

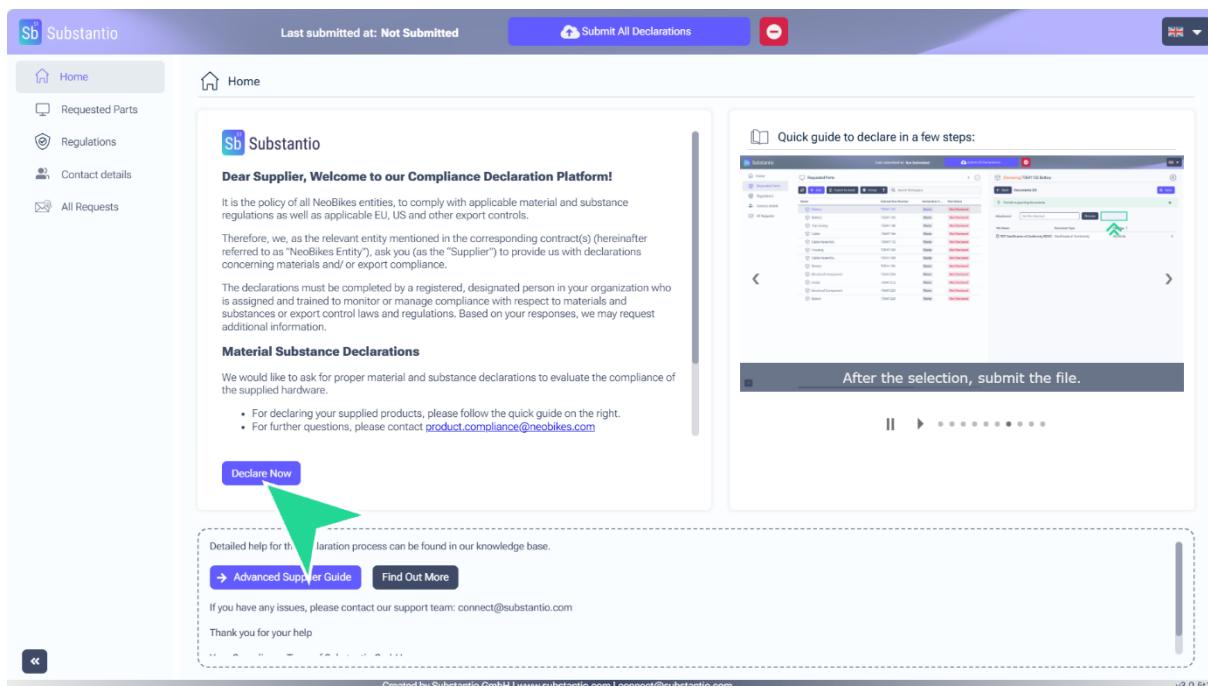
# SUPPLIER GUIDE

## UNKNOWN & OBSOLETE DECLARATION

### Unknown & Obsolete parts – single part

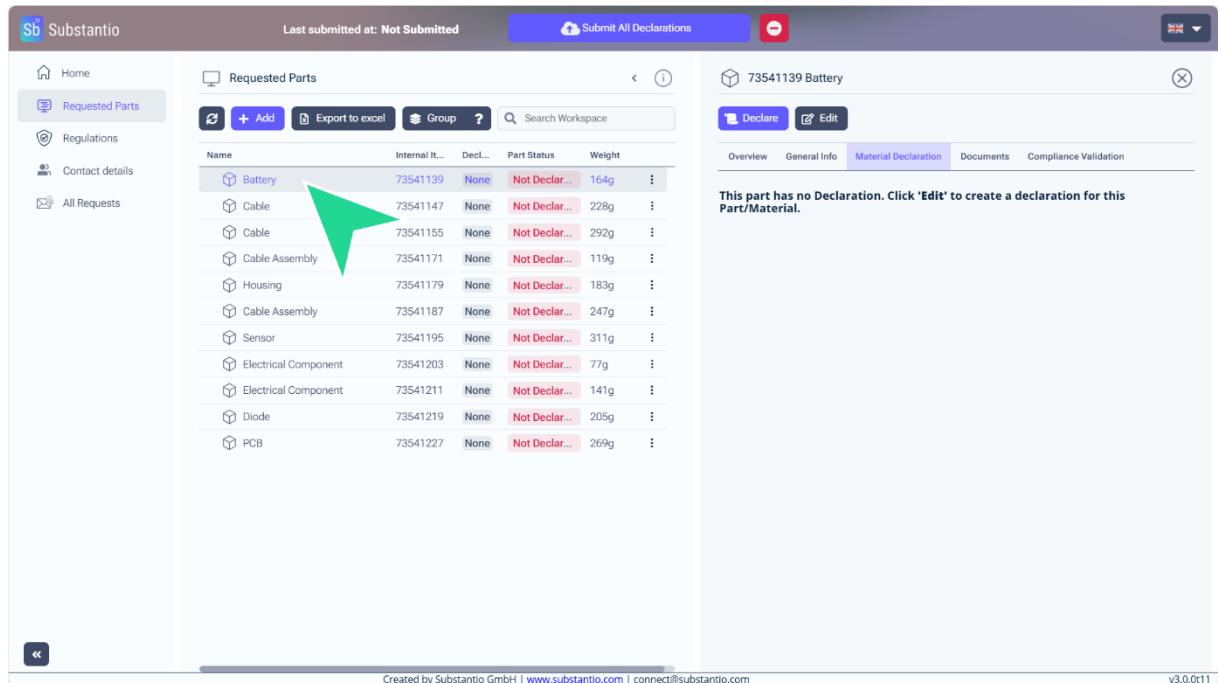
This supplier guide is designed to help you use the Substantio software to create a detailed Declaration of Unknown or Obsolete parts requested by your customer.

It includes the declaration of a single part.



The screenshot shows the Substantio platform interface. At the top, there are navigation links for 'Home', 'Requested Parts', 'Regulations', 'Contact details', and 'All Requests'. The main content area is titled 'Substantio' and 'Dear Supplier, Welcome to our Compliance Declaration Platform!'. It contains a message about compliance with applicable material and substance regulations, a section on 'Material Substance Declarations', and a 