

**Hewlett Packard** Enterprise

# Compliance Data Exchange (CDX)

Version 4.4

**User Manual** 



# REVISIONS

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2.0	June-21-2012	Changes with CDX Release 2.0 included	
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# INTRODUCTION

Environmental protection plays an ever-increasing role in our world. More and more chemicals are coming under scrutiny with companies in all industries required to reduce the use of these hazardous substances in their products. Additionally, to avoid waste, companies are required to reduce the demand for resources – recovering the resources contained in waste and return them back into the product. With the increasing globalization of the economy and customer base, a company needs to go beyond observing only national or regional standards. They must also comply with international laws and regulations and implement the requirements into the design and production processes.

Hewlett Packard Enterprise (HPE) – one of the pioneer companies in recycling and environmental management – provides with the <u>Compliance Data Exchange (CDX)</u>, a solution that enables you to collect, maintain, analyze and archive information about your materials across all levels of your supply chain. With the help of the CDX system, you can provide information about the substances contained in your products or used during your production process at anytime from anywhere to your customers that require it, and you can analyze your data in terms of environmental compliance. In the CDX system, you collect data through the entire supply chain which allows participating companies to comply with legal requirements such as the Hong Kong Convention (HKC), REACH, SVHC, WEEE, Conflict Minerals and similar regulations.

The **CDX Conflict Minerals Declaration (CMD) Manager** enables you to meet reporting requirements for the Dodd-Frank Wall Street Reform and Consumer Protection Act. Specifically, the CMD Manager assists in the declaration process and roll-up of information received from supplier companies, to give you full control over your company's supply chain. It provides the best solution to manage the CMDs of business partners working in CDX, and also exchanging CMDs with business partners not currently registered in CDX.



# **CDX – GETTING STARTED**

# **Basic Requirements**

For accessing the CDX you need an internet connection and a browser. Due to the technical requirements, please use one of the browser versions supported by HPE (you find these versions on the CDX Information Pages, <u>http://www.cdxsystem.com</u>  $\rightarrow$  How To Start  $\rightarrow$  System Information) e.g. the Microsoft Internet Explorer Version 10.0 or Mozilla Firefox and Google Chrome in its current version. There may be other browsers and versions that will work with CDX but the helpdesk can only assist if you have issues with the supported browsers. In all cases, in the internet options of the browser, you must enable Java Scripting. If your browser does not have the correct options enabled, you will not be able to continue actions in the application. As with other web applications, when working in CDX, the browser keys and buttons (for example "Back") do not have the desired effect. You will need to use the buttons and functions within CDX to navigate.

## Costs

Any company can self-register and use CDX to create a datasheet and send to their customer at no cost. Each company is allowed to receive 10 datasheets at no cost. However, to receive the greatest benefit from the system, you need to use data from your suppliers. To be able to incorporate their data into your structures, you need to pay for each of your supplier's datasheets you want to use in your own structures. Please see CDX Information Pages > How To Start > Order Information > CDX Receiver Volume License for a description of our pricing schedule.

The service fees include the CDX operations, system maintenance, web services and 1st level helpdesk support. To use the CDX Web Services, your company has to place minimum one order and the use of the standard interface is included in the datasheet price. However any support (e.g. consulting) regarding the connection of CDX to your in-house systems is not included and will need to be purchased separately.

The charge to use the CMD Manager, and incorporate CMDs from your suppliers via CMD workflow or Excel upload, will be based on a fee per calendar year for each CDX company (please refer to the **CDX Information Pages > How To Start > Order Information > CMD Manager License**).

# **Company Registration**

**Note:** Each company or company site is allowed one CDX registration. This is done to prevent confusion within your own company and between your company and your customers and suppliers. We ask that you check first with the <u>CDX Service Desk</u> before registering your company online. Once registered, any Company Administrator can create users and other Company Administrators. As people within a company frequently change jobs or leave the company, we strongly suggest a minimum of two (2) Company Administrators for each CDX company.

A company can be registered on our homepage: CDX Information Pages  $\rightarrow$  CDX Login  $\rightarrow$  Registration  $\rightarrow$  Register your company.

$\boldsymbol{\subset}$	$\sim$	$\times$		
compl	iance	.data.	exch	ange

compliance.data.exchar	ġ e					Hewlett Pad Enterprise
Login	Company Registration					
User ID	Company Data					
Password	Please enter your company data in	the following fields. Each	field marked with a re	d asterisk is mandatory.		
	Company Name			*		
l coin	Street			*		
- Login	Zip or Postal Code					
Registration	City			*		
Register your company	State / Province					
	Mailbox					
lelp	DUNS Number					
CDX User Manual	IMDS Company ID	0				
Terms of Use     User ID forgotten	Country Pl	and calest a country		1.		
<ul> <li>Request new password</li> </ul>	To your company a CM	Conflict Minorals (CM)	•	7.		
Contact     CDX Training	smelter	Connict Minerals (CM)				
ideo Tutorial	Smelter Facility					
Register Your Company in CDX	View 🗸 😮 Add 🖉 Edit	Remove				
Accept Received MDS     Create Material with Substances	No. Facility Name Fa	cility Street	Facility City	Facility Country	Metal	F
Send / Propose MDS						
<ul> <li>CMD Manager - Getting Started</li> <li>CMD Search</li> </ul>						
Import a CMD						/
<ul> <li>Submit a CMD</li> </ul>						
	Company Administrator					
	Enter the Company Administrator's	data here. This user is re	ponsible for the admi	nistration of your company. He cre	tes organizational units and	administers your
	company's users.	tor's a mail address is con	rast basausa yaur sara	meany registration data will be see	to it	
	Since CDX is an international system	m, please also include the	country dialing code in	n the phone number.		
	Last Name			*		
	First Name			*		
	Telephone no.					
	Fax no.					
	E-Mail address				•	
	Repeat e-mail address					

The user can enter the company data and one Company Administrator at this time. All fields with a red \* are required. When the form is submitted, the system will check to see if another company with the same name is already registered (meaning exact character string match). For those companies wanting to centralize their compliance operations, we have a "deny list" which rejects any submission that has the restricted character string.

Since CDX has a reporting module for Conflict Minerals and a CM smelter is a special kind of company, you get an additional Tab "Smelter Facility", when you need to register your company as a smelter by selecting the checkbox "Is your company a CM smelter". **Additional steps are required to activate your company if your company is a smelter.** Detailed information for the smelter facility administration can be found in the section <u>Administration Menu > Company</u>. By default, for common company registrations, the checkbox is unselected and the "Smelter Facility" tab is invisible.

**Note:** In contrast to common company registration, the "Smelter Facility" tab is only available for smelter companies to input their facility data together with all information about the minerals created at this facility. A smelter can have more than one facility and each facility can produce more than one mineral. The "Company data" Tab should be updated to include the Smelter Facility's company headquarters information and the "Company Administrator" Tab is used for information about the Company Administrator of smelter's headquarters.

HPE strongly recommends that the person registering the company be the initial Company Administrator as the system will e-mail the registration information, including a URL to the ID, to the Company Administrator. If the Company Administrator is not the one registering the company, they are likely to ignore or delete the message.

**Note:** Please make sure, that the e-mail address field is filled with the correct address because this is where the confirmation mail is sent. User IDs are assigned to individuals and not to companies. The only authorized user of the ID also has the e-mail address associated with the ID. We strongly recommend that each person working in CDX have their own User ID.

After completing the fields and clicking "**Next**", you will receive a window asking if you want to register the company in CDX. After accepting in this window, you receive a screen with your CDX Credentials: User, ID, Password, Company ID, Company name. Please copy your CDX credentials and store them in a safe place. **They will not be displayed again,** so make sure you copy them correct.



compliance.data.excha	n g e Eilingsler
Login User ID	CDX Credentials Please copy your CDX credentials below and store them in a safe place. They will not be displayed again, so make sure you copy them correct.
Password Language English	User ID gmymm007 Password f9q5mcne Company ID 900544 Company Name My Smelter Company
Registration  Register your company	Next you will receive an e-mail containing a link to activate your new company in CDX. After that you can use your user ID and password to log in the CDX application. Please be aware that the link can only be used once and will get invalid after 2 weeks for security reasons.
reep     COX User Manual     Terms of Use     User ID forgotten     Request new password     Contact     COX Training	✓ OK

After you confirm, that you have copied the CDX credentials, you will receive an e-mail containing a link to activate your new company in CDX. You will need to use this URL to activate the company before you can log into CDX. After that you can use your user ID and password to log in the CDX application. The following is an example of the e-mail the Company Administrator will receive after registering a company. Please note that the e-mail is sent from the CDX system and you may have to work with your IT department to ensure delivery to your inbox. Sometimes these are blocked at the firewall level and sometimes they are routed to the junk or spam folder. As this email is sent from a computer, it cannot respond to a request to click on a link and enter a set of characters to allow the email to go through.

0	* * *	CDX - Comp	any Registration	- Message (HTMI	-)	×
Message	Insert O	ptions Format Text	Adobe PDF			(
Reply Reply Forwards All Responde	ard & Call -	Delete Move to Create Folder* Rule A Actions	Other dions *	Safe Lists +	Categorize Follow Mark as Up * Unread Options	Find Related * Select * Find
From: CDXI	Mailer				Sent	Mo 11 06 2012 09:2
To: CDX	Info					
Cc						
Subject: CDX - C	ompany Registr	ation				
Section and a						23
Dear Sir or Mada	m,					
and the second second						
we received your	r company re	gistration with the follo	wing data:			
Company Data						
Company Name	My Conditor	Company				
Company Name	My Smeller	Company				
Street	My					
Zip Code	99999					
City	My City					
State / Province	-					
Mailbox						
Country	Germany					
DUNS Number	12-345-679	8				
Company Admi	nistrator					
Last Name	My Name					
First name	My First nam	he				
Telephone No	12345					13
Fax No.	120.0					
E mail Addrose	ndy info@br	com				
E-mail Address	Caxminolen					
100000000000000000000000000000000000000	A CONTRACTOR			N 10 10 10 10 10	a car a car a car a cara a	the second second
Clicking the follow	wing link to a	ctivate your CDX comp	any. After that	you can log in	to CDX immediately using	the user ID
and password yo	u received d	uring the company reg	istration proce	ss. You have to	o change your password a	nd accept the
CDX Terms of Us	e during you	r first logon.				
Please click on th	ne following li	nk in your browser to a	ctivate your c	ompany in CDX	in a contract of the second	
http://www.cdxs	vstem.com/	:dx/faces/login?op=reg	&l=en&i=Te7r	mbYcJZi7qquhF	4HXW9MQqQE2M3DhWbL	C
Important:						
For security purp	oses the abo	ove link can only be use	ed once and w	ill only be valid	for the next 14 days. If yo	ou do not
activate within 14	4 days, you w	vill need to contact the	CDX Service D	esk to activate	your company.	

**Note:** Some e-mail applications will insert a carriage return instead of wrapping the URL. If your URL doesn't work, there will probably be a few random characters on the line below the URL. These are part of the key. Copy both lines into an application where you can remove the paragraph mark between the two lines to create a longer URL and click on it.

When you access this URL, you get the possibility of activating or cancelling the registration with CDX. If you elect to cancel, you will not be able to return to the URL and accept.

Note: You have 14 days time to access the URL sent to you. If the URL has not been visited for 14 days, the URL is no longer accessible.





The following figure shows a typical Company Activation page.

compliance.data.excha	n g o Hendett Packare Eliterprise
Login User ID Password Language Entaileh V Login	Company Activation Thank you for your CDX company registration with the following data: Company ID 900635 Company Name My Company 12 Street My Street Zip or Postal Code 99999
Registration  • Register your company Help	City My City State / Province Country Germany Pressing the Activate button to activate your CDX company. After that you can log in to CDX immediately using the user ID and password you received during the company registration process. You have to change your password and accept the CDX Terms of Use during your first logon. If you have not registered this company or if you do not want to activate this company in CDX please press the Cancel button to discard the company resistration
CDX User Manual     Terms of Use     User ID forgotten     Request new password     Contact     CDX Training	✓ Activate ⊃ Cancel

By clicking "Activate" your CDX Company Registration is completed, and you can log in CDX by using the User ID and password you received during the registration.

Information	
Your CDX Compan by using the useri registration.	y Registration is completed. You can log in CDX d and password you received during the
by using the useri registration.	d and password you received during the

As a Company Administrator you are now allowed to and are responsible for:

- Creating users for (only) your own company
- Changing user profiles within your company
- · Resetting passwords for your users
- Assigning contact persons for your company
- Deactivating users that have left the company
- Ensuring there is always a minimum of one Company Administrator available in your CDX company (including vacations and leaves of absence)
- Watching the MDS count, ordering more when the count is low and ensuring that the Purchase Order is created to pay for the order
- Accessing the MDS specific statistics for your CDX company

Every time a new user is created, you see a window with the User ID and the associated e-mail address. A temporary password is generated and sent by e-mail to the user. This e-mail only contains the new password, not the User ID – so it is necessary that you inform the user about the CDX user ID.

CDX - Compliance Data Exchange
Information A user with the User ID ghptn001 and the e-mail address cdx-info@hp.com was created and should receive an e-mail containing the password to this ID. For security reasons, the e-mail will NOT contain the User ID. Please inform the user of their new User ID. For security reasons, we recommend giving this information in person, by snall mail, telephone or voicemail and not by e-mail.
<b>▲</b> ok

Each new user must read and accept the CDX Terms of Use at first login.

**Note:** Each user has the capability and responsibility to maintain their e-mail and phone number. The Company Administrator can also maintain this data. For system security, each user should use their own ID. Password resets will only be communicated to the e-mail on the ID.

# System Access

The CDX system is accessed from the CDX Information web pages: www.cdxsystem.com.

After navigating to the CDX Information Pages, you will find several tabs at the top of the page. Under **CDX System** → **Support**, you will find our Frequently Asked Questions (FAQs) which presents answers to common questions. The following picture presents the CDX homepage.



# Login

Once on the CDX Information Pages, click the button "CDX Login" to access the CDX system.

The following figure depicts a typical view of the CDX login page.

compliance.data.exchan	ge	The Article Product Sector
Login	Information	
User ID Password Language English	A n a ly z o w n q	and the second s
Registration  • Register your company	Announcements	
Help CDX User Manual Terms of Use	09/11/2015 🔃	GADSL Update 4th September 2015 The updates of the GADSL are reflected in the basic substances in CDX. More information on the changes can be found here.
Request new password     Contact     CDX Training	08/17/2015 🕠	Bosch Group uses HP's Compliance Data eXchange (CDX) Service for its Non-Automotive Business Units. Read more
Video Tutorial • Register Your Company in CDX • Accept Received MDS • Create Material with Substances • Send / Propose MDS • CMD Manager - Getting Started • CMD Samer - Getting Started • CMD Samer - Getting Started • Submit a CMD • Submit a CMD	08/13/2015 🛈	Free CDX Webinars We are offering free Webinars to introduce you to CDX and the included CMD Manager, along with the latest upgrades to this service offering. Join our upcoming Webinars in September Register today and watch our website for announcements about future events.

At this point, you enter your User ID and password. The User ID is **not** the same as the Company ID. User IDs follow a pattern comprised of information from the company name and user assigned to the ID. Company IDs are all numeric while User IDs consist of a set of lower case letters followed by a set of numbers. User IDs and passwords are case sensitive (meaning SPRING is not the same as spring). To avoid lockouts, we suggest at first login that you copy (<CTRL><C>) and paste (<CTRL><V>) from the e-mail. System generated passwords only contain lower case characters and numbers. They will not contain o, 0, I, or 1. User IDs usually contain 5 lower case letters followed by 3 numbers.

CDX Login



Prior to logging in, you may select the language that the prompts appear at this point: English, German, French, Spanish, Portuguese, Chinese, Japanese or Korean. It should be noted that although the field prompts are presented in different languages, all field entries must be made in English as that is the agreed up language of CDX. Additionally, CDX does not translate field entries from one language to another.

Login	
User ID	
Password	
Language English	•
	D Login

# User ID Forgotten / Request new password

From time to time, you may forget the ID and/or password, especially if you do not enter the system frequently. CDX has built in functionality to assist users in retrieving their ID and resetting their password. However, the key to this lock is the e-mail address associated with the ID in the system. It is imperative that you keep your e-mail current in the system.

If you forget your ID, you can easily retrieve your User ID(s) in the CDX Application login screen by using the **User ID Forgotten** link as shown below.



When using the link, you will be asked to enter your e-mail address:



And the system will sent you a list of all User IDs associated with your e-mail address. Once you have the ID, you can then use the **Request new password link** to reset the password.



When you use the link, a window similar to the following will appear:



When you request a new password, the correct e-mail address for the ID needs to be entered. This e-mail address has to match the e-mail address already available in the system for this User ID in order to be able to set back the password.

The system performs a check and, if it is allowed (e.g. the ID is not expired and you have had a successful login since the last password reset), a new password will be sent to the e-mail address associated with the ID in the system. We strongly suggest that since the password will be a random string of characters, you copy/paste from the e-mail into the password field. You will need to change the password at first login.

If you get an error message, then either the ID is incorrect, you do not have the correct e-mail address for the ID, the ID is expired, or you have not had a successful login since the last password reset. This last check is to prevent you from constantly requesting a password reset when you cannot receive e-mails from the system. If you are having issues receiving e-mail from the CDX server, then please work with your IT department and the **User ID Forgotten** link to trace why you cannot receive e-mails from the system. If you cannot receive e-mails from the CDX system, you cannot use the system.

# Accept the Terms of Use

At first login (using the temporary password received by e-mail), a user must accept the Terms of Use and change the temporary password in order to proceed. The following figure shows the typical Terms of Use screen.

Ferms of use	
o use the CDX system it is mandatory that you agree without any changes or additions to the terms of use as desc elow.	ribed
CDX Terms of Use	^
By pressing the "Yes"-button at the end of these Terms of Use, the USER advnowledges these Terms of Use in the current valid version. As to any future versions of the Terms of Use, Article 12 shall apply:	
Preamble	
The Compliance Data eXchange (= CDX) was developed and is operated by HP Enterprise Services (subsequently called "HP") with the purpose to enable the gathering and exchange of environmentally relevant information on components, materials and substances by using the internet as the most cost efficient enabler for this process.	
(1) Subject of the CDX Terms of Use	•
to you agree without any changes or additions to the terms of use as described above ?	

In some browsers or some screen resolutions, you may need to scroll to the right to view the Accept and Decline buttons. You will need to **Accept** after **reading** the Terms of Use to proceed. **Decline** takes you back to the CDX start page and you will not be able to use CDX.

# **Change Temporary Password**

As a next step you will have to change your initial password. You may also change it through the **Administration** > **Change Password** option. For security reasons, you will need to change your password at least every 90 days or after a system password reset (either through the "Request new password" from the CDX login screen or by the CDX Service Desk).

CDX - Compliance Data Excha	ange
Password Change	
For security reasons your passwo company administrator has reset t A valid password has to consist of allowed as well as numbers. At lea	rd has to be changed after your first logon, after your your password and every 90 days. f 8 to 20 characters. Capitals and lower-case characters are ast one number has to be used.
Old password	
New Password	
Retype password	
	V OK 🔵 Cancel

When changing the password, you will have to enter the old password and create a new password. The password must be a minimum of 8 characters and can be up to 20 characters. Passwords may only contain ASCII or Latin 1 (ISO-8859-1) characters and must contain at least one numeric character.



# **Review and Acknowledge Notifications**

If there are notifications, they will be displayed immediately after login and you can decide to either mark them as read or to be displayed again at next login. The notification screen may not appear if you had to change your password (will appear with the next login). You cannot ignore this screen. You MUST acknowledge that you have read the message in order to proceed. The following figure depicts typical notifications.

otification portant information ws entry.	might be available for you. Please carefully read all news items below. They will popup every ti	me you log on until you confirm that you have read each
2/09/2011 🛈	Rare Earth A new basic substance group was added: Rare Earth Elements and their Compounds.	<ul> <li>Show this announcement again</li> <li>I have read this announcement</li> </ul>
5/24/2012 🛈	Administrator company	<ul> <li>Show this announcement again</li> <li>I have read this announcement</li> </ul>

Once you click <OK>, you get to the CDX main screen. The following figure presents the primary view of CDX.

MDS Search Ingredients Sup Ferdela	Requirent data Analysis MDS Renues	
tame, ID, Version, Date Name Number MDS ID Current Date published / accepted / internally released created (own MDSs) from 10/25/2015 © to 11/25/2015 © to 11/25/2015 ©	Supplier MDSs       ☐ accepted MDSs       ☑ 👉 💭       Supplier       Supplier       Supplier search is disabled.	Own MDSs Own MDSs Isst edited by me Assigned Org Unit Assigned Contact V
ew ▼ 🔄 Menu 😹 Export		Q Search
e Name	Number	ID / Version Node ID Supplier



# Navigating CDX

Once you enter CDX, you see a window that consists of several parts. The following figure illustrates the various parts.



## User Information Area / Log off

In this area of the screen the user's name and the company name and CDX ID are displayed. For signing out, a Log off button is available in the upper right corner ( $^{\circ}$ ). There is also a "status indicator" next to it ( $^{\circ}$ ).

## Main Menu and Buttons

The Main Menu and Buttons present all options to which your user profile currently has access. This menu is interactive, which means the cursor highlights the chosen menu options. Upon clicking an option, the results will be displayed in the working area. Menu items which are not available at this are displayed in faded colour. The following section describes each of the menu items.

#### MDS Menu/Toolbar Buttons

These functions are available under the MDS menu item:

#### New

You can either use the **MDS** > **New** menu item or the **D** votton in the toolbar. The button will allow a menu to appear which has the same actions as the **MDS** > **New** option in the menu. From the button on the toolbar:

Menu Item	Description	MDS - Functions - Admini	istration + Help +
Component	Create and opens a new Component MDS.	New Otd+5	Component
Semicomponent	Creates and opens a new Semicomponent MDS.	Save as	Material
Material	Creates and opens a new Material MDS.	Release internally	MDS Request
MDS Request	Creates and opens a new MDS request.	Print.	Conflict Minerals Declaration
Conflict Minerals Declaration	Creates and opens a new CMD (Conflict Minerals Declaration).	Check	CMD Request
CMD Request	Creates and opens a new CMD request.	Reject	
SDoC	Creates and opens a new SDoC report.	Use off	07/21/2014 🕲

Component

Semicomponent

CMD Request

SDoC

Conflict Minerals Declaration

Material

#### Save

Save can either be accessed from the **MDS** > **Save** menu item or by using the **I** button in the toolbar. This button will not appear unless the page you are working on can be saved. This function saves the currently open data. Use this function for saving items such as MDSs, requests, organization units, users, and SDoCs.

#### Save As

The following table describes the function of each item under **Save As**:

Menu Item	Description	MDS Functions + Administra	ation - Help -
New Version Only available when editing an MDS. Saves a changed MDS to a new version for the same MDS ID. The		New Kave Ctrl+S	Ingredients *
	previously opened MDS is not modified. You cannot	Save as	new version
	create a New Version of an MDS that was not created by	Release internally	new MDS
	your CDX company.	Porward F	
New MDS	Only available when editing an MDS. Saves a changed	nint 🔸	
	MDS to a new MDS ID. The previously opened MDS is	Check	
	not modified.	& Accept	
		Reject	
		🗶 Delete	
		😃 Log off	

## Release internally

This is only available when editing an MDS. It releases the MDS internally, so it can be used in other MDSs (referenced) created by your own company.

### Forward

The following table describes the options available under **Forward**:

Menu Item	Description	MDS - Functions - Administr	ation + Help +
Forward	Only available when viewing an accepted MDS for which the sender has permitted forwarding. Creates a forwarding copy of the MDS that can be sent to other recipients but cannot be modified in the ingredients tree. This function can be used only one time per accepted	New Save Ctrl+S Save Save as Release internally Forward	s Supplier dat ernally C Send 23] accepted (09/0
	MDS.	Print +	Forwarded MDS
Forwarded MDS	Only available when viewing an accepted MDS that has already been forwarded. Opens the forwarding copy of the MDS.	Check	Original MDS
Original MDS	Only available when viewing a forwarding copy of an accepted MDS. Opens the original accepted MDS.	Collete	

#### Print

You can either use **MDS** > **Print** or the  $\leq \forall$  button on the toolbar to access this function. If you use this button, a menu will appear that is the same as the menu under the **MDS** > **Print** option.





This menu item allows you to print different types of reports from the data of the MDS being viewed as shown in the following table:

Menu Item	Description	MDS - Functions - Administra	ation + Help +
MD Report	Only available when viewing or editing an MDS or when viewing or editing an SDoC if the SDoC is owned by the user. Creates an MD Report for the MDS. The MD Report identifies whether specific Materials (prohibited or restricted) and specific chemical substances contained within the MDS are in accordance with the convention and guidelines defined by ship-building industry.	New  Save Ctrl+S Save as Release internally Forward	Ingredients *
MDS Report	Only available when viewing or editing an MDS. Creates an MDS Report for the MDS. The MDS Report lists the Substances of Assemblies and Materials contained within the MDS.	Accept     Reject     Delete	SDoC - PDF
SDoC	Only available when viewing or editing an SDoC. Creates an SDoC Report for all MDSs and its related MDs specified by the SDoC. The SDoC Report identifies who is responsible for the specified MDSs and its related MD, assures that they are conform to the law and is suitable for the management and control of the information on chemical substances contained. SDoC Report is defined by International Maritime Organization (IMO) for ship recycling.		

## Check

*This function is only available when viewing or editing an MDS*. It performs a check on the MDS and reports all found issues. The Check function may also be initiated by using the button in the toolbar.

#### Accept

This function is only available when viewing a received MDS that has not yet been accepted, rejected or cancelled. Brings the Accept/Reject buttons into view so the MDS can be accepted.

#### Reject

This function is only available when viewing a received MDS that has not yet been accepted, rejected or cancelled. Brings the Accept/Reject buttons into view so the MDS can be rejected.

#### Delete

This function deletes the currently viewed data. This might be an MDS, an MDS Request or an organization unit (*only available for Company Administrators*). This option is not available for received MDSs. Additionally, you cannot delete any data that does not belong to your company.

#### Log Off

This function logs you off CDX and opens the log in / news page. You may also Log Off by using the <sup>1</sup> button on the upper right of the window.

# Functions Menu/Buttons

The Functions menu gives you a list of functions that can be used in CDX. Most of them also have a button on the toolbar. These functions are detailed in the following table:

Menu Item	Description	Toolbar Button	Functions + Administration + Help +
Component Search	Opens the search screen for Component MDSs (own, accepted and published).	1	Material Search Ctrl+2 Material Search Ctrl+3 MDS Search Ctrl+4
Semicomponent Search	Opens the search screen for Semicomponent MDSs (own, accepted and published).		MDS Explorer Ctrl+E  Inbox Outbox
Material Search	Opens the search screen for Material MDSs (own, accepted and published).	•	Where-Used Analysis Substance Search Ctrl+5
MDS Search	Opens the search screen for all MDSs (own, accepted and published).	-	MDS updates Conflict Minerals Manager
MDS Explorer	Opens the MDS Explorer.	1	SDoC Search
<u>Inbox</u>	Opens the search screen for received MDSs, MDS Requests, CMDs and CMD Requests.	≛ ⊽	
<u>Outbox</u>	Opens the search screen for sent MDSs, MDS Requests, CMDs and CMD Requests.	マ	
Where-Used Analysis	Opens the analysis screen allowing to find MDSs with specific contents.	1	
Substance Search	Opens the search screen for Substances.		]
Regulation Substance Overview	Opens a separate independent window, where all common and company specific regulations can be looked up for their detail information.		
MDS Updates	Opens the screen for updating MDSs.		
SDoC Search	Opens the search screen for SDoCs.		1
<u>Clipboard</u>	Opens the Clipboard.		]
Conflict Minerals Manager	Includes the following functions for your Conflict Minerals De (CMD) Management:	eclaration	🚰 New CMD 🗾 new CMD Request
New CMD	Creates and opens a new CMD.		CMD Search
New CMD Request	Creates and opens a new CMD Request.		CMD Template Search
CMD Search	Opens the search screen for CMDs.		CMD Inbox
CMD TemplateSearch	Opens the search screen for CMD Templates.		CMD Request Inbox
CMD Smelter Search	Opens the search screen for CMD Smelters.		CMD Request Outbox
CMD Inbox	Opens the search screen for received CMDs.		CMD Quality Reporting
CMD Request Inbox	Opens the search screen for received CMD Requests.		Deficiency Report
CMD Outbox	Opens the search screen for sent CMDs.		1
CMD Request Outbox	Opens the search screen for sent CMD Requests.		]
CMD Quality Reporting	Opens the screen for CMD Quality Reporting.		]
Deficiency Report	Opens the screen for CMD Deficiency Reporting.		

# Administration Menu

The Administration Menu contains options that are associated with Company Administration. Depending on the User Profile, not all options may be available. The following table explains what options are available this menu.

Menu Item	Description	Administration + Help +
Personal Settings	Shows all data of the user such as e-mail address and phone number and allows him to change his personal information.	Personal settings     Password Change     Notification
Password Change	Allows users to change their password.	Company
Notification	Shows all currently visible and not yet confirmed notifications.	🔥 User
Company	Only available to Company Administrators. Opens the search screen for organization units of the user's company.	🛃 Trust user
User	Only available for Company Administrators. Opens the search screen for users within the user's company.	CMD Admin     CDX Licenses     Company Specific Substance ( ists
Trust User	Only available for Company Administrators. Opens the search screen for trusted and distrusted users in other companies. Allows the Company Administrator to trust or distrust them.	CMD Quality Profile Manager
MDS Admin	Only available for Company Administrators. Opens the MDS Administration screen allowing the Company Administrator to move multiple MDSs from one organization unit to another.	Statistics
CMD Admin	Only available for Company Administrators. Opens the CMD Administration screen, allowing the Company Administrator to move multiple CMDs from one organization unit to another.	
CDX Licenses	Only available to Company Administrators. Shows the current account balance of the user's company. Company Administrators can place an order for CDX Receiver Volume Licenses or CMD Manager Licenses.	
Company Specific Substance Lists	Only available to Company Administrators. Opens the screen to search for and create new company specific substance lists for your company.	
CMD Quality Profile Manager	Only available to Company Administrators. Opens the screen to search for and create new profiles for your Quality Reporting.	
Deficiency Report Manager	Only available to Company Administrators. Opens the screen to create the Deficiency Report standard template.	
Org Unit Report	Only available to Company Administrators. Shows all Org Units of the own company without having users assigned.	
Statistics	Only available to Company Administrators. Shows MDS specific statistical data for your company.	

# Help Menu

The Help Menu items are described in the following table:

Menu Item	Description	Help +
CDX User Manual	Includes the User Manual (pdf file) in all available languages.	GECDX User Manual
Video Tutorial	Includes videos on several CDX functions.	⑦ Web Service ▶
Web Service	Includes the Web Service Manuals and a zip file with all available and supported schemas for the Web Service (xsd files).	⑦ Terms of Use
Terms of Use	Opens the CDX Terms of Use (pdf file) in a new window.	() About CDX
Network Performance Index	Can be used to measure CDX performance in relation to the own network / PC.	
About CDX	Shows information about the current version of CDX.	



## Information/Details

The Details area is where input is inserted or is shown.

## Action Area

In this area the buttons Search, Cancel, Create etc. are located. Clicking on the buttons in this area produces result lists below this area or lists details of an MDS Request, MDS, CDX User etc.

## Shortcuts from the Search Results Windows

In addition to all of the above-mentioned buttons and menu items, if you highlight an MDS in a Search Results screen and right-click, you will have available shortcuts to frequently used functions such as the menu below generated from a Component search.

Alternatively, you can click on **Menu** to open the context menu.

Туре	Name			
<b>C</b> L	Test_Part_To_Forward	Diew View		
		Copy	•	
		Serint .	+	MD Report - PDF
		Check		MDS Report - PDF
		C: Release internally		



# CREATE AN MDS

One of the first things you are need to do is to create a Material Data Sheet (MDS). Even if you are going to attach (reference) existing data to your structure, you still need to create the structure that you will send to your customer, or use to generate a report.

# What is an MDS?

An MDS can be thought of as a container that has many parts, as shown in the following figure:



Each of these areas will be discussed in the following sections.

# **New MDS**

You can either use the MDS > New from the Menus or the button in the toolbar to get started. However, first you need to know whether you want to create a Component, Semicomponent or Material as you cannot change from one to another later on.

# **MDS** Types

The following table describes the differences between a Component, Semicomponent and Material:

MDS Type	Description	Can be attached to	Can have child nodes	Has weight field
Material	Represents a homogeneous structure – meaning if you took a vertical slice through the product, you would not see layers (exception being electric/electronic components).	Materials, Semicomponents, Components	Material, Substance	No
Semicomponent	Similar to a Material, it represents a structure that will require further processing before it is assembled and given a final weight. Examples are a steel blank or a coated wire. Usage is by length, by volume, or by area.	Semicomponents, Components	Semicomponent, Material, Substance	No

MDS Type	Description	Can be attached to	Can have child nodes	Has weight field
Component	Used to represent an assembly Component that has a defined weight and is used in whole number quantities. Examples would an engine block, a seat, etc. The weight of a Component MDS is defined at creation and cannot be reduced in the structure.	Components	Component, Semicomponent, Material, Substance	Yes

To make the MDS handling easier for you we added the following symbols to the mentioned Material, Semicomponent and Component icons, which are visible in the tree structure as well as in the search results:



The other structure in CDX is the Substance represented by  $\checkmark$ . The Substance List is a validated list of substances that is controlled by an outside company. It is not in the Public Domain but we use it as part of the CDX system. Under 100% Disclosure, every path from the top of the tree structure must terminate in a substance.

A substance can be either a chemical element (example: iron, copper) or a compound (example: acrylic resin, zinc oxide). Basic Substances are defined by either a specific Chemical Abstract Number (CAS#) or generically by function. Generally, they fit in three distinct categories:

- CAS-numbered Basic Substance This is a Basic Substance with a CAS# assigned to it, meaning it is a clearly defined Substance, example: Iron (CAS# 7439-89-6).
- **Pseudo-Substance** A pseudo-substance gives an accurate description of the substance or the substance group but does not have a CAS# assigned to it, example: "Acrylic resin". It is important to point out that these substances are accepted as real substances and are not considered as wildcards.
- Joker or Wildcard These substances do not define a specific substance. There is only a very limited amount of wildcards available and all have "system" in the CAS# field. An examples is "Miscellaneous." It is not allowed to use a Joker or Wildcard in place of a substance that is declarable or prohibited.

Another fact about an MDS is that the Ingredients page has a tree structure which includes a parent-child relationship. The following figure presents a tree structure.



In it, the Test Component is the parent of JT CDX PUBLISH TEST and +AZ150 (hot-dip aluminium-zinc coated). Looking at it in reverse, JT CDX PUBLISH TEST and +AZ150 (hot-dip aluminium-zinc coated) are child nodes of Test Component. Additionally JT CDX PUBLISH TEST is the parent node of +AS150 (hot-dip aluminium-silicium coated). It will be important to correct errors, so you need to have the top of the tree in edit mode and you can usually only impact the child nodes.

# **Declaration Scope**

You can decide (preferably according to prior agreement with your client) about the levels of your declaration. CDX supports the following:

**Full Declaration** means, that the complete ingredients information is provided, including all weights and percent information of the tree nodes. The weight of all parts sum up to the weight of the product. The percent values add up to 100%. MDSs can be marked as full declaration (100% declaration checkbox) and the check routine will report errors if weights or percent values are missing.

**Partial Declaration** is an incomplete full declaration. Only some of the ingredient information is provided and the sum of the weights do not result in the complete weight of the part.

**One Level Declaration** is the minimum for a partial declaration. With this declaration, an MDS can be sent to customers, which does not contain any ingredient information (tree is empty/only one node). In such an empty MDS, the necessary information should be provided as an attachment.

As long as an MDS is editable, the ingredients tree can be filled with nodes or references and the MDS will become a partial declaration and can also be extended up to a full declaration.

For a new MDS, the default is partial declaration. Depending on the declaration type and the recipient company, different checks will be executed. Some companies maybe require specific information for e.g. one level declaration. You can find company specific requirements and system extensions in chapter <u>"Company specific enhancements"</u>.

Let's get started. The two most commonly created MDS types are Material and Component. Let us start with a New Material.

#### Create a Material

A Material is the lowest level of MDS a user can create. But since the CDX system is a material reporting system, your customer needs to know more than the name of the Material, they also need to know what is in the Material. Different industries have different requirements, so these instructions are for industries that want to know Material Classifications and other details about Material content. It should be noted that an MSDS (Material Safety Data Sheet) is not usually suitable for data because if you are going for full disclosure, you need to know what is in 100% of the Substances in the Material.

When you issue a New > Material command, you get a screen similar to the following (in the example below all the areas on the right are expanded so we don't have to do it later.). All mandatory fields are marked with \*.

Filter Global Substance Lists	🗸 (No Filter) 🔽 💿   Q,   🍈 - 📓 - 🖏 - 🎸   Regulation Wizard
Material_1024345	Details
	≥ Common Information
	Type Material
	ID / Version 1024345 / 0.01
	Node ID 1024345
	MDS Supplier CDX Service Team (Germany)
	100% declaration
	Name Material_1024345
	Internal Material No. 🕥 🧼
	Internal Material No.
	No number assigned
	⊻ Dates
	Creation date 6/29/2015
	Release Date -
	Check Date -
	≥ Classifications *
	≥ Material Information
	≥ Norms / Standards
	≥ Remark
	> Attachment



# **Common Information**

Let's take a closer look at the Common Information:

Common Information		
Туре	Material	
ID / Version	1024345 / 0.01	
Node ID	1024345	
MDS Supplier	CDX Service Team (Germany)	
100% declaration		
Name	Demo_Material_1024345	*
Internal Material No.	O 🗢	
	Internal Material No.	*
	No number assigned	

The following table gives a description of each of the fields in this area:

Field Name	Description	Required?
Туре	System Generated – Type of MDS this is (Material, Semicomponent, Component). You cannot change from one type of MDS to another because different types of MDSs have different information requirements.	Not Applicable
ID / Version	System Generated – The first set of numbers represents the ID of the MDS. As each new version is created, this number will not change but the second number (/0.01) will. In fact, when the MDS is "released" (more about that later), the version will become a whole number and indicate that no further edits can be made.	Not Applicable
Node ID	System Generated – This refers to the actual location in the database where information about this MDS is stored. For the 0.01 version of the MDS, it will be the same as the ID.	Not Applicable
MDS Supplier	System Generated – the CDX company name of the creating company.	Not Applicable
100% declaration	A check box indicating whether 100% of the MDS is being declared. By setting the checkbox "100% Declaration" you can declare the MDS as a full declaration and have to provide the complete information. If your parent node has this box checked and any child node does not, you will receive an error in the check and cannot proceed.	Industry Dependent
Name	How your company refers to this MDS in their own terms. You must change from the default name, otherwise the check routine results in an error message. Each Industry may have their own naming requirements and conventions.	Yes
Internal Material No.	How your company refers to this Material in numeric terms. You can add multiple numbers with the 🔾; or remove an entry with 🥥.	Optional

#### Dates

Sometimes it is very important to know when the MDS was created and the dates of the last change. The next section contains system generated information:

✓Dates Creation date 8/23/2011 Release Date Check Date

The following table explains what these fields mean:

Field Name	Description
Creation Date	Date MDS was created based on server time (server is hosted in Germany)
Release Date	Date MDS was released (no more changes can be made)
Check Date	Date MDS was checked – useful in tracking under what requirements it was checked.

## Classifications

The Material Classification is mandatory for Material type datasheets. The information is stored in this area. Requirements for this field are Industry Dependent.

✓ Classifications			
Classification	0 👄		
	Classification List	Classification	*

Clicking on the <sup>O</sup> will open a menu where you can select which industry classifications to which you are reporting, as in the following:



The IMDS classifications are the VDA Material Classifications. If IMDS is selected, after expanding all the classifications, you will get a list similar to the following:

CD	CDX - Compliance Data Exchange			
c	as	sification		
6	lase	sification IMDS		
	1030			
$\nabla$	1:	Steel and iron materials		
	$\nabla$	1.1: Steels / cast steel / sintered steel		
		1.1.1: unalloyed, low alloyed		
		1.1.2: highly alloyed		
	$\nabla$	1.2: Cast iron		
		1.2.1: Cast iron with lamellar graphite / tempered cast iron		
		1.2.2: Cast iron with nodular graphite / vermicular cast iron		
-	2.	1.2.3: Highly alloyed cast iron		
×.	Z; V	2.1. Auminium and aluminium allovs		
		2.1.1. Authinium and authinium alloys		
		2.1.2: Wrought aluminium alloys		
	$\nabla$	2.2: Magnesium and magnesium alloys		
		2.2.1: Cast magnesium alloys		
		2.2.2: Wrought magnesium alloys		
		2.3: Titanium and titanium alloys		
Δ	3:	Heavy metals, cast and wrought alloys		
		3.1: Copper (e.g. copper amounts in cable harnesses)		
		3.2: Copper alloys		
		5.5: Zinc alloys		
		3.4: NICKEI AIROYS		
$\nabla$	4.	5.5: Ledu		
ľ		4.1: Platinum / rhodium		
		4.2: Other special metals		
$\nabla$	5:	Polymer materials		
	⊳	5.1: Thermoplastics		
		5.2: Thermoplastic elastomers		
		5.3: Elastomers / elastomeric compounds		
	$\nabla$	5.4: Duromers		
		5.4.1: Polyurethane		
		5.4.2: Unsaturated polyester		
		5.4.3: Other duromers		
	v	5.5: Polymenic compounds (e.g. inseparable idminiated unit parts) 5.5.1: Plastics (in polymeric compounds)		
		5.5.2: Textiles (in polymeric compounds)		
$\nabla$	6:	Process polymens		
		6.1: Lacquers		
		6.2: Adhesives, sealants		
		6.3: Underseal		
$\nabla$	7:	Other materials and material compounds (scope of mixture)		
		7.1: Modified organic natural materials (e.g. leather, wood, cardboard, cotton fleece)		
		7.2: Ceramics / glass		
	~	7.3: Other compounds (e.g. friction linings)		
V	8:	Electronics / electrics		
		8.1: Electronics (e.g. pc boards, displays) 8.2: Electrics		
$\nabla$	٥.	o.2: ciecuics Fuels and auviliant means		
ľ	27	9.1: Euels		
		9.2: Lubricants		
		9.3: Brake fluid		
		9.4: Coolant / other glycols		
		9.5: Refrigerant		
		9.6: Washing water, battery acids		
		9.7: Preservative 🗸		
_		9.8: Other fuels and auxiliary means		
4	A	classification that maps to the selected one was found in another classification list. CDX can		
ade	a th	his classification automatically when this checkbox is selected.		
		Constant Next of the Constant		
		Previous      Next      Apply      Cancel     C		



You would highlight the desired classification and click on

If you select ISO22628, you will get a menu with fewer options:

CDX - Compliance Data Exchange	
Classification	
Classification ISO22628	
Steel and iron materials	
Special metals	
Heavy metals, cast and wrought alloys	
Light alloys, cast and wrought alloys	
Process polymers	
Polymer (excluding Elastomer)	
Others (compounds, electronics, electrics)	
Elastomers	
Glass	
Fluids	
Modified organic natural materials (MONM)	
A classification that maps to the selected one was found in another classification list. Classification for the selected one was found in another classification list.	DX can add
this classification automatically when this checkbox is selected.	
Previous >> Next	Cancel
	~

You would highlight the desired classification and click on

It is possible to enter both IMDS Classifications and ISO classifications on the same MDS. If there is a classification in another classification list mapping to the selected one, the checkbox below the list is selected and the user can select the appropriate classification with "Next" and then "Apply".

