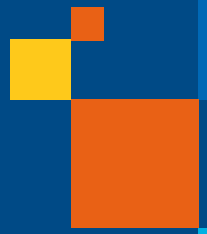
Supplier Training

Environmental Compliance Material Declaration Management

Version 12.0

September 2021



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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
	12.0	September 2021	Update corporate template, process diagrams, and data classification. Clarified language.

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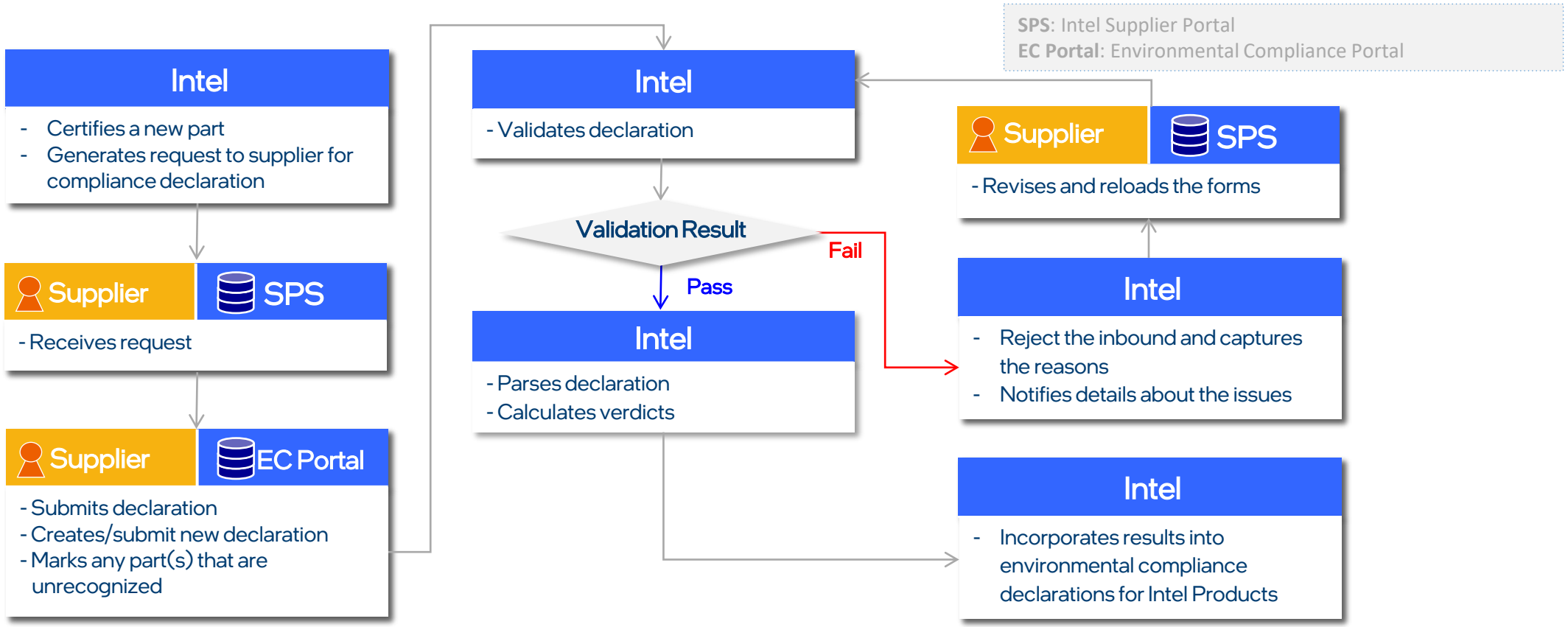
Module 1: Supplier Environmental Compliance Requirements

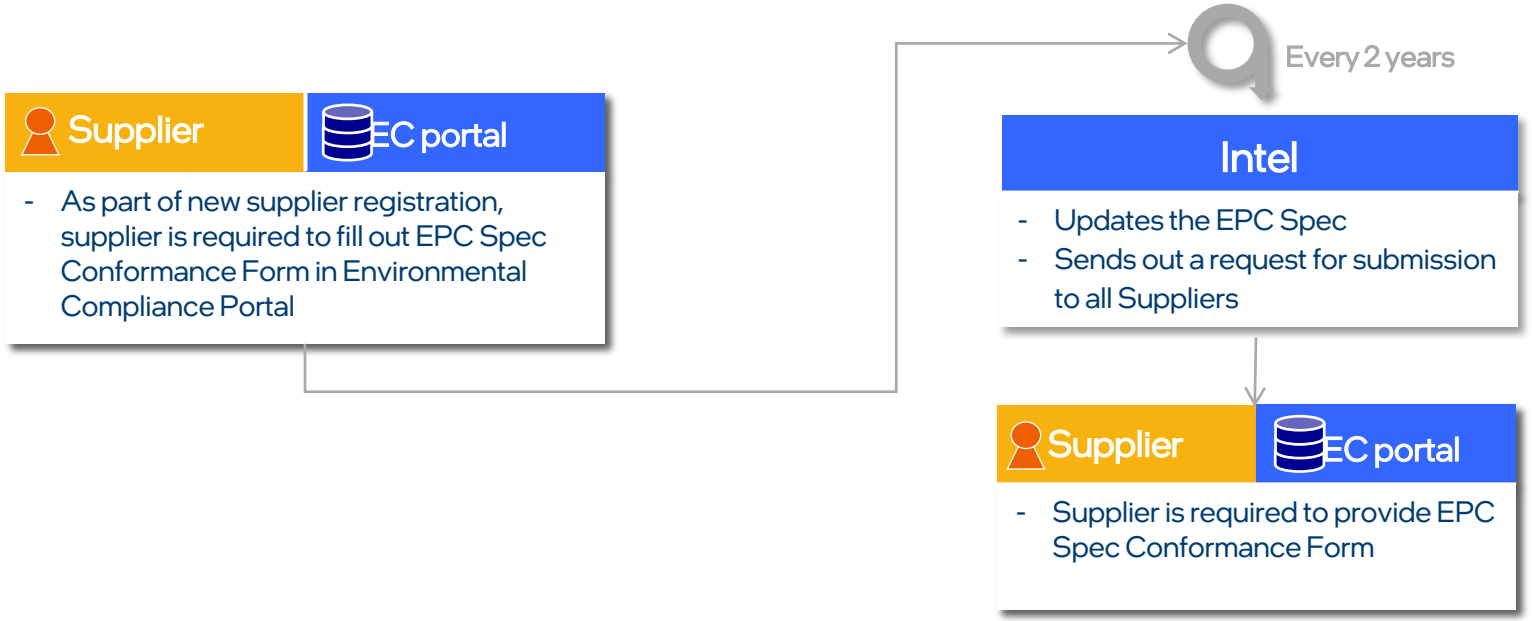
- Intel's Expectations
  - Suppliers are required to provide a material declaration form for each part, product or product family supplied to Intel which includes disclosures for RoHS, REACH, Low Halogen and other requirements as necessary.
  - Suppliers are required to submit Class-D: full material 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)
  - Intel provided Excel form designed according to the IPC 1752A data exchange standard.

Module 1: High-Level Environmental Compliance Process



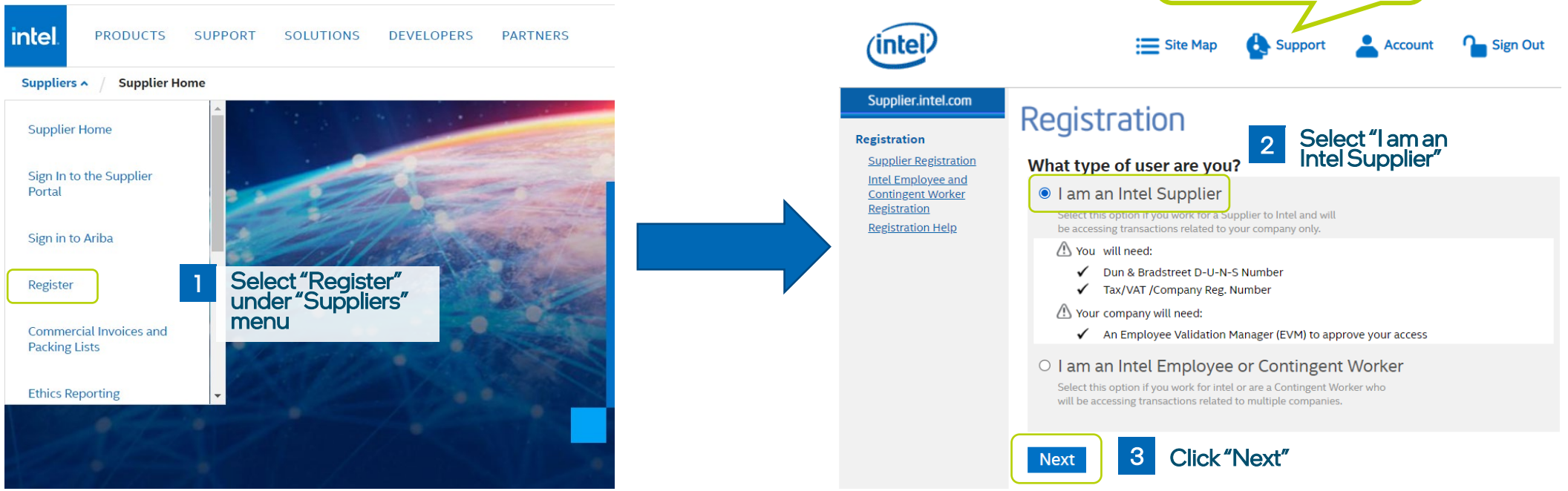
Module 1: EPC Spec Requirement

- 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.



