

Guidance on Material Datasheet creation for the BMW Group in IMDS

1 Intention

This instruction shows the BMW specific requirements for the creation of preliminary and final material datasheets (MDS) within the International Material Data System (IMDS). It also gives advice on the correct structure of datasheets. Laws, guidelines and IMDS recommendations remain unaffected by these instructions.

2 General advices for creation of material data sheets

Material data sheets are compulsory to comply with legal requirements. The lack of accepted datasheets can e.g. endanger the approval of vehicles.

According to BMW terms and conditions for purchasing the supplier is obliged to submit material data sheets via IMDS.

Providing a material data sheet in IMDS there is no need to create a material data sheet as a paper based copy. Material data sheets have to be created for spare parts too.

2.1 Creating and Sending of material data sheets

Starting with the nomination of the supplier and not later than 8 month before SOP a preliminary (see point 2.6) or a final material data sheet has to be sent to BMW. Final material data sheets have to be sent to BMW between order and first sampling. If final data sheets are sent in an early period up to 8 month before SOP the creation of preliminary data sheets is no longer necessary.

2.2 Editing of material data sheets

The **MDS has to be updated** if weight and composition of the part change. An update of a MDS is not necessary if the ranges of the accepted datasheet are still met (see Recommendation 022).

If you have to edit a material data sheet without a change of the part number please **do not create a copy** with a new IMDS ID. Please use the **option “new version”** instead

There is no need to create a new data sheet if the **alteration index AI** of a part number increases **without a change of composition or weight**. Please use the IMDS ID and version of the already accepted material data sheet for the first sampling record of the new part. The new part number/AI will then be linked to IMDS ID/version you provided by the BMW IMDS Team.

2.3 Parts in different colours

Instead of creating MDSs for several colour versions, it is possible to **specify a representative MDS** for all colours. If the ingredients of the colour versions differ too much from each other (e.g. there are further declarable substances) and therefore cannot be covered by appropriate wildcards and tolerances, a separate MDS has to be created.

Create the representative MDS for the part number, which is used for the first sampling or the all colour number. The ID/version of the representative MDS has to be entered in the first sampling record (see point 7).

For the first sampling please give the part numbers for parts, which are covered by this representative MDS on the first sampling record. A list of the part numbers (and alteration index) with its representative mds (IMDS ID) has to be sent to IMDS Team (IMDS-Team@BMW.de).

2.4 Parts included in a scope of delivery

If several parts are subjected together to the first sampling as a scope of delivery, please create a MDS for the complete scope of delivery. Please give the ID and version of this MDS on the initial sampling report.

If parts of a scope of delivery have BMW part numbers, additional MDS have to be made for these parts.

2.5 Multivariant parts (wire harness, seats)

The creation of material data sheets for multivariant parts can be minimised to representative material data sheets in coordination with the BMW IMDS Team.

2.6 Preliminary material data sheets

The preliminary material data sheets have to be created according to Recommendation 023. The preliminary material data sheets have to be sent by the supplier without request.

Unlike final material data sheets the preliminary material data sheets can consist of incomplete materials where necessary. The requirements for the other data concerning correctness, completeness and bindingness are the same as for final material data sheets. Incomplete material data sheets have to be marked as 'development sample report'. This marked 'development sample report' does **not** mean that a development part, prototype, etc. is sampled. It means that the material data sheet for a part is sent in an early phase of development, but shows already the serious production status. There is no need to create a material data sheet for development parts, prototypes or samples! Prohibited and declarable substances according to GADSL / GS93008 have to be specified. If the material data sheets are created as preliminary ones and the exact data of materials is still missing, the ProtMat-materials of the IMDS-Committee should be used (Recommendation (023)).

BMW prefers the creation of final material data sheets (see point 2.1).

Preliminary material data sheets cannot be used for the Initial Sample Inspection Report.

2.7 Handling of material data sheets

Sending a MDS to BMW the button "send" should be chosen instead of "propose".

