

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 platform interface. At the top, a header bar shows the Substantio logo, the status '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 preview of the declaration process, including a table of parts to declare. The table lists parts with columns for 'Material Item Number', 'Part Name', 'Status', and 'Action'. The 'Status' column shows 'Not Declared' for all parts. The 'Action' column shows a 'Declare' button for each part. Below the table, a message states 'This part has no Declaration. Click 'Declare' to create a Declaration for this Part/Item(s)'. At the bottom of the interface, a footer contains a link to the 'Advanced Supplier Guide', a 'Find Out More' button, and 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](#)

Requested Parts

Material Item Number	Part Name	Status	Action
15001100	15001100	Not Declared	Declare
15001101	15001101	Not Declared	Declare
15001102	15001102	Not Declared	Declare
15001103	15001103	Not Declared	Declare
15001104	15001104	Not Declared	Declare
15001105	15001105	Not Declared	Declare
15001106	15001106	Not Declared	Declare
15001107	15001107	Not Declared	Declare
15001108	15001108	Not Declared	Declare
15001109	15001109	Not Declared	Declare
15001110	15001110	Not Declared	Declare
15001111	15001111	Not Declared	Declare
15001112	15001112	Not Declared	Declare
15001113	15001113	Not Declared	Declare
15001114	15001114	Not Declared	Declare
15001115	15001115	Not Declared	Declare
15001116	15001116	Not Declared	Declare
15001117	15001117	Not Declared	Declare
15001118	15001118	Not Declared	Declare
15001119	15001119	Not Declared	Declare
15001120	15001120	Not Declared	Declare
15001121	15001121	Not Declared	Declare
15001122	15001122	Not Declared	Declare
15001123	15001123	Not Declared	Declare
15001124	15001124	Not Declared	Declare
15001125	15001125	Not Declared	Declare
15001126	15001126	Not Declared	Declare
15001127	15001127	Not Declared	Declare
15001128	15001128	Not Declared	Declare
15001129	15001129	Not Declared	Declare
15001130	15001130	Not Declared	Declare
15001131	15001131	Not Declared	Declare
15001132	15001132	Not Declared	Declare
15001133	15001133	Not Declared	Declare
15001134	15001134	Not Declared	Declare
15001135	15001135	Not Declared	Declare
15001136	15001136	Not Declared	Declare
15001137	15001137	Not Declared	Declare
15001138	15001138	Not Declared	Declare
15001139	15001139	Not Declared	Declare
15001140	15001140	Not Declared	Declare
15001141	15001141	Not Declared	Declare
15001142	15001142	Not Declared	Declare
15001143	15001143	Not Declared	Declare
15001144	15001144	Not Declared	Declare
15001145	15001145	Not Declared	Declare
15001146	15001146	Not Declared	Declare
15001147	15001147	Not Declared	Declare
15001148	15001148	Not Declared	Declare
15001149	15001149	Not Declared	Declare
15001150	15001150	Not Declared	Declare
15001151	15001151	Not Declared	Declare
15001152	15001152	Not Declared	Declare
15001153	15001153	Not Declared	Declare
15001154	15001154	Not Declared	Declare
15001155	15001155	Not Declared	Declare
15001156	15001156	Not Declared	Declare
15001157	15001157	Not Declared	Declare
15001158	15001158	Not Declared	Declare
15001159	15001159	Not Declared	Declare
15001160	15001160	Not Declared	Declare
15001161	15001161	Not Declared	Declare
15001162	15001162	Not Declared	Declare
15001163	15001163	Not Declared	Declare
15001164	15001164	Not Declared	Declare
15001165	15001165	Not Declared	Declare
15001166	15001166	Not Declared	Declare
15001167	15001167	Not Declared	Declare
15001168	15001168	Not Declared	Declare
15001169	15001169	Not Declared	Declare
15001170	15001170	Not Declared	Declare
15001171	15001171	Not Declared	Declare
15001172	15001172	Not Declared	Declare
15001173	15001173	Not Declared	Declare
15001174	15001174	Not Declared	Declare
15001175	15001175	Not Declared	Declare
15001176	15001176	Not Declared	Declare
15001177	15001177	Not Declared	Declare
15001178	15001178	Not Declared	Declare
15001179	15001179	Not Declared	Declare
15001180	15001180	Not Declared	Declare
15001181	15001181	Not Declared	Declare
15001182	15001182	Not Declared	Declare
15001183	15001183	Not Declared	Declare
15001184	15001184	Not Declared	Declare
15001185	15001185	Not Declared	Declare
15001186	15001186	Not Declared	Declare
15001187	15001187	Not Declared	Declare
15001188	15001188	Not Declared	Declare
15001189	15001189	Not Declared	Declare
15001190	15001190	Not Declared	Declare
15001191	15001191	Not Declared	Declare
15001192	15001192	Not Declared	Declare
15001193	15001193	Not Declared	Declare
15001194	15001194	Not Declared	Declare
15001195	15001195	Not Declared	Declare
15001196	15001196	Not Declared	Declare
15001197	15001197	Not Declared	Declare
15001198	15001198	Not Declared	Declare
15001199	15001199	Not Declared	Declare
15001200	15001200	Not Declared	Declare

