



Assent

The Assent Materials Declaration Tool User Manual

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WELCOME TO THE ASSENT MATERIALS DECLARATION TOOL

WHAT IS THE ASSENT MATERIALS DECLARATION TOOL?

With the Assent Materials Declaration Tool, you can upload, edit, validate and generate IPC-1752A XML files, and create and export IPC-1754 XML files.

IPC-1752A is a material declaration standard developed by the Association Connecting Electronics Industries (IPC). It establishes reporting formats for material declaration data exchange between supply chain participants, and supports reporting on bulk materials, components, printed circuit boards, sub-assemblies and products.

IPC-1754 is the material declaration standard designed by the trade association International Aerospace Environmental Group (IAEG). The aerospace and defense industry is the first to leverage IPC-1754 for the newly-launched Aerospace and Defense Declarable Substance List (AD-DSL), but it can be used by others to exchange data. IPC-1754 defines the data fields, structure and requirements for how substance data is exchanged.

More information on IPC Data Exchange Standards can be found on our [IPC-1752A](#) and [IPC-1754](#) pages.

For privacy reasons, product-specific data entered into the Assent Materials Declaration Tool is not stored on any databases. Except for company information, all data that is entered or uploaded is cleared after a session is complete.

WHY USE THE ASSENT MATERIALS DECLARATION TOOL?

Generating IPC-1752A or IPC-1754 files can dramatically increase efficiency in data collection by allowing customers to collect necessary data once and then using it to satisfy multiple regulatory requirements.

Please be advised, both the IPC-1752A and the IPC-1754 standards have optional fields that may be mandatory for some of your customers. It is important that you understand your customer's expectations when generating an XML file.

WHAT IS THE FILE OUTPUT?

When generating an IPC-1752A or IPC-1754 file, the data exports in a standardized XML schema, allowing you to upload and import to any system that accepts the format.

WHY USE THIS REPORTING FORMAT?

Reporting on product composition through an XML schema such as IPC-1752A or IPC-1754 provides manufacturers, producers and distributors with consolidated, streamlined data on a range of product compliance regulations — including REACH, RoHS and Proposition 65 — at every tier of the supply chain. It also allows you to respond to multiple requests through one file. As new substances become restricted, your customers will already have access to your data, eliminating the need for repeat requests.

THE ASSENT MATERIALS DECLARATION TOOL FEATURES

The Assent Materials Declaration Tool boasts several useful features, including:

- Generation of unfinished XML files to either import and finish editing later, or for use as templates
- Auto-population of CAS numbers and substance names
- User-friendly Validation Checker for highlighting errors or required information needed to produce a valid declaration

To finish editing a file later, simply generate the XML file and then use the **Upload** button to import the file and continue working at your convenience.

To create templates, use the Assent Materials Declaration Tool to fill out common information (such as Company Information and Legal Statements) and generate the XML file. Then use the **Upload** button to import the templates and use them to quickly generate new XMLs, saving time and effort.

CONVERTING AN IPC-1752 PDF FILE TO XML

If you have an IPC-1752 **PDF** file, you must first convert your file to XML before import. The Assent Materials Declaration Tool will not accept PDFs.

1. Open the IPC-1752 PDF form with **Adobe Reader version 7.0.5** or higher.

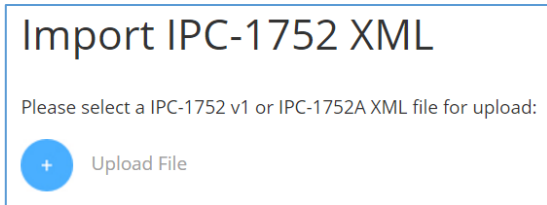
You can download Adobe Acrobat Reader here: <https://get.adobe.com/reader/>

2. Go to page 2 in the PDF form.
3. Click on the **Export Data** button.
4. Save the file with a .xml file extension.
5. Click the **Back to Import** button to return to the previous page.

IMPORT AN EXISTING XML DECLARATION

If you have an existing IPC-1752A or IPC-1754 XML file, you can upload it to the Assent Materials Declaration Tool and use the tool to validate your file and edit the content to ensure it is a valid declaration.

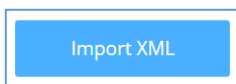
1. On the Assent Materials Declaration Tool home page, click the **Upload** button for the desired standard.
2. On the **Import XML** page, click the **plus** button to select your XML file:



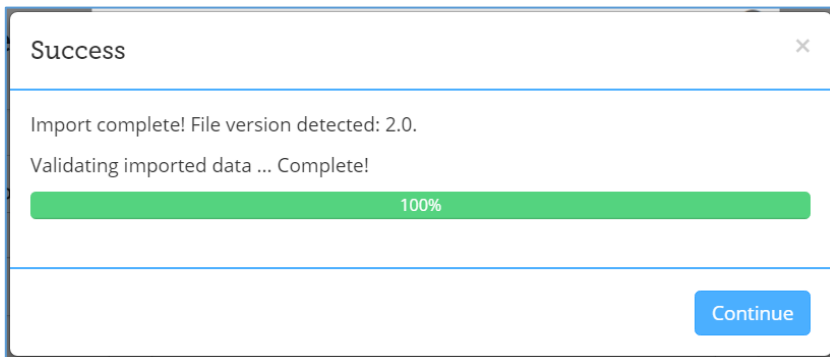
3. Use **File Explorer** to browse to the desired file and click **Open**.

Confirm the filename of the chosen file.

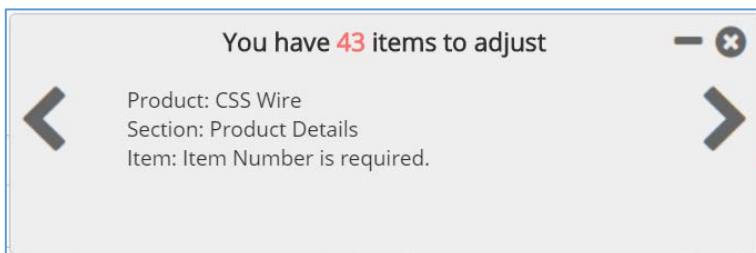
4. Click **Import XML**:



5. Upon successful upload, click **Continue**:



6. The **Validation Checker** will identify instances where you must provide missing information or edit the imported XML:



Click the left and right arrows to move through the items. Once you have finished editing the XML, click the **Validation Checker** at the bottom of the page to verify the number of items remaining that you need to adjust.

