Conflict Mineral Survey
衝突礦產調查

Supplier Portal Walkthrough

Sept 2017

StanleyBlack&Decker

Survey Email 調通知電郵

Thu 11/10/2016 9:40 AM

S-CRP-ConflictMinerals@sbdinc.com

- 2016 Conflict Mineral - Stanley Black and Decker

To

Cc

ℹ️ If there are problems with how this message is displayed, click here to view it in a web browser.

This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing   Feedback

Due Date: 31-Jan-2017

Instructions
1. Please review any attachments that may have been included in this request email.
2. Click the following link to access and submit this request online:

Go to Survey

Important
This link provides direct access to your company's instance of the supplier request portal. Please use caution when distributing it and do **not** post it publicly.

Dear

Important Message from Stanley Black & Decker VP of GSM Michael Prado Regarding Conflict Minerals (Action Required)

Let this communication serve as notice of Stanley Black & Decker Inc. requirement to comply with Section 1502 of the Dodd-Frank Act issued by the Securities Exchange Commission. This rule requires United States (U.S.) publicly traded companies to disclose information relating to the source of tantalum, tin, tungsten and gold (3T&G) necessary to the functionality or production of our products. Your cooperation and future certification is critical to Stanley Black & Decker's compliance with this SEC requirement and therefore, we appreciate your immediate attention to the information required below.

Background
In August 2012, the U.S. Securities Exchange Commission (SEC) issued final rule to implement Section 1502 of the Dodd-Frank Act. This rule requires U.S. publicly traded companies, to conduct a reasonable country of origin inquiry (RCOI) to determine whether the source of any 3T&G used by the company originate in the Democratic Republic of the Congo (DRC) or an adjoining country, or are from scrap or recycled products. If it is determined that the minerals may have originated from the DRC or an adjoining country and are not from scrap or recycled products, the company must conduct due diligence in order to determine the source and chain of custody of the minerals. Annual reporting with the SEC is

You will have received a conflict mineral survey request like the one shown.
Click on the "Go to Survey" Link
您將收到如上衝突礦產調查要求的電子郵件, 請點擊"Go to Survey" 進入調查頁面

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Access Open Request 開啟要求

Click on appropriate open request. The open requests will also show any pending response requests that you have started but did not finalize. Any pending responses will show as "Not Finalized."
點擊 "Open Request" (未完成)欄區內事件以開啟要求, 此欄區也顯示任何其他未完成之要求.
任何未完成狀態顯示為"Not Finalized".
Information on the survey, such as due date, can be found here as well as in the email request.
此頁面顯示調查資訊, 如調查到期日, 也會顯示於電子郵件上.

