

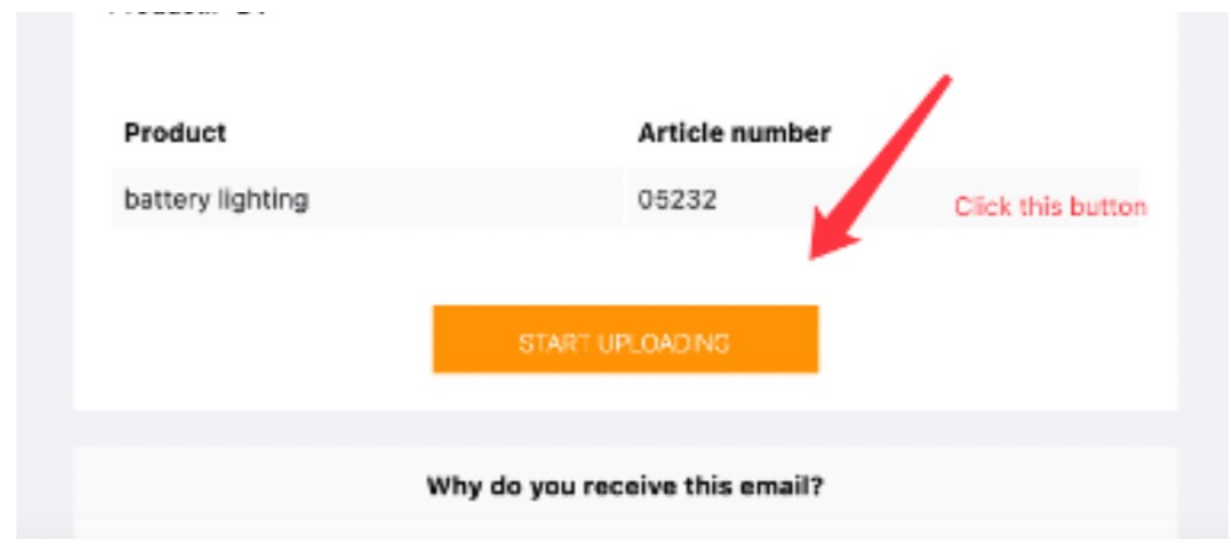
# DOCUMENTS REQUEST

# CONTENT:

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- I do not see the document request	/add a colleague	5
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# HOW WILL YOU BE INFORMED?:

You will receive an email with the document request.



## 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!

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

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:

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 \*

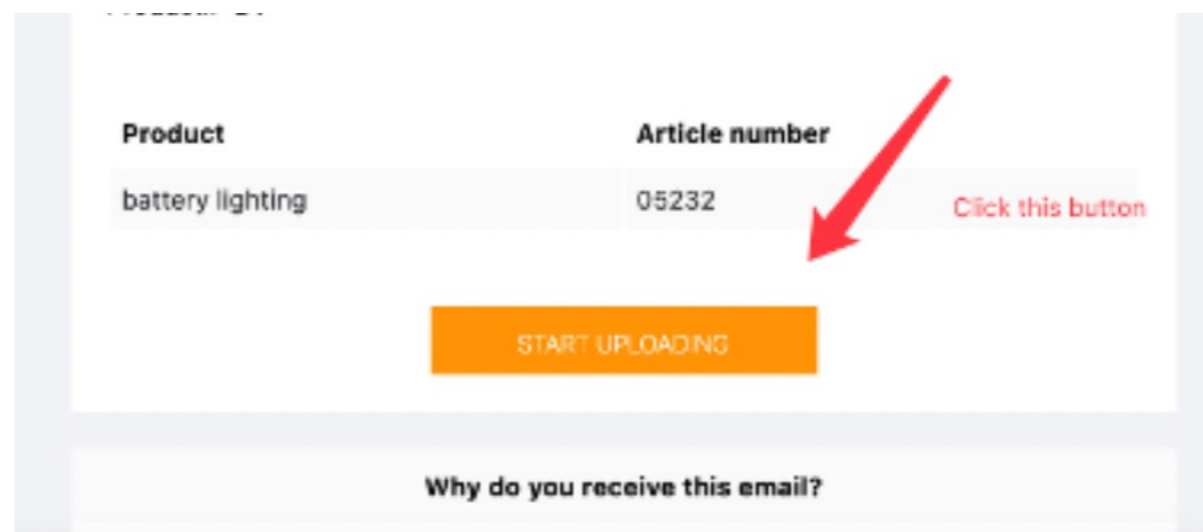
I have read and accept the ProductIP privacy statement \*

