

DOCUMENTS REQUEST

TIMELINE FOR THE CREATION OF THE FILE

Timeline Implementation ProductIP



			week 1	week 2	week 3	week 4	Review Result	2nd but Final Round	ProductIP Review Deadline	Review Result	! only for this round!	Action Deadline	
<p>ProductIP verifies account information with suppliers</p> <p>Technical Files created. Documents request distributed via e-mail and ProductIP interface.</p>	<p>Counting from date of receiving document request.</p>	Accept document request.			Review by ProductIP		✗	Provide Missing Documents	Final Review by ProductIP	✗	Draw up Declaration confirming compliance with missing aspects	→ ✓	
		Provide available Documents						✓			✓	→	→ ✓
													→

IN SHORT



Participation in providing the documents is completely FREE of charge for you!

Action expects to have the file ready 4 weeks before the market release date (SOH).

The following steps will help the process go as smoothly as possible, and to establish a complete file in time.

We will start the file 6-8 weeks before and send you a document request by email.

Please accept this within 1 week, you can then see immediately which documents Action requires from you.

The first documents should be uploaded within two weeks. Just start with uploading the documents you already have.

For some documents you can use a template, this is available in the file.

If you already know when the other documents will follow, please state this in the comment section of the file.

We will then take this into account.

Also, if there are circumstances that we should take into account, please share that here.

In the file, you will also find information on which we have based the documents to be collected.

We ask you to check this information as well, so that if there is any wrong information, we can correct it in time. (see instruction)

If you deviate from the timeline for the creation of the file without informing us, we will escalate to Action.

What can you expect from ProductIP:

We will help you if you get stuck in the process when using the platform (helpdesk@productip.com)

There is a landing page where you can find all the information www.productip.com/action

Here you can find the instructions and the FAQ



TIMELINE FOR THE CREATION OF THE FILE

Participation in providing the documents is completely FREE of charge for you!

1. If you are new for this process ProductIP will contact you to verify the right contact person and email address
2. The request for uploading documents will be sent, you will receive an email
3. within one week you have to accept this request
4. After two weeks, the first documents should be uploaded.
5. ProductIP reviews the uploaded documents and gives a feedback if any documents are missing.
6. These documents should then be delivered before the deadline. If more time is needed for some documents, please let us know via the comment.
7. After the deadline, ProductIP will review the files and feedback the status to Action.

When the supplier is not cooperating, Action will be notified.

Are you already a user of ProductIP:

You will find all requests in your account

If you are not yet familiar with ProductIP:

You will need to create an account see page 5

PRODUCTIP IS NEW TO ME

You will receive an email with the document request.

First time user?

Go to www.Productip.com

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!

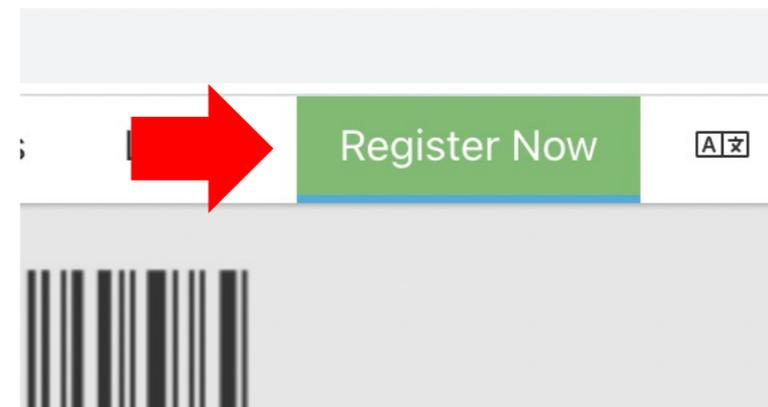
Your e-mail address is your username!

This should be the same e-mail address as your customer used to send the invite to.

Add new user

You can collaborate with your colleagues to follow up on requests. Create a user account, and everyone can access all requests on the platform.

We strongly recommend that each user has their own login. So that if an employee leaves, the account can be deleted, and no more access to this company data exists.

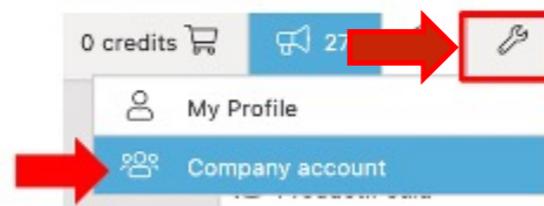


Welcome to ProductIP
 Before you can accept the invite from Olina Chen to upload compliance documents, you first have to register a free ProductIP account.
 E-mail Address: **olina778899@163.com**

First name: *
 Middle name:
 Last name: *
 Phone number: *
 Company:
 I have no company name
 Country/Region: *
 Preferred email language: *
Note: some emails are available in English only.
 Password: *
 Confirm Password:

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.



