

# **Agile Product Lifecycle Management**

Product Governance and Compliance Supplier  
Guide

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# Preface

Agile PLM is a comprehensive enterprise PLM solution for managing your product value chain.

## Audience

This document is intended for administrators and users of the Agile PLM products.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Related Documents

Oracle's Agile PLM documentation set includes Adobe® Acrobat PDF files. The Oracle Technology Network (OTN) Web site

<http://www.oracle.com/technetwork/documentation/agile-085940.html> contains the latest versions of the Agile PLM PDF files. You can view or download these manuals from the Web site, or you can ask your Agile administrator if there is an Agile PLM Documentation folder available on your network from which you can access the Agile PLM documentation (PDF) files.

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

Convention	Meaning
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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# Introduction to Agile PG&C

Agile Product Governance & Compliance (PG&C) is designed to help manufacturers manage all kinds of product compliance, including the ability to audit the presence and amount of regulated substances used in their products, and to demonstrate that they responsibly dispose of, recycle, or re-use parts containing those substances.

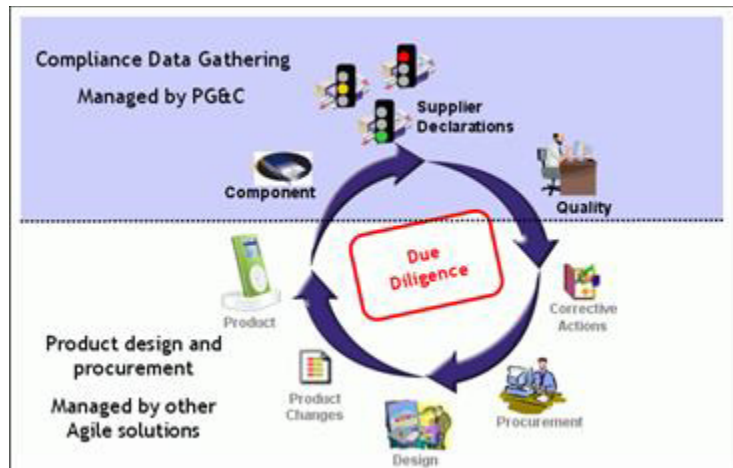
## Compliance Regulations

OEM manufacturers are required to take global responsibility to dispose of, recycle, or re-use electronics that contain hazardous substances. In addition to satisfying FDA regulations and ISO standards, any company that sells electronics equipment in an international market is subject to the OEM manufacturing regulations of their target markets. These may include one or more of the following:

- **United States:** Good Manufacturing Practices; ISO Standards; U.S. Food & Drug Administration regulations
- **Europe:** Good Manufacturing Practices; Registration, Evaluation, Authorization and Restriction of Chemical Substances (REACH); Restriction of Hazardous Substances (RoHS); Waste of Electrical and Electronic Equipment (WEEE)
- **China:** Restriction of Hazardous Substances (China RoHS); Waste of Electrical and Electronic Equipment (China WEEE)
- **Japan:** Japanese Green Procurement Survey Standardization Initiative (JGPSSI)
- **International:** Joint Industry Guide (standards adopted by international companies, including IBM, Dell, Hewlett-Packard, others)

## Cycle of Compliance Data-Gathering and Corrective Action

This figure depicts a process of due diligence concerning the compliance of existing products and new product designs. This is a “closed-loop” compliance corrective action process. Other Agile solutions - Product Collaboration, Product Quality Management, Product Cost Management, Product Portfolio Management - manage areas around the lower half of the circle. Product Governance & Compliance manages the compliance data-gathering area.



## How PG&C Helps You Gather and Manage Compliance Data

People who manage the compliance process at the “buyer” site - compliance managers - must ensure that their company's products adhere to government regulations and company policy. Agile PG&C helps you gather and analyze compliance data and to take appropriate corrective action.

PG&C is not only a communication vehicle between the compliance manager and information suppliers: it also manages the compliance of parts across multiple suppliers and multiple manufacturer parts.

Ultimately, PG&C rolls all this information up to provide a product-level view of compliance.

More specifically, compliance managers use PG&C to:

- ✧ Collect data about materials used to manufacture a product
- ✧ Review compliance across the Approved Manufacturers List (AML) of a part, across multiple suppliers (the Approved Suppliers List, or ASL), across BOMs, subassemblies, and of final products
- ✧ Generate reports to show the level of compliance
- ✧ Manage supporting documentation, such as descriptions of current regulations, recovery manifests, disposal certificates of destruction, supplier compliance surveys, and other customer-specific specifications.

Compliance managers often get compliance information for manufacturer parts from an information provider or collect the information via IPC standard/Excel spreadsheet and then load the collected compliance data into a PG&C declaration. Often this process gets automated via Customizations/Process Extensions.

In another scenario, at the supplier site, information suppliers use PG&C to complete and sign off material declarations:

- ✧ Declare compliance with specifications concerning hazardous materials that may originate from its customers and from government agencies
- ✧ Disclose which hazardous substances are contained in the components and subassemblies it provides.



## Agile PLM Documentation for PG&C

The Preface of this manual provides the URL to Agile documentation for current releases of Agile PLM.

This manual, *Agile PLM PG&C Supplier Guide*, provides information for you to learn to work in Agile Web Client and to complete your end of the compliance process.

A supplier in the PG&C solution is a company that provides compliance information about parts that are used in a buyer company's manufacturing process. The Agile administrator at the buyer company has created Agile users, which have been called “contact users” and are now referred to as “declaration recipients” in the PG&C framework.

The compliance manager at the buyer company creates declarations that are sent to the supplier's declaration recipients. In turn, declaration recipients complete declaration requests from the buyer.

The *Agile PLM PG&C User Guide* is the manual for working in the PG&C solution on the buyer side. It describes the PG&C-specific business classes in depth, as well as compliance rollups and other features. In some cases, the manager of Agile-based compliance work at your firm might find value referring to it.



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## RFI Process and Agile Classes

This manual is the handbook for suppliers and buyers seeking compliance information via Agile PG&C.

Your company may or may not actually manufacture specific parts that go into the products of an OEM; in any case, your company does provide compliance information about parts to this manufacturer.

