Goertek

GPMS Product Environmental Management System Operation Guide

（Ver 1.0）

GPM
2020.06.12

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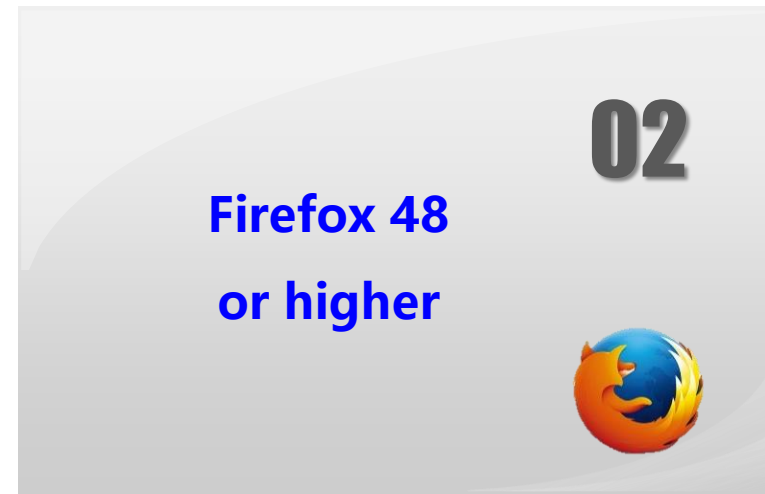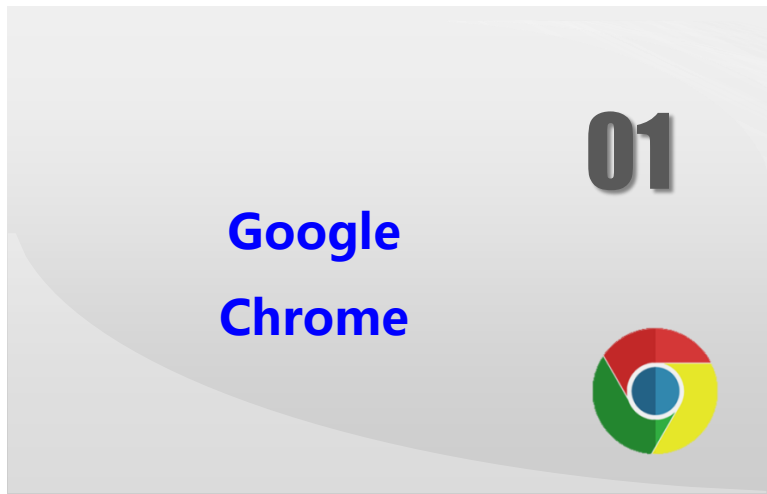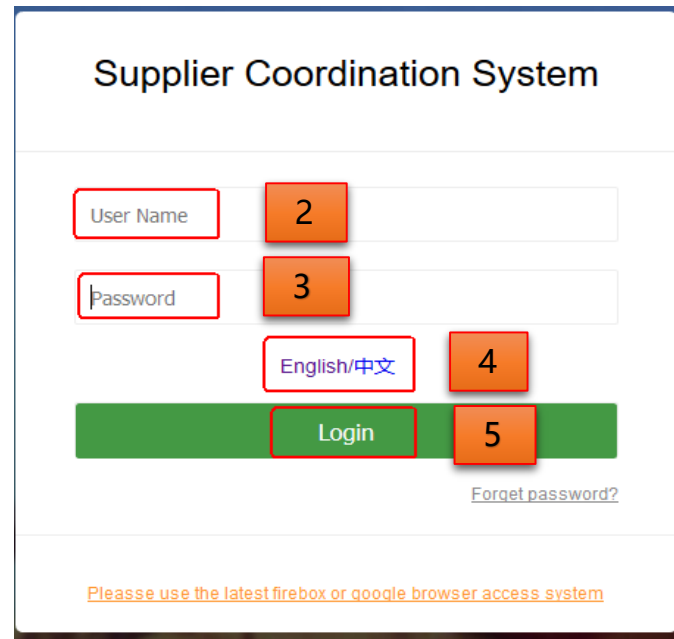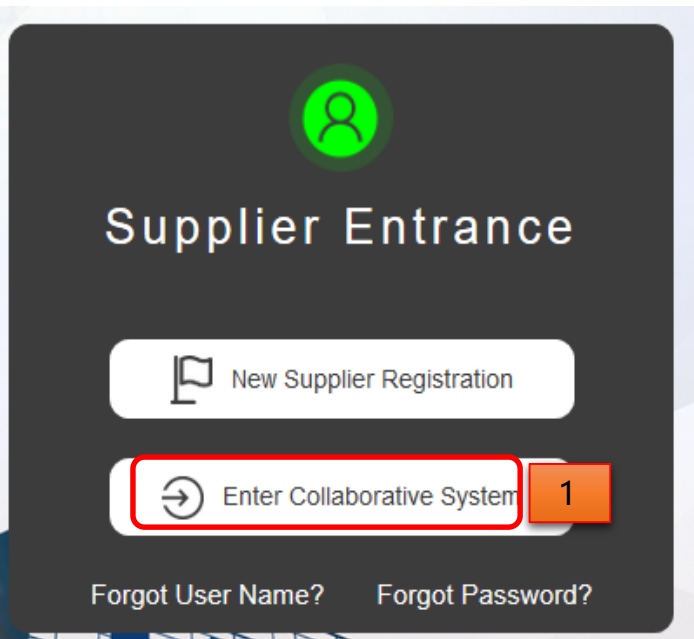Update Expired Report

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Data preservation disorder	?	!	Save on the system according to its framework
When DRI changes , data loss	?	!	Access to the system by the same user name to view all the information
Data loss	?	!	The system backs up automatically
Report is not updated timely	?	!	Reminded by system automatically
Hazardous substances can not be identified	?	!	Hazardous substance is identified with the correct CAS NO

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The browser should satisfy the following(Google and Firefox are preferred).

If you can't upload attachments, please contact your internal IT staff to confirm whether there is internal restrictions.

There are no special requirements about system.

