Agile Product Lifecycle Management

Product Governance and Compliance Supplier Guide

December 2015

E61147-01

December 2015

ORACLE

Agile Product Lifecycle Management Product Governance and Compliance Supplier Guide, Release 9.3.5

E61147-01

Primary Author: Oracle Corporation

Contributing Author: Usha Pereira

Contributor:

Contents

Preface

Agile PLM is a comprehensive enterprise PLM solution for managing your product value chain.

Audience

This document is intended for administrators and users of the Agile PLM products.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Related Documents

Oracle's Agile PLM documentation set includes Adobe® Acrobat PDF files. The Oracle Technology Network (OTN) Web site http://www.oracle.com/technetwork/documentation/agile-085940.html contains the latest versions of the Agile PLM PDF files. You can view or download these manuals from the Web site, or you can ask your Agile administrator if there is an Agile PLM Documentation folder available on your network from which you can access the Agile PLM documentation (PDF) files.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

Convention	Meaning
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Introduction to Agile PG&C

Agile Product Governance & Compliance (PG&C) is designed to help manufacturers manage all kinds of product compliance, including the ability to audit the presence and amount of regulated substances used in their products, and to demonstrate that they responsibly dispose of, recycle, or re-use parts containing those substances.

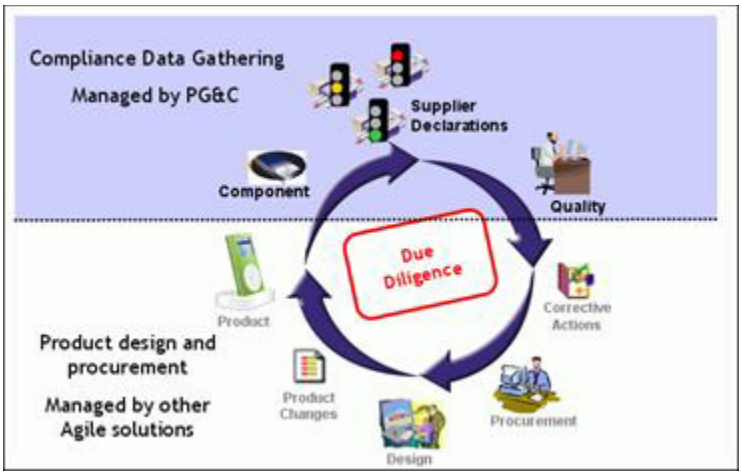
Compliance Regulations

OEM manufacturers are required to take global responsibility to dispose of, recycle, or re-use electronics that contain hazardous substances. In addition to satisfying FDA regulations and ISO standards, any company that sells electronics equipment in an international market is subject to the OEM manufacturing regulations of their target markets. These may include one or more of the following:

- **United States**: Good Manufacturing Practices; ISO Standards; U.S. Food & Drug Administration regulations
- **Europe**: Good Manufacturing Practices; Registration, Evaluation, Authorization and Restriction of Chemical Substances (REACH); Restriction of Hazardous Substances (RoHS); Waste of Electrical and Electronic Equipment (WEEE)
- **China**: Restriction of Hazardous Substances (China RoHS); Waste of Electrical and Electronic Equipment (China WEEE)
- **Japan**: Japanese Green Procurement Survey Standardization Initiative (JGPSSI)
- **International**: Joint Industry Guide (standards adopted by international companies, including IBM, Dell, Hewlett-Packard, others)

Cycle of Compliance Data-Gathering and Corrective Action

This figure depicts a process of due diligence concerning the compliance of existing products and new product designs. This is a “closed-loop” compliance corrective action process. Other Agile solutions - Product Collaboration, Product Quality Management, Product Cost Management, Product Portfolio Management - manage areas around the lower half of the circle. Product Governance & Compliance manages the compliance data-gathering area.



How PG&C Helps You Gather and Manage Compliance Data

People who manage the compliance process at the "buyer" site - compliance managers - must ensure that their company's products adhere to government regulations and company policy. Agile PG&C helps you gather and analyze compliance data and to take appropriate corrective action.

PG&C is not only a communication vehicle between the compliance manager and information suppliers: it also manages the compliance of parts across multiple suppliers and multiple manufacturer parts.

Ultimately, PG&C rolls all this information up to provide a product-level view of compliance.

More specifically, compliance managers use PG&C to:

- Collect data about materials used to manufacture a product
- Review compliance across the Approved Manufacturers List (AML) of a part, across multiple suppliers (the Approved Suppliers List, or ASL), across BOMs, subassemblies, and of final products
- Generate reports to show the level of compliance
- Manage supporting documentation, such as descriptions of current regulations, recovery manifests, disposal certificates of destruction, supplier compliance surveys, and other customer-specific specifications.

Compliance managers often get compliance information for manufacturer parts from an information provider or collect the information via IPC standard/Excel spreadsheet and then load the collected compliance data into a PG&C declaration. Often this process gets automated via Customizations/Process Extensions.

In another scenario, at the supplier site, information suppliers use PG&C to complete and sign off material declarations:

- Declare compliance with specifications concerning hazardous materials that may originate from its customers and from government agencies
- Disclose which hazardous substances are contained in the components and subassemblies it provides.

Agile PLM Documentation for PG&C

The Preface of this manual provides the URL to Agile documentation for current releases of Agile PLM.

This manual, *Agile PLM PG&C Supplier Guide*, provides information for you to learn to work in Agile Web Client and to complete your end of the compliance process.

A supplier in the PG&C solution is a company that provides compliance information about parts that are used in a buyer company's manufacturing process. The Agile administrator at the buyer company has created Agile users, which have been called “contact users” and are now referred to as “declaration recipients” in the PG&C framework.

The compliance manager at the buyer company creates declarations that are sent to the supplier's declaration recipients. In turn, declaration recipients complete declaration requests from the buyer.

The *Agile PLM PG&C User Guide* is the manual for working in the PG&C solution on the buyer side. It describes the PG&C-specific business classes in depth, as well as compliance rollups and other features. In some cases, the manager of Agile-based compliance work at your firm might find value referring to it.

2

RFI Process and Agile Classes

This manual is the handbook for suppliers and buyers seeking compliance information via Agile PG&C.

Your company may or may not actually manufacture specific parts that go into the products of an OEM; in any case, your company does provide compliance information about parts to this manufacturer.

Requests For Information

At the supplier site, information providers use PG&C to complete and sign off on Declarations - the vehicle of Requests For Information (RFIs):

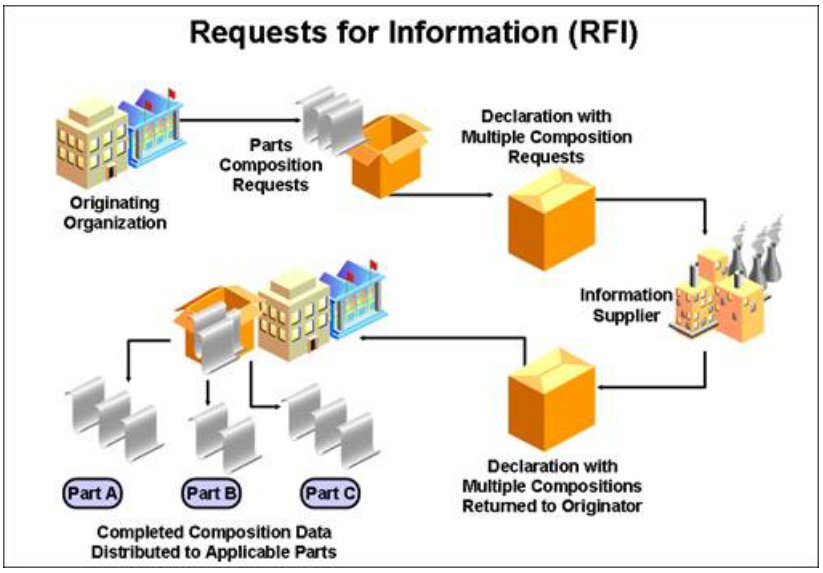
- Declare compliance with specifications concerning hazardous materials;
- Disclose which hazardous substances are contained in the components and subassemblies it provides or is authorized to provide data or other disclosure information.

RFI Sequence

The general sequence of the RFI process follows. The supplier is involved in step 5 only; the other steps take place at the buyer company.

