

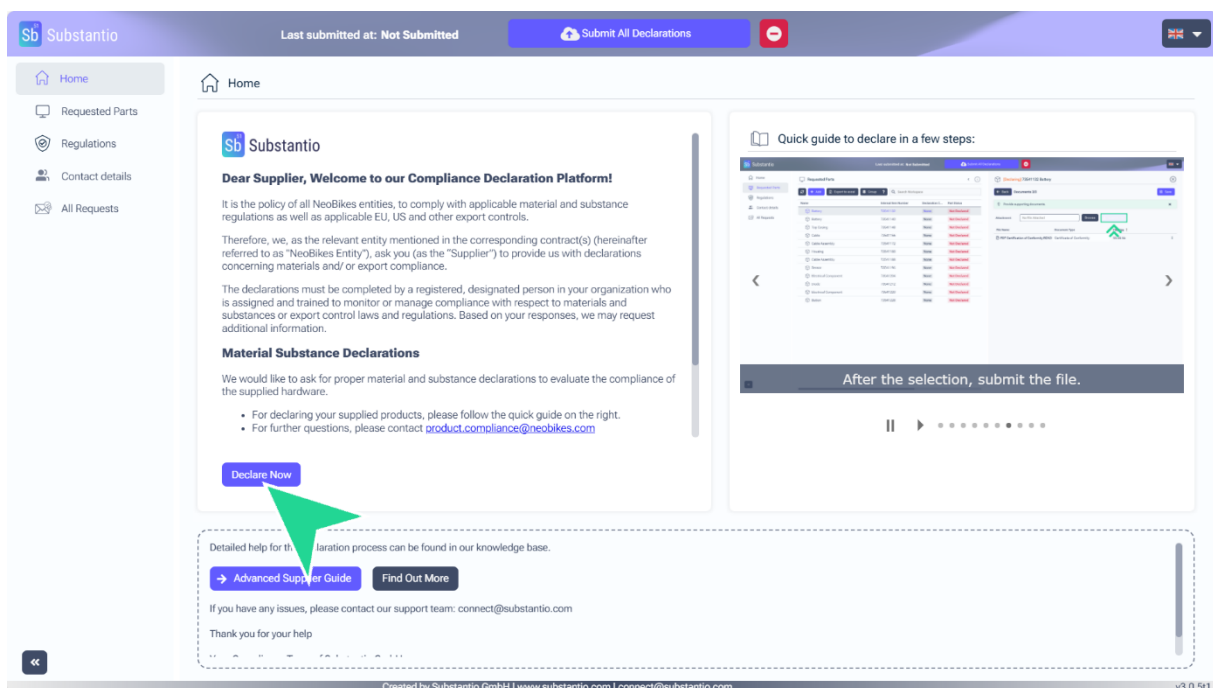
SUPPLIER GUIDE

UNKNOWN & OBSOLETE DECLARATION

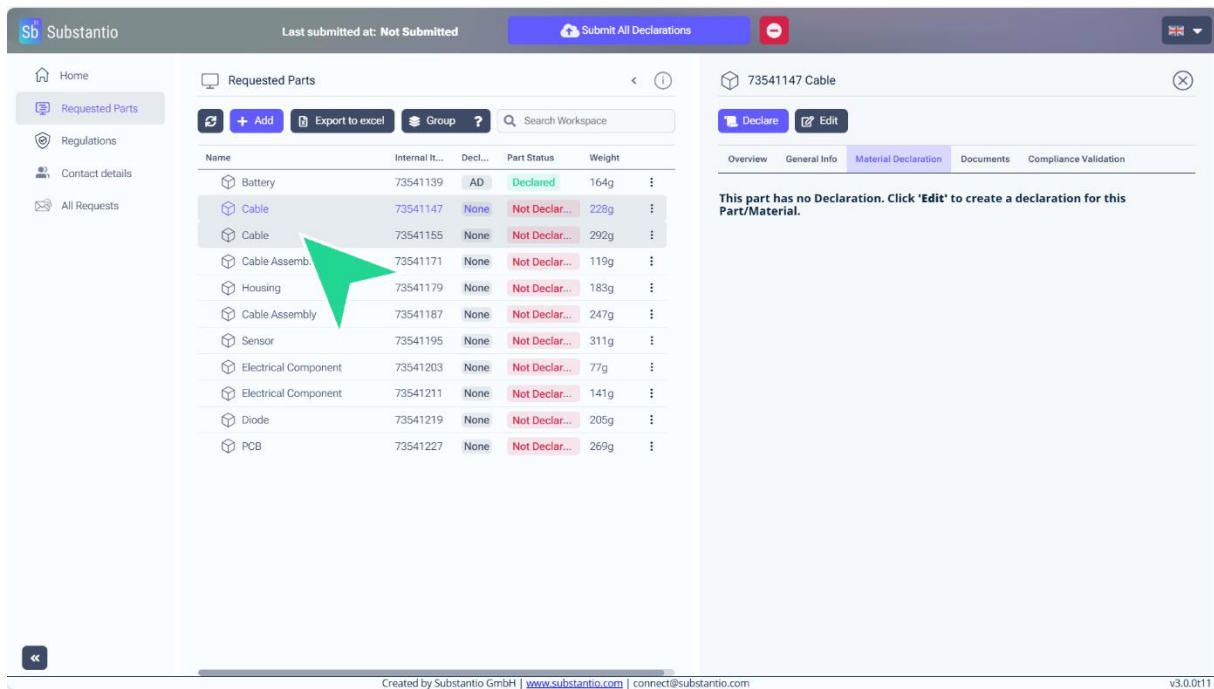
Unknown & Obsolete parts – group of parts