\* = 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.



# I HAVE ALREADY AN ACCOUNT:

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.



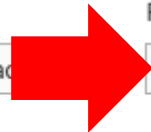
Welcome to ProductIP, the internet based expert system for creating, managing and sharing CE Technical Compliance files.

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:

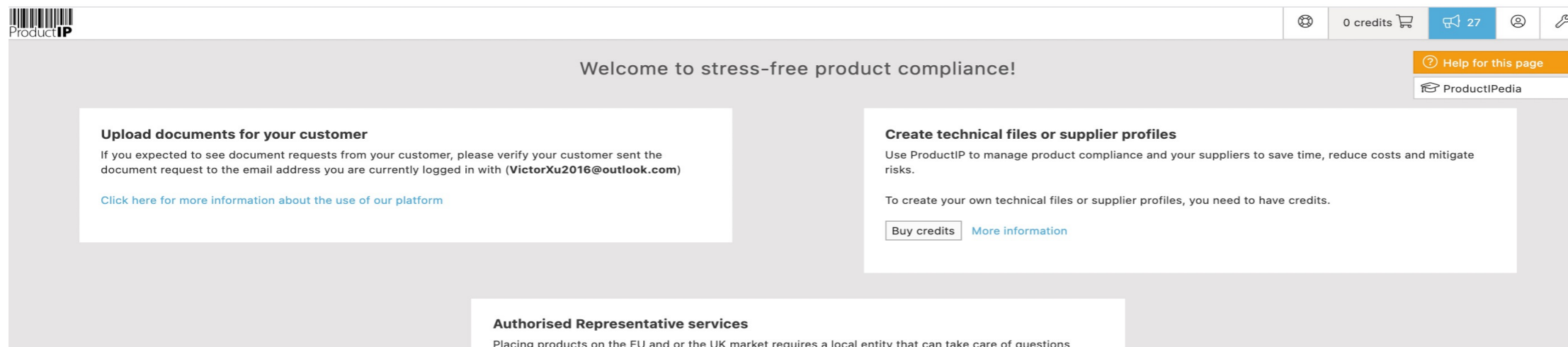
Password:

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



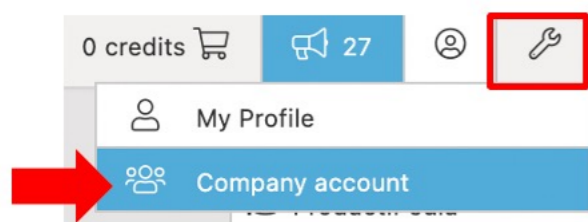
# SOMETHING WENT WRONG?

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



## How to solve this:

- 1 ask your customer to change the email address so you see the requests immediately.
- 2 or add your colleague who received the email so you are both registered in the account, then the requests will be visible to all.
- 3 the request has not been sent yet



## 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.

# OVERVIEW OF ALL REQUESTS:

1. Go to Request

Need help?  
Here you find more information

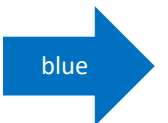
The screenshot shows the 'Requests' page in the ProductIP system. At the top, there are navigation tabs: 'Technical files', 'Suppliers', 'Requests' (with a count of 5), and 'Reports'. A red arrow points to the 'Requests' tab. Below the navigation, there's a search bar and a 'Help for this page' button. 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 'Missing documents' column. A yellow arrow points to a comment icon in the 'Document remarks' column. A purple arrow points to a remark in the 'Document remarks' column. A green arrow points to the 'View request' button in the 'Actions' column. A red arrow points to the 'Requests' tab. A blue arrow points to the 'Help for this page' button.



