



# Supplier Training – *Fill Out Supplier Declaration*

***This Module will teach you how to fill out each section of the Supplier Declaration Form (IEC 62474).***



# Agenda - *Fill Out Supplier Declaration*

- ⌋ **Chapter 1: *Supplier Information Section***
- ⌋ **Chapter 2: *Products Section***
- ⌋ **Chapter 3: *Material Classes Section***
- ⌋ **Chapter 4: *Product Parts Section***
  - ⌋ **Lesson 1: *General Product Parts Information***
  - ⌋ **Lesson 2: *RoHS Substance Group Tab***
  - ⌋ **Lesson 3: *IIG Substance Group (IIG-101 Ed 4.1) Tab***
  - ⌋ **Lesson 4: *IIG Substance List (IIG-101 Ed 4.1) Tab***
- ⌋ **Chapter 5: *Declaration Section***
- ⌋ **Chapter 6: *Signature Section***



## Chapter 1: *Supplier Information Section*

- 1. Open the Intel Declaration Tool. A new form will appear.**
- 2. Click the arrow on the left for the Supplier Information section to open the section. This section contains your basic contact**

The screenshot shows the Intel Declaration Tool interface. At the top, there is a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar, there are two input fields: 'Schema Database Version\*' with the value 'cdv1' and 'Substance Database Version\*' with the value 'Intel Form Version .025'. A yellow warning icon is visible to the right of these fields. The main content area is titled 'Supplier Information' and contains several input fields arranged in two columns. The left column includes 'Company Name\*', 'Response Document ID', 'Company Unique ID', 'Unique ID Authority', 'Response Date\*' (with a calendar icon showing '2012-06-21'), and 'Supplier Comments'. The right column includes 'Contact Name\*', 'Contact Title\*', 'Contact Phone\*', and 'Contact Email\*'. A green arrow points to a small upward-pointing arrow icon on the left side of the 'Supplier Information' section header. At the bottom of the form, there is a 'Products' section with a downward-pointing arrow icon.



## Chapter 1: *Supplier Information Section - Continued*

### 3. Enter the values for each of the required (\*) fields. Fields without an asterisk are optional.

The screenshot shows the 'Intel Declaration Tool' application window. The 'Supplier Information' section is expanded, displaying various input fields. Required fields are marked with an asterisk (\*). The fields and their values are:

Field Name	Value	Requirement
Schema Database Version*	cdv1	Required
Substance Database Version*	Intel Form Version .025	Required
Company Name*	ABC Incorporated	Required
Contact Name*	John Doe	Required
Response Document ID	optional	Optional
Contact Title*	Environmental Compliance Coordinator	Required
Company Unique ID	optional	Optional
Contact Phone*	+1-234-567-8901	Required
Unique ID Authority	optional	Optional
Contact Email*	john.doe@abc.com	Required
Response Date*	2012-06-21	Required
Supplier Comments	Comments here	Optional

At the bottom of the form, there is a 'Products' section which is currently collapsed.



## Chapter 1: *Supplier Information Section - Continued*

**4. In order to save this information to use as a template for future declarations, click the check box at the bottom left of the section.**

The screenshot shows the 'Intel Declaration Tool' interface. At the top, there are fields for 'Schema Database Version' (cdv1) and 'Substance Database Version' (Intel Form Version .025). Below this is the 'Supplier Information' section, which includes fields for 'Company Name\*' (ABC Incorporated), 'Response Document ID' (optional), 'Company Unique ID' (optional), 'Unique ID Authority' (optional), 'Response Date\*' (2012-06-21), and 'Supplier Comments' (Comments here.). To the right of these fields are 'Contact Name\*' (John Doe), 'Contact Title\*' (Environmental Compliance Coordinator), 'Contact Phone\*' (+1-234-567-8901), and 'Contact Email\*' (john.doe@abc.com). At the bottom left of the 'Supplier Information' section, there is a check box that is circled in blue. A green arrow points from the text above to this check box. A dialog box titled 'Use current supplier values?' is open in the foreground, asking 'Use current values as defaults for a New blank template?' with 'OK' and 'Cancel' buttons.