Uploading CMRT 上傳衝突礦產調查表
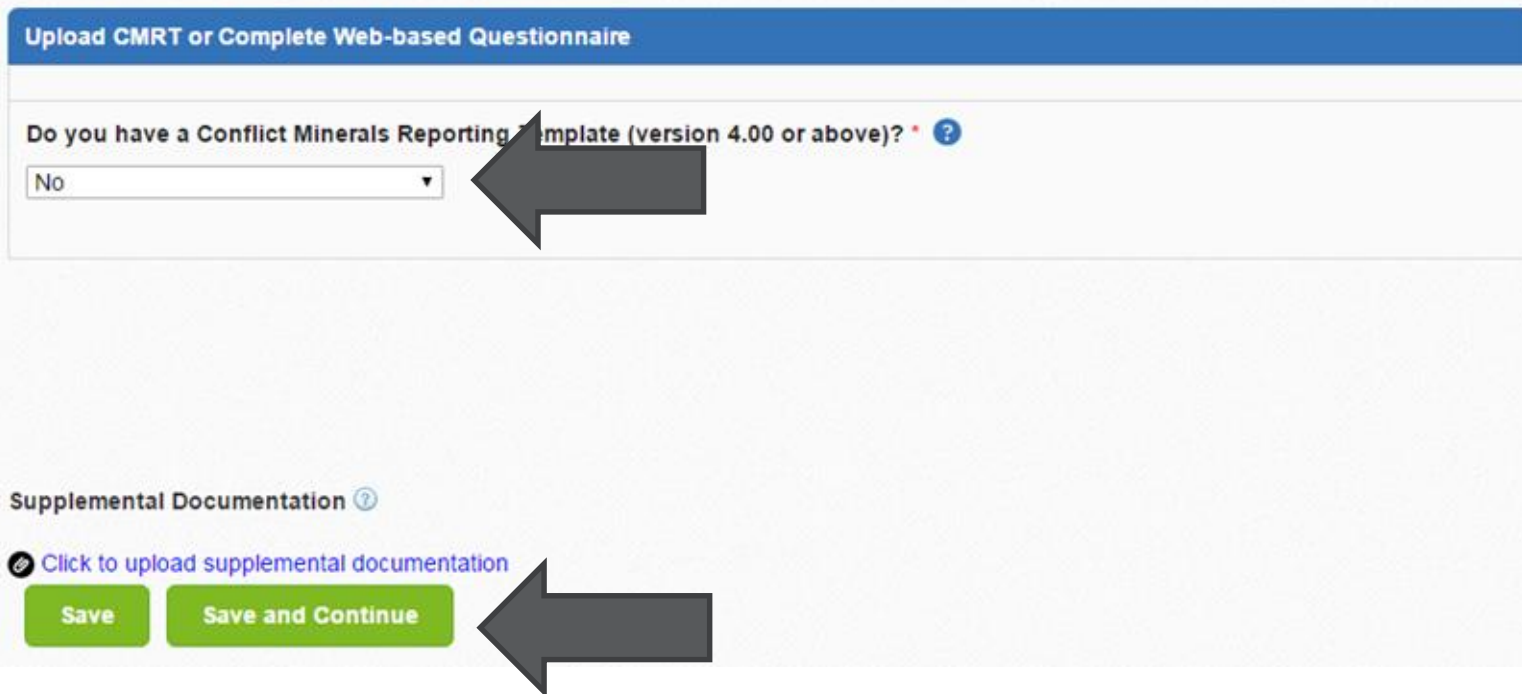
Choose Yes or No depending if you have the conflict mineral reporting template (CMRT).
If you have the conflict mineral reporting template (CMRT), select "Yes," click on "Choose File," and locate the completed CMRT and upload. Once uploaded, click on "Save and Continue." Skip to slide 10.
依據您是否有"衝突礦產調查表"選擇"Yes"或"No". 如果選擇"Yes", 請點擊"choose file", 然後把填寫完成的"衝突礦產調查表"上傳. 當上傳完成, 請點擊"Save and Continue". 請跳到此文件第10頁步驟.

Note: Doe not Attach the CMRT file under the "Supplemental documentation" section because it will not allow you to finalize the survey. You must attach it under the main section. (See slide 12)
注意: 請勿上傳"衝突礦產調查表" 於"Supplemental Document"內 (查看 此文件第12頁)

