

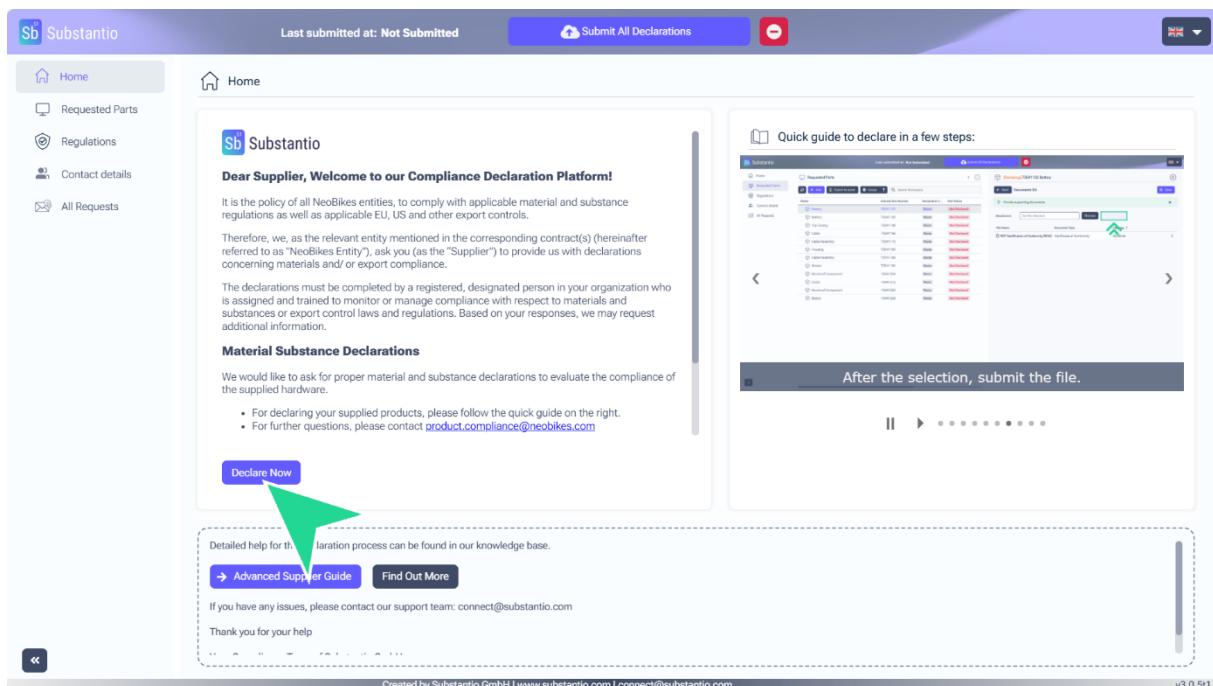
SUPPLIER GUIDE

UNKNOWN & OBSOLETE DECLARATION

Unknown & Obsolete parts – group of parts

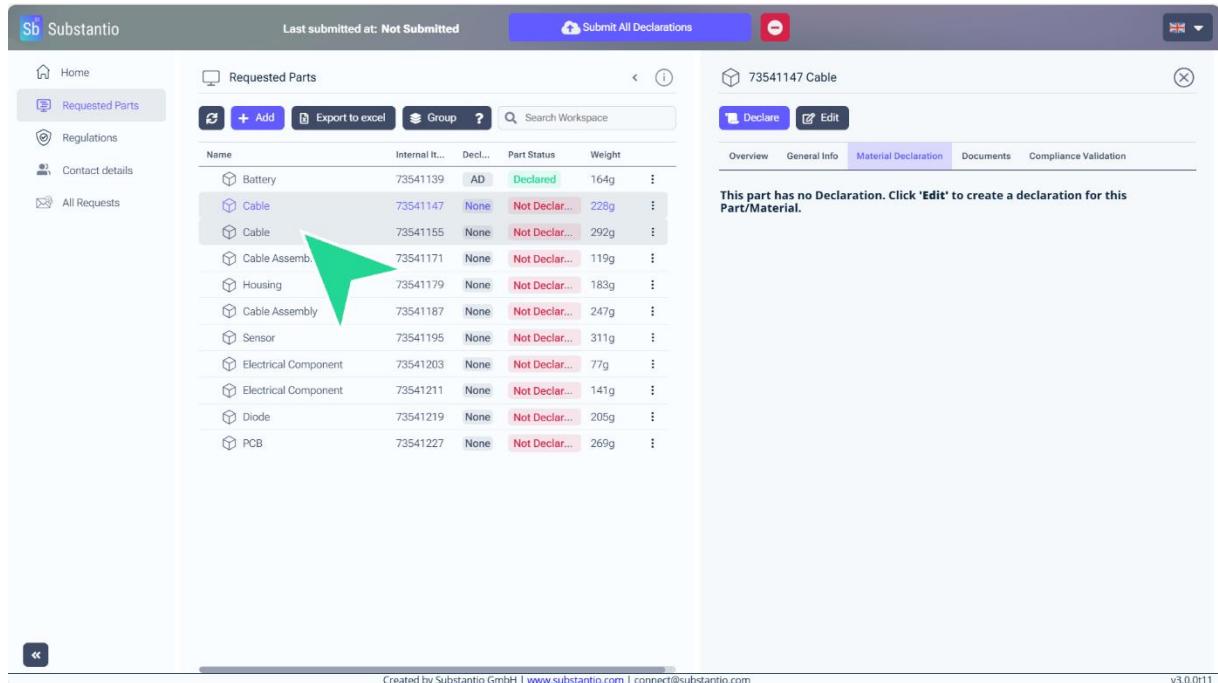
This supplier guide is designed to help you use the Substantio software to create a detailed Declaration of Unknown or Obsolete parts requested by your customer.

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



The screenshot shows the Substantio platform interface. At the top, there's a navigation bar with 'Sb Substantio', 'Last submitted at: Not Submitted', 'Submit All Declarations', and a language dropdown. The main content area has a 'Home' button and a sidebar with 'Requested Parts', 'Regulations', 'Contact details', and 'All Requests'. The main content area displays a 'Dear Supplier, Welcome to our Compliance Declaration Platform!' message. It includes a 'Material Substance Declarations' section with a note about proper declarations and a 'Declare Now' button. A green arrow points to this 'Declare Now' button. Below the main content, there's a 'Quick guide to declare in a few steps' section with a screenshot of the software interface and a note 'After the selection, submit the file.' At the bottom, there's a dashed box with 'Advanced Supplier Guide' and 'Find Out More' buttons, and a note 'If you have any issues, please contact our support team: connect@substantio.com'. The footer includes 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and 'v3.0.5t1'.

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.