## Chapter 1: *Supplier Information Section - Continued*

- 5. If any required fields are left blank, they will be highlighted with red boxes. This information will also be included in the form's error summary, which can be accessed with the [F1] key.**
  
- 6. The form can be saved in two ways:**
  - **File -> Save As**
  - **[Ctrl] + [S]**



## Chapter 2: *Products Section*

- 1. Click the arrow on the left for the Products section to open the section. This section contains basic information about the product you are providing a declaration for. Each product requires its own IEC declaration.**

Intel Declaration Tool

File Edit Help

Schema Database Version\* cdv1 Substance Database Version\* Intel Form Version .025

Supplier Information

Products

Product Family Name

Mfr Item Number*	Mfr Item Description	Effective Date*	Mass*	UoM*	Comment
		2012-06-22	0.0000	g	



## Chapter 2: *Products Section - Continued*

2. Enter the values for each of the required (\*) fields. Fields without an asterisk are optional.
- **Product Family Name:** If known, please enter the product family group for this product. A product family consists of a group of products which have the same material content and compliance status.
  - **Mfr Item Number\*:** This is the same as the Manufacturer Part Number.
  - **Mfr Item Description\*:** This is a description of the product.
  - **Effective Date\*:** This is auto-populated to today's date but can be changed by clicking on the calendar icon.
  - **Mass\*:** This is the weight of the product.
  - **UoM\*:** This is the unit of measure (mg, g, kg) for the product. Select from the drop-down.

### Examples below:

Products

Product Family Name

Mfr Item Number*	Mfr Item Description	Effective Date*	Mass*	UoM*	Comment
123456	Thickfilm Chip Resistor	2012-06-29	0.0021	g	

Mfr Item Number*	Mfr Item Description	Effective Date*	Mass*	UoM*	Comment
123456	SATA Cable	2012-06-29	1.4770	g	

Mfr Item Number*	Mfr Item Description	Effective Date*	Mass*	UoM*	Comment
123456	Connector	2012-06-29	0.0930	g	

