

ZEBRA TECHNOLOGIES SIMPLIFIED COMPLIANCE FORM (SCF)

GUIDE TO COMPLETING A FULL MATERIAL DISCLOSURE (FMD) MATERIAL DECLARATION REQUEST



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1 - Introduction

Zebra Technologies is committed to ensuring its products are fully compliant with all mandatory global environmental compliance regulations. As a result, all suppliers are required to provide a full material disclosure at the homogeneous part level for all products as specified in the CPZ-CE-010 Environmental Compliance Specification which can be found on our corporate website:

http://www.zebra.com/compliance-SCF

In order to comply with these requirements, your company has received a pre-populated Simplified Compliance Form (SCF) from Zebra Technologies. You are required to complete the SCF by the specified date and return it back to the Zebra representative who sent it to you. The Zebra representative who sent you the form will be your central point of contact for all questions and concerns regarding completing the SCF.

This file contains the MD#, declaration type, supplier part #, company name, and company ID. This information is NOT editable and, if there is any discrepancy with it, the Zebra representative must be informed and they will research why there is a discrepancy.

Please follow the instructions in this guide to ensure correct and timely completion of the SCF. Additional training resources and troubleshooting information can also be found on the Zebra corporate website at the link below:

http://www.zebra.com/compliance-SCF

CAS Number	CAS (Chemical Abstract Service) Registry Number is a unique number used to identify specific chemical substances.
Controlled Substance	These substances are limited for use in the manufacturing process or in certain applications at the levels specified in Appendix A in CPZ-CE-010.
FMD	Full Material Disclosure
Homogeneous Material	A substance or a mixture of substances with uniform composition (such as paints, alloys, solders, adhesives, plating, resins, coatings, etc.) that comprises a product. Material that cannot be mechanically disjointed into different materials respectively. The term "homogeneous" means of "uniform composition throughout." However, additives used in a polymerization process must be reported if they are identified in Appendix A of CPZ-CE-010.
PMD	Partial Material Disclosure
PPM	Parts per Million (Measure of Concentration)
REACH	European Community Regulation on chemicals and their safe use (EC 1907/2006). It deals with Registration, Evaluation, Authorization and Restriction of Chemical substances.
Reportable Substances	These substances are not currently banned or controlled for use but a ban or voluntary phase-out is likely or they have an impact on the end-of-life management of the finished product.

2 – Definitions

Reporting Threshold	Concentration level which defines the limit equal to or above which the presence of a substance or material must be reported.
RoHS	European directive on Restriction of the use of certain Hazardous Substances in electrical and electronic equipment
SVHC	Substances of Very High Concern as defined in the REACH regulation

3 - Completing a Full Material Disclosure Declaration

To populate the form with substance data, there are essentially have 2 options. First, the data can be imported from an existing XML or MCC file. If these files are not available, the data can be manually entered to complete the SCF either by copying/pasting data from an external source or by manually completing each line.

IMPORTANT NOTE: Data must be entered in the "step down" method beginning at Cell E11. See screenshot below for a visual representation of this method. It is important to also note that all fields shown below are required to be populated.

	Supplier Part Section Supplier Sub				pplier Subpart Se	rt Section Material Section				Substance Section					
Supplier Part#	Supplier Part Description	Mass Amount	Mass Units	Subpart Name	QTY	Mass Amount	Mass Units	Homogeneous Material name	Material Group	Mass Amount	Mass Units	Substance Name	e CAS Number	% of Material	Exemption
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4 - Opening the Form

- 1. It is best practice to avoid opening the form directly from the e-mail it has been attached to. Be sure to save the file to the desktop or another location on a PC or on a removable storage media before beginning to complete a declaration.
 - a. **IMPORTANT NOTE**: For users running MS Office 2010 or newer, avoid opening another Excel file directly from an e-mail attachment while the SCF is open as it may cause issues with sheet protection in the non-SCF file (e.g. loss of Toolbar accessibility).
- 2. Once saved to the desired location, double click the file icon to open the pre-populated SCF file.
 - a. Please note that the form must be set to U.S. English language settings. The About tab outlines how to do this if the Excel software is set to another language.
- 3. When the form launches, macros must be enabled as shown below in order for the form to function. If enabling macros is not possible, please contact the Zebra representative immediately.

	oduction:		• TMP-12508-90 Rev
<image/>	Simplified Co tions are to lo	mpliance Form is a spreadsheet based tool for cre ad an Zebra XML request header, enter and edit m	ating an IPC 1752A Homogeneous Material Declaration (Class D) in XML format. It's basic naterial content information and generate an output XML file suitable for submission to Zebra.
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4. After enabling macros, the Copyright Acknowledgement must be accepted by clicking "I Accept". **IMPORTANT NOTE:** clicking on the X in the upper right hand corner of the copyright acknowledgement will cause the form will become unusable and must be reopened in order to function properly.

