iPointConflict MineralsPlatform

Premium Plus User Guide

Version 1.1 / March 2014



iPoint-systems gmbh _

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1 Introduction

Welcome to the iPoint Conflict Minerals Platform (or iPCMP, for short). This guide will give you an overview on how to use the additional features, available with a Premium Plus license. For detailed workflows, please also refer to the iPCMP User Guide.

The iPCMP is tailored for businesses to gather and document information in line with the requirements stated in Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act.

For ease of use and maximum compatibility with your supply chain partners, the iPCMP utilizes the leading EICC-GeSI reporting framework for exchange of information on conflict minerals. The conflict minerals included in the current rule and on IPCMP are the following: Tin, Tungsten, Tantalum and Gold (referred as 3T-G in the user manual) It is strongly recommended that you go to www.conflictfreesourcing.org and familiarize yourself with the reporting framework and the template before you start creating reports with the iPMCP.

Further supporting materials are available at <u>http://www.conflict-minerals.com/en/solution/backgrounds-resources/</u>.

Should you find yourself with unresolved questions after reading the manual, you are welcome to get in touch with the iPCMP support team via <u>cm-support@ipoint-systems.com</u>.





2 Your iPCMP Account

2.1 Request a New Company Account

If your company is not yet registered on iPCMP, or if you are not sure whether your company has already been registered by a colleague, please follow these steps to set up an account.

- 1. On an internet-enabled computer, open the web browser and go to <u>www.conflict-minerals.com</u>
- 2. Click on "iPCMP Sign up"

e www.conflict-minerals.com	thr ▼ X S- Goale
	🛠 🛄 English 🔲 日本語 📟 波音 📖 Deutsch
	Conflict Minerals Platform
	Licensing Solution Services FAQ Newsroom Contact Why iPoint?
	Conflict Minerals - New Challenges and

3. Fill in the form fields (please note that fields marked with a * are mandatory)

Request new account			
icense type: * Need assistance with licensin	g options for if	PCMP? Visit the iPCMP Webpage	
Basic © Premium © cm.register.P	PREMIUM_	PLUS	
Information on the company		III Personal Information	Lidentification
Company Name: *		Job Position/Job Title:	Invitation Key:
treet: *		First Name: *	
ostal/Zip Code: *		Last Name: "	Please provide a unique identification for your company
ity: *		Email: *	DUNS Number:
itate/Province:		Email (again): *	VAT Number:
country: *	•	Phone:	Additional Identifier:
vebsite: *			
			Finish registration Cancel
			Finish registration Cancel

License type: Select the desired license type ("Basic", "Premium" or "Premium Plus"). When choosing Premium, the first month you will receive a free trial of the Premium version, enabling two users to access iPCMP free of charge.

Additional identifier: Please provide proof of your organization's identity. Any company that signs up for iPCMP is individually validated by iPoint to ensure high data quality and avoid double registrations. There are three options for you to provide proof of identity:

- a. DUNS number (this is the preferred way of identity verification with iPCMP): A widely used unique numeric identifier. For more information, visit <u>www.dnb.com</u>, the website of the DUNS service provider.
- b. Value Added Tax Number (VAT): In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services. Tips: If you are not sure about your VAT number, contact your administrative department for more information. Typical formats are: DE012345678, FRXY012345678, GB012345678012, etc.
- c. Business Registration Number: This code is usually provided by the Chamber of Commerce of your country. The registration number, the registration authority and the registration date are usually provided in the same document. Contact your administrative department for more information.
- Email: Please enter your corporate email address (e.g. firstname.lastname@yourcompany.com). This will also serve as the username for your account. Note, that only company email addresses can be accepted. Email addresses from private Mail Service Providers (e.g. Hotmail, Yahoo,...) may only be used if there is a valid invitation key entered during registration.
- Invitation Key: If you have received an invitation letter including an invitation key from your customer, please copy-paste this key in the registration form.
- 4. Click on "Finish Registration". Your request will be reviewed and validated by the iPCMP support team, and you may expect an e-mail response within one business day (between Monday to Friday). Please click the link provided to validate the given email address. After that, you will receive your account data, may login (see Chapter 2.2) and start using the application. Please check your spam folder in case you did not receive an Email.

2.2 Log In

- 1. On an internet-enabled computer, open the web browser and go to <u>www.conflict-minerals.com</u>.
- 2. Click on "iPCMP Login".

