



# **Conflict Minerals Reporting Training**

**Module 3: How To Increase The Quality  
Of Your CMRT - 3TG Metals**

# Conflict Minerals Training Modules

Today's  
topic

## Module 1

- Background on the Conflict Minerals legislation
- Overview of reporting expectations
- Timeline & Actions Required

### Intended Audience

- Suppliers unfamiliar with conflict minerals reporting requirements

## Module 2

- Instructions for completing the Conflict Minerals Reporting Template (CMRT)
- Methods for CMRT submission

### Intended Audience

- Person responsible for annual conflict minerals reporting to Ford

## Module 3

- Instructions for increasing the quality of CMRT submission by ensuring consistency with IMDS reporting

### Intended Audience

- Person responsible for conflict minerals reporting to Ford and IMDS users

All Trainings Available At:  
<https://fsp.portal.covisint.com>

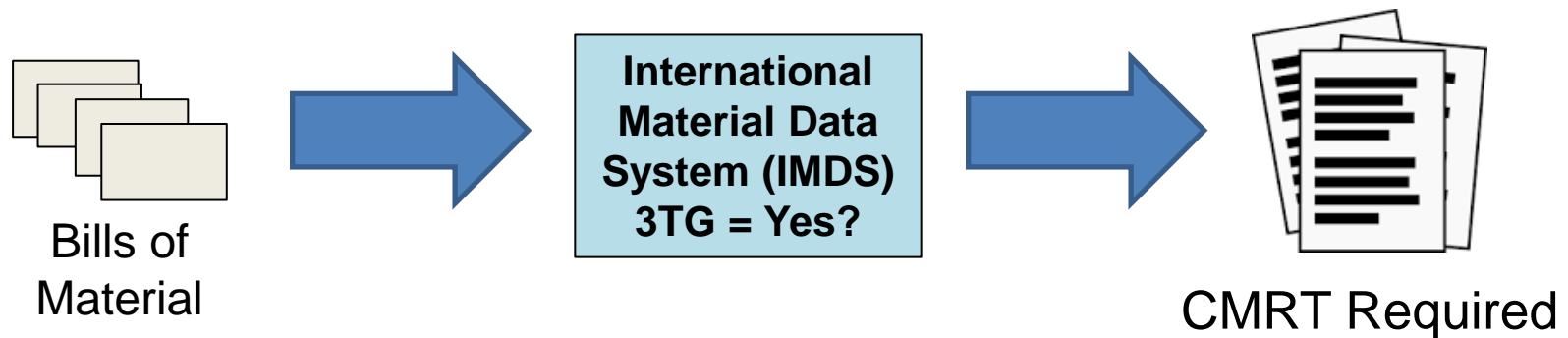
## Desired Outcome:

- Instruct conflict minerals reporters on how to increase the quality of CMRT submission to Ford by ensuring consistency with IMDS reporting

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# How Ford Uses IMDS To Identify In-Scope Suppliers

- All companies that provide Ford with products (excluding indirect purchases) containing tin, tungsten, tantalum, or gold (3TG) **must submit a Conflict Minerals Reporting Template (CMRT)**



## Ford's process to identify in-scope suppliers:

- Determine in-scope Bills of Materials (BoMs) for current calendar year
- Identify parts in BoMs that contain 3TG and suppliers producing parts
- Send Ford's conflict minerals reporting instructions and a list of in-scope parts to all suppliers

