

Unknown/Obsolete

This Supplier Guide is intended to help you use the Substantio software to create a detailed compliance declaration with material compliance regulations for the 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 web application interface. At the top, a navigation bar includes the Substantio logo, a status indicator 'Last submitted at: Not Submitted', a 'Submit All Declarations' button, and a user profile icon. The left sidebar contains navigation links: Home, Requested Parts, Regulations, Contact details, and All Requests. The main content area is divided into two sections. The left section, titled 'Dear Supplier, Welcome to our Compliance Declaration Platform!', provides a welcome message and a 'Declare Now' button. The right section, titled 'Quick guide to declare in a few steps:', shows a list of parts with columns for Material Item Number, Name, and Status. A table of parts is visible, including items like 'Battery', 'Front Lamp', 'Cable', 'Cable Assembly', 'Motor', 'Cable Assembly', 'Sensor', 'Electrical Component', 'Brake', 'Electrical Component', and 'Hub'. A large green arrow points from the 'Declare Now' button to the 'Quick guide' section. At the bottom, a footer contains links to 'Advanced Supplier Guide' and 'Find Out More', along with contact information for the support team.

Substantio

Last submitted at: Not Submitted

Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

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

Declare Now

Quick guide to declare in a few steps:

Substantio

Last submitted at: Not Submitted

Submit All Declarations

Home

Requested Parts

Regulations

Contact details

All Requests

Material Item Number

Name

Status

75041100 Battery

This part has no Declaration. Click "Sb" to create a Declaration for this Part/Manufacturer.

Select the part you'd like to declare, then click "Declare".

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

- Press the **Shift** key while clicking on the parts to declare them as unknown or obsolete.

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 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
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

73541147 Cable

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.

Created by Substantio GmbH | www.substantio.com | info@substantio.com v3.0.11

- Click the **Group** button.

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 Selected lines: 2

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
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

73541147 Cable

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.

Created by Substantio GmbH | www.substantio.com | info@substantio.com v3.0.11

- Enter the **Weight** of your part. Use "0" if unknown. If the parts have different weights, enter each weight individually.

The screenshot shows the Substantio interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The right panel, titled 'Group', contains a 'Declare' section with buttons for 'Declare', 'Declare All as...', 'Save', 'Add Files', and 'Clear All'. Below these buttons are input fields for 'Set Weight', 'Weight*', and 'Unit*'. A table below these fields shows the parts being declared, with columns: Type, Name, Weight, and UOM. A green arrow points to the 'Weight' field for the second 'Cable' part, which is currently empty.

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
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

Type	Name	Weight	UOM
	Cable	228	g
	Cable		g

- And choose the right unit.

The screenshot shows the Substantio interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The right panel, titled 'Group', contains a 'Declare' section with buttons for 'Declare', 'Declare All as...', 'Save', 'Add Files', and 'Clear All'. Below these buttons are input fields for 'Set Weight', 'Weight*', and 'Unit*'. A table below these fields shows the parts being declared, with columns: Type, Name, Weight, and UOM. A green arrow points to the 'UOM' field for the second 'Cable' part, which is currently empty.

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
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

Type	Name	Weight	UOM
	Cable	228	g
	Cable	292	

6. Or click the **Set Weight** check box, if your parts have the same weight.

The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The right panel, titled 'Group', contains a 'Set Weight' section with a 'Weight*' input field and a 'Unit*' dropdown. A green arrow points to the 'Set Weight' checkbox in the 'Group' panel.

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
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

7. Click the **Yes** button.

The screenshot shows the Substantio web application interface with a warning dialog box open. The dialog box has a title 'Warning' and a message: 'This action will override all weights in selected parts. Are you sure you want to continue?'. There are 'Yes' and 'No' buttons. A green arrow points to the 'Yes' button.

8. Enter the **Weight** for your parts and select the **Unit**.

The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The right panel, titled 'Group', contains a 'Set Weight' section with a 'Weight*' input field and a 'Unit*' dropdown menu. A green arrow points from the 'Weight' column of the 'Cable' row in the 'Requested Parts' table to the 'Weight*' input field in the 'Group' panel.

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
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

The 'Group' panel shows the 'Set Weight' section with a 'Weight*' input field and a 'Unit*' dropdown menu. The 'Weight*' field is currently empty, and the 'Unit*' dropdown is set to 'g'. A green arrow points from the 'Weight' column of the 'Cable' row in the 'Requested Parts' table to the 'Weight*' input field.