Copyright Acknowledgement
The software ("Software") is owned or licensed by Zebra Technologies Corporation ("Zebra"). Zebra grants you ("you" or "your") a personal, nonexclusive, nontransferable, revocable, non-assignable, limited copyright license to use the Software and documentation subject to these terms and conditions. You shall use the Software only for your internal business purposes, exclusively to support your provision of products to Zebra. Any use of the Software outside of the conditions set forth herein is strictly prohibited and will be deemed a breach of these terms and conditions resulting in immediate termination of your license. In the event of a breach of this these terms and conditions, Zebra will be entitled to all available remedies at law or in equity (including immediate termination of the license without notice, and immediate injunctive relief). By using this Software you acknowledge, agree, and consent that (i) Zebra owns full right and title to the Software or has all rights necessary to grant this license; (ii) nothing herein provides you any ownership in the Software or any other Zebra intellectual property rights; (iii) you will not decompile, disassemble, reverse engineer or attempt to reconstruct, identify or discover any source code or algorithms of the Software by any means; (iv) Zebra provides you the Software "as is" without any warranty of any kind, and Zebra hereby disclaims all warranties and conditions with respect to the Software, either express, implied, or statutory, including, but not limited to, the implied warrante; and non-infringement of third part rights; and (v) in no event shall Zebra's total liability for any damages hereunder exceed the amount you paid for the Software. ZEBRA MAKES, AND YOU RECEIVE, NO OTHER WARRANTES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR IN ANY COMMUNICATION WITH YOU. ZEBRA DOES NOT WARRANT THAT THE SOFTWARE WILL MEET YOUR REQUIREMENTS, OR THAT THE OPERATION OF THE SOFTWARE NOW ARRANTY WITH RESPECT TO THE CORRECTNESS, ACCURACY, OR RELIABILITY OF THE SO

5. Once accepted, the form will then display other important information. Please be sure to take note of these informational reminders shown below in the REMINDER box. Click OK on this box as well. Once clicked, the form will begin to load.



5 - SCF Header

Below is a snapshot of what the SCF looks like once it is open. The supplier part description, mass amount, and mass units must be completed in order to proceed. The Supplier Information with the yellow background must also be populated in order to successfully export the XML declaration. **IMPORTANT NOTE:** Row 11 is locked from columns H-S to help eliminate incorrectly placing data in those cells.



• Must fill in supplier information

<u>6 - Overview of the SCF's Buttons – What They Mean and What They</u> Do:

These buttons are all displayed at some point during the declaration completion process. Below is an overview of what each button does and when it appears.



7 - Manual Completion of the SCF

- 1. Begin filling in the information in cell H12 for Subpart info. If this information is not available or does not apply, begin filling in the Homogeneous Material data in cell L12.
- IMPORTANT NOTE: Row 11 is locked from Columns H-S as the data must flow by using the "step down" approach from column group to column group as previously mentioned on page 2 of this guide. See below for an example. If this format is not followed, an error will occur during export. This will need to be corrected before an XML declaration can be exported.

Supplier Part Section Sur				Supplier Sub	Supplier Subpart Section			Material Section			Substance Section				
Supplier Parti	Supplier Part Description	llass Amount	Ness Unit	s Subpart Name	QTY	lles Anount	llass Units	Homogeneous Material name	Material Group	llass Ancent	Mass Units	Substance Name	CAS Number	S of Material	Exemption
RIGRVF49R9X	Resistor	0.63141	nj					-DO NOT INC	LUDE ANY MO	ORE DAT	N ON 1	HIS ROW			
Step dow	n to next row	to add o	data 📫	Substrate	1	0.45	ng		DO NO	OT INCLU	DE AN	Y MORE DATA ON	THIS ROW	harren de	
				Step down to ne	et row to	add data	D	Ceramic	Others	0.46	ng	-DO NOT INCLU	DE ANY MORE	DATA ON	THIS ROW
							1	Step down	to next row to	add dat	-	Alunina	1344-28-1	956	

- a. Note that Mass Units need to be selected from a drop down box in Grams (g), Milligrams (mg), or Kilograms (kg).
- b. When, pasting data into the form (as indicated in the <u>Reminder Box, bullet #1</u>), CTRL+V must be used. Right clicking is disabled on this form along with the menu toolbars.
- c. Note that material names in Column H "Subpart Name" and Column L "Homogeneous Material Name" cannot be duplicated. For example, if Brass is listed multiple times, each instance must have a unique identity such as "Brass, Brass1, Brass2, etc."
- d. It is recommended to enter "Others" into the "Material Group" section.



- 3. Select the substances and CAS numbers for the homogeneous material.
 - a. Click in the column for Substance Name or CAS number to bring up the CAS # search box.
 - b. Once the search box appears, type in the substance name or CAS # or paste the CAS #using CTRL+V.

