

Creating a CMD in CDX

Part 6 - CMD Submission

About this Tutorial



The CDX User Manual contains concise information explaining the CDX system, yet assumes familiarity with the industry principles involved. This tutorial and similar supplemental materials provide in-depth, step-by-step instruction on how to accomplish specific business operations using CDX.

About this Tutorial

The tutorial for Creating a CMD in CDX is divided into multiple parts.

Part 6 is presented here.

Part 1	Part 2	Part 3	Part 4	Part 5	Part 6
<ul style="list-style-type: none">• Introduction• CMD Menus• Initiation	<ul style="list-style-type: none">• Metals Identification	<ul style="list-style-type: none">• Conflict Free Policy	<ul style="list-style-type: none">• Adding Smelters<ul style="list-style-type: none">• From List• New Alleged Smelter	<ul style="list-style-type: none">• Importing Non-CDX Submissions• Review, Accept & Reject Supplier CMDs• Adding Smelters from Suppliers	<ul style="list-style-type: none">• CMD Submission

CMD Submission

Submit a CMD – Specify Supplier Information

- CMDs are supplied to customers that are registered in CDX via submission.
- CMDs are supplied to customers that are not registered in CDX via export to CMRT file.
- Once the CMD details and smelters are complete, the CMD Details tab is finished.
- To proceed, select the CMD “Supplier Data” on the Supplier Data tab.
- The company information is copied from Administration> Company for your company.
- The CMD Contact is the user identified as the CMD Contact for your company (identified in Administration > User)
- If multiple CMD Contacts are specified for the company, select from the dropdown.
- The Authorizer, authorizer E-mail and authorizer Telephone No. must also be entered. This is the person responsible for the contents of the declaration information. The authorizer may be a different individual than the contact person.

CMD Search **Details** **Supplier data** **Recipient data** **CMD Request**

Name Marelle Demo CMD ID / Version 24913 / 0.01 Node ID 24913 Status Edit mode

Company

Company	Marelle Supplier Company	Organisation unit	Marelle Supplier Company	Template specific company items
Company ID	637	Company ID	637	Company Unique ID
DUNS Number	-	DUNS Number	-	Company Unique ID Authority
IMDS Company ID	-	IMDS Company ID	-	DUNS
Company Address	111 anywhere drive 63303 Saint Charles MO US (United States)	Company Address	111 anywhere drive 63303 Saint Charles MO US (United States)	

CMD Contact

CMD Contact Fogel, Marelle

E-mail marelle.fogel@hpe.com

Telephone No. 314-495-5121

Fax No. -

Authorizer Marelle Fogel

Title

E-mail marelle.fogel@hpe.com


Telephone No. 314-495-5121

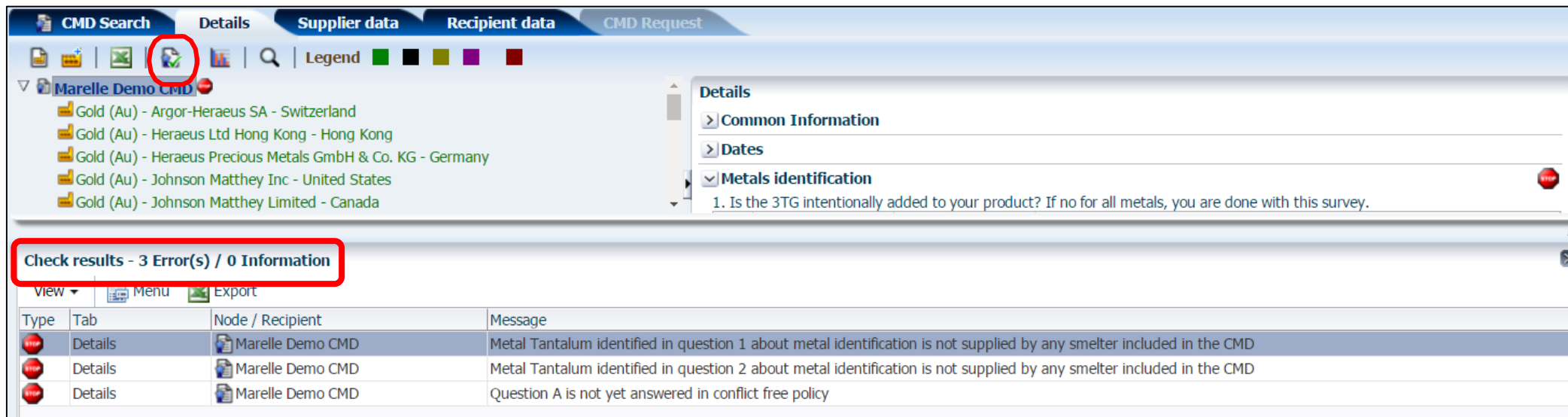
CMD Submission

Checking for Errors

- Error check is analogous to a word processor spell-check, as it finds many errors, but does not replace human judgment.