'Declare Now' button. A green arrow points to this 'Declare Now' button. To the right, there is 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 are links for 'Advanced Supplier Guide' and 'Find Out More', and a note: 'If you have any issues, please contact our support team: connect@substantio.com'. The footer includes the text 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and 'v3.0.5r1'.

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

Name	Internal It...	Decl...	Part Status	Weight	⋮
Battery	73541139	None	Not Declared	164g	⋮
Cable	73541147	None	Not Declared	228g	⋮
Cable	73541155	None	Not Declared	292g	⋮
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	⋮

73541139 Battery

Declare Edit

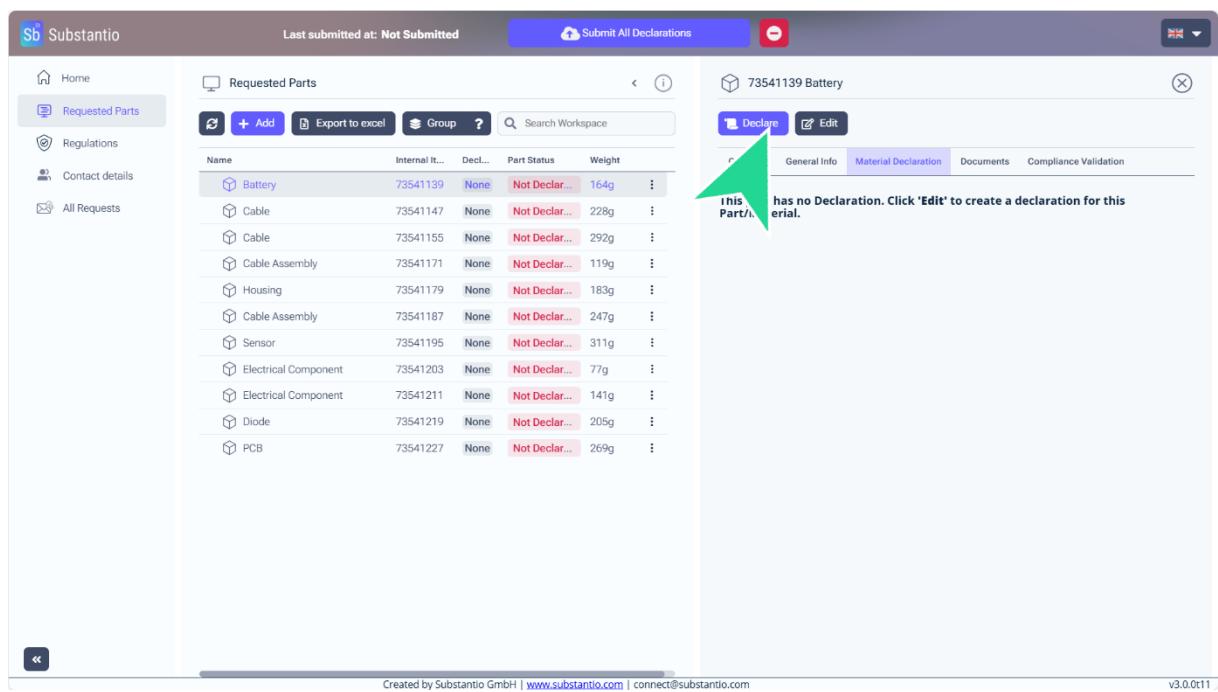
Overview General Info Material Declaration Documents Compliance Validation

