



Environmental Compliance Material Declaration Management

- Supplier Training

Version 11.0
January 2020

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Revision History

Document#	Rev	Date	Change Summary
	1.0	December 2016	Initial Release
	2.0	July 2017	Updated screenshots, added Module 6 and IPC 1752-2 v1.1 template link
	3.0	October 2017	Updated Module-5
	4.0	February 2018	Added Module-7: How to use Excel Material Disclosure Form
	5.0	July 2018	Rename of Supplier EC Portal
	6.0	September 2018	Updated Module-7
	7.0	January 2019	Remove reference to IPC 1752 PDF
	8.0	April 2019	Remove Module-5: Creating a New Declaration using Intel's Online Tool. Add pictures of new supplier homepage.
	9.0	May 2019	Updated IEC link
	10.0	September 2019	Remove How to Use MDF, adding to its own document
	11.0	January 2020	Remove broken hyperlinks

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- ✓ Submitting a Supplier Declaration

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- ✓ Request for Help

Module 1: Supplier Environmental Compliance Requirements

Intel's Expectations:

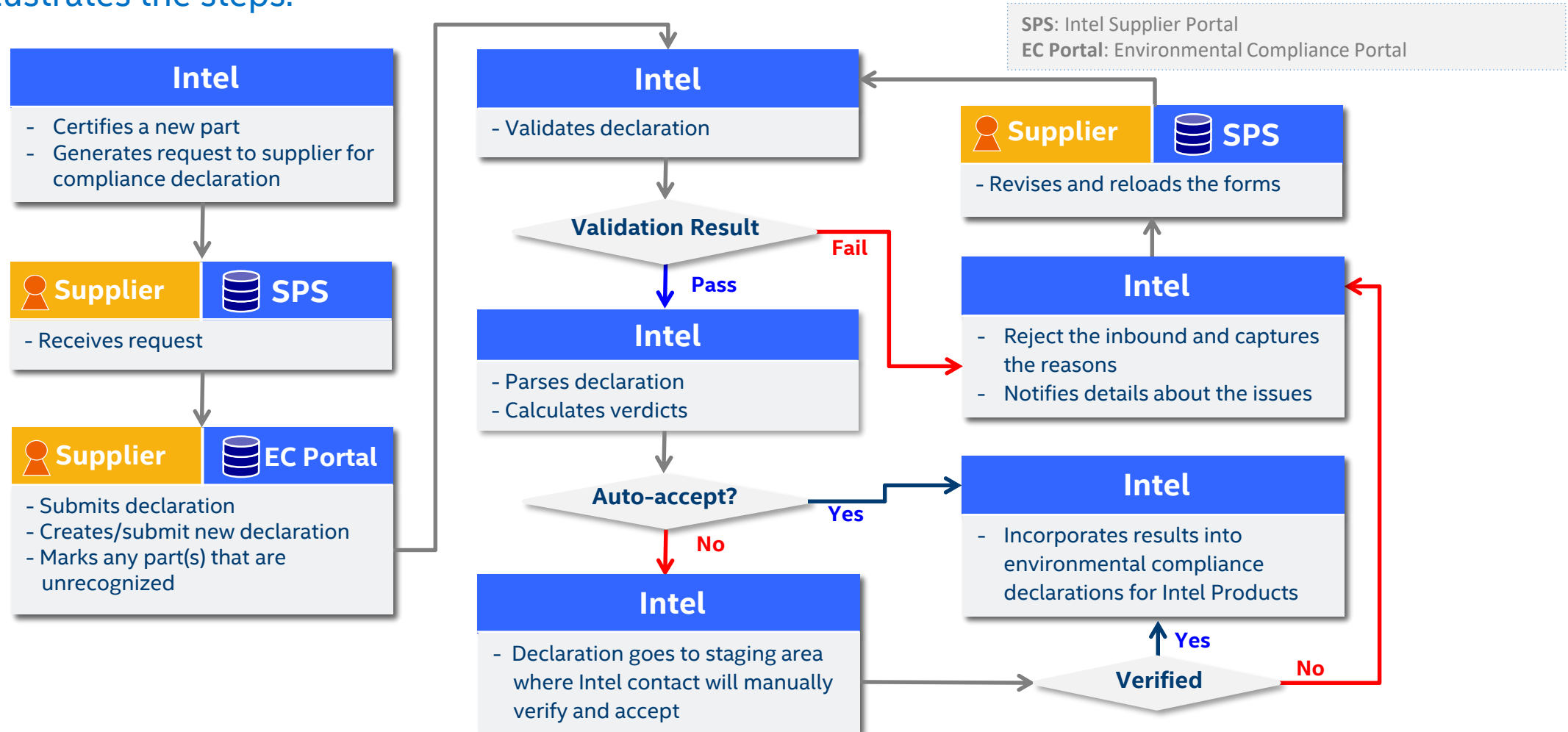
- Suppliers are required to provide a material declaration form for each part, product or product family supplied to Intel, which includes disclosures for RoHS, REACH, Low Halogen and other requirements as necessary.
- Suppliers are required to submit Class-D: full material disclosure (FMD) according to IPC 1752A standard for products such as integrated circuits and articles used to assemble integrated circuits; suppliers can submit Class-C according to IPC 1752A or IEC 62474 standard for products such as board and system.
- Suppliers are required to submit material declaration collaterals through Intel's [Environmental Compliance Portal](#); link to the portal is also provided in the EC data request email notifications to suppliers.

