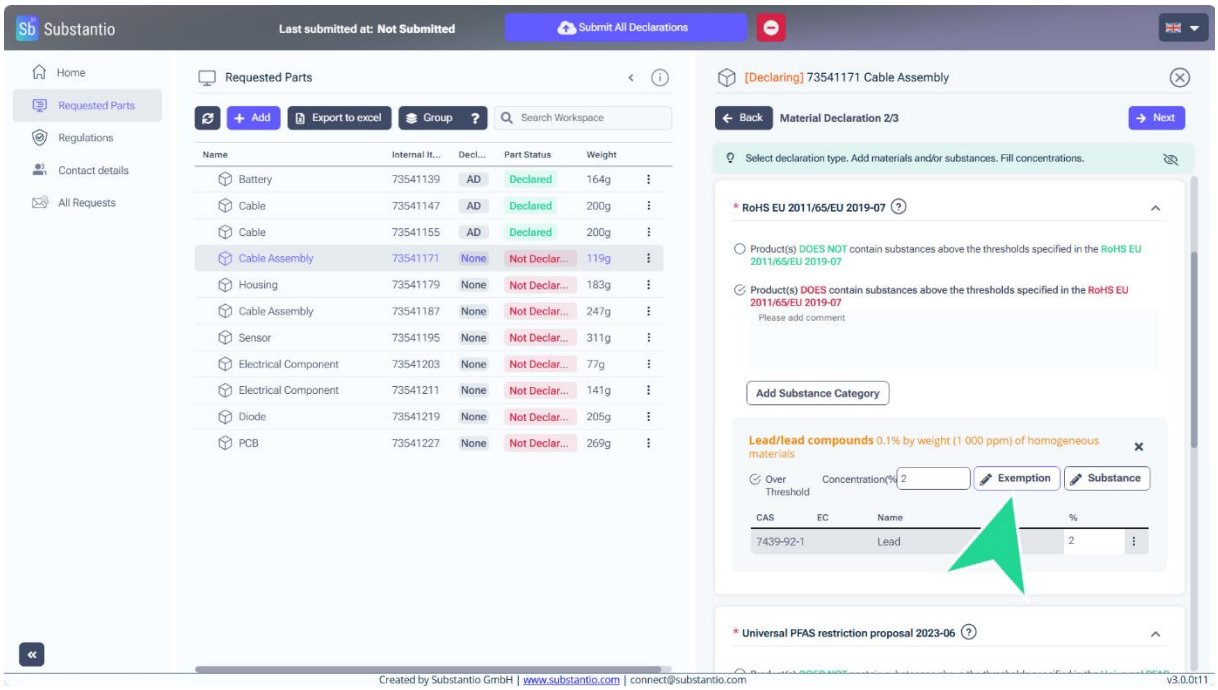

11. Find the relevant substance and click the **+** icon to add it.



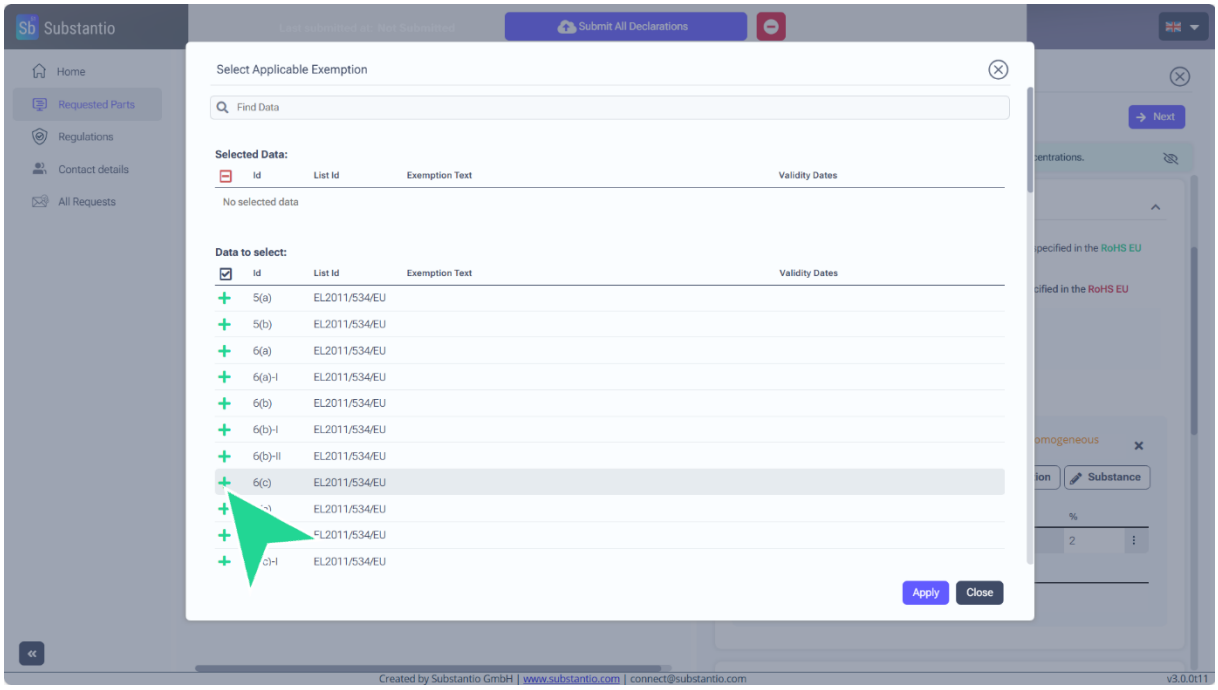

12. Click the **Apply** button to confirm your selection.



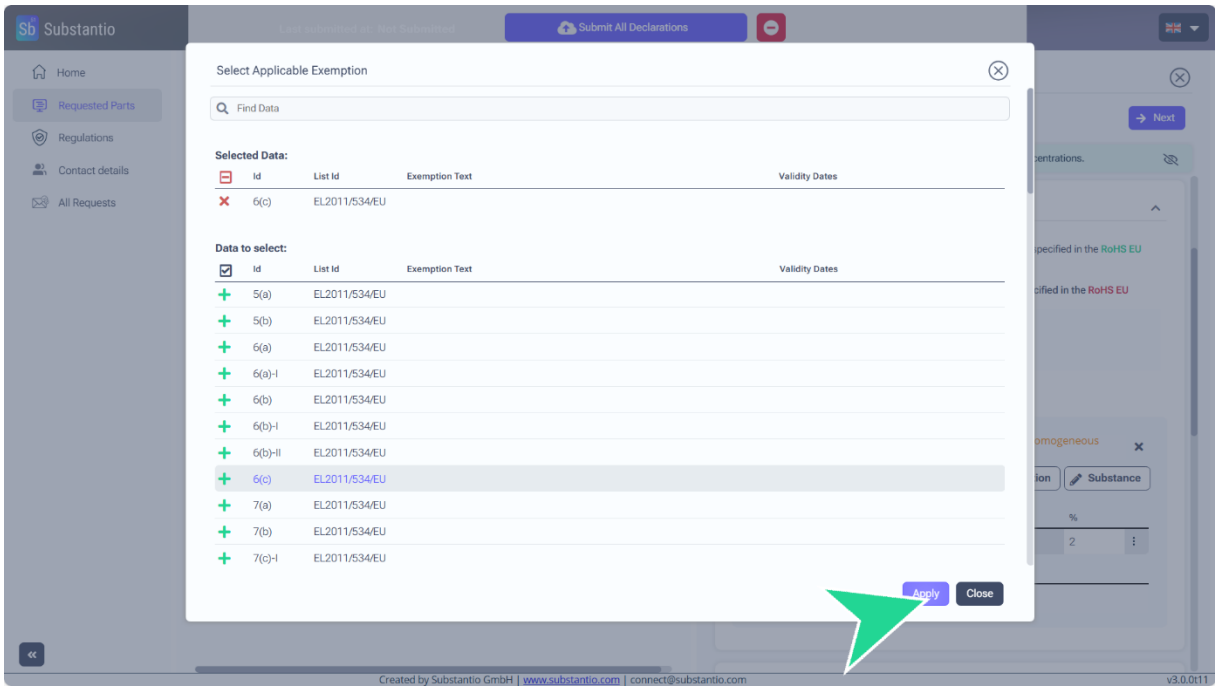

