Letter for Manufacturer to send to Suppliers

[*Supplier Name*]
[*Supplier address*]

[Date]

Dear Valued Supplier to *[Manufacturer Name]*

RE: Request to provide standardised, high quality compliance declarations for RoHS, REACH and other substance regulations around the world by using BOMcheck

You have probably had similar requests from other customers and so you will know that *[Manufacturer Name]* is required to comply with an increasing number of substance regulations around the world in order to sell our products. We are asking all our important suppliers to join thousands of suppliers worldwide who are using BOMcheck to provide standardised, high quality compliance declarations for millions of parts.

www.BOMcheck.net is an industry collaboration sharing one web database system to manage supply chain compliance. The web system is easy to use and enables you to create and share standardised high quality compliance declarations. You can manage your data securely in the web database and download and email your declarations data to any customers not already on BOMcheck in industry standard IPC 1752A XML, PDF or Excel formats. *"BOMcheck has the simplest input interface we have seen and provides extensive help and data checking to reduce errors and highlight potential issues while you are working on your part declarations "* said GE Healthcare's newsletter to suppliers.

Training is available in several different formats. You can use the detailed training videos published in the Assistant tool on www.BOMcheck.net to quickly learn the data entry tools and rely on the expert chemicals guidance to identify which materials and parts are at risk of containing regulated substances. You can also join free monthly live training webinars by using the weblinks published on the sidebar on www.BOMcheck.net under "Join live training webinar".

The Regulatory Compliance Declaration tool provides concise chemicals guidance which suppliers can rely on to identify parts and materials which are at risk of containing regulated substances. If the REACH Candidate List guidance indicates that your materials and parts are not at risk (for example, because the substance is used in PVDF plastic and your parts do not contain this type of plastic) then you can claim compliance without additional efforts. Senior Product Development Engineer at Belden Wire & Cable B.V said *"BOMcheck helps me to respond to the rapidly increasing list of REACH Candidate List substances and to keep my declarations up-to-date"*.

All substances in the Full Materials Declaration tool are colour coded to show the substances that are regulated today around the world and the substances that are at risk of becoming regulated in the next few years. The confidentiality tools enable you to restrict access to your Regulatory Compliance Declarations and/or Full Materials Declarations to certain customers, and to add new customers to these confidentiality settings at any time. You can also attach test reports or other documentation to support your material declaration. Environmental Compliance Engineer at Wurth Elektronik said *"We appreciate the standardized Full Material Declaration and Regulatory Compliance Declaration, the option to add evidence documents (for example, MSDS's, lab analysis reports, etc.) to support the material declaration, and the automatic updates to our Regulatory Compliance Declarations."*

When you login you can review the customer requests and send response messages in BOMcheck to accept or reject the parts lists. If you accept a request, the 'wizard' tools show you how to download the parts list and make declarations for the part numbers, or map the customer part numbers to your already-declared part numbers. Material Data Manager at WAGO Kontakttechnik GmbH & Co. KG said *"BOMcheck is a very important tool for WAGO that makes it possible to answer the ever-increasing number of customer requests quickly and efficiently."*

BOMcheck also helps manage compliance to the SEC's conflict mineral rule which requires US-listed companies to disclose whether their products contain certain metals (tin, tantalum, tungsten, or gold) and whether these metals originate from rebel-held mines which are funding armed conflict in the Democratic Republic of the Congo (DRC) region. You can upload your Conflict Minerals Reporting Templates at the

part level or company level at the same time as you make compliance declarations for RoHS, REACH and other regulated substances.

You can set up a Supplier Account and use BOMcheck free of charge for a 90 day trial period by following the registration instructions at www.BOMcheck.net/account/register. After the 90 day trial period has ended, suppliers with a total annual business turnover of more than 3 million Euros per year pay an annual subscription of 300 Euros per Authorised Individual to use BOMcheck. You can pay the annual subscription fee by credit card online, or you can request invoice details from support@bomcheck.net and pay by wire transfer. Small suppliers with a total annual business turnover of less than 3 million Euros can apply for a free Supplier Account by emailing a signed statement to *[Manufacturer Name]*.

Once you have set up a Supplier Account we will send you the list of part numbers that we want you to declare in BOMcheck.

Thank you for your cooperation in this important matter. We really appreciate your efforts because this will enable us to maintain a long term business relationship with your company as one of our valued suppliers.

Yours sincerely