Accepted Reporting Formats:

- Intel accepts reporting formats in either an IPC 1752A XML file generated from a 3rd party tool that has been certified by IPC or IEC 62474 XML file that conforms to the standard. Please be advised that Intel no longer accepts the IPC 1752-2 v1.1 PDF and declarations made by the Intel online "Material Content Declaration (MCD) tool.
- **Material Disclosure Form (MDF)**. This is an Intel provided Excel form designed according to the IPC 1752A data exchange standard.

Module 1: High-Level Environmental Compliance Process

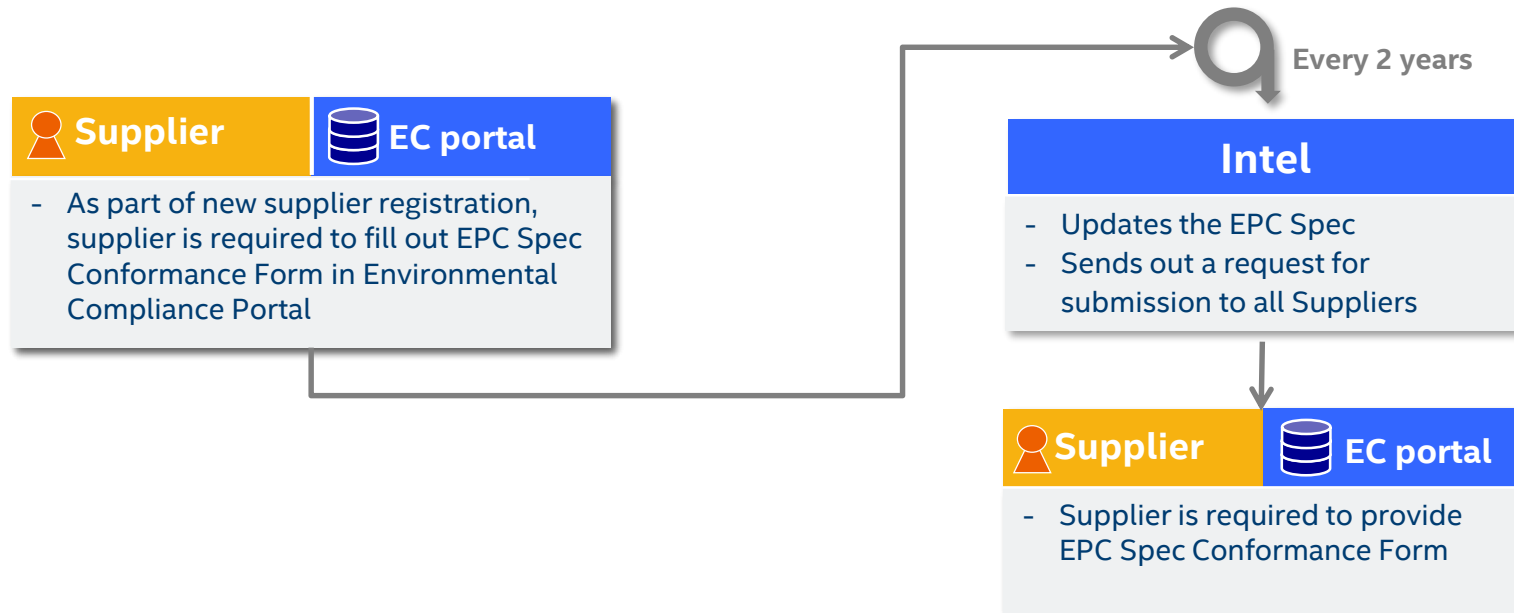
This graph illustrates the steps:



Module 1: Environmental Product Content Specification

Intel's Environmental Product Content (EPC) Specification, document #18-1201, defines the environmental product content requirements for Intel suppliers and outsourced manufacturers.

