

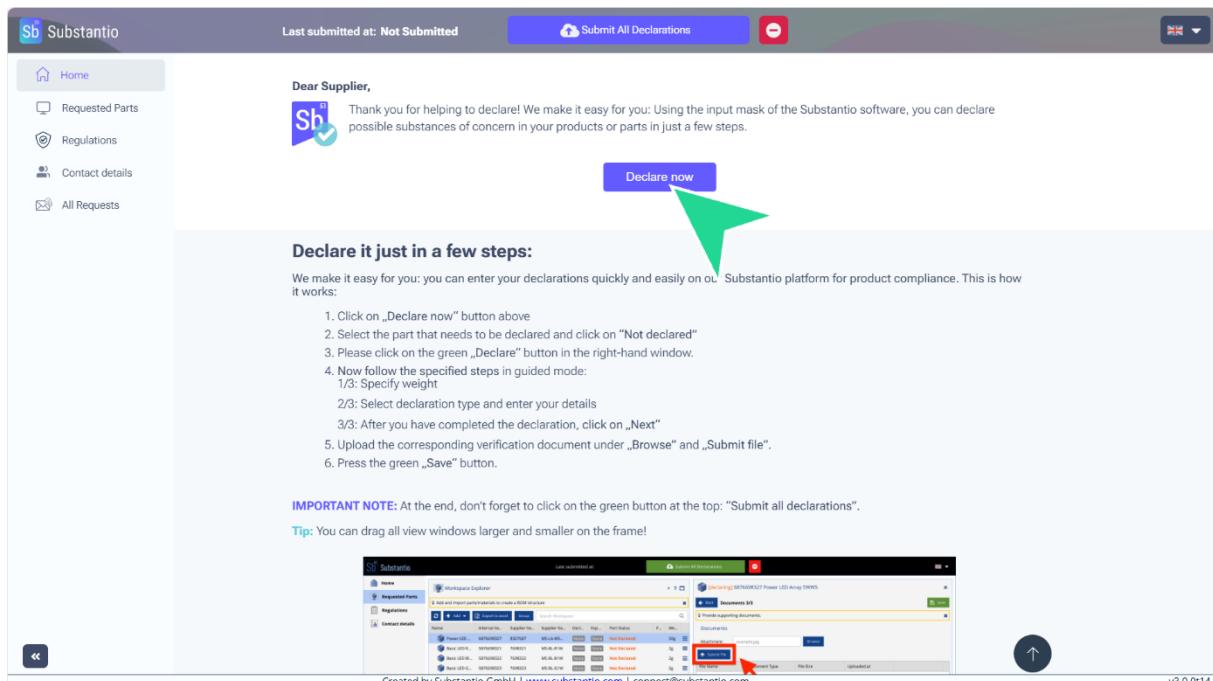
# SUPPLIER GUIDE

## FMD - FULL MATERIAL DECLARATION

### FMD for a single part

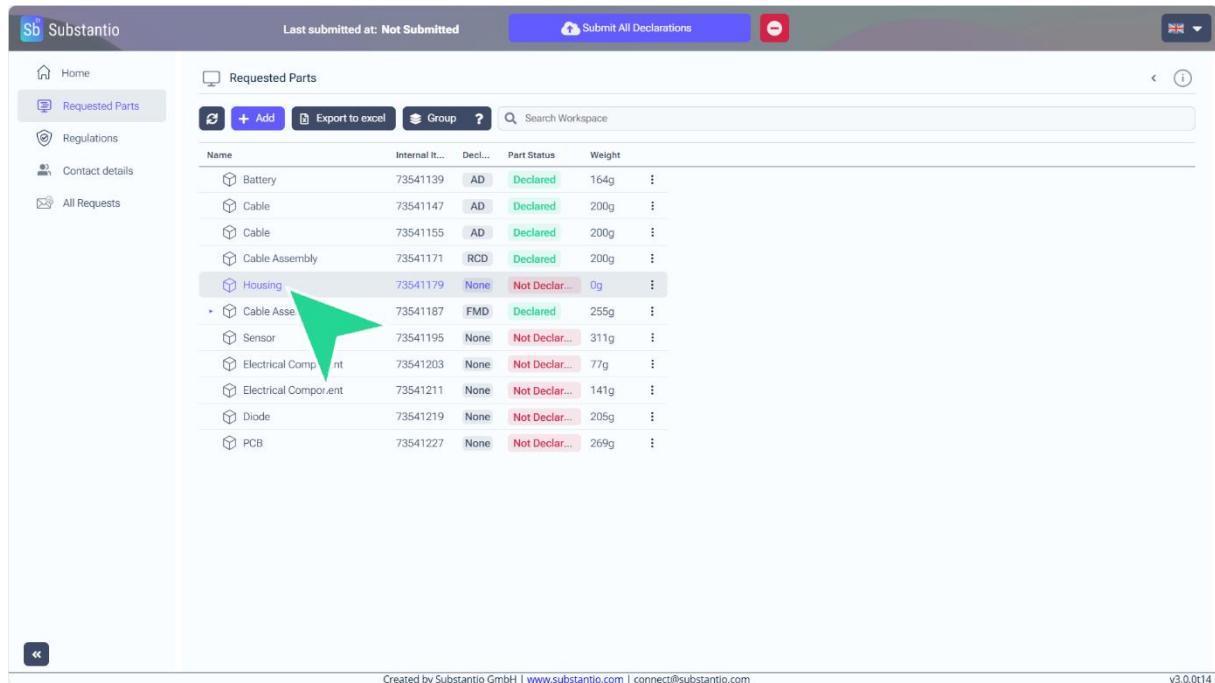
This guide is designed to help you use the Substantio software to create a detailed Full Material Declaration (FMD) for the parts requested by your customer.

It includes the declaration of a single part.



The screenshot shows the Substantio software interface. At the top, there is a navigation bar with the Substantio logo, a 'Last submitted at: Not Submitted' status, a 'Submit All Declarations' button, and a language selection dropdown. On the left, there is a sidebar with links for 'Requested Parts', 'Regulations', 'Contact details', and 'All Requests'. The main content area has a heading 'Dear Supplier,' and a message from 'Sh' (Substantio) thanking the user for helping to declare. Below this is a 'Declare now' button, which is highlighted with a green arrow. A box titled 'Declare it just in a few steps:' provides a 6-step guide for the declaration process. At the bottom, there is an 'IMPORTANT NOTE' and a 'Tip' for dragging windows. A smaller screenshot at the bottom shows a detailed view of the declaration interface with a red box highlighting a specific field.

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



Substantio Last submitted at: Not Submitted Submit All Declarations 

Home Requested Parts Regulations Contact details All Requests

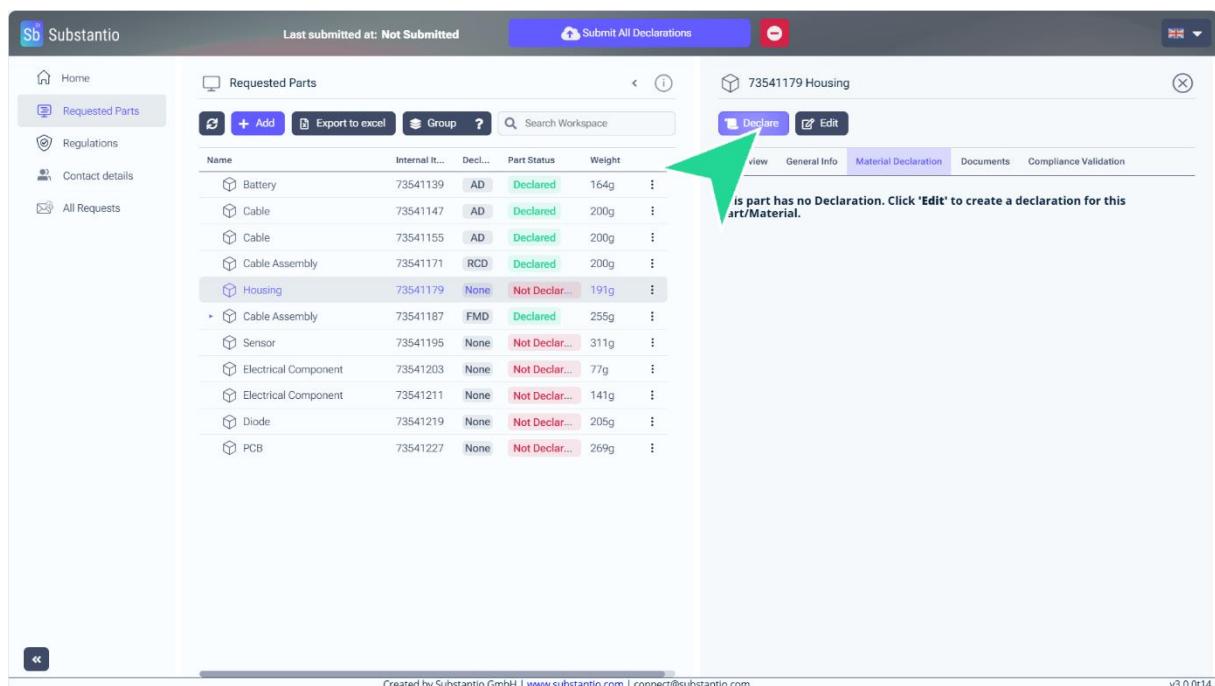
Requested Parts

Name	Internal It...	Decl...	Part Status	Weight	⋮
Battery	73541139	AD	Declared	164g	⋮
Cable	73541147	AD	Declared	200g	⋮
Cable	73541155	AD	Declared	200g	⋮
Cable Assembly	73541171	RCD	Declared	200g	⋮
<b>Housing</b>	<b>73541179</b>	<b>None</b>	<b>Not Declared</b>	<b>0g</b>	⋮
+ Cable Assembly	73541187	FMD	Declared	255g	⋮
Sensor	73541195	None	Not Declared	311g	⋮
Electrical Component	73541203	None	Not Declared	77g	⋮
Electrical Component	73541211	None	Not Declared	141g	⋮
Diode	73541219	None	Not Declared	205g	⋮
PCB	73541227	None	Not Declared	269g	⋮