500 0	English	日本語 📟 🤅	フ语 📻 Deut	sch			Contact	Imprint	iPCMP Login	iPCMP Sign u
	Conflict Mi	inorals					Contact	in printe)
iPoint	Platform	ilei ais								
	Licensing	Solution	Services	FAO	Newsroom	Contact	Why iPoint?	_	_	_
								_		_
_										
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- 3. Enter your personal account data:
 - a. Username: the email address that was used to create your account.
 - b. **Password: the password that you have received from either your company's** iPCMP administrator or the iPoint Support team.
- 4. Upon your first login, a welcome message and the iPCMP Terms of Use appear. Please read through them and acknowledge them by checking the box and clicking the Submit-Button. You will only be allowed to use the tool once you have completed this step. Whenever the Terms of Use change, they will be shown to you again when you login to the system and you will have to accept them again.



3 The Home Screen

After logging in, you are brought to the iPCMP home screen (see Figure 1). Enterprise license users will also see the button "New Product Level Requests" in the Supplier Requests tile.

Point Platform		Fast Cars - Demo	? en * 🛋
Home Management			
Create Reports Rol-up of reports New manually entered report	3	Statistics, Analysis & Online storage	0
	Start		Storage management
Customer Requests	8	Supplier Requests	3
	All customer requests	New Product Level Requests	All supplier requests

Figure 1 Home Screen of a Premium Plus License User

This is the central dashboard of the application. From here you can start any and all workflows and get an "at-a-glance" overview of your overall conflict minerals reporting status. Once you have made your first transaction, the home screen elements will be populated with the list of open customer and/or supplier requests.

The screen is divided into four tiles, which represent the core navigation elements. A clean, simple layout guides you through the available workflows.



3.1 User Interface Conventions

- The "Home" button is available on any menu. Clicking it will cancel the current process and take you back to the Home Screen/Dashboard. Note: Please do not use the browser "Backspace" as this will log you out completely.
- The "Refresh" Button refreshes the content of the list displayed on the screen. It appears in any list menu. Click on it after completing a process to see the updated status of the list items. The Refresh function has to be performed manually in in order to ensure an adequate speed of usage.
- Many iPCMP menus contain search menus near the top of the screen, where you can search for or filter the items that you want to track down. You may set an * before and after the word you are looking for if you do not have the exact phrase at hand. To find, for example, companies that have the phrase "plastic" in their name, you enter *plastic* in the search field and the iPCMP will provide a list of all the companies using this phrase in their name. If you do not set *, the inserted word must at least exactly match the beginning of the company name you are looking for.
- **CALC** The "Reset" button resets the search field and clears the previously entered search criteria.
- Mandatory form fields are marked with a red asterisk.
- Sour data belongs to you, and to make it as easy as possible for you to extract data out of the platform an "Export to csv/xls" button is embedded in nearly every menu.
- Click the "Add" button to add one or more items from a selected list. After you have finished your selection, click "Done" to confirm.
- List items are generally either editable or viewable by double-clicking on them.
- In order to facilitate selection processes within the tool, iPCMP will automatically highlight each item that you click on in a list. If you have accidentally clicked on an item, simply click on it again to un-highlight it.
- Please note that Unicode control characters in Excel files or manually entered will be removed by iPoint. Unicode control characters are used to control the interpretation or display of text and look like this: U+0000<control-0000>

Throughout the manual, we will use two fictional sample companies to illustrate the workflows: *"Fine Metal Supply"* is a producer of metal components. As a well-established tier-1 supplier to the automotive industry, the company has been supplying its OEM customer *"Fast Cars"* for years. To manage their conflict minerals reporting, both of them have recently signed up for the iPCMP.



4 Highlight supplier reports by select criteria

The iPCMP allows Premium Plus Users to highlight specific supplier reports, according to their content. You can choose between eleven conditions which will lead to "red flags" in the left most column when opening "All Supplier Requests" in the Supplier Requests tile.

Supplier Requests	
New Product Level Requests	All supplier requests

Supplier Reque	ests									
▼hide search										
Due date			D -	Last change of	state		-		Request state	[
Request date			-	Declaration sco	pe requested			-	Select supplier	
Request tag				A Private supplier	name				Private supplier own	id
					l	Search	🕝 Reset			
RED FLAG STATE	DUE DATE	SENT DATE	RECIPIENT	SUPPLIER IPCMP ID	PRIVATE SUPPLIE	R OWN ID	PRIVATE SUPPLIER NAME	STATE	REQUESTED SCOPE	SCOP
Θ	2013-11-02 2	2013-11-02 16	Fine Metals Supply	2565				Received	Company Level	
9	2013-11-08 2	2013-11-02 16	Fine Metals Supply	2565				Accepted	Company Level	Comp

All reports you have already received, are marked with red or green "flags", depending on whether the conditions you have defined for highlighting a report are fulfilled or not.





