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ProductIP Platform Quick Guide

Create a Technical file



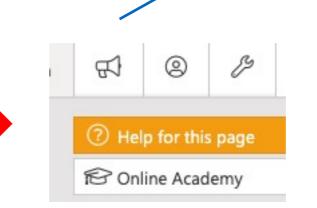
Need help?:

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

Or send an email to: helpdesk@productip.com

	English
*)	中国
Ξ	Nederlands
-	Deutsch

Overview of latest updates of the platform



Flow of creating a Technical file:

Step:

- Create a TCF 1.
- Upload the documents you have 2.
- Ask your supplier for more documents 3.
- Review and link the documents 4.
- 5. Create a CE declaration (if applicable)

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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.

<u>Manage:</u>

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.

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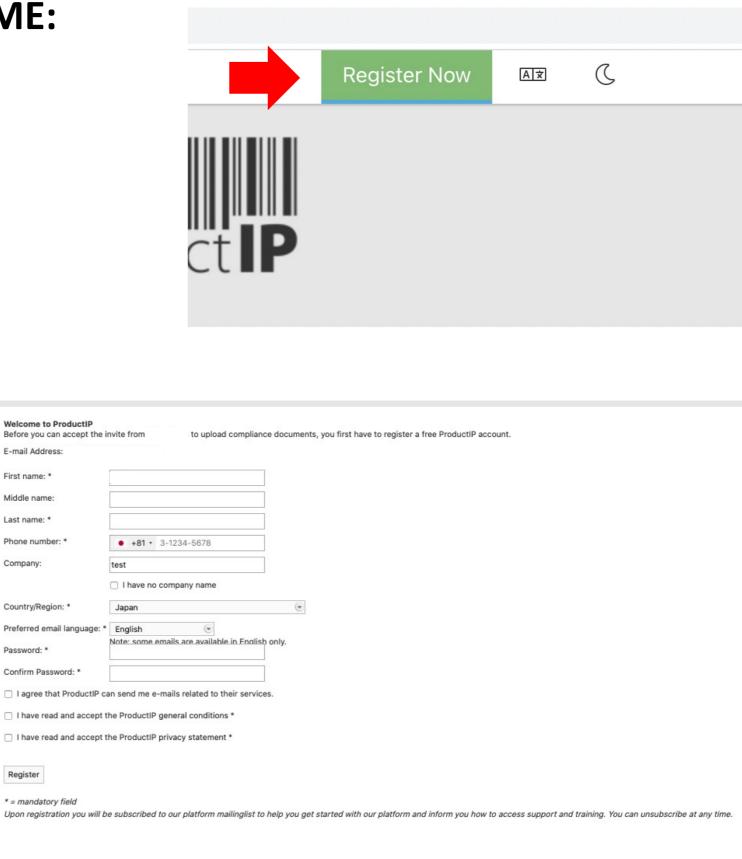
PRODUCTIP IS NEW TO ME:

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.





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First name: * Middle name:

Last name: *

Company:

Password: *

Register

CAN I GROUP ARTICLES TOGETHER IN ONE FILE?

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

Group into I file





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

Risk Profile	Product	Timeline
Add produ	ct article	

Displa	y 10 💌 records per page			
	Article number	Name	Bar Code	Batch code
0	20202303	article		87655978654455
0	20202304	article 2		87655978654454

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Each article has its own file





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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:

f you expected to	o see invites from	n your custon	ner, please veri	fy your custome	r sent the inv	/ite to
the email addres	s you are curren	tly logged in v	vith			
To create your ov	vn files, you need	d to buy credi	ts.			
Buy credits						





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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.

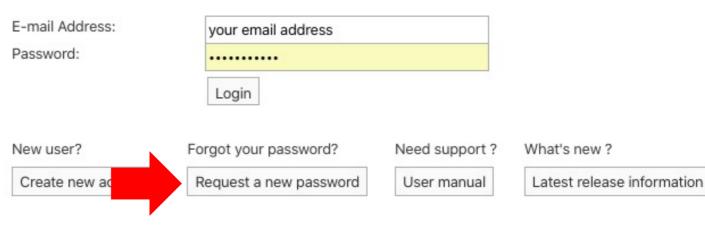
If you don't receive the email within 5 minutes, please check your SPAM folder.



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.

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My Profile

My Account

Address book

Notification Center

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5 Compliance partners

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Manage account documents

SETUP ACCOUNT SETTINGS:

Add your logo to the account.

This will make your account more personal, and will be used in the email sent to your supplier, on your product information page which you can share with the QR code.

My Account

My Account	File G	roups	Users	User Grou	es Entitie	s Bran	nd names	Risk levels	Domains	Tags
Edit contact infor	mation	Edit defa	ault user rig	hts Set logo	Edit defaul	invite text	:			



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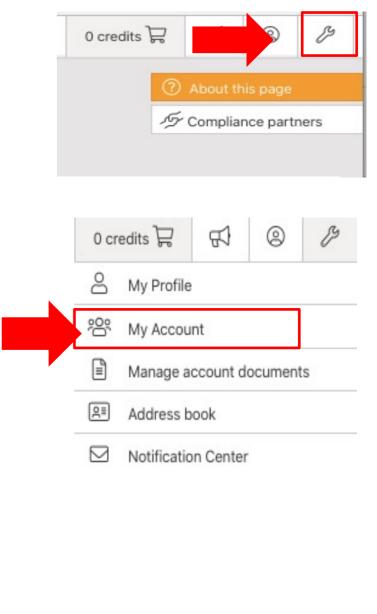
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ADD USERS TO THE ACCOUNT:

In your 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.

