SUBSTANTIO

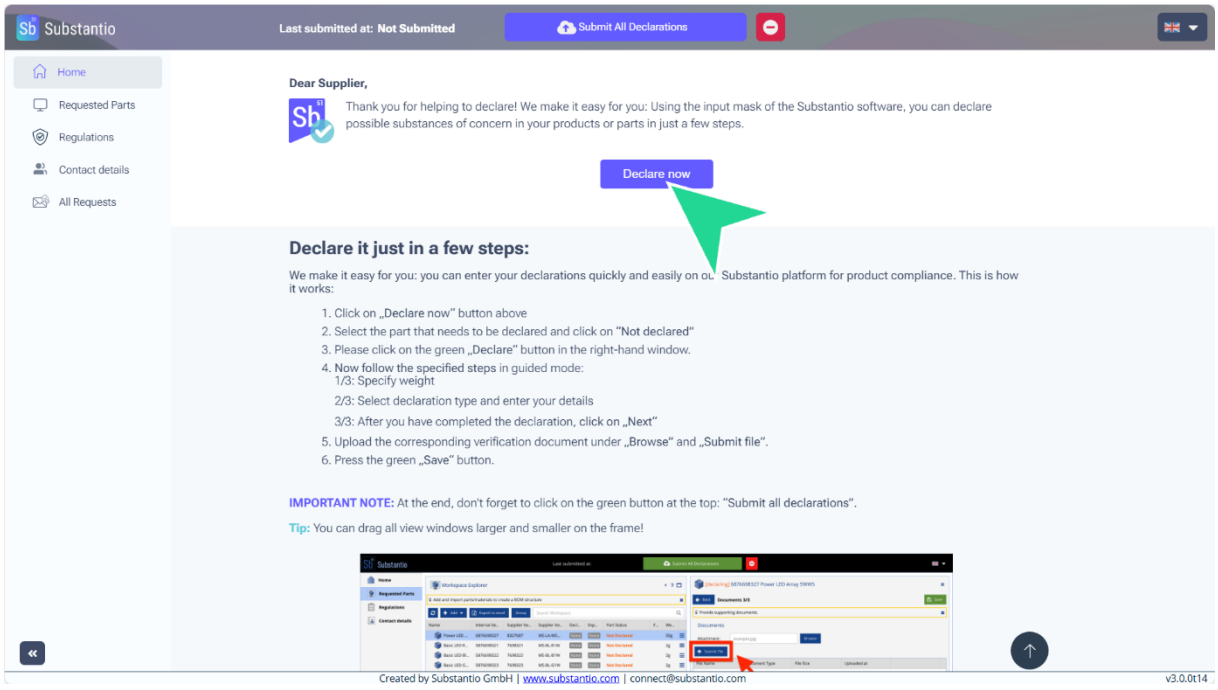
SUPPLIER GUIDE

FMD - FULL MATERIAL DECLARATION

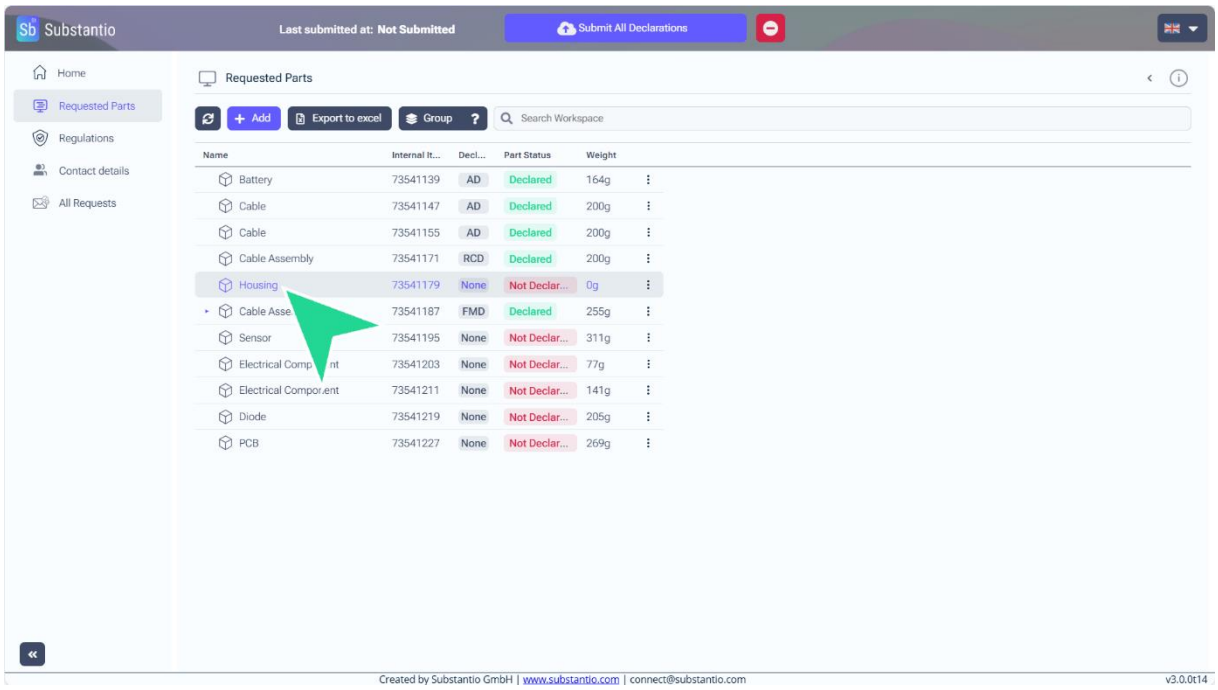
FMD for a single part

This guide is designed to help you use the Substantio software to create a detailed Full Material Declaration (FMD) for the parts requested by your customer.

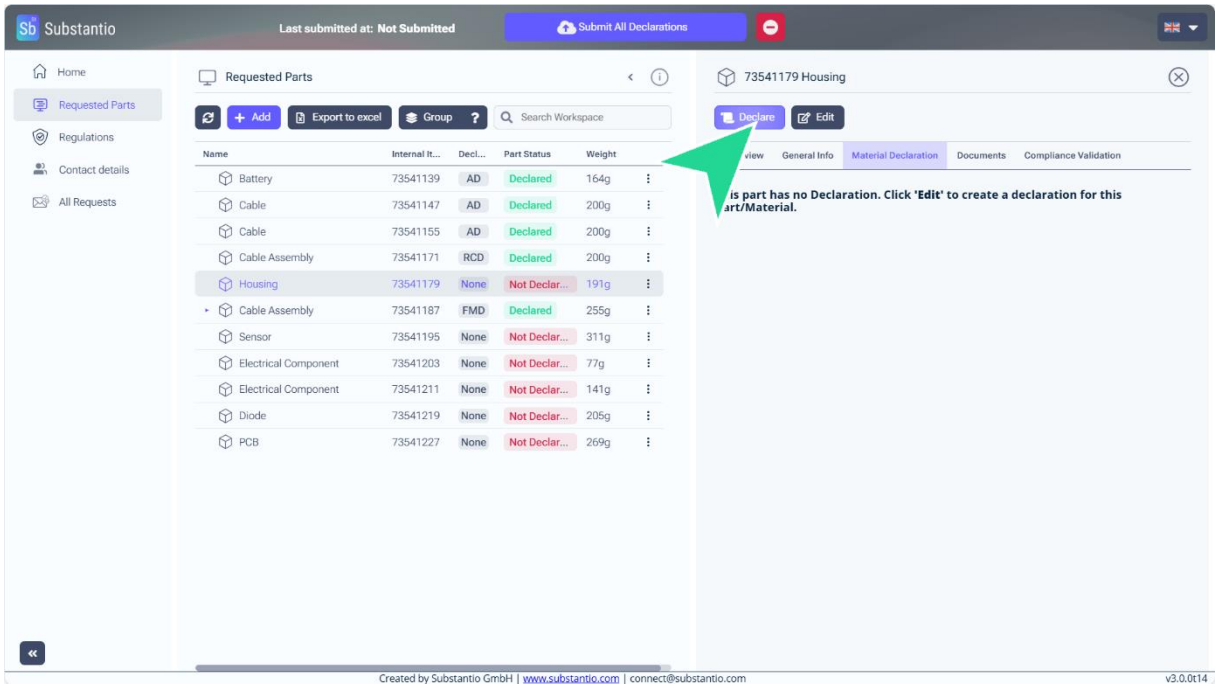
It includes the declaration of a single part.



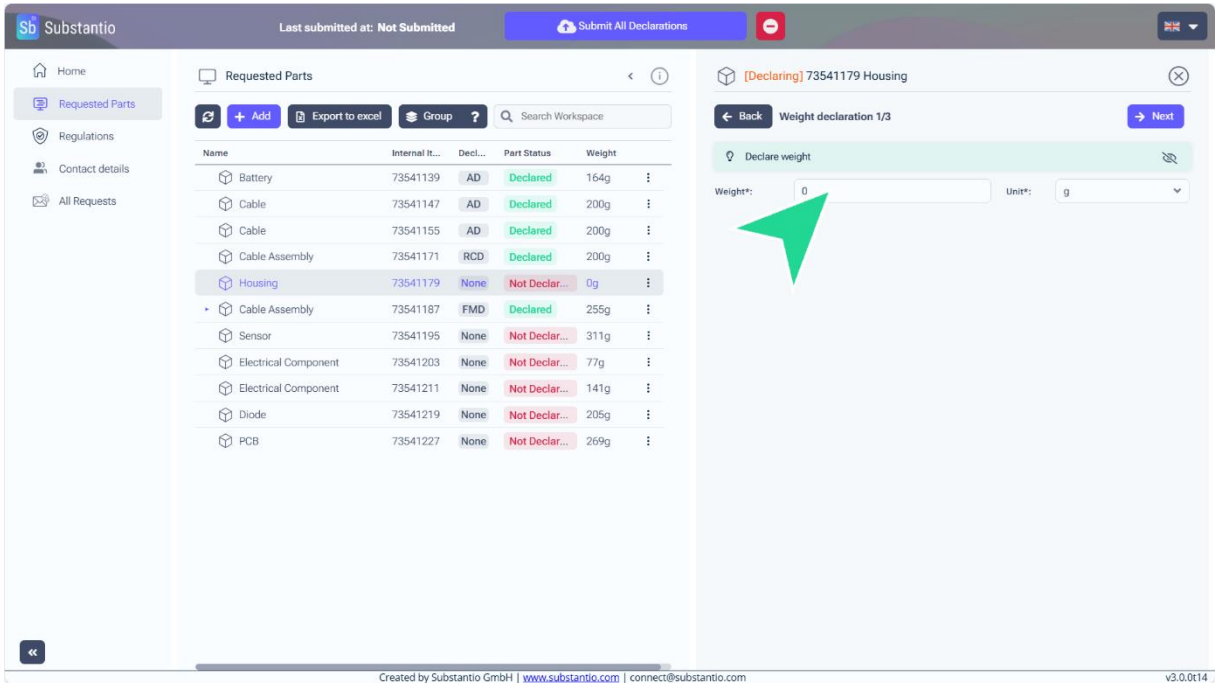
1. Start the Declaration Process by clicking the **Declare now** button.