### Requests For Information

At the supplier site, information providers use PG&C to complete and sign off on Declarations - the vehicle of Requests For Information (RFIs):

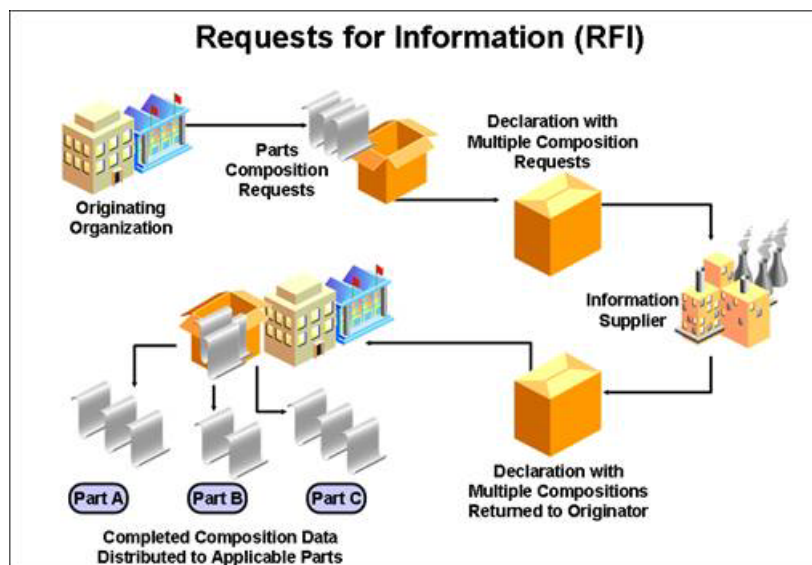
- Declare compliance with specifications concerning hazardous materials;
- Disclose which hazardous substances are contained in the components and subassemblies it provides or is authorized to provide data or other disclosure information.

### RFI Sequence

The general sequence of the RFI process follows. The supplier is involved in step 5 only; the other steps take place at the buyer company.

1. Identify parts and part groups for which compliance data is required.
2. Identify people within buyer company and suppliers (for manufacturer parts) who can provide compliance data.
3. Create declarations for parts, manufacturer parts, and part groups.
4. Route a declaration to an information supplier.
5. Supplier completes the declaration with data and a sign-off.
6. Compliance data is assessed for completeness and validated for correctness.
7. Reviewed and approved declarations are released, which “publishes” the data across the product record in PLM.

The RFI process is depicted below.



A declaration keeps track of the compliance information about substances and materials contained in parts or part groups that are named in the declaration. The Default Declaration Workflow conveys RFIs from your buyers. Agile PLM also makes it possible to send customized Declaration workflows to suppliers.

## PG&C Business Objects

The PG&C solution offers configurable business objects called Substances, Specifications, Declarations, and Part Groups. Items and Manufacturer Parts (from Agile Product Collaboration) are also integral to the solution.

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**Note:** It is possible that your buyer's Agile administrator has renamed existing classes and created new subclasses than those presented in this guide.

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Here are brief definitions of the PG&C business objects.

### Substances

Substances are basic building blocks in PG&C. A substance is any chemical element or compound that is tracked within Agile PLM. There are four kinds of substances, which cover a variety of circumstances: Substances, Substance Groups, Materials, and Subparts.

- ⌚ **Subparts** class - a subpart is a subunit of a component. Subparts are not numbered and do not expand the BOM.
- ⌚ **Materials** class - a material is a compound chemical, that is, a substance consisting of multiple substances. A good example of a material is a glue or a resin that can be bought in bulk.
- ⌚ **Substance Groups** class - a group of multiple substances. A substance group must have a Base Substance, which is the substance that the legislation is interested in. A substance group called "Lead and Lead Compounds" would cite Lead as its base substance, and it could comprise chemicals like Lead-oxide, Lead-nitrate, and Lead-sulfate.
- ⌚ **Substances** class - a substance is a single chemical element; for example, lead, chromium, or cadmium. Generally, these are the potentially hazardous substances that legislations are

interested in, as described in specifications. The new Alias attribute facilitates possible inconsistencies in how substances are named by the supplier.

### Substance Aliasing

The **Alias** attribute is provided to inform the PG&C system of "substitute names" of substances and substance groups. For example, an alias for Lead could be the chemical notation "Pb". The buyer's system can then resolve confusion if you, the supplier, submit information for a substance that you call Pb but they call Lead.

If the name of a substance/substance group that you provide (in the declaration) does not exist in the buyer's system (and it is not already an alias for another substance), the buyer can add it as an alias for the intended substance/SG.

This makes it easier for you to use names of substances and substance groups in your declaration responses according to your conventions without concern that a name may be different in the buyer's system.

## Specifications

Specifications track the different legislations, customer specifications, or internal specifications with which an assembly or part must comply. The Specifications object is used to create representations of specification documents, regulations, published compliance criteria.

An example of a regulation issued by a government body is the European RoHS directive. Environmental specifications are substance-based, and contain a list of banned substances or substances of concern and their threshold values.

In Agile, specifications are used to validate declarations and assess the compliance of parts by evaluating whether a given restricted substance in the composition of a part surpasses its specified threshold value.

## Parts and Part Groups

Items and Manufacturer Parts can be referred to generally as "parts." The phrase "parts and part groups" (or the notation <Part/PG>) comprises "any kind of part used in the buyer company's manufacturing process."

### Items and Manufacturer Parts

**Items** (Parts and Documents) and **Manufacturer Parts** - we refer to these collectively as "parts" - are two base classes in Agile PLM that are used to create objects that represent the things that your company and its suppliers assemble into the products your company sells. They are therefore the entities for which compliance data must be sought.

### Part Groups

A part group (PG) is a "container" that tracks the overall chemical composition for all parts of a particular type. If multiple parts share the same properties - for example, the same composition - you can define a part group with those characteristics. The parts (items and manufacturer parts) belonging to a part group have a conversion factor that is used to convert data such as Mass and Substances Content from the part group to its member parts.

To describe how the conversion factor works, let a part group describe a series of cable, made of the same materials and available from supplier(s) in a variety of lengths. The part group (the Agile object) contains the data that defines the "unit" length of cable to be 2 feet long. The part group object then lists cables of 2 ft, 6 ft, and 10 ft in length. So, the 2-ft cable has a conversion factor of 1 in terms of its mass and hazardous substances content, the 6-ft cable has a conversion factor of 3, while the 10-ft cable has a conversion factor of 5.

## Declarations

A declaration is the main object of record in the PG&C solution: it stores questions posed by a compliance manager to an information supplier about the supplier itself, its products, or how its products comply with given specifications. Upon completion, it contains the supplier's data and responses to the questions. Also, declarations keep track of all the substances and materials that are contained in parts or part groups.

PG&C offers an attribute called **User-entered CAS Number**, which can be entered by the information supplier on a declaration or by a regular user on a part or part group. These are used by the compliance manager to ascertain precisely what substance is being referred to by the supplier.

In Agile PLM, the Declarations base class has seven default classes of declarations, each with a single child subclass. The following table defines the kinds of declarations in PG&C.

Declaration class	Definition
<b>Substance Declarations</b>	The supplier is requested to provide compliance information for each substance within the specification.
<b>Homogeneous Material Declarations</b>	The supplier is requested to provide a complete BOS breakdown of the part and provide compliance information at the homogeneous material level.
<b>Part Declarations</b>	Receive part-level compliance information as well as other composition header level information (manufacturing parameters).
<b>JGPSSI Declarations</b>	The supplier is requested to provide compliance information (weights) according to the JGP standard.  <b>Note:</b> There is a fully supported Japanese version of the JGPSSI template for creating JGPSSI Declarations; see your administrator.
<b>Supplier Declarations of Conformance</b>	A questionnaire to assess supplier compliance with specifications from customers and government agencies. The survey addresses compliance at a general company level. Can be used for CSR-type declarations.
<b>IPC 1752-1 Declarations</b>	A Joint Industry Guide (JIG) substance declaration for electronic products.  <b>Note:</b> In addition to the IPC 1752-1 subclass, the IPC 1752A subclass is available. It represents the latest version of the standard.
<b>IPC 1752-2 Declarations</b>	A Joint Industry Guide (JIG) homogeneous-material declaration for electronic products.  <b>Note:</b> In addition to the IPC 1752-2 subclass, the IPC 1752A subclass is available. It represents the latest version of the standard.

