Supplier guidelines on IMDS Material datasheets (MDS) for DAF Trucks N.V. and Leyland Trucks Ltd.

This report contains the guidelines for suppliers on IMDS material datasheets (MDS) for DAF Trucks nv and Leyland Trucks Ltd.
These guidelines are an appendix of DAF standard TLV 00805-102.

Contents

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1. IMDS process

<u>Introduction</u>
The International Material Data System (IMDS) is a web-based system for reporting of part material composition data along the whole Automotive Supply chain to the OEMs. The OEMs need this data to be able to prove compliance with international legislations on, for example, substance restrictions, substance information duties and vehicle recycling rate targets. It also allows OEMs and suppliers to work proactively with substitution of hazardous chemicals.
This document describes the requirements on reporting to IMDS concerning substances in and material composition of products (IMDS reports) supplied to DAF Trucks nv and Leyland Trucks Ltd., in this document referred to as DAF/LTL.
The reporting requirements apply to product-related (automotive) parts purchased by DAF/LTL from their suppliers (tier-1). The tier-1 suppliers are responsible for ensuring that these requirements are cascaded to their suppliers and respective sub-suppliers (tier-N suppliers).

This standard covers product related parts, i.e. parts used for the fabrication of other parts or complete vehicles, spare parts or other parts that are present in DAF/LTL's final product at the point of sale. Product-related parts are usually formed, solid articles but may also contain liquids like lubricant-oil or grease. Product-related parts include chemicals in their cured form present in the final product such as surface treatment material.
This standard does not cover non-product related parts i.e. parts used in manufacturing processes but which do not remain in the product at the point of sale. Production process chemicals, tooling and machinery are examples for non-product related parts.
This standard does not apply to reporting of substances and material composition of parts, materials or chemicals used for packaging or temporary protection of supplied parts during transport processes.

The IMDS Steering Committee has developed and posted Recommendations for data entry and structure. These recommendations can be found at the Recommendation link after login at IMDS.
For everything not listed in this document, the IMDS recommendations apply.

Reporting process
Online registration by each supplier is necessary in order to use IMDS.
IMDS Home Page: http://www.mdsystem.com/

The supplier shall start developing a MDS for the specified part after receiving a series-production-approved DAF/LTL part drawing or equivalent documentation and send its IMDS ID to DAF.IMDS@daftrucks.com.
DAF will send a MDS request to the supplier through the IMDS system. The supplier has to make sure that the check-box **"MDS request received"** in **IMDS Administration/Personal settings/Subscribe e-mails for the following events** is selected to receive an email notification!

The supplier shall send the MDS to DAF Trucks nv (IMDS ID 7740), **the MDS will only be accepted by DAF if it is a reply to a MDS request.**
The MDS of the specified part shall be submitted 4 weeks after the supplier has received an order for the part .

Approval process
Following upon the receiving of the MDS, DAF performs a MDS review and takes a decision in accordance with one of the following alternatives:
- Accepted: The MDS complies with requirements.
- Rejected: The MDS is not accepted; the reported MDS for the part does not comply with requirements. The MDS shall be re-worked according to instructions given in the rejection motivation text field. IMDS Error codes and correction instructions are given at IMDS public pages/FAQ/List of Errors and Corrections in IMDS.

If an MDS is rejected by DAF then the supplier shall correct and re-send the MDS as well as other information (if required in the reject text motivation) within two weeks to DAF. The same MDS (ID and version number) shall be used for re-submission.

Re-submission and change management
See section 3.2 of IMDS Recommendation 001. This section describes the conditions under which MDSs shall be revised, updated and/or re-submitted.

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2. MDS Structure

The MDS sent to DAF must always follow the latest IMDS Recommendations and DAF standards.
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.

3. Formal Requirements

The following formal requirements have to be fulfilled in order to guarantee the correct data exchange with DAF Trucks internal systems. The required data must be entered into the appropriate recipient specific fields when sending or proposing the MDS.
In most cases DAF/LTL part number and supplier number will already be filled in the IMDS request from DAF to the supplier. Recipient specific fields that should not be filled by the supplier will be blocked by DAF in the MDS request.

Supplier Number
The DAF/LTL supplier number has to be filled in the field "Supplier Code" of MDS recipient data. DAF/LTL supplier number consists of a 5 digits number.
Do not use the DUNS number.
E.g. Supplier Code.: 99999

Part Name
The name of the part/semi-component must be entered according to the DAF/LTL drawing and CAD files in the field "Name" of MDS recipient data. This entry must be in English.

Part Number
Please enter the DAF/LTL part number, not your internal supplier part number in the field "Part/Item No." of MDS recipient data..
The DAF part number consists of 7 digits. Additions to this number separated by a dot or slash must not be filled in IMDS. (Do not use blanks in between digits).
LTL part numbers have several formats that deviate from the DAF format.
E.g. Part No.: 1234567

Drawing number
The drawing number must be entered in the field "Drawing No." of MDS recipient data, according to the DAF/LTL drawing (excluding the revision number of the drawing). In case there is no drawing number available, the symbol "-" should be entered.

Drawing Change Level
The revision number of the drawing must be entered according to the DAF/LTL drawing.