



# Submittal of the 2017 Conflict Minerals Reporting Template (CMRT)

The Boeing Company  
Conflict Minerals Response Team

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## Simplified Instructions on completing the Conflict Minerals Reporting Template

To start go to your supplier portal page.

<https://portal.exostar.com/idprov/pages/home/dashboard.faces>



OUR VISION

ENVIRONMENT, HEALTH & SAFETY

ETHICS

REGULATORY COMPLIANCE

HUMAN RIGHTS

SUPPLIER DIVERSITY

# Simplified Instructions on completing the Conflict Minerals Reporting Template



SUPPLIER PORTAL      MY WORK      TRAINING      PERFORMANCE

System Messages

All times are shown in Pacific Daylight Time(GMT-8)

My Products

You do not have any MyProducts links to display

Notifications

Access to the Business Courtesies Questionnaire requires a BEST profile association. Please contact your Boeing Procurement Agent to receive a list of individuals at your company who have access to complete the Questionnaire OR to establish your access if appropriate. For further questions, call 425-266-7820 and leave a voice message with your name, phone number and a brief statement.

Announcements

- Updated F302 Clause
- Participate in industry review for global chemical substance usage regulations - by Jan. 27
- Enterprise Supplier Performance Measurement (ESPM) will replace supplier performance measurement in BEST
- Required Supplier Transition from Windows 7 to Windows 10
- Supplier-initiated Material Review Disposition Requests
- Transition of Warehouse Operations
- Supplier Portal User Forum Suspended
- Boeing global partners: 100 years of leadership in aerospace, innovation
- Don't mail paper invoices to Boeing.
- International Freight Forwarders Selected for 2016-2021
- Support pending F/A-18 and F-15 foreign military sales

Boeing Directory

Last, First      Search

This directory and the information contained herein is the property of the Boeing Company and is for official use only. Any unauthorized use of the directory or its contents is strictly prohibited.

From your portal home page, click on the Conflict Minerals link.

<p><b>My Company</b></p> <ul style="list-style-type: none"> <li>Conflict Minerals</li> <li>PRO 6 Business Courtesies</li> <li>Sub-Tier Diversity</li> <li>Sub-Tier Foreign Procurement</li> <li>Sub-Tier Information</li> <li>Supplier Accounts</li> <li>Supplier Ideas Report</li> <li>Supply Chain Security Information</li> </ul>	<p><b>Resources / Quick Links</b></p> <ul style="list-style-type: none"> <li>Boeing Forms</li> <li>Doing Business With Boeing</li> <li>Ethics and Compliance Resources</li> <li>M-Day Calendar</li> <li>Message Courier</li> <li>Shipment Routing Instructions</li> <li>Terms and Conditions</li> <li>WebEx Conference Center</li> </ul>	<p><b>Categories</b></p> <ul style="list-style-type: none"> <li>Compliance</li> <li>Engineering</li> <li>Home</li> <li>Orders/Contracts</li> <li>Payment</li> <li>Performance</li> <li>Quality</li> <li>Training</li> </ul>	<p><b>My Products</b></p>	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>Change Boeing Passwords</li> <li>Contact Us</li> <li>Getting Started</li> <li>Log Off</li> <li>System Requirements</li> </ul>	<p><b>Help</b></p> <ul style="list-style-type: none"> <li>General Help</li> <li>IT Ticket</li> <li>SSG SM Procurement Issue</li> </ul>
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# Simplified Instructions on completing the Conflict Minerals Reporting Template

The link will take you to the Conflict Minerals portal

Download a CMRT here

You can find CMRT help here

You get information about Conflict Minerals here

**Conflict Minerals**  
**Report use of Conflict Minerals**

Each year, Boeing requires suppliers to fill out and send to Boeing a survey about the use of Conflict Minerals in products supplied to Boeing.