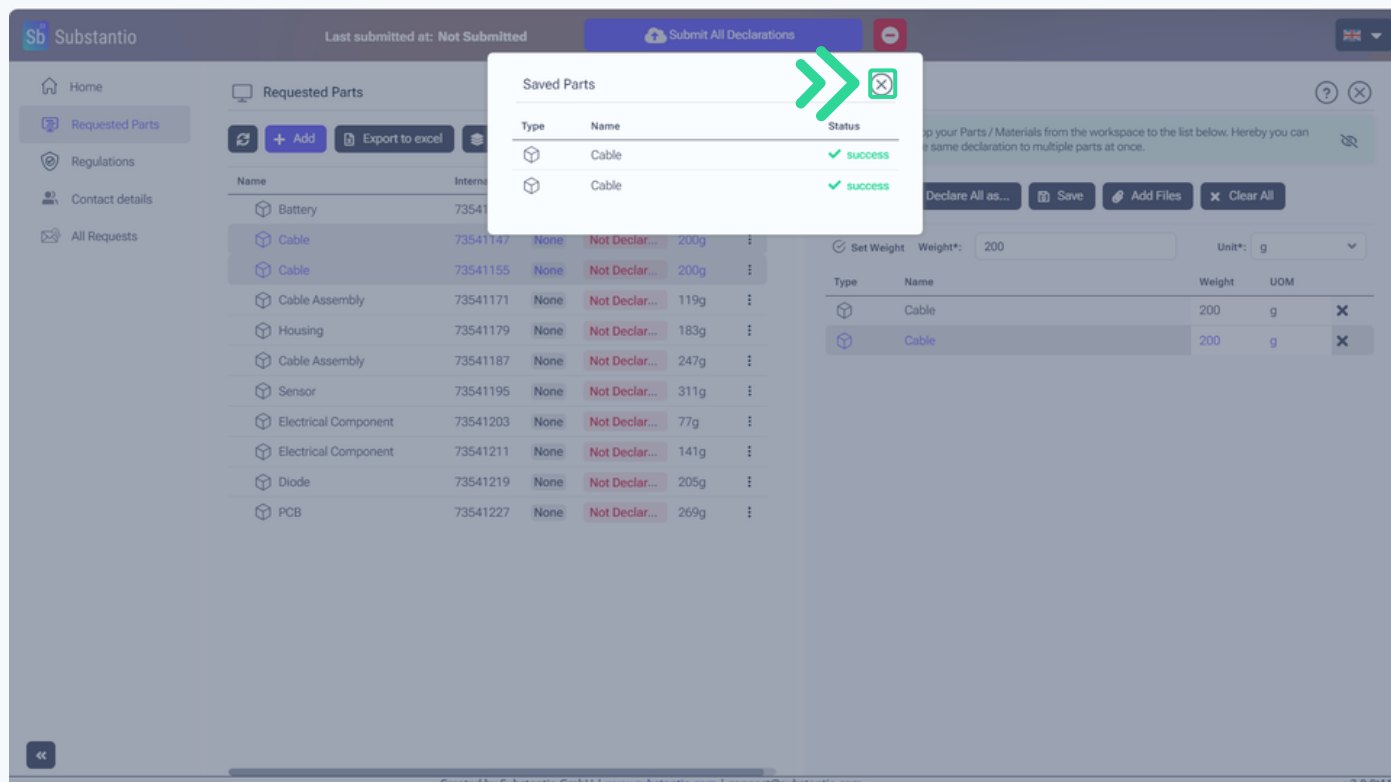
9. Click the **Save** button

The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The right panel, titled 'Group', contains a 'Set Weight' section with a 'Weight*' input field and a 'Unit*' dropdown menu. A green arrow points from the 'Save' button in the 'Group' panel.

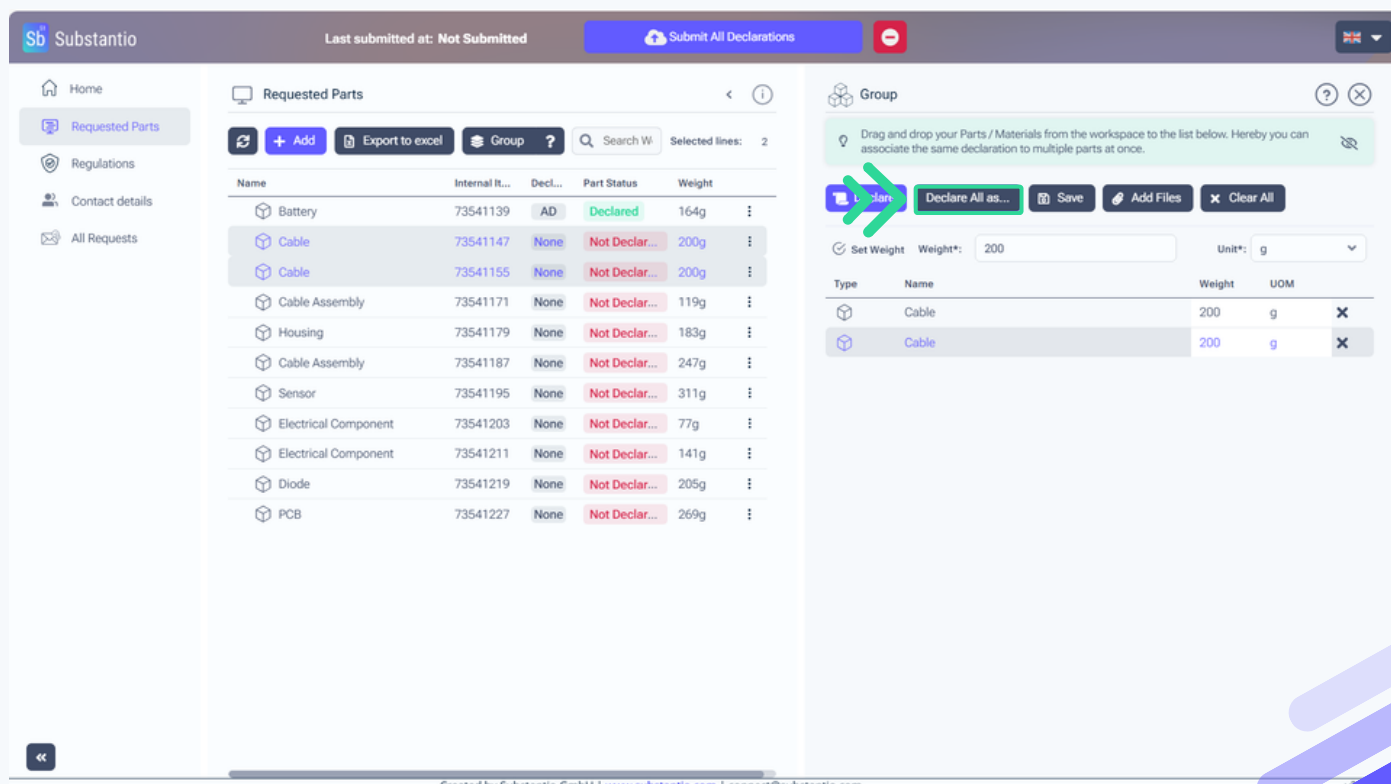
Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor	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