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

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v3.0.0t11

2. Click on the part you want to declare as unknown/obsolete.



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Name	Internal It...	Decl...	Part Status	Weight	⋮
Battery	73541139	None	Not Declared	164g	⋮
Cable	73541147	None	Not Declared	228g	⋮
Cable	73541155	None	Not Declared	292g	⋮
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	⋮

73541139 Battery

Declare Edit

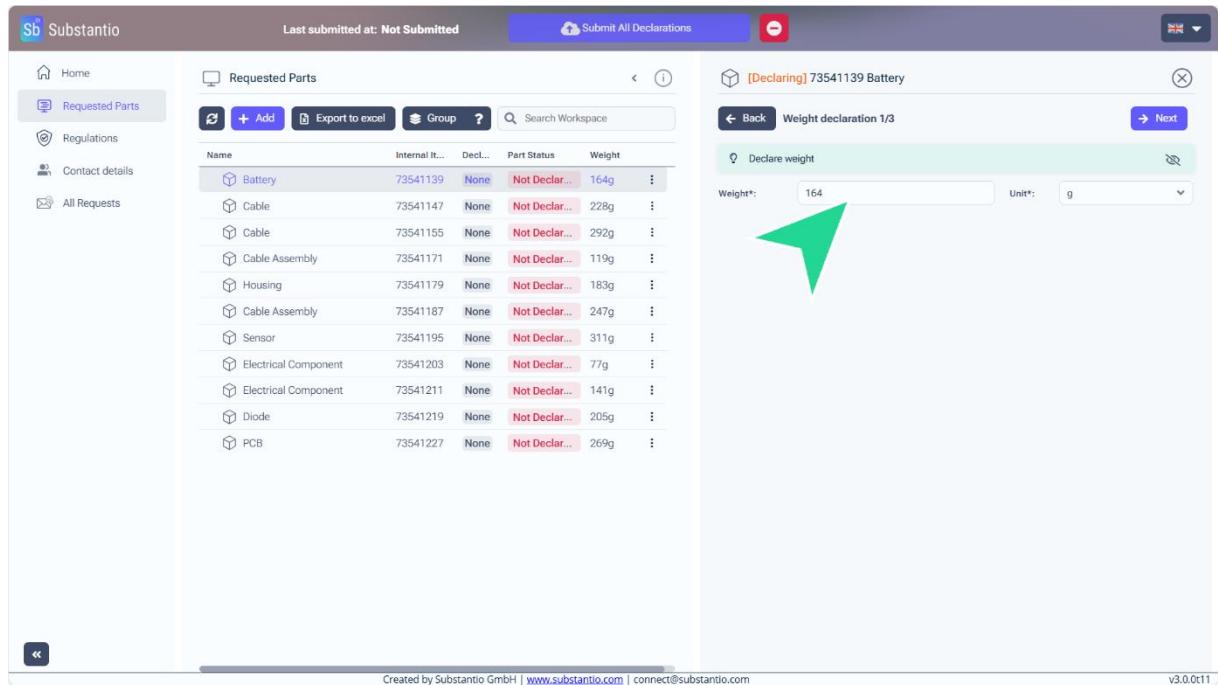
General Info Material Declaration Documents Compliance Validation

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

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v3.0.0t11

3. Click the **Declare** button to move on to the next step.



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Requested Parts

Internal It... Decl... Part Status Weight

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	None	Not Declared	164g
Cable	73541147	None	Not Declared	228g
Cable	73541155	None	Not Declared	292g
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