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



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Home Requested Parts Regulations Contact details All Requests

Requested Parts

73541179 Housing

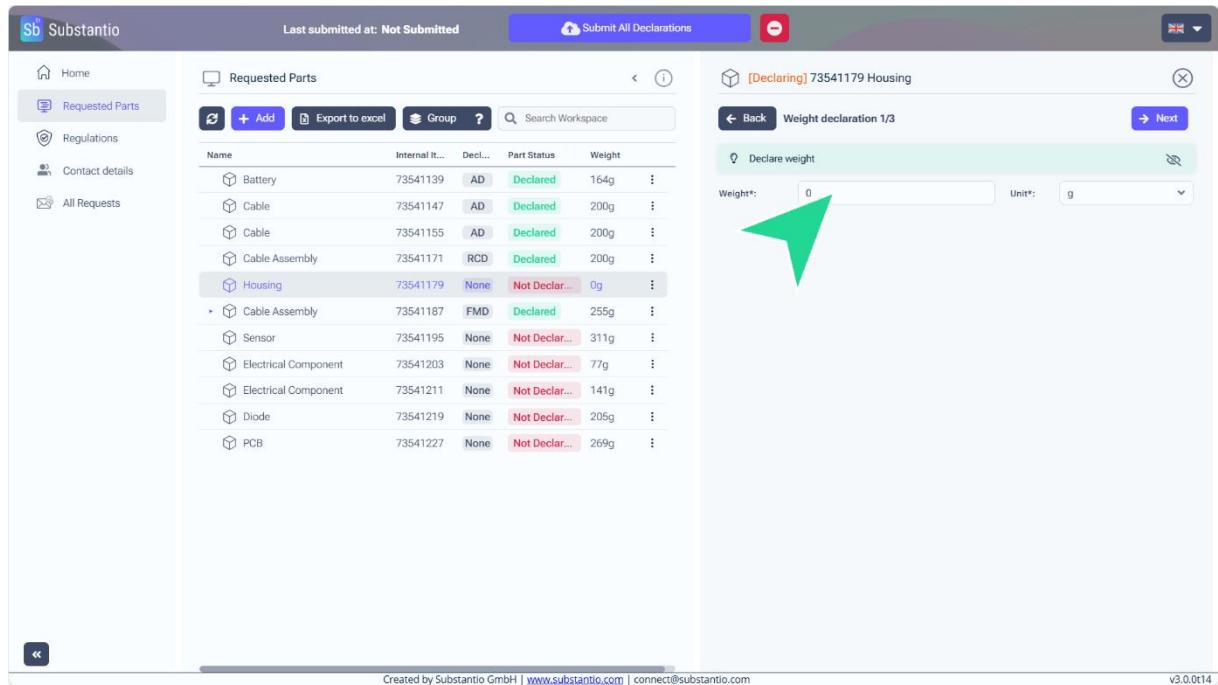
     

This part has no Declaration. Click 'Edit' to create a declaration for this part/Material.

Name	Internal It...	Decl...	Part Status	Weight	⋮
Battery	73541139	AD	Declared	164g	⋮
Cable	73541147	AD	Declared	200g	⋮
Cable	73541155	AD	Declared	200g	⋮
Cable Assembly	73541171	RCD	Declared	200g	⋮
<b>Housing</b>	<b>73541179</b>	<b>None</b>	<b>Not Declared</b>	<b>0g</b>	⋮
+ Cable Assembly	73541187	FMD	Declared	255g	⋮
Sensor	73541195	None	Not Declared	311g	⋮
Electrical Component	73541203	None	Not Declared	77g	⋮
Electrical Component	73541211	None	Not Declared	141g	⋮
Diode	73541219	None	Not Declared	205g	⋮
PCB	73541227	None	Not Declared	269g	⋮

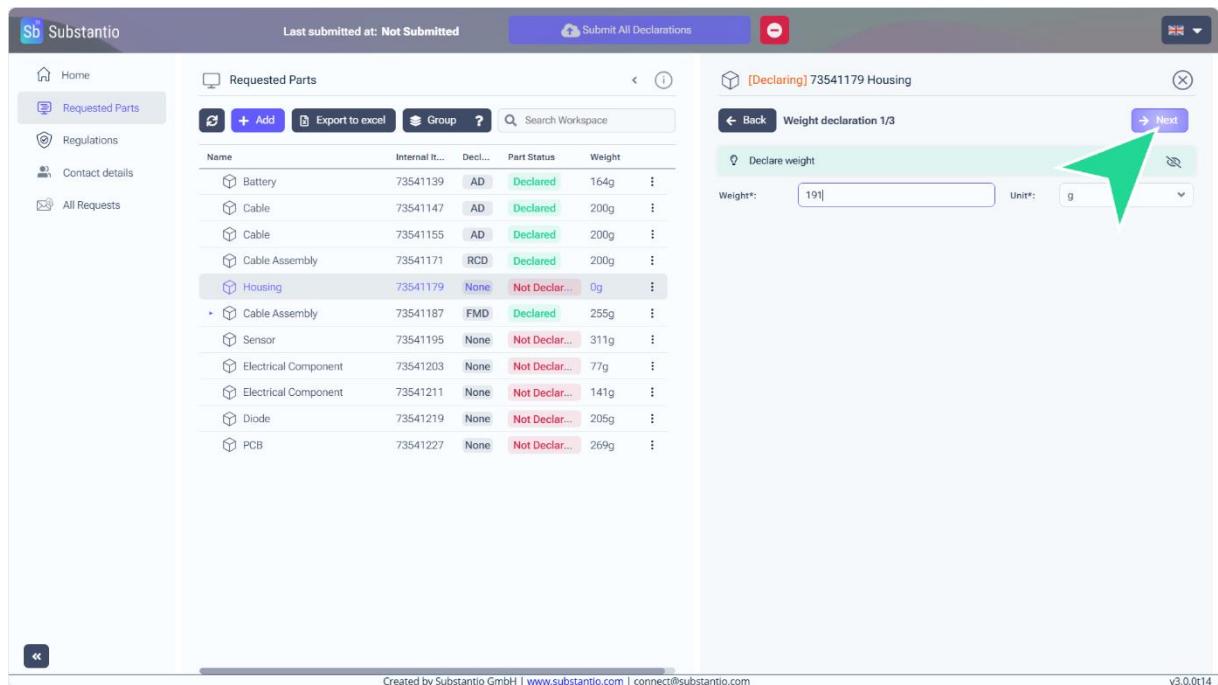
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3. Click the **Declare** button.



The screenshot shows the Substantio software interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected), Regulations, Contact details, and All Requests. The main area displays a table of 'Requested Parts' with columns for Name, Internal Item ID, Declared, Part Status, and Weight. A specific row for 'Housing' is selected, showing 'None' in the Declared column and 'Not Declared' in the Part Status column. On the right, a modal dialog titled '[Declaring] 73541179 Housing' is open, with a sub-dialog for 'Weight declaration 1/3'. The sub-dialog has fields for 'Weight\*' (containing '0') and 'Unit\*' (containing 'g'). A green arrow points to the 'Weight\*' input field. The bottom of the screen shows a footer with 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and 'v3.0.0t14'.

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



The screenshot shows the Substantio software interface. The layout is identical to the previous screenshot, but the 'Weight\*' field in the 'Weight declaration' dialog now contains '191'. A green arrow points to the 'Next' button in the top right corner of the dialog. The footer information is the same as in the previous screenshot.

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

The screenshot shows the Substantio software interface. On the left, there's a sidebar with links to Home, Requested Parts, Regulations, Contact details, and All Requests. The main area shows a table of 'Requested Parts' with columns for Name, Internal ID, Decl., Part Status, and Weight. One row for 'Housing' is selected. On the right, a 'Material Declaration' dialog is open for part 73541179 Housing. The dialog has tabs for 'Regulatory Compliance Declaration' and 'Full Material Declaration'. The 'Full Material Declaration' tab is active, showing a note that at least 91% of the weight must be declared. A green arrow points to the 'Create' button in this section. The bottom of the dialog shows buttons for 'Create Unknown' and 'Create Obsolete'.

