

Supplier Training

Environmental Compliance Material Declaration Management

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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.

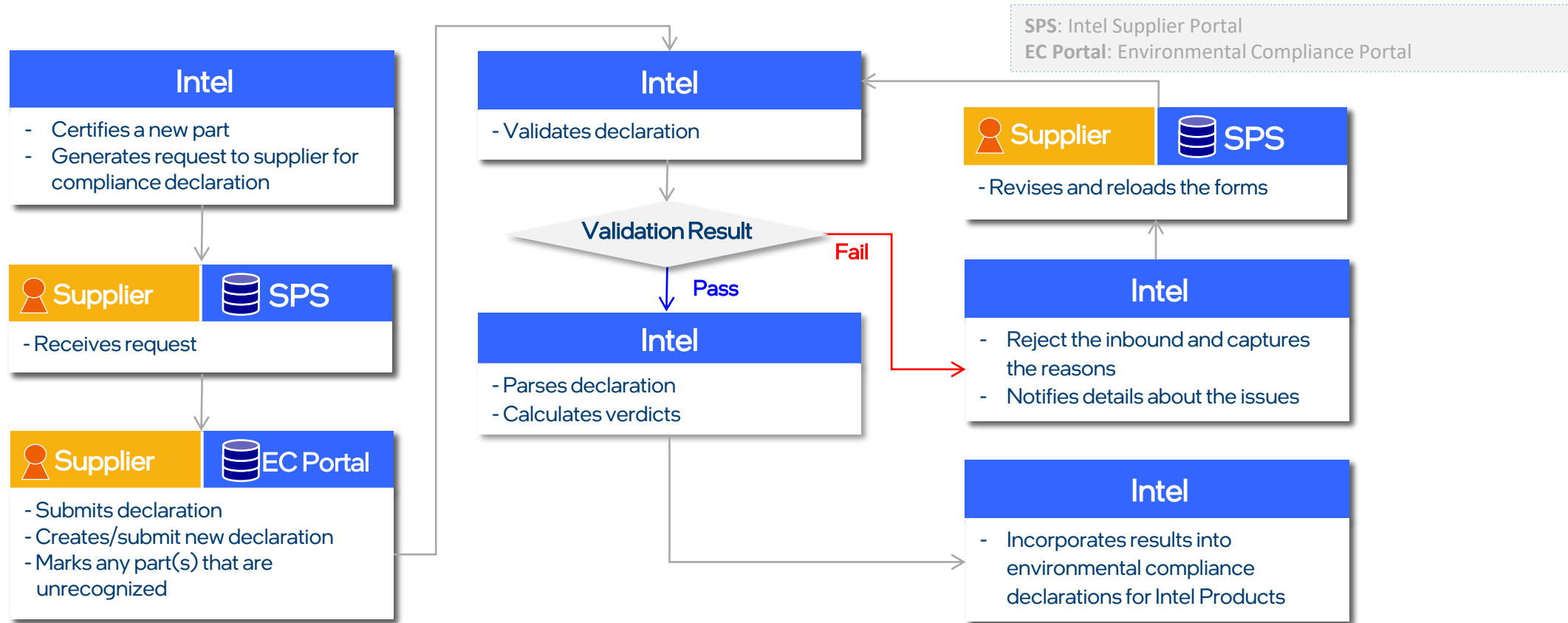
▪ Accepted Reporting Formats

- 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)

