Eco Socce-T

（ *Operation Manual for Supplier*）

Eco, **S**ubstances **o**f **c**on**c**ern **e**xchange & management system in the **T**oshiba group

June 10, 2011

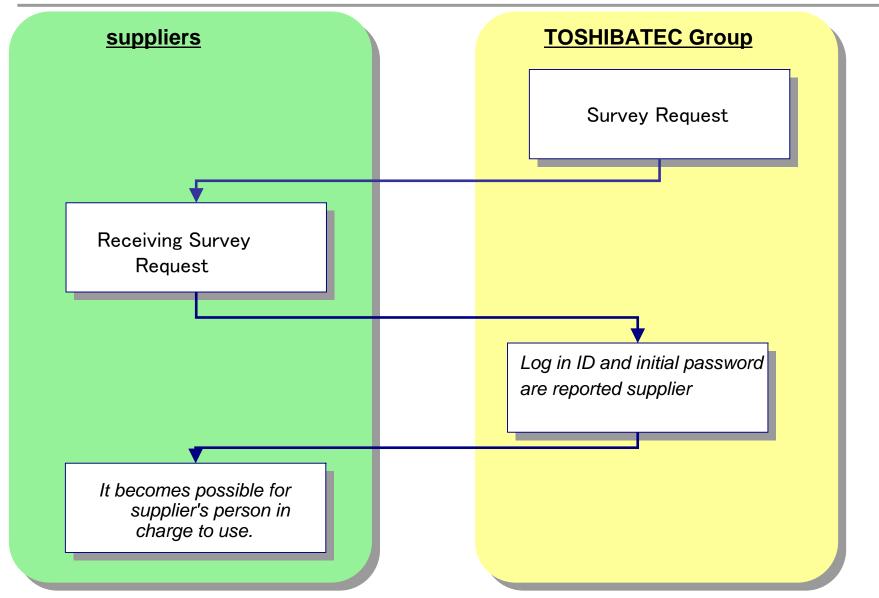*Corporate Quality & Environmental Group*

Toshiba Tec Corporation

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It becomes possible for supplier's person in charge to use.	

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2. Flow of answer business

suppliers

TOSHIBATEC Group

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Survey Request Mail

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Log in

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Survey Request

Answer Notification mail

Receiving AIS Answer Form

Confirming AIS Answer Form

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

(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.
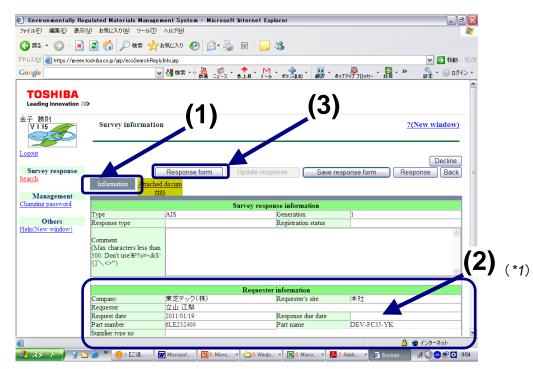
(2) Confirming Request Requirement: Displaying Requirement List

(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

(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 AIX 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*

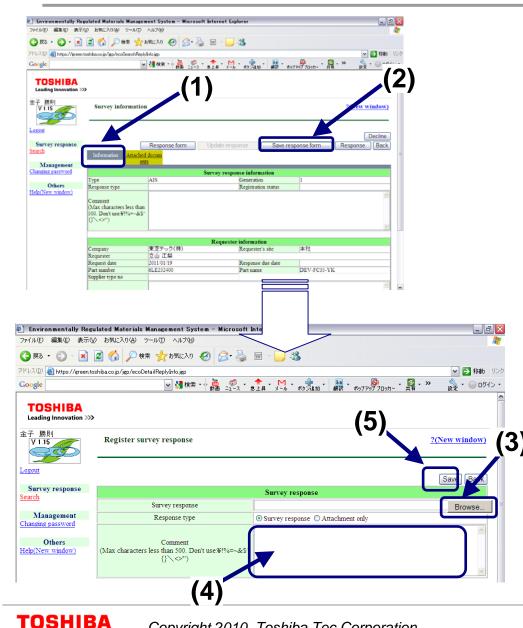*The AIS creation support tool is available from JAMP free of charge.*

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

(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.

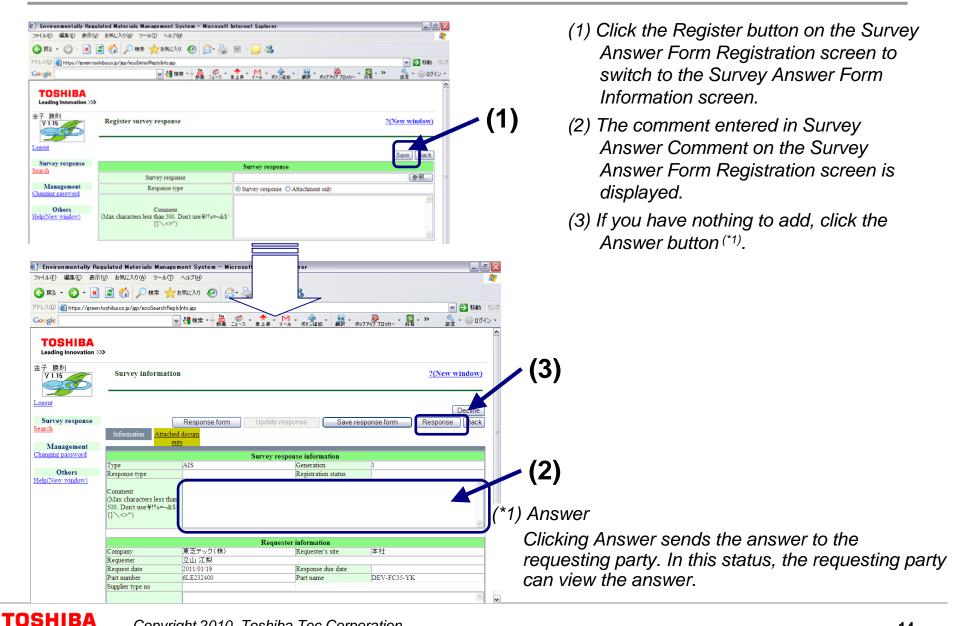(5) When you have entered the necessary information, including the AIS XML file and a comment, click Save [*2].

[*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

(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).

(*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

(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 [*1] and the answer status of the supplier [*2] 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.

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