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

#### Bill of Materials:

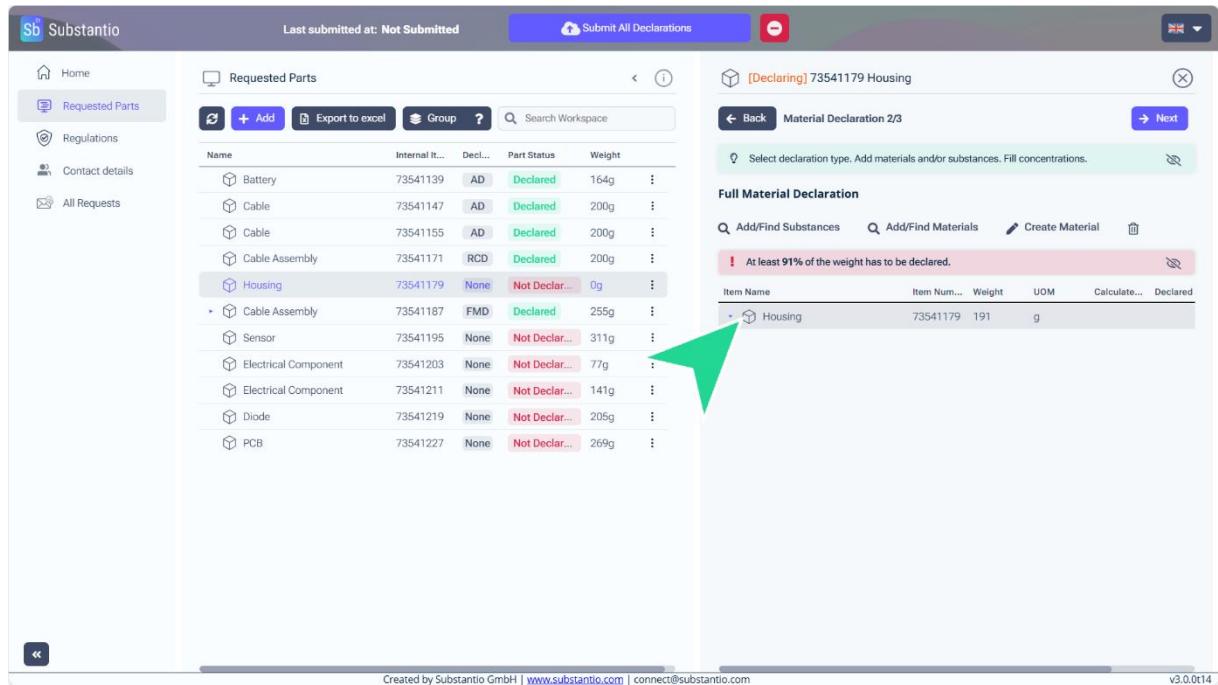
##### Part: Housing

Material: Aluminium/Steel Alloy 180g

Substances: Aluminium 45%, Iron 55%

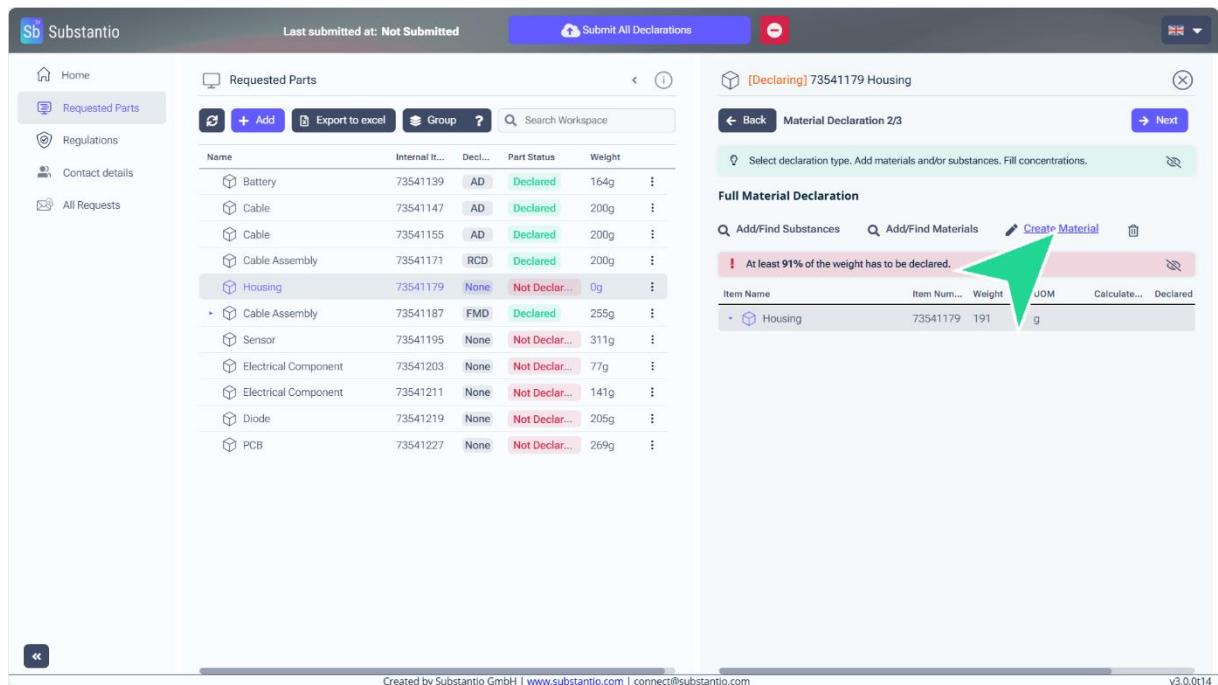
Material: 1.0044 Steel 11g

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).



The screenshot shows the Substantio platform interface. On the left, the 'Requested Parts' list is displayed, showing various components with their internal item numbers, declaration status (AD or RCD), part status (Declared or Not Declared), and weight. The 'Housing' item is selected. On the right, the 'Material Declaration' dialog is open for the 'Housing' item, showing a table with columns for Item Name, Item Num..., Weight, UOM, Calculate..., and Declared. The 'Weight' column for the 'Housing' item shows '0g'. A green arrow points from the 'Requested Parts' list to the 'Material Declaration' dialog, highlighting the 'Housing' item.

## 8. Choose the part.



The screenshot shows the Substantio platform interface. On the left, the 'Requested Parts' list is displayed, showing various components with their internal item numbers, declaration status (AD or RCD), part status (Declared or Not Declared), and weight. The 'Housing' item is selected. On the right, the 'Material Declaration' dialog is open for the 'Housing' item, showing a table with columns for Item Name, Item Num..., Weight, UOM, Calculate..., and Declared. The 'Weight' column for the 'Housing' item shows '0g'. A green arrow points from the 'Requested Parts' list to the 'Material Declaration' dialog, highlighting the 'Housing' item.

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

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Submit All Declarations

Create Material

Weight\*: 180 Unit\*: g

Material Name: Aluminium / Steel Alloy

Material Number: 1011

Material Class:

Save Cancel

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Material List

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	AD	Declared	200g
Cable	73541155	AD	Declared	200g
Cable Assembly	73541171	RCD	Declared	200g
Housing	73541179	None	Not Declared	0g
Cable Assembly	73541187	FMD	Declared	255g
Sensor	73541195	None	Not Declared	311g
Electrical Component	73541203	None	Not Declared	77g
Electrical Component	73541211	None	Not Declared	141g
Diode	73541219	None	Not Declared	205g
PCB	73541227	None	Not Declared	269g

Add/Find Materials Create Material

Materials Table

Item Num...	Weight	UOM	Calculate...	Declared
73541179	191	g		

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

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Submit All Declarations

[Declaring] 73541179 Housing

Material Declaration 2/3

Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

Add/Find Substances Add/Find Materials Create Material

At least 91% of the weight has to be declared.

Item Name	Item Num...	Weight	UOM	Calculate...	Declared
Housing	73541179	191	g		180g 94.2408%
Aluminium / Steel Alloy	1011	180	g		94.2408%

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Material List

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	AD	Declared	200g
Cable	73541155	AD	Declared	200g
Cable Assembly	73541171	RCD	Declared	200g
Housing	73541179	None	Not Declared	0g
Cable Assembly	73541187	FMD	Declared	255g
Sensor	73541195	None	Not Declared	311g
Electrical Component	73541203	None	Not Declared	77g
Electrical Component	73541211	None	Not Declared	141g
Diode	73541219	None	Not Declared	205g
PCB	73541227	None	Not Declared	269g

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

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Submit All Declarations

Requested Parts

Requested Parts

Back Material Declaration 2/3 Next

Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

Add/Find Substances Add/Find Materials Create Material

91% of the weight has to be declared.

