SUBSTANTIO

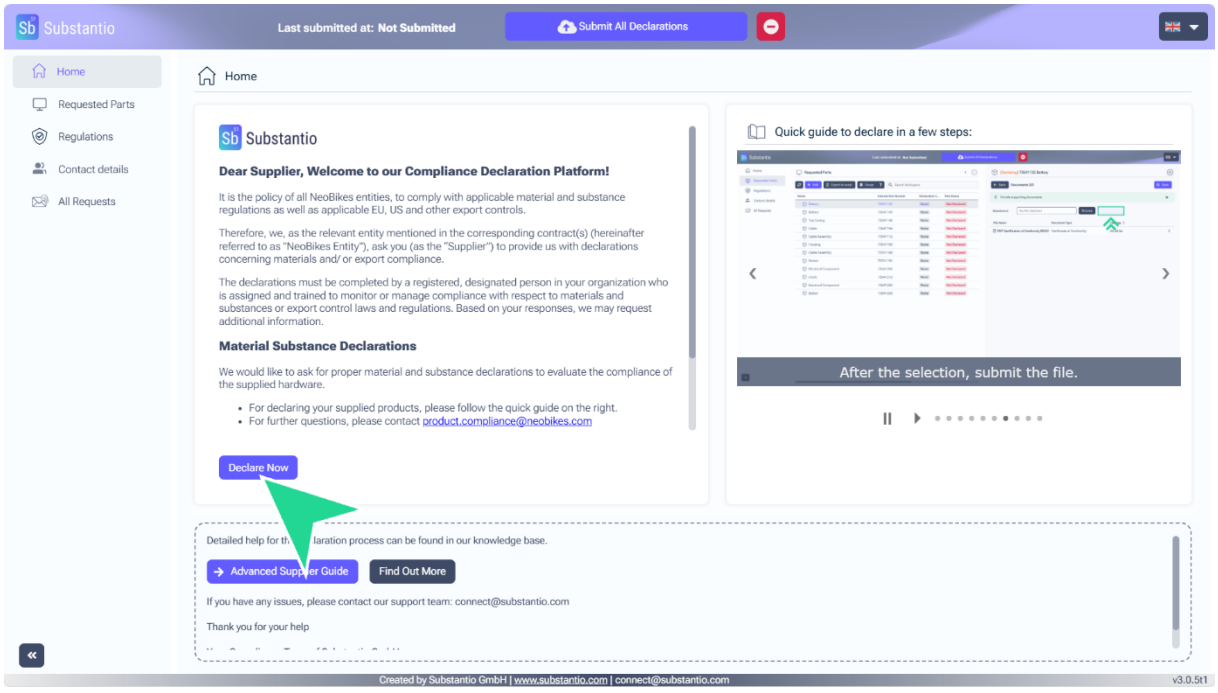
SUPPLIER GUIDE

UNKNOWN & OBSOLETE DECLARATION

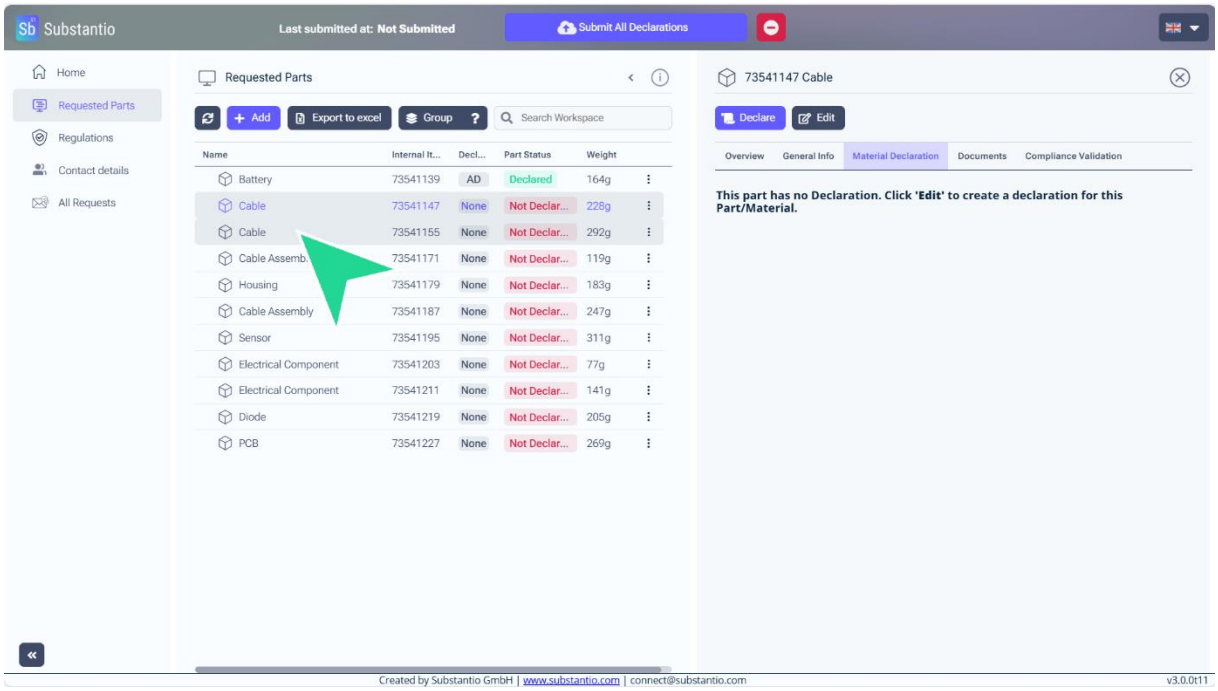
Unknown & Obsolete parts – group of parts

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.