This part has no Declaration. Click 'Declare' to create a Declaration for this Part/Item(s).

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

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

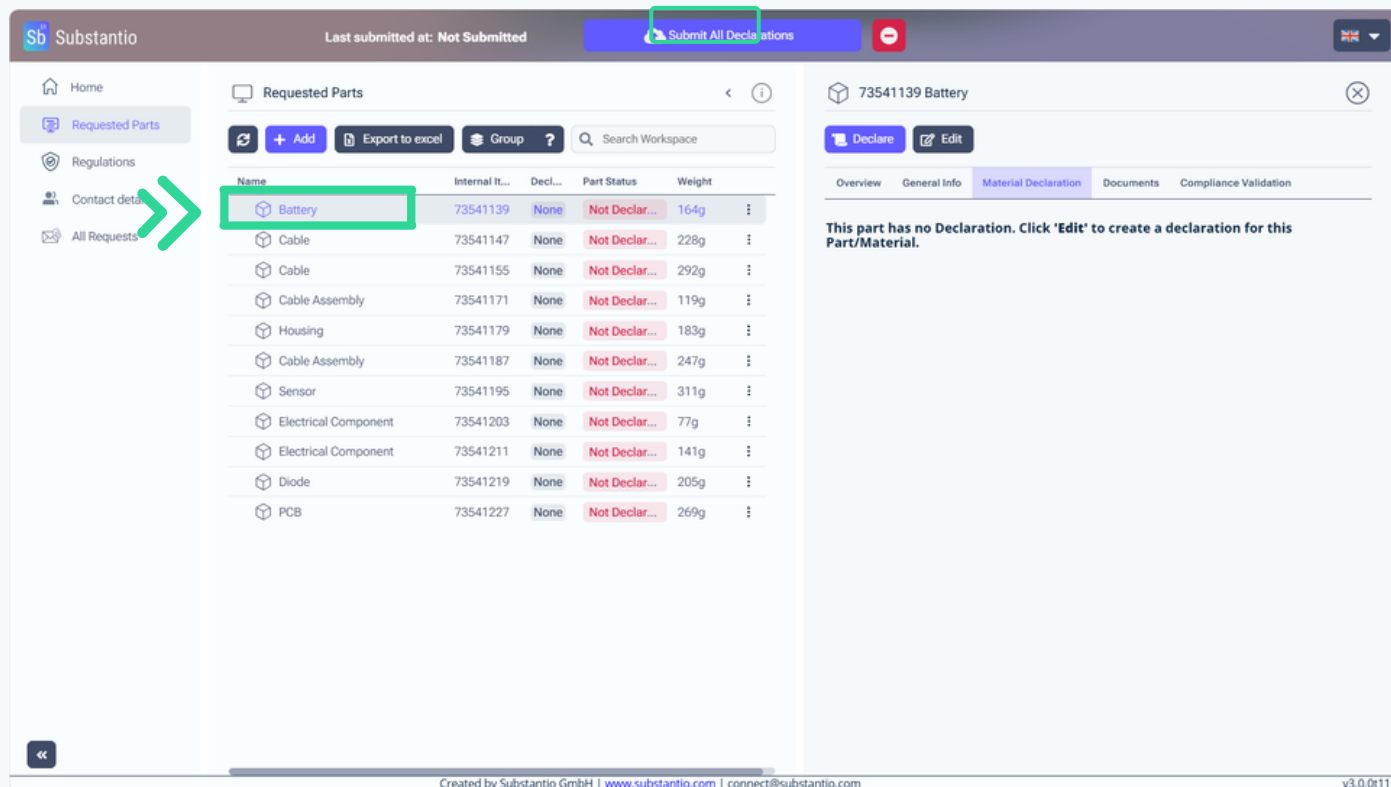
[Advanced Supplier Guide](#) [Find Out More](#)

