

# 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](mailto:helpdesk@productip.com)

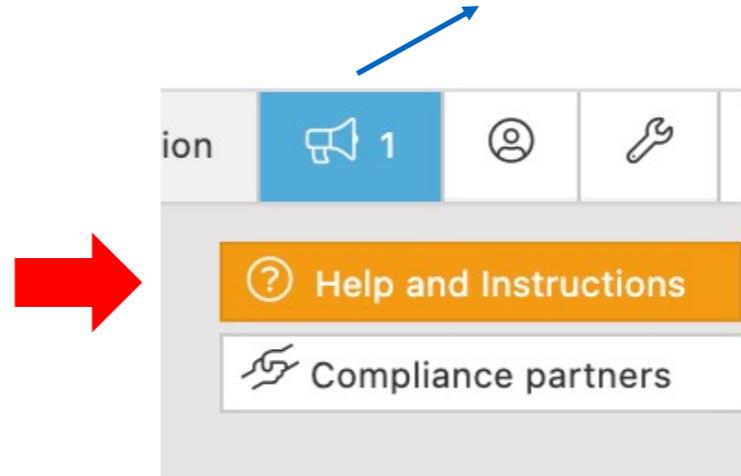
English

中国

Nederlands

Deutsch

Overview of latest updates of the platform



Flow of creating a Technical file:  
Step:

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

# 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.

## Manage:

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.

Requirement Category	Requirement ID	Product	Region	Status	Effective Date
Product Identification - Declaration of Product Identity of packaging (0)	B3	EU	Not applicable		
	B3	EU	Not applicable		
	B3	EU	Not applicable		
	B3	EU	Not applicable		
Social Compliance (CSR) (1/1)	D	EU	Not applicable		
	D	EU	Not applicable		
General Product Safety Directive (GPSD) 2001/95/EC (0/2)	A	EU	Not applicable		
	A	EU	Not applicable		
REACH Regulation (EC) 1907/2006 (5/6)	B1	EU	Not applicable		
	B1	EU	2015-06-17		
	B1	EU	2015-12-15		
	B1	EU	2015-12-27		
	B1	EU	2015-06-01		
	B1	EU	2015-03-23		
Hazardous Substances not covered by REACH (0/1)	B1	EU	Not applicable		
	B1	EU	Not applicable		
Persistent Organic Pollutants (POP) Regulation (EC) 850/2004 (0/2)	B1	EU	Not applicable		
	B1	EU	Not applicable		
	B1	EU	Not applicable		
Performance, Functionality, Dimensions, Specifications (0/3)	C	EU	Not applicable		
	C	EU	Not applicable		

Product | Timeline | Documents (18/12) | Requirements ⚠️ | Invites (1) | Sharing | Reviews | SKU Disk | Assessments | Complaints | LC ⓘ

Pre-finalize | Check for update | Add Requirement | Edit regions | Edit categories | Report incorrect requirements | Download requirement list | CE Declaration | Add task | Add note

DEMO  
This environment is not intended for production use

Logged in as: training@productip.com  
Credits: [911] | Subscription: [No]

Technical files | Supplier files | Requests (11) | Tasks | Invites | Shares

### Your technical files

Create a new Technical File | Buy credits

All files | Documents that need to be reviewed. | overzicht +

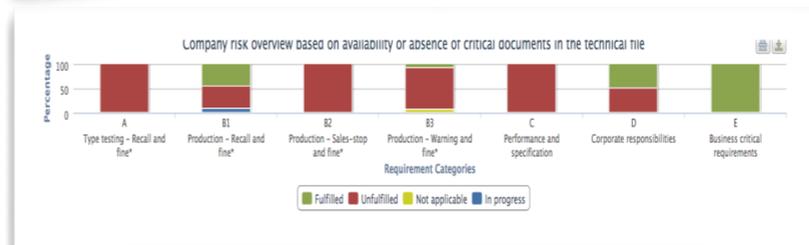
Filter: DIY,DIY+,FAST,FAST\_INV,FAST\_COL,FAST\_FIN,FAST\_DIS,FAST\_DON,License type - (Basic(subscription), Extended(subscription), Extended(credits)), EOL non expired, Any Tags[1]

Display 10 records per page | Showing 1 to 3 of 3 records (Total 74 records)

Status	Created	Deadline	Supplier name	Product	File type	End of life date	Market Release Date	Status
📄	2015-04-21	2015-06-02		90000.11 (Wassenaar)	Extended FAST (INV)		2015-04-22	draft
📄	2015-03-25	2015-03-30	fun factory	20151702-14 (just for fun 26-3)	Extended DIY		2015-05-01	draft
📄	2015-02-17	2015-03-30	fun factory	20151702-08 (just for fun 8)	Extended DIY		2015-05-01	final

Select all | Deselect all | Choose action: Send invitation | Execute

Legend: N/A requirements, Fulfilled requirements, Unfulfilled requirements with documents, Unfulfilled requirements without documents, The file has no requirements, Pending invites, Accepted invites, Declined invites, Tasks, Finished tasks, Unchecked documents, Unanswered comment, File has multiple articles, On hold, Prefinal, Final, Shared with 3rd party, Incomplete file, File has end of life date, View details, Hide details, Copied from supplier file, File is currently valid, Requirements/documents expire in 3 months/new requirements available, Requirements/documents expired/new requirements effective



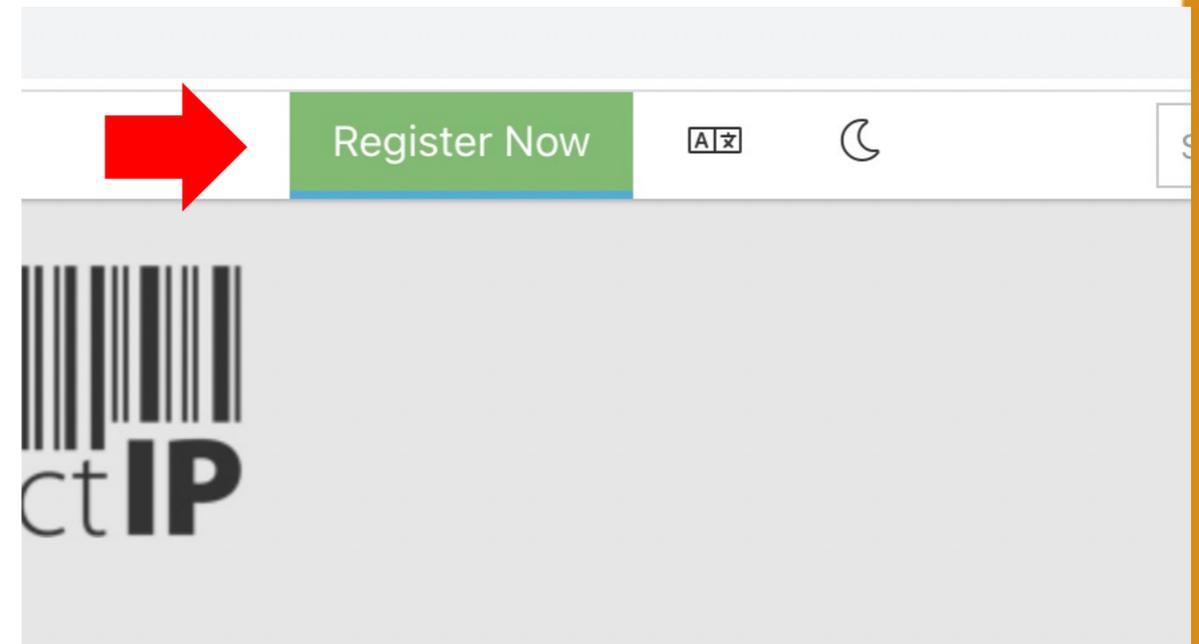
# PRODUCTIP IS NEW TO ME:

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.



**Welcome to ProductIP**  
Before you can accept the invite from [redacted] to upload compliance documents, you first have to register a free ProductIP account.

E-mail Address: [redacted]

First name: \* [input field]  
Middle name: [input field]  
Last name: \* [input field]  
Phone number: \* [country code: +81] [number: 3-1234-5678]  
Company: [input field: test]  
 I have no company name

Country/Region: \* [dropdown: Japan]  
Preferred email language: \* [dropdown: English]  
Note: some emails are available in English only.

Password: \* [input field]  
Confirm Password: \* [input field]

I agree that ProductIP can send me e-mails related to their services.  
 I have read and accept the ProductIP general conditions \*  
 I have read and accept the ProductIP privacy statement \*

\* = mandatory field  
Upon registration you will be subscribed to our platform mailinglist to help you get started with our platform and inform you how to access support and training. You can unsubscribe at any time.

