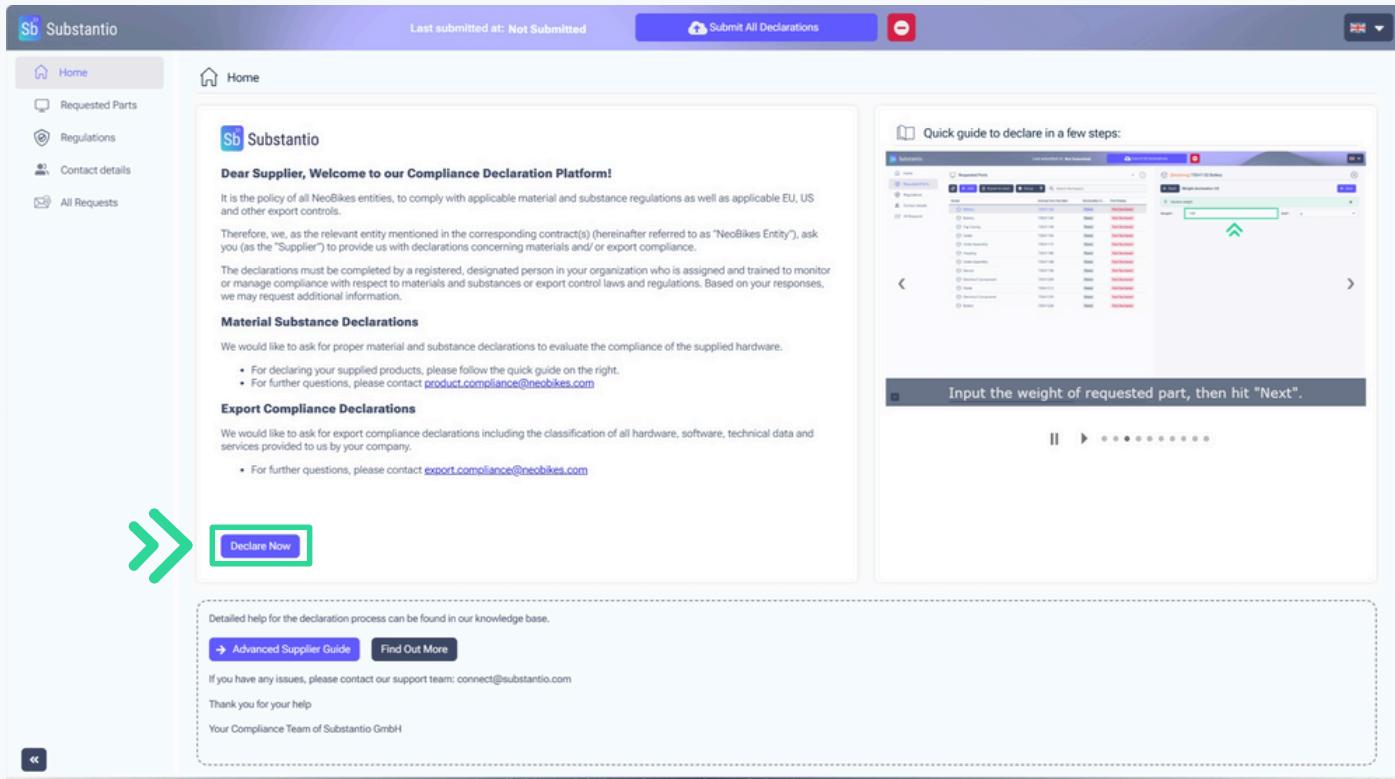


Export Compliance

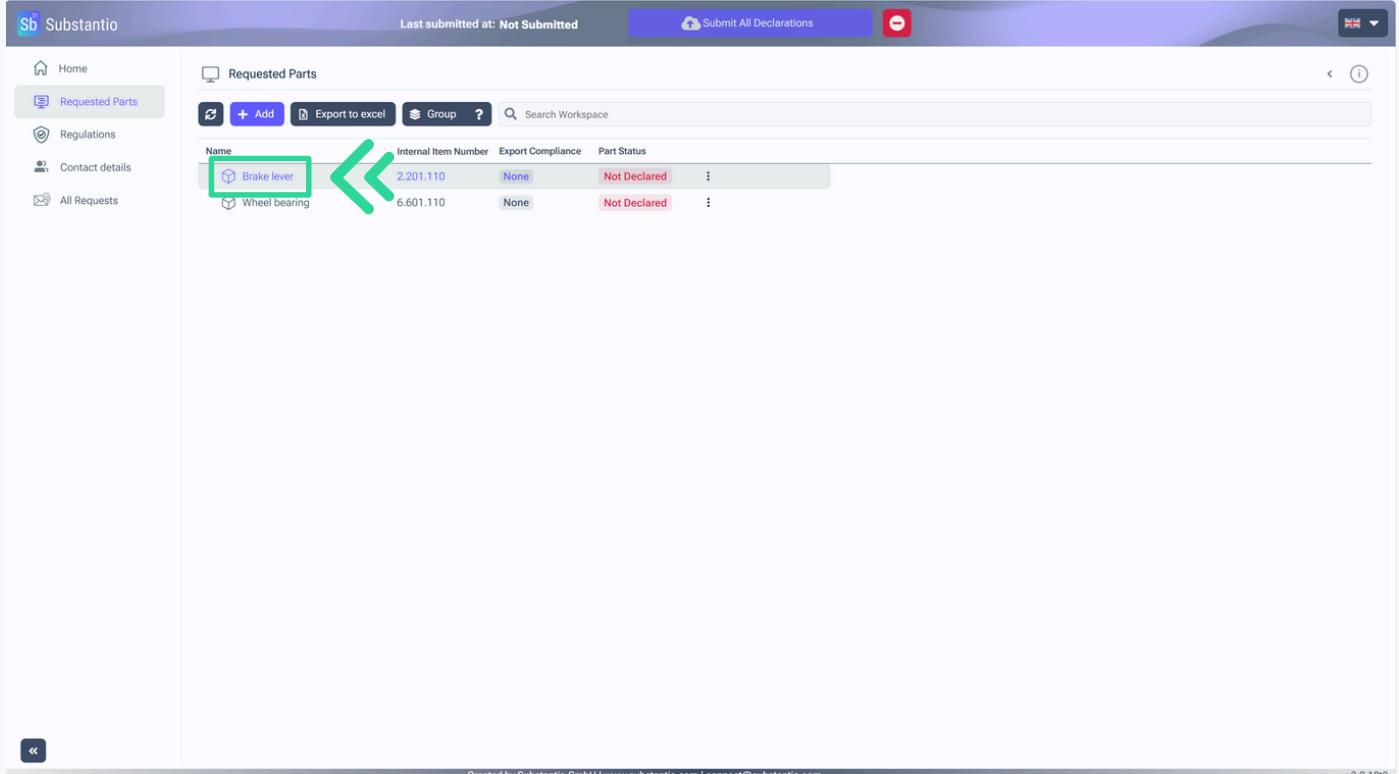
This supplier guide is designed to help you use the Substantio software to create a detailed Declaration of Export Compliance of parts requested by your customer.

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.