- [Boeing policy](#)

Boeing contact if you have questions [BoeingCMR@Boeing.com](mailto:BoeingCMR@Boeing.com)  
Report data for year: 2017 (will be submitted to SEC in 2018)  
**Required survey form: Conflict Minerals Reporting Template (CMRT). The minimum acceptable version is 5.0**

- [Download CMRT form](#)
- [CMRT form instructions \(presentation\)](#)
- [CMRT form instructions \(video\)](#)

**Your portal account is not associated with a BEST code.**  
Please enter the BEST code this submittal applies to, if known, or the company name:

BEST code:   I don't know the BEST code  
Company name:

No file selected.

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**Non-Boeing resources**

AIA


- [Conflict Mineral home](#)
- [Overview](#)
- [Details](#)
- [FAQ's](#)

Get A Conflict Minerals Reporting Template (CMRT) to fill out



# Simplified Instructions on completing the Conflict Minerals Reporting Template

Owner: As it appears in Outlook  
 Maintained: As it appears in Outlook  
 Updated: MM/DD/YY



An initiative of the EICC and GeSI

## Conflict Minerals Reporting Template (CMRT)

**Select Language Preference Here:**  
 選擇你的語言:  
 선택할 언어를 선택하십시오:  
 请选择您希望使用的语言:  
 Sélectionner la langue préférée ici:  
 Selezione Preferencia de idioma Aquí:  
 Wählen sie hier die Sprache:  
 Seleccione el lenguaje de preferencia aquí:  
 Selezionare la lingua di preferenza qui:  
 Burada Dil Tercihini Belirleyin:

**English**

Revision 5.0  
 May 12, 2017  
[Link to Terms & Conditions](#)

The purpose of this document is to collect sourcing information on tin, tantalum, tungsten and gold used in products

Mandatory fields are noted with an asterisk (\*). Consult the instructions tab for guidance on how to answer each question.

**Company Information**

Company Name (*):	
Declaration Scope or Class (*):	B. Product (or List of Products) -
Go to Product List tab to enter products this declaration applies to	
<a href="#">Click here to enter the products this declaration applies to</a>	
Company Unique ID:	
Company Unique ID Authority:	
Address:	
Contact Name (*):	
Email - Contact (*):	
Phone - Contact (*):	
Authorizer (*):	
Title - Authorizer:	
Email - Authorizer (*):	
Phone - Authorizer (*):	
Effective Date (*):	

Answer the following questions 1 - 7 based on the declaration scope indicated above

Step 1: Click this [link to open the CFSI form](#).

Select version 5.0 only. Previous versions will not be accepted

Step 2: Complete all information highlighted in yellow above.

See additional slides for guidance on how to complete the questions.

Incomplete mandatory fields will result in a Failure



# Simplified Instructions on completing the Conflict Minerals Reporting Template

Mandatory fields are noted with an asterisk (\*). Consult the instructions tab for guidance on how to answer each question.

Company Information	
Company Name (*):	
Declaration Scope or Class (*):	A. Company
Description of Scope:	

Step 2a: For “Declaration Scope or Class” selection:

A drop down message presents options to describe how your company is presenting your product.

If your declaration is at a parent company level use  
“A: Company”.




# Simplified Instructions on completing the Conflict Minerals Reporting Template

## Company Information

<b>Company Name (*):</b>	
<b>Declaration Scope or Class (*):</b>	B. Product (or List of Products) <input type="button" value="v"/>
<b>Go to Product List tab to enter products this declaration applies to</b>	
	<a href="#">Click here to enter the products this declaration applies to</a>

Step 2b: If you choose “B: Product” please report for **ALL** products provided to Boeing on the Product List tab.


<b>Completion required only if reporting level "Product (or List of Products)" selected on the 'Declaration' worksheet.</b>		
	<a href="#">Click here to return to Declaration tab</a>	
<b>Manufacturer's Product Number (*)</b>	<b>Manufacturer's Product Name</b>	<b>Comments</b>

This is the Product List tab



## Simplified Instructions on completing the Conflict Minerals Reporting Template

Company Information	
Company Name (*):	
Declaration Scope or Class (*):	C. User defined [Specify in 'Description of scope']
Description of Scope: (*)	



**Step 2c:**  
Choose “C: User defined” if your declaration is at a divisional or subsidiary level. Please specify the scope to which this declaration is applicable in the “Description of Scope” section shown above. Provide a link to any clarifying information if necessary.