# CAN I GROUP ARTICLES TOGETHER IN ONE FILE?

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

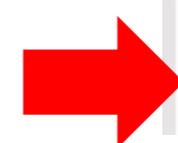
## Group into 1 file



## Each article has its own file



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



Display 10 records per page

Article number	Name	Bar Code	Batch code
20202303	article		87655978654455
20202304	article 2		87655978654454

# 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.

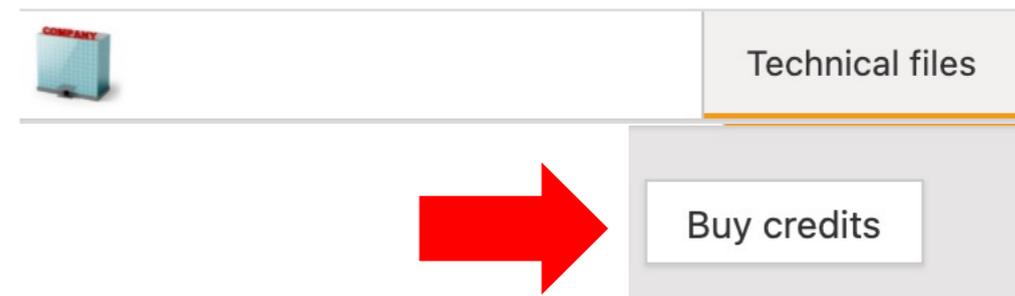
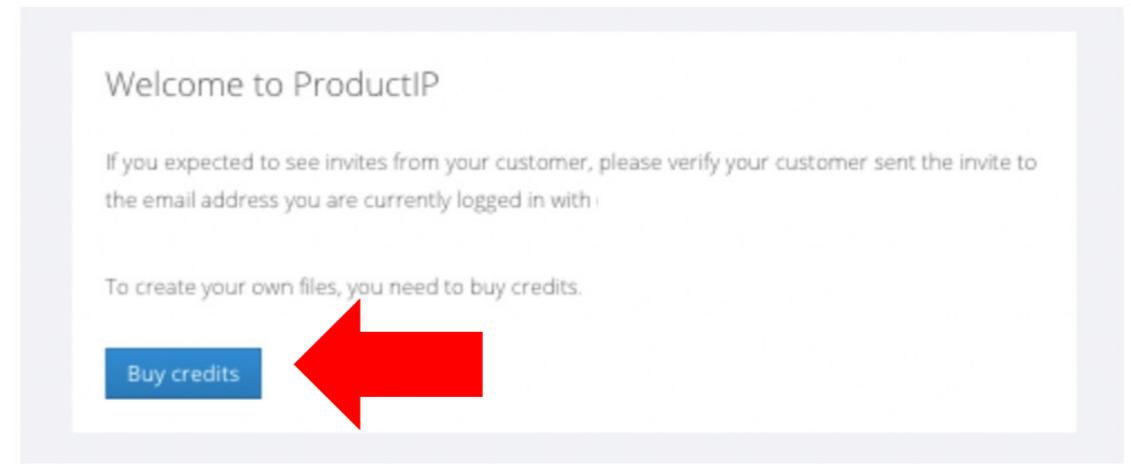
Additional services such as File Assembly Support Team, Review, Organise, can also be purchased with credits.

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:



# 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.



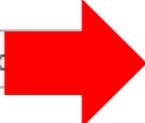
Welcome to ProductIP, the internet based expert system for creating, managing and sharing CE Technical Compliance files.

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](mailto:helpdesk@productip.com).



E-mail Address:

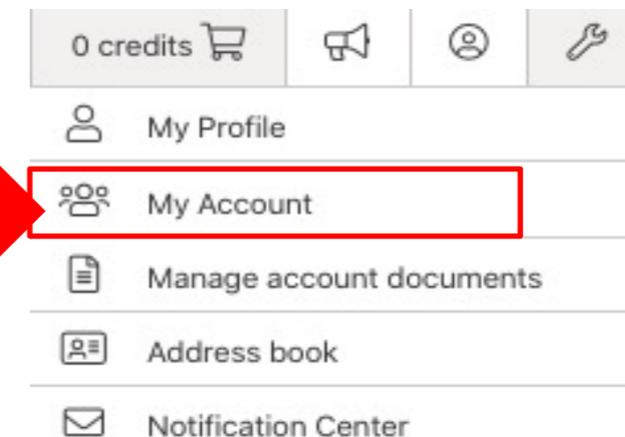
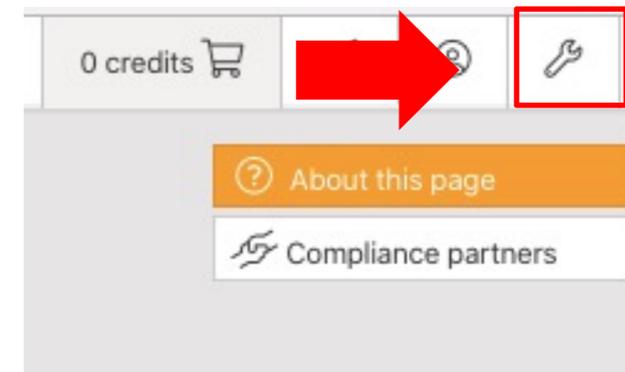
Password:

New user?   Forgot your password?  Need support?  What's new?

# 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



# 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.

My Account | File Groups | **Users** | User Groups | Entities | Brand names

Invite user(s) | Enable 2 step verification | Manage IP whitelist | View deleted users

Display 10

**Invites**

Name	
Sex: *	Male
E-mail Address: *	
First name: *	
Middle name:	
Last name: *	

Message:

Showing 1 to

Cancel | Send Invitation

0 credits | ? | [Wrench icon]

About this page

Compliance partners

0 credits | [Speaker icon] | [User icon] | [Wrench icon]

My Profile

**My Account**

Manage account documents

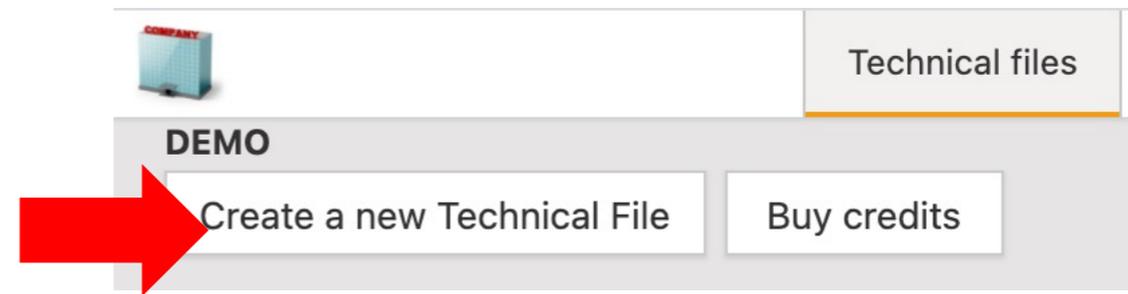
Address book

Notification Center

## 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



New Technical File Wizard(1/8) x

Fields marked with \* are obligatory.

Product Information

Article number: \*

Name: \*

Market Release Date: \*

**Please note: charges apply if you change the market release date after creating the file.**

Bar Code:

Purchase Order Number:

Shipment Number:

Brand name:

Customs code:  Clear

Customs code description:

Country of origin:

File group:

Risk classification:

Description:

Workflow Information

Supplier Information

Customer Information

Next >>

## Supplier contact details\*

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

You can also add the article number of your supplier to the file, It is also used when the supplier is asked to provide documents. This ensures better recognition of the request.

**New Technical File Wizard(1/8)**  
Fields marked with \* are obligatory.

**Product information**

Article number: \* 202001  
 Name: \* Product 1  
 Market Release Date: \* 2020-06-01 **This field is required.**  
 Please note: charges apply if you change the market release date after creating the file.

Bar Code:   
 Batch code:   
 Purchase Order Number:   
 Shipment Number:   
 Brand name: ---  
 Customs code:  **Clear**  
 Customs code description:   
 Country of origin: -Select country-  
 File group: None  
 Risk classification: ---  
 Description:

**Workflow information**  
**Supplier information**  
**Customer information**

**Next >>**



**New Technical File Wizard(1/8)**  
Fields marked with \* are obligatory.

**Supplier information**

Here you may, voluntarily, add information about the supplier and his product. This information is not shared when you share the viewing rights of the file however it will help you to search and find technical files in the future.

Company Name: supplier name **New contact**  
 Supplier/Factory Code:   
 Contact email: email@supplier.com  
 Contact code:   
 Sex: ---  
 First name: A.  
 Middle name:   
 Last name: Supplier  
 Direct phone number:   
 Address:   
 Postal code:   
 City:   
 General phone number:   
 Country/Region: -Select country-  
 Article number: 12345  
 Product name: article 12  
 Note:

**Customer information**

**Next >>** **Create pre-draft file**



# 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.

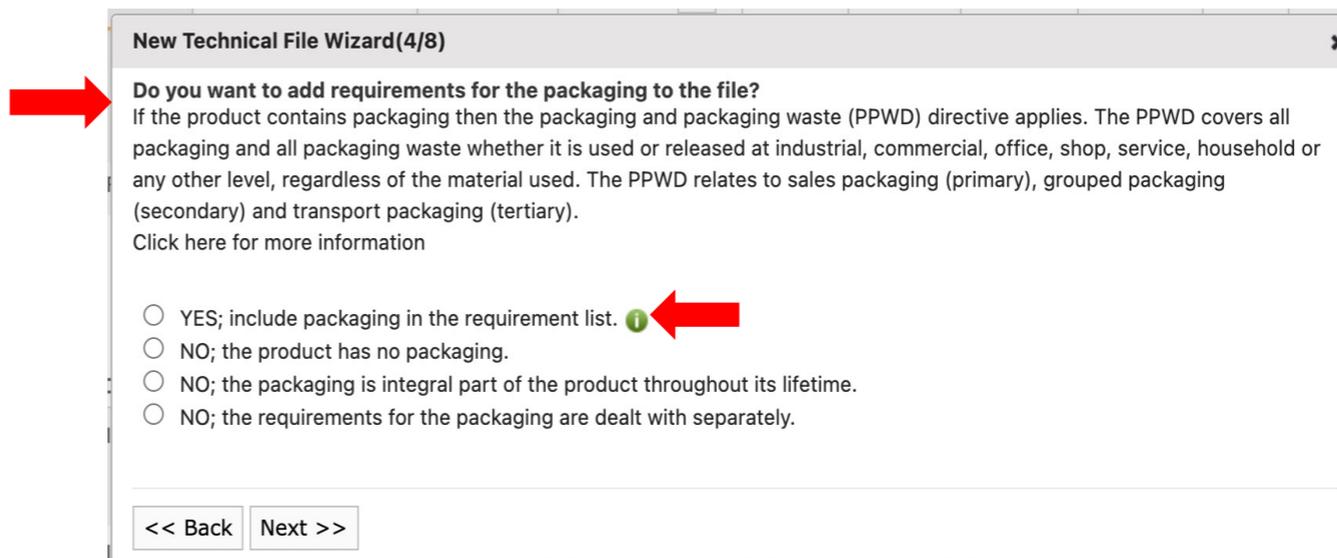
This requires some knowledge of the product. A wrong answer can add or omit a requirement from the list.

- 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

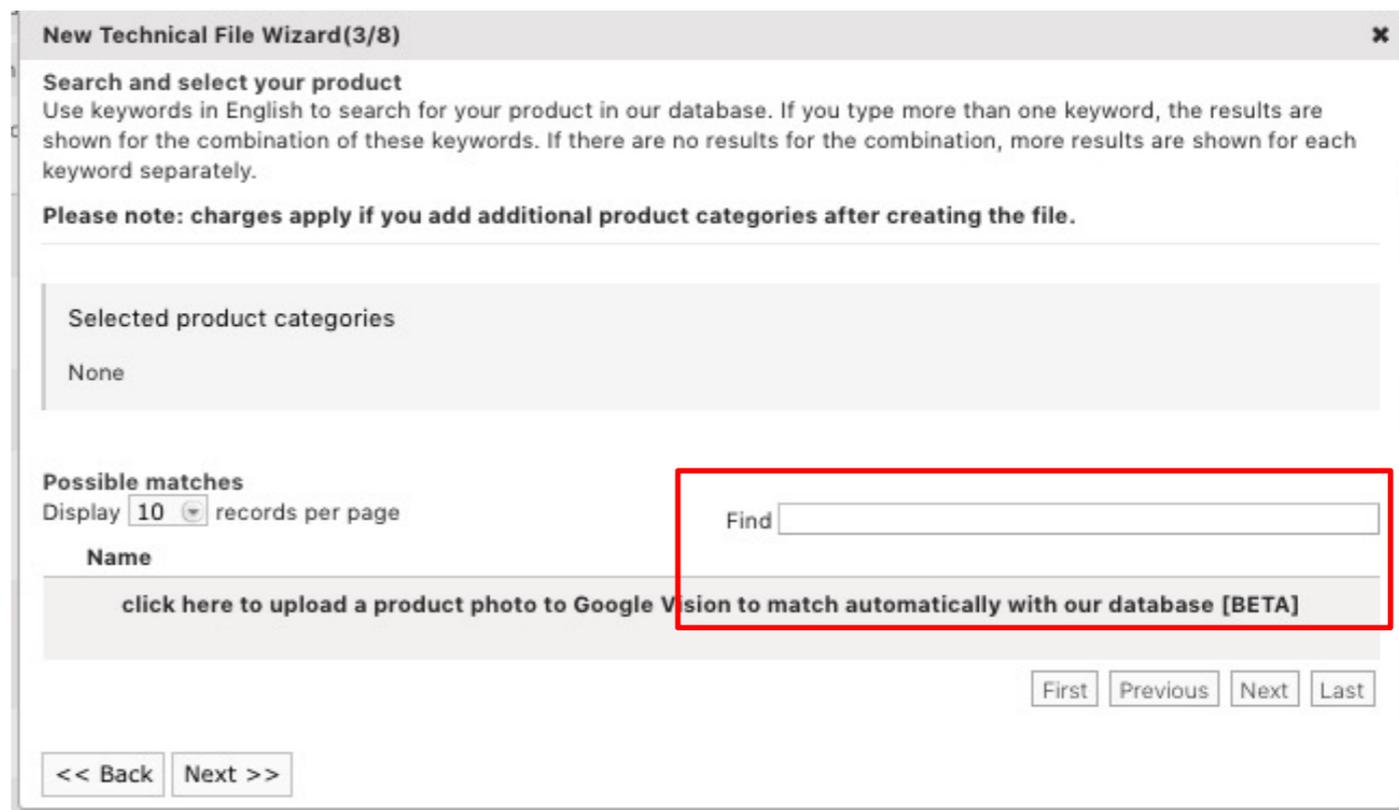
Other questions:

- 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 particular topic.



# FIND THE PRODUCT CATEGORIES:



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.



# 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. [Here](#) 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) x

**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

<< Back

Create the Technical File!

**Services**

BUY

- 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.
- 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.
- 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.
- 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.

# WHAT TO DO NEXT:

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



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.

The screenshot shows the ProductIP interface for a demo account. The top navigation bar includes 'Technical files', 'Suppliers', 'Requests' (12), 'Tasks', 'Invites', 'Shares', and 'Reports'. The main header displays '2018-1123 (funny seat navy)' with a 'BUY SERVICES' button. Below this is a secondary navigation bar with tabs: 'Risk Profile', 'Product', 'Timeline', 'Documents', 'Requirements', 'Invites', 'Sharing', 'Reviews', 'Bill of Materials (BOM)', 'SKU Disk', 'Assessments', 'Related files', and 'Services'. The 'Documents' tab is highlighted with a red box. Below the navigation bar are buttons for 'Add product article', 'Close file for final review', 'Complete review', 'Make a clone', and 'Log activity'. A table lists four articles:

Article number	Name	Bar Code	Purchase Order Number	Brand name
2018-1123	funny seat navy	8717522183969		
2018-1124	funny seat pink	077838812747		
2018-1125	funny seat green	8717522231981		
2018-1126	funny seat orange	8717522186281		

The detailed view for article 2018-1126 is shown below. A red box highlights the 'Product requirements information' section, which includes:

- Market Release Date: 2018-01-05
- Regions: Europe (show all)
- Product categories: Domestic furniture - Outdoor beach chairs
- Q&A: 6 Answers (view)
- Customers: None

Other sections include 'Product information', 'Workflow information' (Active, 2018-05-02), 'Supplier information' (sas, 78001, testproductip@gmail.com, Saskia, China), 'Product image', and 'Public page' (URL: https://secure-demo.productip.com/public/view/file/abcd, Status: Inactive). A QR code is also present with a 'Download Hi-Res QR Code' button.

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  
 ⚠ Not 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	Category	Expiry Date	Required documents	Services	Regions
<b>Product information (2/6)</b>					
<span style="color: red;">❗</span> Product construction - Bill of Materials, Substances (BOM, BOS) of the product	B3		Bill of Materials (BOM) Bill of Substances (BOS)	EU	
<span style="color: green;">✔</span> Product construction - Drawings, Exploded Views	B3		Product Information	EU	
<span style="color: yellow;">⚠</span> Product construction - Printed Circuit Board (PCB)	B3		Product Information	EU	
<span style="color: blue;">ⓘ</span> Product identification - Declaration of Product Identity	B3		Declaration of Product Identity	EU	
<span style="color: blue;">ⓘ</span> Product identification - Pictures, artwork	B3		Product Information	EU	
<span style="color: green;">✔</span> User information - Manuals and Instructions	B3		User manual	EU	
<b>Product Labelling (1/4)</b>					
<span style="color: red;">❗</span> CE marking	B1		Product Labelling - Artwork	EU	
<span style="color: red;">❗</span> EN 50419:2006 - WEEE symbol	B2		Product Labelling - Artwork	EU	

# CATEGORIES OF THE REQUIREMENTS:

## PRODUCTIP CATEGORIES

DOC - Declaration of Conformity  
RISKS - Risk assessments  
A - Type testing – Recall and fine  
B1 - Production – Recall and fine  
B2 – Production – Sales-stop and fine  
B3 – Production – Warning and fine

T – Transport  
C – Performance and specification  
D – Corporate Responsibilities  
E – Business critical requirements  
F – Company specific requirements  
G – Guides, Decisions, Recommendations and Test methods

TECHNICAL FILE

BUSINESS RISKS



# COMPLIANCE CLIP

## REQUIREMENT CATEGORIES

530



18

A WORLD IN WHICH PRODUCTS CAN BE TRUSTED

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.

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.

### Category C

#### Performance and specification

These are requirements that are used to prove performance or functional aspect of a product. The owner of such claims is in most organisations the marketing and communication department. Examples are colour fastness of textiles and durability of products. Non-compliance may lead to complaints and dissatisfied users of the products.