- c. Click "Search" or strike the "ENTER" key.
- d. Once the substance has been located, double click on it to select it.
- e. **IMPORTANT NOTE**: when pasting substance data into the substance and CAS # cells, all cells must be selected in which you will be pasting into. For example, if you've copied a CAS # and substance name, you must select cells in both columns, Q & R. If you've copied the % of material as well, you must then select cells in columns Q, R, & S.

ANTIMONY BUTTER	10025-91-9	0.243
AI	7429-90-5	0.194
Zn	7440-66-6	2.84

8 - Copying/Pasting Data in the SCF

As mentioned throughout this document, the SCF is capable of copying and pasting data from within the SCF and from outside documents including other SCF files. There are 2 different scenarios for copy/paste that require the following steps to be followed:

- 1. If the source being copied contains a range of only 1 cell
 - a. Copy the source data using CTRL+C
 - b. Select the specific cell where the data will be pasted
 - c. Paste the data using CTRL+V
- 2. If the source being copied contains a range of more than 1 cell
 - a. Copy the source data using CTRL+C
 - b. Select 2 adjacent cells in the top left portion of the area where the data will be pasted
 - c. Paste the data using CTRL+V



PP Insulation	Others	10.9219361	g			
				1-PROPENE,		
				HOMOPOLYMER	9003-07-0	100
TPE Jacket	Others	45.0590471	g			
				TETRAPHENYLETHYLENE	632-51-9	100
Winding wire	RAW CABLE	16.6369842	g			
				SN	7440-31-5	1
				COPPER	7440-50-8	99
Conductor-1	RAW CABLE	34.8679575	g			
				COPPER	7440-50-8	99
				TIN (SN)	7440 31 6	1
Conductor-1	RAW CABLE	34.8679575	g			
				COPPER	7440-50-8	99
				TIN (SN)	7440-31-5	1

Step 2c – Data pasted using CTRL+V

NOTE: To copy a large section of Substance Name data (columns P through S), please click on the blank cell to the left of the topmost section of the data (column O) and highlight to column S.

CELL	Others	55.060008	g				
				1 PROPENE,			
				MOPOLYMER	9003-07-0	0.3451	
				MODIFIED PTFE	26655-00-5	0.0908	
				1-PROPENE.			
				HOMOPOLYMER	9003-07-0	0.3451	
				MODIFIED PTFE	26655-00-5	0.0908	
				BICYCLO(2.2.1)HEPT-2-			
				ENE, 5-ETHYLIDENE-,			
				POLYMER WITH ETHENE			
				AND 1-P	25038-36-2	0.0182	
				FE	7439-89-6	0.2361	
				1,3-PROPANESULTONE	1120-71-4	0.1361	
				LITHIUM			
				HEXAFLUOROPHOSPH			
				ATE(1-)	21324-40-3	2.7243	
				ETHYL METHYL			
				CARBONATE	623-53-0	5.4486	
				LEAD OXIDE YELLOW	1317-36-8	2.7243	6(c)
				DIOXACYCLOPENTAN-2			
				ONE	96-49-1	2.5881	
				POLY(ETHYLENE)	9002-88-4	2.0886	
				NICKEL	7440-02-2	0.109	102

Move the cursor to where the copied data is needed then click CTRL + V to paste.

9 - Completing the Form by Importing Data

- 1. Click on the "Import File" button located in the upper left portion of the spreadsheet.
- 2. A dialog box will appear with different options.

Simplified Compliance Form (SCF) - Guide to Completing a Full Material Disclosure MD Request

Import Options		23							
Header									
	Header Only								
Full Import									
	Single File								
	Multiple Files								
Please select an import option									

- 3. Importing a Header Only will only populate the header section of the SCF so here, "Full Import" will be used.
- 4. The SCF supports IPC1752A XML files (version 2.0 **only**) or .MCC files for import. The accepted SCF file types are also listed in the window below:

File name:		-	SCF Import File ('	*.XML;*.mcc) 👻
	Tools	-	Open	Cancel

5. As the file imports, the status box is displayed

Import	
Please wait, Importing	

- 6. Once the file imports the data, the form will be completely populated with product information.
- The SCF also allows the import of multiple XML files of the same format. IMPORTANT NOTE: <u>The files must all be XML 2.0 and formatted the same for multiple file import to</u> work. If an error is generated upon import, the cause is likely due to the file formats not being identical.
- If importing multiple files, the files must all be selected at the same time before importing. This is accomplished by holding down the CTRL key while selecting each file. Once the files have been selected, click on the Open button and the files will import into the SCF.

