

Supply Chain Communication Tool

Functional Requirements

1st May 2009



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Background



- The REACH registration dossiers submitted by Manufacturers & Importers of substances will include Exposure Scenarios (ES) covering the Uses of those substances
- It is expected that Suppliers will undertake a process to inform the Customers of their products about the Uses that are intended to be covered by the Exposure Scenarios
- Cefic anticipates extensive and voluminous communication between Suppliers and Customers as part of this process.
- Cefic established a Supply Chain Communication Task Force (SCCTF) to define a process to bring some consistency and order to the communication between Suppliers and Customers
- The SCCTF created the Exposure Scenario Development and Communication Model. See Attachment 1.
- The SCCTF approached the Cefic IT Working Group to develop a functional requirements for the tool to facilitate communication between Suppliers and Customers
- The functional design can be used by companies who intend to develop a tool to handle the communication of Uses and ES to Customers
- The functional design can be implemented by M/I as well as DU who wish to communicate to their own DUs



Out of Scope

- Cefic will not provide a Supply Chain Communication Tool. It will be the responsibility for each company to develop their own IT tool.
- This process does not include sending the eSDS to Customers
- This process does not define the development of the generic or company-specific Exposure Scenarios

Assumptions (1 of 2)



- The basis for the tool is the Exposure Scenario Development and Communication Model developed by the Cefic Supply Chain Communication Task Force. Specifically, the tool supports the communication component of the Model. See Attachment 1 - Shaded green section.
- As defined in the REACH regulation, Downstream Users have the right to inform Suppliers of their Use. This Use information must be provided no later than 12 months before the intended Registration date, to ensure that the M/I considers this use as an identified use for his Registration dossier.
- Standard Use descriptors are available and shall be used (4 Use Descriptors [SU, PC, PROC, AC], 1 Environmental Release Category [ERC])
- Suppliers will undertake a process to assign Use Descriptors to their products
- Suppliers will identify the Customers to whom they will communicate
- Customers are responsible for mapping supplier trade and material codes to their internal naming/coding system

Assumptions (2 of 2)



- Customers must understand the REACH Use Descriptors. A link will be provided to the Use Descriptor guidance
- The tool will be required until after the 2018 registration window
- Suppliers will determine the feedback deadline for a product based on the registration requirements for the constituent substances
- Suppliers will decide on the language requirements for the tool while maintaining the table format and content

Supply Chain Communication – Phased Approach



- Communication from the Supplier to the Customer will be in two phases:
 - Phase 1 : Suppliers will advise Customers of the Uses to be included in the registration dossier. Customers can advise Suppliers if their particular Use is not covered
 - Phase 2 : Suppliers will make available Exposure Scenario(s) to Customers for relevant products. This Phase will not have a feedback option in the tool.

Phase 1 – Overview



- Suppliers will make available to Customers the following information:
 1. Supplier identification information (name, code, address etc)
 2. List of Products purchased by the Customer, regardless of the registration deadline, or the need for an ES
 3. Deadline for receiving feedback from the Customer
 4. For each Product, the following Use Identifier information:
 - Use Description
 - Sector of Use
 - Process Category
 - Product Category
 - Article Category
 - Environmental Release Category
- It is recommended that the communication from the Supplier to the Customer provide appropriate instructions and examples

Phase 1 – General Functionality (1 of 2)



- The tool will store products, which may be both substances or preparations
- Instructions will be available on-line
- The tool will have the capability to accept data from the Supplier in bulk via an upload function, including the ES
- The tool will have the capability to provide an auditable confirmation to a Customer when they submit a Use that is not identified by the Supplier. The confirmation will include details of what was submitted by the Customer and include the date when the Customer feedback was submitted.
- Customers will see only the products they purchase
- Customers will see all products they purchase, regardless of the feedback deadline or the need for an ES.
- Products that do not require Use identification for the dossier will be noted accordingly
- The tool should have the capability for Customers to delegate particular products to other individuals within their organisation

Phase 1 – General Functionality (2 of 2)



- In Phase 1, the tool will provide functionality to download the information provided by Suppliers. The tool will have the option to provide an extract in XML format. See Attachment 3 for the recommended data sequence of the extract file
- Allow Customers to see the feedback they have provided for all the products
- The tool should allow Customers to send an e-mail to the supplier identifying unlisted products
- Suppliers may send communication to Customers in batches ie. Different business units or business lines may have their data ready at different times
- Provide a summary page to the customer before submitting input
- Certain events will trigger a re-send of the communication from Suppliers to Customers. These events include:
 - adding a new trade product to a Customer list
 - adding a new Customer
 - changing the feedback deadline for a product