### Category D

#### Corporate responsibilities

This category covers all kind of requirements related to Corporate (Social) Responsibility. The owner of these requirements is the board of directors of the company. Examples are BSCI, FSC and waste recycling requirements. Non-compliance may lead to critical questions from consumers and especially NGO's have agenda's related to these topics.

### Category E

#### 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 market.

### 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.

Disclaimer: This document provides guidance and is not a legally binding interpretation and should therefore not be relied upon as legal advice. This document can be updated at any time without prior notice.

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T +31 318 700 622 | expert@productip.com | [www.productip.com](http://www.productip.com)

1 | CClip\_530\_Categories\_20140804\_en\_v4



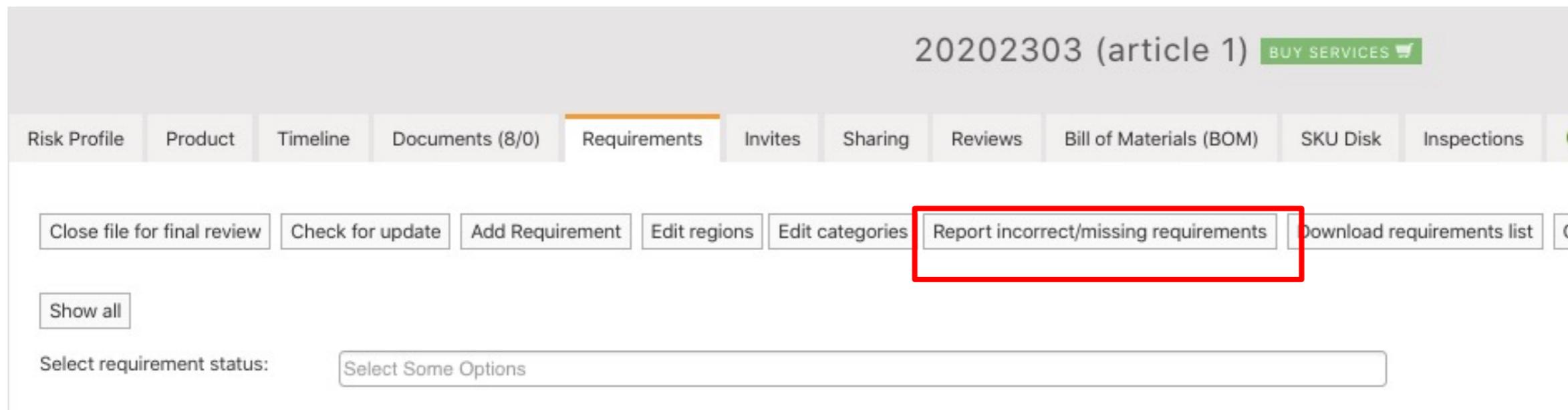
29.04.21

A WORLD IN WHICH PRODUCTS CAN BE TRUSTED

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".

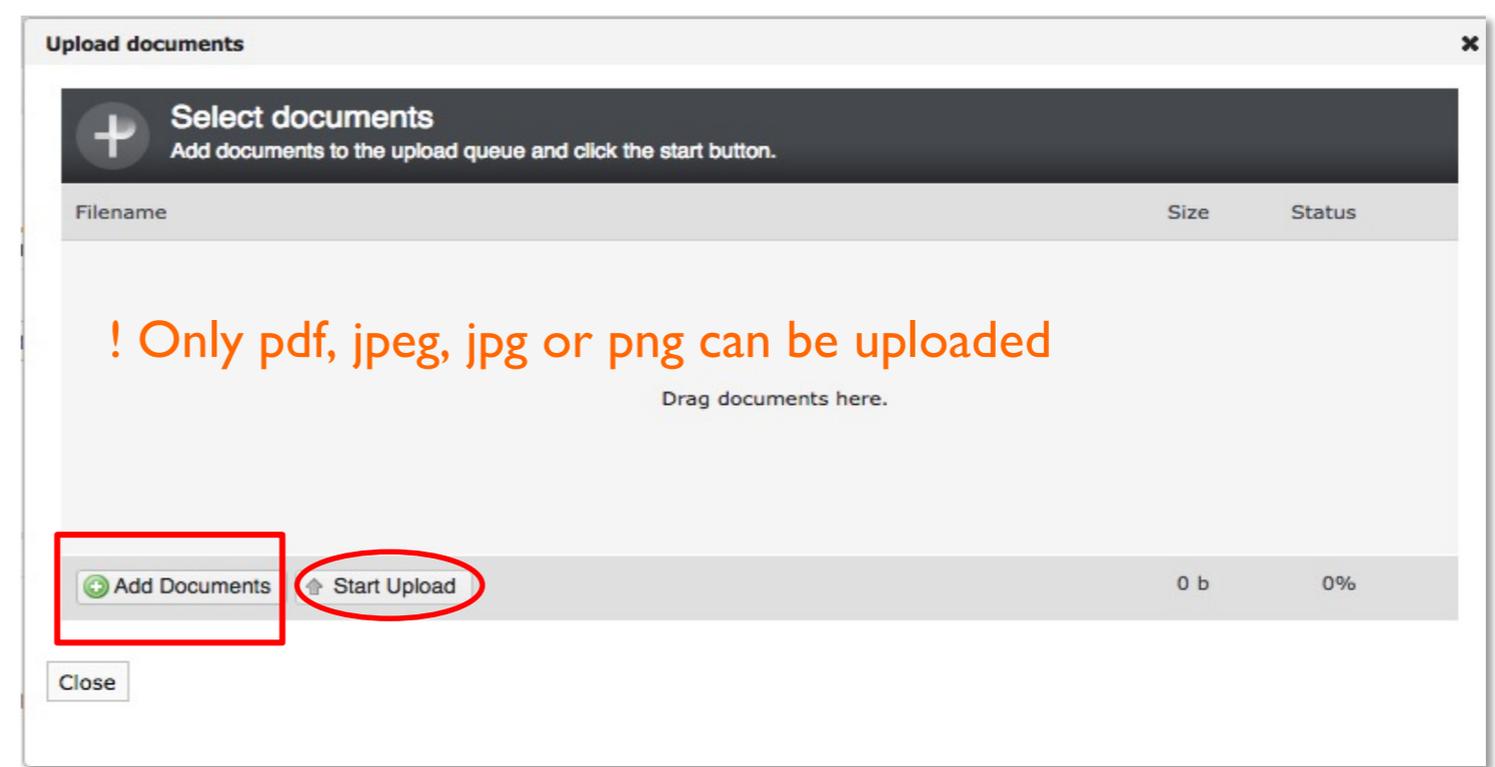
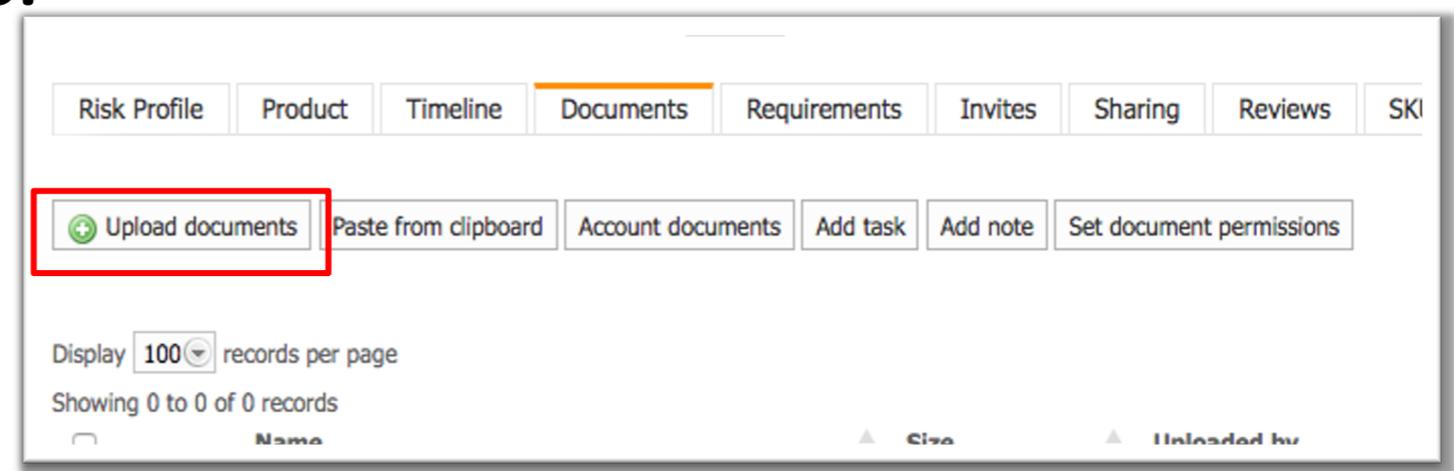
ProductIP will then receive an email with the context of the file.