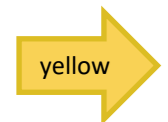
First accept the request click on “view request”



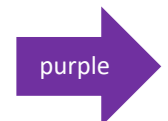
Click on “upload” to upload the files



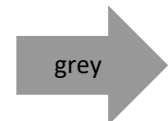
List of missing documents



If it is blue your customer has placed a comment (this is also sent as an email) it will pop up if you put your mouse on it.



Here you see the remarks added to a uploaded document



You can export the information to a excel sheet

**COMPANY** **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 ProcucltIP ( 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 ProcucltIP ( Productip training )


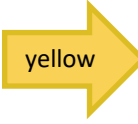
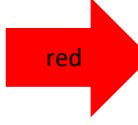


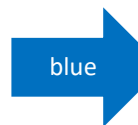
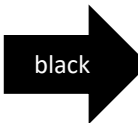
Showing 1 to 2 of 2 records

All Request were documents need to be uplaoded

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



# UPLOAD THE DOCUMENTS:

-  These are the documents your customer is asking for.
-  Here you will find more information and/or templates that can be used.
-  Here you can see whether a document has been rejected, and for what reason
-  Close with this button if you want to add more documents later
-  Click here when all documents have been uploaded and close the task
-  You can post a comment here, instead of sending an e-mail
-  If you have already a file in ProductIP, click here to upload the documents from that file

The screenshot shows the 'Upload documents' interface. On the left, there's a sidebar with 'Articles' and 'Product image' sections. The main area is divided into 'Requested documents' and 'Uploaded documents' sections. A green arrow points to the 'Requested documents' table, a red arrow points to the 'Uploaded documents' table, and a yellow arrow points to the 'Requested documents' table header. A purple arrow points to the 'Save & Continue later' button, an orange arrow points to the 'Save & Close' button, and a black arrow points to the 'Select documents from an existing technical file' button. 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!** For some cases you cannot add a document category to the document. The list of requested documents is shortened when the correct documents have been uploaded and processed by your customer, and shows only 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
<a href="#">Declaration of Identity for the product</a>	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

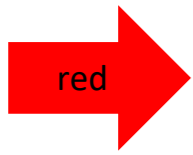
If a Risk assessment is required, you can start it here

**Resources**

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

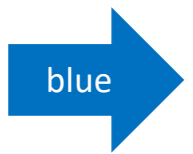
# UPLOAD THE DOCUMENTS:

The screenshot shows the ProductIP interface for uploading documents. On the left, there's a section for 'Articles' with a table containing one record: Article number 767565, Name Test Tips, EAN code, Supplier article number, and Supplier article name. Below this is a 'Product image' showing a strawberry-shaped USB drive. The 'Upload technical documents' section shows a deadline of 14 February 2022, assigned to Saskia van Orden, with a deadline of 2022-02-28. A comment box is visible with a blue arrow pointing to it. On the right, a 'Requested documents' list is shown with a red arrow pointing to it. The list includes items like 'Battery Directive - Test report', 'Bill of Materials (BOM)', 'Bill of Substances (BOS)', 'Declaration of Product Identity', 'Electro-Magnetic Compatibility (EMC) - Certificate', 'Electro-Magnetic Compatibility (EMC) - Test report', and 'EU Declaration of Conformity (DoC)'. Below this is an 'Uploaded documents' table with columns for Status, Document, and Document category. The table lists several documents, some unchecked and one checked (REACH\_SVHC\_Golden\_1.pdf).



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



If you see wrong choices in the list, please add a comment, so your customer 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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