**In-scope Suppliers Identified By Part-level Data Submitted To Ford Through International Material Data System (IMDS)**



# Supplier In-Scope Parts List

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ford Part Number	Supplier Parent GSDB	Parent Supplier Name	Site GSDB Code	Site Supplier Name	IMDS Module ID	IMDS Version	IMDS Sent Date	IMDS Module ID Match	Tin	Tantalum	Tungsten	Gold
2	Prefix-Base-SuffixA	XXXX	PARENT COMPANY NAME	XXXX1	SITE NAME 1	#####	1.00	10/10/2015	Exact match	X			
3	Prefix-Base-SuffixB	XXXX	PARENT COMPANY NAME	XXXX1	SITE NAME 1	#####	2.00	11/12/2015	Exact match	X			
4	Prefix-Base-SuffixC	XXXX	PARENT COMPANY NAME	XXXX2	SITE NAME 2	#####	2.00	10/2/2015	Exact match	X	X	X	X
5	Prefix-Base-SuffixD	XXXX	PARENT COMPANY NAME	XXXX3	SITE NAME 3	#####	5.00	9/5/2015	Exact match	X	X		
6	Prefix-Base-SuffixE	XXXX	PARENT COMPANY NAME	XXXX3	SITE NAME 3	#####	5.00	9/20/2015	Exact match	X			
7													
8													

**SAMPLE PARTS LIST**

- Each spring, Ford emails annual reporting instructions and a list of in-scope parts to your company’s conflict minerals contact person
- Your parts list identifies the specific 3TG metal content that your company has reported to Ford through the IMDS reporting system

## **ACTION REQUIRED:**

Before you begin the reporting process, **verify the 3TG metals identified on your parts list will be included in your CMRT submission to Ford**

Note: The parts list provided by Ford is based on BoMs downloaded and parts shipped at the beginning of the calendar year. If your company ships additional parts containing 3TG throughout the reporting year, you must include them in the scope of your CMRT.



# Supplier In-Scope Parts List

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ford Part Number	Supplier Parent GSDB	Parent Supplier Name	Site GSDB Code	Site Supplier Name	IMDS Module ID	IMDS Version	IMDS Sent Date	IMDS Module ID Match	Tin	Tantalum	Tungsten	Gold
2	Prefix-Base-SuffixA	XXXX	PARENT COMPANY NAME	XXXX1	SITE NAME 1	#####	1.00	10/10/2015	Exact match	X			
3	Prefix-Base-SuffixB	XXXX	PARENT COMPANY NAME	XXXX1	SITE NAME 1	#####	2.00	11/12/2015	Exact match	X			
4	Prefix-Base-SuffixC	XXXX	PARENT COMPANY NAME	XXXX2	SITE NAME 2	#####	2.00	10/2/2015	Exact match	X	X	X	X
5	Prefix-Base-SuffixD	XXXX	PARENT COMPANY NAME	XXXX3	SITE NAME 3	#####	5.00	9/5/2015	Exact match	X	X		
6	Prefix-Base-SuffixE	XXXX	PARENT COMPANY NAME	XXXX3	SITE NAME 3	#####	5.00	9/20/2015	Exact match	X			
7													

**SAMPLE PARTS LIST**

## CMRT: Question 1

1) Is the 3TG intentionally added to your product? (\*)

Answer

Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

Answer options:

- Yes
- No

Ford expects your company to answer

- “Yes” to Q1 (intentionally added); and/or
- “Yes” to Q2 (necessary to the production)

for all reported 3TG metals\*

\* Unless 3TG is naturally occurring (see Module 2 for details)

## CMRT: Question 2

2) Is the 3TG necessary to the production of your company’s products and contained in the finished product that your company manufactures or contracts to manufacture? (\*)

Answer

Tantalum (*)	
Tin (*)	
Gold (*)	
Tungsten (*)	

Answer options:

- Yes
- No

**CMRT submissions that do not answer “Yes” to either Question 1 or Question 2 for all 3TG reported in IMDS will be considered incomplete and prompt a request for resubmission**