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Requested Parts

Search Workspace

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

73541147 Cable

Declare Edit

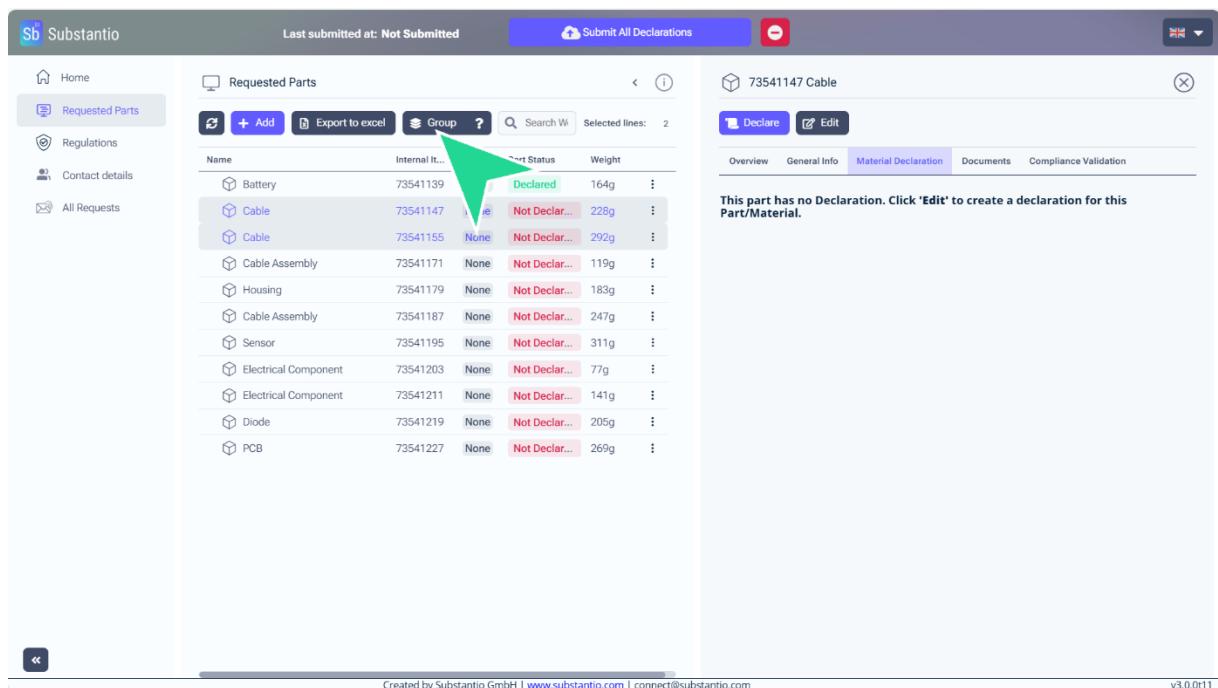
Overview General Info Material Declaration Documents Compliance Validation

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

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v3.0.0r11

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



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Requested Parts

Search W Selected lines: 2

Name	Internal It...	Part Status	Weight
Battery	73541139	Declared	164g
Cable	73541147	Not Declared	228g
Cable	73541155	Not Declared	292g
Cable Assembly	73541171	Not Declared	119g
Housing	73541179	Not Declared	183g
Cable Assembly	73541187	Not Declared	247g
Sensor	73541195	Not Declared	311g
Electrical Component	73541203	Not Declared	77g
Electrical Component	73541211	Not Declared	141g
Diode	73541219	Not Declared	205g
PCB	73541227	Not Declared	269g

73541147 Cable

Declare Edit

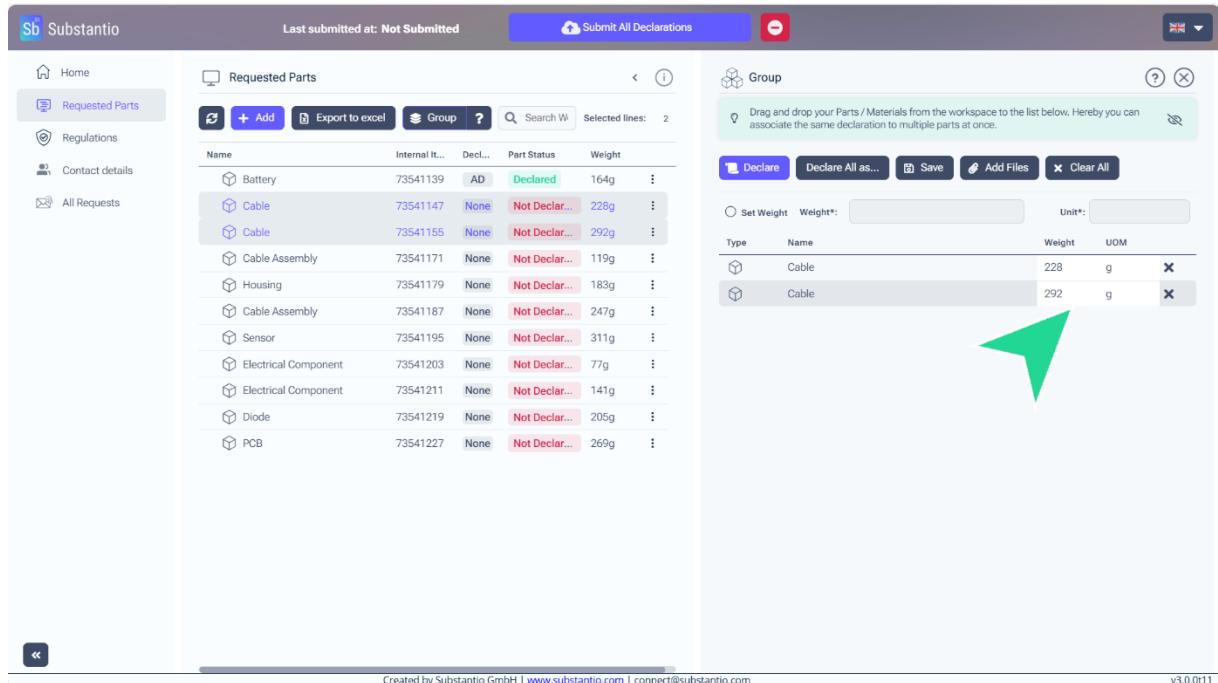
Overview General Info Material Declaration Documents Compliance Validation

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

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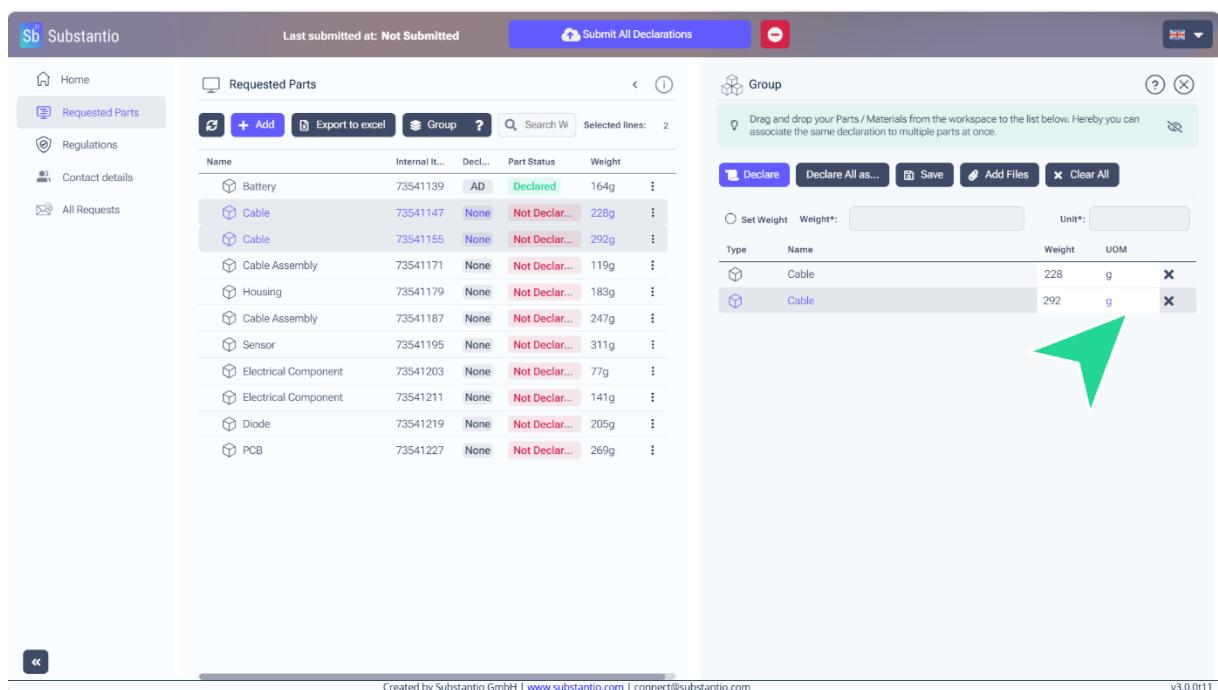
v3.0.0r11

