For Business Partners

chemSHERPA-AI
Data Entry Manual and Key Points

October 1, 2025

Oki Electric Industry Co., Ltd
Management System Management Department,
System Center
Global Environment Team

* chemSHERPA External list Ver. 2.12.00 supported.
* “chemSHERPA “ is a registered trademark of the Japan Environmental Management Association for Industry.

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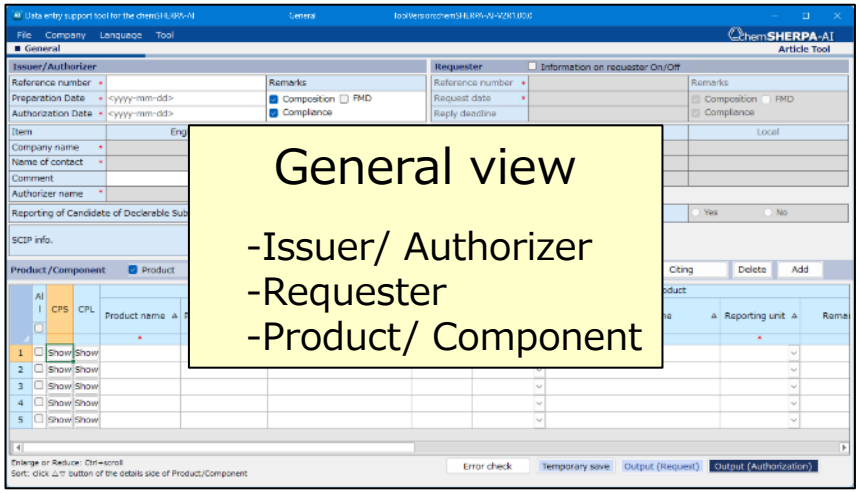
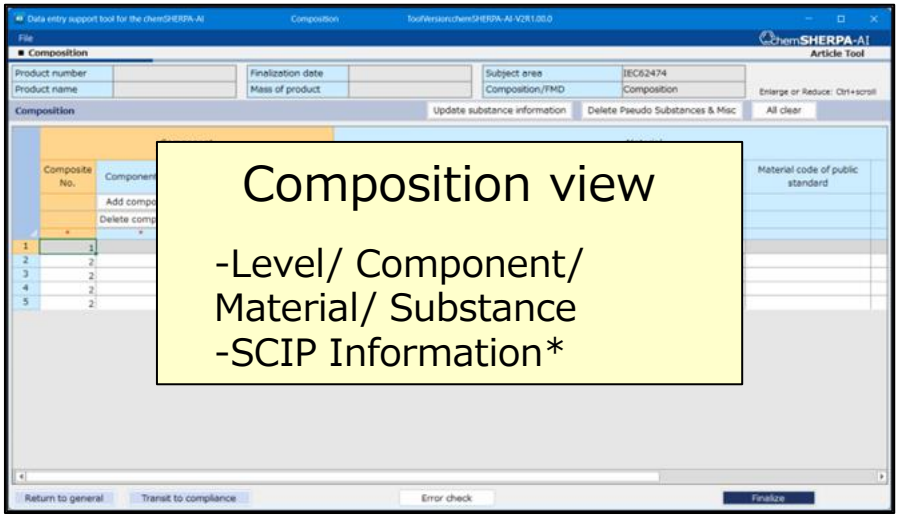
Screen Composition

chemSHERPA-AI consists of three main screens.



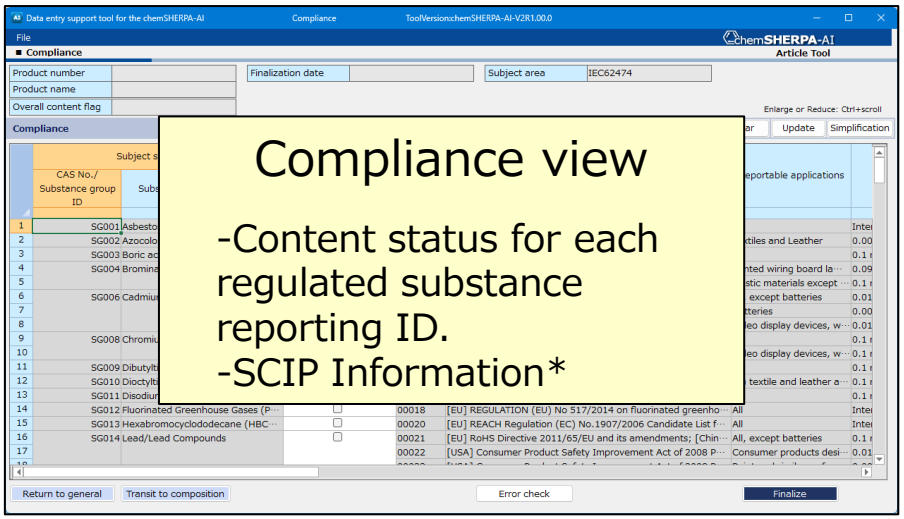
General view

-Issuer/ Authorizer
-Requester
-Product/ Component



Composition view

-Level/ Component/ Material/ Substance
-SCIP Information*



Compliance view

-Content status for each regulated substance reporting ID.
-SCIP Information*

* As part of the circular economy policy of the EU, the Waste Framework Directive requires product suppliers in the EU to register information on SVHCs (Substances of Very High Concern) for products to be placed on the EU market.

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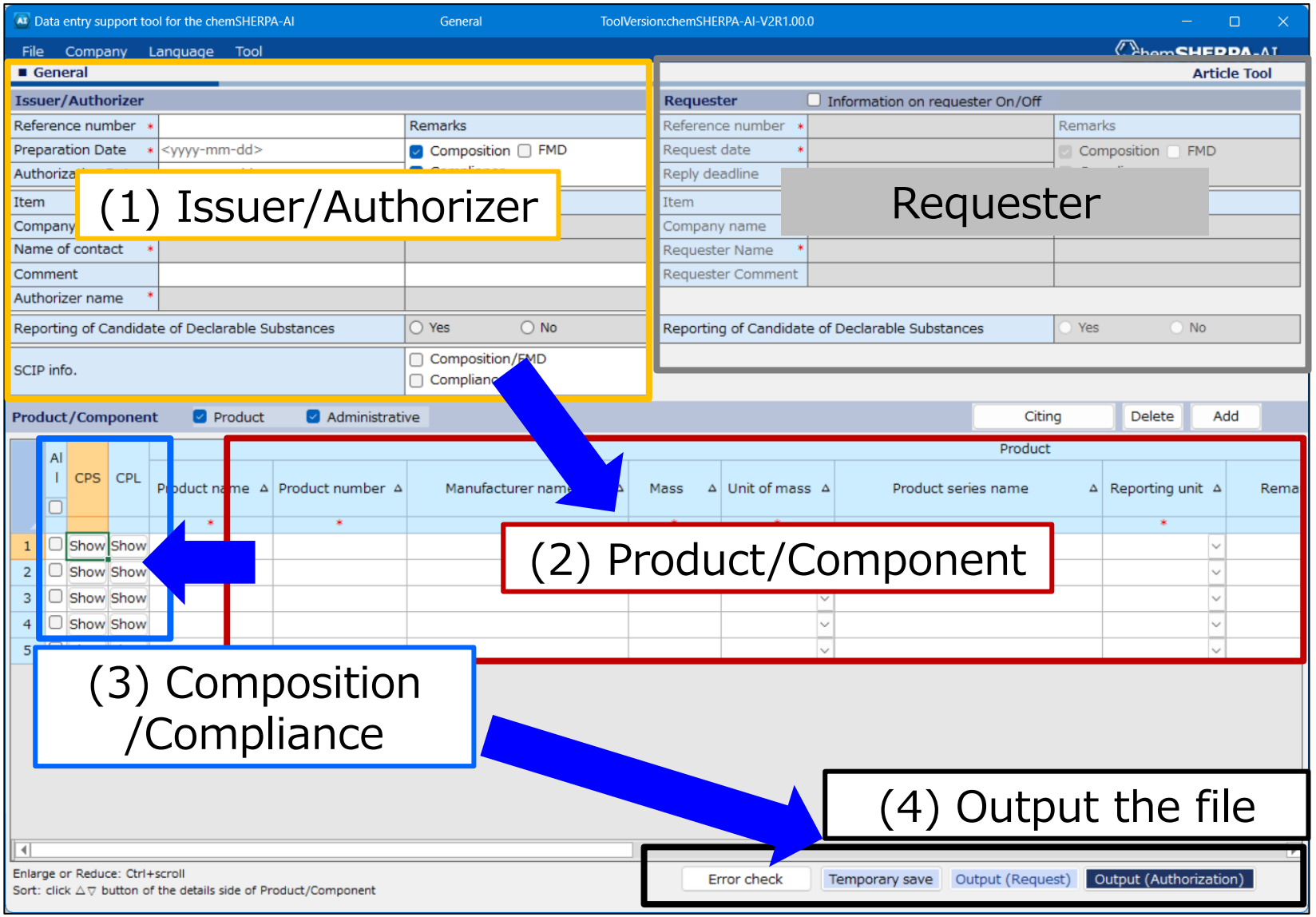
Screen Operation Flow



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chemSHERPA data preparation documents

Study materials on chemSHERPA and other topics are available on the JAMP website.
We recommend that you start by watching the study video.

https://chemsherpa.net/
https://chemsherpa.net/english (EN/CN)

- You will find learning videos, quick manuals, FAQs, and more.

