

CMD Requests

DXC Technology

Created on 20.05.2025

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Introduction

Tutorial Outline

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.

Footnotes/references, if needed, appear here in Arial 9pt.
Text grows bigger as lines are added. Copy and paste this box onto other slides where footnotes are needed.

Introduction

Tutorial Outline

- Introduction
- CMD Menus
- Pre-work
- Create a new CMD Request
 - CDX screens
 - Bulk requests
- CMD Request Statuses
- Review/Accept/Reject Supplier CMD
- CMD Inbox and Outbox

Footnotes/references, if needed, appear here in Arial 9pt.
Text grows bigger as lines are added. Copy and paste this box onto other slides where footnotes are needed.

Introduction

CMD Requests

Conflict Mineral Declaration (CMD) Requests can be sent to your suppliers from the CDX application.

CMD Requests can be created in two ways.

- Individual requests can be created via the CDX application screens.
- Bulk requests can be created by downloading an excel template, populating the excel spreadsheet with your request data and then importing the request data into CDX for sending to your suppliers.

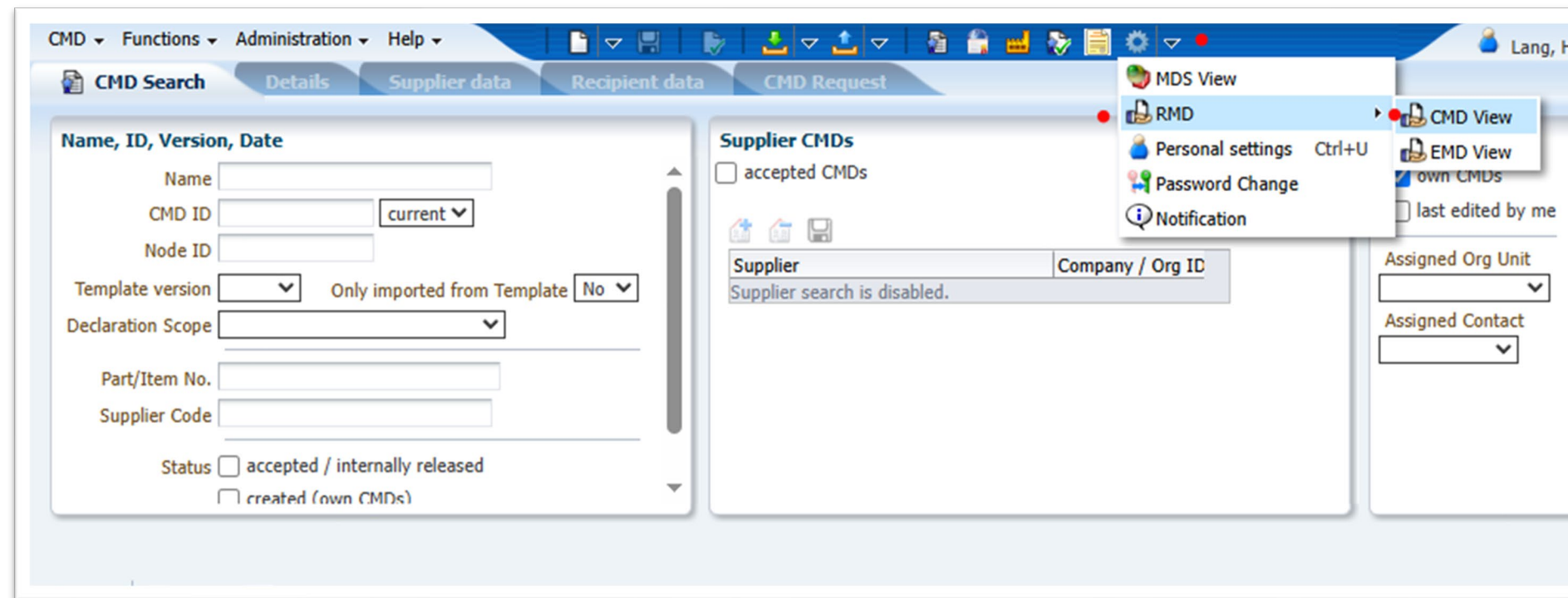
We recommend that you first create a CMD via the CDX application screens, so you are familiar with the data and CDX requirements, before attempting to import bulk requests.

CMD Menus

CMD Mode for Menus

With CDX you can manage Material Data Information (MDS) as well as Conflict Minerals Information (CMD). To simplify the look and feel of CDX, you can select the View for the menus to be “MDS View” or “CMD View”. To change to “CMD View”.

1. Select the Personal Settings button from the CDX Toolbar and select CMD View.

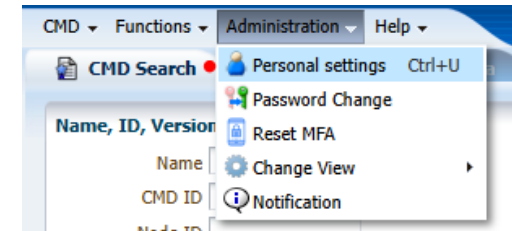


Pre-Work

Personal Settings – CMD Notification

Before sending CMD requests to your suppliers you should define which email notifications you would like to receive for CMD events.

Navigate the menu and use Administration> Personal settings.



From the Personal Setting screen, review the Conflict Minerals Declaration options and determine which email notifications you would like to receive.

A screenshot of the 'CDX - Compliance Data Exchange' settings page. The 'Conflict Minerals Declaration' section is expanded. It contains several settings: 'Request rejected' (dropdown), 'Own Conflict Minerals Declaration (CMD) Request due' (dropdown), 'days' (spinner), 'CMD Bulk Request' (checkbox), 'Conflict Minerals Declaration (CMD) Request received' (checkbox), 'Received CMD Request due' (checkbox), 'days' (spinner), 'Conflict Minerals Declaration (CMD) rejected' (checkbox), 'Conflict Minerals Declaration (CMD) accepted' (checkbox), 'Conflict Minerals Declaration (CMD) received' (checkbox), and three radio button options at the bottom: 'receive daily summary AND individual CMD notifications', 'receive ONLY daily summary' (selected), and 'receive NO daily summary'.

Pre-Work

Personal Settings – CMD Notification

CMD Email Notifications – Description of notifications:

Select to receive notifications when:

- Request Rejected:
 - No: No notifications are sent when request is rejected
 - For all requests : you will receive notification when any request created in your company is rejected
 - Only for Requests created by me : you will receive notification only if a request created by you is rejected
- Own Conflict Mineral Declaration (CMD) Request due:
 - No: No notifications are sent when request is due
 - For all requests : you will receive notification when any request created in your company is due
 - Only for Requests created by me : you will receive notification only if a request created by you is due
 - Days: Set how many days in advance of a Request due date you would like to be notified

Pre-Work Personal Settings – CMD Notification

CMD Email Notifications – Description of notifications:

- Conflict Mineral Declaration (CMD) Request received: if checked you will be notified when your company receives a CMD request
- Received CMD Request due: if checked you will be notified when a Request received by your company is due
- Days: Set how many days in advance of a Request due date you would like to be notified
- Conflict Mineral Declaration (CMD) rejected: if checked you will be notified when a CMD sent or proposed by your company is rejected.
- Conflict Mineral Declaration (CMD) accepted: if checked you will be notified when a CMD sent or proposed by your company is accepted
- Conflict Mineral Declaration (CMD) received: if checked you will be notified when a CMD is received by your company

Pre-Work

Gather Supplier information

Prior to creating your CMD requests, it is recommended that you compile the following information about your suppliers:

If your supplier is registered in CDX:

- Supplier Company ID

If your supplier is not registered in CDX:

- Supplier company name
- Supplier company country
- Supplier administrator first name, last name
- Supplier administrator phone number
- Supplier administrator email address

Pre-Work

Gather Supplier information

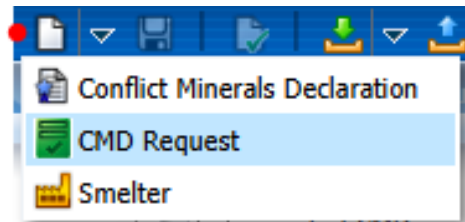
The following methods can be used to help you compile your list of suppliers and related information for CMD Requests:

- If you are in the Automotive industry and a user of IMDS, you can use the CM Analyzer to find all the owned and/or received MDS's containing conflict minerals.
- If you use CDX for gathering your material information you can use the Where-Used Analysis to find the Material Data
- Sheets (MDSs) that contain Conflict Minerals.
In the Where-Used Analysis screen:
 - Select Analysis Type: "Substance group/list"
 - Select "Conflict Minerals" in the additional data field
 - Select the MDSs to analyze
 - Click Analyze button
- You may be able to get this information from your ERP or PLM systems.