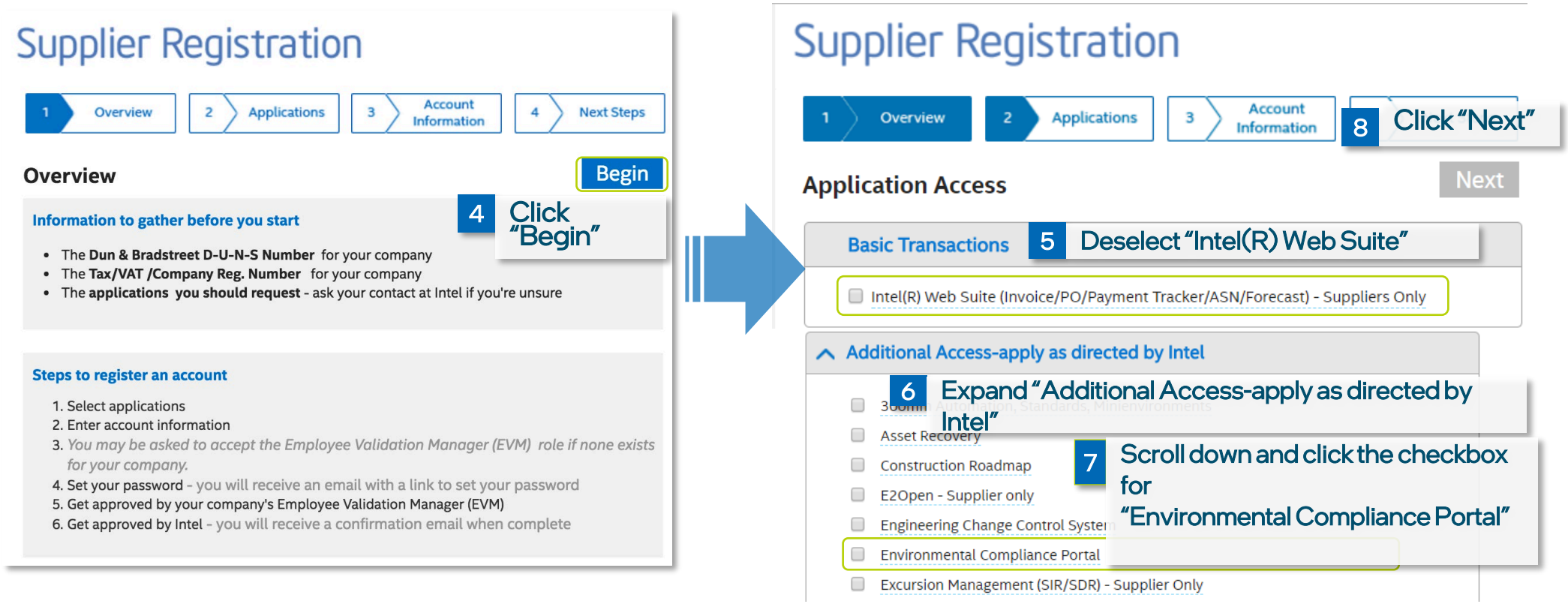
Module 2: Supplier Registration

- If you are not currently registered and do not have login ID,
  - Go to supplier.intel.com



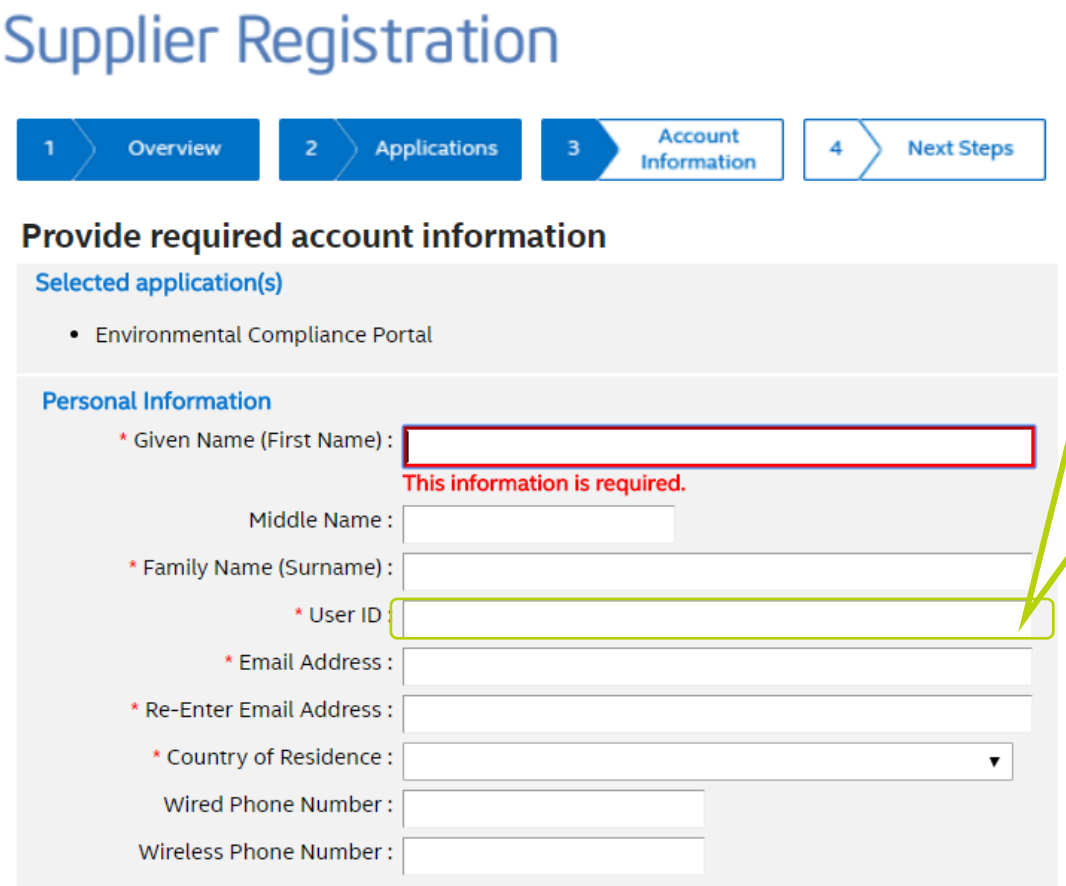
Module 2: Supplier Registration

- Please make sure that you have a DUN & Bradstreet D-U-N-S number and Tax/VAT/Company Reg number.
- If you fail to un-select "Intel® Web Suit, you will need to supply 10 digit supplier number, Tax/VAT/Company registration number, etc.



