ZEBRA TECHNOLOGIES SIMPLIFIED COMPLIANCE FORM (SCF)

GUIDE TO COMPLETING A PARTIAL MATERIAL DISCLOSURE (PMD) MATERIAL DECLARATION REQUEST

ZEBRA

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1 - Introduction

Zebra Technologies is committed to ensuring its products are fully compliant with all mandatory global environmental compliance regulations. As a result, all suppliers are required to provide a full material disclosure at the homogenous part level for all products as specified in the CPZ-CE-010 Environmental Compliance Specification which can be found on our corporate website:

http://www.zebra.com/compliance-SCF

In certain instances, a Partial Disclosure – indicating the weight of the product, the high-level RoHS compliance and the REACH compliance – may be accepted for the interim upon approval from the Product Environmental Compliance Manager.

In order to comply with these requirements, your company has received a pre-populated Simplified Compliance form (SCF) from Zebra Technologies. You are required to complete the SCF by the specified date and return it back to the Zebra representative who sent it to you. The Zebra representative who sent you the form will be your central point of contact for all questions and concerns regarding completing the SCF.

This file contains the MD#, declaration type, supplier part #, company name, and company ID. This information is NOT editable and, if there is any discrepancy with it, the Zebra representative must be informed and they will research why there is a discrepancy.

Please follow the instructions in this guide to ensure correct and timely completion of the SCF. Additional training resources and troubleshooting information can also be found on the Zebra corporate website at the link below:

http://www.zebra.com/compliance-SCF

2 – Definitions

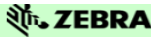| CAS Number	CAS (Chemical Abstract Service) Registry Number is a unique number specific to a particular chemical substance.
Controlled Substance	These substances are limited for use in the manufacturing process or in certain applications at the levels specified in Appendix A in CPZ-CE-010.
FMD	Full Material Disclosure
Homogeneous Material	A substance or a mixture of substances with uniform composition (such as paints, alloys, solders, adhesives, plating, resins, coatings, etc.) that comprises a product. Material that cannot be mechanically disjointed into different materials respectively. The term "homogeneous" means of "uniform composition throughout." However, additives used in a polymerization process must be reported if they are identified in Appendix A of CPZ-CE-010.
PMD	Partial Material Disclosure
PPM	Parts per Million (Measure of Concentration)
REACH	European Community Regulation on chemicals and their safe use (EC 1907/2006). It deals with Registration, Evaluation, Authorization and Restriction of Chemical substances.

Reportable Substances	These substances are not currently banned or controlled for use but a ban or voluntary phase-out is likely or they have an impact on the end-of-life management of the finished product.
Reporting Threshold	Concentration level which defines the limit equal to or above which the presence of a substance or material must be reported.
RoHS	European directive on Restriction of the use of certain Hazardous Substances in electrical and electronic equipment
SVHC	Substances of Very High Concern as defined in the REACH regulation

3 - Approach to Completing a Partial Declaration

The Partial Material Disclosure (PMD) must be completed manually. It only requires the part description, mass, unit of measure, RoHS compliance or RoHS exemptions, and REACH compliance be provided.

