

Data Collection Tool (DCT) – User Guide

Molex Incorporated

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Introduction

Customers are mandating that suppliers report detailed environmental and process information for the purpose of determining compliance, and to identify opportunities for dismantling and recycling. There is currently no standard data collection format; therefore, Molex is utilizing *The Data Collection Tool (DCT)*, a customized Excel-based spreadsheet.

DCT enables the following functions:

- Maintain overall product structures, including functionality for creating basic materials and associating them with imported pure substances
- Check product structures so that all data is valid and that all required data are maintained
- Generate certified XML product information to facilitate customer / supplier data exchange and subsequent data importing into SAP's Compliance for Products (CfP)

Various reporting requirements demand that the supply chain be engaged in the process. All production parts shipped to Molex must be reported utilizing the Data Collection Tool. This User Guide provides the reporting requirements of suppliers to Molex.

DCT is available by contacting your Molex Purchasing Representative or via the following method:

- 1) **To receive an Electronic copy of the DCT Spreadsheet:**
 - a. Go to www.suppliers.molex.com
 - b. Go to the Reference Documents section. Then click on "Product Environmental Compliance."

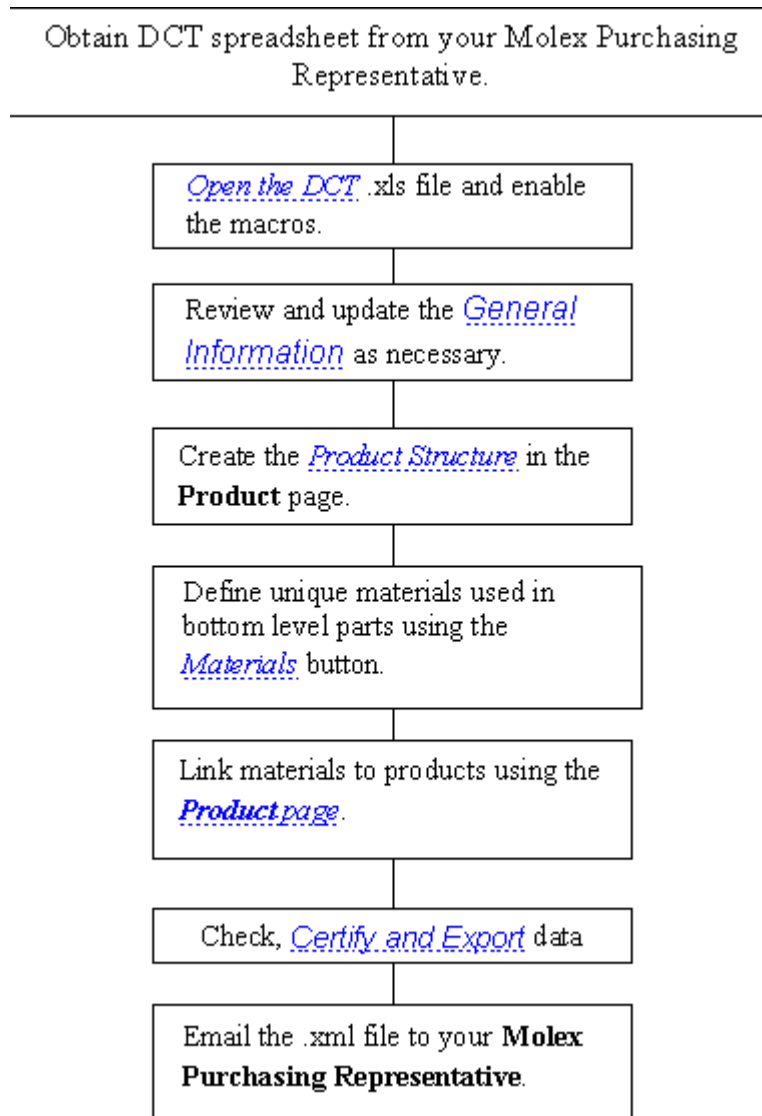
Technical Assistance

Initial questions can be directed to your Molex Purchasing Representative.

Process Overview

DCT Process Flow Diagram

The following diagram summarizes the part content reporting process using DCT:



Software Requirements

Microsoft Internet Explorer or Netscape Navigator, version 4.x or higher, is required to download DCT from the website.

DCT is supported for use on the following Microsoft operating systems and Excel versions:

- Windows 2007/Excel 2007 or higher (recommended)
- Windows 2000/Excel 2000 or higher

- Windows 2000/Excel 97
- Windows XP/Excel 2003
- Windows XP/Excel 2004

Excel 2007 Macro Security Settings

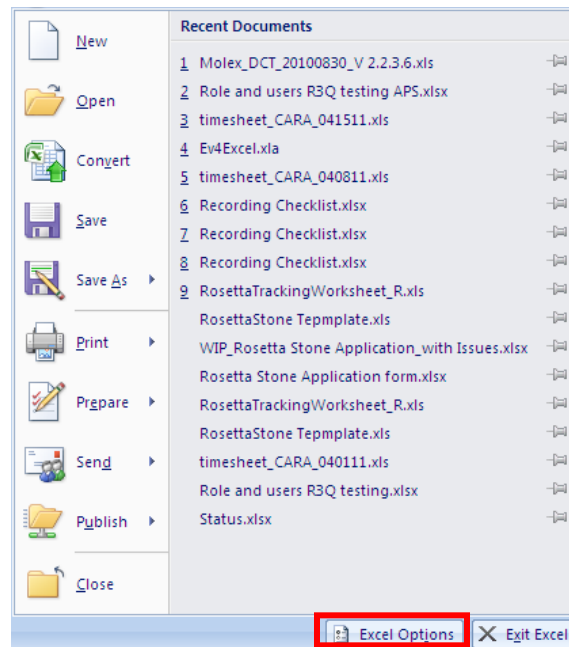
To verify your Macro Security Settings:




Click

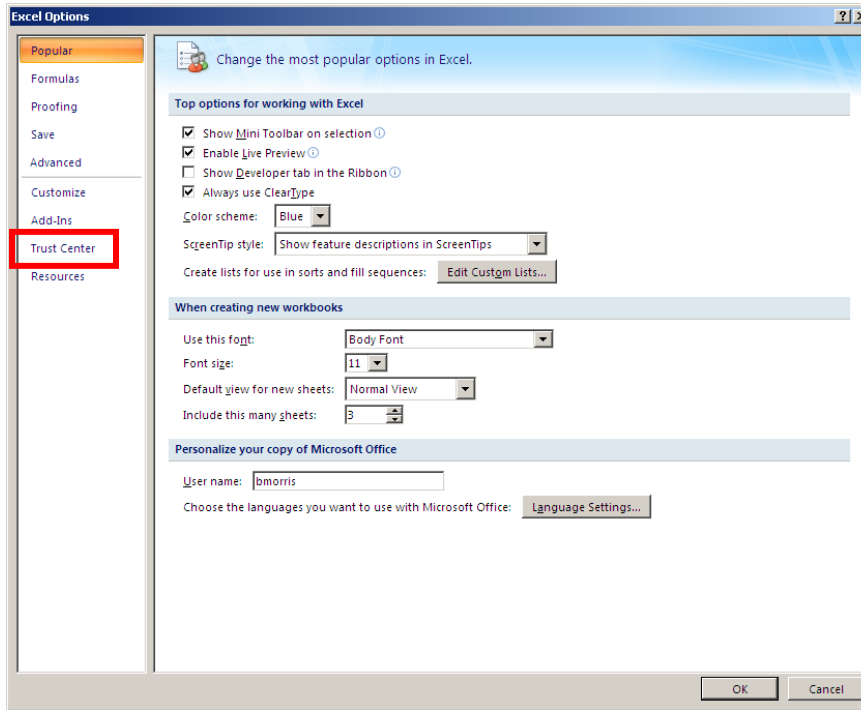


The following dropdown menu is displayed.