Item	Item Num...	Weight	UOM	Calculate...	Declared
Housing	73541179	191	g	180g	94.2408%
Aluminum / Steel Alloy	1011	180	g		

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

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Submit All Declarations

Substance Selector

Add to: Aluminum / Steel Alloy 1011

Aluminum

Selected Data:

Category Name	CAS	EC	Ch. Formula
No selected data			

Data to select:

Category Name	CAS	EC	Ch. Formula
Aluminium chloride, basic	1327-41-9	215-477-2	
Aluminium-potassium-fluoride	60304-36-1	262-153-1	
Aluminium-sodium-oxide	11138-49-1	234-391-6	
[Carbonato(2-)]hexadecahydroxybis(aluminium)hexamagnesium	11097-59-9	234-319-3	-
aluminum	7429-90-5		
-nium ammonium bis(sulphate)	7784-25-0		
-nium nonide	25152-52-7		
minium Arsenide	22831-42-1	245-255-0	
Juminium-bromide	7727-15-3	231-779-7	
Aluminium-chloride	7446-70-0	231-208-1	013-003-00-7

✓ Apply ✘ Close

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

Last submitted at: Not Submitted Submit All Declarations ×

Substance Selector

Add to: Aluminium / Steel Alloy 1011

Q: Aluminium

**Selected Data:**

Category Name	CAS	EC	Ch. Formula
aluminium	7429-90-5		

**Data to select:**

Category Name	CAS	EC	Ch. Formula
Aluminium chloride, basic	1327-41-9	215-477-2	
Aluminium-potassium-fluoride	60304-36-1	262-153-1	
Aluminium-sodium-oxide	11138-49-1	234-391-6	
[Carbonato(2-)]hexadecahydroxybis(aluminium)hexamagnesium	11097-59-9	234-319-3	-
aluminium	7429-90-5		
aluminium ammonium bis(sulphate)	7784-25-0		
aluminium antimonide	25152-52-7		
Aluminum Arsenide	22831-42-1	245-255-0	
Aluminium-bromide	7727-15-3	231-779-7	
Aluminium-chloride	7446-70-0	231-208-1	013-003-00-7
...			

Apply Close

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14. Proceed to the next step.

Last submitted at: Not Submitted Submit All Declarations ×

Requested Parts

Back Material Declaration 2/3 Next

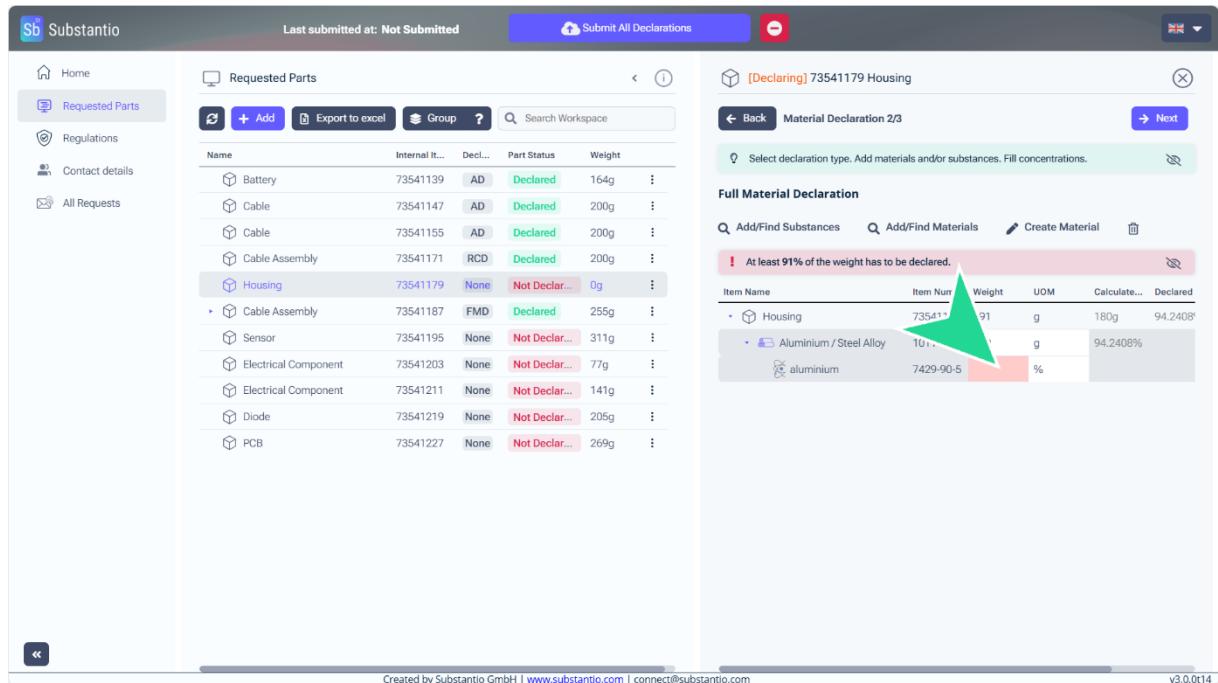
Select declaration type. Add materials and/or substances. Fill concentrations.

**Full Material Declaration**

Item Name	Item Num...	Weight	UDM	Calculate...	Declared
Housing	73541179	191	g	180g	94.2408%
Aluminium / Steel Alloy	1011	180	g		

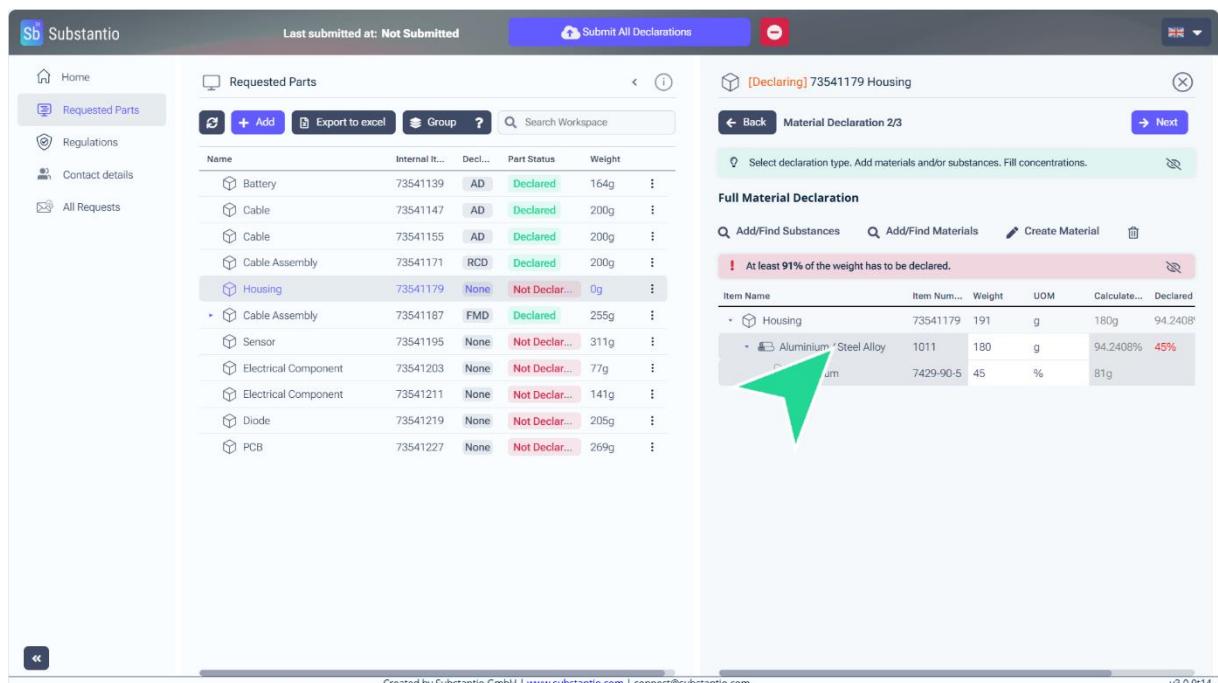
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15. When you click on your created material, you will see the substance you assigned listed below.



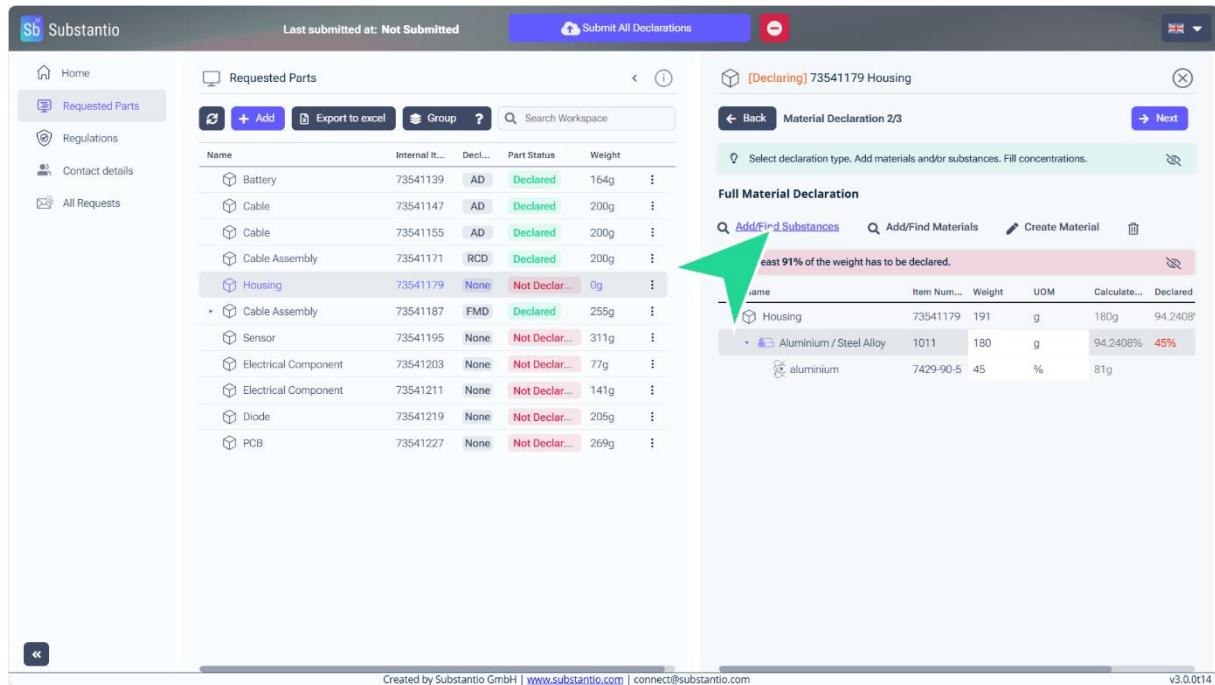
The screenshot shows the Substantio software interface. On the left, the 'Requested Parts' list is displayed, showing various components like Battery, Cable, and Housing. On the right, the 'Material Declaration' dialog is open for part number 73541179 Housing. The dialog shows a table of materials with columns for Item Name, Item Num..., Weight, UOM, Calculate..., and Declared. The 'aluminum' row is highlighted in red, and a green arrow points to it. A red warning bar at the top of the dialog says 'At least 91% of the weight has to be declared.'