Phase 1 – Screen 1 Layout



See screen 2 layout

Product name	Input deadline	
Product 1	1-Dec-09	View Use info
Product 2	TBA	TBA
Product 3	Not Required	Use info not required
Product 4	1-Dec-09	View Use info

Press here to download the Use information for all above products and associated material codes/names in an XML format

[Button](#)

Press here to view all the Use information sent to the supplier:

[Button](#)

Press here to inform supplier of unlisted products:

[Button](#)

Note: As optional feature a 'Status' column can be added in the table where Customers manually can track their progress in reviewing the information provided. Options by a pull-down menu:

Complete – no feedback

Complete – feedback provided

In-progress

Phase 1 – Screen 2 Layout



Go to screen 3

It is our intention to include the Uses in the table below (subject to demonstration of safe use in the CSA) in the Registration dossier for the respective products.

[if the Use information below is based on Industry Association use mapping, it is recommended to make reference here]

If [your Use is covered](#) by the provided Use identifiers, there is no need to take action.

If your [Use is not included](#) in the table and you wish to make it known to your Supplier,

please use this form: **Button**

Product name: Product1

Feedback deadline: 1-Dec-09

Use identifier	
Use Title	Use descriptors
Formulation & packing of solvent-based mixtures	[SU3] Industrial Manufacturing (all) [PROC2] Use in closed, continuous process with occasional controlled exposure (e.g. sampling). Industrial setting [PROC3] Use in closed batch process (synthesis or formulation). Industrial setting [ERC 2] Formulation of preparations
Industrial use of coatings	[SU3] Industrial Manufacturing (all) [PROC7] Spraying in industrial settings and applications. Industrial setting; [ERC 7] Industrial use of substances in closed systems

Phase 1 – Screen 3 Layout for Customer Input



Product name: Product1

In the 'Process and Activities' text box you can provide Exposure related information, e.g. how you commonly describe the activities you undertake. Additionally, please select the applicable Use descriptors and Environmental Release Categories as defined in the REACH Technical Guidance ([link](#), R12&R16).

Process and activities	[free text box]
Sector of Use (if relevant)	[select SUs from drop-down]
Process category	[select PROCs from drop-down]
Product category	[select PCs from drop-down]
Article category (if relevant)	[select ACs from drop-down]
Environmental Release Category	[select ERCs from drop-down]

submit to supplier

Note that only a value for the relevant categories needs to be provided, and that for a certain category (e.g. SU, or PROC) multiple values can be selected if applicable.

Phase 1 – Screen 3 Layout for Customer Input Example



Product name: [MyLube2009E](#)

In the 'Process and Activities' text box you can provide Exposure related information, e.g. how you commonly describe the activities you undertake. Additionally, please select the applicable Use descriptors and Environmental Release Categories as defined in the REACH Technical Guidance ([link](#), R12&R16).

Process and activities	Use as concrete release agent
Sector of Use (if relevant)	[SU3] Industrial Manufacturing (all)
Process category	[PROC7] Spraying in industrial settings and applications. Industrial setting [PROC10] Roller application or brushing of adhesive and other coating Industrial or non-industrial setting.
Product category	[PC10] Building and construction preparations not covered elsewhere
Article category (if relevant)	-
Environmental Release Category	[ERC4] Industrial use of processing aids

submit to supplier

Phase 2 – Overview



- Suppliers will make the ES available to Customers.
- The ES communicated to Customers is the version that is expected to be attached to the eSDS, but it will be communicated as soon as available and before the registration
- There may be multiple ES for a product
- It is recommended that the ES be communicated in PDF format. PDF format is preferred as it a widely accepted standard
- The tool will allow for the bulk upload of Exposure Scenarios.



Phase 2 – Screen Layout



It is our intention to Register the supported Product Uses included in the table with the respective Exposure Scenario.

You will be provided with an updated SDS with an annex on ESs as soon as it is available.

Product name: Product1

Use identifier		ES
ES Title	Use descriptors	
Formulation & packing of solvent-based mixtures	[SU3] Industrial Manufacturing (all) [PROC2] Use in closed, continuous process with occasional controlled exposure (e.g. sampling). Industrial setting [PROC3] Use in closed batch process (synthesis or formulation). Industrial setting [ERC 2] Formulation of preparations	
Industrial use of coatings	[SU3] Industrial Manufacturing (all) [PROC7] Spraying in industrial settings and applications. Industrial setting; [ERC 7] Industrial use of substances in closed systems	