No CMRT 如果無衝突礦產調查表

If you do not have a filled out Conflict Mineral Reporting Template (CMRT) select "No" in the drop down box and click on "Save and Continue." which means you want to enter the survey on-line
如果您沒有填寫完成的"衝突礦產調查表"上傳, 請選"No" 然後點擊"Save and Continue" (存檔並繼續)然後繼續以下步驟 意指您要線上填選所有內容
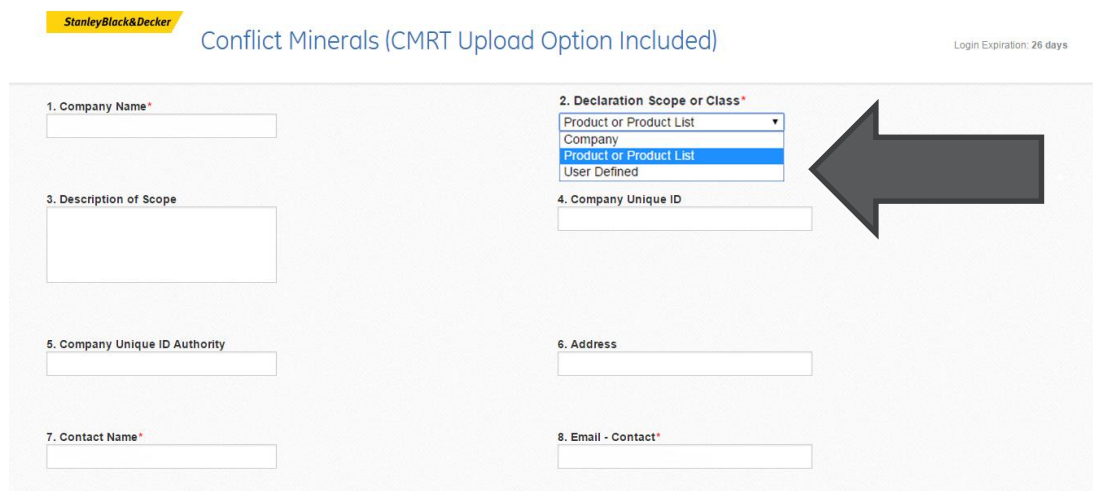
Fill Out Required Fields 欄位填選

If you choose "User Defined," it is required to submit a "Description of Scope."

Fill out all required fields indicated by the "*" which are the same questions on the excel CMRT file.
如同 EXCEL 版的衝突礦產調查表, 有"*" 號的欄位是必須填選欄位

Note 注意:
If you pick "Product or Product list" in #2, then you must enter the specific products that are supplied to Stanley (See slide 9)
當您在問題2選擇"Product or Product List" (產品或產品清單), 請務必填寫提供 Stanley Black & Decker 產品 (查看 此文件第9頁)

For further instructions see the CMRT excel form for Instructions or go to
進一步了解, 請參考 EXCEL 版的衝突礦產調查表內說明, 或到以下網站查看說明
http://www.conflictfreesourcing.org/conflict-minerals-reporting-template/training/

Fill Out Required Fields 欄位填選

Once all required fields are filled out, click on "Save and Continue"
當所有必填欄位填寫完後, 點擊 "Save and Continue" (存檔並繼續).

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Answer Questions/(1) Company 回應問題 -公司角度回應

When you choose "Company" that means you are planning to answer this survey by company level
當您填選"Company" 表示您計畫以公司角度回應此調查 (參看此文件第12頁)
However, you still must answer all of the required questions. These are the same questions on the Conflict Mineral Reporting Template (CMRT).
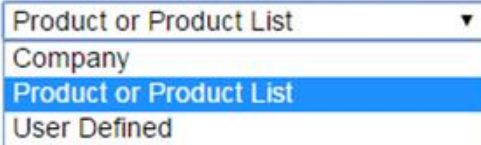您仍然需要填寫必需填寫的問題. 如同EXCEL 版的衝突礦產調查表要求一樣
Once completed click on the "Save and Continue" button.
當完成後,點擊 "Save and Continue" (繼續以下步驟)

Answer Questions/ (2) Product List 回應問題- 產品清單

2. Declaration Scope or Class*

Product or Product List ▼
Company
Product or Product List
User Defined

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Conflict Minerals (CMRT Upload Option Included)

Product List

Manufacturer's Product Number *	Manufacturer's Product Name	Comments	
			🔴 Delete

➕ Add New Product

Supplemental Documentation ⓘ

🔗 Click to upload supplemental documentation

Return to Previous Page   **Save**   **Save and Continue**

If you choose "Product or Product List" you must enter the specific products (Manufacturing on Product Number and Name) that are supplied to Stanley. Once all product information is entered, click "Save and Continue" or "Save" if you need to finish the survey at another time 如果您選擇"Product or Product List" (產品或產品清單), 您必須填寫特定提供給 Stanley Black & Decker 的產品(產品編號和產品名稱). 當所有產品資訊填寫完後, 點擊"Save and Continue" (繼續以下步驟)或"Save" (存檔)方便在下次繼續填寫直到完成.