Use it, but don't rely solely upon it!

- Checks can be performed at any time using the Execute check  icon on the main toolbar. Checks are also automatically performed when the CMD is released, submitted or exported.
- Results of the check are displayed in the Check results bottom pane, which can be resized or hidden as needed.
- All issues found during the check must be resolved before Release or Submission.
- When no errors are found, the Propose button will enable for CDX Submission.



The screenshot displays the software interface for CMD Submission. The main toolbar includes an 'Execute check' icon (a document with a green checkmark) which is circled in red. Below the toolbar, a list of items is shown under 'Marelle Demo CMD', including Gold (Au) from various suppliers. The 'Details' pane on the right shows 'Metals identification' with a question: '1. Is the 3TG intentionally added to your product? If no for all metals, you are done with this survey.' At the bottom, the 'Check results' pane is circled in red and displays '3 Error(s) / 0 Information'. Below this, a table lists the errors:

Type	Tab	Node / Recipient	Message
Error	Details	Marelle Demo CMD	Metal Tantalum identified in question 1 about metal identification is not supplied by any smelter included in the CMD
Error	Details	Marelle Demo CMD	Metal Tantalum identified in question 2 about metal identification is not supplied by any smelter included in the CMD
Error	Details	Marelle Demo CMD	Question A is not yet answered in conflict free policy

CMD Submission

Correcting Error Check Issues

- CDX will indicate the CMD section where the error occurs.
- Sometimes multiple errors may be corrected with a single corrective action.
- The obvious action is not always best. In this example, The first two errors can be fixed by changing Metals Identifications 1:Tantalum and 2: Tantalum to “No”. Is that reality? Both errors can also be resolved by adding a single Tantalum Smelter. Which is correct? In this case, the company does not use Tantalum, so the Metal identification for Tantalum (questions 1 and 2) are changed to “No”.

Note: The error stays shown until the CMD is saved or “Checked” again.

The screenshot displays the 'CMD Search' application interface. The left pane shows a tree view of 'Marelle Demo CMD' with various metal suppliers listed. The right pane shows the 'Metals identification' section with two questions. Question 1 asks 'Is the 3TG intentionally added to your product?' and Question 2 asks 'Is the 3TG necessary to the production of your company's products...'. Both questions have a table with columns for 'No.', 'Metal', 'Answer', and 'Comments'. In both tables, the first row (Metal: Tantalum) has 'No' selected in the 'Answer' column, highlighted with a red box. Below the forms, a 'Check results' section shows three error messages:

Type	Tab	Node / Recipient	Message
Error	Details	Marelle Demo CMD	Metal Tantalum identified in question 1 about metal identification is not supplied by any smelter included in the CMD
Error	Details	Marelle Demo CMD	Metal Tantalum identified in question 2 about metal identification is not supplied by any smelter included in the CMD
Information	Details	Marelle Demo CMD	Question A is not yet answered in conflict free policy

CMD Submission

Correcting Error Check Issues – (Con't)

- The remaining error in our example is a simple case of a conflict-free policy question not being answered. Selecting the true response is the only option to resolve this issue.
- Some of the CMD checks performed include:
 1. Do all required input fields have a value?
 2. If a metal in Metals Identification 1 & 2 is “Yes”, is a smelter listed?
 3. If Metals Identification 1 is “No” for a metal, is Metals ID 2 also “No” for that metal?
 4. If Metals Identification 1 and 2 is “No” for a metal, Metals ID 3-7 are not evaluated.

The screenshot displays a software interface for managing Conflict Minerals Declaration (CMD) submissions. On the left, a tree view lists various metal suppliers, including Gold (Au) from Argor-Heraeus S.A., Asahi Refining Canada Ltd., Asahi Refining USA Inc., Heraeus Metals Hong Kong Ltd., Heraeus Precious Metals GmbH & Co. KG, LS-NIKKO Copper Inc., Materion, Metalor USA Refining Corporation, Royal Canadian Mint, Sumitomo Metal Mining Co., Ltd., Tanaka Kikinzoku Kogyo K.K., and Tin (Sn) from EM Vinto, Malaysia Smelting Corporation (MSC), and Mineracao Taboca S.A.