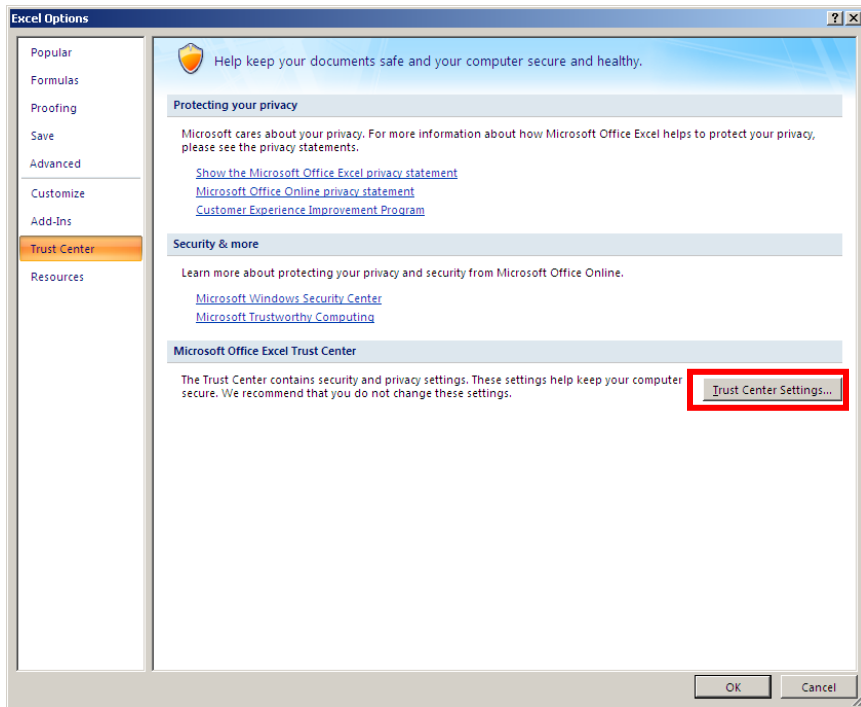
Click Excel Options .

 The *Excel Options* window is displayed.




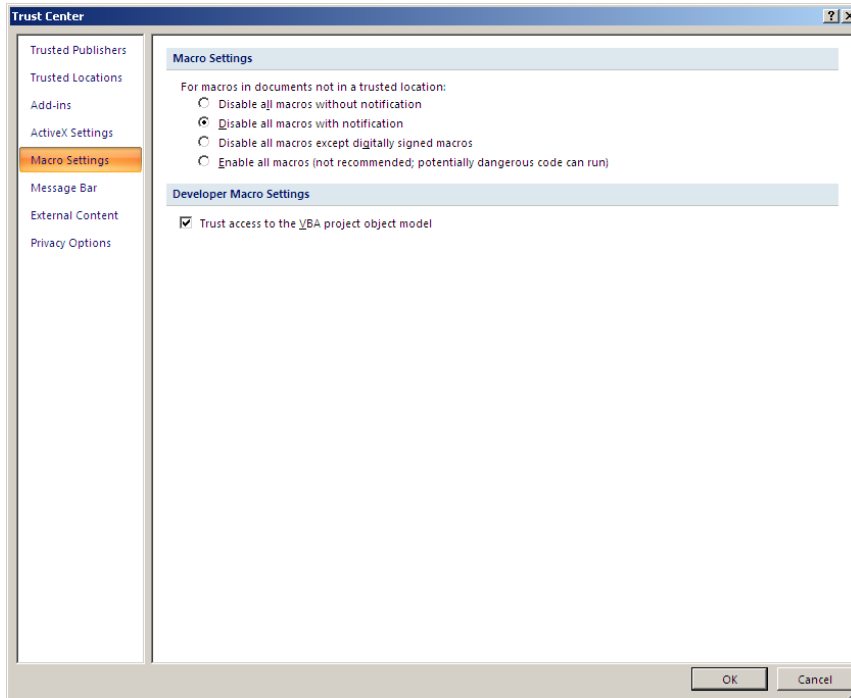
Click **Trust Center**.

 The *Trust Center* window is displayed.



Click **Trust Center Settings...**

 The Macro settings window is displayed.



Under Macro settings, **Disable all macros with notification** should be selected.

Under Developer Macro Settings, **Trust access to VBA project object model** should be selected.

Software License Terms

Suppliers may use, copy, and distribute DCT with the following restrictions:

1. If you distribute this software, all copies you distribute must contain all files that are in the original distribution unmodified, including all copyright notices.
2. You may not receive any payment or other consideration of any kind for distributing DCT, except your actual cost of any media bearing the software and your actual cost of shipment.
3. You may not reverse-engineer, decompile, or modify DCT code or any other aspect of the spreadsheet.

Reporting Guidelines

1. Multiple part numbers may be submitted on a single spreadsheet.
2. Molex will only accept certified .xml files – other file extensions will be returned to the supplier.
3. **Molex will NOT accept 100 % miscellaneous for any material compositions – files containing 100% miscellaneous WILL be returned to the supplier for additional information. In addition, the miscellaneous content in any material should not exceed 10%.**

- Supplier must utilize the DCT version supplied by Molex.

Multiple Language Support

The DCT supports the following languages:

- User can choose DCT interface language via the [language option](#) in the toolbar menu. Supported languages include German, and French. If translation is not available, English is used as a default.
- Toolbar is multi-lingual and refreshes to the new language upon restart of the DCT.



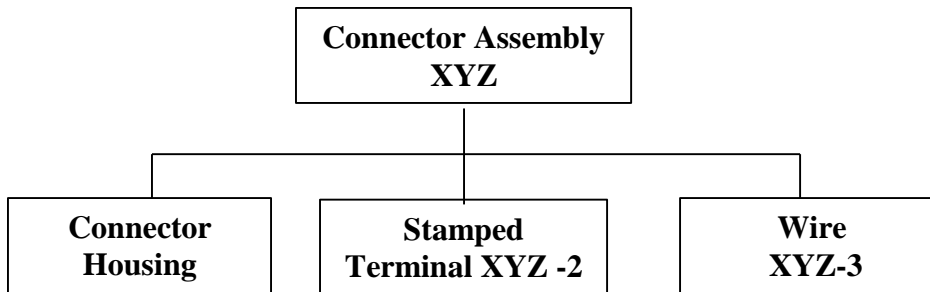
Translation is of DCT specific text only! USER INPUT MUST STILL BE IN ENGLISH TO ENABLE PROPER IMPORT into Molex's System.

