



# Cummins Supplier Anthesis Quick Start Guide



#### **Questions/Concerns?**

For any questions or when you are ready to submit your Full Material Declaration (FMD) data with an Anthesis template, please email the Cummins Supplier Compliance mailbox at: <a href="mailto:supplier.compliance@cummins.com">supplier.compliance@cummins.com</a>.





# Documents you will need from the Cummins declaration email:

#### 1. Parts List.xlsx:

The **Parts\_List.xlsx** document contains a list of part numbers you supply to Cummins. These are the parts you will certify for compliance.

- Parts\_List.xlsx
- (i) Note 1: The Cummins Internal Supplier ID: This is also known as your Supplier Code, please take note of it as you will need to reference it later.
- ① Note 2: When responding to <a href="mailto:supplier.compliance@cummins.com">supplier.compliance@cummins.com</a>, we encourage you to attach the Parts\_List.xlsx to your email to allow for quicker cross-referencing should we need to ask for clarifications.

#### 2. Anthesis Template 2023.xlsx:

This Excel Macro is the template you will use to declare the compliance for your parts; this template can be filled out as a **Class C** or **Class D** per **IPC standard 1752A**. For **Class D** level declarations Full Material Declaration (FMD) you must use **one** Anthesis template per Part Number (PN).

We recommend that you save each Anthesis template and ask that you please add your company name or part number to the name of the file.

Anthesis Template 2023

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#### **Anthesis Quick Start Guide**



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# Ready? Let's open the Anthesis template and start filling it out:

## 1. Open the Anthesis Template 2023.xlsx document:

When opening the Anthesis template, you might see one of the two warnings below. Please click on **Enable Content** or **Enable Editing** on the top of the workbook. This should enable the macros in the template.

① **Note:** If you are not able to open the Anthesis template, it is probably because of your company's specific firewall settings. We encourage you to check with your IT department to update your permissions, even if temporarily, to allow the Anthesis Macro to run.



Other possible warning:



#### 2. Filling out the Business Info Tab:

① Note: All fields marked with an Asterisk (\*) are required fields.

# Step 1: Selecting the appropriate Declaration Type:

Scroll all the way to the top left of the **Business Info** tab, then, within the **Template Settings** section select the appropriate declaration type (either Class C or Class D). Select **only one** declaration type by clicking in the appropriate box and toggling the **No** to **Yes** via the drop-down selection box. At this point, the Macro will automatically generate new tabs at the bottom of the workbook depending on the type of declaration you have chosen.



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We request that you provide Class D. However, if you are not immediately able to do so, you may select Class C in the interim. If you select Class D, you must use one Anthesis template for each declared Part Number.

#### Class C – Substance Disclosure/Partial Declaration:

**Required input:** You will run through a list of RoHS and REACH basic substances (pre-populated) and certify that their concentration is below the prescribed threshold for all parts listed in the Product tab.

- ① **Note 1:** If you provide a Class C declaration, you will need to re-certify the parts when the RoHS and REACH regulations are updated.
- ① Note 2: Additional tabs will automatically generate based on the selected declaration type.

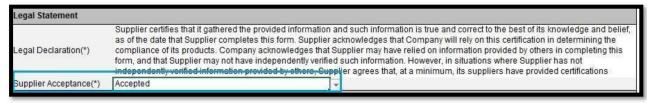
# Class D - Full Substance Disclosure (Preferred):

**Required input:** You will provide a declaration that contains the full list of basic substances and concentrations in the part being declared all the way down to its subcomponents. If you provide a Class D there is no further action required from your side when regulations are updated.

① Note: Additional tabs will automatically generate based on the selected declaration type.

#### Step 2: Under the Business Info tab, review the Legal Declaration and select Accepted:

Under the **Business Info** tab, scroll to the **Legal Statement** section and toggle the **Supplier Acceptance** drop-down selection box and select **Accepted**.