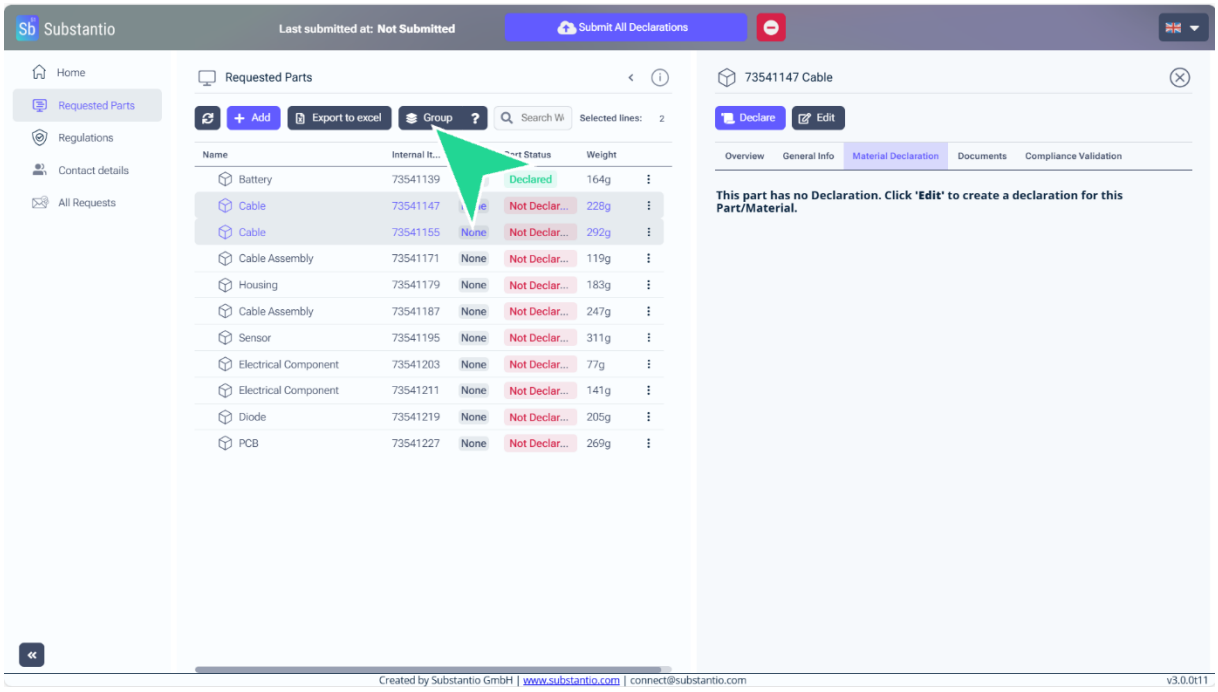
It includes the declaration of a group of multiple parts with the same compliance status.



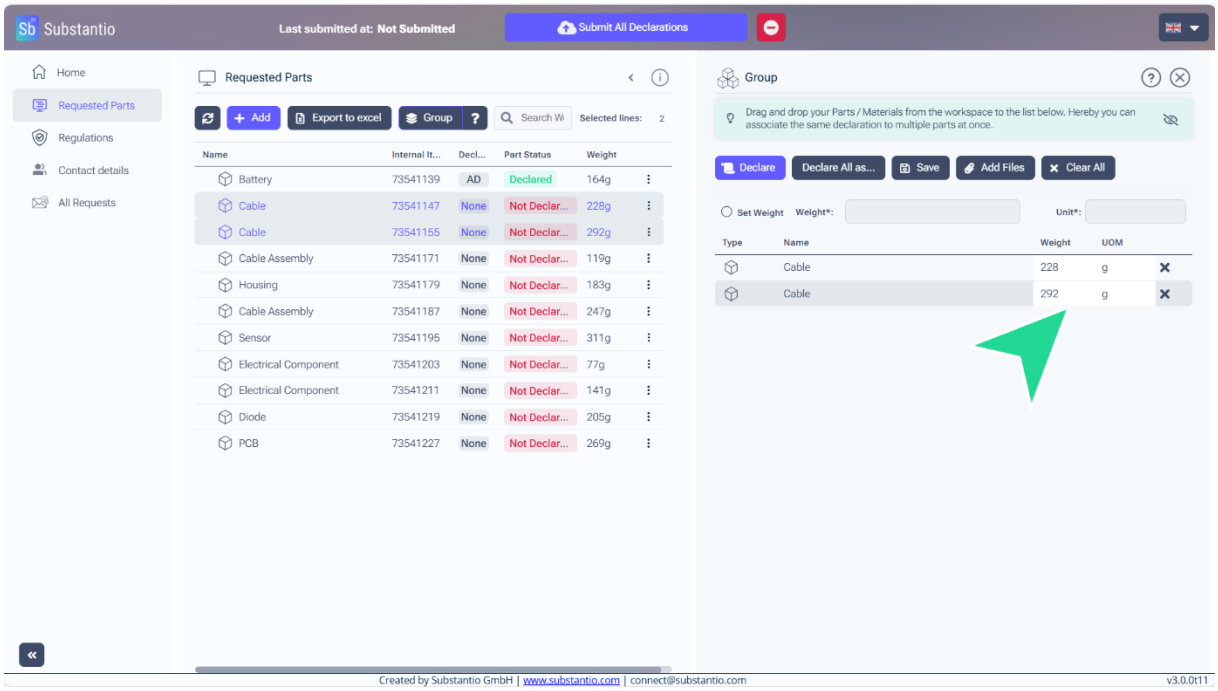
1. You accessed the Substantio platform via the link of your customer's email for substance compliance. Respond to the requests from your customer by clicking the **Declare now** button.



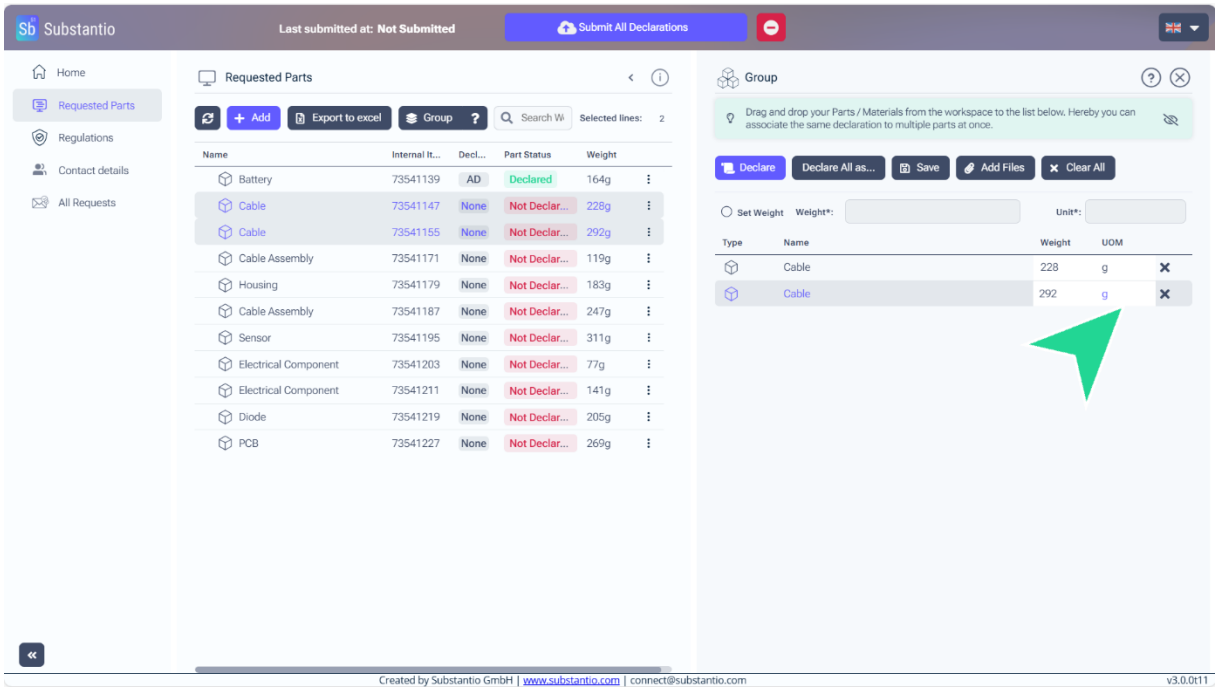
2. Press the the **Shift key,** while clicking on the parts to declare them as unknown or obsolete.



