

Export Compliance

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

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 displays the Substantio platform interface. At the top, there is a header bar with 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, Regulations, Contact details, and All Requests. The main content area is titled 'Dear Supplier, Welcome to our Compliance Declaration Platform!'. It includes a welcome message, a policy statement, and instructions for completing declarations. A green arrow points to a 'Declare Now' button located in a box at the bottom of the main content area. To the right, there is a 'Quick guide to declare in a few steps:' section with a visual guide and a 'Next' button. At the bottom, there is a knowledge base section with links to 'Advanced Supplier Guide' and 'Find Out More', and contact information for the support team.

- To review a requested part, select its name to open a details panel on the right side of the screen.

Substantio

Last submitted at: Not Submitted

Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Requested Parts

+ Add

Export to excel

Group

Search Workspace

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

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v3.0.10/2

- Please click on the **Export Compliance** tab to update the compliance information.

Substantio

Last submitted at: Not Submitted

Submit All Declarations

Home

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Requested Parts

+ Add

Export to excel

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| Name | Internal Item Number | Export Compliance | Part Status |
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| Brake lever | 2.201.110 | None | Not Declared |
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[edit] 2.201.110 Brake lever

Save

Cancel

General Info

Materials Declaration

Export Compliance

Documents

Compliance Validation

Item Info

☐ High Risk - Test Report required!

Is Article: ☒

Weight*: 200

Unit*: g

Identifiers

Internal Item Number: 2.201.110

Internal Item Name: Brake lever

Item Number: 98126

Item Name: Lever X13

Vendor Part Number:

Article Info

Article Identifier is same as Item Identifier: ☒

Article Category (CN/TARIC Code):

Safe Use Instructions (REACH Annex XVII):

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4. To start entering your data for the selected part, click the **Edit** button.

The screenshot shows the Substantio web application. On the left is a sidebar with navigation links: Home, Requested Parts (selected), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

Below the table are buttons for '+ Add', 'Export to excel', and 'Group'. The right panel shows the details for the selected part, '2.201.110 Brake lever'. It has tabs for 'Overview', 'General Info', 'Material Declaration', 'Export Compliance' (selected), 'Documents', and 'Compliance'. In the 'Export Compliance' tab, there is a 'No Export Compliance Declarations' message. A green arrow points to the 'Edit' button in the top left of this panel.

5. Please start by clicking the **Create Export Compliance Declaration** button.

This screenshot is similar to the previous one but shows the next step. The 'Requested Parts' table is still visible. The right panel now shows the 'Edit' view for '2.201.110 Brake lever'. At the top of this panel, there are 'Save' and 'Cancel' buttons. Below the tabs, the 'Export Compliance' tab is active, showing the 'No Export Compliance Declarations' message. A green box highlights the '+ Create Export Compliance Declaration' button. A green arrow points from the 'Export Compliance' tab in the previous screenshot to this button.

