

RE: Release of new Registration/Configuration Form for D.e-Express Service

This is to inform you that we have revised our application forms,
and will release new "User Registration Form" and "Data Exchange Configuration Form"
in order to enhance comfortability when using D.e-Express Service.

1. New Form release date:

February 24, 2020 / Monday (Japan Time)

2. Request:**Please use the new Forms for the Service application from Monday, February 24, 2020.**

- The application with the former Forms will be acceptable up to **March 1, 2020**.
Please be aware that from **March 2, 2020**, the application with the former Forms will not be accepted.
- Please note that formatting of the new Forms is restricted, such as limitation of usable characters and so on.
When copying and pasting contents of the former Form to the new Form,
in particular, please make sure to use "Values and number formats" from the Paste menu
in order to avoid changing the formatting of the new Form.
*Please refer to the following "How to Copy & Paste from Former to New (in case of User Registration Form)"
for details of the copying and pasting.

3. Change details:

Comparison and change details between the former and the new Forms are as follows.

Before change	After change (February 24, 2020 and later)		
Former Form name	New Form name	File name	Change details
2-A)User Registration Form (Standard)	Abolished (Integrated to "2) User Registration Form" below)		
2-B)User Registration Form (Extended)	2)User Registration Form	2_UserRegistrationForm_EN.xlsx	The following Authority name is changed: [Former] User Admin [New] Registration Form Download
3)Exchange Application Form	3)Data Exchange Configuration Form	3_DataExchangeConfigurationForm_EN.xlsx	The following items are added: - Contract Name - Contract Admin

4. Contact:

TOYOTA SYSTEMS Customer Center

E-mail: helpdesk@tns.toyotasystems.com

We would like to ask for your understanding and cooperation on this matter. Thank you for your attention.

Kind regards,

TOYOTA SYSTEMS Customer Support Team

How to Copy & Paste from Former to New (in case of User Registration Form)

In case of “User Registration Form”, we recommend to copy and paste contents of the former Form to the new Form in the following manner in consideration of maintaining the formatting of the new Form.

On the contrary, in case of the former Form “Exchange Application Form”, please use current contents already in the new Form “Data Exchange Configuration Form”, which will be downloadable from February 24, 2020 (Japan Time) by “Contract Admin” of each contract. (“Contract Admin” can download “Data Exchange Configuration Form” of its own contract.)

(Former) English version - User Registration Form (Extended)

<1. Company Information>

The cells of the former Form, which correspond to those of the new Form, are as follows.

In case of adding a line in the new Form, please copy and insert the existing line.

* former Form

[Company information]

Company Name (*1)	Sample Co. Ltd.		e.g.) Sample, Inc.				
Country	U.S.A.		e.g.) Japan				
D.e-Express Administrator (*2)	No	Delete	E-mail Address	Name		TEL	E-mail Language
				Given Name	Family Name		
	1		sample_A@sample.jp	Ataro	Sample	01-234-5678	English
	2						
	3						

* new Form

1. Company Information

Company Name *1	Sample Co. Ltd.		e.g. Sample Co. Ltd.		
Country	U.S.A.		e.g. U.S.A.		
D.e-Express Administrator *2	No	Category *3	Name / Name of Window	E-mail address	E-mail Language
	e.g.		Joe Sample	counter_sample_joe@sample.jp	English
		Delete	Data Exchange Counter	counter_sample_DE@sample.jp	English
	1		Ataro Sample	sample_A@sample.jp	English
	2				
	3				

Please put together “Given name” and “Family name” of the former Form in one cell of the new

< 2. Organization Information >

The cells of the former Form, which correspond to those of the new Form, are as follows.

When copying and pasting the cells, please use “Values and number formats” from the Paste menu.

In case of adding a line in the new Form, please use copy and insert the existing line.

* former Form

Organization information

Please add rows if necessary.

No	Delete	Higher level Organization Code	Organization Code (*1)	Organization Name (*2)
1			MD	Management Div.
2			SED	System Engineering Div.
3		SED	DevG1	Development Group1
4		SED	DevG2	Development Group2
5		SED	DevG3	Development Group3

* new Form

2. Organization Information

Please enter an organization that is positioned under the company entered "1. Company Information" above. If more cells to enter are necessary, add lines (copy and insert) below.
Please register at least one organization below.

No	Category *1	Higher Level Organization Code	Organization Code	Organization Name *2
1			MD	Management Div.
2			SED	System Engineering Div.
3		SED	DevG1	Development Group1
4		SED	DevG2	Development Group2
5		SED	DevG3	Development Group3

<3. User Information>

The cells of the former Form, which correspond to those of the new Form, are as follows.

When copying and pasting the cells, please use "Values and number formats" from the Paste menu.

In case of adding a line in the new Form, please use copy and insert the existing line.

*** former Form**

[User information]

Please add rows if necessary.

Notice :

- <1> Please do **NOT** share a single ID(E-mail address) among more than one person. Also, you **cannot** use the mailing list.
- <2> Please input the personal name of user in the Name.(Please do **NOT** input the name which can't specify an individual like department name or title.)
- <3> Please input User Information with users' consent.

(On the 1st day of use, we will send an E-mail **"mail of the notice of a temporary password"** to newly registered user.)