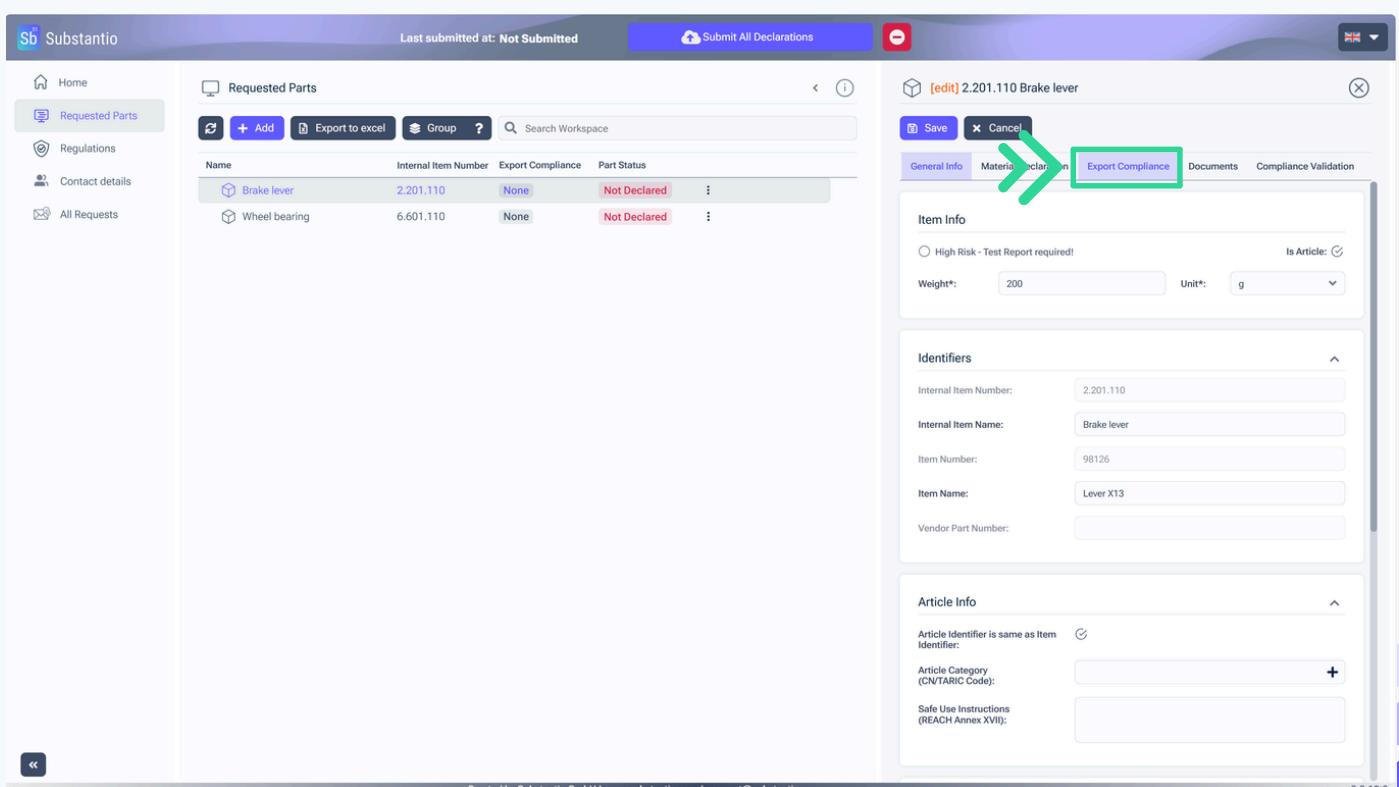
The screenshot shows the Substantio platform interface. At the top, there is a navigation bar with the Substantio logo, a 'Home' button, and links for 'Requested Parts', 'Regulations', 'Contact details', and 'All Requests'. The main content area has a 'Home' button and a 'Substantio' logo. Below that, there is a section titled 'Dear Supplier, Welcome to our Compliance Declaration Platform!' with a message about compliance requirements. To the right, there is a 'Quick guide to declare in a few steps:' section with a screenshot of the platform's interface. At the bottom, there is a 'Declare Now' button highlighted with a green arrow, and a dashed box containing links for 'Advanced Supplier Guide' and 'Find Out More'.

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



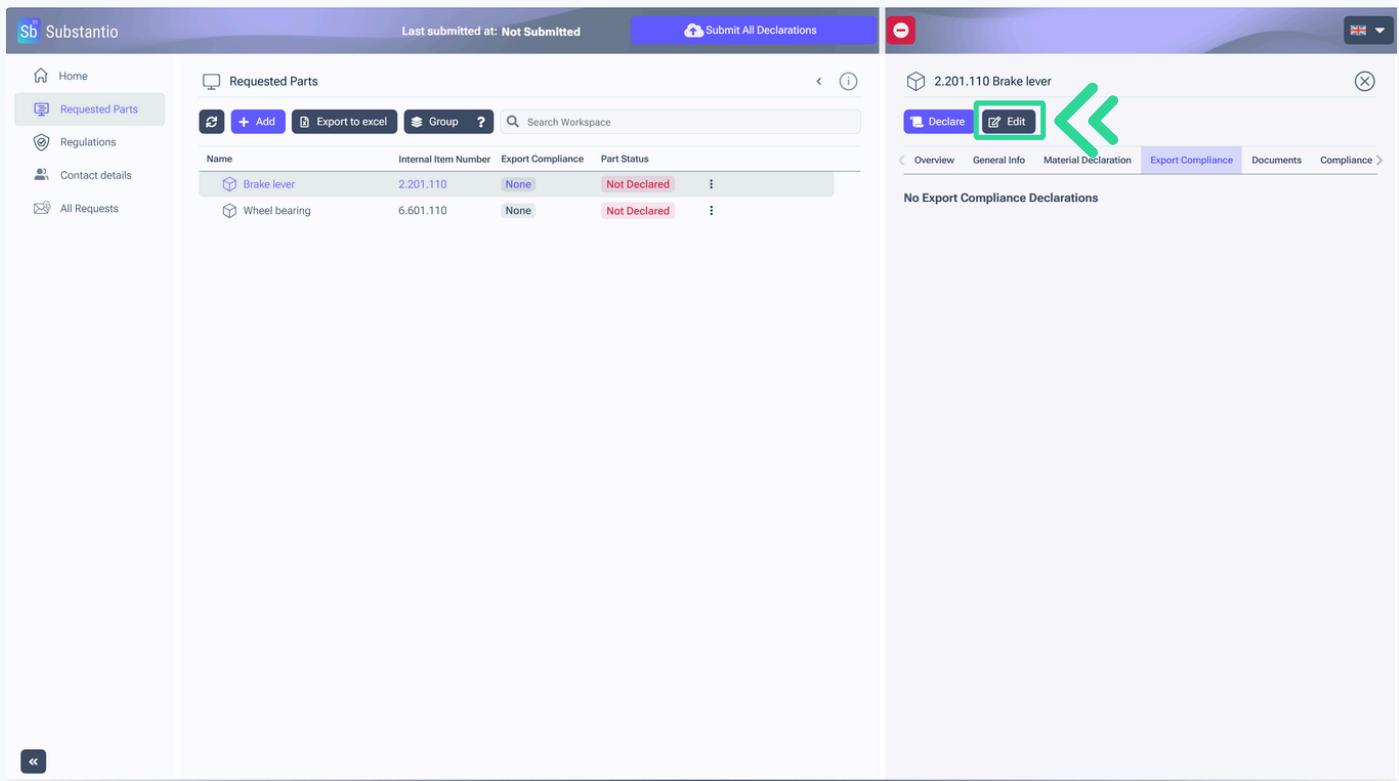
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in blue), Regulations, Contact details, and All Requests. The main content area is titled 'Requested Parts' and shows a table with two items: 'Brake lever' and 'Wheel bearing'. The 'Brake lever' row is selected, indicated by a blue background. To the right of the table, a details panel is open for the 'Brake lever' item. The panel has tabs for 'General Info', 'Material Declaration', 'Export Compliance' (which is highlighted with a green box and a green arrow), 'Documents', and 'Compliance Validation'. The 'General Info' tab is active, showing fields for 'Item Info' (High Risk - Test Report required!, Weight: 200, Unit: g) and 'Identifiers' (Internal Item Number: 2.201.110, Internal Item Name: Brake lever, Item Number: 98126, Item Name: Lever X13, Vendor Part Number:). The 'Article Info' tab is also partially visible.