1. Identify parts and part groups for which compliance data is required.
2. Identify people within buyer company and suppliers (for manufacturer parts) who can provide compliance data.
3. Create declarations for parts, manufacturer parts, and part groups.
4. Route a declaration to an information supplier.
5. Supplier completes the declaration with data and a sign-off.
6. Compliance data is assessed for completeness and validated for correctness.
7. Reviewed and approved declarations are released, which “publishes” the data across the product record in PLM.

The RFI process is depicted below.



A declaration keeps track of the compliance information about substances and materials contained in parts or part groups that are named in the declaration. The Default Declaration Workflow conveys RFIs from your buyers. Agile PLM also makes it possible to send customized Declaration workflows to suppliers.

PG&C Business Objects

The PG&C solution offers configurable business objects called Substances, Specifications, Declarations, and Part Groups. Items and Manufacturer Parts (from Agile Product Collaboration) are also integral to the solution.

> **Note:** It is possible that your buyer's Agile administrator has renamed existing classes and created new subclasses than those presented in this guide.

Here are brief definitions of the PG&C business objects.

Substances

Substances are basic building blocks in PG&C. A substance is any chemical element or compound that is tracked within Agile PLM. There are four kinds of substances, which cover a variety of circumstances: Substances, Substance Groups, Materials, and Subparts.

- **Subparts** class - a subpart is a subunit of a component. Subparts are not numbered and do not expand the BOM.
- **Materials** class - a material is a compound chemical, that is, a substance consisting of multiple substances. A good example of a material is a glue or a resin that can be bought in bulk.
- **Substance Groups** class - a group of multiple substances. A substance group must have a Base Substance, which is the substance that the legislation is interested in. A substance group called "Lead and Lead Compounds" would cite Lead as its base substance, and it could comprise chemicals like Lead-oxide, Lead-nitrate, and Lead-sulfate.

- **Substances** class - a substance is a single chemical element; for example, lead, chromium, or cadmium. Generally, these are the potentially hazardous substances that legislations are interested in, as described in specifications. The new Alias attribute facilitates possible inconsistencies in how substances are named by the supplier.

Substance Aliasing

The **Alias** attribute is provided to inform the PG&C system of "substitute names" of substances and substance groups. For example, an alias for Lead could be the chemical notation "Pb". The buyer's system can then resolve confusion if you, the supplier, submit information for a substance that you call Pb but they call Lead.

If the name of a substance/substance group that you provide (in the declaration) does not exist in the buyer's system (and it is not already an alias for another substance), the buyer can add it as an alias for the intended substance/SG.

This makes it easier for you to use names of substances and substance groups in your declaration responses according to your conventions without concern that a name may be different in the buyer's system.

Specifications

Specifications track the different legislations, customer specifications, or internal specifications with which an assembly or part must comply. The Specifications object is used to create representations of specification documents, regulations, published compliance criteria.

An example of a regulation issued by a government body is the European RoHS directive. Environmental specifications are substance-based, and contain a list of banned substances or substances of concern and their threshold values.

In Agile, specifications are used to validate declarations and assess the compliance of parts by evaluating whether a given restricted substance in the composition of a part surpasses its specified threshold value.

Parts and Part Groups

Items and Manufacturer Parts can be referred to generally as “parts.” The phrase “parts and part groups” (or the notation <Part/PG>) comprises “any kind of part used in the buyer company's manufacturing process.”

Items and Manufacturer Parts

Items (Parts and Documents) and **Manufacturer Parts** - we refer to these collectively as "parts" - are two base classes in Agile PLM that are used to create objects that represent the things that your company and its suppliers assemble into the products your company sells. They are therefore the entities for which compliance data must be sought.

Part Groups

A part group (PG) is a “container” that tracks the overall chemical composition for all parts of a particular type. If multiple parts share the same properties - for example, the same composition - you can define a part group with those characteristics. The parts (items and manufacturer parts) belonging to a part group have a conversion factor that is used to convert data such as Mass and Substances Content from the part group to its member parts.

To describe how the conversion factor works, let a part group describe a series of cable, made of the same materials and available from supplier(s) in a variety of lengths. The part group (the Agile object) contains the data that defines the "unit" length of cable to be 2 feet long. The part group object then lists cables of 2 ft, 6 ft, and 10 ft in length. So, the 2-ft cable has a conversion factor of 1 in terms of its mass and hazardous substances content, the 6-ft cable has a conversion factor of 3, while the 10-ft cable has a conversion factor of 5.

Declarations

A declaration is the main object of record in the PG&C solution: it stores questions posed by a compliance manager to an information supplier about the supplier itself, its products, or how its products comply with given specifications. Upon completion, it contains the supplier's data and responses to the questions. Also, declarations keep track of all the substances and materials that are contained in parts or part groups.

PG&C offers an attribute called **User-entered CAS Number**, which can be entered by the information supplier on a declaration or by a regular user on a part or part group. These are used by the compliance manager to ascertain precisely what substance is being referred to by the supplier.

In Agile PLM, the Declarations base class has seven default classes of declarations, each with a single child subclass. The following table defines the kinds of declarations in PG&C.

Declaration class	Definition
Substance Declarations	The supplier is requested to provide compliance information for each substance within the specification.
Homogeneous Material Declarations	The supplier is requested to provide a complete BOS breakdown of the part and provide compliance information at the homogeneous material level.
Part Declarations	Receive part-level compliance information as well as other composition header level information (manufacturing parameters).
JGPSSI Declarations	The supplier is requested to provide compliance information (weights) according to the JGP standard. **Note:** There is a fully supported Japanese version of the JGPSSI template for creating JGPSSI Declarations; see your administrator.
Supplier Declarations of Conformance	A questionnaire to assess supplier compliance with specifications from customers and government agencies. The survey addresses compliance at a general company level. Can be used for CSR-type declarations.
IPC 1752-1 Declarations	A Joint Industry Guide (JIG) substance declaration for electronic products. **Note:** In addition to the IPC 1752-1 subclass, the IPC 1752A subclass is available. It represents the latest version of the standard.
IPC 1752-2 Declarations	A Joint Industry Guide (JIG) homogeneous-material declaration for electronic products. **Note:** In addition to the IPC 1752-2 subclass, the IPC 1752A subclass is available. It represents the latest version of the standard.

Declarations are the routable objects in PG&C, similar to change orders in Product Collaboration. As a routable object, each declaration advances through a workflow that implements the Request for Information (RFI) business process. When a declaration is released by the compliance manager, the information gathered from it is

published to the product record, thereby updating the composition data contained within the parts and part groups listed by the declaration.

3

Using Agile Web Client

Agile Web Client is opened using only a browser. Web Client is the only client that supports Agile's Product Governance & Compliance solution (PG&C). As a supplier, you are generally assigned to “Basic mode," and your user interface with Web Client has been streamlined for responding to PG&C declaration requests.

If your work becomes more involved and the buyer firm assigns you one of the “Advanced modes,” you can see the user interface of Web Client; in that case you refer to the standard solution manual, *Agile PLM PG&C User Guide*.

Logging In to Web Client

Your buyer company's compliance manager has issued you a starting URL, along with username (User ID) and password. If a URL is specified in the documentation or release notes, copy the upper- and lower-case characters exactly, including the full domain name specified.

To start Web Client:

1. Start your browser.
2. Click the Web Client bookmark, if one exists, or type a URL that follows this pattern:

   http://<webserver>.<domainname>.com/Agile/PLMServlet

   The Login page appears.
3. Enter your username. Your username is not case-sensitive.

   Your *username* is assigned by your Agile compliance manager; it is likely an abbreviation of your full name. For example, the name Michael Jones may be abbreviated to MICHAELJ or MJONES.
4. Enter your password. Your password **is** case-sensitive.
5. Click the **Login** button. If you make a mistake, click **Clear** and retype your username and password.

The login process is complete, and the Requests for Information page appears. In the page's title bar you will see "**Welcome,** <**Your Name**>".

The page is on the **Open Requests** link, so the table will list any Agile “declaration requests” that have been sent to you.

Main Toolbar

You can use the toolbar buttons on the main toolbar to perform the tasks described in the following table.

