



## HP Supplier Portal: REACH Form Access Process

**REACH** Supplier Input Form Submission login and access instructions:

(1.) HP's Supplier Portal can be accessed via the following web address:  
<https://h20168.www2.hp.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 HP Partner and work with them to get set up with appropriate certificate or arrange for an alternative method to submit the form. BPIA website for HP 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 (red arrow below) after successful login, please contact your HP Partner and request access to "HP'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.

**hp** My Supplier Portal

- » My Supplier Portal
- » Product / Part (MyPim)
  - » Prod. Info Lookup
  - » ECO Viewer
  - » GPS-A Doc Viewer
  - » Engr. Doc Viewer
  - » Query
  - » Maintenance
  - » SAP Supply Chain Services
- » Request access to additional services
- » Portal Help
- » FAQs

» **Supplier Handbook, General Access**  
These documents are publicly accessible and comprise the public part of the Supplier Handbook.

**BPIA**  
BPIA users and approvers reference guides are provided in the link below.  
» [BPIA reference guides](#)

Announcements

- » [Downtimes](#)
- » [Supplier Portal celebrating 4 years of success](#)
- » [Coming soon to Supplier Portal](#)

Supplier resources

- » [New supplier inquiries](#)
- » [Social and environmental](#)
- » [Packaging](#)



(3.) Click on the “SAP Supply Chain Services” left-hand link (red arrow above) to launch the HP 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

The screenshot shows a web application interface for 'SIF Submission'. The top navigation bar includes 'Home', 'Compliance', 'TMS', 'RPL Screening', and 'Export Compliance'. Below this, there are sub-tabs for 'RoHS', 'Reach', and 'Conflict Minerals'. The left-hand navigation menu is expanded to show 'SIF Submission'. The main content area is titled 'MATERIAL CONTENT DECLARATION FORM' and contains several action buttons: 'Create New', 'Change', 'Display', 'Copy', 'Upload Supplier Form', and 'Download Template'. Below these buttons, there is a text input field labeled 'HP Part Number'.

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

## **REACH Supplier Input Form Highlights:**

The following enhancements have been made to the HP 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 HP)
- Contact Name, Email, Phone
- Technical Representative Name, Email, Phone for Compliance Analysis
- HP 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 HP representative provides is the number used in your submission.
- HP Part Number: Please ensure the HP part number your HP 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) HP 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. HP 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.
- HP may also request that suppliers complete the HP 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 HP Partner.