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Display 10 (Invites		
Laura Roc	Sex: * E-mail Address: *	Male 💌	
	First name: * Middle name: Last name: * Message:		
			-

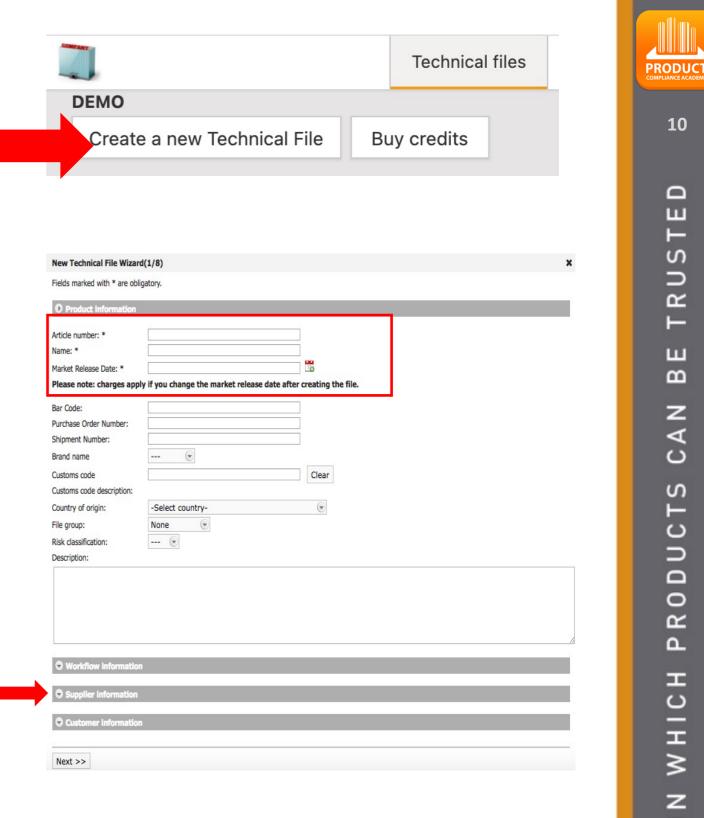




STEP 2 – CREATE A TECHNICAL FILE

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





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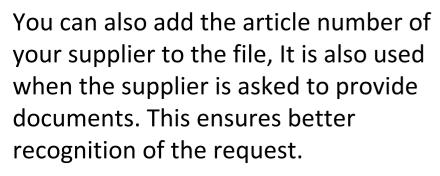
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Supplier contact details*

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

Product information	n				
Article number: *	202001				
Name: *	Product 1				
Market Release Date: * Please note: charges a	2020-06-01 pply if you change the market releas	This field is required.		1	
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Bar Code:				1	
Batch code:					
Purchase Order Number	:				
Shipment Number:					
Brand name	(*				
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Country of origin:	-Select country-	۲			
File group:	None	New Technical File Wizar	rd(1/8)		
Risk classification:	🕑	Fields marked with * are of	bligatory.		
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 Supplier informatio Customer information 	n	Here you may, voluntarily the file however it will he Supplier/Factory Code: Contact email: Contact code: Sex: First name: Middle name: Last name: Direct phone number: Address: Postal code: City: General phone number: Country/Region: Article number: Product name:	y, add information about the supplier and lp you to search and find technical files i supplier name email@supplier.com 	n the future.	shared when you share the v
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New Technical File Wizard(1/8)

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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.

• 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 particulair topic.

New Technical File Wizard(4/8)	
Do you want to add requirements for the packaging to the file? If the product contains packaging then the packaging and packaging waste (PPWD) packaging and all packaging waste whether it is used or released at industrial, comm any other level, regardless of the material used. The PPWD relates to sales packaging (secondary) and transport packaging (tertiary). Click here for more information	nercial, office, shop, service, household or
 YES; include packaging in the requirement list. 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. 	
<< Back Next >>	



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FIND THE PRODUCT CATEGORIES:

New Technical File Wizard(3/8)	×
Search and select your product Use keywords in English to search for your product in our database. If you type more than one keyword, the results are shown for the combination of these keywords. If there are no results for the combination, more results are shown for each keyword separately.	1
Please note: charges apply if you add additional product categories after creating the file.	
Selected product categories None	
Possible matches Display 10 • records per page Name	
click here to upload a product photo to Google Vision to match automatically with our database [BETA]	
First Previous Next Las	st
<< Back Next >>	

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.

	ble matches ay 10 💌 records per page	Find PROVISIONAL
	Name	
0	PROVISIONAL	

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. <u>Here</u> 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)

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



O 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.

O 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.

O 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.

\bigcirc 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.



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WHAT TO DO NEXT:

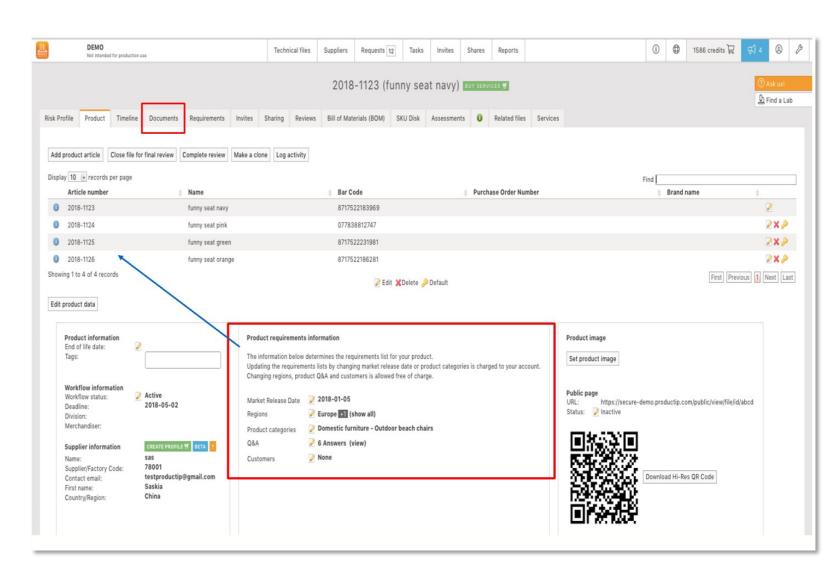
Now you can add the other articles to the file. These will be displayed on the Product tab.

Risk Profile	Product	Timeline
_		

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.





