
Eco Socce-T

(*Operation Manual for Supplier*)

Eco, Substances of concern exchange & management system in the Toshiba group

June 10, 2011

Corporate Quality & Environmental Group

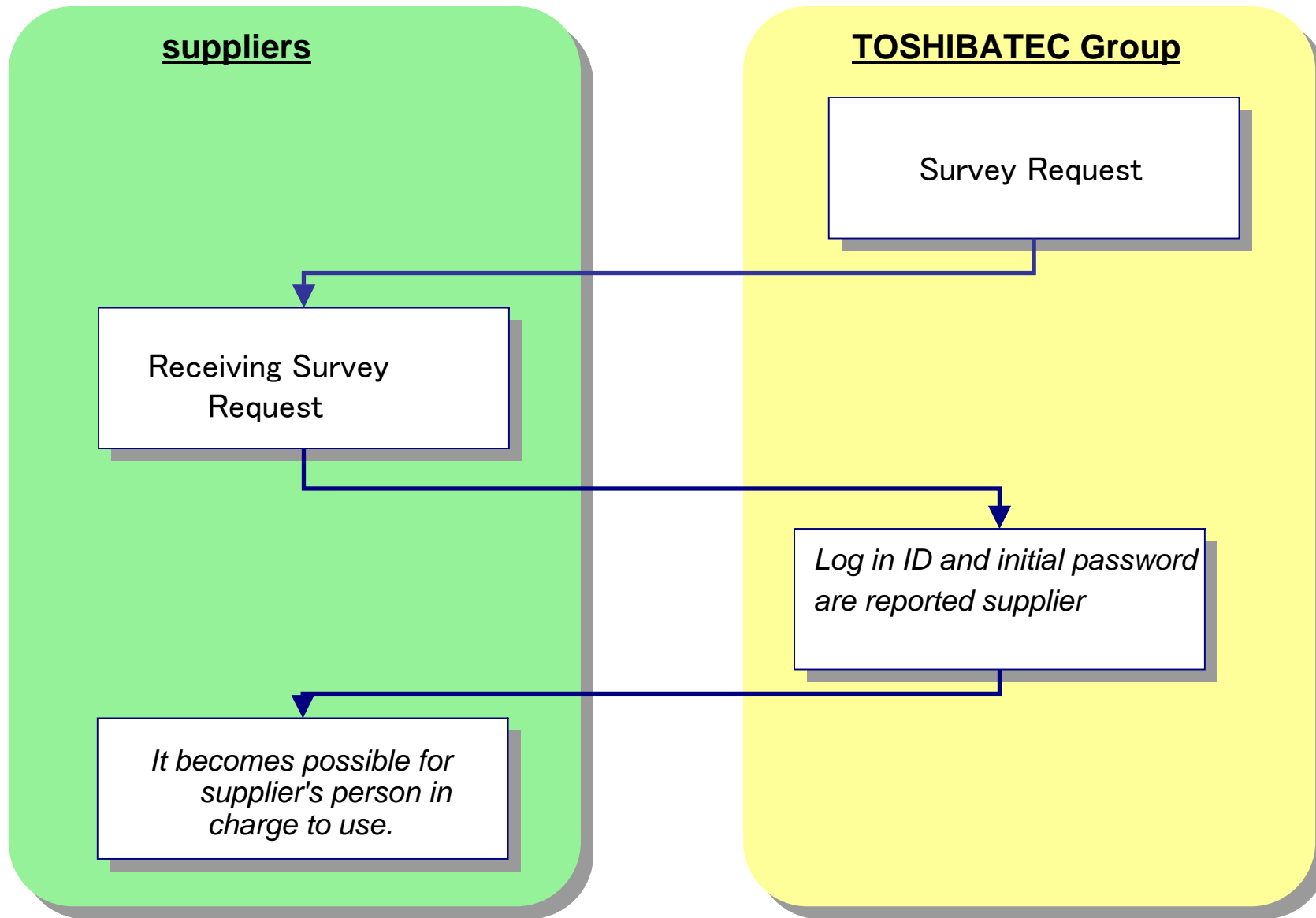
Toshiba Tec Corporation

Contents

1. Preparation for use
2. Flow of answer
3. Method of operation in answer
 - (1) Receiving Survey Request Mail
 - (2) Confirming Request Requirement
 - (3) Creating AIS Answer Form
 - (4) AIS Answer Form Registration
 - (5) Confirming Progress Status
4. *Support Information*

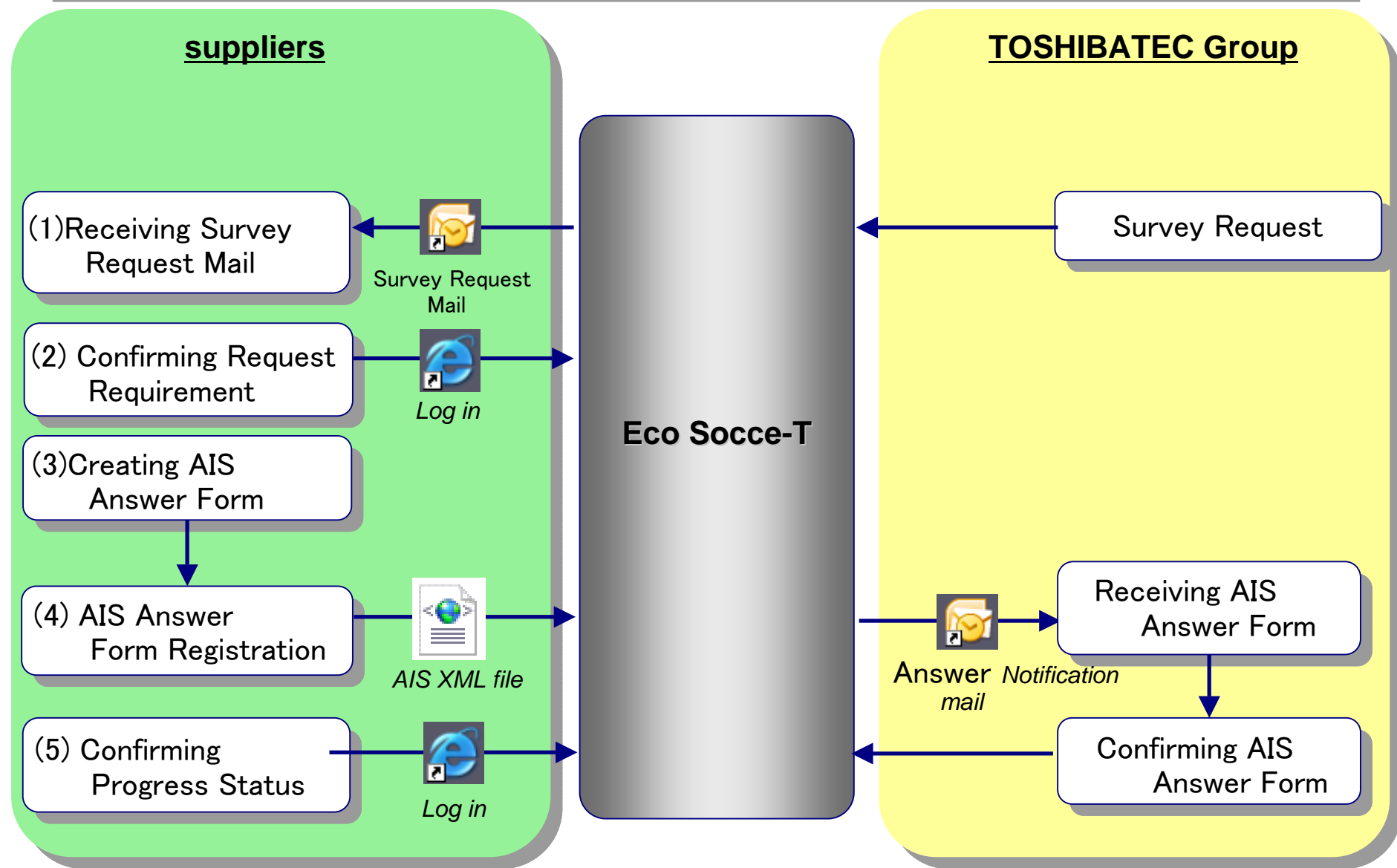
1. Preparation for use

1. Preparation for use



2. Flow of answer

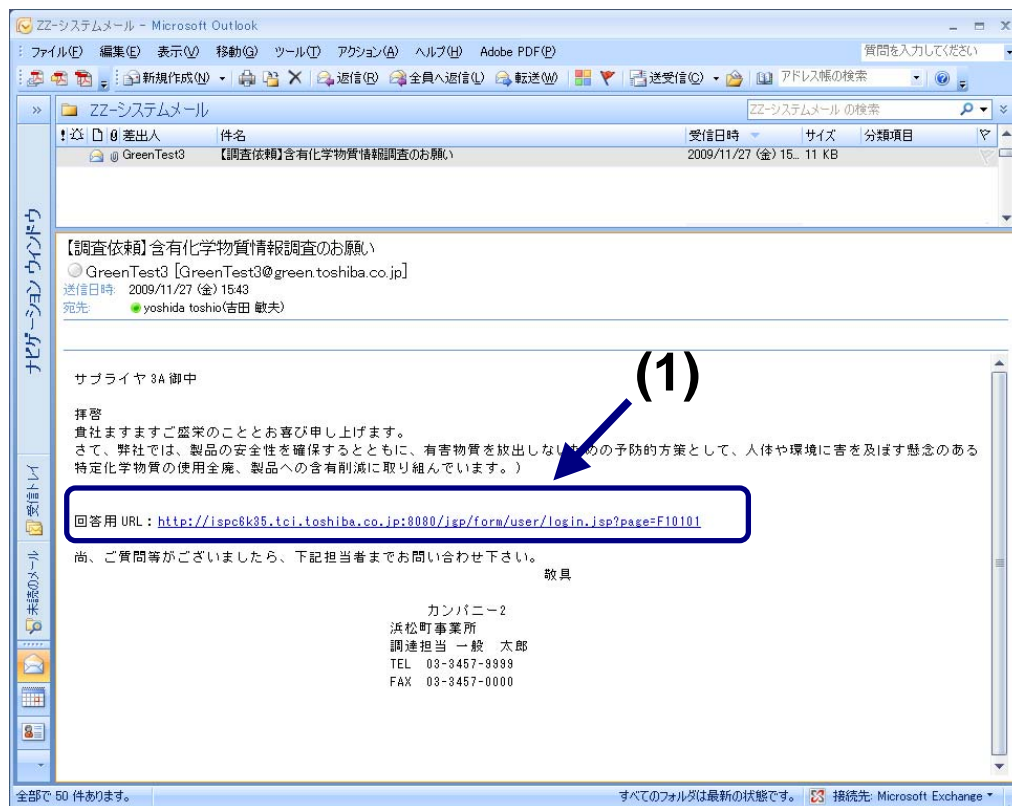
2. Flow of answer business



3. Method of operation in answer

(1) Receiving Survey Request Mail

(1) Open the Login screen from the URL included in the body text of the survey request mail.



(2) Confirming Request Requirement: Login

EGO Login - Microsoft Internet Explorer

アドレス欄: <https://green.toshiba.co.jp/jep/login.jsp?mode=Logout>

TOSHIBA
Leading Innovation >>>

Enverionment Regulation Material Management System

Powered by V 1.15

ID:
Password:

Login Clear

■お知らせ

【2010/9/15】システムメンテナンス終了のお知らせ

9/15に予定しておりましたシステムメンテナンスは終了致しました。
ご不便をおかけしましたが、ご理解賜りありがとうございます。

(1) Enter the user ID and password
(*1) of the supplier's person in charge, and then log in.

(*1) For details on changing the password and other information, see 4. Support Information. Please change the password periodically.

(2) Confirming Request Requirement: Displaying Requirement List

Environmentally Regulated Materials Management System - Microsoft Internet Explorer

TOSHIBA
Leading Innovation >>>

金子 勝則
V1.15

Survey response search

Search key: [] ASC []

Status: Investigating Rows per page: 10 [Search] [Clear]

Date: [] ~ []

Type: [] To [] Cc [] Other []

Search result page: 1 2 3 4 5 6 7 8

Select	No	Registration status	Part number	Part name	Supplier type no	Company name	Request date	Response due date	Generation	Type	Status
<input type="checkbox"/>	1		6LE232400	DEV-FC35-K		東芝テック (株)	2011/01/19		1	AIS	Investigating
<input type="checkbox"/>	2		6LA104980	DUMMY		東芝テック (株)	2011/01/19		1	AIS	Investigating
<input type="checkbox"/>	3		6LE009040	MJ-1025-ROSH		東芝テック (株)	2011/01/19		1	AIS	Investigating

- (1) The initial display contains a list of survey parts for which the supplier's person in charge needs to provide answers.
- (2) Select a part number (hyperlink) to refer to the request details on the selected part.

(*1) The following explains the main display items.

- ✓ Survey answer form: When the form is registered, "Registered" is displayed.
- ✓ Part code: Displays the part code of the requesting party.
- ✓ Supplier's part number: Displays the supplier's part number.
- ✓ Company: Displays the requesting company or group company of Toshiba or Toshiba Group.
- ✓ Survey request date: Displays the date when the requesting party requested the survey.
- ✓ Desired answer deadline: Displays the answer deadline specified by the requesting party.
- ✓ Count: Displays the count of the survey requests.
- ✓ Survey format: Displays the survey format in which the supplier provides answers.
- ✓ Status: Displays the progress status of the requesting party regarding the survey request.

(3) Creating AIS Answer Form: Downloading Survey Answer Form Template

The screenshot shows the Toshiba Environmentally Regulated Materials Management System interface. The 'Information' tab is selected, displaying survey response information and requester information. Arrows indicate the steps: (1) Select Information tab, (2) Click Response form button, and (3) Click Download button.

Survey response information			
Type	AIS	Generation	1
Response type		Registration status	
Comment (Max characters less than 500. Don't use % ~ & \$ ^ { } \ < > " ')			

Requester information			
Company	東芝テック(株)	Requester's site	本社
Requester	立山 江梨		
Request date	2011/01/19	Response due date	
Part number	6LE232400	Part name	DEV-FC35-YK
Supplier type no			

- (1) The Information tab is selected and displayed.
- (2) The requesting party information during the survey is displayed.
- (3) Click Response Form to Download the Response form template (*2) for the request part.

(*1) Survey Request Comment

The Survey Request Comment field allows the requesting party to enter a request or other information for the supplier regarding the survey request.

(*2) Answer Form Template

Refers to an XML file in AIS format containing the requesting party information, which is loaded into the AIS creation support tool.

The basic procedure is to enter the information on chemical substances contained in the part using the downloaded answer form template.

Support Information: Entering Information in Downloaded File

*The following shows the procedure to create an AIS XML file to provide answers using an AIS creation support tool^(*1).*

(1) Step1: Load the file

- ✓ Open the downloaded file using the AIS creation support tool.*

(2) Step 2: Enter the information in the file

- ✓ Open the file and enter the information on the control of chemical substances contained in the part.*

(3) Step 3: Save the file

- ✓ Save the file using Generate XML in the AIS creation support tool.*

(4) Step 4: Register to the system

*(*1) AIS creation support tool*

The AIS creation support tool is available from JAMP free of charge.

Fee-based tools are also available from vendors.

For details on how to operate the AIS creation support tool, see the manual of the corresponding tool.

The free JAMP tool is downloadable from the following URL.

<http://www.jamp-info.com/ais>

(4) AIS Answer Form Registration: Registering Survey Answer Form

The first screenshot shows the 'Survey information' tab selected. The 'Information' button is highlighted with a blue box and labeled (1). The 'Save response form' button is highlighted with a blue box and labeled (2). The 'Survey response information' table shows the following data:

Survey response information	
Type	AIS
Response type	Registration status
Comment	(Max characters less than 500. Don't use %?~=&\$ () \ < >)

The 'Requester information' table shows the following data:

Requester information	
Company	東芝テック(株)
Requester	立山 江崎
Request date	2011.01.19
Part number	6LE232400
Supplier type no	
Requester's site	本社
Response due date	
Part name	DEV-FC35-YK

The second screenshot shows the 'Register survey response' screen. The 'Survey response' field is highlighted with a blue box and labeled (3). The 'Browse...' button is highlighted with a blue box and labeled (4). The 'Comment' field is highlighted with a blue box and labeled (5). The 'Save' button is highlighted with a blue box and labeled (2).

(1) The Information tab is selected and displayed.

(2) Click Save response form to switch to the Survey Answer Form Registration screen.

(3) Click Browse and register the desired AIS XML file (*1)

(4) Enter a comment in the Survey Answer Comment field if you have any comment for the requesting party.

(5) When you have entered the necessary information, including the AIS XML file and a comment, click Save (*2).

(*1) Registering XML file

Ensure that the part number of the requesting party is entered in Requesting Party's Part No. 1 in Requesting Party Information (option) according to the AIS format.

(*2) Registration

Clicking Registration registers the information in Answer Form to the system but does not yet send the answer to the requesting party. To send the answer to the requesting party, Answer must be clicked.

(4) AIS Answer Form Registration: Providing Answers in Survey Answer Form

Environmentally Regulated Materials Management System - Microsoft Internet Explorer

〒111-8651 東京都港区新橋 2-1-1 東芝株式会社
〒111-8651 東京都港区新橋 2-1-1 東芝株式会社

金子 勝則
V1.15

Logout

Survey response

Search

Management
Changing password

Others
Help(New window)

Register survey response

?(New window)

Save Back

Survey response

Response type
☒ Survey response ☐ Attachment only

Comment
(Max characters less than 500. Don't use %!@#~&\$ {} \ < > " ')

(1) Click the Register button on the Survey Answer Form Registration screen to switch to the Survey Answer Form Information screen.

(2) The comment entered in Survey Answer Comment on the Survey Answer Form Registration screen is displayed.

(3) If you have nothing to add, click the Answer button (*1).

Environmentally Regulated Materials Management System - Microsoft Internet Explorer

〒111-8651 東京都港区新橋 2-1-1 東芝株式会社
〒111-8651 東京都港区新橋 2-1-1 東芝株式会社

金子 勝則
V1.15

Logout

Survey response

Search

Management
Changing password

Others
Help(New window)

Survey information

?(New window)

Response form Update response Save response form Response Back

Information Attached documents

Survey response information

Type	AIS	Generation	1
Response type		Registration status	
Comment	(Max characters less than 500. Don't use %!@#~&\$ {} \ < > " ')		

Requester information

Company	東芝テック(株)	Requester's site	本社
Requester	立山 江梨		
Request date	2011/01/19	Response due date	
Part number	6LE232400	Part name	DEV-FC35-YK
Supplier type no			

(*1) Answer

Clicking Answer sends the answer to the requesting party. In this status, the requesting party can view the answer.

(5) Confirming Progress Status

TOSHIBA
Leading Innovation >>>

金子 勝則
VT15

Survey response search

Search key: [] ASC []
Status: Investigating Rows per page: 10
Date: [] ~ [] Search [] Clear []
Type: [] ☒ To ☐ Cc ☐ Other

(asterisk) can be used as a wild-card in search key.

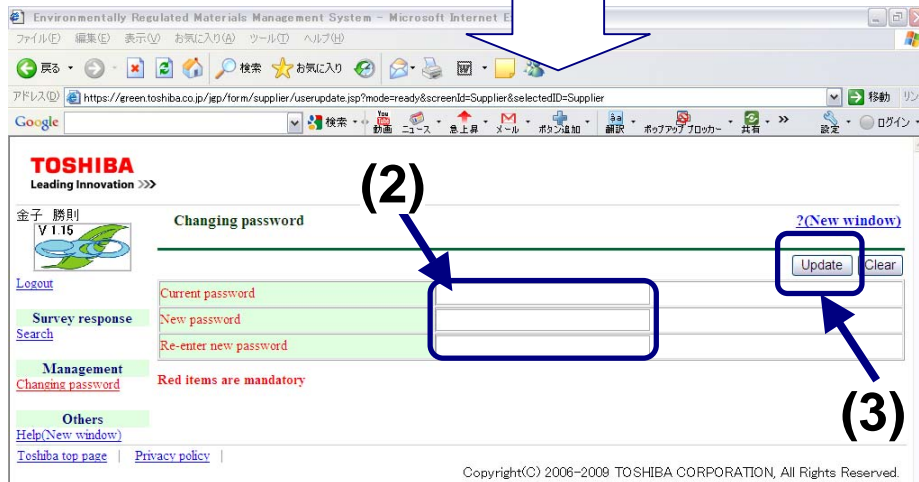
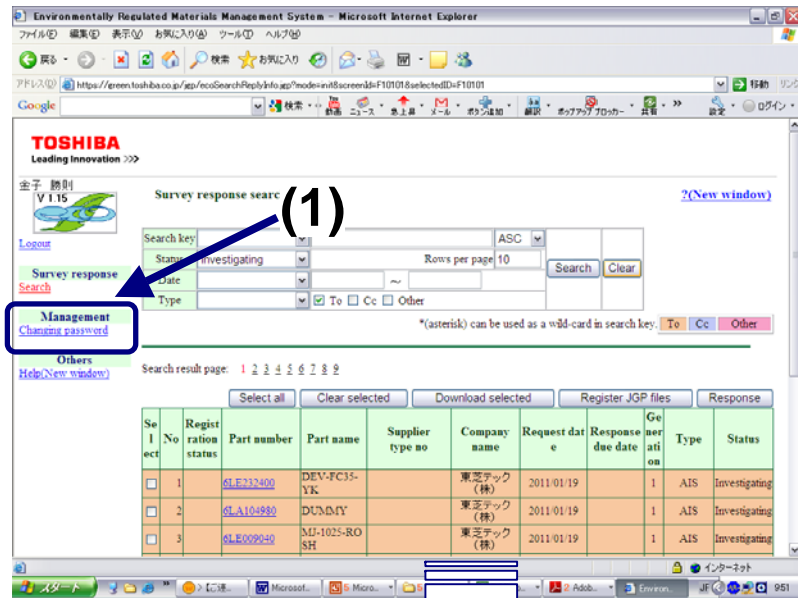
Search result page: 1 2 3 4 5 6 7 8 9

Select	No	Registration status	Part number	Part name	Supplier type no	Company name	Request date	Response due date	Generation	Type	Status
<input type="checkbox"/>	1		6LE232400	DEV-FC35-YK		東芝デック (株)	2011/01/19		1	AIS	Investigating
<input type="checkbox"/>	2		6LA104980	DUMMY		東芝デック (株)	2011/01/19		1	AIS	Investigating
<input type="checkbox"/>	3		6LE009040	MJ-1025-ROSH		東芝デック (株)	2011/01/19		1	AIS	Investigating

- (1) Specify the search condition and display the list of parts for which you want to confirm the progress.
- (2) You can confirm the confirmation status of the requesting party ^(*) and the answer status of the supplier ^(*) in the list.

4. Support Information

Support Information: Changing Password



- (1) Log in and click *More Info* on *Supplier's Person in Charge* from the menu on the *Survey Answer Information Search* screen.
- (2) Enter the current password and a new password in the input fields.
- (3) Click the *Update* button.
A confirmation appears and the screen returns to the *Login* screen. Enter the new password again and log in.

TOSHIBA

Leading Innovation >>>