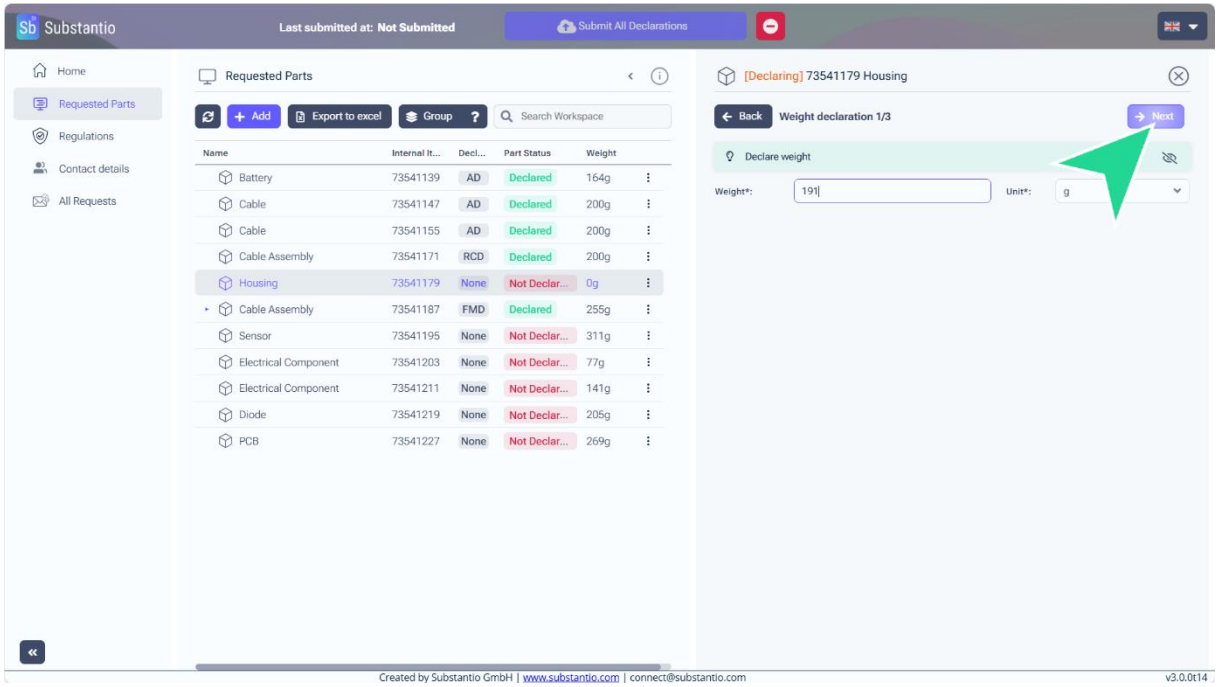
2. Choose the part you want to declare. By double clicking on it.



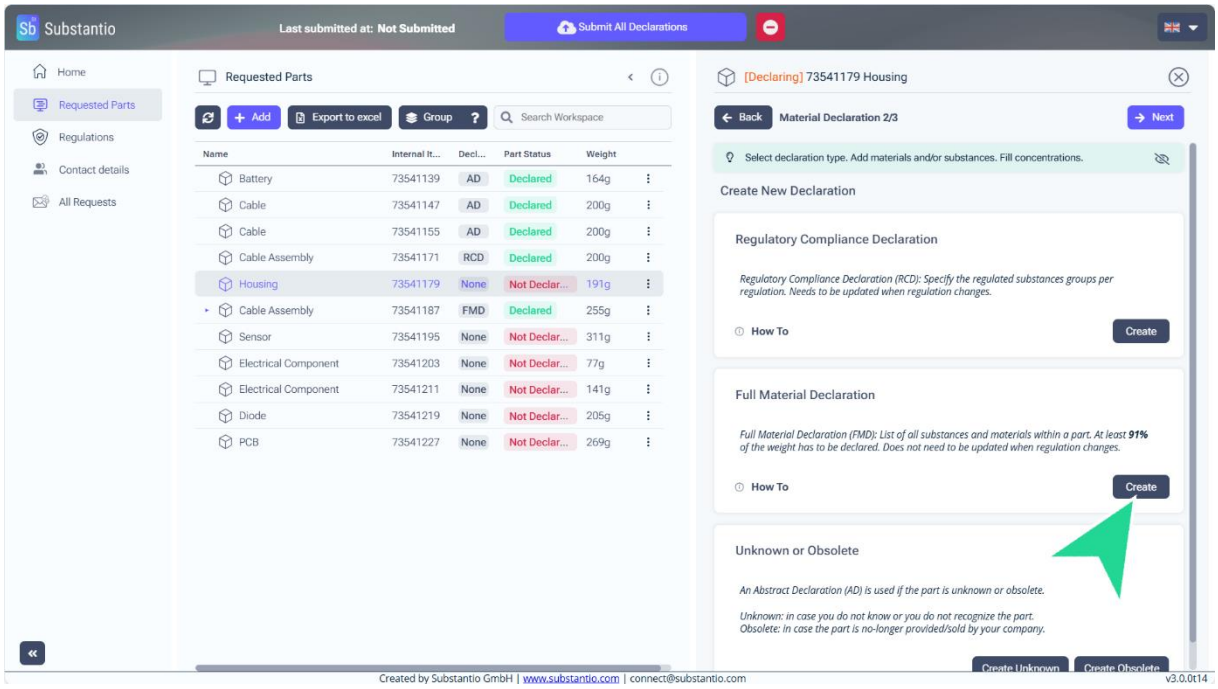
3. Click the **Declare** button.



4. Insert the **weight** and **unit** of your part.



5. Go to the **next** step.



6. Choose the **Create** button in the Full Material Declaration area.

Bill of Materials:

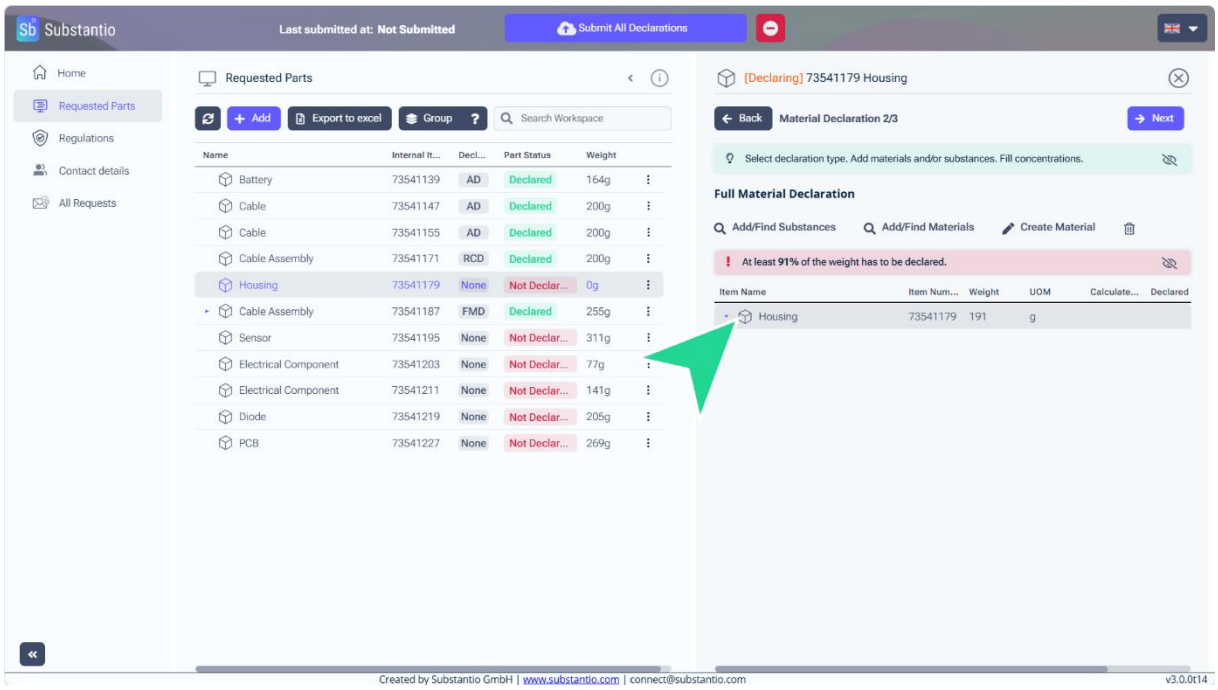
Part: Housing

Material: Aluminium/Steel Alloy 180g

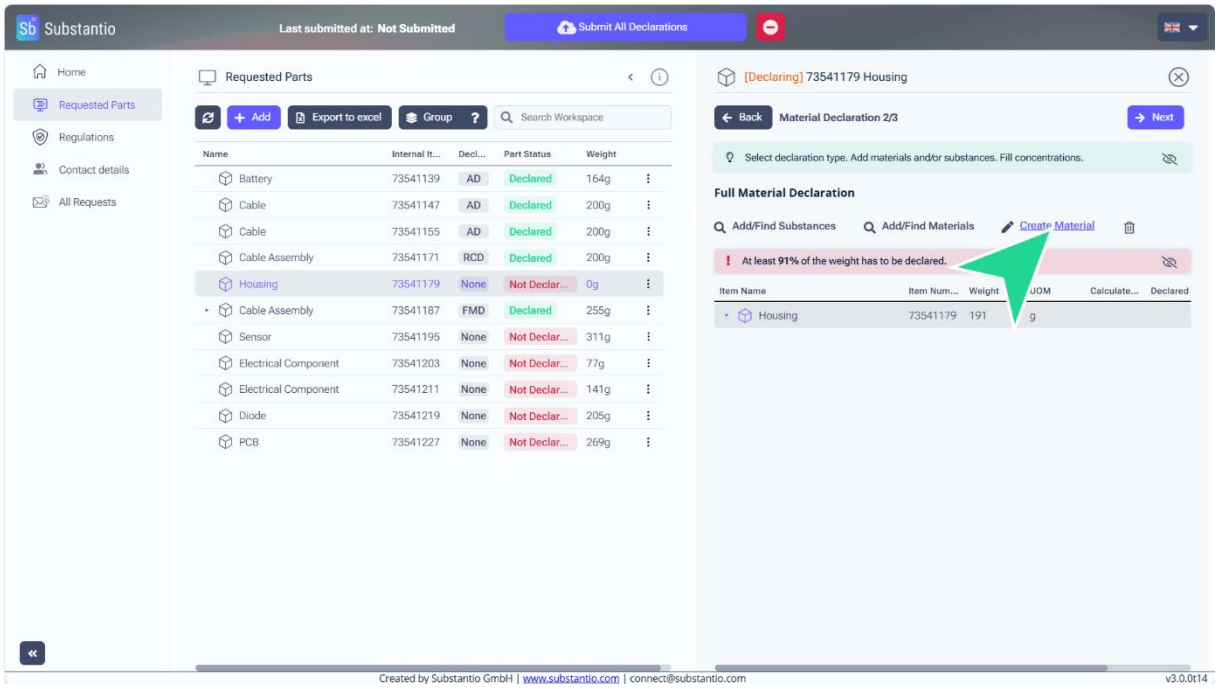
Substances: Aluminium 45%, Iron 55%

Material: 1.0044 Steel 11g

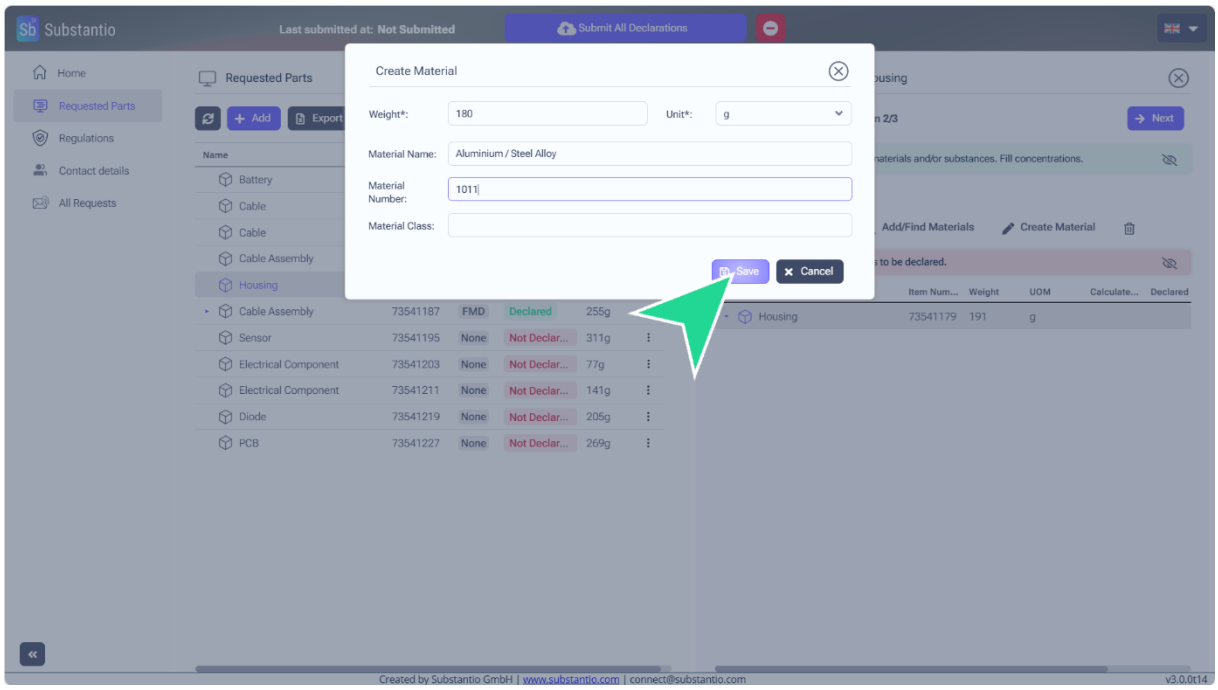
7. If you want to declare FMD you need to have a Bill of Materials with all materials and substances of your part (91% of the part must be declared).



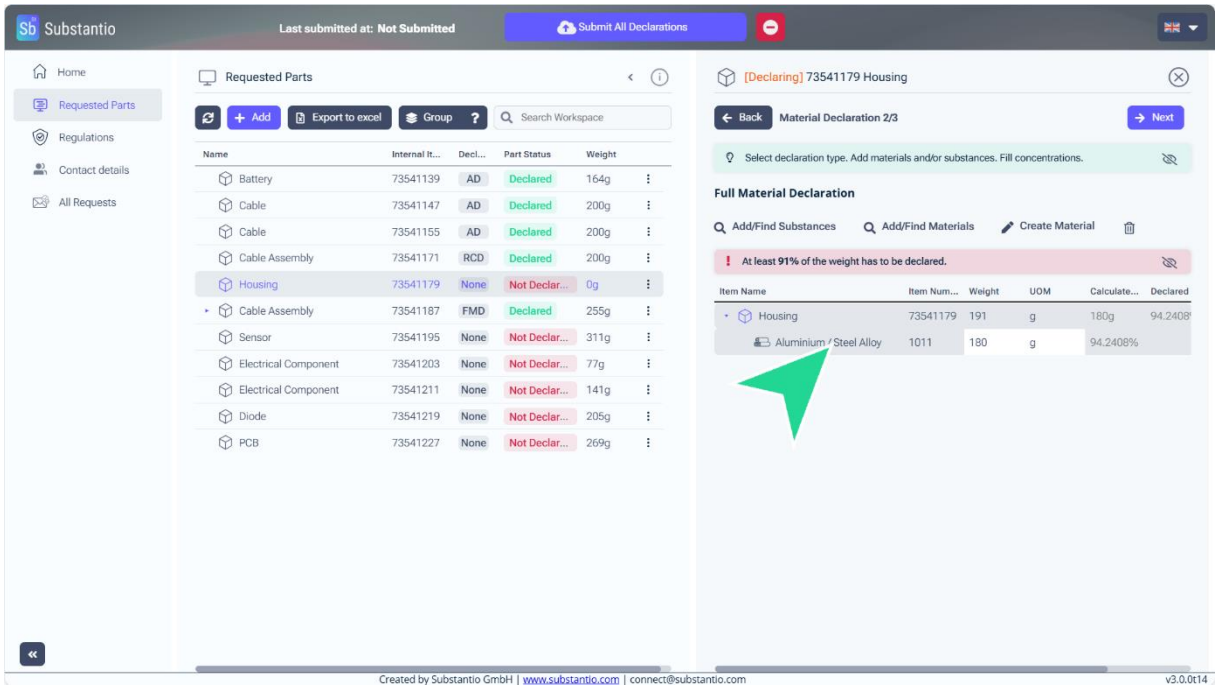
8. Choose the part.



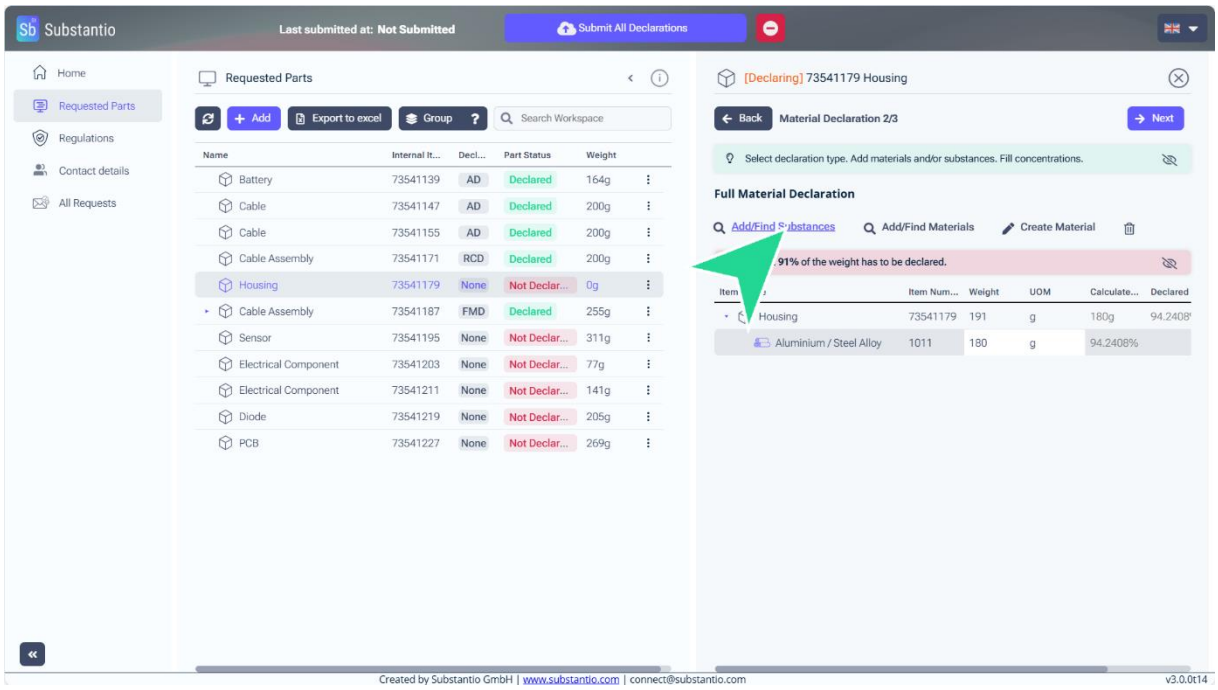
9. If you want to add a new material, click the **Create Material** button.