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.

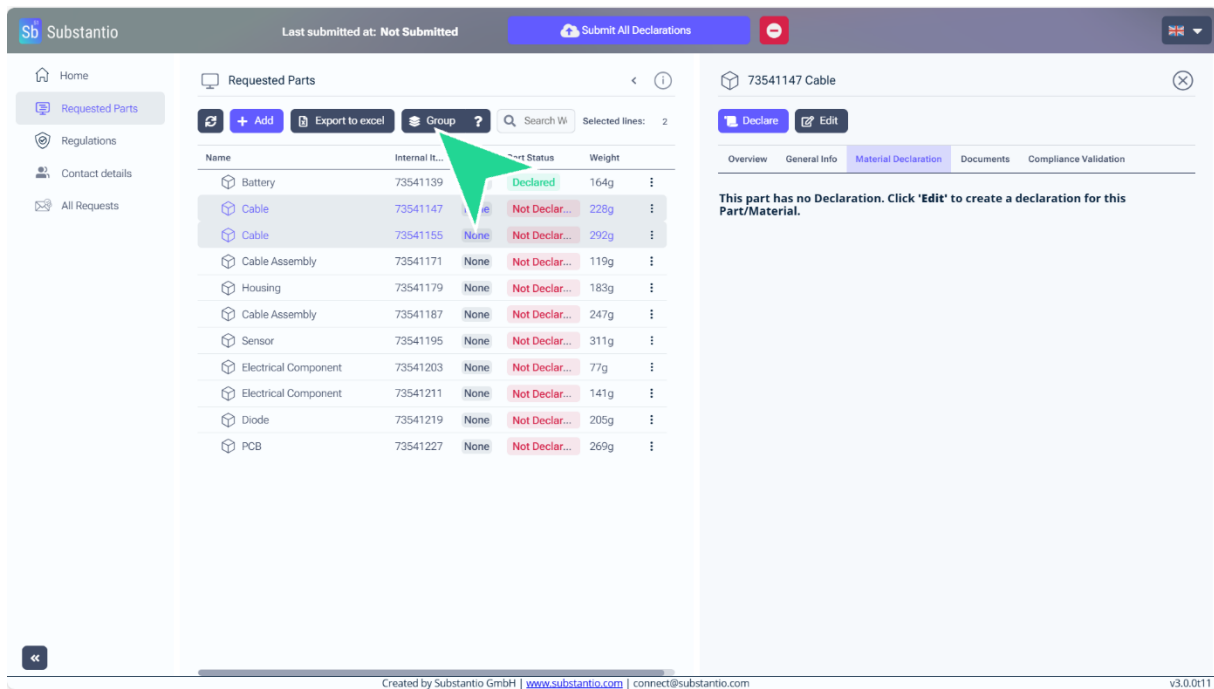
It includes the declaration of a group of multiple parts with the same compliance status.