Declarations are the routable objects in PG&C, similar to change orders in Product Collaboration. As a routable object, each declaration advances through a workflow that implements the Request for Information (RFI) business process. When a declaration is released by the compliance manager, the information gathered from it is published to the product record, thereby updating the composition data contained within the parts and part groups listed by the declaration.

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## Using Agile Web Client

Agile Web Client is opened using only a browser. Web Client is the only client that supports Agile's Product Governance & Compliance solution (PG&C). As a supplier, you are generally assigned to "Basic mode," and your user interface with Web Client has been streamlined for responding to PG&C declaration requests.

If your work becomes more involved and the buyer firm assigns you one of the "Advanced modes," you can see the user interface of Web Client; in that case you refer to the standard solution manual, *Agile PLM PG&C User Guide*.

### Logging In to Web Client

Your buyer company's compliance manager has issued you a starting URL, along with username (User ID) and password. If a URL is specified in the documentation or release notes, copy the upper- and lower-case characters exactly, including the full domain name specified.

#### To start Web Client:






1. Start your browser.
2. Click the Web Client bookmark, if one exists, or type a URL that follows this pattern:  
`http://<webserver>.<domainname>.com/Agile/PLMServlet`  
The Login page appears.
3. Enter your username. Your username is not case-sensitive.  
Your *username* is assigned by your Agile compliance manager; it is likely an abbreviation of your full name. For example, the name Michael Jones may be abbreviated to MICHAELJ or MJONES.
4. Enter your password. Your password **is** case-sensitive.
5. Click the **Login** button. If you make a mistake, click **Clear** and retype your username and password.

The login process is complete, and the Requests for Information page appears. In the page's title bar you will see "**Welcome, <Your Name>**".

The page is on the **Open Requests** link, so the table will list any Agile "declaration requests" that have been sent to you.

### Main Toolbar

You can use the toolbar buttons on the main toolbar to perform the tasks described in the following table.

Button	Name	Description
	<b>Back</b>	Takes you to the previous page you viewed in your browser. (It does not, however, undo any changes you entered in Agile.)
	<b>Forward</b>	Takes you to the next page forward. It is disabled if you have not gone forward from the page currently in your browser.
	<b>Refresh</b>	You can refresh (update) the information on the visible page.
	<b>Home</b>	Brings you back to the basic RFI page.
	<b>Find (Run Simple Search)</b>	Searches for declarations that match your typed input. For example, if you are in <b>Open Requests</b> and there are many, you can search and find the one you are looking for.

## Logging Out of Web Client

To log out of Web Client:

1. From the menu bar, click the **Logout** button.
2. You are returned to the Login page. To exit, close the browser from the upper-right corner.

## Printing Declarations

From the Basic Supplier Interface, the system will print the following tabs of a declaration: **Cover Page**; **PageTwo**; **PageThree**; **Parts/Part Groups** tabs as well as the corresponding **Substances** tables; and **Specifications**.

Left Pane Links - The left pane on the main RFI page has links as follows:

**Open Requests** - this is the default link so you generally see a list of all your open declaration requests. If you have clicked another link, Open Requests appears as a live link.

- ? **Due Today** - lists all open declarations whose due date is set for the current calendar day.
- ? **Due Tomorrow** - lists all open declarations whose due date is set for the next calendar day.
- ? **Delinquent** - lists all open declarations whose due date is set for the previous calendar day or earlier.
- ? **Inactive Requests** - lists all declarations that were submitted to you but that have been closed by your buyer.

### Open Declaration Links

When you have opened a declaration request, the left pane changes its links to the following:

- ? **Edit** - Click this link to activate editable fields. Change or add values in any of those fields. Click **Save** to preserve your changes, or click **Cancel** to end the operation with no changes saved.
- ? **Add Attachments or View Attachments** - Click this link to add attachments to the declaration (for example, you may want to return a spreadsheet file to the buyer). If the declaration already has attachments, the link says **View Attachments**, but you can still add attachments by clicking and following the user interface.



- 7 **Submit Declaration** - When you have completed providing the requested data on the declaration-and signed off-clicking this link will send it back to the compliance manager at the buyer firm.
- 7 **Print** - You may wish to have or distribute a hardcopy of the declaration at the start or when it is completed. Click this link to bring up a Print dialog.
- 7 **Email Comments** - You may have a question for the compliance manager or other information that you want to quickly distribute. When you click this link, there are two elements to complete. In the **Comments** field, simply type your message or question. Click the **Send To** button to start a wizard to find names.

When you are ready, click the icon to send the comments.

Note that following the actions listed above, other applicable process extensions are displayed.

## Changing Your User Profile

Your User Profile is simply the collection of settings that were entered by the Agile administrator when your “user object” was created. Clicking the link in the main toolbar displays the information contained in your profile, some of which is simply information (like phone number) and some of which governs your access to Agile declarations (like Role).

Your user profile is available for you to modify, within constraints set by the administrator. It contains data under two tabs, **General Info** or **Preferences**.

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**Important:** Under **Preferences**, the Response Edit Mode property is must be set to **Basic**.

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If you select one of the other two settings, **Advanced Table Edit** or **Advanced Wizard Edit**, when you click **Save**, you will be prompted to log out and log back in; you would then log in to Web Client (Advanced mode), where your capabilities are restricted.

If you do log in to Web Client (Advanced mode), you will have to click the **My User Profile** link and go to Response Edit Mode property to change it back to **Basic**, followed by logging out and logging back in to Web Client (Basic mode).

If you work frequently with buyer companies and are often required to create declarations, you can be assigned additional roles and privileges to enable you to work effectively in Web Client (Advanced mode).

You have an opportunity to enter information when you first log in to Web Client. Again, your Agile administrator determines to what extent you can edit your user profile.

### To edit or add information to your user profile:

1. Open your user profile by clicking **My Profile**.
2. Click the tab on which you want to make changes. For instance, to make changes to the **General Info** tab, click that tab.
3. Click the **Edit** button on that page. Use lists, browse buttons, and text boxes to enter the requested information.
4. When you have finished, click **Save**. If you wish to cancel your changes, click **Cancel**. Clicking the other tab (**General Info** or **Preferences**) cancels the current Edit operation without saving changes.
5. To verify changes you make to your user profile, it is best to log out of Web Client and log back in.

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**Note:** If you are working primarily in Web Client, check this setting in your user profile: **Preferences > System Preferences > Preferred Client**; it should be set to Web Client. Also, **Receive Email Notifications** should be set to Yes. This ensures that you will receive email notifications in the same client you are working in. If there is a discrepancy and you are not able to change these properties, see your Agile administrator.