The right-hand side shows the 'Details' panel for a submission with ID 'CM_CDX-ID_113_CMRT-5.11_20181101'. Under the 'Conflict Free Policy' section, question A, 'Have you established a conflict minerals sourcing policy?', is highlighted with a red box. The 'Answer' field for this question is currently empty, indicating it has not been answered. Below it, question B, 'Is your conflict minerals sourcing policy publicly available on your website?', has 'Yes' selected as the answer. Question C, 'Do you require your direct suppliers to be DRC conflict-free?', is also visible but not yet answered.

At the bottom, a 'Check results' summary shows '1 Error(s) / 1 Information'. An error table is displayed below:

Type	Tab	Node / Recipient	Message
Error	Details	CM_CDX-ID_113_CMRT-5.11_20181101	Question A is not yet answered in conflict free policy

CMD Submission

Selecting In-CDX Customers – Begin Search

- The final step in creating a CMD is typically submission to customers.
- **If your company does not have CDX customers:**
 - You can skip to the Submission Outside CDX - Exporting a CMD section using this [Link](#).
- **If your company has CDX Customers:**
 - Select the “Recipient Data” tab.
 - Select the “Add Recipients”  icon from the Recipients Toolbar.



The screenshot shows a software interface with a tabbed menu at the top. The tabs are 'CMD Search', 'Details', 'Supplier data', 'Recipient data', and 'CMD Request'. The 'Recipient data' tab is selected and highlighted with a red circle. Below the tabs, there is a table with the following data:

Name	ID / Version	Node ID	Status	Edit mode
CM_CD-X-ID_113_CMRT-5.11_20181101	45527 / 0.01	45527		

Below the table, there is a toolbar with three icons: a house with a plus sign (Add Recipients), a minus sign, and a document with a plus sign (Propose). The 'Add Recipients' icon is highlighted with a red circle. Below the toolbar, the text reads: "There are no recipients assigned to this CMD yet."

CMD Submission

Add Recipients

- The Add Recipients button will display the Company Search screen.
- There is no option to multi-select recipients – each must be selected individually.
- As with other searches, filters accelerate the search and limit the results.
- For company-level reports, leave the “only root companies” box checked.
- To submit divisional reports or to a division, clear the “only root companies” box.
- Select **Search** to find recipient companies.
- Highlight the desired recipient and select **Apply**.

Company




Company Name Zip Code User Name
Company ID City User ID
Org Unit State / Province
DUNS Number Country only root companies
IMDS Company ID similar companies

