

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 can access the Supplier Declaration Platform via the link provided in the email you received from your customer. Please click the **Declare now** button to begin the declaration process.

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Dear Supplier, Welcome to our Compliance Declaration Platform!

It is the policy of all NeoBikes entities, to comply with applicable material and substance regulations as well as applicable EU, US and other export controls.

Therefore, we, as the relevant entity mentioned in the corresponding contract(s) (hereinafter referred to as "NeoBikes Entity"), ask you (as the "Supplier") to provide us with declarations concerning materials and/or export compliance.

The declarations must be completed by a registered, designated person in your organization who is assigned and trained to monitor or manage compliance with respect to materials and substances or export control laws and regulations. Based on your responses, we may request additional information.

Material Substance Declarations

We would like to ask for proper material and substance declarations to evaluate the compliance of the supplied hardware.

- For declaring your supplied products, please follow the quick guide on the right.
- For further questions, please contact product.compliance@neobikes.com

Export Compliance Declarations

We would like to ask for export compliance declarations including the classification of all hardware, software, technical data and services provided to us by your company.

[Declare Now](#)

Quick guide to declare in a few steps:

1. Select Parts

Name	Internal Item Number	Declaration C...	Part Status
Battery	75541102	None	Not Declared
Battery	75541143	None	Not Declared
Top Cover	75541103	None	Not Declared
Cable	75541104	None	Not Declared
Cable Assembly	75541105	None	Not Declared
Headset	75541106	None	Not Declared
Cable Assembly	75541107	None	Not Declared
Sensor	75541108	None	Not Declared
Electrical Component	75541109	None	Not Declared
Stake	75541110	None	Not Declared
Electrical Component	75541111	None	Not Declared
Button	75541112	None	Not Declared

2. Provide supporting documents

Attachments: [Browse](#) [Upload File](#)

File Name: [Browse](#) [Upload File](#)

Document Type: [Certificate of Conformity](#) [Your Report](#) [Safety Data Sheet](#) [Certificate of Conformity](#) [Part Drawing](#) [Export Declaration](#)

File Size:

In this step you can add any relevant documents. Click "Browse" and choose a document from the files on your computer.

Detailed help for the declaration process can be found in our knowledge base.

[Advanced Supplier Guide](#) [Find Out More](#)

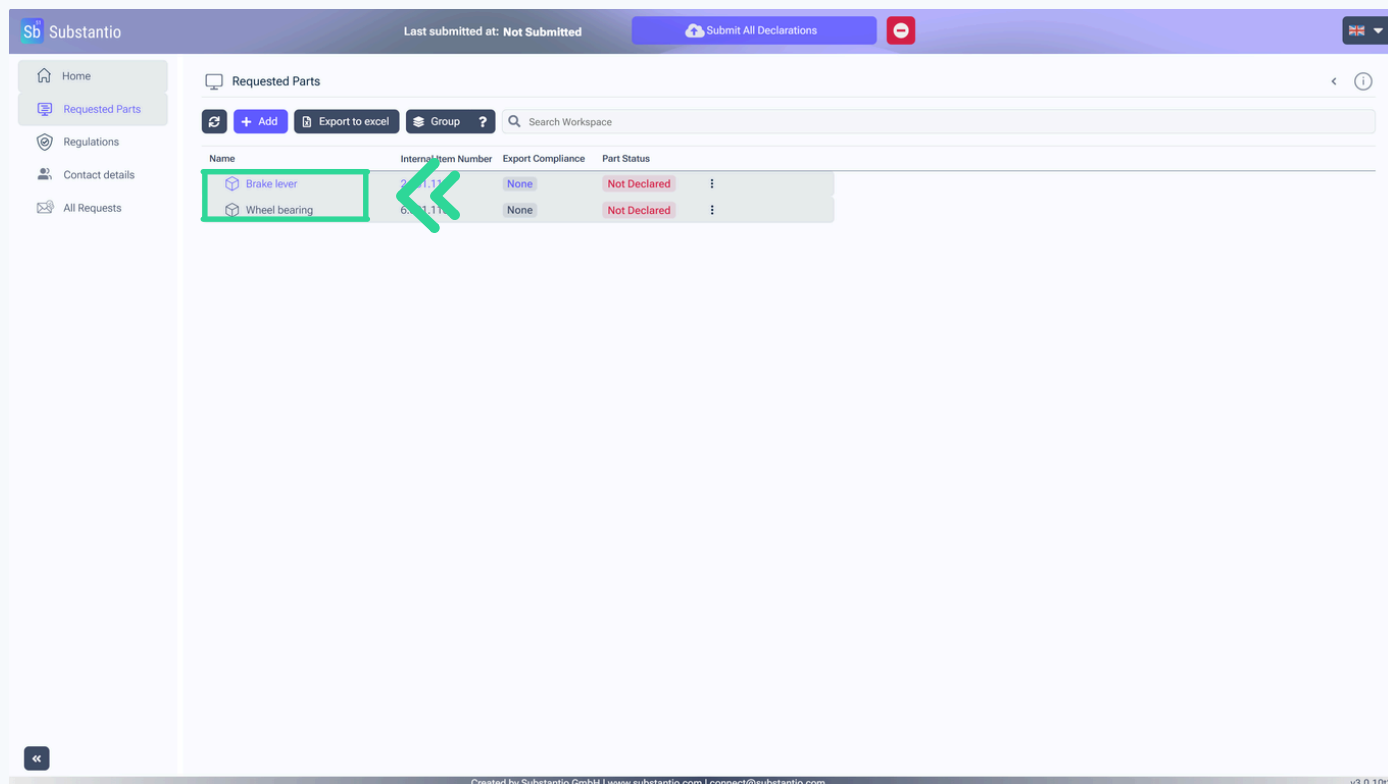
If you have any issues, please contact our support team: connect@substantio.com

Thank you for your help

Your Compliance Team of Substantio GmbH

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- Press the **Shift** key while clicking on the parts to declare them in group.



