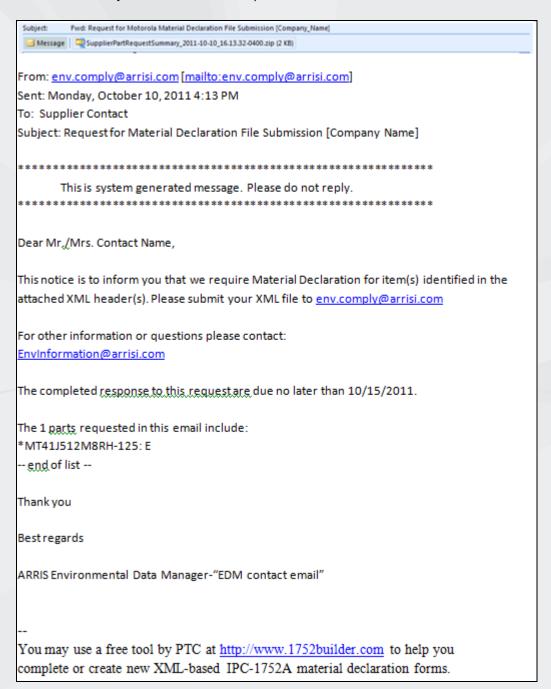# Understanding the New Request Process for ARRIS

With ARRIS' move to WPA, the request process has been redesigned. Suppliers will now receive an *email from ARRIS* when a request for a Material Declaration form is made.

Subject: Fwd: Request for Motorola Material Declaration File Submission [Company_Name]
Message | SupplierPartRequestSummary_2011-10-10_16.13.32-0400.zip (2 KB)

From: env.comply@arrisi.com [mailto:env.comply@arrisi.com]
Sent: Monday, October 10, 2011 4:13 PM
To: Supplier Contact
Subject: Request for Material Declaration File Submission [Company Name]

****
This is system generated message. Please do not reply.
****

Dear Mr./Mrs. Contact Name,

This notice is to inform you that we require Material Declaration for item(s) identified in the attached XML header(s). Please submit your XML file to env.comply@arrisi.com

For other information or questions please contact:
EnvInformation@arrisi.com

The completed response to this request are due no later than 10/15/2011.

The 1 parts requested in this email include:
*MT41J512M8RH-125: E
-- end of list --

Thank you

Best regards

ARRIS Environmental Data Manager-"EDM contact email"

--
You may use a free tool by PTC at http://www.1752builder.com to help you complete or create new XML-based IPC-1752A material declaration forms.

The email is comprised of five sections:

1. The *Header* - details what is being requested. Note that ARRIS now prefers that all files be returned in XML format, and that all XML submissions must be sent to Env.Comply@arrisi.com.

> Dear Mr./Mrs. Contact Name,
>
> This notice is to inform you that we require Material Declaration for item(s) identified in the attached XML header(s). Please submit your XML file to env.comply@arrisi.com

ONLY Material Declarations for the new 1752A submittals should be sent to Env.Comply@arrisi.com.
All communications must go to the addresses in the "Other Information" section!

2. *Contact section*, providing email addresses for ARRIS supporting team.
This address should be used for any communications other than 1752A Material Declarations, and all supporting documents

> For other information or questions please contact:
> EnvInformation@arrisi.com

3. *Due Date* for when Material Declaration must be received by ARRIS

> The completed responses to this request are due no later than 10/24/2011.

4. *Information section* - provides details on what parts ARRIS is requesting Material Declaration for

> The 1 parts requested in this email include:
> * 0114984A01
> -- end of list --

5. The *Footer* - provides the name of the Environmental Data Manager (EDM) who is requesting the Material Declaration

> Best regards
>
> ARRIS Environmental Data Manager-"EDM contact email"