GATEWAY
By Ø ZDHC

ZDHC Gateway
ZDHC MRSL Certification Bodies
User Manual

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The ZDHC Manufacturing Restricted Substances List (ZDHC MRSL) limits harmful chemicals in formulations for manufacturing textile, apparel, leather, and footwear products.

Certifiers who have passed the due diligence process of ZDHC become ZDHC MRSL Certification Bodies. This means they are able to provide certificates as an indication of conformance to the ZDHC MRSL and verify Formulators' chemical products and their ZDHC MRSL Conformance Level on the ZDHC Gateway.

How does it work ?

1. Certifier passes diligence process of ZDHC and becomes ZDHC MRSL Conformance / Certification Body and receives credentials to acces the ZDHC Gateway

2. ZDHC MRSL Conformance / Certification Body certifies chemical products of Formulators according to ZDHC MRSL

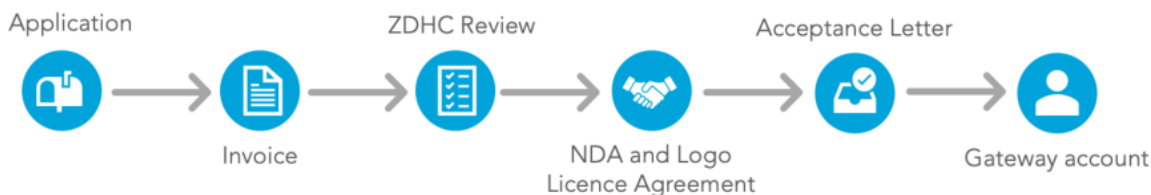3. Formulators upload certified chemical product nformation and certificates on the ZDHC Gateway

4. ZDHC MRSL Conformance / Certification Body review and verifies information on the ZDHC Gateway at least once per week

5. Formulator can publish chemical product on the ZDHC Gateway to their businesspartner

How to get started ?

1. Becoming a ZDHC MRSL Certification Body

We guide certifiers through the process of due diligence on our **ZDHC Laboratory and Certifier Management Platform** which offers an easy way to manage the acceptance process. Once an application is accepted, Certification Bodies must sign Non-disclosure and Logo License Agreements before finally signing an Acceptance Letter. Once these steps are completed, the ZDHC MRSL Certification Body will receive the credentials to log into the **ZDHC Gateway.**

2. Managing your ZDHC Gateway Account

- **Set up your preferred language.**
  ZDHC Gateway added the language option with Simplified Chinese, Traditional Chinese, and English. Learn HERE how to set up your preferred language option.

- **Manage your Certification Body Profile**
  Each organisation has an organisation profile. The ORGANISATION PAGE on the ZDHC Gateway contains information such as name and date the organisation was created, ZDHC AID, account admin, email, organisation type, subscription, and an action column to edit organisation and to view profile. Learn HERE how to edit the information.

- **Adding Users to your account**
  You can also add your colleagues to access the ZDHC Gateway to review and verify chemical products on the Gateway. Learn HERE how to add users and assign user roles

- **Inviting your clients (Formulators)**
  If your clients (Formulators) do not have an active ZDHC Gateway account yet, you can easily use the INVITE PAGE and invite them to upload their chemical products. Learn HERE how to invite an Organisation.

3. Issuing a ZDHC MRSL Conformance Certificate

When issuing a certificate, there are a few principles that you should follow.

- **Language**

  Since all the mandatory fields should be filled in English, please use English as the main language when issuing the certificate

- **Information required in the PRODUCT PROFILE**

  As the information on the certificate should be aligned with the Product Profile, there are certain details that should be considered

Name
- ☐ Length of the product name: the product name letters are limited to 60.
- ☐ Symbols: alpha numeric characters and the following special characters (-_+#®%/., [] ()ÄÖÜ) are allowed, anything outside of this will invoke an error

Substrate, category and type
- ☐ We recommend showing the substrate, category and type of product on the certificate, or telling formulators what they should choose regarding the three items.

ZDHC Gateway required details
- ☐ Issue Date, Expiration Date and the MRSL version should be included.

How to review and verify chemical products on the ZDHC Gateway ?

Once the ZDHC Gateway account has been created and set up ZDHC MRSL Certification Bodies can start verifying chemical products uploaded by Formulators.

ZDHC MRSL Certification Bodies can review chemical products that have been uploaded by the Formulators under the VERIFICATION TAB. This process is further described in the ZDHC Knowledge Base.

Which information ZDHC MRSL Certification Bodies need to crosscheck?

The VERIFICATION PAGE shows the information of the chemical product and the certificates that were uploaded by the formulators. The following information needs to be crosschecked if they are correct before taking action and verifying the information:

1. Is the given **Product name** correct?
2. Is the given **Organisation name** correct?
3. Is the given **Certification result** correct?
4. Is the given **MRSL Version** (based on the current applicable ZDHC MRSL Versions(s)) correct?
5. Is the given **Certification Standard** and **Certification issued by** information, correct? (This should be your Organisation Name)
6. Is the given **Issue date** in line with the date you have issues the certificate?
7. Is the given **Expiration date** in line with the validity of the certificate?
8. Click on the **file icon** and review the uploaded document. The uploaded document should be in line with the given details under 1. – 7.

Once all details have been reviewed you can **accept** or **decline** the chemical product. The chemical Formulator will then be notified. Learn more [HERE](#) how to review and verify chemical product information.

More Information needed?

In case you require any further support, scroll through the Knowledge Base or contact the Customer Support Team by clicking on the button **SUBMIT A REQUEST** within the Knowledge Base or ZDHC Gateway platform.