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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 Ont applicable Unfulfilled In progress

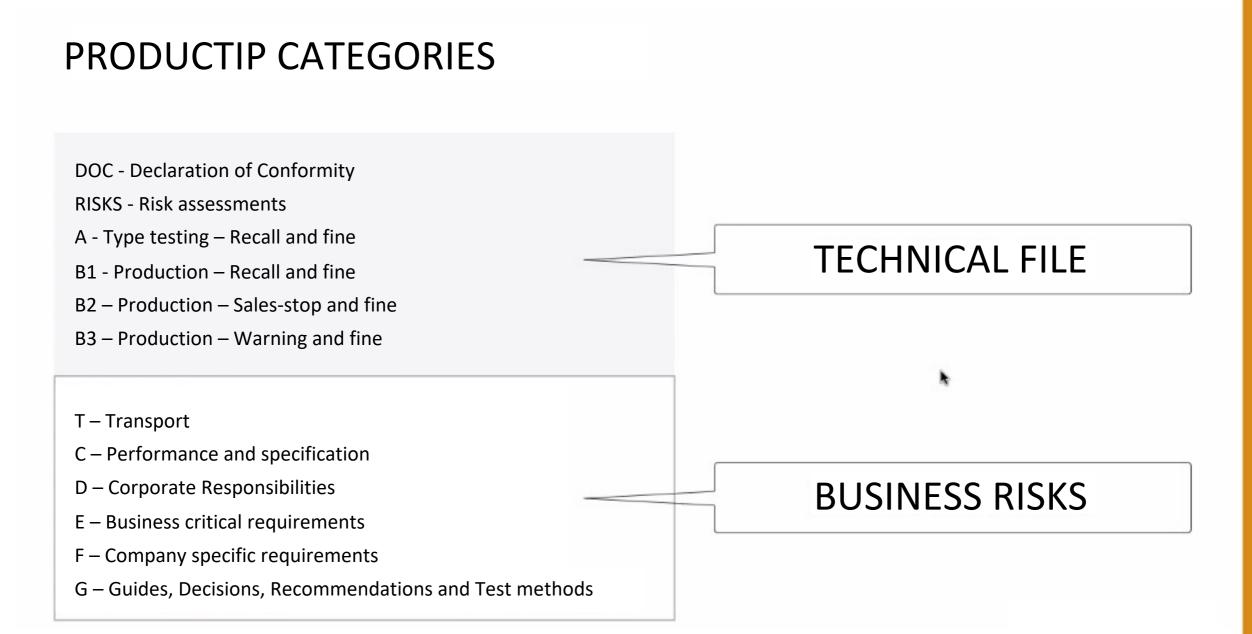
- red there is nothing yet
- green it complies
- blue the linked document is relevant, but not sufficient to declare the requirement fulfilled
- yellow The requirement is not applicable

Requirements		Expiry Category Date	Required documents	Services	Regions	
Product Information (2/6)						
0 00 Product construction - Bill of Mater	als, Substances (BOM, BOS) of the product	B3	Bill of Materials (BOM) Bill of Substances (BOS)		EU	
1 🛛 🖉 Product construction - Drawings, E	ploded Views	В3	Product Information		EU	2 9 0
🛛 🤤 Product construction - Printed Circ	it Board (PCB)	B3	Product Information		EU	0 ¢ 🗐
1 🕕 🕕 Product identification - Declaration	of Product Identity	В3	Declaration of Product Identity		EU	E 🔒 🖬 🛛
1 🛛 🕕 Product identification - Pictures, ar	work	B3	Product Information		EU	
1 🛛 🗐 🖉 User information - Manuals and Ins	ructions	B3	User manual		EU	290
Product Labelling (1/4)						
🔍 🕕 CE marking		B1	Product Labelling - Artwork		EU	6 🕞 🔂 0
🔲 🧕 EN 50419:2006 - WEEE symbol		B2	Product Labelling - Artwork		EU	68.00



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CATEGORIES OF THE REQUIREMENTS:





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COMPLIANCE CLIP

REQUIREMENT CATEGORIES

Category C

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.

Performance and specification These are requirements that are used to prove

performance or functional aspect of a product.

organisations the marketing and communication

department. Examples are colour fastness of

Non-compliance may lead to complaints and

The owner of such claims is in most

textiles and durability of products.

dissatisfied users of the products.

Corporate responsibilities

This category covers all kind of requirements

owner of these requirements is the board of

and waste recycling requirements.

agenda's related to these topics.

Category E

market.

related to Corporate (Social) Responsibility. The

directors of the company. Examples are BSCI, FSC

Non-compliance may lead to critical questions

from consumers and especially NGO's have

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

Category D

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.

ProductIP B.V. Office Address: CopernicusIaan 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

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.



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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.

						:	202023	03 (article 1) 🖪	UY SERVICES 1	3
Risk Profile	Product	Timeline	Documents (8/0)	Requirements	Invites	Sharing	Reviews	Bill of Materials (BOM)	SKU Disk	Inspections
Close file fo	or final review	Check fo	r update Add Requi	rement Edit regi	ons Edit	categories	Report incor	rect/missing requirements	Download re	equirements list
Show all Select requi	rement status	Sel	lect Some Options							



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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.