---

## User Properties Defined

The following table lists and describes the properties common to supplier users in the Agile PLM system:

Property	Description
<b>User ID (username)</b>	The user's Agile PLM login user identification, or username. It must be unique in the Agile PLM address book. The maximum is 128 characters.
<b>First Name and Last Name</b>	The user's public name. Neither of the user's Names fields has to be unique in the system, only the user's <b>User ID</b> must be unique.
<b>Status</b>	Indicates whether the user is enabled (Active) or disabled (Inactive). Not editable.
<b>Email</b>	The user's valid email address for change notification/routing. <b>Note:</b> If there is not a valid email address in the <b>Email</b> field, the user will not receive any email notifications.
<b>Title</b>	The user's title, for example, Senior Engineer.
<b>Address fields</b>	There are four address fields that are used for informational purposes only: <b>Address</b> (street), <b>City</b> , and <b>Postal/Zip Code</b> .
<b>Phone number fields</b>	The user's <b>Business Phone</b> and <b>Mobile Phone</b> numbers (for informational purposes only).
<b>Fax</b>	The user's fax number (for informational purposes only).
<b>Pager</b>	The user's pager number (for informational purposes only).
<b>Secondary Email</b>	The user's valid email address for change notification/routing. The <b>Secondary Email</b> is optional, but when the field is filled in, the user receives notifications at both email addresses.
<b>General Infotab, continued</b>	The user's role assignments. This property determines a user's access to the objects in Agile PLM from the point of discovery forward.
<b>Role(s)</b>	Power, Concurrent, or Restricted: you as a supplier are a Restricted user.
<b>Use Login Password for Approval</b>	Each user has a login password and approval password (used to approve changes).
<b>Allow Escalation Designation Approval</b>	This setting is editable. If the user has identified one or more designated escalation <i>persons</i> (DEPs), this setting determines when the DEPs can approve or reject a declaration. Settings: After Escalation - The user's DEP can approve a routable object only after it has been escalated. Always - The user's DEP can always approve or reject a routable object.
<b>Sites</b>	<b>Sites</b> are used for distributed manufacturing, but as sites are not supported by PG&C, this is unlikely to have options.
<b>Preferred File Manager</b>	Select from the list of file servers. For best performance, select a file server that is local server for you.
<b>Receive EmailNotification</b>	Controls whether the user can receive automatically generated email notifications from the system. <i>Settings</i> = Yes or No

Property	Description
<b>Language</b>	English is available with all Agile PLM licenses. Agile PLM includes Japanese or Simplified Chinese, per your license.
<b>Preferred Date Format</b>	The format in which dates are displayed to the user. Default is MM/dd/yyyy.
<b>Time Zone</b>	The time zone where the user is located.
<b>Preferred Time Format</b>	The format in which times are displayed to the user. The default is hh:mm:ss aaa (aaa = am or pm).
<b>Preferred Currency</b>	The currency in which prices/costs are displayed to the user. The default is U.S. Dollar.
<b>Number Format</b>	The format in which numbers are displayed to the user.
<b>Preferred Inbox View</b>	Select between Activities, Notifications, and Workflow.
<b>Response Edit Mode</b>	This field should be left set to Basic. The other two settings, Advanced Table Edit and Advanced Wizard Edit, will take you into the main Web Client, where your capabilities are restricted.
<b>Rows per Table Display</b>	The number of rows that appear in the user's Agile Web Client user interface. The default is 50.
<b>Static Table Headers</b>	Set to Yes to carry table headers to additional pages.
<b>Encode Type</b>	The types are Western European (ISO), Japanese (Shift JIS), Traditional Chinese (Big 5), Japanese (EUC), Simplified Chinese (GB2312), and Unicode (UTF-8).



## Responding to Agile Compliance RFIs

A Request For Information (RFI) is the process that a manufacturing company (the buyer) uses to seek compliance data from its suppliers. The buyer uses Agile PG&C to create declarations. When the buyer firm creates a declaration, it specifies a unique declaration name and a single supplier company.

The Default Declarations workflow follows a straightforward process flow, as detailed in the following table.

Status	Action
<b>Pending</b>	<b>Compliance manager</b> (an Agile user who has been assigned the Compliance Manager role) creates new declaration, or modifies an existing declaration by adding new items, manufacturer parts, or commodities. Specifications are added to the declaration, and also an information supplier; is always only one supplier per declaration.
<b>Open to Supplier</b>	The declaration requests the supplier (an Agile user who has been assigned the Material Provider role) to confirm whether parts comply with specifications.
<b>Submit to Manager</b>	<b>Supplier</b> confirms or denies that the parts that they supply comply with regulations.  The supplier electronically “signs” and submits the declaration back to the compliance manager.
<b>Review</b>	The compliance manager and other reviewers verify and approve the contents of the declaration. A reviewer (including a supplier user) can acknowledge a declaration when the user is added as an acknowledger.
<b>Released</b>	The compliance manager releases the declaration, thereby publishing the new data about the substances and materials into the product record. Once published, the materials are visible on the <b>Compliance</b> tab of the part or part group, as appropriate.  The “buyer” company can now examine the quantities of all materials in a given top-level assemblies and find out if the assembly is compliant with a set of specifications.
<b>Implemented</b>	Once the parts are manufactured and disseminated in the field, the compliance manager implements the declaration, thereby completing the workflow.

### Filling Out a Declaration

To complete and sign off declarations, declaration recipients for the supplier company have been assigned a role that permits access to the declarations. The default declaration recipient at the supplier company receives an email of notification.

All users at the supplier company who have been assigned the appropriate role *can* respond to the declaration.

If you have questions about who in your company has been assigned this role, contact your buyer company.

When you are sent a declaration request, you are responsible for completing it. You must disclose whether or not any restricted substances are contained in the component or subassembly it lists, and whether those substances comply with the given specifications.

Once a declaration is opened to a supplier, only the supplier's declaration recipients can edit it (that is, Agile users assigned the "(Restricted) Material Provider" role). For other users, including the compliance manager, the declaration becomes "read-only" until it is returned by the supplier.

## Notifications when Declarations Advance to and from Supplier

This set of default behaviors regards automatic notifications, not user-designated Approvers and Observers.

- ? **Declaration Buyer to Supplier** - The notification is automatically sent to the supplier. You can add more users to receive notification.
- ? **Declaration Supplier to Buyer** - The compliance manager is automatically added to the notification list. If no compliance manager was selected, the system add everyone on the Compliance Managers notification list.
- ? **Declaration Supplier to Buyer** - If there are no compliance managers in the system, the originator is added to the notification list.

## Acknowledgments

A supplier user can be added as an acknowledger for Declarations. The supplier user with the (Restricted) Material Provider role includes the Acknowledge privilege. These terms are described below:

**Acknowledge** - A workflow action called 'Acknowledge' is available for Review or Released status.

**Acknowledger** - A user or user group or job function can be an acknowledger if the Acknowledge privilege is assigned.

The Acknowledge button is visible for supplier users assigned the (Restricted) Material Provider role which contains the Acknowledge privilege.