1. 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. Press the the **Shift** key, while clicking on the parts to declare them as unknown or obsolete.



3. Click the **Group** button.

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Internal It...

Decl...

Part Status

Weight

Battery

73541139

AD

Declared

164g

Cable

73541147

None

Not Declar...

228g

Cable

73541155

None

Not Declar...

292g

Cable Assembly

73541171

None

Not Declar...

119g

Housing

73541179

None

Not Declar...

183g

Cable Assembly

73541187

None

Not Declar...

247g

Sensor

73541195

None

Not Declar...

311g

Electrical Component

73541203

None

Not Declar...

77g

Electrical Component

73541211

None

Not Declar...

141g

Diode

73541219

None

Not Declar...

205g

PCB

73541227

None

Not Declar...

269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*

Type

Name

Weight

UOM

Cable

228

g

Cable

292

g

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4. Enter the **Weight** of your part. Use "0" if unknown. If the parts have different weights, enter each weight individually.

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Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Internal It...

Decl...

Part Status

Weight

Battery

73541139

AD

Declared

164g

Cable

73541147

None

Not Declar...

228g

Cable

73541155

None

Not Declar...

292g

Cable Assembly

73541171

None

Not Declar...

119g

Housing

73541179

None

Not Declar...

183g

Cable Assembly

73541187

None

Not Declar...

247g

Sensor

73541195

None

Not Declar...

311g

Electrical Component

73541203

None

Not Declar...

77g

Electrical Component

73541211

None

Not Declar...

141g

Diode

73541219

None

Not Declar...

205g

PCB

73541227

None

Not Declar...

269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*

Type

Name

Weight

UOM

Cable

228

g

Cable

292

g

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5. And choose the right unit.

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Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

+ Add

Export to excel

Group ?

Search W

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*

Type	Name	Weight	UOM
Cable	Cable	228	g
Cable	Cable	292	g

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

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

+ Add

Export to excel

Group ?

Search W

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*

Type	Name	Weight	UOM
Cable	Cable	228	g
Cable	Cable	292	g

Warning

This action will override all weights in selected parts. Are you sure you want to continue?

Yes

No

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7. Click the Yes button.

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare Declare All as... Save Add Files Clear All

Set Weight Weight*: Unit*: g

Type	Name	Weight	UOM
Cable	Cable	228	g
Cable	Cable	292	g

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8. Enter the **Weight** for your parts and select the **Unit**.