		J/2/2017 2:15 1 191	ANVIE FINE	4 100
	MD14538_BOSSARD_ZS01304_03-02-2017	3/2/2017 3:53 PM	XML File	769 KB
E	MD14539_BOSSARD_ZS01304_03-02-2017	3/2/2017 4:01 PM	XML File	230 KB
	MD14540_BOSSARD_ZS01304_03-03-2017	3/3/2017 11:51 AM	XML File	509 KB
	MD14541_BOSSARD_ZS01304_03-03-2017	3/3/2017 1:17 PM	XML File	230 KB
	MD61319_WISTRON CORPORATION_SU	2/16/2017 3:16 PM	XML File	822 KB
+ 4				•
File name:	"MD14540_BOSSARD_ZS01304_03-03-2017_11-5	1-29F.xml" "MD1453 👻	SCF Import File (*.XML;)	•
		l ools	Open 🔽 Ca	ancel

 IMPORTANT NOTE: Material names in Column H "Subpart Name" (if populated) and Column L "Homogeneous Material Name" cannot be duplicated. For example, if Brass is listed multiple times, each instance must have a unique identity such as "Brass, Brass1, Brass2, etc."

10 - Completing a Declaration with Multiple Parts

In some instances, the SCF will contain more than 1 part on the same MD. There will be space between each part # to populate the material data but in many cases, more rows will need to be added. Please refer to Section 11 for adding/removing rows of this document. It is important to note that multiple part declarations can be completed manually either by actual manual data entry or by copying and pasting. The SCF also allows importing multiple files. Refer to Section 9 for details on importing multiple files.

11 - Adding a Row

To add a row, highlight a blank cell in Column D and drag it across to Column S. Doing this will bring up the "Insert Rows" box. Select how many rows you would like to add and then click on the "Insert Row" button. The inserted rows will be added below the highlighted line. The same process can be repeated to delete a row as well. **IMPORTANT NOTE:** Row 12 is locked. Cells must be selected at Row 13 or below.

	support part section			Support Support Section			Material Sector			Substance Section					
Supplier Part#	Supplier Part Description	Mass Amount	Mass Units	Subpart Hame	QTY	Mass Amount	Mass Units	Nomogeneous Material name	Material Group	Mass Amount	Mass Units	Substance Hame	CAS Number	% of Material	Exemption
sactadari	dud	482.114	mg												
				Topplate	1	游戏	ma								
								SPOO	alloys, non-	26.32	mg				
												TITANATE	7440-32-6	59.512	
												TETRAHYDRATE	10022-68-1	3.191	
												\$	7704-34-9	0.877	
												4-NTROPHENOL	100-02-7	1.117	
												51	7440-21-3	0.718	
-		_										tán	7439-96-5	14.350	
Insert/Delete		8										RUTHENIUM	7440-18-0	20.21	
1				Magnet	1	98.01	mg								
								HIGE NO.	Rt alloys	98.01	mg				
	Incast Down											Nd	7440-00-8	204060.8	
الشرغا ال	TUBALT MONE											NTROAMLINE	99-55-8	65.968	125
		-										0	7440-42-8	0.972	
												DIBORON-TROOKDE	1303-85-2	200000	
	alata Dour											Ca	7440-70-2	0.146	
	Activities in Admin											ANTIMONY BUTTER	10025-91-9	0.243	
1		-6										M	7429-90-5	0.194	
-												Zn	7440-66-6	2.84	

12 - Adding a CAS # to the CAS List

The SCF will also allow for CAS #'s not listed in the pop-up window to be added to the SCF. Enter the complete CAS # and substance name description in the boxes located at the bottom of the pop-up window labeled "New CAS #". Then click on the "Add CAS #". **IMPORTANT NOTE**: it is best practice to search on the CAS # as opposed to the substance name. This will help to ensure data accuracy in selecting the correct chemical for that Homogeneous Material.