CDX - Compliance Dat	a Exchange
Classification	
Further mapping classific add additionally.	ations are available in another classifications list. Please select the classification to
Primary Classification	IMDS
Mapped Classification	ISO22628
Steel and iron mat	erials
A classification that n this classification automa	raps to the selected one was found in another classification list. CDX can add titcally when this checkbox is selected.
	Previous     Next     Apply     Cancel



# Material Information

In some industries, you must include the Standard Material information. Most Materials will have one or the other, but not both:

Material Information	
Standard Material No.	
Symbol	

Field Name	Description	Required?
Standard Material No.	Primarily for metals – this is usually a UNS or other numbering system that uniquely identifies the substance content of the Material. Many Norms and Standards refer to properties of the metal instead of the Material content.	Industry and Classification dependent
Symbol	Primarily for polymeric materials, this is the ISO symbol for the Material.	Industry and Classification dependent

## Norms / Standards

Unlike the Standard Material number, Norms and Standards frequently refer to the properties of the Material and do not represent the 100% substance information. Whether this information is required is Industry and Classification dependent.

Norms / Standards			
Norms / Standards	0 🥥		
	Company	Norm	Norm Code

If you need to add a Norm or Standard, the 3 will activate a window similar to the following:

Add Norm/I	Inhouse Norm	
Company	public norms 💌	
Norm	ABS - American Bureau of Shipping	-
Norm Code	ABS - American Bureau of Shipping         AISI - American Iron and Steel Institute         AMS - Aerospace Material Specifications         API - American Petroleum Institute         AS - Aerospace Material Specifications         API - American Petroleum Institute         AS - Australian / New Zealand Standard         AS/NZS - Australian / New Zealand Standard         AS/NZS - Australian / New Zealand Standard         AS/NZ - Australian / New Zealand Standard         ASIM - American Society of Mechanical Engineers         ASIM - Czech public norm         BS - British Standard         CDA - The Copper Development Association         CSN - Czech state norm         DIN - Deutsche Industrie Norm, published by Deutsches Institut fuer Normung (German standards agency)         DIN EN - Deutsche Industrie Norm, published by CEN (European Committee for Standardisation)         EN - Sizo - European Norm / International Organisation for Standardisation         EN - China National Standard	III
	GL-Vorschrift - German Lloyd / Rules for Classification and Construction of Seagoing Ship IEC - International Electronic Committee IEE - Institute for Electrical and Electronical Engineering IPC - Institute of Printed Circuits IS - Indian Standard ISO - International Standard Organization JAMA - Japan Automobile Manufacturing Association JASO - Japanese Auto Standards Organization JJSO - Japanese Auto Standards Organization JJS - Japanese Industrial Standard, published by JSA (Japanese Standard Association) JIS - Korean Agency for Technology and Standards KTA - Kerntechnisher Ausschuss LW - Werkstoffhandbuch der Deutschen Luftfahrt	

After you select your norm, you return to the window where you can enter the specific code (mandatory):

Add Norm/	Inhouse Norm	
Company	public norms 💌	- 1
Norm	ISO - International Standards Organization	-
Norm Code		- 1
	V Add V Can	lei

## Remark

Depending on your client's requirements, here you can declare whether a Safety Data Sheet is required (e.g. when a substance/mixture like liquid, spray, lubricant or grease is contained in your Material).

The Remark field itself is a free text area where you may want to include some information about the Material. An example, such as "this is only a guess and we do not stand behind this declaration" is not useful or wanted. This field is optional.

✓ Remark	
Safety Data Sheet required?[	Substance/-mixture contained (liquid, spray, (cooling) lubricant, grease)
Remark	

## Attachment

Here you can add attachments and a short description to your MDS. The following file formats are allowed to be uploaded: xls, xlsx, doc, docx, pdf, zip. You can upload up to 5 documents with a size up to 10 MB per file.

Use the buttons *Add file* and *Remove* to attach or remove a file.

Attachme	ent			
View 🗸	Add file 🤤 Remove			
Filename		Information	Upload Date	Filesize (kbyte)
No files atta	ached to this MDS			
				Number of files: 0 / 5

During the system upload the file will be virus-scanned. If virus is found, the user will be notified immediately.

## Add the Ingredients

Once the basic information is given, you will need to add the ingredients. You have two options to create your tree structure:

- Use the "Add Material" or "Add a Substance reference" button on the upper right or
- Use the Regulation Wizard alongside (suggested for Bosch supplier companies)

First option is preferred option and described below. The Regulation Wizard will be described later.

Focusing in on the upper right, you will see that your only choices to add ingredients for a Material are other Materials and Substances as the others are greyed out.

Referencing means that the MDS will be linked to another MDS or Substance which you attach by going through a Search. Node means that the structure is only available in this MDS and not available for attaching to other structures.

#### Attaching Substances

In this case, we're going to add a Basic Substance 4. You can limit your search with several criterias, e.g. searching only for Substances included in a specific Substance Group or list. Here you can choose, if you want to search in a "Global Substance List" or a "Company Specific Substance List". We have searched in the Global – Basic Polymer Group:

** •	41	Regulation Wizard
Į.	Add ma	terial

5 - 4

Node

Neference



Search Criteria								
CAS No.	Substance group/list	Global Substanc	e Lists	~				
Name/Synonym		Denis and more						
El Index		basic polymers				•		
EU-Index								
Einecs-No.								
							Q Se	arch
View 🗸 📄 Menu 📓 Export	CA	E No.	ELLIndex	Einers-No	Node ID	Suponum		
	CA	5 NO.	E0-Index	Effecs-No.	9079	Basic Polymer: AAMS		_
			-	-	9157	Basic Polymer: AASN	IS .	
8	-		-	-	31261	Basic polymer: AB		
3AK	-		-	-	4554	Basic Polymer: ABAK	(	
BMAMOL	-		-	-	8188	Basic Polymer: ABM/	AMOL	
35	-		-	-	4555	Basic polymer: ABS		
S+ASA	-		-	-	5104	Basic Polymer: ABS+	ASA	
3S+PA6	-		-	-	5105	Basic Polymer: ABS+	-PA6	
BS+PBT	-		-	-	6707	Basic Polymer: ABS+	-PBT	
BS+PBT-I	-		-	-	6713	Basic Polymer: ABS+	-PBT-I	
BE I DC	-		-	-	8808	Basic Polymer: ABS+PC		
DOTFC	-		-	-	4556	Basic Polymer: ACS		
CS				-	4557	Basic Polymer: AEPD	)S	
EPDS	-							

When you find your Substance, highlight it and click on

You will notice the left side of the screen now highlights the added Basic Substance and the right site presents a screen similar to the following (expanded):

Details		
✓ Common Information		
Туре	Basic Substance	
Name(s)	ABAK	
	Basic Polymer: ABAK	
	Acrylonitrile-butadiene-acrylate	
	Plastic: ABAK	
CAS No.	-	
Einecs-No.	-	
EU-Index	-	
Confidential		
☑ Amounts and Weights		
Portion	Fix 💌	
	Fix	9/
	from - to	70
Basic Substance lists	Rest	
Basic Substance lists	Basic polymers	
Process Chemical		
Process Chemical	No	

The following table describes the information presented:

Field Name	Description	Required?
Туре	Type of Node: Basic Substance, Material, Semicomponent, Component	NA
Name(s)	Presents the synonyms for this Substance – this is a view of the Basic Substance List.	NA
CAS No.	Chemical Abstract Number for the Substance – this is a view of the Basic Substance List.	NA
Einecs-No.	Einecs Number for the Substance – this is a view of the Basic Substance List.	NA
EU-Index	EU-Index number for the Substance – this is a view of the Basic Substance List.	NA
Confidential	Checking this box will limit visibility to the Substance to those with IDs in your CDX company and those you have given Trust User Status to.	Optional



Field Name	Description	Required?
Portion / %	Indicates whether you are going to be giving a "Fixed" amount, a "Range" (from – to) or letting the system calculate the % (Rest). It is highly recommended that you not use Rest on a joker/wildcard.	Optional / Required for 100% declaration
Basic Substance Lists	Indicates what groups the Basic Substance is a member of. This is a view of the Basic Substance list.	NA
Process Chemical If this Substance is a Process Chemical, you would need to indicate that you are aware it is and indicate whether it is a Reaction Residue or Impurity.		Dependent on the Substance

Once you fill in the required information, click on the top of the tree – and in this case, we are adding a Material to be a sibling of our Substance (this is an example only and this structure is not recommended).

#### Attaching Existing Materials (Reference)

There are two ways to add a Material – Reference and Node. For all datasheets that you want to add, Reference and Node work the same. Reference means you are going to search out an MDS to attach. Node means you are going to create it in the tree and the structure only exists in the tree and cannot be used in other MDSs.

In this case, we've searched on Published Materials. For more information on searching, please see the <u>Search</u> section in this manual.

So we now have the results of our search, we've found our Material as in the following:

CDX - Compliance Data Exchange							
Name, ID, Version, Date           Name           Int. Mat. No.           MD5 ID           Current V           Node ID           Date           Date           published / accepted / internally released           created (own MDSs)           from 06/12/2015           %           to 07/12/2015	Norm, Symbol, Classification Standard Material No. Symbol Norm - Q @ Classification - Q @	Symbol, Classification ard Material No. Symbol Norm - Q  Classification - Q		Own MDSs	by me Unit act	V	
View 🗸 🔀 Menu 🔀 Export							Q Search
Type Name		Symbol	Standard Material No.	Internal Material No.	ID / Version	Node ID	Supplier
100 Cr 2		-	-		16945 / 1	16945	CDX Standard Metals
100 CrMoV 5		-	-		16946 / 1	16946	CDX Standard Metals
No 100Cr2		-	1.3501	1.3501	12950 / 1	12950	CDX Standard Metals
👡 100Cr6		-	1.3505	1.3505	12951 / 1	12951	CDX Standard Metals
100Cr6 (Heat treatable steels, alloy steels and free cutting s	teels)	-	-		25953 / 1	25953	CDX Standard Metals
🐜 100CrMnMoSi8-4-6		-	1.3539	1.3539	12961 / 2	27618	CDX Standard Metals
100CrMnMoSiB8-4-6 (Heat treatable steels, alloy steels and	free cutting steels)	-	-		25960 / 1	25960	CDX Standard Metals
👡 100CrMnSi4-4		-	1.3518	1.3518	16021 / 1	16021	CDX Standard Metals
100CrMnSi4-4 (Heat treatable steels, alloy steels and free controls)	utting steels)	-	-		25954 / 1	25954	CDX Standard Metals
							Menu Total MDS found
							🖌 Apply 🛛 Cance

And clicked on



MDS Search Ingredients * Supplie	r data * Recipient data * Analysis 1105 liegues
😥 📴 🛛 Filter Global Substance Lists 🔍	(No Filter)
ABAK → New Material ABAK → Not 100Cr2	Details         ✓ Common Information         Type Material         ID / Version 12950 / 1         Node ID 12950         MDS supplier CDX Standard Metals         100% declaration ✓         Name 100Cr2         Internal Material No.         1.3501         ✓ Dates         Creation date 6/26/2012         Check Date 6/26/2012         Check Date 6/26/2012         Check Date 6/26/2012         Vanounts and Weights
	Portion Fix ▼ % Classification Classification Classification Classification DOS 1.1.1: unalloged, low alloged Material Information Standard Material No. 1.3501 Symbol - Norms / Standards Necyclate Remark X Remark X Attachment

Note how the tree changes on the left and the Material 100Cr2 is highlighted, so the right side of the screen is the data for the highlighted node on the left.

Most of the fields on the right have been covered in a previous section. There is a new field, **Recyclate**. If you check the box: **Does the Material contain recyclate?**, the box changes and is editable:

Recyclate Does the material contain recyclate? Content of post-industrial/pre-consumer recyclate (see ISO 14021) Post-Industrial Recyclate that has been diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials, such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it (home scrap recycling) 0.0 -0.0 % Content of post consumer recyclate (see ISO 14021) Post-Consumer Recyclate has been generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain 0.0 -0.0 %

Another name for Recyclate is Recycled Content. In many areas of the world, there are requirements that a certain portion of the Material be from recycled content. In some other parts of the world, companies may get rebates by having a certain portion of recycled content.

Post Industrial recyclate is recycled content from industry. Post consumer recyclate is recycled content from consumer waste. The definitions used for post-industrial and post consumer recyclate are from the ISO 14021 definitions that are commonly used in many industries. It is highly desirable that if you have recycled content, you enter it here.

## Add Material – Node

We have gone back to the top of the tree and selected Add Material > Node.

The right side of the screen has the same fields as discussed earlier so we will not discuss them further.

🔁 📴   Filter Global Substance Lists	V (No Filter)
New Material	Details
4 ABAK	V Common Information
Material 1024510	Type Material
· material_1024010	Name Material 1024510
	Internal Material No. 💿 🥥
	Internal Material No.
	No number assigned
	∠Amounts and Weights
	Portion Fix
	%
	Classifications Classification © © Classification List Classification
	✓ Material Information
	Standard Material No.
	Symbol
	≥ Norms / Standards
	Content of post-industrial/pre-consumer recyclate (see ISO 14021) Post-industrial Recyclate that has been diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials, such as rework, region croar generated in a process and capability of being recipient within the same process that generated it (home scrap recycling)           0.0         -         0.0         %           Content of post consumer recyclate (see ISO 14021)         Content of post consumer recyclate (see ISO 14021)
	Port-Consume Recyclate has been generated by households or by commercial, industrial and instructional facilities in their role as end-users of the product which no longer be used for its instrended purpose. This includes returns of material from the distribution chain 0.0 - 0.0 %

The other tabs are the same for all MDSs so you can go to the **Tree Controls** section.

## Create a Component

The next most popular MDS type is a Component. You can either use the MDS > New > Component or the button in the toolbar to create a Component. After you create the Component, you'll get a screen similar to below.

i initer Giobai Substance Lists	
New Component	Details
	✓ Common Information
	Type Component
	ID / Version 1024611 / 0.01
	Node ID 1024611
	MDS Supplier CDX Service Team (Germany)
	100% declaration
	Pach//ken Na
	Paryttern No.
	Part/Item No.
	No number assigned
	⊻ Dates
	Creation date 7/2/2015
	Charle Date
	Amounts and Weinhts
	Measured weight per item
	Tolerance +/- %
	Calculated weight per item =
	Deviation -
	⊻ Parts Marking
	Required by law
	Polymeric part(s) marked
	<u>≥ Remark</u>
	≥ Attachment
	> Regulations

Please do not forget to change the default name to a meaningful name. Another mandatory field is the Measure weight for your Partial or Full Declaration.



#### New Fields – Amounts and Weights / Parts Marking

Most of the fields are the same as discussed earlier for Materials. The new fields are highlighted in the figure below:

✓ Amounts and Weights		
Measured weight per item		g 💌
Tolerance +/-		%
Calculated weight per item	-	
Deviation	-	
✓ Parts Marking		
Required by law	<b>V</b>	
Polymeric part(s) marked	Π	

The definitions are listed in the table below

Field Name	Description	Required?
Measured weight per item	This is the stated weight (drawing weight) for the Component – required for partial and full declaration. For One Level Declarations, the check routine will provide you with information that states weight information is missing and should be filled.	Optional / Yes
Tolerance +/-	This is primarily used for correcting any math issues from the child nodes. Some people take this for the tolerance on the drawing and limit the value. However, that is not the intended purpose of this field.	Optional
Calculated weight per item	System Generated. The sum of the measured weights of all child nodes of the parent node. This is direct child only – not the weight of the entire tree structure.	NA
Deviation	System Generated – the percent difference between the Measured weight per item (stated weight) and the Calculated weight per item.	NA
Required by law	This is a Yes/No flag indicating whether parts must be marked for recycling according to law.	Industry Dependent
Polymeric part(s) marked	Should you answer Yes to Required by law, then this box will be available for entry.	Industry Dependent

Once you enter the data for the top node (remember if you mark the top node 100% Declared, anything you attach must also have 100% Declared or you will receive an error message in the check), it is time to attach the Ingredients. At this point, you will notice that all options are available.

#### New Field – Regulations

This field is only available for Component MDS and gives for every single Component node an overview about all ingredients in the tree, which are included in the specified regulation (REACH, RoHS, ELV, Batteries, Packaging or Others). In the "Confirmation" section you can state, if your Component complies to a regulation and if you've provided all relevant data. Since the confirmation will be given for the whole MDS, the drop down menu is only available on top node level. Usage of the "Regulations" field is mandatory for some suppliers (please see the chapter "Company specific enhancements"). For all other MDS providers it is suggested to use this field according to prior agreement with their clients.

Without a child node in your Component, the regulation fields are empty. Let's go adding ingredients and look into the Regulations area later again.

Regulations				
Complete Overview				
> REACH				
> RoHS				
> ELV				
> Batteries				
> Packaging				
> Other				
✓ Confirmation				
Regulation	Regulation compl	lied?	Relevant data provided?	
REACH SVHC	-	~	-	~
RoHS	-	~	-	$\checkmark$
ELV	-	~	-	$\checkmark$
GADSL	-	~	-	~
Batteries	-	~	-	~
Packaging	-	~	-	~
IMO	-	~	-	~
REACH Annex XIV	-	~	-	~
REACH Annex XVII	-	~	-	$\checkmark$
RoHS Future	-	~	-	~



#### Adding Ingredients

In this section, we will discuss adding the various ingredients by type.

Adding ingredients with the <u>Regulation Wizard</u> (suggested for <u>Bosch supplier companies</u>) is also possible, but will be discussed later.

#### Attaching a Component – Reference

When you click on the Component icon, you get two choices: We'll first use **Reference** where we search out an existing Component. Remember, if you have checked 100% disclosure in the details on the right, all immediate child nodes will also have to have 100% disclosure checked.



In this case, we have searched out and added an existing Component:

Illustrative Component	0.4-3-
	Details
	✓ Common Information
	Type Component
	ID / Version 1007064 / 0.01
	Node ID 1007064
	MDS Supplier CDX Service Team (Germany)
	100% declaration
	Name Electronics
	Part/Item No.
	Part/Item No.
	_WS 00.02.01
	⊻ Dates
	Creation date 1/17/2013
	Release Date -
	Check Date -
	✓ Amounts and Weights
	Quantity
	Measured weight per item 0.8 kg
	Tolerance +/- 1.0%
	Calculated weight per item 0.81 kg
	Deviation 1.25%
	✓ Parts Marking
	Required by law -
	Polymeric part(s) marked
	× Remark
	Safah/ Nata Sheet required? Cubstance/ mixture contained (liquid energy (cooline) lubricant energy)
	Damask the is a same mm
	Attachment

Let's look more closely at the right side:

33



6-----

Details	
✓ Common Information	
Туре	Component
ID / Version	1007064 / 0.01
Node ID	1007064
MDS Supplier	CDX Service Team (Germany)
100% declaration	
Name	Electronics
Part/Item No.	
	Part/Item No.
	_WS 00.02.01
> Dates	
☑ Amounts and Weights	
Quantity	
Measured weight per item	0.8 kg
Tolerance +/-	1.0%
Calculated weight per item	0.81 kg
Deviation	1.25%
> Parts Marking	
≥ Remark	
> Attachment	
✓ Regulations	
≥ REACH	
> RoHS	
≥ELV	
> Batteries	
> Packaging	
⊻Other	

The data in the Common Information and Dates area has been discussed earlier, as has the Parts Marking and Remark area. What is new is the Amounts and Weights as well as the Regulations Area.

The data in the **Measured weight per item**, **Tolerance +/-**, **Calculated weight per item**, and **Deviation** was discussed in an earlier section. What you have to do here is enter how many of these you are going to use in your assembly.

Amounts and Weights								
0.8 kg								
1.0%								
0.8 kg								
0.0%								

CDX takes the **Quantity** and multiplies by the **Measured weight per item** to calculate a weight for this portion of the complete assembly. In this case, we entered 10 and each one of these weighs 800 g (0.8 kg) so, we have the following **on the top node**:

Amounts and Weights	
Measured weight per item	10000 g 🗸
Tolerance +/-	%
Calculated weight per item	8000.0 g
Deviation	-20.0%

Notice how the Deviation is -20% (Calculated weight/Measured weight).

In the Regulations Area we see the following information for the added Component:

Regulations																		
✓ REACH																		
SVHC CL																		
Name	CAS N	No. [	D/P L	.imit va	lue / R	lestric	ti Entry	Portion	Weight	Material								
1,2,3-Trichle	or 96-18	-4 C	D 0	),1, hov	wever (	proh	E2011	3.0 %	24.0 g	Base Boa	rd							
Lead chrom	ate 7758-	97-6 [	D 0	),1, hov	wever (	proh	E2010	2.375	19.0 g	Base Boa	rd							
Potassium-d	lic 7778-	-50-9 E	D 0	),1, hov	wever (	proh	E2010	2.0 %	16.0 g	Base Boa	rd							
Tris(2-chlore	be 115-9	6-8 [	D 0	),1, hov	wever (	proh	E2010	5.5 %	44.0 g	Base Boa	rd							
REACH Anne	x XIV																	
Name	CAS N	No. N	No.	Date		D/P	Limit value	Restrict	i Entry	Portion	Weig	jht	Material					
Lead chrom	ate 7758-	97-6								2.375.	. 19.0	g	Base Board					
Potassium-d	lic 7778-	50-9								2.0 %	16.0	g	Base Board					
Tris(2-chlore	be 115-9	6-8								5.5 %	44.0	g	Base Board					
> RoHS																		
N ELW																		
			_	_	_	_					_	_		_	_	_	 	
Batteries	5																	
Packagir	ng																	
<ul> <li>✓ Other</li> </ul>	-																	
Desulation	Marrie			-	D/D 1	1	alua / Daatai		0		LL 34-		-1					
Regulation	Name			0.			alue / Kesuli	culenury	POI	tion weig	nu me	aten	ai					
CADEL	C.I. Pigme	ent 1	12050	-5/-4	1	LUU mạ	д/кд		1.2	5% 10.0	g							~
GADSL	1.2.3-Tric	blor 9	12030	-3/-4					3.0	% 10.0	g a Ra	ce F	loard					
IMO	Lead chro	mate 7	7758-9	97-6	D 1	1000 n	na/ka		2.3	75 19.0	g Ba	ise E	loard					
GADSL	Lead chro	mate 7	7758-9	97-6	-				2.3	75 19.0	g Ba	se F	loard					
Confirm	ation																	
Commi																		
Regulation	R	egulatior	n com	plied?		Re	levant data p	provided	?									
REACH SVH	c -					-												
RoHS	-					-												
ELV	-					-												
GADSL	-					-												

For every Component node in your tree structure, all Substances relevant to the mentioned regulations are listed in the respective regulations area with some additional information such as Name, CAS No., D/P (declarable / prohibited), Limit value / Restriction conditions, Entry, Portion, Weight, Material in which it is included.

For the top node Component the system provides by clicking the button complete overview in a separate window with the following information:

View 👻 🔚 Menu	u 🔀 Export										
Regulation	Component	Name	CAS No.	D/P	Limit value	Entry	Portion	Weight	Material	Exemption	Information
GADSL	Electronics	1,2,3-Trichloropropane	96-18-4				3.0 %	24.0 g	Base Board / EL logics		
toHS	Electronics	Lead chromate	7758-97-6	Ρ	0.1	E2009	2.375 %	19.0 g	Base Board / EL logics		
LV	Electronics	Lead chromate	7758-97-6	Ρ	0.1	E2009	2.375 %	19.0 g	Base Board / EL logics		
MO	Electronics	Lead chromate	7758-97-6	D	1000 mg/kg		2.375 %	19.0 g	Base Board / EL logics		
EACH SVHC	Electronics	Lead chromate	7758-97-6	D	0,1, however p	E2010	2.375 %	19.0 g	Base Board / EL logics		
EACH Annex XIV	Electronics	Lead chromate	7758-97-6				2.375 %	19.0 g	Base Board / EL logics		
ackaging	Electronics	Lead chromate	7758-97-6				2.375 %	19.0 g	Base Board / EL logics		
ADSL	Electronics	Lead chromate	7758-97-6				2.375 %	19.0 g	Base Board / EL logics		
oHS	Electronics	Potassium-dichromate	7778-50-9	Ρ	0.1	E2009	2.0 %	16.0 g	Base Board / EL logics		
LV	Electronics	Potassium-dichromate	7778-50-9	Ρ	0.1	E2009	2.0 %	16.0 g	Base Board / EL logics		
MO	Electronics	Potassium-dichromate	7778-50-9	D	1000 mg/kg		2.0 %	16.0 g	Base Board / EL logics		
EACH SVHC	Electronics	Potassium-dichromate	7778-50-9	D	0,1, however p	E2010	2.0 %	16.0 g	Base Board / EL logics		
EACH Annex XIV	Electronics	Potassium-dichromate	7778-50-9				2.0 %	16.0 g	Base Board / EL logics		
ADSL	Electronics	Potassium-dichromate	7778-50-9				2.0 %	16.0 g	Base Board / EL logics		
ackaging	Electronics	Potassium-dichromate	7778-50-9				2.0 %	16.0 g	Base Board / EL logics		
EACH SVHC	Electronics	Tris(2-chloroethyl) phos	115-96-8	D	0,1, however p	E2010	5.5 %	44.0 g	Base Board / EL logics		
ADSL	Electronics	Tris(2-chloroethyl) phos	115-96-8				5.5 %	44.0 g	Base Board / EL logics		
EACH Annex XIV	Electronics	Tris(2-chloroethyl) phos	115-96-8				5.5 %	44.0 g	Base Board / EL logics		
oHS	1/8" Valve, stra	Ammonium-chromate	7788-98-9	Ρ	0.1	E2009					
LV	1/8" Valve, stra	Ammonium-chromate	7788-98-9	Ρ	0.1	E2009					
10	1/8" Valve, stra	Ammonium-chromate	7788-98-9	D	1000 mg/kg						
ackaging	1/8" Valve, stra	Ammonium-chromate	7788-98-9								
ADSL	1/8" Valve, stra	Ammonium-chromate	7788-98-9								

Ingredients Tab: All regulation relevant Substances are listed for each relevant regulation.

Batteries and Packaging Tab: All Substances with regard to batteries or packaging are listed.

Confirmation: All complied regulations will be listed with the information, if all relevant data are provided.

All information in these tabs can you also export to a MS Excel file. The detailed information is also available in the <u>MDS Report</u> you can create for every MDS.

Now we'll continue adding other ingredients.



## Attaching a Component – Node

When you attach a Component through Node, the structure will exist only in the tree and not be available for other datasheets. The right side of the screen looks very similar to the right side of the top node:

Details								
Common Information								
Туре	Component							
Name	New Component *							
Part/Item No.	٥ ٥							
	Part/Item No. *							
	No number assigned							
☑ Amounts and Weights								
Quantity								
Measured weight per item	g 🗸							
Tolerance +/-	%							
Calculated weight per item	-							
Deviation	-							
<ul> <li>Parts Marking</li> </ul>								
Required by law	$\checkmark$							
Polymeric part(s) marked								
≥ Regulations								

With the exception that you can add a **Quantity** and you do not have a **Remark** area. Once you have filled in the required information, you need to add child nodes of the desired type.

#### Attaching a Semicomponent – Reference

A Semicomponent is used to represent a product that is used by length, area, or volume (examples: wire, fabric or metal blank, paint). Similar to attaching a Component, you have two choices – **Reference** or **Node**.



Let's first use a Reference. We have searched out existing Semicomponents and applied, leaving us with a screen similar to the following:

<ul> <li>▶ Filter (Global Substance Lists</li> <li>♥ Collustrative Component</li> <li>▶ Collustrative Component</li> <li< th=""><th>(No Filter)</th><th>💌 👁 🛛 🔍 🗌 🍏 🕆 🖉 🕆 🐇 🕇 🐇 🗸</th><th>Regulation Wizard</th><th></th><th></th></li<></ul>	(No Filter)	💌 👁 🛛 🔍 🗌 🍏 🕆 🖉 🕆 🐇 🕇 🐇 🗸	Regulation Wizard		
	Details ✓ Common Information Type ID / Version Node ID MDS Supplier 100% declaration Name Item/Material No.	Semicomponent 1002468 / 1 1002468 CDX Service Team (Germany) Sasic Steel Rope Item/Material No.			
	✓ Dates     Creation date     Release Date     Check Date     ✓ Amounts and Weights     Specific weight     Weight	4/20/2012 11/2/2012 11/2/2012 12.5 kg/m for length			
	✓ Remark Safety Data Sheet required? Remark ✓ Attachment	Substance/-mixture contained (liquid, spray, (cooling) lubr	icant, grease)		
	Filename No files attached to this MDS		Information	Upload Date	Filesize (kbyte)
					Number of files: 0 /

Looking more closely at the right hand side, we see fields that we have seen before:
Details	
Common Information	
Туре	Semicomponent
ID / Version	1002468 / 1
Node ID	1002468
MDS Supplier	CDX Service Team (Germany)
100% declaration	
Name	Basic Steel Rope
Item/Material No.	
	Item/Material No.
	132.GEXDGGG
∠ Dates	
Creation date	4/20/2012
Release Date	11/2/2012
Check Date	11/2/2012
Amounts and Weights	
Specific weight	12.5 kg/m for length
Weight	g 🔽 Ealculate
✓ Remark	
Safety Data Sheet required?	Substance/-mixture contained (liquid, spray, (cooling) lubricant, grease)
Remark	
✓ Attachment	
View 🗸	
Filename	Information Upload Date Filesize (kbyte)
No files attached to this MDS	
	Number of files: 0 / 5

exchanae

The only difference is the Weight area. With a Semicomponent, you have two choices for entering the weight:

- Enter the weight directly
- Use CDX to calculate the weight (only possible, if the specific weight has been entered)

As with the Component, you can enter the weight and select the units (mg, g, kg, t). Regardless of the display, all weights are stored in grams. To use CDX to calculate the weight, click on the Calculate and a small window will open:

As the Referenced Semicomponent had its specific weight defined in terms of length, you need to enter how many mm, cm, m, in or ft you are using. In this case, we are going to enter .00025 m and then the **Calculate** and at that point, CDX will calculate the weight of this child node.

In looking at the top of the tree, the weight has increased, but is still less than the top node:

Amounts and Weights	
Measured weight per item	10000.0 g 🗸
Tolerance +/-	%
Calculated weight per item	8003.125 g
Deviation	-19.96875%

### Attaching a Semicomponent – Node

When you add a Semicomponent by node, the right hand of the screen requires limited information:

Details			
Common Information			
Туре	Semicomponent		
Name	New SemiComponent	*	
Item/Material No.	0 0		
	Item/Material No.		*
	No number assigned		
Amounts and Weights			
Weight	g 🗸		

Since this Semicomponent is only going to exist in this tree, all you have to do is to change the name, enter the weight and select the appropriate measurement (mg, g, kg, t). Additionally you may add one or more Item or Material Number(s).

alculate	
12.5kg/m for length	
	0.0 × m ∨



### Attaching a Material – Reference

We have already looked at attaching a Material by Reference but since this is going on a Component, the right side is a little different:

Details			
Common Information			
Туре	Material		
ID / Version	16947 / 1		
Node ID	16947		
MDS Supplier	CDX Standard Metals		
100% declaration	✓		
Name	Carbon Steel (1010)		
Internal Material No.			
	Internal Material No.		
	UNS G10100		
✓ Dates			
Creation date	1/23/2013		
Release Date	1/23/2013		
Check Date	1/23/2013		
☑ Amounts and Weights			
Weight	g 💙		
✓ Classifications			
Classification			
	Classification List	Classification	
	IMDS	1.1.1: unalloyed, low alloyed	
✓ Material Information			
Standard Material No.	UNS G10100		
Symbol	-		
Norms / Standards			
≥ Recyclate			
≥ Remark			
> Attachment			

In this case, you have to enter the Material weight instead of a portion.

#### Attaching a Material – Node

Attaching a Material by Node to a Component is similar to Attaching a Node to a Material. The only difference is that you again have to enter a weight instead of a portion:

Details				
Common Information				
Туре	Material			
Name	New Material	*		
Internal Material No.	0 🥥			
	Internal Material No.			*
	No number assigned			
Amounts and Weights				
Weight	g 🗸			
<ul> <li>Classifications</li> </ul>				
Classification	0 🤤			
	Classification List	Classification		*
<ul> <li>Material Information</li> </ul>				
Standard Material No.				
Symbol				
Norms / Standards				
Norms / Standards	0 👄			
	Company	Norm	Norm Code	
✓ Recyclate				
Does the material contain				
recyclate?				
	Content of post-industri	ial/pre-consumer rec	yclate (see ISC	0 14021) during a manufacturing groups Furtheled is an ellipstica of extensiols, such as
	rework, regrind or scrap gen	erated in a process and c	apable of being re	claimed within the same process that generated it (home scrap recycling)
	0.0 -	0.0 %		
1	Content of post consum	ner recyclate (see IS(	0 14021)	

And of course, you have to enter the structure of the Material.



#### Attaching a Basic Substance

You can only add a Basic Substance as a Reference. After adding, the right side will look similar to the following. Since this substance is added directly to a component, you will need to enter a weight here:

Details	
✓ Common Information	
Туре	Substance
Name(s)	ABR
	Basic Rubber: ABR
	Acrylate-butadiene rubber
	Caoutchouc: ABR
CAS No.	-
Einecs-No.	-
EU-Index	-
Confidential	
☑ Amounts and Weights	
Weight	g 💙
Substance group/list	
Substance group/list	Basic elastomers
Process Chemical	
Process Chemical	No

After your ingredients are added, you can move on to the Tree Controls.

#### Create a Semicomponent

The third MDS type is a Semicomponent. A Semicomponent in some respects is similar to a Material in that it does not have a fixed weight until you attach it to a Component.

When you create a Semicomponent either through the MDS > New > Semicomponent or through the  $\Box = \Box$ :

🔁 🔁   Filter Global Substance Lists	🔍 (No Filter) 🔍 🚳 🔍 🎒 – 🗳 – 🍕 – 🎸 Regulation Wizard
New SeniComponent	Details
	✓Dates Creation date 7/3/2015 Release Date - Check Date -
	✓ Amounts and Weights
	> Remark
	View - D Add file Remove
	Filename Information Upload Date Filesize (kbyte)
	No files attached to this MDS Number of files: 0 / 1





Looking more closely at the right side we see:

Details			
Common Information			
Type Semicomponent ID / Version 1024669 / 0.01 Node ID 1024669 MDS Supplier CDX Service Team (Germany) 100% declaration			
Name New SemiComponent *			
Item/Material No. 👩 👝			
Item/Material No. No number assigned	*		
Dates			
Creation date 7/3/2015			
Release Date -			
Check Date -			
Amounts and Weights			
Specific weight     -            Remark      kg/m for length kg/m² for area            Attachment			
View 🗸 🖉 Add file 😄 Remove			
Filename	Information	Upload Date	Filesize (kbyte)
No files attached to this MDS			
			Number of files: 0 / 5

Most of the fields are the same as we've seen before. The only one different is Amounts and Weights.

The **Specific Weight** is the weight per unit for the product. It is not required but very useful if sending this to a customer or even for later use in your own organization as it makes it easy to calculate the weight when adding to a Component.

Once you've given it a proper name (and optional Specific Weight), it is time to add ingredients through the

#### Attaching a Semicomponent – Reference

Attaching a Semicomponent to a Semicomponent is similar to attaching a Semicomponent to a Component. The difference is that instead of needing a weight, you need a portion or percentage:

Details				
Common Information				
Туре	Semicomponent			
ID / Version	1006230 / 0.01			
Node ID	1006230			
MDS Supplier	CDX Service Team (Germany) (Triple-E Europe)			
100% declaration	$\checkmark$			
Name	JT New SemiComponent			
Item/Material No.				
	Item/Material No.			
	123			
	asdfasfas			
✓ Dates				
Creation date	12/12/2012			
Release Date	-			
Check Date	-			
Mounts and Weights				
Specific weight	0.0 -			
Portion	Fix from - to Rest %			
> Remark				
✓ Attachment				
View 🗸				
Filename		Information	Upload Date	Filesize (kbyte)
0MB-1.xlsx			5/9/2015	7
				Number of files: 1 / 5

#### Attaching a Semicomponent – Node

When you attach a Semicomponent by Node, the information you have to supply as:

Details				
Common Information				
Туре	Semicomponent			
Name	SemiComponent_1024670 *			
Item/Material No.	0 👄			
	Item/Material No.			
	No number assigned			
✓ Amounts and Weights				
Portion	Fix 🗸			
	%			

Just as if you attach by reference, it is expected that you enter a portion or percentage of the Semicomponent this product represents. Additionally you can enter one or more Item or Material Number(s) and you have to change the name.

#### Attaching a Material – Reference

As discussed earlier, you can add a Material by reference and the right side will be similar to below:

Details	
Common Information	
Туре	Material
ID / Version	16947 / 1
Node ID	16947
MDS Supplier	CDX Standard Metals
100% declaration	$\checkmark$
Name	Carbon Steel (1010)
Internal Material No.	
	Internal Material No.
	UNS G10100
∠ Dates	
Creation date	1/23/2013
Release Date	1/23/2013
Check Date	1/23/2013
Amounts and Weights	
Portion	Fix 🗸
	%
Classifications	
> Material Information	
Norms / Standards	
✓ Recyclate	
Does the material contain recyclate?	
	Content of post-industrial/pre-consumer recyclate (see ISO 14021)
	Post-Industrial Recyclate that has been diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials, such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it (home scrap recycling)           0.0         -         0.0         %
	Content of post consumer recyclate (see ISO 14021)
	Post-Consumer Recyclate has been generated by households or by commercial, industrial and institutional facilities in their role as end-users of the

As with the Semicomponent, you need to add the **Amounts and Weights**-Portion. This is the percentage of the top node this Material represents. Additionally, if the Material contains recycled content, you can enter the information in the **Recyclate** area.



### Attaching a Material - Node

When you attach a Material by Node you get a screen similar to the following:

Details	
✓ Common Information	
Туре	Material
Name	New Material *
Internal Material No.	
Amounts and Weights	
Portion	Fix 💌
	%
✓ Classifications	
Classification	0 🔿
	Classification List Classification *
Material Information	
Standard Material No.	
Symbol	
≥ Norms / Standards	
Norms / Standards	0 🗅
	Company Norm Norm Code
✓ Recyclate	
Does the material contain recyclate?	
	Content of post-industrial/pre-consumer recyclate (see ISO 14021)
	Post-findustrial Recyclate that has been diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials, such as rework, regind or scrap generated in a process and capible of being reclaimed within the same process that generated it (home scrap recycling) 0.0 - 0.0 %
	Content of post consumer recyclate (see ISO 14021)
	Post-Consume Recyclate has been generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purposed. This includes returns of material from the distribution chain 0.0 - 0.0 %

As with the Semicomponent, you need to add the **Amounts and Weights**-Portion. This is the percentage of the top node this Material represents. Additionally, if the Material contains recycled content, you need to enter the information in the **Recyclate** area.

#### Attaching a Basic Substance

You can only add a Basic Substance as a Reference. After adding, the right side will look similar to the following. You will need to enter a portion instead of a weight here:

Details	
✓ Common Information	
Туре	Substance
Name(s)	ABR
	Basic Rubber: ABR
	Acrylate-butadiene rubber
	Caoutchouc: ABR
CAS No.	-
Einecs-No.	-
EU-Index	-
Confidential	
☑ Amounts and Weights	
Portion	Fix 🔽
	%
Substance group/list	
Substance group/list	Basic elastomers
✓ Process Chemical	
Process Chemical	No

### Create a Component or Material MDS with the Regulation Wizard

Companies collect information about different regulations, which are relevant for their products. There are different regulations which, depending on the industry, product type, country, etc., regulate ingredients, i.e. prohibit them completely or only allow them in some circumstances. To comply with your client's regulation requirements, you can use the Regulation Wizard to create your Component MDS and Material MDS with regulation relevant Substances.

Using the Regulation Wizard is suggested for all companies supplying to <u>Bosch</u>.



When you start the Regulation Wizard you have to select the company you want to submit your MDS to. The system shows you, what regulations you need to be compliant with especially for this recipient company and guides you through those regulations and the required information. In our example, the company requires information related to the commom ELV, GADSL and Packaging regulations:

CDX Regulation Wizard		
Regulations		
Company Name CDX Service Team (Germany) [0] Q		
Common REACH SVHC Company specific RoHS ELV GADSL Batteries Packaging IMO REACH Annex XIV REACH Annex XVII RAHS Future		
	> Next	🕽 Quit

Clicking Next brings you to the details for the regulation ELV, where you can add (only) ELV relevant Substances:

egulation ELV								
View 🗸 📄 Menu 🏒 Add								
ame	CAS No.	D/P Limit valu	e / Restricti Entry	Portion	Material	Weight (Material)	Component	Weight (Component
ase add a basic substance.						12		1000
1						The M	enu	Total records
								found

You can search for ELV relevant Substances using CAS No., Name/Synonym, EU-Index or Einecs-No. In the search screen you are able to export into a MS Excel file: either the search results by using the Export button or all Substances relevant to this regulation by using the Export button.

