

Epson Group

Explanatory Material for chemSHERPA

Rev. 4.0
March 31, 2023

CS/Quality Assurance & Environment Department
Production Planning Division
Seiko Epson Corporation

Introduction — Purpose of this document

What is chemSHERPA?

Epson's basic guide for chemSHERPA

Flow for using chemSHERPA to provide information

- Enter the general information
- Enter the company information
- Enter the composition information
- Enter the compliance assessment information

Guide to creating chemSHERPA data

Epson's survey on chemical substances in products

Revision History

Introduction — Purpose of this document

This document explains the process used by the Epson Group ("Epson") to gather information on chemical substances in products using chemSHERPA.

For the rules on the use of chemSHERPA and the common usage of the tools, see the explanatory materials provided on the [chemSHERPA website](#) or the manuals included with the chemSHERPA-AI Data Entry Support Tool.

This document uses abbreviation to refer to the following terms:

- Rules on the Use of Information on Chemicals in Products Under the chemSHERPA => Usage Rules
- chemSHERPA Data Entry Support Tool for Articles Operation manual => Operation manual
- chemSHERPA Data Entry Support Tool for Articles Data entry manual => Data entry manual

What is chemSHERPA?

A scheme that facilitates sharing information on chemical substances in products

Information handling between supply-chain partners is essential for appropriate management of chemical substances in products (CiP), in order to continuously respond to expanding regulations. The chemSHERPA can be used as a common scheme for information handling across a supply chain.

Designed for steady & efficient information handling

Applicable to various products and industries. Throughout a supply chain, from up- to down-stream, this scheme allows organizations to handle the CiP information under a shared policy.

Toward a better information handling and chemical management in a supply chain

The chemSHERPA ensures "responsible information handling" that transfers composition information based on a common substance list, as well as compliance assessment information for articles, striving for a better CiP management in the future.

Source: chemSHERPA website

2-4. Basic concept of information transfer on chemicals in products

Products and information flow through the supply chains

Products flow

Chemical, Material Industries



Chemicals : chemSHERPA-CI

Parts, Manufacturing Industries

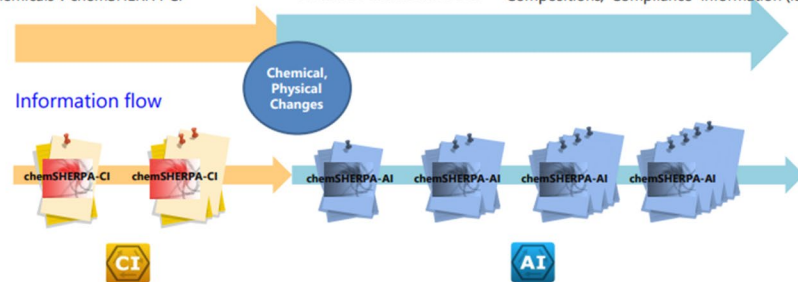


Articles : chemSHERPA-AI

Assemble, Finish goods Industries



Compositions/ Compliance information (IEC)



chemSHERPA by JAMP Copyright © 2022 Joint Article Management Promotion-consortium All Rights Reserved

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Source: Getting started guide of chemSHERPA

- ❑ Epson uses the chemSHERPA-AI form (The same form is used for adhesives, drugs, and other chemicals).
- ❑ Use the version of chemSHERPA-AI Data entry support tool that is specified on [Epson's Green Purchasing site](#) (usually the latest version).
- ❑ Prepare an answer file based on a request file (".shai" file) that Epson provides.
- ❑ Data should be created in conformance with Usage Rules, manuals, and other documents issued by JAMP.
- ❑ chemSHERPA-AI files should be entered in Japanese or English (single-byte characters).
- ❑ Be sure to transmit compliance assessment information, composition information* and the respective SCIP info.

* Be sure to transmit the composition information so that we are able to promptly respond to rapidly changing laws and regulations and customer requirements on CiP.

