

Survey Response Tools Ver. 3

Operation Manual

Based on the December 15 2006 Third Edition of
Material Composition Survey and Response Manual

March 12, 2007 Third Edition

(Survey Response Tools Ver. 3.23 compliant)

Japan Green Procurement Survey Standardization Initiative



Revision History:

January 10, 2006: First Edition (Survey Response Tools Ver. 3.00 compliant)

Jun 9, 2006: Second Edition (Survey Response Tools Ver. 3.11 compliant) – There are no alterations to the content of this manual.

Changes to Survey Response Tools Ver. 3.11 (applicable to both Standard and Detailed)

- (1) Five items added to intended use classification (Pb-R-10, 11, 12, 13, 14).
- (2) Deactivation of the drag-and-drop editing feature has been discontinued.
- (3) Number of copies to be printed when clicking on the “Part List Print” button has been changed from two to one.

March 12, 2007: Third Edition (Survey Response Tools Ver. 3.23 compliant)

Major changes to Survey Response Tools Ver. 3.23 (applicable to both Standard and Detailed with some exceptions)

- (1) Ten items added to intended use classification (Cd-R-3, Cr-R-2, Pb-R-15-22).
- (2) Specification of required data fields (11 fields).
- (3) Limitation in the number of text entry (length of character string) has been extended (17 fields).
- (4) Other improvements in functions
(For details, see the document in the website: Specifications Overview of Survey Response Tools Ver. 3.23)

Note:

Based on the *Material Composition Survey and Response Manual*, the *Survey Response Tools Operation Manual* describes operation and data input procedures relating to electronic data exchange by means of e-mail using a computer.

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1. Features of Survey Response Tools Ver. 3

(1) Tool Types

There are two types of Survey Response Tools available. jpg files created by each tool have different extensions to differentiate from each other.

- Survey Response Tool Format 1 (Standard Type) Ver3.XX → jpg1 file (extension jpg1)
- Survey Response Tool Format 2 (Detailed Type) Ver3.XX → jpg2 file (extension jpg2)

Note: There is no tool to confirm the data.

(2) Relationship of Data Input/Output between Tools

- 1) Detailed data can be converted into standard data when loaded with a standard tool (restrictions apply: refer to p. 21 for details). However, standard data cannot be converted into detailed data.
- 2) Data in the old formats (Ver. 1 and Ver. 2) can be loaded with Ver3.XX tools (restrictions apply: refer to p. 23 for details).

(3) New Functions

- 1) Error Check: Automatically checks data entered on each screen and displays error and warning descriptions.
Primary checking items:
 - Checking missed entries
 - Checking data misalignment
 - Checking dates
 - Checking single byte/double byte characters
 - Checking the number of characters and digits
- 2) Sorting: You can sort data by using a condition of each surveyed item as a key.
- 3) Print screen: You can print screens showing basic information, products/subparts/material information or information on material composition of products.
- 4) Others: You can load additional jpg files.

2. Supported Operating Systems and Software

(1) Supported Excel Versions

Excel 2000 for Windows
Excel 2002 for Windows
Excel 2003 for Windows

* Excel and Windows are registered trademarks of Microsoft Corporation in the United States and other countries.

(2) Supported Operating Systems: Windows supporting the above Excel versions (Windows 2000 and Windows XP)

(3) Language Combination

- Tools in Japanese version: Japanese Excel and Japanese operating systems
(jpg files created with English tools can also be loaded.)
- Tools in English version: English Excel and English operating systems, Japanese Excel and Japanese operating systems
(You can use tools in English version with Japanese operating environment.)

3. Downloading Tools

Both formats of Survey Response Tool Ver. 3 are available free of charge and open to public at JGPSSI website. You can download and save onto your computer for personal use.

JGPSSI website: http://210.254.215.73/jeita_eps/green/009.html

- Survey Response Tool Format 1 (Standard Type) Ver3.XX.xls *1
- Survey Response Tool Format 2 (Detailed Type) Ver3.XX.xls *1

*1. The tools may be revised to comply with applicable laws or function modifications. Before use, make sure that the tool you downloaded is the latest version.

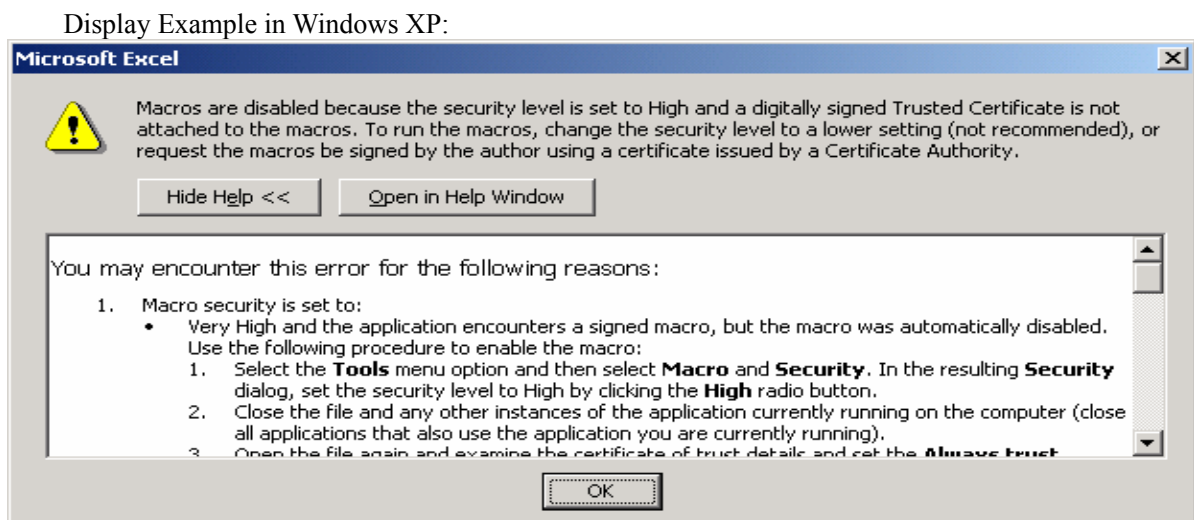
4. Creating Survey Request Data (jpg file) by Survey Requester

4.1 Starting Survey Response Tools

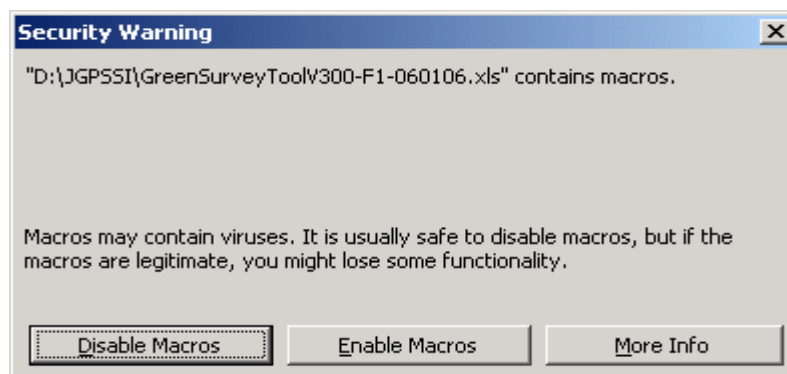
The survey requester selects a survey response tool to be used. Then start Excel and choose “Enable Macros” to open a screen.

Note: Set the macro security level to “medium” to use the tool.

If the security level is set to “high,” the warning below appears. Click **OK** and then the warning will disappear, but the tool cannot be used. From **Tool** in the Excel main menu change the macro security level to “medium” in the macro security screen and exit Excel. Then start Excel again and open the tool once more.



If the following security warning appears, click **Enable Macros**.



After that, the following screen appears. (Ver.3.23)

4.2 Entering Basic Information (same procedure for both tools)

Based on p. 5 in the *Material Composition Survey and Response Manual* (hereafter “Survey Response Manual”), the requester enters information on the survey requester in the fields displayed at the top left on the tool screen.

Green Procurement Survey Tool
Format 1(Standard Type)Ver3.23

Copyright(C) JGPSSI & NEC Soft, LI

Basic Information about Company

| | | | |
|---------------------------------|--|------------------|------|
| Reference Number | | Data Format Ver. | 3.21 |
| Date of Data Entry (YYYY/MM/DD) | | | |
| Requester Information | | English | |
| Company Name | | | |
| DUNS Number | | | |
| Division Name | | | |
| Contact Name | | | |
| Telephone Number | | | |
| Fax Number | | | |
| Email Address | | | |
| Requester's management items 1 | | | |
| Requester's management items 2 | | | |
| Requester's management items 3 | | | |

Example

| | | | |
|---------------------------------|------------------|------------------|------|
| Reference Number | A100001 | Data Format Ver. | 3.21 |
| Date of Data Entry (YYYY/MM/DD) | 2005/03/15 | | |
| Requester Information | | English | |
| Company Name | ABC Inc. | | |
| DUNS Number | ***** | | |
| Division Name | ***** department | | |
| Contact Name | XX YY | | |
| Telephone Number | 03-****_**** | | |
| Fax Number | 03-****_**** | | |
| Email Address | abc@abc.com | | |
| Requester's management items 1 | | | |
| Requester's management items 2 | | | |
| Requester's management items 3 | | | |

4.3 Entering Information on Surveyed Items (same procedure for both tools)

Enter information on a survey request item under the basic information section on the screen, based on pp. 6-7 in Survey Response Manual, as appropriate. The pink cells are required fields and the product/subpart number of requester is required if there is no entry in the six fields which are used when the surveyed item is a material (see the table below).

Caution: <Condition to save in jpg file>

When none of the seven fields (pink cells) below which identify the surveyed item are entered, the data of the applicable line will not be saved in jpg file. However, even when none of the seven fields are entered, the data of the applicable line can be saved, if either Manufacturer name or Respondent's product/subpart/material number shown in 5.2 (2) on Page 11 is entered.

