

# Short overview of the steps for creating a file to share with AS Watson

# Need help?:

When you have logged in click here:  
For more information and instructions.

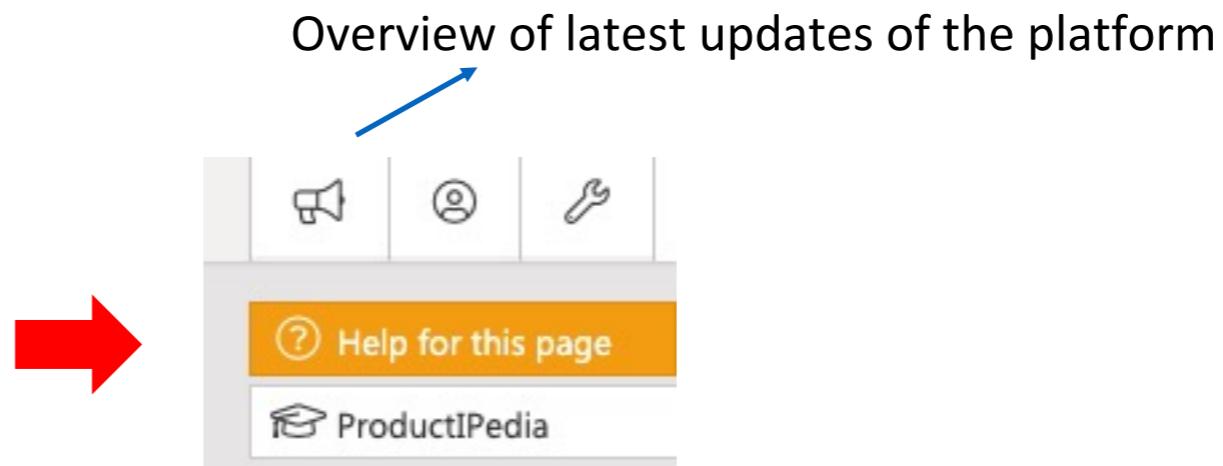
Or send an email to:  
[helpdesk@productip.com](mailto:helpdesk@productip.com)

English

中国

Nederlands

Deutsch



Flow of creating a Technical file:  
Step:

1. Create a TCF
2. Upload the documents you have
3. Ask your supplier for more documents
4. Review and link the documents
5. Share the file

# THE PLATFORM IN A NUTSHELL:

## Create:

The platform supports you with the creation of a technical dossier containing all information about the compliance of your product.

The file contains the requirements your product has to comply with.

## Manage:

Invitations to upload documents are sent from the platform.

MatchIt is our unique solution for cleverly linking documents to requirements.

This creates an overview of the substantiation.

All activities are recorded in the Timeline.

## Share:

You decide which documents in the technical file are shared with whom.

## Structure:

Using the platform creates structure.

You always have all the information clearly and logically arranged, directly available.

## Insight:

You have access to the completeness of the documents per risk category.

Requirement	Category	Region	Status
Product Identification - Declaration of Product Identity of packaging (0)	B3	EU	Unfulfilled
Product Identification - Picture, artwork of Packaging (0)	B3	EU	Unfulfilled
Product Identification - Pictures, artwork (0)	B3	EU	Unfulfilled
Traceability - Production Batch code (0)	B3	EU	Unfulfilled
Social Compliance (CSR) (1/1)			
Business Social Compliance Initiative (BSCI) Code of Conduct (2)	D	EU	Fulfilled
General Product Safety Directive (GPSD) 2001/95/EC (0/2)			
ASTM D1230 (0)	A	US	Unfulfilled
Dutch Covenant on flammability of clothing - 2008 (0)	A	US	Unfulfilled
REACH Regulation (EC) 1907/2006 (5/6)			
REACH (EC) 1907/2006 - Annex II - Material Safety Data Sheets (MSDS) (0)	B1	EU	Unfulfilled
ED/49/2014 - REACH (EC) 1907/2006 - SVHC candidate list 16 Jun 2014 (155 substances) (2)	B1	EU	2015-06-17
ED/108/2014 - REACH (EC) 1907/2006 - SVHC candidate list 17 Dec 2014 (161 substances) (2)	B1	EU	2015-12-15
REACH (EC) 1907/2006 - Annex XVII plus amendments per 13 Feb 2013 (1)	B1	EU	2015-12-27
REACH (EC) 1907/2006 - Annex XVII plus amendments per 27 Mar 2014 (1)	B1	EU	2015-06-01
REACH (EC) 1907/2006 - Annex XVII plus amendments per 09 May 2014 (1)	B1	EU	2015-03-23
Hazardous Substances not covered by REACH (0/1)			
Warenwetbesluit formaldehyde in textiel (NL) (1)	B1	US	Unfulfilled
Persistent Organic Pollutants (POP) Regulation (EC) 850/2004 (0/2)			
Regulation (EC) 850/2004 - Persistent Organic Pollutants (POP) - 2012 (0)	B1	EU	Unfulfilled
Regulation (EU) 1342/2014 - Persistent Organic Pollutants (POP) (0)	B1	EU	Unfulfilled
Performance, Functionality, Dimensions, Specifications (0/3)			
Regulation (EU) 1007/2011 on textile fibre names (0)	C	EU	Unfulfilled

Product | Timeline | Documents (18/12) | Requirements ⚠️ | Invites (1) | Sharing | Reviews | SKU Disk | Assessments | Complaints | LC ⓘ

Pre-finalize | Check for update | Add Requirement | Edit regions | Edit categories | Report incorrect requirements | Download requirement list | CE Declaration | Add task | Add note

DEMO  
This environment is not intended for production use

Logged in as: training@productip.com  
Credits: [911] | Subscription: [No]

Technical files | Supplier files | Requests (11) | Tasks | Invites | Shares

### Your technical files

Create a new Technical File | Buy credits

All files | Documents that need to be reviewed. overzicht +

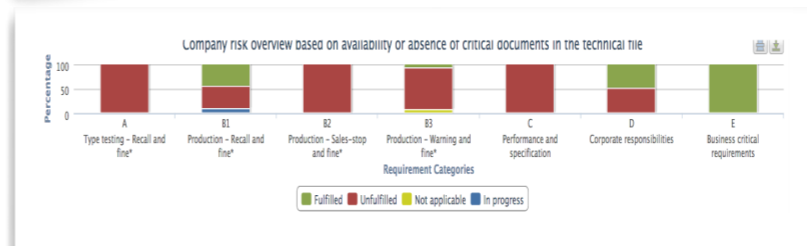
Filter: DIY,DIY+,FAST,FAST\_INV,FAST\_COL,FAST\_FIN,FAST\_DIS,FAST\_DON,License type - (Basic(subscription), Extended(subscription), Extended(credits)), EOL non expired, Any Tags[1]

Display 10 records per page | Showing 1 to 3 of 3 records (Total 74 records)

Status	Created	Deadline	Supplier name	Product	File type	End of life date	Market Release Date	Status
Unfulfilled	2015-04-21	2015-06-02		90000.11 (Wassenaar)	Extended FAST (INV)		2015-04-22	draft
Unfulfilled	2015-03-25	2015-03-30	fun factory	20151702-14 (just for fun 26-3)	Extended DIY		2015-05-01	draft
Unfulfilled	2015-02-17	2015-03-30	fun factory	20151702-08 (just for fun 8)	Extended DIY		2015-05-01	final

Select all | Deselect all | Choose action: Send invitation | Execute

N/A requirements  Fulfilled requirements  Unfulfilled requirements with documents  Unfulfilled requirements without documents  The file has no requirements  
 Pending invites  Accepted invites  Declined invites  Tasks  Finished tasks  Unchecked documents  Unanswered comment  File has multiple articles  
 On hold  Prefinal  Final  Shared with 3rd party  Incomplete file  File has end of life date  View details  Hide details  Copied from supplier file  
 File is currently valid  Requirements/documents expire in 3 months/new requirements available  Requirements/documents expired/new requirements effective



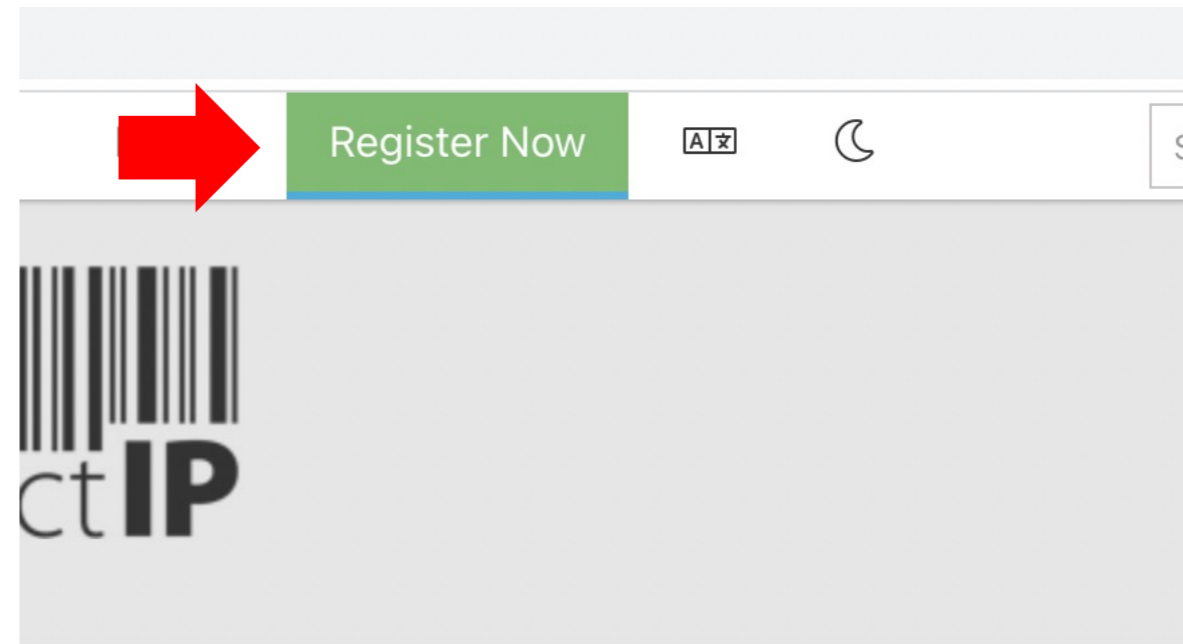
# PRODUCTIP IS NEW TO ME:

First time user?

Setup your account in a few steps:  
fill in your contact details  
create your own password and confirm  
accept the general conditions  
press register  
Done!

Your e-mail address is your username!

If you don't receive the email within 5 minutes, please check your SPAM folder.



**Welcome to ProductIP**  
Before you can accept the invite from [redacted] to upload compliance documents, you first have to register a free ProductIP account.

E-mail Address: [redacted]

First name: \*

Middle name:

Last name: \*

Phone number: \*

Company:   
 I have no company name

Country/Region: \*

Preferred email language: \*   
Note: some emails are available in English only.

Password: \*

Confirm Password: \*

I agree that ProductIP can send me e-mails related to their services.

I have read and accept the ProductIP general conditions \*

I have read and accept the ProductIP privacy statement \*

\* = mandatory field  
Upon registration you will be subscribed to our platform mailinglist to help you get started with our platform and inform you how to access support and training. You can unsubscribe at any time.

# CAN I GROUP ARTICLES TOGETHER IN ONE FILE?

- Same supplier
- Same material
- Same list of Requirements (function)
- Same documents

## Group into 1 file



## Each article has its own file



Start the file with the first article.  
Add after creating the file the other articles to the file..



Display 10 records per page

Article number	Name	Bar Code	Batch code
20202303	article		87655978654455
20202304	article 2		87655978654454

# STEP 1 – BUY CREDITS

Within the ProductIP platform you pay for creating a technical file or additional services with credits.\*

You need at least 2 credits\*\* in order to be able to create a technical file. A file can cover a range of similar articles from one supplier.

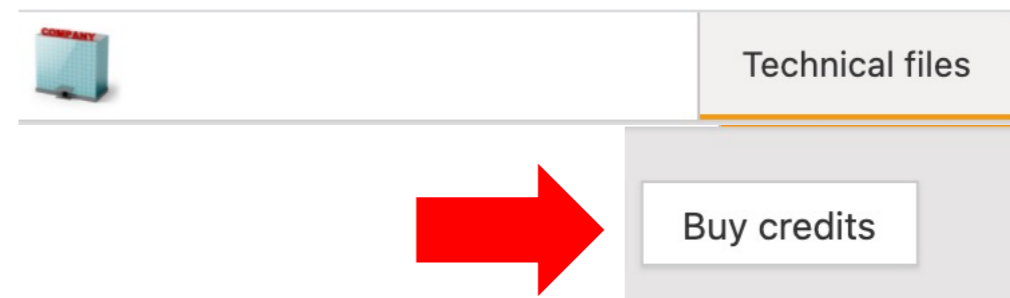
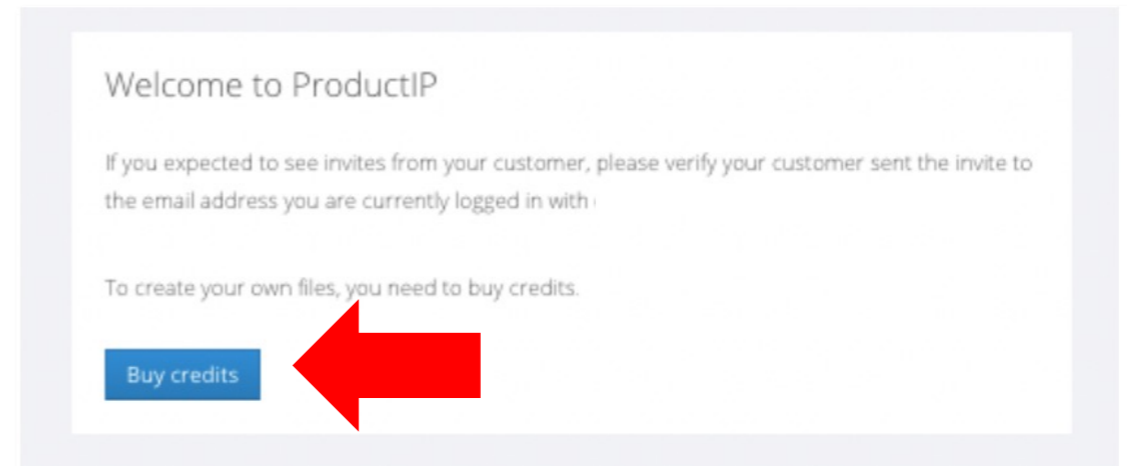
Additional services such as File Assembly Support Team, Review, Organise, can also be purchased with credits.

