



# Guidance Document

## Huf Corporate Supplier IMDS Manual

GD-063 Rev. 01



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**Purchasing & Supply**  
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## 0 Change Description

First Release.

## 1 Objective

This manual aims to define the specific IMDS requirements of the Huf Group. This document is not aimed to be a full set of rules, how the detailed IMDS work should be performed.

The Automotive industry established the IMDS software in 2001 as the data collection and evidence tool for product related environmental compliance. Following the complete automotive value chain, the material information is provided from the material manufacturer to the OEM.

In accordance with the IMDS terms of use the collected data sets can further be used for other purposes, such as:

- the Product related environmental analysis at Huf
- other reporting systems of our customers (e.g. CAMDS).

## 2 Area of Applicability

This guideline is valid for all suppliers delivering production materials to the Huf Group. It does not cover supplies within the Huf Group. The suppliers are required to consider this guideline in their supply chain, too.

## 3 Definitions and Explanations

**IMDS (International Material Data System):** Internet based material data collection and evidence tool for the whole automotive value chain

**OEM (Original Equipment Manufacturer):** A usual abbreviation for car manufacturers

**MDS (Material Data Sheet):** Material data sheets within IMDS

**CAMDS (China Automotive Material Data System):** Internet based material data collection and evidence tool for a significant amount of Chinese car manufacturers. CAMDS and the related processes appear to be very similar to IMDS

**Final MDS:** Full material declaration in IMDS format



Preliminary MDS: Preliminary MDS in accordance with IMDS recommendation 023

SOP: **Start Of Production**

BoM: **Bill of Material**

ELV: **End of Life Vehicles** enacted in the European Union (Directive 2000/53/EC)

GADSL (**Global Automotive Declarable Substance List**): Global standard, which includes declarable and restricted substances for finished materials and parts in the Automotive value chain. This list does not include substances, which are used in process-related materials solely.

REACH – **Registration, Evaluation, Authorization and restriction of Chemicals**

SCIP (**Substances of Concern In articles as such or in complex objects (Products)**): is a database set up by the European Chemicals Agency (ECHA) to collect data on REACH Substances of Very High Concern (SVHCs) in “articles”.

## 4 Proceedings and Procedures

### 4.1 Introduction

#### 4.1.1 Supplier responsibilities

The suppliers are responsible, that the Huf Group is provided with acceptable MDS on time. This process includes appropriate user nomination, the related data collection and finally the correct data submission to Huf according to this standard.

Huf requires that suppliers follow the IMDS Recommendations as listed on the IMDS website under recommendations ([www.mdssystem.com](http://www.mdssystem.com), Login with your user ID). This allows suppliers to develop a standard process for developing material data sheets. This is applicable to all types of suppliers including Tier-1, Tier-2, Huf directed buy suppliers, etc. The following paragraphs list Huf specific requirements in addition to the IMDS recommendations.

Furthermore the suppliers are required to actively support special IMDS requests, e.g. specific requests by customers of the Huf Group.

#### 4.1.2 User nomination and technical resources

The IMDS users should have the following qualification:

- regular experience in IMDS material data reporting or
- appropriate training.

For technical questions regarding the MDS data, please refer to the following resources:



- [IMDS User Manual](#)
- [IMDS Training Courses](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [IMDS Video Tutorials](#)

References:

- [Creating a New Material](#)
- [Creating a Component](#)

## **4.2 MDS submissions to Huf**

### **4.2.1 Timing of MDS submissions**

#### Final MDS

The data creation process shall start directly after the nomination by Huf. Acceptable final MDS must be sent to Huf as soon as possible. The latest submission date is for initial sampling to Huf at the very latest.