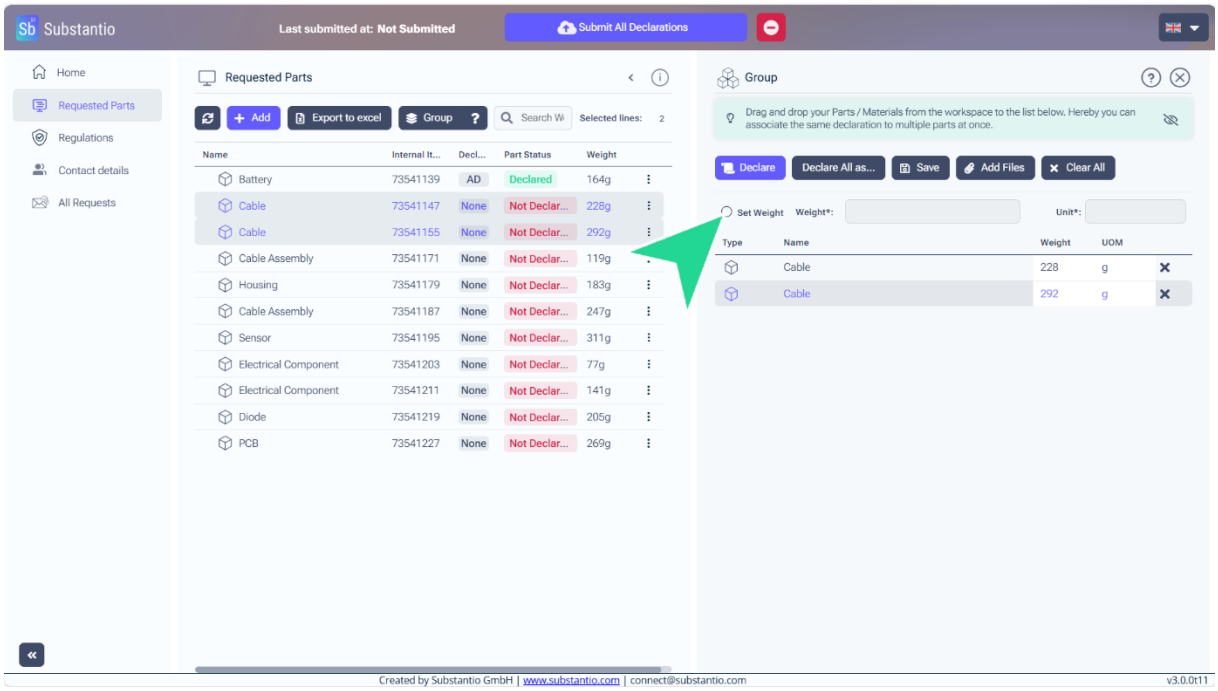
3. Click the **Group** button.



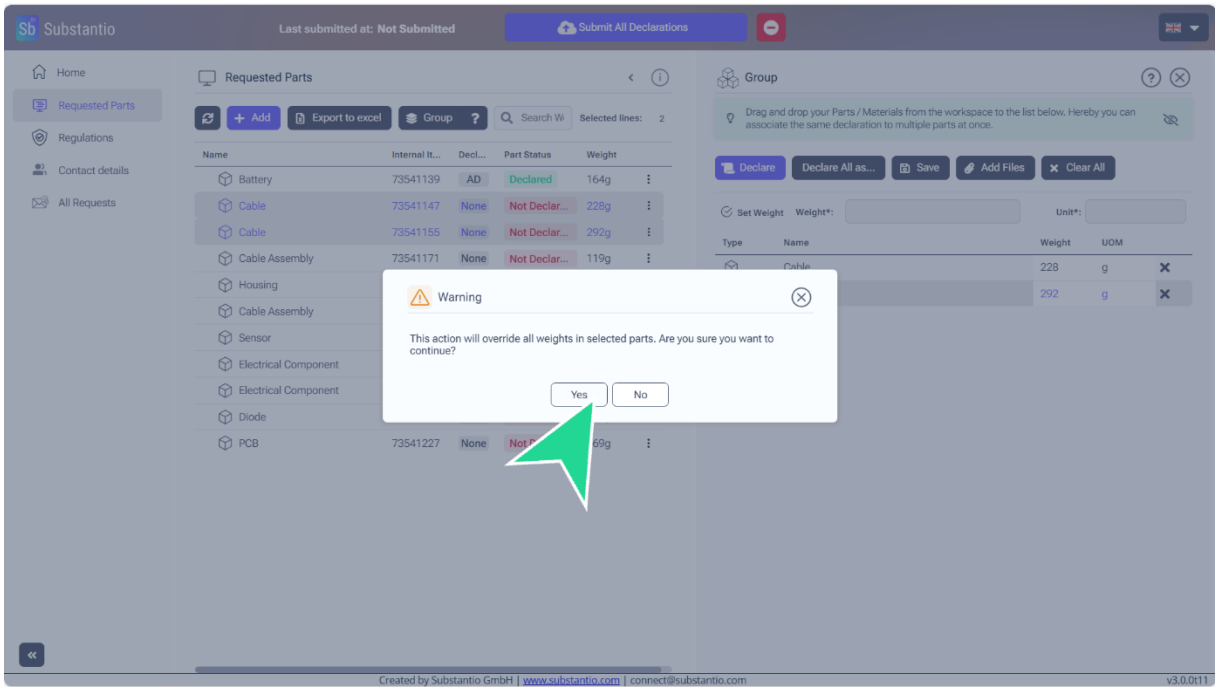
4. Enter the **Weight** of your part. Use "0" if unknown. If the parts have different weights, enter each weight individually.