13. Click to enter the concentration (in percent) of the substance that is present in your product.



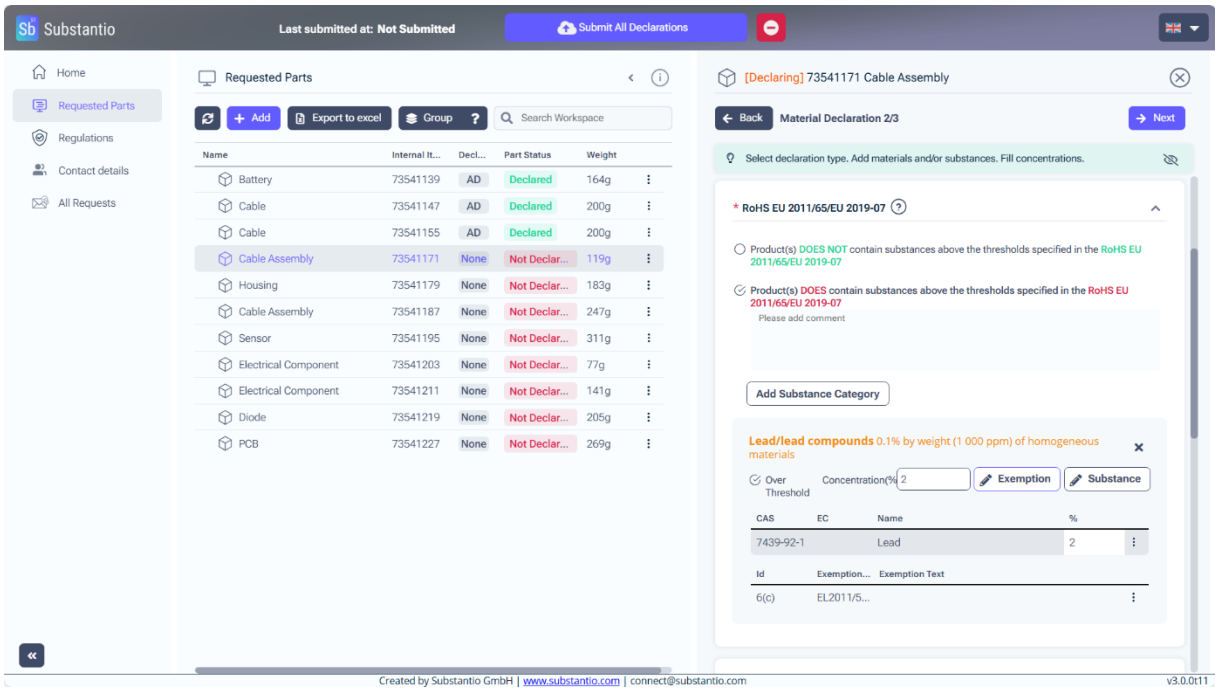

14. Click the **Exemption** button to declare if your product qualifies for any exemptions.