Please select the needed Substance and click on Apply. A new window opens with regulation details and information about the place in the tree structure, where the Substance should be included:

$\subset$	$\mathbb{D} \times \mathbb{D}$	
compli	ance.data.exchan	gе

CDX Regulation Wizard	
Details Regulation	
Regulation	ELV
Substance	Lead
CAS No.	7439-92-1
D/P	P
Limit value / Restriction conditions	0.1
Entry	E2009
Component	Please select a component or select 'New Component' and change/leave the default name to create a new one.  Component_1024949  Component_ELV_Lead  Please select a material or select 'New Material' and change/leave the default name to
	create a new one.
Material	New Material V Material_ELV_Lead
Weight (Material)	1.0 g 💙
Portion Substance	Please enter the portion of the substance in the material.
	🗸 Apply

Here you need to define/select the parent Component and Material node for your Substance. You can select existing nodes or create new nodes. You can leave the default names for the nodes or create new names. Additionally you have to enter the weight (for the Material and for a new Component) and the portion of the Substance in the Material. For our example we entered the following information:

0	DX Regulation Wizard	I								
	Regulation ELV									
	View 👻 📄 Menu	👍 🎸								
	Name	CAS No.	D/P	Limit value / Restri	Entry	Portion	Material	Weight (Material)	Component	Weight (Component)
	Lead	7439-92-1	Р	0.1	E2009	10.0 %	Test_ELV_Lead	3.0 g	Test_ELV_Lead	10.0 g

You can add more Substances and need to click  $\checkmark$  Apply, when you finished adding substances. The tree structure in the background has been adapted. Click > Next to come to the next regulation. In our case, the regulation GADSL is shown – here you can add GADSL relevant Substances:

	GAUSL									
View +	Menu	17 Add								
Name		CAS No.	D/P	Limit value / Restr	Entry	Portion	Material	Weight	Component	Weight

When you select a Substance and click on  $\checkmark$  Apply, the wizard shows the tree structure details for this GADSL Substance – which you can leave or change as seen before:



CDX Regulation Wizard	
Details Regulation	
Regulation	GADSL
Substance	Chromium, ion (Cr 6+)
CAS No.	18540-29-9
D/P	
Limit value / Restriction conditions	
Entry	
Component	Component_1024849 for select 'New Component' and change/leave the default
Component	Component Component_GADSL_Chromium, Ion (
Weight (Component)	1.0 g 🗸
	Please select a material or select 'New Material' and change/leave the default name to create a new one.
Material	New Material V Material_GADSL_Chromium, ion (
Weight (Material)	1.0 g 🔽
	Please enter the portion of the substance in the material.
Portion Substance	0.1 %
	Apply
	▲ 1499

Since we created for the ELV Substance a new Component "Test\_ELV\_Lead" with a new Material "Test\_ELV\_Lead", we can include our GADSL Substance now into

- the top node Component\_1024849 or
- the Test\_ELV\_Lead or
- a new Component

Please select or create the corresponding node and enter weight and portion, where required.

Last, we search our Packaging Substance in the next window, give the required information and click then on

Our newly created Component is now structured as follows:

Component Search Ingredients Sup	oplier data 💦 R	ecipient data Analysis MD5 Reguest
Filter Global Substance Lists	(No Filter)	V 💿   Q   🍏 🗸 🦥 🗸 🗳 🖌 🅼 Regulation Wizard
V V 1* Test ELV Lead		Dates
V 3.0g Test_ELV_Lead	1	Amounts and Weights
4 10.0% Lead		Parts Marking
✓ Ø 1× Test_Packaging_Cadmium-nitrate		> Remark
🗸 🍫 1.0g Test_Packaging_Cadmium-nitrate		Attachment
4 100.0% Cadmium-nitrate		y Regulations
		Complete Overview
	1	⊻ REACH
		✓ RoHS     EC Declaration of Conformity attached     Statement of manufacturer for RoHS attached     ✓ ELV
		✓ Batteries
		Battery type v Build v
		≥ Packaging
		Packaging type
		Material
		∽ Other
		≥ Confirmation
	-	

The Regulations area for our first node "Test\_ELV\_Lead" shows the following information:



✓ Component_1024849	Regulations										
V V Ix Test_ELV_Lead	✓ REACH										
<ul> <li>Study Test_CLV_Lead</li> <li>10.0% Lead</li> <li>10.0% Chromium, ion (Cr 6+)</li> </ul>	REACH Annex )	VII	No	D/D 14	imitualua / Dostriction	conditions		Entry	Dortion	Weight	Matorial
∇ Ø 1× Test_Packaging_Cadmium-nitrate	Lead	7430-02-1	NO.	D/P LI	Shall not be placed or	o the mark	et or use	entry	3.0.%	0.3 g	Test FLV I
🗸 🍫 1.0g Test_Packaging_Cadmium-nitrate	Leau	7435-52-1		F 1.	. Shall not be placed of	in the man	det of use	50 L2012	3.0 %	0.5 g	rest_ttv_t
4 100.0% Cadmium-nitrate	≥ RoHS				_						
	EC De	claration of Co	nformit	ty attache	ed						
	Statement of	manufacturer f	or RoH	IS attache	ed	_					
	Name	CAS No.	D/P	Limit valu	ue / Restricti Entry	Portion	Weight	Material	Exempti	on	
	Lead	/439-92-1	P	0.1	E2009	10.0 %	0.3 g	Test_ELV_L			
	Chromium, io	18540-29-9	P	0.1	E2009	10.0 %	0.3 g	Test_ELV_L			
	<b>∠</b> ELV										
	Name	CAS No.	D/P	Limit valu	ue / Restricti Entry	Portion	Weight	Material	Exempti	on	
	Lead	7439-92-1	P	0.1	E2009	10.0 %	0.3 g	Test_ELV_L			
	Chromium, io	18540-29-9	P	0.1	E2009	10.0 %	0.3 g	Test_ELV_L			
	✓ Batteries										
	Battery type				~						
	Dattery type		_	_	-						
	Build			<u>~</u>							
	Packaging										
	> Other										
	✓ Confirmati	on									
	Regulation	Regulat	ion con	nplied?	Relevant data	provided	?				
	REACH SVHC	-			✓ -			~			
	RoHS	-			✓ -			~			
	ELV	-			✓ -			~			
	GADSI	-			V -						
	Batteries							· ·			
	De du sia s	-						×			
-	Packaging	-			-			~			

A double click on a Substance in one of the Regulations tables on the right side, opens a new window with details about the used Substance with regarding to the affected regulation and their restrictions:



Since we entered a portion of 10 % (0.3 g) for the Lead in our Test\_ELV\_Lead structure, and the RoHS regulations allows only a portion of 0.1, we should include an Exemption. By double clicking on the "unknown" in the Exemption table above you will get the following screen, where you can chose the appropriate exemption:

Exem	ption		
Liste	RoHS /	ANNEX III	
	RoHS /	ANNEX IV	
ID	No.	Exemption Scope	
70	29.	Lead bound in crystal glass as defined in Annex I (Categories 1, 2, 3 and 4) of Council Directive 69/493/EEC (1)	~
71	30.	Cadmium alloys as electrical/mechanical solder joints to electrical conductors located directly on the voice coil in transducers used in high-powered loudspeakers with sound pressure levels of 100 dB (A) and more	
72	31.	Lead in soldering materials in mercury free flat fluorescent lamps (which e.g. are used for liquid crystal - displays, design or industrial lighting)	
73	32.	Lead oxide in seal frit used for making window assemblies for Argon and Krypton laser tubes	
74	33.	Lead in solders for the soldering of thin copper wires of 100 µm diameter and less in power transformers	
75	34.	Lead in cermet-based trimmer potentiometer elements -	
76	36.	Mercury used as a cathode sputtering inhibitor in DC plasma displays with a content up to 30 mg per display Expired on 1 July 2010	
77	37.	Lead in the plating layer of high voltage diodes on the basis of a zinc borate glass body	~



The exemption will be included in the respective Regulations table:

Regulations				Regulations								
✓ REACH			-			-	-		-	-		
REACH Annex XV	II											
Name	CAS No.	No.	D/P L	imit value / I	Restriction (	conditions	;	Entry	Portion	Weight	Material	
Lead	7439-92-1		P 1	. Shall not b	e placed on	the mark	et or use	d E2012	3.0 %	0.3 g	Test_ELV_L	
Statement of m	anufacturer fo	D/P	HS attack	ned 🗌 lue / Restrict	Entry	Portion	Weight	Material	Exempti	on		7
Statement of m	anufacturer fo	or Rol	HS attack		-							7
Lead	7439-92-1	P	0.1		E2009	10.0 %	0.3 a	Test FLV L	Lead in	solderina	materials in	
Chromium, io	18540-29-9	P	0.1		E2009	10.0 %	0.3 g	Test_ELV_L				μ.
⊻ ELV	≤ ELV											
Name	CAS No.	D/P	Limit va	lue / Restrict	Entry	Portion	Weight	Material	Exempti	on		
Lead	7439-92-1	P	0.1		E2009	10.0 %	0.3 g	Test_ELV_L				

When you finished this you need to answer the questions in the Regulations > Confirmation area. This is only possible for Component MDSs in edit mode. If your client requires the confirmations and you have not answered completely, the check routine will result in an error message.

<ul> <li>Confirmation</li> </ul>				
Regulation	Regulation complied?		Relevant data provided?	
REACH SVHC	-	$\checkmark$	-	~
RoHS	-	~	-	~
ELV	-	~	-	~
GADSL	-	~	-	~
Batteries	-	~	-	~
Packaging	-	~	-	~
IMO	-	~	-	~
REACH Annex XIV	-	~	-	$\checkmark$
REACH Annex XVII	-	~	-	~
RoHS Future	-	$\mathbf{\vee}$	-	~

# **Updating MDSs**

CDX users have the option to identify supplier MDS updates when the supplier MDS is used within the user company's MDSs. This feature lists supplier-updated MDSs, and names the specific owned or published MDSs. These reference an older version of the supplier-updated MDS. This operates similar to a <u>"Where-used" analysis</u>, except CDX automatically generates this content and displays it immediately when a user enters this screen and executes this search (default: search for all new supplier entries).

In the update screen, the user can search for specific IDs or names of parts, or filter the list for the MDS type (own/published/accepted). The search result is limited to 500 entries.

Note: Updates to this list are processed asynchronously (similar to the <u>Where-used analysis</u>). Therefore, changes are not immediately visible.

The update process takes two steps. In the first step, the update itself is done by replacing the old references with the new ones, followed by the second step: the check procedure. If the check result does not contain error messages, the MDS can then be released. Otherwise, the MDS can be processed manually to correct the errors. For your convenience, multiple MDSs can be processed (updated and released) at the same time.

- The old version for published or owned MDSs is the previous version number
- The old version for accepted MDSs is the previously accepted version number

Every company can use the update search without running an analysis. Processing the list entries can be stopped and then started again later until all entries are processed. The update list will only be generated for new updates which occur after this design has been implemented. No retroactive analysis is done for legacy data that was previously updated.

When using the MDS update functionality to create new versions of MDSs, the updated references will be replaced accordingly. However, a new version can still be created with the existing CDX functionality. The check procedure will determine whether relevant updates of referenced MDSs are available. If so, a warning message for the relevant referenced MDS will display. When the system detects an old version and the user wants to replace it, the replace button will automatically locate the old version and replace it with the current version.



The MDS update screen is integrated into CDX in the Functions menu. After the user selects the **Functions -> MDS updates** menu option, the MDS Updates screen is shown, providing information about the old and new version of an MDS and in which MDS(s) it is referenced. As with other CDX screens from the update list, an MDS can be viewed and edited in different tabs.

own MDS					Ref	ference				
Type of MDS	-				Ту	ype of MDS	~			
Name						Origin				
						ongin				
Part/Item No.						Name				
ID					Par	rt/Item No.				
and the second second						ID				
Check results					1.1	and the second	100			
					Cr	hange Date	LO to	120		
iew 👻 🔚 Menu 📧 Export					Defen	anca				
iew + Menu Export	Part/Item No.	ID / Version	New	Check	Refer	ence Name	Part/Item No.	ID / Version	New	Change Date
iew • Menu Export	Part/Item No.	ID / Version	New Version	Check results	Refen Type	Name	Part/Item No.	ID / Version	New Version	Change Date
ew   Menu Export  MDS  Name  _MS - GL Engine/w Pump Sequester nump	Part/Item No.	ID / Version	New Version	Check results	Refen Type	nece Name Seawater Pump	Part/Item No.	ID / Version 1001000 / 4	New Version 5	Change Date 5/20/2015
ew v Export	Part/Item No. Demo XYZ 00.00. 	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4	New Version	Check results	Refer Type	ence Name Seawater Pump Seawater Pump	Part/Item No.	ID / Version 1001000 / 4 1001000 / 4	New Version 5 5 5	Change Date 5/20/2015 5/20/2015 5/20/2015
ew	Part/Item No. Demo XYZ 00.00.  View old own MDS Ch Uddate	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007036 / 1	New Version	Check results - -	Refen Type Co Co Co Co Co	ence Name Seawater Pump Seawater Pump Seawater Pump	Part/Item No. - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4	New Version 5 5 5 5 5	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015
iew v Export n MDS Mame 	Part/Item No. _Demo XYZ 00.00 Wis Do no pt View old own MDS	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007036 / 1 007022 / 0.01	New Version - -	Check results - - -	Refen Type Co Co Co Co Co Co Co Co Co Co Co Co Co	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump	Part/Item No. - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4	New Version 5 5 5 5 5 5 5 5	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015
ew v EMenu Export n MOS MS - GL Engine/W Pump Seawater pump LePard - The Demo Product MS - The Demo Product MS - The Demo Product EPard - The Demo Product	Part/Item No. _Demo XYZ 00.00. WE DO CO CO View old own MDS D Uddate Zelit updated own MDS	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007036 / 1 007022 / 0.01 011623 / 4.01	New Version - - -	Check results - - - - -	Refen Type Ch Ch Ch Ch Ch Ch Ch Ch	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump Seawater Pump	Part/Item No. - - - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4	New Version 5 5 5 5 5 5 5 5 5 5 5	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015
iew v Menu Menu Export n MDS Mame _MS - GL Engine/w Pump Seawater pump LePard - The Demo Product _MS - The Demo Product _MS - The Demo Product LePard - The Demo Product LePard - The Demo Product AFMU_Comp2	Part/Item No. Demo XYZ 00.00. wrc no no of View old own MDS Dy Update E drit updated own MDS Dig Check.	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007036 / 1 007022 / 0.01 011623 / 4.01 018624 / 2	New Version	Check results - - - - -	Refen Type Co Co Co Co Co Co Co Co Co Co Co Co Co	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump Seawater Pump AFMU_Metrial	Part/Item No. - - - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4	New Version 5 5 5 5 5 5 5 5 5 3	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 1/21/2015
Name Menu Menu Export n MDS Name MS - GL Engine/w Pump Seavater pump Seavater pump MS - The Demo Product MS - The Demo Product LePard - The Demo Product LePard - The Demo Product AFMU_Comp2	Part/Item No. _Demo XYZ 00.00. Wie No An An O Ujew old own MDS D Update > Edit updated own MDS Check Release	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007036 / 1 007022 / 0.01 011623 / 4.01 018624 / 2	New Version	Check results - - - - - -	Refen Type Co Co Co Co Co Co Co Co Co Co Co Co Co	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump Seawater Pump AFMU_Material	Part/Item No. - - - - - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1018622 / 2	New Version 5 5 5 5 5 5 5 3	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 1/21/2015
iew v Menu Menu Export n MDS Mame JMS - GL Engine/w Pump Seawater pump LePard - The Demo Product JMS - The Demo Product LePard - The Demo Product LePard - The Demo Product LePard - The Demo Product	Part/Item No. Demo XYZ 00.00 Vice vold own MDS Update Chit updated own MDS Check Release View new reference	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007022 / 0.01 007022 / 0.01 011623 / 4.01 018624 / 2	New Version - - - - -	Check results - - - - - -	Refen Type Co Co Co Co Co Co Co Co Co Co Co Co Co	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump Seawater Pump AFMU_Material	Part/Item No. - - - - - - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1018622 / 2	New Version 5 5 5 5 5 5 5 3	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 1/21/2015
New   New	Part/Item No. Demo XYZ 00.00 We po no po View old own MDS Update Edit updated own MDS Check Release View new reference View old reference	ID / Version 1007422 / 0.01 1005643 / 0.02 011623 / 4 007022 / 0.01 011623 / 4.01 011623 / 4.01 018624 / 2	New Version - - - -	Check results - - - - - -	Refen Type Ch Ch Ch Ch Ch Ch Ch Ch Ch Ch Ch Ch Ch	ence Name Seawater Pump Seawater Pump Seawater Pump Seawater Pump Seawater Pump AFMU_Material	Part/Item No. - - - - - - - -	ID / Version 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 1001000 / 4 10018522 / 2	New Version 5 5 5 5 5 5 5 3	Change Date 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 5/20/2015 1/21/2015

Multiple releases are possible. To update several MDSs at once, select several rows in the table by holding down the control or the shift key while selecting. This multiple selection is then relevant for the update, release and remove actions. For all other actions (View old own MDS, Edit updated own MDS, view new/old reference), only one entry should be selected. If more than one entry is selected, the first entry will be used for this action.

Also, the old and new versions of the referenced MDS are displayed to allow user verification of the pending update. If the user decides that the change is not relevant and does not want to create a new version, it can be removed from the update list.

V (No Filter)

# Navigating the Tree

FT FILTER Global Substance Lists

At the top of the Ingredients screen you will see the following controls:

Field Name	Description	lcon
Expand All	This button expands the complete structure below the node that is highlighted when the button is activated.	Ð
Collapse All	This button collapses the structure below the node that is highlighted when the button is activated.	
Substance Lists	You can use a Global Substance List or a <u>Company Specific</u> <u>Substance List</u> to filter the tree structure.	Filter Global Substance List
Substance Filter	This gives you more information about the Substances on your tree structure depending on the filter selected. Substances in the selected group will be displayed in a different color.	(No Filter)
View Substance List Details	When a Substance Group/List is active in your Substance Filter you can use this button to see all available details for the choosen list.	3
Tree Search	This button activates the Tree Search function where you can search your tree for a Name, Number, or MDS ID.	Q

Vala

# Supplier Data Screen

Regardless of which type of MDS you are going to send, all have the Supplier Data Screen. This screen gives your customer information regarding the contact outside of CDX should there be questions about the entry. Since every MDS must have a contact, the default is the first contact assigned to your company.

The Supplier Data Screen looks similar to the following:

compliance, data, exchange		
Semicomponent Search Ingredients*     Name New SemiComponent ID / Version 1028325 / 0.01	Supplier data * Recipient data * Analysis Proceed	Genning, Gir Mich Salare realiti (Gennahy) (Solphiet) [1]
Company Company CDX Service Team (Germany) (Supplier) Company ID 1 DUNS Number 07-7817-617 IMDS Company ID - Company Address Eisenstraße 56 65428 Rüsselsheim DE (Germany)	Organisation unit [CDX Service Team (Germany) (Supplier) Company ID 1 DUIS Number 07-781-7617 IMDS Company Address Eisenstraße 56 65428 Rüsselsheim DE (Germany)	
MDS Contact MDS Contact E-mail contact.person@hp.com Telephone No. 123 Fax No		

This is NOT a text editable screen. All of the information is drawn from users flagged as Contact Persons by your Company Administrator. If there is missing or incorrect information, the Company Administrator must correct it on the Administration screens. You select the appropriate contact from the drop down list. The CDX system then goes to the Contact List for your company and displays the E-mail, Telephone, and Fax information stored in the system. If the information is incorrect, the individual can correct it on the Administration > Personal Settings function. Once you have made certain the correct contact is on this page, you can move onto the Recipient Data Screen.

# **Recipient Data Screen**

A Recipient is which CDX company you're going to send or propose this data. It cannot be your own company and if the recipient has Org Units, only one Org Unit of the company can appear in the Recipient list for an ID/Version combination. If more than one Org Unit requires submission, you would either Save As/new MDS or Save As/new version to create another MDS to send to them.

Icon	Action Name	Description
	Add Recipient	This button opens the company search screen where you can find your recipient. Only companies registered in CDX can be found in the company search screen.
	Assign MDS Request	This button allows you to assign this MDS to an open MDS Request (see section on MDS Request).
٥	Remove Recipient / Request	When a Recipient or Request is highlighted, this button will not be greyed out and you can use it to remove a Recipient or the MDS from a Request.
Release internally	Release Internally	This button starts the Release process. When an MDS is released, no changes can be made to the Ingredients or Supplier Data page.
C Send	Send	If the MDS has not been released internally and there is only one recipient, this button will not be greyed out and begins the send process. If Send is used, changes can only be made in Recipient Data screen.
Propose	Propose	If there is at least one recipient in the Recipient list that has not received the MDS, this button will not be greyed out. This button initiates the Propose activity which includes internally releasing the MDS so no more changes can be made except to add Recipients.

The following table gives the definition of the Recipient Data Screen icons:

....

When you click on the Add Recipient button, a search will begin so you can find your CDX Recipient. After finding your recipient, you click on the

After selecting a recipient and double-clicking on it, a screen similar to the following appears:

WDS Search Ingredients Supplier data Re	cipient data * Analysis NPS Resident
Charles and the strature component to / version 1024049 / 0.01 Node to	1024049 Status Edit mode
▲ Test supplier001 [171] edit mode (07/06/2015)	Details ✓ Transfer Information Company Test supplier001 [171] Organisation unit - Recipient status edit mode Supplier Code 07-781-7617 Name Illustrative Component Part/Item No. ♥ ●
	Part/Item No. No number assigned Forwarding allowed 🗹
	Drawing No. Drawing dated Drawing Change Level

Let's take a closer look at the right side of the screen:

data.exchange

Details			
✓ Transfer Information			
Company	Test supplier001 [17	1]	
Organisation unit	-		
Recipient status	edit mode		
Supplier Code	07-781-7617		
Name	Illustrative Compone	ent	
Part/Item No.	0 0		
	Part/Item No.		
1.	No number assigned		
Forwarding allowed	<b>v</b>		
⊻ Drawing			
Drawing No.			
Drawing dated			
Drawing Change Level			
⊻ Purchase Order			
Purchase Order No.			
Bill of Delivery No.			
≤Report			
Report No.			
Date of Report		路	

Field Name	Description	Required?
Company	System generated from your recipient search selection. This displays the CDX company name and the CDX Company ID.	N/A
Organisation Unit	System generated from your recipient search selection. If you have selected an Organisation Unit, the name of the Organisation Unit and the CDX number is displayed here.	N/A
Recipient Status	The status of the MDS: <i>Edit mode</i> means it has not been sent and the recipient cannot view. <i>Modified</i> means that the MDS has been rejected and you are making corrections – you must either send or propose to get it back to your recipient. <i>Not yet Browsed</i> means your recipient has not yet seen it. <i>Browsed</i> means that your recipient has seen it but not yet accepted or rejected. <i>Accepted</i> means that your recipient has accepted your submission. <i>Rejected</i> means they have viewed and decided not to accept and there must be a reason on the page.	N/A



Field Name	Description	Required?
Supplier Code	This is how your supplier tracks your information in their system. Sometimes a DUNS number is used and sometimes they may have a special coding system.	Recipient dependent
Name	This is the name under which your recipient purchases your product. It does not matter what the name of the product is on the Ingredients tab, this is the value they will see.	Yes
Part / Item / Material No.	This is the number under which your recipient purchases your product. You can add one or more number(s) here. It does not matter what the number is on the Ingredients tab, this is the value the recipient will see.	Optional
Forwarding allowed	For some companies, although technically they are a stop in the supply chain, they don't do anything to the product and just want to forward received MDSs to their customer. A check in this box indicates they are allowed to do so.	Optional
Drawing No.	The CAD drawing number associated with this product.	Customer dependent
Drawing dated	The CAD drawing date associated with this product.	Customer dependent
Drawing Change Level	The CAD drawing change level associated with this product.	Customer dependent
Purchase Order No.	Purchase Order Number associated with this product.	Customer dependent
Bill of Delivery No.	Bill of Delivery Number associated with this product.	Customer dependent
Report No.	If this MDS is on a prototype part, the prototype report number.	Customer dependent
Date of Report	If this MDS is on a prototype part, the date of the prototype part submission.	Customer dependent
Communication information: User	System generated, information from the User ID of the user in the Recipient's company that rejected the MDS – where to go if you have further questions on why the MDS was rejected	N/A
Date	System generated, if the MDS has been sent/proposed and rejected, the date of the rejection.	N/A
Reason for Denial	If the MDS has been sent/proposed and rejected, this information is entered by the user in the Recipient's company.	Required

The recipient details are displayed similar to the ingredients tab or the Company Admin screen: On the left side, there is a list of attached recipients together with the status and the last change date of this status. When selecting a recipient, the details will be displayed on the right side of the screen. The recipient list includes an icon for the current status of the recipient. A traffic light system is used: Accepted MDSs have a green icon, rejected ones are red. All other (unseen, seen, in process at in-house system, etc.) are yellow. Additionally, each recipient has a symbol preceding it indicating if the recipient was added as an ordinary recipient or if it is an assigned request.

#### Requests

Besides the "Add new recipient" button, an "Assign request" button is created. By clicking it, a request lookup search is opened and the user can choose any open request. See the <u>Request section</u>.



# Check Procedure

You can check your structure at any time by using the *b* button in the toolbar or the Check function in the MDS menu, but it is also mandatory prior to a send or propose. It's a plausability check on various items in your tree structure, e.g. entered weights, quantity, tolerance, recyclate information, classification, valid status of ingredients, wrong structure, and missing data in supplier or recipient data screens.

### Displaying Check Results

Check results can either be declared as "error" or as "information." While errors prevent the user from sending, proposing or releasing the MDS, information check entries do not. Information entries are not to be totally ignored as they are an indication that something is out of the norm on that particular entry on the tree and requires further investigation to know whether the data is appropriate for the circumstances.

If the check returns without any findings the user is informed by an appropriate message displayed in the table.

Che	Check results - 0 Error(s) / 0 Information					
No.	Type	Tab	Node / Recipient			
The M	IDS suc	cessfully passed all che	ecks.			

In case the check returns findings they are displayed in the Check Results table.

	and a second sec			
	Filter (Global Su strative Component D0 Electronics © 3 800.09 Base Boo 10.09 C.I. Pigr Vew Component © 1.25g Basic Steel Vew SemiComponer Carbon Steel (1010) Vew Material ©	botance Lists (No Filter)	Vertails         Common Information         Type Substance         Name(s)       C.1. Pigment Orange 20         CAS No. 12656-57-4         Eincex-No. 225-758-3         EU-Index         Confidential         Weight 10.0 g         Substance group/list         Substance group/list         Cannium compounds	
Chacken	ulte 6 Emore(c)	111 Information		*
CHECK PE	suits - o Error(s) /			80
10 U	Inoredients	Electronics	Imessage The confirmation of regulation "RoHS Future" in the MDS does not match to this MDS reference.	_
11	Ingredients	C.I. Pigment Orange 20	The material layer is missing for this basic substance.	^
12 🧰	Ingredients	New Component	The measured weight per item needs to be greater than zero.	_
13 🛈	Ingredients	New Component	The confirmation of regulation "GADSL" in the MDS does not match to this MDS reference.	
14 ①	Ingredients	New Component	The confirmation of regulation "RoHS Future" in the MDS does not match to this MDS reference.	-
15 💼	Ingredients	New Material	At least one Classification must be assigned to a Material MDS.	
16 🧰	Supplier data		Contact must be specified	
		A = 1		~

On the Ingredients tab, all nodes with a check issue are marked with an error ( $\bigcirc$ ) and/or information ( $\bigcirc$ ) icon. If a field can be assigned to a check issue, this field is also marked in the detail section with an appropriate icon.

If you double click on the row or select the popup menu "Show" for a finding in the check result table, the corresponding tree entry is automatically selected and the node detail displayed. In case the node detail attribute is contained in a collapsed group, this group is automatically expanded. In case the corresponding fields are located on another tab, it will be opened automatically.

When returning from a check execution the first check result table entry is selected and all erroneous objects are displayed and marked. The following table describes the fields in the Check Results table:

Column	Description
No.	Number of the finding.
Туре	The type of the finding. Can be error or information and is indicated only by an icon.
Tab	The tab layer on which the finding is located. Can be Ingredients, Supplier data or Recipient data.
Node / Recipient	The node name and its associated icon if the finding is located on the tab layers Ingredients or Supplier data. The recipient company name in case the finding refers to the Recipient data tab layer.

Column	Description
Message	The error or information message that describes the problem. The message might contain parameters. Messages are multilingual, so it is displayed in the selected application language.

# Internally Release or Send / Propose an MDS

You can do all the data entry in the world, but unless you **Send** or **Propose** the MDS to your customer, they will not see your entry. The following pictures explain how Internally Releasing, Sending and Proposing work:

### What to do with an MDS in Edit Mode?





### How Send/Receive Works



### How Propose/Receive Works



Whether you decide to Internally Release, Send or Propose, CDX first checks the structure for errors and information. In the view below, we have already internally released so we are now Proposing to our selected Recipient:



🛯 🤤 M	DS Search	Ingredients Supplier da	ta 🥂 Recipient data * 🕺	Analysis	A DECK OF A	
ĐE	Filter Glob	al Substance Lists	(No Filter)	4	01010	Regulation Wittend
	11.7t 35NiCrM	Rec. @ 016	Details			
	CDX Che	Compliance Data Exchange ck results The results of the MDS check run results table below. Despite the existence of informat continue. You are about to propose this listed here that have the reci "modified". Continue?	are displayed in the check ion messages you may MDS to all companies pient status "edit mode" or	100643 100644 CDX Se V Compo Part/Iter MS 23.111	renic 1 1 rvice Team (Germany) nent_MS_Rac. n No.	
	_		Propose Cancel	12/20/: 12/20/: 12/20/: 12/20/: +/	2012 2012 2012	
Check	esults - 0 Error	r(s) / 2 Information				
No. Ty	e Tab	Node / Recipient			Message	
1 0	ingredients	Component_MS_Rec			Please check for ELV exemptions to be en	tered in case limit values were exceeded.
2 4	Recipient	Test supplier001			No Part/Item No. has been specified.	

If you have any errors, you must correct them before the MDS can be released, sent or proposed. If you see pieces of information, you need to investigate each one to determine whether correction is needed. After reviewing the check results, you will need to complete the action – in this case by selecting from the bar just above the check results.

### **MDS Analysis**

The Analysis function is a very powerful and valuable tool in CDX. It can determine whether an MDS has any substances that are on a restricted substance list, or to perform an analysis for a specific basic substance or MDS.

The user may start the analysis for one MDS using the MDS/Module Search. The selected MDS can be analyzed for all substances, materials or classifications by clicking the Analysis tab, and the output is presented by either of two selected measuring units: percentage [%] or weight [g], based on the calculated weight. An MDS may reference MDSs without measured weights, therefore the measured weight cannot be the basis for calculations.

The user can choose the desired analysis type in the select box:

MDS Search Ingredients Supplier data Recipient data Analysis MD	5 Request	
Analysis Type & MDS	MDS Weight	
Analysis Type Classification Material Material Classification List IMDS  Type Substance Type Substance Type CDX Service Team (Germany) Supplier Name Demo_Component_1025682 Part/Item No. No number assigned Weight 8003.125 g The calculations might be incomplete, because this MDS and/or referenced MDS are not fully declared (not marked as 100% declaration).	Sum calculated weight of the sub-nodes (base for analysis) Sum pos. deviation of the sub-nodes Sum neg. deviation of the sub-nodes Calculated weight of the top-node Measured weight per item Tolerance Deviation	Calculation of the top-node weight 8003.125 g 0 g 0 g 8003.125 g Further top-node data (not analysis relevant) 10000 g n.a. -19.96875 %
View - Keport Filter Global Substance Lists (No Filter)		Q Analyze
Classification Description		Percent Weight

#### **Material**

This option gives the user a breakdown by either weight or percentage of all the materials (by ID / Version) in an MDS. If the same ID is used more than one place in the tree, the values are summed so each ID appears only once. However, if the same material is represented by multiple IDs, they will be listed multiple times. CDX analyses by ID and not by name.



### Classification

This option gives the user a breakdown by either weight or percentage of the material classifications used in an MDS. Different materials may have the same classification. The values are summed so each classification appears only once.

#### **Basic Substances**

This option gives the user a breakdown by either weight or percentage of the basic substances used in an MDS. The analysis is performed using the index of the basic substance, so several substances in the same family (for example several lead substances) may appear in the analysis and each is summed separately.

# **Where-Used Analysis**

You may often want to know which parts have certain Materials or Substances in them. To find this out, you can use the Where-Used Analysis. This tool is activated either by the **I** on the tool bar or through the **Functions** > **Where-Used Analysis** menu item.

### Select the Type of Analysis

There are several types of analyses possible as illustrated in the following:

👗 When	re-Used Analysis	3400
Analysis p	arameter	
Analysis Ty	/pe Classification MDS Substance	Please s
MDS to an View +	Substance group/list Confidential Substances Company Specific Substance List	

The types of analyses are detailed in the following table:

Analysis Type	Description
Classification	Will find where a selected Material Classification is used in your visible MDS data
MDS	Will find where a specific MDS ID/version has been referenced in your visible data.
Substance	Will find where a specific Substance has been referenced in your visible data.
Substance Group/List	Will find where Substances in a selected Basic Substance Group/List have been referenced in your visible data.
Confidential Substances	Will find where Substances have been marked Confidential in your visible data.
Company Specific Substance List	Will find where Substances defined in your Company Specific Substance List have been referenced in your visible data.

After selecting the type of analysis, use the  $\mathbb{Q}$  to search out the Classification, MDS or Substance, or pulldown menu to choose a Substance Group or the proper Company Specific Substance List.

### Select the MDSs to be Analyzed

Next you have to select the MDSs you want to analyse through the normal search screen:

MD5 to analyze View + 🔛 Menu 🔀 Export 🝏 🎯 🍕 👹				
Name Your options : 1. Select the MDS to analysis by using the above toolbar buttons. 2. Drag and drop an MDS from your Clipboard here. 3. If you have already executed a Where-Used Analysis you can use your analysis results as input MDS for the next Where-Use	Number ed Analysis by using the Add buttons below ( <b>Cascad</b>	ID / Version	Supplier alysis).	
			Menu	Total 0 MDS

How to search is discussed within this manual. You can Apply all to search through all of your data. There is a 500 maximum on search results so you may have to perform several searches and analyses.



# Analyze

Once you have the MDSs to analyse, click on the Analysis.

### And Repeat (if Desired)

CDX provides a helpful feature that enables the user to perform repetitive analysis. You can use the results of one analysis as the source for the next analysis. You can clear one to all from the original source by right clicking on the source area and a window will appear similar to the following:

Remove selected MDSs
Remove all MDSs
$\widehat{\mathbf{T}}$ Add selected MDS(s) from the result table to the 'MDS to analyze' table
H Add all MDSs from the result table to the 'MDS to analyze' table

First remove all MDSs, and then Add all MDSs from the result table. You can then select a new Analysis Type.

# **MDS REQUEST**

The MDS Request function is a powerful one. Before using it, please communicate with your suppliers outside of CDX and agree that you are going to use this function to communicate requirements. You will need to know to which CDX company to send the Request. This section details how to use the MDS Request function.

### Parts of a Request

A Request tells a supplier which attributes the MDS must have (mandatory), and the value of these attributes.

The Request itself consists of three parts:

- A set of mandatory MDS attributes (base and recipient specific data)
- Requested values (optional) for the required MDS attributes (only recipient-specific data)
- Administrative data, which is Request-specific

The following figure describes the workflow associated with the MDS Request:



# **Request Terms: Recipient Versus Supplier**

An MDS Recipient creates a Request to an MDS Supplier. The MDS Recipient is the Request Owner and the MDS Supplier is the Request Recipient. To avoid any confusion, the terms **MDS Recipient** and **MDS Supplier** are used.

# **MDS Attributes**

Requested attributes can be segmented into two types: **Base Attributes** and **MDS Recipient Specific Attributes**. In the request, the Requestor (MDS Recipient) indicates the data they are expecting. Most information is optional. However, the MDS attribute "Name" and the "Due Date" are required.

compliance.data.exchange

The following **Base Attributes** refer directly to the product and are the same for all MDS recipients:

- MDS type
- 100 % Declaration
- Various values depending on MDS type like Measured Weight and Parts Marking (Component), Specific Weight (Semicomponent), Symbol and Standard Material No. (Material), Substance Group/List

The following **MDS Recipient Specific Attributes** are data items associated with the Recipient Data tab on the MDS:

- Supplier Code
- Name (mandatory)
- Part/Item Number
- Forwarding allowed
- Drawing with Number, Date, Change Level
- Purchase Order with Number and Bill of Delivery Number
- Report with Number and Date

Requested values of attributes are automatically inserted into the assigned MDS data fields and cannot be overwritten. If they are empty, MDS suppliers have the option to enter their own values.

# **Administrative Data**

Administrative data is data referring directly to the Request. This is data the Requestor (MDS Recipient) uses to manage the requests in their company, such as:

- 1. Status (system generated)
- 2. Deadline Date, which is the date until the MDS Recipient expects to receive the requested MDS
- 3. Supplier (the user can search for already in CDX registered companies or choose to send the request to a company not registered in CDX)
- 4. Requester: Company / Org-Unit ID of MDS Recipient and Contact person (system-generated)
- 5. Project, which is used to group requests. Projects are created by Company Administrators and are valid company wide (in MDS Recipient's company).Comment, which is mandatory for a rejection

### **MDS Request Statuses**

The Request status describes the following:

- A new Request (status "new")
- The request is sent to a MDS Supplier (status "sent", "received" for MDS Supplier)
- The MDS Recipient answers a question and sends Request (status "sent", "received" for MDS Supplier)
- The MDS Supplier has assigned an MDS but not sent it yet (status "attached")
- The MDS was sent (status "waiting for acceptance")
- The MDS has been accepted (status "completed")
- The Request receiver (MDS Supplier) rejected the request (status "rejected")
- The Request was cancelled (status "deleted").

### **Creating Requests**

If you use Projects, the first step is to create the project. For the purposes of this section, we will assume that either you are not using Projects (which is optional) or that your Projects are already created.

Requests can be created by any User profile except Read-Only. You have two options to create requests:

- Create a single MDS request by using the function MDS > New > MDS Request or
- Create multiple MDS requests by using the provided MS Excel Template and upload the file into CDX

The first option is described in the following section. A description for creating multiple MDS requests with the MS Excel file can you find in chapter "<u>Outbox</u>", because it is only relevant for own MDS requests.

# The Request attributes are as follows:

Field	Description
MDS Request	
Status	System generated – Request Status
Deadline Date	The date the response is due. This is a required field.
Supplier	The MDS supplier who will receive this request.
Requester Company	System generated – CDX name of company generating the request and where the supplier will send the response to the request.
Requester MDS Contact	System generated from User ID of person creating request.
Project	Project number the Request is assigned to.
ID	System generated – MDS Request ID
Recipient Data	
Supplier Code	Check the box if the supplier code is required. You may also enter the specific code. The supplier will not be able to change the code.
Name	The Name is required. You may also enter the specific name. The supplier will not be able to change the code.
Part / Item No.	Check the box if required. You may also enter a value (one or more Part/Item numbers). The supplier will not be able to change the code.
Forwarding Allowed	Check the box if you require forwarding to be allowed.
Drawing No.	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Drawing Dated	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Drawing Change Level	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Purchase Order No.	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Bill of Delivery No.	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Report No.	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
Date of Report	Check the box if required. You may also enter a value. The supplier will not be able to change the code.
MDS	
Туре	Choose the Type of expected MDS– Component, Semicomponent or Material
100% Declaration	Check this box if Substance declaration is required and that the Substances on the parent node must equal to 100%.
Measured Weight per Item	Check this box if you require the value of Measured Weight per Item to be entered on all Components in the tree structure.
Parts Marking	Check this box if you require the Parts Marking question to be answered on all Components in the tree structure.
Specific Weight	Check this box if you require the Specific Weight to be given on all Semicomponents in the tree structure.
Symbol	Check this box if you require a Symbol on all Materials in the tree structure.
Standard Material No.	Check this box if you require a Standard Material Number on all Materials in the tree structure.
Substance Group/List	Choose a Substance Group/List to which the MDS request should refer. Here you can also choose your own <u>Company Specific Substance List</u> to give it to your client, including the Substances that should either be contained or not contained in the requested MDS.

# Selecting the Supplier

You can search for a company already registered in CDX by using the company search function  $\mathbf{Q}$  or you can send your request to a company not already registered in CDX. When you activate the field "not in CDX registered", additional fields appear in the lower area:

MDS Request	Recipient data		-	MDS	1
Status new Deadline date 12/16/2015 55 Supplier Q Not registered in CDX Requester Company CDX Service Team (Germany) Supplier [1] Requester MDS Gimmer, Grit Contact	Supplier Code Name Part/Item No. Part/Item No. No number assign Forwarding allowed	* V	^	Type Component    Type Component  Component  Measured Weight per Item Parts Marking	
Project 💽 🚰 Edit	Drawing			Semicomponent	
Company Data					
Company Nam	e	*			
Stre	ŧ	- 14 L			
Zip or Postal Coo	e *				
a	У	*			
State / Provinc	e				
Mailbo	x				
DUNS Numbr	er 🛛				
IMDS Company I	D				
Count	Please select a country	*			
Company Administrator					
Last Nam	e	de.			
First Nam	e	*			
Telephone n	1.	*			
Fax n	).				
E-Mail addres	5			*	~
- i 4 ii	F			-	Ph Send

Please fill in the required information for the company you want to send the MDS request (all fields with a red \* are required). At the end of the window you can also include a note in the email that the system will send out. After saving and sending, the Company Administrator you entered will receive an email with an invitation to register in CDX and send the requested information for using the system:



### **Creating Projects**

Projects are grouping criteria for Requests and are valid company wide. Projects are created on the Create Request screen starting with clicking on the **edit** next to the Project field. A new window will pop up. To create a project, click on new indow will pop up where you enter the Project name. To exit out of this window, click on **Save** and you'll be brought back at your previous window. However, now your new project will be in the list at the bottom of the window. Click on it to highlight the project and then returned to your Request window.

### Completing the Request

After you finish entering all of the data, use the 🔛 icon on the toolbar and the system will perform a check. You need to click on the 🔤 send icon on the lower right of the screen to send your Request to your supplier.

### **Rejecting a Request**

Anyone who can create a Request or MDS can reject a Request. When a received Request cannot be handled by the MDS supplier, it may be rejected and a comment added. it. It will get the status **rejected** for the MDS supplier and the MDS recipient. If the Request is rejected, a reject reason by the MDS supplier is mandatory.

When you are Viewing the Request, in the lower right of the screen you will see three options:

🧟 Reject 🌑 Assign MDS 📑 Create MDS

To reject the Request, click on the Reject button and enter your reason for rejecting. Click on <a href="https://www.enter.org">Apply</a> to send your rejection.

### **Assign Existing MDS to Request**

Two options are available to respond to a request: creating a new MDS or assigning an existing MDS. In this case, we will be assigning an existing MDS. Once you click on Assign, a window opens where you can search for an MDS of the requested type (Component, Semicomponent or Material). You will only be able to attach an existing MDS that was created by your CDX Company.