The 'Group' panel shows the 'Set Weight' section with a 'Weight*' input field and a 'Unit*' dropdown menu. The 'Weight*' field is currently empty, and the 'Unit*' dropdown is set to 'g'. A green arrow points from the 'Save' button in the 'Group' panel.

10. The program will confirm that your changes have been saved.



11. Click the **Declare All as...** button.



12. Select **Unknown or Obsolete** from the menu.

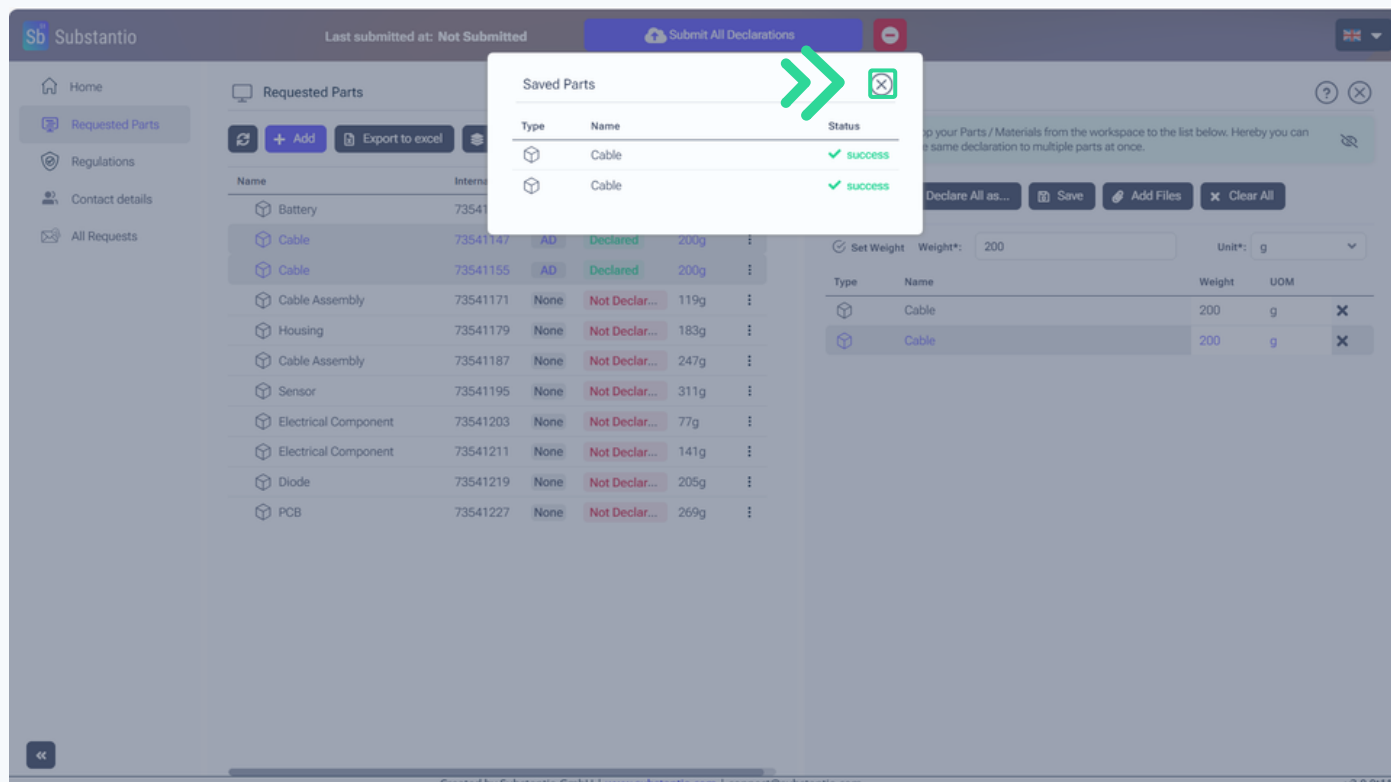
The screenshot shows the Substantio web application interface. On the left is a sidebar with navigation links: Home, Requested Parts (active), Regulations, Contact details, and All Requests. The main area is titled 'Requested Parts' and contains a table with columns: Name, Internal It..., Decl..., Part Status, and Weight. The table lists various components like Battery, Cable, Cable Assembly, Housing, Sensor, Electrical Component, Diode, and PCB. The 'Cable' entries are highlighted. To the right of the table is a 'Group' panel with a dropdown menu open, showing options 'Unknown' and 'Obsolete'. A green arrow points to the 'Unknown' option. Above the dropdown are buttons: Declare, Declare All as..., Save, Add Files, and Clear All. Below the dropdown is a table with columns: Type, Name, Weight, and UOM, showing 'Cable' with a weight of 200g.