Our pay-as-you-go model allows you to buy credits the moment you need them. You order credits online and these are instantly added to your account. The invoice will be e-mailed to you as PDF for proceeding via your finance department.

\* Enterprise accounts pay per monthly invoice.

\*\* The actual number may change over time.

First time user:



Also read this document:

**Social Compliance**

A.S. Watson (Health & Beauty Continental Europe) B.V.

<https://www.productip.com/uploads/ASWatson/Social-Compliance-leveranciersmap-EN.pdf>

For any Private Label product produced at manufacturing sites in high risk countries, we require the supplier to sign the Terms of Implementation (Toi) to ensure full transparency of the manufacturing site (name, address, city and country) and a valid social compliance audit result. This information should be uploaded to ProductIP 10 weeks before the action week.

An overview of the countries at risk is available via the following weblink

All countries mentioned on pages 2-4 of the Amfori document are high-risk countries. Turkey is also included.

<https://www.amfori.org/sites/default/files/amfori-2020-02-06-country-risk-classification-2020.pdf>

Please note that the risk countries are periodically updated, certain countries may therefore be at increased risk since the previous order.

# LOG IN:

Existing users can directly login in using their e-mail address as username together with the password you have created before.

Forgot your password?

Click on the button.

You will receive an e-mail with a link to a webpage.

Here you can set a new password.

If you don't receive the email within 5 minutes, please check your SPAM folder.




Welcome to ProductIP, the internet based expert system for creating, managing and sharing CE Technical Compliance files.

ProductIP is not a sourcing site. You can only see the technical files that you have created or that you have given access rights to from others. Users are identified via a combination of a user name, your e-mail address, and a password. If you are a new user we ask you to register first so we can verify you have access to the e-mail address you want to use for our system. Please contact us in case you need assistance: [helpdesk@productip.com](mailto:helpdesk@productip.com).



E-mail Address:

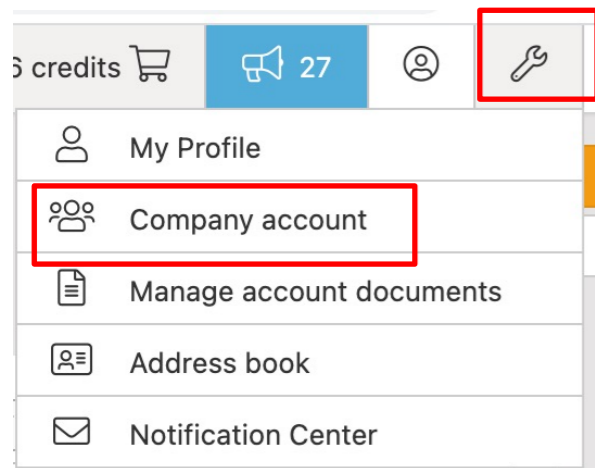
Password:

New user?   Forgot your password?  Need support?  What's new?



# Setting of the account:

! If you do not see users in the tabs below, you are not the admin, or you do not have admin rights. Please contact the admin of the account



It is important to add AS Watson as a customer. Then the specific requirements for her appear in the list.

**Company account**

Company | File Groups | Users | User Groups | Brand names | Risk levels | Domains | Tags | **Customers** | Supplier requ

Edit contact information | Set logo | Edit default user rights | Custom fields for technical files | Custom fields for articles

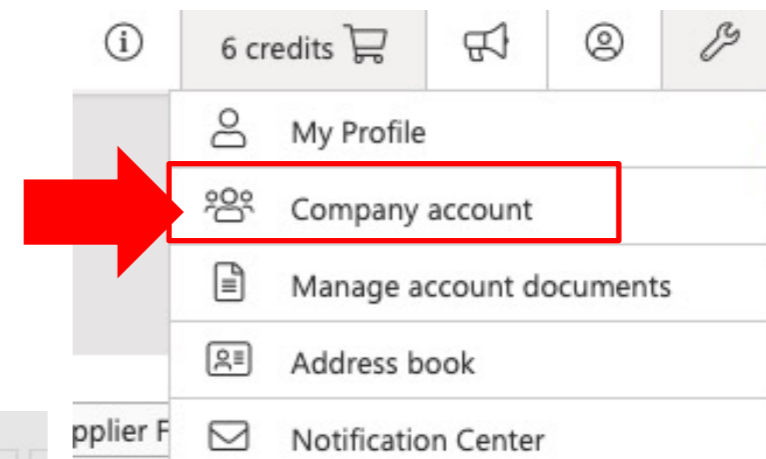
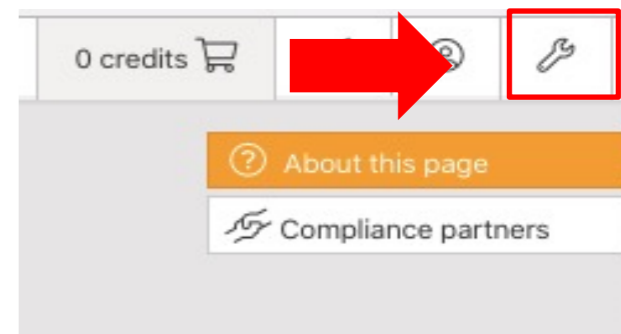
**Account admin**  
Email address of the admin

Add a user

Add your own logo  
This is visible in the account and on the invite, among other things

# ADD USERS TO THE ACCOUNT:

In your Company account you can work together with your colleagues, the admin of the account can add users. each user must log in with their own login name (=email) and password. The system registers who has done what, and when employees leave, one can easily block the access to the account.



My Account | File Groups | **Users** | User Groups | Entities | Brand names

Invite user(s) | Enable 2 step verification | Manage IP whitelist | View deleted users

Display 10

Name	Sex: *
Laura Bes	Male

Showing 1 to

E-mail Address: \*  
 First name: \*  
 Middle name:  
 Last name: \*

Message:

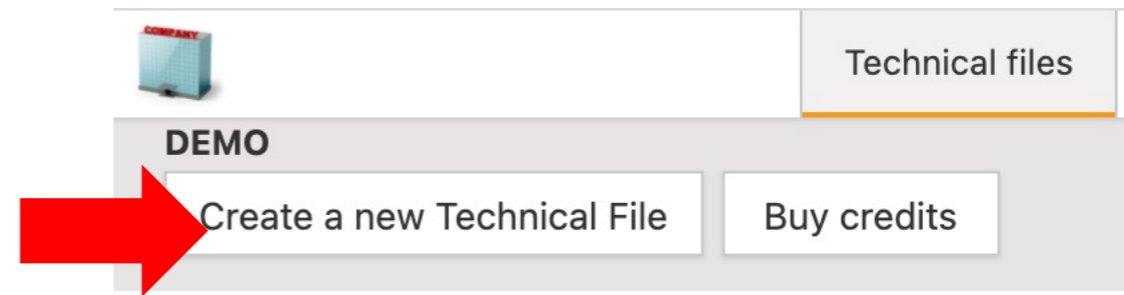
Cancel | Send Invitation

## STEP 2 – CREATE A TECHNICAL FILE

To start your technical file you use the info of the first article, the platform will ask you to provide the following information:

- The article name
- The article number
- When the order of your product enters the European market = the market release date

**Add the Bar code, this is mandatory for AS Watson.**

A screenshot of a 'New Technical File Wizard(1/8)' form. The form is divided into several sections. The 'Product Information' section is highlighted with a red box and a red arrow. It contains fields for 'Article number: \*', 'Name: \*', and 'Market Release Date: \*'. Below this is a note: 'Please note: charges apply if you change the market release date after creating the file.' Other fields include 'Bar Code:', 'Purchase Order Number:', 'Shipment Number:', 'Brand name', 'Customs code', 'Customs code description', 'Country of origin:', 'File group:', and 'Risk classification:'. A 'Description:' text area is also present. Below the 'Product Information' section are three expandable sections: 'Workflow information', 'Supplier Information', and 'Customer Information'. Red arrows point to the 'Supplier Information' and 'Customer Information' sections. At the bottom, there is a 'Next >>' button.

## Supplier contact details\*

- data is being registered in the address book
- We will never share this information

You can also add the article number of your supplier to the file, It is also used when the supplier is asked to provide documents. This ensures better recognition of the request.

**New Technical File Wizard(1/8)**

Fields marked with \* are obligatory.

**Product information**

Article number: \* 202001  
 Name: \* Product 1  
 Market Release Date: \* 2020-06-01 **This field is required.**  
 Please note: charges apply if you change the market release date after creating the file.

Bar Code:   
 Batch code:   
 Purchase Order Number:   
 Shipment Number:   
 Brand name: ---  
 Customs code:  Clear  
 Customs code description:   
 Country of origin: -Select country-  
 File group: None  
 Risk classification: ---  
 Description:

**New Technical File Wizard(1/8)**

Fields marked with \* are obligatory.

**Supplier information**

Here you may, voluntarily, add information about the supplier and his product. This information is not shared when you share the viewing rights of the file however it will help you to search and find technical files in the future.

Company Name: supplier name New contact  
 Supplier/Factory Code:   
 Contact email: email@supplier.com  
 Contact code:   
 Sex: ---  
 First name: A.  
 Middle name:   
 Last name: Supplier  
 Direct phone number:   
 Address:   
 Postal code:   
 City:   
 General phone number:   
 Country/Region: -Select country-  
 Article number: 12345  
 Product name: article 12  
 Note:

**Next >>** **Create pre-draft file**

# GO THROUGH THE Q & A:

In order to generate the correct requirement list that is the basis for your technical file, the Platform will ask you several extra questions.

This requires some knowledge of the product. A wrong answer can add or omit a requirement from the list.

- In what countries will you sell?  
=> Do not choose all countries, if you only sell it in Germany and France, it can make your list longer with requirements which are not applicable for you.

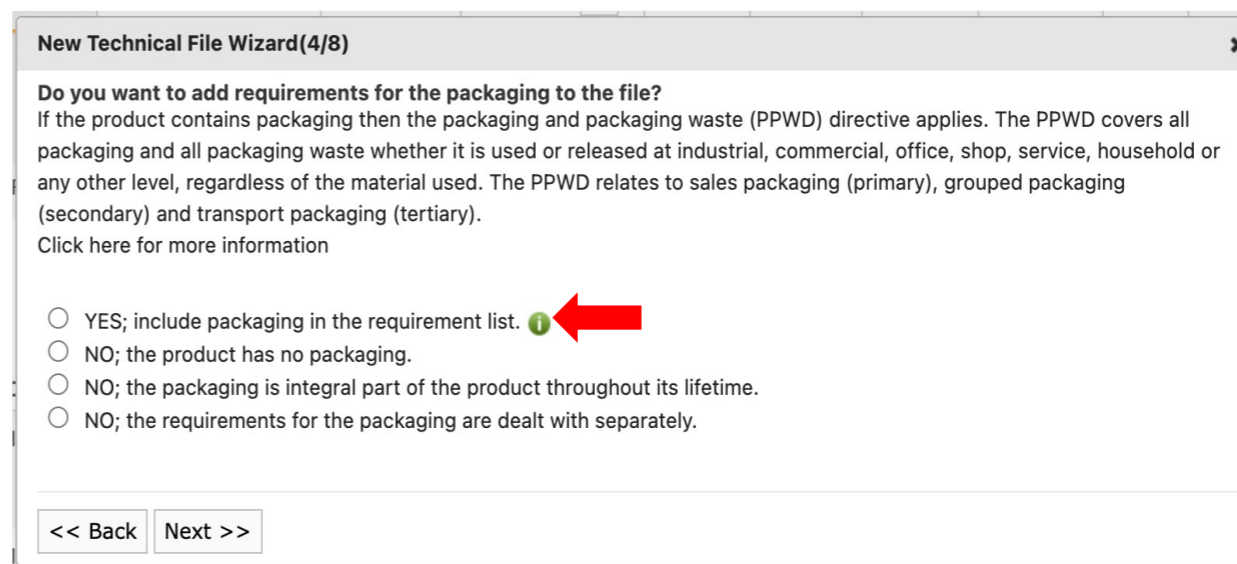
**For AS Watson you have to choose Netherlands and Belgium.**

