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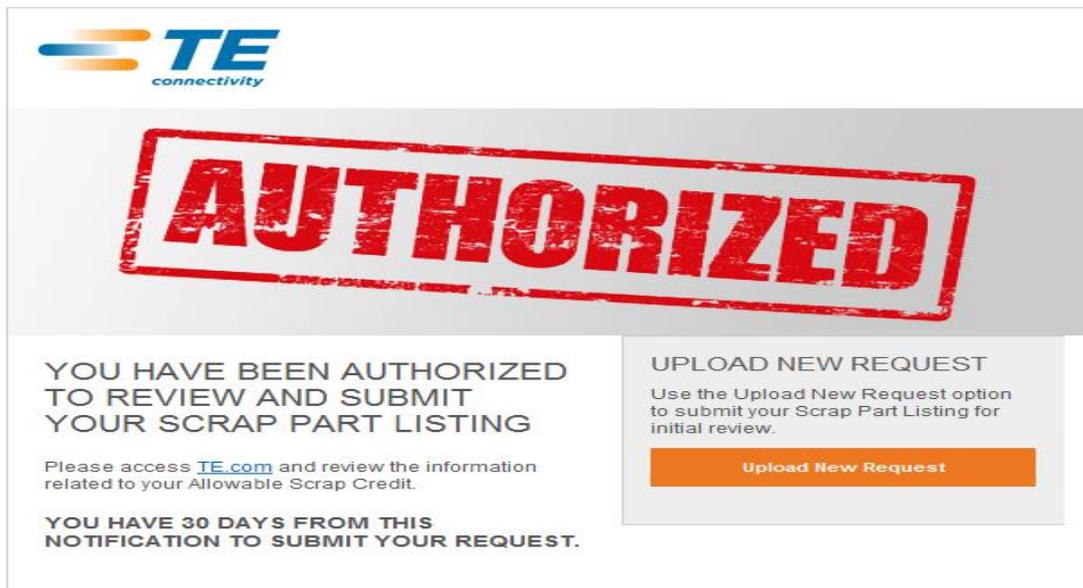
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### Prerequisites

- You must be a registered user of TE.com.
- You must have Secured Resources access to the **Scrap Recovery Allowance** application.
- The account that you have been authorized to use to submit your Scrap Allowance request must be communicated to you by TE.

### Accessing Scrap Allowance

- An email will be sent to you from TE when your Scrap Allowance amount is available.
  - **Note: You have 30 days from receipt of this email to finalize and submit your scrap part listing.**



### Submitting a New Request

- Click on **Upload New Request** from within the email to access TE.com and log in.
- After secure log in, click on **My Account**.
- Click on **Scrap Recovery Allowance** from your list of Secured Resources.
- From the Scrap Inquiry screen, input your **Account Number**.
- A list of results for your account will be displayed:

## Submitting Scrap Allowance Requests /// Quick Reference Guide

**Search By**

All Scrap Requests  
 Shipping Reference Number  
 Credit Memo Number

Exact Match  Starts With

**Filter by Status :**

Request Authorized ?  
 Pending Review ?  
 Submitted to TE ?  
 In Process ?  
 Shipment Received ?  
 Shipment Saved ?  
 Shipment Validated ?

[Search](#) [Clear Form](#)

**Results** Showing 1 - 5

Status	Fiscal Quarter	Last Update	Shipping Reference	Credit Memo	Allowable Scrap Credit	Utilized Scrap Credit	Details
Request Authorized	FY13-4	2014-04-02		<a href="#">2063275976</a>	190251.26 EUR	0.00 EUR	<a href="#">View</a>
Shipment Validated	FY13-3	2014-03-24	<a href="#">522222IP</a>	<a href="#">2063275930</a>	190251.26 EUR	49864.69 EUR	<a href="#">View</a>
Pending Review	FY14-4	2014-03-24		<a href="#">2063275915</a>	190251.26 EUR	0.00 EUR	<a href="#">View</a>
In Process	FY14-1	2014-03-25		<a href="#">2063275896</a>	290251.26 EUR	92.75 EUR	<a href="#">View</a>
In Process	FY14-2	2014-03-25		<a href="#">2063275886</a>	290251.26 EUR	119413.01 EUR	<a href="#">View</a>

- Search for the record that corresponds with the credit memo number from the subject of the email received from TE.
  - Search options are available for you to filter the list of results - as displayed above.
- At this stage, your request will be in **Request Authorized** status.
- To access the details of your allowance and to submit your scrap part listing for review, click on the **Credit Memo** or **View** hyperlink within the result record line.
- Upload a copy of your parts list to be submitted for scrap by clicking on the **Upload New Request** button.