Red Flag Code	Red Flag Description	Com ment	contains smelter	only certified	Q1	Q2	Q3	Q4	Q 5	Q6	View
RF001	Minerals originate from the DRC or an adjoining country				yes	yes					Metal
RF002	No completed Conflict Minerals Reporting Templates were received from suppliers							no none			Metal
RF003	Smelter list from supplier contains smelters which are not certified as CFS		yes	no	yes						Metal
RF004	"Minerals originate from the DRC or adjoining countries and no smelter information is included or not all smelter are certified as CFS(and Metal is not scrap or recycled)		no/yes	no	yes	yes	no				Metal
RF005	The list of smelters contains more than 2500 entries.		more than 2500								Global
RF006	The supplier stated that all his smelters are certified but listed either none, unknown or non-certified smelters (Nicht alle angegebenen Schmelzen sind zertifiziert)		yes	no	yes					yes	Metal
RF007	Supplier states that he uses no Conflict Minerals at all but gives no comment	none			No						Global
RF008	Supplier states that he uses 3TGs, that they all come from a recycler or scrap supplier and gives no comment	none			yes		yes				Metal
RF009	Metal declared but no smelter provided		no		yes						Metal
RF010	Not all of the smelters used to supply the products included within the declaration scope indicated above have been identified				yes				No		Metal
RF011	Non-certified smelter for unused metal		yes		no						Metal
						-	-				

The conditions you can choose are predefined. They are summarized in the following table:



So for example, Red Flag Nr 001 will be activated (red dot) in case a report has been filled with a "yes" in Question 1 and Question 2, other questions will be ignored for this red flag:

1) Are any of the following metals necessary to the functionality or production of your	
company's products that it manufactures or contracts to manufacture? (*)	Answer
Tantalum (*)	Yes
Tin (*)	NO
Gold (*)	No
Tungsten (*)	No

2) Do the following metals (necessary to the functionality or production of your		
company's products) originate from the DRC or an adjoining country? (*)	Answer	
Tantalum (*)	Yes	
Tin		
Gold		
Tungsten		
	1	

The "Metal" in the column "View" informs you, that this red flag is metal-specific, in contrast to a global red flag that is not tied to a metal (e.g. the smelter list contains more than 2500 smelters).

4.1 Set your red flag conditions

1. To enable this feature, please go to the Management Section of your account and click on "Organization data".



2. Scroll down to the very bottom of the page, where you will see the following screen:

RED FLAG	CONDITION	ACTIVATED		
RF009	Metal declared but no smelter provided			^
RF004	Minerals originate from the DRC or adjoining countries and no smelter information is included or not all s			Ξ
RF001	Minerals originate from the DRC or an adjoining country	\checkmark		
RF002	No completed Conflict Minerals Reporting Templates were received from suppliers	V		
RF011	Non-certified smelter for unused metal	\checkmark		
RF010	Not all of the smelters used to supply the products included within the declaration scope indicated have ${\boldsymbol{t}}$			~
2			Reset	Save



- 3. Activate the Conditions which you would like to be highlighted when receiving a supplier report by clicking the checkbox in the column "Activated".
- 4. Click "Save"
- 5. Please restart the iPCMP (Logout > Login) to activate the new settings.

In the Supplier requests window, you can now view the red flag status of your suppliers. Of course, requests in the state "Sent" or "Canceled" do not have red flags, as there are no reports saved with these requests.

Depending on which conditions you have activated and the answers given by your supplier, the dots can have different colors:

• The reports is ok (regarding the red flag conditions) and no red flag has been raised.

A red flag for this reports was raised because a red flag condition is fulfilled, e.g. for Red Flag 001 this would mean that there are minerals listed which originate from the DRC or an adjoining country.

[•] This condition is not activated/checked in your account or no report has be sent for this request.

4.2 Review red flag settings of your incoming reports

Make use of your Premium Plus extras and check your incoming reports for red flags. To do so, please enter the Supplier requests window by clicking "All supplier requests":

Company Level - iPoint-systems gm	h - due: 2013-01-31 - State: Released by supplier i	

You will see that reports you have received are marked with red or green dots in the **column "Red flag** state".