When you assign an own MDS with already existing but different recipient data, you will be asked, if you want the data to be overwritten. If you click Yes, the data will be overwritten with the given data from the request. If you click No, no data will be changed, and the MDS will not be assigned to the request.



With the button Our Massign MDS you can remove any assigned MDS from the request.

After assigning, you can Send/Propose it to the requesting company. There it will be inserted automatically in the recipient data screen.

### Create MDS

To create an MDS, you will get a message that the new MDS has been assigned to this request. The requested MDS recipient data is inserted automatically. You need to create the MDS as explained in the previous sections. Once the MDS is completed, go to the Recipient Data Screen and supply any other information and Send/Propose to the Recipient in the normal fashion.

### **Completing the Request**

By sending the assigned MDS to the MDS recipient, the Request status changes to waiting for acceptance.

- If an assigned MDS is sent, a Request-specific test is done, whether all mandatory fields are filled.
- If the assigned MDS is rejected, the Request status changes back to working.
- If the assigned MDS is accepted, the Request status changes to **completed**.



# CREATE A CMD

One of the first things you are going to need to do is to create a CMD (Conflict Minerals Declaration). Even if you are going to attach (reference) existing data to your structure you are still going to need to create the structure that you will send to your customer.

# What is a CMD?

Generall speaking, a CMD is the Information passed along the supply chain indicating where the conflict minerals (currently conflict minerals are defined to include: Tantalum (Ta), Tin (Sn), Tungsten (W) and Gold (Au) = 3TG and their compounds) used originated.

A CMD can be thought of as a container that has many parts as shown in the following figure:



Each of these areas will be discussed in the following sections. The other CDX structure used in CMD is the

Smelter, represented by . A Smelter is a company that takes raw ore and creates a metal or a company that melts down recycled Materials and creates a metal or does both. The Smelter information on the Smelter list is controlled by the company that registers itself as a Conflict Minerals Smelter within CDX system during CDX-Company Registration Process.

### **New CMD**

You can use the **L** button in the toolbar or the New > Conflict Minerals Declaration function in the MDS menu to get started. You will be asked what EICC-GeSI CMRT template version you want to use for your CMD.

#### **Details**

The other thing you should know about a CMD is that the Details page has a tree structure which includes a parent-child relationship. The structure will always have the CMD name with smelters as the child nodes and is shown in alphabetical order by metal – smelter name. When adding CMDs from suppliers, only the smelters that are on the submission appear on the structure. The following figure presents a tree structure.

```
    ✓ New CMD
    I Gold (Au) - Asahi Pretec Corporation, Ehime Factory, Ehime Prefecture - Japan
    I Gold (Au) - Smelter Z - Germany
    I Gold (Au) - Valcambi SA - Switzerland
    I Tin (Sn) - Smelter Z - Germany
    I Tantalum (Ta) - Kemet, Mound House, Nevada - United States
    I Tungsten (W) - Wolfram Bergbau und Hütten AG - Austria
```

On the right side of the screen, you will find the following details:

CMD Search Details *	Supplier data * Recipient data * EHIL Const
	Legend 🔳 📕 📕 📕
New CMD	Details Y Common Information Type Conflict Minerals Declaration Template version 4.01 Declaration Scope Description of Scope
	Supplier CDX Service Team (Germany) Name New CMD
	∠ Dates     Creation date 7/6/2015     Release Date -     Check Date -
	≥ Metals identification
	≥ Conflict Free Policy
	≥ Supplier CMDs
	≥ Product List
	> Attachment

#### **Common Information**

The following table gives a description of each of the fields in this area:

Field Name	Description	Required?
Туре	System generated – Type of CMD this is. Currently there is only one type defined for CMD: CMD	Not Applicable
Template Version	System generated – based on your choice, which template version to use	Not Applicable
Declaration Scope	You need to select the CMDs declaration scope here.	Yes
Description of Scope	You can enter additional information regarding the scope of your CMD.	No
Supplier	System Generated – the CDX company name of the creating company.	Not Applicable
Name	How your company refers to this CMD in their own terms. You must change from the default name. Each Industry may have their own naming requirements and conventions. You may want to put your supplier code or DUNS number in this field.	Yes

#### Dates

Sometimes it is necessaryto know when the CMD was created and the dates of the last change. The next section contains system generated information:

Dates		
	Creation date	5/16/2012
	Release Date	5/10/2012
	Check Date	

The following table defines these fields:

Field Name	Description
Creation Date	Date CMD was created based on server time (server is hosted in Germany)
Release Date	Date CMD was released (no more changes can be made)
Check Date	Date CMD was checked – useful in tracking under what requirements it was checked.

#### Metals Identification

The next section contains questions that must be answered about the usage of the metals. These questions are similar to the ones presented in the EICC-GeSI CMRT spreadsheet (and depend on the chosen template version).

No.	Metal	Answer	Comments
1	Tantalum	~	
2	Tin	~	
3	Gold	~	
4	Tungsten	~	
2. Is	the conflict meta	I necessary to the product	tion of your company's products and contained in the finished product that
2. Is comp	the conflict meta any manufacture Metal	I necessary to the product s or contracts to manufac	ion of your company's products and contained in the finished product that y ture? Comments
2. Is comp No. 1	the conflict meta bany manufacture Metal Tantalum	I necessary to the product so or contracts to manufac Answer	ion of your company's products and contained in the finished product that y ture? Comments
2. Is comp No. 1 2	the conflict meta any manufacture Metal Tantalum Tin	I necessary to the product is or contracts to manufac Answer	ion of your company's products and contained in the finished product that y ture? Comments
2. Is comp No. 1 2 3	the conflict meta aany manufacture Metal Tantalum Tin Gold	I necessary to the product is or contracts to manufac Answer	ion of your company's products and contained in the finished product that y ture? Comments

There are seven different questions about potentially use of each defined conflict mineral, the following table explains each question:

Qu	estion	Answer required?	Comments required?
1.	Is the 3TG intentionally added to your product?	Yes (for each listed mineral)	No
2.	Is the 3TG necessary to the production of your company's products and contained in the finished product that your company manufactures or contracts to manufacture?	Yes (for each listed mineral)	No
3.	Do any of the smelters in your supply chain source the 3TG from the covered countries?	Yes (for each listed mineral)	No
4.	Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or scrap sources?	Yes (for each listed mineral)	No
5.	Have you received data/information for each 3TG from all relevant suppliers?	Yes (for each listed mineral)	No
6.	Have you identified all of the smelters supplying the 3TG to your supply chain?	Yes (for each listed mineral)	No
7.	Has all applicable smelter information received by your company been reported in this declaration?	Yes (for each listed mineral)	No

### **Conflict Free Policy**

This section presents questions related to your company's conflict free policy. These questions are similar to the ones presented in the EICC-GeSI CMRT spreadsheet (and depend on the chosen template version).

Conflict Free Polic	у
A. Do you have a poli	cy in place that addresses conflict minerals sourcing?
Answer	Comments
~	
B. Is your conflict min comment field.)	erals sourcing policy publicly available on your website?(Note - If yes, the user shall specify the URL in the
Answer	Comments
~	
C. Do you require you	r direct suppliers to be DRC conflict-free?
Answer	Comments
>	

There are 10 different questions about company's conflict-free policies regarding the use of conflict minerals. The following table explains each question:

Qu	estion	Answer required?	Comments required?
А.	Do you have a policy in place that addresses conflict minerals sourcing?	Yes	No
В.	Is your conflict minerals sourcing policy publicly available on your website? (Note - If yes, the user shall specify the URL in the comment field.)	Yes	No
C.	Do you require your direct suppliers to be DRC conflict-free?	Yes	No
D.	Do you require your direct suppliers to source the 3TG from smelters whose due diligence practices have been validated by an independent third party audit program?	Yes	No
E.	Have you implemented due diligence measures for conflict-free sourcing?	Yes	No
F.	Do you collect conflict minerals due diligence informtion from your suppliers which is in conformance with the IPC-1755 Conflict Minerals Data Exchange standard [e.g., the CFSI Conflict Minerals Reporting Template]?	Yes	No
G.	Do you request smelter names from your suppliers?	Yes	No
H.	Do you review due diligence information received from your suppliers against your company's expectations?	Yes	No
١.	Does your review process include corrective action management?	Yes	No
J.	Are you subject to the SEC Conflict Minerals rule?	Yes	No

### Supplier CMDs

If a company references a CMD from its direct supplier (the CMD from the direct supplier must be accepted before it can be referenced in the company's own CMD), the supplier's CMDs will be listed in the table:

≤ Supplier CMDs											
View 🕶	A Search for accepted CMDs	View	Delete								
Name	Company Name		ID / Version	Node ID	Release Date	Template version					
There is no	supplier's CMD assigned to this C	MD yet.									

### Attaching Existing Supplier's CMDs (Reference)

In this case, we're going to add an accepted Supplier's CMD <sup>Search for accepted CMDs</sup>. We have searched in the CMD Inbox:

ieneral / Date			Status		Recipient / Supplier				
Name CMD ID Node ID Femplate version Part/Item No.	all	ate No 🔽	Combined 🗞 all 🗞 open CMDs 🥥 none Single not yet browsed browsed M accepted rejected cancelled by sender			Org Unit Supplier Enable search by supplier Supplier Company / Org Supplier Supplier Supplier Company / Org Supplier Supplier Supp			
Date transmitted (p	roposed) nged to 07/06/2015								
Date transmitted (p last status cha from 06/29/2015	roposed) inged							Q Se	
Date transmitted (p last status cha from 06/29/2015	ID / Version	Node ID	transmitted	from comp. (Org Unit) [Company ID]	Status	last status changed	Template version	Q Se Is imported	
Date transmitted (p last status cha from 06/29/2015 @ ew • )	roposed) nged to 07/06/2015	Node ID 3294	transmitted 6/17/2013	from comp. (Org Unit) [Company ID] HP	Status	last status changed 6/13/2014	Template version	Q Se Is imported Yes	
Date transmitted (p last status cha from 06/29/2015 models and the status cha from 06/29/2015 models and the status cha models and the status characteristic and the status characterist	roposed) inged to 07/06/2015 3 1D / Version 3294 / 1 621 / 1	Node ID 3294 621	transmitted 6/17/2013 5/8/2013	from comp. (Org Unit) [Company ID] HP HP External CMD Supplier B	Status accepted accepted	last status changed 6/13/2014 5/8/2013	Template version 2.02 2.02	Q Se Is imported Yes Yes	
Date transmitted (p last status cha from 06/29/2015 ew      Employed Export ne Test_template     supplierCMD_Test_202     upplierCMD_Test	roposed) nged to [07/06/2015] (3) [1D / Version 3294 / 1 621 / 1 571 / 1	Node ID 3294 621 571	transmitted 6/17/2013 5/8/2013 5/8/2013	from comp. (Org Unit) [Company ID] HP HP External CMD Supplier B HP External CMD Supplier A	Status accepted accepted accepted	last status changed 6/13/2014 5/8/2013 5/8/2013	Template version 2.02 2.02 2.0	Q Se Is imported Yes Yes Yes	

When you find your Supplier's CMD, highlight it and click on  $\checkmark$  Apply all (using the control or shift key) and click on  $\checkmark$  Apply all .

You will notice the selected supplier's CMD table is now added into the Supplier CMD table and the right site looks similar to the following (expanded):



The following table describes the information presented:

Field Name	Description
Name	Name of the supplier's CMD
Company Name	Supplier's company name
ID / Version	ID and Version of the supplier's CMD
Node ID	Node ID of the supplier's CMD
Release Date	Release Date of the supplier's CMD
Template Version	Template Version of the supplier's CMD

### Product List

When you defined the Declaration Scope as "Product (or List of Products)", you must enter the products to which this declaration applies. You can enter several single products here (using the <sup>O</sup> icon) or you can upload a txt file in CSV format with Product Number, Product Name and Comments.

View 🗸 🚺 🥥 Upload	Browse	
Product or Item Number	Product or Item Description	Comments
12345	GGs first product	
67892	GGs second product	

### Attachment

Here you can attach (up to five) files to your Conflict Minerals Declaration with additional information (e.g. norms, policies, special instructions) in the following formats: pdf, xls, xlsx, doc, and docx.

🗹 Attachm	ent		
View 🗸	CRemove Select new file	Browse	
Filename		Upload Date	Filesize (kbyte)
QT4890-4	956779.pdf	7/30/2014	29

### Add the Details

Once the basic information is given, you will need to add the details. Focusing in on the upper left, you will see that you have the choice to add an existing Smelter ( $\blacksquare$ ) into the CMD or to add an alleged Smelter ( $\blacksquare$ ).

### Attaching a Smelter

To use a currently existing smelter in your CMD, click on ever the top node of the CMD tree. A separate window will appear to allow you to search for specific smelters and then apply them to your own CMD by clicking the Apply button.

In this case, we're going to add an existing Smelter 🛋 . We have searched for Gold (Au)-Smelter:

-																	_
Smelter					Location						1etal						
CFSI		CDX			Zip Code						Met	al Gold (Au)	$\sim$				
Smelter	Sn	nelter		^	City								1				
ID		ID			City						Source or o	re 🔽 🗸	1				
DUNS					State / Province												
Number					Country			~									
Type Conflict Free (CFS	SI)			*													
1784																	
																(	Q Search
View 🗸 🔚 Menu 🔀 E	Export																-
Smelter Name	Known alias	Туре	ID	CFSI 3.x Smelter ID	CFSI 2.x Smelter ID	Facility Name	Country	City	Street	Contact Name	Metal	Source or ore	Conflict Free A	Active	Last Modification	Status	
Asahi Pretec Corporation		Conflict Free	562	-		Asahi Pretec Corporati	Japan				Gold (Au)	unknown	Yes Y	(es	May 17, 2013 2:54:45 PM	Internally r	eleased
DOWA		Conflict Free	563	-		DOWA, Kosaka Smelti	Japan				Gold (Au)	unknown	Yes Y	(es	May 17, 2013 2:54:45 PM	Internally r	eleased /
Johnson Matthey Inc	Johnson Matthey USA,	Conflict Free	8032	CID000920	1USA025	Johnson Matthey Inc	United States				Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 7:22:09 PM	Internally r	eleased
Allgemeine Gold- und Silber	Allgemeine Gold, Allge	Conflict Free	8023	CID000035	1DEU001	Allgemeine Gold- und	Germany				Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 4:08:14 PM	Internally r	eleased
Rand Refinery (Pty) Ltd	Rand Refinery, Rand	Conflict Free	8046	CID001512	1ZAF049	Rand Refinery (Pty) Ltd	South Africa				Gold (Au)	unknown	Yes Y	(es	Feb 28, 2014 7:48:04 PM	Internally r	eleased
Valcambi SA	VALCAMBI, Valcambi	Conflict Free	8052	CID002003	1CHE063	Valcambi SA	Switzerland				Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 7:54:14 PM	Internally r	eleased
Istanbul Gold Refinery		Conflict Free	8030	CID000814	1TUR069	Istanbul Gold Refinery	Turkey				Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 7:17:38 PM	Internally r	eleased
Ohio Precious Metals, LLC.		Conflict Free	1419	-	-	Ohio Precious Metals,	United States				Gold (Au)	unknown	Yes Y	/es	May 23, 2013 8:46:28 AM	Internally r	eleased
Perth Mint Refinery		Conflict Free	3019	-	-	Perth Mint Refinery, Cl					Gold (Au)	unknown	Yes Y	/es	Jun 10, 2013 7:00:01 AM	Internally r	eleased
Heraeus Ltd Hong Kong	Heraeus Hong Kong,	Conflict Free	8028	CID000707	1HKG019	Heraeus Ltd Hong Kong	Hong Kong				Gold (Au)	unknown	Yes Y	(es	Feb 28, 2014 7:15:22 PM	Internally r	eleased
Metalor USA Refining Corpor		Conflict Free	1417	-	-	Metalor USA Refining	United States				Gold (Au)	unknown	Yes Y	/es	May 23, 2013 8:46:28 AM	Internally r	eleased
Ohura Precious Metal Indust		Conflict Free	8043	-	-	Ohura Precious Metal I	Japan	Nara-shi			Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 7:43:53 PM	Internally r	eleased
Asahi Pretec Corporation		Conflict Free	560	-	-	Asahi Pretec Corporati	Japan				Gold (Au)	unknown	Yes Y	(es	May 17, 2013 2:54:45 PM	Internally r	eleased
Chimet SpA		Conflict Free	8027	CID000233	1ITA013	Chimet SpA	Italy				Gold (Au)	unknown	Yes Y	(es	Feb 28, 2014 7:13:11 PM	Internally r	eleased
JX Nippon Mining & Metals	JX Nippon Mining and	Conflict Free	8033	CID000937	1JPN028	JX Nippon Mining & M	Japan				Gold (Au)	unknown	Yes Y	(es	Feb 28, 2014 7:23:45 PM	Internally r	eleased
Metalor Technologies Hong		Conflict Free	1418	-	-	Metalor Technologies	China				Gold (Au)	unknown	Yes Y	/es	May 23, 2013 8:46:28 AM	Internally r	eleased
Kennecott Utah Copper		Conflict Free	8034	-	-	Kennecott Utah Copper	United States	Salt La			Gold (Au)	unknown	Yes Y	/es	Feb 28, 2014 7:25:15 PM	Internally r	eleased
Glencore Canada Corporation		Conflict Free	8026	-	-	CCR Refinery	Canada				Gold (Au)	unknown	Yes Y	(es	Feb 28, 2014 7:10:35 PM	Internally r	eleased
Asahi Pretec Corporation		Conflict Free	561	-	-	Asahi Pretec Corporati	Japan				Gold (Au)	unknown	Yes Y	(es	May 17, 2013 2:54:45 PM	Internally r	eleased
DOWA		Conflict Free	564	-	-	DOWA DOWA Metals	lanan				Gold (Au)	unknown	Yec Y	/ec	May 17 2013 2:54:45 PM	Internally r	eleased
Rows Selected 1 Co	olumns Hidden 1														🔁 Menu	Total record	Is found 4
																Apply	Cancel

When you find your Gold (Au)-Smelter, highlight it and click on <a>Apply</a> (multiple selection is possible). The same process works for these three types of smelters: conflict-free smelters specified by EICC-GeSI, standard smelters defined in EICC-GeSI CMRT templates and registered smelter companies in CDX.

You will notice the selected Smelter(s) is/are now added into the CMD and the left tree site presents something similar to the following:



Currently there are five different smelter types defined in CDX, which will be shown using different colors:

- Conflict free smelters specified by EICC-GeSI
- Standard smelters defined in EICC-GeSI CMRT templates
- Registred smelter companies in CDX
  - Alleged smelters defined by users in CDX
  - Invalid smelters representing distributors or other suppliers not actually involved in smelting

#### Smelter's Supplemental Input

By clicking on a smelter in your CMD tree stucture, the right area changes and you see details for the selected smelter. Here you can see and/or add supplemental input for the selected smelter, or you can export the existing supplemental input into MS Excel.

Cold (u) - Demo Sneller Regions/Bono - Canade         Gold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Japan         Facility Cold (u) - Tokunkis Honten Co., Ltd - Tokunkis Honten Co.,	New CMD	Details										
Gold (Au) - Tokunki Honten Co., Ltd - Japan       Type Smiller - Standard         · Node ID       23297         Suppler       Tokunki Honten Co., Ltd         · Faciliy Courty       Kuki Japan         · Faciliy Courty       Kuki Japan         · Creation date       \$722015         · Relase Date       4/30/2015         · Supplemental Input       · Vew · · · · · · · · · · · · · · · · · · ·	Gold (Au) - Demo Smelter Registration - Canada Gold (Au) - HERAEUS PRECIOUS METALS NORTH AMERICA CONSHOHOCKEN LLC	🛛 🔟 Common Informa										
Node ID 2337 Supplemental Tuput Verv - ♥ Add ♥ Fall Supplemental Tuput Verv - ♥ Add ♥ Fall Supplemental Tuput Supplemental Tuput	i Gold (Au) - Tokuriki Honten Co., Ltd - Japan	Type Smelter - Standard										
Suppler Takufit Noten Co., Lid Smelete To C0001939 1 PN060 Metal Gdd (Au) Facility Cite (Vroving Stateman Facility Country Kuka, Japan ✓ Dates Creation dat: 5/22/2015 Release Date 4/30/2015 ✓ Supplemental Input Ver +  Add   ✓ Ent  Country Kuka 2005			Node ID 23297									
Sindler ID CLOOUSDA IPM600 Metal Gold (Au) Facility Country Kuki, Japan ✓ Dates Creation date 5/22/2015 Relanse Date 4/30/2015 ✓ Supplemental Input View - C Ad			Supplier Tokuriki Hor	nten Co., Ltd								
Metal Gold (alu) Facility (xidk Pecility Statk/province: Satama Pacility Country: (xidk, lapan		Smelter ID CID001938 1JPN060										
Vector     Creation date       Supplemental Input       Verv v     Quarter di Supplemental Input		Metal (Sold (Au)										
Facility Country Kidd, Japan         ✓ Detes         © Creation date. \$/22/2015         Relasse Date. 4/30/2015         ✓ Supplemental Input         View •          Add          Exit          Depart         Supplemental Explore         View •          Add          Explore         Supplemental Explore         View •          Course of Smalter		Facility State	Facility State/Province Saitama									
✓ Dates     Oreation date 5/22/2015     Reference Date 4/30/2015      ✓ Supplemental Tuput     View →      Add → Edit → Delate I → Delate     Course of Smaller		Facilit	ty Country Kuki, Japan									
Supplemental Input Ver   Second of Sealar  Second of Secon												
Course of Smaller 2009, Feedbook		⊻ Supplemental Inp View - O Add	put d 🥔 Edit 🥥 Delete	Export								
Input by Smelter ID D Contact Temail Proposed next steps Mine Name Mine Location and Contact Temail Proposed next steps Mine Name Mine Location and Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name Contact Temail Proposed next steps Mine Name Mine Location and Contact Name		Input by	Smelter ID	Source of Smelter ID	Contact Name	Contact E-mail	Proposed next steps	Mine Name	Mine Location	100% Feedstock originate from recycled or scrap	Comments	
There is no supplemental input related to this smelter yet.		These is no excelore.	ental input related to thi	s smelter vet								

#### Add Alleged Smelters into CMD

You may need to define and add a new smelter (alleged smelter) which does not exist in CDX. When intended only for your company's usage, you and your company have full control over the information associated with these smelters (alleged smelters).

To define and add a new alleged smelter in your CMD on the fly, click the Add Smelter icon is above the top node of the CMD tree. A separate "Create Alleged Smelter" wizard will appear in a new window to guide you through the alleged smelter creation process.

DX - Compliance Data Exchan	ge				
Add alleged Smelter : Company	Data				
Select Smelter Mother Company	New		-		
Company Name	Test Alleged				
		C Previous	> Next	Cancel	Apply
					and the second

There are 3 steps to define a new alleged smelter. During the definition process you may switch back and forth between steps by clicking the **Previous** or **Next** buttons.

Step 1: Enter the smelter company name. In the unlikely event you are identifying a new metal for an existing facility, choose the smelter from the drop-down list. To continue click the **Next** button at the bottom.

Step 2: Enter the new facility name and location information, or if an existing smelter was selected in the previous step, verify the displayed information.

dd alleged Smelte	er : Facility Data			
Select Facility	New			
Smelter Name	First alleged smelter			
Known alias		C Add		
Aliases	First alleged smelter	Remo	ve	
Street				
Zip or Postal Code				
City				
State / Province				
Mailbox				
Country	Germany	*		
Contact Name				
Contact E-mail				
		Previous	> Next Cance	Apply

Once the facility information is accurate and as complete as possible with at least all required fields entered, click on **Next** button to proceed.



CDX - Compliance	e Data Exchange				
Add alleged Sme	lter : Conflict Mineral I	)ata			
Metal	Gold (Au) 💌 *				
Mineral Source	Mine 💌				
Is Conflict Free	unknown 💌 Link to "C	FS Compliant Gold S	melter List"		
Mine Name	X mine				
Mine Country	Germany		•		
View 🗸 🎧	Add 🙆 Remove				-
Metal	Is Conflict Free	Mineral Source	Mine Name	Mine Country	
No data to display	у.				
			Previous	> Next 2 Cance	l 🗸 Apply

Step 3: Metal identification. Select the metal processed at the smelter and enter any source information available. Select the **Add** button and the defined metal will be shown in the table at the bottom, and the entry fields at the top will be cleared to allow additional entries. There is no practical limit to the number of metal sources which may be recorded for a facility.

In the example shown here, we have defined two different usages of gold for our smelter, which sources from different mine locations.

Metal     Metal       Mineral Source     unkn       Is Conflict Free     unkn       Mine Name     Mine Country       View     Add       Metal     If       Gold (Au)     u	Conflict Mineral D	Data	ent by EICC-GeSI	
Metal Mineral Source Unkn Is Conflict Free Unkn Mine Name Mine Country View  Add Metal Gold (Au) U	iown 💌	ccording to assessme	ent by EICC-GeSI	
Mineral Source Unkn Is Conflict Free Unkn Mine Name Mine Country View  View  Add Metal Gold (Au) U	nown 💌	ccording to assessme	ent by EICC-GeSI	5
Is Conflict Free Unkn Mine Name Mine Country View  Cold (Au) Gold (Au) Metal Gold (Au) Metal Metal Metal Gold (Au) Metal Me		ccording to assessme	The second secon	5
Mine Name           Mine Country           View •         •           Add           Metal         Ir           Gold (Au)         u           Gold (Au)         u	Remove a	ccording to assessme	ent by EICC-GeSI	
Mine Country           View •         ③ Add           Metal         I:           Gold (Au)         u           Gold (Au)         u	Remove a	ccording to assessme	ent by EICC-GeSI	
View  View  Add Metal II Gold (Au) Gold (Au)	Remove a	ccording to assessme	ent by EICC-GeSI	
View  View  Add Metal II Gold (Au)	Caremove a	ccording to assessme	ent by EICC-GeSI	
Metal I: Gold (Au) u Gold (Au) u				
Gold (Au) u Gold (Au) u	s Conflict Free	Mineral Source	Mine Name	Mine Country
Gold (Au) u	unknown	Mine	X mine	Germany
	unknown	Mine	Y mine	Belgium
			🦉 Previous 🚿	
			Trenous /	

To save the new alleged smelter and its information in your CMD, click the Apply button. (The button is only available when all required fields for all three steps are complete and a metal source is defined in the table).

Once the definition process is complete, the definition window will disappear and any new alleged smelters will be shown in your CMD.

CMD Search Details * Supplier data Recip	pient data	-		
<ul> <li>New CMD</li> <li>Gold (Au) - Demo Smelter 2 - Australia</li> <li>Gold (Au) - Heraeus Precious Metals GmbH &amp; Co. KG - Germany</li> <li>Gold (Au) - My first alleged - Germany</li> <li>Gold (Au) - My first alleged - Germany</li> <li>Gold (Au) - Tokunki Honten Co. Ltd - Japan</li> </ul>	Details ⊻I Common Information Type Node ID Supplier Metal Facility Country	Smelter - Alleged 24106 My first alleged Gold (Au)	V	q
	> Dates			
	> Supplemental Input			



Once an alleged smelter is defined, it can be reused as with any other existing smelters in your CMDs. The only difference is alleged smelters may only be found and referenced within your company's CMDs. Alleged smelters have always the predefined smelter type **Alleged**.

# Supplier Data Screen

This screen gives your customer information on who to contact outside of CDX should there be questions about the CMD. Since every CMD must have a contact, the default is the first contact assigned to your company.

The Supplier Data Screen looks similar to the following:

1D5 + Functions + Administration + Help +			Gimmer, Grit OCDX	Service Team (Germany) Supplier [1]
CMD Search Details Supplier data Name New CMD ID / Version - Node ID - Status Edi	* Recipient data * OHO Results*			
Company Company CDX Service Team (Germany) Supplier	Organisation unit CDX Service Team (Germany) S	upplier V Template specific company	items	
Company ID 1	Company ID 1	Company Unique ID	07-781-7617	×
DUNS Number 07-781-7617	DUNS Number 07-781-7617	Company Unique ID Authority	DUNS	
Company Address Eisenstraße 56 65428 Rüsselsheim	IMDS Company ID - Company Address Eisenstraße 56 65428 Rüsselsheim			
DE (Germany)	_ DE (Germany)			
MD Contact				
CMD Contact Gimmer, Grit 🗸 Authorizer				
E-mail grit.gimmer@hp.com Title				
Telephone No. 111- E-mail				
Fax No. 222-1 Telephone No.				

The CMD Contact information is NOT editable. All of the information is drawn from the information on the User list of your company. If there is missing or incorrect information, the Company Administrator must correct it on the Administration screens. You select the appropriate contact from the drop down list. The CDX system then goes to the Contact List for your company and displays the E-mail, Telephone, and Fax information stored on the Contact List.

Additionally information about the authorizing person has to be entered. Once you have made certain the correct contact is on this page, you can move onto the Recipient Data Screen.

# Recipient Data Screen

A Recipient is which CDX company you're going to propose this CMD to. It cannot be your own company and if the recipient has Org Units, only one Org Unit of the company can appear in the Recipient list for an ID/Version combination.

lcon	Action	Description
	Add Recipient	This button opens the company search screen where you can find your recipient. Only companies registered in CDX can be found in the company search screen.
0	Remove Recipient	When a Recipient is highlighted, this button will not be greyed out and you can use it to remove a Recipient.
3	Propose	If there is at least one recipient in the Recipient list that has not received the CMD, this button will not be greyed out. This button initiates the Propose activity which includes internally releasing the CMD so no more changes can be made except to add Recipients.

The following table gives the definition of the Recipient Data Screen icons:

### Adding a Recipient

When you click on the Add Recipient button, a search will begin so you can find your CDX Recipient. After finding your recipient, you click on the <a href="https://www.apply.com">https://www.apply.com</a> button and the recipient will be added.

CMD Search CM	D Details * 🎽 S	upplier data *	Recipient data
iame Test CMD ID / Version	1 367/2.01 Node I	D 464 Status E	dit mode
20 CDX Tier N-2 [900406	i] edit mode (05/1	6/2012)	

The recipient list includes an icon for the current status of the recipient. A traffic light system is used: Accepted CMDs have a green icon, rejected ones are red. All other (unseen, seen, etc.) are yellow.

Additionally, each recipient has a symbol preceding it indicating if the recipient was added as an ordinary recipient.

Looking at the recipient specific details on the right side you see the following information:

CMD Search Details Supplier data Recipi iame New CMD ID / Version 22853 / 0.01 Node ID 22853 Statu	ent data * CMD Server		
Q CM Demo 1 [111] edit mode (07/09/2015)	Details Company Organisation unit Recipient status Supplier Code Name Assigned numbers	CM Demo 1 [111] CM Demo 1 [111] edit mode 07-781-7617 New CMD	Browse
		Number	ID / Version

You can change the Supplier Code (system generated from the DUNS number) and the Name for your CMD in accordance of agreed communications for the chosen recipient. Additionally you can assign MDSs to your CMD to declare conflict minerals for those MDSs to your supplier. You can create a txt file with valid part/item numbers to upload it (with Browse), or you can use the <sup>O</sup> to add valid part/item numbers or search <sup>SO</sup> for the MDSs you want to assign. Only MDSs you've already sent to and were accepted by the chosen recipient are valid to be assigned here.

Clicking the search button **v** opens the MDS outbox where you can search for accepted MDSs, sent to the chosen recipient company. You are not able to change the status or the recipient company in this screen:

zneral / Date		9	itatus		P	ecipient / Supplier		
Name		19	Combined 🗞 all 🧕	open MDSs	Conone	Org Unit		~
nternal number			Single not ust by	housed		eripient Fnable sea	rch by recipier	at
xternal number			browsed	UWSCU				
MDS ID all	~		✓ accepted			Recipient		Company / Org ID
Node ID			rejected			CM Demo 1 (	)	111
from 07/02/2015 6 t	07/09/2015		in the second se	andea		٢	_	> O Search
								Q 3000
w 🕶 Menu 🔛 Export		Node ID	Internal number	transmitted	to comp. (Org Unit) [Company ID]	External number	Status	last status changed
aw 👻 📷 Menu 🛋 Export 2 Name	ID / Version	11000 10					the second se	the face for a face of the
aw • Image Menu Export Name The Damo Product	ID / Version 1011623 / 4	1019440	LePard_Demo XYZ	8/26/2014	CM Demo 1 [111]	2431 []	accepted	8/26/2014

Select the MDSs you want to assign (multiple selection with control / shift key) and click on <a href="https://www.apply.com">Apply.com</a>. To assign all results, please click on <a href="https://www.apply.com">Apply.com</a>.


### Smelter Overview in CMD Details

To get an overview of smelters included in your CMD tree structure, use the **L** (Statistics) button above the structure, and you will see a separate window with graphical information about all smelters used

- Smelter Types
- Smelter Countries
- Smelter Metals



### **Check Procedure**

Currently the CMD's check procedure is mandatory prior to a proposal. To start the check procedure please use from the Toolbar or the Check function in MDS menu.

You can also perform CMD Quality Reporting with pre-defined rules using the 🔯 button above the CMD tree structure.

### **Displaying Check Results**

Check results can either be declared as "error" or as "information". While errors prevent the user from proposing the CMD, information check entries do not. Information entries are not to be totally ignored as they are an indication that something is out of the norm on that particular entry on the tree and requires further investigation to know whether the data is appropriate in the circumstances or not.

If the check returns without any findings the user is informed by an appropriate message displayed in the table.

If the check returns findings, they are displayed in the Check Results table.

New CMD 🗢	Details	
Gold (Au) - My first alleged smelter - Germany	✓ Common Information	
	Type Conflict Minerals Declaration	
	Template version 3.01	
	Declaration Scope	
	Description of Scope	
	ID / Version 9951 / 0.01	
	Node ID 9951	
	Supplier CDX Service Team (Germany) Supplier	
	Name New CMD	
	⊻ Dates	
	Creation date 7/23/2014	
	Release Date -	
	Check Date -	
	≥ Metals identification	
	Conflict Free Policy	
	≥ Supplier CMDs	
	> Product List	
	≥ Attachment	V
heck results - 5 Error(s) / 0 Information		
View - 🔛 Menu 🔀 Export		
vpe Tab Node / Recipient	Message	
Details New CMD	You need to select the CMD's declaration scope before saving	
Details New CMD	Question 2 about metal Gold is not yet answered in metal identification	

On the Details tab, all nodes where there has been a check issue are marked with an error and/or information icon. If a field can be assigned to a check issue, this field is also marked in the detail section with an appropriate icon.

If you double click on the row or select the popup menu "Show" for a finding in the check result table, the corresponding tree entry is automatically selected and the node detail displayed. In case the node detail attribute is contained in a collapsed group, this group is automatically expanded. In case the corresponding fields are located on another tab, it will be opened automatically.

When returning from a check execution the first check result table entry is selected and all erroneous objects are displayed and marked. The following table describes the fields in the Check Results table:

Column	Description
Туре	Type of the finding – can be an error or an information and is indicated only by an icon.
Tab	The tab layer on which the finding is located. Can be Ingredients, Supplier data or Recipient data.
Node / Recipient	The node name and its associated icon if the finding is located on the tab layers Ingredients or Supplier data. The recipient company name in case the finding refers to the Recipient data tab layer.
Message	The error or information message that describes the problem. The message might contain parameters. Messages are multilingual, so it is displayed in the selected application language.

### **Propose a CMD**

Unless you **Propose** the CMD to your customer, they will not see your entry. The following pictures explain how Proposing works:



Propose - you may propose an CMD to one or more recipients-but only one recipient per "roof" company.

Your customer then needs to perform a review of the CMD and either accept or reject.

You may add addtional recipient at a later time. If the CMD was in edit mode when you propose, it is "Released" at the time of Proposing.

# CMD QUALITY REPORTING

To improve your own CMD data quality, as well as your supplier's data quality, you can use the CMD Quality Reporting function. It is available through the Conflict Minerals Manager menu in Functions, and is divided into two parts. The first part allows the user to select which Conflict Minerals Declarations should be included in the reporting. You can specify this by using the typical search parameters (such as CMD name, CMD-ID, template version). In addition, you can define the CMDs to consider by specifying their state:

- Reporting on all supplier CMDs (state: not seen, seen, accepted, rejected, cancelled) and/or
- Reporting on all user owned CMDs already sent to a recipient (state: not seen, seen, accepted, rejected, cancelled) and/or
- Reporting on all user owned CMDs (state: edit/released)

me, ID, Version, Date	Supplier CMDs	MDs
Name all V	None      Supplier      Recipient     accepted	V own CMDs
Node ID	Common     Suppliers     All suppliers fro     browsed     not yet browsed	Assigned Org Unit
emplate version Only imported from Template No	Specific suppliers	Assigned Contact
Status accepted / internally released created (own CMDs)	Supplier Company / Org ID Supplier search is disabled.	<b></b>

In the second part of the Quality Reporting, a <u>quality profile</u> can be executed against all result CMDs of the first part. You can use pre-selected quality profiles, as well as your company's own created profiles. This allows filtering to continue for CMDs for which the check lead to fatals, errors, warnings, information or combinations of those.

You can also search through the content of the CMDs such as the different smelter types included or excluded or the metals processed in those smelters:

Profile	Smelter
Quality Profile - 🔍 🤤	Common smelters      Specific smelters
Violation Class Fatal Error Warning Information	Type Conflict Free Standard Registered Alleged Invalid Inclusive

Alongside the check results (such as fatal, error, etc.) a score and a percent value is determined for each result CMD and displayed in the result table. This score value indicates how well the CMD passed the checks contained in the quality profile.

View 🕶	🛅 Men	iu 🛛 🛣 Export	E Statistic	s												
Name	$\blacksquare$	ID / Version	Node ID	Company Name	Status	Date	Recip State	Recip State Date	Template version	Is imported	Result Scoring	Result Scoring in %	Fatal	Error	Warning	Informatio
CMD202		9901 / 1	9901	Hewlett Packard GmbH	Internally released	6/30/2014	accepted	7/24/2014	2.02	Yes	2103	99	0	0	10	0
CMD202		580 / 1	580	CDX Service Team (Germany)	Internally released	6/17/2013	accepted	7/1/2013	2.02	No	2103	99	0	0	10	0
Copy_CMD2	02	9906 / 0.01	9906	CDX Service Team (Germany) Sup	Edit mode	6/30/2014	-	-	2.02	No	2103	99	0	0	10	0
Copy_CMD2	202	9907 / 0.01	9907	CDX Service Team (Germany) Sup	Edit mode	6/30/2014	-	-	2.02	No	2103	99	0	0	10	0
Gritlis New	CMD	9951 / 0.01	9951	CDX Service Team (Germany) Sup	Edit mode	7/23/2014	-	-	3.01	No	1214	57	0	18	0	0
HP_Test_te	mplate	3296 / 1	3296	HP	Internally released	6/17/2013	accepted	6/17/2013	2.02	Yes	1764	83	0	4	0	0
HP_Test_te	mplate	3295 / 1	3295	HP	Internally released	6/17/2013	accepted	6/17/2013	2.02	Yes	1764	83	0	4	0	0
Mein Beispie	el CMD	3293 / 0.01	3293	CDX Service Team (Germany) Sup	Edit mode	6/14/2013	-	-	2.02	No	1854	87	0	3	0	0
New CMD		11232 / 0.01	11232	CDX Service Team (Germany) Sup	Edit mode	7/28/2014	-	-	3.01	No	1214	57	0	18	0	0
New CMD		11231 / 0.01	11231	CDX Service Team (Germany) Sup	Edit mode	7/28/2014	-	-	3.01	No	1214	57	0	18	0	0

With the "Statistics" button above the result table you can see and print statistical graphs for all own CMDs and all supplier CMDs in the table to improve the data quality.



To see detailed information from the Quality Reporting for one CMD, please double-click in the results table on the relevant CMD. You will see the CMD details screen with the Quality Reporting Check Results in the lower area of the screen:

🕞 📫								
	🛎 🔛	🚹 Legend 🔤						
🗸 🔁 Illus	strative (			~	Common Information			
<b>=</b> 0	iold (Au) -	- Smelter Z - Germany			Туре	Conflict Mine	rals Declaration	1
					Template version	2.02		- 17
					Declaration Scope		✓ 0	
					Description of Scope			
					ID / Version	3293 / 0.01		- 11
					Node ID	3293		- 11
					Supplier	CDX Service	Team (Germany) Supplier	- 11
					Name	Illustrative C	MD	- 11
				>	Dates			
					Metals identification			ā
				• =	1. Are any of the following met	als necessary t	to the functionality or production of your company's products that it manufactures	
					or contracts to manufacture? If	no for all mot	ale was are done with this aurury	1
Check r	esults - 1	Fatal / 1 Error(s) / 0 \	Varning / 1 Information					×
	Profile N	lame Template Version	2.02 Validation Profile ID 153 Profile	Description Check Temp	plate in version 2.02			
Desile C	coring Am	iount 1764 Result Sci	ning 1574 Desult Coordina in 8/ 00.02					
Profile 5	-		Drind 1574 Result Sconnd in % 69.25					
Profile 5			oning 1574 Result Sconing in % 89.25					
View +	E Me	enu 🔟 Export	oning 1574 Result Sconing in % 69.25					
View - Violation	Tab	enu K Export Node / Recipient	Rule Name	Rule Type	Rule Group	Severity	Description	
View - /iolation class	Tab Details	enu K Export Node / Recipient	Rule Name Declaration scope required	Rule Type Is required	Rule Group Declaration Page part A	Severity	Description CMD cannot be further processed without Declaration Scope.	
View - /iolation class	Tab Details Details	nu Export Node / Recipient Illustrative CMD	Rule Name           Declaration scope required           Question 1 about metal tungsten required	Rule Type Is required Is required	Rule Group Declaration Page part A Declaration Page part B	Severity - 9	Description CMD cannot be further processed without Declaration Scope. Question 1 about Metal Tungsten must be answered.	
View - Violation Class	Tab Details Details Details	Node / Recipient	Rule Name           Declaration scope required           Question 1 about metal tungsten required           Question T about policy not "yes (3rd party audit)" or "yes (all methods apply)" (v2)	Rule Type Is required Is required Pick List - Equals text	Rule Group Declaration Page part A Declaration Page part B Declaration Page part C	Severity - 9 -	Description CMD cannot be further processed without Declaration Scope. Question 1 about Metal Tungsten must be answered. A response to Company question H is required. The SEC and most customers re-	juir
View - Violation Class	Tab Details Details Details	Node / Recipient	Rule Name         Declaration scope required           Question 1 about metal tungsten required         Question H about policy not "yes (3rd party audit)" or "yes (all methods apply)" (v2)	Rule Type Is required Is required Pick List - Equals text	Rule Group Declaration Page part A Declaration Page part B Declaration Page part C	Severity - 9 -	Description CMD cannot be further processed without Declaration Scope. Question 1 about Metal Tungsten must be answered. A response to Company question H is required. The SEC and most customers re-	quir
View  View	Tab Details Details Details	anu Export Node / Recipient Illustrative CMD Illustrative CMD Illustrative CMD	Rule Name           Declaration scope required           Question 1 about metal tungsten required           Question H about policy not "yes (3rd party audit)" or "yes (all methods apply)" (v2)	Rule Type Is required Is required Pick List - Equals text	Rule Group Declaration Page part A Declaration Page part B Declaration Page part C	Severity - 9 -	Description CMD cannot be further processed without Declaration Scope. Question 1 about Metal Tungsten must be answered. A response to Company question H is required. The SEC and most customers re-	quir

You can also perform the CMD Quality Reporting by using the kill button above the CMD structure. You will be asked which Quality Profile you want to use, and will see the same window as above with the CMD structure and details information and the CMD Quality Check Results below.