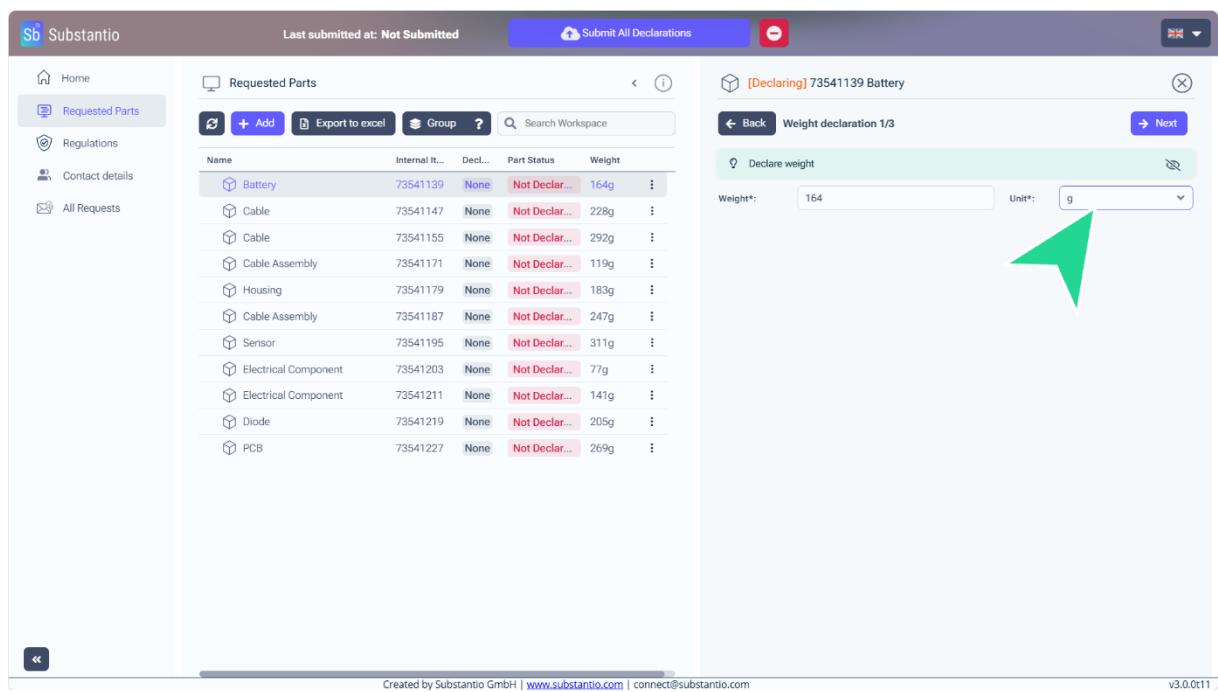
[Declaring] 73541139 Battery

Weight declaration 1/3

Declare weight

Weight\*: 164 Unit\*: g

4. Specify the weight of your part. If unknown, enter "0".



Substantio

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Home Requested Parts Regulations Contact details All Requests

Requested Parts

Internal It... Decl... Part Status Weight

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	None	Not Declared	164g
Cable	73541147	None	Not Declared	228g
Cable	73541155	None	Not Declared	292g
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

[Declaring] 73541139 Battery

Weight declaration 1/3

Declare weight

Weight\*: 164 Unit\*: g

5. And choose the unit.

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Weight declaration 1/3

Weight\*: 164 Unit\*: g

Next

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	None	Not Declared	164g
Cable	73541147	None	Not Declared	228g
Cable	73541155	None	Not Declared	292g
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

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v3.0.0t11

## 6. Click the **Next** button to continue.

Last submitted at: Not Submitted

Submit All Declarations

Requested Parts

Material Declaration 2/3

Create New Declaration

Regulatory Compliance Declaration

Regulatory Compliance Declaration (RCD): Specify the regulated substances groups per regulation. Needs to be updated when regulation changes.

How To

Full Material Declaration

Full Material Declaration (FMD): List of all substances and materials within a part. At least 91% of the weight has to be declared. Does not need to be updated when regulation changes.

How To

Unknown or Obsolete

An Abstract Declaration (AD) is used if the part is unknown or obsolete.