4 - Opening the Form

1. It is best practice to avoid opening the form directly from the e-mail it has been attached to. Be sure to save the file attached in the e-mail to the desktop or another location on a PC or on a removable storage media before beginning to complete a declaration.
   a. **IMPORTANT NOTE**: For users running MS Office 2010 or newer, avoid opening another Excel file directly from an e-mail attachment while the SCF is open as it may cause issues with sheet protection in the non-SCF file (e.g. loss of Toolbar accessibility).
2. Once saved to the desired location, double click the file icon to open the pre-populated SCF file.
   a. Please note that the form must be set to U.S. English language settings. The About tab outlines how to do this if the Excel software is set to another language.
3. When the form launches, macros must be enabled as shown below in order for the form to function. If enabling macros is not possible, please contact the Zebra representative immediately.
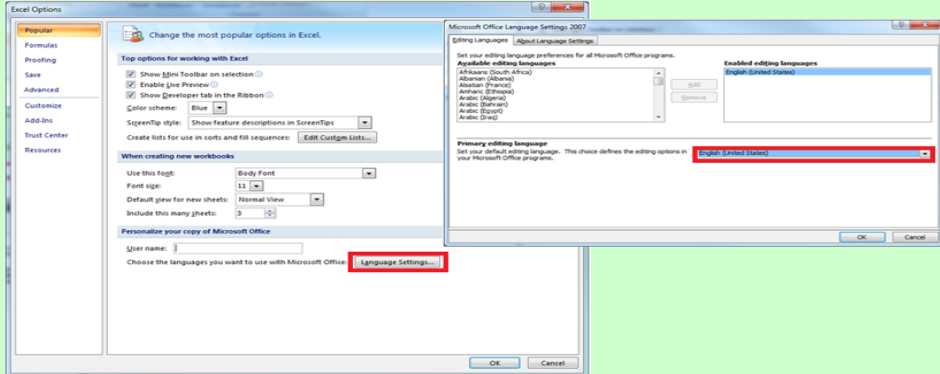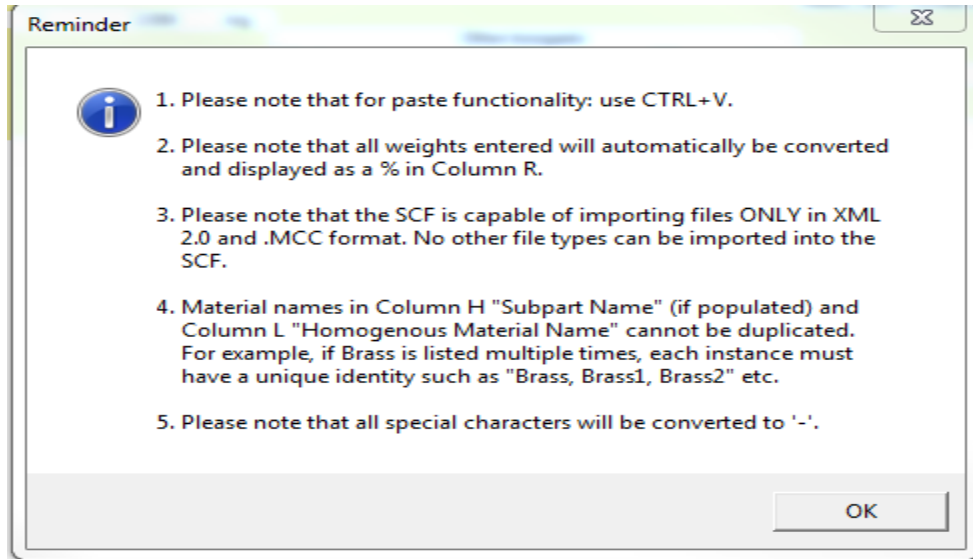
2. Please ensure to enable the Macro
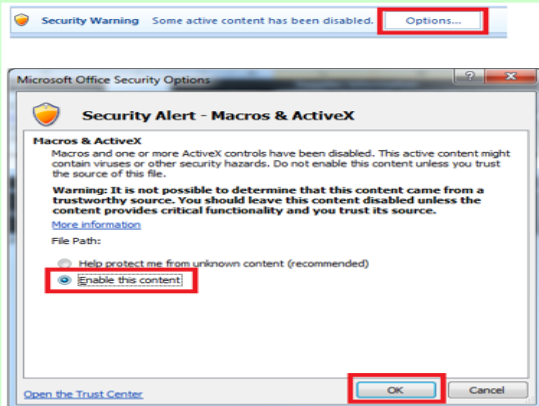
4. After enabling macros, the Copyright Acknowledgement must be accepted by clicking "I Accept". **IMPORTANT NOTE:** clicking on the X in the upper right hand corner of the copyright acknowledgement will cause the form will become unusable and must be reopened in order to function properly.
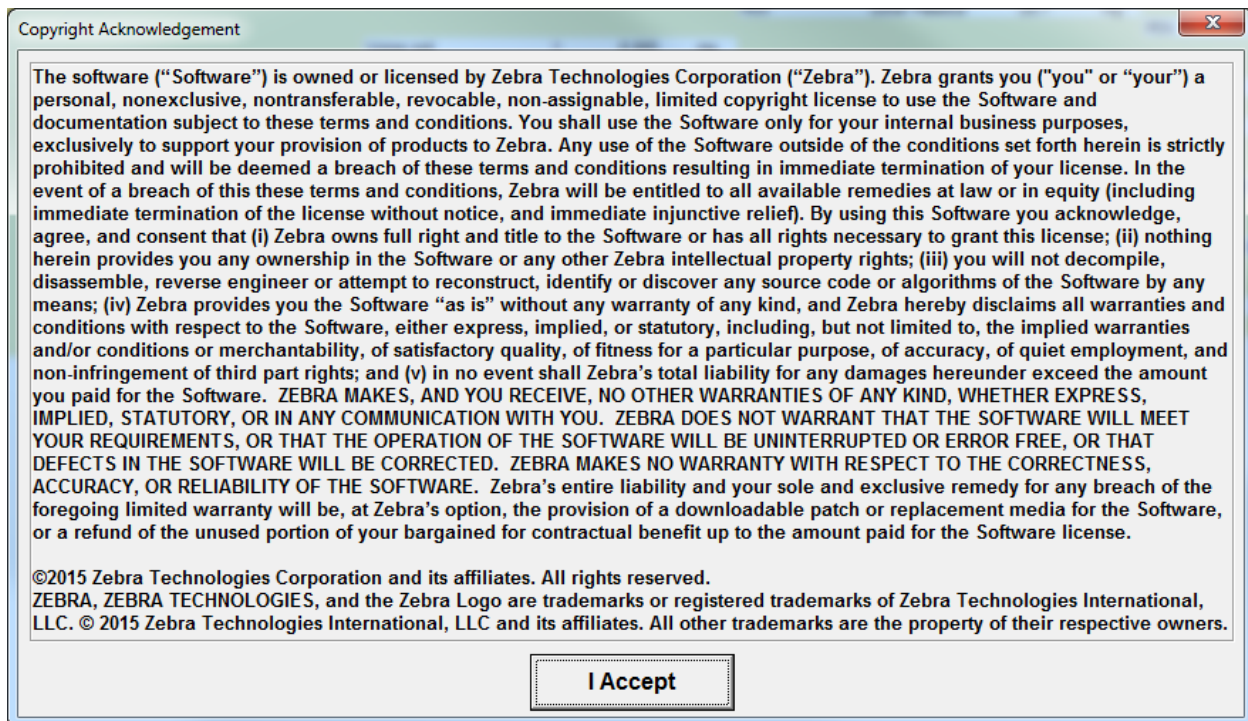
5. Once accepted, the form will then display other important information. Please be sure to take note of these informational reminders. Click OK on this box as well. Once clicked, the form will begin to load. **IMPORTANT NOTE**: only items #1 and #5 will apply to the completion of a PMD.

