



HP Supplier Portal: Supplier Input Form Highlights

The following enhancements have been made on the HP Supplier Portal **REACH** Input Form as of **25-September-2009**:

System required field populations now include:

- Company Name
- Company Address
- Contact Name, Phone, Email, and Postal Address
- Vendor Number (assigned by HP)
- Responsible Representative Name for Compliance Analysis
- Revision Level
- HP Product/Part Number
- Manufacturer Product/Part Number
- Product/Part Description
- Total Net Weight of Product/Part (grams)
- Substance Weights
- You will now be required to enter a numeric value for all yellow highlighted substances on the form.

System validations now include:

- Vendor Number: Please ensure the vendor number your HP representative provides is the number used on the form.
- HP Product/Part Number: Please ensure the HP part number your HP representative provides is the part number used on the form.
- Total Net Weight of Product/Part (grams): Value provided cannot be less than the sum of the substance weights reported and cannot be zero.
- Substances Weights: For any substance that exists at greater than 0.1% of the total net weight of the product/part, a “description of use” is required.
- Any character or format type indicated in the form or within the pop-up help boxes will be validated.

Other information:

- Provide 1 form per HP product/part number requested.
- Inputs in English language only.
- Some field names contain pop-up help boxes with further instructions. Pop-up boxes will appear when you mouse-over the field name and disappear upon leaving the field.
- If applicable, please report any omitted part number substance information in the “Comments” field.



- Upon resubmission all previous data for that part will be removed and updated with the new data. Therefore any resubmissions must include previously submitted data in full.
- Multiple form submission: After initial form submission, users can access their browser's "Back" button to submit the next form. Please note that previous form data will be retained and must be updated to avoid duplicate form submission.
- The form's substance list may be updated to reflect the ongoing updates to the official ECHA REACH Candidate List. Additional information may be requested by HP in the future.
- Please report a weight of "0" in the "Weight (g)" column for any yellow highlighted substances. All weights reported in grams.
- ECHA substances are identified in yellow and with an "X" in the "ECHA Substance List" column.

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