6. Please answer the questions on the right-hand side and select the regulations applicable to your product.

The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

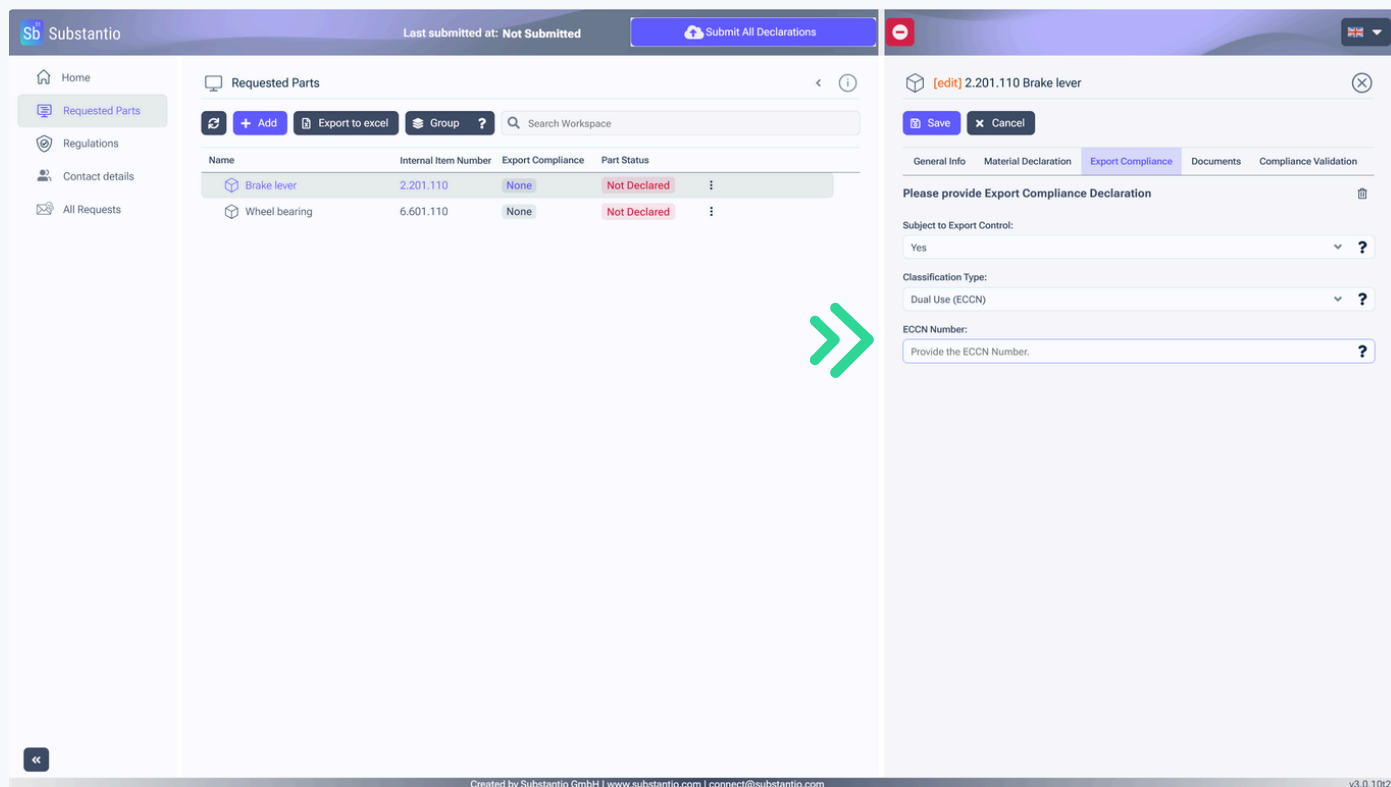
| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

The right panel shows the 'Export Compliance' form for item '2.201.110 Brake lever'. The form has tabs for 'General Info', 'Material Declaration', 'Export Compliance' (selected), 'Documents', and 'Compliance Validation'. Under the 'Export Compliance' tab, there is a section 'Please provide Export Compliance Declaration' with a dropdown menu for 'Subject to Export Control:' showing 'Yes' and 'No' options. A green arrow points from the 'Brake lever' row in the table to this form.

7. Please answer the questions on the right-hand side and select the regulations applicable to your product.

This screenshot is similar to the previous one, showing the same 'Requested Parts' table and 'Export Compliance' form. However, the dropdown menu for 'Classification Type:' is now open, showing three options: 'Select the classification type (ML / ECCN)', 'Dual Use (ECCN)', and 'Military / Munitions List (ML)'. A green arrow points from the 'Brake lever' row in the table to this form.

8. If you selected **Dual Use**, please enter the corresponding ECCN number. You can find this information in the Commerce Control List (CCL).