	Annulia Chua (1) Onlessa 0.1,	-			
Change a Substa	ass (Dauble slick to calest)	Z I	ACRALIC ACID-BUTM		
choose a substa			ACTVLATE 2		
			ETLATE-2-		
Search —					
			METUACIDAL AT		100
	Search Clear		METHACRYLAT	51555-51-2	100
CAS #	Substance Name				
			1-PROPENE, POLYMER		
112-42-5	UNDECAN-1-OL	▲	WITH ETHENE,		
1124-53-4	N-CYCLOHEXYLACETAMIDE		ISOTACTIC, BLOCK	115404-65-4	100
112-49-2	1,2-BIS(2-METHOXYETHOXY)ETHANE				
112-50-5	2-(2-(2-ETHOXYETHOXY)ETHOXY)ETHANOL	_ 1			
1125-27-5	DICHLOROETHYLPHENYLSILANE		POLYESTER	113669-95-7	100
112-53-8	DODECAN-1-OL				
112-54-9	DODECANAL		ACRYLIC ACID-BUTYL		
112-56-1			ACRYLATE-2-		
112 57 2			ETHYLHEXYL		
112-57-2			ACRYLATE-METHYL		
112-59-4	2-(2-HEXTLOXTETHOXT)ETHANOL		METHACBYLAT	51555-51-2	100
112-62-9	METHYL 9-OCTADECENOATE				
112-70-9	1-TRIDECANOL				
112-72-1	TETRADECANOL		POLYESTER	113669-95-7	100
112-73-2	BIS(2-BUTOXYETHYL) ETHER				
112-80-1	OLEIC ACID		ACRYLIC ACID-BUTYL		
112-84-5	(Z)-DOCOS-13-ENAMIDE		ACRYLATE-2-		
112-88-9	OCTADEC-1-ENE		ETHYLHEXYL		
112898-48-3	OXTRANE, METHYL-, POLYMER WITH OXTRANE, ETHER WITH 1,2,3-PROPANETRIO		ACRYLATE-METHYL		
112-90-3	(Z)-OCTADEC-9-ENVIAMINE		METHACEVIAT	51555-51-2	100
112-02-5	OCTADE CAN-1-O		The first of the f	01000 01 2	100
112026-00.9	STICA MODELOUS				
112920-00-0	M TOLY MOTION CAPPAMATE				
1129-41-5			STARCH	9005-25-8	15
112945-52-5	COLLOIDAL SILICA		CALCIUM CARRONATE	471-24-1	
112-95-8	ICOSANE		DOSIN	9050-09-7	11
113036-91-2	HYDROXO(2-(BENZENESULFONAMIDO)BENZOATO)ZINC(II)		CELLUI OSE	9004-34-6	79 5
113492-05-0	SODIUM, 1,2-DIMETHOXYETHANE NAPHTHALENYL COMPLEXES		CEEEOEOGE	3004-34-0	13.5
113509-74-3	SILSESQUIOXANES, PH PR, POLYMERS WITH ADIPIC ACID, ISOPHTHALIC ACID, NEOPENT				
1135-66-6	(2S)-1,3,4,5,6,7-HEXAHYDRO-1,1,5,5-TETRAMETHYL-2H-2,4A-METHANONAPHTH		STARCH	9005-25-8	15
		- 1		471-34-1	
				9050-09-7	
New CAS # -		-	CELLULOSE	9004_34_6	79 5
		1	CLEEDEDDE	3004-34-0	10.0
CAS #:	Add CAS # Import CAS List				
		-	40	7440-22-4	95
	Deace enter a correct CAS # ## #_##_#			1202_26_2	2
Description	Please effet a confect GAD #, ##nin#"##"#			112926-00-2	2
				1217_26_9	1 7(a)
L.			LEND OVIDE LEFTON	1311-30-0	1 ((0)

When multiple CAS #'s need to be added to the list, the SCF allows for the import of several CAS #'s into the form by using the Import CAS List button.

- a. Click on "Import CAS List".
- b. The CAS # can be manually typed in or pasted from another file into the Red Box
- c. The text must be entered with the CAS # first in the XXX-XX-X format followed immediately by the Substance Name separated by a single space. Valid text will then appear in the Green Box next to the Red Box.
- d. Once finished, click on the Import button.
- e. The newly added CAS #'s will now be searchable and appear in search results and can be added to the Substance Section.

Please type or paste to the red box below	CAS #	Substance Na	ame
Please type or paste to the red box below 111-11-1 Test Substance 1 222-22-2 Test Substance 2 333-33-3 Test Substance 3	CAS # 111-11-1 222-22-2 333-33-3	Substance Na Test Substance 1 Test Substance 2 Test Substance 3	me
nstruction L. Type or Paste in the red box above, for example, ###-##-	# Description		Toport

Search			
test	Search Clear	1	
CAS #	Substance Name		
111-11-1 222-22-2 333-33-3	Test Substance 1 Test Substance 2 Test Substance 3		
New CAS #			
CAS #:		Add CAS # Import CAS	List

13 - Entering Weight Information

After selecting the substance name and CAS #, the % of material must be entered. This is also selected from a drop down box and is expressed in either a %, Grams (g), Milligrams (mg) or in Parts per Million (PPM). Any Unit of Measure can be selected but the form will automatically convert all entries to percentage of the total weight of the Homogeneous Material.

IMPORTANT NOTE: All weights entered in Column R will automatically be converted to %. If entering weights in Grams, PPM, or Milligrams, please take note of the weight indicated as it will be automatically converted to a % with no reference to what was previously entered. Weights MUST total 100% of the weight of the homogeneous material in order for the SCF to successfully export.

U	nit of Measure	×
	200000	ppm 👻

14 - Selecting Exemptions

Once the % of material has been recorded, any applicable exemptions must be added. Note that by clicking in the "Exemption" column, the SCF will prompt whether an exemption is required or not.

