

Conflict Minerals Form Completion

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To complete the Conflict Minerals Form:

Step 1. Click the **Edit** icon next to the name of the form you want to edit or click directly on the form name in the **Form Summary** widget on your Dashboard to redirect to the **Form Details** page.

NOTE: If this is the first time anyone in your organization is submitting the Conflict Minerals form using PIM, the **Start** button displays at the top of the page. If your organization already completed and submitted the form, or someone already started the form, there are two options to **Click to Edit** on this page.

Step 2. Click the **Start** button.

NOTE: If your organization already started or completed the form:

1. Select the **Click to Edit** button to edit the entire form.
2. Select the **Edit** button next to the desired section to edit individual sections.

Step 3. You are directed to the **Welcome** section of the form. In this section, click the **Next** button until you reach the **Submitter Details** page.

Step 4. Enter the details for the user submitting the form.

Step 5. Click on **Next** button to direct to the **Form Questions** section of the form. Answer each question and click **Next** until you answer all questions in this section.

Step 6. Upload a copy of your **Conflict Minerals Statement** or **Conflict Minerals Reporting Template** when asked to do so.

NOTE: Your CMRT file should begin with **CFSI_CMRT 5**. It will not upload otherwise.

Step 7. Select the checkbox next to the **Attestation** to attest all provided information is true to the best of your knowledge.

Step 8. Click the **Send Response** button to submit the form and send the response to the requesting Buyer.

NOTE: You can submit the form without responding to all the questions listed. You are able to see the progress in terms of percentage (%) complete in the **Forms Table**.

Step 9. A confirmation message displays. Click the **OK** button to confirm your form submission.

Step 10. You are taken back to the **Form Details** page. Your form has now been submitted and is available to your Buyer.

NOTE: The Conflict Minerals form is not scored by the PIM application. Your buyer completes their own analysis of the form.

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