The screenshot shows the Substantio web application. On the left is a sidebar with navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

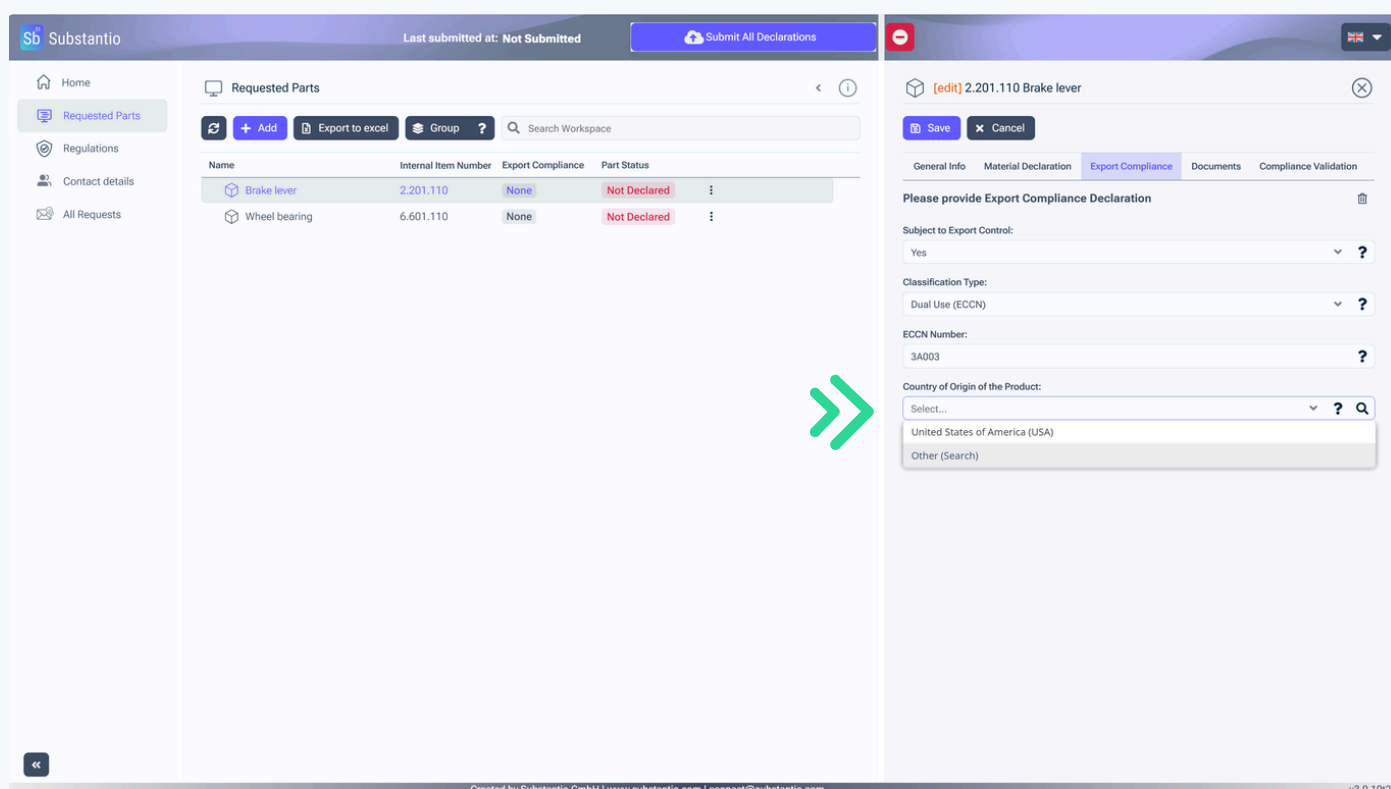
| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

The right panel shows the 'Export Compliance' form for the selected item '2.201.110 Brake lever'. The form has tabs for 'General Info', 'Material Declaration', 'Export Compliance' (active), 'Documents', and 'Compliance Validation'. Under the 'Export Compliance' tab, there is a section 'Please provide Export Compliance Declaration' with the following fields:

- Subject to Export Control: Yes (dropdown menu)
- Classification Type: Dual Use (ECCN) (dropdown menu)
- ECCN Number: Provide the ECCN Number. (text input field)