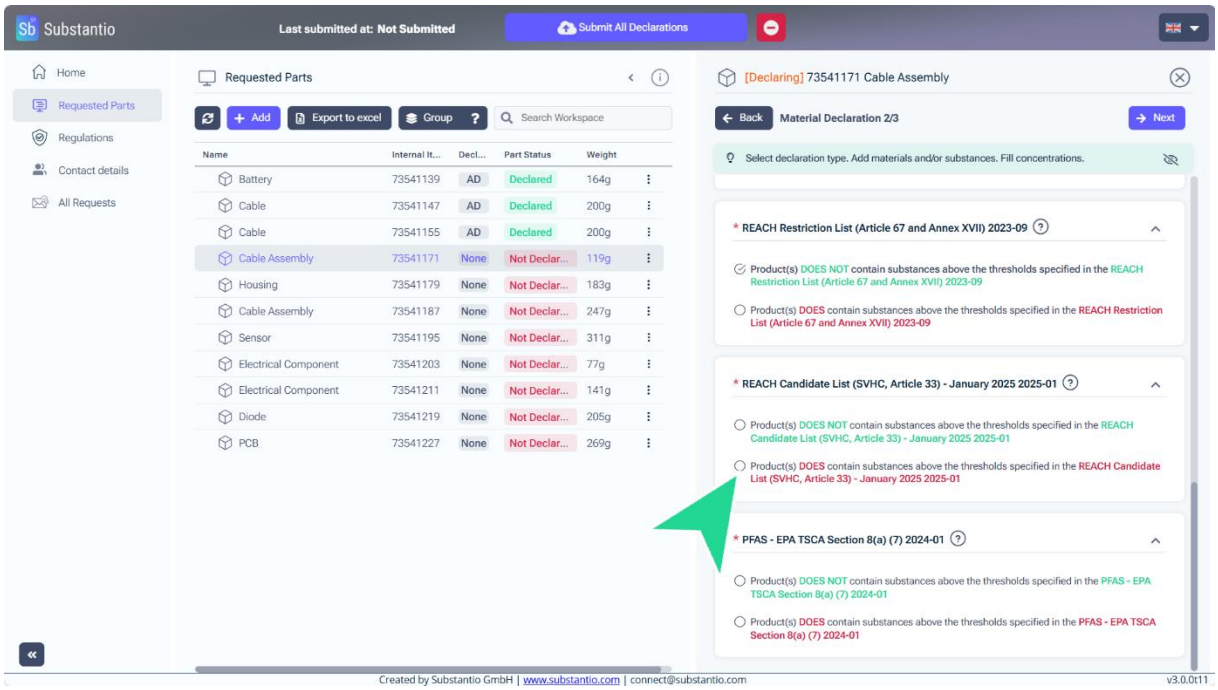

15. Select the exemption that matches your part by clicking on it.



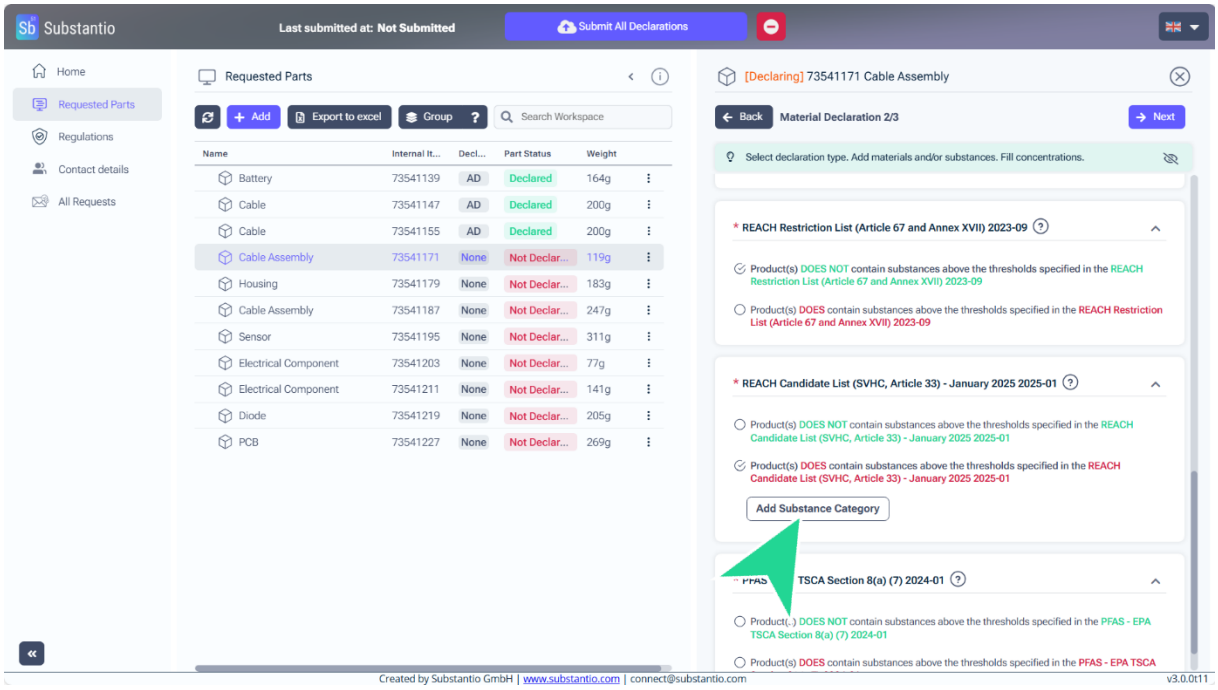

16. Click the **Apply** button to save your changes.



