

## Quick Start Guide for Suppliers

### Step 1. Create a supplier account on BOMcheck

The supplier must appoint an **authorised individual** with the authority to access the database and submit substance declarations data. BOMcheck sets up electronic signature arrangements for the authorised individual so that the supplier's electronic records on BOMcheck are equivalent to paper records with handwritten signatures.

To create a supplier account:

- Complete the on-line application form on [www.BOMcheck.net](http://www.BOMcheck.net). The **authorised individual** must print and sign a paper copy of the completed form and send it to ENVIRON
- Pay the 300 Euro first year fee on [www.BOMcheck.net](http://www.BOMcheck.net) by credit card, and a reduced annual renewal fee in subsequent years.

### Step 2. Submit substance declarations on BOMcheck

Suppliers have product families which are manufactured using the same set of materials and so where the same substance declaration applies to several part numbers. For example, the “ceramic capacitors” product family contains a large number of part numbers (e.g. for different values of capacitance) which are all manufactured using the same set of materials.

The supplier creates substance declarations on BOMcheck for this product family by specifying the compliance status for the material set and attaching a list of part numbers and weights. In effect, this creates a table of information on BOMcheck – the columns are the substance compliance statuses and the rows are the part numbers.

#### 2.1 Save the list of part numbers and weights for each product family as a Tab Separated CSV file

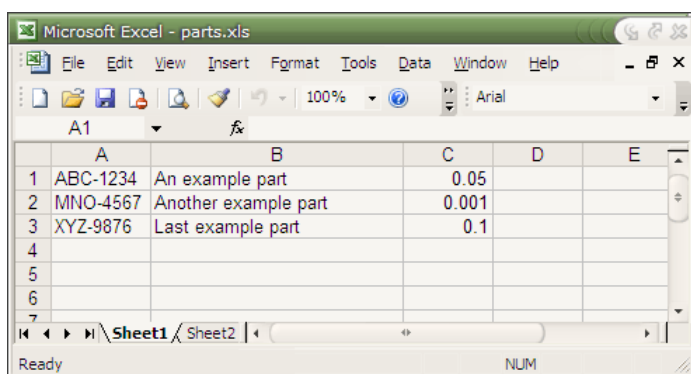
The list of part numbers and weights for each product family must be saved as a Tab Separated CSV file. The file must include the following fields in each row:

**Column A:** Part number

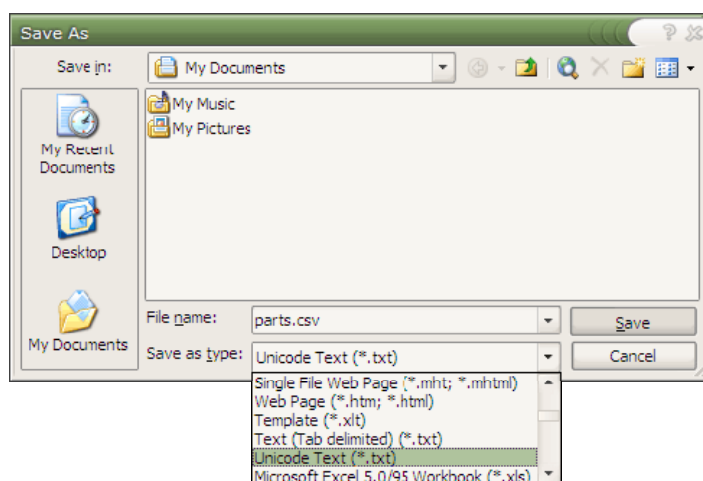
**Column B:** Part name (this is optional and can be omitted)

**Column C:** Part weight ( $\mu\text{g}$ , mg, gm or kg – the weight unit is specified when the file is loaded on BOMcheck)

Do not include header rows, titles, etc. You can create the parts list file in Excel as illustrated below.



	A	B	C	D	E
1	ABC-1234	An example part	0.05		
2	MNO-4567	Another example part	0.001		
3	XYZ-9876	Last example part	0.1		
4					
5					
6					
7					



Save the parts list file as a Tab Separated CSV file by choosing **File >> Save As** from the main menu, then **select Unicode Text** and **change the file extension from .txt to .csv**.

#### 2.2 Login to BOMcheck and create a substance declaration for the list of part numbers

Select the option to “**Add a declaration**” and follow the instructions on the substance declaration tool.