

# Quick Guide for the Questionnaire “Mitsubishi Electric Group [Actions for Green Accreditation/CSR]”

2021 Edition

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# Guarantee of operation

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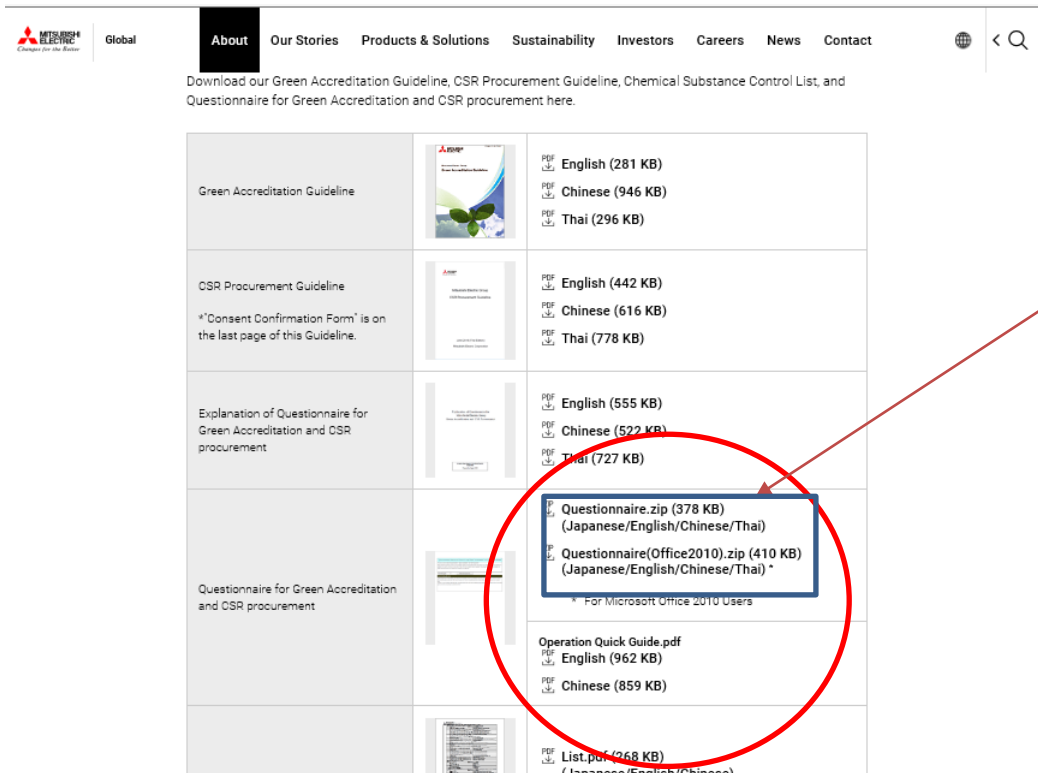
- ✓ Guaranteed OS
  - Windows: Windows 7 (32 bit, Japanese only)
  - Windows 10 (64 bit, Japanese, English, Chinese, Thai)
- ✓ PDF reference
  - Please use Adobe Reader.
- ✓ .NET installation: required
  - .NET Framework 4.6 or higher required
  - (See separate documentation for .NET Framework errors)

[https://www.mitsubishielectric.com/en/about/procurement/green/downloads/pdf/NET\\_framework\\_install\\_en.pdf](https://www.mitsubishielectric.com/en/about/procurement/green/downloads/pdf/NET_framework_install_en.pdf)

# How to obtain a questionnaire

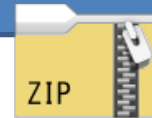
Please access the URL below and download the file.