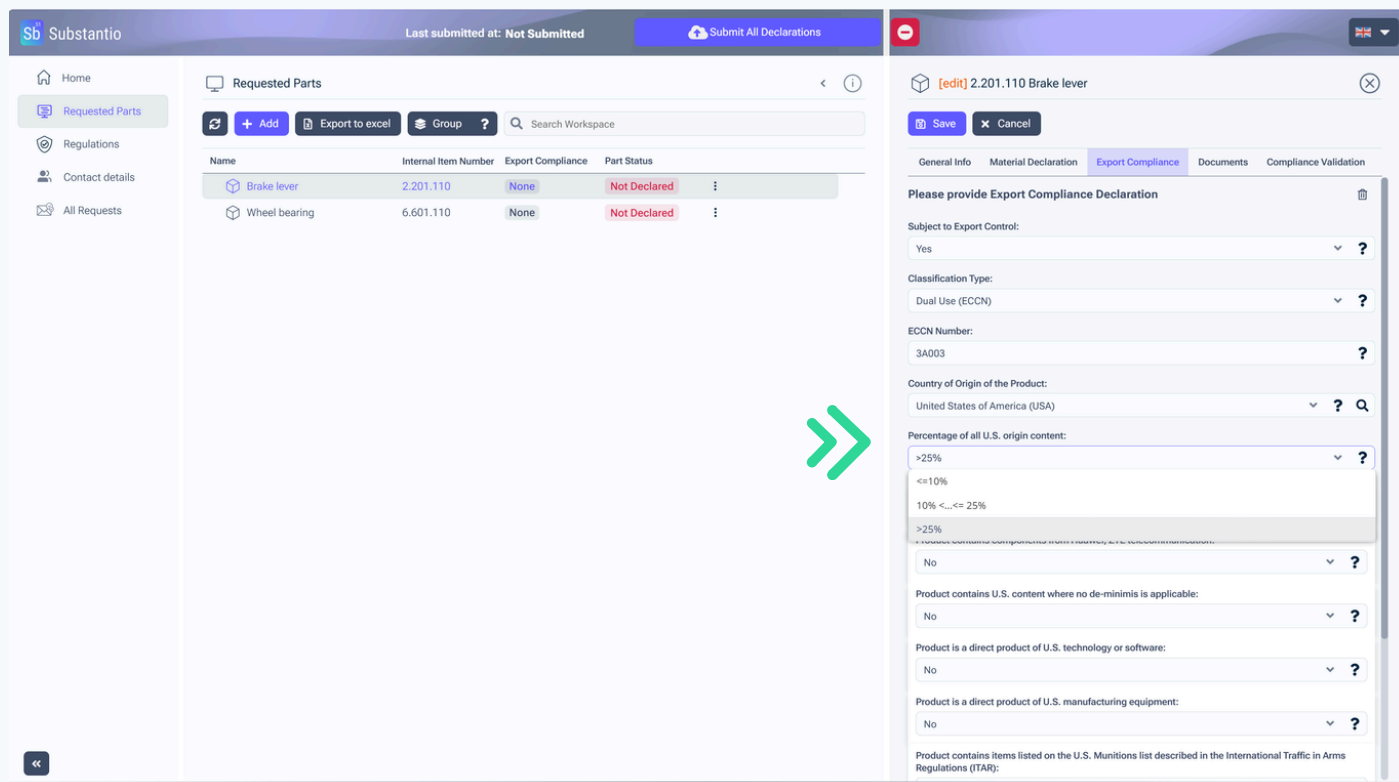
A green double arrow points from the 'Not Declared' status in the table to the ECCN Number field in the form.

9. Please select from the search list the country of origin of the product.



This screenshot is similar to the previous one, but the 'Country of Origin of the Product' field in the 'Export Compliance' form is now populated. The field is a dropdown menu with a search icon, and it shows 'United States of America (USA)' as the selected option. Below the dropdown is a text input field labeled 'Other (Search)'.