Conflict N Point Platform	Ainerals						Fast Cars					?	en * 👸
Home Managemen	nt												
Supplier Requ	ests												Home
▼hide search													
Due date			i) - (Last change of	state		· (Request state			•
Request date		Ī	i) · [Declaration sco	ope requested			-	Select supplier			A
Request tag				A	Private supplier	name				Private supplier own i	d		
						A Sea	arch 🕝 Resi	t					
RED FLAG STATE	DUE DATE	SENT DATE	RECIPIENT	SUPP	LIER IPCMP ID	PRIVATE SUPPLIER OW	N ID PRIVA	E SUPPLIER NAME	STATE	REQUESTED SCOPE	SCOPE OF DECLARATION	LAST CHANGE OF STATE	REQUES
•	2013-12-31 2	2013-12-05 09	iPoint-systems gmbh	1					Accepted	Product Category Leve	Company Level	2013-12-05 10:42:21 CET	report 2 *
9	2013-12-31 2	2013-12-04 08	Fine Metals Supply	2565					Released	Company Level	Company Level	2013-12-04 08:57:29 CET	report 2
0	2013-12-31 2	2013-12-05 09	iPoint-systems gmbh	1					Rejected	Product Category Leve	Company Level	2014-01-08 14:27:44 CET	report 2

To review individual supplier reports, click the desired row and then on "View request", at the bottom of the page. A window pops up, showing you which red flags triggered that particular "red flags" state. The screenshot below shows, that two red flags have been raised: the supplier stated that no Conflict Minerals are used but did not inlcude any comment on it and he/she stated that 3TG-s are used, they are all sourced from recycling or scrap but he/she does not include any comment on it.

🜒 View request (0	company Level - Fine Metals Supply - due: 2013-12-31 - State: Released by supplier)				
Red flag state					
RED FLAG CODE	RED FLAG DESCRIPTION	RED	FLAG		
RF001	Minerals originate from the DRC or an adjoining country	Θ			
RF002	No completed Conflict Minerals Reporting Templates were received from suppliers	Θ			
RF003	Smelter list from supplier contains smelters which are not certified as CFS	0			
RF004	Minerals originate from the DRC or adjoining countries and no smelter information is included or not all smelter are certified as CFS (and metal is not scrap or recycled)	0			
RF005	The list of smelters contains more than 2500 entries	0			
RF006	The supplier states that all smelters are certified but lists either none, unknown or non-certified smelters (not all given smelters are certified)	0			
RF007	Supplier states that no Conflict Minerals used without giving a comment	9			
RF008	Supplier states that 3TG used and all are recycled or scrap sourced but gives no comment	9			
RF009	Metal declared but no smelter provided	0			
RF010	Not all of the smelters used to supply the products included within the declaration scope indicated have been identified	0			
RF011	Non-certified smelter for unused metal	9			
		Cancel	Finish	Back	Next

To have an overview about the red flags in all received reports (you can use the filter options at the top of the page to specify which reports you would like to analyze), please click on "Analyze" at the bottom of the Supplier requests page.

Analyze	Export reporting template	-Create new request	🦻 Accept/Reject data	View request







Red flags that have not been checked under "Organization data" will not be shown in this Analysis. If you change your red flag conditions, please note that you need to logout and login again, to make your changes effective.





5 Manage different accounts

5.1 Create a company hierarchy

You have probably chosen the Premium Plus License of iPCMP to manage various locations and/or Business Units of your company. To do so, please register all the accounts separately and write an email to our helpdesk at <u>cm-support@ipoint-systems.com</u>. The different accounts will then be connected by the support team, according to your specifications.

The Administrator of the "head account" can switch to other accounts of his company by clicking "Company Hierarchy" in the Management Section. Choose the company you would like to switch to and click "Switch to company". You will then be able to see the supplier lists, supplier requests and reports as well as the online storage of the account you have just switched to.

5.2 Roll-up reports from different Business Units / Sub-organizations

To create an aggregated report which consists of supplier reports from different Business Units of your Corporation, please go to the Create reports tile on your home screen.