Risk Profile	Product	Timeline	Documents	Requi	rements	Invites	Sharing	Reviews
O Upload doo	cuments	e from clipboard	Account docu	uments	Add task	Add note	Set document	t permissions
Display 100 💌	records per pag	ge						
Showing 0 to 0	of 0 records				A C	170	A Uplo	adad by
ad documents								
Select	t document		allok the start but					
			click the start butto	pn.			Size	Status
			click the start butto	pn.			Size	Status
H Select Add docu	uments to the up	load queue and d	click the start butto		uploa	uded	Size	Status
H Select Add docu	uments to the up	load queue and d	r png cai			uded	Size	Status
H Select Add docu	uments to the up	load queue and d	r png cai	n be		ıded	Size	Status
H Select Add docu	uments to the up	load queue and d	r png cai	n be		ıded	Size	Status
Select Add doca	uments to the up	oad queue and o	r png cai	n be		ıded	Size 0 b	Status
Add docu	uments to the up	oad queue and o	r png cai	n be		ıded		



HIDE INFORMATION:

Redaction tool

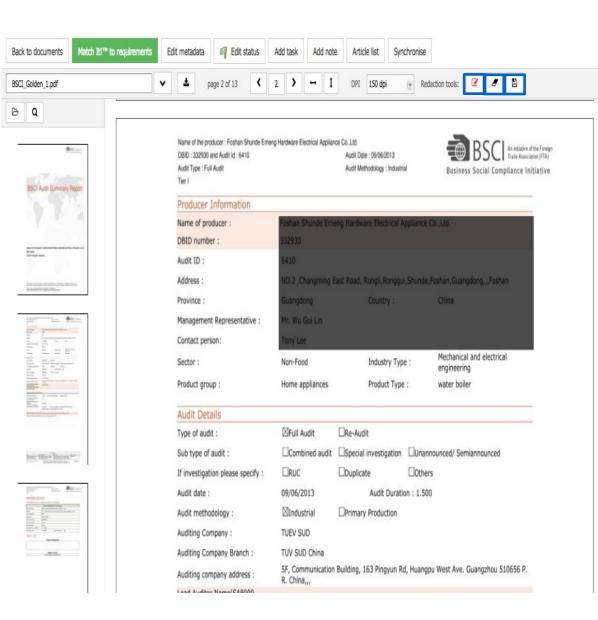
Sharing a technical file with your business partner is a common thing. They may need it because they are the brand owner and have the responsibility for compliance. They may also want to see it as part of a review of your efforts as an importer.

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

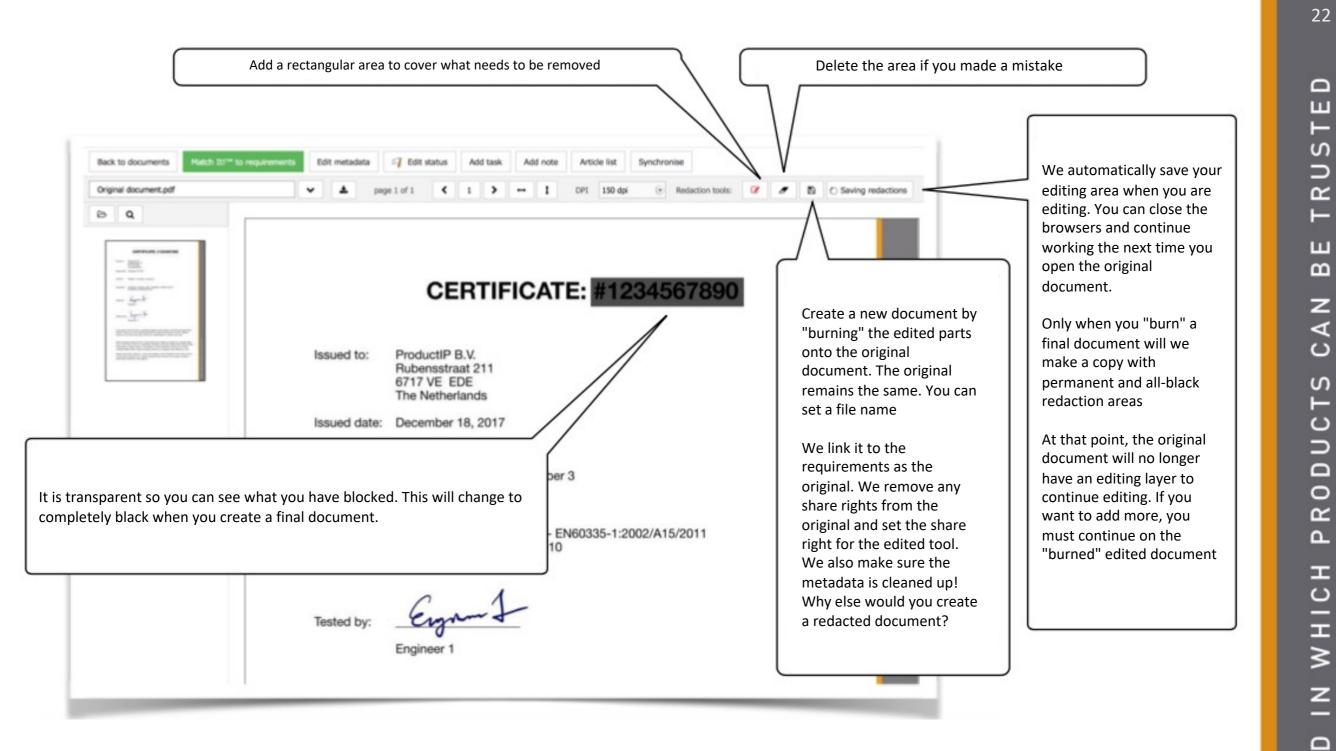
How does this work?



Save a copy of this document (Redactions will be burned)	
Filename	
COPY-BSCI_Golden_1.pdf	



PRODUCT COMPLIANCE ACADEMY





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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

oad documents Paste from clipboard Account	Int documents Add task Add note Set docu	ment permissions						
100			Show all	Sho	w linked		Show unlinked	Show / hide columns
100 records per page 01 to 22 of 22 records					Find			
Name	👌 Size 💧 Upload	led by 🔶 Linked	Upload date	Remark			\$	
Packaging Golden 1.jpg	0.08MB Saskia	van Orden No	2016-09-19				91	🗎 🖉 🗙
uments Match It!™ to require ments Edit met _1.pdf ✓ ▲		Article list Synchronise	Add new issue	298	۲ <u>۲</u>			
nt Report	Edit metadata							
	Enter details for docum	ent EMC_Golden_1	pdf					
	Name:	EMC_Golden_1			.pdf			
	Description:	EMC report (mu	timedia)					
	Reference Number:	MTE/CLY/E1108	1061					
_	Document categories:	Select Some Option	IŚ					
	Issued By:	Most Technology	Service					*
	Issue Date:	2011-09-09						
	Issued To:							
	Expiry Date:				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	year 2	years 3 yea	rs <u>5 years</u>
	Remind date:						2 months 3	
	months							
	Remind note:							1
	Remind note: Public:							