Name	Description
Back	Takes you to the previous page you viewed in your browser. (It does not, however, undo any changes you entered in Agile.)
Forward	Takes you to the next page forward. It is disabled if you have not gone forward from the page currently in your browser.
Refresh	You can refresh (update) the information on the visible page.
Home	Brings you back to the basic RFI page.
Find (Run Simple Search)	Searches for declarations that match your typed input. For example, if you are in **Open Requests** and there are many, you can search and find the one you are looking for.

Logging out of Web Client

To log out of Web Client:

1. From the menu bar, click the Logout button.
2. You are returned to the Login page. To exit, close the browser from the upper-right corner.

Printing Declarations

From the Basic Supplier Interface, the system will print the following tabs of a declaration: **Cover Page**; **PageTwo**; **PageThree**; **Parts/Part Groups** tabs as well as the corresponding **Substances** tables; and **Specifications**.

Left Pane Links - The left pane on the main RFI page has links as follows:

Open Requests - this is the default link so you generally see a list of all your open declaration requests. If you have clicked another link, Open Requests appears as a live link.

- **Due Today** - lists all open declarations whose due date is set for the current calendar day.
- **Due Tomorrow** - lists all open declarations whose due date is set for the next calendar day.
- **Delinquent** - lists all open declarations whose due date is set for the previous calendar day or earlier.
- **Inactive Requests** - lists all declarations that were submitted to you but that have been closed by your buyer.

Open Declaration Links

When you have opened a declaration request, the left pane changes its links to the following:

- **Edit** - Click this link to activate editable fields. Change or add values in any of those fields. Click **Save** to preserve your changes, or click **Cancel** to end the operation with no changes saved.
- **Add Attachments** or **View Attachments** - Click this link to add attachments to the declaration (for example, you may want to return a spreadsheet file to the buyer). If the declaration already has attachments, the link says **View Attachments**, but you can still add attachments by clicking and following the user interface.
- **Submit Declaration** - When you have completed providing the requested data on the declaration-and signed off-clicking this link will send it back to the compliance manager at the buyer firm.
- **Print** - You may wish to have or distribute a hardcopy of the declaration at the start or when it is completed. Click this link to bring up a Print dialog.
- **Email Comments** - You may have a question for the compliance manager or other information that you want to quickly distribute. When you click this link, there are two elements to complete. In the **Comments** field, simply type your message or question. Click the **Send To** button to start a wizard to find names.

When you are ready, click the icon to send the comments.

Note that following the actions listed above, other applicable process extensions are displayed.

Changing Your User Profile

Your User Profile is simply the collection of settings that were entered by the Agile administrator when your "user object" was created. Clicking the link in the main toolbar displays the information contained in your profile, some of which is simply information (like phone number) and some of which governs your access to Agile declarations (like Role).

Your user profile is available for you to modify, within constraints set by the administrator. It contains data under two tabs, **General Info** or **Preferences**.

> **Important:** Under **Preferences**, the Response Edit Mode property is must be set to **Basic**.

If you select one of the other two settings, **Advanced Table Edit** or **Advanced Wizard Edit**, when you click **Save**, you will be prompted to log out and log back in; you would then log in to Web Client (Advanced mode), where your capabilities are restricted.

If you do log in to Web Client (Advanced mode), you will have to click the **My User Profile** link and go to Response Edit Mode property to change it back to **Basic**, followed by logging out and logging back in to Web Client (Basic mode).

If you work frequently with buyer companies and are often required to create declarations, you can be assigned additional roles and privileges to enable you to work effectively in Web Client (Advanced mode).

You have an opportunity to enter information when you first log in to Web Client. Again, your Agile administrator determines to what extent you can edit your user profile.

To edit or add information to your user profile:

1. Open your user profile by clicking **My Profile**.

2. Click the tab on which you want to make changes. For instance, to make changes to the **General Info** tab, click that tab.
3. Click the **Edit** button on that page. Use lists, browse buttons, and text boxes to enter the requested information.
4. When you have finished, click **Save**. If you wish to cancel your changes, click **Cancel**. Clicking the other tab (**General Info** or **Preferences**) cancels the current Edit operation without saving changes.
5. To verify changes you make to your user profile, it is best to log out of Web Client and log back in.

Note: If you are working primarily in Web Client, check this setting in your user profile: **Preferences > System Preferences > Preferred Client**; it should be set to Web Client. Also, **Receive Email Notifications** should be set to Yes. This ensures that you will receive email notifications in the same client you are working in. If there is a discrepancy and you are not able to change these properties, see your Agile administrator.

User Properties Defined

The following table lists and describes the properties common to supplier users in the Agile PLM system:

Property	Description
User ID (username)	The user's Agile PLM login user identification, or username. It must be unique in the Agile PLM address book. The maximum is 128 characters.
First Name and **Last Name**	The user's public name. Neither of the user's Names fields has to be unique in the system, only the user's **User ID** must be unique.
Status	Indicates whether the user is enabled (Active) or disabled (Inactive). Not editable.
Email	The user's valid email address for change notification/routing. **Note**: If there is not a valid email address in the **Email** field, the user will not receive any email notifications.
Title	The user's title, for example, Senior Engineer.
Address fields	There are four address fields that are used for informational purposes only: **Address** (street), **City**, and **Postal/Zip Code**.
Phone number fields	The user's **Business Phone** and **Mobile Phone** numbers (for informational purposes only).
Fax	The user's fax number (for informational purposes only).
Pager	The user's pager number (for informational purposes only).
Secondary Email	The user's valid email address for change notification/routing. The **Secondary Email** is optional, but when the field is filled in, the user receives notifications at both email addresses.
General Infotab, continued	The user's role assignments. This property determines a user's access to the objects in Agile PLM from the point of discovery forward.
Role(s)	Power, Concurrent, or Restricted: you as a supplier are a Restricted user.

Property	Description
Use Login Password forApproval	Each user has a login password and approval password (used to approve changes).
Allow Escalation Designation Approval	This setting is editable. If the user has identified one or more designated escalation *persons* (DEPs), this setting determines when the DEPs can approve or reject a declaration. Settings: After Escalation - The user's DEP can approve a routable object only after it has been escalated. Always - The user's DEP can always approve or reject a routable object.
Sites	**Sites** are used for distributed manufacturing, but as sites are not supported by PG&C, this is unlikely to have options.
Preferred File Manager	Select from the list of file servers. For best performance, select a file server that is local server for you.
Receive EmailNotification	Controls whether the user can receive automatically generated email notifications from the system.*Settings* = Yes or No
Language	English is available with all Agile PLM licenses. Agile PLM includes Japanese or Simplified Chinese, per your license.
Preferred Date Format	The format in which dates are displayed to the user. Default is MM/dd/yyyy.
Time Zone	The time zone where the user is located.
Preferred Time Format	The format in which times are displayed to the user. The default is hh:mm:ss aaa (aaa = am or pm).
Preferred Currency	The currency in which prices/costs are displayed to the user. The default is U.S. Dollar.
Number Format	The format in which numbers are displayed to the user.
Preferred Inbox View	Select between Activities, Notifications, and Workflow.
Response Edit Mode	This field should be left set to Basic. The other two settings, Advanced Table Edit and Advanced Wizard Edit, will take you into the main Web Client, where your capabilities are restricted.
Rows per Table Display	The number of rows that appear in the user's Agile Web Client user interface. The default is 50.
Static Table Headers	Set to Yes to carry table headers to additional pages.
Encode Type	The types are Western European (ISO), Japanese (Shift JIS), Traditional Chinese (Big 5), Japanese (EUC), Simplified Chinese (GB2312), and Unicode (UTF-8).

4

Responding to Agile Compliance RFIs

A Request For Information (RFI) is the process that a manufacturing company (the buyer) uses to seek compliance data from its suppliers. The buyer uses Agile PG&C to create declarations. When the buyer firm creates a declaration, it specifies a unique declaration name and a single supplier company.

The Default Declarations workflow follows a straightforward process flow, as detailed in the following table.