<https://www.mitsubishielectric.com/en/about/procurement/green/downloads/index.page>



Document Name	Language	File Size
Green Accreditation Guideline	English	281 KB
	Chinese	946 KB
	Thai	296 KB
CSR Procurement Guideline <small>*"Consent Confirmation Form" is on the last page of this Guideline.</small>	English	442 KB
	Chinese	616 KB
	Thai	778 KB
Explanation of Questionnaire for Green Accreditation and CSR procurement	English	555 KB
	Chinese	522 KB
	Thai	727 KB
Questionnaire for Green Accreditation and CSR procurement	Questionnaire.zip	378 KB (Japanese/English/Chinese/Thai)
	Questionnaire(Office2010).zip	410 KB (Japanese/English/Chinese/Thai)*
	<small>* For Microsoft Office 2010 Users</small>	
Operation Quick Guide.pdf	English	962 KB
	Chinese	859 KB
List.pdf	268 KB	(Japanese/English/Chinese)

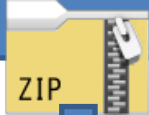
To the "Questionnaire"  
Please download it.



See the next page for how to  
start after downloading.

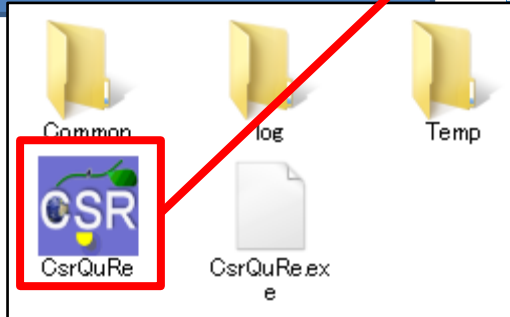
# How to start the questionnaire software

1 Compressed file downloaded "csr\_pm  
\_verX\_X\_X.zip"  
Unzip



2 Save the unzipped file to any  
location on your PC.

3 Double-click the "CsrQuRe"  
icon in the storage folder.



4. The questionnaire software starts up.

CSR Procurement Database - Questionnaire application

Clear Intake of questionnaire forms Temporary Save Questionnaire output PDF output Language: English Start input of survey form

### Questionnaire for Mitsubishi Electric Group [Actions for Green Accreditation/CSR]

**★ Please answer from the questions here first**

⇒ If the Mitsubishi Electric Group directly asked you to answer the questionnaire, please enter "1." If other company than the Mitsubishi Electric Group (such as your trading company) asked you to answer please enter "0."

If enter "0," please enter the name of the company that asked you to answer the questionnaire ⇒

**The items marked as ※ are enter required fields. Please fill out in Japanese or English. Use the TAB key (shift + TAB) or mouse to**

Company name ※		Prepared by ※	
Representative name ※		Department	
Title ※		Title	
Head office address ※		Phone number	
Branch Name ※		E-mail address ※	
Branch address ※		Supplied product(s)	
Branch manager ※		Preparation date ※	
Branch Phone number			
Branch FAX number			

**Regarding handling of personal information on this questionnaire**

As acquiring personal information from business partners, we inform you about its handling as follows. We will comply with the handling of personal information, and promise to use within the notified scope. After submitting this questionnaire, if you request deletion of concerned the personal information you provided, please contact the administrator below.

- Purpose of use of personal information of business partners**  
We take appropriate protective measures, we will use it for sending and...
- Provision of personal information of business partners to our group**  
To exchange information with our business partners and our group com...

When the questionnaire software is started,  
**Display in your OS language.**  
However, if the OS language is other than  
"Japanese, English, Chinese, Thai", the English  
screen is displayed.

# Initial Setup 1: Enter Personal Information

CSR Procurement Database - Questionnaire application

— □ ×

Clear Intake of questionnaire forms Temporary Save Questionnaire output PDF output Language: English Start input of survey form

Revision 2019 April

Please enter 0 or 1.

Group [Actions for Green Accreditation/CSR]

Please answer from the questions here first

1 ⇒ If the Mitsubishi Electric Group directly asked you to answer the questionnaire, please enter "1." If other company than the Mitsubishi Electric Group (such as your trading company) asked you to answer the questionnaire, please enter "0."  
If enter "0," please enter the name of the company that asked you to answer the questionnaire ⇒

The items marked as ※ are enter required fields. Please fill out in Japanese or English.