IMPORTANT NOTE: This reminder box contains critical information. Please read and understand before continuing.

Reminder box content:

1. Please note that for paste functionality: use CTRL+V.

2. Please note that all weights entered will automatically be converted and displayed as a % in Column R.

3. Please note that the SCF is capable of importing files ONLY in XML 2.0 and .MCC format. No other file types can be imported into the SCF.

4. Material names in Column H "Subpart Name" (if populated) and Column L "Homogenous Material Name" cannot be duplicated. For example, if Brass is listed multiple times, each instance must have a unique identity such as "Brass, Brass1, Brass2" etc.

5. Please note that all special characters will be converted to '-'.

5 - SCF Header

Below is a snapshot of what the SCF looks like once it is open. The supplier part description, mass amount, and mass units - found in Columns I through K under the Supplier Part Section heading - must be completed in order to proceed further. The Supplier Information with the yellow background must also be populated in order to successfully export the XML declaration.
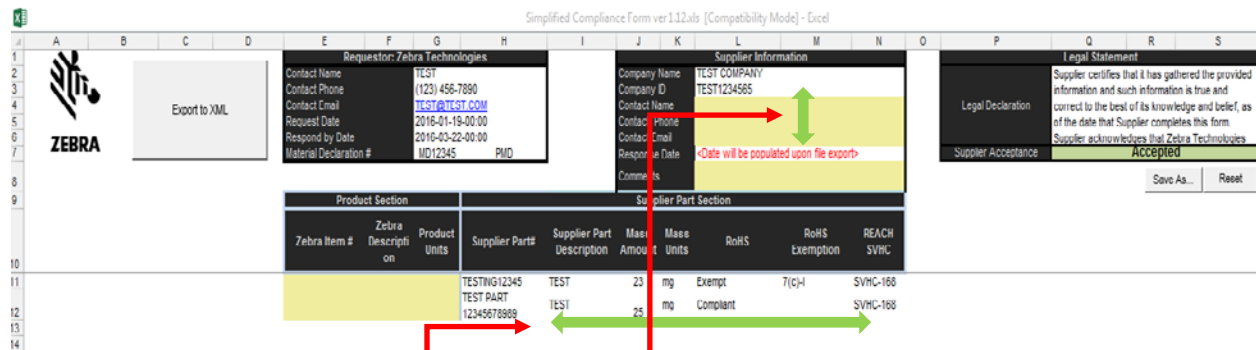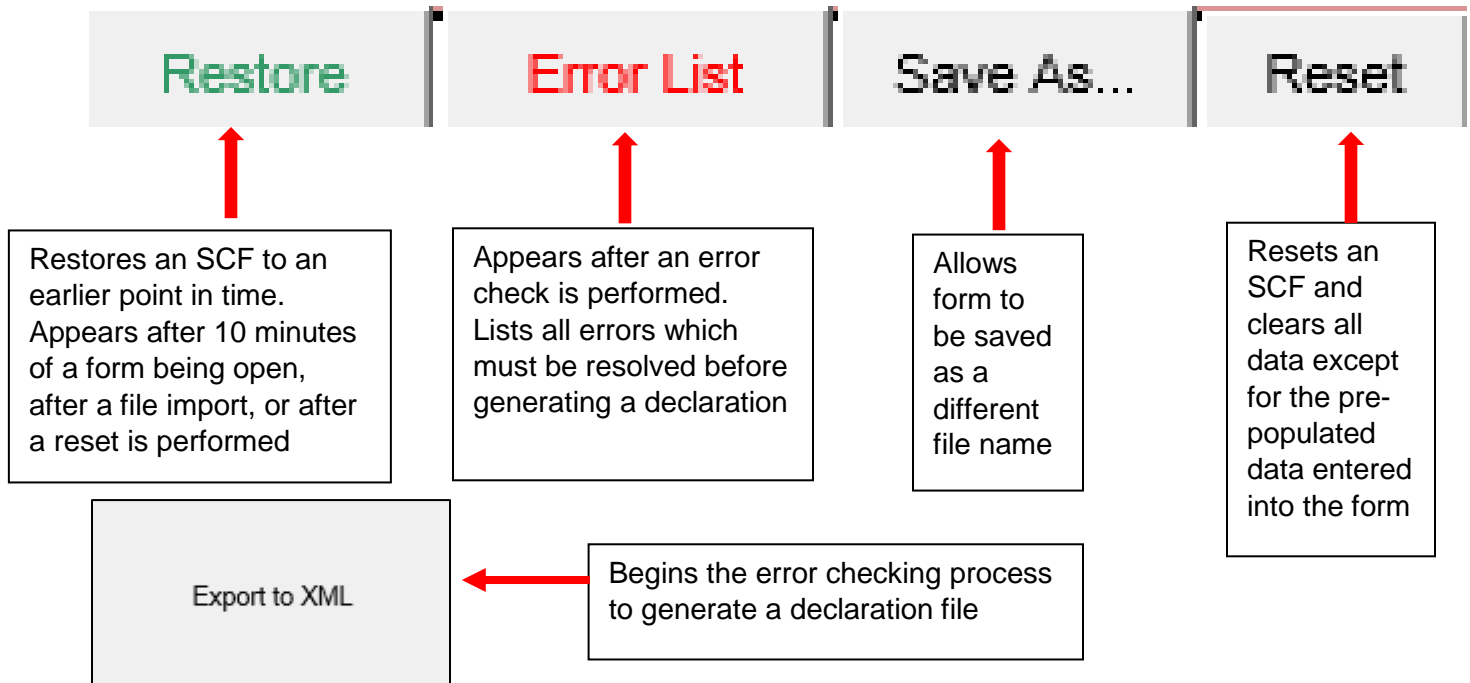