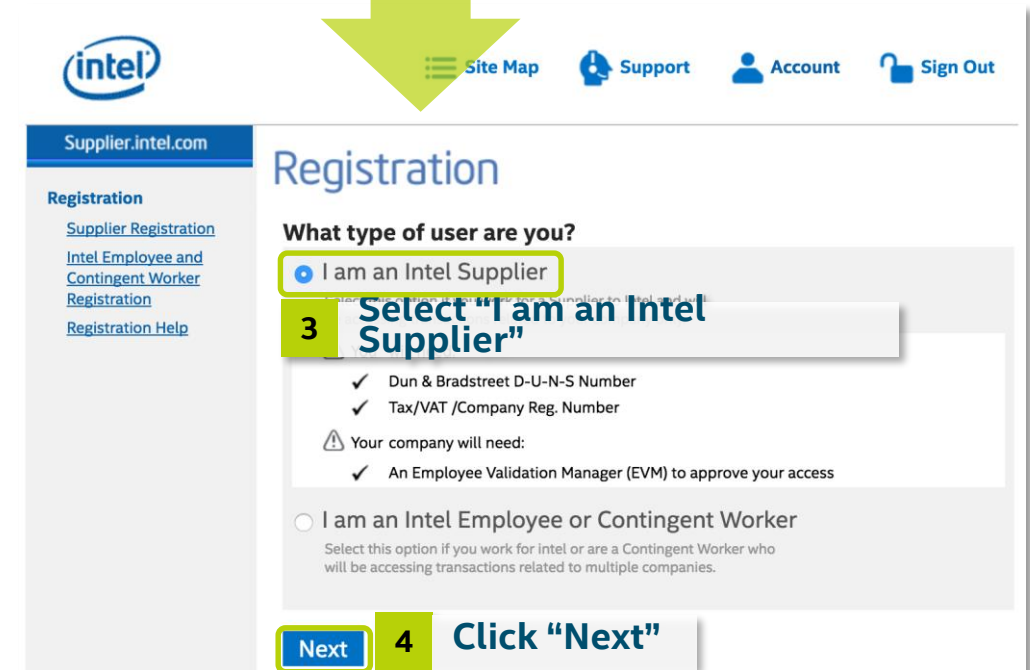
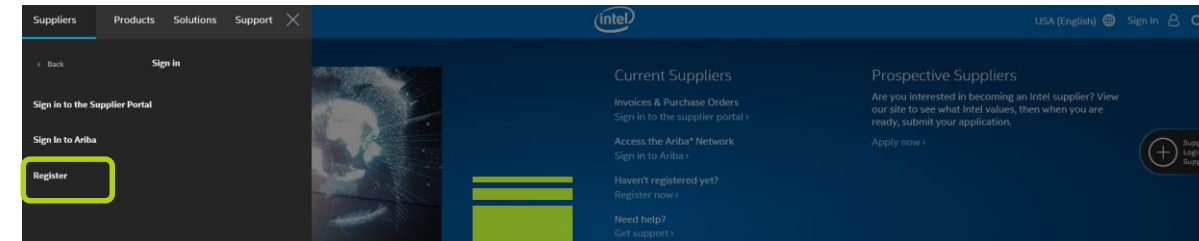
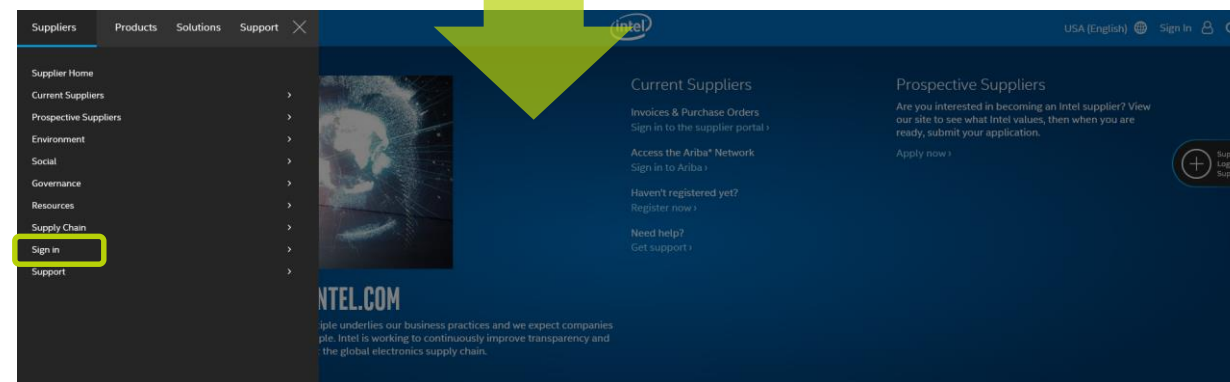
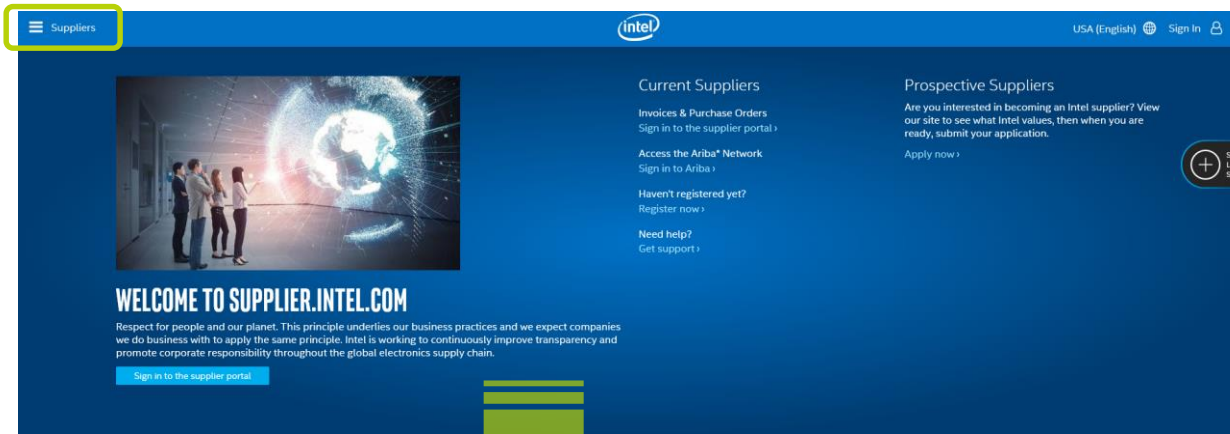
Suppliers are required to return a "Read and Understood" response to the EPC spec.



Module 2: Supplier Portal Access

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

1. Go to <https://www.intel.com/content/www/us/en/supplier/overview.html>



Note. If your D-U-N-S number is not accepted by the system, click "Sign In" in the upper right hand corner of the page

Module 2: Request Access (cont'd)

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

Supplier Registration

1 Overview 2 Applications 3 Account Information 4 Next Steps

Overview

5 Click "Begin"

Begin

Information to gather before you start

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

Steps to register an account

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



Supplier Registration

1 Overview 2 Applications 3 Account Information 9 Click "Next"

Application Access

6 Deselect "Intel(R) Web Suite"

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

7 Expand "Additional Access-apply as directed by Intel"

8 Scroll down and click the checkbox for "Environmental Compliance Portal"

Environmental Compliance Portal

This application is also appropriate for uploading IEC 62474 Documents

Note. It is important to de-select "Intel® Web Suit or else you will need to supply 10 digit supplier number, Tax/VAT/Company registration number etc.

Module 2: Request Access (cont'd)

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

Supplier Registration

1 Overview 2 Applications 3 Account Information 4 Next Steps

Provide required account information

Selected application(s)

- Environmental Compliance Portal

Personal Information

* Given Name (First Name) :

This information is required.