1. Please select "Roll-up of reports" and click "Start".

Create Reports Roll-up of reports New manually entered report	3
	Start

2. Click on "Add stored reports" to select reports for the aggregation process:

(P) iPoint	Platform	als		Fast	Cars - Den	no			2	en 💌	6	
Home	Management											
Requ	ests									î	Home	
Add	reports to roll-	up										
REQUES	STOR SCOPE OF D	ECLARATION	SUPPLIER IPCMP ID	SUPPLIER	PRIVATE	SUPPLIER OWN ID	LAST C	HANGE OF	STATE	REQUEST	DATE	
2	8	÷.	Add supplier reports	🕂 Add stored	reports	🕂 Add supplier r	eports fro	m local	- Ren	nove from	roll-up	
								Cancel	Finish	Back	Next	



For choosing another Business Unit than the one you are logged in at the moment, please click the
 in the upper right corner of the window that just has opened:

Add reports from online storage			×
		Switch to sub-organization	Fast Cars - Dem 🙀
FOLDER	DESCRIPTION		•
▶ 🗁 Trial			
► C→Reports 2013			
▶			
B) 2		View report	Add V Done

4. A new window will appear, showing all Business Units which are connected to your account or to

your sub-organizations when clicking the **search** button. This is the hierarchy we have chosen for our example:



To decrease the amount of Business Units shown, please use the filter options available. **The column "Parent company name" shows that company Fast Cars has one sub**-organization which is called Fine Metal Supplies – **Demo (Column "Company name"**). This sub-organization has 3 sub-organizations , which are Fine Tungsten Supplies, Fine Tin Supplies and Fine Gold Supplies. Fast Cars has no parent company, as this is the head account we are currently logged in. **By clicking the checkbox for "Include sub-organizations", the reports from all suborganizations of** the marked organization will be shown in the next window.

