

IMDS Registration

Version: IMDS Release 10.0

INTERNATIONAL
MATERIAL DATA
SYSTEM



In This Document

This document discusses what needs to be done to register your company, your company's responsibilities, and general information about IMDS.

Every Site Separate or One Company

| | Pro | Con |
|--|--|---|
| <p>Each site separately</p> <p>Note: Whether your company wants to register each site, division or region with their own IMDS company is purely up to your company. There is no one “right way” to organize. The table gives the pros and cons of each of your choices.</p> | <ul style="list-style-type: none"> • Easy to transfer data should the company be sold | <ul style="list-style-type: none"> • Probability is high that there is only one user in company so little backup • No data sharing or synergy with sister sites/regions • Probability high – in continuous education mode • Suppliers have to submit the data to multiple companies |
| <p>One IMDS company containing all sites without Org.-Units</p> | <ul style="list-style-type: none"> • Multiple users so should be able to have backup and knowledge transfer • Sharing of data with sister sites/regions • Suppliers can submit the data only once | <ul style="list-style-type: none"> • Extreme effort needed to separate data if company units sold – and may not be possible • Customer doesn't know which site/region sent information |
| <p>One IMDS company with Org Units representing sites, divisions, or regions</p> | <ul style="list-style-type: none"> • Multiple users so should be able to have backup and knowledge transfer • Sharing of data with sister sites/regions • Suppliers can submit the data only once • Customer can see which site/region sent information if used properly | <ul style="list-style-type: none"> • If used properly, easier to separate data if company units sold – but still may not be possible in case data are shared with other company units |

Get Ready To Register

At time of registration, you will need to define your first Company Administrator and Contact Person. These may or may not be the same person. *BOTH OF THESE PEOPLE NEED TO BE EMPLOYEES OF YOUR COMPANY.*

Company Administrator – responsible for creating other users, contact persons and performing administrative tasks in addition to any data entry responsibilities. This person gets the login ID.

Contact Person – responsible for any questions on a submitted MDS. Does not get a login ID unless also the Company Administrator.

Where to Register

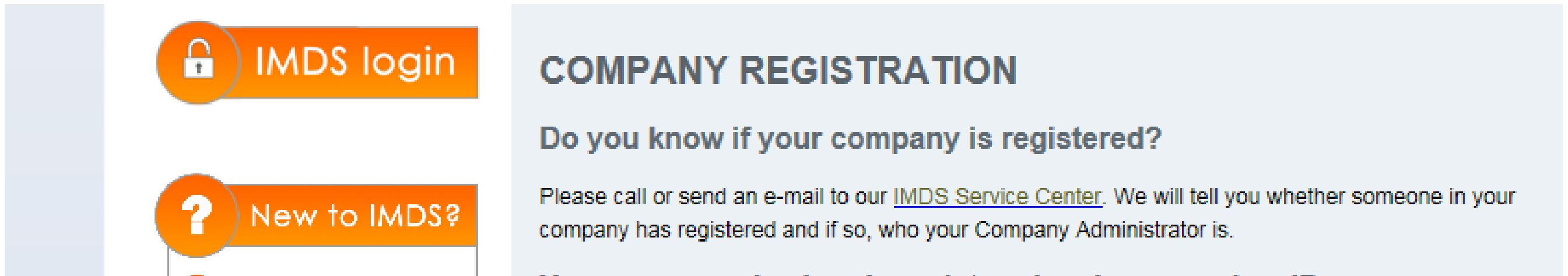
Most users can self register their IMDS company. Registration is found on the **IMDS System > New to IMDS > Company registration** link of the main menu.

The screenshot shows the IMDS System website interface. At the top, there is a navigation bar with the 'MATERIAL DATA SYSTEM' logo, a search bar, and links for 'Sitemap' and 'Hewlett Packard Enterprise'. Below the navigation bar, there is a main menu with 'Home', 'IMDS System', 'IMDS Advanced Solutions', and 'Help'. The 'IMDS System' menu item is selected, leading to a breadcrumb trail: 'IMDS System > New to IMDS > Company Registration'. The main content area is titled 'COMPANY REGISTRATION' and contains several sections:

- IMDS login**: A link with a lock icon.
- New to IMDS?**: A link with a question mark icon, which is expanded to show a list of options: 'Reading for New Users', 'Company Registration', and 'Create an MDS'.
- COMPANY REGISTRATION**: The main heading for the registration page.
- Do you know if your company is registered?**: A section with a paragraph of text and a link to the 'IMDS Service Center'.
- Your company is already registered and you need an ID**: A section with a paragraph of text.
- Your Company Administrator is no longer with the company**: A section with a paragraph of text and a numbered list of four items to include in an e-mail request.
- Your company is not yet registered**: A section with a paragraph of text and a link to 'Online Registration'.