Please note that "transmitting composition information" means "entering data for chemSHERPA declarable substance." We are not asking for a full declaration using optional reporting. See page 10 for details.

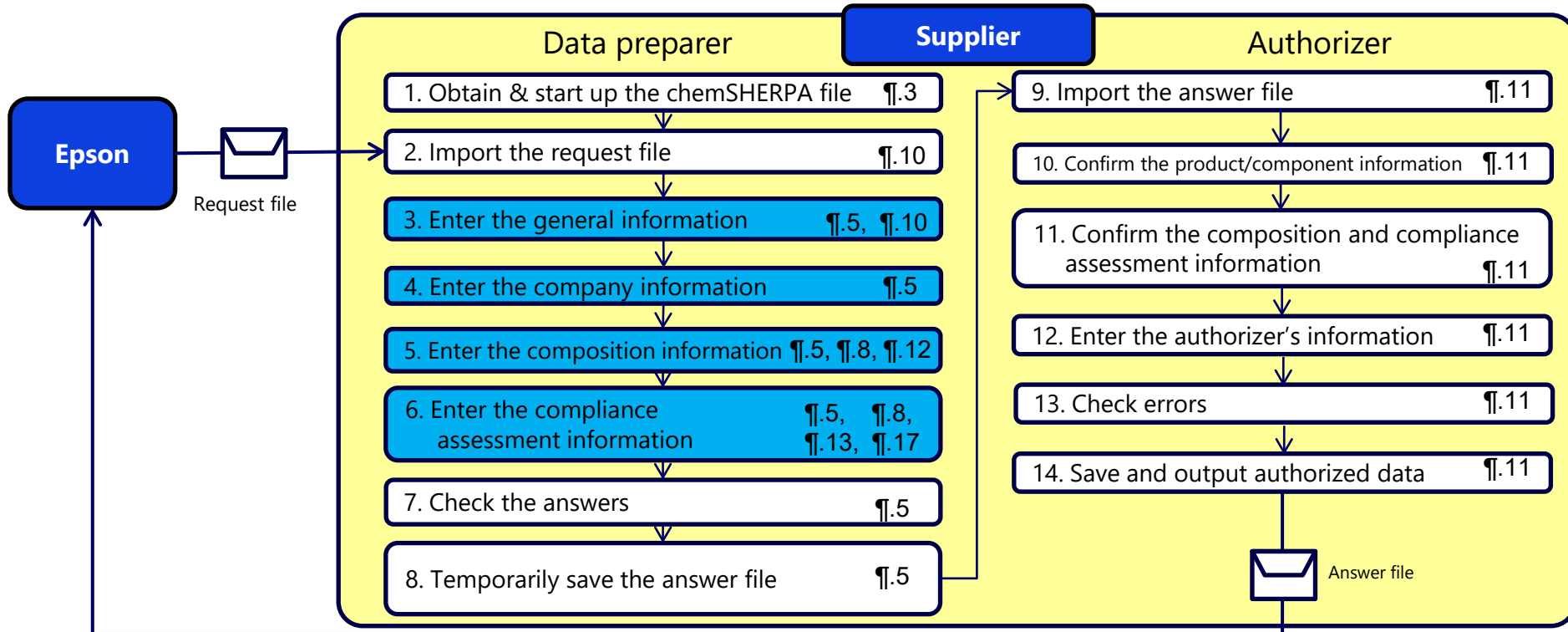
Request when entering compliance assessment information and composition information data

If the composition or content rate of CiP changes in manufacturing processes for production materials delivered to Epson, enter the data for the materials at the time of delivery.

Flow for using chemSHERPA to provide information

Items for which Epson has its own rules are explained on the following pages.

chemSHERPA common items are explained in the Operation manual or the Data entry manual.



* "¶" indicates the item number in the Operations manual.

Enter the general information

★ Epson's own procedure

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General view

Requester information and requester product information will appear when the box is checked.

(★ Please do not change the information already filled in the request file from Epson.)

