MATERIALDATA SYSTEM

Material Data System (IMDS) User Manual

Version 15.3

For help with questions not answered in this manual please review the public pages on our internet site:

http://www.mdsystem.com → IMDS Information pages

- Under **FAQs** (Frequently Asked Questions) you may find answers related to your problem which are not explicitly mentioned here, as the FAQ pages are updated more frequently.
- Under **News** you can find information about changes in a new IMDS release.
- On our **IMDS Advanced Solutions pages** (https://public.mdsystem.com/web/imds-public-pages/imds-training-courses) under **IMDS Training** you can register for classroom or in-house training.
- **Technical requirements** for using IMDS can be found under
  → IMDS Information Pages → IMDS System → System requirements

Revisions

Revision	Date	Description
1.0	Mar-27-2013	Creation
1.1	Apr-23-2013	New ch3, ch4, minor corrections p.16 (languages) and p. 23 (table)
1.2	May-24-2013	corrections with track changes
1.3	Jun-18-2013	Remove term CMD under 5.2
1.4	Dec-12-2013	Add IMDS 2020 enhancements
1.5	Mar-28-2014	IMDS Release 9.0 changes added
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1.9	Jun-10-2015	Add chapter on Jaguar Land Rover
1.10	Jun-11-2015	Add Release 10.0 changes
1.11	Jul-10-2015	Corrections Release 10.0; email change Service Center Americas
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1.15	Sep-26-2016	Release 11.0 changes
1.16	Nov-12-2016	Changes BMW, Tesla
1.17	Jan-11-2017	Minor changes in the Chemistry Manager section, changing address on the last page
1.18	Apr-25-2017	DXC Technology changes, changing contacts on the last page
1.19	Aug-31-2017	Volvo Group extensions, contact change
1.20	Sep-19-2017	PSA Group extensions
1.21	Mar-19-2018	Add Release 11.1 enhancements
1.22	Nov-19-2018	Add Release 12.0 enhancements
1.23	Mar-06-2020	Add Release 12.1 enhancements
1.24	Jun-05-2020	Add Release 12.2 enhancements
1.25	May-19-2021	Add Release 13.0 enhancements and additional chapter 11 SCIP
1.26	Dec-08-2021	Add Release 13.1 enhancements
1.27	Apr-13-2022	Add Release 13.2 enhancements
1.28	Jan-11-2023	Add Release 14.0 enhancements

1.29	Jul-31-2023	Add Release 14.1 enhancements
1.30	Mar-20-2024	Add Release 14.2 and 14.3 enhancements
1.31	Jan-13-2025	Add Release 14.4 and 14.5 enhancements
1.32	Jul-05-2025	Add Release 15.0 enhancements
1.33	Oct-17-2025	Add Release 15.1 enhancements
1.34	Nov-26-2025	Add Release 15.2 enhancements
1.35	Mar-30-2026	Add Release 15.3 enhancements

Contents

1 IMDS – General introduction

Any company which wants to re-use or recycle 95% of a vehicle in accordance with existing legal requirements must understand the exact content of the entire vehicle.

In the future, national and international environmental legislation may require every supplier of a product to be responsible for the product for its entire life (operations, use, removal, disposal etc.), Examples of these legislations include the EU Directive on End-of life vehicles, hazardous material legislation etc. In addition to this, suppliers may have to provide information about all materials used in the product to permit deconstruction of the commonly used materials, provide input for scientific analysis of the composition, and provide classification of the levels of danger related to the materials. This requires a detailed knowledge of the composition of the materials used.

In a joint venture project, the companies Audi, BMW, DaimlerChrysler, Ford Motor Company, Opel, Porsche, Volvo, VW and EDS (EDS was acquired by Hewlett Packard Enterprise in 2008 and then merged with CSC to DXC Technology in 2017, therefore now referred to as DXC) formed the team “Material Datasheet EDI” (EDI = Electronic Data Interchange). This team uses Information Technology (IT) to collect the required material data sheet (MDS) information from all suppliers.

The concept was realised with the internet-based International Material Data System (IMDS). DXC hosts this central, secure, cloud-based database that permits the Automobile manufacturers and parts suppliers to standardise the process and to enables efficient data collection. This concept supports just-in-time data collection. Over the years, the original team has expanded to include almost all automobile manufacturers regardless of where they are located.

2 IMDS – Getting started

2.1 Basic Requirements

To access IMDS the user needs an internet connection and a supported browser. Technical constraints make it necessary that the user please use one of the browser versions supported by DXC (the user can find these versions on http://www.mdsystem.com → IMDS Information Pages → IMDS System) e. g. the Microsoft Edge or Firefox in its current version. There may be other browsers and versions that will work with IMDS, but the Helpdesks can only assist if the user has issues while using the supported browsers. In all cases, in the internet options of the browser, the user must enable Java Scripting. If their browser does not have the correct options enabled, the user will not be able to perform required actions within the application. In IMDS, as with many other transactional web applications, browser navigation keys and buttons such as "Back" interrupt the IMDS system control and do not have the desired effect. The user will need to use the IMDS buttons and functions within the main portions of the IMDS screens to navigate.

2.2 Company Registration

Note: Each company or company site is allowed one IMDS registration. This is done to prevent confusion within their own company and between their company and their customers and suppliers. We ask that the user check first with the IMDS Service Desk before registering their company online. Once registered, any Company Administrator can create users and other Company Administrators. As people within a company frequently change jobs or leave the company, we strongly suggest a minimum of two (2) Company Administrators per IMDS company.

A company can be registered on our homepage: IMDS Information Pages → IMDS Login → Registration → Register your company.

General information on Registering can be found on our IMDS Information Pages.

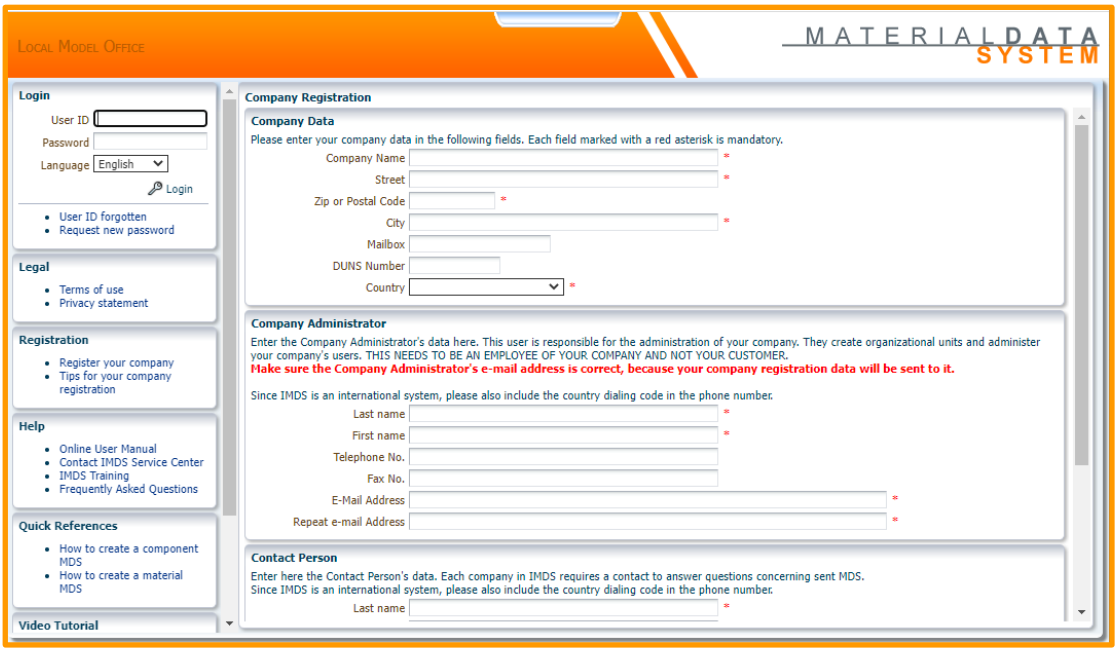


Figure 1 – Company Registration screen

The person registering the company can enter the company data and one Company Administrator at this time. All fields with a red * are required. When the form is submitted, the system will check whether another company with the same name is already registered. This operates only if the name matches exactly character for character, and should not be relied upon to determine whether their company is already registered. For those companies wanting to centralize their compliance operations, we have a “deny list” which rejects any submission that contains a restricted word or phrase.

It is strongly recommended that the person registering the company be the initial Company Administrator as the system will e-mail the registration information, including a link to the ID, to the Company Administrator. If the Company Administrator is not the one registering the company, they are likely to ignore or delete the message.

Note: Please ensure the e-mail address field is filled with the correct address as this is where the confirmation mail is sent. User IDs are assigned to individuals and not to companies. The only authorized user of the ID also has the names and e-mail address associated with the ID. We require each person working in IMDS have their own User ID.

On the same page, a Contact Person must be named. The Contact Person and the Company Administrator can be different. A Contact Person may not have a User ID and a User may not be a Contact Person. The correct Contact Person is the person in a company (legally) responsible for IMDS data.

Contact persons are company-wide contacts, i. e. there is no contact person assigned to Organisation Units.

After completing the fields and clicking **“Next”,** a window is displayed asking the user to confirm the registration request in IMDS. After accepting in this window, the user will see a screen with their IMDS Credentials: User, ID, Password, Company ID, Company name. Please copy the IMDS credentials and store them in a safe place. **They will not be displayed again,** so make sure to copy them correctly.

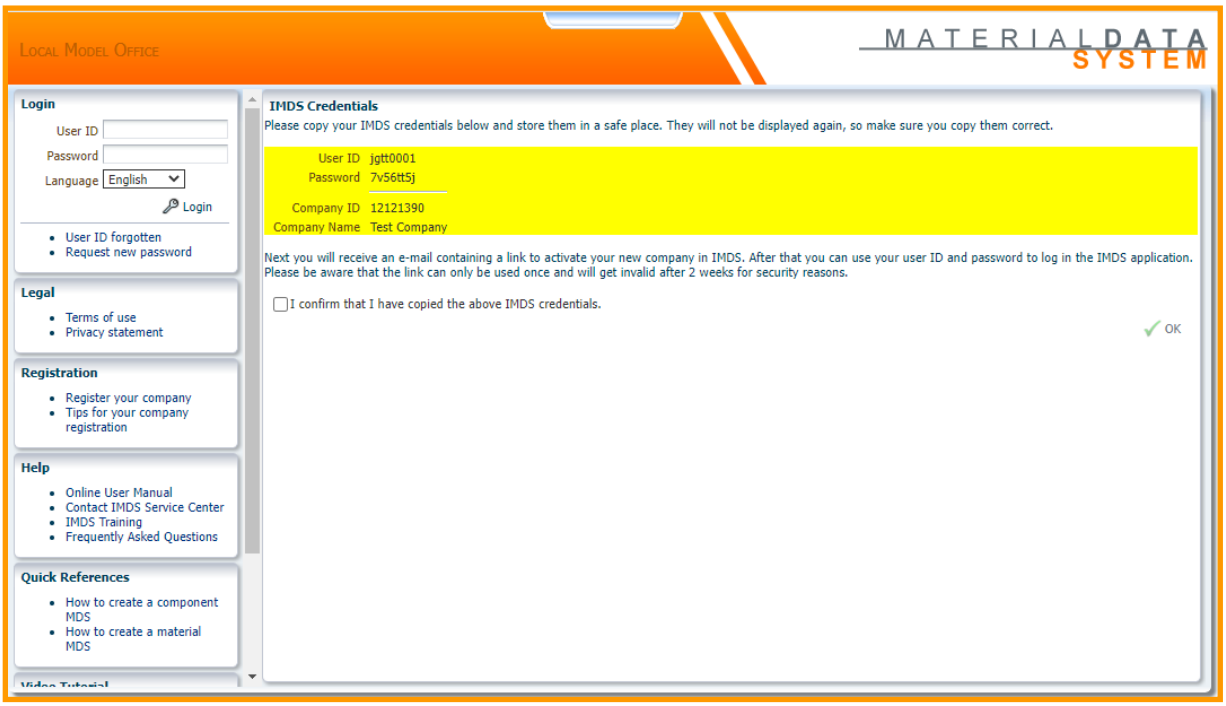


Figure 2 – IMDS Credentials

After the person registering the company confirming the IMDS credentials are copied, this person will receive an e-mail containing a link to activate the new company in IMDS. **The Company Administrator will need to use this URL to activate the company before any user can log into IMDS.** From that time, the Company Administrator may use the user ID and password to log in the IMDS application. The following is an example of the e-mail the Company Administrator will receive after registering a company. Please note that the e-mail is sent from the IMDS system and the user may have to work with their IT department to ensure delivery to their inbox. Sometimes these are blocked at the firewall level and sometimes they are routed to the junk or spam folder. As this e-mail is sent from a computer, it cannot respond to a request to click on a link and enter a set of characters to allow the e-mail to go through.

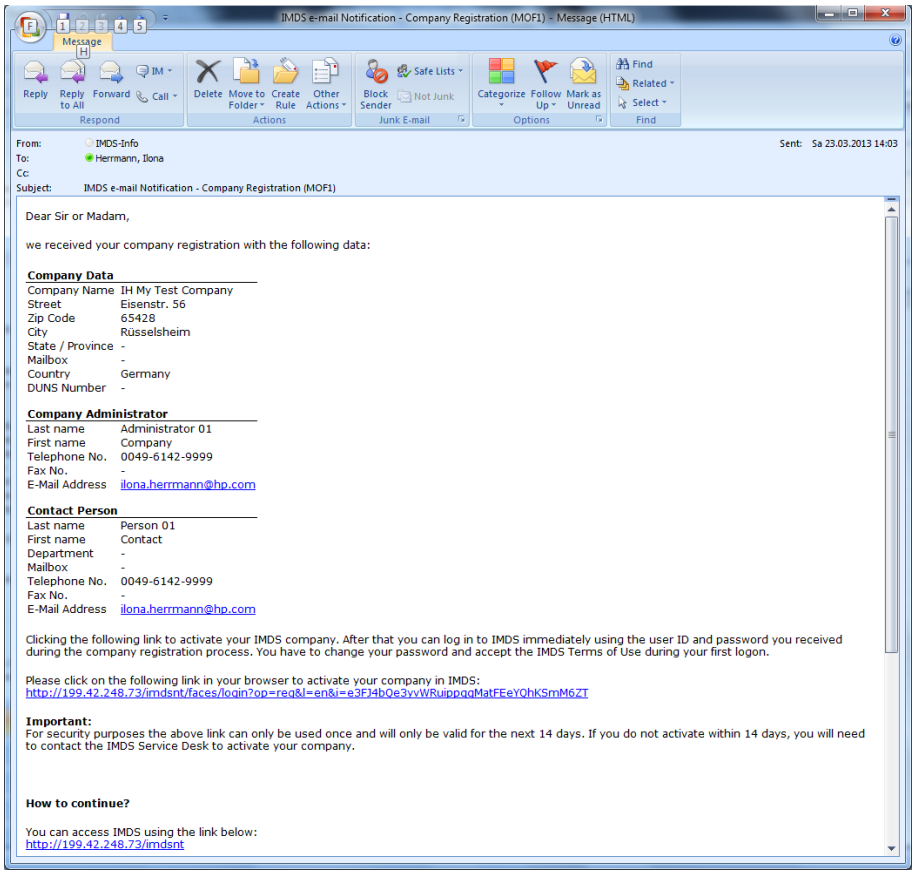


Figure 3 – IMDS Company Registration e-mail

Note: Some e-mail applications will insert a carriage return instead of wrapping the URL. If the URL doesn't work, there are probably random characters on the line below the URL. These are part of the key. Copy both lines into an application that does not modify the content such as Windows Notepad and remove the paragraph mark between the two lines to re-create the correct URL, then click it**.**

When the users access this URL, they have the option to activate or cancel the registration with IMDS. If the user elects to cancel, they will not be able to return to the URL and accept.

Note: The User has 14 days to access the URL sent. If the URL has not been visited for 14 days, it is no longer accessible.

The following figure shows a typical Company Activation page.

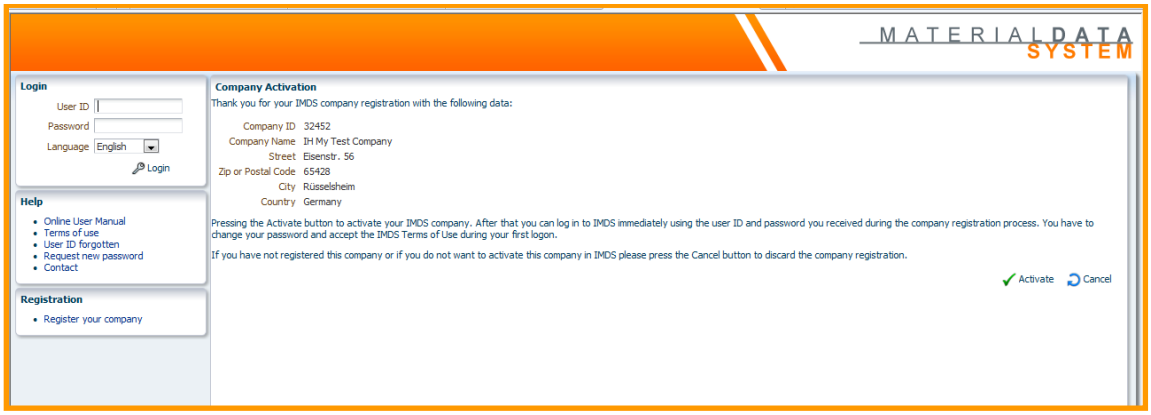
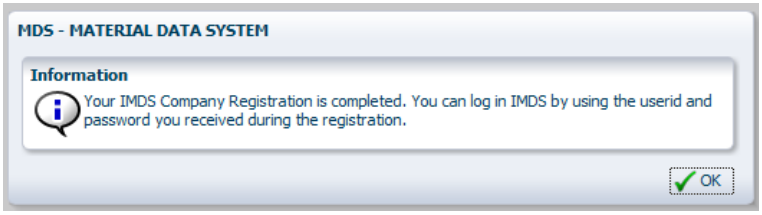


Figure 4 – Activation / Cancellation of Company Registration

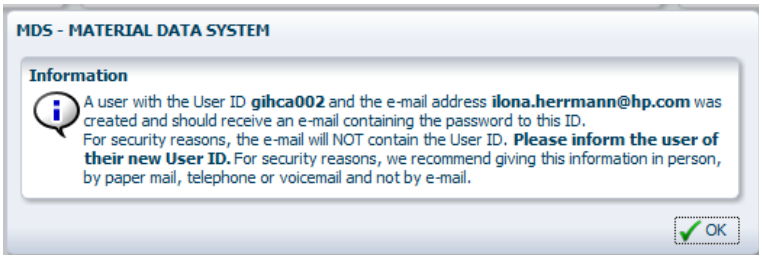
By clicking **"Activate"** the IMDS Company Registration is completed, and the user can log in IMDS by using the User ID and password received during the registration.



A Company Administrator is now allowed to and responsible for:

- Creating users for (only) their own company
- Changing user privileges within their company
- Resetting passwords for their users
- Resetting Multi-Factor Authentication (MFA) for their users
- Assigning contact persons for their company
- Deactivating users that have left the company
- Deactivating contact persons that have left the company
- Ensuring there is always a minimum of one company administrator available in the IMDS company (including vacations and leaves of absence)
- Accessing the MDS specific statistics for the user IMDS company

Every time a new user is created, the Company Administrator sees a window with the User ID and the associated e-mail address. A temporary password is generated and sent by e-mail directly to the new user. This e-mail only contains the new password, not the User ID – so it is necessary that the Company Administrator informs the user about his IMDS user ID.



Each new user must read and accept the IMDS Terms of Use at first login.

Note: Each user has the capability and responsibility to maintain their e-mail and phone number. The Company Administrator can also maintain this data. For system security, all users must use their own ID, user name and email address. Password resets will only be communicated to the e-mail on the ID.

2.3 System Access

The IMDS system is accessed from the IMDS Information web pages: **www.mdsystem.com.**

After navigating to the IMDS Information Pages, the user will find several tabs at the top of the page. Under **Help**, the user will find our Frequently Asked Questions (FAQs) which presents answers to common questions. The following picture presents the IMDS homepage.

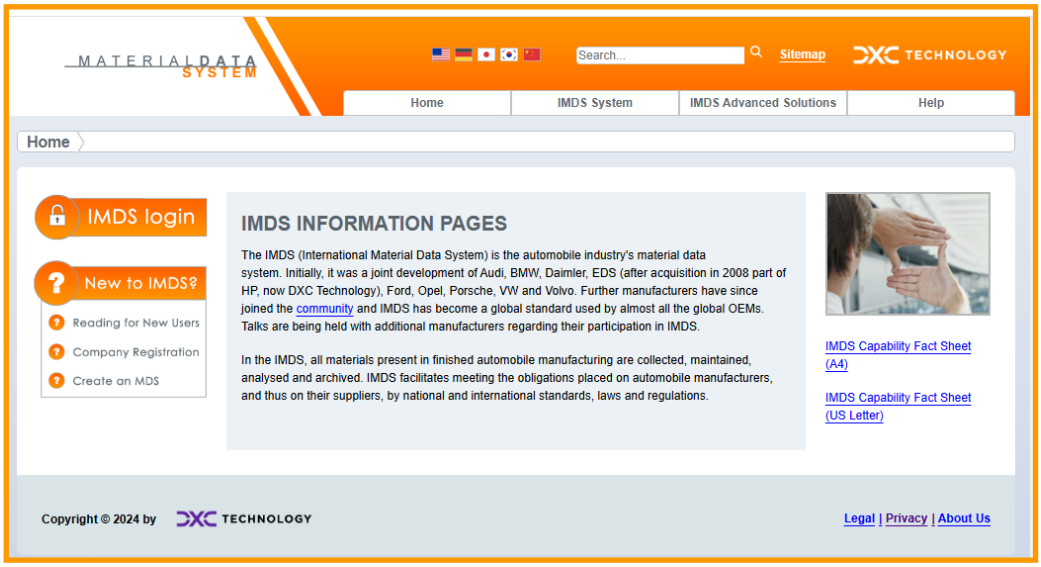


Figure 5 – IMDS Information Pages

Login

Once on the IMDS Information Pages, click the button "IMDS Login" to access the IMDS system.

The following figure depicts a typical view of the IMDS login page.

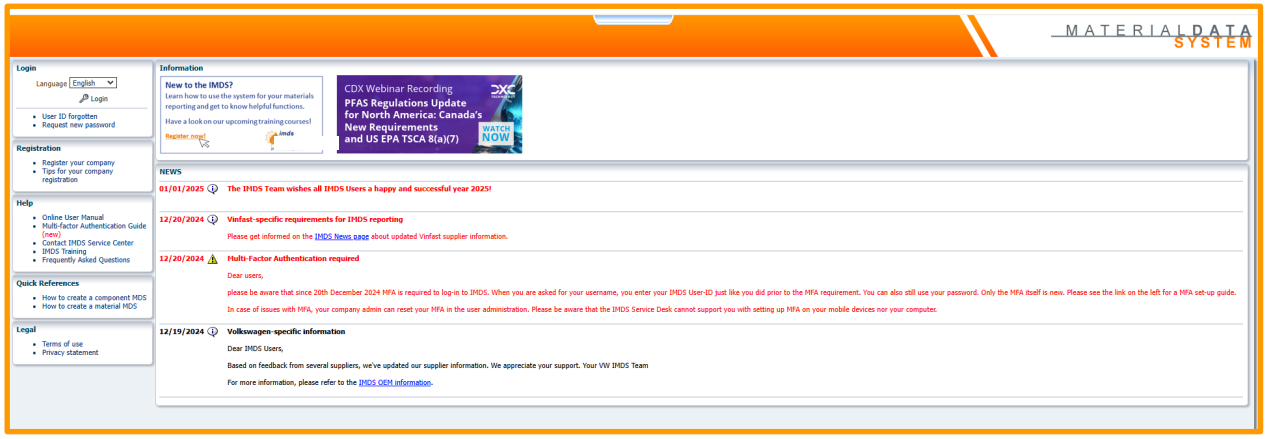
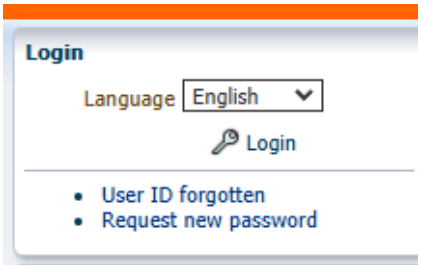


Figure 6 – IMDS Application start screen before Login

At this point, the user enters their User ID in a first step followed by the password in the second step. The User ID is **not** the same as the Company ID which is numeric. User IDs follow a pattern comprised of information from the company name and user assigned to the ID. User IDs usually contain 5 lower case letters followed by 3 numbers. User IDs and passwords are case sensitive (meaning SPRING or Spring is not the same as spring). To avoid lockouts, we suggest at first login that the user copy (<CTRL><C>) and paste (<CTRL><V>) from the e-mail. System generated passwords only contain lower case characters and numbers. They will not contain o, 0, I, or 1.

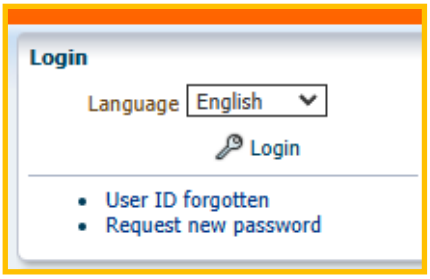
Prior to logging in, the user may select the language in which the prompts appear. Currently available languages are: English, German, Chinese, French, Italian, Japanese, Korean, Portuguese and Spanish. It should be noted that although the field prompts are presented in different languages, all field entries must be made in English, as this is the agreed-upon language of IMDS. Additionally, IMDS does not translate field entries from one language to another.



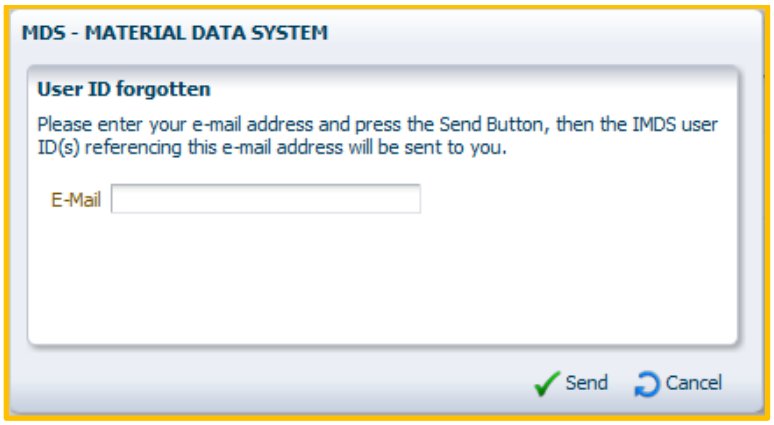
2.3.1 User ID Forgotten / Request new password

Anyone may occasionally forget the ID and/or password, especially if the user does not enter the system frequently. IMDS has built in functionality to assist users in retrieving their ID and resetting their password. However, the most important information is the e-mail address associated with the ID in the system. It is imperative that the user keep their e-mail address current within the system.

If the user has forgotten the ID, the user can easily retrieve their User ID(s) from the IMDS Application login screen by using the User ID Forgotten link right below the two fields for entering the Login information.



When using the first link, the user will be asked to enter their e-mail address:



And the system will send the user a list of all User IDs associated with their e-mail address. Once the user has the ID, the user can then use the **Request new password link** to reset the password.

When the user uses the link, a window similar to the following will appear:

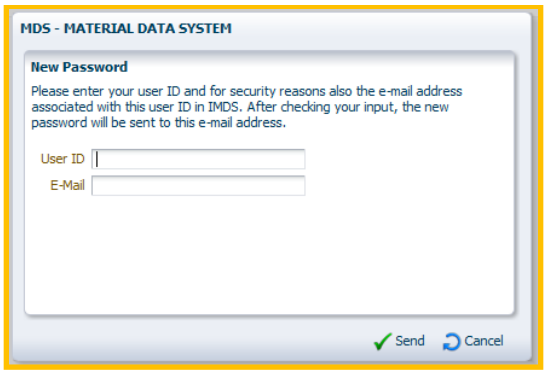


Figure 7 – Request new password screen

When the user requests a new password, the correct e-mail address for the ID needs to be entered. This e-mail address **has to match the e-mail address already available in the system** for this User ID in order to be able to reset the password.

The system performs a check if it is allowed (i.e. the ID is not expired and the user has had a successful login since the last password reset).

Whenever a password reset is requested (either by a user clicking on “Request new password” on the login page or by a company administrator on behalf of the user), the email sent to the user will contain a link leading to a password reset page where a new password can be set.

The link will be valid for 24 hours and the previous password remain valid until a new one has been defined.

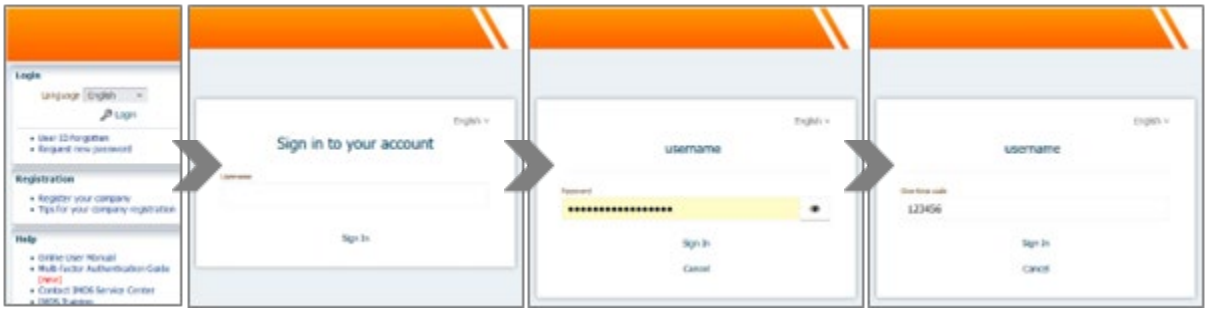
We strongly suggest that since the system-generated password will be a random string of characters, the user copy/paste from the e-mail into the password field. The user will need to change the password at first login (see 2.3.3).

If the user gets an error message, then either the ID is incorrect, the user does not have the correct e-mail address for the ID, the ID is expired, or the user has not had a successful login since the last password reset. This last check is to prevent the user from constantly requesting a password reset when the user cannot receive e-mails from the system. If the user is having issues receiving e-mail from the IMDS server, then she/he should work with the IT department and the

User ID Forgotten link to trace why the user cannot receive e-mails from the system. If the user cannot receive e-mails from the IMDS system, the user cannot use the system.

To provide an additional layer of security, Multi-Factor Authentication (MFA) is introduced with IMDS Release 14.5 to the login process of IMDS. Every user has to set up an authenticator mobile application or browser extension the first time they log in to the system. After that, a one-time code will be required for each login which will be shown in the authenticator. An explanation of how to set up MFA using a mobile device or browser extension will be linked to on the login page. It is also available here: MFA Setup Guide.pdf

As part of this change, the process of the login will also be changed. Instead of entering both username and password and then clicking on “login”, a click on “login” will first open a dialog to enter the username, followed by a dialog asking for the password.



2.3.2 Accept the Terms of Use

At first login, a user must accept the Terms of Use and change the temporary password in order to proceed. The following figure shows the typical Terms of Use screen.

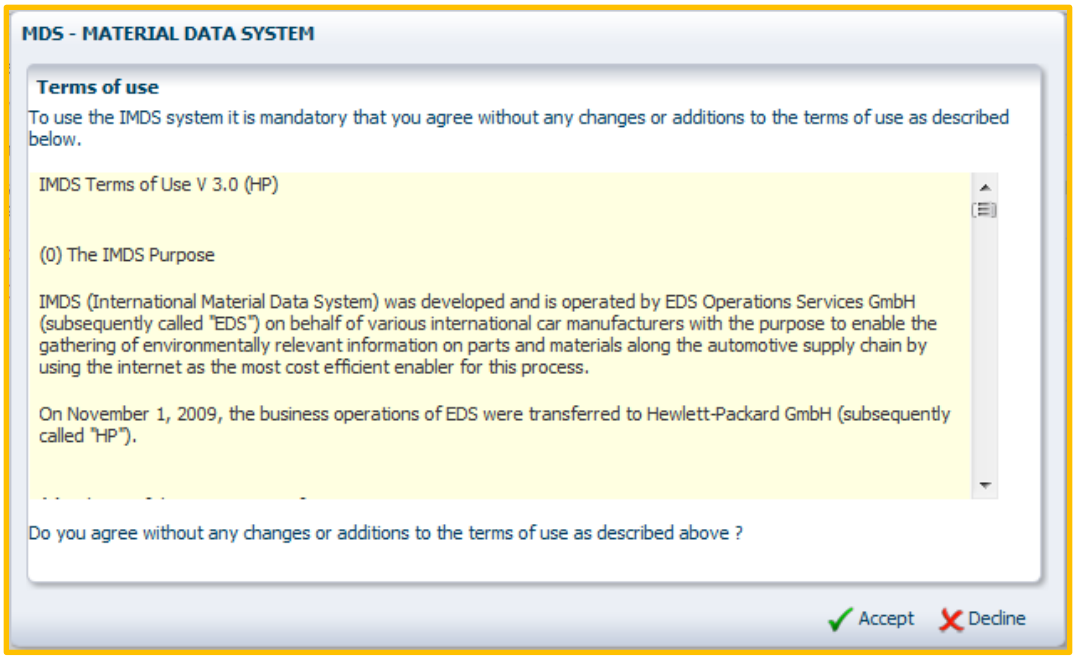
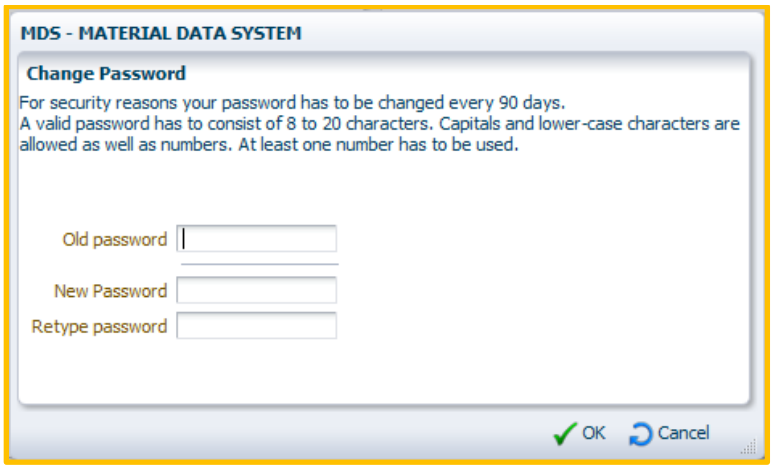


Figure 8 – Acceptance of the Terms of Use required

In some browsers or some screen resolutions, the user may need to scroll to the right to view the Accept and Decline buttons. The user will need to **Accept** after **reading** the Terms of Use to proceed. **Decline** takes the user back to the IMDS start page and the user will not be able to use IMDS.

2.3.3 Change Temporary Password

As a next step the user will have to change the initial password. The user may also change it through the **Administration > Change Password** option. For security reasons, the user will need to change the password after a system password reset (either through the “Request new password” from the IMDS login screen or by the IMDS Service Desk).



For password requirements, please see section 9.4 Application Security.

2.3.4 Confirm Default Contact

The dialog appears for users with the "Contacts: edit" privilege to confirm or update the default contact information.

Whenever such a user of a company with a default contact logs in at least 90 days after the default contact's confirmation date, a Confirm/Update dialog is displayed.

The dialog lists all the default contact's information and asks the user to confirm if this information is accurate.

In case the user selects "Confirm", the confirmation date of the default contact will be set to the current time (preventing the dialog from appearing again for another 90 days).

If they select "Update", the system will automatically navigate to the contact admin page and the default contact's details will be loaded in edit mode.

2.3.5 Review and Acknowledge Notifications

If there are notifications, they will be displayed immediately after login and the user can decide to either mark them as read or to be displayed again at next login. The notification screen may not appear if the user had to change the password (will appear with the next login). The user cannot ignore this screen, the user MUST acknowledge that the user has read the message in order to proceed. The following figure depicts typical notifications.

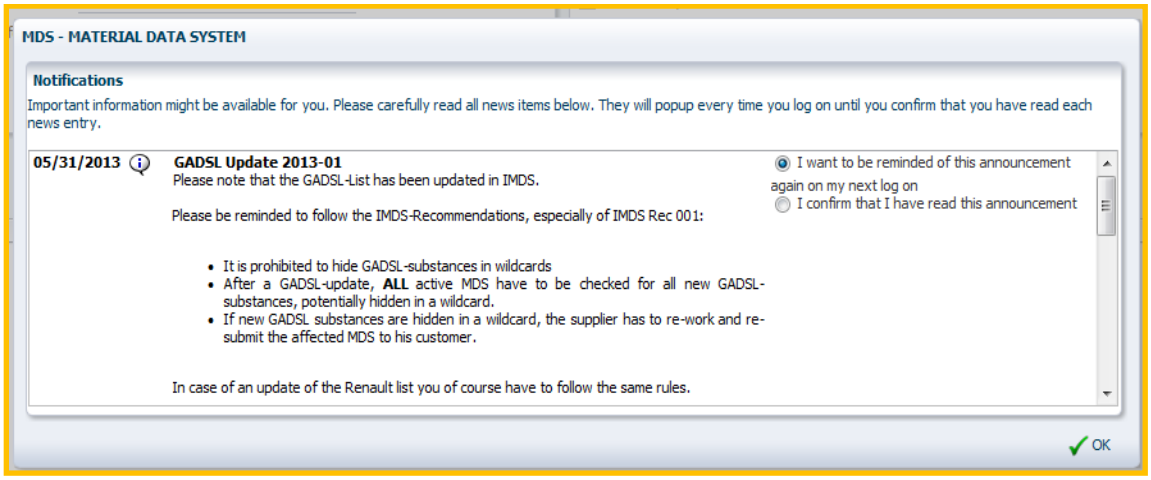


Figure 9 – Notification screen

Once the user clicks <OK>, the user sees the IMDS main screen. The following figure presents the primary view of IMDS.

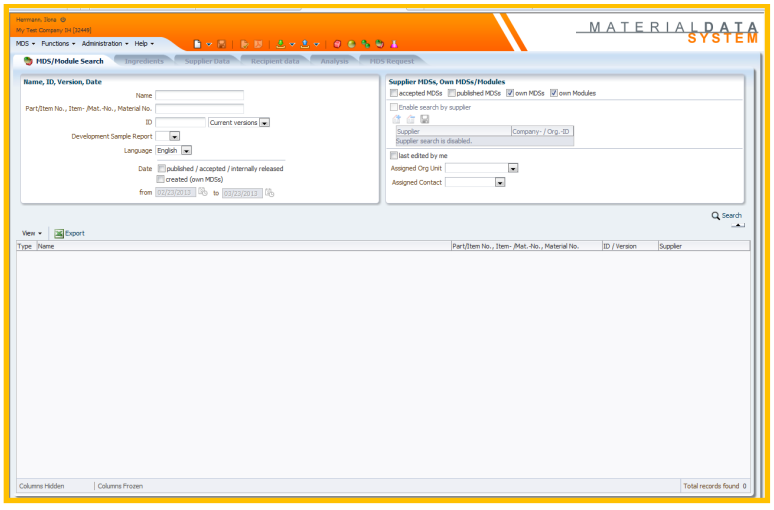


Figure 10 – IMDS application start page

2.3.6 Navigating IMDS

Once the user enters IMDS, the user will see a window that consists of several parts. The following figure illustrates the various parts.

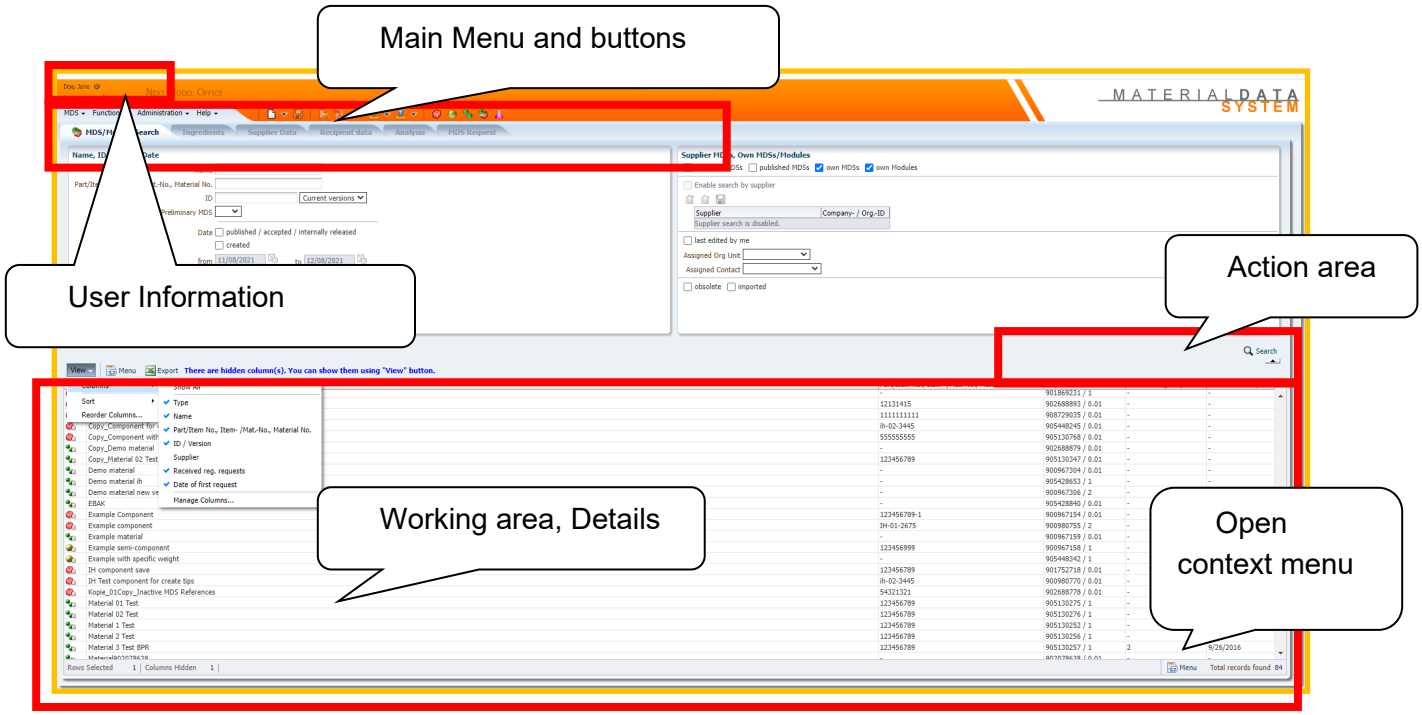


Figure 11 – Working areas in IMDS

User Information Area / Log off (upper left corner)

In this area of the screen the user's name and the company name and IMDS ID are displayed. For signing out, there is a Log-off button next to the User name.

Main Menu and Buttons

The Main Menu and Buttons present all options to which the user currently has access. This menu is interactive, meaning the cursor highlights the chosen menu options. Upon clicking an option, the results will be displayed in the working area. Menu items which are not available at this time are displayed in faded color. The following section describes each of the menu items.

View Button

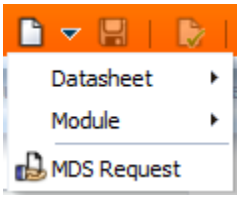
In case there are hidden columns in the screen, a message is displayed that these columns can be displayed/hidden using the "View" Button.

Context Menu

By right clicking or using the “Menu” command at the bottom right all actions available for the respective entry in the result list are displayed in the Context Menu.

MDS Menu/Toolbar Buttons

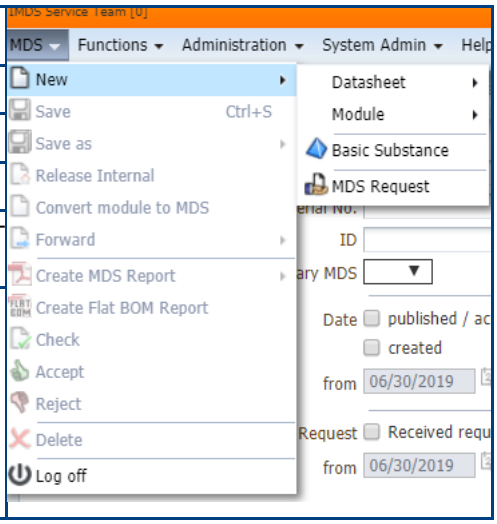
These functions are available under the MDS menu item:



New

The user can either use the MDS > New menu item or the button in the toolbar. The button will allow a menu to appear which contains the same actions as the **MDS > New** option in the menu. From the button on the toolbar:

Menu Item	Description
Component	Create and opens a new component MDS.
Semi-component	Creates and opens a new semi-component MDS.
Material	Creates and opens a new material MDS.
Module	Creates and opens a new module – either component, semi-component or material.
MDS Request	Creates and opens a new MDS request.

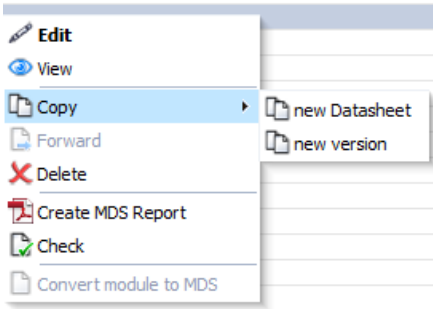


Save

Save can either be accessed from the MDS > Save menu item or by using the button in the toolbar. This button will not appear unless the page on which the user is working can be saved. This function saves the currently open data. Use this function to save MDSs, requests, organization units, users, etc.

Copy

The following table describes what each of the items under **Copy** does (accessible by right-clicking):

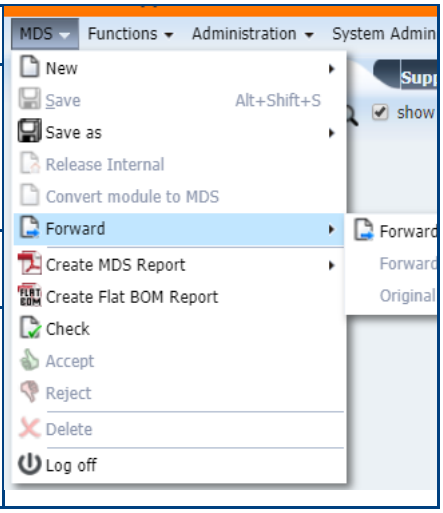
Menu Item	Description	
New Datasheet	Only available when editing an MDS. Saves a changed MDS to a new MDS ID. The previously opened MDS is not modified.	
New Version	Only available when editing an MDS. Saves a changed MDS to a new version for the same MDS ID. The previously opened MDS is not modified. The user cannot create a New Version of an MDS that was not created by their IMDS company.	

Release internally

Only available when editing an MDS. Releases the MDS internally, so it can be used in other MDSs (referenced) created by the own company.

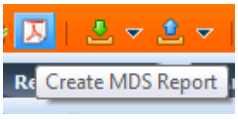
Forward

The following table describes the options available under **Forward**:

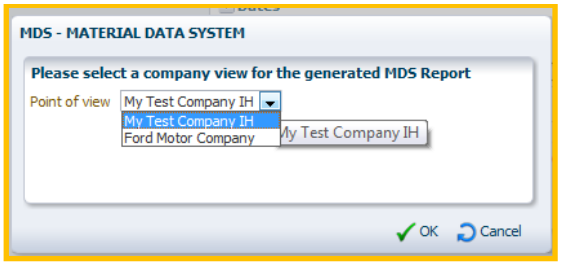
Menu Item	Description	
Forward	Only available when viewing an accepted MDS for which the sender has permitted forwarding. Creates a forwarding copy of the MDS that can be sent to other recipients but cannot be modified in the ingredients tree. **This function can be used only one time per accepted MDS.**	
Forwarded MDS	Only available when viewing an accepted MDS that has already been forwarded. Opens the forwarding copy of the MDS.	
Original MDS	Only available when viewing a forwarding copy of an accepted MDS. Opens the original accepted MDS.	

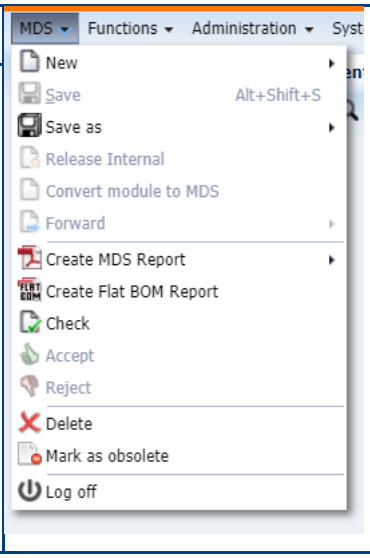
Print

The user can either use **MDS > Create MDS Report** or the button on the toolbar to access this function.



This menu item allows the user to print an MDS report from the data of the MDS either with a view on the data of the own company or the company this MDS is sent to:



Menu Item	Description	
Create MDS Report	Only available when viewing or editing an MDS. Creates an MDS Report for the MDS. The MDS Report lists the substances of assemblies and materials contained within the MDS.	

Check

Only available when viewing or editing an MDS. Performs a check on the MDS and reports all found issues. The Check function may also be initiated by using the button in the toolbar.

Accept

Only available when viewing a received MDS that has not yet been accepted, rejected or cancelled. Brings the Accept/Reject buttons into view so the MDS can be accepted.

Reject

Only available when viewing a received MDS that has not yet been accepted, rejected or cancelled. Brings the Accept/Reject buttons into view so the MDS can be rejected.

Delete

Deletes the currently viewed data. This might be an MDS, an MDS Request or an organization unit (*only available for Company Administrators)*. This option is not available for received MDSs. Additionally, the user cannot delete any data that does not belong to the own company.

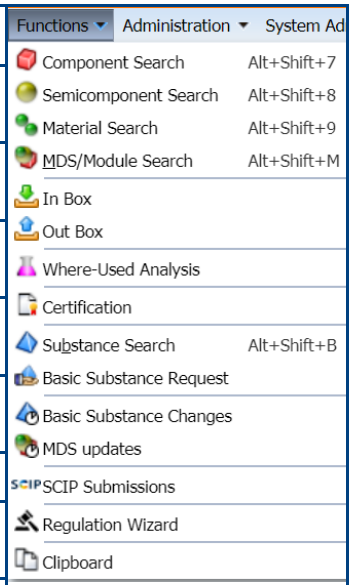
Log Off

Logs the user off IMDS and opens the log in / news page. The user may also Log Off by using the button on the upper left of the window.

Functions Menu/Buttons

The Functions menu gives the user a list of functions that can be used in IMDS. Most of these also have a button on the toolbar. These functions are detailed in the following table:

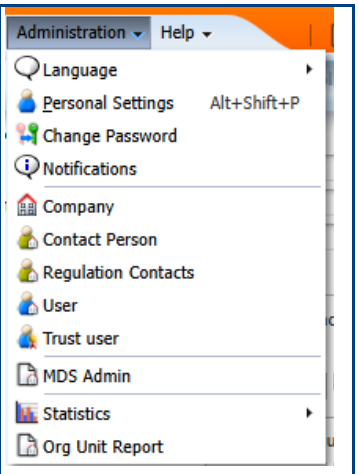
Menu Item	Description
Component Search	Opens the search screen for component MDSs (own, accepted and published).
Semi-component Search	Opens the search screen for semi-component MDSs (own, accepted and published).
Material Search	Opens the search screen for material MDSs (own, accepted and published).
MDS/Module Search	Opens the search screen for all MDSs (own, accepted and published) and for own Modules.
In Box	Opens the search screen for received MDSs and MDS Requests.
Out Box	Opens the search screen for sent MDSs and MDS Requests.
Where-Used Analysis	Opens the analysis screen allowing to find MDSs with specific contents.
Certification	Opens the certification screen for Ford Motor Company
Substance Search	Opens the search screen for substances.
Basic Substance Request	Opens the search screen for Basic Substance Requests.
Basic Substance Changes	Opens the search screen for changes to Basic Substances.
MDS updates	Opens the screen for updating MDSs



SCIP Submissions	Opens the search screen for SCIP Submissions of the company	
Regulation Wizard	Opens the Regulation Wizard screen from the IMDS Chemistry Manager function (only visible, if the User was granted access to this function by one of the company Administrators)	
Clipboard	Opens the Clipboard.	

Administration Menu

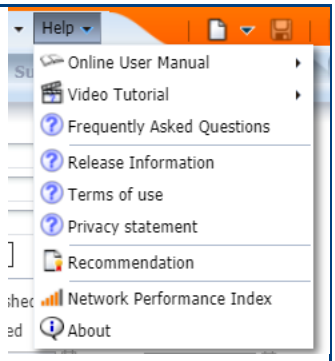
The Administration Menu contains options that are associated with company administration. Depending on the user's privileges, not all options may be available. The following table explains what options are available this menu.

Menu Item	Description	
Language	Here, the user can change the language of the application	
Personal Settings	Shows all data of the user such as e-mail address and phone number and allows him to change his personal information.	
Change Password	Allows the user to change his password.	
Notification	Shows all currently visible and not yet confirmed notifications.	
Company	Only available to Company Administrators. Opens the search screen for organization units of the user's company.	
Contact Person	Only available to Company Administrators. Opens the search screen for Contact Persons.	
Regulation Contacts	Only available to Company Administrators. Opens the search screen for Regulation contacts	
User	Only available for Company Administrators. Opens the search screen for users within the user's company.	
Trust User	Only available for Company Administrators. Opens the search screen for trusted and distrusted users in other companies. Allows the company administrator to trust or distrust them.	
MDS	Only available for Company Administrators. Opens the MDS Administration screen allowing the company administrator to move multiple MDSs from one organization unit to another.	
Statistics	Only available to Company Administrators. Shows MDS specific statistical data for their company.	
Org,-Unit Report	Shows all Org,-Units of the own company without having users assigned	

Help Menu

The Help Menu items are described in the following table:

Menu Item	Description
Online User Manual	Opens the User Manual (pdf file) in a new window.
Video Tutorials	Shows a list of Video Tutorials available for the different functions
Frequently Asked Questions	Links to the FAQ section on the IMDS Information pages
Release Information	Opens the Release Information for the current IMDS Release (pdf file) in a new window.
Terms of Use	Opens the IMDS Terms of Use (pdf file) in a new window.
Recommendations	Lists all Recommendations including all previous versions in a separate screen.
Network Performance Index	Can be used to measure IMDS performance in relation to the own network / PC
About	Shows information about the current version of IMDS.



Information/Details

The Details area is where input is inserted or is shown.

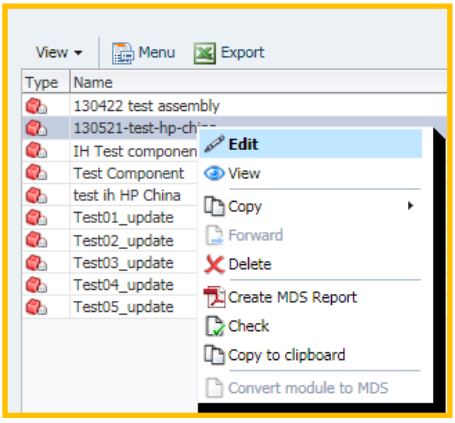
Action Area

In this area the buttons Search, Cancel, Create etc. are located. Clicking on the buttons in this area produces result lists below this area or lists details of an MDS Request, MDS, IMDS user etc.

Shortcuts from the Search Results Windows

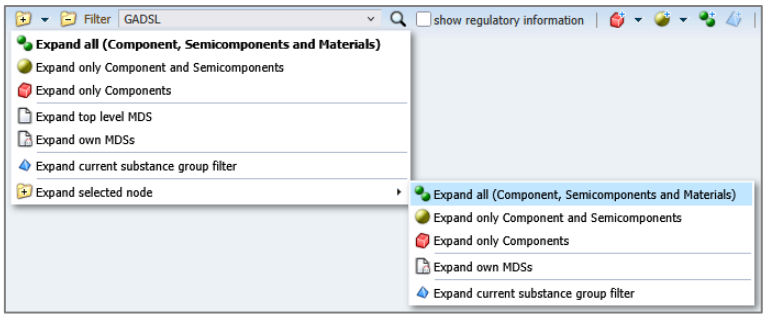
In addition to all of the above-mentioned buttons and menu items, if the user highlights an MDS in a Search Results screen and right-clicks, the user will have available shortcuts to frequently used functions such as in the menu on the right generated from a component search:

Alternatively, you can click on **Menu** to open the context menu.



2.3.7 Expand tree to various levels

The button to expand an MDS's tree is expanded by a drop-down menu (▾) offering additional options to expand the product structure tree.



Option	Description
Expand all (Component, Semi-components and Materials)	Expands all references and nodes. This is the same as the behavior prior to Release 15.1
Expand only Component and Semi-components	Expands only Components and Semi-components. All Materials are collapsed. *This option is only available for Semi-components and Components*
Expand only Components	Expands only Components. All Semi-components and Materials are collapsed. *This option is only available for Components*
Expand top level MDS	Expands only the root node, as well as included nodes. All added references are collapsed. *This option is only available for own Modules/MDSs*
Expand own MDSs	Expands only the root node, as well as references to own Modules/MDSs, including included nodes. All references to accepted or published MDSs are collapsed. *This option is only available for own Modules/MDSs*
Expand current substance group filter	Expands only references and nodes which contain at least one substance part of the selected substance filter. In case "GADSL" is selected as the filter, Materials containing at least one duty-to-declare or prohibited substance are expanded.

	All references and nodes which do not contain a relevant substance are collapsed.

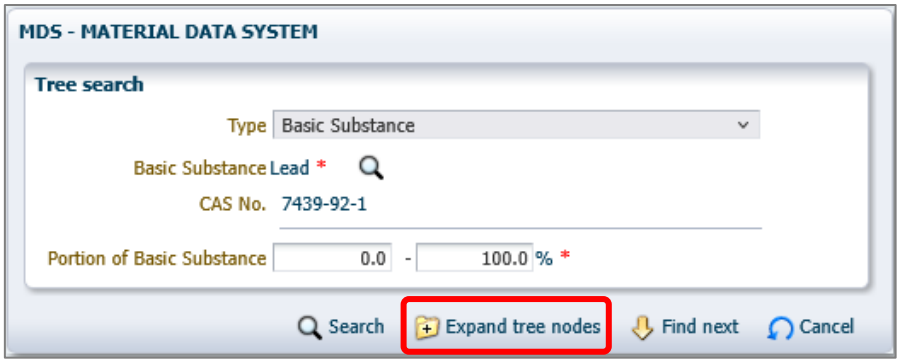
These options all refer to the whole MDS, e.g. choosing “expand only components” expands all component nodes and references within the loaded MDS. A submenu allows to expand only the selected node based on the chosen criteria:

Option	Description
Expand all (Component, Semi-components and Materials)	Fully expands the selected node/reference.
Expand only Component and Semi-components	Expands the selected node/reference and all Components and Semi-components within. All contained Materials are collapsed. This option is only available if the selected node/reference is a Semi-component or Component.
Expand only Components	Expands the selected node/reference and all Components within. All Semi-components and Materials are collapsed. This option is only available if the selected node is a Component.
Expand own MDSs	Expands the selected node/reference and all nodes references to own Modules/MDSs within. All references to accepted or published MDSs are collapsed. This option is only available if the selected node is an own Module/MDS or a node within an own Module/MDS.
Expand current substance group filter	Expands the selected node/reference and all nodes/references within which contain at least one substance part of the selected substance filter. In case “GADSL” is selected as the filter, Materials containing at least one duty-to-declare or prohibited substance are expanded. All references and nodes which do not contain a relevant substance are collapsed.

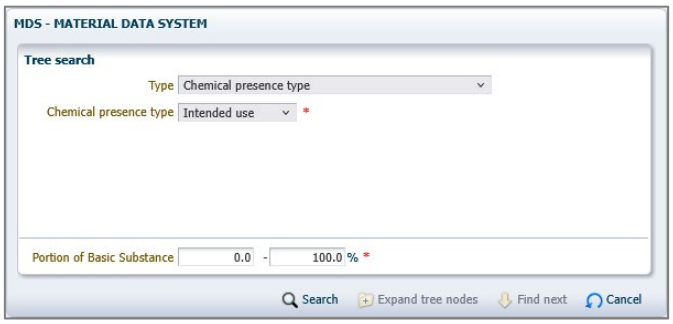
Clicking the button directly without opening the drop-down menu expands the entire tree, making the usage of the drop-down menu optional.

2.3.8 Expand tree by Tree Search criteria

An “Expand tree nodes” button is available in the Tree Search dialog. Clicking this button expands the tree to each occurrence of the entered search criteria, while collapsing every other node. This button is available for all Tree Search criteria:



The search criteria for Process Chemicals presence types (“intended use”, “reaction residue” or “impurity”) are available in the Tree Search dialog:



This dialog also offers the option to either select “any” or one of the three chemical presence types as search criteria. When opening an MDS found in the Where-Used analysis using these search criteria, a tree search with the same criteria is automatically executed to select the first occurrence of a matching reference to a Process Chemical substance.

3 Material Data Sheet (MDS)

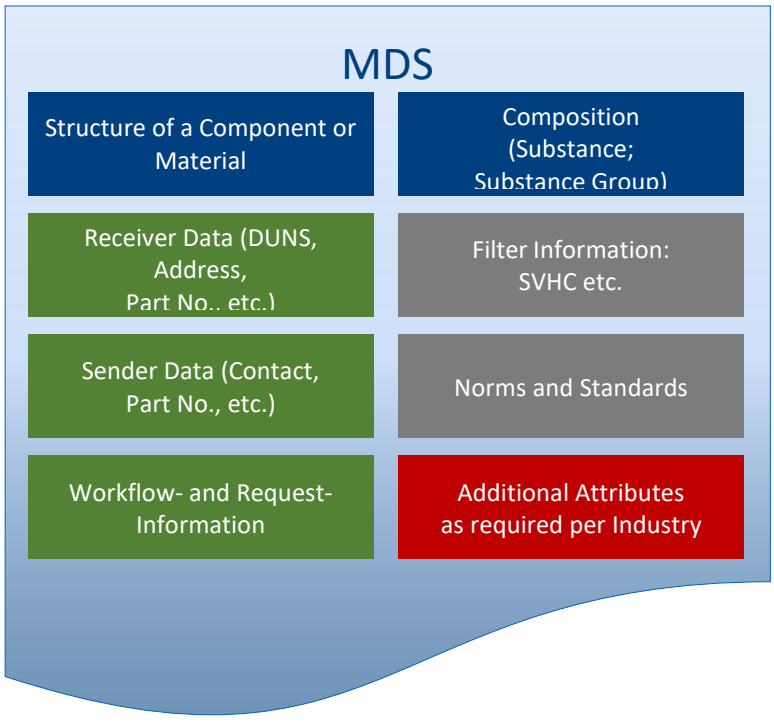
3.1 MDS Introduction

3.1.1 What is an MDS?

The Material Data Sheet, or MDS, is a core element of IMDS. As the name "material data sheet" implies, an MDS is an organized list of characteristics which describe a physical material. *In everyday language: if you think of everything we manufacture as having a "recipe", the MDS is the list of ingredients for the recipe, and their amounts.* Every company which uses IMDS will have occasion to create, edit, and manage MDSs. Even if a company only uses IMDS to "pass" information from suppliers to customers, they still need to create MDSs to attach (reference) a supplier MDS and send to a customer.

It is important to distinguish between a Material Data Sheet (MDS) and a Material Safety Data Sheet (MSDS). MDSs require 100% of the materials in the final form, and do not include volatiles present in the raw form.

An MDS can be thought of as a container holding pieces of information, as shown here:



An MDS is somewhat analogous to a document in Microsoft Word. Just as a Microsoft Word document is a container that holds text, tables, illustrations, etc. organized into headers, footers and bodies, with specified format, size, font, etc., an IMDS MDS is a container which holds components, materials and basic substances organized into a tree-like structure with specified names, part numbers, norms and standards, weights, etc.

3.1.2 Version Control

An MDS typically evolves over time, so every MDS is managed under “version control”. Please take the time to understand version control, or IMDS will be very frustrating to use. The mechanics underlying MDS version control is complex, but the fundamentals are easy to understand with a few basic rules:

An MDS version may be “editable”, “released”, or “archived”.

- When editable, an MDS version may be changed, but cannot be used in other MDSs, or (normally) shared outside your company.
- When released, an MDS may not be changed, but may be used in other MDSs and shared outside your company.
- When archived, an MDS is no longer active. It may be viewed or copied for use in a subsequent version but is no longer editable. It can be shared, as is sometimes necessary when providing a “service part” for an older model.

An MDS has a version number. This number is presented in the format “XX.YY”.

1. The XX represents the “Release” portion of the MDS version. This indicates how many times the MDS has been released or made non-editable.
2. The YY represents the “Edit” portion of the MDS version. This indicates how many times the MDS has been changed since it was last released.

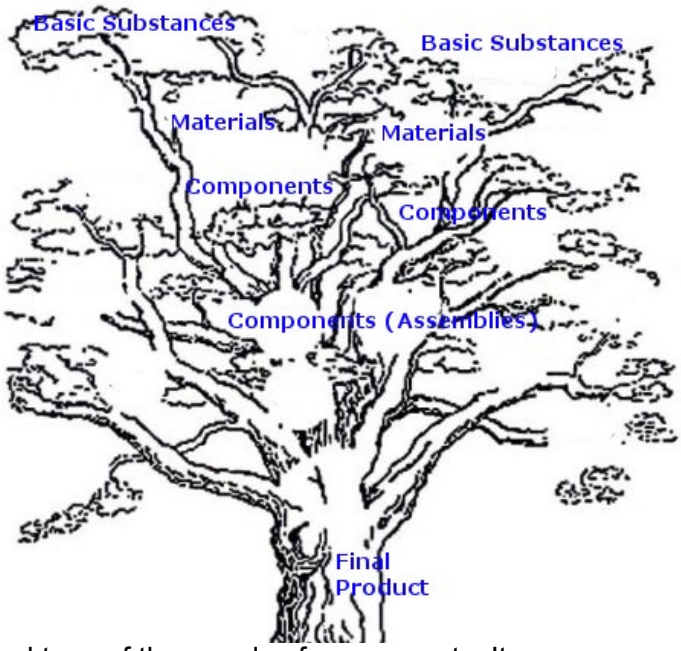
One can determine a lot about an MDS from the current version number. Some examples:

- Version 0.01 is the first draft of an editable MDS.
- Version 1.0 is the first released, un-editable version of an MDS.
- Version 3.05 is the fifth edit to the third released version of an MDS.

3.1.3 "Tree-like Structure"

IMDS models the composition of an automobile as a tree-like structure as shown in this drawing, with the following representations:

- Leaves represent basic substances.
- Twigs represent materials.
- Small branches represent components.
- Branches represent smaller assemblies.
- Main branches represent main assemblies.
- Trunk represents final products (vehicles).



3.1.4 MDS "References"

An automobile contains thousands of materials and tens of thousands of components. It would be nearly impossible to create a single MDS for even a large assembly. Thus, IMDS allows a large MDS to "include by reference" the MDSs of the items "higher" in the tree.

To illustrate, consider the following imaginary but representative example:

Each auto manufacturer receives component assemblies from perhaps one hundred tier-one suppliers, each of whom provides an MDS for each component assembly. These MDSs are incorporated into a vehicle MDS by reference, resulting in a single "Component" vehicle MDS including one hundred "Component" MDSs.

Each of these tier-one suppliers receives component assemblies and components from one hundred tier-two suppliers, each of whom provide an MDS for their components, which are in turn referenced by the tier-one MDSs, and thus included in the overall vehicle MDS.

In just two tiers, we have ten thousand MDSs included in the vehicle MDS, with each company having produced only one MDS. This continues down the tiers until all the components, the materials used to produce those components, and the basic substances used to produce those materials have been provided.

Of course, in the "real world", each company probably supplies more than one item, and therefore creates more than one MDS. Yet this example illustrates how the IMDS "referencing" structure permits identification of entire vehicle content without placing too high an overhead upon any individual company.

This concludes the introduction to MDSs. Each of the components of an MDS, and the details of how to use IMDS to create and maintain MDSs, are described in the following sections.

3.1.5 Updating MDSs

IMDS users have the possibility to identify supplier MDS updates when the supplier MDS is used within the user company's MDSs. This feature lists supplier updated MDSs and names the specific owned or published MDSs which reference an older version of the supplier updated MDS. This operates similar to a "where-used" analysis, except IMDS automatically generates this content and it is displayed immediately when a user enters this screen and executes this search (default: search for all new supplier entries).

In the update screen, the user may search for specific IDs or names of parts or filter the list for the MDS type (own/published/accepted). The search result is limited to 500 entries.

Note: Updates to this list are processed asynchronously (similar to the Where-used analysis). Therefore, changes are not immediately visible.

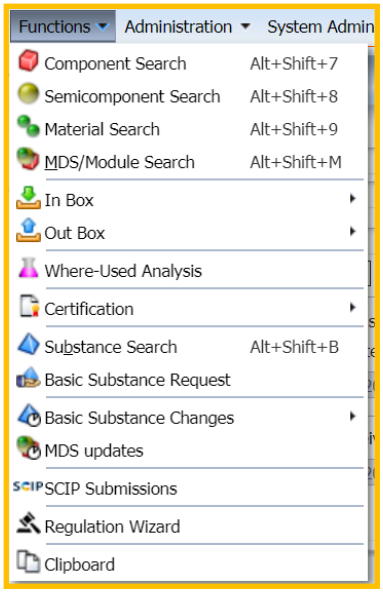
The update process is done in two steps. In the first step the update itself is done by replacing the old references with the new ones and executing a check afterwards. If the check result does not contain error messages, the MDS can then be released. Otherwise, the MDS can be processed manually to correct the errors. For convenience, multiple MDSs can be processed (updated and released) at once.

- The old version for published or owned MDSs is the previous version number
- The old version for accepted MDSs is the previously accepted version number

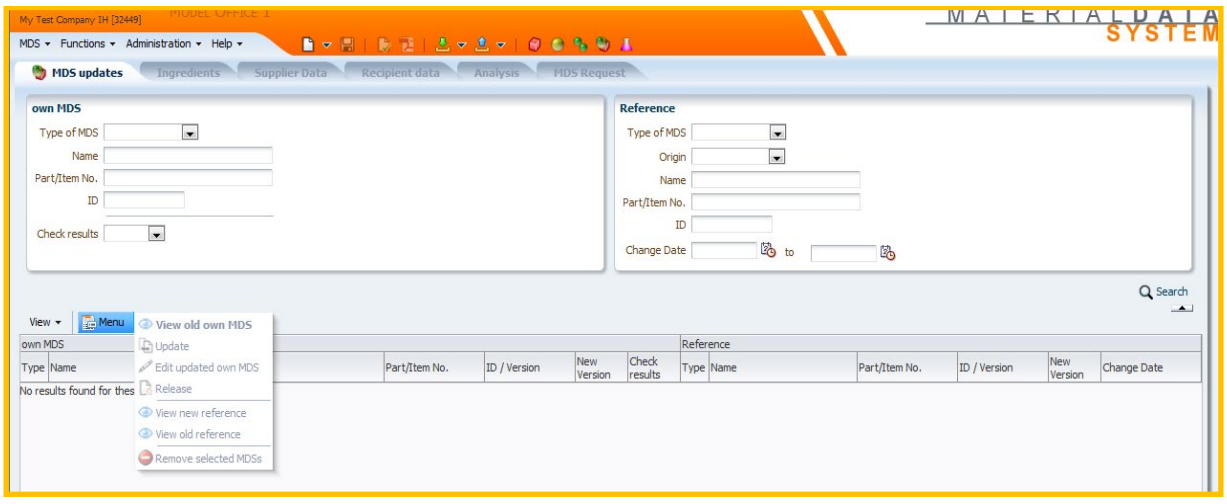
Every company can use the update search without running an analysis. Processing the list entries can be disrupted and continued later at any time until all entries are processed. The update list will only be generated for new updates which occur after this design has been implemented. There will be no retroactive analysis for legacy data updated in the past.

When using the MDS update functionality to create new versions of MDSs, the updated references will be replaced accordingly. However, a new version can still be created with the existing IMDS functionality. The check procedure will check if relevant updates of referenced MDSs are available. If this is the case, a warning message for the relevant referenced MDS will be displayed. When the system detects an old version and the user wants to replace it, the replace button will automatically locate the current and replace the old version with the current version.

The MDS update screen is integrated into IMDS in the Functions menu.



After the user selects the Functions -> MDS updates menu option, the MDS Updates screen is shown, providing information about the old and new version of an MDS and in which MDS(s) it is referenced. As with other IMDS screens, from the update list an MDS can be viewed and edited in different tabs.



Multiple release is possible: To update several MDSs at once, select several rows in the table by holding the control or the shift key during clicking. This multiple selection is then relevant for the update, release and remove actions. For all other actions (View current, Edit updated, view new/old reference), only one entry should be selected. If more than one is selected, the first entry will be used for the action.

Also, the old and new versions of the referenced MDS are displayed to permit user verification of the pending update. If the user decides that the change is not relevant and does not want to create a new version, he can remove the entry from the update list.

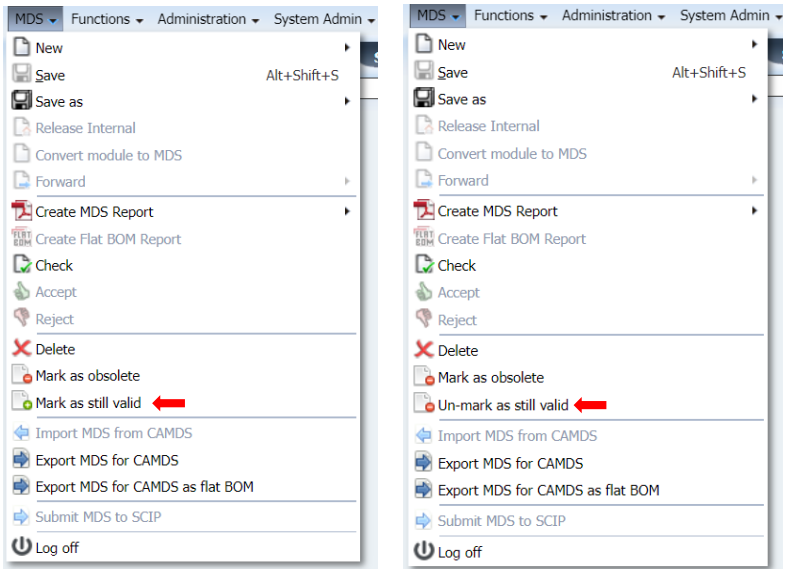
3.1.6 Mark own MDSs as obsolete

Each company is able to mark own MDSs as ‘obsolete’. With this function, companies have the ability to make use of own, good-quality MDSs only. Own MDSs marked as ‘obsolete’ can also be searched for with a check box in the MDS Search screens and Outbox. A Warning message will be displayed during the MDS check to show usage of an own ‘obsolete’ MDS so the user can replace this MDS. Company Administrators will grant this access right to certain users of the company and users with this access right could be searched for in the User Search screen.

3.1.7 Mark own MDS as still valid

Each company can mark its own Materials as ‘still valid’ if it is at least five years old. With this function, companies can extend the lifetime of materials by five years, by which the check for MDSs older than 10 years will pass, and it is possible to revoke the ‘still valid’ status.

Company Administrators will grant this access right to certain users.



3.2 Basic Substances in IMDS

3.2.1 General Information

An IMDS Basic Substance is an elementary chemical building block. In the IMDS “tree-like” structure, basic substances comprise the “leaves” that occur at the end of every material “branch”. Basic substances are created and maintained by the IMDS Chemical Service. Basic substances have universal characteristics such as name, CAS number, and EINECS number.

Every material in IMDS is ultimately comprised of Basic Substances, represented by  . A basic substance can be either a chemical element (examples: iron, copper) or a standard compound (examples: acrylic resin, zinc oxide). Basic substances are defined by either a specific Chemical Abstract Number (CAS#) or generically by function. Generally, they fit in three distinct categories:

CAS-numbered basic substance – This is a basic substance with a CAS# assigned to it, meaning it is a clearly defined substance, example: Iron (CAS# 7439-89-6).

Pseudo-Substance – A pseudo-substance gives an accurate description of the substance or the substance group but does not have a CAS# assigned to it, example: "Acrylic resin". It is important to know these substances are accepted as real substances and are not considered as wildcards.

Joker or Wildcard – These substances do not define a specific substance. There is a very limited number of wildcards available and all have “system” in the CAS# field. Examples are "Miscellaneous". It is not allowed to use a Joker or Wildcard in place of a substance that is declarable or prohibited.

3.2.2 Legislative Flags

A basic substance may be “flagged” with indicators from the Global Automotive Declarable Substance List (GADSL), REACH Substances of Very High Concern (REACH-SVHC) or other legislative indicators. With IMDS Release 15.2 “Rest” can no longer be selected as the portion for substances on the SVHC candidate list or marked as prohibited or duty-to-declare on the GADSL. Existing materials where such a substance has already been referenced with a “rest” portion remain valid.

There are two GADSL flags: “duty-to-declare” (D) and “prohibited” (P). By default, the Ingredients tab of an MDS highlights all GADSL substances with either of these flags in the displayed tree structure.

Both, the GADSL category and the flag for REACH-SVHC are displayed in IMDS. In the ingredients screen, REACH-SVHC substance names will always be underlined in the product structure tree, regardless of which filter is selected. Wherever the name REACH SVHC is displayed anywhere in the screen, a question mark is displayed next to it. Clicking this symbol, the abbreviation is further explained as “on Candidate list”.

Declarable and prohibited substances in a tree structure are distinguished in the Ingredients page with the following colour differences:

- Declarable substances (D) appear in blue in the product structure tree,
- Substances which are prohibited (P) or both declarable and prohibited (D/P) appear in red.

While creating a Material MDS a substance can be added and flagged as confidential as long it is not part of GADSL or REACH-SVHC (Substances of very high concern from the candidate list). However, if a substance being marked as confidential in a Material MDS is added to one of these lists at a later point of time, this MDS must not be sent or referenced anymore, because substances of concern must be disclosed. The IMDS check procedure returns an Error message for all MDSs containing confidential substances of concern.

Users will be informed by e-mail in case IMDS substances were flagged as REACH-SVHC (… and GADSL) and used before as confidential in a Material MDS. This implies that the user has registered accordingly for this e-mail notification in the IMDS User Settings screen (see 10.1 Personal Settings). Confidential references to a substance added to the GADSL or SVHC Candidate List are automatically disclosed during the next night after being flagged.