[Back to Inquiry](#) [Upload New Request](#) +

**Details** STATUS REQUEST AUTHORIZED

**DISTRIBUTOR** Distributor Name  
Street Address  
City State, Zip  
PH: 123456789

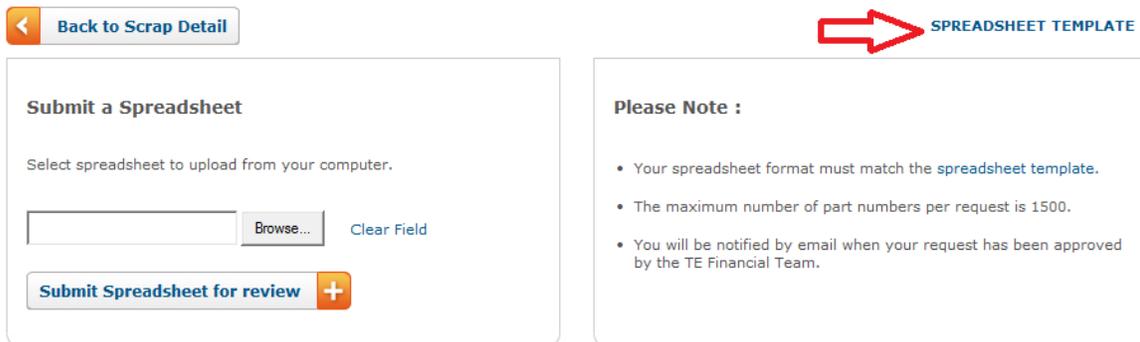
**CREDIT MEMO NUMBER** 2063275976  
**SHIPPING REFERENCE NUMBER**  
**CARRIER NAME**  
**DISTRIBUTOR TRACKING NUMBER**  
**AUTHORIZED SCRAP AMOUNT** 190251.26 EUR  
**CONTACT NAME**  
**ATTACHMENTS**

No Parts Uploaded for Processing

- Use the provided excel **Spreadsheet Template** to fill in your required data.
  - Parts that have been invoiced within the previous 12 months are not be accepted and shall not be submitted as part of your scrap request. Should credit be provided

in breach of this requirement, TE reserves the right to deduct any undue from future credit and/or request the refund of any undue amount.

- Part number/description, quantity to be scrapped, and invoice are required.
- Save your file locally and then click on the **Browse** button to retrieve the file. Clicking on **Submit Spreadsheet for review** will send the file to TE for further processing.



Submit a Spreadsheet

Select spreadsheet to upload from your computer.