Status	Action
Pending	**Compliance manager** (an Agile user who has been assigned the Compliance Manager role) creates new declaration, or modifies an existing declaration by adding new items, manufacturer parts, or commodities. Specifications are added to the declaration, and also an information supplier; is always only one supplier per declaration.
Open to Supplier	The declaration requests the supplier (an Agile user who has been assigned the Material Provider role) to confirm whether parts comply with specifications.
Submit to Manager	**Supplier** confirms or denies that the parts that they supply comply with regulations. The supplier electronically "signs" and submits the declaration back to the compliance manager.
Review	The compliance manager and other reviewers verify and approve the contents of the declaration. A reviewer (including a supplier user) can acknowledge a declaration when the user is added as an acknowledger.
Released	The compliance manager releases the declaration, thereby publishing the new data about the substances and materials into the product record. Once published, the materials are visible on the **Compliance** tab of the part or part group, as appropriate. The "buyer" company can now examine the quantities of all materials in a given top-level assemblies and find out if the assembly is compliant with a set of specifications.
Implemented	Once the parts are manufactured and disseminated in the field, the compliance manager implements the declaration, thereby completing the workflow.

Filling Out a Declaration

To complete and sign off declarations, declaration recipients for the supplier company have been assigned a role that permits access to the declarations. The default declaration recipient at the supplier company receives an email of notification.

All users at the supplier company who have been assigned the appropriate role *can* respond to the declaration.

If you have questions about who in your company has been assigned this role, contact your buyer company.

When you are sent a declaration request, you are responsible for completing it. You must disclose whether or not any restricted substances are contained in the component or subassembly it lists, and whether those substances comply with the given specifications.

Once a declaration is opened to a supplier, only the supplier's declaration recipients can edit it (that is, Agile users assigned the "(Restricted) Material Provider" role). For other users, including the compliance manager, the declaration becomes "read-only" until it is returned by the supplier.

Notifications when Declarations Advance to and from Supplier

This set of default behaviors regards automatic notifications, not user-designated Approvers and Observers.

- **Declaration Buyer to Supplier** - The notification is automatically sent to the supplier. You can add more users to receive notification.
- **Declaration Supplier to Buyer** - The compliance manager is automatically added to the notification list. If no compliance manager was selected, the system add everyone on the Compliance Managers notification list.
- **Declaration Supplier to Buyer** - If there are no compliance managers in the system, the originator is added to the notification list.

Acknowledgments

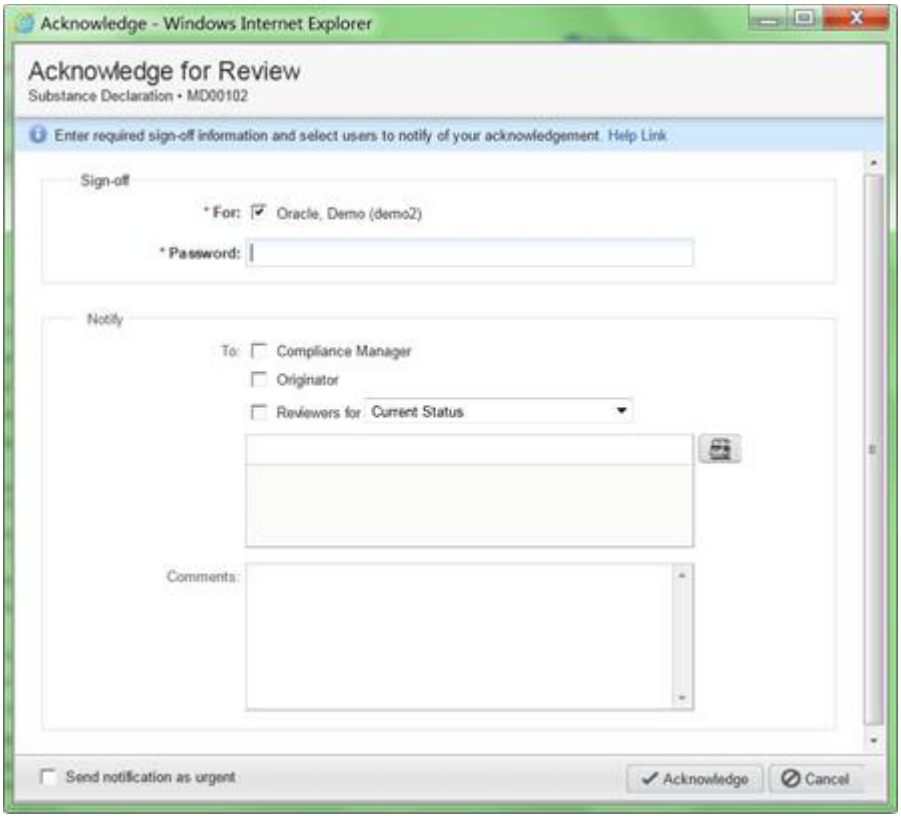
A supplier user can be added as an acknowledger for Declarations. The supplier user with the (Restricted) Material Provider role includes the Acknowledge privilege. These terms are described below:

Acknowledge - A workflow action called 'Acknowledge' is available for Review or Released status.

Acknowledger - A user or user group or job function can be an acknowledger if the Acknowledge privilege is assigned.

The Acknowledge button is visible for supplier users assigned the (Restricted) Material Provider role which contains the Acknowledge privilege.

Acknowledgers then use this dialog to notify users of the acknowledgment:



Receiving Notifications

The Declaration routed for acknowledgment can be seen in Workflow Routings tab, and can be found in Notifications tab or user's Email box. To see the Workflow Routings/Notifications tab, the supplier user must be in Advanced Table Edit mode.

The supplier user can receive notifications:

1. When the supplier user is required to acknowledge a declaration.
2. When the supplier user no longer is required to acknowledge a declaration.
3. When the supplier user is an acknowledger and the declaration is changed to another status.
4. When the supplier user is an acknowledger and the declaration is signed off by other users.
5. When the supplier user is an acknowledger, but does not acknowledge the declaration in a specific time period.
6. When the supplier user is set as an escalator of an acknowledger, and the acknowledger did not acknowledge the declaration in a specific time period.

Information Supplier Fills Out a Declaration

When a declaration request is opened to an information supplier, the supplier is responsible for completing the declaration and disclosing if any restricted substances are contained in the components and subassemblies it provides and whether those substances comply with specifications.

To complete and sign off on declarations, one or more declaration recipients for the information supplier must be assigned the (Restricted) Material Provider role. If you

have questions about who in your supply chain has been assigned this role, see your administrator.

When the material provider changes the status of the declaration from **Open to Supplier** to **Submit to Manager**, he must "sign off" the declaration.

Process Sequences in Declaration Fulfillment

The above topic describes how a standard Agile declaration is sent to a supplier and, upon completion, returned to the buyer. The following process sequences describe a range of responses to declarations.

1. Declaration Opened and Completed in Agile Web Client
   - Supplier firm's default recipient receives email notification from buyer firm's Compliance Manager requesting completion of a compliance declaration.
   - Click link within notification and log into Agile Web Client (Basic mode).
   - Click Open Requests link and select the particular declaration request.
   - Fill in your responses directly in Web Client. Currently this is possible only for Supplier Declarations of Conformance.
   - Complete the Sign off Message and submit response back to the Compliance Manager.
2. Declaration Opened and Completed in Microsoft Excel-based Client
   - On the Agile menu in the Microsoft Excel-based Client, select from list of open declarations. The spreadsheet is populated with data from new declaration.
   - Within Microsoft Excel, enter your responses into the form, and save it.
   - On the **Agile** menu in the Excel client, choose **Submit Response**.
   - Complete the Sign-off Message and click **OK**.
3. Declaration Opened in Web Client and Completed Using Process Extensions
   - Supplier firm's default recipient receives email notification from buyer's Compliance Manager to complete a compliance declaration.
   - Click link within notification and log into Agile PLM via Web Client (Basic mode).
   - Use the **Export JGPSSI,Export AXML, Export IPC 2.0,** or **Export IPC XML** process extension. The declaration request data is exported in the appropriate format, and you can open the file.
   - Enter your responses into the file, and save it.
   - Use **Import JGPSSI,Import AXML,Import IPC 2.0 XML**, or **Import IPC XML** to import the completed declaration data into Agile PLM.

About Declaration Classes and Fields

The Declarations classes in Agile PLM were introduced in Declarations. This topic describes additional facts and rules of business logic for the Declarations classes.