3.2.3 Status

A basic substance will have one of the following statuses:

- active
- inactive (deleted)
- hidden

An inactive substance in an MDS leads to a warning message in the check procedure. In a copy of a material the inactive substances are removed. Most often, a substance is set inactive when it is judged inappropriate for continued IMDS use.

To reduce substance deactivation resubmissions, substances are often “hidden”. A hidden substance will not appear in a search for basic substances (except when a duplicate substance was removed). However, when copying a material containing a hidden substance, no warning message will be generated, nor will the substance be removed from the tree structure. Hidden substances are typically questionable and may, at some future date, become inactive.

In other words, a hidden substance is a cue to start looking for a new substance to replace the hidden substance. A deleted substance is a cue to replace the deleted substance now. When

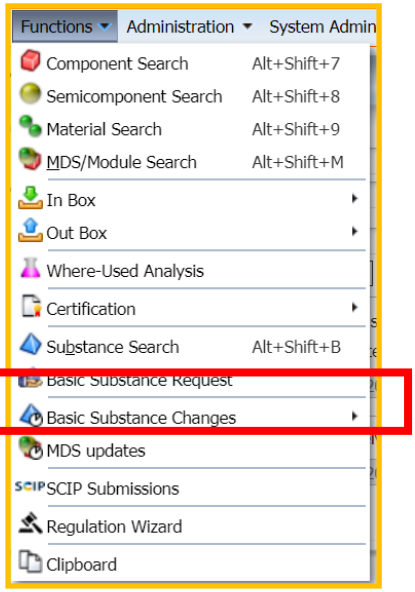
recommended replacement substances are available for inactive or hidden substances, a hint will appear in the substance details. The user may use the replace function to substitute the suggested substance for the old one. Existing substance groups provide filters for use when searching for basic substances.

With the Functions >> Basic Substance changes >> Search Basic Substance changes option, a user can search for hidden, inactive or active basic substances and view the change history. In the change history screen, the user may select a time period for which to review executed changes. The result list will contain change information, categorized as in the following:

- Details (name, synonym, CAS No., etc.)
- GADSL / REACH SVHC
- status (active, hidden, deleted)

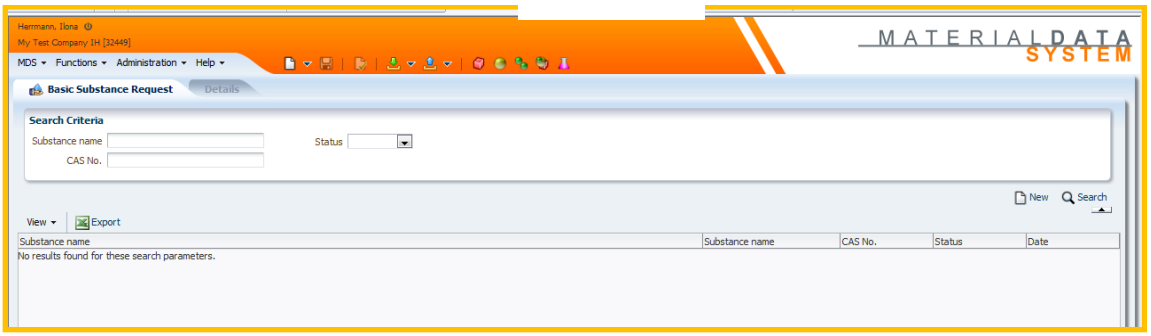
The user may obtain a detailed description of the change history by clicking any of the listed substances. However, history remarks are available only for the period since this function was introduced, i.e. Release 2.2 (December 2004).

3.2.4 Requesting the addition of a basic substance

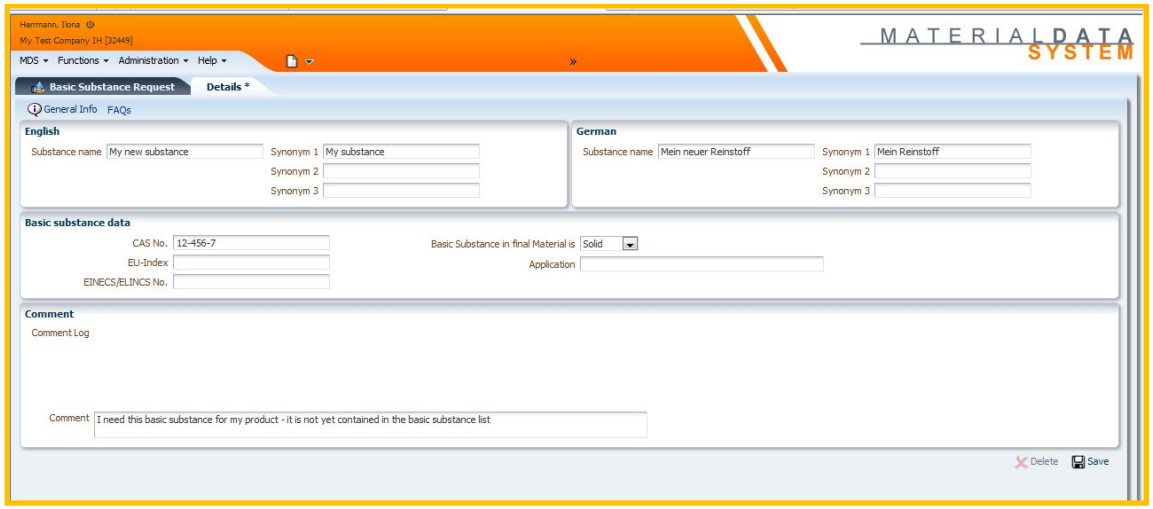


Users may search the basic substances available in IMDS. If a specific basic substance is not found, a user may submit a request to add the substance. Basic substance requests are accessed from the **Basic Substance Request** option on the **Functions** menu.

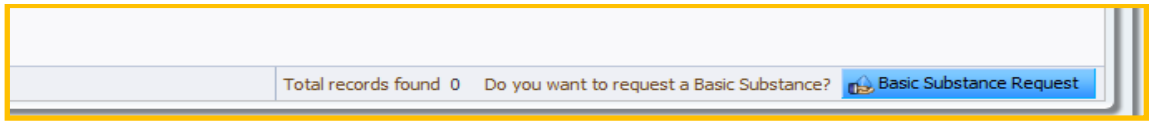
Several actions are available from the resulting Basic Substance Request screen. Selecting the **Search** button displays all requests the user has created which meet the specified filters. The result list shows the name and CAS No. of each substance, the date the request was submitted and the state of the request (new, sent, enquiry, modified, closed). Existing requests may be modified and all past requests can be viewed. If a Basic Substance Search is unsuccessful, a button to start the Basic Substance Request Workflow is provided.



The user must populate the appropriate fields in the request form. Once completed and saved the request generates a notification email to the IMDS Chemical Service. The requester and the IMDS Chemical Service may view the request in the form as shown below.



Should the Chemical Service need further information, the user will receive an e-mail request. When processing is complete after a few working days (successful or not), the request is closed by the Chemical Service. When this occurs, the user receives a request closed notification e-mail. Closed requests cannot be edited.



3.3 Materials and Component MDSs

3.3.1 MDS Types

The following table describes and helps differentiate Components, Semi-Components and Materials:

MDS Type	Description	Can be attached to	Can have child nodes	Has weight field
Material	Represents a homogeneous structure – if a slice were taken through the item, there would be no layers or visible differentiation.	Materials, Semi-Components, Components	Material, Substance	No

MDS Type	Description	Can be attached to	Can have child nodes	Has weight field
Semi-Component 	Similar to a material, this represents a structure that will require further processing before it is assembled and given a final weight. Examples are a steel blank or a coated wire. Usage is by length, by volume, or by area.	Semi-Components, Components	Semi-Component, Material	No
Component 	Used to represent an assembly or component with a defined weight and used in whole number quantities. Examples include a bolt, an engine block, a seat, etc. The weight of a Component MDS is defined at creation and cannot be reduced in the structure.	Components	Component, Semi-Component, Material	Yes

To make MDS management easier, IMDS uses the unique symbols displayed in the table for material, semi-component and component icons. These icons appear in tree structures and in search results. These icons are modified to represent the source of the specific item:

The house symbolizes owned MDSs created within the user's company (component, semi-component, material).

The globe symbolizes published MDSs available to all IMDS Users (component, semi-component, material).

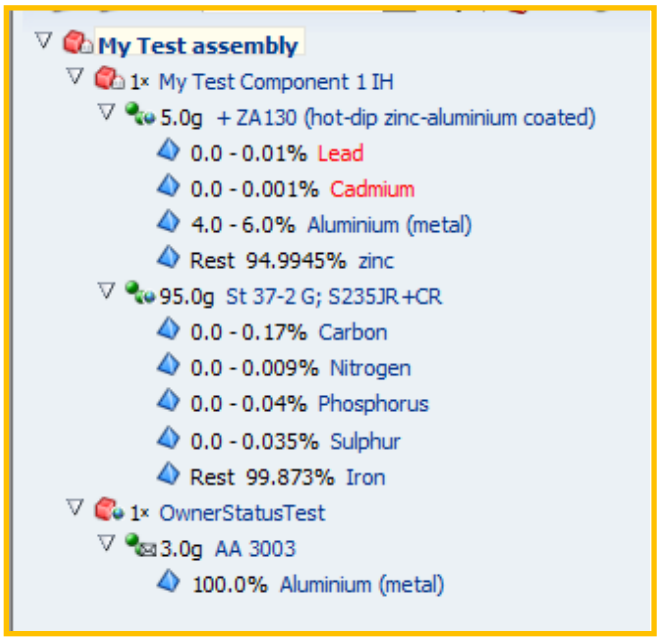
The envelope symbolizes received MDSs from a supplier company (component, semi-component, material).

As noted previously, every material in IMDS is ultimately comprised of Basic Substances, represented with the icon  .

The Ingredients page of an MDS displays a tree structure which includes parent-child relationships. “Levels” are represented by indentations. Many sub-elements may visually separate items at the same level. Although IMDS will permit different element types at the same level, recommendations specify having only one element type per level. The MDS types have a hierarchy which allows only certain children under a specific parent node:

- **Components may have components, semi-components, and materials as children.**
- **Multi-sourced components may have only alternative component references as children.**
- **Semi-Components may have other semi-components and materials as children.**
- **Materials may have other materials or basic substances as children.**
- **Basic substances may not have children.**

The following figure displays a representative component tree structure.



In this figure, owned component “My Test Assembly” is the parent of owned component “My Test Component 1 IH” **and** published component “Owner Status Test”. “My Test Component 1 IH” and “Owner Status Test” are therefore child nodes of “My Test Assembly”.

Continuing, “My Test Component 1 IH” is the parent node of published material “+ZA130 (hot-dip zinc-aluminium coated)” **and** published material “St 37-2 G”.

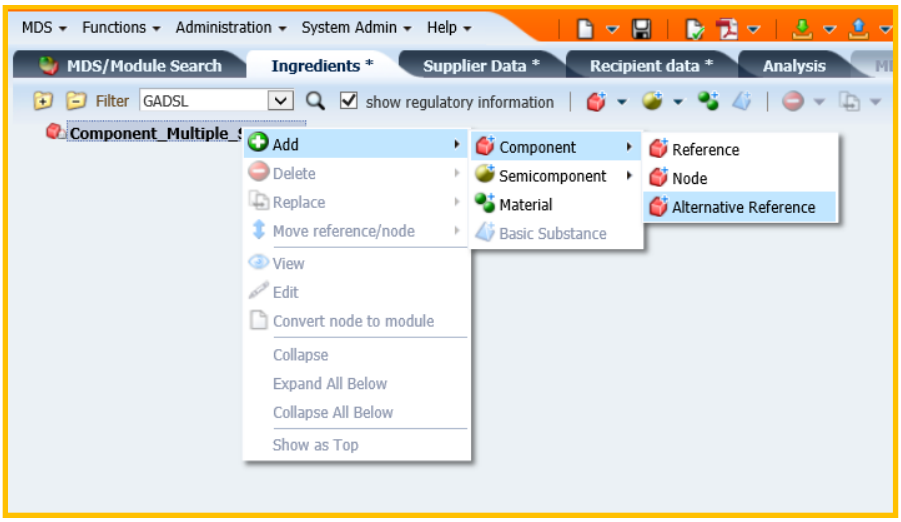
Note that each “level” consists of all the same “type”, with level one and two components, level three materials, and level four (the bottom layer) basic substances. Basic substances cannot ever have children, even other basic substances.

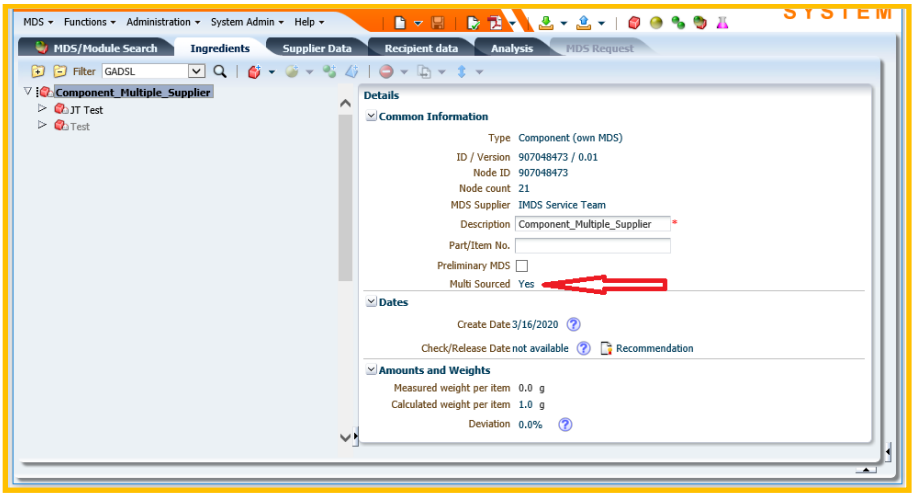
3.3.2 Creating multi-sourced parts

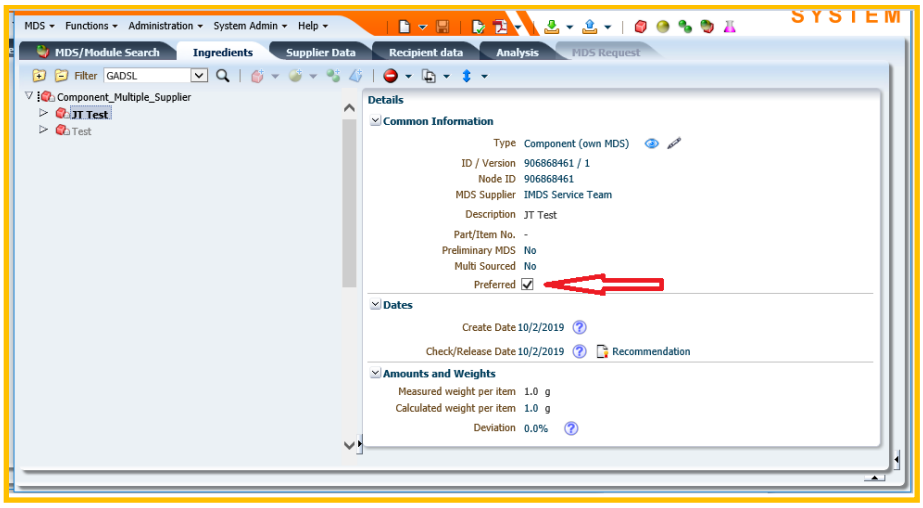
3.3.2.1 Creation process

This type can be used to allow assigning multi-sourced IDs to a single part number. A multi sourced part can be a datasheet, a module or a directly added node. Only the MDS type component can have multi-sourced parts. Only the component type “reference” can be added as children to a multi-sourced component, and they will be added as "alternatives". Similar choices for the top multi sourced node exist: this can be done via right-clicking and choosing "Add > Component > Alternative reference".

Creating a multi-sourced part is done by adding the first component child as “Alternative Reference”. Consequently, all the children added on the same level can only be added as alternatives. Only one of the alternative children can be used/selected at a time, by marking it as the "preferred" alternative - the one most likely to be used. There are no quantities shown for alternative children in the details panel or the tree. The top multi-sourced component will have the calculated weight and the measured weight of the selected preferred alternative.



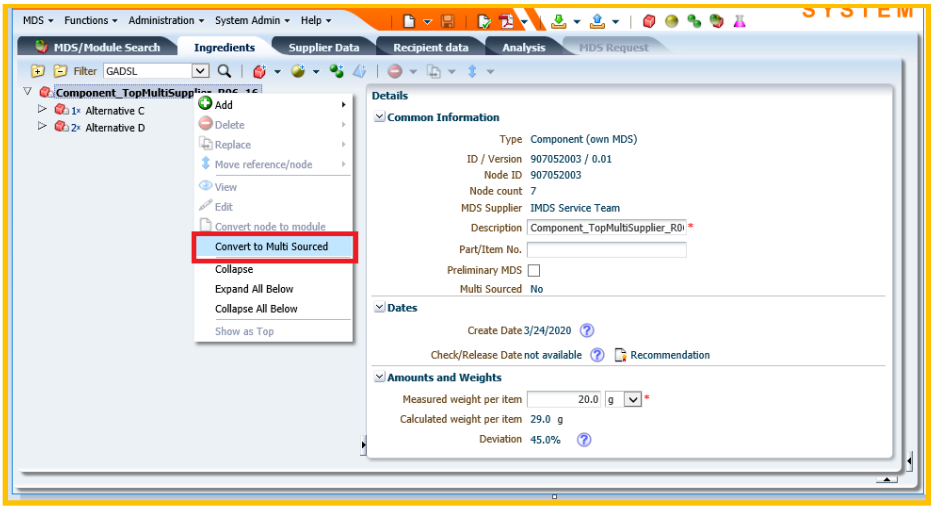


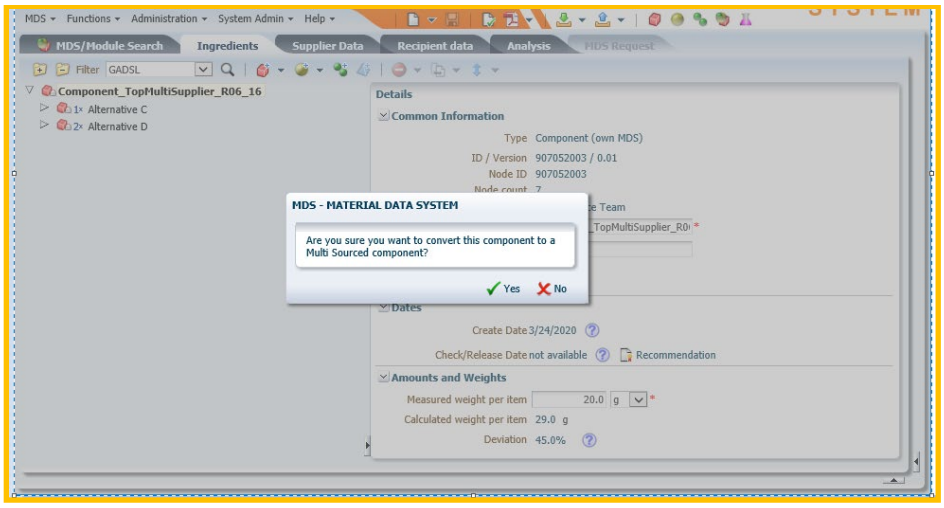


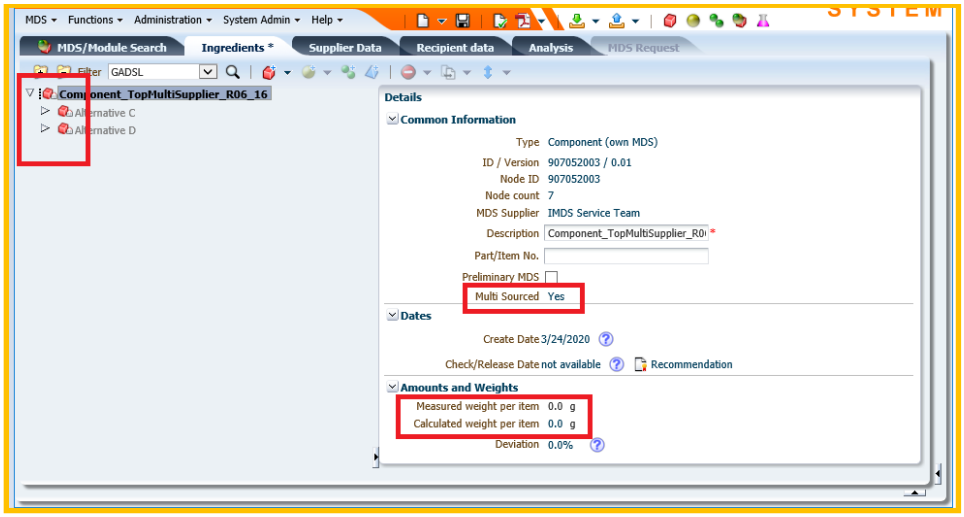
3.3.2.2 Converting a component to a multi-sourced component

Components can be converted to multi-sourced components via the context menu "Convert to Multi Sourced". Measured and calculated weight of the converted node are reset to zero, since the default “preferred” is selected among component children when converted.

Converting a component that has direct node child component, or a non-component type child (material or semi-component) is not possible and will lead to an error message.

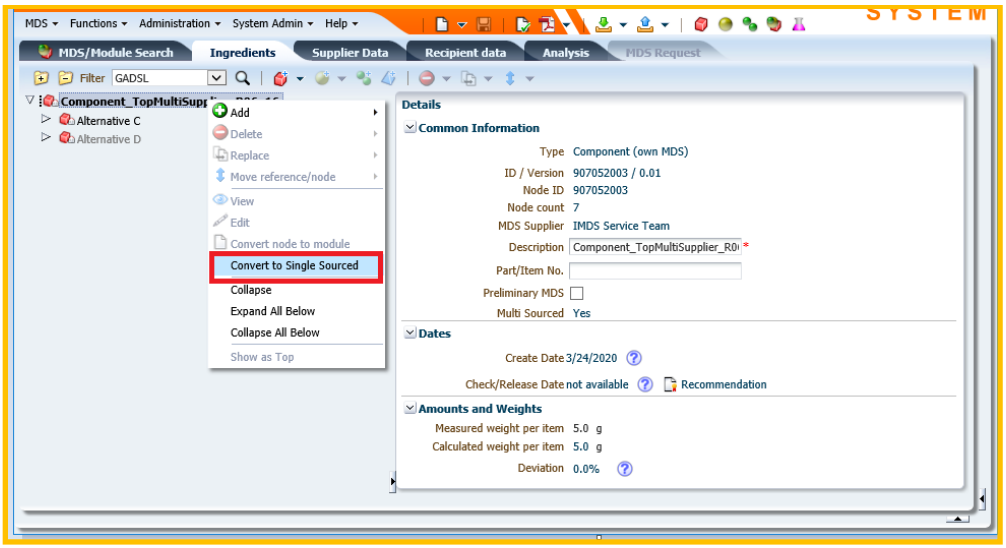


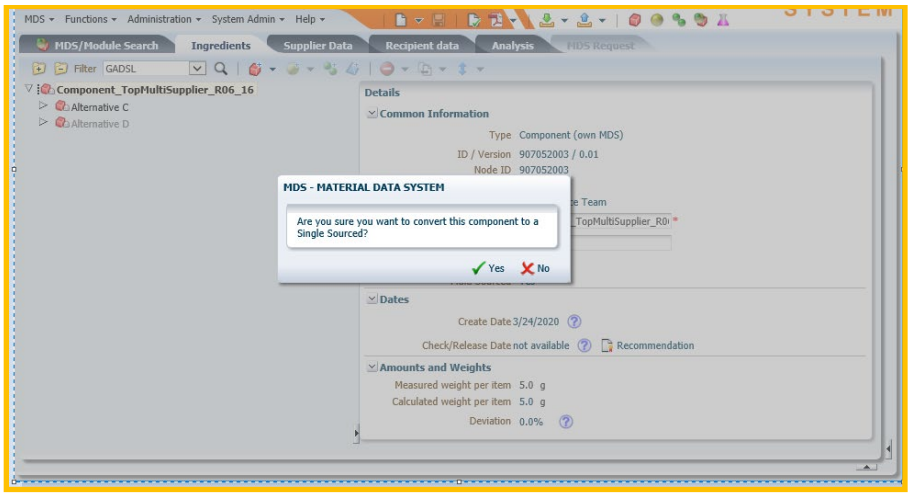


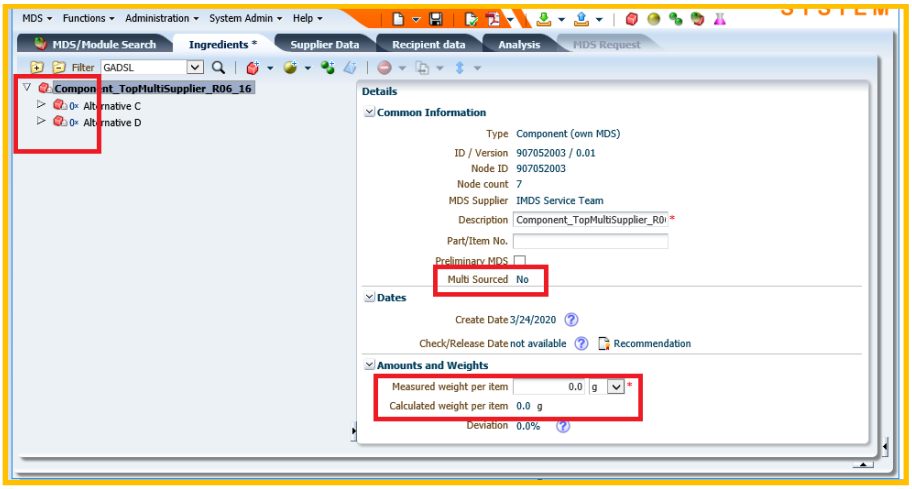


3.3.2.3 Converting a multi-sourced component to a single-sourced component

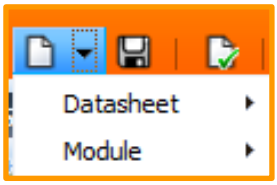
A multi-sourced component can be converted to a usual (“single-sourced”) component using the context menu "Convert to Single Sourced". Measured and calculated weight of the converted node are reset to zero, because all quantities of the contained child nodes are also reset to zero.


MDS Functions Administration System Admin Help
MDS/Module Search
Ingredients
Supplier Data
Recipient data
Analysis
MDS Request
Filter GADSL
Component_TopMultiSupp
Alternative C
Alternative D
Add
Delete
Replace
Move reference/node
View
Edit
Convert node to module
Convert to Single Sourced
Collapse
Expand All Below
Collapse All Below
Show as Top
Details
Common Information
Type Component (own MDS)
ID / Version 907052003 / 0.01
Node ID 907052003
Node count 7
MDS Supplier IMDS Service Team
Description Component_TopMultiSupplier_R0
Part/Item No.
Preliminary MDS
Multi Sourced Yes
Dates
Create Date 3/24/2020
Check/Release Date not available
Recommendation
Amounts and Weights
Measured weight per item 5.0 g
Calculated weight per item 5.0 g
Deviation 0.0%


MDS Functions Administration System Admin Help
MDS/Module Search
Ingredients
Supplier Data
Recipient data
Analysis
MDS Request
Filter GADSL
Component_TopMultiSupplier_R06_16
Alternative C
Alternative D
MDS - MATERIAL DATA SYSTEM
Are you sure you want to convert this component to a Single Sourced?
Yes
No
Details
Common Information
Type Component (own MDS)
ID / Version 907052003 / 0.01
Node ID 907052003
Dates
Create Date 3/24/2020
Check/Release Date not available
Recommendation
Amounts and Weights
Measured weight per item 5.0 g
Calculated weight per item 5.0 g
Deviation 0.0%


MDS Functions Administration System Admin Help
MDS/Module Search
Ingredients *
Supplier Data
Recipient data
Analysis
MDS Request
Filter GADSL
Component_TopMultiSupplier_R06_16
Alternative C
Alternative D
Details
Common Information
Type Component (own MDS)
ID / Version 907052003 / 0.01
Node ID 907052003
Node count 7
MDS Supplier IMDS Service Team
Description Component_TopMultiSupplier_R0
Part/Item No.
Preliminary MDS
Multi Sourced No
Dates
Create Date 3/24/2020
Check/Release Date not available
Recommendation
Amounts and Weights
Measured weight per item 0.0 g
Calculated weight per item 0.0 g
Deviation 0.0%

3.3.3 Creating a Material Data Sheet (MDS)



A user may create a new MDS via the Toolbar icons. Alternatively, a user may create an MDS by selecting the menu option MDS and choosing **New**. Using the second method, the user may choose between two sub-menus:

- Datasheet
- Module

In most cases, a user will wish to create a datasheet.

A module can be thought of as a limited, partial MDS. Modules can only be used within your own company, and cannot be sent, proposed, published, or assigned to an Organization Unit. Modules can be added to an MDS and are useful for a set of components or materials frequently used in full MDSs. For example, if you produce a wide range of products which are mounted using a common set of bolts into a common enclosure, the bolts and enclosure could constitute a module which you incorporate into the various MDSs which utilize these parts. This same "subset" functionality can also be achieved using an MDS, but modules are quicker and easier to create and maintain because they do not have customer or supplier information. A never-released module in edit mode can be converted to an MDS, but this capability is lost once the module is internally released or if other versions exist. More information on modules is provided later in this document (see 3.3.6).

Once Datasheet or Module is selected, the menu opens a submenu from which to choose the type of MDS or module. From this submenu, the user may choose to create a component, a semi-component or a material. Once chosen, the type cannot be changed. The two most commonly created MDS types are Material and Component. Let us start with **Material**.

3.3.4 IMDS Committee Materials

IMDS materials are unofficially divided into two basic categories: Standard and Custom. Standard materials are typically available "off the shelf" in specific formulations, sizes and shapes from a variety of sources according to specific industry standards. Some of these standard materials do not follow the "normal" material rules and should in fact be components. For example, a zinc-coated steel is not homogeneous, and should technically be a component. However, if this zinc-coated steel is specified under one or more industry standards which adequately specify the material composition, there is a good chance it is available as an IMDS standard material. These materials are known as "IMDS Committee Materials".

IMDS contains thousands of IMDS Committee materials, especially for common metals. If an IMDS Committee material does not exist for a standard material you order, a new IMDS Committee material may be requested from an IMDS Service Center by submitting a written support request detailing the material, the standard, and the composition. IMDS Committee materials are always preferable to manually creating a new, custom material if a Norm or Standard was used to procure the material. Some customers even require the use of IMDS Committee materials for standard materials. If your company does not produce a material, your company should not create an MDS for the material.

IMDS Committee materials should never be used for materials with custom, non-industry-standard composition. For custom materials, the supplier creating the new material must provide an MDS. If the supplier does not have an MDS for the material, a new material MDS must be created.

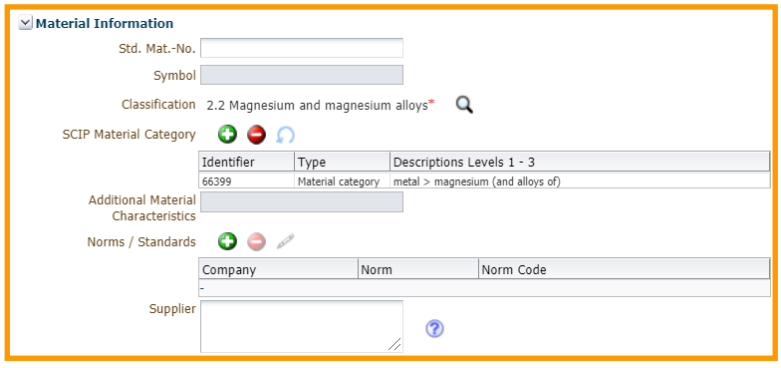
IMDS Committee materials only (ILI, Steel and Iron, SC Committee) can be 'hidden'. This was introduced in order to avoid warning / error messages, where such a Steering Committee-MMDS was used as reference. IMDS does not allow to search for users directly in the MMDS Search because applies only to SC MMDSs. However, users can do an Analysis (see 6 Where-used analysis) on hidden materials to identify these in their MDSs.

3.3.5 Creating a Material MDS

A material is the most basic type of MDS a user can create directly. As IMDS is a material reporting system, the purpose of creating a material is to inform the customer what substances are present in the material.

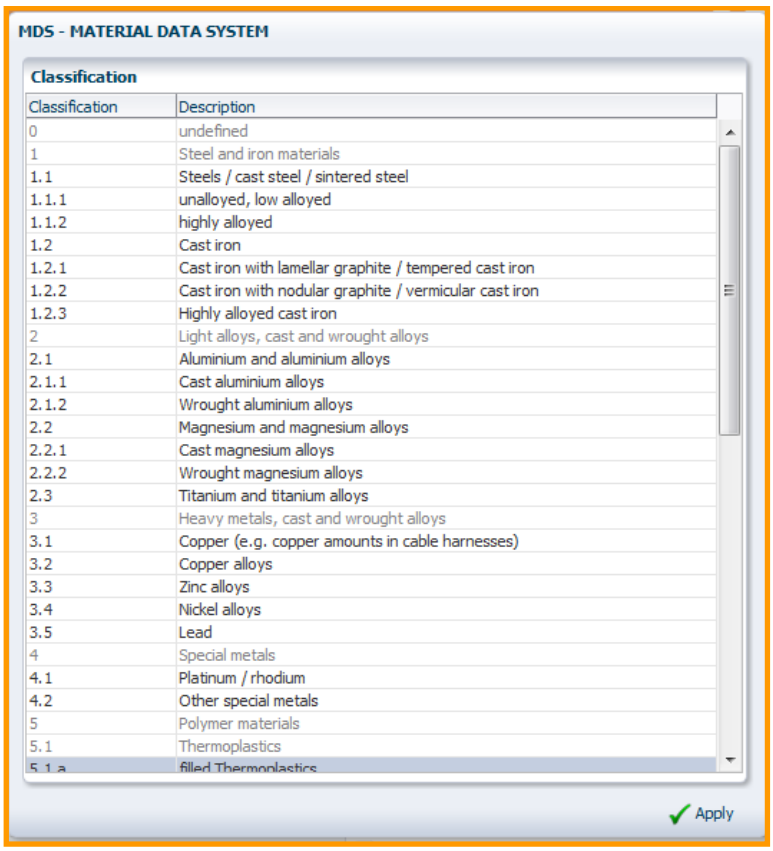
Note that an MSDS (Material Safety Data Sheet) is not usually suitable to create an MDS because an MDS requires entry of 100% of the substances in the final material, and an MSDS rarely provides this information.

The material classification is mandatory for material type datasheets. The information is stored in this area.



For Material datasheets, a classification must be chosen.

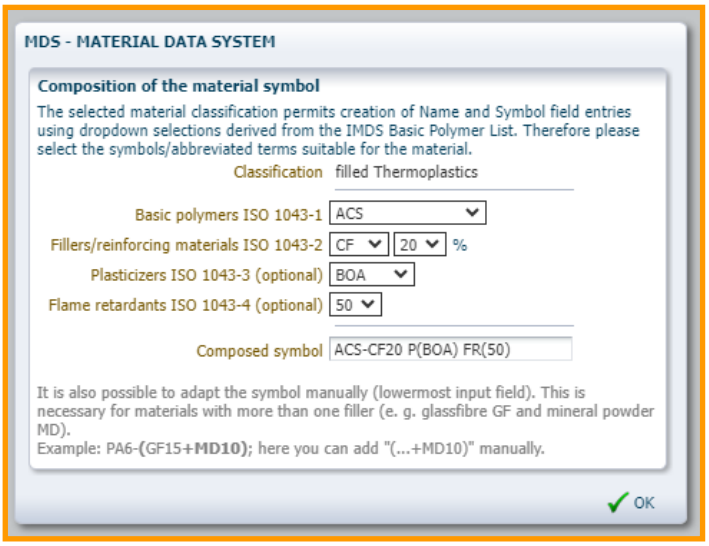
The IMDS classifications are the VDA material classifications similar to the following:



The desired classification is chosen from this screen. Then click 

.

For some classifications, a material “symbol” is required. The symbol is the ISO standard abbreviation which helps identify the material. In some cases, the classification selection will result in a “symbol definition” wizard screen, which will prompt the user for additional information necessary to create the correct symbol:



After the classification was chosen, a screen similar to the following is displayed. In this example, all the areas on the right are expanded to simplify this explanation. All mandatory fields are marked with *. Material names should be entered in English Language, however, many Material MDSs that were created prior to IMDS Release 12.0 have both German and English names and those names are still valid. Carrying out a search using English or German names for those older MDSs will produce the same search results because the names are searched in both English and German name fields on the database.

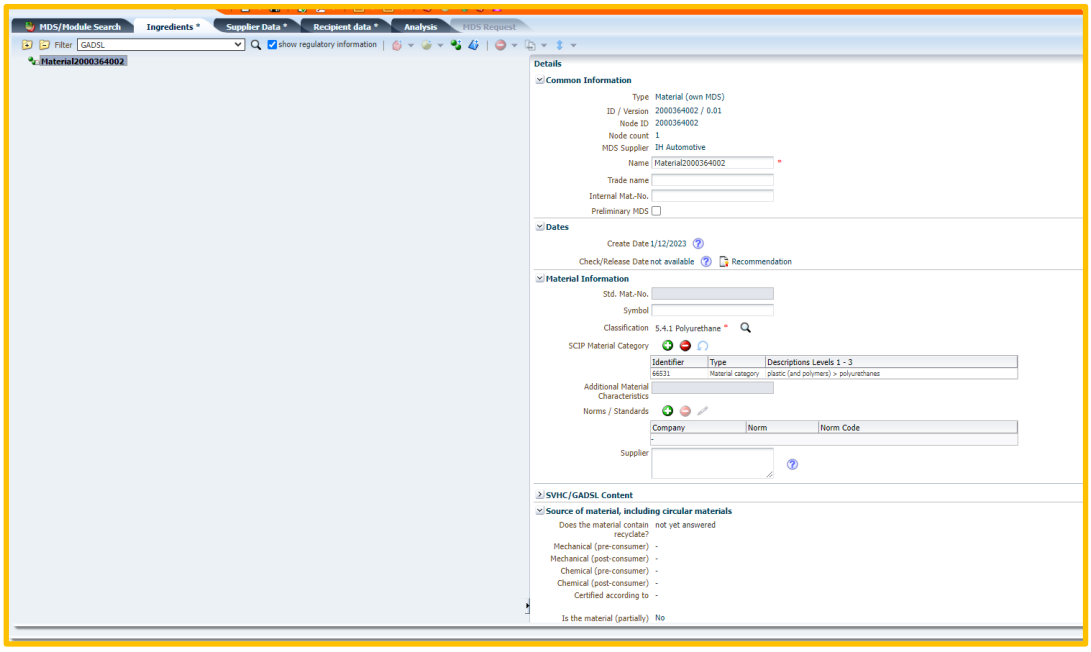
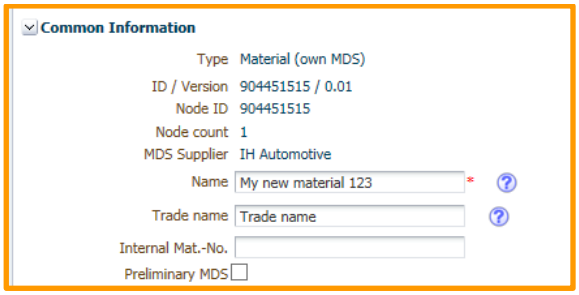


Figure 12 – Create a Material

Common Information

Let's take a closer look at the **Common Information:**



The following table gives a description of each of the fields in this area:

Field Name	Description	Required?
Type	System Generated – Type of MDS (Material, Semi-Component, and Component). You cannot change from one type of MDS to another because different types of MDSs have different information requirements.	Not Applicable
ID / Version	System Generated – The first set of numbers represents the ID of the MDS. As each new version is created, this first portion (ID) will not change, but the version in the second portion (/0.01) does change. When the MDS is "released" (more about that later), the version will become a whole number to indicate further editing is not allowed (for this release).	Not Applicable
Node ID	System Generated – This refers to the actual location in the database where information about this MDS is stored. For the 0.01 version of the MDS, it will be the same as the ID.	Not Applicable
MDS Supplier	System Generated – the IMDS company name of the creating company.	Not Applicable
Name	How your company refers to this MDS in their own terms. You must change from the default name. Each Industry may have naming requirements and conventions.	Yes
Internal Material No.	How your company refers to this Material in numeric terms.	Optional
Preliminary MDS	Is the MDS representing preliminary information?	Optional

Dates

Sometimes it is very important to know when the MDS was created and the dates of the last change. The next section contains system generated information:

The following table explains what these fields mean:

Field Name	Description
Creation Date	Date MDS was created based on server time (server is hosted in Germany)
Release Date	Date MDS was released (no more changes can be made)
Check Date	Date MDS was checked by the system– useful in tracking under what requirements it was checked
Valid until	Date after which the Material expires (only shown if it was extended by the creating company). If not shown, the MDS expires 10 years after its release; see 3.1.7

Material Information

Standard Material No., Symbol and Classification

There are two “material numbers” for a material datasheet. The first, the “Internal Material Number” is available for all material classifications. This number is for the supplier’s internal use and may contain any content desired to identify the material. This field is optional and is never shared with customers.

The second field, the “Standard Material Number” is available only for materials that fall into metal classifications. In this case, the Standard Material Number should reflect the material standard the metal is produced to – usually an EN, UNS or VDA number.

Field Name	Description	Required?
Standard Material No.	Primarily for metals – this is usually a UNS or other numbering system material identifier that uniquely identifies the substance content of the material. Many Norms and Standards refer to properties of the metal in addition to the material content.	Classification dependent
Symbol	For polymeric materials, this is the ISO symbol for the material.	Classification dependent

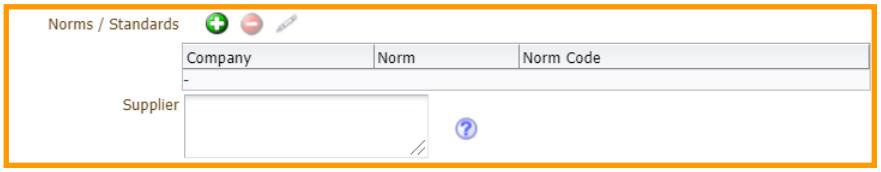
SCIP Material Category, Additional Material Characteristics

All descriptions concerning SCIP attributes can be found in chapter 11.1.2 SCIP information for materials.

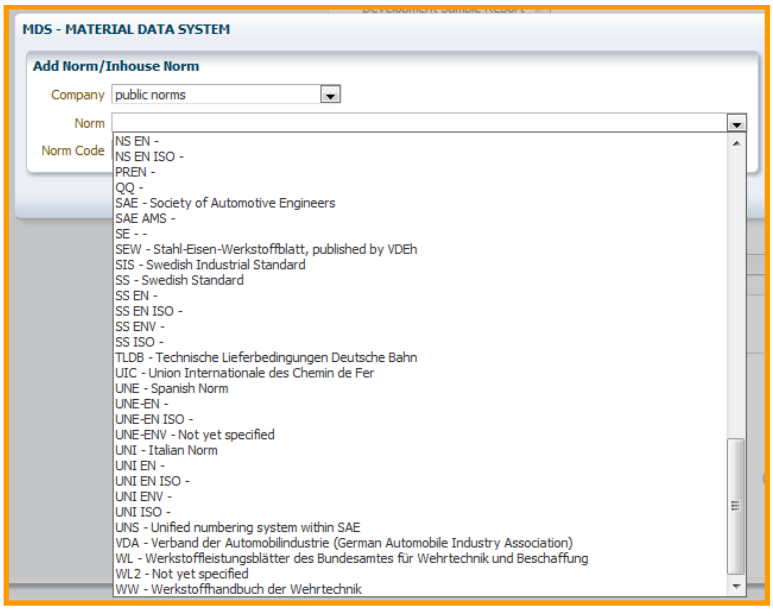
Norms / Standards

IMDS contains a substantial quantity of “standard” materials, especially for metals. These are typically materials available from a variety of sources according to specific industry standards. If the material is a metal and produced to a Norm or Standard, it is preferable that users leverage one of the IMDS Committee published materials. If your company does not produce the material, then your company should not create the MDS for the material. The producer of a material should

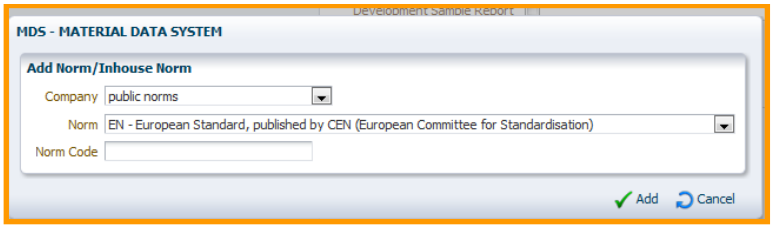
always create the MDS, or if it is to a publishable standard, IMDS Committee material datasheets should be used.



If a Norm or Standard can be added creating a material MDS, the will display a window similar to the following:



After you select your norm, you return to the window where you can enter the specific code (mandatory):



A Material MDS may contain public norms or OEM company norms. Company norms are visible only for the company the norm belongs to and are not visible along the supply chain. Under Recipient Data the originally selected norms for the Material MDS are listed. The Tier1 supplier may overwrite the norms as recipient-specific data. These entries exist in parallel to the original values which are part of the (referenced) Material MDS. For each Material MDS occurrence

(based on IMDS-ID/Version) one entry exists. IF more than one (company-) norm for such an MDS exists, these are comma-separated and listed as the 'Norm/Norm Code'. For those Material MDSs without norms assigned, norms can be added by the Tier1 supplier.

Norms can be modified or added via a pop-up. A reset function will allow resetting to the original values from the Material MDS reference in the tree. An 'Apply to all recipient OEMs' function allows the changes to be added to the company-specific data of all OEMs in the recipient list of that MDS.

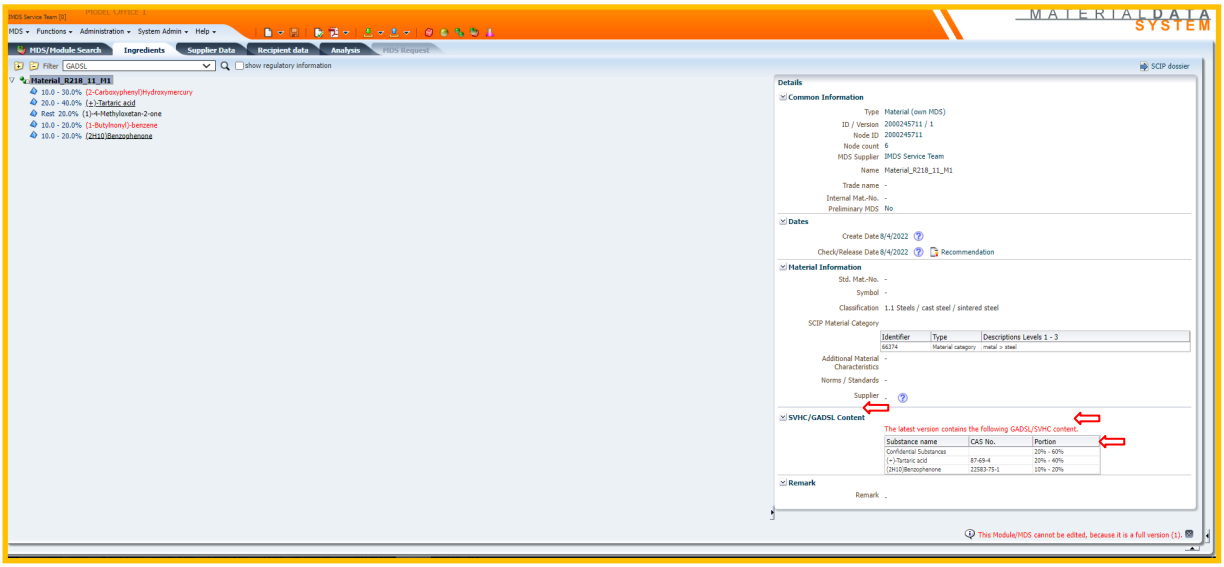
A company specific WARNING-check for Toyota in-house norms exists: The check procedure verifies if a norm has been added in the recipient-specific area by the Tier1 supplier.

GADSL/SVHC content

Contains a table with listing of all GADSL/SVHC substances contained in the latest released version of the current selected material on the tree.

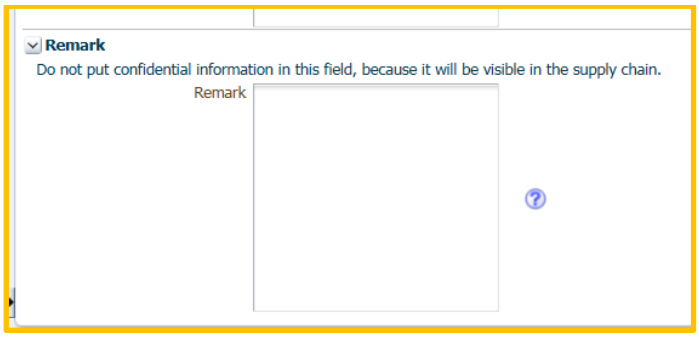
Portions appear in the table aggregated for the whole subtree of the latest version of the selected node, Confidential substances appear as one single entry and portions of the different confidential substances are added up and displayed for this one entry

In case the GADSL/SVHC content of the currently selected material and its latest released version differ, a hint will be displayed that "the latest version contains the following GADSL/SVHC content"



Remark

This is a free text area where you may want to include some information about the material. This field is optional. Furthermore, the information is provided that no confidential information should be put in here because of the visibility within the supply chain.

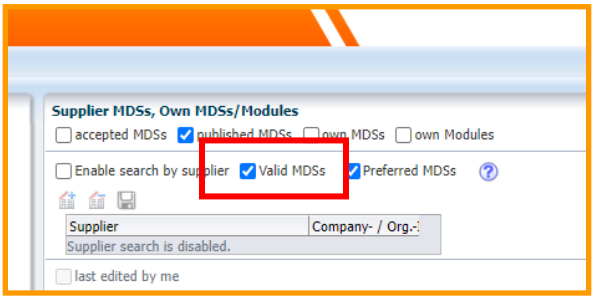


Add the Ingredients

Once the basic information is given, the ingredients need to be added. Focusing in on the available MDS types (see section 3.3.1), the only choices for a material are other materials and substances as the others are greyed out (disabled). Adding a material is only possible using referencing. This means the MDS will be linked to another MDS or substance which is attached by performing a Search.

With IMDS Release 10.0 it is only possible to directly find “clean” published MMDSs (i.e. MMDSs without Warnings). If a user selects the check box “Published MDSs” the “Preferred MMDSs” check box will be checked by default. An additional icon/symbol ( ) indicates that these comprise IMDS Standard MMDSs (SC Committee, Steel and Iron List, ILI Metals) as well as warning-free MMDSs since IMDS Release 10.0.

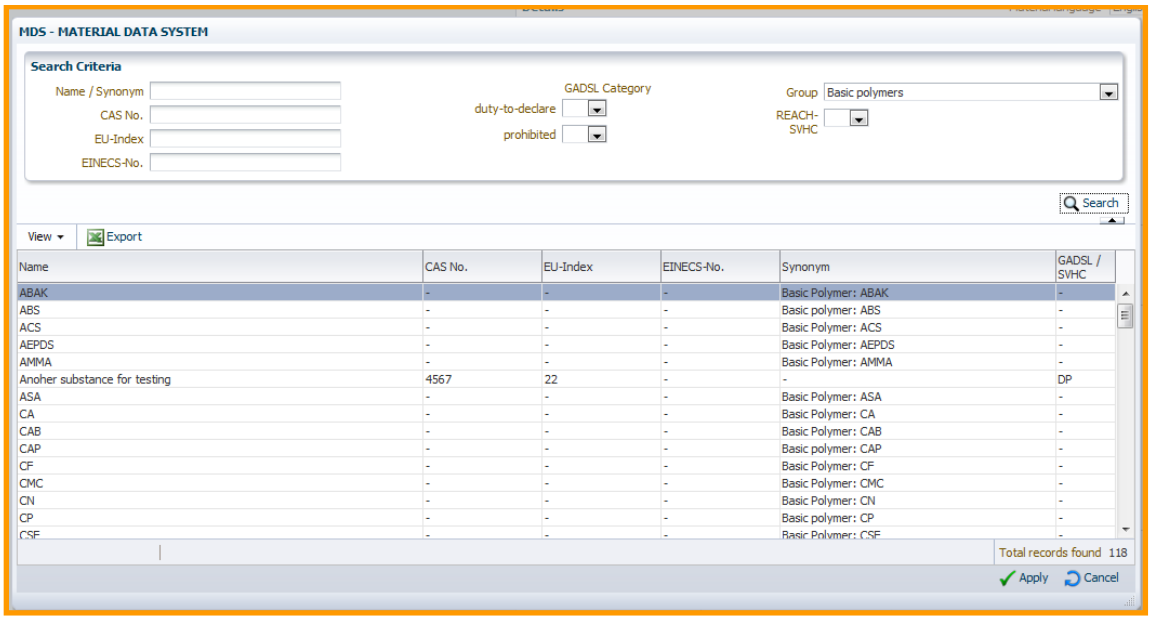
To find “old” published MMDSs that contain warnings, the new checkbox must be unchecked manually. It is possible that some of the published MMDSs (before IMDS Release 10.0) comply with the new rules (= check without warnings).



Since IMDS Release 14.0 MDSs older than ten years issue warnings and errors. Many users have built their MDSs with published MDSs older than ten years and only get an error when the MDS is ready and shall be released. Therefore, a search parameter allows - when searching published MDSs - to only search for valid MDSs. This parameter is set by default. If searching for valid MDSs, you will only find MDSs that are either published by a Standard Company, younger than ten years or materials that are marked as still valid.

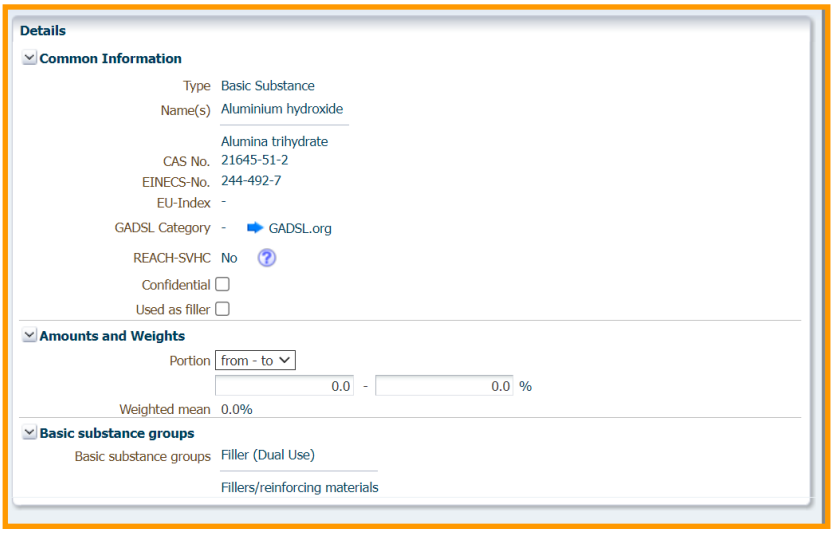
Attaching Substances

In this case, we're going to add a Basic Substance . We have searched in the Basic Polymer Group:



When the substance is found, it needs to be highlighted and clicked on Apply.

The left side of the screen is now highlighting the added basic substance and the right site presents something similar to the following (expanded):



The following table describes the information presented:

Field Name	Description	Required?
Type	Type of Node: Basic Substance, Material, Semi-Component, Component	NA
Name(s)	Presents the synonyms for this substance – this is a view of the Basic Substance List.	NA
CAS No.	Chemical Abstract Number for the Substance – this is a view of the Basic Substance List.	NA
Einecs-No.	Einecs Number for the Substance – this is a view of the Basic Substance List.	NA
EU-Index	EU-Index number for the Substance – this is a view of the Basic Substance List.	NA
GADSL category	Shows if the substance belongs to GADSL (D, P or D/P)	Filled in by system
Confidential	Checking this box will limit visibility to the substance to those given Trust User Status in your company and outside your company.	Optional
Used as filler	Flag will be displayed when a material of classification 5.1.a (filled thermoplastics) contains a substance in Filler (Dual Use) group	Optional
Portion / %	Indicates whether the content specifies a “Fixed” amount, a “Range” (from – to) or the system is calculating the remaining % (Rest). It is highly recommended not to use “Rest” on a joker/wildcard.	Yes
Basic Substance Groups	Indicates in which groups the Basic Substance is a member. This is a view of the Basic Substance group.	NA
Process Chemical	If this substance is a Process Chemical, indicate awareness and whether in this instance it is a Reaction Residue or Impurity.	Dependent on the substance

3.3.6 Creating a module

The creation of a module is similar to the creation of an MDS. However, a module cannot be sent, proposed, or published. Additionally, since a module does not have Supplier data assigned, it cannot be assigned to an Organization Unit.

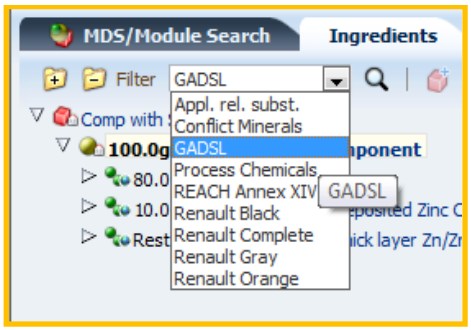
Most users use modules for items that are frequently used in their other assemblies although MDSs can also be used for this purpose. Modules are quicker to create because they do not have Supplier or Recipient information and can be internally released from the Ingredients view.

For components which only vary slightly from one another, recreating the component each time in different MDSs is unnecessarily time-consuming. A company can design its own “construction kit” within the system using modules. For instance, when an electronic circuit board with exactly the same components is used, the producing company can construct a module for the circuit board. If the company wants to use this circuit board in a Material Datasheet, the module can be attached through a link. The module is not copied onto the tree and cannot be changed within the MDS.

As long as the module is in initial edit mode (version *.01) it can be converted into an MDS by clicking the button “Convert module to MDS” after performing a module search. However, the module cannot be converted to an MDS if it is internally released or if more versions exist.

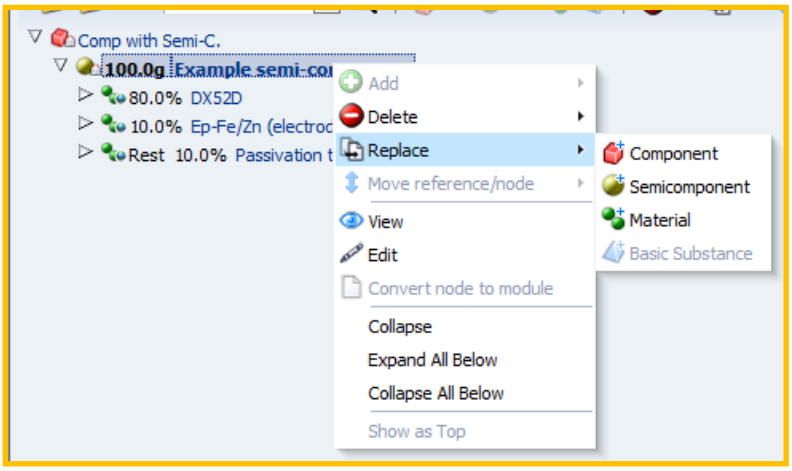
3.3.7 Filter Function

With the filter function in the “Ingredients” screen the various basic substances filters can be chosen for display. The ingredients contained in the respective list will be displayed in red in the structure tree (with the exception of the GADSL list where prohibited substances are listed in red and the declarable substances in blue). The default list is the GADSL list. This is a view only function and the view cannot be “saved” for sharing with a recipient, another user in the company, or the next time you log in (if changed from the default). REACH-SVHC are always underlined regardless of the filter chosen.



3.3.8 Replace Function

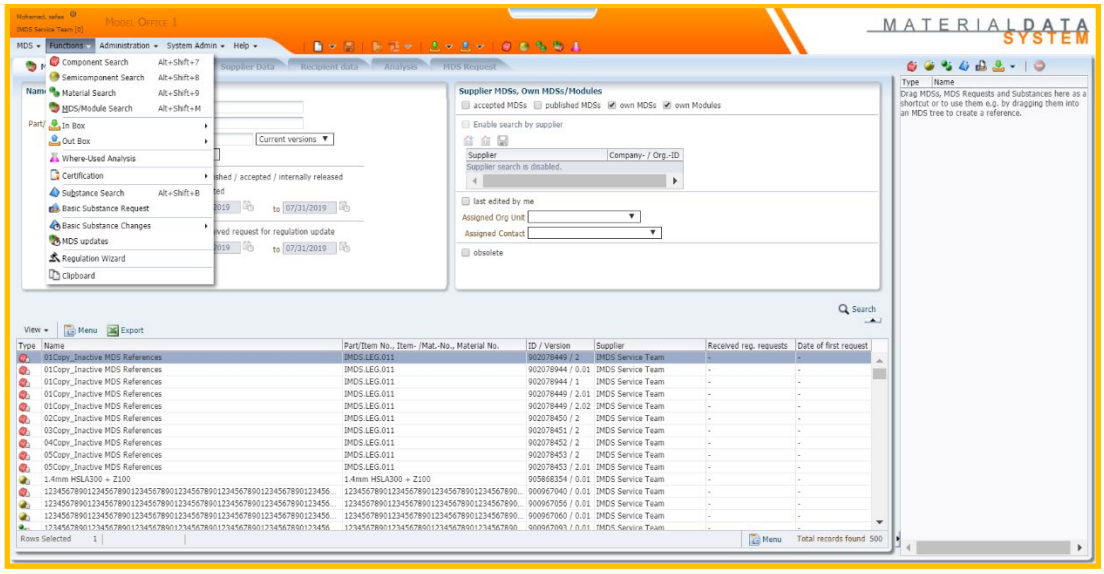
This functionality allows the IMDS user to select certain referenced nodes in MDS trees in edit mode and replace these by other suitable nodes. This concerns referenced MDS, modules and substances.



The system is guiding the user to replacements for inactive or hidden substances after copying a material which contains this kind of substances. When replacement substances are available for inactive or hidden substances, a hint will appear in the substance details. The user can then use the replace function to use the suggested substance instead of the old one.

3.3.9 Clipboard

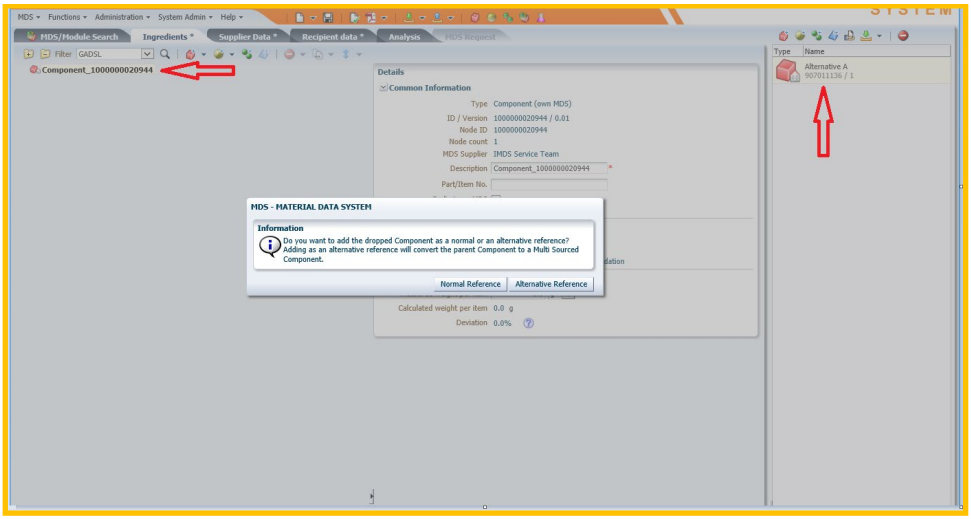
The Clipboard function can be used to hold material datasheets, basic substances and requests for easy access. For example, an often-used material can be moved into the Clipboard for reuse in different material datasheets. If you login to IMDS, you can open the Clipboard using the menu **Functions > Clipboard**. It will be shown at the right-hand side of your window:



Next time you login, the Clipboard will be still visible with all the information retained from your last session. You can reuse your favourite data from the clipboard without searching again.

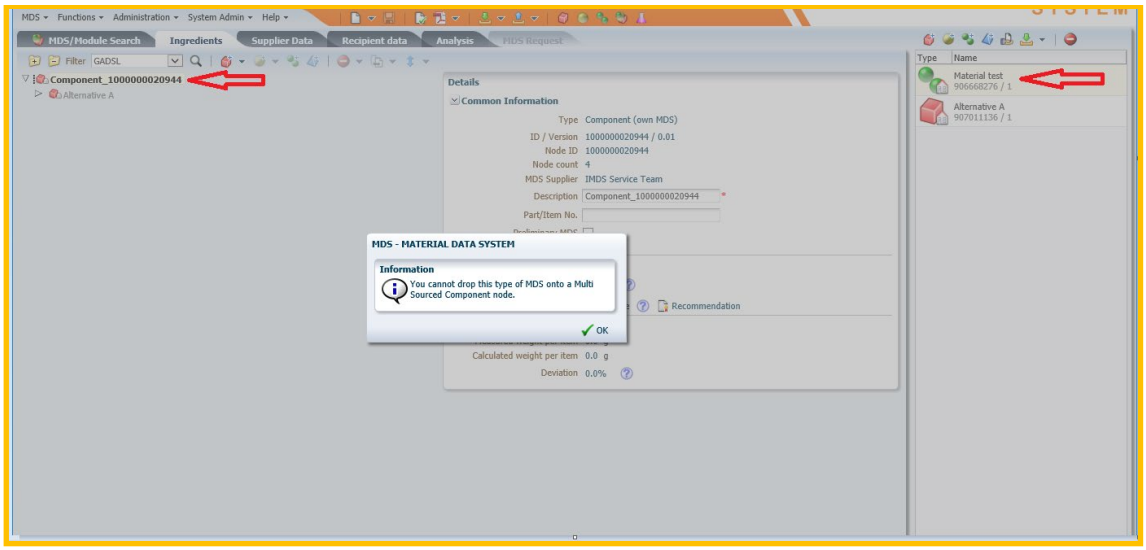
If you don't need the Clipboard visible for a portion of the time you are working in IMDS, you can use the small arrow at the bottom left-hand corner of the clipboard screen to collapse it. To remove an entry from the Clipboard, please use the context menu (right mouse click). To remove all entries, use the "Remove All" icon  at the top of the Clipboard.

When adding a component type MDS as first child for the parent node, the user needs to choose, whether this component reference will be added as a normal or an alternative reference.



Selecting the "Alternative Reference" button will switch the parent node to a multi-sourced component and the dropped component will be added as an alternative. All further dropped components will be added directly as alternative references without user confirmation. Selecting "Normal Reference" will add the dropped component as a normal reference and the parent component remains "single-sourced".

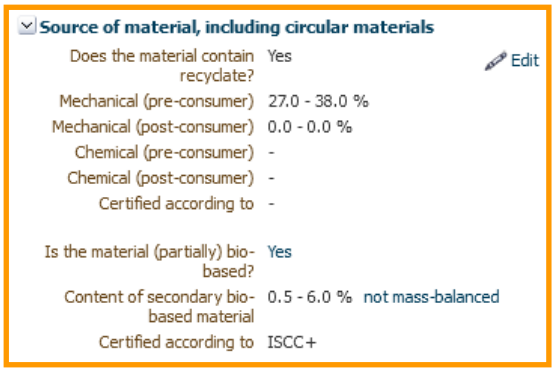
Adding a component reference child for the first time for a multi-sourced parent node, only datasheets of type "component" will be allowed to be dropped (and are added as alternative references). If the user attempts dropping an MDS of the type material or semi-component to a multi sourced parent node, an Error will be issued:



3.3.10 Source of material including circular materials

Overview

This section displays the source of a material (e.g., bio-based or recycled content). Further details are available in the dialog shown after pressing the “Edit” or “View” button in the top right corner.



This section is available when creating or modifying any material except for metals (classifications 1 – 4). For metals and materials of other classifications released prior to IMDS Release 14 (May 10th, 2023), the section is not available for the material itself, but is only shown when the material is referenced inside a semi-component or component. Polymer materials (classification 5), which have been released since IMDS Release 13 (May 19th, 2021) are an exception to this as sourcing information is already attached to the material itself.

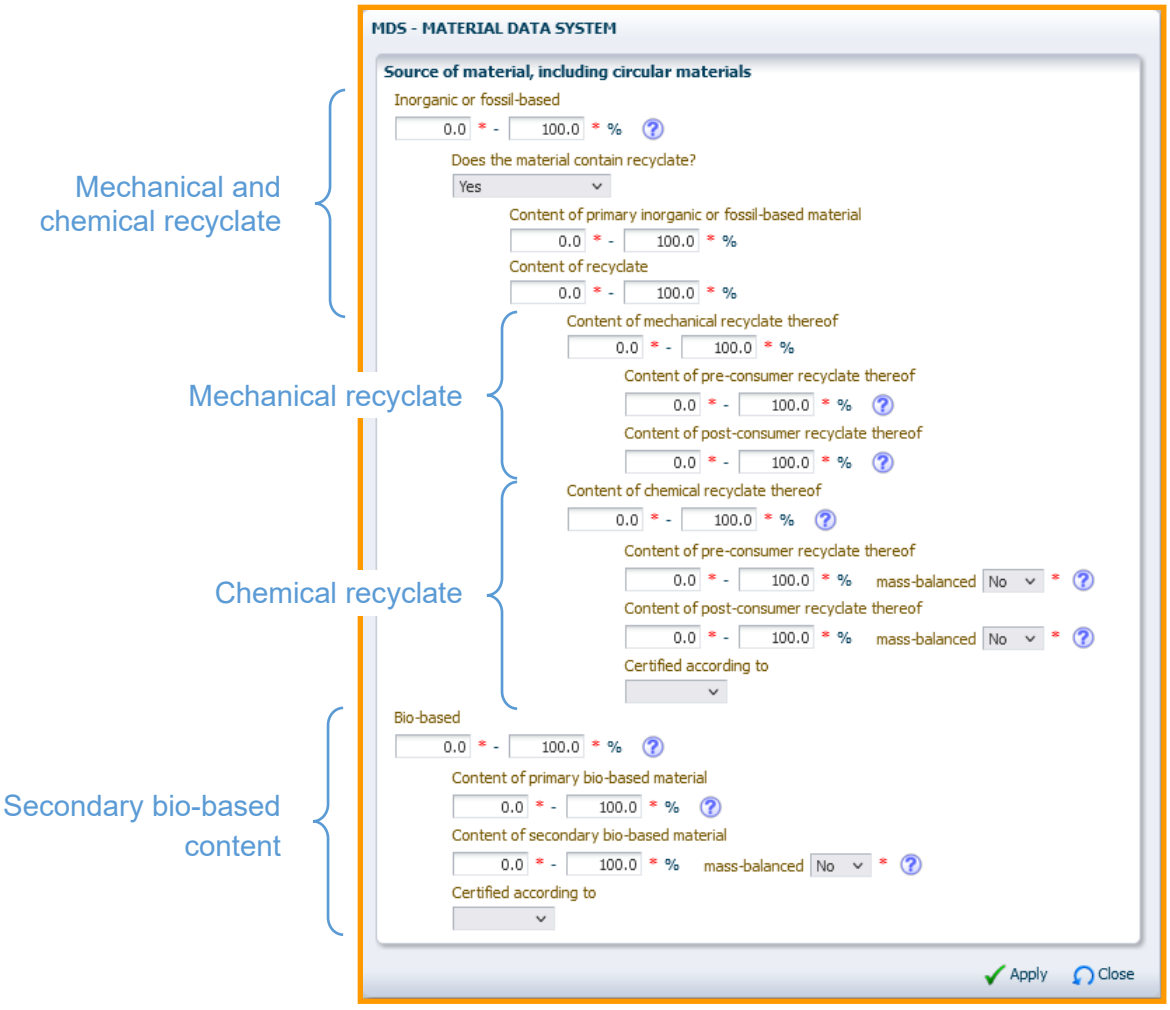
Dialog

To modify the information about the source of the material, open the wizard dialog by clicking the “Edit” button. To save your changes click the “Apply” button in the dialog. Once closed, the system will automatically calculate the values shown in the ingredients based on your input (see below).

The fields available in the dialog depend on the classification of the material. There are three types of secondary sources for which you can enter information:

Source	Classifications
Mechanical recyclate	1 – 5, 7.1, 7.2
Chemical recyclate	all classifications
Secondary bio-based content	5 – 6, 9.1 – 9.4

The following fields are provided in the dialog depending on the available sources. The fields only appear if their parent field is filled. For example, the fields for “secondary bio-based content” are only shown in case the total “bio-based content” is greater than 0% and the “content of recyclate” can only be entered if “yes” has been selected as the answer to “Does the material contain recyclate?” Therefore, the dialog will appear much smaller when opened for the first time than in the following overview:



Portions are always entered with both a minimum and a maximum value. If you want to enter a fix value (e.g., 100%) you have to enter “100% - 100%”.

All values are relative to their parent values. That means that the sum of two values on the same level always add up to 100% of their parent. For example, the sum of mechanical recyclate and chemical recyclate makes up 100% of the total recycled content.

To assist you when entering these values, changing one value will automatically recalculate the opposite values. For example, when changing the “content of pre-consumer recyclate” to 20% – 30%, the “content of post-consumer recyclate” will be set to 70% – 80% automatically.

Closing the dialog will calculate the total portion of the different sources within the whole material and display them in the material’s details by multiplying all relevant minimum- and maximum values. For example, the minimum portion of pre-consumer mechanical recyclate in the whole material is calculated by multiplying the minimum values of the following fields: “Inorganic/Fossil-based” x “Content of recyclate” x “Content of mechanical recyclate thereof” x “Content of pre-consumer recyclate thereof”

Checks

The following checks are in place regarding the information about the source of the material:

1. A check message is shown in case the minimum and maximum value of any of the following fields for mechanical recyclate deviate more than 20% from each other:
    a. Dialog fields
        i. Content of mechanical recyclate thereof
        ii. Content of pre-consumer recyclate thereof
        iii. Content of post-consumer recyclate thereof
    b. Calculated fields in ingredients
        i. Mechanical (pre-consumer)
        ii. Mechanical (post-consumer)

    In case the material is a polymer, this message is an error message. Else it is a warning. There is no such check for chemical recycling or secondary bio-based content.
2. For polymers, an error message is shown in case the question “Does the material contain recyclate?” has not been answered yet. For polymers released before IMDS release 13, which do not have information about the material source attached to themselves, but entered upon referencing, this error is not shown in case the polymer is referenced in a component and assigned a weight of less than 5g.

If the MDS recipient is an OEM a “Modify source of material, including circular materials” section is available under Recipient Data. The values in this section are pre-populated with all values shown in the ingredients which cannot be modified by the sender themselves. The Tier1 supplier may overwrite these values as recipient-specific data via pop-up menu. A reset will allow resetting to the original values from the Material in the tree. An 'Apply to all recipient OEMs' is available in this screen so changes may be added to the company-specific data of all OEMs in the recipient list of this MDS.

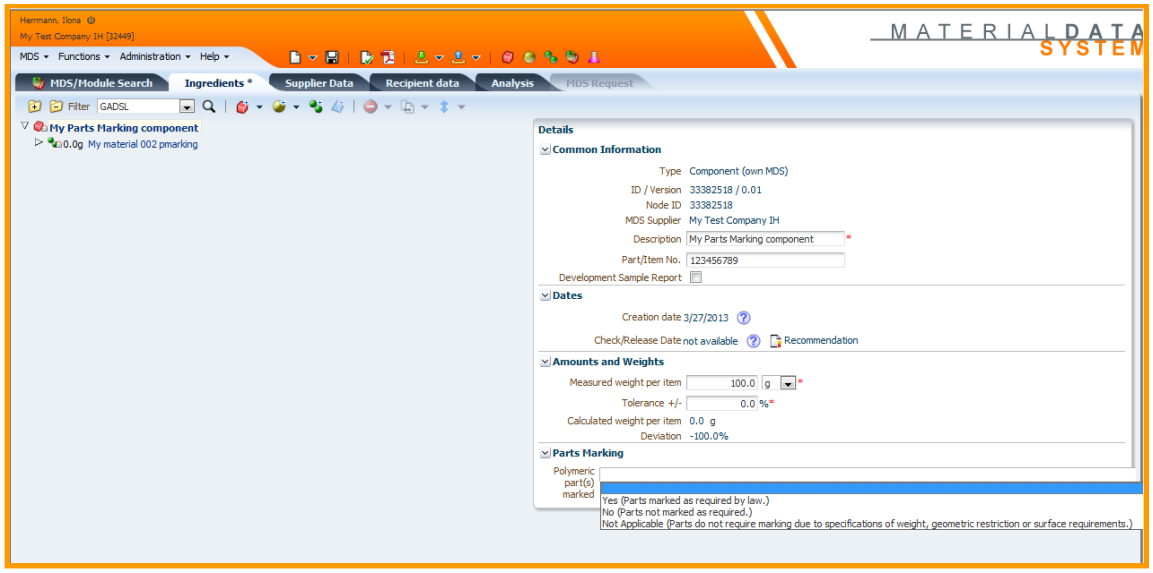
3.3.11 Polymeric Parts Marking

To improve the quality and benefits of IMDS data, polymeric parts are marked according to ISO 1043-1/2, ISO 11469 or ISO 18064.

If an MDS is created or modified, the Parts Marking information will need to be supplied if the MDS meets all of the following criteria:

- The parent node is a component
- At least one child node of the component parent node is a material with one of the 5.* classifications

Depending on the weight of the component, the Parts Marking question may be optional or mandatory. If the component does not meet the above criteria, the Parts Marking question will not be available. When a new or edited unreleased MDS or module fits the Parts Marking criteria, an additional question appears in the details of the material's parent component. If the answer is mandatory, the question must be answered before the user may release the MDS/module internally or send/propose it to a recipient. If the entry is mandatory and the answer is “No” the user will receive a warning message.



To correctly answer the question, someone needs to review the design drawing and the physical part. The tree must be evaluated to select the appropriate response. Any of the options may be applicable. When a component is added to a component tree by a reference to a material of and appropriate classification, the parent of the attached component is a parts-marking candidate. This is the result of the parent relationship with the material. In this case, the parts marking information must be entered for the top component.

“Yes” should be selected if the actual physical part has been marked. “No” should be chosen if there is a parts-marking requirement (e.g. on the design drawing), but the part is not marked. “Not Applicable” can be selected if weight, dimensioning, or surface does not permit marking.