# Simplified Instructions on completing the Conflict Minerals Reporting Template

Answer the following questions 1 - 7 based on the declaration scope indicated above

1) Is any 3TG intentionally added or used in the product(s) or in the production process? (*)	Answer	Comments
Tantalum	No	Please provide an explanation for your answer
Tin	No	Please provide an explanation for your answer
Gold	No	Please provide an explanation for your answer
Tungsten	No	Please provide an explanation for your answer

2) Does any 3TG remain in the product(s)?	Answer	Comments
Tantalum		
Tin		
Gold		
Tungsten		

3) Do any of the smelters in your supply chain source the 3TG from the covered countries? (SEC term, see definitions tab)	Answer	Comments
Tantalum		
Tin		
Gold		
Tungsten		

Step 3a: Answer Question #1. Determine whether or not ANY of your products intentionally contain the 4 listed metals. If none of your products contain these minerals, select “No” from the drop down menu. Also, answer questions A through I (below) and submit your survey through the supplier portal or to Boeing’s group email box. **Please provide an explanation in the comments section for Question 1 and A through I.**

You are done. This is an example of a **Passing** response



# Simplified Instructions on completing the Conflict Minerals Reporting Template

Answer the following questions 1 - 7 based on the declaration scope indicated above

1) Is any 3TG intentionally added or used in the product(s) or in the production process? (*)		Answer	Comments
Tantalum (*)	Yes		Please provide an explanation for your answer
Tin (*)	Yes		Please provide an explanation for your answer
Gold (*)			
Tungsten (*)			

2) Does any 3TG remain in the product(s)? (*)		Answer	Comments
Tantalum (*)	Yes		Please provide an explanation for your answer
Tin (*)	Yes		Please provide an explanation for your answer
Gold (*)			
Tungsten (*)			

Step 3c: Answer Questions #1 & #2. If any of your products contain these minerals, select "Yes" from the drop down menu.

Provide Comments to explain why the answer fits the category chosen.

You must address all of the minerals or the response will **Fail**



# Simplified Instructions on completing the Conflict Minerals Reporting Template

Answer the following questions 1 - 7 based on the declaration scope indicated above

1) Is any 3TG intentionally added or used in the product(s) or in the production process? (*)	Answer	Comments
Tantalum (*)	Yes	Please provide an explanation for your answer
Tin (*)	Yes	Please provide an explanation for your answer
Gold (*)	Yes	
Tungsten	No	We do not have tungsten in our products

2) Does any 3TG remain in the product(s)? (*)	Answer	Comments
Tantalum (*)	Yes	Please provide an explanation for your answer
Tin (*)	Yes	Please provide an explanation for your answer
Gold (*)	Yes	
Tungsten		We do not have tungsten in our products

3) Do any of the smelters in your supply chain source the 3TG from the covered countries? (SEC term, see definitions tab) (*)	Answer	Comments
Tantalum (*)	Yes	Smelters identified that source from the DRC are all CFSI certified and/or compliant
Tin (*)	Unknown	We are not able to identify all smelters providing tin
Gold (*)	Unknown	We are not able to identify all smelters providing gold
Tungsten		We do not have tungsten in our products

Provide Comments to explain why the answer fits the category chosen.

Answering all questions is a **Passing** response



# Simplified Instructions on completing the Conflict Minerals Reporting Template

4) Does 100 percent of the 3TG (necessary to the functionality or production of your products) originate from recycled or scrap sources? (\*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten		

5) What percentage of relevant suppliers have provided a response to your supply chain survey? (\*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten		

6) Have you identified all of the smelters supplying the 3TG to your supply chain? (\*)

	Answer	Comments
Tantalum (*)		
Tin (*)		
Gold (*)		
Tungsten		

7) Has all applicable smelter information received by your company been reported in this declaration? (\*)

	Answer	Comments
Tantalum (*)		
Tin (*)		