Module 2: Supplier Registration

9 Please provide all required information to create an account.



Please note –

- To create login id, do not create anything with spaces in between. For 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

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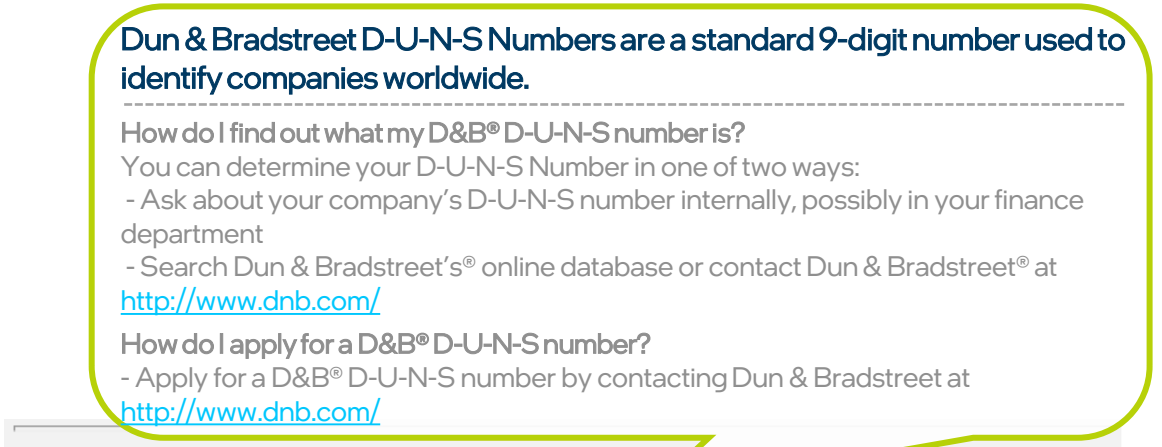
Additional information for Intel contact person- Any Intel employee can be identified as your Intel contact, especially representatives of Intel procurement organizations with whom you work. If you do not know this please contact Intel Supplier Manager

Module 2: Supplier Registration

- 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.
- The company's address and the address associated with the DUNS number should match.

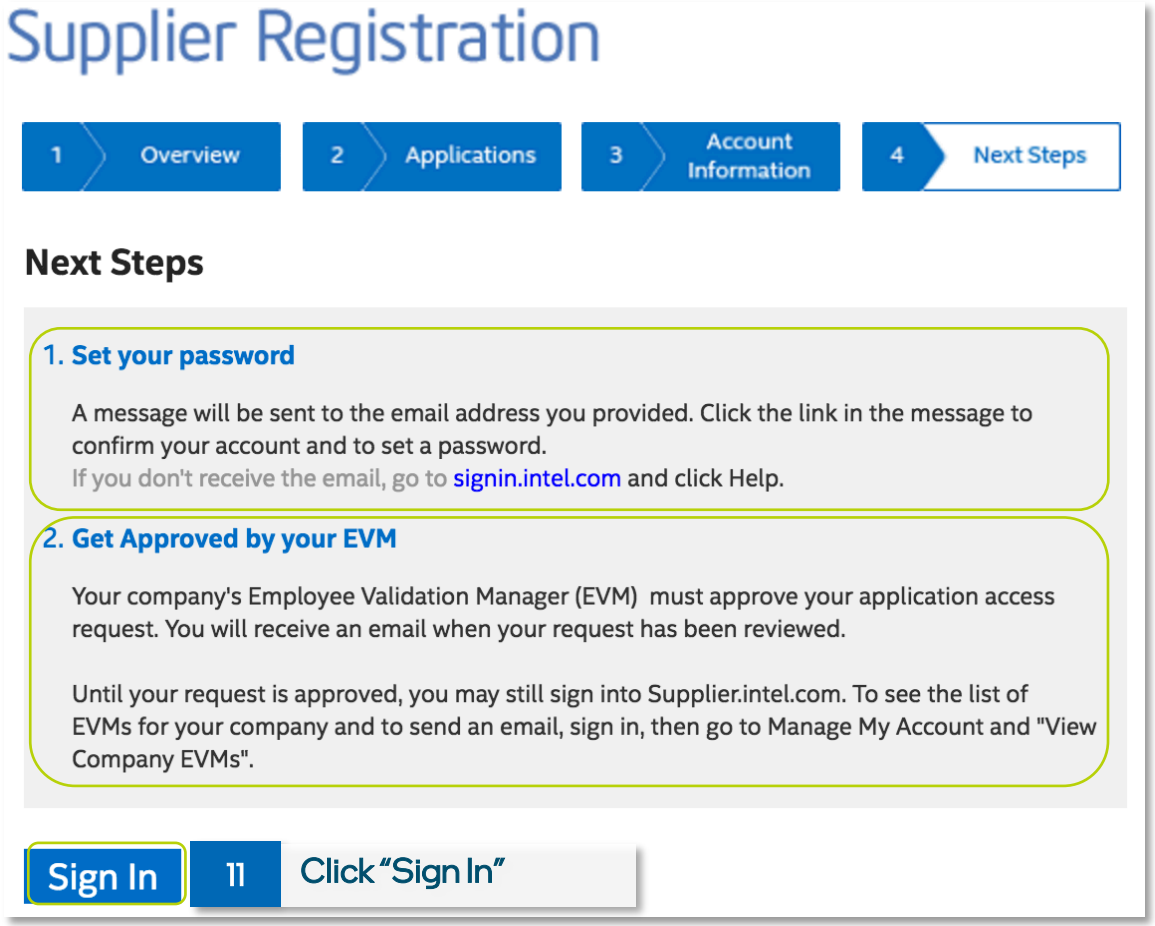


10 Click "Next"

Next

Module 2: Supplier Registration

- When you complete registration,
  - You will receive an email to confirm your account and to set a password
  - You will await approval from your company's Employee Validation Manager (EVM)



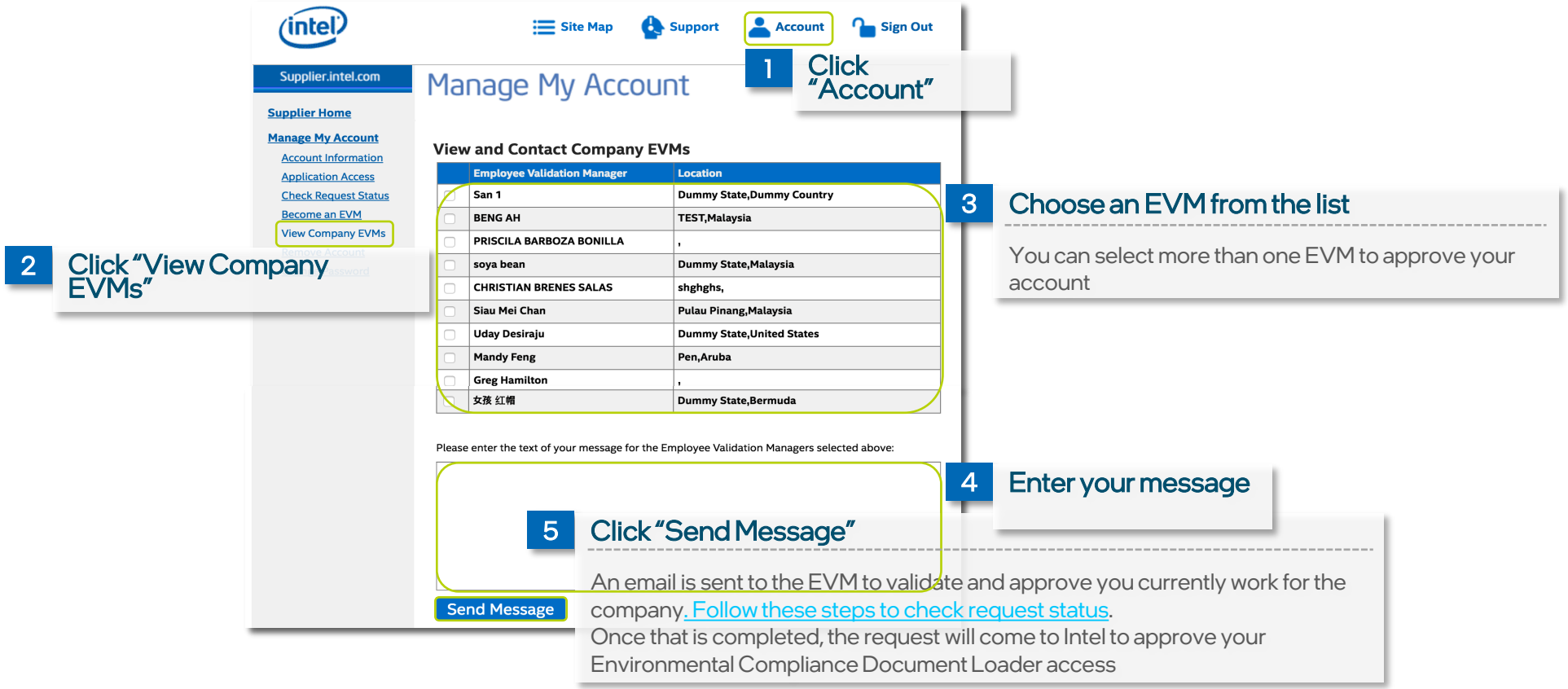
Module 2: Employee Validation Manager

- 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.