When a referenced node contains a material of the relevant classification but is not a component (for example a semi-component), parts marking information must be entered for the parent component.

The IMDS check window will indicate an **error**, which will prevent the MDS/module from being released, if the parts marking candidate fulfils one of the following conditions:

- The part contains materials with the **classifications 5.1, 5.1.a, 5.1.b, 5.4.x and 5.5.x** that sum to a weight of **more than 100g**
- The part contains materials with the **classifications 5.2 and 5.3** that sum to a weight of **more than 200g**

With IMDS Release 10.0, the following values apply:

		No	Not yet answered	No	Not yet answered	No	Not yet answered
Rel. 9.0		> 25g	> 25g	> 100 g	> 100 g	> 200 g	> 200 g
5.1	Thermoplastics	-	⚠	⚠	⚠ ⛔	-	-
5.1.a	filled Thermoplastics	-	⚠	⚠	⚠ ⛔	-	-
5.1.b	unfilled Thermoplastics	-	⚠	⚠	⚠ ⛔	-	-
5.3	Elastomers / elastomeric Compounds	-	⚠	-	-	⚠	⚠ ⛔
5.4.1	Polyurethane	-	⚠	-	-	-	-
Rel. 10.0							
5.1	Thermoplastics	-	-	⚠	⚠ ⛔	-	-
5.1.a	filled Thermoplastics	-	-	⚠	⚠ ⛔	-	-
5.1.b	unfilled Thermoplastics	-	-	⚠	⚠ ⛔	-	-
5.2	Thermoplastic elastomers	-	-	-	-	⚠	⚠ ⛔
5.3	Elastomers / elastomeric Compounds	-	-	-	-	⚠	⚠ ⛔
5.4.x	Duromers	-	-	⚠	⚠ ⛔	-	-
5.5.x	Polymeric Compounds (e.g. inseparable laminated trim parts)	-	-	⚠	⚠ ⛔	-	-
					⚠ ⛔	error if MDS not released, else warning	

If a component is a Parts Marking candidate (a component with a 5.* material classification) and the IMDS check window does not indicate an error, the parts marking information is optional.

All MDSs/modules released prior to IMDS Release 3.0 do not and will not have parts marking information. The IMDS check window will indicate a warning if the MDS/module to be released references a released MDS where the Parts Marking information is mandatory but is not answered (referenced datasheet was created prior to Release 3.0). The referencing MDS/module can be released. A future IMDS release may replace this warning with an error which will prevent the MDS/module from being released, yet a date for this conversion has not been determined.

When a parts-marking candidate is copied (or if a new version is created), its parts marking information will also be copied.

For components referencing a Material MDS of classification 5.x Parts Marking information is required. If the recipient of the MDS is an OEM, the Recipient Data tab contains a “Modify Parts Marking” section. The values in this section are pre-populated with the values of the Component MDS inside the tree. The Tier1 supplier may overwrite the Parts Marking values as recipient-specific data. This data exists in parallel to the original values being part of the (referenced) Component MDS. One entry is permitted for each relevant Component MDS occurrence in the MDS.

The parts marking settings can be changed with a pop-up menu. A reset function allows resetting to the original values from the MMDS reference in the tree. An 'Apply to all recipient OEMs' is available to apply the changes to the company-specific data of all OEMs in the recipient list of this MDS.

The check procedure verifies if the parts marking entries being made in the recipient-specific area by the tier1-supplier comply with the rules. For those references which produce a WARNING or ERROR message, the parts marking entries can be overwritten in the recipient specific screen.

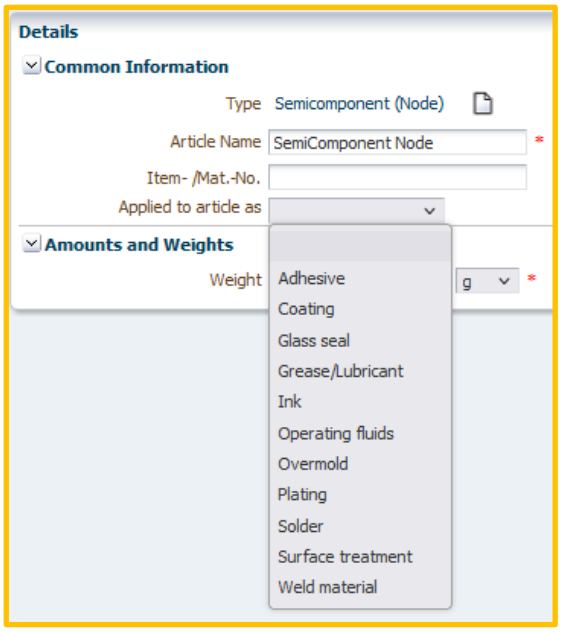
3.3.12 Applied to Article as …

For references to Material MDSs or Semi-component MDSs, as well as for Semi-component MDS nodes on the same level as a Component MDS references/nodes, a drop-down menu called "Applied to article as…" list is shown in Material MDSs and Semi-component MDSs containing the values:

- blank (default)
- Adhesive
- Coating
- Glass seal
- Grease/Lubricant
- Ink
- Operating fluids
- Overmold
- Plating
- Solder
- Surface Treatment
- Weld material

The field is visible when adding a Material MDS or Semi-component MDS next to an existing Component MDS and also when adding a Component MDS next to an existing Material MDS or Semi-component MDS.

If all Component MDSs on the same level as the Material MDS or Semi-component MDS are removed, the field is no longer visible.



3.3.13 IMDS Substance Application Codes

The IMDS system contains many basic substances. Some are marked “duty to declare” or “prohibited”. Basic substances marked as “prohibited” should not be used in the automotive industry except for certain applications (valid for a defined time based on legal requirements). Not all “prohibited” substances have defined applications. Applications are also defined for some basic substances that are marked “duty-to-declare”. The application information is necessary for the OEMs to comply with ELV Annex II and other environmental regulations. Since release 3.0, when using a restricted substance, you must also declare how you are using it by supplying an Application Code. Application codes are required for lead (and all of its compounds), hexavalent chromium (and all of its compounds), mercury (and all of its compounds) and cadmium (and all of its compounds) as well as for Nickel and Polycyclic Aromatic Hydrocarbons (PAHs). Application codes are only displayed in English, regardless of the language the IMDS user is using.

IMDS data should reflect the actual structure of the product as sold. If the product contains a prohibited substance, this must be reported in the MDS, and the supplier should be re-engineering the product to eliminate the prohibited substance. If an undeclared prohibited substance is found later, there may be added legal and financial ramifications.

Sale of a part with prohibited substances creates liability; not the corresponding valid IMDS entry. The valid IMDS entry helps to manage and mitigate the liability.

The application information is based on the **current Annex II** regulations and requirements. Annex II can be found on IMDS Information pages > FAQ > Where can I find the European ELV

Directive and the latest version of Annex II? This document is revised yearly and the latest version available will be posted.

Application codes have different requirements based upon the supplier's position in the automobile supply chain. Since IMDS Release 3.0, any new component containing a material using an application relevant substance must have an application code before releasing. However, a lot of "legacy" components created prior to Release 3.0 exist. These need application codes added. The IMDS check function determines where an IMDS company is in the supply chain. Tier 1 suppliers cannot send an MDS to an OEM without completing all required application codes. Tier 2 to Tier n suppliers receive a warning of missing application codes, yet may still send received MDSs without application codes. The following table summarizes the handling of application codes:

Note: There may be a difference between the IMDS requirements for your company and the requirements for your customer's company. Your customer may require resubmission due to missing application codes.

Handling after 1st March 2006

	MDS / Modules	Messages	Application Code
within Supply Chain	own	Error	need to create new MDS versions
	foreign	Warning	MDS can be sent, but new versions should be requested
Tier1 sends to OEM	own	Error	need to create new MDS versions
	foreign	Error	can be amended

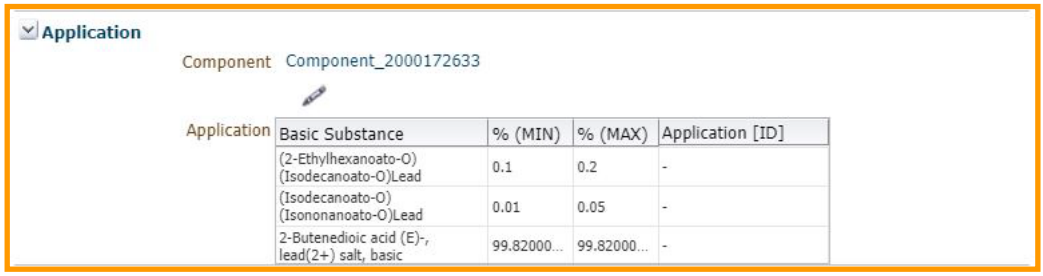
Application codes are assigned when attaching the material to a component MDS. Application codes are set ONLY on components. Please do not contact your material supplier and ask them to add an application code. They cannot. Since application codes are dependent upon how the material is used, the best person to determine how the material is being used is the person adding the material to the component.

If the material requiring an application code is attached to a semi-component, when the semi-component is attached to a component, an application code is required. For materials or semi-components, application codes do not have to be provided. Depending upon the substance and the classification of the material where the substance is used, the system will provide a list of available Application codes. In certain instances when the most likely application code is easily determined, the system will pre-select a suggested Application code.

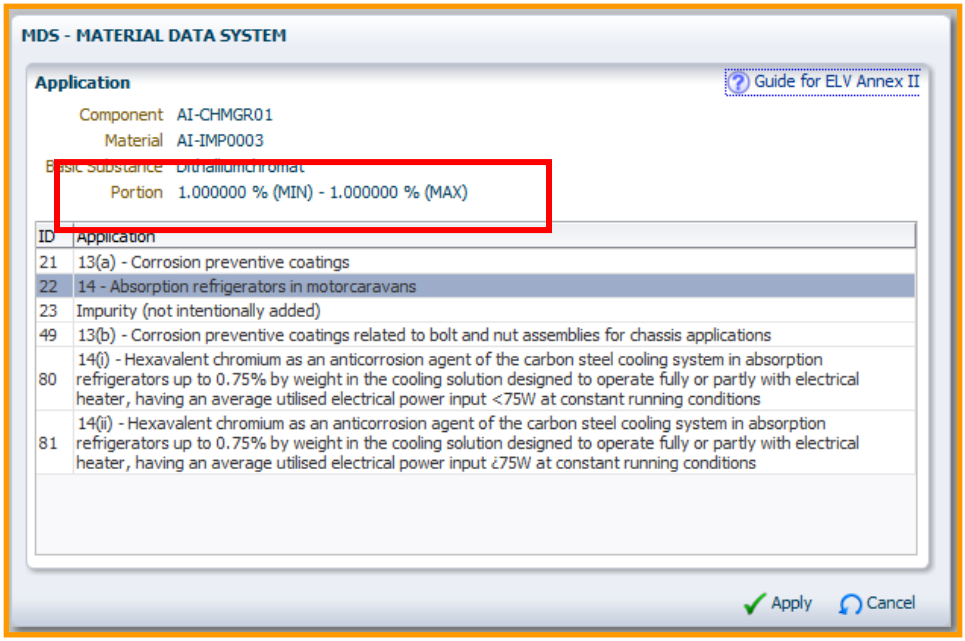
Application codes may be viewed by selecting the material within the component where it is attached. Application codes may be changed as long as the MDS is in edit mode (version number is not a whole number, e.g. .01). This also applies to application codes entered for older material MDS references.

During the check procedure, missing Application Codes may generate either an error or a warning. For all material MDS references that do not have applications assigned (because it is historic data) the user must complete the application codes before sending the MDS to an OEM.

The detailed view of each material will have additional **Application** information. This section contains all substances of the material that require Application Codes. When the user clicks on the application field, all possible Application Codes for that substance on that material will be displayed. There is no default selection for application codes. All application codes have to be actively selected.



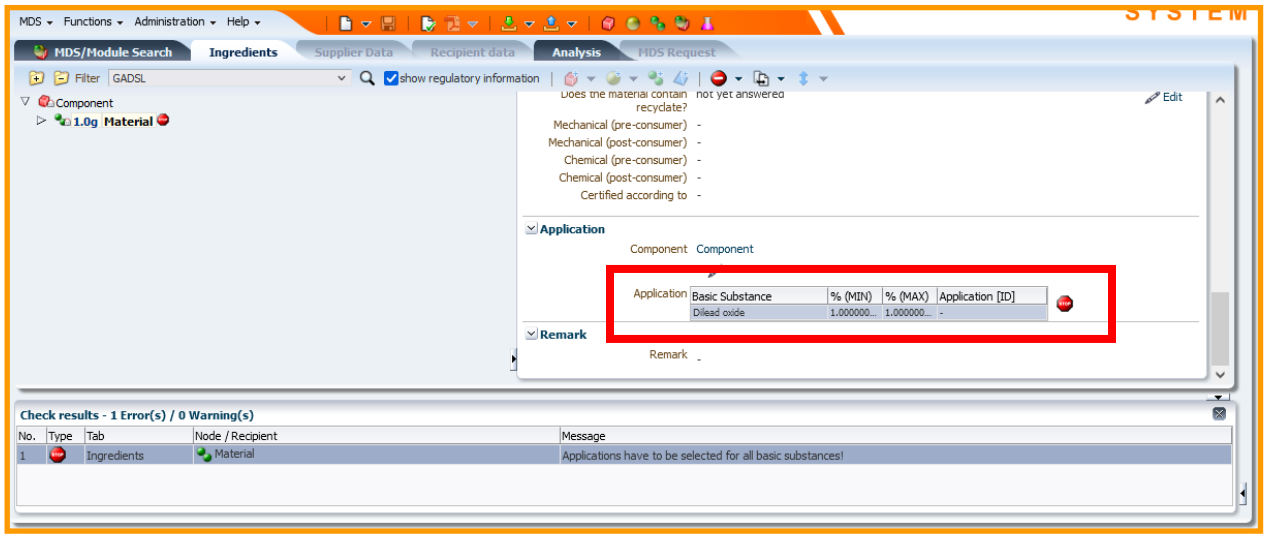
The application for a specific basic substance can be selected on another window:



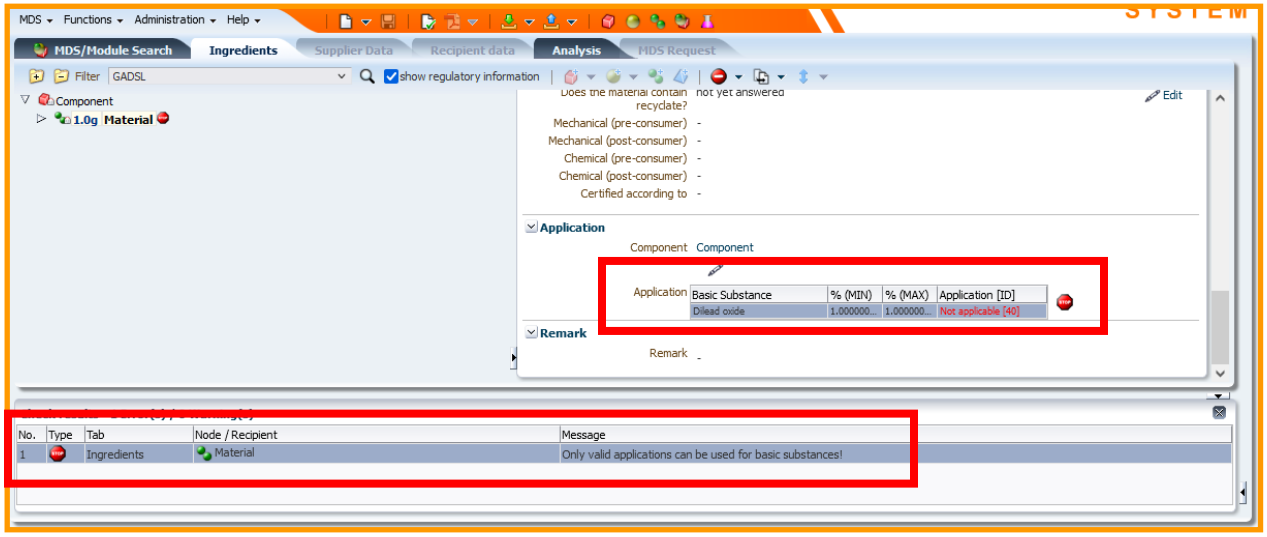
Note: while application codes may always be viewed, they can only be changed when the component the material is attached to is the top node or a child of a component created in a tree and in edit mode.

When application data is missing or selected applications are invalid, Errors or Warnings are created by the check procedure as follows:

For Own/directly referenced child node MDSs in which Application Code(s) are missing, IMDS generates an Error for missing Application Code during Check, Internal Release, Send or Forward (Applications have to be selected for all basic substances).

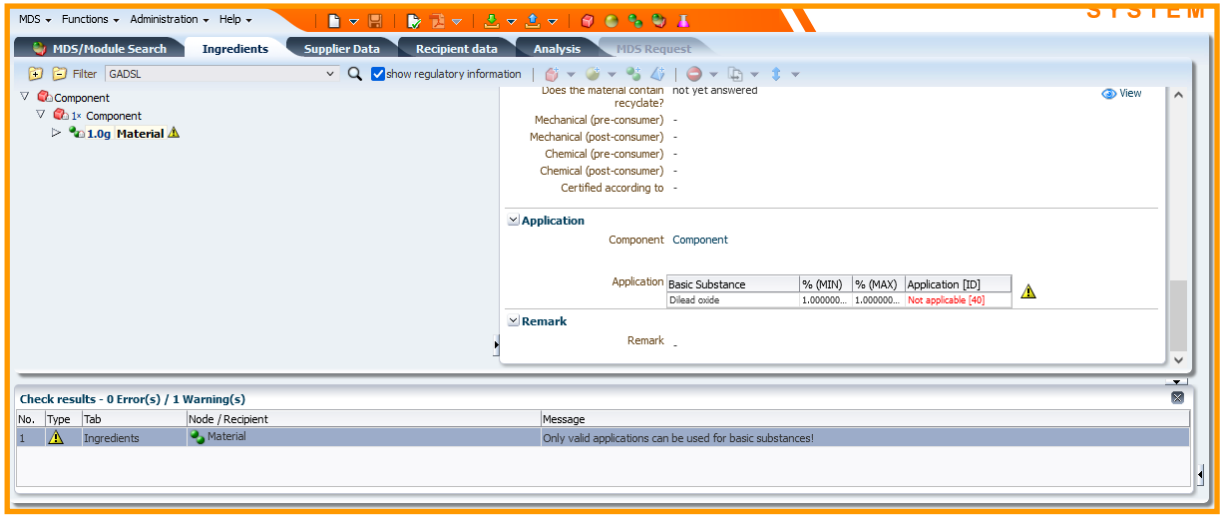


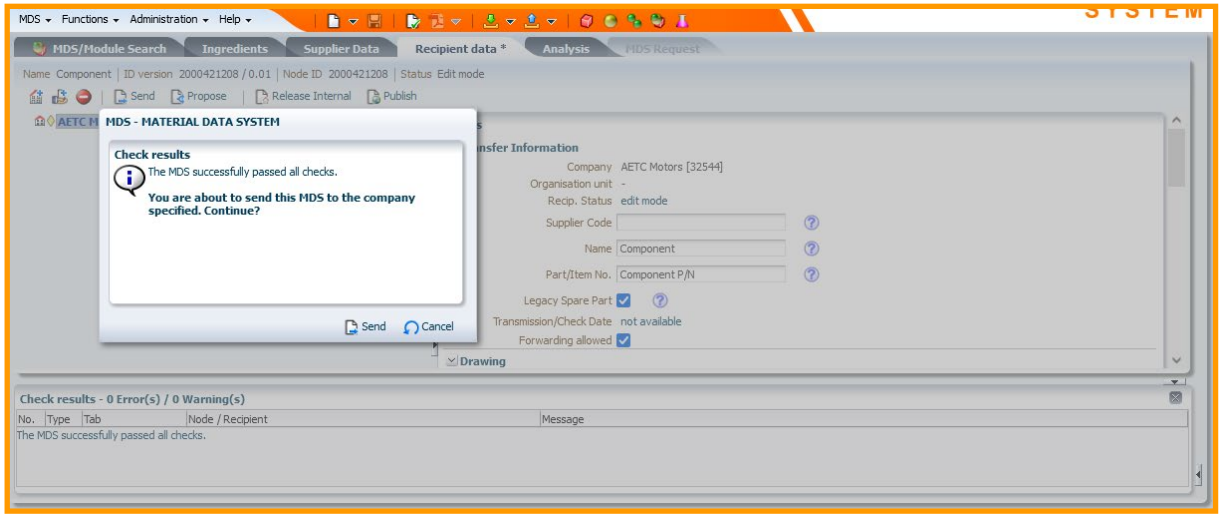
For Own/directly referenced MDSs which are using an invalid Application Code, IMDS generates an Error for the use of an invalid Application Code during Check, Internal Release, Send or Forward.



For directly referenced child Component MDSs (own or foreign) which are missing Application Code(s), IMDS generates an Error for missing Application Code during Check, Internal Release, Send or Forward. For a received (not own) Component MDS which has invalid Application Code(s) referenced, the same behaviour applies.

For indirectly referenced child components MDSs (own or foreign) which are using invalid Application Code(s), IMDS generates a Warning during Check, Internal Release. For Send or Propose a Warning is also generated unless the MDS is intended to be used as a spare part for all the recipient companies in the recipient list (i.e. Spare Part flag is checked for every recipient in the recipient list). In this case, no Warning is generated.





Only if the checked MDS is intended to be used as a spare part (i.e. Legacy Spare Part flag is set for all recipients in the recipient tab), it is sent or forwarded without a Warning for an Invalid Application Code.

The functionality of hiding applications is possible for any ARS (Application relevant substance), application and their relations. As a consequence, data that was previously entered will be shown, but are marked as legacy data. Hidden application data will not be available for new datasheets. The legacy data is considered valid and can still be used; no error or warning messages are generated.

If the MDS is sent to an OEM, missing Application ID must be filled in by the Tier1 supplier. In this case, the Recipient Data tab displays a “Modify Applications” section. Entries are pre-populated with the application values of the Material MDS with its parent Component MDS inside the tree. The Tier1 supplier may overwrite the application value with other applications available for this MMDS/AppRelBS combination as recipient-specific data. This data exists in parallel to the original values being part of the MMDS. An entry exists for each relevant MMDS/ AppRelBS combination. For each entry, the application selection can be changed using a pop-up. A reset function will allow resetting to the original values from the MMDS reference in the tree (not displayed in the screen). An 'Apply to all recipient OEMs' is available to apply the changes to the company-specific data of all OEMs in the recipient list of this MDS.

The check procedure verifies if the application entries being made in the recipient-specific area by the Tier1 supplier comply with the IMDS checks. In addition, applications inside the MDS tree with a WARNING or ERROR message can get overwritten as recipient-specific data.

3.3.14 Supplier Data

The Supplier Data tab is where contact information for the MDS is entered and the Organization Unit selected if those are used in a company. In IMDS terms, the MDS-creating company is the supplier of the MDS. The Contact drop down list in this screen lists the entries of contact persons for the company. These are created by the company administrator under **Administration > Contact Person** > New.

The Contact Person lists and the User IDs are separate lists. A Contact Person may not have a User ID and a User may not be a Contact Person. If the correct Contact Person does not appear in the pull down, contact your company administrator to have them added.

Contact persons are company-wide contacts, i.e. there is no contact person assigned to Organisation Units.

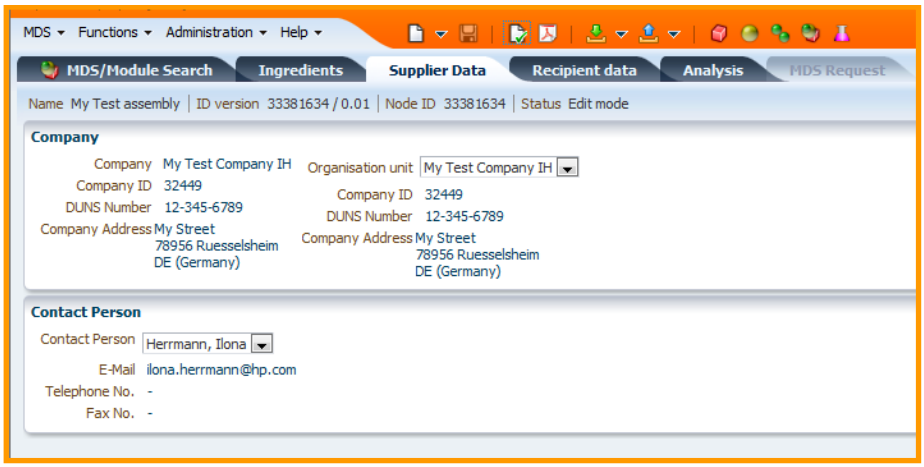
When the Contact person is selected, their information will automatically populate the boxes at the bottom of the frame. If the user determines this information not to be correct (wrong e-mail address, person no longer with the company etc.), the Company Administrator needs to be contacted to update the information. The Company information at the top of the frame will always be that of the parent company, although this MDS may be assigned to any Organizational Unit to which the user has access. The user may only select Organization Units to which the user has access. The Organization Unit default is the one that had been selected for the last MDS

released/sent/proposed/published by the User. If an expected Organization Unit is not available, the company administrator needs to be contacted to add the Organization Unit to the User ID.

If an MDS is assigned to an Organization Unit, that Org Unit is shown as the sender in the customer's Inbox. Only users within the Organization Unit can see what is sent from the Organization Unit Inbox. Generally, the IMDS search screens for material datasheets show datasheets for all organisation units. From the Outbox menu option, all users will have access MDSs sent from the parent company. Users with access to an Organization Unit will also have access to MDSs sent from that Organization Unit in the Outbox. For example, if one user has access to the parent company and another an Organization Unit, the number of items in the Outbox of the 2nd user will be greater than the number of items in the Outbox of the 1st user – provided the MDS was assigned to an Organization Unit on the Supplier Data page.

This screen provides the customer with information on who to contact outside of IMDS should there be questions about the datasheets.

The Supplier Data Screen looks similar to the following:



This is NOT an editable screen. All of the information is drawn from the information on the User list of the company. If there is missing or incorrect information, the Company Administrator must correct it on the Administration screens. The appropriate contact needs to be selected from the drop down list. The IMDS system then goes to the Contact List for the company and displays the E-mail, Telephone, and Fax information stored on the Contact List.

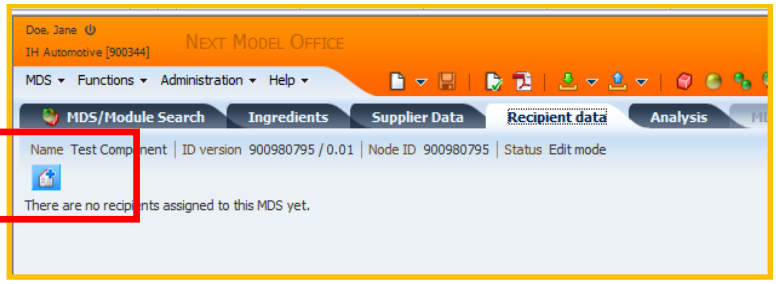
Once the correct contact is displayed on this page, the Recipient Data can be entered.

3.3.15 Recipient Data

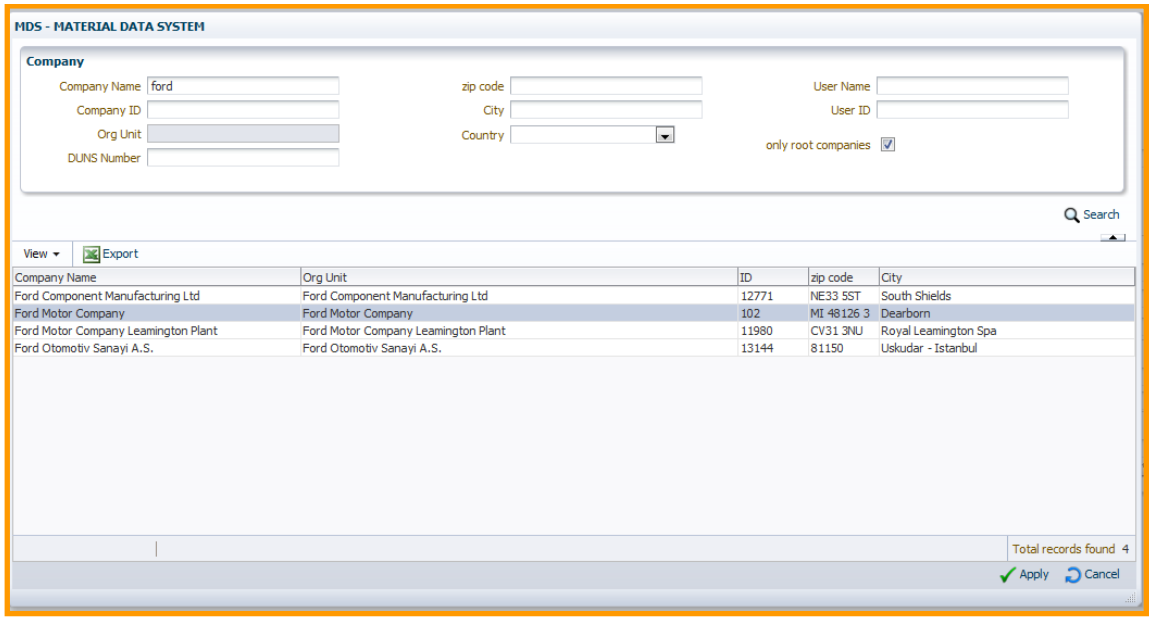
The recipient (the customer) of the MDS is added in this tab window. **At least one recipient** must be added **to enable the Send and Propose buttons.** Prior to adding a recipient only the options "Internal" and in some cases "Publish" are available. These two processes are described

later and are not directly associated with a recipient. It is possible to internally release the MDS within the company without naming any recipient. Some users can also Publish an MDS to all users of IMDS.

The recipient must be selected to “send” the MDS to one particular IMDS user company or to several customers (propose). The process is started by selecting the “Add” button on the upper left.



A window in which to perform a company search will be displayed.



“Search Criteria” such as the company name or the first letters of a company name are recommended to limit the size of the results list. For example, a user may enter “Vi” to list all companies which begin with the letters “Vi”. Similarly, if a user enters *tubos, only companies with the character string “tubos” are returned. The search is started by clicking the “search” button.

It is best to search by Company ID, Org Unit ID or DUNS number. There are many IMDS companies with similar names, whereas IDs are unique. The person asking your company for the MDS should provide an ID for their company or organization unit.

Search results are displayed in the lower area of the window. Select the desired recipient company or Org Unit and click “Apply” to make the highlighted company an MDS recipient.

Note: A word about Organizational Units:

A user must know where to send an MDS. It may be appropriate to send either to an Organisation Unit or to the "roof" company. It is always good to verify the IMDS recipient ID before sending, as many companies have multiple registrations (for the OEM recipients, please check for special instructions on the IMDS Information Pages under FAQ > OEM-specific). If sending to an Organization Unit, only users in the receiving Organization Unit can accept the MDS, and only users in the receiving Organization Unit will be able to view the MDS in the Inbox.

A single MDS version may be sent within a single "roof" company only once. If the user must send to multiple Organization Units within the same "roof" company, they will need to make multiple copies (Copy/Copy) of the MDS, and send copies to subsequent Org Units.

The IMDS Company to which the sender belongs cannot be a recipient.

Select the recipient and click **Apply** to display the "Recipient data" screen containing the chosen recipient.

Once a recipient is added, the buttons "Send" and "Propose" are no longer disabled (greyed out). If the MDS was not released, the both **Send** and **Propose** are available**.** If the MDS was released, only **Propose** is available. If the list contains more than one recipient, the "Send" command is disabled, because this function is valid for one recipient only. If the MDS is internally released, only **Propose** can be selected.

To add more recipients the process must be repeated. A user may add as many recipients as desired to the recipient data page, provided the **Send** command was not performed. Remember, an IMDS parent or "roof" company can appear only once. If an MDS needs to be sent multiple times, please use Copy/Copy.

To delete one or more of the recipients, use the "Delete" command. The action is carried out for highlighted entries only. A recipient can be deleted only if the MDS has not been accepted by the recipient. Once accepted, the MDS cannot be deleted (see also section 3.3.17).

Immediately after adding a new recipient, another window will appear to enter the company data (recipient company data).

Adding the recipient specific information at this time provides the capability to enter the MDS once and send it to different companies with different part numbers. The part number or material number entered here, along with the description or name, is what the customer sees on the MDS Ingredients page when they receive the MDS. If they reject for number or description, the information may be corrected on the recipient page without creating a new version (provided the MDS has not been accepted). Should copy/new version be chosen for the MDS, all the recipient information including that specified above are copied to the new version.

Customer information must be entered in the correct format. Some recipients have offline systems that perform some error checking. While a human eye will accept minor variations, most computer systems cannot. Slight differences such as an extra dash or a missed space often result in rejection.

DUNS-No. as supplier identification number (sending to GM, Opel, Saab and Volkswagen)

Created in 1962 by Dun & Bradstreet (D&B), the Data Universal Numbering System or DUNS® Number is used to uniquely identify business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification code has become the standard for keeping track of the world's businesses. IMDS uses the DUNS syntax published by Dun & Bradstreet (D&B) of XX-XXX-XXXX. If your company does not have a DUNS number and you need one, you need to get one from Dun & Bradstreet (www.dnb.com).

If the company administrator has entered a DUNS number on the company or Org Unit details, the Supplier Code field is pre-populated with this number. If the DUNS number is not available, the field will be left blank. This field is editable for customers using a different numbering system and for companies with multiple sites using the same IMDS Company ID.

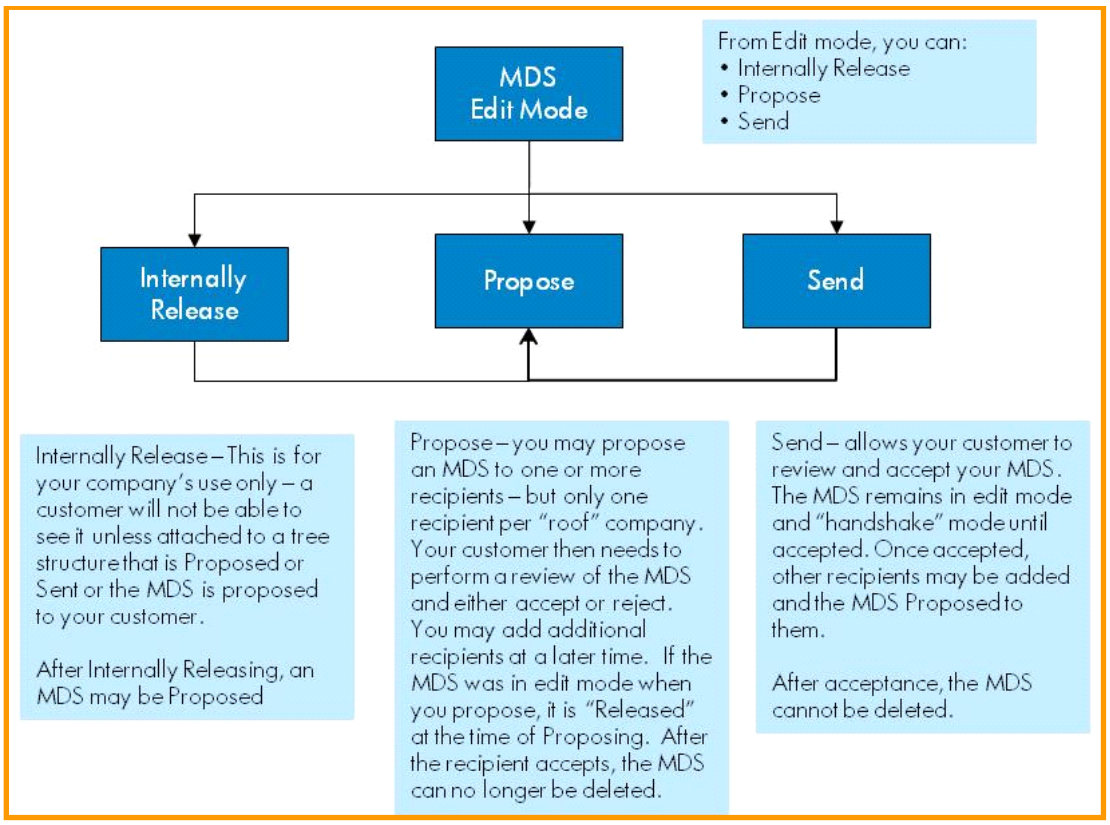
The following table gives the definition of the Recipient Data Screen icons:

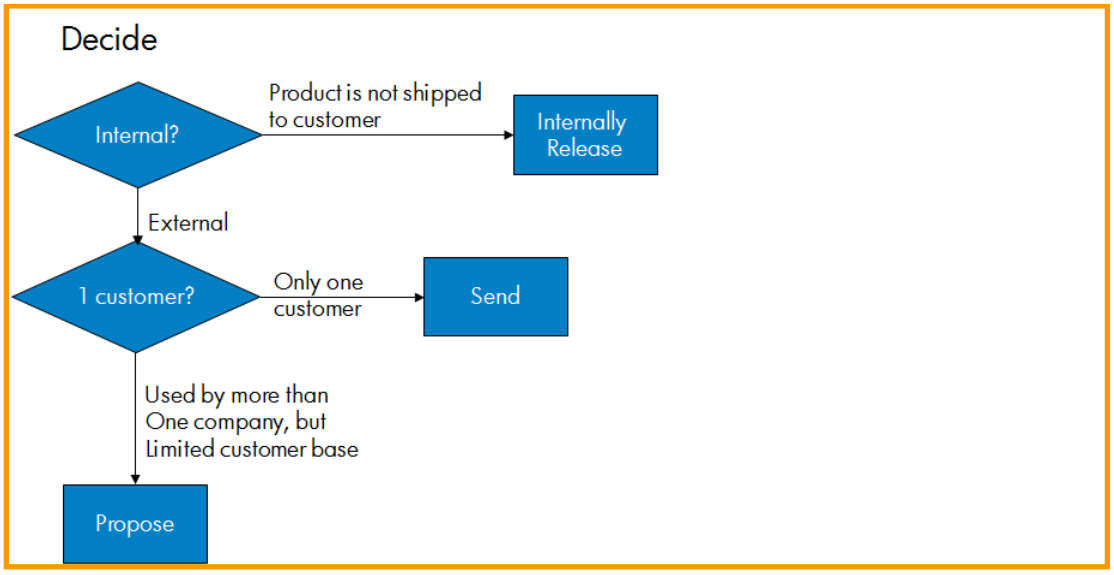
Icon	Action	Description
	Add Recipient	This button opens the company search screen where the user can find the recipient. Only companies registered in IMDS can be found in the company search screen.
	Remove Recipient	When a Recipient is highlighted, this button will not be disabled (greyed out) and you can use it to remove a Recipient.
	Propose	If there is at least one recipient in the Recipient list that has not received the MDS, this button will not be disabled (greyed out). This button initiates the **Propose** activity which includes internally releasing the MDS so no more changes can be made except to add Recipients.

3.3.16 Internally Release or Send / Propose an MDS

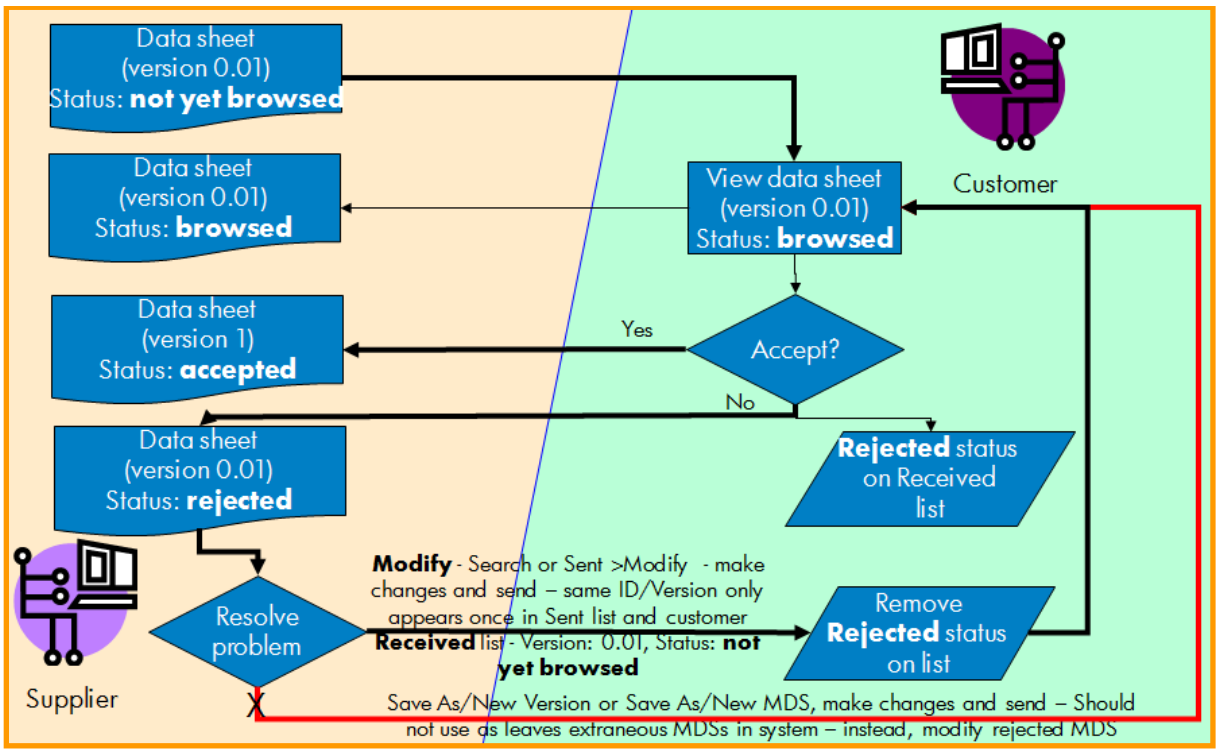
A user must **Send** or **Propose** an MDS to a customer, or the customer will never see the MDS. The following pictures explain how Internal Release, Send and Propose work:

What to do with MDS in Edit Mode?





How Send/Receive Works



When a company sends an MDS to a recipient company, IMDS will check whether the sending Org.-unit has previously provided any MDS with the same recipient part number and supplier code to the receiving Org.-unit. If the sending Org.-unit has previously done so, new MDSs for the same recipient part number and supplier code must have the same MDS ID as the previous submission for that recipient.

Sending and proposing a MDS to a customer

When sending/proposing, the IMDS check routine will compare

• The type, MDS ID and version of the current MDS

• All the recipients for the MDS

• All the recipient specific part numbers and supplier codes

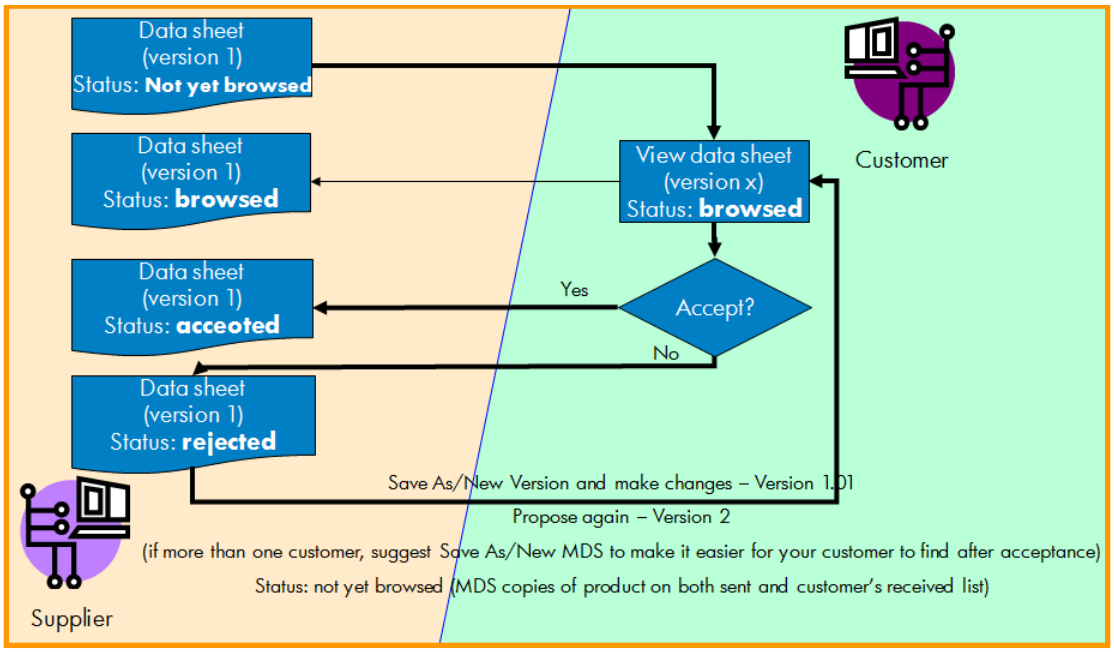
• The MDS ID and version of all previous MDSs sent by this supplier Org.-unit for this recipient part number and supplier code to these recipient Org. units

The check routine will compare and determine whether the supplier has send the recipient part numbers for these recipients previously. If there is a match, a Warning will be issued indicating a

Recommendation 001 Rule 3.2.2.B violation, and the ID of the previous MDS(s) with the same recipient part number(s) will be listed.

If the check routine does not find a match of the combination 'recipient org. unit', 'recipient part number' and 'supplier code' for the latest accepted version, the system generates a warning indicating a new part number or supplier code is required to comply to rule 3.2.2.A.

How Propose/Receive Works



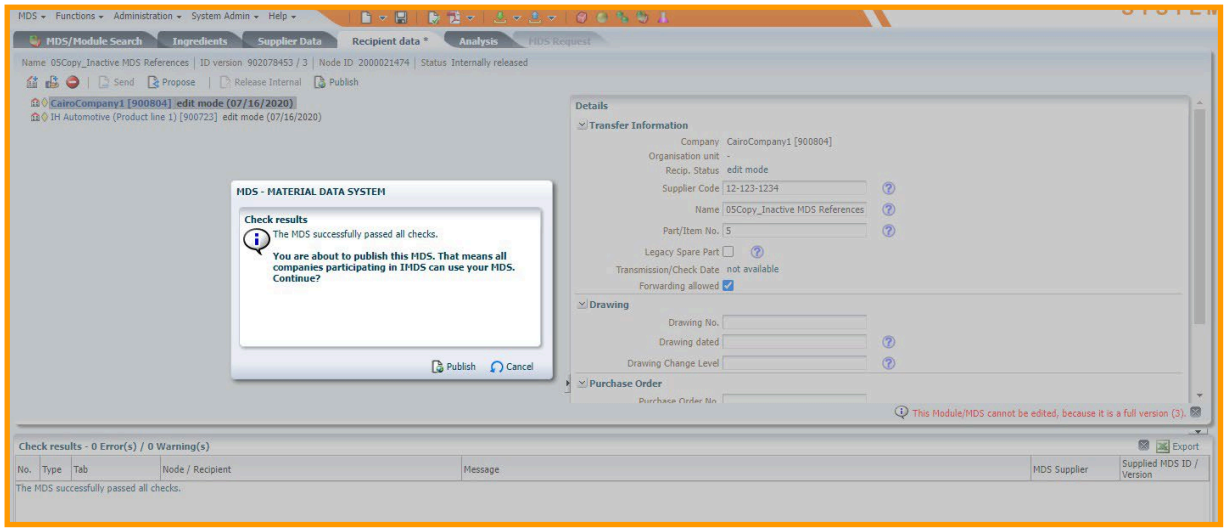
3.3.17 Check Procedure

When MDS → Check is chosen from the menu or toolbar, the check procedure is initiated. This compares the MDS against all the general and recipient-specific rules and error messages. The results are displayed in the Check-Log.

Errors must be corrected before the MDS can be internally released, sent, or proposed. Warnings do not prevent continued MDS transactions. However, depending on the Warning, the customer may require the MDS creator to fix the warning before accepting the submission. The customer may also run a check upon an MDS in the Inbox to see what warnings may have been

ignored. Customers may also use IMDSa2 or IMDS-AI, which allows for checks beyond those incorporated in the IMDS Online system.

If no issues are found, the check results window will display “check successful”. The user may then use Internal Release, Send, Propose, or in some cases Publish successfully.



Most IMDS check rules derive from The IMDS Steering Committee “Recommendations” describing the rules which apply to MDSs. {Note: In the users mind, it might be appropriate to substitute the word “mandates” for Recommendations, as OEMS rarely if ever accept an MDS which is not completely compliant with the Recommendations.

One topic addressed extensively in the Recommendations pertains to the permissible tolerance for the weights of substances in a material, or of materials in a component. Depending on the situation, there are different requirements on the maximum separation between the minimum and maximum values of the range.

1. <u>For materials attached to materials or semi-components and for semi-components attached to semi-components</u>

If the material or semi-component is not from an MDS published by the IMDS Steering Committee, the following values apply:

Range from Lower Limit (LL) to Upper Limit (UL)	**Maximum M = UL% - LL%**
0 < LL ≤ 100	M ≤ 20

2. For basic substances attached to materials

If the basic substance is not part of an MDS material published by the IMDS Steering Committee or ILI and the substance is attached to a material (all classifications) the following applies:

Range from Lower Limit (LL) to Upper Limit (UL)	Maximum M = UL% - LL%
0 ≤ LL ≤ 7.5	M ≤ 3
7.5 < LL ≤ 20	M ≤ 5
20 < LL ≤ 100	M ≤ 10

3. Substances

There are 3 types of substances –

1. Substances listed by specific CAS (Chemical Abstract Service) Number
2. Pseudo-substances – substances that do not have a CAS number (there is a – in the CAS number field) that completely describe the cured substance
3. Jokers/wildcards – A highly confidential, non-declarable, non-prohibited substance "replacement" containing the word "system" as the CAS number. These do not describe the substance used.

Recommendation 001 states all IMDS materials (except select IMDS Committee materials) must be ≥ 90% declared. In other words, says no material may contain more than 10% unspecified or confidential substances. (An item which contains "not to declare" in the name is a joker/wild card). If the portion of a substance is declared as a range, the upper limit of the range is used. The sum of the maximum portions shall not exceed 10% for each material in an MDS, unless the MDS has been published by ILI or Steering Committee. If the sum exceeds this 10% limit, IMDS generates a warning.

Only substances present in the product when on a dealership showroom floor should be entered in an MDS. Processing chemicals should not be entered (unless residuals remain in the finished product as sold to consumers.)

IMDS provides a special MDS "Preliminary MDS" flag. As the name implies, an MDS with this flag is representing a prototype or test product and is allowed certain liberties. The wildcard "not yet specified" is allowed only in preliminary MDSs. This joker/wildcard is not permitted in materials for final (PPAP/Initial Sample Report) MDSs. Own/accepted preliminary MDSs referenced in a final MDS will lead to an Error message. The user will not be able to send a final MDS that contains references to own/accepted preliminary MDSs. In addition, the check box for preliminary (sub-referenced) MDSs will be displayed in any MDS.

A Warning will be shown in the check for all references to preliminary MDSs inside a final MDS tree (on any level). It is not allowed to reference preliminary MDSs inside newly created final MDSs. The existing check shows an error in this case.

4. Material and substance on the same level

A basic substance on the same level as a material will lead to an error.

5. Different MDS types at the same level

If different node types appear at the same level of an MDS, a warning is generated stating “Different types of nodes (components, semi-components, materials) are used at the same level.”. This message is not displayed if there is a non-blank value for "Applied to article as…" set (see 3.3.12).

6. Deleted MDSs

MDSs can be deleted in IMDS. Continued processing of deleted MDSs and their references degrade IMDS data quality. MDSs containing deactivated substances shall be excluded from further use. A Warning Message appears in case a foreign MDS is deleted. Additionally, the Check for own deleted MDSs results in an Error.

7. Special Check for Semi-Components

In semi-components created since release of IMDS 7.0, the usage weight type (kg/m, kg/m^2 or kg/m^3) of the semi-component must be entered. An error for newly created MDSs/Modules of type semi-component (in 'Edit mode') is generated if the weight type is missing or specific weight entered equals to zero for all MDSs since Feb. 16th, 2010.

Semi-component MDSs created by ZVEI-Rec019 (Company ID 102677) are excluded from the following checks:

- No check of 10% - rule for confidential substances, including wildcards for highly confidential substances
- No material substance checks (known as SC90 checks)
- No substance range checks

These checks may be conducted for received datasheets before acceptance.

Owned MDSs may be checked before being proposed, published, or referenced in another MDS. In these circumstances, the "check" icon on the toolbar will appear active (enabled).

Until IMDS Release 6.0, internally released MDSs which passed all checks when released could be proposed or published even when containing elements that did not pass check rules in force at the time. This is no longer the case. When preparing to propose or publish an older released MDS, run a check to ensure the MDS meets current check requirements.

The following checks are performed against referenced items and may generate warnings:

a. Range of portion must not exceed allowed percentage
b. 10%-Rule for not specified substances
c. Different node types on same level

8. Special checks when creating materials

If a new material is created or an existing material is referenced, the IMDS check procedure will incorporate the following checks:

1. IMDS Steering Committee materials from companies IMDS-Committee (423), IMDS-Committee/ILI Metals (18986), and Stahl und Eisenliste (313) are excluded from material checks
2. Depending upon the chosen material classification, a material must contain one or more specified substances in a defined minimum or maximum concentration. Other substances must not exceed a defined range. Depending on the classification of the material different checks are applied. An overview can be found in the FAQ on Warnings and Errors on our IMDS Information pages (Question: "What do the warnings and errors in IMDS mean and how can I fix them?").
3. If a material contains certain substances with a content of more than certain percentages it has to possess a certain classification connected to this substance. Material Classifications 7.3 (Other compounds (e.g. friction linings)) and 8.x (Electronics/Electrics) are valid for all substance compositions.
4. If a material contains a liquid or a gaseous substance with a content of more than 1% and does not possess a classification 9.x, or if the material contains a special basic substance (substances from the following three groups: reactive substances, ions, liquids and gases) with a content of more than 1%, a corresponding warning will be displayed. Water can be contained in material of classification 7.1 (Modified organic natural materials) in any percentage without warning.

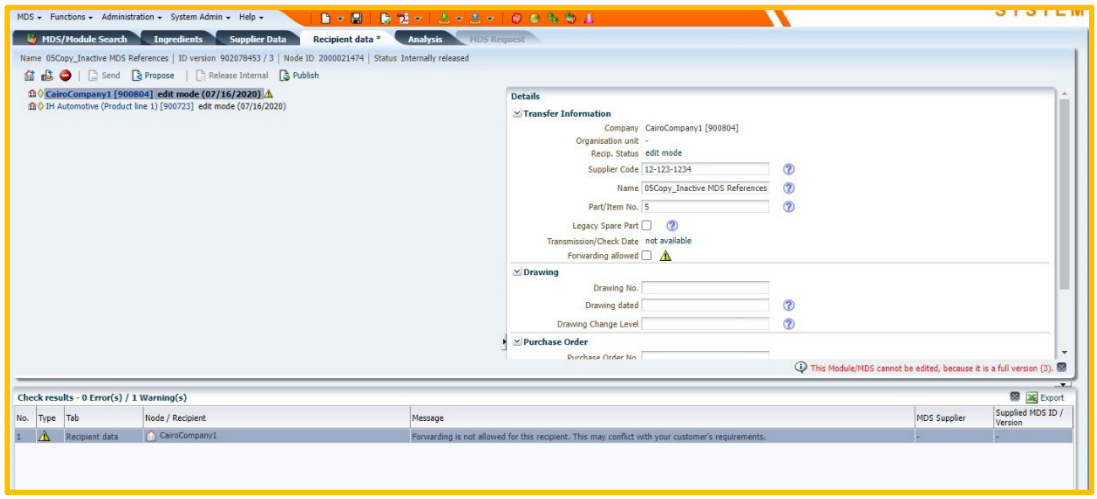
5. If a material consists of one or more sub-materials, the top-level material is checked and the percentages calculated accordingly for the total amount.
6. For Material MDSs containing inactive substances an Error appears if the company is the MDS Creator. For Material MDSs containing inactive substances a Warning appears if the company is not the owner.
7. Identify correct material classification to propose the correct material category - An IMDS user defines the material category early in the create MMDS process. Ingredients added during the material definition can change the composition to a different material category. To ensure correct category selection, added ingredients cause the IMDS check routine to use the existing SC90 checks to verify the category. If the enhanced check suspects a different material category, IMDS will issue a warning and suggest possible material categories.
8. A substance marked as confidential MUST have a valid CAS or EINECS # - Basic substances without valid identifiers (CAS or EINECS numbers) may not be hidden as confidential substances. The IMDS check routine issues an error if a substance marked confidential does not have a valid CAS or EINECS number.
9. 10%-rule applied on top-material for all 5.x material classifications - IMDS calculates for all 5.x material classifications on the top-material level.
10. Check for Material MDSs containing GADSL / REACH-SVHC substances being flagged as confidential - The check procedure returns an Error message for all MDSs containing confidential substances of concern. With IMDS Release 15.1 these substances are automatically disclosed during the next night after being flagged (in UTC time zone).
11. For the process of publishing MMDSs, no Warnings can occur. A single Warning now leads to an Error, and an Error leads to the termination of this process. To increase the quality of published MMDSs, only absolutely “clean” materials can be published. The following MMDS creators will be excluded from the stricter handling: IMDS-Committee, IMDS-Committee / ILI Metals, Stahl und Eisen Liste.
12. Normally, materials do not consist of only one substance. In some cases, the name can show that the material contains pigments, fillers, stabilizers among others. Furthermore, certain classifications, such as 5.5.1, imply that the material contains two or more substances, otherwise this category should not be chosen. Additives may contain certain substances from REACH (e.g. plasticizers) and other regulations. Therefore, the Check Procedure will return a warning if a newly created MMDS with one of the classifications 5.x or 6.x consists of 100% of only one substance. This check applies to newly created and referenced materials.
13. When checking a material MDS of classification 5.x (plastic material), the following checks exist for recyclate:

    - Recyclate question must be entered (Yes/No)

    - If detail/wizard data exists for recyclate, checks for exceeding the 20% difference between MIN and MAX of total mechanical pre- and post-consumer recyclate are skipped.

- Range of post-industrial recyclate not exceeding 20%
- Range of post-consumer recyclate not exceeding 20%

14. Whenever a Component /Semi-Component MDS referencing a material (potentially inside a child node) is the top node (does not apply to references within the tree) and a range of post-consumer recyclate and/or post-industrial recyclate exceeds 20%, a Warning about recyclate exceeding the maximum range of 20% is displayed if this MDS is checked during editing/released/sent. The recipient of this MDS gets this Warning displayed as well.
15. Forwarding allowed - During the check procedure the system verifies if the “Forwarding allowed” checkbox is set. If this is not the case, a Warning is generated stating "Forwarding is not allowed for this recipient”. This may conflict with your customer's requirements.
    At the owner company side: A check Warning appears for every recipient whose flag is false.
    At the recipient side: A check Warning is only displayed if the flag is false for this currently logged-in recipient company.



16. According to the SC 90 Checks, all dual use substances marked as "filler" also count as fillers/reinforcing materials (only relevant for classification 5.1.a, because the flag is not available for 5.1.b materials).

9. Standardized maximum deviation based on component weight

With IMDS Release 10.0 range-based default values apply for maximum deviations. Tolerance values will no longer be displayed in the web application, including legacy data.

The deviation values are checked at every component node level and should not exceed the upper limits defined as percentages. The weight ranges and respective limits are shown in the table above (e.g. a component of weight 100g must not have a deviation compared to the calculated weight of more than 5%).

Warnings will appear if a deviation exceeds the defined maximum. This warning also applies to legacy data.

Weight of component (X)	Max. deviation in %
X < 1g	100
1g ≤ X < 100g	10
100g ≤ X < 1kg	5
1kg ≤ X < 10kg	2
10kg ≤ X < 100kg	1
X ≥ 100kg	0.5

10. Checking for references to own MDSs/Modules marked as obsolete

A Warning message will be displayed during the MDS check to show usage of an own 'obsolete' MDS so the user can replace this MDS or Module.

11. Must have more than one child alternative

If only one child alternative exists, this will cause a check Error raised during the check procedure.

12- Child alternatives must be similar in weight.

During the check procedure, all child alternatives' measured weights are compared to the Preferred alternative's measured weight. If any alternative weight exceeds the deviation allowed from the preferred alternative corresponding weight, a check Error is displayed for this alternative weight field. Allowed deviations are defined per weight ranges (the same rules as for checking measured versus calculated weight are applied here to compare non-preferred alternative weights to the preferred one).

Preferred weight range	Allowed % of weight deviation of alternatives from Preferred
Preferred weight >0 and ≤ 1g	100%
Preferred weight >1 and ≤ 100g	10%
Preferred weight >100 and ≤ 1kg	5%
Preferred weight >1kg and ≤ 10kg	2%
Preferred weight >10kg and ≤ 100kg	1%
Preferred weight >100kg	0.5%

13- Exactly one preferred alternative must be set.

If no alternative child has been set as Preferred this will cause a check Error.

14- Application Code "Other application (Potentially prohibited)"

If the Application Code "Other application (Potentially prohibited)" is selected, a Warning is generated stating “You have selected the Application Code "Other application (Potentially prohibited)". Please confirm if this is compliant with all receiving company's checking rules.”

3.3.18 Publishing and Forwarding an MDS

Publishing

Published MDSs are accessible and completely visible to all IMDS users. Everyone in IMDS can see all substances included in the MDS, so never use “publish” for an MDS containing proprietary information. MDSs that are accepted and additionally published cannot be deleted.

Many customers prefer suppliers to not use Publish or non-IMDS Committee published items. There are three primary reasons for this:

1. No one “accepts” a published MDS except the creating company. The standard IMDS checks are the only validation upon these MDSs, rendering quality questionable.
2. Customers have no option to “accept” or “reject” a published MDS.
3. Published materials are difficult to access from some offline systems.

Company Administrators decide whether their company may publish MDSs and if so, of what types (component, semi-component, material). Company Administrators may also restrict publishing to specific Organization Units. If allowed, only users with the appropriate privileges ("MDS: publish components/semi-components" or "MDS: publish materials") may publish.

The special checks mentioned on the previous page do not apply to IMDS Committee materials. Committee MDSs are published by the companies IMDS-Committee (423), IMDS-Committee/ILI Metals (18986), and Stahl und Eisenliste (313). These materials can and should be used for Standard materials. Those MDSs are authored by IMDS experts, screened extensively for valid content, and are considered the “Gold Standard” for published standard materials. Committee materials as well as ZVEI-Rec019 datasheets are excluded from most IMDS material checks.

Materials from the IMDS-Committee, IMDS-Committee / ILI Metals, Stahl und Eisenliste are excluded from the stricter handling.

Publishing an MMDS is only possible if:

1. The company is allowed to publish Material MDSs (Administration > Company > Details > Settings > Publish MDS: Material)
2. The User has publishing rights
3. The User has accepted a Self-Certification Form and is confirmed by aUser with the “User: Edit” privilege.

Publishing MDSs in general requires four pre-conditions to be met:

1. Publishing MDSs is allowed on company level/Org. Unit level
2. Only Users with certain privileges can publish MDSs.
3. The user has to confirm in Personal Settings that he/she will follow the publishing rules
4. A User with the “User: Edit” privilege confirms the Self-Certification of the respective User

Forwarding

MDS forwarding is designed for suppliers such as distributors who do not manufacturer a product but are the provider of record. The forward option allows an MDS from a supplier to be proposed directly to a customer. No changes are permitted to the ingredients page of the received/forwarded MDS. If forwarding is allowed, the forwarder must populate the Supplier Data with their company information, choose a recipient or several recipients in the recipients tab, and pass this unchanged MDS to the customer.

The following rules apply if forwarding is used:

- Suppliers must select the “Forwarding allowed” checkbox on the recipient page of the MDS. Otherwise, the MDS may not be forwarded.
- Only accepted MDSs may be forwarded.
- There may be only one forward version of an accepted MDS.
- A forwarded MDS may be proposed, internally released but not sent
- A forwarded MDS may not be edited (except for Supplier Data, Recipient Data and SCIP information).
- A forwarded MDS may not be referenced (except as accepted).

MDSs from different sources could be forwarded with identical part numbers in the recipient-specific fields. When a supplier attempts to forward an MDS to a recipient, the check routine will scan the outbox for the MDSs already sent to this recipient and collect the recipient part numbers, supplier codes and MDS IDs. If there are similar but not identical MDS IDs but a matching combination of supplier code and part number, the check routine informs the user that the

recipient has already received one or more MDSs matching the customer part number (same supplier code) with different MDS IDs.

Because version handling is supported, the system will provide the user with the list of MDSs for the same recipient part numbers and offer one of them for selection (rule 3.2.2.B). After the user selected one of the suggested MDSs the IMDS will change the MDS ID and version of the forwarded MDS that it fits to the version concept.

If there is no match of part number, supplier code and MDS ID, the check verifies the version of the MDS to be forwarded is less or equal to 1.0, thus satisfying rule 3.2.2.A. If the version ID is greater than 1.0 a warning will be issued indicating a new MDS ID needs to be provided for a new part number or supplier code.

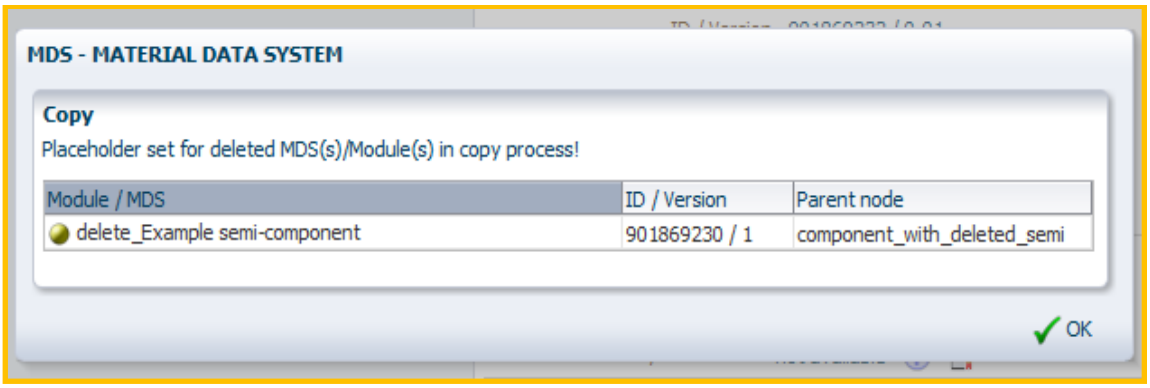
3.3.19 Copying an MDS and Copying an MDS with a logically deleted reference

To copy an owned MDS, search then select the MDS and select **Copy.** In the resulting window, choose to create a new copy (Copy/New Datasheet) or a new version (Copy/New Version). If Copy/New Datasheet is used, the new MDS gets a new IMDS ID and the initial name is as **Copy_<*name of copied material datasheet*>**.

Normally the only available option for a non-owned MDS is Copy/New Datasheet. The only exception is a received and accepted MDS on which the supplier allowed forwarding. In this case, an additional Forward option is also provided.

When copying an MDS containing references to other MDSs, these references remain intact, complete with version information present in the original MDS. **An MDS new version or copy does not "update" referenced MDSs to newer versions than existed on the original MDS.**

There are occasions when a referenced MDS may be deleted. Perhaps the most common of these is the case of "expired" IMDS Committee material MDSs, which are purged when a "standard" material changes in composition to eliminate a prohibited or declarable substance. Once deleted, this MDS cannot be used. Therefore, when copying an MDS with a deleted MDS attached, the deleted MDS is removed from the copy, and the deleted node is replaced with a placeholder "dummy node" containing text describing the deleted information.



Similarly, when copying an accepted MDS which contains substances marked confidential, these unknown confidential substances are replaced in the copy with new modules which must be edited. After creating these modules, the user is returned to the copied datasheet.

However, MDS copies make it harder to maintain and provide updates for the original data. Material MDSs should not be copied, but created and updated only by the material manufacturers.

With IMDS Release 9.0 changes in copy capabilities were introduced:

- Material copies are only allowed for the owner/creator of a material
- Accepted or published materials cannot be copied
- Accepted or published components and semi-components may still be copied
- In a copy of an accepted or published (semi-)component all references are maintained
- For components and semi-components, users may copy a foreign (not accessible) reference in the ingredients tree to permit changes.

3.3.20 Delete an MDS or delete the Recipient of an MDS

The IMDS Delete function does not actually delete an MDS from the system. Delete hides an MDS and blocks it from being referenced. IMDS does not have an undelete function, so a user must be absolutely certain before deleting an MDS. An IMDS User does not have to create an MDS to delete it. Any properly authorized IMDS user in the company can delete owned MDSs. Un-owned MDSs, including MDS in the In Box, cannot be deleted.

Extra care is needed when deleting IMDS materials as many old Material MDSs (those created prior to IMDS Release 12.0) are multi-lingual, with both English and German names and trade names shown in the search results. Before deleting a material, check whether the material exists under another name but with the same MDS ID and Version. One cannot be deleted without deleting both!

A deleted MDS will continue to appear on any component, semi-component, or material to which it was attached prior to deletion. If this MDS was productive (released, published, sent, or

proposed) prior to the attached MDS deletion, the MDS may be used in any existing or future MDS. However, the deleted MDS will not propagate into new versions or copies of MDSs. Instead, an error will be generated, and the deleted MDS must be replaced.

Before deleting an MDS, consider the following questions:

- Has the MDS been attached to another MDS?
- Has the MDS been sent to anyone?
- Is there more than one version of this MDS?

The answers to these issues are described in the following paragraphs.

Has the MDS been attached?

Whether attached or not, the MDS will only be logically deleted. It is marked deleted and cannot be searched or referenced but remains visible in MDSs where it has been used.

Has the MDS been sent to anyone?

An unaccepted sent or proposed MDS is logically deleted and the receiving company or companies are notified of the deletion but are still able to see this MDS in the received list with status “cancelled by sender”. The MDS is no longer available for attachment.

Is there more than one version of the MDS?

If an MDS has more than one version, the user has the opportunity to delete all versions at once. This can be convenient, for example, if a production run has been replaced. Upon deletion confirmation of the highlighted MDS, the system logically deletes the highlighted MDS and if there more versions exist, asks if the user would like to delete all versions.

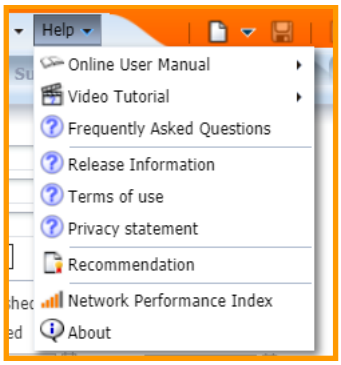
Deletion of a Recipient (also see section 3.3.12)

Frequently, an MDS may be sent to the incorrect company. When this occurs, rather than delete the MDS, it often makes sense to simply delete the recipient. Use the Search option to find the MDS and select **Modify**. Go to the recipients tab, highlight the incorrect recipient and click **Delete**. The status of the MDS at the incorrect recipient will change to “cancelled by sender”.

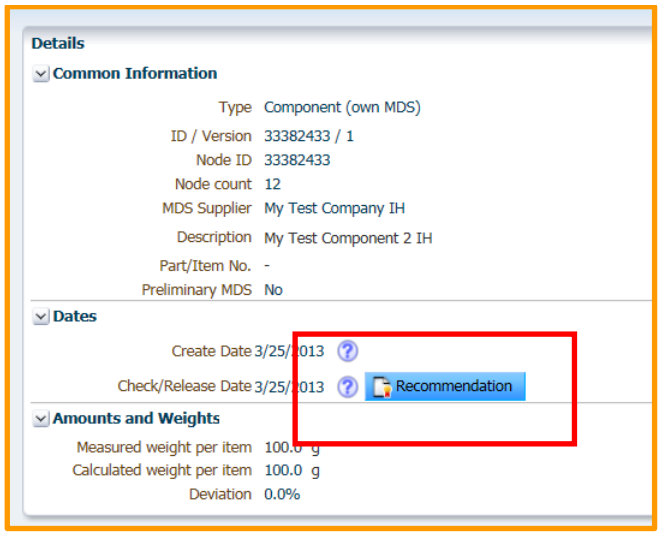
Note: there is no way to remove the deleted MDS’s from the sent or received list except by filtering to exclude MDSs with status “cancelled by sender” from these screens.

3.4 Recommendations

The IMDS Steering Committee has published several Recommendations pertaining to MDS creation. Recommendation 001 applies for all MDSs, with other Recommendations focusing upon MDSs in specific classifications. The Recommendations can be found in the **Help** menu.



Alternatively, the Recommendations screen can be accessed from the right side of every IMDS MDS “details” window.



As previously noted, while referred to as “Recommendations”, OEMS rarely if ever accept an MDS which is not completely compliant with the Recommendations. We highly recommend reading the recommendations that pertain to your products.

Recommendations are frequently added and updated; it is a good idea to check for updates each time you login.

4 Operating with an MDS

4.1 Data Transfer from Supplier to Recipient

It is essential for IMDS users to understand how information in IMDS is managed and secured. IMDS users connect to the secure IMDS Server cluster at DXC. Information entered or changed by an IMDS user within a non-released MDS is visible only within the user's company.

When a user sends or proposes an MDS to a customer, one can speak of "virtual" sending, but the MDS is not really sent (e.g. via e-mail) to the customer. The MDS usually remains physically on the DXC server. A link is created between the user company and the recipient company for this MDS, and the recipient company is granted visibility to that MDS version.

After receiving the MDS, a customer company user can read the MDS, and accept it or not. The MDS information is never physically transmitted on the internet "information highway", but always remains within the protected area of the DXC server. When an MDS is sent, IMDS initially ensures only the customer company named as a recipient can see the MDS. No other company has any access to it.

When a customer attaches an MDS you have submitted to their MDS, and then sends their MDS to their customer, their customer may see the structure of your MDS. However, they will not see information about your company. For the most part, it will appear as though their supplier (your customer) created and submitted the entire tree structure. The only exception is if an attached MDS is published, in which case everyone in the supply chain can see who supplied the data. This is one of many reasons Publish should be used rarely if at all, and never without good reasons for doing so.

Some companies (Tier 1s and OEMs) have in-house systems to manage their IMDS data and product lifecycle and have paid for the capability to download IMDS information visible to them into their in-house systems. Even with download capability, these companies may only view the supplier information from their direct suppliers (unless a lower-tier MDS is published). All companies who download have signed a separate license agreement that protects IMDS data security. IMDS has been operational with downloads for over a decade without us being aware of a single severe client data breach. We are proud of this record and will continue to do everything possible to maintain it.

4.2 MDS Confidentiality

4.2.1 Inside the company

Some companies creating material data sheets of type materials (Material MDSs) do not want all the employees within their company accessing confidential substance information, so the visibility of confidential substances in owned Material MDSs must be managed at the user level.

In the IMDS Administration -> User screen, the Company Administrators have a 'Confidential Substances Visible' checkbox by which they may authorize Users within the company to see confidential substances. For new users the default setting will be 'OFF'. The setting for visibility of confidential substances is displayed on the User Settings screen as a Read-Only view option. (see 8.6.2 Create a User)

Additionally, Company Administrators can authorize users to see confidential substances from their own company in the Trust User screen (see below 4.2.2 Outside the company).

The visibility for confidential substances is no longer granted at the company level. A user without this access right is not able to add or edit confidential substances in Material MDSs within their own company. The same applies to copied Material MDS: If a user without access rights to confidential substances copies a Material MDS with confidential substances, the confidential substances se are not part of the copied MDS. Hence, the user is not able to add confidential substances. Place holders for the confidential substances are tagged in the MMDS tree.

4.2.2 Outside the company

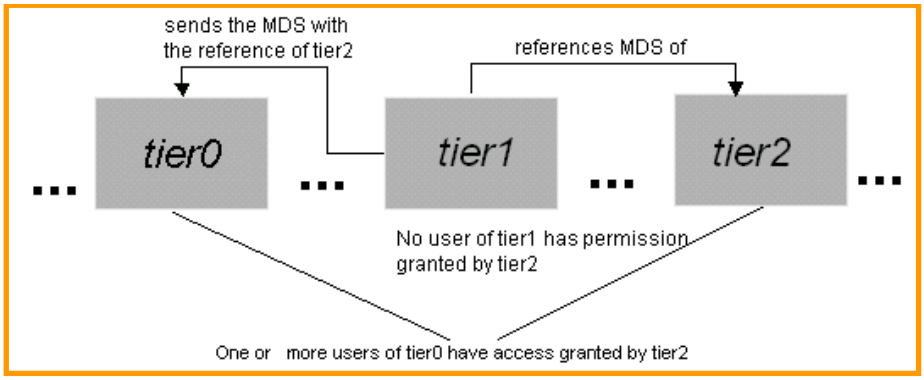
A company may guarantee the confidentiality of specific MDS information through use of the “confidential” flag. When this flag is set for specific basic substances, these substances are replaced with a generic “confidential substance” label when the MDS is sent or proposed to a customer. Confidentiality restricts display of these substances to the company which created the MDS, and to those from other companies granted “Trusted user” access. This protects certain “ingredients” and recipes. A supplier must not mark any declarable or prohibited substance as confidential or highly confidential (joker/wildcard). Many customers will not accept an MDS with more than 10% of the materials using undeclared substances (including those marked confidential). IMDS will not permit an MDS with more than 10% of the substances marked highly confidential (joker/wildcard).

Confidentiality is not applied to basic substance analysis or to a basic substance where used analysis, as these analyses do not reveal information about the structure of the MDS.

When a user in another IMDS company requires visibility to substances marked confidential, the Company Administrator of the company that creates the material MDS can grant specific users in another IMDS company visibility through the Administration > “Trust User:” option. Outside of IMDS, two companies may exchange a statement of confidentiality stating named IMDS users may see the confidential substances in the received material datasheets. Only users specifically granted “trust user” status can see the true substances underlying confidential substances.

The Trust User option is available to the Company Administrator on the Administration link. The Company Administrator can search for specific users and grant them visibility of confidential substances. If there is no permission granted the confidential substances are masked.

One result worth noting: Imagine the following scenario of a supply chain with three business partners:



In this scenario, specific IMDS Users at the Tier 0 company have been granted “Trust User” access into the company at Tier 2, but no IMDS users at the Tier 1 company enjoy Trust User access into the company at Tier 2. The Tier 2 MDS contains confidential substances. When a Tier1 user establishes their own MDS and references the received MDS of Tier2, the Tier 1 company cannot see Tier2’s confidential substances in the MDS, because no access is granted. After Tier 0 receives the Tier1 MDS, Tier 0 can see the confidential data in the sub-tree (referenced MDS) of Tier2, because tier2 granted access to the user of Tier 0.