# 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.



# HIDE INFORMATION:

## Redaction tool

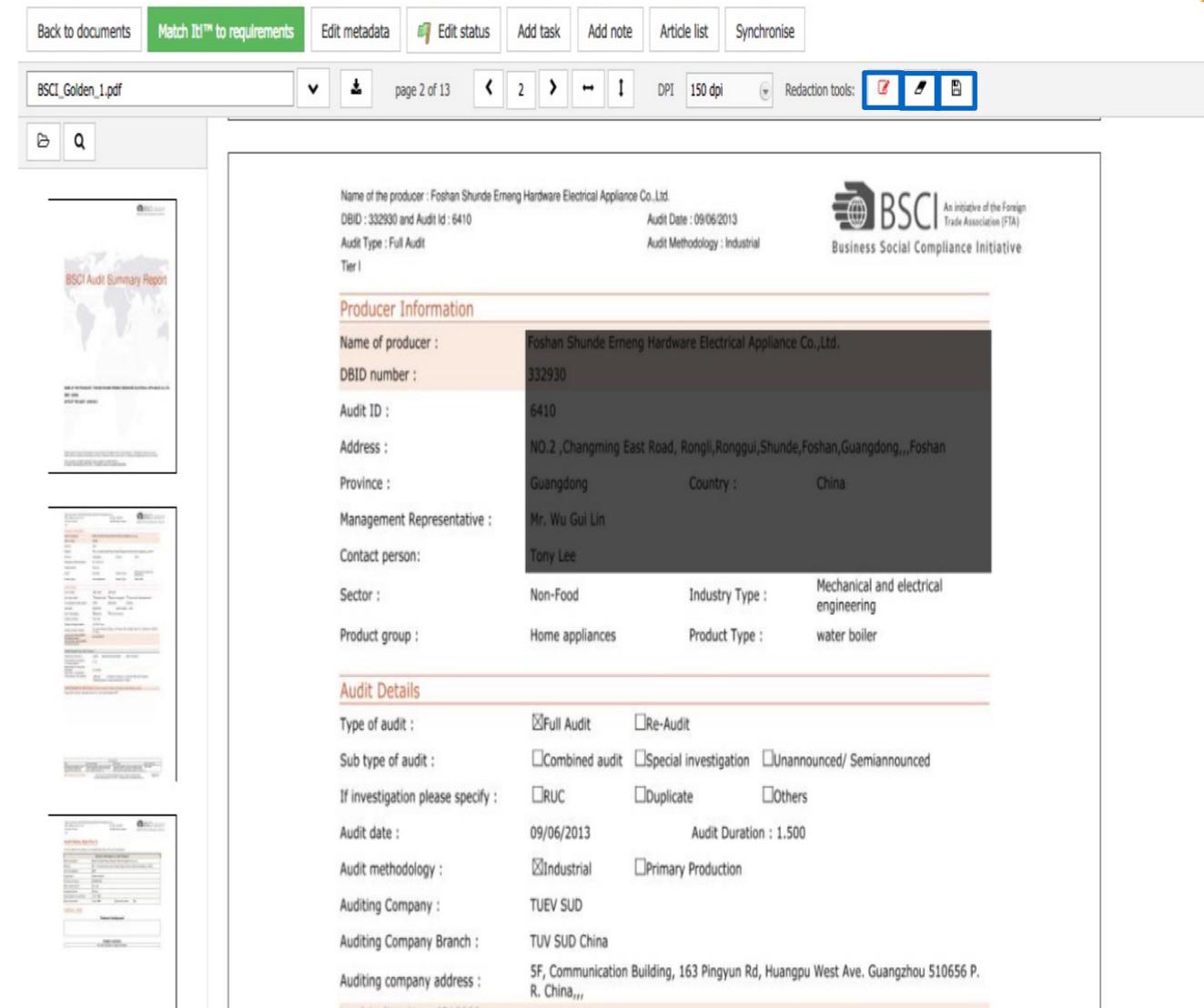
Sharing a technical file with your business partner is a common thing. They may need it because they are the brand owner and have the responsibility for compliance. They may also want to see it as part of a review of your efforts as an importer.

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?



Add a rectangular area to cover what needs to be removed

Delete the area if you made a mistake

We automatically save your editing area when you are editing. You can close the browsers and continue working the next time you open the original document.

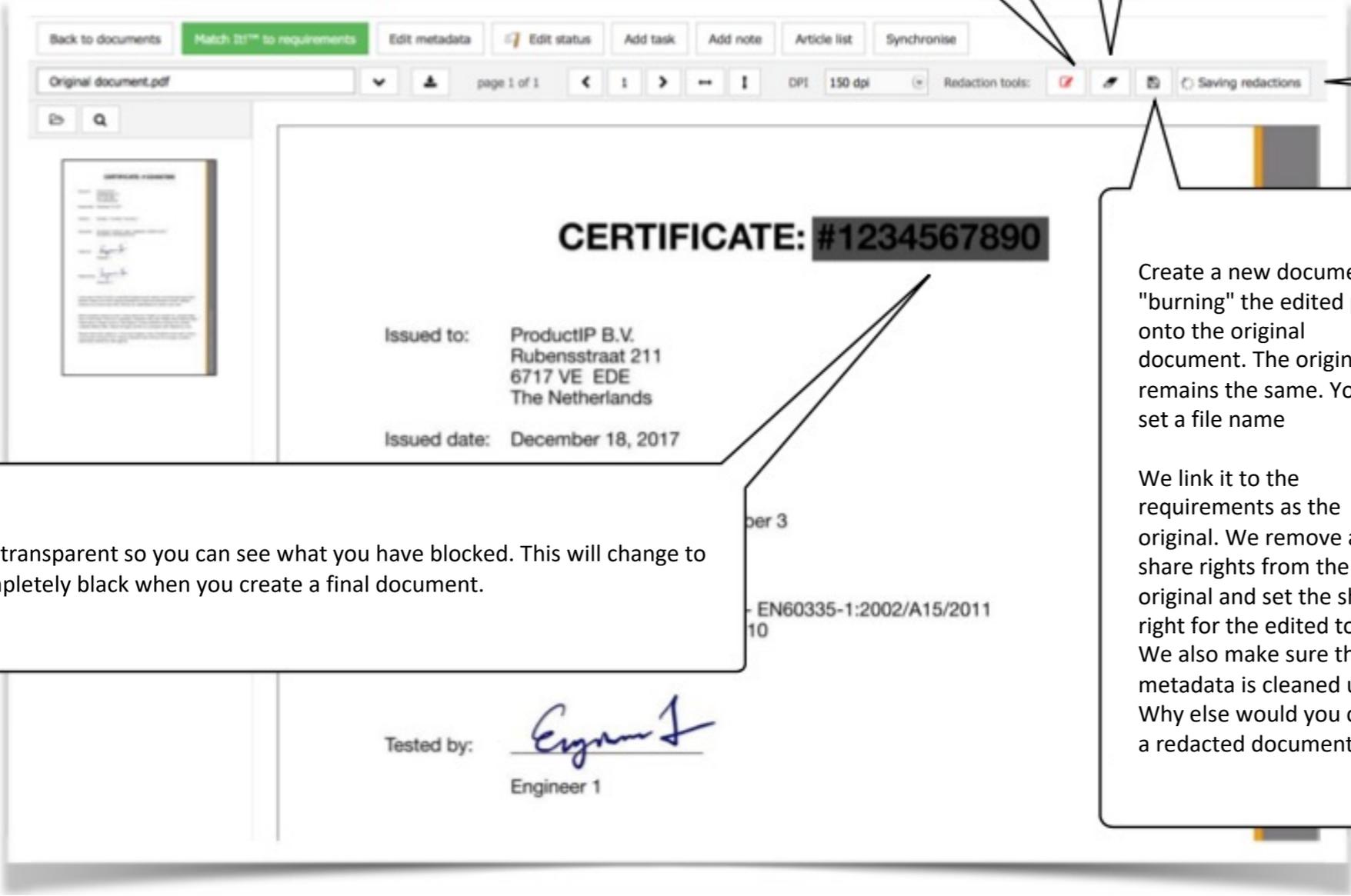
Only when you "burn" a final document will we make a copy with permanent and all-black redaction areas

At that point, the original document will no longer have an editing layer to continue editing. If you want to add more, you must continue on the "burned" edited document

Create a new document by "burning" the edited parts onto the original document. The original remains the same. You can set a file name

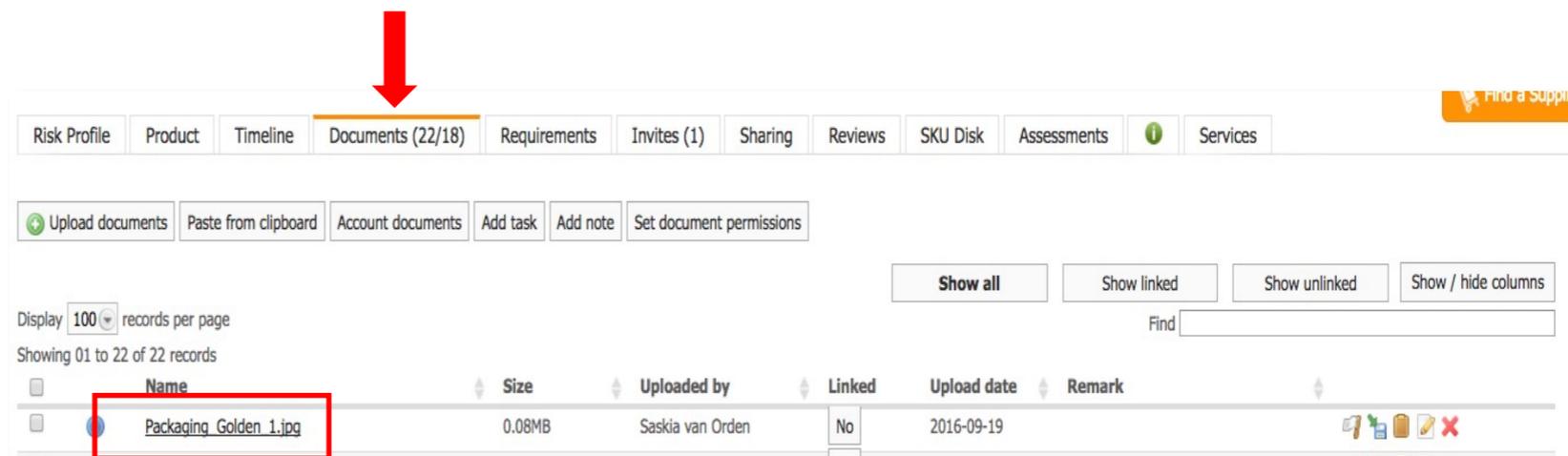
We link it to the requirements as the original. We remove any share rights from the original and set the share right for the edited tool. We also make sure the metadata is cleaned up! Why else would you create a redacted document?