- Must complete
- Must fill in supplier information

6 - Overview of the SCF's Buttons – What They Mean and What They Do:

These buttons are all displayed at some point during the declaration completion process.
Included is an overview of what each button does and when it appears.

Restores an SCF to an earlier point in time. Appears after 10 minutes of a form being open, after a file import, or after a reset is performed

Appears after an error check is performed. Lists all errors which must be resolved before generating a declaration

Allows form to be saved as a different file name

Resets an SCF and clears all data except for the pre-populated data entered into the form

Begins the error checking process to generate a declaration file

7 - Completing the Partial Material Disclosure

The partial material disclosure captures the product's compliance against the RoHS & REACH Directives as well as the product weight.

1. This is done manually by entering or copying/pasting the data into the form. Part description, the mass of the part, mass units, and indication whether the part is RoHS compliant or exempt are all required to be entered.
2. If the part is exempt, selecting the applicable RoHS exemption or exemptions is required. Finally, the REACH SVHC list must be selected to export the declaration.

8 - How to Populate the Form

1. The supplier part information will already be completed by Zebra and cannot be edited. The part description, mass amount, and mass units in cells I11-K11 are the only fields that can be edited.
   a. **IMPORTANT NOTE:** if a supplier part # is incorrect, please contact the Zebra representative who sent the PMD request for research and resolution of this discrepancy.
2. RoHS compliance: This is done by selecting either Exempt or Compliant from a drop down box in cell L11.
