

ProChemist/AS

Changes to Contact (Users) Information

Ver 3.00

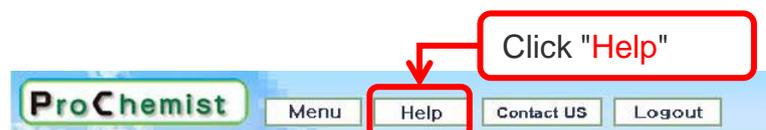
Contact information

NEC ProChemist/AS help desk

Login to ProChemist and click "Help", and contact the email address shown on the Help page.

Email inquiries should include a telephone number.

(In some instances, confirmation may be made by telephone.)



Casio Computer Co., Ltd

casio_green_procurement@casio.co.jp (Japanese, English only)

Alternatively, the materials manager

July 2016

CASIO COMPUTER CO.,LTD.

Production & Purchasing Division

ProChemist/AS Changes to Contact (Users) Information

Who is the Manager?

The person who receives notifications (emails or phone calls) from NEC.
The person who contacts the NEC help desk manager with requests such as re-issuing IDs, resetting passwords, re-assigning the manager, etc.

Unless your company has multiple users, **the user and manager are the same person.**

ProChemist/AS Changes to Contact (Users) Information

1. Contacting Casio and the NEC help desk manager

Provide the "New agreement manager information" to the NEC help desk manager and the Casio survey manager.

[New agreement manager information]

- Name (in English)
- Division or department (include the branch/store name, if applicable)
- Email address
- Phone number
- Address

[Contact information]

*NEC Help Desk manager

(Email address provided on the ProChemist HELP web page)

*Casio survey manager in charge of your company

If you are not sure, inquire with the Casio materials purchasing manager.

Unless your company has multiple users, the user and manager are the same person.

2. ProChemist/AS modification procedure

Login window

The screenshot shows the ProChemist/AS login page in Internet Explorer. The URL is <https://eco.asp.necsoft.com/ProChemistAS/Login.do>. The page has a header with the ProChemist logo and a navigation menu. The main content area contains a login form with fields for User ID, Password, and Language. There are Login and Reset buttons. A system maintenance notice is visible at the bottom.

1. Use Internet Explorer to access ProChemist/AS.
<https://prochemist.nec.co.jp/ProChemistAS/Login.do>
* The ProChemist/AS "Login" window appears.
2. Enter your "User ID" and "Password".
* Enter the user ID and password sent to you by the NEC help desk.
3. Click the "Login" button.
* The ProChemist/AS "Menu" window appears.

Proceed to step 4

Language
You can change the language used in the ProChemist windows.

DEFAULT
DEFAULT
CHINESE
ENGLISH
JAPANESE

DEFAULT: Language specified during user registration

ProChemist/AS Changes to Contact (Users) Information

Menu window

Task Menu

- Parts and Material Management
 - Parts Information
 - Parts Information Reference
 - Parts Survey Request
 - Survey Request Register
 - Survey Request Batch Register
 - Survey Request Batch Register Result
 - Survey Direction/Specify Requester
 - Survey Slip Individual Output
 - AIS/MSD SpPlus Register
 - Register
 - Batch Register
 - Batch Register Result
 - Item Management
 - Survey Request Management
 - Reply E-mail Reference
 - Item Survey Reply
 - Receipt Reference
 - Item Aggregation
 - Register Item Composition Information
 - Composition Information Register Result
 - Register and Change Item Composition Information
 - Item Aggregation
 - Item Register
 - Item Register Result
 - Item Information
 - Item Information Reference
 - Item Information Reference(Parts specified)
 - Load Item
 - Batch Load Item
 - Batch Item Loading Result
- Content Information Management
 - Format Management
 - Format Management
 - Master Maintenance
 - Task Related
 - Parts Code Conversion Master
 - Item Code Conversion Master
 - Guide Master
 - Organization Related
 - Item Series Group Master
 - Item Series Master
 - Company Master
 - Organization Master
 - User Master**
 - Business Partner Related
 - Business Partner Master
 - Business Partner Department Master
 - Business Partner Contact Person Master
 - Business Partner Group Master
 - System Related
 - Menu Display Master
 - Change Password
 - Company Information
 - Company List (Pass: proc2010)

