



Hewlett Packard Enterprise Supplier Portal: REACH Form Access Process

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REACH Supplier Input Form Submission login and access instructions:

(1.) Hewlett Packard Enterprise (HPE) Supplier Portal can be accessed via the following web address:

<https://h20168.www2.hpe.com/supplierextranet/index.do>

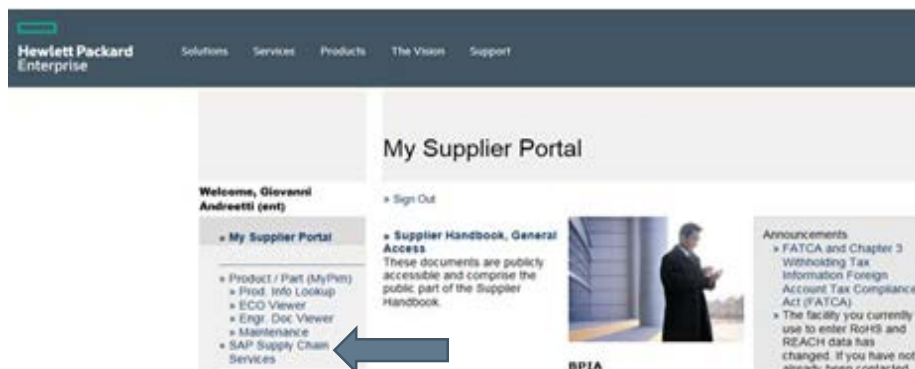
(2.) Log into the Supplier Portal with your valid BPIA or PRACs certificate. (*NOTE: As of 9/6/2012: You can no longer access the REACH form with a Username and Password.*)

If you **do not** have a BPIA or PRACs certificate, please contact your HPE Partner and work with them to get setup with an appropriate certificate or arrange for an alternative method to submit the form.

BPIA website for HPE Partners:

<https://userreg.external.hp.com/partner/faq.html> .

If you **do** have a valid BPIA or PRACs certificate, please use your existing Supplier Portal login process and select '**sign-in using digital certificate**'. If you **do not** have the "SAP Supply Chain Services" left-hand link option (arrow below) after successful login, please contact your HPE Partner and request access to "HPE's REACH Supplier Input Form on the Supplier Portal" and let them know you have a valid BPIA or PRACs certificate and you need access to the SAP Supply Chain Services link and to REACH. You will receive an email confirmation when access has been granted.

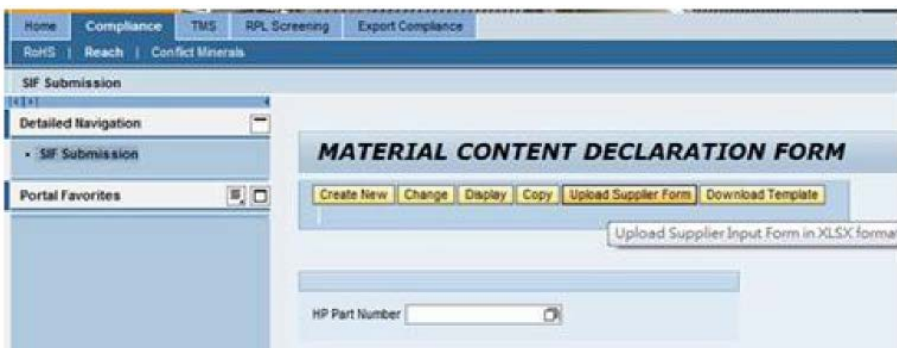


(3.) Click on the “SAP Supply Chain Services” left-hand link (arrow above) to launch the HPE Enterprise Portal window

(4.) Click on the “**Compliance**” tab to access RoHS, China RoHS and REACH applications

(5.) Click on the “**REACH**” tab

(6.) Click on the “**SIF Submission**” link in the left menu



(7.) Begin populating the HPE REACH Supplier Input Form.

REACH Supplier Input Form Highlights:

The following enhancements have been made to the HPE Supplier Portal **REACH** Supplier Input Form:

Submission Options:

- Create a new submission for a new part using the online web form
- Change/edit substance information for a part previously submitted and resave
- Display a form for a part to review previously submitted data
- Copy existing substance information from a part previously submitted to create a new part (useful for submitting information for multiple parts with the same substance information).
- Download the blank Supplier Input Form Template and complete the form and upload it into the IT system to create a new part submission. (NOTE: Must use the most current version of the template.) Instructions are available on the 'Help' tab in the template on how to complete the form for upload.

Complete all required fields (*). System required fields include:

- Company Name
- Supplier ID (assigned by HPE)
- Contact Name, Email, Phone

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- Technical Representative Name, Email, Phone for Compliance Analysis
 - HPE Part Number
 - Supplier Part Number
 - Total Net Weight (grams) of Product/Part
 - Substance Weights (You are required to enter a numeric value for all yellow highlighted (REQUIRED) substances on the form.)

System validations now include:

- Supplier ID: Please ensure the Supplier ID your HPE representative provides is the number used in your submission.
- HPE Part Number: Please ensure the HPE part number your HPE representative provides is the part number used in your submission.
- Total Net Weight (grams) Product/Part: Value provided cannot be less than the sum of the substance weights reported and cannot be zero.
- Substance Weights: For any substance that is reported as greater than 0 a “description of use” is required.
- Any character or format type indicated in the field will be validated (refer to the “Help” tab in the Template for guidance).

Other information:

- Provide one (1) HPE part number per submission / form.
- Inputs in English language only.
- If applicable, please report any omitted part number substance information in the “Comments” field.
- ECHA substances are identified in yellow and have “REACH” in the Regulation field and are REQUIRED to be completed. HPE may also add non-REACH substances in yellow that are considered important to collect information.
- If substance is found in the product/part, include substance weight and description of use. Please report a weight of "0" in the "Wt (g)" column for any REQUIRED substance not present in the reported product/part.
- HPE may also request that suppliers complete the HPE STANDARD substances identified in blue.
- The list also contains ADDITIONAL substances of concern that may also be found in electronic products

and eventually become required to complete.

Detailed instructions on how to use the functions in the SIF Submission online REACH application are available from your HPE Partner.

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