- Product specific questions  
=> So we can add all applicable requirements to your list

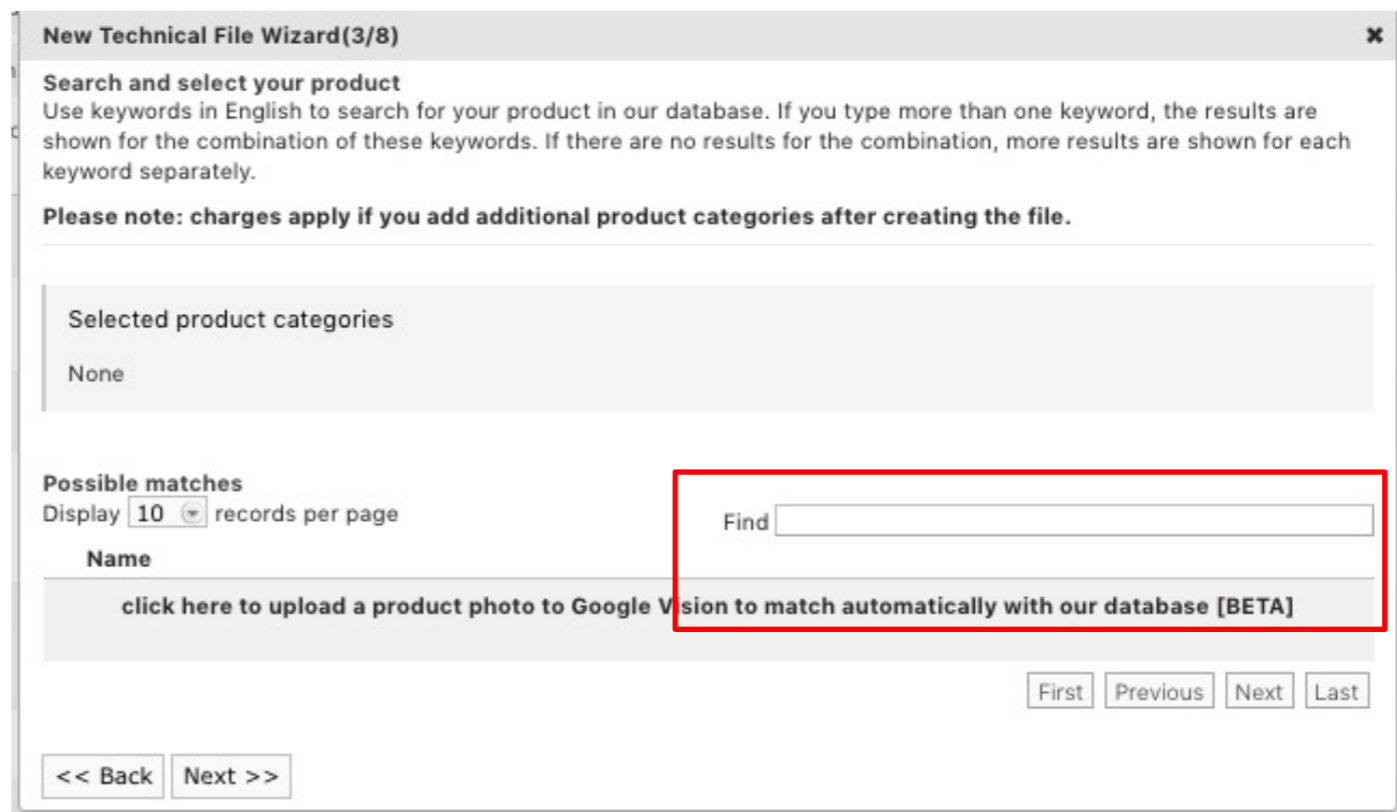
Other questions:

- Does the product have packaging
- Do you want to keep track of inspection requirements / results in this the file?
- Do you want to keep track of social compliance aspects of your supply chain partners via this file?

You will find more explanations why this questions is ask, and sometimes more information in a Compliance clip. This is a short “wikipedia like” explanation, about this particular topic.



# FIND THE PRODUCT CATEGORIES:



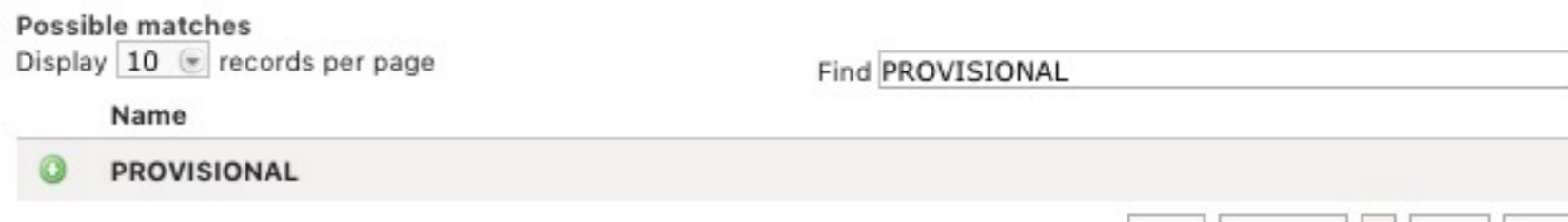
What if my product is not in the database?

You can then temporarily choose "PROVISIONAL".

After creating the file, add documents for additional information so that we can choose the right category.

ProductIP receives a notification, and we will add the appropriate category. (3-5 work days)

After this you will receive an email and you can get started.



# Go through the Q&A:

**Edit categories** ✕

**Do you want to add requirements for the packaging to the file?**  
If the product contains packaging then the packaging and packaging waste (PPWD) directive applies. The PPWD covers all packaging and all packaging waste whether it is used or released at industrial, commercial, office, shop, service, household or any other level, regardless of the material used. The PPWD relates to sales packaging (primary), grouped packaging (secondary) and transport packaging (tertiary).  
Click here for more information

- YES; include packaging in the requirement list. i
- NO; the product has no packaging.
- NO; the packaging is integral part of the product throughout its lifetime.
- NO; the requirements for the packaging are dealt with separately.

**Edit categories** ✕

**Which aspects are applicable to (parts of) the packaging?**  
The packaging of a product shall comply with the Packaging and Packaging Waste Directive. For products with packaging the requirements of the Packaging Directive are added to the requirement overview. And some aspects of packaging may create additional risks. The answers about these properties will determine the applicable requirements to assess those risks. These requirements will also be added to the requirement overview.

- It is recoverable by material recycling i
- It is recoverable in the form of energy (waste burning) i
- It is re-useable i
- It is organically recoverable through composting and biodegradation i
- It should be considered as appealing for children; but it has no play value i
- It includes plastic bags or foils that may be hazardous for babies or children i
- It has wooden parts that require phytosanitary treatment (fumigation) i
- It contains desiccant sachets (Silica Gel) i
- It is an aerosol dispenser i

Choose what is relevant, or do not make a selection.

**Edit categories** ✕

**Do you want to add quality records (inspections, audits) to the file?**  
 Quality records related to the assurance that (series) produced products are in conformity with the applicable requirements may be added to the file. It includes factory quality control tests and other examinations, inspections, monitoring results during the entire lifecycle of the products. If answered "yes" then a second question with follows.  
[Click here for more information](#)

Yes. i  
 No.

You need to choose at least one

**Edit categories** ✕

**Which quality records do you want to add to the file?**  
 Quality records are required for manufacturers and importers to protect the health and safety of consumers; taking the risks of the product into account. In addition to the type-testing results other results may be added to the file to show that product compliance is maintained during mass (series) production. Quality records may be available from factories and from testing of marketed products by anyone.  
[Click here for more information](#)

Quality management system (QMS) audit results  
 Factory internal quality assurance records  
 Product quality inspection results

**Edit categories** ✕

**Do you want to add Social Compliance to your requirements list?**  
 Social Compliance standards are voluntary, but common in a lot of businesses or demanded by others in the supply chain. If you answer "yes" then an additional question with all available social compliance standards will be showed.

YES; Social Compliance standards should be added to the requirements list  
 NO; Social Compliance standards should not be added to the requirements list



BCSI, SA8000 , Sedex en WGA and ICTI will be accepted

**Edit categories** ✕

**Which social compliance standard(s) do you want to add?**  
Please select all the social compliance standard(s) that are demanded for you or your suppliers. The selected programs will be added to the requirements overview.

- Business Social Compliance Initiative (Amfori BSCI) i
- Social Accountability International (SA8000) i
- International Labour Organization - ILO C100 - Equal Remuneration i
- International Labour Organisation - ILO C138 - Minimum Age Employment (no child labour) i
- International Labour Organization - ILO C182 - Worst Forms of Child Labour (no child labour) i
- Ethical Trade Initiative (ETI) i
- SEDEX Members Ethical Trade Audit (SMETA) i
- OHSAS18001 (Health and Safety Management System)
- International Council of Toy Industries (ICTI) - Care Program i
- Responsible Business Alliance (RBA)
- European Promotional Products Association (EPPA) - Code of Conduct i
- B Corp Certification
- British Retail Consortium (BRC) - Consumer Products Standard
- British Retail Consortium (BRC) - Packaging Standard
- British Retail Consortium (BRC) - Storage and Distribution Standard
- Environmental compliance declaration
- International Labor Organization (ILO) declaration
- Vendor (private) - Code of Conduct

Select AS Watson

**New Technical File Wizard(5/8)** ✕

**Select customers**

In this step you can select one ore more CUSTOMERS to which you plan to supply the product. You will then later see if they require any special declaration for you to create and sign off as well.

A.S. Watson

---

# HOW DO YOU WANT TO CREATE THE FILE?:

There are several ways to create a file.

If you have little experience, we recommend starting the first file in Fast. [Here](#) you will find more information and explanations about the different options.

If you have or can collect the necessary documents but lack the expertise to review and link them correctly, then choose DIY, add the documents and then upgrade the file to organize and we will start working for you.

this button allows you to upgrade the file to a different service

New Technical File Wizard(8/8) x

**Investment in the technical file: 2 credits**

Please select the service level that you need. (this can be upgraded at a later stage as well):

- Do It Yourself (DIY) (no extra charge)**  
You can co-operate with your supplier via INVITE. You will review the documents yourself.
- Supplier Connect (CONNECT) (+4 credits)**  
We will contact your supplier and explain to them the basics on how to make a technical file. You need to initiate the invite yourself via the Invite TAB in the file. You will review the documents uploaded by the supplier yourself. Our services stop when the supplier starts to upload the documents.
- File Assembly Support Team (FAST) (+14 credits)**  
We will act as your compliance expert secretariat.  
Contact your supplier via invite. Explain purpose and use of technical files. Chase them for compliance evidence, add metadata, check the authenticity (for "A" category requirements evidence only) and sign off requirements where possible. There are two rounds of collecting, evaluating, linking and reporting included in this service.  
  
Support in using the ProductIP platform is always included in the 1st credit.  
Contact us if you want to learn more about DIY, CONNECT and FAST.  
Please note that you can always upgrade the service level per individual file at a later stage

<< Back

Create the Technical File!

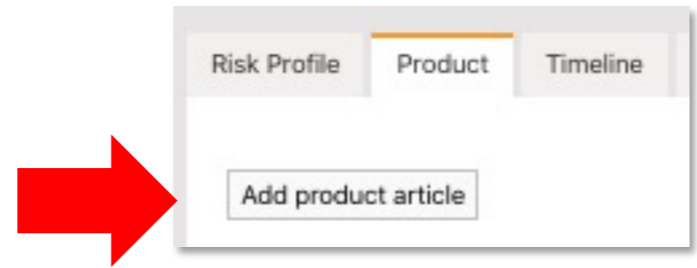
**Services**

BUY

- Supplier Connect (4 credits )**  
We will contact your supplier and explain to them the basics on how to make a technical file. You need to initiate the invite yourself via the Invite TAB in the file. You will review the documents uploaded by the supplier yourself. Our services stop when the supplier starts to upload the documents.
- File Assembly Support Team - FAST service (14 credits)**  
We will act as your compliance expert secretariat.  
Contact your supplier via invite. Explain purpose and use of technical files. Chase them for compliance evidence, add metadata, check the authenticity (for "A" category requirements evidence only) and sign off requirements where possible. There are two rounds of collecting, evaluating, linking and reporting included in this service.
- File review (8 credits)**  
We will check the completeness and relevancy of the compliance evidence in the file and report what we feel is missing or incorrectly used. We will not amend anything in the file nor check the authenticity of the documents. There are two rounds of reviewing and reporting included in this service.
- File organize (10 credits)**  
We will organize your file by reviewing each document, complete the metadata, check the authenticity (for "A" category requirements evidence only) and sign off requirements where possible. There are two rounds of organizing and reporting included in this service.

# WHAT TO DO NEXT:

Now you can add the other articles to the file. These will be displayed on the Product tab.



On the Documents tab, you collect the documents that are relevant to the articles listed on the Product tab.

On the Requirements tab, you find the requirements that apply to the articles.

The requirements list is based on the information indicated in the red frame.