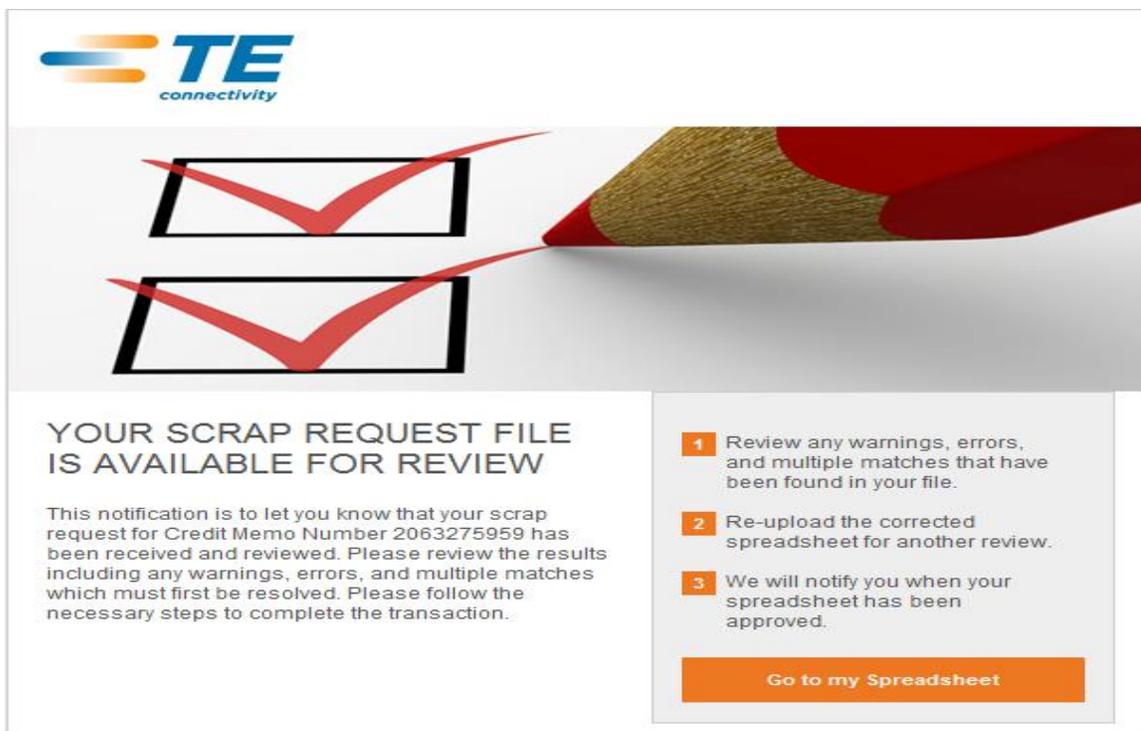
[Clear Field](#)

[SPREADSHEET TEMPLATE](#)

**Please Note :**

- Your spreadsheet format must match the [spreadsheet template](#).
- The maximum number of part numbers per request is 1500.
- You will be notified by email when your request has been approved by the TE Financial Team.

- After your request has been successfully submitted, the status will change to **Pending Review**.
- You will receive a confirmation email once TE validation is complete and the file is ready for your review. Receipt of this email could take up to 8 hours.



**TE**  
connectivity

**YOUR SCRAP REQUEST FILE IS AVAILABLE FOR REVIEW**

This notification is to let you know that your scrap request for Credit Memo Number 2063275959 has been received and reviewed. Please review the results including any warnings, errors, and multiple matches which must first be resolved. Please follow the necessary steps to complete the transaction.

- 1 Review any warnings, errors, and multiple matches that have been found in your file.
- 2 Re-upload the corrected spreadsheet for another review.
- 3 We will notify you when your spreadsheet has been approved.

[Go to my Spreadsheet](#)

- Click on the **Go to my Spreadsheet** button within this email to access your request on TE.com.

## Viewing Results of Scrap Part Listing

- To access the details of your allowance and view the results for your scrap part listing, click on the **Credit Memo** or **View** hyperlink within the result record line.
- From within the Scrap Details screen, click on **Review the file** to open the excel file and view the associated details for your scrap part listing. Resolved TE Part Number and unit price information should be verified. Also take note to any comments displayed in column I – Comments from TE.
  - Lines with any of the following comments will NOT be accepted in your final scrap part submission to TE and should be either modified or removed from the file based on the comments:
    - Part not found
    - No invoice found for this part
    - Multiple TEPN's exist for this description, please resubmit your request with the TEPN
    - One or more required input fields are missing
    - Deutsch product is not eligible for the Scrap Program
    - Products purchased within the last 12 months can not be included in your scrap request.
    - Actual scrap amount has exceeded the authorized amount

[Back to Inquiry](#) [RE-SUBMIT WITH CHANGES](#) [SUBMIT FINAL SPREADSHEET](#)

**Please review your Scrap Part Listing**

**!** Your request has been processed.

[Review the file](#) for warnings and validate all information displayed, correct and/or remove any lines with errors. If the file is ok as is, submit the final spreadsheet. If changes have been made, re-submit with changes.