[illegible]

* new Form

3. User Information

Please enter information of a user who belongs to the organization entered in "2. Organization Information". If more cells to enter are necessary, add lines (copy and insert the existing line).

Please enter a personal name for "Name". **Any name that is not personally identifiable**, such as division name or title, **cannot be registered**.

[illegible]

(Former) English version - User Registration Form (Standard)

In case of the former Form "User Registration Form (Standard)", copying and pasting of its contents cannot be used.
Please input the contents one cell by one cell in the new Form when transferring them from the former Form.

< 1. Company Information >

The cells of the former Form, which correspond to those of the new Form, are as follows.

In case of adding a line in the new Form, please copy and insert the existing line.

* former Form

[Company information]

Company Name (*1)	Sample Co. Ltd.				e.g.) Sample, Inc.		
Country	U.S.A.				e.g.) Japan		
D.e-Express Administrator (*2)	No	Delete	E-mail Address	Name		TEL	E-mail Language
				Given Name	Family Name		
	1		sample_A@sample.jp	Ataro	Sample	01-234-5678	English
	2						
3							

* new Form

1. Company Information

Company Name *1	Sample Co. Ltd.				e.g. Sample Co. Ltd.	
Country	U.S.A.				e.g. U.S.A.	
D.e-Express Administrator *2	No	Category *3	Name / Name of Window		E-mail address	E-mail Language
	e.g.		Joe Sample		counter_sample_joe@sample.jp	English
		Delete	Data Exchange Counter		counter_sample_DE@sample.jp	English
	1		Ataro Sample		sample_A@sample.jp	English
	2					
3						

Please put together "Given name" and "Family name" of the former Form in one cell of the new Form.

< 2. Organization Information >

Please enter "EDI" (in half-width alphabet) conveniently for "Organization Code" and "Organization Name" of the section "Organization Information" in the new Form.

2. Organization Information

Please enter an organization that is positioned under the company entered "1. Company Information" above. If more cells to enter are necessary, add lines (**copy and insert**).
Please **register at least one organization** below.

No	Category *1	Higher Level Organization Code	Organization Code	Organization Name *2
1			EDI	EDI
2				
3				
4				
5				

<3. User Information >

The cells of the former Form, which correspond to those of the new Form, are as follows.

In case of adding a line in the new Form, please use copy and insert the existing line.

*In case of having set “High speed option” to ON in the former Form “User Registration Form (Standard)”,
from next application, please use another Form “4) High-Speed option” for setting the option to ON.

*former Form

[User information]

Notice : <1> Please do **NOT** share a single ID(E-Mail address) among more than one person. Also, you **cannot** use the mailing list.
<2> Please input the personal name of user in the Name.(Please do **NOT** input the name which can't specify an individual like department name or title.)
<3> Please input User Information with users' consent.
(On the 1st day of use, we will send an E-mail “mail of the notice of a temporary password” to newly registered user.)

No	Delete	E-mail Address (User ID) (*1)	Name		E-mail Language	Log viewer (*2)	User Admin (*3)	High speed option	Approver (*4)
			Given Name	Family Name					
1		sample_A@sample.jp	Ataro	Sample	English	OFF	OFF	ON	sample_A@sample.jp
2		sample_B@sample.jp	Btaro	Sample	English	OFF	OFF	ON	sample_B@sample.jp
3		sample_C@sample.jp	Ctaro	Sample	English	OFF	OFF	ON	sample_C@sample.jp
4		sample_D@sample.jp	Dtaro	Sample	English	OFF	OFF	ON	sample_D@sample.jp
5		sample_E@sample.jp	Etaro	Sample	English	OFF	OFF	ON	sample_E@sample.jp
6									
7									
8									
9									
10									

Also, please enter “EDI” (in half-width alphabet) conveniently for “Belonging Organization Code” of each user in the new Form.

* new Form

3. User Information

Please enter information of a user who belongs to the organization entered in “2. Organization Information”. If more cells to enter are necessary, add lines (**copy and insert the existing line**).

Please enter a personal name for “Name”. **Any name that is not personally identifiable**, such as division name or title, **cannot be registered**.

No	Category *1	Belonging Organization Code *2	User ID (E-mail Address) *3	Name *4		E-mail Language	Setting of Authority *5		Setting of Approval Authority *6	
				Given Name	Family Name		Log Viewer	Registration Form Download	Approval Authority (Scope of Approval)	Designation of Approver (Designation of User as Approver)
1		EDI	sample_A@sample.jp	Ataro	Sample	English	OFF	OFF	belonging div	sample_A@sample.jp
2		EDI	sample_B@sample.jp	Btaro	Sample	English	OFF	OFF	belonging div	sample_B@sample.jp
3		EDI	sample_C@sample.jp	Ctaro	Sample	English	OFF	OFF	belonging div	sample_C@sample.jp
4		EDI	sample_D@sample.jp	Dtaro	Sample	English	OFF	OFF	belonging div	sample_D@sample.jp
5		EDI	sample_E@sample.jp	Etaro	Sample	English	OFF	OFF	belonging div	sample_E@sample.jp
6										
7										
8										
9										
10										

Please enter “EDI”
(in half-width alphabet).