Unknown: in case you do not know, or you do not recognize the part.

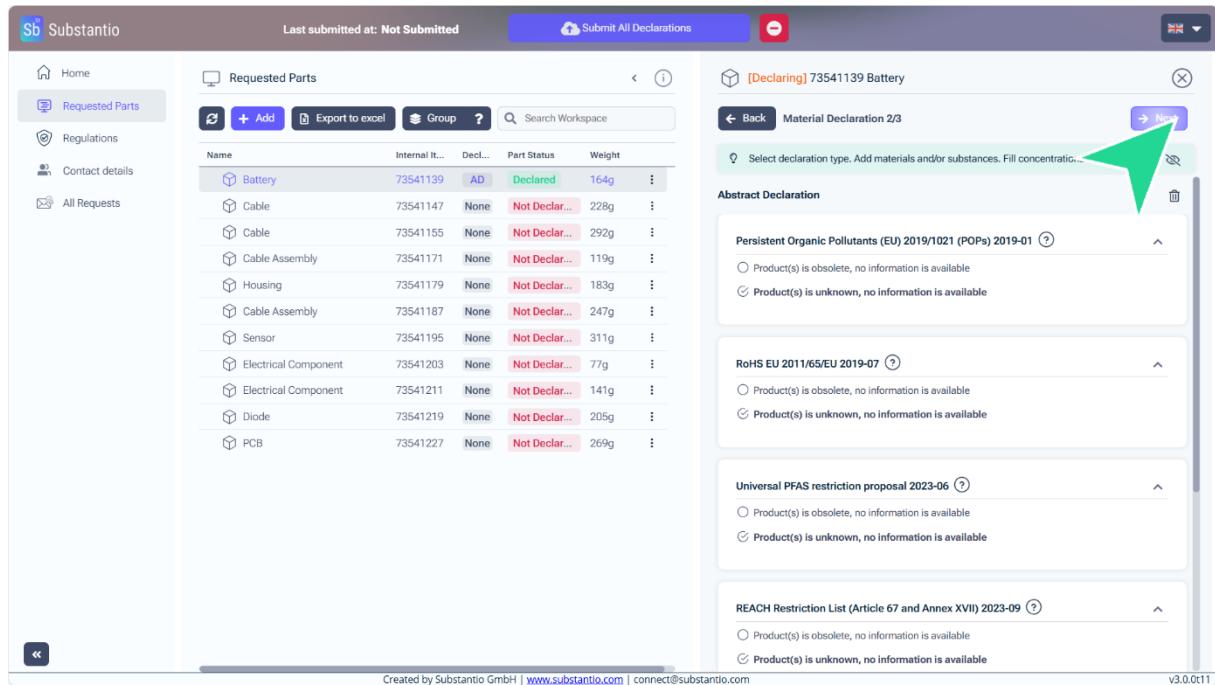
Obsolete: in case the part is no longer used and/or not sold by your company.