Guidance

Task Guidance

#Parts Survey Request Task

Waiting for Survey	0	Under Survey	0	Reply Delay	0	Replied	0
JAMP	0	JAMP	0	JAMP	0	JAMP	0
Supplier WEB	0	Supplier WEB	0	Supplier WEB	0	Supplier WEB	0
Output Survey Slip Required	0	Individual Survey	0	Individual Survey	0	Individual Survey	0
E-mail Address Survey	0	E-mail Address Survey	0	E-mail Address Survey	0	E-mail Address Survey	0
E-mail Address Survey	0	Internal Survey	0	Internal Survey	0	Internal Survey	0
Survey Direction Required	0						
Reception Error	0						
Survey Cancel	0						

#Item Aggregation Task

Item Aggregation	0	Aggregated	0
Confirm Aggregation	0	Interim Register in progress	0

#Item Disclosure/Reply Task

Approval Request	0	Approved	8	Disclosed	0
Requesting Approval	0	JAMP	0	JAMP	0
Approval Delay	0	External	8		
		Internal	0		
		Nondisclosure	0		

#Item Survey Reply Task

Item number not answer	4	Item number answered	9	Items have not answer	0	Items answered	8
not answer	0	answered	4	not answer	0	answered	7
answer late	4	answered canceled	5	answer late	0	answered canceled	1

Guide

You have new messages.

No.	Issuing Date	Issuer	Title
1	2014/12/19	System administrator	Notification about service suspension during New Year Holiday

Display All

4. In the menu pane on the left, click "User Master" in "Task Menu" > "Master Maintenance" > "Organization Related".
* The "User Master Search Condition" window appears.

Proceed to step 5

ProChemist/AS Changes to Contact (Users) Information

User Master Search Condition window

ProChemist Menu Help Contact US Logout Language Change: ENGLISH

User Master Search Condition

Specify search condition.

Company Code Selection

Employee Number

User Name

User Name(Local)

Delete Flg null

Remarks 1

Remarks 2

Remarks 3

Remarks 4

Remarks 5

Displaying Order Company Code Number of Data 10Item Asc Desc

Search Clear

ProChemist

5. Click the "Search" button.
* The "User Master Reference" window appears.

Proceed to step 6

ProChemist/AS Changes to Contact (Users) Information

User Master Reference window

If there is **only one** user

ProChemist Menu Help Contact US Logout Language Change: ENGLISH

User Master Reference

1 item(s) is(are) found.1 - 1Subject is displayed.

Number of Data 10Item Displaying Order Company Code Asc Desc Re-Display

Selection	Delete Flg	Company Code	Company Name	Company Name(Local)	Employee Numr
<input checked="" type="radio"/>		A47801	CASIO COMPUTER CO.,LTD. AT T-System	CASIO COMPUTER CO.,LTD. AT T-System	001

< Correction All List Output Sendmail Setting Back to Search C

ProChemist

If there are **multiple** users

ProChemist Menu Help Contact US Logout Language Change: ENGLISH

User Master Reference

13 item(s) is(are) found.1 - 10Subject is displayed.

