

## **IMDS Shanghai Training Notice**

We are pleased to announce further IMDS training courses will be held on **09<sup>th</sup> June-10<sup>th</sup> June** in Shanghai.

There will be a choice of two courses: Foundation & Comprehensive. Foundation course is-a one day course, Comprehensive course is a two days course. To ensure the effect of training, there will be only 20-25 students for each course.

### **Foundation course**

The Foundation course is a one day course, it provides trainees with practical 'hands on' computer training to learn how to use the IMDS system and upload component and materials data. The course is based on a series of exercises using the HP IMDS Training server which allows users to become familiar with the basic functionality of IMDS in a secure environment.

Trainees can continue to practice on the training server for up to four weeks after the course. Taken together with the Comprehensive course, trainees will be given a solid basis for understanding and using IMDS. For full details please see the Foundation Training Agenda.

### **Comprehensive course**

The Comprehensive course is designed as a two day course with the first day being the Foundation course, although delegates can take the Comprehensive day alone if they are already experienced IMDS Users. The Comprehensive course on Day 2 provides trainees with an understanding of how to implement IMDS into their organisation efficiently, with practical examples of how to carry out the day to day tasks necessary for successful management.

When registering, trainees can raise any specific issue they have which will be addressed in the final section of the day, if they are not covered during the day. For full details see the Comprehensive Training Agenda.

### **Training environment**

IMDS training will be carry on training web which is working in same way with production web., as the training web is only open up to authorized training organizations, CERC will apply actual operation user ID and PIN for each trainee which validity can be last for 4weeks, training web site has information and material which are needed for training in advance.

### **Course Dates:**

<b>09 June (Wednesday)</b>	<b>10 June(Thursday)</b>
Foundation	Comprehensive (Day 2)

### **Lecturer and language teaching**

The trainers are from CAT Alliance and its Chinese partners CERC. The Comprehensive course (Day 2) will be provided in English, by an international (English) trainer and expert on IMDS and translated into Chinese by an interpreter. A comprehensive training manual (in Chinese) will also be provided to each delegate.

### **Training fees**

The delegate enrolment fee will be 2,000 CNY for the one day Foundation IMDS course and 4,000CNY for the two day Comprehensive course. For delegates wishing to take just day 2 of the Comprehensive course, the fee is 2,500 CNY. The text book, training web user ID, training equipments, lunch and tea breaks etc, are included in training fee. Trainee only neHP go to class with a pen.

Training materials including a user manual and a training text book which are edited according by 8 years training and consulting experience from CAT Alliance and their partners.

### **Training venue**

Training venue: Shanghai TV University (No288, Guoshun Rd, Yangpu district, Shanghai)  
Accommodation: Standard room 260 yuan/day (breakfast is included), Wenhui Hotel, Shanghai TV University

### **Registration**

The training course is offered through the CAT Alliance (an official IMDS trainer for HP) and with its Beijing partner, CERC. Grace from CERC will co-ordinate delegate administration. To register on a course, please contact Grace as follows:

Email address: [grace.duan@chinaerc.cn](mailto:grace.duan@chinaerc.cn)

Phone number: +86-10-8225 4617 ext. 809

Fax number: +86-10-8225 1022

Tel: +8613910520931

## **IMDS TRAINING AGENDA – Foundation Training**

9:00 – 9:40 a.m.

## **Introduction & Background to IMDS**

- History of IMDS
- The European End-of Life Vehicles Directive (ELV)
- The International Material Data System (IMDS)
- IMDS Applicability

9:40 – 10:15 a.m.

## **The IMDS System ([www.mdssystem.com](http://www.mdssystem.com))**

- Access
- Basic Functionality
- Security & Confidentiality

*Break*

## **Material Data Sheets ([www.training.mds.HP.de](http://www.training.mds.HP.de))**

10:30 – 11:00 a.m.

- **Exercise 1** – Create Component

11:00 – 11:20 a.m.

- **Exercise 2** – Search & Attach Component

11:20 – 11:40 a.m.

- **Exercise 3** – Create & Attach Semi-Component

11:40 – 12:00 a.m.

- **Exercise 4** – Search Material & Attach

**Lunch**

1:00– 1:45 p.m.

- **Exercise 5** – Create Glass Material & Attach

1:45 – 2:15 p.m.

- **Exercise 6** – Create Steel Material & Attach

2:15 – 3:00 p.m.

- **Exercise 7** – Error Check – Recipient Data, Send & Propose

**Break**

3:15– 3:35 p.m.

- **Exercise 8** – Copy (new version) Function, MDS Request

3:35 – 3:50 p.m.

- **Exercise 9** – Create Copy (copy), Create Module

3:50 – 4.10 p.m.

- **Exercise 10** – Analyze Function

4.10 – 4:30 p.m.

## **Other Functions**

- Administration
- Recommendations

4:30 – 5:00 p.m.

## **IMDS Management & Strategy**

- Approach to Implementation
- Data NeHP/System Requirements
- The Future of IMDS

## **IMDS TRAINING AGENDA – Comprehensive IMDS Training**

This is the second day course for the Comprehensive course

**9:00 – 10:15**

### **Implementing IMDS in your Organisation**

- Course Objectives & Outline
- Setting up your IMDS team – roles and responsibilities
- Scoping your IMDS workload and calculating necessary resource
- The role of IT solutions in IMDS
- Setting up your IMDS account – when should you use Organisational Units?

Exercise 1 – Client Manager Administration Functions

**Break**

**10:35 – 12:00**

### **Reporting Parts which you manufacture in IMDS**

- Data requirements for IMDS – Use of Drawing data, Bill of Materials data, material specifications
- Useful resources available in IMDS for reporting your parts (Recommendation series, OEM Guidance, Public Pages)

Exercise 2 – Reporting simple plated fasteners in IMDS (How to use material specifications and plating certificates to find materials published in IMDS; use of the fastener surface area calculator)

Exercise 3 – Reporting parts that contain ELV metals (how to interpret the ELV Annex II, and use the Application code in IMDS)

Exercise 4 – Reporting parts that contain material with recycled content, and how to use the Polymeric part labelling function

Exercise 5 – Reporting a Printed Circuit Board in IMDS (using generic published part data from the IMDS Steering Committee)

**Lunch**

**13:00 - 14.40**

### **Managing your suppliers, and processing supplier submissions**

- Establishing tracking and management systems for your suppliers
- GADSL and REACH substances
- How to handle suppliers who cannot / will not provide IMDS data
- Using the MDS Request function in IMDS

Exercise 6 – Using the MDS Request function

Exercise 7 – Processing supplier submissions – how to check against the GADSL and ELV Annex II

**Break**

**15:00 – 16:00**

Exercise 8 – Processing supplier submissions – how to identify REACH SVHCs

Exercise 9 – Rejecting and resubmitting supplier submissions

Exercise 10 – Creating a material from raw data provided by a supplier – general rules for reporting materials including reporting substances on GADSL

**16:00 – 16.20**

### **Building assemblies from In-house and supplier submissions**

- Tracking and managing your IMDS workload

Exercise 11 – completing your assembly and submitting to your customer

**16:20 – 17.00**

### **Questions & Answers**

- Specific issues identified by trainees not covered during the day