### **4.2.2 Parts supplied to different Huf companies**

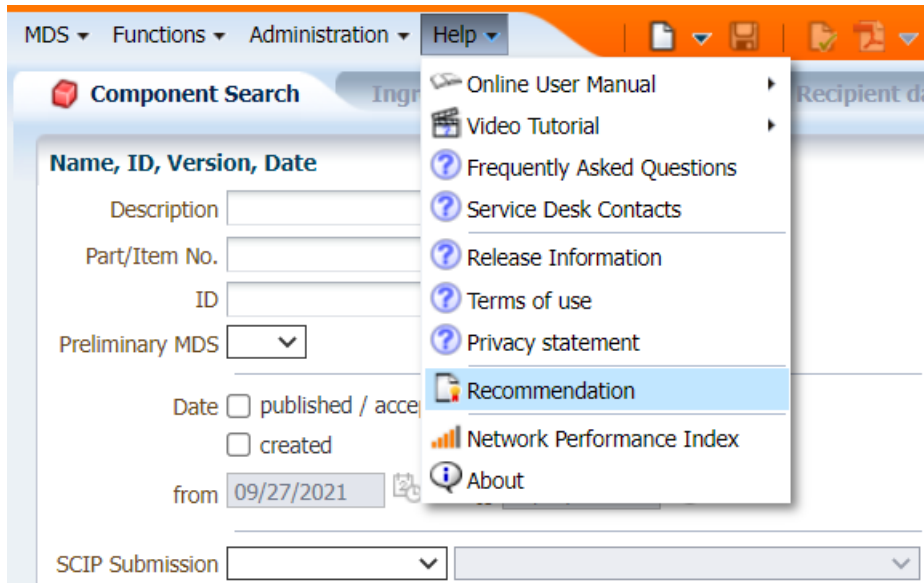
All MDS submissions, which are supplied to Huf company, must be sent to the central organization unit **Huf Group 87707**.

### **4.2.3 Technical acceptance criteria for MDS submissions**

#### IMDS Recommendations

Since IMDS Recommendations were written by mutual agreement between IMDS Steering Committee and members and are common operation standards for all automobile manufacturers worldwide who are operation IMDS, users shall conform to them with fully understanding when writing MDS is order not to cause any disadvantages due to input error.

The IMDS Recommendations can be found here: [www.mdssystem.com](http://www.mdssystem.com) → log in → help → Recommendation.



### GADSL

The parts must fully comply with the substance restrictions defined in the GADSL. More information can be found here on the following [link](#).

### IMDS application codes

Application Codes are updated in the IMDS system and are based on the legal requirements from both European Union (EU) ELV Annex II regulation and other equivalent regulations, such as for South Korean regulations.

Huf requires suppliers to update their IMDS if an existing part with an IMDS containing deactivated/expired application codes. Inactive application codes shall be split as per the latest EU ELV Annex II. The supplier must use the most appropriate application code based on the actual usage of the Heavy Metal.

### Marking of polymer materials

Polymeric part marking shall be answered for all plastic parts with more than 100g and Elastomers more than 200g. Submissions, where the option “No” is ticked, will be rejected by Huf. More information can be found [here](#).

## **4.3 Formal requirements**

### **4.3.1 Part/Item No**

The Huf part number consists of 8 digits which are separated with dots. Additions to this number separated by two dots must not be filled in IMDS and will be rejected.

E.g. Part/Item No.: NN.NNN.NNN or 12.345.678



#### **4.3.2 Part description**

Input the English name of the part as described on the Huf drawing. Suppliers should use a name that describes the part and is according to the sub-components in the BoM (e.g. capacity sensor, retention tumbler, NOT codes, part numbers or drawing numbers (12756D, NN.NNN.NNN)). Do not include brand or company names in the description.

#### **4.3.3 Preliminary MDS**

IMDS with Preliminary MDS checked is not acceptable for regular Production Part. Huf no longer accepts Preliminary MDS marked “Yes” (prototype parts).