Next-> 1-10Item Displaying Number of Data 10Item Displaying Order Company Code Asc Desc Re-Display

Selection	Delete Flg	Company Code	Company Name	Company Name(Local)	Employee Number
<input type="radio"/>		C42101	CASIO COMPUTER CO.,LTD.	CASIO COMPUTER CO.,LTD.	001
<input type="radio"/>		G19001	TRANSACT DATA CO.,LTD.	TRANSACT DATA CO.,LTD.	001
<input type="radio"/>		G19001	TRANSACT DATA CO.,LTD.	TRANSACT DATA CO.,LTD.	002
<input checked="" type="radio"/>		848888	CASIO ELECTRONIC MANUFACT PRIV CO.,LTD.	CASIO ELECTRONIC MANUFACT PRIV CO.,LTD.	001

< Correction All List Output Sendmail Setting Back to Search C

ProChemist

6. Select the user whose settings are to be changed.

6a. If there is only one user:
The user is already checked (selected),

6b. If there are multiple users:
Check (select) the "Selection" field for the user
whose settings are to be changed.

7. Click the "Correction" button.
* The "User Master Register" window appears.

Proceed to step 8.

ProChemist/AS Changes to Contact (Users) Information

User Master Register window

ProChemist Menu Help Contact US Logout Language Change: ENGLISH

User Master Register

Company Code	CAS101	Selection	BASE COMPUTER CO.,LTD.	BASE COMPUTER CO.,LTD.	*Required
Employee Number	001				*Required
Language Type for Usage	JP:Japanese	▼			*Required
E-mail Address	tanaka@casio.jp				*Required
Department Code		Selection			*Required
Organization Telephone Number					
Organization FAX Number					
Department Name(English)	-				
Organization Address(English)	-				
Department Name(Japanese)	-				
Organization Address(Japanese)	-				
Department Name(Chinese)	-				
Organization Address(Chinese)	-				
User Privilege	BP:Company Group Manager ▼				
Delete Flg	<input type="checkbox"/> Delete				
Remarks 1					
Remarks 2					
Remarks 3					
Remarks 4					
Remarks 5					
User Name	Tanaka, Yusuke				
NickName					
User Name(Japanese)	田中 祐介				
NickName(Japanese)					
User Name(Chinese)	Tanaka, Yusuke				
NickName(Chinese)					
Office Code					
Office Code Type					

Register Correction Back

8. Where necessary, correct the contact information.

* Email address

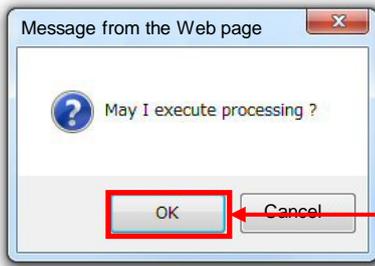
* User name (in English, Japanese or Chinese)

9. Click the "Correction" button.

* The "Confirm Correction" message window appears.

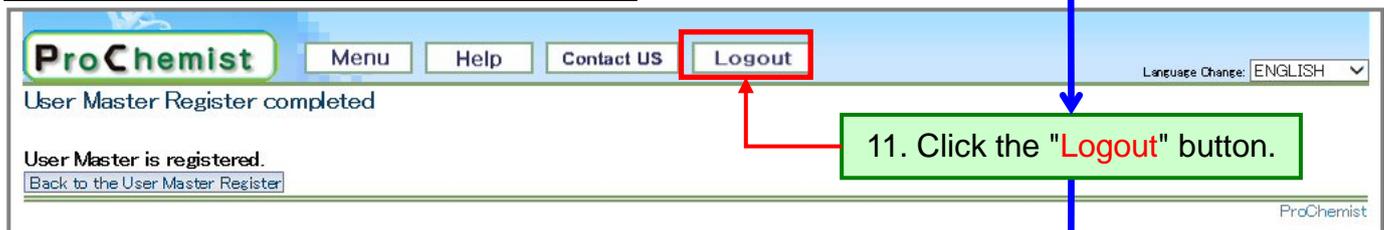
Proceed to step 10.

ProChemist/AS Changes to Contact (Users) Information



10. Click the "OK" button.
* The "User Master Register completion" window appears.

User Master Register completion window



11. Click the "Logout" button.

This completes "Changes to Contact Information" in ProChemist/AS