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

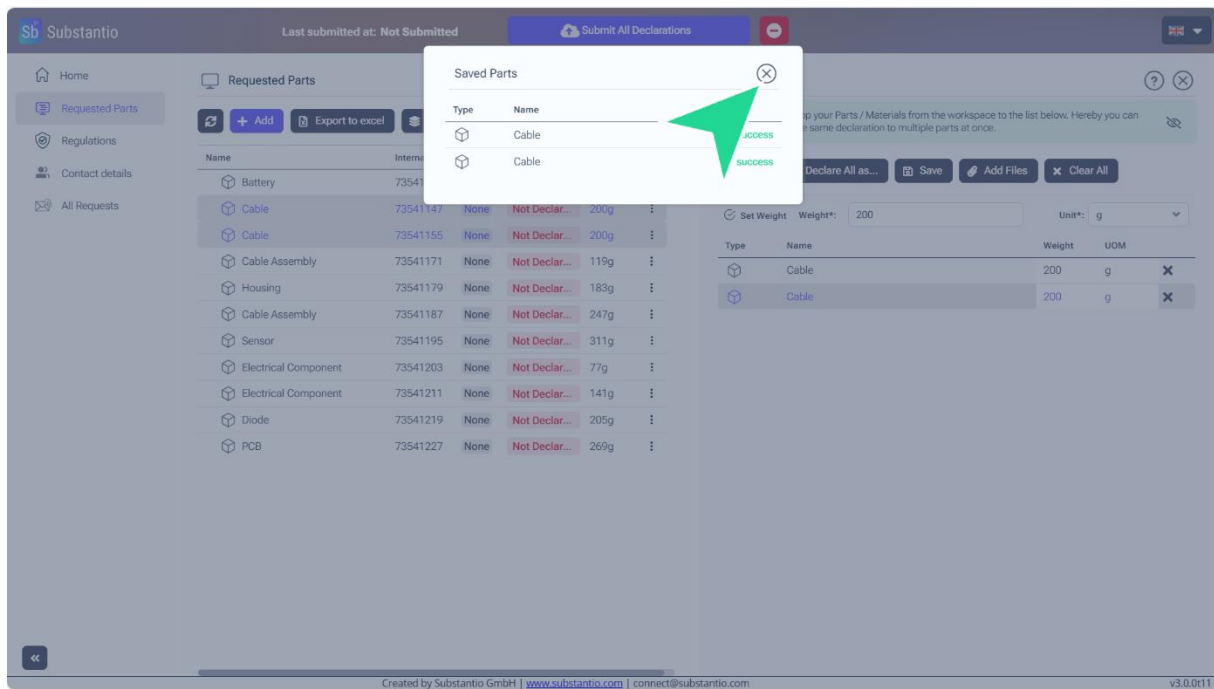
Declare Declare All as... Save Add Files Clear All

Set Weight Weight*: 200 Unit*: g

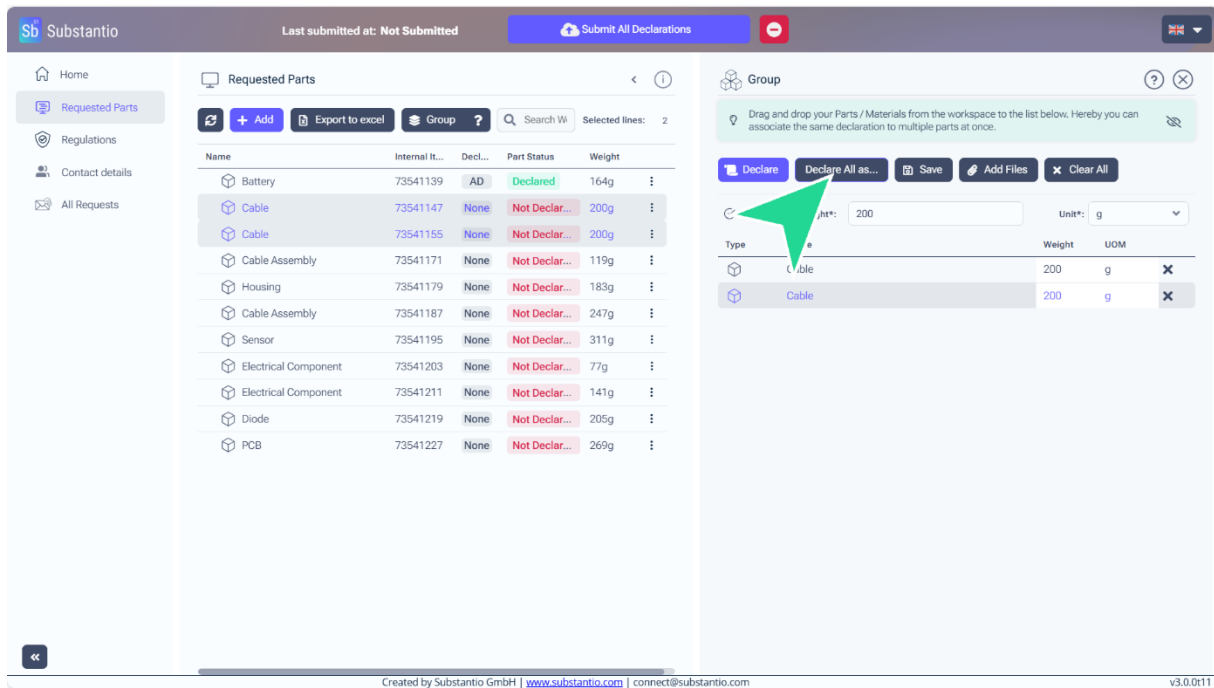
Type	Name	Weight	UOM
Cable	Cable	228	g
Cable	Cable	292	g