Middle Name :

* Family Name (Surname) :

* User ID

* Email Address :

* Re-Enter Email Address :

* Country of Residence :

Wired Phone Number :

Wireless Phone Number :

Please note –

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

Additional information for Intel contact person- Any Intel employee can be identified as your Intel contact, especially representatives of Intel procurement organizations with whom you work. If you do not know this please contact Intel Supplier Manager

Module 2: Request Access (cont'd)

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

Provide required account information

Selected application(s)

- Environmental Compliance Portal

Personal Information

* Given Name (First Name) :

This information is required.

Middle Name :

* Family Name (Surname) :

* User ID :

* Email Address :

* Re-Enter Email Address :

* Country of Residence :

Wired Phone Number :

Wireless Phone Number :

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

How do I find out what my D&B® D-U-N-S number is?

You can determine your D-U-N-S Number in one of two ways:

- Ask about your company's D-U-N-S number internally, possibly in your finance department
- Search Dun & Bradstreet's® online database or contact Dun & Bradstreet® at <http://www.dnb.com/>

How do I apply for a D&B® D-U-N-S number?

- Apply for a D&B® D-U-N-S number by contacting Dun & Bradstreet at <http://www.dnb.com/>

Additional information required for your access

* Local D&B D-U-N-S Number :

* Intel Contact Person :

* Intel Contact Phone :

* Manufacturer_Number :

10 Click "Next"

Next

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

Module 2: Request Access (cont'd)

When you complete account information,

1. You will receive an email to confirm your account and to set a password
2. You also need an approval from your company's Employee Validation Manager (EVM)

Supplier Registration



Next Steps

1. Set your password

A message will be sent to the email address you provided. Click the link in the message to confirm your account and to set a password.

If you don't receive the email, go to signin.intel.com and click Help.

2. Get Approved by your EVM

Your company's Employee Validation Manager (EVM) must approve your application access request. You will receive an email when your request has been reviewed.

Until your request is approved, you may still sign into Supplier.intel.com. To see the list of EVMs for your company and to send an email, sign in, then go to Manage My Account and "View Company EVMs".

Sign In

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Click "Sign In"

Module 2: Approval by Your Employee Validation Manager (cont'd)

What is an Employee Validation Manager (EVM)?

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

Why is an Employee Validation Manager (EVM) necessary?

For Standard Registration (full access) accounts, Intel requires that companies manage their own users. Suppliers manage their own confidential data. Suppliers must manage their users and grant or revoke accounts and/or application access based on employment and/or job role changes.

Module 2: Approval by Your Employee Validation Manager

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

Supplier.intel.com

Site Map Support Account Sign Out

Manage My Account

Supplier Home

Manage My Account

- Account Information
- Application Access
- Check Request Status
- Become an EVM
- View Company EVMs**

View and Contact Company EVMs

Employee Validation Manager	Location
<input type="checkbox"/> San 1	Dummy State,Dummy Country
<input type="checkbox"/> BENG AH	TEST,Malaysia
<input type="checkbox"/> PRISCILA BARBOZA BONILLA	,
<input type="checkbox"/> soya bean	Dummy State,Malaysia
<input type="checkbox"/> CHRISTIAN BRENES SALAS	shghghs,
<input type="checkbox"/> Siau Mei Chan	Pulau Pinang,Malaysia
<input type="checkbox"/> Uday Desiraju	Dummy State,United States
<input type="checkbox"/> Mandy Feng	Pen,Aruba
<input type="checkbox"/> Greg Hamilton	,
<input type="checkbox"/> 女孩 红帽	Dummy State,Bermuda

Please enter the text of your message for the Employee Validation Managers selected above:

Send Message

1 Click "Account"

2 Click "View Company EVMs"

3 Choose an EVM from the list

You can select more than one EVM to approve your account

4 Enter your message

5 Click "Submit Message"

An email is sent to the EVM to validate and approve you currently work for the company
Once that is completed, the request will come to Intel to approve your Environmental Compliance Document Loader access

Module 2: Become Employee Validation Manager (cont'd)

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

The screenshot shows the 'Manage My Account' page on Supplier.intel.com. The page title is 'Manage My Account'. The left sidebar contains a navigation menu with the following items: Supplier Home, Manage My Account, Account Information, Application Access, Data Access - WebSuite, Check Request Status, Become an EVM, View Company EVMs, Account, and Change Password. The main content area is titled 'Become an Employee Validation Manager' and includes a 'Responsibilities' section, a paragraph explaining the role's importance, and an 'Apply for the EVM Role' section. A callout box labeled '1' points to the 'Account' link in the top navigation bar. A callout box labeled '2' points to the 'Become an EVM' link in the sidebar. A callout box labeled '3' points to the 'Email Address' input field in the 'Apply for the EVM Role' section. A callout box labeled '4' points to the checkbox 'I have read and hereby acknowledge the responsibilities of an EVM'. A callout box labeled '5' points to the 'Send Email' button.

2 Click "Become an EVM"

1 Click "Account"

Become an Employee Validation Manager

Responsibilities

An Employee Validation Manager (EVM) is responsible for the following activities:

- Approving or rejecting new user requests for application access
- Revoking user access when accounts are no longer needed or wanted
- Quarterly audits to ensure that user access is current

This role is critical to the security and confidentiality of data related to your company and to Intel.

Depending on the number of users registered from your company on Supplier.intel.com, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. To assist you, other users may also apply for the EVM role.

Apply for the EVM Role

To become an EVM, your contact at Intel must verify your identity and employment at your company. Once your identity has been verified, and your request for the EVM role has been approved, you will receive a confirmation email.