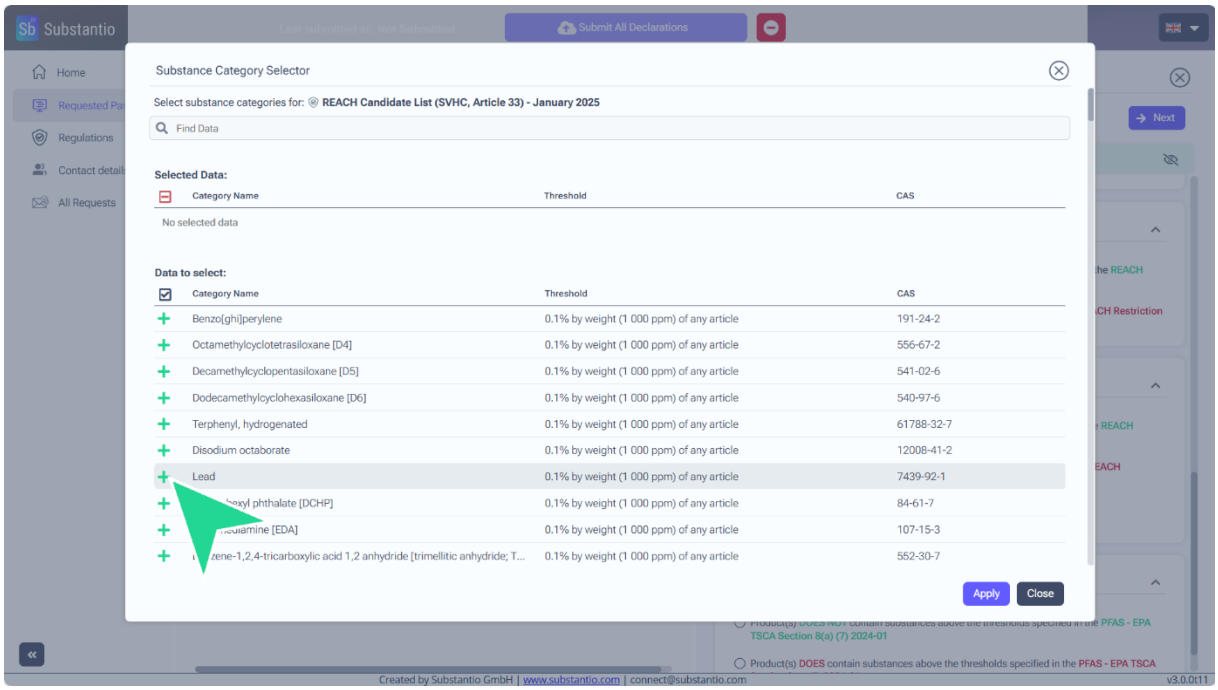

17. That is how it should look like.



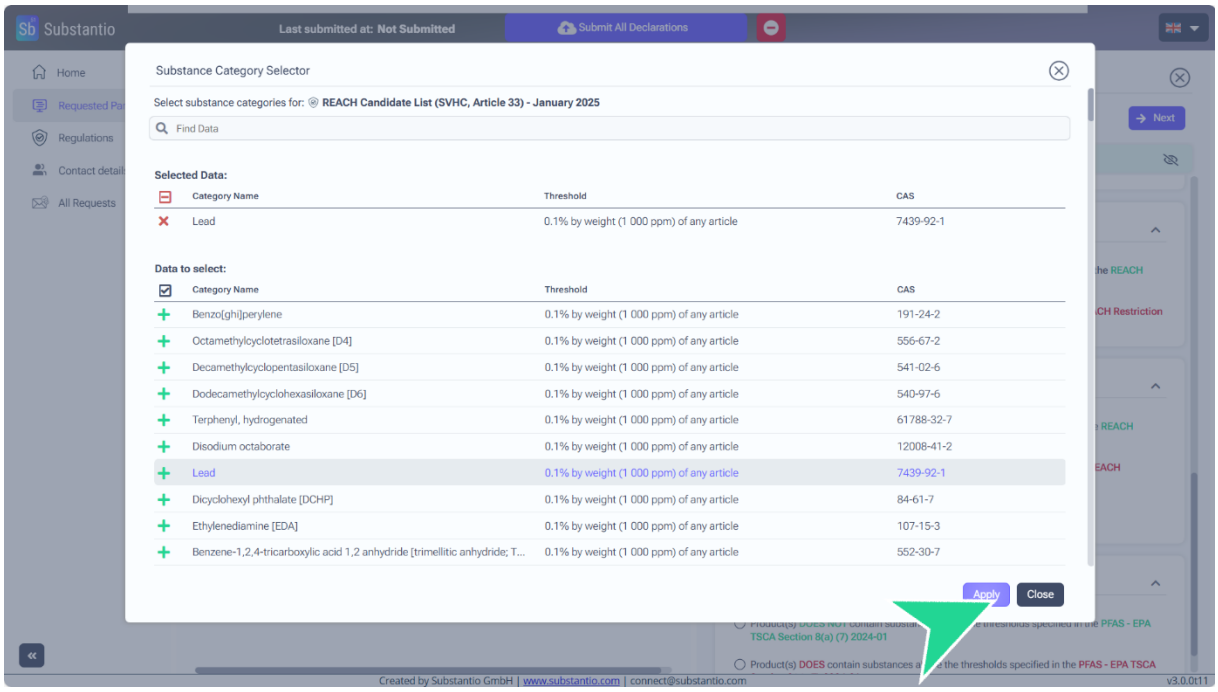

18. Example REACH: Click the check box **Product DOES contain...** if your Product contains any REACH registered substances.