7. Once all required sections are complete, click **Generate Declaration** to export the updated XML.

GENERATE IPC-1752A XML DECLARATION (CLASS A, C, D)

To create a new IPC-1752A XML declaration, click the **Generate** button on the Assent Materials Declaration Tool home page.

GENERAL INFORMATION

You will be prompted to fill in all mandatory fields and the section status in the right-hand corner of the section header will remain **Incomplete** if you miss any mandatory fields.

To clear an individual section, click the **Clear Section** button in the top, right-hand corner of that section.

At the bottom of the page, click:

- **Reset Generator** to clear the entire Generator and start again
- **Import IPC-1752 XML** to open an upload window and import an IPC-1752A XML file
- **Validation Checker** to verify if all required fields are filled out and no more adjustments need to be made
- **Generate Declaration** to create your XML file

⚠ If you attempt to navigate away from the Generator at any time, you will be prompted to confirm if you want to leave the page. Leaving the Generator page will **clear** all fields and you will lose your progress.

COMPANY DETAILS

This section comprises the **Response Date** of the declaration, the **Company** details, the **Company Contact** details, and the **Authorized Representative** details:

COMPANY DETAILS ⓘ INCOMPLETE REQUIRED ▲

Response Date ⓘ 1/6/2017 Clear Section

Company Name ⓘ Company Unique ID ⓘ Unique ID Authority ⓘ

Contact Name ⓘ Contact Email ⓘ Contact Phone ⓘ

Copy Contact to Authorized Representative

Authorized Representative Name ⓘ Authorized Representative Email ⓘ Authorized Representative Phone ⓘ

1. Select the **Response Date** for the declaration.


The **Response Date** is the date of the supplier's response to the request for information. This field pre-populates with the current date if you do not pick a date yourself.

2. Enter the **Name**, **Unique ID**, and **Unique ID Authority** of the Company requesting the declaration document.

The **Company Name** identifies the legal name of the company.

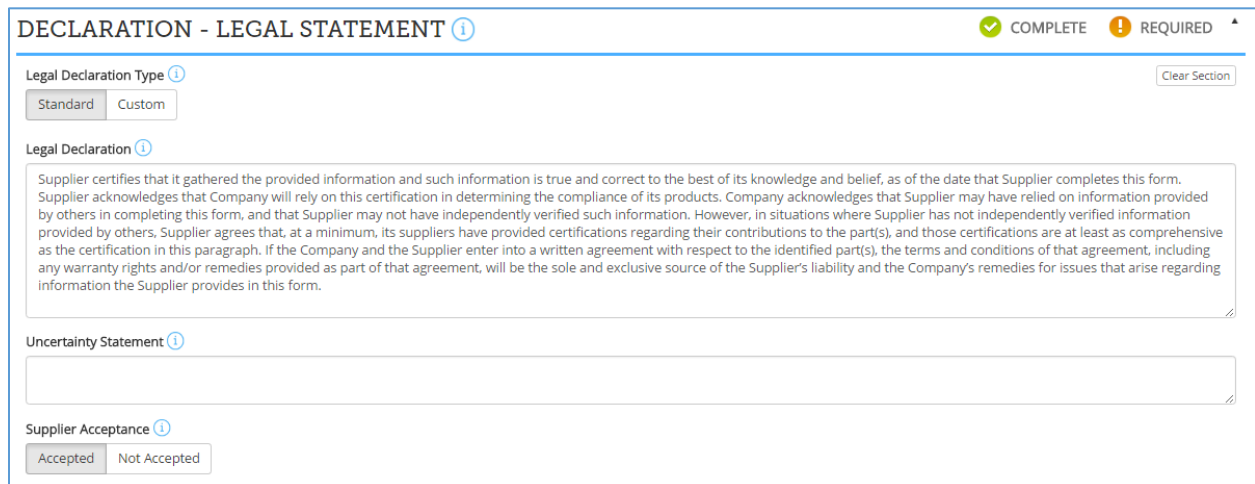
The **Company Unique ID** is an assigned value for referring to the company that is not the company's name (for example, a DUNS number). The **Company Unique ID Authority** is the regulating body that assigned the Unique ID (for example, Dun & Bradstreet).

3. Enter the **Name** of an official **Contact** as the desired point of communication within the company (this person can be contacted with questions about the request for declaration), as well as the Contact's **Email** and **Phone**.
4. Enter the **Name** of an **Authorized Representative** acting as an official person of authority regarding the data present in the declaration, as well as the Representative's **Email** and **Phone**.

 The **Contact** and the **Authorized Representative** might be the same person. Click the **Copy Contact to Authorized Representative** button to populate the **Authorized Representative** fields with the same information used for the company **Contact**.

DECLARATION – LEGAL STATEMENT

This section comprises a **Legal Statement** from the company to validate the accuracy of the data provided in the declaration as well as an optional **Uncertainty Statement** supporting the quality of the statement. The supplier must **accept** or **not accept** the statement:



DECLARATION - LEGAL STATEMENT COMPLETE REQUIRED

Legal Declaration Type Standard Custom Clear Section

Legal Declaration

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 Company will rely on this certification in determining the compliance of its products. Company 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, its 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 the Company 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 the Company's remedies for issues that arise regarding information the Supplier provides in this form.

Uncertainty Statement

Supplier Acceptance Accepted Not Accepted

1. Under **Legal Declaration Type**, click the **Standard** button to use the pre-written statement or click **Custom** to craft your own company statement.

Standard is selected by default.

2. If you have selected the **Custom** declaration type, enter your declaration in the available **Legal Declaration** textbox.

If you are using the **Standard** declaration, it will automatically populate within the same

textbox. If you alter the **Standard** declaration in any way, it will become a **Custom** declaration.

3. In the **Uncertainty Statement** textbox, enter a statement acknowledging the potential deviation within the declaration from the standard expectation.
4. Under **Supplier Acceptance**, click the **Accepted** or **Not Accepted** button to officially acknowledge the declaration statement or to reject it.