3. Click the **Group** button.



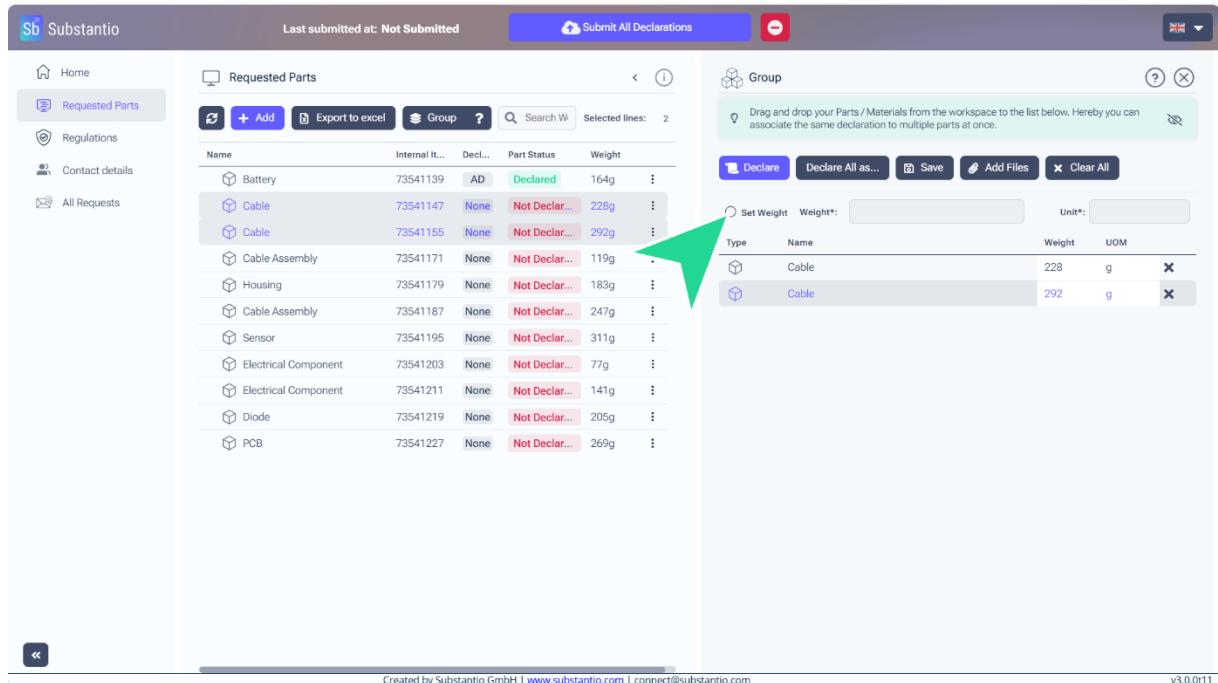
The screenshot shows the Substantio software interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main area is divided into two sections: 'Requested Parts' and 'Group'. The 'Requested Parts' section contains a table with columns: Name, Internal It..., Decl., Part Status, and Weight. The 'Group' section contains a table for declaring parts, with columns: Type, Name, Weight, and UOM. A green arrow points from the 'Requested Parts' table to the 'Group' section, indicating the transition from part selection to declaration.

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



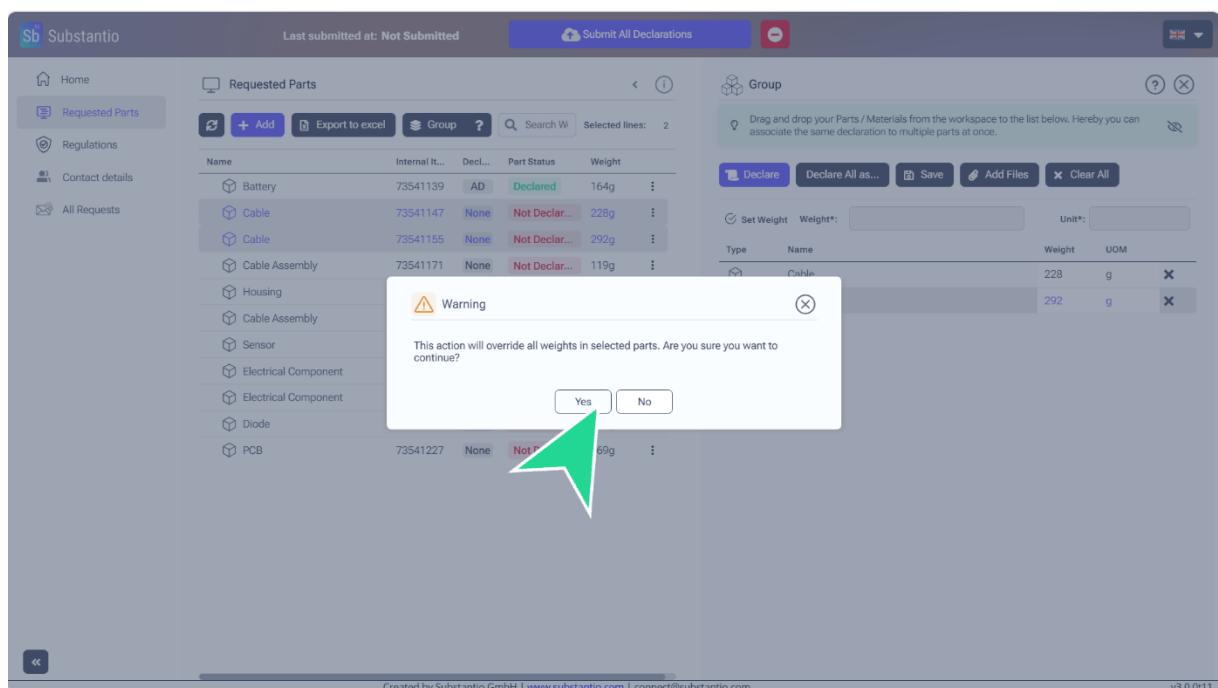
The screenshot shows the Substantio software interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main area is divided into two sections: 'Requested Parts' and 'Group'. The 'Requested Parts' section contains a table with columns: Name, Internal It..., Decl., Part Status, and Weight. The 'Group' section contains a table for declaring parts, with columns: Type, Name, Weight, and UOM. A green arrow points from the 'Requested Parts' table to the 'Group' section, indicating the transition from part selection to declaration.