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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 24

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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.

lt!™ to require						Synchronise	Add new issue		
	∨ Ł pa	age 5 of 76	5 >	↔ I Zoom 1	100% 💌 DPI	150 dpi	Redaction tools:		
	Report Number	MTE/CLY/E11	1081061						
		Kobian Canada	a Inc.	Match document to requirements					
	Applicant	560 Denison Street, Un		Checking: Done.(<u>Re-run Match IT</u>)					
	Manufacturer	Topwise Comm	nunicatio	Article number 64294 Attention: You may	y need to add an id	dentity declarat	Not found tion to your file.		
	Manufacturer	Flat A&B, 7/F., Hang Kok, Kowloon, Hong K		Requirement results					
		Product Name	Mp4 P	Expected requirem Requirement Nam Electro-Magnetic	ne		ories <u>Found in document</u> 2014/30/EU - recast of 2	2004/108/EC	
	Product	Model No.	HS-T2	 ✓ EN 55024:2010 □ └─ EN 55024:20 	010/A1:2015	/	EN 55024:2010 EN 550 EN 55024 Not found		
	Product	Power Supply	1. DC . 2. DC .	 EN 55032:2015 FprEN 55035:20 EN 55035:2017 	012		Not found Not found		
	Test Result	The EUT was f	found co	Select all Desel	lect all Report i	ncorrect/missi	ng requirements		
	Standard	EN 55022: 200 EN 61000-3-2: EN 55024:2010 (IEC 61000-4-2 IEC 61000-4-4 IEC 61000-4-8	2096+A 0, EN 55 2:2008, I :2004+A	Additional requiren <u>Requirement Nam</u> Report incorrect/n Other requirement	<u>ne</u> missing requirem		Found in document quirement		
	maximum em and its perfor	evice has been tes mission levels ema mance criterion.	ated by M anating f The test		the selected requ	irements Lin	k document & Fulfill requ	uirements	
	e require		V (EMC)	Directive 201	14/30/EU - r	ecast of 2	004/108/EC (1/5	5)	



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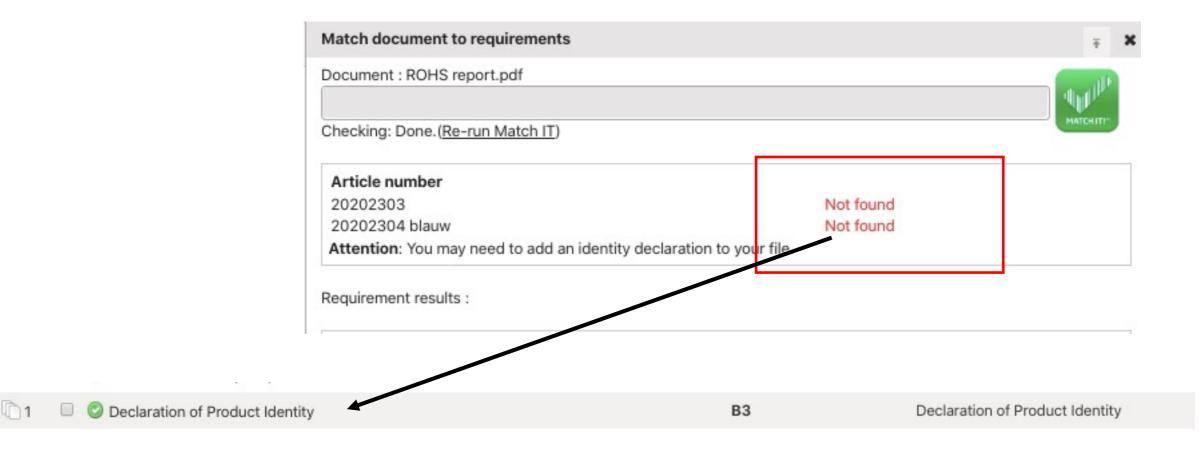
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Matchlt only reads the document and gives this message if the article number is not in the document. Regardless of whether there is already a Dopi. So that one is always alerted if the document is relevant.