Use the TAB key (shift + TAB) or mouse to move the text.

Company name ※	aaa
Representative name ※	bbb
Title ※	ccc
Head office address ※	ddd
Branch Name ※	abcdesg
Branch address ※	aaa
Branch manager ※	aaa
Branch Phone number	
Branch FAX number	

Prepared by ※	qqq
Department	
Title	
Phone number	
E-mail address ※	adsbd@ad.co.jp
Supplied product(s)	
Preparation date ※	2019/10/1

### Regarding handling of personal information on this questionnaire

As acquiring personal information from business partners, we inform you about its handling as follows. We will comply with the handling of personal information, and promise to use within the notified scope. After submitting this questionnaire, if you request deletion of concerned the personal information you provided, please contact the administrator below.

- 1. Purpose**  
We take ...
- 2. Provision**  
To exchange ...
- 3. The administrator**  
[Mitsubishi Electric Corporation, Corporate Purchasing Division \(E-mail : Pud.Greenprocurement@mf.MitsubishiElectric.co.jp\)](mailto:Pud.Greenprocurement@mf.MitsubishiElectric.co.jp)

Please fill in the personal information of the person who answers.

### Note for fill in answers

After the submission please submit the corrected version promptly if there are errors in the descriptions or changes in the content of the descriptions. Please be aware that strict measures may be taken according to the basic business agreement if intentionally making false answers.

In understanding the above, and if you agree please enter "1" in the right column.

Answer section

1

Select "1" if you agree to handle personal information.

## Default setting 2: Select business contents

	Options	Answer section
Please select your description of business from answer below.	1. Manufacturer of "production materials(*1)" (*1) "Production material": Raw materials, parts, units, OEM devices, and packaging materials that are incorporated in Mitsubishi Electric Group products 2. Production material processing - assembly subcontractor (Including construction subcontractor, mold manufacturing company) that procures items independently aside from items supplied or designated by the Mitsubishi Electric Group. 3. Production material processing - assembly subcontractor (Including construction subcontractor, mold manufacturing company) that receives all materials from the Mitsubishi Electric Group, or there is no procure item. 4. Trading company [Please send this questionnaire to suppliers, then collect it.] 5. Other than the above (temporary staffing, software, etc.), having suppliers of materials - parts or services, etc. 6. Other than the above (temporary staffing, software, etc.), having no suppliers of materials - parts or services, etc.	5 ▾
Please select the Please select "c"		c ▾

Please select the business of Your Company.

By default, "c: All Questions I-III "is set.  
In case of business type 5 or 6, add Changed to  
"b: Activity for CSR (Question III)"

**The answer can now be entered.**

# Notes on answer input(1)

Depending on the contents of the initial setting, the questions to be answered are displayed.

## \*Questions to answer

\*The answer field is displayed in orange or light blue. The most important questions are orange.

質問内容	選択肢、回答方法	CSR調達ガイドライン IV. 重点項目の詳細説明 項目ナンバー	回答欄
0 弊社のCSR調達方針や依頼事項への取組みに同意いただけますか。同意いただける場合は、同意確認書の提出をお願いいたします。 同意確認書（CSR調達ガイドラインに掲載）はこちら： <a href="http://www.mitsubishielectric.co.jp/corporate/gaiyo/shizai/green/">http://www.mitsubishielectric.co.jp/corporate/gaiyo/shizai/green/</a>	a 同意する b 同意しない		a
1 人権・労働における取組み			
(1) 労働者の採用と雇用について （人身売買によって得られた労働力や強制労働、奴隷労働がないこと）	a 調査の上、問題がないことを確認している b 調査の上、問題があることを確認し、改善を実施している c 調査はしておらず、問題を把握していない（又は調査中）	1. [1-2] (1) ①～③	a
(2) 最低就業年齢を満たさない労働者の就労について	a 調査の上、問題がないことを確認している b 調査の上、問題があることを確認し、改善を実施している c 調査はしておらず、問題を把握していない（又は調査中）	1. [1-2] (2) ①～③	b
(3) 労働時間の遵守について	a 調査の上、問題がないことを確認している b 調査の上、問題があることを確認し、改善を実施している c 調査はしておらず、問題を把握していない（又は調査中）	1. [1-2] (3) ①～③	