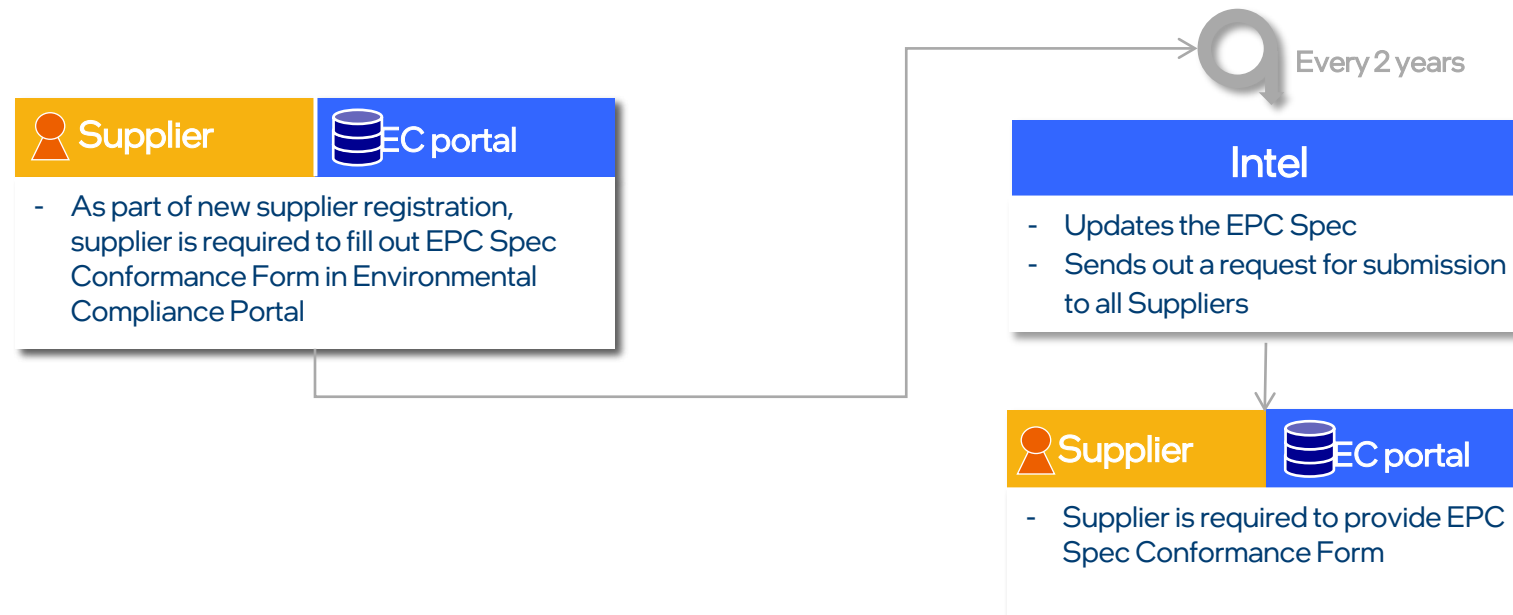
- Intel provided Excel form designed according to the IPC 1752A data exchange standard.