Reporting Part, Material and Substance information

Proper reporting using DCT requires knowledge of your bill of material (BoM) and how your parts are assembled.

The following is an example of an exploded and indented BoM for a simple assembly:

Exploded BoM



Status	Commands	Expand / Collapse	Requestor Part Number	Material Name
Incomplete	Add/Rem	-		Connector Assembly
Incomplete	Add/Rem	L-		Wire
Incomplete	Rem	L		Copper
Incomplete	Rem	L		PVC Material
Incomplete	Add/Rem	L-		Stamped Terminal
Incomplete	Rem	L		Copper
Incomplete	Rem	L		Nickel Plating
Incomplete	Add/Rem	L-		Connector
Incomplete	Rem	L		LCP Material

In the above example, the Connector Assembly is the saleable product. The Connector Assembly consists of three (3) sub-components. The connector housing, stamped terminal, and wire are each bottom level parts (also known as components), as they are not comprised of additional parts (just materials).

DCT Basic Functions

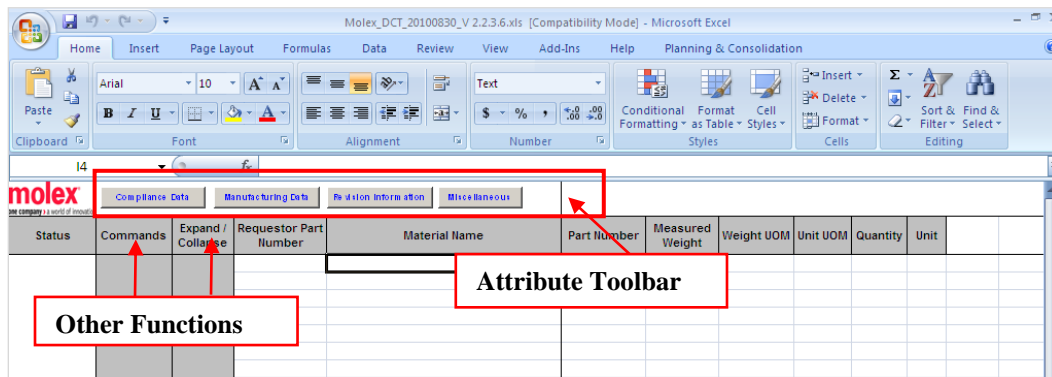
The Data Collection Tool, or DCT, allows easy maintenance of overall product structures, including functionality for creating basic materials and associating them with imported pure substances. It also provides functionality to check these product structures so that all data is valid and that all required data are maintained. Lastly, it can generate certified product information files to facilitate customer / supplier data exchange and subsequent data importing into CfP.

DCT Product page



The *Product page* screen is displayed.

[This is the main screen viewed upon opening the DCT file.]



Attribute Toolbar

Toolbars that allow certain attributes to be displayed and hidden are also provided -. From both the Product page and the Materials page:

Attribute Button	Function
	Viewed from Product page. Reference Compliance Attributes for additional guidance.
	Viewed from Product page. Reference Manufacturing Attributes for additional guidance.
	Viewed from Product page. Reference Revision Attributes for additional guidance.
	Viewed from Product page. Reference Miscellaneous Attributes for additional guidance.
	Viewed from Materials page. Reference for Additional Attributes for additional guidance.
	Viewed from Materials page. Reference for Recycling Attributes for additional guidance.

Other Basic Functions

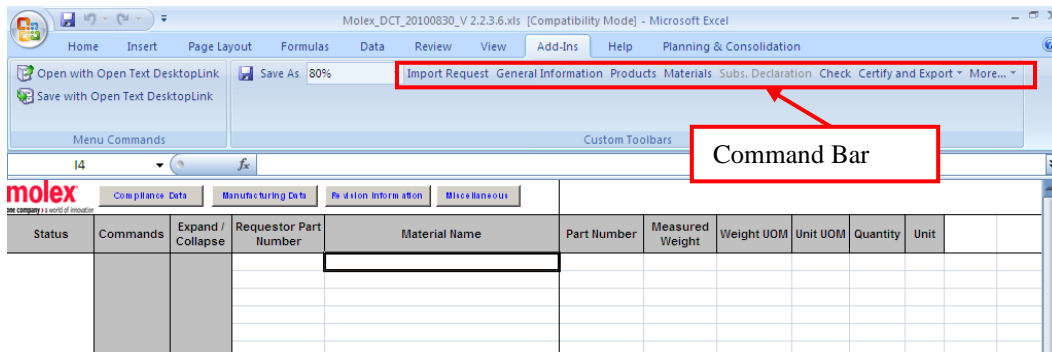
- **Blue Highlights** identify cells are which are both mandatory and checked by the validation function within the spreadsheet.
- **Hiding and un-hiding** columns will have no effect on the maintained data.
- **Removing data** - To remove a product part, sub-part, or basic material, go the corresponding line and choose 'Remove' from the drop down selection box in the Commands column. This will remove the current row as well as all dependant (subordinate) rows.
- **Expanding / Collapsing** - The Expand / Collapse column provides a means to hide and unhide subparts / materials using point and click functionality. When a column has an '+' or and 'L+' (dependant on the level), it is possible to expand. A '-' or a 'L-' signifies that a part (and it's subparts) can be hidden.
- **It is recommend you rename the DCT file and save your work throughout the loading process.** DCT will automatically save your work when you close the file.

Command Bar

To view the Command bar, click the **Add-ins** tab.



The *Add-ins* ribbon is displayed.

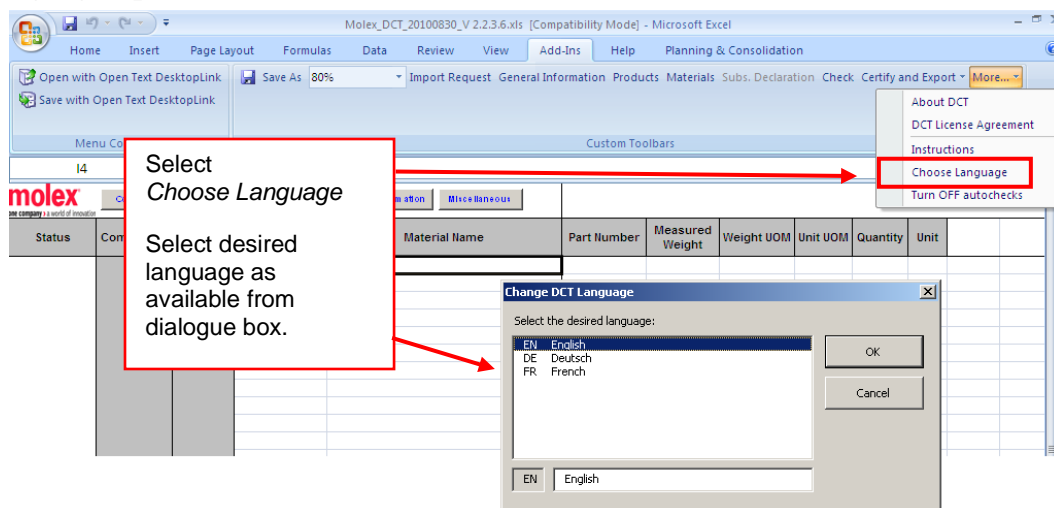


The Command Bar allows easy access to all functionalities of the Data Collection Tool. It contains following buttons:

Command Bar	Function
Import Request	Molex may request compliance data through a .xml request file. This file contains the Molex material numbers and Molex contact data. Use this function to import the file.
General Information	Displays the "Maintain General information" dialog. Here you can view the Requestor and Certification information and maintain the Recipient data.
Products	Product structures can be maintained and created through the Product page.
Materials	Changes the view to the Maintain Materials sheet. Basic materials can be maintained and created through this command bar.