For example, if Lead is selected, the SCF will display a list of RoHS exemptions and Zebra internal exemptions that apply only to Lead. Double click an exemption to select it. The same principle applies for any other controlled or restricted substances that are found in the CPZ-CE-010 Environmental Compliance Specification.

Choose an Exemption									
 6(a) Lead as an alloying element in steel for machining purposes and in galvanized steel containing up to 0.35% lead by weight 6(b) Lead as an alloying element in aluminium containing up to 0.4% lead by weight 6(c) Copper alloy containing up to 4% lead by weight 7(a) Lead in high melting temperature type solders (i.e. lead-based alloys containing 85% by weight or more lead) 7(c)-I Electrical and electronic components containing lead in a glass or ceramic other than dielectric ceramic in capacitors, e.g. piezoelectronic devices, or in a glass or 7(c)-II Lead in dielectric ceramic in capacitors for a rated voltage of 125 V AC or 250 V DC or higher 7 (c)-IV Lead in PZT based dielectric ceramic materials for capacitors being part of integrated circuits or discrete semiconductors' 13(a) Lead in white glasses used for optical applications 2 Lead in batteries per EU Directive 2006/66/EC 36 Lead NOT in Cable Jackets per California Prop 65; not to exceed 1000 ppm per RoHS (2011/65/EU); heavy metals packaging restricted under 94/62/EC 115 For Lead in packaging, the sum of Cd, Hg, Pb and CrVI does not exceed 100 ppm based on total package mass per 94/62/EC 									
Error	Error								
This CAS# does not have any Exemption	ATTENTION! You have selected a banned substance. Please contact test@testing.com for additional assistance.								
ОК	ОК								

IMPORTANT NOTE: if a banned substance is selected, a prompt will appear indicating an error has occurred and to contact a Zebra representative for further instructions. Consequently, if the substance does not have an exemption to claim, the form will display that as well.

15 - Performing a Weight Check

It is important to perform a weight check to ensure that the weight of the substances equals the weight of the homogeneous material. If there is a weight discrepancy, the declaration will not export until the weight totals to 100% of the homogeneous material. To check the weight, drag the cursor to highlight the weights in the "% of Material" column for a specific Homogeneous Material and drag it down. Clicking anywhere in the form will remove the sum.



16 - Generating an XML Declaration

To generate a declaration, click on the "Export to XML" button located in the upper left portion of the spreadsheet to begin the error checking process. **IMPORTANT NOTE**: the Legal Declaration must be accepted in order to export an XML declaration. If the legal declaration is declined, the form will not export an XML declaration.

- a. To accept the legal declaration, simply click in cell Q7 (highlighted in red) and then click on "Accept" when the legal declaration pops up
- b. Once accepted, the box will turn Green and allow the Export to XML process to proceed

Ű.	•	import Export 1	t File	Contact Name Contact Phone Contact Email Request Date Respond to Date	antaon kena	vitv73 (604) 2524 205-8-26 205-8-26	500 (18) 192 1932 1930 1930 1930		Company Name Company ID Contact Name Contact Phone Contact Email	1EST 5UP00000676 TEST (20)456-7000 TESTA-7000	illi arood			Legal Declaration	Suppler certiles to information and su to the best of its k that Suppler comp acknowledges that	act that gather joh information noviedge and b pletes this form it Zebra Techno	ed the provided is true and correct eller, as of the date . Supplier logies will rely on
LCDR	IN CONTRACTOR			Material Declaration	e #	M065873	FMD Supplier Su	quet Section	Perporce Date Comments	2296-05-96-30	Material Sect	iça.		Supplier Acceptance	Erer La	el Sava A	a. Reset
Zebra item	Zebra Description	Prode Unit:	Supplier Part#	Supplier Part Description	Mass Amount	Mass Units	Subpart Name	QTY	Mass Mass Amount Units	Homogeneous Material name	Material Group	Mass Amount	Mass Units	Substance Nar a	CAS Number	x of Material	Exemption
24823			24653	Syntox 1055 Single Stor Charging Crade	294.6959	1				Pogo Pie SVP	Olwa	0.007	,	re Copper Brimstone Phosphorius red Mangamese S C	7425-83-6 7440-85-8 7794-34-9 7723-94-0 7423-96-6 7440-21-3 7460-44-0	37.58 9.2 8.025 8.8 9.32 8.8 9.32 9.85	
										805303 (53-640/24	Others	0.01	1	M0 FE	7425-90-7 7425-83-6	85 67.22	

Please note that in addition to the export status boxes, the status of the export is also indicated in the lower left hand corner of the MS Excel Window.