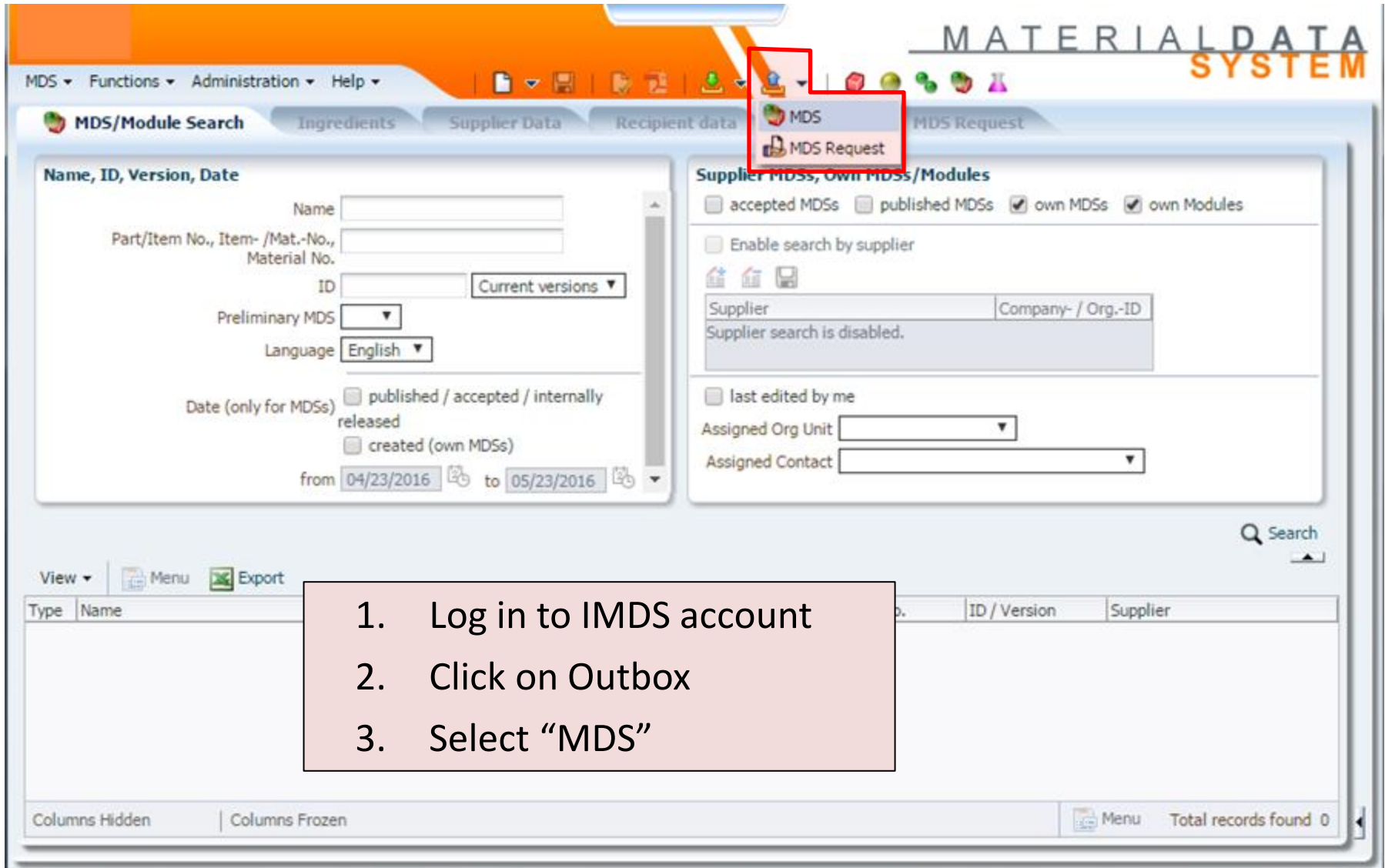
Note: If you are submitting a “Company Level” CMRT, Ford recognizes that it may include additional minerals not reflected in your IMDS submission to Ford

# Validating Parts Utilizing IMDS

**If you have questions about your company's IMDS submission, you can follow these steps to get more information:**

1. Log-in to your company's IMDS account at <http://www.mdssystem.com/>
2. Click on Outbox
3. Select "MDS"
4. Search for the IMDS Module ID provided by Ford
5. Expand entire tree structure
6. Filter for Conflict Minerals
7. Look for 3TG material highlighted in red text, or
8. Click on "Search" for Tin, Gold, Tantalum, Tungsten

# Validating Parts Utilizing IMDS



**MATERIAL DATA SYSTEM**

MDS ▾ Functions ▾ Administration ▾ Help ▾

MDS/Module Search Ingredients Supplier Data Recipient data **MDS** MDS Request

**Name, ID, Version, Date**

Name

Part/Item No., Item- /Mat.-No., Material No.