PRODUCT STRUCTURE

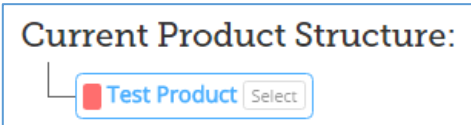
This section comprises the Product and Sub-Product details of the Product for which the declaration is being created.

1. In the **New Product Name** text field, enter the name of the Product and then click the **Add Product** button:



ⓘ Although it is possible to add multiple **Products** in one declaration, it can potentially create confusion and best practice is to communicate one Product with multiple Sub-Products within a single declaration.

2. Under the **Current Product Structure** heading, the first Product you add will be selected by default:



ⓘ All data entered in the **Product Details** section that follows pertains to the selected Product. To enter the details for another Product or Sub-Product, you must first click the **Select** button adjacent to the desired Product or Sub-Product.

3. Click the **Product Details** heading and enter:
 - **Item Name*** – The name for each Product in the supplier or manufacturer's system as perceived by the Requester that corresponds to each Item Number
 - **Item Number*** – The unique identifier for each Product in the supplier or manufacturer's system as perceived by the Requester (for example, a Product Number)
 - **Mass*** – The weight of the Product

- **Unit of Measure*** – The UoM of the provided Mass chosen from the dropdown menu (mg, g, kg)
- **Number of Instances*** – The number of occurrences of the Product (for the parent Product, the number of occurrences will likely be "1")
- **Instances Unit Type*** – The form in which the UoM occurs for each instance of the Product (if a Product is a discrete object, the unit would be "Each")
- **Effective Date** – The date upon which the information provided becomes effective. If the date is not given, the effective date for all information provided is assumed to be the date of the response
- **Version** – If there are other versions of the Product under different names
- **Manufacturing Site** – Where the Product was made (this may also be where the Product was assembled)
- **Article** – Whether the Product stands alone as a shippable entity by selecting **Yes** or **No** (This is REACH-specific and describes the lowest level at which a substance exceedance is expressed). Please refer to official IPC guidance for further details
- **Requester Item Name** – The name for each Product in the Requester's system that corresponds to each Requester Item Number (the Requester is the company requesting the declaration)
- **Requester Item Number** – The unique identifier for each Product in the Requester's system (for example, a Product or Part Number)
- **Attachment** – Any supporting documentation for the Product (for example, a test report or a supplier declaration)
- **Instance Identity** – Any additional Product information (such as a SKU number, a lot code, a date code, etc.) associated with one particular Product or Part Number only
- **Instance Identity Authority** – The entity that issued the Instance Identity (mandatory only if an Instance Identity is provided)
- **Comment** – Any pertinent clarifying information you wish to provide that gives context to the given Product

PRODUCT DETAILS ⓘ
- INCOMPLETE
! REQUIRED
^

[Clear Section](#)

Product Details for: Test Product

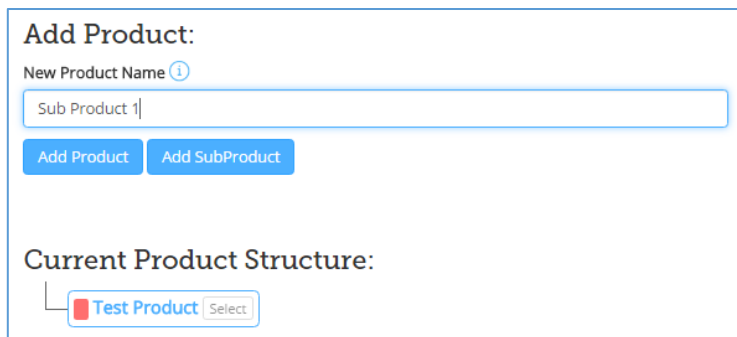
<p>Item Name ⓘ</p> <input style="width: 95%;" type="text" value="Test Product"/>	<p>Item Number ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Mass ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Unit of Measure ⓘ</p> <input style="width: 95%;" type="text"/>
<p>No. Of Instances ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Instances Unit Type ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Effective Date ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Version ⓘ</p> <input style="width: 95%;" type="text"/>
<p>Requester Item Name ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Requester Item Number ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Attachment ⓘ</p> <input type="button" value="Browse ..."/> None	<p>Article ⓘ</p> <input type="radio"/> Yes <input type="radio"/> No
<p>Instance Identity ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Instance Identity Authority ⓘ</p> <input style="width: 95%;" type="text"/>	<p>Comment ⓘ</p> <input style="width: 95%;" type="text"/>	

SUB-PRODUCTS DETAILS

You add Sub-Products in the same section you use to add Products. A **Sub-Product** comprises any Parts or sub-assemblies within the declared Product that can nest within each other infinitely.

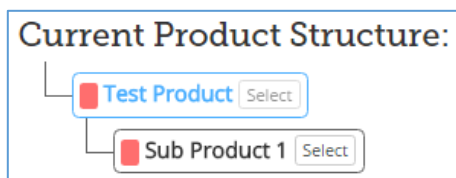
For each Sub-Product:

1. **Select** the **Product** within which the **Sub-Product** will nest.
2. In the **New Product Name** text field, enter the name of the Sub-Product and then click the **Add SubProduct** button:



The screenshot shows a form titled "Add Product:". Under the heading "New Product Name" (with an information icon), there is a text input field containing "Sub Product 1". Below the field are two buttons: "Add Product" and "Add SubProduct". The "Add SubProduct" button is highlighted with a blue border. Below the form, under the heading "Current Product Structure:", there is a tree view showing a red square icon next to "Test Product" with a "Select" button.

3. Under the **Current Product Structure** heading, click the **Select** button adjacent to the added **Sub-Product**:



The screenshot shows the "Current Product Structure:" heading. The tree view now has two levels: "Test Product" (with a red square icon and a "Select" button) is the parent, and "Sub Product 1" (with a red square icon and a "Select" button) is a child of "Test Product".

4. Click the **Product Details** heading and enter the information from the section outlined above.

CLONES

If you enter a Product or Sub-Product name that is already present in the hierarchy, you will be prompted to decide whether you'd like to create a **Clone**. If you click **OK** on the modal, changes made will be reflected in the details for all clones. If you need to remove the clone, click the **Remove Clone** button:



The screenshot shows the "Current Product Structure:" heading. The tree view now has three levels: "Test Product" (with a red square icon and a "Select" button) is the parent. It has two children, both named "Sub Product 1" (each with a red square icon and a "Select" button"). The second "Sub Product 1" entry has an additional "Remove Clone" button next to its "Select" button.