Acknowledgers then use this dialog to notify users of the acknowledgment:

Acknowledge - Windows Internet Explorer

**Acknowledge for Review**  
Substance Declaration • MD00102

Enter required sign-off information and select users to notify of your acknowledgement. [Help Link](#)

**Sign-off**

\* For: ☒ Oracle, Demo (demo2)

\* Password:

**Notify**

To: ☐ Compliance Manager  
☐ Originator  
☐ Reviewers for: Current Status

☐ Send notification as urgent

☒ Acknowledge ☐ Cancel

## Receiving Notifications

The Declaration routed for acknowledgment can be seen in Workflow Routings tab, and can be found in Notifications tab or user's Email box. To see the Workflow Routings/Notifications tab, the supplier user must be in Advanced Table Edit mode.

The supplier user can receive notifications:

1. When the supplier user is required to acknowledge a declaration.
2. When the supplier user no longer is required to acknowledge a declaration.
3. When the supplier user is an acknowledger and the declaration is changed to another status.
4. When the supplier user is an acknowledger and the declaration is signed off by other users.
5. When the supplier user is an acknowledger, but does not acknowledge the declaration in a specific time period.
6. When the supplier user is set as an escalator of an acknowledger, and the acknowledger did not acknowledge the declaration in a specific time period.

## Information Supplier Fills Out a Declaration

When a declaration request is opened to an information supplier, the supplier is responsible for completing the declaration and disclosing if any restricted substances are contained in the components and subassemblies it provides and whether those substances comply with specifications.

To complete and sign off on declarations, one or more declaration recipients for the information supplier must be assigned the (Restricted) Material Provider role. If you have questions about who in your supply chain has been assigned this role, see your administrator.

When the material provider changes the status of the declaration from **Open to Supplier** to **Submit to Manager**, they must "sign off" the declaration. Completely signing off a declaration involves carefully reading the Sign off message and entering the supplier's login password as a form of electronic sign before submitting.

### Process Sequences in Declaration Fulfillment

The above topic describes how a standard Agile declaration is sent to a supplier and, upon completion, returned to the buyer. The following process sequences describe a range of responses to declarations.

1. Declaration Opened and Completed in Agile Web Client
  - 7 Supplier firm's default recipient receives email notification from buyer firm's Compliance Manager requesting completion of a compliance declaration.
  - 7 Click link within notification and log into Agile Web Client (Basic mode).
  - 7 Click Open Requests link and select the particular declaration request.
  - 7 Fill in your responses directly in Web Client. Currently this is possible only for Supplier Declarations of Conformance.
  - 7 Complete the Sign off Message by entering supplier's login password as a form of electronic sign and submit response back to the Compliance Manager.

## About Declaration Classes and Fields

The Declarations classes in Agile PLM were introduced in Declarations. This topic describes additional facts and rules of business logic for the Declarations classes.

### Part Declarations

This class of declarations is used to ask questions related to parts or part groups. The buyer company wants to send out a questionnaire to assess part compliance with specifications from customers and government agencies. Typical questions could be: What is the maximum re-flow temperature of this part? What type of plating is on this part? Is this part in compliance with a certain specification? No fields are pre-populated in this declaration.

### Substance Declarations

This class of declarations allows a supplier to respond at a substance-group level and at a substance level without being able to add to the Bill Of Substances (BOS). It could be a material compliance declaration in which the buyer company wants you to declare compliance with specifications at the substance level; or, it could be a partial material disclosure declaration in which you are requested to disclose the weight and/or concentration of selected (or all) substances that are contained within the components and subassemblies it sources from your firm (or the firm whose products you are providing compliance information).

A substance declaration supports pre-population of substances and substance groups from associated specifications.

### Supplier Declarations of Conformance

This class of declarations requests statements from suppliers at a supplier level. It is basically a supplier survey. The buyer company wants to send out a questionnaire and receive a declaration from the supplier to assess compliance with specifications from customers and government agencies. Typical questions could be: Do you have a RoHS compliance Initiative going on? When do you anticipate to have 100% compliant Product? Which ISO certifications do you possess. No fields are pre-populated in this declaration. The SDOC does not require association



with any items, manufacturer parts, part groups, or even specifications in order to be effective. Adding specifications to this type of class is allowed for reference purposes.

### Japanese Green Procurement Declarations

This class of declarations is used against the template for the Japanese Green Procurement format. The Class name in Admin is JGPSSI Declarations. Agile supports only JGPSSI version 2.02. The buyer company wants suppliers to provide a declaration in the JGPSSI format using the JGPSSI supported entities. No substances from specifications are pre-populated in this declaration.

### Homogeneous Material Declarations

This class of declarations allows a supplier to build a Bill Of Substances (BOS) consisting of four levels: subpart, homogeneous material, substance groups, and substances. It could be a material compliance declaration at the homogeneous material level, or it could be a partial material disclosure declaration to discover the weight and concentration of substances that are contained within the homogeneous materials. This can be effected through an outside application or spreadsheet. No fields are pre-populated in this declaration.

### IPC 1752-1 and IPC 1752-2 Declarations

These two Declarations classes support compliance work using the IPC forms for substance declarations (IPC 1752-1) and homogeneous materials declarations (IPC 1752-2). These forms are available in XML and Adobe PDF format. Agile PLM 9.3.2 still supports the use of the PDF forms; however the PDF forms are no longer supported by IPC.

For IPC, we support IPC 175x Version 2.0.

You must download the **Scriba1750a\_beta06** from <http://sourceforge.net/projects/ipc175xutils/>.

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**Note:** CIPC 1752A represents the latest version of the standard.

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### IPC Formats Supported in this Release

The present Agile PLM Release supports released Version 2.0 of the IPC format. The website for the IPC forms and information about the "1752" standards is <http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration>.

- IPC 1752A is supported by XML only; PDF forms are not supported.
- IPC 1752-1 and 1752-2 are supported by XML and PDF forms. Please note that while you can use PDF forms, they are no longer supported by IPC in version 2.0.

As you create 1752-1 and 1752-2 declarations, you are given the option to choose the 1752A version. We provided two new process extensions to support IPC 1752A version: **Import IPC 2.0 XML** and **Export IPC 2.0 XML**. IPC1752-1 and IPC1752-2 declarations can enable the two PXs to implement IPC1752A version. This is described in detail in the *Agile PLM Administrator Guide*.

We recommend your administrator create one new subclass of IPC 1752-1 Declarations and one new subclass of IPC 1752-2 Declarations using Java Client.

### PDF forms for pre-version 2.0

IPC declarations prior to version 2.0 use PDF forms. Adobe Acrobat version 7.x is the minimal requirement, while Acrobat version 8.x is the recommended release for work with the IPC PDF forms. The website for Adobe Software is [www.adobe.com](http://www.adobe.com).