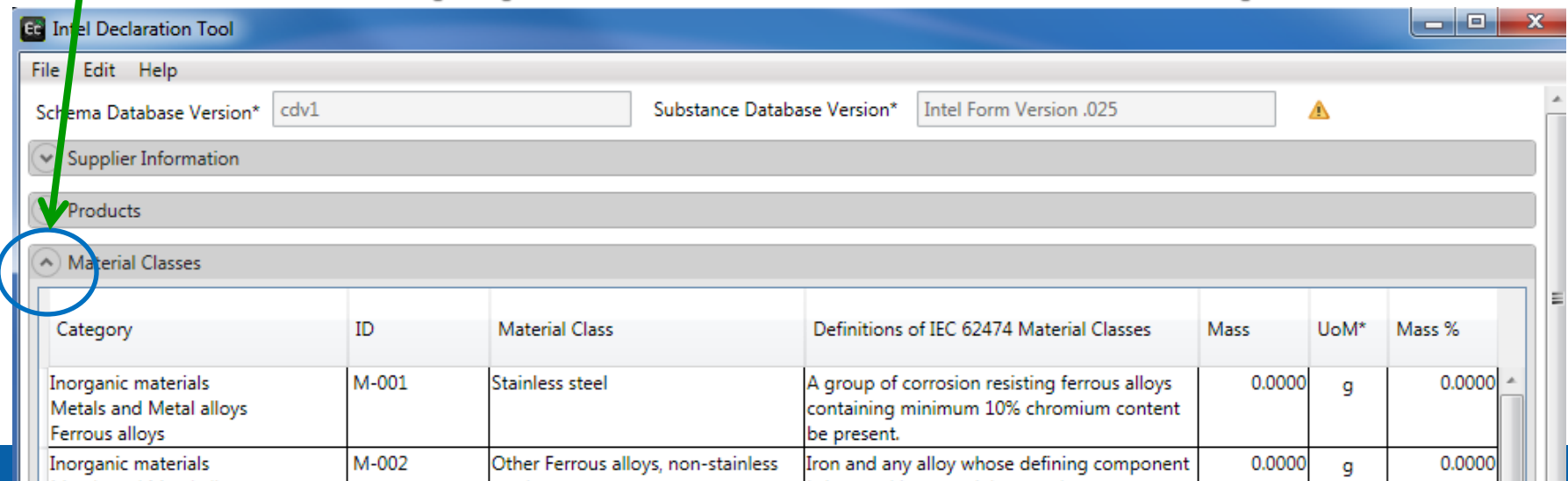




## Chapter 3: *Material Classes Section*

- 1. Click the arrow on the left for the Material Classes section to open the section. This section contains the data for your product that aligns to the IEC 62474 Material classes. The use of Material classes enables eco design and end of life recycling.**

**Note: The population of this section is optional.**





## Chapter 3: *Material Classes Section - Continued*

2. For each Material class which applies to your product, provide either the mass or mass % in the relevant row. Please use only one of these columns; you cannot populate both the Mass and Mass % columns.
3. If you choose to populate this section, the Total % must fall between 95 and 100% of the total product mass, which was provided in the Products section of the form.

Material Classes

Category	ID	Material Class	Definitions of IEC 62474 Material Classes	Mass	UoM*	Mass %	Corr
Organic materials Plastics and rubber	M-012	PolyVinylChloride (PVC)	A thermoplastic material composed of polymers of vinyl chloride.	0.0000	g	0.0000	
Organic materials Plastics and rubber	M-013	Other Thermoplastics	Resin or plastic compounds that has the potential to be remelted and remolded. Poly Vinyl Chloride (PVC) is excluded from this category.	1.0000	g	0.0000	
Organic materials Plastics and rubber	M-014	Other Plastics and Rubber	All polymers and rubbers whose main matrix is other than thermoplastic are included in this Material Class. Note that even if the filler content is high, material will be grouped into this class if main matrix considered "Other Plastics & Rubber".	0.0000	g	0.0000	
Organic materials Other organics	M-015	Other Organic Materials	Other organic materials which are not included under M-012 through M-014.	0.0000	g	0.0000	

Must fall between 95 and 100% of the total product mass (from Products section).

Total %



## Chapter 4: *Product Parts Section*

### **Agenda**

- **Lesson 1: General Product Parts Information**
- **Lesson 2: RoHS Substance Group Tab**
- **Lesson 3: JIG Substance Group (JIG-101 Ed. 4.1) Tab**
- **Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab**



# Chapter 4: *Product Parts Section - Continued*

## Lesson 1: General Product Parts Information

- 1. Click the arrow on the left for the Product Parts section to open the section. This section contains the substance-level material content reporting details of your product.**

The screenshot shows the Intel Declaration Tool interface. The 'Product Parts' section is expanded, revealing a table with the following data:

ID*	Description	Effective Date*	Quantity*	% of Product Mass*
1		2012-06-25	0	0.0000
2				

Below the table, the 'Total % of Product Mass' is displayed as 0.000.

The interface also shows a 'RoHS Substance Group' section with the following table:

RoHS Substance Group	Description of Use (Reportable Application)	Homogeneous Threshold	Above Threshold? (Yes/No)	Substance Mass% of homogeneous layer	Homogeneous material name	Homogeneous Material Mass% of product part	Exemption
JIG Substance Group (JIG-101 Ed 4.1)							



# Chapter 4: *Product Parts Section - Continued*

## Lesson 1: General Product Parts Information

2. Enter the values for each of the required (\*) fields. Fields without an asterisk are optional.

- **ID\*:** This is the sub-part number.
- **Description\*:** This is a description of the sub-part.
- **Effective Date\*:** This is auto-populated to today's date but can be changed by clicking on the calendar icon.
- **Quantity\*:** This is the quantity of this sub-part in the product.
- **% of Product Mass\*:** This is the percent of the product mass that this sub-part contributes.