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Requested Parts

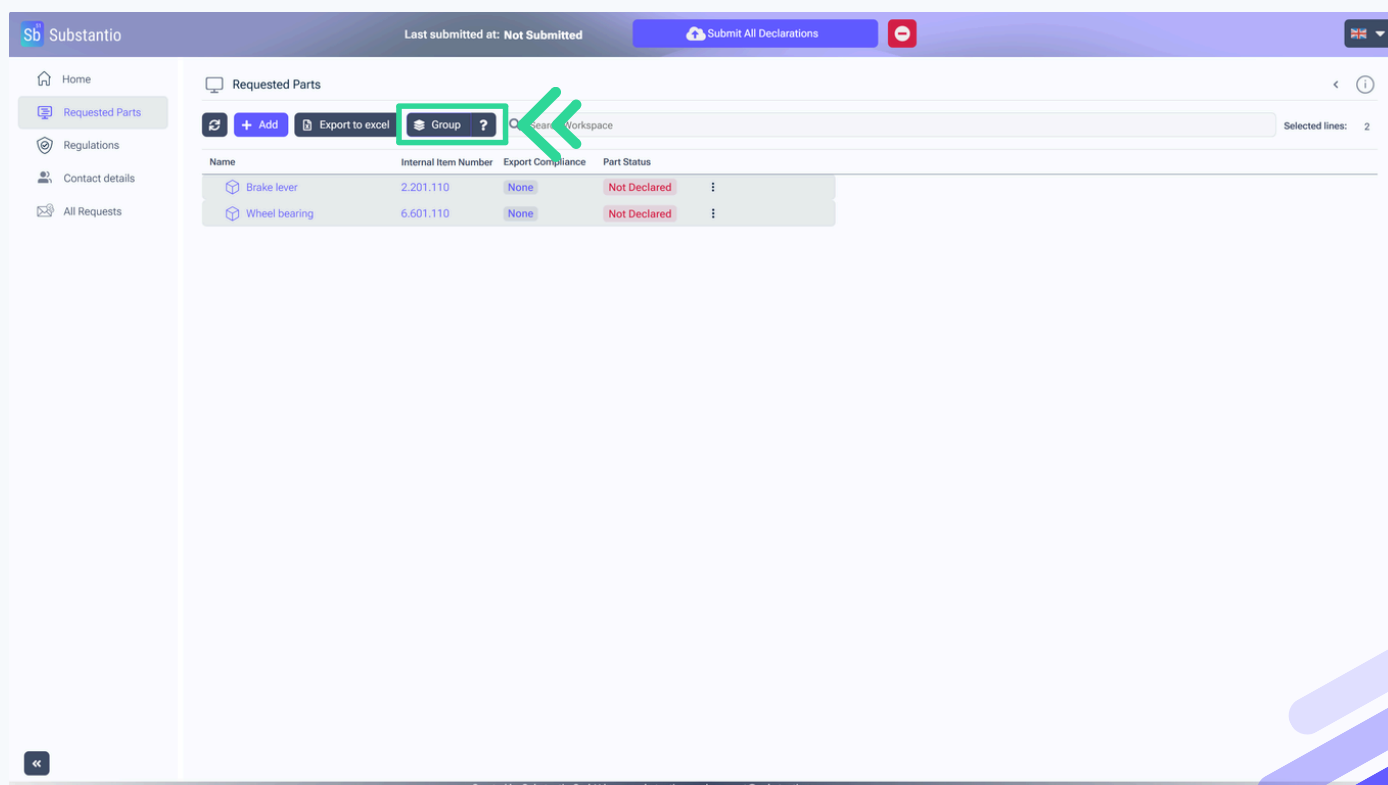
+ Add Export to excel Group ? Search Workspace

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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- Click the **Group** button.



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Requested Parts

+ Add Export to excel Group ? Search Workspace

Selected lines: 2

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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- Enter the Weight of your parts with **Set Weight**, into the spaces, if they all have same weight. Use "0" if unknown. If the parts have different weights, enter each weight individually.

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 'Group', contains a 'Set Weight' section with input fields for 'Weight*' and 'Unit*'. Below this is a table with the following data:

Type	Name	Weight	UOM
	Brake lever	200	g
	Wheel bearing	1500	g

A green arrow points from the 'Requested Parts' table to the 'Set Weight' input field in the 'Group' panel.

- Then click on **Declare**.

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 'Group', contains a 'Declare' section with a 'Declare' button. Below this is a table with the following data:

Type	Name	Weight	UOM
	Brake lever	200	g
	Wheel bearing	1500	g

A green arrow points from the 'Requested Parts' table to the 'Declare' button in the 'Group' panel.

6. Click the **Create** button to begin creating your new export declaration.

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+ Add

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Selected lines: 2

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

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.

Save

Add Files

Clear All

Selected Parts: Brake lever Wheel bearing

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

Export Compliance Declaration

Export Compliance Declaration

Create

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

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Search Workspace

Selected lines: 2

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

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.

Save

Add Files

Clear All

Selected Parts: Brake lever Wheel bearing

Please provide Export Compliance Declaration

Subject to Export Control:

Is your provided material / article subject to export control regulations?