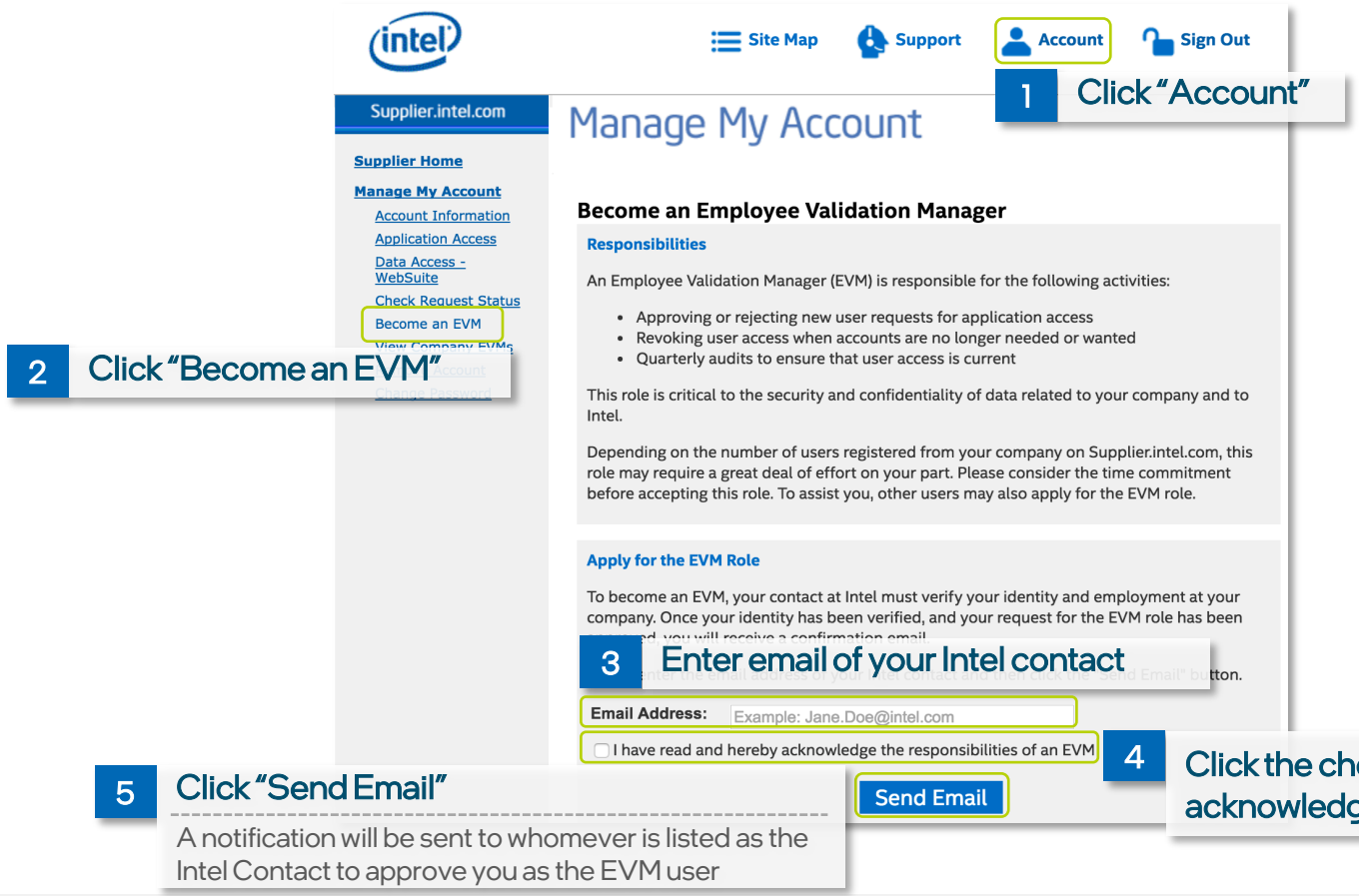
Module 2: Employee Validation Manager

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



Module 2: Employee Validation Manager

- If your company does not have a previous Supplier Portal Site (SPS) account, you will be prompted to assign an EVM role to yourself.



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. Follow these steps to check request status.
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

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

- Once you have an account, you can navigate to the Environmental Compliance Portal at
  - https://supplier.intel.com/SupplierHub/App/UserValidation.aspx
  - The direct link in the registration email

The email will provide useful links to information and tools you can use to submit Environmental Compliance Declaration

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.

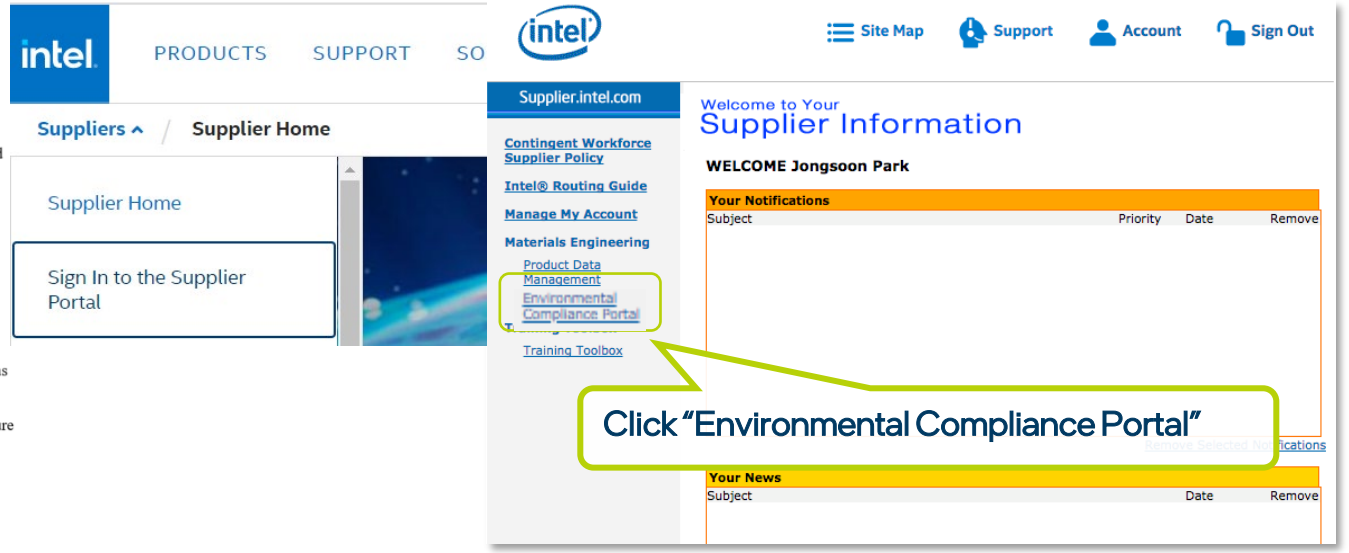
- Material Disclosure Form (MDF) can be downloaded here. This is an Intel provided Excel form designed according to the IPC 1752A data exchange standard.
  - Note: Intel has ended acceptance of any IPC 1752 PDF data format as primary compliance collaterals starting January 2019.
- Intel will no longer 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.