★ You must click the **Composition and Compliance** boxes in the **Remarks**.

Click to put a check mark in the IEC62474 box in the Area.

Compliance assessment information can be entered.

★ You must click the **Composition and Compliance** boxes in the **SCIP info**.

Even if Article as such in the product does not contain an SVHC in an amount exceeding 0.1 wt%, click to put check marks in these **Composition and Compliance** boxes.

You can report that the product does not contain an SVHC in an amount exceeding 0.1 wt% by confirming the **composition information and compliance assessment information** here.

The screenshot shows a software interface for entering general information. Key elements include:

- Preparation Date** and **Authorization Date** fields with date masks (<yyyy-mm-dd>).
- Remarks** section with checkboxes for **Composition** and **Compliance**.
- Requester** section with a checkbox for "Information on requester On/Off" and fields for **Reference number**, **Request date**, and **Reply deadline**.
- Item** table with columns for **Item**, **English**, and **Local**.
- Company name** (SEIKO EPSON Corp.), **Requester Name** (TARO EPSON), and **Requester Comment** fields.
- Area** section with checkboxes for **IEC62474**, **SCIP info.**, **Composition info.**, and **Compliance**.
- Product/Component** section with checkboxes for **Product** and **Administrative**.
- Requester** table with columns for **Product name** and **Product number**.

Annotations include red boxes around the IEC62474 checkbox, the Composition and Compliance checkboxes in the Remarks section, and the Composition and Compliance checkboxes in the SCIP info section. A dashed arrow points from the IEC62474 checkbox to the Composition and Compliance checkboxes in the Remarks section. A green arrow points from the IEC62474 checkbox to the Composition and Compliance checkboxes in the SCIP info section.

Enter the general information

★ Epson's own procedure

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Enter the issuer's reference number, preparation date, and product information. (The fields marked by a red box are mandatory.)

General view

Information on requester:
The Requester block will automatically appear when you import the request file from Epson.

The screenshot shows the 'General view' of the Epson request form. The 'Issuer/Authorizer' section includes fields for Reference number, Preparation Date, and Authorization Date, all marked with a red asterisk and a red box. The 'Requester' section includes fields for Reference number, Request date, Reply deadline, Company name, Requester Name, and Requester Comment, also marked with a red asterisk and a red box. The 'Product/Component' section includes fields for Product name, Product number, Reporting unit, and Valid From, all marked with a red asterisk and a red box. A table below shows the data for the requester and product.

Issuer/Authorizer		Requester	
Reference number *	<yyyy-mm-dd>	Reference number *	ABCDEF
Preparation Date *	<yyyy-mm-dd>	Request date *	2023-03-29
Authorization Date *	<yyyy-mm-dd>	Reply deadline	2023-03-29
Item	English	Item	English
Remarks	<input checked="" type="checkbox"/> Composition <input checked="" type="checkbox"/> Compliance	Company name *	SEIKO EPSON Corp.
		Requester Name *	TARO EPSON
		Requester Comment	
Area	IEC62474 SCIP info. <input checked="" type="checkbox"/> Composition <input checked="" type="checkbox"/> Compliance	Area	<input checked="" type="checkbox"/> IEC62474

Product/Component		Requester		Product	
Product name	Product number	Product name	Product number	Reporting unit	Valid From
		*	*	*	<yyyy-mm-dd>
1	Show Show A	123456700			
2	Show Show				
3					
4					
5					

Product number: ★ Epson's item code
★ Do not change the product number in the requester product information.

Product name: The name of your company's product
Product number: Your company's product number
(★ If your company does not have a product number, use Epson's item code.)

Reporting unit ★ The unit of quantity. Select "piece" if the part can be counted.
★ If the request file from Epson has already been filled out, please do not change it.

Enter the company information

★ Epson's own procedure

Enter the issuer's information.