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



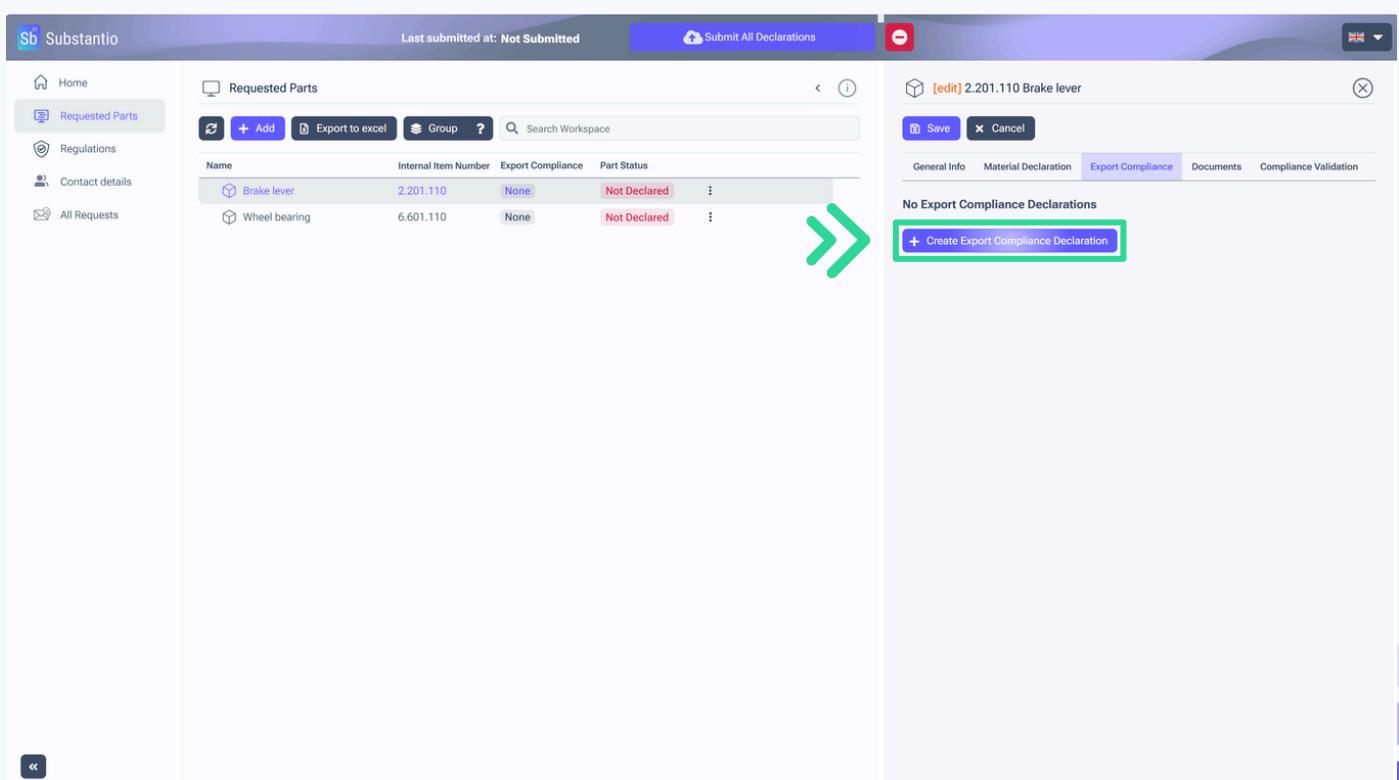
The screenshot shows the Substantio platform interface, similar to the previous one but with a different focus. The 'Requested Parts' list is visible on the left, and the details panel for the 'Brake lever' item is open on the right. The 'Export Compliance' tab in the details panel is highlighted with a green box and a green arrow. The panel structure is identical to the previous screenshot, with tabs for 'General Info', 'Material Declaration', 'Export Compliance', 'Documents', and 'Compliance Validation'. The 'General Info' tab is active, showing the same item and identifier information as before. The 'Article Info' tab is also partially visible.

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



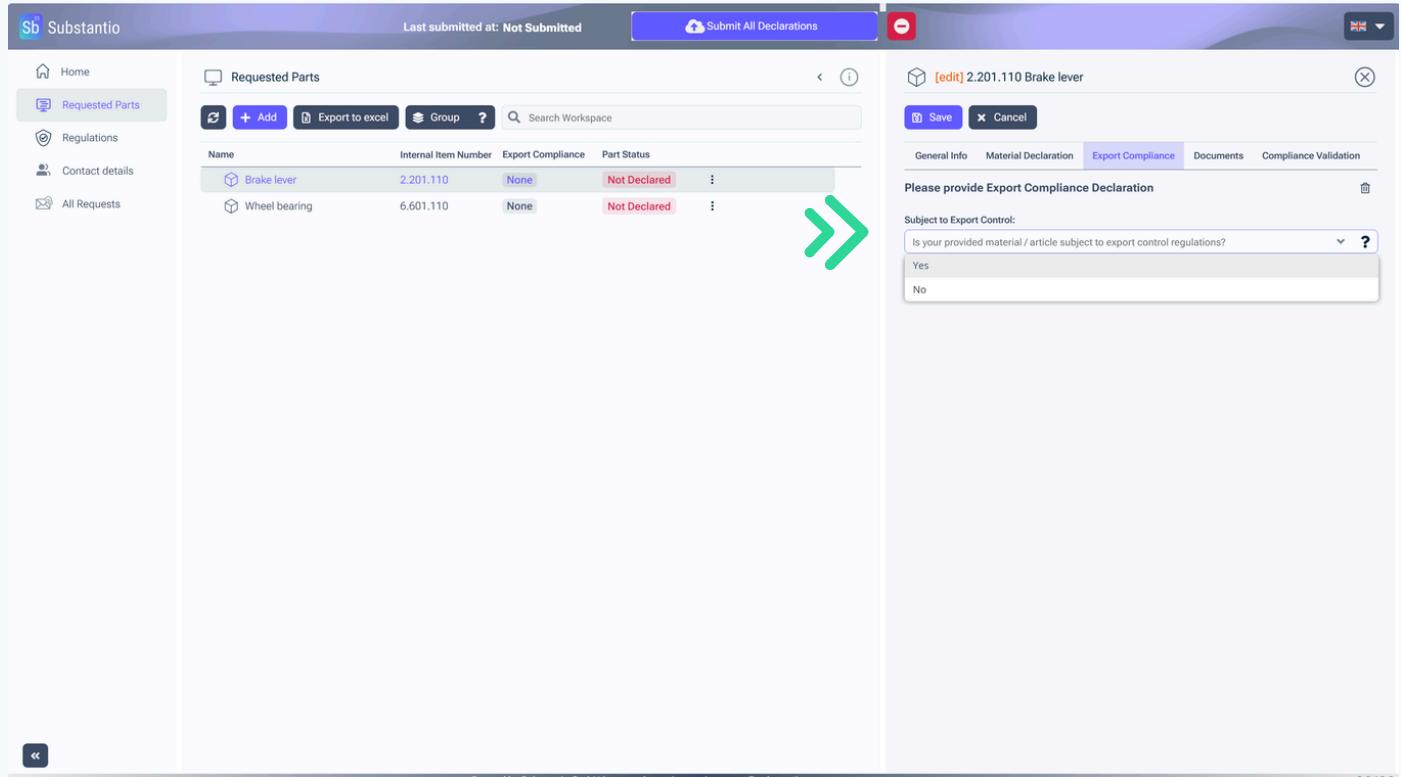
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main content area has a header 'Requested Parts' with buttons for 'Add', 'Export to excel', 'Group', and a search bar. Below is a table with columns: Name, Internal Item Number, Export Compliance, and Part Status. Two items are listed: 'Brake lever' (Internal Item Number 2.201.110, Export Compliance 'None', Part Status 'Not Declared') and 'Wheel bearing' (Internal Item Number 6.601.110, Export Compliance 'None', Part Status 'Not Declared'). On the right, a detailed view for '2.201.110 Brake lever' is shown with tabs for Overview, General Info, Material Declaration, Export Compliance (selected), Documents, and Compliance. The 'Export Compliance' tab displays the message 'No Export Compliance Declarations'. A green arrow points to the 'Edit' button in the top right of this view.