5. And choose the right unit.



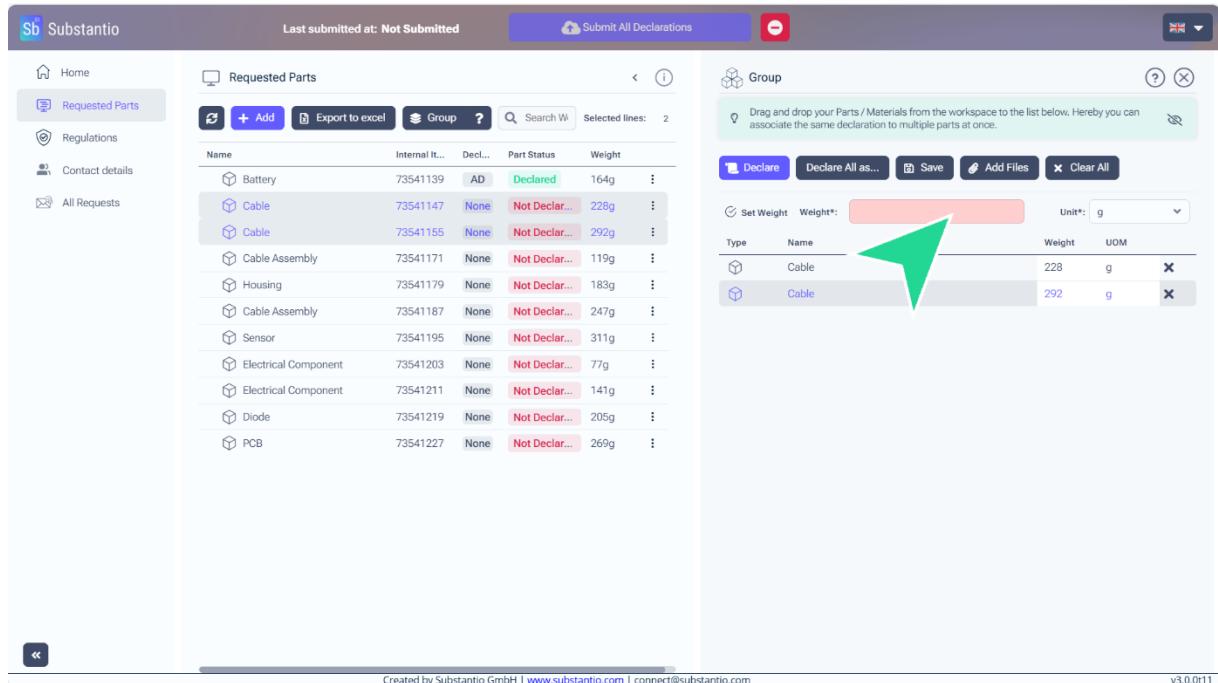
The screenshot shows the Substantio software interface. On the left, the 'Requested Parts' panel lists various components with their internal IDs, declaration status (e.g., AD, None), part status (e.g., Declared, Not Declared), and weight. A green arrow points from the 'Requested Parts' table to the 'Group' panel on the right. The 'Group' panel allows users to associate the same declaration to multiple parts at once. It includes a 'Set Weight' checkbox, a weight input field (228g), and a unit input field (g). The 'Type' column shows 'Cable' for the selected parts, and the 'Name' column shows 'Cable' for both rows. The 'Weight' column shows '228' and '292' respectively, and the 'UOM' column shows 'g' for both.

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



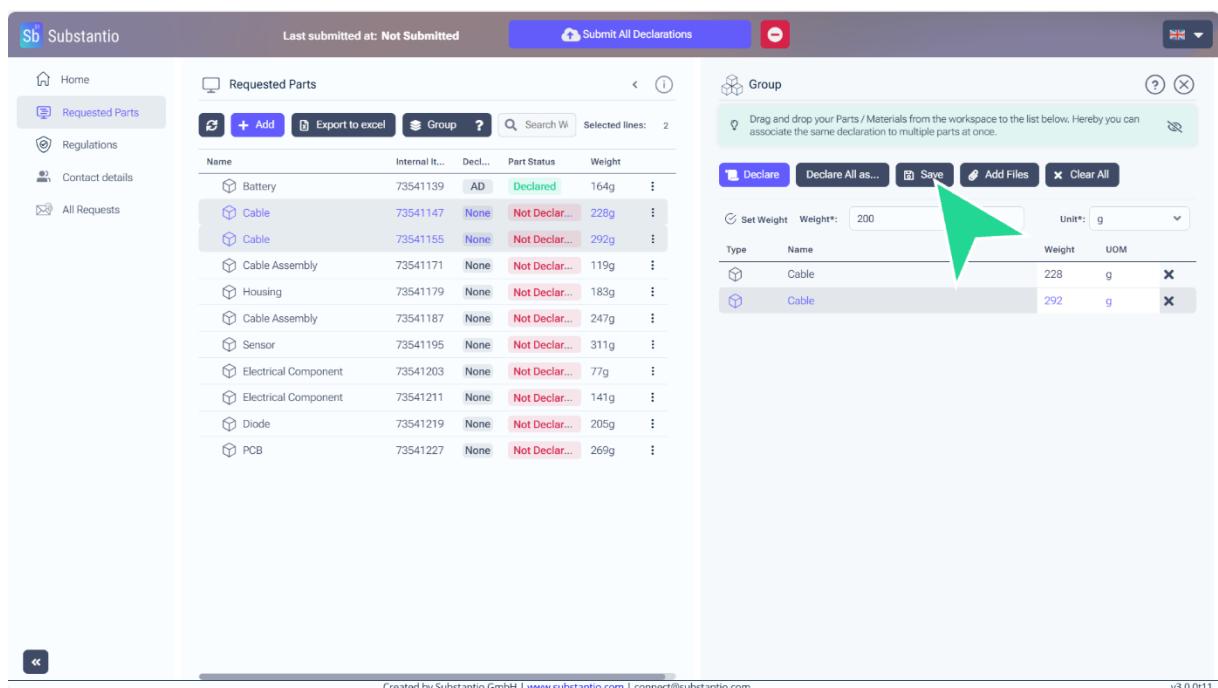
The screenshot shows the Substantio software interface. A warning dialog box is displayed, asking if the user wants to continue with an action that will override all weights in selected parts. The dialog box contains a 'Yes' button and a 'No' button. A green arrow points to the 'Yes' button. The background shows the 'Requested Parts' and 'Group' panels, similar to the previous screenshot but with a different warning message.

