Conflict Minerals Reporting Training

Module 3: How To Increase The Quality Of Your CMRT - 3TG Metals
Conflict Minerals Training Modules

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)
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.
CMRT: Question 1
1) Is the 3TG intentionally added to your product? (*)

<table>
<thead>
<tr>
<th>Answer options</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tantalum (*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tin (*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold (*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tungsten (*)</td>
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</table>

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? (*)

<table>
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<tr>
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<th>Yes</th>
<th>No</th>
</tr>
</thead>
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<tr>
<td>Tantalum (*)</td>
<td></td>
<td></td>
</tr>
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<tr>
<td>Tungsten (*)</td>
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</table>

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 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.mdsystem.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

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Validating Parts Utilizing IMDS

8. Click on search to search for Tin, Gold, Tantalum, Tungsten
• **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 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 requesting parts list
    • Include your GSDB code in the subject line

• **Question regarding conflict minerals reporting?**
  – Send all questions to 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)
Questions?

• Thank you for participating in Ford’s conflict minerals training series

• Contact cmineral@ford.com with questions