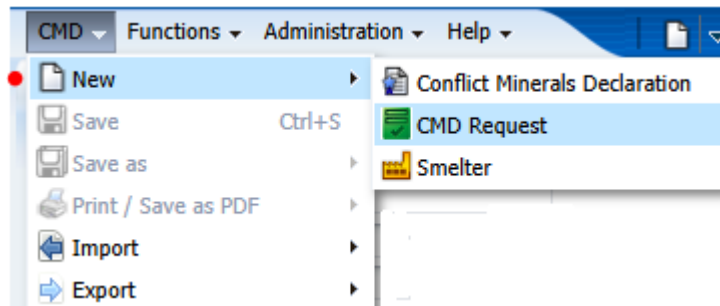
Create a New CMD Request – CDX Screens Initiation

The New CMD Request can be accessed in two ways:

1. Click the Toolbar New dropdown & select CMD Request.

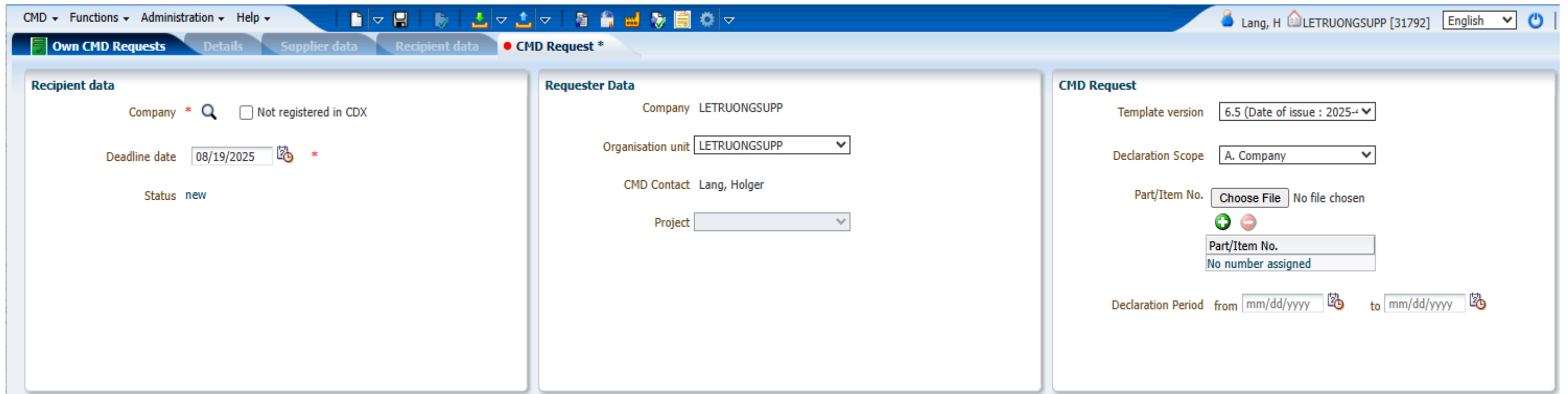


2. Navigate the CMD menu and use CMD> New> CMD Request.



Create a New CMD Request – CDX Screens Initiation

The CMD Request screen will be displayed:



The screenshot displays the 'Create a New CMD Request' screen in the CDX system. The interface is divided into three main sections: Recipient data, Requester Data, and CMD Request.

Recipient data:

- Company: * LETRUONGSUPP (with a search icon and a checkbox for 'Not registered in CDX')
- Deadline date: 08/19/2025 (with a calendar icon and a red asterisk)
- Status: new

Requester Data:

- Company: LETRUONGSUPP
- Organisation unit: LETRUONGSUPP (dropdown menu)
- CMD Contact: Lang, Holger
- Project: (empty dropdown menu)

CMD Request:

- Template version: 6.5 (Date of issue : 2025-4 (dropdown menu))
- Declaration Scope: A. Company (dropdown menu)
- Part/Item No.: Choose File (button) No file chosen (text)
- Part/Item No.: (empty text box) No number assigned (text)
- Declaration Period: from mm/dd/yyyy (calendar icon) to mm/dd/yyyy (calendar icon)

Create a New CMD Request – CDX Screens

Recipient data – Company registered in CDX

Use the search icon to determine if the request recipient is a company that is registered in CDX. If the company is found, click on the Apply button to select the company.

Company Name: Zip Code: User Name:

Company ID: City: User ID:

Org Unit: State / Province:

DUNS Number: Country:

IMDS Company ID: Supplier Code:

☒ only root companies ☒ similar companies

Company Name	Org Unit	ID	Status	Country	Zip Code	City	State / Province
ACB	ACB	31148	active	France	69220	SAINT LAGER	RHONE
Accessa	Accessa	13144	active	United Sta...	46103	Indianapolis	IN
ACEBSA	ACEBSA	18954	active	Spain	17457	RIUDELLOTS DE LA SELVA	GIRONA
Acemco	Acemco	3546	active	United Sta...	49456	Spring Lake	MI
ACEX	ACEX	24463	active	Hungary	4060	Balmazújváros	
ACMA GmbH	ACMA GmbH	52075	preregiste...	Germany	85521	Ottobrunn	
ACME	ACME	13037	active	United Sta...	30020	Ipoh	
Acme Alliance LLC	Acme Alliance LLC	41813	active	United Sta...	60062	Northbrook	IL
Acme Corporation	Acme Corporation	51884	active	Germany	91501	Burbank	
Acme foundry / Magic Circle	Acme foundry / Magic Circle	39104	active	United Sta...	67337-3711	Coffeyville	KS
Acme Mills	Acme Mills	3787	active	United Sta...	48304	Bloomfield Hills	Michiqan

Total records found 19

Create a New CMD Request – CDX Screens Recipient data – Company not registered in CDX

If the company is not registered in CDX, selecting the “Not registered in CDX” box will first notify you that an email will be sent to your supplier. Additional fields will appear in the lower area of the screen for you to enter the Company specific information.

The screenshot displays the 'CDX - Compliance Data Exchange' application window. The 'Recipients data' tab is active, showing a form for creating a new CMD request. The 'Company' field is set to 'Not registered in CDX', which has triggered an information dialog box. The dialog box contains the following text: 'Information: Choosing this option will generate an email CMD Request to your supplier contact person, who may then reply to the email, complete CDX registration for their company, and submit their CMD to your company. Before using this, please search the companies registered in CDX to ensure your supplier is not already registered.' The background form includes fields for 'Company Supplier Codes' (with a 'No Supplier Codes' message), 'Deadline date' (set to 08/19/2025), and 'Status' (set to new). The 'CMD Request *' tab is also visible in the background.

Create a New CMD Request – CDX Screens Recipient data – Company not registered in CDX

To send a CMD request to a company not registered in CDX you must enter all the required fields (marked with a red *).

The email to your supplier will include information on how they can register in CDX and submit the CMD to your company. You will receive an email when the supplier has successfully registered in CDX.

At the bottom of the window (in Email Text) you can include additional information that your company would like to include with the standard CDX email. If your company has a valid CDX / CMD license, you can also add attachments.