LOG IN

Existing users can directly login in using their e-mail address as username together with the password you have created before.



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.



E-mail Address:

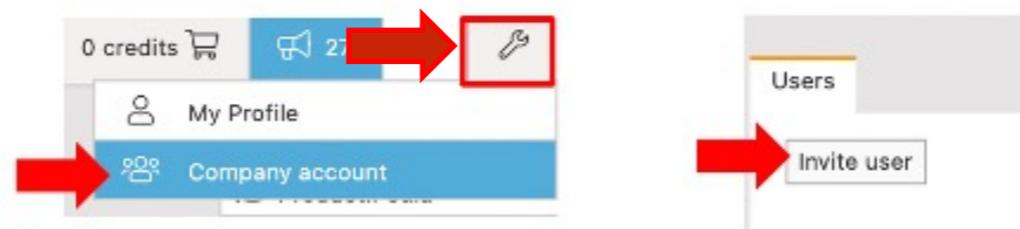
Password:

[New user?](#) [Forgot your password?](#) [Need support ?](#) [What's new ?](#)

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.

Add new user

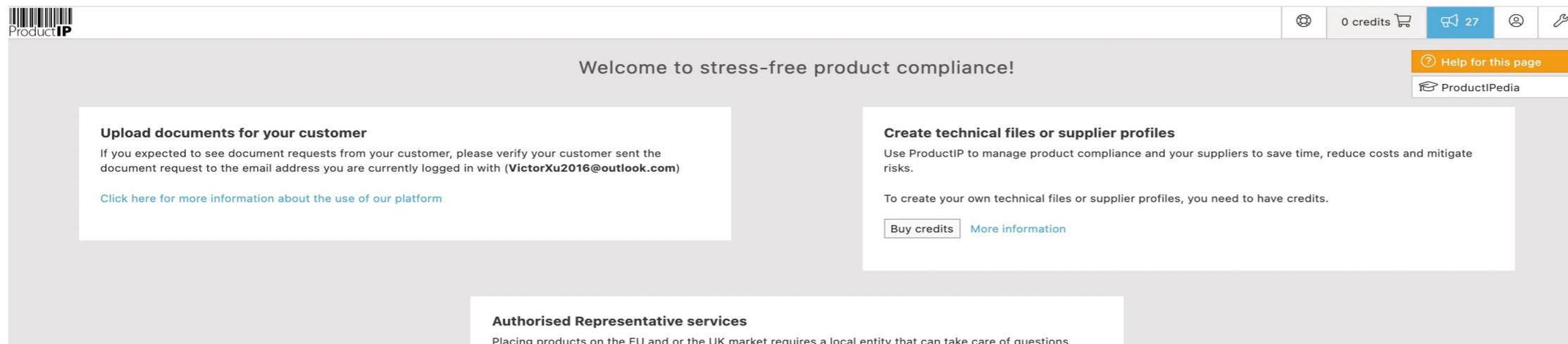
You can collaborate with your colleagues to follow up on requests. Create a user account, and everyone can access all requests on the platform.



we strongly recommend that each user has their own login. So that if an employee leaves, the account can be deleted, and no more access to this company data exists.

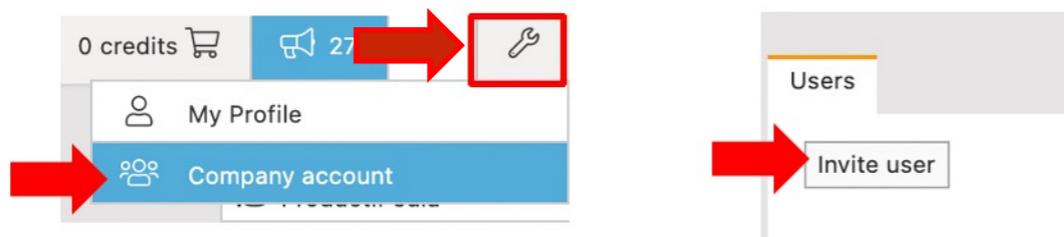
SOMETHING WENT WRONG?

When you see this screen, then the email requesting to upload the document has not been sent to your email address.



How to solve this:

- 1 ask your customer to use your email address for the document request so you see the requests immediately.
- 2 add the email address of your colleague who received the email to the account (you are both registered in the account), then the requests will be visible for all users



Add user:

You can also collaborate with your colleague on the requests. The admin can then add a user to the account, so everyone has their own login, it is visible who did what and when, and if a colleague leaves, you can remove the user instead of creating a new password.