Command Bar	Function
Check	The created products can be checked using the Check Functionality .
Certify and Export	Certifies and exports the data.
More >	<ol style="list-style-type: none"> About DCT - Provides DCT version information. DCT Licensing Agreement – Displays the licensing agreement. Instructions - Displays this dialog window that references additional instructions. Choose Language – Allows user to choose desired interface language from pre-loaded list. Turn OFF autochecks - Not applicable to user.

Language Option:



Step 1: Obtain DCT

DCT can be obtained via www.suppliers.molex.com.

Step 2: Review / Update Supplier Contact Information


1. **Open the DCT file, rename file, and save the to an active folder.**

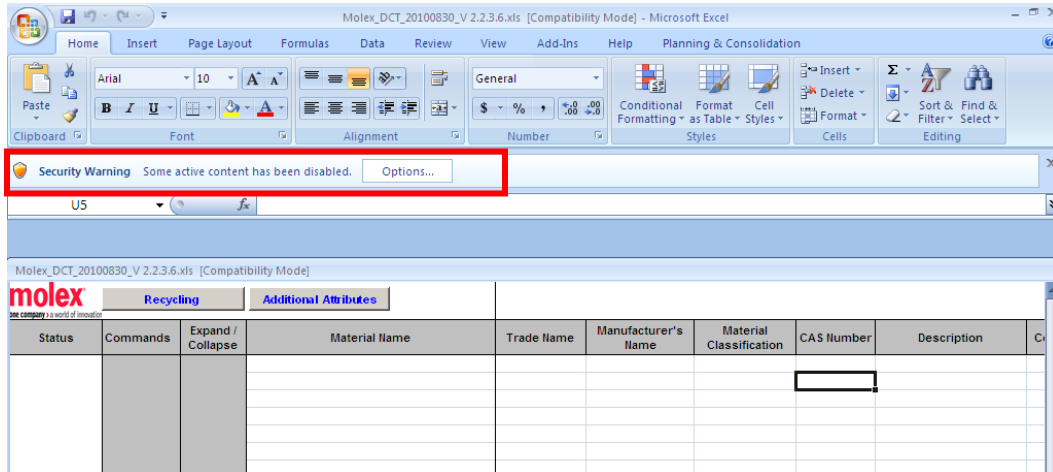
Double-click on the file to be opened.




DCT prompts users to enable or disable macros each time the file is opened. **MACROS MUST BE ENABLED, or some of the spreadsheet functionality is lost.**

IT IS STRONGLY RECOMMENDED THAT ALL OTHER EXCEL FILES ARE CLOSED PRIOR TO USING THE DCT. CONFLICTS WITH THE MACROS MAY EXIST IF MULTIPLE FILES ARE OPEN.

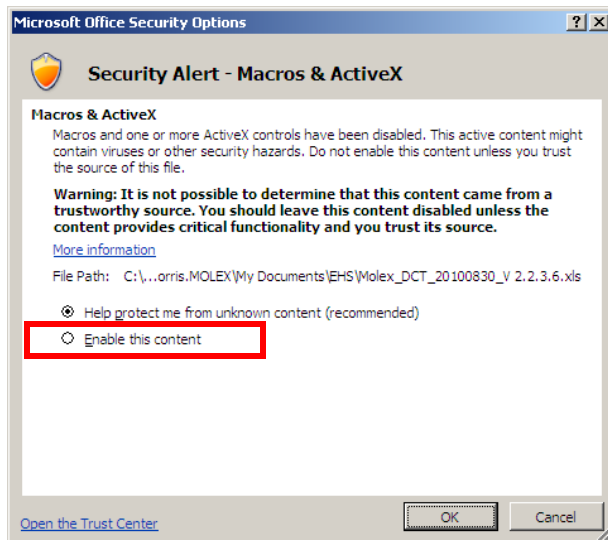
 The Excel template opens.



Notice the Security Warning.

Click  .

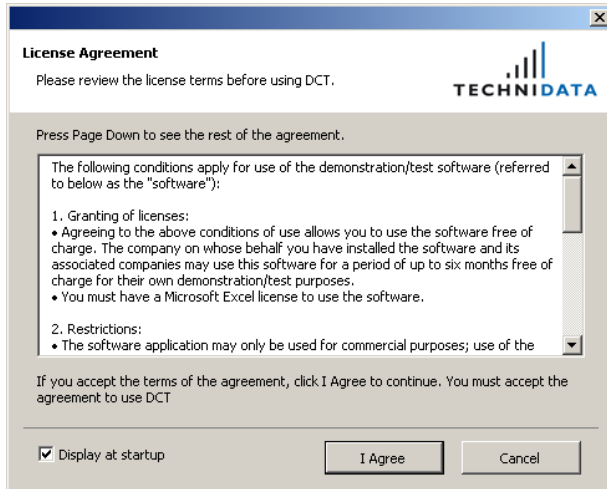
 The *Microsoft Office Security Options* window is displayed.



Click the **Enable this content** radio button.

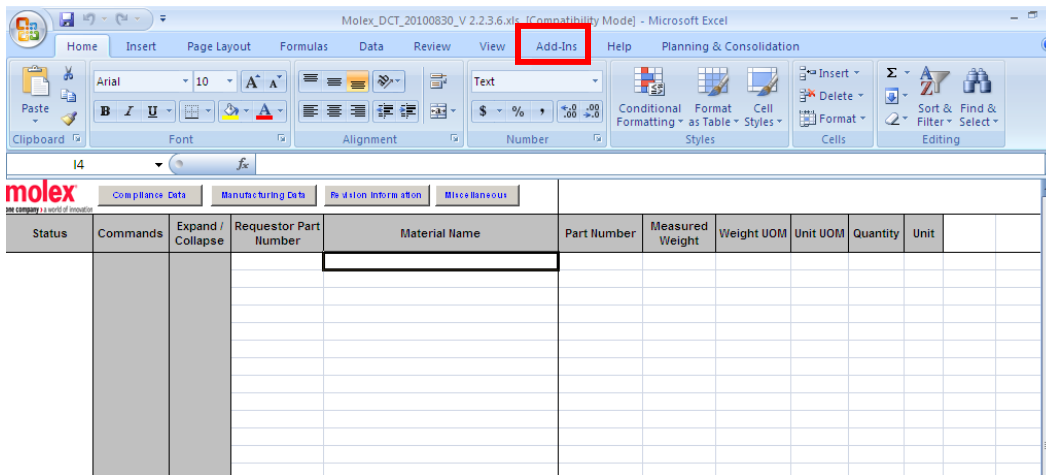
Then, click  .

The *License Agreement* window is displayed.