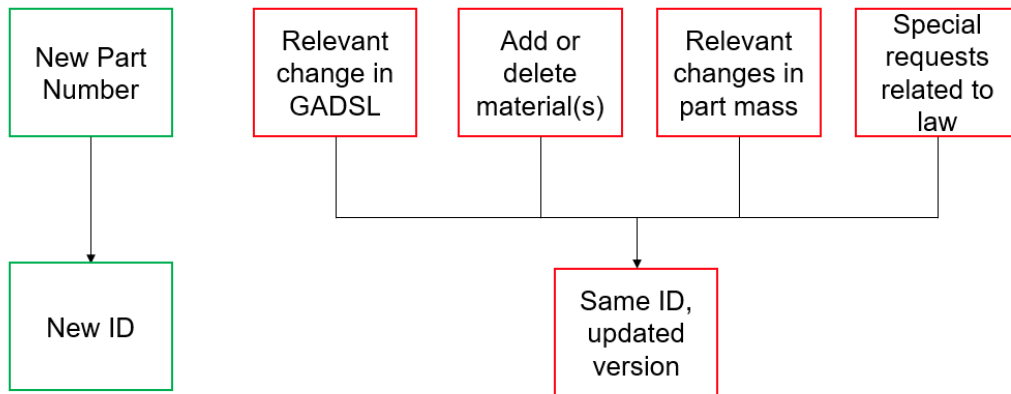
#### **4.3.4 Forwarding**

All MDS sent to Huf have to be released for forwarding.

#### **4.3.5 New IMDS ID versus new version**

Suppliers are required to update and resubmit IMDS data for any engineering change that involves:

1. Part Number
2. Chemical Composition
3. Changes of application codes
4. Mass of a part exceeding the tolerance
5. New Supplier of sub-component
6. Structural change in the bill of materials (BoM)
7. Global Automotive Substance Declarable List (GADSL):
  - a) A new GADSL substance is added to a material; and/or
  - b) IMDS data that has joker/wildcard/confidential substances in the tree structure. The IMDS data must be reviewed to determine if the substance replaced is declarable “D”, declarable/prohibited “D/P”, or prohibited “P”.



New part numbers require the creation of a new MDS and ID (red box outline), updated MDS require a new version, utilizing the same ID (green box outline).

#### 4.3.6 Using published materials

When possible, Huf strongly recommends any supplier utilizing published material data to use IMDS Steering Committee, IMDS-Committee/ILI Metals, or Stahl und Eisen List published data.

#### 4.3.7 Painted parts

A separate MDS for each color type and Huf part numbers must be submitted by the supplier. Exceptions must be agreed by Huf.

#### 4.3.8 Recycle information

Information to content of recycled material in materials with classification 5.1, 5.1.a/b, 5.3, 5.4.1 and 5.5.2 with more than 25 g is compulsory. When recycled materials are used, the percentage of recycled materials used in the manufacturing process and recycled materials collected in the market must be specified.

#### 4.3.9 Weight deviation

If the difference between the weight declared by the supplier in IMDS (measured weight) and the part's weight known by Huf is too high, the MDS will be rejected. The maximal difference tolerated is 5%, but the MDS can be rejected for a lesser difference.

#### 4.3.10 Chemistry Manager request

The IMDS Chemistry Manager function allows any downstream user to request material specific information upstream in the supply chain. These requests should be





handled by specific persons solely, which must be carefully selected and assigned by the suppliers. Huf reserves the right to send out Chemistry Manager requests.

#### 4.3.11 SCIP notification

The SCIP notification is an European legislation based on the Waste Framework Directive 2008/98/EC. If the supplier has the obligation for SCIP notification, he has to enter information in IMDS regarding the SCIP number, SCIP submission number, if the production is in European Union and information regarding the article category. More information regarding SCIP can be found on the following [link](#).

#### 4.3.12 Recipient data information

The correct Company and Organisation unit, part name and part number in the correct format must be entered. This information can be found in the Huf order. These data sets are used to match up the IMDS approval with the initial sampling of the part.

**Details**

**Transfer Information**

Company

Organisation unit

Recip. Status edit mode

Supplier Code  ?

Name

Part/Item No.  ?

Transmission/Check Date not available

Forwarding allowed

**Drawing**

Drawing No.

Drawing dated

Drawing Change Level  ?

**Purchase Order**

Purchase Order No.

Bill of Delivery No.

**Report**

Report No.

Date of Report  ?

**Legend:**

Mandatory field - according to Huf Order

Optional field