Under the **Selected Product** table:

- o The **SubProducts** column automatically counts the number of nested Sub-Products entered for a given Sub-Product.
- o The **SubProducts Completed** column automatically counts the number of completed nested Sub-Products for a given Sub-Product.
- o The **Status** column:
 - A **Complete** status indicates whether a Class declaration has been made for this Sub-Product and all Sub-Products nested within it.
 - An **Incomplete** status indicates that a Class declaration has not been made for this Sub-Product or for all Sub-Products nested within it.
- o The **Remove This Product** button will clear the selected Product details. If you remove a **Clone**, it will clear all clones.

QUERIES

The Queries section allows users to provide a 'Class A – Product Level Declaration' for their Product. A Class A declaration can fulfill the requirements for multiple regulations. This section is *optional*, but in order for a declaration to be valid, it must contain at least one Class A, Class C, or Class D declaration.

1. Under the **Product Structure** section, **Select** the desired Product for which to make the declaration.
2. Using the **Available Query Lists**, tick the checkbox of the appropriate query list to open the related declaration statements.

You can declare against multiple query lists.

3. Click **Yes** or **No** to answer for each statement:

EUROHS-0508	
Statement	Response ⓘ
Product Meets EU RoHS Requirements Without Any Exemptions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Meets EU RoHS Requirements Except Lead in Solder and This Usage May Qualify Under the Lead in Solder "7b" Exemption (other selected exemptions may apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Meets EU RoHS Requirements by Application of the Selected Exemption(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product Fails to Meet EU RoHS Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Product is Unknown/Obsolete. No Information is Available	<input type="checkbox"/> Yes <input type="checkbox"/> No

EXEMPTIONS

The Exemptions section provides users with the ability to select relevant exemptions for the Product which they are declaring. This section is *optional*.

1. Under the **Product Structure** section, **Select** the desired Product for which to apply exemptions.

- Using the **Available Exemption Lists**, tick the checkbox of the applicable exemption list(s).
- From the generated list of exemptions, tick the **Selection** checkboxes to choose the appropriate exemptions, if any, that apply to your Product.

These exemptions will populate automatically under the **Exemptions Selected** list in the Exemptions table and will be counted under the **Total** column:

EXEMPTIONS - CONDITIONAL FOR CLASS A, C AND D ⓘ			
			✔ COMPLETE ★ OPTIONAL ▲
Clear Section			
Exemptions for: test			
Available Exemption Lists ⓘ	Status	Exemptions Selected	Total
<input checked="" type="checkbox"/> EL2016/774 ⓘ	Active	2(a), 4(b), 7(b)	3
<input type="checkbox"/> EL2011/534/EU ⓘ	Active		0
<input type="checkbox"/> EL2011/65/EU_ANNEX_IV ⓘ	Active - Medical Devices		0
<input type="checkbox"/> EL2011/37/EU ⓘ	Active		0
<input type="checkbox"/> EL2010/122/EU ⓘ	Elapsed		0
<input type="checkbox"/> EL2006/690/EC ⓘ	Elapsed		0

You can **Collapse** and **Expand** any of the chosen exemption lists.

SUBSTANCE CATEGORY LISTS

The Substance Category Lists section allows users to create a 'Class C – Substance Category Declaration' by selecting high level groupings of Substances and capturing a Yes/No threshold statement for the given Substance Category. This section is *optional*.

You may also provide the total concentration of that Substance Category within the Product:

EUREACH-0614 (IPC) Collapse							
Substance Category ⓘ	Reportable Application ⓘ	Threshold ⓘ	Over Threshold ⓘ	Mass ⓘ	Unit of Measure ⓘ	Concentration ⓘ	Exemption ⓘ
1,2-Benzenedicarboxylic acid, dihexyl ester, branched and linear	All	0.1% by weight (1 000 ppm) of the product	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2	mg ▼		EL2016/774 ▲ 2(a) <input checked="" type="checkbox"/> 4(b) 7(b) ▼

- Using the **Available Substance Category Lists**, tick the checkboxes to reveal the entire list of Substance Categories for the given regulation.
- For the **Over Threshold** column, select **Yes** or **No** for each Substance.
- Enter the **Mass** for each Substance.
- In the **Unit of Measure** column, use the drop-down menu to select the unit of measure for the mass.

- Enter the **Concentration** of *all* Substances within this Substance Category for the given Product. The concentration is the weight over weight (w/w).
- Select an **Exemption**, if applicable.

You can **Collapse** and **Expand** any of the chosen Substance Category lists.

HOMOGENEOUS MATERIALS

The Homogeneous Materials section provides users with the option of creating a 'Class D – Full Material Declaration,' capturing the complete Substance information for a given Product down to the homogeneous level.

This section is *optional*, though if you fill it out, several fields are mandatory for each Homogeneous Material added.

- Click the **+** button adjacent to the **Homogeneous Material** column to create an entry:

Homogeneous Materials for: test													
Homogeneous Materials Builder													
+	Homogeneous Mat.	Mass	UoM	Attach.	Level	CAS	Substance	Substance Category	Exemption	Mass	UoM	Min. Conc.	Max. Conc.

- Enter the name of the **Homogeneous Material**.

A Homogeneous Material is one material, of uniform composition throughout or a material consisting of a combination of materials, that cannot be disjointed or separated into different materials by mechanical actions such as unscrewing, cutting, crushing, grinding, and abrasive processes.

- Enter the total **Mass** of the Homogeneous Material.
- Choose the **Unit of Measure** of the mass of the Homogeneous Material using the **UoM** dropdown menu.
- Click the **Browse** button in the **Attachment** column to open the **File Explorer** and attach supporting documentation for the Homogeneous Material (for example, a test report).
- Choose the **Level** of the Substance Category from the drop-down menu.

The level is based on the regulation as well as any additions the Requester has made.

- Enter the **CAS** Number.

The **CAS (Chemical Abstract Service)** Number is unique to one Substance. When you click the CAS field and begin to type, the real time search will auto-populate the CAS Number. If

the CAS Number is unknown, select **No CAS Number**. If your Product contains trade secret Substance information, select **Proprietary Data**.