The screenshot shows a web-based form titled "CMD Request *". It has tabs for "Received CMD Requests", "Details", "Supplier data", "Recipient data", and "CMD Request *". The form is divided into three main sections:

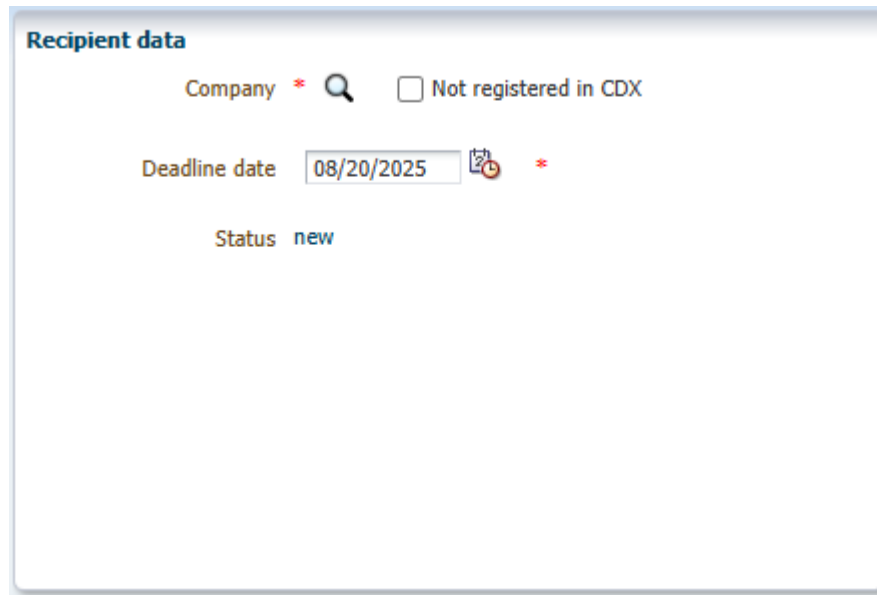
- Company Data:** Includes fields for Company Name (Marella On Supplier 1), Street, Zip or Postal Code, City, State / Province, Mailbox, DUNS Number, TMD5 Company ID, and Country (United States). Red boxes with asterisks (*) are placed over the Company Name and Country fields.
- Company Administrator:** Includes fields for Last Name (Fogel), First Name (Marella Supplier 1), Telephone no., Fax no., E-Mail address (marella.fogel@hpe.com), and Repeat e-mail address (marella.fogel@hpe.com). Red boxes with asterisks (*) are placed over the Last Name, First Name, E-Mail address, and Repeat e-mail address fields.
- Email Text:** Includes a "To" field (marella.fogel@hpe.com), a "Cc" field, a "Subject" field (Conflict Minerals Template Request), and a text area for "Additional text to include in the email request to my supplier." A red box with an asterisk (*) is placed over the "To" field.

A "Send" button is located at the bottom right of the form.

Create a New CMD Request – CDX Screens

Recipient data

- In addition to the required Company information you can also enter the following information in the Recipient data section:
 - Supplier Code: A specific supplier code, if needed
 - Deadline Date: The date the CMD response is due. This is a required field and the default is three months from the date the CMD request is created.



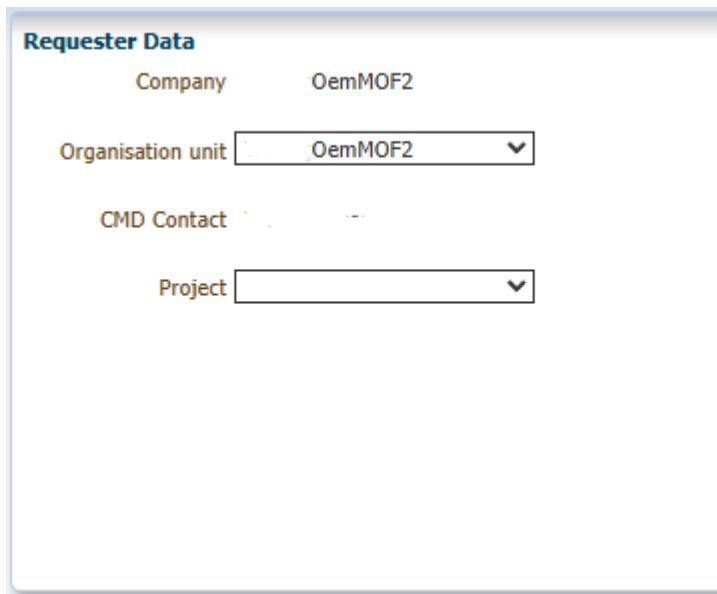
The screenshot shows a web form titled "Recipient data". It contains the following fields and options:

- Company**: A text input field with a red asterisk and a magnifying glass icon. To its right is a checkbox labeled "Not registered in CDX".
- Deadline date**: A date input field containing "08/20/2025", with a calendar icon and a red asterisk to its right.
- Status**: A text field containing the word "new".

Create a New CMD Request – CDX Screens

Requester data

- Organisation unit: Enter the Organisation units that will receive the response.
- Project: The Project name the request is assigned to



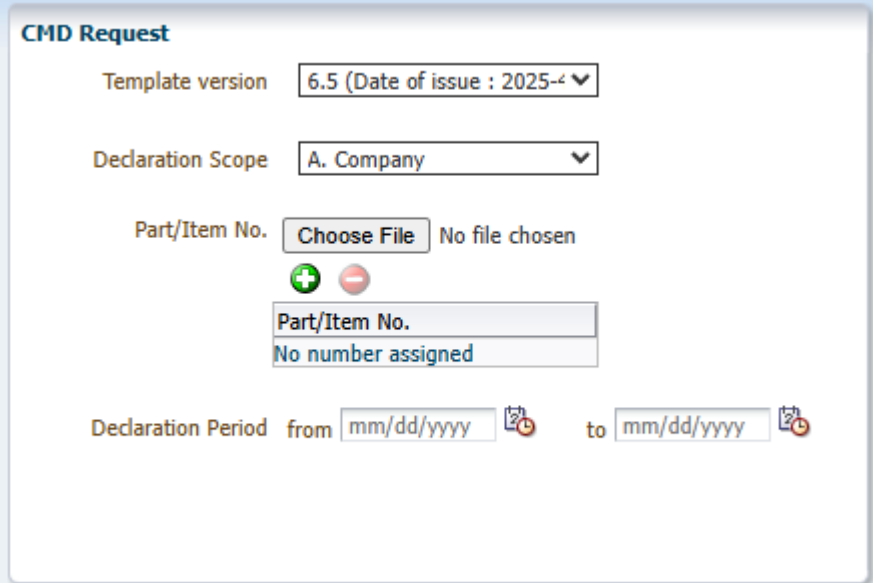
The screenshot shows a web form titled "Requester Data". It contains four fields: "Company" with the value "OemMOF2", "Organisation unit" with a dropdown menu showing "OemMOF2", "CMD Contact" with a text input field, and "Project" with a dropdown menu.

Field	Value
Company	OemMOF2
Organisation unit	OemMOF2
CMD Contact	
Project	

Create a New CMD Request – CDX Screens

CMD Request

- Template version: The CMRT version that the CMD should be based upon. In most cases, the most recently released template version with the highest version number is the best selection.
- Declaration Scope: The scope of the declaration. This can be company wide, by product (or list of products) or User defined. We recommend that you request a company wide declaration.
- Part/Item No: Required If Declaration Scope is “Product Level”. Part numbers can be loaded from an unformatted .txt file (using the Choose File button), and/or entered manually (by using + to add numbers).
- Declaration Period: This can be entered to request a CMD for a specific period.



The screenshot displays the 'CMD Request' form with the following fields and values:

- Template version:** 6.5 (Date of issue : 2025-4)
- Declaration Scope:** A. Company
- Part/Item No.:** Choose File (No file chosen). Below this, there is a green '+' icon and a red '-' icon. A text box labeled 'Part/Item No.' contains the text 'No number assigned'.
- Declaration Period:** from mm/dd/yyyy to mm/dd/yyyy, with calendar icons for date selection.

Create a New CMD Request – CDX Screens

Sending the CMD Request

- When all of the data for the request has been entered use the save icon to save the CMD request. A Request ID will be assigned to the request.
- Use the Send icon at the lower right of the screen to send the CMD request to your supplier.

The screenshot displays the 'Own CMD Requests' interface with three main sections: Recipient data, Requester Data, and CMD Request.

Recipient data: Company ACME Supplier 2 [3189]*. Includes a search icon and a checkbox for 'Not registered in CDX'. Below are expandable sections for 'Company Supplier Codes' (No Supplier Codes) and 'Admin Supplier Codes' (No Admin Supplier Codes). The 'Deadline date' is 08/28/2025, and the 'Status' is new.

