Guideline for the creation of Material Data Sheets (MDS) in the International Material Data System (IMDS) for the MAN Truck & Bus SE

Responsable: MAN SE

Status: approved

Version: V4.0

Date: 03.04.2019

Content

1. General Notes

The parts documented in material data sheets (in the following referred to as MDS) sent to MAN Truck & Bus SE (in the following referred to as MAN) must comply with material-related legislations worldwide (e.g. the European chemical legislation REACH). Only the availability of formal and contentswise correct MDS for all parts allows the monitoring of these legal obligations.

According to MAN standards MAN 239-1 and LH 990001 each supplier is obliged to send MDS for all supplied parts to the MAN.

The evaluation of MDS is performed with a combination of automatic and manual assessment to ensure a high data quality.

All suppliers of MAN are obliged to ensure that the MDS sent to MAN describe the documented part accurately and are created according to the IMDS Recommendations.

This document shall support the suppliers in the creation of MDS for MAN. Furthermore, the legal provisions as well as the IMDS Recommendations shall apply.

1.1 Processing of received MDS

Generally incoming MDS are checked and evaluated both by the system and staff members within 2 working days.

In case of delay please contact imds@volkswagen.de or imds@man.eu, please read the item 4 Valuable tips and Contacts.

1.2 Time of provision of MDS to MAN

MDS have to be provided at the latest during initial sampling. It should be noted that all MDS sent to MAN are downloaded once a night. Sufficient time should be calculated to revise possibly rejected MDS. In principle, the MDS should be sent to MAN as soon as possible in order to prevent delays or disruptions in the process.

1.3 Preliminary assessment

MDS which are marked with "yes" on the field: "Development sample report" are preliminary MDS and therefore cannot be used in the sampling process.

1.4 Send vs. propose

If possible, please use the option "send" to transfer a MDS to MAN. In that way, you avoid unnecessary versions of IMDS IDs which cannot be corrected anymore. "Propose" should only be used if you want to forward a MDS to the MAN.

1.5 Forwarding permitted

In principle, the forwarding of MDS sent to MAN should be permitted in all cases. The organizational structure of MAN and the use of carry-over parts make it often necessary to forward MDS.

1.6 Change Management

In the following cases, changes of the delivered part require the creation of a new MDS, which has to be sent to MAN:

- Replacement of materials
- Change in the composition of a material (e.g. substitution of a basic substance)
- Use of an additional material
- Changes in the GADSL which affect the part or a material contained in the part.

The complete conditions for change management and the creation of new MDS/MDS versions can be found in IMDS Recommendation 001, chapter 3.2.

1.7 MAN IMDS-ID's

Please send the MDS to the MAN IMDS ID: 145236.

2. MDS Structure

The MDS sent to MAN must always follow the latest IMDS Recommendations and MAN standards. Below you find relevant references related to the focus of our checks.

2.1 Materials

The described composition of materials must represent the reality. The materials need to be described in their homogeneous and (in the case of process materials like lacquers, adhesives etc.) cured state. The usage of liquids, reactive substances, starting products and gases is only allowed if they are indeed contained in the final product.

2.2 Structure

The structural composition of the MDS (subcomponents) must represent the reality. For subcomponents which have a MAN part number, this information should be ideally reported on the tab "details".

2.3 Deviation/Tolerance

The given tolerance in the MDS must correspond to the real tolerance of the production process. Since the MDS represents a real part, the deviation of the MDS should be as low as possible. Deviation above 5 % will usually be rejected.

2.4 Classifications

The classification must follow the IMDS recommendations 001, specifically the Annex I, and must correspond to the reality.

2.5 Ranges

The ranges of the different node types must comply with the standards prescribed in the IMDS recommendations 001.

2.6 Weight

The given (measured) weight in the MDS must correspond to the real weight of the Part.

2.7 Application codes

The application codes must fulfill all corresponding legal requirements.

2.8 Rezyclate evidence

If the material contains recycled substances you have to declare them in IMDS under the field "Rezyclate".

3. Formal Requirements

The check of the formal requirements takes place automatically and without further revision of the MDS's tree structure. If a MDS is rejected because of formal reasons, further errors can appear when the MDS is sent again.

3.1 Part Number

The MAN part number must be entered in the MDS on the field "recipient data". The part number must contain eleven digits, separated with a *point "."* after the first two digits and a minus "-" after the seventh digit, as shown in the following example.

Eleven-digit Part Number: XX.YYYYY -ZZZZ

X Number
Y Number
Z Number

If these rules are violated, the following error messages can appear:

MISSING_PART_NUMBER
The supplier forgot to enter the part number in the submission of the recipient data. The supplier must add the part number and resubmit the MDS to MAN.

MAN_INVALID_PART NUMBER
The supplier entered a part number which does not correspond to the MAN part number scheme (MAN_INVALID_PART NUMBER; e.g. submission of the own internal part number and not the MAN part number). The supplier must enter the appropriate part number and resubmit the MDS to MAN.

