Environmental Compliance Material Declaration Management

- Supplier Training

Version 5.0
July 2018
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# Revision History

<table>
<thead>
<tr>
<th>Document#</th>
<th>Rev</th>
<th>Date</th>
<th>Change Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.0</td>
<td>December 2016</td>
<td>Initial Release</td>
</tr>
<tr>
<td></td>
<td>2.0</td>
<td>July 2017</td>
<td>Updated screenshots, added Module 6 and IPC 1752-2 v1.1 template link</td>
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<tr>
<td></td>
<td>3.0</td>
<td>October 2017</td>
<td>Updated Module-5</td>
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<tr>
<td></td>
<td>4.0</td>
<td>February 2018</td>
<td>Added Module-7: How to use Excel Material Disclosure Form</td>
</tr>
<tr>
<td></td>
<td>5.0</td>
<td>July 2018</td>
<td>Rename of Supplier EC Portal</td>
</tr>
</tbody>
</table>
# Table of Contents

**Module 1: Overview**
- ✓ High-Level Environmental Compliance Requirement and Process

**Module 2: Supplier Portal Access**
- ✓ Requesting Access
- ✓ Requesting Access to Environmental Compliance Portal Application

**Module 3: Intel’s Environmental Product Content (EPC) Specification**

**Module 4: Material Declaration Submission**
- ✓ Navigating to Environmental Compliance Portal
- ✓ Submitting a Supplier Declaration

**Module 5: Creating a New Declaration using Intel’s Online Tool**
- ✓ Creating a Declaration according to IEC 62474

**Module 6: Submitting an Online Support Ticket**
- ✓ Request for Help

**Module 7: How to use Excel Material Disclosure Form**
- ✓ Creating a Declaration according to IPC 1752A
Module 1: Supplier Environmental Compliance Requirements

Intel's Expectations:

• Suppliers are required to provide a material declaration form for each part, product or product family supplied to Intel, which includes disclosures for RoHS, REACH, Low Halogen and other requirements as necessary.

• Suppliers are required to submit Class-D: full material disclosure (FMD) according to IPC 1752A standard for products such as integrated circuits and articles used to assemble integrated circuits; suppliers can submit Class-C according to IPC 1752A or IEC 62474 standard for products such as board and system.

• Suppliers are required to submit material declaration collaterals through Intel's [Environmental Compliance Portal](#); link to the portal is also provided in the EC data request email notifications to suppliers.

Accepted Reporting Formats:

• Intel has adopted the latest industry standards for materials declaration data exchange. Intel accepts reporting formats in either IPC 1752A or IEC 62474 standards.

• **Material Disclosure Form (MDF).** This is an Intel provided Excel form designed according to the IPC 1752A data exchange standard.
  
  – Note: Intel will End-of-Life acceptance of the IPC 1752-2 v1.1 PDF template by the end of 2018.

• **Material Content Declaration (MCD).** This is an Intel provided online tool; suppliers can use by logging into Intel's [Environmental Compliance Portal](#) to create declaration. This form is designed according to IEC 62474 standard.
Module 1: High-Level Environmental Compliance Process

This graph illustrates the steps:

1. **Intel**
   - Certifies a new part
   - Generates request to supplier for compliance declaration

2. **Supplier**
   - Receives request
   - Submits declaration
   - Creates/submit new declaration
   - Marks any part(s) that are unrecognized

3. **Intel**
   - Validates declaration
   - Parses declaration
   - Calculates verdicts

4. **Validation Result**
   - Pass
   - Fail

5. **Auto-accept?**
   - Yes
   - No

6. **Intel**
   - Declaration goes to staging area where Intel contact will manually verify and accept
   - Reject the inbound and captures the reasons
   - Notifies details about the issues
   - Incorporates results into environmental compliance declarations for Intel Products

7. **SPS: Intel Supplier Portal**
   - Revises and reloads the forms

8. **EC Portal: Environmental Compliance Portal**
   - Submits declaration
   - Creates/submit new declaration
   - Marks any part(s) that are unrecognized

9. **Yes**
   - Verified

10. **No**
Module 1: Environmental Product Content Specification

Intel's Environmental Product Content (EPC) Specification, document #18-1201, defines the environmental product content requirements for Intel suppliers and outsourced manufacturers. Suppliers are required to return a “Read and Understood” response to the EPC spec.