## \*Questions that do not require answers

\*Answers are filled in black

質問内容	選択肢、回答方法	回答欄
0 弊社グリーン調達基準書に記載されている依頼事項への取組みに同意いただけますか。 グリーン認定基準書はこちら： <a href="http://www.mitsubishielectric.co.jp/corporate/gaiyo/shizai/green/download/index.html">http://www.mitsubishielectric.co.jp/corporate/gaiyo/shizai/green/download/index.html</a>	a 同意する b 同意しない	

### 質問Ⅰ. 環境管理への取組みに関する調査

質問内容	選択肢、回答方法	グリーン調達基準書（2017年度版） 2. グリーン調達基準 項目ナンバー	回答欄
1 貴社の環境管理の状況についてお答え下さい。			
(1) 貴社（貴事業所）では、環境マネジメントシステムの第三者認証を取得し、必要に応じて更新審査を受審していますか。	a ISO14001を取得している b ISO14001以外の外部認証を取得している。 c 第三者認証を取得していない。	2-1 (1) ①	
(2) 【(1)でaを選択】貴社（貴事業所）で取得した第三者認証の内容についてお答え下さい。			
① 取得年月	取得年月を記入（例：2018/12）※西暦で記入してください。	2-1 (1) ①	
② 認証番号	認証番号を記入（半角）	2-1 (1) ①	
③ 審査登録機関（更新審査を受審した場合、最新の更新審査機関）	JACO等 審査機関名を記入	2-1 (1) ①	

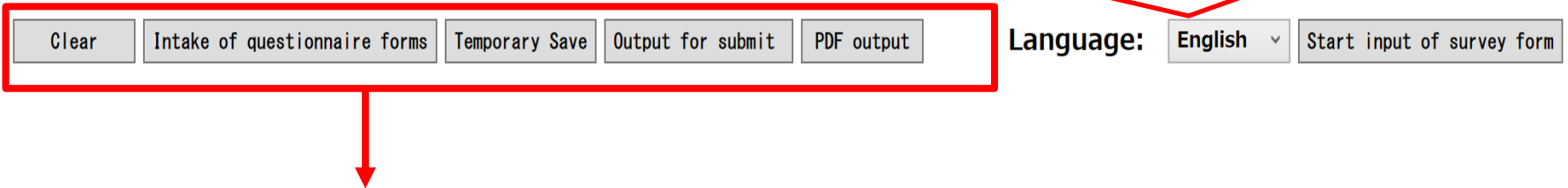


## Notes on answer input(2)

### [Descriptions of the various buttons]

To change the language, select Japanese/English/Chinese/Thai from the pull-down menu, then press the select button.

CSR Procurement Database - Questionnaire application



**【Clear】** I will delete all the answers.

**【Intake of questionnaire forms】**

Redisplay the questionnaire (zip format) that has been temporarily saved or output questionnaire

**【Temporarily Save】** Saving the Questionnaire Temporarily. A ZIP file of "temp\_CSRxxxx" is generated, please do not submit it in this file.

**【Output for submit】** Output questionnaire file for submission in Zip format, If there is no problem after input error check. **(\* Please submit this zip file.)**

**【PDF Output】** Print a PDF file.

## [Precautions when taking in questionnaires]

CSR Procurement Database - Questionnaire application

Clear Intake of questionnaire forms Temporary Save Output for submit PDF output Language: English Start input of survey form

1 ) "Intake of questionnaire form" can be imported files are only zip file output from this software. (\* You cannot import CSV or Excel files.)