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



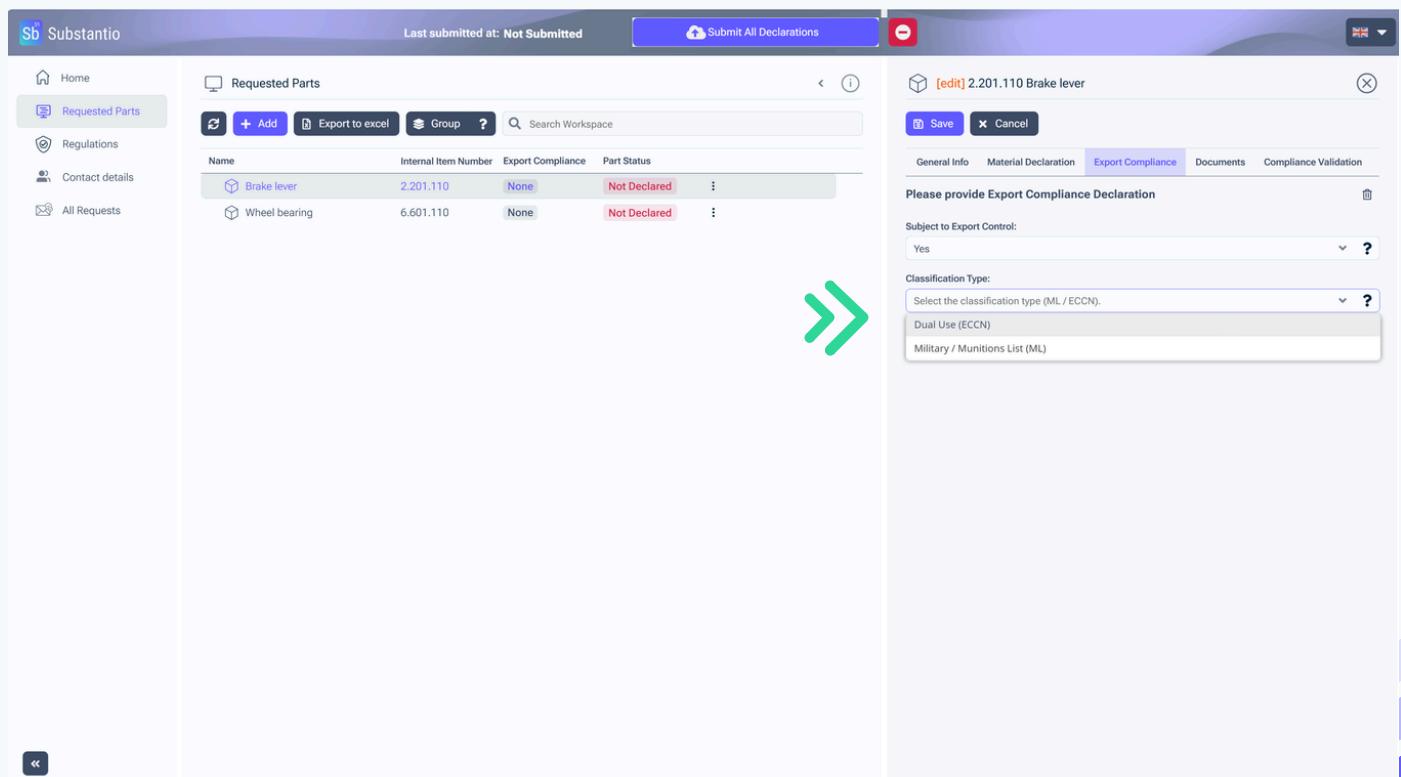
The screenshot shows the Substantio platform interface, similar to the previous one but with a different focus. The 'Requested Parts' list is visible on the left. On the right, a detailed view for '2.201.110 Brake lever' is shown with tabs for General Info, Material Declaration, Export Compliance (selected), Documents, and Compliance Validation. The 'Export Compliance' tab displays the message 'No Export Compliance Declarations'. A green arrow points to the '+ Create Export Compliance Declaration' button, which is highlighted with a green border. The URL in the browser's address bar is 'http://substantio.com:3001/2.201.110'.

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



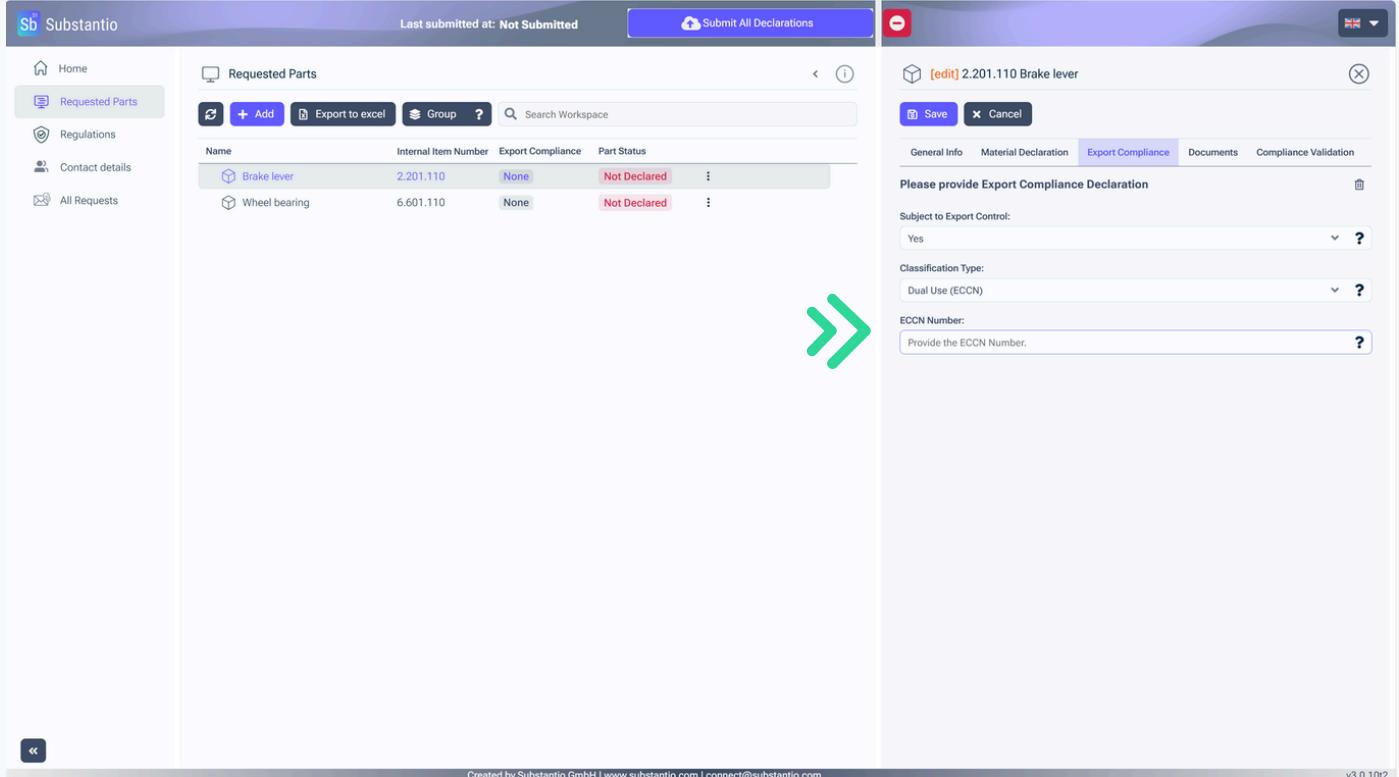
The screenshot shows the Substantio platform interface. On the left, a sidebar menu includes Home, Requested Parts (selected), Regulations, Contact details, and All Requests. The main area displays a 'Requested Parts' list with two items: 'Brake lever' (Internal Item Number: 2.201.110, Export Compliance: None, Part Status: Not Declared) and 'Wheel bearing' (Internal Item Number: 6.601.110, Export Compliance: None, Part Status: Not Declared). A large green arrow points from the list to a detailed view of the 'Brake lever' on the right. The detailed view shows the part number 2.201.110, a 'Save' button, and a 'Cancel' button. Below these are tabs for General Info, Material Declaration, Export Compliance (selected), Documents, and Compliance Validation. A section titled 'Please provide Export Compliance Declaration' contains a question 'Is your provided material / article subject to export control regulations?' with 'Yes' and 'No' options. The 'Yes' option is selected.