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



The screenshot shows the Substantio software interface with the 'Material Declaration' dialog open. The 'aluminum' row in the declaration table now has a percentage value of 45%, indicated by a red arrow. The table columns are Item Name, Item Num..., Weight, UOM, Calculate..., and Declared. The 'aluminum' row is highlighted in red.

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



Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Requested Parts

+ Add Export to excel Group ? Search Workspace

Name Internal I... Decl... Part Status Weight

Battery	73541139	AD	Declared	164g	⋮
Cable	73541147	AD	Declared	200g	⋮
Cable	73541155	AD	Declared	200g	⋮
Cable Assembly	73541171	RCD	Declared	200g	⋮
Housing	73541179	None	Not Declared	0g	⋮
+ Cable Assembly	73541187	FMD	Declared	255g	⋮
Sensor	73541195	None	Not Declared	311g	⋮
Electrical Component	73541203	None	Not Declared	77g	⋮
Electrical Component	73541211	None	Not Declared	141g	⋮
Diode	73541219	None	Not Declared	205g	⋮
PCB	73541227	None	Not Declared	269g	⋮

[Declaring] 73541179 Housing

Material Declaration 2/3

Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

Add/Substances Add/Materials Create Material

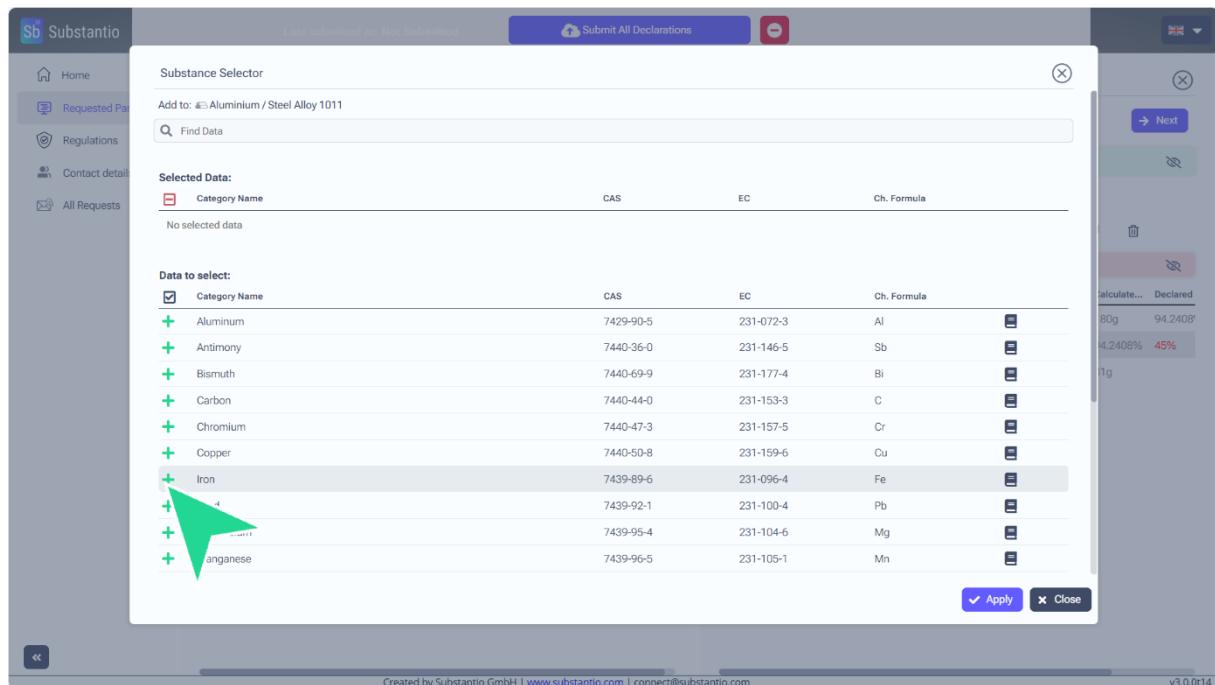
east 91% of the weight has to be declared.

Name	Item Num...	Weight	UOM	Calculate...	Declared
Housing	73541179	191	g	180g	94.2408%
+ Aluminum / Steel Alloy	1011	180	g	94.2408%	45%
aluminum	7429-90-5	45	%	81g	

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18. Click to add another substance.



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Submit All Declarations

Substance Selector

Add to: Aluminum / Steel Alloy 1011

Find Data

Selected Data:

Category Name	CAS	EC	Ch. Formula
No selected data			

Data to select:

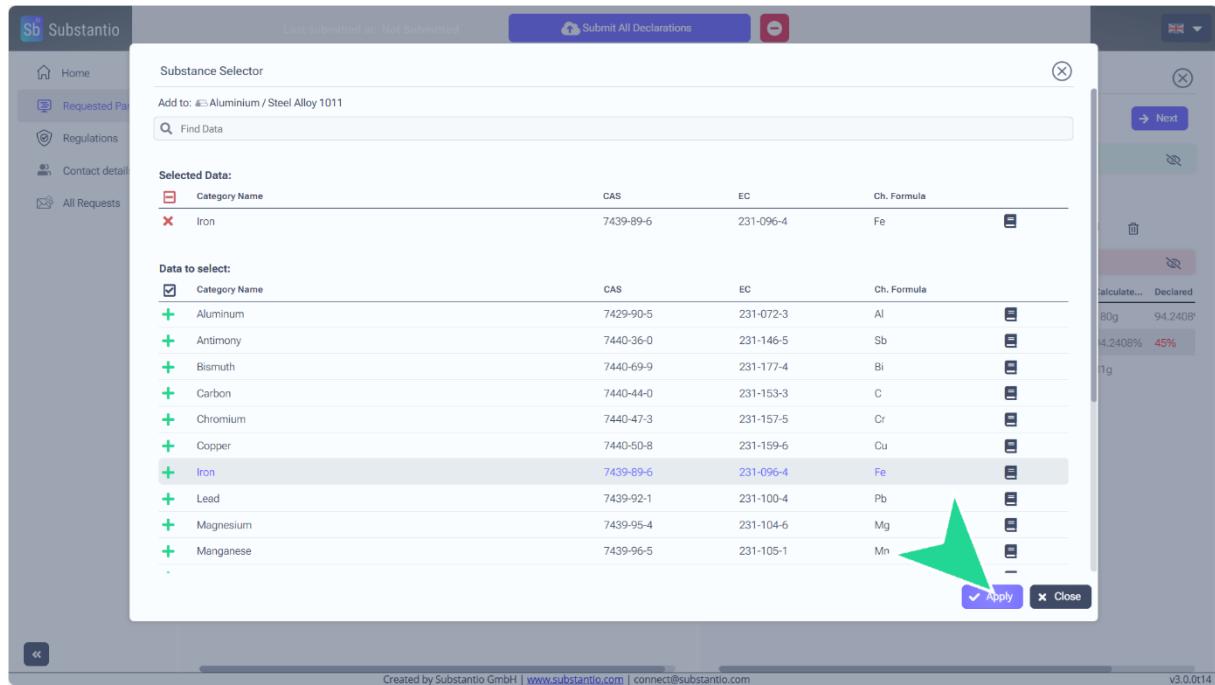
Category Name	CAS	EC	Ch. Formula
Aluminum	7429-90-5	231-072-3	Al
Antimony	7440-36-0	231-146-5	Sb
Bismuth	7440-69-9	231-177-4	Bi
Carbon	7440-44-0	231-153-3	C
Chromium	7440-47-3	231-157-5	Cr
Copper	7440-50-8	231-159-6	Cu
Iron	7439-89-6	231-096-4	Fe
	7439-92-1	231-100-4	Pb
	7439-95-4	231-104-6	Mg
	7439-96-5	231-105-1	Mn

Apply Close

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19. Select the substance you want to add.