8. Enter the **Substance** name.

When you click the Substance field and begin to type, the real-time search will auto-populate the Substance name.

ⓘ Once there is more than one Substance in a Substance Category, the auto-populate feature will filter using the Substance Category as well as what is typed into the CAS field and/or the Substance field. If the Substance field is not auto-populating, remove the Substance Category and try again.

9. Enter the **Substance Category**.

This field identifies the Substance class or grouping of the Substance to be declared, from the available regulations. If your Substance Category is known for the selected Substance, this field will auto-populate.

10. Choose a pre-selected **Exemption** from the drop-down menu, if applicable.

ⓘ Exemptions populate the drop-down menu from the **Exemptions** section. If you did not select any exemptions, there will be nothing available in the drop-down menu.

11. Enter the **Mass** of the Substance in the Homogeneous Material.

12. Choose the **Unit of Measure** for the mass of the Substance using the **UoM** dropdown menu.

13. Enter the **Minimum Concentration** of the Substance present in the Homogeneous Material.

14. Enter the **Maximum Concentration** of the Substance present in the Homogeneous Material.

HOMOGENEOUS MATERIALS HIERARCHY

- To add multiple Homogeneous Materials for a Product or Sub-Product, click the “+” button adjacent to the **Homogeneous Materials** column. Repeat steps #1-14 to fill out the details for each Homogeneous Material added.
- For each instance of a Substance Category for a Homogeneous Material, click the “+” button adjacent to the **Level** column.
- For each instance of a Substance for a Substance Category, click the “+” button adjacent to the **Substance** column.

ⓘ By clicking the “-” button for a Homogeneous Material you will remove the material as well as everything nested within it. Similarly, by clicking the “-” button for a Substance Category, you will remove the Substance Category as well as all Substances nested within it.

GENERATE IPC-1754 XML DECLARATION (CLASS E, F, G)


GENERAL INFORMATION

You will be prompted to fill in all mandatory fields and the section status in the right-hand corner of the section header will remain **Incomplete** if you miss any mandatory fields.

To clear an individual section, click the **Clear Section** button in the top, right-hand corner of that section.

At the bottom of the page, click:

- **Reset Generator** to clear the entire Generator and start again
- **Import IPC-1752 XML** to open an upload window and import an IPC-1754 XML file
- **Validation Checker** to verify if all required fields are filled out and no more adjustments need to be made
- **Generate Declaration** to create your XML file

 Navigating away from the generator page will prompt you to confirm if you want to leave the page. Leaving the page will **clear** all fields and you will lose your progress.

DECLARATION TYPE

Who is the intended recipient of this declaration?

If you are creating this product declaration independent of a request, select the **Distribute** mode. The declaration generated in this mode makes the XML shareable with any customers that do not require Request/Reply mode IPC-1754 XMLs.

If you are creating this product declaration in response to a request, select the **Request/Reply** mode. This is for business-to-business interaction.

SUPPLIER COMPANY DETAILS

In this section, provide the required contact information:

SUPPLIER COMPANY DETAILS ⓘ

INCOMPLETE * REQUIRED ^

Response Date ⓘ Clear Section

7/17/2018

Supplier Company Name ⓘ	Supplier Company ID Identity ⓘ	Supplier Company ID Authority ⓘ
Contact Name ⓘ	Contact Email ⓘ	Contact Phone ⓘ
Authorized Company Name ⓘ	Authorized Company Unique ID ⓘ	Authorized Company Unique ID Authority ⓘ
Authorized Representative Name ⓘ	Authorized Representative Email ⓘ	Authorized Representative Phone ⓘ
Authorized Representative Title ⓘ	Authorized Company Address Street ⓘ	Authorized Company Address City ⓘ
Authorized Company Address Zip Code ⓘ	Authorized Company Address State ⓘ	Authorized Company Address Country ⓘ

[Copy Contact to Authorized Representative](#)

Click to expand the **Supplier Company Details** section and enter:

- **Response Date*** – The date of the supplier's response to the request for information. Today's date is the default value if you do not select a date.
- **Supplier Company Name*** – The legal name of the company supplying the declaration document.
- **Supplier Company ID Identity** – An assigned value for referring to the company that is not the company's name (for example, a DUNS number).
- **Supplier Company ID Authority** – The regulating body that assigned the ID (for example, Dun & Bradstreet).
- **Contact Name*** – The name of an official contact acting as the desired point of communication within the company. This person can be contacted with questions about the request for declaration.
- **Contact Email*** – The email address of the company contact.
- **Contact Phone*** – The phone number of the company contact.
- **Authorized Company Name*** – The legal name of the authorized company supplying the declaration document.
- **Authorized Company Unique ID** – An assigned value for referring to the authorized company that is not the company's name (For example, a DUNS number).
- **Authorized Company Unique ID Authority** – The regulating body that assigned the authorized unique ID (For example, Dun & Bradstreet).
- **Authorized Representative Name*** – The name of the individual acting as an official person of authority regarding the data present in the declaration.

ⓘ The company contact and the authorized representative might be the same person. Click the **Copy Contact to Authorized Representative** button to populate the Authorized Representative fields with the same information used for the company contact.

- **Authorized Representative Email*** – The email address of the authorized representative
- **Authorized Representative Phone*** – The phone number of the authorized representative
- **Authorized Representative Title** – The job title of the authorized representative
- **Authorized Company Address Street*** – The street number, street name, and suite number of the company of the authorized representative
- **Authorized Company Address City*** – The name of the city where the authorized company is located
- **Authorized Company Address Zip Code*** – The zip code or postal code where the authorized company is located
- **Authorized Company Address State** – The name of the state, county, parish, or province where the authorized company is located
- **Authorized Company Address Country*** – The name of the country where the authorized company is located

DECLARATION – LEGAL STATEMENT

In this section, provide a **Legal Statement** to validate the accuracy of the data provided in the declaration, signed and dated by the authorizer. All fields in this section are required.

DECLARATION - LEGAL STATEMENT ⓘ

INCOMPLETE * REQUIRED ▲

Legal Declaration Type ⓘ

Standard Custom Clear Section

Legal Declaration ⓘ

I confirm that this declaration has been completed to the best of our knowledge acting in due diligence

Authorizer Acceptance ⓘ

Accepted Not Accepted

Authorizer Signature ⓘ

Authorizer Signed Date ⓘ

7/18/2018

1. Under **Legal Declaration Type**, click the **Standard** button to use the pre-written statement or click **Custom** to craft your own company statement.

