<Added on June 1, 2021> (Ver. 2.06)

From October 2020, the "JAMA Sheet" has been changed to "JAPIA Sheet". There is no change in the basic usage. The content of this manual is the same as Ver.2.05 issued in June 2019. Please read the wording of "JAMA sheet" in the document as "JAPIA sheet".

However, there are some differences such as item names, chemical substance names, and operation guarantee environment. For details, please see the JAPIA (Japan Auto Parts Industries Association) website below. You can download various materials (manuals, JAPIA sheets, etc.) from the bottom of the screen.

https://www.japia.or.jp/work/kankyou/japiasheet/ (Japanese)
https://www.japia.or.jp/en/activities/environment/japiasheet/ (English)
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<td></td>
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<td>4) Carry out aggregation of the composition parts</td>
</tr>
<tr>
<td></td>
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<td>5) Reply</td>
</tr>
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1. General explanation of the jDesc

1-1. Brief Overview
1-2. Use the jDesc
1-3. Login Method
1-4. Explanation of the Top Menu
1) Flow of collection of chemical substance content information

- **jDesc** (Japan Display Environmental information System for Chemical substance) is a system to request a survey, register the reply, and manage the data between Japan Display Inc. (hereafter referred to as JDI) and the suppliers.

### 1-1. Brief Overview

<table>
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<th>Japan Display (JDI)</th>
<th>jDesc</th>
<th>Suppliers</th>
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<tr>
<td><strong>Issues survey request based on the order information</strong></td>
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<td><strong>Acceptance of the survey</strong></td>
</tr>
<tr>
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<td><strong>Acceptance of the result</strong></td>
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<td><strong>Referral of the product information</strong></td>
<td><strong>Upload the reply. Register/save the data with the jDesc</strong></td>
</tr>
<tr>
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<td><strong>Reply concerning the product</strong></td>
<td><strong>End</strong></td>
</tr>
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<td><strong>Registration of the survey request</strong></td>
<td><strong>JAMA Certification</strong></td>
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<td></td>
<td></td>
<td><strong>Analysis report</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SDS</strong></td>
</tr>
</tbody>
</table>
The main functions of the jDesc are as follows:

1. It is possible to manage the survey requested by JDI, including the past survey requests, in a uniform manner on the system
   - Our suppliers can submit their reply online
   - Notifies arrival of survey request, etc., to our registered users via E-mail

2. Manage the past reply information (JAMA sheet, etc.) in a uniform manner on the system
   - It is possible to re-use previously submitted files
   - It is possible for our suppliers to accumulate the composition information

3. Other function
   - Screen can be displayed in multiple languages (Japanese, English, and Chinese)
3) JAMA sheet aggregation function <<when registering the composition item by item>>

- It is possible to register the composition information of the product targeted for the survey and create a JAMA sheet for reply by putting together, on the system, those JAMA sheets that have been registered for individual parts.

- Aggregation can be done only if the composition is one layer depth. If the composition is multilayered, please carry out registration and aggregation layer by layer.

For details, please refer to “Register the Reply on Product Information <<each composition part>>” (Pages 49-66)
1-1. Brief Overview

4) JAMA sheet aggregation function <<when registering the composition en masse>>

- It is possible to register the composition information en masse using “Item Composition Tool” to create the JAMA sheet for reply.

(The following is an example of registration of Back Light)

**Step 1: Registration of composition information**
- Input the composition information of Back Light to Item Composition Tool, create a CSV file, and register it with jDesc.

<table>
<thead>
<tr>
<th>Composition</th>
<th>JDI item code</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product (parent)</td>
<td>Back Light</td>
<td>-</td>
</tr>
<tr>
<td>Composition part</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPC-1 or FPC-2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>LED</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>IC-1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>REFLECTOR</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2: Registration of the composition parts**
- Register the JAMA sheet as well as attachment files such as analysis report & MSDS for respective composition parts.

**Step 3: Aggregation (creation of JAMA sheet)**
- Select composition parts and put them together. (JAMA sheet for the item will be created)

**Step 4: Reply**
- Register the Certification for the product as a whole and submit the product information that has been put together as a reply

Completion of the reply process in relation to the request for product environment survey from JDI

For details, please refer to “Item Composition Tool based JAMA Sheet Creation and Reply” Manual

This is a registration method suitable for a product consisting of many composition parts
## 5) Reference materials to be registered

- **When you reply, please register the following reference materials.**

<table>
<thead>
<tr>
<th>Name of the document</th>
<th>Main content</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Certification of non-use of environment-related substances (Certification/Component List/Substance Survey Form)</td>
<td>• Please use the JDI designated format. (Please download it from the JDI website below.)</td>
</tr>
<tr>
<td>(2) JAMA sheet</td>
<td>• Please describe all the homogeneous materials constituting the product.</td>
</tr>
<tr>
<td>(3) Analytical report (In English/issued by the third-party organization/within two years from the day of analysis)</td>
<td>• Please submit the result of analysis of EU RoHS control substances for every homogeneous material constituting the composition part. • Please also submit the result of analysis of bromine and chlorine for all materials except metals, glass and ceramic.</td>
</tr>
<tr>
<td>(4) SDS (MSDS) (in English in principle)</td>
<td>• Please also submit the SDS of the product or composition materials (If there is no SDS, the composition table provided by the material manufacturer etc will be acceptable.)</td>
</tr>
<tr>
<td>(5) Part Component Diagram</td>
<td>• With regard to electronic parts (IC, resistance, condenser, connector, etc), FPC, LED (including FPC-LED and thermistor), and touch panel, please submit the Composition Diagram.</td>
</tr>
</tbody>
</table>

* Please make sure to confirm the details in Green Procurement Guideline.  
Japan Display Inc.: Green Procurement Home Page URL  
http://www.j-display.com/company/procurement/supply.html

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Slide 10
1. General explanation of the jDesc

1-1. Brief Overview

1-2. Use the jDesc

1-3. Login Method

1-4. Explanation of the Top Menu
1-2. Use the jDesc

1) Application method (when using this for the first time/when the company name is changed)

Please apply for jDesc as follows:

For the purpose of setting up the person in charge of “jDesc” operation, please download the Excel file “jDesc Application form” from our website, fill out the required information and send it as an attachment to your E-mail.

◆ We will set up our system on the basis of the information you submitted. As soon as the process is complete, we will send the login ID and password of all the users to the person in charge of the application. (ID and password will be sent from jDesc Help Desk via E-mail)

◆ Please also contact the E-mail address below when the company name is changed due to, for example, discontinuation/merger of the company.

☆ Our website URL☆
http://www.j-display.com/company/procurement/supply.html

★E-mail address to send your application★
(Procurement Department, Japan Display)
procure.manage.zz@j-display.com

≪For further details regarding this matter, please contact:≫
green.proc.zz@j-display.com
1) Application method (when you are a supplier of JDI overseas subsidiary)

- Please apply for jDesc as follows:

For the purpose of setting up the person in charge of “jDesc” operation, please download the Excel file “jDesc Application form” from our website, fill out the required information and send it as an attachment to your E-mail.

- We will set up our system on the basis of the information you submitted. As soon as the process is complete, we will send the login ID and password of all the users to the person in charge of the application. (ID and password will be sent from jDesc Help Desk via E-mail)

- Please also contact the E-mail address below when the company name is changed due to, for example, discontinuation/merger of the company.

- Our website URL ★
  http://www.j-display.com/company/procurement/supply.html

★ E-mail address to send your application ★

* Please contact the procurement section of the JDI oversea subsidiary

≪For further details regarding this matter, please contact:≫
green.proc.zz@j-display.com
1. General explanation of the jDesc

1-1. Brief Overview
1-2. Use the jDesc
1-3. Login Method
1-4. Explanation of the Top Menu
1-3. Login Method

1) Inputting user ID & password

- Input your user ID and password to log in.

* System requirements: Internet Explorer (For details, please refer to “5-4. System requirements” (Page 118)

(1) Inputting user ID & password
Input the user ID & password. For ID information, please refer to “Notification of jDesc user information” we sent to you after the completion of the application process.

(2) Click “Login.”
You can choose the display language used after the login

[If you have multiple supplier codes, please note:]
- If you have multiple supplier codes because you have a number of customers (JDI, SE, KOE, and so on), your user ID will be different for each customer. Please use correct user ID depending on the customer in question.

If password was input incorrectly five consecutive times, the account will be locked and no further login will be allowed
- The reissued password will be notified to the e-mail address registered for the locked ID. (We will deliver its email about every 2 hours during 8 am to 8pm of JST.)
- To unlock, contact the Help Desk (jdesc-helpgl@nes.jp.nec.com).

End
1. General explanation of the jDesc

1-1. Brief Overview
1-2. Use the jDesc
1-3. Login Method

1-4. Explanation of the Top Menu
1-4. Explanation of the Top Menu

1) Notes on relevant menu items

- Explanation of the “Task Menu”, [Menu], [Help], and [Logout].

- To search for the registered data.
- To register the product.
  (From registration to aggregation of JAMA sheet and various reference materials of the composition part)
- To register the JAMA sheet and various reference materials.
- To check & change the registration details of the jDesc user.
  (Enquiry about the company code/ID of the or staff in charge)
- Not required (Please don’t use this).
- To change the password.

- To move to the “Help Screen”, which refers to downloading of operation materials and various tools as well as contact information.

- To return to the “Top Menu” from the current page
  Caution: Please don’t use the Back button in your browser.
  (You will be logged out)

- Important notification for the supplier is posted here.

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1-4. Explanation of the Top Menu

1) Notes on relevant menu items

Explanation of the "Task Guidance" menu.

- You can check the registered data concerning product composition information.
- You can check the product of which there was a survey request from JDI.
  [Not replied]: The product of which reply has not been submitted.
  [Reply delayed]: The product of which reply is overdue.
- Products of which a reply has been sent and approved.
- You can check the product of which the reply has been submitted to JDI.
  [Replied]: The product of which the reply has been submitted.
  [Canceled]: Product of which the survey request was cancelled.
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Rejected Survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
2-1. Confirm the Details of Survey Request

1) Flow from survey request to reply

- Go through the following steps to reply.
- Create the JAMA sheet for reply from JAMA/JAPIA Standard Material Datasheet and register it with jDesc together with relevant attachment files (Certification, Analysis report, and so on).

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<th>Page</th>
<th>Details of operation</th>
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<td>E-mail message requesting a product survey is sent to the E-mail address registered with jDesc. &lt;&lt;Title&gt;&gt; [jDesc] [Status Notification] Survey request information (date)</td>
</tr>
<tr>
<td>Confirm the details of survey request</td>
<td>P.23</td>
<td>Log in to jDesc to confirm the product targeted by the survey request and the details of the request.</td>
</tr>
<tr>
<td>Reply</td>
<td>P.32</td>
<td>Register the JAMA sheet as well as the attachment files, such as Certification and Analysis report, created in (3) to reply.</td>
</tr>
<tr>
<td>Reception of E-mail message confirming the completion of process</td>
<td>P.43</td>
<td>After JDI checked the reply, if there is no problem, an E-mail message to confirm the acceptance of reply will be sent. &lt;&lt;Title&gt;&gt; [jDesc] [Status Notification] Approved survey reply (date)</td>
</tr>
</tbody>
</table>

Initiation of survey

Log in to jDesc to confirm the product targeted by the survey request and the details of the request.

E-mail message requesting a product survey is sent to the E-mail address registered with jDesc.

Create the JAMA sheet for reply (CSV format) using JAMA/JAPIA Standard Material Datasheet.

Register the JAMA sheet as well as the attachment files, such as Certification and Analysis report, created in (3) to reply.
2-1. Confirm the Details of Survey Request

2) Receiving E-mail message

- When JDI registers a survey request with jDesc, an E-mail message will be sent out by the system. (The E-mail will be sent to all the users in your company.)

Title: [jDesc] [Status Notification] Survey request information (date)

Sender: jdesc.system.zz@j-display.com

Attachment file: Contains the description of the product in question.

* For how to look up this, please refer to the next page.

The E-mail message is sent from the following address.

E-mail address of the sender: jdesc.system.zz@j-display.com

Supplement

The E-mail will be sent in the language set with the “User Master.” At the time of initial setup, it will be the language designated at the time of application.

Continued on the next page
2-1. Confirm the Details of Survey Request

2) Receiving E-mail message

- How to look up the file attached to the survey request E-mail.

  As the attachment file is in CSV format, it will be displayed as follows:
  Reorganize the data using “Text to column” function to see the details of the survey request.

Example of operation on Excel2016

(1) Drag Column A.
(2) Click “Text to column.”
(3) Select “Delimited – characters such as commas or tabs…”
(4) Click “Next.”
(5) Select “Comma.”
(6) Click “Finish.”

The data is reorganized like this. Please check the details of the request.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Customer Code, Customer Name(English), Customer Name(Local), Customer Item Number, Customer Item Name(English), Customer Item Name(Local), Item Survey, Item Survey Name, Supplier WEB, Supplier WEB Survey, test01, 20140228, 20140314</td>
<td></td>
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<tr>
<td>2</td>
<td>T-JDIJDIC01, test01, test01, Supplier WEB, Supplier WEB Survey, test01, 20140228, 20140314</td>
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</tbody>
</table>

Please check the details of the request.

JDI Item Number

JDI Item Number Name

Reply Deadline

End
2-1. Confirm the Details of Survey Request

3) Confirming the detail of the survey request from JDI

- Check the survey request information from JDI.
  Please make sure that you check it as it contains information about survey request and comments of the requesting person.

(1) Click “Not replied” or “Reply delayed.”
2-1. Confirm the Details of Survey Request

3) Confirming the detail of the survey request from JDI

- Check the survey request information.

(2) Select the item you want to check.

(3) Click “JAMA Reply Register.”
3) Confirming the detail of the survey request from JDI

- Check the survey request information. (You can also look up the past comments history)

The most recent version of JAMA sheet compatible with jDesc will be displayed.

(4) Click “Requester Information.”

* Please make sure you check this.

Comment from the requester
Attachment file from the requester

If you cannot reply because, for example, the request was sent to a wrong place, please click “Request Reject” button to let us know that you cannot reply. For details, please refer to “2-5. Reject the request” (Pages 45-47).
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request

2-2. Register the Reply on Product Information <<single item>>

2-3. Register the Reply to Rejected Survey (re-survey)

2-4. Confirm the Notice of Completion and the Message at the Time of Approval

2-5. Reject the Request (when returning it to JDI)

2-6. Register the Reply on Product Information <<each composition part>>

2-7. Change the Product Information <<Change the composition parts>>

2-8. Change the Data Which Have Been Submitted (add/delete the data)
1) Creating a JAMA sheet

Now you create a JAMA sheet. Please make sure that you do it using the most recent version designated by JDI. Please make sure that you refer to “5. Others/ Key points regarding creation of JAMA sheet” (Pages 105-111) because this section contains information about where you can download the JAMA sheet/manual and things you need to keep in mind when you create it.
2-2. Register the Reply on Product Information <<single item>>

2) Registration of the JAMA sheet

- Now you register the JAMA sheet you have created.
- Click “Not replied” or “Reply delayed” on the “Guidance” screen.

(1) Click “Not replied” or “Reply delayed.”

---

Continued on the next page
2-2. Register the Reply on Product Information <<single item>>

2) Registration of the JAMA sheet

- A list of products of which reply has not been made will be displayed.
- Select the survey request data from the list of which you are going to reply.

(2) Select the item you want to look up.

(3) Click “JAMA Reply Register.”
2-2. Register the Reply on Product Information <<single item>>

2) Registration of the JAMA sheet

- Select “Basic Information” tab to register basic information of the reply and JAMA sheet.

Don’t forget!

- Click “Register Reply Sheet” to register the JAMA sheet of the composition part.
  - Register the CSV file of the JAMA sheet you have created.

Don’t forget!

- Click “Read File” to quote the content of the JAMA sheet for the following items on the screen:
  - JDI Item Number / JDI Item Number Name / Reply format

After click “Register Reply Sheet., The version of the registered JAMA sheet will be displayed. Please make sure that you check if it is identical with the version of the compatible JAMA sheet.

If you want to communicate with the requester, please use this space.

Copyright 2021 Japan Display Inc. All Rights Reserved.
3) Registration of other reference materials than JAMA sheet

- Click “Detailed Information” tab to register such attachment files as Certification, Analysis report, and SDS.

(11) Click “Basic Information” tab.

(7) Click “Detailed Information” tab.

(8) Register those files that are related to the product in question as a whole such as Certification and Part Component Diagram.

(10) Click “Attachment Register.”

- Don’t forget!

(9) Register those files that are attached to homogenous substance unit, for example, Analysis report and SDS.

Continued on the next page
4) Submission of the reply – acknowledgement of JDI

☐ Click “Send Reply” to send the reply information to JDI.

☒ Having gone through above operations, you now have completed the reply to survey request.

(12) Click “Send Reply.”
(Registration of reply is now completed)
4) Submission of the reply – acknowledgement of JDI

- The reply information will be sent to JDI by system’s regular processing.

At the time of system’s regular processing, the file is transferred from either “Not replies” or “Reply delayed” to “Replied”; and, the reply information will be sent to JDI. (It will be processed in approximately two hours)

(13) Click “Menu” to display the Guidance screen.
2-2. Register the Reply on Product Information <<single item>>

4) Submission of the reply – acknowledgement of JDI

- Once the approval process is completed at JDI, the file is transferred to “Approved.”

When JDI gives approval to the reply, the file is transferred to “Approved.”

There is no notification.
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>

**2-3. Register the Reply to Rejected Survey (re-survey)**

2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
2-3. Register the Reply to Rejected Survey (re-survey)

1) Check the reason why JDI rejected the reply

If, when JDI checked the details of the reply, it was found necessary to add, modify, etc of the data, jDesc will send an E-mail message to the supplier requesting for “Resurvey.” Please confirm the reason why it was rejected and take necessary measures.

- When we request a resurvey, the following E-mail message will be sent from the system.

**Title:** [jDesc] [Status Notification] Resurvey request (2019/03/03)

**Sender:** jdesc.system.zz@j-display.com

**Attachment file:** Contains the description of the product in question.

For how to check the reason why it was rejected, please refer to “Confirming the detail of the survey request from JDI” (Pages 23-25).
2-3. Register the Reply to Rejected Survey (re-survey)

2) Re-register (replace) the JAMA sheet

- When it was “rejected,” the case is transferred from “Replied” to “Not replied.”

![Diagram showing the transfer of a case from "Replied" to "Not replied."ัญцион](Continued%20on%20the%20next%20page)
2-3. Register the Reply to Rejected Survey (re-survey)

2) Re-register (replace) the JAMA sheet

- Click “Basic Information” tab to register the replacement JAMA sheet.

- When you reply, please change to the most recent compatible JAMA sheet version.

(1) Browse/find the replacement JAMA sheet.

(2) Click “Read File” button to quote/paste the content of the JAMA sheet for the following items on the screen:
   - JDI Item Number / JDI Item Number Name / Reply format

Don’t forget!

(3) Click “Register Reply Sheet.”

The JAMA sheet before the change is registered. If there is no change, please leave it as it is and proceed to registration of attachment file.

Don’t forget!

Continued on the next page
2-3. Register the Reply to Rejected Survey (re-survey)

2) Re-register (replace) the JAMA sheet

- Registration of the JAMA sheet is completed.
- Next, register the attachment file.

(4) Click "Detailed Information" tab to register the reference materials.

The JAMA sheet was overwritten (replaced). (Registration of JAMA sheet is completed.)
2-3. Register the Reply to Rejected Survey (re-survey)

3) Change other reference materials than JAMA sheet

- Register such attachment files as Certification, Analysis report, and SDS.

(5) Register those files that are related to the product in question as a whole such as Certification.

* When you change JAMA sheet, certification, etc., will be deleted. Please re-register changed/modified data.

(6) Register such files as Analysis report and SDS.

* As corresponding data will be deleted when you change “Composition Material Name” or “Trade Name” on the JAMA sheet, please re-register relevant data.

(7) Click “Attachment Register.”

(8) Click “Basic Information” tab to proceed to the next stage, submission of reply.

Continued on the next page
4) Send the reply - acknowledgement from JDI

- Click “Send Reply” to send the reply information to JDI.
- Having gone through above operations, you now have completed the reply to survey request.

(9) Click “Send Reply.”
(Registration of reply is now completed)
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Rejected Survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
1) Receiving E-mail concerning the completion of approval

- When the reply was accepted by JDI, the following E-mail message will be sent from the system.
- Please make sure that you confirm it as it sometimes contains an acceptance message (for example: things to be noted when you reply next time on). (E-mail will be sent to all the users in your company.)

**Title:** [jDesc] [Status Notification] Approved survey reply (date)

**Sender:** jdesc.system.zz@j-display.com

**Attachment file:** Contains the details of the product in question.

(1) Please make sure that you check the message at the time of approval.

For how to check the message, please refer to “Confirming the detail of the survey request from JDI” (Pages 23-25).
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Rejected Survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval

2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
2-5. Reject the Request (when returning it to JDI)

1) Returning the survey request to JDI

- If the request details are wrong, return the survey request to JDI.
  * Do this when “We received a survey request concerning a parts which we do not deal with.” or “The description of product name, model name, etc., was wrong”, and so on.
  * Click “Not replied” or “Reply delayed” on the “Guidance” screen.

(1) Click the link which contains the survey request in question. Either [Not replied] or [Reply delayed].

Continued on the next page
2-5. Reject the Request (when returning it to JDI)

1) Returning the survey request to JDI

- The following screen will be displayed. Select the survey request data from the list of which you are going to reject.

   ![Survey Request Screen]

   (2) From the list, select the product of which you are going to reject, and click “Request Reject.”

   ![Request Reject Button]
2-5. Reject the Request (when returning it to JDI)

1) Returning the survey request to JDI

- Reject it by choosing/describing the reason on the screen below.

<table>
<thead>
<tr>
<th>(3) Choose the reason why you want to reject. [Request Reject Reason]</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ No Item</td>
</tr>
<tr>
<td>• Choose this when you cannot specify the item in question.</td>
</tr>
<tr>
<td>◆ Other Reason</td>
</tr>
<tr>
<td>• Choose this when you cannot reply for other reasons than above.</td>
</tr>
<tr>
<td>When you choose this, please write the reason in detail in the commenting space (4).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) Enter the reason why you want to reject. (within 500 letters)</th>
</tr>
</thead>
</table>

| (5) At the end, click “Request Reject.” |
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Rejected Survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)

2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
1) Register the composition

- With jDesc, you can create “JAMA sheet for the product as a whole” from “Composition information of the product” and “JAMA sheet of the composition parts.”

[Model case: The case of PCB Assembly]

- Composition of the product

  - PCB Assembly (JDI Item Code: ABCDE12345)
    - PCB (A0001) x1
    - IC (A0002) x2
    - CONNECTOR (A0003) x1
    - RESISTOR (A0004) x10

- Operational flow

  - Step 1: Registration of the composition
    - Register the composition information of the PCB Assembly.

  - Step 2: Registration of JAMA sheet
    - Register the JAMA sheet of individual composition part together with its attachment files such as Analysis report & SDS.

  - Step 3: Product aggregation
    - Carry out aggregation to create the JAMA sheet for the product.

Legend:
- Red circle: Product name (JDI Item Code)
- Blue circle: Name of the composition part (JDI Item Code or any arbitrary alphanumeric characters if there is no code)

JAMA sheet as the product “PCB Assembly” is now completed.

This is a registration method suitable for a product consisting of many composition parts.

Continued on the next page
1) Register the composition

Operational procedures are as follows:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Page</th>
<th>Details of operation</th>
</tr>
</thead>
</table>
| (1) Reception of the E-mail message | P. 21 | E-mail message requesting a product survey is sent to the E-mail address registered with jDesc. 
<<Title>> [jDesc] [Status Notification] Survey request information (date) |
| (2) Confirm the Details of Survey Request | P. 23 | Log in to jDesc to confirm the details of the request of the survey request sent to you. |
| (3) Step 1: Registration of composition | P. 51 | The composition information you can register at one time is only one layer. If there are multiple layers, repeat operation (3). |
| | | Register the JAMA sheet of each composition part with jDesc together with such attachment files as Certification and Analysis report. |
| | | On the basis of the composition information, put together/aggregate registered JAMA sheets. |
| (4) Step 4: Reply | P. 62 | Register the JAMA sheet as well as the attachment files, such as Certification and Analysis report, created in (3) to reply. |
| (5) Reception of E-mail message confirming the completion of the process | P. 43 | After JDI checked the reply, if there is no problem, an E-mail message to confirm the acceptance of reply will be sent. 
<<Title>> [jDesc] [Status Notification] Approved survey reply (date) |

Initiation of survey

Outline of the procedure

Completed

Continued on the next page
2-6. Register the Reply on Product Information <<<each composition part>>>

1) Register the composition

- Register the composition information of the product.
- Initially, register the product information.

(1) Click “Register・Change Item Composition.”

(2) Click “New Register” on Item Composition Search Condition screen.
* Click “Search” if you want to modify the composition which has already been registered.

(3) Input the product information.
[ JDI Item Number ]
- Please input the item code of the JDI survey request.
[ JDI Item Number(Local) ]
- Please input the item text of the JDI survey request.

(4) Click “Register.”

Continued on the next page
2-6. Register the Reply on Product Information <<each composition part>>

1) Register the composition

- Continue to register the composition information of the product.

(5) Click “Back to Register Item Composition.”

(6) Click “Add Parts.”

In case you want to search the composition information which has been already registered.

Step 1: Registration of composition
Step 2: Registration of JAMA sheet
Step 3: Aggregation of the product
Step 4: Reply

Next

Continued on the next page
2-6. Register the Reply on Product Information <<each composition part>>

1) Register the composition

- Register the composition part.

(7) Register the composition information one by one.

[JDI Item Number]
- If no code is specified by JDI, please input any arbitrary code.
  (Please let it be the same as the delivery parts number on the JAMA sheet)

[JDI Item Number Name(English)]
- If not specified by JDI, please input any arbitrary name.

* If you want to quote the parts that has already been registered with the system, click “Selection” on the “JDI Item Number” area.

(8) Click “Register.”

Continued on the next page
2-6. Register the Reply on Product Information <<each composition part>>

1) Register the composition

- Register the composition part.

(9) Click “Back to Register Item Composition.”

(10) Click “Update” at the end.
2-6. Register the Reply on Product Information <<each composition part>>

2) Register the JAMA sheet

- Register the JAMA sheet of each composition part which has been registered in “1) Registration the composition.”

1. Click “Load Item.”
2. Search/refer to the JAMA sheet of the composition part. (Register the CSV file of the JAMA sheet)
3. Click “Read File” to quote the information contained in the JAMA sheet for the items on the screen.
   - When the JAMA sheet is read in, JDI Item Number/Mass contained in the JAMA sheet will be displayed.
4. Write any “Remarks” if necessary.
5. Click “Register.”

Continued on the next page
3) Register other reference materials than JAMA sheet

- Click “To Attachment Entry” on the “Register Item (Specify file) Completed” screen to register other reference materials than JAMA sheet.

(6) Click “To Attachment Entry.”
Register such attachment files as Analysis report.

(7) Register those files that are attached to homogenous substance unit such as Analysis report.

(8) Click “Register Attachment.”

Those attachment files registered with composition parts will be automatically attached to the aggregated product.

But, it only applies to the attachments (Analysis Report, MSDS) registered with material unit. Attachments like “Certification” that is tied with whole composition parts are inapplicable.

Continued on the next page
3) Register other reference materials than JAMA sheet

- All reference materials are now registered.
  * If you want to continue and register additional composition part, please repeat registration of data on Pages 51-58.

Registration is now complete.

(9) If you want to continue and register another composition part, click “Back” and repeat the registration process on Pages 51-58.

* When the attachment is registered, it is displayed as a hyperlink.
4) Carry out aggregation of the composition parts

- On the basis of the registered composition information, automatic aggregation will be carried out to create a JAMA sheet for the product as a whole.
- Click “Item Aggregation” menu to search for the product in question.

(1) Click “Item Aggregation.”

(2) Specify the search conditions to search for the product and click “Search.”

(3) Select the product subject to aggregation from the list and click “Reference.”

Continued on the next page
4) Carry out aggregation of the composition parts

- Specify the parts for aggregation; then, carry out aggregation.

(4) Check “Aggregation Target” box.
- The parts included in the product will be displayed as “Replied.”

(5) Click “Aggregation.”
- Aggregation process will commence.
4) Carry out aggregation of the composition parts

- Confirm the result of aggregation from “Item Register Result” menu.

(6) Click “Item Register Result.”

(7) When the “Register Status” of the product in question becomes “Processed”, aggregation is complete.

* Immediately after the aggregation, the status will be “In Process.” If it is still being processed, please wait for a moment and check it again.

“Processed” means that multiple JAMA sheets have been integrated into a single JAMA sheet.

Aggregation is now completed.

End
2-6. Register the Reply on Product Information <<<each composition part>>

5) Reply

- Send the reply information to JDI.

(1) Click “Not replied” or “Reply delayed.”

(2) Select the product targeted for reply.

(3) Click “JAMA Reply Register.”

Continued on the next page
2-6. Register the Reply on Product Information <<each composition part>>

5) **Reply**

- Send the reply information to JDI.

### Steps

1. **Step 1: Registration of composition**
2. **Step 2: Registration of JAMA sheet**
3. **Step 3: Aggregation of the product**
4. **Step 4: Reply**

#### Step 4: Reply

- **(4) Click “Quotation.”**

#### Step 5: Search

- **(5) Click “Search.”**

#### Step 6: Select

- **(6) Select this. (When you search, this will be displayed.)**

#### Step 7: Selection

- **(7) Click “Selection.”**

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Send the reply information to JDI.

2-6. Register the Reply on Product Information <<each composition part>>

Step 4: Reply

Next

Step 1: Registration of composition

Step 2: Registration of JAMA sheet

Step 3: Aggregation of the product

Step 4: Reply
5) Reply

- Send the reply information to JDI.

  (8) Click “Register Reply Sheet.”

◆ When you click “Register Reply Sheet”, the JAMA sheet of which aggregation has been done and attachment files will be quoted.

  (9) Click “Detailed Information” tab.

Continued on the next page
5) Reply

- Send the reply information to JDI.

(10) Register those files that are related to the product in question as a whole such as Certification.

(11) Click “Register Attachment.”

(12) Click “Basic Information” tab.

Continued on the next page
5) Reply

Send the reply information to JDI.

(13) Click “Send Reply.”

Reply to the survey is now completed.
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Rejected Survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>

2-7. Change the Product Information <<Change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
2-7. Change the Product Information "<<change the composition parts>>"

1) Register the composition

- You can change the composition of the “JAMA sheet of the product as a whole” which was created by way of aggregation, from the “Register Item Composition Information” menu.
- Model case: The case of PCB Assembly

  ◆ Product composition after aggregation

  - PCB Assembly (ABCDE12345)
    - PCB (A0001) x 1
    - IC (A0002) x 2
    - CONNECTOR (A0003) x 1
    - RESISTOR (A0004) x 10

  ◆ Operational flow

  - Step 1: Registration of composition
    Change the composition information of the PCB Assembly
    - PCB (A0001) Quantity: 1
    - IC (A0002) Quantity: 2
    - CONNECTOR (A0003) Quantity: 1
    - RESISTOR (A0004) Quantity: 10
    - RESISTOR2 (A0005) Quantity: 10 (not to be included in the aggregation)

  - Step 2: Registration of JAMA sheet
    Register the JAMA sheet of the additional part together with the attachment files such as Analysis report & SDS.
    - PCB (A0001) Quantity: 1
    - IC (A0002) Quantity: 2
    - CONNECTOR (A0003) Quantity: 1
    - RESISTOR (A0004) Quantity: 10
    - RESISTOR2 (A0005) Quantity: 10 (to be additionally registered)

  - Step 3: Aggregation of the product
    Create the JAMA sheet for the product by way of aggregation.

  The JAMA sheet of the “PCB Assembly” as a whole is now completed.

Continued on the next page
Operational procedures are as follows:

1) Register the composition

<table>
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<th>Operation</th>
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<tbody>
<tr>
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<td>P. 21</td>
<td>E-mail message requesting a product survey is sent to the E-mail address registered with jDesc.ﷺ &lt;&lt;Title&gt;&gt; [jDesc] [Status Notification] Survey request information (date)</td>
</tr>
<tr>
<td>Confirm the Details of Survey Request</td>
<td>P. 23</td>
<td>Log in to jDesc to confirm the product targeted by the survey request as well as the details of request.</td>
</tr>
<tr>
<td>Step 1: Registration of composition</td>
<td>P. 70</td>
<td>Change the composition information that has been registered.</td>
</tr>
<tr>
<td>Step 2: Replacement of JAMA sheet</td>
<td>P. 74</td>
<td>Register the JAMA sheet of additional parts with jDesc together with such attachment files as Certification and Analysis report.</td>
</tr>
<tr>
<td>Step 3: Aggregation of the product</td>
<td>P. 78</td>
<td>On the basis of the composition information, put together again /re-aggregate registered JAMA sheets.</td>
</tr>
<tr>
<td>Step 4: Reply</td>
<td>P. 81</td>
<td>Register the JAMA sheet as well as the attachment files, such as Certification and Analysis report, created in (3) to reply.</td>
</tr>
</tbody>
</table>
| Reception of the E-mail which confirms the completion of the process | P. 43| After checking the reply, if there is no problem, JDI will send an E-mail message to confirm the acceptance of reply.  
<<Title>> [jDesc] Approved survey reply (date)                                      |

Initiation of survey

Continued on the next page
2-7. Change the Product Information <<change the composition parts>>

1) Register the composition

- Change the product composition information from “Register ・ Change Item Composition Information.”
- Search for the product you are going to change.

(1) Click “Register ・ Change Item Composition Information.”

(2) Click “Search” on the Item Composition Search Condition screen.

(3) Select the product in question from the list of registered products.

(4) Click “Reference.”

Continued on the next page
2-7. Change the Product Information <<change the composition parts>>

1) Register the composition

- Register the composition part to be added.

Register the composition part to be added.

(List of registered composition parts)

(5) Click “Add Parts.”

Continued on the next page
1) Register the composition

- Register the composition part to be added.

(6) Register the information of the composition part to be added.

[**JDI Item Number**]
- If no code is specified by JDI, please input an arbitrary code.
  (Please make it the same as the delivery parts number on the JAMA sheet.)

[**JDI Item Number Name**]
- If it is not specified by JDI, please input an arbitrary name.

* If you want to quote a part that has already been registered with the system, click “Selection” in the “JDI Item Number” column.

(7) Click “Register.”
2-7. Change the Product Information <<change the composition parts>>

1) Register the composition

- change a composition part.

(8) Click “Back to Register Item Composition.”

(9) If you want to delete it, “select” the product in question. * If you do not want to delete it, please deselect it at the time of aggregation.

(10) When you click “Update,” it will be deleted.
2-7. Change the Product Information <<change the composition parts>>

2) Replace the JAMA sheet

- From the “Load Item” menu, register the JAMA sheet of the composition part to be additionally registered.

1. Click “Load Item.”
2. Click “参照” to register the JAMA sheet of the composition part.
   - Register the JAMA sheet (CSV file) you created.
3. Click “Read File” to quote the information contained in the JAMA sheet for the items on the screen.
   - When the JAMA sheet is read in, the delivery parts number (JDI Item Number) & Mass on the JAMA sheet will be displayed.
4. Enter any remarks if necessary.
5. Click “Register.”

Continued on the next page
3) Change reference materials other than JAMA sheet

- Click “To Attachment Entry” on the “Register Item (Specify file) Completed” screen.

(6) Click “To Attachment Entry.”
3) Change reference materials other than JAMA sheet

- Next, register such attachment files as Certification & Analysis report.

(7) Register the attachment files of the product in question, such as Certification.

(8) Register those files that are attached to individual composition material units, such as Analysis report.

(9) Click “Register Attachment.”

Those attachment files registered with composition parts will be automatically attached to the aggregated product. But, it only applies to the attachments (Analysis Report, MSDS) registered with material unit. Attachments like “Certification” that is tied with whole composition parts are inapplicable.

Continued on the next page
2-7. Change the Product Information <<change the composition parts>>

3) Change reference materials other than JAMA sheet

- Register such attachment files as Certification & Analysis report.

* When the attachment is registered, it is displayed as a hyperlink.

Registration is now complete.

(10) If you want to continue and register another composition part, click "Back" and repeat the registration process on Pages 72-77.
4) Carry out aggregation of the composition parts

- On the basis of the registered composition information, automatic aggregation will be carried out to create the JAMA sheet of the product as a whole.

(1) Click “Item Aggregation.”

(2) Specify the search conditions to search for the product and click “Search.”

(3) Select the product subject to aggregation from the list and click “Reference.”

Continued on the next page...
4) Carry out aggregation of the composition parts

- Specify the parts for aggregation; then, carry out aggregation.

(4) Put a check in the “Aggregation Target” box.
  ♦ The parts to be included in the product will be displayed as “Replied.”

(5) Remove the check in the box of Aggregation Target if the product is not subject to aggregation.

(6) Click “Aggregation.”
2-7. Change the Product Information <<change the composition parts>>

4) Carry out aggregation of the composition parts

- Confirm the result of aggregation from the “Item Register Result” menu.

   (7) Click “Item Register Result.”

   (8) When the “Register Status” of the product in question becomes “Processed,” aggregation is complete.

   * Immediately after the aggregation, the status will be “In Process.” If it is still being processed, please wait for a moment and check again.

   “Processed”: Multiple JAMA sheets have been integrated into a single JAMA sheet.

   Aggregation is now completed.
5) Reply

- Send the reply information to JDI.

1) Click “Not replied” or “Reply delayed.”

2) Select the product targeted for reply.

3) Click “JAMA Reply Register.”

Continued on the next page
5) Reply

- Send the reply information to JDI.

The most recent version of JAMA sheet compatible with jDesc will be displayed.

(4) Click "Quotation."

(5) Click "Search."

(6) “Select” the product in question. * When you search, this will be displayed.

(7) Click “Selection.”

Continued on the next page
5) Reply

- Send the reply information to JDI.

(8) Click “Register Reply Sheet.”

(9) Click “Detailed Information” tab.

◆ When you click “Register Reply Sheet”, the JAMA sheet of which aggregation has been done and attachment files will be quoted.

Continued on the next page
5) Reply

☐ Send the reply information to JDI.

(10) Register those files that are related to the product in question as a whole such as Certification.

(11) Click “Register Attachment.”

(12) Click “Basic Information” tab.
5) Reply

- Send the reply information to JDI.

(13) Click “Send Reply.”

Reply to the survey is now completed.
2-7 (For Your Reference) How to Handle the Case of a Multi-level Composition

- When you carry out “Item Composition Registration” and “Item Aggregation” with jDesc, you can carry out the registration/aggregation for one level only.
- If, as in the case shown below, it is multilayered, you need to repeat the process of “Item Composition Registration” and “Item Aggregation” layer by layer.

Example: Case of three-level structure – creation of the JAMA sheet for product “A” as a whole

Step 1: Create the JAMA sheet for part 1

Step 2: Create the JAMA sheet for Product “A”

Continued on the next page
In addition, from the “Item Aggregation” menu, you can look up the composition information of the product in its multi-level format.

1. Click “Item Aggregation.”
2. Select the product in question.
3. Click “Reference (multi-level).” You can confirm the JAMA sheet registration situation in such a manner as it is expanded into a number of levels.
2. Operating the system in response to a Survey of chemical substances in products

2-1. Confirm the Details of Survey Request
2-2. Register the Reply on Product Information <<single item>>
2-3. Register the Reply to Returned survey (re-survey)
2-4. Confirm the Notice of Completion and the Message at the Time of Approval
2-5. Reject the Request (when returning it to JDI)
2-6. Register the Reply on Product Information <<each composition part>>
2-7. Change the Product Information <<change the composition parts>>
2-8. Change the Data Which Have Been Submitted (add/delete the data)
2-8. Change the Data Which Have Been Submitted (add/delete the data)

1) When you want to change the data which have been submitted

- You cannot edit the data that have already been sent as a reply.
  In case you need to edit it, please contact the requester of the survey; we will “return” it to you.
- You can confirm the survey requester information from the Requester Information display screen. (For confirmation of requester information, please refer to “Confirming the detail of the survey request from JDI” (Page 25.)

(1) Click “Requester Information.”
3. Use of the Registered Data

3-1. Use the Registered Data (reuse)
3-1. Use the Registered Data (reuse)

1) When you want to use the registered data again

If you register the reply files, you can reuse the Analysis report or SDS (MSDS) which was registered with the past reply.

Past survey request
(Survey on product “A001”)

New survey request
(Survey on product “A002”)

*Note:
• As the JDI Item Code is unique to the survey request, a registered JAMA sheet or Certification for which Item Code is different cannot be reused.

[Files that can be reused]
- Analysis report
- SDS (MSD), composition table
- Part Component Diagram

Please refer to the next page for how to quote the reference materials that have been used in the past.

Continued on the next page
3-1. Use the Registered Data (reuse)

1) When you want to use the registered data again

- Quote it from “Item Survey Receipt Reference” screen.

   (1) Click “Not replied” or “Reply delayed.”

   (2) After selecting the product in question, click “JAMA Reply Register.”

Continued on the next page
3-1. Use the Registered Data (reuse)

1) When you want to use the registered data again

- If you want to reuse the registered data, you can quote it from “Detailed information” tab.

(3) Click the “Detailed Information” tab.

(4) To make quotation, click “File Search” to search for the reply file that was submitted in the past.

(5) Click “Attachment Register.”
4. Maintenance of the Master File

4-1. User Master
1) Updating the user registration information

☐ Use “User Master” to update the user information that has been registered.

  ✓ We have new staff in charge

  ✓ We want to change one of the E-mail addresses ... etc.

If there was a change to registered information such as name of the staff member in charge, E-mail address, and telephone number, we request the supplier to update it.
Please make sure that registered information is always up to date.

✓ We want to register an additional user ID

✓ We want to remove one of the registered User IDs

Please fill out the “jDesc Application Sheet” posted on the JDI website and send it to the E-mail address of the Procurement Department:
procure.manage.zz@j-display.com
1) Updating the user registration information

- Click “User Master” to display the User Master screen.

(1) Click “User Master.”
4-1. User Master

1) Updating the user registration information

- Click “Search” on the User Master screen.

(2) On the “User Master Search Condition” screen, click “Search” without inputting anything.
1) Updating the user registration information

- On the “User Master Reference” screen, select the user to be updated and click “Correction.”

<table>
<thead>
<tr>
<th>Selection</th>
<th>Delete Flag</th>
<th>Company Code</th>
<th>Company Name(English)</th>
<th>Company Name(Local)</th>
<th>User Code</th>
<th>User Name(English)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>S01401</td>
<td>S014 Supplier</td>
<td>S014 Supplier</td>
<td>JDISUP14</td>
<td>JDISUP14</td>
</tr>
</tbody>
</table>

(3) Select the user in question.

(4) Click “Correction.”
1) Updating the user registration information

- Change the details of information you want to update.

<table>
<thead>
<tr>
<th>Company Code</th>
<th>User Code</th>
<th>Password</th>
<th>Language Type for Usage</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01401</td>
<td>JDISUP14</td>
<td>********</td>
<td>EN/English</td>
<td>@j-display.com</td>
</tr>
</tbody>
</table>

(5) Change the details of information you want to update.
*Example: Change of E-mail address

Continued on the next page
1) Updating the user registration information

- After updating the details, click “Correction”; then, click “OK.”

(6) After updating the item you want to change, click “Correction.”

(7) Click “OK.”
1) Updating the user registration information

When the “User Master Registration completed” screen is displayed, update is complete.

When you see this display, update is complete.
2) When you want to add/delete the user ID (when the number of users increases/decreases)

- When you want to add/delete the user ID and the number of users will increase/decrease: Please make sure that you get in touch with the following contact to apply:

  ■ Send your application to:
  Procurement Division, Japan Display Inc.
  E-mail: procure.manage.zz@j-display.com

◆ When you want to add, please keep in mind the following:
  • When you want to add, please download the application form from the URL below, fill out the form, and send it to the contact address mentioned above.
  Application form is posted at: http://www.j-display.com/company/procurement/supply.html
  • The maximum number of user IDs for a company to obtain is 10.

◆ When you want to delete, please keep in mind the following:
  When you want to delete, please send the following information to the contact address mentioned above:
  • User information to be deleted: User ID & User Name
3) FAQ

◆ We would like to change the registered address of Mr/Ms “A.”

You, the supplier, yourself can change it with the User Master.

◆ As the registered information of Mr/Ms “A” is no longer required, we would like to replace it with information of Mr/Ms “B.”

You, the supplier, yourself can change it with the User Master.

◆ The registered information of Mr/Ms “A” is no longer required. We don’t have any new member to register.

Please fill out the “jDesc Application Sheet” posted on the JDI website and send it to the E-mail address of the Procurement Department as follows:

procure.manage.zz@j-display.com

◆ Currently we have registered three people’s user information; however, we would like to add another person’s user information.

Please fill out the “jDesc Application Sheet” posted on the JDI website and send it to the E-mail address of the Procurement Department as follows:

procure.manage.zz@j-display.com
5. Others

5-1. Key Points in Creating the JAMA Sheet

5-2. Notification/Announcement Function
5-3. List of E-mail Messages
5-4. System Operational Environment
5-5. Inquiry Desk
5-1. Key Points in Creating the JAMA Sheet

1) Downloading the JAMA sheet

- Please download through the following HP if JAMA/JAPIA Standard Material Datasheet (Data Input Form) is not in hand.
- As the laws and regulations information that can be judged differ according to the version, please download upon confirming the latest version of the datasheet.

URL: http://www.japia.or.jp/datasheet/

1. Download the data input form. & Download the external list.

If the password for starting up JAMA sheet is unknown, Please inquire Product Environment Team, Japan Display Inc. (green.proc.zz@j-display.com).

Continued on the next page
2) Rules you must follow when filling out the JAMA sheet

It is to explain the special requirement of JDI (Entry Rule) for creating JAMA sheet.

1. Required input for [Trade Name] of item No. (*) 14
   - The above mentioned item is not a required item in JAMA sheet but is required in jDesc. Error will occur if this item is left not inputted.
   - Please enter the trade name of each composition material and enter the serial number etc. of each composition material for the purpose of identification when there is no trade name or not allowed to exhibit.

2. Entry method when there are supplies (company supplies) from our company
   - When there are supplies from our company, please input [3] in [Investigation Flag] of Item No. 6.
     In this case please enter the following item only.
     * Item No. 7: [Part Structure]
     * Item No. 8: [Part Number]
     * Item No. 10: [Weight g/Part]
     * Item No. 11: [Quantity (upper/part)]

3. Please input the item Number and Item Number Name of JDI correctly.
   - The above items are to identify your company’s product in jDesc system, please input them correctly, including the full-width and half-width characters.
     1. JDI Item Number.: [Part Number] column of Item No. 2
     2. JDI Item Number Name: [Part Name] column of Item No. 3
(*) Item No: The No. that writes in row 14 of JAMA’s [data input form]. (In the case of JAMA Ver 3.00)
5-1. Key Points in Creating the JAMA Sheet

2) Rules you must follow when filling out the JAMA sheet

The exact input for JDI specially required item (entry rule) that introduced in previous page is shown as below.

---

3. Please input the Item Number and Item Number Name of JDI correctly.

2. Entry method when there are supplies (company supplies) from our company.


[Trade Name] is a required item.

---

Continued on the next page
2) Rules you must follow when filling out the JAMA sheet

※ Important: Note the following

- **[Part Number]**
  Please input the item code of the JDI survey request.

- **[Part name]**
  Please input the item text of the JDI survey request.

- **[Material name] [Trade name]**
  Please input unique “Trade names” by “Materials”. Material names and Trade names are reflected to the value in the registration place of the analysis report on jDesc. When there are overlapped trade names, please add any character or number associated with the trade name.

  ※ We recommend “trade name” is the same as test part description on analysis report.

Continued on the next page
5-1. Key Points in Creating the JAMA Sheet

3) Basic rules for the creation of the JAMA sheet

- Basic rules for JAMA sheet preparation
  For detail, please refer to JAMA Sheet User's Manual.
  (http://www.j-display.com/english/company/procurement/supply.html)

- Use alphanumeric (one-byte) characters only. Do not use Japanese (two-byte) characters.

- The CSV file of the JAMA sheet should not be edited directly.

- Do not directly paste data copied from other Excel files. Formats other than that of the JAMA sheet may cause errors. When pasting data copied from other Excel file, select only “paste value” from the paste options.

- JAMA data containing any error cannot be uploaded in jDesc, JDI's chemicals control system.
5-1. Key Points in Creating the JAMA Sheet

3) Basic rules for the creation of the JAMA sheet

- What to do if the CSV file cannot be imported into the JAMA sheet
  If a CSV file cannot be imported • • •
  Open the file by WordPad or Notepad to check whether data are corrupted.

For information: How to restore corrupted data
Ask the source company to resend the data, or open the corrupted CSV file by Excel and copy the necessary data such as article numbers to the Data Input Form, or select in accordance with the data.
4) Introduction of the JAMA Sheet creation manual

- Introduction of manual regarding the detailed operational procedure and creation method of JAMA sheet.

1. Manual about the creation method of JAMA sheet
   - It is issued in the homepage of Japan Auto Parts Industries Association (JAPIA). (URL is as below)
     (English Version Material Name: JAMA/JAPIA Standard Material Datasheet Instruction)
   ○ (Recommend) : [ (4) Operation Procedure ]
     - Detailed manual for the above one.
     (Japanese version only)

   ★ In the simple manual of (5), the JAMA sheet creation procedure is exemplified by the actual part example.

2. JAMA sheet creation sample
   - The example of digital parts (transistor/electrical circuit card), label, tape, plated component parts is issued.
   ○ (Recommend) : [ (6) (Data Input Sample) ]
   (English Version Material Name: Data input sample)

3. Homepage of Japan Auto Parts Industries (JAPIA)

4. JAMA Sheet User’s Manual (JDI)
   - Provides the documents about the outline of JAMA sheet created by our company.
   * JDI website below
   - URL: [http://www.j-display.com/company/procurement/supply.html](http://www.j-display.com/company/procurement/supply.html)
5. Others

5-1. Key Points in Creating the JAMA Sheet
5-2. Notification/Announcement Function
5-3. List of E-mail Messages
5-4. System Operational Environment
5-5. Inquiry Desk
5-2. Notification/Announcement Function

1) Concerning notification/announcement function

- We post various notifications to our suppliers at “Guide,” which you can take a look at after logging into the jDesc.

(1) From time to time, we post announcements/notifications to our suppliers, such as notification of revision of JAMA sheet and various other data.

To see what it is about and look up the registered files, click the link in the “Title” column.

Continued on the next page
5-2. Notification/Announcement Function

1) Concerning notification/announcement function

- When necessary, jDesc will send the following E-mail messages to our suppliers:

  [jDesc] Updated the Guide Information

  Sender’s E-mail address: jdesc.system.zz@j-display.com
  * The same as for various E-mail messages (such as survey request)

  The content (title) of the notification/announcement:

  Sometimes, there are multiple notifications contained in one E-mail message.

  Sometimes, there is a file(s) attached to the E-mail.

When we want to make an important announcement, we sometimes send an E-mail message to our suppliers, in addition to posting it to the jDesc “Guide.”

<jDesc> Updated the Guide Information

* Contact information
  Please contact the following division for this issue.
  E-mail: jdesc.contact@j-display.com

End
5. Others

5-1. Key Points in Creating the JAMA Sheet
5-2. Notification/Announcement Function

5-3. **List of E-mail Messages**

5-4. System Operational Environment
5-5. Inquiry Desk
### 5-3. List of E-mail Messages

1) List of E-mail messages sent by jDesc

- **jDesc sends the following E-mail messages automatically to our suppliers:**
  - As the CSV file attached to the E-mail contains information related to the survey, please make sure you take a look at it.
  - * For how to look up the CSV file, please refer to “2-1. Confirming the details of the survey request” of this manual (Pages 21-25).

<table>
<thead>
<tr>
<th></th>
<th>Title of the E-mail message</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[jDesc][Status Notification] Survey request information <em>(date)</em></td>
<td>This is sent when there is a survey request for which a reply has not been received. Please refer to the CSV file attached to the E-mail message to confirm the product in question. The E-mail message is sent once when the survey is requested.</td>
</tr>
<tr>
<td>2</td>
<td>[jDesc][Status Notification] Survey request was cancelled <em>(date)</em></td>
<td>This is sent when Japan Display has cancelled the survey. Please refer to the CSV file attached to the E-mail message to confirm the product targeted for cancellation. The E-mail message is sent once after the survey was cancelled.</td>
</tr>
<tr>
<td>3</td>
<td>[jDesc][Status Notification] Resurvey request <em>(date)</em></td>
<td>This is sent when re-reply is required, for such reasons as imperfect/defective reply, concerning the survey request for which a reply has been submitted previously. Please refer to the CSV file attached to the E-mail message to confirm the product targeted for the survey. The E-mail message is sent once when the survey was returned.</td>
</tr>
<tr>
<td>4</td>
<td>[jDesc][Status Notification] Approved survey reply <em>(date)</em></td>
<td>This is sent when Japan Display has confirmed/approved the reply to the survey request. Please refer to the CSV file attached to the E-mail to confirm the product in question. The E-mail message is sent once after the approval.</td>
</tr>
<tr>
<td>5</td>
<td>(E-mail message to confirm the situation concerning the reply to the product survey request) * The title of the E-mail message will be decided by Japan Display.</td>
<td>This is sent when Japan Display wants to confirm the progress of reply concerning the survey request for which a reply has not been received. ◆For what you should do when you received this E-mail message: Please refer to the E-mail message.</td>
</tr>
</tbody>
</table>

---

*Email will be sent in the language set in [User Master], Please refer to [4-1. User Master] (pages 94-103) when want to change the addressee.*
5. Others

5-1. Key Points in Creating the JAMA Sheet
5-2. Notification/Announcement Function
5-3. List of E-mail Messages

5-4. System Operational Environment

5-5. Inquiry Desk
5-4. System Operational Environment

1) System operational environment for the jDesc

**OS**

This system can be used in the following OS.

- **Windows 7** (Operation warranty expiration date: January 14, 2020)
  ※ Microsoft support period end.
- **Windows 10**

**Browser**

This system can be used in the following Browser.

- **Internet Explorer 11**

Besides, regarding JAMA sheet’s operational environment, please refer to JAPIA homepage (http://www.japia.or.jp/datasheet/)
5. Others

5-1. Key Points in Creating the JAMA Sheet
5-2. Notification/Announcement Function
5-3. List of E-mail Messages
5-4. System Operational Environment

5-5. Inquiry Desk
1) List of Contacts

Contacts for further inquiry about this manual and operation of & application for jDesc.

<table>
<thead>
<tr>
<th>Enquiry</th>
<th>JDI Group business bases</th>
<th>SE,KOE,NANOX (overseas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE: Green Procurement Guideline</td>
<td>Product Environment Team Japan Display Inc.</td>
<td>Please contact the procurement counter at respective bases.</td>
</tr>
<tr>
<td></td>
<td>E-mail address : <a href="mailto:green.proc.zz@j-display.com">green.proc.zz@j-display.com</a></td>
<td></td>
</tr>
<tr>
<td>Send jDesc Application Sheet to:</td>
<td>Procurement Division Japan Display Inc.</td>
<td>Please contact the procurement counter at respective bases.</td>
</tr>
<tr>
<td></td>
<td>E-mail address : <a href="mailto:procure.manage.zz@j-display.com">procure.manage.zz@j-display.com</a></td>
<td></td>
</tr>
<tr>
<td>RE: jDesc operation</td>
<td>jDesc Help Desk (operated by: NEC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail address : <a href="#">jdesc-helpjp@nes.jp.nec.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="#">jdesc-helpgl@nes.jp.nec.com</a></td>
<td></td>
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<td></td>
<td>(English/Chinese)</td>
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</tbody>
</table>
## Manual Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of revision</th>
<th>Key revision points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1 April 2013</td>
<td>Newly created</td>
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</table>
| 2.01    | 1 June 2014     | Full-fledged revision including the items associated with new functions released in October 2013.  
Key change:  
1) Change to the way users confirm the comment from the survey requester (Pages 23-25)  
Key additions:  
(1) Additional explanation to “JAMA sheet aggregation function <<when registering the composition en masse>>” (Page 9)  
(2) Additional explanation to “Reference materials to be registered” (Page 10)  
(3) Additional explanation to “Register the Reply on Product Information <<each composition part>>” (Pages 55-69)  
(4) Additional explanation to “Change the Product Information <<change the composition parts>>” (Pages 71-93)  
(5) Additional explanation to “Use the Registered Data (reuse)” (Pages 97-99)  
(6) Additional explanation to “Basic rules for the creation of the JAMA sheet” (Pages 115-116) |
| 2.02    | 22 January 2016 | (1) Change jDesc Login URL  
(2) Change jDesc Helpdesk E-mail Address |
| 2.03    | 1 April 2017    | Change arrangement orders of explanations (Pages 30, 38) |
| 2.04    | 1 November 2017 | Change division name (Inquiry Desk) |
### Manual Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of revision</th>
<th>Key revision points</th>
</tr>
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</table>
| 2.05    | 1 JUN 2019       | ① Additional explanation to password lock (Page 15)  
  ② Layout change of Add/Delete button for attaching files (Page 31,40)  
     · Menu [SCSPR0114]  
  ③ Change of operational process  
     · 2-6. Register the Reply on Product Information <<each composition part>>  
      (Deleting page- 62~66)  
     · 2-7. Change the Product Information <<Change the composition parts>>  
      (Deleting page- 84~88)  
  ④ 5-4. Update of System Operational Environment (Page 118)  
  ⑤ correction of miscellaneous |
| 2.06    | June 1, 2021     | -Notes about JAPIA sheet added. (cover page)  
  -Format design changed. |
EOF