Requester Data: Company TruongOemMOF2. Organisation unit is ACME_dept_A. Project is Project-1.

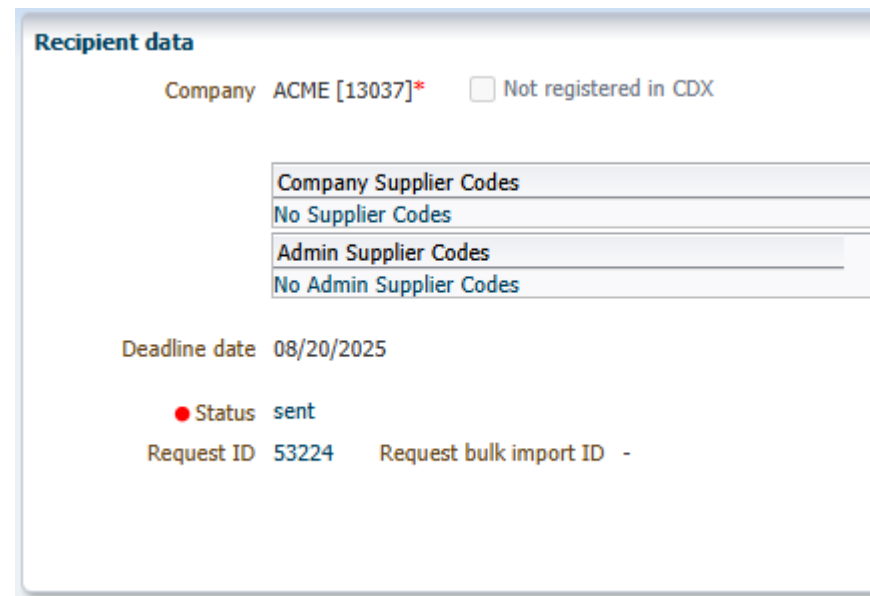
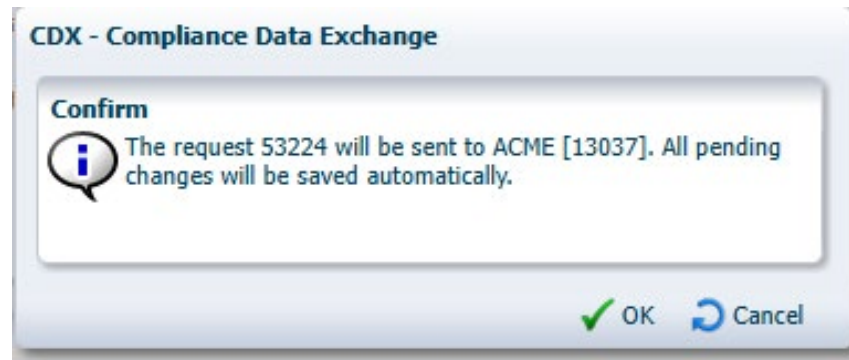
CMD Request: Template version 6.5 (Date of issue : 2025-4). Declaration Scope is A. Company. Part/Item No. is Choose File (No file chosen). Declaration Period is from mm/dd/yyyy to mm/dd/yyyy.

A 'Send' button is located at the bottom right of the screen.

Create a New CMD Request – CDX Screens

Sending the CMD Request

- You will receive a confirmation popup to send the CMD request.
- After confirmation, the Status of the CMD request will show as “sent”.



A screenshot of a "Recipient data" form. It contains the following fields and values:

- Company:** ACME [13037]* (with a checkbox for "Not registered in CDX")
- Company Supplier Codes:** No Supplier Codes
- Admin Supplier Codes:** No Admin Supplier Codes
- Deadline date:** 08/20/2025
- Status:** sent (indicated by a red dot)
- Request ID:** 53224
- Request bulk import ID:** -

Create a New CMD Request

Email Notifications

Your supplier will receive an email notification when the request has been sent. The email text for a supplier who is **not** registered in CDX will include a link for them to register in CDX.

Reminders to respond to the CMD request will also be sent to the recipient of the request:

- 1st reminder: halfway between when the request was sent and the request is due
- 2nd reminder: halfway between when the 1st reminder was sent and the request is due
- Final reminder: halfway between when the 2nd reminder was sent and the request is due

Create a New CMD Request

Bulk Requests - Introduction

In addition to creating individual CMD requests using the CDX screens, you can import bulk CMD requests for sending to your suppliers. This allows you to easily generate multiple CMD requests at a time.

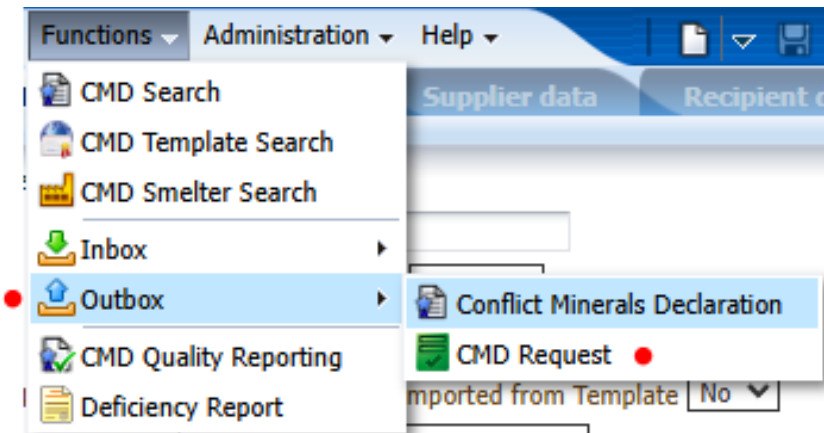
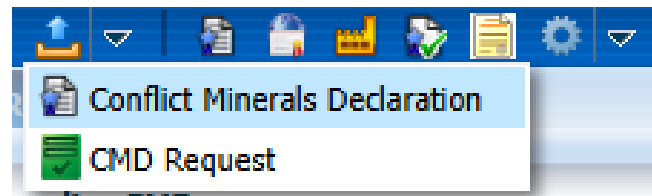
CDX provides you with a CMD Request Excel template that you fill out and then import back into CDX.

Create a New CMD Request

Export CMD Bulk Request Template

Access to download the CMD Request Excel template is from the CMD Request Outbox and the Outbox can be accessed in two ways:

1. Click the Toolbar Outbox dropdown  & select CMD Request.
2. Navigate the CMD menu and use Functions> Outbox> CMD Request.

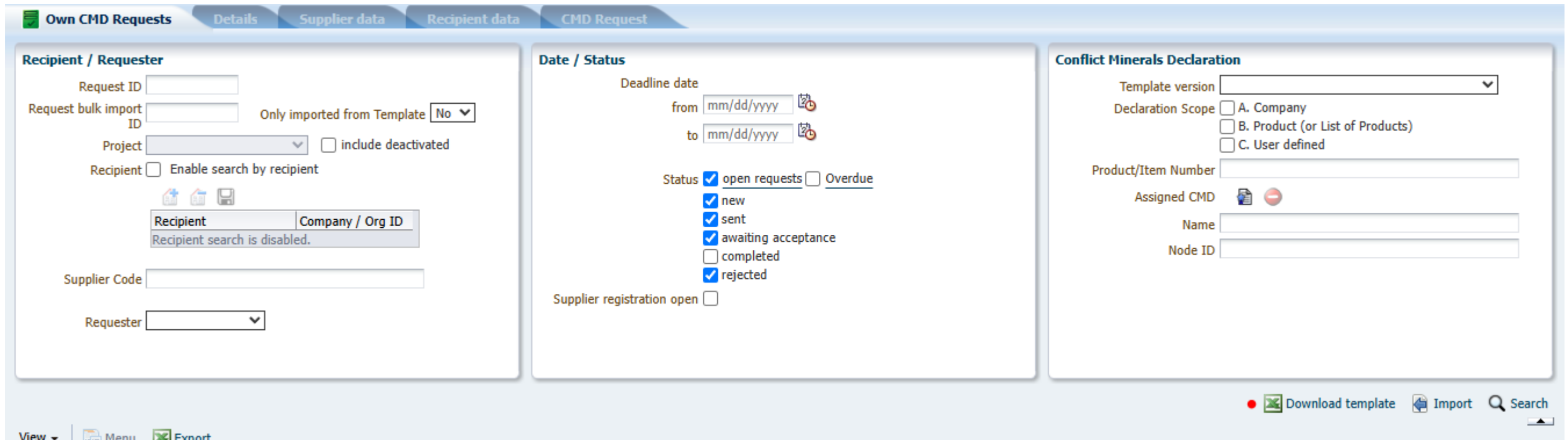


Create a New CMD Request

Export CMD Bulk Request Template

The CMD Request Outbox Search screen will be displayed.