The IPC1752-2 PDF form allows entry of unstructured substance data. For instance, the user can enter homogeneous material data in a hierarchical structure or in a flat structure. The system also stores the flat structure within the declaration, which can show the user how the data was retrieved from IPC and how PLM converted the data into a hierarchical structure.

The storing of the flat structure is accomplished through four flex-fields, **Text01--Text04**, on the part **Substances** tables. They are renamed as **IPC Sub-item**, **IPC Material**, **IPC Category**, and **IPC Substance**.

By default, these fields are disabled (not visible), and the flat structure is not stored. In order to capture the flat structure of the composition, these fields must be enabled by the administrator. Even with the flexfields enabled, a user must have Modify privilege for those fields; if not, the flat structure is not stored and the user sees an "Insufficient Privilege" error during the import procedure.

### ***Guidelines for Parts and Specifications on IPC Declarations***

Earlier, each IPC declaration carried just one specification and just one part/part group. Now **Export IPC 2.0 XML** and **Import IPC 2.0 XML** can support multiple objects.

There is no restriction to the number of specifications or the number of parts/PGs that can be added to IPC declarations. However, if a declaration carries multiple items, manufacturer parts, or part groups *and* multiple specifications, **Export IPC 2.0 XML** supports multiple Parts/PGs, indicating that Export IPC 2.0 XML exports all compositions from the declaration's **<Parts/PGs>** tables. **But Export IPC XML** will only export one composition from the declaration's **<Parts/PGs>** tables.

Similarly, **Import IPC XML** updates only one composition, that of the part that was exported. The system identifies this by the part number, rev, and the first specification in the declaration's **Specifications** table, which is sorted alphabetically.

**Import IPC 2.0 XML** updates all compositions, that of the parts that were exported. The system identifies these by the part number, rev, and the related specifications in the declaration's **Specifications** table, which are sorted alphabetically. As part of **Import IPC 2.0 XML** support of multiple compositions, for one item with different revisions, the revisions are distinguished by this format: 'NumberId [Rev]'.

### **Significant Attributes in Declarations**

The information supplier-user must do the following to complete a declaration.

- 7 For each part, manufacturer part, and part group, fill in the **Mass**, **Mass PPM**, and **Compliance** fields, particularly for substances that are restricted by specifications
- 7 Add or remove substances from the **Substances** tables (under the **Items**, **Manufacturer Parts**, and **Part Groups** tabs) on the declaration as necessary; to do this, they must use process extensions (**Export AXML** and **Import AXML**)
- 7 Complete other flex fields on the **<parts/PG>** tables as well as the **<parts/PG>Substances** tables.

### **IPC: Resolving Item Number and Manufacturer Part Number Attributes**

If you are having this problem, request from your buyer company that they set a process extension that can be triggered when moving the declaration to Open to Supplier. The process extension copies the value from Item Number to Mfr Item Number, and from Item Name to Mfr Item Name.

You may experience a mapping issue on the pre-2.0 version IPC forms regarding the attributes Item Number and Manufacturer Part Number (Mfr Item Number), and also Item Name and Mfr Item Name. You may receive a declaration and expect to see (or want to enter) data in Mfr Item

Number and Mfr Item Name. The issue is that the fields that must be used are Item Number and Item Name.

This will correct all four fields on the IPC form (after exporting from PLM) to have the values needed by both the Supplier users (in order to complete the form) and the PLM system (for importing back to PLM).

## Mass

The weight of a part (item or manufacturer part) or assembly, expressed in system wide UOM (unit of measure). Mass in Item Title Block, is a "rev-controlled" attribute.

## Mass Disclosure:

The Mass Disclosure attribute is found on the Part/PG tabs of declarations (as well as the Composition tab of parts and part groups). It has three values: Fully Disclosed, Partially Disclosed, and Undisclosed. The correct value is generated by the system during composition rollups.

## Full Disclosure, Partial Disclosure, and No Disclosure

These are the three types of disclosure, and how they are qualified by substance compositions and homogeneous material compositions.

### ? **Fully Disclosed** composition (Full Disclosure):

1. A **Substance composition** is considered to be Fully Disclosed if the difference between the part's mass and the sum of the masses of all the substances is less than or equal to the **Mass Tolerance Percentage** setting.
2. A **Homogeneous Material composition** is Fully Disclosed if this two-step process is satisfied: (1) The difference between a material's mass (that is, the immediate parent of the substances) and the sum of mass of the substances under that material is less than or equal to the **Mass Tolerance Percentage** setting; and, (2) The difference between the part's mass and the sum of mass of the parents of the substances should be within the **Mass Tolerance Percentage**.

### ? **Partially Disclosed** composition (Partial Disclosure):

1. A **Substance composition** is Partially Disclosed if the difference is more than the **Mass Tolerance Percentage**, in which case an "Unreported" substance is added by the system to fill in the missing mass.
2. A **Homogeneous Material composition** is Partially Disclosed if one of the following is true:
3. (1) The difference between a material's mass (that is, the immediate parent of the substances) and the sum of mass of all the substances under that material is greater than the **Mass Tolerance Percentage** setting; and, (2) the difference between the part's mass and the sum of mass of the parents of the substances is greater than the **Mass Tolerance Percentage** setting; *or*
4. The part's weight is missing, but none of the information is missing in the BOS tree. That is, the Mass and PPM should not be "null" anywhere in the entire BOS tree, including subparts, materials, or substances.

### ? **Undisclosed** composition (Non Disclosure):

1. If the mass is missing for the part, substance, or the immediate parent of the substances, it is considered an Undisclosed composition.

Furthermore, a Homogeneous Material composition is Undisclosed if any of these cases are true:

- One of the substances in a material does not have Declared Mass and Declared PPM; or,
- One of the materials does not have a Declared Mass; or,
- One of the materials does not have any substance; or,
- One of the subparts does not have any child.

### User-entered CAS Number

A value can be entered by the information supplier on a declaration or by a regular user on a part or part group. These are used by the compliance manager to ascertain precisely what substance is being referred to by the supplier.

### Intentionally Added

The "Intentionally Added" property acts as the constraint defined in the Joint Industry Guide and the IPC 1752 forms. If, for a substance in the specification, Disallow Intentionally Adding is Yes, when a supplier or other user enters Yes in Intentionally Added, the substance's Calculated Compliance value is Non-compliant. If that substance was not intentionally added (= No), the system can go ahead and check the Threshold PPM of the substance-for-the-spec.

The compliance manager can modify Int.Added in the **Pending** status of the Default Declarations Workflow. The supplier can modify it in the **Open to Supplier** status of the same workflow. It cannot be modified in any other status (without administrator impact). If there is no value in Intentionally Added field, the system assumes No when performing rollup calculations.

### Specification

The compliance manager may inform the supplier that the buyer is going to validate the supplier's substances based on the specifications on the **Specifications** tab. If there are one or more specifications associated with this Substance Declaration (this <type> only), the system automatically prepopulates the substances from those specifications for all the items, manufacturer parts, or part groups in this declaration. If there is no specification associated with this declaration, no substance is prepopulated, even for the substance declaration.