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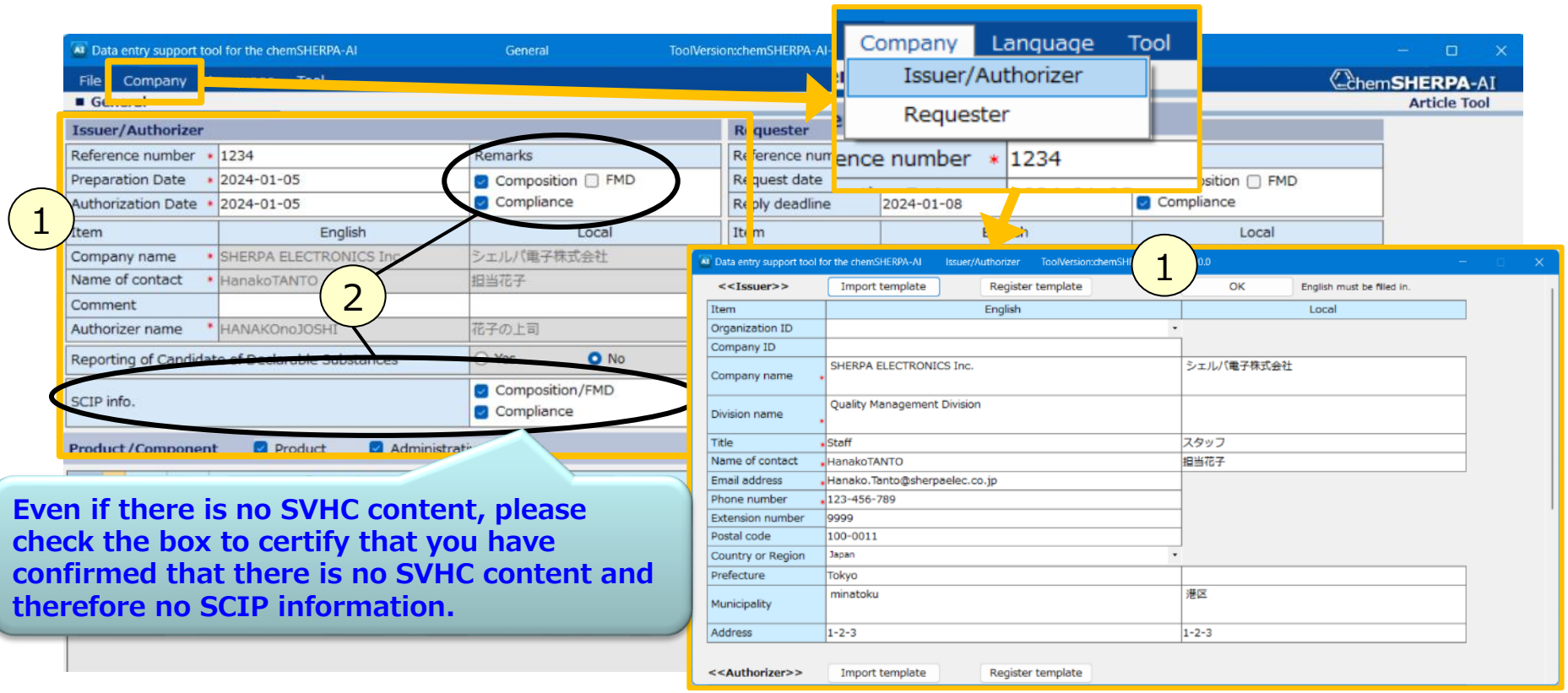
General - Issuer/Authorizer information

1. Enter the Issuer/Authorizer information.
2. In the Remarks section, check Composition* and Compliance.
   * If there is a request from us via FMD, please check “FMD” and provide.
3. If Candidate of Declarable Substances are listed in the external list included with the tool, select "Yes" and provide a response including candidates.
   * As of version 2.12.00 of the chemSHERPA external list, candidates are not listed.
4. Check all items in the SCIP information.



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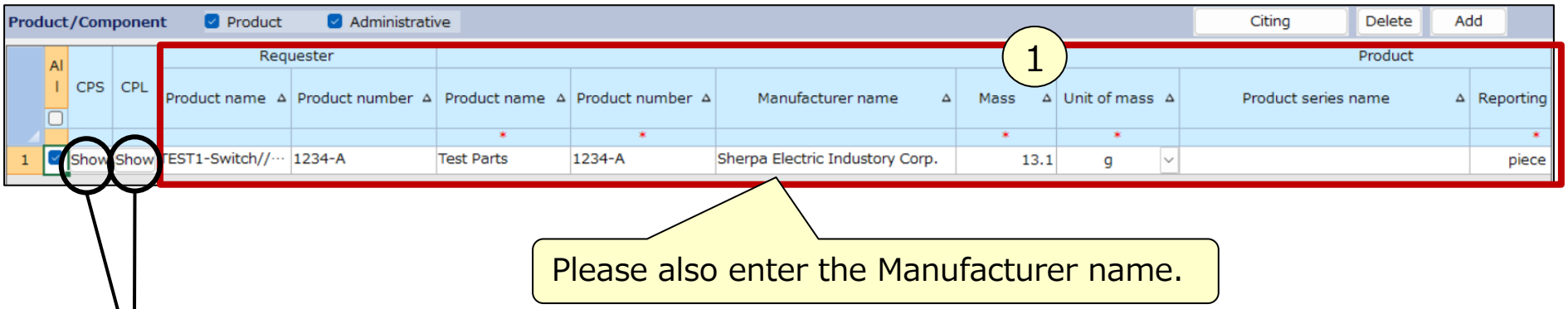
General - Product/Component information

1. Enter Product/Component information.



Show -> Switches to the Composition view and the Compliance view.