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



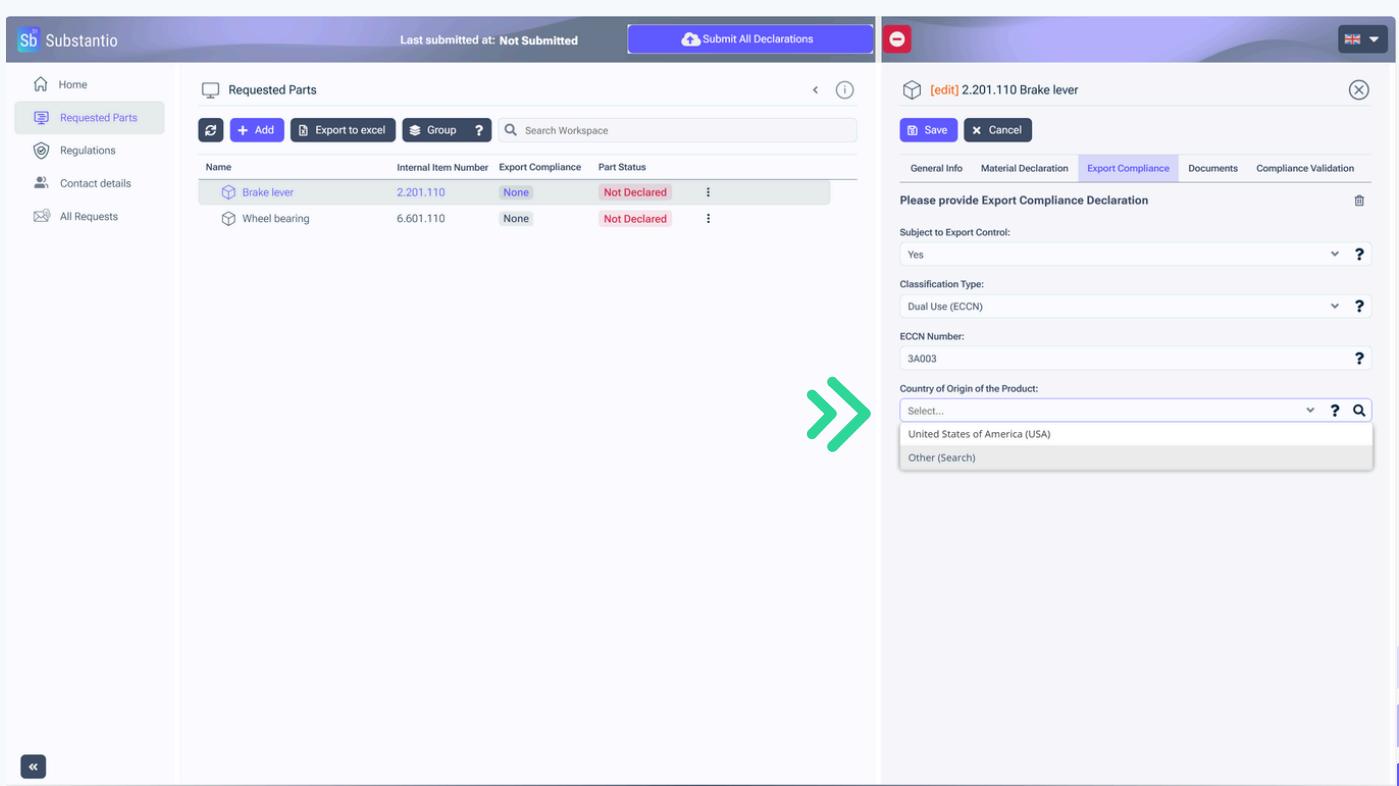
The screenshot shows the Substantio platform interface, similar to the previous one but with a different detail view. The 'Requested Parts' list is identical. A large green arrow points from the list to a detailed view of the 'Brake lever' on the right. The detailed view shows the part number 2.201.110, a 'Save' button, and a 'Cancel' button. Below these are tabs for General Info, Material Declaration, Export Compliance (selected), Documents, and Compliance Validation. A section titled 'Please provide Export Compliance Declaration' contains a question 'Is your provided material / article subject to export control regulations?' with 'Yes' and 'No' options. The 'Yes' option is selected. Below this, a 'Classification Type' section is visible with options for 'Select the classification type (ML / ECCN)', 'Dual Use (ECCN)', and 'Military / Munitions List (ML)'.

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



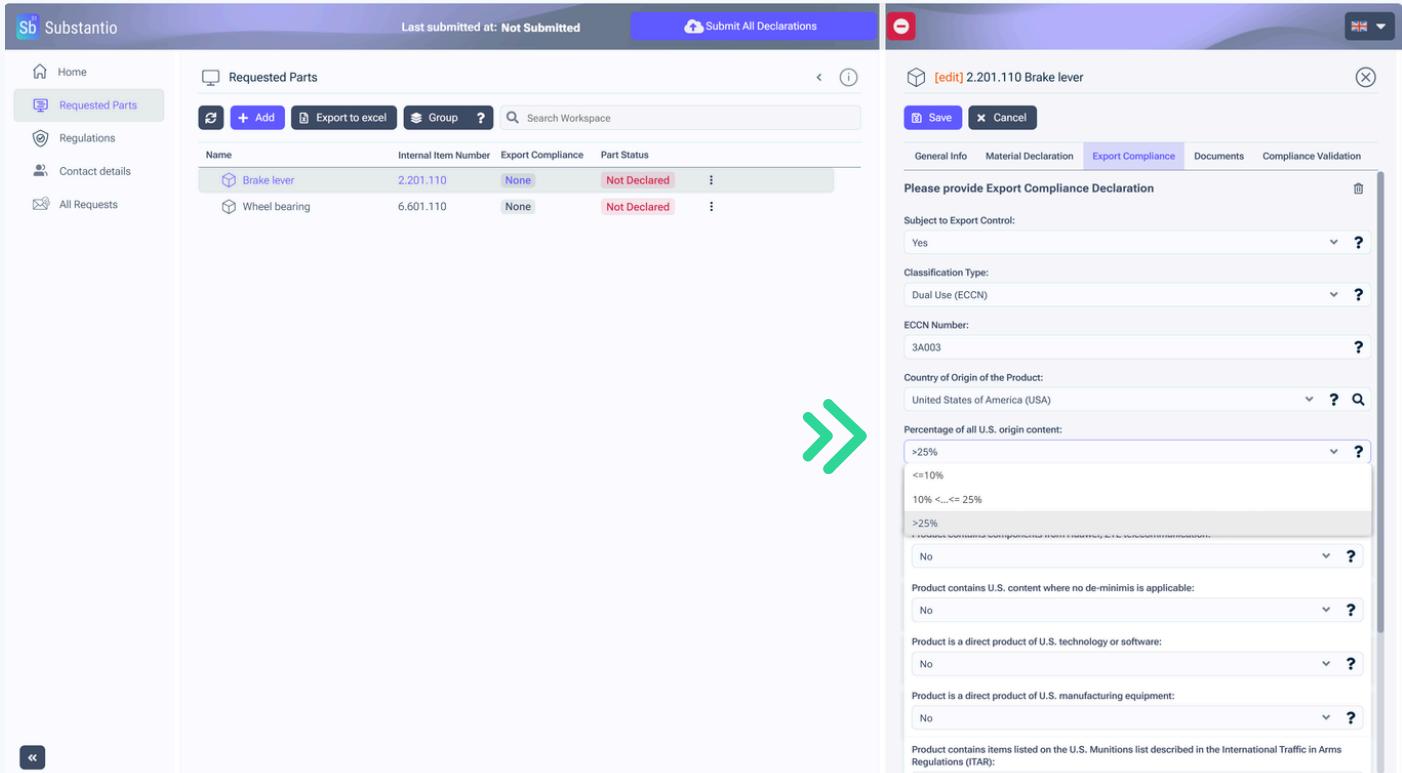
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in grey), Regulations, Contact details, and All Requests. The main workspace shows a 'Requested Parts' table with two items: 'Brake lever' (Internal Item Number: 2.201.110, Export Compliance: None, Part Status: Not Declared) and 'Wheel bearing' (Internal Item Number: 6.601.110, Export Compliance: None, Part Status: Not Declared). A green arrow points from the 'Brake lever' row to the right-hand 'Export Compliance' declaration form. The declaration form for '2.201.110 Brake lever' includes fields for General Info, Material Declaration, Export Compliance (which is selected and highlighted in blue), Documents, and Compliance Validation. The 'Export Compliance' tab is active. The 'Please provide Export Compliance Declaration' section contains fields for Subject to Export Control (Yes), Classification Type (Dual Use (ECCN)), and ECCN Number (Provide the ECCN Number). The status bar at the bottom indicates 'v3.0.10r2'.