In other words, once your company grants “Trust User” access to IMDS users of a company, those trusted users see the confidential substances in all your MDSs – regardless of whether the MDS has been sent directly, or indirectly as a reference in another supplier’s MDS. This also applies for published MDSs. This scenario applies everywhere in the supply chain, even through a chain of several business partners (here only 3), at the end of the chain (car manufacturer as last element) and at the beginning (raw material producers as first element).

Note: The IMDS Company Administrator of an MDS creating company decides whether any IMDS users at other companies can see confidential substances in their materials.

4.3 MDS Request

The IMDS MDS Send and Propose functions both begin with a supplier transmitting an MDS to a customer. The MDS Request function is a mechanism by which a customer sends a request for an MDS to a supplier. Before using MDS Request, the customer and their suppliers must establish a dialogue outside of the IMDS system to agree the MDS Request function will be used to communicate requirements and to identify the lead supplier to whom Requests will be sent. This section details how to use the MDS Request function.

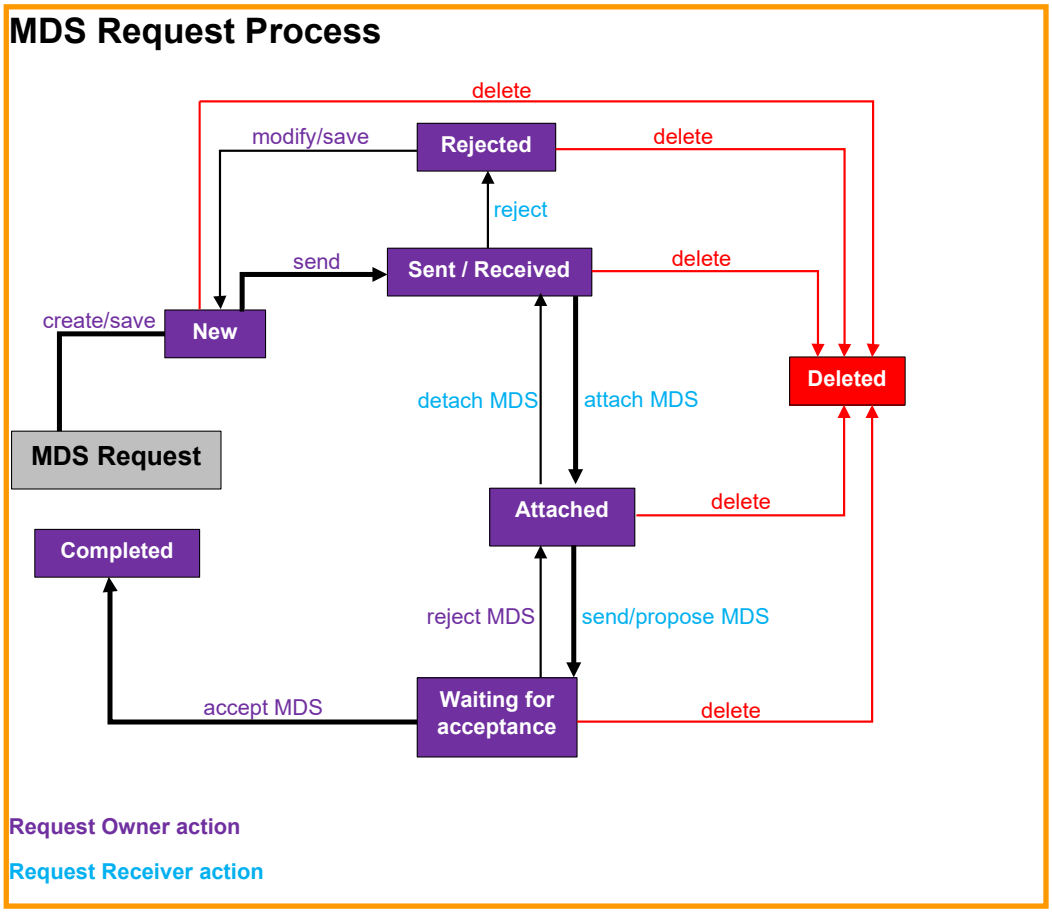
4.3.1 Parts of a Request

A Request tells a supplier which attributes the MDS must have (mandatory) and the expected value of select attributes.

The Request itself consists of:

- A set of mandatory MDS attributes (base and recipient-specific)
- Requested values (optional) for mandatory MDS attributes (recipient specific only).
- Request specific Administrative data

The following figure depicts the workflow associated with an MDS Request:



4.3.2 Request Terms: Recipient vs. Supplier

An MDS Recipient creates a Request to an MDS Supplier. Thus, an MDS Recipient is the Request Owner (=Requestor) and the MDS Supplier is the Request Recipient (=Recipient). To avoid confusion, the terms **Requestor** and **Recipient** are used.

Therefore, in the MDS Request Inbox, the requesting company (your customer) is the MDS Recipient and your company is the MDS Supplier, whereas in the MDS Request Outbox, your company is the MDS Recipient and the supplier company receiving the MDS Request is the MDS Supplier.

4.3.3 MDS Attributes

Requested attributes can be segmented into two types: **Base Attributes** and **MDS Recipient Specific Attributes**. The Requestor (MDS Recipient) indicates what data they expect in the request. Most information is optional. However, the MDS attribute “Name” and the Due Date are required.

Base Attributes refer directly to the product and are the same for all MDS recipients. Base Attributes are:

- MDS type
- Supplier
- Deadline (i.e. a date for submission)
- Contact Person (mandatory)
- Project

MDS Recipient Specific Attributes are data items that are associated with the Recipient Data tab on the MDS:

- Part/Item No. (mandatory)
- Name
- Drawing No.
- Drawing Change Level
- Purchase Order No.

Do not put any guidance information in the Attributes when creating a request. Requested values of attributes are automatically inserted into the assigned MDS data fields and cannot be overwritten. If they are empty, the MDS supplier has the option to enter his own values.

4.3.4 Administrative Data

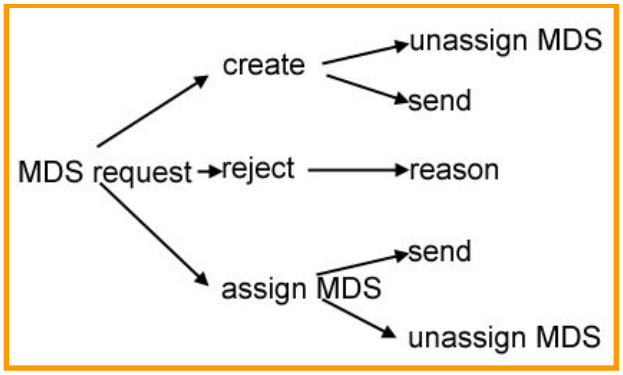
Administrative data is data referring directly to the Request. This is data the Requestor (MDS Recipient) uses to manage the requests in their company, such as:

1. Project: Used to group requests. Projects are created by Company Administrators and are valid across MDS Recipient's company.
2. Company / Org-Unit: ID of MDS Recipient and Contact person
3. Deadline Date: The date by which the Recipient expects to receive the MDS
4. Comment: Mandatory for a rejection
5. Contact Person: Used to identify the Contact Person of the requestor company

4.3.5 MDS Request Statuses

The Request status describes:

- A new Request (status "new"),
- The request is sent to an MDS Supplier (status "received" for MDS Supplier, "sent" for Requestor),
- The MDS Recipient replies & sends Request (status "sent" for Requestor, "received" for MDS Supplier),
- The MDS Supplier has assigned an MDS but not sent it yet (status "working"),
- The MDS was sent (status "waiting for acceptance"),
- The MDS has been accepted (status "completed"),
- The Request receiver (MDS Supplier) rejected the request (status "rejected") or
- The Request was cancelled (status "deleted").



4.3.6 Creating Requests

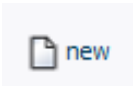
As noted above, Projects provide a means for the MDS Recipient to group MDS Requests. The first step in using projects is to create a project. For the purposes of this section, it is assumed either projects are not being used (which are optional) or the project is already created.

The “MDS Request: create/send” privilege is required to create Requests. Attributes are as follows:

Field	Description
Type / Project	
Contact Person	The contact person of the requestor company. This is a required field.
Type	Type of MDS expected – Component, Semi-Component or Material
Supplier	The MDS supplier who will receive this request. This is a required field.
Deadline Date	The date the response is due. This is a required field.
Project	Project number the Request is assigned to.
Status	Request Status
ID	System generated – MDS Request ID
Recipient Data	
Company	System generated – IMDS name of company generating the request and where the supplier will send the response to the request.
Organization Unit	Drop down list of possible Organization Units to receive response.
Supplier Code	Enter the specific supplier code if it is required. The supplier will not be able to change the code.
Name	You may enter the specific name. The supplier will not be able to change the input.
Part / Item No.	This information is required. The supplier will not be able to change the input.
Drawing No.	If you enter a value, the supplier will not be able to change the input.
Drawing Dated	If you enter a value, the supplier will not be able to change the input.
Drawing Change Level	If you enter a value, the supplier will not be able to change the input.
Purchase Order No.	If you enter a value, the supplier will not be able to change the input.

Field	Description
Bill of Delivery No.	If you enter a value, the supplier will not be able to change the input.
Report No.	If you enter a value, the supplier will not be able to change the input.
Date of Report	If you enter a value, the supplier will not be able to change the input.

4.3.7 Creating Projects

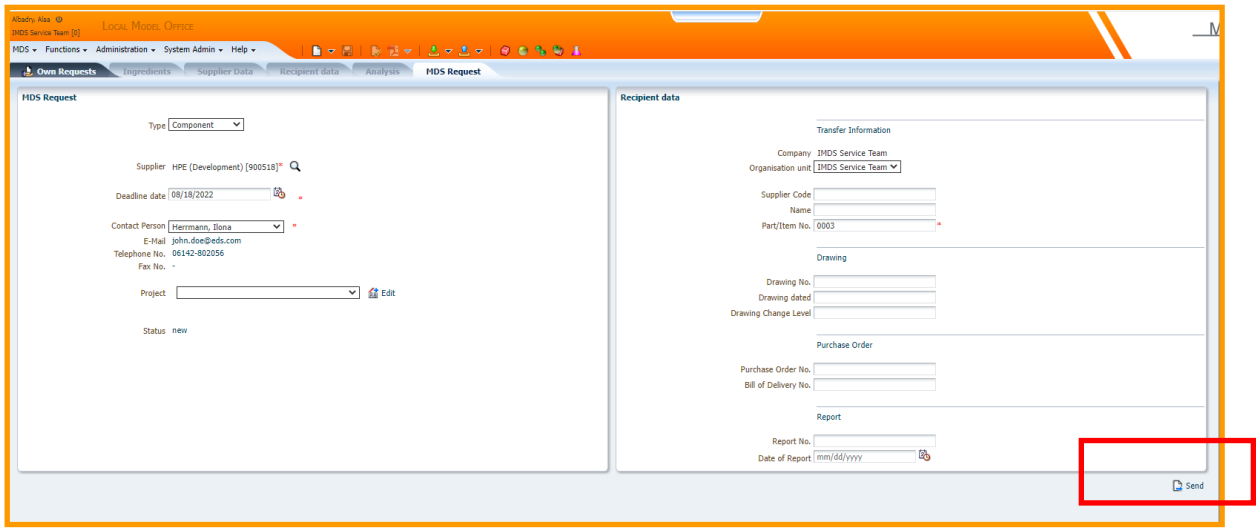
Projects group Requests and are valid company wide. Projects are created on the Create Request screen. Start by clicking on the **edit** next to the Project field. A new popup window will appear. To create a project, click 

.

Another new popup window will appear. Enter the Project name. To exit this window, click **Save**. The new project will be in the list at the bottom of the window. Click it to highlight the project and then **Apply**. The Request window appears.

4.3.8 Completing the Request

After all data are entered, use the  icon on the toolbar. The system will perform a check. After the Request is saved successfully, a “Send” icon will appear on the lower right of the screen. This Send icon must be used to send the Request to the supplier.



Sending the assigned MDS to the MDS recipient changes the Request status to **waiting for acceptance**.

If an assigned MDS is sent, a Request-specific test is done to determine whether all mandatory fields are populated.

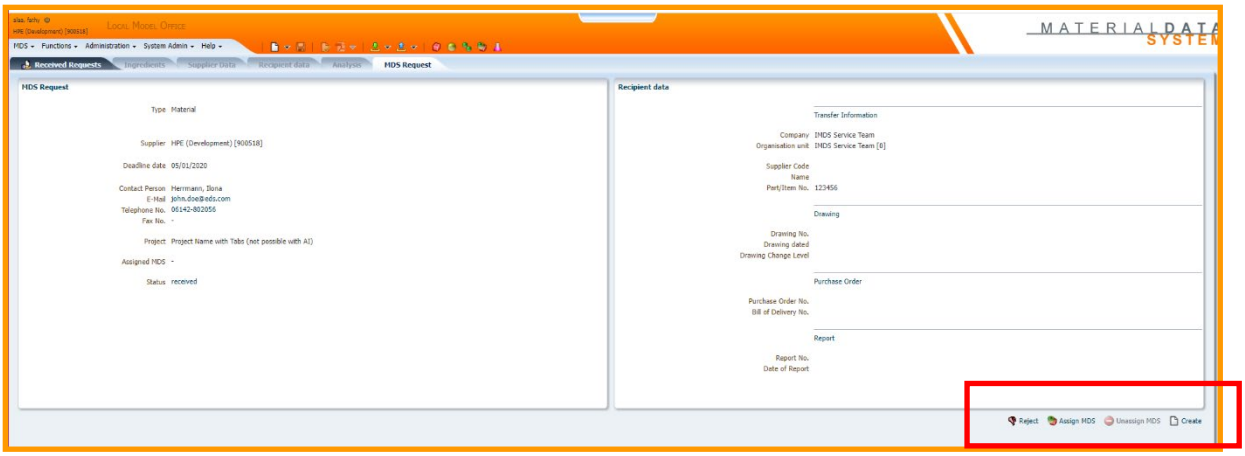
If the assigned MDS is rejected, the Request status changes back to **working**.

If the assigned MDS is accepted, the Request status changes to **completed**.

4.3.9 Rejecting a Request

Anyone who can create a Request or MDS can reject a Request. When a received Request cannot be handled by the MDS supplier, he may reject it and add a comment. It will get the status **rejected** for the MDS supplier and the MDS recipient. If the Request is rejected, a reject reason by the MDS supplier is mandatory.

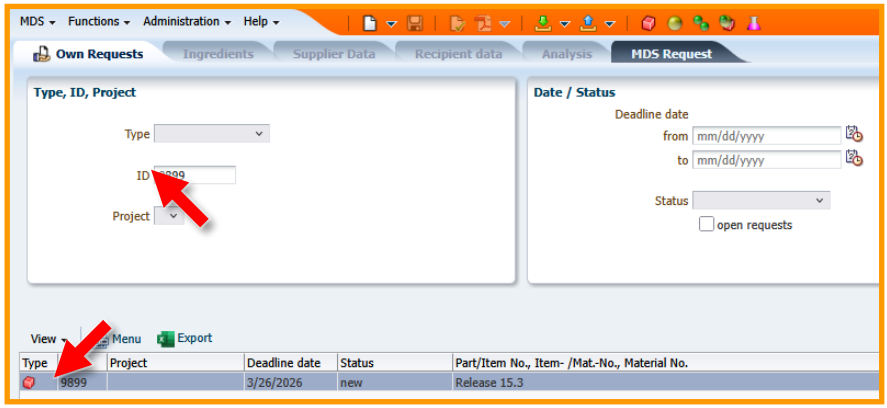
After viewing a received Request, in the lower right of the screen you will see three (3) options.



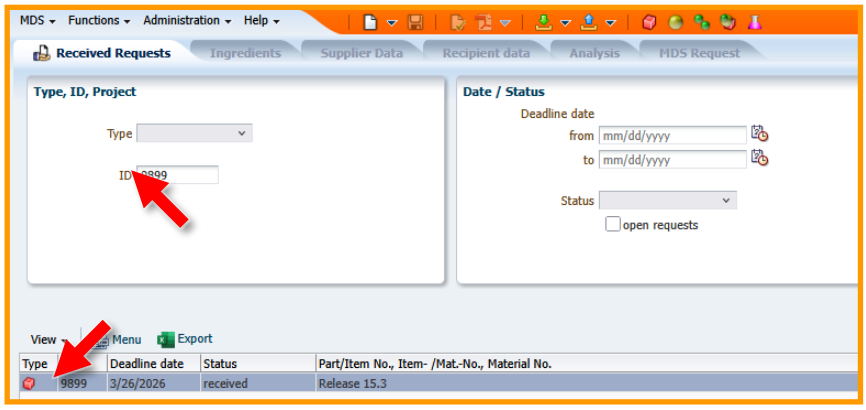
To reject the Request, the Reject button must be used. The reject reason for the Request must then be entered.

4.3.10 Searching for sent/received Requests

Both search screens for “Own Requests” and “Received Requests” contain a search criteria field for the MDS Request’s ID. This ID is also shown in the search result.



This ID is the ID of the MDS Request and different from the ID of the assigned MDS.



4.3.11 Assign Existing MDS to Request

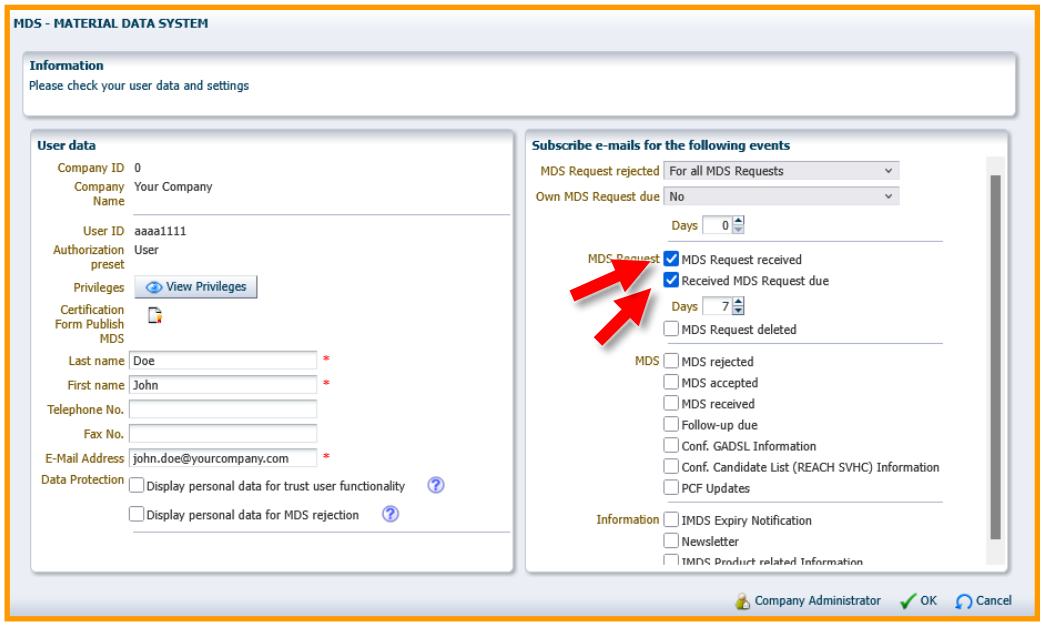
There are two possibilities to respond to a request: creating a new MDS or assigning an existing MDS. In this example, an existing MDS is assigned. Once Assign is selected, a window is opened to permit a search for an MDS of the correct type. It is only possible to attach an existing MDS created by the user's IMDS Company.

After assigning and saving, the status becomes "working".

Should Create MDS be elected, a message will appear that the new MDS has been assigned to this request. The requested MDS recipient data is inserted automatically. The MDS needs to be created as explained in previous sections. Once the MDS is completed, the Recipient Data Screen is chosen, and any other required information must be supplied. The user may then Send/Propose to the Recipient in the normal fashion.

4.3.12 Weekly emails about unnoticed MDS Requests

In case no user in a company has registered for emails about received MDS Requests or MDS Requests being due soon (see section 10.1 Personal Settings), the system will send a weekly summary to all company administrators (users with the privilege to modify users) to avoid MDS Requests going unnoticed.



In case there is no active user subscribed to the “MDS Request received” emails, the email contains a list of all open MDS Request received within the last 7 days.

In case there is no active user subscribed to the “Received MDS Request due” emails, the email contains a list of all open MDS Requests due within the next 7 days.

For both new and due MDS Requests, the email contains the following information:

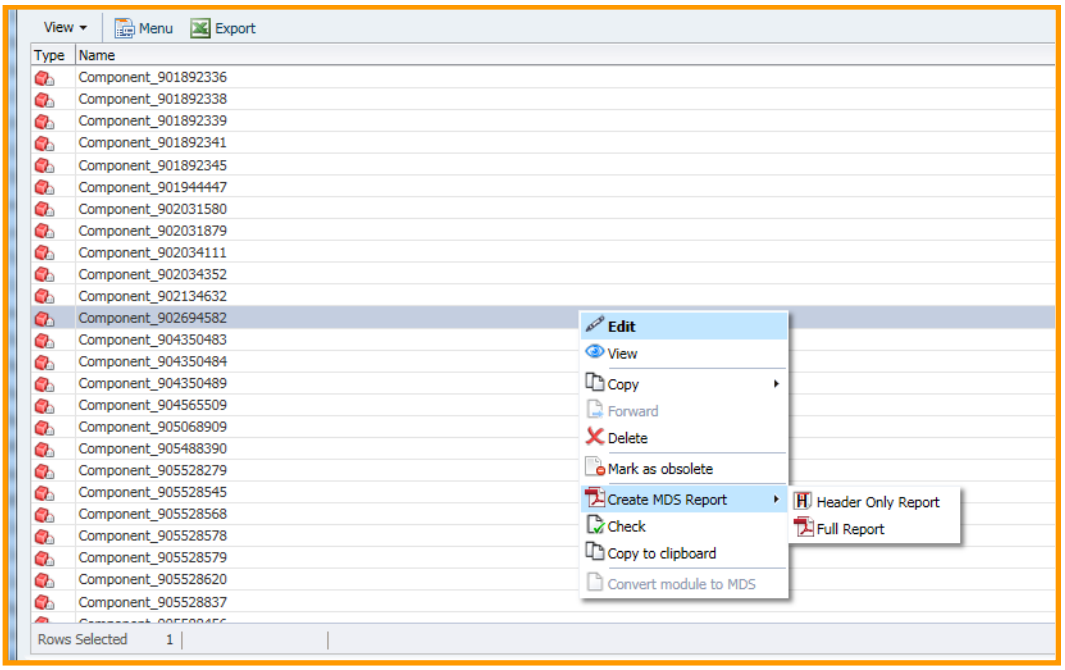
- Request Date
- MDS Type
- Requestor
- Part/Item No., Item- /Mat.-No., Material No.
- Name
- Deadline date

If both conditions are met, only a single email is sent to each company administrator, containing lists of both new and due MDS Requests.

If a company does not have any open MDS Requests (either because none have been received at all or because all have already been answered), no email is sent, even if no user has subscribed to any of the emails.

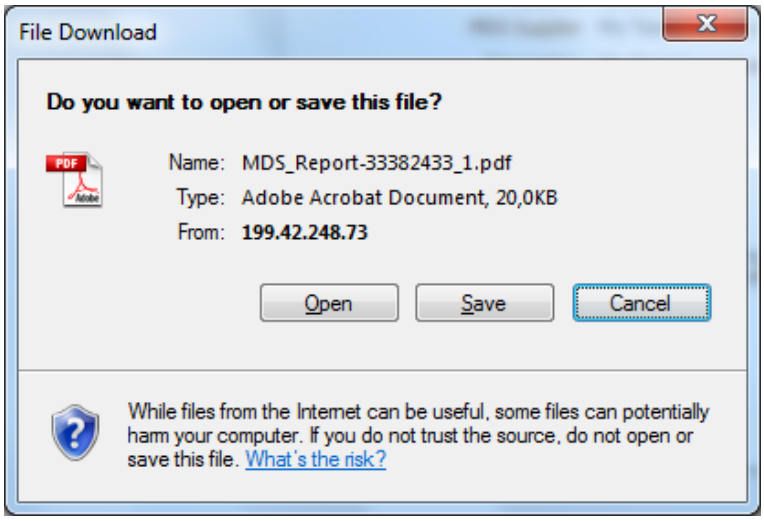
4.4 MDS Report

The MDS Report provides a .pdf file overview display for all MDSs created, received or sent. Initiate MDS report creation by right-clicking an item such as “own MDSs” in the search result table.

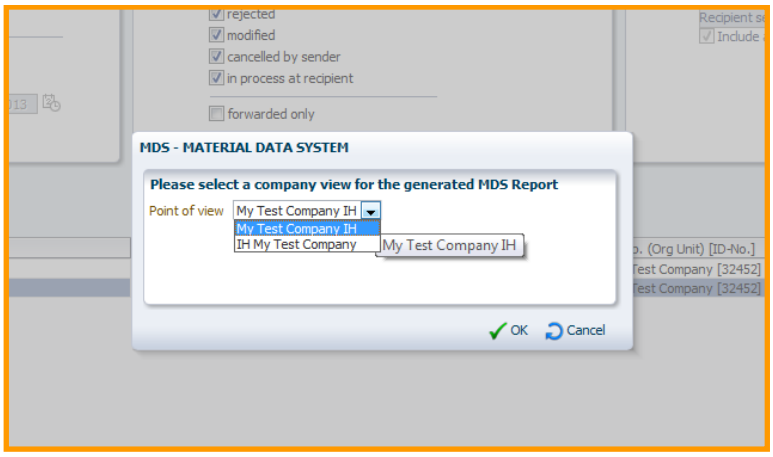


The IMDS user can choose whether he/she wants to print a complete MDS report or only its header sheet. The existing "Create MDS Report" menu item and icon additionally provide a selection between 'Full Report' and 'Header only Report'. By selecting the "Full Report" option, the processing of the standard MDS Report is started. By selecting the "Header only Report" option, only the Header Page (1. Company and Product Name) of the MDS Report will be generated. The "Header only Report" is not limited by the size (node count) of the MDS.

After report initiation, a message such as the following appears:

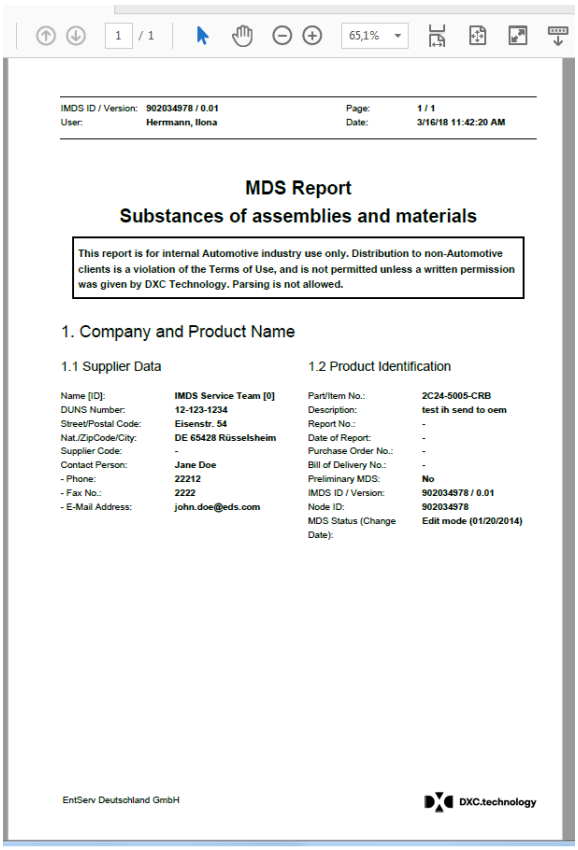


The standard report format is from the perspective of the sending. However, in some cases the report may also be displayed from the recipient's point of view (the customer's point of view). If an MDS Report is created from the Outbox, the user may choose which view the pdf file displays – either from the sender's perspective or the recipient's perpsective.



The recipient view provides only the information visible from the recipient perspective, i.e. on the Supplier and Recipient pages only the headers and not the detailed ingredients view. A message in red clarifies and explains the limitations of this view.

The following example illustrates the recipient's view. Exception: Section 3 "Characterization of the component" shows the creator's view (your view) of the decomposition. Therefore, senders may see confidential substances the receiver cannot see.



IMDS ID / Version: 902034978 / 0.01 Page: 1 / 1
User: Hermann, Ilona Date: 3/16/18 11:42:20 AM

MDS Report

Substances of assemblies and materials

This report is for internal Automotive industry use only. Distribution to non-Automotive clients is a violation of the Terms of Use, and is not permitted unless a written permission was given by DXC Technology. Parsing is not allowed.

1. Company and Product Name

1.1 Supplier Data

Name [ID]:	IMDS Service Team [0]
DUNS Number:	12-123-1234
Street/Postal Code:	Eisenstr. 54
Nat./ZipCode/City:	DE 65428 Rüsselsheim
Supplier Code:	-
Contact Person:	Jane Doe
- Phone:	22212
- Fax No.:	2222
- E-Mail Address:	john.doe@eds.com

1.2 Product Identification

Part/Item No.:	2C24-5005-CRB
Description:	test ih send to oem
Report No.:	-
Date of Report:	-
Purchase Order No.:	-
Bill of Delivery No.:	-
Preliminary MDS:	No
IMDS ID / Version:	902034978 / 0.01
Node ID:	902034978
MDS Status (Change Date):	Edit mode (01/20/2014)

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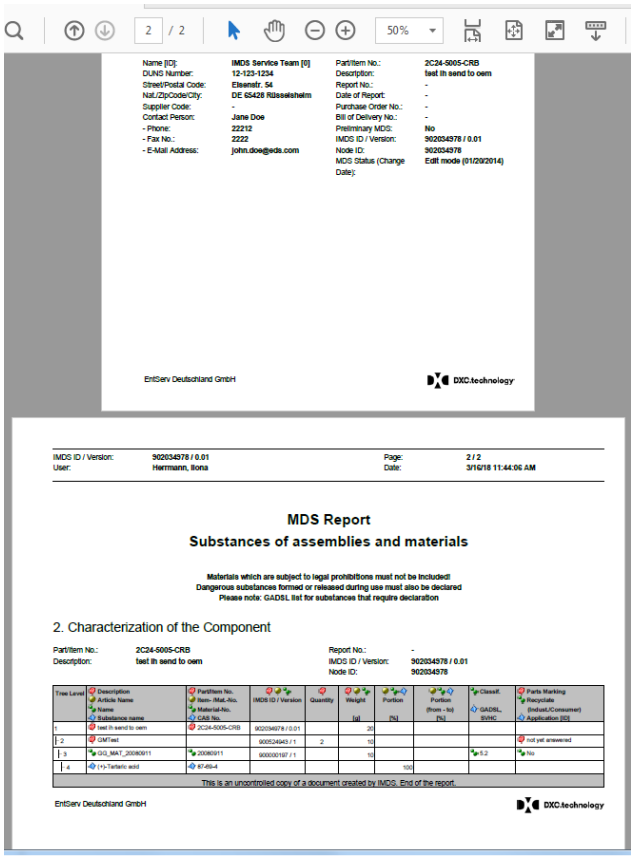

Name [ID]: IMDS Service Team [0]
DUNS Number: 12-123-1234
Street/Postal Code: Eisenstr. 54
Nat./ZipCode/City: DE 65428 Rüsselsheim
Supplier Code: -
Contact Person: Jane Doe
- Phone: 22212
- Fax No.: 2222
- E-Mail Address: john.doe@eds.com

Part/Item No.: 2C24-5005-CRB
Description: test ih send to oem
Report No.: -
Date of Report: -
Purchase Order No.: -
Bill of Delivery No.: -
Preliminary MDS: No
IMDS ID / Version: 902034978 / 0.01
Node ID: 902034978
MDS Status (Change Date): Edit mode (01/20/2014)

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IMDS ID / Version: 902034978 / 0.01 Page: 2 / 2
User: Hermann, Ilona Date: 3/16/18 11:44:06 AM

MDS Report

Substances of assemblies and materials

Materials which are subject to legal prohibitions must not be included!
Dangerous substances formed or released during use must also be declared
Please note: GADSL list for substances that require declaration

2. Characterization of the Component

Part/Item No.: 2C24-5005-CRB
Description: test ih send to oem

Report No.: -
IMDS ID / Version: 902034978 / 0.01
Node ID: 902034978

Tree Level	Description / Article Name / Name / Substance name	Part/Item No. / Item -Mat.-No. / Material-No. / CAS No.	IMDS ID / Version	Quantity	Weight [g]	Portion [%]	Portion (from - to) [%]	Classif. / GADSL, SVHC	Parts Marking / Recyclate (Indust./Consumer) / Application (ID)
1	test ih send to oem	2C24-5005-CRB	902034978 / 0.01		20				
2	GMTest		900524943 / 1	2	10				not yet answered
3	GG_MAT_20080911	20080911	900000187 / 1		10			5.2	No
4	(+)-Tartaric acid	87-69-4			100				

This is an uncontrolled copy of a document created by IMDS. End of the report.

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5 IMDS – Outbox and Inbox

5.1 Outbox

The Outbox () permits users to track and maintain status information for the MDSs sent to recipients, as well as owned MDS Requests.

The search parameters and the search result table are combined in one screen for each selectable type. This screen is divided into a top area and a bottom area. The top area is used to show the search parameters and the bottom area displays the search results table. The following table provides a description of the Search Parameters:

Field	Description
Sent MDSs	
Name	MDS name or description
Internal Number	Item/material number – from your Ingredients page – NOT the Recipient Data page
External Number	Item/material number – from the Recipient Data page
MDS ID / Version	Limit the results to the Current Version or display All versions
Preliminary MDS	It can be filtered whether Preliminary MDSs should be listed or all other MDS.
Date Transmitted	Search by date range of transmission to recipient
Date Last Status Change	Search by date range of last status change
Combined / All	Find transmitted items in any status
Combined / Open MDS	Find transmitted and “Open” items (all but cancelled by sender, modified and accepted)
Status: not yet browsed	Find those transmitted items the recipient has not viewed.
Status: browsed	Find transmitted items where the recipient has viewed but has not made a decision
Status: accepted	Find transmitted items where the recipient has accepted
Status: rejected	Find transmitted items the recipient has rejected
Status: modified	Find items returned to your company’s control for editing/corrections

Field	Description
Status: cancelled by sender	Find items deleted by your company
Status: in process at recipient	Find items currently processed in the recipient's inhouse system
Only Forwarded	Limit your search to items which are forwarded copies
obsolete	Includes MDSs marked as obsolete in the result list
Org Unit	Find items sent to a specific Org Unit (the User's ID must be assigned to that Org Unit, or the User must be a Company Administrator)
Enable Search by Recipient	Check this box to look for items for/from a specific recipient
Recipient	List of recipients for whom to find results (this box is disabled unless the Enable Search by Recipient check box is selected)
Include all Org Units	Find items transmitted to the recipient companies regardless of Org Unit (the User's ID must be assigned to the Org Units, or the User must be a Company Administrator)
Own MDS Requests	
Type	Type of MDS – Component, Semi-Component or Material
Project	Project name/number to which the Request is assigned
Deadline date from – to	Initiates the search on deadline dates. If entered, "from" is the earliest searched, and "to" is the last date searched.
Status	Filter on the status of the request (new, sent, rejected, awaiting acceptance, completed). Only one status may be selected per search. Check the "open requests" box to return all requests that have not been closed or cancelled.
Enable Search by Recipient	Check this box to search by supplier company (=MDS Request Recipient).
Recipient	List of recipients for which results should be found (this box will be disabled unless the box Enable Search by Recipient is checked).
Requestor	Selects an MDS Recipient for whom to search for Requests
Assigned MDS / Name / Number	Find own Requests to which a certain MDS has been assigned – by MDS selection, name or number.

When selecting the Supplier / Recipients, a modal dialog pops up displaying the Company / Org.-Unit Search panel.

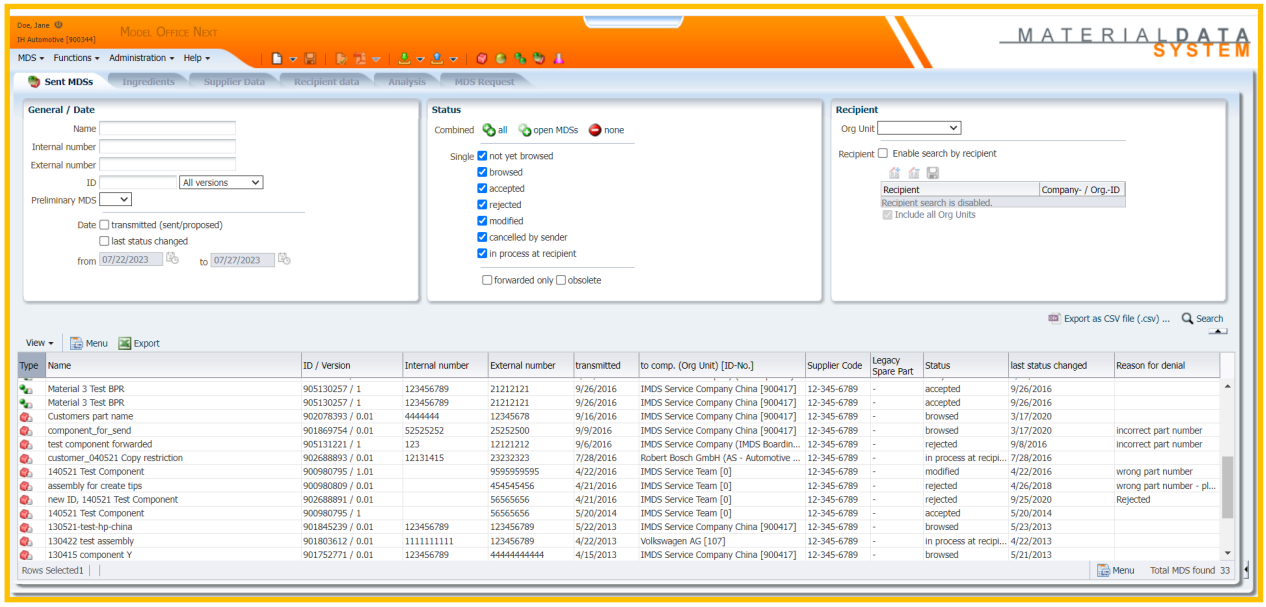


Figure 13 – Outbox

The results can be exported to MS Excel using the Export command.

Additionally, columns in the display can be turned off and/or reordered by using options in the View menu.

With all these items, a double click displays the Ingredients tab of the submission.

5.2 Accepting / Rejecting in the Inbox

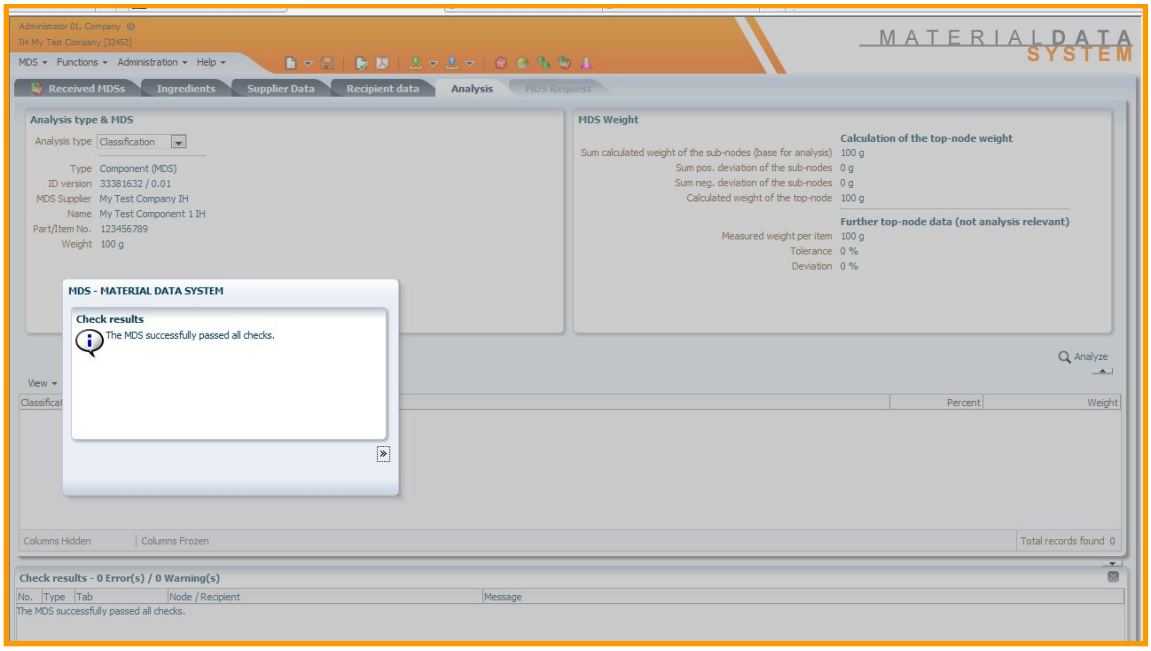
The Inbox ( ) shows all MDSs and, MDS Requests sent to the company. If Organization Units are used in a company, the User ID must have the Org Unit assigned in order to view it. The search parameters are the same as for the Outbox, as are the columns in the display. What is different about the Inbox is the MDS must be viewed and accepted before it can be attached to one of the structures.

Begin by selecting the MDS or MDS Request to review by double clicking it. This will display the Ingredients/Details page.

The structure and all information can be explored and reviewed (see Operating with an MDS) according to the existing rules in the company. The information in the Recipient Data tab should also be reviewed.

After viewing the submission, **Accept** and **Reject** are available in the MDS menu**.**

If the user selects **Check**, IMDS will run system checks to determine whether there are violations of any of the standard verification issues. The resulting screen will look similar to the following:



The user may either Accept or Reject the submission by clicking on the appropriate button 

. Alternatively, the MDS Menu provides the same options for accepting or rejecting.

5.2.1 Accepting the MDS

If the MDS has passed all system checks and 

is chosen, the status of the MDS will change to **accepted** and the MDS can appear in the search and may now be attached to of the company's structures.

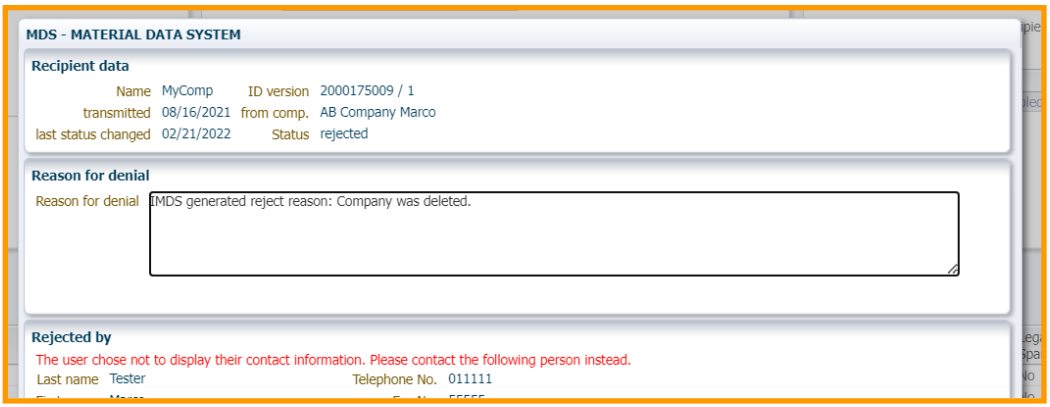
5.2.2 Rejecting the MDS

If **Reject** is chosen for the MDS, a reason for the rejection must be supplied. This should be self-explanatory or else the supplier will feel free to call with any questions.

After a denial reason was entered, 

must be clicked to change the status to **rejected**.

In order to make it easier to find the MDS as well as allowing users with accounts in multiple IMDS companies to find the MDS they are looking for, both the company IDs for the sender and recipient as well as the supplier code are included in the rejection e-mail text for the MDS sender.

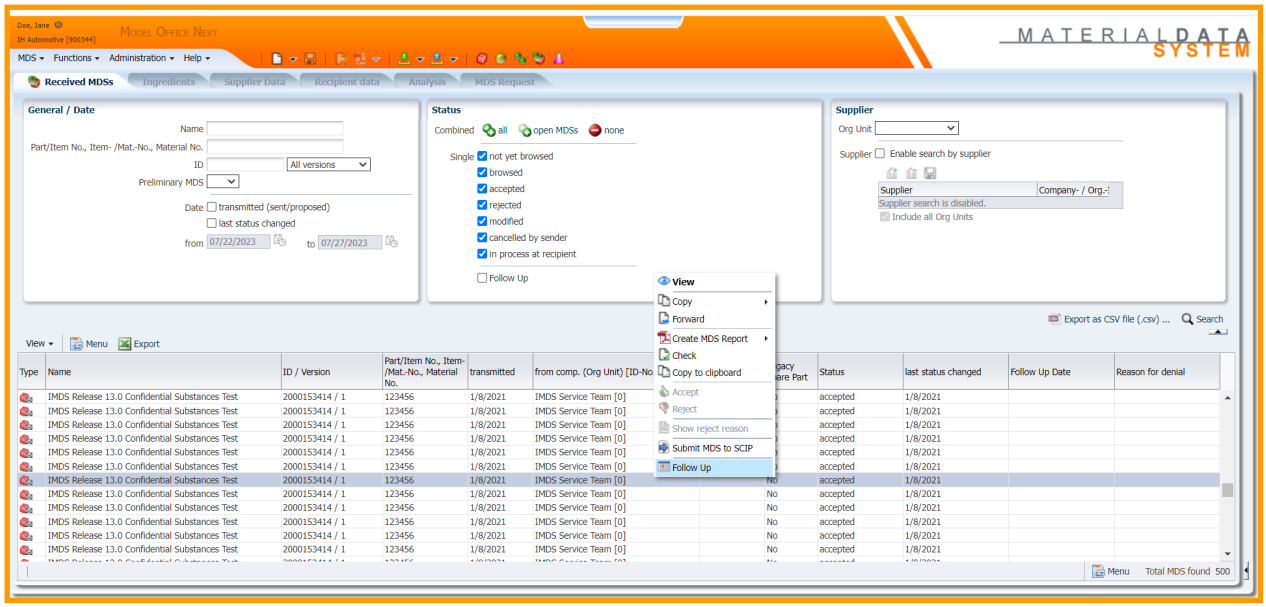


If the user right-clicks on the rejected MDS and choses "Show reject reason", the default company contact is displayed if the user chose to not display his/her personal contact information. A message in red appears: “The user chose not to display their contact information. Please contact the following person instead”. In case the default contact of the company is not setup contact information is displayed with "UNKNOWN" value

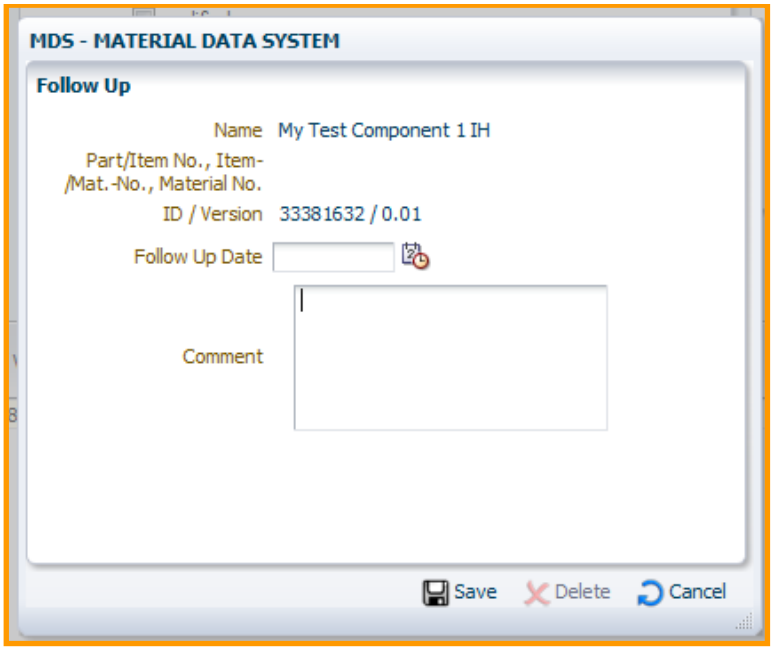
5.3 MDS Follow-up

IMDS provides an option to put received MDSs on a follow-up list. When MDSs are placed on this list, a due date for follow up must be assigned Please be aware that ALL users subscribed to follow-up notifications within the company receive the message “Due for Processing” upon login until the Follow Up is cancelled. Any user in the company can cancel the Follow-Up. Also, please note that follow-up items are NOT restricted by Org Unit – every subscribed user in the company receives these notifications, regardless of whether the notification originates in an Org Unit to which other subscribed users do not belong.

A Follow-up due date and associated information may be entered by choosing Follow-up from the right-click menu in the Inbox screen – the MDS in question must be right-clicked and Follow-up chosen:



A window will appear similar to this:

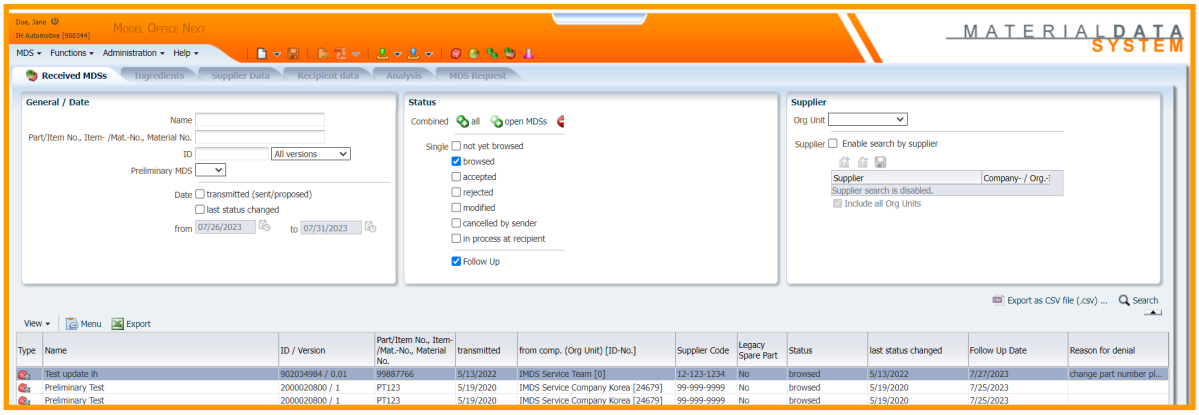


In the Follow Up detail screen a Follow Up date (mm/dd/yyyy) must be provided, and a comment may be entered.

The **Save** button will save the item for Follow Up. The **Cancel** button discards the entered changes and the system returns to the previous window. An empty Follow Up date deletes the

MDS from the Follow Up list. Entering a previous date is allowed, but the MDS is shown at the next log-on.

Selecting the “Follow Up” box in the Inbox will display all MDSs in a company which are marked for Follow Up.



A user may right-click upon a Follow-up notification item to edit a Follow-up. The Follow-Up date and the comment can then be changed. With the “Delete” button the item can be removed from the Follow Up list. This does not delete the associated MDS. The “Cancel” button discards any changes, and the system re-displays the previous screen.

6 IMDS - Analysis

The Analysis function is a very powerful and valuable tool. It can determine whether an MDS has any substances that are on a restricted substance list, or to perform a “where used” for a specific basic substance or MDS (provided the basic substance or MDS has not been deleted).

One of the most common uses of the Analysis function is to check the compliance of an MDS or a group of MDSs with the GADSL or substance group.

The user may start the analysis for one MDS using the MDS/Module Search function in the “Functions”-Menu, from the toolbar () or by pressing Alt+Shift+M. The selected MDS can be analyzed for all substances, materials or classifications by clicking the Analysis tab, and the output is presented by either of two selected measuring units (percentage [%] or weight [g]).

The user may select several MDSs for analysis. The selection can be either rule-based (using search options) or a non-standard selection from a user list of MDSs via MDS/Module search.

This list of MDSs can be analysed from the following perspectives:

Substance

Substance List

Substance Group

Classification

MDS/Module

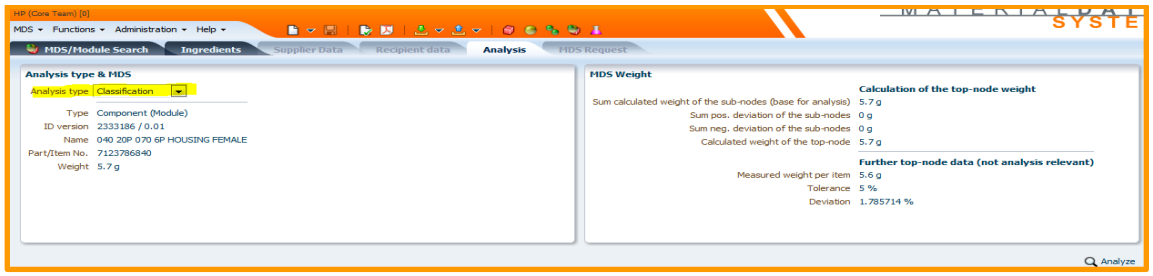
GADSL Categories / REACH-SVHC

Confidential Substances

6.1 Detailed MDS-Analysis

A user may analyse a single MDS or Module for materials, classifications and basic substances by weight or percentage, based on the calculated weight[1]. The user can choose the desired analysis type in the select box.

[1] Calculated weight is used because an MDS may reference MDSs without measured weights. Therefore, measured weight cannot be the basis for calculations.



6.1.1 Classification

This option gives the user a breakdown by either weight or percentage of the material classifications used in an MDS. Different materials may have the same classification. The values are summed so each classification appears only once.

6.1.2 Material

This option gives the user a breakdown by either weight or percentage of all the materials (by IMDS ID) in an MDS. If the same IMDS ID is used more than one place in the tree, the values are summed so each IMDS ID appears only once. However, if the same material is represented by multiple IDs, they will be listed multiple times. IMDS analyses by IMDS ID and not by name.

6.1.3 Basic Substances

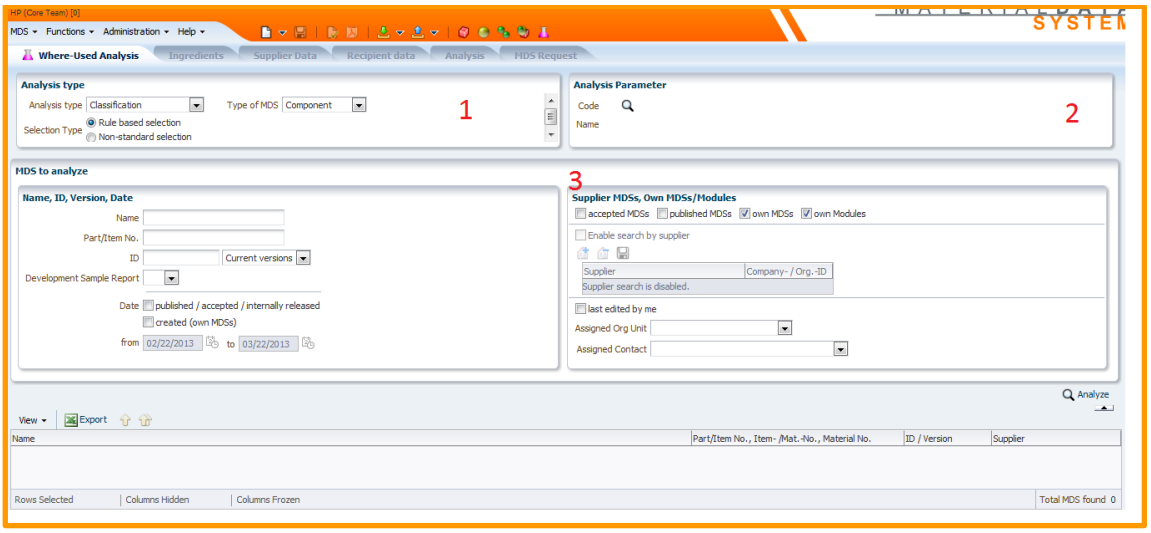
This option gives the user a breakdown by either weight or percentage of the basic substances used in an MDS. The analysis is performed using the index of the basic substance, so several substances in the same family (for example several lead substances) may appear in the analysis and each is summed separately).

6.2 Where-used Analysis

The “where used” feature of analysis is a powerful tool which can be applied to data maintenance as well as reporting.

The function can be found either in the toolbar ( ) or in the Functions menu.

After starting the menu the following screen will be visible:



In the top left tile (marked with “1” in the Screenshot), the user specifies the analysis type, the type of MDS and type of the selection.

In the top right tile (marked with “2”), the user specifies an analysis parameter. This tile is context sensitive, meaning the content is dependent upon the selections previously made in the Analysis type tile.

In the middle tile (marked with “3”), additional parameters can be specified. This view is also dependent upon the selections previously made in the first tile.

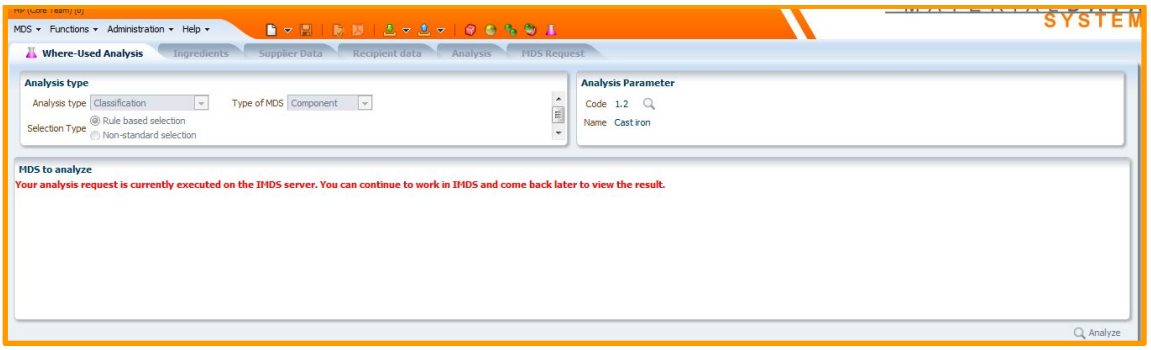
Analysis Types

Classification	Finds where selected material classifications are used
Module/MDS	Finds where a selected Module or MDS is attached
Basic Substance	Finds where a selected basic substance is attached
Basic Substance List	Finds where any substance from the list is contained
Basic Substance Group	Finds where any substance from the substance group is contained
GADSL Category / REACH-SVHC	Finds where substances with a specific GADSL Classification are used / where REACH-SVHC are used
Confidential Substances	Analysis for substances marked as confidential and became part of the GADSL-list
Application Code	Analysis for substances in materials which are marked with a certain application code
Contained Recyclate	Retrieves MDSs containing material MDSs with recyclate information. It can be specified whether the Recyclate question

	has been answered (Yes, No, Not yet), which post-industrial and post-consumer percentage ranges to look for as well as the classification of materials with Recyclate information.

Users may choose between a rule-based selection or a detailed selection of MDSs using the radio button. All further analysis will check the set of MDSs based upon the previous selection. The user may select only one type of analysis at a time.

After initiation of an analysis request (clicking the **Analyze** button in the lower right) the user receives information about its processing status. The following screen is displayed:

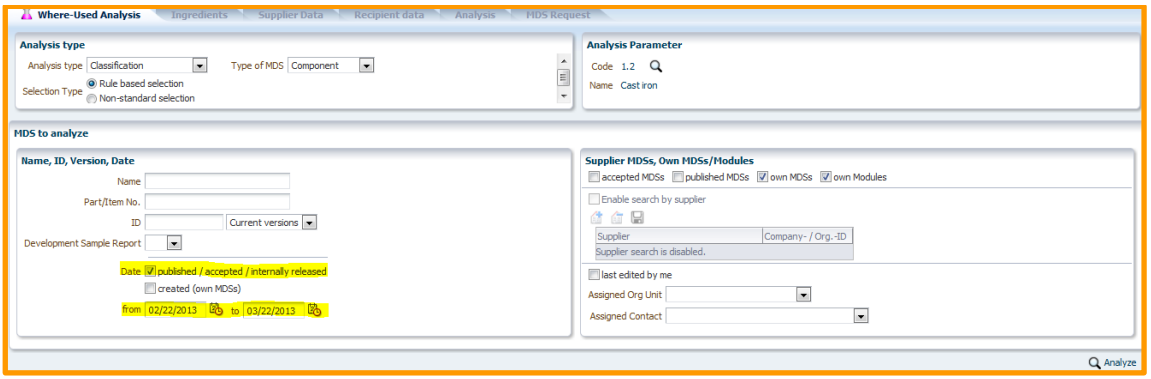


Clicking the analyze button schedules the analysis processing. Based upon the complexity of the analysis request and the current system load, analysis may take significant time (minutes for complex requests). The user can continue working elsewhere in IMDS and view the analysis result later. Only one analysis may be scheduled by a single user at one time. After IMDS user log off, the analysis result will no longer be available.

The analysis result lists in this section can always be exported into an .xls file.

6.2.1 Rule-Based Selection

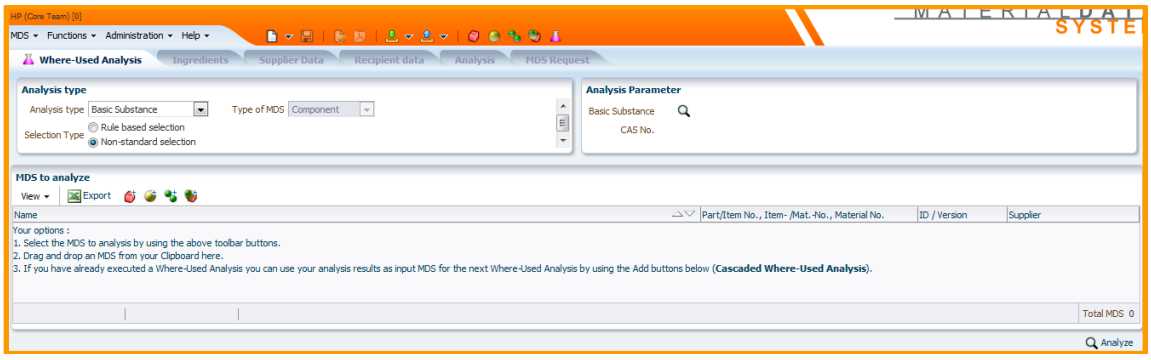
Users may select MDSs for analysis according to different criteria, e.g. all MDSs in a particular Organization Unit or created between certain dates. If the user's company has a very high quantity of complex datasheets, the analysis may exceed the time permitted. If this occurs, we suggest the user perform multiple searches with fewer results per search using the date range filters found in the middle tile.



Clicking the search button in the Analysis Parameter tile allows the user to specify several search filters which reduce the number of MDSs in the final result.

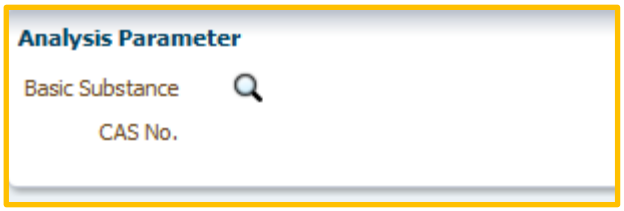
6.2.2 Non-standard Selection

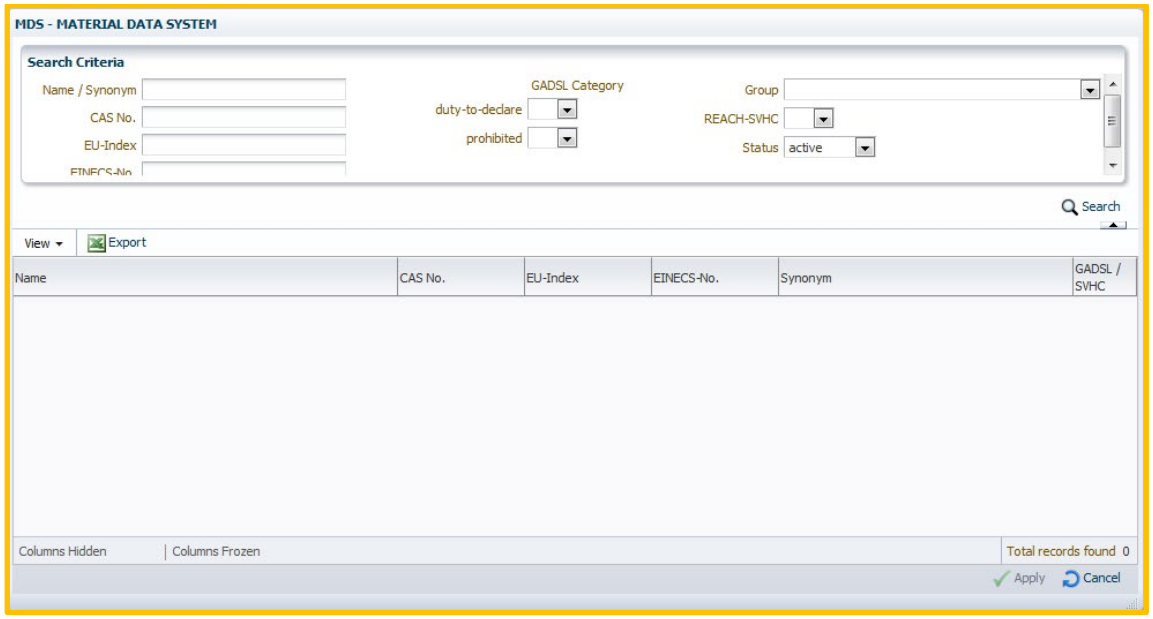
Should the user desire to search a few items, the user may create a list of MDSs to analyze through this option. Using the **Add** buttons  , the user may include a Component, Semi-component, Material or MDS to the set of items for analysis. A where-used Analysis differs from a detailed MDS analysis because where-used allows the user to analyze a group of MDSs, while Detailed MDS analysis allows the user to analyze one MDS at a time.



6.2.3 Specific where-used Analysis

The user may select a basic substance using the **Search** button which will bring up the substance search screen. This option is useful when the user must resubmit due to deleted substances, as this function will identify where materials with deleted substances exist.





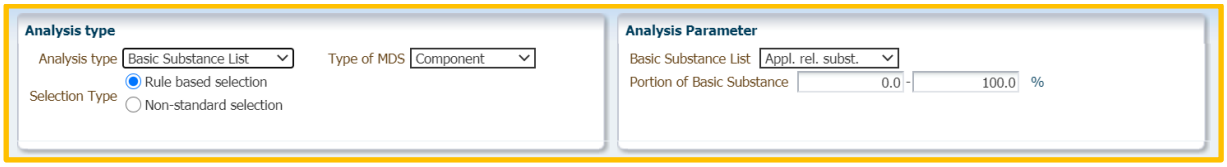
The search can be limited using filters found in the middle tile. After selecting the substance and appropriate filters, the user clicks the **Apply** button.

All MDSs which contain the specified substance are displayed in the results. The User can proceed to a Detailed MDS-Analysis by **double clicking** the selected result in the bottom tile. In the Detailed Analysis the MDS can be checked for all substances, materials or classifications by selecting the measuring unit (percentage [%] or weight [g]).

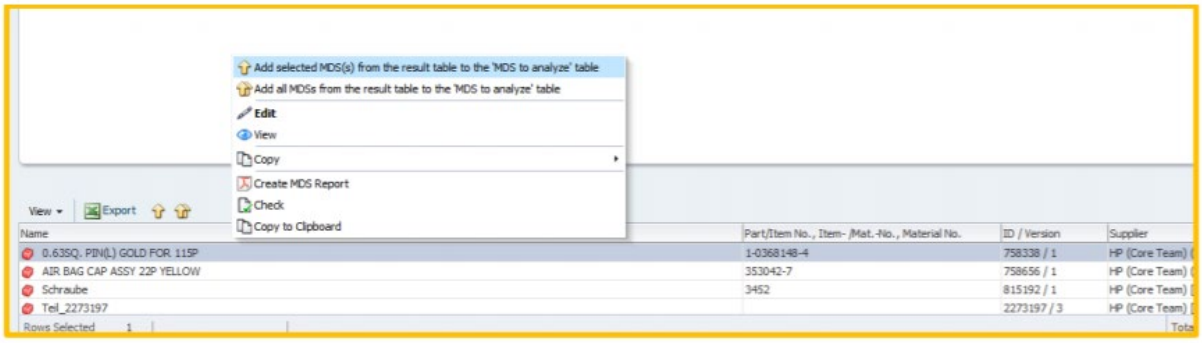
6.2.4 Substance List where-used Analysis

The user can analyze data sheets for substances on a certain list. In the second tile, the Basic Substance List can be chosen from a pull-down menu. Available selections include substances requiring an application code and substances on the Renault lists. The concentration range of the Basic Substance (percentage value) can also be specified.

The min/max fields are optional with a default value for min which is 0.0% and for max which is 100% to include all MDSs according to the selected substance list. The provided percentages are only checked for the single substance within the material.



The user can use the options in the middle tile to filter the search result using a time period or specifying the origin of the MDSs. By clicking the Analyze button, the analysis is started for material datasheets containing substances on the selected substance list and with a range portion if either the min or max value is within the specified range (e.g. a substance with range 30%-50% should be found when searching for 35%-45% or 20%-35% or 40%-60% or 10%-60%).

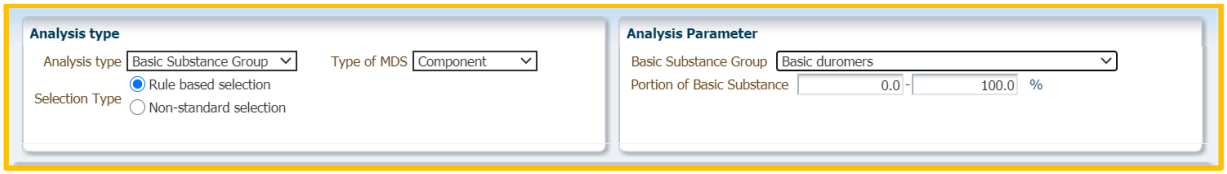


A right click on a selected MDS displays options as shown in the screenshot above. The result list shows the substances contained in the selected MDS which are part of the selected substance list and with a range portion.

6.2.5 Substance Group where-used Analysis

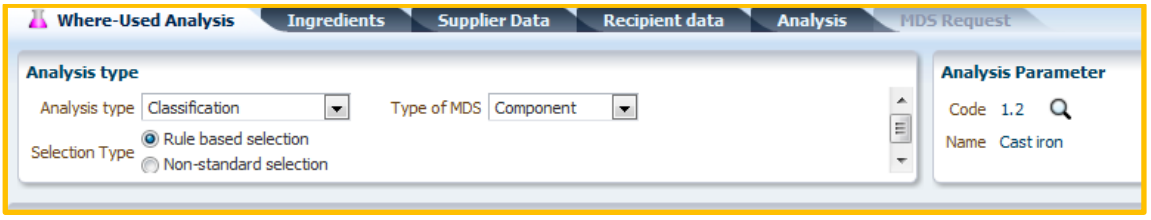
The user can select a basic substance group for analysis. In the second tile, the basic substance group may be chosen. The concentration range of the Basic Substance (percentage value) can also be specified. Filter options may be chosen in the middle tile. Clicking the Analyze button starts the analysis, and the result list shows all material datasheets which contain substances from the selected group and with a range portion if either the min or max value is within the specified range (e.g. a substance with range 30%-50% should be found when searching for 35%-45% or 20%-35% or 40%-60% or 10%-60%).

The min/max fields are optional with a default value for min which is 0.0% and for max which is 100% to include all MDSs according to the selected substance group. The provided percentages only check the single substances within the material.

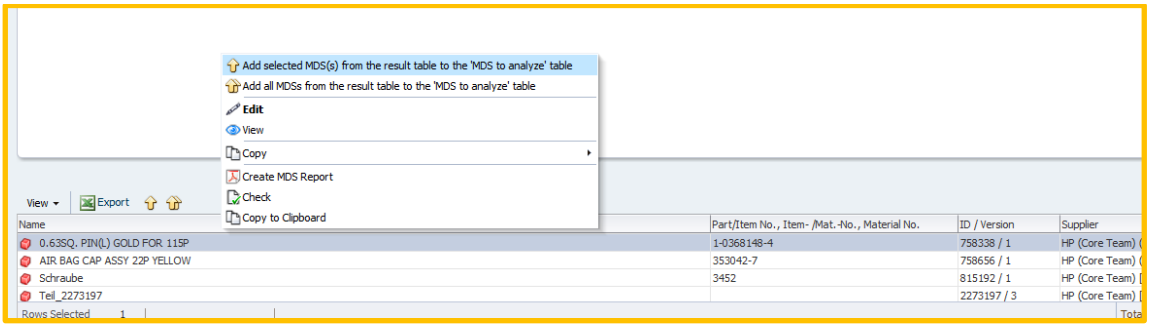


6.2.6 Classification where-used analysis

The user may select a classification for analysis. In the second tile, the code may be chosen with a click on the search button. Filter options may be chosen in the middle tile. After clicking the **Analyze** button, the analysis is started and all the material datasheets will be listed that contain material of this classification.



A **right click** on the selected MDS gives the user options as shown in the screenshot below.



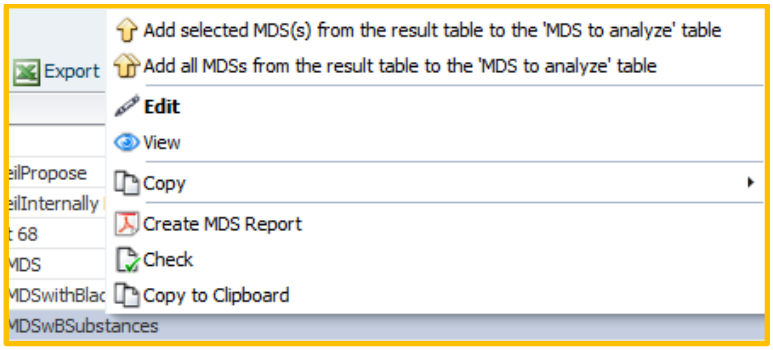
6.2.7 MDS/Module where-used Analysis

The user may select an MDS or module to analyze where this MDS or Module is used. In the second and middle tile, further filters may be entered. After clicking **Analysis,** all the modules/MDSs which contain the selected module/MDS are displayed.

6.2.8 GADSL / REACH-SVHC Classification where-used Analysis

The user may analyse for MDSs containing substances which are part of the GADSL and require declaration, or are forbidden, or both. The analysis can be conducted for REACH-SVHC. Based upon the type of MDS to be analyzed, the middle tile adjusts the displayed options to provide appropriate filters. After clicking the **Analyse** button, the analysis is started for MDSs which match the selection criteria.

A double click shows all the substances in the MDS according to the selection (forbidden, requires declaration) and if possible, lets the user edit the MDS. A right click on the highlighted MDS shows the user several options, as shown below.



6.2.9 Application Code where-used analysis

This analysis allows the user to find all MDSs with a special Application Code (e.g. Lead in Bearing Shells) within a group of MDSs. The concentration range of the application-relevant Basic Substance (percentage value) can also be specified. Filter options may be chosen in the middle tile. Clicking the Analyze button starts the analysis, and the result list shows all material datasheets containing the selected Application Code and with a range portion if either the min or

max value is within the specified range (e.g. a substance with range 30%-50% should be found when searching for 35%-45% or 20%-35% or 40%-60% or 10%-60%).

The min/max fields are optional with a default value for min which is 0.0% and for max which is 100% to include all MDSs according to the application code.

The provided percentages are only checked for the single substance within the material.

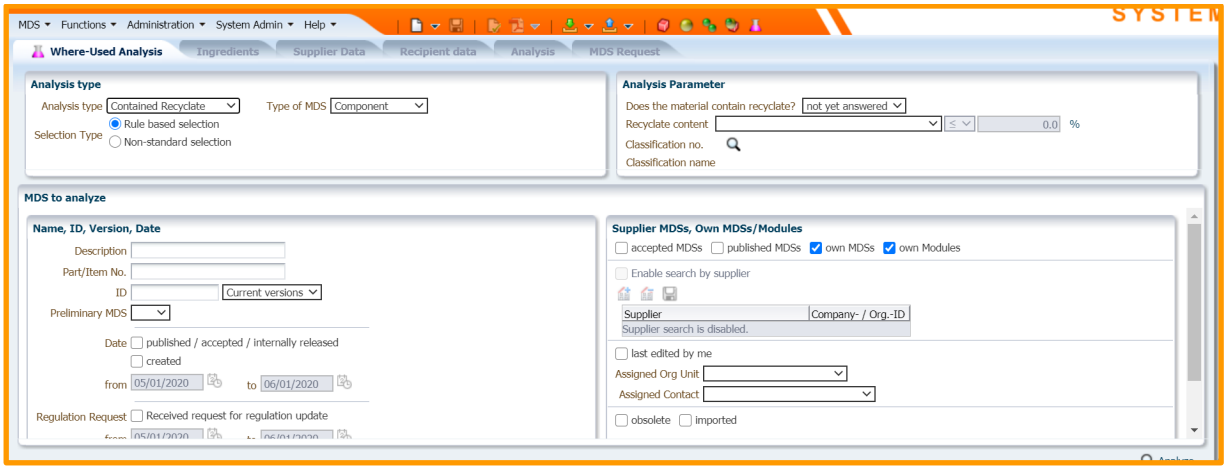
6.2.10 Contained Recyclate where-used analysis

The user may select “Contained Recyclate” to analyze where any material with this Recyclate is used. On the left side under Analysis parameter, the Recyclate analysis parameter fields can be set:

1-**Does the material contain recyclate?:** The user can choose one value for the answer from the drop down list which contains "Yes", "No" and "Not yet answered".

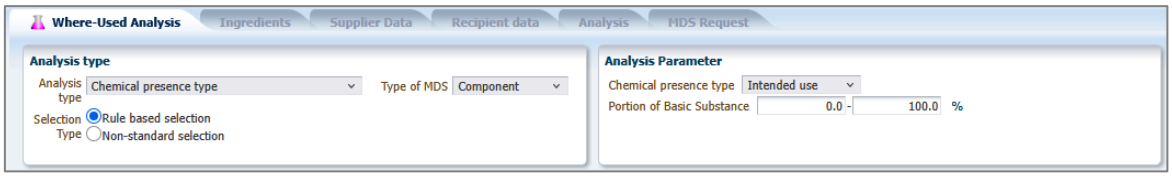
2- **Recyclate content**: Post-industrial or post-consumer percentage ranges can be defined by selecting (>= or <=) from the drop box and inserting a percentage value.

3- **Classification No.**: This analysis allows to define the classification of the Recyclate material. It can be selected from the classification lookup screen in order to retrieve only MDSs containing Recyclate materials of this classification.