Check First

As it states on the page – check first with an email to one of our **IMDS Service Centers** to see if you are registered. IMDS has been around since 2000 and chances are good that someone in your company has registered already. IMDS uses company IDs that are unique to IMDS and not company names to control access to data. If you register again, you will not be able to see all of your previous company's data.



The image shows a screenshot of the IMDS website. On the left, there is a vertical navigation bar with two orange buttons: 'IMDS login' (with a lock icon) and 'New to IMDS?' (with a question mark icon). To the right, a light blue box contains the following text:

COMPANY REGISTRATION

Do you know if your company is registered?

Please call or send an e-mail to our [IMDS Service Center](#). We will tell you whether someone in your company has registered and if so, who your Company Administrator is.

Company Administrator No Longer Employed?

Each IMDS company is expected to manage their own users and to that end, we strongly recommend a minimum of two Company Administrators per company.

However, if ALL the Company Administrators are no longer employed by the company (and changing roles does not count), the IMDS Service Center can change Company Administrators with the following documentation:

A .pdf, .tif, or .jpg file created from company letterhead of the company as registered in the system with a *signature from a director of operations* or equivalent stating:

- a. Date each Company Administrator left the company
- b. First name, last name of 1 authorized user
- c. Phone number of authorized user including all dialing codes
- d. Email of authorized user and the email domain must match the existing user

The file can be attached to an email message and sent to the **IMDS Service Center** of your choice where they will research and determine if you will be granted access to existing data. For security reasons, it would be preferred to change the profile of an existing user rather than create a new ID.

Register I

Follow the Link to **Online Registration**.

Registration is found on the **Register your company** link of the main menu on the login page.

COMPANY REGISTRATION

Do you know if your company is registered?

Please call or send an e-mail to our [IMDS Service Center](#). We will tell you whether someone in your company has registered and if so, who your Company Administrator is.

Your company is already registered and you need an ID

Please ask your company's Company Administrator for your user name and password. It is expected that each user have their own IMDS ID and password.

Your Company Administrator is no longer with the company

Please send an e-mail with:

1. A .pdf, .jpg, or .tif attachment created on company letterhead from the address as registered in the system explaining the situation.
2. You must include in the explanation the date of last employ of all existing client managers, the existing Company Administrator names, and
3. The details of who should be client manager (first and last name, phone and fax number, e-mail address) to the [IMDS Service Center](#) and we will research the problem.
4. The letter must be signed by someone in sufficient authority such as plant manager, vice president, president, CEO (an engineering, quality, or HR manager will not be accepted).

For security reasons, if there are other users in the company that are active, we will not create a new ID but escalate one of them to Company Administrator status.

Please note that the IMDS Service Center will not transfer data ownership from one company to another. When a company is sold, it is the responsibility of users in the company to make appropriate transfer of user IDs.

Your company is not yet registered

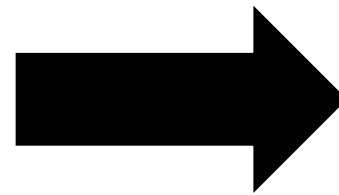
IMDS allows you to register your company online. You need to define a Contact Person and a Company Administrator for your company during online registration. THESE PEOPLE NEED TO BE EMPLOYEES OF YOUR COMPANY NOT YOUR CUSTOMER. Once the company is registered, the Company Administrator can create other IDs and Contacts through the Administrative Option. IMDS recommends at least two Company Administrators per IMDS company and each user have their own ID. The Contact person answers questions about the sent MDSs and doesn't have to have an ID.

[Online Registration](#)

If you get an error message indicating that a company with a similar name is registered, please call or email our [IMDS Service Center](#) for instructions. It may be that you are part of a global company that has requested that individual sites may not register.

The following [Terms of Use](#) are valid for the IMDS Web application.

About Us Copyright © 2015 by Hewlett Packard Enterprise



MATERIAL DATA SYSTEM

Login

User ID
Password
Language English

- User ID forgotten
- Request new password
- Terms of use

Registration

- Register your company
- Tips for your company registration

Help

- Online User Manual
- Contact IMDS Service Center
- IMDS Training
- Frequently Asked Questions

Quick References

- How to create a component MDS
- How to create a material MDS

Video Tutorial

- Home and Login Pages
- Landing Page and Search
- Search Results
- MDS Detail Page
- Accept and Reject
- 9.0: Faster MDS Updates
- 9.0: Visibility of Own Confidential Substances

Information

IMDS-a2 REACH Analysis now offers

- O5A (once an article, always an article) calculation
- loading of .xlsx files with more than 64.000 rows
- search for SVHC that

NEWS

09/05/2016 GM renamed seven... For more information

07/28/2016 AIAG IMDS & Prod... The AIAG IMDS & Pr... For more information

Login

User ID
Password
Language English

- User ID forgotten
- Request new password
- Terms of use

Registration

- Register your company
- Tips for your company registration

NEWS

09/0...