Click

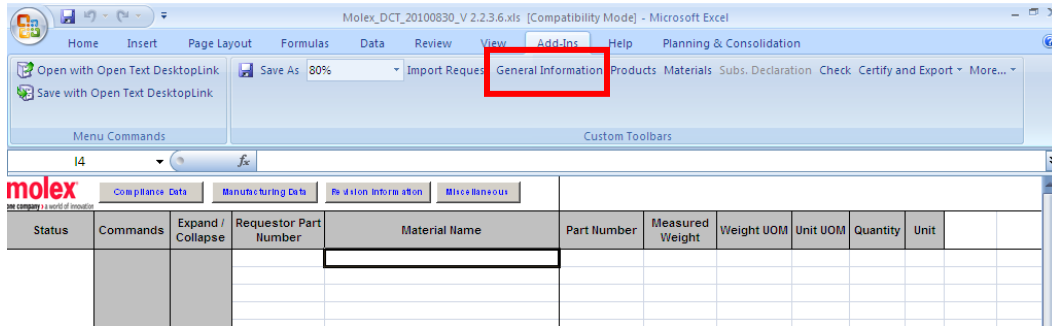
The Excel spreadsheet is returned.



2. Display the Command bar.

Click the **Add-Ins** tab.

 The Command bar is displayed.



Click General Information.

Then click the **Recipient** tab.

 The *Add / change contact information* dialogue screen is displayed.

The screenshot shows the 'Maintain General Information' dialog box with the 'Recipient' tab selected. The 'Recipient type' dropdown is set to 'External'. Other fields include 'ID at requester', 'DUNS number', 'Company name', 'Contact person name', 'Contact person phone', and 'Contact person email'. Buttons for 'OK', 'Cancel', and 'Help' are on the right.

3. Complete Data fields:

Column Header	Description	Status
Recipient Type	Defaulted to External .	Required
ID at Requestor	Enter your 10-digit supplier code as recognized by Molex. If unsure, contact your Molex Purchasing representative.	Required
DUNS number	Enter your DUNS number.	Optional
Company Name	Display only. Defaults to Molex.	Required
Contact Person Name	The name of the contact person at your company for this data submission.	Required
Contact person phone	The phone number of the contact.	Required
Contact person e-mail	The e-mail address of the supplier contact.	Required

4. Save the data.

Click . You will now be returned to the *Product* page.

Step 3: Create a Product

Product structures can be maintained and created through the Product page.



The *Product page* screen is displayed (This is the DCT initial screen view).

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Part Number	Measured Weight	Weight UOM	Unit UOM	Quantity	Unit
				Test part 1						

Type in either column to begin new product

1. Enter basic part data.

Type the product name in **Material Name** column OR the **Requestor Part number** column – either will create a new top-level product. You can type in any row and a new product will be created. Multiple parts can be added simply by typing into another row.

FOLLOWING EXAMPLE:

Test Part 1 and *Test Part 2* are both top-level, saleable parts.



The *Basic Data attributes* are displayed on the Product page.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Part Number	Measured Weight	Weight UOM	Unit UOM	Quantity	Unit
Incomplete	Add/Rem			Test part 1				each		
Incomplete	Add/Rem			Test part 2				each		

A
B
C
D
E
F

Multiple saleable parts on a single worksheet will be separated by bold line.

2. Enter remaining part data fields, as required.

Column Header	Explanation	Status
A. Requestor Part Number	The Molex saleable part number.	Required
B. Material Name	Enter the part name/description.	Required
C. Part Number	Your corresponding saleable part number.	Optional
D. Measured Weight	Enter the measured weight of the saleable part, as reported - the finished net weight (without packaging, runners, etc).	Required

Column Header	Explanation	Status
E. Weight UOM	Select the unit from the drilldown (preferred: Kg).	Required
F. Unit UOM	Select the unit from the drilldown.	Required

Step 4: Resolve Data Errors Populate / Product Attribute Data

If...	Then...
You want to display errors and address data issues	Go to Display / Resolve Errors . (Sub-step 1)
You want to display / load Compliance Attribute Data	Go to Compliance Attributes . (Sub-step 2)
You want to display / load Manufacturing Attribute Data	Go to Manufacturing Attributes . (Sub-step 3)
You want to display / load Revision Attribute Data	Go to Revision Attributes . (Sub-step 7)
You want to display / load Miscellaneous Attribute Data	Go to Miscellaneous Attributes . (Sub-step 9)

1. Display / Resolve errors.

To display errors for products with *incomplete* status, click in **Status** field of the desired entry. A list of errors is displayed.



The *Errors for Test Part 1* dialog box is displayed.

The screenshot shows a data table with columns: Status, Commands, Expand / Collapse, Requestor Part Number, Material Name, Part Number, Measured Weight, Weight UOM, Unit UOM, Quantity, and Unit. Two rows are visible, both with 'Incomplete' status. A dialog box titled 'Errors for Test part 2' is open, listing various attributes and their associated error messages, such as 'Requestor Part Number: This field is mandatory' and 'Material Name: Full disclosure required. Lowest level part does not have a material assigned.' A red box labeled 'Status Indicator' points to the 'Status' column in the table. Another red box labeled 'Error messages associated with product.' points to the error messages in the dialog box.

Double-click on the error message to highlight the corresponding cell that caused the error. Then you can correct the cell's value.

If the cell belongs to a set of hidden attributes this set of attributes is automatically displayed.

Enter the required information as needed to resolve the errors.

Enter required Manufacturing data.

Column Header	Explanation	Status
A. Plating / Finish	Select the termination finish for your RoHS compliant part from the dropdown menu. Please note that the dropdown includes choices for plating with or without underplate and with annealing processes.	Required
B. Terminal Base Alloy	Select the material used for the part (i.e. the material over which the plating selected in the previous question is deposited). Again, you must choose from the dropdown menu	Required
C. Max. Process Temperature	This is the maximum temperature that your part can withstand during processing. Typically this is understood to be related to the solder profile described in JEDEC J-STD-020C for surface mount products and the peak solder bath temperature described in JESD22-B106C for wave soldered products. Generally to meet lead-free soldering requirements a maximum temperature of 260 °C is	Required
D. Max. Cycles at Max. Process Temperature	The duration which the RoHS compliant part can withstand the reflow temperature. Again, this is generally tied to the solder profiles outlined in J-STD-020C.	Required
E. Max. Time (sec) at Max Temperature	The duration which the RoHS compliant part can withstand the reflow temperature. Again, this is generally tied to the solder profiles outlined in J-STD-020C.	Required

Scroll to the right to view the remaining columns.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Moisture Sensitivity Level	Process Capability	Solder Alloy
Incomplete	Add/Rem			Test part 1			
Incomplete	Add/Rem			Test part 2			

F. Moisture Sensitivity Level	This is the moisture sensitivity (MSL) rating to which you have qualified your surface mount part for the Max. Process temperature you provided.	Required
G. Process Capability	Select the method recommended for soldering the component to the PCB.	Required
H. Solder Alloy	Select the alloy used on the solder terminals.	Required

4. Load revision attribute data.

Click **Revision Information** from the toolbar.



The *Revision attributes* are displayed on the Product page.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Weight UOM	Unit UOM	Quantity	Unit	Revision Number	Revision Date
Incomplete	Add/Rem			Test part 1		each				
Incomplete	Add/Rem			Test part 2		each				

Scroll to the right to view the above Revision columns.