Every 2 years

As part of new supplier registration, supplier is required to fill out EPC Spec Conformance Form in Environmental Compliance Portal

Supplier

Intel

- Updates the EPC Spec
- Sends out a request for submission to all Suppliers

Supplier is required to provide EPC Spec Conformance Form

Supplier

EC portal

EC portal

Supplier

EC portal
Module 2: Supplier Portal Access

If you are not currently registered and do not have a login ID

1. Go to http://supplier.intel.com/supplierhub

Note. If your D-U-N-S number is not accepted by the system, click “Sign In” in the upper right hand corner of the page
Module 2: Request Access (cont’d)

Please make sure that you have a DUN & Bradstreet D-U-N-S number and Tax/VAT/Company Reg number

Suppliers Registration

Overview

Information to gather before you start

- The D&B D-U-N-S Number for your company
- The Tax/VAT/Company Reg. Number for your company
- The applications you should request - ask your contact at Intel if you’re unsure

Steps to register an account

1. Select applications
2. Enter account information
3. You may be asked to accept the Employee Validation Manager (EVM) role if none exists for your company.
4. Set your password - you will receive an email with a link to set your password
5. Get approved by your company’s Employee Validation Manager (EVM)
6. Get approved by Intel - you will receive a confirmation email when complete

Application Access

Basic Transactions

6. Deselect “Intel(R) Web Suite”

- Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only

7. Expand “Additional Access-apply as directed by Intel”

- Asset Recovery
- Construction Roadmap
- E2Open - Supplier only
- Engineering Change Control System
- Environmental Compliance Portal
- Excursion Management (SIR/SDR) - Supplier only

8. Scroll down and click the checkbox for “Environmental Compliance Portal”

This application is also appropriate for uploading IEC 62474 Documents

Note. It is important to de-select “Intel” Web Suit or else you will need to supply 10 digit supplier number, Tax/VAT/Company registration number etc.
Module 2: Request Access (cont’d)

Please provide all required information to create an account. * Indicates required field (cont’d)

Supplier Registration

Provide required account information

Selected application(s)
- Environmental Compliance Portal

Personal Information
- Given Name (First Name): 
  This information is required.
- Middle Name: 
- Family Name (Surname): 
- * User ID: 
- Email Address: 
- Re-Enter Email Address: 
- * Country of Residence: 
- Wired Phone Number: 
- Wireless Phone Number: 

Please note –
- To create login id, do not create anything with spaces in between example “Smith Johns” will not be accepted and you will get an error message but “smith_johns” or smithjohns” will be accepted
- Please don’t use a generic login id like abc_company
- Each individual person has to register with their own account, but they will all have access to all the manufacturer part information associated with their Manufacturer’s number

Additional information for Intel contact person- Any Intel employee can be identified as your Intel contact, especially representatives of Intel procurement organizations with whom you work. If you do not know this please contact Intel Supplier Manager
Module 2: Request Access (cont’d)

Please provide all required information to create an account. * Indicates required field

Provide required account information

Selected application(s)
- Environmental Compliance Portal

Personal Information
* Given Name (First Name):
* Middle Name:
* Family Name (Surname):
* User ID:
* Email Address:
* Re-Enter Email Address:
* Country of Residence:
Wired Phone Number:
Wireless Phone Number:

Dun & Bradstreet D-U-N-S Numbers are a standard 9-digit number used to identify companies worldwide.

How do I find out what my D&B® D-U-N-S number is?
You can determine your D-U-N-S Number in one of two ways:
- Ask about your company’s D-U-N-S number internally, possibly in your finance department
- Search Dun & Bradstreet’s® online database or contact Dun & Bradstreet® at http://www.dnb.com/

How do I apply for a D&B® D-U-N-S number?
- Apply for a D&B® D-U-N-S number by contacting Dun & Bradstreet at http://www.dnb.com/

Note. If your D-U-N-S number is not accepted by the system, please verify that you have entered the correct D-U-N-S® number for your company. If the number is valid but you still get an error message, please email Intel Supplier Manager with your company’s name, address, DUNS number and the address associated with that DUNS number. Please remember to add the DUNS number to Intel’s database the company’s address and the address associated with the DUNS number should match.
Module 2: Request Access (cont’d)

When you complete account information,

1. You will receive an email to confirm your account and to set a password
2. You also need an approval from your company's Employee Validation Manager (EVM)
Module 2: Approval by Your Employee Validation Manager (cont’d)

What is an Employee Validation Manager (EVM)?

An Employee Validation Manager (EVM) is responsible for managing each supplier’s user accounts, and their access to confidential data. For this reason, the EVM has a critical security role. Each supplier must identify at least one EVM to manage its users. If, at any time, a supplier does not have an EVM, all users for that supplier will lose their access until a new EVM is identified.

Why is an Employee Validation Manager (EVM) necessary?

For Standard Registration (full access) accounts, Intel requires that companies manage their own users. Suppliers manage their own confidential data. Suppliers must manage their users and grant or revoke accounts and/or application access based on employment and/or job role changes.
Module 2: Approval by Your Employee Validation Manager

If your company has had a previous Supplier Portal Site (SPS) account then you will be prompted to select an EVM from the existing list.