The screenshot shows the ProductIP interface for a product file named '2018-1123 (funny seat navy)'. The 'Documents' tab is selected and highlighted with a red box. Below the tab, there are buttons for 'Add product article', 'Close file for final review', 'Complete review', 'Make a clone', and 'Log activity'. A table lists four articles:

Article number	Name	Bar Code	Purchase Order Number	Brand name
2018-1123	funny seat navy	8717522183969		
2018-1124	funny seat pink	077838812747		
2018-1125	funny seat green	8717522231981		
2018-1126	funny seat orange	8717522186281		

The 'Requirements' section is highlighted with a red frame. It contains the following information:

- Product requirements information:** The information below determines the requirements list for your product. Updating the requirements lists by changing market release date or product categories is charged to your account. Changing regions, product Q&A and customers is allowed free of charge.
- Market Release Date:** 2018-01-05
- Regions:** Europe (show all)
- Product categories:** Domestic furniture - Outdoor beach chairs
- Q&A:** 6 Answers (view)
- Customers:** None

Other sections include 'Product information', 'Workflow information' (Active, 2018-05-02), 'Supplier information' (sas, 78001, testproductip@gmail.com, Saskia, China), 'Product image', and 'Public page' (URL: https://secure-demo.productip.com/public/view/file/id/abcd, Status: Inactive). A QR code is also present with a 'Download Hi-Res QR Code' button.

By collecting the right documents and linking them to the relevant requirements, an overview will be created that shows if the product meets the relevant requirements.

You determine the status of the evidence;

✔ Fulfilled  
 ⚠ Not applicable  
 ❗ Unfulfilled  
 ℹ In progress

- red            there is nothing yet
- green        it complies
- blue         the linked document is relevant, but not sufficient to declare the requirement fulfilled
- yellow      The requirement is not applicable

Requirements	Category	Expiry Date	Required documents	Services	Regions
<b>Product information (2/6)</b>					
<span style="color: red;">❗</span> Product construction - Bill of Materials, Substances (BOM, BOS) of the product	B3		Bill of Materials (BOM) Bill of Substances (BOS)	EU	
<span style="color: green;">✔</span> Product construction - Drawings, Exploded Views	B3		Product Information	EU	
<span style="color: yellow;">⚠</span> Product construction - Printed Circuit Board (PCB)	B3		Product Information	EU	
<span style="color: blue;">ℹ</span> Product identification - Declaration of Product Identity	B3		Declaration of Product Identity	EU	
<span style="color: blue;">ℹ</span> Product identification - Pictures, artwork	B3		Product Information	EU	
<span style="color: green;">✔</span> User information - Manuals and Instructions	B3		User manual	EU	
<b>Product Labelling (1/4)</b>					
<span style="color: red;">❗</span> CE marking	B1		Product Labelling - Artwork	EU	
<span style="color: red;">❗</span> EN 50419:2006 - WEEE symbol	B2		Product Labelling - Artwork	EU	

# CATEGORIES OF THE REQUIREMENTS:

## PRODUCTIP CATEGORIES

DOC - Declaration of Conformity  
RISKS - Risk assessments  
A - Type testing – Recall and fine  
B1 - Production – Recall and fine  
B2 – Production – Sales-stop and fine  
B3 – Production – Warning and fine

T – Transport  
C – Performance and specification  
D – Corporate Responsibilities  
E – Business critical requirements  
F – Company specific requirements  
G – Guides, Decisions, Recommendations and Test methods

**TECHNICAL FILE**

**BUSINESS RISKS**



# COMPLIANCE CLIP

## REQUIREMENT CATEGORIES

530



22

Make your life easier and the structure of your files more clearly with the requirement categories in ProductIP.

When you first start to make technical files the list of requirements can be overwhelming. We have added categories that help you breakdown the requirement list in different risk levels. This means you know where to start first and focus.

### Category A

#### Type testing

Standards and requirements that are related to the intrinsic design of the product. In most retail organisations it is the responsibility of the purchasing department to ensure that this information, together with specifications and so on, have been made available to the supplier. The supplier in return has to provide the evidence: a test report, declaration or similar. The majority of the requirements is in this category, it includes the harmonised standards that typically are applied to show compliance with the essential requirements of directives, such as: Toys, LVD, EMC, R&TTE, PPE and more.

### Category B

#### Production

Where category A requirements relate to the construction and design, B requirements relate to the actual production of the product. Has the product been made as it was originally tested? It is important to check if materials that are used during manufacturing of the product are not in conflict with legislation (REACH, RoHS, Food Contact Materials, etc.).

We differentiated the category B in three subcategories (B1, B2 and B3) dependent on the penalties that market surveillance authorities may proclaim.

The combination of requirement categories A and B creates the minimum for a technical file as expected by the market surveillance authorities. So here you have your first focus: A + B1 + B2.

### Category C

#### Performance and specification

These are requirements that are used to prove performance or functional aspect of a product. The owner of such claims is in most organisations the marketing and communication department. Examples are colour fastness of textiles and durability of products. Non-compliance may lead to complaints and dissatisfied users of the products.

### Category D

#### Corporate responsibilities

This category covers all kind of requirements related to Corporate (Social) Responsibility. The owner of these requirements is the board of directors of the company. Examples are BSCI, FSC and waste recycling requirements. Non-compliance may lead to critical questions from consumers and especially NGO's have agenda's related to these topics.

### Category E

#### Business critical requirements

Non-compliance with these requirements means that the risk of not being able to sell this product is very high, not from a legal but from a business point of view. For example licenses or default sizes of kitchen furniture or other aspects of products have become "the standard" in the market.

### Category F

#### Company specific requirements

This includes requirements defined by buying companies in addition to the legal requirements. Non-compliance may lead to a situation where your customer is not accepting the goods. (Note that it is also possible for you to distribute in an orderly manner your set of requirements to the market via ProductIP).

### Category G

#### Guides and Test methods

Requirements that contain guidelines on design (e.g. products with hot surfaces or hygiene for food processors) or describe test methods (e.g. standby current for appliances or chromium content in leathers). These requirements do not contain limits, but they could be referred to in test reports.

### Category T

#### Transport

Requirements that are applicable to the transport of products, such as fumigation of wood, or the safety tests for transport of lithium batteries are shown here.

### Category DOC

#### Declaration of Conformity

An overview of the CE marking directives that are applicable for the product that must be mentioned on the Declaration of Conformity are listed here.

Disclaimer: This document provides guidance and is not a legally binding interpretation and should therefore not be relied upon as legal advice. This document can be updated at any time without prior notice.

ProductIP B.V. Office Address: Copernicuslaan 30 | 6716 BM EDE | The Netherlands  
Rabobank 1507.70.359 | Chamber of Commerce 09188071  
T +31 318 700 622 | expert@productip.com | [www.productip.com](http://www.productip.com)

1 | CClip\_530\_Categories\_20140804\_en\_v4



A WORLD IN WHICH PRODUCTS CAN BE TRUSTED



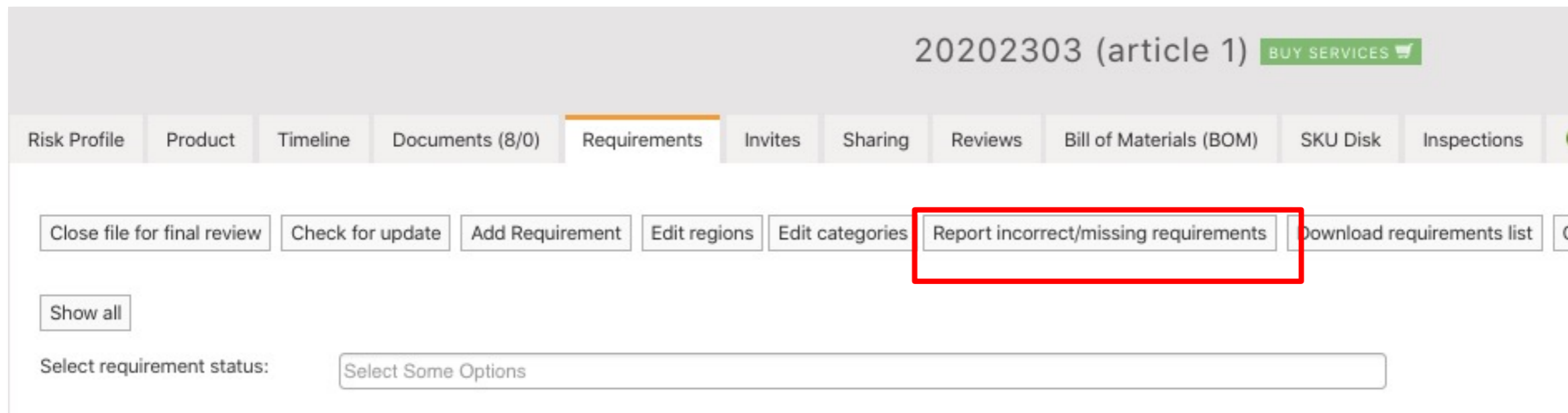
A WORLD IN WHICH PRODUCTS CAN BE TRUSTED

14.12.21

If you come across standards on the requirement list that you find strange, or you receive a test report that mentions other standards, please check the chosen category.

If you still want to ask a question about this, do so via the button "report incorrect requirements".

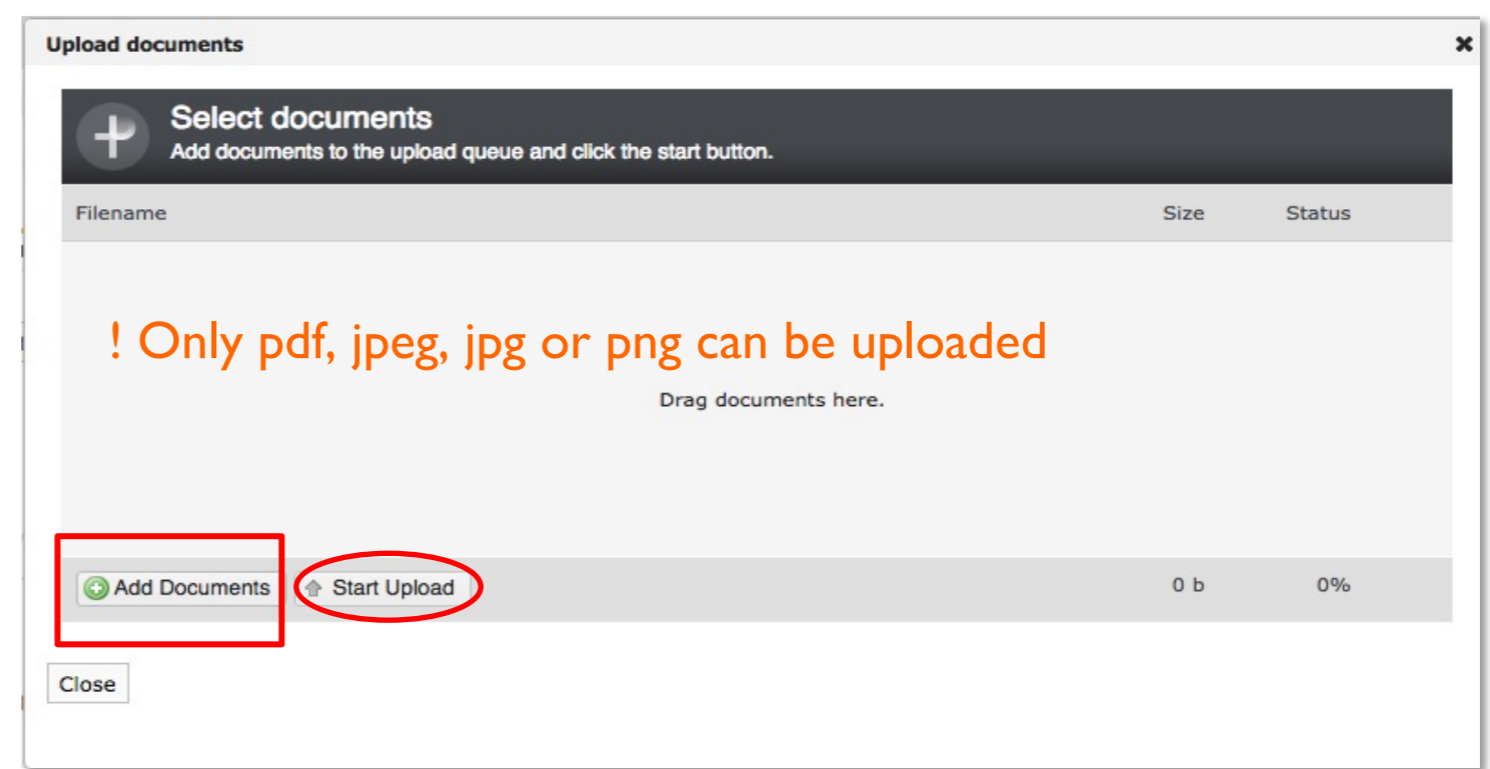
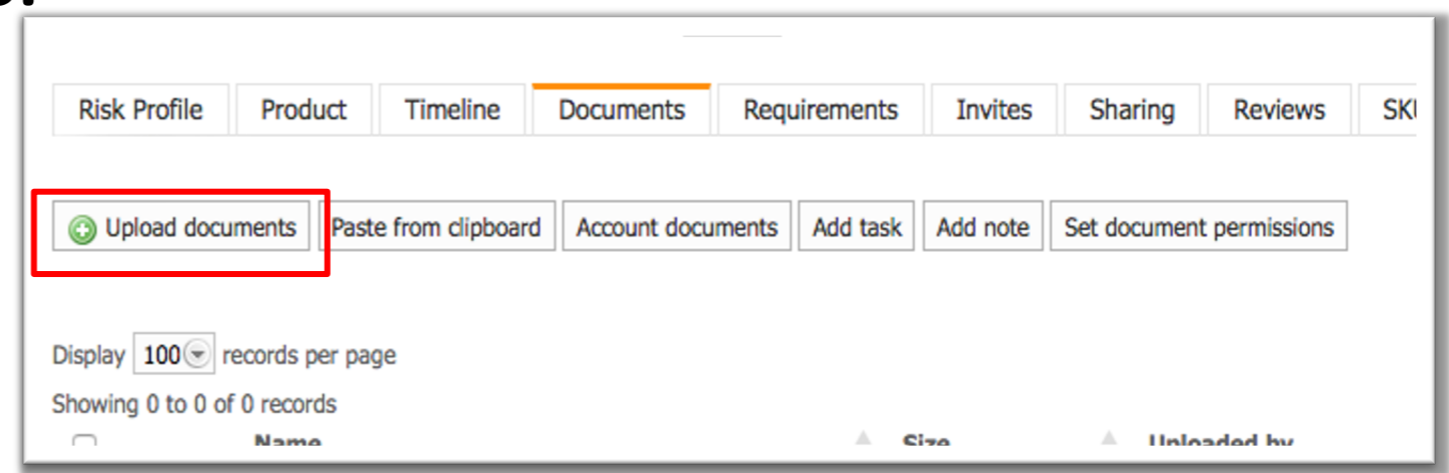
ProductIP will then receive an email with the context of the file.