General view

Reference number *	Remarks	Reference number *	Remarks
Preparation Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Composition	Request date * 2023-03-29	<input checked="" type="checkbox"/> Composition
Authorization Date * <yyyy-mm-dd>	<input checked="" type="checkbox"/> Compliance	Reply deadline 2023-03-29	<input checked="" type="checkbox"/> Compliance
Item	English	Item	English
Company name *		Company name *	SEIKO EPSON Corp.
Name of contact *		Requester Name *	TARO EPSON

Data entry support tool for the chemSHERPA-AI Issuer/Authorizer ToolVersion:che...

<<Issuer>> Import template Register template

Mandatory fields	Description
Company ID	The unique 6-digit code assigned by Epson (entered in the request file sent by the Epson requester)
Company name	The name of your company
Division name	The name of the department in charge at your company
Title	Your title
Name of contact	Your name or the name of the point of contact
Email address	Your E-mail address or that of the point of contact
Phone number	Your telephone number or that of the point of contact

Data entry support tool for the chemSHERPA-AI Requester ToolVersion:chemSHERPA-A2.06.00

<<Requester>> Import template Register template OK

Mandatory fields	Description
Company name	Name of the Epson Group company (e.g., Seiko Epson or Tohoku Epson)
Division name	Name of the Epson division from which the request was received
Title	Name of survey requester or enter "Survey requester"
Name of contact	Name of survey requester
E-mail address	E-mail address of the survey requester
Phone number	Telephone number of the survey requester

The company ID has been entered in the request file from Epson.
★ Do not change the company ID.

The requester information has been entered in the request file from Epson.
★ Do not change the requester information.

Enter the composition information

★ Epson's own procedure

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Enter the composition information data

General view

(1) Check the box.

(2) Click "Show" in the CPS column.



Composition information view

(3) Enter the information. See the Operation manual and the Data entry manual for instructions.

- (1) Check the box for the product for which you are providing answers.
- (2) Click "Show" in the CPS column for the target product. The composition information view will open.

★ **The composition information that Epson asks you to enter is for chemSHERPA declarable substances (and for substances recommended for optional reporting* that Epson requires you to enter). You are not required to enter information for other substances, such as for a full declaration using optional reporting.**

* Substances recommended for optional reporting: Substances that JAMP selected based on JAMP member requests. These are substances that have not yet been officially added to the legal and regulatory criteria within the criteria for chemSHERPA declarable substances but for which the collection of substance content information is recommended to the extent necessary in the supply chain.

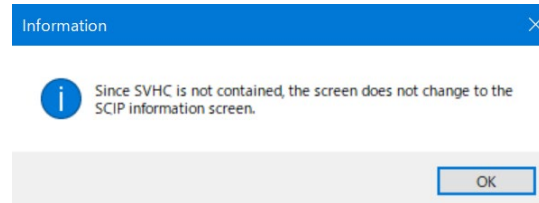
Enter the composition information

Enter the SCIP info in the composition information

- (1) After entering the composition information, click the Finalize button. The SCIP information view will appear*.
- (2) Enter the information. See the Operation manual and the Data entry manual for instructions.

	Product name	Level name	Row	Number	Primary Article Identifier	Article Name	Article Category	Production in European Union
1								
2				2				

- * Note that this view will not appear if there is no possibility that SCIP info will need to be registered. Instead, the following message indicating that no SVHCs are present will be displayed. Click the OK button to complete the SCIP info entry.



Enter the compliance assessment information

Enter the compliance assessment information data

General view

(1) Check the box.

(2) Click "show" in the CPL column.



Compliance assessment information view

(3) Click "Convert from Composition."

- (1) Check the box for the product for which you are providing answers.
- (2) Click "Show" in the CPL column. The compliance assessment information view will open.