1. Click "Account"
2. Click "View Company EVMs"
3. Choose an EVM from the list
   - You can select more than one EVM to approve your account
4. Enter your message
5. Click "Submit Message"

An email is sent to the EVM to validate and approve you currently work for the company. Once that is completed, the request will come to Intel to approve your Environmental Compliance Document Loader access.
Module 2: Become Employee Validation Manager (cont’d)

If this is the first time your company is registering to supplier portal then you will be prompted to assign an EVM role to yourself

1. Click “Account”
2. Click “Become an EVM”
3. Enter email of your Intel contact
4. Click the checkbox that you have read and acknowledge the responsibilities of an EVM
5. Click “Send Email”

A notification will be sent to whomever is listed as the Intel Contact to approve you as the EVM user

Intel's Approval

1) ONLY when the EVM approval has been completed, does the request for Supplier Portal site account and Environmental Compliance Application go to your Intel contact.
2) When approved, you will receive a notification indicating your access has been approved and allowing you to log in to supplier.intel.com and select the Environmental Compliance link to upload an IPC or IEC document. See additional job aides for specific instructions.
3) General timeframe for getting the access request processed is ~1 week.
Module 2: Checking Status of Request for Access

To check status of access request or application to become an Employee Validation Manager,

1. Click "Account"
2. Click "Check Request Status"

<table>
<thead>
<tr>
<th>Application</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Request</td>
<td></td>
<td>Status</td>
</tr>
<tr>
<td>Environmental Compliance Portal</td>
<td>31 Aug 2016</td>
<td>Pending EVM Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier info - PDM</td>
<td>08 Sep 2016</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Note. If your account has been inactive for a long time, please send an email to supplier.presence.site@intel.com with your login ID and password to set it again.
Module 2: Request Access to Additional Applications

To request access to additional applications,

1. Click “Account”
2. Click “Application Access”
3. Click “Additional Access-apply as directed by Intel”
4. Scroll down and click the checkbox for “Environmental Compliance Portal”
   This application is also appropriate for uploading IEC 62474 documents
5. Click “Next”
6. Click “Submit”

Approval of your request for access will be routed to your company’s Employee Validation Manager; once that is done the Intel Contact will receive an email to approve/reject your application. Upon approval, you will receive an email notification.
Module 2: Navigating to Supplier Environmental Compliance (EC) Portal

Once you create your account (or you have an existing account), you can navigate to the Environmental Compliance Portal:

1. The link in the email from Intel will take you directly to the Environmental Compliance Portal.

2. You can log into the Supplier Portal, click on “Environmental Compliance Portal” to access the Environmental Compliance Portal.

3. You can also open the Environmental Compliance Portal directly by entering the URL (https://supplier.intel.com/cmap/app/default.aspx) in your browser.

The email will provide useful links to information and tools you can use to submit Environmental Compliance Declaration.

Click “Environmental Compliance Portal”.

https://supplier.intel.com/cmap/app/default.aspx
Module 3: Intel’s Environmental Product Content (EPC) Specification

Intel requires review of the EPC spec 18-1201 with submission of the conformance form
To access the EPC Spec Conformance Form, you can:

- Log into the Environmental Compliance Portal, click “Environmental Compliance Docs”, and

  ▪ All fields in EPC Spec Conformance Form must be completed
  - Do you have a goal and plan to phase out Ozone Depleting Substances (ODS)?
    “Yes”, select exact year or since inception
    “No”, complete all of Addendum B
  - Do you supply Cables to Intel?
    “Yes”, confirm whether you have any of the following phthalates in the parts you supply Intel
    View the Restricted phthalates (Attachment F): [Click here]
  ▪ Complete and submit EPC (View the EPC Spec [Click here])

Downloads
You can download Environmental Product Content (EPC) Spec Conformance Form
Module 3: Intel’s Environmental Product Content (EPC) Specification (cont’d)

Things to know for online users

- Once submitted, the form will become read-only unless rejected by Intel or until a new request is sent by email to complete the form
- If multiple representatives can access this form, Intel requires only one acknowledgement on behalf of your company
- To save a local copy use your browser’s file/save features
- Upon next login to EPC Spec Conformance Form, you will see the EPC section shows the last date completed
e.g. [Image]

- If you have trouble accessing the online form, please use the manual method to complete this request
  1. See Intel EPC Spec Conformance Form and complete all fields (Attachment C): [Click here]
  2. I acknowledge that all raw materials, parts or products supplied to Intel were manufactured without the use of Ozone Depleting Substances (ODS)
     2.1. If Yes, select exact year or since inception
     2.2. If No, complete all of Addendum B: [Click here]
  3. If you use specific phthalates and BPA in wires, cables, power adaptors and/or power cords
     3.1. Complete all of Addendum F: [Click here]
  4. Sign, date, scan and email form to Intel Supplier Manager
Module 3: Intel’s Environmental Product Content (EPC) Specification (cont’d)