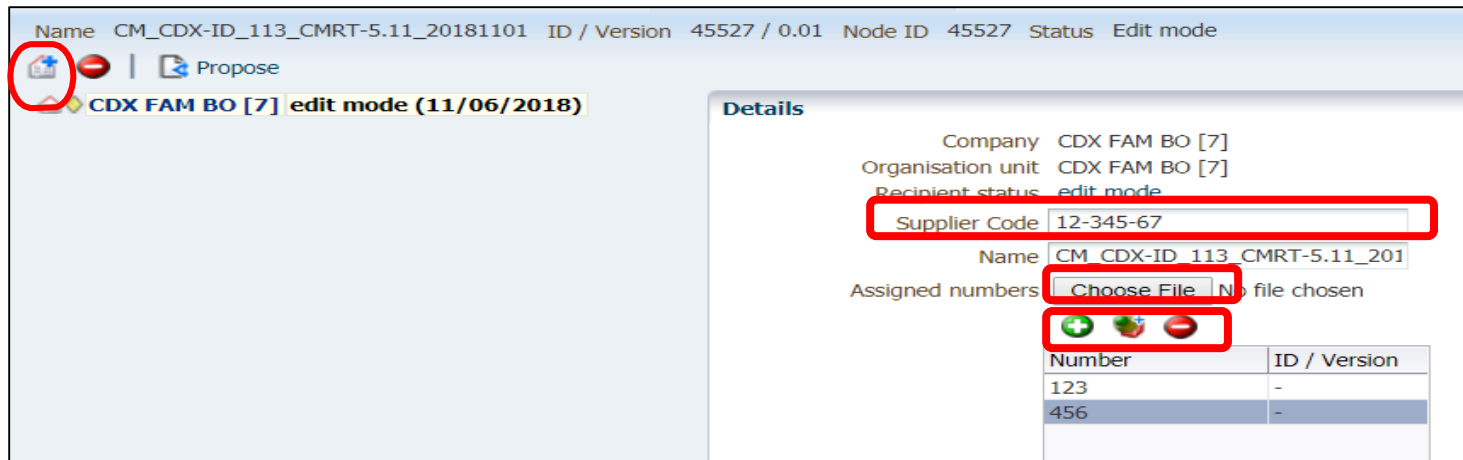
View

Company Name	Org Unit	ID	Zip Code	City	State / Province
CDX FAM BO	CDX FAM BO	7	61352	Bad Homburg	
cdx professional	cdx professional	30	61276	Weilrod	
CDX Service Team (China)	CDX Service Team (China)	5	65428	Rüsselsheim	
CDX Service Team (Germany)	CDX Service Team (Germany)	0	65428	Rüsselsheim	
CDX Service Team (Germany) Supplier	CDX Service Team (Germany) Supplier	1	65428	Rüsselsheim	
CDX Service Team (Japan)	CDX Service Team (Japan)	4	-	Tokyo	
CDX Service Team (Japan) II	CDX Service Team (Japan) II	134			
CDX Service Team (Japan) Test 01	CDX Service Team (Japan) Test 01	140			
CDX Service Team (Japan) Test 02	CDX Service Team (Japan) Test 02	141			
CDX Service Team (Korea)	CDX Service Team (Korea)	3	65428	Rüsselsheim	
CDX Service Team (Korea) II	CDX Service Team (Korea) II	109	150-724	Seoul	
CDX Service Team (US)	CDX Service Team (US)	2	48341	Pontiac	Michigan
CDX Standard Materials	CDX Standard Materials	104			

CMD Submission

Adding Recipient Specific Information









- Often, customers assign each supplier a different “Supplier Code”. Enter the specific supplier code that applies to this recipient on this screen.
- There is an option to list the part numbers provided each customer.
- Part numbers can be loaded from an unformatted .txt file, and/or entered manually.
 - To load, use the **Choose File** button to locate the .txt file. The part numbers are added immediately.
- To manually enter, press  and add in Assigned numbers .
- You can also use the  button to add part numbers from MDSs that have been accepted by the recipient company.
- Numbers can be removed with multi-select and  .
- Repeat “Add Recipients” & Recipient Details information for each customer.



The screenshot shows a software interface for adding recipient specific information. The main window displays the following details:

- Name: CM_CD_X-ID_113_CMRT-5.11_20181101
- ID / Version: 45527 / 0.01
- Node ID: 45527
- Status: Edit mode

Below the details, there are several buttons and fields:

- A red circle highlights the  button.
- A red circle highlights the  button.
- A red circle highlights the  button.
- A red circle highlights the  button.
- A red circle highlights the  button.
- A red circle highlights the **Supplier Code** field, which contains the value "12-345-67".
- A red circle highlights the **Choose File** button.
- A red circle highlights the  button.
- A red circle highlights the  button.
- A red circle highlights the  button.

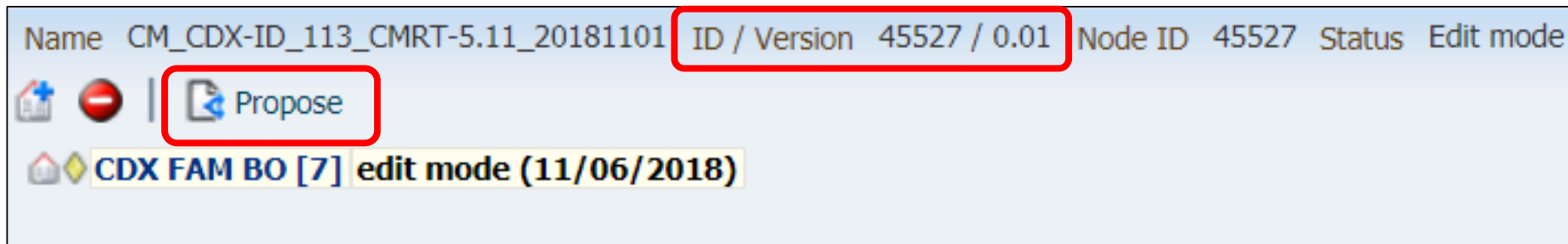
The **Assigned numbers** section shows a table with the following data:

Number	ID / Version
123	-
456	-

CMD Submission

Release and Propose Initiation

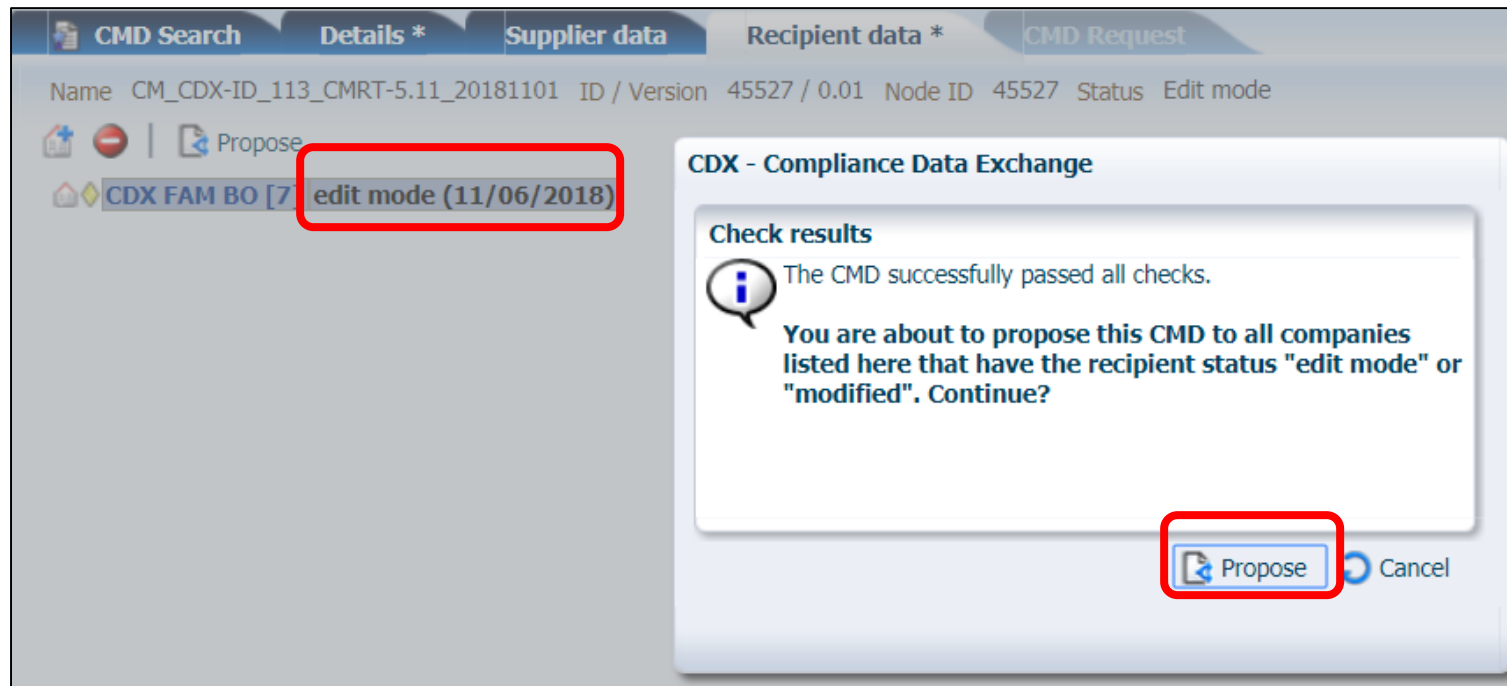
- While in “Edit Mode”, the CMD Version Number contains digits to the right of the decimal.
- When “sent” to a customer or customers, the CMD is Released, the Version becomes a whole number, and no further edits are permitted.
- This ensures a specific CMD ID and version contains the same information for all.
- A released CMD must be “copied” to a new version for edits or changes.
- To start the release and propose process, click on **Propose**.
- The Propose first runs a mandatory automatic check of the CMD for errors.
 - If any errors are found, correct the errors and repeat the Check-correct cycle until all errors are resolved.
 - Then return to the Recipients tab, and re-click on **Propose**.



CMD Submission

Proposing to Your Customer(s)

- When the Propose button is selected and there are no errors, a popup screen will request confirmation of the CMD Proposal.
- **Note:** As the popup says, proposal is to all Companies on the recipient page that are identified as “edit mode” or “modified”.
- Select the **Propose** button on the popup to proceed.