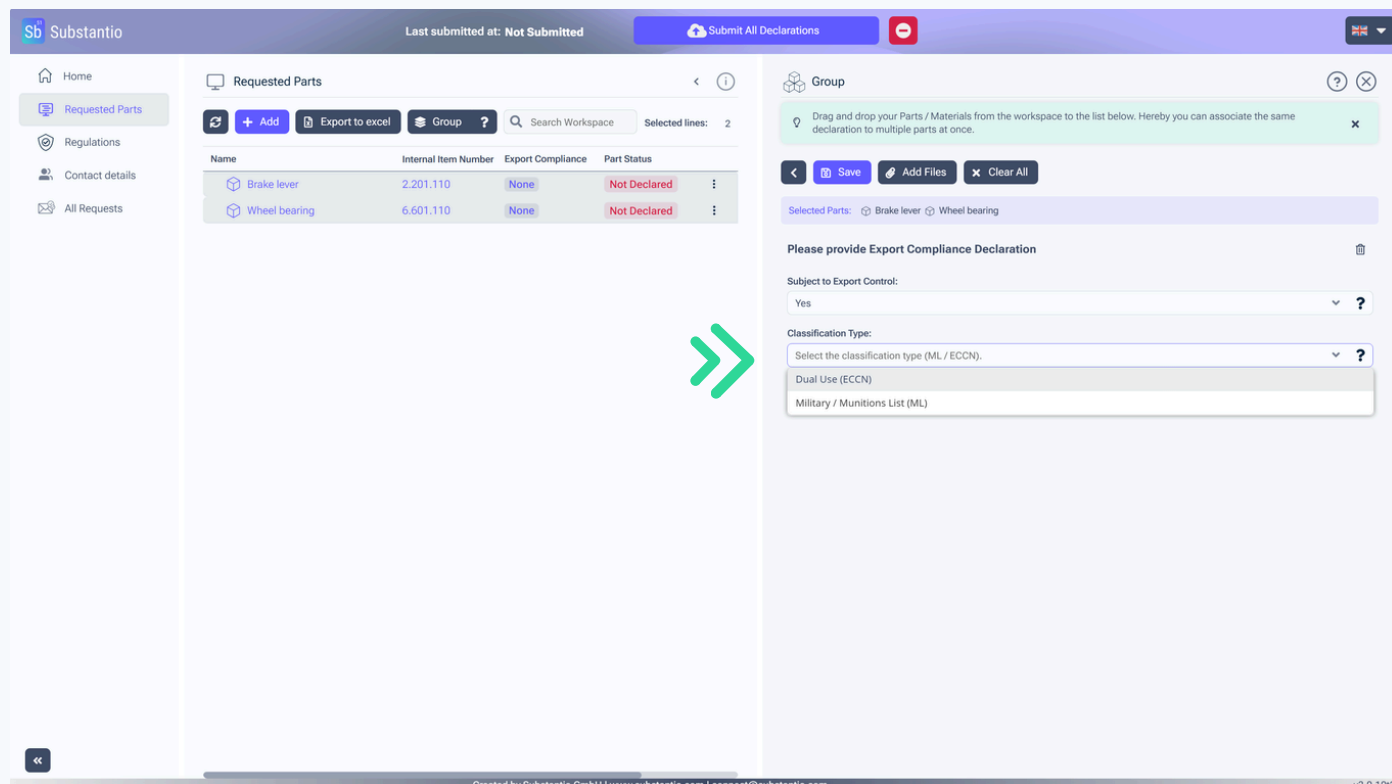
Yes

No

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8. 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:

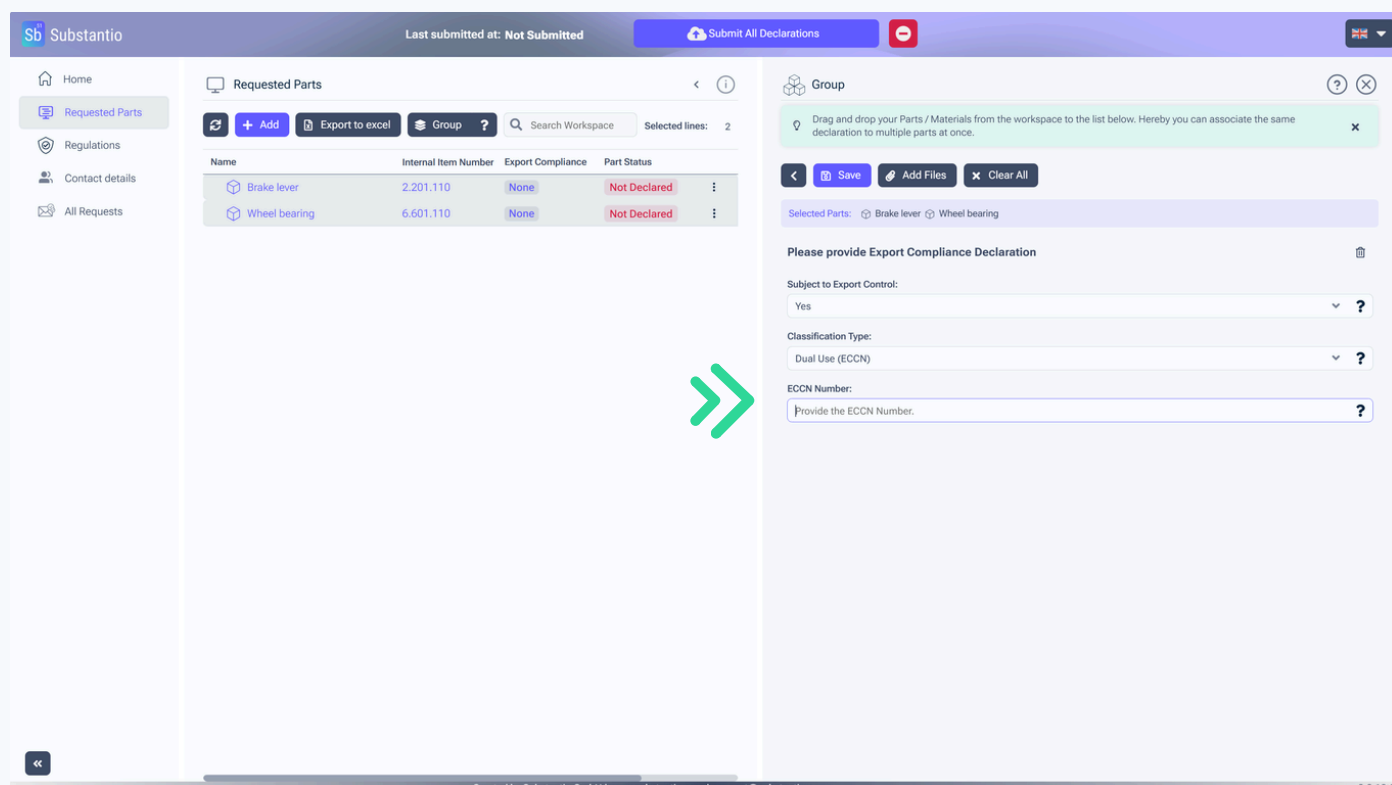
Name	Internal Item Number	Export Compliance	Part Status
Brake lever	2.201.110	None	Not Declared
Wheel bearing	6.601.110	None	Not Declared