EPC conformance form and addendum

<table>
<thead>
<tr>
<th>Addendum B</th>
<th>Only complete section if answer to Question #3 above is “No”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Does Supplier have a goal and plan to phase out Ozone Depleting Substances (ODS)?</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Is Supplier meeting the plan?</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Are any of Intel’s specifications impacting the Supplier’s efforts?</td>
<td>Yes</td>
</tr>
<tr>
<td>4) Is Supplier providing Intel with products which contain or use ODS in the manufacturing process?</td>
<td>Yes</td>
</tr>
<tr>
<td>5) Is Intel required to pay any ODS import taxes on Supplier’s supplies or parts?</td>
<td>Yes</td>
</tr>
<tr>
<td>6) Does Supplier clean products shipped to Intel with CFCs, methyl chloroform (MCA), or carbon tetrachloride?</td>
<td>Yes</td>
</tr>
<tr>
<td>7) If yes, please list the cleaning agents:</td>
<td></td>
</tr>
<tr>
<td>How will Supplier assure product cleanliness in the future? i.e.: Validate that the elimination of a cleaning process, or the use of an alternate cleaning solvent, will not adversely affect product quality and reliability.</td>
<td></td>
</tr>
<tr>
<td>8) Please describe in detail the policy of Supplier’s country, in response to the Montreal Protocol on substances that deplete the ozone layer, to encourage the reduction in production and use of ozone-depleting chemicals. If Supplier is not aware of your country’s policy, please state this fact.</td>
<td></td>
</tr>
<tr>
<td>9) If applicable, please describe the new alternative product or the replacement technology used instead of the ODS process. The description should include the type of new product and the replacement technology used. Also describe when the new technology was placed in service and the address of the firm from whom the technology was purchased.</td>
<td></td>
</tr>
</tbody>
</table>

Signature

As [faded name below] is acknowledgment that I am certified and authorized by the above named Supplier to provide the information in this form. Supplier certifies that it gathered the information it provides in this form using appropriate methods to ensure its accuracy and that such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form.

Name:

Date [MM/DD/YYYY]:
Module 4: Material Declaration Submission

EC Data Request Email

Email: A listing of all parts will be sent via email

Portal: hyperlink to Environmental Compliance Portal provided in Email, click on it to log into the portal for online submission

Intel provided material declaration tools: Excel based Material Disclosure Form Template, IPC 1752A or Online based Material Content Declaration (MCD), IEC 62474
### Module 4: Material Declaration Submission

The main page provides all the manufacture part numbers (MPN) under your supplier ID.

#### Status of Compliance Declaration

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>The form has been processed successfully</td>
</tr>
<tr>
<td>Failed</td>
<td>The form has failed processing</td>
</tr>
<tr>
<td>Rejected</td>
<td>The form has been rejected</td>
</tr>
<tr>
<td>Awaiting verification</td>
<td>The form is staged successfully</td>
</tr>
<tr>
<td>Awaiting reply</td>
<td>No data loaded yet</td>
</tr>
<tr>
<td>Unidentifiable</td>
<td>The part has been marked as such by the supplier</td>
</tr>
</tbody>
</table>

- **Added**: Shows date/time stamp when you upload a compliance declaration. It will be blank if no declaration has been uploaded.
- **Requested**: Shows date/time stamp when Intel sent a request to the supplier for a compliance declaration against this part. It will be blank if no declaration has been requested.
- **Email me**: A listing of all parts will be sent via email, including any parts that were filtered out.

[Diagram of Environmental Compliance Supplier Portal]
Module 4: Material Declaration Submission (cont’d)

The main page provides all the manufacture part numbers (MPN) under your supplier ID

Table:

- **LH**: Indicates if the uploaded compliance declaration is Low Halogen (LH)
- **RoHS**: Indicates if the uploaded compliance declaration is RoHS

**Sort**: Sorts the table by clicking on the header column “Name”

**Filter**: Filters by a string of characters found at any place within the name

Example: A search on the characters ”wait” will bring back records with a status of “Awaiting Reply”

**Note**: Filters can be applied to multiple columns to further refine your search

<table>
<thead>
<tr>
<th>MPN</th>
<th>Status</th>
<th>Added</th>
<th>Requested</th>
<th>LH</th>
<th>RoHS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSTBULK1</td>
<td>Awaiting reply</td>
<td>2015-12-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSTBULK2</td>
<td>Awaiting reply</td>
<td>2015-12-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TSTBULK3</td>
<td>Awaiting reply</td>
<td>2015-12-10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LH and RoHS column Indicators:

- LH: Compliant / No Halogen over threshold
- RoHS: Compliant
- LH: Non-compliant / Halogen present and over threshold
- RoHS: Non-compliant due to substance with above threshold
- Compliant by exemption (Exemption claimed)
Now, you are ready to begin the submission process
You need to select at least 1 part in the below list

**1.** Select one or more MPNs in the list

If submitting a blanket IEC or IPC covering more than one MPN, then check all MPNs that apply. This can ONLY be used when MPNs are equivalent in weight and substance composition.