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Substance Selector

Add to: Aluminium / Steel Alloy 1011

Find Data

Selected Data:

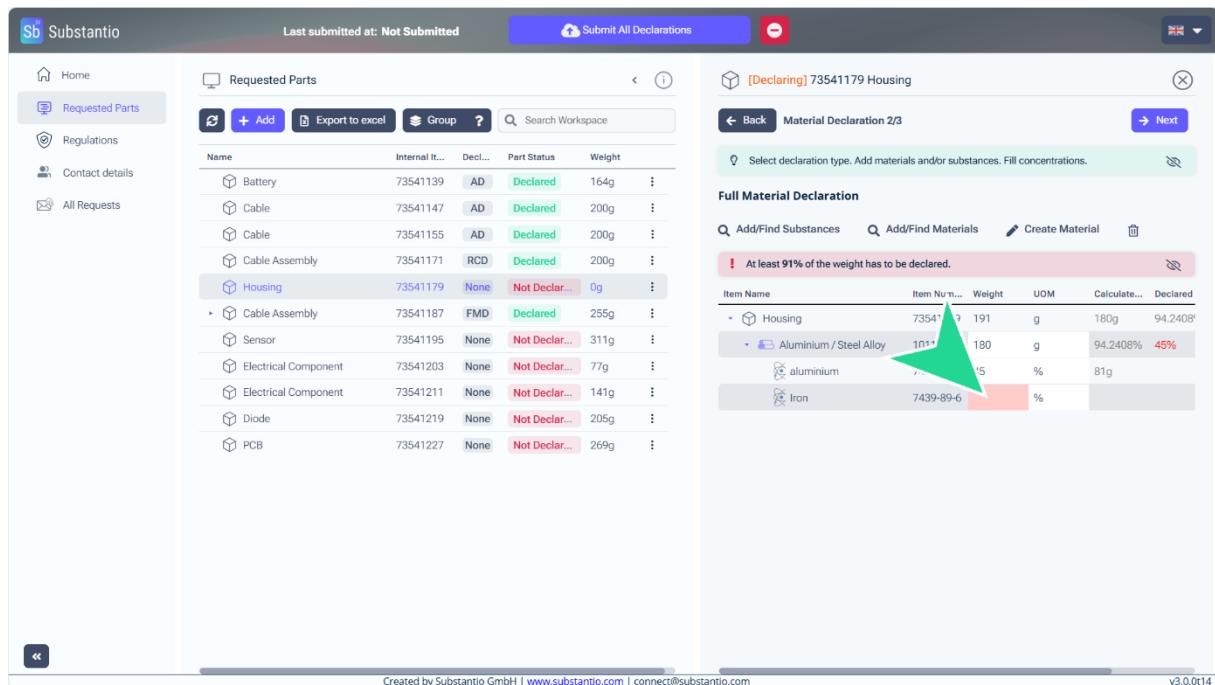
Category Name	CAS	EC	Ch. Formula
Iron	7439-89-6	231-096-4	Fe

Data to select:

Category Name	CAS	EC	Ch. Formula
Aluminum	7429-90-5	231-072-3	Al
Antimony	7440-36-0	231-146-5	Sb
Bismuth	7440-69-9	231-177-4	Bi
Carbon	7440-44-0	231-153-3	C
Chromium	7440-47-3	231-157-5	Cr
Copper	7440-50-8	231-159-6	Cu
Iron	7439-89-6	231-096-4	Fe
Lead	7439-92-1	231-100-4	Pb
Magnesium	7439-95-4	231-104-6	Mg
Manganese	7439-96-5	231-105-1	Mn
...			

Apply Close

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



Last submitted at: Not Submitted Submit All Declarations Close

Requested Parts

Back Material Declaration 2/3 Next

Select declaration type. Add materials and/or substances. Fill concentrations.

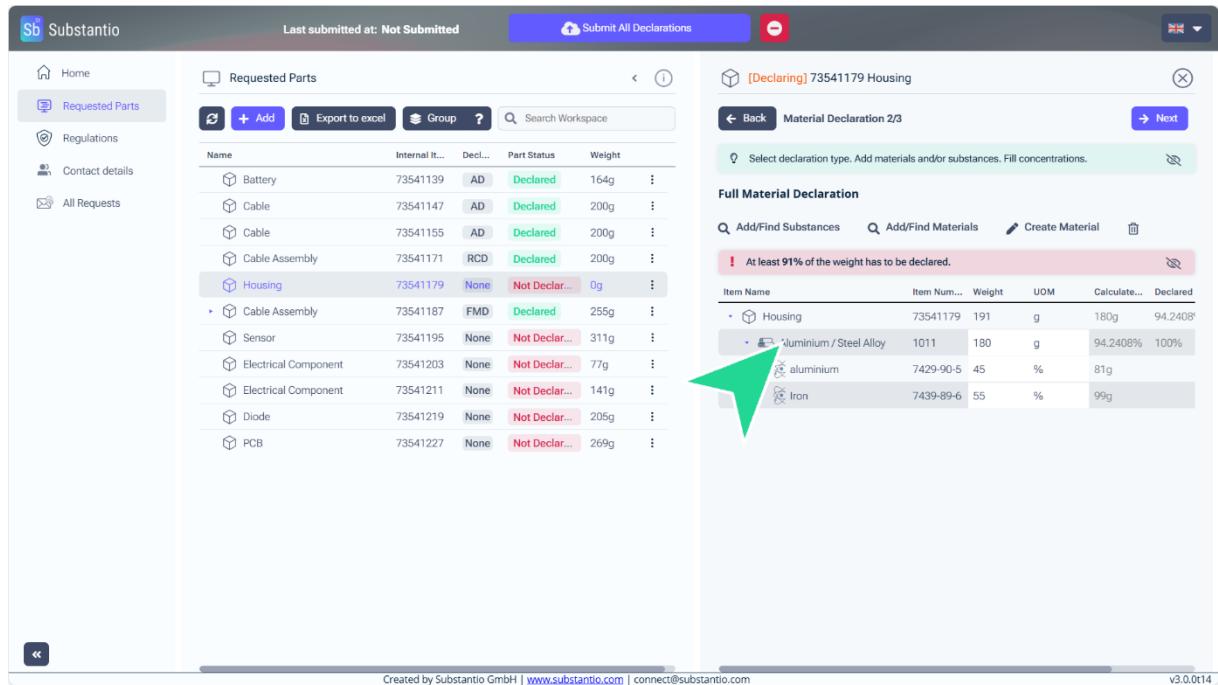
Full Material Declaration

Item Name	Item Num...	Weight	UDM	Calculate...	Declared
Housing	73541179	191	g	180g	94,2408%
Aluminium / Steel Alloy	1011	180	g	81g	45%
aluminium	7439-89-6	81	%		
Iron	7439-89-6	81	%		

Add/Substances Add/Materials Create Material Remove

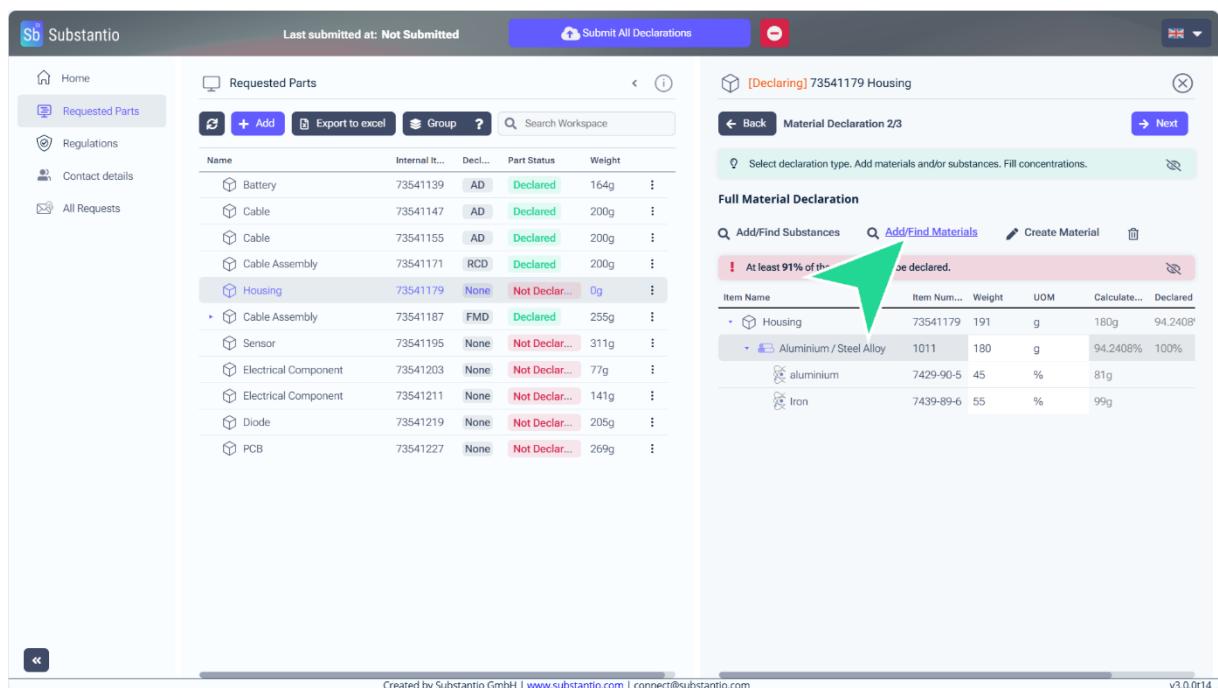
At least 91% of the weight has to be declared.