01

Google Chrome

02

Firefox 48 or higher

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Supplier Entrance

Supplier Coordination System

New Supplier Registration

User Name **2**

Password **3**

English/中文 **4**

Enter Collaborative System **1**

Login **5**

Forget password?

Forgot User Name?   Forgot Password?

Pleasse use the latest firebox or google browser access system

---

Supplier Collaboration business is distributed in two systems, please select the business you want to operate:

G-SRMSupplier Collaboration System
- For quotation
- The bidding
- Environmental information collaboration
- Order coordination (GIE, functional purchasing)
- On documents
- Company information management

<< Enter the G-SRM system **6**

ISupplier Portal procurement collaboration
- Predict synergy
- The order together
- ASN delivery coordination
- Invoice together
- Payment together
- Check for collaborative

Access to iSP system >>

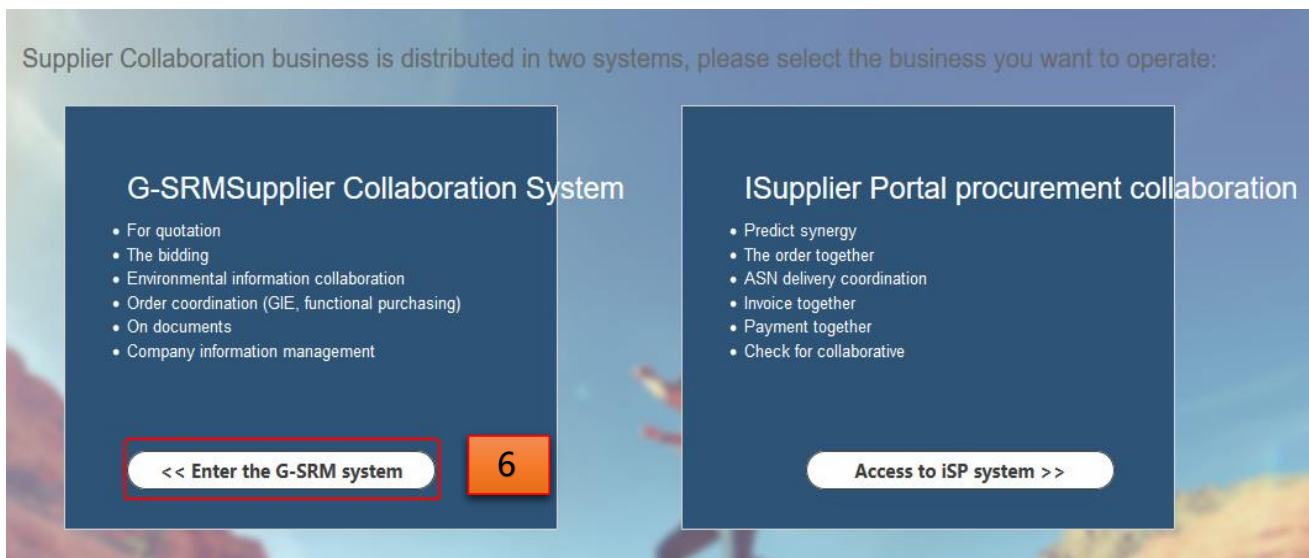**1** Enter Collaborative System.

2 User name：You can share an account with other modules, also can register a separate account.

3 Password ：Please change the password immediately after logging in for the first time.

4 Language: Please select the language according to your requirements.

5 Login: You can enter the system.

6 Enter the G-SRM system: Goertek Environmental management is a part of SRM System..

System introduction

1 There are many modules under the navigation menu. Select "Environmental Management" module.

2 Product List：You can view and upload product data.

3 List of Homogeneous Material：You can view and upload homogeneous material data.

4 The Part List： You can view and upload part material data.

5 Online Survey：When we need your help to survey environmental information , Please click this button.

6 Announcements: You can view environmental announcements here.

7 User information：You can Change password here.

8 Company information ：You can manage the contact information here.

Homogeneous material referred to as "HM"

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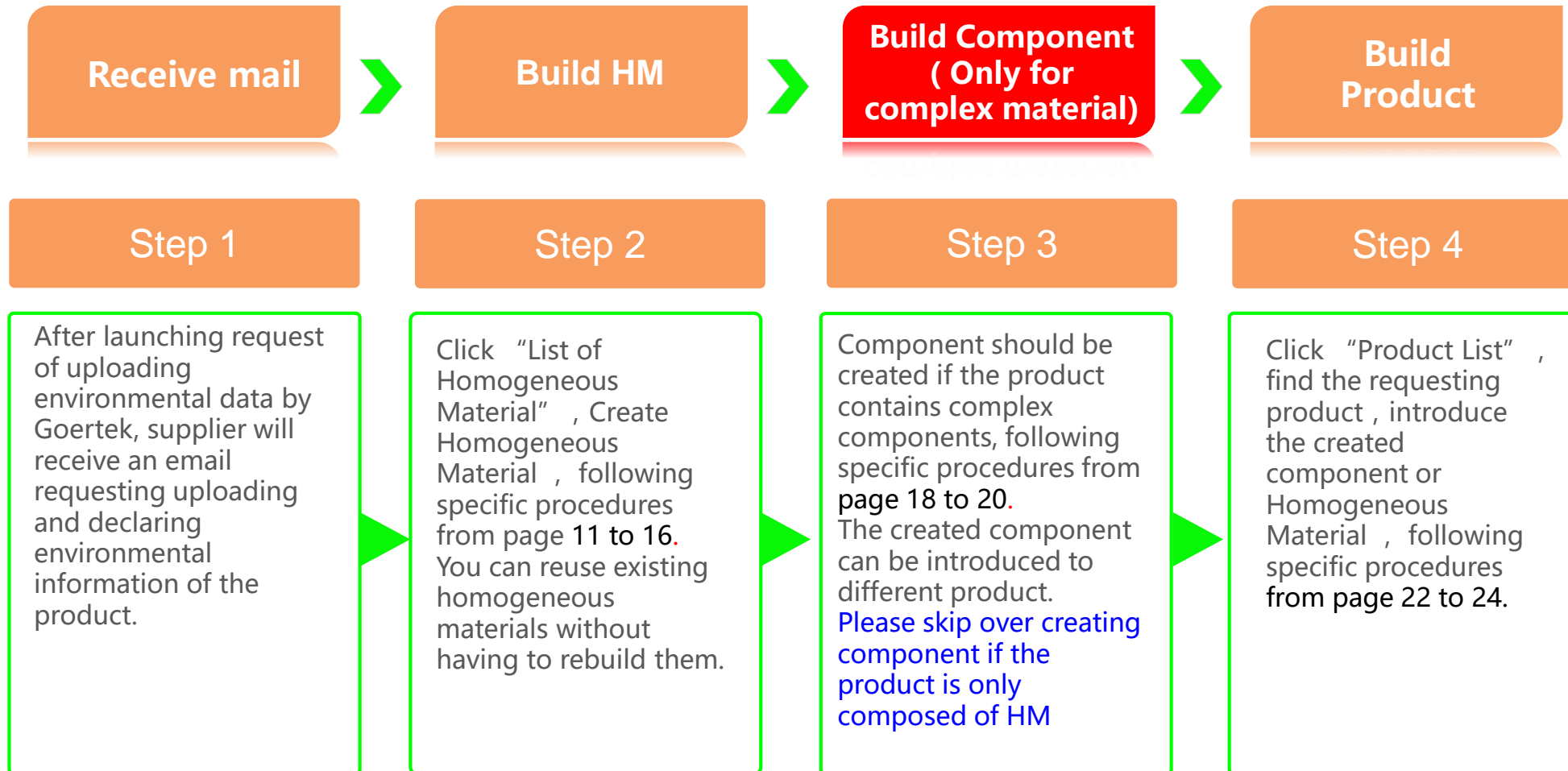
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Procedure of Upload Data