6.2.11 Chemical presence type where-used analysis

A new analysis option for the “chemical presence type” of referenced Process Chemical substances is introduced in the Where-Used Analysis screen:



By keeping the default selection for the chemical presence type (“any”), all MDSs are found where a non-blank chemical presence type has been selected for a Process Chemical substance matching the given portion.

When instead selecting one of the three available chemical presence types (“intended use”, “reaction residue” or “impurity”), only MDSs which contain at least one Process Chemical substance, for which the selected chemical presence type has been selected are found, if that substance matches the given portion.

When opening an MDS found in the Where-Used analysis using these new search criteria, a tree search (see 2.3.8 Expand tree by Tree Search criteria) with the same criteria is automatically executed to select the first occurrence of a matching reference to a Process Chemical substance.

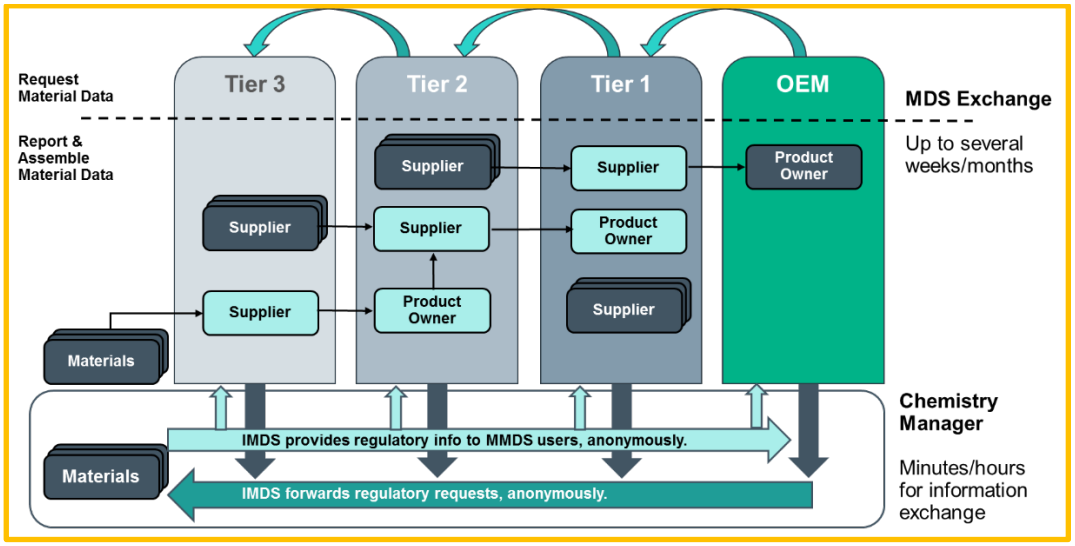
7 IMDS Chemistry Manager

7.1 Overview

The new IMDS functionality called "Chemistry Manager" allows companies to provide **REACH Annex XIV Regulatory information**, **Biocide Product Regulation (BPR)** and **Medium Chain Chlorinated Paraffins (MCCP)** along the supply chain in a faster way without blocking the "classic" MDS data traffic and still maintaining the link between the added regulatory information and the related MDSs.

The following illustration shows that regulatory information entered and released will be available to all usages of the related MDS instantly while the existing MDS reporting is linked to the processes along the supply chain.

Requests for entering regulatory information required for the European Economic Area (EEA) are needed for companies whose materials or products are used in supply chains inside the European Union (EU). If materials or products are not used in the EU, your company will not receive any requests for entering regulatory information related to these EEA regulations.



7.2 User handling

If a user can see the content of an MDS and has the appropriate rights, he can also see all the attached regulatory information. A new flag similar to the existing "Confidential Substances Visible" flag will be introduced. Only users with this flag set will be able to view, modify and create regulatory information on their MDSs. The flag can be set by a company's company administrator

(who can also set the flag on his own user account) in the user administration screen. Users without the right will be able to request the right in a similar fashion as they can request the right to publish MMDSs. Companies registered in IMDS who only work in supply chains outside the EEA are not affected by the Chemistry Manager enhancement. Therefore, these companies will not be required to have a user with the Chemistry Manager flag. There will also be no impact on the standard MDS checks.

When searching for substances or looking at them in the MDS ingredients screen, regulatory information is only shown if the current user has the Chemistry Manager rights.

7.3 Entering regulatory information

Regulatory information is always provided on the lowest tree level possible. In general, all regulatory information can be entered for Modules, MDSs and child nodes alike. The regulatory information will be stored for a Module ID or MDS ID. In case of child nodes the parent Module's or MDS's ID will be used. Materials of classifications 1 – 4 (metals), 7.2 (ceramics / glass) and 7.3 (other compounds (e.g. friction linings)) are not relevant for BPR regulations.

If a substance requires regulatory data concerning **BPR, this information is provided on the Material, which directly references the substance** (provided that the Material MDS classification is relevant for BPR regulations)**.** If sub-materials to a parent material have regulatory information attached, no regulatory information for the parent material is required.

The same is true for **REACH information provided for Semi/Components: It is entered for the lowest Semi-/Component that includes the reference to the REACH relevant Material, even if this Material is referenced inside another Material.**

If a substance requires regulatory data concerning **MCCP, this information is provided on the Material, which directly references the substance**, if sub-materials to a parent material have regulatory information attached, no regulatory information for the parent material is required.

All regulatory information will be stored by MDS ID. This means that all different versions of the same MDS will always have the same regulatory information assigned to them. If a user looks at an older version of an MDS, which does not contain the same set of regulation-relevant references as the current version, he will be notified about these discrepancies and the reason why they are present.

All regulatory information can only be entered by the company that created the affected MDS.

For copies of received MDSs this means that the copying company now has the responsibility to enter the required regulatory information. For copies older than release 9.0 (where new Modules were created for each included reference instead of keeping the reference to the foreign MDS) this also applies to the implicitly created Modules. If an MDS is copied as a new MDS (with a new MDS ID), the latest available regulatory information version is copied as well. If this

regulatory information is already released, it will become editable in the newly created MDS again. If it already is an editable version, it will remain in this state. Earlier versions of regulatory information are not copied. Once a new MDS is created, the copied regulatory information is shown in read only mode (even if it is an editable version), because MDSs can only have regulatory information once they have at least one released version. When a version of the new MDS is released, the regulatory information is updated (e.g. substances added or removed) and becomes editable.

Forwarded MDSs are an exemption to that rule, because IMDS preserves the mapping of original MDS to forwarded one. It is therefore possible to replicate all regulatory information the original MDS's owner provides in the forwarded one, even if it is a copy.

If there is a confidential GADSL substance in the latest version of a Material, a new version of regulatory information cannot be released. The user has to create and release a new version of the Material first, which forces him to declassify all GADSL substances. In case a REACH Annex XIV, BPR or MCCP substance is not on the GADSL, but marked as confidential, no regulatory information is required.

If the newest version of an MDS does no longer contain references relevant for the selected regulation type (e.g. if there are no more BPR substances included when editing BPR regulatory information), this will be shown in the details and no questions need to be answered for this regulatory information. Such an empty regulatory information can still be released (see below) to mark an MDS as no longer eligible for a certain regulation type.

The same applies to BPR regulatory information for Material MDSs created prior to IMDS Release 12.0 that have a classification which is not considered eligible for BPR. Even though such an MDS might still contain BPR substances, no questions need to be answered when creating a new version of regulatory information. The chemistry manager wizard will show a hint about the classification being not eligible and the empty regulatory information can be released as described above.

7.4 Versioning

Regulatory information has its own versioning which is handled apart from the versioning of the MDS the regulation is attached to. For each MDS ID there can be multiple versions for each different regulation (REACH, BPR, MCCP), but there can be only one editable version.

When creating a new MDS, no regulatory information version is created by default. The MDS has to be released before regulatory information can be entered. After editing this information, a check is executed to verify all entered or missing data. If there are no errors, the user may proceed and the version is released.

Once released, the new regulatory information will become active throughout the whole supply chain immediately. There is no accept or reject process, because of the vast amount of potential

stakeholders (similar to published MDSs which also cannot be rejected, because they are available to everyone).

Since a version of regulatory information always refers to the latest active released version of the MDS, regulatory information can only be released if there is at least one active released version of the MDS.

7.5 Special treatment of IMDS Standard MDSs

• Biocides regulatory information

Regulatory information for biocides has to be provided for Standard Material MDSs, each time they are referenced provided the Material MDS classification is relevant for BPR regulations.

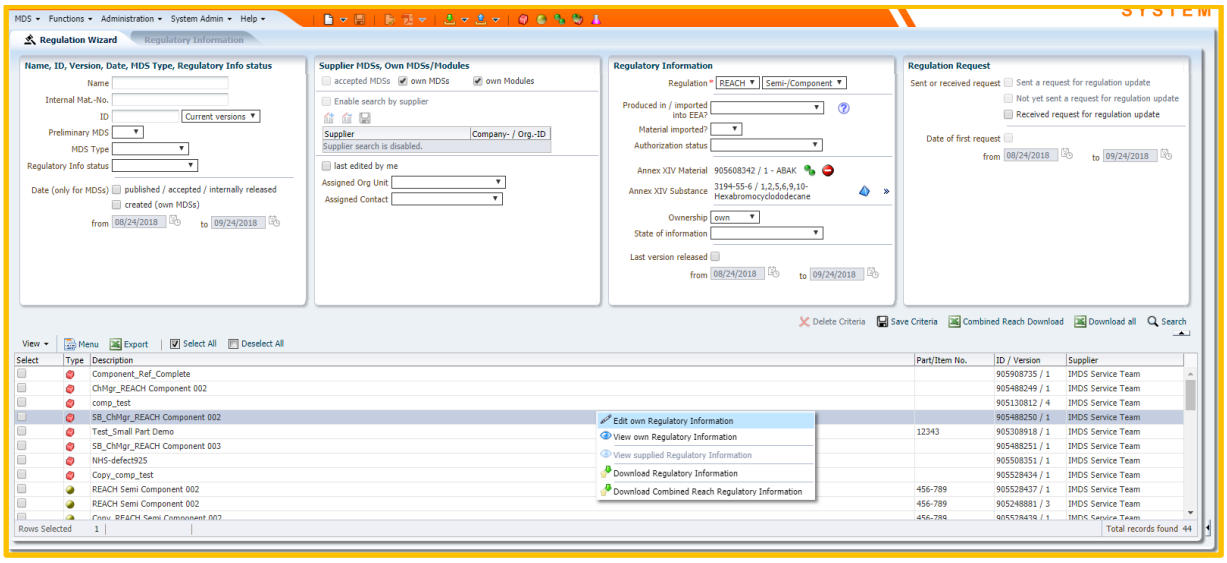
• REACH Annex XIV regulatory information

For REACH Annex XIV, information has also to be provided for Standard MDSs each time these are referenced.

7.6 Wizard

The core function of this enhancement is the **Chemical Manager Wizard**. Using the wizard, the user can search for MDSs that contain regulation-relevant data and directly modify it without loading the MDSs themselves. Users will be able to display multiple MDSs at once to modify the regulatory information for all contained relevant references.

This wizard is a new screen, which will be available in the "Functions" menu offering a search screen similar to the general Module/MDS search. The user will be able to search for specific MDSs he wants to enter regulatory information for or request an update of regulatory information. The search result only contains the latest released and active versions of MDSs for which the regulatory information can be entered. If regulatory information can be entered for child nodes, the parent MDS is also available in this list.



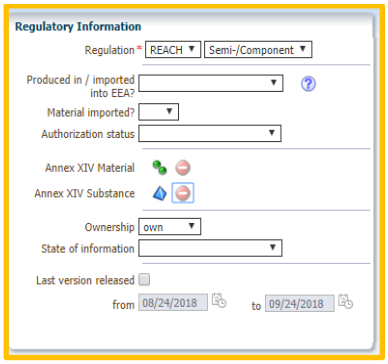
The following search criteria will be available (it will not be possible to search for data in older versions of regulatory information):

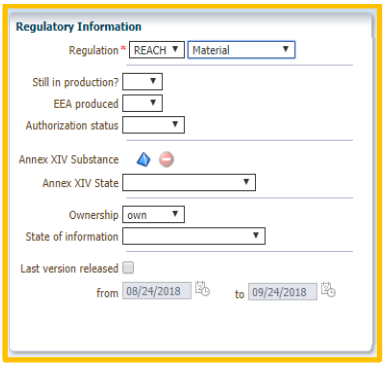
- The **"Name, ID, Version, Date"** criteria box looks and works the same way as any other MDS search. It is used to search for MDSs visible to the user that contain references to MDSs which contain regulatory information (anywhere in their ingredients tree).

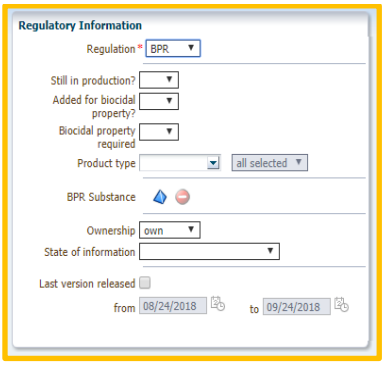
- In the "Supplier MDSs, Own MDSs/Modules" criteria box

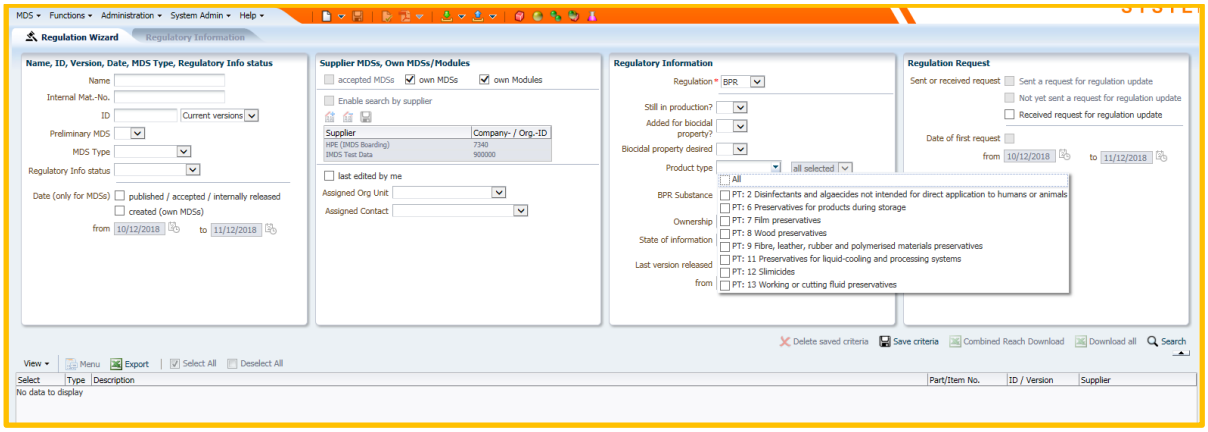
  - If the user checks "accepted MDSs" then the ownership will be set to "supplied" and if "own MDSs" or "own Modules" are checked, then the ownership is set to "own".
  - The "MDS Type": If the user didn't select any of the MDS types and left the default (blank entry field) selected then the search result will include all MDS types (material, component and semi-component). If the user selects one of "Material, Component, Semi-component" then the search result will include only the MDSs of the selected type.
  - The "Regulatory information status": when the user selects “complete”, then the search will retrieve only the MDSs which have full regulation info submitted (all sub-parts have completed regulatory information) and when he/she selects “partially submitted”, then the search will retrieve the MDSs with partial regulatory information submitted. And if the user left the default "blank value" selected then the search result will include all MDSs, which have any status.

- The box **“Regulatory Information”** is used to define search criteria for the regulatory information contained within the MDS references inside the ingredients tree. The user can select which regulation to search for. Depending on the selection, some of the available search fields change while others are always present as follows:


Regulatory Information
Regulation * REACH Semi-/Component
Produced in / imported into EEA?
Material imported?
Authorization status
Annex XIV Material
Annex XIV Substance
Ownership own
State of information
Last version released
from 08/24/2018 to 09/24/2018


Regulatory Information
Regulation * REACH Material
Still in production?
EEA produced
Authorization status
Annex XIV Substance
Annex XIV State
Ownership own
State of information
Last version released
from 08/24/2018 to 09/24/2018


Regulatory Information
Regulation * BPR
Still in production?
Added for biocidal property?
Biocidal property required
Product type all selected
BPR Substance
Ownership own
State of information
Last version released
from 08/24/2018 to 09/24/2018


MDS Functions Administration System Admin Help
Regulation Wizard
Regulatory Information
Name, ID, Version, Date, MDS Type, Regulatory Info status
Supplier MDSs, Own MDSs/Modules
Regulatory Information
Regulation Request
Delete saved criteria
Save criteria
Combined Reach Download
Download all
Search
View
Menu
Export
Select All
Deselect All
Select
Type
Description
Part/Item No.
ID / Version
Supplier
No data to display

Common	Options	Description
Regulation	REACH BPR	The regulation to search for. In case of "REACH", there is a second drop down field to choose between "Components" and "Materials". In case of "BPR", there is a drop-down field to select one or more Product Types to search with, the drop-down list contains product types which are relevant for BPR material classifications.
Ownership	Own (default) Supplied	Defines whether the regulatory information of own MDSs or references to supplied ones is searched. E.g. searching for "own" regulatory information only shows regulatory information of references to own MDSs (regulatory information the user can create a new version for).
State of information	Any (default) No reg. info. provided yet Incomplete Complete	The state the regulatory information is in. The latter three options correspond to the icons (, and) described later in this document in chapter 7.7.1 .
Last version released	-	The user can check the box “enable date search” for the last released version. If enabled, only regulatory information is found for which the last released version has been released within this time frame.

REACH Components	Options	Description
Produced in EEA	Any (default) Yes No No longer manufactured, but available from stock	Corresponds to the regulatory information field of the same name as described in chapter 7.6.7.
Material imported	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.7.
Material Auth. Status	Any (default) Done In progress (applied after Latest Application Date) ? Not intended In progress (applied before Latest Application Date)	Corresponds to the regulatory information field of the same name as described in chapter 7.6.7.
Annex XIV Material	-	The user can select a specific Material contained in the Component. Clicking the "Material" button opens a lookup window. The system cannot prevent the user from choosing a Material that does not contain any Annex XIV substances. In this case the search will simply be unsuccessful.
Annex XIV Substance	-	The user can select a specific substance contained in the semi-/component. Clicking the "Substance" button opens a lookup window in which the Annex XIV substance group is predefined as search criteria.

REACH Materials	Options	Description
Still in production	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.6.
EEA produced	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.6.
Material Auth. Status	Any (default) Done In progress ? Not intended	Corresponds to the regulatory information field of the same name as described in chapter 7.6.6.
Annex XIV Substance	-	The user can select a specific Substance contained in the Material. Clicking the "Substance" button opens a lookup window in which the Annex XIV substance group is predefined as a search criterion.
Annex XIV State	Any (default) Sunset date Last application date	Allows selection of whether to search for sunset date or last application date. If either "sunset date" or "last application date" are selected, a second drop down menu allows the user to select one or multiple dates. The list of dates that can be selected from the drop down will show only the actual sunset / last application dates from the database. This option is disabled if a substance has been specified.

BPR Materials	Options	Description
Still in production	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.5.
Added for biocidal property	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.5.
Biocidal property desired	Any (default) Yes No	Corresponds to the regulatory information field of the same name as described in chapter 7.6.5. The full-length question ("Biocidal property desired in finished article/product?") is shown as a tooltip in order to reduce screen space occupied by this search option.
Product type	Multiple selection of all available product types (same way as described in chapter 7.6.4)	Choosing “all selected” in the right-hand field will only find regulatory information where all of the selected product types have been used for the same substance. Choosing “one or more” will find all regulatory information where one or all of the selected product types have been used for a single substance.
BPR Substance	-	The user can select a specific Substance contained in the Material. Clicking the "Substance" button opens a lookup window in which the BPR substance group is predefined as a search criterion.

The **“Regulation Request”** criteria box allows the user to further narrow down the search by only searching for regulatory information for requests for updates that have been received or sent.

Regulation Request	Options	Description
Sent or received request	Sent a request for regulation update Not yet sent a request for regulation update Received request for regulation update	Using these checkboxes the user can search for regulatory information for which his company has already sent or received a request, which has not been answered yet. All selections in the „sent or received request” are reset when changing the origin. The "Sent …" option is only available, if the ownership in the regulatory information box is "supplied". The "Received …" option is only available, if the ownership in the regulatory information box is "own".
Date of first request	-	Enabling the date search allows the user to specify a time frame within which the first request had been sent / received. This option is only available, if one of the checkboxes described above has been selected.

7.6.1 Loading regulatory information for MDSs

The search result allows multiple selection via checkboxes to the left of each row. To help the user select the appropriate rows more quickly, a "select all" and a "deselect all" button are available.

Via the context menu (accessible via "Menu" or right-click), the user can select the "Edit own regulatory information" or "View own regulatory information" option. Selection of one of these options opens the second tab ("Regulatory Information") showing all references to own MDSs and own child nodes, in the selected MDSs, for which the user can enter and modify the regulatory information. If the user selects ownership “supplied” the "View supplied regulatory information" option is available in the context menu and the "Regulatory Information" tab will show only references to received MDSs and the references within them.

7.6.2 Reporting

All regulatory information visible in the data tab can also be downloaded as XLSX report.

There are two different ways to create such a report:

1. First, the user can create a report for specific MDSs by using the "download regulatory information" option in the context menu of the wizard search.

2. Second, the "download all" button next to the "search" button allows the user to download the regulatory information for all MDSs that are found with the current search criteria.

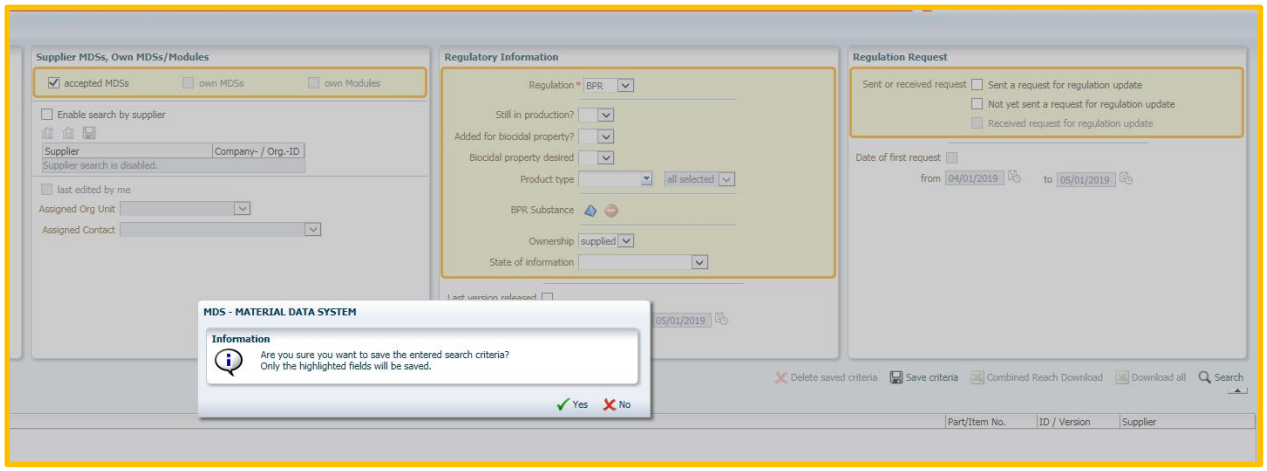
In the XLSX report there will be one line for each child regulatory information (e.g. for each BPR substance inside a material or for each REACH material inside a component). The columns containing the parent information will contain the same information for each of these lines. The report also contains information about the top MDS (the one that can be found in the wizard). Since each top MDS can contain multiple parent MDSs, its information will be duplicated as well.

7.6.3 Save search criteria

The search screen offers an option to store your customized default search configuration. To save the fields to be the default search criteria when you open Search Wizard screen again

1. "Save Criteria" to save the entered search criteria. When the button is clicked a popup message will be displayed for confirmation with "Ok" and "Cancel" buttons, if user presses "Ok" then the default search criteria will be saved and if you already saved it before it will be updated so that whenever you open the Search Wizard screen you will find the saved criteria displayed.

2. "Clear Criteria" to remove the saved search criteria. When this button is clicked a popup message will be displayed for confirmation with "Ok" and "Cancel" buttons, if user presses "Ok" then the saved search criteria will be removed and the Search Wizard screen will be reset to the current system default search criteria.



7.6.4 Editing own regulatory information – Data tab

In this tab, the user can select a regulation for which he wants to enter the data. He is then presented with an overview of all MDSs and their relevant child nodes and references. Nodes and references for which no regulatory information has to be entered are not displayed in this view. Nodes and references for which regulatory information is now required (e.g. because a substance has been added to the regulation substance group) will be shown.

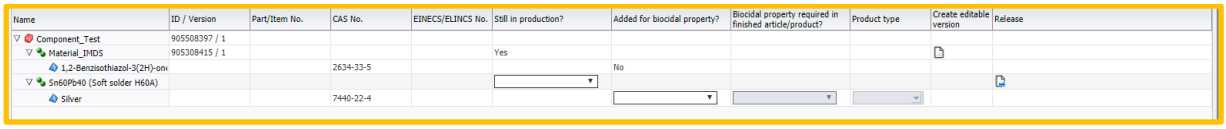
For each MDS containing relevant data (e.g. an MMDS containing BPR-relevant substances) a single row is displayed in a table, which can be expanded to show the contained references. Depending on the regulation, different fields can be filled in for the parent MDS and the child references.

Since the table can contain very large amounts of data (depending on the number and size of selected MDSs), the user will be able to filter for certain criteria. When selecting a filter, only the rows matching the filter criteria are shown. However, when the filter is a sub-item of a broader category, the broader category items will also be displayed (e.g. when entering a filter for a substance, the parent material will also be visible).

The following filters will be available:

- CAS No.
- Substance Group
- Date of last update
- Product Type (only available Biocide MDSs)

7.6.5 Editing own regulatory information – Biocides



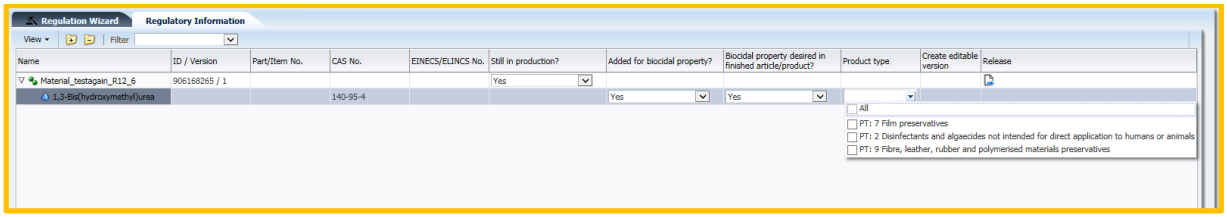
The header of each column will include a tooltip text, explaining the meaning of the question in more detail. The explanations are:

Column header	Tooltip
Still in production?	Is the material still in production?
Added for biocidal property?	Has the active substance been added for its biocidal property?
Biocidal property required in finished article/product?	Is the biocidal property required in the finished article or product?
Product type	Which Product Types are applicable to this active substance in this material?

While the first three questions only offer the choice between "Yes" and "No" (and an empty field if the question has not been answered yet), the Product type offers multiple options.

The most likely choices for Product type are listed at the top of the drop-down list (PT 2, 6, 7, 8 and 9).

The user can select multiple product types at once. Product Types available to select from are only those valid for the current material classification.

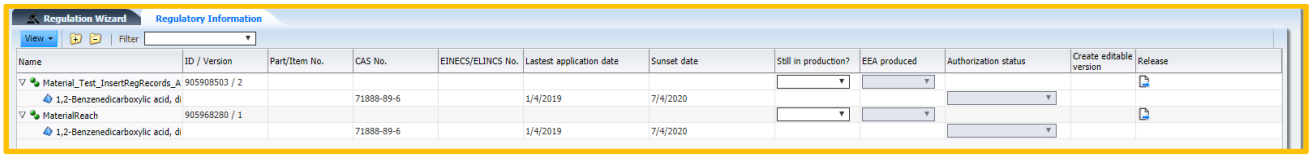


The first question ("Still in production?") has no effect on the state of the other fields.

If the second question ("Added for biocidal property?") is not yet answered or is answered with "No", the fields for questions 3 and 4 are disabled and these questions cannot be answered.

If the third question ("Biocidal property required in finished article/product?") is not yet answered or is answered with "No", the field for question 4 is disabled and this question cannot be answered.

7.6.6 Editing own regulatory information – REACH (Materials)



The header of each column will include a tooltip text, explaining the meaning of the question in more detail. The explanations are:

Column header	Tooltip
Still in production?	Is the material still in production and is at least one production site in the EEA?
EEA produced	EEA = European Economic Area, consisting of EU states, plus Norway, Iceland and Liechtenstein
Authorization status	What is the authorization status?

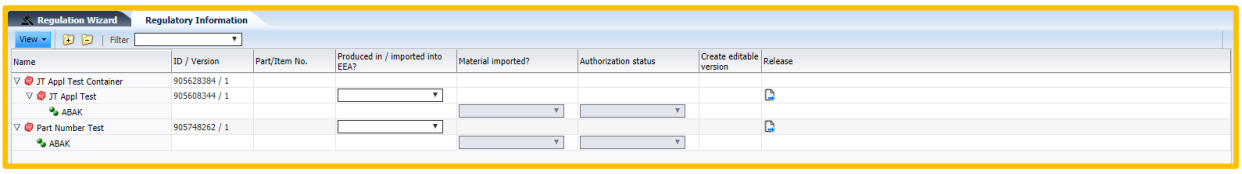
While the first two questions only offer the choice between "Yes" and "No" (and an empty field if the question has not been answered yet), the question for the authorization status offers multiple options. Each of them has a more detailed explanation of its meaning in a tooltip text:

Authorization status	Tooltip
Done	Authorization granted for intended use.
In progress (applied after Latest Application Date)	Authorization requested after "Latest Application Date" – decision pending with ECHA
?	Unknown if authorization has been requested / No decision taken to request authorization
Not intended	No intention to request authorization
In progress (applied before Latest Application Date)	Authorization requested before "Latest Application Date" – decision pending with ECHA

If the first question ("Still in production?") is not yet answered or is answered with "No", the fields for questions 2 and 3 are disabled and these questions cannot be answered.

If the second question ("EEA produced ") is not yet answered or is answered with "No", the field for question 3 is disabled and this question cannot be answered.

7.6.7 Editing own regulatory information – REACH (Components)



The header of each column will include a tooltip text, explaining the meaning of the question in more detail. The explanations are:

Column header	Tooltip
Produced in / imported into EEA?	This question is about whether a product is eligible for REACH or not. Only if a product is produced in the EEA or imported into the EEA, the answer should be 'Yes'
Material imported?	Is the material imported into the EEA?
Authorization status	What is the authorization status?

While the second question only offers the choice between "Yes" and "No" (and an empty field if the question has not been answered yet), the other questions offer multiple options:

Produced in / imported into EEA?
Yes
No
No longer manufactured, but available from stock

The available Authorization statuses also have a more detailed explanation of their meaning in a tooltip text:

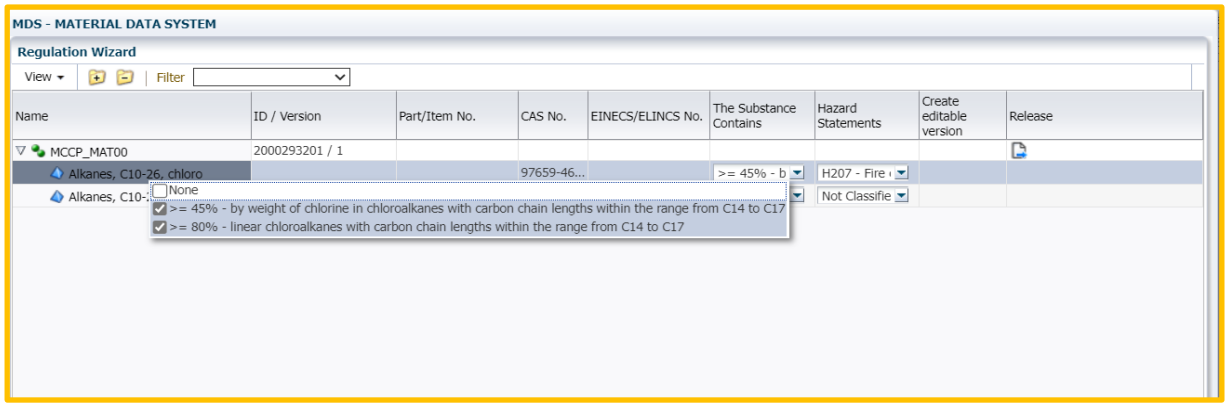
Authorization status	Tooltip
Done	Authorization granted for intended use.

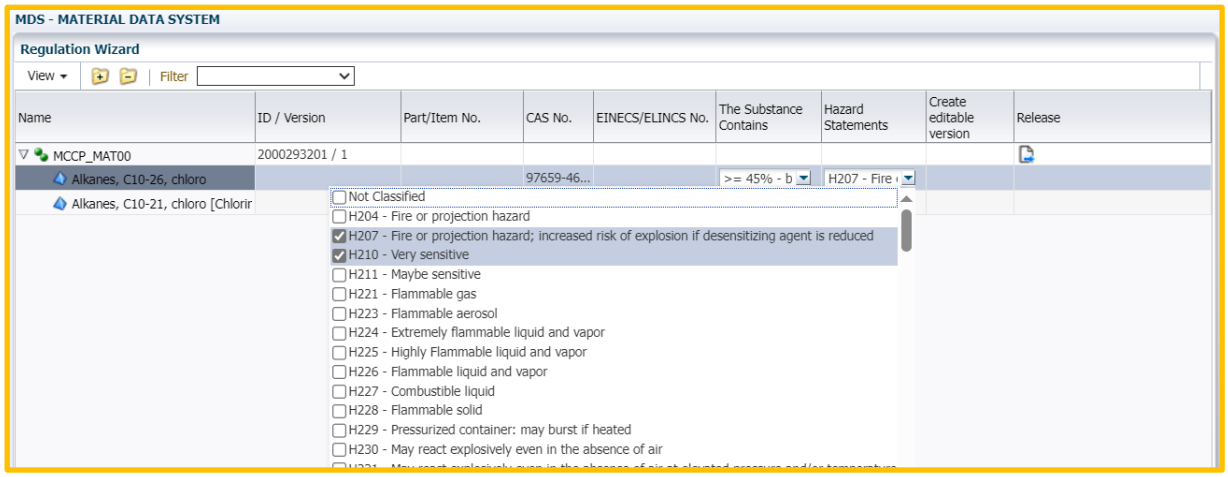
In progress	Authorization requested before "Last Application Date" – decision pending with ECHA
?	Unknown if authorization has been requested / No decision taken to request authorization
Not intended	No intention to request authorization
By material manufacturer	Authorization for intended use requested by material supplier before "Latest Application Date" – decision pending with ECHA

If the first question ("Produced in / imported into EEA?") is not yet answered or if it is answered with either "No" or "No longer manufactured", the fields for questions 2 and 3 are disabled and these questions cannot be answered.

If the second question ("Material imported?") is not yet answered or if it is answered with "No", the field for question 3 is disabled and this question cannot be answered.

7.6.8 Editing own regulatory information – MCCP (Materials)





The header of each column includes a tooltip text explaining the meaning of the question in more detail. The explanations are:

Column Header	Description
The Substance contains	What is the range of Portion of linear chloroalkanes with carbon chain lengths within the range from C14 to C17" (2 range values are supplied in multi-Select drop down to pick from, or pick only the 'None' option)
Hazard Statements	What are the identified hazard statements classification codes/descriptions (all the possible hazard statements classification codes are listed in multi-Select drop down to pick from)

7.6.9 Treating MCCP as SVHC

An MCCP substance is treated as an SVHC substance if:

1. the MCCP substance is added to a material MDS and has no entered regulatory information

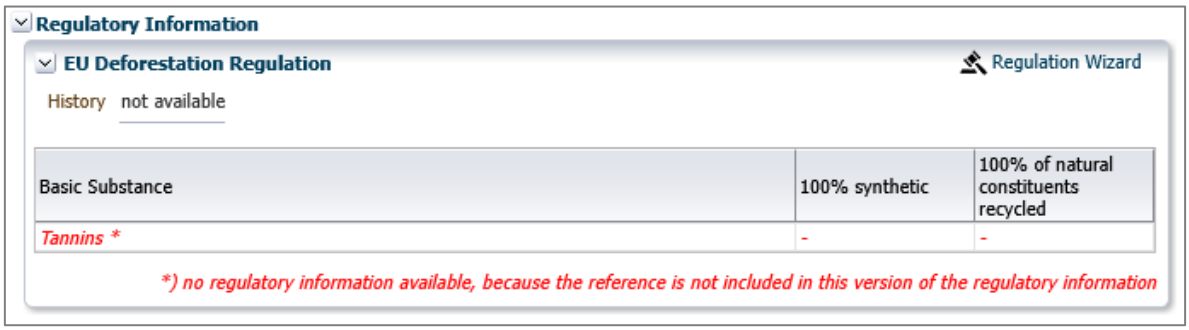
2. the MCCP substance is added to a material MDS and has regulatory information, where only the answer ">= 80% linear chloroalkanes with carbon chain lengths within the range from C14 to C17" has been selected for the "Substance contains" question.

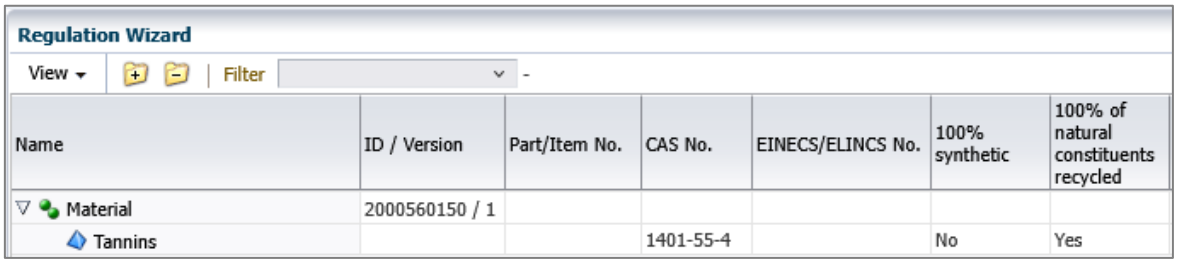
3. the MCCP substance is removed from latest version of MDS, and a new version of Regulation info has been released (or a clean regulatory version released) so that no regulation info reference is available for this MCCP substance anymore in latest released regulation version, this MCCP substance will retain their previous SVHC flagging in previous versions of MDS.

It will then be displayed underlined in the MDS Tree, the SVHC flag displayed as Yes in the ingredients screen, it will appear in SCIP Submission dossier and be retrieved in the Analysis search as SVHC substance etc.

7.6.10 Editing own regulatory information – Deforestation Regulation (EUDR)

A substance group for EU Deforestation Regulation (EUDR) is introduced with IMDS Release 15.1. Additionally, a respective regulation type for EUDR is available in the regulation wizard. This regulation type generally behaves the same way as other regulation types like BPR or REACH:





For each EUDR substance in a released material, two fields can be filled out in the regulation wizard:

- 100% synthetic
- 100% of natural constituents recycled

Both questions can be answered with “yes” or “no”, but the question about the origin of the natural constituents only becomes available in case the substance is not 100% synthetic, i.e. the first question has been answered with “no”. When entering EUDR regulatory information, both fields need to be filled in, if available.

In contrast to the mandatory provision of other regulation data types, entering EUDR regulatory information is not mandatory.

7.6.11 Editing own regulatory information

If a data set (e.g. for Biocides, a data set includes the Material plus its contained substances) has no editable version of the regulation, the fields are displayed in read only mode.

In this case, a "create editable version" button will be shown in the row of the parent MDS. By clicking this button, the user can create a new editable version, which contains the copied data of the latest released version.

The created editable regulation version is automatically adapted to the latest MDS version: If the original regulatory information was released for a MDS version which included additional references (e.g. substances) which are no longer included in the latest version, these references are automatically removed from the regulation. If there are new references, they are added accordingly. After doing this, all fields for this data set become enabled.

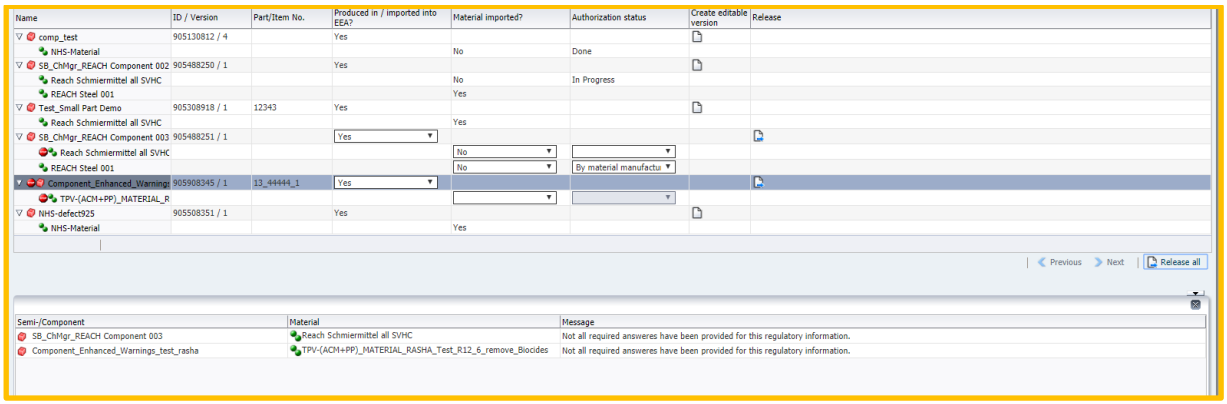
7.6.12 Releasing regulatory information

Below the editable regulatory information tables, a "Release all" button is available. It triggers a check to validate all information entered. Similar to the confirmation dialog when releasing MDSs, the user is then asked to confirm the release. If there is at least one data set with erroneous data, the user can choose to "Only release regulatory information without errors", which will leave the erroneous data sets unaffected.

By right-clicking a Material in the table of REACH-relevant Components, the user can access a context menu which allows him to view the entered REACH regulatory information for this Material in a separate dialog.

7.6.13 Check

As described above, when releasing an editable version of a regulation, a check is performed. The check results will be displayed similarly to the results of an MDS check as a table at the bottom of the screen:



For each MDS or substance listed in this table, an error icon (STOP) will be shown in the corresponding line of the wizard table. When double clicking a row in the check result table, the wizard automatically scrolls to the appropriate row.

The following different checks are performed:

- ✓ A - All questions must be answered

All questions that can be answered (depending on some answers, others are not required) must be answered in order for the regulatory information to be considered valid.

An exception are REACH substances with a portion of ≤0.1% (maximum value). For those substances, data entry is optional. There is no such exception for BPR substances.

- ✓ B - "Still in production" answer must be equal for BPR / REACH Materials

If a Material contains both REACH and BPR relevant substances, the answers to the "Is the material still in production?" questions should be identical for both regulations.

The regulatory information is considered invalid if the answer for one regulatory information is different from the answer in the latest version of the other regulatory information (even if it is an editable version). Otherwise, the answer could not be changed.

7.6.14 Viewing foreign regulatory information – Data tab

If the user selected "View foreign regulatory information", the data tab looks very similar to what has been described above, except all fields are read-only and there are no "release" or "release all" buttons.

Instead, next to each MDS row there will be a "request update of regulatory information" button, which will initiate a request for an update for the selected MDS. This button will be disabled if the regulatory information has been filled out completely for the latest MDS version or if the user's company has already requested an update for this MDS's regulatory information.

Additionally, the same information as shown in the ingredients tab (e.g. how many other companies have already requested an update for this regulatory information) will be shown for each MDS row.

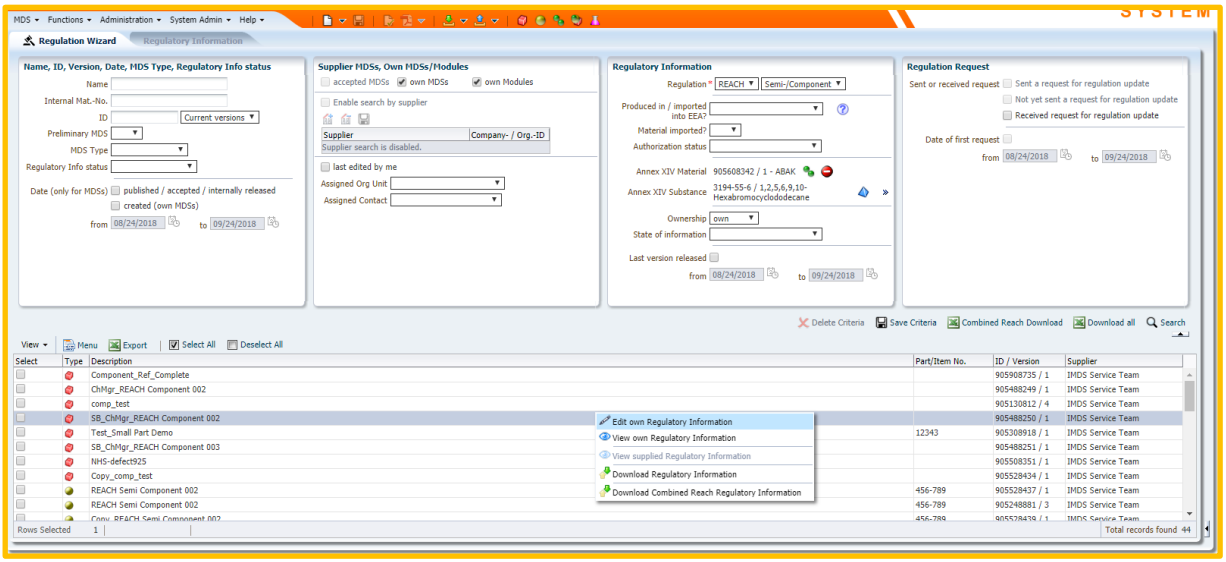
There will also be a "request update of regulatory information for all MDSs" button, which will initiate a request for an update for all the displayed MDSs given that the user's company has not already issued an update request for this MDS and its regulatory information is in some way incomplete.

If an MDS occurs multiple times in the table, all its "request update" buttons are synchronized. This means that if the user presses one of them, all are automatically disabled, because a request cannot be issued a second time.

7.6.15 Combined result for download

A combined result list displays the complete Regulatory Information for REACH Semi-/Component including component, material and substances answers. For downloading the combined result, a new button "Combined Reach Download" is added between the "Save criteria" button and the "Download all" button, which downloads the complete Regulatory Information for all the results in the table without the need to select any rows.

The option "Download Combined REACH Regulatory Information" is also added to the context menu in the result table which also downloads the complete Regulatory Information but only for the selected rows.

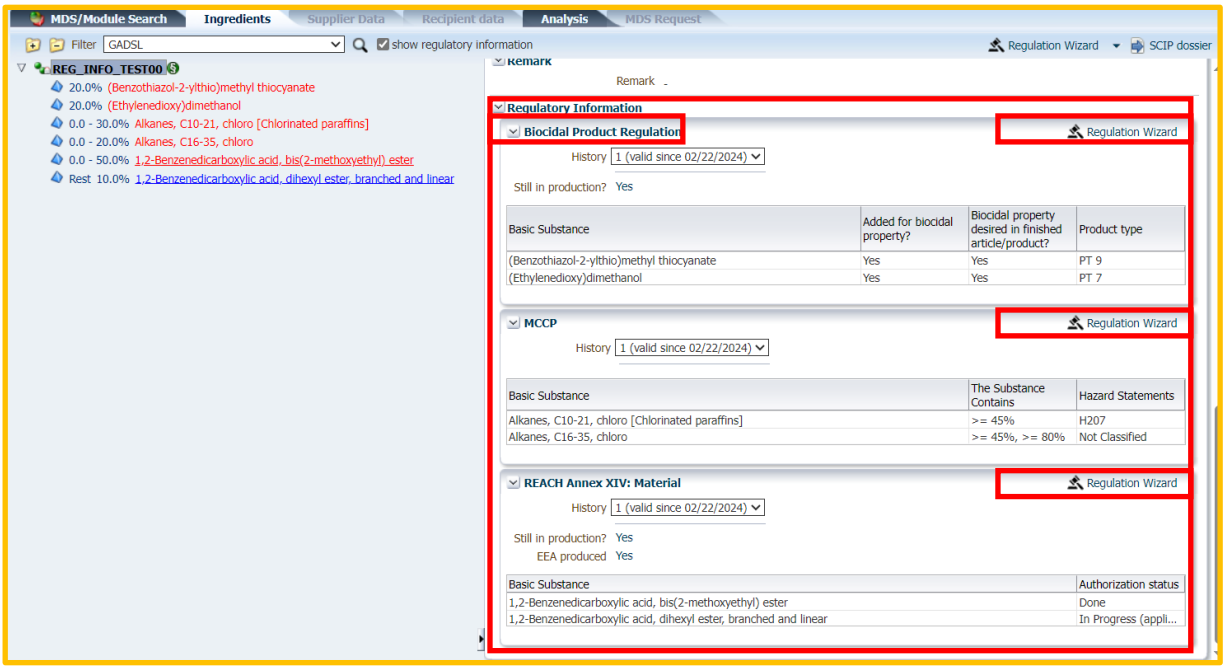


7.7 Ingredients screen

7.7.1 Regulatory information Read-only and display in the tree

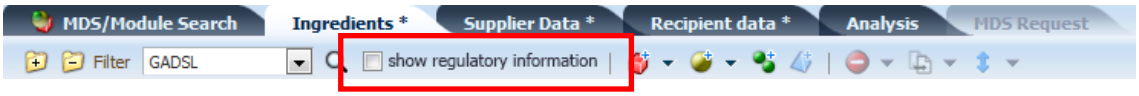
Regulatory information will be displayed in a similar fashion as MDS data is displayed today. In the ingredients tab all regulatory information is shown in a new collapsible box. If more regulations are added to the Chemistry Manager in the future, they too will be added to this section of the ingredients tab.

Since new versions of regulatory information always use the latest released and active version of the MDS as a reference for the list of contained substances, regulatory information cannot be edited from within in the ingredients tab. Editing regulatory information will only be possible using the wizard. A new button will be added to the tree toolbar, allowing the user to open the wizard in a popup window. The opened wizard will contain all MDSs referenced, within the opened one, for which the user can enter regulatory information. After applying all changes made, the MDS view is updated accordingly.



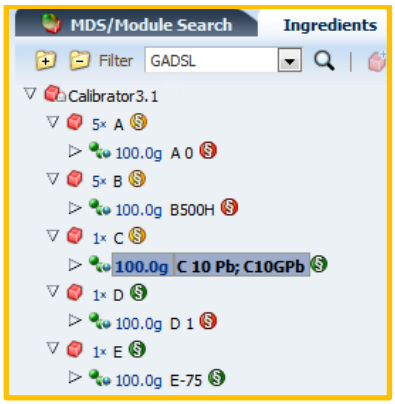
Within the regulatory information box, there will be another button allowing the user to open the wizard in a popup window. The button will only be available, if the currently selected MDS belongs to the user's company so he is allowed to modify the regulatory information. The opened wizard will only show the currently selected MDS (in its latest active version). After applying all changes made, the MDS view is updated accordingly.

A checkbox called "show regulatory information" is shown in the tree toolbar:



Once a user ticks this checkbox, several icons will be displayed in the MDS tree showing the state of the regulatory information. When logging off, the state of this checkbox will be preserved, so the user does not need to click the checkbox again every time he logs on to the system.

Different icons are displayed next to each node or reference in the tree for which regulatory information is available. The icon is $ if information for all regulations is provided and valid, or $ if no regulatory information is provided.



There is also a yellow icon ( ) used to highlight nodes and references that have regulatory information assigned, which are not complete. For example, this can happen if a contained substance was added to the regulation's substance group and now requires regulatory information. When modifying the tree (e.g. adding a substance to the loaded material), the icons are updated accordingly.

7.7.2 Finding requested regulations – Ingredients tab

There will be a new option for the tree search inside the ingredients tab of a MDS, which allows the user to find the open requests for updates of regulatory information inside the tree.

If an MDS contains regulation relevant data, all references to this MDS inside a tree (whether it is shown directly as an MDS or as a child node because it is located at a lower tree level) allow the user to look at the entered regulatory information using a new collapsible box located in the details panel to the right of the ingredients screen.

Finding requests for regulatory information updates for own MDSs:

Using this function, the user can quickly find all own MDSs for which an update has been requested.

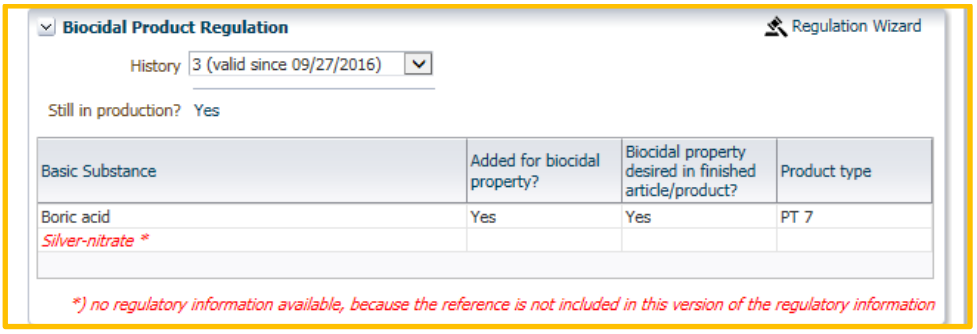
Finding own requests for regulatory information updates:

It will also be possible to find all references for which the user's company has sent out a request.

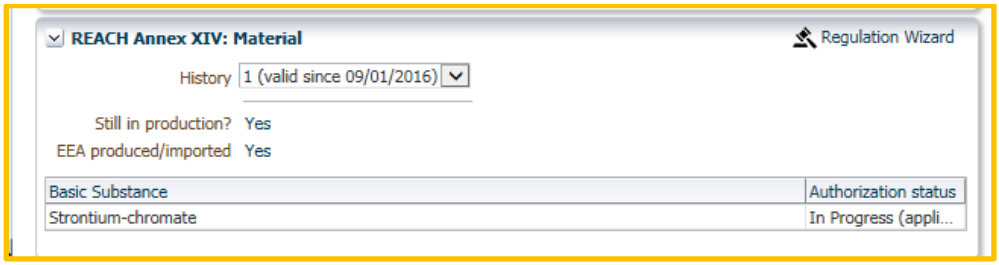
7.7.3 Display in regulation box

There is an additional box for each regulation inside the "Regulatory Information" box. The layout of these boxes always follows the same principle: At the top, the user can select the version of the regulatory information he wants to see. Below this selection any data concerning the MDS itself is shown (e.g. the "still in production" flag for REACH Annex XIV). At the bottom of the box, a table shows all references inside the MDS that are relevant for the regulation. For each field entered, for this reference, there is one column in the table:

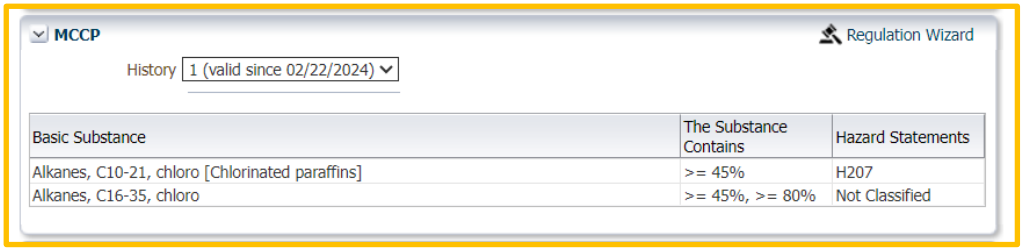
Material (BPR):



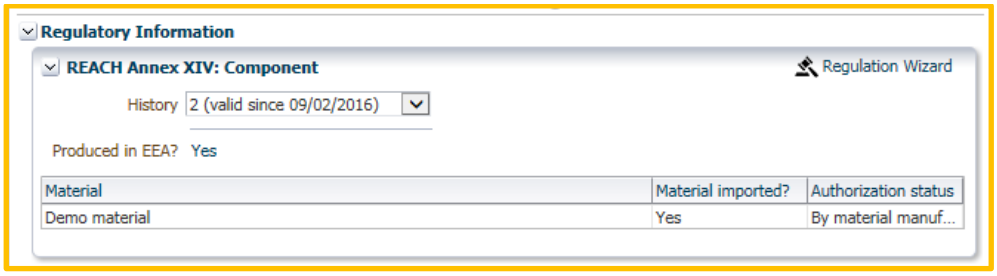
Material (REACH Annex XIV):



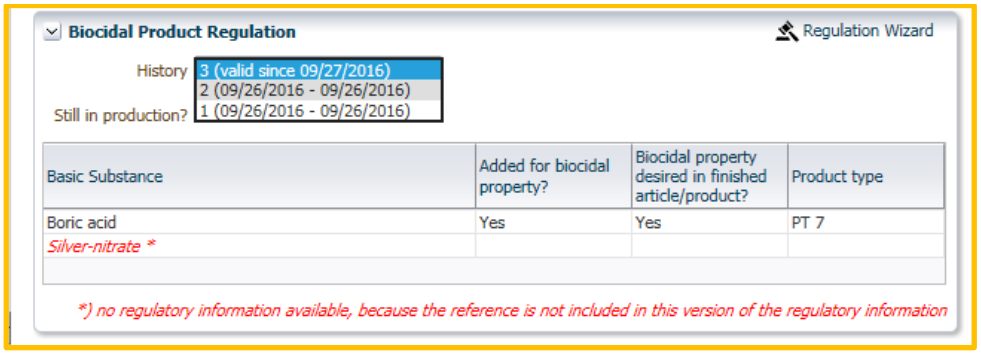
Material (MCCP)



Component (REACH Annex XIV):



Display of versions



As seen in this example for the biocide regulation, the user can select any one of the released versions to see the information entered. The version is not only displayed by number, but also by date. As soon as a new version is released, the former latest version receives an end date (the date of the new release) and the newly released version is displayed as "valid since" with the date after the end date.

7.7.4 Special Use Cases

Reference no longer contained in latest version of MDS

If the selected MDS contains a reference (e.g. to a substance) that is no longer contained in the latest version and is therefore no longer part of the displayed regulatory information, no regulatory information for this substance can be displayed. To inform the user about the reason for this, a hint is shown telling him that there is "no regulatory information available, because the substance is no longer present in the current version of this MDS".

Reference not included in the latest version of regulatory information

If the selected MDS is a newer version of the MDS than the one for which the latest regulatory information was provided, it may contain a new reference (e.g. a substance) for which no

regulatory data has been provided. To inform the user a hint (in red color) is shown telling him that there is "no regulatory information available, because the substance is not included in the latest version of the regulatory information".

Removed node

When looking at the regulatory information for a child node that is no longer part of the latest version of the MDS (and therefore not part of the regulatory information assigned to that MDS ID), no regulatory information will be shown. Instead the user will see a hint telling him that this child node is no longer part of the latest MDS version and therefore has no regulatory information attached.

7.7.5 Component SCIP information

All information on SCIP is bundled in chapter 11.1.11 SCIP information for components for a better overview on all SCIP-relevant changes with IMDS Release 13.0.

7.8 Request Communication

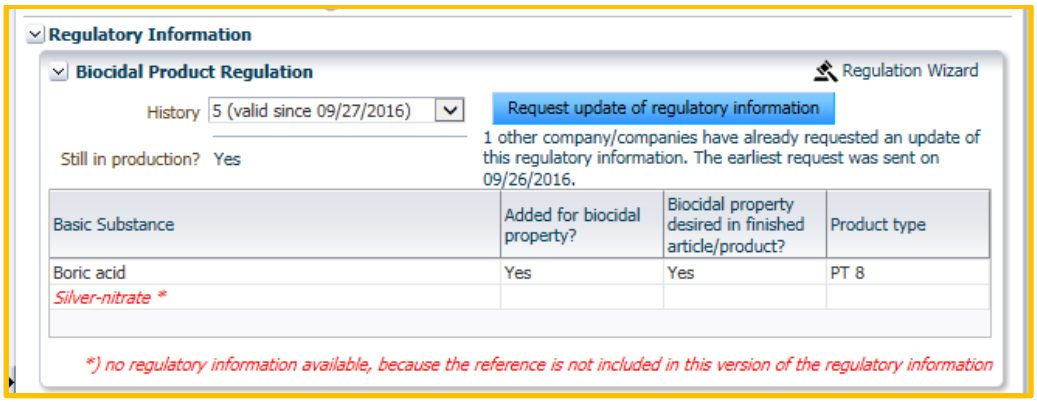
7.8.1 Requesting an update of regulatory information

Users will be able to request an update of regulatory information for a specific MDS. These requests can be sent directly from the ingredients screen of the MDS details, when the user is viewing the details of a reference in the tree, even if the reference is located deep inside the tree.

The only limitation is that the user must be able to actually use the MDS that contains the reference. If the reference is contained within a received MDS that has not been accepted, the user cannot request an update of its regulatory information.

The requests will be issued anonymously, but the company owning the MDS will be able to see how many users requested new regulatory information for a certain MDS. The date of the earliest request will also be shown. This information will help them to prioritize their data entry.

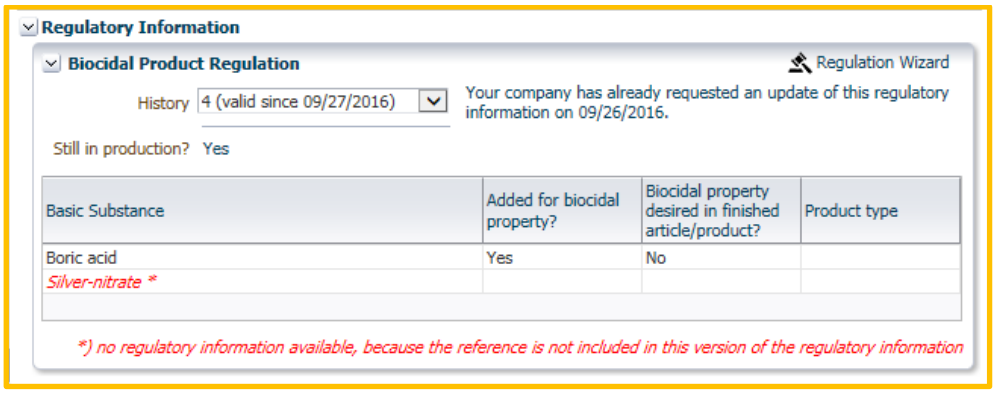
If a user selects a reference to a foreign MDS or some node/reference within such a reference, he can view all regulatory information entered. In each regulatory information box (BPR, REACH, MCCP) there is a "Request update of regulatory information" button, which is only visible if the regulatory information is not complete or invalid ( or  in the tree).



After clicking the button to request an update of regulatory information, the user will see a dialog asking him to confirm his decision to request an update. This dialog also tells the user that this request goes to the creator of the selected node and that no contact information will be revealed to either of them.

The request does not include additional textual information, because when receiving multiple requests for the same MDS, the creating company could be facing contradictory information.

If the user (or another user of his company) has already requested an update for the same node, the request cannot be issued. Instead, a hint is shown to inform the user about this situation:



7.8.2 Requesting an update in case of deleted companies

If the company owning the selected MDS is deleted or inactive, a hint will be shown next to the request button, telling the user that he may never receive an update for this regulatory information, because the company providing it is inactive. For confidentiality reasons, no further information on the matter is provided. The request button itself however remains active, so companies that request reactivation will be able to see all requests that have been received in the meantime.

7.8.3 Receiving a request for updated regulatory information – Notification email

Each user with the right to enter regulatory information will receive only one email per week if there are open requests for him to answer. The email highlights the requests received during this week, but also contains all older open requests. Automated messaging is not implemented, since many companies throughout the supply chain can request an update of regulatory information for the same MDS without knowing that it has already been requested.

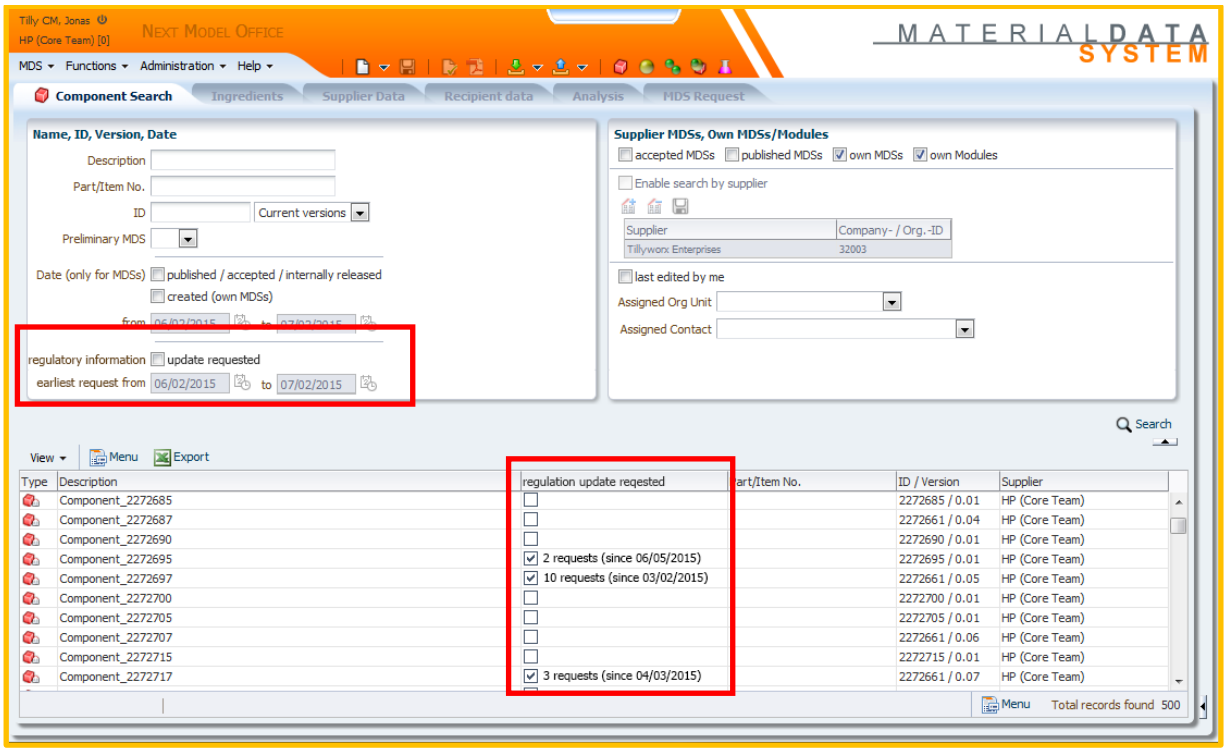
If a company does not have at least one active user with the appropriate rights, all users with the “User: edit” privilege will receive the email. The email will include the information that they should assign the appropriate “Regulation Wizard: edit” privilege to one of their users and an explanation as to why this is required.

7.8.4 Search for requests in MDS search

Each user with the right to enter regulatory information is able to select the “regulatory information update requested" criteria in an MDS search to only find MDSs for which an update has been requested.

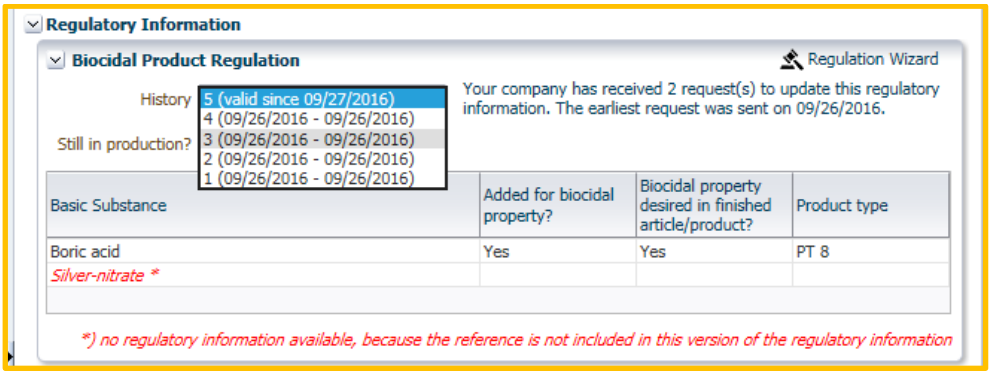
Since regulatory information can also be entered on child node level and child nodes cannot be found directly, searching for this criterion will also find the MDSs containing the child nodes for which the update has been requested. Users with the appropriate rights also see the corresponding column in the search result. Again, this column also highlights MDSs which contain child nodes for which an update of regulatory information has been requested.

The column also shows how many update requests have been issued so far and when the first request for this update was received. If there is more than one node inside the MDS for which an update has been requested, this count represents the sum of all active requests, and the date is the earliest date of all nodes.



7.8.5 Display of received requests in ingredients

The count of how many update requests have been issued so far is also available when viewing the individual regulatory information sections within the MDS:



7.8.6 Closing a request for updated regulatory information

As soon as the company that created the MDS releases a new version of the regulatory information, all update requests are considered closed. The regulation check procedure ensures that requests can only be closed by providing information without errors.

7.8.7 Automatic email for substances reaching their sunset or last application date

Four weeks before a substance reaches its sunset or last application date, the system will send out an automated email to all users with the “Regulatory Information: edit” privilege in companies that own materials for which the latest released version of regulatory information will contain an invalid authorization state once the date is reached. This email will contain detailed information about which substance in which material is affected.

8 Product Carbon Footprint (PCF)

8.1 Overview

It is now possible to enter carbon footprint information for all Modules/MDSs in IMDS. Carbon footprint information is split into two sections:

- Product carbon footprint, which is entered in the ingredients section and is based on the production site(s) where the product is manufactured.
- Transport carbon footprint, which is entered for each recipient of an MDS and represents the transportation of the product from a production site to a specific customer site.

Carbon footprint information for components is entered as “kg CO2e / component”, while for semi-components and materials the unit is “kg CO2e / kg of material”.

Like regulatory information, new versions of both product carbon footprint and transport carbon footprint information can be created without requiring a new version of the Module/MDS. However, contrary to regulatory information, carbon footprint information is assigned to individual versions of Modules/MDSs. While the information is transferred when creating a new version of a Module/MDS, different versions of the same Module/MDS do not share the same carbon footprint information.

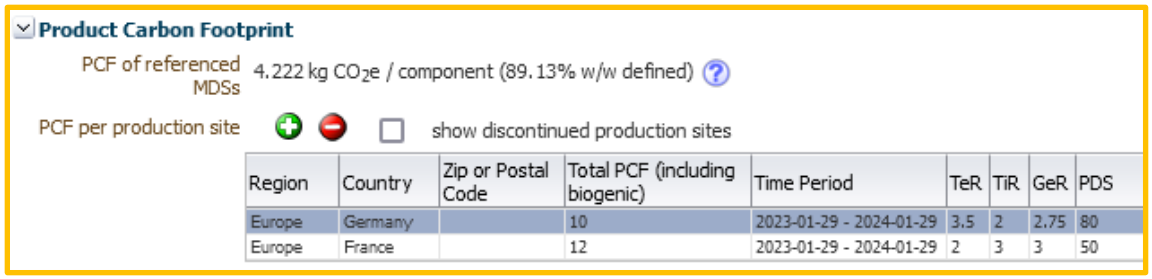
No carbon footprint information is provided for Published Standard MDSs and unlike regulatory information, it is not possible to enter carbon footprint for references to such MDSs.

8.2 PCF Contact Person

A contact of this type is required for each entry of product carbon footprint information. Like MDS contacts, companies have a “Default PCF Contact”, which will be displayed in case the originally assigned contact is no longer active or no longer responsible for PCF.

8.3 Product Carbon Footprint/Production Sites

Production sites are shown in a table in the details panel of a Node/Module/MDS. Any number of production sites can be added. Once the product carbon footprint information for a production site has been released, it cannot be removed anymore, but only discontinued (see below).



Region	Country	Zip or Postal Code	Total PCF (including biogenic)	Time Period	TeR	TiR	GeR	PDS
Europe	Germany		10	2023-01-29 - 2024-01-29	3.5	2	2.75	80
Europe	France		12	2023-01-29 - 2024-01-29	2	3	3	50

List of PCF production sites

This table shows a summary of the details that can be viewed in the dialog that is also used for adding and editing production sites:

Editing a production site.

The main identifier for a production site is the location information entered in the top left section of this dialog. It is not possible to change this information in future versions of a production site, except for adding additional information (e.g., specifying a zip code if it was not yet defined in the previous version).

It is possible to leave the default selection “Global” as the location for a production site without adding additional details, but no two production site entries for the same Module/MDS can have the same location information.

The read-only field “PCF of referenced MDSs” is also available above the table of assigned production sites. It displays the sum of PCF for all nodes/Modules/MDSs directly referenced inside the selected one by adding the lowest Total PCF value among all active production sites for each

reference. The portion in brackets indicates for which portion of the referenced nodes/Modules/MDSs PCF information is available. In components, this portion is calculated based on weight.

The values are calculated as follows:

Calculation of PCF_{MDS} (PCF of referenced MDSs)

a. For each reference: $PCF_{min} = \min(Total\ PCF\ incl.biogenic)$ of active production sites
b. For component MDSs:
   i. For each reference by quantity: $PCF_{ref} = PCF_{min} \times quantity$
   ii. For each reference by weight: $PCF_{ref} = PCF_{min} \times weight\ in\ kg$
c. For semi-component and material MDSs:
   i. For each reference: $PCF_{ref} = PCF_{min} \times portion$ (weighted mean or fix value)
d. $PCF_{MDS} = \sum(PCF_{ref})$

Calculation of POR_{MDS} (portion of references with PCF information)

e. For component MDSs:
   i. For each reference by quantity: $POR_{ref} = measured\ weight \times quantity$
   ii. For each reference by weight: $POR_{ref} = weight$
   iii. $POR_{MDS} = \frac{\Sigma(POR_{ref})}{\text{calculated weight}}$
f. For semi-component and material MDSs:
   i. For each reference: $POR_{ref} = portion$ (weighted mean or fix value)
   ii. $POR_{MDS} = \sum(POR_{ref})$

These values do not represent an accurate calculation of PCF as they do not consider emissions during manufacturing of the selected product and only consider the lowest Total PCF among the production sites for each reference. Instead, this should be seen as a reference point to compare the entered Total PCF to. There is a check (see below) resulting in a warning in case the entered value is lower than the calculated one shown here.

The PDS (primary data share) and DQR (data quality rating, split into technology, time and geography) are the only fields that are visible to downstream companies except for direct customers (see “Visibility to downstream companies”).

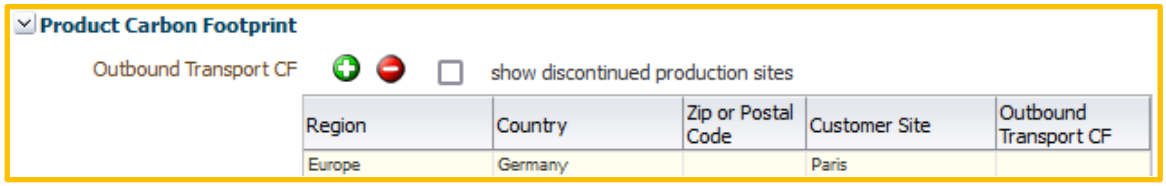
Hidden inside the collapsed “Detailed GHG emissions” and “Carbon Content” boxes at the bottom of the dialog are additional optional fields, which are set to “0” by default. In case their value is changed to anything but “0”, the boxes are automatically opened when displaying the dialog to make the user aware that these fields have been changed.

Apart from the disabled fields and the “exempted emissions description”, all fields in this dialog are mandatory. A check ensures that everything is filled in correctly before releasing a new version of PCF information. A new sheet for PCF related checks is added to the warnings_errors_in_imds.xlsx file linked in the FAQ showing all checks that are applied when saving or releasing PCF information.

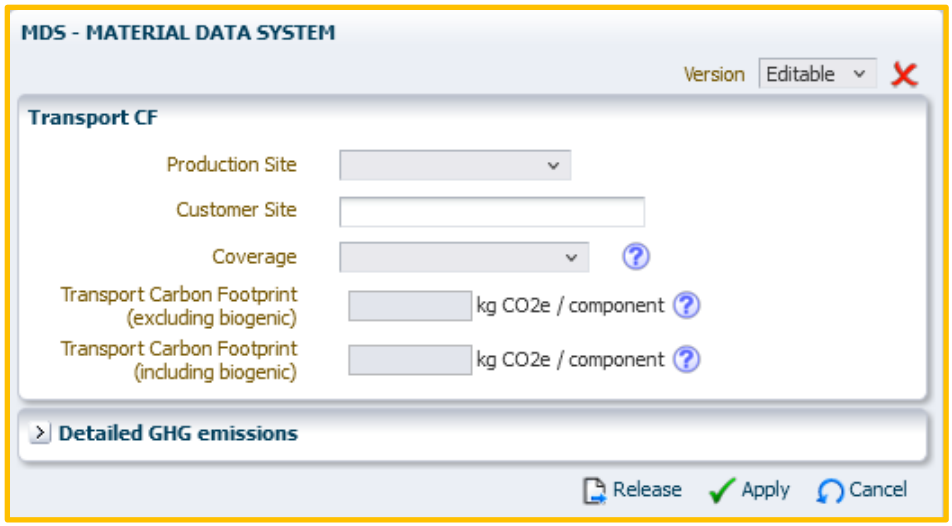
It is possible to “discontinue” a production site. A discontinued production site is not available for selection when entering transport carbon footprint (see below) and will be highlighted in both the list of production sites and when opening its details dialog. In case transport carbon footprint has already been entered referencing a discontinued production site, the system offers to automatically discontinue all related transport carbon footprint information, too. Discontinued production sites can be reactivated by creating a new version.

8.4 Transport Carbon Footprint/Transport routes

Outgoing transport carbon footprint information is shown in a table in the details panel of an MDS’s recipient. Any number of transport routes, represented by a combination of production site and customer site, can be added. Once the transport carbon footprint information for a transport route has been released, it cannot be removed anymore, but only discontinued (see below).



This table shows a summary of the details that can be viewed in the dialog that is also used for adding and editing transport routes:



The main identifier for a transport route is the combination of production site (which can be selected from a list that contains all active production sites as defined in the MDS's ingredients section) and a customer site. It is not possible to change this information in future versions of a transport route.