**Toggle unidentifiable**
When a part number is not correct or no longer valid, it can be marked as unidentifiable. To do this, and trigger the Intel internal process for correction/removal of the part number, follow these steps:
1) Click the checkbox for the corresponding part in the table
2) Click “Toggle unidentifiable”
Module 4: Material Declaration Submission (cont’d)

To submit a Intel acceptable declaration file (i.e. IPC 1752A or IEC 62474),

1. **Select File**
2. **Submit Declaration**
3. **Click “Submit Declaration”**
4. **Select File**
5. **Submit Declaration**

**Read through the Supplier Confirmation**

**Enter your name**

To get through the submission process, you must click “Yes”
Module 4: Material Declaration Submission (cont’d)

Once you submit your declaration, a progress bar (Working...) will appear until the form processing has concluded. If there are any issues during the process, click the status field to see the declaration history. You will also receive an email from Intel with details on your submission status.

To view the declaration history or validation error(s), click on the status.
Module 5: Creating a New Declaration Using Intel’s Online Tool

If you do not have a declaration and wish to create one using the online Material Content Declaration (MCD) tool:

1. Click "Create a new declaration"

And then you will be taken to the Material Content Declaration (MCD) tool and the selected part(s) will be automatically populated.

Note. The Material Content Declaration (MCD) tool supports IEC62474 compliant format.
Module 5: Creating a New Declaration Using Intel’s Online Tool (Con’t)

If this is the first time you are accessing the Material Content Declaration tool, you need to enter contact information for your submitter and authorizer.

1. Complete all the fields

2. If you complete all the required fields, click “Next”
Module 5: Creating a New Declaration Using Intel’s Online Tool (Con’t)

If you do not finish your declaration, the Material Content Declaration tool keeps a draft for 21 days that you can resume.

1a Click the draft that you wish to resume

1b Click “Create New Declaration” to start a new draft
Module 5: Creating a New Declaration _ Define Products

1. Enter a Mass of the selected product
2. Select a UoM of the selected mass
3. Select if you want to declare your Manufacturing Process Data (Optional)
4. If you complete all the required fields, click “Next”

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Mass</td>
<td>This is the weight of the product and it ONLY allows 4 digits to the right of the decimal point</td>
</tr>
<tr>
<td>UoM</td>
<td>This is the unit of measure (mg, g, kg) for the product Select from the dropdown</td>
</tr>
</tbody>
</table>
Module 5: Creating a New Declaration _ Define Product Subparts

1. **Highlight the product and click Add dropdown and select New Product Part**
   
   A new product part is added under the product.

2. **Fill in the product part details (Part Number, Unit Mass, UoM and description)**
   
   As you enter the product part details, the product part roll up summary is updated automatically. If the product part roll up is above the acceptable range, a red warning is displayed. The product part roll up must be 100 and below to proceed.

3. **Click “Next”**
Module 5: Creating a New Declaration _ Review Substances

Select the type of declaration that you want to make

1a Select this option to make an absence (negative) declaration
   In this case, you will skip the “Declare Substance” workflow (See page 36)
   - My product does not contain declarable substances per IEC62474 D12.00
   - I have substances that are declarable or substances that I wish to report voluntarily

1b Must select this option if you have any declarable substances or wish to report additional substances

Click “Next”
Module 5: Creating a New Declaration _ Declare Substances

Use this form to declare the material content of your product(s) or part(s)

1. Click "Add Declarable Substance" to add a new item
2. Select product or part that contains the substance
3. Select a substance

To narrow the list down to RoHS, Low Halogen or declare additional substances, choose the appropriate tab.