- Click on the Download template icon.  Download template



The screenshot displays the 'Own CMD Requests' application interface with the 'CMD Request' tab selected. The interface is divided into three main sections:

- Recipient / Requester:** Contains fields for Request ID, Request bulk import ID, Project (dropdown), Recipient (checkbox), Enable search by recipient (checkbox), Recipient search (disabled), Supplier Code, and Requester (dropdown).
- Date / Status:** Contains fields for Deadline date (from/to), Status (checkboxes for open requests, new, sent, awaiting acceptance, completed, rejected), and Supplier registration open (checkbox).
- Conflict Minerals Declaration:** Contains fields for Template version (dropdown), Declaration Scope (checkboxes for A. Company, B. Product (or List of Products), C. User defined), Product/Item Number, Assigned CMD (checkbox), Name, and Node ID.

At the bottom right, there are icons for Download template, Import, and Search. At the bottom left, there are icons for View, Menu, and Export.

Create a New CMD Request

Export CMD Bulk Request Template

The Export Request Template popup will be displayed.
Click on the template name to download the template.

CDX - Compliance Data Exchange

Export Request Template

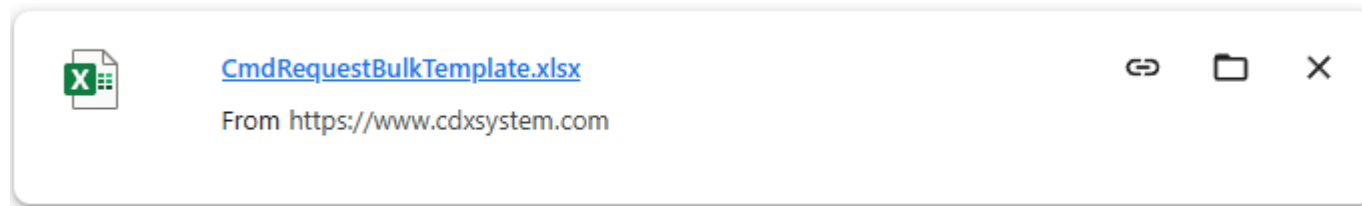
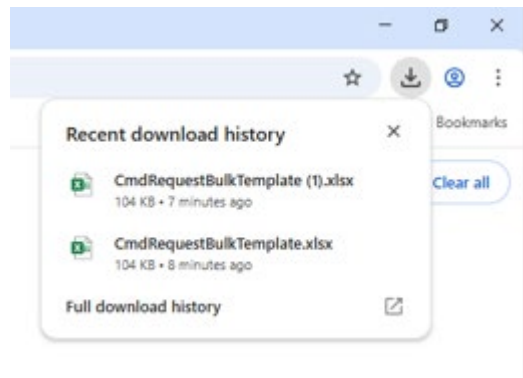
ID	Name	Version	Date of issue	Type	current	Deactivated
202	 CmdRequestBulkTemplate.xlsx	1.1	5/5/2025	CMD Request	Yes	No

Cancel

Create a New CMD Request

Export CMD Bulk Request Template

- 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.



Create a New CMD Request

CMD Bulk Request Spreadsheet

When the CMD Request template has been downloaded, use the information on this and the next slides to fill in the Excel spreadsheet data for your CMD Requests.

You will notice in the spreadsheet that some fields are identified as Mandatory. Please note that they are mandatory in only certain situations which are outlined below and in field descriptions on the following pages:

Supplier to receive the CMD Request is registered in CDX:

- the CDX Company ID **must** be provided
 - the entries in the “Non-registered supplier” section are ignored
 - the CMD Request is sent to the people the supplier has stated (in CDX) are the contacts for Conflict Minerals, rather than the Company Admin Email and Company Admin data you provide in the spreadsheet.
-
- **Supplier to receive the CMD Request is not registered in CDX:**
 - The Company ID in the Registered Supplier section must be empty
 - the entries in the “Non-registered supplier” section are used to “pre-register” the recipients in CDX and produce the email CMD Request.
-
- If you provide a company ID for a company, and the company name does not match, you will receive an information error on the bulk load import, but the CMD request will be created and the company name will be ignored.

Create a New CMD Request

CMD Bulk Request Spreadsheet – Field Descriptions

Below is a description of the fields on the spreadsheet in the order they are included on the spreadsheet:

SECTION	COLUMN NAME	REQ'D/OPTIONAL	FIELD DESCRIPTION
Supplier Key Data	Company Admin EMAIL	Conditionally Required	Email Address of supplier contact person
			Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
	Company Name	Conditionally Required	Official name of supplier company
			Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
Request Data	Deadline	Required	Date by which CMD is required. Format is dd.MM.yyyy. Default is current date + 3 months.
	Template Version	Required	CMRT version requested. Selections are available via dropdown. Default is Most_Current.
	Declaration Scope	Required	Company, User defined, or Product Level CMD scope. Selections are available via dropdown. Default is Company.
	Supplier Code	Optional	Identifier used by requesting company to identify supplier
	Project	Optional	Identifier used by requesting company to identify this request set
	Product Number	Conditionally Required	Required if Declaration Scope Is "Product Level", otherwise Optional
	Period From	Optional	Start date for which the requested CMD applies; Format is dd.MM.yyyy
	Period To	Optional	End date for which the requested CMD applies; Format is dd.MM.yyyy
Registered supplier	Company ID	Conditionally Required	CDX Company ID of supplier to receive request.
			Supplier not registered in CDX: MUST be empty Supplier registered in CDX: REQUIRED
	Company Org ID	Optional	CDX Org Unit ID of supplier to receive request.

Create a New CMD Request

CMD Bulk Request Spreadsheet – Field Descriptions

SECTION	COLUMN NAME	REQ'D/OPTIONAL	FIELD DESCRIPTION
Non-registered supplier	Company Street	Optional	Supplier Company Street Address Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	Company Town	Optional	Supplier Company Address City Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	Zip	Optional	Supplier Company Address Postal/Zip Code Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	Country	Conditionally Required	Supplier Address Country. Selections are available via dropdown. Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
	Mailbox	Optional	Supplier Company Address P.O. Box, if required Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	Duns Code	Optional	Supplier Company DUNs Number, if available Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	IMDS Company Id	Optional	Supplier IMDS Company ID, for automotive linkage Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored

Create a New CMD Request

CMD Bulk Request Spreadsheet – Field Descriptions

SECTION	COLUMN NAME	REQ'D/OPTIONAL	FIELD DESCRIPTION
Company Admin	Last Name	Conditionally Required	Supplier Company Contact Person Last Name Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
	First Name	Conditionally Required	Supplier Company Contact Person First Name Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
	Telephone	Conditionally Required	Supplier Contact Phone number with country code. "Dummy" will work. Supplier not registered in CDX: REQUIRED Supplier registered in CDX: Ignored
	Telefax	Optional	Supplier Contact Person Fax Number, with country code. Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
Mailing Options	Mailcc	Optional	Requester email carbon copy on email request. Multiple emails separated by ";" can be entered. Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
	Personalized_Text	Optional	Plain-text addition to standard email request for specific recipient. Supplier not registered in CDX: Optional Supplier registered in CDX: Ignored
Requester Data	Company Org Id	Optional	The requestor's Organization Unit ID. Used to identify the owner of the requests at the Org Unit level. If this field is empty, the owner of imported requests will be set at root company level.