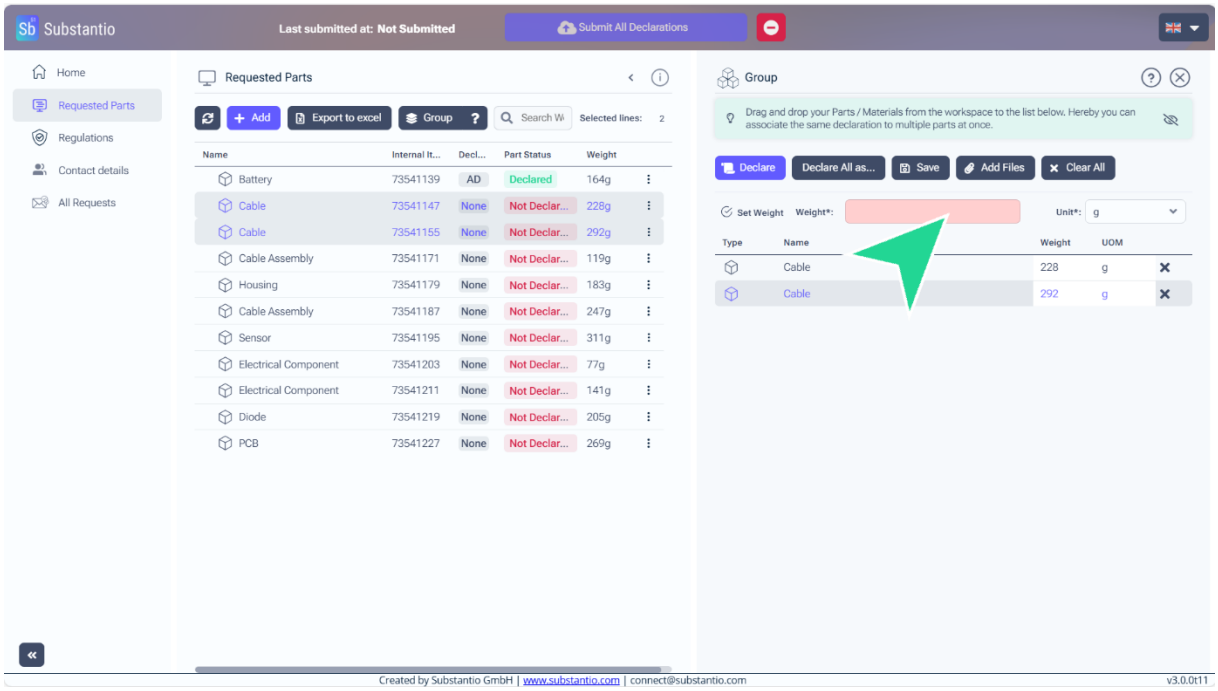
5. And choose the right unit.



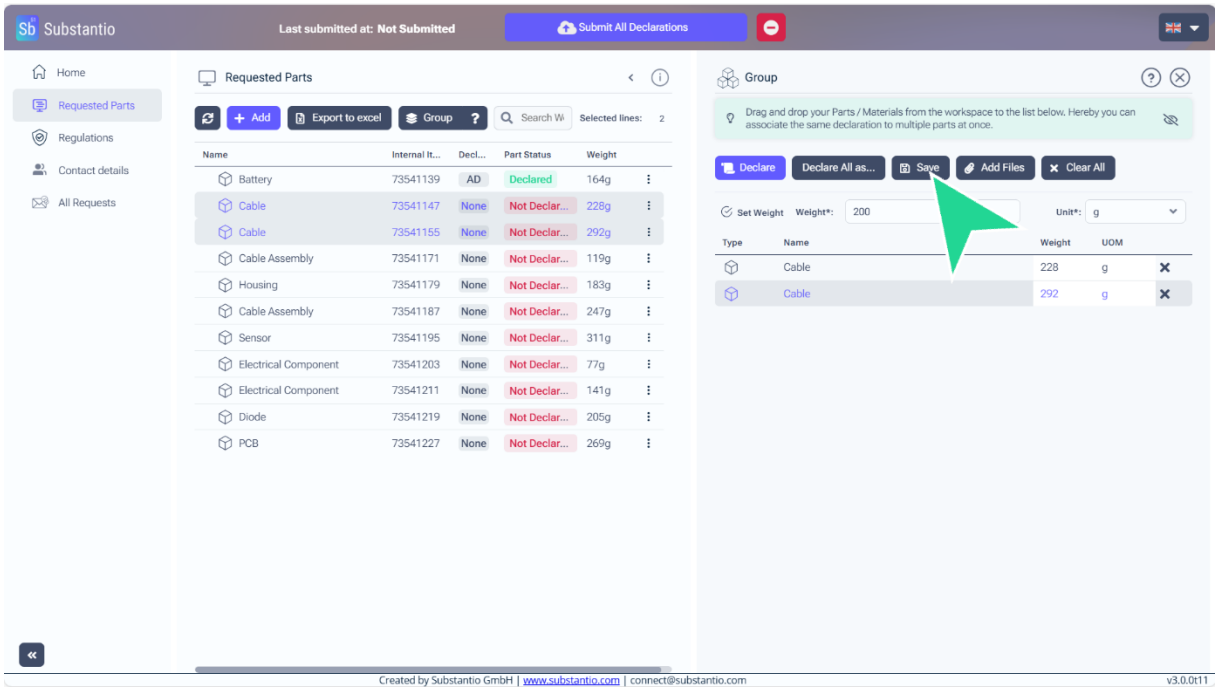
6. Or click the **Set Weight** check box, if your parts have the same weight.



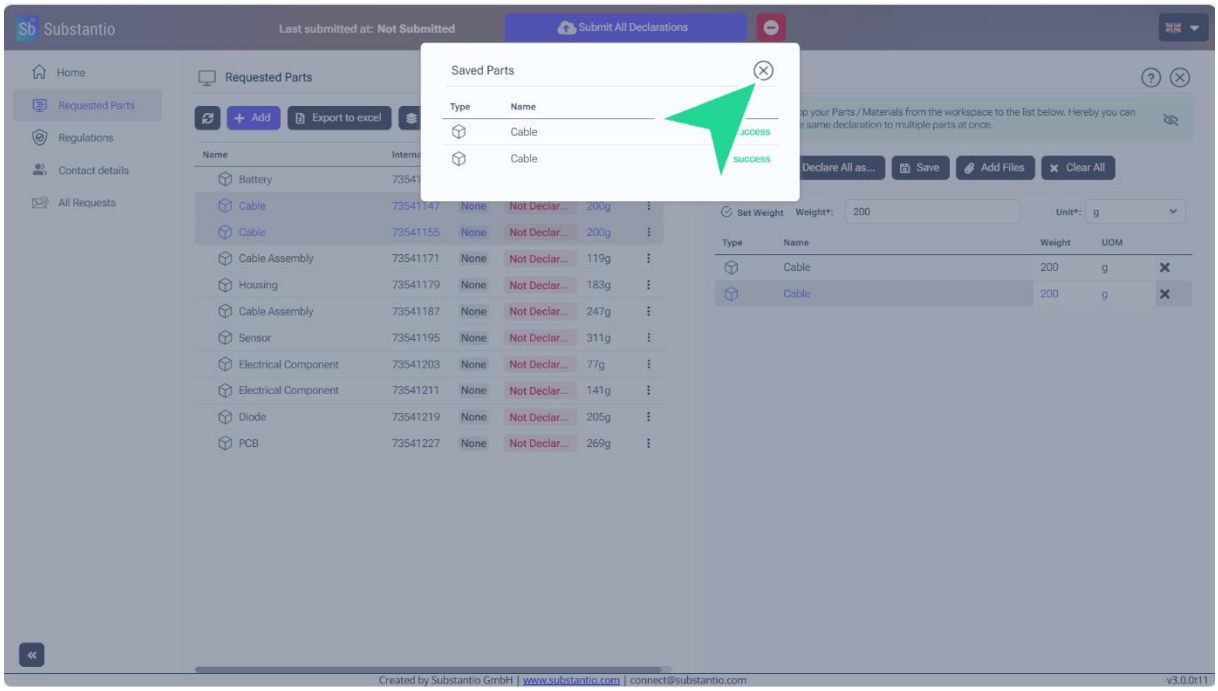
7. Click the Yes button.