The right panel, titled 'Group', contains a section for 'Please provide Export Compliance Declaration'. It includes the following fields:

- Subject to Export Control:** A dropdown menu with 'Yes' selected.
- Classification Type:** A dropdown menu with 'Dual Use (ECCN)' selected. The dropdown list shows 'Select the classification type (ML / ECCN)', 'Dual Use (ECCN)', and 'Military / Munitions List (ML)'.

A green arrow points from the 'Requested Parts' table to the 'Group' section.

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

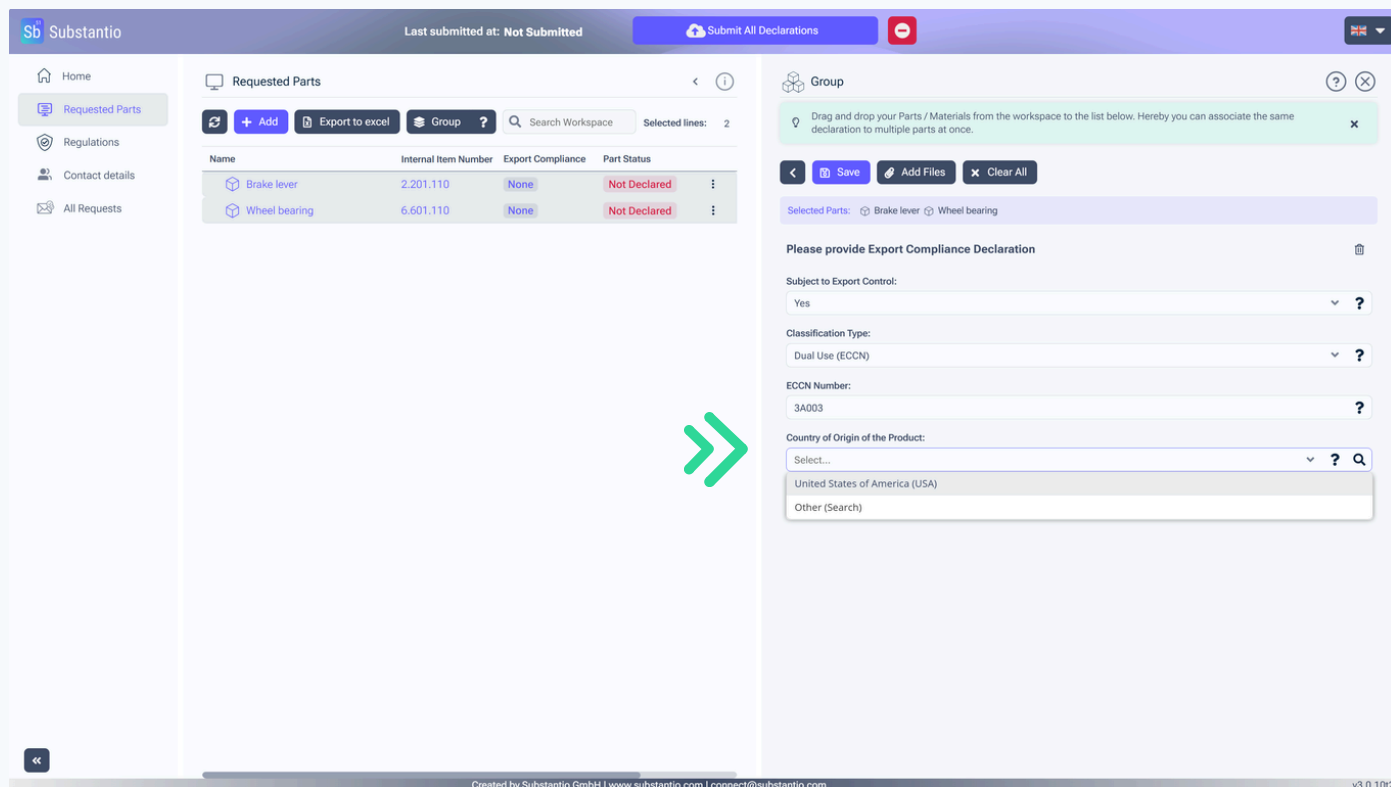


This screenshot is similar to the previous one, but the 'Classification Type' dropdown in the 'Group' section is set to 'Dual Use (ECCN)'. Below this dropdown, there is a new field:

- ECCN Number:** A text input field with the placeholder text 'Provide the ECCN Number.' and a question mark icon.

A green arrow points from the 'Requested Parts' table to the 'ECCN Number' field.

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



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Export to excel

Group

Search Workspace

Selected lines: 2

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

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.

Save

Add Files

Clear All

Selected Parts: Brake lever Wheel bearing

Please provide Export Compliance Declaration

Subject to Export Control:

Yes

Classification Type:

Dual Use (ECCN)

ECCN Number:

3A003

Country of Origin of the Product:

Select...