- 3 the request has not been sent yet

ACCEPT THE REQUEST

DEMO
Not intended for production use

Technical files Suppliers **Requests 6** Reports

1 credits 54

Help for this page
ProductIPedia

Product document requests 3/2 Company document requests 1

Export to Excel

Open requests

Display 10 records per page

Deadline	From	To	Name	Missing documents	Documents	Remarks	Last comment	Actions
2022-11-24	user ProductIP (Productip training)	Saskia van Orden (testproductip@gmail.com)	just for fun demo training (20151702-01) *	18				1
2022-02-28	Saskia van Orden (ProductIP)	Saskia van Orden (testproductip@gmail.com)	Test Tips (767565)	30			2022-02-14	Upload

On the Request tab you find the requests in your account

1. klik on view request to accept the invite
2. Klik on Confirm to accept

If this is not your article you deliver to your customer, you can decline the request.

After you have accepted the request, you will find the requested documents on the upload page.

2

View request

user ProductIP of Productip training
is requesting your cooperation for the following product:



Our product
just for fun demo training (20151702-01)
just for training blauw (20151702-02)

Your product
t-shirt baggy (12345/1)
N/A (N/A)

Message from user ProductIP
为什么您收到这封电子邮件?
Productip training 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 training 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 training
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。
然后,我们将支持您完成客户的要求。

You are requested to carry out the following tasks:

Description	Deadline
Upload technical documents	2022-11-24

Please confirm you can carry out the tasks for this product:

Confirm **Decline**

HOW DOES IT WORK:

1. Go to Request

Need help?
Here you find more information

The screenshot shows the 'Requests' page in the ProductIP system. At the top, there are navigation tabs: 'Technical files', 'Suppliers', 'Requests' (with a count of 5), and 'Reports'. A red arrow points to the 'Requests' tab. Below the navigation, there's a search bar and a 'Help for this page' button. The main content area is divided into two sections: 'Open requests' and 'Open requests pending for review'. Each section contains a table with columns: 'Deadline', 'From', 'To', 'Name', 'Missing documents', 'Document remarks', 'Last comment', and 'Actions'. A grey arrow points to the 'Export to Excel' button. A blue arrow points to the 'View request' button in the 'Open requests' table. A yellow arrow points to a comment in the 'Document remarks' column. A purple arrow points to a comment in the 'Document remarks' column of the 'Open requests pending for review' table. A green arrow points to the 'Upload' button in the 'Open requests pending for review' table. A red arrow points to the 'Requests' tab. A blue arrow points to the 'Help for this page' button.

green → First accept the request click on “view request”

green → Click on “upload” to upload the files

blue → List of missing documents

yellow → If it is bleu ProductIP has placed a comment (also sent as email to you) it will pop up if you put your mouse on it.

purple → Here you see the remarks added to a uploaded document

grey → You can export the information to a excel sheet



DEMO

Not intended for production use

Product document requests 2 / 2 Company document requests 1

Export to Excel

Open requests

Display 10 records per page

Deadline	From
2021-05-24	user ProcutIP (Productip training)
2022-02-28	Saskia van Orden (ProductIP)

Showing 1 to 2 of 2 records

Open requests pending for review

Display 10 records per page

Deadline	From
2021-12-23	Saskia van Orden (ProductIP)
2021-03-18	user ProcutIP (Productip training)

Showing 1 to 2 of 2 records

Completed requests

Display 50 records per page

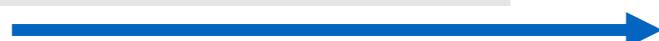
Deadline	From
2018-05-07	user ProcutIP (Productip training)



All Request were documents need to be uplaoded



All Request were documents are uploaded and you have closed the task. ProductIP has to review them. If there still missing documents, ProductIP will inform you by email (the information also can be found on this page) And the task will be shown under "Open Request"



All closed Requests , and Action accepted the status



UPLOAD THE DOCUMENTS:

green → These are the documents your customer is asking for.

You may not have them all (yet). In that case, it is important to upload what you already have. You can upload *.PDF, *.png, *.jpg. You need to convert *.doc and *.xls to *.PDF first.

yellow → Here you will find more information and/or templates that can be used.

red → Here you may see if a document has been rejected.

purple → Close with this button if you want to add more documents later

orange → Click here when all documents have been uploaded and close the task

blue → You can post a comment here, instead of sending an e-mail

black → If you have already a file in ProductIP, click here to upload the documents from that file

The screenshot shows the ProductIP interface for uploading documents. It includes sections for 'Articles', 'Product image', 'Upload technical documents', 'Comments', 'Requested documents', and 'Uploaded documents'. Colored arrows point to specific features: a purple arrow points to 'Save & Continue later' and 'Save & Close' buttons; an orange arrow points to the 'Save & Close' button; a black arrow points to the 'Select documents from an existing technical file' option; a yellow arrow points to the 'Requested documents' table; a green arrow points to the 'REACH' document entry; a red arrow points to the 'Status' column in the 'Uploaded documents' table; and a blue arrow points to the 'Add a new comment' text area.

