

# **Fujitsu Green Survey Tool**

## **Operating Manual**

Ver. 3.10

Nov 28, 2008

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**Fujitsu Limited**

**Procurement Group**  
**Corporate Environmental Affairs Group**  
**Corporate Product Technology**

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## Operation Environment

Operating System: Windows 98/Me/NT4.0/2000/XP  
Application: Microsoft Excel 97 or later

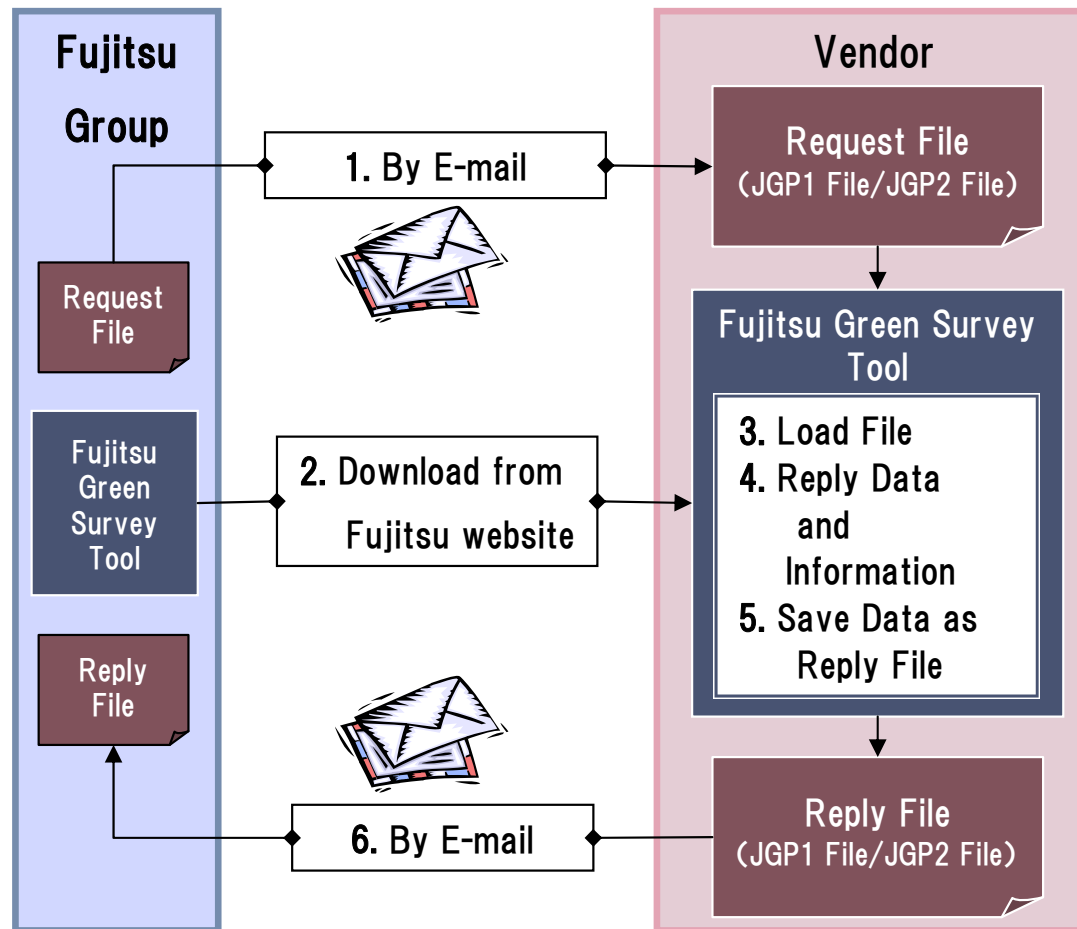
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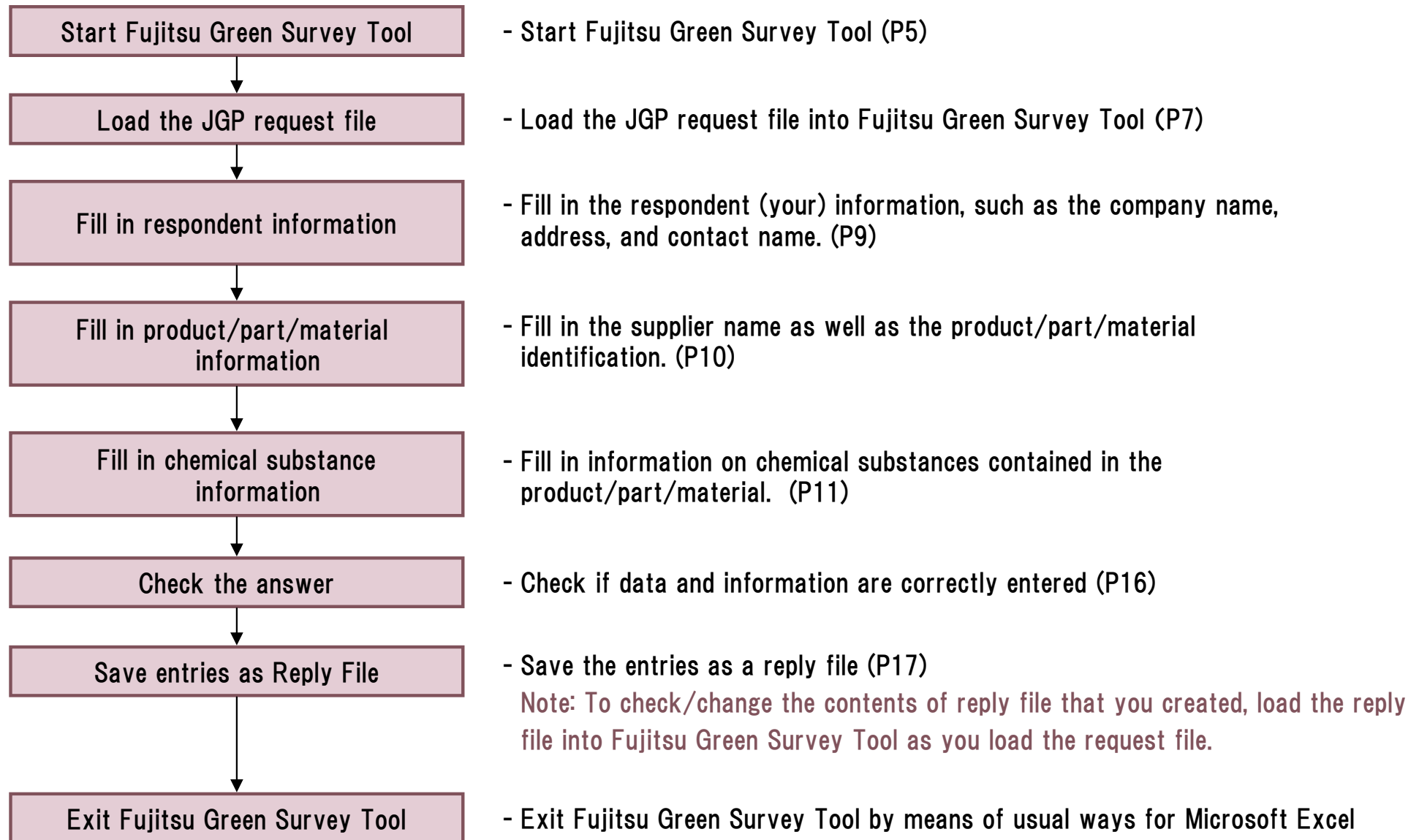
# 1. Survey Flow (overview)