Standard is selected by default.

2. If you have selected the **Custom** declaration type, enter your declaration in the available **Legal Declaration** textbox.

If you alter the **Standard** declaration in any way, it will become a **Custom** declaration.

3. Under **Authorizer Acceptance**, click the **Accepted** or **Not Accepted** button to officially acknowledge the declaration statement or to reject it.
4. Enter the **Authorizer Signature**.
5. Select the **Authorizer Signed Date**.

Today's date is the default value if you do not select a date.

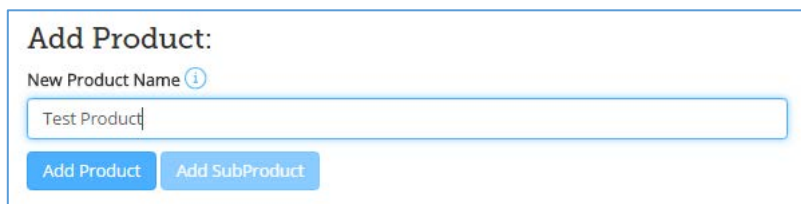
PRODUCT STRUCTURE

In this section, provide the details of the Product Group(s), Product(s), and Sub-Product(s) of the Product for which the declaration is being created.

1. In the **New Product Group Name** text field, enter the name of the **Product Group**.

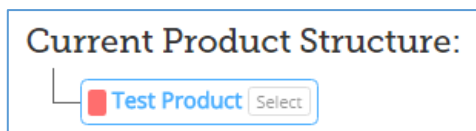
A **Product Group** is one or more products grouped together (often based on shared substance composition attributes) to associate the same declaration to the grouping, such that the provided information applies equally to each member of the grouping (possibly exhibiting differing physical characteristics - shape, size, etc.).

2. Enter the **New Product Group Number** and then click the **Add Product Group** button.
3. In the **New Product Name** text field, enter the name of the Product and then click the **Add Product** button:



ⓘ Although it is possible to add multiple **Products** in one declaration, it can potentially create confusion and best practice is to communicate one Product with multiple Sub-Products within a single declaration.

4. Under the **Current Product Structure** heading, the first Product you add will be selected by default:



ⓘ All data entered in the **Product Details** section that follows pertains to the selected Product. To enter the details for another Product or Sub-Product, you must first click the **Select** button adjacent to the desired Product or Sub-Product.

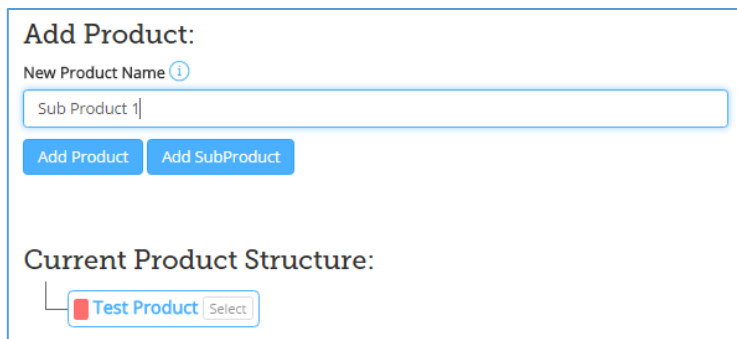
5. Click to expand the **Product Details** section and enter:
- **Supplier Product Name** – The name of each Product or Sub-Product in the supplier or manufacturer's system as perceived by the requester, that corresponds to each Item Number
 - **Supplier Product Number*** – The unique identifier for each Product or Sub-Product in the supplier or manufacturer's system as perceived by the requester (for example, a product or part number)
 - **Group ID** – Product Group ID as added in the Product Structure section above.
 - **Mass*** – The weight of the Product
 - **Unit of Measure*** – The UoM of the provided Mass chosen from the dropdown menu (mg, g, kg)
 - **Effective Date** – The date upon which the information provided becomes effective. If the date is not given, the effective date for all information provided is assumed to be the date of the response
 - **Number of Instances** – The number of occurrences of the Product (for the parent Product, the number of occurrences will likely be "1")
 - **Instances Unit Type*** – The form in which the UoM occurs for each instance of the Product (if a Product is a discrete object, the unit would be "Each")
 - **Is Article** – Whether the Product stands alone as a shippable entity by selecting **Yes** or **No** (This is REACH-specific and describes the lowest level at which a substance exceedance is expressed). Please refer to official IPC guidance for further details
 - **Is FSD** – Identifies if a Full Substance Declaration (FSD) has been provided for the product or sub-product.
 - **All Materials Declared** – Identifies if all materials have been declared for the product or sub-product.
 - **Attachment** – Any supporting documentation for the Product (for example, a test report or a supplier declaration)
 - **Country of Manufacture** – What country the Product was manufactured in
 - **Manufacturing Site** – Where the Product was made or assembled
 - **Version** – If there are other versions of the Product under different names
 - **Requester Item Name** – The name for each Product in the Requester's system that corresponds to each Requester Item Number (the Requester is the company requesting the declaration)
 - **Requester Item Number** – The unique identifier for each Product in the Requester's system (for example, a Product or Part Number)
 - **Requester Item Version** – The version for each Product or Sub-Product in the requester's system (for example, a version number or release number). The requester is the company requesting the declaration
 - **Instance ID** – Any additional Product information (such as a SKU number, a lot code, a date code, etc.) associated with one particular Product or Part Number only
 - **Instance ID Authority** – The authority that issued the Instance ID
 - **Comment** – Provide any pertinent clarifying information that gives context to the given Product

SUB-PRODUCTS DETAILS

You add Sub-Products in the same section you use to add Products. A **Sub-Product** comprises any Parts or sub-assemblies within the declared Product that can nest within each other infinitely.