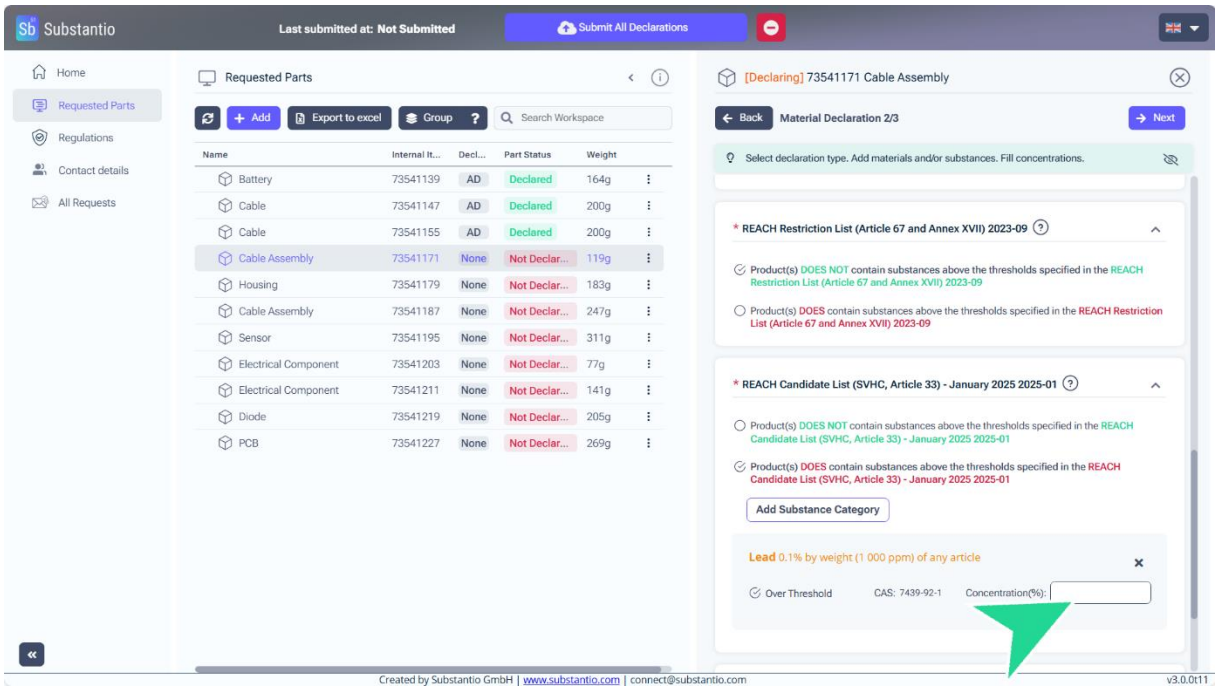

19. Click the **Add Substance Category** button.



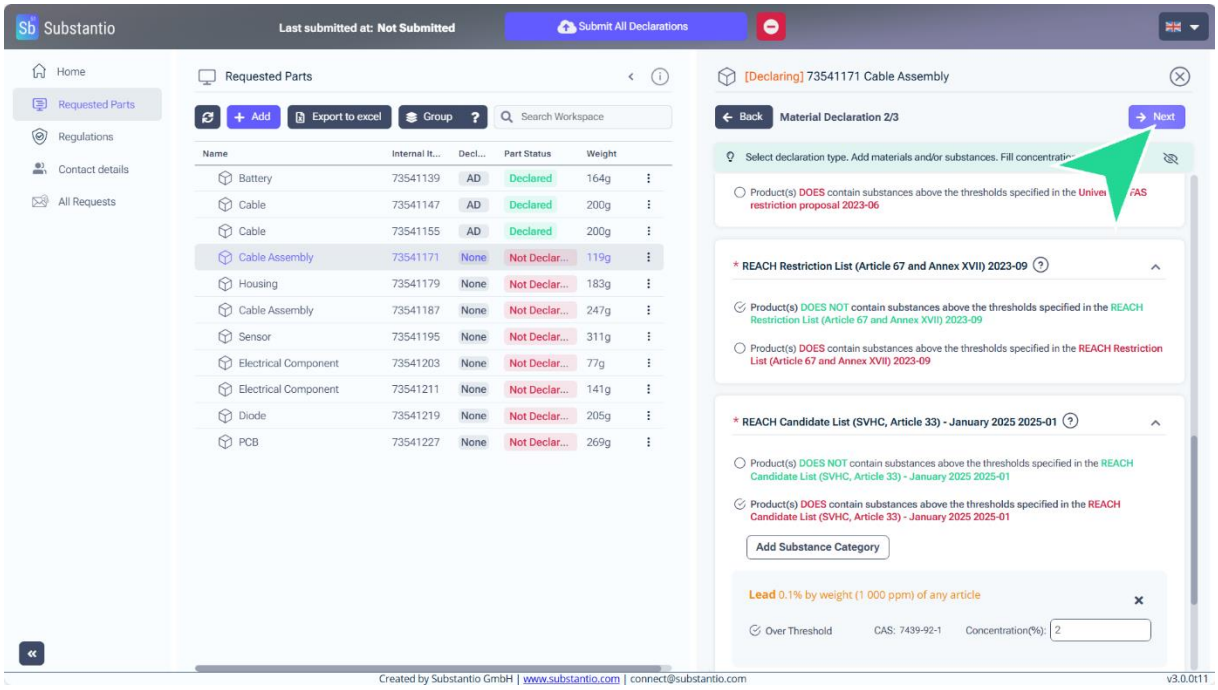

20. Choose your substance by clicking the + button.



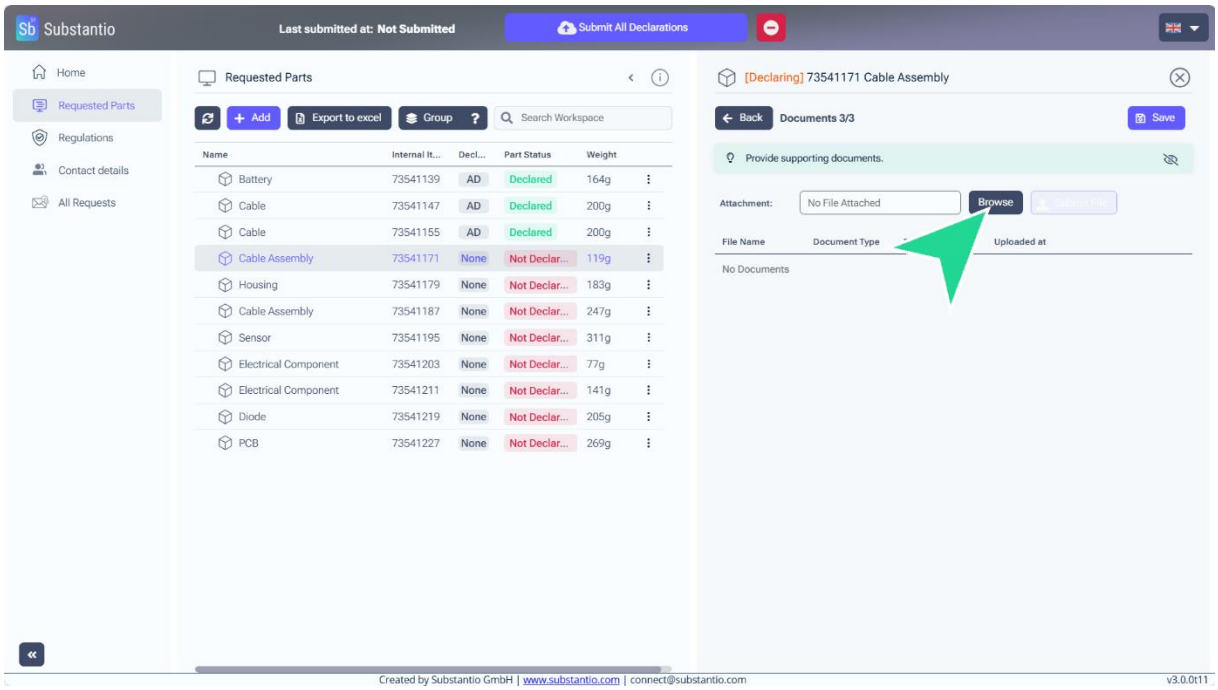

21. Click the **Apply** button.



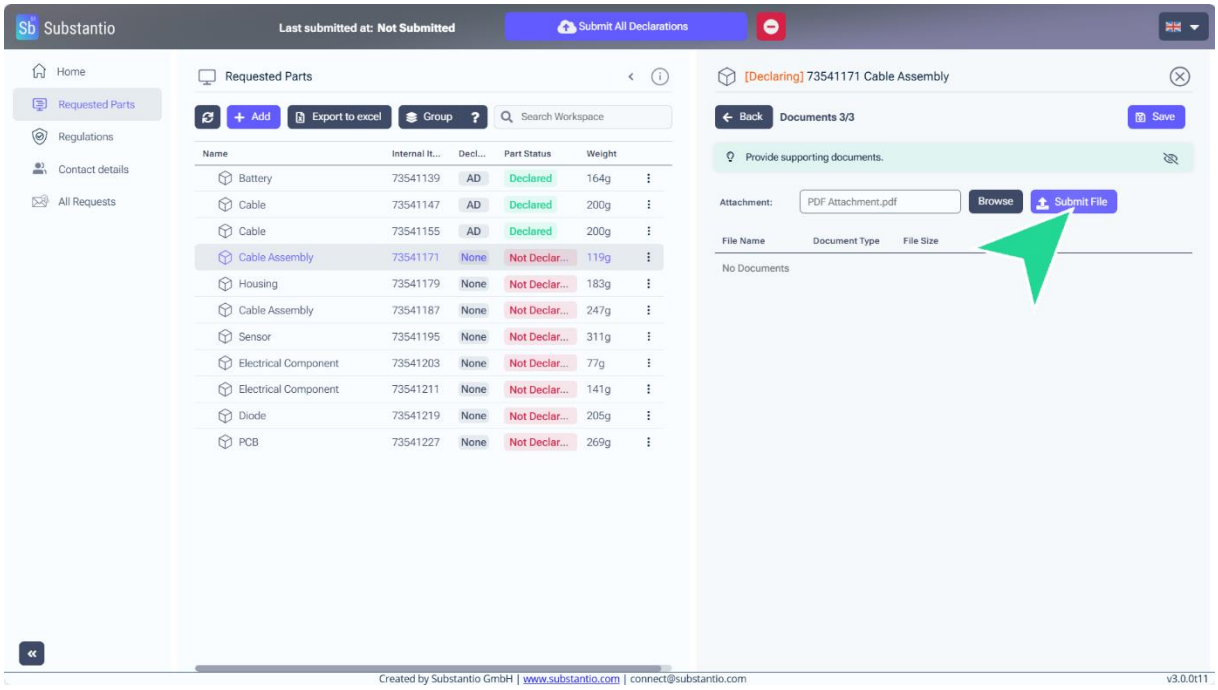