CMD Submission

Successful Proposal

- When the CMD is Proposed successfully, the CMD is also Released.
- The CMD Status changes to “Internally Released”.
- The CMD Version number changes to a whole number (1 for initial release)
- The CMD Version can no longer be edited.
 - It may be sent to additional customers, by adding new Recipient Data.
- The Recipient’s status changes to “not yet browsed”.
 - This indicates the customer has not yet viewed the CMD.
- If there is no need to Export the CMD, this completes the CMD Creation process.

Name CM_CDX-ID_113_CMRT-5.11_20181101 ID / Version 45527 / 1 Code ID 45527 Status Internally released

Propose

CDX FAM BO [7] not yet browsed (11/06/2018)

Details

Company CDX FAM BO [7]
Organisation unit CDX FAM BO [7]
Recipient status not yet browsed
Supplier Code 12-545-07
Name CM_CDX-ID_113_CMRT-5.11_20181101


Assigned numbers

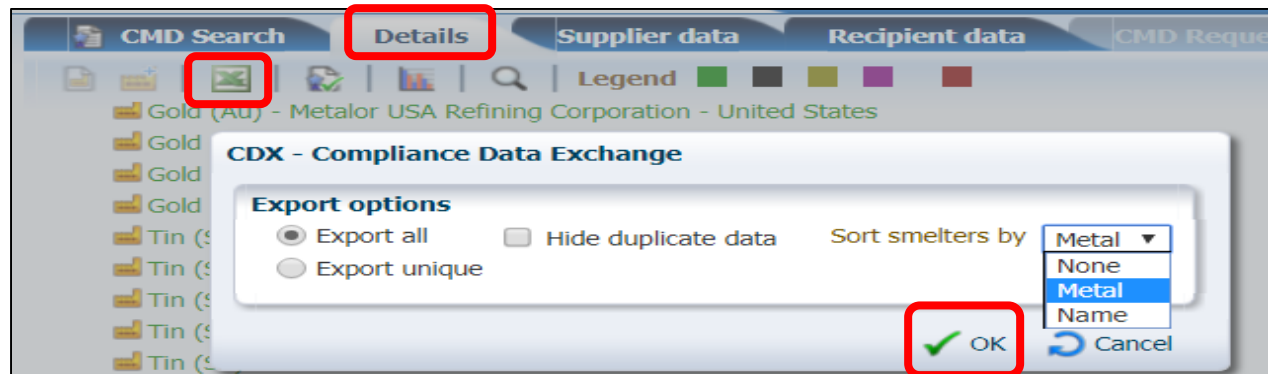
Number	ID / Version
123	-
456	-

This CMD cannot be edited, because it is a full version (1).

CMD Submission


Submission Outside CDX - Exporting a CMD

- A CDX CMD Manager license is required to Export a CMD.
- To export a CMD, go to the CMD Details page.
- From the Details toolbar, Select **Export to Excel** .
- The Export will first ask you to select the Export options:
 - Export All – Export all smelter rows.
 - Hide duplicate data: If Export all is selected you can also choose to hide the duplicate smelter rows in the excel file.
 - Export unique – export only unique smelter rows (duplicate smelter rows will not be included in the excel file).
 - Sort order for the smelters: None, by the Metal, or by Name
- Select OK to continue with the Export.



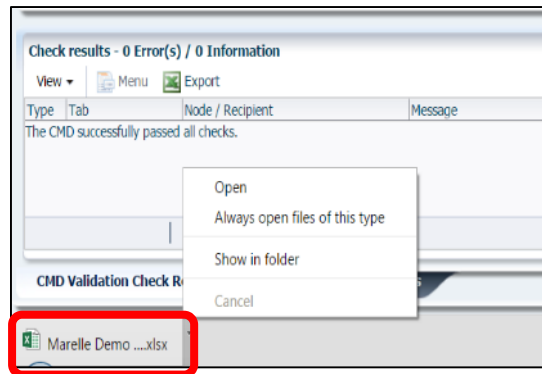
CMD Submission

Submission Outside CDX - Exporting a CMD (Con't)

- The Export first runs a mandatory automatic check of the CMD for errors.
 - If any errors are found, correct the errors and repeat the Check-correct cycle until all errors are resolved.
 - Then return to the Details tab, and re-click on **Export to Excel**  .
- If prompted by your browser, choose to Open or Save the resulting CMRT file.
 - **Note:** Your browser security settings must allow web pages to Export files.
 - Example from Internet Explorer (depending on your browser settings):



- Example from Google Chrome (depending on your browser settings) :



Thank you