# STEP 3 - UPLOAD DOCUMENTS:

Within the file you need to start collecting documents that allow you to demonstrate that the product complies.

Upload the documents that you already have to match the different requirements on the list.





# HIDE INFORMATION:

## Redaction tool

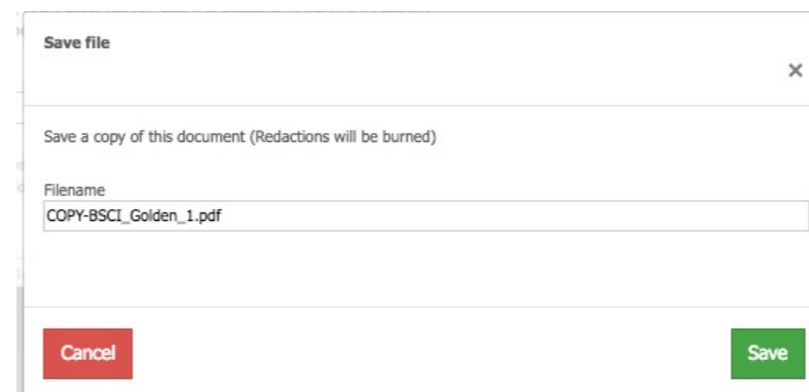
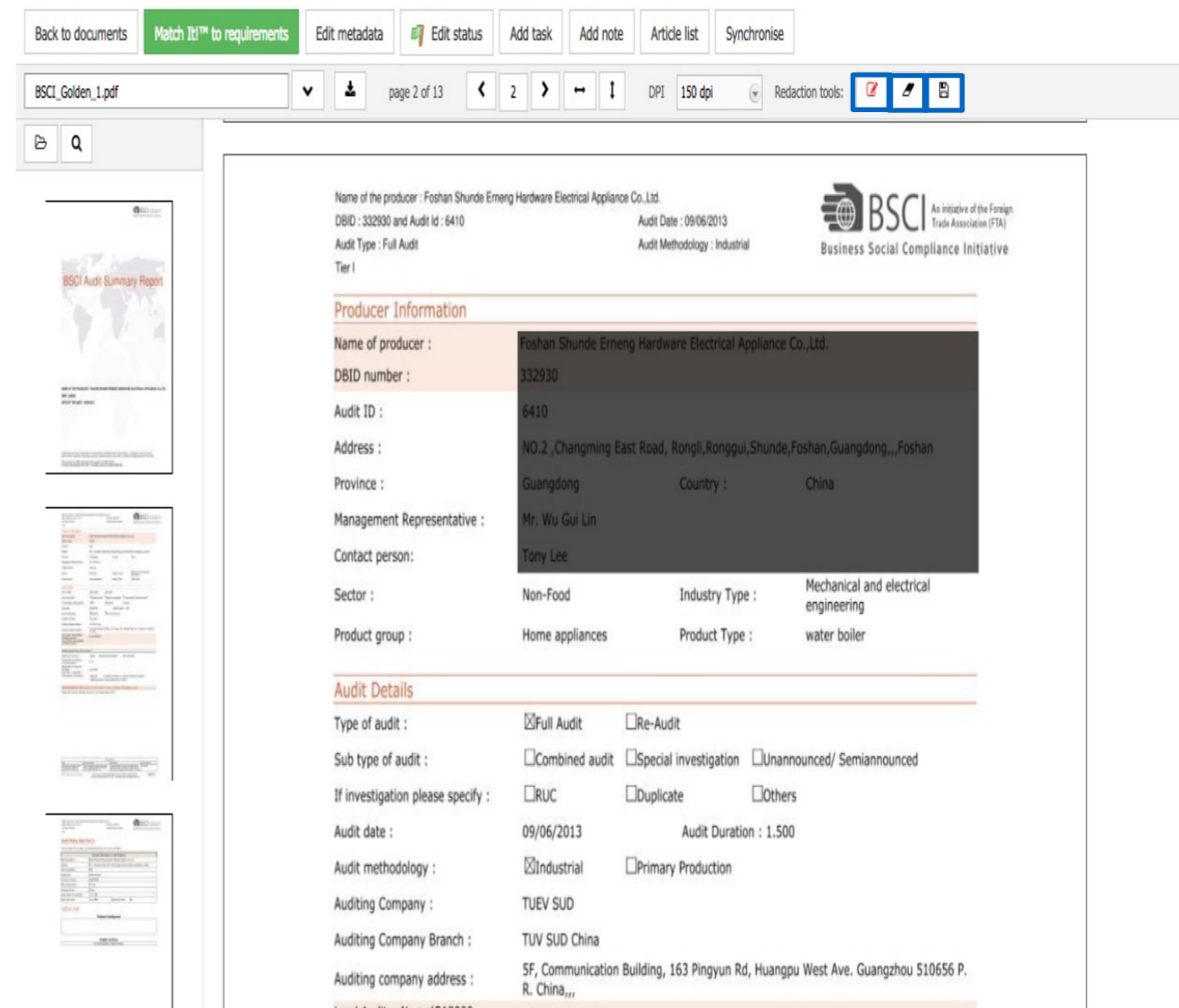
Sharing a technical file with your business partner is a common thing. They may need it because they are the brand owner and have the responsibility for compliance. They may also want to see it as part of a review of your efforts as an importer.

Sharing a technical file through ProductIP keeps the information in context and makes the review more efficient. You make available the scope of the dossier, the correct market introduction date, the countries selected, and all of this adds to the confidence they have in your concern for product and social compliance.

We automatically hide information about your supplier when you share a file, but this cannot be done automatically for what is in your documents! We now have a solution for that!

With the editorial tool in the viewer, you can remove such information and create a document that you can share. We immediately add a watermark to that document so that the recipient knows that you have the document that is the basis for this edited document available in case it is needed

How does this work?



Add a rectangular area to cover what needs to be removed

Delete the area if you made a mistake

We automatically save your editing area when you are editing. You can close the browsers and continue working the next time you open the original document.

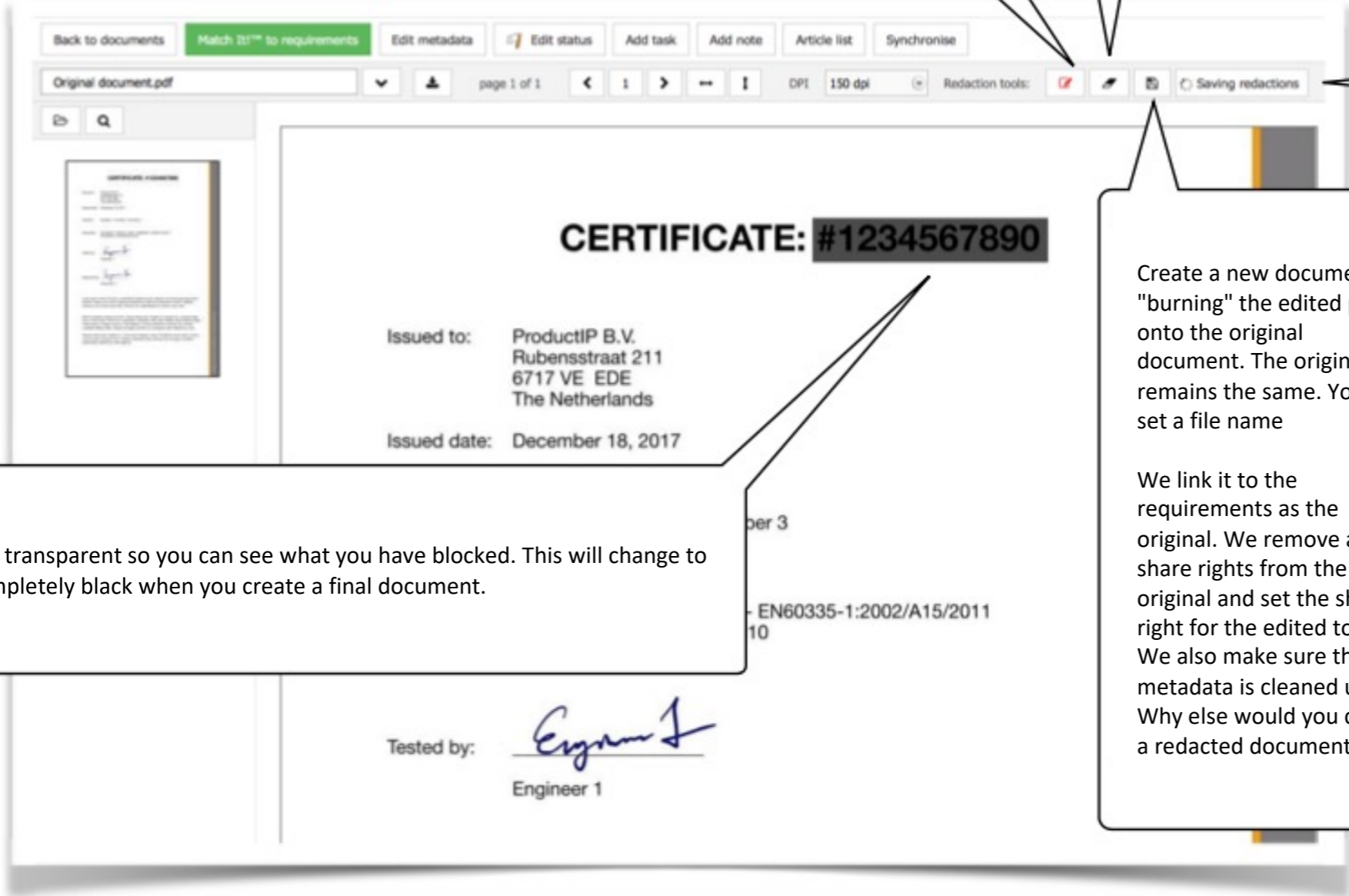
Only when you "burn" a final document will we make a copy with permanent and all-black redaction areas

At that point, the original document will no longer have an editing layer to continue editing. If you want to add more, you must continue on the "burned" edited document

Create a new document by "burning" the edited parts onto the original document. The original remains the same. You can set a file name

We link it to the requirements as the original. We remove any share rights from the original and set the share right for the edited tool. We also make sure the metadata is cleaned up! Why else would you create a redacted document?

It is transparent so you can see what you have blocked. This will change to completely black when you create a final document.



# REVIEW THE DOCUMENTS:

Review the received documents

At the moment you receive documents (test reports), the specified standards are the tools to check if you have received the correct evidence.

You need to read and check the test report:

Is this about my product (check the picture)?

Who performed the test

When was the test performed

What is the result

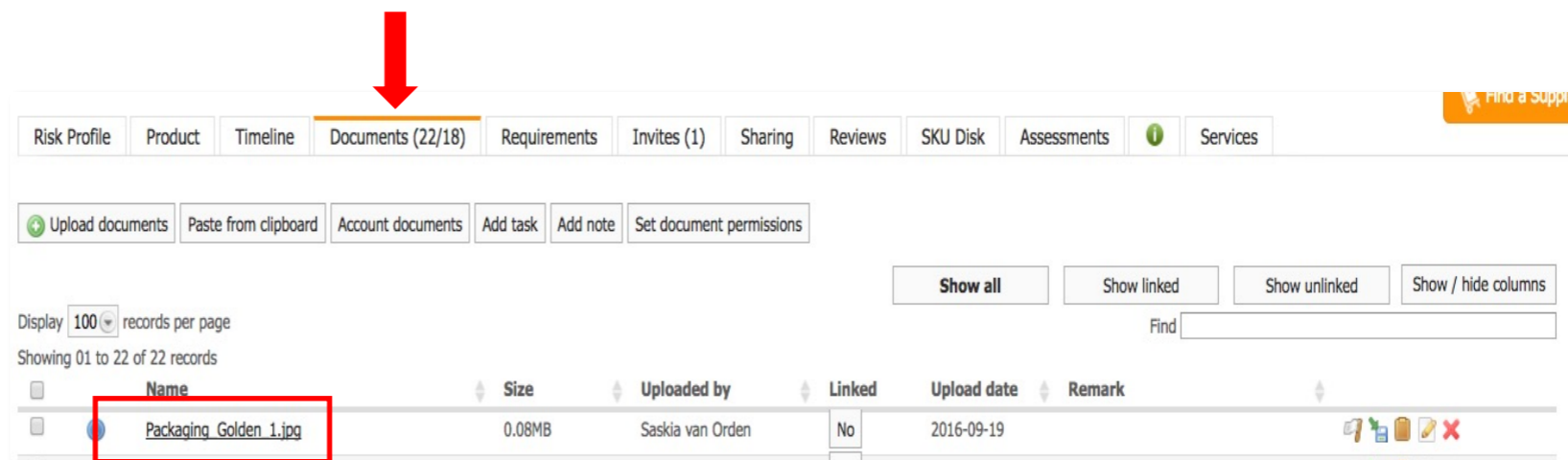
When the documents meet the necessary requirements, Match-it can be used to link the document to the requirements, so that you have an overview of whether you have the complete documentation. In case of a transition period, you can either tick off the requirements or declare them not applicable.