Receive mail	>	Build HM	>	Build Component (Only for complex material)	>	Build Product

Step 1	Step 2	Step 3	Step 4

| After launching request of uploading environmental data by Goertek, supplier will receive an email requesting uploading and declaring environmental information of the product. | Click "List of Homogeneous Material", Create Homogeneous Material, following specific procedures from page 11 to 16. You can reuse existing homogeneous materials without having to rebuild them. | Component should be created if the product contains complex components, following specific procedures from page 18 to 20. The created component can be introduced to different product. Please skip over creating component if the product is only composed of HM | Click "Product List", find the requesting product, introduce the created component or Homogeneous Material, following specific procedures from page 22 to 24. |

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Upload data-Build HM

1 Click "List of Homogeneous Material"

2 Click "Create", the following interface will pop up.

3 Input essential information of the HM you will create. It can't be saved if the entire information is incomplete. **Note:**
➢ The HM Code/ Revision/Supplier needn't to be input, as they will be created automatically.
➢ Self-defined No: Encoding naming without special requirements. However, you need to search out the Self-defined No. when create the component and product, it is commended to build a offline list which can facilitate you to look up the Self-defined No.
➢ The agent/Vendor：You need to fill in the agent name, if the raw material from agent. (he two position must fill in company full name)

4 Click "Save Info" to save the essential HM information you have input.
Note: You can't proceed with the next step if you haven't click "Save Info".

Upload data-Build HM

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5 Click "MSDS".

6 Click "Add" to add chemical composition information.

- ➤ Input all the chemical composition in the MSDS
- ➤ Chemical name should be in English.
- ➤ CAS NO. and Chemical name should be selected from the pull-down list.
- ➤ "Secret" can be selected as privacy, Chemical name should be input manually in this situation.
- ➤ Input CAS NO., Chemical name, if corresponding chemical name can't be find in the pull-down list , you can select "other" and input the chemical name manually.
- ➤ Contact Goertek GPM team to add the CAS NO. which you can't find from the pull-down list to the system library.
- ➤ The sum of the content must be 100%.
- ➤ Select the corresponding "Exempt Item" when it includes exempted substance.

8 Click "Save Chemical".

9 Click "浏览" to select the MSDS file, Click "Up Files".

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10 Click "Test Report Information" to submit test report information .

11 Click "Add", then a row where testing Report information should be input is created .
➤ The row is one to one correspondence of the test report, Click "Add" to add rows when there are more than one report.
➤ Test Item, Test Laboratory and Test Date should be selected from the pull-down list.

12 Click "…", check the testing category boxes in the popup dialogs.

13 Then click" Select ".

14 Click "Choose file" to select test report to upload.
Note: Test report can't be uploaded if the name of the report contains special symbol such as #, ?, %, &, + etc.

15 Click "Save" to save information.

※ **Phathalates1:BBP、DBP、DEHP、DIBP**
※ **Phathalates2:Other phathalates except BBP、DBP、DEHP、DIBP**

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Test Result

18 — Save Tested Result | Batch Setting NA | Batch Setting ND | **Test results in this column to fill in the ND, NA or specific values**

	Classification Of Ha	Hazardous I	Test Result	Max Limit Content		Testing Compa	Exempt Item	Remark	Delete
1		Cd	ND	ND	ppm				
2		Pb	ND	50	ppm				
3	ROHS	Hg	ND	ND	ppm				
4		Cr6+	ND	ND	ppm				
5		PBBs	ND	ND	ppm				
6		PBDEs	ND	ND	ppm				
7	Halogen	Cl	98	900	ppm				
8		Br	ND	900	ppm				
9		BBP	ND	100	ppm				
10		DBP	ND	100	ppm				
11		DEHP	66	100	ppm				

16

17

Fill testing results of hazardous substances .
➢ Test result: Fill ND or specific testing results in accordance with the test report.
(The data will turn to be red if the result exceeds the limitation.) Fill NA for chemicals which are not tested.

16 ➢ NA or ND can be set in batches after checking the box before the classification of hazardous substances.
NA : Not Available
ND : Not Detected , the testing result of the Chemical below the detection limit.
➢ When the testing result exceeds the maximum limit of the hazardous substance and can be exempted, please select corresponding Exempt Item.