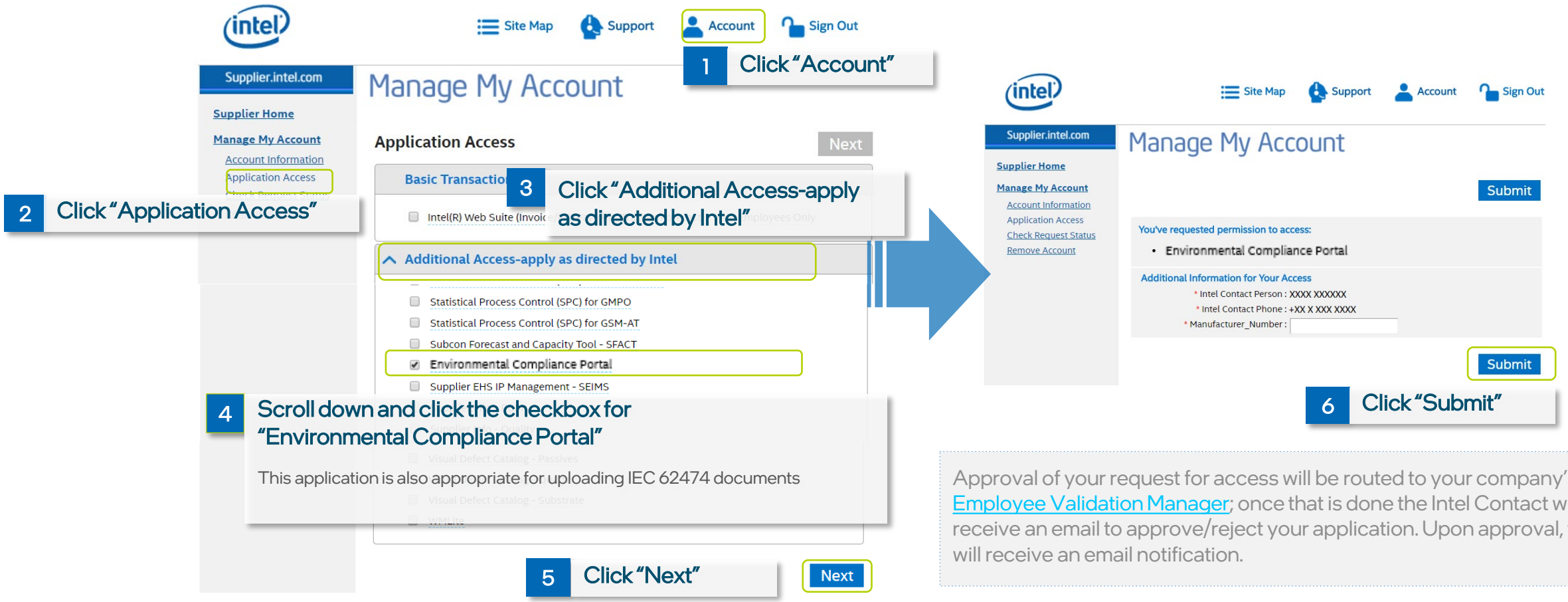
Sincerely,

Intel Product Ecology

After logging into Supplier Portal, click on "Environmental Compliance Portal" to access the Environmental Compliance Portal



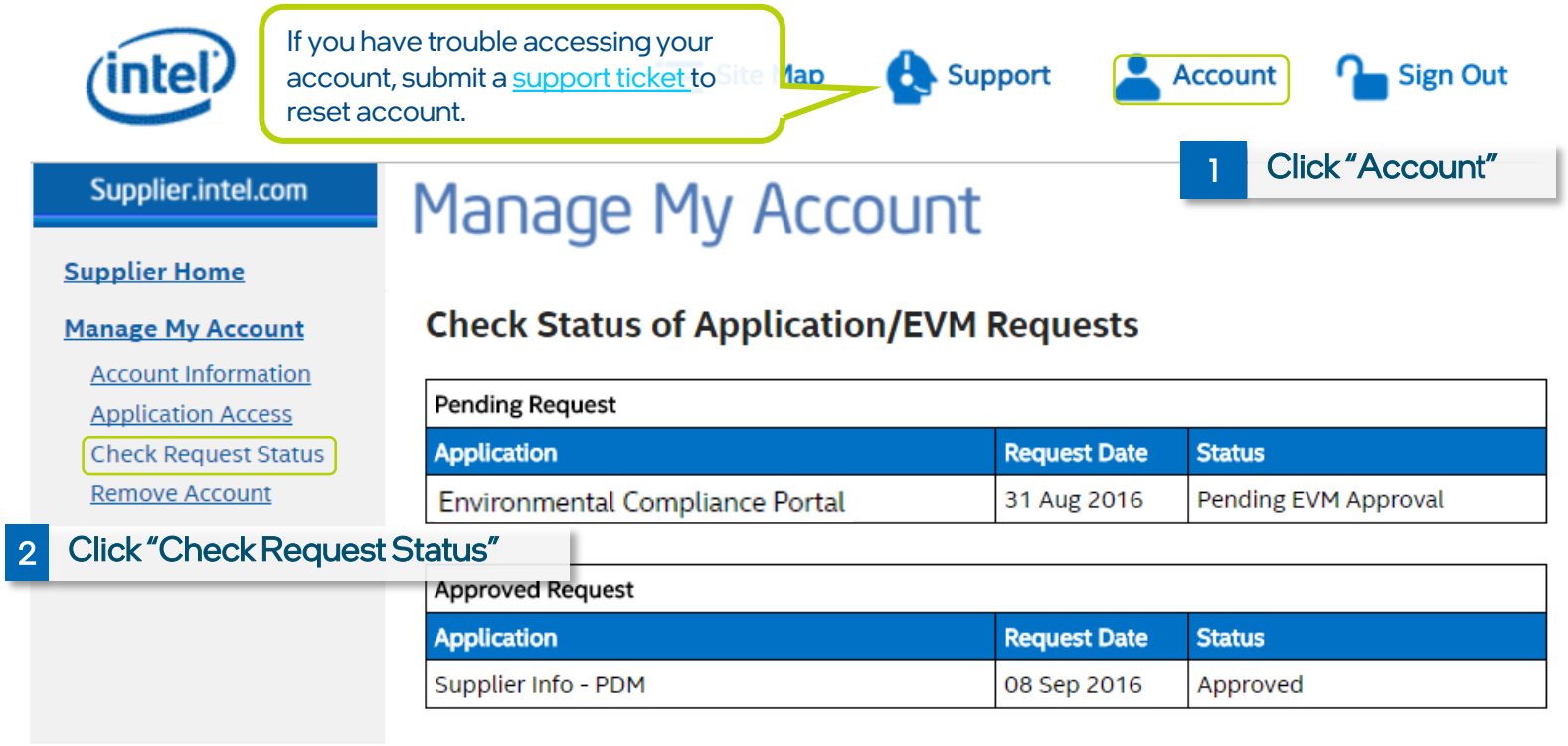
Module 2: Request Access to Additional Applications



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: Checking Status of Access/EVM role request

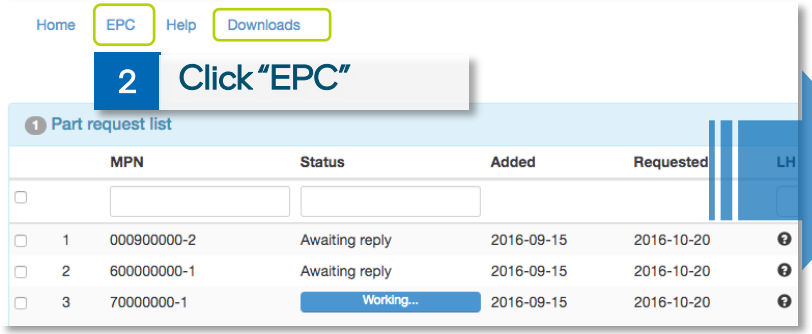
- Follow steps below to check request status.



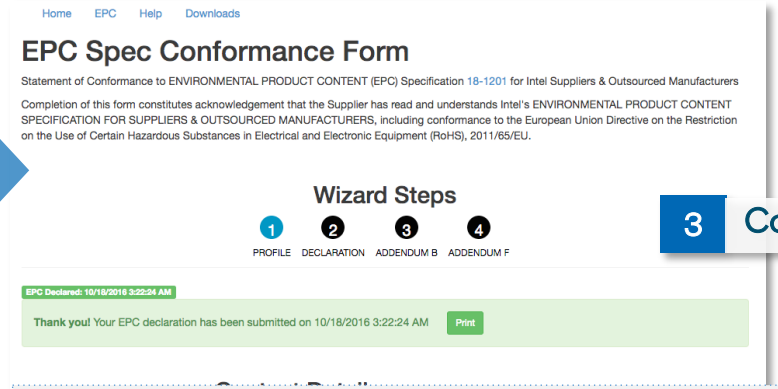
Module 3: Intel's Environmental Product Content (EPC) Specification

- Intel requires review of the EPC spec 18-1201 with submission of the conformance form
- To access the EPC Conformance Form

1 Log into the Environmental Compliance Portal and click "Environmental Compliance Docs"



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



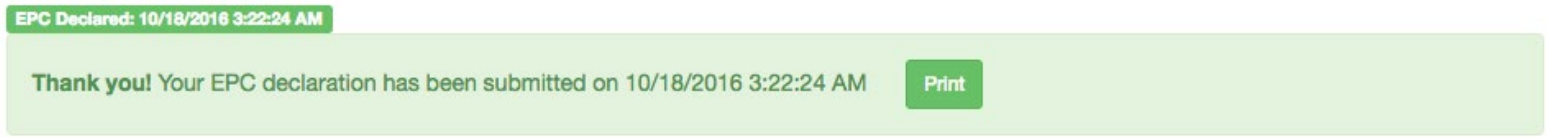
3 Complete all the required fields

- 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?

  View the Restricted phthalates (Attachment F)
- Complete and submit EPC Spec Conformance Form

Module 3: Intel's Online EPC Spec Conformance Form

- 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



Module 4: Material Declaration Submission

- Below is example of an EC Data Request email
  - This is one method of initiating Supplier Declaration Submission process

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.