2) When importing the questionnaire file (zip format) ,temporarily saving or outputting questionnaires, the warning message is displayed if the different language selected. Please import in the same language as temporary saving or outputting file. If you intake a questionnaire created in a different language, the contents of question IV will be erased.

## Notes on answer input(4)

[View the creation state]

Language:

English ▼

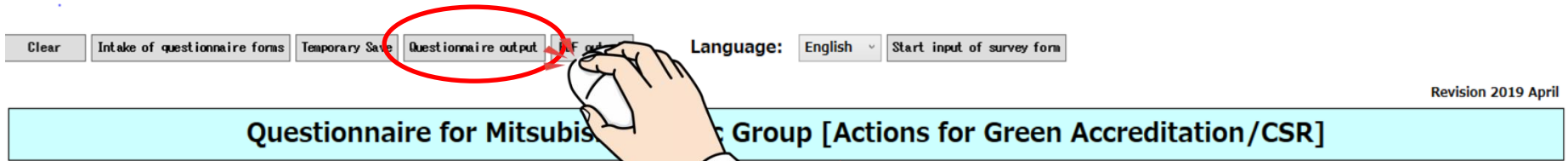
Start input of survey form

**State : Entry in progress**

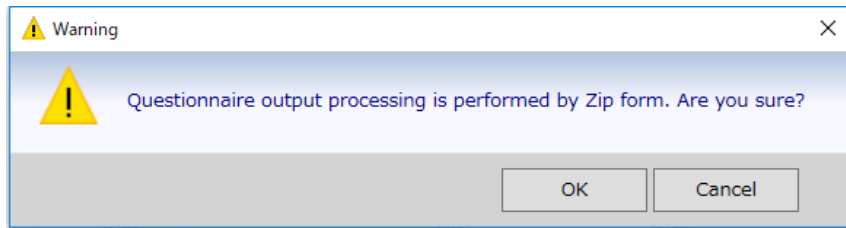
The stage of creating a questionnaire is displayed in [State: ] in the upper right corner of the client app. When you capture the questionnaire that was "temporarily saved", [State: Saving in temporary] is displayed, and when you capture the questionnaire that was "output for submit ", [State: Complete input] is displayed.

# Notes on answer input(5)

When questionnaire is completed, click on the "Questionnaire output" button at the top of the questionnaire.

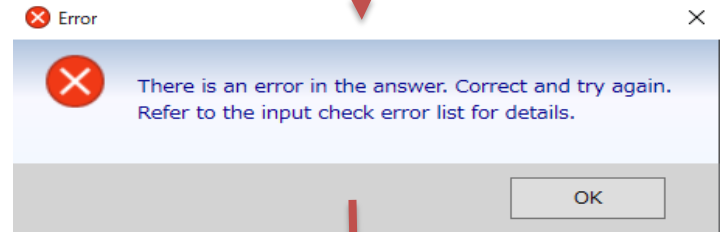
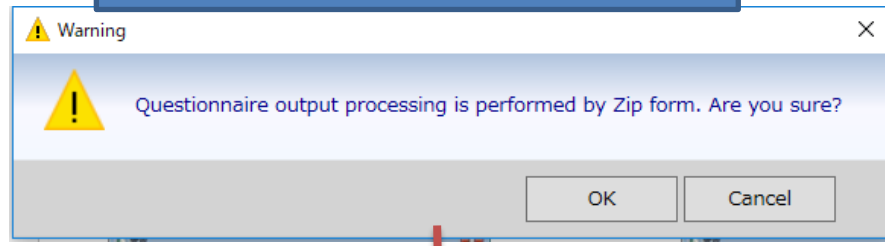


When there is no input leakage



The input is completed. Please submit it to the person in charge of Our Company.