The specifications may concern many substances, including those not used by the parts contained in the declaration. When a substance declaration is opened to the supplier, any substances from the specifications are automatically added to the **Substances for <Part/PG>** tables. This ensures that you are properly tracking any restricted substances contained in parts listed in the substance declaration.

### Specification Intentionally Added

In parts/part groups and declarations, the **Substances** tables also have an attribute called Spec Intentionally Added. This property points to, on the substance's **Specifications > Substances** tab, the value of attribute Disallow Intentionally Adding. This read-through attribute is readable and searchable but cannot be modified. For existing customers who do not have an Intentionally Added flag in the **Specifications > Substances** tab, the system assumes that it is set to No.

### Exemption

There is an Exemption field on a declaration's <**Parts/PGs**> tabs. Exemptions are set in a specification's **General Info** page; the values you see for Exemption on a declaration's **Parts** tab are really coming from the associated specification.

For this reason, Declared Compliance is valid only if there is an associated specification in the declaration. Only when there is a specification, and the spec has exemptions associated (found

in the spec's **General Info**), can you set Declared Compliance to Exempt: when you do, you are then prompted to select an exemption from the list.

**Declared Compliance** This field allows an information supplier to simply declare the compliance state of the substance, either Compliant or Non-Compliant.

**Threshold Mass PPM** "PPM" means Parts Per Million. The Threshold Mass PPM value comes from the Threshold Mass PPM for the corresponding substance in the specification. If enabled, it can be used by the supplier to declare the mass at each level of the BOS.

**Declared PPM** If enabled, can be used by the supplier to enter the PPM values directly; can be used by the supplier to declare the mass at each level of the BOS. It supersedes the Calculated PPM in the rest of the rollups.

**Calculated PPM** The PPM as the result of the division of the mass of two levels.

## Substance Editing

Substance editing lets you add, remove, and edit substances directly in (unpublished) declarations. The substance editing feature is available on all types of declaration except Supplier Declaration of Conformance and Part Declaration.

Linked to Composition Type Field, the declaration classes in which substance editing works are as follows.

- ⌘ Composition Type = Substance Composition:
  - **Substance**, **JGPSSI**, and **IPC 1752-1** declarations
- ⌘ Composition Type = Homogeneous Material Composition:
  - **Homogeneous Material** and **IPC 1752-2** declarations

The behavior of the Actions are described according to the type of declaration.

## Importing and Exporting Declarations

"Process extension" is the formal name of items in the **Actions** menu in declarations (in standard Web Client) or links in the **Actions** column of declaration rows (in simplified Web Client). Links in the **Actions** column enable you to perform an operation directly without having to go open the declaration itself.

These are the current process extensions that may be available on declarations. The Agile administrator at the buyer firm may have elected not to use more than the basic **Actions** found on most Agile objects.

### Process Extensions for JGPSSI Declarations

The following process extensions apply to JGPSSI declarations:

- ⌘ **Import JGPSSI** - This process extension imports data from a text file in JGP Block format for integration with the JGPSSI Excel template
- ⌘ **Export JGPSSI** - This process extension exports data to a text file in JGP Block format for integration with the JGPSSI Excel template

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**Note:** It is possible that when you submit data to Agile from Microsoft Excel, the data may not be successfully imported at the buyer side. Yet you may have received a notification indicating that transmission of the data was successful. The notification is triggered by your submitting the data, not by its successful receipt: the compliance manager may ask you to re-submit the data in these cases.

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## Process Extensions for Part, Substance, and Homogeneous Material Declarations

The following process extensions apply to Homogeneous Material Declarations, Part Declarations, and Substance Declarations:

- ⌚ **Import AXML** - "AXML" is Agile XML, an XML representation of Agile's business schema that contains all product content managed in Agile. You use this process extension to export the declaration information in aXML format. The declaration can be completed and re-imported into PLM.
- ⌚ **Export AXML** - A declaration that was exported using the aXML format and then completed can be imported back into PLM using this process extension

## Process Extensions for IPC Declarations

The following process extensions apply to IPC declarations:

- ⌚ **Import IPC XML** - Imports XML data that is used to complete version 1.1 IPC forms
- ⌚ **Export IPC XML** - Exports XML data that is used to complete version 1.1 IPC forms
- ⌚ **Import IPC 2.0 XML** - Imports XML data that is used to complete version 2.0 IPC forms
- ⌚ **Export IPC 2.0 XML** - Exports XML data that is used to complete version 2.0 IPC forms

## Exporting PG&C Data

Grouping the possible "export" process extensions:

- ⌚ **Export JGPSSI** exports the declaration in JGP Blocks format
- ⌚ **Export AXML** exports the declaration in aXML format; this can be used with Part Declarations, Substance Declarations, and Homogeneous Material Declarations
- ⌚ **Export IPC XML** exports the declaration in XML format that is used to complete version 1.1 IPC forms.
- ⌚ **Export IPC 2.0 XML** exports the declaration in XML format that is used to complete version 2.0 IPC forms

## Importing PG&C Data

Grouping the possible "import" process extensions:

- ⌚ **Import JGPSSI** imports a JGP Blocks file (if it was exported via **Export JGPSSI**) back into the declaration
- ⌚ **Import AXML** imports an aXML file (if it was exported via **Export AXML**) back into the declaration
- ⌚ **Import IPC XML** imports an XML file (if it was exported via **Export IPC XML**) back into the declaration.

- ⌚ **Import IPC 2.0 XML** imports an XML file (if it was exported via **Export IPC 2.0 XML**) back into the declaration.

## Importing and Exporting pre-version 2.0 IPC Declarations

This task outlines how you might receive an IPC 1752-1 or IPC 1752-2 declaration that was created in Agile at the buyer site. You would complete the declaration working in the IPC PDF.

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**Note:** This procedure only applies to the pre-2.0 version of IPC. For IPC 1752A declarations, which were introduced with IPC version 2.0, follow the procedure described in Importing and Exporting Version 2.0 IPC Declarations.

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### A typical RFI sequence with an IPC declaration:

- ⌚ The compliance manager at the buyer site creates an IPC declaration in Agile PLM; this is an instance from one of Agile's IPC business classes, IPC 1752-1 Declarations or IPC 1752-2 Declarations. The default workflow for the declaration is moved to the **Open to Supplier** status.
- ⌚ You, the declaration recipient at the information supplier, log in to Web Client (Basic mode) and see the declaration name. A link in the declaration row activates the **Export IPC XML** process extension. (Or, if you click the declaration name, all available process extensions are displayed as links on the left navigation pane.) An XML file is saved on your machine.
- ⌚ If you have already downloaded the IPC PDF forms from the IPC web site (<http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration>), open the IPC form in Adobe Acrobat and click **Import Data** (or **File > Form Data > Import Data to Form**), then specify the location of the XML file. The XML-contained data is imported to the PDF form.
- ⌚ Enter or modify values in the declaration.
- ⌚ When you have completed the form, the data is exported using **Export Data** (or **File > Form Data > Export Data from Form**). The existing XML file is overwritten.
- ⌚ Returning to Web Client, use **Import IPC XML** process extension to import the modified XML data. Then submit the declaration to the buyer firm.
- ⌚ At the buyer site, the compliance manager opens the completed declaration in Agile to review for possible release.