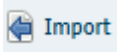
Create a New CMD Request

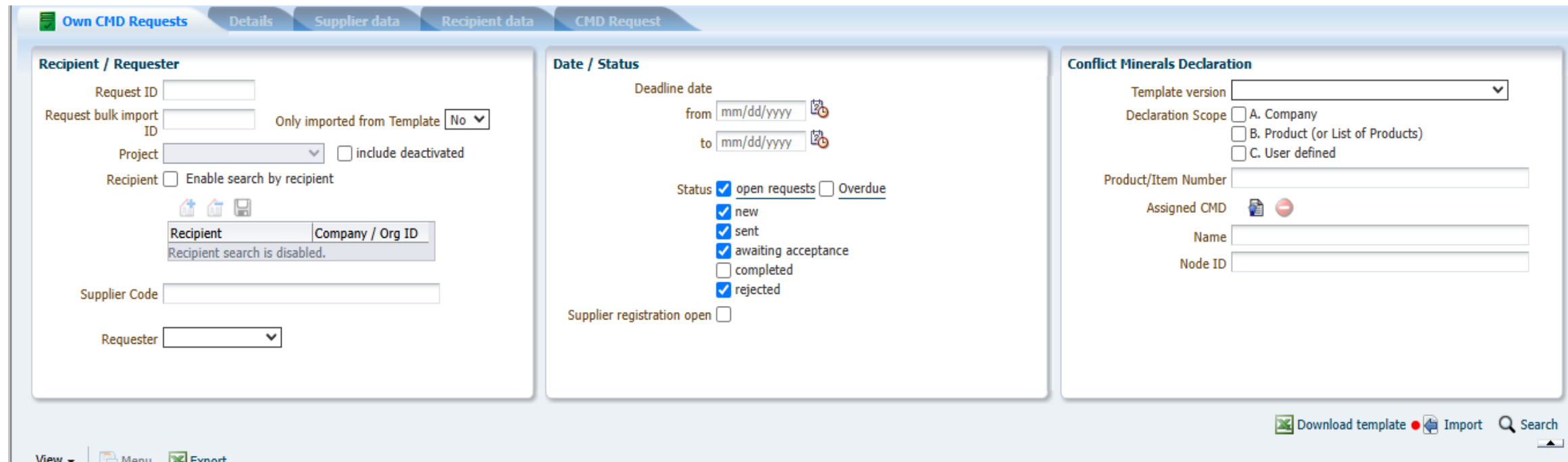
Import CMD Bulk Request Spreadsheet

Navigate to the CMD Request Outbox Search screen in one of these ways:

Click the Toolbar Outbox dropdown & select CMD Request or

Navigate the CMD menu and use > **Functions** > **Outbox** > **CMD Requests**

Click on the Import icon 



The screenshot displays the 'Own CMD Requests' application interface. At the top, there are tabs for 'Details', 'Supplier data', 'Recipient data', and 'CMD Request'. The 'CMD Request' tab is currently selected. The interface is divided into three main sections:

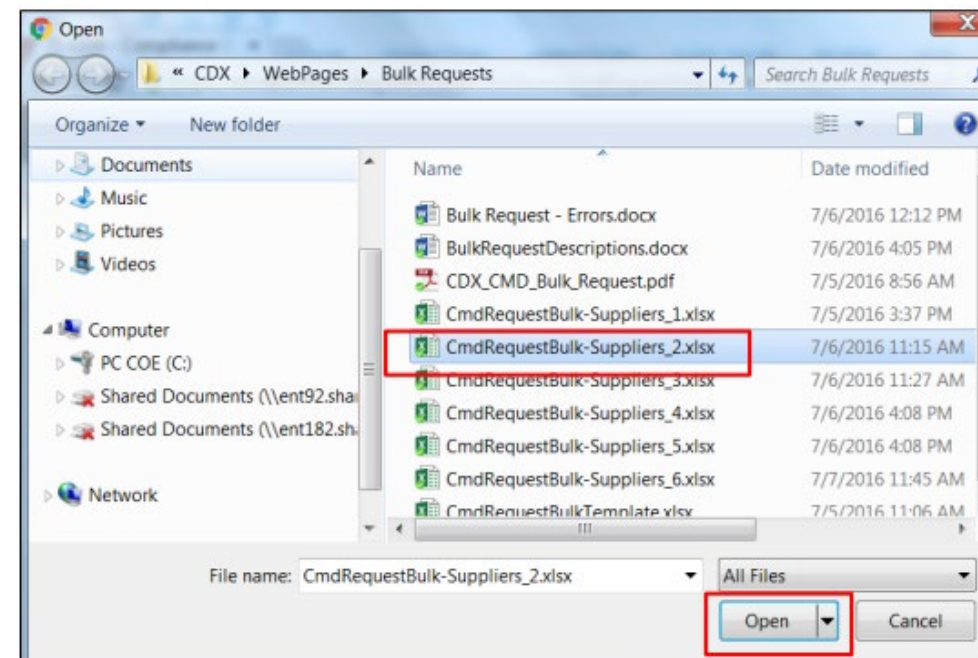
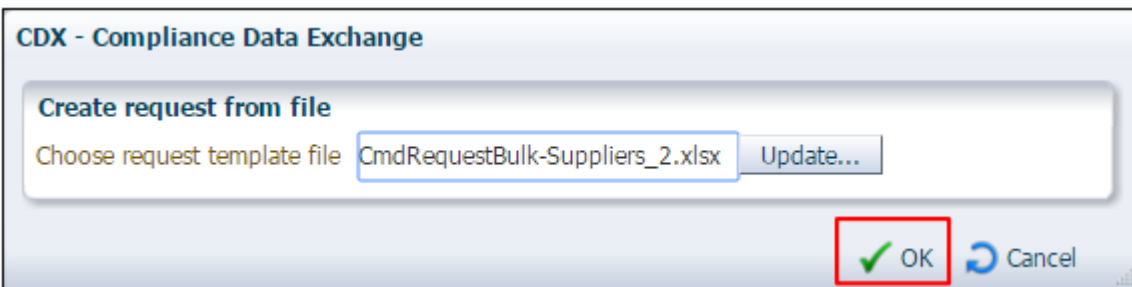
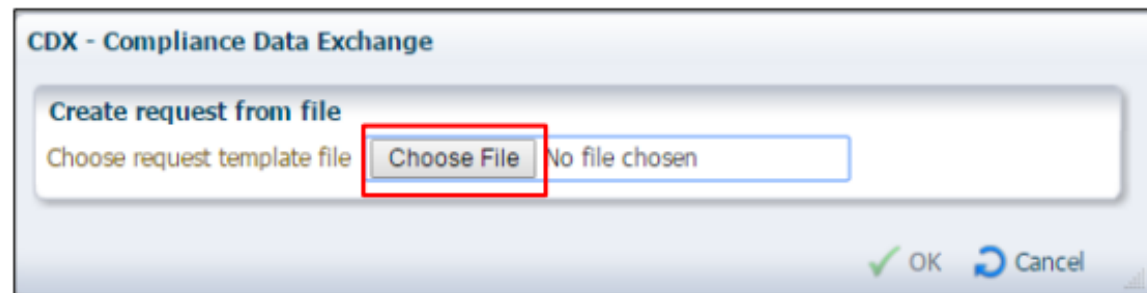
- Recipient / Requester:** Contains fields for 'Request ID', 'Request bulk import ID', 'Project' (dropdown), 'Recipient' (checkbox), 'Enable search by recipient' (checkbox), 'Supplier Code', and 'Requester' (dropdown). There is also a section for 'Only imported from Template' with a 'No' dropdown and an 'include deactivated' checkbox.
- Date / Status:** Contains 'Deadline date' fields for 'from' and 'to' (mm/dd/yyyy), 'Status' checkboxes for 'open requests', 'Overdue', 'new', 'sent', 'awaiting acceptance', 'completed', and 'rejected', and a 'Supplier registration open' checkbox.
- Conflict Minerals Declaration:** Contains a 'Template version' dropdown, 'Declaration Scope' checkboxes for 'A. Company', 'B. Product (or List of Products)', and 'C. User defined', 'Product/Item Number' field, 'Assigned CMD' (checkbox), 'Name' field, and 'Node ID' field.

At the bottom right, there are icons for 'Download template', 'Import', and 'Search'. At the bottom left, there are icons for 'View', 'Menu', and 'Export'.