The screenshot shows the Intel Declaration Tool interface. At the top, there are fields for 'Schema Database Version\*' (cdv1) and 'Substance Database Version\*' (Intel Form Version .025). Below these are expandable sections for 'Supplier Information', 'Products', and 'Material Classes'. The 'Product Parts' section is expanded, showing a table with the following data:

ID*	Description	Effective Date*	Quantity*	% of Product Mass*
1 899898-01	Sub part 1	2012-06-25	1	90.0000
2 899898-02	Sub part 2	2012-06-25	1	10.0000
3				

Below the table, there is a 'Total % of Product Mass' field with the value '100.000'. At the bottom, there are input fields for 'RoHS Substance Group' and 'JIG Substance Group (JIG-101 Ed 4.1)'. A green callout bubble points to the table with the text 'A new tab appears for each sub-part'. Another green callout bubble points to the 'Total % of Product Mass' field with the text 'Must equal 100%'.

A new tab appears for each sub-part

Must equal 100%



# Chapter 4: *Product Parts Section - Continued*

## Lesson 2: RoHS Substance Group Tab

1. Click on the RoHS Substance Group tab for the each sub-part.
2. The Above Threshold? Column is defaulted to Yes. Use the No button to toggle these values. Click OK on the pop-up. All column values must be populated for a substance that is present in the materials. (Note: Exemption value may not be applicable in all cases.)

899898-01		899898-02						
RoHS Substance Group		JIG Substance Group (JIG-101 Ed 4.1)		JIG Substance List (JIG-101 Ed 4.1)				
RoHS Substance Group	Description of Use (Reportable Application)	Homogeneous Threshold	Above Threshold?		Substance Mass% of homogeneous layer	Homogeneous material name	Homogeneous Material Mass% of product part	Exemption
			Yes	No				
Cadmium /Cadmium Compounds	All, except batteries	0.01 % by weight (100 ppm) of homogeneous materials	Yes		0.0000		0.0000	
Chromium VI Compounds	All	0.1 % by weight (1,000 ppm) of homogeneous materials	Yes		0.0000		0.0000	
Lead/Lead Compounds	All, except as noted in the JIG Substance Group section	0.1 % by weight (1,000 ppm) of homogeneous materials	Yes		0.0000		0.0000	
Mercury/Mercury Compounds	All, except batteries	Intentionally added or 0.1 % (1000 ppm) of homogeneous material	Yes		0.0000		0.0000	
Polybrominated Biphenyls (PBBs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	Yes		0.0000		0.0000	
Polybrominated Diphenylethers (PBDEs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	Yes		0.0000		0.0000	



# Chapter 4: *Product Parts Section - Continued*

## Lesson 2: RoHS Substance Group Tab

- In order to report the presence of a substance, highlight the substance row and add in the values. If the substance mass % of homogeneous layer is above threshold, change the Above Threshold value to Yes.**

Intel Declaration Tool - \*  
File Edit Help  
Total % of Product Mass 100.000  
899898-01 899898-02  
RoHS Substance Group JIG Substance Group (JIG-101 Ed 4.1) JIG Substance List (JIG-101 Ed 4.1)

RoHS Substance Group	Description of Use (Reportable Application)	Homogeneous Threshold	Above Threshold?		Substance Mass% of homogeneous layer	Homogeneous material name	Homogeneous Material Mass% of product part	Exemption
			Yes	No				
Cadmium /Cadmium Compounds	All, except batteries	0.01 % by weight (100 ppm) of homogeneous materials	No		0.0000		0.0000	
Chromium VI Compounds	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No		0.0000		0.0000	
Lead/Lead Compounds	All, except as noted in the JIG Substance Group section	0.1 % by weight (1,000 ppm) of homogeneous materials	No		0.0000		0.0000	
Mercury/Mercury Compounds	All, except batteries	Intentionally added or 0.1 % (1,000 ppm) of homogeneous material	No		0.0000		0.0000	
Polybrominated Biphenyls (PBBs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No		0.0000		0.0000	
Polybrominated Diphenylethers (PBDEs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No		0.0000		0.0000	



