

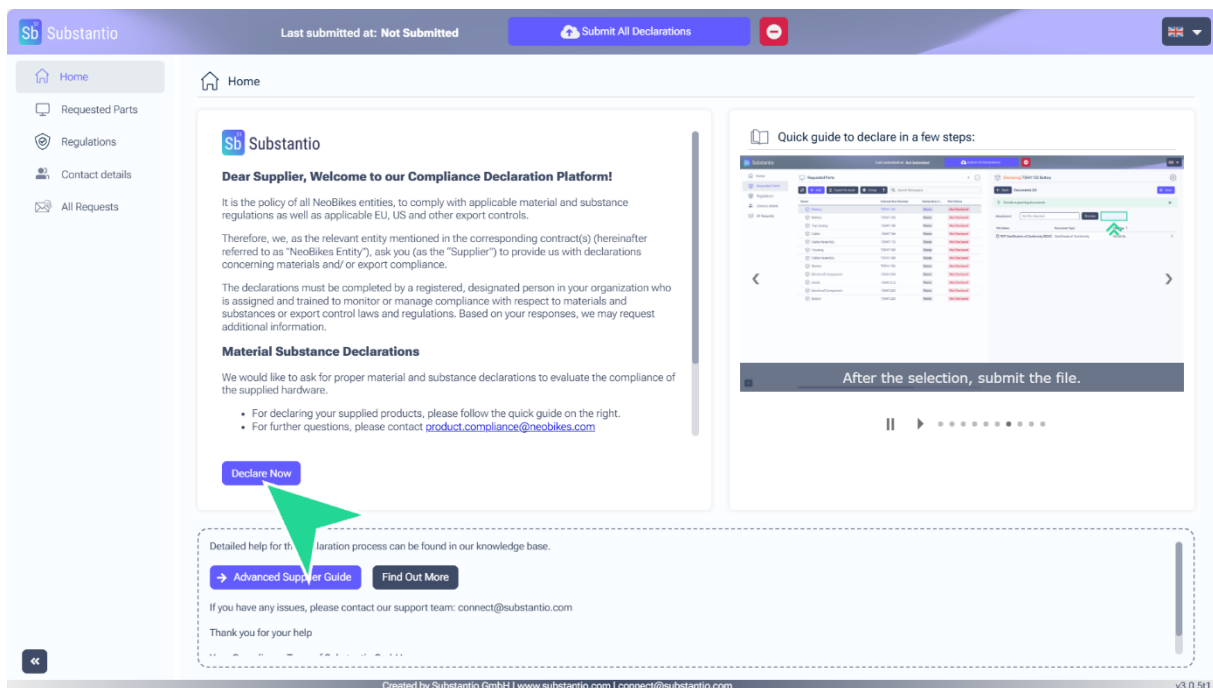
SUPPLIER GUIDE

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.



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.

The screenshot shows the Substantio web application. The top bar includes the Substantio logo, a status indicator 'Last submitted at: Not Submitted', a 'Submit All Declarations' button, and a language selector. The left sidebar contains navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is titled 'Requested Parts' and features a table with columns: Name, Internal ID, Decl., Part Status, and Weight. A green arrow points to the first row, 'Battery' (ID: 73541139). The table lists various components, all with a 'Not Declar...' status. On the right, a panel for '73541139 Battery' shows 'Declare' and 'Edit' buttons, and a message: 'This part has no Declaration. Click 'Edit' to create a declaration for this Part/Material.'

Name	Internal ID	Decl.	Part Status	Weight
Battery	73541139	None	Not Declar...	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

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

This screenshot is identical to the one above, showing the 'Requested Parts' table and the '73541139 Battery' detail panel. A green arrow now points to the 'Declare' button in the right panel, indicating the next step in the process.

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

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Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	None	Not Declar...	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

[Declaring] 73541139 Battery

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Declare weight

Weight*: 164 Unit*: g

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

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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

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Declare weight

Weight*: 164 Unit*: g

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5. And choose the unit.

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

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Declare weight

Weight*: 164 Unit*: g

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

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Battery	73541139	None	Not Declar...	164g
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Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

[Declaring] 73541139 Battery

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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 Create

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 Create

Unknown or Obsolete

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

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

Obsolete: in case the part is no longer sold/sold by your company.

Create Unknown Create Obsolete

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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).

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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
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Electrical Component	73541211	None	Not Declar...	141g
Diode	73541219	None	Not Declar...	205g
PCB	73541227	None	Not Declar...	269g

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Next

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

Abstract 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

Product(s) is obsolete, no information is available

Product(s) is unknown, no information is available

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

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Save

Provide supporting documents.

Attachment: No File Attached

Browse

File Name

Document Type

File Size

Uploaded at

No Documents

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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.

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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

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Save

Provide supporting documents.

Attachment: PDF Attachment.pdf

Browse

Submit File

File Name

Document Type

File Size

at

No Documents

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

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Save

Provide supporting documents.

Attachment: No File Attached

Browse

Submit File

File Name

Document Type

File Size

Uploaded at

PDF Attachment.4	Certificate of Co...	55.56 kb	2025-10-27 10:...
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11. **Save** your changes.

Substantio

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Submit All Declarations

Requested Parts

+ Add Export to excel Group ? Search Workspace

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

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