The CMD Quality Check Results provide the following information: Profile Name, Profile ID, Profile Description. A double-click on the shown Profile Name opens a separate window with all details information for the selected profile. Furthermore, you will see a Profile Scoring Amount, the Result Scoring, and the Result Scoring by percent (%). Every check rule has a defined scoring amount based on violation class and severity. The total scoring amount of the checks included in the profile gives the Profile Scoring Amount. The Result Scoring amount is the total from all successful checks – the percentage indicates how successful the CMD passed the checks contained in the quality profile.

The results table lists all violations, which are also shown by a symbol within the corresponding CMD details:

Field Name	Description
Violation Class	System's level class of a violation. Valid results: Fatal, Error, Warning, Information. This can be changed for company rules by the Company Administrator.
Tab	Gives the information, where the violation can be found.
Node / Recipient	Name of the CMD
Rule Name	Describes the rule against which the CMD is checked.
Rule Type	Details regarding the type of condition supported: Is Required: Question must be answered. Pick List equals text: The option is a pick list, and specific selections in the list satisfy the rule. Cond. Required: The field is conditionally required based upon the answer to another question. Cond. Not Allowed: The field is not permitted based upon the answer to another question.
Rule Group	Indicates the section of the CMD (i.e. Declarations Page Part A, B, C and Smelters List Page), where the violation was found.
Severity	System's level severity of a violation. Valid amounts are from 1 (low) to 9 (high). This can be changed for company rules by the Company Administrator.
Violation Text	Feedback message given when the rule is violated.

# IMPORT / EXPORT A CMD

Beginning with CDX version 3, you can import a completed EICC-GeSI CMRT Template Excel workbook into CDX, or export an existing CDX CMD to an EICC-GeSI CMRT Template Excel workbook for later usage or sharing.

### Import a CMD

Select **Conflict Minerals Manager > CMD Search** from the **Function**-menu. In the "**CMD Search**" screen, use the **Import** button in the right middle to get started.

When you click the import button, a file selection dialog will be shown, which allows you to choose a completed EICC-GeSI CMRT Template Excel workbook for import.

		1	# • 🗖	0
Documents library Includes: 2 locations		Arrange	e by: Folder 🔻	
Name			Date modified	
🚽 🔒 Bluetooth Exchange Folder			07.02.2013 13:1	4
🔐 SapWorkDir	🔐 SapWorkDir			2
My Safes	University 20.01 August 20.01			
MySupplierCMD_Test_202.xlsx	08.05.2013			5:25
MyOwnCMD_Test_201.xlsx			25.04.2013 13:4	4
MySupplierCMD_Test_201.xlsx			25.04.2013 13:4	4
MyOwnCMD_Test_202.xlsx			25.04.2013 12:1	1
			1101.101.111	*
	•	All Files (*.*)		-
		Open	Cancel	
X - Compliance Data Exchange reate CMD from file				
hoose CMD template file	Browse	1		
	Compliance Data Exchange         K - Compliance Data Exchange         K - Compliance Data Exchange	Compliance Data Exchange         K - Compliance Data Exchange         Includes:         Include:         Include: </td <td>Documents library     Arrange       Includes: 2 locations     My Supplier CMD_Test_202.xlsx       Includes: 2 locations     Includes: 2 locations       Include: 2 location     Include: 2 locations       Include: 2 location     Include: 2 location       Include: 2 location     Include: 2 location&lt;</td> <td>Includes: 2 locations       Arrange by:       Folder         Includes: 2 locations       Date modified         Includes: 2 locations       07.02.2013 13:1         Includes: 2 locations       08.05.2013 15:2         Image: Image MySupplierCMD_Test_201.xlsx       08.05.2013 15:2         Image: Image MySupplierCMD_Test_201.xlsx       25.04.2013 13:4         Image: Image MySupplierCMD_Test_202.xlsx       25.04.2013 12:1         Image MySupplierCMD_Test_202.xlsx       25.04.2013 12:1         Image MySupplierCMD_Test_202.xlsx       25.04.20</td>	Documents library     Arrange       Includes: 2 locations     My Supplier CMD_Test_202.xlsx       Includes: 2 locations     Includes: 2 locations       Include: 2 location     Include: 2 locations       Include: 2 location     Include: 2 location       Include: 2 location     Include: 2 location<	Includes: 2 locations       Arrange by:       Folder         Includes: 2 locations       Date modified         Includes: 2 locations       07.02.2013 13:1         Includes: 2 locations       08.05.2013 15:2         Image: Image MySupplierCMD_Test_201.xlsx       08.05.2013 15:2         Image: Image MySupplierCMD_Test_201.xlsx       25.04.2013 13:4         Image: Image MySupplierCMD_Test_202.xlsx       25.04.2013 12:1         Image MySupplierCMD_Test_202.xlsx       25.04.2013 12:1         Image MySupplierCMD_Test_202.xlsx       25.04.20

Currently, only files in Microsoft Excel .xls or .xlsx format are supported for CMD import. If you choose any format other than Excel, a dialog will inform you to select the correct format.



Select the template file, and click **Open.** Select **OK** button the subsequent dialog, and the selected EICC-GeSI CMRT Template Excel workbook will be imported into CDX. A new CDX CMD will be created from the contents of the template, and the detail view of the newly created CMD will be displayed.

An EICC-GeSI CMRT template may contain information for a user's own company, or for another company which is a supplier to the user's company. An imported CMD is treated as the user's company's CMD if the company name in the template is exactly the same as that of the user's, and if a company unique identifier is entered in the template, this must match also with the user's company's information in CDX. Currently, the DUNS number is used as a company unique identifier. Otherwise, the imported CMD is treated as a third-party CMD from a supplier and you are not able to use it without accepting it. This step requires a <u>CMD Manager License</u>.

From a process point of view, there is no difference between these two situations except a supplier CMD import displays an additional dialog to inform the user a supplier CMD has been imported.

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MDS - Functions - Administration - Help -	· · · · · · · · · · · · · · · · · · ·	💰 Gimmer, Grit 🙆 CDX Service Team (Germany) Supplier [1] 🕐   🎲
CMD Search Details * Supplier data *	Recipient data *	
😭 👞 🔀   Legend 🔳 📕 📕 📕		
♥ CMD202 ♥ ■ Gold (Au) - Missing Smelter Name - Missing Country ♥ ■ Gold (Au) - Missing Smelter Name - Missing Country ♥	Details VCommon Information	^
Tin (Sn) - PT BilliTin Makmur Lestari - Indonesia	CDX - Compliance Data Exchange	
Tantalum (Ta) - Missing Smeller Name - Missing Countr Tungsten (W) - ATI Tungsten Materials - United States	Information Company 'Hewlett Packard GmbH [07-781-7617]' in template is different than the defined user's company 'COX Service Team (Germany) Supplier (07-781-7617)' Template will be imported as received from supplier 'Hewlett Packard GmbH [07-781-7617]'.	
	Conflict Free Policy	
	View - View	
	Name Company Name II	/ Version Node ID Release Date Template version

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A validation check is performed upon the content of the template during the CMD import. Some errors prevent the CMD import. For those errors, you will receive information about the error(s) that must be corrected in the xls template before the import can be done.

Name grit CMD ID Node ID	CDX - Compliance Data Can not import templa Please fix first the list	a Exchange ate file: 'HP_Test_template ed 1 errors below in templa	.xlsx'. ate sheet and	try again later.	- n 740n -	
Template version	View - Export	la travel		la colu	Basic Longe	-
Status acce	Declaration	Declaration Scope	Row 9	D Value is missing in this mandatory fie	Proposed solution eld. Please provide answer in english.	-
🗌 crea						
The second second						1s imported
		1				

Other warning and error messages (not preventing the import) will be shown in the same window, but can be confirmed with OK, and the template will be imported.

Any detected errors/warnings are shown in the check result pane at the bottom of the CMD detail view. If no errors are found, a successful check message will be displayed in this pane.

ompliance, data, exchange		(p)
IDS + Functions + Administration + Help +	🗧 🚽 🔻 🖏 🛃 🗢 🗶 🗢 🔮 🤹 🍓 🎽 🚺 🔰 🚺 💦 🚺 Gimmer, Grit 🙆 CDX Service Team (German	ny) Supplier [1] 🕐 🛛 🐚
CMD Search Details * Supplier data * Re	cipient data * Orto Base >>	
🖹 💼 🗷   Legend 🔳 🔳 🔳 🔳		1
CMD202 CMD20	Details ✓ Common Information Type Conflict Minerals Declaration Template version 2.02 Declaration Scope B. Division Level Description of Scope - Suppler Hewlett Packard GmbH Name CM0202	^
	✓Dates Creation date 7/24/2014 Release Date 6/14/2013 Check Date -	
	≥ Metals identification	
	∑ Conflict Free Policy	
	≥ Supplier CMDs	
	> Product List	
	Attachment	
neck results - 2 Error(s) / 8 Information		
fiew 🗸 📑 Menu 📓 Export		
pv Tab Node / Recipient	Message	
Supplier data	Contact must be specified	~
Details Gold (Au) - Missing Smelter Name - Miss	ing Country Country is missing	
Details Gold (Au) - Missing Smelter Name - Miss	ng Country Smelter name is missing	
Details Gold (Au) - Missing Smelter Name - Miss	ing Country Country is missing	
Details Gold (Au) - Missing Smelter Name - Miss	ing Country Smelter name is missing	
Details 🛛 🔤 Tantalum (Ta) - Missing Smelter Name -	Missing Country Country is missing	¥

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By default, the name of the CMD template file is used to name the new CMD. For an imported CMD template received from a supplier, only the recipient specific data may be edited. To avoid inconsistent content between the original CMD Template and the CDX CMD, all other fields are read only.

An imported CMD template can be sent to customers, copied to create a new editable CMD, or included within the user's company's CMDs via supplier CMD rollup (more on this later).

Always remember to save all valid new CDX CMD created via CMD Template import, or via any other method.

### Export a CMD

To export a CMD, display the CMD detail view and click the 📕 button above the CMD Tree top node.

As with the CMD import process, a validation check will be executed in the background against the content of the CMD during the export process. Any errors will be displayed in the check result table at the bottom of the CMD detail view, and the export process will be stopped for correction.

- 1	CMD Search	Details * Supplier data *	Recipient data * Collins						
	💼 🛋 🛛 Legen	d 🗰 🗰 🗰 🗰							
<ul> <li>✓ IC CM0202</li> <li>Gold (Au) - Missing Smelter Name - Missing Country Q</li> <li>If Gold (Au) - Missing Smelter Name - Missing Country Q</li> <li>If Tin (Sn) - PF BillTin Mahmur Lestan - Indonesia</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> <li>If Tantalum (Ta) - Missing Smelter Name - Missing Country Q</li> </ul>			Q ,	Details ⊻lCommon	Information Type Supplier Metal Facility Country	Smelter - Alleg Gold (Au)	V Q		
	CDX - Compliance Data Exchange Information The check has identified min		or deficiencies in the CMD. These	✓ Dates ✓ Suppleme View =	Creation date Release Date	7/24/2014 7/24/2014			
Will not prevent use, but show Do you still wish to export to		a new Excel CFSI template?	Input by CDX Service	Contact M	Name Con	tact E-mail	Proposed next steps Mine Nam 2teGoldM		
Chec	k results - 0 Error	(s) / 8 Information	Meccane	-					
()	Details	Gold (Au) - Missing Smelter Name - Missing Country	Country is missing	lessage: Jountry is missing					
Q	Details	Gold (Au) - Missing Smelter Name - Missing Country	Smelter name is missing						

If the CMD has no errors or you confirm the above shown message with "Yes," the CMD will be prepared for export to a CMD Template Excel file and the generated CMD will then be ready for download.



# Supplier CMD Rollup

To include an imported supplier CMD within a user's company's CMDs, additional preparation is needed.

After the supplier CMD is imported, the user must "Accept" the imported CMD. Go to the CMD Inbox by clicking the menu item "**Conflict Minerals Declaration**" within the Inbox Toolbar drop down menu or in the Functions > Inbox or the Conflict Minerals Manager menu.

MDS MDS MDS Request Conflict Minerals Declaration CMD Request

The user may set search parameters to limit the search results, such as setting the **Only imported from Template** option to **Yes** (default is **No**), or **status** to **browsed**. If you know the template version of the CMD, users may also select a specific version from the **Template version** drop down list.

Received CMDs Details Supp	olier data 📃 Recip	ient dat	ta CMD R	equest						
General / Date		Sta	atus			Recipient / Supplier				
Name		Co	mbined 🛛 🗞 all	🇞 open CMDs 🛛 😑 none		Org Unit	~			
CMD ID all 🗸						Europias Cashia assarb bu				
Node ID			Single not ye	et browsed		Supplier Enable search by	/ supplier			
	Tourists Market		accep	ted						
			reject	ed		Supplier	C lisabled	ompany / Org ID		
Part/Item No.			cance	lled by sender		Supplier search is disabled.				
Date transmitted (proposed)										
last status changed										
from 3/3/2014 20 to 07/10/	2015									
View 🔻 🔚 Menu 🕱 Export								Q Search		
Name	ID / Version No	de ID	transmitted	from comp. (Org Unit) [Company ID]	Status	last status changed	Template version	Is imported		
950RowCMD	22415 / 1 22	415	3/23/2015	950Row CMD Example 2	browsed	3/23/2015	2.01	Yes		
Artesyn Embedded-23-Jan-2015	22353 / 1 22	353	2/24/2015	ARTESYN EMBEDDED TECHNOLOGIES	browsed	2/24/2015	3.02	Yes		
Seiko Epson-19-May-2014	15487 / 1 15	487	8/14/2014	Seiko Epson Corporation	browsed	8/14/2014	3.0	Yes		
MyCMRT3-0	9856 / 1 98	56	5/27/2014	HP (Core Team)	browsed	5/27/2014	3.0	Yes		
							📄 Menu	Total CMDs found 4		

**Note:** For imported supplier CMDs, the initial status is always set to **browsed**, which means they have been viewed (during import) by a user within the company.

Double click a CMD displayed within the search result. The detail view of the selected supplier CMD is shown. Review the CMD and if it appears valid, accept the supplier CMD by selecting  $e^{Accept}$  from the MDS menu.



New	s Suppl	lier data Recipient data	DHD Request
Save Ctri	+5 D L Logand		
Save as	Legenu		
Release internally	Astauties	Details	
Publish for suppliers	Antarcuca	∠ Common Information	
Forward	p Japan	Туре	Conflict Minerals Declaration
Debt		Template version	3.0
D a l		Declaration Scope	C. User defined
L2 Check		Description of Scope	Contract of Contra
Accept		ID / Version	9856 / 1
💎 Reject		Node ID	9856
K Delate		Supplier	HP (Core Team)
C) Log off		Name	мусмктэ-о
0 209 011		v Dates	5/37/3014
		Creation date	5/2//2014
		Check Date	
		> Metals identification	
		≥ Conflict Free Policy	
		≥ Supplier CMDs	
		> Product List	
		Attachment	

A user must first create or open an "owned" CMD to add an accepted supplier CMD. From the detail screen, open the **Supplier CMDs** section on the right.

> Metals id	entification					
Conflict F	ree Policy					
Supplier	CMDs					
View 🗸	Search for accepted CMDs	💿 View 🛛 🥥 Delete	K Export			
Name		Company Name	ID / Version	Node ID	Release Date	Template version
						Total records found (
> Product L	ist					
> Attachme	ent					

Click the **Search for accepted CMDs** button. An accepted supplier CMD search window opens, from which the user may search for specific accepted CMDs from their direct suppliers. Once an accepted supplier CMD you would like to include in your own CMD is selected, click the

**Note:** For multiple selections, please press the **control** or the **shift key** during the selection process and click on  $\checkmark$  Apply. Use the  $\checkmark$  Apply all button only to include all CMDs from the result table in your CMD.

CDX - Compliance Data Exchange											
General / Date			Status			Recipient / Supplier					
Name			Combined	🗞 all 🛯 🗞 open CMDs 😂 none		Org	~				
CMD ID	all 🗸		Control 1								
Node ID Template Version Only imported from Template			Single not yet browsed			Supplier Enable search by supplier					
View - C Menu C Export	nged	Ř.				<		Q Search			
Name	ID / Version	Node ID	transmitted	from comp. (Org Unit) [Company ID]	Status	last status changed	Template version	Is imported			
Test CMD AA	23980 / 1	23980	7/5/2015	Bosch Group [191]	accepted	7/5/2015	2.0	No			
MySupplierCMD_Test_202	15520 / 1	15520	9/2/2014	HP External CMD Supplier B	accepted	9/2/2014	2.02	Yes			
MySupplierCMD_Test_202	MySupplierCMD Test 202 621 / 1 621		5/8/2013	HP External CMD Supplier B	accepted	5/8/2013	2.02	Yes			
MySupplierCMD_Test	571 / 1	571	5/8/2013	HP External CMD Supplier A	accepted	5/8/2013	2.0	Yes			
MyOwnCMD_Test	567 / 1	567	5/8/2013	HP (Core Team)	accepted	5/8/2013	2.0	Yes			
Rows Selected 1							Menu	Total CMDs found 5			
							🖌 Apply 🖌 /	Apply all 🔵 Cancel			



The Apply or Apply all button executes the rollup process and adds the supplier CMD(s) to the user's company CMD. Smelters rollup is executed in the background. When complete, all smelters defined in the supplier CMD and in the user's company's CMD are merged, and a combined list of smelters used by your company and your accepted suppliers is generated and displayed under the top node of the CMD tree. Any particular smelter information from a specific source type will be displayed only once, but will be displayed more than once if from different source types, e.g. both known smelters and alleged smelters.

To remove a supplier CMD and their smelters from an owned CMD, select the supplier CMD in the Supplier

**CMDs** section and click •. Only single selection is available for removal by design. You have to state, if you want to keep all smelters of the deleted supplier CMD in your own created CMD.

If a smelter is identified more than once in a rollup CMD and a supplier CMD which included the smelter is removed, the smelter will remain in the rollup CMD unless and until all CMDs which included the smelter are removed.

<ul> <li>♥ MyCND201</li> <li>■ Gold (Au) - Missing Smelter Name - China</li> <li>■ Tin (Sn) - PT BilliTin Makmur Lestari - Indonesia</li> <li>■ Tungsten (W) + ATI Tungsten Materials - United States</li> </ul>	Details ✓ Common Information Try Template versi Declaration Scop Description of Scop ID / Versik Node i Suppli Nan	e Conflict Minerals Declaration in 2.01 B. Division Level v in 575 / 0.01 D 575 ar CDX Service Team (Germany) (2012-11-19 e MyCMD201	)-Workshop)			
	Creation da Release Da Check Da	te 5/8/2013 te -				
	≥ Metals identification					
	> Conflict Free Policy					
	✓ Supplier CMDs View → 🛃 Search for a	ccepted CMDs 🕢 View 🤤 Delete 🔀	Export			
	Name	Company Name	ID / Version	Node ID	Release Date	Template version
	MySupplierCMD_Test_202	HP External CMD Supplier B	15520 / 1	15520	5/8/2013	2.02
	HP Test template	HP	3294/1	3294	6/16/2013	2.02

To view the details of supplier CMD included in your own CMD, double click the supplier CMD item or use the **View** button within the **Supplier CMDs** section. The details view of the preselected supplier CMD is shown in a separate window.

CDX - Compliance Data Exchange					
Supplier CMD					
Legend 🔳 📕 📕 📕					
V MySupplierCMD_Test_202	Details				
■ Gold (Au) - Missing Smelter Name - China ■ Tin (Sn) - PT BilliTin Makmur Lestari - Indonesia	Common Information				
📕 Tungsten (W) - ATI Tungsten Materials - United States	Template version	2.02			
	Declaration Scope	B. Division Level			
	Description of Scope	15520 / 1			
	Node ID	15520			
	Supplier	CDX Service Team (Germany)			
	Name	MySupplierCMD_Test_202			
	> Dates				
	Metals identification				
	≥ Conflict Free Policy				
			Previous	> Next	Cancel

Clicking the **Previous** or **Next** button within the supplier detail displays the previous or next supplier CMD included in the rollup CMD.

**Note:** To protect supply chain information, the **Supplier CMDs** section is not available in supplier CMD detail view.



# CMD REQUEST

Similar to the MDS Request function, you can send a CMD Request to your supplier – either to a company registered in CDX or to companies not already registered. However, prior to using it, you must work with your suppliers outside of CDX and agree that you are going to use CDX to communicate requirements. You will need to know in detail to which company to send the Requests.

### Parts of a Request

A Request tells a supplier what CMD the Requester expects to receive.

The Request consists of the following:

- Set of mandatory CMD attributes (base and recipient specific data)
- Administrative data, which is Request-specific

In the request, the Requester indicates what data they are expecting. Both the Due Date and the Product/Item Number (when you request a CMD on Product Level) are required. All other information is optional.

Please do not put guidance information in the Attributes when creating a request. Requested values inserted into the assigned CMD data fields cannot be overwritten. If they are empty, CMD suppliers have the option to enter their own values.

## Administrative Data

Administrative data refers directly to the Request. This is data the Requester (CMD Recipient) uses to manage the requests in their company such as the following:

- Project, which is used to group requests. Projects are created by Company Administrators and are valid companywide (in the CMD Requester's company).
- · Company / Org-Unit ID and Contact person of CMD Requester
- Deadline Date, which is the deadline the CMD Requester expects to receive the requested CMD

### **CMD Request Statuses**

The Request status describes one of the following:

- A new Request (status "new")
- The request is sent to a CMD Supplier (status "sent," "received" for CMD Supplier)
- The CMD Requester answers a question and sends Request (status "sent", "received" for CMD Supplier)
- The CMD Supplier has assigned a CMD but not sent it yet (status "attached")
- The CMD was sent (status "waiting for acceptance")
- The CMD has been accepted (status "completed")
- The Request receiver (CMD Supplier) rejected the request (status "rejected")
- The Request was cancelled (status "deleted")

## **Creating Requests**

If you use Projects, the first step is to create the project. For the purposes of this section, we will assume that either you are not currently using Projects (which is optional) or that your Projects are already created.

Requests can be created by any User profile except Read-Only. You have two options to create requests:

- Create a single CMD request by using the Functions > Conflict Minerals Manager > New CMD Request or
- Create multiple CMD requests by using the provided MS Excel Template and upload the file into CDX

The first option is described in the following section. A description for creating multiple CMD requests with the MS Excel file can you find in chapter "<u>Outbox</u>", because it is only relevant for own CMD requests.

The Request attributes are as follows:

Field	Description						
Recipient Data							
Company	The CMD supplier who will receive this request.						
Supplier Code	You may enter the specific supplier code. The supplier will not be able to change the code.						
Deadline Date	The date the response is due. This is a required field.						
Status	Request Status						
ID	System generated – CMD Request ID						
Requester Data							
Company	System generated – CDX name of company generating the request and where the supplier will send the response to the request.						
Organisation Unit	Drop down list of possible Organisation Units to receive response.						
CMD Contact	System generated from User ID of person creating request.						
Project	Project name the Request is assigned to.						
CMD Request							
Template Version	Drop down list of possible Template Versions the CMD should be based on.						
Declaration Scope	Drop down list of possible Declaration Scope the CMD should cover.						
Product/Item Number	Product/Item Number is only available for a declaration on Product Level. This is a required field.						
Declaration Period from to	You may enter a value to request a Conflict Minerals Declaration for a specific Period.						

### Selecting the Recipient Company

You can search for a company registered in CDX by using the company search function  $\mathbf{Q}$  or you can send your request to a company not already registered in CDX. When you activate the field "not in CDX registered", additional fields appear in the lower area:

	Requester Data CMD Request	
Q. INot registered in CDX 12/16/2015 ∰* new	Company CDX Service Team (Germany) Supplier Organisation unit CMD Contact Gimmer, Grit Project Project CMD Contact Gimmer, Grit Declaration Period from CMD	
Company Name Street Zip or Postal Code City State / Province Mailbox DUNS Number		
IMDS Company ID Country (F Inter Last Name (	se select a country	
Last Name Eint Name		

Please fill in the required information for the company you want to send the CMD request (all fields with a red \* are required). At the end of the window you can also include a note in the email that the system will send out. After saving and sending, the Company Administrator you entered will receive an email with an invitation to register in CDX and send the requested information by using the system:

🔤 🔒 🕤 🖑 🎍 🗧 Conflict Minerals Template Request - Message (HTML)	?	<b></b>		×
FILE MESSAGE Diagnostics ADOBE PDF				
Thu 20.08.2015 14:26				
CDX Mailer				
Conflict Minerals Template Request				
To CDX Service Desk				
If there are problems with how this message is displayed, click here to view it in a web browser.				
Dear name myfirst,				*
This are all was accounted by CDV on the helf of Calt Clauser at CDV Counter Term (Counter). Counting Mounter in doubt at				
contact Grit Gimmer.	out the authenticity of this e	naii, piea	se	
CDX Service Team (Germany) Supplier or their client is required to investigate the source(s) and chain of custody for Tin, Tu used in their products, and disclose whether the trade of these minerals has supported conflict in the Democratic Republic of C countries. Illustrative CMD Request is required, as their supplier, to support this activity. Their company records identify you as of support.	Ingsten, Tantalum, and Go ongo (DRC) and its neighbor the contact at your company	Id (3TG) ing for this t	уре	
CDX Service Team (Germany) Supplier has elected to use the Conflict-Free Sourcing Initiative (CFSI) Conflict Mineral Reporting T format to collect Conflict Mineral Information. HP's Compliance Data Exchange (CDX) is the supplier reporting data collection ser in CDX is secure and protected; other companies (including HP) can only acces your CMRT when and as you permit. If you do n guide you through the creation process. Use of CDX to create or upload your CMRT and provide the required information to this company, and provides valuable feedback to your company regarding the quality of the information you have provided.	emplate (CMRT) IPC-1755 da vice for this information. You ot have a completed CMRT, recipient is free of charge to	ta exchar r informa CDX will your	nge tion	
Please complete your submission by <b>2015-11-20</b> . This process will require gathering information from within your company ar encouraged to begin immediately. To simplify reporting, CDX Service Team (Germany) Supplier pre-registered Illustrative CMD f Request for your company. As the identified contact, you are the CDX Company Administrator responsible to ensure this submi specified above.	nd from your suppliers, so yo Request in CDX and created a ssion is provided by the dear	u are 1 Templat 1line	e	
Important: For security purposes, the three links below can only be used once, and expire by the submit-by date above.				
To complete registration and begin activation, please click the following link: <u>Activate my company</u> If your company has already registered in CDX, please click the following link: <u>Logon to CDX</u> If you believe receiving this notification is an error or you do not provide 3TG products to the requesting company, please click	the following link: <u>Reject reg</u>	istration		
Once your registration is activated:				
<ul> <li>Login, and from the Toolbar select the InBox defection use the menu Functions InBox).</li> <li>Select CMD Request.</li> <li>On the resulting screen click Search Q (on the right) to locate the client request.</li> </ul>				
Video tutorials for common CDX tasks are available at: <u>https://public.cdxsvstem.com/en/web/cdx/tutorials</u> The latest CDX News and usage tips are available at: <u>https://public.cdxsvstem.com/web/cdx/home</u> The CDX user manual is available on the CDX website: <u>https://public.cdxsvstem.com/web/cdx/help</u> CDX training class information is available at: http://public.cdxsvstem.com/web/cdx/training				Ŧ

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### **Creating Projects**

Projects are grouping criteria for Requests and are valid company-wide. Projects are created on the Create Request screen starting with clicking on the **edit** next to the Project field. A new window will pop up. Since you want to create a project, click on **D** new.

A new window will pop up where you enter the Project name. To get out of this window, click on **Save** and you'll be back at your previous window. However, now your new project will be in the list at the bottom of the window. Click on it to highlight the project and then  $\checkmark$  Apply. You will be returned to your Request window.

### Completing the Request

After you finish entering all of the data, use the 🗳 icon on the toolbar and the system will perform a check. After

the Request has been successfully saved, you will find a to click on that to send your Request to your supplier.

### **Rejecting a Request**

Anyone who can create a Request or MDS/CMD can reject a Request. When a received Request cannot be handled by the CMD supplier, the supplier may reject it and add a comment. It will show the status **rejected** for the CMD supplier and the CMD requester. If the Request is rejected, a reject reason by the CMD supplier is mandatory.

When you are Viewing the Request, in the lower right of the screen you will see the following options.

📢 Reject 🎦 Create CMD 🔮 Assign CMD

To reject the Request, click on the Reject button and enter your reason for rejecting.

### Assign Existing CMD to Request

There are two ways to respond to a request: create a new CMD or assign an existing CMD. In this case, we will be assigning an existing CMD. Once you click on Assign CMD, a window opens where you can search for a certain CMD. You will only be able to attach an existing CMD that was created by your CDX Company.

After assigning you can Send/Propose the CMD to the requesting company, which is then inserted automatically in the recipient data screen.

### Create CMD

Should you elect to Create CMD, you will see that the new CMD has been assigned to this request. The requested CMD recipient data is inserted automatically. You need to create the CMD as explained in previous sections. Once the CMD is completed, go to the Recipient Data Screen and supply any other information and then Send/Propose to the Recipient in a normal fashion.

## **Completing the Request**

By sending the assigned CMD to the CMD requester, the Request status changes to waiting for acceptance.

- If an assigned CMD is sent, a Request-specific test is done, regardless of whether all mandatory fields are filled.
- If the assigned CMD is rejected, the Request status changes back to working.
- If the assigned CMD is accepted, the Request status changes to completed.

# DEFICIENCY REPORT

You are now able to receive, process and respond to supplier CMDs. However, the process to show "due diligence" as required under the SEC ruling also consists of assessing and scoring the responses provided by suppliers in the CMDs. Reporting companies must show improvement in the information they report in a positive feedback loop. The **Deficiency Report** function supports these efforts by providing email feedback to suppliers when the CMDs submitted do not meet your data quality expectations.

With the Deficiency Report function, every user can check the data quality of received CMDs and send an email with the results from the Deficiency Report to the CMD creator. To use the function properly, the CDX Company Administrator must define the check profile and prepare default messages in the email template which is used to send report results. This can be done in the <u>Deficiency Report Manager</u>, which is available in the Administration menu.

With those profiles, each user can perform the Deficiency Report to find missing information in every CMD and then send an email to the CMD provider to indicate the incorrect information.

Name, 1D, version, Date		Supplier Cribs		A EM	Ds		Supprier CPUS								
Name CMD ID Node ID Template version V O Status accepted / int created (own from	all  all  all  all  all  all  all  all	None      Supplier      Recipient     Assigned Org Unit     Common suppliers     All supplier     Supplier     Supplier     Supplier     Supplier	accepted browsed ers not yet browsed rejected cancelled by sender Company / C	Image: solution of the soluti											
Profile			Smelter	elters Specific smelters Free Standard Registered Alleged Invalid Inclusive V ] Tantalum I Tin I Tungsten Inclusive V											
Profile Template Versio Quality Profile Template Versio Violation Class Patal Error	n 4.01a Validation 🛛 💟 Warning 🗌 Information		Smelter  Common smelters Spec  Type Conflict Free Stant Metal Gold Tantalum	cific smelters dard    Registered     Tin    Tungsten	Alleged invalid in Inclusive V	idusive 🔽									
Profile Quality Profile Template Versio Violation Class Fatal Error	n 4.01a Validation V Warning Information		Smelter  Common smelters Spec  Type Conflict Free Stanc  Metal Gold Tantalum	cific smelters dard [] Registered [ ] Tin [] Tungsten [	Alleged Invalid In Inclusive V	idusive 🔽	٩	teporting							

The Deficiency Report uses nearly the same information as the <u>Quality Reporting</u>. The first part allows the user to select which Conflict Minerals Declarations should be included in the reporting. You can specify this by using the typical search parameters (such as CMD name, CMD-ID, template version).

In the second part of the Deficiency Report, select a <u>quality profile</u>, which is already defined by the Company Administrator in the <u>Deficiency Report Manager</u>. This will be executed against all result CMDs from the first part, and allows filtering to continue for CMDs for which the check lead to fatals, errors, warnings, information or combinations of those.

As already known from the CMD Quality Reporting alongside the check results (such as fatal, error, etc.), a score and a percent value is determined for each result CMD and displayed in the result table. This score value indicates how well the CMD passed the checks contained in the profile.

View 👻 📑 Mer	iu 🛛 💥 Export	🚹 Stati	stics													
Name	ID / Version	Node ID	Company Name	Status	Date	Recip△▼ State	Recip State Date	Template version	Is imported	Result Scoring	Result Scoring in %	Fatal	Error	Warning	Information	
CVL Limited 3.01 CM	D 21720/1	21720	CVL Limited	Internally released	12/2/2014	browsed	12/2/2014	3.01	Yes	2341	99.87	0	0	2	0	
New CMD for Grit	11233 / 1	11233	CDX Service Team (Germany)	Internally released	11/20/2	browsed	11/20/2014	3.01	No	2328	99.32	0	0	9	0	^
Test_GGi CMD	23991 / 1	23991	CDX Service Team (Germany)	Internally released	7/13/2015	browsed	7/13/2015	4.01	No	2342	99.91	0	0	1	0	
CMD202	580 / 1	580	CDX Service Team (Germany)	Internally released	7/1/2013	accepted	7/1/2013	2.02	No	2023	86.31	3	0	10	0	5
Copy_CMD202	23998 / 1	23998	CDX Service Team (Germany)	Internally released	8/20/2015	accepted	8/20/2015	2.02	No	2323	99.1	0	0	10	0	Ť
Rows Selected	1											[	🚡 Men	u Tota	I CMDs found	8



With the "Statistics" button above the result table, you can see and print statistical graphs for all listed CMDs:



### **Create and Edit the Deficiency Report**

You can open one or more CMD(s) from the result table to create, update and send the Deficiency Report(s). Please mark all relevant CMD(s) in the table (for multiple selection please press the control key) and double click (right mouse click for multiple selection) to create the report for the selected CMD(s). You can also use the context menu when to begin creation.

For our example, we marked three CMDs and created the Deficiency Report. In the "Edit" tab, all of them will be shown with the corresponding information:

CMD Quality Reporting A Edit Reporting Series Preview	ort Search 🥂 🚔 Report Settings			
CDX Service Team (Germany): New CMD for Grit, 99.32 CDX Service Team (Germany): Test_GGI CMD, 99.91	<ul> <li>✓</li> <li>✓ Report</li> <li>Report</li> <li>CVL Limited: CVL Limited 3.01 CMD, 99.87</li> <li>&gt; Send Information</li> <li>&gt; Introductory Header</li> <li>&gt; Check results - 0 Fatal / 0 Error(s) / 2 Warning / 0 Information</li> <li>&gt; Footer Text</li> <li>&gt; Attachment</li> </ul>	# Report No.	Report English V	Expected 9/23/2015 20 response date
	≥/Send History			

When you go back to the results table and mark additional CMDs, they will be also included in this list on the lefthand side. If you want to work with those results later, you should save the already created Deficiency Reports. Otherwise you will lose them when you perform another function.

Let's look at the right side of the screen, where the following details for the selected CMD are displayed:

#### Report

Report Name	System generated from the CMD Name – you can change this entry, if desired
Report No.	System generated number (not editable)
Report Language	Please select the report language here. The default entry can be set in the Deficiency Report Manager.
Expected response date	Please enter the date that you expect a response. The default entry is the report creation date, plus five days.
×	

⊻ ⊻Report			
Report	* Report	Report English 🗸	Expected 9/26/2015 20
Name CVL Limited: CVL Limited 3.01 CMD, 99.87	No.		response date

#### Send Information

All information in this section can be changed. Currently, inserted texts are system-generated and can be overwritten.

То	Generated from the CMD supplier data – email address of the CMD creator
Mail To Name	Generated from the CMD supplier data – name of the CMD creator
Reply To	Generated from your user ID – email address of the Deficiency Report creator
Reply To Name	Generated from your user ID – name of the Deficiency Report creator
Сс	Here you enter the email address to whom you want to send a report copy. A default entry for this field can be defined in the Deficiency Report Manager.
Subject	Here you insert a meaningful subject for the Deficiency Report email (mandatory field). You can use placeholders (e.g. CMD Name, Company Name) which will be filled in from the system. A default entry for this field is defined in the Deficiency Report Manager

✓ Send In	formation	
То	chuck.lepard@hp.com	Mail LePard, Chuck * To Name
Reply To	grit.gimmer@hp.com	Reply Gimmer, Grit * To Name
Cc		
Subject I	Following place holders are allowed in subject line: {CMDName}, {RequesterCompany	yName}, {SupplierCompanyName}.
		*

#### Introductory Header

Based on the profile and the pre-defined send information, an email text is system-generated. This can be modified by the user to give the supplier as much information as possible, regarding what needs to be changed in the CMD to meet the quality requirements.

Here you insert a meaningful description for the Deficiency Report email. You can use placeholders (e.g. CMD Name, Company Name) which will be filled from the system. A default entry for this field can be defined in the Deficiency Report Manager.

✓Introductory Header Following place holders are allowed: {CMDName}, {RequesterCompanyName}, {SupplierCompanyName}, {DateSent}, {ReplyEmailAddress}, {ResponseDate}.	
	$\frown$

#### **Check Results**

Displays information about the amount of Fatals, Errors, Warnings, Information found in the CMD using the mentioned Profile (Name, ID, Description). Violations against the used check profile are displayed in the results table with detailed information regarding Violation Class, Tab, Rule Name, Rule Type, Rule Group, Severity, Description, and Custom Action.



Check results - 0 Fatal / 0 Error(s) / 2 Warning / 0 Information									
Profile Name	Templa	te Version 4.01a Valio	lation	Profile 2 ID	23 Profile Ch Description	ieck Templat	e in version 4.01a		
<									>
View 🕶	🛅 Men	nu 📓 Export							
Violation	Class	Tab	Rule Name	Rule Type	Rule Group	Severity	Description	Custom Action	
2		Details	Question J about	Pick List - Equals t	Declaration Page	2	As a supplier to a		
1		Details	Question 5 about	Pick List - Equals t	Declaration Page	1	Please work to ide		
<									>

The field "Custom Action" is editable. Here you can insert the corrective steps to be done by your supplier. A double click in the respective field opens a separate window, where you can "add" one or more actions to every violated rule:

Manage Custom Ac	tions		
To choose the custo	om actions, select a detail item below.		
Question 5 about m	netal tantalum not "no"	~	
Assign custom	actions Edit		
View + Me	enu 📧 Export		
Action Name	only valid for selected rule	Description	
No data to display.			
			🔁 Add 🛛 🔛 Save 🔵 Cancel

Please select the "Edit" tab and click on "Add". Select a detail item from the drop down list and enter a description. You can choose whether the action is "only valid for selected rule." Please **Save** your entries. These created entries are now "available actions" in the "Assign custom actions" tab, and you can add one or more

available actions to the "selected actions" area to Assign custom actions (by clicking Apply) to your check
results table.

lanage Custom Actions		
To choose the custom actions, select a detail item below.		
Question 5 about metal tantalum not "no"	~	
Assign custom actions		
Available actions	Selected actions	
Question 5 about metal tantalum not "no"_NEW_ACTIQN		
	>	
	38	
	~	
	11	

#### Footer Text

Please insert additional information, which will be placed at the end of the Deficiency Report email. You can use placeholders (e.g. CMD Name, Company Name) which will be filled from the system. A default entry for this field is defined in the Deficiency Report Manager.

✓ Footer Text Following place holders are allowed: {CMDName}, {RequesterCompanyName}, {SupplierCompanyName}, {DateSent}, {ReplyEmailAddress}, {ResponseDate}.	

#### Attachment

Please "Browse" to attach documents to your Deficiency Report email. All attached documents will be listed here with their Filename, Upload Date and Filesize. The following file formats can be uploaded: xls, xlsx, doc, docx, pdf. You can upload up to 5 documents with a size up to 5 MB per file. Please use the Please use the button to remove attachments.

🗠 Attachn	✓Attachment								
View 🕶	Remove Select new file		Browse						
Filename	Filename Upload Date Filesize (kbyte)								
No files at	No files attached to this CMD								

### Send History

Information about sent Deficiency Report emails with details about Date, To and Cc sent are only available for report emails that have already been sent.

Send History							
View 🕶							
Date Sent	То	Cc					
Not sent yet							

You can preview the generated report using the PREVIEW button above the CMD report list (left side). You can also remove one or more reports from your view.

When all mandatory information (marked with an asterisk \*) has been entered and the Deficiency Report has been saved, the SEND button is available:



Multiple selection is possible and you can send all marked Deficiency Reports using the button above or the context menu of the result table. If a report cannot be sent due to missing information in a mandatory field, you will see the following error message:

informatio	n
CVL I Team	ving reports can't be sent due to mssing mandatory fields: imited: CVL Limited 3.01 CMD, 99.87(27) CDX Service I (Germany): New CMD for Grit, 99.32(25)

Please enter the missing information and try sending again.