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



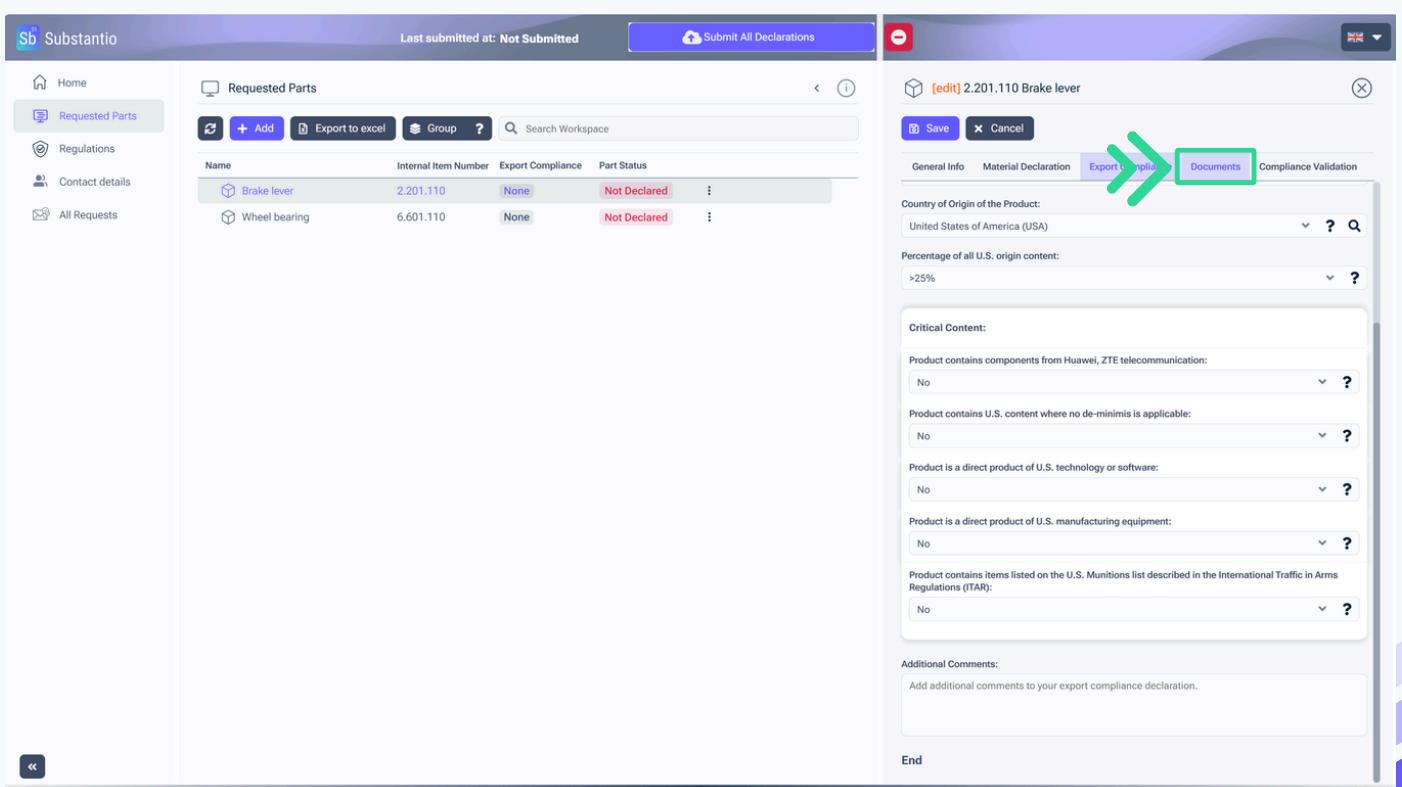
The screenshot shows the Substantio platform interface, similar to the previous one but with a different focus. The 'Country of Origin of the Product' dropdown in the 'Export Compliance' declaration form for the '2.201.110 Brake lever' is highlighted with a green arrow. The dropdown menu shows 'Select...', 'United States of America (USA)', and 'Other (Search)'. The rest of the declaration form and the main workspace are visible but not the primary focus.

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



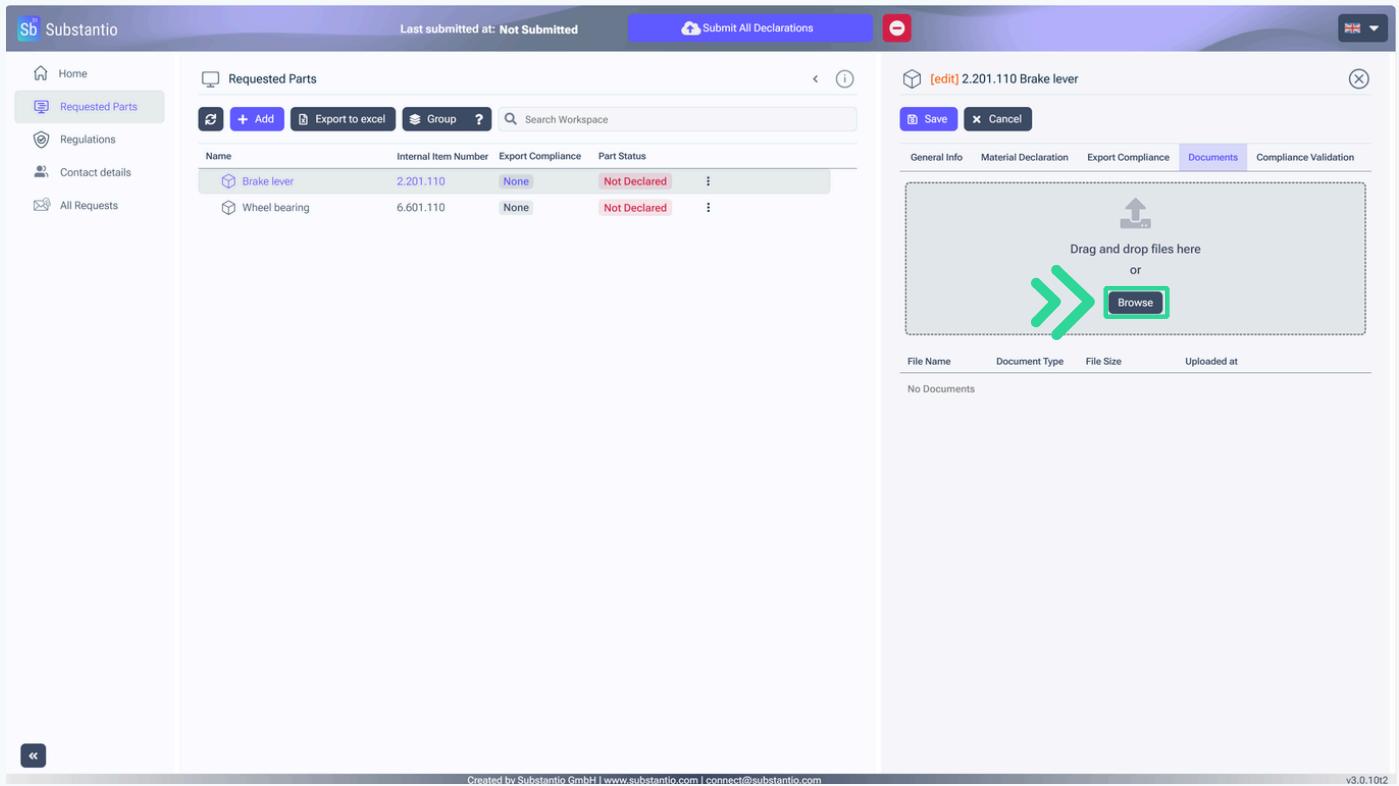
The screenshot shows the Substantio platform interface. On the left, a sidebar includes links for Home, Requested Parts (which is selected and highlighted in blue), Regulations, Contact details, and All Requests. The main content area shows a 'Requested Parts' list with two items: 'Brake lever' (Internal Item Number: 2.201.110, Export Compliance: None, Part Status: Not Declared) and 'Wheel bearing' (Internal Item Number: 6.601.110, Export Compliance: None, Part Status: Not Declared). A large green arrow points from the list to the right-hand 'Export Compliance' form for the 'Brake lever' part. The form contains fields for General Info, Material Declaration, Export Compliance (selected), Documents (highlighted with a green box and a green arrow), and Compliance Validation. The 'Export Compliance' tab is active. The 'Brake lever' part details are shown in the header of the form.