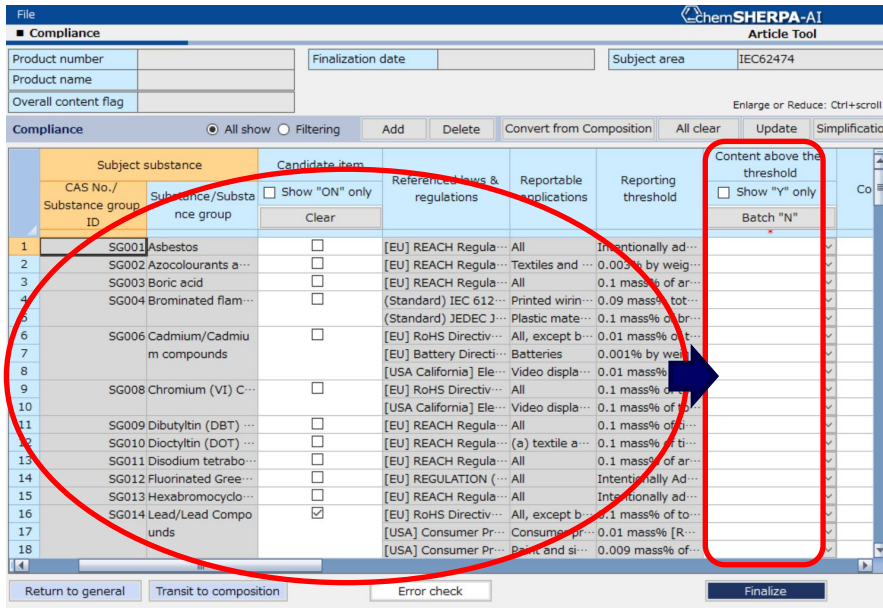
- (3) Click "Convert from Composition," and the composition information will be converted to the compliance assessment information. (You can also enter it directly without using the conversion function.)
- (4) Enter and revise the information. See the Operation manual and the Data entry manual for instructions.

■ Notes on entering compliance assessment information: Content above the threshold

Enter either “Y” or “N” in the “Content above the threshold” column as you check the Subject substance, Reportable applications, and Reporting threshold. Otherwise, correct “Entry Y” to “Y” or “N.”
 Clicking “Batch N” enters an “N” either in all cells or all blank cells.
 You can enter a “Y” only where needed and then click this button to enter an “N” in all remaining cells.

Criteria for choosing “Y” or “N” for “Content above the threshold”

* Confirm that “N” is chosen for substances corresponding to Level 1 banned substances (currently banned) under the Epson Group Green Purchasing Standard for Production Materials.



Amount of substance present	Purpose of substance	Content above the threshold
“Reporting threshold” or more	Qualifies under “Reportable applications”	Y
	Does not qualify under “Reportable applications”	N
	Unknown	Y
Less than “Reporting threshold”	Qualifies under “Reportable applications”	N
	Does not qualify under “Reportable applications”	N
	Unknown	N

■ Notes on entering compliance assessment information: Content rate and other data

Enter the Content rate, Quantity of content, Usage, and Portion used in all rows where you entered "Y" for "Content above the threshold."

Enter the usage code if a message in the usage code column asks you to enter the data.

The screenshot shows the ChemSHERPA-AI Article Tool interface. At the top, there are fields for Product number, Finalization date, and Subject area (IEC62474). Below this is a table with columns: Subject substance, Candidate item, Content above the threshold, Content rate (ppm), Quantity of content, Usage code, Usage, and Portion used. Two rows are highlighted with red boxes and blue arrows pointing to the 'Content above the threshold' column. Row 16 has 'Y' in the 'Content above the threshold' column and 'Please enter the data.' in the 'Usage code' column. Row 21 has 'Y' in the 'Content above the threshold' column. The 'Content rate (ppm)' column has a red asterisk in row 16, and the 'Quantity of content' column has red asterisks in rows 16 and 21.

Determining whether data must be entered

Item	Requirement
Content rate	Must be answered if you answered "Y" for "Content above the threshold"
Quantity of content	Same as above
Unit	Same as above
Usage code	Required if a message in the usage code cell asks you to enter the data.
Usage	★ Must be answered if you answered "Y" for "Content above the threshold"
Portion used	★ Must be answered if you answered "Y" for "Content above the threshold"

★ Enter the Usage and Portion used if you answered "Y" for "Content above the threshold."