Rejected mds should be edited and resubmitted as soon as possible.

Delete rejected MDS, which are not required anymore or to which there is already a newer accepted version. Accepted MDS will thereby not be affected.

2.8 Subcomponents with BMW part number

If there is a BMW part number for the subcomponent of an mds it should be given on tab "details".

3 Formal Requirements

The following formal requirements must be fulfilled in order to guarantee the correct data exchange with BMW internal systems. The required data must be entered into the appropriate **recipient specific fields** when **sending** or proposing the MDS. All data should be extracted from the appropriate BMW order form (see figures with different examples of order forms in the annex of this document).

3.1 Description of parts

- Must be the same as the description on the BMW order form (see annex with order forms).
- In the case of standard parts, the standard must be indicated behind the BMW name (except when the standard is already indicated in the BMW name).
- The size of standard fasteners should be indicated
E.g. **hexagon head screw ISO 4014-M12x50-8.8-ZNS3**
- For semi components add the weight per length, area or volume to the description

3.2 Part/Item No.

- The BMW part number consists of 7 digits. Additions to this number separated by a dot or slash must not be filled in IMDS. (Do not use blanks in between digits, see figure 1 and annex with order forms.)
E.g. **Part/Item No.: 1234567**

3.3 Drawing dated

- The Alteration index (AI) given in the order form must be filled in here. (Please enter no date, see figure 1 and annex with order forms.)
E.g. **Drawing dated: 09**

3.4 Drawing change level „NAEL“ (see also KM-Nr. in the order form)

- Only the NAEL (New Release/Change List NRCL) is allowed in this field.
The NAEL is a combination of 6 alphanumeric characters. (See figure 1 and annex with order forms.)
E.g. **Drawing Change Level.: EKM62N**

3.5 Supplier code

- The BMW supplier code has to be filled in the appropriate field. BMW supplier code consists of a 6 digits number followed by a dash and two more digits. Please fill in all 8 digits (including the dash), do not use blanks. (See figure 1 and annex with order forms.) Do not use the DUNS number.
E.g. **Supplier Code.: 999999-10**

Company data

Recip. Status: modified

Recipient:	BMW AG
Company- / Org.-ID:	103
Part/Item No.:	1234567
Description:	ZB Beispierteil VL Facelit
Drawing No.:	1234500
Drawing dated:	09
Drawing Change Level:	ELV21S
Report No.:	
Date of Report:	(MM/DD/YYYY)
Purchase Order No.:	
Bill of Delivery No.:	
Supplier Code:	999999-10

Figure 1: Example for the entry of recipient data when sending a MDS to BMW

4 Usage of suitable materials

Please pay attention to the correct classification of the materials. For metallic materials give the material number according to standards. The usage of materials created by the IMDS Committee, Steel & Iron list and ILI is recommended.

Plastic materials without the declaration of additives will be rejected.

5 Concentrations of basic substances

Limits of legal restrictions for concentrations of basic substances and maximum sums for wild cards must not be exceeded. Therefore the maximum value is considered to be relevant for checking datasheets.

Deviations of concentrations and weights shall only display real variations. The tolerance range is therefore $\pm 5\%$. If components (raw parts) lose weight in processes like drilling or milling they have to be created or requested as a semi component. A compensation of the loss in weight through an excessive tolerance range is not acceptable.

6 Recyclate information

Information to content of recycled material in materials with classification 5.1, 5.1.a/b, 5.3, 5.4.1 and 5.5.2 with more than 25 g is compulsory.

7 Entry in the first sampling record

For the first sampling process the quality specialist needs the IMDS-ID and version of the **accepted** material data sheet. Please enter the number in the first sampling record according to the following example: 12345678/1. If the alteration index increases without change of weight or material composition you can use ID and version of the already accepted MDS (see point 2.2).