Indicates "Item is incomplete"

If you want to delete a product/product part you have added, click 

Previews
Module 5: Creating a New Declaration _ Declare Substances

For example, if you add the Restriction of Hazardous Substances (RoHS)

1. Click “RoHS”
2. Click “Add RoHS Substance” to add a new item
3. Select product or part that contains the substance
4. Select a substance
5. Enter material details (if applicable)
6. Select the appropriate RoHS exemption (if applicable)
Module 5: Creating a New Declaration _ Declare Substances

To add Ad Hoc (optionally reported) substances

1. Click “Add Ad Hoc Substance” to add a new item
2. Select product or part that contains the substance
3. Search for the substance that you wish to declare

As you type the name or CAS#, the substance dropdown shows matching substances

Note. Declarable substances (i.e. those that are covered on the previous tabs) should not be reported in this page
Once you select the substance in Substance Lookup:

4a. Enter material details (if applicable)

5. Click “Next”

Substance Name and Substance CAS# will be populated.
Module 5: Creating a New Declaration _ Declare Substances

If product contains any substances that are not found in Substance Lookup

4b. Select this option

5. Enter Substance ID

6. Enter material details (if applicable)

7. Click “Next”
Module 5: Creating a New Declaration - Attach Files

To attach any supporting documents (e.g. lab reports)

1. Click “Browse” to choose files from your computer

2. Click “Next”

The maximum file upload size is 20.00 MB
Module 5: Creating a New Declaration _ Submit Declaration

Review your declaration

1. Review the material content of your product(s) and subpart(s)

<table>
<thead>
<tr>
<th>Products</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td></td>
<td>Description</td>
<td>Effective Date</td>
<td>Mass</td>
<td>Unit</td>
</tr>
<tr>
<td>MLB-004</td>
<td>n/a</td>
<td>soc</td>
<td>2017-10-13</td>
<td>2</td>
<td>Gram</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parts</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>Part ID</td>
<td>Description</td>
<td>Mass</td>
<td>Unit</td>
<td>Quantity</td>
</tr>
<tr>
<td>MLB-004</td>
<td>Part 1</td>
<td>part 1</td>
<td>1</td>
<td>Gram</td>
<td>1</td>
</tr>
<tr>
<td>MLB-004</td>
<td>Part 2</td>
<td>Part 2</td>
<td>1</td>
<td>Gram</td>
<td>1</td>
</tr>
<tr>
<td>MLB-004</td>
<td>Part 3</td>
<td>Part 3</td>
<td>1</td>
<td>Gram</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>Material Class</td>
<td>Mass % of Article</td>
<td>Article</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLB-004</td>
<td>H-012 - Other Organic Materials</td>
<td>0.00%</td>
<td>Part 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Substances</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Declarable</td>
<td>Importable Application</td>
<td>Importing Threshold</td>
<td>Mass % of Article</td>
<td>Article</td>
<td>Exempt</td>
</tr>
<tr>
<td>Phthalate, Group 1 (DiBP, DBP, DIBBP)</td>
<td>Childcare toy or child care article</td>
<td>0.1 mass % as the sum of the phthalate concentrations in plasticized material</td>
<td>0.00%</td>
<td>Part 1</td>
<td>n/a</td>
</tr>
</tbody>
</table>

2. Click the checkbox confirming all the statements are true

Declaration

All

Supplier certifies that it gathered the provided information and each statement is true and complete to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier acknowledges the form will rely on this certification in determining the compliance of its products with local, national, and international laws. It is aware that Supplier may have relied on information provided by others in completing this form, and that Supplier may not have independently verified such information. However, in situations where Supplier has not independently verified information provided by others, Supplier represents and warrants that, to the minimum extent possible, it has provided certifications regarding their contributions to the party(s) and that certifications are at least as comprehensive as the certification in this paragraph.

Supplier also represents and warrants that it is notified of any facts or information that would contradict or undermine the information in this certification. If it does, the Supplier enter into a written agreement with respect to the identified party(s), the terms and conditions of that agreement, including any warranty rights and/or remedies provided as part of that agreement, will be the sole and exclusive source of the Supplier's liability, and its remedies for issues that arise regarding information the Supplier provides in the form. In the absence of such written agreement, the warranty rights and/or remedies of Supplier's Standard Terms and Conditions of Sale applicable to such party will apply.

PVC: False

Product does not contain PVC.

All of the above statements are true for the product(s) included in this declaration.
Module 5: Creating a New Declaration _ Submit Declaration

Review your declaration

Confirm Contact

Submitter
TOO supplier
OOO@TOO.com
+1 503 000 0000

Authorizer
TOO supplier
OOO@TOO.com
+1 503 000 0000

Digital Signature

Certificate
[Browse]
1f-a5-2e-56-16-56-d9-11-b0-fd-69-3d-05-53-

Password

Digital Signature
- Signing is not required to submit a declaration, but helps to authenticate declarations and to ensure they are not modified after signing
- Signing takes place in the browser using client-side code and digital certificates are not sent to Intel
- A password-protected PFX file is required for signing and both will need to be provided in order to sign and submit

3. Confirm contact info for the submitter and authorizer
If necessary, click ✅ to edit them

4. Click “Submit”

To download a copy to your computer, click “Save a Copy”

Note. Once the form has been submitted, your temporary draft will be removed and you will be redirected to the Supplier EC portal
Module 6: Submitting an Online Support Ticket

1. Click on the “Support” link in the header

2. Click on the “Request for Help” icon

Browse through the navigation panel for the information you are interested in.