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9. Click the **Save** button.



10. The program will confirm that your changes have been saved.



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

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Export to excel

Group

Search W

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	200g
Cable	73541155	None	Not Declar...	200g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Unknown

Obsolete

Unit: g

Weight

UOM

200

g

200

g

https://qa.substantio.com:5111/sb/ui/request.html?viewOnly=true&requestId=fa863161-e427-4332-9341-ab7a7075ca79#

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

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

Export to excel

Group

Search W

Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	200g
Cable	73541155	None	Not Declar...	200g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	73541195	None	Not Declar...	311g
Electrical Component	73541203	None	Not Declar...	77g
Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Save

Add Files

Clear All

3 Parts: Cable Cable

Act Declaration

Persistent Organic Pollutants (EU) 2019/1021 (POPs) 2019-01

Product(s) is obsolete, no information is available

Product(s) is unknown, no information is available

RoHS EU 2011/65/EU 2019-07

Product(s) is obsolete, no information is available

Product(s) is unknown, no information is available

Universal PFAS restriction proposal 2023-06

Product(s) is obsolete, no information is available

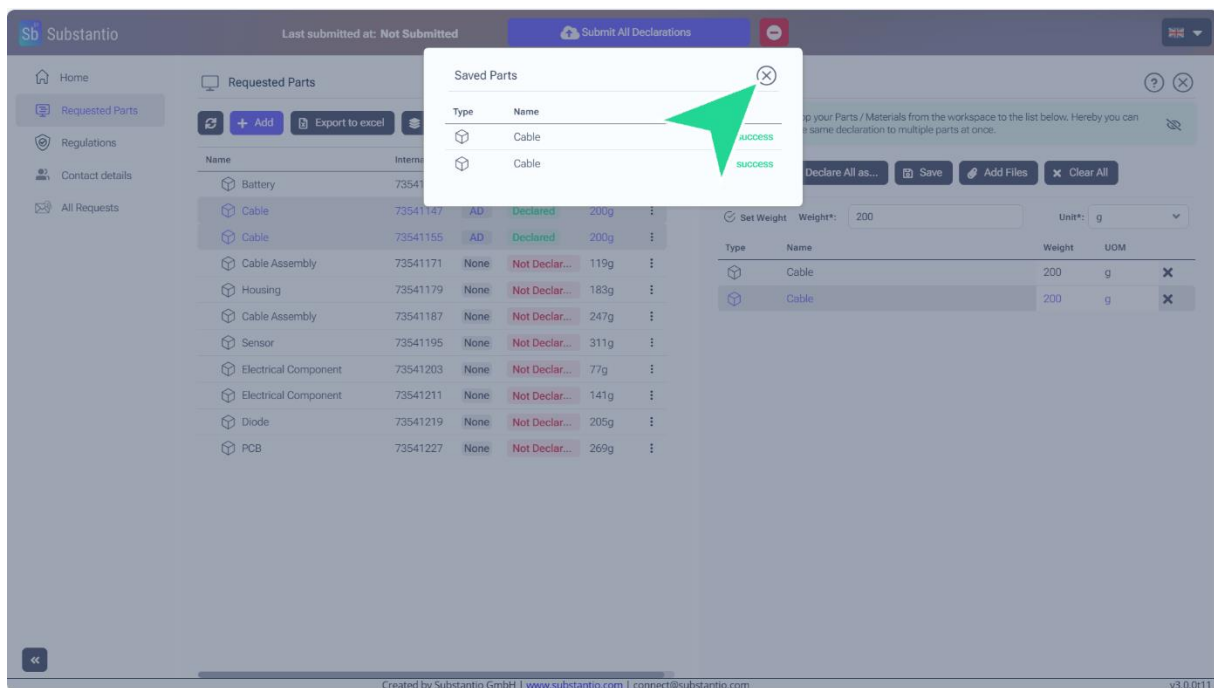
Product(s) is unknown, no information is available