It is transparent so you can see what you have blocked. This will change to completely black when you create a final document.



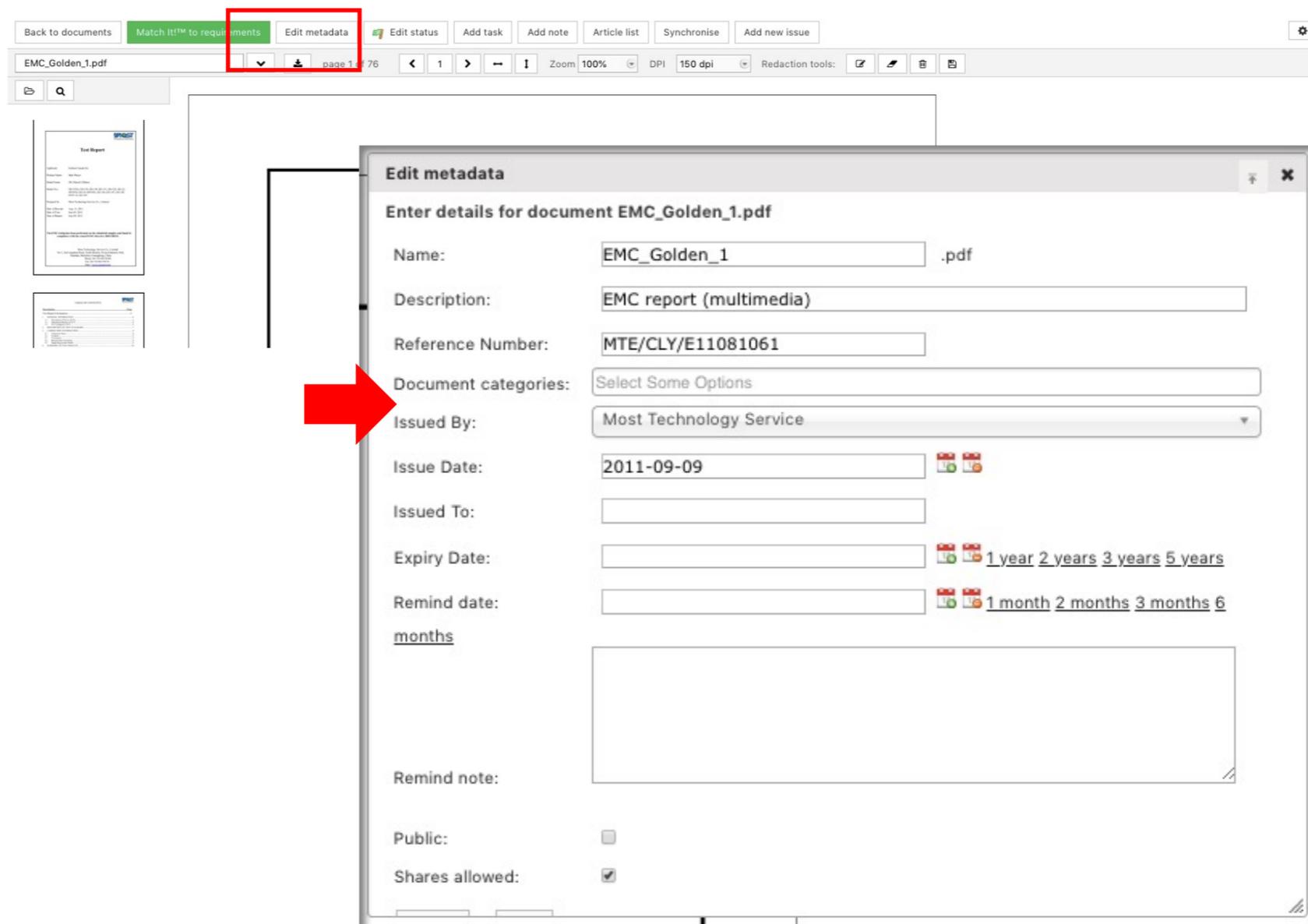
# LINK THE DOCUMENTS:

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



# 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>

# 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.

On the requirementlist:

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

**Match document to requirements**

Document : ROHS report.pdf

Checking: Done. (Re-run Match IT)

Article number	Match Result
20202303	Not found
20202304 blauw	Not found

**Attention:** You may need to add an identity declaration to your file

Requirement results :

1 Declaration of Product Identity B3 Declaration of Product Identity

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

Click on show, (go to the next page)

Match It!™ to requirements | Edit metadata | Edit status | Add task | Add note | Article list

Match document to requirements

This document can not be processed with MatchIT because the document does not contain any text. It is most likely a scanned document or an image.

If this document contains information about requirements, contact the author to obtain a non-scanned version of this document.

Document : Exploded\_Golden\_1.jpg

Checking: Done.(Re-run Match IT)

Article number  
20148896 Not found

Attention: You may need to add an identity declaration to your file.

Requirement results :

Expected requirements based on document categories

Requirements	Match It!™ to requirements
	Not found

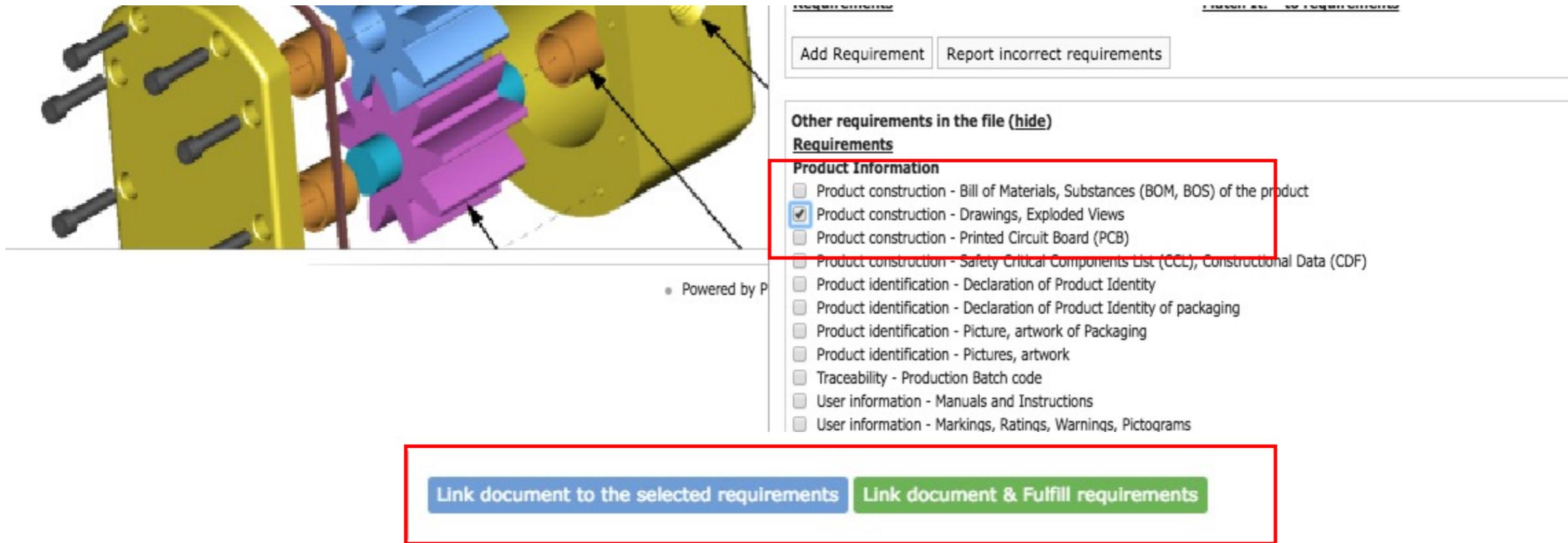
Additional requirements

Requirements	Match It!™ to requirements

Other requirements in the file **(show)**

Link document to the selected requirements | Link document & Fulfill requirements