3 Enter email of your Intel contact

Email Address: Example: Jane.Doe@intel.com

I have read and hereby acknowledge the responsibilities of an EVM

Send Email

Intel's Approval

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

5 Click "Send Email"

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

4 Click the checkbox that you have read and acknowledge the responsibilities of an EVM

Module 2: Checking Status of Request for Access

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

Supplier.intel.com

Site Map Support Account Sign Out

1 Click "Account"

Supplier Home
Manage My Account
Account Information
Application Access
Check Request Status
Remove Account

Manage My Account

Check Status of Application/EVM Requests

Pending Request		
Application	Request Date	Status
Environmental Compliance Portal	31 Aug 2016	Pending EVM Approval

Approved Request		
Application	Request Date	Status
Supplier Info - PDM	08 Sep 2016	Approved

2 Click "Check Request Status"

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

Module 2: Request Access to Additional Applications

To request access to additional applications,

1 Click "Account"

2 Click "Application Access"

3 Click "Additional Access-apply as directed by Intel"

4 Scroll down and click the checkbox for "Environmental Compliance Portal"
This application is also appropriate for uploading IEC 62474 documents

5 Click "Next"

6 Click "Submit"

Approval of your request for access will be routed to your company's Employee Validation Manager; once that is done the Intel Contact will receive an email to approve/reject your application. Upon approval, you will receive an email notification.

Module 2: Navigating to Supplier Environmental Compliance (EC) Portal

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

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

Date: 2019-03-20

Dear JOES BAR AND GRILL,

Supplier EC Portal:

To complete or upload an environmental declaration, please sign into our [Environmental Compliance Portal](#). For more information on how to [request access](#) and provide environmental material declaration through the Environmental Compliance Portal, please refer to the [Supplier Training Document](#).

Accepted Reporting Formats:

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

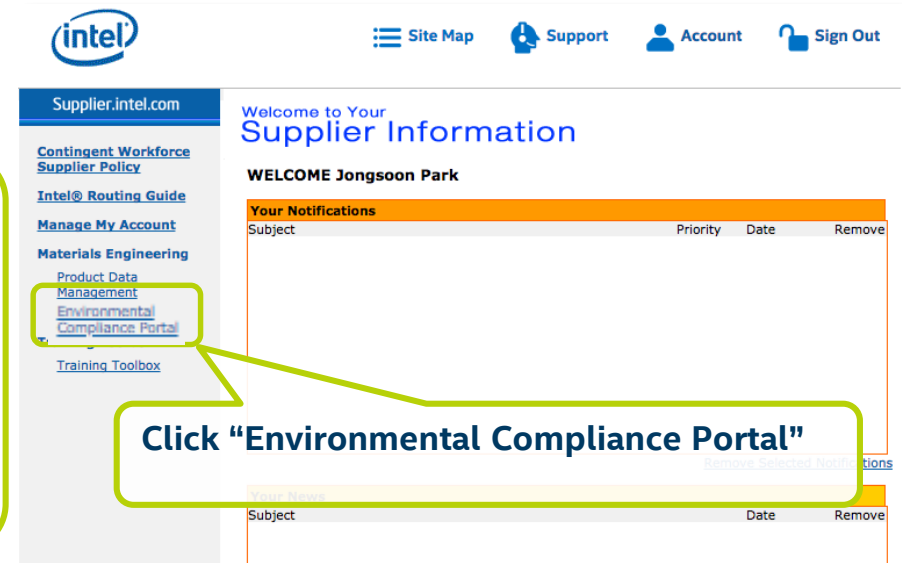
- Material Disclosure Form (MDF) can be downloaded [here](#). This is an Intel provided Excel form designed according to the IPC 1752A data exchange standard.
 - Note: Intel has ended acceptance of any IPC 1752 PDF data format as primary compliance collaterals starting January 2019.
- Intel will no longer be accepting material declarations made by the online "Material Content Declaration (MCD)" tool starting April 2019.
- Suppliers are required to submit full material disclosure (FMD) according to IPC 1752A Class-D standard for products such as integrated circuits and articles used to assemble integrated circuits; suppliers can submit material declaration according to IPC 1752A Class-C or IEC 62474 for products such as board and system.

Please submit your material disclosure documentation within 2 weeks of receiving this request. Intel appreciates your cooperation in providing material disclosure documentation which is required for regulatory compliance reporting. If you have questions or require assistance, please contact your Intel representative.

Sincerely,

Intel Product Ecology

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



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

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

Intel requires review of the EPC spec 18-1201 with submission of the conformance form

To access the EPC Spec Conformance Form, you can:

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

	MPN	Status	Added	Requested	LH
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	1 000900000-2	Awaiting reply	2016-09-15	2016-10-20	?
<input type="checkbox"/>	2 600000000-1	Awaiting reply	2016-09-15	2016-10-20	?
<input type="checkbox"/>	3 700000000-1	Working...	2016-09-15	2016-10-20	?

EPC Spec Conformance Form

Statement of Conformance to ENVIRONMENTAL PRODUCT CONTENT (EPC) Specification 18-1201 for Intel Suppliers & Outsourced Manufacturers

Completion of this form constitutes acknowledgement that the Supplier has read and understands Intel's ENVIRONMENTAL PRODUCT CONTENT SPECIFICATION FOR SUPPLIERS & OUTSOURCED MANUFACTURERS, including conformance to the European Union Directive on the Restriction on the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (RoHS), 2011/65/EU.