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	200g
Cable	73541155	None	Not Declar...	200g
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

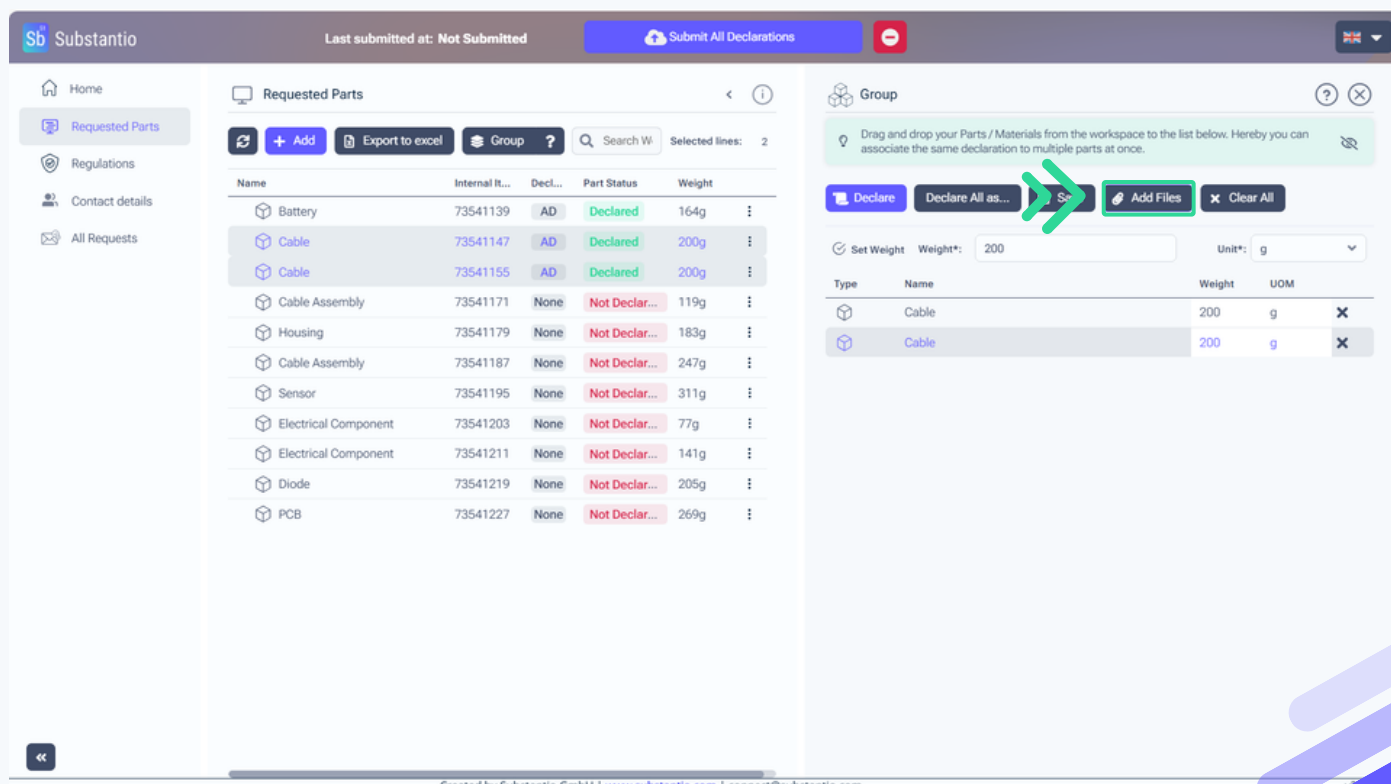
13. Click the **Save** button, to keep your changes.