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



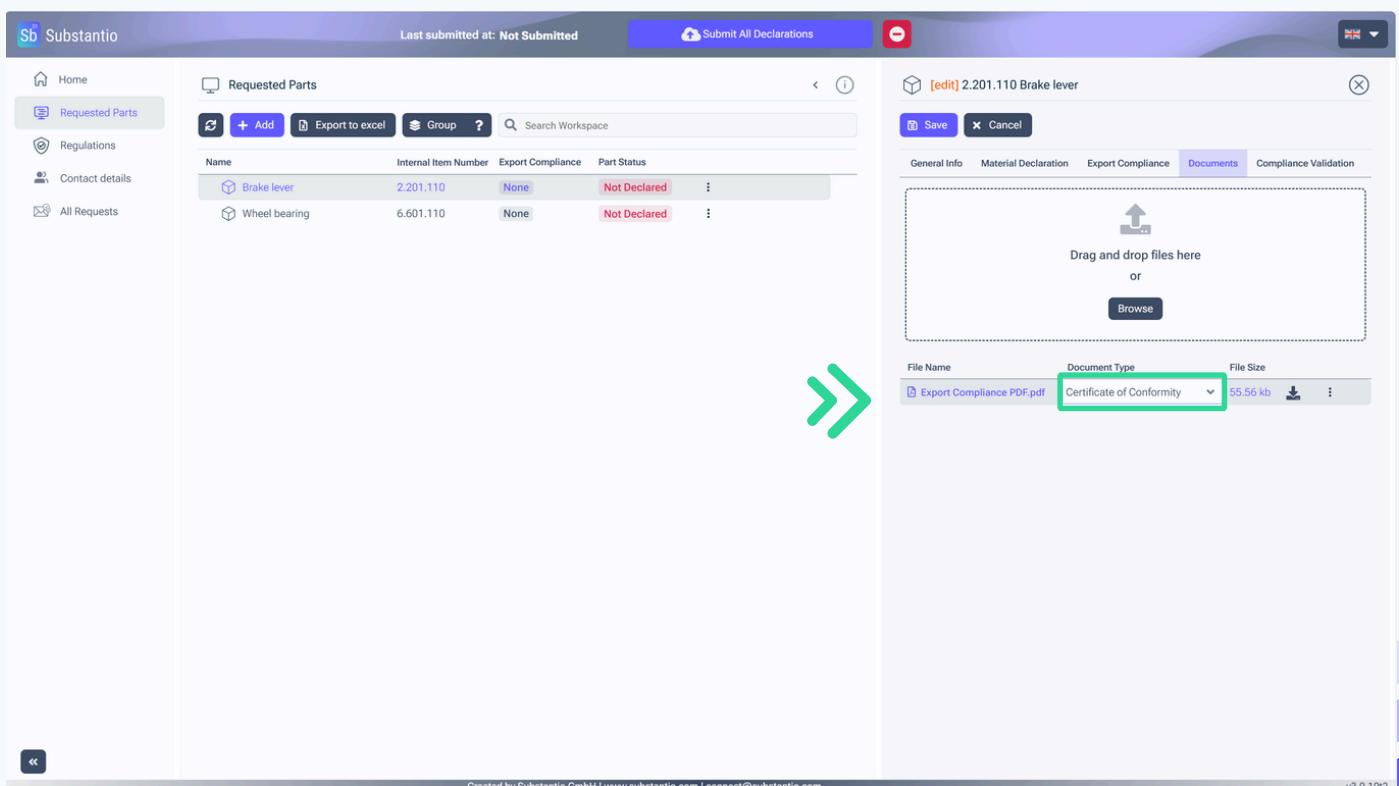
The screenshot shows the Substantio platform interface, similar to the previous one but with a different focus. The 'Documents' tab in the 'Export Compliance' form for the 'Brake lever' part is highlighted with a green box and a green arrow. The form includes tabs for General Info, Material Declaration, Export Compliance (highlighted with a green box and a green arrow), Documents (highlighted with a green box and a green arrow), and Compliance Validation. The 'Brake lever' part details are shown in the header of the form. The rest of the interface is identical to the previous screenshot, including the sidebar and the 'Requested Parts' list.

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



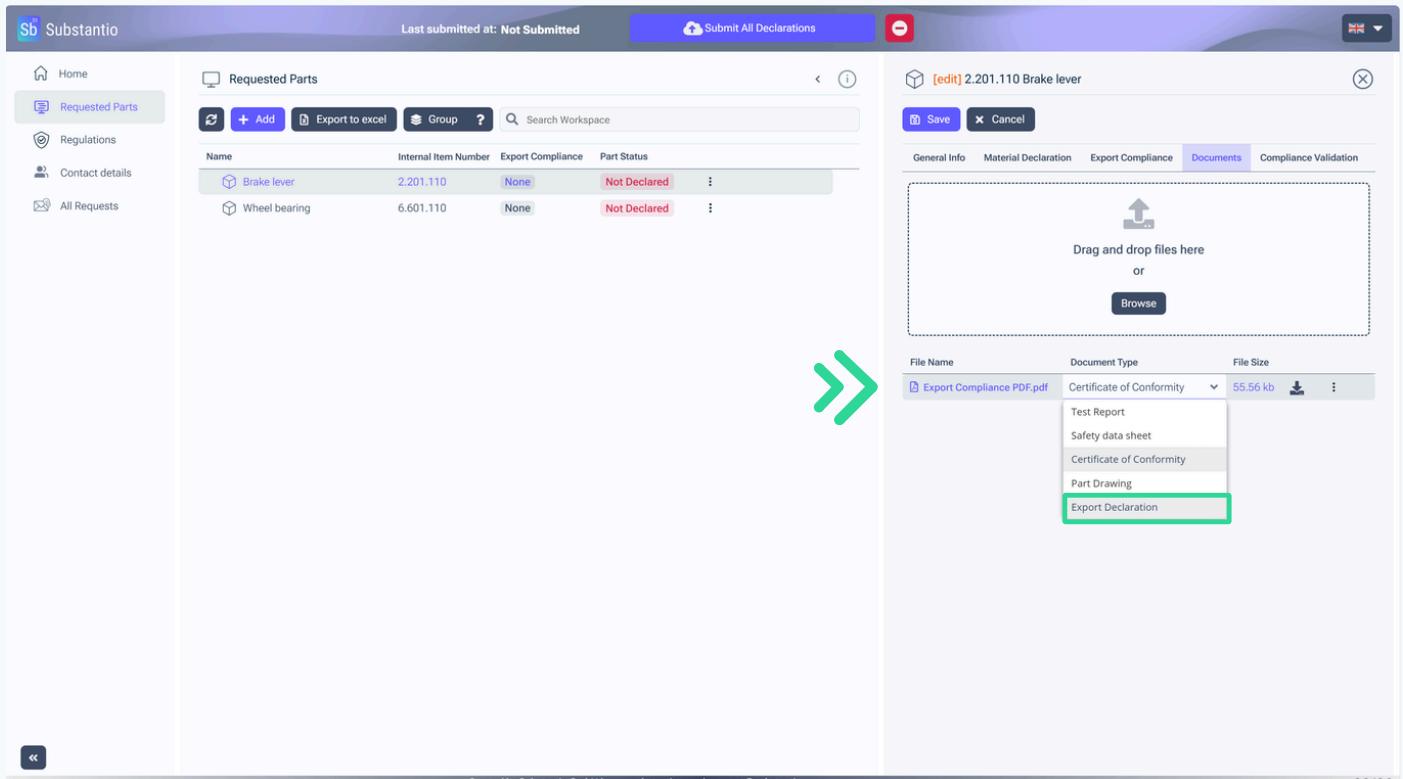
The screenshot shows the Substantio platform interface. On the left, the 'Requested Parts' list is displayed with two items: 'Brake lever' (Internal Item Number: 2.201.110, Export Compliance: None, Part Status: Not Declared) and 'Wheel bearing' (Internal Item Number: 6.601.110, Export Compliance: None, Part Status: Not Declared). On the right, a detailed view for '2.201.110 Brake lever' is open. The 'Documents' tab is selected. A large green arrow points to the 'Browse' button in the 'Drag and drop files here or' section of the document upload area. The upload area also features a green double arrow icon.