REACH Restriction List (Article 67 and Annex XVII) 2023-09

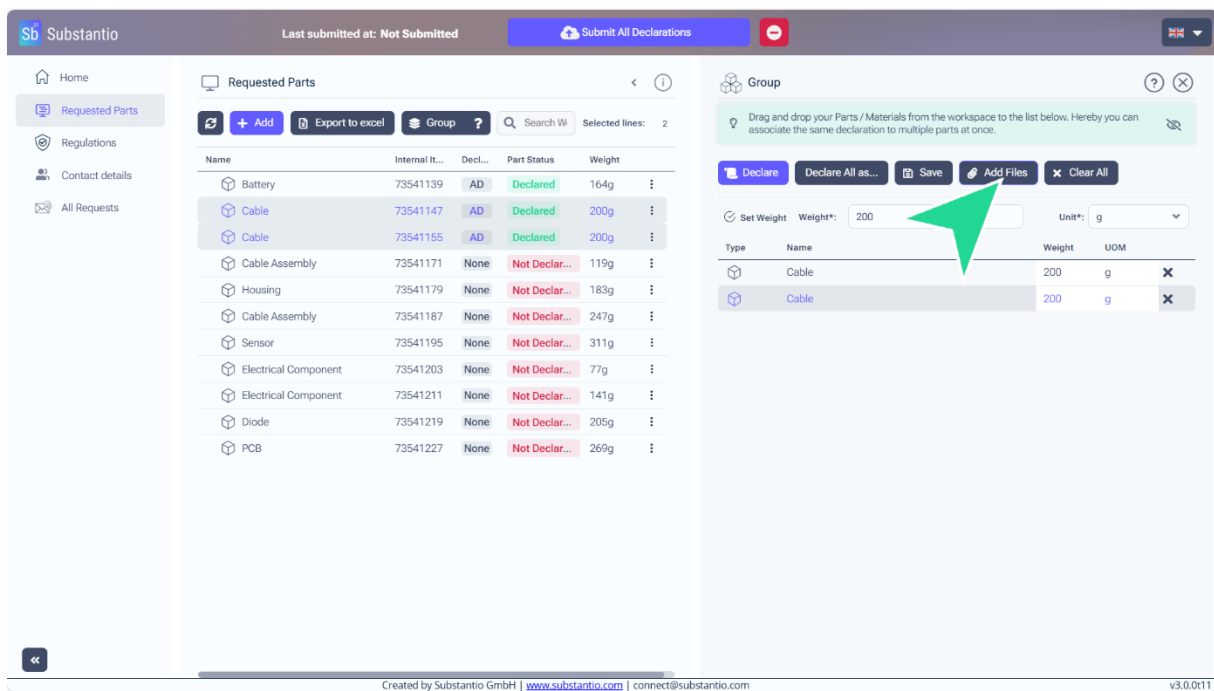
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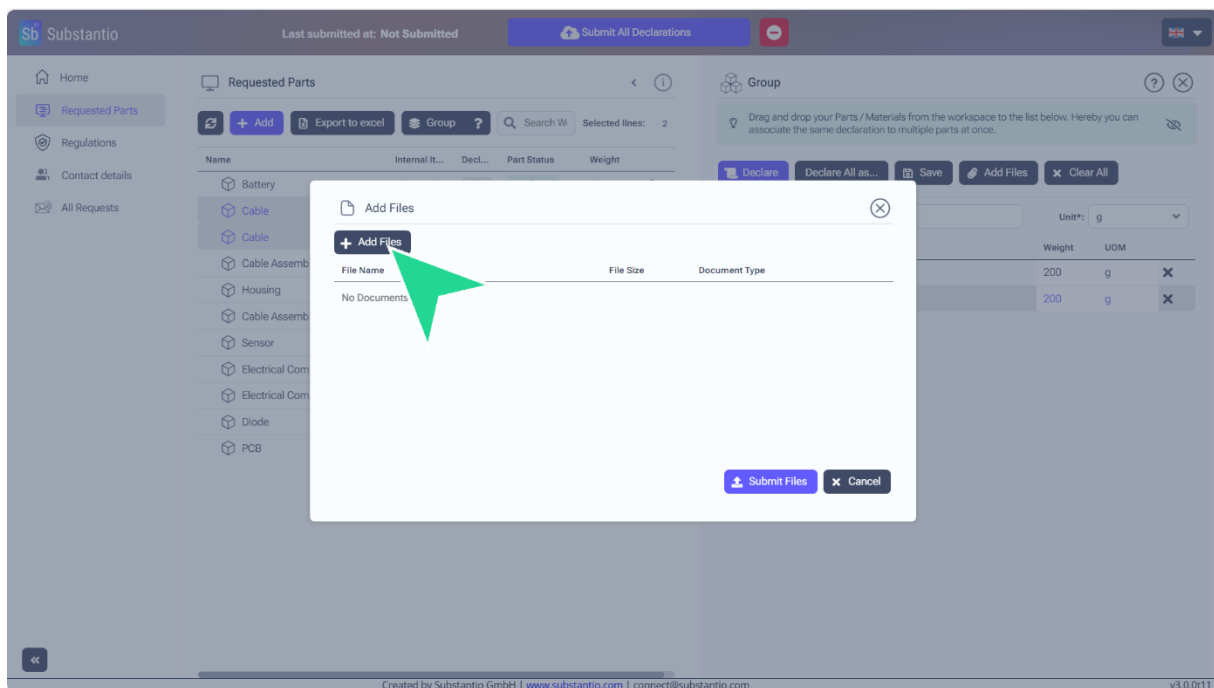
13. Click the **Save** button, to keep your changes.