IT Tool Functionality Suggestions



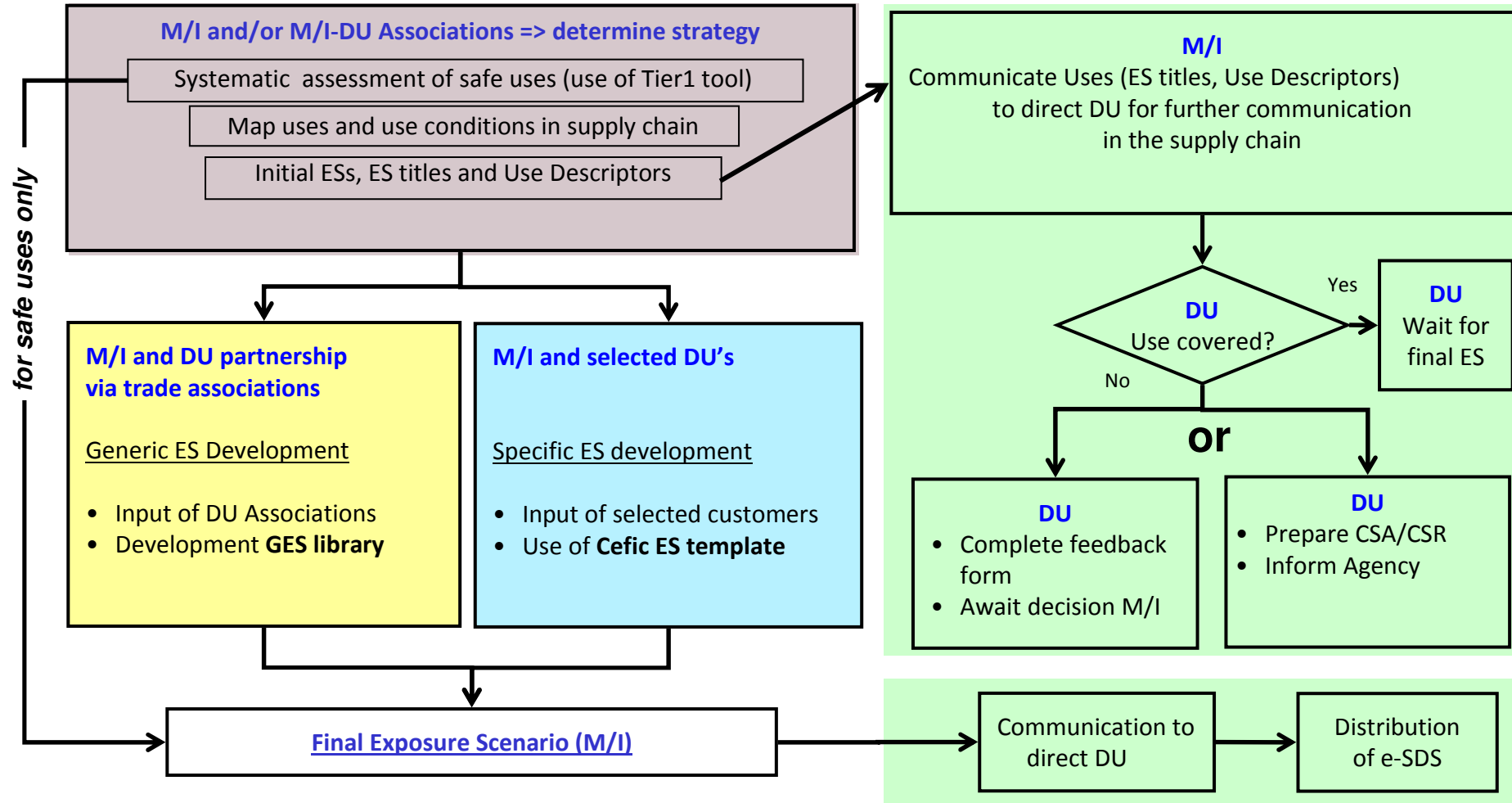
- The tool will have the capability to accept data from the Supplier in bulk via an upload function, including the Exposure Scenarios
- The tool will have the capability to provide an auditable confirmation to a Customer when they submit a Use that is not identified by the Supplier. The confirmation will include details of what was submitted by the Customer and include the date when the Customer feedback was submitted.
- Customers will see only the products they purchase
- Customers will see all products they purchase, regardless of the feedback deadline or the need for an Exposure Scenario.
- Products that do not require an Exposure Scenario will be noted accordingly
- The tool should have the capability for Customers to delegate particular products to other individuals within their organisation