3.2 Revision/ Index of the Part Number / Drawing dated

The change state / Index of the component material Partnumber should be declared In the MDB „recipient data "on the side of the field "drawing dated".

The revision may not be documented in the field "Part Number" because these would lead to an automatic rejection named "MAN_INVALID_PARTNUMBER".

If these rules are violated, the following error messages can appear:

MAN_INVALID_DRAWING_LEVEL
The supplier entered an incorrect changing Index. The supplier must enter the correct changing Index corresponding to the Part Number in the field "Drawing Dated" and send back to MAN.

3.3 Change Processes/Changenumber

Apply for change number is not compulsory for MAN. In any case, the change number field can be left blank. The MDB is accepted without a change number.

If, however, a change number is entered, this must be the right one and the format should be correct. Otherwise, the MDB will be automatically rejected.

If these rules are violated, the following error messages can appear:

MAN_INVALID_CHANGE_NUMBER
The supplier entered the wrong revision / index of Part number. The supplier must enter correctly the revision number according to the drawing or leave the field empty and resubmit the MDS to MAN.

3.4 Part Name
The name of the part/semi-component must be entered exclusively in German language in the MDS under "recipient data" according to the purchase order or the delivery request form. The name of the part must not necessarily correspond to the name of the drawing. For this reason, please enter always the data according to the purchase order or the delivery request form.

If these rules are violated, the following error messages can appear:

MAN_INVALID_PART_NAME
The supplier entered an incorrect part name /order data. The supplier must enter the exact concordant part name and resubmit the MDS to MAN.

3.5 Drawing number

The drawing number must be entered in the MDS under "Information recipient data" according to the MAN drawing. If no drawing number exists, because the part was defined by other means, e.g. described in a Standard, the field must be left empty and the MDS must be sent again to MAN.

If these rules are violated, the following error messages can appear:

MAN_INVALID_DRAWING_NUMBER
The supplier entered an incorrect drawing number. The supplier must enter the correct drawing number of the part according to the drawing. In case there is no drawing number the field must be left empty and send the MDS again to MAN.

3.6 Supplier Number

The DUNS number of the supplier must be entered in the MDS under "recipient data". In order to get the DUNS number accepted, the supplier should have the status "active" in the Volkswagen supplier data base. If this is not the case, the supplier can change the status in the supplier platform under the link „Team up with us". http://www.vwgroupsupply.com/

The entry of the DUNS number must comply with the following format

12-345-6789

If these rules are violated, the following error messages can appear:

MISSING_SUPPLIER_NUMBER
The supplier number was not entered.
The supplier must add the supplier number and resubmit the MDS to MAN.

MAN_INVALID_SUPPLIER_NUMBER
A wrong supplier number was entered (e.g. a different one besides the DUNS number). The supplier must enter the DUNS number of the producing plant. If the DUNS number is correct, it has to be activated under the link: **http://www.vwgroupsupply.com/** - „Team up with us".

3.7 Relationship between IMDS ID – Part Number – DUNS Number

Only one part number may be documented for each IMDS ID (independently from the version), so that the relationship part number/IMDS ID is unambiguous.

If a part has been changed and the corresponding actualization of the MDS does not require a new part number, then a new version of the existent IMDS ID has to be created (not a new IMDS ID).

If these rules are violated, the following error messages can appear:

DIFFERENT_ITEM_NUMBERS
It is not allowed to have different part numbers within different versions of the same IMDS ID. Please send a separate MDS for each part number, each with a single IMDS ID (follow the rule 3.2.2.A from IMDS Recommendations).

DUPLICATE_SUPPLIER_PART_NUMBER
Your company has sent a MDS with an already existing IMDS ID for this part number. For changes, please use the existing MDS ID and create a new version.

4. Valuable tips and Contacts

Assistance with …

… MAN specific questions:

       Email: **imds@volkswagen.de**

              imds@man.eu

       For questions of detail please provide the IMDS ID of the MDS
and your contact data.

… IMDS-specific questions:

       In your IMDS account you can find the IMDS Recommendations on the
left side under the link Recommendations.
Further support is provided on the public website of IMDS Public Pages

… material-specific questions:

       The material experts of the IMDS Helpdesk are ready to assist you in
resolving potential issues, for example if a standard material is not
available or with errors within the materials of the IMDS Committee.

5. Co-applicable Documents

IMDS Recommendations

EU Directive 2000/53/EC including the current Annex II

Global Automotive Declarable Substance List (GADSL)

LH 990001	Component requirements specification Module 1, General requirements for development objects and tasks in MAN commercial vehicle production
M 3212	Requirements for material data sheets in the International Material Data System (IMDS)
MAN 239-1	General terms of delivery for purchased parts, Release conditions and procedures, Material, substance and development releases
MAN 239-2	General terms of delivery for purchased parts, Release conditions and procedures, PPF process, initial sample inspection
VDA 231-106	Material classification in motor vehicle construction - Structure and nomenclature