

(1) **Green Procurement Guideline in general:**

**Q: We are a trading company. Should we distribute JDI Green Procurement Guideline to our related manufacturing companies (manufacturers)?**

A: Yes. We recommend that every trading company distributes JDI Green Procurement Guideline to its related manufacturers. We at JDI have been distributing our Green Procurement Guideline to our primary suppliers. Then you are recommended as a trading company to distribute the Green Procurement Guideline to related manufacturers to make them aware of the requirements of JDI.

(2) **JDI prohibited and controlled substances:**

**Q: For the JDI prohibited substances, why have you established more rigorous limits compared to the prohibited substances designated by RoHS, REACH and other laws and regulations?**

A: This is because we at JDI have designated the prohibited substances based on not only laws and regulations but also customer requirements. We have business relations with a variety of customers, and the customer requirements greatly vary according to the applications and countries in which our products are used. In some cases, the requirements are stricter than laws or regulations.

(3) **JDI environment-audit-sheet:**

**Q: Should we register the JDI environment-audit-sheet in the jDesc system?**

A: Yes. We recommend that you register the JDI environment-audit-sheet in the jDesc system, since we can ask you to carry out a survey through the jDesc Survey Site system, which is an optional function of the JDesc system.

**Q: We are a trading company. Are we allowed to submit only the audit sheet on the manufacturers?**

A: No. You are needed to submit the audit sheets on both you and the manufacturers. The audit sheet contains the items referring to the functions of trading company.

(4) **Certification of non-use of environment-related substances:**

**Q: Regarding a series of components made from the same material (different from each other in model name), can we register the Certifications in the jDesc collectively by series?**

A: Those components in a series must be registered in jDesc on the basis of item code. In practice, however, jDesc allows suppliers to utilize any registered documents, so you are recommended to use this function and attain registration on the basis of item code.

**Q: For some materials which contain prohibited substances exceeding the JDI limits, we have obtained permission to use them from JDI's design personnel. How do we complete the Certification?**

A: At the beginning of the Certification, select the option 2. "in an amount exceeding the chemical content limit specified, ..." and in the Comments column in the Certification, enter the information about the substance(s) contained exceeding the limits and the statement that you have been admitted by JDI to use the substance(s).

**Q: Due to our (supplier's) own rules, we cannot submit the Certification designated by JDI. Will you accept the certificate created in our own format?**

A: As a rule, we require submission of the Certification designated by us. However, if you as a supplier cannot meet the requirements due to your internal rules, consult us in advance about whether we can accept any alternative certification. We will review whether to accept your certification created in your own format.

**Q: For the concentration of substances in the Annex [Substance Survey Form] of Certification of non-use of environment-related substances, which should we enter, theoretical value or analytical value?**

A: It is left to your discretion which should be entered, theoretical or analytical value. However, in case where the value you enter is different from that included in other submitted documents (e.g., ratio of constituents included in JAMA Sheet and/or SDS (MSDS)), specify the significance of the value in the Remarks column on the far-right portion of the Annex [Substance Survey Form] or in the Comments column at the bottom of the Annex [Substance Survey Form].

(Entry example: Analytical value, Maximum theoretical value)

**Q: We have substitute components (\*the components with the same performance, which may be used depending on the timing of delivery) for some components in the products subject to survey. Are we required to also include the substitute parts in the Annex [Component List] and Annex [Substance Survey Form] of the Certification?**

A: Yes. Include all items which may be delivered to customers. For the substitute materials, enter the statement showing the substitute materials in the Remarks column to avoid a possibility of double counting of the total number. In addition, also for the substitute materials, remember to register their relevant data (e.g., analytical reports, SDS) in the jDesc. The substitute materials may be compiled in ZIP files or other means for registration.

\* If primary materials and substitute materials cannot be clearly distinguished from each other, define either one of the materials (\*preferably the material which contains most the prohibited or controlled substances, if contained) as “primary material” and the others as “substitute materials.”

(5) **JAMA Sheet:**

**Q: Tell us the password to access the JAMA Sheet.**

A: Password cannot be disclosed. If you forgot your password, contact our Environmental Division. (E-mail: green.proc.zz@j-display.com) In the event of revision made to JAMA Sheet, we will notify individual suppliers of the revision including the timing of ensuring compatibility with the jDesc system.

\* The notification will be made as a rule through the Guide (information) mail function in the jDesc system.

**Q: Even when the JAMA Sheet is started, an error occurs in attempts of data retrieval and/or data checking. What is the cause?**

A: An error occurs when you start the JAMA Sheet without holding the jamasheet (\*\*.xls) for data input and the external list file (EXLIST \*\*.xlsx) in the same folder. An error also occurs if the language and version for the data input and external list files are not in the same combinations.

**Q: You require that Item No. 14 “Trade name” in the JAMA Sheet must be entered. What should we enter? In addition, why must we fill in the Trade name?**

A: Enter material model names designated by individual suppliers (manufacturers). We recommend that you enter the same names as the sample names included in analytical reports whenever possible to ensure proper checking. Where trade names are undisclosed, fill in any serial numbers.

In practice, if you omit filling in the Trade name, an error occurs when you attempt to upload the JAMA Sheet to

jDesc. The Trade name will appear on the screen to allow suppliers to register documents about constituting materials (homogeneous materials) in the jDesc screen, thus providing the basis for judgment on proper registration of documents.

**Q: For the inks, adhesives and other liquid materials which have varying constituents and/or weights before and after being dried, tell us what information we should include in the JAMA Sheet.**

A: Register the constituents in the state at the time of delivery to us. Where inks or adhesives are practically applied at suppliers, enter the state after drying. Although, when inks or other liquid materials themselves are delivered to us, you may report the constituents of the liquid materials at the time of delivery, there may be a case that our customer requests us to enter the constituents after drying and, in such case, we may request suppliers to provide information on the constituents after drying.

There are such chemical substances that are shown as process chemicals when their constituents (CAS No.) are entered in the JAMA Sheet. The process chemicals can volatilize in the manufacturing process like solvents and/or change to other compounds and then, they are unlikely to remain in products. Therefore, **when you are to register the substances displayed as process chemicals, check whether the substances are really left in the products delivered to us and register only the substances determined to actually remain in the products.** If residual components are unknown, consult the manufacturer.

**Q: Are we required to register the components also for separators and protective sheets for tapes?**

A: We recommend that you register the components also for tape separators and protective sheets provided that the components are indicated in the specifications and/or drawings. Remember to register the analytical reports and SDS (MSDS) for those components.

**Q: If we are not given any information about components from upstream manufactures, can we register the components in “Others” or the like?**

A: In the JAMA Sheet, you can use “Others” or the like for registration of any constituting materials (homogeneous substances) whose contents are 10% or less. However, for the JDI prohibited and controlled substances, you are required to report them even if their contents are found 10% or less.

**Q: Where can we acquire the format of JAMA Sheet?**

A: JAMA Sheet is the format provided by JAPIA (Japan Auto Parts Industries Association). It is formally known as JAMA/JAPIA Standard Materials Datasheet. You can download the format from the JAPIA website at the following URL. (\*Various documents may be downloaded.)

JAPIA Website URL: <http://www.japia.or.jp/datasheet/> (Japanese)

<http://www.japia.or.jp/english/datasheet.html> (English)

**Q: When registering metallic constituents in the JAMA Sheet, to what points should we pay attention?**

A: When you register a metallic material about which ISO, JIS and/or other official material standards have been established, select the appropriate option for its “Material name” from the Material Master. The composition of the material will be automatically displayed. Also for plating materials, select applicable option from the Material Master as a rule. In actuality, however, where the actual composition of plating materials is not found in the list in the Material Master, remember to register the exact composition.

**Q: How do we register the chemical substances with CAS numbers that are not included in the database (DB) in JAMA Sheet?**

A: As a rule, register every chemical substance based on the DB in JAMA Sheet. However, where appropriate CAS No. or chemical substance is not found in the DB, please contact the section which has requested for survey or our Environmental Division.

**Q: The external list (EXLIST-\*\*.xlsx) in the JAMA Sheet does not open. Tell us the password for the external list.**

A: The external list cannot be opened. The external list constitutes chemical substances DB for data link with JAMA Sheet and then you do not need to open the list. Remember that the external list should be held in the same folder as for the JAMA Sheet.

**Q: Many errors occur in the error checking after completion of JAMA Sheet. Tell us what action to take.**

A: You must take different actions according to details of errors. Following the error message after error checking, make corrections with reference to manuals. Also refer to the section titled Frequently encountered errors and their causes in the JAMA Sheet User's Manual. JAMA Sheet includes "Material name," "Substance code (CAS No.)," and other items allowing you to select an appropriate option with the Select button. Remember that an error occurs if you attempt to type in any of these items.

**(6) Analytical reports:**

**Q: Regarding analysis laboratory, is the analysis in our company accepted provided that we have granted the certification of ISO 17025?**

A: No. In order to meet the requirements of our customers, remember to submit the analytical reports issued by third-party organizations.

**Q: Are we required to submit analytical reports on materials provided by JDI?**

A: For materials provided by JDI, submission of analytical report is not required as a rule. In practice, however, there are various methods adopted for providing materials and so, contact the section which has requested for survey for details.

**Q: For analysis of plating, are we allowed to analyze plating solutions?**

A: No. Analysis of plating solutions has no significance, so remember to analyze the plating itself. If you find difficulty in analyzing only the plated section of any delivered material, you may evaluate the analysis of plated section by difference using a component whose base material is known.

We appreciate your cooperation to meet the requirements of our customers.

**Q: For the analytical report on inks, are we allowed to provide the analytical results of liquid samples (before drying)?**

A: In case where the parts you deliver to us contain inks after drying, remember to submit the analytical reports on the inks after drying. For the inks and other liquid materials which have varying components according to the state, liquid (before being dried) and solid (after being dried), submit the analytical reports referring to the state of components and products which are delivered to us. In addition, there may be a case that our customer requests us to submit the analytical reports on the inks after drying and, in such case, we may request suppliers to provide the analytical reports on inks after drying.

**Q: Are we allowed to register a file (e.g., in the ZIP format) all at once for a batch of components rather than by constituting material?**

A: You are required to register analytical reports and SDS (MSDS) for individual constituting materials. This is because batch registration causes the system to have difficulty in identifying which files are related to which constituting materials. We appreciate your cooperation in advance.

**Q: Where manufacturers reject submission of analytical reports since the reports include confidential information, tell us how to act.**

A: You can protect with masking any product name, the company which has requested for analysis, and other confidential information. You are required at the very least to allow us to identify to what material the analytical report refers.

**Q: As the constituent material of the resin used, the base resin contains additives (glass fiber, coloring agent, etc.). In this case, what kind of analytical report should we submit?**

A: Submit the analytical report referring to the state in which the base resin contains additives. Otherwise, you may submit analytical reports individually for the base resin and additives. Remember that the analytical report referring only to the base resin will not be accepted.

(7) **jDesc (general, request for survey, application, etc.):**

**Q: Does the request for survey refer to volume production code alone or prototyping code in addition?**

A: Request for survey may refer to either one of the codes and also both of the codes in some cases, depending on the required customer services. For individual requests for survey, register a complete set of environment-related documents.

**Q: Tell us how to respond in case where we become locked out due to incorrect or wrong password.**

A: If you enter incorrect or wrong passwords for five consecutive times, you will be locked out and notification of your ID and a new password will be sent to the e-mail address that has been registered corresponding to the ID. If your ID itself is unknown, or if your registration information regarding e-mail address is unknown, contact jDesc Help Desk. Note that a notification e-mail will be sent about two hours later (between 08:00 and 20:00 JST).

**Q: Can already submitted data be corrected (by suppliers)?**

A: No. Already submitted data cannot be corrected by suppliers. When you need to correct any submitted data, contact the section which has requested for survey at JDI for Reject (Resurvey) to re-register corrected information.

**Q: When we are requested to make a survey about any discontinued products, are we allowed to Request reject to JDI?**

A: Yes. You can Request reject to the section which has requested for survey through jDesc, including the reasons to Request reject. In practice, however, you may be requested to make a survey on any discontinued products when required by our customers. In this case, you are required to respond to the request as appropriate.

**Q: (Where the primary suppliers of JDI are a trading company) should registration in jDesc be relied on the trading company? Otherwise, should the registration be relied on manufacturers?**

A: We would ask you to rely on the primary suppliers viewed from JDI for registration in jDesc. Where transactions are through a trading company, the trading company is required to be responsible for registration in jDesc.

**Q: Are the details registered in jDesc transmitted to JDI on a real-time basis?**

A: Due to the processing of data (batch processing), it will take up to three (3) hours for the data to be connected. In addition, delivered mails will be distributed as a rule on the day after the date of registration.

**Q: Let us know the procedures for changing jDesc user(s) (person(s) in charge of jDesc), adding user(s), and deleting any user(s).**

A: Please follow the procedures listed below for individual needs.

i) Changing user(s):

- Log in to the jDesc with the ID of the existing user(s) and overwrite the information about the existing user(s) with the information about the new user(s) (name, e-mail address, telephone number, etc.). Remember to change password (PW) as appropriate. If the ID and PW of the existing user(s) are unknown, contact jDesc Help Desk.

ii) Adding new user(s):

- Enter the information for the user(s) concerned in the jDesc Application Sheet and submit the Sheet to JDI Procurement Division.

iii) Deleting any user(s) (in case where there is no replacement):

- For deletion of the user(s) concerned, enter the information about the user(s) in the jDesc Application Sheet and submit the Sheet to JDI Procurement Division.

**Q: Tell us the procedure when we have changed our company name.**

A: Please state that the changed company name has been changed in the jDesc Application Sheet and submit the Sheet to JDI Procurement Division.

**Q: When logging in the jDesc, jDesc Survey Site menus are only shown and jDesc menus do not appear. What is the cause?**

A: There are two types of jDesc users, one who has subscribed to access both jDesc and jDesc Survey Site and the other to access only jDesc Survey Site. For the latter, jDesc menu screen will not appear. When you need to access jDesc, please complete the procedure for “adding a new user” shown above.