Check also our other events:

<https://www.productip.com/event-calendar/calendar-view>

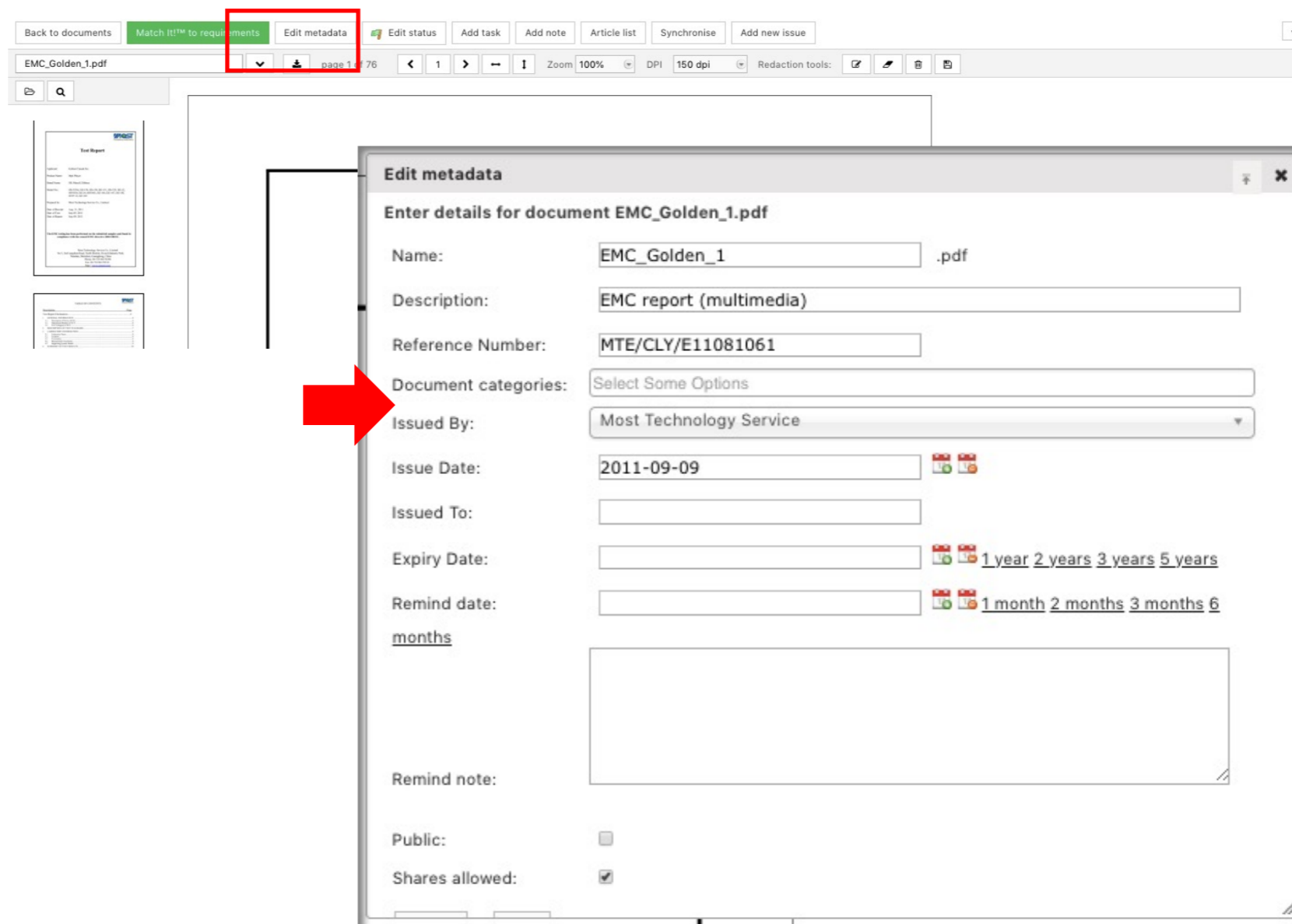
# LINK THE DOCUMENTS:

Go to the Documents tab, open the document by clicking on the name



Click on Edit metadata;

- You can change the name
- We advise to add the Document categories



If it is a real PDF, Match-it can read the document and based on what is found in the document give a suggestion where to link it.  
 By adding the document category it also gives a suggestion based on this.  
 Note that these are suggestions, it is up to the user to decide if it is actually evidence for this requirement.

The screenshot shows the Match IT interface with a PDF document open. The document is a test report from SGS for LIAONING LIANGANG PIGMENT & DYESTUFF CHEMICALS CO., LTD. The document number is XMHG1303000122CM. The test report details include sample description (PIGMENT RED 149), SGS Ref No. (CAN13-032325), manufacture and supplier (LIAONING LIANGANG PIGMENT), sample receiving date (Mar. 12, 2013), and test performing date (Mar. 12, 2013 to Mar. 28, 2013). The test performed was 'Selected test(s) as requested by a' and the test result is 'For further details, please refer to'. The test requested is 'To determine the Ozone Depleting Substances (ODS) content(s) in the submitted sample(s)'. The requirements matching panel on the right shows the document name 'POP\_Golden\_1.pdf' and a 'Checking: Done. (Re-run Match IT)' status. It lists 'Expected requirements based on document categories' and 'Additional requirements'. The 'Expected requirements' table shows that 'Regulation (EU) 2019/1021 - Persistent Organic Pollutants (POP)' is 'Not found', 'Amendment - Regulation (EU) 2020/784 - PFOA' is 'Not found', 'Amendment - Regulation (EU) 2020/1203 - PFOS' is 'PFOS', and 'Amendment - Regulation (EU) 2020/1204 - Dicofol' is 'Not found'. The 'Additional requirements' table shows that 'Decision D(2020)4578-DC - REACH (EC) 1907/2006 - SVHC candidate list 25 June 2020 (209 substances)' is '1907/2006 REACH r each' and 'REACH (EC) 1907/2006 - Annex XVII plus amendments per 4 August 2020' is 'Annex XVII XVII 1907/2006'. The interface also includes a navigation bar with buttons like 'Back to documents', 'Match It!™ to requirements', 'Edit metadata', 'Edit status', 'Add task', 'Add note', 'Article list', 'Synchronise', 'Add new issue', and 'About this page'. A search bar and document viewer controls are also visible.

Test result(s) For further details, please refer to

Test Requested
To determine the Ozone Depleting Substances (ODS) content(s) in the submitted sample(s).
Determination of Pentabromodiphenyl ether (Penta-BDE) content(s) in the submitted sample(s) with reference to Regulation (EU) No. 757/2010 amending Annex I of Regulation (EC) No. 850/2004.
Determination of Octabromodiphenyl ether (Octa-BDE) content in the submitted sample(s) with reference to the Entry 45 of Regulation (EC) No. 552/2009 amending Annex XVII of REACH Regulation (EC) No. 1907/2006 (Formerly Directive 2003/11/EC).
To determine Polynuclear Aromatic Hydrocarbons (PAHs) in the submitted sample(s) with reference to ZEK 01.4-08 of German ZLS and its amendments.
Determination of Azodyes in the submitted sample(s) with reference to the Entry 43 of Regulation (EC) No. 552/2009 amending Annex XVII of REACH Regulation (EC) No. 1907/2006 (previously restricted under Directive 2002/61/EC).
To determine Phthalates (DBP, BBP, DEHP, DINP, DNOP, DIDP) in the submitted sample(s) with reference to the Entry 51/52 of Regulation (EC) No. 552/2009 amending Annex XVII of REACH Regulation (EC) No. 1907/2006 (previously restricted under Directive 2005/84/EC).
Determination of Formaldehyde Content in the submitted sample(s).
Determination of Nonylphenol (NP) contents in the submitted sample(s) with reference to the Entry 46 of Regulation (EC) No. 552/2009 amending Annex XVII of REACH Regulation (EC) No. 1907/2006 (Formerly Directive 2003/53/EC).
Determination of Perfluorooctane Sulfonates (PFOS) content in the submitted sample(s) with reference to Regulation (EU) No. 757/2010 amending Annex I of Regulation (EC) No. 850/2004 (Formerly Entry 53 to Annex XVII of REACH Regulation (EC) No. 1907/2006).

This document is issued by the Company subject to its General Conditions of Service printed overleaf, available on

Checking: Done. (Re-run Match II)

Article number	Found in document
2303	Not found
2304	Not found

**Attention:** You may need to add an identity declaration to your file.

Requirement results :

**Expected requirements based on document categories**

Requirement Name	Found in document
<b>Persistent Organic Pollutants (POP)</b>	
<input type="checkbox"/> Regulation (EU) 2019/1021 - Persistent Organic Pollutants (POP)	Not found
<input type="checkbox"/> Amendment - Regulation (EU) 2020/784 - PFOA	Not found
<input type="checkbox"/> Amendment - Regulation (EU) 2020/1203 - PFOS	PFOS
<input type="checkbox"/> Amendment - Regulation (EU) 2020/1204 - Dicofof	Not found

Select all Deselect all Report incorrect/missing requirements

**Additional requirements**

Requirement Name	Found in document
<b>Regulated substances in articles and mixtures</b>	
<input type="checkbox"/> Decision D(2020)4578-DC - REACH (EC) 1907/2006 - SVHC candidate list 25 June 2020 (209 substances)	1907/2006 REACH r each
<input type="checkbox"/> REACH (EC) 1907/2006 - Annex XVII plus amendments per 4 August 2020	Annex XVII XVII 1907/2006

Select all Deselect all Report incorrect/missing requirements Add Requirement

# LINK DOCUMENTS:



With MatchIt you can link the documents to the Requirements.

Please note, this is a suggestion, so please tick the appropriate requirements.

You still need to read the document, and verify that the document is relevant and that the documents are compliant.

After checking the requirements, you can choose the blue button, document is relevant, but not yet sufficient.

Select the green button if the requirement is fulfilled.

Match It!™ to requirements | Edit metadata | Edit status | Add task | Add note | Article list | Synchronise | Add new issue

page 5 of 76 | Zoom 100% | DPI 150 dpi

Report Number	MTE/CLY/E11081061	
Applicant	Kobian Canada Inc. 560 Denison Street, Un	
Manufacturer	Topwise Communicatio Flat A&B, 7/F., Hang Kok, Kowloon, Hong K	
Product	Product Name	Mp4 P
	Model No.	HS-T2
	Power Supply	1. DC 2. DC
Test Result	The EUT was found co	
Standard	EN 55022: 2006+A1:20 EN 61000-3-2:2006+A EN 55024:2010, EN 55 (IEC 61000-4-2:2008, I IEC 61000-4-4:2004+A IEC 61000-4-8:2009, II	
*Note	The above device has been tested by M maximum emission levels emanating f and its performance criterion. The test configurations represented are contain	

Match document to requirements  
Checking: Done. (Re-run Match IT)

Article number  
64294  
**Attention:** You may need to add an identity declaration to your file. Not found

Requirement results :

Expected requirements based on document categories

Requirement Name	Found in document
<input checked="" type="checkbox"/> EN 55024:2010	EN 55024:2010 EN 55024: 2010
<input type="checkbox"/> EN 55024:2010/A1:2015	EN 55024
<input type="checkbox"/> EN 55032:2015	Not found
<input type="checkbox"/> FprEN 55035:2012	Not found
<input type="checkbox"/> EN 55035:2017	Not found

Select all | Deselect all | Report incorrect/missing requirements

Additional requirements

Requirement Name	Found in document
<input type="checkbox"/> Report incorrect/missing requirements	Add Requirement

Other requirements in the file (show)

Add comment

Link document to the selected requirements | Link document & Fulfill requirements

On the requirementlist:

- Electro-Magnetic Compatibility (EMC) Directive 2014/30/EU - recast of 2004/108/EC (1/5)
- 1  EN 55024:2010

MatchIt only reads the document and gives this message if the article number is not in the document.  
 Regardless of whether there is already a DopI.  
 So that one is always alerted if the document is relevant.

**Match document to requirements** ☰ ✕

Document : ROHS report.pdf

Checking: Done. ([Re-run Match IT](#)) 

Article number	
20202303	Not found
20202304 blauw	Not found

**Attention:** You may need to add an identity declaration to your file

Requirement results :

1  Declaration of Product Identity
B3
Declaration of Product Identity



# What if Match-It! can't find a suggestion?

Click on show, (go to the next page)

Match It!™ to requirements Edit metadata Edit status Add task Add note Article list

Match document to requirements

This document can not be processed with MatchIT because the document does not contain any text. It is most likely a scanned document or an image.