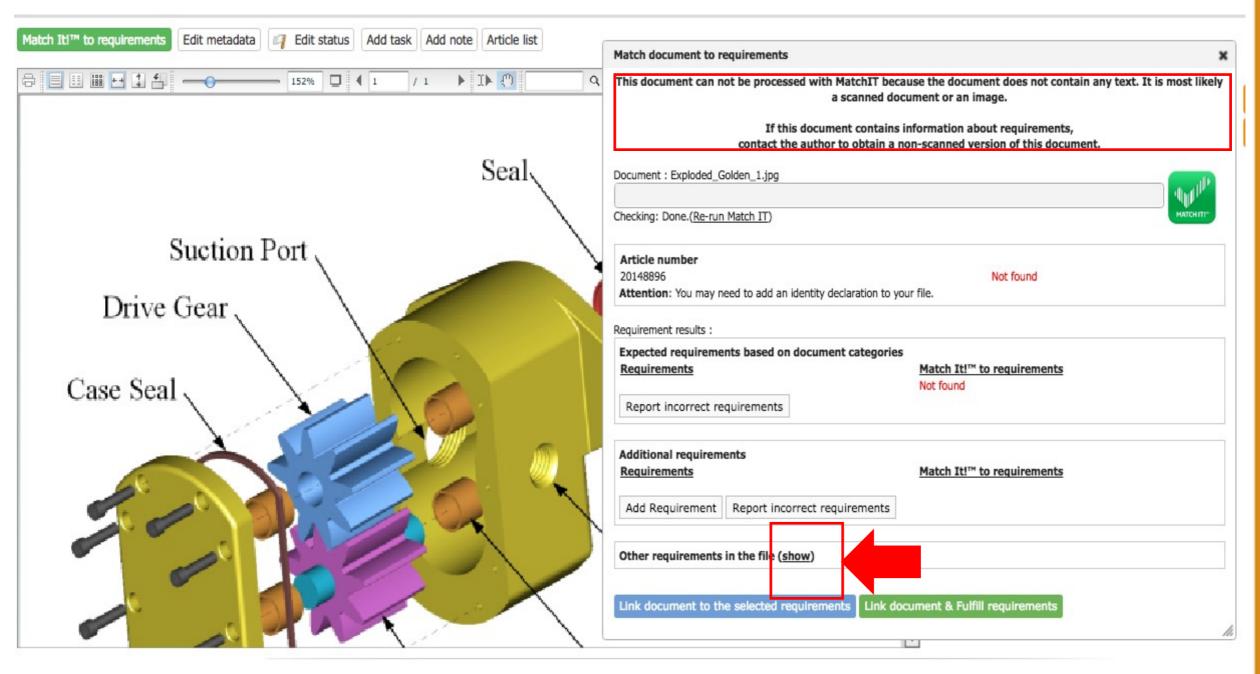


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What if Match-It! can't find a suggestion?

Click on show, (go to the next page)





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

	Add Requirement Report incorrect requirements
	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)
 Powered by P 	 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
Link document to the selected require	ements Link document & Fulfill requirements



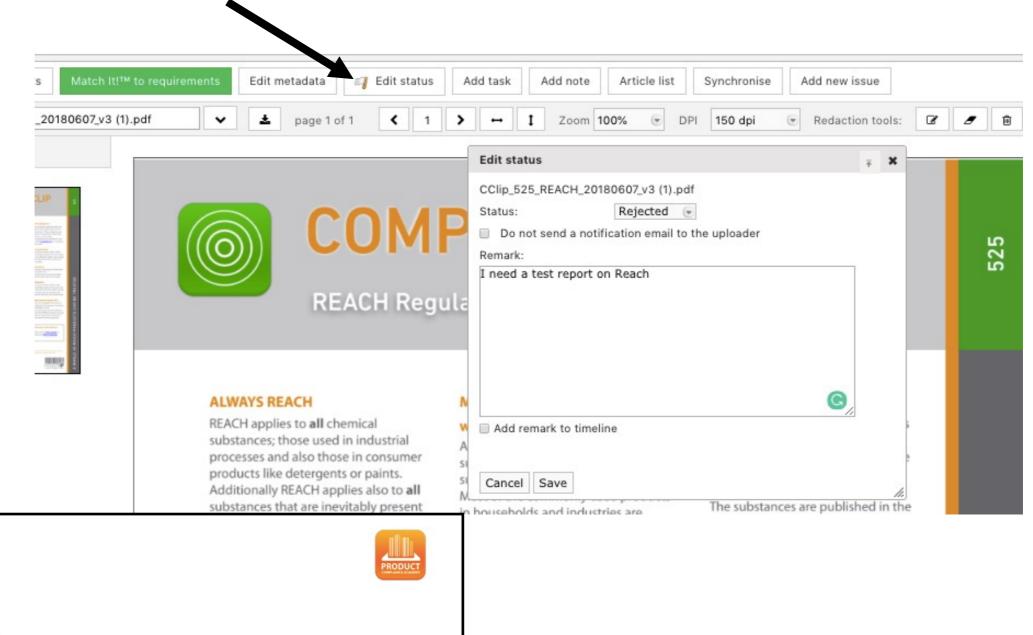
create • manage • share



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



Dear Saskia van Orden,

The document "Template_DoC_French EnvironmentalCode_EN[1].PDF" has been declined". Product: just for fun (20151702-0 clone van basis)

Kind regards,

user ProcuctIP Productip training



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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.

	Risk Profile	Product	Timeline	Documents	Requirements	Invites	Sharing	Reviews	Bill of Materials (BOM)	SKU Disk	Inspec
	🧟 Invite	user(s)		invitation creating your t	echnical file.					×	
	No active in	vites.			n to everyone who rights, to make su				your technical file. You can g as they need to.	give	
			E-mail Ad Company		supplier@ema	il.com				<u>a</u>	Edit reque
			Company First nam		name			_			
			Middle na	ame:							
			Last nam Subject:	e:	Request for do	cumonte.	Important	L Vour Com			Support
1- 1-	olier tex		台上所谓 对此选择 您可以通 为了支持	的技术文件。Pr 有任何疑问,请 过点击"开始上f	oductIP 选择使用 联系ProductIP 专"按钮,即可启动。 ctIP平台,您可以ì	这个平台,	因为它有效地	结合了知识和	求。证据文档被收集在Produ 和工作流程并创建技术文件。	uctIP平 如果您	
		No.									
	_		Select d	ocuments							
	-		Select d		2020-10-28			10 10			
	-	-	Deadline:		1						
		-	Deadline: Attachme]						
			Deadline: Attachme Attachme	ent 1: Browser							
			Deadline: Attachme Attachme Attachme	ent 1: Browser ent 2: Browser ent 3: Browser me a CC of the in	•	e number					



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REVIEW AND LINK THE DOCUMENTS:

At the moment you receive documents (test reports), the specified standards mentioned on the requirementlist 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 21



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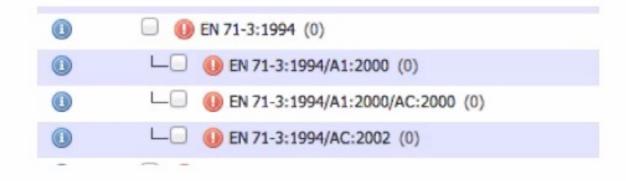
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MORE EXPLANATION ON THE REQUIREMENT LIST:

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!