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

Thank you for your help

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- Click on the part you want to declare as unknown/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	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

73541139 Battery

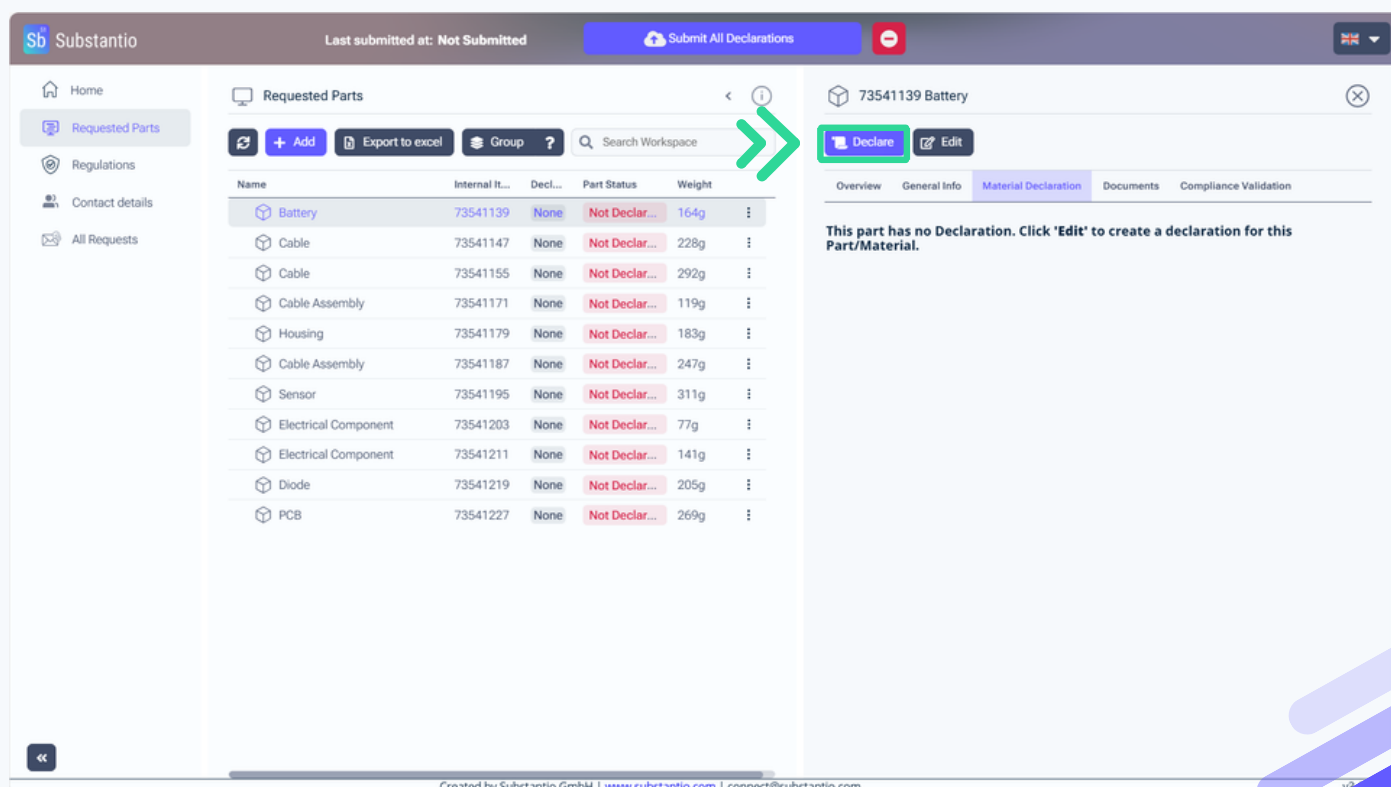
Declare Edit

Overview General Info Material Declaration Documents Compliance Validation

This part has no Declaration. Click 'Edit' to create a declaration for this Part/Material.