**Details** STATUS PENDING REVIEW

<b>DISTRIBUTOR</b> Distributor Name Street Address City, State Zip  PH: 12345678	<b>CREDIT MEMO NUMBER</b> 2063275976 <b>SHIPPING REFERENCE NUMBER</b> <b>CARRIER NAME</b> <b>DISTRIBUTOR TRACKING NUMBER</b> <b>AUTHORIZED SCRAP AMOUNT</b> 190251.26 EUR <b>CONTACT NAME</b> <b>ATTACHMENTS</b>
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[Add Documents](#) **+**

Uploaded parts are under review

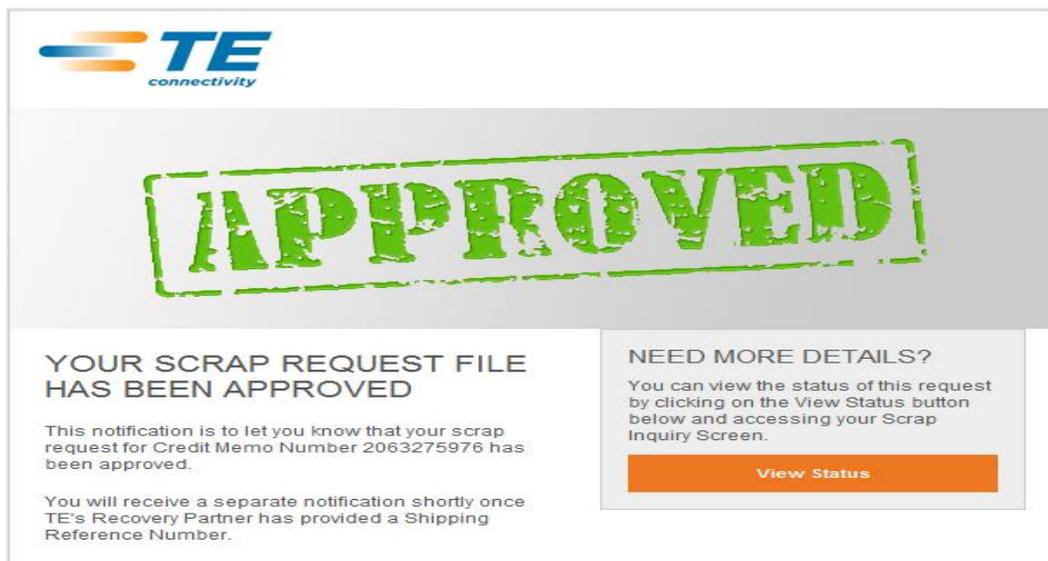
### Making Changes to a Scrap Part List File

- If the results from the file are insufficient and require you to make changes, first make the changes to the file, then save it locally. Use the **Re-Submit with Changes** button to resend your request to TE for additional validation before submitting your final file. The same process as referenced above will be used to notify you via email when the file validation from TE is complete.

### Submitting Final Scrap Part List Spreadsheets

- If the results from the file are acceptable to you as is, use the **Submit Final Spreadsheet** button to finalize your scrap part listing. Follow the steps to re-upload your file as done previously. **NOTE: No changes can be made to your scrap part listing after selecting this option.**
- After your request has been successfully submitted, the status will change to **In Process** and you will receive a confirmation email. Receipt of this email could take up to 4 hours.

**Please note:** receipt of this email does not mean that your credit note has been released for processing. Additional validation needs to take place by TE and the Third Party Recovery Partner in order to complete the transaction. **See steps below for additional details.**



The image shows a screenshot of an email notification from TE Connectivity. At the top left is the TE Connectivity logo. In the center, there is a large, green, distressed-style stamp that says "APPROVED". Below the stamp, the text reads: "YOUR SCRAP REQUEST FILE HAS BEEN APPROVED". Underneath this, it says: "This notification is to let you know that your scrap request for Credit Memo Number 2063275976 has been approved." and "You will receive a separate notification shortly once TE's Recovery Partner has provided a Shipping Reference Number." To the right of this text is a box titled "NEED MORE DETAILS?" which contains the text: "You can view the status of this request by clicking on the View Status button below and accessing your Scrap Inquiry Screen." Below this text is an orange button labeled "View Status".