# Chapter 4: Product Parts Section - Continued

## Lesson 2: RoHS Substance Group Tab

- 4. Fill out the additional fields for the substance above threshold.**
  - Note: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.**
- 5. Select the appropriate RoHS exemption from the drop-down menu, if applicable.**

899898-01		899898-02					
RoHS Substance Group		JIG Substance Group (JIG-101 Ed 4.1)		JIG Substance List (JIG-101 Ed 4.1)			
RoHS Substance Group	Description of Use (Reportable Application)	Homogeneous Threshold	Above Threshold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Substance Mass% of homogeneous layer	Homogeneous material name	Homogeneous Material Mass% of product part	Exemption
Cadmium /Cadmium Compounds	All, except batteries	0.01 % by weight (100 ppm) of homogeneous materials	No	0.0000		0.0000	
Chromium VI Compounds	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No	0.0000		0.0000	
Lead/Lead Compounds	All, except as noted in the JIG Substance Group section	0.1 % by weight (1,000 ppm) of homogeneous materials	Yes	0.5000	bottom layer	0.2000	6(a) Lead (Pb) as an alloying element in steel for machining purposes; and in galvanized steel containing up to 0.35% lead by weight
Mercury/Mercury	All, except batteries	Intentionally added or	No	0.0000		0.0000	



## Chapter 4: *Product Parts Section - Continued*

### Lesson 2: RoHS Substance Group Tab

**6. To add a new line item, double click on the blank row at the bottom of the substance list and select the substance to be added. Complete the remaining fields as you would any other line.**

Polybrominated Biphenyls (PBBs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No
Polybrominated Diphenylethers (PBDEs)	All	0.1 % by weight (1,000 ppm) of homogeneous materials	No
			Yes
Cadmium /Cadmium Compounds	0.01 % by weight (100 ppm) of homogeneous materials		
Chromium VI Compounds	0.1 % by weight (1,000 ppm) of homogeneous materials		
Lead/Lead Compounds	0.1 % by weight (1,000 ppm) of homogeneous materials		
Mercury/Mercury Compounds	Intentionally added or 0.1 % (1000 ppm) of homogeneous material		
Polybrominated Biphenyls (PBBs)	0.1 % by weight (1,000 ppm) of homogeneous materials		
Polybrominated Diphenylethers (PBDEs)	0.1 % by weight (1,000 ppm) of homogeneous materials		

**7. To delete a row that you have added, highlight the row to be deleted, press the [Esc] key, and then the [Delete] key on your keyboard.**



## Chapter 4: *Product Parts Section - Continued*

### Lesson 3: JIG Substance Group (JIG-101 Ed 4.1) Tab

- 1. Click on the JIG Substance Group (JIG-101 Ed 4.1) tab for each sub-part.**
- 2. The Above Threshold? Column is defaulted to Yes. Use the No button to change these values. Click OK on the pop-up. The Substance Mass% of product part is required for a substance that is present in the materials.**

899898-01	899898-02				
RoHS Substance Group	JIG Substance Group (JIG-101 Ed 4.1)	JIG Substance List (JIG-101 Ed 4.1)			
JIG Substance Group (JIG-101 Ed 4.1)	Description of Use (Reportable Application)	Article Threshold	Above Threshold? <input type="radio"/> Yes <input checked="" type="radio"/> No	Substance Mass% of product part	Comments
Ozone Depleting Substances	All	Intentionally added	Yes	0.0000	
Brominated Flame	Plastic materials	0.1 % by weight (1000	Yes	0.0000	