Wizard Steps

- 1 PROFILE
- 2 DECLARATION
- 3 ADDENDUM B
- 4 ADDENDUM F

EPC Declared: 10/18/2016 3:22:24 AM

Thank you! Your EPC declaration has been submitted on 10/18/2016 3:22:24 AM [Print](#)

Downloads

You can download Environmental Product Content (EPC) Spec Conformance Form

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

Module 3: Intel's Environmental Product Content (EPC) Specification (cont'd)

Things to know for online users

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

e.g. EPC Declared: 10/18/2016 3:22:24 AM


Thank you! Your EPC declaration has been submitted on 10/18/2016 3:22:24 AM

Print

- If you have trouble accessing the online form, please use the manual method to complete this request
 1. See Intel EPC Spec Conformance Form and complete all field
 2. I acknowledge that all raw materials, parts or products supplied to Intel were manufactured without the use of Ozone Depleting Substances (ODS)
 - 2.1. If **Yes**, select exact year or since inception
 - 2.2. If **No**, complete all of **Addendum B**
 4. Sign, date, scan and email form to Intel Supplier Manager

Module 3: Intel's Environmental Product Content (EPC) Specification (cont'd)

EPC conformance form and addendum



Attachment C: Intel EPC Spec Conformance Form

Intel EPC Spec Conformance Form

Statement of Conformance to ENVIRONMENTAL PRODUCT CONTENT (EPC) Specification 18-1201 for Intel Suppliers & Outsourced Manufacturers

Completion of this form constitutes acknowledgement that the Supplier has read and understands Intel's ENVIRONMENTAL PRODUCT CONTENT SPECIFICATION FOR SUPPLIERS & OUTSOURCED MANUFACTURERS, including conformance to the European Union Directive on the Restriction on the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (RoHS), 2011/65/EU

Supplier Name	
Contact Name, Title	
Contact Phone	
Contact Email	

Supplier Declaration

1) I have read and understand the Environmental Product Content Specification for Intel Suppliers & Outsourced Manufacturers. Yes

2) I acknowledge that all raw materials, parts or products supplied to Intel meet the Intel Environmental Product Content Specification for Suppliers and Outsourced Manufacturers. Yes No (complete below)

2a) If "No" - To the right is the list of substance(s) or condition(s) which do not comply with the Intel Environmental Product Content Specification. Please notify Intel Commodity Management if any exceptions are listed.

3) I acknowledge that all raw materials, parts or products supplied to Intel were manufactured without the use of Ozone Depleting Substances (ODS). (IRS Tax code 26 CFR § 52.4682, Referenced in Montreal Protocol - http://ozone.unep.org/Ratification_status/evolution_of_mp.shtml) Yes - Year manufacturing site became ODS free: _____ (Please skip Addendum B questions 1-9) No (complete #3a below, and complete Addendum B questions 1-9)

3a) If "No" - List the type and quantity of ODS used to manufacture products sent to Intel.

Addendum B (Only complete section if answer to Question #3 above is "No")

1) Does Supplier have a goal and plan to phase out Ozone Depleting Substances (ODS)?	Plan / Goal:
2) Is Supplier meeting the plan?	
3) Are any of Intel's specifications impacting the Supplier's efforts?	
4) Is Supplier providing Intel with products which contain or use ODSs in the manufacturing process?	<input type="radio"/> Yes <input type="radio"/> No
5) Is Intel required to pay any ODS import taxes on Supplier's supplies or parts?	<input type="radio"/> Yes <input type="radio"/> No
6) Does Supplier clean product(s) shipped to Intel with CFCs, methyl chloroform (TEA), or carbon tetrachloride?	<input type="radio"/> Yes <input type="radio"/> No If yes, please list the cleaning agents:
7) How will Supplier assure product cleanliness in the future? i.e. Validate that the elimination of a cleaning process, or the use of an alternate cleaning solvent will not adversely affect product quality and reliability.	
8) Please describe in detail the policy of Supplier's country, in response to the Montreal Protocol on substances that deplete the ozone layer, to encourage the reduction in production and use of ozone-depleting chemicals. If Supplier is not aware of your country's policy, please state this fact.	
9) If applicable, please describe the new alternative product or the replacement technology used instead of the ODS process. The description should include the type of equipment involved, the month and the year that the new technology was placed in service and the address of the firm from whom the technology was purchased.	

Signature

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

Name:

Date (MM/DD/YYYY):

Module 4: Material Declaration Submission

EC Data Request Email

Dear JOES BAR AND GRILL,

Supplier EC Portal:

To complete or upload an environmental declaration, please sign into our [Environmental Compliance Portal](#). For more information on how to [request access](#) and provide environmental material declaration through the Environmental Compliance Portal, please refer to the [Supplier Training Document](#).

Accepted Reporting Formats:

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

- Material Disclosure Form (MDF) can be downloaded [here](#). This is an Intel provided Excel form designed according to the IPC 1752A data exchange standard.
 - Note: Intel has ended acceptance of any IPC 1752 PDF data format as primary compliance collaterals starting January 2019.
- Material Content Declaration (MCD) is an Intel provided online tool; suppliers can use by logging into Intel's [Environmental Compliance Portal](#) to create declaration. This form is designed according to IEC 62474 standard.
- Suppliers are required to submit full material disclosure (FMD) according to IPC 1752A Class-D standard for products such as integrated circuits and articles used to assemble integrated circuits; suppliers can submit material declaration according to IPC 1752A Class-C or IEC 62474 for products such as board and system.

Please submit your material disclosure documentation within 2 weeks of receiving this request. Intel appreciates your cooperation in providing material disclosure documentation which is required for regulatory compliance reporting. If you have questions or require assistance, please contact your Intel representative.