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- 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

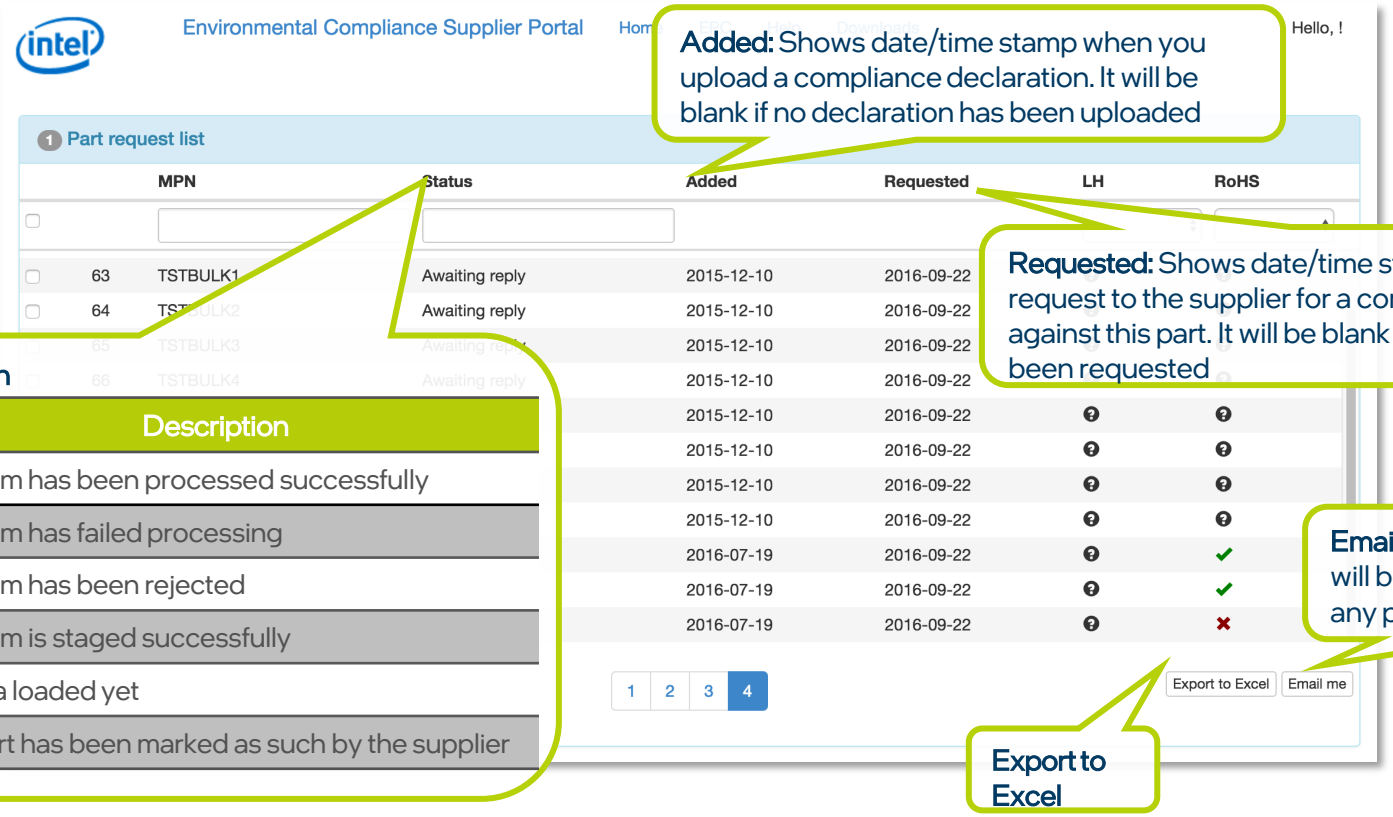
Email: A listing of all parts will be sent via email

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: Navigating EC Portal Main Page

- The EC Portal 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

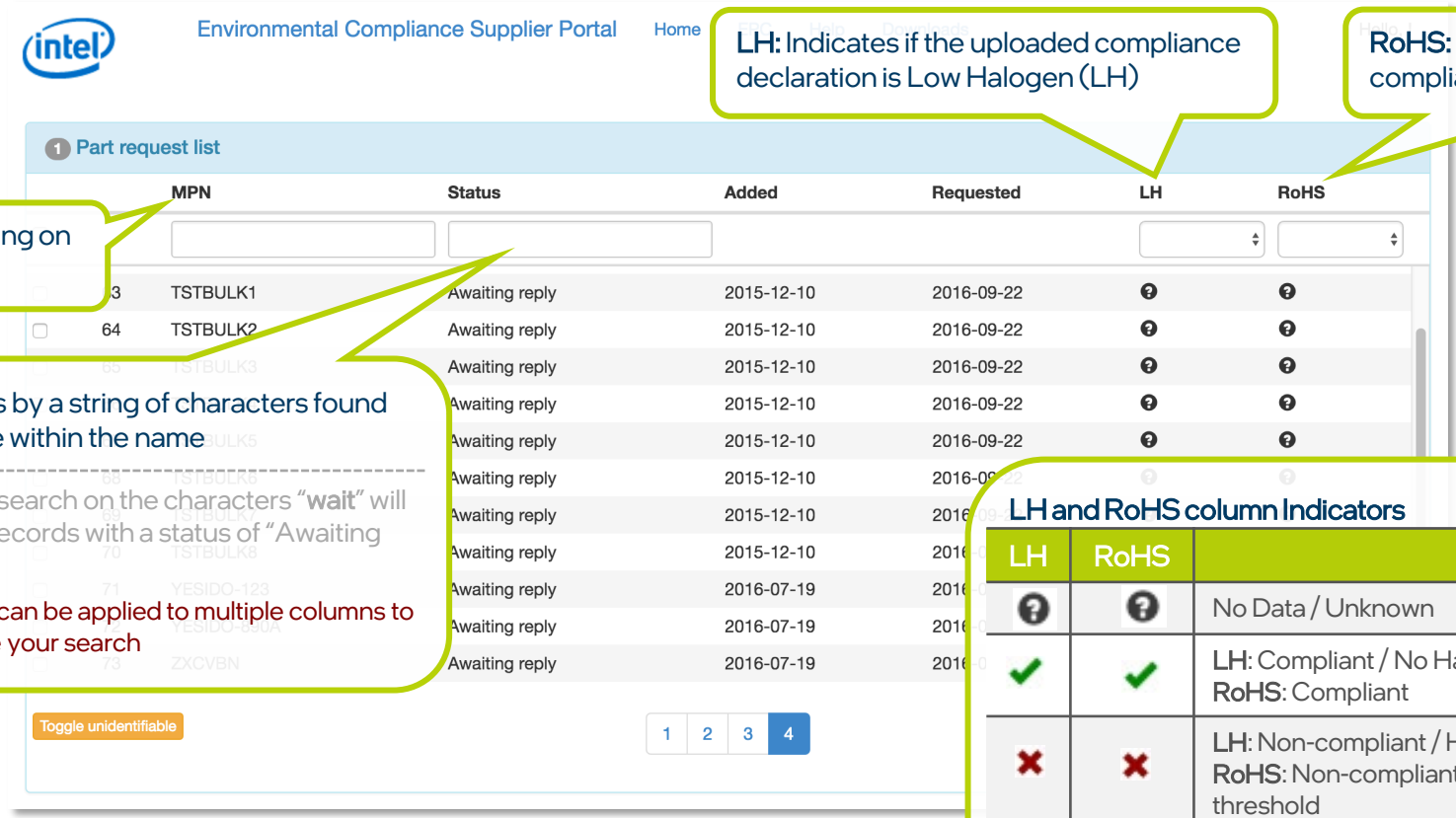
Email me: A listing of all parts will be sent via email, including any parts that were filtered out

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: Navigating EC Portal Main Page



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

RoHS: Indicates if the uploaded compliance declaration is RoHS

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"