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



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	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

73541139 Battery

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.

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

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 '[Declaring] 73541139 Battery', shows the 'Weight declaration 1/3' form. A green arrow points to the 'Weight*' input field, which contains the value '164'. The 'Unit*' dropdown menu is set to 'g'.

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

5. And choose the unit.

This screenshot is identical to the previous one, but with a green arrow pointing to the 'Unit*' dropdown menu, which is now set to 'g'. The 'Weight*' input field still contains the value '164'.

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

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 table lists various components like Battery, Cable, Cable Assembly, Housing, Sensor, Electrical Component, Diode, and PCB, all with a status of 'Not Declar...'. The right panel, titled '[Declaring] 73541139 Battery', shows a 'Weight declaration 1/3' form. It has a 'Back' button, a 'Next' button, and a 'Declare weight' section with input fields for 'Weight*' (164) and 'Unit*' (g). A large green arrow points from the 'Next' button in the right panel towards the next step.

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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).

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 table lists various components like Battery, Cable, Cable Assembly, Housing, Sensor, Electrical Component, Diode, and PCB, all with a status of 'Not Declar...'. The right panel, titled '[Declaring] 73541139 Battery', shows a 'Material Declaration 2/3' form. It has a 'Back' button, a 'Next' button, and three main sections: 'Regulatory Compliance Declaration' (RCD), 'Full Material Declaration' (FMD), and 'Unknown or Obsolete' (U/O). Each section has a 'How To' link and a 'Create' button. At the bottom of the 'Unknown or Obsolete' section, there are two buttons: 'Create Unknown' and 'Create Obsolete'. A large green arrow points from the 'Create Unknown' button towards the next step.

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

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 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, each with its internal ID, declaration status (e.g., 'AD', 'None'), part status (e.g., 'Declared', 'Not Declar...'), and weight. The right panel, titled '[Declaring] 73541139 Battery', shows the 'Material Declaration 2/3' step. It includes a 'Back' button, a 'Next' button (highlighted with a green arrow), and a section for 'Abstract Declaration' with checkboxes for various regulations like POPs, RoHS, PFAS, and REACH. At the bottom of the interface, there is a footer with the text 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and a version number 'v3.0.0x11'.

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.

The screenshot shows the Substantio web application interface, specifically the 'Documents 3/3' step. The left sidebar is the same as in the previous screenshot. The main area is divided into two panels. The left panel, titled 'Requested Parts', contains the same table of components. The right panel, titled '[Declaring] 73541139 Battery', shows the 'Documents 3/3' step. It includes a 'Back' button, a 'Save' button, and a section for 'Provide supporting documents'. There is an 'Attachment:' field with a 'No File Attached' button and a 'Browse' button (highlighted with a green arrow). Below this is a table with columns: File Name, Document Type, File Size, and Uploaded at. The table is currently empty. At the bottom of the interface, there is a footer with the text 'Created by Substantio GmbH | www.substantio.com | connect@substantio.com' and a version number 'v3.0.0x11'.

10. After uploading, submit your file by clicking the **Submit File** 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 content 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 '[Declaring] 73541139 Battery', shows a 'Documents' section with a 'Provide supporting documents.' prompt, an 'Attachment:' field with a 'PDF Attachment.pdf' placeholder, and a 'Submit File' button. A green arrow points to the 'Submit File' button. The footer of the application indicates it was created by Substantio GmbH and provides contact information.