Enter Revision attribute data, as applicable.

Element	Explanation	Status
A. Revision Number	Your revision level for the part. Enter "N/A" if you do not use Revision Level to track parts.	Optional
B. Revision Date	This is the effective date of the part revision. Select a date from the calendar.	Required

5. Enter required Miscellaneous attribute data.

Click **Miscellaneous** from the toolbar.



The *Miscellaneous Attributes* are displayed on the Product page.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Colored	CFCs (Chloro-fluorocarbons) used in manufacturing	Recycling Code Standards	ISO 1043 Polym
Incomplete	Add/Rem			Test part 1				
Incomplete	Add/Rem			Test part 2				

Enter miscellaneous product attribute data.

Element	Explanation	Status
A. Colored	Defines if the component is colored. Select Y or N from the drop down list.	Required

Element	Explanation	Status
B. CFCs used in manufacturing	Defines if CFCs are used in the manufacturing Process. Select Y or N from the drop down list.	Required
C. Recycling Code Standards	Select the standard from the drop down list.	Required

Scroll to the right to review the remaining column.

D. ISO 1043 and ISO 11469 Polymeric Marking	Select Y or N from the drop down list if the part is marked according to this standard.	Optional
--	---	-----------------

Step 5: Create a Sub-part (sub-component)

If there are no sub-parts in the product proceed to Step 6- [Maintain Materials](#). To create a sub-part, select **Add part** from the *Commands* column droplist for the product that you want to link a sub-part to. A new empty row is added one level below the top-level part, where the sub-part data can be maintained.



The *Product page* screen is displayed

1. Add the sub-part row.

Click on the drop arrow and select **Add part** from the *Commands* column droplist for the parent product.

The *Product page* screen is displayed

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Unit
Incomplete	Add/Rem	-		Test part 1	
Incomplete	Add/Rem	L		Sub-Part 1	each

2. Enter basic sub-part data.

Type the sub-part information in either the **Material Name** OR **Requestor Part Number** columns on the newly created row - this will create a new sub-part-level product.

ABOVE EXAMPLE:

Sub-Part 1 is the new sub-part.

The newly created sub-part is indented to indicate another level of the product structure.

3. Add additional desired sub-parts.

Additional parts can be added to any line in the product structure.

The *Product page* screen is displayed.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Part Number	Measured Weight	Weight UOM	Unit UOM	Quantity	Unit
Incomplete	Add/Rem	-		Test part 1				each		
Incomplete	Add/Rem	L		Sub-Part 1				each		each
Incomplete	Add/Rem	L		Sub-Part 2				each		each

4. [Display / Resolve Error](#) for all sub-part data errors.

Resolve all data errors.

5. Add material information.

You can now add in the appropriate material information.

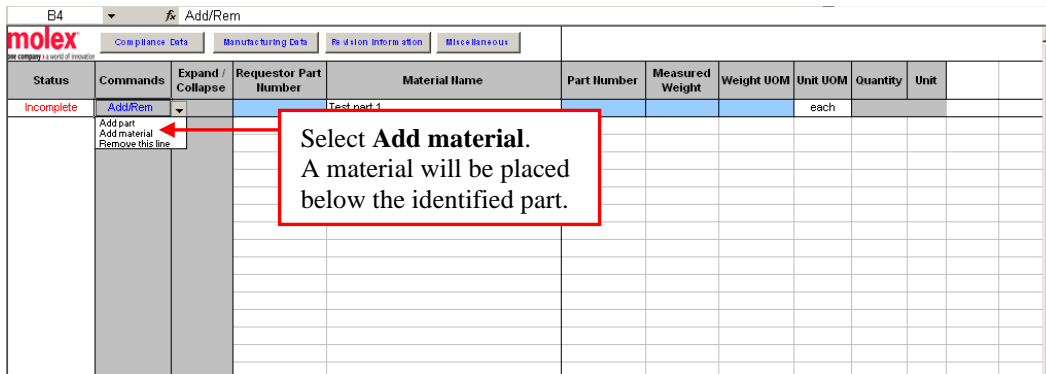
If...	Then...
You want to create materials first and then link to product structures	Go to <u>Maintain Material</u> . (Step 6)

If...	Then...
You want to link materials to product structure, then update material information	Go to Add Material . (Sub-step 6)

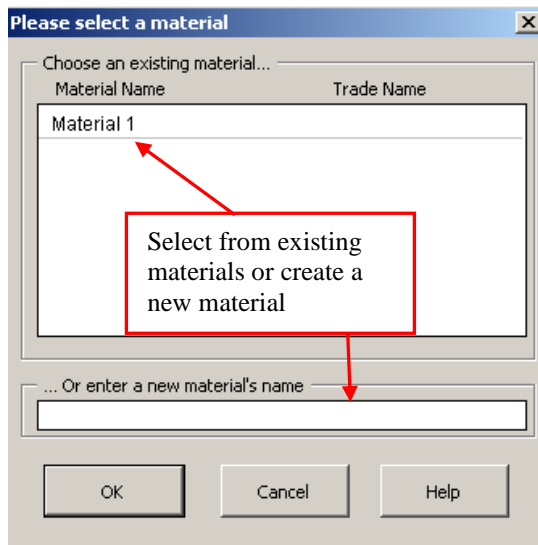
Add a material from the Product page.



The *Product page* screen is displayed.



The *Please select a material* dialogue box is displayed.



Select existing materials or enter a new material's name.

FOLLOWING EXAMPLE:

Material 1 was selected.

Status	Commands	Expand / Collapse	Requestor Part Number	Material Name	Part Number	Measured Weight	Weight UOM	Unit UOM	Quantity	Unit
Incomplete	Add/Rem	-		Test part 1				each		
Incomplete	Add/Rem	L-		Sub-Part 1				each		each
Incomplete	Rem	L		Material 1						%
				A					B	C

3. Enter required additional attribute data


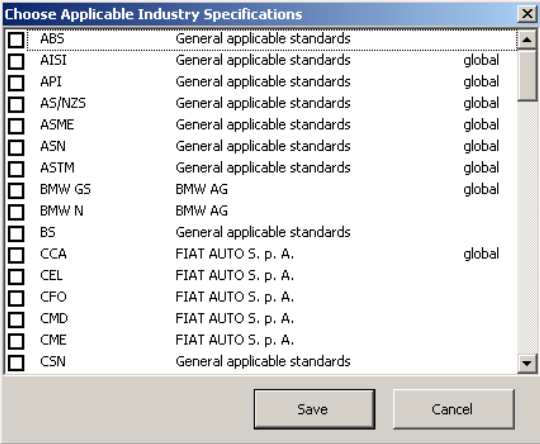
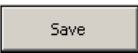

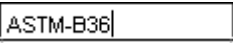
Select **Additional Attributes** from the toolbar.




The *Additional Attributes* are displayed on the Maintain Material Page.

Enter required *Additional Attribute* Data (Scroll right to view all attribute columns).

