TOSHIBA

Procurement Information System
Operation Manual (English) Rev. 2.0
for Add, Change and Delete Application

Toshiba Electronic Devices & Storage Corporation 2023.06.12

Scope of Disclosure	within (TDSC) only
Head of Information Owner Section	Chief of (IT)

Revision History

Revision	Date	Description
Rev.1.0	2014/7/14	Newly Created
Rev.1.1	2015/12/28	Correction of typo
Rev.1.2 201	2016/3/22	[5. Inquiry](P17)
	2010/3/22	Changed System Operation and Email Address
Rev.1.3 2016/5/9	Changed the company name and Toshiba site name.	
	2010/3/7	(P6,8,9,10,12,14,15,16,17,19)
Rev.1.4 2016/12/2		Added SC, Sales Representative's function.(P5)
	2016/12/2	Changed the Register User Manual (P9,10,15,16)
Rev.1.5	2017/5/24	Add company name "TOSHIBA MEMORY CORPORATION" (P1, 9,10,14, 16,17)
Rev.1.6	2017/6/28	Changed company name in addition.
Rev.1.7	2017/12/1	Delete company name "TOSHIBA MEMORY CORPORATION"
Rev.1.8	2019/9/19	Latest formatting
Rev.1.9	2022/5/25	Changed some images and system names
Rev.2.0	2023/6/12	Change of system operation email address(P16)

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1. Introduction

When using the Procurement Information System, you can apply for the addition, change and deletion of the users over the Web if you need to do so due to the reasons such as a transfer or retirement of the users.

You don't need to send an application form for the addition, change and deletion by email except for the first time application for a system use.

Please refer to this operation manual and proceed with the relevant procedures.

2. Outline of Application to Procurement Information System

Application contents	How to apply	Your applicant
First time application	Attach the application form to email	Information Manager
Add application, Delete application	Application over the Web	(%)
Change registration		Information Manager and user(s)

Person in charge	Number	Roles
Information Manager	One person	Can access the "Supplier Information System". Register/update the following information regarding the "Supplier Information System". ① Set up the roles of a person in charge of information manager, BCP, Congo Conflict Minerals or Green Procurement respectively. ② Register Company Information ③ Register SC Information
SC Registration	One person	Can access the "Supplier Information System". Manage SC Information(Register/Update/Add/Delete)
ВСР	Two persons at each production site (primary, support: each one)	Can access the "Supplier BCP System". Submit a report on the followings via the "Supplier BCP System" when a disaster strikes. Damage to your company Impact on business with Toshiba
Congo Conflict Minerals	One person	Can access the "Congo Conflict Minerals System". Manage the registered items regarding the "Congo Conflict Minerals System".
Green Procurement	One person	Can access the "Product configuration information centralized system". Manage the registered items regarding the "Product configuration information centralized system".
Sales Person	One person at each Toshiba site	Can access the "Supplier Information System". You can only see the information regarding the "Supplier Information System". Copy of "Request for Disaster Damage Report" from Toshiba and "Reply of Disaster Damage Report" from your person in charge of BCP are sent to you by email. Requested to support your person in charge of BCP.

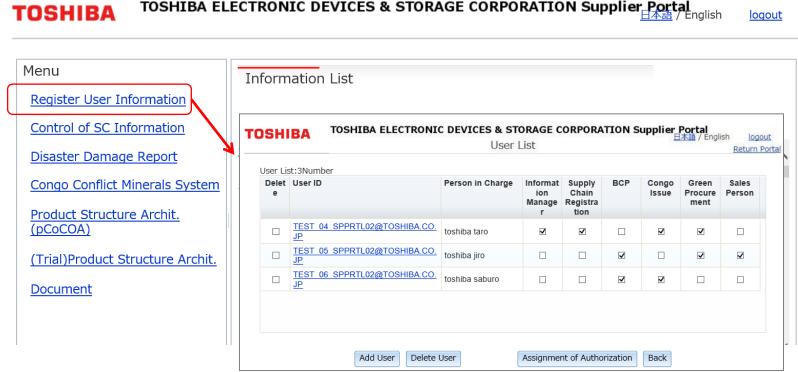
3. Add, Change and Delete Application

You can add, change and delete the users on this screen.

But only the Information Manager is entitled to these operational procedures.

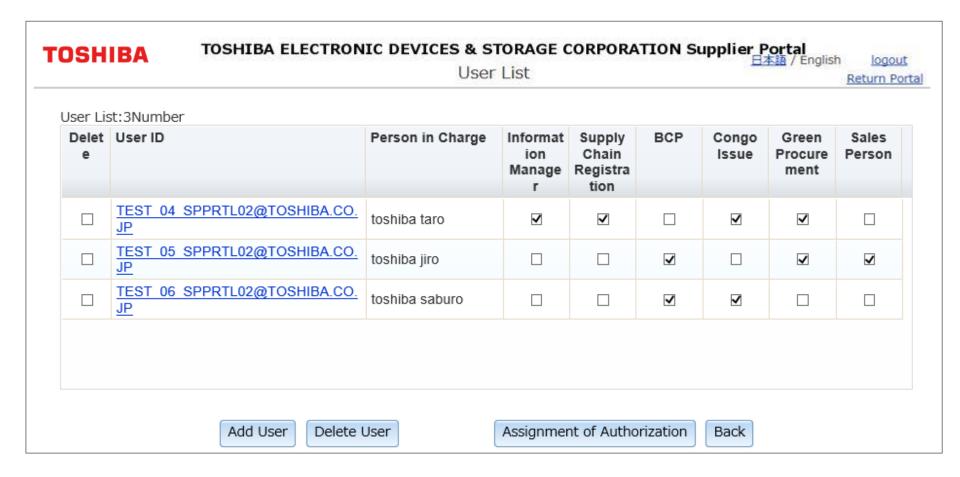
3-1. Login to the "Register User Information"

Log in to the Procurement Information System, and select the "Register User Information" from the menu.



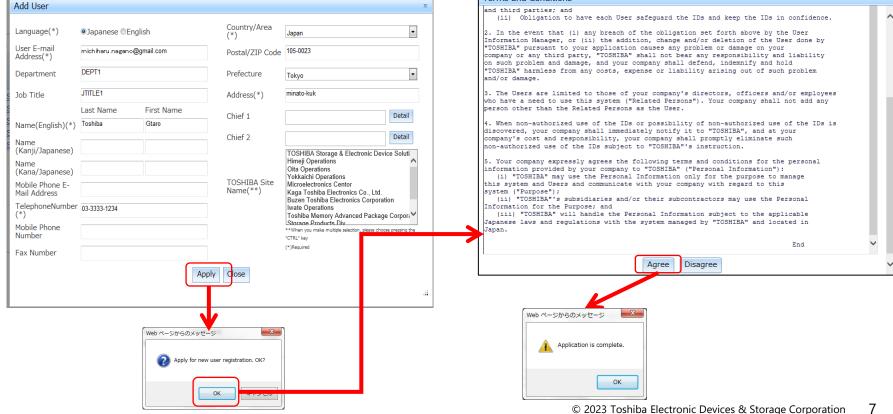
3-2. Add User Application

3-2-1. Click the "Add User" button.



- 3-2-2. Fill in the mandatory fields marked with (*) and click the "Apply" button.
- 3-2-3. After reading the "Terms and Conditions", click the "Agree" or "Disagree" button. If you click the "Agree" button, a message appears.
 - If you click the "OK" button of message, the application procedure will be completed. If you click the "Disagree" button, please contact our procurement division in charge of system.

Terms and Conditions



- 3-2-4. Notification of Completion
- Notification of complete application is sent to the Information Manager and the user about 10 minutes after the completion of application.
- ① Notification to the Information Manager 《Email subject》
 - "【TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System】User additional completion "
- 2 Notification to the user
 - ②-1. To those who use "Toshiba User ID Administration System" (※) for the first time 《Email subject》
 - "【TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System】Guidance of the temporary password issued "
 - •Please change a temporary password to formal(permanent) one upon receipt of it.
 - 2-2. To those who already have been registered in "Toshiba User ID Administration System"

《Email subject》

- "【TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System】 Use preparations completion"
 - •You can also use the ID / Password of the "Toshiba User ID Administration System", already available to you, for the "Procurement Information System".
- (*) Toshiba User ID Administration System

 The authentication service that Toshiba Groups use in providing information systems to suppliers.

- 3-2-5. Change Temporary Password to Formal(Permanent)
- (1) Please use Microsoft Internet Explorer. Other browsers are not available.
- (2) Access the following site, shown in the notification email. https://dirgatept01.toshiba.co.jp/xlWebApp/
- (3) Enter your User ID and temporary password in the fields.
- (4) When the password change screen appears, enter your temporary password in the field "Old Password", and a formal(permanent) password in the "New Password" and the "Confirm a Password". Then click the "Save" button.
- (5) The registration is complete.(Notification email is not sent to you even after a registration of your formal(permanent) password is complete.)
- 3-2-6. Expiration Date of Temporary Password

Temporary password is valid for 14 days.

Notification will be sent to you 7 days, 3 days, 2 days and 1 day prior to an expiration date.

Please change the temporary password to formal(permanent) one before it expires.

《Email subject》

" 【TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System】 Request for password update"

Welcome to Toshiba User ID Administration

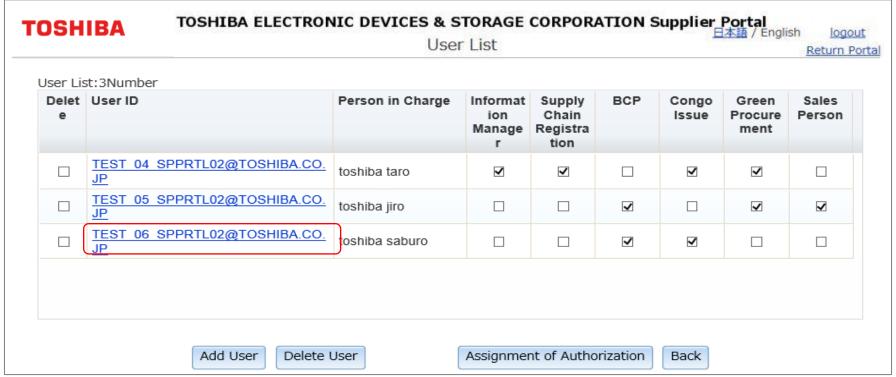
Do not use browser's autocomplete feature (a feature of remembering

Enter your User ID and password to log in

*User ID(e-mail address)

*Password

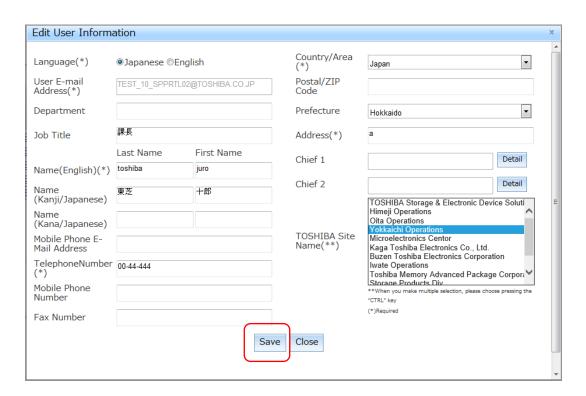
- 3-3. Change User Information
 User information can be changed by the user itself as well as by the Information Manager.
 - ※ If you change your e-mail address, you will need to add a user ID with the new
 e-mail address. At that time, please delete the ID of the old e-mail address that is
 no longer needed. (See pages 5-13)
- 3-3-1. Click the user ID of the person, whose information you want to change, from the "User List".



3-3-2. Fill in the items you want to change in the boxes and click the "Save" button.

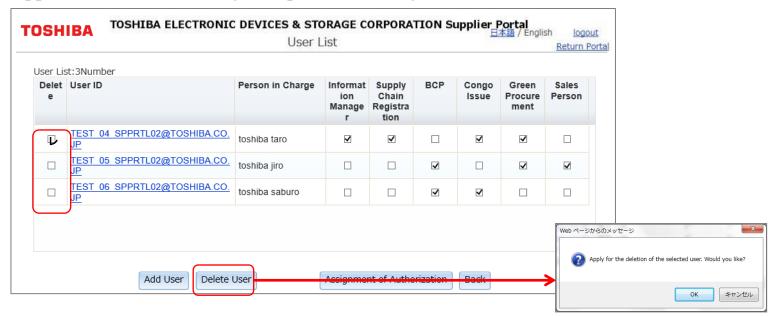
(Items marked with asterisk (*) are mandatory fields.)

※ Notification email is not sent to you even after the registration is completed.



- 3-4. Delete User
- 3-4-1. Check ("\nu") the check boxes, on the left of the user ID, which you want to delete.
- 3-4-2. Click the "Delete User" button and a message appears.

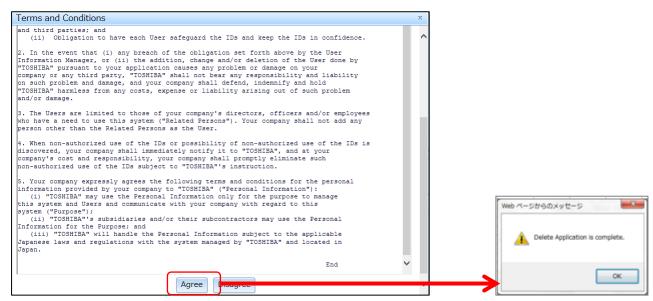
 If you click the "OK" button of the message, the "Terms and Conditions" is displayed.
- * You can not delete the user ID while the designated user is logging in.
- * When deleting the user ID of Information Manager, a current Manager needs to transfer its authority to a new Manager first, and then the new Manager can delete the user ID of previous Manager.
- \times As for how to delete the user ID of the person in charge of BCP, please refer to P.18 \sim 22, "Supplement: How to change the person in charge of BCP".



3-4-3. After reading the "Terms and Conditions", click the "Agree" or "Disagree" button. If you click the "Agree" button, a message appears.

If you click the "OK" button of message, the application procedure will be completed. If you click the "Disagree" button, please contact our procurement division in charge of

system.



3-4-4. Notification email is sent to the Information Manager when the application procedure is completed.

《Email subject》

"【TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System】 User deletion completion "

4. Expiration of Password

4-1. Expiration Date of Formal Password

Formal password is valid for 183 days.

Notification will be sent to you 21 days, 7 days, 3 days, 2 days and 1 day prior to an expiration date.

Please change the password before it expires.

《Email subject》

" TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION,

Supplier Information System Request for password update "

- *How to register a new password
- (1) Please use Microsoft Internet Explorer. Other browsers are not available.
- (2) Access the following site.

https://dirgatept01.toshiba.co.jp/xlWebApp/-

Enter your User ID and a current password in the fields.

- (3) Click the "Change Password" button to proceed.
- (4) When the password change screen appears, enter your current password in the field "Old Password", and a new password in the "New Password" and "Confirm a Password". Then click the "Save" button.
- (5) The registration is complete.(Notification email is not sent to you even after a registration of your new password is complete.)



4-2. Request for Re-issue of Password

If the validity of temporary or formal(permanent) password has expired, please apply for a re-issue.

■ How to request a re-issue

Log in the URL below and enter your email address, and click the "Re-issue procedure"

bottom. https://dirgatept01.toshiba.co.jp/temporaryPasswordWeb/mailAuth/

Forgot Your Password? (Issue a Temporary Password)
Confirm your identity by entering your currently registered User ID (e-mail address), and click [Re-issue procedure]. "Temporary password issuance procedure" e-mail will be sent to your registered mail address. * indicates a required field.
* User ID (e-mail address)
Re-issue procedure

When the re-issue is complete, the notification email with a temporary password is sent to you. Please change the temporary password to formal(permanent) one. As for the procedure, please refer to P10.

《Email subject》

" TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Supplier Information System Guidance of the temporary password issued"

5. Inquiry

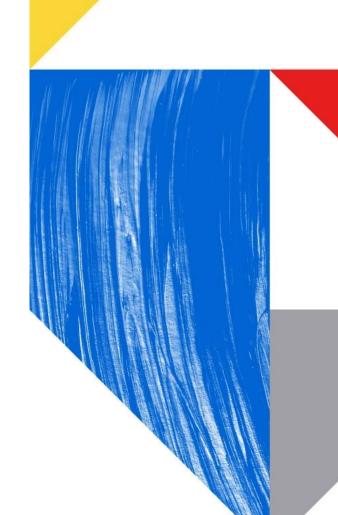
If you have any questions, please contact us at the address below.

TOSHIBA ELECTRONIC DEVICES & STORAGE CORPORATION, Procurement Information System Help Desk

E-Mail Address: tdsc-ext-Supplier-Support@ml.toshiba.co.jp

Supplement

How to change the person in charge of BCP



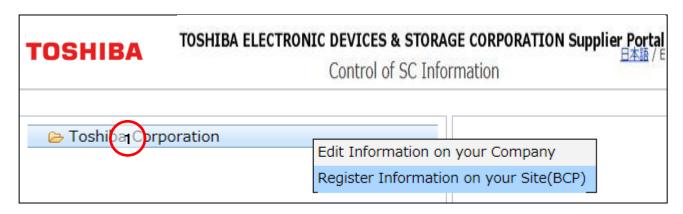
1. Move to the Operation Screen

- 1-1. The "Supplier Portal" below is displayed when you log in.
- 1-2. Select the "Control of SC Information" from the menu on the left.



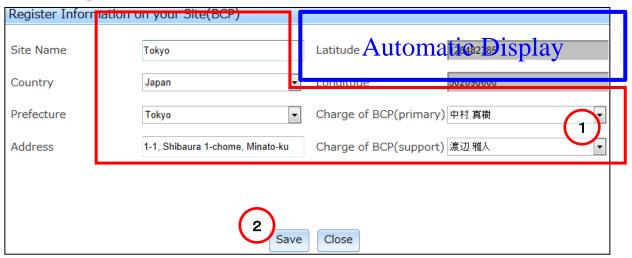
- 1-3. Your company name is displayed at the top of screen.
- 1-4. Right-click on ① the company name and select the "Register Information on your Site(BCP)".

 If the "Edit Information on your Site" appears instead of the "Register"
 - If the "Edit Information on your Site" appears instead of the "Register Information your Site(BCP)", select the "Edit Information on your Site".
 - ****"Right-click"** • Click the right button of mouse on ①.
 - **Once you have registered your site information, the "Edit Information on your Site" is displayed instead of the "Register Information on your Site".



2. Change the Person in charge of BCP

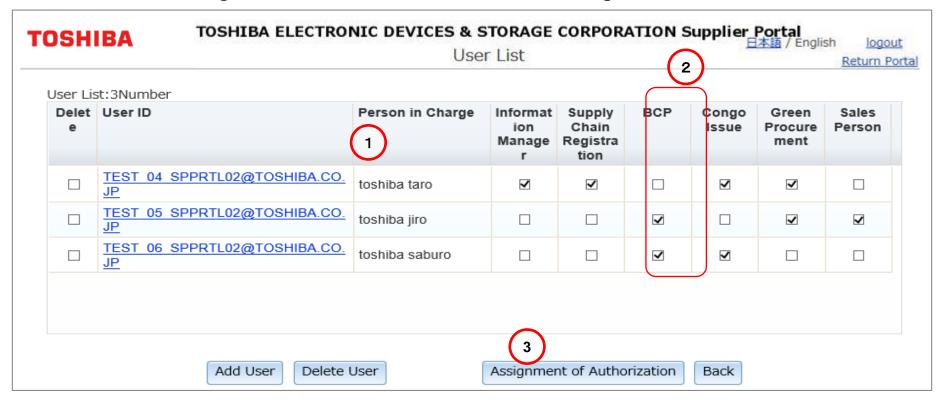
- 2-1. The "Register (or Edit) Information on your Site(BCP)" screen is displayed.
- 2-2. Click Uthe "Charge of BCP" and select a new name.
 - *Before this operation, be sure to register a new person following the explanation in P.22.
- 2-3. Click 2 to save the information.



Items	Descriptions
Site Name	Enter your production site name as completely as possible.
Country	Select a country name.
Prefecture	Select a prefecture name. (Address in Japan only)
Address	Enter an address including block/street No as completely as possible.
Latitude/Longitude	Latitude / Longitude is automatically displayed. You do not need to input anything.
Charge of BCP(primary) Charge of BCP(support)	Select the name of person in charge of BCP from a list. If no name is displayed, set up a person in charge and its role on the User List. (See P.17)

3. Register the Person in charge of BCP

- *Only the Information Manager is entitled to the operational procedures below.
- 3-1. Be sure that the users name of your company is correct.
- 3-2. Check " ν " the name of the person in charge of BCP.
 - *Before this operation, be sure to register the necessary persons following the explanation of this Operation Manual, P.7 "3-2. Add User Application".
- 3-3. Click the "Assignment of Authorization" button to complete.



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Thank you