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



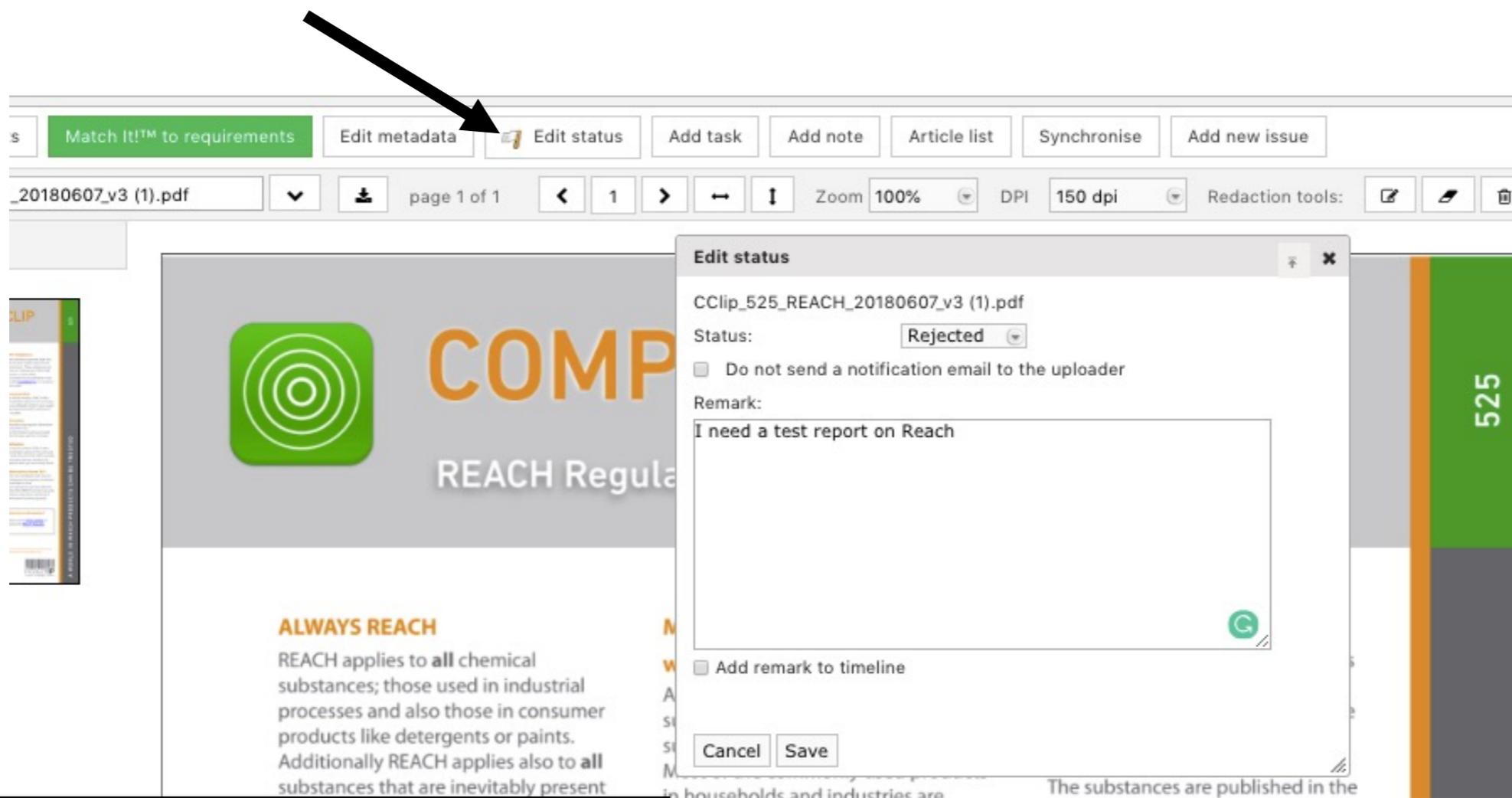
Other requirements in the file [\(hide\)](#)

**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)
- 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

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 ProcutIP  
Productip training

# 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.

2020 (Demo file) BUY SERVICES

Risk Profile Product Timeline Documents Requirements **Invites** Sharing Reviews Bill of Materials (BOM) SKU Disk Inspect

**Invite user(s)**

No active invites.

**Send an invitation**

Get help creating your technical file.  
You can send an invitation to everyone who you think could help you in creating your technical file. You can give these users very specific rights, to make sure they can only see and do as much as they need to.

E-mail Address: \*   
 Company:   
 Company code:   
 First name: \*   
 Middle name:   
 Last name:   
 Subject:

Message:  
 为什么您收到这封电子邮件?  
 ProductIP 透过这封邮件要求您提供证明您的产品符合下面提到的产品的相关要求。证据文档被收集在ProductIP平台上所谓的技术文件。ProductIP 选择使用这个平台, 因为它有效地结合了知识和工作流程并创建技术文件。如果您对此选择有任何疑问, 请联系ProductIP  
 您可以通过点击"开始上传"按钮, 即可启动。  
 为了支持有关使用ProductIP平台, 您可以通过以下方式联系ProductIP:  
 helpdesk@productip.com.

Select documents

Deadline:  🇺🇸 🇪🇺

Attachment 1:   
 Attachment 2:   
 Attachment 3:

Send me a CC of the invitation  
 Include supplier product name and article number

# REVIEW AND LINK THE DOCUMENTS:

At the moment you receive documents (test reports), the specified standards mentioned on the requirement list are your guide to check if you have received the correct evidence.

You need to read and check the test report:

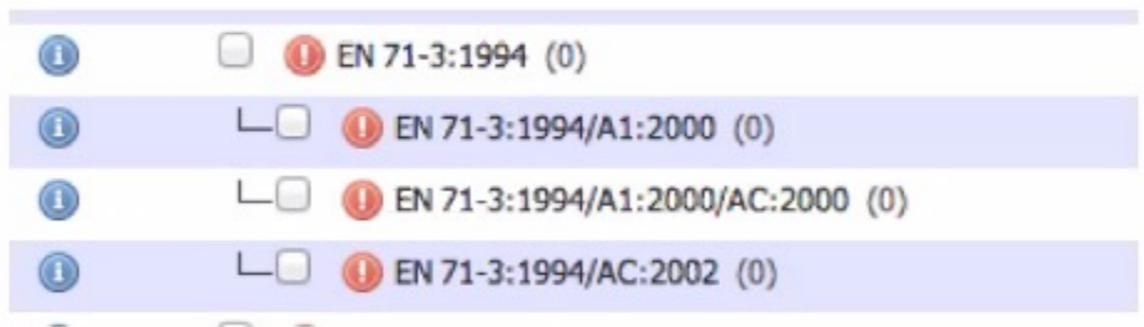
- Is this about my product (check the picture)?
- Who performed the test
- When was the test performed
- What is the result

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**

# MORE EXPLANATION ON THE REQUIREMENT LIST:

## Standard numbers

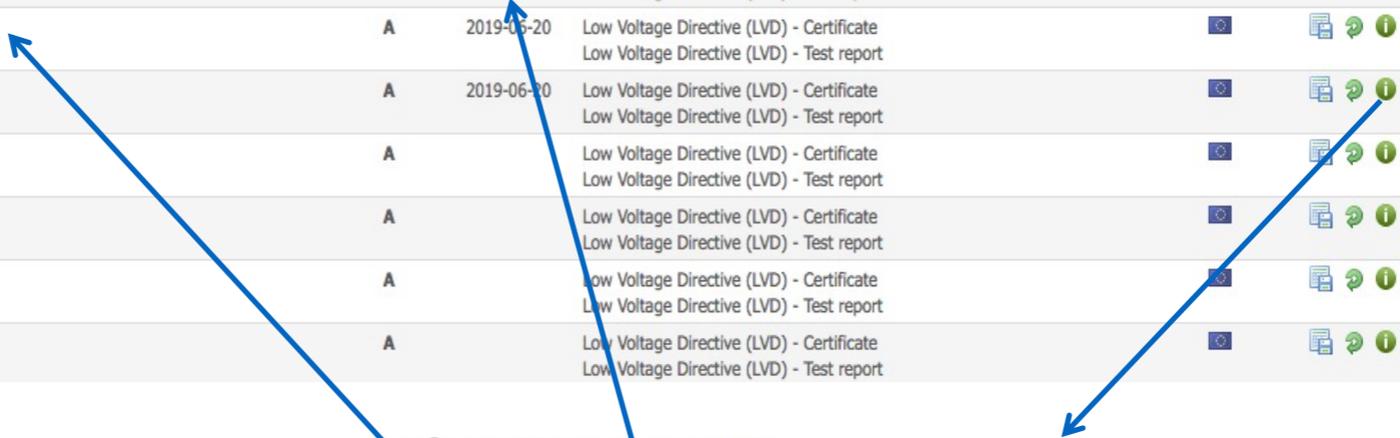


- A means Amendment
- AC or C is a minor text correction / corrigendum. Sometimes not mentioned on a certificate
- /A1:2000 A2:2002 etc would be a logic order and the year published
- Double digit like A11 means the amendment is only for EUROPE!

