

# Documentation

Requesting a long-term supplier declaration



## E-Mail with PIN-code

You will receive an e-mail requesting a long-term supplier declaration. There is a PIN code. Copy or save this and click on the link.

Dear Sir or Madam,

enclosed you will find our long-term supplier's declaration .  
Please use the following [link](#) for the upload and confirmation.

For authentication please use your **PIN Code 8250.**

A user documentation can be found on our homepage in the download area:  
<https://www.reyher.de>  
If you have any questions, please contact your purchasing representative.

Insert PIN code and click on “check”. Please be aware that after three failed attempts the link gets blocked. In that case, please get in touch with us.

### Please enter PIN

PIN:\*

You have 3 attempts remaining.

**Please be careful! Link will be deactivated if you have to many failed attempts.**

### Step 1 – Check/define validity period and selection criterion

Please enter the validity period of the long-term supplier declaration. Now you have to select the level which you want to confirm. You can either confirm this at the HS code level (the first 4 digits of the tariff number) or at the REYHER material number level.

➔ Click „Next“



Validity Date:\*  To

**Caution: Date changes must be confirmed with ENTER!**

- Selection per material no.
- Selection per HS position

### Step 2 – Enter countries of origin

Depending on which level is confirmed (HS code or REYHER material number) all requested numbers are listed. Now enter the countries of origin line for line. For many items with the same country of origin, the “quick change” function can be used. Mark all affected items and click on “Mass change”.

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Document Date: 19.08.2018 To 19.08.2019

Update Reset

View: [Standard View] Print Version Export Check Append Row (un)mark all Recommend **Mass change**

Check	Ctr	EU	StatDat	current status	Code number	Description	LLE Nr.
<input type="checkbox"/>		<input type="checkbox"/>			3926	Articles of plastics and articles of other materials of heading 3901 to 3914	
<input type="checkbox"/>		<input type="checkbox"/>			7318	Screws, bolts, nuts, rivets, cotters and similar articles of iron or steel	
<input type="checkbox"/>		<input type="checkbox"/>			7415	Articles of copper	
<input type="checkbox"/>		<input type="checkbox"/>			7616	Articles of aluminium	

**Mass change**

Country of origin:

EU:

OK Cancel

If you changed the level (HS code / REYHER material number) before, you have to click the button "Update" for a refresh and click "Yes" to continue.

Document Date: 07.11.2018 To 07.11.2019

Material Refresh

**Update** Reset

View: [Standard View] Print Version Export Check (un)mark all Recommend Mass change

Check	Ctr	EU	StatDat	current status	Material	Material description	Short text 2	Vendor Material
<input type="checkbox"/>		<input type="checkbox"/>						
<input type="checkbox"/>		<input type="checkbox"/>						
<input type="checkbox"/>		<input type="checkbox"/>						
<input type="checkbox"/>		<input type="checkbox"/>						

**Continue?**

Are you sure you want to re-load the data?  
Caution: this will reset the current selection!

**Yes** No Cancel

### Attention!

⚠ Non-preferential countries may also be registered, but not non-preferential countries with EU-origin. This cannot be processed.

💡 If there is no information about the country of origin please leave the line empty.

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If the countries are registered, click on „next“.

## Step 3 – Cumulation and long-term supplier declaration

The last step requires a decision about cumulation. If one is used, one country must be nominated. If not set “no cumulation applied”.

Click on “Download LT declaration” to generate.



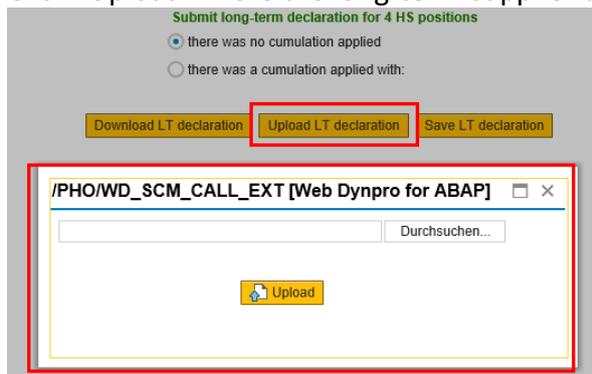
### Submit long-term declaration for 4 HS positions

- there was no cumulation applied
- there was a cumulation applied with:



At the bottom of the screen a message appears asking if the long-term supplier declaration should be opened or saved. The long-term supplier declaration is only valid with a company stamp and signature - therefore please save and print the document. Then add a company stamp and signature.

Scan the signed, valid long-term supplier declaration and upload the document via the „upload LT Declaration“-button. The file can be searched per browser and selected with a double-click. Click “Upload”. Here the long-term supplier declaration cover sheet can also be uploaded.



As soon as the document is uploaded, a message appears telling you that the long-term supplier declaration still has to be saved. Do not forget to save the documents! Save the long-term supplier declaration and the process is finished.

### Submit long-term declaration for 1 HS positions

- there was no cumulation applied
- there was a cumulation applied with:



File uploaded: Beispiel LLE.pdf  
Please save your work with the button 'Save LT declaration'!