17 Drag the scroll bar to view all testing items.

18 Click "Save tested result" , and the Homogeneous material is created.

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Naming rule of uploaded files :

Testing report: : HM name _ testing items _ test report NO. _ test date

MSDS : HM name _ vendor _ MSDS/Composition sheet _date

19 **Declaration of Environmental Compliance : Company name(_Part NO.) _Sign-off date (Note: Part NO. should be added if**

 the declaration is signed in part NO.)

 The files must be named strictly according to the above rules, otherwise , it can't be approved.

O Base Information

| Save Info | History Version | Approver Log | HM Copy |

HM Code:	HM202003004051	Revision:	1
Self-defined No:	1	HM Name:	
HM Class:	Other Plastics and Rubb ∨	Vendor:	
HM Type:		Supplier:	
Goertek BU:		代理商:	

O 均质材料

| MSDS | Test Report Information |

Test Report Files

| Add | Edit |

19

Test Item	Test Report No	Test Laboratory	Test Date	Validity Pe	Due Time	Test Report Files
Pb,Cd,Hg,Cr6+,PBBs,PBDEs,BBP,DBP,DEHP,DIBP		Other	2018/07/24	2	2020/07/23	...2 black

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Base Information

Save Info | History Version | Approver Log | HM Copy   [21]

HM Code:	HM202003004051	Revision:	1
Self-defined No:	1	HM Name:	
HM Class:	Other Plastics and Rubb ∨	Vendor:	
HM Type:		Supplier:	
Goertek BU:		代理商:	

[20]

When the created HM is supplied to more than one BU, it can be copied in the same user account.
[20]
Select BU from "Goertek BU".
e.g., Select "SPK" when copy the HM created in MIC to SPK.

[21] Click "HM Copy"
Then the HM is copied to the selected BU.

均质材料

MSDS	Test Report Information

Test Report Files

Add | Edit

Test Item	Test Report No	Test Laboratory	Test Date	Validity Pe	Due Time	Test Report Files
Pb,Cd,Hg,Cr6+,PBBs,PBDEs,BBP,DBP,DEHP,DIBP		Other	2018/07/24	2	2020/07/23	...2 black

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Upload data-Build Parts

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Parts need to be built in the following cases :

1. When product contains complex components, each component needs to build a Part . If the product is only composed of HM this step can be skipped,

2.When certain component are frequently used in different products , building Parts is needed . For example : if a connector is used in many Cable lines , you can build the connector Part that can be used directly in products.
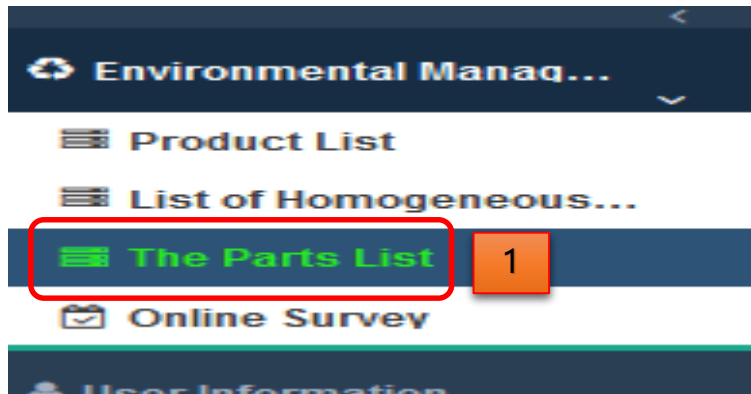
1 Click on "The Parts List", then parts list interface will be presents.
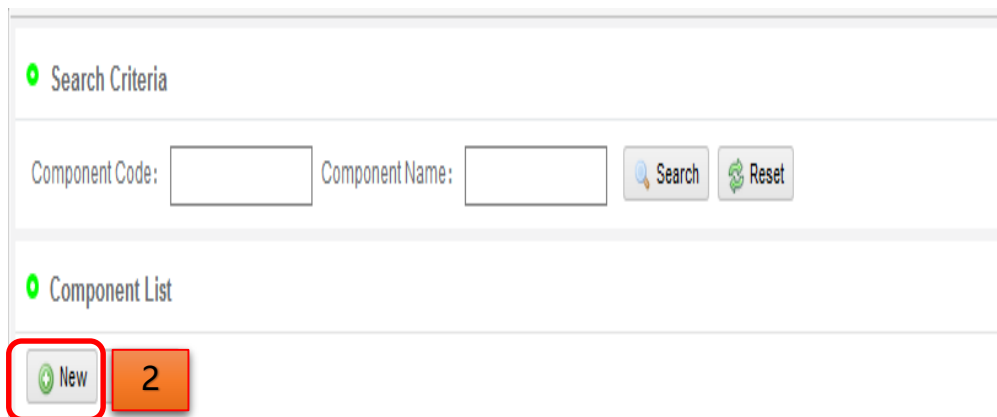
2 Click on " New ", then enter into Component interface.

Upload data-Build Parts

1 Fill in the "Component Name".

2 Fill in the "Component No". Make a check list in order to internal queries

3 Fill in the "Component Weight".

4 Select the unit of weight.

5 Click on "Add HM",
A "homogeneous material" dialog box appears.

6 Import "Homogeneous Material No", Click on "Search", then you can find the HM already built

7 Designate the HM, Click on "Select", then you can designate the HM. If you chose the wrong one, select it in the right frame and click on "Remove".

8 Click on "OK", adding a HM is completed. If the component contains varieties of HM, repeat the above steps to add more.