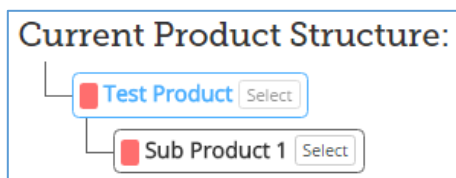
For each Sub-Product:

1. **Select** the **Product** within which the **Sub-Product** will nest.
2. In the **New Product Name** text field, enter the name of the Sub-Product and then click the **Add SubProduct** button:



The screenshot shows a form titled "Add Product:". Under the heading "New Product Name" (with an information icon), there is a text input field containing "Sub Product 1". Below the field are two buttons: "Add Product" and "Add SubProduct". Below the buttons is a section titled "Current Product Structure:" which shows a tree view with a single node: "Test Product" with a "Select" button next to it.

3. Under the **Current Product Structure** heading, click the **Select** button adjacent to the added **Sub-Product**:



The screenshot shows the "Current Product Structure:" section. It displays a tree view where "Test Product" is the parent and "Sub Product 1" is a child. Both nodes have a "Select" button next to them.

4. Click the **Product Details** heading and enter the information from the section outlined above.

CLONES

If you enter a Product or Sub-Product name that is already present in the hierarchy, you will be prompted to decide whether you'd like to create a **Clone**. If you click **OK** on the modal, changes made will be reflected in the details for all clones. If you need to remove the clone, click the **Remove Clone** button:



The screenshot shows the "Current Product Structure:" section. It displays a tree view where "Test Product" is the parent and two "Sub Product 1" nodes are children. The bottom "Sub Product 1" node has a "Remove Clone" button next to its "Select" button.

Under the **Selected Product** table:

- o The **SubProducts** column automatically counts the number of nested Sub-Products entered for a given Sub-Product.
- o The **SubProducts Completed** column automatically counts the number of completed nested Sub-Products for a given Sub-Product.
- o The **Status** column:
 - A **Complete** status indicates whether a Class declaration has been made for this Sub-Product and all Sub-Products nested within it.
 - An **Incomplete** status indicates that a Class declaration has not been made for this Sub-Product or for all Sub-Products nested within it.
- o The **Remove This Product** button will clear the selected Product details. If you remove a **Clone**, it will clear all clones.

PRODUCT STATEMENT – CLASS E

The Product Statement – Class E section allows users to provide a 'Class E – Product Statement Declaration' for their Product. A **Class E** declaration requires the supplier responds to statements defined by the industry regarding substances in their product(s) using true, false or unknown responses.

This section is *required*.

1. Under the **Product Structure** section, select the desired Product for which to make the declaration.
2. Using the **Available Industry Product Statement Lists**, check the **ADDSL-0817** box to open the related declaration statements.
3. Click **Yes**, **No**, or **Unknown** to answer for each statement:

ADDSL-0817	
Statement	Response ⓘ
Product contains substance(s) on the AD-DSL	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Product process(es) requires the use of substance(s) on the AD-DSL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Product contains radioactive material(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Product contains biocide(s)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Product contains conflict mineral(s)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown

SUBSTANCE DECLARATION – IN PRODUCT – CLASS F/G

The Substance Declaration – In Product section allows users to create a 'Class F Declarable Substances Declaration' or a 'Class G – Extended Substances Declaration'.

This section is *optional*.

Class F: The supplier reports on the presence of industry-defined DSL substances contained in their product(s), as well as in processes required for production and/or maintenance of the product(s).

Class G: The supplier submits declaration data for DSL substances and any other substances up to a full substance declaration. The supplier may also report on substances used in processes required for production, operations, maintenance, repair and/or refurbishment of their product(s).

SUBSTANCE DECLARATION - IN PRODUCT - CLASS F/G OPTIONAL

Substance Declaration for: test Clear Section

Materials / Substances in Product

Material Information											
	Material	Material Spec	Manufacturer	Is Homogeneous	Is Article	Mass	UoM	Use Descriptor	Attachment File	CAS	EC
<input type="checkbox"/>											

1. Click to expand the section and fill in the **Materials / Substances in Product** table.
2. Click the + button of the **Materials/Substances in Product** table to add a material.
3. Enter the supplier **Material** name.

The supplier material name, formulation trade name or any description of the material.

4. Enter the **Material Specification**.

The trade association, government, or similar organization standard or custom specification or standard number assigned to material(s).

5. Enter the **Manufacturer** of the material.

6. Check the box to identify if the material **Is Homogeneous**.

A Homogeneous Material is one material, of uniform composition throughout or a material consisting of a combination of materials, that cannot be disjointed or separated into different materials by mechanical actions such as unscrewing, cutting, crushing, grinding, and abrasive processes. (Source: Directive 2011/65/EU, known as "RoHS2")

7. Check the box to identify if the material is an **Article**.

An article is defined as an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition. (Source: EU REACH 1907/2006 legislation, Article 3(3).)

8. Enter the total **Mass** of the material.
9. Choose the **Unit of Measure** of the mass of the material using the **UoM** dropdown menu.

Unit of measure for the mass value provided (Relative: %, ppm, Absolute: kg, g, mg)

10. Enter the **Use Descriptor** to identify how the material is used in the Product.
11. Click the **Browse** button in the **Attachment File** column to open the **File Explorer** and attach supporting documentation for the Material (for example, a test report).
12. Enter the **CAS** Number of the substance.

The **CAS (Chemical Abstract Service)** Number is unique to one Substance. When you click the CAS field and begin to type, the real time search will auto-populate the CAS Number. If the CAS Number is unknown, select **No CAS Reference**. If your Product contains trade secret Substance information, select **Proprietary Data**.

13. Enter the **EC** number of the substance.

The substance's European Community (EC) number.

14. Enter the **DSL ID** number of the substance.

The substance's ID from the DSL. For example, for the AD-DSL, the ID is the International Aerospace Environmental Group (IAEG) number.

15. Enter the **Substance** name.

When you click the Substance field and begin to type, the real-time search will auto-populate the Substance name.

16. Enter a common or known substance **Synonym** or alias of the substance.

17. Enter the **Minimum** mass of the substance.

Minimum value of mass when a range is provided or just a minimal value for mass.

18. Enter the **Nominal** mass of the substance.

Value of mass when a single estimate value is provided.

19. Enter the **Maximum** mass of the substance.

Maximum value of mass when a range is provided or just a minimal value for mass.

20. Choose the **Unit of Measure** of the mass of the substance using the **UoM** dropdown menu.

Unit of measure for the mass values provided (Relative: %, ppm, Absolute: kg g, mg)

21. Enter the **Use Descriptor** of the substance.

Describe the use of the substance.