   a. For compliant parts, an exemption cannot be selected. Click in cell M11, then move over to N11 and select the applicable REACH SVHC list from the drop down box
   b. For exempt parts, select the applicable RoHS exemptions. Click in cell M11 and select the exemptions from the selection box. You can select multiple exemptions. Once exemptions have been selected, click on the "Select" button in the top right corner.
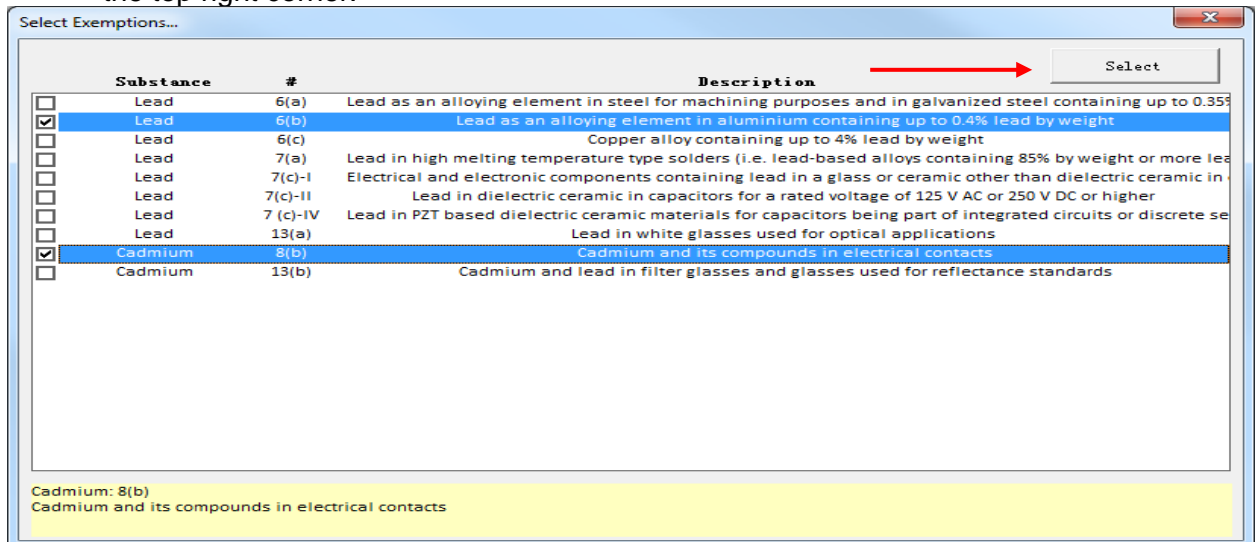
3. REACH compliance must be disclosed against the 1 of the 2 most recent REACH candidate lists. This is done by selecting from the dropdown box in cell N11. Any REACH chemical – contained in the product and OVER the 0.1% w/w limit – should/may be entered into the COMMENTS Box (see Section 13 – Comments Box on how to do this.) In cases where disclosure is necessary, please type in the Part Number, the CAS Number as well as the actual amount of the REACH chemical found in the Part Number.

9 - Generating an XML Declaration

To generate a declaration, click on the "Export to XML" button located in the upper left portion of the spreadsheet to begin the error checking process. **IMPORTANT NOTE**: the Legal Declaration must be accepted in order to export an XML declaration. If the legal declaration is declined, the form will not export an XML declaration.

     a. To accept the legal declaration, simply click in cell Q7 (highlighted in red) and then click on "Accept" when the legal declaration pops up

     b. Once accepted, the box will turn Green and allow the Export to XML process to proceed

Please note that in addition to the export status boxes, the status of the export is also indicated in the lower left hand corner of the MS Excel Window.
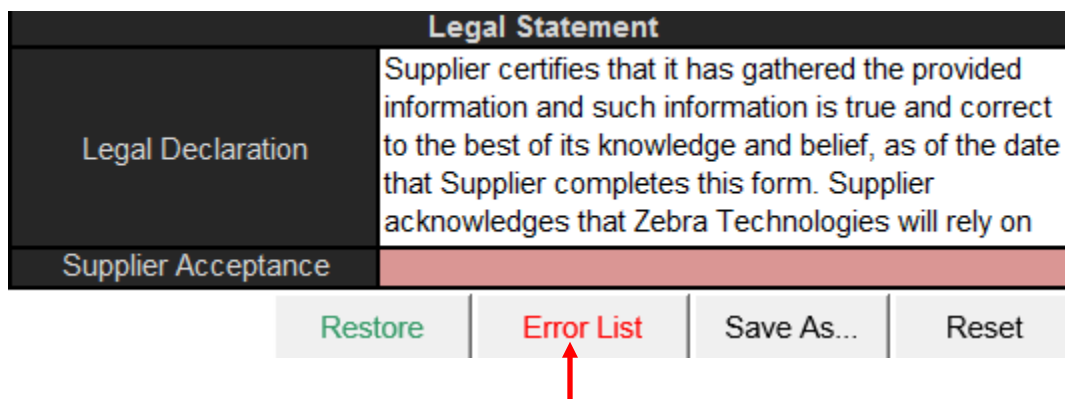