Module 1: High-Level Environmental Compliance Process



Module 1: EPC Spec Requirement

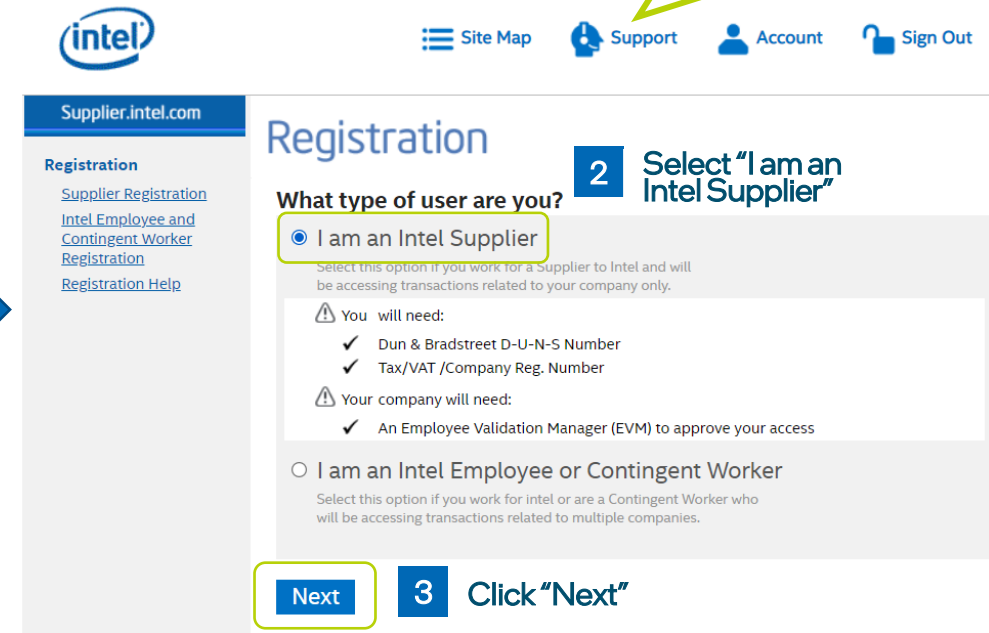
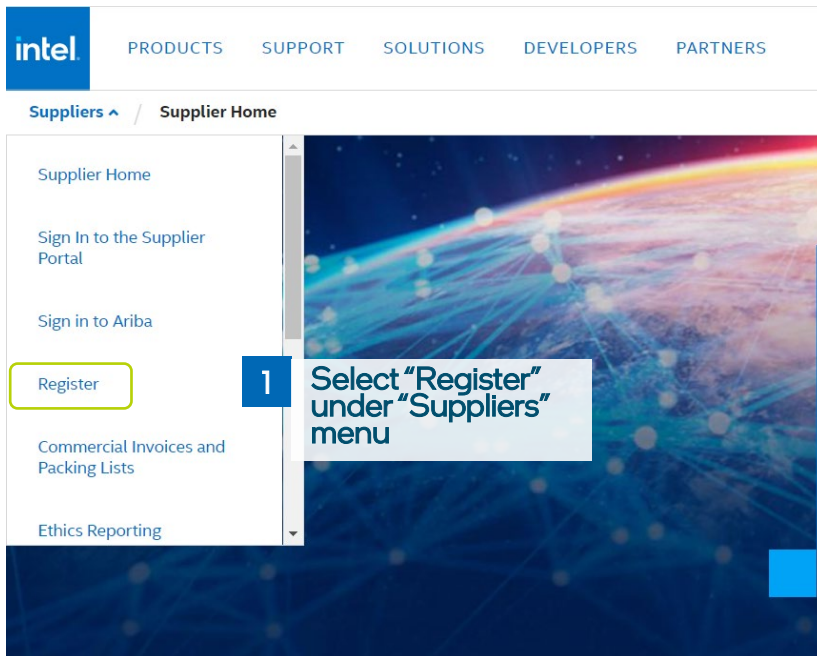
- Intel's [Environmental Product Content \(EPC\) Specification](#), document #18-1201, defines the environmental product content requirements for Intel suppliers and outsourced manufacturers.
- Suppliers are required to return a “Read and Understood” response to the EPC spec.



Module 2: Supplier Registration

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

If you have any trouble throughout this process, submit a [support ticket](#).



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 Suite, you will need to supply 10 digit supplier number, Tax/VAT/Company registration number, etc.

Supplier Registration

1 Overview 2 Applications 3 Account Information 4 Next Steps

Overview

Begin

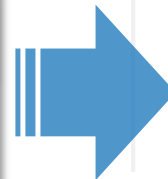
4 Click "Begin"

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 **8 Click "Next"**

Application Access

Next

5 Deselect "Intel(R) Web Suite"

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

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

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

300mm / 200mm / 150mm, Standards, Microenvironments

Asset Recovery

Construction Roadmap

E2Open - Supplier only

Engineering Change Control System

Environmental Compliance Portal

Excursion Management (SIR/SDR) - Supplier Only

Module 2: Supplier Registration

9 Please provide all required information to create an account.

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. 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

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.