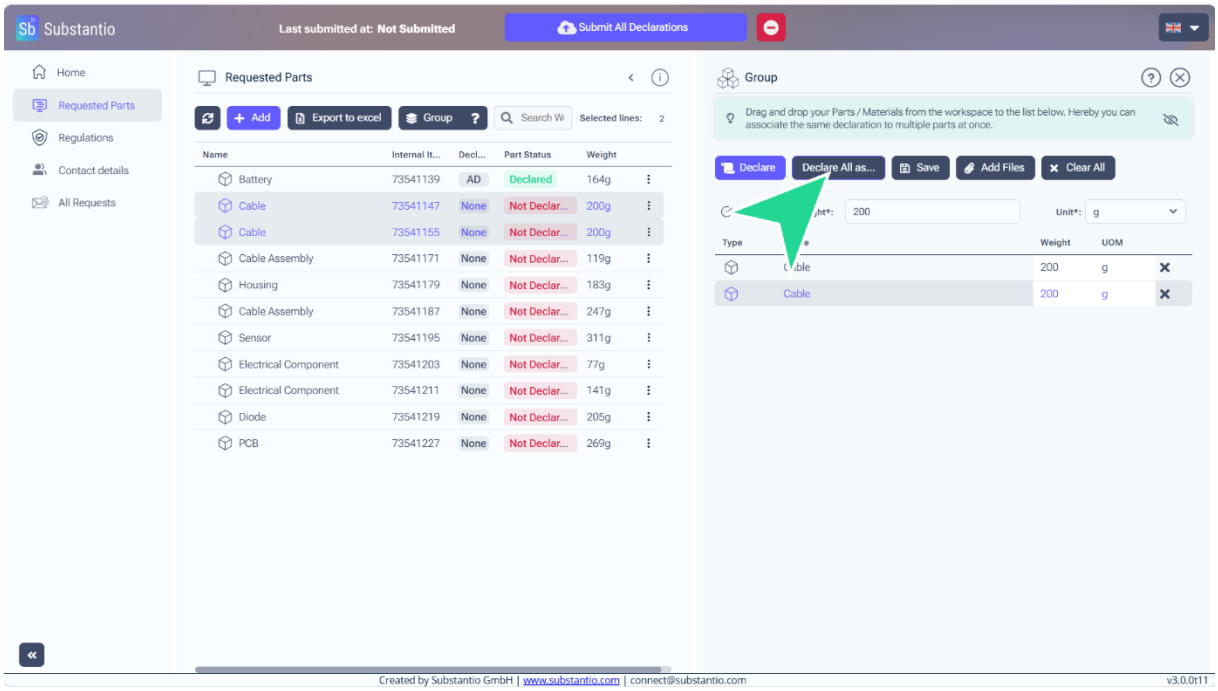
8. Enter the **Weight** for your parts and select the **Unit.**



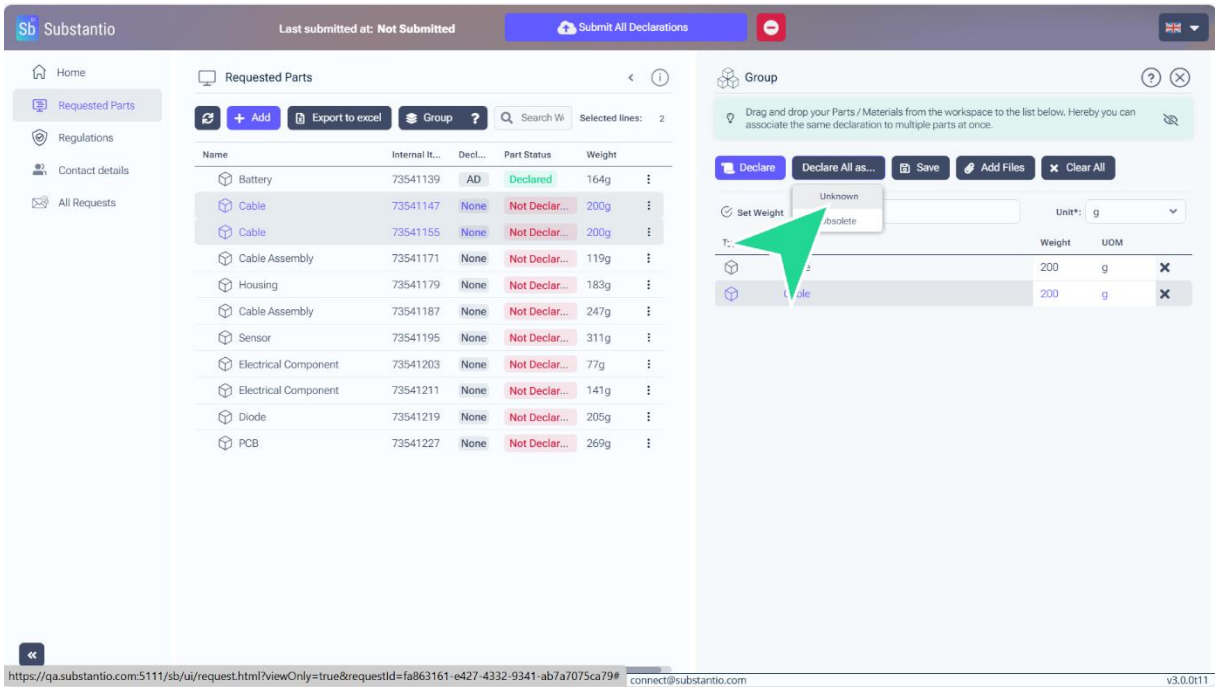
9. Click the **Save** button.



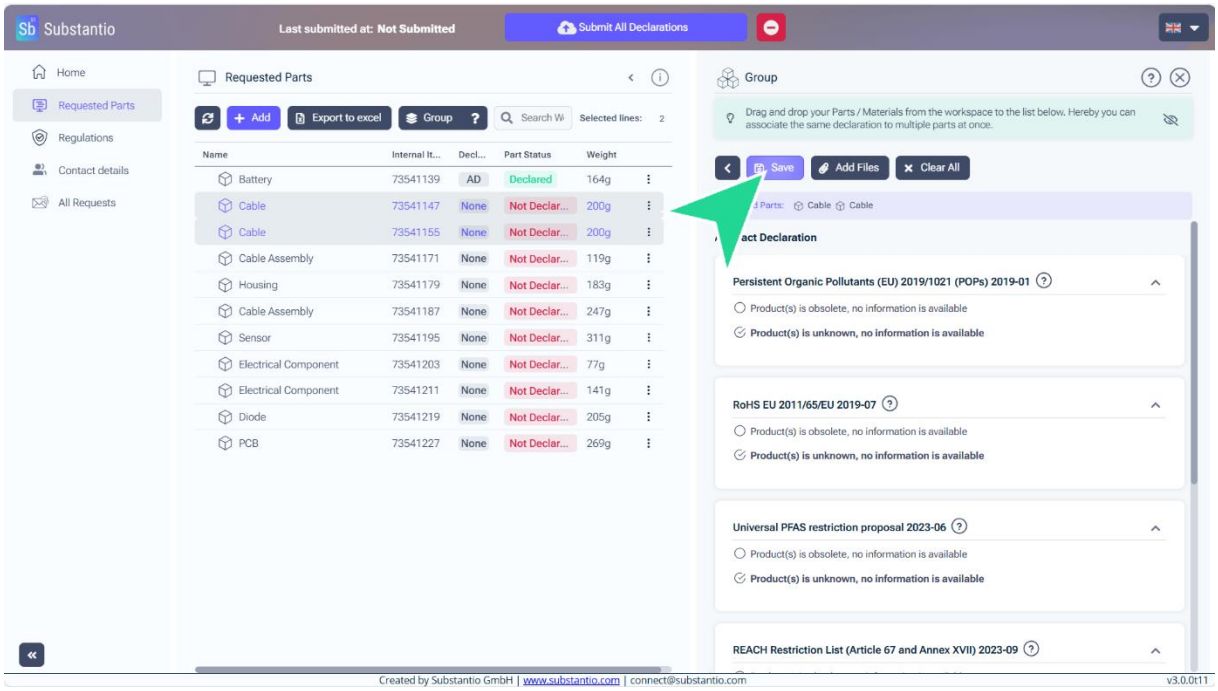
10. The program will confirm that your changes have been saved.