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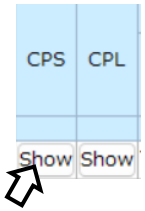
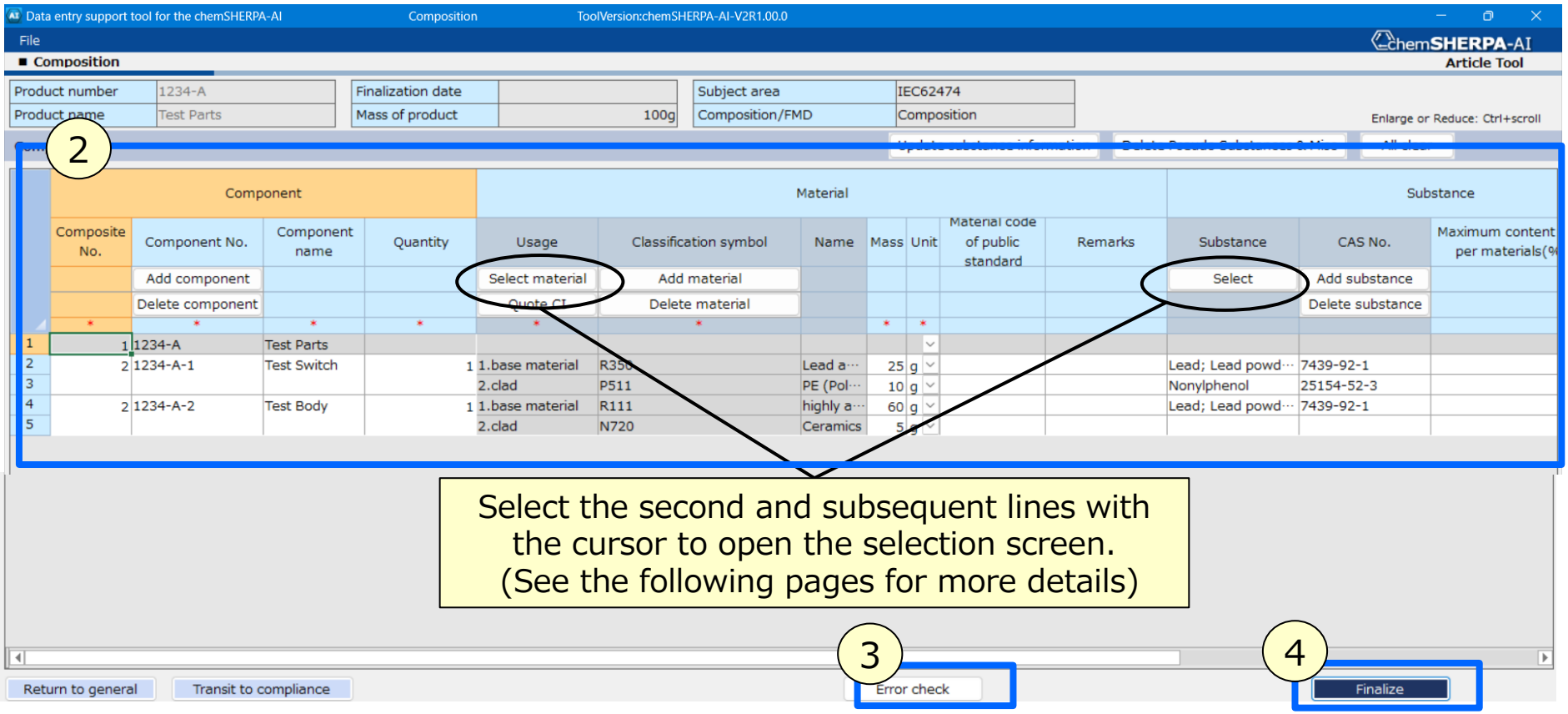
Composition - Enter and Finalize

1. Click Show on the General view to switch to the Composition view.
2. Enter the composition data.
3. Click Error check .
4. Click Finalize





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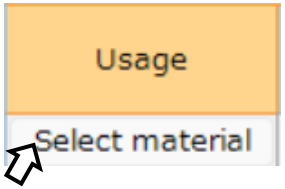
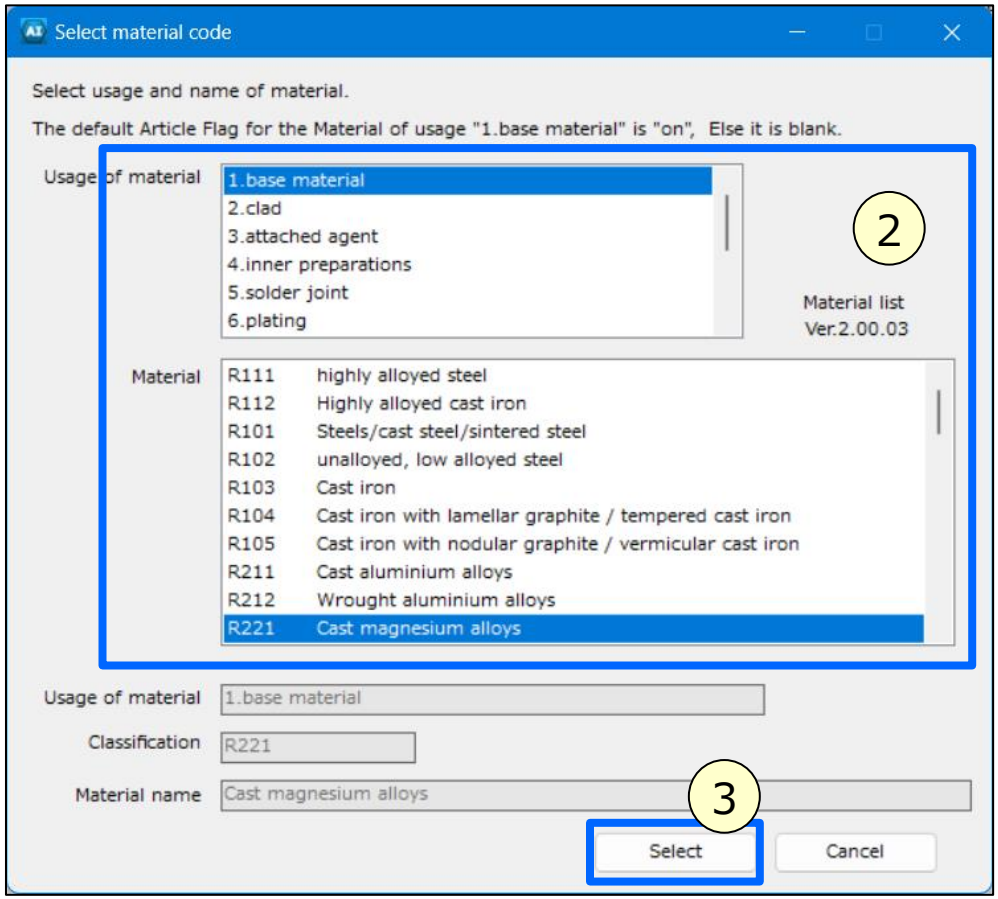
Composition - Select Material Code

1. Click Select to open the “Select material code” screen.
2. Select the “Usage of material” and “Material”.
3. Click Select .





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Composition - Substance Search

1. Click Select to open the “Substance search”(Figure 1)
2. Search by the CAS No, Substance name, etc.
3. After confirm the substance selected is correct, click Select .
4. If there is no substance on the “Substance search”(Figure 1), please enter the substance name and CAS No directly(Figure 2).

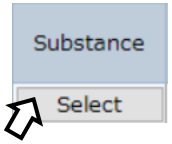
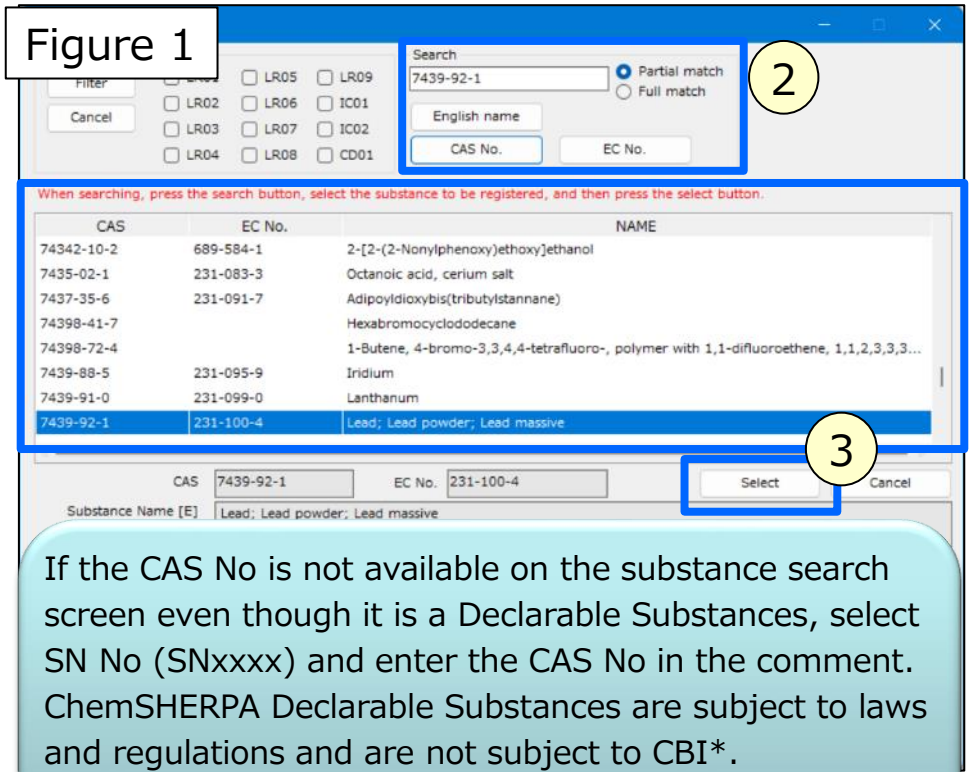


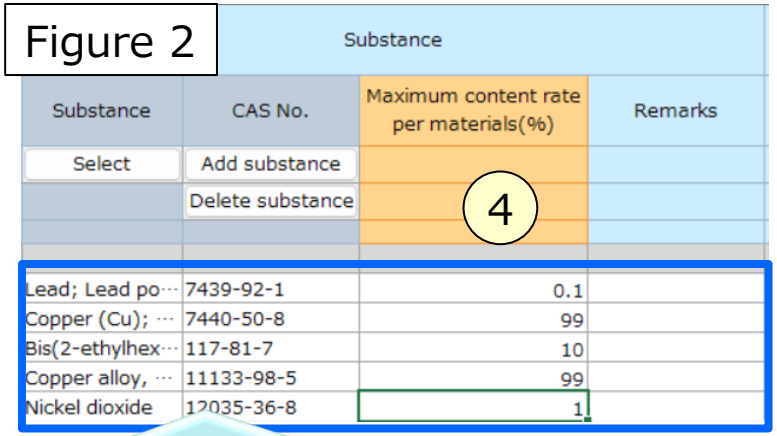
Figure 1



If the CAS No is not available on the substance search screen even though it is a Declarable Substances, select SN No (SNxxxx) and enter the CAS No in the comment. ChemSHERPA Declarable Substances are subject to laws and regulations and are not subject to CBI*.