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Component Information

Component Code: [   ] Component Name: xx Component Self-defined No: 001 Component Weight: 20 Unit g ▼

Homogeneous Material

3

Add HM | Delete | Up | Down | Save **4**

	Homogeneous Mater	HM Weight	Unit	Content	HM Name	Supplier self-defined HM	Supplier Code	HM Type	HM Class	Vendor
☐	HM202006001523	0	g	0.00%	adhesive film	018			Other Plastics and Rub	
☐	HM201903000862	0	g	0.00%					Others 其他	

2

1

1 If added a wrong homogeneous material，designate and delete it..

2 Fill in each of the HM weight，and ensure that the sum of HM weight is consistent with the component weigh

3 Designate the HM，then you can move it up and down.

4 After completing the above steps，click on "Save".

※ **If the product contains varieties of components，r epeat the above steps to build more.**

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Current Position: Personal workbench

- Personal workbench
- Supplier operation c...
- Environmental Mana...
- **Product List** 1
- List of Homogeneous ...
- The Parts List
- Online Survey
- User Information

Personal workbench

Todo

No Current Backlog

The Related Documents
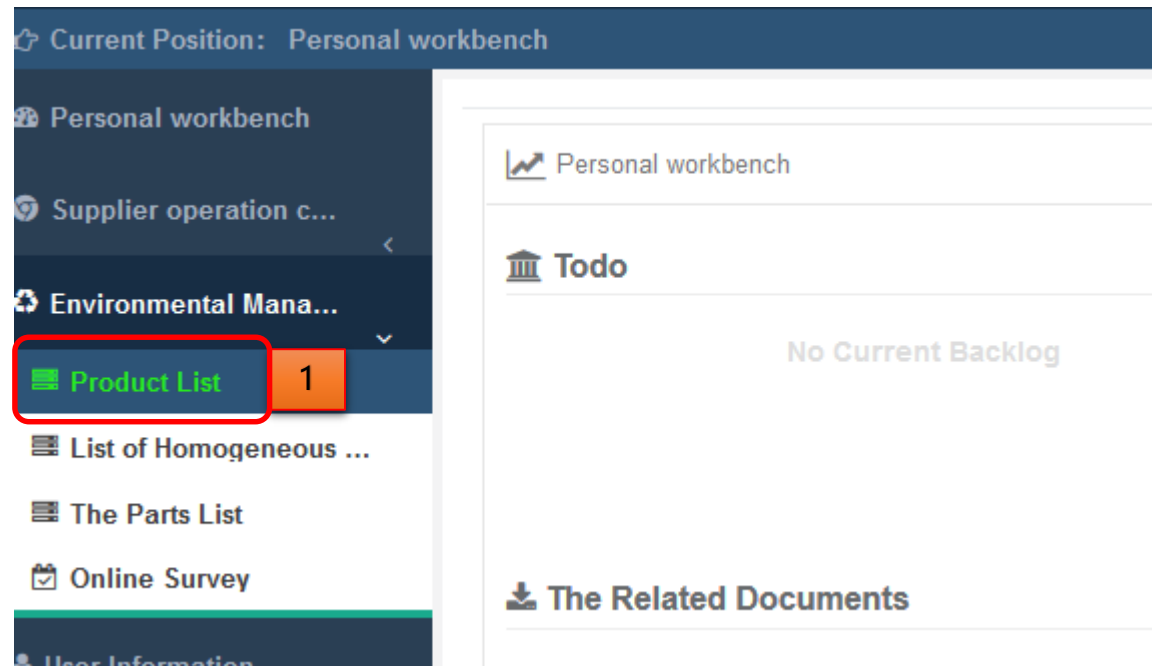
1 Click on "GPM List", then "GPM List" interface presents

2 Click on GPM No, then "GPM Product Detail" interface Presents.

Search Criteria

| Goertek | | Product | | 歐尔事业部: | | Status: | --All-- | Search | Reset |

Product No: Name:

Product List

Product Copy

		GPM No	Revision	Goertek Product No	Product Descption	Product Name	Product Type	Supplier Name	Supplier Site
1	☐	GPM20190100000437 2		320000302235					

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Click on "Add Component" or "Add HM", "Component" or "HM" dialog box will be present.

Input Component Code or HM Code Click on "Search.

Designate the Component / Homogeneous Material, Click on "Select". If chose the Wrong One, you can remove it as the step as building components.

After completing the above steps, click on "OK". The addition is successful.

Fill in the component weight, and select the unit of weight Ensure that the sum of component /homogeneous material weight is consistent with the product weight.

If chose the wrong One, designate the Component / HM Click on "Remove" to delete it.

Ensure that the information is verified, Click on "Save". And then the product is done.

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1 Click on "Declaration of Environmental Compliance"

2 Choose whether conform to the requirements of environmental protection, if not, fill in description.

3 Upload the DoC

4 Ensure that the information is verified, Click on "Submit", And then the product is committed successfully.

5 After committing it, back to GPM List to check it, the status is "Audit".

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Procedure of dealing with rejection

Rejection	View rejected reason	Modification
Step1	**Step 2**	**Step 3**
Goertek GPM will reject environmental material when trouble spots exist, and then the supplier will receive email notification.	Login the system, find out the rejected product, and visit the rejection reason remarked by Goertek GPM in "Rejected Reason", ，following specific procedures from page 27 to 29.	Modify trouble spots in HM interface according to the rejection reason, and save information**,.** ，following specific procedures from page 30 to 32

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发件人: esp.noreply@goertek.com [mailto:esp.noreply@goertek.com]
发送时间: 2019年1月30日 09:49
收件人: milylee@hd-flex.com
抄送: fuyang.xin@goertek.com
主题: Goertek GPMS产品 退件通知-[需求编号: 309000318699]

尊敬的供应商: ▓▓▓▓▓▓▓有限公司,

贵公司供给我司的以下物料, 经我司审核, 存在需改善项, 请登陆系统查看退件原因并改善。

Goertek物料编号	版本号	物料名称	供方名称	要求完成日期	采购负责人	邮箱
309000318699	1	FPC,HF,黄色,异形（不规则）,42*9.7*0.12mm,FCCL,SUS304,0.1mm,三层,镀金	▓▓▓▓▓▓▓限公司	2019/1/25 0:00:00	辛福阳	▓▓▓▓tek.com

歌尔股份有限公司
2019/1/30

注意:
1. 此邮件由歌尔e-SP供应商平台自动发出, 请勿直接回复, 如有问题请联系对应的业务接口人;
2. e-SP平台不支持IE11以下版本的IE浏览器, 建议使用版本较新的火狐浏览器、谷歌浏览器、360浏览器或搜狗浏览器。

1 After Goertek audit , if there are some problems ,product will be rejected .Please log on the Goertek e-SP system to modify the problems.