# **Report Search**

You can search for all created and saved reports, as well as already sent Deficiency Reports in the "Report Search" Tab:

🏷 CMD Qu	ality Reporting 🚬 🕺 Edi	t Q Report Search	Report Sett	ings					
Report Report No. Status Node ID Supplier	v new v sent	Report Name	Send Informa Mail To Na Date S has fil attac	tion To ime ient e(s) hed	B	CMD Qu Search Quality Profile Result has Scoring amount Percent	ality Check Result	s or 🗌 Warni	ng 
View •	Menu Keport Name	Profile	CMD ID / Version	last sent date	То	D	Scoring amount	%	Fatal/Error/Warning
27	CVI Limited: CVI Limited 3.	Template Version 4.01a Valid	0/1		chuck.lenard@hp.com		2341	99.87	0/0/2
26	CDX Service Team (German	Template Version 4.01a Valid	0/1	09/21/2015	use2@sub2.com		2342	99.91	0/0/1
25	CDX Service Team (German	Template Version 4.01a Valid.	0/1		xinfeng.chen@hp.com		2328	99.32	0/0/9
22	CVL Limited: CVL Limited 3	Template Version 4.01a Valid.	0/1		chuck.lepard@hp.com		2341	99.87	0/0/2
21	CDX Service Team (German	Template Version 4.01a Valid	0/1		use2@sub2.com		2342	99.91	0/0/1
20	CDX Service Team (German	Template Version 4.01a Valid.	0/1		xinfeng.chen@hp.com		2328	99.32	0/0/9
19	Hewlett Packard GmbH: CM	Template Version 4.01a Valid	0/1		3 - 1		2223	94.84	1/0/10
18	CDX Service Team (German	Template Version 4.01a Valid	0/1		islam.al-nahrawy@hp.com		2323	99.1	0/0/10
17	CDX Service Team (German	Template Version 4.01a Valid	0/1				2023	86.31	3/0/10
16	Hewlett Packard GmbH: CM	Template Version 4.01a Valid	0/1	09/18/2015	cdx-info@hp.com		2223	94.84	1/0/10
5	CDX Service Team (German	Template Version 4.01a Valid	0/1	09/11/2015	cdx-info@hp.com		2023	86.31	3/0/10
		1							
Rows Selected	1								Menu Total records found: 11

You can use several parameters to refine your search. The result table displays an overview for all reports in the marked status (new and/or sent) with Report Number, Report Name, Used Profile, CMD ID / Version, Last sent date, Sent to email, Attachment, Scoring amount (also in %), and Amounts of Fatal/Error/Warnings. All reports can be sent (again) using the context menu:

View 🕶	🚡 Menu 🛛 🙀 Export									
eport 🗠 No.	Report Name	Profile	CMD ID / Version	last sent date	То	Ø	Scoring amount	%	Fatal/Error/Warning	
41	CDX Service Team (German	Template Version 4.01a Validation	0/1		islam.al-nahrawy@hp.com		2323	99.1	0/0/10	
27	CVL Limited: CVL Limited 3	Template Version 4.01a Validation	0/1		chuck.lepard@hp.com		2341	99.87	0/0/2	
26	CDX Service Team (German	Template Version 4.01a Validation	0/1	09/21/2015	use2@sub2.com		2342	99.91	0/0/1	
25	CDX Service Team (German	Template Version 4.01a Valic 🕑 Pr	eview		xinfeng.chen@hp.com		2328	99.32	0/0/9	
22	CVL Limited: CVL Limited 3	Template Version 4.01a Valic 📀 Op	en Report		chuck.lepard@hp.com		2341	99.87	0/0/2	
21	CDX Service Team (German	Template Version 4.01a Valic 🗋 Se	nd		use2@sub2.com		2342	99.91	0/0/1	

## **Report Settings**

To preview the settings selected by your Company Administrator, please go to the "Report Settings" Tab. The displayed information is not editable here. To change the settings, the Company Administrator has to use the Administration > <u>Deficiency Report Manager</u> menu.

# Ουτβοχ

The Outbox (<sup>2</sup>) is where you can track the MDSs and CMDs that you have sent to recipients and their status as well as all own MDS and CMD Requests.

For own MDS and CMD Requests, you can also download a template (xls format) in the respective screen, which allows you to create multiple requests outside of CDX. You can incorporate extracted data from your ERP, Supplier Management or any other inhouse system, and then upload the filled template into CDX. With this function, you have the option to <u>bulk send MDS or CMD requests</u> to multiple suppliers simultaneously.

The search parameters and the search result table are combined in one screen for each of the selectable type. This screen is divided into a top area and a bottom area. The top area is used to show the search parameters and the bottom area is responsible to display the search result table.

### **Search Parameters**

The following table gives a description of the Search Parameters:

Field	Description
Sent MDSs / CMDs	
Name	MDS / CMD name or description
Internal Number	Item/Material number - from your Ingredients page - NOT the Recipient Data page
External / Part/Item Number	Part/Item number – from your Recipient Data page
MDS ID / CMD ID / Version	MDS ID / CMD ID / Do you want to limit the results to only the Current Version or All versions
Node ID	System Generated – This refers to the actual location in the database where information about this MDS / CMD is stored. For the 0.01 version of the MDS / CMD, it will be the same as the ID
Template Version	Search CMDs with specified template version, only available for CMD search
Date Transmitted	Search by date range of transmission to recipient
Date Last Status Change	Search by date range of last status change
Combined / All	Find those transmitted in any status (default is "all" – to unmark all and select one or more status please click on "none")
Combined / Open MDSs / Open CMDs	Find those transmitted and are "Open" MDSs / CMDs (anything but cancelled by sender and accepted)
Status: not yet browsed	Find those transmitted where the recipient has not looked at.
Status: browsed	Find those transmitted where the recipient has looked at but not made a decision on
Status: accepted	Find those transmitted where the recipient has accepted
Status: rejected	Find those transmitted that the recipient has rejected
Status: modified	Find those that are back in your company's control for editing/corrections
Status: cancelled by sender	Find those that you have either deleted or deleted the recipient
Only Forwarded	Limit your search to those that are forwarded copies
Org Unit	Find those sent to a specific Org Unit (your ID must be assigned to that Org Unit)
Enable Search by Recipient	Check this box if you want to look by a specific recipient
Recipient	List of recipients that you wish to find results for (this box will be greyed out until you check the box Enable Search by Recipient)
Include all Org Units	Find MDSs / CMDs transmitted to the recipient companies regardless of Org Unit





Field	Description					
Own MDS Requests						
Request ID	MDS Request ID – system generated					
Request Group ID	Group ID – system generated. Imported requests from one file would share the same ID.					
Only imported from Template	Search sent MDS requests which were imported from MDS bulk request Excel sheet					
Туре	Type of MDS – Component, Semicomponent or Material					
Project	Project name/number the Request is assigned to					
Deadline date from – to	You may search on deadline dates. If so, "from" would be the earlist you would want to look at, and "to" is the last date in the window you want returns from.					
Status	You may filter on the status of the request (new, sent, awaiting acceptance, completed, rejected). Only one status may be selected per search. Check the "open requests" box if you want to return all requests that have not been closed or cancelled.					
Enable Search by Company	Check this box if you want to perform your search by customer.					
Recipient	List of recipients that you wish to find results for (this box will be greyed out until you check the box Enable Search by Recipient).					
Requester	Please select an OrgUnit to search for all Requests from this OrgUnit.					
Assigned MDS / Name / Number	Find own Requests a certain MDS has been assigned to – by MDS selection, name or number.					
Statistics	Shows the amount of all own and received MDS Requests in the respective status .					
Download Template	Here you can download the xls template to create an MDS bulk request file.					
Import	Here you can import your filled MDS bulk request file to create mass-requests					
Own CMD Requests						
Request ID	CMD Request ID – system generated					
Request Group ID	Group ID – system generated. Imported requests from one file would share the same ID.					
Only imported from Template	Search sent CMD requests which were imported from CMD bulk request Excel sheet					
Project	Project name/number to which the Request is assigned					
Enable Search by Recipient	Check this box if you want to perform your search by customer.					
Recipient	List of recipients that you wish to find results for (this box will be greyed out until you check the box Enable Search by Recipient).					
Supplier Code	Search for CMD Requests with a certain Supplier Code.					
Deadline date from – to	You may search on deadline dates. If so, "from" would be the earlist you would want to look at, and "to" is the last date in the window from which you want returns.					
Status	You may filter on the status of the request (new, sent, awaiting acceptance, completed, rejected). Only one status may be selected per search. Check the "open requests" box if you want to return all requests that have not been closed or cancelled.					
CMD Template Version	You may search for all CMD Requests you sent out for a certain Template Version.					
Declaration Scope	You may search for all CMD Requests you sent out for a certain Declaration Scope.					
Product / Item Number	You may search for all CMD Requests you sent out for a certain Product or Item Number.					
Assigned CMD	Search for all CMD Requests you sent out and received a certain CMD assigned to it.					
Name	Search for all CMD Requests you sent out and received a certain CMD with this Name.					
Node ID	Search for all CMD Requests you sent out and received a certain CMD with this Node ID.					
Download Template	Here you can download the xls template to create a CMD bulk request file.					
Import	Here you can import your filled CMD bulk request file to create mass-requests					



For selecting the Supplier / Recipients, a modal dialog appears, displaying the Company / Org.-Unit Search panel.

General / Date			Status				Recipient /	Supplier			
Name				ed 🚱 all 🚱 oper	n MDSs 🛛 🤷 nor	ne	Org Unit			~	
nternal number			• •	•						-	
steenel as when		Sing	le 🗹 not yet browsed	1		Recipient	Enable search	h by recipient			
External number				<ul> <li>browsed</li> </ul>				di 🔐 🔛			
MDS ID	all 🗸			✓ accepted				Recipient		Company / Org ID	1
Node ID				✓ rejected				Recipient search	h is disabled.		
				Modified				✓ Include all O	rg Units		
Date transm	nitted (sent/proposed)			Cancelled by ser	nder						
last sta	atus changed			only forwarded							
from 07/18/20	014 to 07/25/2014 to										
🗸 📄 Menu 🔀 E	Export									Q	5
V V Benu Kara	Export	ion	Node ID	Internal number	transmitted	to comp. (Org Unit) [Company I	D] Ext	ernal number	Status	Q s	56
V V 🔛 Menu 🔀 E Columns 🔶	Export Show All	ion / 3	Node ID 1018851	Internal number	transmitted 7/16/2014	to comp. (Org Unit) [Company I SSI [118]	D] Ext	ernal number	Status	last status changed 7/16/2014	5e
V Menu K E Columns Sort F	Export Show All ✓ Type	ion / 3 / 5	Node ID 1018851 1018833	Internal number WS 00.01.01	transmitted 7/16/2014 7/15/2014	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [0	D] Ext	ernal number 3.321.AVC 5 00.01.01	Status browsed accepted	last status changed 7/16/2014 7/15/2014	5e
N N Menu K E Columns Sort Reorder Columns	Export Show All ✓ Type ✓ Name	ion / 3 / 5 / 2	Node ID 1018851 1018833 1016023	Internal number 	transmitted 7/16/2014 7/15/2014 2/19/2014	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [	D] Ext 123 1] _W 1] asd	ernal number 3.321.AVC 5 00.01.01 f.1234	Status browsed accepted accepted	Q : last status changed 7/16/2014 7/15/2014 2/19/2014	5e
Columns Sort Reorder Columns	Show All  Type  Nome  D/Version	ion / 3 / 5 / 2 / 1	Node ID 1018851 1018833 1016023 1012951	Internal number _WS 00.01.01 123.321	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [0 CDX Service Team (Germany) [5 SSI [118]	D] Ext 123 1] _W 1] asd	ernal number 3.321.AVC 5 00.01.01 f.1234	Status browsed accepted accepted accepted	Q :  last status changed //16/2014 2/19/2014 10/18/2013	5e
w ▼ È Menu 座 E Columns → Sort → Reorder Columns Vanner System	Export Show All ✓ Type ✓ Name ✓ D/ Version	ion / 3 / 5 / 2 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057	Internal number _WS 00.01.01 123.321 123123	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/4/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [0 CDX Service Team (Germany) [1 SSI [118] CDX Service Team (Germany) [1	D] Ext 123 1] _W 1] asd 1] 512	ernal number 3.321.AVC 5 00.01.01 f.1234 13ksdfsdf	Status browsed accepted accepted accepted accepted	Q : last status changed 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/21/2014	5e
Columns Sort Reorder Columns Yunne Jyssen Wandpanele Meca france ball valve	Show All Type Type ID / Version Node ID	ion / 3 / 5 / 2 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057 1008992	Internal number _WS 00.01.01 123.321 123123 1000062355	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/4/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [C SSI [118] CDX Service Team (Germany) [C SSI [118]	D] Ext 123 1] _W 1] asd 1] 512 100	ernal number .321.AVC 5 00.01.01 f.1234 :3ksdfsdf 10062355	Status browsed accepted accepted accepted accepted accepted	Q : last status changed 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/21/2014 5/14/2013	5e
Columns Columns Forder Columns Former Jystem Wandpanele Meca france ball valve Nut M 20	Show All Type Vame ID / Version Vode ID Internal number	ion / 3 / 5 / 2 / 1 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057 1008992 1008991	Internal number 	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/4/2013 5/14/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [C SSI [118] SSI [118]	D] Ext 123 123 123 123 123 123 123 123	ernal number 321.AVC 5 00.01.01 f.1234 13ksdfsdf 10062355 0056-0020	Status browsed accepted accepted accepted accepted accepted accepted	Q 1 last status changed 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/21/2014 5/14/2013 5/14/2013	5e
Columns  Columns Colum	Export Show All Y Type Name ID / Version Node ID Internal number transmitted	ion / 3 / 5 / 2 / 1 / 1 / 1 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057 1008992 1008991 1008990	Internal number _WS 00.01.01 123.321 123123 1000062355 15-0056-0020 15-0020-2080	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/4/2013 5/14/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [S SSI [118] SSI [118] SSI [118]	D] Ext 123 123 123 123 123 123 123 123	ernal number 321.AVC 5 00.01.01 f.1234 13ksdfsdf 10062355 0056-0020 0020-2080	Status browsed accepted accepted accepted accepted accepted accepted accepted	Q : last status changed 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/21/2014 5/14/2013 5/14/2013 5/14/2013	5e
Columns  Columns. Col	Show All Type Type V Name ID / Version Node ID Internal number transmitted transmitted to comp. (Org Unit) [Company ID]	ion / 3 / 5 / 2 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057 1008992 1008991 1008990 1008990	Internal number _WS 00.01.01 123.321 123123 1000062355 15-0056-0020 15-0022-080 15-0182-0009	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 7/4/2013 5/14/2013 5/14/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [C SSI [118] CDX Service Team (Germany) [C SSI [118] SSI [118] SSI [118]	D] Ext 123 13 _W 13 asd 10 512 100 15- 15- 15- 15-	ernal number .321.AVC 5 00.01.01 f.1234 13ksdfsdf 10062355 0056-0020 0056-0020 0020-2080 0182-0009	Status browsed accepted accepted accepted accepted accepted accepted accepted accepted	Q : last status changed 7/16/2014 7/15/2014 10/18/2013 7/21/2014 5/14/2013 5/14/2013 5/14/2013 5/14/2013	5e
Columns     Sort     Columns     Sort     Columns     Former system     Wandpanet     Meca france ball valve     Meca france ball valve     Nut M 20     Bolt M 20 x 80     Gasket 4 <sup>4</sup>	Export Show All ✓ Type ✓ Name ✓ ID / Version ✓ Node ID ✓ Internal number ✓ transmitted ✓ transmitted ✓ External number	ion / 3 / 5 / 2 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1012951 1010057 1008992 1008999 1008989 1008959	Internal number WS 00.01.01 123.321 123123 1000062355 15-0056-0020 15-0020-2080 03-6212-0000 03-6212-0000	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C DX Service Team (Germany) [C DX Service Team (Germany) [C SSI [118] SSI [118] SSI [118] SSI [118] SSI [118]	D] Ext 123 12W 13S 10S 15 15 15 15 15 03 15 15 03 15	ernal number .321.AVC 5 00.01.01 f.1234 3ksdfsdf 0062355 0056-0020 0020-2080 0182-0009 6212-0000	Status browsed accepted accepted accepted accepted accepted accepted accepted accepted accepted	Q : last status changed 7/15/2014 2/19/2014 2/19/2014 2/19/2014 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013	5e
Columns     C	Show All	ion / 3 / 5 / 2 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	Node ID 1018851 1018833 1016023 1010951 1008992 1008990 1008999 1008959 1008958	Internal number _WS 00.01.01 123.321 123.321 15-0056-0020 15-0182-0009 03-6212-0000 03-6934-0200	transmitted 7/16/2014 7/15/2014 2/19/2014 10/18/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013	to comp. (Org Unit) [Company I SSI [118] CDX Service Team (Germany) [C CDX Service Team (Germany) [C SSI [118] CDX Service Team (Germany) [C SSI [118] SSI [118] SSI [118] SSI [118] SSI [118] SSI [118]	D] Ext 123 ]W ] asd 100 15- 15- 15- 03- 03- 03- 03- 03- 03- 03- 03	ernal number 3.321.AVC 5 00.01.01 f.1234 13ksdfsdf 10062355 0056-0020 0020-2080 0182-0009 6212-0000 6934-0200	Status browsed accepted accepted accepted accepted accepted accepted accepted accepted accepted accepted	Q : last status changed 7/15/2014 7/15/2014 10/18/2013 7/12/2014 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013 5/14/2013	5e

You can turn off columns in the display and reorder the columns by using options in the View menu. To access any of the items, double click and you will be brought to the Ingredients tab of the submission.

You can export the results to excel by using the second command. Please note that with MS Excel 2007 or higher versions you might get the following message:

Microsoft	t Office Excel
1	The file you are trying to open, 'SearchResult_MDS[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

If so, please click "Yes" to be able to open the file.

### **Bulk Send for CMD and MDS Requests**

The bulk request option enhances the existing request capability by enabling you to send MDSs, as well as CMD requests to multiple suppliers simultaneously. It is available in the MDS Request Outbox respectively in the CMD Request Outbox (because this function is only related to own MDS or CMD requests). If it is not specifically mentioned, the processes are same for bulk send of CMD and MDS requests. The description below shows the CMD request options.

In the respective Outbox Search screen you can download a template (xls format), where you can list all your MDS or CMD requests offline. You can also extract data from your ERP, Supplier Management or any other inhouse system to incorporate already available information in your request file, which you can import into CDX once it is prepared.

Hewlett Packard
Enterprise



		and the second	CT A STATE
Deadline date		Template version	~
from to	100 B	Declaration Scope	A. Company Level B. Division Level
Status new			C. Product Category Level
sent		Part Although an and	
awai	ting acceptance	Product/Item Number	-
	ted	Assigned CMD	
open requests		Name	
		Node ID	
1			
			📓 Download template 🛛 👰 Import 🔍 Searc
MD Contact	Deadline date	Status Project	
	] to to to status new end	Image: mean series     Image: mean series       Image: status     new       Ima	Image: Status     Product/Item Number       Status     rew       awaiting acceptance     Product/Item Number       Assigned CMD     Name       open requests     Node ID

Please use the button Download template to receive available master request template files downloaded from CDX. By clicking this button, all available master request template files would be shown in a separate dialog. There is currently only one master template file available for download (topical means the corresponding template is most currently used).

By clicking the link in the "Name" column, the corresponding master template file will be downloaded and you can save it on your computer to create your own bulk requests.

Recipient		CDX - C	ompliance Data Exchange						Iration
Request ID		Evnor	t Pequect Template	3					
Request	Only imported		Name	A. Company Level					
Project		202	CmdRequestBulkTemplate.xlsx	1.1	5/7/2015	CMD Request	Yes	No	C, Product Category Level
Recipient I	Enable search by recipient								D. Product Level
Re	ciplent.								
Res	cipient search is disabled.								
Supplier									
Code									
									Download template in Import Q Search
/iew +Me	anu 📓 Export								-
quest ID	Request Group ID Recipier								
		_						Contral	
		_					_	Cancer	
<	1								
									al records found

The new "Import" button ( Import ) in the Outbox Search screen is used to import the (offline) prepared CMD/MDS requests included in the downloaded request template file. By clicking this button, you have to choose the file to be imported in a separate dialog. The handling is the same as the <u>CMD Import</u>.

DX - Compliance Data Exchange	
Create request from file	
Choose Request	Browse
template	
	OK 🔵 Cancel

By selecting the template file to import and clicking the "Ok"-button, all requests defined in the template will be imported. Once the import process is finished, a separate summary dialog with detailed information about the import process will be shown:

iew	<ul> <li>Export</li> </ul>							
be	Sheet Name	Data Name		Row	Column	Message	Propo	sed solution
•	DATA	COUNTRY		4	P	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	LAST NAME		4	т	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	FIRST NAME		4	U	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	TELEPHONE		4	V	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	COUNTRY		5	P	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	LAST NAME		5	т	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	FIRST NAME		5	U	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	TELEPHONE		5	V	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	DECLARATION SCO	PE	6	E	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	COUNTRY		6	P	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	LAST NAME		6	т	Value is missing in this mandatory field.	Please	provide answer in e
	DATA	FIRST NAME		6	U	Value is missing in this mandatory field.	Please	provide answer in e
								Total records found:
iew	- Evport							Total records found:

As the import process consists of two sub processes (parse the template file and persist the imported requests), the first table in the summary dialog shows the parsing result of the template file. The second table shows the result of request persisting process. If a request is successful imported, it would get a unique Request ID and a Request Group ID, if a request could not be persisted for any reason, none request or request group id would be given and the failure cause would be shown in the table for the related row given in the template file.

The results shown in both tables could be exported to excel file by clicking the related Export button above the corresponding table. Clicking OK brings you back to the Outbox Search screen, and the imported requests will be shown in the result table below:

Recipient			Date / St	Date / Status			Conflict Minerals Declaration	
Request ID Request ID Group ID Project Recipient Enable search by recipient Recipient Company / Org ID Recipient cearch is disabled. Supplier Code			any / Org ID	Deadline date from B to B status new sent sent wwaiting acceptance completed rejected open requests			Template version  Declaration Scope A. Company Level B. Division Level C. Product Category Level O. Product Category Level Product/Item Number Assigned CMD Name Node ID Node ID	
							Download template 🖉 Import 📿	
iew +	Menu 🙀 Export							
ew 🔹 🔀 uest ID	Menu Export Request Group ID	Recipient	Recipient CMD Contact	Deadline date	Status	Project	Declaration Scope	
ew 🕶 🕞 uest ID	Menu Export Request Group ID 208	Recipient	Recipient CMD Contact	Deadline date 07/01/2016	Status	Project	Declaration Scope	
ew 🔻 💽	Menu Export Request Group ID 208 208	Recipient	Recipient CMD Contact	Deadline date 07/01/2016 05/31/2015	Status new new	Project	Declaration Scope User defined	
ew 🔹 🔀	Menu Export Request Group ID 208 208 208	Recipient	Recipient CMD Contact	Deadline date 07/01/2016 05/31/2015 05/20/2015	Status new new new	Project	Declaration Scope User defined Company	

All imported requests from one file will share the same "Request Group ID". The Group ID is used to describe all related requests that belong to the same imported request template. It can be used later to find all related imported requests. All requests defined in the template will be imported. If any information in a request is missing, you can edit the respective request bydouble-clicking on the request, which opens the request details.

The Outbox Search screen is also used to bulk send a set of requests: Select multiple requests in the CMD/MDS request outbox, right-click to open the context menu item and then "Send". The "Send" menu item in the context menu is available only if at least one selected request is sendable. If all preselected requests are not sendable, the "Send" menu item would be disabled. By clicking the "Send" menu item, all preselected requests would be sent. If user confirmations are needed before requests can be sent, separate dialog will be shown for each of these requests (one by one for user conformation).

DX - Compliance Data Exchange	
Confirm Please confirm that the reque	ests should be sent.
	VOK OCancel

At the end, when all preselected requests are handled by the sending process, a separate summary dialog would show the bulk send results.

Sendable Yes	Send successful Yes	Send canceled
Yes	Yes	No
M		NO
NO	No	No
No	No	No
		Total records found: 3

The message shows the following information for every single request:

**Sendable:** Whether a request could be sent. If a request is not sendable, please check, if all mandatory fields are filled.

Send successful: Request was sent successfully- yes or no.

**Send canceled:** Request was canceled by user (therefore was not sent) – yes or no.

To export the summary into Excel file click the "Export" button above the table.

# **INBOX**

The Inbox (📥) shows all MDSs, MDS Requests, CMDs and CMD Requests that are sent to your company. If your company uses Organisation Units, you must have that Org Unit assigned to your ID in order to view it. The search parameters are the same as for the Outbox as are the columns in the display. What is different about the Inbox is that you must view and accept the MDS before you can attach it to one of your structures.

# Accepting / Rejecting

First select the MDS, MDS Request, CMD or CMD Request you want to review by double clicking on it to bring up the Ingredients/Details page. You can then explore all information as well as the structure (see <u>Navigating the</u> <u>Tree</u>) and review it according to your rules. You also need to go to the Recipient Data tab and review that information.

After you have viewed the submission, go to the MDS menu and use the **Accept.** The CDX system will then run system checks to see if there are any issues. Your screen should look similar to the following:

CDX - Compliance Data Exchange	Details	
Check results  The results of the MDS check run are displayed in the check results table below.  The results table tab	Suppler Code 07-781-7617 Name Seawater Pump Part/Item No • • • • • • • • • • • • • • • • • •	
continue.	∠IDrawing Drawing No: - Drawing dated Drawing change Level -	
🗞 Accept  Reject 🍃 Cancel	✓ Purchase Order No Bill of Delivery No	
	⊻/Report Report No Date of Report -	
esults - 0 Error(s) / 1 Information		
Pe Tab Node / Recipient Recipient (CDV, Service Team (Germany) Supplier	Message No Part/Item No, has been specified.	

Then you can either Accept or Reject by clicking on the appropriate button:

### Accepting the MDS

If the MDS has passed all system checks and you click on Accepted and the MDS will change to Accepted and the MDS can now be found in your search and attached to one of your structures.

### Rejecting the MDS

If you decide to Reject the MDS, you will need to supply a reason for the rejection. This should be self explanatory or else your supplier will feel free to call you with questions.

CDX - Compliance Data Exchange					
Recipient data					
Name transmitted last status changed	Seawater Pump 04/18/2012 04/18/2012	ID / Version from comp. Status	1001000 / 2 CDX Service Team (Germany) () browsed		
Reason for denial Reason for denial					
				👎 Reject	Cancel

After you enter your reason for denial, click on the Reject to change the status to rejected.

# SEARCH TIPS

Searching in CDX is simple, easy and offers many options to narrow your results. The more filters you fill out, the less search results you will get. The Search menus are somewhat similar with slight differences as detailed in the following sections.

All search results can be exported by using the Export button. Please note that with MS Excel 2007 or higher versions you might get the following message:

Microsoft	Office Excel
4	The file you are trying to open, 'SearchResult_MDS[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

If so, please click "Yes" to be able to open the file.

# Wild Card Search

The asterisk (\*) is a useful character when searching, especially since if you are not sure of the exact spelling or punctuation. If you want all lead compounds in the Basic Substance search, simply enter \*lead\* in the name field and all will be returned. If you are looking for a company and know there are several CDX registrations, you can enter \*abcd\* in the company name field and all companies containing that character string will be returned in the results.

## **Configure Search Results**

Every Search Results allows you to turn off/on column displays and to sort or rearrange the columns through the View • item.

## **Component Search Fields**

The following table lists the fields and definition of those fields available in the Component Search.

Field	Description
Name, ID, Version, Date	
Name	The name of the Component
Part / Item Number	The part or item number
MDS ID / Version	The MDS ID / Select current to limit your search to the most recent version(s). Select All to return all results. Note, if searching for a supplier's data, it is a good idea to search on All as there may be higher versions from a system perspective that you do not have visibility to.
Node ID	System Generated – This refers to the actual location in the database where information about this MDS is stored. For the 0.01 version of the MDS, it will be the same as the ID
Date: published / accepted / internally released	Checking this box allows you to perform a date search based on when the MDS was released.
Date: created	Checking this box allows you to perform a date search based on when the own MDS was created.
From / To	Date range that you want to search through.
Supplier MDSs	
Accepted MDSs	Check the Accepted box if you want to search through supplier data that you have accepted.
Supplier	If the above box is checked, you will be able to search and select suppliers to which you want to limit your searches.
Own MDSs	
Own MDSs	Check this box if you want to search through your own company's MDSs.



Field	Description
Last edited by me	Check this box if you want to limit your search to those that you were the last editor on.
Assigned Org Unit	If you want to limit your search to a single Org Unit, you can select it here whether or not the Org Unit is assigned to your User ID.
Assigned Contact	If you want to limit your search to a single supplier contact in your CDX company, you can select it here.

# **Semicomponent Search Fields**

The following table lists the fields and definition of those fields available in the Semicomponent Search.

Field	Description
Name, ID, Version, Date	
Name	The name of the Semicomponent
ltem / Mat. No.	The item or Material number
MDS ID / Version	The MDS ID / Select current to limit your search to the most recent version(s). Select All to return all results. Note, if searching for a supplier's data, it is a good idea to search on All as there may be higher versions from a system perspective that you do not have visibility to.
Node ID	System Generated – This refers to the actual location in the database where information about this MDS is stored. For the 0.01 version of the MDS, it will be the same as the ID
Date: published / accepted / internally released	Checking this box allows you to perform a date search based on when the MDS was released.
Date: created	Checking this box allows you to perform a date search based on when the own MDS was created.
From / To	Date range that you want to search through.
Supplier MDSs	
Accepted MDSs	Check the Accepted box if you want to search through supplier data that you have accepted.
Supplier	If the above box is checked, you will be able to search and select suppliers that you want to limit your searches to.
Own MDSs	
Own MDSs	Check this box if you want to search through your own company's MDSs.
Last edited by me	Check this box if you want to limit your search to those that you were the last editor on.
Assigned Org Unit	If you want to limit your search to a single Org Unit, you can select it here whether or not the Org Unit is assigned to your User ID.
Assigned Contact	If you want to limit your search to a single supplier contact in your CDX company, you can select it here.

# **Material Search Fields**

The following table lists the fields and definition of those fields available in the Material Search.

Field	Description
Name, ID, Version, Date	
Name	The name of the Material
Int. Mat. No.	The Internal Material number – this is how your company refers to the Material.
MDS ID / Version	The MDS ID / Select current to limit your search to the most recent version(s). Select All to return all results. Note, if searching for a supplier's data, it is a good idea to search on All as there may be higher versions from a system perspective that you do not have visibility to.



Field	Description
Node ID	System Generated – This refers to the actual location in the database where information about this MDS is stored. For the 0.01 version of the MDS, it will be the same as the ID
Date: published / accepted / internally released	Checking this box allows you to perform a date search based on when the MDS was released.
Date: created	Checking this box allows you to perform a date search based on when the own MDS was created.
From / To	Date range that you want to search through.
Norm, Symbol, Classificat	tion
Standard Material No.	The Standard Material number of the Material. This usually is valid only for materials in certain metal classifications.
Symbol	The ISO symbol for this Material. This field is usually valid only for polymeric classifications.
Norm	You may elect to search on specific norms. You may search on only one norm at a time. You may wish to use a wild card search in the numeric portion of the norm to have a wider scope.
Classification	You may elect to search on specific Material Classifications. You may search on only one Classification at a time.
Supplier MDSs	
Accepted / Standard MDSs	Check the Accepted box if you want to search through supplier data that you have accepted. Check the Standard MDSs box if you want to search through standard Material data that is published by "CDX Standard Metals".
Supplier	If the Accepted box is checked, you will be able to search and select suppliers that you want to limit your searches to.
Own MDSs	
Own MDSs	Check this box if you want to search through your own company's MDSs.
Last edited by me	Check this box if you want to limit your search to those that you were the last editor on.
Assigned Org Unit	If you want to limit your search to a single Org Unit, you can select it here whether or not the Org Unit is assigned to your User ID.
Assigned Contact	If you want to limit your search to a single supplier contact in your CDX company, you can select it here.

# **Substance Search Fields**

The following table lists the fields and definition of those fields available in the Substance Search.

Field	Description
CAS No.	The preferred method of searching on Substances – no spelling or punctuation numbers. This is the Chemical Abstract Service Number. Not all Substances have a CAS number. If it does not, then this field contains If it is a system wildcard, the word "system" appears in this field.
Name / Synonym	The name or synonym of the Substance. If using this field, it is highly recommended that you use a wildcard search.
EU-Index	The EU-Index number assigned to the Substance. Not all Substances have an EU-Index number and this field is frequently blank.
EINECS-No.	The EINECS number assigned to the Substance. Not all Substances have an EINECS number and this field is frequently blank.
Substance Group / List	For some checks as to make analysis easier, many Substances have been assigned to a group. You can differentiate between Global Substance Lists and Company Specific Substance Lists to see which Substances (up to 500) are assigned to a group/list through using the pull down.



### Search Basic Substance Changes

With the Function "Search Basic Substance Changes" you can search for changed as well as for hidden or inactive basic substances and view the change history. In the change history screen you may select a time period for which to review executed changes. The result list will contain change information, categorized as in the following:

- Details (name, synonym, CAS No., etc.)
- GADSL / REACH SVHC
- status (active, hidden, deleted)

The user may obtain a detailed description of the change history by clicking any of the listed substances.

#### Basic Substance Request: Requesting the addition of a basic substance

Users may search the basic substances available in CDX with the above mentioned Substance Search. If a specific basic substance is not found, a user may submit a request to add the substance. Basic substance requests are accessed from the Basic Substance Request option on the Functions menu.

Several actions are available from the resulting Basic Substance Request screen. Selecting the Search button displays all requests the user has created which meet the specified filters. The result list shows the name and CAS Number of each substance, the date the request was submitted and the state of the request (new, sent, enquiry, modified, closed). Existing requests may be modified and all past requests can be viewed. If a Basic Substance Search is unsuccessful, a button is provided to start the Basic Substance Request Workflow. You can also request a Basic Substance be added using the **MDS > New > Basic Substance** menu.

CAS No.		Status			
ew 🕶 📄 Menu	Export			C) Crea	ate request Q Search
stance name (Engli	ish)	Substance name (German)	CAS No.	Status	Date
					Total records
	Columns Emission				Menu

The button Create request starts a new Basic Substance Request. You must populate the appropriate fields in the request form. Above the form you can read General Information for requesting the addition of a basic substance. Once completed and saved, the request generates a notification email to the CDX Chemical Service. The requester and the CDX Chemical Service may view the request in the form as shown below:

$\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$	
compliance.data.exchange	

Basic Substance Request Details *		
General Info FAQS		
Substance data		1
Substance name (English)	Substance name(German)	
CAS No.	Einecs/Elincs No.	
EU-Index	Basic Substance in final Material is Gaseous	
⊻  Synonyms		0 - 0
Language ID Name		
Comment		
Comment Log		
Comment		
		~

Should the Chemical Service need further information, the user will receive an e-mail request. Once processing is complete after a few working days (successful or not), the request is closed by the Chemical Service. When this occurs, the user receives a request closed notification. Closed requests cannot be edited.

## **CMD Search**

The following table lists the fields and definition of those fields available in the CMD Search (launched from the **Conflict Minerals Manager** menu in **Functions**).

Field	Description
Name, ID, Version, Date	
Name	The name of the CMD
CMD ID / Version	The CMD ID / Select current to limit your search to the most recent version(s). Select All to return all results. Note, if searching for a supplier's data, it is a good idea to search on All as there may be higher versions from a system perspective that you do not have visibility to.
Node ID	System Generated – This refers to the actual location in the database where information about this CMD is stored. For the 0.01 version of the CMD, it will be the same as the ID
Template Version	Search CMDs with specified template version
Only imported from Template	Search CMDs which were imported from EICC-GeSI CMRT excel sheet
Part/Item No.	Search CMDs which are created with regard to a specific MDS by using the respective part/item no. You may also use the asterisk (*) to perform a wild card search.
Status: accepted / internally released	Checking this box allows you to perform a date search based on when the CMD was accepted / released.
Status: created	Checking this box allows you to perform a date search based on when the own CMD was created.
From / To	Date range that you want to search through.
Supplier CMDs	
Accepted CMDs	Check the Accepted box if you want to search through supplier data that you have accepted.
Supplier	If the above box is checked, you will be able to search and select suppliers that you want to limit your searches to.



Field	Description
Own CMDs	
Own CMDs	Check this box if you want to search through your own company's CMDs.
Last edited by me	Check this box if you want to limit your search to those that you were the last editor on.
Assigned Org Unit	If you want to limit your search to a single Org Unit, you can select it here whether or not the Org Unit is assigned to your User ID.
Assigned Contact	If you want to limit your search to a single supplier contact in your CDX company, you can select it here.

### CMD Template Search

As of CDX version 3.0, multiple EICC-GeSI CMRT template versions are supported. Users may import, export, create, and validate CMDs based upon any template version published by EICC-GeSI. To the user, the differences between template versions are transparent. Currently available template versions supported by CDX include: 4.01b, 4.01a, 4.01, 4.0, 3.02, 3.01, 3.0, 2.03a, 2.03, 2.02, 2.01, 2.0 and 1.0.

The following table lists the fields and definitions available in the CMD Template Search.

Field	Description
Version	The version of the EICC-GeSI CMRT template.
From / To	Date range for issue date of EICC-GeSI CMRT template from which to search.
Status	The status of the EICC-GeSI CMRT template: active or deactivated.
Туре	The type of the EICC-GeSI CMRT template: master or company specific. Master templates are "unpopulated" EICC-GeSI CMRT templates which are used within CDX as the basis for importing or exporting CMD Template. A user might select this to serve as a starting point for a new CMD. Company specific templates are completed EICC-GeSI CMRT templates populated by a specific company.
Conflict Minerals Declaration	Specific CMD name to search.

CMD Template Search								
Template								
Version V Status active V Conflict Minerals Declaration Q								
from to	Type	×						
						Q Search		
Manu Maran						-		
view • Im Menu A Export								
Name	Version	Date of issue	Conflict Minerals Declaration Name [ID]	Company Name (Org Unit) [ID]				
CFSI_CMRT3-01.xlsx	3.01	5/30/2014	-	CDX Service Team (Germany) [0]				
CFSI_CMRT3-0.xlsx	3.0	4/9/2014	-	CDX Service Team (Germany) [0]				
EICCGeSIDDtemplate-rev2.03aFinal.xlsx	2.03a	7/25/2013	-	CDX Service Team (Germany) [0]				
EICC-GeSI_Template_Ver_2.03.xlsx	2.03	7/12/2013	-	CDX Service Team (Germany) [0]				
EICCGeSIDDtemplate_2.02.xlsx	2.02	3/29/2013	-	CDX Service Team (Germany) [0]				
HP_Test_template.xlsx	2.02	6/16/2013	HP_Test_template [3295]	CDX Service Team (Germany) Supplier [	1]			
HP_Test_template.xlsx	2.02	6/16/2013	HP_Test_template [3296]	CDX Service Team (Germany) Supplier [	1]			
CMD202.xlsx	2.02	6/14/2013	CMD202 [9901]	CDX Service Team (Germany) Supplier [	1]			
EICCGeSIDDtemplate_2.01.xlsx	2.01	12/21/2012	-	CDX Service Team (Germany) [0]				
EICCGeSIDDtemplate_Version_2.0.xlsx	2.0	8/29/2012	-	CDX Service Team (Germany) [0]				
EICCGeSIDDtemplate.xlsx	1.0	7/18/2011	-	CDX Service Team (Germany) [0]				
					🕞 Menu	Total CMD-Templates 11 found		

To view the content of a specific template click the template name in the search result table. The user is presented the option to open or save the specified template.







In search results, the options available from the context menu ( menu) or the mouse-right-click menu) vary based upon the CDX User profile and the template type displayed. For example, one list of options is shown to a CDX Company Administrator when a master template is displayed, while a different list is shown to a CDX User when a company-specific template is displayed.

### CMD Smelter Search

The following table lists the fields and definitions for the Smelter Search.

Field	Description
Smelter Name	The Smelter company name or known alias. CDX requires an exact character string match, so it is suggested a wildcard search be performed if using this field.
CSFI Smelter ID	The ID assigned by CSFI for a certain smelter.
CDX Smelter ID	The preferred method of searching for a smelter company – this is a numeric field and less prone to errors as the CDX Smelter ID is a system generated number.
DUNS Number	The smelter company's DUNS number.
Smelter Type	The type of smelter. You can search for the following types: conflict free smelter defined by CSFI, standard smelter defined by CSFI, registered smelter company in CDX, alleged smelter defined by user in the CDX web application, invalid smelter. You can also search for "deactivated" smelters by marking the respective field.
Zip Code	The Zip or Postal Code where the smelter company is registered.
City	The City where the smelter company is registered.
State / Province	The State or Province where the smelter company is registered.
Country	The Country where the smelter company is registered.
Metal	The Conflict Mineral metal the smelter produces.
Source or ore	Source of the Conflict Mineral, either a mine or Scrap/recycled.

By double-click on an item in the search result table, the smelter detail view shows the company, facility and conflict minerals related information. For Company Administrators, the history about defined conflict minerals by the smelter company in the past will be shown. In tab "Administration" details for alleged smelters can be edited or added.

ompany Data			Facility Data				Conflict	Mineral	
Smelter Name	Test Alleged			Name	My first alle	eged smelter		Name	Gold
Known alias	-			Street	-			Symbol	Au
Туре	Alleged			Mailbox	-			Conflict Free	No
Active	Yes		1	Zip Code	-			Source or ore	Mine
Status	Edit mode			City	-			Mine Name	X mine
CFSI 3.x Smelter ID	- CFSI 2.x Sn	nelter ID -	State /	Province	-			Mine Country	Germany
Smelter ID	9002			Country	Germany				¥
DUNS Number	-		Contac	t person	-			Active	res
Street	-			E-mail	-				
City	-								
State / Province	-								
Country	Germany								
elter History									
iew 🔻									
Smelter Name	Smelter ID	Smelter Mother Company ID	Type	Version	Active	Last Modification	Status	Edit By (Cor	nnany)
Test Alleged	9002	3621	Alleged	0.01	Yes	Jul 23, 2014 3:50:52 PM	Edit mode	Gimmer, Gr	it (CDX Service Team (Germany) Supplier)

In the CMD Smelter Search the Company Administrator can also create new alleged smelters using the button <sup>Create smelter</sup>. This can be done as already described in chapter <u>"Add Alleged Smelters into CMD"</u>.

ter Facility							
Company Name		*					
Known alias		C) Add					
Aliases		Remave					
Smelter Type	Alleged 🔽						
Street							
Zip or Postal Code							
City							
State / Province							
Mailbox							
Country	unknown	*					
Contact Name							
Contact E-mail							
Is active	Yes 🗸						
w 🗸 🜔 new 🎺 Edi	it 🤤 Delete						
Metal Is (	Conflict Free Active	CFSI 3.x Smelter ID CFSI 2.x Sm	er ID Mineral Source	Mine Name	Mine Country	Last Modification	Status
surced metal to display							

## **SDoC Search**

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mpl

data.exchange

The SDoC Search is launched from the Function Menu. The following table lists the fields and definition of those fields available in the SDoC Search.

Field	Description
SDoC ID	The SDoC ID
MDS ID	The MDS ID the SDoC has been issued on.
Owner Company	System Generated – the CDX company name
Include all Org Units	Check this box if you want to search through all Org Units.
State	Status of the SDoC – Edit Mode or Internally Released.
Date of Issue	Date the SDoC was Issued.
Last Name	Last name on the User ID associated with the SDoC.
First Name	First name on the User ID associated with the SDoC.


# Company Search

The following table lists the fields and definition of those fields available in the **Company Search** in **Administration Menu**.