* Enter the fields in Japanese or English (in single-byte characters).

■ Notes on entering compliance assessment information: Usage code

- (1) Double-click a usage code cell to open the "Select usage code" view.
- (2) Click the Usage code and press "Select."

The screenshot shows the ChemSHERPA-AI Article Tool interface. The main window displays a table with columns for 'Content rate (ppm)', 'Quantity of content', 'Unit', 'Usage code', and 'Portion'. A red box highlights the 'Usage code' column with the text 'Please enter the data.(1)'. A dialog box titled 'Select usage code' is open, showing a list of usage codes and their descriptions. A red circle highlights the entire dialog box content. At the bottom of the dialog box, the 'Valid' radio button is selected and highlighted with a red box, and the 'Select' button is also highlighted with a red box and labeled '(2)'. A blue callout box at the bottom left contains the text '★ Be sure to select a "Valid" usage code.'

Laws & regulations	Code	Description
EU-RoHS	No exemption	No exemption
EU-RoHS	1	Equipment utilising or detecting ionising radiation; Lead, cadmium and mercury in detectors for ionising radiation.
EU-RoHS	1a	Sensors, detectors and electrodes; Lead and cadmium in ion selective electrodes including glass of pH electrodes.
EU-RoHS	1b	Sensors, detectors and electrodes; Lead anodes in electrochemical oxygen sensors.
EU-RoHS	1c	Sensors, detectors and electrodes; Lead, cadmium and mercury in infra-red light detectors.
EU-RoHS	2	Equipment utilising or detecting ionising radiation; Lead bearings in X-ray tubes.
EU-RoHS	3	Equipment utilising or detecting ionising radiation; Lead in electromagnetic radiation amplification devices: micro-channel plate and capillary plate.
EU-RoHS	4	Equipment utilising or detecting ionising radiation; Lead in glass frit of X-ray tubes and image intensifiers and lead in glass frit under for assembly of gas lasers and for vacuum tubes that convert electromagnetic radiation into electrons.
EU-RoHS	5	Equipment utilising or detecting ionising radiation; Lead in shielding for ionising radiation.
EU-RoHS	5(a)	Lead in glass of cathode ray tubes

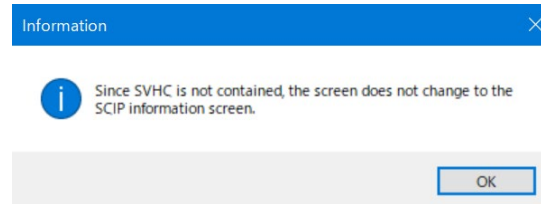
Enter the compliance assessment information

Enter SCIP info in the compliance assessment information

- (1) After entering the compliance assessment information, click the Finalize button. The SCIP info view will appear*.
- (2) Enter the information. See the Operations manual and the Data entry manual for instructions.

Product name	Row	ID	CAS No. / Substance group ID	Substance / Substance group	Content rate (ppm)	Portion used	Material Category
	1						
	2	157	00154	7439-92-1	Lead	900000 b	Select

* Note that this view will not appear if there is no possibility that SCIP info will need to be registered. Instead, the following message indicating that no SVHCs are present will be displayed. Click the OK button to complete the SCIP info entry.



chemSHERPA by JAMP
Joint Article Management Promotion-consortium

Japanese Member menu Committee

About chemSHERPA for beginners Data entry support tool 数据输入支持 (JAMP) Documents/文件/Management guideline Seminars 讲座 FAQ/Contact us Related links About Us (JAMP) Information on admission

Upstream Companies Substance Preparation Midstream Companies Article Downstream Companies Product

chemSHERPA-CI chemSHERPA-AI

By spreading the common format of chemSHERPA®,
JAMP aims to transfer chemical information through companies on supply chain smoothly and effectively.
Please use chemSHERPA according to [chemSHERPA usage rules](#), based on [management guidelines](#).