07/2...

Register II

Fill in the necessary information.

MATERIAL DATA SYSTEM

Login

User ID

Password

Language English

- User ID forgotten
- Request new password
- Terms of use

Registration

- Register your company
- Tips for your company registration

Help

- Online User Manual
- Contact IMDS Service Center
- IMDS Training
- Frequently Asked Questions

Quick References

- How to create a component MDS
- How to create a material MDS

Video Tutorial

- Home and Login Pages
- Landing Page and Search
- Search Results
- MDS Detail Page
- Accept and Reject
- 9.0: Faster MDS Updates
- 9.0: Visibility of Own Confidential Substances

Company Registration

Please enter your company data in the following fields. Each field marked with a red asterisk is mandatory.

Company Name *

Street *

Zip or Postal Code *

City *

Mailbox

DUNS Number

Country *

Company Administrator

Enter the Company Administrator's data here. This user is responsible for the administration of your company. He creates organizational units and administers your company's users. THIS NEEDS TO BE AN EMPLOYEE OF YOUR COMPANY AND NOT YOUR CUSTOMER.

Make sure the Company Administrator's e-mail address is correct, because your company registration data will be sent to it.

Since IMDS is an international system, please also include the country dialing code in the phone number.

Last name *

First name *

Telephone No. *

Fax No.

E-Mail Address *

Repeat e-mail Address *

Contact Person

Enter here the Contact Person's data. Each company in IMDS requires a contact to answer questions concerning sent MDS. Since IMDS is an international system, please also include the country dialing code in the phone number.

Last name *

First name *

Department

Mailbox

Telephone No. *

Fax No.

E-Mail Address *



Error?

There are 2 main reasons for getting an error for Online Registration:

1. Your company is already registered. Please check again or contact our [IMDS Service Center](#).
2. The name of your company is on the “deny” list or contains a character string that is on the “deny” list (“deny” list will be explained on the next page).

What's the “Deny” List

Over the years, companies have decided to have a more central management of IMDS data and have asked us to help limit their individual sites from registering independently. To that end, we have created a list of character strings that are prohibited from performing online registration. Some of these strings may be contained in a company name that has nothing to do with the company on the “deny” list.

Should you get an error, email the [IMDS Service Center](#) with ALL the information you have entered in TEXT form and they will research and either perform a manual registration or direct you to the person in your company where you can get an ID.



Terms of Use

At the first login, each user is required to read and accept the **Terms of Use**. If all you see is Logoff, the problem is that your popup blocker is preventing the window from displaying.

Company Responsibilities

IMDS is a secure system. The IMDS Service Center cannot possibly know who within a company should have access to data. That is why it is the responsibility of each IMDS company to assign a minimum of 1 Company Administrator (and we recommend 2). The Company Administrator is responsible for creating and deactivating users, creating and deactivating contact persons, resetting passwords of users within a company, and performing other administrative tasks.

For a complete description of the functions a Company Administrator can perform, please read **Public Pages > FAQ > Faster Data Entry & IMDS Administration > What Administration functions can a Company Administrator Perform.**

Should the **IMDS Service Center** have to perform an administration task, be prepared to supply adequate proof that you are authorized to make the request.

Sharing IDs

Usage of IMDS “classic” or browser mode is free of charge. IMDS “classic” User IDs are free of charge.

We see no reason to share IDs and sharing of IDs causes problems. When the New Password button is used, the email goes to the email on the ID – and if sharing, others do not know the button has been used and the ID will become locked.

The **IMDS Service Center** will only reset a password upon receipt of an email from the address on the ID and that profile is that of the only Company Administrator in the company.

Getting Started

Now that you're registered – we suggest going to a training class. If you can't, read the information under [New to IMDS? > Readings for New Users](#).

Where can I find a walk through of creating an entry in IMDS? (also known as “create tips”)

IMDS User Manual

Under [FAQ > How to Tips](#)

What do the error messages mean and how can I fix them?

How to find things in IMDS?

Additionally, there are many other tips that users should find useful.

About the IMDS Service Centers

There are several IMDS Service Centers located in the world. If your language isn't supported, it is because there is not an OEM in your area that has chosen to support a IMDS Service Center in your language.

IMDS Service Center usage is free of charge at this time, but the agents are not material experts and are not there to train you in the use of IMDS. They will not instruct you one-on-one with information that is already available in a FAQ. They will point you to the FAQ. Additionally, most IMDS Service Center agents can tell you the functionality of IMDS, but are not familiar with the nuances of data entry that are documented in the FAQs.

Since each user can reset their own password or have another Company Administrator in the company do so, there should be no need to have the IMDS Service Center reset a password. If no other choice, they will do so, but expect a 1-2 business day turn around time.