



Japan
Display
Inc.
Group

Conflict Minerals Investigation System
“JCOMS”
Operation Manual for Suppliers

Version 3
January 19, 2018

Japan Display Inc.

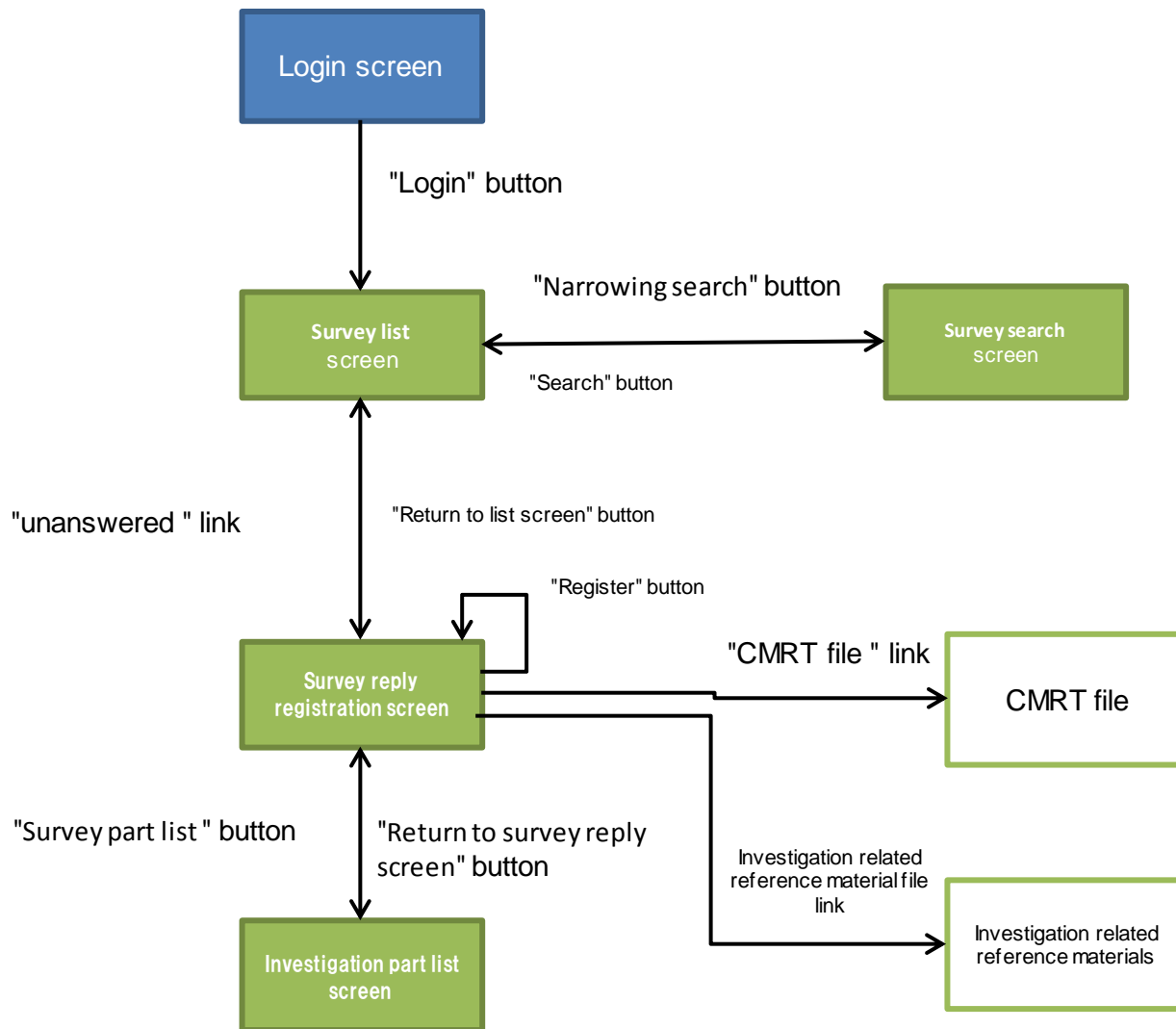
Revision history

Version No.	Date Issued	Revision contents
Version 1	2015/11/04	New
Version 2	2016/03/04	It was changed the URL.
Version 3	2018/01/19	The screen image was corrected.

Contents

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1. Function association chart



2. Investigation request mail and reminder mail

- When a conflict minerals investigation request is executed, investigation request mail is sent to the investigation target supplier.

If no reply is provided within the reply deadline, a reminder mail may be sent.

- Check the contents of the investigation request of the mail that is received, check the contents of the investigation by logging into the system through the URL that is indicated in the mail text, and register the reply.

Investigation request mail

[Important]Conflict minerals Product A Survey Request of conflict minerals survey execution

TEST CORPORATION
Mr/MrsUser5 (User ID:A023008)

We sincerely appreciate your cooperation to conflict minerals survey all the time.
Base on our customer's demand, we will carry out the conflict minerals survey this time.
Thank you for your cooperation.

For details, please click the link of this mail to confirm the survey contents and reply it before reply deadline.
But for the inquiry about survey contents, please contact to the responsible person in charge of our company which is listed in Conflict Minerals Survey Reply Screen.

Survey Request Name : Product A Survey
RBA/GeSI Report : 5.1
Reply Deadline : 2018/02/19
URL : <https://ecosol.nec.co.jp/JCOMS/Login.do>

『JCOMS manual for Suppliers』:
Please download the manual from the following URL.
<http://www.j-display.com/english/csr/transaction/index.html>

Mentioned above

Reminder mail

[Important]Conflict minerals Product A Survey Request of conflict minerals survey execution

TEST CORPORATION
Mr/MrsUser5 (User ID:A023008)

We sincerely appreciate your cooperation to conflict minerals survey all the time.
About the conflict minerals survey we requested on %5 basing on the demand of our customer, you have not replied it by the reply deadline.
So please confirm the survey status and reply it by the following reply deadline.

Survey Request Name : Product A Survey
RBA/GeSI Report : 5.1
Reply Deadline : 2018/02/19
Comment :
URL : <https://ecosol.nec.co.jp/JCOMS/Login.do>

『JCOMS manual for Suppliers』:
Please download the manual from the following URL.
<http://www.j-display.com/english/csr/transaction/index.html>

Mentioned above

3. Login/logout (1/2)

- Display the login screen by entering the following URL from the browser, enter your “User ID” and “Password”, and log into the system by pressing the “Login” button.

URL : <https://ecosol.nec.co.jp/JCOMS/Login.do>

- If login fails six times, the User ID is locked and login is disabled. When User ID is locked, contact the following mail address to unlock the operation.

Contact mail address: jdi.csr-conflictminerals.zz@j-display.com

The screenshot shows a web browser window with the following elements:

- Header: JCOMS (JAPAN DISPLAY CONFLICT MINERALS SURVEY) | 2015/10/23 14:53:05
- Main Content: LOGIN form
- Form Fields: UserID, Password, Language (DEFAULT)
- Buttons: Login, Reset
- Annotation: A red box highlights the UserID and Password fields, and a red arrow points from a text box to the Login button.

Enter your “User ID” and “Password” and press the “Login” button.

3. Login/logout (2/2)

- To log out of the system, press the “Logout” button at the top right corner of the screen.

Change language: DEFAULT

Q Narrowing search

SURVEY LIST

Status	Survey request name	Request part number	Replied part number	Survey request date	Reply deadline	Reply date
unanswered	Product D Survey	5				
unanswered	Conflict minerals survey(Remaining item registration) Product B Survey	1				
answered	Product B Survey	2	1	2015/09/09	2015/09/18	2015/09/09
unanswered	Conflict minerals survey(Remaining item registration) Product A Survey	1	0	2015/09/09	2015/09/18	
answered	Product A Survey	2	1	2015/09/09	2015/09/18	2015/09/09
answered	Conflict minerals survey(Remaining item registration)	1	1	2015/09/07	2015/09/07	2015/09/09

Log out of the system by pressing the “Logout” button.

4. Survey list and Narrowing search (1/2)

- After login, all the investigation results are displayed in the conflict minerals Survey list.
- Two statuses are available in the Survey list according to the reply status, “unanswered” and “answered”.

Status	Survey request name	Request part number	Replied part number	Survey request date	Reply deadline	Reply date
unanswered	Product D Survey	5	0	2015/09/10	2015/09/18	
unanswered	Conflict minerals survey(Remaining item registration) Product B Survey	1	0	2015/09/09	2015/09/18	
answered	Product B Survey	2	1	2015/09/09	2015/09/18	2015/09/09
unanswered	Conflict minerals survey(Remaining item registration) Product A Survey	1	0	2015/09/09	2015/09/18	
answered	Product A Survey	2	1	2015/09/09	2015/09/18	2015/09/09
answered	Conflict minerals survey(Remaining item registration)	1	1	2015/09/07	2015/09/07	2015/09/09

Status	Description
unanswered	Investigation request for which no reply is registered for the investigation target part
answered	Investigation request for which at least one reply for the requested part is registered

4. Survey list and Narrowing search (2/2)

- ❑ To refine the investigation requests that are displayed, display the investigation search screen by pressing the “Narrowing search” button and perform search by entering search conditions.

(1) Display the investigation search screen.

Status	Survey request name	Request part number	Replied part number
unanswered	Product D Survey	5	4
unanswered	Conflict minerals survey(Remaining item registration) Product B Survey	1	0
answered	Product B Survey	2	1
unanswered	Conflict minerals survey(Remaining item registration) Product A Survey	1	0
answered	Product A Survey	2	1
answered	Conflict minerals survey(Remaining item registration)	1	1

(2) Enter search conditions.

(3) Investigation requests are searched with the search conditions that were entered.

5. Survey reply registration (1/8)

- ❑ Display the Survey reply registration screen to check the investigation request target part or to register the reply for the investigation.
- ❑ To display the Survey reply registration screen, click on the “unanswered” status in the Survey list.

Click on the “unanswered” status.

Status	Survey request name	Request part number	Replied part number	Survey request date	Reply deadline	Reply date
unanswered	Product D Survey	5				
unanswered	Conflict minerals survey(Remaining item registration) Product B Survey	1				
answered	Product B Survey	2				
unanswered	Conflict minerals survey(Remaining item registration) Product A Survey	1				
answered	Product A Survey	2				
answered	Conflict minerals survey(Remaining item registration)	1				

SURVEY REPLY REGISTRATION

TEST CORPORATION Mr/Mrs Product D Survey

Request of conflict minerals survey
Base on our customer's demand, we will carry out the conflict minerals survey this time
Thank you for your cooperation.

1.Survey objected part and CMRT file
①Please confirm [Survey part list] for survey objected part(Item code of our company).
[Survey part list](#)

Please contact to the person in charge below for the questions etc.
•About survey objected part
Contact address : CSR・環境課 管理者(Admin) jdi.csr-conflictminerals.zz@j-display.com
•About the whole conflict minerals survey except for the contents above
Contact address : CSR & Environment Section e-mail address : jdi.csr-conflictminerals.zz@j-display.com

②Please use CMRT file for survey reply.
•The version of CMRT file is 5.1 .
•Please download CMRT file from here.

5. Survey reply registration (2/8)

(1) Checking conflict minerals investigation target parts

- ❑ To reference investigation target parts, display an investigation part list by pressing the “Survey part list” button. Investigate the conflict minerals for the parts that are displayed and enter the item code of the reply target in the “Manufacturer’s Product Number” of the “Survey part list” of the CMRT file.
- ❑ To return to the Survey reply registration screen, press the “Return to list screen” button.

Display the Survey part list.

Return to survey reply screen

Item code of our company	Item text	Manufacturer Item No.	Manufacturer
M23000001	Product 2-3-1		
M23000002	Product 2-3-2		
M23000003	Product 2-3-3		
M23000004	Product 2-3-4		
M23000005	Product 2-3-5		

Completion required only if reporting level "Product (or List of Prod

Manufacturer's Product Number (*)

Click here to return to Decl
Manufacturer's Product Name

Enter in the "Manufacturer's product Number" of the "Survey part list".

5. Survey reply registration (3/8)

(2) Downloading the CMRT file for reply and investigation related materials.

- ❑ Check the version of the CMRT file that is indicated in the Survey reply registration screen and download the CMRT file by clicking on “CMRT file”.
- ❑ When investigation related materials are registered, download the investigation related materials by clicking on the file names.

Download the CMRT file for reply by clicking on “CMRT file”.

The screenshot shows a web interface for survey reply registration. It includes a table of files, a download dialog box, and a registration form. Red annotations highlight key elements:

- A red box around the text "Download the CMRT file for reply by clicking on 'CMRT file'." with an arrow pointing to the "CMRT file" link in the instructions.
- A red box around the "File name" column of the table, with an arrow pointing to the "File1.xlsx" row.
- A red box around the "このファイルを開くか、または保存しますか?" dialog box, with an arrow pointing to the "開く(O)" button.
- A red box around the text "Download the investigation related materials by clicking on the file names." with an arrow pointing to the "File1.xlsx" row.

②Please use CMRT file for survey reply.
•The version of CMRT file is 5.1 .
•Please download **CMRT file** from here.

③Document concerning survey
When the file is attached, please read before the survey.

No	File name
1	File1.xlsx
2	File2.docx
3	File3.xlsx
4	File4.docx
5	File5.pptx

2.Reply data registration
Please select the CMRT file of which the reply was created by clicking selection button, then press the registration button.

開く(O) 保存(S) キャンセル

このファイルを開くか、または保存しますか?
名前: CFSI_CMRT4-01_1.xls
種類: Microsoft Excel 97-2003 ワークシート
発信元: build1000919.swf.nec.co.jp

インターネットのファイルは役に立ちますが、ファイルによってはコンピューターに問題を起こすものもあります。発信元が信頼できない場合は、このファイルを開いたり保存したりしないでください。 [危険性の説明](#)

参照... Register

Attentions in the case of reply created CMRT file registration

5. Survey reply registration (4/8)

(3) Registering reply data and checking the registration result

- ❑ To register a reply, select a reply CMRT file and press the “Register” button.
- ❑ When the reply contents contain an error, an error message is displayed at the bottom of the screen.

Check the message contents, correct the reply contents, and re-register the reply CMRT file.

Since the error message is cleared once the “Return to the list screen” button or the “Log out” button is pressed, make sure that the error message is recorded.

The screenshot displays the JCOMS web application interface. At the top left, a table lists available CMRT files:

No	File name
1	File1.xlsx
2	File2.docx
3	File3.xlsx
4	File4.docx
5	File5.pptx

Below the table, the "2. Reply data registration" section is visible. A file selection box contains "D:\YICF_AutoCapsule_disa" and a "Register" button. A red box highlights this area with the text: "Select a CMRT file and register the file."

At the bottom of the registration form, an error message is displayed in red text:

Because error exists in answers, the answered data could not be registered into the system. Please confirm the following message and reregister after modifying the error. And. Press the [Return to list screen], [logout] button error message could be cleared. please remember the error message.

The error message includes the following details:

- (Tantalum) The reply of question No.1 is not inputted. Please input the reply in question No.1.**
- (Tungsten) The reply of question No.2 is not inputted. Please input the reply in question No.2.**

A red box highlights the error message with the text: "When the reply contents contain an error, an error message is displayed."

Below the error message, the "SURVEY REPLY REGISTRATION" section is visible, showing the user's information and the survey details.

SURVEY REPLY REGISTRATION

TEST CORPORATION Mr/Mrs Product D Survey

Request of conflict minerals survey
Base on our customer's demand, we will carry out the conflict minerals survey this time
Thank you for your cooperation.

1. Survey objected part and CMRT file
① Please confirm [Survey part list] for survey objected part (Item code of our company).
[Survey part list]

5. Survey reply registration (5/8)

List of CMRT file checking contents and error messages (1/3)

No	Classification	Checking contents	Error message
1	File format checking	The file extension is not "xls" or "xlsx".	The file format is not EXCEL. Please register EXCEL file.
2	File format checking	The file cannot be fetched.	Password has been set to the file or the file is not EXCEL file. Please release the file password or register the EXCEL file.
3	Version checking	The CMRT version at investigation request and the CMRT version at reply are different.	The CMRT version「--」at the time of survey request differs from the version of the replied CMRT file. Please reply with CMRT version「--」.
4	Sheet structure checking	A sheet other than the standard sheets exists.	The sheet which not belong to standard sheet (Revision, Instructions, Definitions, Declaration, Smelter List, Standard Smelter Names, Checker, Product List) exist. Please delete the sheet which not belong to standard sheet.
5	Sheet structure checking	A "Declaration" sheet does not exist.	There is no [Declaration]sheet. Please add [Declaration]sheet.
6	Sheet structure checking	A "Smelter List" sheet does not exist.	There is no [Smelter List]sheet. Please add [Smelter List]sheet.
7	Sheet structure checking	A "Product List" sheet does not exist.	There is no [ProductList]sheet. Please add [ProductList]sheet.
8	Mandatory checking	Company information (*specified item) is not input in the "Declaration" sheet.	The required item of company information in [Declaration]sheet is not inputted. Please input the required item.
9	Mandatory checking	(Metal) has not been input in question No.1 of the "Declaration" sheet.	(Metal) The reply of question No.1 is not inputted. Please input the reply in question No.1.
10	Mandatory checking	(Metal) has not been input in question No.2 of the "Declaration" sheet.	(Metal) The reply of question No.2 is not inputted. Please input the reply in question No.2.
11	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "YES" and no reply is input for question No.3.	(Metal) The reply of question No.3 is required in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the reply in question No.3.
12	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "YES" and no reply is input for question No.4.	(Metal) The reply of question No.4 is required in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the reply in question No.4.

5. Survey reply registration (6/8)

List of CMRT file checking contents and error messages (2/3)

No	Classification	Checking contents	Error message
13	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "YES" and no reply is input for question No.5.	(Metal)The reply of question No.5 is required in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the reply in question No.5.
14	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "YES" and no reply is input for question No.6.	(Metal)The reply of question No.6 is required in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the reply in question No.6.
15	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "YES" and no reply is input for question No.7.	(Metal)The reply of question No.7 is required in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the reply in question No.7.
16	Mandatory checking	The reply for question No.1 or question No.2 of the "Declaration" sheet is "YES" and no replies are input for questions A to J.	The reply of question A~J is required in the case that there is "YES" in the reply of question No.1 or question No.2. Please input the reply in question A~J.
17	Mandatory checking	The reply for question B of the "Declaration" sheet is "YES" and there is no entry in the remarks column.	URL needs to be inputted in note column of question B when the question B is "YES". Please input URL in note column of question B.
18	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "No" and reply is input for question No.3.	(Metal)The reply of question No.3 is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the reply in question No.3.
19	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "No" and reply is input for question No.4.	(Metal)The reply of question No.3 is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the reply in question No.4.
20	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "No" and reply is input for question No.5.	(Metal)The reply of question No.3 is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the reply in question No.5.
21	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "No" and reply is input for question No.6.	(Metal)The reply of question No.3 is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the reply in question No.6.
22	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) is "No" and reply is input for question No.7.	(Metal)The reply of question No.3 is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the reply in question No.7.

5. Survey reply registration (7/8)

List of CMRT file checking contents and error messages (3/3)

No	Classification	Checking contents	Error message
23	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) in the "Declaration" sheet is "YES" and the metal for which "YES" is replied in "Smelter List" is not input.	(Metal)[Smelter List] is required to be inputted in the case of the metal that the reply of question No.1 or question No.2 is "YES". Please input the objected metal in [Smelter List].
24	Mandatory checking	The reply for question No.1 or question No.2 of (Metal) in the "Declaration" sheet is "No" and the metal for which "No" is replied in "Smelter List" is not input.	(Metal)The entry of [Smelter List] is unnecessary in the case of the metal that the reply of question No.1 or question No.2 is "No". Please delete the objected metal from [Smelter List].
25	Mandatory checking	A mandatory item (*specified item) is not input in the "Smelter List" sheet.	The required item of refiner in [Smelter List]sheet is not inputted. (the row of X) Please input the required item of refiner.
26	Mandatory checking	An inapplicable mineral (metal name) is input in the "Smelter List" sheet.	The metal which is not applicable is inputted in [Smelter List]sheet. Please delete the metal which is not applicable from [Smelter List]sheet.
27	Mandatory checking	A "manufacturer product number" is not input in the "Product List" sheet.	[Product List]sheet is required to be inputted. Please input the objected survey item in [Item number of manufacturer]column of [Product List]sheet.
28	Master checking	The product number that is input in the "Product List" is not included in the investigation target parts.	he item which is not the objected survey item is contained in [Product List]sheet. Please confirm the [Item number of manufacturer] and delete the item which is not the objected survey item.
29	Master checking	The combination of the "Metal" and the "refiner reference table" in the "Smelter List" sheet is incorrect (the color of the "Metal" cell is red).	The combination of [Metal] and [Refiner reference table] in [Smelter List]sheet is incorrect. Please select the right combination of [Metal] and [Refiner reference table].

5. Survey reply registration (8/8)

- When a reply is registered, the message after registration varies depending on the number of parts for which replies are provided.
- When a reply is provided for some of the parts to be investigated, the investigation request with reply registered is set to the “answered” status. However, since the parts of no reply are registered as the investigation request with “unanswered” in the investigation reply name of “Conflict minerals survey(Remaining item registration)”, the replies of the remaining items must be re-registered on the Survey reply registration screen.

Reply is provided for only some parts

The reply data of part of item code was registered.
Please return to list screen and confirm the remaining item data.

SURVEY REPLY REGISTRATION

TEST CORPORATION Mr/Mrs Product D Survey

Request of conflict minerals survey
Base on our customer's demand, we will carry out the conflict minerals survey this time
Thank you for your cooperation.

Investigation request for
the parts of no reply is
registered.

Reply is provided for all the parts

The reply data of all item code was registered.
Please return to list screen and confirm the data.

SURVEY REPLY REGISTRATION

TEST CORPORATION Mr/Mrs Product D Survey

Request of conflict minerals survey
Base on our customer's demand, we will carry out the conflict minerals survey this time
Thank you for your cooperation.

JCOMS (JAPAN DISPLAY CONFLICT MINERALS SURVEY) 2015/10/23 15:28:00

Change language: DEFAULT

Status	Survey request name	Request part number	Replied part number	Survey request date	Reply deadline	Reply date
unanswered	Conflict minerals survey(Remaining item registration) Product D Survey	1	0	2015/09/10	2015/09/18	
answered	Product D Survey	5	4	2015/09/10	2015/09/18	2015/10/23
unanswered	Conflict minerals survey(Remaining item registration) Product B Survey	1	0	2015/09/09	2015/09/18	
answered	Product B Survey	2	1	2015/09/09	2015/09/18	2015/09/09
unanswered	Conflict minerals survey(Remaining item registration) Product A Survey	1	0	2015/09/09	2015/09/18	
answered	Product A Survey	2	1	2015/09/09	2015/09/18	2015/09/09

6. ID issuing notification mail and ID re-issuing notification mail

- When a user of the conflict minerals investigation system (JCOMS) is registered, ID issuing notification mail with the user ID and the password that are used by the system is sent. Log into the system by using the user ID and the password that are indicated in the mail on the login screen.
- When the user ID is reset or a password is set again since the password was forgotten, ID re-issuing notification mail is sent.

ID issuing notification mail

ID re-issuing notification mail

[Important]Conflict minerals Contact for ID information

Mr/MrsUser5

Thank you for applying [JAPAN DISPLAY CONFLICT MINERALS SURVEY (JCOMS)].
As the application has completed, we would like to inform you about ID information.

User ID : A023008
Password : G1b3VHBq
URL : <https://ecosol.nec.co.jp/JCOMS/Login.do>

Mentioned above

Japan Display Inc.
General Affairs Department CSR & Environment Section.

Besides if you have any confusion about conflict minerals, please contact to the e-mail address for inquiry below.
E-mail address for conflict minerals related inquiry: idi.csr-conflictminerals.zz@j-display.com

This e-mail is sent from the system automatically.
Please note that we'll not be able to reply your inquiries even if you reply to this address.

[Important]Conflict minerals Re-contact for ID information

Mr/MrsUser5

We would like to cotact you again about the ID information of [JAPAN DISPLAY CONFLICT MINERALS SURVEY (JCOMS)].

User ID : A023008
Password : T4Aw2IM7
URL : <https://ecosol.nec.co.jp/JCOMS/Login.do>

Mentioned above

Japan Display Inc.
General Affairs Department CSR & Environment Section.

Besides if you have any confusion about conflict minerals, please contact to the e-mail address for inquiry below.
E-mail address for conflict minerals related inquiry: idi.csr-conflictminerals.zz@j-display.com

This e-mail is sent from the system automatically.
Please note that we'll not be able to reply your inquiries even if you reply to this address.

7. Operating environment

OS

This system is supported by the following OS.

- Windows 7

*Windows 8 and 8.1 do not support this system.

Browser

This system supports the following browsers.

- Internet Explorer 8, 9, 10, and 11

Microsoft Office Excel

This system supports the following versions.

- Excel 2007 and 2010