- Explanatory materials, movies, and learning tools for chemSHERPA are available on the chemSHERPA website. Review the information on them to learn more about using chemSHERPA.

chemSHERPA website

<https://chemsherpa.net/english>

HOME > FAQ / Contact us

FAQ / Contact us

FAQ regarding chemSHERPA Information Communication Scheme for chemicals in products

FAQ

If you have inquiries about chemSHERPA, please e-mail us at the Help Desk (as shown below):

Help desk: Secretariat (Joint Article Management Promotion-consortium ; JAMP)
jamp-chemsherpa@jensai.or.jp

- Please provide your name, company name and e-mail address with your comment/inquiry.
- Before contacting us, please check our Documents and FAQ pages where you may find answers to your questions.
- Inquiries to the Help desk and answers may be released as a FAQ, with some modification so as not to identify inquirers.

- For detailed instructions on using the chemSHERPA-AI Data entry support tool and on error handling, send your questions to chemSHERPA Help Desk.

chemSHERPA Help Desk

<https://chemsherpa.net/english/help>

Epson's survey on chemical substances in products

We may, if necessary, ask you to complete a new survey using the latest version of chemSHERPA-AI data entry support tool for production materials, even if you have already completed an earlier survey. This will depend on the laws and regulations governing substances in products and the changes in the new version of chemSHERPA-AI.

If we find that surveys using chemSHERPA-AI cannot meet regulatory requirements or the requirements of Epson's customers, we may ask you to complete a survey other than chemSHERPA-AI.

Thank you for your cooperation in Epson's survey on chemical substances in products.

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
1.0	August 29, 2018	All	Rev. 1.0 was issued	
2.0	March 27, 2019	7	<ul style="list-style-type: none"> • https://chemsherpa.net/chemSHERPA/tool/ => https://chemsherpa.net/tool • https://chemsherpa.net/chemSHERPA/english/tool/ => https://chemsherpa.net/english/tool 	URL change
		34	<ul style="list-style-type: none"> • https://chemsherpa.net/chemSHERPA/english/ => https://chemsherpa.net/English 	URL change
3.0	November 25, 2019	All	<ul style="list-style-type: none"> • All Ver. 1.05.00a chemSHERPA window shots were replaced with Ver. 2.00.00. • Expressions and wording were revised and unified. 	Compatibility with Ver. 2 of chemSHERPA
		4	<ul style="list-style-type: none"> - "Basic guide for chemSHERPA data" => changed to "Epson's basic guide for chemSHERPA data" • Added instructions about using Ver. 2 of the shai file format for answer files. • Added the following note: (AI is also used for adhesives, drugs, and other chemical substances.) - "Use the chemSHERPA-AI file specified by Epson" changed to "Use the version of chemSHERPA - AI that is specified on Epson's Green Purchasing site." 	Clarified where it is specified

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.0	November 25, 2019	7	Added "Please use the tool version that is specified on Epson's Green Purchasing site ."	Clarified where it is specified
		9	Added a note about asking the Epson requester to send a file if requester information does not appear in the Requester fields.	Clarification
		12	Added a note about not updating the reporting unit if it has already been entered in the request file	Clarification
		14	Company ID: Changed from "Your company code" to "The unique 6-digit code assigned by Epson (entered in the request file sent by the Epson requester)"	Clarification
		18	Simplified the content, limited the description to entering content above the threshold.	Revised to facilitate understanding
		19	Simplified the content, deleting information about entering content above the threshold.	Same as above