The screenshot shows the Substantio web application interface, similar to the previous one, but with the 'Group' panel expanded. The 'Requested Parts' table is still visible on the left. The 'Group' panel on the right has a dropdown menu open, showing options 'Unknown' and 'Obsolete'. A green arrow points to the 'Save' button. Below the dropdown is a table with columns: Type, Name, Weight, and UOM, showing 'Cable' with a weight of 200g. The 'Group' panel also contains sections for 'Abstract Declaration' with checkboxes for 'Persistent Organic Pollutants (EU) 2019/1021 (POPs) 2019-01', 'RoHS EU 2011/65/EU 2019-07', 'Universal PFAS restriction proposal 2023-06', and 'REACH Restriction List (Article 67 and Annex XVII) 2023-09'. The 'Save' button is highlighted with a green arrow.

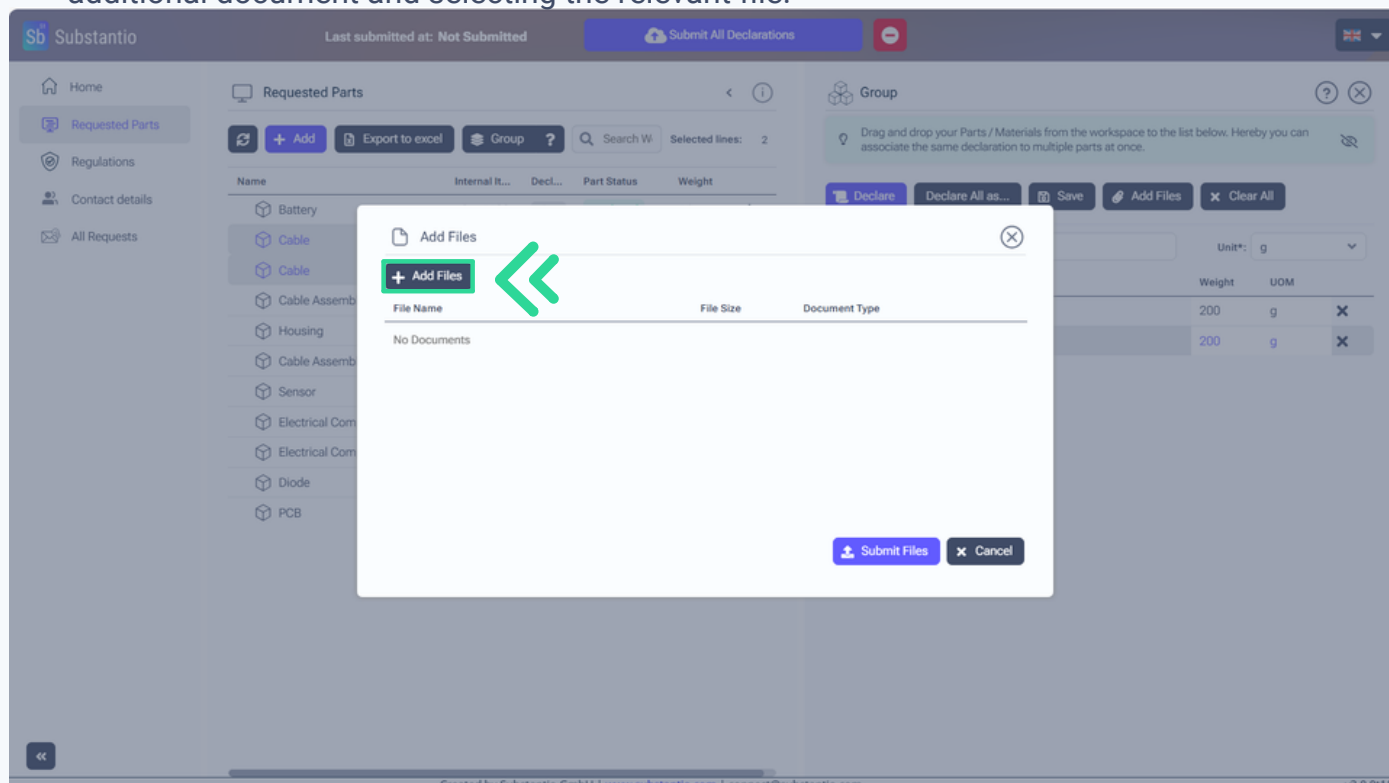
14. Now changes are saved successfully.