Step 4a: For every “Yes” answer in either Question #1 or #2, you will need to complete the remaining relevant questions (required answers are highlighted in yellow)  
Drop down answers are: “yes”, “no” or “unknown”



7) Has all applicable smelter information received by your company been reported in this declaration? (\*)

	Answer	Comments
Tantalum (*)		<a href="#">Click here to enter smelter names</a>
Tin (*)		
Gold (*)		
Tungsten (*)		

Step 5: If you are able to obtain smelter information, you will need to complete the Smelter tab of this spreadsheet and determine if the smelter is part of the Conflict Free Smelter (CFS) program. A link to the CFS list is provided. Smelters identified here may be contained on The Boeing Conflict Mineral Report

Smelter Identification Number Input Column	Metal (*)	Smelter Look-up (*)	Smelter Name (1)	Smelter Country (*)	Smelter Identification	Source of Smelter Identification Number	Smelter Street	Smelter City	Smelter Facility Location: State / Province

This is the smelter tab



**TO BEGIN:**

**Option A:** If you know the Smelter Identification Number, input the number in Column A (columns B, C, E, F, G, H, J and K will auto-populate); D will grey out.

**Option B:** If you have a Metal and Smelter Look-up name combination, complete the following steps:  
 Step 1. Select Metal in column B  
 Step 2. Select from dropdown in column C (wrong combination will trigger RED color)

**Option C:** If you have a Metal and Smelter Name combination, complete the following steps:  
 Step 1. Select Metal in column B  
 Step 2: Select "Smelter Not Listed" in the Smelter Look-up drop down and complete columns D & E  
 Step 3. Enter all available smelter information in columns H through Q

(\*) Mandatory fields are noted with an asterisk.  
 (1) Entry required when Smelter Look-up = "Smelter Not Listed"

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## Simplified Instructions on completing the Conflict Minerals Reporting Template

Step 6: Questions A. through I. **must** be answered – see drop down options. Incomplete answers (i.e. highlighted boxes) will be considered a **Failure**

Please explain with additional comments.

### Answer the Following Questions at a Company Level

Question	Answer	Comments
A. Have you established a conflict minerals sourcing policy? (*)		
B. Is your conflict minerals sourcing policy publicly available on your website? (Note – If yes, the user shall specify the URL in the comment field.) (*)		
C. Do you require your direct suppliers to be DRC conflict-free? (*)		
D. Do you require your direct suppliers to source the 3TG from smelters whose due diligence practices have been validated by an independent third party audit program? (*)		
E. Have you implemented due diligence measures for conflict-free sourcing? (*)		
F. Does your company conduct Conflict Minerals survey(s) of your relevant supplier(s)? (*)		
G. Do you review due diligence information received from your suppliers against your company's expectations? (*)		
H. Does your review process include corrective action management? (*)		
I. Is your company required to file an annual conflict minerals disclosure with the SEC? (*)		



# Simplified Instructions on completing the Conflict Minerals Reporting Template

After your CMRT is filled out return to the Conflict Minerals portal

Enter your BEST number

Enter your company name

Select your file and upload

**Conflict Minerals**  
**Report use of Conflict Minerals**

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- [Boeing policy](#)

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BEST code:   I don't know the BEST code

Company name:

No file selected.

**Non-Boeing resources**

AIA

- [Conflict Mineral home](#)
- [Overview](#)

An email will be sent to you confirming your successful upload



## Simplified Instructions on completing the Conflict Minerals Reporting Template

Step 7: Please review Questions 1 & 2 as well as A through J. Also, provide an explanation in the comments section for Questions 1 & 2 and A through I, if required. If you have any questions please contact us at [BoeingCMR@boeing.com](mailto:BoeingCMR@boeing.com).

Thanks for completing the survey.

### Additional References

- Doing Business with Boeing (Regulatory Environment section): <http://www.boeingsuppliers.com/>
- Conflict Free Sourcing Initiative: <http://www.conflictreesourcing.org/>
- AIA: [http://www.aia-aerospace.org/industry\\_issues/conflict\\_minerals/](http://www.aia-aerospace.org/industry_issues/conflict_minerals/)





