


IHM Maintenance Guide to submit SDoC & MD in NautilusLog

Accessing your personal Landing Page to submit the required Documents (SDoC & MD) in 6 easy steps

1. Click on the landing page link provided in the ,no reply email' with request for documents **(see arrow below)**.
You will now be redirected to your personal landing page.

You can do this as followed:

- 2.1. Please follow one of the links given in the table.
- 2.2. You will now be redirected to your personal document management page.
- 2.3. There you will find an overview of the requested documents as well as the possibility to download the requested documents to fill in and then upload them.
- 2.4. Documents uploaded? Application completed. 

You can upload the documents (as separate files) conveniently via the website prepared for you **LANDING PAGE** 

2. If you have both SDoC & MD already available please skip to step 4. If not please see step 3.

3. Both document templates (SDoC & MD) are available for download (**see arrow below**). When the documents are downloaded and filled in please see step 4.

--- On Behalf of **Shipping Company XYZ** ---

Dear Sir or Madam,

for the legally required maintenance of "Inventory of Hazardous Materials" (IHM) (as per „Hong Kong Convention" and „EU Regulation on Ship Recycling") for our ships, we are seeking your cooperation. The below listed product(s) have been identified to be relevant for IHM maintenance. We kindly ask you to provide us the specific "Material Declarations" (MD) and "Suppliers Declaration of Conformity" (SDoC).

Best regards,
IHM-Maintenance Team

- on behalf of **Shipping Company XYZ** -

In case of further questions, please contact us by [email](#).

Document Template Files

Please use the following form templates as starting point to fill out the requested SDoC and MD documents. Afterwards please upload the filled out documents on this page and assign them to the designated order items below.

- SDoC incl. EU Static v0.5: [download](#)
- MD incl. EU Static v0.5: [download](#)



4. On the Landing Page you will be able to search for the order number of the respective item (see arrow below). In here you can click on „Provide SDoC“ buttons (see arrow below). A next window will pop up wherein you will be able to upload the requested documents, see step 5.

Supplier Declaration of Conformity (SDoC)