Information about Parts/ Products/ Material

| No. | Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | Metal Type JIS symbols | Coloring No. | Thickness(mm) | Color | Diameter(mm) | Requester's Item1 | Requester's Item2 | Requester's Item3 |
|-----|-------------------------------------|--|--------------------|------------------------|--------------|---------------|-------|--------------|-------------------|-------------------|-------------------|
| | | | | | | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |

Example: Subparts (Capacitor)

Information about Parts/ Products/ Material

| No. | Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | Metal Type JIS symbols | Coloring No. | Thickness(mm) | Color | Diameter(mm) | Requester's Item1 | Requester's Item2 | Requester's Item3 |
|-----|-------------------------------------|--|--------------------|------------------------|--------------|---------------|-------|--------------|----------------------|-------------------|-------------------|
| | | | | | | | | | Specification Number | | |
| 1 | ABC-123 | Capacitor A | | | | | | | ABC-1 | | |
| 2 | ABC-124 | Capacitor B | | | | | | | ABC-2 | | |
| 3 | ABC-125 | Capacitor C | | | | | | | ABC-3 | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |

Example: Materials (Plastics)

Information about Parts/ Products/ Material

| No. | Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | Metal Type JIS symbols | Coloring No. | Thickness(mm) | Color | Diameter(mm) | Requester's Item1 | Requester's Item2 | Requester's Item3 |
|-----|-------------------------------------|--|--------------------|------------------------|--------------|---------------|-------|--------------|----------------------|-------------------|-------------------|
| | | | | | | | | | Specification Number | | |
| 1 | | ABS | A100-XXX | | 12345 | | White | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |

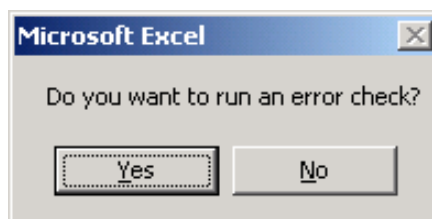
4.4 Saving jpg Files

Click **SAVE JGP** button at the top of the screen.

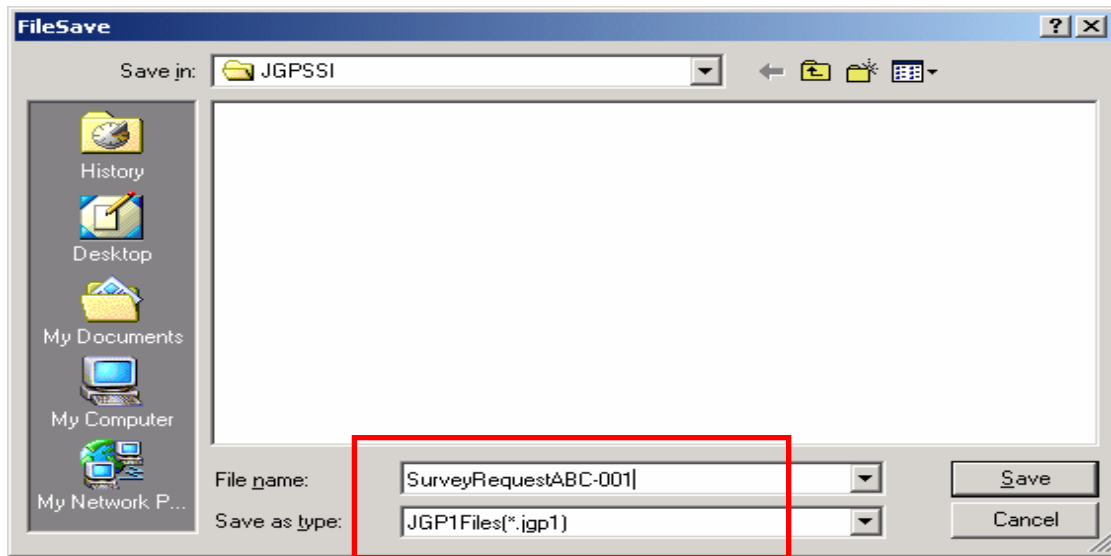
When the message "Do you want to run an error check?" appears, click **No**.

Caution: If you press **Yes** to run an error check, an error description appears as respondent's information (required data fields) has not been entered. When making a jpg file for survey request using **SAVE JGP** button, please do not run an error check.

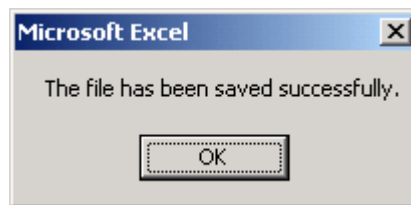
However, please read the Caution: <Condition to save in jpg file> in 4.3.



If the error check detects no error, the following screen appears. Choose a folder to save the file. Then name the file to save. Each tool automatically adds the appropriate extension, jgp1 or jgp2, based on the tool type. Format 1 (Standard Type) takes an extension jgp1, and Format 2 (Detailed Type) takes jgp2. The following screen illustrates an example of Survey Response Tool Format 1 (Standard Type). The file type is automatically set to jgp1.



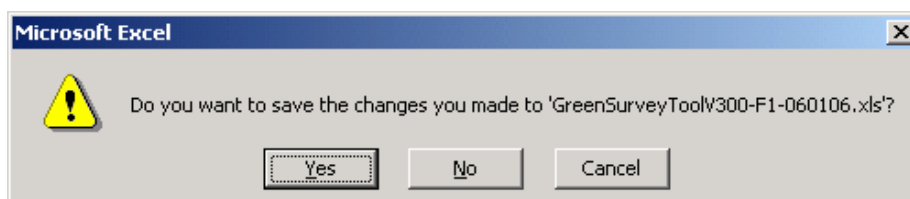
When the following screen appears, click **OK**. Now the jgp file is successfully saved.



4.5 Exiting Survey Response Tools

From the toolbar, choose **File > Finish** or **Close**.

The following screen appears. If you choose **Yes**, the data you entered overwrites the old data and will be saved in the tool.



4.6 Sending jgp Files to Survey Respondent (Survey Request)

The survey requester sends a jgp file that includes basic information and information on surveyed items to the respondent.

Note: As a rule, the requester and respondent should use a jgp file to exchange data.

5. Creating Survey Response data (jpg file) by Respondent

5.1 Loading Data from Survey Requester (LOAD JGP)

- (1) Save the jpg file that includes survey request data on your computer.
- (2) Confirm the type of jpg file you received from the requester, and then choose the appropriate survey response tool to open it.

If the jpg file you received from the requester has an extension of jpg1, choose Format 1 (Standard Type) Ver. 3.XX; if the jpg file has an extension of jpg2, choose Format 2 (Detailed Type) Ver. 3.XX. However, if you are going to create a response in Standard format, you can load jpg2 data in Format 1 (Standard Type) Ver. 3.XX (for further details, refer to p. 21 in this Operation Manual).

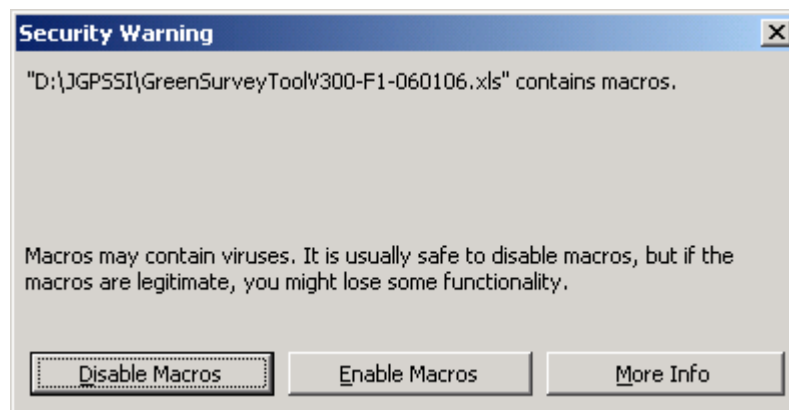
Note: Set the macro security level to “medium” to use the tools.

If the security level is set to “high,” the following warning appears. The warning will disappear if you click **OK**, but the tools cannot be used. From **Tool** in the Excel main menu, change the macro security level to “medium” and exit Excel. Then restart Excel and open the tool again.

Display Example in Windows XP:



When the following security warning appears, click **Enable Macros**.

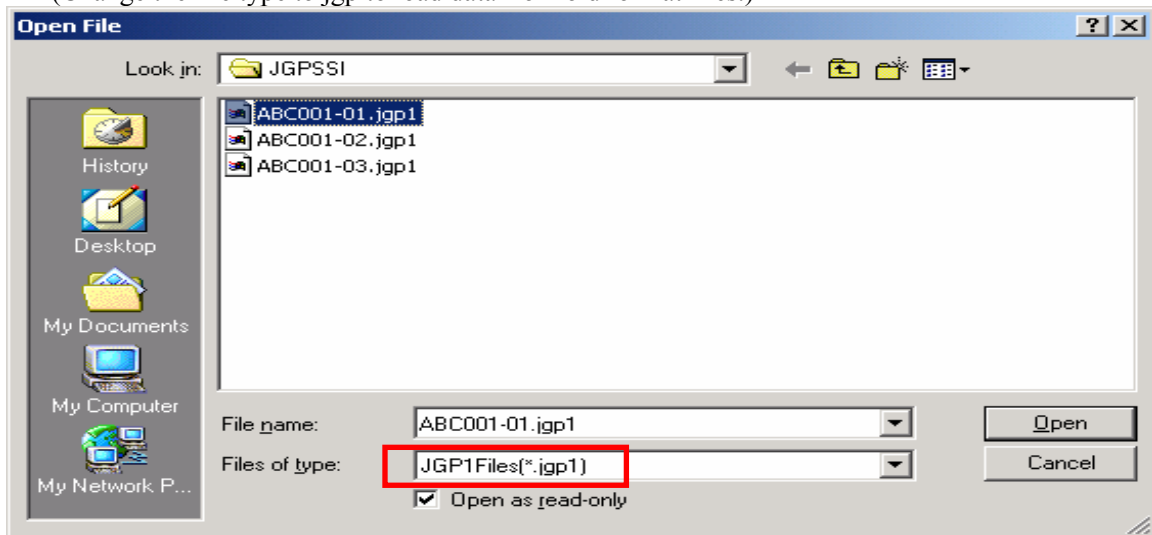


Then the following screen appears. Example of Format 1 (Standard Type):

(3) Click **LOAD JGP** button at the top of the screen. The screen below appears. This is an example of Survey Response Tool Format 1 (Standard Type).

The file type is automatically set to jpg1.

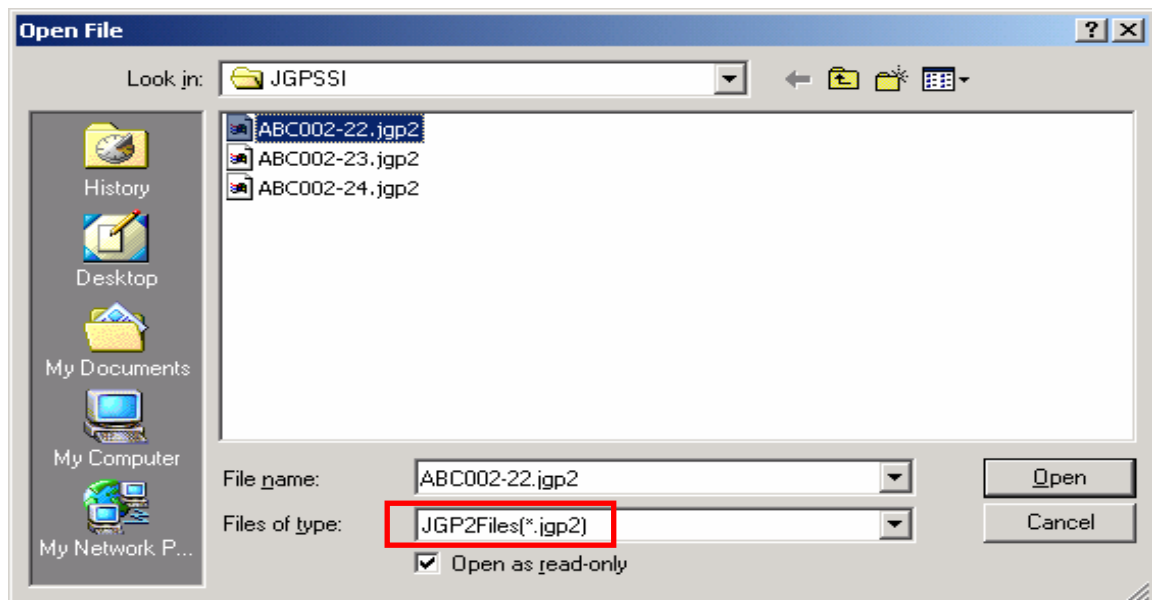
(Change the file type to jpg to load data from old format files.)



The screen below is an example of Survey Response Tool Format 2 (Detailed Type).

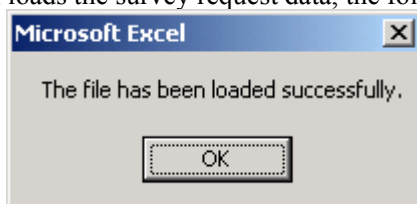
The file type is automatically set to jpg2.

(Change the file type to jpg to load data from old format files.)



Next, choose the jpg file to load, and then click **Open**.

After the Survey Response Tool loads the survey request data, the following screen appears. Click **OK**.



As shown below, the information regarding the requester and surveyed items are loaded.

The items displayed for both Format 1 (Standard Type) and Format 2 (Detailed Type) are identical.

**Green Procurement Survey Tool
Format 1(Standard Type)Ver3.23**

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Basic Information about Company

| | | | |
|---------------------------------|------------------|------------------|------|
| Reference Number | A100001 | Data Format Ver. | 3.21 |
| Date of Data Entry (YYYY/MM/DD) | 2005/03/15 | | |
| Requester Information | | English | |
| Company Name | ABC Inc. | | |
| DUNS Number | ***** | | |
| Division Name | ***** department | | |
| Contact Name | XX YY | | |
| Telephone Number | 03-****-**** | | |
| Fax Number | 03-****-**** | | |
| Email Address | abc@abc.com | | |
| Requester's management items 1 | | | |
| Requester's management items 2 | | | |
| Requester's management items 3 | | | |

Information about Parts/ Products/ Material

| No. | Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | | Metal Type JIS symbols | Coloring No. | Thickness(mm) | Color |
|-----|-------------------------------------|--|--------------------|------------|------------------------|--------------|---------------|-------|
| | | | Ascending | Descending | | | | |
| 1 | ABC-001 | Large size Switch Unit | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |

5.2 Items to Be Entered by Respondent (Basic Information, Surveyed Item Information, etc.)

(1) Entering Information on the Respondent (Pink cells are required fields.)

Enter respondent's information, such as company name (refer to pp. 5-6 in Survey Response Manual).

Example:

| | | |
|---|-----------------------|---------|
| Respondent's date of data entry (YYYY/MM/DD) | | |
| Respondent Information | | English |
| Company Name | abc inc. | |
| DUNS Number | ***** | |
| Address | **** minato-ku, Tokyo | |
| Division Name | abc dept. | |
| Contact Name | Mike Md. | |
| Telephone Number | 03-****-**** | |
| Fax Number | 03-****-**** | |
| Email Address | xvz@xvz.com | |
| Requester's management items 4 | | |
| Requester's management items 5 | | |
| Requester's management items 6 | | |
| Additional information regarding survey responses | | |

Note : As a rule, the requester's management items are entered by the requester. Do not change the pre-entered data, if any.

(2) Enter manufacturer name, number, and name of the respondent (refer to p. 7 in Survey Response Manual). The respondent's items 1, 2, and 3 can be used as a memo pad.

Example:

| Manufacturer Name | Respondent's product/subparts /material number | Respondent's product/subparts /material name | Respondent's Item1 | Respondent's Item2 | Respondent's Item3 |
|-------------------|--|--|--------------------|--------------------|--------------------|
| XXX Electronics | abc-123 | Switch Unit | | | |

(3) Enter the data version and revision date. If there is no information available for the data version, leave it blank.

(4) Choose a survey unit and enter a total mass per unit.

- Choose a survey unit in the pull-down menu.

- Enter a total mass for the preset survey unit in "g."

Example: If the survey unit is "piece" → mass for a surveyed item

If the survey unit is "kg" → mass per kg = 1,000g

Example:

| Data Version | Revision Date YYYY/MM/DD | Surveying Unit | Survey Unit Mass (g/unit) | Overall Content Flag |
|--------------|--------------------------|----------------|---------------------------|----------------------|
| | | piece | 2500.000 | |

Note: "Overall content flag" is automatically displayed. It cannot be entered manually.

5.3 Entering Information on Material Composition of Products

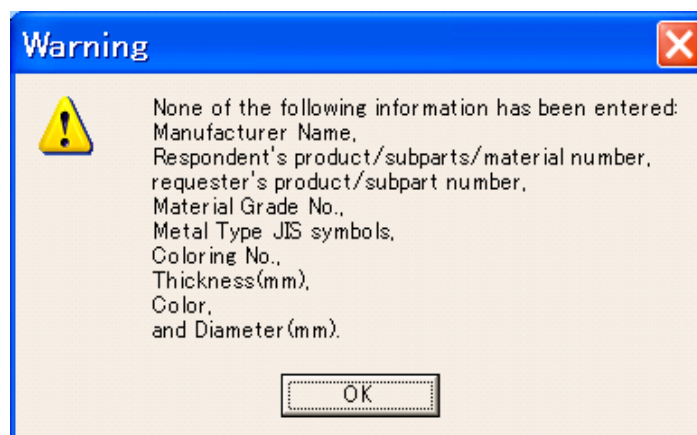
In the basic information screen, click **Input** button for the row of the surveyed item you wish to enter, and then move to the screen for entering the information on material composition (see the table below).

| Surveying Unit | Survey Unit Mass (g/unit) | Overall Content Flag | Input substances | Copy substances | Clear substances |
|----------------|---------------------------|----------------------|------------------|-----------------|------------------|
| piece | 2500.000 | | Input | Copy | Clear |
| | | | Input | Copy | Clear |

Note: When you click **Input**, the following warning screen may be displayed.

This is because no information is entered to specify the surveyed item.

Click **OK** to move to the screen for entering the information on material composition of products.



Note: The screen for entering the information on material composition of products varies depending on the survey response tools. These screens will be explained in detail in the following sections.

5.3.1 Survey Response Tool Format 1 (Standard Type) - Entering Information on Material Composition of Products

As shown below, the basic information and surveyed item information displayed on the previous screen are automatically displayed at the top of the screen.

Basic Information about Company/ Parts/ Products/ Material

Reference Number: A100001 Data Format Ver.: 3.21 Respondent's date of data entry: [] [OK] [CANCEL] [Error Check] [Error Confirmation] [Print]

| | | | | | | | | | | |
|-------------------------------------|---|---|------------------------|--------------------|--------------------|--------------|--------------------------|-------------------|---------------------------|-------------------|
| Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | Metal Type JIS symbols | Coloring No. | Thickness(mm) | Color | Diameter(mm) | Requester's Item1 | Requester's Item2 | Requester's Item3 |
| ABC-123-001 | Large size Switch Unit | | | | | | | | | |
| Manufacturer Name | Respondent's product/subparts/material number | Respondent's product/subparts/material name | Respondent's Item1 | Respondent's Item2 | Respondent's Item3 | Data Version | Revision Date YYYY/MM/DD | Surveying Unit | Survey Unit Mass (g/unit) | |
| XXX Electronics | abc-123 | Switch Unit | | | | | | piece | 2500.000 | |

Information about Substance contained in Parts/ Products/ Material [ALL N]

| Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Total Content (mg) | Intended use classification (Check appropriate items) | (* : appropriate item) | Purpose of use/Intended use | Application area | Maximum content rate (ppm) | Additional information on material composition of products |
|--------------------|-------------------------------|---|--------------------|--|--------------------------|-----------------------------|------------------|----------------------------|--|
| A06 | Cadmium and Cadmium Compounds | [] | | Cd-J-99 :Containing cadmium above 75ppm : Impurities/recycled materials/contamination | <input type="checkbox"/> | | | | |
| | | [] | | Cd-J-0 :Other intended use containing cadmium above 75ppm ("Explain details in the right-hand side columns) | <input type="checkbox"/> | | | | |
| | | [] | | Cd-R-0 :Other intended use containing 75ppm or less of cadmium ("Explain details in the right-hand side columns) | <input type="checkbox"/> | | | | |
| | | [] | | Cd-R-1 :Electric point and plating excluding uses banned by the amended EU Directive 76/769/EEC "91/338/EEC" | <input type="checkbox"/> | | | | |
| | | [] | | Cd-R-2 :Optical glass, filter glass | <input type="checkbox"/> | | | | |
| | | [] | | Cd-R-3 :Cadmium in printing inks for the application of enamels on borosilicate glass. | <input type="checkbox"/> | | | | |
| | | [] | | Cd-E-1 :Thick film pastes | <input type="checkbox"/> | | | | |
| | | [] | | Cd-E-2 :Batteries for electric vehicles | <input type="checkbox"/> | | | | |
| | | [] | | Cd-E-3 :Optical components on glass used for Driver Assistance Systems | <input type="checkbox"/> | | | | |
| | | [] | | Cd-RE-98 :Containing 75ppm or less of cadmium : Impurities/recycled materials/contamination | <input type="checkbox"/> | | | | |
| A07 | Hexavalent Chromium Compounds | [] | | Cr-J-99 :Containing hexavalent chromium above 1000ppm : Impurities/recycled materials/contamination | <input type="checkbox"/> | | | | |
| | | [] | | Cr-J-0 :Other intended use containing hexavalent chromium above 1000ppm ("Explain details in the right-hand side columns) | <input type="checkbox"/> | | | | |
| | | [] | | Cr-R-0 :Other intended use containing 1000ppm or less of hexavalent chromium ("Explain details in the right-hand side columns) | <input type="checkbox"/> | | | | |
| | | [] | | Cr-R-1 :For the prevention of corrosion of carbon steel cooling system in absorption refrigerators | <input type="checkbox"/> | | | | |
| | | [] | | Cr-R-2 :Hexavalent chromium in corrosion preventive coatings of unpainted metal sheetings and fasteners used for corrosion protection and Electromagnetic Interference Shielding in equipment falling under category three of Directive 2002/96/EC (IT and telecommunications equipment). Exemption granted until 1 July 2007. | <input type="checkbox"/> | | | | |
| | | [] | | Cr-E-1 :Anti-corrosion coatings | <input type="checkbox"/> | | | | |
| | | [] | | Cr-E-2 :Corrosion preventive coating related to bolt and nut assemblies for chassis applications | <input type="checkbox"/> | | | | |
| | | [] | | Cr-E-3 : (Absorption) refrigerators in motor caravans | <input type="checkbox"/> | | | | |
| | | [] | | Cr-RE-98 :Containing 1000ppm or less of hexavalent chromium : Impurities/recycled materials/contamination | <input type="checkbox"/> | | | | |

Content rate in homogeneous material: If the same intended use classification applies to several application area, enter the maximum value. It is indispensable only by level A.

- Click the "content flag by threshold level" column in each substance category to display the pull-down menu. Make sure to choose either Y or N (entry is required in all the 24 substance categories). You can also enter Y or N directly from your keyboard. Y and N are not case sensitive.

Refer to the content flag flow chart illustrated on p. 13 in Survey Response Manual for details on determining Y or N.

Note 1: Levels A and B have different criteria for content flag.

Note 2: If the content flag is Y, answer all the items after (2) (some items are optional).

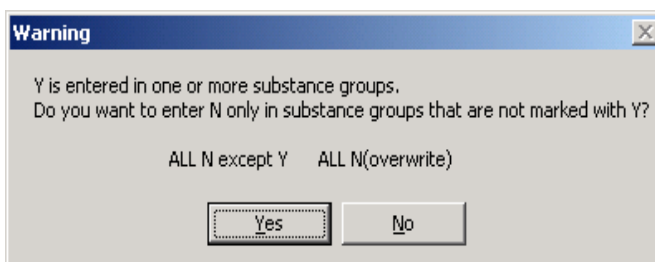
Note 3: Even when the content flag is N, if you know about the content, enter the total content amount, intended use classification, and so on.

All N button:

Information about Substance contained in Parts/ Products/ Material [ALL N]

| Level | Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Total Content (mg) |
|-------|--------------------|------------------|---|--------------------|
|-------|--------------------|------------------|---|--------------------|

- If you click All N button with all content flag columns blank in the 24 substance categories, all columns for their content flag are automatically filled with N.
- If you click All N button with Y already entered in one of the 24 substance categories, the following warning appears.



If you click **Yes**, **N** is automatically entered in the content flag for substance categories excluding those with **Y** already entered: “**All N except Y**”

If you click **No**, **N** is automatically entered in the content flag for all substance categories including those with **Y** already entered: “**All N (overwrite)**”

- (2) Enter the total content amount (mg) of chemical substances contained in the unit set in the “survey unit” on the previous screen with two significant digits (third digit to be rounded). Although only the three decimal places of total content amount are displayed, enter the accurate total content amount.
(If the content flag is **Y**, both Levels A and B require entry.)

| | | |
|-----------|-----------------------|-----------|
| | | [Display] |
| (Example) | 2549 mg: 2500 mg | 2500.000 |
| | 1.1456 mg: 1.1 mg | 1.100 |
| | 0.00214 mg: 0.0021 mg | 0.002 |
| | 0.1 mg: 0.1mg | 0.100 |

- Enter the greatest content amount that you know of.
- For the content amount of metal compounds, enter an amount converted into metal elements contained in the compound rather than the compound amounts contained.
(Refer to the metal conversion factor in Exhibit 5: JIG Detailed Chemical List in Survey Response Manual.)

Example:

| Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Total Content (mg) |
|--------------------|-------------------------------|---|--------------------|
| A05 | Cadmium and Cadmium Compounds | Y | 490.000 |

- (3) Choose an applicable item in the intended use classification displayed for each substance category.

- Click the box () in the applicable use column on the right of each item to display the check mark. (If the content flag is **Y**, entry is required). See the example shown below.
- Choose all intended use classifications applicable for the surveyed item to display * symbol. The description of intended use classification to be displayed on the screen is the same as the one for the intended use classification in Survey Response Manual in Exhibits 2 and 3. Each item is coded and defined.

“R” placed in the middle of this code means the RoHS directive, E the ELV directive, RE an item associated to both directives.

If there is no detailed intended use classification applicable on the list, choose “other use” such as Cd-J-0, and then describe it in the “additional information on material composition of products” column.

Example

| Intended use classification (Check appropriate items) | (* : appropriate item) |
|---|-------------------------------------|
| Cd-J-99 :Containing cadmium above 75ppm : Impurities/recycled materials/contamination | <input checked="" type="checkbox"/> |
| Cd-J-0 :Other intended use containing cadmium above 75ppm (*Explain details in the right-hand side columns) | <input checked="" type="checkbox"/> |
| Cd-R-0 :Other intended use containing 75ppm or less of cadmium (*Explain details in the right-hand side columns) | <input type="checkbox"/> |
| Cd-R-1 :Electric point and plating excluding uses banned by the amended EU Directive 76/769/EEC "91/338/EEC" | <input type="checkbox"/> |
| Cd-R-2 :Optical glass, filter glass | <input type="checkbox"/> |
| Cd-R-3 :Cadmium in printing inks for the application of enamels on borosilicate glass. | <input type="checkbox"/> |
| Cd-E-1 :Thick film pastes | <input type="checkbox"/> |
| Cd-E-2 :Batteries for electric vehicles | <input type="checkbox"/> |
| Cd-E-3 :Optical components on glass used for Driver Assistance Systems | <input type="checkbox"/> |
| Cd-RE-98 :Containing 75ppm or less of cadmium : Impurities/recycled materials/contamination | <input type="checkbox"/> |

(4) Entering Intended Use, Application Areas, Maximum Content Rate in Homogenous Material, and Additional Information

- In the intended use column, briefly describe the intended use for the chemical substance.

Example 1: Stabilizer, plasticizer, colorant, flame retardant, rust inhibitor, soldering component, etc.

Example 2: Primary component, heat stabilizer, electrical property improvement, mechanical property improvement, etc.

- "Application areas" refers to the area containing a surveyed chemical substance found in a subpart's component.

For the name of application area, write a name used in specifications or drawings, a name used by a supplier, or a commonly used name. If multiple areas contain the same chemical substance, write its primary application area followed by "etc."

(Refer to p. 9 in Survey Response Manual and the examples of application in Exhibit 4.)

Note: The items marked with * symbol in the intended use classification requires input of an intended use classification/purpose and an application area. The maximum character length of each item is up to 80 bytes .

- The maximum content rate in homogenous material (ppm). This is not a required entry.

For both Levels A and B, enter the content rate (ppm) in a homogeneous material found in the area containing chemical substances. If multiple areas have the same intended use classification, enter the greatest value.

- If there is additional information on material composition of products, enter in the additional information column.

The maximum character length of each item is up to 80 bytes.

[Example]

| Purpose of use/Intended use | Application area | Maximum content rate (ppm) | Additional information on material composition of products |
|-----------------------------------|-----------------------------------|----------------------------|---|
| Impurities in brass/Stabilizer im | Switch terminal/Resin frame | 104 | As for brass, its content is controlled to the RoHS standard (100ppm) or less |
| Stabilization/Anti-corrosion surf | Contact point/frame surface plati | 152 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: Once you have entered information required in the all 24 substance categories, proceed to "5.4 Error Check" on p. 18.

5.3.2 Survey Response Tool Format 2 (Detailed Type) - Entering Information on Material Composition of Products

As shown below, the basic information and surveyed item information displayed on the previous screen are automatically displayed.

Basic Information about Company/ Parts/ Products/ Material

OK CANCEL Error Check Error Confirmation Print

| | | | | | | | | | | | |
|-------------------------------------|--|--|-----------------------|--------------------|--------------------|--------------|------------------------|-------------------|---------------------------|-------------------|--|
| Reference Number | Data Format Ver. | Respondent's date of data entry | | | | | | | | | |
| A100001 | 3.21 | | | | | | | | | | |
| Product/subpart number of requester | Product / subpart/material name of requester | Material Grade No. | Metal Type: JS symbol | Coloring No. | Thickness(mm) | Color | Diameter(mm) | Requester's Item1 | Requester's Item2 | Requester's Item3 | |
| ABC-001 | Large size Switch Unit | | | | | | | | | | |
| Manufacturer Name | Respondent's product/subpart/material number | Respondent's product/subpart/material name | Respondent's Item1 | Respondent's Item2 | Respondent's Item3 | Data Version | Revision Date YYYYMMDD | Surveying Unit | Survey Unit Mass (g/unit) | | |
| abc Inc. | XY2001 | Switch A | | | | | | piece | 2500.000 | | |

Information about Substance contained in Parts/ Products/ Material

ALL N

| Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Add | Delete | Content (mg) | Intended use classification (Check appropriate items) | Content rate (ppm) | Additional information on material composition of products |
|--------------------|--|---|-----|--------|--------------|---|--------------------|--|
| A05 | Cadmium and Cadmium Compounds | | Add | | | | | |
| A07 | Hexavalent Chromium Compounds | | Add | | | | | |
| A09 | Lead and Lead Compounds | | Add | | | | | |
| A10 | Mercury and Mercury Compounds | | Add | | | | | |
| A17 | Tributyl Tin Oxide (TBTO) | | Add | | | | | |
| A18 | Tributyl Tins & Tributyl Tins | | Add | | | | | |
| B02 | Polybrominated Biphenyls (PBBs) | | Add | | | | | |
| B03 | Polybrominated Diphenyl ethers (PBDEs) | | Add | | | | | |
| B05 | Polychlorinated Biphenyls (PCBs) | | Add | | | | | |
| B08 | Polychlorinated Biphenyls (PCBs) | | Add | | | | | |
| B09 | Short Chain Chlorinated Paraffins | | Add | | | | | |
| C01 | Asbestos | | Add | | | | | |
| C02 | Azo Colorants | | Add | | | | | |
| C04 | Ozone Depleting Substances | | Add | | | | | |
| C06 | Radioactive Substances | | Add | | | | | |
| A01 | Arsimony and Antimony Compounds | | Add | | | | | |
| A02 | Arsenic and Arsenic Compounds | | Add | | | | | |
| A03 | Beryllium and Beryllium Compounds | | Add | | | | | |
| A04 | Bismuth and Bismuth Compounds | | Add | | | | | |
| A11 | Nickel | | Add | | | | | |
| A13 | Selenium and Selenium Compounds | | Add | | | | | |
| B07 | Vinyl Chloride Polymer (PVC) | | Add | | | | | |
| B08 | Brominated Flame Retardants | | Add | | | | | |
| C05 | Phthalates | | Add | | | | | |

Content rate in homogeneous material: It is indispensable only by level A.

The right hand-side columns in ("Explain details in the right-hand side columns) indicates "Purpose of use/intended use", "Application area" and "Additional information on material composition of products".

- Click the "content flag by threshold level" column in each substance category to display the pull-down menu. Make sure to choose either Y or N (entry is required in all the 24 substance categories). You can also enter Y or N directly from your keyboard. Y and N are not case sensitive. Refer to the content flag flow chart illustrated on p. 13 in Survey Response Manual for details on determining Y or N.

Note 1: Levels A and B have different criteria for content flag.

Note 2: If the content flag is Y, answer all the items after (2).

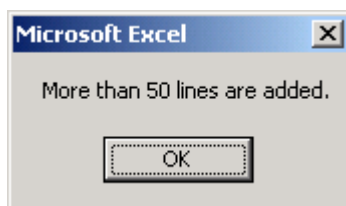
Note 3: Even when the content flag is N, if you know about the content, enter the content amount, intended use classification, and so on.

Note 4: For both Levels A and B, if multiple areas contain the same substance categories, click **Add** button to add rows to enter information on material composition of products, and enter information on each area. Click **Add** button to add a row.

Note 5: To delete data already entered, click the **Delete** column in the row in which you want to delete data. When the pull-down menu is displayed, choose V. If you click **Delete** button with V displayed in all rows you want to delete, all data in the rows selected is deleted. In the case of added rows, the entire selected rows will be deleted (see the table below).

| Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Add | Delete | Content (mg) |
|--------------------|-------------------------------|---|-----|--------|--------------|
| A05 | Cadmium and Cadmium Compounds | Y | Add | | |
| A07 | Hexavalent Chromium Compounds | N | Add | | |
| A09 | Lead and Lead Compounds | Y | Add | | |
| A10 | Mercury and Mercury Compounds | N | Add | | |

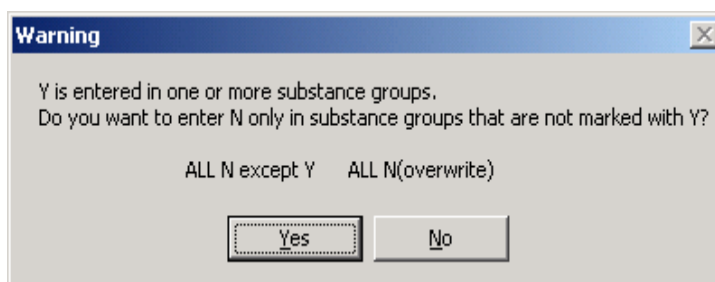
The maximum number of rows that can be added is 50 for the 24 substance categories. If you add more than 50 rows, the following warning appears. In this case you cannot respond with the detailed tool. Contact the survey requester for further instructions.



All N button:

| Information about Substance contained in Parts/ Products/ Material | | | | | | |
|---|--------------------|------------------|---|-----|--------|--------------|
| | | | ALL N | | | |
| Level | Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Add | Delete | Content (mg) |

- If you click **All N** button with all content flag columns blank in the 24 substance categories, all columns for their content flag are automatically filled with N.
- If you click **All N** button with **Y** already entered in one of the 24 substance categories, the following warning appears.



If you click **Yes**, N is automatically entered in the content flag in the substance categories excluding those with **Y** already entered: “**All N except Y**”

If you click **No**, N is automatically entered in the content flag for all substance categories including those with **Y** already entered: “**All N (overwrite)**”

- Enter the area's content amount (mg) of chemical substances contained in the unit set in the “survey unit” on the previous screen with two significant digits (third digit to be rounded). Although only the three decimal places of content amount are displayed, enter the accurate content amount. (If the content flag is **Y**, both Levels A and B require entry.)

| | | |
|-----------|-----------------------|-----------|
| | | [Display] |
| (Example) | 2549 mg: 2500 mg | 2500.000 |
| | 1.1456 mg: 1.1 mg | 1.100 |
| | 0.00214 mg: 0.0021 mg | 0.002 |
| | 0.1 mg: 0.1mg | 0.100 |

- Enter the greatest content amount that you know of.
- For the content amount of metal compounds, enter an amount converted into metal elements contained in the compound rather than the compound amounts contained.
(Refer to the metal conversion factor in Exhibit 5: JIG Detailed Chemical List in Survey Response Manual.)

(3) If you click (or double-click) the right cell of “intended use classification” in which the area’s content amount has been entered, a pull-down list of intended use classification appears. Choose an applicable item. * symbol is displayed in the “applicable use” column. (If the content flag is **Y**, entry is required.)

- Choose all intended use classifications applicable for the surveyed item to display * symbol. The description of intended use classification to be displayed on the screen is the same as the one for the intended use classification in Survey Response Manual in Exhibits 2 and 3. Each item is coded and defined.

“R” placed in the middle of this code means the RoHS directive, E the ELV directive, RE an item associated to both directives.

If there is no detailed intended use classification applicable on the list, choose “other use” such as Cd-J-0, and describe it in the “additional information on material composition of products” column.

Example: New rows are added.

| Classification No. | Substance Groups | Content Flag by Threshold Level (Y:Content / N:Not Content) | Add | Delete | Content (mg) | Intended use classification (Check appropriate items) | (* : appropriate item) |
|--------------------|---------------------------------|---|-----|--------|---|---|------------------------|
| A05 | Cadmium and Cadmium Compounds | Y | Add | | | Cd-J-99 :Containing cadmium above 75ppm : Impurities/recycled materials/contamination | * |
| | | | | | | Cd-J-99 :Containing cadmium above 75ppm : Impurities/recycled materials/contamination | * |
| | | | | v | | Cd-J-0 :Other intended use containing cadmium above 75ppm (*Explain details in the right-hand side columns) | * |
| | | | | v | | Cd-J-0 :Other intended use containing cadmium above 75ppm (*Explain details in the right-hand side columns) | * |
| | | | | v | | | |
| A07 | Hexavalent Chromium Compounds | N | Add | | Cr-RE-98 :Containing 1000ppm or less of hexavalent chromium : Impurities/recycled materials/contamination | * | |
| A09 | Lead and Lead Compounds | Y | Add | | Pb-R-2 :High-melting point solder (lead alloy containing above 85% of lead by weight) | * | |
| A10 | Mercury and Mercury Compounds | N | Add | | | | |
| A17 | Tributyl Tin Oxide (TBTO) | N | Add | | | | |
| A18 | Tributyl Tins & Triphenyl Tins | N | Add | | | | |
| B02 | Polybrominated Biphenyls (PBBs) | N | Add | | | | |

(4) Entering Intended Use, Application Areas, Content Rate, and Additional Information

- In the intended use column, briefly describe the intended use of the chemical substance.
Example 1: Stabilizer, plasticizer, colorant, flame retardant, rust inhibitor, soldering component, etc.
Example 2: Primary component, heat stabilizer, electrical property improvement, mechanical property improvement, etc.

- “Application areas” refers to the area containing a surveyed chemical substance found in a subpart’s component.

For the name of application area, write a name used in specifications or drawings, a name used by a supplier, or a commonly used name.

Refer to p. 9 in Survey Response Manual and the examples of application in Exhibit 4.

Note: Enter the area so that the homogenous material can easily be identified.

Note: The items marked with * symbol with the intended use classification specified require entry of an intended use classification/purpose and an application area. The maximum character length of each item is up to 80 bytes.

- Entering the content rate (ppm). Level A requires entry.
For both Levels A and B, enter the content rate (ppm) for the homogenous material found in the area containing chemical substances.

- If there is additional information on material composition of products, enter in the additional information

column.

The maximum character length of each item is up to 80 bytes.

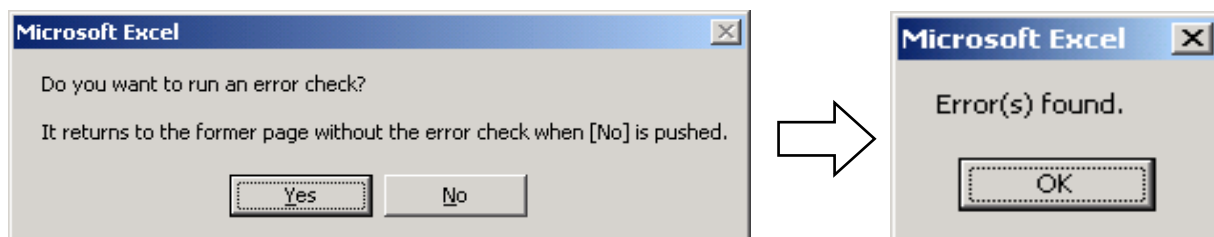
Note: If characters exceed a cell width, they will be displayed running off the right end of the cell.

Example:

| (* : appropriate item) | Purpose of use/Intended use | Application area | Content rate (ppm) | Additional information on material composition of products |
|------------------------|---|-----------------------|--------------------|--|
| * | Impurities in brass | Switch terminal | 90 | As for brass, its content is controlled to #### |
| * | Stabilizer impurities | Resin frame | 104 | It is currently examined to control the content |
| * | Stabilization | Contact point | 152 | It is currently examined to control the content |
| * | Anti-corrosion surface treatment | frame surface plating | 85 | It is currently examined to control the content |
| | | | | |
| * | Impurities from metal surface treatment | Chassis | 30 | This substance does not require reporting, but |
| * | For jointing | Component interior | 850000 | |
| | | | | |
| | | | | |

5.4 Error Check (same procedure for both tools)

Once you have entered the information required for the 24 substance categories, click the **OK** button at the top of the screen. As shown below, you are prompted to choose whether you wish to run an error check. Click **Yes** to run the error check. Click **No** to return to the former page (if you are creating the final response, make sure to click **Yes** and run the error check).



- If an error is detected, the message “Error(s) found” is displayed.
- Click **OK** to display the error or warning description for the error check result.

The following is an example of an error check result.

- Click **Back** to go back to the previous screen. Correct the error, and run the error check again.

[Error No.1015](A05/Cd-J-99)If [Intended use classification] is selected, please enter [Purpose of use/Intended use].

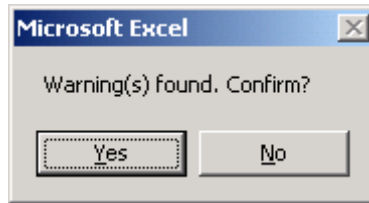
[Error No.1015](A05/Cd-J-0)If [Intended use classification] is selected, please enter [Purpose of use/Intended use].

[Error No.1016](A05/Cd-J-0)If [Intended use classification] is selected, please enter [Application area].

[Warning No.2006](A07/Cr-RE-98)[Content (mg)] is not entered while [Content Flag by Threshold Level (Y/N)] is 'N' and [Intended use classification] is

[Error No.1018](A09/Pb-R-2)If [Intended use classification] is selected, please enter [Content (ppm)] of the substance group that corresponds to Level A

- If no error/warning is detected, the screen returns to the basic information screen.
- If only a warning is found, the following screen appears.
Click **Yes** to display the warning description. Click **No** to return to the basic information screen.



5.5 Saving Content Entered in Survey Response Format (SAVE JGP)

(same procedure for both tools)

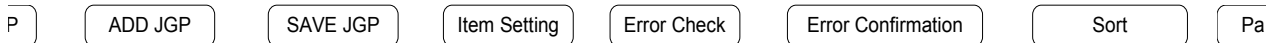
- (1) If the error check finds no error/warning in the information on the screen of material composition of products, the screen returns to the basic information screen. There, **Y** or **N** is automatically displayed in the “overall content flag” column.

With the surveyed items, if one or more **Y**s are displayed in the content flag of the 24 substance categories, **Y** is automatically displayed in the overall content flag. **N** is displayed in the overall content flag only when all the content flags of the 24 substance categories are **N** (see the table below).

Note: Overall content flag is subject to error check.

| Surveying Unit | Survey Unit Mass (g/unit) | Overall Content Flag | Input substances | Copy substances | Clear substances |
|----------------|---------------------------|----------------------|------------------|-----------------|------------------|
| piece | 2500.000 | N | Input | Copy | Clear |
| | | | Input | Copy | Clear |
| | | | Input | Copy | Clear |

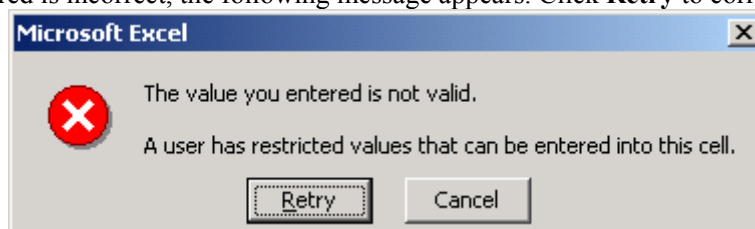
- (2) Write comments regarding overall responses, if necessary, in the “additional information regarding survey response” at the bottom of the respondent’s information section (see the table on the following page). The maximum character length is up to 200 bytes.



| | |
|---|---|
| Respondent's date of data entry (YYYY/MM/DD) | 2007/02/12 |
| Respondent Information | English |
| Company Name | abc inc. |
| DUNS Number | ***** |
| Address | ****, minato-ku, Tokyo |
| Division Name | abc dept. |
| Contact Name | Mike Md. |
| Telephone Number | 03-****-**** |
| Fax Number | 03-****-**** |
| Email Address | xyz@xyz.com |
| Requester's management items 4 | |
| Requester's management items 5 | |
| Requester's management items 6 | |
| Additional information regarding survey responses | Although Level B substances do not require reporting. |

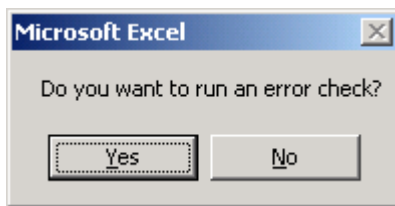
- (3) Make sure that the respondent’s date of data entry has been entered. This field is required. (See the table above.)

If the data entered is incorrect, the following message appears. Click **Retry** to correct the incorrect data.



(4) Click **SAVE JGP** button at the top of the screen. Then you will be asked to perform an error check, so click **Yes** (see the picture below).

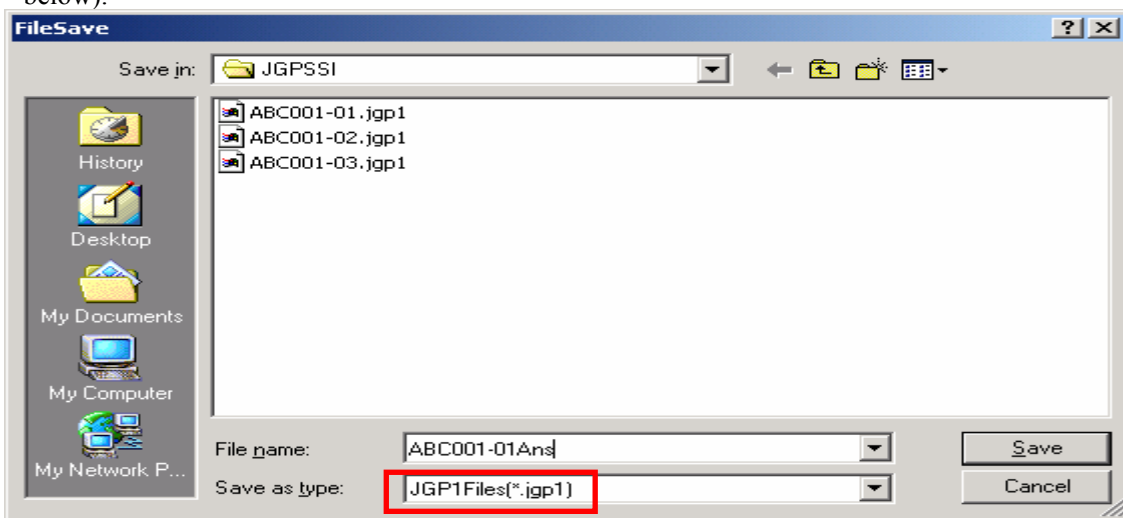
The error check checks both screens: the basic information screen; and the screen for product/subparts/material information and material composition information.



Caution: when you do not run the error check, please read the Caution: <Condition to save in jgp file> in 4.3.

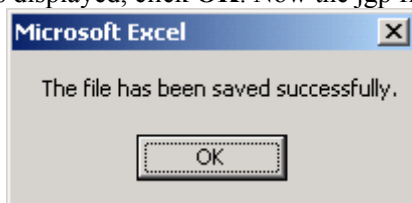
(5) If the error check detects no error, a screen appears to choose a file to save (see the picture below).
(If an error is detected, correct the error and then click **SAVE JGP** again.)

- Choose a folder to save the file, and enter the file name in **File Name** and then click **Save** (see the picture below).



Note: As shown above, the file type of Format 1 (Standard Type) is automatically set to jpg1. The file type of Format 2 (Detailed Type) is automatically set to jpg2.

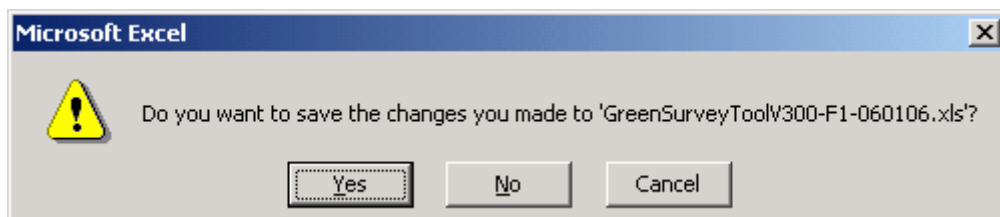
When the following message is displayed, click **OK**. Now the jgp file is successfully saved.



5.6 Exiting Survey Response Tools

Choose **File > Finish** from the toolbar or **Close**.

When the following screen is displayed, click either **Yes** or **No** as appropriate.



5.7 Sending jpg Files to Survey Requester

Send the jpg file in which the response data is entered to the requester by e-mail or by other means.

Note: As a rule, the requester and respondent should use jpg format to exchange data.

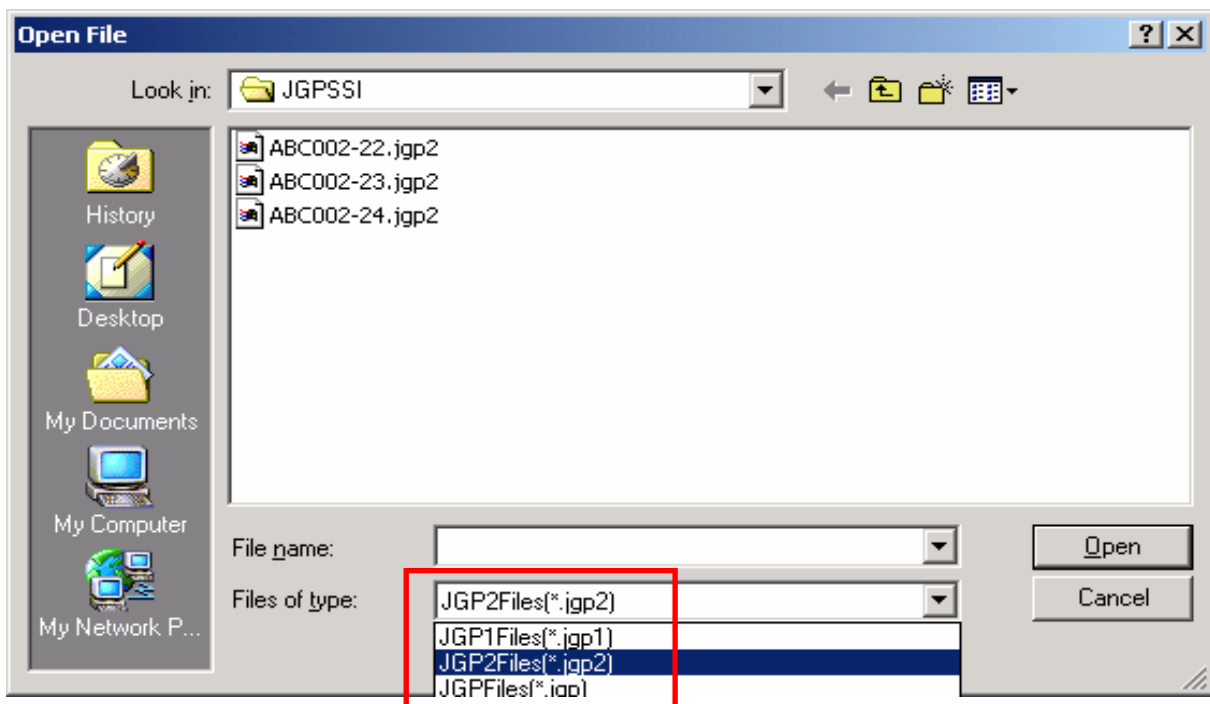
6. Data Conversion from Format 2 (Detailed Type) to Format 1 (Standard Type)

6.1 Data Conversion (from Detailed Type to Standard Type)

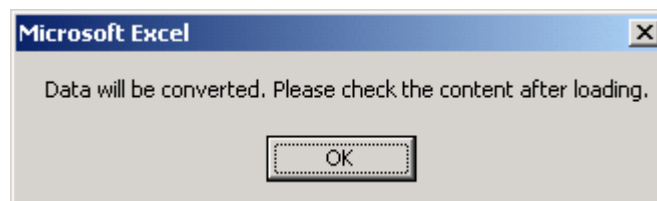
To convert data from a (Detailed Type) jpg2 file to a (Standard Type) jpg1 file, load the jpg2 file with Format 1 (Standard Type) Tool. In this case, set the file type to jpg2 at **LOAD JGP** and then load the jpg2 file.

If you click **LOAD JGP**, the following “Open File” screen appears.

Choose **jpg2** for the file type. Next, choose a file with an extension of jpg2, and click **Open**.



When the following picture message, click **OK** to load the jpg2 file.



6.2 Data Conversion (from Detailed Type to Standard Type) Restrictions

When loading the (Detailed Type) data in a jgp2 file with the Survey Response Tool (Standard Type), restrictions apply. Data conversion is executed under the following conditions.

- 1) Data is converted when loading detailed data using a standard tool.
- 2) Specifically, substance category unit line and intended use/area unit line are converted.
Basic information line 1, basic information line 2, basic information line 3, and subparts unit line are loaded without being changed.
- 3) Substance Group Unit Line
 - The total content amount equals the sum total of the content amount entered for each substance category.
 - Additional information on material composition of products are incorporated with those with the same intended use classification in the order of loading (maximum character length is 80 bytes, and those exceeding it are truncated). *1, *2
- 4) Intended Use Classification/Subparts Unit Line
 - The intended use classification/purpose and application areas are incorporated with those with the same intended use classification in the order of loading (maximum character length is 80 bytes, and those exceeding it are truncated). *1, *2
 - The content rate should be the greatest value in the same intended use classification.

*1: Data is incorporated with a comma (single byte) placed between the data.

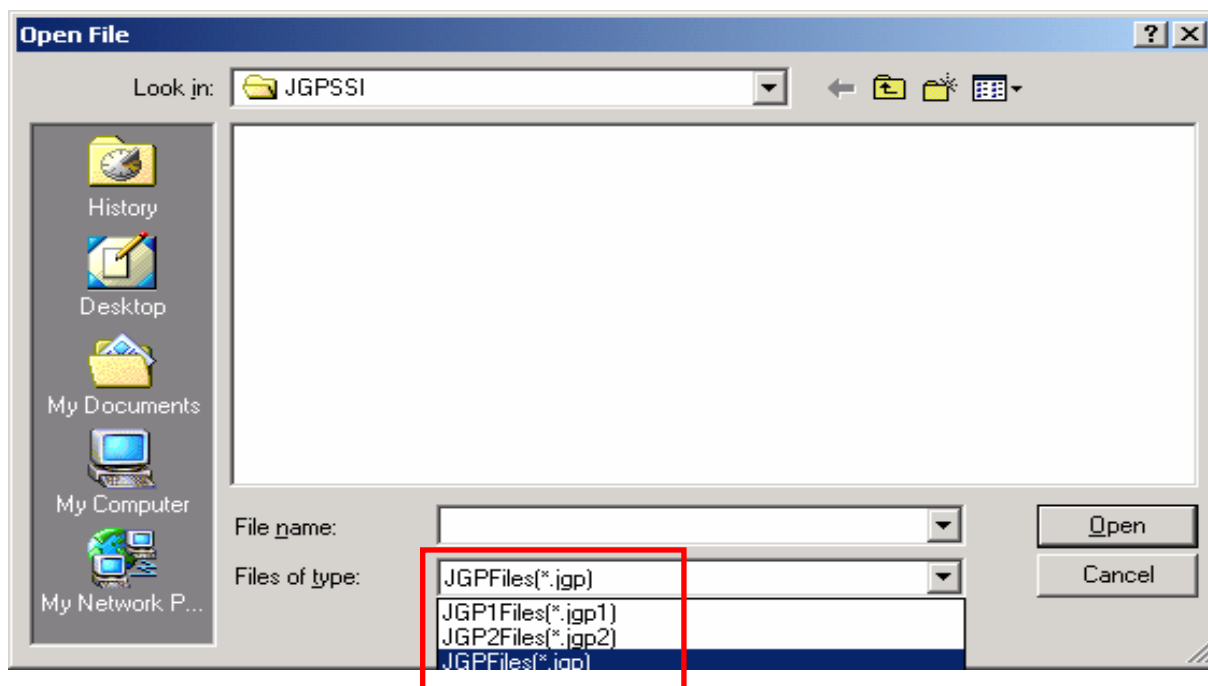
*2: When truncated, the last two bytes are entered as ">>" (two single-byte greater-than signs).

7. Loading Data in Old Format (Ver. 1 and Ver. 2 jgp files)

Both Standard Type and Detailed Type Survey Response Tools Ver. 3 can load data in a jgp file created with Survey Response Tools Ver. 1 and Ver. 2 (restrictions apply to loading data). In this case, set the file type to jgp at **LOAD JGP** and then load the jgp file.

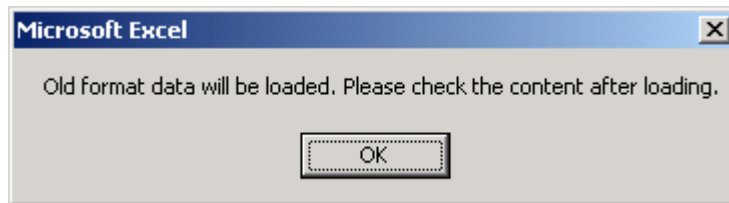
If you click **LOAD JGP**, the following screen "Open File" appears.

Choose **jgp** for the file type. Next, choose a file with an extension of jgp, and click **Open**.



The following message appears. Click **OK**.

The data in the old format is loaded.



Note: Restrictions apply to data being loaded.

Basic information and information on surveyed items can be loaded, but in the old format only the content amount (mg) can be loaded for the information on material composition of products.

From the old format data, automatically entered content amount or manually entered content amount (whichever is the greater) is loaded as the total content amount.

8. Other Button Functions

8.1 Copy (see the table below)

If you click the **Copy** button, you can only copy lower-level data (information on material composition of products) of the surveyed item in this line to a surveyed item in another line.

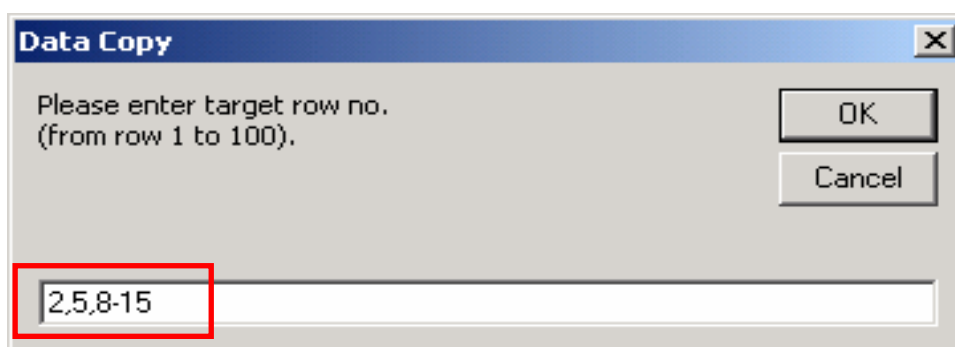
| Surveying Unit | Survey Unit Mass (g/unit) | Overall Content Flag | Input substances | Copy substances | Clear substances |
|----------------|---------------------------|----------------------|------------------|-----------------|------------------|
| piece | 2500.000 | N | Input | Copy | Clear |
| | | | Input | Copy | Clear |
| | | | Input | Copy | Clear |

Procedure:

Click the **Copy** button in the data row to be copied, and enter the number to copy it to as shown below, and then click **OK**.

The target row number can be specified by individual rows or consecutive rows. Individual rows should be divided by a single-byte comma, and consecutive rows should use a single-byte hyphen.

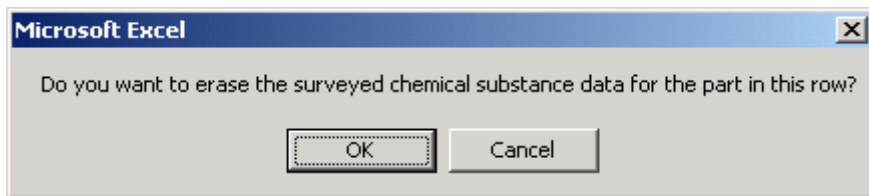
Example: Copying the same data to row 15 from rows 2, 5 and 8.



8.2 Clear

If you click **Clear**, the screen below appears. Click **OK** to erase only the lower-level data (information on material composition of products) of the surveyed item in this line.

| Surveying Unit | Survey Unit Mass (g/unit) | Overall Content Flag | Input substances | Copy substances | Clear substances |
|----------------|---------------------------|----------------------|------------------|-----------------|------------------|
| piece | 2500.000 | N | Input | Copy | Clear |
| | | | Input | Copy | Clear |
| | | | Input | Copy | Clear |



8.3 Ascending & Descending (Sorting Surveyed Items and Overall Content Flag)

As shown below, click the **Ascending** or **Descending** button to sort the order displayed.

| No. | Product/subpart number of requester | Product / subpart/material name of requester | Manufacturer Name | Respondent's product/subparts /material number | Overall Content Flag |
|-----|-------------------------------------|--|-------------------|--|----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

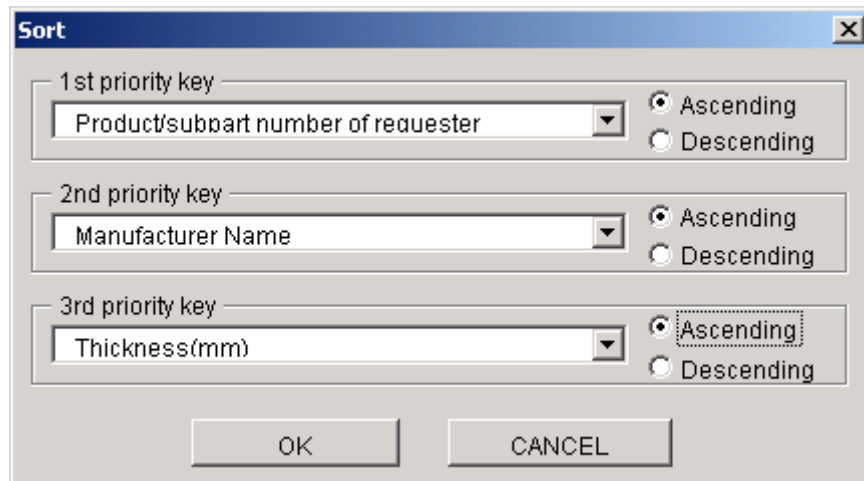
8.4 Sort

Displays a “Sort” screen where you can sort the order to display.

You can perform sorting based on surveyed items (other than those described in 8.3 above) serving as a key.

As shown below, choose a sorting key phrase from the pull-down menu. You can set up to three keys in the order of priority. Choose either **Ascending** or **Descending** and then click **OK**.

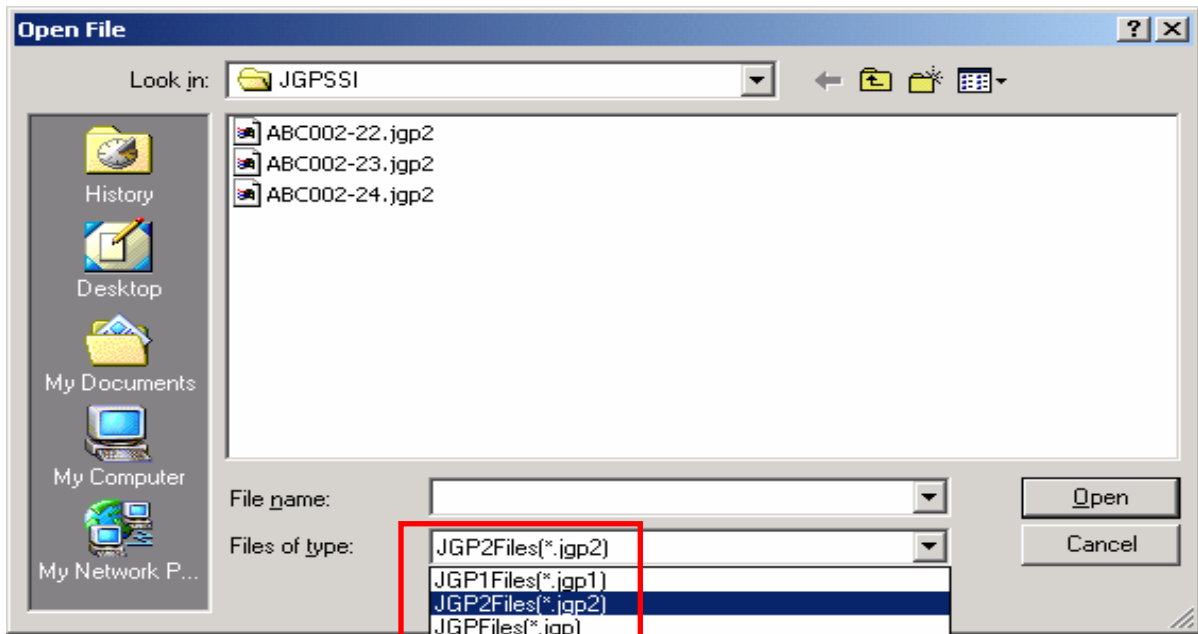
[Example]



8.5 ADD JGP

Load additional jpg files. First choose a jpg file to load in the “Open File” screen. Basic information will not be loaded.

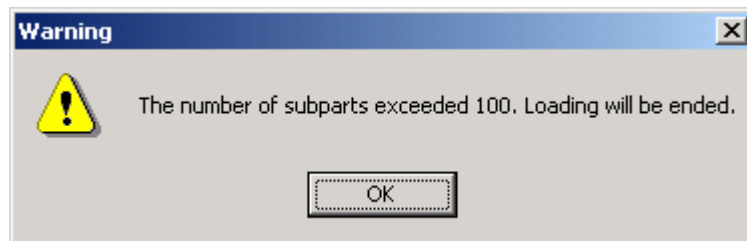
As shown below, choose a file type and file name, and then click **Open**.



If subparts data is entered, loading starts with the line after the largest line number.

Note: If no. 100 contains data, loading will not be performed. In this case, the screen below appears.

If the total number of additional subparts exceeds 100, the data up to 100 can be loaded but the exceeding data will be ignored. In this case, too, the following screen appears.



8.6 Change Entry Heading

If you click this button, the screen to change an entry heading appears as shown below. You can set the item heading (requester's management items, requester's items, and respondent's items).

- Enter additional information regarding the requester in requester's management items 1-3, and use them based on the setting created by the requester. Do not use them for other purposes. (Usage examples: department code, business hub code, etc.)
- Requester's management items 4-6 are set by the requester to manage information regarding a respondent. Do not use them for other purposes. (Usage examples: business partner names, business partner codes, etc.)
- Respondent items 1-3 are used by the respondent (respondent's memorandum).

Note: Data entered in the change entry heading screen is not reflected in the jpg file.

The data entered is saved in the tool and the entered content will be displayed on the screen. Thus, it is recommended to use a different file name for the tool for each requester.

Example

| Item Setting | | | |
|--|---------------|--------------------------------|---------------|
| Basic Information about Company | | | |
| Requester's management items 1 | Division Code | Requester's management items 4 | Supplier Code |
| Requester's management items 2 | Site Code | Requester's management items 5 | |
| Requester's management items 3 | | Requester's management items 6 | |
| Information about Parts/ Products/ Material | | | |
| Requester's Item1 | XYZ | Respondent's Item1 | |
| Requester's Item2 | OOO | Respondent's Item2 | |
| Requester's Item3 | | Respondent's Item3 | |

Tool screen example (department code and business hub code are displayed as a result of above changes):

Basic Information about Company

| | | | |
|---------------------------------|---------------|------------------|------|
| Reference Number | | Data Format Ver. | 3.21 |
| Date of Data Entry (YYYY/MM/DD) | | | |
| Requester Information | | English | |
| Company Name | | | |
| DUNS Number | | | |
| Division Name | | | |
| Contact Name | | | |
| Telephone Number | | | |
| Fax Number | | | |
| Email Address | | | |
| Requester's management items 1 | Division Code | | |
| Requester's management items 2 | Site Code | | |
| Requester's management items 3 | | | |

8.7 Print Subparts List

Click this button on a screen containing basic information to display print preview and print. You can print basic information and products/subparts/material information.

8.8 Print

Click this button on a screen containing information on material composition of products to display print preview and print. You can print the information on material composition of products contained on the display screen.

8.9 Error Check (Basic Information Screen)

Performs an error check regarding the entered data. Checks the survey content of basic information and products/subparts/material information as well as survey content of material composition of products. If an error/warning is detected, an error screen appears. If no error/warning is detected, the following screen appears.



8.10 Error Display (Basic Information Screen)

The result of error check is displayed. This button does not start error check. Click the button to display the result of an error check that had been previously performed.

8.11 Error Check (Material Composition of Products Information Screen)

Performs an error check regarding the entered data. Checks the survey content of material composition of products that is being displayed. If an error/warning is detected, an error screen appears.

8.12 Error Display (Material Composition of Products Information Screen)

The result of error check is displayed. This button does not start error check. Click the button to display the result of an error check that had been previously performed.

8.13 CANCEL (Material Composition of Products Information Screen)

Discards the entered content and returns to the basic information and products/subparts/material information screen. The content of the screen returns to the previous information when the screen transferred from products/subparts/material information to information on material composition of products.