## Importing and Exporting Version 2.0 IPC Declarations

This task outlines how you can receive an IPC 1752A declaration that was created in Agile at the buyer site.

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**Note:** This procedure only applies to the 2.0 version of IPC. For IPC 1752-1 and IPC 1752-2 declarations, which were introduced with IPC versions prior to 2.0, follow the procedure described in Importing and Exporting pre-v2.0 IPC Declarations.

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### A typical RFI sequence with an IPC declaration:

- ⌚ The compliance manager at the buyer site creates an IPC declaration in Agile PLM; this is an instance from one of Agile's IPC business classes, IPC 1752-1 Declarations or IPC

1752-2 Declarations. The default workflow for the declaration is moved to the **Open to Supplier** status.

- 7 You, the declaration recipient at the information supplier, log in to Web Client (Basic mode) and see the declaration name. A link in the declaration row activates the **Export IPC XML** process extension. (Or, if you click the declaration name, all available process extensions are displayed as links on the left navigation pane.) An XML file is saved on your machine.
- 7 If you have already downloaded the **Scriba1750a\_beta06** from the web site (<http://sourceforge.net/projects/ipc175xutils/>), open the IPC form in Scriba and click **File > Opendocument**, then specify the location of the XML file. The XML-contained data is imported to the Scriba form.
- 7 Enter or modify values in the declaration.
- 7 When you have completed the form, the data is exported using **File > Savedocument**. The existing XML file is overwritten.
- 7 Returning to Web Client, use **Import IPC 2.0 XML** process extension to import the modified XML data. Then submit the declaration to the buyer firm.
- 7 At the buyer site, the compliance manager opens the completed declaration in Agile to review for possible release.

## Importing Substances to a Declaration with MS-Excel

When your company seeks compliance information about Parts/Part Groups by sending a declaration to a supplier, it may not be convenient for the supplier firm to compile that information directly into the declaration.

One option that is available to the Supplier is to export and import files in a format called aXML. (For more information, see "[Importing and Exporting Declarations](#)" on page 4-9.

A simpler solution is available in which compliance information that is sought by a Declaration can be collected in a Microsoft Excel spreadsheet, then imported into the Declaration. In this procedure, an Excel template is produced by PG&C.

These are the three main steps, covered in detail below:

- 7 Downloading the MS-Excel spreadsheet template;
- 7 Adding substances to the spreadsheet template;
- 7 Importing substances from the spreadsheet template.

## Downloading the MS-Excel Template

A declaration has been created, and a specification has been added to it. Parts or Manufacturer Parts or Part Groups are added to the declaration, whose objective is for any substances of concern that are contained in these parts to be declared.

For this compliance information, the declaration may be sent to a supplier, or it may be completed internally by a compliance manager.

**To download the MS-Excel template:**

- 7 In the declaration, click the **Actions** drop-down menu, select **Microsoft Excel > Download Template**.
- 7 PG&C automatically exports the declaration's attribute information to the Excel spreadsheet. The File Download dialog prompts you to **Open** or **Save** the file.



- ? To save the file, browse to a location on your hard drive. You can accept a system-generated filename or enter a new filename.
- ? Close the Get File dialog, which conducted the export of the spreadsheet file.

The importing process is continued in the next topic.

## Adding Substances to the Spreadsheet

Download and save an MS-Excel spreadsheet.

### To add substances to the spreadsheet:

1. The Excel spreadsheet must be populated with data about the substances being declared for the parts named on the declaration.
2. These are key fields that must be populated.

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**Important:** The column headings must appear exactly as below. Two columns, Parts.Rev/Mfr and Parts.Specification, must appear even if they are not populated.

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- ? CoverPage.Name
- ? CoverPage.Declaration Type
- ? CoverPage.Supplier - note that the Supplier name must be typed exactly as it appears in PG&C
- ? Level - this number reflects the level in the Bill of Substances for the substance in this row.

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**Important:** Use the numerical sequence 0, 1, 2, 3 (not 1, 2, 3, 4). The objects are in plural form, and "Homogeneous Materials" are called "Materials" in the spreadsheet.

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- 0 = Subparts
- 1 = Materials
- 2 = Substance Groups
- 3 = Substances
- ? Parts.Part Type - this and the next several fields could be for a Manufacturer Part or Part Group
- ? Parts.Number
- ? Parts.Rev/Mfr - this column must be in the Excel file, even if there is no value in any of this column's rows
- ? Parts.Specification - this column must be in the Excel file, even if there is no value in any of this column's rows
- ? Substances.Substance
- ? Substances.Mass
- ? Substances.Mass-Measure

7. Substances.Substance Type - the Substance Type names must be plural, as shown in “Level”, above
3. When you have completed populating the fields, save the spreadsheet file.

## Importing Substances to the Declaration

Begin on the **Cover Page** of the declaration that was created for this process.

This part of the process may be completed by the supplier; or, the supplier may have populated the Excel spreadsheet and sent it to the compliance manager, who can complete the process, as follows.

### To import substances from the spreadsheet:

1. In the declaration, click the **Actions** drop-down menu, select **Microsoft Excel**, then select **Import from Excel**.
2. Agile Import is opened. In the Import dialog, next to the Import File field, click the **Browse** button.
3. In the Choose File dialog, select the Excel file that has been prepared with Substances data in the previous topic, and click **Open**.
4. In the Import dialog, click **Import**.

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**Note:** The Import process takes several minutes to complete. You will know it has completed when the **Close** button appears.

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5. Before closing the dialog, verify that the Import process has imported the Parts/PGs and the Bill of Substances, which are viewed in the **ACCEPTED** column.
6. In the declaration, click the **Items**, **Manufacturer Parts**, or **Part Groups** tab as appropriate. The **Substances** table (below the list of the parts) lists the substances that have been declared for each part/PG.

This completes the procedure for importing substances into a declaration with MS-Excel.

## Notes on Excel-based Declaration Submissions

When the supplier has used the Microsoft Excel-based Client to submit the declaration, it is possible that data may not be successfully imported to the buyer side. There are two stages in which their data is processed. The data is uploaded to the server; upon successful upload, the supplier receives the message that “Your data has been submitted for processing.” The data is then be processed on the server and imported into the system.

If there was a problem with the upload, the supplier is notified immediately; but if the problem occurs at processing or importing on the server side, the system sends an email with the error log as an attachment to the supplier. This means that the declaration remains in Open to Supplier status, and this does not change until the supplier reviews the log in the email notification, makes appropriate changes, and re-submits.

Even if the import on the server side is successful, depending on the size of the declaration, it will take some time for the declaration to move from Open to Supplier to Submitted to Compliance Manager. So if the user checked the declaration immediately after submitting from Excel, they may not see the changes for awhile.

These “under the hood” behaviors are detailed so that you can instruct your suppliers.