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

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)

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](#)

||

Click "Sign In"

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

The screenshot shows the 'Manage My Account' page on the Intel Supplier Portal. The page includes a navigation menu on the left with options like 'Supplier Home', 'Manage My Account', 'Account Information', 'Application Access', 'Check Request Status', 'Become an EVM', and 'View Company EVMs'. The main content area is titled 'View and Contact Company EVMs' and contains a table of Employee Validation Managers (EVMs) with columns for 'Employee Validation Manager' and 'Location'. Below the table is a text input field for a message and a 'Send Message' button. Five numbered callouts provide step-by-step instructions: 1. Click 'Account' in the top right. 2. Click 'View Company EVMs' in the left sidebar. 3. Choose an EVM from the list. 4. Enter your message in the text field. 5. Click 'Send Message'.

Employee Validation Manager	Location
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:

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 "Send Message"

An email is sent to the EVM to validate and approve you currently work for the company. [Follow these steps to check request status.](#) Once that is completed, the request will come to Intel to approve your Environmental Compliance Document Loader access

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.

The screenshot shows the Intel Supplier Portal interface. At the top, there are navigation links for Site Map, Support, Account, and Sign Out. The main heading is 'Manage My Account'. A sidebar on the left contains a 'Supplier Home' menu with options like 'Manage My Account', 'Account Information', 'Application Access', 'Data Access - WebSuite', 'Check Request Status', 'Become an EVM', 'View Company EVMs', 'Account', and 'Change Password'. The 'Become an EVM' link is highlighted with a yellow box and a callout box labeled '2 Click "Become an EVM"'. 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. The 'Apply for the EVM Role' section contains a text input field for 'Email Address' with the example 'Jane.Doe@intel.com', a checkbox for 'I have read and hereby acknowledge the responsibilities of an EVM', and a 'Send Email' button. Callout boxes are placed over these elements: '1 Click "Account"' over the Account link, '3 Enter email of your Intel contact' over the email input field, '4 Click the checkbox that you have read and acknowledge the responsibilities of an EVM' over the checkbox, and '5 Click "Send Email"' over the Send Email button. A separate box on the right titled 'Intel's Approval' contains a three-step list: 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. 3) General timeframe for getting the access request processed is ~1 week.

1 Click "Account"

2 Click "Become an EVM"

3 Enter email of your Intel contact

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

5 Click "Send Email"

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

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

The screenshot shows the Supplier Intel.com portal interface. At the top, there is a navigation bar with the Intel logo, 'PRODUCTS', 'SUPPORT', and 'SO'. On the right side of the top bar are links for 'Site Map', 'Support', 'Account', and 'Sign Out'. Below the top bar, the main content area is titled 'Suppliers / Supplier Home'. On the left side, there are two buttons: 'Supplier Home' and 'Sign In to the Supplier Portal'. On the right side, there is a 'Supplier Intel.com' menu with several links: 'Contingent Workforce Supplier Policy', 'Intel@ Routing Guide', 'Manage My Account', 'Materials Engineering', 'Product Data Management', 'Environmental Compliance Portal', and 'Training Toolbox'. A callout box with a green border points to the 'Environmental Compliance Portal' link. Below the menu, there is a 'Welcome to Your Supplier Information' section with a 'WELCOME Jongsoon Park' message. Underneath, there are two tables: 'Your Notifications' and 'Your News', both with columns for 'Subject', 'Priority', 'Date', and 'Remove'.

Click "Environmental Compliance Portal"

Module 2: 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: Checking Status of Access/EVM role request

- Follow steps below to check request status.

The screenshot shows the Intel Supplier Account Management page. At the top left is the Intel logo. To its right is a yellow callout box with the text: "If you have trouble accessing your account, submit a [support ticket](#) to [Site Map](#) Support". Further right are links for "Support", "Account" (highlighted with a yellow box), and "Sign Out". Below the Intel logo is the text "Supplier.intel.com". The main heading is "Manage My Account". A blue box with the number "1" and the text "Click 'Account'" points to the "Account" link. On the left sidebar, under "Supplier Home", there is a "Manage My Account" section with links for "Account Information", "Application Access", "Check Request Status" (highlighted with a yellow box), and "Remove Account". A blue box with the number "2" and the text "Click 'Check Request Status'" points to the "Check Request Status" link. The main content area is titled "Check Status of Application/EVM Requests" and contains two tables. The first table is titled "Pending Request" and has three columns: "Application", "Request Date", and "Status". It contains one row: "Environmental Compliance Portal", "31 Aug 2016", "Pending EVM Approval". The second table is titled "Approved Request" and has the same three columns. It contains one row: "Supplier Info - PDM", "08 Sep 2016", "Approved".