7. Click the Yes button.



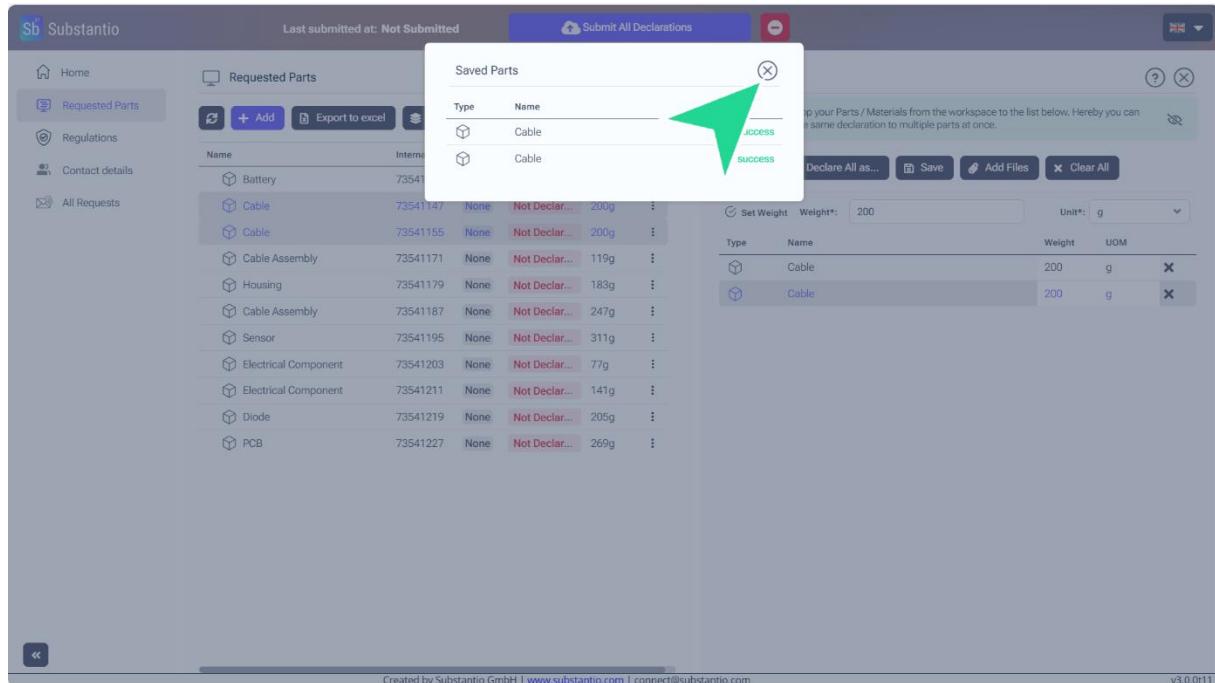
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main content area has two tabs: 'Requested Parts' and 'Group'. The 'Requested Parts' tab shows a list of items with columns for Name, Internal It..., Decl., Part Status, and Weight. The 'Group' tab shows a dialog for associating parts with a single declaration. The 'Group' dialog has a table with columns for Type, Name, Weight, and UOM. It includes buttons for 'Declare', 'Declare All as...', 'Save', 'Add Files', and 'Clear All'. A green arrow points from the 'Requested Parts' list to the 'Group' dialog.

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



The screenshot shows the Substantio platform interface. The 'Group' dialog is open, showing a table with two entries for 'Cable'. The 'Weight' column for the first 'Cable' entry is highlighted with a green box and a green arrow, indicating it is the current field of focus. The 'Unit' dropdown next to it is set to 'g'. The 'Save' button is visible in the dialog. The rest of the interface is identical to the previous screenshot, showing the 'Requested Parts' list and the 'Group' tab.

9. Click the **Save** button.



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Add Export to excel Group

Regulations Contact details All Requests

Saved Parts

Type	Name
Cable	
Cable	

success

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

Declare All as... Save Add Files Clear All

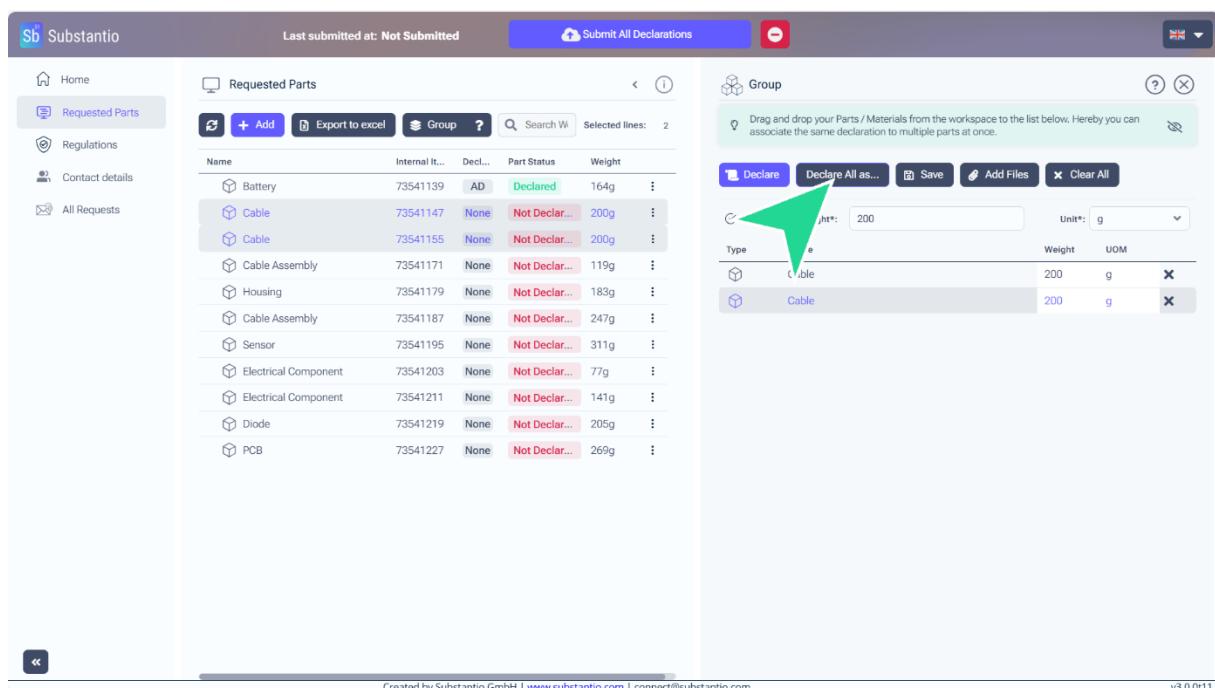
Set Weight: 200 Unit*: g

Type	Name	Weight	UOM
Cable		200	g
Cable		200	g

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



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Add Export to excel Group

Regulations Contact details All Requests

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 All as... Save Add Files Clear All

Set Weight: 200 Unit*: g

Type	Name	Weight	UOM
Cable		200	g
Cable		200	g

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v3.0.0r11

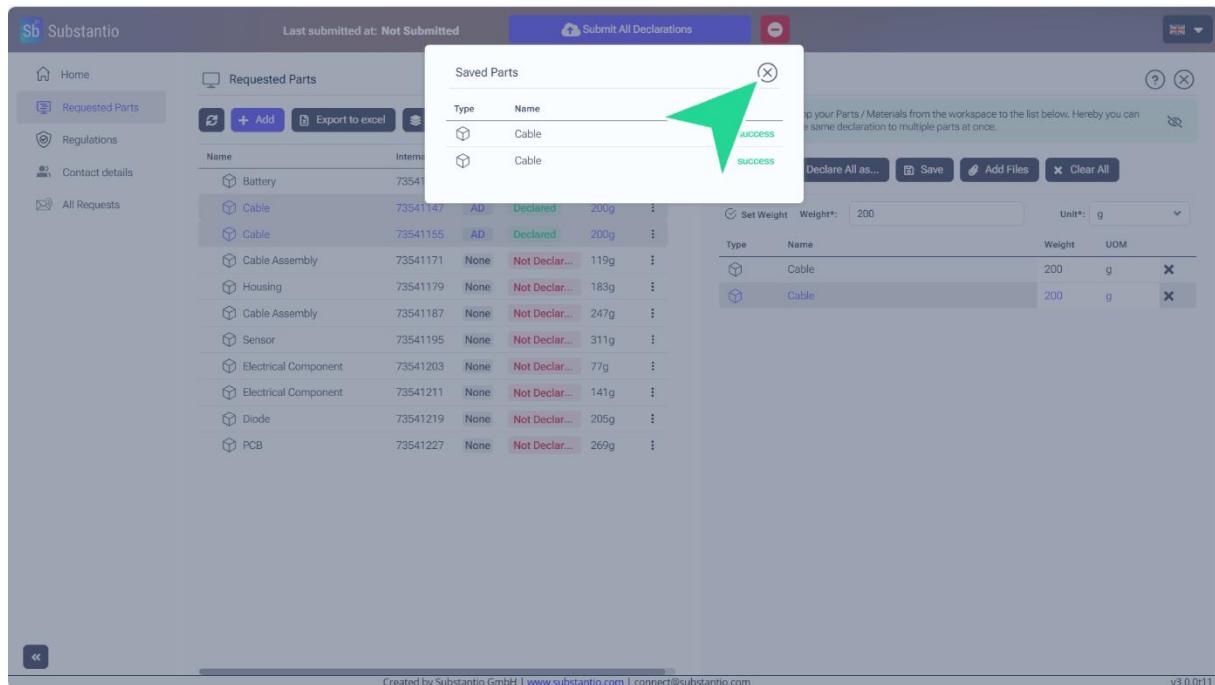
11. Click the **Declare All as...** button.