Field	Description
Company Name	The CDX company name – since the system must have an exact character string match, it is suggested that a wildcard search be performed if using this field.
Company ID	The preferred method of searching for a company – this is a numeric field and less prone to errors as the Company ID is a system generated number.
Org Unit	The Org Unit name
DUNS Number	The Company's DUNS number.
IMDS Company ID	The Company ID for a company already registered in IMDS. With company registration in CDX, the companies can enter their IMDS company ID, but it's not mandatory. Therefore it's not guaranteed, that you will find the proper company.
Zip Code	The Zip or Postal Code where the company is registered in CDX.
City	The City where the Company is registered in CDX.
State or Province	The State or Province where the Company is registered in CDX.
Country	The Country where the Company is registered in CDX.
User Name	The last name of a User
User ID	The User ID of a User – It is highly recommended that people not share their User IDs so this field would be rarely used.
Only Root Companies	Marked by default – if you want to search also for Org Units, please unmark.
Similar Companies	Marked by default – if you want to search only for one specific company name only and you are sure it was inputted correctly, please unmark.



## REPORTING

There are several types of Reports that CDX can generate:

- MD Report (Materials Declaration according to ISO 30005)
- MDS Report (Material Data Sheet Report with information about ingredients and Components in Materials)
- SDoC Report (Supplier's Declaration of Conformity for Material Declaration Management)

This section explains each of them.

## Launch the MDS Report

The MD Report and the MDS Report require you to view an MDS before the print icon is available. You may also highlight an MDS in any Search result and select Print from the context menu options.

MD5 + Functions + Adminis	Ingredients	Supplier data	MD Report - PD	\ ♥ ₽
<ul> <li>Filter Global Sub</li> <li>Global Sub</li> <li>Global Sub</li> <li>Global Sub</li> </ul>	stance Lists [	V (No Filter)	MDS Report - P	DF
Vev Component     New Component     A3.125g Basic Steel Ra     New SemiComponent     Second Component     Second Component     New Material     New Material	ope			⊻'Ca
View + 🔂 Menu 🙀 Exp	ort			
View + 🔛 Menu 📧 Exp Type Name	ort			
View + 👘 Menu 📧 Exp Type Name 🖓 Illustrative Component	ort Celit Oview	Ĩ		
View + Renu Rep Type Name Illustrative Component	ert Edit View Copy Delete	-		
View + Renu Exp Type Name Illustrative Component	ort Edit View Copy Delete Print	,	rt - PDF	
View + Renu RE Exp Type Name Illustrative Component	ert Edit View Copy Delete Print Check Copy to clipboard	MD Repo	rt - PDF fort - PDF DF	

You then need to select the desired type of report. The MDS Report can be shown in different views: your own company's point of view or the MDS Recipient company's point of view. You will be asked to select one of them. Additionally you can select the sort order for the regulation section printed in the MDS Report:

CDX - Complianc	e Data Exchange
Please select a	company view for the generated MDS Report
CDX Service Te	am (Germany) 🗸
Please select so	ort order for regulation section in the generated MDS Report
	ASC 🗸
Regulation	
Component	OK Cancel
	🗸 OK 🍃 Cancel

The created report (pdf file) can be opened or saved and contains complete information about the MDS: Supplier Data, Product Identification, and Characterization of the Component as well as all affected regulations with detailed information about the respective ingredients and given confirmations.

## Launch the MD Report

The MD Report is launched similarly to the MDS Report. The **Materials Declaration** (**MD**) report is a document that states whether there are any Substances in the product that fall into Table A Substances (prohibited or restricted) or Table B Bubstances (specific Chemical Substance). If so, the other values in the report are calculated and presented. These tables are designated in accordance with the Hong Kong Convention and Guidelines.

## Launch the SDoC Report

The **Supplier's Declaration of Conformity (SDoC)** is a document assuring that the product and its related **MD** conforms to the law and is suitable for the management and control of the information on the Chemical Substances contained in the product and who is responsible for the product and **MD**.

The **SDoC** remains valid as long as the products are present onboard the ship. The Working Group within the International Maritime Organization (IMO) on Guidelines for Ship Recycling has published a draft-design for contents and formats of an **SDoC**.

The following requirements are satisfied in **SDoC**:

- Unique identification of the declaration of conformity.
- Name and contact address of the issuer.
- Identification of the subject of the Declaration of Conformity (e.g., name, type, model number, and/or other relevant supplementary information).
- Statement of conformity.
- A complete and clear list of standards or other specified requirement, as well as the selected options, if any.
- Date and place of issue of the declaration of conformity.
- Signature (or equivalent sign of validation), name and function of the authorized person(s) acting on behalf of the issuer.

The standard format of the **SDoC** is shown bellow as an example.

8	Supplier's Declaratio	n of Conformity for Material Declaration	n management
1)	Identification number:		
2)	Issuer's name: Issuer's address:		-
3)	Object(s) of the declaration:		-
4)	The object(s) of the declaration documents :	described above is in conformity with the following	-
5)	Document no.:	Title:	Edition/date of issue
6)	Additional information :		
	Signed for and on behalf of:		
	(Place and date of issue)		
7)	(Name, function)	(Signature)	



The relationship between SDoC and MD is established by using the unique SDoC ID No. in both reports for SDoC and MD as shown below:

Date	
MD ID number>	<supplier (respondent)="" information=""></supplier>
MD-ID-No.	Company name
	Division name
Other information>	Address
Remark 1	Contact person
Remark 2	Telephone number
Remark 3	Fax number
	E-mail address
	SDoG ID no.: XXXXXXX
FORM OF S	Coincident UPPLIER'S DECLARATION OF CONFORMITY
Supplier's Declaration	on of Conformity for Material Declaration management

The SDoC Detail screen in CDX looks as follows:

inprivince.duru.e	xchange								
<ul> <li>Functions - Adminis</li> </ul>	tration + Help +		- 🖁 🐐 -	i k   <u>≜</u> < <u>∔</u> <	7 🖉 🔍 🍾	9 9 L		Gema, G	6. 🙆 HP (Core Team) [0] 🕻
SDoC Search D	etails								
e current SDoC is onl	y a draft. For pro	duction usag	e, please relea	ase it first [ Rele	ease internally				
eneral Info (ID: 157)									
Company of issue	HP (Core Team)	•	Place of issue	Rüsselsheim		Authorized person Last name	Li	Additional inform	ation
Signed for and on behalf of	HP (Core Team)	•	Date of issue	08/03/2011	120	First name	Peng 110		
OF			State	Edit mode		and Function	MQ		
bjects of declaration fiew - Search for o	wn MDSs 🚊 Searc	n for accepted M Part/Item No.	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
bjects of declaration fiew → 🛛 🍪 Search for o pe Name	wn MDSs 🔔 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
o <b>jects of declaration</b> iew	wn MDSs 🔌 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
<b>bjects of declaration</b> fiew ▼	wn MDSs 🔮 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
bjects of declaration /iew → Search for o pe Name	wn MDSs 🙎 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
bjects of declaration fiew +	wn MDSs 🔌 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State
bjects of declaration View → Search for o rpe Name	wn MDSs 👲 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State Total records found 0
bjects of declaration //ew ← Search for o pe Name	wn MDSs 🔮 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State Total records found 0
bjects of declaration Wew + Search for o ppe Name	wn MDSs 🔮 Searc	n for accepted M Part/Item No	DSs 🥥	MDS ID	Node ID	Accepted by		Last Modification	State Total records found 0
New + Search for o View + Search for o Vipe Name	wn MDSs 🔮 Searc	n for accepted M Part/Item No	IDSs 🥥	MDS ID	Node ID	Accepted by	Data of issue	Last Modification	State Total records found 0



# **ADMINISTRATION MENU**

The Administration Menu contains functions that concern User and CDX Company Administration as shown in the following figure. Some of the menu items are only visible for Company Administrators.

Administration - Help -	
Personal settings	Ctrl+U
Password Change	
Wotification	
Company	
🔥 User	
🔥 Trust user	
🗋 MDS Admin	
CMD Admin	
CDX Licenses	
Company Specific Substance Lists	š
CMD Quality Profile Manager	
Deficiency Report Manager	
Org Unit Report	
L Statistics	

## **Personal Settings**

It is important to maintain your contact information in CDX. Every user can do this through the Administration > Personal Settings option. Additionally, since you may not want to log into CDX every day, you can use this option to tell CDX to send you e-mails when certain events occur.

Let's start by looking at your contact information. In the following, to preserve privacy, all of the data has been blanked out:

n CDX user informati	on like name, telephone no., e-mail	address should b	e reviewed periodicall	y. It is
ou will be notified at	pout important system events by you	ir e-mail address.		r company an
Jser data				
Company ID	1	Last name	1	
Company Name	CDX Service Team (Germany)	First name		
User ID	aimmers	Telephone		
Authorization	Company Administrator	No.		
profile		Fax No.		
		E-mail Address		
Newsletter	s Declaration fication			
				K Can

It is important that the Telephone and Fax numbers include all country dialing codes. This is a global system and users in another country need to know your entire number (including country code) to reach you.

The lower part is where you can subscribe to certain alerts, so that when the condition is met, the system sends you an e-mail.

$\subset \mathbb{D} \times$	
compliance.data.exchange	

ubscribe e-mails for the following events	
Newsletter	
MDS	
MDS Request rejected No	
Own MDS Request due No	
days 0	
MDS Request received	
Received MDS Request due	
days 0	
Conflict Minerals Declaration	
Request rejected	
days 😂	
CMD Request received	
Received CMD Request due	
davs 0	~
uays U v	

The following describes when an e-mail will be sent:

<u>Newsletter</u>: Checking this box will sign you up for the CDX newsletter. This newsletter is sent out periodically and contains important user information.

#### MDS or Conflict Minerals Declaration:

- MDS / CMD Request rejected: You can sign up to be notified when any Request created in your company is rejected or just those created by you.
- Own MDS / CMD Request due: You can sign up to be notified when any Request created in your company is due or just those created by you and you can set how much in advance you want to be notified.
- MDS / CMD Request Received: You can sign up to be notified when your company receives an MDS Request.
- Received MDS / CMD Request due: You can sign up to be notified when a Request received by your company is due and set a number of days in advance that you want to be notified.
- MDS / CMD rejected: Checking this box will have the system notify you when a sent or proposed MDS is rejected.
- MDS / CMD accepted: Checking this box will have the system notify you when a sent or proposed MDS is accepted.
- MDS / CMD received: Checking this box will have the system notify you when an MDS is received by your company.

<u>CDX Expiry Notification</u> (only Company Administrator): When checking this box, the system will notify you when one of your company's users reaches the valid end date.

## **Password Change**

Every CDX user can change his/her current password with this menu.

## Notification

This menu item will present you with current messages from the system.

## Company

This menu item is where you maintain the important information about your CDX company such as name and address, and DUNS number. You also create Org Units with this function. Org Units will not work unless you add the Org Unit to Users IDs after creating the Org Unit. Only users with a profile of Company Administrator will have access to this menu item. When you view the details of your company, the screen will look similar to the following:

Search Details					
My Company (445)	Org Unit				
	Name My Company	Zip Code 12345	Mailbox		
	Company ID 445	City Berlin	Country	Germany	~
	DUNS Number 12-345-6789	State / Province	Expiry Range	365 🗸	
	IMDS Company ID	Street Teststreet			
	Devulation				
	Common V REACH SVHC C	company specific Confirmati	on required 💌		
	GADSL				
	Packaging				
	IMO				
	REACH Annex XIV				
	RoHS Future				
	User				
	View - Export				
	No. User ID Last name	First name	E-mail Tele	aphone No. MDS Contact	Compliance Contacts
	1 gmygg002 Gimmer	Grit	grit.gimmer@hp.com 123	.4567	<b>V</b>

On the right side of the window is the company registration information. You cannot change the company **Name** or Company-**ID**. If you need to change the company name, you can send a request to the <u>CDX Service Desk</u> and if it meets certain criteria (such as uniqueness and length), a Service Desk Agent will change it for you. The Company ID is a unique number and cannot be reassigned.

Additionally Bosch supplier companies see a "Bosch Supplier no." and a "SupplyOn SPIN ID" in their screen. They are system generated and cannot be changed. Without those numbers you are not able to add Bosch as a recipient to your MDSs, CMDs or requests.

All of the other information is for you to maintain. For "Expiry Range" you can choose time frame, how long a newly created user account will be valid. That means, every user you create will get an expiry date. You can choose, if this will be in 90, 180, 365, 730 days.

In the middle of the screen, the Company Administrator can select, if suppliers has to provide information with regard to regulations and if their confirmation is required. Currently the following common regulations are available: REACH SVHC, RoHS, ELV, GADSL, Batteries, Packaging, IMO, REACH Annex XIV, REACH Annex XVII, RoHS Future. If your company requires company specific regulations to be considered, please send a request to the <u>CDX Service Desk</u>.

At the bottom of the screen is a list of users that have access to your CDX company and their contact information. Additionally, if they are checked as a **MDS Contact**, they will show in the list of contacts on the Supplier Data Tab of the MDS. If they are checked as a **Compliance Contact**, they can be found in a search of Compliance contacts and customers will know who to direct their compliance inquiries to. It is recommended that you have at least one user identified as a Compliance contact. You can also export the user list in order to help you manage your users. The exported list contains such information as last login date. It is highly advisable for security purposes to inactivate users who do not need access to the system. As you can see from the above section on personal settings, users can change their own e-mail and if they do so, will have access to data in your CDX company after they leave the company. For instructions on how to inactivate a user, see the section on Administration – User.



## **Smelter Administration**

Once registered and activated, any Company Administrator can maintain information about company's smelter facilities and conflict minerals produced by each of these facilities. To do that log into CDX as Company Administrator and go select **Company** on the **Administration** menu. Search for the smelter company and go to the details page by double-clicking the appropriate item in the search result table. **Although you may have registered a facility with your online registration, you must "release" it for suppliers to find it in the search screen.** Please see <u>Releasing the Smelter Facility</u>.

Company ID       900644       City       My City       Country       Germany       I         DUNS       12-345-6798       State / Province       Expiry       365 ▼         Street       My         User         View ▼       Export         No.       User ID       Last name       First name       E-mail       Telephone No.       Contact Person       REACH Contact         1 gmymm007       My Name       My First name       cdx-info@hp.com       12345       ✓       ✓	My Smelter Company (900644)	Org Unit Name My Smelter Company	Zip Code	99999	Mailbox	-		-
UDUNS     12-345-6798     State / Province     Expiry     Bits I       Street     My         User       Vew ~     Export       No.     User ID     Last name     First name     E-mail     Telephone No.     Contact Person     REACH Contact       1 gmymm007     My Name     My First name     cdx-info@hp.com     12345     V     V		Company ID 900644	City	My City	Country	Germany		
Province     Range       Street     My         View +     Export       No.     User ID       Last name     First name       E-mail     Telephone No.       Contact Person     REACH Contact       1 gmymm007     My Name       My First name     cdx-info@hp.com       12345     Image:		DUNS 12-345-6798 Number	State /		Expiry	365		
User View  View  Export No. User ID Last name First name E-mail Telephone No. Contact Person REACH Contact I gmymm007 My Name My First name cdx-info@hp.com 12345			Province		Range			
User         No.       User ID         Last name       First name         E-mail       Telephone No.         Contact Person       REACH Contact         1 gmymm007       My Name         My First name       cdx-info@hp.com       12345			Street	МУ				
No.       User ID       Last name       First name       E-mail       Telephone No.       Contact Person       REACH Contact         1 gmymm007       My Name       My First name       cdx-info@hp.com       12345       Image: Contact Person       Image: Contact Person <t< td=""><td></td><td>User View - Export</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>		User View - Export						
1 gmymm007 My Name My First name cdx-info@hp.com 12345 🗹 🗹		No. User ID Last name	First name	E-mail	Tel	ephone No.	Contact Person	REACH Contacts
		1 gmymm007 My Name	My First nam	e cdx-info@hp.com	123	345	<b>V</b>	V
		1						
Smelter Facility       View +       O new       PEdit       Delete       Save       Release internally		Smelter Facility View V Onew PEdit O	)Delete	(elease internally				
Smelter Facility       View ▼     Image: Colspan="2">Onew PEdit     Delete     Image: Colspan="2">Release internally       No.     Facility Name     Facility Street     Facility City     Facility Country.     Metal     Image: Colspan="2">Metal		Smelter Facility View ▼ Onew ♪ Edit O No. Facility Name Facilit	) Delete Save Fa	(elease internally dity City Fa	clity Country.	M	etal	1
Smelter Facility       View v     Onew     Edit     Delete     Save     Release internally       No.     Facility Name     Facility Street     Facility City     Facility Country     Metal     I       1     My Smelter     Smelter Street     Smelter City     Aruba     Gold (Au)       2     second smelter     smelter city     Congo, The Democratic Repu Tantalum (Ta)		Smelter Facility View  Onew  Edit One  Facility No. Facility Name Facilit My Smelter Smelte Smelt Smelter Smelt Smelt Smelter Smelt	Delete Save F y Street Fa er Street Sn restreet sn	(elease internally olity City Fa leiter City Aro elter City Co	cility Country Jba ngo, The Democra	Me Go tic RepuTa	etal old (Au) antalum (Ta)	F
Smelter Facility       View <     Image: Colspan="2">Delete     Save     Release internally       No.     Facility Name     Facility Street     Facility City     Facility Country     Metal     Image: City       1     My Smelter     Smelter Street     Smelter City     Aruba     Gold (Au)       2     second smelter     smelter city     Congo, The Democratic Reput Tantalum (Ta)		Smelter Facility View  Onew  Edit One Facility Name Facilit My Smelter Smelt Smelter Smelt Smelter Smelt	Delete Save Fa y Street Fa er Street Sm erstreet sm	(elease internally ditty City Par elter City Arı elter city Co	clity Country Joa ngo, The Democra	Me Go tic Repu Ta	etal old (Au) antalum (Ta)	1

If the company is registered as a smelter, the "Smelter Facility" Tab will be shown (otherwise it is not visible). Besides the 3 buttons O (add),  $\swarrow$  (edit) and O (delete) available for facilities during the registration process there are now 2 new buttons:  $\blacksquare$  and  $\checkmark$ .

To add a new Smelter Facility press 😳 and enter the Smelter Facility's data.

CDX - Compliance Data Excha	nge								
Smelter Facility									
Please enter your company data	a in the following	fields. Each	field marked with a re	ed asterisk is mandat	ory.				
Facility Name									
Known alias			🗘 Add						
Aliases			<b>~</b>	Remove					
Smelter Type	unknown		~						
Street				*					
Zip or Postal Code									
City				*					
State / Province									
Mailbox									
Country	unknown		×	*					
Contact Name									
Contact E-mail									
Is active	Yes 🗸								
View 🗸 😮 new 🖉 Edi	t 🥥 Delete	🔛 Save	🗸 Release internal	ly					
No. Metal Is (	Conflict Free	Active	CFSI 3.x Smelter ID	CFSI 2.x Smelter ID	Mineral Source	Mine Name	Mine Country	Last Modification	Status
No sourced metal to display.									
<									>
								То	tal records found 0
									🗸 OK 🜔 Cancel

To add conflict minerals to this smelter facility just press again the button O within the popup-window:

1etal Mine Data				
Metal	Tantalum (Ta)	*		
CFSI 3.x Smelter ID			]	
CFSI 2.x Smelter ID			]	
Mineral Source	unknown 🗸			
Is Conflict Free	unknown 🗸	Link to "CFS Compl List"	liant Tantalum Smelter	
Mine Name				
Mine Country			$\checkmark$	
Is active	Yes 🗸			

By pressing the **v** button, the defined conflict mineral will be added to the preselected smelter facility.

Giving other information needed for the smelter facility and press again the **V**<sup>OK</sup> button, the new defined smelter facility is shown in the Smelter Facility table:

Smelter Facility						
View 🗸 😗 Add 🖉 Ed	lit 🤤 Remove					
No. Facility Name	Facility Street	Facility City	Facility Country	Metal	Facility Contact Name	Facility Contact Email
1 Test Smelter Facility	Southstreet 123	Frankfurt am Main	Germany	Tantalum (Ta)	max mustermann	max.mustermann@cdx.com

To edit or delete a previous defined facility just click the appropriate facility item in the table and press orto remove. The same works also for edit /delete a previous defined conflict mineral in a facility.

View 🗸 😮 Add 🖉 Ed	it 🤤 Remove					
No. Facility Name	Facility Street	Facility City	Facility Country	Metal	Facility Contact Name	Facility Contact Email
1 Test Smelter Facility	Southstreet 123	Frankfurt am Main	Germany	Tantalum (Ta), Tin (Sn)	max mustermann	max.mustermann@cdx.com

In contrast to smelter registration, where the facility data will be automatically saved after successful registration, the updated facility data must be saved explicitly by pressing the **I**. The same applies also for conflict minerals defined within a facility.

#### Releasing the Smelter Facility

Smelter Facility

Generally, for a new registered smelter company, its company address data are not released, means such data could still be updated. So that would make no sense to release the included mineral while the address is still editable. In that case, to release a defined mineral in the facility, the facility itself must first be released, with the release of the facility all defined conflict minerals in it would be automatically released. If a facility is already released before (contact person info is still editable), then a new defined mineral in it can be released individual.

The button  $\checkmark$  is used to release the facility or conflict mineral produced by this facility. Only released facilities/conflict minerals are visible to other companies within CDX and therefore could be referenced within other company's CMD structures. Once a facility is released, its address information such as street, city and country are no longer editable. Other smelter related information may be changed and conflict minerals can still be added/deleted into/from the facility.

Other than the 2 modes: release and edit of smelter facilities, conflict minerals have an additional version attribute, initial version of a new defined conflict mineral has always the version "0.01." Once it is released, the version will be changed to "1." A conflict mineral in edit mode has always the version with decimal number whereas released version has always an integer number. By editing an already released conflict mineral its version will be automatically increased by "0.01".

Only saved minerals in edit mode can be released (provided that the owner facility is already released), in other cases the release button is unavailable ( $\checkmark$ ).

If there is already a released version of the same source metal, the old version will be deactivated and can not be used in the future (meaning it could no longer be seen by any other company in CDX).





CDX - Compliance Data Exchange Information Do you really want to release the sourced me already a released version, it will be deactivatured used anymore in the future.	tal? If there is ed and cannot be
~	Yes 🔵 Cancel

Currently there are four defined conflict minerals: Tantalum, Tin, Tungsten and Gold.

For each of them, depending on the kind of mineral source (unknown, mine, scrap, recycled) and whether the mineral is conflict free or not, the following applies:

- 1. Each mineral may have multiple sources and each source must be entered separately as different sources could co-exist within one facility.
- 2. The same mineral may have different sources with different answers to the Conflict Free question (yes, no, unknown). These are considered as different so that the same mineral with different conflict free status could co-exist within one facility.
- 3. Conflict minerals with same conflict free status and same mineral source as "Mine" but different mine names and/or mine country are considered as different so that they could co-exist within one facility.

## Adding Organization Units

On the left side of the screen, is the company structure. At this point, there are no sub units but that is easily remedied by right clicking on the Company name and selecting **Add Org Unit**.

When you do, the right side of the screen changes.

Org Unit							
*Name	My New Org Unit	Zip Code		Mailbox			
Company ID	900642	City		Country Germany			•
DUNS Number		State / Province					_
		Street					
User View •	K Export						Î
No. User II	D Last name	First name	E-mail	Telephone No.	Contact Person	REACH Contacts	Ε
There are no u	isers assigned to this organisation (	unit.					

You will need to give it a meaningful name. Additionally, at this point there are no users in the Org Unit. That means that even if a supplier sent something to the Org Unit, no one would be able to see it. That means that when you are sending the MDS, you cannot place it in the Org Unit. To see how to assign Users to Org Units, please see the section on Administration – User.

#### **Deleting Organisation Units**

To delete an Organisation Unit, right click on the Org Unit to be deleted and select **Delete** from the menu. Note: if the Delete option does not appear, save the structure and then the Delete option should appear.

#### User

In this section we will talk about creating and managing users. This option is only available to users with a Company Administrator profile. To ensure adequate backup, we strongly advise a minimum of two (2) users with a Company Administrator profile. It is the responsibility of the Company Administrator to manage users and profiles, including password resets. To receive a complete user overview and make the user management easier, the Company Administrator is able to export the user list in the Administration > User menu by using the export above the search result list.





#### **User Profiles**

There are three (3) types of User profiles in CDX: Company Administrator, Standard User and Read-Only User.

#### Company Administrator

Company Administrators may, but do not have to be, data entry users – they support the user management process. It is their responsibility to create User IDs and contact persons, assign users to Org Units, and perform password resets. It is the responsibility of the Company Administrators to maintain the accuracy of the User and Contact Person e-mail and phone contact information. Company Administrators are company representatives and are listed by name. They have all the privileges to administer the MDSs, Org Units, users and contact persons of his own company in CDX.

It is strongly recommended that each CDX company have a minimum of two (2) Company Administrators for backup purposes. While the CDX Service Desk will change Company Administrators for a CDX company, they will not do so without documentation signed by someone in high authority.

#### Standard User

A User ID with a Standard User profile does not have administrative rights. Users with this profile can create, and send or propose MDSs. Additionally, they can review and accept or reject MDSs sent to the company (provided the company is not a Web Service user). They can create Requests and respond to incoming Requests.

Although they do not have access to administration tasks, each user has the capability to update their phone and e-mail on their ID through the Personal Settings option from the main menu.

#### Read-Only User

This profile can be given to special users by the Company Administrator. With this profile the user can view, but not change, datasheets created by their own company, view published data, and view datasheets received and accepted by their company. Additionally each user has the capability to update the phone and e-mail information on their ID.

#### Create a User

Each user must have their own ID, in their own name, to use the system. To create a user, click on the **Create User** button from the Search User screen. A window similar to the following will appear.

Company	User data	Administration
User ID unknown Company ID 1 Company COX Service Team (Germany) Supplier Organisation unit A Modify	Last name First name Authorization profile Standard User Telephone No. Fax No. E-mail Address Valid as of 7/10/2015 Valid until 7/9/2017	Contact person Compliance Contact OMD Contact Last Login Date

Then you will need to fill out the appropriate information as shown in the following table:

Field	Description
User ID	System Generated – not assigned yet
Company-ID	System Generated
Company	Own company's name and read-only
Organisation Unit	Organisation Unit assigned to ID
Last Name	The user's Last Name (required)
First Name	The user's First Name (required)
Authorization Profile	Use the pull down to select the appropriate profile (required).
Telephone No.	The User's telephone number including all country and dialing codes (required)
Fax No.	The User's fax number including all country and dialing codes (optional)



Field	Description
E-mail Address	The user's e-mail address (required)
Valid as of:	The start date when the user can use the ID.
Valid until:	The last date that the user can use the ID to access the system.
Contact Person	Check the box if this user should appear as a contact person on the Supplier Data Screen.
Compliance Contact	Check this box if this user should be listed as a Compliance contact.
CMD Contact	Check the box if this user should appear as a contact person on the CMD Supplier Data.
Last Login Date	System Generated – shows the date, the user last logged in.

When complete, click on the save (🗳) and the User ID will be created which you can see in the following screen:



**PLEASE WRITE DOWN THE USER ID!** You will receive it in YOUR e-mail similar to the following; the user will get the same email, additionally containing the password for the ID:

	* * *	CDX - New user informati	on (MOF1) - Message (H	TML)	×
Message	Adobe PDF				0
Reply Reply Forvito All Response	vard & Call -	Move to Create Other Folder * Rule Actions * Actions	Block Sender Junk E-mail	Categorize Follow Mark as Up + Unread Options	Find Related ~ Select ~ Find
rom: CD) o: Cc: CD) Jubject: CDX -	( Mailer ( Info New user information (M	OF1)		Se	nt: Fr 08.06.2012 14:13
You were regist you with the fol	ered as user in the ( lowing login data:	CDX system by your CD>	Company Administra	ator. He created an user	account for
Company ID Company Name Last Name First name Telephone No. Fax No. E-mail Address	900635 My Company 12 Tester User 123 - cdx-info@hp.com				#
Company ID Company Name First name Telephone No. Fax No. E-mail Address Beside the abox Administrator w	900635 My Company 12 Tester User 123 - cdx-info@hp.com re password you nee ho has registered yo	ad your CDX user ID to b ou to obtain your user II	e able to use CDX. Ple ):	ease contact your CDX Co	ompany

Please note that the e-mails do not contain the User ID. It is expected that you will pass on this information to your user. It is HIGHLY recommended that the user copy and paste the password from this. If you did not remember to save the ID generated, the user can use the ID Forgotten button and the e-mail to retrieve the User ID.



## Assigning Org Unit to a User ID

To see Requests and MDSs send to an Org Unit and to use the Org Unit on the Supplier Data tab, the Org Unit must be assigned to the User ID. When you click on the **Modify** in the company area of the User detail, a listing will appear of all Org Units in your CDX company. Check all Org Units that should be assigned to the User ID and select Apply.

## Deactivating a User

Once a user leaves a company or no longer requires access to CDX, their User ID should be deactivated. The following is the recommended process:

- 1. Search out the User and view the Details.
- 2. Set the Valid until date to be today's date.
- 3. Save.
- 4. On the Search Screen, uncheck the box under Active.

#### **Resetting a Password**

The Company Administrator is responsible for resetting passwords for users in their company. To do so, find the user by Administration > User and view the details. There will be a **Reset Password** button in the lower right. Click on that and the system will send a Password to the user's e-mail address.

## **Org Unit Report**

To successfully use Organization Units, each Organization Unit must have a user assigned. Only users with the Organisation Unit assigned can view, accept or reject MDSs sent to the Org Unit. The Org. Unit Report screen displays all organization units without assigned users, but containing created or received MDSs.

The menu **Administration > Org Unit Report** is used to check the Organisation Units without assigned users.

Crg Unit Report					
Company					
Company Name CDX Service Team (Germany) Supplier	ID 1				
Zip Code 65428	City Rüss	selsheim			
Country Germany					
					_ <b>_</b>
Org Units without users having MDSs linked to					
View 👻 Export					
Org Unit Name		ID	Zip Code	City	Country
All organization units containing datasheets have at least one user	assigned				
					Total records found: 0

The Company Administrator needs to regularly check this report to assign unprocessed MDSs to Organisation Units. If a supplier sends an MDS to an Org. Unit without a user assigned, no one will know that it has been received. This is because only users with the Org Unit assigned to them can view the inbox of that Org Unit. If necessary, the report can be printed.

## **Trust User**

Only Company Administrators have access to Trust User. There are two uses for Administration – Trust User. A trusted user is a user in another company (anywhere in the supply chain, not necessarily a direct customer) who you give specific permission to view all Substances on your tree structures – even those marked "confidential" no matter at what level the structure is attached. It is only that user and not the User's company, and the information cannot be downloaded into a user's system.

We assume that you trust all of the users in your own CDX company so all users in your CDX company will be able to see the complete formulation of your Substances, even those marked "confidential." This is for users in other CDX companies. You will not find users in your own CDX company in this search.





👌 Trust user			
Company Name Company Name Company ID Company ID Company ID Corganisation unit	Name Last name First name E-mail Address	Responsibility MDS Contact Compliance Contact CMD Contact - Trusted user	
View • 🕞 Menu			Q Search
Last name First name Company Name Organisat	ion unit Telephone No. E-mail Address	Contact person Compliance Contact	CMD Contact Trusted user
Columns Hidden Columns Frozen		[	Menu Total records found 0

## MDS Admin

This option is only available to Company Administrators and allows you to move MDSs (both Own and Received) between Org Units. You might want to do this if a supplier has sent the MDS to the wrong Org Unit and no one can see it, or if one of your users has forgotten to put the MDS in an Org Unit. Additionally, you may need to do this if your company has experienced a sell-off and you have to re-organize your company.

The MDS Admin screen will look similar to the following:

Selection	of MDS								
View +	Menu	Export Org Unit	All Org Units	Search for own MDSs	A Search for received	d MDSs			
No. Artic	le Name					Part/Item No.	ID / Version	Supplier	
		1	1					Menu	Total records I found
									Toond
Shift MD	S to								
	Org Unit Ple	ease select an Org Unit.	Y						
DUNS	Number								
Company	Address								
									C Move

If you click on **Search for own MDSs**, the typical search screen will open and you can search for Own but the accepted check boxes will be greyed out. Select the ones you want by clicking on them (multiple selections

require that you hold down the CTRL key while clicking) and then click on Apply. Your selections will appear at the top. Highlight the ones that you want to move. Then use the pull down beside **Org Unit** to select the Org Unit you want to move the MDSs to, then click **Move**.

## **CMD** Admin

This option is only available to Company Administrators and allows you to move CMDs (both Own and Received) between Org Units. You may want to do this if a supplier has sent the CMD to the wrong Org Unit and no one can see it, or if one of your users has forgotten to put the CMD in an Org Unit. Additionally, you may need to do this if your company has experienced a sell-off and you have to re-organize your company.

The CMD Admin screen will look similar to the following:

lewlett Packard



View of CMD	Unite In Search for sum ONDs - Courth for search of ONDs			
o. Name	Supplier	ID / Version	Node ID	Template version
1 1			Menu	Total records ( found
bift CMD to Org Unit Please select an Org Unit.				
				E A

If you click on **Search for own CMDs** or **Search for received CMDs**, the typical search screen will open and you can search for Own or Received CMDs. Select the ones you want by clicking on them (multiple selections require

that you hold down the CTRL key while clicking) and then click on Apply. Your selections will appear at the top. Highlight the ones that you want to move. Then use the pull down beside **Org Unit** to select the Org Unit you want to move the MDSs to, then click **Move.** 

## **CDX Licenses**

Within CDX, certain actions are subject to payment. These actions might be of different pricing and prices / actions may vary over time. Pricing is expressed in "Credits". When you register, you get 10 free credits. This allows small suppliers to use the system at no cost to them. Should you need more than 10 credits, you must purchase them.

The CDX Licenses option is only available for users with a Company Administrator profile. Your account balance can be checked under **Administration -> CDX Licenses**. There are three sections to the CDX Licenses screen – CDX Licenses, Order, and the Order History tab:

Account		CDX Mater	ial Datasheet Lice	ense Order		CDX Conflict Minerals Declaration License Order
Compa	any CDX Service Team (Germany) Supplier		License Period (	07/22/2014 - 07/22/2	2015	License Period 06/13/2014 - 06/13/2016
Company Root	ID 1	(based o Follow Up L	Initial Credits Available Credits Used Credits Renewal Needed n current usage i.cense Purchased (100.0 Credits)	200 ) (0.00%) 200 (100.00%) 11/14/2014 2		
listory View 🕶 🛛 🕞 I	Menu					
ate	Action	Booked Credits	Credits (before)	Credits (after)	CMD Month	Comment
22/2014	Credits spent	-1.0	0.0	0.0	)	Accepted MDB 1008852
7/2013	Credits spent	-1.0	4.0	3.0 (	)	Accepted MDB 1002469
7/2013	Credits spent	-1.0	5.0	4.0 (	)	Accepted MDB 1000606
14/2012	Credits spent	-1.0	6.0	5.0 (	)	Accepted MDB 1005684
/14/2012	Credits spent	-1.0	7.0	6.0 (	)	Accepted MDB 1002462
/14/2012	Credits spent	-1.0	8.0	7.0 (	)	Accepted MDB 1005645
15/2012	Credits spent	-1.0	9.0	8.0	)	Accepted MDB 1000605
15/2012	Credits spent	-1.0	10.0	9.0 /	)	Accepted MDB 1002441
0/12/2011	Account created	10.0	0.0	10.0	)	

Within the **CDX Licenses** the first (Account) information is the company data along with information about your existing CDX MDS and CMD Manager Licenses, the license periods and how many credits you have left, along with graphical information about your CDX Usage. In the history information of your CDX Licenses you find detailed information regarding how your credits have already been used. Whenever a user executes an action that is subject to payment the appropriate number of credits will be deducted from the company's stock of credits.

Purchasing credits is a process that will be executed whenever one of the following conditions is met:

• A user initiates credit purchase via Company Administration.

 $\mathbb{D} \times$ 

mpliance.data.exchange

• A user executes an action liable to pay and the amount of available credits does not match the amount of required credits.

The **Order** tab is the ordering window. Here you can chose the required package and send your order by clicking Start Order Process



#### You have to confirm your order request



#### as well as the following information:



All information about the further process steps will be sent to the Company Administrator's e-mail address.

Your order(s) and their state(s) will be shown in the Order History tab – a right click on an order shows the Order Details:



order date	Finish date	ID	State		Booked Oredits	CMD Month	Comment
7/28/2014 10/29/2013	Tunni porc	CDX-2014-7-28-1-132 CDX-2013-10-29-1-117	Waiting for PO Waiting for PO CDX - Compliance Da	ata Exchange	10	0,0 12	Constant
			Order details				
			Purchase Order No.	CDX-2014-7-28-1-132			
			State	Waiting for PO			
			Order date	7/28/2014			
			Finish date	-			
			Booked Amount	999.0 EUR			
			Booked Credits	100.0			
			Booked Months Package	12 CDX Package A			
						🖌 Close	

## **Company Specific Substance Lists**

In this screen, you can see all your Company Specific Substance Lists. Only users with the Company Administrator profile can create and update Company Specific Substance Lists. This feature is helpful while <u>navigating the tree</u> or analyzing MDSs. To create a new Company Specific Substance List, please use the corresponding function in the Administration menu and click on Create Substance List.

Enter a name for your new "Company Specific Substance List". You may also enter a Version number and/or Validity period from – to for your new list. The ID is system generated after saving the list.

You can now Add Substance references to your own Substance List (multiple selection is possible).

Substance List Details	Company Specific Substance List	
Release To	Company Name Company ID 1	
	Company Specific Substance List New List	Version
	ID Valid From 23	
	View - Menu Export	
	No. Name	CAS No. EU-Index Einecs-No. Synonym
	1	Total records 0

You will find your own Substance Lists in the <u>Tree Filter</u> in your MDS structure, as well as in the <u>Where-Used-Analysis</u> to filter or analyze all MDSs for Substances with special importance for your company. In <u>MDS</u> <u>Requests</u>, you can add your Company Specific Substance List to give it to your client, including the Substances that should either be contained or not contained in the requested MDS.

You can also grant another company access to your Substance List by simply releasing it. Please click on the Release To button on the left hand side of the screen and "Add" the company to which you want to release your list.



Release To	Release Substance List           Grant a company access to your substance list by adding the company to the list below. To revoke access delete company from list.									
	View + Menu						_ <b>_</b> _			
	Company Name		ID	Zip Code	City	Street	Country			

When you save your newly created Company Specific Substance List, the added company has access to your list and can search for it in the Company Specific Substance List menu to see the Substance List Details or also use it in the MDS tree filter. To revoke the access, please delete the company from the list.

Note: If a Company Specific Substance List is attached to a request and the access to this list is revoked, the list will be visible, but no longer accessible in the request.

## **CMD Quality Profile Manager**

This option is only available to Company Administrators. Here you can search for and change (own) existing profiles for the <u>CMD Quality Reporting</u> or create your own profiles. The Profile Manager window looks similar to other windows with a **Search** tab and a **Detail** tab. The Search tab allows you to find existing Quality Reporting profiles that are visible to you (all system-owned profiles as well as your own company created profiles) and change them. The Detail tab allows you to view the details of these profiles. Company owned profiles can you change at this point by adding or deleting individual rules.

You can search for profiles using the following parameters:

Field	Description
Name	You can enter a name of a profile if known.
ID	You can enter here the system-generated ID of a profile if known.
Date from – to	You can narrow down your search to a defined time period a profile was issued.
Origin	Please select if you want to see all or only system-owned or your own company's profiles.
Template Version	Please select the template version you want to see in the corresponding profiles.

#### Create a Profile

To create an own profile and assign checks to it, please use the "Create Profile" button in the upper right of the screen:

Profile						
Name		Origin	~			
ID		Template version				
Date from to	10	For deficiency report				
						Create profile Q Search
View - Menu Keport						
Name		ID	Issue date	Origin	Template version	For deficiency report

To define your profile, please insert the required information: Name of the profile (required), Description for your profile, Template Version of the profile upon which it should be based. All other information in the upper portion of this window is system-generated and not editable.

: o m p l i a r	nce.data.e	xchange					H E
Search [	Details *						
Profile ID ( Name Description Template version Scoring amount )	D Test Profile Test 4.01b	3		Origin Origin Company Issue date 11/25/2015 Author Grit Gimmer	For deficiency report		
View -	Menu 🔀 Export						<u></u>
Name			ID	Group	Violation Class Severi	ty Type	Scope

Now you can start adding the required checks for your new profile by using the O button. A separate window opens, where you can select various rules which should be the content of your new Quality Reporting profile. If you search without any further selections, all available rules will be shown:

CDX - Compliance Data Excha	nge								
Rule					Profile				
Name		Viola	tion Class	1		Group		$\mathbf{\vee}$	Origin System
				_					
			Severity 🔽		Templa	te version 4.	016 🗸		
Туре	$\checkmark$					Date from	🖄 to		20
									-
									O Search
									ے۔ ا
View 🗸 🛛 🔂 Menu 🛛 🙀 Expo	rt								
Name	ID	Issue date	Group	Violation Class	Severity	Туре	Template version	Scope	Profile
Company name required	101	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Company name required	101	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Declaration scope required	102	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Declaration scope required	102	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Representative name required	103	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Representative name required	103	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Representative email required	104	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Representative email required	104	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Date of completion required	105	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Date of completion required	105	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Representative phone required	106	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Part A Validation
Representative phone required	106	11/16/2015	Declaration Page part A	Fatal	-	Is required	4.01b	System	Template Version 4.01b Validation
Question 1 about metal tantalu	201	11/16/2015	Declaration Page part B	Error	9	Is required	4.01b	System	Template Version 4.01b Part B Validation
Question 1 about metal tantalu	201	11/16/2015	Declaration Page part B	Error	9	Is required	4.01b	System	Template Version 4.01b Validation
Our aliant de la constant dia anna di	202	11/10/2015	Destanting Data and D	C	•	To see and	4.045	Custom	Templete Versies 4 01b Deck D.Velideties
Rows Selected 1									Menu Total profiles found 152
									🖌 Apply 🖌 Apply all 🔵 Cancel

You can also search for special rules by the following criteria:

Field	Description
Name	You can enter a name of a rule if known.
ID	You can enter here the system-generated ID of a rule if known.
Туре	You can select the following conditions: Is required; Is not allowed; Conditional required; Conditional not allowed; Yes/No – Is yes; Yes/No – Is no; Pick List – Equals text; Pick List – Not equals text.
Violation Class	You can select the following classes to search only for rules that result in: Fatal, Error, Warning, Information messages.
Severity	You can select a number from 1 to 9 to search only for rules with a certain severity $(1 = low; 9 = high)$ .
Group	You can select a group for which the rules to search are specified: Declaration Page Part A, Part B, Part C, Cross-Tab, Smelter List Tab
Origin	System-generated information, where the rules are originated
Template Version	Please select the template version you want to see for the corresponding rules.
Date from – to	You can narrow down your search to find a defined time period a rule was issued.