## Step 3: Still under the Business Info Tab, review and update the Supplier Information:

- Required Action: Update the Response Date in MM/DD/YYYY format with the date the declaration is submitted to Cummins.
- Optional: If the Primary Contact information has changed:
   Modify the Authorized Rep, Email, Phone and the Contact Name, Contact Email and Contact Phone in the table immediately below.
- Optional: Enter the unique **DUNS** number for your Company.
- Required Action: Update the Contact Name, Contact Email and Contact Phone in the last section of the Supplier Information.

Requester Information		Supplier Information	Supplier Information		
Company Name (*)	Cummins	Company Name (*)	ABC Company Ltd		
Request Date(*)	03/20/2023	Response Date(*)	03/20/2023		
Document ID		Document ID			
Respond By Date	01/01/2024	Authorized Rep(*)	Christine Kitching	Christine Kitching	
Contact Name(*)	Supplier Compliance	Email(*)	christine@abc.co.uk	christine@abc.co.uk	
Email(*)	supplier.compliance@cummins.com	Phone(*)	9144-67421315		
Phone(*)	(91)44-6742-1315	Vendor ID(*)	443279		
Field Lock	No	DUNS	39-749-1325 No		
		Field Lock			
		Contact Name(*)	Contact Email(*)	Contact Phone(*)	
		Christine Kitching	christine@abc.co.uk	9144-67421315	

Click on a type of Declaration (Class C or Class D) for further instructions.

Class C Anthesis Class D Anthesis



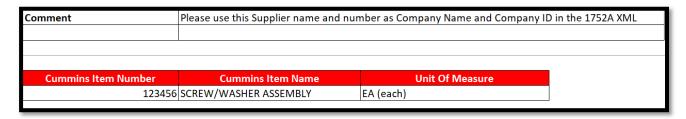
# Part 1: Anthesis Class C Declaration:

If you have selected **Class C**, two additional tabs: **Substance Category Lists** and **Substance Category Exemptions** will appear.

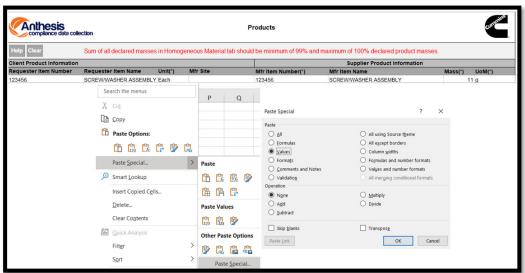
EUREACH-0120	1,2-dichloroethane	0.1% by weight (1	
EUREACH-0120	1,2-Diethoxyethane	0.1% by weight (1	
EUREACH-0120	1,2-dimethoxyethane; ethylene glycol dimethyl ether (EGDME)	0.1% by weight (1	
EUREACH-0120	1,3,5-tris(oxiran-2-ylmethyl)-1,3,5-triazinane-2,4,6-trione (TGIC)	0.1% by weight (1	
EUREACH-0120	1,3,5-tris[(2S and 2R)-2,3-epoxypropyl]-1,3,5-triazine-2,4,6-(1H,3H 0.1% by weight (1		
FURFACH_0120		0 1% by weight /1	
Settings   E	Business Info Products Substance Category Lists Substance Category	gory Exemptions	

### **Step 1: Update the Products tab:**

Copy the Cummins Item Number, Cummins Item Name, and Unit of Measure from the Parts\_List.xlsx document (separate spreadsheet with the list of Parts sent to you by Cummins in the original request email).



Then, use **Paste Special** > **Paste Special** > **Values** when pasting the information into the **Requester Item Number**, **Requester Item Name** and **Unit** fields under the **Products** tab of the Anthesis template as shown below:





① Note: For Class C Anthesis declarations, multiple Part Numbers can be declared, BUT all part numbers listed in the Products tab MUST have the same compliance status (All Compliant OR Compliant with Exemptions; OR All Non-Compliant).