Create Unknown Create Obsolete

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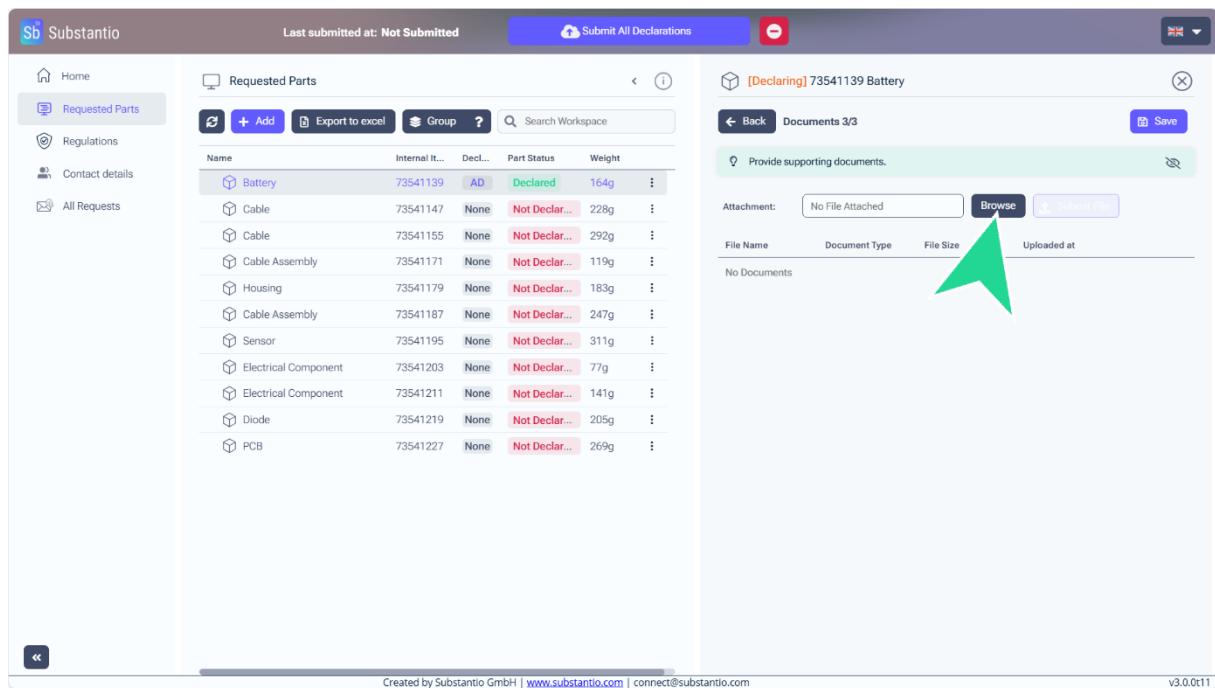
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## 7. If you don't have any information about your part or want to declare it as obsolete click the **Create Unknown** or **Create Obsolete** button (the procedure will be the same).



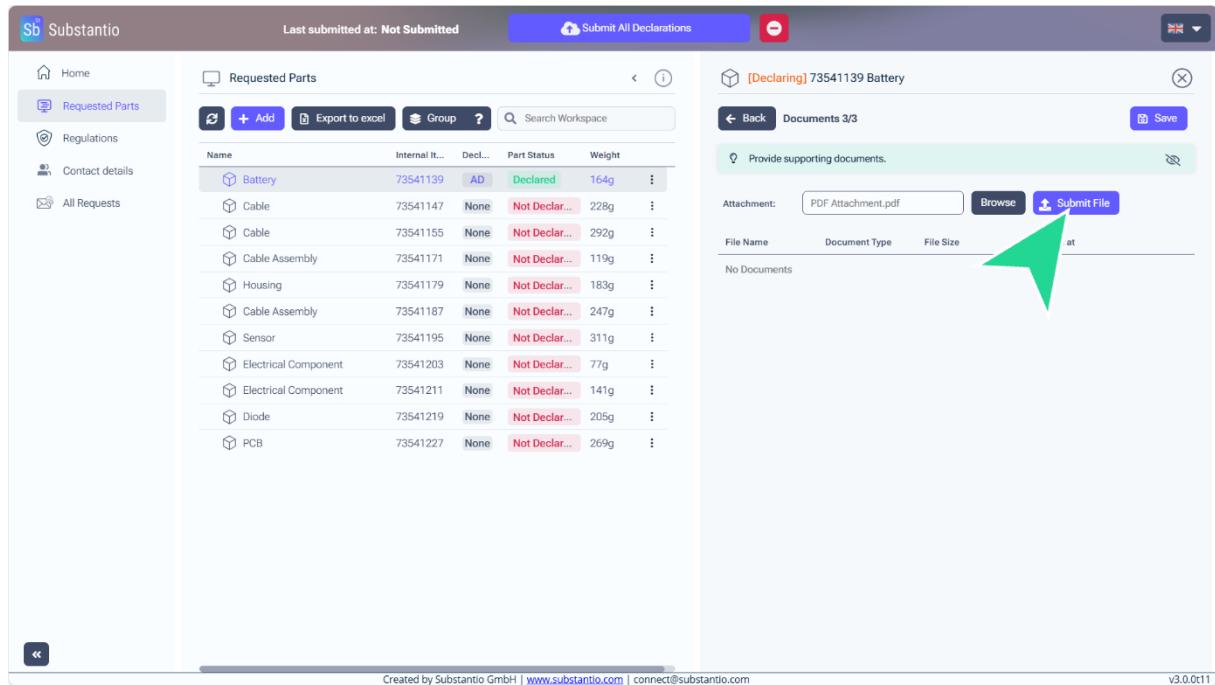
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (highlighted in blue), Regulations, Contact details, and All Requests. The main content area has a header 'Requested Parts' with buttons for 'Add', 'Export to excel', 'Group', and 'Search Workspace'. Below is a table of parts with columns: Name, Internal It..., Decl., Part Status, and Weight. A green arrow points to the 'Next' button in the top right corner of the 'Abstract Declaration' section, which contains dropdowns for various regulations like POPs, RoHS, and PFAS.