22. Enter the concentration of the substance in percent for an accurate declaration.



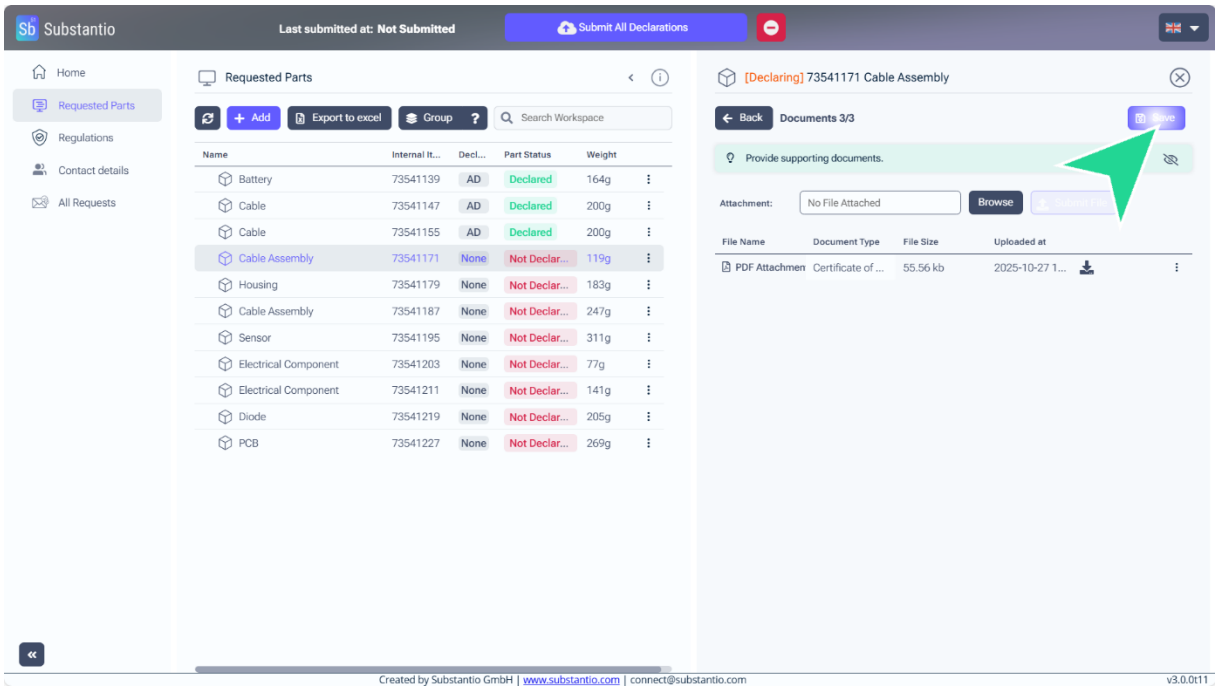

23. Click the **Next** button.



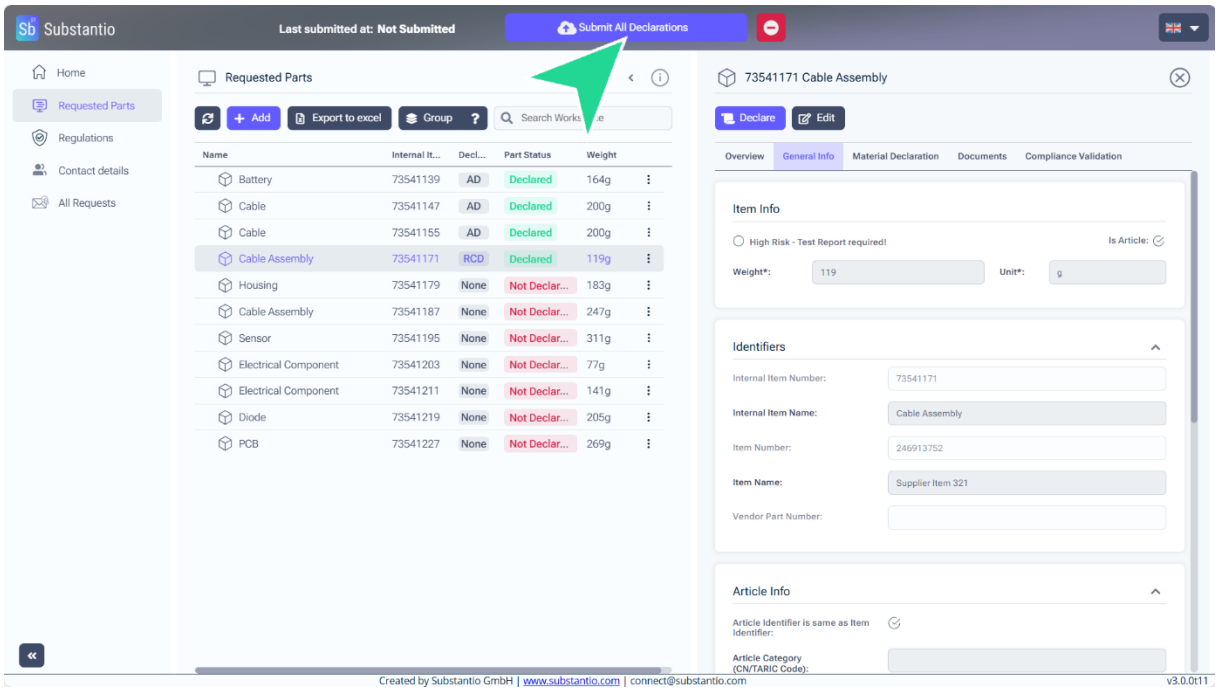

24. Upload a document of conformity to validate your declaration by clicking the **Browse** button.