A Quality Reporting profile can have as many checks as you want. Just continue highlighting the required rule(s)

(multiple selection is possible) in the result table and click <a href="https://www.apply.click.com">Apply.click</a>, all rules from the result table will be assigned to your profile. Should you choose to remove a rule, highlight the check in the CMD Quality Profile Manager's details tab and use the context menu or the right-click on your mouse to "Remove" it from your profile.

Search Details *						
Profile ID 0 Name Test Profile * Description Test Template version 4.01b Scoring amount 680		Origin Company Fo Issue date 11/25/2015 Author Grit Gimmer	r deficiency report			
View - 🕜   🔂 Menu 🗷 Export						-
Name	ID	Group	Violation Class	Severity	Type	
			violation class	Devency	1.16-	Scope
Company name required	101	Declaration Page part A	Fatal	-	Is required	Scope System
Company name required Declaration scope required	101 102	Declaration Page part A Declaration Page part A	Fatal	-	Is required Is required	Scope System System
Company name required Declaration scope required Representative name required	101 102 103	Declaration Page part A Declaration Page part A Declaration Page part A	Fatal Fatal Fatal	- - -	Is required Is required Is required	Scope System System System
Company name required Declaration scope required Representative name required Question 2 about metal tantal-me required	101 102 103 205	Declaration Page part A Declaration Page part A Declaration Page part A Declaration Page part B	Fatal Fatal Fatal Fatal Error	- - - 9	Is required Is required Is required Is required	Scope System System System System
Company name required Declaration scope required Representative name required Question 2 about metal tantal we provided Representative email required of Edit	101 102 103 205 104	Declaration Page part A Declaration Page part A Declaration Page part A Declaration Page part B Declaration Page part A	Fatal Fatal Fatal Fatal Fatal Fatal	- - - 9	Is required Is required Is required Is required Is required	Scope System System System System System
Company name required Declaration scope required Representative name required Question 2 about metal tantal me required Representative email required <b>Edit</b> Date of completion required <b>Remove</b>	101 102 103 205 104 105	Declaration Page part A Declaration Page part A Declaration Page part A Declaration Page part B Declaration Page part A Declaration Page part A	Fatal Fatal Fatal Error Fatal Fatal Fatal	- - 9 -	Is required Is required Is required Is required Is required Is required	Scope System System System System System System

For all available checks with Violation Class "Warning", the Company Administrator can change in the company own profiles the Violation Class as well as the Severity – depending on the company's requirements. To do this, please double-click on a rule in the table or use either the context menu or the right-click on your mouse. A separate window opens with information about the selected rule, where the Violation Class and Severity can be changed:

Profile ID 0	Origin Origin Company CFc	or deficiency report		
Name Test Profile Description Test Template version 4.01b	CDX - Compliance Data Exchange			
Scoring amount 685	Name         Question 4 about metal tin not "no"           Description         Question 4 about metal tin has not been answered with "no"           Group         Declaration Page part B           Type         Pick List - Equals text			
Company name required Declaration scope required Representative name required Question 2 about metal tantalum required Representative email required Date of completion required	Violation Class Warning V Severity 5 V Scope Company	s Severity - - 9 -	Type Is required Is required Is required Is required Is required Is required	Scope System System System System System
Question 1 about metal tantalum required	✓ Ap	ply Cancel 5	Is required Pick List - Eau	System

## **Deficiency Report Manager**

This option is available to Company Administrators only. Here you can set up a standard template for generating CMD <u>Deficiency Reports</u> to be sent out to your supplier(s). The Deficiency Report Manager window is divided into two parts. In the first part, "Select Deficiency Report," you need to define at least one standard quality profile(s) for generating deficiency reports according to the CMD templates supported in your company. The selection can only be modified in the Deficiency Report Manager.

In the second part, "Send Information," you can pre-define send information such as:

- Default report language
- · Email address to which the report should be sent in the "cc"
- Email address and name for the person to which the email should replied
- Subject (system generated information can be included as placeholders, e.g. CMD name, requester company ...)
- Report language

- compliance.data.exchange
- Introductory Header (here you can also include placeholders, e.g. CMD name, requester company ...)
- Footer Text

The information provided in the "Send Information" area will be initially included in all deficiency reports. They can be edited in the deficiency report before sending. The given information can be viewed with the <sup>(a)</sup> Preview button at the bottom right of the window.

Deficiency Report Manager	
Information As company administrator you can set up a standard template for generating deficiency reports.	^
Select Deficiency Report	
Heade deline (at reads une) standard quality promets) no generating delicency reports accurding to Certo templates supported in your company. The selection can only be movimed here.	
Template not set version version (2 v)	~
⊻ Send Information	
The information provided here will be initially included in all deficiency reports. And they can be edited in deficiency report before sending.	
Select a default English 🔽 report language	
α	
Reply To Reply To Name	
Subject Following place holders are allowed in subject line: (CMDName), (RequesterCompanyName), (SupplierCompanyName).	
Following place holders are allowed: {CMDName}, {RequesterCompanyName}, {SupplierCompanyName}, {DateSent}, {ReplyEmailAddress}, {ResponseDate}.	
Introductory Header	
(German)	
	~
	O Preview

## **Statistics**

In **MDS specific statistics**, as well as in **CMD specific statistics** within the Statistics menu, the Company Administrator can filter for different statistical dates, which are described in the following table:

Field	Description
All Org Units	Activate the Checkbox to search for MDS /CMD statistics in all Org Units of your CDX company.
Org Unit	If "All Org Units" is not checked, you can choose an Org Unit of your company to see statistical dates for this one Org Unit.
Period / From – to	You can narrow down your statistics to a defined time period.
Source	Choose if you want to see statistical dates for CMD or for CMD Requests. (only available in CMD specific statistics)
Origin	Please select if you want to see the statistical dates for received, sent or own MDSs / CMDs.

The search result table will list the MDS / CMD amounts for all Org Units you request, in the following states: accepted, not yet browsed, modified, rejected and cancelled by sender.

The table contains all active/organizations of y	our company regi	stration				
All Org Units 🔽 peri	od 📃	Origin sent	7			
Org Unit HP (Core Team) 🚽 free	om 6/10/2012		1			
	to 6/10/2012					
					Q Searc	th
View - Export						
Org Unit Name	accepted	not yet browsed	modified	rejected	cancelled by sender	Г
HP Asia Minor II	0	0	0	0	0	
HP (Core Team)	27	17	1	3	9	
HP Korea	0	1	0	0	0	_
HP Media Supplies & Solutions	0	0	0	0	0	=
I.Solutions	25	63	1	1	9	
Im Gebäude	0	0	0	0	0	-

Information for CMD Requests will be shown for the following states: received, CMD attached, waiting for acceptance, completed, rejected, deleted, Requests sum, and Requests overdue.



# **CDX USAGE HELPERS**

There are several tools available that will assist you in working in CDX.

## **MDS Explorer**

The MDS Explorer (**1**) is very helpful to organize MDSs and MDS Requests. Users can control their own directory structure. MDSs, MDS Requests and directories can be moved and copied from one directory to another. The total amount of contained MDSs and MDS Requests is displayed in brackets behind a directory's name (this includes MDSs and MDS Requests in contained directories). A double click opens the MDS or MDS Request.

Moving MDSs, MDS Requests and Directories is done by drag & drop. Users can hold "CTRL" on keyboard to create a copy instead of moving it. It is important to understand that creating a copy does not copy the MDS or MDS Request, but creates a second "link" to it in the other directory. MDSs (own and accepted) and MDS Requests (own and received) that have not yet been moved to a directory can be found in the always-present "not assigned" directory.

Starting out, you need to add a directory. Right click on the top of the tree and select Add

KDP and Associates - Su	pplier (A)	
D not assigned (10)	🔾 Add	
	Rename	
	Remove	
	Collapsé	
	Expand All Below	
	Collapse All Below	
	Show as Top	

You can then navigate and move MDSs from the Unassigned into the appropriate folder similar to how you work on your PC. To select more than one item, hold down the <CTRL> key while clicking on the items. When done selecting, drag them to the appropriate directory.

## Clipboard

The clipboard function can be used to hold Material datasheets, Basic Substances and Requests for easy access. For example, a Material often used can be kept in the clipboard for reuse in different Material datasheets in the session.

If you login to CDX the first time, you can open the Clipboard using the menu Functions > Clipboard. It will be shown at the right hand side of your window:

MDS Search	re Comment data Analysis HDS Rosins		
Name, ID, Version, Date Name Number MDS ID Current Date published / accepted / internally released created (own MDSs) from 06/30/2014	Supplier MDSs Standard MDSs Supplier Company / Org II Supplier search is disabled.	Own MD5s Save MD5s Isst edited by me Assigned Org Unit Assigned Contact	Type Trane Drag MDSs, MDS Requests and Substances here as a shortcut or to use them e.g. by dragging them into an MDS tree to create a reference.
View + Menu DE Export		Q Sea	rch
Type Name	Number	ID / Version Node ID Supplier	



Next time you login, the Clipboard will be still visible with all the information brought from your last login. So you can use your favorite data from the clipboard without searching for them again.

If you don't need the Clipboard the entire time you are working in CDX, you can use the small arrow at the bottom left-hand corner of the clipboard screen to collapse it.

To remove any entry from the Clipboard, please use the 🗢 button.

## Tree Search

This functionality allows you find nodes in a tree. It is activated by clicking on the  $\square$ . A window similar to the following will open:

Tree s	earch		
Туре	Name 💌	1	
Value	Name		 -
value	Number MDS ID		 

You can text search the tree (we suggest that you use a wildcard search if using a text search) or you can look for a Material number or symbol or MDS ID in the tree. This is very useful if the structure has several nodes.

## **Basic Substance Groups**

Frequently, users need to know where certain Substances (e.g. RoHS, REACH or GADSL relevant) are reported in your products. While you could do a one by one search, this would be somewhat time-consuming. For that reason, CDX has implemented several Substance Groups. These Substance Groups are used in searching for Basic Substances, Tree Filters, and Where-Used Analysis. These groups are constantly being added. Here are some of the more commonly used groups:

- Conflict Minerals
- GADSL: Declarable
- GADSL: Prohibited
- HKC Relevant
- Rare Earth Elements and their Compounds
- REACH SVHC
- RoHS

## **Tree Filters**

Tree filters allow you to find Substance in certain groups in your tree structure. For example, if you want to see all of the RoHS Substances in your tree structure:



You first need to expand your entire tree structure and then select the group RoHS from Global Substance Lists (default). All the Substances that are in the group RoHS are displayed in red, as shown in the following example:

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You may also use your own <u>Company Specific Substance List</u> or any specific list from companies that granted access to their list(s). You can find all possible Company Specific Substance Lists in the Tree Filter when you choose the filter "Company Specific Substance Lists" instead of the default "Global Substance Lists".

## **Regulation Substance Overview**

If you want to know, which Substances are relevant for a certain regulation (such as REACH, RoHS, ELV, GADSL), you can use the **Functions > Regulation Substance Overview** menu item. You can open this separate independent window anytime at any stage of your CDX work – opens the overview window will not close your current window. In this overview you can search for Common and <u>Company specific Regulations</u>:

CDX - Compliance Data Exchange								
Regulation Overview								
Common      Company specific								
Regulation REACH SVHC								
View - RoHS ELV Name GADSI	EU-Index	Einecs-No.	Node ID	Synonym	D/P	Entry	Limit Value	End date
No data to di Batteries Packaging IMO REACH Annex XIV PEACH Annex XVII								
RoHS Future								
								Total records found 0
						_		
								Cancel

Use the drop down field to select a regulation.

All regulation relevant Substances (in our example RoHS) will be listed with their Name, CAS No., EU-Index, Einecs-No., Node ID, Synonym, D/P (if declarable / prohibited) as well as the regulations Entry date, Limit Value and End Date:

Regulation Overvie	w									
Common      Cor	npany specific									
Regulation RoHS										
Tregulation 10115										
View - Expo	rt									
Name	CAS No.	EU-Index	Einecs-No.	Node ID	Synonym	D/P	Entry	Limit Value	End date	
ead-dinitrate	10099-74-8	-	233-245-9	1013	Lead nitrate	P	E2009	0.1		
ead(II) methanesu	17570-76-2	082-008-00-4	401-750-5	1012	-	P	E2009	0.1		^
ead acetate (II), tr	6080-56-4		-	1010	Acetic acid, lead(+	. P	E2009	0.1		
.ead	7439-92-1	-	231-100-4	1009	-	P	E2009	0.1		
piphenyl ether, oct	32536-52-0	-	251-087-9	5322	Octabromodiphen	P	E2009	0.1		
Diphenyl ether, pen	32534-81-9	-	251-084-2	4001	ISO 1043-4, PBDE	P	E2009	0.1		
ecabromodiphenyl	1163-19-5	-	214-604-9	1381	Diphenylether, de	P	E2009	0.1		
,1'-Biphenyl, 4,4'	92-86-4	-	202-198-6	6311	Biphenyl, 4,4'-dibr	P	E2009	0.1		
,1'-Biphenyl, 2,2',3	13654-09-6	-	237-137-2	6305	Decabromo-1,1'-bi	P	E2009	0.1		
Octabromobiphenyl	61288-13-9	-	-	6297	Bromkal 80	P	E2009	0.1		
olybrominated bip	67774-32-7	-	-	3676	Firemaster FF-1	P	E2009	0.1		
olybrominated bip	59536-65-1	-	-	3273	ISO 1043-4	P	E2009	0.1		
lexabromo-1,1'-bip	36355-01-8	-	252-994-2	1900	-	Ρ	E2009	0.1		
chromate(1-), chlor	16037-50-6	-	240-174-7	7261	Potassium chlorotr	P	E2009	0.1		
hromic acid (H2Cr	14307-35-8	-	238-244-7	7259	Chromic acid, dilit	P	E2009	0.1		
hromic acid (H2Cr	13548-42-0	-	236-922-7	7256	Copper chromate	P	E2009	0.1		
Dichromic-acid	13530-68-2	024-017-00-8	236-881-5	5524	Chromic acid	P	E2009	0.1		
Dipotassium heptad	12433-50-0	-	235-663-7	4995	Chromate(2-), hep	P	E2009	0.1		
mmonium-chromate	7788-98-9	-	232-138-4	4967	Chromic acid (H2	Ρ	E2009	0.1		
Zinc yellow	37300-23-5	-	-	4059	C.I. Pigment Yello	Ρ	E2009	0.1		
inc-dichromate	14018-95-2	-	237-843-0	4051	Chromic acid (H2C	P	E2009	0.1		
ead sulfochromate	1344-37-2	082-009-00-X	215-693-7	3947	C.I. Pigment Yello	Ρ	E2009	0.1		
Chromic-acid	7738-94-5	-	231-801-5	3921	Chromic anhydride	Ρ	E2009	0.1		
	1								Total records four	d 167

As already mentioned, you can also export these results into a MS Excel file by using the Export button.

# Export Search Results

The user can export any search result where the symbol appears. The exported data is represented in the same language (and sort order) as the view in the result table. Clicking on the icon will open a window similar to the following where you can determine your next action:

pening SearchResult_MDS.x	ls		
You have chosen to open			
SearchResult_MDS.x	ds		
which is a: Microsoft	Excel 97-2003 V	Vorksheet (2.3 KB)	
from: https://www.co	dxsystem.com		
What should Firefox do wi	th this file?		
Open with Micro	soft Excel (defa	uit)	-
Save File			
Do this <u>a</u> utomatica	lly for files like t	his from now on.	
		OK	Court
		OK	Cancel

Please note that with MS Excel 2007 or higher versions you might get the following message:

Microsoft	t Office Excel
4	The file you are trying to open, 'SearchResult_MDS[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?



## **Configure Search Results**

The user can configure any search result to meet their needs. Although not detailed here, all search-specific results work similarly. If click on View, you will be allowed to change what columns are in the results table and their order and sort by specific columns. To remove a field from the display, click on that field (to add back in, click on the field again). If you right click on a specific MDS in the search results screen, you will have another set of options, depending on the type of search you are performing.



# **COMPANY SPECIFIC ENHANCEMENTS**

## **Bosch Group – Specific Extensions**

If your company delivers to the Bosch Group, the following enhancements should be noted:

#### **Bosch Supplier Registration**

Bosch supplier companies need to be registered in CDX through the SupplyOn portal. Only companies with a SupplyOn ID in CDX are able to add Bosch as a recipient to their submissions. Other companies will receive the following error message: Only registered suppliers of Bosch are allowed to send data to Bosch. If you are a supplier company to Bosch and don't have a SupplyOn ID (shown in your company details available for Company Administrators in the Administration > Company menu), please contact Bosch.

#### MDSs provided by customer

To streamline the process, users in the Bosch Group are able to publish their own or accepted MDSs to their suppliers. The supplier companies can then use those MDSs "provided by customer" in their own MDSs. An additional field to search for such MDSs is available to all Bosch suppliers in the following search screens: MDS Search, Component, Semicomponent, and Material Search.

Supplier MDSs	Standard MDSs	MDSs provided by a	ustomer
🕼 🍙 🖫			
Supplier		Company / Org ID	
Supplier search is	disabled.		

#### One Level Declaration

If you want to send a One Level Declaration MDS to the Bosch Group, you have to add minimum one document with further information in the attachment area of the MDS. If no document is attached, no sending/proposing is possible.

#### Part / Item Number

Suppliers to the Bosch Group can insert in the recipient specific Part / Item Number field not only single numbers, but also ranges of numbers, for example:

Add new number	_			
			Supplier Code	
Number type Range 🗸			Name	REQ2
Lower limit 1000001	*		Part/Item No.	0 🗢
Upper limit 1000100 ×	*			Part/Item No.
				TnrREQ2
Analy Sca	-			1000001 - 1000100
			Forwarding allowed	$\checkmark$

The entered number should be entered as 1-10 alphanumeric characters (must be identical for upper and lower limit) not allowing anything other than "a-z", "A-Z" and "0-9") followed by 3 numeric digits. The entered number ranges will be checked by the system. In case you enter wrong numbers, you get an error message.

#### Regulations

Bosch is asking their suppliers for compliance with specific regulations. The formerly used N2580 template information will be now requested in CDX. To create a Component or a Material MDS, suppliers to Bosch should use the "<u>Regulation Wizard</u>", in which the user will be guided through the several regulations and the required information will be requested.



#### Company Specific Regulations

When you add Bosch as a recipient to an MDS you will find a section "Company specific" in the recipient data, which has to be filled for the company specific regulations:

✓ Company specific				
Type of supplied ma	terial -		~	
Confirmation				
Regulation	Regulation complied?		Relevant data provided?	
Bosch Diverse	-	$\checkmark$	-	~
Bosch PAH	-	$\checkmark$	-	~
Bosch Plasticizers	-	$\checkmark$	-	~
Bosch Manufacturi	-	$\checkmark$	-	~
Bosch Cooling Lub	-	$\checkmark$	-	~
_	1		1	

Please select the Type of supplied Material:

- Remains in or on the Bosch product
- Does not remain in or on the Bosch product
- Merchandise automotive
- Merchandice non-automotive
- Unknown

and answer the questions for each company specific regulation:

- Regulation complied? Yes / No / Not Applicable
- Relevant data provided? Yes / No obligation to declare / Other declaration format used

If one of the questions is not answered, the check routine will result in an error message, which prevents you from sending/proposing the MDS to Bosch.

#### **Regulation Substance Overview**

Detail information regarding Substances related to Bosch specific regulations can you find in the **Functions > Regulation Substance Overview** menu. Please select "Company specific" and the respective company (Bosch). In the drop-down field "Regulation" are all Bosch specific regulations available to be selected. The result table shows all Substances relevant for the choosen regulation with Name, CAS No., EU-Index, Einecs-No. Node ID, Synonym, D/P (declarable/prohibited), and Entry, Limit Value, End date for this regulation:

Common € Company specific         Company Name Bosch Group (900778)         Regulation         Wew ▼         Expont         View ▼         Company Name Code No.         View ▼         Expont         View ▼         Company Name Code No.         View ▼         Expont         View ▼         Company Name Code No.         Company Name Code No.         View ▼         Company Name Code No.         Company Name Code No.         Code No.         Company Name Code No.	Regulation Overview	v								
Company Name Bosh Group [900778]         C           Regulation         Tooch Plasticazers           View V         Expont           Jame         CAS No.         VEV           2-Berzenedicarbox.         117-94-0         -           2-Berzenedicarbox.         117-94-0         -           2-Berzenedicarbox.         117-94-0         -           2-Berzenedicarbox.         119-07-3         -           2-Berzenedicarbox.         119-07-3         -           2-Berzenedicarbox.         119-07-3         -           3MH-phthalate         111-17-9         607-086-00-4         205-011-6           3MH-phthalate         111-17-9         607-086-00-4         205-011-6           3MH-phthalate         111-17-9         607-086-00-4         205-011-6           3MH-phthalate         111-17-9         607-086-00-4         205-011-6           3MH-phthalate         111-17-9         607-086-00-4         205-011-9           3MH-phthalate         111-17-9         607-086-00-4         205-011-9           3MH-phthalate         111-17-9         607-086-00-4         205-011-9           3MH-phthalate         2753-26-5         -         248-328-3         210-081-4           3MBOCH/phthalate<	O Common   Com	pany specific								
CAS No.         EU-Index         Einecs-No.         Node ID         Synonym         D/P         Entry         Limit Value         E           kir-octylphthaltet         179-04         -         204-234-7         1691         150 1043-3         D         E2009         00           g2-Benzendicarbox.         119-07-3         -         204-234-7         1691         150 1043-3         D         E2009         00           g2-Benzendicarbox.         119-07-3         -         204-235-9         45262/07         Phtalic acid, decy         D         E2009         00           g2-Benzendicarbox.         111-17-9         607-086-00-4         205-011-6         1619         -         D         E2009         00           g2-Benzendicarbox.         111-17-9         607-086-00-4         205-017-9         1044820         Dipentyl phtalate         D         E2009         0         0           g2-Benzendicarbox.         111-18-0         -         205-017-9         1044820         Dipentyl phtalate         D         E2009         0         0           g2-Benzendicarbox.         15104         1.2-Benzendicarbox.         D         E2009         0         0         0         0         0         0         0	Company Name Bosc	h Group [900778] (								
Regulation         Basch Residucers         Image: Construction of the sector of the s	company name bose	i dioup [500770]	<b>`</b>							
View         Export           ame         CAS No.         CAS No.         EU-Index         Einecs-No.         Node ID         Synonym         D/P         Entry         Limit Value         E           en-roctylphthalate         117-94-0         -         204-214-7         1691         ISO 1043-3         D         E2009         00           2-Benzenedicarbox.         119-07-3         -         204-214-7         1691         ISO 1043-3         D         E2009         00           imethyl-phthalate         120-51-6         -         204-11-8         857528         1,4-Benzenedicarbox.         D         E2009         1         1           andlyl-phthalate         131-17-9         607-086-00-4         205-017-9         1044820         Dipentyl phthalate         D         E2009         1         1           2-denzenedicarbox.         131-18-0         -         205-017-9         1044820         Dipentyl phthalate         D         E2009         1         1           2-denzenedicarbox.         131-18-0         -         205-017-9         1044820         Dipentyl phthalate         D         E2009         1         1           2-denzenedicarbox.         105         122-523-26-5         -         248-523-	Regulation Bosch Pla	sticizers	$\checkmark$							
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isoocty-phthalate         275+26-3         -         249-523-5         310086         D'iso-octy' phthal.         D         E2009           "isononyl' phthalate         28553-12-0         -         249-079-5         1608         Bis(7-methylocty)         D         E2009         0.1           undecyl-phthalate         2842-02         -         222-884-9         11690         1.2-Berzendicarbox         D         E2009         0.1           2-Berzendicarbox         41551-28-9         -         220-884-9         11690         1.2-Berzendicarbox         D         E2009         0.1           2-Berzendicarbox         46551-84-79         -         210-084         10449447         Disopentyl phthal         D         E2009         0.1           2-Berzendicarbox         685154-79         -         210-083-8         11697         DTDP         D         E2009         0.1           2-berzendicarbox         685164-79         -         201-550-6         1565         E1hyl phthalate         P         E2009         0.1           eydy-phthalste         84-65-2         -         201-550-5         1565         E1hyl phthalate         P         E2009         1600           isobutyl-phthalste         84-75-3	isotridecyl-phthalate	27253-26-5	-	248-368-3	2415104	1,2-Benzenedicarb.	. D	E2009		
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You can also export the displayed results for each regulation to an MS Excel file using the Export button.



# CDX SECURITY

The following section describes the system's protection from external tampering and the mechanisms within the application which allow authorised data access only.

## **Physical Security**

CDX computers are kept in the HPE's Service Management Centre (SMC). The HPE SMC ensures the servers' physical safety and provides the appropriate infrastructure (network availability, protection against system failure, etc.). Only authorised persons (operating and system administrators) have access to these machines, making physical manipulation or impairment of the operating system extremely difficult and highly unlikely.

## **Operating System Security**

The CDX system uses the UNIX operating system. Only HPE administrators are allowed to access at an operating system level. HPE standard procedures guarantee protection against external attempts to gain access to the system.

## Database Security

The CDX system uses an Oracle database. Access to this database is only allowed to system and database administrators. All persons are subject to data secrecy as per §5 BDSG (German Data Privacy Act).

## **Network Security**

Network security needs to be considered at three levels: Firewall Security, Data Transfer and Web Server.

## **Firewall Security**

A firewall is a system or a group of systems controlling access between two networks. The firewall uses two mechanisms: one for rejecting data and another for enabling the data flow. Firewalls shield internal, non-public networks from public networks and, at the same time, serve as filters for authorised communication. In this case, the firewall also acts as the first buffer between possible infiltrators and the CDX system data requiring protection. All access to the CDX system is logged and can be analysed.

## Data Transfer

The CDX system uses the encrypted HTTPS data transfer protocol. Safe transmission of data over the Internet can only be guaranteed when the data is appropriately encrypted. The HTTPS encryption has 3 effects: 1) remote authentication (verify that you really talk to <u>www.cdxsystem.com</u>); 2) it ensures that no one is able to read the data; 3) it makes sure that any data manipulation is noticed (using a hash code).

## Web Application Server

The selected J2EE Server provides another means of securing the system by offering protective and availability features.

## **Application Security**

Companies in CDX have to register their users with the system. The users get passwords which need to be changed every 90 days or after a system password reset. New passwords must be different from the previous one and contain between 8 and 20 characters (capital and lower cases) and include at least one numeric character. Passwords are case sensitive and are limited to ISO 8859-1 characters.

As a base rule, access to CDX data resources is allowed for authorized users identified by unique user names and passwords. Access to specific web areas and/or data items is granted depending on the user's data access profile and the ownership of the data item. Only users with a specific profile are allowed to execute certain actions on certain data in the application (see User Profiles).

# **CDX – ADD-ON SERVICES**

In addition to providing the CDX system, HPE can assist you in implementing technology to support your Compliance efforts. More information on all additional services concerning the CDX can be found on our internet pages: <u>www.cdxsystem.com</u>

## **Project Support**

HPE provides Integration and Consulting Services to support CDX users in the design and implementation of Best Practice processes and solutions surrounding data integration. HPE can help minimize the cost and effort involved with data preparation, entry and reporting when using the CDX system.

## **CDX Web Service**

To use the CDX Web Service, companies need to place a minimum of one order. Please see **CDX Information Pages > CDX System > Ordering** for a description of our pricing schedule.

The transfer protocol for the CDX Web Service will be HTTPS. Thus, Web Service Clients will send a HTTPSrequest to predefined URLs and expect a HTTPS-response. The basic communication format is XML. XSDs for message content formats are to be defined (available DTDs can be transformed to XSDs using an appropriate tool). The Web Service implementation technique is SOAP.

The Web Service is basically separated into two categories: **Download Services** and **Upload Services**. Upload Services transfer a document from client to server and receive a response document containing the information about how the input has been processed (in positive case a confirmation and info about new created entities or in fault case the error description). With Download Services, the client solely specifies a document (this information can be transferred via URL) which is expected to be available on the server and obtains the requested document (in positive case) or receives an error message (in the case the requested document does not exist or cannot be transferred to the client for some reason).

The User Manual for this service can be found and downloaded in  $CDX \rightarrow Help \rightarrow Web$  Service or in our <u>CDX</u> <u>Information pages</u>.

## Upload

Uploads will be processed in batch manner. This means that the Upload will work as an asynchronous Web Service. After uploading a file to the server the client will receive a message about the file reaching the server (e.g. "Your job has been admitted."). After the upload file has been processed the client will be able to go to the system and view a message regarding the processing of the file.

## Download

There are several files associated with the Download that enable the user to work in an in-house system. The download files common to all companies (core data) will be created at fixed times, usually at midnight server time. Only the latest version of core data will be available at any time.

Company specific files will be generated upon request. The time stamp of the last generation is stored in the company table and this will be the starting point for the next company download request. Depending on the amount of data that needs to go into the file, the file generation may be postponed until there are fewer users on the system (weekend). Generated files will remain on the system for thirty (30) days.

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# **CDX – BASIC INFORMATION**

The following section contains basic information about the CDX system.

## Automatic Log-Out after 60 Minutes Inactivity

In order to guarantee system availability for all CDX users, users who have not initiated an activity in CDX for 60 minutes will be automatically logged out.

## Terms of Use for CDX

To exclude any use of the CDX data for other activities (e.g. address data) every CDX user must accept the CDX Terms of Use at first log-on. The Terms of Use are also available from a link on the CDX login window.

## **Browser Versions for CDX Use**

The following browsers have been tested and grant the full functionality of CDX. Versions not listed below, have not been tested sufficiently.

- Microsoft Internet Explorer Release 10.0
- Firefox (current version)
- Google Chrome (current version)

However, most of the functions in CDX should work with these browsers. Explicitly excluded from our support is Microsoft IE 6.0 or older versions.

All browser versions supported by the CDX application can be found on the Information Pages (<u>www.cdxsystem.com</u>) under How To Start  $\rightarrow$  System Information  $\rightarrow$  Release Notes.

## Substances

Substances cannot be created the same way as Components, Semicomponents or Materials. If you do not find the Substance you need, please use unique identifiers like the CAS number for searching the particular Substance. Should you require a Substance to be added to the list, please use the <u>Basic Substance Request</u> option in the **Functions** menu.

## Languages

Languages for the application itself can be chosen: English, French, German, Portuguese, Spanish, Japanese, Korean and Chinese. All the labels, menus, buttons etc. will appear in this language. However, HPE assumes that all data entry is performed in English only. CDX does not translate the entries in the data fields.

The Online help file is available in English. The language displayed depends on the language selected during logon. Popups need to be allowed in the Browser settings as the User Manual is displayed as a PDF document in the user's browser.

## Faded Icons / Symbols

If the symbol of nodes in the product structure is displayed in a faded colour, this referenced MDS or Substance was deleted.

## Selecting an Item

Double click on an item brings up the Details of the item. You may also right-click and select the Show option.

## Network Performance Index

The PC internet access capacity for using the CDX is standardized to one ISDN capacity (64 Kbit/s). If the system appears to operate slowly, this can be due to several factors (e.g. the internet connection in your own company or the performance of the internet server of the internet service provider). To test the performance, CDX provides a self-test that you can perform in the system. In the analysis, you can also see comparison values.

The Network Performance Test can be found in the CDX after log-on by clicking the "Network Performance Index," in the Help menu. The result browser window contains the Network performance for your PC.

#### **CDX Network Performance Index Report**

Hostname: modeloffice.cdxsystem.com

Test Finished.

I. Introduction:

Generally users see as performance related issues

#### . System is slow (long response times) but functionality working correctly

- System unexpectedly logs users out of the application
   Data retrieved from the application is not loaded correctly/complete into the screens

Bullet 2 and 3 might have different reasons, although experienced in a few cases could be caused by slow performance in combination with the client's Browser behavior. HP completed various individual performance investigations for CDX-users having problems due to long response times. The experience and results of these activities were bundled in here and should help together with your personal measure results to solve your performance issues.

Please take this report containing your measures and descriptions and contact in your company the adequate IT specialists for help.

II. Client - Network Measures:

5 single measures and average in absolute time value.

#### Client:

The speed of the client Javascript implementation is of primary interest regarding the performance of a modern-UI Web-Application. Reference is a standard PC with 2GB RAM, a processor with 3 GHz and Internet Explorer 9. This measure shows the time needed to perform some javascript code on your browser. Lower is better

Test #	Your Values	Comparision Values
1	31 ms	70 ms
2	32 ms	70 ms
3	45 ms	70 ms
4	33 ms	70 ms
5	30 ms	70 ms

#### Network:

Performing the measurement of the current network speed. For each transfer size (1, 10, 100 kByte, 1MBype) five individual transfers have been performed from the CDX-server to your Browser. Displayed values are averages. Dependent factors: Quality of your connection to your Internet-provider, quality of the provider's connection to public Internet, bandwidth between you and your provider and bandwidth between your provider and the Internet. The comparison values show a typical broadband connection with 3 Mbit/sec

#### Bandwidth (higher is better):

Test #	Size	HTTP Version	Your Values	Comparision Values
1	1 kByte	1.0	21 kByte/sec	5 kByte/sec
2	1 kByte	1.1	19 kByte/sec	5 kByte/sec
3	10 kByte	1.0	188 kByte/sec	80 kByte/sec
4	10 kByte	1.1	172 kByte/sec	80 kByte/sec
5	100 kByte	1.1	1016 kByte/sec	180 kByte/sec
6	1 MByte	1.1	2169 kByte/sec	250 kByte/sec

The term "latency" in this context describes the time it takes for HTTP requets to travel from your browser to the CDX server, being processed, and the answer being send back to your browser. The measurement is done using the 1kByte file transfers shown above. Latency is measured in milliseconds. Reference values show a fair international latency. Latency (lower is better):

Test #	HTTP Version	Your Values	Comparision Values
1	1.0	44 ms	200 ms
2	1.0	49 ms	200 ms
3	1.0	47 ms	200 ms
4	1.0	51 ms	200 ms
5	1.0	47 ms	200 ms
6	1.1	49 ms	200 ms
7	1.1	48 ms	200 ms
8	1.1	48 ms	200 ms
9	1.1	51 ms	200 ms
10	1.1	64 ms	200 ms

V. Understanding the Performance-Relevant Factors:

Performance is a very complex problem which has to be looked at in every special case.

When a user is working with CDX three major network components are involved in the data transfer. The first part consists of the local network, the internet proxy and the network line to the Internet Server Provider (ISP) of the user's company. The second part is the public Internet itself and the third part is the connection to HP's ISP and through an HP firewall until it reaches the CDX servers. This is summed up in the following picture:



The HP network components are monitored 24h a day.

The first and second component 'Client network infrastructure' and 'Internet' are out of HP's influence.

From our experience it can be concluded that most of the problems exist within the client's network infrastructure. In many cases the bandwidth of the internet connection to the ISP was too slow. In other companies the proxy, firewall or router devices routing the traffic from/to the internet were too busy or due to organizational needs not really topographically optimized.

As a first step we would recommend to first contact your local network administrators and ISP to check the local infrastructure using this report.

Working with CDX a lot of data is exchanged between the client's browser and the CDX servers. Each data package contains individual data; therefore, HP must prevent the data from being cached in the client's infrastructure. This is the reason why CDX behaves 'heavier' than other (static) websites - their data might never leave the customers infrastructure because it is cached on the proxy.

With this background HP recommends a minimum average bandwidth of 64 Kbits/sec for each CDX user.

It might be interesting to run this report at different work-hours. In some cases HP observed that company networks were blocked at certain times due to data exchange activities.

We hope that this report helps to solve your problems together with your IT-support.

Whenever we obtain more information on performance issues of general interest, we will update the information in this report.

#### V. Detailed Measurements:

Test #	Filename	HTTP Version	Time	Bandwidth
1	load1k.txt?param=4566431	1.0	44 ms	23 kbyte/s
2	load1k.txt?param=2601412	1.0	49 ms	21 kbyte/s
3	load1k.txt?param=1714772	1.0	47 ms	22 kbyte/s
4	load1k.txt?param=6064572	1.0	51 ms	20 kbyte/s
5	load1k.txt?param=2441903	1.0	47 ms	22 kbyte/s
6	load1k.txt?param=7114163	1.1	49 ms	21 kbyte/s
7	load1k.txt?param=3217475	1.1	48 ms	21 kbyte/s
8	load1k.txt?param=7029096	1.1	48 ms	21 kbyte/s
9	load1k.txt?param=8574058	1.1	51 ms	20 kbyte/s
10	load1k txt?param=1784184	11	64 ms	16 khvte/s



# GLOSSARY

This section lists common terms in use in the CDX system.

#### 100% Declaration

Each MDS can be defined as a "100% declaration", which means, every contained part of the MDS has to be defined by Substances. For a 100% declaration it is not allowed to have nodes and references on the same level that sum up to less than 100% or sum to a total weight less than the one of the containing node/MDS.

#### CMD (Conflict Minerals Declaration)

A CMD is the information passed along the supply chain indicating where the conflict minerals in the group come from. Currently conflict minerals are defined to include: Tantalum (Ta), Tin (Sn), Tungsten (W), and Gold (Au).

#### **CMD** Request

This function enables a CMD recipient to initiate a "Pull"-process with his suppliers. The CMD recipient specifies the expected characteristics, such as template version, declaration scope or a deadline date of the CMD in a CMD Request. The CMD supplier attaches a CMD matching the requested specifications.

#### Component

A Component may be thought of as an assembly or a piece part and has a defined weight. One Component can consist of several different Components, Semicomponents, Materials and Basic Substances.

#### Hong Kong Convention

#### (HKC, Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ship)

The HKC is an international convention regulating the recycling of Ships. The HKC is meant to replace the Basel Convention, in regards to ships. Currently, Ships being dismantled are considered waste in the terms of the Basel convention. This leads to impracticable requirements related to the recycling of ships.

Therefore, IMO held the Hong Kong Conference leading to the convention. It is thought to come into force in 2015. Part of the HKC is the requirement to document certain Substances of concern throughout the supply chain in order to achieve a certification that would allow the ships to operate and become subject of dismantling. CDX basically is a tool to allow the industry to comply with the requirements resulting from the HKC. (see also -> MD, SDoC)

For further information, see <u>http://www.imo.org/about/conventions/listofconventions/pages/the-hong-kong-international-convention-for-the-safe-and-environmentally-sound-recycling-of-ships.aspx</u> and <u>http://ec.europa.eu/environment/waste/ships/pdf/Convention.pdf</u>.

#### Material

Not all users are required to enter Materials as they are best entered by users in companies that manufacture the Material who would know its contents. For Materials manufactured to a public norm or standard, standard MDSs are available. Not all Materials are manufactured to a public norm or standard, and not all public norms or standards describe a Material's Substances to 100%.

#### MD (Material Declaration)

A Material Declaration is a special report of an MDS that is specific to the requirements of the *Hong Kong Convention*. CDX MDs are a direct adaptation of the format of the MD as proposed by the Germanischer Lloyd, resulting from the findings of the ERVESIS project. MDs therefore are a special report for the Ship Building Industry. (see -> **SDoC**)

#### MDS (Material Datasheet)

An MDS is a logical data unit and constitutes a complete information package for a product. An MDS consists of a top node and assigned information about its supplier and recipients. The top node may also contain different nodes or references to other MDSs and/or Substances. MDSs are subject to revision control. If there is a data change, a new MDS version needs to be generated. If a version has been sent and accepted or released, it is no longer possible to make changes to the MDS.



#### **MDS Request**

This function enables an MDS recipient to initiate a "Pull"-process with his suppliers. The MDS recipient specifies the expected characteristics, such as name, part number or a deadline date of the MDS in an MDS Request. The MDS supplier attaches an existing MDS or simply lets CDX create an MDS matching the requested specifications.

#### Node

A node is an element created within the tree structure of an MDS. It can only be used inside the containing MDS, but is handled as if it was a referenced MDS. Different from referenced MDSs, it is possible to modify the contents of a node.

#### Passwords

A computer connected to the Internet is easily located. And therefore, it is of great importance to protect your systems. CDX requires a minimum of eight characters and a maximum of 20 characters in your password and at least one of the characters must be numeric. It should also contain a mixture of letters, numbers and special characters. System generated temporary passwords are generated by the "new password" link. Passwords are sent only to the e-mail connected to the CDX ID so it is imperative that the user ensure that their contact information is always correct.

#### REACH-SVHC (Substances of Very High Concern)

In CDX, all Substances that are part of the SVHC candidate list are part of the "SVHC" Substance List. Using this list, the user can search the ingredients of an MDS for contained REACH-SVHC, is able to search for REACH-SVHC or to analyze MDS for contained REACH-SVHC in the Where-Used Analysis window.

#### Reference

A reference is a link to an MDS that has been created elsewhere, published or received and accepted and then attached to the tree structure (either beneath the top node or beneath a sub node of the tree).

#### SDoC (Suppliers Declaration of Conformity)

This is a special report for the Ship Building Industry, based on the requirements of the Hong Kong Convention. Basically, an SDoC is a legal statement of a supplier, stating that either one, a number of, or all of his products comply to the requirements of the Hong Kong Convention. The SDoC refers to products; these should be accompanied by MD in order to document the compliancy state of the product.

#### Semicomponent

A Semicomponent is used by a unit of measure such as length, area or volume (where Components are used in unit quantities). Examples of this would be wire that is used by the meter or paint that is used by the gram.

#### Severity

Within the <u>CMD Quality Reporting</u> function this is the system level severity of a violation. Severity levels from 1 (low) to 9 (hight) are valid. This can be changed for company rules by the Company Administrator.

#### Substance

Substances are chemical elements or chemical combinations as they naturally occur or are produced. This includes all necessary agents in order to maintain its stability. This excludes solvents that can be separated from the material without reducing its stability or changing its make-up. If an MDS is defined as "100%-declared", every path from the top of the tree structure must terminate in a Substance in order for the MDS to be released.

#### Tree Structure

The tree structure is the main part of each MDS. This is a structural view of the Components, Semicomponents, Materials and Substances contained in the product and is comprised of individual nodes and references.

#### Violation Class

Within the <u>CMD Quality Reporting</u> function, this is the system level class of a violation. The following classes are valid entries: Fatal, Error, Warning, and Information. Others than "Fatal" can be changed for company rules by the Company Administrator.





## **USEFUL INFORMATION**

CDX Website and Additional Services and Tools
<u>www.cdxsystem.com</u>

Contact: CDX Service Desk e-mail: <u>CDX-ServiceDesk@hpe.com</u>

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