8. Afterward, save your progress by clicking the **Next** button.



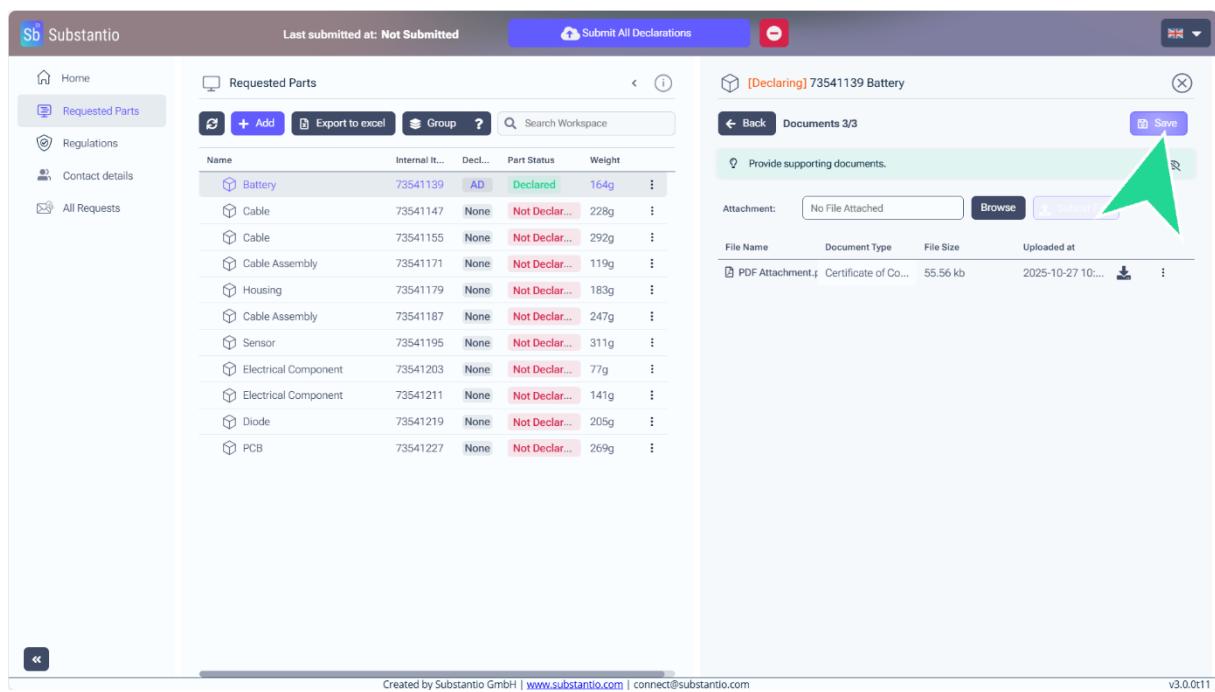
The screenshot shows the Substantio platform interface. The sidebar and part list are identical to the previous screenshot. The right side shows the 'Documents' section with a table for attachments. A green arrow points to the 'Browse' button in the 'Attachment' field, which currently shows 'No File Attached'.

9. If you have: Upload a file by clicking on the **Browse** button, to get on your internal explorer and choose the file you want to upload.