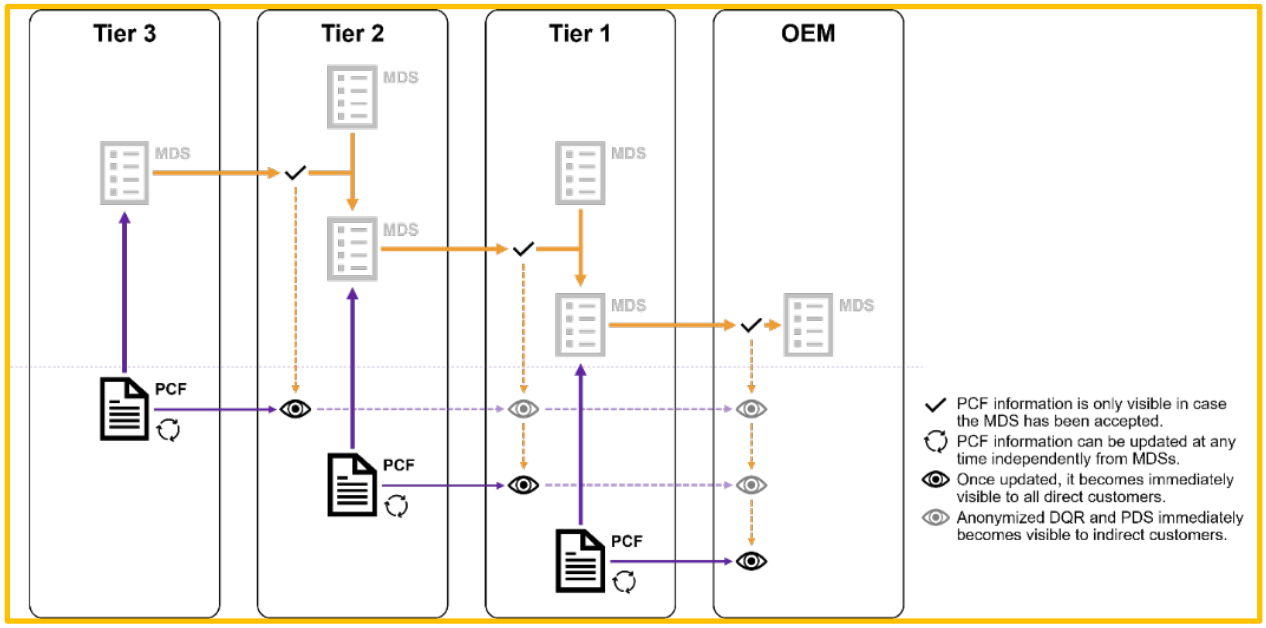
It is possible to leave the customer site field empty, but no two transport carbon footprint entries for the same recipient can have the same combination of production site and customer site.

Apart from the disabled fields and the "customer site", all fields in this dialog are mandatory. A check ensures that everything is filled in correctly before releasing a new version of transport carbon footprint information.

The updated warnings_errors_in_imds.xlsx file mentioned above also contains a list of checks applicable for transport carbon footprint.

It is possible to "discontinue" transport carbon footprint information. A discontinued combination of production site and customer site will be highlighted in both the list of transport carbon footprint information and when opening its details dialog. Discontinued transport routes can be reactivated by creating a new version.

8.5 Visibility to downstream companies



Carbon footprint information or the lack thereof should not be a reason for rejection of an MDS.

For this reason, carbon footprint information only becomes visible in received MDSs once the MDS has been ✓ accepted.

In an accepted MDS, the recipient can see 👁 all transport carbon footprint information that has been assigned to their recipient entry. They are also able to see all production sites, which have been referenced at least once in the transport carbon footprint section. Other production sites are not visible.

For MDSs referenced inside accepted or published MDSs, only 👁 partial information is visible: for each visible production site (depending on which sites have been referenced in the transport carbon footprint information for the upstream company as a recipient) only the DQR and PDS values are shown. Neither the exact location of the site, nor the actual carbon footprint values are visible.

In case no transport carbon footprint information is available, all production sites are displayed. For MDSs for which no transport carbon footprint information has been provided and which are referenced inside accepted or published MDSs, as well as for direct nodes inside accepted or published MDSs, only 👁 partial information is displayed. In case of published MDSs, all production sites are fully visible to all companies.

Whenever new carbon footprint information is released, it 🔄 immediately becomes visible to all affected companies. This includes displaying a new production site's DQR and PDS values for downstream companies after referencing it for the first time in a transport carbon footprint entry.

8.6 Copying / versioning Module/MDSs

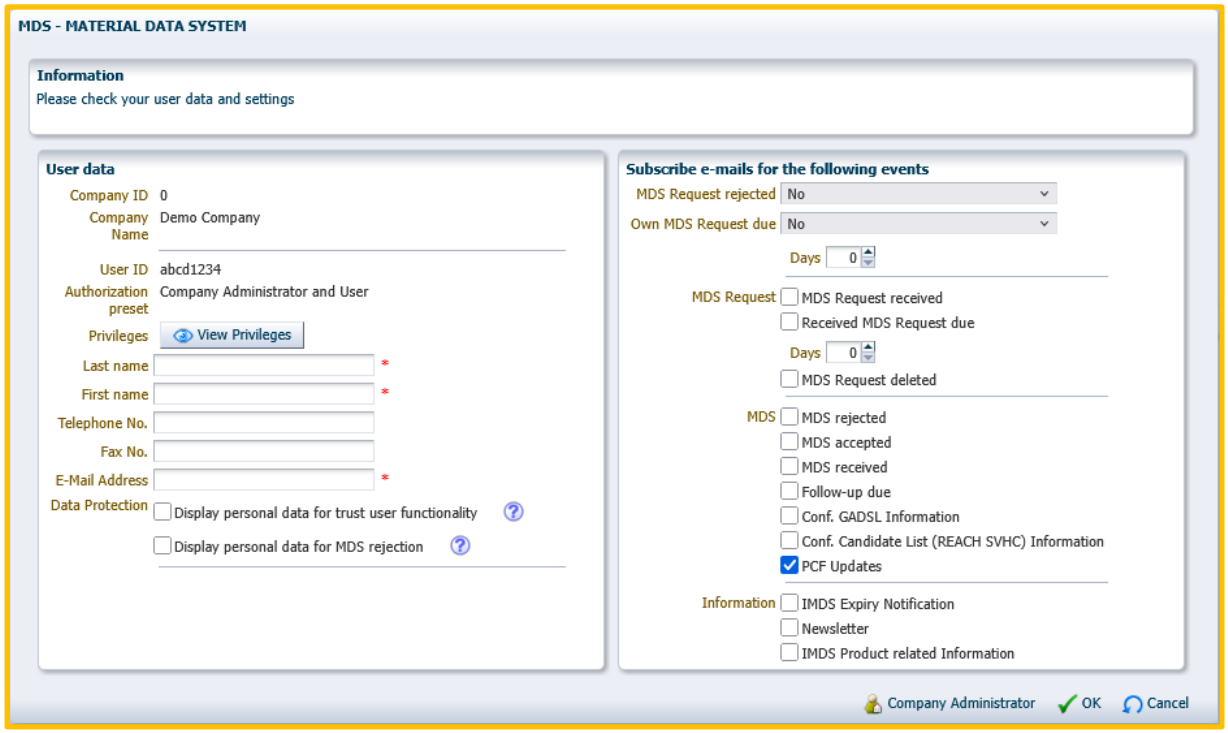
When copying a Module/MDS or when creating a new version, all production sites in the ingredients section and all combinations of production sites and customer sites in the recipient section are copied to the new Module/MDS.

Only the latest version of carbon footprint information is copied and becomes the first (editable) version in the new Module/MDS.

In case the latest version of carbon footprint information if marked as discontinued, it is not copied.

8.7 PCF Updates Email

A new type of subscription email has been added: “PCF Updates”



Users subscribed to this service receive a weekly email about accepted MDSs for which their supplier has updated Product Carbon Footprint or Transport Carbon Footprint data over the course of the past week.

As full carbon footprint information is too complex to include in a single email for multiple production sites and transport routes in multiple MDSs, only the information which data has been updated is included, while details can be found in the online system:

Dear user,

Suppliers of your company Test Company [0] have released new Product Carbon Footprint and/or Transport Carbon Footprint information since 03/01/2025:

MDS ID/Version	Name	Part/Item No.	Supplier	Production Site Updated	Production Site Discontinued	Transport CF Updated	Transport CF Discontinued
2000370603 / 1	First MDS	P/N-A	Supplier A [12345]	X		X	
2000359413 / 1	Second MDS	P/N-B	Supplier A [12345]		X		X
2000359021 / 1	Third MDS	P/N-C	Supplier B [67890]			X	
2000369401 / 1	Forth MDS	P/N-D	Supplier B [67890]	X			

MATERIALDATA SYSTEM

This e-mail is generated automatically. Please do not answer this e-mail.
If you have questions, please contact one of our IMDS service centers under www.mdsystem.com.

DXC TECHNOLOGY

9 IMDS Security

One of the car manufacturers' basic requirements is the ability to view and analyse all data of a material datasheet (MDS) sent to them. It is important that a maximum amount of information is displayed and, at the same time, provide the required data security in order to protect the suppliers. The data needs to be available in an on-line system as well as for the "data download" interface to off-line systems. In order to protect the material datasheet from unauthorized access, data access is limited within the system and the system itself is protected from unauthorized infiltration.

The following section describes the system's protection from external tampering and the mechanisms within the application which guarantee authorised data access only.

9.1 Physical Security

IMDS computers are kept in the DXC's own Service Management Centre (SMC). The DXC SMC ensures the servers' physical safety and provides the appropriate infrastructure (network availability, protection against system failure, etc.). Only authorised persons (operating and system administrators) have access to these machines, making physical manipulation or impairment of the operating system extremely difficult and unlikely.

9.2 Operating System Security

The IMDS system uses the UNIX operating system. Only DXC administrators are allowed to access at an operating system level. DXC standard procedures guarantee protection against external attempts to gain access to the system.

9.3 Database Security

The IMDS system uses an Oracle database. Access to this database is only allowed to system and database administrators. All persons are subject to data secrecy as per §5 BDSG (German Data Privacy Act).

9.4 Application Security

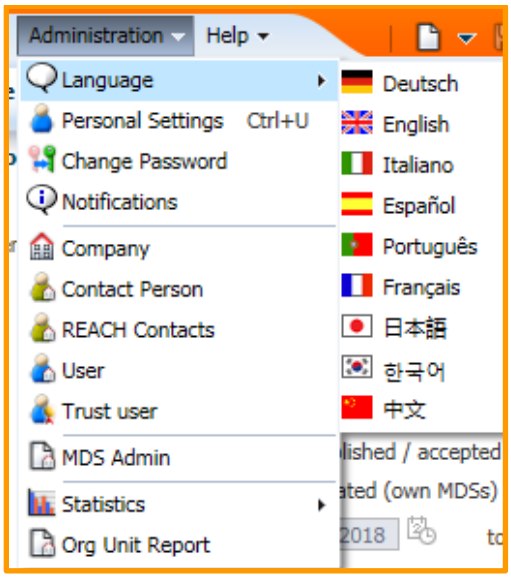
Companies in IMDS have to register their users with the system with an individual ID and a connected password.

Passwords/passphrases must contain at least 12 or more characters (no maximum length). All Latin-1 / ISO 8859-1 characters are allowed, but there is no complexity check on the password. The password must not be the same as the last password and it must not contain first or last name of the registered user (case insensitive check for exact match; even in case of compound names). We strongly recommend using a long and secure passphrase instead of a short and easy to guess password. The message when changing the password is as follows:*"Your new password must not be the same as the old password and must not include parts of your name. It must be at least 12 characters long. We recommend to use a passphrase rather than a complex password with special characters, but all Latin-1 characters can be used."*

As a base rule, access to IMDS data resources is allowed for authorized users identified by unique usernames and passwords. Access to specific web areas and/or data items is granted depending on the user's data access privileges and the ownership of the data item. Only users with specific privileges are allowed to execute certain actions on certain data in the application (see User Presets).

10 Administration Menu

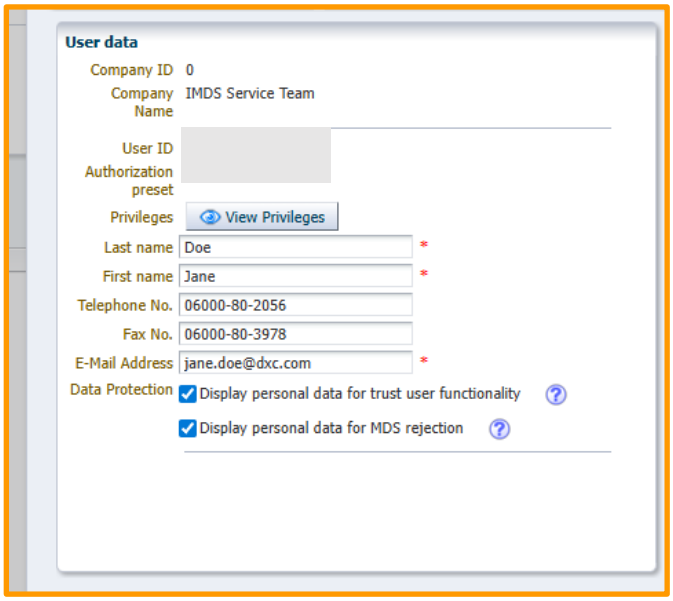
The Administration Menu contains functions that concern User and IMDS Company Administration as shown in the following figure. Some of the menu items are only visible for users with appropriate privileges.



10.1 Personal Settings

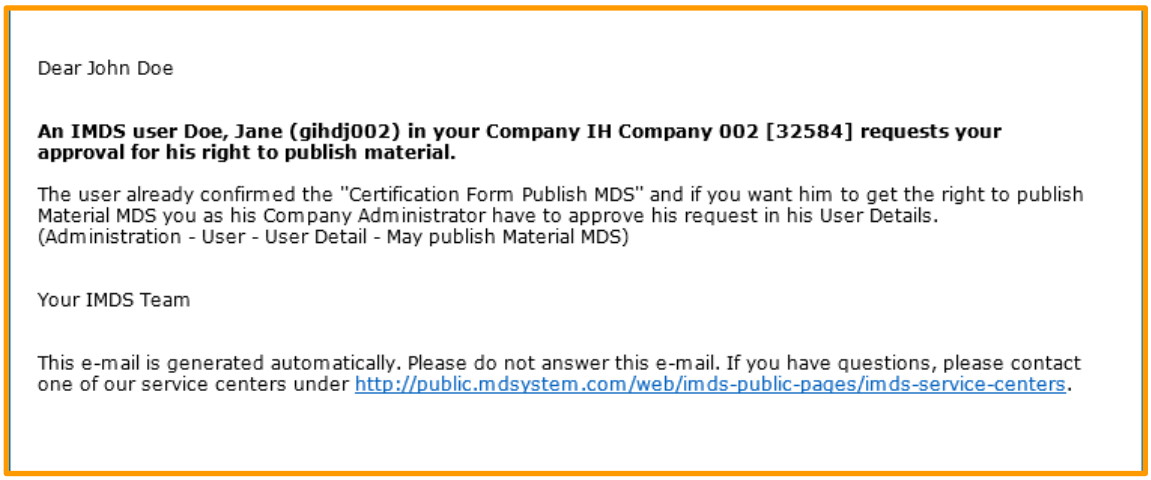
The language can be switched. It is important to maintain the contact information in IMDS. Every user can do this through the Administration > Personal Settings option. Personal Settings also provides options to request IMDS notification via e-mail when certain events occur.

The user contact information is displayed as shown in the following image. To preserve privacy, all user information has been removed:



It is important the Telephone and Fax numbers include all country dialing codes, as IMDS is a global system, and users in another country may not know your country code.

Concerning the privilege “MDS: publish materials” the user has to confirm to the publishing rules stated on a Self-Certification Form (available under:). In a second step, all active Users with the “User: edit” privilege will receive an email stating that the User requests the right to publish MMDSs and a description of how to confirm this request.



Dear John Doe

An IMDS user Doe, Jane (gihdj002) in your Company IH Company 002 [32584] requests your approval for his right to publish material.

The user already confirmed the "Certification Form Publish MDS" and if you want him to get the right to publish Material MDS you as his Company Administrator have to approve his request in his User Details.
(Administration - User - User Detail - May publish Material MDS)

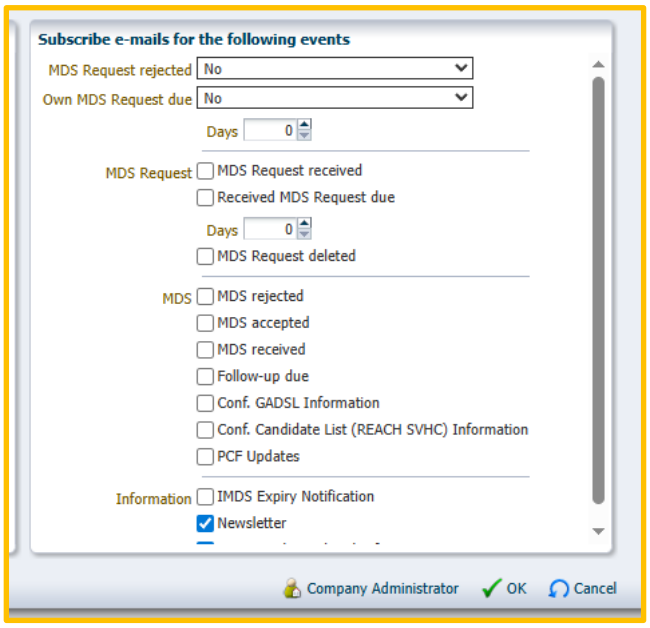
Your IMDS Team

This e-mail is generated automatically. Please do not answer this e-mail. If you have questions, please contact one of our service centers under http://public.mdsystem.com/web/imds-public-pages/imds-service-centers.

After a Company Administrator has confirmed the User’s request (described under **10.6 User**), the User is allowed to publish MMDSs. The confirmation by the Self-Certification Form must be renewed annually. The Certification text will be versioned, and the accepted version documented for each User. So, if the text changes, a User can be prompted again to confirm the Certification text.

In the lower part, it must be confirmed if the personal data can be displayed to other users in the “Trust user” function and/or for MDS rejections in the Recipient data tab under the Communication Information Section. The use of contact data is not mandatory, the IMDS can still be used if you reject to publish your contact information. If you choose to not display your contact information, your company’s default contact will be shown to your supplier when you reject a datasheet. If no default contact exists the contact information is displayed as “unknown”.

The right side of the **Personal Settings** screen requests subscriptions to email notification alerts for specific event types.



Select the checkbox associated with the following events to receive the specified emails:

Event	Notification type
MDS Request rejected	Select: when any request created within the company is rejected or when any request created by this user is rejected.
Own MDS Request due	Select: when any request created within the company is due or when any Request created by this user is due. Select: the number days before the due date to be notified.
MDS Request Received	When the company receives an MDS Request.
Received MDS Request due	When a request received within the company is due. Select the number of days before the due date to be notified.
MDS Request deleted	When an MDS Request is deleted
MDS Rejected	When a sent or proposed MDS from user company is rejected.
MDS Accepted	When a sent or proposed MDS from user company is accepted.
MDS Received	When an MDS is received within the company.
Follow-up due	When an MDS is due for Follow-up
Conf. GADSL Information	When confidential substances have become part of the GADSL
Conf. Candidate List (REACH SVHC) Information	When confidential substances have become REACH SVHC
PCF Updates	When an MDS has received a PCF information update
IMDS Expiry Notification (Company Administrators):	When a user account is at the “Valid until” date, and is about to expire.
Newsletter	When a new release of the periodic IMDS newsletter containing important user information is available.
IMDS Product related Information	When information on events, webinars, IMDS Advanced Solutions is available.

10.2 Change Password

Every IMDS user can change his/her current password from this menu selection. For password requirements, please see section 9.4 Application Security.

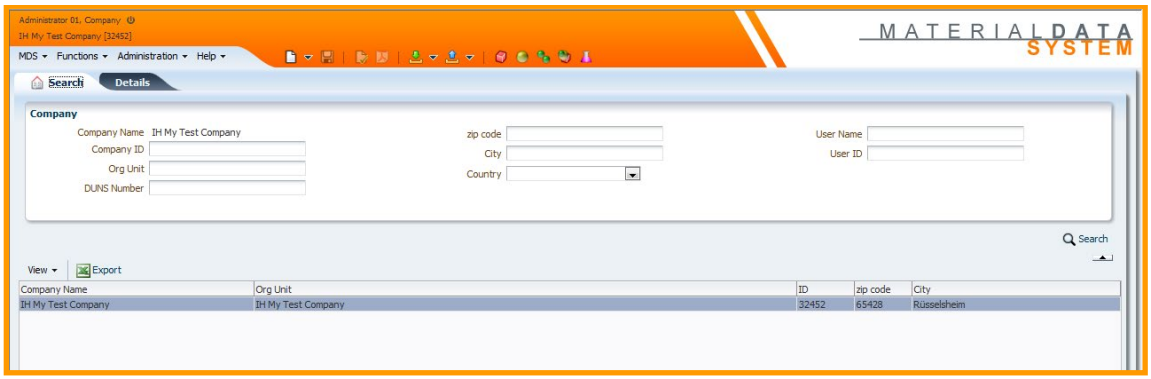
10.3 Notification

This menu item will display current messages from the system. Select the appropriate button to either receive the notification at next log on or to confirm the announcement was read. The users choices are saved when the “OK”-button is pressed.

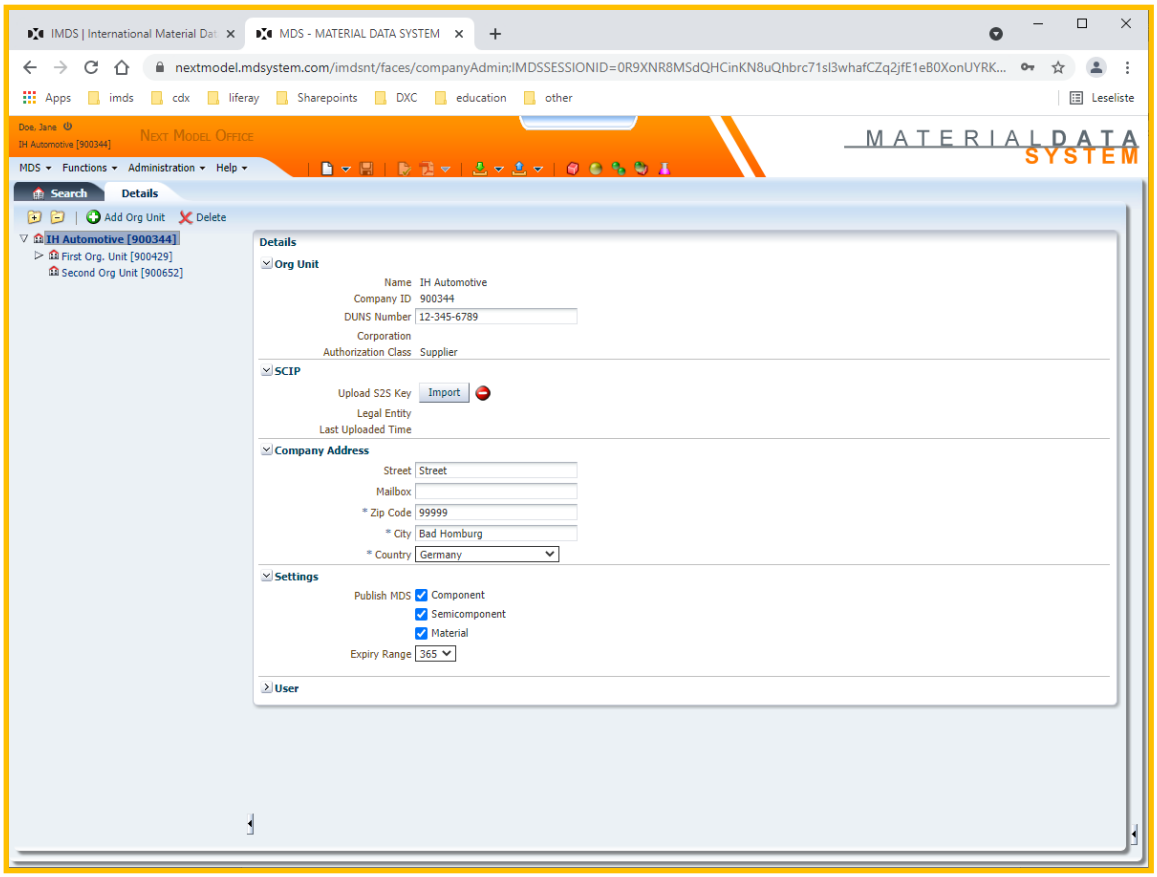
10.4 Company

10.4.1 Changing Company information

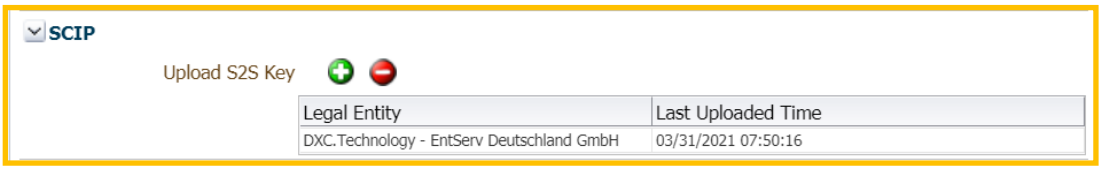
This menu item permits display and editing of company information such as name, address, DUNS number, and Org Units. Company Administrators are the only type of User with access to this menu item. Company Administrators can and are responsible to maintain all company administrative information. Org Units are optional, and are explained in the next section. The company screen will look similar to the following:



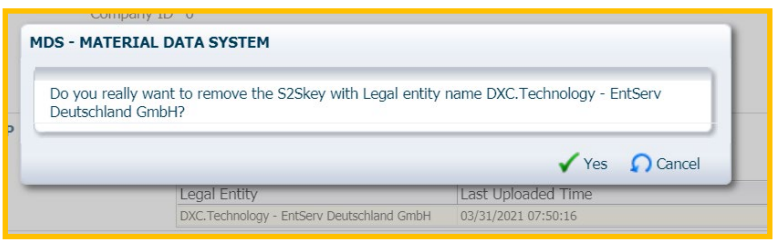
Highlight the company whose information you wish to edit/view. Then either the Edit/View button can be clicked or Edit be chosen after right-clicking. This leads to the Details tab. On the right in the Details Tab is the company registration information. Company ID is a unique system-assigned number and cannot be changed except via for-fee company reorganization.



A SCIP S2S Key can be uploaded by using "Add S2S Key" button in the SCIP collapse group, which allows browsing for a SCIP S2SKey file. Once the file is uploaded, the ECHA Company name will be displayed as well as the latest Upload time in the table below.



The User can upload multiple S2S Keys and also select any S2S Key for deletion using the "Delete S2S Key" button. A confirmation message will be displayed to confirm the deletion.



For security reasons, the **Company Name** cannot be changed directly by any user, including Company Administrators. However, Company Administrators are the only persons authorized to

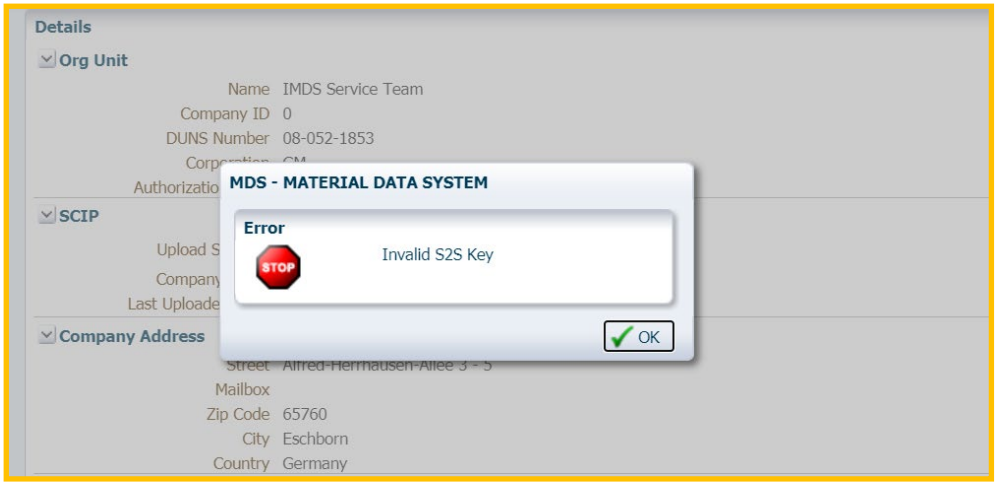
request a company name change. There is no fee associated with a company name change, unless the change includes moving IMDS information to or from the company registration as part of a re-organization. The process for a simple company name change is as follows:

1. Verify any Org Units within the company either have names which reflect the new company name or are company-name neutral.
2. If possible, ensure all email address domains match the proposed company name, and not the old company name.
3. Verify the proposed company name is not the same or very similar to any existing company names.
4. New company names may use only Standard English characters. Verify there are no non-English characters such as á, ñ, ü, etc.
5. Verify the proposed name is less than 50 characters in length.
6. From the email address registered in IMDS, a Company Administrator may send a written request to an IMDS Service Desk, clearly requesting a simple company name change and stating the IMDS Company ID, existing company name, and requested company name.

In most cases, company name change requests meeting these criteria are processed within 1-2 business days.

The Company "Expiry Range" specifies the default time newly created user accounts are valid. User accounts created after setting this field will have an initial “Valid Until” date the number of days specified after creation. Valid options are currently 90, 180, 365 or 730 days.

In the SCIP section, the SCIP S2SKey can be uploaded by using the "Import" button, which will allow browsing for the SCIP S2SKey file. Once the file is uploaded, the ECHA Company name will be displayed as well as the last Upload time. The SCIP S2SKey can be uploaded for root companies as well as Organization Units. An error message will be displayed if the S2Skey has an invalid format.



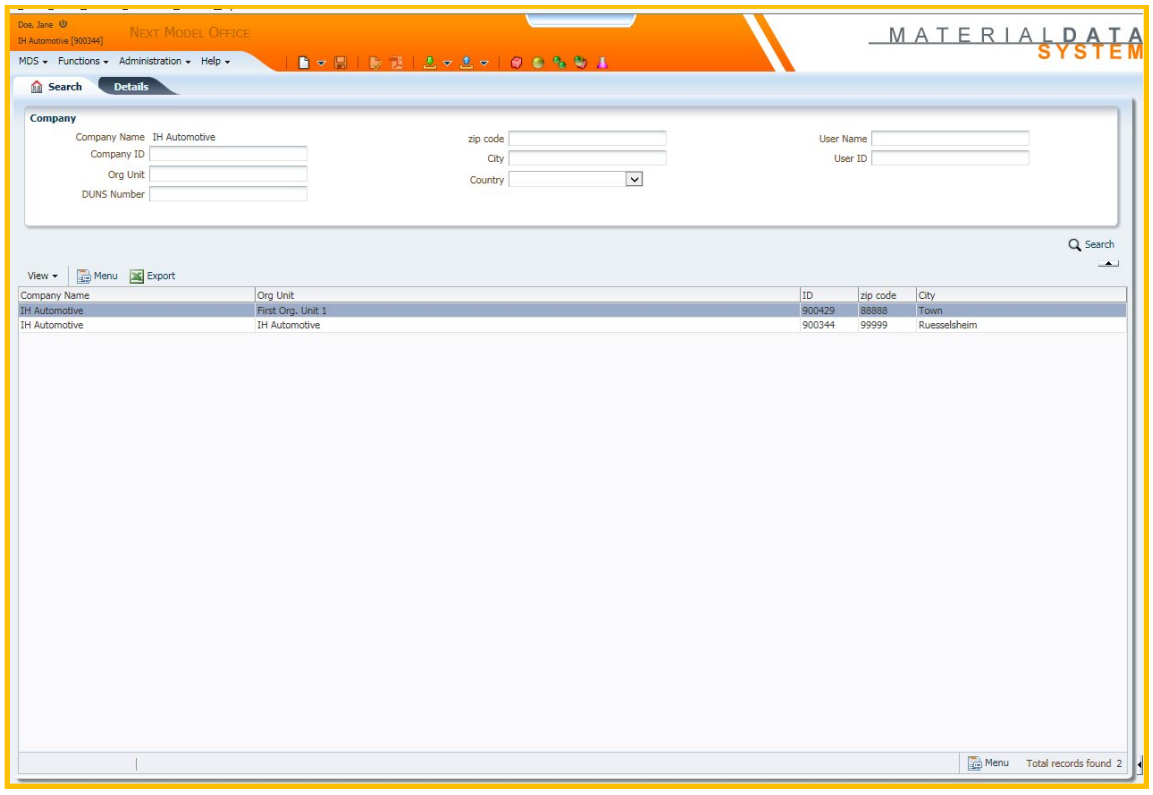
Near the screen bottom is an authorized user list with contact information for the IMDS Company.

To help with user account management, the user list can be exported. The exported list contains information such as the user last login date. For security purposes, we strongly recommend Company Administrators inactivate users who do not need access to the system. As noted above, users can change their own e-mail address. If a Company Administrator does not deactivate the account, these users can change their email address and retain access to company IMDS data even after leaving the company. For instructions on how to inactivate a user, see Administration – User.

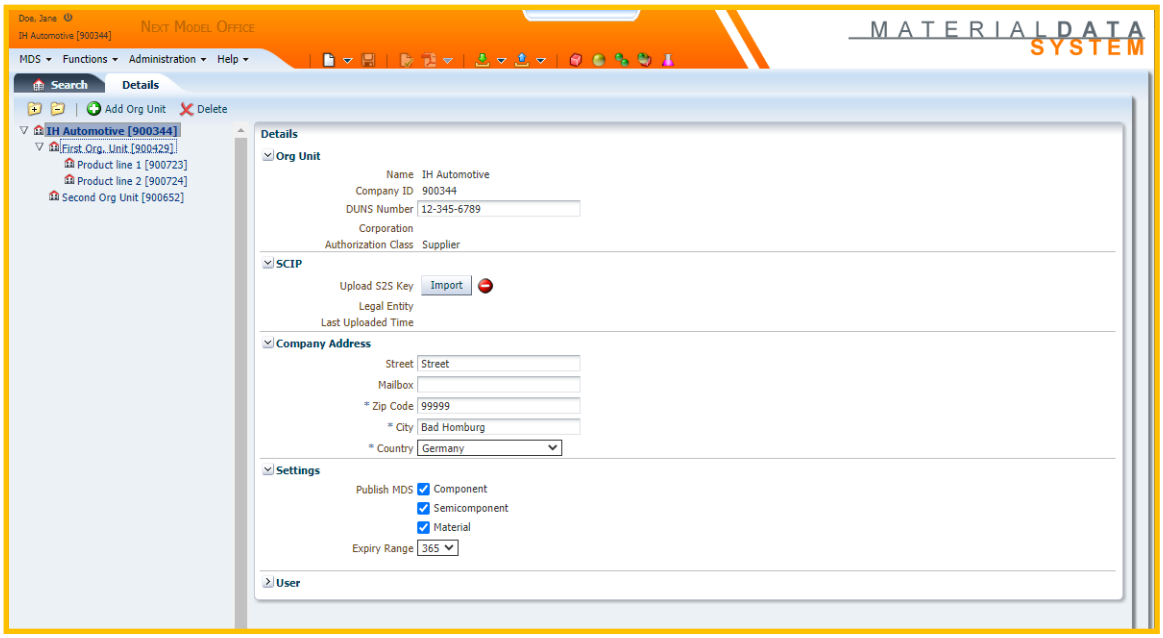
10.4.2 Adding Organization Units

Organization Units (Org.-Unit) provide a means by which company information can be organized and separated. Org.-Unit can follow any organizational structure you find useful. Typical scenarios include geographic Org.-Units (region, country, state, plant) and functional Org.-Unit (Electronics, Fluidics, Structural).

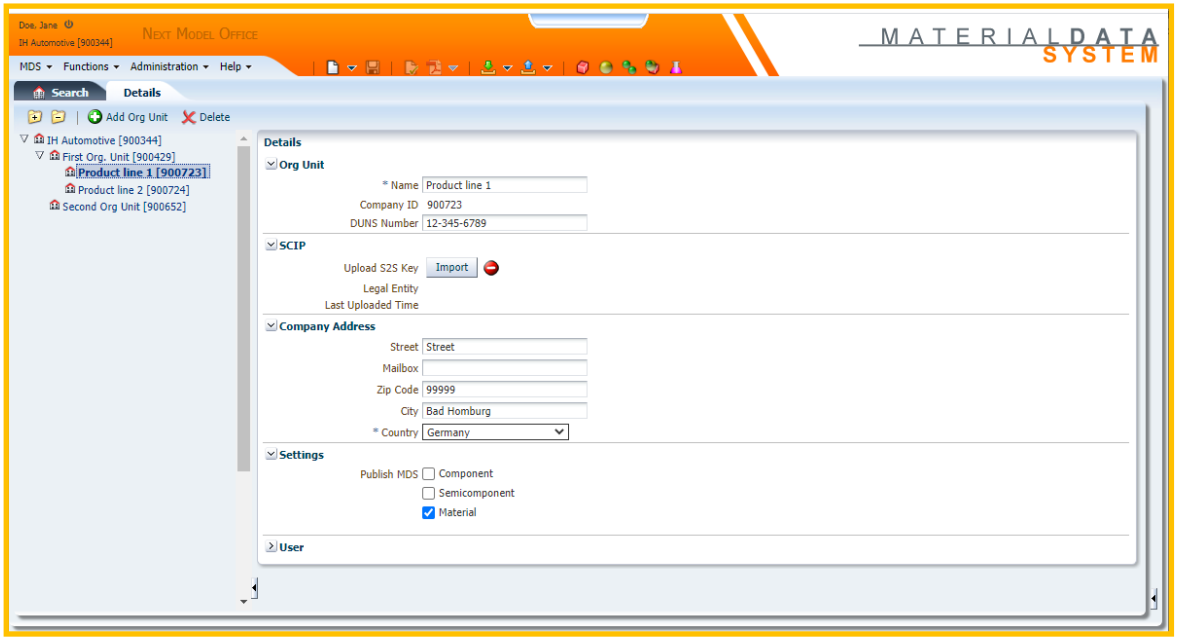
Org.-Units are added using **Administration >> Company**.



The details for your company / a certain Org.-Unit can be edited by right-clicking the respective entry in the result screen, where all Org.-Units are listed. Alternatively, the Menu option can be chosen (top left of the result list, bottom right under the result list).



On the left side of the screen, the company structure is displayed. Org.-Units can be added by clicking on “Add Org Unit” above the structure. If **Add Org Unit** is chosen, the right side of the screen changes.



Provide a meaningful name for the Org.-Unit, Org.-Unit details and click on the disk icon to save your entries to finish creation.

Each Org.-Unit receives a unique ID similar to a Company ID, and this ID can be used to received MDSs from Suppliers and send MDSs to customers in much the same fashion as they are received and sent from a company. However, until users are assigned to an Org.-Unit, any MDSs received would not be visible to anyone, so IMDS will not permit receiving an MDS into an

Org Unit until at least one user is assigned to the Org.-Unit. Instructions on adding Users to Org.-Unit appear in the section titled Administration – User.

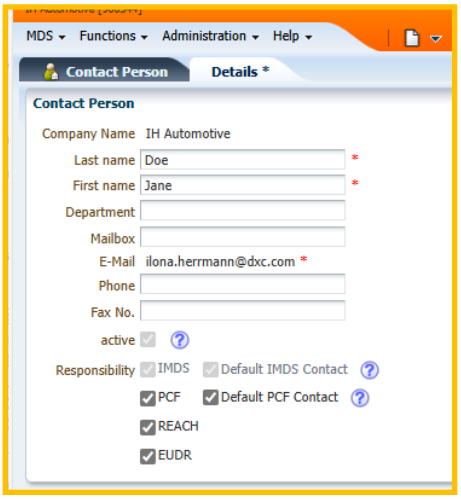
10.4.3 Deleting Organization Units

To delete an Organization Unit from the Company screen right-click upon the Org Unit to delete, then select **Delete** from the resulting menu.

Note: if the Delete option does not appear, the structure must first be saved. The Delete option should then appear.

10.5 Contact Person / Regulation contacts / PCF contacts

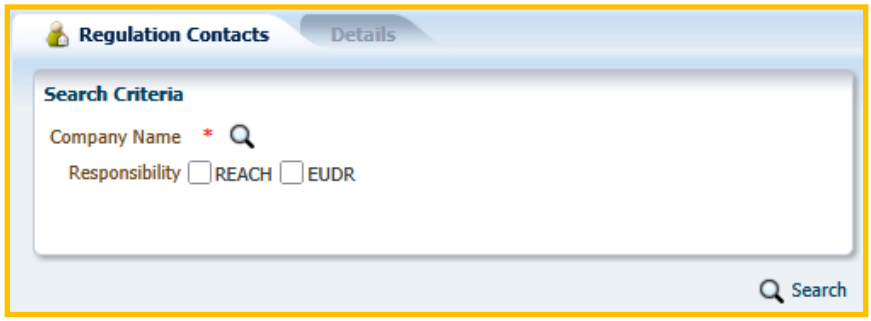
If persons are entered as a **Contact Person**, they appear to other companies in the contact list on the MDS Supplier Data Tab.

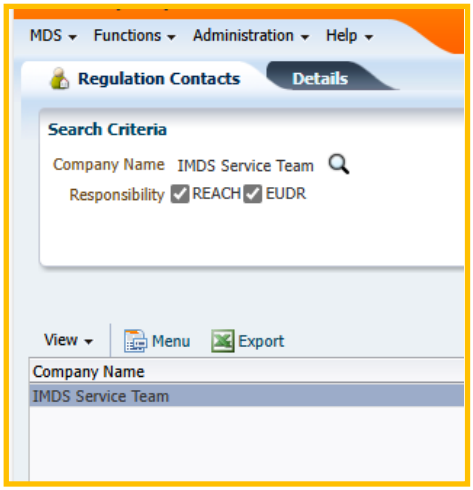


Field	Description
IMDS	Check the box if this person should appear as a contact person on the IMDS Supplier Data Screen.
PCF	Check this box if this person should be listed as a PCF contact.

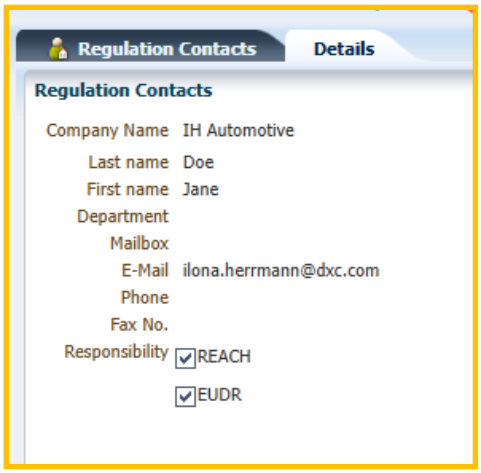
Field	Description
REACH	Check this box if this person should be listed as a REACH contact.
EUDR	Check this box if this person should be listed as a EUDR contact.
active	shows if the contact person is active

If they are entered as a **REACH/EUDR Contact,** they appear to other companies in the regulation contact search screen. We recommend at least one contact can be identified as a REACH and/or EUDR contact.





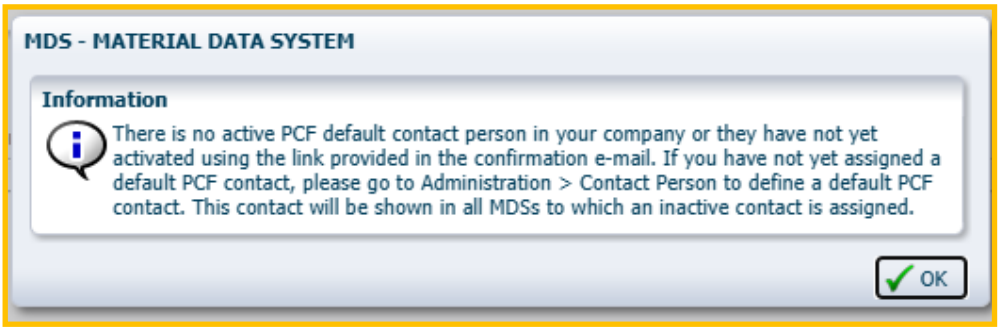
Double-clicking on a row in the result table leads to the Details tab in which the details for this Regulation contact are displayed:



Complying with GDPR requirements, contact persons in IMDS need to confirm that they want to act as a contact in IMDS and which contact data are published. Because contact persons are not users in IMDS, contact persons will get an e-mail to confirm. Only if the contact person confirmed to act as an MDS contact, it can be selected in IMDS. Otherwise, it is treated as a deleted contact.

Company Administrators have the option to define one of the contact persons of their company as being the “default contact”. This contact person’s data will be shown in the supplier data and the PDF report in case the contact person originally assigned to the MDS is no longer active. There can only be a single default contact person per company. Once a contact has become a default contact, this flag cannot be revoked from them anymore. Instead, another active contact has to be defined as the new default contact. Similarly, in order to deactivate a default contact, another contact person has to be defined as the new default contact first.

If a company has no PCF Default contact assigned, at login, the following message guides the Users with “User: edit” privilege to Administration > Contact Person to set up such a contact.



10.6 User

The User administration option is only available to users with the “Users: edit” privilege. To ensure adequate backup, we strongly advise a minimum of two (2) such users per company. It is the responsibility of these users to manage users and privileges, including password resets.

10.6.1 User Privileges

The following list shows all privileges which can be assigned to user accounts by any user with the “Users: edit” privilege:

Group	Privilege	Description
MDS	MDS Request: create/send	May edit and send MDS Requests
	MDS Request: reject/assign MDSs	May change the status of received MDS Requests and assign/unassign MDSs
	MDS Request: search inbox	May open the MDS Request Inbox search screen
	MDS Request: search outbox	May open the MDS Request Outbox search screen
	MDS: accept/reject/follow-up	May change the status of received MDSs (seen, accept, reject)
	MDS: copy accepted/ published MDSs	May copy supplied Modules or MDSs as new Modules or MDSs
	MDS: copy own modules/MDSs	May copy own Modules or MDSs as new Modules or MDSs
	MDS: create report	May create pdf reports
	MDS: edit components/ semicomponents	May edit Component and Semicomponent Modules and MDSs
	MDS: edit materials	May edit Material Modules and MDSs
	MDS: forward	May forward accepted MDSs
	MDS: mark as obsolete	May mark and unmark MDSs as obsolete
	MDS: mark as still valid	May mark and unmark old Material MDSs as still valid
	MDS: publish components/ semicomponents	May publish MDSs

Group	Privilege	Description
	MDS: publish materials	May publish Material MDSs
	MDS: search inbox	May open the MDS Inbox search screen
	MDS: search outbox	May open the MDS Outbox search screen
	MDS: search where-used analysis	May open the Where Used Analysis screen
	MDS: search/view	May open MDS search screens and open Modules and MDSs
	MDS: search/view obsolete	May search for MDSs marked as obsolete
	MDS: send/propose	May manage recpients in an MDS and send/propose MDSs
	MDS: view/mark confidential substances	May see own confidential Basic Substances and change the Confidential flag on own Basic Substance references
	Substances: create request	May request Basic Substances
	Substances: search/view	May open Basic Substance Search and Details
Regulation Wizard	Regulatory Information: edit	May edit regulatory information
	Regulatory Information: view/request	May see regulatory information
SCIP	SCIP Submissions: search	May open SCIP Submission screen
	SCIP Submissions: submit	May trigger SCIP submissions
PCF	PCF: edit	May edit PCF information
	PCF: view	May see PCF information
Admin.	Admin: certification	May submit Certifications (e.g. for Ford)
	Admin: trust users	May manage trusted users
	Company: edit	May edit the Company and Org.-Units
	Contacts: edit	May edit Contacts
	Contacts: search/view REACH contacts	May search for Reach Contacts in all companies
	MDS: move MDSs between Org.-Units	May open the MDS Admin screen to move MDSs between Org.-Units

Group	Privilege	Description
	Statistics: view	May download Statistics for own Company
	Users: edit	May edit Users

10.6.2 Presets

To make assigning privileges easier, four (4) presets have been defined with suitable privileges. You can choose specific presets and then add or remove individual privileges.

When a preset is shown in the User Administration, IMDS automatically shows the closest preset to the available privileges and will add in indicator if the user's privileges differ from the preset. "+" shows that the user has more privileges than the preset. "-" shows that the user has less privileges than the preset and "*" shows that the user has additional privileges and at the same time is missing privileges of the preset.

Following you will find a description of the presets and their privileges:

Company Administrator only

This preset includes all basic administrative privileges, allowing the user to manage the company's organization units, user, contact persons and certifications. The preset also includes the right to view the company's statistics.

Group	Privilege
Administration	Admin: certification
	Company: edit
	Contacts: edit
	Statistics: view
	Users: edit

Company Administrator and User

This preset combines the privileges of a Company Administrator (see above) with the privileges of a regular User (see below). The also have access to a few additional MDS related administrative features.

Group	Privilege
MDS	MDS Request: create/send
	MDS Request: reject/assign MDSs
	MDS Request: search inbox
	MDS Request: search outbox
	MDS: accept/reject/follow-up
	MDS: copy accepted/published MDSs
	MDS: copy own modules/MDSs
	MDS: create report
	MDS: edit components/semi-components
	MDS: edit materials
	MDS: forward
	MDS: publish components/semi-components
	MDS: search inbox
	MDS: search outbox
	MDS: search where-used analysis
	MDS: search/view
	MDS: send/propose
	Substances: create request
	Substances: search/view
Regulation Wizard	Regulatory Information: view/request
SCIP	SCIP Submissions: search
	SCIP Submissions: submit
PCF	PCF: view
Administration	Admin: certification
	Admin: trust users
	Company: edit
	Contacts: edit
	Contacts: search/view REACH contacts

Group	Privilege
	MDS: move MDSs between Org.-Units
	Statistics: view
	Users: edit

User

While most companies will need to assign additional privileges to individual user accounts (e.g., “PCF: edit” or “Regulatory Information: edit”), this preset represents the suggested base line for regular users within a company. It includes the same privileges as the “Company Administrator and User” preset, but without any administrative capabilities.

Group	Privilege
MDS	MDS Request: create/send
	MDS Request: reject/assign MDSs
	MDS Request: search inbox
	MDS Request: search outbox
	MDS: accept/reject/follow-up
	MDS: copy accepted/published MDSs
	MDS: copy own modules/MDSs
	MDS: create report
	MDS: edit components/semi-components
	MDS: edit materials
	MDS: forward
	MDS: publish components/semi-components
	MDS: search inbox
	MDS: search outbox
	MDS: search where-used analysis
	MDS: search/view
	MDS: send/propose
	Substances: create request
	Substances: search/view

Group	Privilege
Regulation Wizard	Regulatory Information: view/request
SCIP	SCIP Submissions: search
	SCIP Submissions: submit
PCF	PCF: view

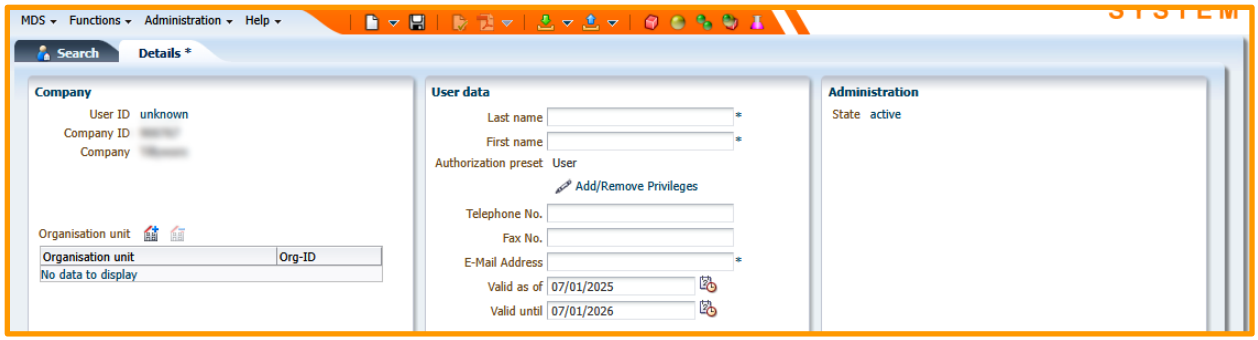
User (read-only)

This preset includes access to all data a regular User (see above) has access to, but without the rights to make any changes to company data.

Group	Privilege
MDS	MDS Request: search inbox
	MDS Request: search outbox
	MDS: create report
	MDS: search inbox
	MDS: search outbox
	MDS: search where-used analysis
	MDS: search/view
	Substances: search/view
	Regulatory Information: view/request
	SCIP Submissions: search
	PCF: view

10.6.3 Create a User

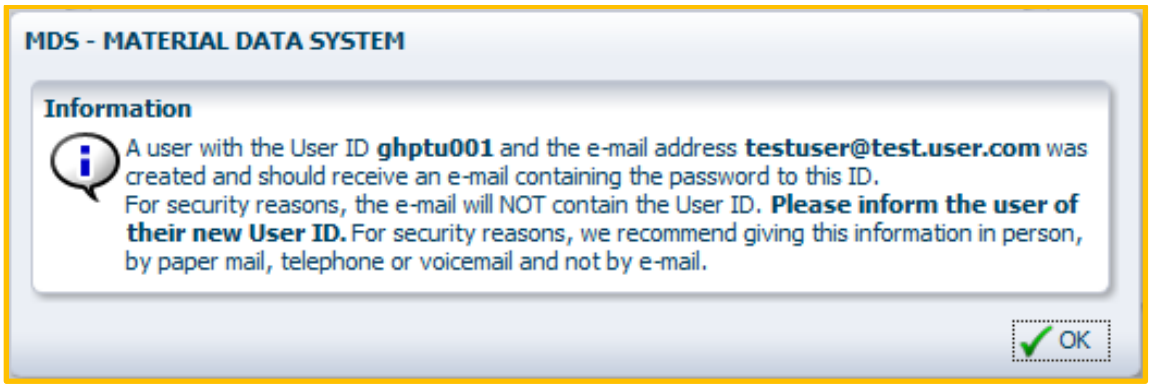
Each user must have their own ID, in their own name to use the system. To create a user, click on the **Create a User** button from the Search User screen. A window similar to the following will appear.



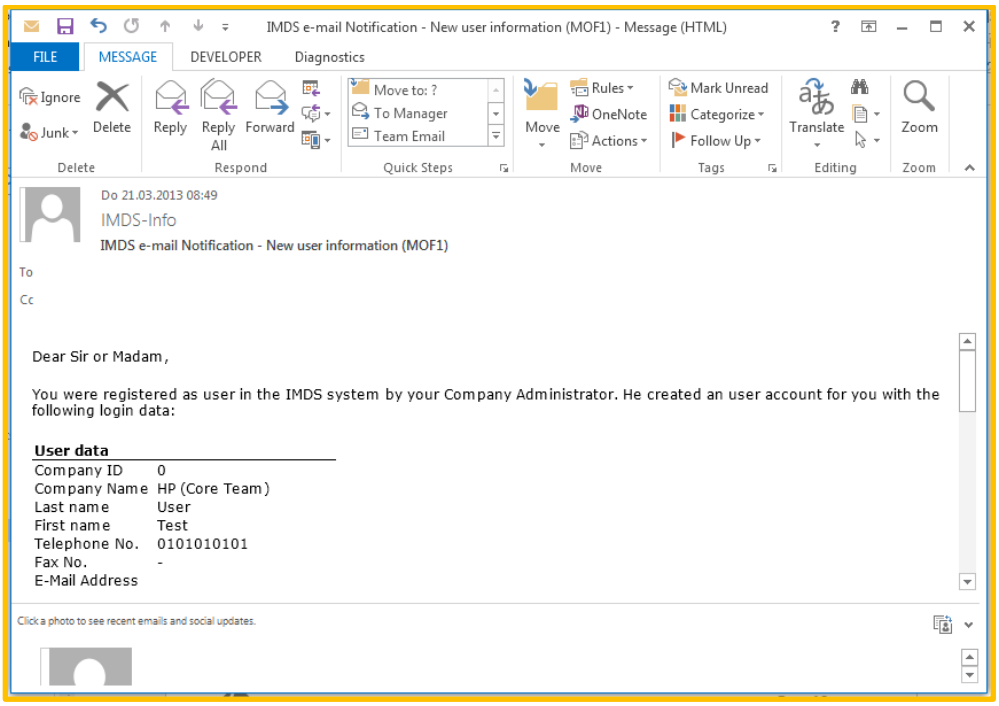
The appropriate information as shown in the following table must be provided:

Field	Description
User ID	System Generated – not assigned yet
Company ID	System Generated
Company	Own company's name and read-only
Organisation Unit	Organization Unit assigned to ID – the Search function can be used to assign different Org.-Units to the User ID
Last Name	The user's Last Name (required)
First Name	The user's First Name (required)
Authorization Preset	The Presets are described in more detail in the sub-chapter before. By clicking the button "Add/Remove Privileges" you will get to a screen where you can change the preset or maintain individual privileges for the user.
Telephone No.	The User's telephone number including all country and dialing codes
Fax No.	The User's fax number including all country and dialing codes (optional)
E-mail Address	The user's e-mail address (required)
Valid as of:	The start date when the user can use the ID.
Valid until:	The last date that the user can use the ID to access the system.

When complete, the save () icon must be clicked, and the User ID will be created.

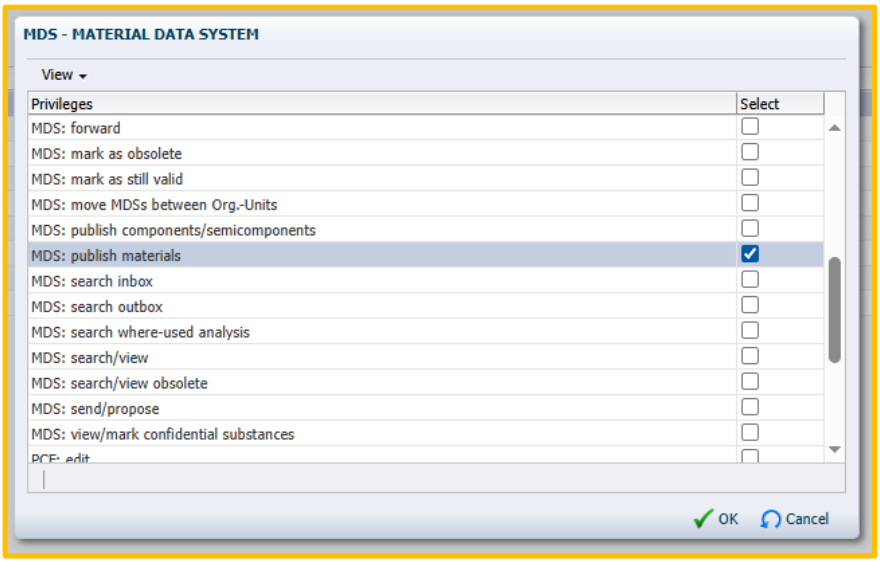


WRITE DOWN THE USER ID! For security purposes, the email sent to the Administrator and the User will not include this ID. The Administrator should convey this User ID to the User via a secure, non-IMDS-based method. The Administrator and User will receive an email similar to the following containing the password for the ID:



Please note the emails do not contain the User ID. It is HIGHLY recommended the user copy and paste the password from the email to the logon screen. If the User with “User: edit” privilege did not capture the ID generated, the user can use the “ID Forgotten” button to retrieve the User ID via secure email from IMDS.

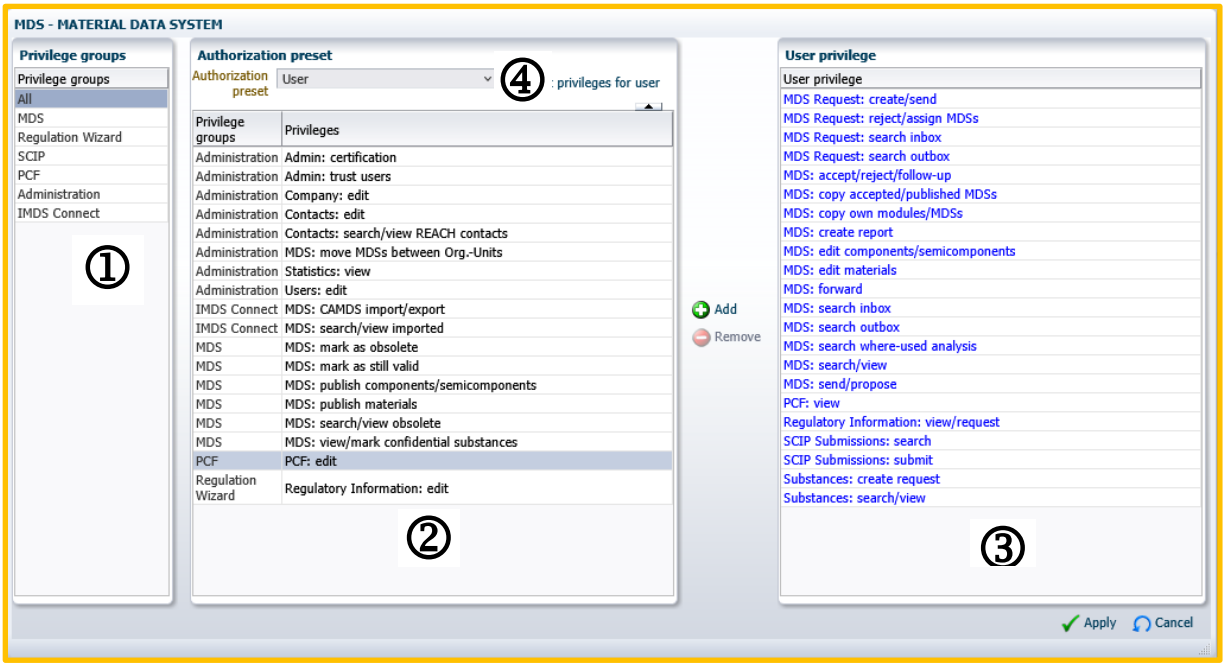
After the new user was created and logged on for the first time he/she can request to publish Material MDSs (Self Certification, see **Personal Settings**).



Then, the User with “User: edit” privilege can assign this privilege to the requesting User.

10.6.4 Assigning privileges and presets to a User ID

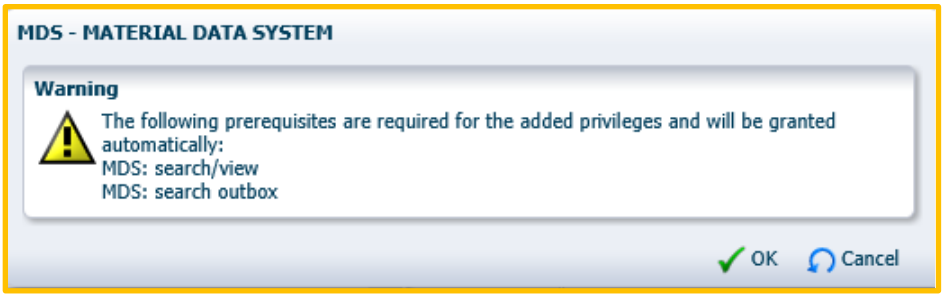
Clicking the “Add/Remove Privileges” button in the user detail screen opens the following dialog:



The “Privilege groups” list on the left ① allows filtering the privilege table in the middle. By default, “All” privileges are shown.

The middle privilege table ② shows all privileges of the selected group, which are not yet granted to the user, while the “User privilege” list on the right ③ shows all privileges already assigned.

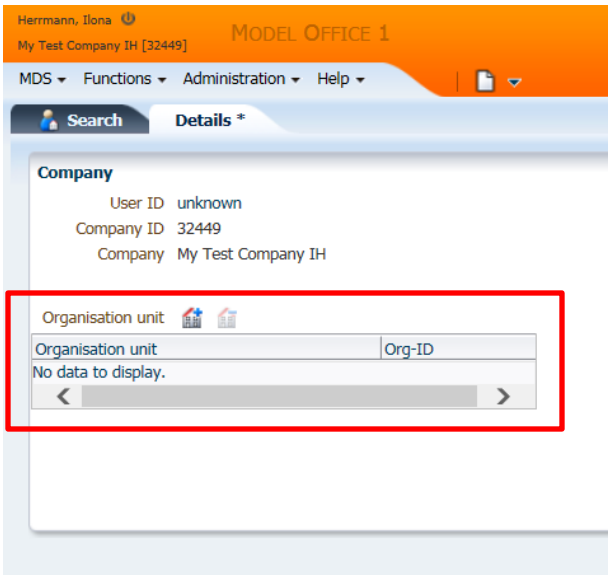
By selecting one or more entries in the middle table and clicking “Add”, the privileges are granted to the user. By selecting one or more entries in the list on the right and clicking “Remove”, the privileges are revoked. In case one privilege is dependent on another, the system automatically grants or revokes the corresponding privileges and displays a message accordingly:

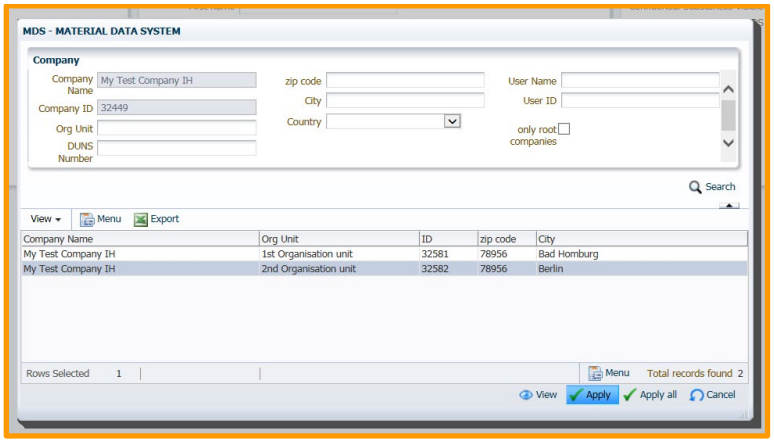


Choosing a preset in the top center of the dialog ④ serves two purposes: first, all privileges associated with the selected preset are highlighted in blue. Second, by clicking the “set privileges for user” button, the user’s list of granted privileges is set to the selected preset. All other privileges previously granted are revoked but can still be manually granted afterwards.

10.6.5 Assigning Org Unit to a User ID

To see Requests and MDSs sent to an Org Unit and to use the Org Unit on the Supplier Data tab, the Org Unit must be assigned to a User ID. When the Administrator clicks **the Org.-Unit Search** in the company area of the User detail, the Search screen will appear listing all Org Units in your IMDS Company. Check all Org Units that should be assigned to the User ID and select **Apply** or **Apply all.**





In this screen, one or more Org.-Units can be chosen the new User will be assigned to.

10.6.6 Deactivating a User

Once a user leaves a company or no longer requires access to IMDS, their User ID should be deactivated. The following is the recommended process:

1) Search for the User and view the Details.
2) Set the Valid until date to today's date. Additionally, click "Deactivate" at the bottom on the right-hand side.
3) Save.
4) On the Search Screen, uncheck the box "active" to search for the deactivated users in your company.

10.6.7 Resetting a Password

It is the responsibility of users with the “User: edit” privilege to reset passwords for users in their company. To do so, find the user using Administration > User and view the details. Verify the user’s email address. There will be a **Reset Password** button in the lower right. Click this button and the system will send a new password to the user's recorded email address.

10.6.8 Trust User

Only users with the “Admin: trust users” privilege have access to the Trust User menu. There are two uses for Trust User. A trusted user is a user in another company (anywhere in the supply chain, not necessarily a direct customer) to whom specific permission is granted to view all substances on your tree structures – even those marked “confidential” - no matter at what level the structure is attached. This capability is granted only to that specific user, and not other users within their company. Trust Users can view but not download your information from IMDS.

Trust User is applied for users in other IMDS companies as well as users in the own IMDS Company. If confidentiality of own and foreign users is concerned, then the “MDS: view/mark confidential substances” privilege under Administration >> User needs to be set.

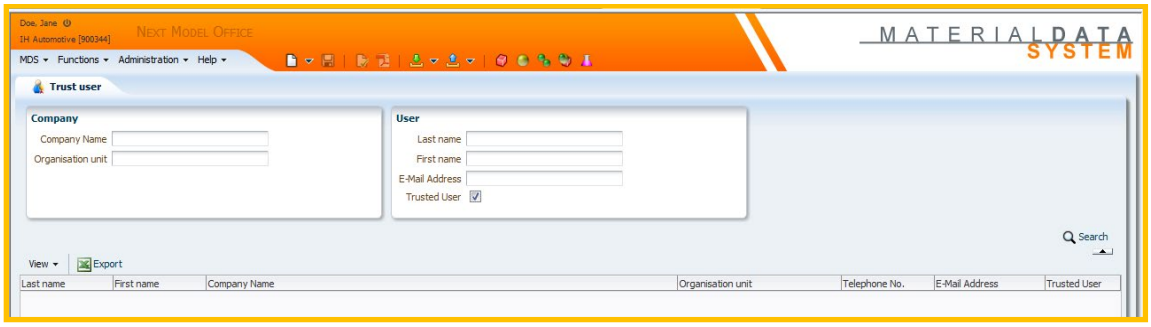
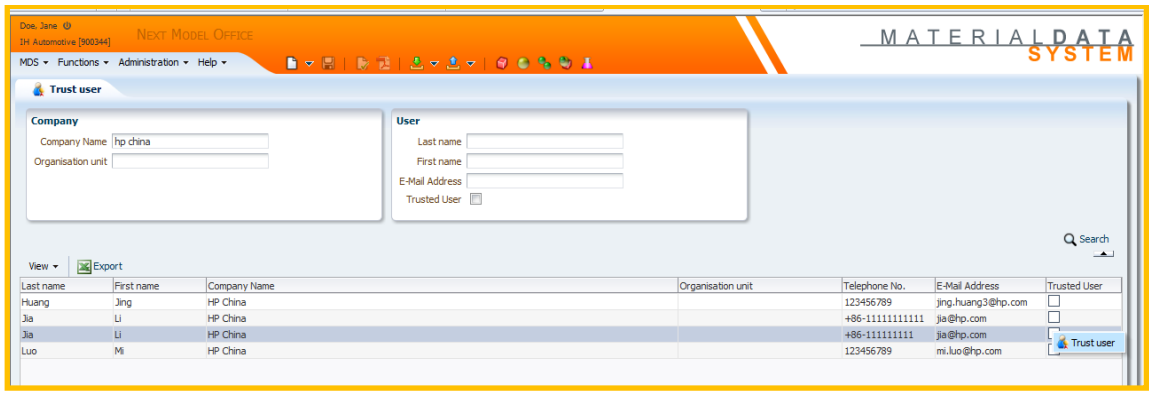


Figure 14 – Trust User Screen

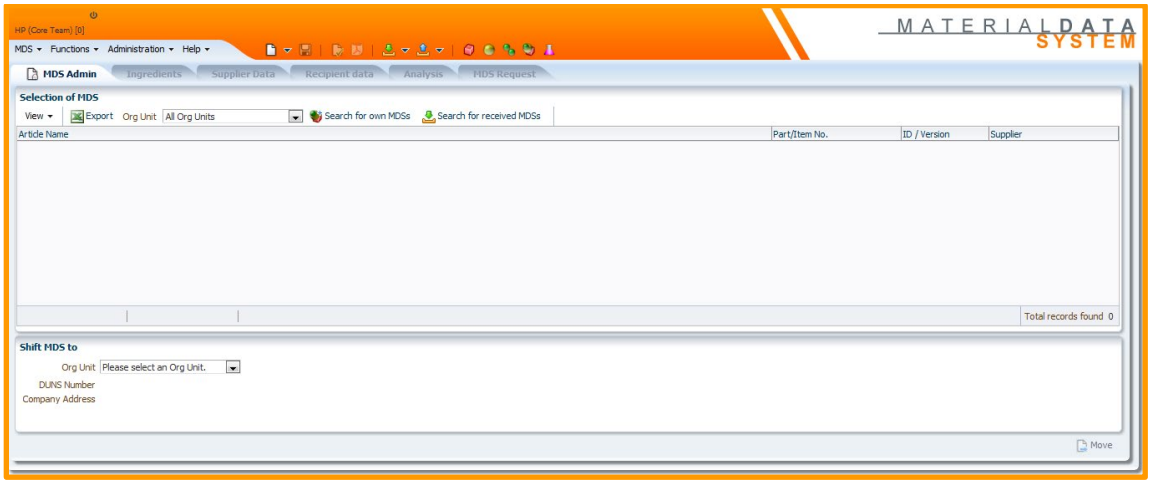
The Company name field is mandatory. The Company Search must be used to search for a company from which to select a user. If the main search in the lower right is clicked, a list of all users for a specific company is displayed as result (limited to 500 entries). Instead of this, a search can be initiated by putting a string in the Company and/or User pane and clicking Search. Once a list is returned any entry can be right-clicked on the trusted user box next to the name and designate that user as a trusted user:



10.7 MDS Admin

This option is only available to users with the “MDS: move MDSs between Org.-Units” privilege and allows to move MDSs (both Own and Received) between Org Units. This can be used if a supplier has sent the MDS to the wrong Org Unit, or if one of the users in the user’s company has assigned the MDS to the wrong or no Org Unit. Additionally, this is used if the company has experienced a sell off and the company needs to be reorganized.

The MDS Admin screen will look similar to the following:



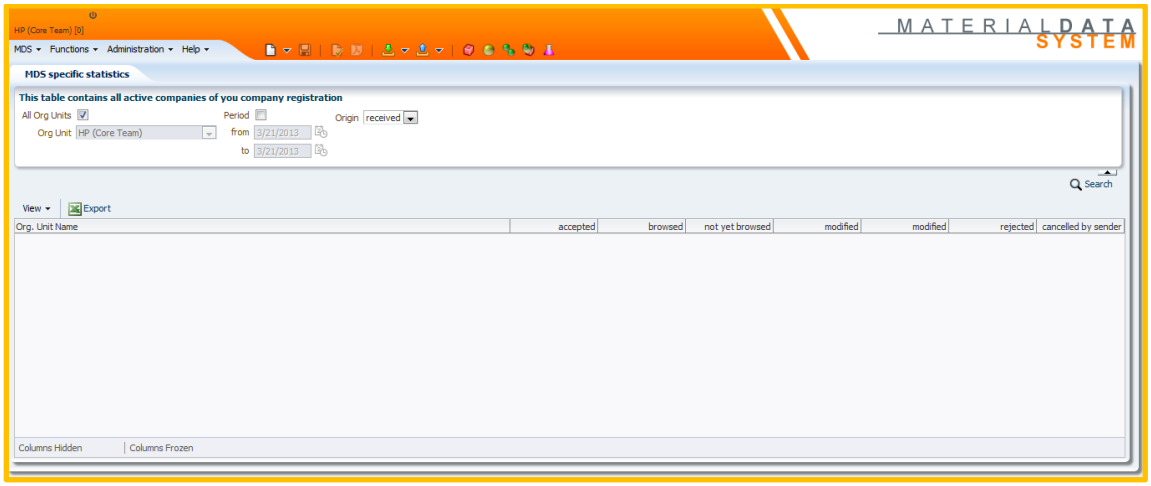
If **Search for own MDSs** is clicked, the typical search screen will open and you can search for Owned MDSs. In this situation, the accepted check boxes will be disabled. Select the MDSs in question by clicking on them (multiple selections require the Administrator hold the CTRL key while clicking) and then click **Apply**. The selections will appear at the top. The MDSs to be moved are then highlighted. Then the Administrator may use the pull down menu beside **Org Unit** to select the Org Unit into which to move the MDSs. The Administrator then clicks **Move.**

10.8 MDS Statistics

In MDS-specific statistics within the Statistics menu, user with the “Statistics: view” privilege can filter different statistical dates, which are described in the following table:

Field	Description
All Org Units	Select the Checkbox to search for MDS statistics in all Org Units of your IMDS company
Org Unit	If "All Org Units" is not checked, the Administrator may choose a single Org Unit for which to see statistical information.
Period / From – to	The Administrator can delimitate statistics to a defined time period.
Origin	Select to see the statistical dates for received, sent or own MDSs.

The search result table will list the quantity of MDSs for all Org Units selected with the following statuses: accepted, not yet browsed, modified, rejected and cancelled by sender.

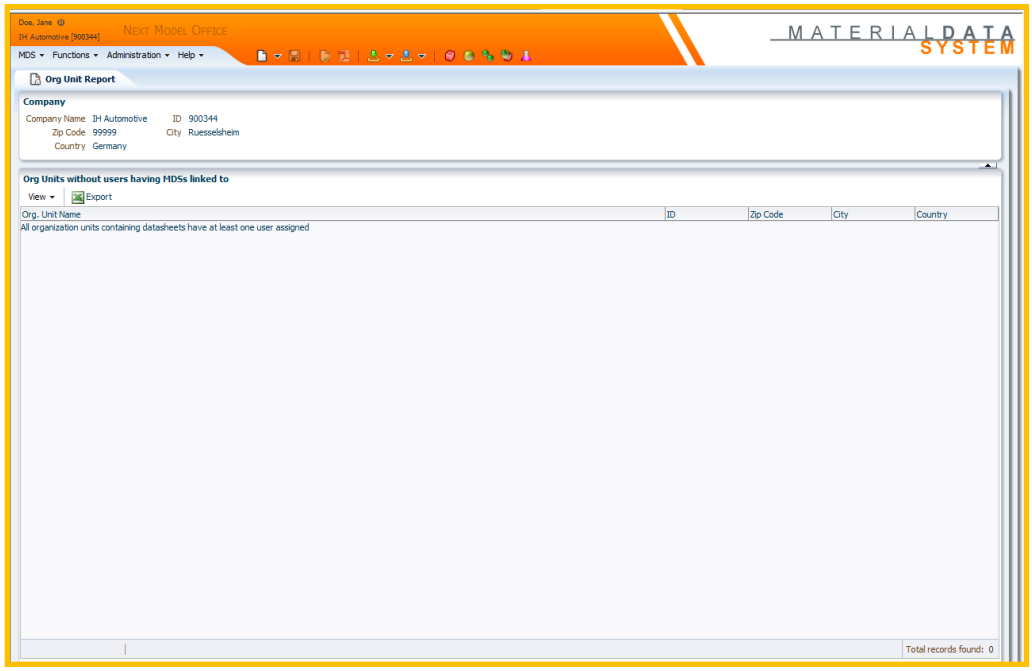


10.9 Report Organization Units without Users – Org.-Unit Report

To successfully use Organization Units, each Organization Unit must have a user assigned. Only users with the Organisation Unit assigned can view, accept or reject MDSs sent to the Org

Unit. The Org. Unit Report screen displays all organisation units without assigned users but containing created or received MDSs.

The menu **Administration > Org.-Unit Report** is used to check the Organisation Units without assigned users.



The Company Administrator needs to regularly check this report in order to assign unprocessed MDSs to Organisation Units. If a supplier sends an MDS to an Org. Unit without a user assigned, no one will ever know that it has been received as only users with the Org Unit assigned to them can view the inbox of that Org Unit. If necessary, the report can be printed.