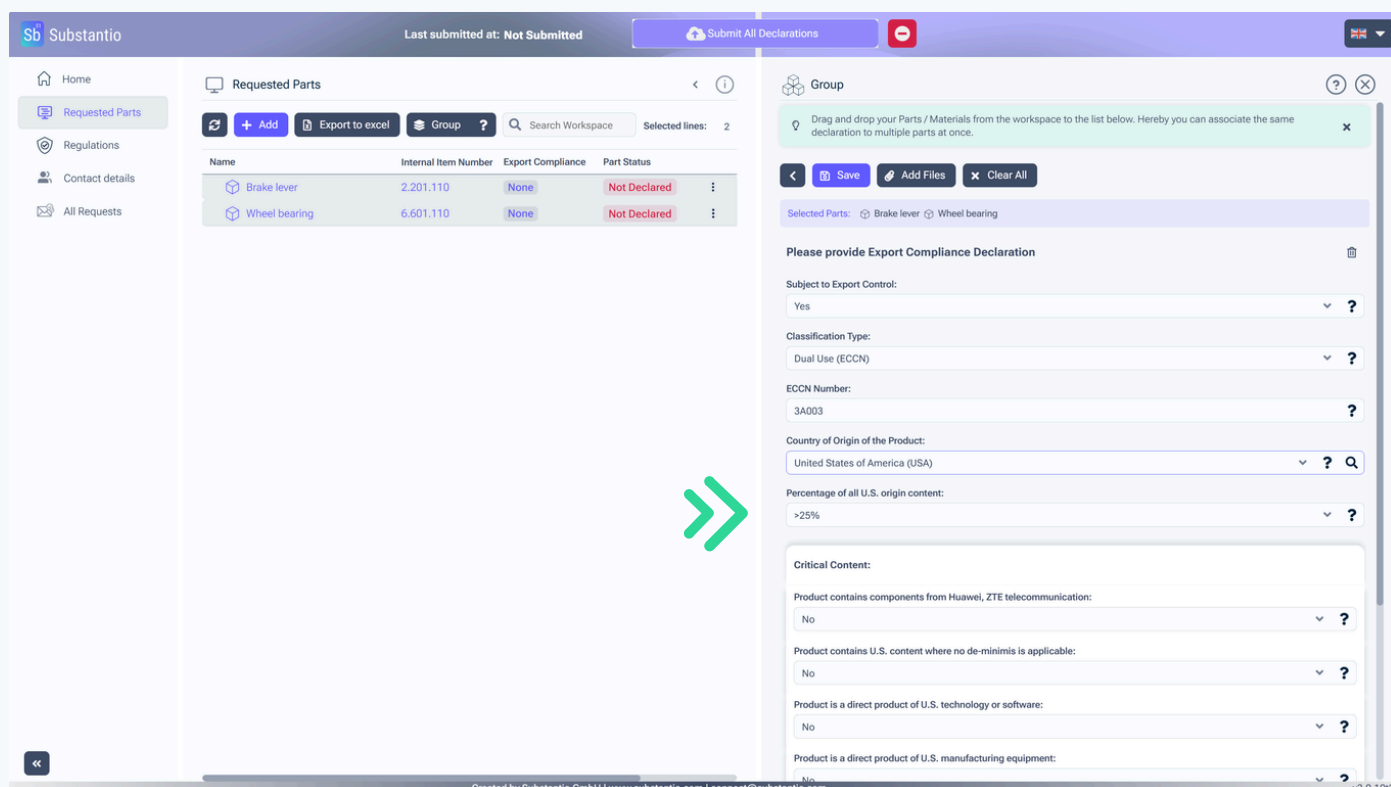
United States of America (USA)

Other (Search)

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11. Enter the percentage share of the product originating from this country of origin and answer the following questions.



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+ Add

Export to excel

Group

Search Workspace

Selected lines: 2

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

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.

Save

Add Files

Clear All

Selected Parts: Brake lever Wheel bearing

Please provide Export Compliance Declaration

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%

Critical Content:

Product contains components from Huawei, ZTE telecommunication:

No

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

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12. Please click on the **Add files** button to upload your supporting files.

The screenshot shows the 'Requested Parts' section of the Substantio application. A table lists two parts: '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). To the right, the 'Group' panel is open, showing a form for 'Please provide Export Compliance Declaration'. The 'Add Files' button in the 'Group' panel is highlighted with a green arrow.

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

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.

Add Files **Clear All**

Selected Parts: Brake lever Wheel bearing

Please provide Export Compliance Declaration

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%

Critical Content:

Product contains components from Huawei, ZTE telecommunication: No

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

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

The screenshot shows the 'Add Files' dialog box in the Substantio application. The dialog box has a large dashed box for dragging and dropping files, with a green arrow pointing to it. Below the dashed box, there is a 'Browse' button highlighted with a green arrow. The dialog box also includes a table for 'File Name', 'File Size', and 'Document Type', which is currently empty. At the bottom, there are 'Submit Files' and 'Cancel' buttons.