*Section 6.8 of the Rules on the use of information on Cip under the chemSHERPA

Figure 2



If it contains a substance specified in our Green Procurement Standards and is not on the substance search screen, enter it directly. Please make sure the CAS No is correct.

If the supplied product contains a substance whose threshold value in our Green Procurement Standard includes "intentionally added" please indicate whether it was intentionally added or not in the comments.

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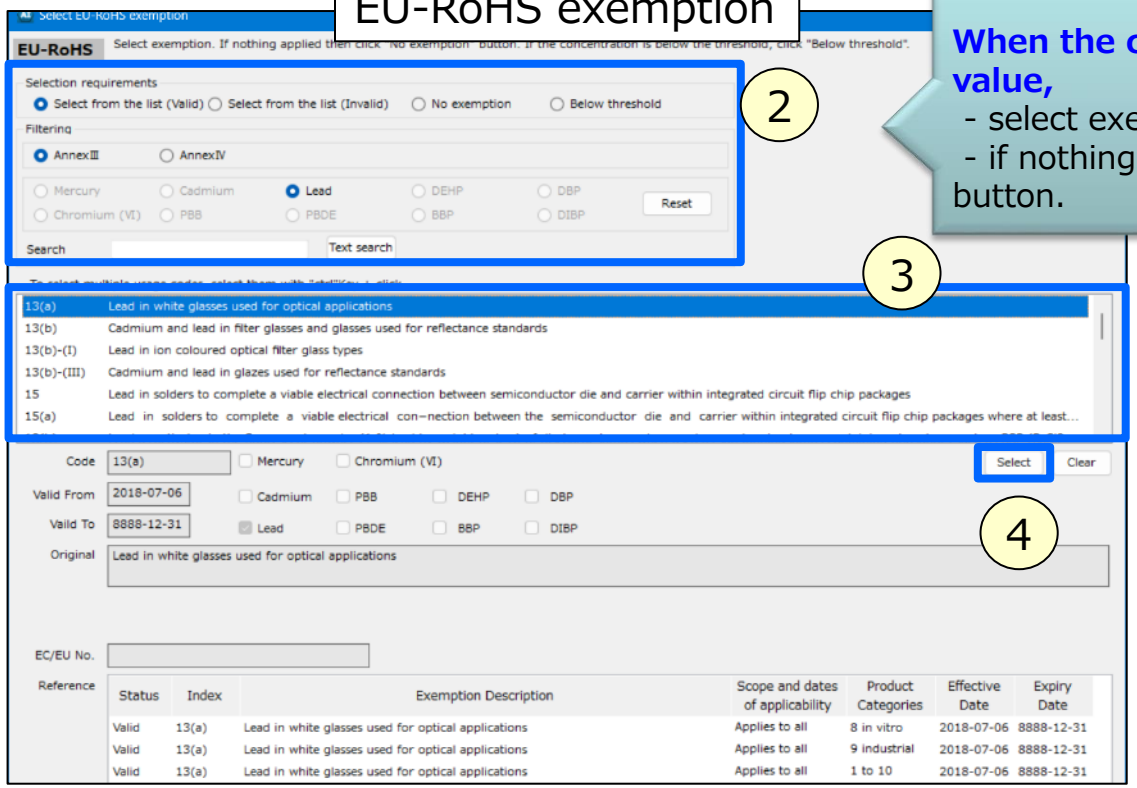
Composition - Select EU-RoHS Exemption

1. After selecting substances, “Select EU-RoHS exemption” screen or “Select Substance Use” screen will automatically open for some substances.
   - The figure below is an example of the "Select RoHS exemption" screen.
2. Select “Selection requirements”.
3. Select the code.
4. Click Select .

EU-RoHS exemption



EU-RoHS exemption

When the content rate is less than or equal to the threshold value, select "Below threshold".

When the content rate exceeds the threshold value,
- select exemption.
- if nothing applied then click "No exemption" button.

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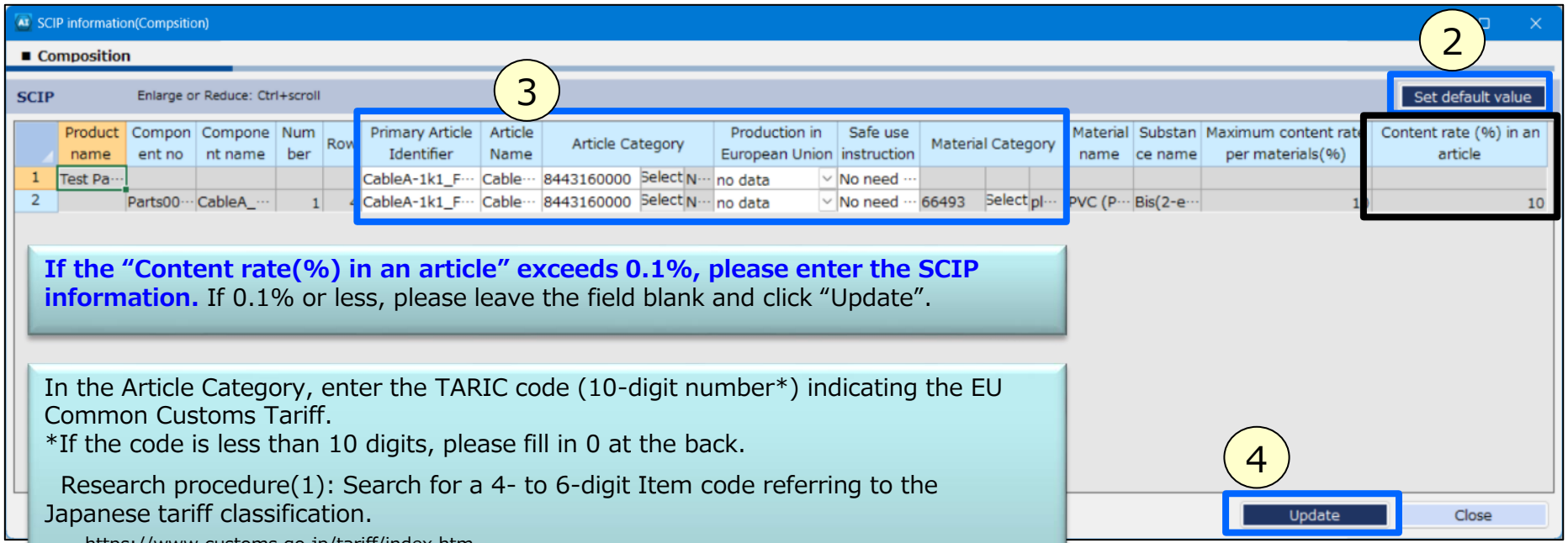
Composition - SCIP Information

1. After Finalizing the Composition, the SCIP information screen will automatically open if SVHC is contained.
2. Clicking “ Set default value ” enter default values for the items for which default values are configured.
3. Enter the SCIP Information.
4. Click Update .



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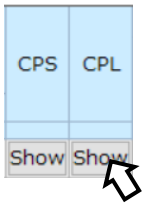
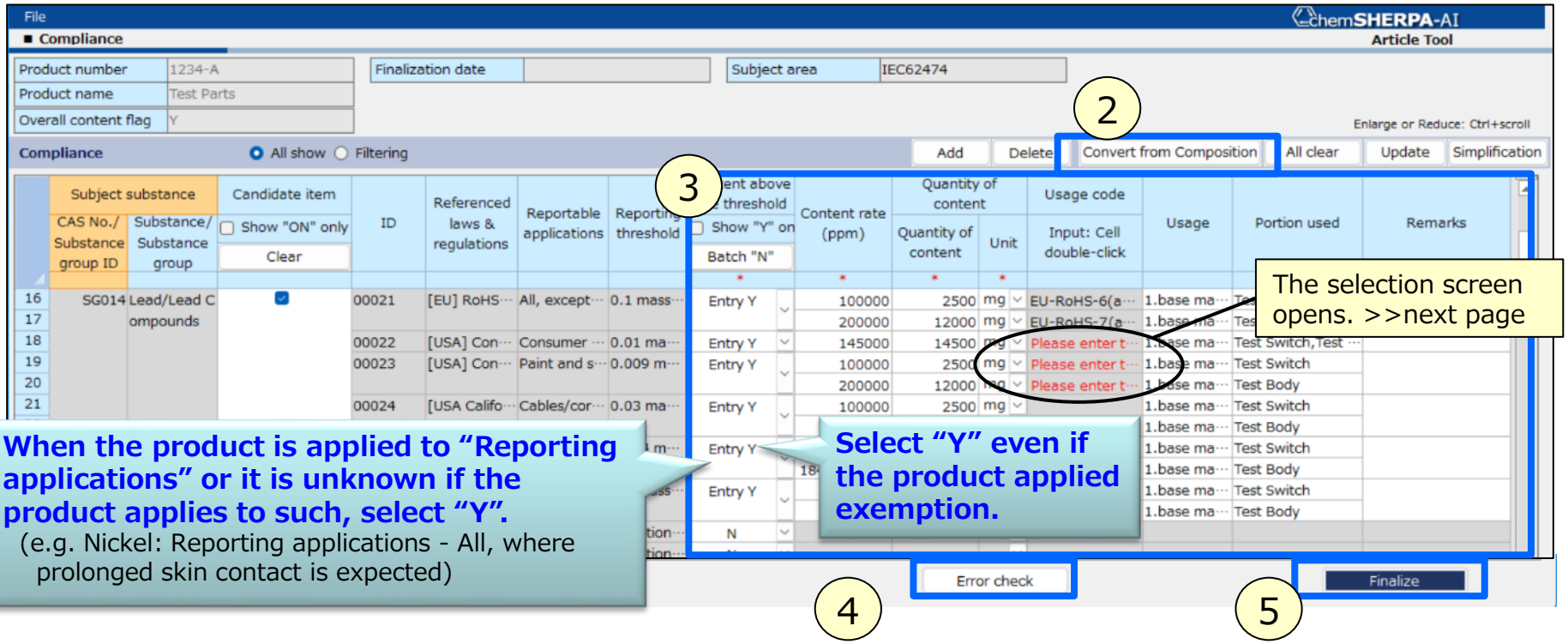
Compliance - Enter and Finalize

1. Click Show on the General view to switch to the Compliance view.
2. Clicking Convert from Composition will automatically generate compliance information from the pre-entered composition information.
3. Enter the compliance data.
4. Click Error check .
5. Click Finalize .





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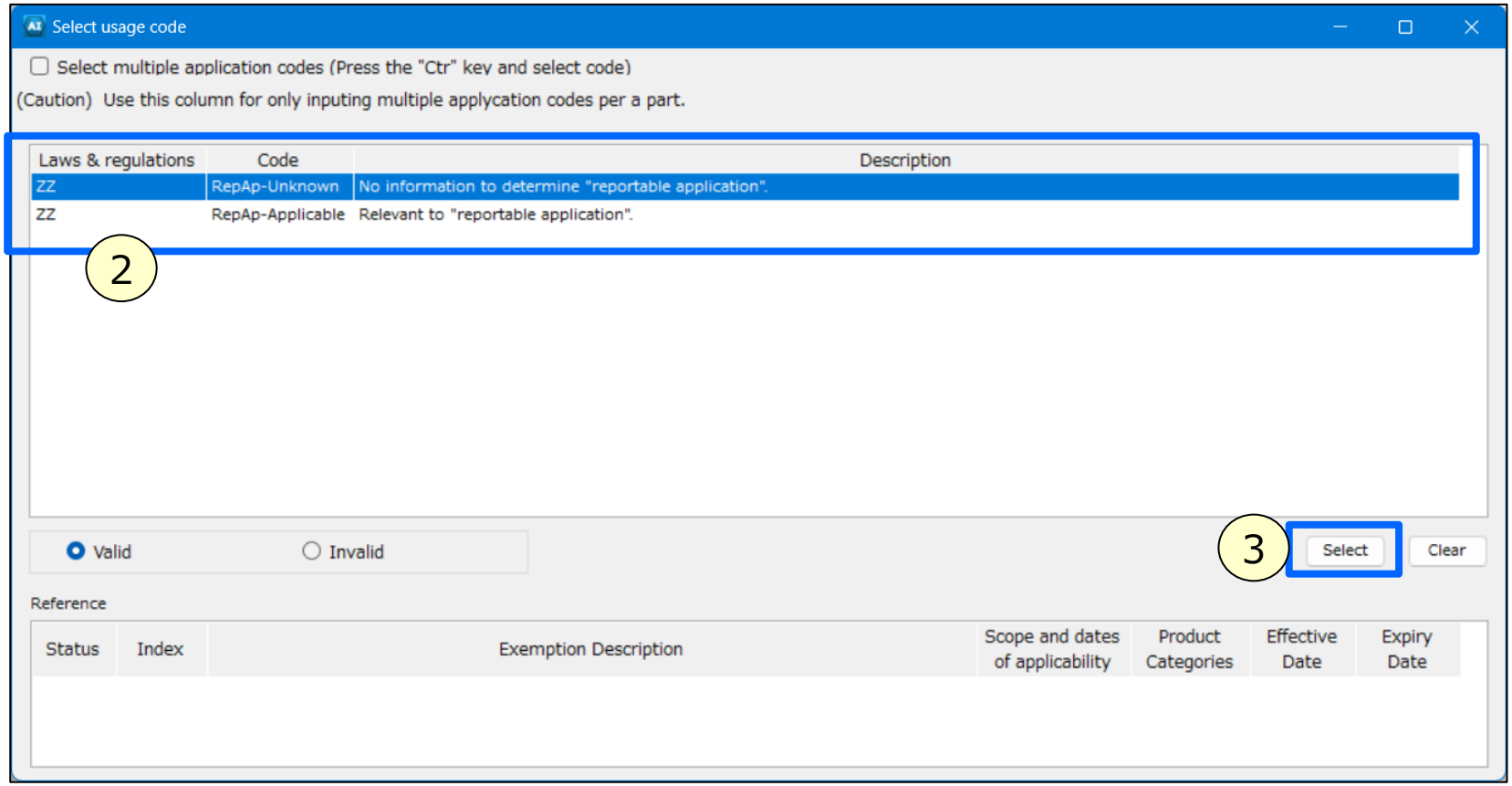
Compliance - Select Usage Code

1. Click Please enter the data. to open the “Select usage code” screen.
2. Select the usage code.
3. Click Select .



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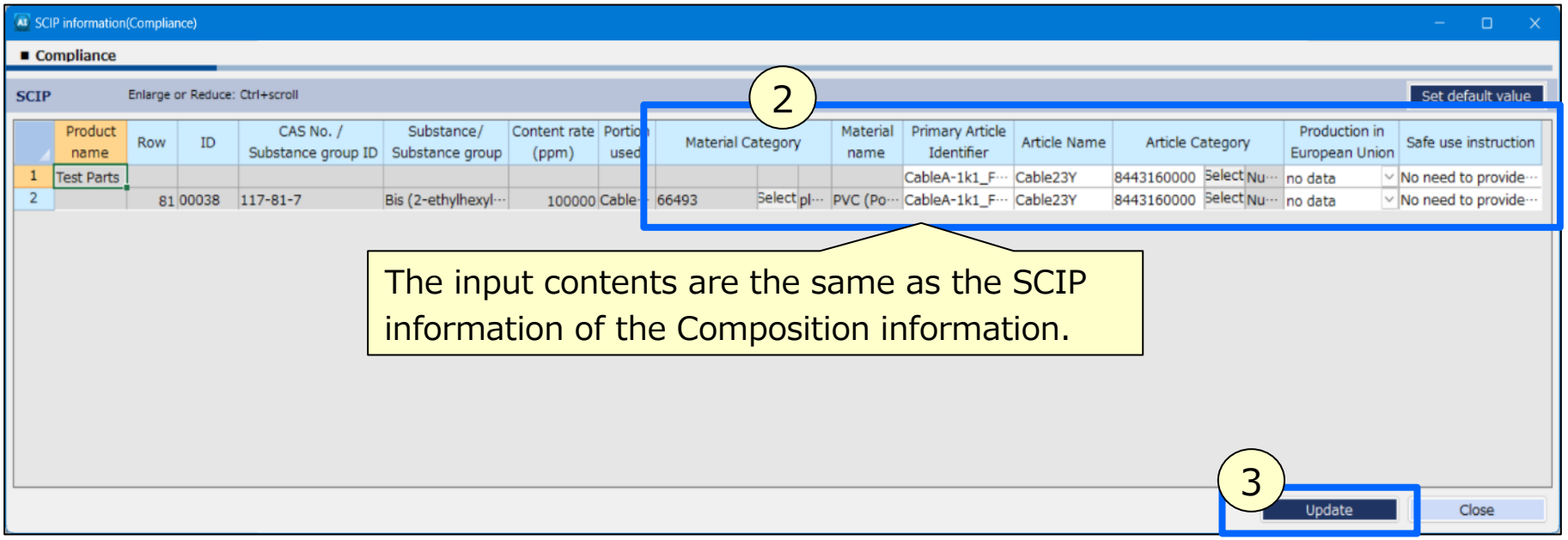
Compliance - SCIP Information

1. After clicking [Finalize], the SCIP information screen will automatically open if the corresponding ID for the SVHC is “Y”.
2. When you pressed [Convert from Composition], the SCIP information of the composition information is set. Check the information and correct if necessary.
3. Click [Update].



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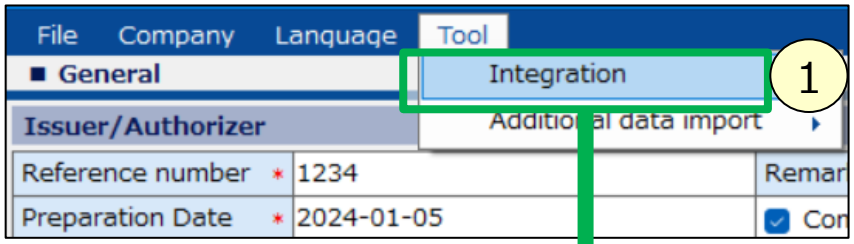
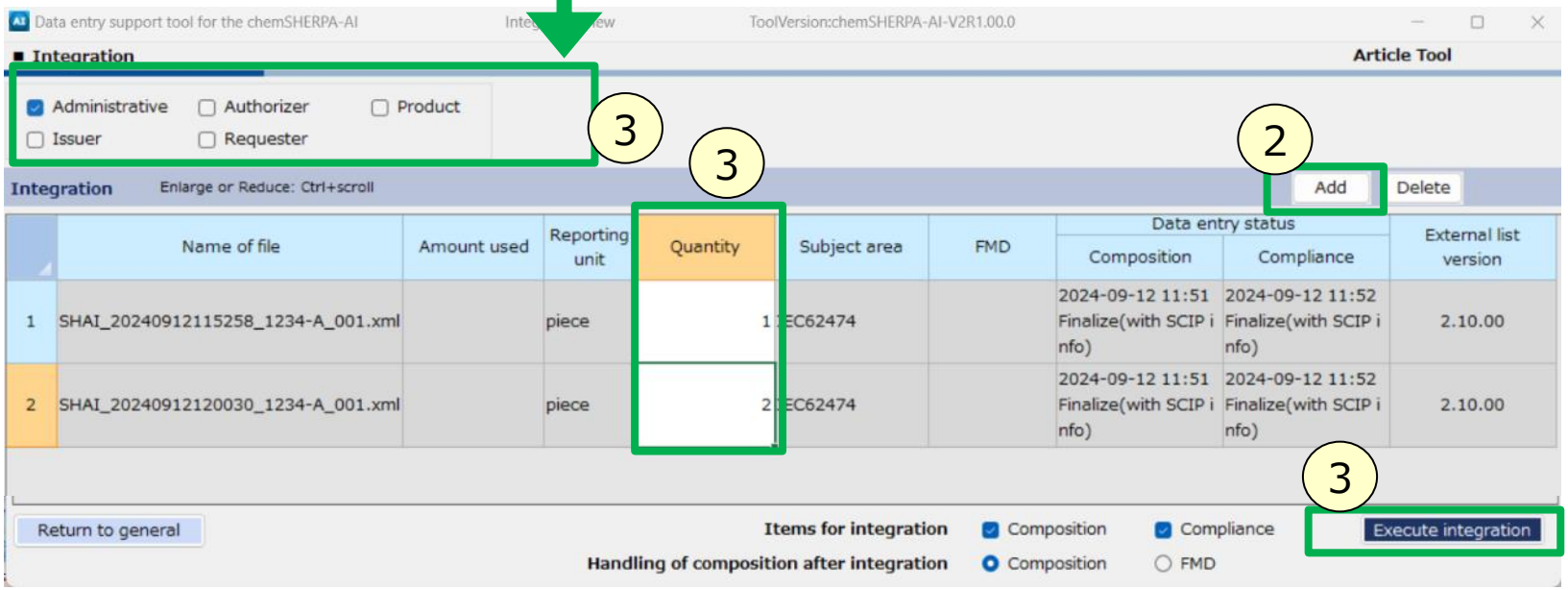
Composition & Compliance - Integration

How to combine multiple product/component data into one data.

1. Click Integration to open the Integration screen.
2. Click Add and import files(.shai) to integrate.
3. Check the items to combine and enter “Quantity”. Click Execute integration .



If you have data for each component that makes up the product, please integrate the data and provide it as a single product data.



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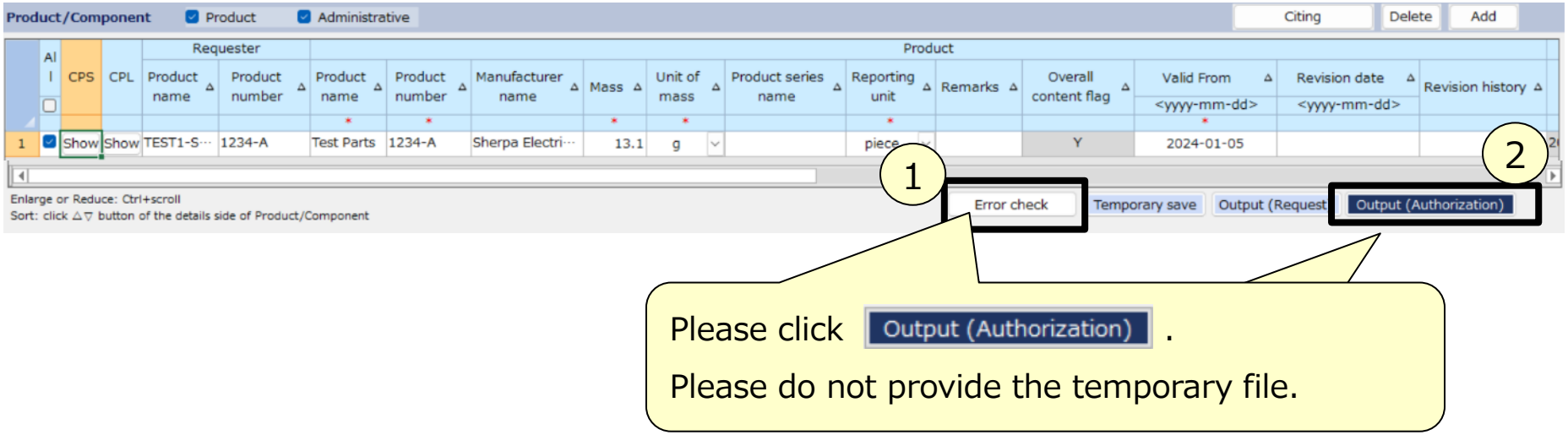
Output the File

1. Click Error check .
2. Click Output (Authorization) and output the file(.shai).



When answering a request file from requester, the file output above can be used. >>next page

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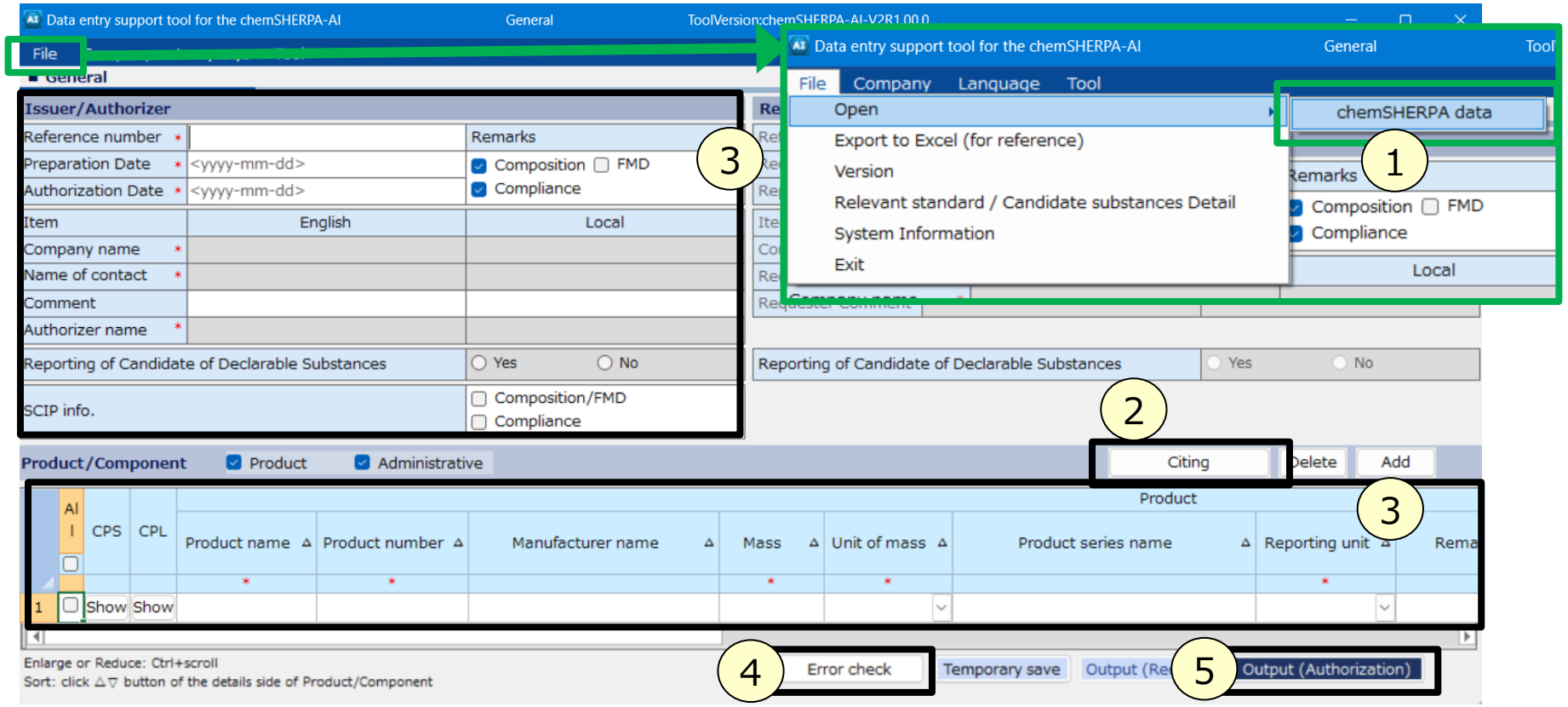
Output a File by Answering the Request File

How to output a file by answering the request file.

1. Import the request file (SHAI_Request_***.shai).
2. Click Citing and cite created data for each surveyed product.
3. Enter Issuer/Authorizer information. Correct Product/Component information if necessary.
4. Click Error check . 5. Click Output (Authorization) and output the file (.shai).



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Q&A

Q1	**When should I provide chemSHERPA data?**
A1	Please provide us the data when we request it. If you have already prepared chemSHERPA data for your response, it is no problem to provide it to us.
Q2	**Do you need chemSHERPA data for the products we are currently delivering?**
A2	Please provide us the data when we request it. We may also request the data when our Green Procurement Standards is revised, or when the substance list of chemSHERPA is revised. If chemical substance information in the chemSHERPA data submitted in the past is added or updated due to 4M changes, please promptly resubmit chemSHERPA data regardless of requests from our company. Rules on the use of information on Cip under the chemSHERPA: https://chemsherpa.net/english/aboutchemsherpa/description
Q3	**Does the provision of chemSHERPA data also cover packaging materials used at the time of product delivery?**
A3	The provision of chemSHERPA data does not apply to packaging materials use in the delivery of products to our company. The requirements for packaging materials have not changed as described in our Green Procurement Standards, and we ask that you comply with them.
Q4	**We are having trouble obtaining chemSHERPA data from our suppliers.**
A4	In order to obtain chemSHERPA data, for example, we would like to ask our suppliers in your company to refer to the explanatory materials on the chemSHERPA website. About chemSHERPA for beginners: https://chemsherpa.net/english/aboutchemsherpa

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Q&A

Q5	**Do you need “Composition” information as well as “Compliance” information?**
A5	As stated in our Green Procurement Standards, we ask that you provide us with both Composition and Compliance information. The Compliance information does not include some SVHCs of REACH regulation and is limited to IEC62474, but our banned substances also cover substances other than IEC62474.
Q6	**How can we confirm the non-inclusion of substances not listed in chemSHERPA (e.g., in the Health and Safety Law of Japan) and how can we provide this information?**
A6	For example, if you present our Green Procurement Standards to your suppliers and they contain substances that are not listed in chemSHERPA, please provide us with the information as a substance for “Except for Declarable Substances(including candidtates)” in chemSHERPA.
Q7	**Is there any specific name specification in half-width alphanumeric characters for the product name or part name?**
A7	For example, if you present our Green Procurement Standards to your suppliers and they contain substances that are not listed in chemSHERPA, please provide us with the information as an optional reporting substance in chemSHERPA.
Q8	**Is it necessary to transmit Composition Information in the form of Full Material Declaration (FMD)?**
A8	Please provide us the FMD data when we request it. If there is no request, either Composition or FMD is acceptable.

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Q&A

Q9	**As in the EU POPs Regulation, if laws and regulations are specified as Banned substances, do they fall under the category of Banned substances if laws and regulations were revised and regulations were started before the revision of the Green Procurement Standards?**
A9	Regardless of the revision date in the appendix "Chemical substances to be investigated," Banned substances include substances revised by laws and regulations or conventions, and are Banned substances from the start date of regulations by laws and regulations or conventions. However, if the OKI Group sets a prohibited date prior to the start date of regulations, follow the prohibited date.

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Reference
~Example of SCIP Information Entry~

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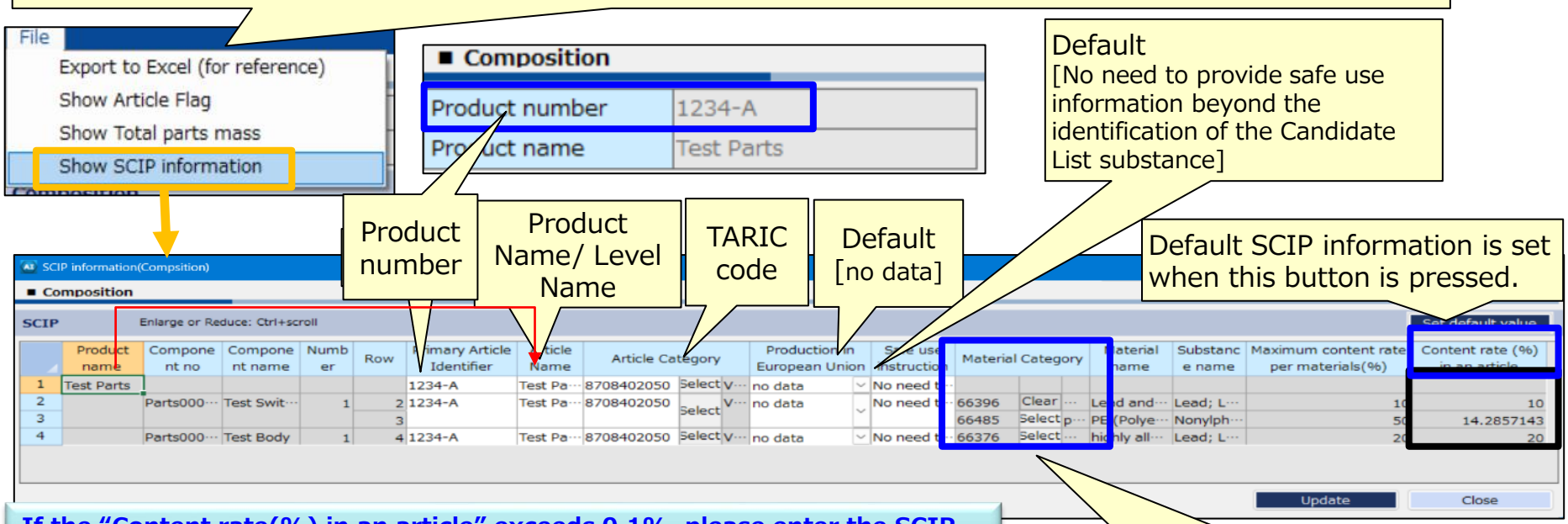
SCIP Information (Composition)

You can also open the SCIP information screen from the File menu of the Composition information screen.



If the "Content rate(%) in an article" exceeds 0.1%, please enter the SCIP information. If 0.1% or less, please leave the field blank and click "Update".

[Material Category]
If the Material Category is blank, please Select the Category.

In the Article Category, enter the TARIC code (10-digit number*) indicating the EU Common Customs Tariff.
*If the code is less than 10 digits, please fill in 0 at the back.

Research procedure(1): Search for a 4- to 6-digit Item code referring to the Japanese tariff classification.
https://www.customs.go.jp/english/tariff/index.htm
Research procedure(2): Research the TARIC code from the Item code.
https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en
Enter the Item code in "Goods code", select Japan in "origin/destination".
Use the "Retrieve Measures" button to search for a 6- to 10-digit TARIC code.

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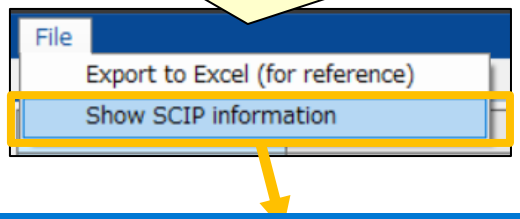
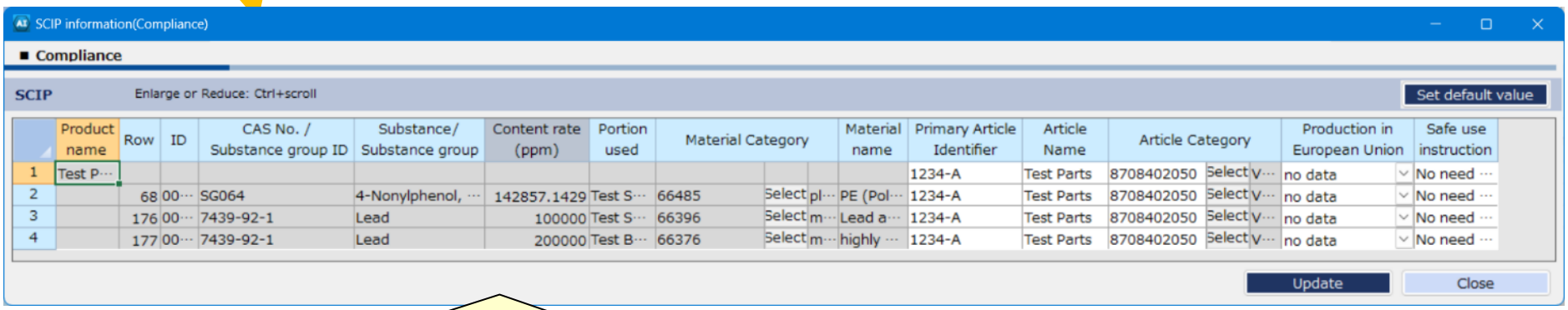
SCIP Information (Compliance)

After pressing the button “Finalize”, the SCIP information screen will automatically open if the corresponding ID for the SVHC is “Y”.

You can also open the SCIP information screen from the File menu of the Compliance information screen.





	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
1	Test P···									1234-A	Test Parts	8708402050 Select V···	no data	No need ···
2		68	00···	SG064	4-Nonylphenol, ···	142857.1429	Test S···	66485 Select pl···	PE (Pol···	1234-A	Test Parts	8708402050 Select V···	no data	No need ···
3		176	00···	7439-92-1	Lead	100000	Test S···	66396 Select m···	Lead a···	1234-A	Test Parts	8708402050 Select V···	no data	No need ···
4		177	00···	7439-92-1	Lead	200000	Test B···	66376 Select m···	highly ···	1234-A	Test Parts	8708402050 Select V···	no data	No need ···

The input contents are the same as the SCIP information of the Composition information. When you pressed the button “Convert from Composition”, the SCIP information of the composition information is set.

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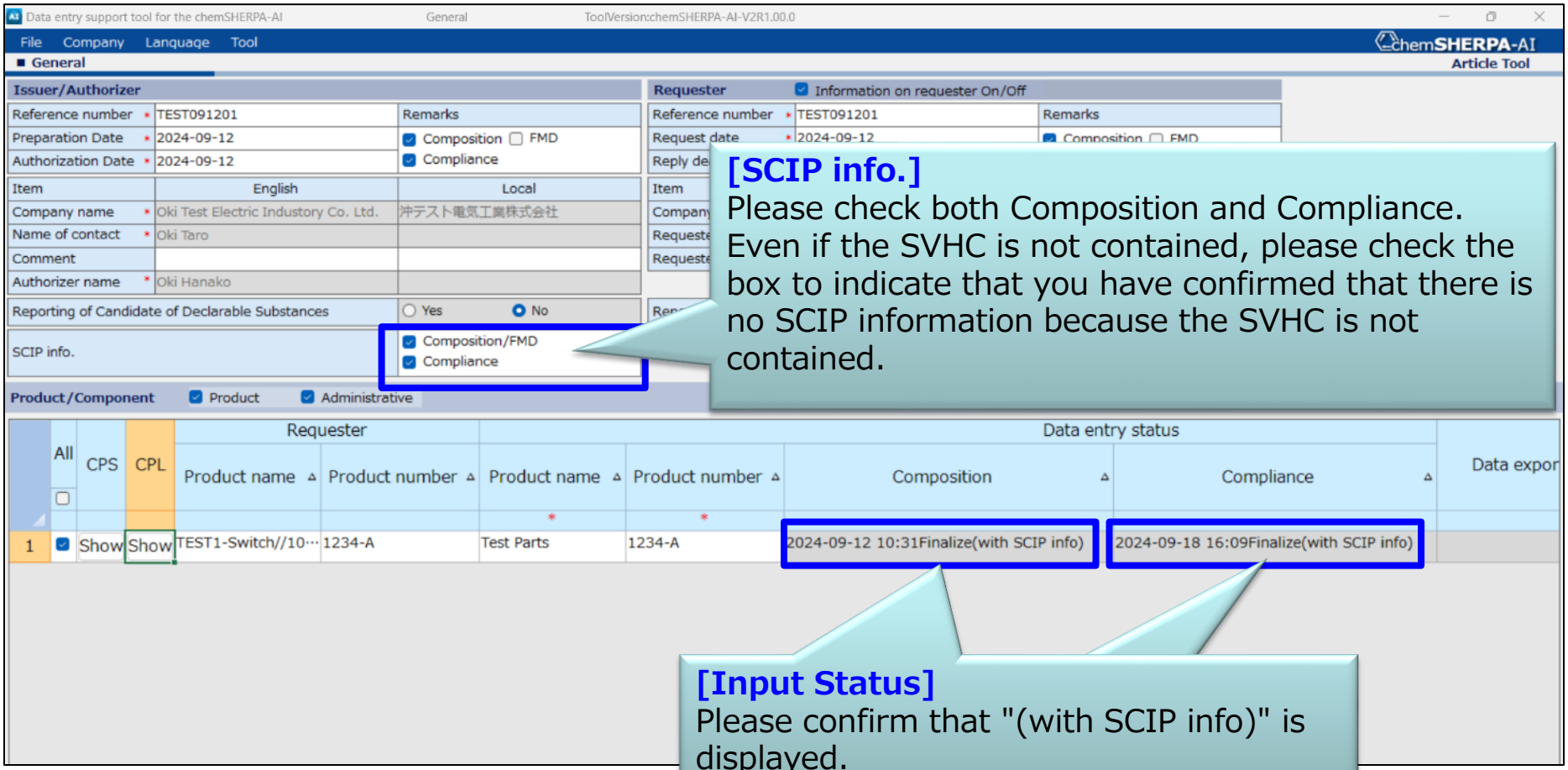
General Information Screen



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