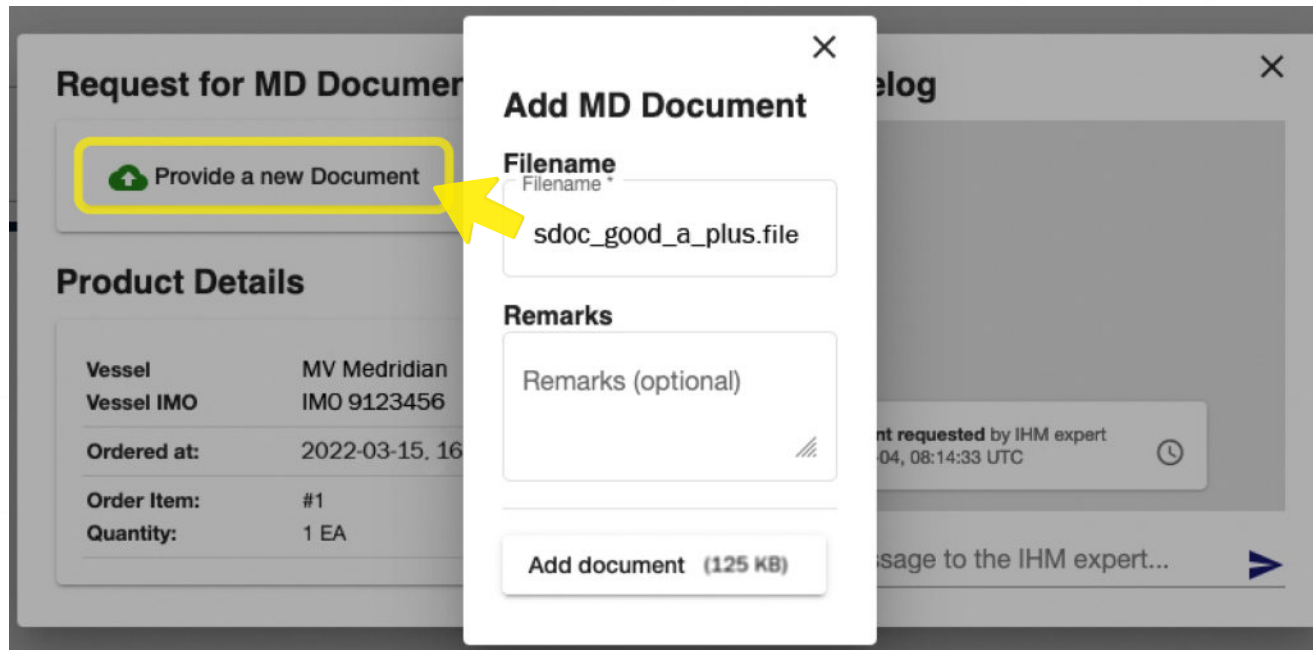
Ordered Products

Show: all items with open tasks recently finished items

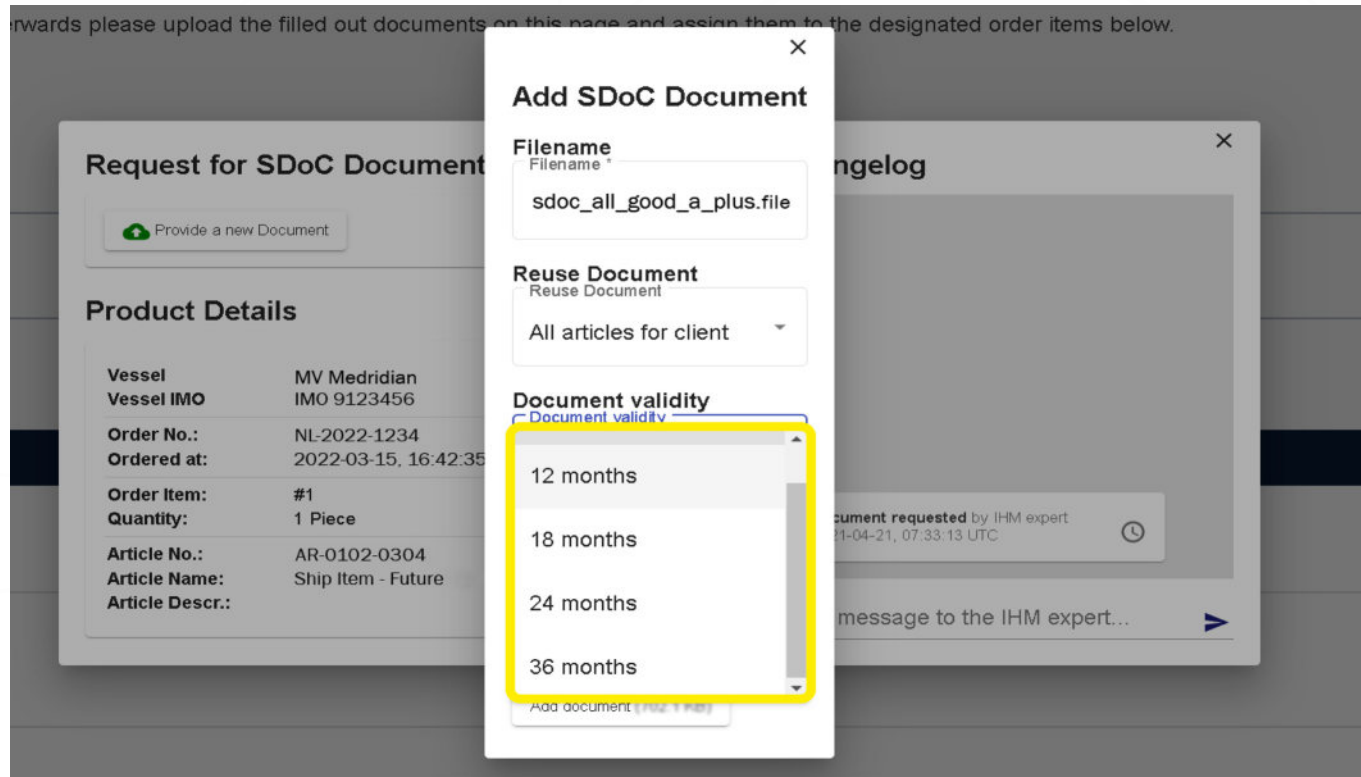
Search:

MV Medridian		IMO 9123456
Order No.: NL-2022-1234		
Ordered at: 2022-03-15, 16:00:00		
Item #1	4 Piece	Article No.: SP-0004-00090 Article Name: Gasket - Manufacturer ABB - Manufacturer No. 100 Gasket
		<input type="button" value="Provide MD"/> <input type="button" value="Provide SDoC"/>
Item #2	2 Piece	Article No.: SP-0004-00092 Article Name: Gasket - Manufacturer ABB - Manufacturer No. 100 Gasket
		<input type="button" value="Provide MD"/> <input type="button" value="Provide SDoC"/>
Item #3	2 Piece	Article No.: SP-0004-00097 Article Name: Gasket - Manufacturer ABB - Manufacturer No. 100 Gasket
		<input type="button" value="Provide MD"/> <input type="button" value="Provide SDoC"/>
Item #4	2 Piece	Article No.: SP-0004-00098 Article Name: Gasket - Manufacturer ABB - Manufacturer No. 100 Gasket
		<input type="button" value="Provide MD"/> <input type="button" value="Provide SDoC"/>
Item #7	2 Piece	Article No.: SP-0004-00096 Article Name: Gasket - Manufacturer ABB - Manufacturer No. 100 Gasket
		<input type="button" value="Provide MD"/> <input type="button" value="Provide SDoC"/>

5. Last step is to click on **PROVIDE A NEW DOCUMENT** (see arrow below). Upload the required document and you are done !
 If there are any comments or remarks, there is also an opportunity to send a message to the IHM expert.



6. Besides asking to share the required documents, NautilusLog also thought about your effort on providing these. Therefore we offer you the possibility to set validity to your documents. This saves a **huge amount of time** on future requests, because our system will attach the provided documents automatically. You won't have to do the effort for up to 36 months (3 years).



On behalf of our mutual customer „**THANK YOU!**“

Together we keep our client compliant.