



**Tip 1 - Make a team mail box.**

Request your suppliers make a mail box for the declaration team. So then when someone in the declaration team leaves or moves on, you aren't searching for yet another new contact. Suggest that the name is appropriate, like MaterialDeclaration@[xxxxxx.xxx](mailto:xxxxxx.xxx). Then your supplier can route incoming email from this mailbox to the appropriate person as changes happen. If you like this idea, then make a similar mailbox for your team so that your customers know where to make requests, and your suppliers submit declarations to your team. Include the mail box identifier in any outgoing emails.

Thanks to Eric G. for this tip!