### Shipping Parts to the Scrap Site

- After receiving the confirmation email from TE that your file has been approved, TE's Third Party Recovery Partner will be notified that a request has been initiated. They will be required to enter a **Shipping Reference Number** for the process to continue. When this step is complete, you will receive a confirmation email.



- Once this email has been received, parts must be shipped to the scrap site within 15 business days. Click on **View Scrap Request Details** to access your request on TE.com and add the Carrier Name and Tracking Number for your shipment to the Third Party Recovery Partner.
- To access the details of your allowance and add the Carrier Name and Tracking Number for your request, click on the **Credit Memo** or **View** hyperlink within the result record line.
- Fill in the required information in the two fields highlighted below and click on **Confirm Shipping** to save the information. This will send an email notification to the Third Party Recovery Partner with your tracking details.

## Submitting Scrap Allowance Requests /// Quick Reference Guide

← Back to Inquiry
→
CONFIRM SHIPPING

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**Details**
STATUS IN PROCESS

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<b>DISTRIBUTOR</b> Distributor Name Street Address  PH: 0123456789	<b>CREDIT MEMO NUMBER</b> 2063275976 <b>SHIPPING REFERENCE NUMBER</b> EXAMPLE SHIP REF NUM <b>CARRIER NAME</b> <input style="width: 100%; height: 20px;" type="text"/> <span style="border: 2px solid red; padding: 2px;">←</span> <b>DISTRIBUTOR TRACKING NUMBER</b> <input style="width: 100%; height: 20px;" type="text"/> <span style="border: 2px solid red; padding: 2px;">←</span> <b>AUTHORIZED SCRAP AMOUNT</b> 190251.26 EUR <b>CONTACT NAME</b> JULIE PUSHART <b>ATTACHMENTS</b> 2063275976_FinalSubmit.xls
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[Export to Excel File](#) ?

TE Part Number	Description	Quantity	Unit Price	Invoice Number	Extended Price
4-1474677-7	FSN-1.5B-32	1000	XX EUR PER 1000 PC	XX	EUR
5787169-9	100 50SR R/A RCP ASSY,RDSN L/F	4704	EUR PER 1000 PC		EUR
1-350943-0	03P UMNH HDR ASSY R/A 94VO	7840	XX EUR PER 1000 PC	XX	EUR
5796055-1	68 CHAMP R/A ASSY,LC	1900	EUR PER 1000 PC		EUR
5796055-1	68 CHAMP R/A ASSY,LC	3500	XX EUR PER 1000 PC	XX	EUR
1658744-1	SFP 1X4 CAGE ASSY, PRESS FIT	2520	EUR PER 1000 PC		EUR
5-1462039-8	IM02PNS=IM RELAY 140 MW 4.5V	5000	XX EUR PER 1 PC	XX	EUR
5-1462039-8	IM02PNS=IM RELAY 140 MW 4.5V	5000	EUR PER 1 PC		EUR
5787169-9	100 50SR R/A RCP ASSY,RDSN L/F	1008	XX EUR PER 1000 PC	XX	EUR

UTILIZED SCRAP ALLOWANCE EUR

- Upon receipt of your shipment, the Third Party Recovery Partner will update the status of the request to **Shipment Received**.
- Your shipment will be validated by the Third Party Recovery Partner to confirm parts and quantities received. Any discrepancies will be updated within TE.com and then passed to TE. When the full cycle of validation is complete, the status of your request will be updated to **Shipment Validated** and your credit note will be released for final processing.

### Receiving Scrap Credit Approval

- Once the 'Shipment Validation' Step is Complete, you will get an email stating 'Your SCRAP credit has been approved'.



### YOUR SCRAP CREDIT HAS BEEN APPROVED

This notification is to let you know that your shipment has been received and validated by TE's Recovery Partner. The scrap cycle has been completed for Credit Memo Number XXXXXXXXXX.

A credit note will be forthcoming for \$XXX.XX.

#### NEED MORE DETAILS?

You can view the status of this request by clicking on the View Status button below and accessing your Scrap Inquiry Screen.

[View Status](#)