Create a New CMD Request

Import CMD Bulk Request Spreadsheet

- When Import is selected, a popup will ask you for the file to import.
- Select Choose file to display a file system search window.
- Locate and select the CMD Bulk Request spreadsheet to import.
- Select Open to load the spreadsheet to the Create request from file popup.



Create a New CMD Request

Import CMD Bulk Request Spreadsheet

- A pop-up screen will show any issues found when importing the CMD requests. The Message and Proposed Solution will be displayed.
- Errors will stop the import and must be resolved in the Excel spreadsheet and re-imported.
- If you receive only informational messages, the CMD request will be imported, but you may need to resolve some of the errors before the CMD request can be successfully sent.
- Please take note of any errors listed here. These messages are not saved and you will not see the information again.

CDX - Compliance Data Exchange

1 requests were found in the template file 'CmdRequestBulk-Suppliers_1.xlsx'.
1 requests were successful imported. 0 requests were failed by import.

View

Export

Type	Sheet Name	Data Name	Row	Colt Message	Proposed solution
DATA	COMPANY ADMIN EMAIL	4	A	Supplier admin email 'gmfope@abcplobal.net' does not exist ...	Please adjust the supplier admin email.
DATA	COMPANY NAME	4	B	Company name 'Mareile Company' is different than the name ...	Please adjust the supplier company name.
DATA	DEADLINE	4	C	Value is missing in this mandatory field.	Please provide answer in english.
DATA	TEMPLATE VERSION	4	D	Value is missing in this mandatory field.	Please provide answer in english.
DATA	DECLARATION SCOPE	4	E	Value is missing in this mandatory field.	Please provide answer in english.

Total records found: 5

View

Export

Row	Imported	Request ID	Request Group ID	Message
4	Yes	1053	866	-

OK

Create a New CMD Request

Send Bulk Requests

If the import has indicated there are errors, you can resolve the errors by opening the individual CMD requests created and making any necessary adjustments.

Note: All requests created from the same import file will have the same Request Group ID. This can be useful for future searches.

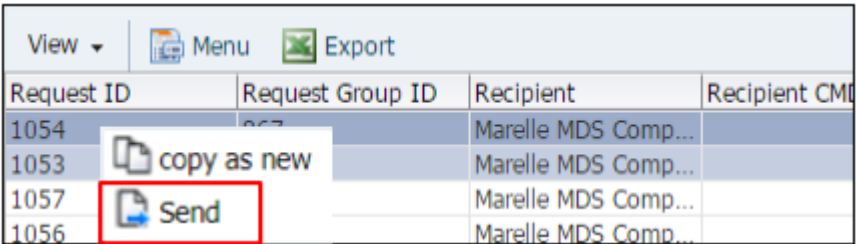
Request ID	Request Group ID	Recipient
338	250	TrialCVL CMD Supplier 07
337	250	TrialCVL CMD Supplier 06
336	250	TrialCVL CMD Supplier 05
335	250	TrialCVL CMD Supplier 04
334	250	TrialCVL CMD Supplier 03
333	250	TrialCVL CMD Supplier 02
332	250	TrialCVL CMD Supplier 01

Create a New CMD Request

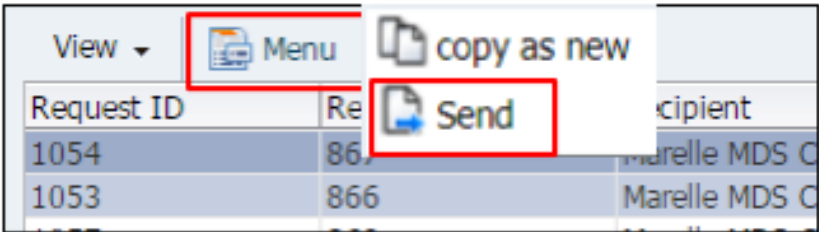
Send Bulk Requests

When you are ready to send the CMD requests, you can select multiple requests to send:

- From the CMD Request Outbox Search screen, enter your search criteria and click the Search button to get a list of CMD Requests.
- You can select a group of CMDs to send by selecting the first row and then holding down the Shift key while selecting the last row of the group that you want to send.
- You can select multiple CMDs to send by selecting the first row and then holding down the CTRL key while selecting additional rows to send.
- Once the CMD Request rows that you want to send are highlighted, you can send them in one of two ways:
 1. Right click on the selected rows and select Send
 2. From the search result menu, Select Menu > Send



Request ID	Request Group ID	Recipient	Recipient CMD
1054	867	Marelle MDS Comp...	
1053		Marelle MDS Comp...	
1057		Marelle MDS Comp...	
1056		Marelle MDS Comp...	

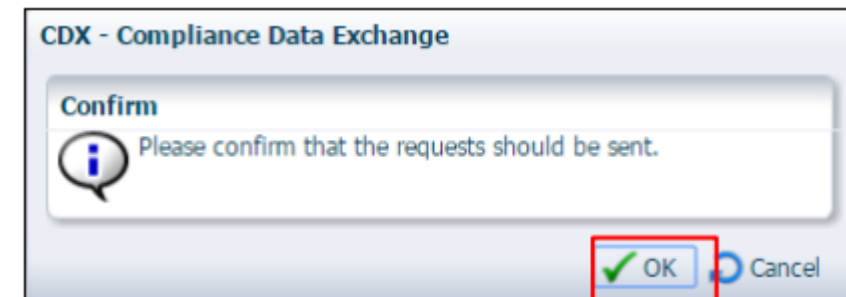
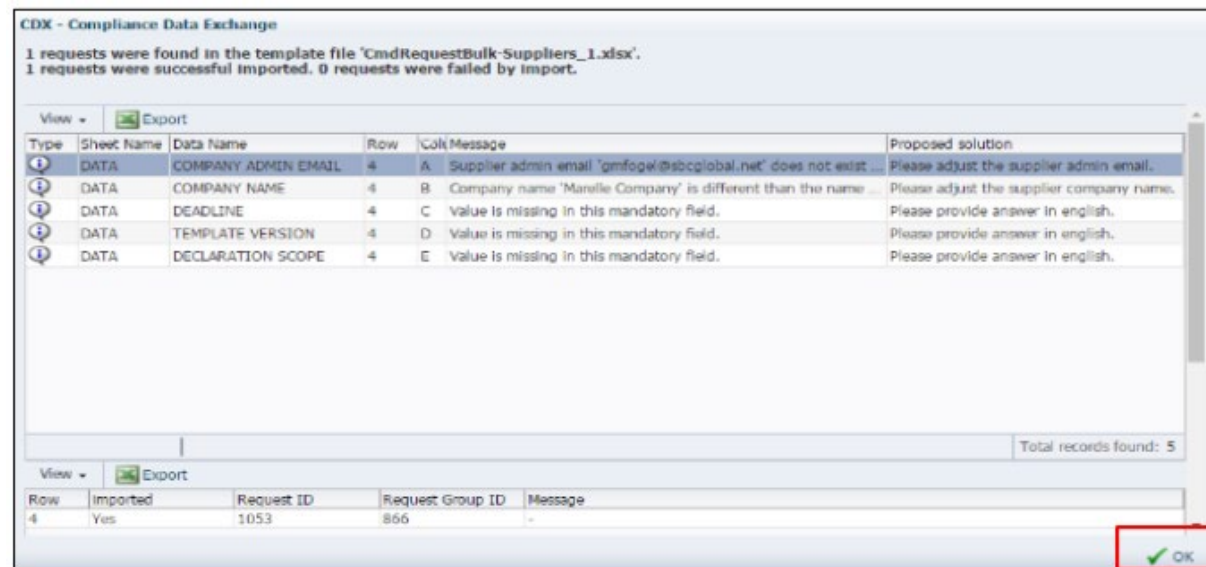


Request ID	Request Group ID	Recipient
1054	867	Marelle MDS C
1053	866	Marelle MDS C

Create a New CMD Request

Send Bulk Requests

- A pop-up screen will show any issues found when importing the CMD requests. The Message and Proposed Solution will be displayed.
- Errors will stop the import and must be resolved in the Excel spreadsheet and re-imported.
- If you receive only informational messages, the CMD request will be imported, but you may need to resolve some of the errors before the CMD request can be successfully sent.
- Please take note of any errors listed here. These messages are not saved and you will not see the information again.
- You will get a popup requesting confirmation that you want to send the requests



Create a New CMD Request

Send Bulk Requests

- After confirmation that the requests should be sent, you will get a popup detailing the results of the Send. After selecting OK, you will get another popup if some of the requests could not be sent.
- When the import is complete, the Own CMD Requests screen will be displayed.