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1 Log in the Environmental Management system. Click on "Product List" to enter the interface of all products list

2
➢ Select " Rejected " in the "Status", then click on "Search" to search for all rejected Products.
➢ Also, you can input Goertek product No with 12 digits to search for the specific product .

3 Click on "GPM No" to enter the interface of the product that need to be improved.

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Essential Information

History Version | Approver Log | ✓ Submit | Declaration

Goertek Product No.: ▓▓ ▓▓ Product Description: ▓▓▓▓ ▓▓▓ ▓▓▓▓▓▓ Files:

Product Name: ▓▓ Product Type: ▓▓▓▓▓ Status: Rejected Product Approver: 李宛颖 Startup Status: 已启动

Supplier Code: T12872 Supplier Name: ▓▓配公▓▓▓▓▓ Revision: 1 Rejected Reason: 参考均须退回原因 [4] ▓▓▓ null

4 You can see the rejected reason here.

5 Method 1:In this interface, click "HM code", enter the homogeneous material interface, make improvements based on the rejected reasons

○ Add Component | ○ Add HM | ● Remove | ○ Save | Product Weight: 6 Unit: mg ∨

☐	No.	Component I	Weight	Unit	Quant	HM Code	HM Name	HM Type	HM Class	Vendor	HM Status	HM Approv	HM Approv	Condition F	Rejected Reason
☐	HM201807001378	▓▓▓▓	1	mg ∨	-	HM201807001378 ▓▓	▓▓▓	KL	Other Organic	tesa	Rejected	李宛颖	2019/03/30	-	▓▓▓ , 测试报告

5

※ The rejected homogeneous material has an <mark>orange</mark> background
※ the conditional approved homogeneous material has an <mark>yellow</mark> background. And it doesn't require any modification

Method 2：Return to the HM list ,According to the "HM code to look up for the detail information of HM。

6

In this interface, click "HM code", enter the homogeneous material interface, make improvements based on the rejected reasons.

7

After finished，Save the corresponding contents. The modified content will be automatically updated to reference this homogeneous product.

8

After finish all the improvements, click on "Save, and Submit", resubmit to Goertek.

Log in Goertek SRM system-Environmental Management module，click on "HM List"，enter the HM interface. You can select Rejected and click search. ,then you can see all of the rejected HM.

You can view the rejected reasons here. And make improvements based on the rejected reasons.

Find the homogeneity that needs to be improved, click on "HM Number" to enter the HM interface.

After finish all the improvements, click on "Save, and Submit", resubmit to Goertek.

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If the product has changes affecting the environmental properties such as raw materials, production sites and suppliers, Goertek will initiate the changes, which shall be carried out by Goertek. The supplier may ignore this step.
When Goertek initiates a change, the supplier receives a notification email and the current status of the product is changed to "Requested".
The supplier shall re-upload the environmental data according to the changed content.

○ Search Criteria

| Goertek | | Product | | 歌尔事业部: | | | Status: | --All-- ▼ | 🔍 Search | 🔁 Reset |

Product No: Name:
○ Product List

📋 Product Copy

		GPM No	Revis	Goertek Product No	Product Descption	Product Name	Product Type	Supplier Name	Supplier Site	Request Complete	Status	Rec
1	☐	GPM2020010000198	2							2019/01/30 12:00:0(	Requested	

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1

A notification will be sent to suppliers before 30 days when the report will be expired. Please log in the Goertek G-SRM system to update expired report when you receive the notification . The notification will be sent to suppliers again one week before expiration if you do not update report.

1

2

2

➤ **If the report is already expired , the notification will be sent to you each week, until the expired report is updated.**

➤ If the product has been no longer supplied to Goertek，you can contact with Goertek GPM to set "obsolete" for it. After suspended, if there is still other product reference it , the notification will not be sent to you；otherwise , you need to update the report continually.

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1 click on "List of Homogeneous", enter the HM list interface.

2 Input "HM Code" to search for the homogeneous material with expired report(e.g HM202006001524),then click on "search" to search for the homogeneous material.

3 Click HM Code:HM202006001524, enter the detailed homogeneous material interface.

4 Click on "Update", and "ok", then you can edit homogeneous info and test report.

5 Click on "Test Report Information", enter the test report interface to update the expired report.

6 ➤ Select the expired report row ,click on "Edit" to update the report and edit the updated report info.

7 click on "commit", The updated report automatically updates to all products that reference this homogeneous material

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Search Criteria

HM Code: [ ] HM Name: [ ] Self-defined No: [ ] HM Type: [ ] Vendor: [ ] Status: [--All--]

Test Report No: [ ] GoerTek BU: [ ] Test date from [ ] To [ ] Overdue report: ☑ **7**

🔍 Search   🔄 Reset

Homogeneous Material List

⊕ Create   ⊖ Delete

7

➢ You can select "Overdue report" to search for all of the expired reports.
➢ You can search for reports by inputting a certa in time period.
➢ Please update all of the expired reports.

Search Criteria

HM Code: [ ] HM Name: [ ] Self-defined No: [ ] HM Type: [ ] Vendor: [ ] Status: [--All--]

Test Report No: [ ] GoerTek BU: [ ] Test date from [2020-05-01] To [2019-05-31] Overdue report: ☐ **7**

🔍 Search   🔄 Reset

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Procedure of online survey

Initiate online survey ❯ **Download survey form** ❯ **Upload survey form**

Step1

Step 2

Step 3

The supplier will receive e mail notification when Goertek initiates an investi gation request . The surve y is corresponding to the Survey NO. shown in the email.

▶

Read survey text in "Survey file list", and download survey form following specific procedures from page 42 to 43.

▶

Upload the completed survey form in "Return file list", following specific procedures from page 44 to 45 .

When Goertek initiates an investigation request in the SRM system and the supplier will receive the following message.

After receiving the mail, please log in the system to complete the investigation.

发件人: esp.noreply@goertek.com [mailto:esp.noreply@goertek.com]
发送时间: 2019年2月14日 09:07
收件人: ████████ex.com
主题: Goertek GPMS 有害物质调查通知

尊敬的供应商：████████ ████ 技有限公司，

"Goertek环保管理系统"发起了关于"REACH 法规197项SVHC物质含有情况调查"的调查，调查编号：DOC0000000000000002121已发布，请贵司在2019/2/28前调查完毕，并将调查表上传系统。.