Part Declarations

This class of declarations is used to ask questions related to parts or part groups. The buyer company wants to send out a questionnaire to assess part compliance with specifications from customers and government agencies. Typical questions could be:

What is the maximum re-flow temperature of this part? What type of plating is on this part? Is this part in compliance with a certain specification? No fields are pre-populated in this declaration.

Substance Declarations

This class of declarations allows a supplier to respond at a substance-group level and at a substance level without being able to add to the Bill Of Substances (BOS). It could be a material compliance declaration in which the buyer company wants you to declare compliance with specifications at the substance level; or, it could be a partial material disclosure declaration in which you are requested to disclose the weight and/or concentration of selected (or all) substances that are contained within the components and subassemblies it sources from your firm (or the firm whose products you are providing compliance information).

A substance declaration supports pre-population of substances and substance groups from associated specifications.

Supplier Declarations of Conformance

This class of declarations requests statements from suppliers at a supplier level. It is basically a supplier survey. The buyer company wants to send out a questionnaire and receive a declaration from the supplier to assess compliance with specifications from customers and government agencies. Typical questions could be: Do you have a RoHS compliance Initiative going on? When do you anticipate to have 100% compliant Product? Which ISO certifications do you possess. No fields are pre-populated in this declaration. The SDOC does not require association with any items, manufacturer parts, part groups, or even specifications in order to be effective. Adding specifications to this type of class is allowed for reference purposes.

Japanese Green Procurement Declarations

This class of declarations is used against the template for the Japanese Green Procurement format. The Class name in Admin is JGPSSI Declarations. Agile supports only JGPSSI version 2.02. The buyer company wants suppliers to provide a declaration in the JGPSSI format using the JGPSSI supported entities. No substances from specifications are pre-populated in this declaration.

Homogeneous Material Declarations

This class of declarations allows a supplier to build a Bill Of Substances (BOS) consisting of four levels: subpart, homogeneous material, substance groups, and substances. It could be a material compliance declaration at the homogeneous material level, or it could be a partial material disclosure declaration to discover the weight and concentration of substances that are contained within the homogeneous materials. This can be effected through an outside application or spreadsheet. No fields are pre-populated in this declaration.

IPC 1752-1 and IPC 1752-2 Declarations

These two Declarations classes support compliance work using the IPC forms for substance declarations (IPC 1752-1) and homogeneous materials declarations (IPC 1752-2). These forms are available in XML and Adobe PDF format. Agile PLM 9.3.2 still supports the use of the PDF forms; however the PDF forms are no longer supported by IPC.

For IPC, we support IPC 175x Version 2.0.

You must download the **Scriba1750a_beta06** from http://sourceforge.net/projects/ipc175xutils/.

Note: CIPC 1752A represents the latest version of the standard.

IPC Formats Supported in this Release

The present Agile PLM Release supports released Version 2.0 of the IPC format. The website for the IPC forms and information about the "1752" standards is http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration.

- IPC 1752A is supported by XML only; PDF forms are not supported.
- IPC 1752-1 and 1752-2 are supported by XML and PDF forms. Please note that while you can use PDF forms, they are no longer supported by IPC in version 2.0.

As you create 1752-1 and 1752-2 declarations, you are given the option to choose the 1752A version. We provided two new process extensions to support IPC 1752A version: **Import IPC 2.0 XML** and **Export IPC2.0 XML**. IPC1752-1 and IPC1752-2 declarations can enable the two PXs to implement IPC1752A version. This is described in detail in the *Agile PLM Administrator Guide*.

We recommend your administrator create one new subclass of IPC 1752-1 Declarations and one new subclass of IPC 1752-2 Declarations using Java Client.

PDF forms for pre-version 2.0

IPC declarations prior to version 2.0 use PDF forms. Adobe Acrobat version 7.x is the minimal requirement, while Acrobat version 8.x is the recommended release for work with the IPC PDF forms. The website for Adobe Software is www.adobe.com.

The IPC1752-2 PDF form allows entry of unstructured substance data. For instance, the user can enter homogeneous material data in a hierarchical structure or in a flat structure. The system also stores the flat structure within the declaration, which can show the user how the data was retrieved from IPC and how PLM converted the data into a hierarchical structure.

The storing of the flat structure is accomplished through four flex-fields, **Text01--Text04,** on the part **Substances** tables. They are renamed as **IPC Sub-item**, **IPC Material**, **IPC Category**, and **IPC Substance**.

By default, these fields are disabled (not visible), and the flat structure is not stored. In order to capture the flat structure of the composition, these fields must be enabled by the administrator. Even with the flexfields enabled, a user must have Modify privilege for those fields; if not, the flat structure is not stored and the user sees an "Insufficient Privilege" error during the import procedure.

Guidelines for Parts and Specifications on IPC Declarations

Earlier, each IPC declaration carried just one specification and just one part/part group. Now **Export IPC 2.0 XML** and **Import IPC 2.0 XML** can support multiple objects.

There is no restriction to the number of specifications or the number of parts/PGs that can be added to IPC declarations. However, if a declaration carries multiple items, manufacturer parts, or part groups *and* multiple specifications, **Export IPC 2.0 XML** supports multiple Parts/PGs, indicating that Export IPC 2.0 XML exports all compositions from the declaration's **<Parts/PGs>** tables. **But Export IPC XML** will only export one composition from the declaration's **<Parts/PGs>** tables.

Similarly, **Import IPC XML** updates only one composition, that of the part that was exported. The system identifies this by the part number, rev, and the first specification in the declaration's **Specifications** table, which is sorted alphabetically.

Import IPC 2.0 XML updates all compositions, that of the parts that were exported. The system identifies these by the part number, rev, and the related specifications in the declaration's **Specifications** table, which are sorted alphabetically. As part of **Import IPC 2.0 XML** support of multiple compositions, for one item with different revisions, the revisions are distinguished by this format: 'NumberId [Rev]'.

Significant Attributes in Declarations

The information supplier-user must do the following to complete a declaration.

- For each part, manufacturer part, and part group, fill in the **Mass**, **Mass PPM**, and **Compliance** fields, particularly for substances that are restricted by specifications
- Add or remove substances from the **Substances** tables (under the **Items**, **Manufacturer Parts**, and **Part Groups** tabs) on the declaration as necessary; to do this, they must use process extensions (**Export AXML** and **Import AXML**)
- Complete other flex fields on the **<parts/PG>** tables as well as the **<parts/PG>Substances** tables.

IPC: Resolving Item Number and Manufacturer Part Number Attributes

If you are having this problem, request from your buyer company that they set a process extension that can be triggered when moving the declaration to Open to Supplier. The process extension copies the value from Item Number to Mfr Item Number, and from Item Name to Mfr Item Name.

You may experience a mapping issue on the pre-2.0 version IPC forms regarding the attributes Item Number and Manufacturer Part Number (Mfr Item Number), and also Item Name and Mfr Item Name. You may receive a declaration and expect to see (or want to enter) data in Mfr Item Number and Mfr Item Name. The issue is that the fields that must be used are Item Number and Item Name.

This will correct all four fields on the IPC form (after exporting from PLM) to have the values needed by both the Supplier users (in order to complete the form) and the PLM system (for importing back to PLM).

Mass

The weight of a part (item or manufacturer part) or assembly, expressed in system wide UOM (unit of measure). Mass in Item Title Block, is a "rev-controlled" attribute.

Mass Disclosure:

The Mass Disclosure attribute is found on the Part/PG tabs of declarations (as well as the Composition tab of parts and part groups). It has three values: Fully Disclosed, Partially Disclosed, and Undisclosed. The correct value is generated by the system during composition rollups.

Full Disclosure, Partial Disclosure, and No Disclosure

These are the three types of disclosure, and how they are qualified by substance compositions and homogeneous material compositions.

- **Fully Disclosed** composition (Full Disclosure):

1. A **Substance composition** is considered to be Fully Disclosed if the difference between the part's mass and the sum of the masses of all the substances is less than or equal to the **Mass Tolerance Percentage** setting.
2. A **Homogeneous Material composition** is Fully Disclosed if this two-step process is satisfied: (1) The difference between a material's mass (that is, the immediate parent of the substances) and the sum of mass of the substances under that material is less than or equal to the **Mass Tolerance Percentage** setting; and, (2) The difference between the part's mass and the sum of mass of the parents of the substances should be within the **Mass Tolerance Percentage**.