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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	
L	ow Voltage Directive (LVD) 2014/35/EU - recast of 2006/95/EC (7/13)					
0	C EN 60065:2002 (LVD) (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	[O]	2 🤉 🚺
0	L Sen 60065:2002/AC:2007 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		2 0
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0	L Sen 60065:2002/A12:2011 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		🗟 🤉 🕕
0	L Sen 60065:2002/A11:2008 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	0	🗟 🤉 🛈
0	L Sen 60065:2002/A2:2010 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	0	🗟 🤉 🚺
0	L Sen 60065:2002/A1:2006 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		2 0
0	EN 60065:2014 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	Ø	🖬 🤉 🕕
0	└── 🤤 EN 60065:2014/AC:2016 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		E 9 0
0	□	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		20
0	└──	А		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	•/	690
0	└── 🤤 EN 62368-1:2014/AC:2015-05 (0)	A		ow Voltage Directive (LVD) - Certificate Lw Voltage Directive (LVD) - Test report		🖬 🤉 🕕
0	└── 🤤 EN 62368-1:2014/AC:2015-11 (0)	A		Lov Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report		🖬 🤉 🛈
		Date Supe Supe	of publica of withdra ersedes: erseded by ected by:	ation 2015-04-17 awal 2017-11-17 EN 60065:2002 (LVD)		





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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)	Assessme
	Add task	Add note	Log activity						
	Filter: 🗹 1	fasks 🗹 Comr	nunication 🗹 Notes 🗹 File	updates					
	Search:						Search	Reset	

Open activities

	Created by user ProcuctIP (training@productip.com) on 2016-11-14 14:02:4
Upload technical documents	
Assigned to: saskia van orden (saskia@pro	oductip.com)
Follow-up by: user ProcuctIP (training@pro	oductip.com)
Deadline: 2016-11-28 Upload the documents that provide proof of	of compliance for your product
Upload the documents that provide proof of please upload the rest of the documents,	of compliance for your product you can find the list on the upload page when you have clicked on the
Upload the documents that provide proof o	



Please note, that if the invitation is not accepted, no email will be sent.

MARINAL TARGETARY AND AND AND	Created by user ProcuctIP (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 ProcuctIP (training@productip.com)		
Deadline: 2017-01-25		
Upload the documents that provide proof of compliance for	your product	

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.

Product IP	Technical files	Requirements	lists Supp	iers	Requests 65	Tasks	Invites	Sh	
						Invites	5		
					Find				
Invitatio	on date 🔶 🛛 Last	resend date	Deadline	÷	Status	♦ CS		asks Open/Ready)	
2020-09	9-29		2020-10-13		Pending			1/0	👒 🔒 🗙



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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

Risk Profile Product Timeline	Documents (1/1) Log activity	Requirements Inv	tes Sharing	Reviews	Bill of Materials (BOM)	SKU Disk	Assessments	Related files	Services
	Assigned to Follow-up to Deadline: Upload the	Created by user Procuct technical doo o: saskia van orden by: user ProcuctIP (2016-09-05 documents that pro	cuments ((saskia@produ training@prod	ready) uctip.com) uctip.com) compliance	2016-08-22 14:57:34 , las for your product has been uploaded y		G		
		add your me	re-open the act nstructions for t	the person(s) responsible for this act er will receive an er				oduct P

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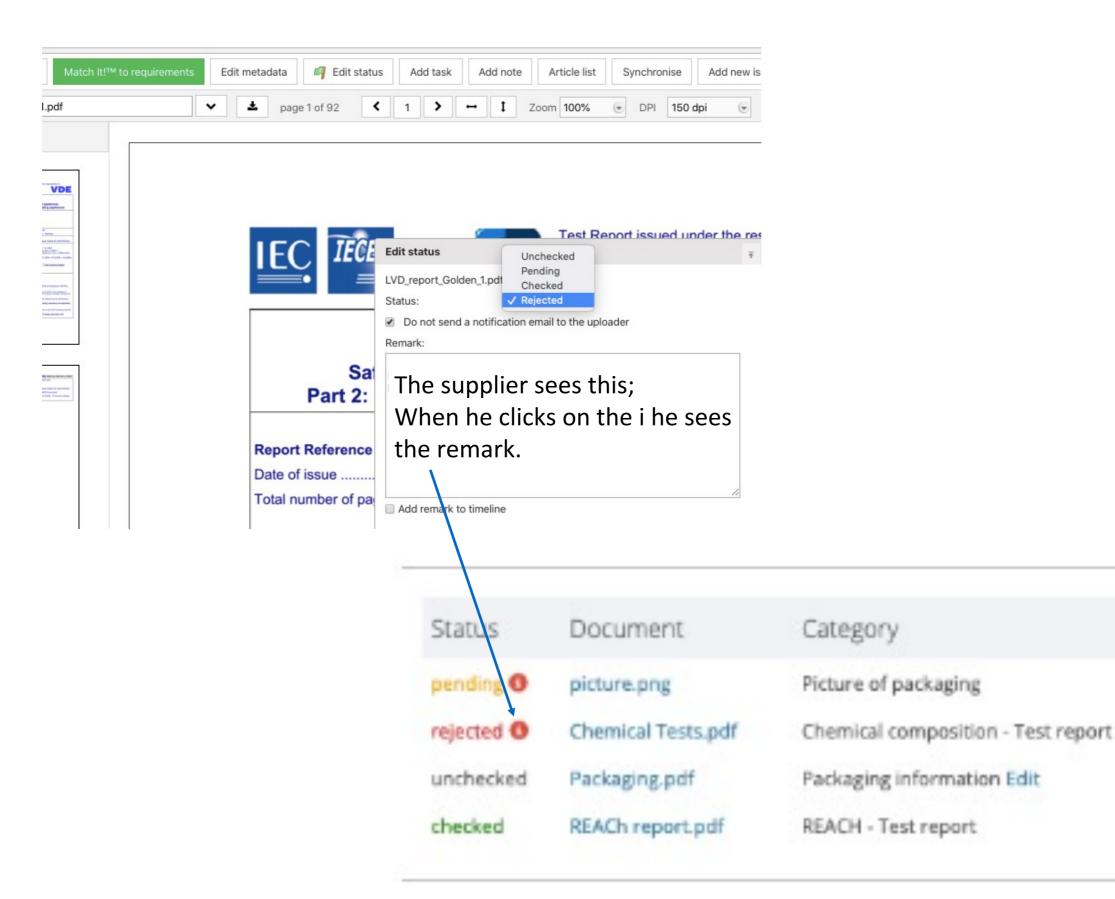
create • manage • share

