



Guidance on how to use your landing page

Five easy steps to manage your MD + SDoC documents.

Welcome to your personal IHM Management landing page provided to you by GSR. With this guidance we'd like to support the provision and management of your Material Declarations (MD) and your Suppliers Declaration of Conformity (SDoC) – as legally required by international regulations. Your business partners are relying on your cooperation for his own IHM obligations.

In addition to the [Manual for Suppliers](#), we would like to guide you through the easy steps for managing your own documents efficiently. Let's get started:

Step 1:

Please open the weblink which has been provided to you in our request-email as you've been identified as a supplier of relevant items. By opening the weblink you will be guided to your personal landing page which shows all requests and documents uploaded already. We recommend to use Chrome or Mozilla Firefox. You can use the link whenever you like and latest status is provided to you any time.

You can upload the documents (as separate files) conveniently via the website prepared for you: [landing page](#)



Step 2:

On your personal landing page you find an area highlighted as "Document Template Files" (upper left). There you can download templates for MD and SDoC formatted according to all legal requirements. Please download the files as per your convenience and fill them out for every relevant product as requested. Save the files with a logical name on your computer.

Document Template Files

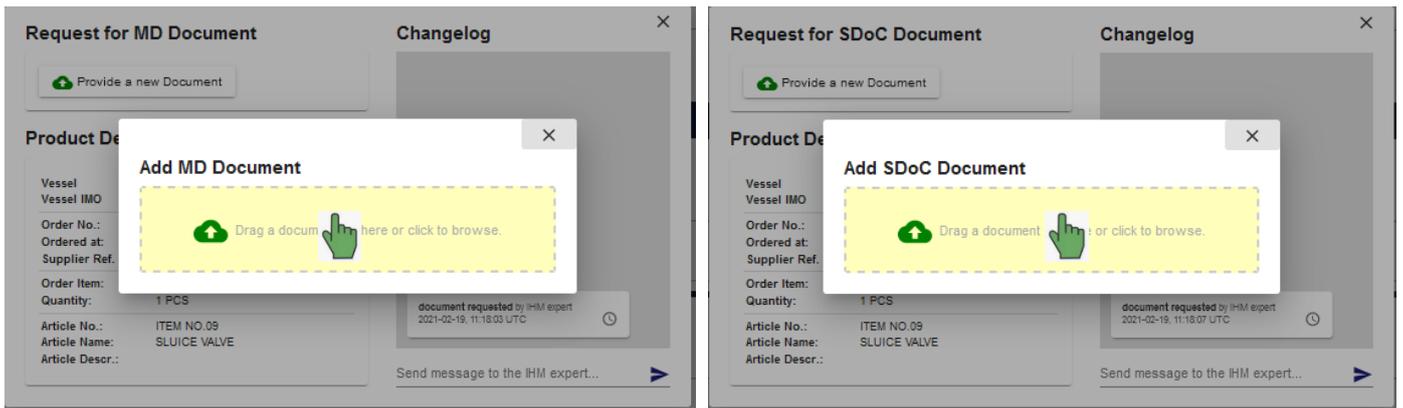
Please use the following form templates as starting point to fill out the requested SDoC and MD documents. Afterwards please upload the filled out documents on this page and assign them to the designated order items below.

- SDoC incl. EU Static v0.5: [download](#)
- MD incl. EU Static v0.5: [download](#)



Step 3:

Upload the completed documents via the table showing the different articles for which documents have been requested as shown on your landing page. You can also use the search function via "Ordered Products". By searching numbers or names, the webpage will take you to the right item within the table so that you can conveniently upload your documents.

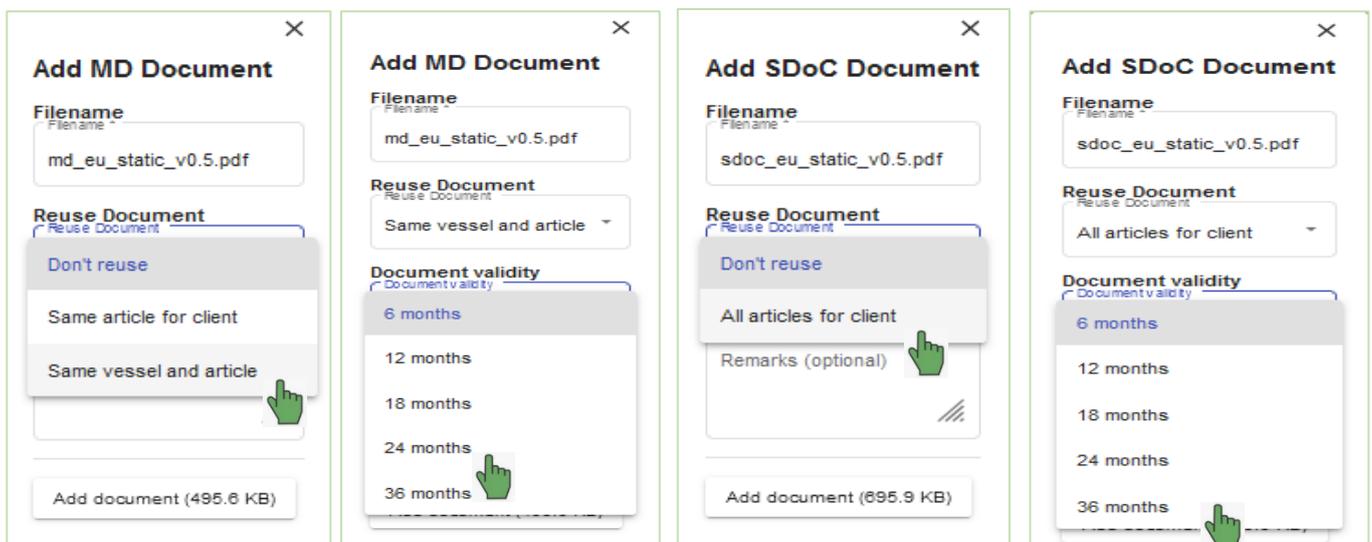


Step 4:

On the right columns, the table allows you to upload your documents, one field for a product specific MD via the “Provide MD”-field and one field for the company specific SDoC via the “Provide SDoC”-field. By clicking on it a pop-up menu will appear where you can easily upload your documents.

Step 5:

Please select the Re-use option for MD and SDoC in the section “Reuse Document” via selection in the drop-down menu. This allows you to specify the period in which we can re-use your documents (up to 3 years) and avoids repeated requests for similar documents which reduces the workload on your side. We suggest to select the option “Same article for client” for the MD with a period of your choice and for the SDoC “All articles for client” with a period of 36 months, as usually changes are hardly appearing at all.



Done? Then “Thank You Very Much!” from us and your customer.



One more thing:

Please, don't hesitate to contact us in case of any question for support whenever in need.

We're happy to help and please use the following email address: ihm-maintenance@gsr-services.com

Thanks for working with us to fulfil these new legal obligations!

Your

GSR Services Team