- **Partially Disclosed** composition (Partial Disclosure):
  1. A **Substance composition** is Partially Disclosed if the difference is more than the **Mass Tolerance Percentage**, in which case an "Unreported" substance is added by the system to fill in the missing mass.
  2. A **Homogeneous Material composition** is Partially Disclosed if one of the following is true:
  3. (1) The difference between a material's mass (that is, the immediate parent of the substances) and the sum of mass of all the substances under that material is greater than the **Mass Tolerance Percentage** setting; and, (2) the difference between the part's mass and the sum of mass of the parents of the substances is *g*reater than the **Mass Tolerance Percentage** setting; *or*
  4. The part's weight is missing, but none of the information is missing in the BOS tree. That is, the Mass and PPM should not be "null" anywhere in the entire BOS tree, including subparts, materials, or substances.
- Undisclosed composition (Non Disclosure):
  1. If the mass is missing for the part, substance, or the immediate parent of the substances, it is considered an Undisclosed composition.

     Furthermore, a Homogeneous Material composition is Undisclosed if any of these cases are true:

     – One of the substances in a material does not have Declared Mass and Declared PPM; or,
     – One of the materials does not have a Declared Mass; or,
     – One of the materials does not have any substance; or,
     – One of the subparts does not have any child.

User-entered CAS Number

A value can be entered by the information supplier on a declaration or by a regular user on a part or part group. These are used by the compliance manager to ascertain precisely what substance is being referred to by the supplier.

Intentionally Added

The "Intentionally Added" property acts as the constraint defined in the Joint Industry Guide and the IPC 1752 forms. If, for a substance in the specification, Disallow Intentionally Adding is Yes, when a supplier or other user enters Yes in Intentionally Added, the substance's Calculated Compliance value is Non-compliant. If that substance was not intentionally added (= No), the system can go ahead and check the Threshold PPM of the substance-for-the-spec.

The compliance manager can modify Int.Added in the **Pending** status of the Default Declarations Workflow. The supplier can modify it in the **Open to Supplier** status of the same workflow. It cannot be modified in any other status (without administrator impact). If there is no value in Intentionally Added field, the system assumes No when performing rollup calculations.

Specification

The compliance manager may inform the supplier that the buyer is going to validate the supplier's substances based on the specifications on the **Specifications** tab. If there are one or more specifications associated with this Substance Declaration (this <type> only), the system automatically prepopulates the substances from those specifications for all the items, manufacturer parts, or part groups in this declaration. If there is no specification associated with this declaration, no substance is prepopulated, even for the substance declaration.

The specifications may concern many substances, including those not used by the parts contained in the declaration. When a substance declaration is opened to the supplier, any substances from the specifications are automatically added to the **Substances for <Part/PG>** tables. This ensures that you are properly tracking any restricted substances contained in parts listed in the substance declaration.

Specification Intentionally Added

In parts/part groups and declarations, the **Substances** tables also have an attribute called Spec Intentionally Added. This property points to, on the substance's **Specifications > Substances** tab, the value of attribute Disallow Intentionally Adding. This read-through attribute is readable and searchable but cannot be modified. For existing customers who do not have an Intentionally Added flag in the **Specifications > Substances** tab, the system assumes that it is set to No.

Exemption

There is an Exemption field on a declaration's **<Parts/PGs>** tabs. Exemptions are set in a specification's **General Info** page; the values you see for Exemption on a declaration's **Parts** tab are really coming from the associated specification.

For this reason, Declared Compliance is valid only if there is an associated specification in the declaration. Only when there is a specification, and the spec has exemptions associated (found in the spec's **General Info**), can you set Declared Compliance to Exempt: when you do, you are then prompted to select an exemption from the list.

Declared Compliance This field allows an information supplier to simply declare the compliance state of the substance, either Compliant or Non-Compliant.

Threshold Mass PPM "PPM" means Parts Per Million. The Threshold Mass PPM value comes from the Threshold Mass PPM for the corresponding substance in the specification. If enabled, it can be used by the supplier to declare the mass at each level of the BOS.

Declared PPM If enabled, can be used by the supplier to enter the PPM values directly; can be used by the supplier to declare the mass at each level of the BOS. It supersedes the Calculated PPM in the rest of the rollups.

Calculated PPM The PPM as the result of the division of the mass of two levels.

Substance Editing

Substance editing lets you add, remove, and edit substances directly in (unpublished) declarations. The substance editing feature is available on all types of declaration except Supplier Declaration of Conformance and Part Declaration.

Linked to Composition Type Field, the declaration classes in which substance editing works are as follows.

- Composition Type = Substance Composition:
  - **Substance**, **JGPSSI**, and **IPC 1752-1** declarations
- Composition Type = Homogeneous Material Composition:
  - **Homogeneous Material** and **IPC 1752-2** declarations

The behavior of the Actions are described according to the type of declaration.

Importing and Exporting Declarations

"Process extension" is the formal name of items in the **Actions** menu in declarations (in standard Web Client) or links in the **Actions** column of declaration rows (in simplified Web Client). Links in the **Actions** column enable you to perform an operation directly without having to go open the declaration itself.

These are the current process extensions that may be available on declarations. The Agile administrator at the buyer firm may have elected not to use more than the basic **Actions** found on most Agile objects.

Process Extensions for JGPSSI Declarations

The following process extensions apply to JGPSSI declarations:

- **Import JGPSSI** - This process extension imports data from a text file in JGP Block format for integration with the JGPSSI Excel template
- **Export JGPSSI** - This process extension exports data to a text file in JGP Block format for integration with the JGPSSI Excel template

> **Note:** It is possible that when you submit data to Agile from Microsoft Excel, the data may not be successfully imported at the buyer side. Yet you may have received a notification indicating that transmission of the data was successful. The notification is triggered by your submitting the data, not by its successful receipt: the compliance manager may ask you to re-submit the data in these cases.

Process Extensions for Part, Substance, and Homogeneous Material Declarations

The following process extensions apply to Homogeneous Material Declarations, Part Declarations, and Substance Declarations:

- **Import AXML** - "AXML" is Agile XML, an XML representation of Agile's business schema that contains all product content managed in Agile. You use this process extension to export the declaration information in aXML format. The declaration can be completed and re-imported into PLM.
- **Export AXML** - A declaration that was exported using the aXML format and then completed can be imported back into PLM using this process extension

Process Extensions for IPC Declarations

The following process extensions apply to IPC declarations:

- **Import IPC XML** - Imports XML data that is used to complete version 1.1 IPC forms
- **Export IPC XML** - Exports XML data that is used to complete version 1.1 IPC forms
- **Import IPC 2.0 XML** - Imports XML data that is used to complete version 2.0 IPC forms
- **Export IPC 2.0 XML** - Exports XML data that is used to complete version 2.0 IPC forms

Exporting PG&C Data

Grouping the possible "export" process extensions:

- **Export JGPSSI** exports the declaration in JGP Blocks format
- **Export AXML** exports the declaration in aXML format; this can be used with Part Declarations, Substance Declarations, and Homogeneous Material Declarations
- **Export IPC XML** exports the declaration in XML format that is used to complete version 1.1 IPC forms.
- **Export IPC 2.0 XML** exports the declaration in XML format that is used to complete version 2.0 IPC forms

Importing PG&C Data

Grouping the possible "import" process extensions:

- **Import JGPSSI** imports a JGP Blocks file (if it was exported via **Export JGPSSI**) back into the declaration
- **Import AXML** imports an aXML file (if it was exported via **Export AXML**) back into the declaration
- **Import IPC XML** imports an XML file (if it was exported via **Export IPC XML**) back into the declaration.
- **Import IPC 2.0 XML** imports an XML file (if it was exported via **Export IPC 2.0 XML**) back into the declaration.

Importing and Exporting pre-version 2.0 IPC Declarations

This task outlines how you might receive an IPC 1752-1 or IPC 1752-2 declaration that was created in Agile at the buyer site. You would complete the declaration working in the IPC PDF.

Note: This procedure only applies to the pre-2.0 version of IPC. For IPC 1752A declarations, which were introduced with IPC version 2.0, follow the procedure described in Importing and Exporting Version 2.0 IPC Declarations.