调查主题：2019.1.15日REACH 法规新增6项SVHC 候选物质，至此SVHC 候选物质共197项。为保证贵司产品持续满足法律法规及我司的要求，Goertek-SPK需要调查贵司产品中REACH 法规新增6项 SVHC物质含有情况。
请填写附件：《SVHC 含有情况调查表（197项）》并在线回传，2019.2.28前完成。
系统地址: http://esp.goertek.com:8070/Login.aspx

歌尔股份有限公司
2019/2/14

注意:
1.此邮件由歌尔e-SP供应商平台自动发出，请勿直接回复，如有问题请联系对应的业务接口人；
2.e-SP平台不支持IE11以下版本的IE浏览器，建议使用版本较新的火狐浏览器、谷歌浏览器、360浏览器或搜狗浏览器。

Online survey

1 Click on "Online Survey ", enter the Online Survey interface. You can see the online survey that needs to be processed.

2 Click on Survey number, enter the detailed survey interface.

the list of files ✕

Survey file list [3] n file list

Survey Text

2020年1月16日，欧洲化学品管理局（ECHA）正式公布REACH法规第22批SVHC候选物质，将4种新的物质加入到高度关注物质（SVHCs）候选物质清单。至此，SVHC候选物质清单共包含205种物质。为保证贵司产品持续满足法律法规及我司的要求，Goertek-spk需要调查贵司产品中REACH法规新增4四项SVHC物质含有情况。
请填写附件《SVHC含有情况调查表（205项）》并盖章后在线回传，2020.2.29前完成。

File Name	Remarks	Operation
SVHC含有情况调查表（205项）.xls		Download [4]

[3] In the "Survey file list" ,you can found the Survey Text and the questionnaire

[4] Click on "Download" to download the questionnaire.
Fill in the contents of the questionnaire.