# 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
<input type="checkbox"/> <b>Low Voltage Directive (LVD) 2014/35/EU - recast of 2006/95/EC (7/13)</b>				
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002 (LVD) (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/AC:2007 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/AC:2006 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A12:2011 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A11:2008 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A2:2010 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input checked="" type="checkbox"/> EN 60065:2002/A1:2006 (1)	A	2017-11-17	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 60065:2014 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 60065:2014/AC:2016 (LVD) (0)	A	2019-06-20	Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-02 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-05 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU
<input type="checkbox"/> <input type="checkbox"/> EN 62368-1:2014/AC:2015-11 (0)	A		Low Voltage Directive (LVD) - Certificate Low Voltage Directive (LVD) - Test report	EU



**Date of publication** 2015-04-17  
**Date of withdrawal** 2017-11-17  
**Supersedes:** EN 60065:2002 (LVD)  
**Superseded by:** EN 62368-1:2014  
**Corrected by:** EN 60065:2014/AC:2016 (LVD)

# 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) | Assessment

Filter:  Tasks  Communication  Notes  File updates

Search:

## Open activities

**14** November 2016, Monday **38 days overdue** Task

Created by user ProcutIP (training@productip.com) on 2016-11-14 14:02:41

**Upload technical documents**  
 Assigned to: saskia van orden (saskia@productip.com)  
 Follow-up by: user ProcutIP (training@productip.com)

**Deadline: 2016-11-28**  
 Upload the documents that provide proof of compliance for your product

please upload the rest of the documents, you can find the list on the upload page when you have clicked on the request

Your comment will be sent to saskia van orden (saskia@productip.com)

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

**11** January 2017, Wednesday Invite pending! Task

Created by user ProcutIP (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 ProcutIP (training@productip.com)

**Deadline: 2017-01-25**  
Upload the documents that provide proof of compliance for your product

Your comment will be sent to saskia van orden (saskia@productip.com)

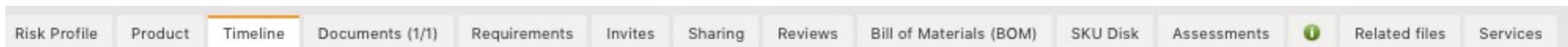
The supplier will then have to be urged to accept the invitation by means of his own communication. However, if you can send the invitation again, the supplier will receive another e-mail of the invitation.

Invitation date	Last resend date	Deadline	Status	CS	Tasks (Open/Ready)	
2020-09-29		2020-10-13	Pending		1/0	

Resend invite

# 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



**22 August 2016, Monday** 77 days overdue Task

Created by user ProcutIP (training@productip.com) on 2016-08-22 14:57:34 , last update by Saskia van Orden on 2016-10-31 17:08:49

**Upload technical documents (ready)** ↻

Assigned to: saskia van orden (saskia@productip.com)  
Follow-up by: user ProcutIP (training@productip.com)

**Deadline: 2016-09-05**  
Upload the documents that provide proof of compliance for your product

---

Please check the new Task not all necessary documents has been uploaded yet - user ProcutIP, 2 months ago

### Re-open activity

Your are about to re-open the activity.  
Please enter any instructions for the person(s) responsible for this activity:

add your message here, your supplier will receive an email



# THIS IS HIS UPLOAD SCREEN:

Upload Tasks

just for fun demo training ( 20161702-01/13 )  
YOUR PRODUCT: T-SHIRT BAGGY ( 12345/1 )  
[Show all articles \(2\)](#)

user ProductIP 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 the list on the right

**Select documents**  
Add documents to the upload queue and click the start button.

Filename	Size	Status
Drag documents here.		

[Add Documents](#) [Start Upload](#) 0 b 0%

**Requested documents**

- Product Information
  - Picture of product
  - Product Information - Artwork
- Product Labelling
  - Product Labelling - Artwork
- Packaging information
  - Bill of Materials (BOM)
  - Packaging information
  - Picture of packaging
- General Product Safety Directive (GPSD) 2001/95/EC
  - General Product Safety Directive (GPSD) - 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)		
<input type="checkbox"/>	<span style="color: green;">✔</span> Product construction - Bill of Materials, Substances (BOM, BOS) of the product (1)	<b>B3</b> Bill of Materials (BOM) Bill of Substances (BOS)
<input type="checkbox"/>	<span style="color: yellow;">⚠</span> Product identification - Declaration of Product Identity (0)	<b>B3</b> Declaration of Product Identity
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Declaration of Product Identity of packaging (0)	<b>B3</b> Packaging information
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Picture, artwork of Packaging (0)	<b>B3</b> Picture of packaging
<input type="checkbox"/>	<span style="color: red;">❗</span> Product identification - Pictures, artwork (0)	<b>B3</b> Product Information - Artwork Picture of product
<input type="checkbox"/>	<span style="color: red;">❗</span> Traceability - Production Batch code (0)	<b>B3</b> Product Labelling - Artwork
General Product Safety Directive (GPSD) 2001/95/EC (0/2)		
<input type="checkbox"/>	<span style="color: red;">❗</span> ASTM D1230 (0)	<b>A</b> General Product Safety Directive (GPSD) - Certificate

# The supplier can see the status of the document:

Match It!™ to requirements Edit metadata Edit status Add task Add note Article list Synchronise Add new is

l.pdf page 1 of 92 Zoom 100% DPI 150 dpi

**Edit status**  
LVD\_report\_Golden\_1.pdf  
Status:  
 Do not send a notification email to the uploader  
Remark:  
The supplier sees this;  
When he clicks on the i he sees  
the remark.  
 Add remark to timeline

Unchecked  
Pending  
Checked  
✓ Rejected

Status	Document	Category
pending ⓘ	picture.png	Picture of packaging
rejected ⓘ	Chemical Tests.pdf	Chemical composition - Test report
unchecked	Packaging.pdf	Packaging information Edit
checked	REACH report.pdf	REACH - Test report

# 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



Product IP (The Master Angle Under Pressure) | 21 | Extended

Risk Profile | Product | Timeline | Documents (1/0) | **Requirements** | Invites | Sharing | Reviews | SKU Disk | Assessments | i | Services

Close file for review | Check for update | Add Requirement | Edit regions | Edit categories | Report incorrect requirements | Download requirements list | **CE Declaration** | Add | Note

Legislation to be listed on the EU Declaration of Conformity (DoC) : (0/4)

<input type="checkbox"/> EU DoC - RoHS 2 Directive 2011/65/EU	DOC	EU Declaration of Conformity (DoC)	EU				
<input type="checkbox"/> EU DoC - Ecodesign Energy-related Products (ERP) 2009/125/EC	DOC	EU Declaration of Conformity (DoC)	EU				
<input type="checkbox"/> EU DoC - ElectroMagnetic Compatibility (EMC) Directive 2014/30/EU	DOC	EU Declaration of Conformity (DoC)	EU				
<input type="checkbox"/> EU DoC - LVD Low Voltage Directive 2014/35/EU	DOC	EU Declaration of Conformity (DoC)	EU				

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

- EU Declaration of Conformity (DoC) (3/3)**
- DoC - CE - RoHS 2 Directive 2011/65/EU (1)
- DoC - CE - ElectroMagnetic Compatibility (EMC) Directive 2004/108/EC (1)
- DoC - CE - LVD Low Voltage Directive 2006/95/EC (1)

**Low Voltage Directive (LVD) 2014/35/EU - recast of 2006/95/EC**

- EN 60065:2002 (LVD) (0)
- EN 60065:2002/AC:2007 (0)
- EN 60065:2002/AC:2006 (0)
- EN 60065:2002/A12:2011 (0)
- EN 60065:2002/A11:2008 (0)
- EN 60065:2002/A2:2010 (0)
- EN 60065:2002/A1:2006 (0)
- EN 60065:2014 (LVD) (0)
- EN 60065:2014/AC:2016 (LVD) (0)
- EN 62368-1:2014 (0)
- EN 62368-1:2014/AC:2015-02 (0)
- EN 62368-1:2014/AC:2015-05 (0)
- EN 62368-1:2014/AC:2015-11 (0)

**Electromagnetic Fields (EMF) (0/1)**

- EN 62311:2008 (LVD) (0)

**THE PRODUCTS MENTIONED IN THIS DECLARATION ARE IN CONFORMITY WITH:**

**EU Community Legislation**  
Harmonised standards

**Low Voltage Directive (LVD) 2014/35/EU - recast of 2006/95/EC**  
EN 60065:2002 (LVD) + AC:2006 + A1:2006 + AC:2007 + A11:2008 + A2:2010 + A12:2011 + EN 60065:2014 (LVD) + AC:2016 (LVD)  
 EN 62368-1:2014/AC:2015-11 + AC:2015-02 + EN 62368-1:2014 + AC:2015-05

**Electromagnetic Fields (EMF)**  
EN 62311:2008 (LVD)

**Electro-Magnetic Compatibility (EMC) Directive 2014/30/EU - recast of 2004/108/EC**  
 EN 55013:2013  
 EN 55020:2007 + A11:2011  
 EN 55032:2012 + AC:2013 + EN 55032:2015  
 EN 61000-3-2:2006 + A2:2009 + A1:2009 + EN 61000-3-2:2014  
 EN 61000-3-3:2013

**Restriction of Hazardous Substances Directive (RoHS) 2011/65/EU**  
EN 50581:2012

**Energy-related Products Directive (ERP) 2009/125/EC**  
Commission Regulation (EC) 1275/2008 - [ecodesign](#) requirements standby and off mode electrical power consumption