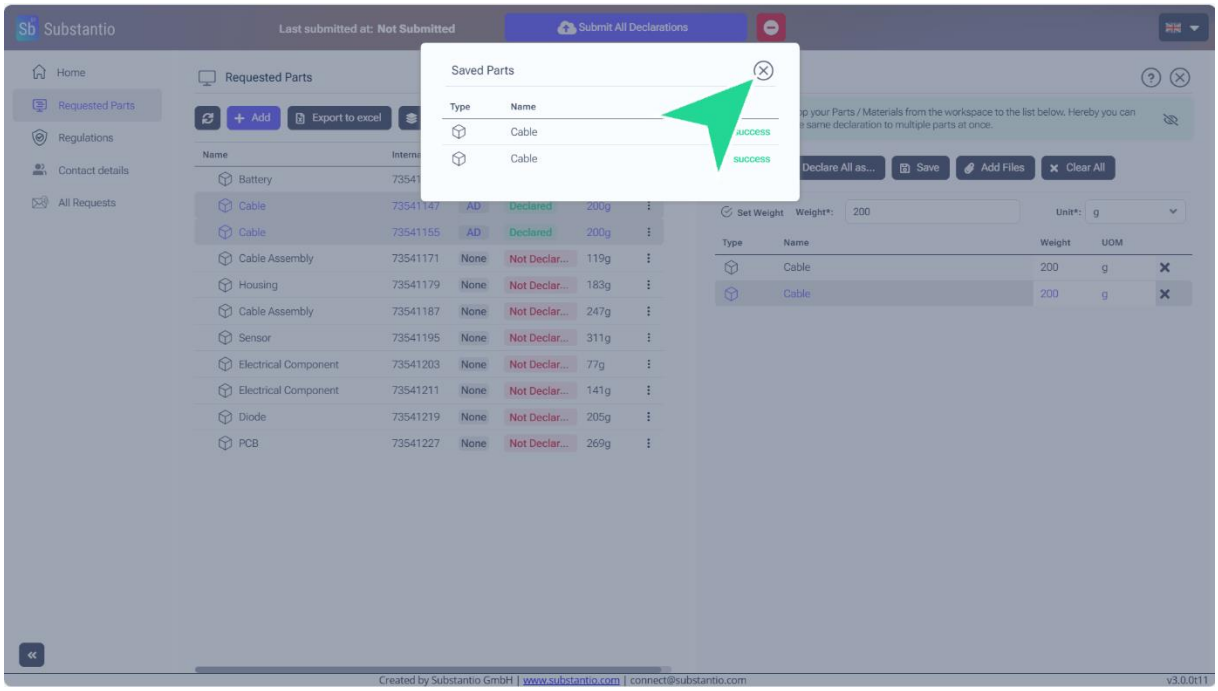
11. Click the **Declare All as...** button.



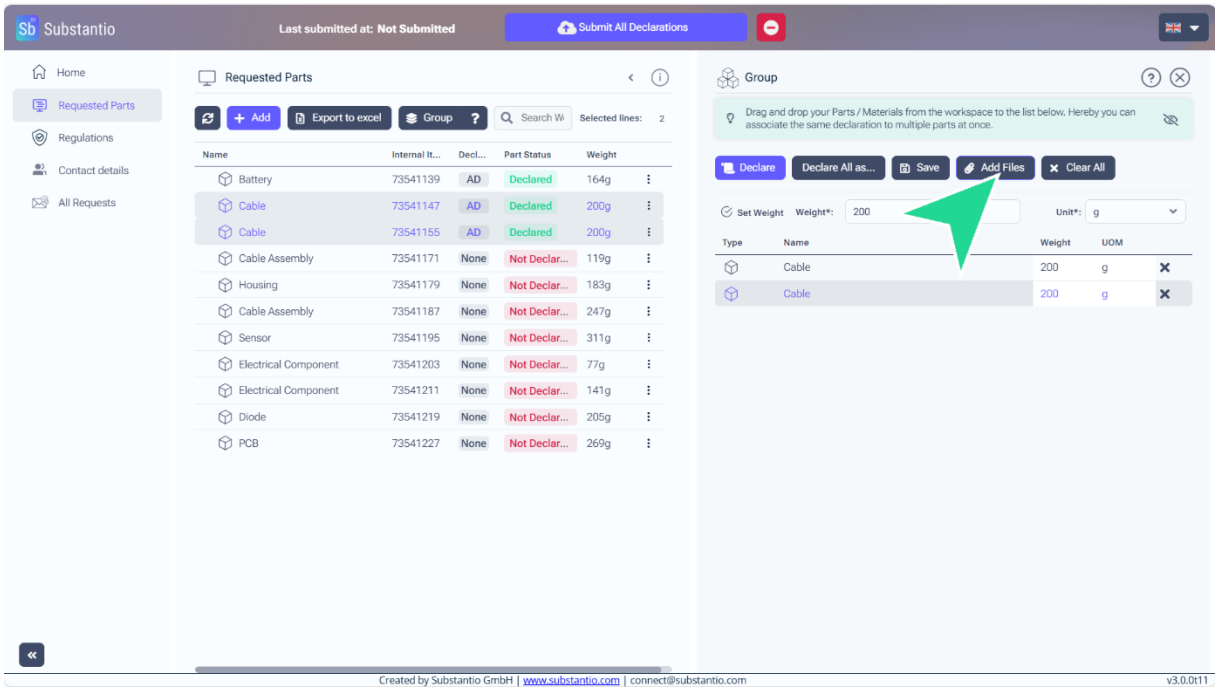
12. Select **Unknown** or **Obsolete** from the menu.