#### What if some parts on the list are compliant and some are not?

You will need to fill out 2 separate Anthesis templates: one with a list of parts (under the **Products** tab) that are compliant (with or without exemptions) and another with the list of non-compliant parts. Please see the examples below:

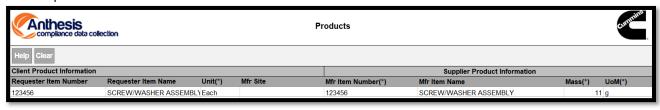
**Example 1:** If the Parts List contains 5 parts, assuming 3 of these are fully compliant, and of the remaining 2 parts, 1 contains Lead over 0.1% by weight (1,000 ppm) of homogeneous materials (RoHS) and the other contains Mercury over 0.1% by weight (1,000 ppm) of homogeneous materials (RoHS). In this scenario, the 3 compliant parts should be updated under one unique Anthesis template and the 2 other parts would need to be declared under separate individual Anthesis templates. In all, you would submit three templates, with the first containing 3 parts under the **Products** tab and 1 part in each of the two other templates.

**Example 2:** Assume the Parts List contains 2 parts, one fully compliant and the other is compliant but with exemptions — each part will get its own Anthesis template. In all, you will submit 2 templates.

Update the following fields for each part on the Products tab:

- Mfr Item Number(\*): Supplier Internal Part Number matching the Cummins part number. Use the Requester Item Number if you do not have a different internal part number. This is a mandatory field. An error will be flagged if this field is not populated.
- **Mfr Item Name**: Supplier Internal Item Description. Use the **Requester Item Name** if you do not have a different internal part description.
- Mass(\*): Total weight of the part/component. This should be a numerical value. This is a
  mandatory field. An error will be flagged if this field is not populated.
- **UoM(\*)**: This is the Unit of Measure (UoM) of the Mass indicated. Available options in the dropdowns are "**g**", "**kg**", or "**mg**". Use only one UoM for the whole declaration. **This is a mandatory field**. An error will be flagged if this field is not populated.

The completed **Products** tab will look like so:

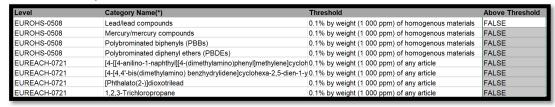


After you have entered these details for all parts listed, proceed to Step 2.

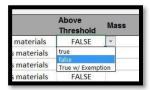


#### **Step 2: Filling out the Substance Category List:**

The **Substance Category Lists** tab shows all RoHS and REACH substances, and the **Above Threshold** field is set to **FALSE** by default.



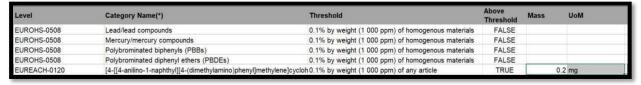
The other possible choices for Above Threshold are TRUE and True w/Exemption.



If none of the products contain a RoHS or REACH basic substances above the specified threshold, no action is required on this worksheet.

① Note: The value selected for the Above Threshold column will apply for all the parts in the Products tab. Remember to create additional templates and to isolate the parts if the values are different!

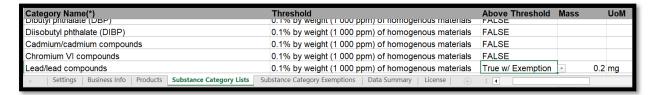
If the **Above Threshold** field is set to **TRUE** for any substance, the Mass and **UoM** will be required. Enter the Mass and UoM of the substance as shown below:



#### **Step 3: Filling out the Substance Category Exemptions Tab:**

If **none** of the basic substances contained in your part contain RoHS or REACH basic substances above the specified threshold, i.e., if all the **Above Threshold** fields are set to **FALSE** under the **Substance Category Lists** tab, you can ignore the **Substance Category Exemptions** tab since no exemptions are required.