## Chapter 4: *Product Parts Section - Continued*

### Lesson 3: JIG Substance Group (JIG-101 Ed 4.1) Tab

- In order to report a substance above threshold, highlight the substance row and change the Above Threshold value to Yes.**

JIG Substance Group (JIG-101 Ed 4.1)	Description of Use (Reportable Application)	Article Threshold	Above Threshold? Yes No	Substance Mass% of product part	Comments
Ozone Depleting Substances	All	Intentionally added	No	0.0000	
Brominated Flame Retardants (other than PBBs, PBDEs or HBCDD)	Plastic materials except printed wiring board laminates	0.1 % by weight (1000 ppm) of the plastic material	Yes	0.0000	
Cadmium/Cadmium Compounds	Batteries	0.0005 % by weight (5 ppm) of battery	No	0.0000	

- Fill out the additional fields for the substance above threshold.**
  - Note 1: Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.**
  - Note 2: You cannot add a line to the JIG Substance Group (JIG-101 Ed 4.1) tab.**



## Chapter 4: *Product Parts Section - Continued*

### Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab

1. Click on the RoHS Substance Group tab for each sub-part.
2. The Above Threshold? Column is defaulted to Yes. Use the No button to toggle these values. Click OK on the pop-up. You can then adjust this value for only those substances which may be above threshold.

JIG Substance List (JIG-101 Ed 4.1)	Reportable Application	Threshold	Above Threshold? Yes No	Substance Mass% of product part	Authority	Number	Comments
Diarsenic Pentoxide	All	0.1 % by weight (1,000 ppm) of the product	Yes	0.0000	CAS	1303-28-2	
Diarsenic trioxide	All	0.1 % by weight (1,000 ppm) of the product	Yes	0.0000	CAS	1327-53-3	

3. In order to report a substance above threshold, highlight the substance row and change the Above Threshold value to Yes.

JIG Substance List (JIG-101 Ed 4.1)	Reportable Application	Threshold	Above Threshold? Yes No	Substance Mass% of product part	Authority	Number	Comments
Diarsenic Pentoxide	All	0.1 % by weight (1,000 ppm) of the product	No	0.0000	CAS	1303-28-2	
Diarsenic trioxide	All	0.1 % by weight (1,000 ppm) of the product	No	0.0000	CAS	1327-53-3	
Cobalt dichloride	All	0.1 % by weight (1,000 ppm) of the product	No	0.0000	CAS	7646-79-9	
Lead chromate	All	0.1 % by weight (1,000 ppm) of the product	No	0.0000	CAS	7758-97-6	



## Chapter 4: *Product Parts Section - Continued*

### Lesson 4: JIG Substance List (JIG-101 Ed 4.1) Tab

- 4. Fill out the additional fields for the substance(s) which are present in the materials.**
  - **Note 1 : Additional guidance is included in our calculation examples training package, which can be found in Module 4 on the EC Training site.**
  - **Note 2: You cannot add a line to the JIG Substance List (JIG-101 Ed 4.1) tab.**
- 5. If there are any issues with the population of the Product Parts section, they will be included in the form's error summary, which can be accessed with the [F1] key.**

## Chapter 5: *Declaration Section*

1. **Click the arrow on the left for the Declaration section to open the section. This section contains the EU RoHS and Low Halogen declarations.**

Product Parts

Declaration

RoHS Definition per EU Directive 2010/571/EU Restriction on Hazardous Substances (RoHS) maximum concentration value of 0.1 % by weight in homogeneous materials for lead, mercury, hexavalent chromium, polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE) and of 0.01 % by weight in homogeneous materials for cadmium.

2. **Verify that the correct EU RoHS exemptions (if any) are listed here based on your selection(s) in the RoHS Substance Group tab in the Product Parts section.**

Declaration

RoHS Definition per EU Directive 2010/571/EU Restriction on Hazardous Substances (RoHS) maximum concentration value of 0.1 % by weight in homogeneous materials for lead, mercury, hexavalent chromium, polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE) and of 0.01 % by weight in homogeneous materials for cadmium.