21. Now enter the percentage for this new substance.



The screenshot shows the Substantio software interface. On the left, the 'Requested Parts' list is displayed with various components and their details. On the right, a 'Material Declaration' detail view is shown for part ID 73541179 Housing. The declaration table includes columns for Item Name, Item Number, Weight, UOM, Calculate..., and Declared. A message at the top of the declaration view states: 'At least 91% of the weight has to be declared.' A green arrow points from the 'Add/Find Materials' button in the declaration detail view to the 'Add/Find Materials' button in the navigation bar of the declaration detail view.

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



The screenshot shows the Substantio software interface. On the left, the 'Requested Parts' list is displayed with various components and their details. On the right, a 'Material Declaration' detail view is shown for part ID 73541179 Housing. The declaration table includes columns for Item Name, Item Number, Weight, UOM, Calculate..., and Declared. A message at the top of the declaration view states: 'At least 91% of the weight has to be declared.' A green arrow points from the 'Add/Find Materials' button in the declaration detail view to the 'Add/Find Materials' button in the navigation bar of the declaration detail view.

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

Last submitted at: Not Submitted

Submit All Declarations

Material Selector

Add to: Housing 73541179

1.0044

Extended Search

Selected Materials:

Material Name	Item Number	Material Category	Material Class
1.0044 - S275JR	1.0044 - S275JR	Steel	

Material List:

Material Name	Item Number	Material Category	Material Class
1.0044 - S275JR	1.0044 - S275JR	Steel	
Electrical Component	73541211	None	Not Declared
Diode	73541219	None	Not Declared
PCB	73541227	None	Not Declared

Apply Use as template Close

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

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Submit All Declarations

Requested Parts

+ Add Export to excel Group ? Search Workspace

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	AD	Declared	200g
Cable	73541155	AD	Declared	200g
Cable Assembly	73541171	RCD	Declared	200g
Housing	73541179	None	Not Declared	0g
+ Cable Assembly	73541187	FMD	Declared	255g
Sensor	73541195	None	Not Declared	311g
Electrical Component	73541203	None	Not Declared	77g
Electrical Component	73541211	None	Not Declared	141g
Diode	73541219	None	Not Declared	205g
PCB	73541227	None	Not Declared	269g

Back Material Declaration 2/3 Next

Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

Add/Find Substances Add/Find Materials Create Material

At least 91% of the weight has to be declared.

Item Name	Item Num...	Weight	UDM	Calculate...	Declared
Housing	73541179	191	g	180g	94.2408%
+ Aluminium / Steel Alloy	1011	180	g	94.2408%	100%
aluminum	7429	45	%	81g	
Iron	7439-89-6	77.638	%	99g	
+ 1.0044 - S275JR	1.0044 - ...				100%
Sulfur	7704-34-9	0.04	%		
Copper	7440-58-8	0.55	%		
Iron	7439-89-6	97.638	%		
Nitrogen	7727-37-9	0.012	%		
Phosphorous	7723-14-0	0.04	%		
Manganese	7439-96-5	1.5	%		
Carbon	7440-44-0	0.22	%		

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

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Requested Parts

Back Material Declaration 2/3 Next

Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

At least 91% of the weight has to be declared.

Item Name	Item Num...	Weight	UOM	Calculate...	Declared
Housing	73541179	191	g	180g	94.2408%
Aluminium / Steel Alloy	1011	180	g	94.2408%	100%
aluminium	7429-90-5	45	%	81g	
Iron	7439-89-6	55	%	99g	
1.0044 - S275JR	1.0044 - ...	11	g		100%
Sulfur	7704-34-9	0.04	%	NA	
Copper	7440-50-8	0.55	%	NA	
Iron	7439-89-6	97.638	kg	NA	
Nitrogen	7727-37-9	0.012	ppm	NA	
Phosphorous	7723-14-0	0.04	%	NA	
Manganese	7439-96-5	1.5	%	NA	
Carbon	7440-44-0	0.22	%	NA	

## 26. Make sure to choose the correct unit.

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Requested Parts

Back Material Declaration 2/3 Next

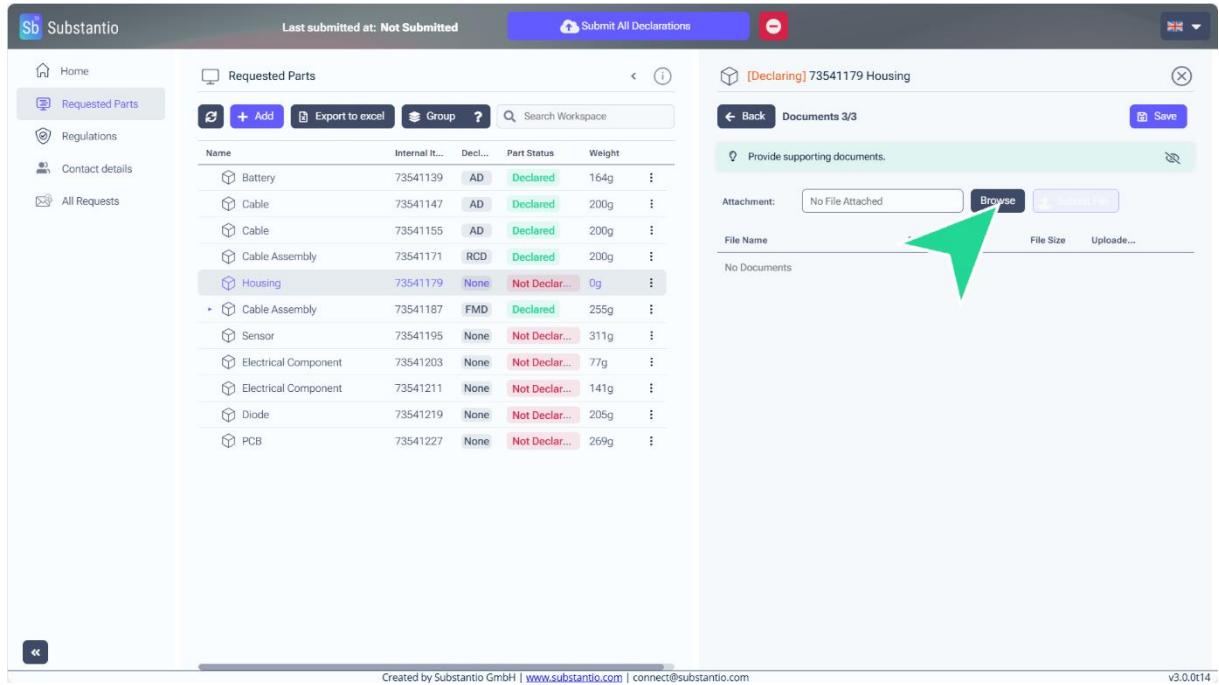
Select declaration type. Add materials and/or substances. Fill concentrations.

Full Material Declaration

At least 91% of the weight has to be declared.

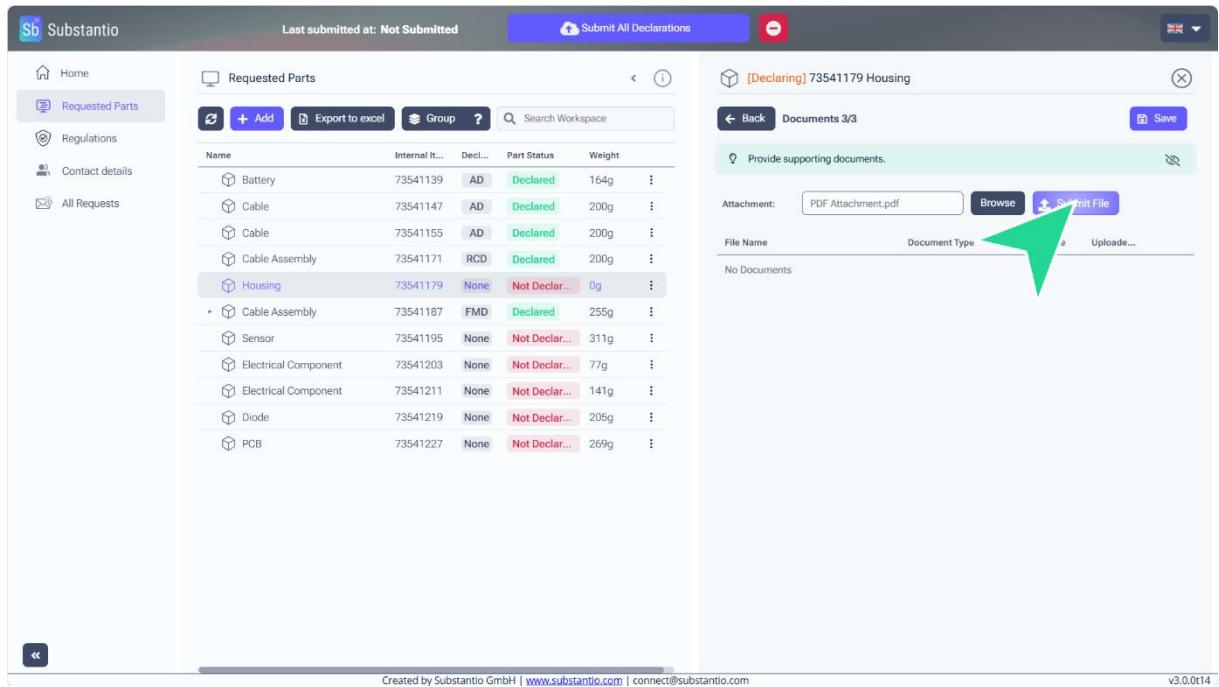
Item Name	Item Num...	Weight	UOM	Calculate...	Declared
Housing	73541179	191	g	191g	100%
Aluminium / Steel Alloy	1011	180	g	94.2408%	100%
aluminium	7429-90-5	45	%	81g	
Iron	7439-89-6	55	%	99g	
1.0044 - S275JR	1.0044 - ...	11	g	5.7592%	100%
Sulfur	7704-34-9	0.04	%	0.0044g	
Copper	7440-50-8	0.55	%	0.0605g	
Iron	7439-89-6	97.638	kg	10.7402g	
Nitrogen	7727-37-9	0.012	ppm	0.0013g	
Phosphorous	7723-14-0	0.04	%	0.0044g	
Manganese	7439-96-5	1.5	%	0.165g	
Carbon	7440-44-0	0.22	%	0.0242g	