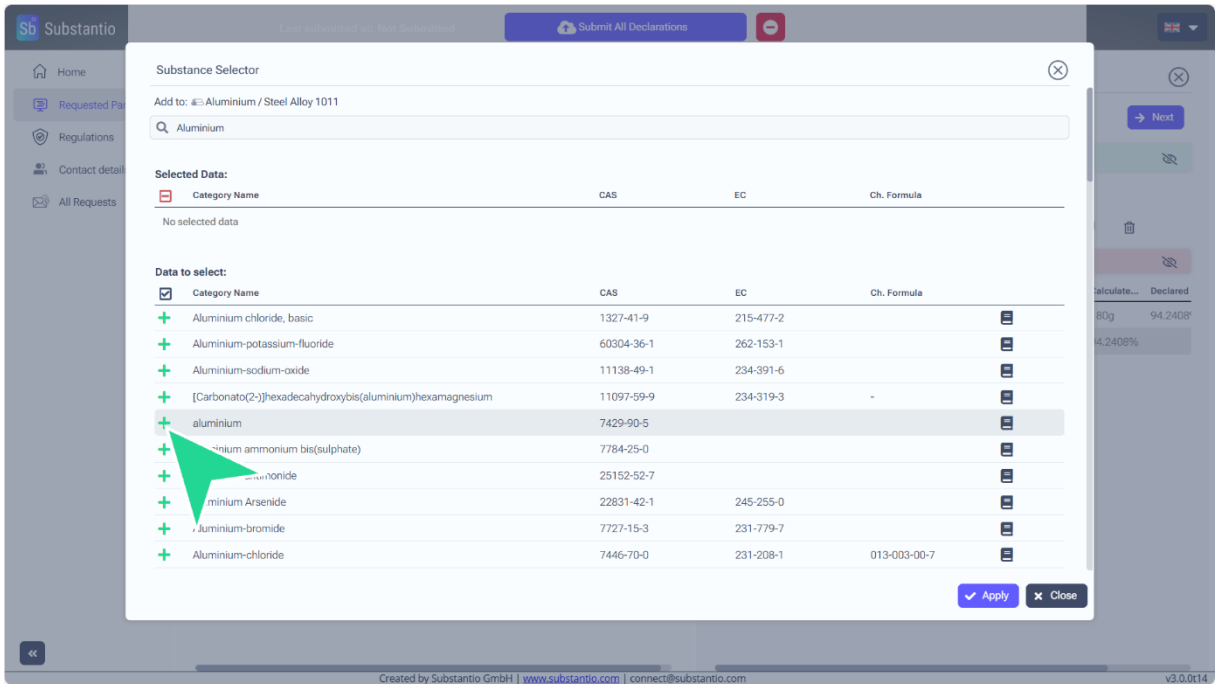
10. Enter the material name, its weight, and a material number. This sets your new material up.



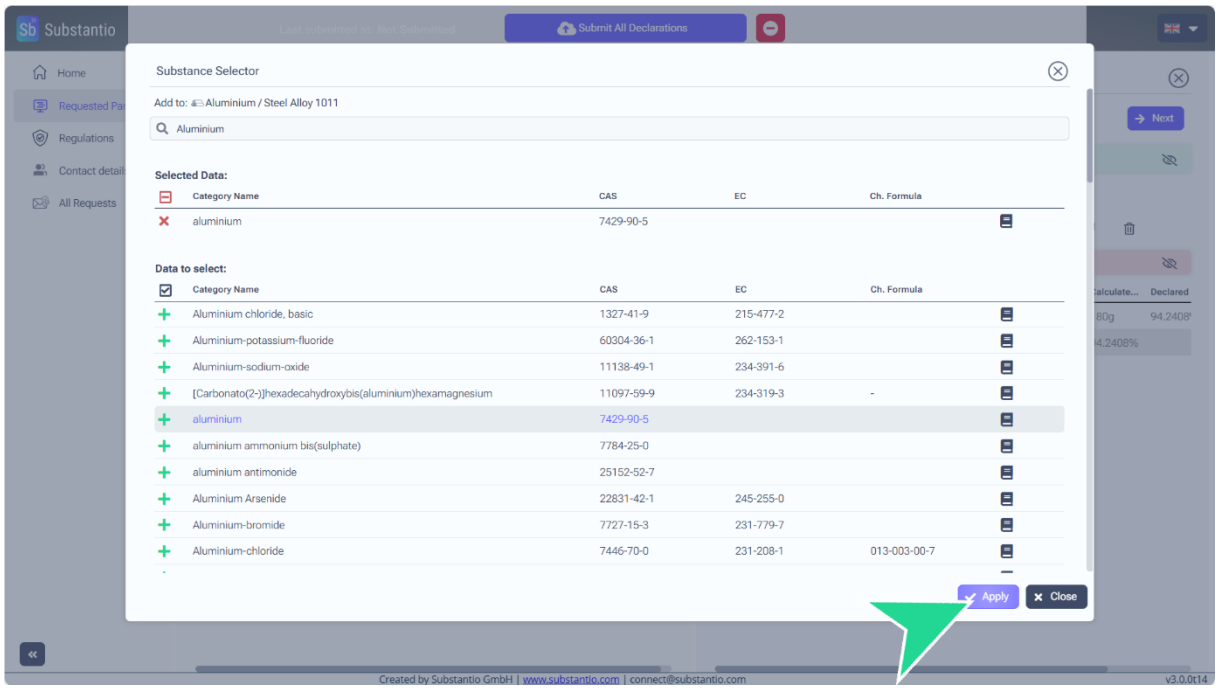
11. Click on the material you just created, to open it.



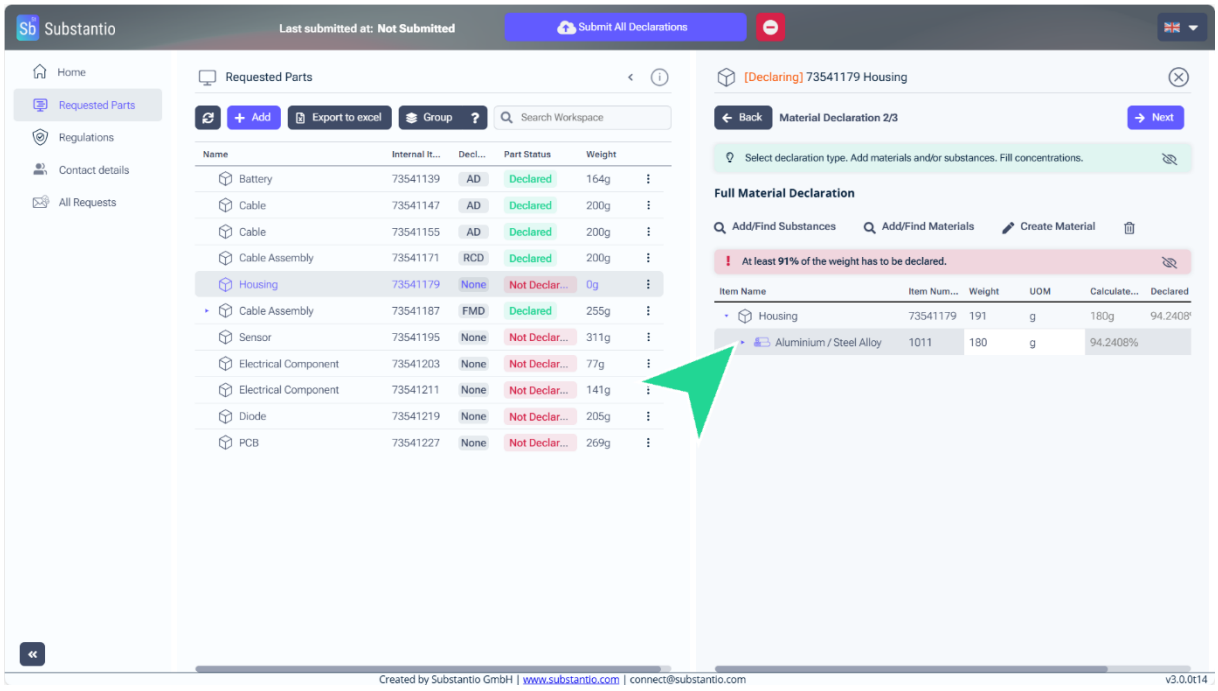
12. Now you can **add substances** to this material.



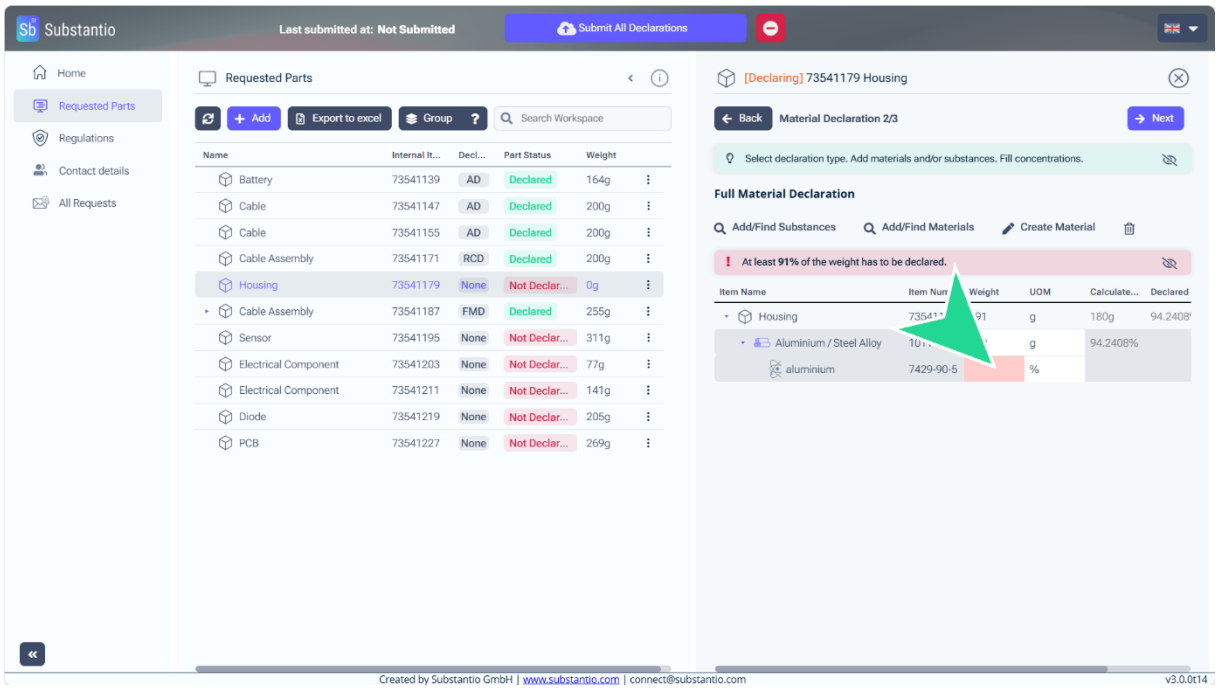
13. Select your substance by searching for its name or CAS-number.