If this document contains information about requirements, contact the author to obtain a non-scanned version of this document.

Document : Exploded\_Golden\_1.jpg

Checking: Done.(Re-run Match IT)

Article number 20148896 Not found

Attention: You may need to add an identity declaration to your file.

Requirement results :

Expected requirements based on document categories

Requirements	Match It!™ to requirements
	Not found

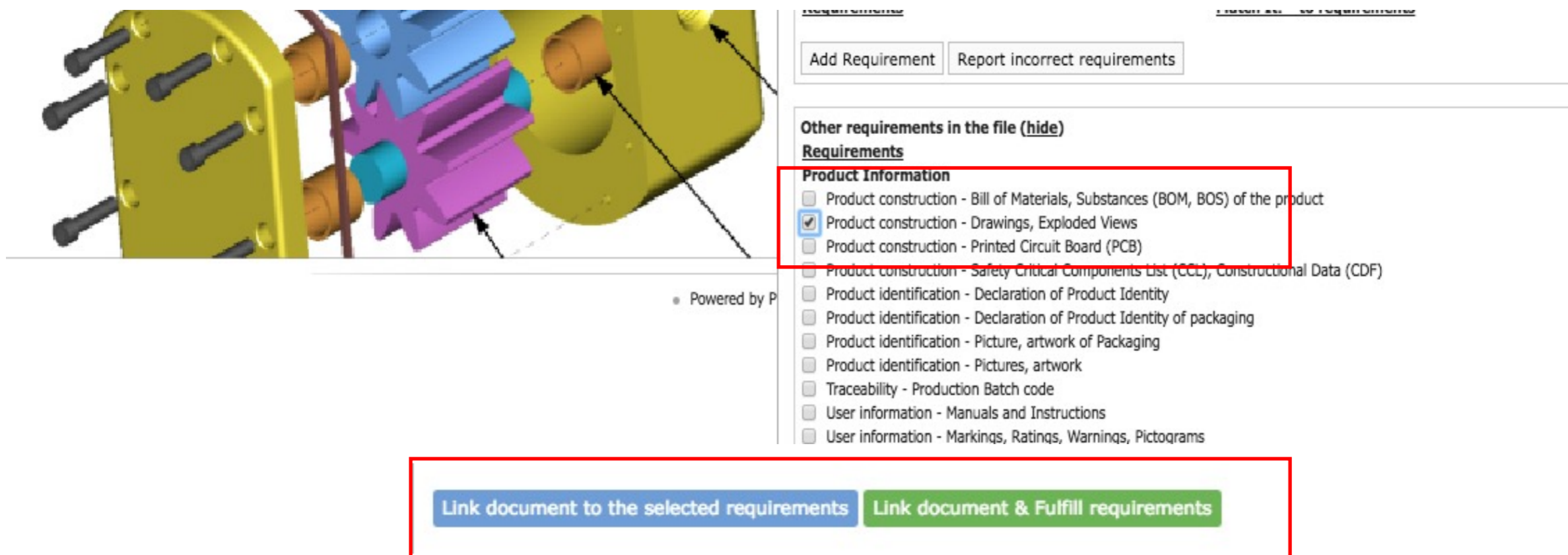
Additional requirements

Requirements	Match It!™ to requirements

Other requirements in the file (show)

Link document to the selected requirements Link document & Fulfill requirements

The entire list of requirements is shown and you must make a selection of where the document can be linked to.



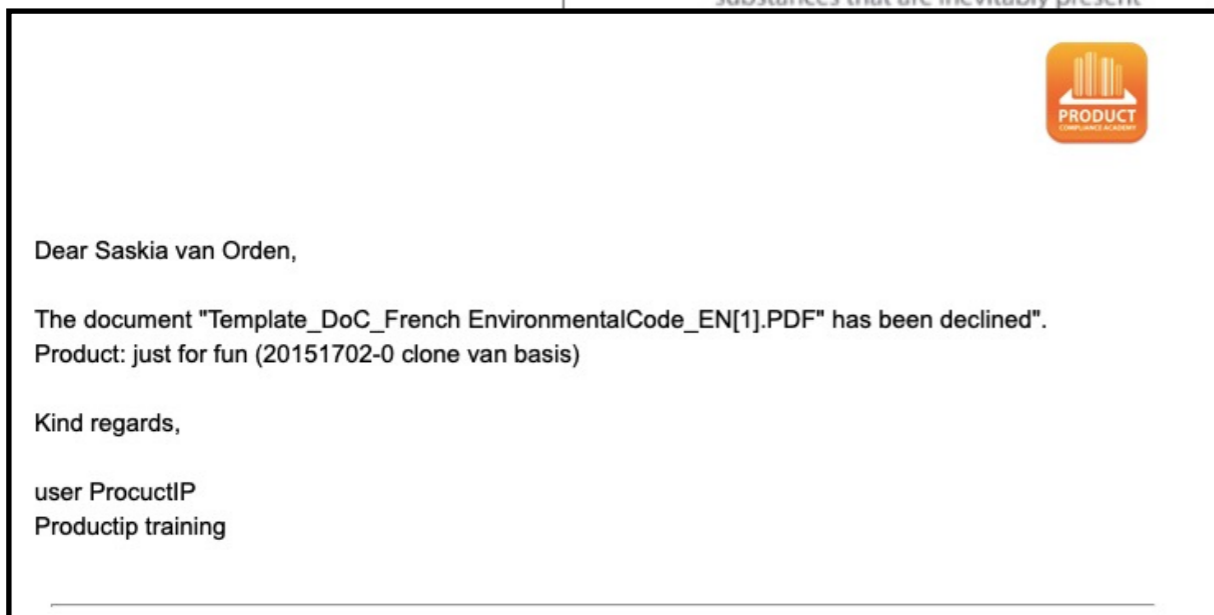
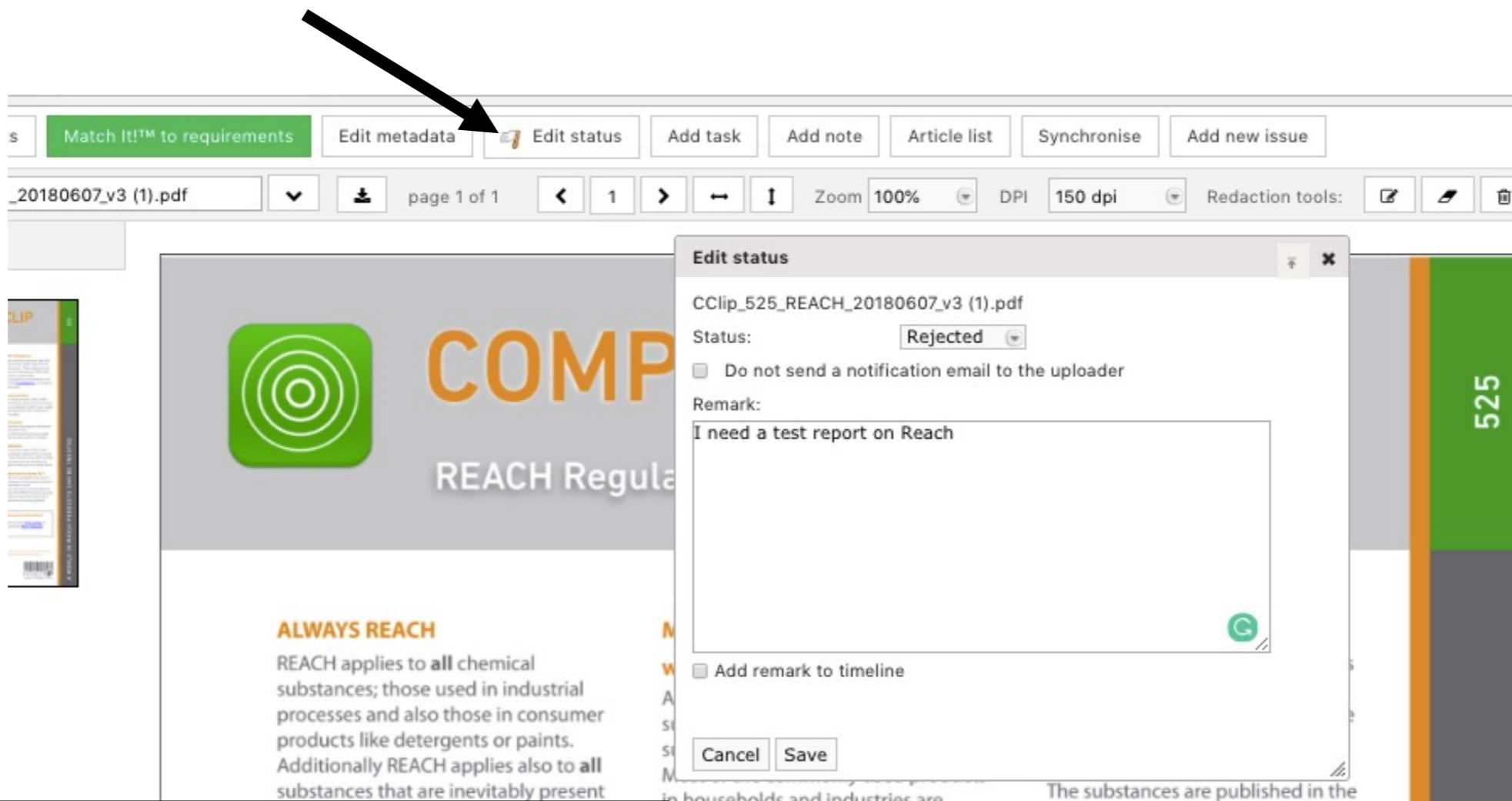
**Other requirements in the file [hide](#)**

**Requirements**

**Product Information**

- Product construction - Bill of Materials, Substances (BOM, BOS) of the product
- Product construction - Drawings, Exploded Views
- Product construction - Printed Circuit Board (PCB)
- Product construction - Safety Critical Components List (CCL), Constructional Data (CDF)
- Product identification - Declaration of Product Identity
- Product identification - Declaration of Product Identity of packaging
- Product identification - Picture, artwork of Packaging
- Product identification - Pictures, artwork
- Traceability - Production Batch code
- User information - Manuals and Instructions
- User information - Markings, Ratings, Warnings, Pictograms

When you reject a document, the supplier will get an email



# STEP 4: ASK YOUR SUPPLIER FOR EVIDENCE:

Via an Invite you connect a supplier to a file, not to your account. Your supplier can upload the documents directly into the file.

Your supplier will get an email. He has to register There is no charge for that.

Your message to the supplier text →

You can select which documents you want to receive from the supplier. If you do not make a selection, all documents will be requested from those requirements that have not been fulfilled or declared not applicable.

2020 (Demo file) BUY SERVICES

Risk Profile Product Timeline Documents Requirements **Invites** Sharing Reviews Bill of Materials (BOM) SKU Disk Inspect

**Invite user(s)**

No active invites.

**Send an invitation**

Get help creating your technical file.  
You can send an invitation to everyone who you think could help you in creating your technical file. You can give these users very specific rights, to make sure they can only see and do as much as they need to.

E-mail Address: \*

Company:

Company code:

First name: \*

Middle name:

Last name:

Subject:

Message:

为什么您收到这封电子邮件?  
ProductIP 透过这封邮件要求您提供证明您的产品符合下面提到的产品的相关要求。证据文档被收集在ProductIP平台上所谓的技术文件。ProductIP 选择使用这个平台, 因为它有效地结合了知识和工作流程并创建技术文件。如果您对此选择有任何疑问, 请联系ProductIP  
您可以通过点击"开始上传"按钮, 即可启动。  
为了支持有关使用ProductIP平台, 您可以通过以下方式联系ProductIP:  
helpdesk@productip.com.

Select documents

Deadline:

Attachment 1:

Attachment 2:

Attachment 3:

Send me a CC of the invitation

Include supplier product name and article number

## WHAT WILL YOU SUPPLIER SEE:

# THIS IS HIS UPLOAD SCREEN:

Upload Tasks

just for fun demo training ( 20161702-01/13 )  
YOUR PRODUCT: T-SHIRT BAGGY ( 12345/1 )  
[Show all articles \(2\)](#)

user ProductIP of Productip training requested you to upload the compliance documents listed below and indicate what kind of document it is. [More info](#)

Please upload the documents that are requested in the list on the right

**Select documents**  
Add documents to the upload queue and click the start button.

Filename	Size	Status
Drag documents here.		

[Add Documents](#) [Start Upload](#) 0 b 0%

**Requested documents**

- Product Information
  - Picture of product
  - Product Information - Artwork
- Product Labelling
  - Product Labelling - Artwork
- Packaging information
  - Bill of Materials (BOM)
  - Packaging information
  - Picture of packaging
- General Product Safety Directive (GPSD) 2001/95/EC
  - General Product Safety Directive (GPSD) - Certificate

This is what you see in the file, this is not what the supplier sees. But the requirements that are green or yellow are not requested to be documented.