The screenshot shows the Substantio software interface. On the left, the 'Requested Parts' list is displayed, showing various components like Battery, Cable, and PCB with their internal item IDs, declaration status (AD or None), part status (Declared or Not Declared), and weight. On the right, the 'Group' declaration dialog is open, allowing users to associate the same declaration to multiple parts. A green arrow points to the 'Set Weight' dropdown menu in this dialog, which is currently set to 'Unknown'.

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

The screenshot shows the Substantio software interface. The 'Requested Parts' list is on the left, and the 'Group' declaration dialog is on the right. The 'Save' button in the dialog is highlighted with a green arrow. The dialog also shows a list of parts being declared, including 'Cable' and 'Cable', and various declaration status and weight fields.

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



Substantio

Last submitted at: Not Submitted

Submitted All Declarations

Requested Parts

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

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 Declared	119g
Housing	73541179	None	Not Declared	183g
Cable Assembly	73541187	None	Not Declared	247g
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

Saved Parts

Type	Name	Weight	UOM
Cable		200	g
Cable		200	g

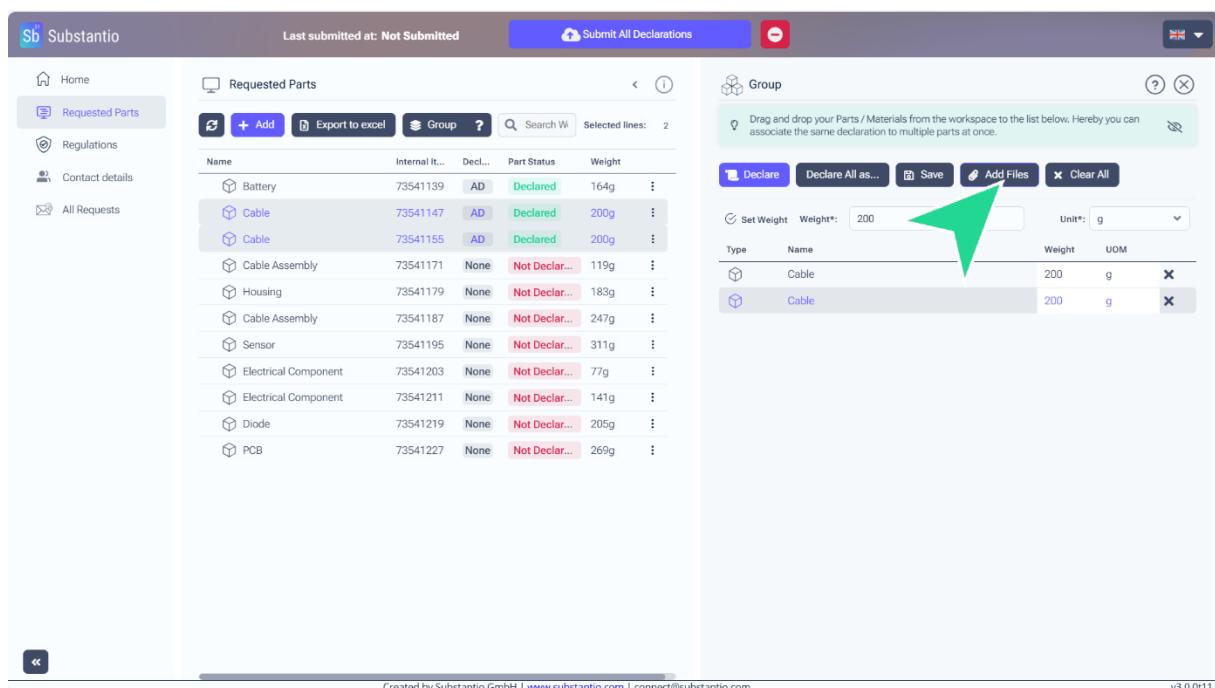
Set Weight Weight*: 200 Unit*: g

Declare All as... Save Add Files Clear All

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v3.0.0r11

14. Now changes are saved successfully.



Substantio

Last submitted at: Not Submitted

Submitted All Declarations

Requested Parts

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

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 Declared	119g
Housing	73541179	None	Not Declared	183g
Cable Assembly	73541187	None	Not Declared	247g
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