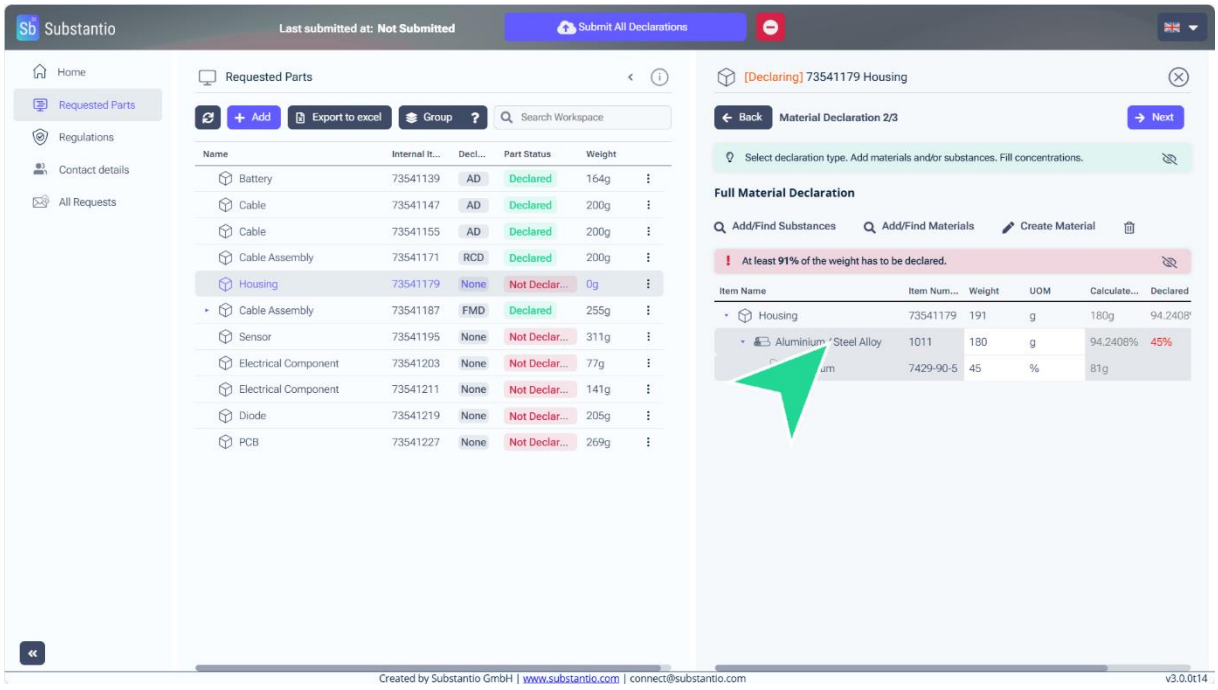
14. Proceed to the next step.



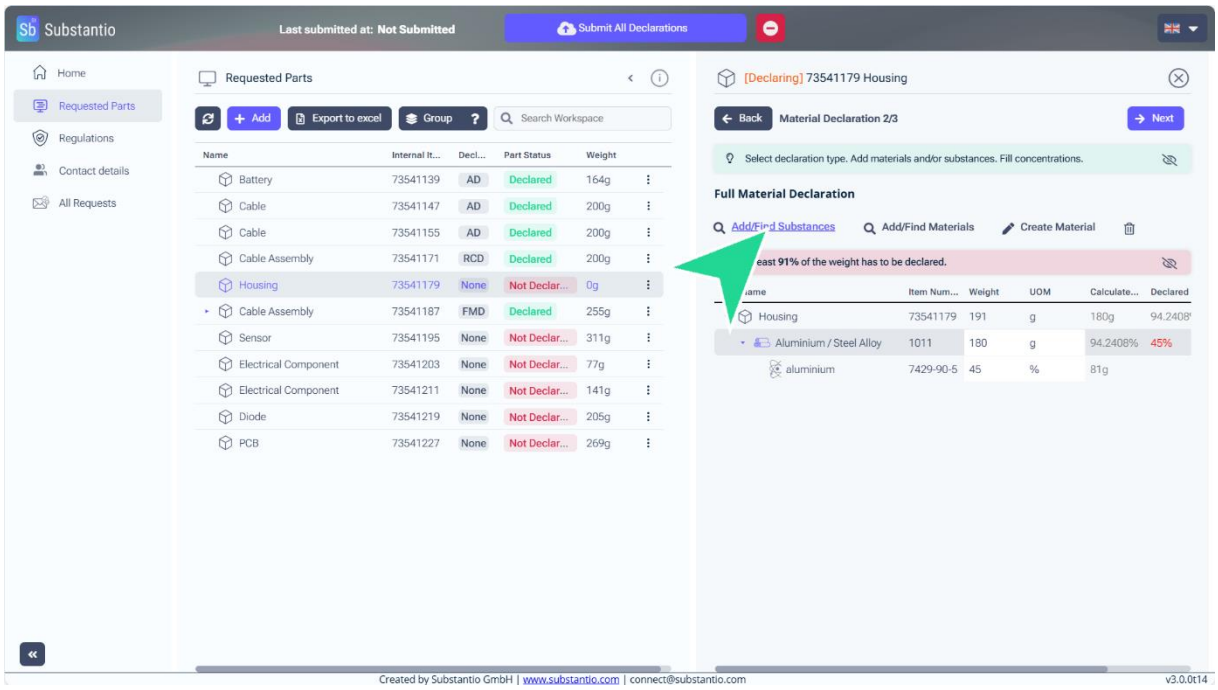
15. When you click on your created material, you will see the substance you assigned listed below.



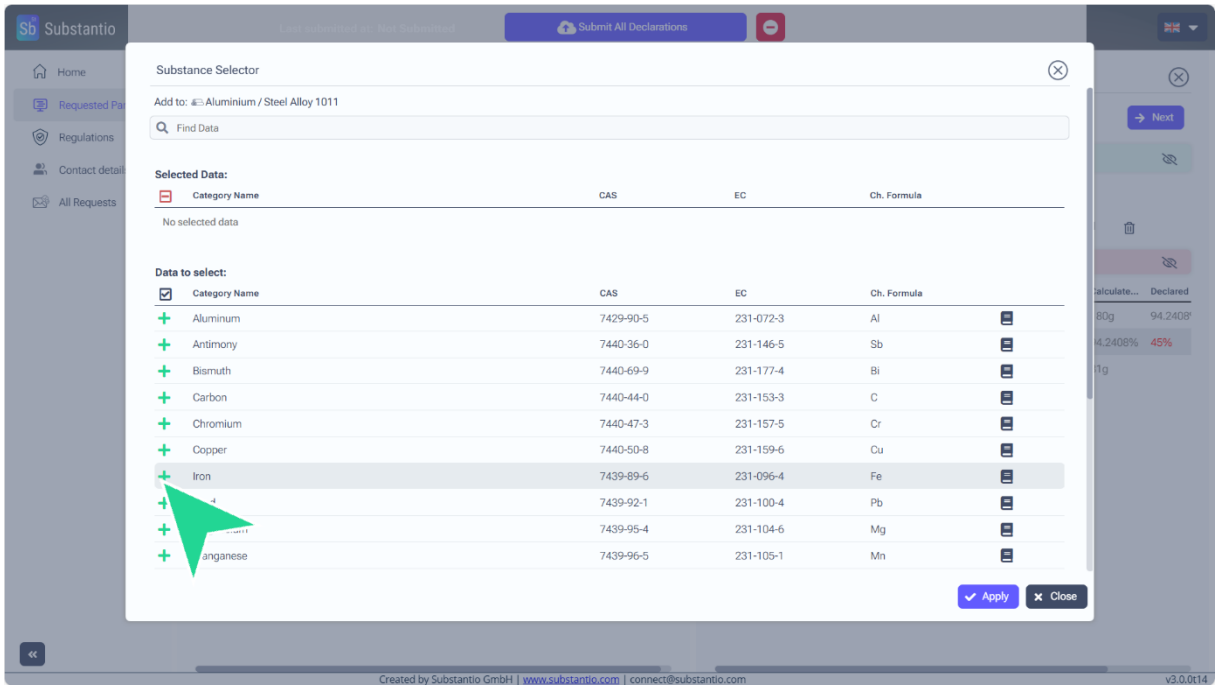
16. Fill in the percentage for the substance in this material so the breakdown is accurate.



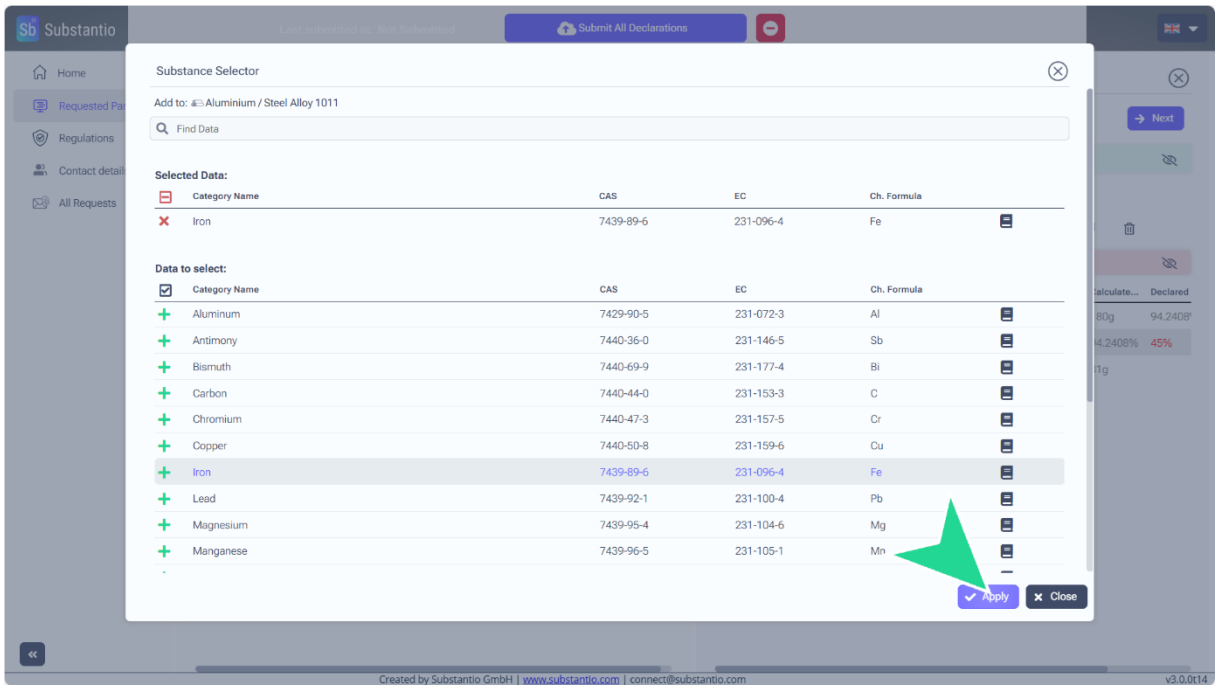
17. To add more substances, click your material again.