Exemptions

ID*	Description
6(a)	Lead (Pb) as an alloying element in steel for machining purposes and in galvanized steel containing up to 0.35% lead by weight

EU RoHS Declaration Item(s) does not contain RoHS restricted substances per the definition above except for selected exemptions



## Chapter 5: *Declaration Section - Continued*

### **3. Verify that the Low Halogen statements are accurate and consistent with the substance information that you declared in the Product Parts section.**

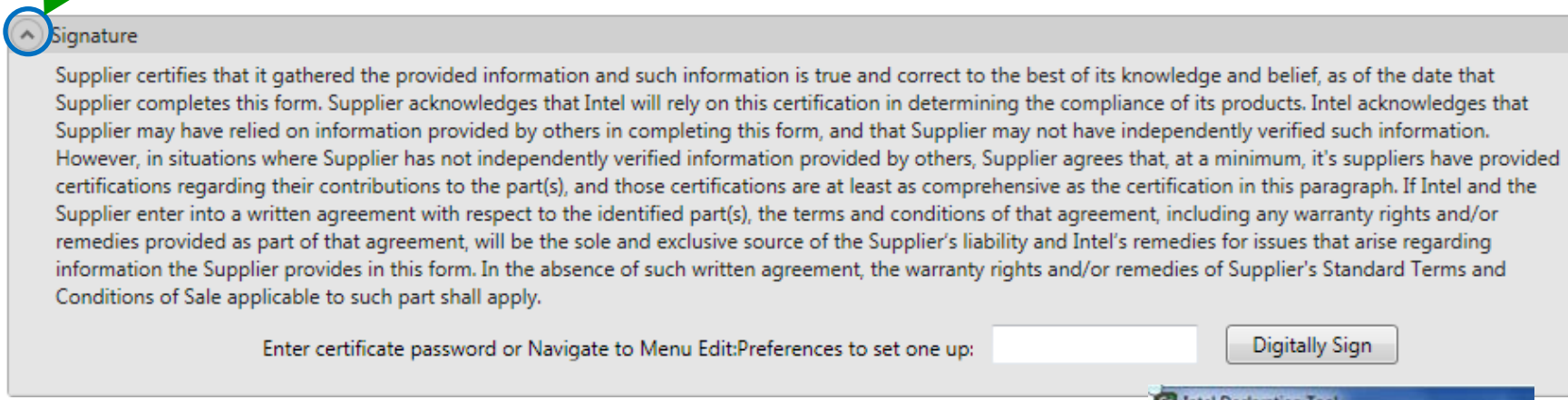
Low Halogen - Product\* Halogens are below 1,000 ppm bromine and 1,000 ppm chlorine. Low halogen applies only to halogenated flame retardants (BFR/CFR) and PVC in all electronic components except printed circuit boards (PCB) and conforms to JEDEC JS-709A.

Low Halogen - PCB's\* Bromine and chlorine in the PCB base material conform to IPC-4101B/IEC 61249-2-21. Bromine is below 900ppm, chlorine is below 900ppm, and the sum of bromine and chlorine concentration is below 1500ppm.

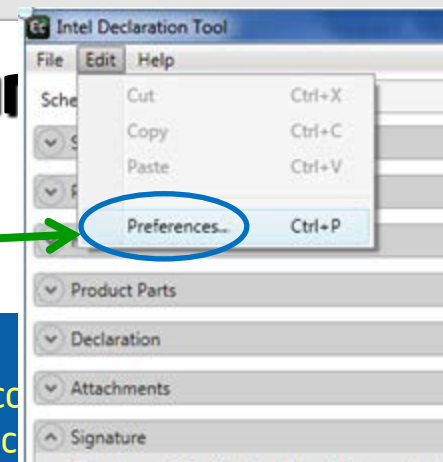


## Chapter 6: *Signature Section*

- 1. Click the arrow on the left for the Signature section to open the section. This is where you will digitally sign (and lock) the file.**