CDX - Compliance Data Exchange

2 of 4 requests were sent successful.
IDs of 2 sending successful requests: 1055, 1056.
IDs of 0 non-sendable requests: -.
IDs of 2 sending failed requests: 1053, 1054
IDs of 0 canceled requests: -.

View ▾

 Export

Request ID	Sendable	Send successful	Send canceled
1055	Yes	Yes	No
1056	Yes	Yes	No
1053	Yes	No	No
1054	Yes	No	No

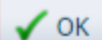
Total records found: 4



CDX - Compliance Data Exchange

Information

 Some requests have missing mandatory fields. And they will not be sent.



Create a New CMD Request

CMD Request Statuses

You can view the status of the CMD requests you have sent to your suppliers from the **Outbox** for **CMD Requests**: Enter search criteria to narrow your selection and select the Search icon to find CMD requests that your company has created.

The screenshot displays the 'Own CMD Requests' web application interface. The top navigation bar includes 'CMD', 'Functions', 'Administration', and 'Help'. The main header shows 'Fogel, M' and 'CDX Service Team (US) [2]'. The interface is divided into three main sections: 'Recipient / Requester', 'Date / Status', and 'Conflict Minerals Declaration'. The 'Recipient / Requester' section contains fields for 'Request ID', 'Request Group ID', 'Project', 'Recipient' (with a search icon and 'Enable search by recipient' checkbox), 'Supplier Code', and 'Requester'. The 'Date / Status' section includes 'Deadline date' (from/to), 'Status' (with checkboxes for 'open requests', 'new', 'sent', 'awaiting acceptance', 'completed', 'rejected'), and 'supplier registration open'. The 'Conflict Minerals Declaration' section has 'Template version', 'Declaration Scope' (with checkboxes for 'A. Company Level', 'B. Division Level', 'C. Product Category Level', 'D. Product Level'), 'Product/Item Number', 'Assigned CMD' (with a search icon), 'Name', and 'Node ID'. At the bottom right, there are buttons for 'Download template', 'Import', and a 'Search' button highlighted with a red box.

Create a New CMD Request

CMD Request Statuses

- Any CMD requests created by your company that have not been sent to your supplier will have a “new” status.
- CMD requests that have been sent to your suppliers but have not yet been acted on will show a status of “sent”.
- CMD requests that have been rejected by your suppliers will show a status of “rejected”. When the supplier rejects your CMD request, the email notification you receive (if defined in your personal settings) will include the supplier provided reason for the rejection.
- CMD requests that have a supplier response and the CMD has been sent to your company will show a status of “awaiting acceptance”.
- CMD requests where the assigned CMD has been accepted by your company will show a status of “completed”.

View ▾ Menu Export						
Request ID	Request Group ID	Recipient	Recipient CMD Contact	Deadline date	Status	Proj
1145	928	Marelle MDS Comp...		08/30/2016	new	
1144	928	Marelle MDS Comp...	Fogel, Marelle	10/27/2016	completed	
1128		Marelle Supplier 2-...		10/21/2016	sent	
1127	917	Marelle MDS Comp...		10/21/2016	sent	
1126	916	Marelle MDS Comp...		10/21/2016	new	
1057	869	Marelle MDS Comp...	Fogel, Marelle	08/30/2016	awaiting acceptance	
1056	868	Marelle MDS Comp...	Fogel, Marelle	08/30/2016	sent	
1055	867	Marelle MDS Comp...	Fogel, Marelle	08/30/2016	rejected	
1054	867	Marelle MDS Comp...			new	

Create a New CMD Request – CDX Screens Recipient data – CMD Request Statuses

The following chart shows the statuses for a CMD request.

New	A new request
Sent	For company that sent the request: The request is sent to a CMD Supplier
Received	For company that received the request: The request is sent to a CMD Supplier
Attached	For company that received the request: The CMD Supplier has assigned a CMD but it has not been sent
Awaiting Acceptance	The CMD was sent from the CMD Supplier
Completed	The CMD has been accepted
Rejected	The CMD Supplier (request receiver) rejected the request
Deleted	The CMD request was cancelled
Expired	The due date of a CMD request has passed

Create a New CMD Request

Send History for Company not registered in CDX

If the CMD request is sent to a company that is not registered in CDX, you can find the requests where the company has not yet registered and also view the Send History of the request. From the Outbox for CMD Requests screen, search for requests where the supplier registration is open. To view the history of the request, select and open the request.

CMD

Functions

Administration

Help

Own CMD Requests

Details

Supplier data

Recipient data

CMD Request

Request ID

Request Group ID

Only imported from Template

No

Project

Recipient

Enable search by recipient

Recipient

Company / Org ID

Recipient search is disabled.

Supplier Code

Requester

Deadline date

from

to

Status

open_requests

new

sent

awaiting acceptance

completed

rejected

supplier registration

open

Conflict Minerals Declaration

Template version

Declaration Scope

A. Company Level

B. Division Level

C. Product Category Level

D. Product Level

Product/Item Number

Assigned CMD

Name

Node ID

Download template

Import

Search

Request ID	Request Group ID	Recipient [Company ID]	Recipient CMD Contact	Requester [Company ID]	Creation date	Deadline date	Status	Project	Su
3153		MGM Demo company [1673]		CDX Service Team (US) [2]	11/09/2018	02/09/2019	sent		

Create a New CMD Request

Send History for Company not registered in CDX

When the request is opened, use the scroll bar on the left side of the request to scroll to the end of the request information. There you will see the Send History.

Own CMD Requests

Details

Supplier data

Recipient data

CMD Request

Repeat e-mail addressmarelle.fogel@dxccom

Email Text

To:marelle.fogel@dxccomE-mail LanguageEnglish

Cc:

Subject:Conflict Minerals Template Request

Choose FileNo file chosen

Please send Conflict Minerals information for your company.

Send History

Subject	E-Mail address	Date Sent	Sent Status	Has Attachment
Conflict Minerals Template Request (CDX Mod...	marelle.fogel@dxccom	11/9/2018	SENT	No

Create a New CMD Request

Send History for Company not registered in CDX

Double-click on an entry in the Send History to open the registration request email that was sent to your supplier.

If needed, you can re-send the Request to your supplier by using the icon in the lower right of the CMD Request screen.

Send History

Subject	E-Mail address	Date Sent	Sent Status	Has Attachment
Conflict Minerals Template Request (CDX Mod...	marelle.fogel@dxccom	11/9/2018	SENT	No

 Send

CMD Request Review/Accept/Reject Supplier CMD

When the supplier responds to the CMD request and sends a CMD to your company, you will need to review the CMD and accept or reject the CMD.

You can do this from a couple of paths:

- From the Outbox for CMD Requests screen, you can search for requests that show a status of “awaiting acceptance”.
- Open the request and click on the Details tab
- Select from the CMD menu: CMD> Accept or CMD> Reject
- From the Inbox for Conflict Minerals Declaration, you can search for a status of “not yet browsed” .
- Open the request
- Select from the CMD menu: CMD> Accept or CMD> Reject

CMD Request Inbox and Outbox

The CMD Inbox and Outbox is where you will view and track CMD requests and CMDs that are sent between companies. The chart below provide information on what you will see in the Inbox and Outbox, based on if you are the CMD Requestor (Customer) or the Supplier.

		CMD Requestor (Customer)	Supplier
Inbox	Conflict Minerals Declaration	CMDs that you receive from your suppliers	
	CMD Request		CMD requests that you have received.
Outbox	Conflict Minerals Declaration		CMDs that you send to your customers
	CMD Request	CMD requests that you have created/sent. Access to import of bulk requests.	

CMD Request

This and other CMD tutorials can be found at cdxsystem.com by selecting Help > Tutorials .