1. Receive a JGP request file from Fujitsu group by e-mail.
2. Download Fujitsu Green Survey Tool placed on the Fujitsu Green Procurement website.
3. Load the JGP request file into Fujitsu Green Survey Tool.
4. Reply referring to JGPSSI Material Composition Survey and Response Manual.
5. Save your entries as a reply file.  
Note: To check/change the contents, follow Step 3; load the JGP request file into Survey Tool.
6. Send the reply file to Fujitsu group by E-mail.  
Note: You can send each part data one after another to Fujitsu group when it is ready.

Reference	Terminology
JEITA	: <u>J</u> apan <u>E</u> lectronics and <u>I</u> nformation <u>T</u> echnology Industries <u>A</u> ssociation
JGPSSI	: <u>J</u> apan <u>G</u> reen <u>P</u> rocurement <u>S</u> urvey <u>S</u> tandardization <u>I</u> nitiative
JGP1/JGP2 File	: Standard Format File set by JEITA and JGPSSI for Green Procurement Survey <Reply Form> Standard Type : JGP1 file (extension jpg1) Detailed Type : JGP2 file (extension jpg2)

## 2. Answering Guideline



# 3. Start Green Survey Tool 1/2

3-1 After download Fujitsu Green Survey Tool, save it in an arbitrary folder.

**Note**

Since the Tool is repeatedly usable, it is not necessary to download every time you get a request file. However, as Fujitsu reserves the right to upgrade version of Fujitsu Green Survey Tool at any time and without prior notice, please check the website of Fujitsu Green Procurement periodically to get the latest version.

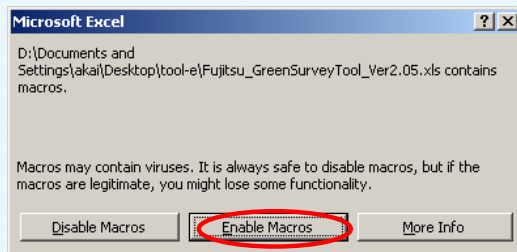
3-2 Save the JGP request file received from Fujitsu into an arbitrary folder.

3-3 Start Fujitsu Green Survey Tool.

3-4 A dialog of security appears. Then click the [Enable Macro] button.

Note: A macro is embedded in this Tool. Be sure to enable the macro before using the tool.

### <Before Excel2003>

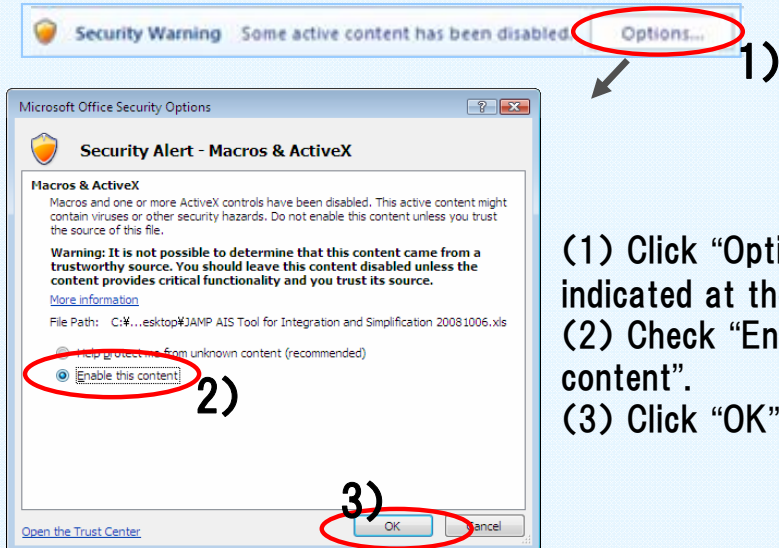


[Click "Enable Macros button."]

**Note**

The macro may not be used in case the above dialog is not displayed. Set the macro security level to 'medium' to use this Tool, and restart the Tool again.

### <After Excel2007>



- (1) Click "Options" button indicated at the top of tool.
- (2) Check "Enable this content".
- (3) Click "OK" button.

# 3. Start Green Survey Tool 2/2

3-5 The following window appears when starting Fujitsu Green Survey Tool.

**Note:** For detail description of each button, refer to each instruction chapter.

Load JGP Request File (P7)

Save JGP File (P17)

Check the answer (P16)

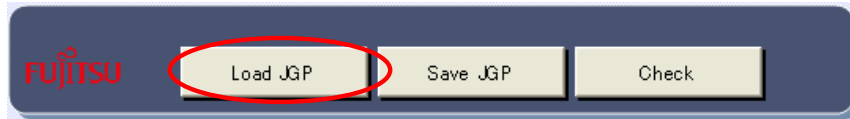
How to use (P22)

Respondent information (P9)