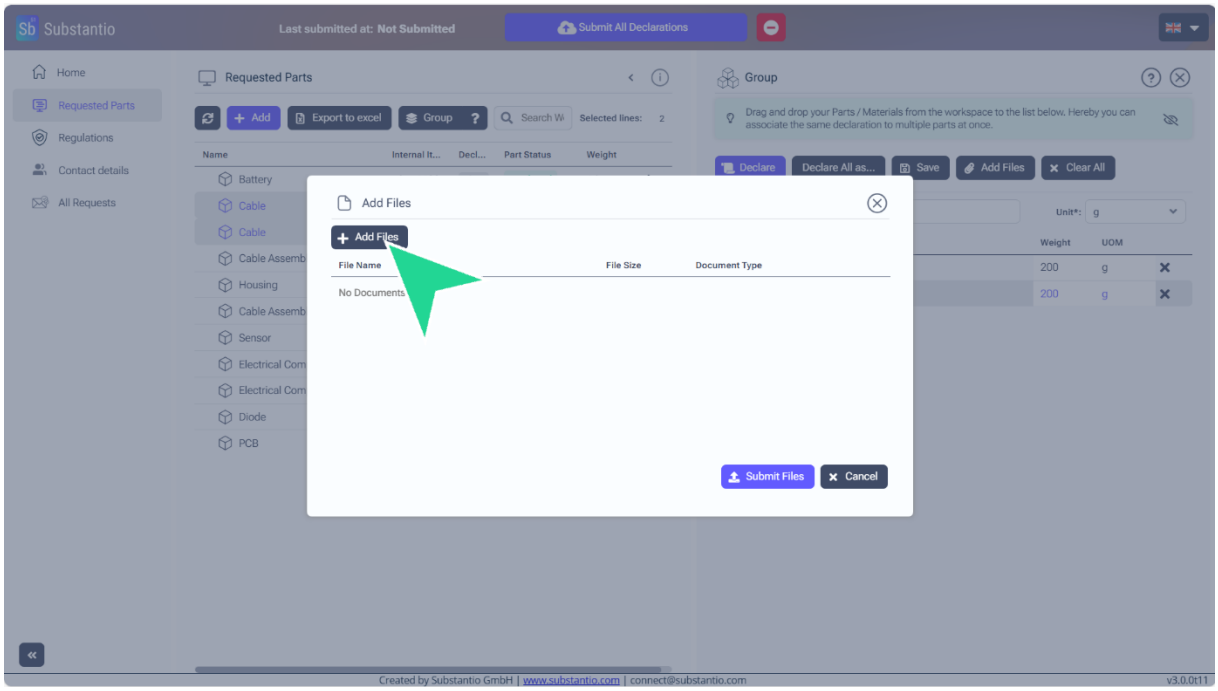
13. Click the **Save** button, to keep your changes.



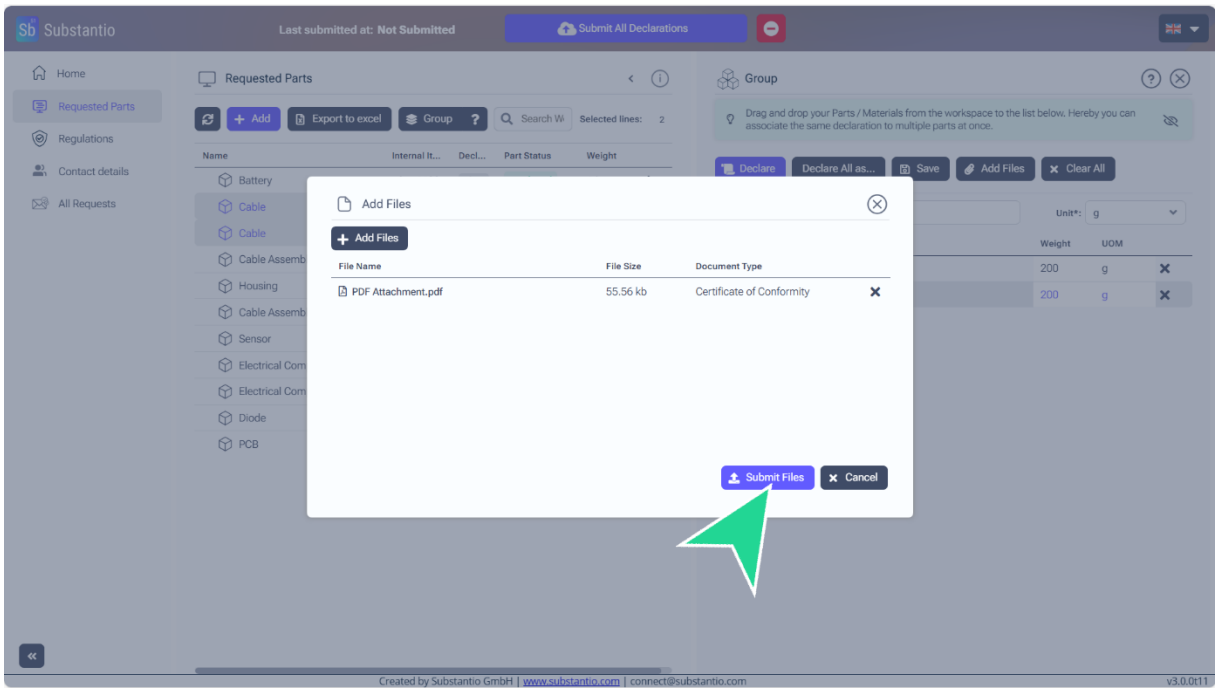
14. Now changes are saved successfully.



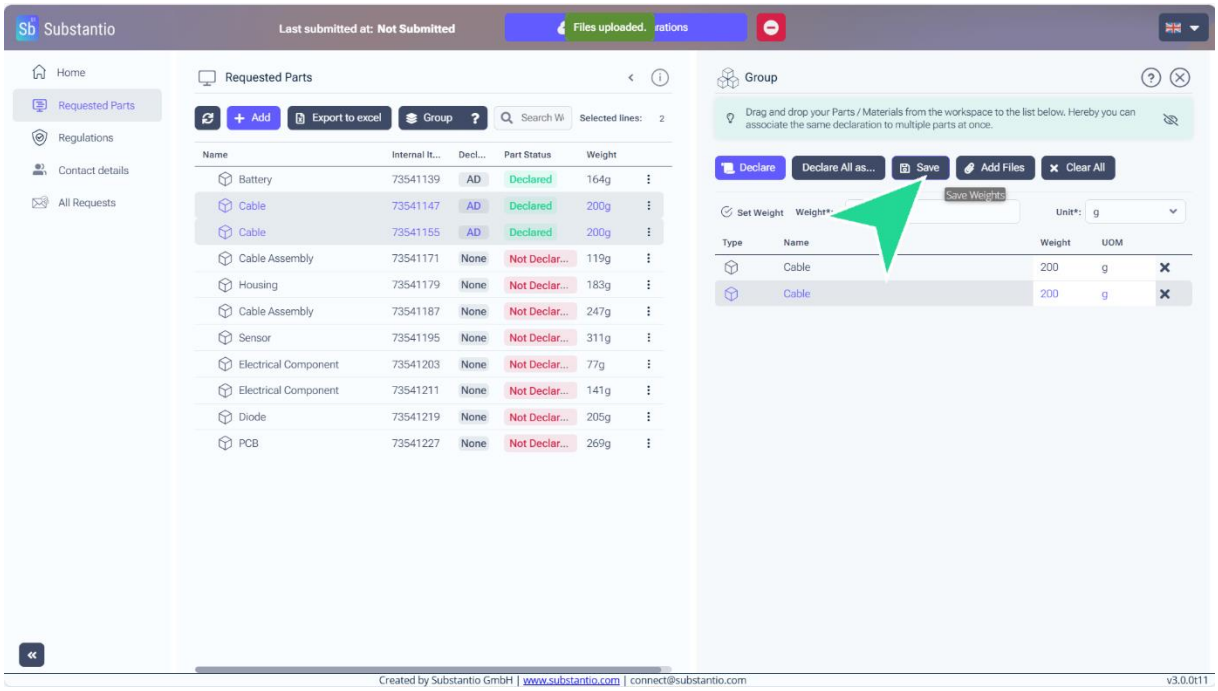
15. Click the **Add Files** button, if you have files which can confirm your specification.