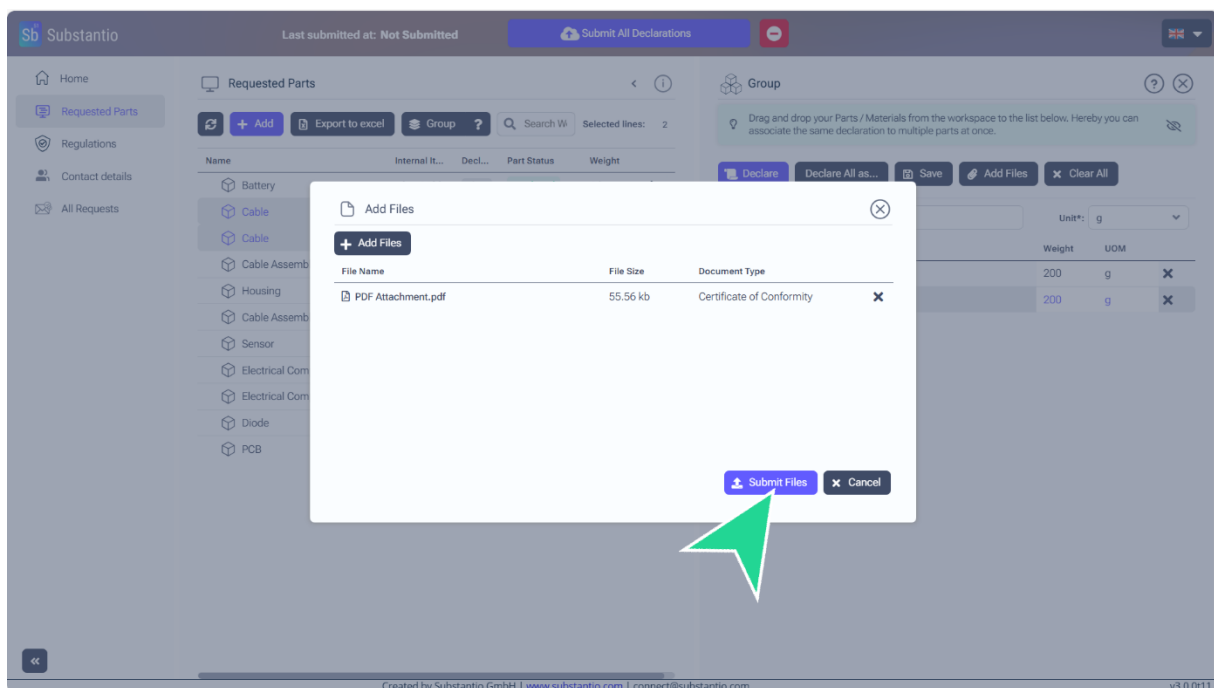
14. Now changes are saved successfully.