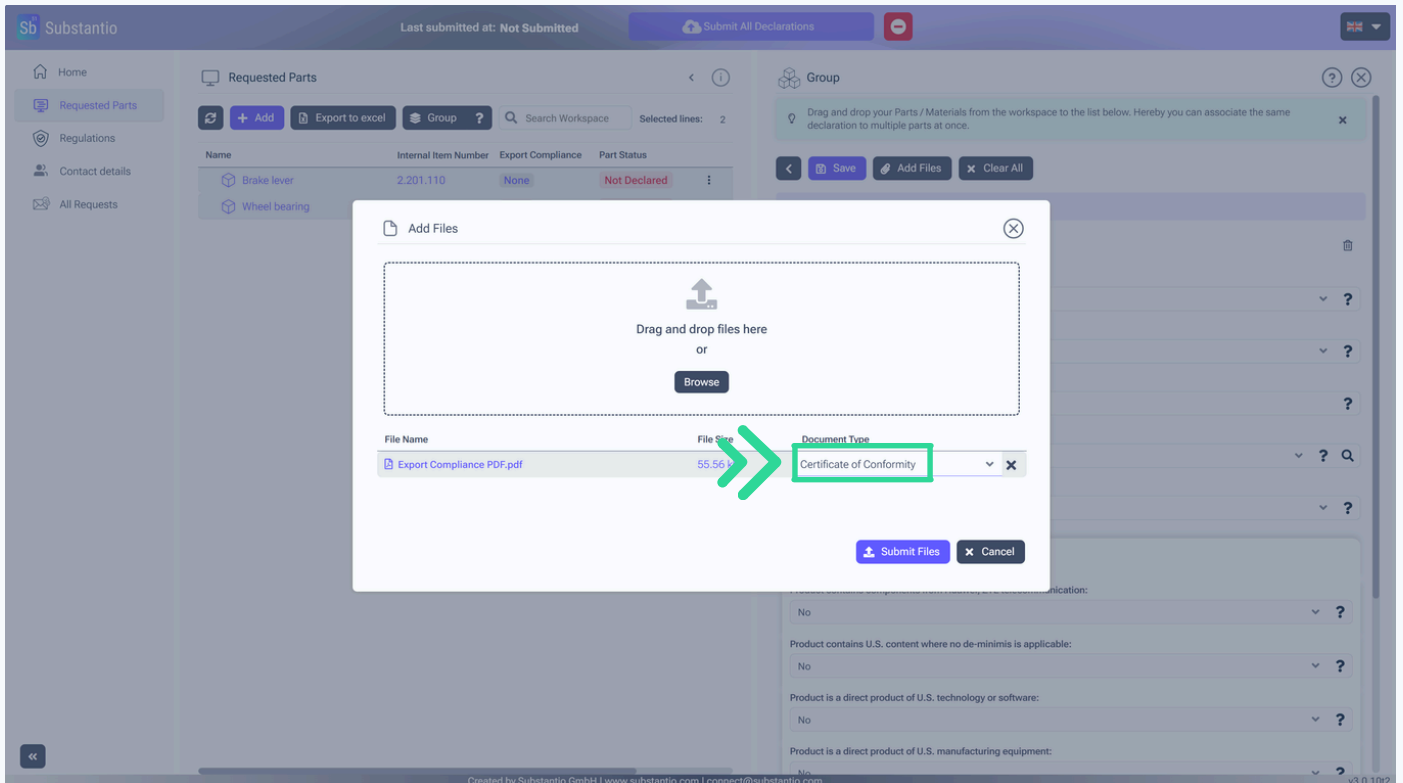
Add Files

Drag and drop files here
or
Browse

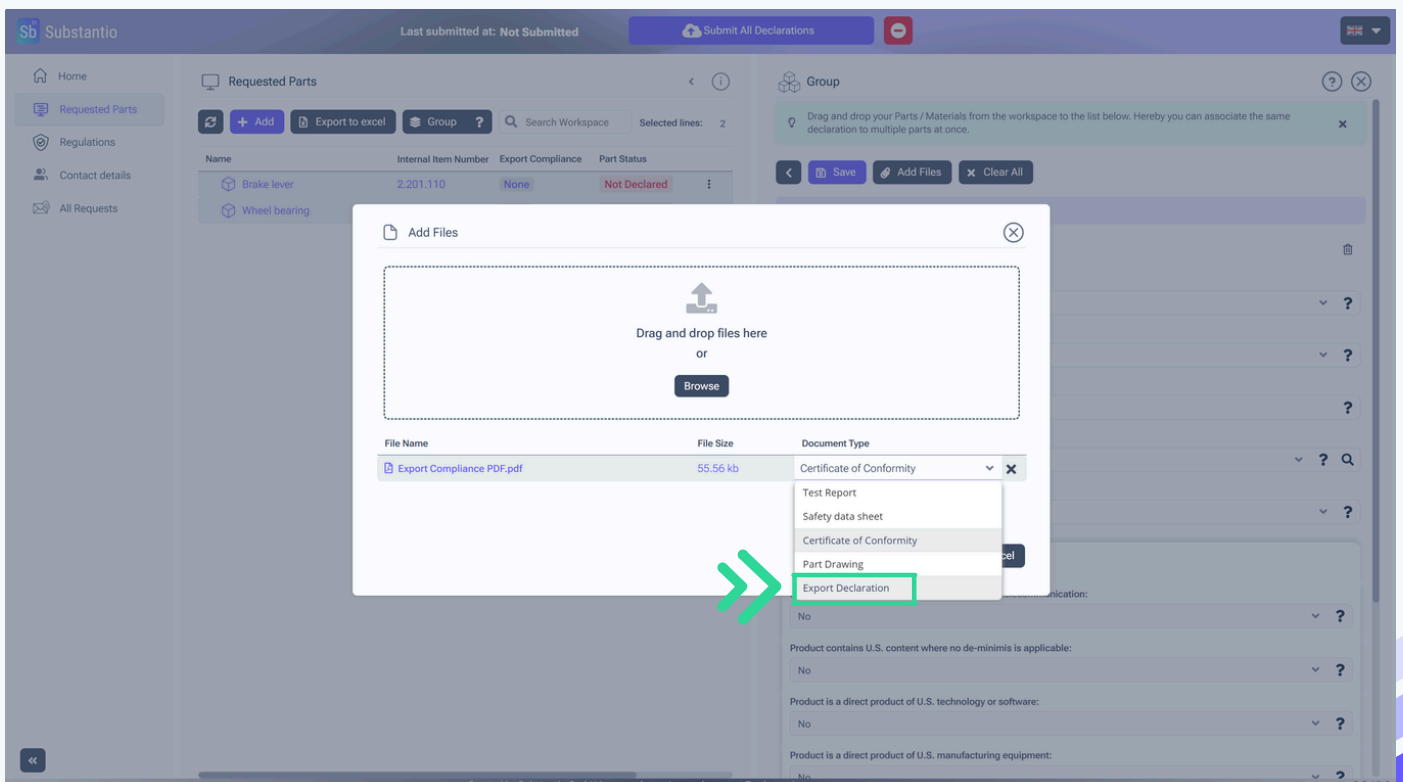
File Name	File Size	Document Type
No Documents		