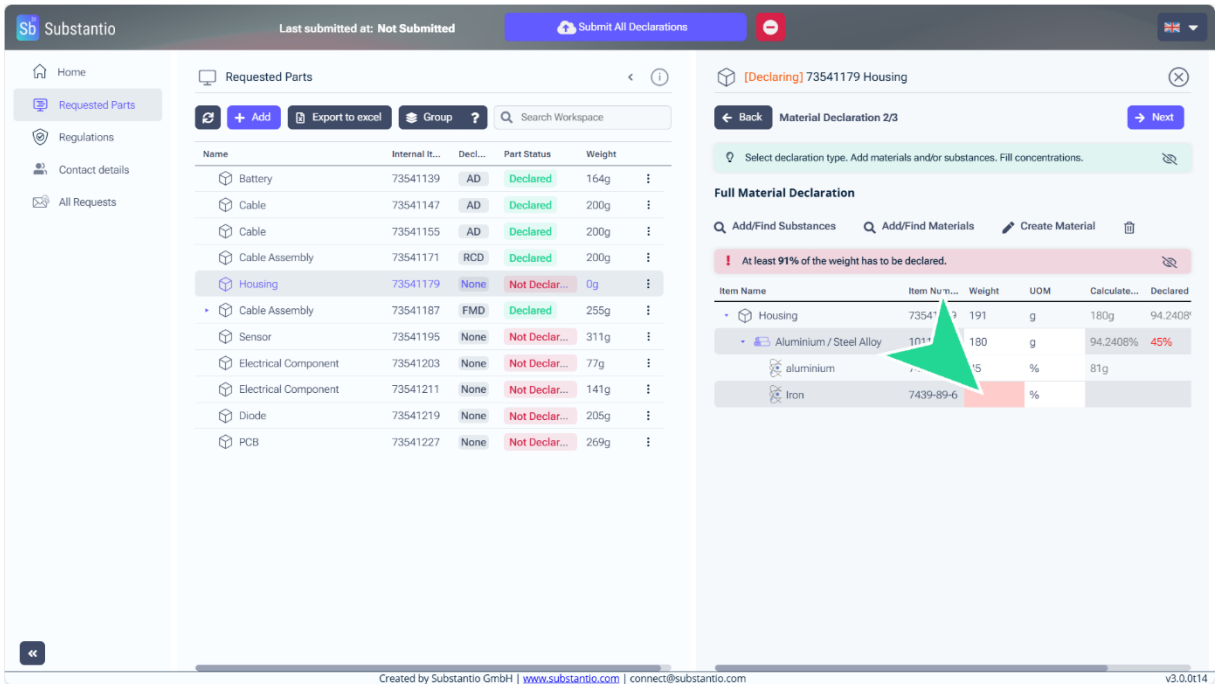
18. Click to add another substance.



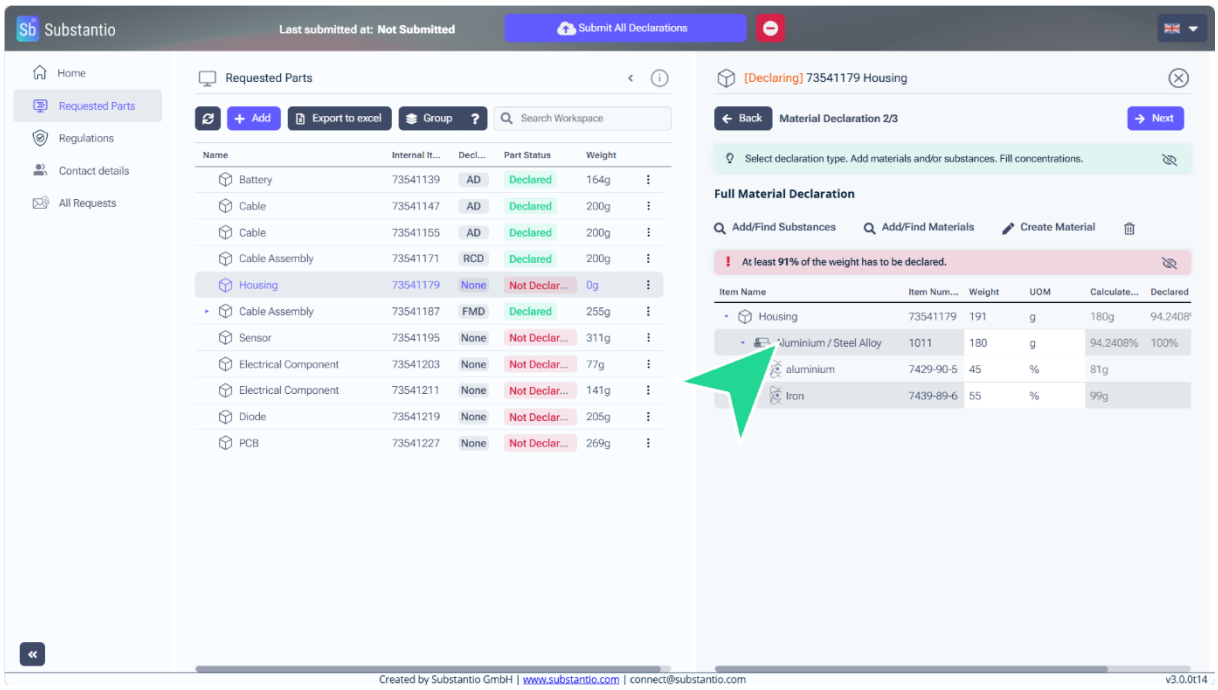
19. Select the substance you want to add.



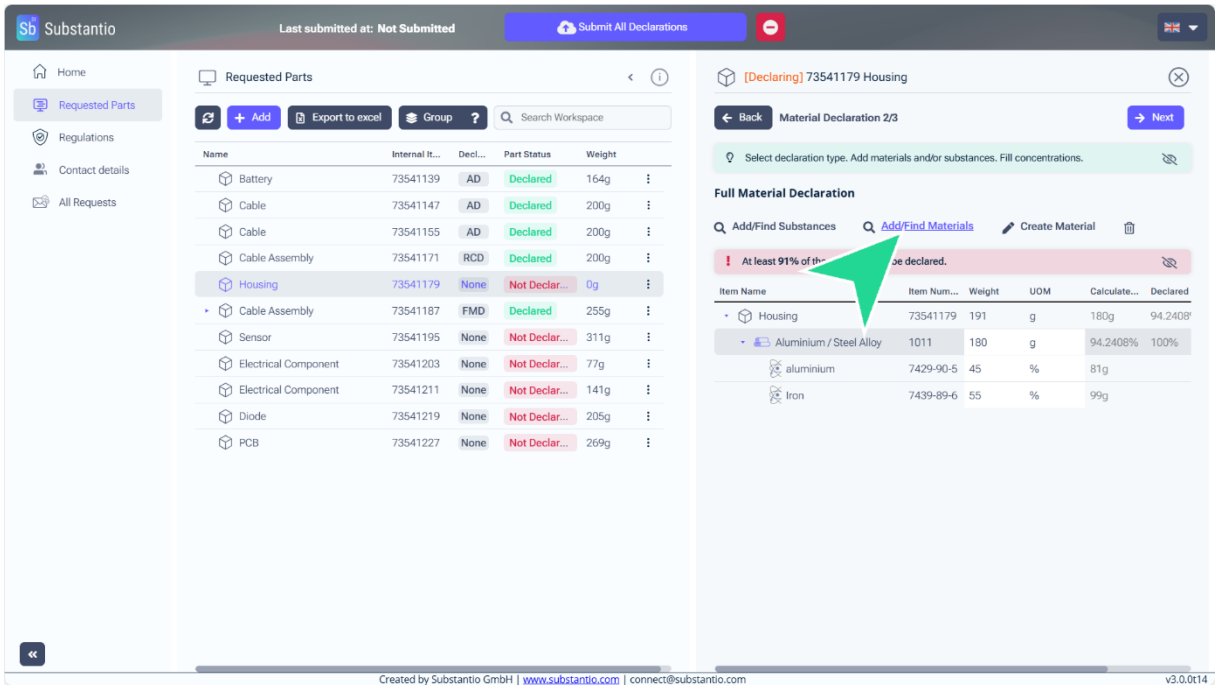
20. Click the **Apply** button to confirm your choice.



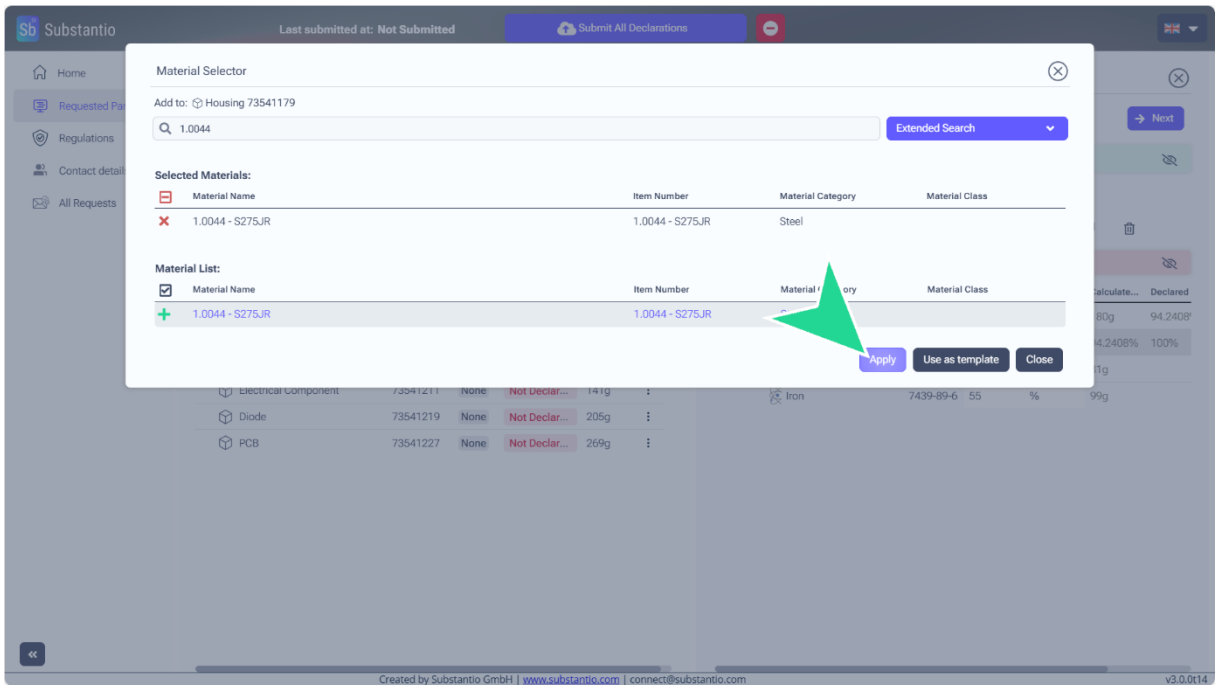
21. Now enter the percentage for this new substance.