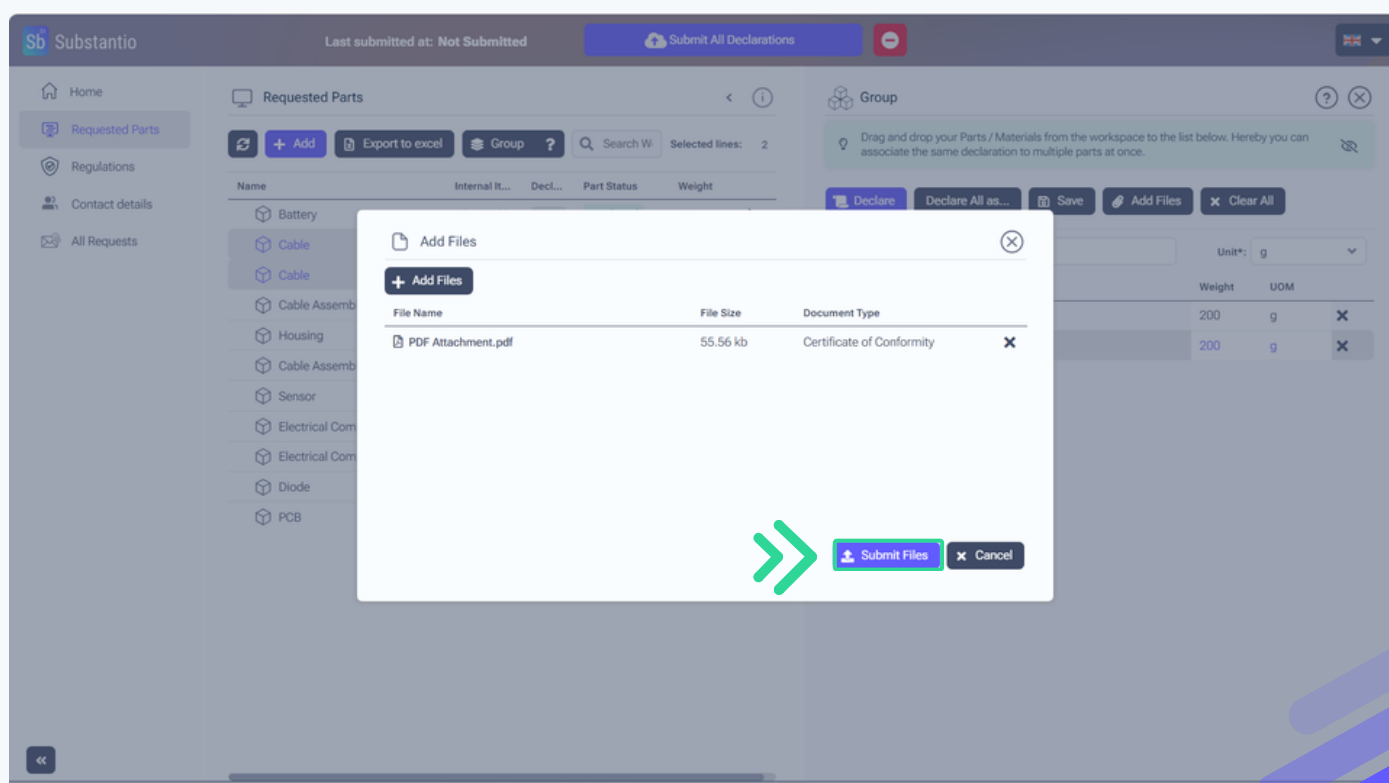
15. Click the **Add Files** button, if you have files which can confirm your specification.



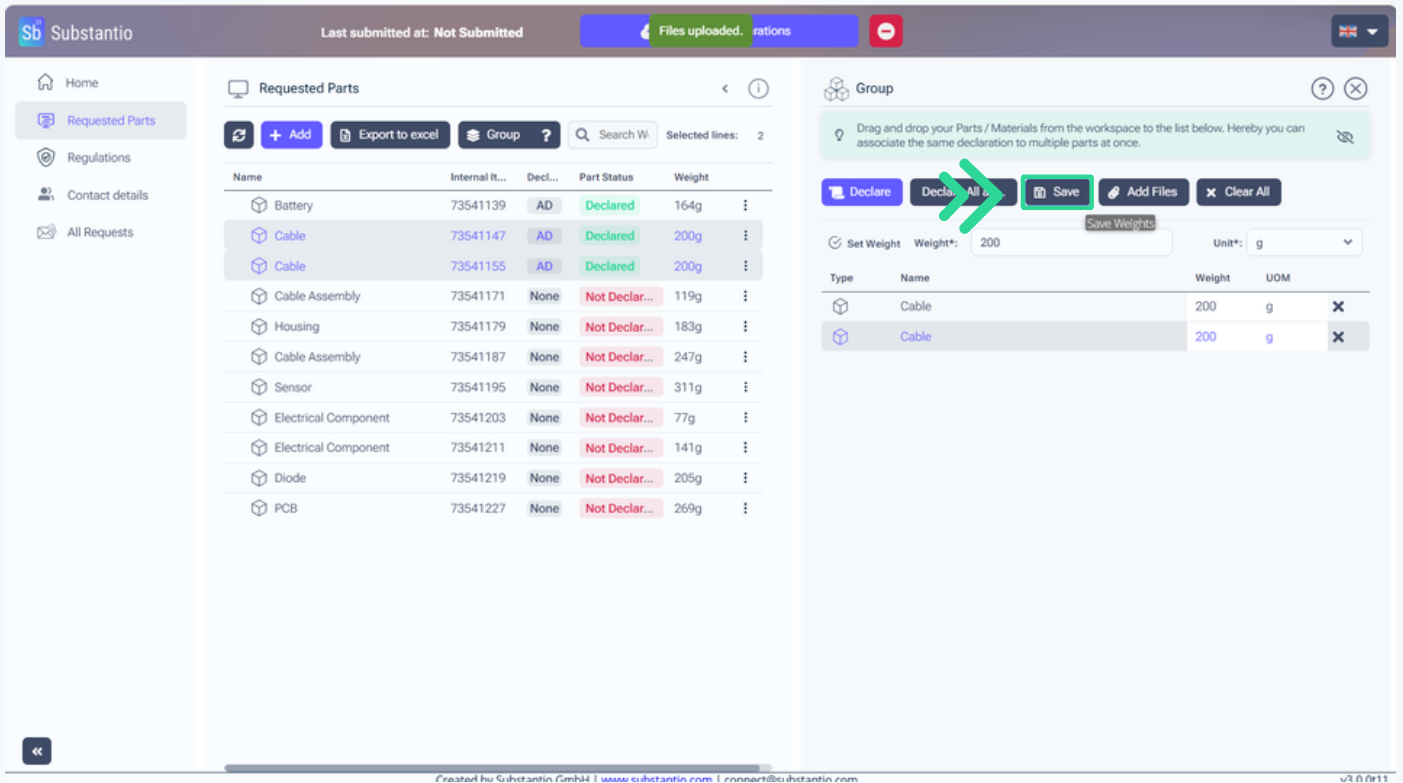
16. Please upload a conformity document to validate your declaration. To do this, click the **Add Files** button. You can upload multiple documents by clicking the **Add Files** button for each additional document and selecting the relevant file.