22. Provide an optional **Comment**, if desired.

SUBSTANCE DECLARATION – IN PROCESS – CLASS F/G

The Substance Declaration – In Process section allows users to create a 'Class F Declarable Substances Declaration' or a 'Class G – Extended Substances Declaration'. This section is *optional*.

Class F: The supplier reports on the presence of industry-defined DSL substances contained in their product(s), as well as in processes required for production and/or maintenance of the product(s).

Class G: The supplier submits declaration data for DSL substances and any other substances up to a full substance declaration. The supplier may also report on substances used in processes required for production, operations, maintenance, repair and/or refurbishment of their product(s).

SUBSTANCE DECLARATION - IN PROCESS - CLASS F/G OPTIONAL

Substance Declaration for: test Clear Section

Materials / Substances in Process

Process Information				Material Information				
	Process Name	Process Classification	Process Stage	Material	Material Spec	Manufacturer	Material Use Description	Attachment File
<input type="checkbox"/>								

1. Click to expand the section and fill in the **Materials / Substances in Process** table.

2. Click the **+** button of the **Materials / Substances in Process** table to add a material.

3. Enter the name of the **Process Name**.

The name or title of the production, operations, maintenance, repair or overhaul/refurbishment process that uses the reported substance.

4. Enter the **Process Classification**.

Process Classification locates more precisely which sub-process, task, or activity uses the reported substance.

5. Select the desired **Process Stage** from the drop-down menu.

Process Stage identifies when the substance is required.

6. Enter the **Material** name.

The supplier material name, formulation trade name or any description of the material.

7. Enter the **Material Specification**.

The trade association, government, or similar organization standard or custom specification or standard number assigned to material(s)

8. Enter the **Manufacturer** of the material.

9. Enter the **Material Use Description** of the material.

How is the material used in the Product?

10. Click the **Browse** button in the **Attachment File** column to open the **File Explorer** and attach supporting documentation for the Material (for example, a test report).

11. Enter the **CAS** Number of the substance.

The **CAS (Chemical Abstract Service)** Number is unique to one Substance. When you click the CAS field and begin to type, the real time search will auto-populate the CAS Number. If the CAS Number is unknown, select **No CAS Number**. If your Product contains trade secret Substance information, select **Proprietary Data**.

12. Enter the **EC** number of the substance.

The substance's European Community (EC) number.

13. Enter the **DSL ID** number of the substance.

The substance's ID from the DSL. For example, for the AD-DSL, the ID is the International Aerospace Environmental Group (IAEG) number.

14. Enter the **Substance** name.

When you click the Substance field and begin to type, the real-time search will auto-populate the Substance name.

15. Enter any common or known **Synonyms** or aliases of the substance.

16. Enter the **Use Descriptor** of the substance.

Describe the use of the substance.

17. Provide an optional **Comment**, if desired.

GENERATING AN IPC-1752A OR IPC-1754 DECLARATION

To complete your Declaration, click the red **Generate Declaration** button on the bottom, right-hand corner of the page:

HOMOGENEOUS MATERIALS - CLASS D - FULL MATERIAL DECLARATION COMPLETE OPTIONAL

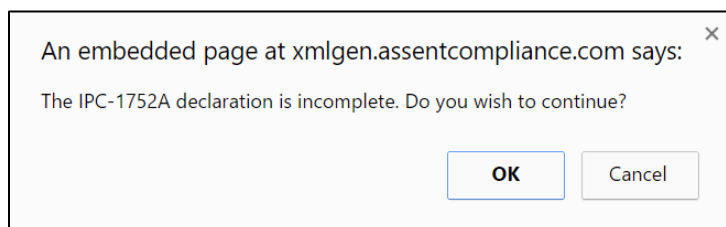
Homogeneous Materials for: test Clear Section

Homogeneous Materials Builder

Homogeneous Mat.	Mass	UoM	Attach.	Level	CAS	Substance	Substance Category	Exemption	Mass	UoM	Min. Conc.	Max. Conc.
Example 1	3.156	g	Browse...		No CAS Ref	lead	Example		3.156	g		
Example 2	2.628	mg	Browse...		Proprietary	Proprietary Data	Example		1.314	mg		
					70-00-8	Trifluoridine	Example		1.314	mg		

Reset Generator Import IPC-1752 XML Validation Checker **Generate Declaration**

⚠ If you click the **Generate Declaration** button before you have completed all sections, the Assent Materials Declaration Tool will ask if you would like to generate an incomplete XML:



If you are unable to complete your XML, click **OK** to continue and save the incomplete xml file. You can then return to the Assent Materials Declaration Tool at your convenience and import the incomplete file to continue working later.

IPC-1752A VALIDATION RULES

You will be prompted to fill in all mandatory fields and the section status in the right-hand corner of the section header will remain **Incomplete** if you miss any mandatory fields

To verify that all mandatory fields are filled out, click **Validation Checker** to browse the remaining adjustments the Assent Materials Declaration Tool requires you to make before the XML is considered valid

Section	Validation Logic	Notes
All sections – Mandatory Fields	Must have a value entered	
All sections – Numeric Fields	Each Numeric Field is limited to 10 decimal places	
Company Information	“Contact Email” & “Authorized Rep Email” must be a valid email	
Declaration – Legal Statement	“Supplier Acceptance” must be Accepted	
Queries, Substance Category Lists, Homogeneous Materials	User must include at least one Class A, Class C, OR Class D declaration	If there are multiple Products in the declaration, a Class A, Class C, or Class D declaration is required for each one
Exemptions	If an Exemption List is chosen there must be at least ONE exemption selected from the list	
Homogeneous Materials	The mass of a homogeneous material must be within -/+ 3% of the total masses of all the substances in the homogeneous material	
Homogeneous Materials	CAS numbers must be in valid format: <ul style="list-style-type: none"> • Up to 10 digits, separated into 3 groups by hyphens • The first part of the number, starting from the left, has 2 to 7 digits • The second part has 2 digits • The final part consists of a single check digit (for example, lead: CAS # 7439-92-1) 	If CAS numbers are not in valid format, the Assent Materials Declaration Tool presents the user with a warning that the CAS number is invalid: <ul style="list-style-type: none"> • If the user dismisses the warning, the field becomes valid to allow for customer-specific CAS numbers