11 IMDS CAMDS MDS Data Transfer

IMDS allows the communication with CAMDS (China Automotive Material Data System) by providing an MDS data transfer functionality (Import/Export) in a simple and intuitive way for IMDS users to exchange MDS data with CAMDS. This includes published datasheets, internally released datasheets/modules and received datasheets. Through the export functionality, companies can export datasheets/modules into an external XML file for import into CAMDS, and via import of an existing XML file exported from CAMDS, companies can create datasheets/modules in IMDS.

Depending on the existing requirements, this IMDS CAMDS-MDS Data Transfer extension is available to IMDS companies with a valid IMDS Connect license.

The MDS data transfer tasks (Import to/Export from) in IMDS is a manual, synchronous blocking process.

In order to communicate with CAMDS, users whose companies own a valid IMDS Connect license must be first assigned specific access rights by their Company Administrator. With these rights, related elements in the screens become available and the respective user can start to import/export data from/to CAMDS.

11.1 Access assignment

In order to assign access privilege to an existing IMDS user for transferring data with CAMDS, a user with the “User: edit” privilege may grant the following privileges:

Group	Privilege	Description
IMDS Connect	MDS: search/view imported	May search for MDSs imported via CAMDS interface
	MDS: CAMDS import/export	May import and export MDSs via CAMDS interface

11.2 Export of datasheets/modules

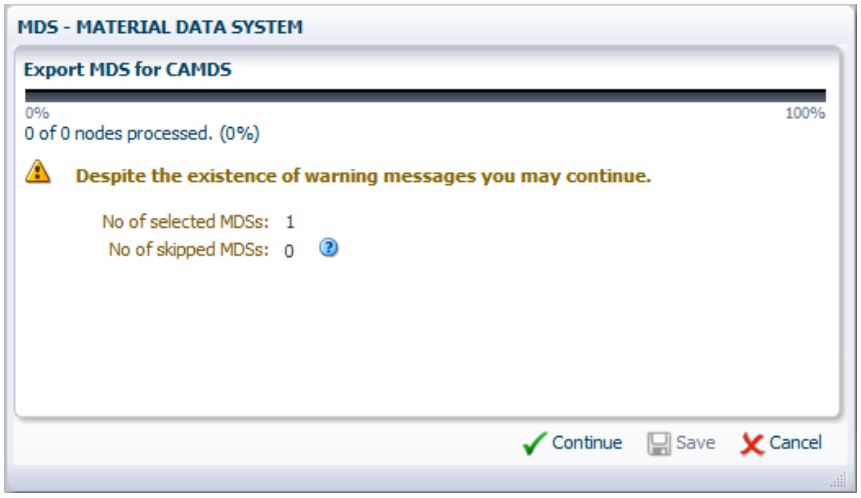
In general, only released datasheets/modules can be exported. In order to transfer data from IMDS to CAMDS, datasheets/modules need to be first exported to an XML file from within IMDS.

There are two screens from which the user can initiate a data export: 1. in the MDS Ingredients screen and 2. in the MDS Search screen.

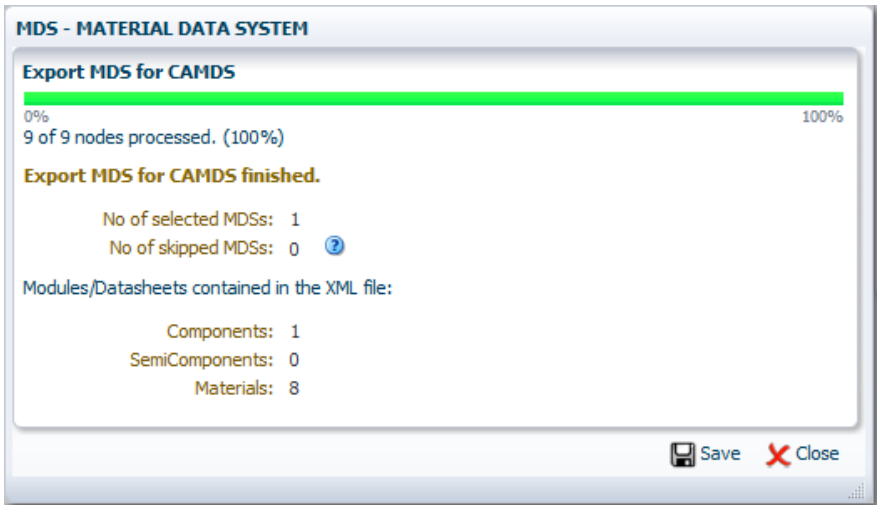
MDS Ingredients screen: export single datasheet/module

To open a datasheet/module in the MDS Ingredients screen and select “Export MDS for CAMDS” from the menu “MDS” will initiate the export. MDSs or modules containing Error(s) cannot be exported, these must be fixed first.

In case a Warning/Info is detected in the MDS/module, the start of the export needs to be confirmed:



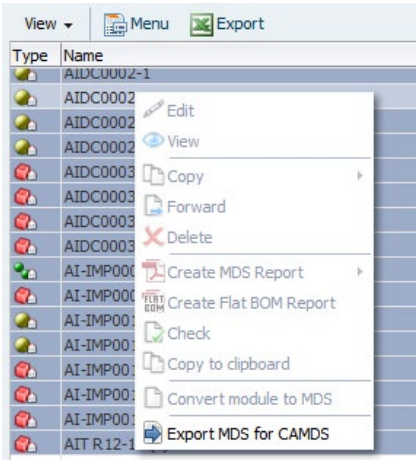
Clicking the “Continue” button starts the export of the selected MDS/module. If the MDS/module does not contain any Warning/Info, the export starts automatically. The progress of the export process is displayed in the dialog. Once the export has finished successfully, a summary of the export is displayed:



Clicking the “Save” button will store the exported MDSs/modules in an external XML file located in the download location pre-configured in the web browser used.

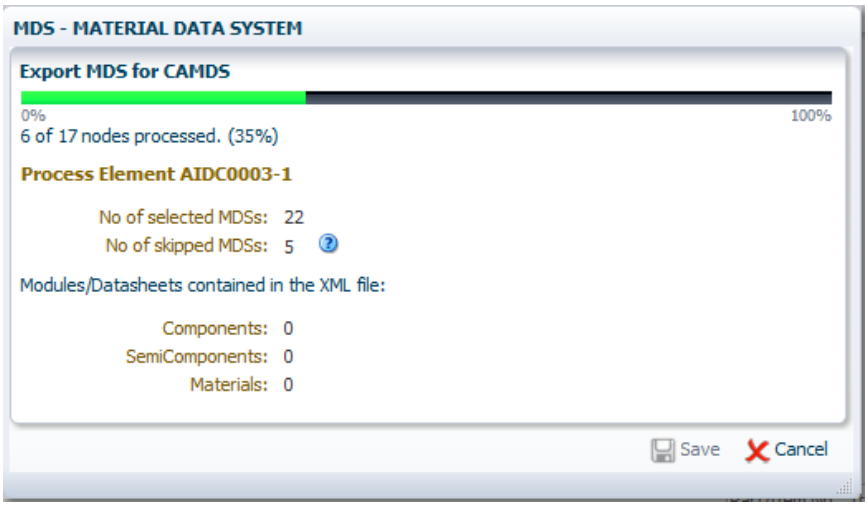
MDS Search screen: export multiple/single datasheet(s)/module(s)

In MDS/Module and/or Component/Semi-component/Material Search screens, from within context-menu of preselected item in the search result table, multiple preselected datasheets/modules can be exported into an external xml file. Datasheets/modules Not yet internally released would be excluded from the selection for the export.

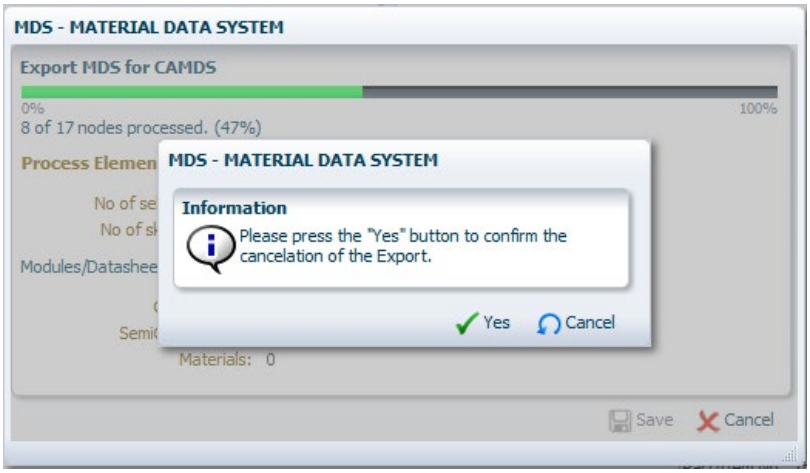


After selecting the entry “Export MDS for CAMDS” from the popup menu the “Export” dialog is displayed, and the export of the selected MDSs/modules starts automatically.

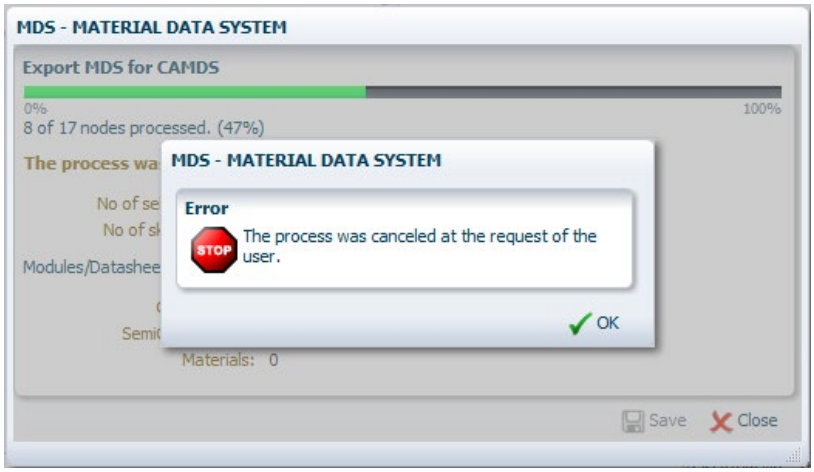
The progress of the export process is displayed in the dialog:



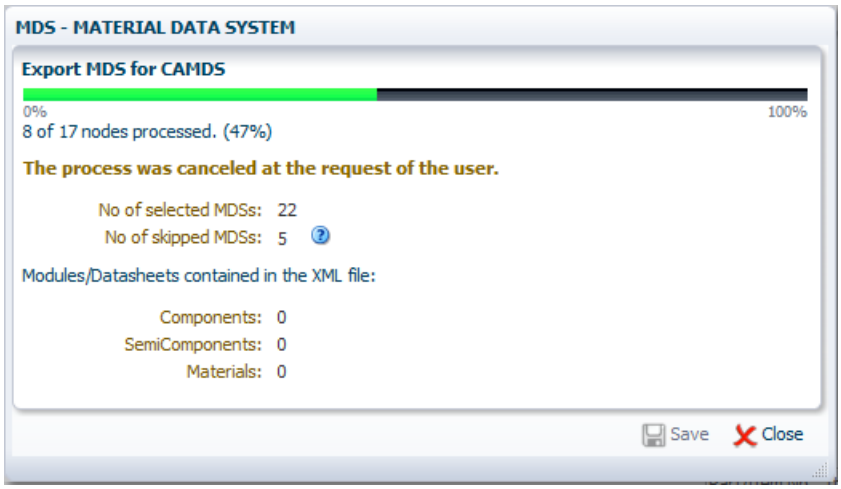
While the export runs, the user has the ability to cancel the export process by clicking the “Cancel” button. The user needs to confirm the cancellation of the export clicking the “Yes” button in the displayed message box:



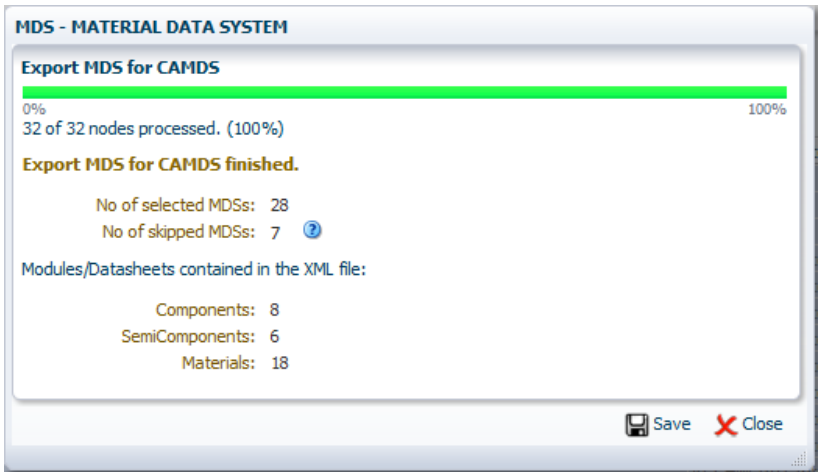
After confirmation, a message box will be displayed, informing the user about the cancellation of the export process:



After cancellation of the export process, the “Export” dialog can be closed by clicking the “Close” button.



Once the export has successfully finished a summary of exported is displayed:

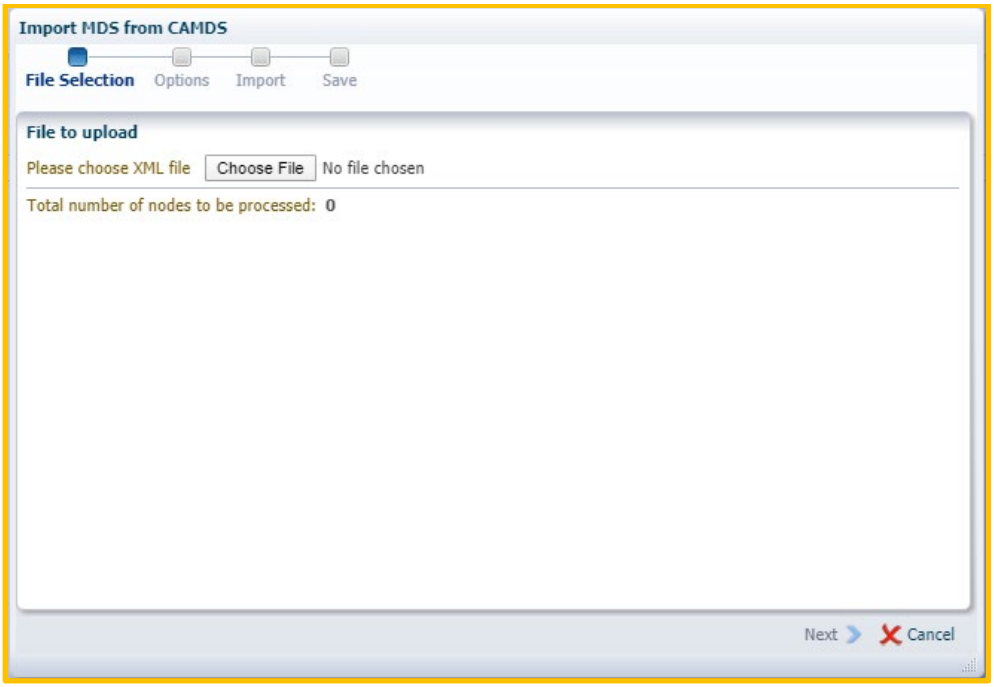


Clicking the icon will show the following information: "The MDSs are either not released or published, or the maximum number of exportable MDSs has been reached." Clicking the “Save” button will store the exported datasheets/modules into an external XML file located in the download location pre-configured in the used web browser. Clicking the “Close” button closes the “Export” dialog.

11.3 Import of datasheets/modules from an external XML file

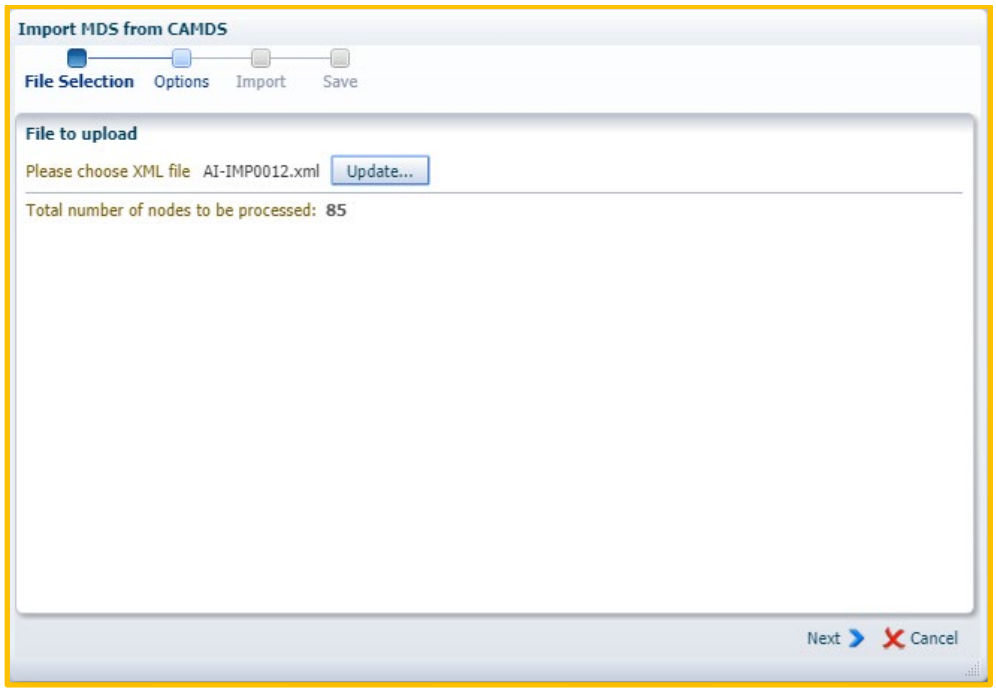
To import datasheets/modules into IMDS from an external XML file exported from CAMDS, from the MDS search screen chose the menu “MDS” and select “Import MDS from CAMDS” (

Import MDS from CAMDS). Then, the “Import MDS from CAMDS” dialog will be opened which guides the user through the import:

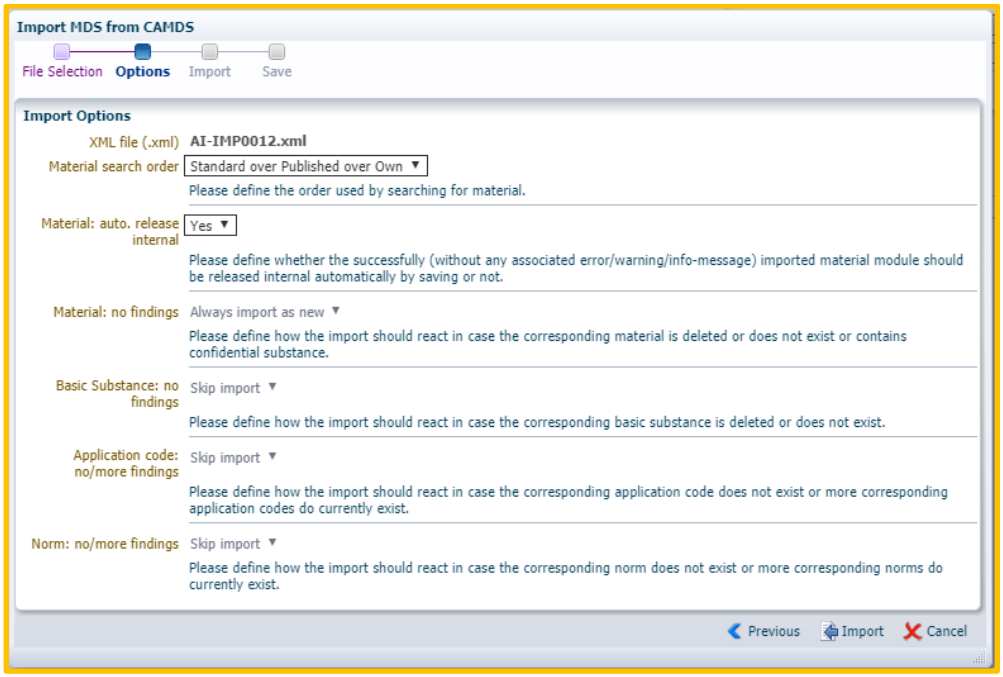


At first, the file for the import must be selected. By pressing the “Choose File”-button the user can select the XML file from the local disk. Only XML files with the ending “.xml” are allowed and the file name must only contain ASCII or Latin 1 (ISO-8859-1) characters. Additionally, the imported file must have a valid structure which is compliant to the related schema definitions.

Once the file is selected, the file name will be displayed, together with the number of nodes included for the import.



Pressing the “Next”-button will show different options which can be configured to specify certain import behaviour if required.



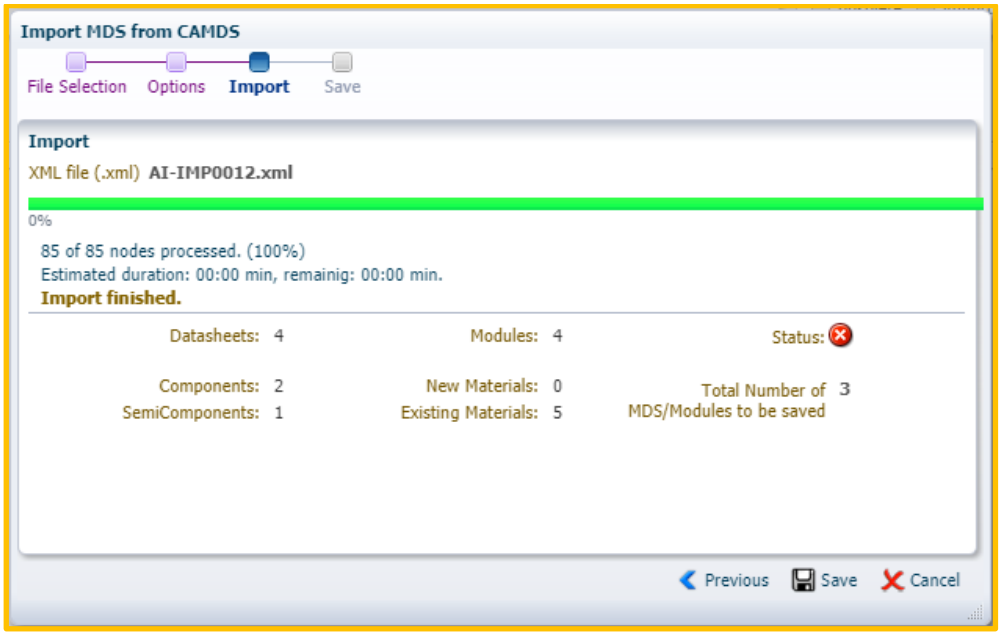
Currently 2 options are available:

1. “Material search order”: By default, standard materials will get searched first, then published materials, and at the end, the user’s own material will be compared with the material given in the imported XML file.

2. “Material: auto. Release internal”: If a material is successfully imported as a module (the related status icon is or), the user can choose, whether it should be automatically internally released by saving. By default, it would be released internally, no manual work is required later for internal releasing.

Although the other options cannot be individually configured, comments for each option explain the respective import behaviour in order to help the user to better understand the logic behind each option.

To start the import, click on the “Import”-button and the window contents changes to show the third step of the import.



Depending on the size of the import file and network performance, the import may take several minutes or even longer. In this case, the progress bar in the dialog will inform user about the import progress and the estimated remaining time.

Upon completion of the import some key data about the import will be displayed, like the number of imported datasheets/modules, the number of recognized components/semi-components/materials and the “Existing Materials” figure shows the number of materials which exist in IMDS.

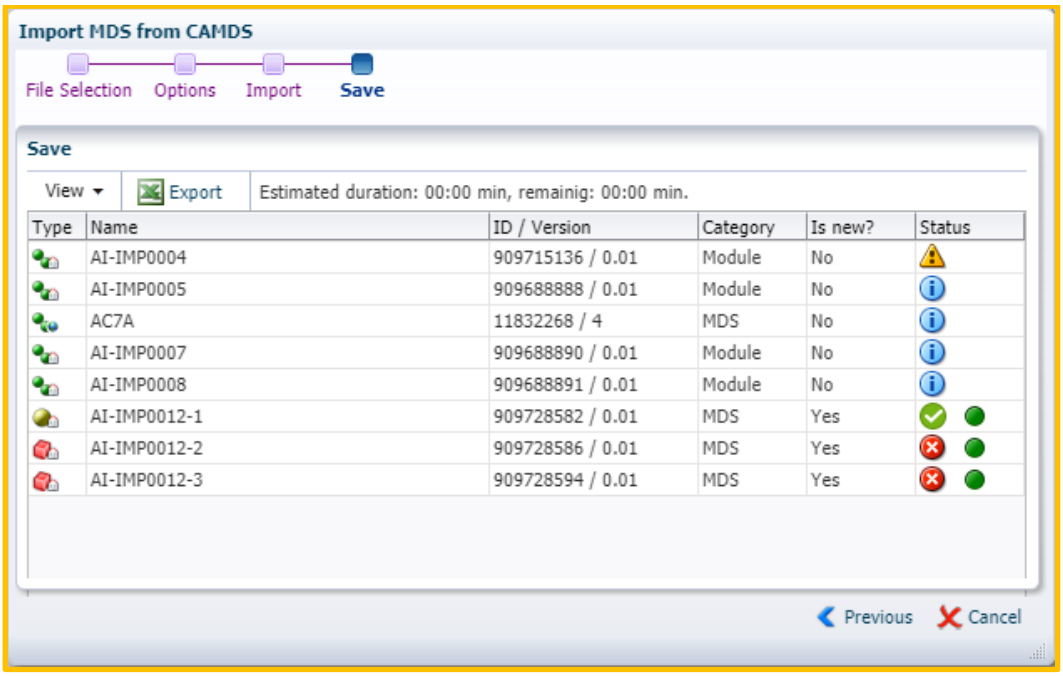
The status icon informs user about the general status of the import. In the given screenshot, indicates that there is at least 1 Error detected during the import. Other possible status icons are: for warning, for information and for successful case without any issues.

Clicking on the “Cancel”-button will cancel the import.

At the end of the import process, pressing the “Save”-button will save all imported datasheets/modules in IMDS. During the saving process, the “Cancel”-button will cancel saving.

After successful completion detailed information about each imported item will be listed in a table in the last step of the import dialog.

● informs the user whether the related item is successfully saved in IMDS in case of a new creation. The items which were found in IMDS (column “Is new?” has the value “No”) do not need to be saved. The status icons have the same meaning as described above.

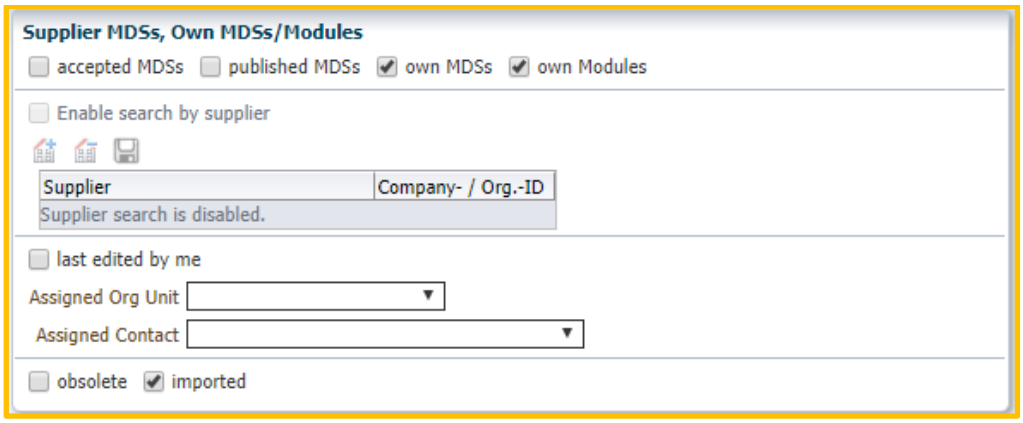


The user can export the summary data of the import into an *.xls file by clicking on the button Export above the table.

To close this dialog, press the “Cancel” button.

Search for datasheets/modules imported from CAMDS

In the MDS/Module or Component/Semi-component/Material Search screens, check the “imported” tick box to allow searching for imported datasheets/modules from CAMDS, then click the “Search” button.



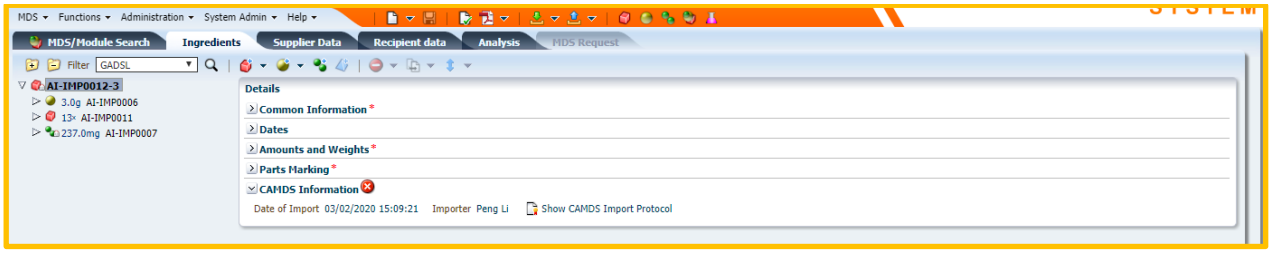
View Protocol of imported datasheet/module

The import protocol records actions/conversions made during the import of a datasheet/module. By checking its content the user gets a detailed description of what happened to the related datasheet/module during the import. In case an Error or a Warning was detected during the import, the protocol contains more details and indicates that a correction on the imported datasheet/module is necessary before it can be used in IMDS.

Examples of such Errors or Warning are:

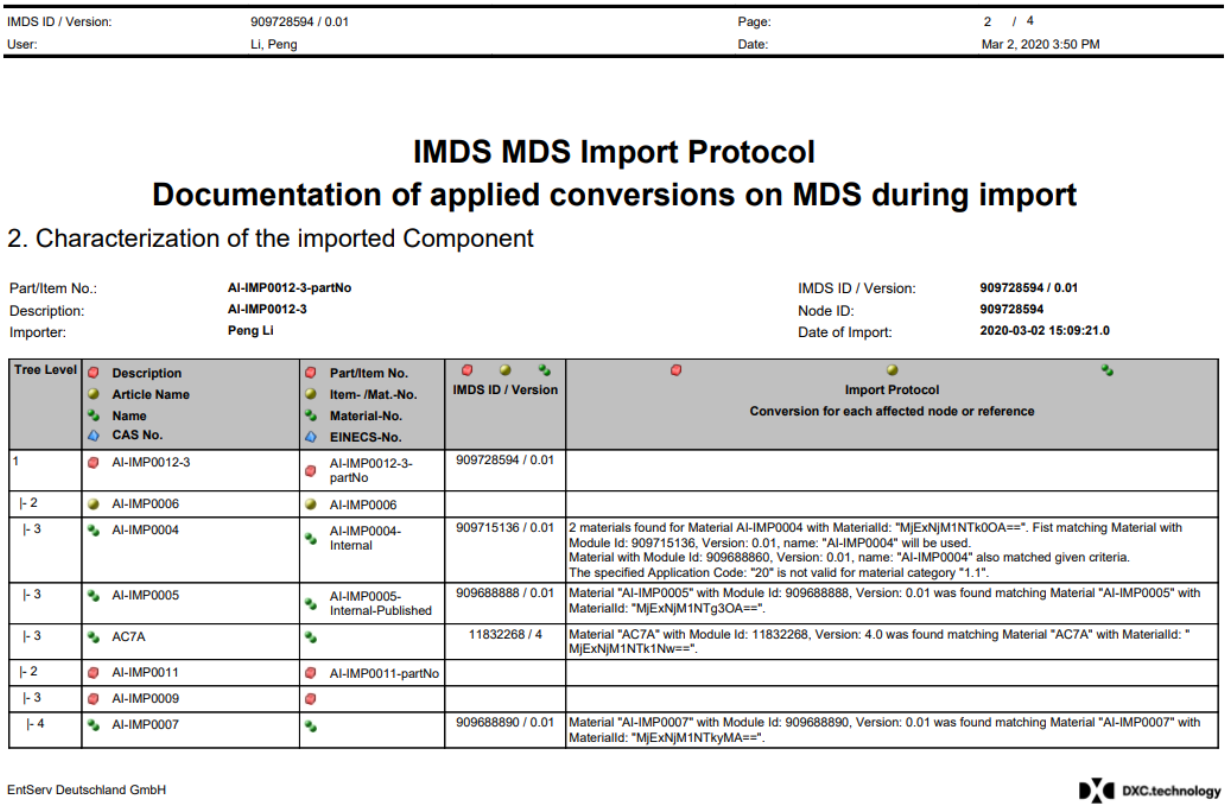
1. Substance in file cannot be found in IMDS. It will indicate an Error in the protocol. The user must find a replacing substance in IMDS and add it into the imported datasheet/module manually after the import or, alternatively, update the original datasheet/module in CAMDS and re-import the updated file.
2. To the given substance in file multiple substances in IMDS are found. It will indicate a warning in the protocol. The user can check whether the substance is referenced in the imported datasheet/module correctly, and in case of a wrong reference replace it with the right one suggested in the protocol.

To view the protocol of an imported datasheet/module, the user needs to open it from within the Ingredients screen.



The icon in the “CAMDS Information” panel on the right hand indicates, in this example, an error was detected during the import. For more details, clicking on the button “Show CAMDS Import Protocol”, the protocol pdf will be downloaded automatically in the default download location of the used web browser.

The user can choose to open it directly in the web browser, detailed descriptions can be found on page 2.



IMDS ID / Version:	909728594 / 0.01	Page:	2 / 4
User:	Li, Peng	Date:	Mar 2, 2020 3:50 PM

IMDS MDS Import Protocol
Documentation of applied conversions on MDS during import

2. Characterization of the imported Component

Part/Item No.:	**AI-IMP0012-3-partNo**	IMDS ID / Version:	**909728594 / 0.01**
Description:	**AI-IMP0012-3**	Node ID:	**909728594**
Importer:	**Peng Li**	Date of Import:	**2020-03-02 15:09:21.0**

Tree Level	Description Article Name Name CAS No.	Part/Item No. Item- /Mat.-No. Material-No. EINECS-No.	IMDS ID / Version	Import Protocol Conversion for each affected node or reference
1	AI-IMP0012-3	AI-IMP0012-3-partNo	909728594 / 0.01	
|- 2	AI-IMP0006	AI-IMP0006		
|- 3	AI-IMP0004	AI-IMP0004-Internal	909715136 / 0.01	2 materials found for Material AI-IMP0004 with MaterialId: "MjExNjM1NTk0OA==". Fist matching Material with Module Id: 909715136, Version: 0.01, name: "AI-IMP0004" will be used. Material with Module Id: 909688860, Version: 0.01, name: "AI-IMP0004" also matched given criteria. The specified Application Code: "20" is not valid for material category "1.1".
|- 3	AI-IMP0005	AI-IMP0005-Internal-Published	909688888 / 0.01	Material "AI-IMP0005" with Module Id: 909688888, Version: 0.01 was found matching Material "AI-IMP0005" with MaterialId: "MjExNjM1NTg3OA==".
|- 3	AC7A		11832268 / 4	Material "AC7A" with Module Id: 11832268, Version: 4.0 was found matching Material "AC7A" with MaterialId: "MjExNjM1NTk1Nw==".
|- 2	AI-IMP0011	AI-IMP0011-partNo		
|- 3	AI-IMP0009			
|- 4	AI-IMP0007		909688890 / 0.01	Material "AI-IMP0007" with Module Id: 909688890, Version: 0.01 was found matching Material "AI-IMP0007" with MaterialId: "MjExNjM1NTkyMA==".

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12 SCIP interface

12.1 SCIP information in the Ingredients screen

12.1.1 SCIP information for components

In order to help companies to fulfil their duties concerning the submission of data to the EU's SCIP (Substances of Concern in Products) database, IMDS provides the possibility to collect data necessary for SCIP.

The following fields are introduced for this purpose:

1 SCIP Number

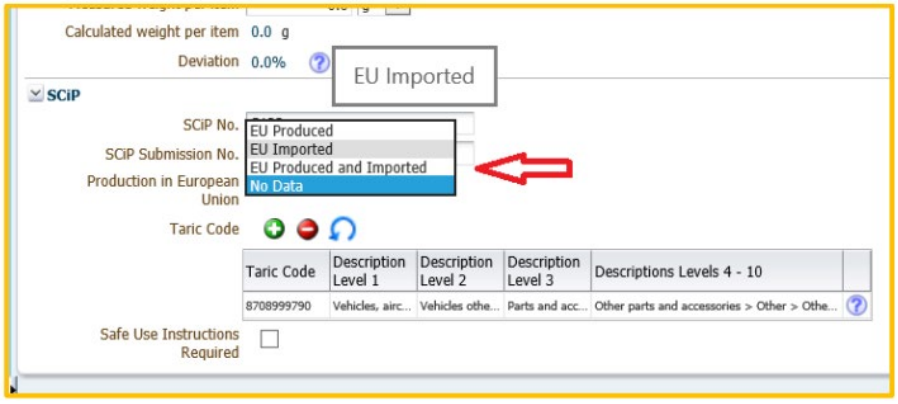
2 SCIP Submission Number

SCIP Number and SCIP Submission Number refer to data uploaded to SCIP. Manual input of these fields is optional as they will be automatically filled when submitting an MDS to SCIP (see 11.2).

When Copying a component MDS as a new version, the field SCIP Submission No. is reset, and when copying as a new datasheet both fields SCIP No. and SCIP Submission No. are reset. The same applies using the 'Save As' feature.

3 **Production in European Union**

The user can choose from four options either EU Produced, EU Imported, EU Produced and Imported or No Data (default value).

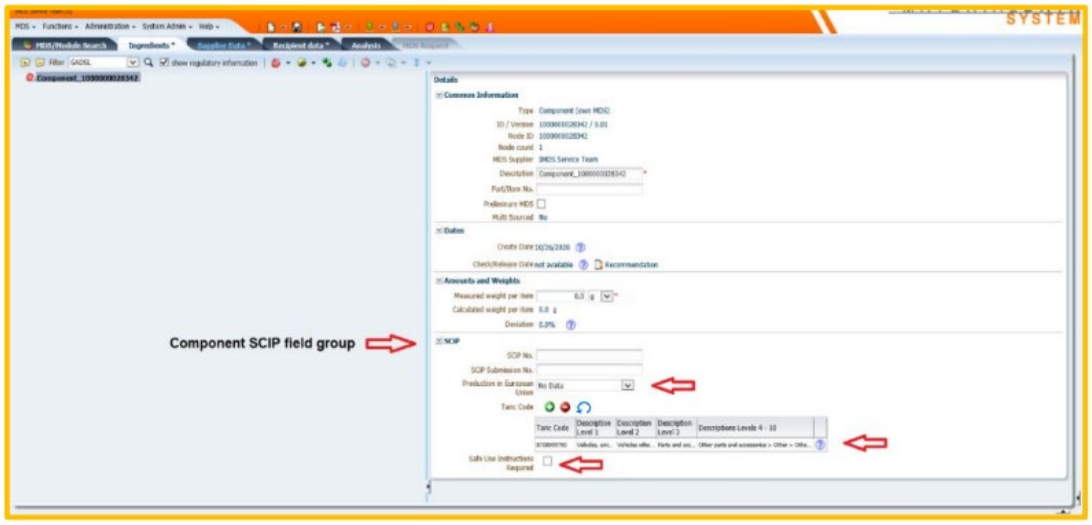


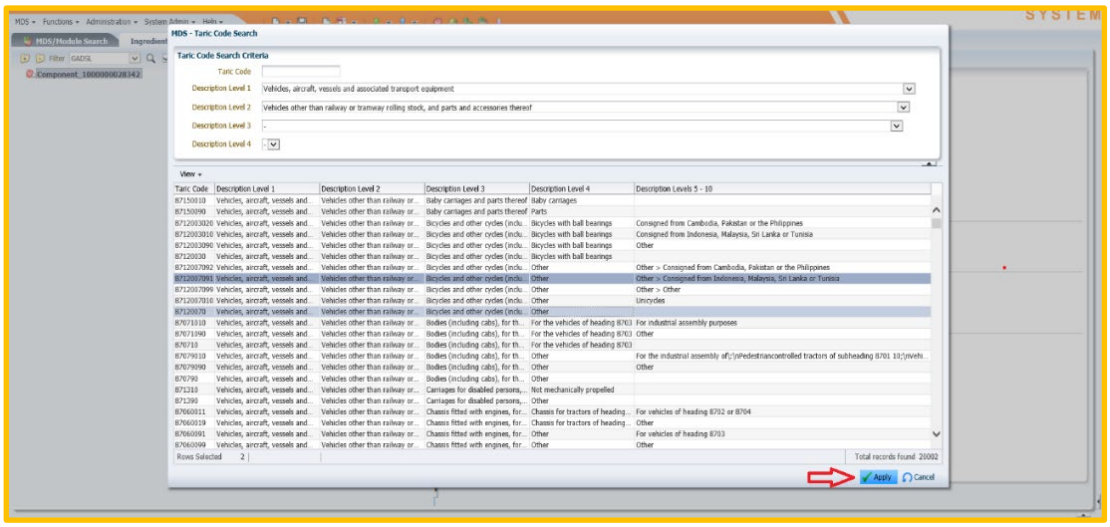
4 Article Category (represented by the Taric Code (TARif Intégré Communautaire; Integrated Tariff of the European Communities)

The user can assign SCIP Article Categories through the Add button "+", which opens a lookup for Article Categories. All available SCIP Article Categories are displayed which are available in the IMDS database, but a search functionality is provided to allow filtering for desired Article

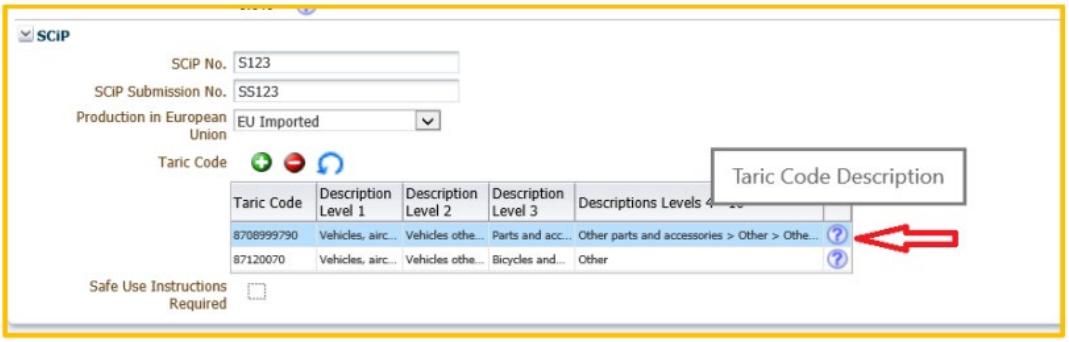
Categories. The user can select a single or multiple Article Categories and "Apply" these to the component. A popup window appears if a pre-assigned Article Category has been selected. The selected Article Categories appear in the Article Category table in the ingredients tab “SCIP”. The user can remove any of the assigned Article Categories at any time by selecting the row in the table which needs to be removed and clicking the remove "-" button. Saving the component, also saves the Article Category assignment.

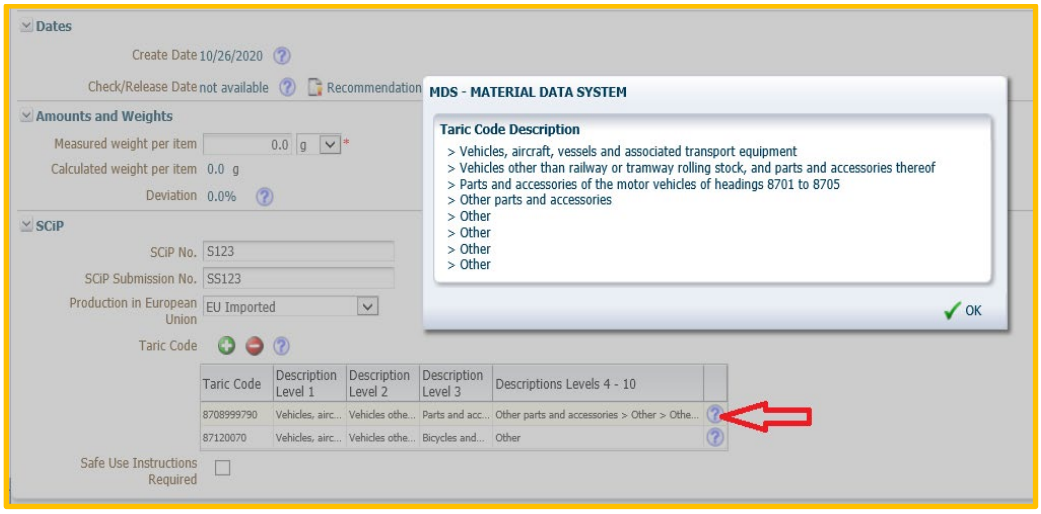
If a new component MDS is created, a default Article Category is pre-set in the table.

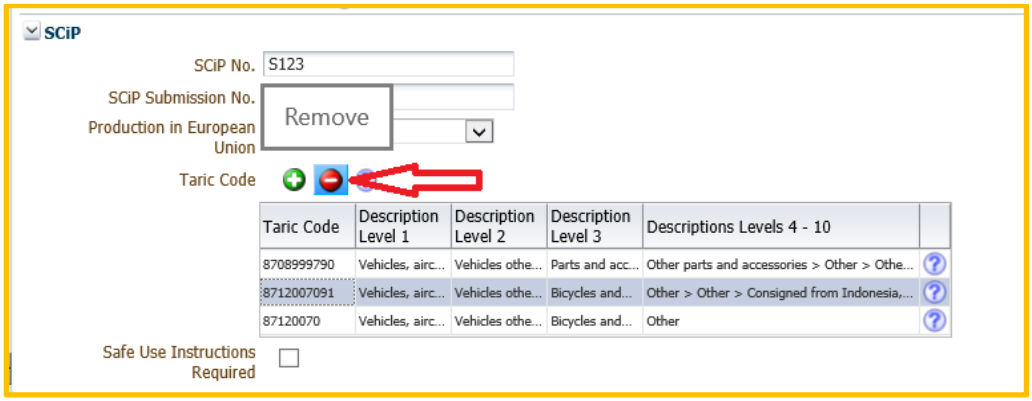


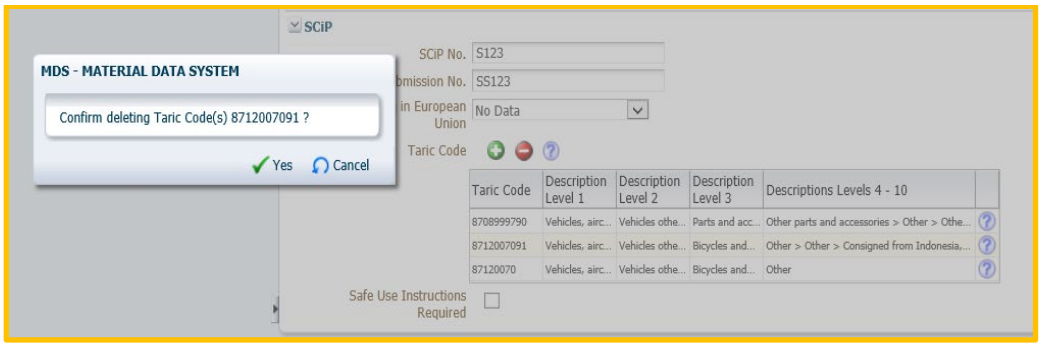


If a new version of a component MDS is created and if the component did not have any Article Category assigned before, the default Article Category is assigned to this new component version and can be saved together with the component data. For each Article Category assigned to a component, an icon "?" is provided in the table showing the full description for the assigned Article Categories.

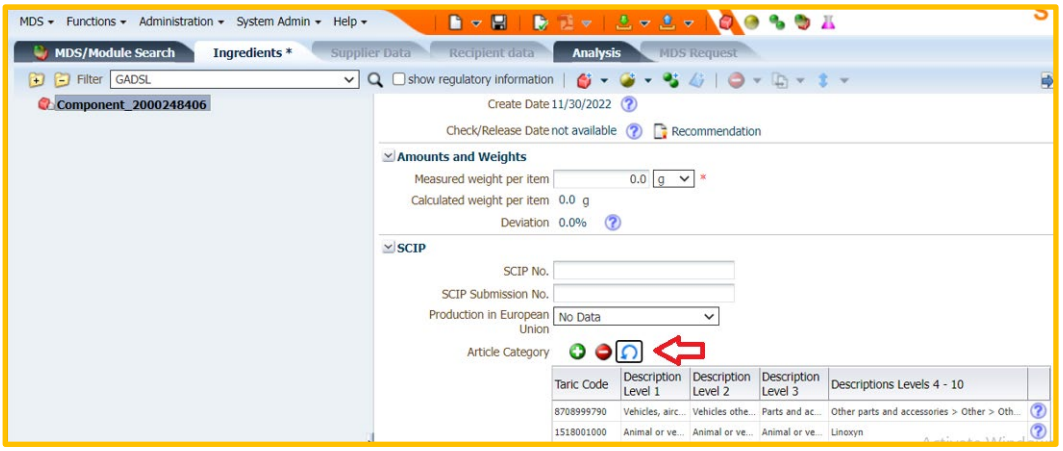

SCiP
SCiP No. S123
SCiP Submission No. SS123
Production in European Union EU Imported
Taric Code
Taric Code Description
Taric Code | Description Level 1 | Description Level 2 | Description Level 3 | Descriptions Levels 4 - 10
8708999790 | Vehicles, airc... | Vehicles othe... | Parts and acc... | Other parts and accessories > Other > Othe...
87120070 | Vehicles, airc... | Vehicles othe... | Bicycles and... | Other
Safe Use Instructions Required

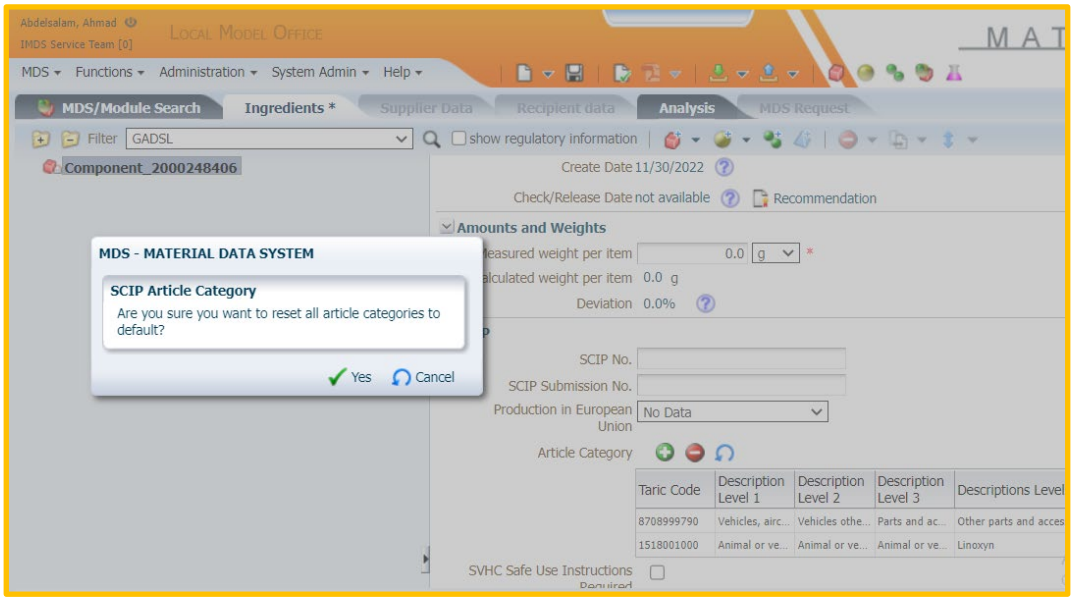

Dates
Create Date 10/26/2020
Check/Release Date not available
Recommendation
Amounts and Weights
Measured weight per item 0.0 g
Calculated weight per item 0.0 g
Deviation 0.0%
SCiP
SCiP No. S123
SCiP Submission No. SS123
Production in European Union EU Imported
Taric Code
MDS - MATERIAL DATA SYSTEM
Taric Code Description
> Vehicles, aircraft, vessels and associated transport equipment
> Vehicles other than railway or tramway rolling stock, and parts and accessories thereof
> Parts and accessories of the motor vehicles of headings 8701 to 8705
> Other parts and accessories
> Other
> Other
> Other
> Other
OK
Taric Code | Description Level 1 | Description Level 2 | Description Level 3 | Descriptions Levels 4 - 10
8708999790 | Vehicles, airc... | Vehicles othe... | Parts and acc... | Other parts and accessories > Other > Othe...
87120070 | Vehicles, airc... | Vehicles othe... | Bicycles and... | Other
Safe Use Instructions Required


SCiP
SCiP No. S123
SCiP Submission No.
Production in European Union
Remove
Taric Code
Taric Code | Description Level 1 | Description Level 2 | Description Level 3 | Descriptions Levels 4 - 10
8708999790 | Vehicles, airc... | Vehicles othe... | Parts and acc... | Other parts and accessories > Other > Othe...
8712007091 | Vehicles, airc... | Vehicles othe... | Bicycles and... | Other > Other > Consigned from Indonesia,...
87120070 | Vehicles, airc... | Vehicles othe... | Bicycles and... | Other
Safe Use Instructions Required



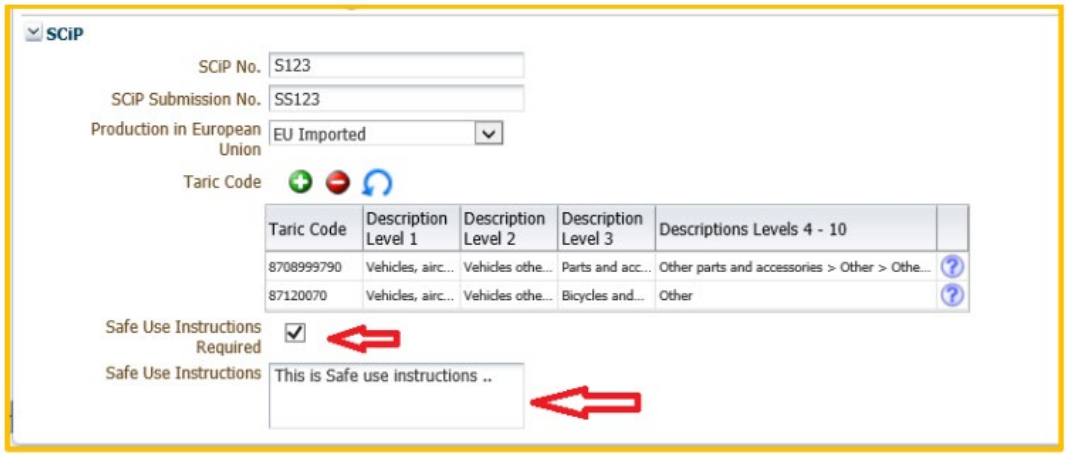
Resetting to default can be done using the reset button. The reset button is disabled if the table only contains the default categories. It is enabled if the table contains non-default article categories. Pressing the reset button shows a confirmation dialog to confirm the reset.



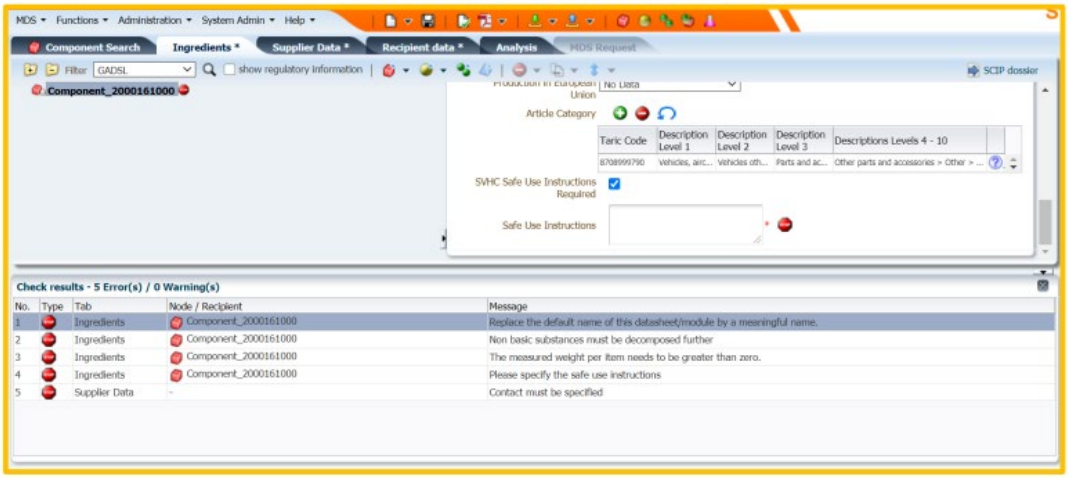


5 SVHC Safe Use Instructions Required

This box can be ticked in case there are safe use instructions available for this component. By default, it is unchecked, causing the Safe Use Instructions field not to be editable if a new component is created.



Entering safe use instructions is mandatory in case the checkbox is selected.



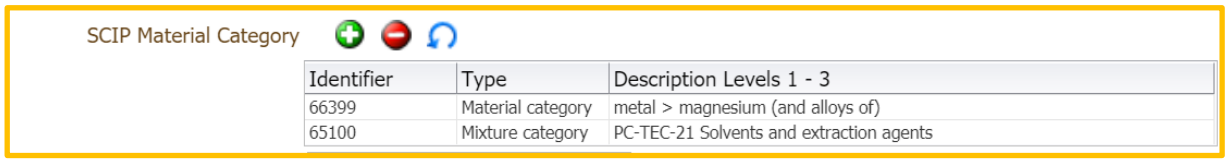
6 Safe Use Instructions

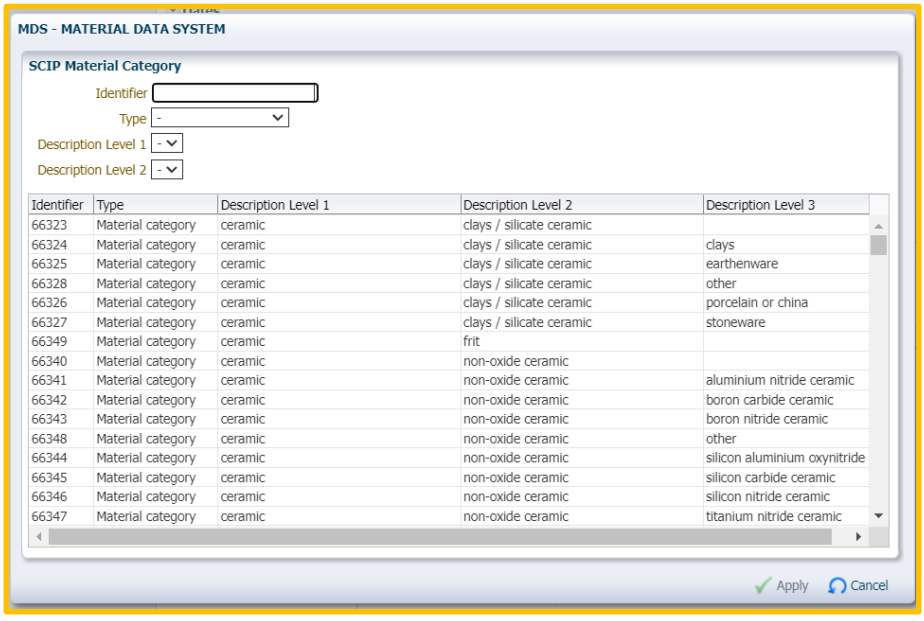
The user can specify the safe use instructions in this field, which only becomes editable once "Safe Use Instruction Required" is checked.

12.1.2 SCIP information for materials

A new field SCIP Material Category is added in the ingredients screen. First, it will be populated with a default mapping due to the selected classification and can be edited by clicking the buttons above the table. Clicking the "Add SCIP Material Category" will open a dialog containing all available categories. This dialog window also contains some filter criteria: Identifier, Type, Description Level 1, Description Level 2. The Identifier input text is used to enter numeric text to match a prefix- or starting digits of identifier,. The "Type" drop-down list contains all available types (Material, Mixture, Additional). The "Description Level " 1 drop-down list is empty first, after selecting the type it will be populated with all available Level1 descriptions. The "Description Level 2" is empty first, it will be populated with all available Level2 descriptions after selecting Level1.

The table contains all available categories at first and the data is refreshed every time one of the previous drop-down list is selected.



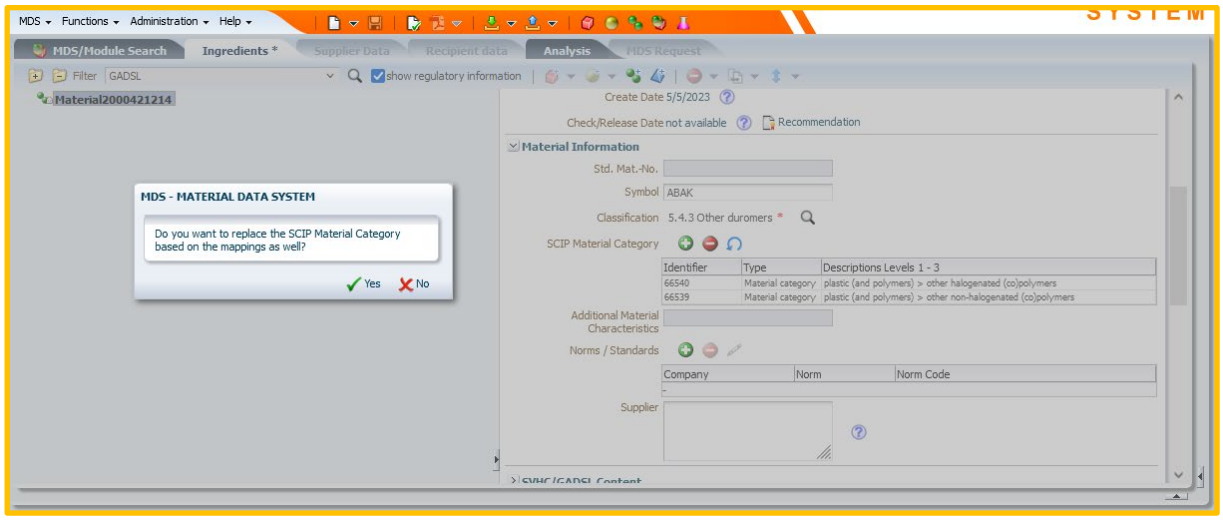


Creating a new Material MDS, the default Material Category(ies) appear in the Material Category table.

Forwarding or creating a new version or copy of a material MDS:

If the Material did not have any Material Categories assigned before (Legacy Material), default Material Category(ies) is (are) assigned to the material and added to the Material Category table.

A dialog is displayed when replacing a material's classification. In this case, the user is asked, if he/she wants to replace the already assigned categories.



With IMDS Release 13.0, an additional material characteristics field is added. It is disabled in all cases of a precise SCIP Material category selection. If “other” is chosen (Material Category ID 1342), it is enabled.

Resetting to default can be done using the reset button. The reset button is disabled if the table only contains the default categories. It is enabled if the table contains non-default material categories. Pressing the reset button will show a confirmation dialog to confirm the reset.

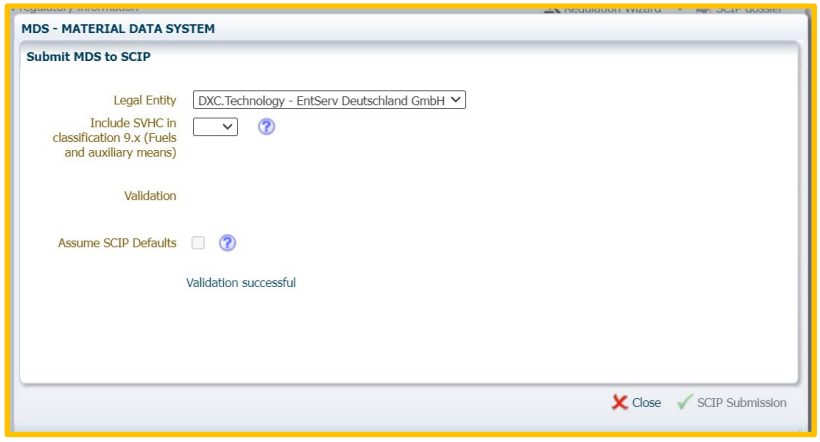
12.2 SCIP Submission

The User can submit an MDS to ECHA through the MDS menu "Submit MDS to SCIP". This menu is accessible from the MDS details screen and is only enabled for Components, Own, Released MDSs. The SCIP Submission dialog is also accessible from the context menu of the result table under MDS/Module, Component, Outbox and Where-Used-Analysis search screens. The menu will start the SCIP Submission Dialog. The validation on a loaded MDS is performed as soon as SCIP Submission dialog is opened, and validation Error messages are displayed.

Four types of validation Errors may be generated:

1. **There are no components with > 0.1% of an SVHC contained. Please note that SVHC not in the "SCIP SVHC" substance group, SVHC in a material of classification 9.x (where the dropbox "Include SVHC in classification 9.x (Fuels and auxiliary means)" in the submission dialog is not set to "Yes"), as well as certain lead compounds in materials of classification 7.2 or 8.x are not considered for a SCIP submission.**

This means that the currently loaded MDS does not contain any SVHC substances above the reporting threshold to "ECHA". MDSs containing basic substances relevant for SCIP submission can be found in the analysis using the Basic Substance Group “SCIP SVHC”.



Additionally, certain SVHC substances are ignored for the submissions, i. e. are not included in the submission report and are not reported to ECHA if referenced in a material of a certain classification or having certain substance applications. The following table summarizes ignored Substance/Material classification/Substance Application combinations:

Substance	CAS Number	Is an SVHC in Material Category 7.2	Is an SVHC in Material Category 8.x
Diboron trioxide	1303-86-2	No	No
Lead-monoxide	1317-36-8	No	No
Lead titanium zirconium oxide	12626-81-2	No	No
Lead(II,IV)-oxide	1314-41-6	No	No
Lead-titanium-trioxide	12060-00-3	No	No

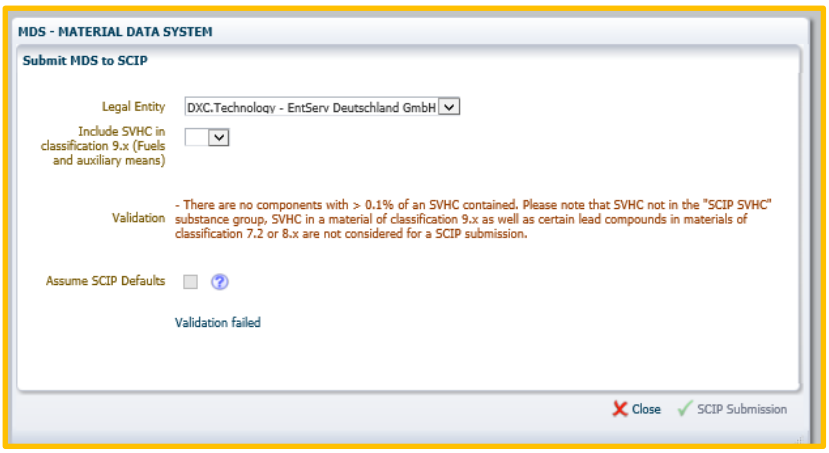
Lead	7439-92-1	No	Yes (No, if AC #10a-d)

2. This MDS/Module is currently pending for submission.

This message indicates that a request for submission has already been sent for this MDS and is currently processed.

3. At least one component or material is missing SCIP information.

One or more material references in MDS tree are missing SCIP information, if this validation error is returned. The User is given the option to bypass this error by "Assuming Defaults". A checkbox is offered to allow assuming defaults.



Selecting “Yes” for the dropbox field "Include classification 9.x …." includes SVHC within materials of classification 9.x in the dossier while selecting “No” ignores them.

4. The MDS/Module contains at least one confidential SVHC.

If the MDS contains at least one confidential SVHC, this message appears. The relative portion of the SVHC does not matter.

From a dropdown list an S2S Key can be selected. The list contains all available S2S Keys based on the following criteria:

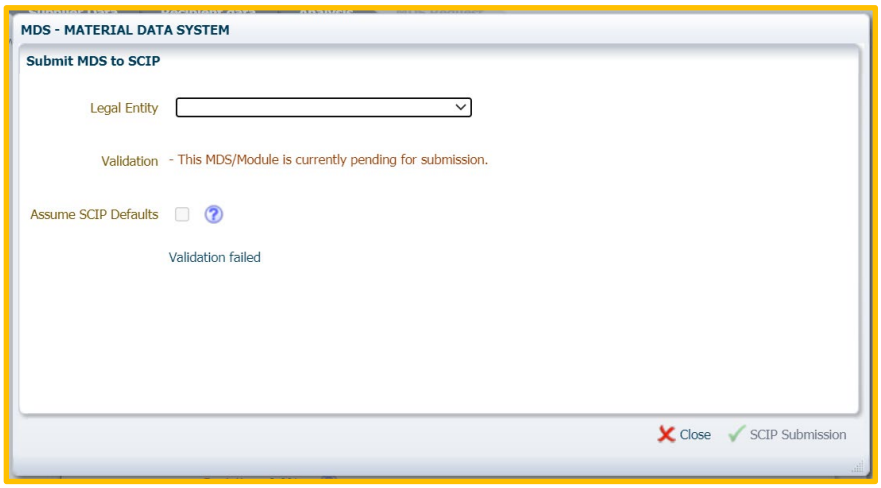
- For a Module: the dropdown list contains the root company S2S Keys.
- For an MDS: the dropdown list contains the Org.-Unit S2S Keys if available, otherwise the root company S2S Keys.

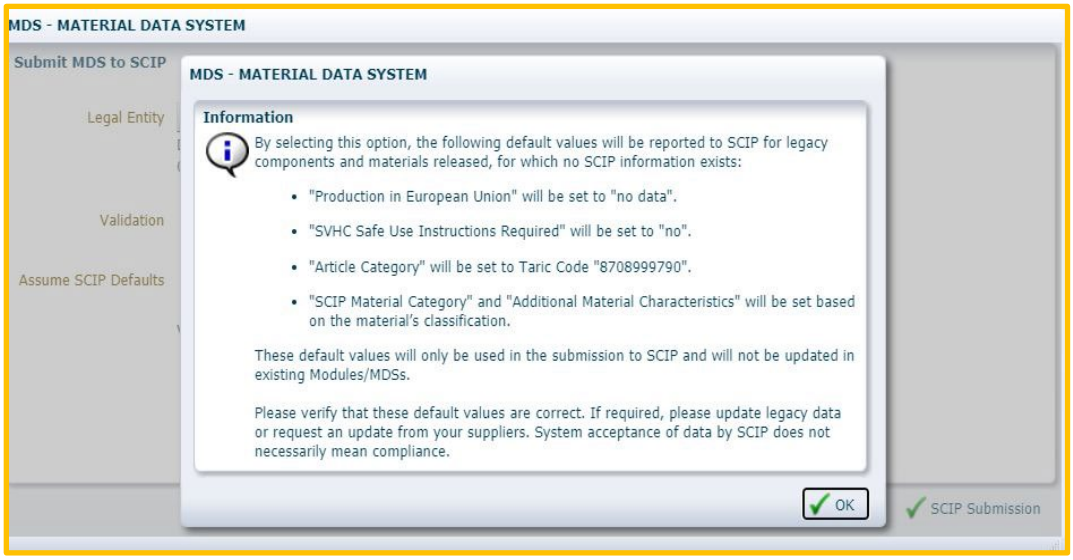
The Default value for the S2S Key will be decided according to the following rules based on the Node ID of the MDS/Module to be submitted:

- The default selection is empty unless the MDS/Module has been submitted before.
- In case of resubmissions the S2S Key will be preselected if it exists in the dropdown list. Else, the default is blank.

The “Assume Defaults” checkbox is enabled whenever a validation Error Message "At least one component or material is missing SCIP information" is returned. If “Assume Defaults” is

checked by the User, this error is bypassed and submission is allowed in case no other Errors or missing information exist. The Submit button is then enabled. A “Help” button is provided next to the “Assume SCIP Default” check box to explain its functionality.





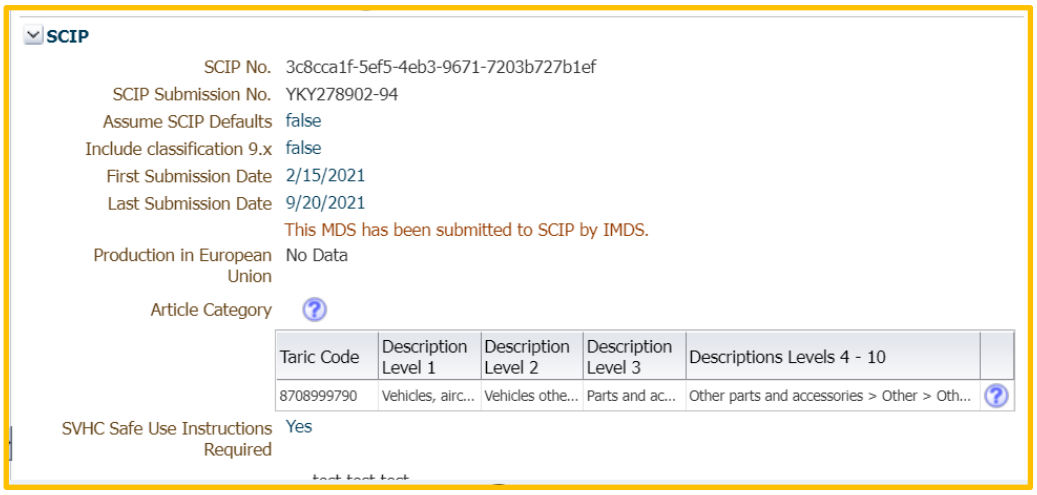
The “Submit” button allows user to submit the MDS to ECHA and is only enabled if

- the S2SKey is not empty

- no validation Errors exist or only the “Missing SCIP information” validation Error is returned and the user checks "Accept Defaults" to continue.

By clicking “Submit” a new submission for the current MDS is created and will be scheduled for exporting to ECHA. A respective pop-up message is displayed.

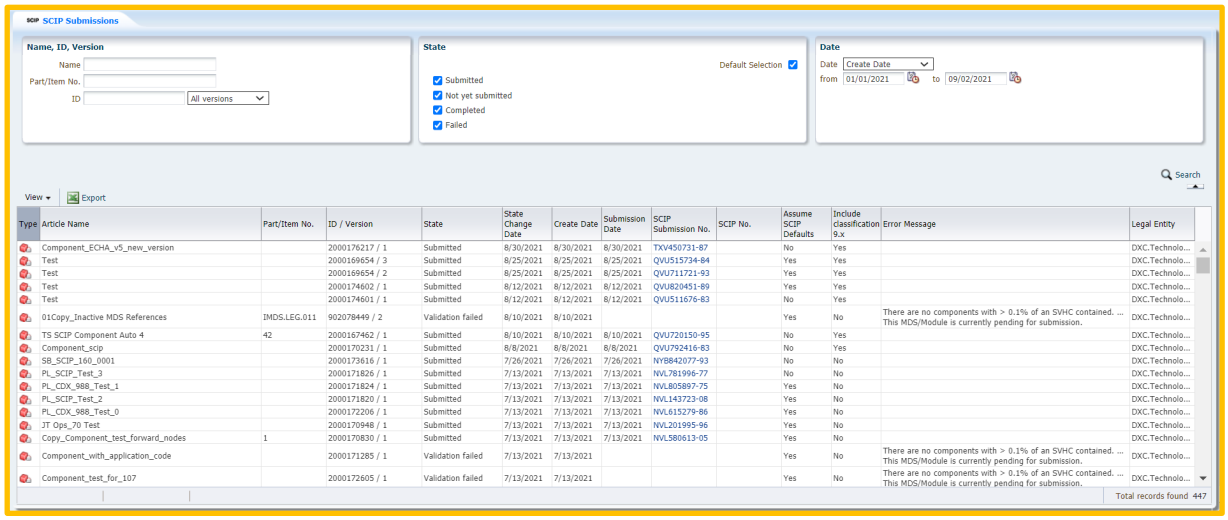
If an MDS was successfully transmitted to SCIP and received a SCIP number, a message will be displayed below the SCIP Submission No. input field, informing the user that the MDS was transferred by IMDS to SCIP. In the Ingredients screen, the details for the SCIP submission are displayed.



12.3 SCIP Submissions Search Screen

This screen can be accessed via the menu Functions >> SCIP Submissions

The User can search for SCIP Submissions of the own company using the Search criteria described below.



On the left side at the top, the user can specify the MDS data like Name, Part/Item No., ID and the current version using the drop-down menu.

At the top in the middle the user should specify at least one submission state. The default selection finds all submissions.

On the right side at the top the user can select the Date type (“Create Date” or “State Change Date” and specify date ranges from-to. The default value is set to the last 7 days.

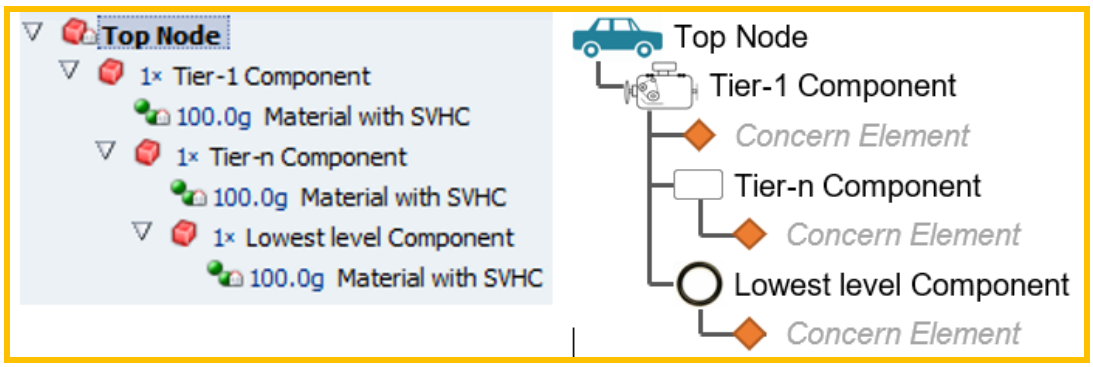
With the “Search” button searching can be carried out. The result table is displayed below and contains data of submissions. By default the result is sorted by submission date (newest first) and all columns are sortable:

Column Name	Description	Comment
Type	Displays the icon for the MDS type	
Article Name	Name of MDS	
ID / Version	MDS ID / Version	
State	Current state of submission	It can be one of the states: Submitted / Not yet submitted / Completed / Failed
State Change Date	Last change date of state of submission	
Create Date	Date of the submission created	
Submission Date	Date of the submission	
SCIP Submission No.	The SCIP submission number	It's a link which opens the Submission report on the ECHA site.
SCIP No.		
Assume SCIP Defaults	Display if the SCIP default is applied	
Error Message	Display Validation Error message in multi lines.	Validation error messages or a link if the error was generated at ECHA's side, the link will then open the error report at ECHA.
Legal Entity	Company Name	
Include Classification 9.x	Display if Include SVHC in classification 9.x (Fuels and auxiliary means) applied	

12.4 The SCIP Dossier

When an MDS is selected to generate a SCIP Dossier, the generated Complex Object or Article is internally reduced to only 3 levels: any component between the component directly below the top node (if available) and the lowest-level article components are not part of the uploaded structure. The components on the lowest level are considered articles containing the Substance of Concern in this case.