Supplier.intel.com

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

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"

	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](#)

3 Complete all the required fields

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?
- 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

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

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.

- 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: 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

intel Environmental Compliance Supplier Portal Home

1 Part request list

MPN	Status	Added	Requested	LH	RoHS
3 TSTBULK1	Awaiting reply	2015-12-10	2016-09-22	?	?
64 TSTBULK2	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK3	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK4	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK5	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK6	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK7	Awaiting reply	2015-12-10	2016-09-22	?	?
TSTBULK8	Awaiting reply	2015-12-10	2016-09-22	?	?
YESIDO-123	Awaiting reply	2016-07-19	2016-07-19	?	?
YESIDO-120A	Awaiting reply	2016-07-19	2016-07-19	?	?
ZXCVCBN	Awaiting reply	2016-07-19	2016-07-19	?	?

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	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

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 checked="" type="checkbox"/>	64 TSTBULK2	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 ZXCVCN	Awaiting reply	2016-07-19	2016-09-22	?	✗

1 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: Submitting a Supplier Declaration

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

The screenshot shows the 'Upload declaration' step in the Compliance Supplier Portal. It includes a 'Select File' button, a 'Submit Declaration' button, and a 'Supplier Confirmation' section with a text area, a signature field, and two radio buttons for 'Yes, I certify the information provided is correct and true' and 'No, the information provided is not correct'. Numbered callouts 1 through 6 provide step-by-step instructions.

2a Upload declaration

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

1 Select File

2 Select File

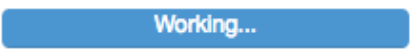
3 Click "Submit Declaration"

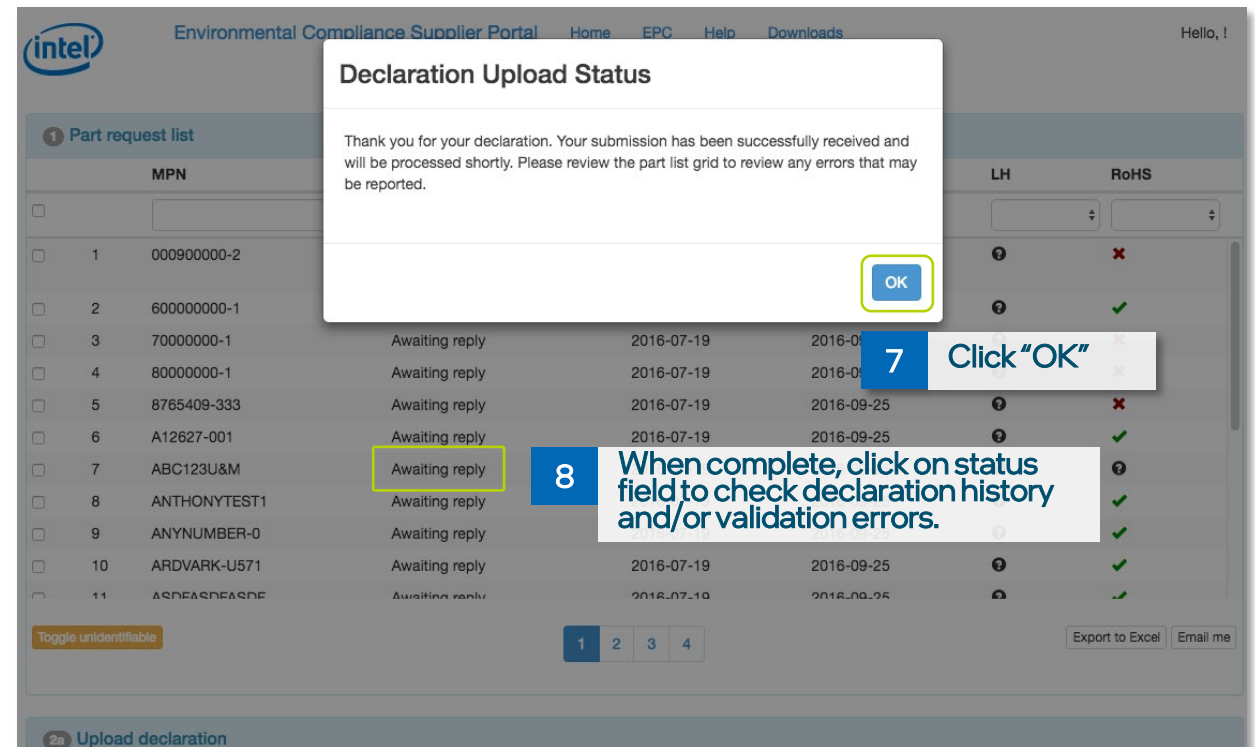
4 Read through the Supplier Confirmation