ID  Current versions ▾

Preliminary MDS ▾

Language English ▾

Date (only for MDSs)  published / accepted / internally released  
 created (own MDSs)

from 04/23/2016 to 05/23/2016

**Supplier MDSs, Own MDSs/Modules**

accepted MDSs  published MDSs  own MDSs  own Modules

Enable search by supplier

Supplier  Company- / Org.-ID

Supplier search is disabled.

last edited by me

Assigned Org Unit

Assigned Contact

View ▾ Menu Export

Type	Name	ID / Version	Supplier
------	------	--------------	----------

Columns Hidden | Columns Frozen | Menu Total records found 0

1. Log in to IMDS account
2. Click on Outbox
3. Select "MDS"



# Validating Parts Utilizing IMDS

MATERIAL DATA SYSTEM

MDS ▾ Functions ▾ Administration ▾ Help ▾

Sent MDSs Ingredients Supplier Data Recipient data Analysis MDS Request

**General / Date**

Name

Internal number

External number

ID  All versions ▾

Preliminary MDS ▾

Date  transmitted (sent/proposed)  
 last status changed

from  to

**Status**

Combined  all  open MDSs

Single  not yet browsed  
 browsed  
 accepted  
 rejected  
 modified  
 cancelled by sender  
 in process at recipient  
 forwarded only

**Recipient**

Org Unit

Recipient  Enable search by recipient

Recipient search is disabled.

Include all Org Units

Export as CSV ...