In case a component MDS contains references to both articles and Material MDSs with SVHC, even components that are not on the lowest level of the tree can be considered articles. Due to the 3-level structure, articles on different levels of the tree in IMDS can appear on the same level in the structure reported to SCIP.



The Part/Item No. is used as the article's primary identifier. In case the component is not a reference to an accepted MDS, the Part/Item No. from its ingredients is used, which might not be defined. In this case, the following logic is applied to find a suitable primary article identifier.

- When just reporting the article (not a complex object), the part/item number provided for the first recipient of the article - to which the MDS has already been sent - is used instead. Recipients in edit mode might not have a Part/Item No. yet, so they should be ignored. If there is no recipient available, the article's name should be used.
- If the article is referenced inside a complex object, the parent component's Part/Item No. (e.g. "12345") is used in conjunction with the article's name (e.g. "Screw"): "12345 / Screw"
- If the parent is also missing a Part/Item No., the top node's Part/Item No. (e.g. "67890") is used instead, applying the same logic: "67890 / Screw")
- If the top node does not have a Part/Item No. either, its name (e.g. "Assembly") is used instead: "Assembly / Screw".

13 Aston Martin Lagonda - Extensions

The **part number** for the recipient AML must be correct (Part number in the Recipient Data): AML creates a file of all acceptable part numbers and IMDS performs a check against this file and will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact the AML helpdesk and not IMDS to have your part entered.

Similarly, if IMDS is not accepting your **supplier code**, please contact AML to get your supplier code added to the file. As there is no cross check between IMDS company, GSDB and part number in IMDS, the user is responsible to ensure the part number submitted is actually one that AML expects to receive from your company.

If these numbers are not chosen from the list and are not correct, the check procedure (before sending the MDS) delivers an error message. If the user is having problems with the part number, the user may enter a partial number and click search for help identifying the correct format.

14 BMW – Extensions

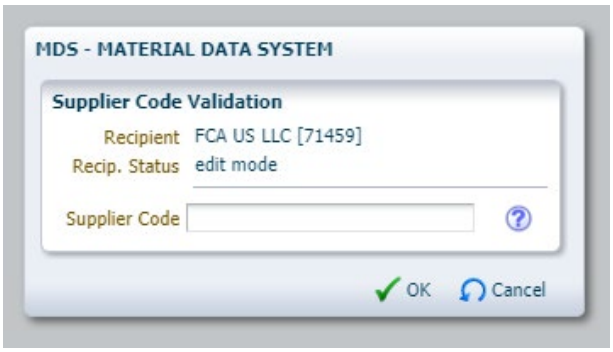
If a company delivers to BMW, an additional check is carried out for this recipient:

- The field Part No. must contain 7 digits and is alpha-numeric (numbers and letters), no special characters are allowed.

15 FCA US LLC – Extensions

The **part number** for the recipient FCA US LLC must be correct (Part number in the Recipient Data): FCA US LLC creates a file of all acceptable part numbers and IMDS performs a check against this file. The system will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact FCA US LLC to have your part entered.

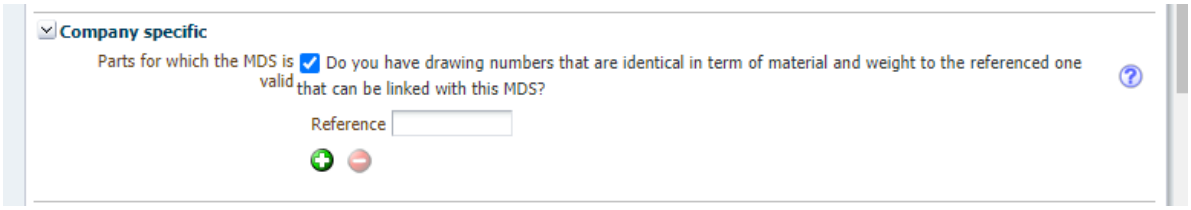
Similarly, if IMDS does not accept your supplier code entered, please contact FCA US LLC to get your supplier code added to the file.



If these numbers are not chosen from the list and are not correct, the check procedure (before sending the MDS) delivers an error message. If the user is having problems with the part number, the user may enter a partial number and click search for help identifying the correct format.

Both of above checks are not performed on preliminary MDS.

There is an additional recipient-specific field with confirmation for FCA allowing one or many reference part numbers referring to the same MDS. These part numbers have the same check the standard part number has.

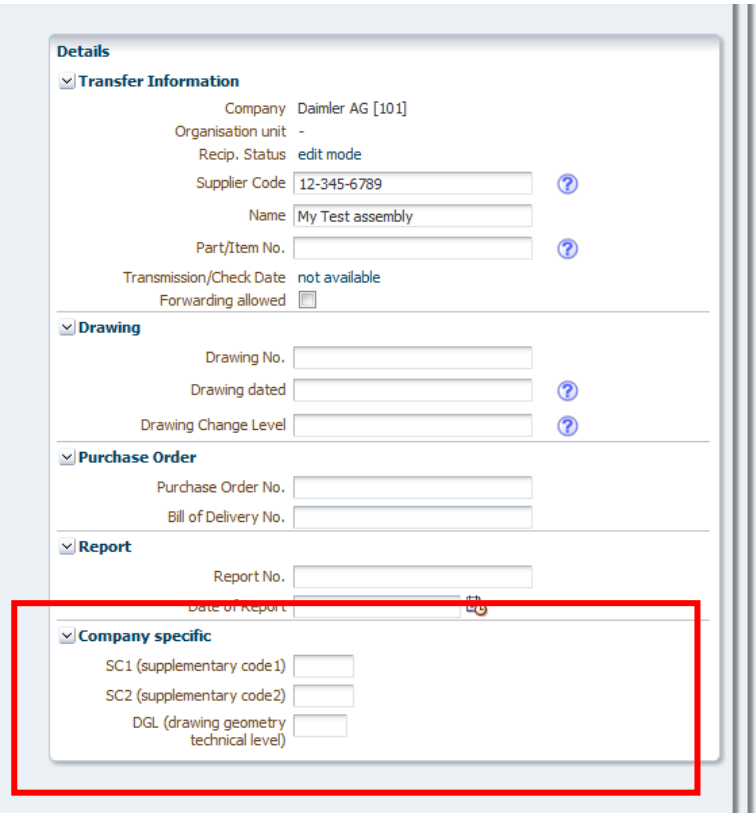


16 Daimler AG - Extensions

If a company delivers to Daimler AG, the following 3 fields are available in the recipient screen when Daimler AG has been selected as MDS recipient:

- SC1 (supplementary code1, 4 characters),
- SC2 (supplementary code2, 4 characters),
- DGL (drawing geometry technical level, 3 digits).

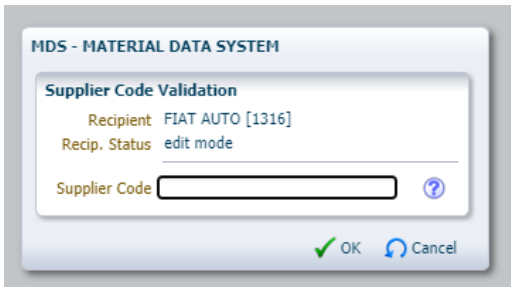
Additional checks are performed for these fields.



17 Fiat - Extensions

The **part number** for the recipient Fiat Auto must be correct (Part number in the Recipient Data): Fiat creates a file of all acceptable part numbers and IMDS performs a check against this file. The system will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact Fiat to have your part entered.

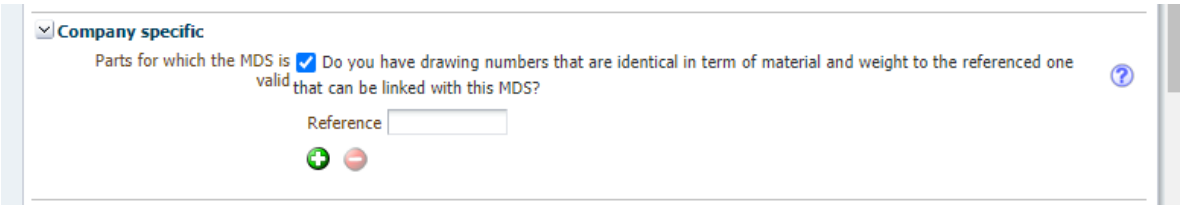
Similarly, if IMDS does not accept your **supplier code** entered, please contact Fiat to get your supplier code added to the file.



If these numbers are not chosen from the list and are not correct, the check procedure (before sending the MDS) delivers an error message. If the user is having problems with the part number, the user may enter a partial number and click search for help identifying the correct format.

Both of above checks are not performed on preliminary MDS.

There is an additional recipient-specific field with confirmation for Fiat allowing one or many reference part numbers referring to the same MDS. These part numbers have the same check the standard part number has.



18 Ford Motor Company Extensions

18.1 Certification

Supplying to Ford Motor Company includes the requirement of annual certification of a supplier company's products according to Ford Motor Company's Restricted Substance Management Standard (RSMS) WSS-M99P9999-A1 ("Hex 9").

Ford requires each supplier to certify annually it is in compliance with the substance prohibitions highlighted in the Ford Restricted Substance Management Standard (WSS-M99P9999-A1), except those already reported as non-compliant in IMDS. The user needs to certify either by individual site using the Ford GSDB code or for the entire company.

The certification applies to **all products** that a supplier delivers to Ford Motor Company. This feature is only accessible to users with the "Admin: certification" privilege. All other users do not see this menu option. For the certification, all necessary information must be provided to Ford Motor Company, either through the Ford Motor Company supplier network or using the IMDS. In the main menu, the above-mentioned users will find the button "Certification" – after reading and checking the user can check the box "I agree and certify".

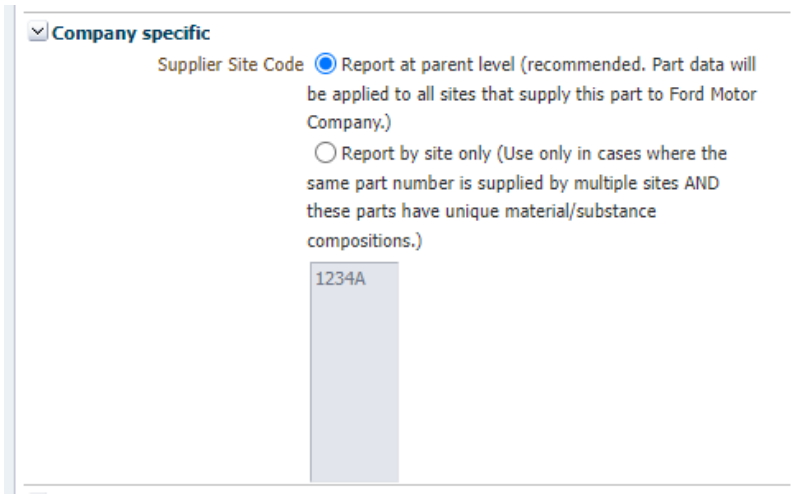
18.2 Ford-specific part numbers and supplier codes

The **part number** for the recipient Ford Motor Company must be correct (Part number in the recipient data). Ford creates a file of all acceptable part numbers and IMDS performs a check against this file and will not allow a user to send with an incorrect part number. If the part number is not found, please contact the Ford helpdesk and not IMDS to have the part added.

Similarly, if IMDS is not accepting your **supplier code**, please contact Ford to get the supplier code added. As there is no cross check between IMDS company, GSDB and part number in IMDS, the user is responsible to ensure the part number submitted is actually one Ford expects to receive from your company.

If these numbers are not chosen from the list and are not correct, the check procedure (before sending the MDS) delivers an error message. If the user is having problems with the part number, entering a partial number and clicking search may help identify the proper format.

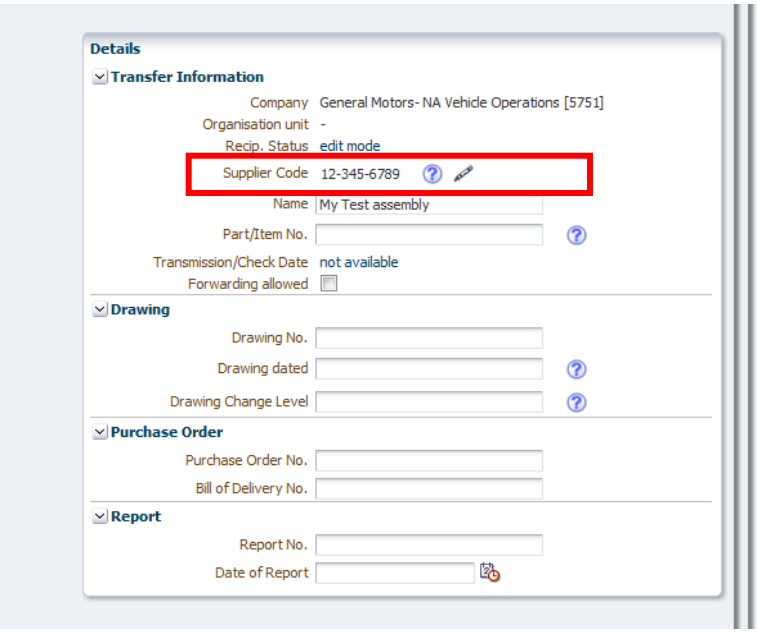
Based on the entered supplier code, you can enter the site code. Per default, you will report on parent level, but you can use site codes, if you supply the same part number from several sites with unique compositions



Only if all information required for Ford Motor Company is entered, the check will be successful.

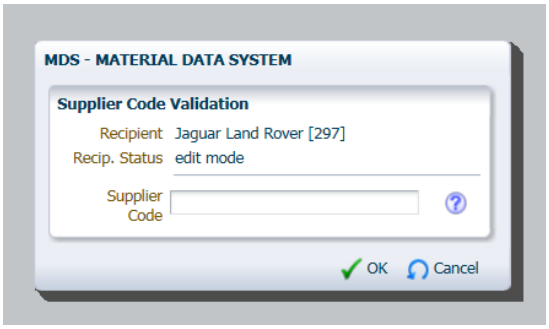
19 General Motors - Extensions

If you add General Motors as a recipient, the supplier code is defaulted with the DUNS number of your company registration. You can change the supplier code, but a check is performed to make sure the supplier code meets the DUNS number schema.

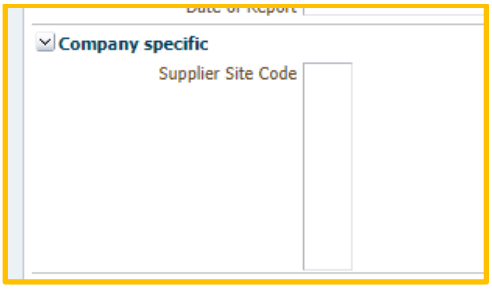


20 Jaguar Land Rover - Extensions

If IMDS is not accepting your supplier code, please contact Jaguar Land Rover to get the supplier code added. As there is no cross check between IMDS company, GSDB and part number in IMDS, the user is responsible to ensure the part number submitted is actually one Jaguar Land Rover expects to receive from your company.



In this screen, which appears after choosing Jaguar Land Rover as recipient, you need to enter your 4-digit Site code (this should be available on your Purchase Order). If you need help regarding your GSDB Codes please contact your buyer at Jaguar Land Rover. After this code is entered, on the right-hand side of the screen the following company-specific option will be displayed:



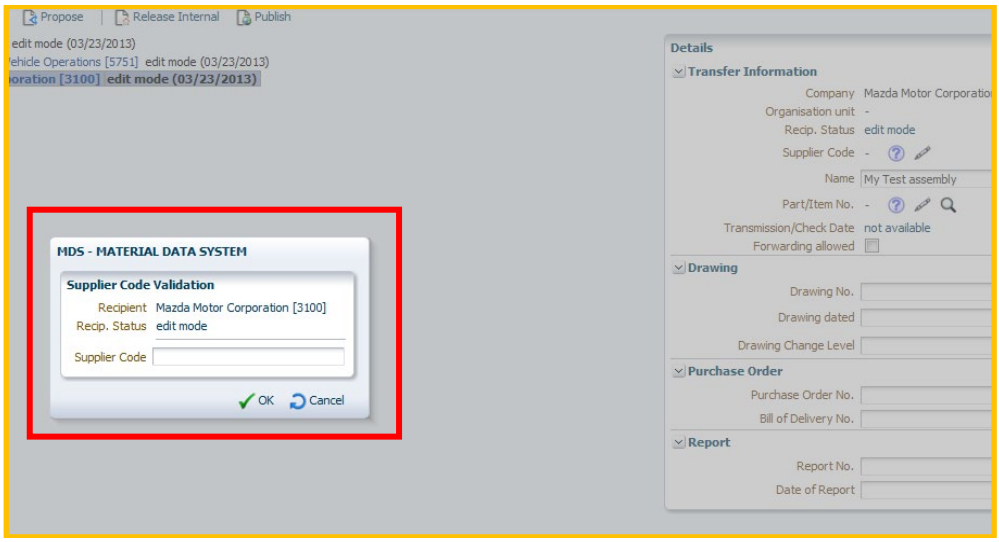
To send to Jaguar Land Rover, you have to report on site code level. Please make sure to select the correct site code.

The **part number** must be correct. The system will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact Jaguar Land Rover to have your part entered. If the user is having problems with the part number, entering a partial number and clicking search may help identify the proper format. Only if all information required for Jaguar Land Rover is entered, the check will be successful.

21 Mazda – Extensions

If a company delivers to Mazda Motor Corp., the following check for this recipient is carried out.

- Mazda creates a part number file and a supplier code file, and IMDS checks both before allowing the user to send. If the part number or code is not found, please contact Mazda to correct the problem.



Only if all required information for Mazda Motor Corporation is valid will the check will be successful.

22 Next.e.GO Mobile – Extensions

If a company delivers to Next.e.GO Mobile some additional checks are carried out for this recipient.

When submitting MDSs to Next.e.GO Mobile

1. the part numbers are checked for a certain format. If Next.e.GO Mobile is selected as a recipient, one can see by the Question Mark Button how to enter Part Number for Next.e.GO Mobile.

   The Part Number must match one of the following patterns:

   Character "C" or "E" followed by 11 numerical digits, e. g. "C12345678901"

   Character "E" followed by 11 numerical digits followed by character "A" or "B" followed by 3 numerical digits, e. g. "E12345678901A123" or "E12345678901B123"

2. a warning message will occur in case the Measured Weight and Calculated Weight of the top node are identical.
3. the check routine will issue an Error instead of a Warning in case of a Recommendation 001 Rule 3.2.2.B violation. (See also chapter 3.3.15 Internally Release or Send / Propose an MDS)
4. an error message will occur in case the Drawing Date does not match the "dd.mm.yyyy" pattern
5. an error message will occur in case the Drawing Change Level does not consist of a single capital letter.
6. an error message will occur in case the Part Name does not match the following pattern (based on the Part Number):

   If the Part Number starts with an “E”, the Part Name can only be composed of:

   - Capital letters

   - Numbers

   - Underscore

   If the Part Number starts with a “C” there are no rules on the Part Name.

23 Nissan Motors-specific enhancements

Polymeric Parts Marked

If an MDS is released for Nissan, parts marking checks are performed to ensure compliance with the following requirements:

Material classification 5.x are separated into the following two groups:

Group1: 5.1, 5.1.x, 5.4, 5.4.x, 5.5, 5.5.x

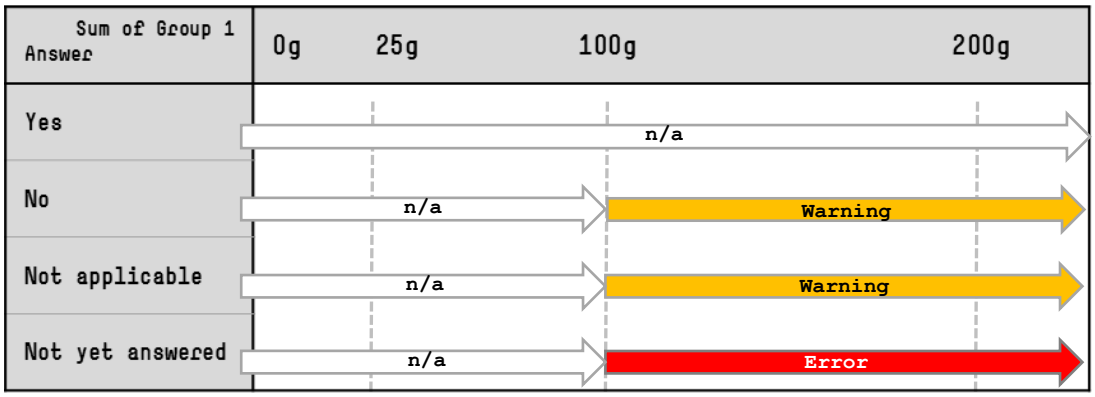
Group2: 5.2, 5.3

The threshold is set against the following 2 values:

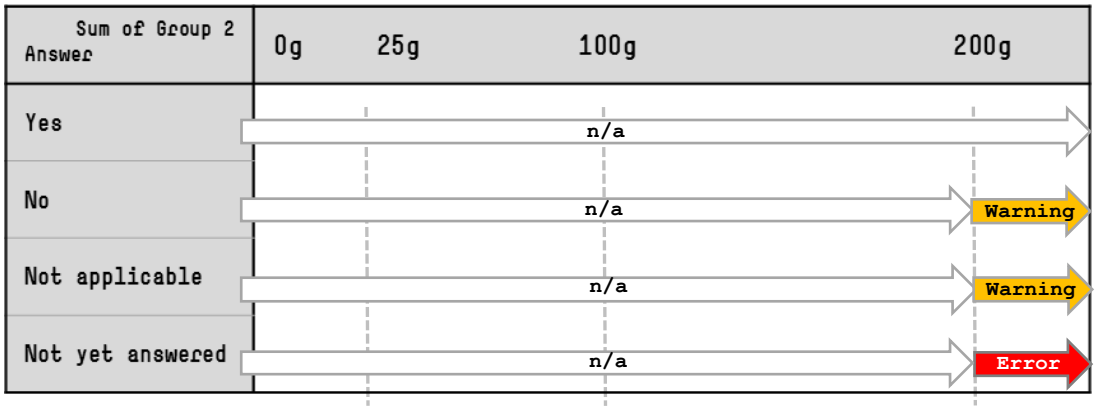
Sum of the weights of the materials categorized into Group1.

Sum of the weights of the materials categorized into Group2.

Threshold against Value (a)



Threshold against Value (b)



Prohibited Substance Check

If an MDS is sent to Nissan, it is checked for prohibited substances according to GADSL. If there are prohibited substances contained, a Warning is displayed.

Material Symbol Check

The entire product structure tree is checked for missing material symbols. If there is a Polymer of the classifications 5.1.x, 5.2 or 5.3 contained in the structure tree without a symbol, the MDS cannot be sent to Nissan (Error).

Wildcard Check

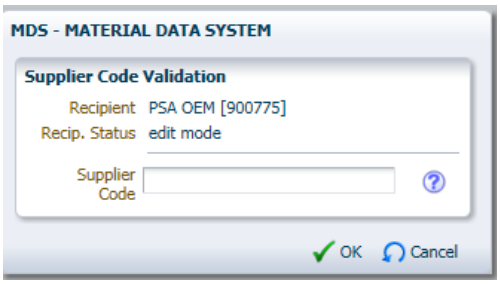
The Joker „Request/Hg/Cr6/Cd/Pb“ must not be used in any MDS sent to Nissan.

Check for “Preliminary MDS”

Nissan will not accept an MDS marked as “Preliminary MDS”. Therefore, if Nissan is the intended recipient of such an MDS, an error message will be generated. For any MDS which will be submitted to Nissan, we highly recommend adding Nissan as the recipient before running the check procedure.

24 PSA - Extensions

If PSA is selected as recipient a PSA specific recipient information screen will be displayed. In the first step, the PSA Supplier Code must be entered in a separate small window:



Additional to the default recipient information the following input fields will be provided:

- PSA part index
- PSA recipient E-mail address
- MACSI number

The following pictures show the requirements to the PSA recipient information screen and the validation roles to be applied to the input fields:

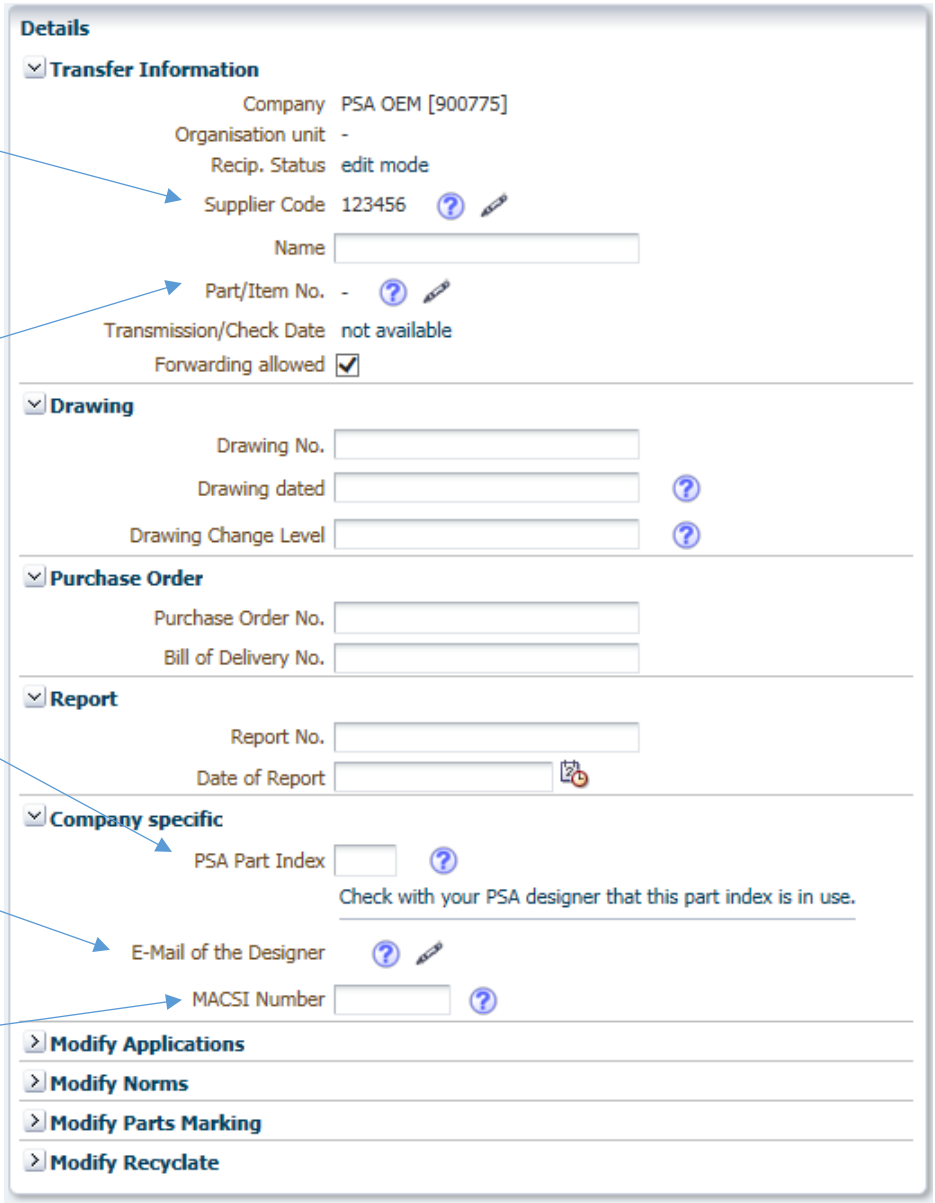
Supplier code / *Code Fournisseur*
- Mandatory
- Alphanumerical
- = 6 characters (to be checked against a list : to be confirmed)

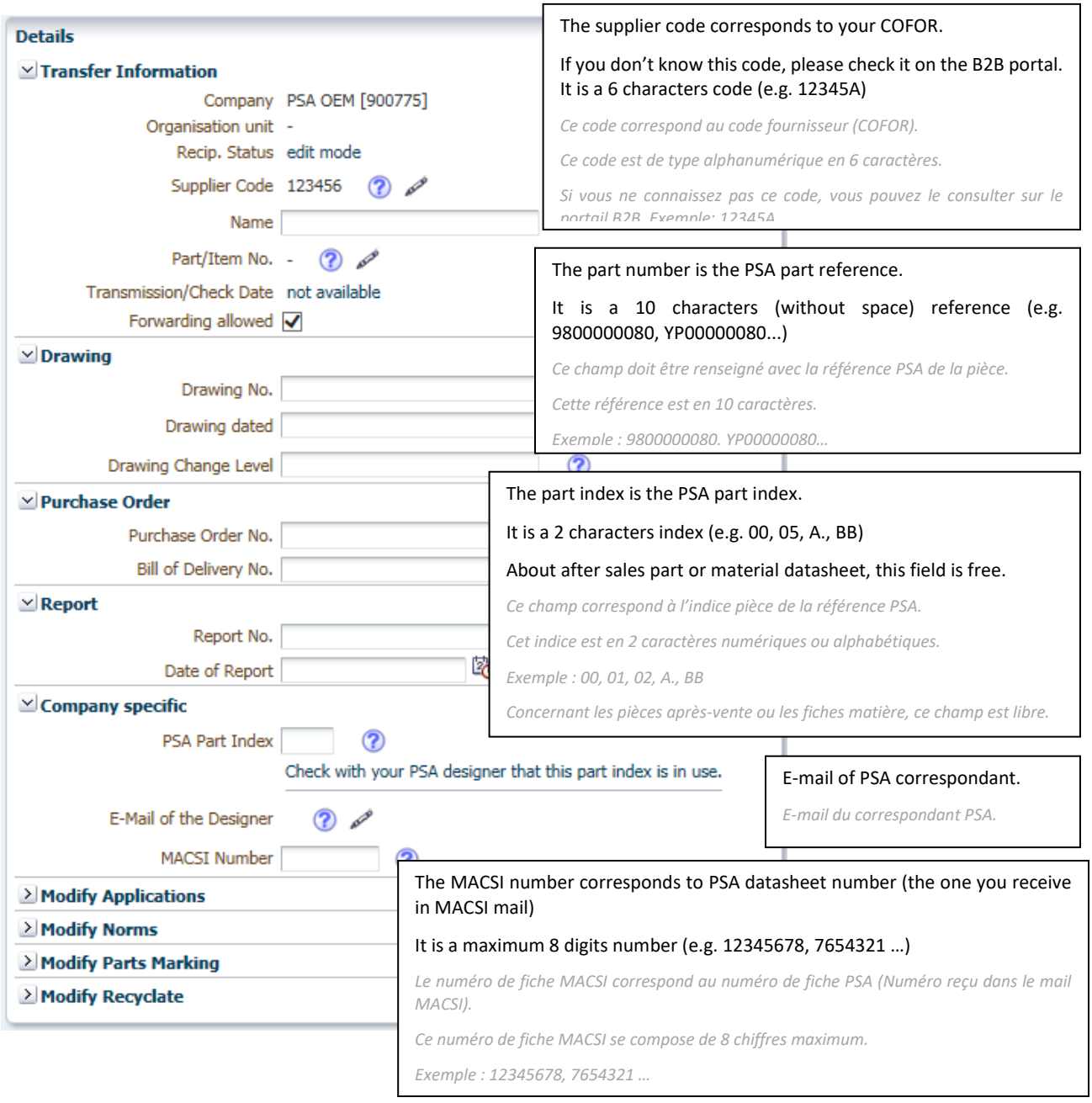
Part/Item No. / *No. de Composant/Pièce*
- Mandatory
- Alphanumerical
- = 10 characters

PSA part Index / *Indice Pièce PSA*
- Mandatory
- Alphanumerical
- = 2 characters

E-mail of PSA correspondant / *E-mail du correspondant PSA*
- Mandatory
- mail

MACSI number / *N. fiche MACSI*
- Mandatory
- Numerical
- Max. 8 characters





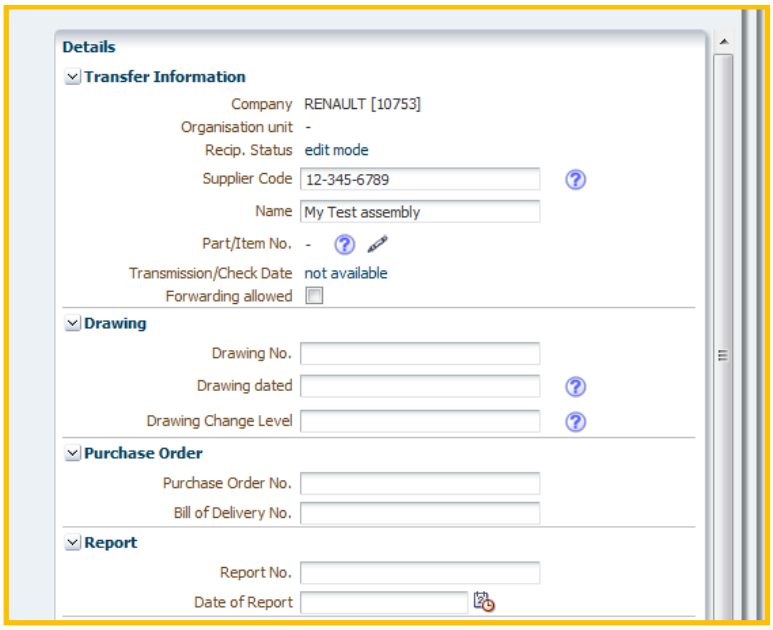
In addition to the IMDS standard plausibility checks, the input for the recipient information will be checked according to the rules listed below.

If the user enters invalid information a message will be displayed indicating the incorrect field and value. A data sheet which does not fulfill the defined validation rules is not allowed to be released to PSA.

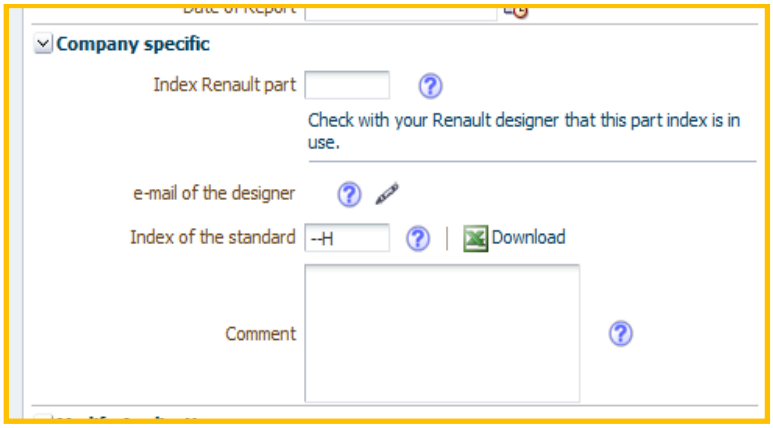
- The **supplier code** will be checked in order to make sure the code has 6 alphanumeric characters. The field is mandatory to be entered. The supplier code will not be checked against a reference list of supplier codes.
- The **part number** must have 10 alphanumeric characters and no spaces. The field is mandatory to be entered.
- The **PSA part index** must have 2 alphanumeric characters. The field is mandatory to be entered, but in case of an after sales part or material datasheet, it can be omitted.
- The **E-mail of the PSA recipient** must be entered and must be a valid E-mail address. The field is mandatory to be entered.
- The **MACSI Number** input field will be checked to be a number of maximum 8 digits. The field is mandatory to be entered.

25 Renault - Extensions

The supplier must complete the Part/Item No. and company specific fields of this screen, as these fields are mandatory. The Part/Item No. must have 10 alphanumeric characters. Selecting the blue colored links provides help.



After scrolling down, additional details appear for Renault suppliers. This is an enhanced Renault company data screen, with fields only required by Renault.



In the enhanced company –specific portion of the screen, the following fields are mandatory:

1. Index Renault part
2. E-mail address
3. Confirmation of the e-mail address
4. Index of the standard (already filled with - - H) (with Download button for the Renault substance-Standard 00-10-050/--H)

Only if all mandatory information for Renault was properly completed will the check be successful.

Here you will find a summary of all Renault checks running before an MDS is sent or proposed.

Check routine	Text in the check window
In the Company-specific part the E-Mail confirmation fails.	The two e-mail addresses do not match.
In the Company-specific part the E-Mail address of the Designer must be filled.	E-mail address of the designer has to be entered.
In the Company-specific part the index of the Renault part must be filled in a correct format.	Please enter a correct index of the Renault part.
In the Company-specific part the Substances standard must be filled in a correct format.	Please enter a correct index of the standard.
The constellation Material under Material is generally not allowed in a Renault MDS tree (chapter Ingredients)	Material below another material is not allowed.

Renault will not accept an MDS marked as “Preliminary MDS”. Therefore, if Renault is the intended recipient of such an MDS, an error message will be generated. For any MDS which will be submitted to Renault, we highly recommend adding Renault as the recipient before running the check procedure.

26 Scania - Extensions

If a company delivers to Scania, some additional checks are carried out for this recipient.

Part number:

The Scania part number shall be specified with numbers only, no special characters, no leading '0' allowed.

Drawing change level:

The data field Drawing Change Level refers to the Scania Engineering Change Order (ECO) number which is used to specify different versions of parts. The ECO number can be found on the Scania part drawing.

When no ECO applies, a "0" shall be entered in the field.

The ECO number shall be specified with only numerical digits, no special characters, no text.

Supplier code:

Specify the Scania supplier number, 7 numerical digits. (Example: "0123401")

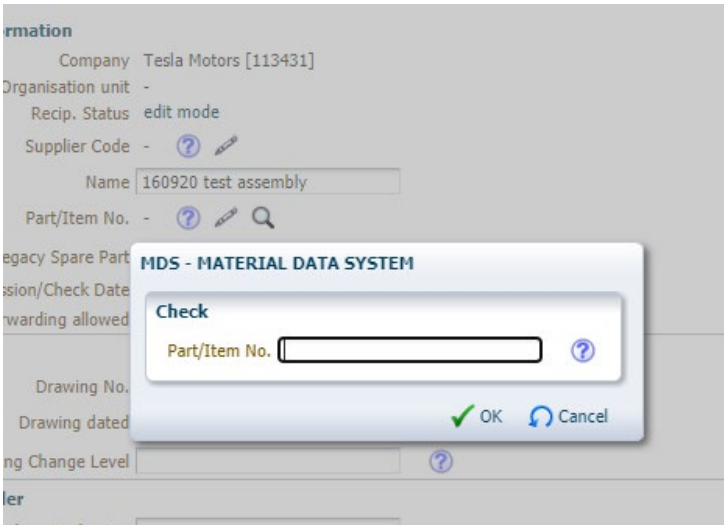
This field is mandatory. The supplier number will be checked by the Scania in-house system against a list of contracted suppliers for the Scania part.

If the user does not know the 7-digits supplier number, contact the Scania purchaser.

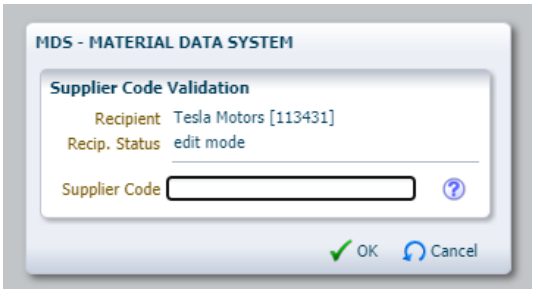
Additionally, Scania will not accept an MDS marked as "Preliminary MDS". Therefore, if Scania is the intended recipient of such an MDS, an error message will be generated. For any MDS which will be submitted to Scania, we highly recommend adding Scania as the recipient before running the check procedure.

27 Tesla - Extensions

The **part number** for the recipient Tesla must be correct (Part number in the Recipient Data): Tesla creates a file of all acceptable part numbers and IMDS performs a check against this file. The system will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact Tesla to have your part entered.



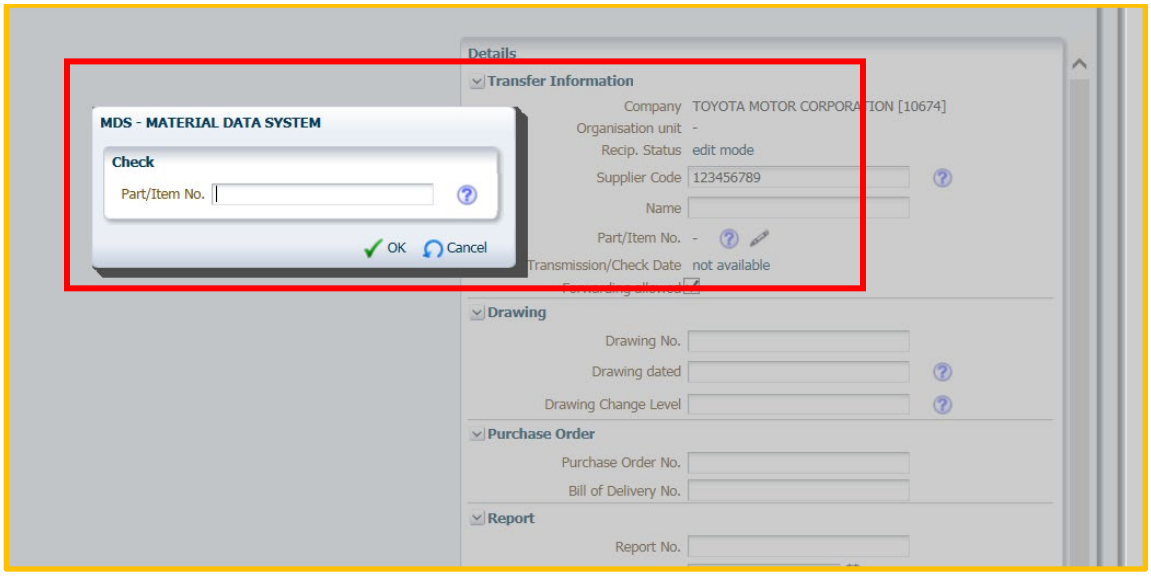
Similarly, if IMDS does not accept your **supplier code** entered, please contact Tesla to get your supplier code added to the file.



28 Toyota - Extensions

If a company delivers to Toyota Motor Corporation some additional checks are carried out for this recipient.

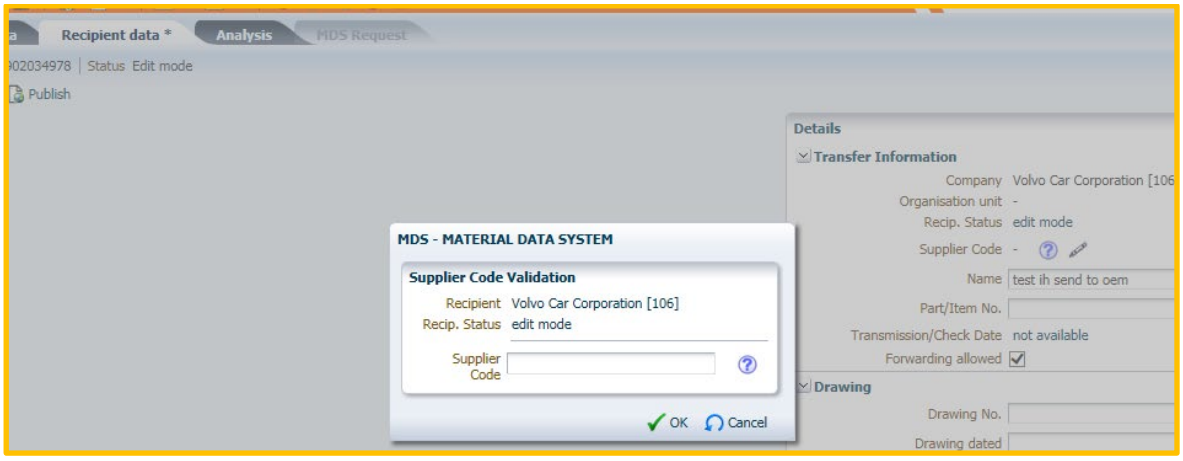
- Toyota part numbers and supplier codes (requests) are mandatory (even if both do not match, the MDS can be sent to Toyota).
- The part number format must comply with the Toyota-specified part number format.
- At least one standard or Toyota in-house norm must be selected for material MDSs. (when sending to company 10674 only)
- The tree structure (component/semi-component-material-substance structure) must be correct as specified in IMDS Recommendation 001.



Only if all required information is entered for Toyota Motor Corporation, the MDS will pass the checks.

29 Volvo Car Corporation - Extensions

If a company delivers to Volvo Car Corporation, some additional checks are carried out for this recipient.



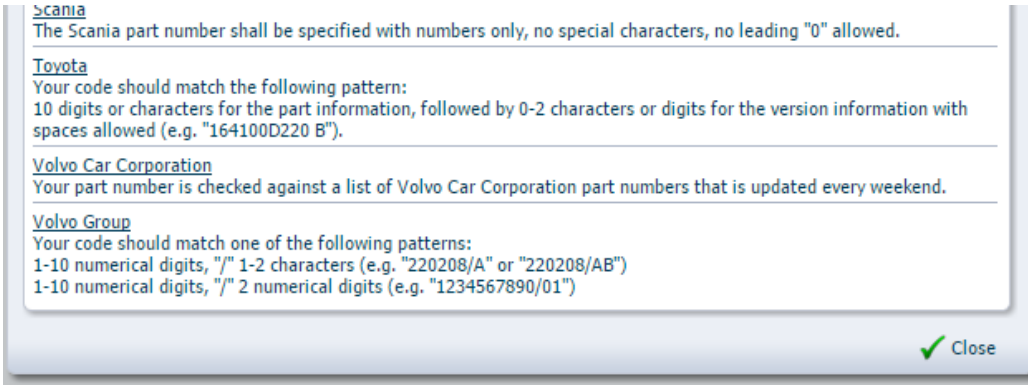
For Volvo Car Corporation it is mandatory to enter your Site Code as Supplier Code. The Parent Code is no longer accepted (after IMDS Release 11.1). If a datasheet is valid for several manufacturing sites, you will need to send an individual copy of the datasheet to Volvo Car Corporation for each manufacturing site. If IMDS is not accepting your supplier code, please contact Volvo Car Corporation to get the supplier code added.

The **part number** for the recipient Volvo Car must be correct (Part number in the Recipient Data): Volvo Car creates a file of all acceptable part numbers and IMDS performs a check against this file. The system will not allow the user to send with an incorrect part number. If the part number is not in the file, please contact Volvo Car to have your part entered.

30 Volvo Group - Extensions

If a company delivers to Volvo Group, some additional checks are carried out for this recipient.

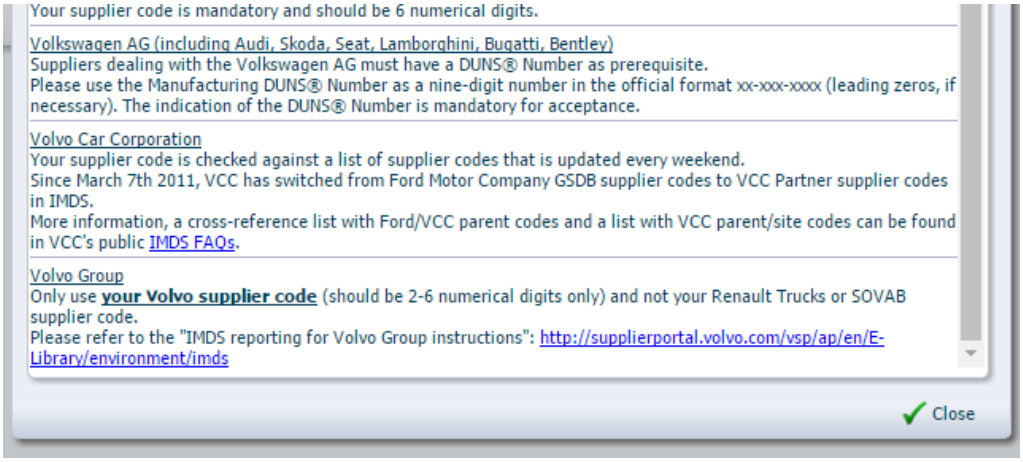
1. When submitting MDSs to Volvo Group, the part numbers are checked for a certain format. If you have Volvo Group as a recipient, you can see by the Question Mark Button how to enter Part Number for Volvo Group.



The Part-Number pattern is to be changed to an 8 or 10 digit numeric part number. For shorter Part Numbers users shall add leading zeros to make it 8 digit.

2. When sending/proposing MDSs to Volvo Group, the supplier code is checked:

If you add Volvo Group as a recipient to an MDS, a Supplier Code Validation window is opened to enter the Supplier Code. By a Question Mark Button you can access a page to get more information about the supplier code, as seen in the following screenshot:



You are informed to enter your Volvo supplier code and that it should be a 2-6 digit numerical entry. The check compares the entered supplier code with the Org.-Unit ID of the creating company and the company ID of Volvo Group (46569). If it is either one, an error appears and the MDS cannot be sent.

31 IMDS – Add-on Services

IMDS capabilities extend beyond the basic services available in the standard offering. This chapter introduces these additional services. More information on additional IMDS services can be found on the IMDS Advanced Solution pages under

https://public.mdsystem.com/web/imds-public-pages/imds-solutions

31.1 IMDS-a2 (IMDS Advanced Accelerator)

The IMDS-a2 simplifies data input into IMDS, increases productivity of IMDS users and accelerates review of incoming datasheets. For years the IMDS-a2 has been a proven tool to speed up the data entry for many IMDS users. New features within IMDS-a2 allow users to optimize IMDS processes, data management and quality.

Key features of the IMDS-a2

- Simplified User Interface and multiple simultaneous windows
- Configurable checks that allow rules to be set up for different customers (Examiner function)
- Automatically checks incoming datasheets based on User selected rules
- Dashboard to easily view the status of datasheets and MDS requests
- Reports to identify incomplete information and support supplier management

- Improved search mechanism and drag & drop support
- Configurable search results display and export function for all search results
- Temporary local data caching to increase productivity

31.2 IMDS Connect

The IMDS Connect interface allows companies to leverage data in current systems and receive productivity improvements by reducing the effort required for data gathering, formatting and entering data into IMDS. The IMDS Connect enables companies to automatically exchange material datasheets from any in-house system to IMDS through XML code, thus more closely integrates IMDS with local processes.

The IMDS Connect gives a company the ability to transfer all visible data from IMDS to an in-house system. This includes published datasheets, internally released datasheets, and received datasheets. Depending on existing requirements, the IMDS Connect interface allows companies to download the received datasheets prior to acceptance so automated checks can assist in accepting and rejecting MDSs – or accepting and rejecting can be done in the browser version and just the received and accepted datasheets be download.

Through the upload functionality, companies can create datasheets in IMDS.

31.3 IMDS Reorganization

As companies change ownership or internal IMDS processes, they frequently want to change how their data is organized in IMDS. To assist these companies, DXC offers two types of reorganization services:

31.3.1 Company Merge - Consolidation of two or more IMDS companies to one IMDS company

The following describes typical cases of a Company Merge:

1. Data in one "roof" company without any organization units is moved to a target "roof" company without any organization units.
2. Data in a "roof" company with one or more organization units is moved to a target "roof" company with no organization units.
3. Data in a "roof" company with no organization units is moved to an organization unit of a target company.

4. Data in a "roof" company with several organization units is shifted to a target company with organization units with the source organization units individually mapped to organization units in the target company.

Although most company merges involve source companies without organization units, the standard procedure and pricing will allow a mixture of the above cases. However, prior to requesting a merge, the Company Administrator is required to create the target company structure that will receive the data. The new structure may or may not have organization units and may or may not be one of the existing IMDS companies. Please note that at most one of the source company IDs can be retained.

31.3.2 Company SplitOff - Separation of an organization unit from an IMDS roof company

The Company SplitOff service transfers the data from one or more organization unit(s) within one IMDS roof company into a different IMDS roof company. Please note that it is the responsibility of the company administrator in the source company to ensure data is in the Organization Unit to be transferred. This service assumes the data to be moved currently resides in an Organization Unit. Many companies think they are using Organization Units because they have defined them - but are not. Either there are no users assigned to the Org Unit or the users are not placing the data in the Org Unit on the Supplier Data chapter of the MDS.

It should be noted that **NOT ALL DATA CAN BE SEPARATED OR TRANSFERRED**. The amount of transferable data depends on how intertwined or "referenced" the data is. In the end, a data sheet can reside only in one company - it either goes or stays but it cannot reside in two IMDS companies.

If an MDS that is to be transferred and an MDS that will stay both reference the same datasheet, the MDS that the user wants to transfer cannot be moved. If an MDS that will stay references an MDS that is to be transferred, that MDS cannot be moved. The only exception to this is if the "referenced" MDS is published. For example, if your source company has created a library of materials that is used by both by Organization Units that are staying and those being moved out, the data referencing the common materials cannot be moved by this process. The exception is that if those materials were published.

As part of the Company SplitOff procedure, DXC will perform up to two analyses. It is very important that the requestor review what the analysis is saying and take action if the analysis indicates that data cannot be transferred. DXC cannot move data that analysis shows cannot be moved. Due to how IMDS works, we cannot "copy" data from one company to another.

32 IMDS – Useful Information

The following section contains important supplemental information about IMDS.

Automatic Log-Out after 60 Minutes Inactivity

To provide improved data security, optimum performance, and system availability, IMDS users that have not saved/updated within the last 60 minutes are automatically logged out. **Please note:** Generally speaking, entering information into a screen without pressing “save” or another “action” does not register as activity. To avoid losing the information entered on your screen, always remember to save or update before discontinuing use.

Terms of Use for IMDS

The IMDS Terms of Use are an agreement between IMDS Users and the IMDS System providers, providing a summary of the rights and responsibilities of each. Every user is required to read, understand and accept the Terms of Use during their first login. The Terms of Use are also available from a link on the IMDS Login window. Failure to comply with the Terms of Use may be grounds for censure up to and including being barred from using IMDS, and in some cases, may subject violators to legal action. Highlights from the Terms of Use include:

- IMDS may not be used for any purpose other than those explicitly stated
- IMDS IDs are issued to a specific individual. ID sharing is never permitted.
- IMDS Company Administrators are responsible to create and maintain User accounts. It is not the responsibility of the IMDS system provider or maintainer to perform these tasks, except in limited cases with extensive documentation when all Company Administrators have permanently left the company.
- Information entered into IMDS must be correct, to the User’s knowledge.

Duplicate Registrations

In IMDS, a company is permitted to register multiple physical locations either as multiple “Org Units” under a single umbrella registration, or to register multiple physical locations separately. However, when one physical location is registered for a company more than once, using similar names, this may be a “duplicate registration”. There is one and only one legitimate use for two registrations with the same address and similar names: If a company has distinct, separate processes which share a physical location but operate upon different materials/parts, for different customers, from different suppliers, using different personnel, this is essentially two facilities occupying the same physical address, and is permitted. In all other instances, this is a duplicate registration, and is not permitted. If a company has a duplicate registration, the IMDS Helpdesks will work to resolve the duplicate registration before providing any other support.

There are several reasons duplicate registrations are not permitted, mostly for the registering company's protection. First and foremost, under the strict European Union (EU) privacy and data confidentiality laws which govern IMDS (which operates from Germany), under some circumstances duplicate registrations can violate EU law. Duplicate registrations can also lead to unnecessary expenses, as the only ways to "merge" duplicate registrations involve either contracting with the IMDS Supplier to perform a for-cost data merge operation, or to perform a potentially time-consuming send/propose upon each MDS in the secondary registration. Duplicate registrations also unnecessarily increase system maintenance costs, artificially inflate the number of reporting entities in IMDS, and potentially create confusion among customers and suppliers.

There have been proposals for IMDS to implement system protections to prevent duplicate registrations, using schemes such as more flexible searches for repeating information among company registration names, or requiring DUNS/Ultimate DUNS numbers for each registration. Each of these methods creates barriers to registration of legitimate entities and has therefore been declined. Avoidance of duplicate registrations is therefore on the "Honor system". All companies are required to take precautions to prevent and eliminate registration duplication.

User Account Maintenance

As explained in the Terms of Use, each IMDS Company is required to assign at least one and preferably two or more Company Administrators (formerly Client Managers) to create and maintain user accounts. All users are responsible to maintain their names, phone numbers, and email addresses for their individual logins, and to log in at least once a year to keep their accounts active. Company Administrators are responsible to verify this information is maintained and address any gaps. In addition, Company Administrators are responsible to maintain the privileges granted each user, to ensure that users' "Valid Until" dates are maintained, and to deactivate any users that are no longer associated with the company's material reporting, either through reassignment or because of separation of employment or extended leave.

Company Administrators are strongly encouraged to verify all user accounts within the company at least once a quarter, paying special attention to user names, email addresses, "Active" status, assigned roles, and "Valid Until" dates. This should require no more than 10-15 minutes per quarter / 1 hour per year for all but the largest companies. As with automobile oil changes, this preventive maintenance is essential for smooth operations and can help to avoid major challenges. Extensive supporting documentation regarding how to perform these tasks is available elsewhere in this manual. There are also several useful references, including step-by-step instructions, available from the IMDS Public Information Pages.

Importance of Correct Email addresses

Anyone can occasionally lose or forget their User ID or Password, so IMDS provides automated mechanisms for all users to retrieve their ID and/or password using the “Forgot ID” and “Forgot Password” links from the login screen. However, these features operate only if the User’s email address is correct in IMDS. This is a legally required security feature. A user’s working ID and password is the primary mechanism to verify their identity. The Company Administrators are capable to update the email address for all their company’s users, and so is the secondary method to re-enable these users. The automated links and registered email address is the tertiary “backup” method. When none of these methods is available, extensive documentation is required to re-verify the user should be authorized to access the proprietary / confidential information stored within IMDS. This consideration requires special attention following a company sale, merge, or name change resulting in a change in email domains, as failure to update the email addresses may result in all users within a company losing the capability to regain access.

IMDS Support Centers and User Accounts

Many have grown accustomed to contacting Support Centers when having Website account issues. This model does **not** apply for IMDS. The information in IMDS is confidential and/or proprietary, and there are extensive EU regulations regarding access to an entity’s confidential/proprietary data. Think of the Support Center providing access to IMDS information as analogous to your Accountant giving access to your financial records, or your Doctor sharing your medical records. Support requesters know they are authorized to access the information, but without the appropriate verification, the Support Center does not, and cannot and should not provide access without appropriate and in some cases legally required safeguards.

Users should be aware most account support issues are not within the “scope” of the IMDS Support Centers. The Support Centers are contracted to ensure system outages are reported and resolved, and to answer questions regarding IMDS usage. Managing User IDs and ensuring accounts do not expire is the responsibility of the Customer Administrators. Only when a company has two or more Customer Administrators, and all are no longer with the company is the Helpdesk authorized and responsible to assist with client account management. This has as much to do with legal requirements as it does expenses. Most companies using IMDS and the Service Centers do so without any direct cost or expense, beyond the not-insignificant time and effort of creating and maintaining their MDSs. Please help maintain this relatively low cost by maintaining user accounts –as agreed in the Terms of Use - as well as the MDSs.

Browser Versions for IMDS Use

The following browsers have been tested and when properly configured support the full functionality of IMDS. Browsers and Browser versions not listed below have either not been tested sufficiently, or have been found to have issues

Microsoft Edge (current version)

Firefox (current version)

Chrome (current version)

Most IMDS functions should work with other browsers.

Browser settings:

- **XMLHTTP** XMLHTTP support must be enabled.
- **JavaScript** JavaScript support must be enabled.
- **Style Sheets** Style sheet support must be enabled.
- **Browser Add-ons** You should disable or remove third party browser add-ons because they have the capability to negatively interfere with the execution of the browser and the ADF Faces client framework.
- **Cookies** You need to allow session cookies to be stored in your browser at least for the domain mdsystem.com.

All browser versions supported by the IMDS application can be found on the IMDS Information Pages http://www.mdsystem.com → **IMDS Information Pages → IMDS System**.

Substances

Substances cannot be created the same way as components, semi-components or materials. If you do not find the substance you need, please use unique identifiers such as the CAS number for searching the particular substance. Should a substance need to be added to the list, the substance request function must be used.

Languages

Users may select to have labels, menu options, buttons, etc. displayed in the following languages: English, German, Chinese, Japanese, Spanish, French, Italian, Portuguese and Korean. However, all data entry must be performed in English only. IMDS does not translate user entries in text fields.

The language displayed is based upon the language selected during logon. Popups need to be enabled in the Browser settings, as the User Manual is displayed as a PDF document in the user's browser. Online help is available in English only.

Faded Icons / Symbols

If the symbol of nodes in the product structure is displayed in a faded colour, the referenced MDS or Substance was deleted.

Selecting an Item

Double-clicking on an item brings up the Details of the item. The user may also right-click and select the Edit / View option.

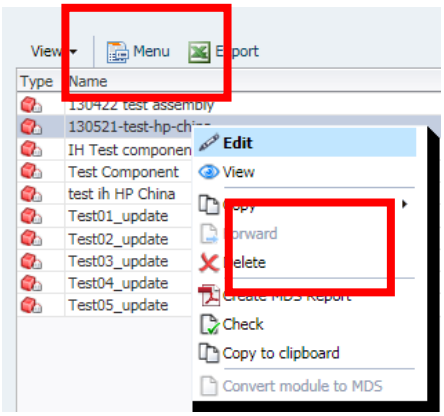
Exporting results to an xls file

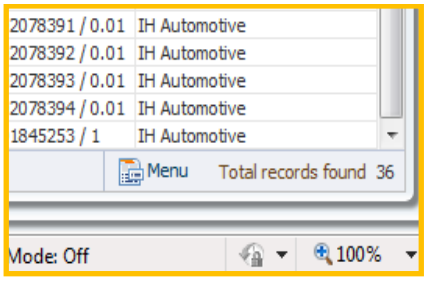
The results in a result table can be exported to MS Excel using the Export command.

Additionally, columns in the display can be turned off and/or reordered by using options in the View menu. The turned off columns will not appear in the exported file.

Context menu

In the result list you can right-click to see further options for the respective entry depending on the screen and in which IMDS context this result list is displayed. Alternatively, you can use the "Menu" option above the result list or at the bottom right to display this context menu:





Network Performance Index

The PC internet access capacity for using the IMDS is standardized to one ISDN capacity (64 Kbit/s). If the system appears "slow" this can be due to several factors. e.g. the internet connection in your own company or the performance of the internet server of the internet service provider. For testing the performance there is a test which you can carry out yourself in the system. In the analysis, you can also see comparison values.

The "Network Performance Test" can be found in the IMDS after log-on by clicking the "Network Performance Index" in the Help menu. The result browser window contains the Network performance for your PC.

Favorites | IMDS Network Performance Index Report | Page | Safety | Tools

IMDS Network Performance Index Report

Hostname: www.next.model.mdsystem.com

Test Finished.

I. Introduction:

Generally users see as performance related issues

1. System is slow (long response times) but functionality working correctly
2. System unexpectedly logs users out of the application
3. Data retrieved from the application is not loaded correctly/complete into the screens

Bullet 2 and 3 might have different reasons, although experienced in a few cases could be caused by slow performance in combination with the client's Browser behavior. HP completed various individual performance investigations for IMDS-users having problems due to long response times. The experience and results of these activities were bundled in here and should help together with your personal measure results to solve your performance issues.

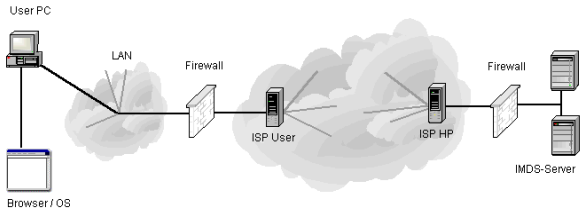
latency.
Latency (lower is better):

Test #	HTTP Version	Your Values	Comparision Values
1	1.0	31 ms	200 ms
2	1.0	31 ms	200 ms
3	1.0	31 ms	200 ms
4	1.0	47 ms	200 ms
5	1.0	31 ms	200 ms
6	1.1	47 ms	200 ms
7	1.1	47 ms	200 ms
8	1.1	31 ms	200 ms
9	1.1	31 ms	200 ms
10	1.1	47 ms	200 ms

V. Understanding the Performance-Relevant Factors:

Performance is a very complex problem which has to be looked at in every special case.

When a user is working with IMDS three major network components are involved in the data transfer. The first part consists of the local network, the internet proxy and the network line to the Internet Server Provider (ISP) of the user's company. The second part is the public Internet itself and the third part is the connection to HP's ISP and through an HP firewall until it reaches the IMDS servers. This is summed up in the following picture:



33 Glossary

Basic Substance

Basic substances are chemical elements or chemical combinations as they naturally occur or are produced. This includes all agents necessary to maintain stability. This excludes solvents which can be separated from the material without reducing its stability or changing its composition. In IMDS, every MDS “path” from the top of the tree structure must terminate in a basic substance or substances for the datasheet to be valid and allowed to be released. Most basic substances are identified by a Chemical Abstract Service (CAS) number.

Chapter

The different IMDS screen tabs for an MDS, i.e. Ingredients, Supplier Data and Recipient Information are referred to as “chapters”. IMDS also contains some OEM-specific chapters.

Component

A component is an assembly or a piece part, usually assigned a lot number or part number. One component can consist of several different components, or may be composed of materials or occasionally of basic substances. In the extreme, a component can represent a complete vehicle and consist of thousands of other components.

GADSL - Global Automotive Declarable Substance List

The GADSL substance list replaced the International List of Reportable Substances (ILRS). ILRS was implemented in IMDS during 2004 and combined the different OEM requirements for reportable substances into one list. ILRS and other sources evolved to create the foundation of GADSL. In March 2005, the IMDS ILRS was replaced with GADSL.

GADSL is the work of automotive OEMs and suppliers and chemical and plastics industries who organized the Global Automotive Stakeholders Group (GASG). GASG's purpose is to facilitate communication and the exchange of information regarding substances in automotive products throughout the supply chain. The GADSL only contains substances expected to be present in a material or part remaining in a vehicle at point of sale. GADSL is independent of IMDS and has been incorporated into OEM standards since 2005. For IMDS users, this means GADSL is the only list that must be checked regarding reportable substances. Currently, all IMDS recommendations, as well as other IMDS documentation, reflect this fact.

If you have questions about GADSL or want to view the GADSL documents, please visit https://www.gadsl.org for more information.

The term “GADSL Classifications” identifies materials in GADSL requiring special handling. This should not be confused with IMDS material classifications, which identify a material grouping.

Meaning of GADSL Classification:

- *"P"* - Prohibited in some applications (exemptions are possible)
- *"D/P"* - Prohibited in some applications and declarable in all other cases. Please review the GADSL documents for more information.
- *"D"* - Substance must always be reported, however the substance is not prohibited for use in automotive parts

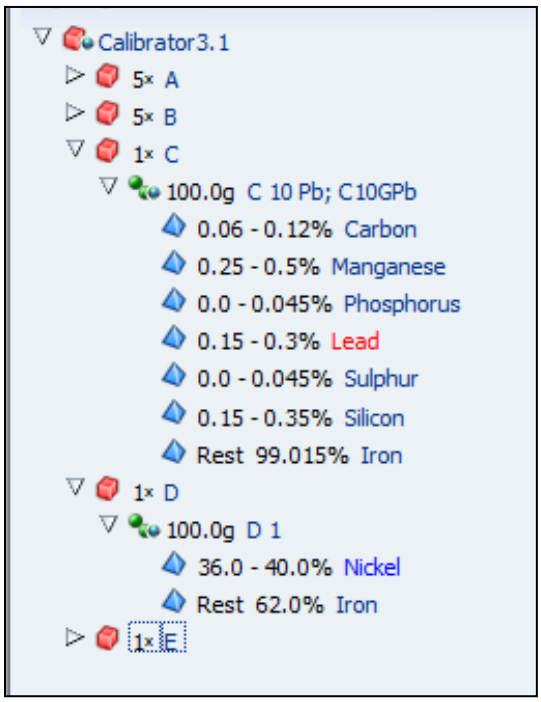
Important**:** GADSL does not supersede contractual agreements between a supplier and an OEM.

A direct link to the GADSL page https://www.gadsl.org is shown in different IMDS screens as a button. By pressing this button, a new browser tab will open to show the GADSL homepage.

Material

A material is a stable combination of basic substances in the final chemistry present in a component. Materials must be described in terms of basic substances. Only basic substances contained in the final material are to be reported. Simple components are most often composed of materials. Many users are not required to enter materials, as ideally a material is entered only by users in companies that manufacture the material, and who know 100% of the chemical composition in final form. Most materials manufactured to a public norm or standard may be found as published IMDS Committee materials, and this is the preferred source for standard materials. Some materials are not manufactured to a public norm or standard, and some public norms or standards do not describe 100% of a material's substances.

MDS (Material Data Sheet)



An MDS constitutes a complete information package for the chemistry of a finished part. An MDS always contains at least two nodes (a minimal material MDS would contain a top node and a basic substance), and may contain hundreds. MDSs are subject to revision control. If there is a data change, a new MDS version needs to be generated. If a version has been sent and accepted, it is no longer possible to make changes to the MDS without re-versioning.

An IMDS Material Data Sheet (MDS) is not the same thing as a Material Safely Data Sheet (MSDS) An MDS describes 100% of the basic substances present in a material in its final form, excluding a maximum of 10% which are attested as non-declarable or prohibited and are “masked”. A Material Safety Data Sheet (MSDS) typically contains only those basic substances that are of safety concern, and often contain substances that are not present in the final form of the material. Requirements for an MDS and an MSDS are very different.

Module

A module is a streamlined MDS which may be used only within a user’s IMDS company. A module contains the tree structure and all information concerning the materials and substances contained in the item but cannot have supplier or recipient information.

Modules are subject to revision control. Once released, a module cannot be modified without re-versioning. There are three ways to create a module: via the menu item “New… Module”, as a copy of another module, or by copying part of a received or published MDS. If created via copy, a module retains information regarding the MDS from which it was copied. Users can enter additional references to other MDSs manually.

While a module is in edit mode (version *.01) it can be converted into an MDS by clicking the button “→ MDS” after performing a module search.

Node

A module or MDS consists of a tree structure with information regarding the contained components, materials and substances. Each component/material/substance represents a node in the tree structure. In the IMDS Ingredients tab, a click upon one of these nodes displays the information about this component/material/substance node to the right.

Passwords

For password requirements, please see section 9.4 Application Security. A new password may be requested either using the “Request new password” button or from the Company Administrator, who will use the password reset button in Administration -> User -> Details screen. Password reset links are sent ONLY to the email address recorded for the user in their IMDS account, so maintaining the registered email address is essential.

There is no charge associated with an IMDS account, and no good reason for each user not to have their own ID and password. All users within the same company and Org Unit with the same privileges see the same information. There are many good reasons not to share your ID and password. All that is needed to access IMDS is a computer connected to the Internet and an ID and password. An internet computer is easily located, so it is of great importance to protect your ID and password. ID and password sharing is a violation of the IMDS Terms of Use, and is not permitted. IMDS Support Center agents may not provide help to anyone but registered IMDS Users. IMDS agents will never ask you for your password.

Process Chemicals

Process chemicals are chemicals used during the manufacturing of an item, but not present in the finished product. In IMDS, only chemicals present in the final product should be entered. Therefore, process chemicals should not be entered. Common Process chemicals are summarized in a new “Process Chemicals” basic substance group.

Process chemicals present in the IMDS basic substance list should be used only when contained in a final part. When the user adds a new substance to a material, an information message appears, if the substance is contained in the Process Chemicals substance group and is present in the material above a certain limit. This limit is typically 0.1%. The user must confirm the use of the process chemical and chose a reason for its use: intended use, reaction residue or impurity.

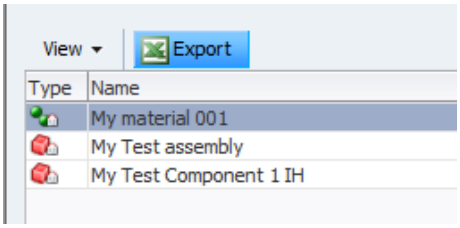
REACH-SVHC (Substances of Very High Concern)

REACH-SVHC is an additional flag for Basic Substances similar to the GADSL flags "duty-to-declare" and "prohibited". User may search or filter for items containing REACH-SVHC or analyse MDSs/Modules for contained REACH-SVHC using the certificate of expenditure screen. As all REACH-SVHC relevant for the automotive industry are added to the GADSL, the GADSL category and the flag for REACH-SVHC are displayed collectively in IMDS. In the ingredients screen, REACH-SVHC substance names are always underlined in the product structure tree, regardless of what filter is selected. All SVHCs – even if not yet part of GADSL - must not be marked confidential.

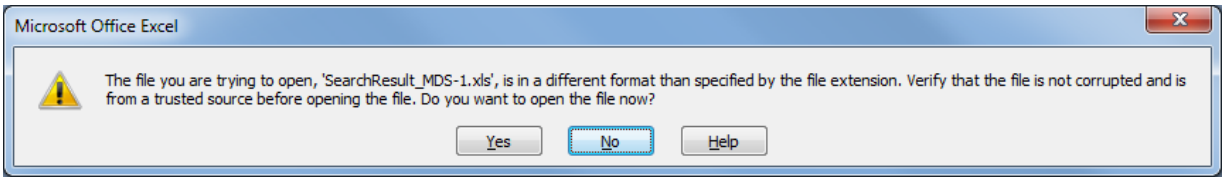
Wherever the name REACH SVHC is displayed anywhere in the screen, a question mark is displayed next to it. Clicking this symbol the abbreviation is further explained as “on Candidate list”.

Result list Export

Several IMDS screens provide an export function.

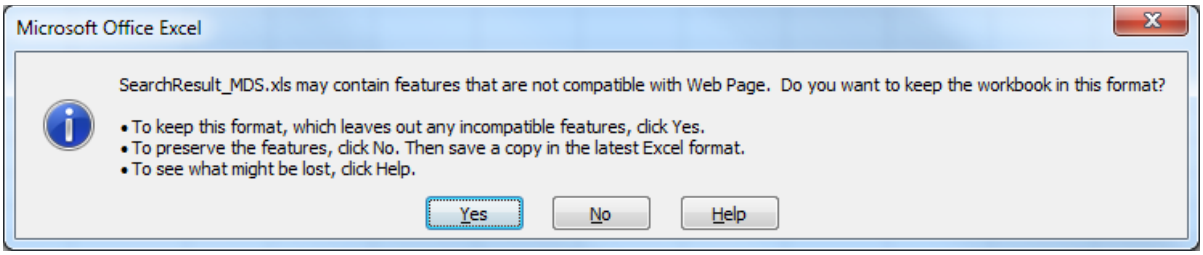


If using Excel 2007 or greater, the user may see a message similar to the following when exporting from IMDS:



IMDS exports may be opened without any concern. To export from IMDS, click “Yes” in the message above. Once the exported information has opened in Excel, Select Save as…., and assign a file name for the exported information. Specify to save the file as the most recent version of *.xls. The file may then be manipulated in Excel. Changes will not impact the information within IMDS.

If changes are made to the file and saved without using “Save as”, the user may see a message similar to the following:



In most cases, users will wish to follow the instructions under the second bullet. Click “No”, and then perform a “Save as” as directed above.

SCIP (Substances of Concern in Products)

SCIP is the database for Substances of Concern In Products established under the Waste Framework Directive (WFD).

Companies supplying articles containing substances of very high concern (SVHCs) on the Candidate List in a concentration above 0.1% weight by weight (w/w) on the EU market must submit information on these articles to ECHA, as from 5 January 2021. The SCIP database is designed for collecting information on articles containing Candidate List substances which is then available throughout the entire lifecycle of products and materials up to the waste stage. The information in the database can be accessed by waste operators and consumers.

Semi-Component

A semi-component is used for items when the chemistry will not change, but the item will undergo further cutting, shaping or forming before use. Semi-components are managed by unit of measure, as contrasted to components which are used in unit quantities. Examples of a semi-component include a wire spool or paint.

Taric code

The Taric code (TARif Intégré Communautaire; Integrated Tariff of the European Communities) is designed to show the various rules applying to specific products when imported into the EU. In connection with SCIP data, the Taric code is used for identifying the Article Category.

Tree Structure

In IMDS, a module is expressed graphically as an inverted tree; with a top-level “trunk” dividing into smaller “branch” content, and ultimately to individual “leaf” basic substances. The tree structure is most obvious in the structure of one or more components made of materials and ultimately basic substances, but the analogy applies for all IMDS constructs.

VDA-Publication "Materials to be declared"

The VDA ***Materials to be Declared*** - *Substances in Components and Raw Materials* publication lists substances/substance categories present in automotive materials and which, based on current knowledge, represent potential risks for man and environment. These substances appear in the list if the substance is a risk during the vehicle's usage, in recycling and/or in disposal. This was the original list upon which IMDS was based. It has been superseded by the GADSL.

34 Contact

Choose the IMDS Service Center for your region:

Region	Office hours	Phone	E-Mail
Europe (English)	Monday – Friday 8:00h – 16:30h (GMT+1)	+36 1 2981536	imds-servicedesk@dxc.com
Europe (French and German)	Monday – Friday 8 am – 4.30 pm (GMT+1)	+33 1 57 32 4856 and +36 1 778 9821	imds-servicedesk@dxc.com
Americas	Monday through Friday, 8 am to 12 pm CET (UTC-6) Monday through Friday, 1 am to 5 pm CST (UTC+1)	+1 844 650 4217	imds-servicedesk@dxc.com
Japan	Monday – Friday 9:00h – 17:00h JST (GMT+9)	+81 3 4530 9270	jpimds-helpdesk@dxc.com
Korea	Monday – Friday 9:00h – 17:00 Seoul (GMT+9)	+82 2 6138 3661	imdsk-helpdesk@dxc.com
China	Monday – Friday 9:30 am – 12:30 pm 1:30 pm – 5:00 pm BST (GMT+8)	+86 (027) 8788 0288	imds-helpdesk-china@dxc.com

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