Notes:
- Helps request feature is only available for registered Supplier Presence Site users.
- You are required to sign in prior to request submission.
- Please refer to Self Help Articles for details on Supplier Presence Site registration procedures.
Module 6: Submitting an Online Support Ticket

Note. You have to sign-in to submit a support ticket.
Module 7: How to use Material Disclosure Form – Form Instruction

Form Instructions
To complete a valid material disclosure, please review these instructions first

Note: This document requires a minimum of Excel 2003 and Windows to operate

This Material Disclosure Form allows companies to declare the use of reportable/banned substances based on directives and regulations such as RoHS and REACH. All mandatory fields are highlighted in red and must be filled in prior to submission.

The tabs available for completion are:

1) Business Info  - All fields marked in red must be completed in this section. One of 3 declaration types can be selected for this form:
   - Class A - This represents a query list or CoC declaration. A minimum of exemptions and declaration statements must be provided under the Declaration tab
   - Class C - For each product and/or sub-product, you must provide a positive or negative disclosure under the Material Summary tab stating whether your products contain a hazardous or reportable substance
   - Class D - This represents a Full Material Disclosure requesting for a complete breakdown of homogenous materials and substances for each product/product part listed in the Products section
2) Products  - A list of products will be pre-populated here. Mass and qty data must be provided. If needed, sub-products can be declared by clicking the 'Add Child' button
3) Declaration  - All query list statements must be answered in this tab. If any exemptions are used for the products being declared, these must also be provided in the first table.
4) Mfr Process Info  - This section is optional and allows for the submission of Manufacturing Process Information relating to all of the products declared in the Products tab.
5) Material Summary  - If a 'Class C' has been selected in the Business Info tab, this section allows you to complete a positive or negative declaration. If no rows are visible, please make sure you click 'Add Material Summary' in the Products tab
6) FMD  - If a 'Class D' has been selected, this section allows you to complete a Full Material Disclosure for the selected parts in the Products tab

Note: You must click 'Sign and Lock' in the Business Info tab prior to submission. Any validation errors will be shown at the top of this worksheet and must be corrected prior to submission.
Module 7: How to use Material Disclosure Form – Business Information Tab

Field Name | Intel Requirement
--- | ---
Form Type | Select Form Type for the declaration. Class D – FMD is required for component type products such as integrated circuits and articles used to assemble integrated circuits.
Company Name | Supplier Company Full Name
Response Date | Submission Date
Supplier Contact | Supplier EC contact information
Authorized Representative | Supplier authorized contact; can be same as Supplier Contact
Legal Statement | Either Standard or Custom statement

Example For Training Purpose Only
Module 7: How to use Material Disclosure Form – Declaration Tab

### Field Name | Intel Requirement
--- | ---
Exemptions | Select the applicable "Exemption ID" if any exemptions are used for the products being declared, the other column fields will be auto populated.
Query List | Select Response for one of the five EU ROHS statements, the other EU RoHS statement responses will be auto populated. Select Response for the China RoHS statements Select Response for REACH SVHC statement Select Response for Low Halogen Statement

#### Exemptions
Use the Add button to include exemptions in your declaration

<table>
<thead>
<tr>
<th>Exemption List</th>
<th>Authority</th>
<th>Exemption ID</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Query List
Please select a valid response

<table>
<thead>
<tr>
<th>Query</th>
<th>Statement</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUROHS-0508</td>
<td>Product Fails to Meet EU RoHS Requirements</td>
<td>FALSE</td>
</tr>
<tr>
<td>EUROHS-0508</td>
<td>Product is Unknown/Accurate, No Information is Available</td>
<td>FALSE</td>
</tr>
<tr>
<td>EUROHS-0508</td>
<td>Product Meets EU RoHS Requirements by Application of the Selected Exemption(s)</td>
<td>FALSE</td>
</tr>
<tr>
<td>EUROHS-0508</td>
<td>Product Meets EU RoHS Requirements Except Lead in Solder and This Usage May Qualify Under the Lead in Solder &quot;7th&quot; Exempt</td>
<td>FALSE</td>
</tr>
<tr>
<td>EUROHS-0508</td>
<td>Product Meets EU RoHS Requirements Without Any Exemptions</td>
<td>TRUE</td>
</tr>
<tr>
<td>ChinaRoHS-0508</td>
<td>Product is eligible for marking with the code under China's Measures for Administration of the control of pollution by Elec</td>
<td>TRUE</td>
</tr>
<tr>
<td>ChinaRoHS-0508</td>
<td>Product requires marking for the presence of restricted substances and must be marked with an Environmental Protection</td>
<td>FALSE</td>
</tr>
<tr>
<td>REACH-0650</td>
<td>Product does not contain REACH Substances Of Very High Concern above the limits per the definition within REACH</td>
<td>TRUE</td>
</tr>
</tbody>
</table>

