Information

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Supplier Information Sheet: Electronic Submission of Supplier and Test Certificates According to DIN EN 10204

1. Purpose and content

This Information Sheet describes the requirements concerning the electronic submission of supplier and test certificates according to DIN EN 10204 (e.g. test reports and inspection certificates 3.1 and 3.2) together with the associated documents.

The goal is to ensure a unique assignment to the purchase order. Additionally, it enables fast and error-free processing of documents, which is fully or partly automated.

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2. Terms and definitions

Term	Definition	Purpose/meaning
Buyer	Company requesting goods and the associated documentation.	Ordering party; defines documentation requirements.
Order number	Unique identifier used to identify a purchase order.	Used for assignment and traceability of orders and related documents
Heat number	Quantity of a product manufactured under the same conditions and uniquely identifiable.	Enables traceability of material and production.
Electronic submission	Provision of documents in digital format, especially by e-mail.	Digital transfer and further processing of documents.
Supplier	The company delivering the goods. It must provide the required documents.	Responsible for delivery of the actual goods and the associated certificates
Supplier certificate	Document verifying the properties, quality or tests/inspections of a product (see test certification: test report, inspection certificate 3.1/3.2).	Verification of quality and conformity
Item	Single item within a purchase order.	Reference point for delivery of the actual goods and the documentation
PDF (Portable Document Format)	Standardized electronic file format to display documents.	Suitable for the electronic transmission regardless of the platform.
Test certificate	Document in accordance with DIN EN 10204 which contains the results of specific tests/inspections and product properties (inspection certificate 3.1/3.2)	Verification of tested properties
Index file	Additional file (e.g. CSV or TXT file) containing structured information on multiple documents or order items.	Structured overview for the assignment and processing of multiple documents

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3. Requirements and specifications for the transfer of documents

3.1 Commercial requirements

The SAMSON Purchasing Dept. will not fully accept a delivery until all required documents (e.g. inspection certificate 3.1) have been correctly submitted. This is the only way to ensure that the delivered goods fully meet the specifications.

Consequently, the required documents must be submitted before the actual delivery of the goods. Invoices cannot be released for payment until all the required documents are submitted in full and correctly. Any delays in submitting these documents will lead to a deferral of the invoice due date.

3.2 Requirements concerning electronic submission

This section describes the requirements concerning the electronic submission of supplier documents. It especially deals with the following questions:

- **How are documents to be submitted?**
- **Which specifications apply to the submission of documents?**

3.2.1 Where are the documents to be sent?

Supplier certifications must only be e-mailed to the e-mail address specified by the buyer.

3.2.2 What details need to be specified in the subject line of the e-mail?

The associated purchase order number must be specified in the subject line of the e-mail.
If documents for multiple orders are being sent in the e-mail, specify all the order numbers in the subject line.
Example: 4500123456 / 4700123457 / 4700123987

3.2.3 How are multiple documents to be sent?

Multiple PDF files may be included in one e-mail. However, each PDF file must be clearly assigned to a purchase order/order item.
Optionally, an additional index file can be sent. A maximum of 10 PDF files may be sent in one e-mail. The maximum size of the e-mail including all attachments must not exceed 10 MB.
Contact the buyer before sending large amounts of documents or large data volumes.

3.2.4 Is it possible to send compressed files?

Archive formats (e.g. ZIP, RAR or 7z) may only be used after prior approval by the buyer.
The compressed files must meet the requirements specified in this Information Sheet.

3.2.5 Which documents must be submitted?

In addition to the actual goods, all the required material and test certificates must be submitted in full and on time.

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Test documentation according to DIN EN 10204 includes:

- Supplier certificates
- Material certificates
- Inspection certificates
- Type 2.1/2.2/3.1/3.2 test documents
- Test/inspection protocols with material-related data
- Verification of quality (relating to the heat number)

This includes all documents which provide evidence of the material conformity as well as the execution and results of the product testing/inspection.

3.2.6 What details must be included in the documents?

Each test or supplier certificate must contain the following information at the minimum:

- Order number
- Order item number (if used)
- Unique identification of the heat number
- Unique assignment to the delivered product

The details must be clearly legible and machine readable.

3.2.7 When is documentation regarded as being incomplete?

Documentation is considered incomplete especially when:

- Required documents are missing.
- The purchase order number is missing.
- It is not possible to clearly assign the documents.
- The document names do not comply with the defined rules.
- Documents are illegible, incomplete or damaged.
- The test certificates do not comply with ordered or specified document type.
- Documents are not sent on time.
- Traceability of test results is not given.
- Non-compliance with technical requirements or normative specifications

3.3 Technical requirements

This section describes the technical requirements concerning the format, structure and quality of electronically submitted documents. It especially deals with the following question:

What document format must be used to submit documents?

3.3.1 What document format can be used?

Electronic documents must only be sent as Adobe Acrobat PDF (Portable Document Format). Prior approval by the buyer is required before using other file formats.

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3.3.2 Which requirements apply to PDF files?

The submitted files must be in an up-to-date PDF standard.
The files must not have any of the following:

- Password protection
- Access restrictions
- Write protection

3.3.3 What structure should the PDF files have?

The documentation for each order item must be submitted in a separate PDF file. Each PDF file must only contain one single test certificate.
The summarization of multiple heat numbers within a single test certification is permitted.

3.3.4 How should the files be named?

The file name must start with the purchase order number given by the buyer. The purchase order number used must be exactly the same as the number given by the buyer.
Furthermore, the following information is to be included, where applicable:

- Order item no.
- Document type

The file name may include the additional information.
Examples:

- 4700123456_001.pdf
- 4700123456_001_inspection_certificate_3.2.pdf
- 4700123456_002_test_report.pdf

Permissible characters in file names are:

- Letters A–Z
- Numerals 0–9
- Underscore (_)
- Hyphen (-)

Always use the underscore (_) as a separator.
Do not use blank spaces or special characters. Otherwise, the electronic processing may be impaired.

3.3.5 Which requirements apply concerning scan quality and readability?

The submitted documents must be:

- Complete
- Clearly legible
- Scanned straight
- Distortion-free

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None of the content must be cut off, concealed or be indecipherable. Photographed documents may only be used provided the full readability and electronic processing remains unrestricted. No perspective distortions, shadows, glare and blurring may exist.

3.3.6 Which requirements apply to electronic processing?

The submitted documents must be suitable for electronic processing.
The following requirements especially apply:

- The documents must be machine-readable (e.g. OCR text recognition).
- The text content must not be submitted exclusively as an image.
- The files must not be password-protected, encrypted nor include edit restrictions.
- The purchase order number must be included in the document and be clearly legible.
- Scanned documents must be of sufficient quality.
  The recommended/minimum resolution:
  - Min. 300 dpi
  - Recommended: 400 dpi

3.4 Obligations and consequences resulting from non-compliance

This Information Sheet outlines the requirements placed on supplier documentation.
The described requirements must be met as part of the applicable contractual agreements, specifications as well as the terms and conditions of purchase. If the required certificates or documents are only partly provided or not at all, the buyer can reject the receipt of documentation as well as the associated delivery of the actual goods.
Further rules can be found in the valid contractual agreements and the buyer's terms and conditions of purchase.

4. Contact

For questions on electronic submission of documents or technical requirements, contact the contact person specified by the buyer.

5. Revisions

Revision		Description
00		Creation

6. Comments

This is a translation of the original German document:
INFO_26-05_Rev00 (Infoblatt für Lieferanten zur elektronischen Übermittlung von Lieferantenzeugnissen und Prüfbescheinigungen nach DIN EN 10204)

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