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



16. Please upload a conformity document to validate your declaration. To do this, click the **Add Files** button. You can upload multiple documents by clicking the **Add Files** button for each additional document and selecting the relevant file.



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

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Files uploaded. rations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

+ Add

Export to excel

Group ?

Search W

Selected lines: 2

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	None	Not Declar...	119g	
Housing	73541179	None	Not Declar...	183g	
Cable Assembly	73541187	None	Not Declar...	247g	
Sensor	73541195	None	Not Declar...	311g	
Electrical Component	73541203	None	Not Declar...	77g	
Electrical Component	73541211	None	Not Declar...	141g	
Diode	73541219	None	Not Declar...	205g	
PCB	73541227	None	Not Declar...	269g	

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*: g

Type	Name	Weight	UOM	
	Cable	200	g	X
	Cable	200	g	X

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18. Than choose **Save**.

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Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

+ Add

Export to excel

Group ?

Search W

Selected lines: 2

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	None	Not Declar...	119g	
Housing	73541179	None	Not Declar...	183g	
Cable Assembly	73541187	None	Not Declar...	247g	
Sensor	73541195	None	Not Declar...	311g	
Electrical Component	73541203	None	Not Declar...	77g	
Electrical Component	73541211	None	Not Declar...	141g	
Diode	73541219	None	Not Declar...	205g	
PCB	73541227	None	Not Declar...	269g	

Group

Drag and drop your Parts / Materials from the workspace to the list below. Hereby you can associate the same declaration to multiple parts at once.

Declare

Declare All as...

Save

Add Files

Clear All

Set Weight

Weight*

Unit*: g

Type	Name	Weight	UOM	
	Cable	200	g	X
	Cable	200	g	X

Saved Parts

Type	Name
	Cable
	Cable

Close dialog

success

success

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19. Your changes have been saved again.

The screenshot shows the Substantio web application interface. At the top, a dark header bar contains the Substantio logo, the text 'Last submitted at: Not Submitted', a blue button labeled 'Submit All Declarations' (highlighted by a green arrow), and a red button with a minus sign. Below the header is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main content area is titled 'Requested Parts' and features a table of parts. Above the table are buttons for '+ Add', 'Export to excel', and 'Group', along with a search bar labeled 'Search Workspace'. The table has columns for Name, Internal ID, Declaration, Part Status, and Weight. All parts listed have a status of 'Declared'.

Name	Internal ID	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	RCD	Declared	191g
Cable Assembly	73541187	FMD	Declared	255g
Sensor	73541195	RCD	Declared	311g
Electrical Component	73541203	RCD	Declared	77g
Electrical Component	73541211	RCD	Declared	141g
Diode	73541219	RCD	Declared	205g
PCB	73541227	RCD	Declared	269g

At the bottom of the page, a footer contains the text: 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com v3.0.0t14'.

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