Submit Files **Cancel**

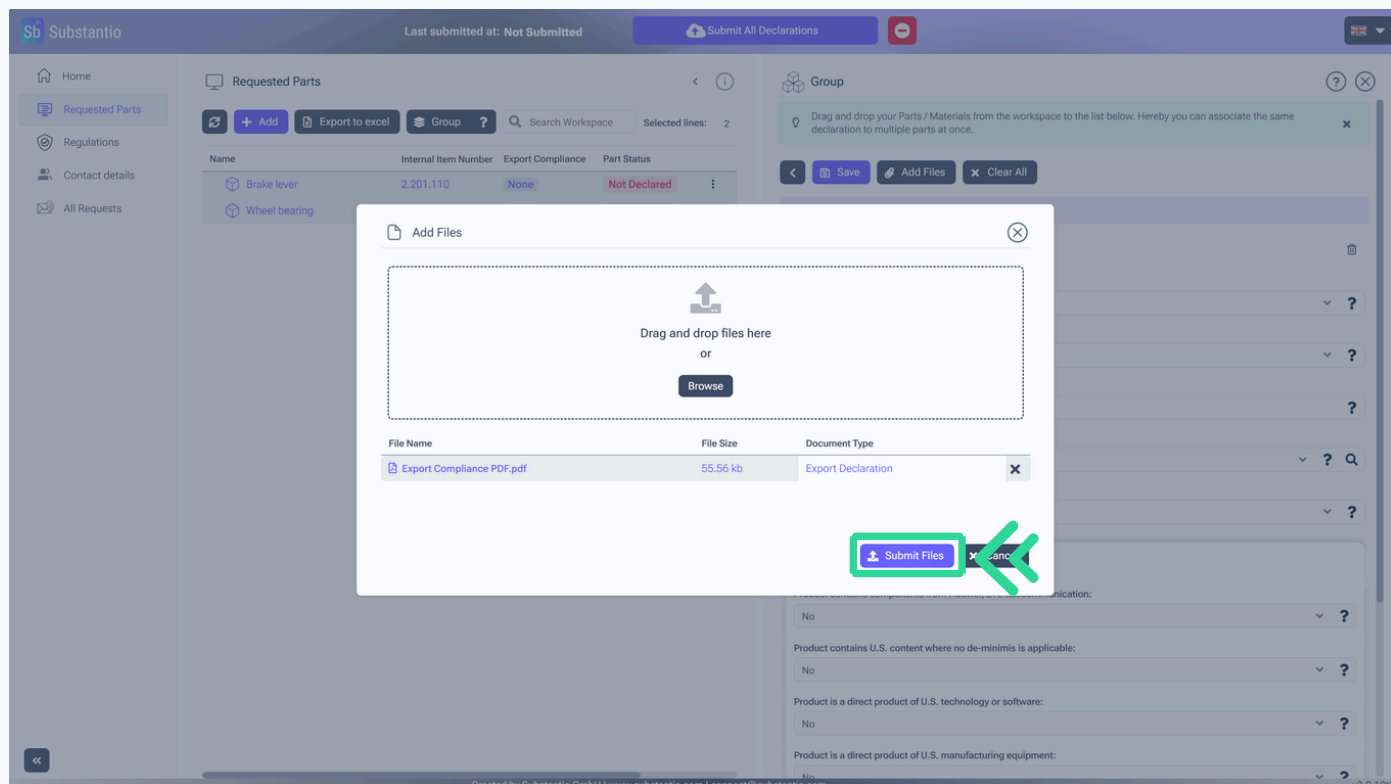
14. Please determine your document type.



