



#206

Material Declaration Training

Supplier Requirement Letter & Template

This 'Quick Start' guidance can be used by you, colleagues and suppliers to quickly understand the basics of collecting Material Declaration (MD) data for your product(s)

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Material Declaration Training

100 Series: Material Regulations

Regulation Overviews
RoHS
REACH
Conflict Minerals
CA Prop 65
Canada DSL

200 Series: Reporting Parts

Workflow & Examples
Reporting Options
Report Training & Templates
Supplier Data Requirement
Letter Templates
Supporting Details

You
Are
Here

300 Series: Project Management

Assessment
Planning
Execution
Simplified Reporting
Advanced Techniques
Additional Resources

Training materials may be found on web page:
<http://rohsready.org/training.html>



Roster of Training – 200 Series

Reporting Material Declarations

- #200 - Reporting a Part (Item)
- #201 - Selecting a Reporting Option
- #202 - Reporting in FMD Format
- #203 - Reporting in Specific MD Format
- #204 - Template for FMD Format
- #205 - Template for Specific MD Formats
- #206 - Supplier Requirement Letter Template
- #207 - Decomposition of BoMs for Items & Building an 'MD BoM'
- #208 - Material and Substance Identification & Weights
- #209 - RoHS Exemptions
- #210 - Substance Not Specifically Reportable
- #211 - Reviewing MD inputs from suppliers
- #212 - Applicability and Exceptions
- #213 - Units Conversion Guide

You are Here

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Supplier Requirement Letter & Template

This guidance will help you learn recommended methods for planning and executing your Material Declaration data collection project

Key topics:

- Data Requirement to Suppliers
- Requirement Letter Template
- Additional Content Considerations
- Reminder / Follow-up Letters



Data Requirement to Suppliers

Supplier Requirement Letter

- Most common approach to stating requirement
 - Recommended letter content template at <http://rohsready.org/training.html>
- Additional approaches/locations to state requirement:
Contract, Purchase Order (P.O.), Request for Quote (RFQ)
- Send requirement letters when ready
 - Un-vetted, unnecessary letters can annoy suppliers
 - See #200 and #300 to review key readiness steps



Typical Customer Requirement

Dear Supplier, International regulations for materials in products, require us to obtain data from you to support our mutual compliance to these regulations.

For each part number(s) (list included or attached) you provide to us, please provide a **Full Material Declaration (FMD)** in the IPC-1752A, Class D format within xx days (or by *date*). This is required by drawing (or Spec, contract or P.O.)

You can find further reporting requirement details, training and support information, plus reporting templates at *weblink*

Please send (or post) your data to address.com or *weblink*.

Please contact us:

- If you are not the correct contact person for this data for your company
- With any questions or issue
- If you do not recognize a part # referred in this letter
- If you cannot report in the FMD format – to discuss alternatives

Contact information

Email.com and Phone

Sample



Additional Content Considerations

Reference to company requirement or spec document

Link to web site with instructions / support info

Template requires Full Material Declaration (FMD)

- Tailor to require data class required/options for your company
- Tailor to require other material content data or similar

Require a reply to confirm receipt



Reminder / Follow-up Letters

Reminder / Follow-up letters will be needed

- Examples offered at <http://rohsready.org/training.html>
- Use language as appropriate per 'attempt #' / delay

Recommend phone contact after 1 to 2 Reminder letters and prior to Escalation

- Escalation – problem suppliers or parts are no longer worked by the 'regular' team and a specialist is identified to resolve the issues



Next Steps

- Review recommended supplier requirement letter content template at <http://rohsready.org/training.html>
- Tailor supplier letter requirement to your companies needs (per Content Consideration slide)
- Send requirement letters when ready
 - Recommend a smaller pilot set of suppliers for initial release



Additional Resources

Please see www.RoHSReady.org
for additional resources