IPCM PID DUNS Number VAT Number VAT Number Company Name Street Postal/Zp Code	$ PCMP D \\ Company Name \\ Company Name \\ Company Name \\ Company Name \\ Statel Province \\ Cty \\ Ct$				_								
Company Name Street Postal/Zip Code	Company Name Street Postal/Zip Code City City Country State/Province City City Country <	PCMP ID			DUNS Number			V	AT Number	r			
State/Province City Country Company NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUNS NUMBER VAT NUMBER STREET CITY POSTAL/ZIP CODE STATE/PROVINCE COUNTRY Fine Tungsten Supply 2201 Fine Metal Supplies-Demo 2002 Iest Vienna lest Vienna AUST	State/Province City Country Country COMPANY NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUNS NUMBER STREET CITY POSTALZIP CODE STATE/PROVINCE COUNT 7 Fine Tungsten Supply 2201 Fine Metal Supplies - Demo 2002 DUNS NUMBER STREET CITY POSTALZIP CODE STATE/PROVINCE COUNT 7 Fine Tungsten Supply 2141 Fine Metal Supplies - Demo 2002 Parent IPCMP ID DUNS NUMBER STREET Vienna test AUSTRIA Fine Glo Supply 2100 Fine Metal Supplies - Demo 2002 918273845 Ignaz Koeckstrasse 10/3 04 Vienna 1210 AUSTRIA Fast Cars - Demo 2002 Fast Cars - Demo 2002 Test Test 12345 UNITED I	Company Name			Street			P	ostal/Zip C	ode			
COMPANY NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUNS NUMBER VAT NUMBER STREET CITY POSTAL/ZIP CODE STATE/PROVINCE COUN Fine Tungsten Supply 2001 Fine Metal Supplies-Demo 2002 test Varna est Varna est Varna est Varna Va	COMPANY NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUNS NUMBER STRET CITY POSTAL/ZIP CODE STATE/PROVINCE COUNT Fine Tungsten Supply 2201 Fine Metal Supplies - Demo 2002 test Vienna test AUSTRIA Fine Tin Supply 2141 Fine Metal Supplies - Demo 2002 91827865 Ignaz Kock 10 Wien 1210 AUSTRIA Fine Gold Supply 2000 Fine Metal Supplies - Demo 2002 91827865 Ignaz Kock 100 Wien 1210 AUSTRIA Fine Gold Supply 2000 Fine Metal Supplies - Demo 2002 91827865 Ignaz Koeckstrase 103.04 Vienna 1245 UNITRIA Fine Gold Supply 2000 Fine Metal Supplies - Demo 2020 165 Test 12345 UNITRIA	State/Province			City			c	ountry				
COMPANY NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUNS NUMBER VAT NUMBER STREET CITY POSTALZIP CODE STATE/PROVINCE COUN Fine Tungsten Supply 2201 Fine Metal Supplies - Demo 2002 test Vienna test Vienna 4UST	COMPANY NAME IPCMP ID PARENT COMPANY NAME PARENT IPCMP ID DUN'S NUMBER VAT NUMBER STREET CITY POSTAL/ZIP CODE STATE/PROVINCE COUNT Fine Tungsten Supply 2010 Fine Metal Supplies - Demo 2002 test test 4est AUSTRIA Fine Tin Supply 2141 Fine Metal Supplies - Demo 2002 p18273645 Ignaz Kock Nor Viena 1210 AUSTRIA Fine Gold Supply 2000 Fine Metal Supplies - Demo 2002 p18273645 Ignaz Koeckstrasse 103.04 Viena 1210 AUSTRIA Fine Metal Supplies - Demo 2020 Fine Metal Supplies - Demo 2020 p18273645 Ignaz Koeckstrasse 103.04 Viena 1210 AUSTRIA Fine Metal Supplies - Demo 2020 Fast Cars - Demo 2020 Test Test 12345 UNITED					A Search	🕝 Reset						
Fine Turgsten Supply 2201 Fine Metal Supplies - Demo 2002 test Vienna test AUST Fine Turgsten Supply 241 Fine Metal Supplies - Demo 2002 test Vienna test AUST	Fine Tungsten Supply 2010 Fine Metal Supplies - Demo 2002 test Vienna test AUSTRIA Fine Tin Supply 2141 Fine Metal Supplies - Demo 2002 Ignaz Kock 10 Vien 1210 AUSTRIA Fine Gold Supply 2000 Fine Metal Supplies - Demo 2002 918273645 Ignaz Kock 10 Vien 1210 AUSTRIA Fise Gard Supplies - Demo 202 Fine Metal Supplies - Demo 202 12345 Compliance AUSTRIA Fise Cars - Demo 202 Fast Cars - Demo 202 Test 12345 Compliance AUSTRIA	COMPANY NAME	IPCMP ID	PARENT COMPANY NAME	PARENT IPCMP ID	DUNS NUMBER	VAT NUMBER	STREET	CI	TY	POSTAL/ZIP CODE	STATE/PROVINCE	COUNT
Fire Te Currely 2444 Fire Matel Curreline Dama 2002	Fine Tin Supply 2141 Fine Metal Supples - Demo 2002 Fine Metal Supples - Demo F	Fine Tungsten Supply	2201	Fine Metal Supplies - Demo	2002			test	Vie	enna	test		AUSTRIA
rine fin supply 2141 Fine metal supplies - Denio 2002 Ignaz Kock TO Wien 1210 AOST	Fine Gald Supply 2000 Fine Metal Supples - Demo 2002 918273645 Ignaz Koeckstrasse 103.04 Vena 1210 AUSTRIA Fast Cars - Demo 2020 Test Test 1245 UNITED 1 Fine Metal Supples - Demo 2020 Test 1245 ALBANHA	Fine Tin Supply	2141	Fine Metal Supplies - Demo	2002			Ignaz Köck 10	W	lien	1210		AUSTRIA
Fine Gold Supply 2000 Fine Metal Supplies - Demo 2002 918273645 Ignaz Koeckstrasse 10/3.04 Vienna 1210 AUST	Fast Cars - Demo 2020 Test Test 12435 UNITED Fine Metal Supplies - Demo 2020 Fast Cars - Demo 2020 Test Test 12435 ALBANIA	Fine Gold Supply	2000	Fine Metal Supplies - Demo	2002	918273645		Ignaz Koeckstrasse 10	0/3.04 Vie	enna	1210		AUSTRIA
Fast Cars - Demo 2020 Test Test 12345 UNITE	Fine Metal Supplies - Demo 2002 Fast Cars - Demo 2020 Test Test 12345 ALBANIA	Fast Cars - Demo	2020					Test	Те	st	12345		UNITED K
Fine Metal Supplies - Demo 2002 Fast Cars - Demo 2020 Test Test 12345 ALBA		Fine Metal Supplies - Demo	2002	Fast Cars - Demo	2020			Test	Te	st	12345		ALBANIA
		< [- F



 Please choose the sub-organization from which you would like to add a report to your roll-up and click "Select". (For information on the "Include sub-organizations" checkbox, please scroll down to step 6b)