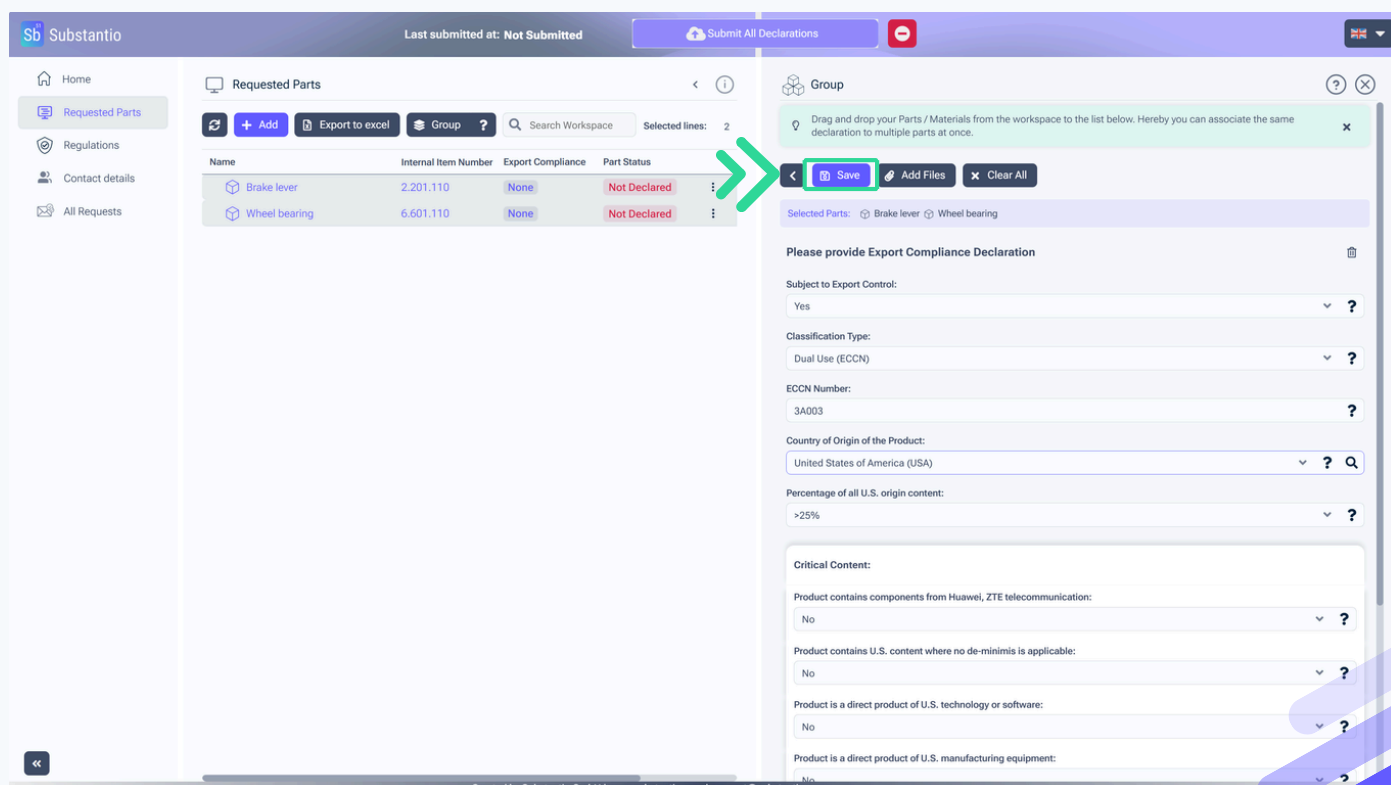
15. Choose Export Declaration.



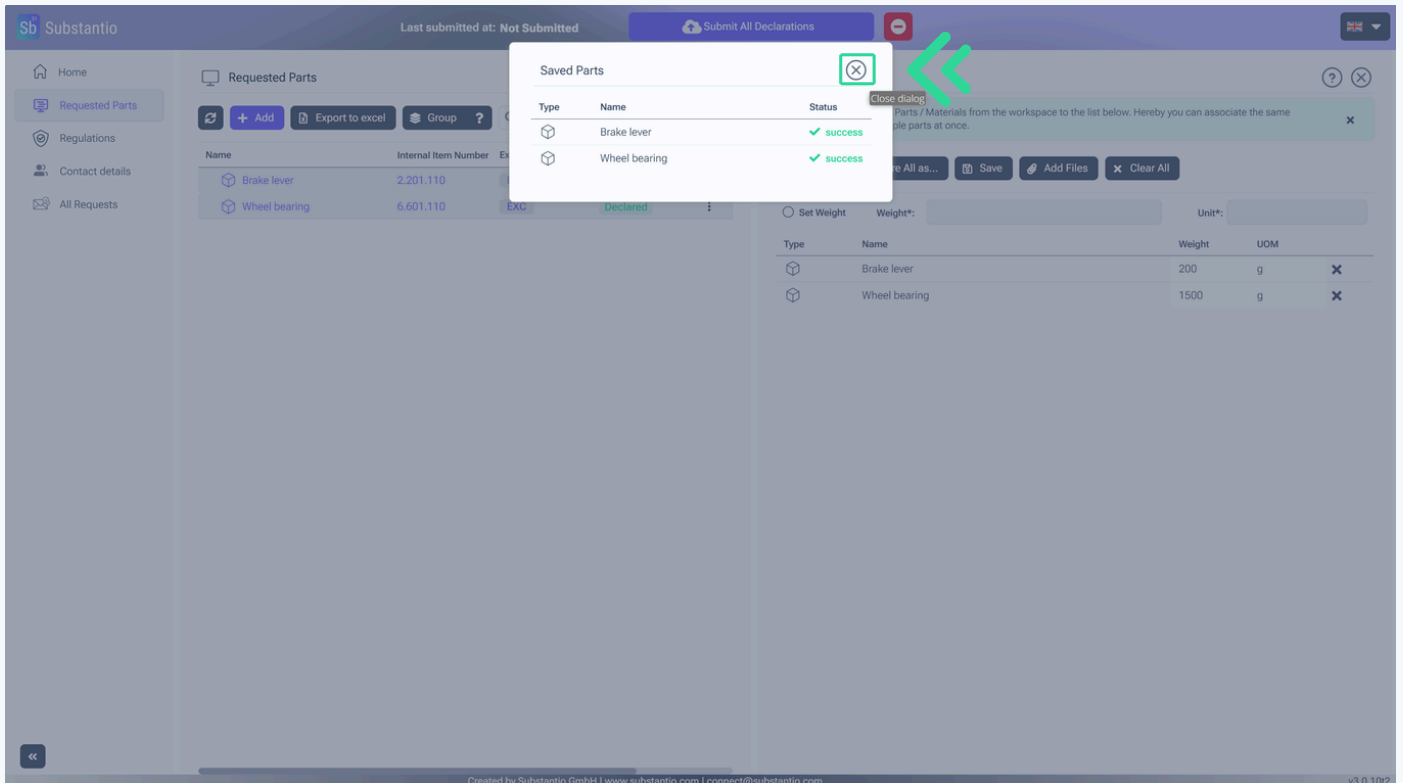
16. To upload the files click on **Submit Files**.



17. Please **Save** your changes.



18. Now its safed.



19. 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.