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

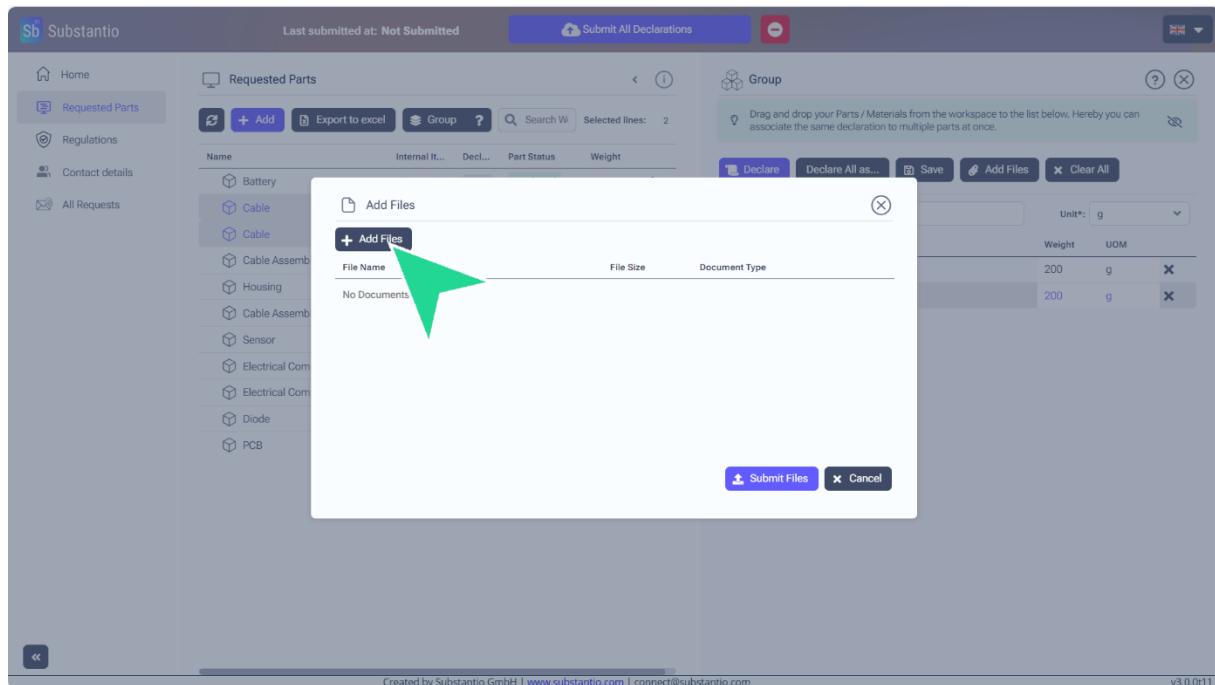
Set Weight Weight*: 200 Unit*: g

Type	Name	Weight	UOM
Cable		200	g
Cable		200	g

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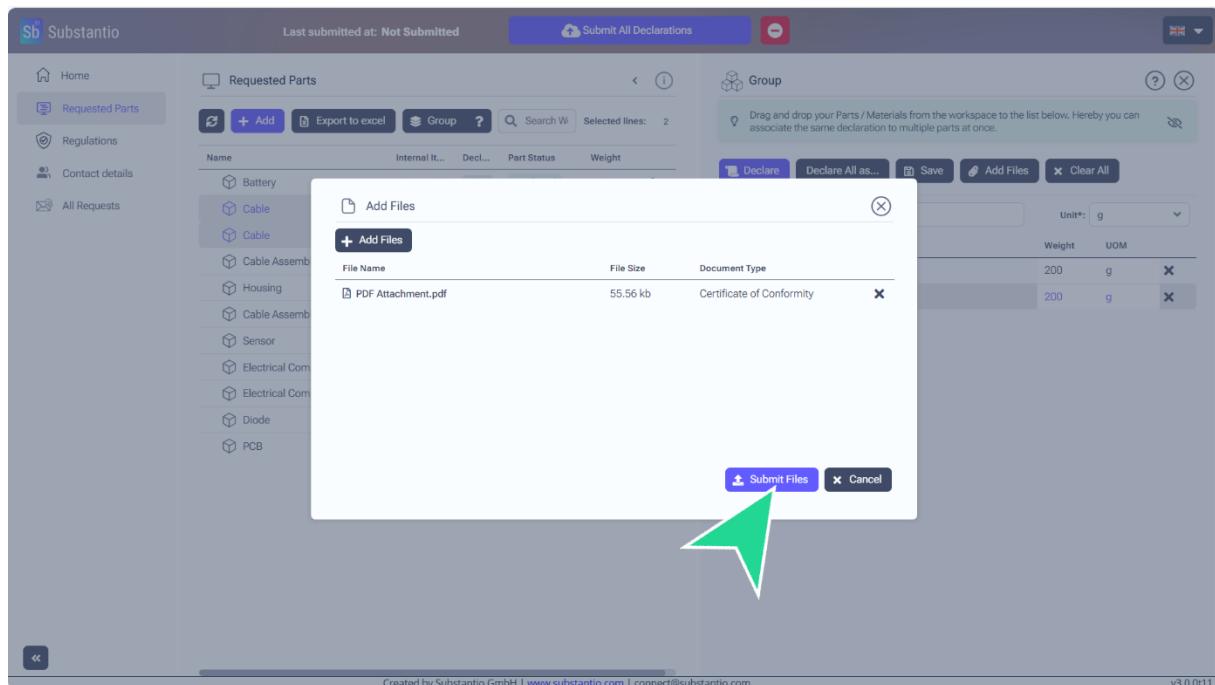
v3.0.0r11

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



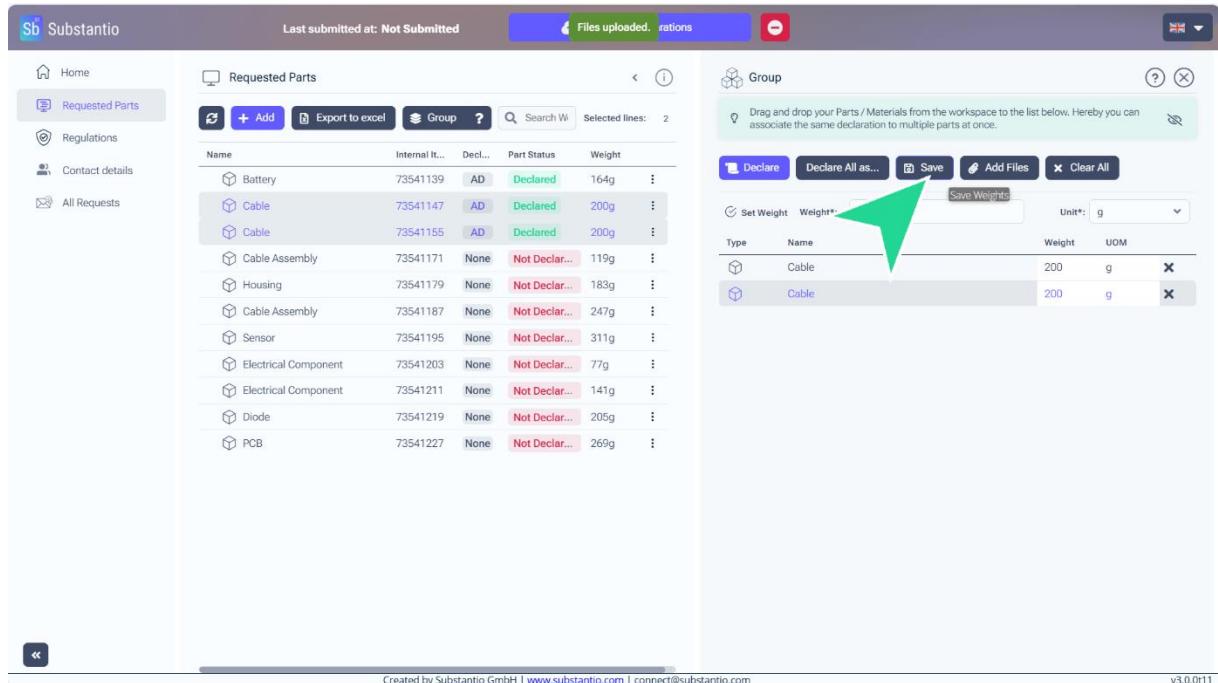
The screenshot shows the Substantio software interface. On the left, there's a sidebar with 'Requested Parts' selected. The main area shows a list of parts: Battery, Cable, Cable, Cable Assembly, Housing, Cable Assembly, Sensor, Electrical Component, Electrical Component, Diode, and PCB. A 'Group' section is on the right with a table for declaring parts. A modal dialog box is open in the center, titled 'Add Files'. It has a button '+ Add Files' highlighted with a green arrow. Below it is a table with columns 'File Name', 'File Size', and 'Document Type'. A single entry 'No Documents' is listed. At the bottom of the dialog are 'Submit Files' and 'Cancel' buttons.

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.