Sincerely,

Intel Product Ecology

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

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

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

Module 4: Material Declaration Submission

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

Added: Shows date/time stamp when you upload a compliance declaration. It will be blank if no declaration has been uploaded

Requested: Shows date/time stamp when Intel sent a request to the supplier for a compliance declaration against this part. It will be blank if no declaration has been requested

Email me: A listing of all parts will be sent via email, including any parts that were filtered out

Export to Excel

Status of Compliance Declaration

Status	Description
Success	The form has been processed successfully
Failed	The form has failed processing
Rejected	The form has been rejected
Awaiting verification	The form is staged successfully
Awaiting reply	No data loaded yet
Unidentifiable	The part has been marked as such by the supplier

Module 4: Material Declaration Submission (cont'd)

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

Sort: Sorts the table by clicking on the header column "Name"

Filter: Filters by a string of characters found at any place within the name
 Example: A search on the characters "wait" will bring back records with a status of "Awaiting Reply"
Note. Filters can be applied to multiple columns to further refine your search

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

RoHS: Indicates if the uploaded compliance declaration is RoHS

LH and RoHS column Indicators

LH	RoH	Description
?	?	No Data / Unknown
✓	✓	LH: Compliant / No Halogen over threshold RoHS: Compliant
✗	✗	LH: Non-compliant / Halogen present and over threshold RoHS: Non-compliant due to substance with above threshold
	⚠	Compliant by exemption (Exemption claimed)

Module 4: Material Declaration Submission (cont'd)

Now, you are ready to begin the submission process

You need to select at least 1 part in the below list

intel Environmental Compliance Supplier Portal Home EPC Help Downloads Hello, !

1 Part request list

MPN	Status	Added	Requested	LH	RoHS	
<input type="checkbox"/>						
<input type="checkbox"/> 63	TSTBULK1	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 65	TSTBULK3	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 66	TSTBULK4	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 67	TSTBULK5	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 68	TSTBULK6	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 69	TSTBULK7	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 70	TSTBULK8	Awaiting reply	2015-12-10	2016-09-22	?	?
<input type="checkbox"/> 71	YESIDO-123	Awaiting reply	2016-07-19	2016-09-22	?	?
<input type="checkbox"/> 72	YESIDO-890A	Awaiting reply	2016-07-19	2016-09-22	?	✓
<input type="checkbox"/> 73	ZXCVBN	Awaiting reply	2016-07-19	2016-09-22	?	✗

Select one or more MPNs in the list

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

Toggle unidentifiable

When a part number is not correct or no longer valid, it can be marked as unidentifiable. To do this, and trigger the Intel internal process for correction/removal of the part number, follow these steps:

- 1) Click the checkbox for the corresponding part in the table
- 2) Click "Toggle unidentifiable"

Module 4: Material Declaration Submission (cont'd)

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

2a Upload declaration

Select 1 or more parts in the above list before submitting a declaration.

1 Select File **2 Click "Submit Declaration"**

3 Read through the Supplier Confirmation

4 Enter your name

5 To get through the submission process, you must click "Yes"

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Supplier Confirmation

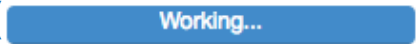
Supplier certifies that it gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier acknowledges that Intel will rely on this certification in determining the compliance of its products with local, national, and international laws. Intel acknowledges that Supplier may have relied on information provided by others in completing this form, and that Supplier may not have independently verified such information. However, in situations where Supplier has not independently verified information provided by others, Supplier represents and warrants that, at a minimum, it's suppliers have provided certifications regarding their contributions to the part(s), and those certifications are at least as comprehensive as the certification in this paragraph. Supplier also represents and warrants that it is not aware of any facts or information that would contradict or undermine the information in this certification. If Intel and the Supplier enter into a written agreement with respect to the identified part(s), the terms and conditions of that agreement, including any warranty rights and/or remedies provided as part of that agreement, will be the sole and exclusive source of the Supplier's liability and Intel's remedies for issues that arise regarding information the Supplier provides in this form. In the absence of such written agreement, the warranty rights and/or remedies of Supplier's Standard Terms and Conditions of Sale applicable to such part will apply.

Please enter your name here to sign

Yes, I certify the information provided is correct and true

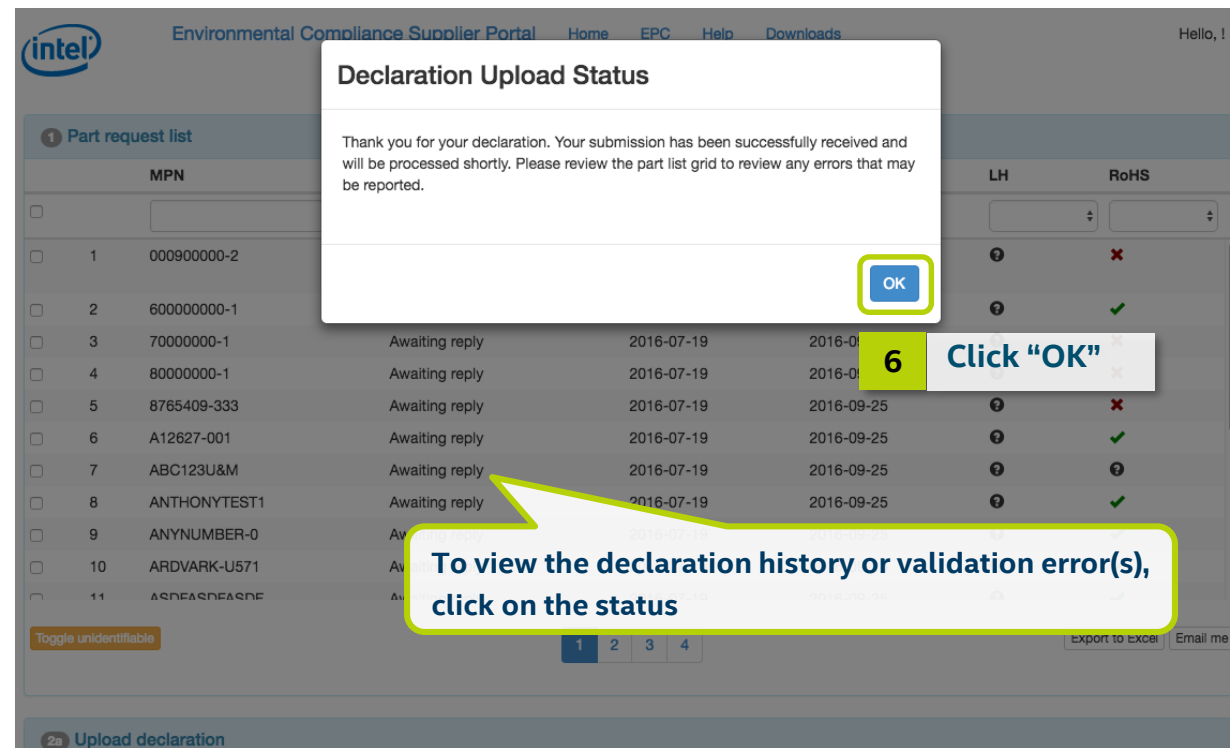
No, the information provided is not correct