Switch to sub-or	ganization										×
Thide search											
iPCMP ID			DUNS Number				VAT Num	ber			
Company Name			Street				Postal/Zi	p Code			
State/Province			City				Country				
				👫 Search	🕞 Reset						
COMPANY NAME	IPCMP ID	PARENT COMPANY NAME	PARENT IPCMP ID	DUNS NUMBER	VAT NUMBER	STREET		CITY	POSTAL/ZIP CODE	STATE/PROVINCE	COUNT
Fine Tungsten Supply	2201	Fine Metal Supplies - Demo	2002			test		Vienna	test		AUSTRIA
Fine Tin Supply	2141	Fine Metal Supplies - Demo	2002			Ignaz Köck 10		Wien	1210		AUSTRIA
Fine Gold Supply	2000	Fine Metal Supplies - Demo	2002	918273645		Ignaz Koeckstrass	e 10/3.04	Vienna	1210		AUSTRIA
Fast Cars - Demo	2020					Test		Test	12345		UNITED K
Fine Metal Supplies - Demo	2002	Fast Cars - Demo	2020			Test		Test	12345		ALBANIA
•				III							•
8 8									Include sub-orga	nizations	t Cancel

6a. A window opens which shows you the folder structure of the chosen sub-organization. Please choose the report you would like to add and click "Add". When you have finished adding reports, click "Done".

Add reports from online storage				×
		Switch to sub-organization	Fine Metal Suppli	A
FOLDER	DESCRIPTION			•
▶ 🗁 August				
▼ 🗁 demo 1				
Fine Metal Supplies - Demo -2013-06-16				
Crime Metals				
Coarse Metals				
8		View report	t 🗣 Add 🗸 Do	ne

7a. The reports you have chosen will appear in the list of reports for the roll-up. You can now start again choosing another sub-organization or proceed with the report aggregation by clicking "Next". Please see further steps in the User Manual for iPCMP (Basic and Premium licenses).

(Point	Conflict Mir Platform	erals			Fast Cars - Demo			?	en *	6
Home	Management									
Requ	iests								î	Home
Add	reports to re	oll-up								
REQUE	STOR SCOPE C	F DECLARATION	SUPPLIER IPCMP ID	SUPPLIER	PRIVATE SUPPLIER OWN ID	LAST CHANGE OF STATE	REQUEST	DATE	PRIVATE	
	Company	/ Level		Fine Metal			2013-06-1	15 20:00:		
•			11							•
2	8		🕂 Add s	upplier reports	Add stored reports	Add supplier reports fro	om local	- Rem	iove from i	roll-up
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6b. When checkmarking **the box besides "Include sub-organizations"** in step No 5, mark the organization of which you would like to include all sub-**organizations and click "Select"**.

🜍 Switch to sub-c	rganization										×
▼hide search											
iPCMP ID			DUNS Number				VAT Num	ber			
Company Name			Street				Postal/Zi	p Code			
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COMPANY NAME	IPCMP ID	PARENT COMPANY NAME	PARENT IPCMP ID	DUNS NUMBER	VAT NUMBER	STREET		CITY	POSTAL/ZIP CODE	STATE/PROVINCE	COUNT
Fine Tungsten Supply	2201	Fine Metal Supplies - Demo	2002			test		Vienna	test		AUSTRIA
Fine Tin Supply	2141	Fine Metal Supplies - Demo	2002			Ignaz Köck 10		Wien	1210		AUSTRIA
Fine Gold Supply	2000	Fine Metal Supplies - Demo	2002	918273645		Ignaz Koeckstrass	e 10/3.04	Vienna	1210		AUSTRIA
Fast Cars - Demo	2020					Test		Test	12345		UNITED K
Fine Metal Supplies - Dem	o 2002	Fast Cars - Demo	2020			Test		Test	12345		ALBANIA
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8 2									🔽 Include sub-orga	nizations 🗹 Selec	t Cancel

7b. The reports of all sub-organizations from the organization you have chosen in point 6b will be shown. Choose the ones you would like to add to your roll-up and click "Add". When you have finished adding reports, click "Done". The second column shows the sub-organization which has received the report, the fourth column shows the company that has created the report.

Number of the search Image: Search I	🕞 A	dd accepted supplier r	eports									
vide search Image: Characterization scope requested Image: Characterization scope requested <thimage: characterization="" requested<="" scope="" th=""> Image: Characterization scope requested <thimage: characterization="" requested<="" scope="" th=""> <thi< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Switch to sub</th><th>-organization Fine I</th><th>Metal Supplies - Demo</th><th>H</th></thi<></thimage:></thimage:>									Switch to sub	-organization Fine I	Metal Supplies - Demo	H
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Fine Gold Supply	Company Level	2141	Fine Tin Supply		2013-08-09 17:24:33 EDT	2013-03-18 08:09		2013-03-19		
8 8					4	Add supplier report	Add stored reports	Add suppli	er reports from local	Remove from roll-up
									Cancel	Finish Back Next

8b. All reports you have chosen will be shown on the next window.