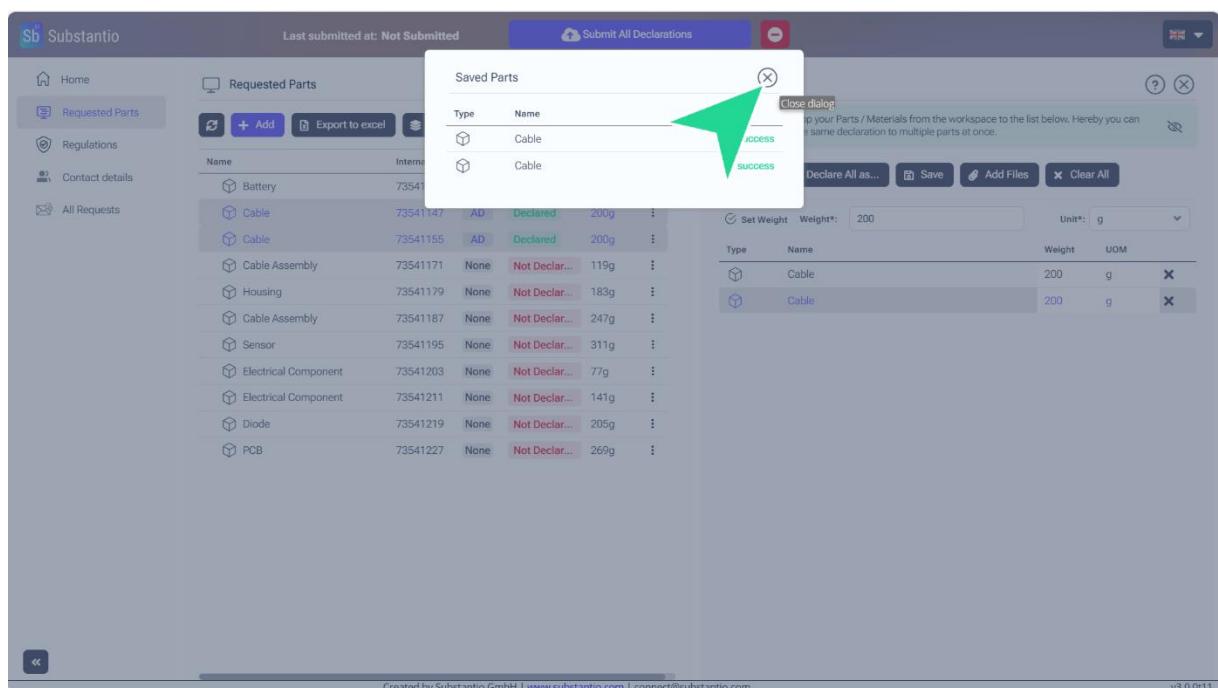
The screenshot shows the Substantio software interface. The 'Add Files' dialog box is open, showing a single file entry: 'PDF Attachment.pdf' with a size of '55.56 kb' and a 'Document Type' of 'Certificate of Conformity'. The '+ Add Files' button is highlighted with a green arrow. At the bottom of the dialog are 'Submit Files' and 'Cancel' buttons.

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



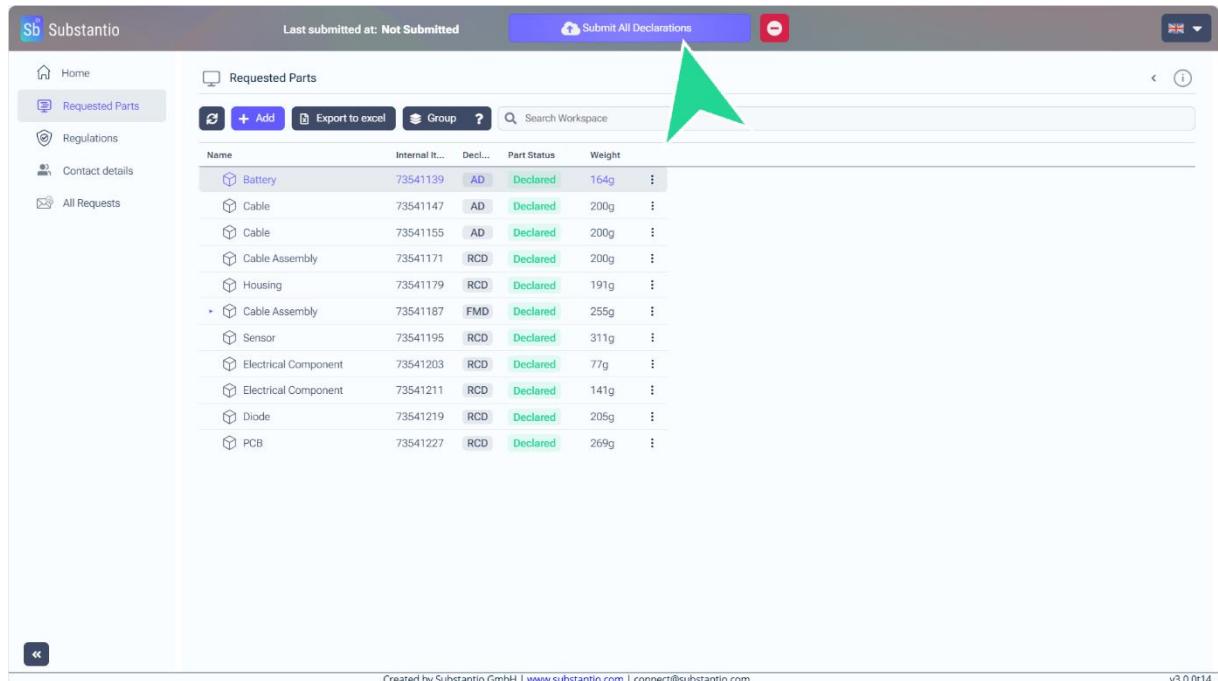
The screenshot shows the Substantio software interface. On the left, a sidebar with navigation links: Home, Requested Parts (selected), Regulations, Contact details, and All Requests. The main area displays a 'Requested Parts' table with columns: Name, Internal ID, Decl., Part Status, and Weight. The table lists various components like Battery, Cable, and PCB, with their respective details. To the right, a 'Group' dialog box is open, allowing users to associate the same declaration to multiple parts at once. It includes fields for 'Set Weight' (Weight: 200, Unit: g), a table for 'Type' and 'Name' (both showing 'Cable' with weight 200 and unit g), and buttons for 'Declare', 'Declare All as...', 'Save' (highlighted by a green arrow), 'Add Files', and 'Clear All'. At the bottom of the screen, a footer bar shows 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and 'v3.0.0r11'.

18. Than choose **Save**.



The screenshot shows the Substantio software interface after saving changes. A 'Saved Parts' dialog box is displayed, listing 'Type' and 'Name' for saved parts (both showing 'Cable'). The dialog includes a 'Close dialog' button. The main interface shows the 'Requested Parts' table with the changes reflected. A green arrow points from the 'Save' button in the main interface to the 'Close dialog' button in the 'Saved Parts' dialog. The footer bar at the bottom of the screen shows 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and 'v3.0.0r11'.

19. Your changes have been saved again.



The screenshot shows the Substantio software interface. At the top, there is a header with the Substantio logo, the text 'Last submitted at: Not Submitted', a 'Submit All Declarations' button, and a language selection dropdown set to 'EN'. On the left, a sidebar contains links for 'Home', 'Requested Parts' (which is selected and highlighted in grey), 'Regulations', 'Contact details', and 'All Requests'. The main content area is titled 'Requested Parts' and displays a table of declared parts. The columns are 'Name', 'Internal I...', 'Decl...', 'Part Status', and 'Weight'. The data in the table is as follows:

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	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

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