THIS IS HIS UPLOAD SCREEN:

Upload Tasks just for fun demo training (201 01/13) YOUR PRODUCT: T-SHIRT BAGGY (12345/1) Show all articles (2)			x user ProcuctIP 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 Select documents Add documents to the upload queue and click the start b		Requested documents Product Information Picture of product Product Information - Artwork				
Drag docu	ıments here.	 Product Labelling Product Labelling - Artwork Packaging information Bill of Materials (BOM) Packaging information Picture of packaging General Product Safety Directive (GPSD) 	2001/95/EC			
Add Documents Add Documents	0 b 0%	General Product Safety Directive (G	PSD) - 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) © Product construction - Bill of Materials, Substances (B © Product identification - Declaration of Product Identify Product identification - Declaration of Product Identify Product identification - Declaration of Product Identify Product identification - Picture, artwork of Packaging Product identification - Pictures, artwork (0) Image: Product identification - Pictures, artwor	(0) (0) (0)	B3 1 B3 1 B3 1 B3 1 B3 1	Bill of Materials (BOM) Bill of Substances (BOS) Declaration of Product Identity Packaging information Picture of packaging Product Information - Artwork Picture of product Product Labelling - Artwork General Product Safety Directive (GPSD) - Certificate		

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The supplier can see the status of the document:



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Create the CE declaration:

For articles to which the CE marking applies, it is easy to make a declaration via the system in the various languages.

You can find on the requirement list, what should be listed on the declaration.

When you have collected all evidence for those requirements you can draw up the declaration

00020010		(1007)	inoter / ingit				/	Extended					
Risk Profile	Product	Timeline	Documents (1)	(0) Req	uirements	Invite	s Sharing	Reviews	SKU Disk	Assessments	0	Services	
Close file for rev		for update	Add Requirement	Edit region	s Edit categ	jories R	Report incorrect re	equirements	Download requ	uirements list CE	E Declarati		d note
🔲 🕕 EU DoC -	RoHS 2 Directive 2	2011/65/EU					DOC	EU De	claration of Conformi	ty (DoC)		EU	
💷 🕕 EU DoC -	Ecodesign Energy	-related Products	(ERP) 2009/125/EC				DOC	EU De	claration of Conformi	ty (DoC)		EU	🗟 🔒 😡 🛈
🔲 🕕 EU DoC -	ElectroMagnetic C	Compatibility (EMC	C) Directive 2014/30/EU				DOC	EU De	claration of Conformi	ty (DoC)		EU	🗟 🔒 🔂 🛈
🔲 🕕 EU DoC -	LVD Low Voltage [Directive 2014/35/	/EU				DOC	EU De	claration of Conformi	ty (DoC)		EU	🗟 🔒

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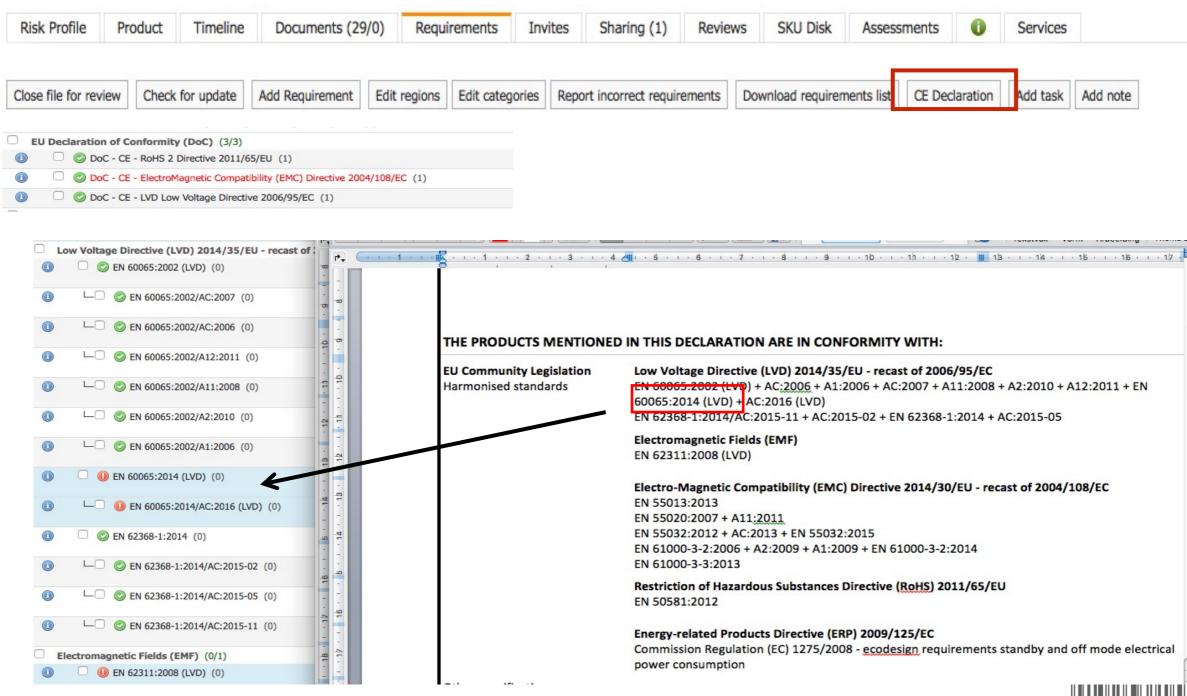
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A word document will be generated, all required requirements will be mentioned on this documents on this document, except when you made it not applicable

2e golden (Golden File #1) - DIY - Extended





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