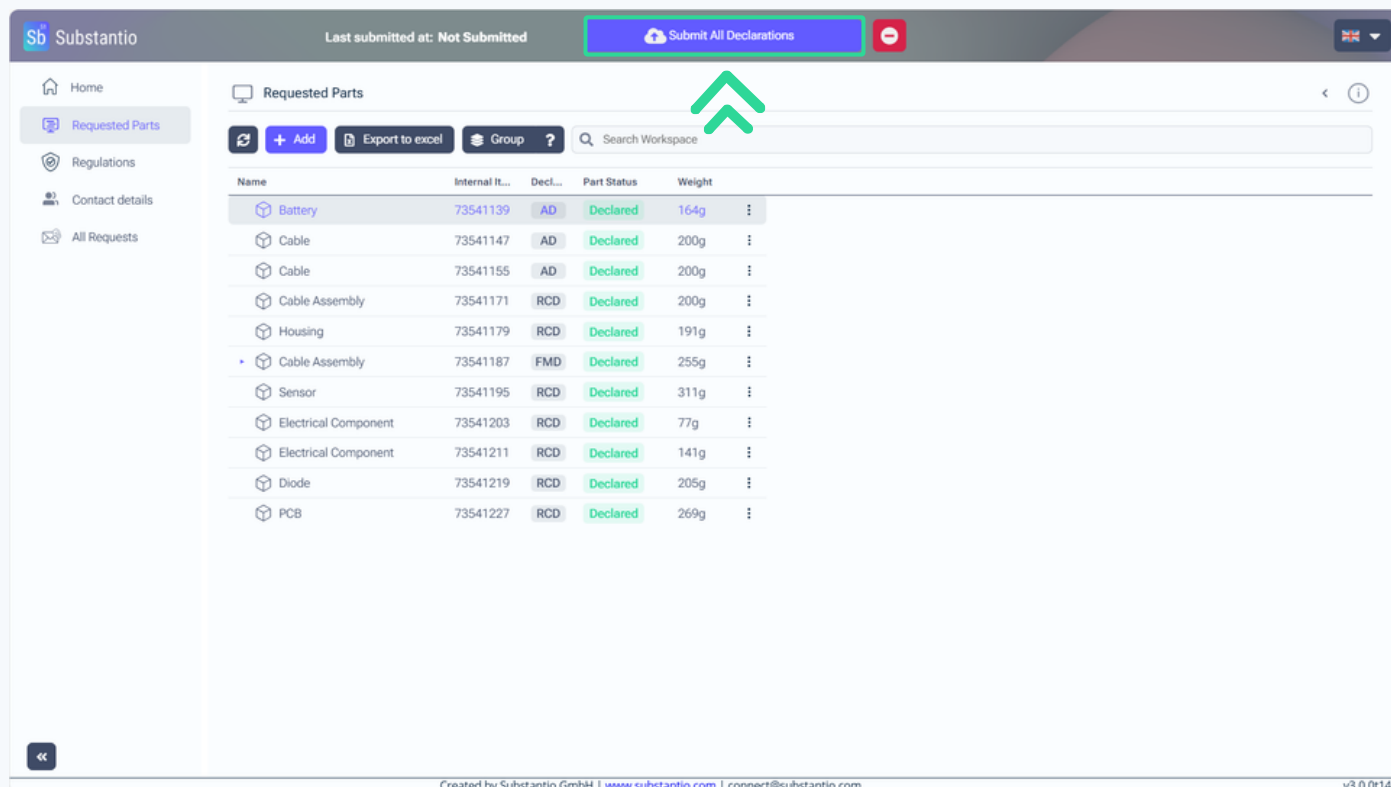
Name	Internal It...	Decl...	Part Status	Weight
Battery	73541139	AD	Declared	164g
Cable	73541147	None	Not Declar...	228g
Cable	73541155	None	Not Declar...	292g
Cable Assembly	73541171	None	Not Declar...	119g
Housing	73541179	None	Not Declar...	183g
Cable Assembly	73541187	None	Not Declar...	247g
Sensor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

11. Save your changes.

This screenshot is similar to the previous one but shows the 'Save' button in the 'Documents' section highlighted with a green box and a green arrow. The 'Attachment:' field now shows 'No File Attached'. The 'Documents' table below it lists a file named 'PDF Attachment.4' with a size of 55.56 kb, uploaded on 2025-10-27 10:00. The footer remains the same, indicating the application was created by Substantio GmbH.

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

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



Requested Parts

Buttons: + Add, Export to excel, Group, Search Workspace

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	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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