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Survey Response Summary 回應調查總結

Once all required fields have been entered, you will see the Summary and Finalization Page. Review and ensure all the information is correct. If so, click on "Save and Submit" to finalize and submit the survey. If you do not, then the survey will still be shown as an open request (see slide 3)

當所有必填欄位已經填選完成後, 您將看到總結和完成頁面. 請閱覽並確認所填選資訊皆正確無誤後, 點擊"Save and Submit" (存檔並提交)完成調查. 如果未完成所有動作, 於"Open Request" (未完成)欄仍然會看到此調查事項(查看 此文件第3頁)

Finalize Survey 完成調查
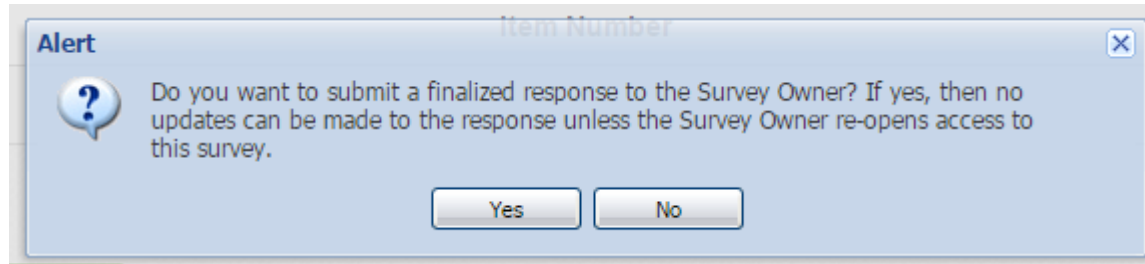
After you hit "Save and Submit" an alert window will pop up. Click "Yes" to finalize the survey. Click "No" if you need to make any updates.

Once you click yes, it will bring you to a new screen that will indicate you have submitted the survey response. You will also receive an email indicating that the survey response is pending review. If there are any issues, an email will be sent back to you with comments on why it was not approved.

當您點擊"Save and Submit" (存檔並提交), 將會跳出提醒視窗. 請點擊"Yes"完成此調查.如果點擊"No"表示您有未完成的更新內容.

點擊"Yes"後會帶您到下一頁面顯示您已經完成調查回覆. 您並將會收到電子郵件您的回覆正等待複查. 如果有問題, 將會有郵件通知您說明為什麼沒得到認可.

Troubleshooting 問題排除

There is an issue with the selected Conflict Minerals Reporting Template. Please ensure that the file's content is in English and its formatting has not been adjusted in any way.

Cannot upload (無法上傳):
- Needs to be in the .xls file type "衝突礦產調查表" 應是 .xls 的格式 (EXCEL)
- Use the most recent version of the CMRT "衝突礦產調查表" 必須是最新版
- Set the language in the CMRT in English and save before uploading"衝突礦產調查表"必須填寫完後改為英文版存檔後再上傳
- Must be in excel cannot be PDF, etc "衝突礦產調查表" 不能是其他格式如PDF

Cannot click on button (無法點擊選鍵):
- try using Chrome or Firefox internet browser. 請使用 Chrome 或 Firefox 瀏覽器

Note (注意):
- Can only upload one document to fulfill the conflict mineral requirement. Can utilize supplemental documentation but will not count as conflict mineral data 只能上傳1份文件 ("衝突礦產調查表")完成衝突礦產調查. 可以上傳其他補充說明文件於"Supplemental document" 但不能依此認定為衝突礦產決定資料

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