Loading. Validation Check: Step 2 of 3,	x 41%	()	About	Zebra SCF Material Data
		Validati	on Ch	eck: Step 2 of 3,	41%

17 - Error List

Once the error check completes, it will generate a list of errors which must be addressed before creating an XML declaration. The error list will look like something similar to this:

Error List		
Please resolve t	below issues before proceeding to export:	
# Error M	lessage	Range
[1] Supplie [2] Reques [3] 10022-4 [4] 10022-4	er Acceptance must be Accepted in Cell Q7 stor Section, Respond by Date cannot be earlier than Request Date. Abortin 68-1 Is a controlled substance as per Zebra environmental specification SP- 68-1 Is a controlled substance as per Zebra environmental specification SP- 68-1 Is a controlled substance as per Zebra environmental specification SP-	Q7 99! G3:G6 12505 P15:S15 12505 P82:S82

To resolve an error, double click on one of the numbered lines. Upon doing so, the form will highlight for quick resolution the cell or cells affected. **IMPORTANT NOTE: once an error is double clicked, it will be removed from the error list.** If the error is not resolved – either by an applicable exemption application, a change to the chemical chosen, or acceptance of the Legal Statement - the error will reappear on the error list when the Export to XML function is utilized again.

Once an error is resolved, the error list can be retrieved at any time by clicking on the "Error List" button located directly below the "Supplier Acceptance" box.

Legal Statement											
Supplier certifies that it has gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the orthat Supplier completes this form. Supplier acknowledges that Zebra Technologies will rely or the supplice that Supplier to the completes that Supplier completes that Supplier to the supplier acknowledges that Zebra Technologies will rely or the supplice that Supplier to the supplier to the supplier to the supplier completes the supplier to the supplier to the supplier completes the supplier to the supplice to the suppli											
Supplier Accepta	nce										
	Rest	tore	Error List	Save As	Reset						

Once all errors have been addressed, the error list button will disappear and an XML declaration can be created. Please specify a location to save the declaration to. A prompt will then appear giving direction to submit the completed SCF file and the XML declaration back to the Zebra representative who initially sent the MD request. Click "OK" to complete this task.

File Create	d!
4	XML generation complete! Please email this Excel file and XML for processing to: test@testing.com
	ОК

18 - Decimal Place Adjustment

In the event a file is imported and the decimal places in Column R need to be adjusted, this can be done by clicking on cell R10. Once this is done, a pop-up box will appear allowing the decimal place to be adjusted to the left or right. This functionality is important when the original data has been collected in PPM (parts per million) units.



19 - Auto-Save Functionality

It is **EXTREMELY IMPORTANT** to note that the SCF uses the Auto-Save functionality to help ensure that no work is lost when the form is closed down. As a result, if changes are made to the form in error, there is no way to go back to an older version unless someone completing the form performed a "Save-As". Users are encouraged to note this point and use the "Save-As" feature as necessary.

20 - Restore Function

If the form needs to be reverted back to an older version, the restore capability will help accomplish this. The SCF will take a snapshot of itself each time the reset button is clicked, an import is performed, and every 10 minutes while the form is open. The "Restore" button will appear at the top of the below the "Supplier Acceptance" as shown below.

	Legal	Statement		
Legal Declaration	Supplier of information to the best that Supp acknowle	certifies that it h on and such inf at of its knowled lier completes dges that Zebra	nas gathered th ormation is true lge and belief, a this form. Supp a Technologies	e provided e and correct as of the date blier will rely on
Supplier Acceptance				
		Restore	Save As	Reset

When the Restore button is clicked, a series of possible restore points are displayed along with the option to preview what the restore point would look like.

Restor	e Options	×
#	Restore Point	Time
1	2 min ago	01-06-2016 16:42:08
2	12 min ago	01-06-2016 16:32:08
3	14 min ago	01-06-2016 16:30:07
		Preview Set

To preview a restore point, select one of the restore points (each line item above is a restore point) and click on the Preview button. The preview option will allow the user to scroll and review the data being restored in the SCF.

Restor	e Options		
#	Restore Point	Time	
1	2 min ago	01-06-2016 16:42:08	Up
2	12 min ago	01-06-2016 16:32:08	ii
3	14 min ago	01-06-2016 16:30:07	Left Click on the buttons to scroll Down

To restore the SCF to an earlier point, click on Set and the form will then revert back to that point. If the user does not wish to complete the restore function and wants to continue working on the current version, simply click on the "X" in the top right corner to close the box and resume working on the SCF.

21 - Comments Box

Should the need exist to add a note to a Zebra representative, further explain a substance selection, or wish to include a comment for any other reason, this can be done by using the Comments box located in the Supplier Information header at the top of the SCF.

Click in the comments box located in cell J8 and a text window will appear. Any free form text can be entered in the comments box by either manually typing or by pasting. Once entering text is complete, click on the "OK" button. If the comments box was clicked in error, simply click on the "CANCEL" button to make it disappear.