Online survey
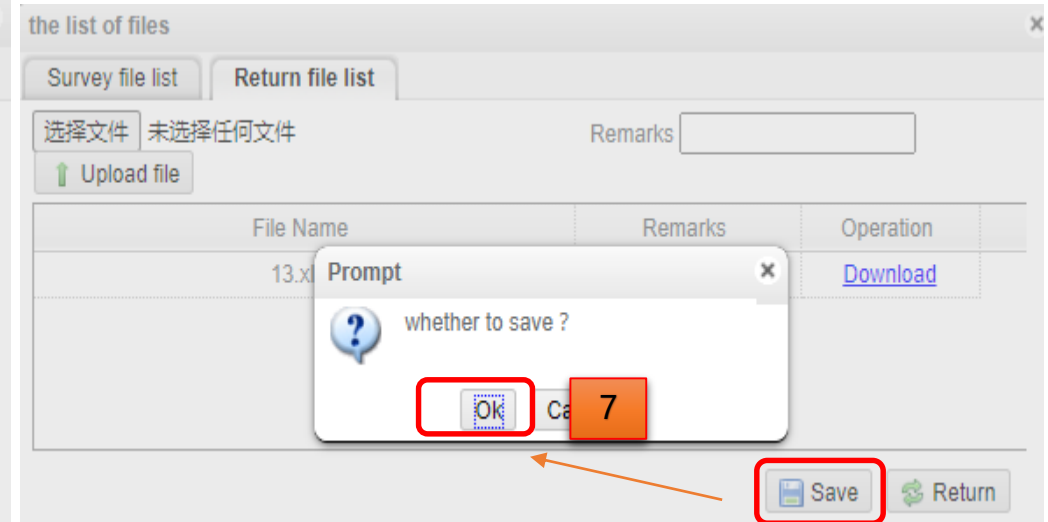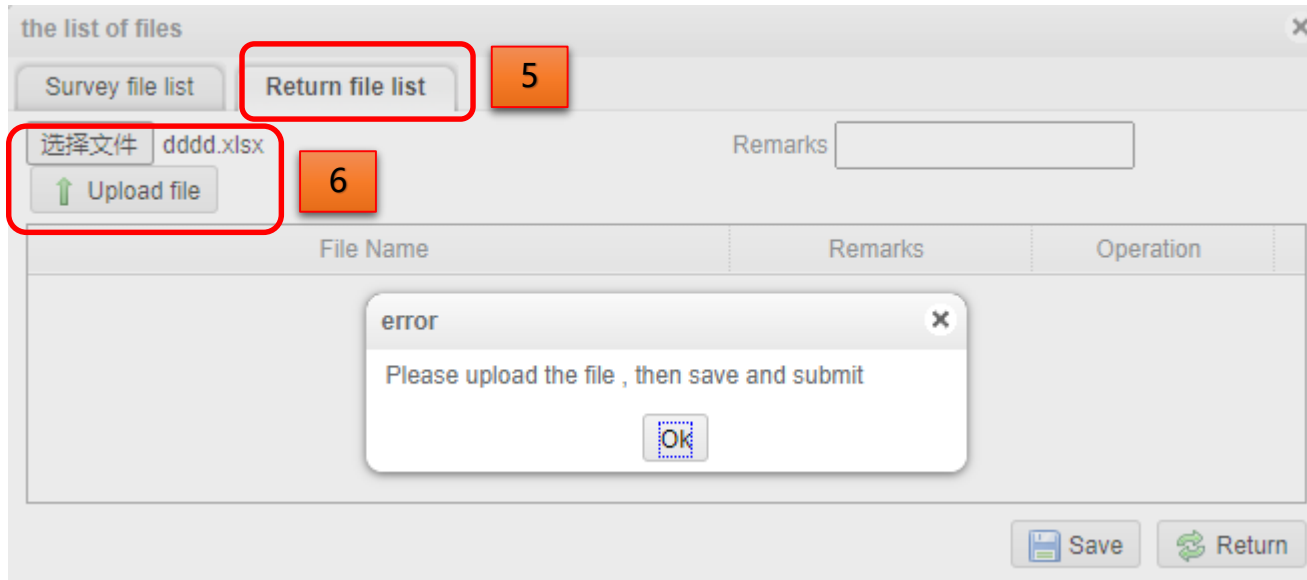
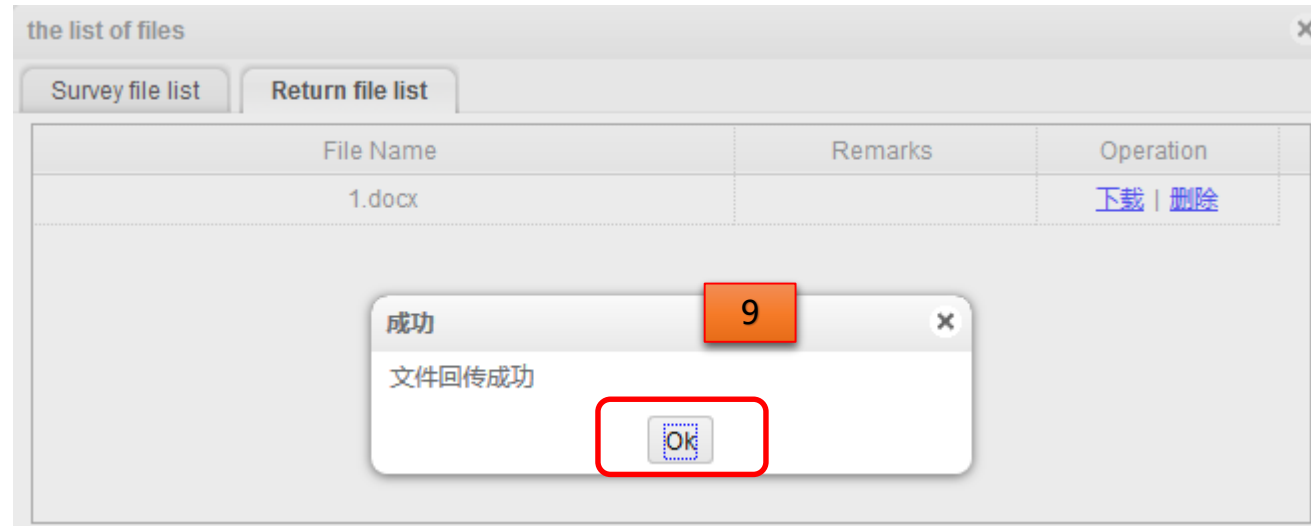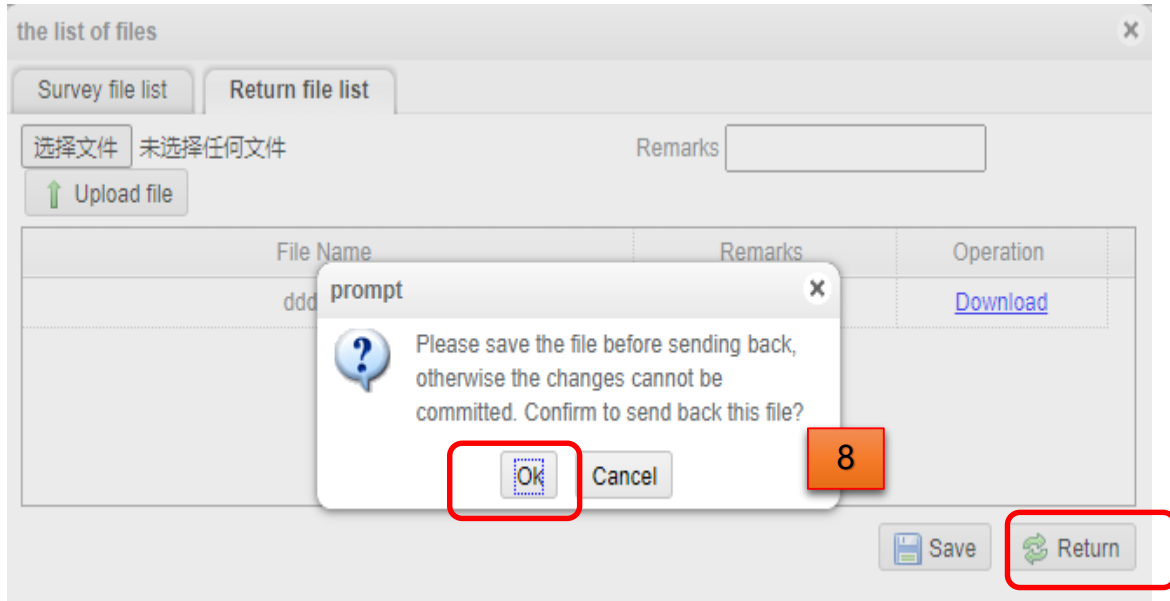**5** Click on "Return file list" , , Upload the completed questionnaire in this interface.

6 Click on "选择文件" and upload the completed questionnaire.

7 Click on "Save " and "OK".

the list of files ✕

| Survey file list | Return file list |

选择文件 未选择任何文件   Remarks [＿＿＿＿＿＿＿]

⬆ Upload file

File Name	Remarks	Operation
ddd		Download

prompt ✕

❓ Please save the file before sending back, otherwise the changes cannot be committed. Confirm to send back this file?

[Ok] Cancel

8

💾 Save   ♻ **Return**

---

the list of files ✕

| Survey file list | Return file list |

File Name	Remarks	Operation
1.docx		下载｜删除

9

成功 ✕

文件回传成功

[Ok]

---

8   Click on "Return " and "OK".

9   Click on "OK". At this time, you complete the questionnaire.

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Online survey

Q&A

Q&A

Q&A for System

Q1: Why Some PDF documents could not be uploaded or meet an upload error.

Q2: CAS NO. cannot be found in the database. What should I do?

Q3:What are the requirements for third-party laboratories ?

Q4:For the same material in different color, can we use the same test report?

A1:File names do not support special symbol #,? %, &, +, etc.

A2: Submit the correct CAS NO. and substance name ,contact the corresponding environmental administrator for addition.

A3: laboratory must be certified by ISO17025.

A4:No, Materials tested must be homogeneous . different color material need to be tested separately.

Green Product Management

Thanks