Please click "Next" and proceed as shown in the User Guide for Basic and Premium Users.

5.3 Analyze the performance of your Business Units / Sub-organizations

There are several features available which make it easy for you to analyze the supplier feedback rate as well as the Conflict Minerals Risk within your organization, as well as your sub-organizations. Please click on "All supplier requests" in the "Supplier Requests" tile of your home screen.

Supplier R	lequests	2
New	New Product Level Requests	All supplier requests

A new window appears, showing all supplier requests you have sent out. To choose another sub-

organization,	please clic	k this buttor	M ii	n the	upper righ	t corner	of your screen.	
							,	

(Point P	onflict Mir latform	nerals			Fast Cars - Demo 💡 en 💌 💰								
Home	Home Management												
Supplie	Supplier Requests												
	Switch to sub-organization Fast Cars - Dem												
▼hide sea	rch												
Due date) -	Last chan	ge of state			Request state	e			•	
Request d	late) - [Declaratio	on scope reques	ted	-	Select supplie	er	A			
Request ta	ag			A Private su	vate supplier name Private supplier own id								
									🕅 Search	🥱 Reset			
RED FLAG	STATE F	EQUESTOR	PCMP ID	REQUESTOR	DUE DATE	SENT DATE	RECIPIENT		SUPPLIER	IPCMP ID	PRIVATE SU	F	
Θ	2	020		Fast Cars - Demo	2013-01-23 (2013-01-21 16	AS Systems	GmbH - Demo	2060			•	
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9	2	020		Fast Cars - Demo	2012-09-30 1	2012-09-07 10	Fine Metal S	upplies - Demo	2002				
	2	020		Fast Cars - Demo	2012-09-29 1	2012-09-07 11	Fine Metal S	upplies - Demo	2002			-	
•		_	III								•		
🔹 🐔	3		Analyze	Send request remin	der 🛛 🚡 Expo	rt reporting temp	late 🚽 🕂 Cre	eate new reques	st 🛛 🦻 View	request	🚀 View reque	est	



▼hide search							
iPCMP ID		DUNS Number		VAT Number			
Company Name		Street		Postal/Zip Code			
State/Province		City		Country			
		🕅 Search	🖻 Reset				
COMPANY NAME	IPCMP ID	PARENT COMPANY NAME	PARENT IPCMP ID	DUNS NUMBER	VAT NUMBER	R 5.	
Fine Tungsten Supply	2201	Fine Metal Supplies - Demo	2002			test	
Fine Tin Supply	2141	Fine Metal Supplies - Demo	2002			Igna	
Fine Gold Supply	2000	Fine Metal Supplies - Demo	2002	918273645		Igna	
Fast Cars - Demo	2020					Test	
Fine Metal Supplies - Demo	2002	Fast Cars - Demo	2020			Test	
•	111					•	
B 2			Inclu	de sub-organizations	Select	Cancel	
				-		10	

Click on "Search" and the list of all your sub layers will appear.

Please choose the organization you would like to analyze. Please see a description of the company hierarch which can be seen here under chapter 5.2.

Click select to open a new window, showing you all requests that have been sent out from the chosen sub-organization, including its incoming reports if there are any. Filter your search result as usual and click the "Analyze" button to finally reach the Analyze window. Please refer to the iPCMP Basic and Premium User guide on more information on the Analyze section. Please note, that other buttons such as "Close request" (which can be seen when you are looking at your own supplier requests tile) are not shown when you are switching to sub-organizations.

💼 Home										
									uests	Supplier Req
Supplies -	Fine Metal Sup	ganization	ch to sub-orga	Swite						
										hide search
			uest state	Req		state	Last change of		-	Due date
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ted Company	Accepted		2020		Fast Cars - Demo	2013-10-03 08	2013-12-31 2	Fine Metal Supplies	2002	
sed Company	Released		2020		Fast Cars - Demo	2013-10-03 08	2013-11-30 2	Fine Metal Supplies	2002	ē
Company	Sent			iil.com	andreas.schiffleitner@gmail.	2013-07-27 09	2013-07-31 1	Fine Metal Supplies	2002	0
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ved Company	Received		2141		Fine Tin Supply	2013-06-16 02	2013-06-30 1	Fine Metal Supplies	2002	Θ
sed Company	Released		2020		Fast Cars - Demo	2013-05-25 11	2013-05-31 1	Fine Metal Supplies	2002	9
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