		Supplier Information					
		Company	Name	test			
		Contact N	lame	test			
		Contact F	hone	86 10 5909 0500			
Click have to		Contact E	mail	test@test.com			
		German	Date	2016-01-06-16:30			
anable the text bey		Comment	*				
	ection				Mate	erial Sectio	n
	TY	Mass Amount	Mass Units	Homogeneous Material name	-	Material Group	Mass Amount
	1	26.32	mg		Oth	r Ferrous	
					allo	s, non-	
				SPCC	stai	iless steels	26.32
	Comm	nents					23
						♥	
						Ok 0	Cancel
					-		

The Comments box is available for use at all times during the SCF completion. **IMPORTANT NOTE:** text in Comments text box is not included in the error checking process and will not appear as part of the final XML declaration.

22 - Special Characters

A note about using special characters – as illustrated in the <u>REMINDER box</u>, <u>bullet point #5</u>, when initially opening the form, special characters will automatically be converted to a dash in order for the SCF to export and then import properly into the database. Once the declaration has been imported, the special characters will remain intact. The form will accept:

~	'	=	(\$?	}	
``	,	[)	^	/		-
!	<]	%	&	١	- ,	
@	>	{	#	*	+	:	"

IMPORTANT NOTE: the quotation marks character, highlighted in RED is not an acceptable character and is not compatible with the SCF.

23 - FREQUENTLY ASKED QUESTIONS:

QUESTION:	ANSWER:
Why won't the SCF open in my version of Microsoft Office?	The SCF was verified to be compatible in Microsoft Office 2003 or newer as well as 32/64 bit environments. Verify the version of Microsoft Office running on the computer is 2003 or newer. Please also note that the SCF will run slower on machines running Office 2003. Please contact your Zebra representative if you continue to experience compatibility issues.
Where can I find the Zebra environmental compliance specification?	Zebra's environmental specification is located on its corporate website at the following link: <u>http://www.zebra.com/compliance-SCF</u> If you are experiencing issues accessing the specification, please contact your Zebra representative and a copy of the specification can be e-mailed to you.
Why can't I edit the supplier part #?	The supplier part # is locked and can only be edited by an authorized Zebra representative. This is to ensure data integrity is maintained in our system during the importing declaration process. Please contact a Zebra representative immediately if there is an issue with the supplier part #.
Why can't I add a new CAS #?	Ensure that in addition to adding the CAS # in the New CAS # section of the CAS # list that you are also adding a description. The SCF needs to have both a CAS # and a description in order to generate a new CAS #.
The error list is showing the following error: "10022-68-1 is a controlled substance as per Zebra environmental specification CPZ-CE- 010". How do I resolve this?	This error indicates a controlled substance has been specified above the maximum allowable threshold per Zebra's environmental spec. You will need to select a valid exemption to eliminate the error.

I've opened the SCF to start a declaration and have also opened another Excel file to populate the SCF from an e-mail attachment. The second Excel file does not have a ribbon bar and I cannot copy/paste data from the file. How do I fix this?	The second Excel spreadsheet has inherited the sheet protection from the SCF. This happens in Microsoft Office 2010 and newer. Close the secondary spreadsheet then re-open it. This will reactivate the file and remove the inherited protection from the SCF.
I'm trying to import a .MCC file but it is not importing correctly. How do I fix this?	Some .MCC files are structured differently than others. We will need to "reset" the .MCC file then re-import it. 1. Export the .MCC file to a tab delimited file 2. Import the Tab delimited file into a blank ICC form 3. Certify and export the ICC form 4. Import the new .MCC file into the SCF
Why is the Export to XML error checking process taking so long?	Note that the larger the SCF, the longer the error checking process will take after clicking "Export to XML". This is a normal operation of the SCF. It is typical for an SCF file with 8,000-10,000 rows of data to take anywhere from 10-15 minutes to complete error checking.
What can I do to help speed up the error checking process on a large file?	To help speed up the process, take a look at the subparts listed throughout the SCF and make sure each one has a unique name. For example, if "CABLE" or "IC" is listed more than once, the SCF will flag that as an error and the more errors present in the SCF, the longer the error checking will take. Ensuring there are as little duplicate sub-parts as possible and also ensuring all of the proper exemptions are selected where applicable will help to speed up the error checking process.
The cursor won't go past Column N when adding a row. Why can't I add a row?	The SCF is locked at Rows 11 and 12. Data cannot be inserted at these rows. Ensure rows are being added at Row 13 or below.
The weights of the substances do not equal up to 100% of the homogeneous material. How should I proceed?	In the event the total substance weights are less than 100%, the "MISC, NOT TO DECLARE" entry from the CAS # list can be selected and the missing percentage can be used to total up to 100%.



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