Attachment 1



Downstream Users of Chemicals Co-ordination group

ES Development & Communication model

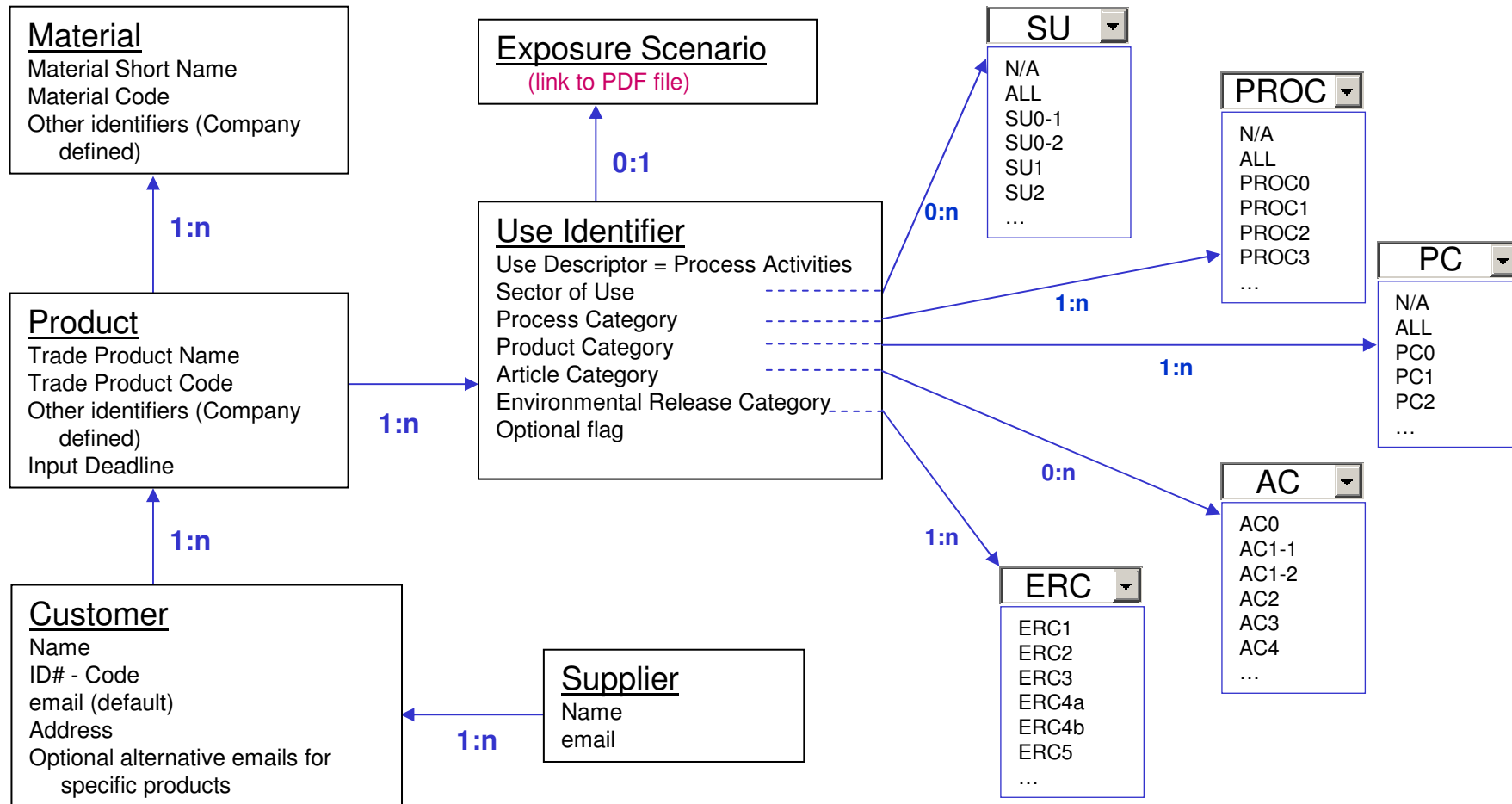


Legend
 M/I = Manufacturer / Importer
 DU = Downstream User

For specific products and applications the appropriate (next) steps in the above diagram need to be determined based on expert judgement: not always all steps are needed and/or the order can be adapted.

Attachment 2

Data Hierarchy



Attachment 3

Data for Upload and Download



Fields (for Download)

1. Supplier Code
2. Supplier Name
3. Customer Code (mandatory)
4. Trade product code (mandatory)
5. Trade Product name
6. Material Code(s) mandatory (multiple possible)
7. Material Name (one per Material Code)
8. Input Deadline
9. Use Identifiers (mandatory)

Fields (for Upload)

1. Customer Code
2. Trade Product Code
3. Material Code
4. Use Identifiers