Module 4: Material Declaration Submission (cont'd)

Once you submit your declaration, a progress bar () will appear until the form processing has concluded

If there are any issues during the process, click the status field to see the declaration history

You will also receive an email from Intel with details on your submission status



The screenshot displays the Intel Environmental Compliance Supplier Portal interface. A modal dialog box titled "Declaration Upload Status" is centered on the screen, containing the text: "Thank you for your declaration. Your submission has been successfully received and will be processed shortly. Please review the part list grid to review any errors that may be reported." An "OK" button is highlighted with a yellow box. Below the dialog, a table lists part requests with columns for MPN, status, and dates. A yellow callout box with the number "6" points to the status field of the first row, with the text "Click 'OK'". Another yellow callout box points to the status field of the second row, with the text "To view the declaration history or validation error(s), click on the status".

MPN	Status	2016-07-19	2016-09-25	LH	RoHS
1 000900000-2	Awaiting reply	2016-07-19	2016-09-25	?	✗
2 600000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✓
3 70000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✗
4 80000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✓
5 8765409-333	Awaiting reply	2016-07-19	2016-09-25	?	?
6 A12627-001	Awaiting reply	2016-07-19	2016-09-25	?	✓
7 ABC123U&M	Awaiting reply	2016-07-19	2016-09-25	?	✓
8 ANTHONYTEST1	Awaiting reply	2016-07-19	2016-09-25	?	✓
9 ANYNUMBER-0	Awaiting reply	2016-07-19	2016-09-25	?	?
10 ARDVARK-US71	Awaiting reply	2016-07-19	2016-09-25	?	?
11 ASDASDASDF	Awaiting reply	2016-07-19	2016-09-25	?	?

Module 5: Submitting an Online Support Ticket

The screenshot shows the Intel Supplier Presence Site interface. At the top left is the Intel logo. In the top navigation bar, the word "Support" is highlighted with a yellow box and a callout box containing the number "1" and the text "Click on the 'Support' link in the header". To the right of the navigation bar are "Register" and "Sign In" buttons, and a link for "Forgot your password?". Below the navigation bar, the word "Support" is displayed in a large font. On the left side, there is a navigation panel with the following sections: "Supplier.intel.com", "Registration Self Help" (with sub-items: Supplier Registration, Intel Employees Registration), "Account Management Self Help", "Web Suites Self Help" (with sub-items: Hot Topics, My Profile, Web PO, Web Invoice, Payment Tracker, Early Pay Program), "Submit Support Request", and "Contact Us". In the main content area, there is a heading "Support" and a sub-heading "Browse through the navigation panel for the information you are interested in." Below this are two icons: "Self Help Articles" (a hand pointing to a screen) and "Request for Help" (a person with a headset and a lock icon). The "Request for Help" icon is highlighted with a yellow box and a callout box containing the number "2" and the text "Click on the 'Request for Help' icon".

Notes:

- Helps request feature is only available for registered Supplier Presence Site users.
- You are required to sign in prior to request submission.
- Please refer to [Self Help Articles](#) for details on Supplier Presence Site registration procedures.

Module 5: Submitting an Online Support Ticket

Supplier.intel.com

- [Intel® Web PO](#)
- [Intel® Web ASN](#)
- [Intel® Web Invoice](#)
- [Intel® Payment Tracker](#)
- [Intel® Web Suite Support](#)
- [My Profile](#)

Service Request Form

■ for mandatory field

Login ID: xxxxxxxxxxxx

Supplier Name: |xxxxxxxxxxxxxxxxxxxxx Company

Contact Name: xxxxxxxxxxx,xxxxxxx

Email Address: xxxxxxxx@xxx.com

Phone Number: + x (xxx) xxx-xxxx

Issue Category: **3** Select "Others" from the Issue Category dropdown list.

Select Application: **4** Then pick "Environmental Compliance Portal" to select the application.

Please provide a brief description of your enquiry.

Brief Description:

5 Provide a brief description and then click on "Submit"

Note. You have to sign-in to submit a support ticket.

Additional Resources

- Portal Login Assistance:
<https://supplier.intel.com/static/misc/support.htm#hotline>
- IEC 62474 Material Declaration Standard:
<http://std.iec.ch/iec62474/iec62474.nsf/index>
- IPC-1752A Material Declaration Standard:
<http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration>
- IPC's 3rd party XML solution providers:
<http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration>



Thank you!