Column Header	Explanation	Status
A. Material Name	The common industry name for the material. Consult applicable standard for naming guidelines.	Required
B. Trade Name	The material trade name usually based on who supplied the material. Also known as the commercial name. If you have multiple materials with the same Material + Manufacturer use this field to differentiate them.	Required
C. Manufacturer's Name	The name of the manufacturer of the material.	Optional
D. Material Classification	Select the applicable IMDS material classification from the drop down list.	Required
E. Material Symbol	This is the material symbol. Consult applicable standards for naming guidelines (e.g. ISO 1043-1 for plastics). This is required for all plastic materials. Enter "N/A" if not applicable.	Required
F. Applicable OEM Specification	Enter "N/A". Molex does not require this data.	Optional

Column Header	Explanation	Status
<p>G. Applicable Industry Specification</p>	<p>Click in this field.</p>  <p>The <i>Choose Application Industry Specification</i> window is displayed.</p>  <p>Check the checkbox next to the appropriate Industry Standard.</p> <p>Then, click .</p> <p>The field is populated with the selected Industry Standard value. ASTM was selected in the example below.</p>  <p>Enter a dash (-), followed by the appropriate Norm Code. For example:</p>  <p>Norm Code letters must be ALL CAPS.</p>	<p>Required</p>

Click  to hide the Additional Attributes columns.

Click  from the toolbar.



The *Recycling* attributes are displayed on the Materials page.

Status	Commands	Expand / Collapse	Material Name	Manufacturer's Name	Material Classification	Pre-consumer Recyclate %	Post-consumer Recyclate %
Incomplete	Add/Rem		Material 1				

4. Enter Recycling data

Column Header	Explanation	Status
A. Pre-consumer Recyclate %	Report the % of the material weight that originated from scrap from some external manufacturing source. DO NOT include internal regrind.	Required
B. Post-consumer Recyclate %	Report the % of Post-Consumer Recyclate contained in the material. Post-consumer recycled material come from products that have served their intended uses by consumers and have been diverted from the waste stream. DO NOT include internal regrind.	Required
C. Contained Recyclate as Measured	The sum of the Pre-Consumer Recyclate percentage of the material and Post-Consumer Recyclate percentage of the material.	Optional

5. Add Substance information.

To add a chemical substance to a material select **Add pure** from the *Command* column droplist for the material that you want to link a substance to. A new empty row is added one level below the top-level part, where the chemical composition information can be maintained.

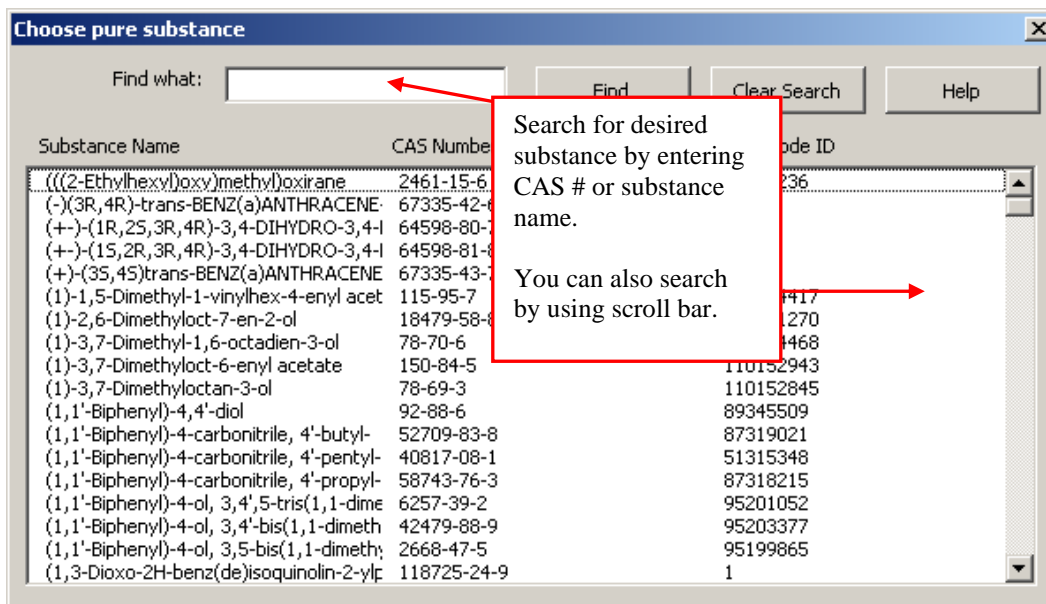


The *Maintain Material* screen is displayed.

Status	Commands	Expand / Collapse	Material Name	Manufacturer's Name	Material Classification	Pre-consumer Recyclate %	Post-consumer Recyclate %
Incomplete	Add/Rem Add pure Remove this line		Material 1				



The *Choose pure substance* dialog box is displayed.
This box displays whenever you click on a cell in the CAS # column.



6. Search for desired substance.

You can search for the desired **CAS#** or **Substance Name** within the dialogue box. When you find the appropriate substance, double-click on the line or press the **Enter** key. You can also enter Substances by cutting and pasting the correct CAS# into the spreadsheet.

Repeat steps to enter all substances comprising the material.

7. Enter all required substance attribute information.



The *Substance information* is displayed on the Materials page.

Status	Commands	Expand / Collapse	Material Name	CAS Number	Description	Concentration	Units of Measure	Purpose of Use
Incomplete	Add/Rem	L	Material 1	7439-92-1	Lead		%	ACT_AGENT
				A	B	C	D	E

Enter required Substance Data.

Column Header	Explanation	Status
A. CAS #	The Chemical Abstracts Service number for the substance name.	Required
B Description	The substance name from the list of valid substances.	Required

Column Header	Explanation	Status
C. Concentration	Amount of the reported substance in the material, typically in percent by weight of the material containing the substance.	Required
D. Units of Measure	The units used to report the concentration in the previous column typically “%”.	Required
E. Purpose of Use	Select the purpose of use of the substance. Note that the default value “ACT_AGENT” indicates an intentionally added substance, while “IMPURITY” indicates an impurity within the material’s composition.	Required


8. Check data and resolve errors.

Once you have entered the entire material and substance information click

 Check from the Command bar.

Resolve any identified errors.

9. Link materials with product structure.

Click  Products from the Command bar to return to the *Product page* where you must link the newly created materials to the appropriate product structure.


Additional Guidance relating to materials.

Rule	Guidance
Miscellaneous content in any material should not exceed 10%.	Wild card and/or miscellaneous less than or equal to 10% is only allowable for non-reportable material and substances. Material and substances required to be reported by the requestor and/or contained on regulated restricted or banned list must be disclosed and are defined as "reportable". <i>Supplier certifies information upon submittal to Molex.</i>
Homogenous Material Reporting Requirement	To support identifying material concentration values (MCV) at the homogenous material level, Molex requires component structures are accurately reported as component- to- material- to- substance relationship. A material must be accurately reported in compliance to the "homogenous material" definition. The following "unofficial" guidance example was released after meetings between the European Commission and Tactical Adaptation Committee in July 2004. This is provided for additional clarification purposes. “A semi-conductor package contains many homogeneous materials which include; plastic molding material, tin-electroplating coatings on the lead frame, the lead frame alloy and gold-bonding wires.” Disclaimer: <i>Suppliers are providing certification of data and liable for such certifications. Final judgment of applying accurate reporting structure and information is the responsibility of the supplier.</i>

Rule	Guidance
Recommendations for Proprietary Materials	<ol style="list-style-type: none"> 1. In the event a proprietary substance being reported as Miscellaneous exceeds the 10% reporting limit the following options are recommended: <ul style="list-style-type: none"> • Use a generic substance with no CAS number. 2. If the proprietary substance used in a component exceeds the 10% Misc. limit, choose a generic substance. This will allow for full reporting of the substance without identifying its precise chemical composition as would occur with a substance associated with a CAS number. <ul style="list-style-type: none"> • Use an alternate structure for the homogenous material tree structure to allow for <10% miscellaneous reporting of the proprietary substance. <p>In the event a generic substance does not meet the supplier's reporting needs, they may wish to modify the homogenous material tree structure such that the proprietary substance reports <10%.</p>
Process Chemicals	Material composition reporting is intended to report on the composition of the salable component. Processing chemicals that are consumed in production do not need to be declared, as long as they are not present on the salable component.