10. Please indicate the proportion of the product from that country. And answer the questions below.



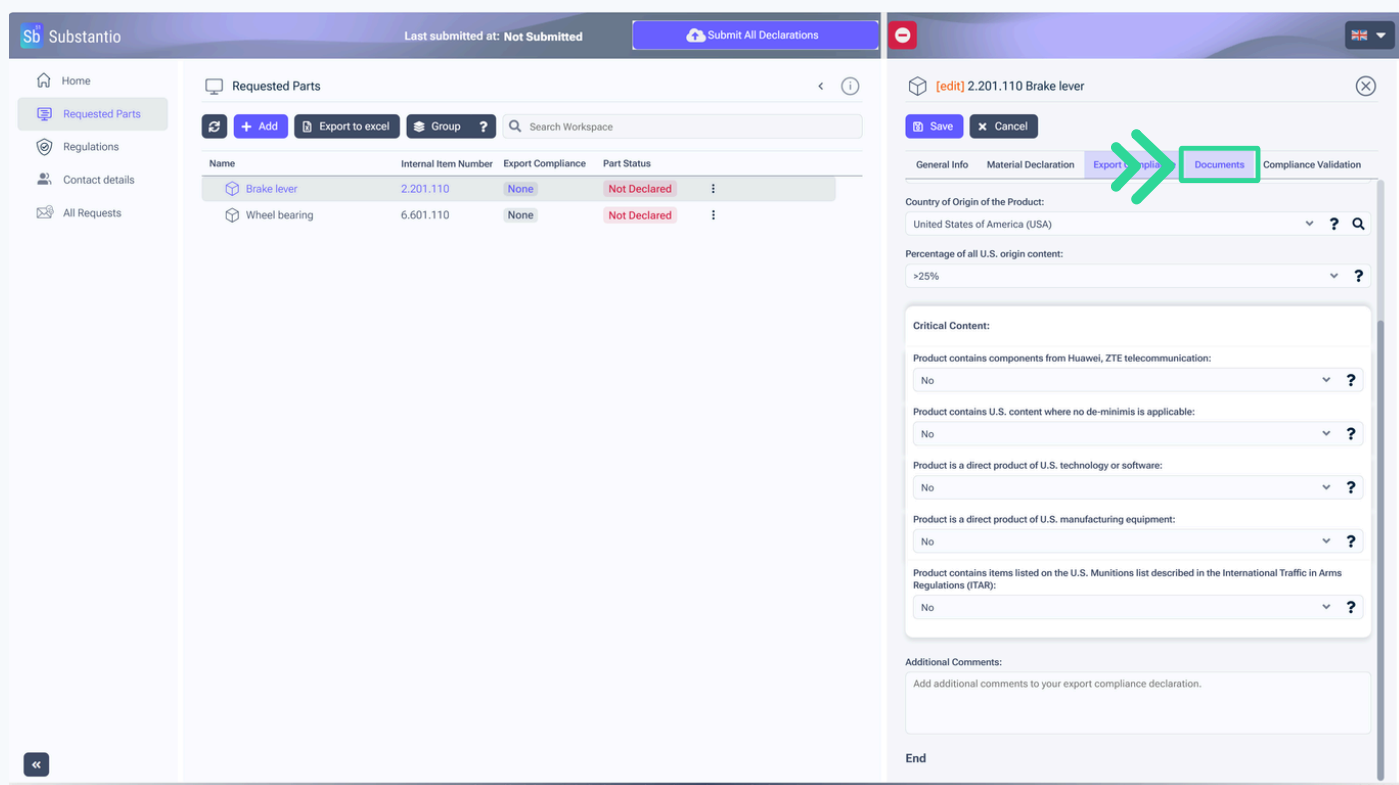
The screenshot shows the Substantio web application. On the left is a sidebar with navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

The right panel shows the 'Export Compliance' form for the item '2.201.110 Brake lever'. The form has tabs for 'General Info', 'Material Declaration', 'Export Compliance' (active), 'Documents', and 'Compliance Validation'. The 'Export Compliance' section contains the following fields:

- Subject to Export Control: Yes
- Classification Type: Dual Use (ECCN)
- ECCN Number: 3A003
- Country of Origin of the Product: United States of America (USA)
- Percentage of all U.S. origin content: >25%
- Product contains U.S. content where no de-minimis is applicable: No
- Product is a direct product of U.S. technology or software: No
- Product is a direct product of U.S. manufacturing equipment: No
- Product contains items listed on the U.S. Munitions list described in the International Traffic in Arms Regulations (ITAR): No

11. Please click on the **Documents** button to upload your supporting files.



This screenshot shows the same Substantio interface as the previous one, but with the 'Documents' tab selected in the 'Export Compliance' form. The 'Requested Parts' table remains the same. The 'Documents' tab is highlighted with a green box and a green arrow pointing to it. The form fields are the same as in the previous screenshot, but the 'Additional Comments' section is now visible at the bottom of the form.

12. Click at the **Browse** button, so you can upload any required document.

The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

The right panel, titled '[edit] 2.201.110 Brake lever', shows the 'Documents' tab. It features a large dashed box with the text 'Drag and drop files here or' and a green arrow pointing to a 'Browse' button. Below this, there is a table with columns: File Name, Document Type, File Size, and Uploaded at. The table currently shows 'No Documents'.

13. Please determine your document type.

This screenshot shows the same Substantio interface as the previous one, but with a document uploaded. In the 'Documents' tab of the '[edit] 2.201.110 Brake lever' panel, the 'Browse' button has been used to upload a file. The table now contains one entry:

| File Name | Document Type | File Size | Uploaded at |
|---------------------------|---------------------------|-----------|-------------|
| Export Compliance PDF.pdf | Certificate of Conformity | 55.56 kb | |

A green arrow points to the 'Document Type' dropdown menu, which is currently set to 'Certificate of Conformity'.

14. Choose **Export Declaration**.

The screenshot shows the Substantio web application. On the left is a sidebar with navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with the following data:

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|--------------|
| Brake lever | 2.201.110 | None | Not Declared |
| Wheel bearing | 6.601.110 | None | Not Declared |

The right panel, titled '[edit] 2.201.110 Brake lever', has tabs for General Info, Material Declaration, Export Compliance, Documents, and Compliance Validation. The 'Documents' tab is active, showing a file upload area with the text 'Drag and drop files here or Browse'. Below this is a table of documents:

| File Name | Document Type | File Size |
|---------------------------|---------------------------|-----------|
| Export Compliance PDF.pdf | Certificate of Conformity | 55.56 kb |
| | Test Report | |
| | Safety data sheet | |
| | Certificate of Conformity | |
| | Part Drawing | |
| | Export Declaration | |

A green arrow points from the 'Export Declaration' row in the table to the 'Documents' tab, indicating the next step in the process.