8 MDS Request

Since IMDS Release 4.0 it is possible to request material data sheets from suppliers via IMDS. BMW will use this feature to demand the MDS which are still missing. Please pay attention to this menu item. With the function in menu item "settings" it is possible to get an email when your company receives a MDS Request. Therefore point "MDS Request received" has to be activated. Furthermore the supplier is still responsible for providing preliminary and final MDS for the first sampling process in due time and without request (see point 2.1).

The requests should be edited under menu point "MDS Request" (see IMDS user manual point 5.3 MDS Request). In that case an optimal tracking of request can be assured. Furthermore the recipient data, given by BMW, can be taken over.

9 Contact and further information

Point 19.7 of the purchasing conditions of the BMW Group deals with the suppliers responsibility to create material data sheets. The BMW purchasing conditions can be seen via b2b portal point "Department" – "Purchasing / direct material".

For questions concerning IMDS-datasheets please contact the BMW MDS-Division:

Akif Cam	Akif_Mehmet.Cam@partner.bmw.de	+49 (0)89 382 – 58063
Ali Cam	Ali.Cam@partner.bmw.de	+49 (0)89 382 – 37564
Christian Beschowitz	Christian.Beschowitz@partner.bmw.de	+49 (0)89 382 – 42561
Conrad Hirsemann	Conrad.Hirsemann@partner.bmw.de	+49 (0)89 382 – 28072
René Johné	Rene.Johne@partner.bmw.de	+49 (0)89 382 – 29488
Tobias Krammer	Tobias.Krammer@partner.bmw.de	+49 (0)89 382 – 18671
Jürgen Kröller	Juergen.Kroeller@partner.bmw.de	+49 (0)89 382 – 44871
Marcus Matthies	Marcus.Matthies@partner.bmw.de	+49 (0)89 382 – 14346
Daniel Oeler	Daniel.Oeler@partner.bmw.de	+49 (0)89 382 – 18213
Andreas Piessold	Andreas.Piessold@partner.bmw.de	+49 (0)89 382 – 35206
Uta Posselt	Uta.Posselt@partner.bmw.de	+49 (0)89 382 – 28072
Albert Siebler	Albert.Siebler@partner.bmw.de	+49 (0)89 382 – 29488
Eleonore Steiler	Eleonore.Steiler@partner.bmw.de	+49 (0)89 382 – 58592

Or use the general email address: IMDS-Team@bmw.de

Your BMW contact person is:


Dr. Karin Oldenburg-Nazaruk	Karin.Oldenburg@bmw.de	+49 (0)89 382 46149
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Notice:

For questions concerning datasheets please give your **IMDS-company-ID** when contacting the MDS-Division. This simplifies the process of finding your specific data in IMDS.

The BMW-company-ID in IMDS is: 103

IMDS Recommendations are available on the IMDS main menu after the log-on.