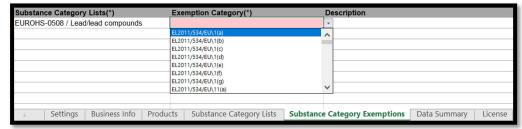
If any **Above Threshold** field is set to **True w**/ **Exemption** under the **Substance Categories Lists** tab as shown below... (continued after screenshot)



#### **Anthesis Quick Start Guide**

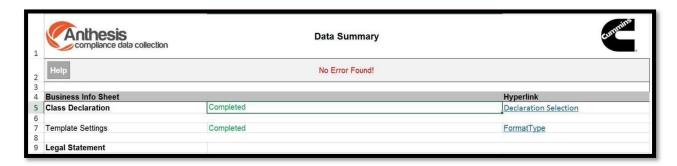


...then, the details of the exemption must be entered under the **Substance Category Exemptions** tab:



# Step 4: Data Summary Tab:

Once all the above steps are duly completed, check the **Data Summary** tab to ensure that all data elements are marked as **Completed** (showing in green) and the message bar header across row 2 says **No Error Found!** as shown below:



#### Step 5: Saving the Class C Anthesis template and submitting it to Cummins

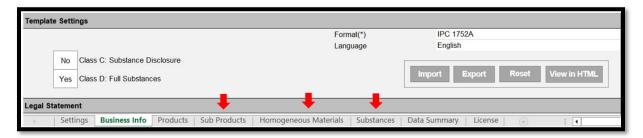
Save the template and rename it by adding your **company name** and **part number** and send it to **supplier.compliance@cummins.com**.

**DON'T FORGET:** Again, please attach the **Parts List.xlsx** related to this request that was initially sent to you by Cummins.



# Part 2: Anthesis Class D Declaration:

If you have selected **Class D**, three additional tabs – **Sub Products**, **Homogeneous Materials**, and **Substances** will appear.

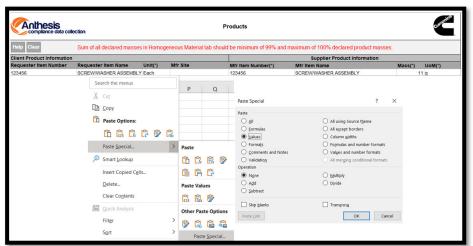


#### **Step 1: Update the Products tab:**

Copy the Cummins Item Number, Cummins Item Name, and Unit of Measure from the Parts\_List.xlsx document (separate spreadsheet with the list of Parts sent to you by Cummins in the original request email).

Comment	Please use this Supplier name and number as Company Name and Company ID in the 1752A XML			
			•	
Cummins Item Number	Cummins Item Name	Unit Of Measure		
123456	SCREW/WASHER ASSEMBLY	EA (each)		

Then, use **Paste Special** > **Values** when pasting the information into the **Requester Item Number**, **Requester Item Name** and **Unit** under the **Products** tab of the Anthesis template as shown below:



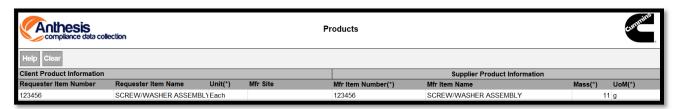
① **Note:** When submitting a Class D Anthesis declaration, every part is required to have its own separate Anthesis template. If you are submitting a Class D for 5 parts, you will submit 5 different Anthesis templates, each containing 1 part under the **Products** tab.



Update the following fields for each part on the Products tab:

- Mfr Item Number(\*): Supplier Internal Part Number matching the Cummins part number. Use the Requester Item Number if you do not have a different internal part number. This is a mandatory field. An error will be flagged if this field is not populated.
- **Mfr Item Name**: Supplier Internal Item Description. Use the **Requester Item Name** if you do not have a different internal part description.
- Mass(\*): Total weight of the part/component. This should be a numerical value. This is a
  mandatory field. An error will be flagged if this field is not populated.
- **UoM(\*)**: This is the Unit of Measure (UoM) of the Mass indicated. Available options in the dropdowns are "**g**", "**kg**", or "**mg**". Use only one UoM for the whole declaration. **This is a mandatory field**. An error will be flagged if this field is not populated.

The completed **Products** tab will look like so:



After you have entered these details for the product, proceed to Step 2.

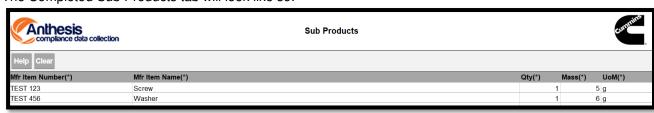
#### Step 2: Filling out the Sub Products tab (Optional):

Update this section to identify Sub Products and their part numbers. If the products or parts that you declared in the **Products** tab do not have subparts, you may skip this section without getting an error. A maximum of 450 Sub Products in one declaration will be accepted by the form.