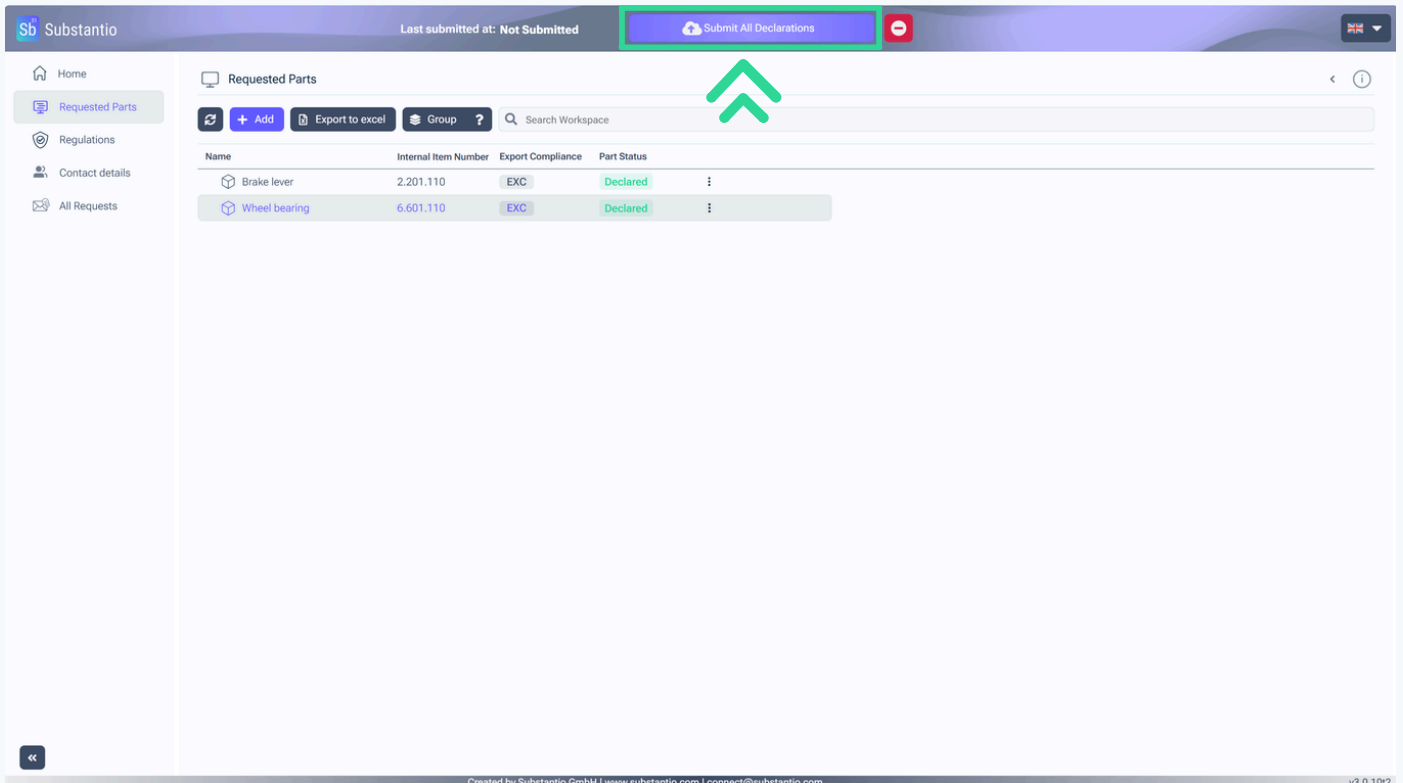
15. Please **Save** your changes.

This screenshot is similar to the previous one, but the 'Document Type' for the 'Export Compliance PDF.pdf' file has been changed to 'Export Declaration'. The table now shows:

| File Name | Document Type | File Size |
|---------------------------|---------------------------|-----------|
| Export Compliance PDF.pdf | Export Declaration | 55.56 kb |
| | Test Report | |
| | Safety data sheet | |
| | Certificate of Conformity | |
| | Part Drawing | |
| | Export Declaration | |

The 'Save' button is highlighted with a green box, indicating the next step in the process.

16. Once all parts have been declared, click the **Submit All Declarations** button to send your information to the customer. Make sure all parts are declared before submitting.



The screenshot shows the Substantio web application interface. At the top, a navigation bar includes the Substantio logo, the text 'Last submitted at: Not Submitted', and a button labeled 'Submit All Declarations' which is highlighted with a green rectangular box. To the right of this button is a red circular icon with a white minus sign. Below the navigation bar, a left sidebar contains links for 'Home', 'Requested Parts' (which is active), 'Regulations', 'Contact details', and 'All Requests'. The main content area is titled 'Requested Parts' and features a search bar and a table of parts. Above the table, there are buttons for '+ Add', 'Export to excel', and 'Group', along with a 'Search Workspace' input field. A green double-up arrow icon is positioned above the table. The table has four columns: 'Name', 'Internal Item Number', 'Export Compliance', and 'Part Status'. It contains two rows of data, both with a status of 'Declared'.

| Name | Internal Item Number | Export Compliance | Part Status |
|---------------|----------------------|-------------------|-------------|
| Brake lever | 2.201.110 | EXC | Declared |
| Wheel bearing | 6.601.110 | EXC | Declared |