10 - Error List

During the Export to XML process, a list of errors may be generated which must be addressed before creating a declaration. The error list will look similar to this example provided:

To resolve an error, double click on one of the numbered lines. Upon doing so, the form will highlight for quick resolution the cell or cells affected. **IMPORTANT NOTE: once an error is double clicked, it will be removed from the error list. If the error is not resolved – either by an applicable exemption application, change to the chemical chosen or acceptance of the Legal Statement – the error will reappear on the error list when the Export to XML function is utilized again.**

Once an error is resolved, the remaining errors on the error list can be retrieved by clicking on the "Error List" button located directly below the "Supplier Acceptance" box.

Once all errors have been addressed, the error list button will disappear and an XML declaration can be created. Please specify a location to save the declaration to. A prompt will then appear giving direction to submit the completed SCF file and the XML declaration back to the Zebra representative who initially sent the MD request. Click "OK" to complete this task.
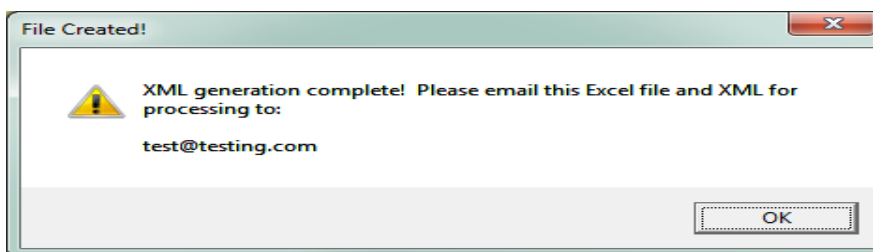
11 - Auto-Save Functionality
It is **EXTREMELY IMPORTANT** to note that the SCF uses the Auto-Save functionality to help ensure that no work is lost when the form is closed down. As a result, if changes are made to the form in error, there is no way to go back to an older version unless someone completing the form performed a "Save-As". Users are encouraged to note this point and use the "Save-As" feature as necessary.

12 - Restore Function
If the form needs to be reverted back to an older version, the restore capability will help accomplish this. The SCF will take a snapshot of itself each time the reset button is clicked, an import is performed, and every 10 minutes while the form is open. The "Restore" button will appear at the top of the below the "Supplier Acceptance" as shown below.

When the Restore button is clicked, a series of possible restore points are displayed along with the option to preview what the restore point would look like.

To preview a restore point, select one of the restore points (each line item above is a restore point) and click on the Preview button. The preview option will allow the user to scroll and review the data being restored in the SCF.

To restore the SCF to an earlier point, click on Set and the form will then revert back to that point. If the user does not wish to complete the restore function and wants to continue working on the current version, simply click on the "X" in the top right corner to close the box and resume working on the SCF.

13 - Comments Box

Should the need exist to add a note to a Zebra representative, further explain a substance selection, declare a REACH Substance of Very High Concern over the 0.1% w/w, or wish to include a comment for any other reason, this can be done by using the Comments box located in the Supplier Information header at the top of the SCF.