Update the following fields as relevant on the Sub Products tab:

- Mfr Item Number(\*): Suppliers Internal Part Number or a Cummins part number for the sub product.
   Use the Requester Item Number if you do not have a different internal part number. This is a mandatory field. An error will be flagged if this field is not populated.
- Mfr Item Name: Supplier Internal Item Description of the sub product. This is a mandatory field.
   An error will be generated when no data is entered.
- Qty(\*): Quantity of part number in the bill of material for the product. Enter a numerical value. This is a mandatory field. An error will be flagged if this field is not populated.
- Mass(\*): Total weight of the part/component. This should be a numerical value. This is a mandatory field. An error will be flagged if this field is not populated.
- **UoM(\*)**: This is the Unit of Measure (UoM) of the Mass indicated. Available options in the dropdowns are "g", "kg", or "mg". Use only one UoM for the whole declaration. **This is a mandatory field**. An error will be flagged if this field is not populated.

The Completed Sub Products tab will look like so:



After you have entered all the sub products details, proceed to Step 3.



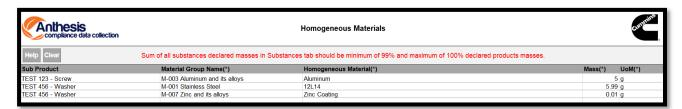
#### Step 3: Filling out the Homogeneous Materials tab (Required):

Update this section to identify the Homogenous Materials in the Part/Product.

#### Homogeneous Materials tab Column Headers:

- **Sub Product**: If a certain homogeneous material is associated with a sub product, choose the sub product from the dropdown selection box. If you have not updated any sub product information, no selection is required, this section will remain blank.
- Material Group Name(\*): Select the Material Group Name of the Homogeneous Material from the provided dropdown selection box. This list has been classified and grouped based on the common Material Groups of homogeneous parts. This is a mandatory field. An error will be flagged if this field is not populated.
- Homogeneous Material(\*): Input the homogeneous materials associated with each sub product or product. This is a mandatory field. An error will be flagged if this field is not populated.
- Mass(\*): Total weight of the Homogeneous Material. This should be a numerical value and should match the Unit of Measure selected. This is a mandatory field. An error will be flagged if this field is not populated.
- **UoM(\*)**: This is the Unit of Measure (UoM) of the Mass indicated. Available options in the dropdowns are "g", "kg", or "mg". Use only one UoM for the whole declaration. **This is a mandatory field**. An error will be flagged if this field is not populated.

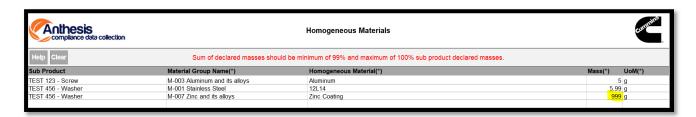
Your completed Homogenous Materials tab should look like so:



① **Note:** More than one homogeneous material can be provided for Product/Sub Products. The sum of masses of the homogeneous materials should be equal to the mass of the Product.



If the sum of masses of the homogenous materials is not equal to the Product Mass, the following message will be displayed (the yellow highlight shows the typo causing the issue as the total of the masses does not equal 11.0g):



After you have entered homogeneous material details, proceed to Step 4.



#### Step 4: Filling out the Substances tab (Mandatory field):

Use this tab to key in the composition of each material all the way down to the basic substance level using percentage ratios. Please note that this composition must represent the composition of the substances as they appear on the dried/cured/finished products as supplied to Cummins.

