PFU
A RICOH Company

chemSHERPA-AI
Data entry support tool for Articles
PFU Group entry guide

Ver.2.6

June 13, 2025

Change Details

- Updated descriptions reflecting the latest version of the tool. (Pages 7 and 9)
- Updated the information entered in the requester’s information. (Pages 13)
- Replaced tool screens and updated Data Entry procedures. (Pages 11,12 and 29)

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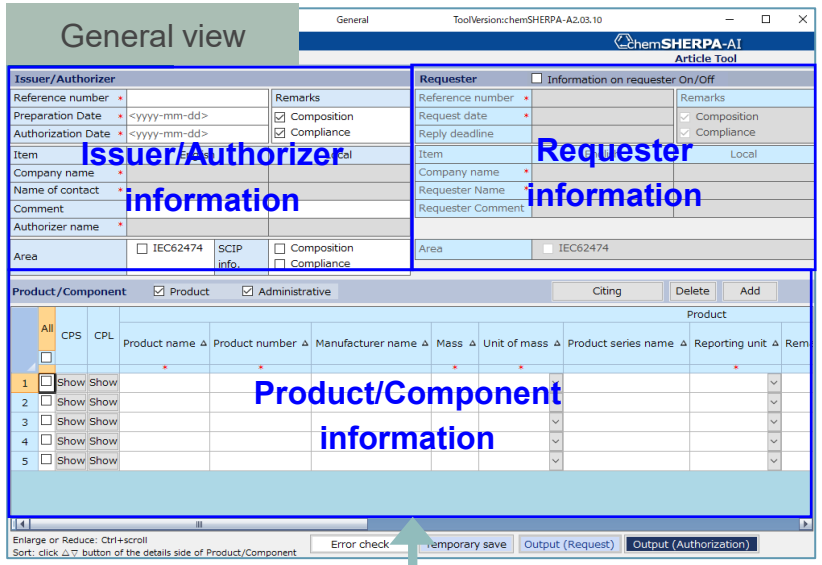
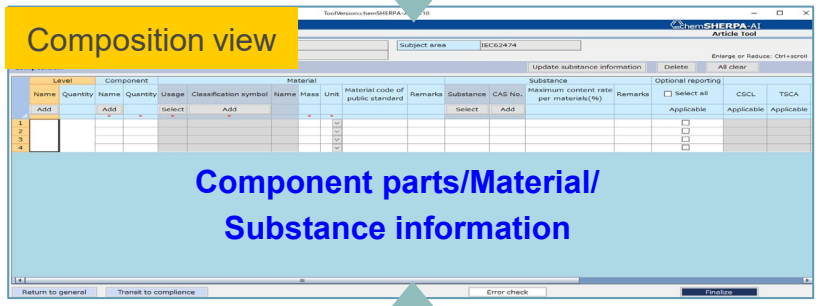
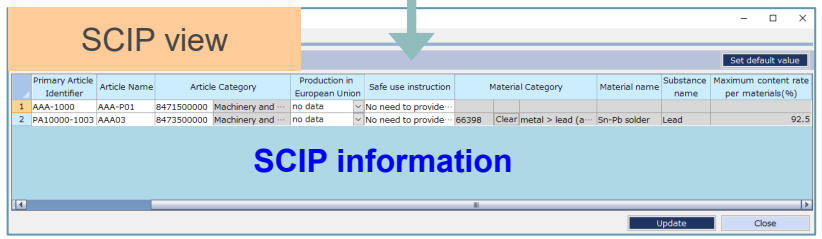
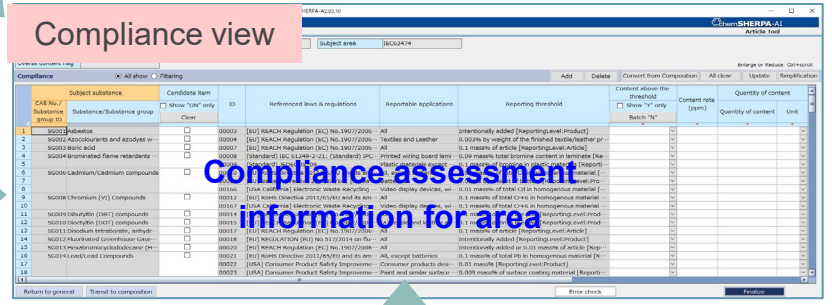
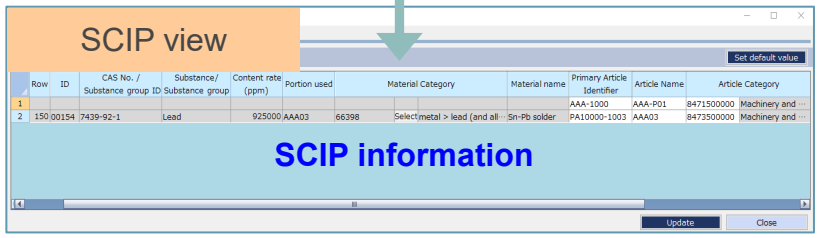
1. Outline of Data entry support tool for Articles : Main View Layout











View		Description	Data entry item
General view		Requester information	Company name, Division name, Requester Name, Requester date, etc
		Issuer/Authorizer information	Company name, Division name, Name of contact, Authorizer name, Preparation Date, Authorization Date, etc
		Product/Component information	Product name, Product number, Mass, Unit of mass, Valid From, etc
Composition	Composition view	Component parts/ material/Substance information	Name of Level, Quantity of Level, Name of Component, Quantity of Component, Material, Mass, Substance, Content rate, Exempted application, etc * Old AIS
	SCIP view	SCIP information	Primary Article ID, Article Category, Material Category, etc
Compliance	Compliance view	Compliance assessment information (IEC62474)	Content above the threshold, Content rate, Quantity of content, Usage code, Usage, Porting used, etc * Old JGPSSI
	SCIP view	SCIP information	Primary Article ID, Article Category, Material Category, etc

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1. Outline of Data entry support tool for Articles : Request/Feature

◆ Request

◇ Enter the General/Composition/Compliance view (Entering the Compliance view is optional.)
◇ For General view, please also enter Requester information.
◇ Please enter SCIP information (Composition/Compliance view).
This is required from chemSHERPA tool V2.02.

[Reference]
chemSHERPA Guideline for SCIP (Issued by Joint Article Management Promotion-consortium)JAMP)
https://chemsherpa.net/english/tool#sample

◆ Feature

◇ Replying on multiple products in one file is allowed. (Multiple item single sheet)
◇ Information conversion from composition information to compliance information is available.
◇ A function to integrate composition/compliance information in several data into a single file is provided.

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1. Outline of Data entry support tool for Articles : Points to Note When Entering

◆ Points to Note When Entering

Mistakes and omissions often occur when entering information in the following fields.
Please pay attention with these fields.

a) Information on requester is not entered. ***See pages 11-13.**

⇒ Select "Information on requester On/Off" and enter the information on requester.

b) PFU Group Product No. is not entered in “Product number(Requester)“. ***See page 16.**

⇒ Enter the PFU Group Product No. in "Product number (Requester)".

⇒ The PFU Group Product No. can be found in the Investigation request email. It can also be confirmed when logging in to i-VaS.

c) Unit other than "piece" is selected for "Reporting unit". ***See page 16.**

⇒ Please select “piece” for “Reporting unit”. (Do not select “g“, “m“, etc.)

d) Please use only one-byte alphanumeric characters for product names on the General view and for component numbers and component names on the Composition view. ***See pages 16, 18, 25, and 29.**

⇒ When an error check results in an error, re-enter the fields by using only one-byte alphanumeric characters.

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1. Outline of Data entry support tool for Articles : Declarable Substances

◆ Relevant Standards for Chemical Management in Declarable Substances

Relevant standards for Chemical management ID (abbr.)	Relevant laws/regulations and industry standards	composition information	compliance information
LR01 (CSCL)	JP Chemical Substances Control Law : Class I Specified Chemical Substances	✓	
LR02 (TSCA)	US Toxic Substances Control Act (TSCA) : Section 6	✓	
LR03 (ELV)	EU Directive 2000/53/EC (ELV) : Targeted substances	✓	
LR04 (RoHS)	EU 2011/65/EU (RoHS) : Annex II	✓	
LR05 (POPs)	EU 2019/1021 (POPs) : Annex I	✓	
LR06 (SVHC)	EU REACH (No 1907/2006) : The Candidate List of Substances of SVHC, Annex XIV Authrisation Substances	✓	
LR07 (REACH Annex XVII)	EU REACH (No 1907/2006) : Annex XVII Restriction substances	✓	
LR08 (MDR)	Medical Devices Regulation (MDR) (EU)2017/745 : Annex I 10.4 Substances	✓	
IC01 (GADSL)	Global Automotive Declarable Substance List (GADSL)	✓	
IC02 (IEC62474)	IEC 62474 DB Declarable substance groups and Declarable substances	✓	✓

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1. Outline of Data entry support tool for Articles : Tool Preparation

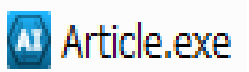
◆ Download the tool package

Download the chemSHERPA Data entry support tool for articles (Including Manuals):

https://chemsherpa.net/english/tool

* After unzip, in any cases, please do not rename, move or delete external file and folder and do not change the configuration of external file or folder.

◆ Execution of the tool

Double-click 

in the ARTICLE folder among the extracted files to execute it.

* Use of this tool requires that “Microsoft .NET Framework 4.8” or higher is installed on your computer.

* Use of this tool requires that “Microsoft Excel 2016” or higher is installed on your computer.

[*] ”chemSHERPA Data entry support tool for articles Operation manual cited from Version 2.9”.
For detail, refer to the operation manual.

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2. Data Entry Procedures

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    1) Enter basic information

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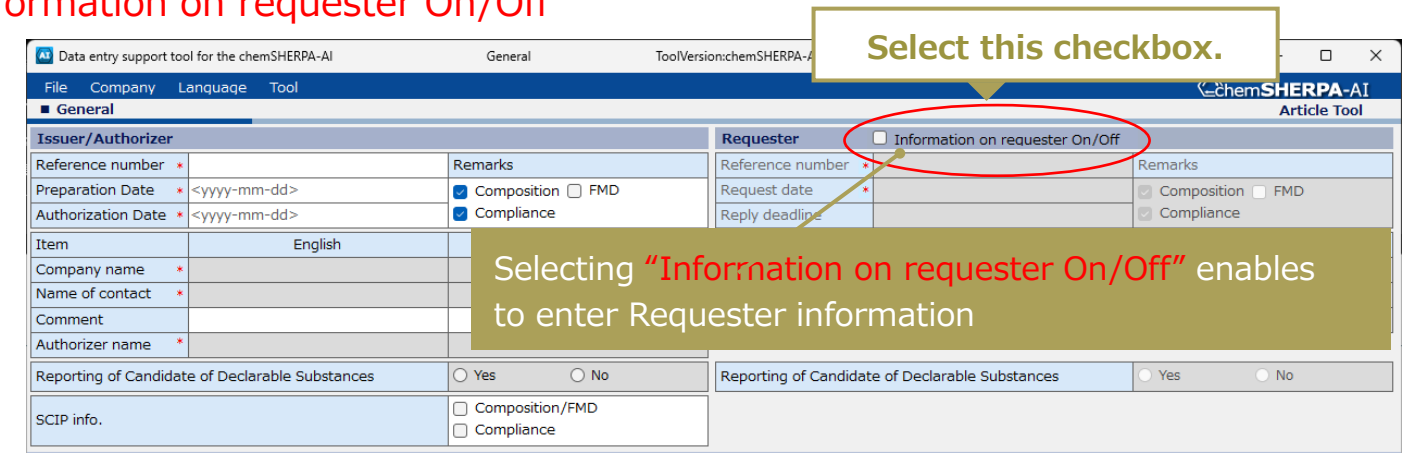
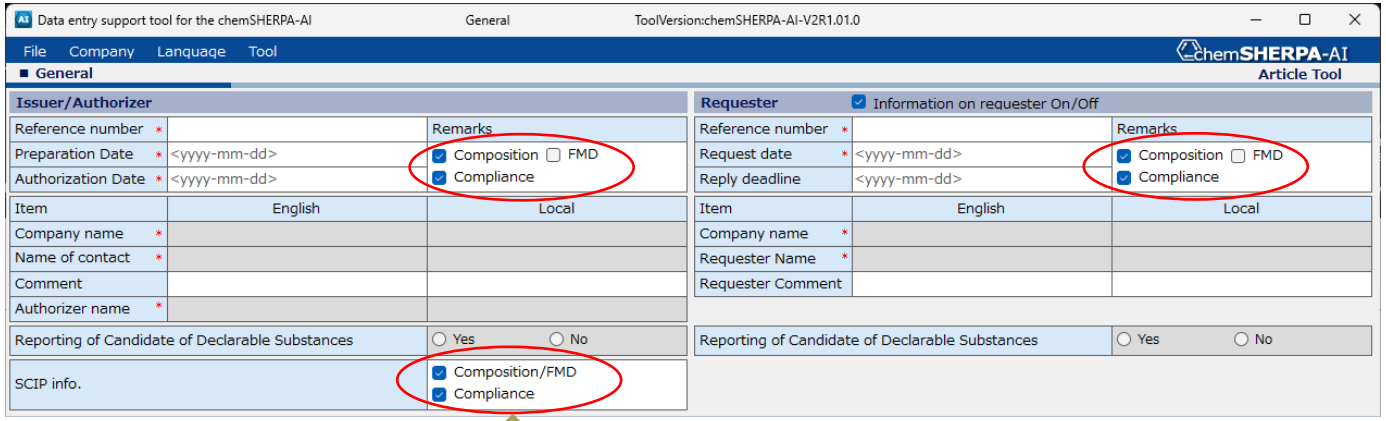
2-1) Enter basic information : Requester/Issuer (1/4)

1) Select “Information on requester On/Off”



2) Select “Composition”(or “FMD”[Optional]) and “Compliance”



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2-1) Enter basic information : Requester/Issuer (2/4)

3) Enter “Reference number” and “Request date”

< Requester >

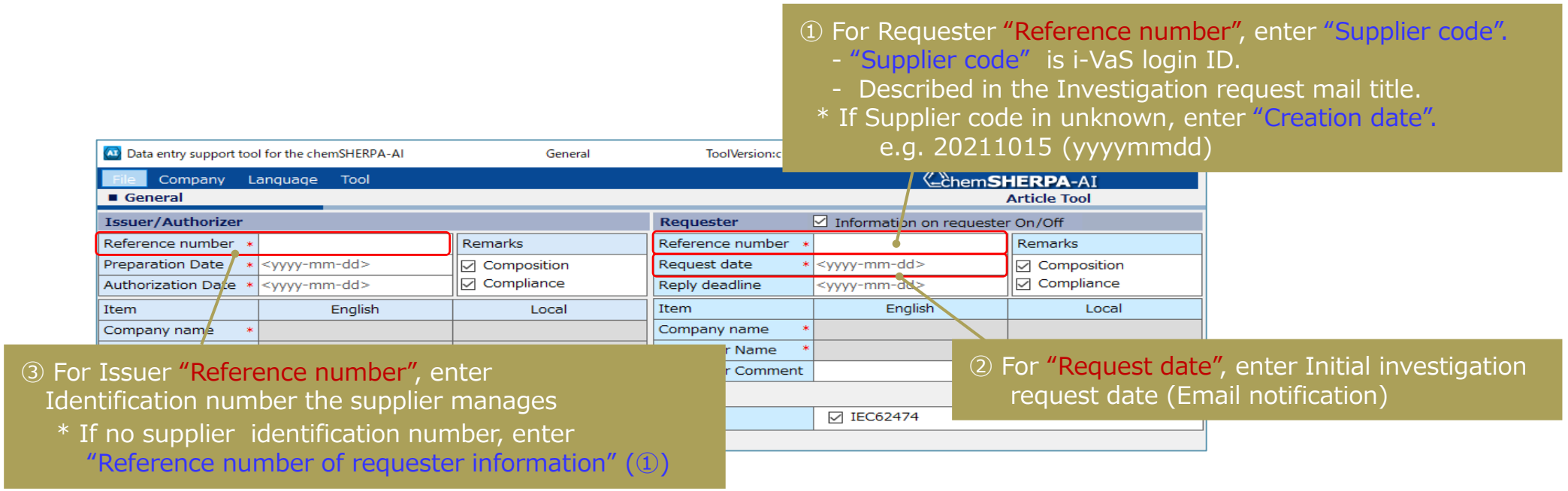
① For “Reference number”, enter “Supplier code”. * If Supplier code is unknown, enter “Creation date (yyyymmdd)”.

② For “Request date”, enter Initial investigation request date (Email notification).

< Issuer >

③ For “Reference number”, enter Identification number the supplier manages.

* If no supplier Identification number, enter “Reference number of requester information”.



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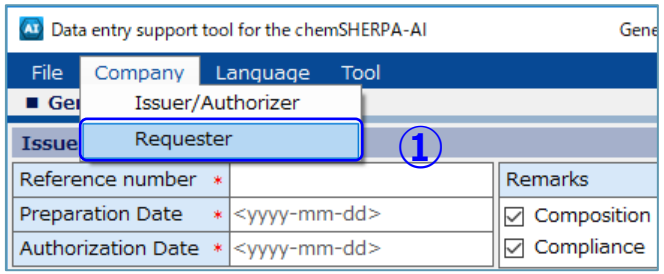
2-1) Enter basic information : Requester/Issuer (3/4)

4) Enter “Requester information”

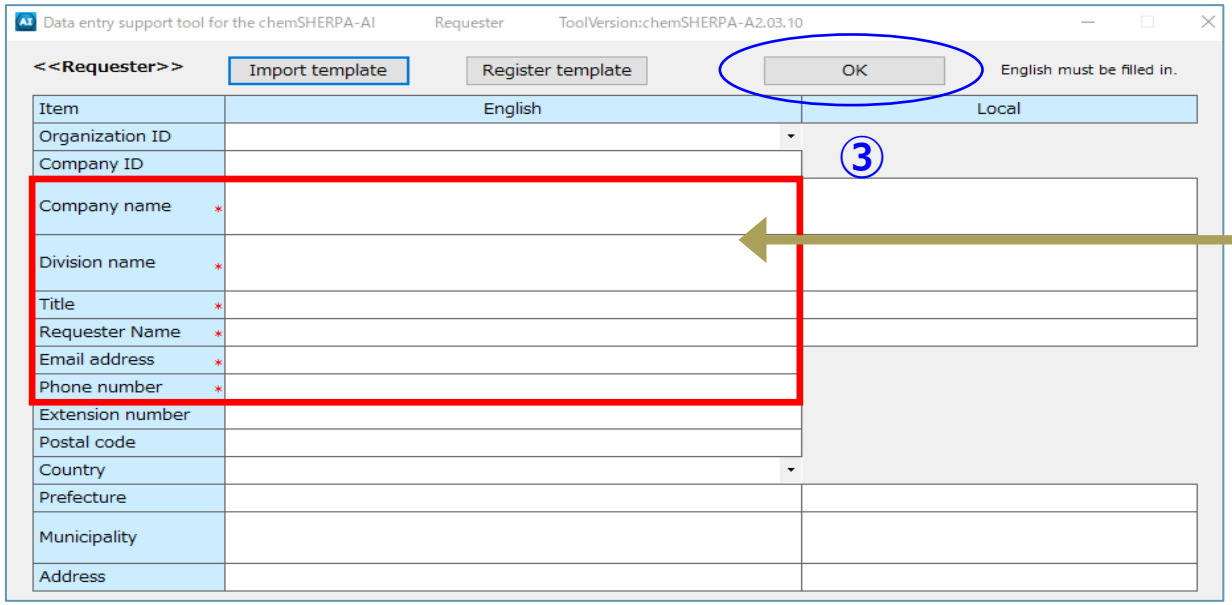


Required item	Data entry item
Company name	-
Division name	-
Title	-
Requester Name	-
Email address	-
Phone number	-

This input content is not specified. (‘-’ is acceptable) .

②

Enter PFU fixed information



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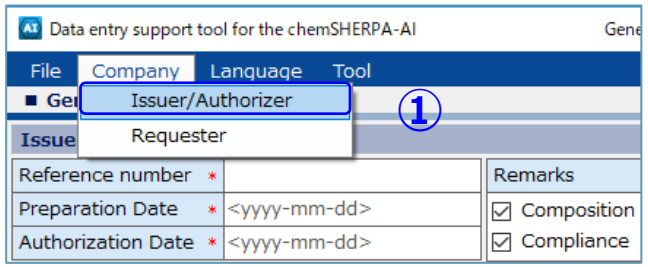
2-1) Enter basic information : Requester/Issuer (4/4)

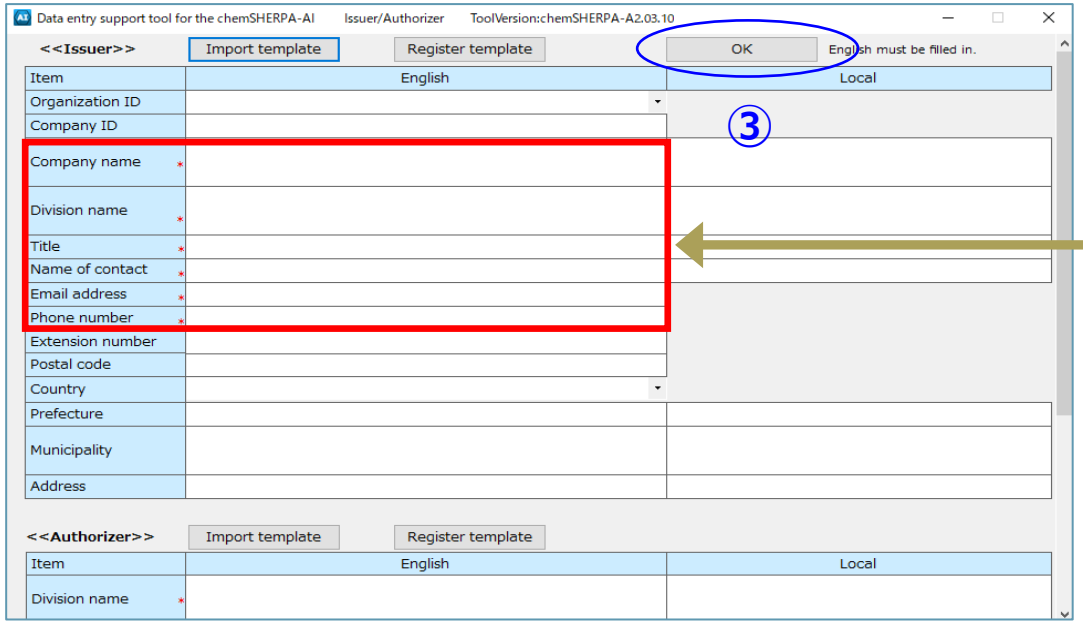
5) Enter “Issuer information”



Required item	Data entry item * Your company
Company name	Company name of person in charge
Division name	Division name of person in charge
Title	Title of person in charge
Name of contact	Person in charge
Email address	Email address of person in charge
Phone number	Phone number of person in charge

②

Enter your Issuer information



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2-2) Enter product/component information

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2-2) Enter product/component information

Enter Product/Component information

① For “Product number (Requester)”, enter the PFU Group Product No.

Point

* You can confirm this number when logging in to i-VaS. It can also be found in the Investigation request mail.
* Multiple PFU Group Product Nos. can be entered. However, do not enter the same PFU Group Product No. (e.g. source with different type). In this case, create another chemSHERPA data separately.
* For electronic components, do not include the ordered item number (00AT, etc.). Please enter the product number listed on the purchase specifications. e.g. PA12345-678900AT → NG / PA12345-6789 → OK

② For “Product name (Product)”, enter “Your company's product name”.

③ For “Product number (Product)”, enter “Your company's product number”.

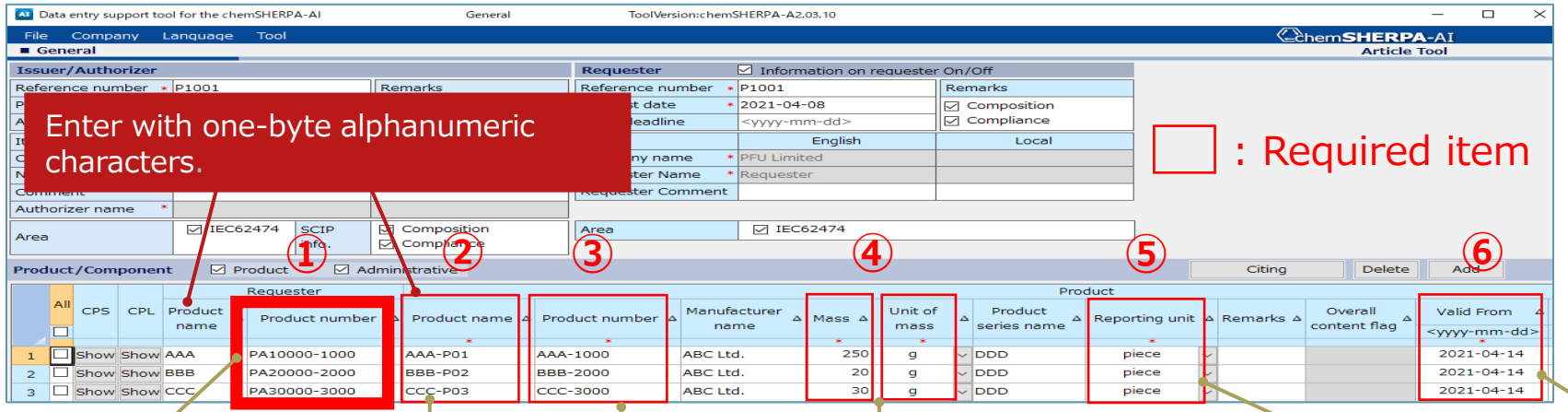
* If you don’t have your company's product number, enter the PFU Group Product No.

④ Enter “Mass” and ”Unit of mass”.

⑤ For “Reporting unit”, select “piece”.

⑥ Enter “Valid From”.

Point



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2-3) Enter composition (SCIP) information

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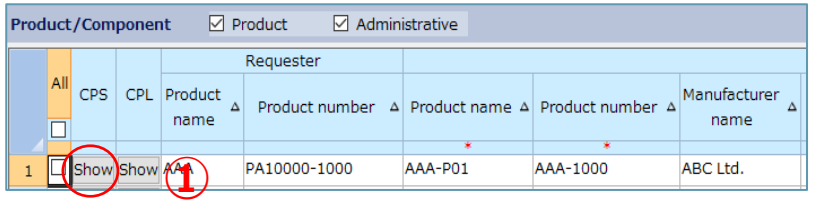
2-3) Enter composition (SCIP) information (1/2)

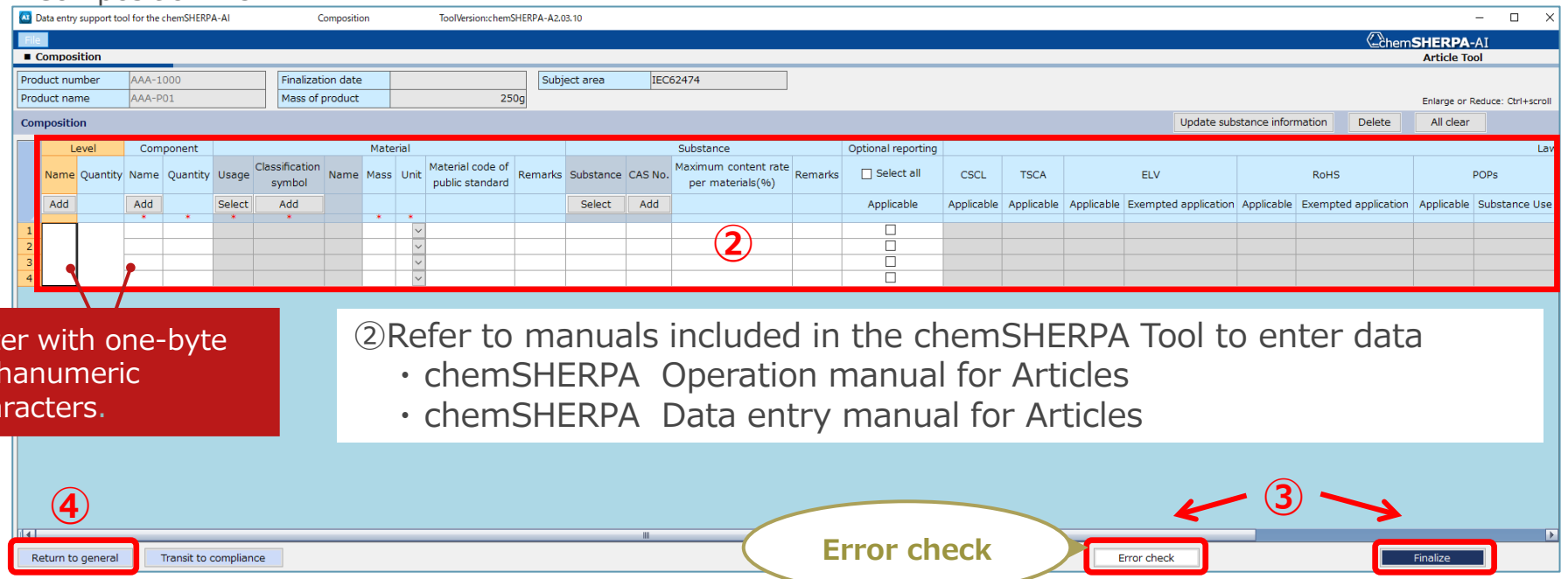
Enter Composition information

■ General view



① Click “Show” below “CPS”

■ Composition view



Enter with one-byte alphanumeric characters.

②Refer to manuals included in the chemSHERPA Tool to enter data

- chemSHERPA Operation manual for Articles
- chemSHERPA Data entry manual for Articles

④ Click “Return to general”

③ Click “Error check”.
After confirming there is no error, click “Finalize”

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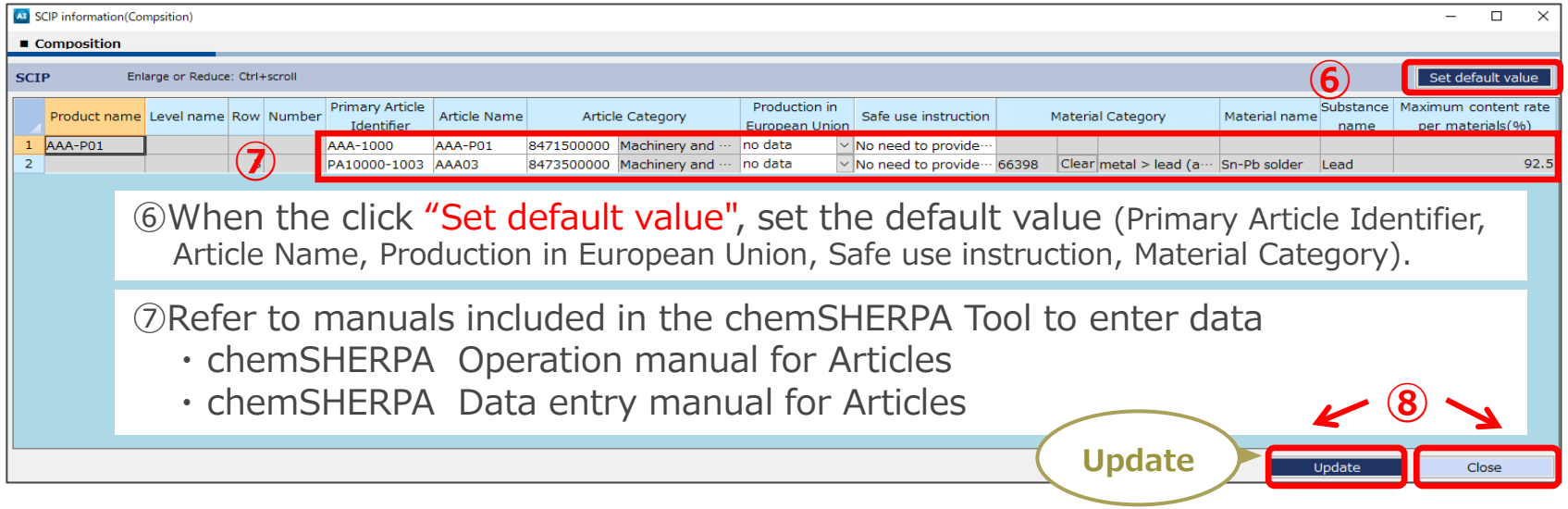
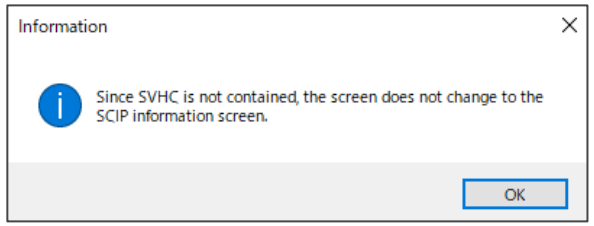
2-3) Enter composition (SCIP) information (2/2)

⑤Once Composition information is entered and finalized, SCIP information view pops up.(*)
(Note 1) It is necessary that SCIP information (Composition information) is ticked on the General window.
(Note 1) You cannot transition to the SCIP information view unless the Composition is "Finalized".

■SCIP view



(*) The above view will not appear if there is no SVHC substance to be registered. The following screen will be displayed.



⑧ Click “Update”.
After confirming there is no error, click “Close”

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2-4) Enter compliance (SCIP) information

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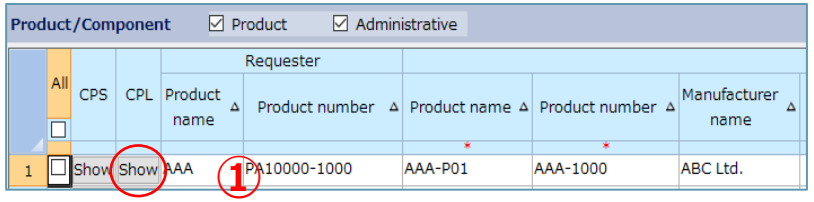
2-4) Enter compliance (SCIP) information (1/3)

Enter Compliance information

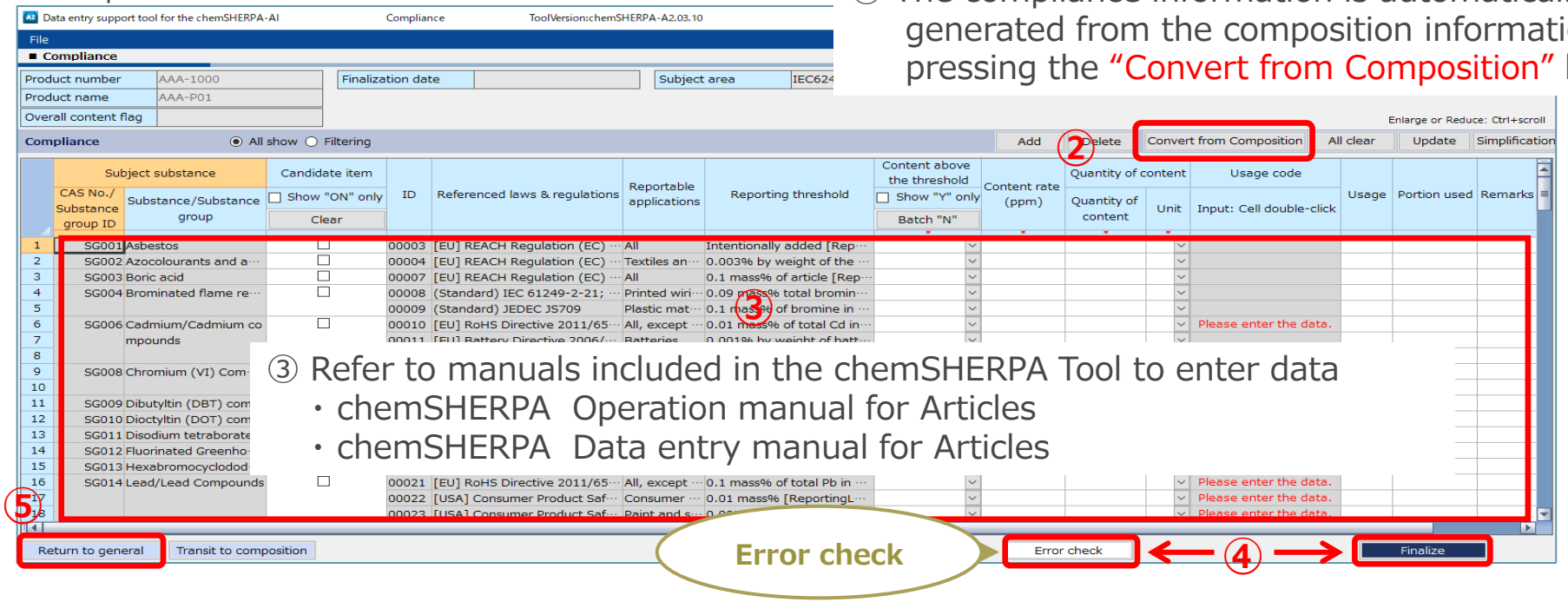
■ General view



① Click “Show” below “CPL”

■ Compliance view

② The compliance information is automatically generated from the composition information by pressing the “Convert from Composition” button.



③ Refer to manuals included in the chemSHERPA Tool to enter data

- chemSHERPA Operation manual for Articles
- chemSHERPA Data entry manual for Articles

⑤ Click “Return to general”

④ Click “Error check”.
After confirming there is no error, click “Finalize”

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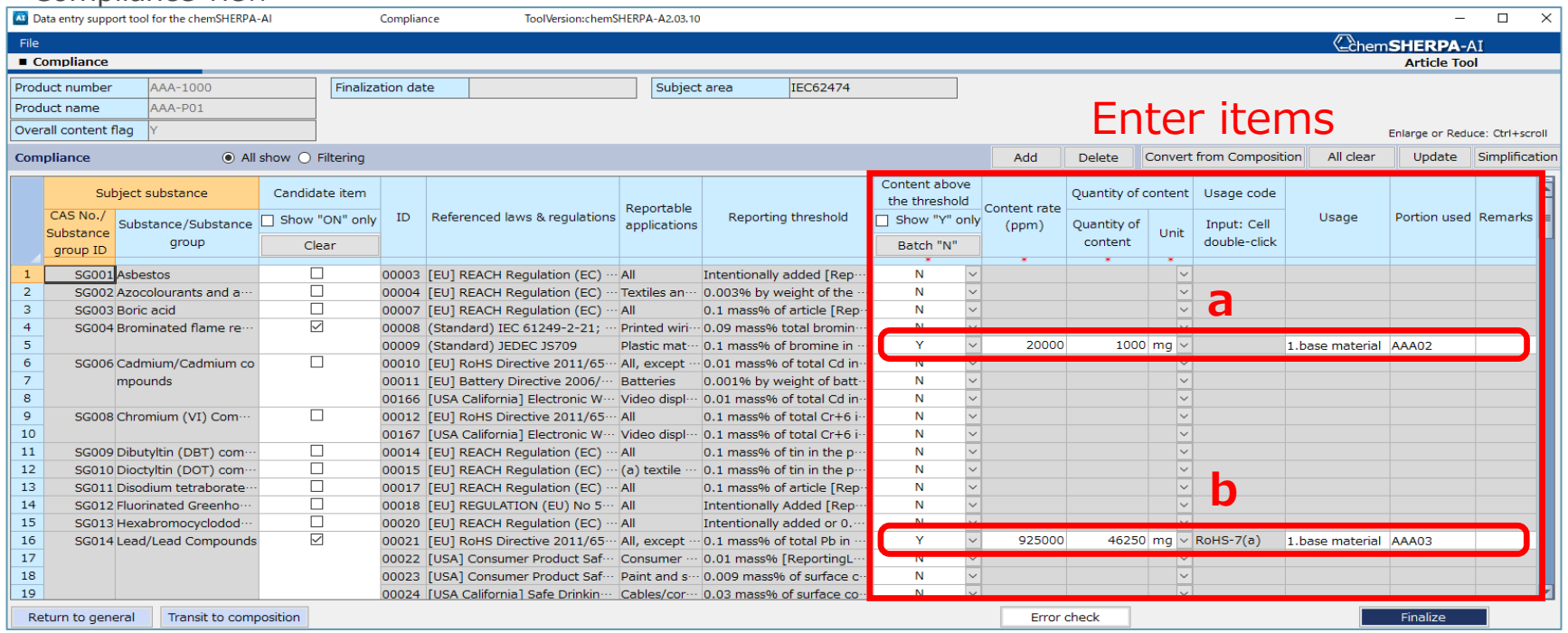
2-4) Enter compliance (SCIP) information (2/3)

< Note >

a) When Content above the threshold is “Y”, enter Content rate (ppm), Quantity of content, Unit, Usage and Point used.
b) If Content above the threshold is “Y” and the Usage code cell is displayed as “Please enter the data.”, please enter the Usage code.

■ Compliance view



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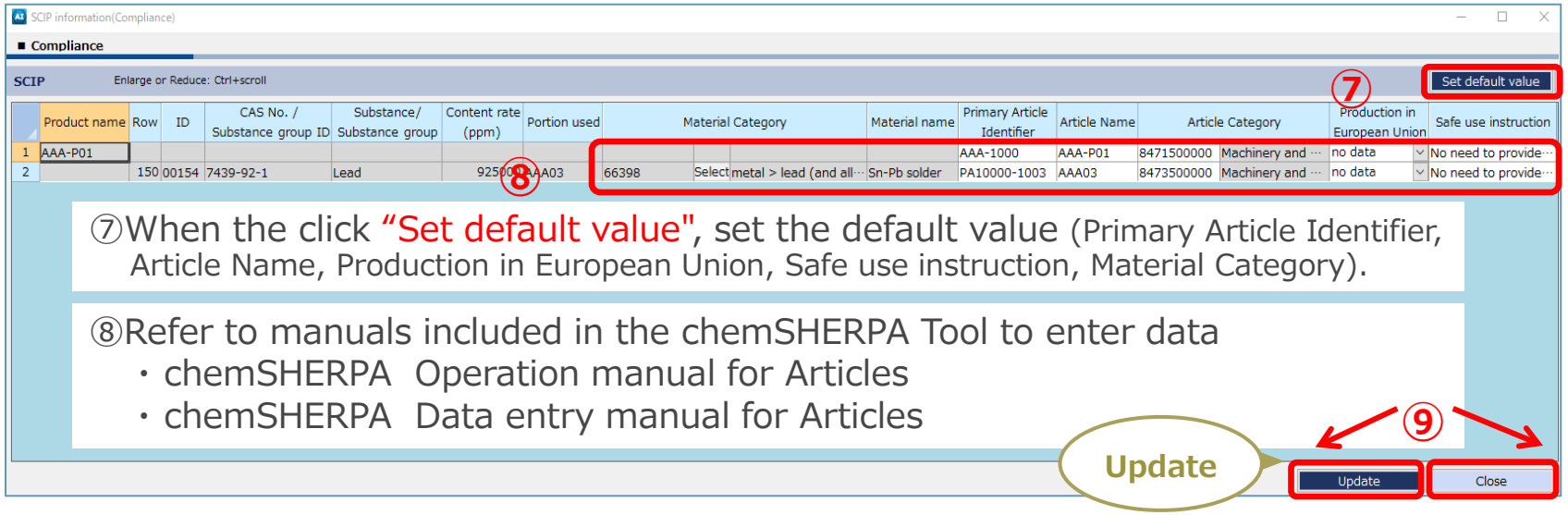
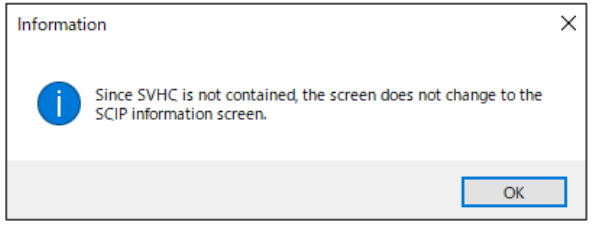
2-4) Enter compliance (SCIP) information (3/3)

⑥Once Compliance information is entered and finalized, SCIP information view pops up.(*)
(Note 1) It is necessary that SCIP information (Compliance information) is ticked on the General window.
(Note 1) You cannot transition to the SCIP information view unless the Compliance is "Finalized".

■SCIP view



(*) The above view will not appear if there is no SVHC substance to be registered. The following screen will be displayed.



⑨ Click "Update".
After confirming there is no error, click "Close"

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2-5) Error check

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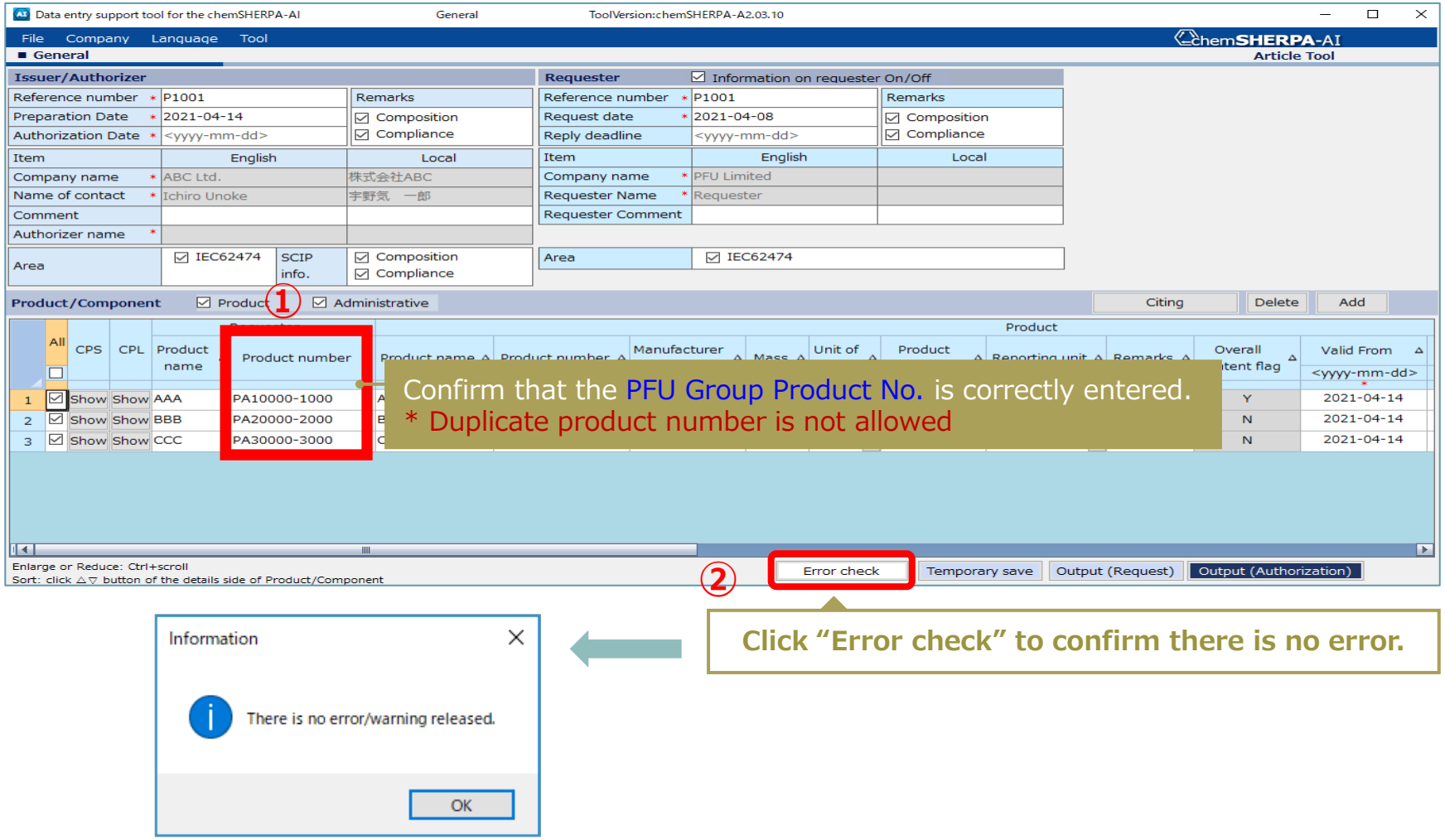
2-5) Error check

Perform Error check



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2-6) Authorization/output of entry date

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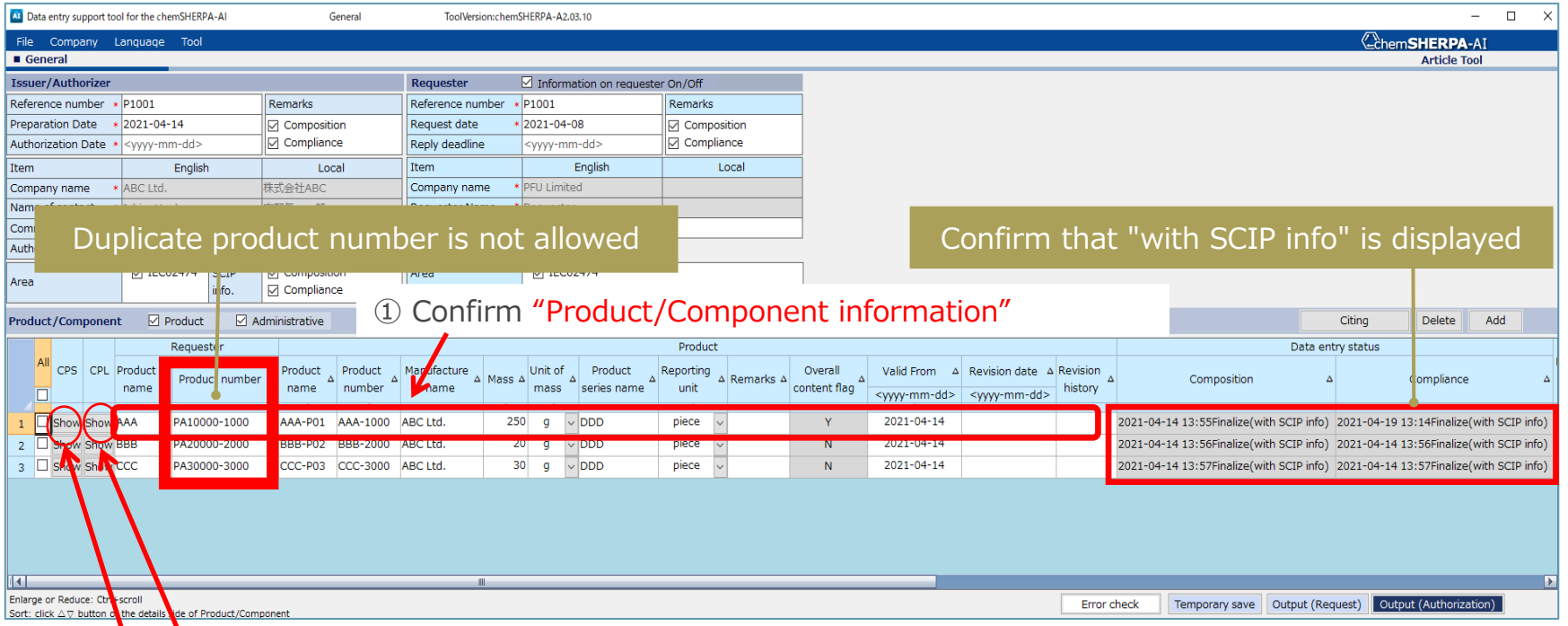
2-6) Authorization/output of entry date (1/3)

1) Authorize Entry data

① Confirm “Product/Component information”
② Confirm “Composition (SCIP) information”
③ Confirm “Compliance (SCIP) information”



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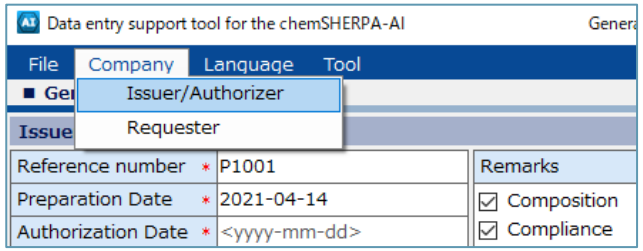
2-6) Authorization/output of entry date (2/3)

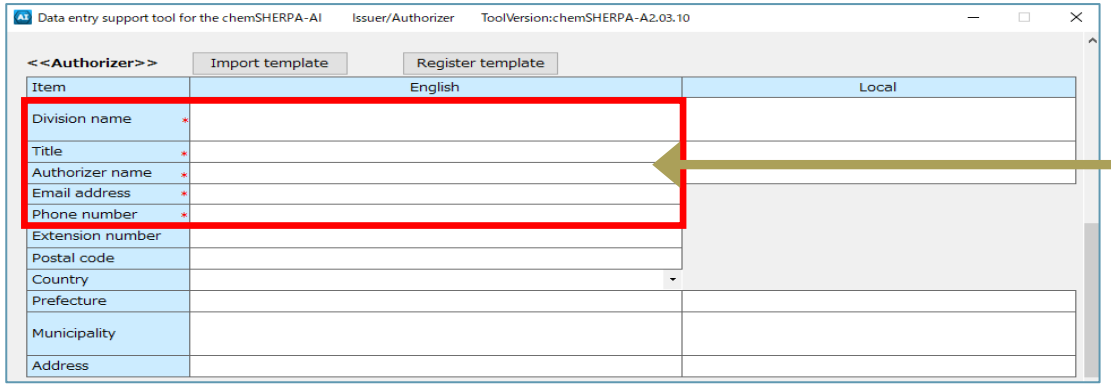
④ Enter “Authorizer information”



Required item	Data entry item * Your company
Division name	Approver’s division name
Title	Approver’s title
Authorizer name	Approver’s name
Email address	Approver’s email address
Phone number	Approver’s phone number

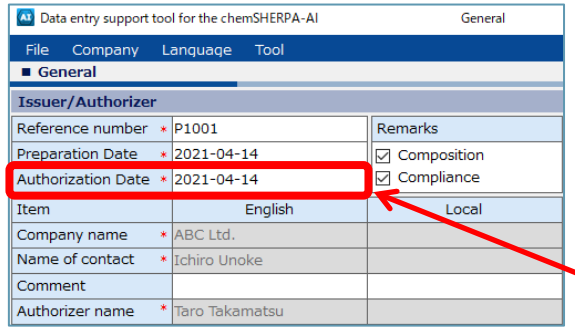
②

Enter your Authorizer information



Select “OK” ③

⑤ Enter “Authorization Date”



Return to general view

Enter “Authorization Date”

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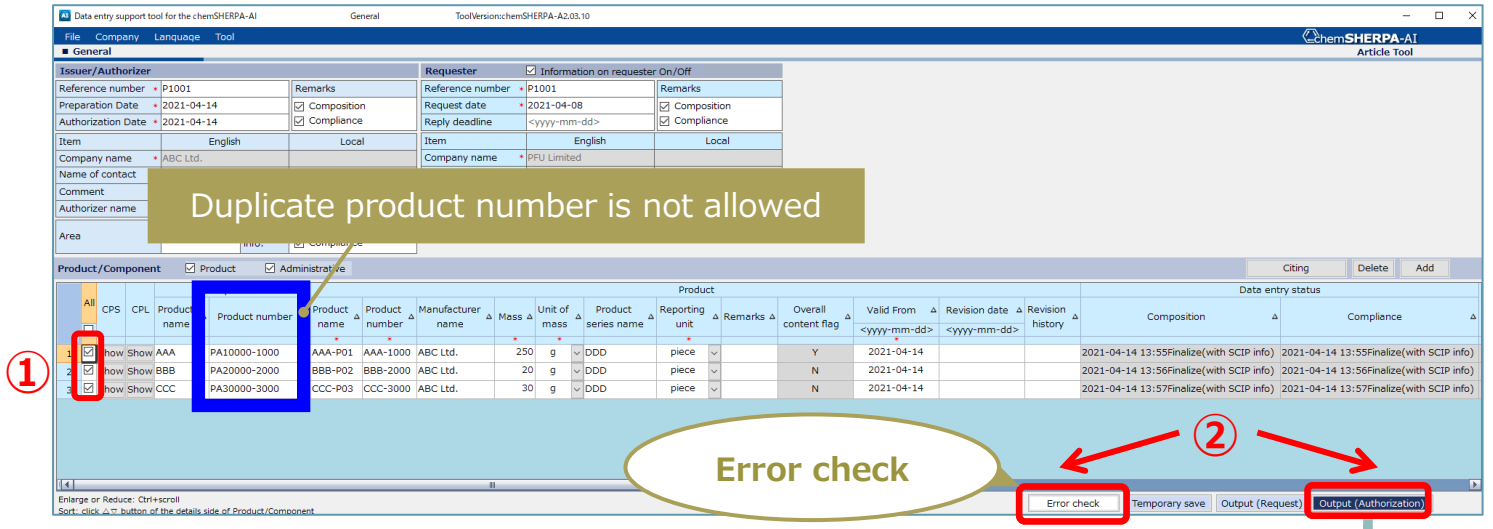
2-6) Authorization/output of entry date (3/3)

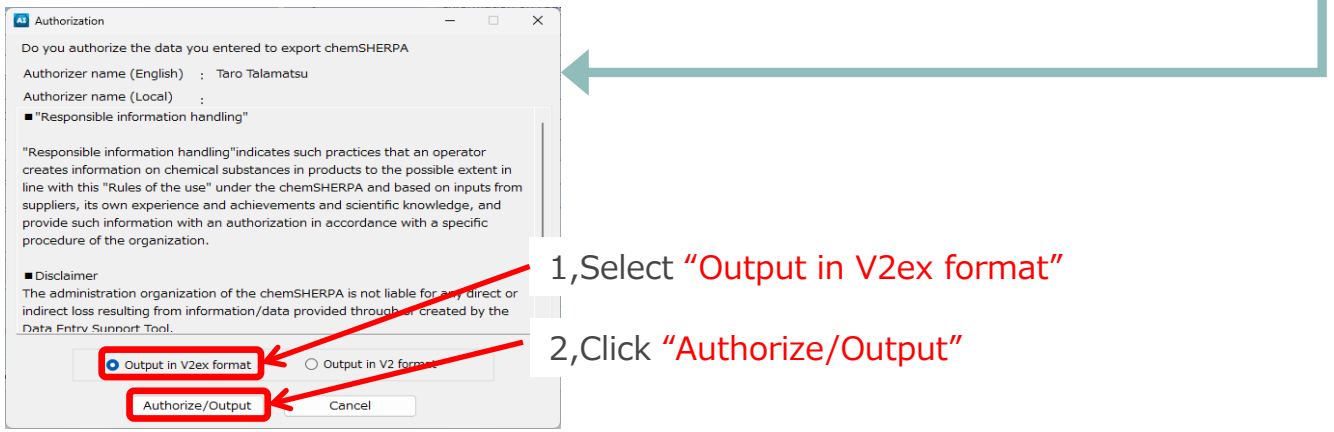
2) Output entry data

① Select Products

② Click “Error check” to confirm there is no error. Click “Output(Authorization)”



③ Select “Output in V2ex format” and click “Authorize/Output”



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Appendix 1. Submit reply data of chemSHERPA

◆How to submit chemSHERPA reply data (.shai)◆

☆Supplier who uses i-VaS(Web tool)

・Upload the data from i-VaS
https://pitnet.pfu.ricoh.com/NPIT/loginp.asp?proj=IVAS

☆Supplier who does not used i-VaS(Web tool)

・Send an email to PFU Purchasing Dept.
pfugreen-g@ml.ricoh.com

* Same as the submission of “Warranty of Compliance with PFU’s Requirement for Chemical Substance”

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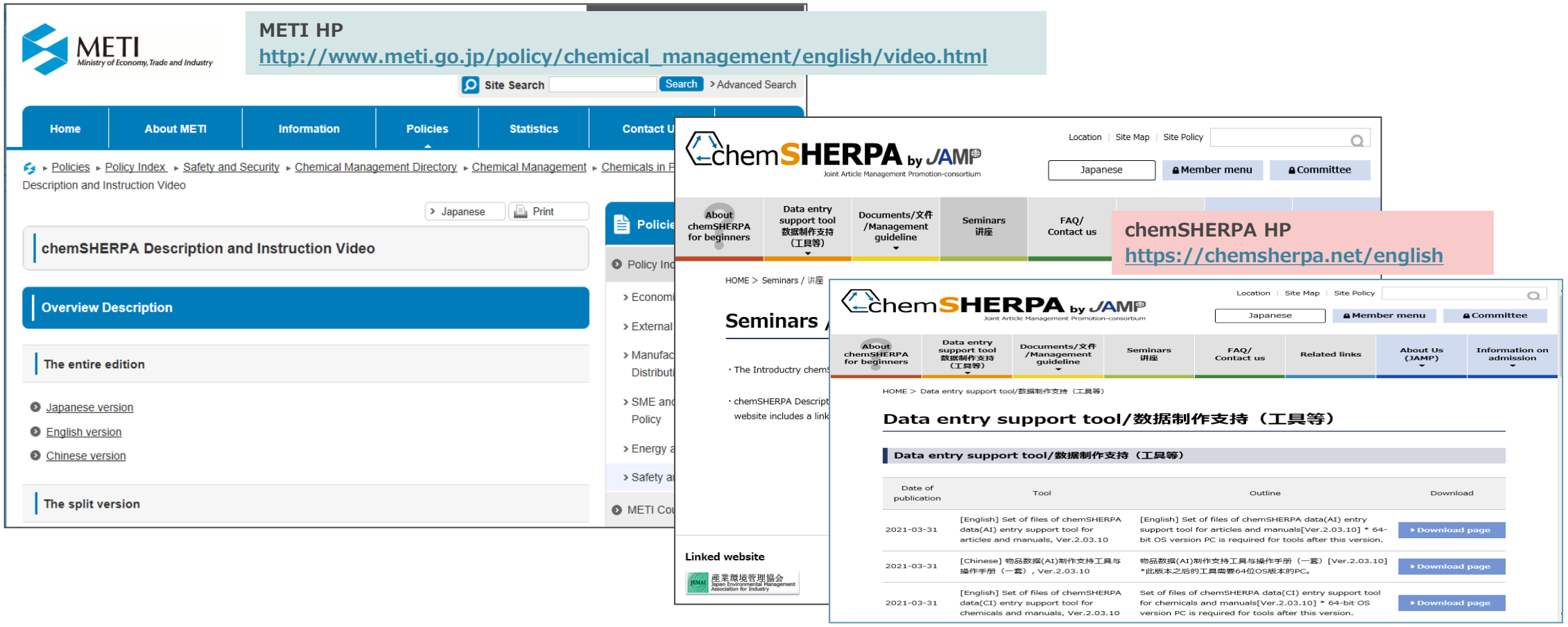
Appendix 2. Details of chemSHERPA data (Requirements)

For detail of data creation, METI(*) Overview Description and JAMP seminars would be helpful information sources.

* METI : Ministry of Economy, Trade and Industry



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