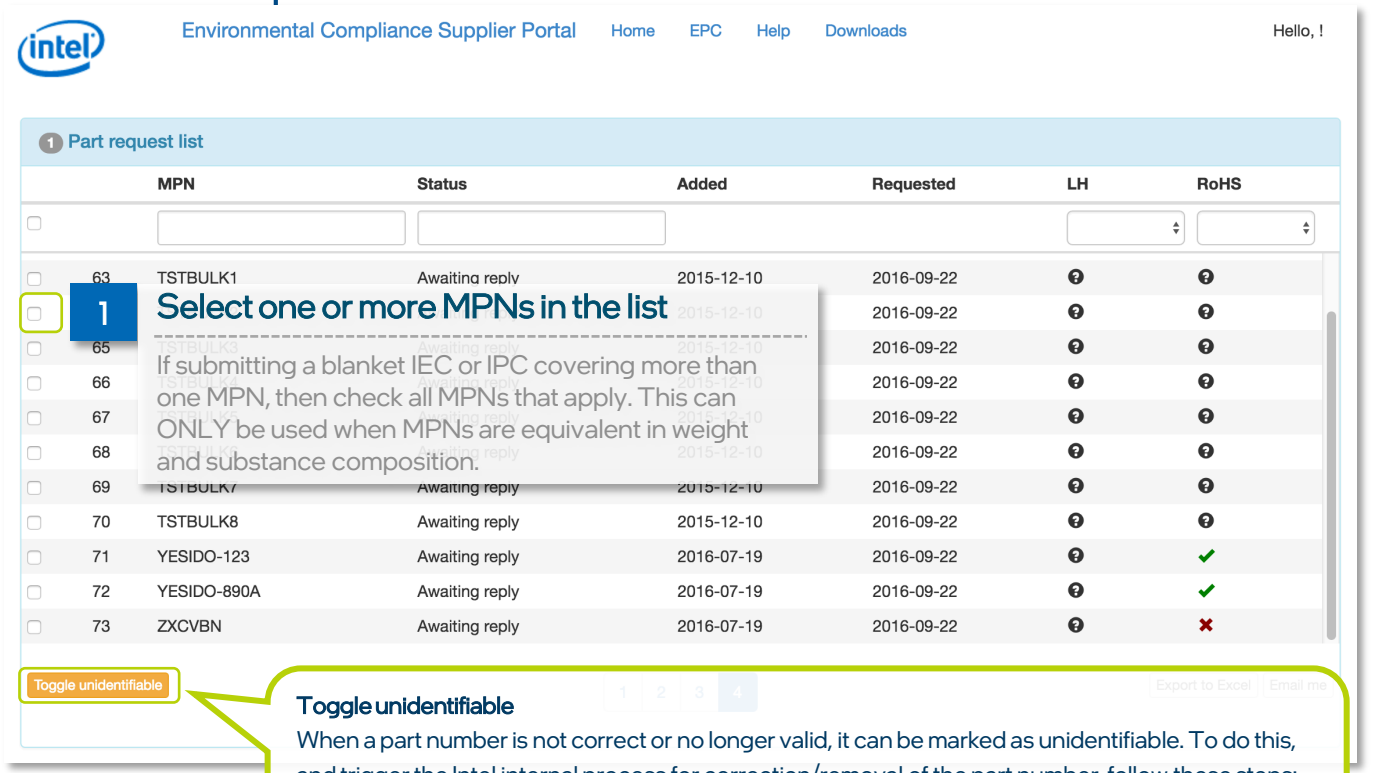
Note. Filters can be applied to multiple columns to further refine your search

LH and RoHS column Indicators

LH	RoHS	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)

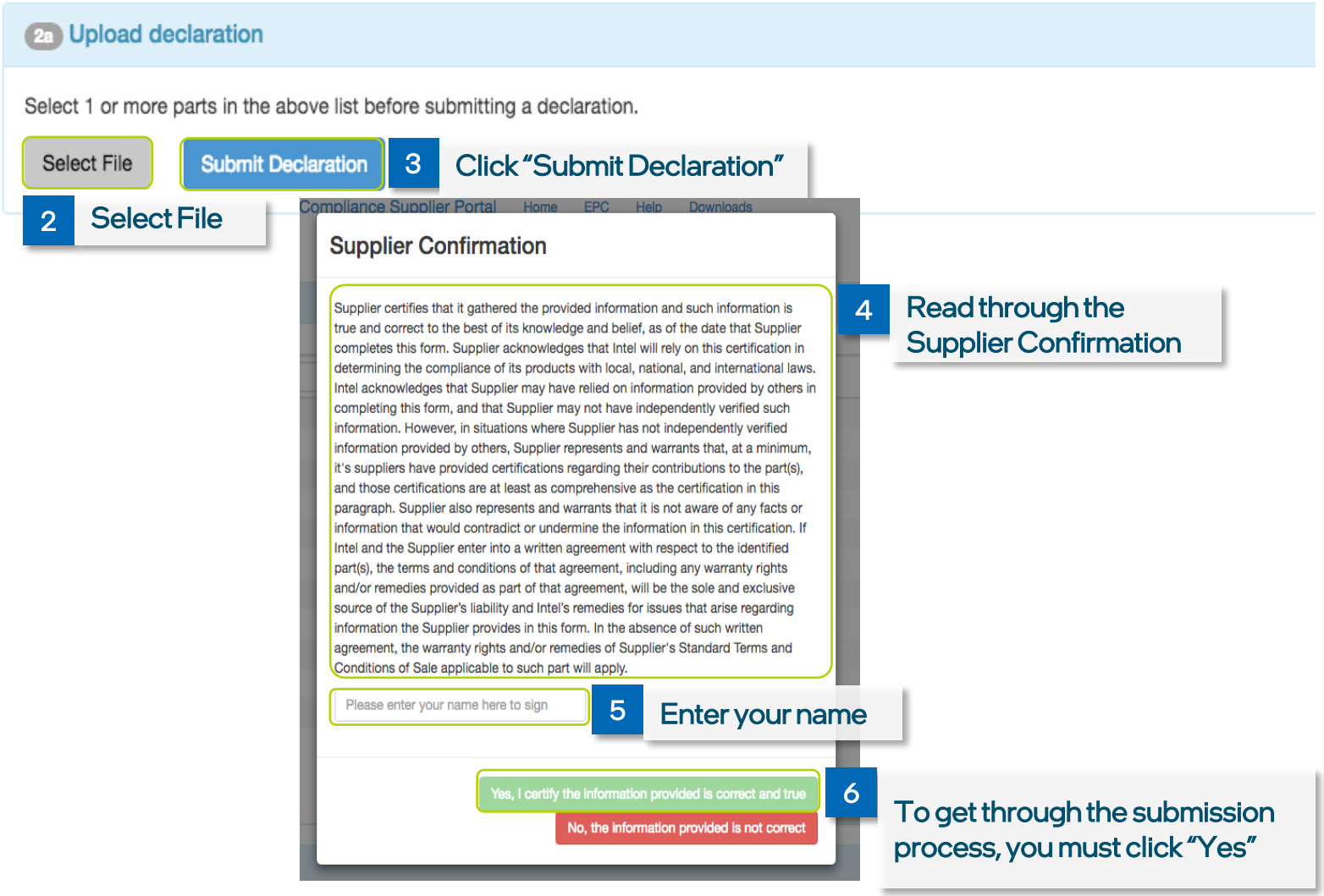
Module 4: Submitting a Supplier Declaration

- To begin submission process, you need to select the appropriate part(s) in the Part request list



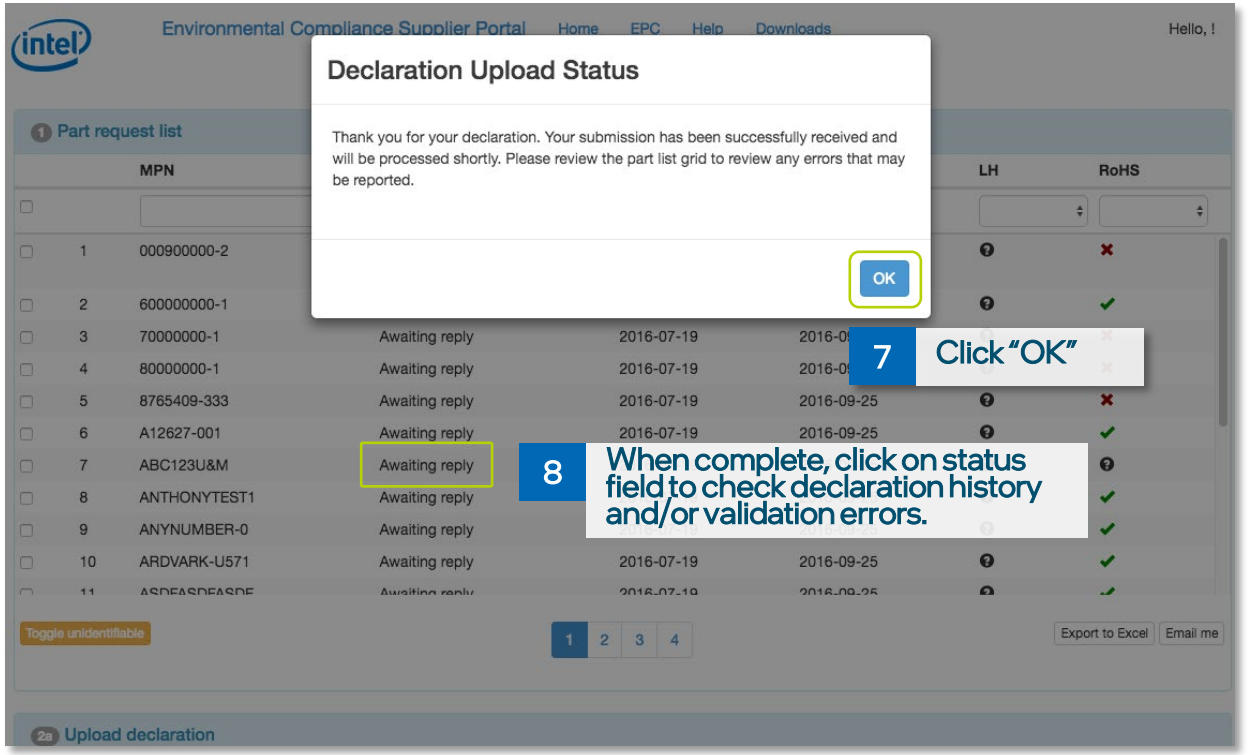
Module 4: Submitting a Supplier Declaration