Click in the comments box located in Cell J8and a text window will appear. Any free form text can be entered in the comments box by either manually typing or by pasting. Once entering text is complete, click on the "OK" button. If the comments box was clicked in error, simply click on the "CANCEL" button to make it disappear.
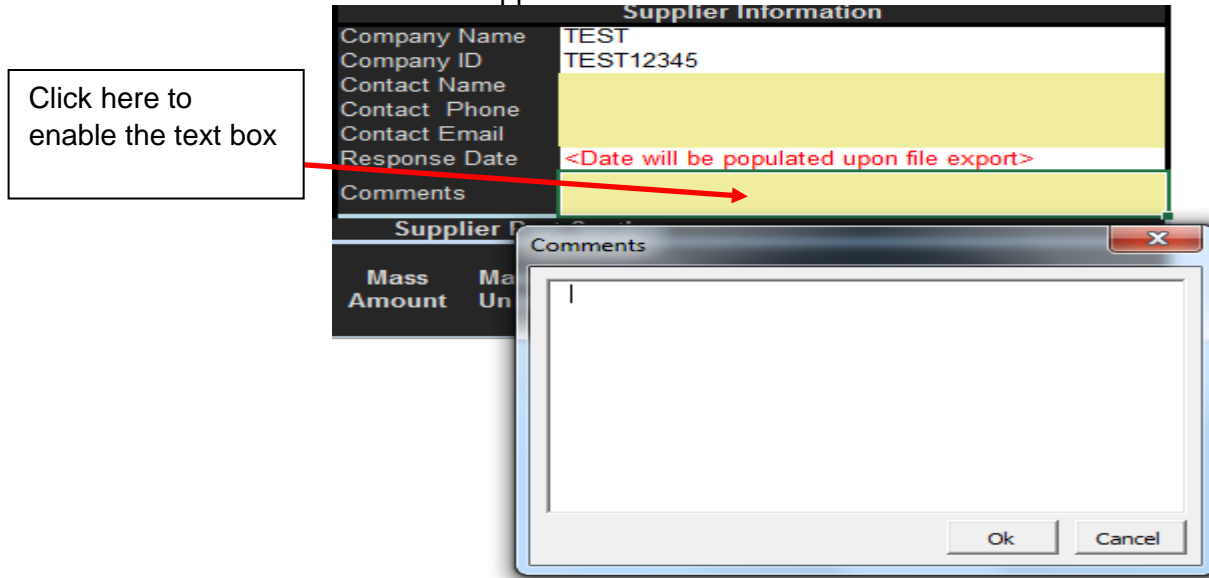
The Comments box is available for use at all times during the SCF completion.

IMPORTANT NOTE: Text in the comments box is not included in the error checking process and will not appear as part of the final XML declaration.

14 - Special Characters

A note about using special characters – as illustrated in the REMINDER box, bullet point #5, when initially opening the form, special characters will automatically be converted to a dash in order for the SCF to export and then import properly into the database. Once the declaration has been imported, the special characters will remain intact. The form will accept:

~	'	=	(	$	?	}	.
`	,	[	)	^	/	|	-
!	<	]	%	&	\	;	_
@	>	{	#	*	+	:	"

IMPORTANT NOTE: the quotation marks character, highlighted in RED is not an acceptable character and is not compatible with the SCF.

15 - FREQUENTLY ASKED QUESTIONS:

QUESTION:	ANSWER:
Why won't the SCF open in my version of Microsoft Office?	The SCF was verified to be compatible in Microsoft Office 2003 or newer as well as 32/64 bit environments. Verify the version of Microsoft Office running on the computer is 2003 or newer. Please also note that the SCF will run slower on machines running Office 2003. Please contact your Zebra representative if you continue to experience compatibility issues.
Where can I find the Zebra environmental compliance specification?	Zebra's environmental specification is located on its corporate website at the following link: http://www.zebra.com/compliance-SCF If you are experiencing issues accessing the spec, please contact your Zebra representative and a copy of the spec can be e-mailed to you.
Why can't I edit the supplier part #?	The supplier part # is locked and can only be edited by an authorized Zebra representative. This is to ensure data integrity is maintained in our system during the importing declaration process. Please contact a Zebra representative immediately if there is an issue with the supplier part #.
I've opened the SCF to start a declaration and have also opened another Excel file to populate the SCF from an e-mail attachment. The second Excel file does not have a ribbon bar and I cannot copy/paste data from the file. How do I fix this?	The second Excel spreadsheet has inherited the sheet protection from the SCF. This happens in Microsoft Office 2010 and newer. Close the secondary spreadsheet then re-open it. This will reactivate the file and remove the inherited protection from the SCF.

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