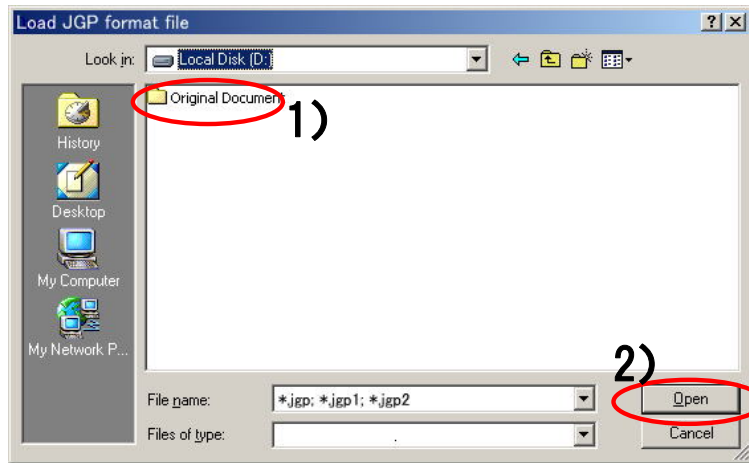
The screenshot shows the main interface of the Fujitsu Green Survey Tool. At the top, there are buttons for 'Load JGP', 'Save JGP', 'Check', and a help icon. Below these are two main data entry sections: 'Respondent Information (direct supplier to the surveying company)' and 'Requester Information'. The 'Respondent Information' section includes fields for Company Name, DUNS Number, Address, Division Name, Contact Name, Telephone Number, Fax Number, and Email Address. The 'Requester Information' section includes fields for Company Name, DUNS Number, Division Name, Contact Name, Telephone Number, Fax Number, and Email Address. Below these sections are buttons for 'Sort', 'Copy Parts Info', 'Internal copy', and 'Use other JGP file/Auto copy'. The main data table has columns for 'Check/Save', 'Target', 'Error', 'Product/subpart number of requester', 'Product/subpart/material name of requester', 'Material Grade No.', 'Metal Type: JIS symbols', 'Coloring No.', 'Thickness (mm)', 'Color', 'Diameter (mm)', 'Requester's Item1', 'Requester's Item2', 'Requester's Item3', 'Manufacturer Name', 'Respondent's product/subparts/material number', and 'Respondent's product/subparts/material name'. Below the table are two large callout boxes: 'Product/Subpart/Material information (P10)' and 'Material/Substance information (P11)'. The 'Product/Subpart/Material information' callout shows a table with columns for 'Respondent's Item1', 'Respondent's Item2', 'Respondent's Item3', 'Data Version', 'Revision Date', 'Surveying Unit', 'Survey Unit Mass', 'Overall Content Flag', and 'Data entry according to substance group'. The 'Material/Substance information' callout shows a table with columns for 'A05', 'A07', 'A08', 'A10', 'A17', 'A18', 'B02', 'B09', 'B05', 'A01', 'A02', 'A03', 'A04', 'A11', 'A13', 'B07', 'B08', and 'C06', each with a corresponding chemical substance name.

# 4. Load JGP Request File 1/2

4-1 From the main menu, click the [Load JGP] button.



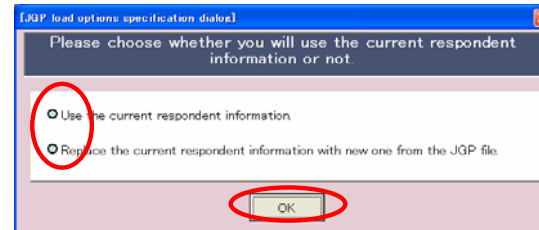
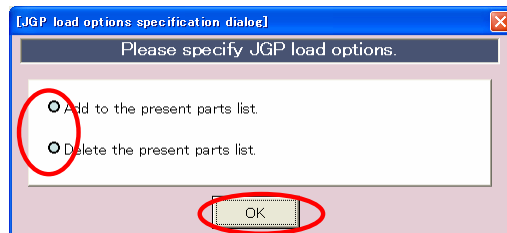
4-2 [Load JGP format file] window will be displayed.



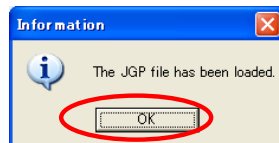
- 1) Assign an existing JGP file
- 2) Click the [Open] button

You can also load a JGP reply file.  
To check/change the contents, please follow the same procedure.

Note: A sub-window will be displayed if you try to load the file that respondent information or parts information is already entered. Choose the option, and click [OK]



4-3 Message will be displayed once JGP load completes.



# 4. Load JGP Request File 2/2

4-4 After loading the file, file information (File Name/Number of Parts/Language/JGPSSI Format Version/Reply Form), Requester Information, Product/Subpart/Material information for every part will be displayed.

Note:  shows the answer filed, and white-colored cells are to be filled for the answer.  
Refer to each chapter for how to fill the file.

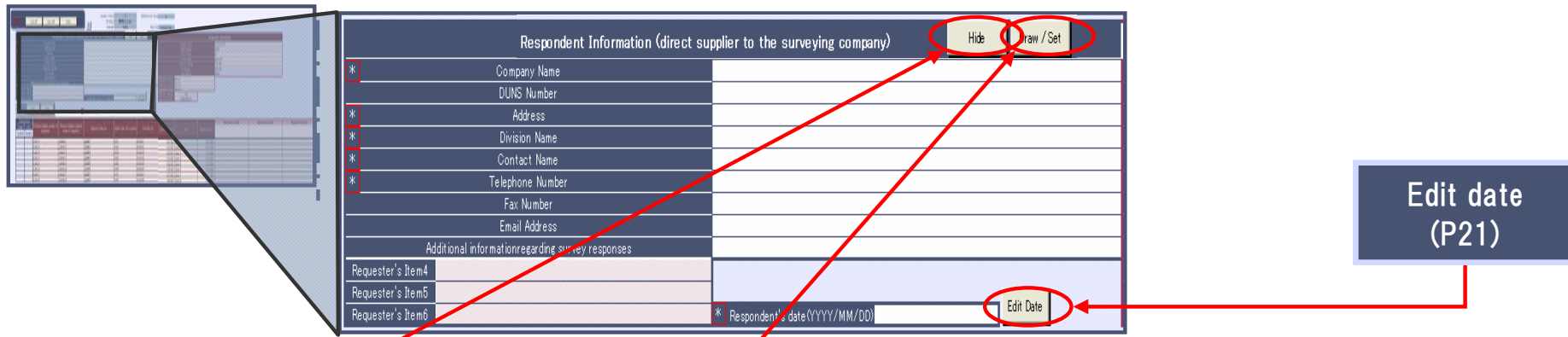
The screenshot displays a software interface with several key sections:

- Info. on the loaded file:** Located at the top, showing fields for File Name, Language, and JGPSSI Format Version.
- Requester Information:** A form on the right side containing fields for Company Name, DUNS Number, Address, Contact Name, Telephone Number, Fax Number, Email Address, and Respondent's Name.
- Respondent information (P9):** A table with columns for Part No., Product/Subpart/Material name of requester, Material code No., Metal Type, Quantity, Color, and Diameter. It lists 8 parts with their respective details.
- Product/Subpart/Material information (P10):** A table at the bottom left with columns for Data Version, Revision Date, Surveying Unit, Survey Unit Mass, Manufacturer Name, and Respondent's product/subpart/material number.
- Material/Substance information (P11):** A large table at the bottom right with columns for Overall Content Flag, Data entry according to substance group, and various chemical elements (AZ, AG, AD, AO, AT, AU, BV, BW, BX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ).

# 5. Fill in Respondent information

- Reply the information on “Surveyed Company” which has direct contact with Fujitsu referring to JGPSSI Material Composition Survey and Response Manual.

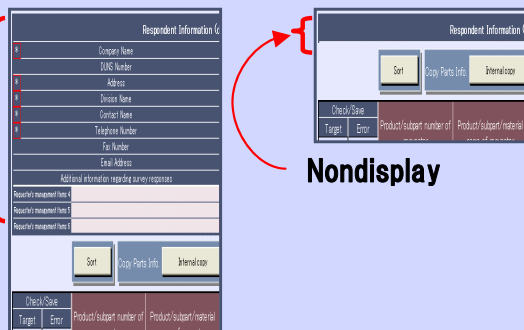
**Note:** White-colored cells are to be filled for the answer. Refer to each chapter for description of button. ( \* indicate the items required to be filled.)



By switching Show/Hide of respondent information, parts information lines can be displayed upward.

- Click the [Hide] button, when you want to display the parts information lines upward.
- Click the [Show] button, when you want to display the respondent information.

Display of the entries area

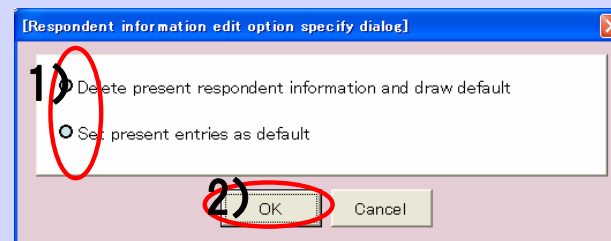


Nondisplay

You can save current respondent information as a default setting, and draw the respondent information which is saved as a default setting into respondent information area.

- 1) Select the option which is displayed on the window.
- 2) Click the [OK] button

**Note:** Even saving as default, setting will be cancelled if you end the Tool without saving. Save the Tool to keep the default setting valid for the next use.





# 7. Fill in material/substance information 1/5

## 7-1 Double-click **[Input]** under **[Data entry according to substance group]**

The screenshot shows a table with columns for 'Overall Content Flag (Y: Contained, N: Not contained)', 'Data entry according to substance group', and 'The reply summary classified by substance group'. The 'Data entry' column contains several 'Input' entries. A red circle highlights these 'Input' cells, and a callout box points to them with the text: 'Double-click **[Input]** to enter the data.'

Overall Content Flag (Y: Contained, N: Not contained)	* Data entry according to substance group	The reply summary classified by substance group		
	Please double-click "Input"	AQ5 Cadmium and Cadmium Compounds	AQ7 Hexavalent Chromium Compounds	Lead Co
	Input			
	Input			
	Input			
	Input			
	Input			
	Input			

It is also possible to double-click each cell in the field of 'Each Content Flag by Threshold Level of each substance group'. In such a case, [Content Flag by Threshold Level edit dialog] described in Chapter 7-2 will not be displayed, and then please refer to Chapter 7-3.

## 7-2 [Content Flag by Threshold Level edit dialog] window will be displayed.

The dialog window has two panes: 'Level A' and 'Level B'. Each pane has columns for 'Y', 'I', and 'N' and a list of substance groups. In the 'Level A' pane, the 'Y' column for 'Cadmium and Cadmium Compounds' is circled in red with a '1' next to it. In the 'Level B' pane, the 'Y' column for 'Antimony and Antimony Compounds' is circled in red with a '1' next to it. At the bottom, the 'Set 'N' (Not contained) to all substance groups.' button is circled in red with a '2' next to it. The 'OK' button is also circled in red.

1) Specify whether or not the each substance group is contained.

2) Click the [OK] button.

A detail answer entry sheet with the contents set in the window of [Content Flag by Threshold Level edit dialog].

Note: Click [Close] button, if you don't want to specify here but specify it respectively on the entry sheet.

If you want to set 'No' to all substance groups at a time, Click the [Set 'No' to all substance groups]

# 7. Fill in material/substance information 2/5

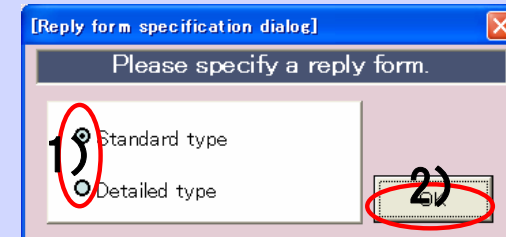
7-3 Based on the contents entered in 7-2, data entry sheet according to substance group will be displayed.

**Note**

Depending on the type of JGP request file, Standard or Detailed, the entry sheets for substance group will differ.

If information of sheet type is not included in the loaded request file, [Reply form specification dialog] will be displayed.

- 1. Choose "Standard type" or "Detailed type".
- 2. Click the [OK] button.



**Standard type**

Standard Type Entry Sheet		Product/subpart number of requester		Requester's Item		
<input type="button" value="Back"/> <input type="button" value="Check"/> <input type="button" value="Show parts information"/>						
Display target: <input type="button" value="All"/> <input type="button" value="Substance Groups"/> <input type="button" value="Content Flag 'Y' of Intended use classification"/>				<input type="button" value="Content Flag by Threshold Level"/> <input type="button" value="Edit"/>		
Search: <input type="text" value="Substance groups"/>						
Expand Level	Classification	Substance Groups	Content Flag by Threshold Level	Total Content(mg)	Additional information on material composition of products	
-	A	AC6 Cadmium and Cadmium Compounds				
	AC6	Intended use classification	Purpose of use/Intended use	Application area	Maximum Content rate(ppm)	
	AC6	D4-J-33 Containing cadmium above 100ppm : Impurities/recycled materials/contamination				
	AC6	D4-J-0 Other intended use containing cadmium above 100ppm (Explain details in the right-hand side columns)				
	AC6	D4-R-0 Other intended use containing 100ppm or less of cadmium (Explain details in the right-hand side columns)				
	AC6	D4-R-1 Electric point and plating excluding uses banned by the amended EU Directive 76/769/EEC "91/338/EEC"				
	AC6	D4-R-2 Optical glass, filter glass				
	AC6	D4-R-3 Cadmium in printing inks for the application of enamels on borosilicate glass				

**Detailed type**

Detailed Type Entry Sheet		Product/subpart number of requester		Requester's Item		
<input type="button" value="Back"/> <input type="button" value="Check"/> <input type="button" value="Show parts information"/>						
Display target: <input type="button" value="All"/> <input type="button" value="Substance Groups"/> <input type="button" value="Content Flag 'Y' of Intended use classification"/>				<input type="button" value="Content Flag by Threshold Level"/> <input type="button" value="Edit"/>		
Search: <input type="text" value="Substance groups"/>						
Expand Copy Level	Classification	Substance Groups	Content Flag by Threshold Level			
I	A	AC6 Cadmium and Cadmium Compounds				
	AC6	Intended use classification	Purpose of use/Intended use	Application area	Content rate (ppm)	Content(mg)
	AC6	D4-J-33 Containing cadmium above 100ppm : Impurities/recycled materials/contamination				
	AC6	D4-J-0 Other intended use containing cadmium above 100ppm (Explain details in the right-hand side columns)				
	AC6	D4-R-0 Other intended use containing 100ppm or less of cadmium (Explain details in the right-hand side columns)				
	AC6	D4-R-1 Electric point and plating excluding uses banned by the amended EU Directive 76/769/EEC "91/338/EEC"				
	AC6	D4-R-2 Optical glass, filter glass				
	AC6	D4-R-3 Cadmium in printing inks for the application of enamels on borosilicate glass				

# 7. Fill in material/substance information 3/5

7-4 Follow JGPSSI Material Composition Survey and Response Manual, and enter Product/Subpart/Material information.

Note: White-colored cell are to be filled. Refer to each chapter for button description.

**Back to Main Menu**

**Check the answer (P17)**

**How to use(P22)**

**Monitor Control (Chapter 7-5)**

**Content Flag by Threshold Level edit dialog (Chapter 7-2)**

**Monitor Control (Chapter 7-5)**

**Parts Info. Area** ↑

↓ **Substance Group Info. Area**

Expand Level	Classification	Substance Groups	Content Flag by Threshold Level	Total Content (mg)	Additional information on material composition of products	
-	A05	Cadmium and Cadmium Compounds				
	A05	Classification code	Intended use classification	Purpose of use/Intended use	Application area	Maximum Content rate(ppm)
	A05	Cd-J-99	Containing cadmium above <b>75ppm</b> : Impurities/recycled materials/contamination			
	A05	Cd-J-0	Other intended use containing cadmium above <b>75ppm</b> (Explain details in another column)			
	A05	Cd-R-0	Other intended use containing <b>75ppm</b> or less of cadmium (Explain details in another column)			
	A05	Cd-R-1	Electric point and plating excluding uses banned by the amended EU Directive 76/769/EEC "91/338/EEC"			
	A05	Cd-R-2	Optical glass, filter glass			
	A05	Cd-E-1	Thick film pastes			
	A05	Cd-E-2	Batteries for electric vehicles			
	A05	Cd-E-3	Optical components on glass used for Driver Assistance Systems			
	A05	Cd-RE-98	Containing <b>75ppm</b> or less of cadmium : Impurities/recycled materials/contamination			
Expand Level	Classification	Substance Groups	Content Flag by Threshold Level	Total Content (mg)	Additional information on material composition of products	
-	A	A07	Hexavalent Chromium Compounds			
	A07	Classification code	Intended use classification	Purpose of use/Intended use	Application area	Maximum Content rate(ppm)
	A07		Containing hexavalent chromium above <b>1000ppm</b> : Impurities/recycled			

# 7. Fill in material/substance information 4/5

7-5 Entry sheet for each substance group is vertically long in order to have entries of all the substance groups.

Various functions to control window are available. Utilize these functions for the entry.

Note: Below is a screenshot of Standard type. Detailed type has more functions available. See Chapter 7-6 for details.

The screenshot shows a software interface for entering material/substance information. It includes a top navigation bar with buttons for 'Back', 'Check', and '?', and a 'Show parts information' button. Below this are input fields for 'Product/subpart number of requester'. A 'Display target' section contains buttons for 'All', 'Substance Groups', and 'Content Flag "Y" of Intended use classification'. A 'Search' dropdown menu is set to 'Substance groups'. The main area is a table with columns for 'Substance Groups', 'Content Flag by Threshold Level', 'Total Content (mg)', and 'Additional information on material composition of products'. A table with columns 'Expand Level', 'Classification', and 'Maximum Content rate (ppm)' is also visible. On the left, a vertical axis indicates the 'Parts Info. Area' (upward arrow) and 'Substance Group Info. Area' (downward arrow).

**Click here to adjust display area on entry sheet.**

- To display **Substance Group Information area upward** : Click the [Hide parts information] button
- To display **Parts Information area** : Click the [Show parts information] button

**Click here to display specific substance group information uppermost.**

- Select substance group from [Substance Groups] list in [Search] menu.

**Click here to adjust display lines in substance group information.**

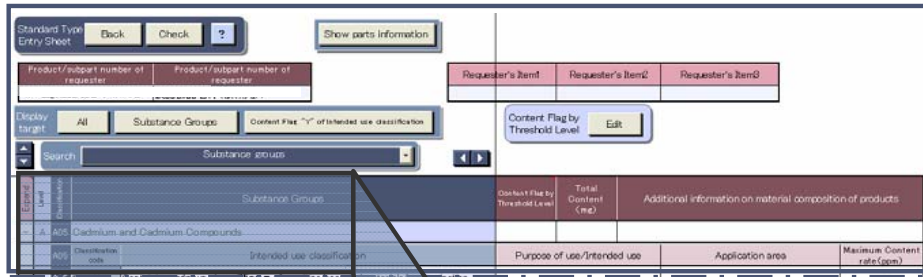
- **Show all the information** : Click the [All] button
- **Hide all Intended use classification** : Click the [Substance groups] button
- **Hide all intended use classification lines of substance groups specified as 'N'** : Click the [Content Flag 'Y' of Intended use classification] button

**Click here to adjust display lines in group substances information area.**

- **Control show/hide Intended use classification lines by substance group**: Double-click [+]/[-] of [Expand] column in substance group information area.

# 7. Fill in material/substance information 5/5

7-6 In Detailed type sheet, you can add intended use classification lines. To add lines, use line copy function.

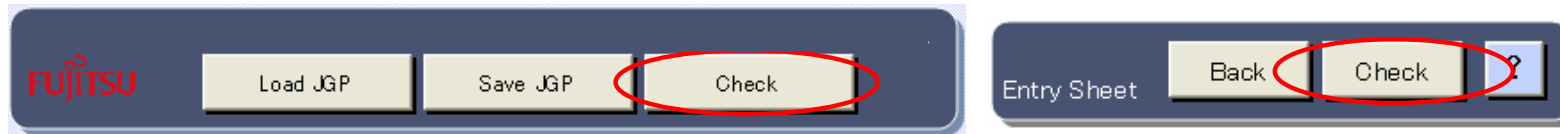


Expand	Copy	Level	Classification	Substance
-		A	A05	Cadmium and Cadmium Compounds
		A05	Classification code	Inten
		A05	Cd-J-99	Containing cadmium above 100pr
		A05	Cd-J-99	Other intended use containing c
		A05	Cd-J-0	Other intended use containing 10
		A05	Cd-R-0	Electric point and plating excludi
		A05	Cd-R-0	Other intended use containing 75p
		A05	Cd-R-1	Electric point and plating excluding
		A05	Cd-R-2	Optical glass, filter glass
		A05	Cd-R-2	Optical glass, filter glass

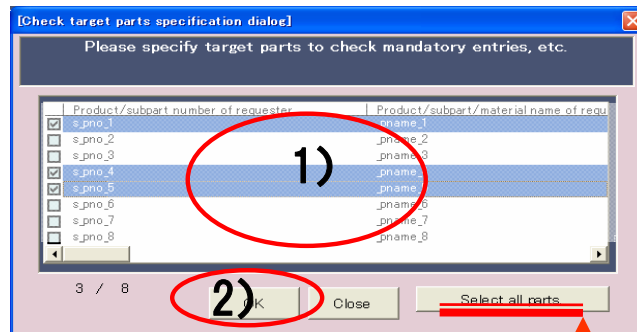
Double-click the [copy] mark of the [copy] column of each substance group line.

# 8. Check the answer

8-1 From the main menu, click the [Check] button.



•For checking in the main menu, [Check target parts specification dialog] will be displayed.



1) For checking, select part line from the list.

As for selected parts, check marks are placed in the left end column and the part line will become blue.

Note: Part selection will be canceled if you click on the part line again.

2) Click the [OK] button.

### Note

Checking contents will differ according to where you do checking.

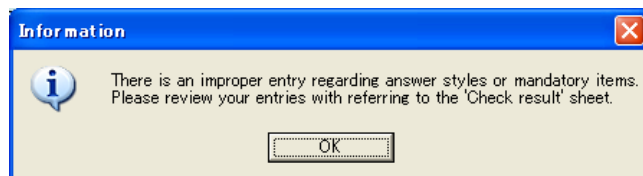
- Check in the main menu:  
entries on main menu, and entries by substance group
- Check in the entry sheet for each substance group:  
entries by substance group

If you want to select all parts at a time, Click the [Select all parts] button.

8-2 If there are any incorrect entries, appropriate solutions will be displayed on another sheet.

Please review and correct your entries.

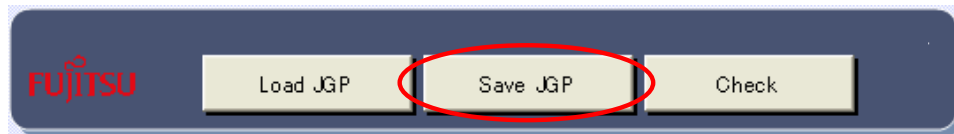
Note: Some items will be indicated in red.



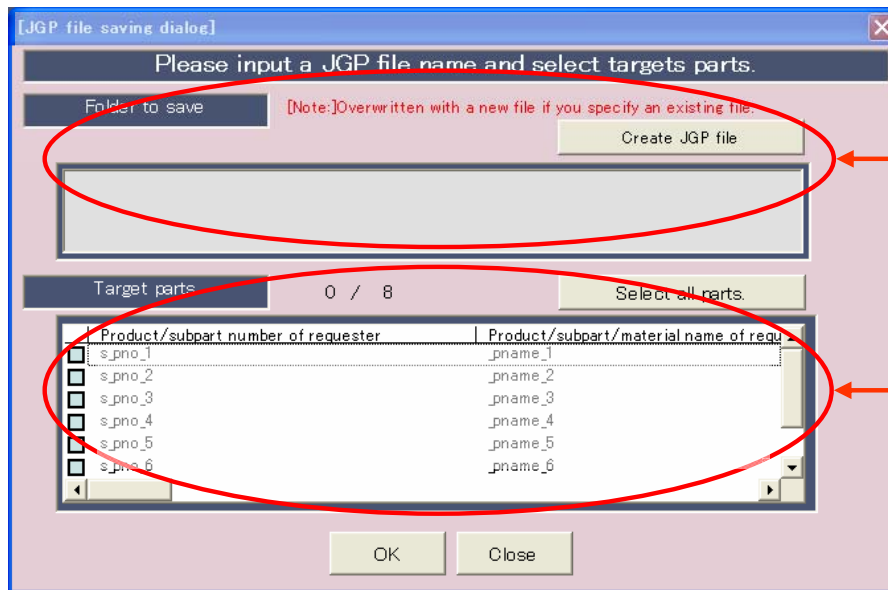
When you do checking in Main menu, you can check the results of each part in the left end column.

# 9. Save JGP File 1/2

9-1 From the main menu, click the [Save JGP] button.



9-2 [JGP file saving dialog] window will be displayed.



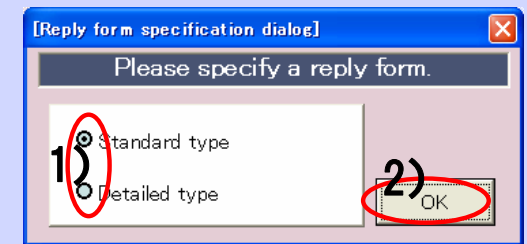
Specify where you create a file  
(Chapter 9-3)

Specify part subject for creating a file  
(Chapter 9-4)

### Note

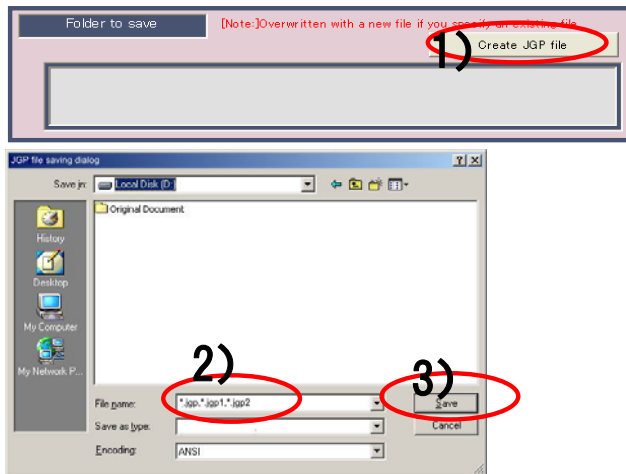
JGP file format to create will differ depending on type entry sheets: Standard/Detailed.  
If information of sheet type is not included in the loaded request file,  
[Reply form specification dialog] will be displayed.

- 1) Choose "Standard type" or "Detailed type".
- 2) Click the [OK] button.



# 9. Save JGP File 2/2

9-3 At [JGP file saving dialog] displayed in 9-2, specify where you save the file which you are going to create.



1) Click the [Create JGP file] button.

[Create JGP file] window will be displayed.

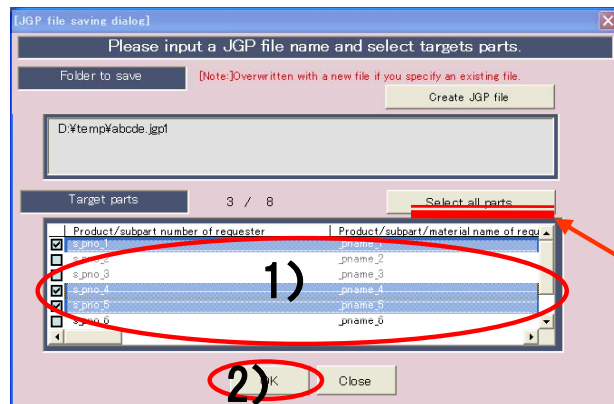
2) Specify where you save a new file, then enter a file name.

Note: Overwritten with a new file if you specify an existing file.

3) Click the [Save] button.

The file name will be displayed in [Folder to save] area in [JGP file saving dialog].

9-4 Select all the parts to output the information in creating file.



-1. Select part line which is subject for output from [target parts]lists.

As for selected parts, check marks are placed in the left end column and the part line will become blue.

Note: Part selection will be canceled if you click on the part line again.

-2. Click the [OK] button.

If you want to select all parts at a time, click the [Select all parts] button.

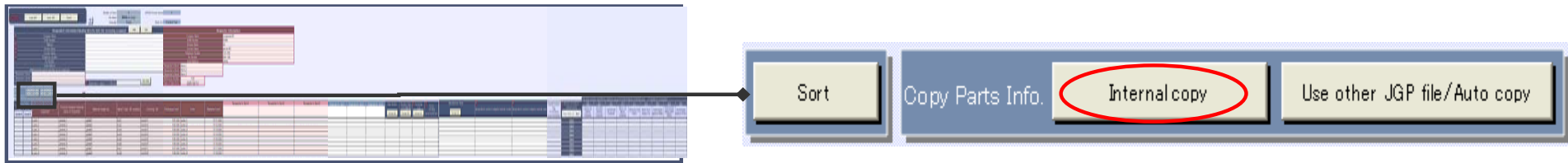
9-5 Message will be displayed once creating file completes.



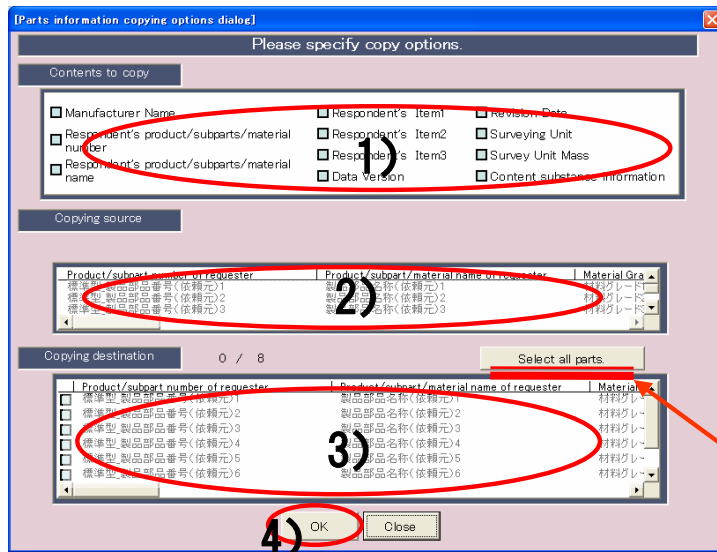
# 10. Copy part information to another part 1/2

- When you want to copy internal data as copying sources, refer to Chapter 10-1-1.
- When you want to copy data in other JGP file as copying sources, refer to Chapter 10-2-1.

10-1-1 From the main menu, click [Internal copy] button in Copy Parts Info.



10-1-2 As for selected parts, the parts line will become blue.

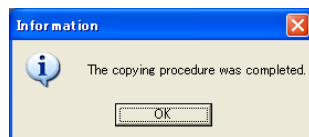


- 1. Select a copying item from [Copying contents].
- 2. Select a part line to be a copying source from the parts list in [Copying source].  
As for selected parts, the parts line will become blue.
- 3. Select parts lines as copying destinations from the parts list in [Copying destination].  
As for selected parts, check marks are placed in the left end column.
- 4. Click the [OK] button.

Note: Part selection will be canceled if you click on the part line again.

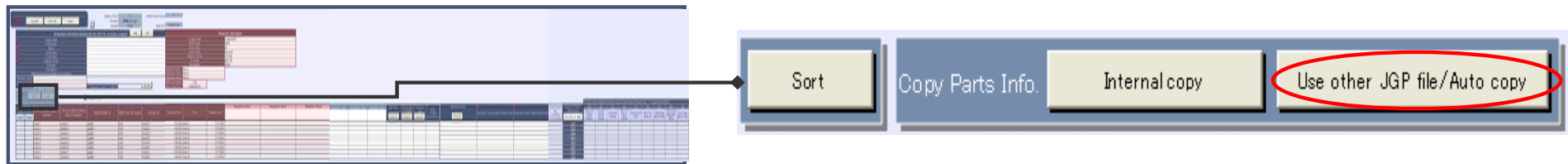
If you want to select all parts at a time, Click the [Select all parts] button.

10-1-3 Message will be displayed when copy completes.

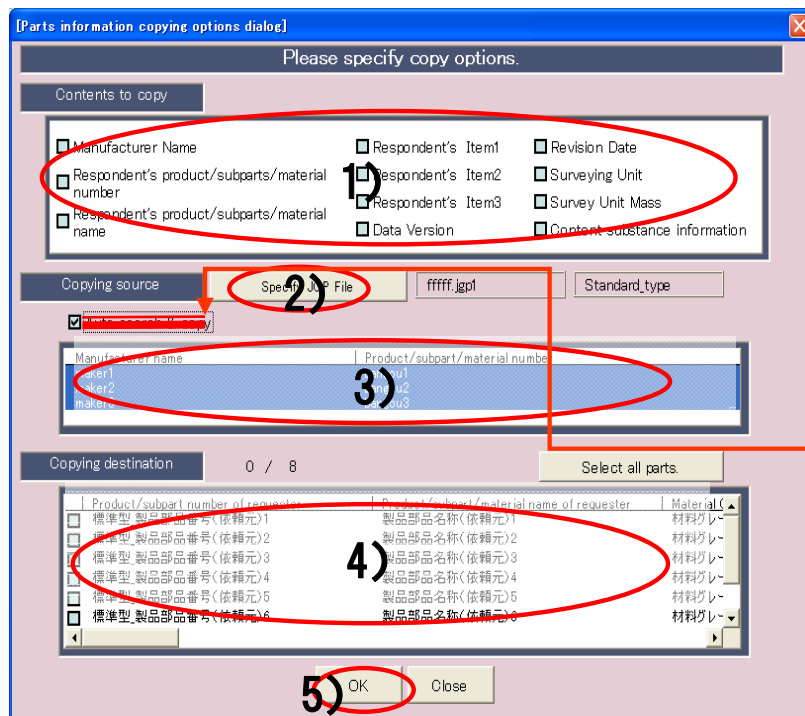


# 10. Copy part information to another part 2/2

10-2-1 10-2-1 Click [Use other JGP file/Auto copy] button in Copy Parts Info.



10-2-2 [Parts information copying options dialog] window will be displayed.



1) Select a copying item from [Copying contents].

As for selected parts, check marks are placed in the left end column.

2) Click [Specify JGP File] button in Copying source.

[Load JGP] window will be displayed. Specify a JGP file as copying source, and click [Open] button.

3) Select a part line to be a copying source from the parts list in

[Copying source]. As for selected parts, the parts line will become blue.

If you want to search the same data and copy automatically, check [Auto search & copy] button. Copy shall be implemented when Manufacturer Name and Respondent's product/subparts/material number are same.

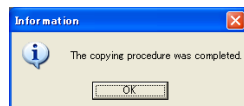
4) Select parts lines as copying destinations from the parts list in

[Copying destination].

5) Click the [OK] button.

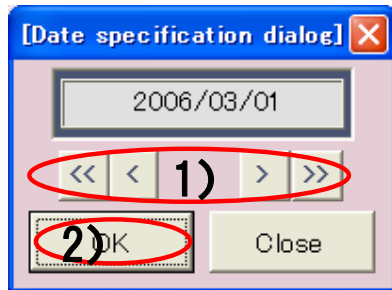
Note: Part selection will be canceled if you click on the part line again.

10-2-3 Message will be displayed when copy completes.



# 11. Edit date/Package edit

## • Edit the date



1) Change the data which is displayed.

<< : 5 days backward

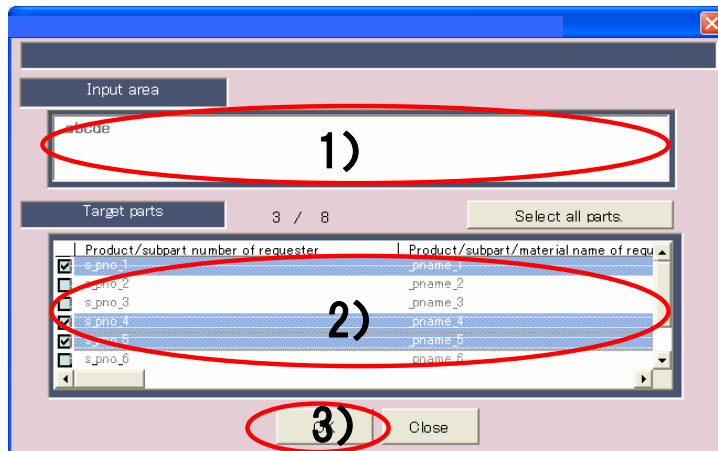
< : previous day

> : next day

>> : 5 days forward

2) Click the [OK] button.

## • Package edit



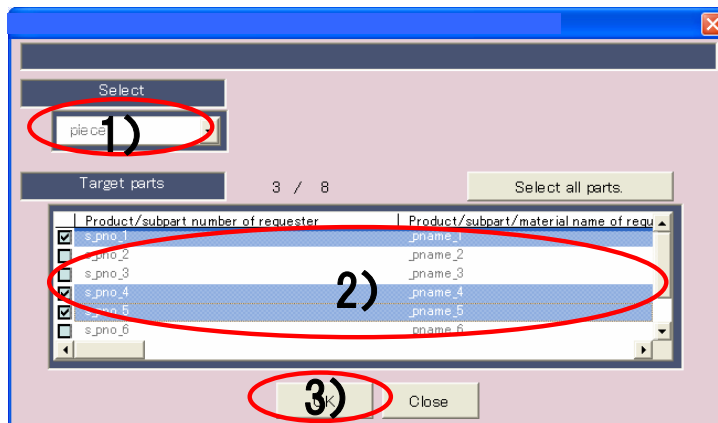
1) Enter contents, or choose one from select list to specify collectively.

2) Select part lines from the list.

As for selected parts, check marks are placed in the left end column.

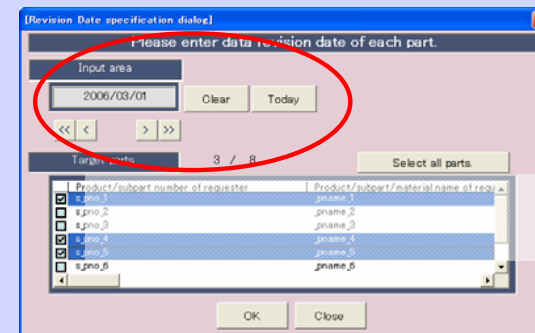
Note: Part selection will be canceled if you click on the part line again.

3) Click the [OK] button.



## For editing dates

•Set the date in the same way as editing date.

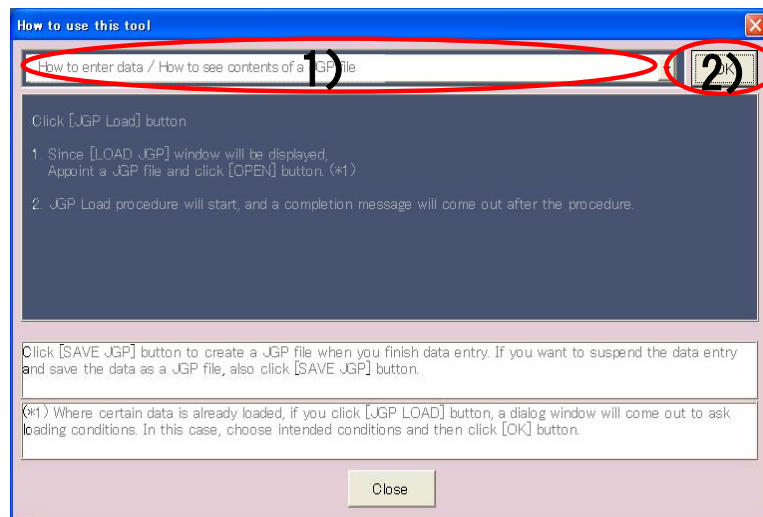


# 12. How to use

12-1 Click  button upper part of the tool window.



12-2 [How to use this tool] window will be displayed.



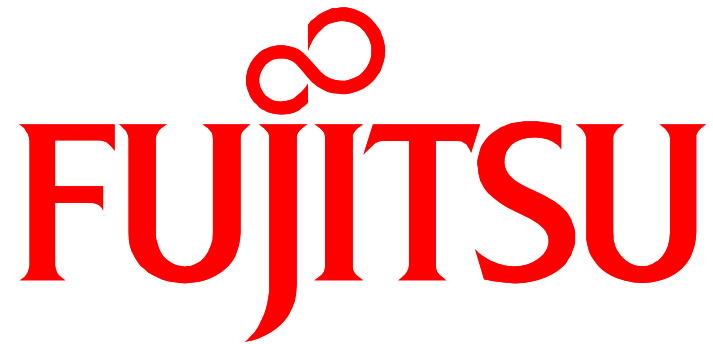
1) For the details, select the item from the list.

2) Click the [OK] button.

Details will be displayed lower column.

Note: Cautions will be displayed in white-colored area.

Nov 28, 2008 (ver.3.1) Amended accompanied with version upgrade of "JGPSS survey answering tool( Fujitsu version) ."  
June 2, 2006 (ver.3.0) First edition issued.



**THE POSSIBILITIES ARE INFINITE**