In this Example, select True for Product Meets EU RoHS Requirements Without Any Exemptions, the other EUROHS Queries will be FALSE

Example For Training Purpose Only
Module 7: How to use Material Disclosure Form – Product Information

Field Name | Intel Requirement
---|---
Product id | Manufacture Part Number (MPN). Intel assigned P/N for the supplier.
Qty | For Level-1 product Qty, default to “1”; if child level sub-products added, # of Qty needs to be entered.
Mass | The product weight
Mass Type | Drop down to select Mass Type: mg, gm, ug
Level | If needed, sub-products can be declared by clicking the 'Add Child' button

Example For Training Purpose Only
Module 7: How to use Material Disclosure Form – Full Material Disclosure Tab

**FMD Tab:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Intel Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product/SubProduct</td>
<td>This drop down will list any Product or SubProduct part listed in the Products tab</td>
</tr>
<tr>
<td>Material</td>
<td>The name of the homogenous material disclosed</td>
</tr>
<tr>
<td>Material Mass (mg)</td>
<td>The mass of the material in mg</td>
</tr>
<tr>
<td>Substance</td>
<td>The name of the substance disclosed</td>
</tr>
<tr>
<td>CAS</td>
<td>The chemical substance CAS# assigned by the Chemical Abstracts Service (CAS)</td>
</tr>
<tr>
<td>Substance Mass (mg)</td>
<td>The mass of the substance</td>
</tr>
<tr>
<td>Concentration</td>
<td>the PPM substance concentration</td>
</tr>
<tr>
<td>Exemption</td>
<td>Any exemption which applies at this level</td>
</tr>
<tr>
<td>Note</td>
<td>Users are required to fill-out either Substance Mass or Concentration, but not both.</td>
</tr>
</tbody>
</table>

Example For Training Purpose Only

---

### Example Table

<table>
<thead>
<tr>
<th>Product/SubProduct</th>
<th>Substance</th>
<th>CAS</th>
<th>Substance Mass (mg)</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Si</td>
<td>146-88-7</td>
<td>0.06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ca</td>
<td>7439-96-5</td>
<td>1.29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fe</td>
<td>7439-96-5</td>
<td>0.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cu</td>
<td>12060-43-5</td>
<td>3.46</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Co</td>
<td>13033-85-8</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ni</td>
<td>7440-02-0</td>
<td>0.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cu</td>
<td>12060-43-5</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ag</td>
<td>13033-85-8</td>
<td>0.001</td>
<td></td>
</tr>
</tbody>
</table>

---

Intel Confidential
Module 7: How to use Material Disclosure Form – Validation

Back to “Business Information” tab, click on “Validate Form”

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Intel Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate Form</td>
<td>Any validation errors will be shown at the top of this worksheet and must be corrected prior to submission.</td>
</tr>
<tr>
<td>Sign &amp; Lock</td>
<td>click ‘Sign and Lock’ prior to submission</td>
</tr>
<tr>
<td>Note</td>
<td>Please save the data before “Sign and Lock” if additional editing required. The completed and validated spreadsheet format file can be submitted directly to Supplier EC portal; output to “Create IPC 1752 A XML” is not required for submission.</td>
</tr>
</tbody>
</table>

Example For Training Purpose Only
Module 7: How to use Material Disclosure Form – Class C

1. Select Class C in Form Type

2. Select the product id row, then click on "Add Material Summary for selected product/part"

3. In Materials Summary tab: “set all to No” first
Module 7: How to use Material Disclosure Form – Class C

4 Filter the data by SubProduct, substance Group or Substance, to find applicable substance need to be reported out

5 Set Above Threshold to Yes for substance above reporting threshold

Example For Training Purpose Only

Field Name | Intel Requirement
---|---
Mass (mg) | The mass of the substance
Concentration | The substance concentration in component
Material Mass % | The substance concentration in article
Material Class | The Material Class IDs are defined by the IEC 62474 database which is published at [http://std.iec.ch/iec62474](http://std.iec.ch/iec62474).
Exemption | Any exemption which applies at this level
Note | When entering substance mass, you can enter in either “Mass(mg)” OR “Concentration”, but not both.
Additional Resources

- Portal Login Assistance: https://supplier.intel.com/static/misc/support.htm#hotline
- IEC 62474 Material Declaration Standard: http://std.iec.ch/iec62474/iec62474.nsf/MainFrameset
Thank you!