Document	Classification	Resources
Battery Directive - Test report	B1, C	4
Bill of Materials (BOM)	B3	1
Bill of Substances (BOS)	B3	1
Declaration of Product Identity	B3	2
Electro-Magnetic Compatibility (EMC) - Certificate	A	1
Electro-Magnetic Compatibility (EMC) - Test report	A	1
EU Declaration of Conformity (DoC)	DOC	3

Status	Document	Document category
unchecked	CCL_Golden_1.pdf	Select
unchecked	ILO_Golden_1.pdf	Select
unchecked	LVD_report_Golden_1.pdf	Select
unchecked	Picture_Golden_1.jpg	Select
checked	REACH_SVHC_Golden_1.pdf	REACH - Test report

Note! you cannot add a document category to the document. The list of requested documents is shortened by when the correct documents have been uploaded and processed by ProductIP, and shows the missing documents.

UPLOAD THE DOCUMENTS

You can find more information by putting your mouse on this icon

Document information

Available resources:
 Compliance Clip - Declaration of Product Identity ([Visit](#))
 Template - Declaration of Product Identity ([Download](#))

Requirements:
Declaration of Identity for the product
 Declaration of Product Identity - with this declaration you declare that the related product X is the same as the product mentioned in test documents

Upload documents | Select documents from an existing technical file

Requested documents ([view the information this list is based on](#))

Show entries

Document	Classification	Resources
Bill of Materials (BOM)	B3	3
Declaration of Identity for the product	B3	2
General product safety - Test report	A	2
Persistent Organic Pollutants (POP) - Test report	B1	3
Picture of product	B3	
Product Labelling - Artwork	B3	
REACH - Test report	B1	11
Risk assessment forms	RISKS	3

Showing 1 to 8 of 8 entries

First Previous **1** Next Last

Here you can find the available templates

If a Risk assessment is required, you can start it here

Resources

- [Risk Assessment - Chemical Risk \(Human, Environment, Food Contact, Microbiological\) \(Create\)](#)
- [Risk Assessment - Consumer Product Safety hazards \(Create\)](#)
- [Risk Assessment - Physical hazards \(Create\)](#)

UPLOAD THE DOCUMENTS:

The screenshot shows the ProductIP interface for uploading documents. On the left, there's a product listing for 'Test Tips' with a product image of a strawberry-shaped USB drive. Below the image, there's a section for 'Upload technical documents' with a deadline of 14 February 2022. A comment box is visible with a blue arrow pointing to it. On the right, a 'Requested documents' table lists various requirements like Battery Directive, BOM, BOS, etc. A red arrow points to the 'Requested documents' title. Below that, an 'Uploaded documents' table shows the status of various files like CCL_Golden_1.pdf, ILO_Golden_1.pdf, etc.

Document	Requirements	Count
Battery Directive - Test report	B1, C	4
Bill of Materials (BOM)	B3	1
Bill of Substances (BOS)	B3	1
Declaration of Product Identity	B3	2
Electro-Magnetic Compatibility (EMC) - Certificate	A	1
Electro-Magnetic Compatibility (EMC) - Test report	A	1
EU Declaration of Conformity (DoC)	DOC	3

Status	Document	Document category
unchecked	CCL_Golden_1.pdf	Select
unchecked	ILO_Golden_1.pdf	Select
unchecked	LVD_report_Golden_1.pdf	Select
unchecked	Picture_Golden_1.jpg	Select
checked	REACH_SVHC_Golden_1.pdf	REACH - Test report

red → When creating the file, it is important that the correct data is entered, because this determines which requirements apply and which documents must therefore be requested.

- the market release date
- The correct product category
- Correct answers in the Q & A

blue → If you see wrong choices in the list, please add a comment (blue arrow), so we can adjust the file and select the correct requirements.

SUMMARY

Co-operating with your customer via an invite from ProductIP is efficient, easy, and free of charge.

Any questions about using the system? ProductIP is the help-desk.

If you don't have all the documents available now, upload what you have, assign the document category and press save and close as finished. Your customer will appreciate your prompt cooperation. They will review the documents that you have provided and give you feedback and perhaps a next tasks that you can complete in the same way.

Did you know that you can also create files yourself? In that case you will own the file and you can use it to demonstrate your professional approach to product compliance. Your customer does not need to send you an invite anymore. In fact, now you can SHARE your file with them. Sharing is free for you and for the receiving party. You make the file with your article number, and you change these in OEM files the moment you share them. You can share them with customer A, B, C, all free of charge.

Contact us if you want to learn more about how to demonstrate your professionalism and service attitude around product compliance and join a network of innovative companies using ProductIP.

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