

## Letter for Manufacturer to send to Suppliers

[Supplier Name]  
[Supplier address]

[Date]

Dear [name]

### **RE: Complying with EU REACH obligations by joining the BOMcheck substances declarations web database**

From 28 October 2008 when the first Candidate List of substances of very high concern (SHVC) was published, Article 33 (1) of the EU REACH Regulation 1907/2006 places a legal obligation on all EU suppliers to inform [Manufacturer name] whether the components or assemblies supplied to us contain any of these substances of very high concern in concentrations > 0.1% w/w. Similarly, [Manufacturer name] is required to inform our EU customers whether our products contain > 0.1% w/w of these substances. The European Chemicals Agency (ECHA) will add more substances to this list every 6 months from August 2009 and the disclosure obligations start immediately every time a new updated list is published.

From June 2009, Article 67 of REACH places a legal obligation on all EU suppliers to comply with the substance restrictions listed in Annex XVII of the EU REACH Regulation when they supply components or sub-assemblies to [Manufacturer name]. Similarly, [Manufacturer name] is required comply with these substance restrictions when we supply our products in the EU.

[Manufacturer name] does not want to receive REACH compliance information individually from each of our suppliers every six months. Instead, we require all of our suppliers (including Suppliers on the [Manufacturer name] Approved Supplier Lists) to notify whether you will comply with these REACH obligations by joining BOMcheck - the centralised, open-access substances declarations web database ([www.BOMcheck.net](http://www.BOMcheck.net)). BOMcheck is an industry-wide initiative which is led by the European trade association COCIR ([www.cocir.org](http://www.cocir.org)) and has been developed by ENVIRON. Membership of the COCIR trade association includes Siemens, Philips, GE, Agfa, Hitachi, Toshiba, IBM, Intel and Canon.

BOMcheck is a regulatory compliance tool designed specifically to enable suppliers to provide declarations for REACH, RoHS and other restricted substances legislation. The benefits to suppliers include:

- **Expert guidance to create substances declarations for your parts lists.** BOMcheck is the only declaration tool which guides you through where the REACH and RoHS substances are found in hardware and electrical and electronic equipment, and any exemptions that apply. Upload your declarations with minimum effort by creating a single substance declaration for a list of part numbers which are manufactured using the same set of materials, and then attaching the list of part numbers.
- **Keep up-to-date as new substances are added to REACH and RoHS.** BOMcheck e-mails suppliers immediately when new substances are added to REACH and when the RoHS exemptions change, and provides detailed guidance. Suppliers can update the substances declarations for their parts lists, submit new declarations or withdraw declarations at any time.
- **Attach your electronic signature to the substances declarations.** BOMcheck sets up electronic signature arrangements for the supplier so that, under the US regulations, the supplier's electronic records on BOMcheck are equivalent to paper records with handwritten signatures. Suppliers can make their substances declarations confidential to certain manufacturing customers, or viewable by all manufacturing customers who are members of BOMcheck. Suppliers can also attach PDF test reports to support their substances declarations.
- **Inform your manufacturing customers.** Manufacturing customers such as Siemens and Philips access supplier substance declarations data directly from BOMcheck. This saves suppliers time and costs. Suppliers can also e-mail their data directly to any manufacturing customer who is not on BOMcheck yet.

In return for these benefits, suppliers pay a low-cost subscription of 300 Euros year in the first year and a reduced annual renewal fee in subsequent years. We believe that this represents excellent value for money.

Many suppliers are also manufacturers and have their own supply chains, for example an assembly supplier who purchases components to go into the assembly. These suppliers can set up a free manufacturer account with ENVIRON and use BOMcheck to manage their own supply chains, provided that they forward this letter to their own suppliers.

Please give us notice by returning to us a signed copy of this letter whether you will join BOMcheck. When you join BOMcheck you will conclude a separate contract with ENVIRON by following the instructions at [www.BOMcheck.net](http://www.BOMcheck.net). Further details are available at [www.bomcheck.net/suppliers](http://www.bomcheck.net/suppliers).

We look forward to your cooperation in this important matter.

Yours sincerely

Our company will / will not join BOMcheck (delete as applicable)

Notified by [*supplier name*]

.....  
[signature]

.....  
[name]

.....  
[title]