13. Please determine your document type.



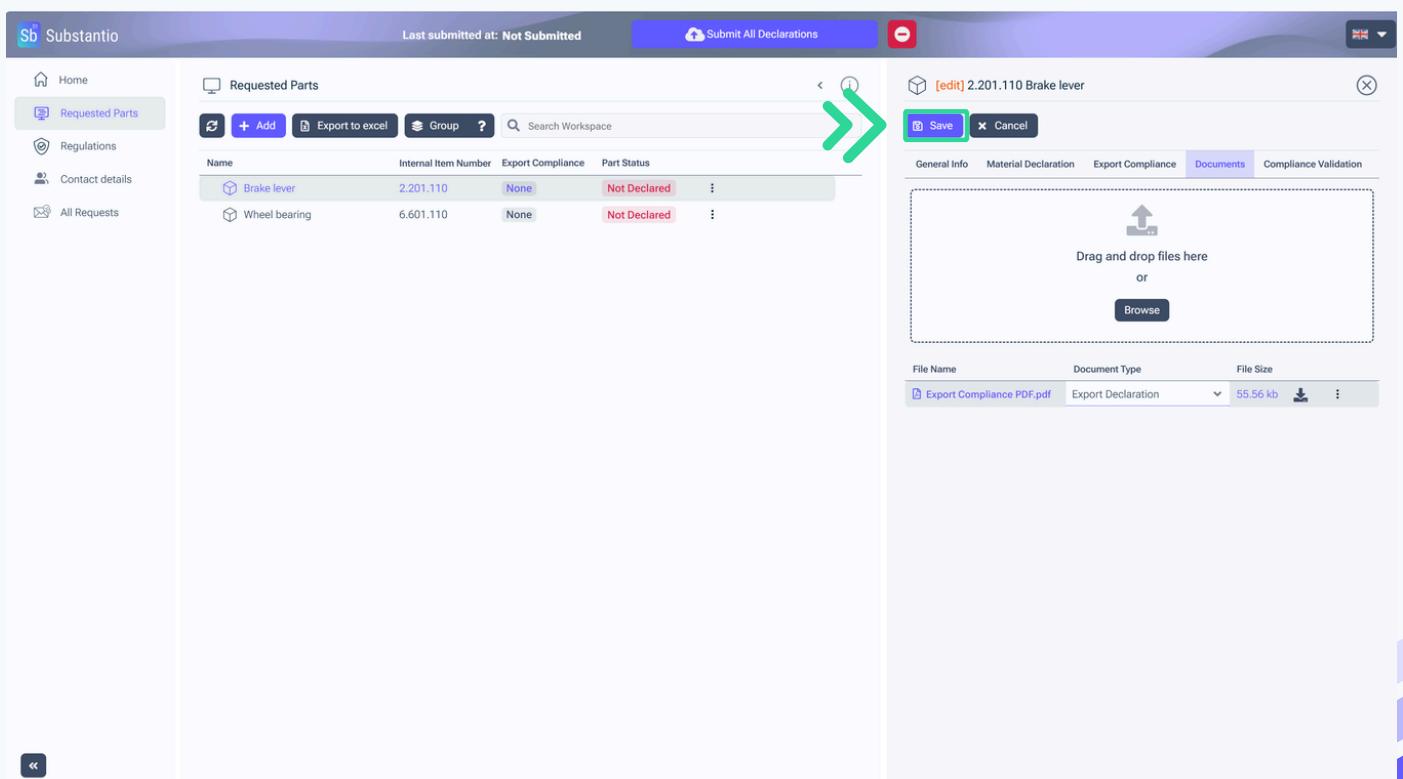
The screenshot shows the Substantio platform interface. The 'Requested Parts' list is the same as in the previous screenshot. On the right, the detailed view for '2.201.110 Brake lever' is open. The 'Documents' tab is selected. A large green arrow points to the 'Document Type' dropdown menu in the file upload area. The dropdown menu is set to 'Certificate of Conformity'. The file name 'Export.Compliance PDF.pdf' is highlighted with a green box. The file size '55.56 kb' is also visible.

14. Choose Export Declaration.



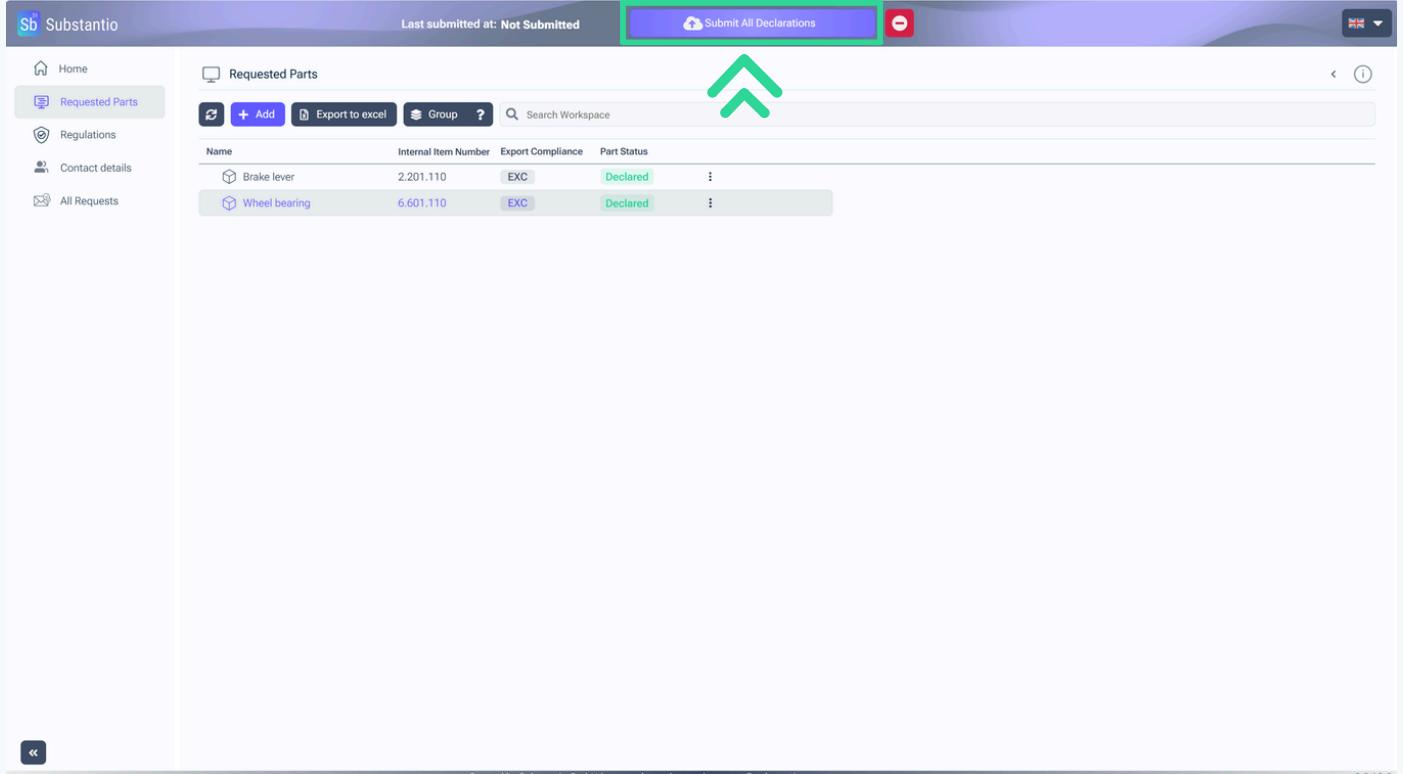
The screenshot shows the Substantio platform interface. On the left, the 'Requested Parts' list is displayed with two items: 'Brake lever' (Internal Item Number: 2.201.110, Export Compliance: None, Part Status: Not Declared) and 'Wheel bearing' (Internal Item Number: 6.601.110, Export Compliance: None, Part Status: Not Declared). On the right, the 'Edit' view for the 'Brake lever' part is open. The 'Documents' tab is selected. A file named 'Export Compliance PDF.pdf' is listed with a file size of 55.56 kb. The 'Document Type' dropdown menu is open, showing options: 'Test Report', 'Safety data sheet', 'Certificate of Conformity', 'Part Drawing', and 'Export Declaration'. The 'Export Declaration' option is highlighted with a green border. A green arrow points from the 'Requested Parts' list to the 'Edit' view.

15. Please Save your changes.



The screenshot shows the Substantio platform interface. On the left, the 'Requested Parts' list is displayed with the same two items: 'Brake lever' and 'Wheel bearing'. On the right, the 'Edit' view for the 'Brake lever' part is open. The 'Documents' tab is selected. The file 'Export Compliance PDF.pdf' is listed with a file size of 55.56 kb. The 'Document Type' dropdown menu is open, showing the same options: 'Test Report', 'Safety data sheet', 'Certificate of Conformity', 'Part Drawing', and 'Export Declaration'. The 'Export Declaration' option is highlighted with a green border. A green arrow points from the 'Requested Parts' list to the 'Edit' view.

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.



Last submitted at: Not Submitted

Submit All Declarations

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