#### Substances tab Column Headers:

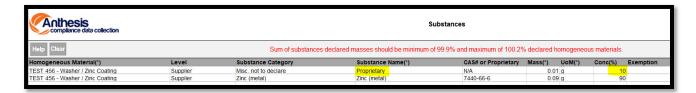
- **Homogeneous Material(\*)**: Select the Homogeneous Material that a specific substance should be mapped with from the dropdown. This has been populated based on the information provided from the previous tabs. **This is a mandatory field**. An error will be flagged if this field is not populated.
- **Level**: This field is automatically populated as **Supplier**. You can change it if desired by clicking the dropdown box.
- Substance Category: This field is automatically populated as Supplier.
- Substance Name(\*): Input the Substance Name. A complete Chemical Substance Name is required
  to be keyed in. This is a mandatory field. An error will be flagged if this field is not populated.
- CAS# or Proprietary: A CAS Registry Number, also referred to as CASRN or CAS Number, is a unique numerical identifier assigned by Chemical Abstracts Service (CAS) to every chemical substance described in the open scientific literature including organic and inorganic compounds, minerals, isotopes, alloys, and non-structural materials. CAS Numbers must be provided unless unavailable for the substance which is being declared. Proprietary value can be entered in case of declaring Proprietary substance.
- Mass(\*): Mass of the substance is calculated from the Concentration value entered. The form will
  require the concentration of the substance. This is a mandatory field. An error will be flagged if this
  field is not populated.
- **UoM(\*)**: Indicate the Unit of Measure used in the substance declaration from the provided dropdown selection box. **This is a mandatory field**. An error will be flagged if this field is not populated.
- Conc(%): This is an editable field where the concentration of a regulated substance category of homogenous material mass must be entered in percentage (%).

#### STOP



## Important Information when declaring Proprietary/Secret Substances:

Use the **Substance Name**: *Proprietary* when declaring proprietary or secret substances. The concentration of the Proprietary substance cannot exceed 5% of the total mass of the homogenous material.

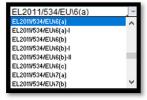


A Class C declaration should also be submitted in addition to the Class D declaration if proprietary substances are declared.

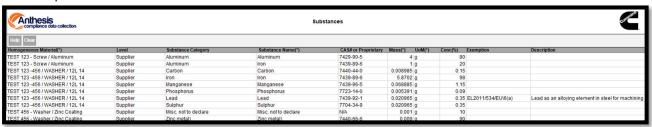
<u>To add a Class C Declaration</u>: Go back to the **Business Info** tab and toggle **Class C > Yes** under the **Template Setting** section on top of the worksheet in addition to **Class D** and follow the instructions above on how to update a Class C declaration.



**Exemptions**: Select the applicable EU RoHS exemption from the dropdown selection box if the part exceeds the regulated/threshold values (i.e., > 0.1% by weight (1,000 ppm) of homogeneous materials by weight, or > 0.01% for Cadmium.) The exemption description will be automatically pre-populated once the exemption has been chosen from the dropdown selection box.



Your completed **Substances** tab should look like this:

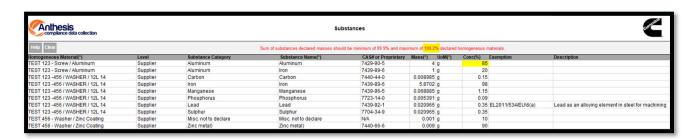


① **Note**: Sum of concentration of the Substances for a homogeneous material should be 100%. In case of more than one homogeneous material is declared then sum concentration of the Substances for each of the homogeneous material should be 100%.

#### STOP



If the sum of concentration of the Substances for the homogeneous material is not equal to 100%, the following message will be displayed on the top bar, showing a maximum 100.2% — which is an error that will appear in the **Data Summary** tab will need to be resolved.







#### Step 5: Data Summary tab

Once all the above steps are duly completed, check the **Data Summary** tab to ensure that all data elements are marked as **Completed** (showing in green) and the message bar header across row 2 says **No Error Found!** as shown below:



#### Step 6: Saving the Class D Anthesis template and submitting it to Cummins:

Save the template and rename it by adding your **company name** and **part number** and send it to **supplier.compliance@cummins.com**.

**DON'T FORGET:** Again, please attach the **Parts List.xlsx** related to this request that was initially sent to you by Cummins.

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# **Revisions History Log**

Version Number	Update Type	Update details	Date
1	Update of original PDF	Text and formatting	04/12/2023
0	Original document		

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