## 27. Click the Next button to move forward.



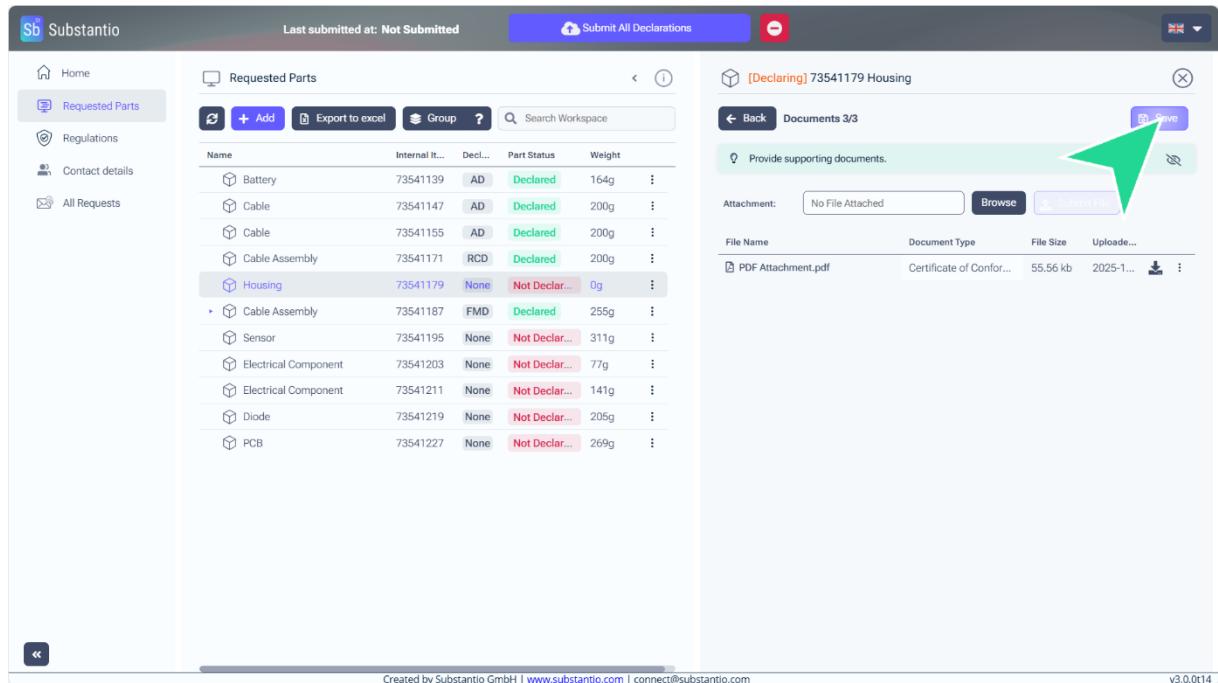
The screenshot shows the Substantio software interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main content area has two tabs: 'Requested Parts' and 'Declaring'. The 'Requested Parts' tab shows a list of items with columns for Name, Internal Item ID, Decl., Part Status, and Weight. The 'Declaring' tab shows a document for part ID 73541179 Housing, with sections for 'Provide supporting documents' and 'Attachment'. The attachment field shows 'No File Attached' and has a 'Browse' button. A green arrow points to the 'Browse' button.

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



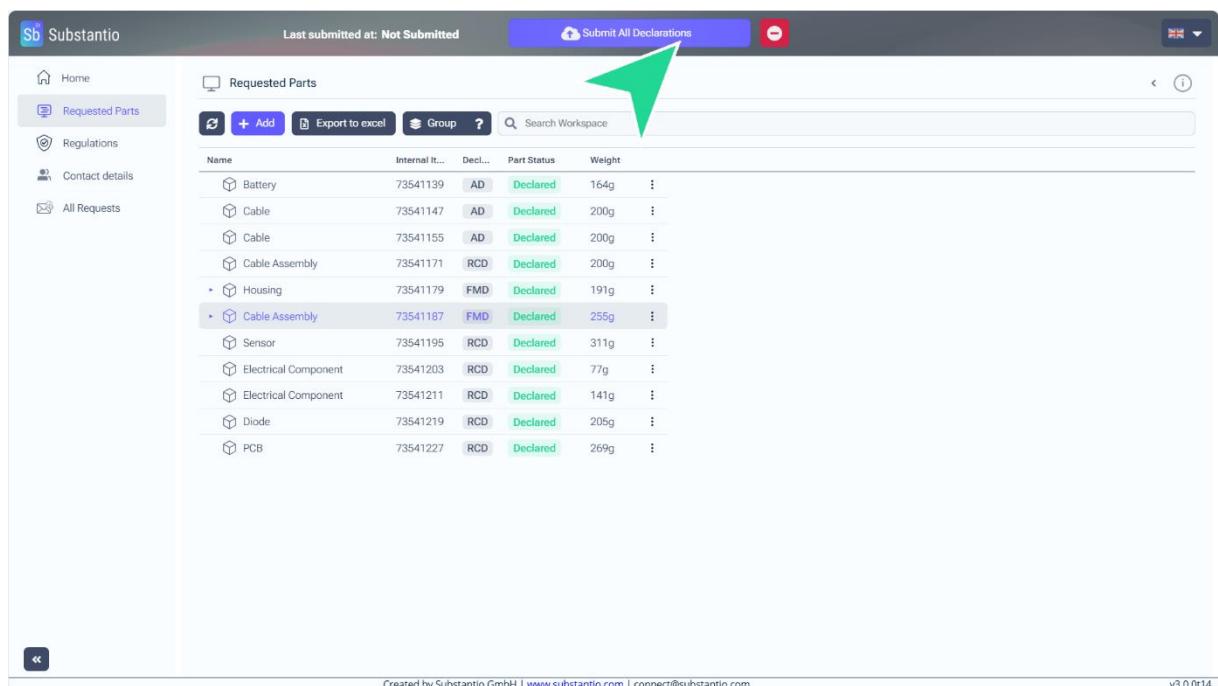
The screenshot shows the Substantio software interface. The layout is identical to the previous screenshot, but now the 'Declaring' tab is active. In the 'Provide supporting documents' section, the attachment field now contains 'PDF Attachment.pdf'. The 'Browse' button is still present, but a green arrow points to the 'Submit File' button, which is highlighted in purple.

29. After that, submit the file.



The screenshot shows the Substantio software interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main content area has a header 'Requested Parts' with buttons for 'Add', 'Export to excel', 'Group', and a search bar. Below is a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The table lists various components: Battery (73541139, AD, Declared, 164g), Cable (73541147, AD, Declared, 200g), Cable (73541155, AD, Declared, 200g), Cable Assembly (73541171, RCD, Declared, 200g), Housing (73541179, None, Not Declared, 0g), Cable Assembly (73541187, FMD, Declared, 255g), Sensor (73541195, None, Not Declared, 311g), Electrical Component (73541203, None, Not Declared, 77g), Electrical Component (73541211, None, Not Declared, 141g), Diode (73541219, None, Not Declared, 205g), and PCB (73541227, RCD, Declared, 269g). On the right, a detailed view for 'Housing' (73541179) is shown with a status of 'Not Declared' and a weight of '0g'. A green arrow points from the 'Not Declared' status in the main list to this detailed view. The detailed view includes a 'Provide supporting documents' section with a 'Browse' button and a table showing file attachments: PDF Attachment.pdf (Certificate of Confor..., 55.56 kb, 2025-1...).

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



The screenshot shows the Substantio software interface, identical to the previous one but with a green arrow pointing to the 'Submit All Declarations' button at the top of the main header. The rest of the interface, including the sidebar, 'Requested Parts' list, and detailed part view, remains the same.

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