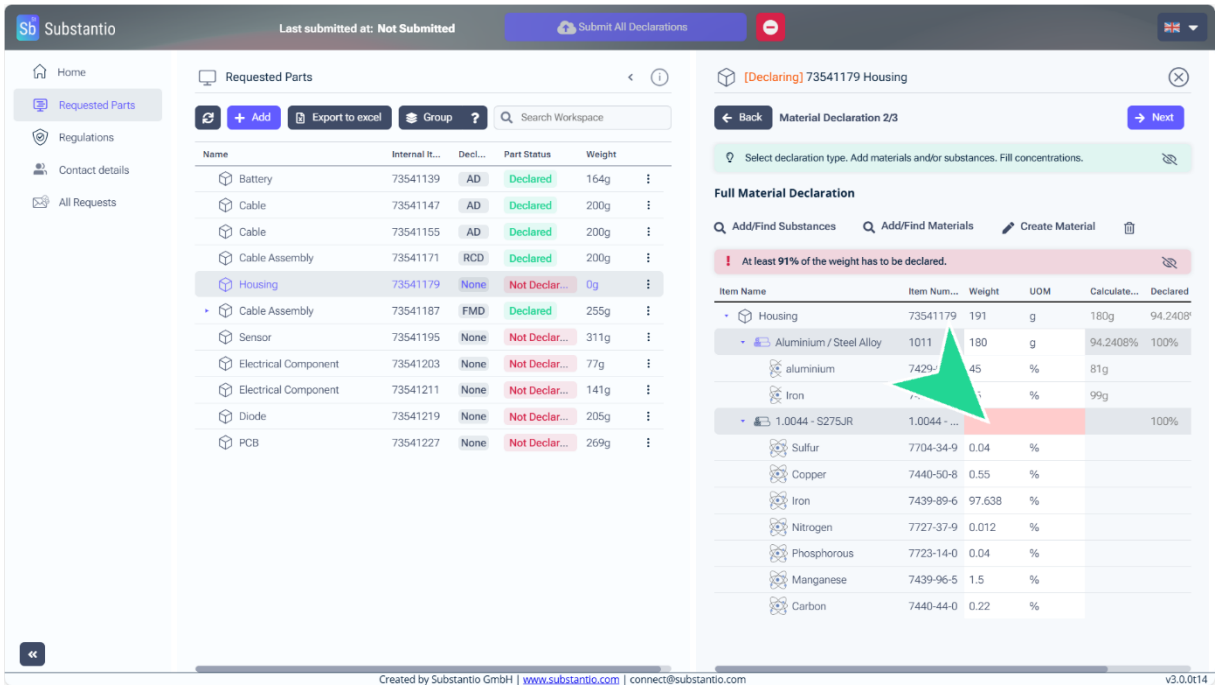
22. To add more materials to your part, click your created material or the part itself, then click the **Add/Find Materials** button.



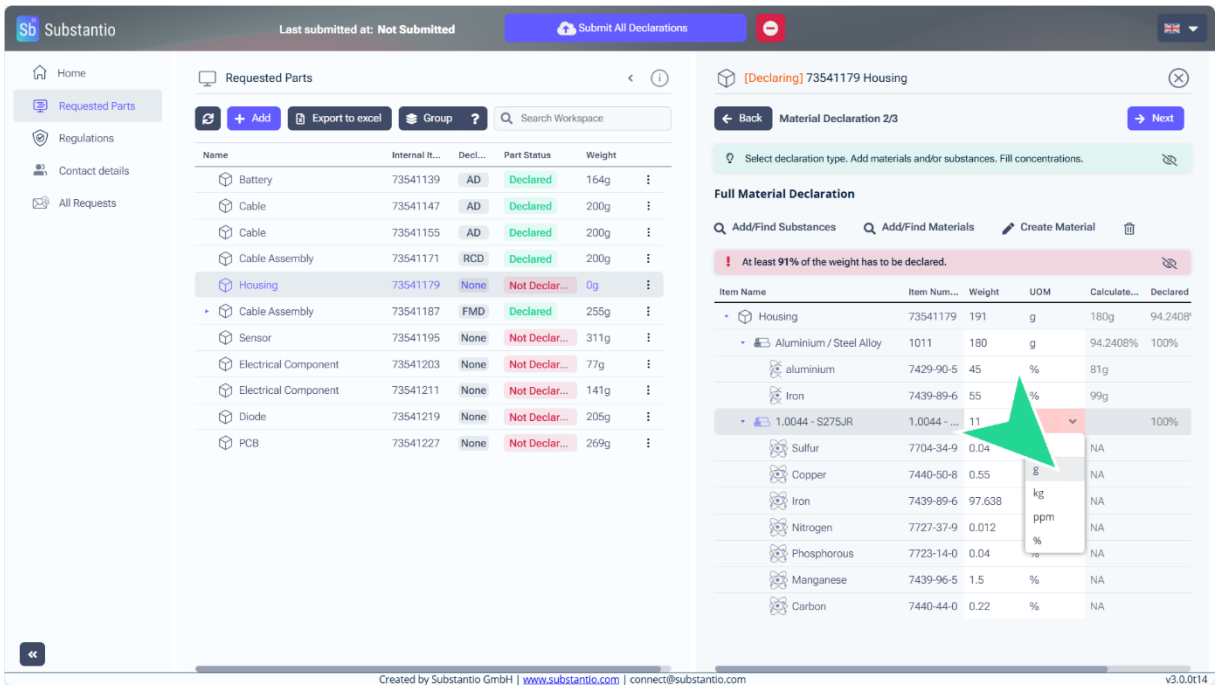
23. If you want to do so, click the button.



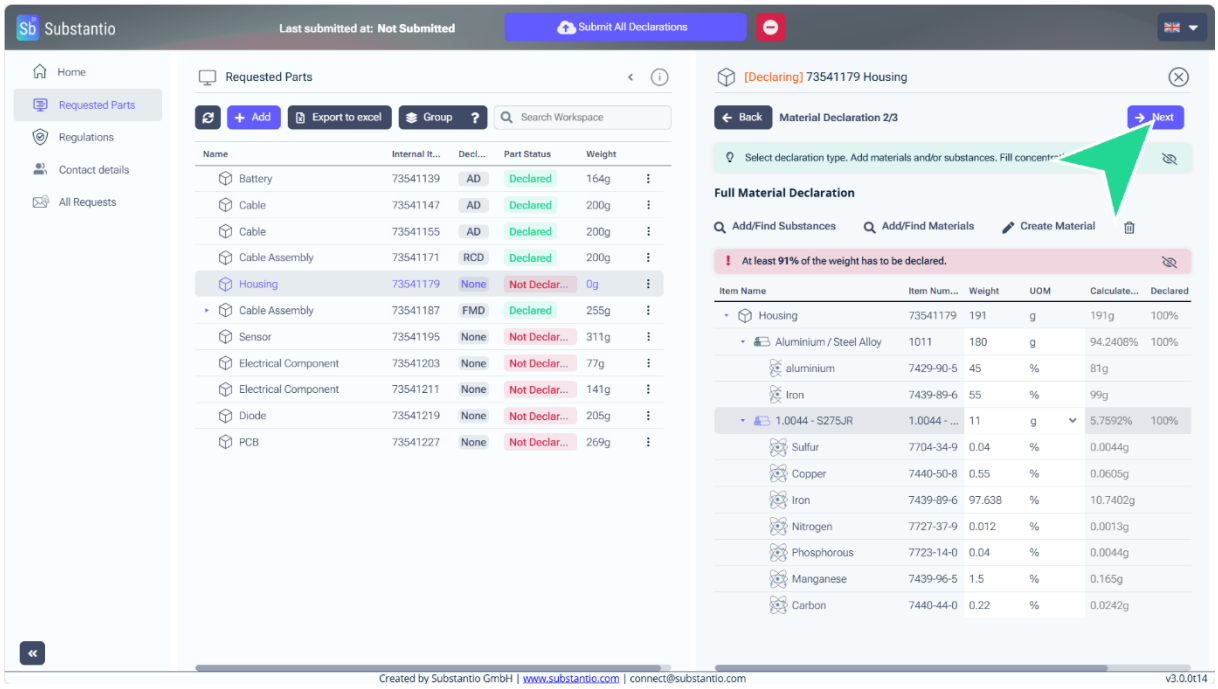
24. Type in the name and choose **Apply**. You can also find and select a material you already made.