Product Information (1/6)		
<input type="checkbox"/>	<span style="color: green;">✔</span> Product construction - Bill of Materials, Substances (BOM, BOS) of the product (1)	<b>B3</b> Bill of Materials (BOM) Bill of Substances (BOS)
<input type="checkbox"/>	<span style="color: yellow;">⚠</span> Product identification - Declaration of Product Identity (0)	<b>B3</b> Declaration of Product Identity
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Declaration of Product Identity of packaging (0)	<b>B3</b> Packaging information
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Picture, artwork of Packaging (0)	<b>B3</b> Picture of packaging
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Pictures, artwork (0)	<b>B3</b> Product Information - Artwork Picture of product
<input type="checkbox"/>	<span style="color: red;">❗</span> Traceability - Production Batch code (0)	<b>B3</b> Product Labelling - Artwork
General Product Safety Directive (GPSD) 2001/95/EC (0/2)		
<input type="checkbox"/>	<span style="color: red;">❗</span> ASTM D1230 (0)	<b>A</b> General Product Safety Directive (GPSD) - Certificate

# The supplier can see the status of the document:

Match It!™ to requirements Edit metadata Edit status Add task Add note Article list Synchronise Add new is

l.pdf page 1 of 92 Zoom 100% DPI 150 dpi

**Edit status**  
LVD\_report\_Golden\_1.pdf  
Status:  
 Do not send a notification email to the uploader  
Remark:  
The supplier sees this;  
When he clicks on the i he sees the remark.  
 Add remark to timeline

Unchecked  
Pending  
Checked  
✓ Rejected

Status	Document	Category
pending ⓘ	picture.png	Picture of packaging
rejected ⓘ	Chemical Tests.pdf	Chemical composition - Test report
unchecked	Packaging.pdf	Packaging information Edit
checked	REACH report.pdf	REACH - Test report

# REVIEW AND LINK THE DOCUMENTS:

At the moment you receive documents (test reports), the specified standards mentioned on the requirement list are your guide to check if you have received the correct evidence.

You need to read and check the test report:

- Is this about my product (check the picture)?
- Who performed the test
- When was the test performed
- What is the result

When the documents meet the necessary requirements, Match-it can be used to link the document to the requirements, so that you have an overview of whether you have the complete documentation. In case of a transition period, you can either tick off the requirements or declare them not applicable.

**How to link the documents go to page 30**



# MORE EXPLANATION ON THE REQUIREMENT LIST:

## Standard numbers

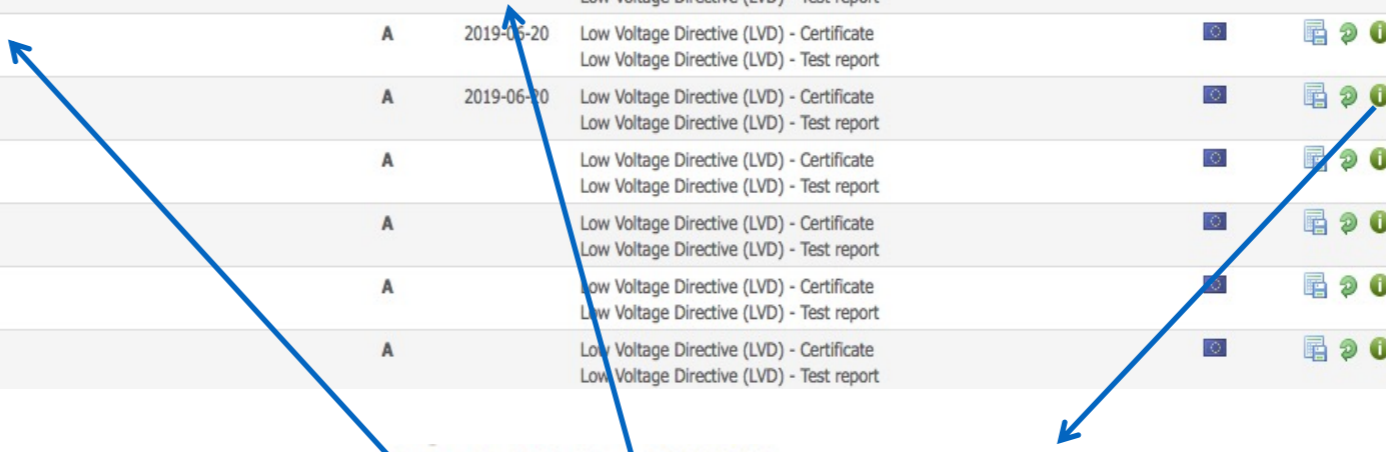


- A means Amendment
- AC or C is a minor text correction / corrigendum. Sometimes not mentioned on a certificate
- /A1:2000 A2:2002 etc would be a logic order and the year published
- Double digit like A11 means the amendment is only for EUROPE!

# SOMETIMES YOU MAY CHOOSE.

In some cases, there is a period in which two standards can be applied and so you have a choice. Set the standards of the requirements listed on the test report to fulfilled when you link the document, and make the previous or succeeding standards not applicable.

Requirements	Category	Expiry Date	Required documents	Regions
<input type="checkbox"/> <b>Low Voltage Directive (LVD) 2014/35/EU - recast of 2006/95/EC (7/13)</b>				
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002 (LVD) (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/AC:2007 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/AC:2006 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A12:2011 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A11:2008 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A2:2010 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A1:2006 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 60065:2014 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 60065:2014/AC:2016 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-02 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-05 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-11 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU



**Date of publication** 2015-04-17  
**Date of withdrawal** 2017-11-17  
**Supersedes:** EN 60065:2002 (LVD)  
**Superseded by:** EN 62368-1:2014  
**Corrected by:** EN 60065:2014/AC:2016 (LVD)

# COMMUNICATE VIA THE SYSTEM:

Once the supplier has accepted the invite, you can communicate with each other via the platform.

Risk Profile Product **Timeline** Documents (24/19) Requirements Invites (1) Sharing Reviews SKU Disk (1) Assessmei

Add task Add note Log activity

Filter:  Tasks  Communication  Notes  File updates

Search:  Search Reset

## Open activities

14 November 2016, Monday 38 days overdue Task

Created by user ProcutIP (training@productip.com) on 2016-11-14 14:02:41

### Upload technical documents

Assigned to: saskia van orden (saskia@productip.com)  
Follow-up by: user ProcutIP (training@productip.com)

**Deadline: 2016-11-28**  
Upload the documents that provide proof of compliance for your product

please upload the rest of the documents, you can find the list on the upload page when you have clicked on the request

Add comment Your comment will be sent to saskia van orden (saskia@productip.com)

11 January 2017, Wednesday Invite pending! Task

Created by user ProcutIP (training@productip.com) on 2017-01-11 11:53:38

### Upload technical documents

Assigned to: saskia van orden (saskia@productip.com)  
Follow-up by: user ProcutIP (training@productip.com)

**Deadline: 2017-01-25**  
Upload the documents that provide proof of compliance for your product

Please note, that if the invitation (document request) is not accepted, no email will be sent when you add here a comment.

The supplier will then have to be urged to accept the invitation by means of his own communication. However, if you can send the invitation again, the supplier will receive another e-mail of the invitation.

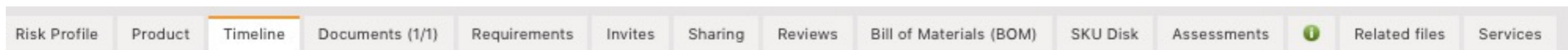
Invitation date	Last resend date	Deadline	Status	CS	Tasks (Open/Ready)	
2020-09-29		2020-10-13	Pending		1/0	

Resend invite



# ASK YOUR SUPPLIER FOR MORE DOCUMENTS:

the supplier has completed the task, but there are still documents missing, re-open the task, add a comment in the window and the supplier will receive an email, and can upload the requested documents again



**22 August 2016, Monday** 77 days overdue Task

Created by user ProcutIP (training@productip.com) on 2016-08-22 14:57:34 , last update by Saskia van Orden on 2016-10-31 17:08:49

**Upload technical documents (ready)**

Assigned to: saskia van orden (saskia@productip.com)  
Follow-up by: user ProcutIP (training@productip.com)

**Deadline: 2016-09-05**  
Upload the documents that provide proof of compliance for your product

---

Please check the new Task not all necessary documents has been uploaded yet - user ProcutIP, 2 months ago



**Re-open activity**

Your are about to re-open the activity.  
Please enter any instructions for the person(s) responsible for this activity:

add your message here, your supplier will receive an email



# Share a file

1. Open the file you want to share
2. Go to sharing tab
3. Choose “add share”
4. Use this information

Email adres:

productip@eu.aswatson.com

### Add Share

E-mail Address:\*

Sex:\*

First name:\*

Middle name:


Last name:\*

Company Name:\*

**Share group permissions**

View & Clone

View only

End Date:  




**Comments**

1. You can exclude documents from sharing

The barcode MUST always be shared, you can leave everything empty and click on Skip & Share. Then all article numbers and barcodes are shared, as created in the file. Here you can see which information is shared, if this is correct leave the input fields empty and click on Skip & Share.

**Product articles (1/1)** ✕

Please specify customer article information for article **dummie test (20191605)**  
 This helps your customer identify your file and they will no longer see your own article information

Article number: *	<input type="text"/>	 20191605
Name: *	<input type="text" value="dummie test"/>	 dummie test
Bar Code:	<input type="text"/>	 87654379001
Purchase Order Number:	<input type="text"/>	
Shipment Number:	<input type="text"/>	
Brand name	<input type="text"/>	
Customs code	<input type="text"/>	<input type="button" value="Clear"/>
Customs code description:	<input type="text"/>	



If a file is not accepted, the person who shared it receives an email. In the account, under Sharing, you can find all shares and their status.

Creation date	Company Name	Email	Rights	Sender	Status	Date
2016-09-05	AS Watson	productip@eu.aswatson.com	View & Clone		Declined	

Click on the product name to open the file.

Creation date	Created by	Status	Completion date	issues(Open / Total)	Description
2016-09-12 08:21:17	Faye Donker (A.S. Watson Group)	completed	0000-00-00 00:00:00	0/1	Declined share

Look at the tab review what the comments are.

Severity	Creation date	Created by	Status	Closing date	Closed by	Description	Resolution
critical	2016-09-12 08:21:17	Faye Donker	closed	2016-09-12 08:21:17	Faye Donker	Goedemorgen Stephan, Bedankt voor het delen van het dossier voor de Guirlande. Er ontbreken nog een aantal documenten. • Indien het product een PCB (printkaart) heeft graag een foto of tekening hiervan toevoegen. • Declaration of Identity ontbreekt. Hierbij wordt aangegeven dat de producten waarvoor testen gelijplood zijn dezelfde zijn als het aan ons te leveren product. In de bijlage een voorbeeld van een DoI. • Traceability is niet verklaard. Hier wordt een verklaring of bewijs verwacht waarop aangegeven is hoe een product traceerbaar is naar de productiebatch. • De risico analyse (Risk Assessment - General Product Safety (GPSD) 2001/95/EC) ontbreekt. Via de groene informatiebutton in het systeem kun je de vragenlijst hiervoor downloaden. Graag deze invullen of laten invullen door de fabriek en ondertekenen • POP verklaring mist. Wij hebben hiervoor een verklaring gemaakt welke ondertekend kan worden, ook deze vind je in de bijlage. Wij willen natuurlijk wel dat jullie zelf ook onderzoek naar doen of jullie producten/verpakkingen hieraan voldoen. • Reach verklaring van het product en de verpakking ontbreekt. • Wij verwachten voor elektronische producten ook een RoHS test rapport. • BOM van de verpakking mist. Hier verwachten we een korte omschrijving van de materialen van de verpakking. Bijvoorbeeld PP polybag and paper card. • Verklaring Besluit verpakkingen mist, bijgaand de verklaring. Deze graag linken aan EN 13428:2004 & EN 13430:2004. • Graag bijgaand documenten 'Template Model Doc Environmental Code' invullen en koppelen aan eis 'Declaration of Conformity - French Environmental Code (Packaging)' • Graag 1 van de regels vullen met een bewijs van quality control. Dit kan dus een Final Quality Control, Incoming materials Quality Control, Certificate of the Quality system audit of een Report of the Quality system audit zijn. • Vergeet niet de documenten ook te koppelen aan de 'requirements'. Dit kan door het document te openen in het systeem, bovenaan komt dat een optie om het document te koppelen. • I.p.v. het BSCI rapport verwachten wij de getekende ToI met metadata zoals omschreven in het social compliance handboek. Graag ontvangen wij z.s.m. een re-share met bovenstaande aanpassingen. (voor bijlagen zie aparte email) Met vriendelijke groet/ With kind regards, Faye Donker Product Quality Coordinator Private Label A.S. Watson Health & Beauty Benelux	

Adjust the file

Reshare the file by clicking on the envelope.

If the status is pending and the file is modified, the modification is also visible to the recipient. It is not necessary to share again.

If the file is declined, you have to share the file again by clicking on the envelope.

Creation date	Company Name	Email	Rights	Sender	Status	Date
2016-09-05	AS Watson	productip@eu.aswatson.com	View & Clone		Declined	



# Close the file:

## 20161702-01 (just for fun demo training) - DIY - Extended


Risk Profile | **Product** | Timeline | Documents (25/21) | Requirements | Invites (1) | Sharing (1)

Add product article | **Close file for review** | Make a clone

**Complete review** | Reset file to draft | Make a clone

Article number	Name
<i>i</i> 20161702-01	just for fun demo training
<i>i</i> 20151702-02	just for training blauw

**Product information**

End of life date: 

Tags:

File group: **textiel**

Finalisation remarks: **this is all for now, next shipment has to be improved**

**Workflow information**

Workflow status: **Ready for review (2016-09-14)**

Required completion date: **2015-03-30**

Division:

Merchandiser: