

# **ADVANCED ICC Functionality Guide**

(For suppliers needing to provide Full Material Disclosures on Products)

**Version 1.0**  
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## Introduction

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To assist suppliers in fulfilling their environmental compliance reporting requirements, Motorola Solutions is using a Microsoft Excel based solution called the “Intelligent Compliance Connect” (ICC) spreadsheet.

## General Process for Spreadsheet Completion

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The suppliers must have a working knowledge of how to complete an ICC form and all the Tabs contained within the ICC form.

## Software Requirements

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To open the Compliance Connect Spreadsheet, user must have one of the following Microsoft operating systems/Excel versions:

- Windows XP/Excel 2003 or higher (recommended)
- Windows XP/Excel 2007 or higher (recommended)
- Windows Vista/Excel 2007 or higher (recommended)
- Windows 7/Excel 2007 or higher (recommended)

## Opening Compliance Connect

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Every time the spreadsheet is opened, the user will be prompted to enable or disable macros (depending upon how they have their Macro Security set within Microsoft Excel). It is **CRITICAL** that the **macros are enabled**; otherwise, the spreadsheet will not function. If macros will not run, it may be necessary to change the Microsoft Excel security settings to enable macros.

### **PLEASE NOTE:**

It is recommended to save a working copy of the spreadsheet on the DESKTOP to avoid any issues related to lengthy filenames which will cause Run-Time Errors when trying to Certify and Export the completed document.

## Reporting on Product(s)

Open the **Master (original) File** that contains all of the chemical data on the **original product** and do the following:

### 1. General Information Tab

- Go to cell **V10 (Motorola Unique ID)** and input the new Material Declaration (MD) number that is indicated on the new request from the EDM Penang team for the new custom SKU.
- Go to cell **W10 (REMARKS)** and input what is being customized for this product (that makes it different from the MASTER (original) SKU that is already released). This is more to assist in keeping the custom products straight than anything else.
- Using the Excel Toolbar at the top of the screen, do a **SAVE AS** of the **MASTER ICC form** and modify the file name of the **Master (original) file** to reflect the new Material Declaration request. ADD “revised” or “draft” after the MD number.
  - e.g - If your MASTER (original) ICC form is **MSI-ICC-Rev 8.8-2456394\_MD12345** and the new request is showing **MD34567**, you would now have a SAVE AS ICC document that is **MSI-ICC-Rev 8.8-2456394\_MD34567\_revised**. This is to assure that you have the **new unmodified request** document AND a **draft copy of the MASTER document** AND have NOT changed the **MASTER ICC form**!

**NEW REQUEST:** MSI-ICC-Rev 8.8-2456394\_MD34567

**ORIGINAL:** MSI-ICC-Rev 8.8-2456394\_MD12345 → **MSI-ICC-Rev 8.8-2456394\_MD34567\_revised**

| State/Province | Zip/Postal Code | Country | Motorola Unique ID | Remarks |
|----------------|-----------------|---------|--------------------|---------|
|                |                 |         | MD34567            |         |

- Click on **Check General Information Data** button and hit OK

## 2. Part Tree Tab

- a. With the **new request** (MD34567) .xls spreadsheets open and the **draft copy of the Master (MD34567\_revised)** .xls spreadsheets open, make modifications to **MD34567\_revised** to show the new part numbers and description name being requested (found in boxes A10, D10 and E10). Verify the Weight Data (cells I10 through K10) has not changed.

| Motorola Solutions Inc. Part Number | Motorola Solutions Inc. Part Revision Level | Motorola Solutions Inc. Part Revision Date | Part Name               | Your Part Number | Your Part Revision Level | Your Part Revision Date | Your Part Fabrication Plant | Measured Part Weight Amount | Measured Part Weight Unit | Measured Part Weight per Length Area Volume | Measured Part Weight Amount (Uniform Only) |
|-------------------------------------|---|--|-------------------------|------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|---------------------------|---|--|
| MCxxAx-AAAAxXxx                     | N/A   | N/A  | TERMINAL Twilight Black | MCxxAx-AAAAxXxx  | N/A                      | N/A                     |                             | 500                         | g                         | each  | 500  |

- b. Click on **Check Part Tree Data** button and hit OK.

## 3. Materials Tab

- a. Add the Full Material Disclosure information that is missing from the new product.

EXAMPLES:

- i. A change to the Label writing – may not necessitate any additional changes if the only item changing with the label is the WRITING on the label itself. If the label's overlay is changing chemically or if the adhesive formulation is being modified, then the next bullet will need to be followed:
- ii. A change to the formulation of a label/adhesive/cable/etc. – go to the section where the Homogeneous Material's Full Material Disclosure information is entered. Make modifications (add blank rows using the **BLUE BUTTONS** on the spreadsheet – **NOT** the Excel spreadsheet Insert and Delete functions!) and add the missing CAS (Chemical Abstract Service) number(s) that is missing from this product.

| MATERIAL      |           |                            |                              |  |                           |                          |                                     |                  |  | SUBSTANCE  |                         |                       |                               |                |
|---------------|-----------|----------------------------|------------------------------|--|---------------------------|--------------------------|-------------------------------------|------------------|--|------------|-------------------------|-----------------------|-------------------------------|----------------|
| Material Name | Tridename | Material Manufacturer Name | RoHS Material Classification | Applicable OEM, Regulation, or Industry Requirements | Post-Consumer Recyclate % | Pre-Consumer Recyclate % | Contained Recyclate % (As Declared) | Specific Gravity | Substance Name   | CAS Number | Substance Weight Amount | Substance Weight Unit | Substance Intentionally Added | RoHS Exemption |
| label         |           |                            | Others                       | W18 spec Rev R                                       |                           |                          | 0                                   |                  | CELLULOSE ACRYLIC MONOMER WITH PROPAN-1,2-DIOL ACRYLIC RESIN | 9004-34-6  | 88                      | %                     | Y                             |                |
|               |           |                            |                              |  |                           |                          |                                     |                  |  | 25084-83-2 | 10                      | %                     | Y                             |                |
|               |           |                            |                              |  |                           |                          |                                     |                  |  | 88586-19-6 | 2                       | %                     | Y                             |                |

[PLEASE NOTE: Material Data shown is for purely representative purposes and does not represent any Materials data supplied by any MSI supplier!]

b. Click on **Check Materials Data** button and hit OK.

#### 4. Part Detail Tab

- When the pop-up box appears at first, click CANCEL. THEN, click on cell A11 where the OLD part number is indicated. Double-click on the new part number that is indicated in the pop-up box that appears. It will now populate cell A11 along with any information that you changed on the Part Tree Tab.
- Go to **column J** and revise any Materials that are unique to the product.
  - e.g. IF the product had a new FLEX added as part of its customization, you will have to add the FLEX to the Materials Tab for it to be seen on the Part Detail Tab. Review the percentages or weights to verify that the percentages add up to 100% or the weights add up to what was declared on the Part Tree Tab.
  - e.g. IF the product had a new KEYBOARD swapped into the BoM, the KEYBOARD will need to be chosen and the percentage or weight of the new KEYBOARD will need to be captured here.
  - e.g. IF the product only had the writing on the LABEL changed, then there should be no revisions to this TAB.

- c. Click on **Check Part Detail Data** button and hit OK. Correct any errors that appear.

| You/Your Part Number | You/Your Part Revision Level | You/Your Part Revision Date | Part Name                | Part Weight Amount | Part Weight Unit | Part Weight per Length/Area/Volume Unit (Informational Only) | CFIs (Chloro-fluorocarbons) | Recycling Code Standards | Material Name | Tradename | Material Manufacturer Name | Material Weight Amount | Material Weight Unit | Material Weight per Length/Area/Volume Unit (Informational Only) |
|----------------------|------------------------------|-----------------------------|--------------------------|--------------------|------------------|--|-----------------------------|--------------------------|---------------|-----------|----------------------------|------------------------|----------------------|--|
| MCxxAx-AAAAxAxx      | N/A                          | N/A                         | TERMINAL, Twilight Black | N/A                | N/A              | weight   |                             |                          | Ink           |           |                            | 0.5                    | %                    | N/A  |
|                      |                              |                             |                          |                    |                  |  |                             |                          | Insulation    |           |                            | 90                     | %                    | N/A  |
|                      |                              |                             |                          |                    |                  |  |                             |                          | Lens          |           |                            | 1                      | %                    | N/A  |
|                      |                              |                             |                          |                    |                  |  |                             |                          | Wiring        |           |                            | 7.5                    | %                    | N/A  |
|                      |                              |                             |                          |                    |                  |  |                             |                          | label         |           |                            | 1                      | %                    | N/A  |

- d. **CERTIFY and EXPORT** button should now become “live” if all data adds up and checks out.

- e. Send the certified and exported .mcc file that is created from the **MD34567\_revised** document back to the requestor. It will have the following file name format:

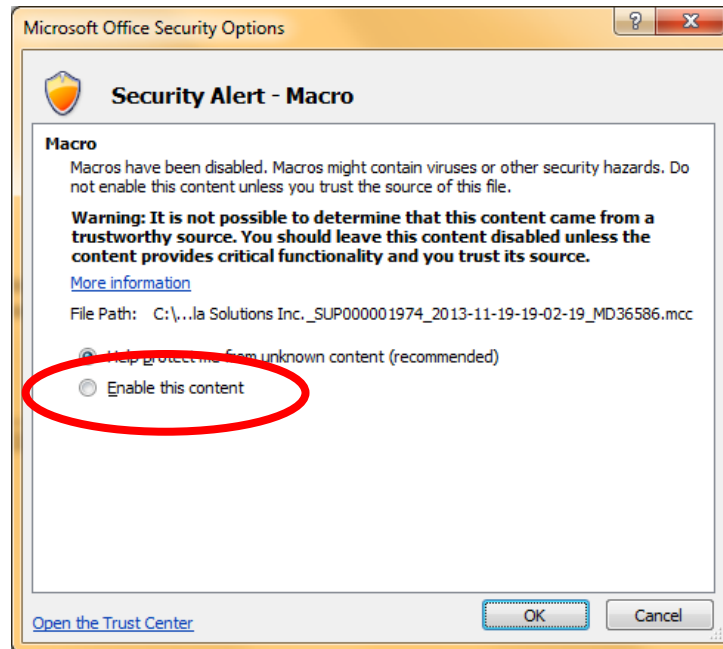
**MCC\_V6R2012x\_Motorola Solutions Inc.\_[Supplier Code]\_201x\_mm\_dd\_hh\_mn\_sc\_MDxxxxx.mcc**

Where: **201x** = YEAR **mm** = Month **dd** = DAY **hh** = Hour **mn** = minute **sc** = second

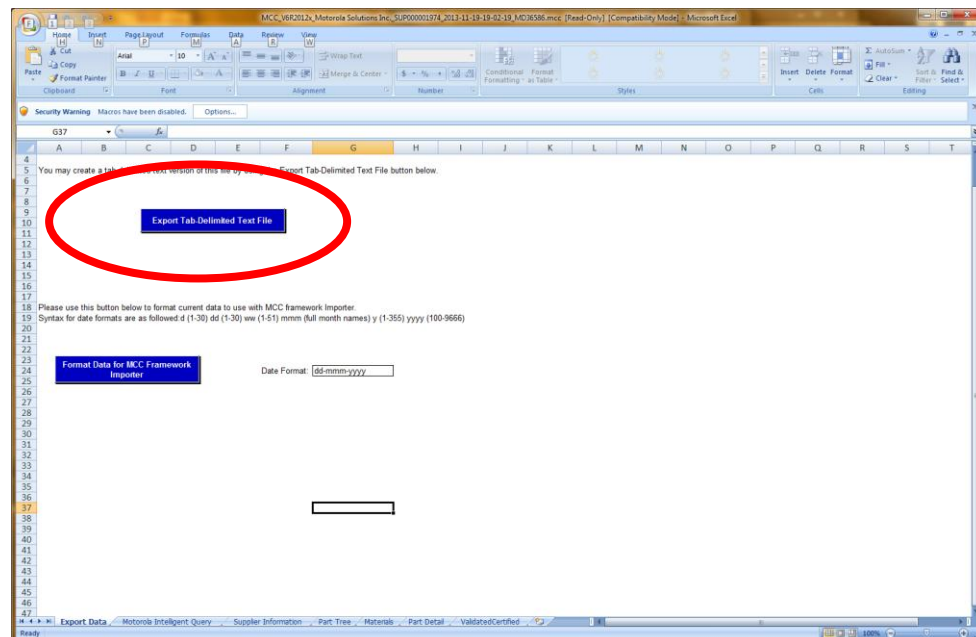
and **MDxxxxx** equals the Motorola Unique ID number that is found in cell V10 on the General Information Tab.

## Exporting a Text-Delimited Text File

1. Open a completed ICC form (it is presumed that this file is saved on your DESKTOP) .
  - i. Click on **OPTIONS** to the right of the **SECURITY WARNING**.
  - ii. Click on **Enable this content** and hit **OK**.

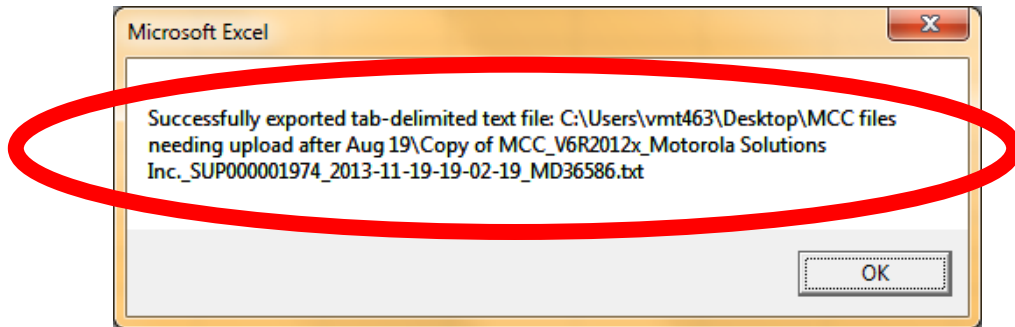


- iii. Click on the **Export Tab-Delimited Text File**.



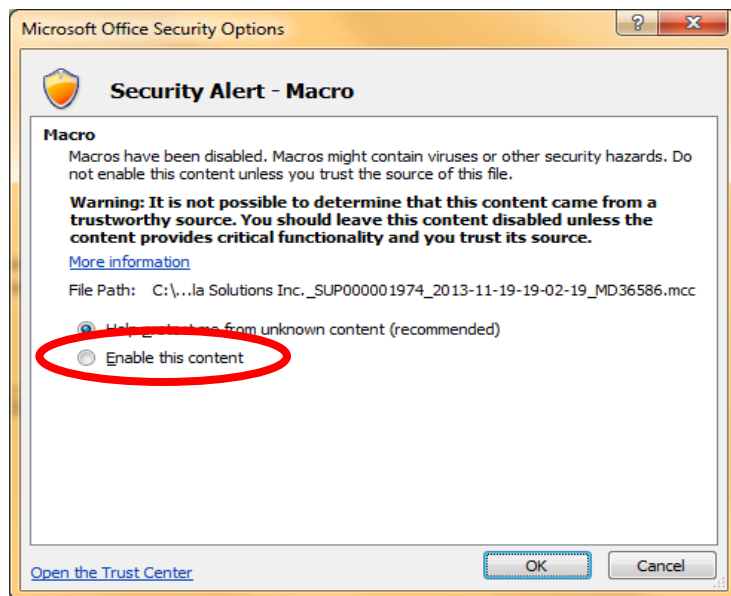


2. Hit **OK** after the text file is created (it tells you where). Please realize that with the creation of a LARGE excel **.txt** file, this will take a few minutes.

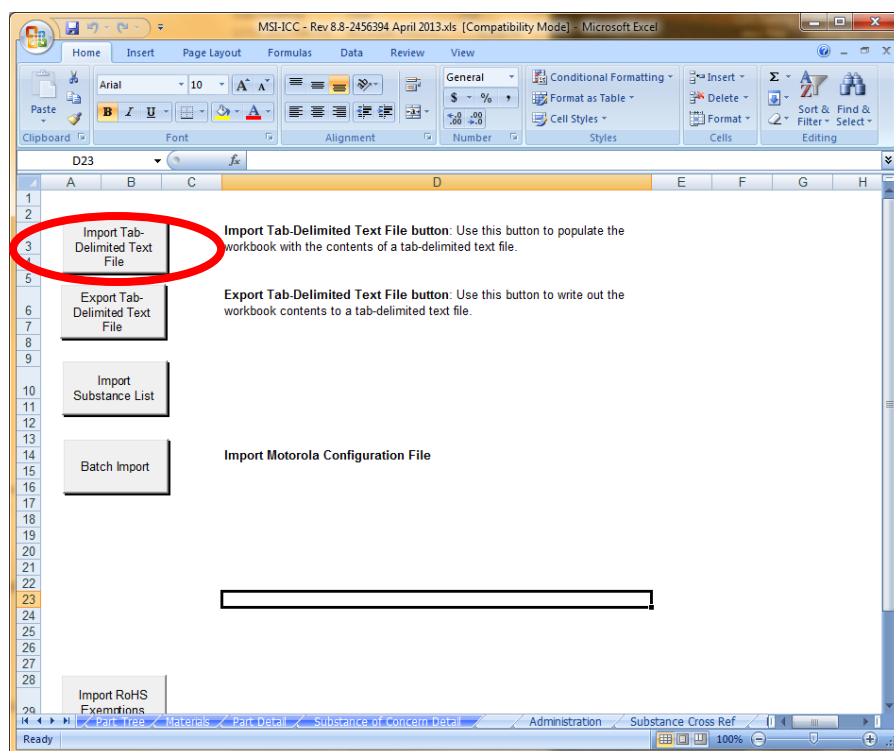


## Importing a Text-Delimited Text File

1. Open any ICC form.
  - i. Click on **OPTIONS** to the right of the **SECURITY WARNING**.
  - ii. Click on **Enable this content** and hit **OK**.



2. Go to the **Utilities Tab** located to the right of the **General Information....Part Detail** Tabs.
3. Click on the top-most button labeled **Import Tab-Delimited Text File**.



The Documents Library (Microsoft Office 2007) screen should now pop up indicating “**Select Compliance Connect Tab-delimited Text File to import**”. Search for the file that was indicated with the export; the file name should look like this:

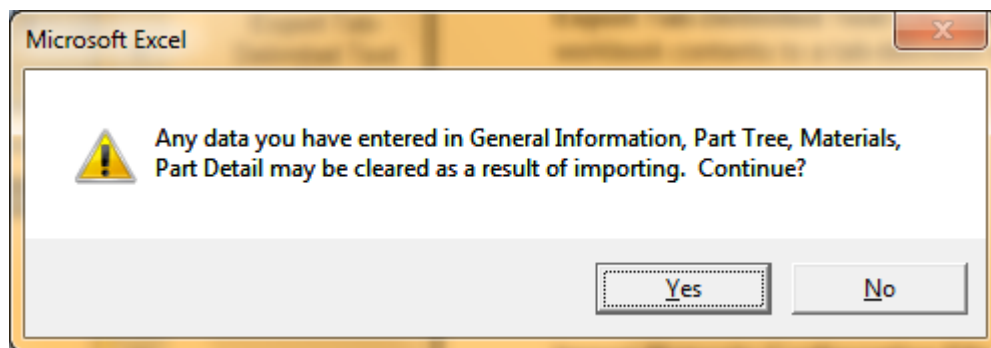
**MCC\_V6R2012x\_Motorola Solutions Inc.\_[Supplier Code]\_201x\_mm\_dd\_hh\_mn\_sc\_MDxxxxx.txt**

Where: **201x** = YEAR **mm** = Month **dd** = DAY **hh** = Hour **mn** = minute **sc** = second

and **MDxxxxx** equals the Motorola Unique ID number that is found in cell V10 on the General Information Tab.

4. Hit **OPEN** to have the Text File imported into the ICC form.

A WARNING screen will appear:



5. Click **YES**.

The Text File contents will now populate the ICC form on each of the tabs with the information that was on the original file and on the correct tabs.

From here, the populated ICC form can be modified using the instructions given on pages 2 through 5.

**Please remember to save the new ICC form with another name!**