17. Click the **Submit Files** button, after you uploaded.



18. Than choose **Save**.



Substantio Last submitted at: Not Submitted Files uploaded. rations

Home Requested Parts Regulations Contact details All Requests

Requested Parts

+ Add Export to excel Group ? Search W Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	AD	Declared	200g
Cable	73541155	AD	Declared	200g
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

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.

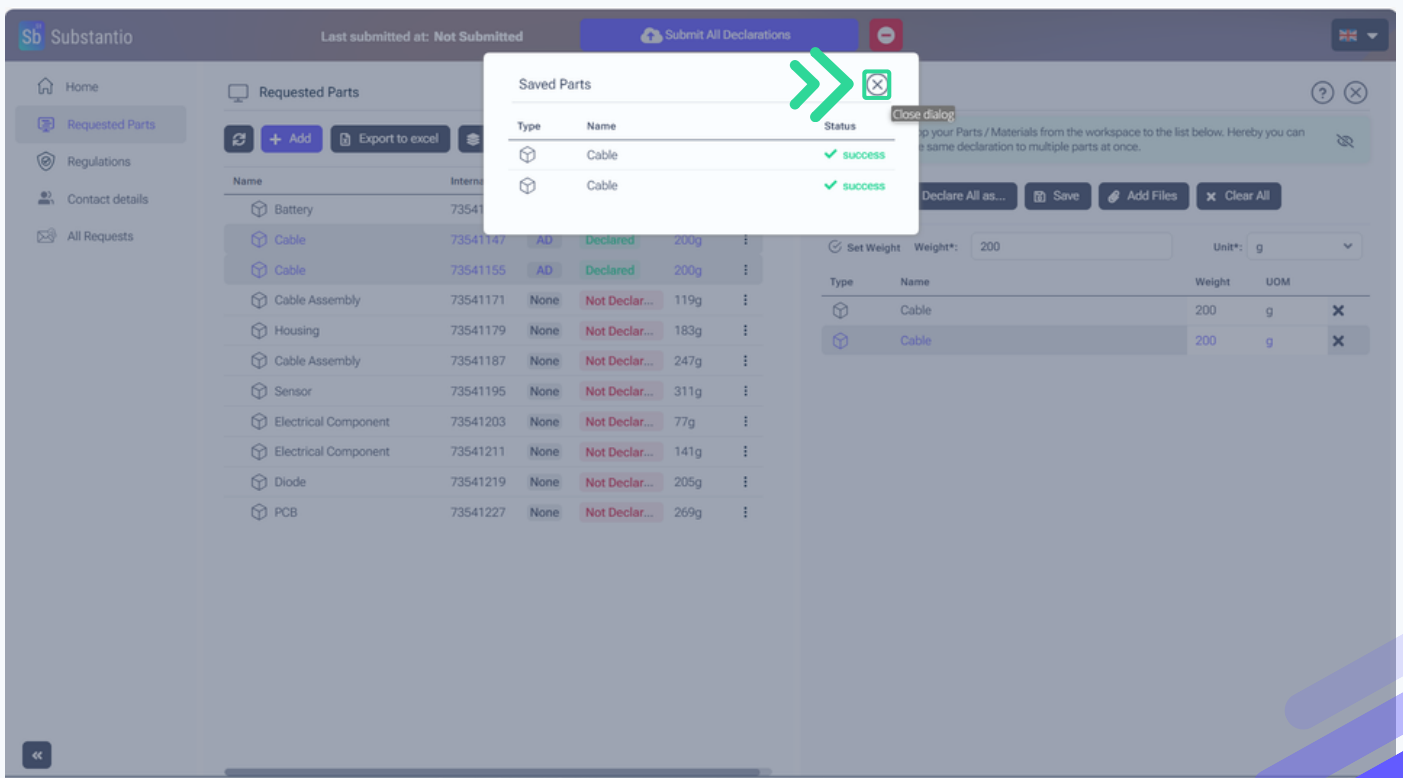
Declare Declare All as... Save Add Files Clear All

Set Weight Weight*: 200 Unit*: g

Type	Name	Weight	UOM
Cable	Cable	200	g
Cable	Cable	200	g

Created by Substantio GmbH | www.substantio.com | info@substantio.com v3.0.11

19. Your changes have been saved again.



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 W Selected lines: 2

Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	AD	Declared	200g
Cable	73541155	AD	Declared	200g
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

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.

