

# Green Procurement Standard



Aug. 1, 2017 The 18th edition

## Introduction

GLORY has incorporated environmental preservation into our management policy and recognized environmental preservation activities as an important business target. To reduce the burden we place on the environment through our business activities, we have introduced an environment management system to help us in such activities as energy saving, saving resources, reducing waste products, proper control of chemical substances, and developing environmentally friendly products.

To provide environmentally friendly products, GLORY promotes the "green procurement" for procuring environmentally friendly products (including materials, components, units, etc.) from our business partners who are well conscious of environmental preservation.

From now onward GLORY further promotes green procurement that is conducted according to this guideline. We are grateful if all our business partners understand our purposes and cooperate with us to accomplish the purposes.

GLORY LTD.  
Katsunori Yamamoto  
Executive Officer  
in charge of Environmental Management

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# 1. GLORY's Environmental Policy

GLORY has our own "environmental policy" as an action guideline to preserve the environment.

## **Environmental Policy of the GLORY Group**

We will act in earth-friendly ways and endeavor to provide earth-conscious products with the consent of the company.

The GLORY Group (hereafter "we") preserve the environment activity based on the fact that we develop, manufacture, sell, maintain and distribute money processing machines, automatic vending machines, information communication device, etc.

1. We should exactly understand what impacts our business, products and services cause on the environment so that we can prevent environmental pollution.
2. We should conduct environmental audits and try to continuously improve the environmental management system.
3. We should comply with applicable legal requirements that relate to our environmental aspects and comply with other requirements to which we subscribe.
4. We should make an effort to achieve the following items as management subject matters, decide objectives and targets, and review the status at planned intervals.
  - (1) Promoting Green factory and Green office
    - Energy saving and prevention of global warming
    - Resource saving and recycling
    - Proper control of chemical substances
  - (2) Providing environmentally-friendly products
    - Energy-saving products
    - Green procurement
    - Reducing chemical substances contained in products
    - Recyclable products
5. We should support the activities to preserve the environment, thus contributing to society.

We keep all personnel working for our company informed about our policy on the environment and release it to the public in response to external requests.

Katsunori Yamamoto  
Executive Officer  
in charge of Environmental Management

## 2. GLORY's Policy on Green Procurement

### 2-1 Purpose

By promoting the green procurement, we procure materials that cause less burden on the environment so that we can provide environmentally friendly products to customers, which contributes to preserving global environment and achieving a recycling-oriented

### 2-2 Scope

This standard applies to the activities for environment preservation by business partners that do business with our company and procured products such as materials, electrical parts, components, unit, finished products, etc.

### 2-3 Evaluation criteria

GLORY promotes the green procurement in the following way.

- a) Evaluation criteria for environment preservation activities by business partners  
Procurement of products from business partners who promote environment preservation activities.
  
- b) Evaluation criteria for products to be procured  
Procurement of products that induce less burden on the environment and do not contain harmful chemical substances.

### 3. Evaluation criteria for environmental preservation by business partners

#### 3-1 Construction of Environmental Management System (EMS)<sup>(1)</sup>

Factories, offices, etc. of your company where products to be delivered to GLORY are manufactured have established EMS.

It is desirable that EMS should be certified by a third party (ISO 14001<sup>(2)</sup>, Eco-Action 21<sup>(3)</sup>, EcoStage<sup>(4)</sup>, KES Environmental Management Standard<sup>(5)</sup>, etc.). But it is also acceptable that such system is established based on a company's own standard<sup>(6)</sup>.

\* 1 Environmental management system

A system that considers the environment and continuously lessens the burden on the environment

\* 2 ISO14001

An international standard about environmental management system

\* 3 Eco-Action 21

The system for which the Ministry of Environment prepared a guideline and that is operated by Earth Environment Strategy Research Institute.

\* 4 EcoStage

The system that was developed and is being promoted by Eco-Stage Association

\* 5 KES Environmental Management Standard

The system that is being promoted by NPO KES Environmental Organization

\* 6 Company's own standard

When the EMS is established on your company's own standard, it should include the following four items.

- 1) Determination of environmental policy
- 2) Awareness of environmental burden
- 3) Determination and achievement of environmental objective/target
- 4) Establishment of environmental management organization

#### 3-2 Non-use of substances that affect the environment during manufacturing processes

During manufacture of Deliverables, it is prohibited to use GLORY specified "Banned Substances" that are defined as "Ozone Depleting Substances" in "GLORY Specified Chemical Substances" (Table 1), except for HCFCs.

In this regard, however, the use of Banned Substances is exempted from the restriction if they are used in indirect manufacturing process such as analytical determination and product development, or in a freezing/air-conditioning machine.

#### 3-3 Establishment of CMS (Chemical substances Management System)

GLORY has requested establishment of Chemical Management System (hereinafter, called "CMS") to appropriately manage the chemical substances contained in deliverables. Target substances to be managed essentially are the containment-prohibited substances and the containment-reportable substances that GLORY defines, on the other hand, containment-control substances shall be arbitrary items.

A basic concepts and implementation items of CMS are described in "Guideline for Management of Chemical Substances in Products" issued by JAMP, and available from the following website. Moreover, GLORY would like to confirm its content if your CMS other than the above is established.

JAMP web page <http://www.jamp-info.com/english/dl>

GLORY might execute an audit to confirm your CMS establishment and operation responding to the scoring results based on the above guideline. According to the audit results, we may request our suppliers to improve their CMS operation, and if no appropriate improvement comes out, we might reconsider business relationship to such partners.

## 4. Evaluation criteria for products to be procured

### 4-1 Management of harmful chemical substances contained in products

#### a) Our concepts for chemical substances to be controlled:

GLORY has defined its own regulations on chemical substances related to deliverables which are equipped to GLORY's products, or OEM products (hereinafter called "Deliverables" in this Green Procurement Direction), and requested its suppliers to comply with the regulations. With respect to the chemical substances, GLORY has defined herein substances by referring to those related to international laws such as EU's RoHS Directive or REACH Regulation, and the Class I substances specified by Japanese Chemical Substances Control Law, etc. In detail, please refer to the following.

#### b) GLORY specified Chemical substances:

Deliverables shall comply with the following regulations in the articles 1). through 3).

However, if there are particular designations or directions in a purchase specification, drawing or other similar kind of document that includes, for example, designation regarding other chemical substances, other "standards of ban", or other "exempted applications", such designations or directions will prevail.

In this regard, however, this article shall apply to packaging materials that are packed by suppliers (or by a carrier that the suppliers entrust packaging) and supplied directly to customers of GLORY without being unpacked by GLORY.

Despite the non-containing response, if the banned substances are contained in the product parts, which damages our company, the GLORY might pursue the defect liability on the part of the supplier, in accordance with the applicable contract.

##### 1) Banned Substances

- In principle, Deliverables must not contain "Banned Substances" defined in "GLORY Specified Chemical Substances" (Table 1).
- In details of the target substances, "Standards of Ban" and calculation methods of concentration, please refer to "GLORY Specified Chemical Substances" (Table 1) and its
- Notwithstanding above, if exempted application(s) in "GLORY Specified Chemical Substances" (Table 1e) is(are) applicable to the Deliverables, such containment will be exempted from the restriction of the ban.
- In this regard, however, as for Lead/Lead compounds, Mercury/Mercury compounds, Cadmium/Cadmium compounds and Hexavalent Chromium/Hexavalent Chromium compounds, Deliverables must not contain any of these substances only when GLORY specifies that such Deliverables do not contain any of these substances by a purchase specification, drawing or other similar kind of document. This article is given because GLORY occasionally has to use Deliverables that contain these substances in order to

##### 2) Reportable Substances

- In the case that Deliverables are met "Conditions of Deliverables to be controlled" defined in "GLORY Specified Chemical Substances" (Table 2), with respect to "Control Substance", its total mass, purpose of use, and application area, etc., shall be managed
- In details of target substances, "Conditions of Deliverables to be controlled" and calculation methods of concentration, please refer to "GLORY Specified Chemical Substances" (Table 2) and its notation.

##### 3) Control Substances

- In the case that Deliverables are met "Conditions of Deliverables to be controlled" defined in "GLORY Specified Chemical Substances" (Table 3), with respect to "Control Substance", its total mass, purpose of use, and application area, etc., shall be managed
- In details of target substances, "Conditions of Deliverables to be controlled" and calculation methods of concentration, please refer to "GLORY Specified Chemical Substances" (Table 3) and its notation.

- \* The latest version of "GLORY Specified Chemical Substances" is available at the following URL  
<http://corporate.glory-global.com/csr/stakeholder/partner/#anchor04>

## **4-2 Energy Saving**

- a) Adequate consideration has been given to power saving when the product is operating or standing by.
- b) Deliverables from your company that are the subject to the Saving energy law (Japanese law) and International Energy Star Program comply with them.

## **4-3 Consideration on recyclingEasy treatment and disposal**

- a) The plastic materials used for deliverables shall be unified as far as possible.
- b) The use of thermosetting plastics, which are difficult to recycle, shall be avoided and general-purpose plastics, which are easy to recycle, shall be used, as far as possible.  
[Reference: Recommended general-purpose plastics]
  - Polyethylene (PE)
  - Polystyrene (PS)
  - Polypropylene (PP)
  - Acrylonitrile butadiene styrene (ABS)
- c) Use of polyvinyl chloride on deliverables shall be suppressed as much as possible, except for cable coverings and electronic component insulators (such as heat-shrink sheets).
- d) Painting and plating on plastic material surfaces of deliverables shall be avoided as far as possible because they make it difficult to recycle the material.
- e) Delivered plastic components with a mass of 25 grams or more and a flat surface area of 200 mm<sup>2</sup> or more shall be marked for material identification based on the pertinent JIS or ISO standard.
- f) Manuals and documents attached to deliverables shall fulfill the following requirements:
  - Recycled paper shall be used for all document pages.
- g) The use of composite materials, such as Fiber Reinforced Plastics or Fiber Reinforced Metal, which are difficult to recycle, shall be avoided.

## **4-4 Easy treatment and disposal**

- a) No special tools are required to disassemble deliverables.
- b) Small rechargeable batteries are labeled properly according to applicable laws and regulations.

## **4-5 Environmental considerations for packaging materials**

- a) Adequate consideration has been given to reducing packaging materials.
- b) Adequate consideration has been given to recalling, reuse and recycling packaging
- c) The use of recycled materials for packaging materials.
- d) The substances that may lead to generation of dioxin during waste disposal process are not contained.



## 5.Provision of informational

### 5-1 Provision of information on deliverables

Please provide the following information immediately when you are requested by us.

- Information of material used in deliverables, such as types of constituent materials and mass and/or concentration of each chemical substance.

Note: Suppliers are required to provide such information by several formats, such as JAMP (\*8) information transmission tool (AIS, MSDSplus) or chemSHERPA (\*9), GLORY Group original format, or a format specified by GLORY Group's customer.

### 5-2 Provision of statement that no banned substance is contained

Please provide a statement immediately that no banned substance is contained in deliverables or packaging materials when you are requested by us.

a) Documents to be provided

- Non-containing guarantee Statement of specific toxic substances of RoHS Directive(\*7) [form d]
- Non-containing guarantee Statement that no banned substances [form e]
- Confirmation Sheet of Containment-reportable Substances (SVHC) [form f]

### 5-3 How to answer

Please enter data into the electronic data files provided by our company, and then submit the files to the relevant section of our company.

If a change is made after submission of these documents, relevant documents should be revised and submitted again.

a) For the statement that no banned substance is contained, please submit ones with the sign in genuine writing of the person in charge of this matter.

b) JAMP AIS Data (Refer to the example of Appendix 1)

JAMP AIS input support tool provided by JAMP should be used regardless of the type of deliverables, and its complete data should be outputted and submitted by the XML format.

As for JAMP AIS input support tool and manuals, please download the latest versions from the following URL.

URL : <http://www.jamp-info.com/english/ais>

c) chemSHERPA Data

chemSHERPA input support tool provided by JAMP should be used regardless of the type of deliverables, and its complete data should be outputted and submitted by the XML

As for chemSHERPA input support tool and manuals, please download the latest versions from the following URL.

URL : <https://chemsherpa.net/chemSHERPA/english/tool/>

\*7 RoHS Directive

Directive on the Restriction of the use of certain Hazardous Substances in electrical and electronic equipment in Europe.

(Hazardous substances: lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (PBBs), polybrominated diphenyl ethers (PBDEs), Bis(2-Ethylhexyl) phthalate (DEHP), Benzyl butyl phthalate (BBP), Dibutyl phthalate (DBP), Diisobutyl phthalate (DIBP))

\*8: JAMP: Joint Article Management Promotion-consortium

JAMP is a non-profitable organization founded in September 2006 to promote constructing scheme that information of chemical substances contained in products is easily disclosed and smoothly transferred in supply chain. JAMP has provided specific tools and guidelines for information disclosure and transfer so far.

\*9 chemSHERPA

(A scheme that facilitates sharing information on chemical substances in products)

This is a scheme created by integrating the JAMP and the former JGPSSI initiated by METI. It is a common scheme for handling information across a supply chain to help properly manage chemical substances contained in products, and to continuously respond to ever-increasing regulations.

## 6. Contact Us

Quality and Environmental Promotion Dept., GLORY LTD.

1-3-1, Shimoteno, Himeji, Hyogo 670-8567, Japan

TEL : +81(0) 79-297-8952

FAX : +81(0) 79-297-3124

E-mail : [green@ml.glory.co.jp](mailto:green@ml.glory.co.jp)

[Revision history]

- Jul. 21, 2005 (1st edition): newly issued
- Dec.15,2005 (2nd edition): revision of Environmental policy and change of contact
- Apr. 1, 2006 (3rd edition ): change of the address of forms
- Oct. 1, 2006 (4th edition): revision of the company name, change of 1."Environmental polic  
change of "3. Evaluation criteria for environmental preservation by business partners"  
change of "5. Provision of information"  
change of "6. Contact us"
- Apr. 1, 2007 (5th edition ): revision of Environmental policy
- Oct. 1, 2007 (6th edition): addition of "Standards of ban"(Attachment 1)  
change of "3. Evaluation criteria for environmental preservation by business partners"  
change of "4. Evaluation criteria for products to be procured"  
change of "5. Provision of information"  
abolition of "Schedule to stop using all of the specific toxic substances of RoHS Directive"
- Jul. 1, 2008 (7th edition):  
change of the director in charge of purchasing  
change of the title of the top management
- Jan. 5, 2009 (8th edition):  
change of "Attachment 1 Glory Group specified chemical substances"  
foldout of content of revision on "Japan Green Procurement Survey Standardization
- Apr. 1, 2009 (9th edition):  
change of "6. Contact us"  
change of the address of forms
- Feb. 15, 2010 (10th edition):  
change of "3. Evaluation criteria for environmental preservation by business partners"  
change of "4. Evaluation criteria for products to be procured"  
change of "5. Provision of information"  
change of "Attachment 1 Glory Group specified chemical substances"  
foldout of content of revision on "Japan Green Procurement Survey Standardization
- Jun. 25, 2010 (11th edition):  
change of the person in charge of the top management
- Dec. 1, 2010 (12th edition):  
moved the details of Glory specified chemical substances  
by creating GLORY Specified Chemical Substances List
- Mar. 1, 2011 (13th edition):  
change of "6. Contact us"  
change of the telephone number
- Mar. 1, 2013 (14th edition):  
change of "4-1 Management of harmful chemical substances contained in products"  
Added for defect liability  
change of "5-3 How to answer"  
Added for "JGPSSI Survey Response Tool" and "JAMP AIS input support tool"
- Apr. 1, 2014 (15th edition):  
change of "3.3-3, 4.4-1, 5.5-1" Website URL  
change of "6. Contact us" E-mail Address  
revision of the format [form d], [form e], [form f]
- Apr. 1, 2016 (16th edition):  
change of the person in charge of the top management  
change of "6. Contact us"
- Feb. 1, 2017 (17th edition):  
change of "5.5-3" Website URL
- Aug. 1, 2017 (18th edition):  
change of "5-3" How to answer  
Delete for "Green Procurement SurveyTool"  
Added for"chemSERPA data entryjsupport tool"

Please return this form to Quality and Environment Management Dept., GLORY LTD.

## Declaration that supplied parts do not contain specific toxic substances stated by RoHS 2011/65/EU Directive

Contractor code:

Company name

\_\_\_\_\_  
Name of responsible official (title)(and signature or signet)

Our company declares that the containing status of the following six specific toxic substances of the parts (such as products, parts, units including accessories and packing material that are procured by GLORY) listed in the table below are as follows.

In addition, "Not containing", means that the concentration in homogeneous material do not exceed maximum concentration limit even contained as impurities.

Lead, Mercury, and Cadmium are regarded as "Not containing", if corresponding to the exemptions described in the

- All parts in the following, does not contain all of the following banned substances.
- Some parts in the following, contains substances part of the following, but other parts do not contain all the following substances.

For more information, we have described in the following list.

Person in charge of this reply:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

### 1. Maximum Concentration Limit of Specific Toxic Substances

Substances										
Maximum Concentration Limit										

### 2. List of parts that is guaranteed

№	GLORY's Part Number	GLORY's Part Name	Manufacturer's Name	Manufacturer's Part Name	Containing status	Containing substances
1					choose	
2					choose	
3					choose	
4					choose	
5					choose	
6					choose	
7					choose	
8					choose	
9					choose	
10					choose	
11					choose	
12					choose	
13					choose	
14					choose	
15					choose	
:						
:						
99					choose	
100					choose	

Date

**Declaration that parts do not contain banned substances**

Contractor code :

Company name

Name of responsible official (title)(and signature or signet)

We declare that the containing status of the following banned substances of the parts listed in the table below are as follows.

In addition, the conditions of not containing of each substance are based on an attached sheet "Standards of ban of chemical substances V\*.\*"

- All parts in the following, does not contain all of the following banned substances.
- Some parts in the following, contains substances part of the following, but other parts do not contain all the following substances.

For more information, we have described in the following list.

Contact person on this form

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

**1. List of Banned Substances that are covered by this declaration**

No	Substance	CAS №	*1	No	Substance	CAS №	*1
1	Asbestos	-	3	20	Dieldrin	60-57-1	1
2	Azo Colorants	-	3	21	Endrin	72-20-8	1
3	Ozone Depleting Substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	-	2	22	Chlorophenothane	50-29-3	1
4	Perfluorooctane sulfonate (PFOS)	-	1	23	Chlordanes	-	1
5	Polychlorinated Biphenyls (PCBs)	1336-36-3	1	24	N,N'-ditolyl-p-phenylenediamine, N-tolyl-N'-xylyl-p-phenylenediamine and N,N'-dixylyl-p-phenylenediamine	-	1
6	Polychlorinated Terphenyls (PCTs)	61788-33-8	3	25	2,4,6-tri-tert-butylphenol	732-26-3	1
7	Shortchain chlorinated paraffins (C10-C13)	-	2	26	Toxaphene	8001-35-2	1
8	Tri-substituted organostannic compounds	-	3	27	Mirex	2385-85-5	1
9	Tributyl Tin Oxide (TBTO)	56-35-9	1	28	Kelthane	115-32-2	1
10	Dimethylfumarate (DMF)	624-49-7	3	29	Hexachlorobutadiene	87-68-3	1
11	Dibutyltin compounds (DBT)	-	3	30	2-(2H-benzotriazol-2-yl)-4,6-di-tert-butylphenol	3846-71-7	1
12	Dioctyltin compounds (DOT)	-	3	31	Pentachlorobenzene	608-93-5	1
13	Fluorinated greenhouse gases (HFC, PFC, SF6)	-	2	32	α-Hexachlorocyclohexane	319-84-6	1
14	Formaldehyde	50-00-0	4	33	β-Hexachlorocyclohexane	319-85-7	1
15	Tris(2,3-dibromopropyl)phosphate (TRIS)	126-72-7	3	34	γ-Hexachlorocyclohexane	58-89-9	1
16	Tris(1-aziridinyl) phosphine oxide (TEPA)	545-55-1	3	35	Chlordecone	143-50-0	1
17	Polychloronaphthalenes (Cl=>3)	70776-03-3	1	36	Hexabromocyclododecane(HBCDD)	-	1
18	Hexachlorobenzene	118-74-1	1	37	Endosulfan	115-29-7	1
19	Aldrin	309-00-2	1				

\*1 applicable laws and regulations

1)Class I specified chemical substances on Japanese  
Chemical Substances Control Law (CSCL)

2)JIG(Joint Industry Guide)

3)REACH(Restriction)

4)Laws of Austria,and Lithuania

**2. List of parts that is guaranteed**

No	GLORY's Part Number	GLORY's Part Name	Manufacturer's Name	Manufacturer's Parts Name	Containing status of Banned Substances	No of substances that are contained
1					choose	
2					choose	
3					choose	
4					choose	
5					choose	
:						
:						
99					choose	
100					choose	

**Form f**

Please return this form to Quality and Environment Management Dept., GLORY LTD.

Date:

**Confirmation Sheet of Containment-reportable Substances (SVHC)**

Contractor code :

Company name

\_\_\_\_\_  
Name of responsible official (title)(and signature or signet)

**We confirm that the concentration of containment-reportable substances (SVHC) are as follows.**

\*Containment-reportable substances: See Green Procurement Standard Attachment 1(Table 2a [\*\*\* materials\_\*\*\*-\*\*\*]).

Contact person on this form

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

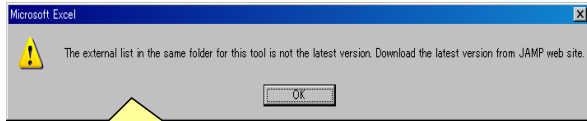
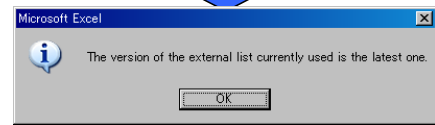
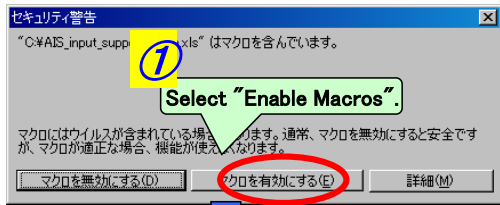
**The denominator on calculation of the concentration is the gross weight. ↓**

No.	GLORY's Part Number	GLORY's Parts Name	Manufacturer's Name	Manufacturer's Parts Name	Concentration of Substances of Very High Concern(SVHC)	No. of the substance containing more than 0.1wt%
1					choose	
2					choose	
3					choose	
4					choose	
5					choose	
6					choose	
7					choose	
8					choose	
9					choose	
10					choose	
11					choose	
12					choose	
13					choose	
14					choose	
15					choose	
16					choose	
17					choose	
18					choose	
19					choose	
20					choose	
21					choose	
22					choose	
23					choose	
24					choose	
25					choose	
26					choose	
27					choose	
28					choose	
:						
:						
99					choose	
100					choose	

Appendix 1

Entry Example for AIS Creation Support Tool (Ver.4.0)

1. Open the support tool (EXCEL).



When starting the input support tool under the state of being ready to be connected to the Internet, either of the dialogues is displayed depending on an external list. When "This is not the latest version" appears, download the latest external list from the JAMP website, and then, try again to open the support tool after storing in the folder same as the one in which AIS creation support tool has been stored.

Press the operation mode selection button to select a function.  
 "Edit AIS": Create a new AIS, refer to and edit existing AIS.  
 "Integrate AIS": Integrate AIS already exist.  
 Note: When pressing the operation mode selection button, another sheet appears.

Clicking the corresponding button enables you to check that an external list version placed in the folder same as the one where this tool is placed is the latest version.

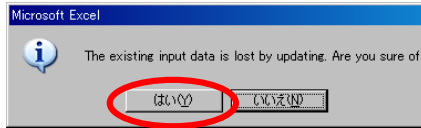
Start-up the tool	
Operating environment is as follows. The Excel macro should be enabled, since this tool works as a macro program. - In the case of Excel 2002, 2003 - In the case of Excel 2007 or later	
About External List	
This tool needs external file that contains Substance list, Material list, and necessary list of applicable laws. The name of external list file is "JAMP_MSDDSplus_AIS_EXLIS_YYYYMMDD.xls". Herein YYYYMMSS represents the year and month of the external list file. The external list file will be updated when Substance list is revised, please use a latest external list. Click [Confirm Latest Version] button to confirm its latest version. This function accesses latest version information on the Internet. If the environment that cannot access internet, there is option to be disabled internet access at start-up in File menu.	
External List	Material List
Substance List	Substance List
<b>Confirm Latest Version</b>	
File Formats	
This tool applies to following formats.	
<b>AIS4.0</b>	Official version of AIS4.0 format. Click [Export XML] button to generate this format XML. The filename will be "AIS4_tttt_yyyyymmdd_xxxx.xml" or "AISB4_tttt_yyyyymmdd_xxxx.xml" herein tttt represents the year and month of the external list file.
<b>AIS4.0 temporary version</b>	This is NOT official version of AIS4.0 format but version for temporary saving with invalid data. Click [Export XML] button to generate this format XML. The filename will be "AIS4_tttt_yyyyymmdd_xxxx.xml" or "AISB4_tttt_yyyyymmdd_xxxx.xml" herein tttt represents the year and month of the external list file. This AIS format is NOT for communication with supply-chain but for use inside company.
<b>AIS 3.0/3.1 -Original parts -Integrated</b>	This is old format version of AIS. Filename is "AIS3_yyyyymmdd_xxxx.xml" or "AISB3_yyyyymmdd_xxxx.xml" herein yyyyymmdd represents the year and month of the external list file. Though this tool can import this format XML, export function is 4.0 only and there needs some editing to update.
<b>AIS 3.0/3.1 -Simplified</b>	This is old format version of AIS. Filename is "AIS3_yyyyymmdd_xxxx.xml" herein yyyyymmdd represents the year and month of the external list file. Though this tool can import this format XML, editing function is NOT available for this format. You cannot generate Ver.4.0 XML based on this format XML.
Sheet structure	
This tool contains sheets as follows	
Explanation	
<b>General Information</b>	This sheet. You can select "AIS Edit" mode or "Integrate AIS" mode in this sheet. There are also items for AIS information, issuing company information and Article Information. The sheet also has a button for importing an XML file.
<b>Composition List</b>	Appears on Edit AIS mode.
<b>Requester Information</b>	When you select a substance from the substance search list, applicable laws of each laws are displayed. This sheet contains fields for requester of the AIS. The information can be used for matching to item.
<b>Functional Option</b>	This sheet contains options to select language, and to be able to access JAMP Web site to confirm the latest version of the external list. This sheet has templates of "Issuing company information" and "Requester information". They are used for generating XML file.
<b>Integration</b>	Appears on Integrate AIS mode.

After making the language setting and entering others in "3", proceed to the description of "General Information sheet"

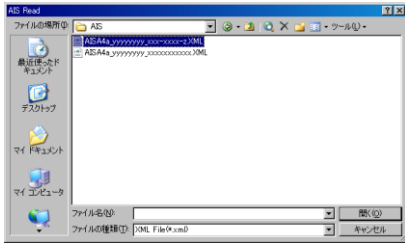
Switching the language setting  
 After selecting the "Edit AIS" mode, the sheet switches to the "Functional Option" sheet. Then, select an item from the pull-down menu in the field of the language setting. Others are subject to the description of the "Functional Option" sheet.

After making the language setting and entering others in "3", proceed to the description of the "Integration" sheet.

## 2. Description of "General Information sheet"



If we have sent the XML file for reading AIS, clicking the corresponding button shows the dialogue to select AIS. Please specify the target XML and



2

Please fill in the information within the bold lines. Marked Column: \* Required

Make sure to enter the data in the "Required" filed with \* mark. If required fields are not filled, these fields are isplayed in orange. Item fields displayed in blue are automatically set by



AIS Information		Please fill in the information within the bold lines. * Marked Column: Required Field	
Format Version	Ver.4.0	No need to fill in - automatically generated	
Material List	2.00	No need to fill in - automatically generated	
Substance List	3.000	No need to fill in - automatically generated	
GP(Global Portal) Sheet ID	9999999999999999	No need to fill in - automatically generated	
Sheet Reference Number		Sheet Reference Number Controlled by Issuing Company	
Original	Issued Date *	Issuing Date of First Edition (Ex.2012-02-01)	
Revision	Latest Issued Date	If not revised, leave it blank (Ex.2012-07-31)	
	Revision History *	Fill in revision number up to 3 digit. (Ex. 1, 2 ...999)	
Import Item Info		Maximum number of letters is 200.	
Alphanumeric	*	Maximum number of letters is 200.	
Mother Language		Enter the Organizer ID. Ex. DUNS:0060, CII:0147	
ID Organizer		Organizer ID indicated above	
Department		Different from issuing dept.	
Address		Different from issuing dept.	
Telephone Number		Maximum number of letters is 100.	
FAX Number		Maximum number of letters is 200.	
Email Address			
Department			
Person in Charge			
Department			
Telephone Number			
Remarks			
3. Article Information		By clicking [Calculate] button, the total amounts of material and the proportion in molding articles based on the material information entered on the "Composition List" sheet are calculated and displayed. At the same time, results from the calculation of material information and substance information are displayed on the "Calculation" sheet. The "Calculation" button on the "Composition List" sheet is	
Manufacturer Name *			
Common Product Name *			
Issuing Company Item Number	Alphanumeric *		
	Mother Language		
Multiple Product Name/Product Series Name			
Remarks			
4. Composition Information		Total material mass calculated from composition list	
Article	Unit type *	Input between 0.0001 and 99999.9999.	
	Mass *	Select from options.	
	Unit of Mass *	Select from options.	
Declaration Concerning Composition Information *		1. This article is confirmed to contain declarable substances within the scope of Concerned Regulations or Other Documents Indicated by	
Total Amounts of Material		Calculation	
GADSL		1.covers GADSL scope	
JIG		1.covers JIG scope	
5. Other Information		Maximum number of letters is 200.	
Reference Documents, Restrictions, Notes			

[Declaration on Composition Information]  
If it is confirmed that there are no substances under laws and regulations corresponding to reported substances covered by AIS,  
Choose "This article is confirmed NOT to contain"

Describe "information related to reportable substances and enabling safety use of the article", etc. (arbitrary). However, as for "articles containing substances which are intentionally emitted", its information and registration information (if any) should be described.



### 3. Composition Information

12 Clicking "Calculate" button extracts the summary from the entry contents and displays a counted result on the "Calculation" sheet and "General Information" sheet.

11 Check that entries follow the output rules of AIS. Check the information entered on the General Information sheet, Composition List sheet and Requestor Information sheet, and then, results are displayed.

13 The window to specify a file name in the saving location appears. For the file name, "AISA4\_+Product Item Number" is automatically assigned. In addition, for the file name when errors occur in the entry data, "AISA4\_+ERROR\_+Product Item Number" is assigned. An error message is displayed at the time of

8 Enter the concentration of reportable substances per homogeneous material. Enter a fixed value according to the average or maximum value. Enter three significant figures (fourth digit is rounded off) without %. It is preferable that the total

### 4. Composition Information

All Clear Calculation  
Delete selected row UpdateSubstanceInfo Error Check Temporarily SAVE Export XML

Level Add		Component Add		Material Select Add		Substance Select Add																
Name	Quantity	Name *	Quantity *	Use *	Classification Number *	Name	Mass *	Unit *	Material Code of Public Standard	Remarks	AS Number	Substance Name	Concentration	Mass	Unit	Remarks	Applicable	Remarks	Applicable	Remarks	Applicable	
							100.0	g			10022-31-8	Barium-nitrate	20.0%		g							
											10022-48-7	Chromic acid (H2Cr2O7), dihydrate salt, dihydrate	0.5%									

9 Enter the content of reportable substances per material as the calculation value using wt% (Concentration). Note: Do not enter any value of multiplying Quantity number.

6 After selecting a cell, search a corresponding substance with CAS No. or substance name (e.g. Nickel) using the search window displayed by pressing the substance selection button. Then, "CAS number, Substance Name, and Applicable flag of Concerned Regulations" on the line of selected substance are entered. (When pressing the Cancel button, the screen is closed without filling out the composition list.) For substances displayed on the search window, please enter by hand. The example above is a case where Silicon and Iron are

1 Enter composition of integrated molding articles as a level. When original component AIS is newly created, nothing should be entered. When entering a level, Name and Quantity are required to be entered.

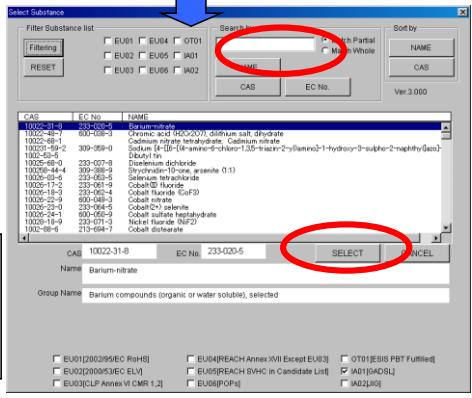
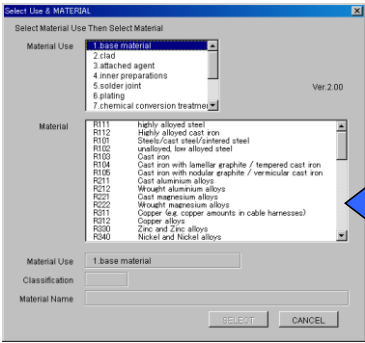
2 Enter names of materials and components containing reported substances. If a product consists of multiple components, add lines with the component

4 Enter the weight and unit of the material. It is preferable that the total of each material becomes 100% of the mass of the molding article described in the "General

5 If the composition of materials can be represented by standards internationally confirmed, including JIS, etc., enter the

3 Classify according to homogeneous material, and select a cell in which you want to enter the "Use". Then, press the [Select] button on the Material field to display the material selection dialogue. After selecting a use and material from options, clicking [Select] enters a use and classification number, and name in a selected cell. (When pressing the Cancel button, the screen is closed without filling out the composition list.)

Make sure to enter the data in the "Required" field with \* mark. If required fields are not filled, these fields are displayed in orange. Item fields displayed in gray are automatically



7 and 10 are shown on the next page

### <Points of Concern>

Enter information of substances generated after processing since chemical changes including volatilization and generation of new substances occur in production process for plating film, paint film, thermosetting resin, solder, and adhesive agent, etc.

### 3. Composition Information

A result automatically calculated from subtotal of materials reported on each line is displayed.

PBT	REACH Annex XVII			POPs Annex I			ELV			RoHS			GADSL		JIG		Substances		Quantity * Material Mass	Quantity * Substance Mass	Unit of Mass
	Remarks	Applicable	CODE	Substance Use	Applicable	CODE	Substance Use	Applicable	CODE	Exempted Application	Applicable	CODE	Exempted Application	Applicable	Remarks	Applicable	Remarks	Applicable			
														D						20.0	20.0 mg
	1						1	0045	2(c)	1	0205	1(b)		D/P		R					0.5 mg



For substances applicable to the following regulations, the window for exemption of application corresponding to each regulation and selection of other items is displayed. Select corresponding items for exemption of application and other items and press the Select button. These items are automatically described in the cell for Exempted Application.

- As for ELV Directive and RoHS Directive, if contained substances are applicable to the use of exemption of application, select the items applicable to the exemption of application. (If applicable, the selection is required, and options are limited.)
- If the contained substances are applicable to the limited use in REACH Annex XVII and POPs Annex I, the items and item numbers for the exemption of application are displayed in the field of the limited use.



When substances are reported arbitrarily, Enter [1]. In addition, as information of other regulations, if there are other regulations to be applicable for products, use this field to enter the applicable regulations in the Remarks field. (e.g.) Council Directive 94/62/EC of 15 December 1994 on packaging and packaging waste

### Selection Window for Substance Use of REACH Annex XVII / POPs Annex I

Select Substance Use

EU04:REACH Annex XVII  
0:DBT

If the application is unknown or undecided, choose XX-0.  
If the application is found in the list, choose its number. Otherwise, choose XX-99.

DBT-0 No information to specify the intended use

DBT-1 Any one-component and two-component room temperature vulcanization sealants (RT)

DBT-2 Any paints and coatings containing DBT compounds as catalysts when applied on or

DBT-3 Any soft poly(vinyl chloride (PVC)) profiles whether by themselves or co-extruded

DBT-4 Any fabrics coated with PVC containing DBT compounds as stabilizers when intenc

DBT-5 Any outdoor rainwater pipes, gutters and fittings, as well as covering material

DBT-88 Any use which the content is not greater than the threshold, the equivalent of

DBT-89 Not applicable

Code DBT-0 Valid From 2009/06/01 Valid To

Original

No information to specify the intended use

SELECT Clear

### Selection for Exemption of Application of ELV

SELECT ELV EXEMPTION

ELV Select Exemption. If nothing applied then Click [No Exemption] button. If the concentration is below the threshold, click "Below threshold".

Selection Condition  
 Select from the List  No Exemption  Below threshold

Search  
 Search Text

Filter Exemptions  
 Mercury  Cadmium  Lead  Chromium(VI)

Valid  Invalid

1(a) Steel for machining purposes and batch hot dip galvanized steel components containing up to 0.35 % lead by weight

1(b) Continuously expanded steel sheet containing up to 0.05 % lead by weight. Vehicles type

2(a) Aluminum for machining purposes with a lead content up to 2 % by weight | As spare parts

2(b) Aluminum with a lead content up to 1.5 % by weight | As spare parts for vehicles put on th

2(c) Aluminum with a lead content up to 0.4 % by weight

3 Copper alloy containing up to 4 % lead by weight

4(a) Bearing shells and bushes | As spare parts for vehicles put on the market before 1 July 20

4(b) Bearing shells and bushes in engines, transmissions and air conditioning compressors | 1

5 Batteries

6 Vibration dampers | Vehicles type approved before 1 January 2016 and spare parts for the

7(a) Vulcanising agents and stabilisers for elastomers in brake hoses, fuel hoses, air ventilator

7(b) Vulcanising agents and stabilisers for elastomers in brake hoses, fuel hoses, air ventilator

Code 1(a)  Mercury  Vehicles

Valid To 2016/07/01  Lead  Spare Parts  Chromium(VI)

Original Steel for machining purposes and batch hot dip galvanized steel components containing up to 0.35 % lead by weight

### Selection for Exemption of Application of RoHS

Select RoHS Exemption

RoHS Please select the appropriate option for exemption. If there is no exemption for that case, click "No exemption". If the concentration is below the threshold, click "Below threshold".

Selection Condition  
 Select from the List  No Exemption  Below threshold

Filter Exemptions  
 All Category  Category89 (medical devices and monitoring and control instruments)

All  Mercury  Cadmium  Lead  Chromium(VI)  PBB  PBDE

Valid  Invalid

Search Text

1(a) Mercury in single capped (compact) fluorescent lamps for general lighting purposes < 30

1(b) Mercury in single capped (compact) fluorescent lamps for general lighting purposes ≥ 30

1(c) Mercury in single capped (compact) fluorescent lamps for general lighting purposes ≥ 30

1(d) Mercury in single capped (compact) fluorescent lamps for general lighting purposes ≥ 30

1(e) Mercury in single capped (compact) fluorescent lamps for general lighting purposes with

1(f) Mercury in single capped (compact) fluorescent lamps for special purposes; not exceed

2(a)(1) Mercury in double-capped linear fluorescent lamps Tri-band phosphor with normal life

2(a)(2) Mercury in double-capped linear fluorescent lamps Tri-band phosphor with normal life

2(a)(3) Mercury in double-capped linear fluorescent lamps Tri-band phosphor with normal life

2(a)(4) Mercury in double-capped linear fluorescent lamps Tri-band phosphor with normal life

2(a)(5) Mercury in double-capped linear fluorescent lamps Tri-band phosphor with long lifetime

2(b)(1) Mercury in other fluorescent lamps Non-linear halophosphate lamps (all diameter) not

2(b)(2) Mercury in other fluorescent lamps Non-linear tri-band phosphor lamps with tube diam

Code 1(a)  Mercury  Chromium(VI)

Valid From 2010/09/25  Cadmium  PBB

Valid To 2016/07/20  Lead  PBDE

Original Mercury in single capped (compact) fluorescent lamps for general lighting purposes < 30 W/m² exceeding (per burner) 25 mg

Clicking the “Calculate” button on the Composition List sheet automatically generates the descriptions on this sheet based on the “Composition List” sheet.

**Total Amounts of Material**

Classification Number	Material Name	Mass(g)
P399	Other nonferrous metals	100.0

**Total Amounts of Substance**

CAS Number	Substance Name	Mass(g)	SVHC		REACH Annex XVII	RoHS	
			Applicable	Substance Concentration within Article	Applicable	Applicable	Maximum Concentration within Material
10022-48-7	Chromic acid (H <sub>2</sub> Cr <sub>2</sub> O <sub>7</sub> ), dilithium salt, dihydrate	0.5	-		1	1	0.5%

Substance information including CAS number, Substance name, and Mass, etc. is collected. The presence or absence of substances corresponding to SVHC, REACH Annex XVII, and RoHS Directive, SVHC density within molding articles when the substances are contained, and the maximum density

4. Requester Information

"The contents of "Requester Template" on the "Functional Option" sheet are displayed.  
Entry of requester information is (arbitrary in JAMPAIS Ver 4.0).

Requester Information

Company Name		
Company ID	ID Organizer	
	Entity ID	
Requester Department	Department Name	
	Address	
Contact Person at Requester Department	Name	
	Telephone Number	
	FAX Number	
	Email Address	
Submission Date		

Maximum number of letters is 200.  
Enter the Organizer ID (DUNS, etc.)  
Entity ID registered in the Organizer in  
Maximum number of letters is 200.  
Maximum number of letters is 200.  
Maximum number of letters is 100.  
Maximum number of letters is 100.  
Maximum number of letters is 100.  
Maximum number of letters is 100.  
Maximum number of letters is 100.  
Date that the AIS was provided (Ex.2

Requester Item Number 1	
Issuing Company Item Number 1	

Maximum number of letters is 200.  
Maximum number of letters is 200.

Requester Item Number 2	
Issuing Company Item Number 2	

Maximum number of letters is 200.  
Maximum number of letters is 200.

Requester Item Number 3	
Issuing Company Item Number 3	

Maximum num  
Maximum num

"Requester Item Number1" must be entered by our item number.  
If you do not know our item number, please ask the request originator of our company.  
Please fill in Requester Remarks 1 to 3 if there are instructions from the request originator.

Requester Item Number 4	
Issuing Company Item Number 4	

Maximum num  
Maximum num

Requester Item Number 5	
Issuing Company Item Number 5	

Maximum number of letters is 200.  
Maximum number of letters is 200.

Requester Item Number 6	
Issuing Company Item Number 6	

Maximum number of letters is 200.  
Maximum number of letters is 200.

Requester Remarks 1	
Requester Remarks 2	
Requester Remarks 3	

Maximum number of letters is 80.  
Maximum number of letters is 80.  
Maximum number of letters is 80.

5. Description of the "Functional Option" sheet

**Setting**

**Initial setting**

By clicking on the button "Save Settings", you can save the contents of the current input, the contents of a setting.

A selected language will be set in all sheets.

By clicking the corresponding button, Issuing company information on the "Functional Option" sheet is copied. It can be used to increase the efficiency of entering the same information repeatedly.

Select Language	2:English	Select language of this tool.
Check External List Version	1:Check	Confirming to access JAMP Web site by internet.
Maximum Error Check *	100	To reduce processing time, maximum number of data

**Issuer Template**

Please fill in the information within the bold filed with \* mark. lines.  
\* Marked Column: Required Field

Make sure to enter data in the "Required" filed with \* mark.

Company Name	Alphanumeric *	Maximum number of letters is 200.
	Mother Language	Maximum number of letters is 200.
Company ID	ID Organizer	Enter the Organizer ID (DUNS, etc.)
	Entity ID	Entity ID registered in the Organizer indicated above
Issuing Department	Department Name *	Maximum number of letters is 200.
	Address *	Maximum number of letters is 200.
	Telephone Number *	Maximum number of letters is 100.
	FAX Number	Maximum number of letters is 100.
Department in Charge of Preparing AIS	Email Address	Maximum number of letters is 100.
	Department Name	Maximum number of letters is 200.
	Telephone Number	Maximum number of letters is 100.
Remarks		Maximum number of letters is 200.

**Requester Template**

Contents entered here will be copied to the "Requester Information" sheet by clicking the "Read from Template" button on the "Requester Information" sheet. Confirm on the "Requester Information" sheet and enter

Company Name		Maximum number of letters is 200.
Company ID	ID Organizer	Enter the Organizer ID (DUNS, etc.)
	Entity ID	Entity ID registered in the Organizer indicated above
Requester Department	Department Name	Maximum number of letters is 200.
	Address	Maximum number of letters is 200.
Contact Person at Requester Department	Name	Maximum number of letters is 100.
	Telephone Number	Maximum number of letters is 100.
	FAX Number	Maximum number of letters is 100.
	Email Address	Maximum number of letters is 100.

6. Description of the “ Integration sheet.”

Line has been selected and press the Delete button to select the rows you want to delete will be deleted.

Content confirmation for added AIS  
The content of the general information of an added file is displayed on the right side of the sheet.  
Selecting the radio button of [Switch the display] switches the content.

### AIS Integration

**Switch Display**

Show 1. AIS Information       Show 4. Composition Information

Show 2. Issuing company Information       Show 5. Other Information

Show 3. Article Information       Show Requester Information

Show Requester Item Numbers etc

File Name	Used Amount	Unit type	Number of Unit	Format Version	List Version	
					Material	Substance
AISA4_xxxxxyzzz.xml		piece	1.0	Ver.4.0	2.01	3.010
AISA4_xxxxxyxxx.xml		piece	3.0	Ver.4.0	2.01	3.010

#### 1. AIS Information

Sheet Reference Number	Original	Revision	
	Issued Date	Latest Issued Date	Revision History
	2012/1/16		
	2012/1/16		

#### 2. Issuing company Information

Company Name		Company ID		Issuing Department			Department in Charge of Preparing AIS		Remarks
Alphanumeric	Mother Language	ID Organizer	Entity ID	Department Name	Address	Telephone Number	FAX Number	Email Address	

#### 3. Article Information

Manufacturer Name	Common Product Name	Issuing Company Item Number		Multiple Product Name/Product Series Name	Remarks
		Alphanumeric	Mother Language		

#### 4. Composition Information

Unit type	Article		Declaration Concerning Composition
	Mass	Unit of Mass	

#### 5. Other Information

Reference Documents, Restrictions, Notes

#### Requester Information

Company Name	Company ID		Requester Department		Contact Person at Requester Department				Submission Date
	ID Organizer	Entity ID	Department Name	Address	Name	Number	FAX Number	Email Address	

#### Requester Item Numbers etc

Requester Item Number 1	Issuing Company Item Number 1	Requester Item Number 2	Issuing Company Item Number 2	Requester Item Number 3	Issuing Company Item Number	Requester Remarks 1	Requester Remarks 2	Requester Remarks 3

**① Addition of files**  
When clicking the [Add] button with the cell of the [File Name] field selected, the dialogue to select an AIS file for integration starts.

**②** When selecting AIS to be integrated and clicking the [Open] button, the content of AIS is read and displayed on the sheet.  
Multiple files can be specified simultaneously.

**③ Execution of Integration**  
When clicking the [Execute Integration] button with one or more files added, integration is executed.  
Used Amount (other than “piece” of “Unit type”) and Number of Unit are required to be entered.