A typical RFI sequence with an IPC declaration:

- The compliance manager at the buyer site creates an IPC declaration in Agile PLM; this is an instance from one of Agile's IPC business classes, IPC 1752-1 Declarations or IPC 1752-2 Declarations. The default workflow for the declaration is moved to the **Open to Supplier** status.
- You, the declaration recipient at the information supplier, log in to Web Client (Basic mode) and see the declaration name. A link in the declaration row activates the **Export IPC XML** process extension. (Or, if you click the declaration name, all available process extensions are displayed as links on the left navigation pane.) An XML file is saved on your machine.
- If you have already downloaded the IPC PDF forms from the IPC web site (http://www.ipc.org/ContentPage.aspx?pageid=Materials-Declaration), open the IPC form in Adobe Acrobat and click **Import Data** (or **File > Form Data > Import Data** to Form), then specify the location of the XML file. The XML-contained data is imported to the PDF form.
- Enter or modify values in the declaration.
- When you have completed the form, the data is exported using **Export Data** (or **File > Form Data > Export Data from Form**). The existing XML file is overwritten.
- Returning to Web Client, use **Import IPC XML** process extension to import the modified XML data. Then submit the declaration to the buyer firm.
- At the buyer site, the compliance manager opens the completed declaration in Agile to review for possible release.

Importing and Exporting Version 2.0 IPC Declarations

This task outlines how you can receive an IPC 1752A declaration that was created in Agile at the buyer site.

> **Note:** This procedure only applies to the 2.0 version of IPC. For IPC 1752-1and IPC 1752-2 declarations, which were introduced with IPC versions prior to 2.0, follow the procedure described in Importing and Exporting pre-v2.0 IPC Declarations.

A typical RFI sequence with an IPC declaration:

- The compliance manager at the buyer site creates an IPC declaration in Agile PLM; this is an instance from one of Agile's IPC business classes, IPC 1752-1 Declarations or IPC 1752-2 Declarations. The default workflow for the declaration is moved to the **Open to Supplier** status.
- You, the declaration recipient at the information supplier, log in to Web Client (Basic mode) and see the declaration name. A link in the declaration row activates the **Export IPC XML** process extension. (Or, if you click the declaration name, all available process extensions are displayed as links on the left navigation pane.) An XML file is saved on your machine.
- If you have already downloaded the **Scriba1750a_beta06** from the web site (http://sourceforge.net/projects/ipc175xutils/),open the IPC form in Scriba and click **File > Opendocument**, then specify the location of the XML file. The XML-contained data is imported to the Scriba form.
- Enter or modify values in the declaration.

- When you have completed the form, the data is exported using **File > Savedocument**. The existing XML file is overwritten.
- Returning to Web Client, use **Import IPC 2.0 XML** process extension to import the modified XML data. Then submit the declaration to the buyer firm.
- At the buyer site, the compliance manager opens the completed declaration in Agile to review for possible release.

Importing Substances to a Declaration with MS-Excel

When your company seeks compliance information about Parts/Part Groups by sending a declaration to a supplier, it may not be convenient for the supplier firm to compile that information directly into the declaration.

One option that is available to the Supplier is to export and import files in a format called aXML. (For more information, see "Importing and Exporting Declarations" on page 4-10.

A simpler solution is available in which compliance information that is sought by a Declaration can be collected in a Microsoft Excel spreadsheet, then imported into the Declaration. In this procedure, an Excel template is produced by PG&C.

These are the three main steps, covered in detail below:

- Downloading the MS-Excel spreadsheet template;
- Adding substances to the spreadsheet template;
- Importing substances from the spreadsheet template.

Downloading the MS-Excel Template

A declaration has been created, and a specification has been added to it. Parts or Manufacturer Parts or Part Groups are added to the declaration, whose objective is for any substances of concern that are contained in these parts to be declared.

For this compliance information, the declaration may be sent to a supplier, or it may be completed internally by a compliance manager.

To download the MS-Excel template:

- In the declaration, click the **Actions** drop-down menu, select **Microsoft Excel** > **Download Template**.
- PG&C automatically exports the declaration's attribute information to the Excel spreadsheet. The File Download dialog prompts you to **Open** or **Save** the file.
- To save the file, browse to a location on your hard drive. You can accept a system-generated filename or enter a new filename.
- Close the Get File dialog, which conducted the export of the spreadsheet file.

The importing process is continued in the next topic.

Adding Substances to the Spreadsheet

Download and save an MS-Excel spreadsheet.

To add substances to the spreadsheet:

1. The Excel spreadsheet must be populated with data about the substances being declared for the parts named on the declaration.

2. These are key fields that must be populated.

   Important: The column headings must appear exactly as below. Two columns, Parts.Rev/Mfr and Parts.Specification, must appear even if they are not populated.

   - CoverPage.Name
   - CoverPage.Declaration Type
   - CoverPage.Supplier - note that the Supplier name must be typed exactly as it appears in PG&C
   - Level - this number reflects the level in the Bill of Substances for the substance in this row.

     Important: Use the numerical sequence 0, 1, 2, 3 (not 1, 2, 3, 4). The objects are in plural form, and “Homogeneous Materials” are called "Materials" in the spreadsheet.

     – 0 = Subparts
     – 1 = Materials
     – 2 = Substance Groups
     – 3 = Substances
   - Parts.Part Type - this and the next several fields could be for a Manufacturer Part or Part Group
   - Parts.Number
   - Parts.Rev/Mfr - this column must be in the Excel file, even if there is no value in any of this column's rows
   - Parts.Specification - this column must be in the Excel file, even if there is no value in any of this column's rows
   - Substances.Substance
   - Substances.Mass
   - Substances.Mass-Measure
   - Substances.Substance Type - the Substance Type names must be plural, as shown in “Level”, above
3. When you have completed populating the fields, save the spreadsheet file.

Importing Substances to the Declaration

Begin on the **Cover Page** of the declaration that was created for this process.

This part of the process may be completed by the supplier; or, the supplier may have populated the Excel spreadsheet and sent it to the compliance manager, who can complete the process, as follows.

To import substances from the spreadsheet:

1. In the declaration, click the **Actions** drop-down menu, select **Microsoft Excel**, then select **Import from Excel**.

2. Agile Import is opened. In the Import dialog, next to the Import File field, click the **Browse** button.
3. In the Choose File dialog, select the Excel file that has been prepared with Substances data in the previous topic, and click **Open**.
4. In the Import dialog, click **Import**.

> **Note:** The Import process takes several minutes to complete. You will know it has completed when the **Close** button appears.

5. Before closing the dialog, verify that the Import process has imported the Parts/PGs and the Bill of Substances, which are viewed in the ACCEPTED column.
6. In the declaration, click the **Items**, **Manufacturer Parts**, or **Part Groups** tab as appropriate. The **Substances** table (below the list of the parts) lists the substances that have been declared for each part/PG.

This completes the procedure for importing substances into a declaration with MS-Excel.

Notes on Excel-based Declaration Submissions

When the supplier has used the Microsoft Excel-based Client to submit the declaration, it is possible that data may not be successfully imported to the buyer side. There are two stages in which their data is processed. The data is uploaded to the server; upon successful upload, the supplier receives the message that "Your data has been submitted for processing." The data is then be processed on the server and imported into the system.

If there was a problem with the upload, the supplier is notified immediately; but if the problem occurs at processing or importing on the server side, the system sends an email with the error log as an attachment to the supplier. This means that the declaration remains in Open to Supplier status, and this does not change until the supplier reviews the log in the email notification, makes appropriate changes, and re-submits.

Even if the import on the server side is successful, depending on the size of the declaration, it will take some time for the declaration to move from Open to Supplier to Submitted to Compliance Manager. So if the user checked the declaration immediately after submitting from Excel, they may not see the changes for awhile.

These "under the hood" behaviors are detailed so that you can instruct your suppliers.

Glossary

ACP

See **Agile Configuration Propagation (ACP)**

Affected Files

Similar to Affected Items, these objects are EC files that are Design Release Candidates.

Agile Configuration Propagation (ACP)

Propagating existing configuration the PLM to the newly installed version of PLM.