Declare Declare All as... Save Add Files Clear All

Set Weight Weight*: 200 Unit*: g

Type	Name	Weight	UOM
Cable	Cable	200	g
Cable	Cable	200	g

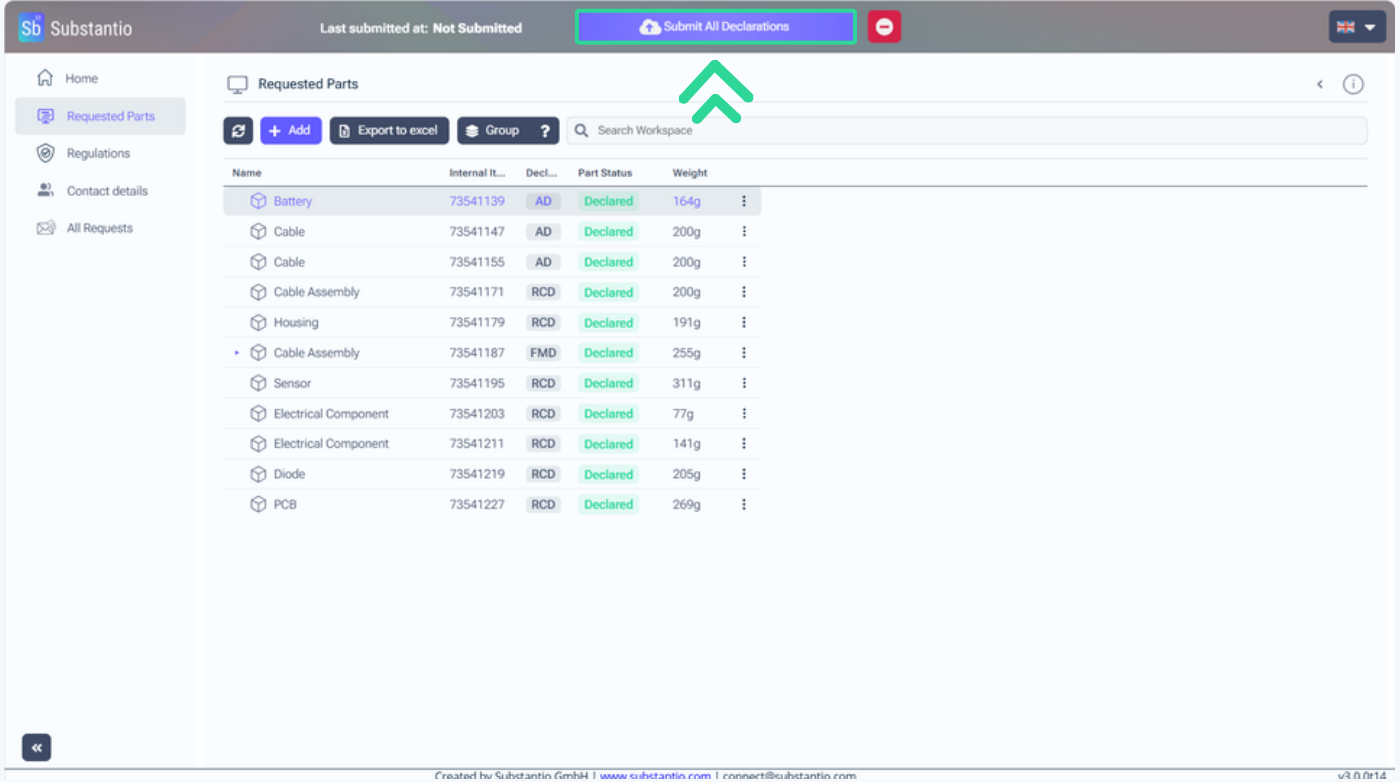
Saved Parts

Type	Name	Status
Cable	Cable	success
Cable	Cable	success

Close dialog

Created by Substantio GmbH | www.substantio.com | info@substantio.com v3.0.11

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



The screenshot shows the Substantio web application interface. At the top, there is a navigation bar with the Substantio logo, the text 'Last submitted at: Not Submitted', a blue button labeled 'Submit All Declarations' (highlighted with a green arrow), and a red button. Below the navigation bar is a sidebar with links to 'Home', 'Requested Parts', 'Regulations', 'Contact details', and 'All Requests'. The main content area is titled 'Requested Parts' and contains a table of parts. The table has columns for Name, Internal ID, Declaration Status, Part Status, and Weight. The parts listed are: Battery, Cable, Cable, Cable Assembly, Housing, Cable Assembly, Sensor, Electrical Component, Electrical Component, Diode, and PCB. The 'Submit All Declarations' button is highlighted with a green arrow.

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

Created by Substantio GmbH | www.substantio.com | connect@substantio.com v3.0.0r14