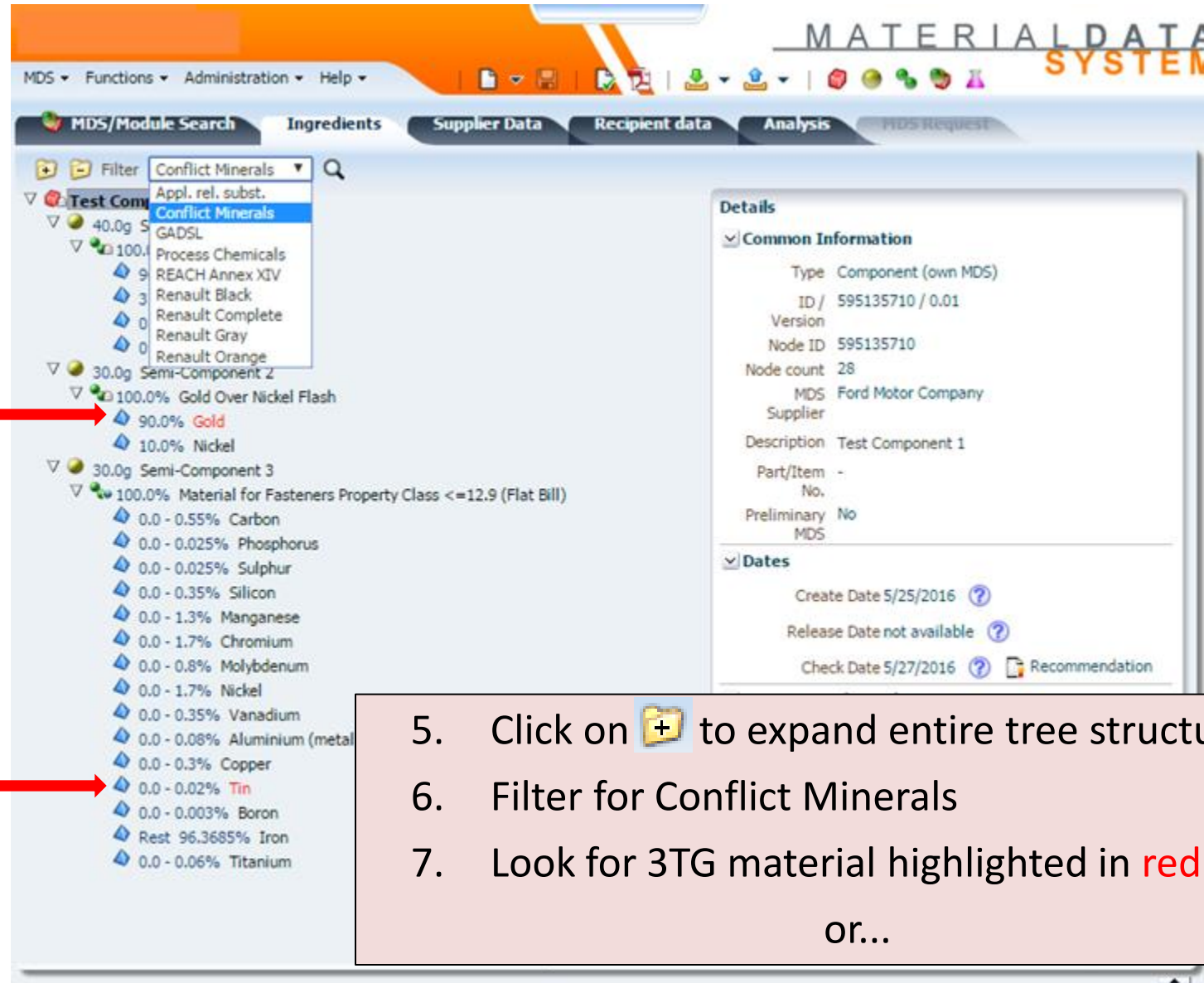
View ▾ Menu Export

Type	Name	ID / Version	Internal number	External number	transmitted to comp. (Org Unit) [ID-No.]	Status	last status changed
	Test Component 1	595135710 / 0.01		Test Component 1	5/27/2016 FPTO [5117]	in process at recipie...	5/27/2016

Menu Total MDS found 1

4. Search for the IMDS Module ID provided by Ford

# Validating Parts Utilizing IMDS



MATERIAL DATA SYSTEM

MDS ▾ Functions ▾ Administration ▾ Help ▾

MDS/Module Search Ingredients Supplier Data Recipient data Analysis MDS Request

Filter Conflict Minerals ▾  
 Appl. rel. subst.  
 Conflict Minerals  
 GADSL

Test Com  
 40.0g S  
 100.0  
 Process Chemicals  
 9 REACH Annex XIV  
 3 Renault Black  
 0 Renault Complete  
 0 Renault Gray  
 0 Renault Orange  
 30.0g Semi-Component 2  
 100.0% Gold Over Nickel Flash  
 90.0% Gold  
 10.0% Nickel  
 30.0g Semi-Component 3  
 100.0% Material for Fasteners Property Class <=12.9 (Flat Bill)  
 0.0 - 0.55% Carbon  
 0.0 - 0.025% Phosphorus  
 0.0 - 0.025% Sulphur  
 0.0 - 0.35% Silicon  
 0.0 - 1.3% Manganese  
 0.0 - 1.7% Chromium  
 0.0 - 0.8% Molybdenum  
 0.0 - 1.7% Nickel  
 0.0 - 0.35% Vanadium  
 0.0 - 0.08% Aluminium (metal  
 0.0 - 0.3% Copper  
 0.0 - 0.02% Tin  
 0.0 - 0.003% Boron  
 Rest 96.3685% Iron  
 0.0 - 0.06% Titanium

Details

Common Information

Type Component (own MDS)  
 ID / 595135710 / 0.01  
 Version  
 Node ID 595135710  
 Node count 28  
 MDS Ford Motor Company  
 Supplier  
 Description Test Component 1  
 Part/Item -  
 No.  
 Preliminary No  
 MDS

Dates

Create Date 5/25/2016 ?  
 Release Date not available ?  
 Check Date 5/27/2016 ? Recommendation

5. Click on + to expand entire tree structure  
 6. Filter for Conflict Minerals  
 7. Look for 3TG material highlighted in red text  
 or...