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.0	November 29, 2019	23	- Changed "Has the company code has been correctly entered in the Company ID field?" to "Confirm that the information provided in the mandatory fields (indicated by a red box) on the Issuer and Authorizer window is correct." - Added "the unique 6-digit code assigned by Epson" to the explanation about the company ID.	Same as above
		24	Added "Valid from" to the mandatory items indicated by red boxes.	Corrected errors
		28	"Click 'Compliance" changed to "Click "Show" under the Compliance (CPL) column"	Compatibility with Ver. 2 of chemSHERPA
		30	"Click Company, then Enter, and then Issuer/Authorizer" changed to "click Company > Issuer/Authorizer"	Same as above
		32	Added "(12) Click 'OK.'" Added "(13) After checking the Authorization window" (14) "Enter the filename" changed to "Change the filename as needed."	Added explanation to prevent misunderstandings
		34	Updated the chemSHERPA website window shot.	Website design changed

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	All	- All Ver. 2.00.00 chemSHERPA window shots were replaced with Ver. 2.02.00.	Compatibility with Ver. 2.02 of chemSHERPA
		4	- Added and changed the contents below to Epson's basic guide. Addition: Data should be created in conformance to the documents issued by JAMP Addition: Be sure to check the " <input type="checkbox"/> Compliance" box at "SCIP information" in the general window Change: Composition information is optional => Composition information should be transmitted to the extent possible. Added: Request when creating compliance assessment information	Clarified Basic policies Fulfilling EU compliance requirements Clarified Basic policies Communicated JAMP rules
		5	- Composition information is optional => Composition information should be transmitted to the extent possible.	Changed the Basic Policy
		6,8,10,13,15,24,27,29,32,34	- Added: Added ¶8 and ¶13.2 and ¶13.5 and ¶17 of the "chemSHERPA Data Entry Support Tool for Articles Operations Manual" to the column of "Enter the compliance assessment information"	Added the item numbers of operation manuals that are used for reference.
		9	- Added: Requester product information does not appear in the Requester fields.	Clarified the operation

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	11	- Click the box for Information on requester On/Off ... Requester data entry enabled => the requester information and requester product information will be displayed Added: "If the request file from Epson has already been filled out, please do not update it". Added: "Be sure to check the "SCIP info <input type="checkbox"/> Compliance" box".	Action of survey requesters Clarified the operation Fulfilling EU compliance requirements
		12	- Reference No.: ...will be automatically entered... => Revised to: ...will be automatically displayed...	Changed to appropriate wording
		14	- ...will be automatically entered... => Revised to: ...will be automatically displayed...	Changed to appropriate wording
		16	- Added:First, check the registered composition... ,then click "Convert from Composition". (for a non-composite part)	Communicated JAMP rules
		17	- Added a page on: Enter the compliance assessment information using the "Integretion" function (for a composite part with a multi-level BOM)	Communicated JAMP rules
		23	- Added a page on: Entering SCIP information	Fulfilling EU compliance requirements

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	26	- Added an explanation that users must confirm that the required fields have the box, <input checked="" type="checkbox"/> , "compliance assessment information" at SCIP Information checked.	Fulfilling EU compliance requirements
		30,31	- Subdivided the composition of chemSHERPA window	To facilitate understanding
		30	- Changed contents so that the procedures can be more easily understood	To facilitate understanding
		31	- Added SCIP information to the check items at the time of approval	Fulfilling EU compliance requirements
		35	- Changed : Confirm the "Authorization date" date are entered => "Next, confirm that the "Preparation date" and "Valid from" fields ...enter the "Authorization date"	Adjusted procedures
		36	- Added: "For the file name of the chemSHERPA data that has been submitted to us, we recommend naming the file by using the data entry support tool".	Made sure to prevent duplications
		37	- Added: "Information obtained from the upstream source should be transmitted downstream in full, without ..."	Communicated JAMP rules

Revision History

Rev.	Date	Page	Revised Content Before => After	Reason
3.1	January 15, 2021	36	- Added: "For the file name of the chemSHERPA data that has been submitted to us, we recommend naming the file by using the data entry support tool".	Made sure to prevent duplications
		37	- Added: "Information obtained from the upstream source should be transmitted downstream in full, without ..."	Communicated JAMP rules
4.0	March 31, 2023	All	- Revised overall in line with the mandatory entry of composition information	Changed the Basic Policy

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