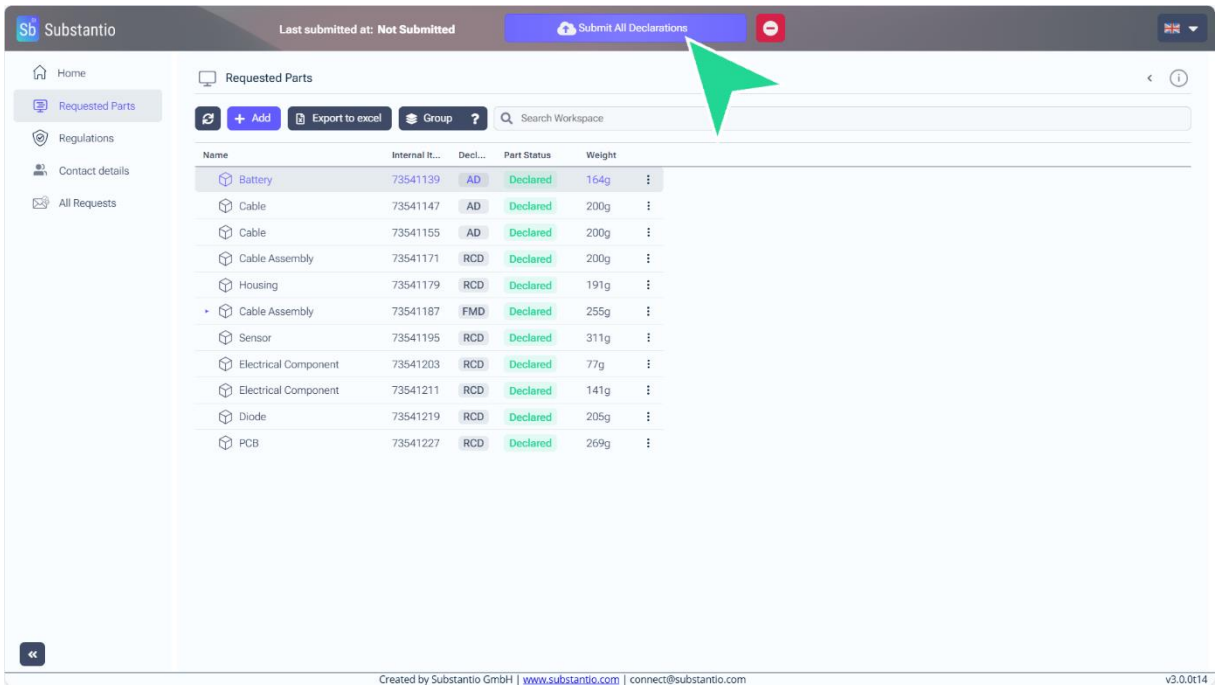

25. Once you have selected your document, click the **Submit File** button to upload it.




26. Click the **Save** button to store your progress.




27. Once <u>all</u> parts have been declared, click the **Submit All Declarations** button to send your information to the customer. Make sure all parts are declared before submitting!




28. Once all parts have been declared, click the **Submit All Declarations** button to send your information to the customer. Make sure all parts are declared before submitting!