- Follow these steps to submit an Intel acceptable declaration file
  - IPC 1752A or IEC 62474

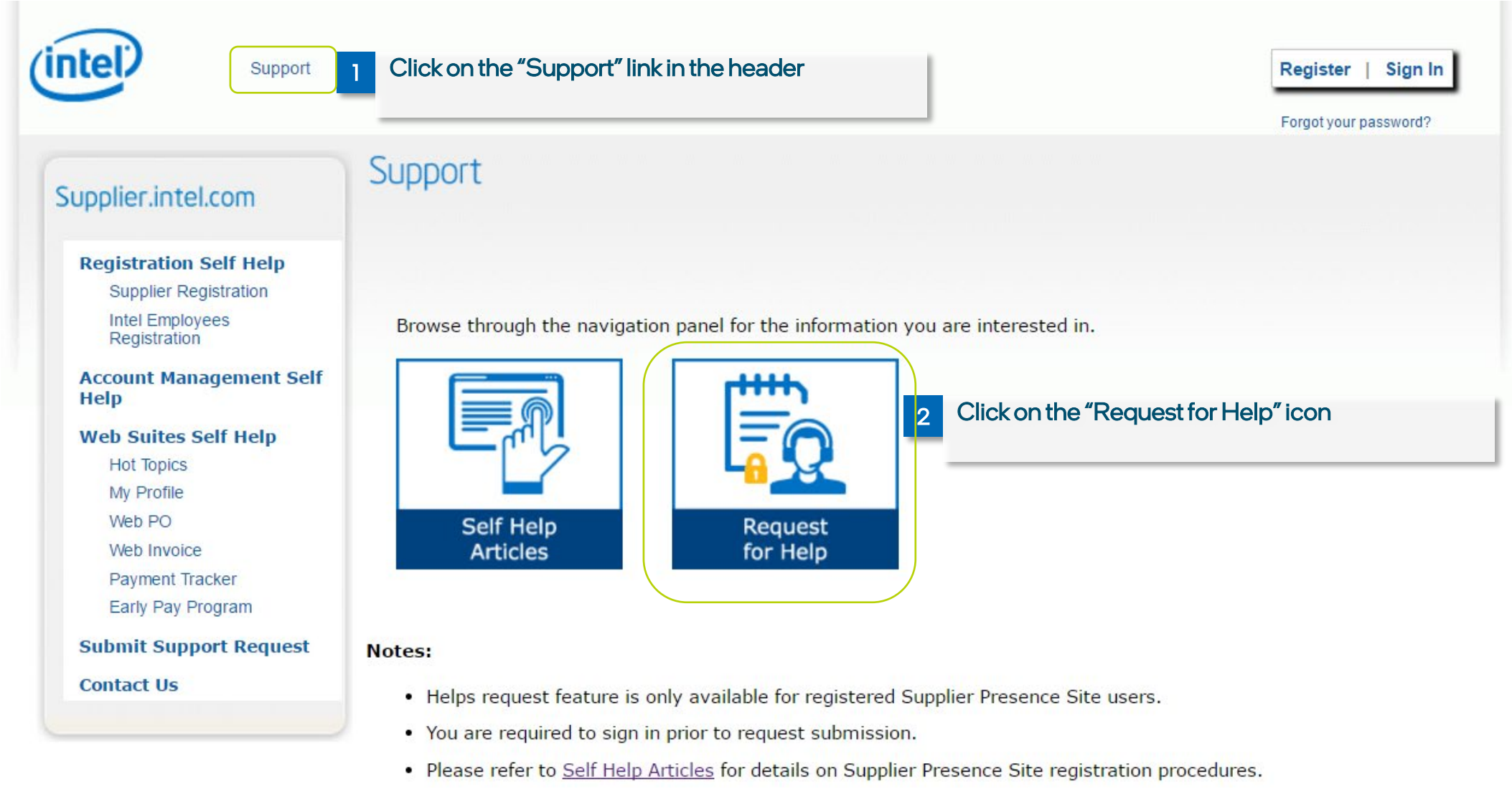


Module 4: Submitting a Supplier Declaration

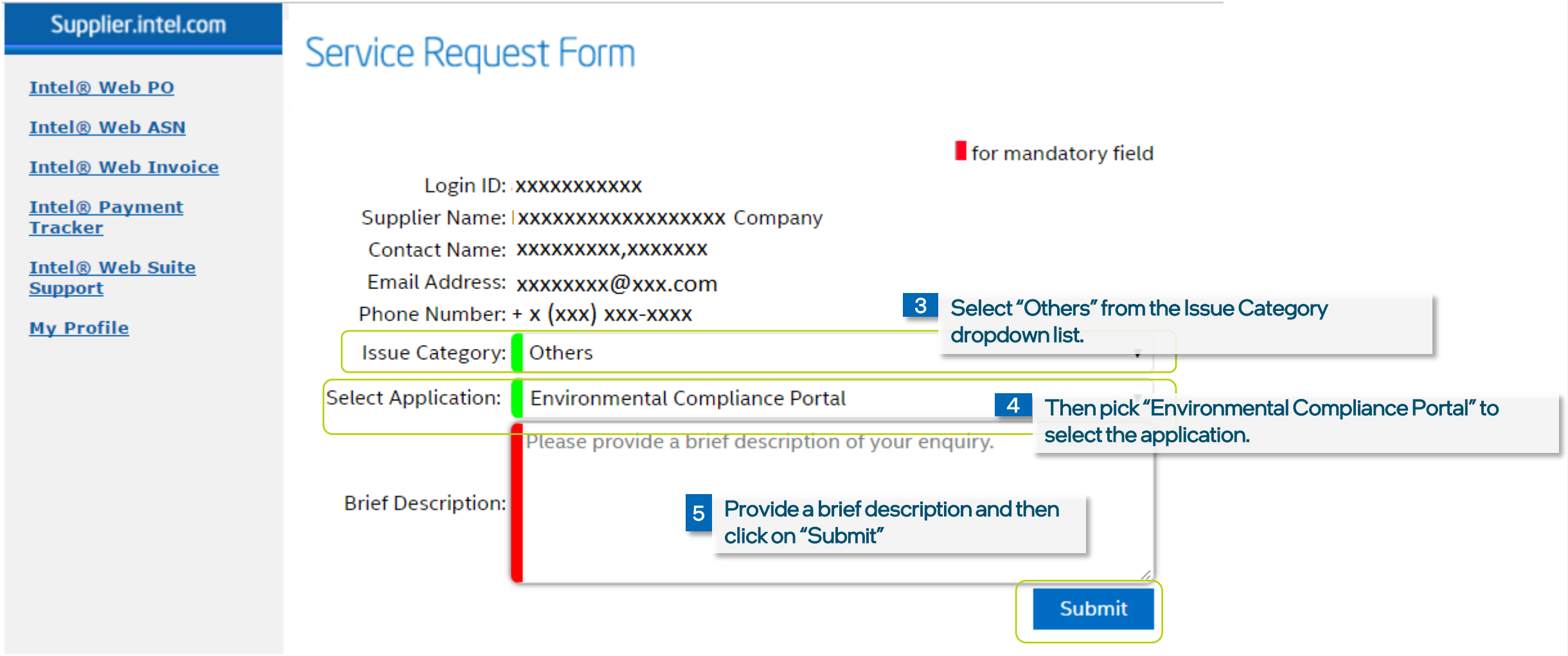
- Once you submit your declaration, a progress bar (Working...) will appear until the form has been processed.
- When complete, click on status field to check declaration history for issues.
- You will also receive an email from Intel with details on your submission status



Module 5: Submitting an Online Support Ticket



Module 5: Submitting an Online Support Ticket



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!

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