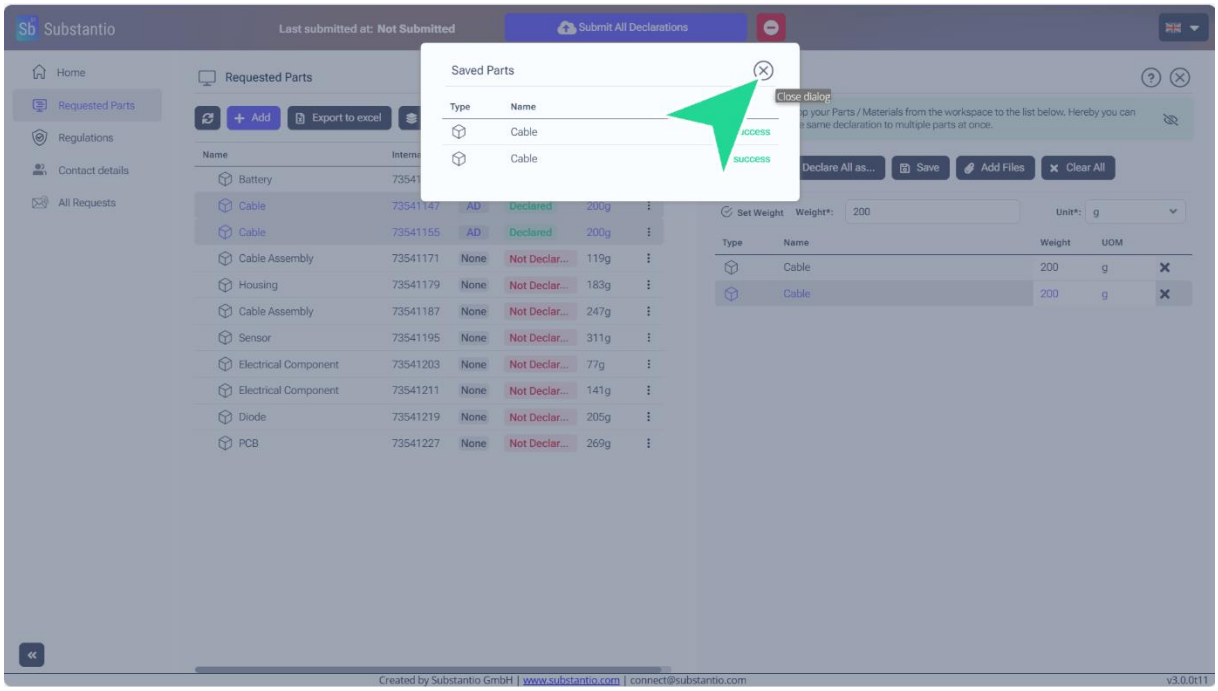
16. Please upload a conformity document to validate your declaration. To do this, click the **Add Files** button. You can upload multiple documents by clicking the **Add Files** button for each additional document and selecting the relevant file.



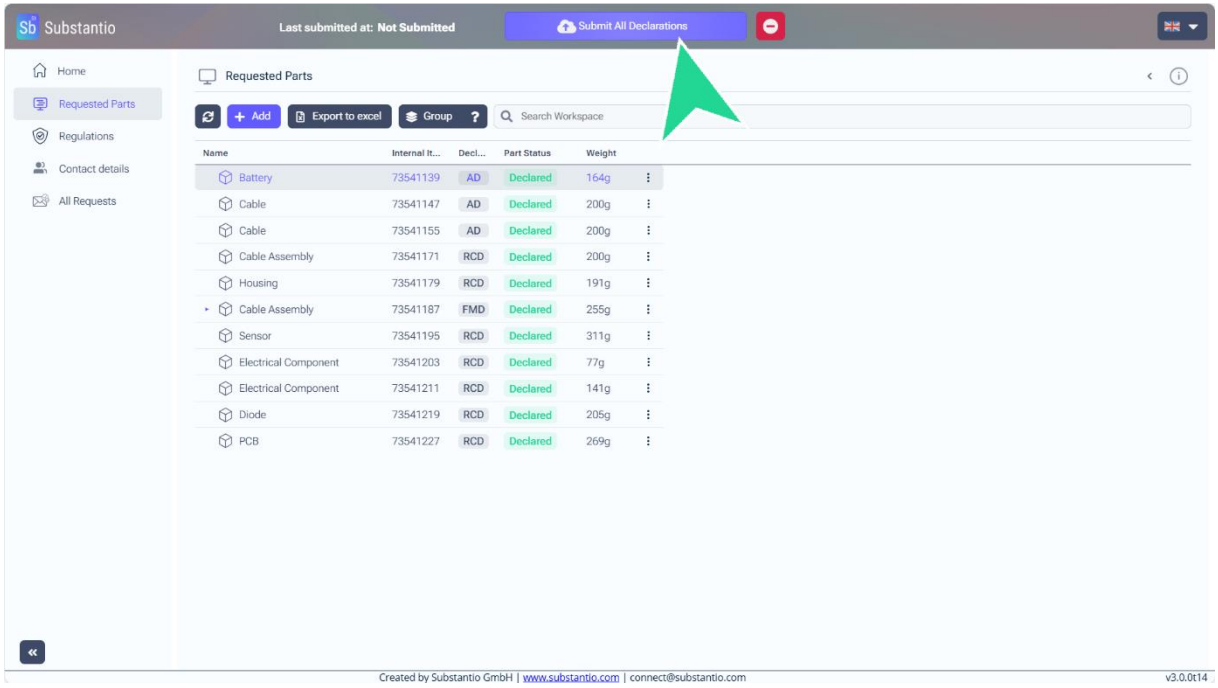
17. Click the **Submit Files** button, after you uploaded.



18. Than choose **Save.**



19. Your changes have been saved again.



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