



# CMRT Declaration Guidelines for Supply Chain Partners

**Date: April 25, 2025**

## 1. Introduction

This document provides step-by-step guidelines for our valued supply chain partners on how to accurately complete the Conflict Minerals Reporting Template (CMRT) and submit it to **VinFast**. Our commitment to ethical and responsible sourcing throughout our supply chain is paramount, and your cooperation in providing accurate and timely CMRT declarations is crucial to achieving this goal.

### 1.1 What are Conflict Minerals?

Conflict Minerals refer to Tin (Sn), Tantalum (Ta), Tungsten (W), and Gold (Au) originating from the Democratic Republic of Congo (DRC) and adjoining countries. The concern surrounding these minerals stems from the potential for their trade to finance armed groups involved in conflict, human rights abuses, and illegal activities.

### 1.2 Our Commitment to Responsible Sourcing

VinFast is committed to sourcing materials ethically and responsibly. We strive to ensure that our products do not contribute to the conflict in the DRC region. This commitment extends to our entire supply chain, and we rely on our partners to share this responsibility.

### 1.3 Purpose of the CMRT

The Conflict Minerals Reporting Template (CMRT) is a standardized tool developed by the Responsible Minerals Initiative (RMI). It is used to collect information about the origin of conflict minerals within a company's supply chain. By completing the CMRT accurately, you help us and our customers comply with regulations and demonstrate our collective commitment to responsible sourcing practices.

## 2. Understanding Your Responsibility

As a valued supplier to VinFast, your role in the CMRT process is vital. You are responsible for:

- **Understanding these Guidelines:** Carefully reviewing and comprehending the instructions outlined in this document.
- **Accurately Completing the CMRT:** Providing truthful and verifiable information in all required sections of the template.

- **Providing Supporting Documentation (If Requested):** Supplying additional documentation, such as smelter lists or audit reports, if specifically requested by VinFast.
- **Ensuring Data Accuracy and Completeness:** Implementing internal review processes to guarantee the accuracy and completeness of your declarations before submission.
- **Submitting the CMRT within the Specified Timeframe:** Adhering to the communicated deadlines for CMRT submission.

Accurate data is essential for our compliance efforts and for building a transparent and ethical supply chain. Incomplete or inaccurate information can lead to delays in our reporting and potential disruptions to our business relationship. We trust in your diligence and commitment to providing reliable information.

### 3. Step-by-step Guide to Completing the CMRT Using CDX System

**Step 1:** Register your company in CDX by clicking on the link <https://www.cdxsystem.com/cdx/faces/login>

- Clicking on the Register your Company



- Kindly fill all the necessary details for company registration and its mandatory

- After filling all the necessary field, kindly click on Next

Please ensure the e-mail address field is filled with the correct address as this is where the confirmation mail is sent. User IDs are assigned to individuals and not to companies.

- After Clicking on Next, you get pop up display of Credential. Please copy your CDX credentials and store in a safe place. They will not be displayed again.

- You will receive an email containing a link to activate your new company in CDX

Company Data	
Company Name	VINFAST TRADING AND PRODUCTION JOINT STOCK COMPANY
Street	Dinh Vu - Cat Hai Economic Zone, Cat Hai Island, C
Zip Code	180000
City	Hai Phong City
State / Province	-
Mailbox	-
Country	India
DUNS Number	-
IMDS Company ID	-

Company Administrator	
Last Name	N
First name	Sudha
Telephone No.	[Redacted]
Fax No.	-
E-mail Address	<a href="mailto:v.pn.sudhan@vinfast.vn">v.pn.sudhan@vinfast.vn</a>

**How did you find out about CDX?**  
Consulting / Training Partner Global PCCS

Please click the following link to activate your CDX company. After that, please perform a password reset on your new user id and setup your multi-factor-authentication (MFA) credential. During first login you also need to accept the CDX Terms of Use.  
<https://www.cdxsystem.com/cdx/faces/login?op=reg&=en&i=eaTPwpUGviag4GhBdQkk2tHHWmMjhh9RBKZ>

- update new Password and set up your multifactor authentication (MFA ) Credential by installing Authentication App.

**⚠ You need to set up Mobile Authenticator to activate your account.**

1. Install one of the following applications on your mobile:  
Microsoft Authenticator  
Google Authenticator  
FreeOTP
2. Open the application and scan the barcode:  


[Unable to scan?](#)

3. Enter the one-time code provided by the application and click Submit to finish the setup.  
Provide a Device Name to help you manage your OTP devices.

One-time code \*

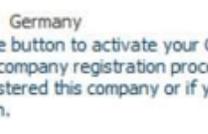
Device Name

Sign out from other devices

- Use this URL to activate the company before you can log into CDX.

**Company Activation**

Thank you for your CDX company registration with the following data:

Company ID   
Company Name   
Street   
Zip or Postal Code   
City   
State / Province   
Country Germany

Pressing the Activate button to activate your CDX company. After that you can log in to CDX immediately using the user ID and password you received during the company registration process. You have to change your password and accept the CDX Terms of Use during your first logon. If you have not registered this company or if you do not want to activate this company in CDX please press the Cancel button to discard the company registration.

**CDX - Compliance Data Exchange**

**Information**

 Your CDX Company Registration is completed. You can log in CDX by using the userid and password you received during the registration.

**Step 2: Login with USERNAME and password**

CDX compliance.data.exchange DXC TECHNOLOGY

PROD

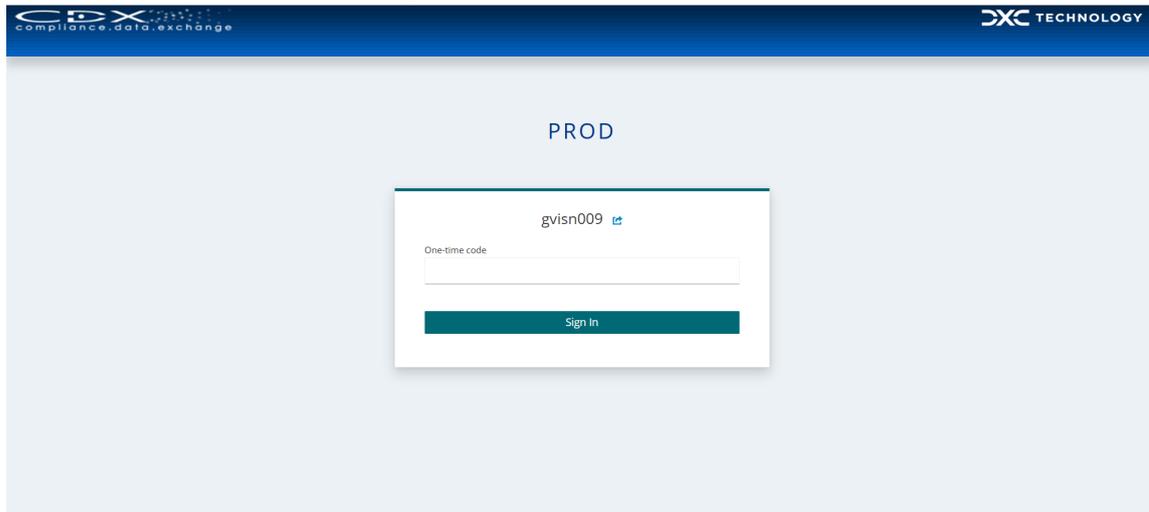
Sign in to your account

Username

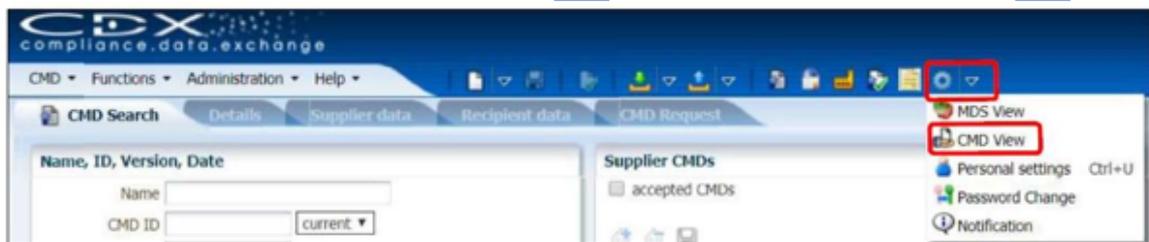
Password

[Forgot Password?](#)

- Enter one time code which have generated in authentication



**Step3 :** CMD Mode Menus: with CDX you can manage Material Data Sheet (MDS) as well as Conflict Minerals Information (CMD). To simplify the look go to settings and change CMD View.



#### Step 4: Import CMRT

If you have a CMRT spreadsheet created for your company, you can import it into CDX and assign it to a CMD request. To successfully import a CMRT as a CMD owned by your company, the spreadsheet must meet the following requirements:

Requirements for Importing a CMRT:

1. Company Name Match
  - The Company Name in the CMRT "Declaration" tab must exactly match (case insensitive) the Company Name in CDX under: Administration → Company
2. Company Unique ID (DUNS) Match
  - If a Company Unique ID (like a DUNS number) is entered in the CMRT, it must exactly match the DUNS number in CDX under: Administration → Company
  - Note: If either the Company Name or Company Unique ID does not match, CDX will treat the CMRT as coming from a supplier instead of your own company.
3. Contact Information Match
  - The CONTACT'S Name in the CMRT "Declaration" tab must match a "CMD Contact" in CDX under: Administration → User

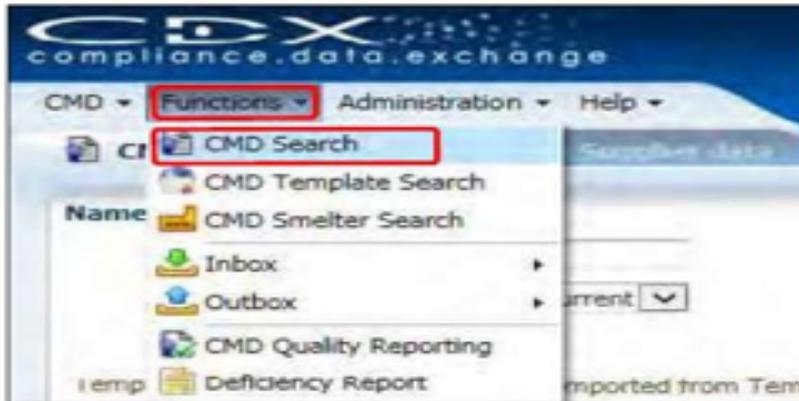
The following fields must match exactly (case insensitive):

- First Name must match the CDX User's CMD Contact First Name.
- Last Name must match the CDX User's CMD Contact Last Name.

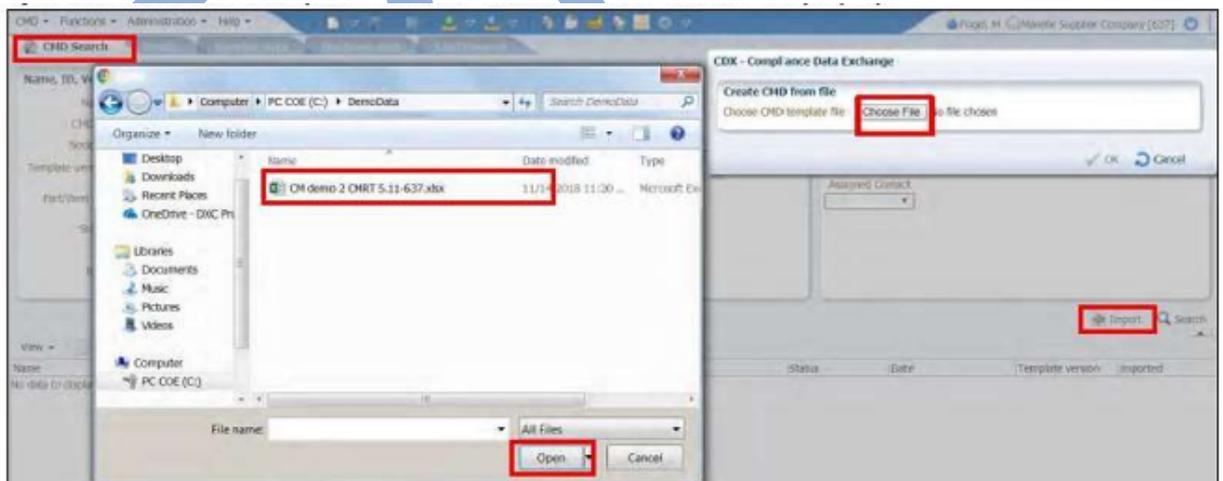
- Email must match the CDX User's CMD Contact Email Address.
- Note: If any of these contact fields do not match, CDX will display an error and the import will fail.

**Step 5:** Assign a CMD to the CMD Request → To import your CMRT into CDX:

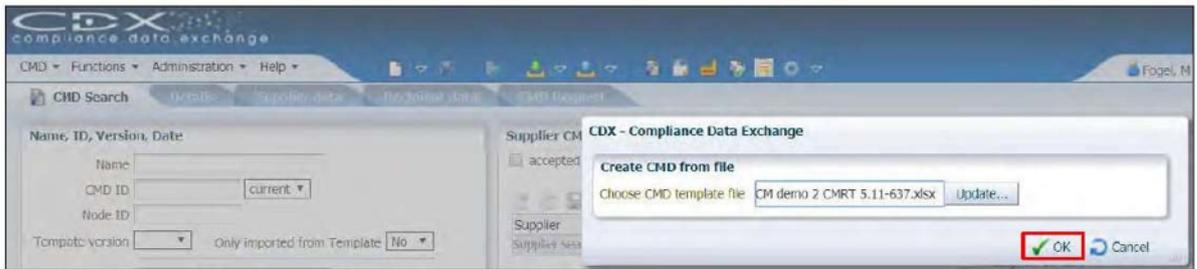
- Navigate to the CMD Search screen by following:  
Functions → CMD Search



- The CMD Search screen displays existing CMDs in CDX available to your company. This screen also provides the import mechanism to add new CMDs into CDX.
  - To begin, select Import from the CMD Search screen.
  - In the resulting popup, use Choose file to display a file system search window.
  - Locate and select a CMRT file to import.
  - Select Open to load the template to the Create CMD from File popup.

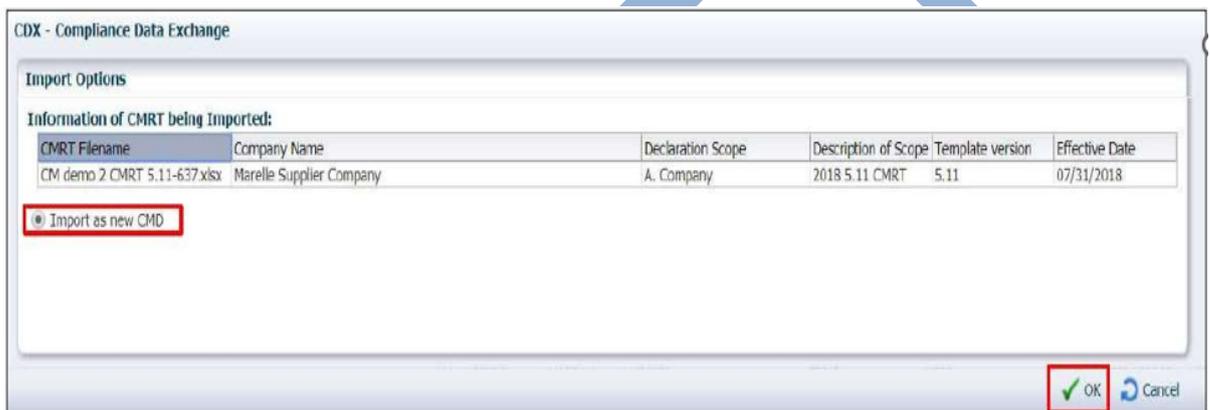


- In the Create CMD from File dialog, CDX will validate an .xlsx file is selected. Once validated, the OK button will enable.
  - If validation fails or to select a different file, use Update to change the selection.
  - Select OK to import the Supplier CMRT file.



➤ Confirm Import of Supplier Submission

- Information about the CMRT being imported will be displayed. If the file has never been imported, you will only have the option to Import as a new CMD.
- If the file has been previously imported you have the option to Import as a new CMD or Import as a new version of an existing CMD and then select the existing CMD.
- Select OK to begin the CMRT import.



**Step 6:** The CMD is displayed when the import is complete.

- Warnings and error messages will be listed in the Check Results section.
- Save ! the CMD to make it available to assign to your CMD Request.



## Step 7: Add recipient:

CDX - Compliance Data Exchange

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_ User Name: \_\_\_\_\_  
Company ID: 52686 City: \_\_\_\_\_ User ID: \_\_\_\_\_  
Org Unit: \_\_\_\_\_ State / Province: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_ Country: \_\_\_\_\_ only root companies:   
IMDS Company ID: \_\_\_\_\_ Supplier Code: \_\_\_\_\_ similar companies:

Company Name	Org Unit	ID	Country	Zip Code	City	State / Province
VINFAST TRADING AND PRODUCTION JOINT STO...	VINFAST TRADING AND PRODUCTION...	52686	India	182000	Hai Phong City	

View - Menu Export

Menu Total records found 1

Apply Cancel

Send CMRT to Vin fast ID 52686

As a conclusion, after completing the CMRT submission via CDX tool all process will be completed and you will get report.

## 4. Data Quality and Validation

- **Verify all information:** Before submitting the CMRT, ensure that all information provided is accurate, complete, and consistent. Double-check smelter names, locations, and conformance details.
- **Avoid common errors:** Pay close attention to providing the full legal name and correct location of smelters. Ensure you are using the latest version of the CMRT.
- **Implement internal review:** We encourage you to establish an internal review process to verify the accuracy of your CMRT before submitting it to VinFast.

## 5. Submission Process and Timeline

- **How to Submit:** Please submit the completed CMRT through CDX System only using **Vinfast ID 52686**
- **Submission Deadline:** The deadline for submitting the completed CMRT for the current reporting cycle is **Yearly Reporting, and the CMRT declaration shall be submitted before February 28th every year.** Timely submission is crucial for our compliance reporting.

## 6. Contact Information for Questions and Support

If you have any questions or require assistance in completing the CMRT, please do not hesitate to contact our dedicated team:

- **Contact Person/Team:** **Sudha N or Tien**
- **Email Address:** **[v.pn.sudhan@vinfast.vn](mailto:v.pn.sudhan@vinfast.vn), [v.tienlq9@vinfast.vn](mailto:v.tienlq9@vinfast.vn)**
- **Phone Number:**

## 7. Conclusion

Your diligent effort in accurately completing and submitting the CMRT is essential to VinFast's commitment to responsible sourcing and a transparent supply chain. We value your partnership and thank you for your cooperation in this important endeavor. By working together, we can contribute to a more ethical and sustainable global business environment.