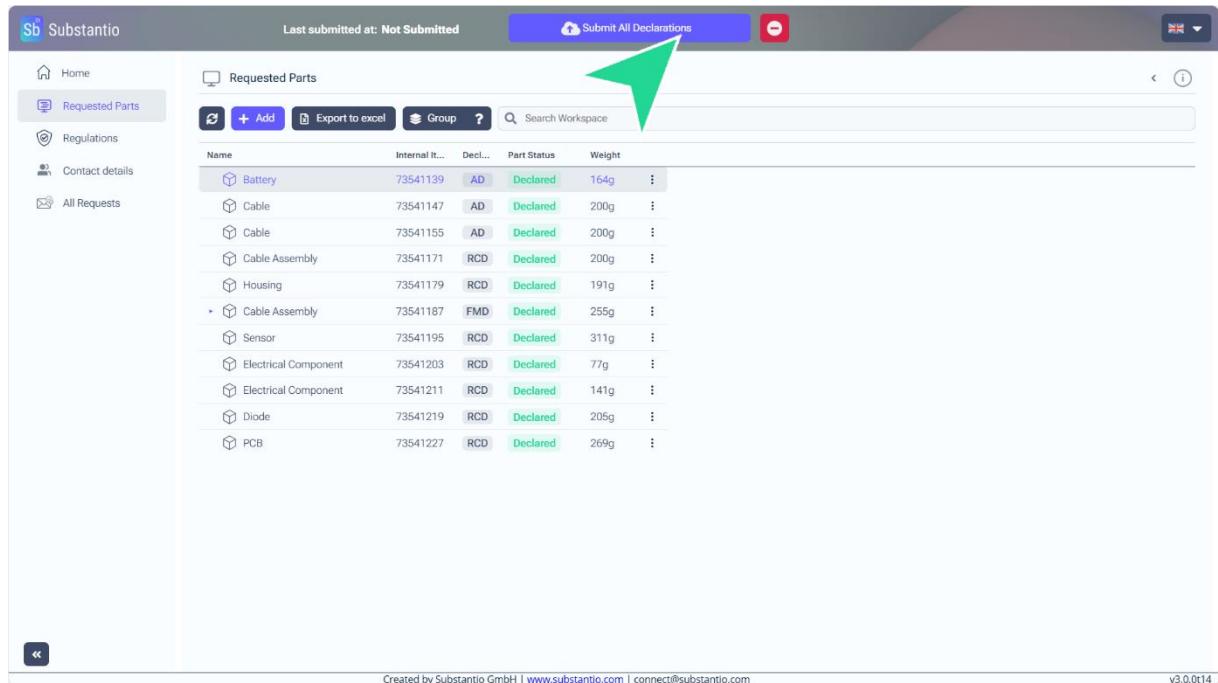
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main content area has two tabs: 'Requested Parts' and 'Declaring 73541139 Battery'. The 'Requested Parts' tab displays a table with columns: Name, Internal It..., Decl., Part Status, and Weight. The 'Declaring' tab shows a detailed view of part 73541139, which is a 'Battery'. The status is 'Declared' with a weight of 164g. The 'Part Status' column for this part shows a green 'Declared' button. Below the table, there is a section for 'Provide supporting documents' with a 'Browse' button and a 'Submit File' button. A green arrow points to the 'Submit File' button. At the bottom of the page, there is a footer with the text 'Created by Substantio GmbH | [www.substantio.com](http://www.substantio.com) | connect@substantio.com' and 'v3.0.0t11'.

10. After uploading, submit your file by clicking the **Submit File** button.



The screenshot shows the Substantio platform interface, similar to the previous one but with a different state. The 'Requested Parts' table is the same. The 'Declaring' tab now shows a detailed view of part 73541139, which is a 'Battery'. The status is 'Not Declared' (indicated by a red 'Not Declared' button). The 'Part Status' column for this part shows a grey 'Not Declared' button. Below the table, there is a section for 'Provide supporting documents' with a 'Browse' button and a 'Submit File' button. A green arrow points to the 'Submit File' button. The table at the bottom of the declaration view shows a single entry: 'PDF Attachment.pdf' (55.56 kb) uploaded on '2025-10-27 10:...'. At the bottom of the page, there is a footer with the text 'Created by Substantio GmbH | [www.substantio.com](http://www.substantio.com) | connect@substantio.com' and 'v3.0.0t11'.

11. **Save** your changes.



The screenshot shows the Substantio software interface. The top navigation bar includes the Substantio logo, a status message 'Last submitted at: Not Submitted', a 'Submit All Declarations' button (highlighted with a green arrow), and a language selection dropdown. The left sidebar contains links for Home, Requested Parts (selected), Regulations, Contact details, and All Requests. The main content area is titled 'Requested Parts' and displays a table of declared items. The table columns are Name, Internal I..., Decl..., Part Status, and Weight. The data includes:

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

At the bottom of the page, there is a footer with the text 'Created by Substantio GmbH | [www.substantio.com](http://www.substantio.com) | connect@substantio.com' and a version number 'v3.0.0t14'.

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