ACS

See **Agile Content Service (ACS)**

Agile Content Service (ACS)

ACS is an event-driven XML-based publishing service that makes the product record available to a wide variety of business applications and users, internally and across the global manufacturing network

Agile Destination

A package created by an Agile PLM system in the target PLM using Web Services to import from the Attachments tab of the package in the target system.

Agile Integration Services (AIS)

A collection of predefined Web Services in the Agile Integration Framework that enable communication between the Agile Application Server and disparate systems

AI

Affected Items tab on Change objects in Agile.

AIS

See **Agile Integration Services (AIS)**.

Approved Manufacturer Parts List (AML)

List of approved manufacturer parts associated with an item.

AML

See **Approved Manufacturer Parts List (AML)**.

API

See **Application programming interface (API)**.

Application programming interface (API)

A set of routines, protocols, and tools for building software applications. An API expresses a software component in terms of its operations, inputs, outputs, and underlying types.

Assembly

A product assembly lists the parts in a product and shows the substances and materials that comprise those parts. It is linked to specifications that can restrict how much of a particular substance that product assembly may contain

Audit

An audit is the pro-active process of verifying compliance with quality requirements.

Automated transfer orders (ATO)

Content published by Agile PLM users in real time with a content transfer order (CTO) or set up subscribers to automatically create automated transfer orders (ATO) based on a schedule or triggered by a workflow status change.

Bill of Material (BOM)

A hierarchical representation of a product that is made up of other products.

Bill of Substances (BOS)

A hierarchical list of substances that are contained in the parts and assemblies that make up a BOM.

BOM

See **Bill of Material (BOM)**.

BOS

See **Bill of Substances (BOS)**.

CAD

See **Computer-aided design (CAD)**

Corrective and Preventive Actions (CAPA)

The CAPA is a formal process of addressing any generic quality problems and analyzing the root cause so you can implement corrective and preventive actions.

Commodity

A class of goods that is in demand, that is supplied without qualitative differentiation regardless of supplier.

Computer-aided design (CAD)

The use of computer systems to assist in the creation, modification, analysis, or optimization of a design. CAD software is used to increase the productivity of the designer, improve the quality of design, improve communications through documentation, and to create a database for manufacturing. CAD output is often in the form of electronic files for print, machining, or other manufacturing operations.

Contract (Price)

This is a subclass of the Published Prices class. Contract prices are prices provided by the supplier for a specific item or manufacturer part. This price information applies only for the specified duration and can apply to any project.

Co-Sourcing

The process of leveraging product cost across suppliers.

DCO

See **Design Change Order (DCO)**

Design Change Order (DCO)

A Change Order subclass that is available when the effected File Tab is enabled and provides access to all Agile PLM Workflow functions.

Design File Folder

An EC file folder that is integrated with CAD and PLM files, providing full access to PLM Workflow function.

EC

See **Engineering Collaboration (EC)**

EC Client

A Java-based UI to access, administer and operated the EC solution.

ECO

See **Engineering Change Order (ECO)**

Engineering Change Order (ECO)

An object that carries with it all the proposed changes to a product and/or its BOM. When approved and implemented, the proposed changes become effective.

Engineering Collaboration (EC)

An application that provides data and process integration between CAD applications and Agile PLM. It allows CAD designers and engineers to capture and control the data representing a primary source of the product record.

Extensible Markup Language (XML)

A markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable

File Manager

The File Manager manages files in a repository or vault in the file system and provides a place to store and retrieve files locally or remotely. You can install it on the same server as the Agile Application Server or on a separate one. You can also install the File in a redundant configuration and/or distributed across geographic regions.

File Transfer Protocol (FTP)

A standard network protocol used to transfer computer files from one host to another host over a TCP-based network, such as the Internet.

FQPN

See **Fully qualified path name (FQPN)**.

FTP

See **File Transfer Protocol (FTP)**

Fully qualified file name

The exact name of a file on a computer that is completely specified such that it is unambiguous and cannot be mistaken for any other file on that system.

Fully qualified path name (FQPN)

The full path of a resource, directory or file, stored in a computer. It is composed by the full path to the resource and its syntax depends on the operating system.

Item Master

The product record. It is the entire collection of Items - Parts, Documents, and any other user-defined subclasses of the Items class maintained under change control in the Agile system.

Java Message Service (JMS)

The Java Message Service (JMS) API is a Java Message Oriented Middleware (MOM) API for sending messages between two or more clients.

JMS

See **Java Message Service (JMS)**.

Lifecycle Phase

Current state in an object's workflow.

LRR

Latest Released Rev - concerning a Part or Document.

Non-Conformance Report (NCR)

NCR reports a basic material deviation from specifications or requirements in one or more products.

PDX

See **Product Definition eXchange (PDX)**.

PG&C

Product Governance and Compliance is a solution designed to help manufacturers manage all kinds of product compliance.

PLM

See **Product Lifecycle Management (PLM)**.

Problem Report (PR)

A Problem Report contains a basic description of a generic quality incident, problem, or incident reported from a customer's perspective

Product Definition eXchange (PDX)

A standard designed for the e-supply chain. This standard is based on the XML format because it provides a simple yet powerful and flexible way to encode structured data into a format that is both human- and computer-readable. In PLM, PDX packages contain product content, such as items.

Product Lifecycle Management (PLM)

The process of taking parts/documents from inception to production to phase-out, and all the stages in between.

Product Service Request (PSR)

Product Service Requests report quality incidents, and aggregate many PSRs to a single PSR.

Protocol

A system of digital rules or agreed-upon format for data exchange within or between devices. It determines the type of error checking and data compression used.

Published Price

This is a subclass of the Published Prices class. Published prices are prices provided by the suppliers in response to an RFQ and published from the project. The published price information can also be used in other projects.

PCO

See **Price Change Order**

Price

An object that carries with it all the proposed changes to a product and/or its BOM. It can be approved and implemented to make the proposed changes effective.

Price Change Order

It is an object that carries with it all the proposed changes to a price. It can be approved and implemented to make the proposed changes effective.

Quality Change Request (QCR)

QCRs allow you to aggregate problems into a routable quality record, perform root-cause failure analysis, and drive the problems to closure using standard CAPA procedures.

Quote History

A subclass of the Quote Histories class. Quote history prices are the stored prices from supplier responses that you can use. Any change in the response line of an RFQ is stored in the historical response and is usable at any time.

Request for Information (RFI)

A material declaration that lists the parts in a product assembly and shows the substances and materials contained in the part.

Request for Quote (RFQ)

A standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services.

Request for Proposal (RFP)

A solicitation, often made through a bidding process, by an agency or company interested in procuring a commodity, service or valuable asset, to potential suppliers.

Response Line

A response line has information about only one item. The negotiation of price and terms for items is dealt with in a response line.

RFI

See**Request for Information (RFI)**.

RFP

See **Request for Proposal (RFP)**

RFQ

See **Request for Quote (RFQ)**

RFQ Response

A medium of communication between the user and the supplier. One response from a supplier can contain multiple response lines for different items. Price data is added to the project automatically when the supplier submits the response.

Schema

In computer programming, a schema is the organization or structure for a database. The activity of data modeling leads to a schema.

SDK

See **Software Development Kit (SDK or "devkit")**

Software Development Kit (SDK or "devkit")

A set of software development tools that allows the creation of applications for a certain software package, software framework, hardware platform, computer system, video game console, operating system, or similar development platform.

Sourcing Project

The entry point of sourcing and product pricing. A sourcing project tracks data required for sourcing and pricing, to perform data analysis for effective pricing.

Supplier

A supplier of one or several commodities.

TLA

See**Top Level Assembly (TLA)**

Top Level Assembly (TLA)

The level in a BOM that indicates the ultimate product being manufactured.

Transfer Order

Every time Agile Content Service (ACS) publishes product content, it produces a transfer order that keeps track of what, where, and when product content is transferred.

UPK

See **User Productivity Kit (UPK)**

User Productivity Kit (UPK)

The Oracle online help system used in some Oracle products.

Web Service Extensions (WSX)

A Web service engine that enables communication between Agile Product Lifecycle Management system and disparate internal and external systems.

WSX

See **Web Service Extensions (WSX)**.

XML

See **Extensible Markup Language (XML)**.

XML Schema

Description of a type of XML document, typically expressed in terms of constraints on the structure and content of documents of that type, above and beyond the basic syntactical constraints imposed by XML rules.