- 2. In order to create a digital signature (first-time use only), navigate to Edit -> Preferences**



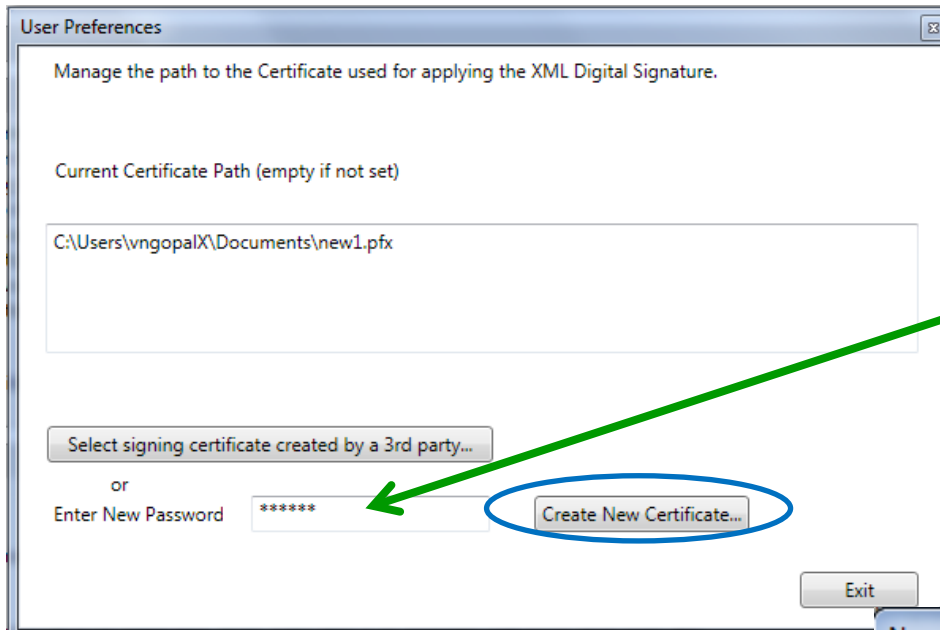




## Chapter 6: *Signature Section - Continued*

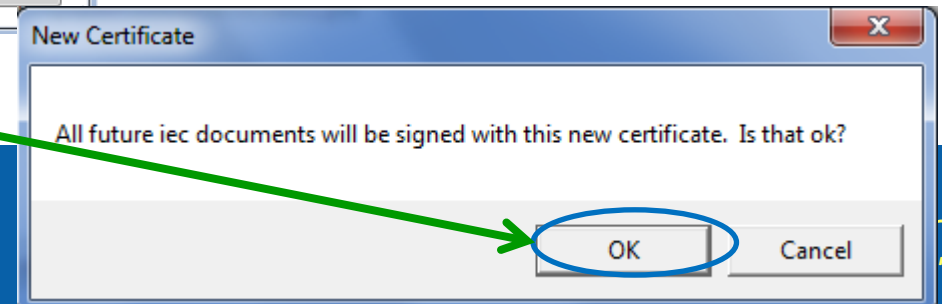
### 3. Enter a password of your choice and click Create New Certificate...

- Your password must be at least two characters long.



Choose a password. Click Create New Certificate...

### 4. Click OK on the pop-up.





## Chapter 6: *Signature Section - Continued*

4. **Once you have created your digital signature, you can apply it to all future files.**
5. **To digitally sign the file, type in your password and click Digitally Sign.**
  - **Note 1: You must save the file prior to digitally signing.**
  - **Note 2: You must fix all errors in the file prior to digitally signing. (Error messages can be accessed by pressing [F1]).**
  - **Note 3: Once the file has been digitally signed, you can no longer make edits under that file name. A saved file can be used as a template for additional declarations, with unique file names.**

Signature

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

Enter certificate password or Navigate to Menu Edit:Preferences to set one up: