



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

Ver.2.4

PFU Limited

Sep 25, 2023

- The e-mail address in the Requester information has been updated (Page 13)
- The URL of i-VaS has been updated (Pages 13 and 30)
- The screenshot of Output format has been updated (Page 29)

## 1. Outline of Data entry support tool for Articles

Main View Layout, Request, Feature, Points to Note When Entering, Declarable Substances, Tool Preparation

## 2. Data Entry Procedures

- 1) Enter basic information
- 2) Enter product/component information
- 3) Enter composition (SCIP) information
- 4) Enter compliance (SCIP) information
- 5) Error check
- 6) Authorization/output of entry date

Appendix 1. Submit reply data of chemSHERPA

Appendix 2. Details of chemSHERPA data (Requirements)

# 1. Outline of Data entry support tool for Articles

## 1. Outline of Data entry support tool for Articles

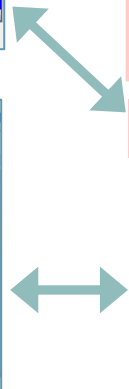
Main View Layout, Request, Feature, Points to Note When Entering, Declarable Substances, Tool Preparation

## 2. Data Entry Procedures

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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 view	Composition view	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 view	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



# 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.

# 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 names of level and component on the Composition view. \*See pages 16, 18, 25, and 29.**

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

⇒ The error check function of chemSHERPA will follow a phased implementation(\*).

(\*) chemSHERPA HP <https://chemsherpa.net/news/chemsherpa-en/?p=2562>

# 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 Authorisation 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	✓	✓



# 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  Article.exe in the ARTICLE folder among the extracted files to execute it.

\* Use of this tool requires that "Microsoft .NET Framework 4.5" 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 2.4".

For detail, refer to the operation manual.

## 2. Data Entry Procedures

### 1. Outline of Data entry support tool for Articles

Main View Layout, Request, Feature, Points to Note When Entering, Declarable Substances, Tool Preparation

### 2. Data Entry Procedures

- 1) Enter basic information
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- 6) Authorization/output of entry date

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

1) Select "Information on requester On/Off"

The screenshot shows the 'General' tab of the 'Data entry support tool for the chemSHERPA-AI'. The 'Requester' section has the checkbox 'Information on requester On/Off' checked and circled in red. A yellow callout box points to this checkbox with the text 'Select this checkbox.' Below the form, a yellow box contains the text: 'Selecting "Information on requester On/Off" enables to enter Requester information'.

Issuer/Authorizer		Requester	
Reference number *	Remarks	Reference number *	Remarks
Preparation Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition	Request date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition
Authorization Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance	Reply deadline <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance
Item	English	Item	English
Company name *		Company name *	
Name of contact *		Name of contact *	
Comment		Requester Name *	
Authorizer name *		Requester Comment	
Area	<input type="checkbox"/> IEC62474 SCIP info.	Area	<input type="checkbox"/> IEC62474
	<input type="checkbox"/> Composition		
	<input type="checkbox"/> Compliance		

2) Select "Composition", "Compliance" and "IEC62474"

The screenshot shows the same data entry tool with 'Information on requester On/Off' checked. In the 'Requester' section, the 'Composition' and 'Compliance' checkboxes are also checked and circled in red. In the 'Area' section, the 'IEC62474' checkbox is checked and circled in red. A yellow callout box at the bottom contains the text: 'Select "Composition", "Compliance" and "IEC62474"'.

Issuer/Authorizer		Requester	
Reference number *	Remarks	Reference number *	Remarks
Preparation Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition	Request date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition
Authorization Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance	Reply deadline <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance
Item	English	Item	English
Company name *		Company name *	
Name of contact *		Requester Name *	
Comment		Requester Comment	
Authorizer name *		Area	<input checked="" type="checkbox"/> IEC62474
Area	<input checked="" type="checkbox"/> IEC62474 SCIP info.		
	<input checked="" type="checkbox"/> Composition		
	<input checked="" type="checkbox"/> Compliance		

Select "Composition", "Compliance" and "IEC62474"

## 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".

Issuer/Authorizer			Requester		
Reference number *		Remarks	Reference number *		Remarks
Preparation Date *	<yyyy-mm-dd>	<input type="checkbox"/> Composition	Request date *	<yyyy-mm-dd>	<input type="checkbox"/> Composition
Authorization Date *	<yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance	Reply deadline	<yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance
Item	English	Local	Item	English	Local
Company name *			Company name *		
			Company Name *		
			Comment		
					<input checked="" type="checkbox"/> IEC62474

- ① For Requester "Reference number", enter "Supplier code".
  - "Supplier code" is i-VaS login ID.
  - Described in the Investigation request mail title.\* If Supplier code is unknown, enter "Creation date".  
e.g. 20211015 (yyyymmdd)

- ③ For Issuer "Reference number", enter Identification number the supplier manages  
\* If no supplier identification number, enter "Reference number of requester information" (①)

- ② For "Request date", enter Initial investigation request date (Email notification)

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

4) Enter "Requester information"

A screenshot of the software's main menu. The 'Issue' category is expanded, and 'Requester' is highlighted with a blue box and a circled '1'. Other options include 'Reference number', 'Preparation Date', and 'Authorization Date'.

Required item	Data entry information
Company name	PFU Limited
Division name	Purchasing Dept.
Title	Survey requester
Requester Name	Requester
Email address	pfugreen-g@pfu.ricoh.com
Phone number	+81-76-281-8290

Enter this information.

Enter PFU fixed information

A screenshot of the 'Requester' data entry form. The 'Company name' field is highlighted with a red box and a circled '3'. The 'OK' button is also circled with a blue circle. The form includes fields for Organization ID, Company ID, Division name, Title, Requester Name, Email address, Phone number, Extension number, Postal code, Country, Prefecture, Municipality, and Address.

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

5) Enter "Issuer information"

A screenshot of the software's main menu. The 'Company' menu is open, and 'Issuer/Authorizer' is highlighted. A blue circle with the number '1' is placed over the 'Issuer/Authorizer' option. Below the menu, there are fields for 'Reference number', 'Preparation Date', and 'Authorization Date', each with a red asterisk indicating it is required. There are also checkboxes for 'Composition' and 'Compliance'.

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

Enter your Issuer information

A screenshot of the 'Issuer/Authorizer' data entry form. The 'Company name' field is highlighted with a red box. A blue circle with the number '3' is placed over the 'OK' button. The form includes fields for 'Organization ID', 'Company ID', 'Company name', 'Division name', 'Title', 'Name of contact', 'Email address', 'Phone number', 'Extension number', 'Postal code', 'Country', 'Prefecture', 'Municipality', and 'Address'. There are also buttons for 'Import template' and 'Register template'.

## 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.**
  - \* 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

Point

Enter with one-byte alphanumeric characters.

: Required item

Requester	Product
Product name	Product name
Product number	Product number
Manufacturer name	Manufacturer name
Mass	Mass
Unit of mass	Unit of mass
Product series name	Product series name
Reporting unit	Reporting unit
Remarks	Remarks
Overall content flag	Overall content flag
Valid From	Valid From
AAA-P01	AAA-1000
BBB-P02	BBB-2000
CCC-P03	CCC-3000

PFU Group Product No.  
\* Duplicate product number is not allowed

Your company's product name

Mass, Unit of mass

Select "piece"

Valid From

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



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

### 1. Outline of Data entry support tool for Articles

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

Enter Composition information

### ■ General view

Product/Component		<input checked="" type="checkbox"/> Product <input checked="" type="checkbox"/> Administrative					
All	CPS	CPL	Requester				
			Product name	Product number	Product name	Product number	Manufacturer name
1	Show	Show	AAA	PA10000-1000	AAA-P01	AAA-1000	ABC Ltd.

① Click "Show" below "CPS"



### ■ Composition view

Data entry support tool for the chemSHERPA-AI    Composition    ToolVersion:chemSHERPA-A2.03.10

chemSHERPA-AI Article Tool

Product number: AAA-1000    Finalization date:    Subject area: IEC62474  
Product name: AAA-P01    Mass of product: 250g

Update substance information    Delete    All clear

Level	Component		Material				Substance		Optional reporting														
Name	Quantity	Name	Quantity	Usage	Classification symbol	Name	Mass	Unit	Material code of public standard	Remarks	Substance	CAS No.	Maximum content rate per materials(%)	Remarks	<input type="checkbox"/> Select all	CSCL	TSCA	ELV	RoHS	POPs			
Add	Add			Select	Add		*	*			Select	Add			Applicable	Applicable	Applicable	Applicable	Exempted application	Applicable	Exempted application	Applicable	Substance Use
1															<input type="checkbox"/>								
2															<input type="checkbox"/>								
3															<input type="checkbox"/>								
4															<input type="checkbox"/>								

Return to general    Transit to compliance    Error check    Error check    Finalize

Enter with one-byte alphanumeric characters.

② Refer 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"

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

- ⑤ Once 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

SCIP information(Compsition)

■ Composition

SCIP Enlarge or Reduce: Ctrl+scroll

Product name	Level name	Row	Number	Primary Article Identifier	Article Name	Article Category	Production in European Union	Safe use instruction	Material Category	Material name	Substance name	Maximum content rate per materials(%)		
AAA-P01		⑦		AAA-1000	AAA-P01	8471500000	Machinery and ...	no data	✓ No need to provide...	66398	Clear metal > lead (a...	Sn-Pb solder	Lead	92.5
		2		PA10000-1003	AAA03	8473500000	Machinery and ...	no data	✓ No need to provide...					

⑥ When the click "Set default value", set the default value (Primary Article Identifier, Article Name, Production in European Union, Safe use instruction, Material Category).

⑦ Refer to manuals included in the chemSHERPA Tool to enter data

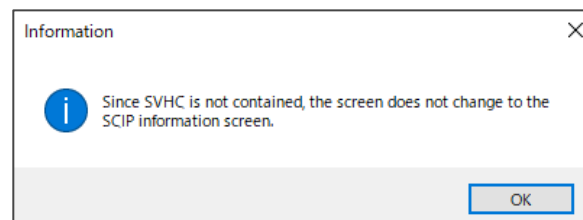
- chemSHERPA Operation manual for Articles
- chemSHERPA Data entry manual for Articles

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

Update

Update Close

(\*) 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"

## 2-4) Enter compliance (SCIP) information

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- 1) Enter basic information
- 2) Enter product/component information
- 3) Enter composition (SCIP) information
- 4) Enter compliance (SCIP) information
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- 6) Authorization/output of entry date

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

## Enter Compliance information

### ■ General view

Requester							
All	CPS	CPL	Product name	Product number	Product name	Product number	Manufacturer name
<input type="checkbox"/>			AAA	PA10000-1000	AAA-P01	AAA-1000	ABC Ltd.

① Click "Show" below "CPL"

### ■ Compliance view

File

Compliance

Product number: AAA-1000, Finalization date: , Subject area: IEC624

Product name: AAA-P01

Overall content flag:

Compliance:  All show  Filtering

Buttons: Add, Delete, **Convert from Composition**, All clear, Update, Simplification

Subject substance	Candidate item	ID	Referenced laws & regulations	Reportable applications	Reporting threshold	Content above the threshold	Content rate (ppm)	Quantity of content	Usage code	Usage	Portion used	Remarks
CAS No./ Substance group ID	Substance/Substance group	<input type="checkbox"/> Show "ON" only				<input type="checkbox"/> Show "Y" only		Quantity of content	Unit	Input: Cell double-click		
1 SG001	Asbestos	<input type="checkbox"/>	00003 [EU] REACH Regulation (EC) ...	All	Intentionally added [Rep...							
2 SG002	Azocolourants and a...	<input type="checkbox"/>	00004 [EU] REACH Regulation (EC) ...	Textiles an...	0.003% by weight of the ...							
3 SG003	Boric acid	<input type="checkbox"/>	00007 [EU] REACH Regulation (EC) ...	All	0.1 mass% of article [Rep...							
4 SG004	Brominated flame re...	<input type="checkbox"/>	00008 (Standard) IEC 61249-2-21; ...	Printed wiri...	0.09 mass% total bromin...							
5 SG005		<input type="checkbox"/>	00009 (Standard) JEDEC JS709	Plastic mat...	0.1 mass% of bromine in ...							
6 SG006	Cadmium/Cadmium co...	<input type="checkbox"/>	00010 [EU] RoHS Directive 2011/65...	All, except ...	0.01 mass% of total Cd in ...					Please enter the data.		
7 SG007		<input type="checkbox"/>	00011 [EU] Battery Directive 2006/...	Batteries	0.001% by weight of batt...							
8 SG008	Chromium (VI) Com...	<input type="checkbox"/>										
9 SG009	Dibutyltin (DBT) com...	<input type="checkbox"/>										
10 SG010	Diocetyl tin (DOT) com...	<input type="checkbox"/>										
11 SG011	Disodium tetraborate	<input type="checkbox"/>										
12 SG012	Fluorinated Greenho...	<input type="checkbox"/>										
13 SG013	Hexabromocyclodod...	<input type="checkbox"/>										
14 SG014	Lead/Lead Compounds	<input type="checkbox"/>	00021 [EU] RoHS Directive 2011/65...	All, except ...	0.1 mass% of total Pb in ...					Please enter the data.		
15		<input type="checkbox"/>	00022 [USA] Consumer Product Saf...	Consumer ...	0.01 mass% [ReportingL...					Please enter the data.		
16		<input type="checkbox"/>	00023 [USA] Consumer Product Saf...	Paint and s...	0.001 mass% [ReportingL...					Please enter the data.		

Buttons: Return to general, Transit to composition, **Error check**, Error check, **Finalize**

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"

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

< Note >

- When Content above the threshold is "Y", enter Content rate (ppm), Quantity of content, Unit, Usage and Point used.
- 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

Data entry support tool for the chemSHERPA-AI | Compliance | ToolVersion:chemSHERPA-A2.03.10

File | ChemSHERPA-AI Article Tool

Product number: AAA-1000 | Finalization date: | Subject area: IEC62474  
Product name: AAA-P01  
Overall content flag: Y

Compliance: All show | Filtering

Add | Delete | Convert from Composition | All clear | Update | Simplification

Candidate item	Show "ON" only	ID	Referenced laws & regulations	Reportable applications	Reporting threshold	Content above the threshold	Content rate (ppm)	Quantity of content	Usage code	Usage	Portion used	Remarks
						Show "Y" only	Quantity of content	Unit	Input: Cell double-click			
1 SG001 Asbestos	<input type="checkbox"/>	00003	[EU] REACH Regulation (EC) ... All		Intentionally added [Rep...	N						
2 SG002 Azocolourants and a...	<input type="checkbox"/>	00004	[EU] REACH Regulation (EC) ... Textiles an...		0.003% by weight of the ...	N						
3 SG003 Boric acid	<input type="checkbox"/>	00007	[EU] REACH Regulation (EC) ... All		0.1 mass% of article [Rep...	N						
4 SG004 Brominated flame re...	<input checked="" type="checkbox"/>	00008	(Standard) IEC 61249-2-21; ... Printed wiri...		0.09 mass% total bromin...	N						
5	<input type="checkbox"/>	00009	(Standard) JEDEC JS709	Plastic mat...	0.1 mass% of bromine in ...	Y	20000	1000 mg		1.base material	AAA02	
6 SG006 Cadmium/Cadmium co...	<input type="checkbox"/>	00010	[EU] RoHS Directive 2011/65...	All, except ...	0.01 mass% of total Cd in...	N						
7	<input type="checkbox"/>	00011	[EU] Battery Directive 2006/...	Batteries	0.001% by weight of batt...	N						
8	<input type="checkbox"/>	00166	[USA California] Electronic W...	Video displ...	0.01 mass% of total Cd in...	N						
9 SG008 Chromium (VI) Com...	<input type="checkbox"/>	00012	[EU] RoHS Directive 2011/65...	All	0.1 mass% of total Cr+6 i...	N						
10	<input type="checkbox"/>	00167	[USA California] Electronic W...	Video displ...	0.1 mass% of total Cr+6 i...	N						
11 SG009 Dibutyltin (DBT) com...	<input type="checkbox"/>	00014	[EU] REACH Regulation (EC) ... All		0.1 mass% of tin in the p...	N						
12 SG010 Dioctyltin (DOT) com...	<input type="checkbox"/>	00015	[EU] REACH Regulation (EC) ... (a) textile ...		0.1 mass% of tin in the p...	N						
13 SG011 Disodium tetraborate...	<input type="checkbox"/>	00017	[EU] REACH Regulation (EC) ... All		0.1 mass% of article [Rep...	N						
14 SG012 Fluorinated Greenho...	<input type="checkbox"/>	00018	[EU] REGULATION (EU) No 5...	All	Intentionally Added [Rep...	N						
15 SG013 Hexabromocyclodod...	<input type="checkbox"/>	00020	[EU] REACH Regulation (EC) ... All		Intentionally added or 0...	N						
16 SG014 Lead/Lead Compounds	<input checked="" type="checkbox"/>	00021	[EU] RoHS Directive 2011/65...	All, except ...	0.1 mass% of total Pb in ...	Y	925000	46250 mg	RoHS-7(a)	1.base material	AAA03	
17	<input type="checkbox"/>	00022	[USA] Consumer Product Saf...	Consumer ...	0.01 mass% [ReportingL...	N						
18	<input type="checkbox"/>	00023	[USA] Consumer Product Saf...	Paint and s...	0.009 mass% of surface c...	N						
19	<input type="checkbox"/>	00024	[USA California] Safe Drinkin...	Cables/cor...	0.03 mass% of surface co...	N						

Return to general | Transit to composition | Error check | Finalize

**Enter items**

**a**

**b**

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

- ⑥ Once 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

SCIP information(Compliance)

■ Compliance

SCIP Enlarge or Reduce: Ctrl+scroll

Product name	Row	ID	CAS No. / Substance group ID	Substance / Substance group	Content rate (ppm)	Portion used	Material Category	Material name	Primary Article Identifier	Article Name	Article Category	Production in European Union	Safe use instruction			
AAA-P01	1	150.00154	7439-92-1	Lead	92500	AAA03	66398	Select metal > lead (and all...	Sn-Pb solder	AAA-1000	AAA-P01	8471500000	Machinery and ...	no data	▼	No need to provide...
	2								PA10000-1003	AAA03	8473500000	Machinery and ...	no data	▼	No need to provide...	

⑦ When the click "Set default value", set the default value (Primary Article Identifier, Article Name, Production in European Union, Safe use instruction, Material Category).

⑧ Refer to manuals included in the chemSHERPA Tool to enter data

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

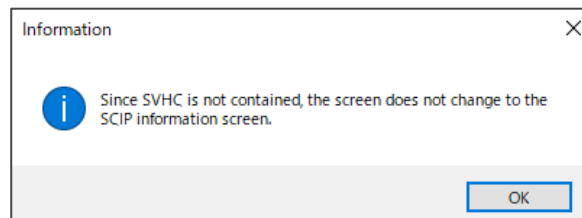
Update

Update Close

⑨

(\*) 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"



### 1. Outline of Data entry support tool for Articles

Main View Layout, Request, Feature, Points to Note When Entering, Declarable Substances, Tool Preparation

### 2. Data Entry Procedures

- 1) Enter basic information
- 2) Enter product/component information
- 3) Enter composition (SCIP) information
- 4) Enter compliance (SCIP) information
- 5) Error check
- 6) Authorization/output of entry date



# 2-5) Error check

Perform Error check

ChemSHERPA-AI Article Tool

General

Information on requester On/Off

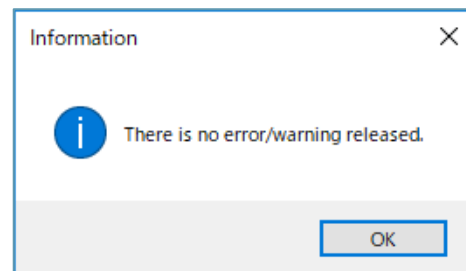
Issuer/Authorizer		Requester	
Reference number * P1001	Remarks	Reference number * P1001	Remarks
Preparation Date * 2021-04-14	<input checked="" type="checkbox"/> Composition	Request date * 2021-04-08	<input checked="" type="checkbox"/> Composition
Authorization Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance	Reply deadline <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance
Item English Local		Item English Local	
Company name * ABC Ltd.	株式会社ABC	Company name * PFU Limited	
Name of contact * Ichiro Unoke	宇野気 一郎	Requester Name * Requester	
Comment		Requester Comment	
Authorizer name *			
Area <input checked="" type="checkbox"/> IEC62474 <input type="checkbox"/> SCIP info.	<input checked="" type="checkbox"/> Composition <input checked="" type="checkbox"/> Compliance	Area <input checked="" type="checkbox"/> IEC62474	

Product/Component  Product  Administrative

	CPS	CPL	Product name	Product number	Product name	Product number	Manufacturer	Mass	Unit of	Product	Reporting unit	Remarks	Overall intent flag	Valid From
1	<input checked="" type="checkbox"/>	Show	Show	AAA	PA10000-1000	A							Y	2021-04-14
2	<input checked="" type="checkbox"/>	Show	Show	BBB	PA20000-2000	B							N	2021-04-14
3	<input checked="" type="checkbox"/>	Show	Show	CCC	PA30000-3000	C							N	2021-04-14

Enlarge or Reduce: Ctrl+scroll  
Sort: click ▲▼ button of the details side of Product/Component

Buttons: Error check, Temporary save, Output (Request), Output (Authorization)



2

Click "Error check" to confirm there is no error.

## 2-6) Authorization/output of entry date

### 1. Outline of Data entry support tool for Articles

Main View Layout, Request, Feature, Points to Note When Entering, Declarable Substances, Tool Preparation

### 2. Data Entry Procedures

- 1) Enter basic information
- 2) Enter product/component information
- 3) Enter composition (SCIP) information
- 4) Enter compliance (SCIP) information
- 5) Error check
- 6) Authorization/output of entry date



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

### ④ Enter "Authorizer information"

Reference number \* P1001  
Preparation Date \* 2021-04-14  
Authorization Date \* <yyyy-mm-dd>

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

Enter your Authorizer information

Item: English, Local

Division name \*  
Title \*  
Authorizer name \*  
Email address \*  
Phone number \*

Select "OK" ③

### ⑤ Enter "Authorization Date"

Reference number \* P1001  
Preparation Date \* 2021-04-14  
Authorization Date \* 2021-04-14

Return to general view

Enter "Authorization Date"

## 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)"

Duplicate product number is not allowed

Product name	Product number	Product name	Product number	Manufacturer name	Mass	Unit of mass	Product series name	Reporting unit	Remarks	Overall content flag	Valid From	Revision date	Revision history	Composition	Compliance
AAA	PA10000-1000	AAA-P01	AAA-1000	ABC Ltd.	250	g	DDD	piece		Y	2021-04-14			2021-04-14 13:55Finalize(with SCIP info)	2021-04-14 13:55Finalize(with SCIP info)
BBB	PA20000-2000	BBB-P02	BBB-2000	ABC Ltd.	20	g	DDD	piece		N	2021-04-14			2021-04-14 13:56Finalize(with SCIP info)	2021-04-14 13:56Finalize(with SCIP info)
CCC	PA30000-3000	CCC-P03	CCC-3000	ABC Ltd.	30	g	DDD	piece		N	2021-04-14			2021-04-14 13:57Finalize(with SCIP info)	2021-04-14 13:57Finalize(with SCIP info)

Error check

- ③ Click "Authorize/Output"

Authorization

Do you authorize the data you entered to export chemSHERPA

Authorizer name (English) : Taro Takamatsu

Authorizer name (Local) : -

■ "Responsible information handling"

"Responsible information handling" indicates such practices that an operator creates information on chemical substances in products to the possible extent in line with this "Rules of the use" under the chemSHERPA and based on inputs from suppliers, its own

■ Disclaimer

The administration organization of the chemSHERPA is not liable for any direct or indirect loss resulting from information/data provided through or created by the Data Entry Support Tool.

Users have full responsibility for using any and all information/data provided under the scheme.

Authorize/Output Cancel

Click "Authorize/Output"

# 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@pfu.ricoh.com](mailto:pfugreen-g@pfu.ricoh.com)

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

# 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

The image displays three overlapping screenshots of web pages related to chemSHERPA data requirements.

**Top Screenshot: METI HP**  
 URL: [http://www.meti.go.jp/policy/chemical\\_management/english/video.html](http://www.meti.go.jp/policy/chemical_management/english/video.html)  
 Navigation: Home, About METI, Information, Policies, Statistics, Contact Us  
 Breadcrumb: Policies > Policy Index > Safety and Security > Chemical Management Directory > Chemical Management > Chemicals in Environment > Description and Instruction Video

**Middle Screenshot: chemSHERPA HP**  
 URL: <https://chemsherpa.net/english>  
 Navigation: Japanese, Member menu, Committee  
 Menu: About chemSHERPA for beginners, Data entry support tool (数据制作支持 (工具等)), Documents/文件/Management guideline, Seminars (讲座), FAQ/Contact us

**Bottom Screenshot: chemSHERPA HP - Seminars**  
 URL: <https://chemsherpa.net/english>  
 Navigation: Japanese, Member menu, Committee  
 Menu: About chemSHERPA for beginners, Data entry support tool (数据制作支持 (工具等)), Documents/文件/Management guideline, Seminars (讲座), FAQ/Contact us, Related links, About Us (JAMP), Information on admission  
 Breadcrumb: HOME > Seminars / 讲座  
 Content: The Introductory chemSHERPA website includes a link to the Data entry support tool/数据制作支持 (工具等) page.

**Bottom Screenshot: chemSHERPA HP - Data entry support tool/数据制作支持 (工具等)**  
 Breadcrumb: HOME > Data entry support tool/数据制作支持 (工具等)  
 Table:

Date of publication	Tool	Outline	Download
2021-03-31	[English] Set of files of chemSHERPA data(A1) entry support tool for articles and manuals, Ver.2.03.10	[English] Set of files of chemSHERPA data(A1) entry support tool for articles and manuals[Ver.2.03.10] * 64-bit OS version PC is required for tools after this version.	<a href="#">Download page</a>
2021-03-31	[Chinese] 物品数据(A1)制作支持工具与操作手册 (一套), Ver.2.03.10	物品数据(A1)制作支持工具与操作手册 (一套) [Ver.2.03.10] *此版本之后的工具需要64位OS版本的PC。	<a href="#">Download page</a>
2021-03-31	[English] Set of files of chemSHERPA data(CI) entry support tool for chemicals and manuals, Ver.2.03.10	Set of files of chemSHERPA data(CI) entry support tool for chemicals and manuals[Ver.2.03.10] * 64-bit OS version PC is required for tools after this version.	<a href="#">Download page</a>

**Linked website:**  
 JMA 産業環境管理協会  
 Japan Environmental Management Association for Industry

**PFU**  
A RICOH Company