Step 7: Certify and Export

The certification and export functionality is designed to lock and time stamp (certify) the data that is entered into the Data Collection Tool, and then copies the data into a *read only* file for delivery to the requesting company (export). When you click the **Certify and Export** button, all checks are run on the data. If there is missing data or are errors, the certification process aborts.

Once all data checks have been run and errors resolved,
click .



If there are no errors, you are prompted for a filename for the *read-only* certified data file.

The filename will have the extension *.xml*, and can be opened in **Internet Explorer**.



Changes cannot be made to the .xml file – it is a *read-only* file.

Step 8: Submit data to Molex Incorporated

Submit the .xml file generated in Step 7.

Email the .xml file (NOT the.xls file) to the appropriate Molex Purchasing Representative or to the appropriate e-mail address identified in your initial notification letter,

- Your Molex DCT reporting requirement is now complete.
If you have any questions when filling out the spreadsheet, contact your Molex Purchasing Representative.

Frequently Asked Questions

General

Q) Why do I have to report composition information?

A) Molex Incorporated has established a plan aimed at eliminating the use of certain hazardous substances from our manufacturing processes and finished products per the RoHS directive (EU Directive 2002/95/EC) by May 31, 2005.

Q) What are the RoHS requirements?

A) In February 2003, the European Union issued Directive 200/95/EC on the Restriction of the use of certain Hazardous Substances in electrical and electronic equipment (RoHS). Products that are placed on the market after July 1, 2006 must be compliant with this directive. The RoHS directive restricts the intentional addition by weight per homogenous material of the following:

Lead (Pb)	0.1% concentration
Mercury (Hg)	0.1% concentration
Hexavalent Chromium (Cr VI)	0.1% concentration
Polybrominated biphenyls (PBB)	0.1% concentration
Polybrominated diphenyl ethers (PBDE)	0.1% concentration
Cadmium (Cd)	0.0075% concentration*

*This level is lower than RoHS requirement to comply with Denmark legislation

Note: Consult EU directive for actual legal requirements.

Q) What does “MCSS” stand for?

A) MCSS refers to the Molex Chemical Substance Specification. To view the MCSS Material Declaration Guidelines please go to the following link:

www.suppliers.molex.com

Q) My company needs the Molex part numbers that this applies to. What should I do?

A) Send an email to your Molex Purchasing Representative requesting those part numbers (but we do not have your company’s part numbers).

Q) Our company is a distributor. How is Molex going to handle this?

A) Each company will be responsible for getting their suppliers’ environmental data or getting them to fill out the DCT. Of course, we will be happy to help if the suppliers have any questions as well.

Q) Where can I obtain the latest version of DCT Spreadsheet?

A) The DCT file can be obtained from your Molex Purchasing Representative or via the [Molex supplier portal](#).

Q) To whom do I attach and send the exported “.xml” file?

A) Send the file to your Molex Purchasing Representative or the e-mail account identified in your initial notification letter.

Q) Whom do I contact for technical support?

A) For technical support, contact your Molex Purchasing Representative. If they are not able to assist you they will route you to additional Molex resources.

Reporting Requirements**Q) What is the “Supplier Code” on the General Information tab of the DCT, in the third column?**

A) The “Supplier Code” is the SAP Vendor Number. If you don’t know what yours is, contact your Molex Purchasing Representative.

Q: Do I need to include packaging materials in my report?

A) No, only the parts that are sold to Molex are to be included in the report.

Q: Who is required to report data to Molex?

A) Material suppliers and manufacturers of production parts are required to report, as their products are affected by the European Union Directives requirements for Prohibited, Restricted, and Reportable Chemical Substances.

Q: How do I communicate that I don’t supply the requested parts, or that there are discrepancies with the requested part numbers?

A) Contact your Molex Purchasing Representative.

Q: What if I don’t have the information that is requested in DCT?

A) Much of the required information is generally available on the bill of material for a part. Material and substance information can be obtained from Material Safety Data Sheets (MSDS). Data for purchased parts or materials should be collected from the supplier.

Q: How do I report a substance if it is not in the Substance look up list on the Materials tab?

A) Substances present in your materials but not in the look up list may be reported as “misc”. In some cases generic substance are available for typical resin / polymer constituents (I.e. Basic Polymer: PA66).



NOTE that Molex will NOT accept 100 % miscellaneous for any material compositions – files containing 100% miscellaneous will be returned to the supplier for additional information. In addition, the miscellaneous content in any material should not exceed 10%.

Q: How do I report proprietary information?

A) Substances listed on the VDA-232-101 must be reported to meet OEM and legal reporting requirements. Unlisted or proprietary substances may be reported as “misc.”

Please keep the use of generic substance descriptions (i.e., miscellaneous, further additives, organic ingredient, etc...) to the absolute minimum needed to protect trade secrets. This will help to minimize data re-submissions when OEM or governmental reporting requirements change in the future.



NOTE that Molex will NOT accept 100 % miscellaneous for any material compositions – files containing 100% miscellaneous will be returned to the supplier for additional information. In addition, the miscellaneous content in any material should not exceed 10%.

Error Messages / Spreadsheet Issues

Q: What do I do when I get an error that says that my weights do not add up to 100%?

A) The weight of the materials that make up the part must add up to 100% of the weight of the part as listed in the “Part Weight Amount” column. Also, all of the “Weight Amount” columns in the substance section must add up to either 100% or the exact weight of the material.



NOTE that Molex will NOT accept 100 % miscellaneous for any material compositions – files containing 100% miscellaneous will be returned to the supplier for additional information. In addition, the miscellaneous content in any material should not exceed 10%.

Q: I cannot generate a .xml file. What is wrong?

A) The entire DCT spreadsheet must be complete and free of errors before you can generate a .xml file. Be sure to run the data checks on each of the four required tabs before proceeding with the next. Remember this transaction will save the .xml file where the DCT spreadsheet is saved (or your Desktop as a default).

Q: When I open the .zip file I received via e-mail the DCT .xls file is not present and has been replaced with a .dat file. What happened?

A) Most likely your company’s firewall modified the file in order to allow entry to you inbox. In order to obtain the file you will need to download the DCT via the [supplier portal](#).

Q: My DCT suddenly became minimized and I cannot enter data. What should I do?

A) Simply close the file and reopen. Data previously loaded should be saved upon closure and thus available upon reopening of the file.