5 Enter your name

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

Module 4: Submitting a Supplier Declaration

- Once you submit your declaration, a progress bar () 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



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 message: "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 in the dialog. Below the dialog, a table titled "Part request list" is visible, with columns for MPN, status, dates, and RoHS compliance. The status for all items is "Awaiting reply". A yellow box highlights the "Awaiting reply" status for the first item in the table. A blue callout box with the number "7" points to the "OK" button in the dialog, with the text "Click 'OK'". Another blue callout box with the number "8" points to the "Awaiting reply" status in the table, with the text "When complete, click on status field to check declaration history and/or validation errors." The interface also shows navigation tabs for "Part request list" and "Upload declaration", and buttons for "Export to Excel" and "Email me".

MPN	Status	2016-07-19	2016-09-25	LH	RoHS
000900000-2	Awaiting reply	2016-07-19	2016-09-25	?	✗
600000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✓
70000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✗
80000000-1	Awaiting reply	2016-07-19	2016-09-25	?	✓
8765409-333	Awaiting reply	2016-07-19	2016-09-25	?	✗
A12627-001	Awaiting reply	2016-07-19	2016-09-25	?	✓
ABC123U&M	Awaiting reply	2016-07-19	2016-09-25	?	✓
ANTHONYTEST1	Awaiting reply	2016-07-19	2016-09-25	?	✓
ANYNUMBER-0	Awaiting reply	2016-07-19	2016-09-25	?	✓
ARDVARK-U571	Awaiting reply	2016-07-19	2016-09-25	?	✓
ASDFASDFASDF	Awaiting reply	2016-07-19	2016-09-25	?	✓

Module 5: Submitting an Online Support Ticket

The screenshot shows the Intel Supplier Self Help portal. At the top left is the Intel logo. In the top navigation bar, the word "Support" is highlighted with a yellow box and a blue square containing the number "1". To the right of "Support" are buttons for "Register" and "Sign In", and a link for "Forgot your password?". 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". The main content area is titled "Support" and contains the text "Browse through the navigation panel for the information you are interested in." Below this text are two icons: "Self Help Articles" (a hand pointing to a screen) and "Request for Help" (a calendar, a padlock, and a person with a headset). The "Request for Help" icon is highlighted with a yellow rounded rectangle and a blue square containing the number "2".

1 Click on the "Support" link in the header

Register | Sign In

Forgot your password?

Browse through the navigation panel for the information you are interested in.

2 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: **Others**

Select Application: **Environmental Compliance Portal**

Please provide a brief description of your enquiry.

Brief Description:

Submit

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

4 Then pick "Environmental Compliance Portal" to select the application.

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!