BMW MANUFACTURING CORPORATION					
Supplier code BMW Manufacturing Corp., P.O. Box 11000, Spartanburg, SC. 29304-4100		(Order No.) PURCHASE ORDER 7 654 321			
Supplier No. 999999-10 ABCDEFG-AUTOMOTIVE ATT: CONTROLLER 246 MAIN STREET OTOWN, XY 00000 USA	Order date 09/05/00 Amendment date	Amendment No.			
		Vendor (864) 989-001	Buyer 8944		
		Department TS-M-4	Page 2		
		Tel. No. (864) 989-007	BLONDINGER		
		Assistant			
		Correspondence Code			
Confirmation of TECHNISCHE AENDERUNG NAEL NR. EKM62N		Model application E53 ISIR			
Item	Description	Quantity	Unit	Price per PU	PU
	<p>SUPPLIERS ACCEPTANCE OF THE LATEST BMW DRAWING AS DEFINED BY THE PART NUMBER AND CHANGE INDEX OF THIS ORDER. IF THE APPROPRIATE BMW DRAWING, SPECIFICATION AND/OR NORMS FOR THE PART NUMBER AND A.I. LEVEL SHOWN ON THIS PURCHASE ORDER HAVE NOT BEEN RECEIVED BY YOUR COMPANY OR MADE AVAILABLE TO YOU BY BMW MC/AG, PLEASE NOTIFY YOUR BMW MC/AG BUYER WITHIN 48 HOURS AFTER RECEIPT OF THIS PURCHASE ORDER.</p> <p>ISIR PARTS AND OUTSIDE SHIPPING CONTAINERS TO BE IDENTIFIED WITH THE BMW PROVIDED ISIR LABELS.</p> <p>BATESVILLE WAREHOUSE ISIR LOCATION ATTN.: ISIR DEPT. BMW WAREHOUSE 1221 BATESVILLE ROAD GREER, SC 29650</p> <p>PLEASE ACKNOWLEDGE BY: 09/12/00</p> <p>SUPPLIER ASSUMES THE RESPONSIBILITY TO PREPARE THE DRAWING TO THE ORDER.</p>				
	<p>Unit of Measure 00-piece 10-mm 11-inch 12-foot 13-in 14-yard 22-cm² 24-dm² 26-Square Inch 28-m² 27-Square Feet 35-Centimeter 37-Cubic Inch 38-Cubic Feet 39-in³ 40-g 41-Gallon 42-Pound 43-kg 46-ton 50-l 51-AM Pint 52-3/4 Pint 53-AM Quart 54-3/4 Quart 55-AM Gallon 56-3/4 Gallon 58-minute 59-hour 60-days 61-month 70-quarter 71-year 81-yr 82-pair 83-yr Price for Unit 1-pair 1 2-pair 10 3-pair 100 4-pair 1000</p>				
1	<p>234 567 AI:03</p> <p>ASSY XYZ-ANY-PART FRT MOO KM-NO DI: EKM62N C</p> <p>FIRM PRICE VALID FROM 08/31/00 TO 12/31/00</p> <p>DELIVERY DATE 09/30/00</p>	5.00	00		
	<p>Description</p> <p>NAEL (NRCL)</p> <p>Drawing index (DI or ZI)</p>				

Order form 1 (official order) with BMW-specific data to be filled in when sending a MDS

BMW AG

Lieferanten-Nr.

Bayerische Motorenwerke AG, 80788 München, Deutschland

Lieferanten-Nr. 999999-10

BEISPIEL-AUTOMOTIVE GMBH
-HERR BEISPIELMANN-
HAUPTSTRASSE 15

D-00000 NULLINGEN

(Bestellnummer)



BESTELLUNG

Best. Datum	7 654 321
25/08/03	
Änderungs-Datum	Änderungs-Nr.

Teletax	089382-44754	Einkäufer	2338	Abteilung	EM-42	Seite	1
Telefon	089382-01234	HERR MUSTERMANN					
Telefon	089382-01235	FRAU MUSTERFRAU					
Ihre Zeichen							

Vorgang vom TECHNISCHE AENDERUNG NAEL NR. ELU32S		Anforderungsnummer					
Pos.	Bezeichnung	Menge	ME	Preis pro PE	EUR	PE	

***** ERSTMUSTERBESTELLUNG *****

FUER DIESE BESTELLUNG GELTEN DIE NACHSTEHENDEN BEDINGUNGEN SOWIE DIE BMW EINKAUFBSBEDINGUNGEN FUEER PRODUKTIONSMATERIAL UND KFZ - TEILE, BMW FERTIGUNGS-MITTELBEDINGUNGEN, BMW VERSAND-, LIEFER- UND QUALITAETSSICHERUNGSVORSCHRIFTEN, BMW ANFORDERUNGEN ZUR UMWELTVERTRAEGLICHKEIT VON BMW PRODUKTEN, BMW ANFORDERUNGEN ZUR SOZIALVERANTWORTUNG, DAS BMW VERPACKUNGSHANDBUCH, JEWEILS IN DER AKTUELLEN FASSUNG, DIE WIR IHNEN BEREITS UEBERSANDT HABEN ODER DIS SIE IM INTERNET AUF DER BMW ZULIEFERER-HOMEPAGE UNTER FOLGENDER ADRESSE EINSEHEN KOENNEN:

HTTPS://B2B.BMW.COM

WIR WEISEN DARAUFG HIN, DASS VORGENANNTTE STANDARD-BEDINGUNGEN MIT GUELTIGKEIT AB DEM 23.05.2003 GE- AENDERT WURDEN.

ETWA MIT IHNEN SCHRIFTLICH GETROFFENE ABWEICHENDE ODER ZUSAETZLICHE BEDINGUNGEN GEHEN DEN VORGENANNTEN STANDARDBEDINGUNGEN VOR.

DIE LIEFERUNG IST BESTIMMT SOWOHL FUEER DIE FERTI- GUNG DER BMW WERKE IM INLAND ALS AUCH IM AUSLAND EINSCHLIESSLICH DER ANGESCHLOSSENEN CKD-FERTIGUNGS- ST...

- ME =
- Maßeinheit
- 00-Stück
- 10-mm
- 11-Inch
- 12-Foot
- 13-m
- 16-Yard
- 22-cm²
- 24-dm²
- 25-Square Inch
- 26-m²
- 27-Square Foot
- 28-Centimeter
- 27-Cubic Inch
- 38-Cubic Foot
- 39-m³
- 40-g
- 41-Unze
- 42-Pfund
- 43-kg
- 46-Tonne
- 50-l
- 51-AM Pint
- 52-Brit. Pint
- 53-AM Quart
- 54-Brit. Quart
- 55-AM Gallon
- 56-Brit. Gallon
- 60-Minuten
- 66-Stunden
- 68-Tage
- 69-Monat
- 70-Quartal
- 71-Jahr
- 91-Satz
- 92-Paar

Sach-Nr. 1 234 567 Änderungsindex (AI) AI:09 Benennung

ZB BEISPIELTEIL VL FACELIFT XY

Z-HINW: 1 234 500 KM-NR ZI: ELU32S M

ALLE FA... EN-NR: 1 234 550

(Zeichnungshinweis) IS 31/12/0 NAEL (Zeichnungsindex: ZI)

Order form 2 (German, official order) with BMW-specific data to be filled in when sending a MDS

Description		Part No.	
Beispiel-Automotive GmbH		LAB-Stamm.: L P123123100 / 100200/003	
ZB Beispielteil VL Facelift XY 1 234 567		BMW AG, 002	
BMW Dingolfing		F 29.08.01 E7K44S-09 BMW AG, 26	
am	geliefert	Liefer-FZ	Losgrösse.....
17.07.03		KO	Vorlaufzeit...: 1 Tage
24.06.03	290	640 RE	Prod.Aufträge.: St
15.08.03	200	840 RE	Reserviert.....
22.08.03	600	1.440 RE	Lagerbestand..: 255
12.09.03	400-	1.040 F	IN Lieferung..: 110 17.09.03
L.Änd: MUSTERFRAU - 12.09.03			
SaBe.: Mustermann			
AuTe.: KEIN Ausla			
BWK.: Marta Mustermann			
Index: ELU32S-09			
KdZNr:			
VwKz.: Serienteil			
AnInt: KEINE Vereinbarung			
(Order No.)			
LS-Nummer	Datum	geliefert	Liefer-FZ
			AbBn.: 7654321
			7654321
			FeFr: 1 1
			MaFr: ..
F1: Zurück		F2: Bestandsauswahl	F5: INFO-Tool
			F24: Weitere

Order form 3 (German, remote data transmission order) with BMW-specific data to be filled in when sending a MDS

Remark

- The remote data transmission order does not contain all information of the official order form.