# Validating Parts Utilizing IMDS

MATERIAL DATA SYSTEM

MDS ▾ Functions ▾ Administration ▾ Help ▾

Sent MDSs Ingredients Supplier Data Recipient data Analysis MDS Request

Filter Conflict Minerals 🔍

Test Component 1

- 40.0g Semi-Component 1
  - 100.0% SnAg3Cu0,5Co0,1
    - 96.4% Tin
    - 3.0% Silver
    - 0.5% Copper
    - 0.1% Cobalt
- 30.0g Semi-Component 2
  - 100.0% Gold Over Nickel F
    - 90.0% Gold
    - 10.0% Nickel
- 30.0g Semi-Component 3
  - 100.0% Material for Faste
    - 0.0 - 0.55% Carbon
    - 0.0 - 0.025% Phosphor
    - 0.0 - 0.025% Sulphur
    - 0.0 - 0.35% Silicon
    - 0.0 - 1.3% Manganese
    - 0.0 - 1.7% Chromium
    - 0.0 - 0.8% Molybdenum
    - 0.0 - 1.7% Nickel
    - 0.0 - 0.35% Vanadium
    - 0.0 - 0.08% Aluminium (metal)
    - 0.0 - 0.3% Copper
    - 0.0 - 0.02% Tin
    - 0.0 - 0.003% Boron
    - Rest 96.3685% Iron
    - 0.0 - 0.06% Titanium

Details

Common Information

Type Basic Substance

Name(s) Tin

Sn

MDS - MATERIAL DATA SYSTEM

Tree search

Type Name

Value tin

Portion of Basic Substance > 0.0

Search Find next Cancel

Chk: Classification 1-6

Chk: Sp. metals w/o Cu,Ni,Pb,Zn

Conflict Minerals

Special metals

8. Click on 🔍 to search for Tin, Gold, Tantalum, Tungsten

# IMDS / Parts List Concerns

- **Errors on your IMDS submission?**
  - Update the Material Data Sheet in IMDS
  - Once Ford accepts the updated IMDS submission, send email to [cmineral@ford.com](mailto:cmineral@ford.com) to notify us of the update
    - Include Ford part number, updated IMDS Module ID, and Version
- **Need another copy of your parts list?**
  - Send email to [cmineral@ford.com](mailto:cmineral@ford.com) requesting parts list
    - Include your GSDB code in the subject line
- **Question regarding conflict minerals reporting?**
  - Send all questions to [cmineral@ford.com](mailto:cmineral@ford.com)

- 1. Confirm 3TG metals reported on your Ford parts list are included in your CMRT (“Yes” to Q1 and/or “Yes” to Q2)**
- 2. Conduct your supplier survey and complete your CMRT as described in Modules 1 and 2**
- 3. Submit CMRT to Ford by September 30th**

Note: There is **no** de minimis threshold for conflict minerals reporting. All 3TG must be reported regardless of amount.

# Additional Resources

## IMDS Help and Quick References

- [Online User Manual](#)
- [IMDS Service Centers](#)
- [IMDS Training](#)
- [Frequently Asked Questions](#)

## Additional Ford Supplier Training

- [Module 1](#): Introduction to Conflict Minerals Reporting
- [Module 2](#): How to Complete A Conflict Minerals Reporting Template (CMRT )

- Thank you for participating in Ford's conflict minerals training series
- Contact [cmineral@ford.com](mailto:cmineral@ford.com) with questions