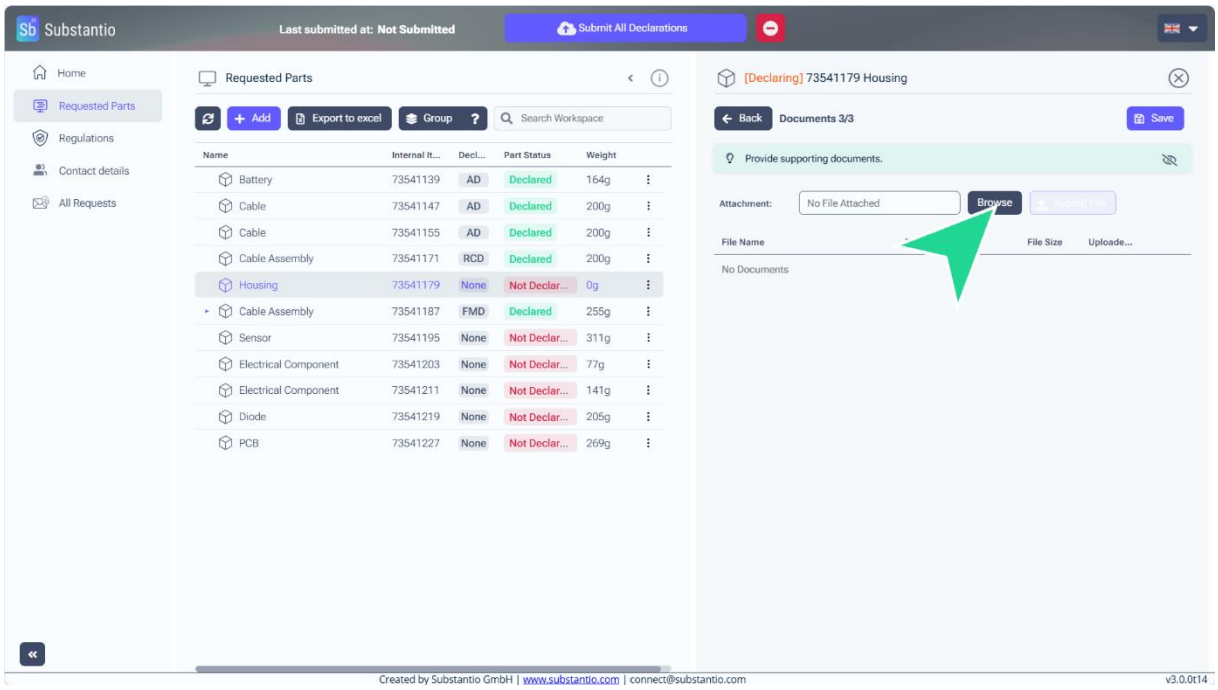
25. Enter the amount of this material in your part. The tool will automatically calculate what substances are in the material.



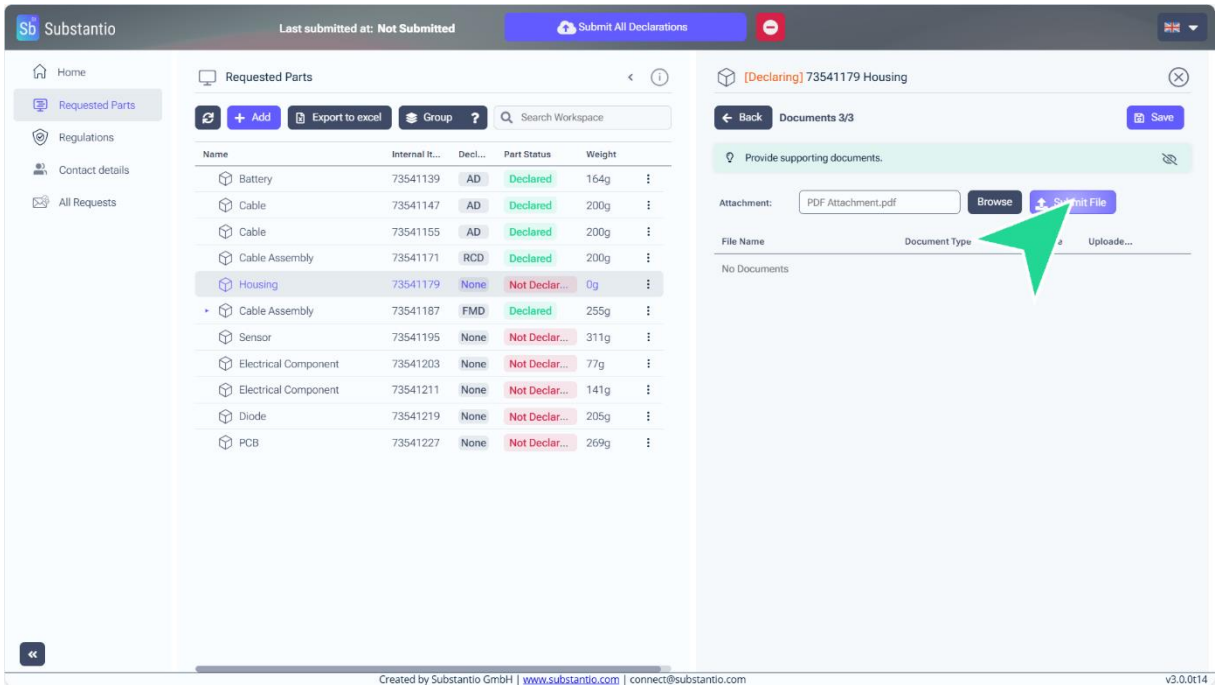
26. Make sure to choose the correct unit.



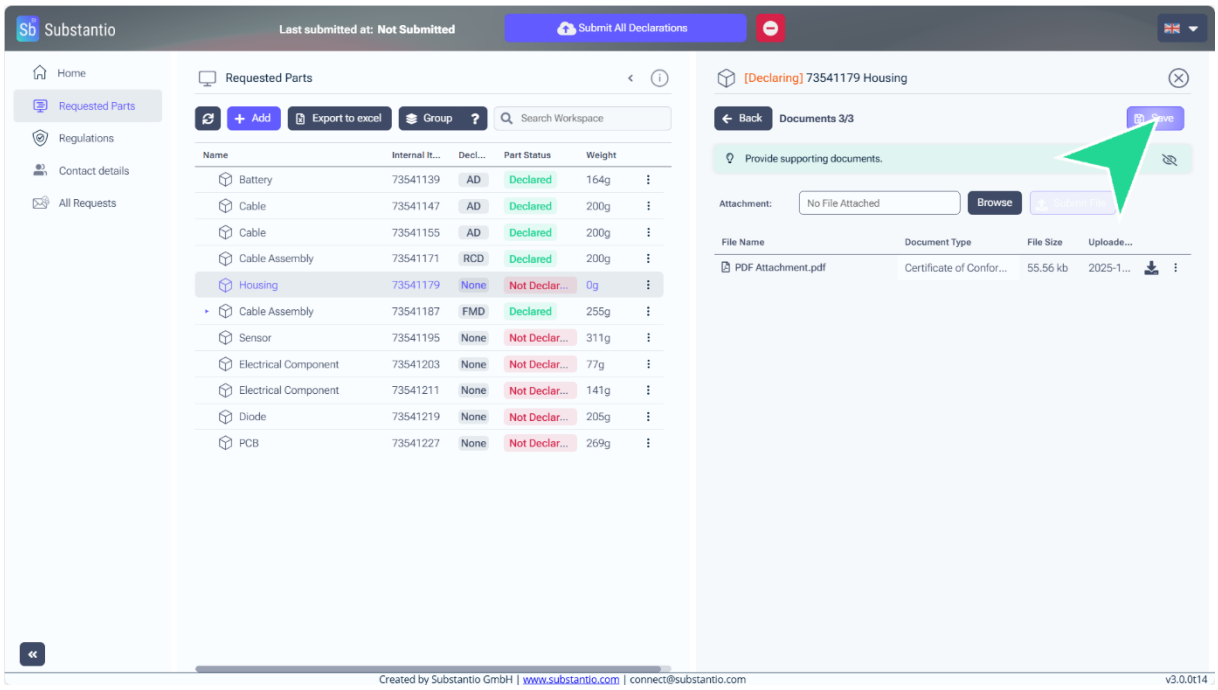
27. Click the Next button to move forward.



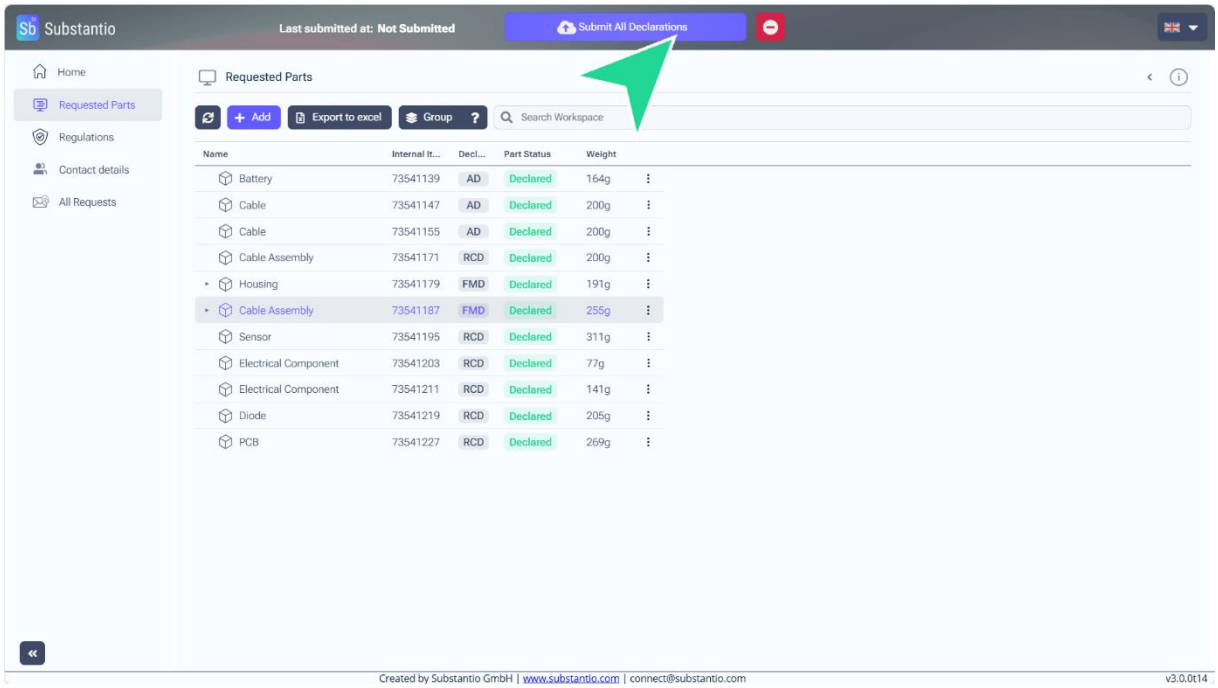
28. Please upload a conformity document to support your declaration. To do this, click the **Browse** button.



29. After that, submit the file.



30. **Save** your progress to avoid losing any information.



31. When you have finished declaring <u>all</u> parts, click the **Submit All Declarations** button at the top to send everything to your customer.