If there is an input error



The error appears on the sub screen (Input Check Error List).

# Response when an error occurs

## 1 Error areas and contents to be corrected are displayed on the sub screen (Input Check Error List).

The sub screen (Input Check Error) is displayed in the specified language (Japanese/English/Chinese/Thai).  
is displayed.

### Input Check Error List

Question No.	The question that needs to be corrected	Correcting methods
	E-mail address ※	Characters " " that cannot be used for e-mail address are included. Please enter a correct e-mail address.
	Preparation date ※	The date entered is invalid.
No.3-0	Can you agree to our company's CSR procurement policies and activities towards requested items?If you can agree, please submit consent confirmation form. <a href="http://www.mitsubishielectric.com/en/about/procurement/green/downloads/index.html">http://www.mitsubishielectric.com/en/about/procurement/green/downloads/index.html</a>	It is a required input item.

Close





Error location  
(Question number and question item)

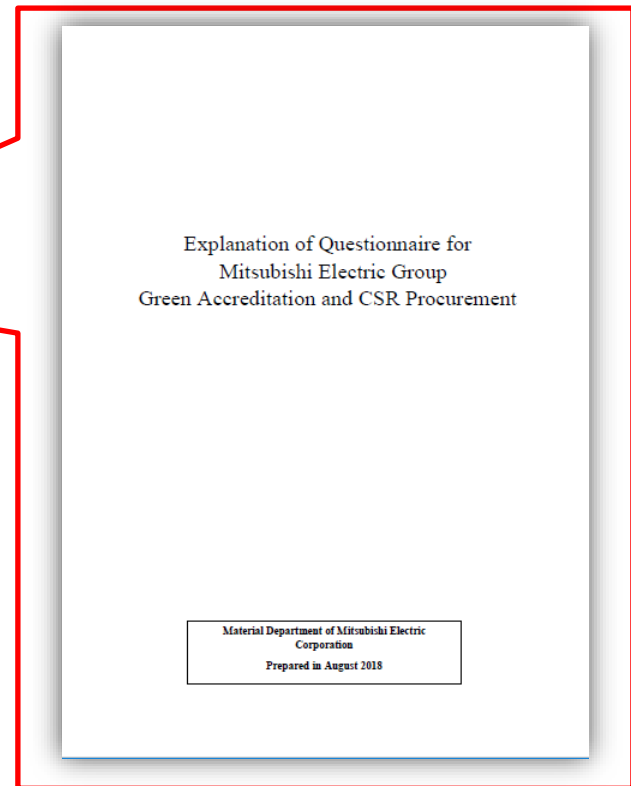
To what should be corrected  
is displayed.

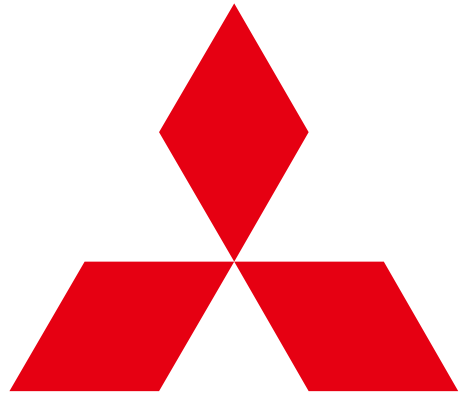
## 2. Return to the questionnaire, correct it and click the "questionnaire output" button again.

# Explanation of each questions

A description of each question and the scoring criteria can be found at :  
<https://www.mitsubishielectric.com/en/about/procurement/green/downloads/index.page>

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CSR Procurement Guideline * "Consent Confirmation Form" is on the last page of this Guideline.		PDF English (442 KB)	PDF Chinese (616 KB)	PDF Thai (778 KB)					
Explanation of Questionnaire for Green Accreditation and CSR procurement		PDF English (555 KB)	PDF Chinese (522 KB)	PDF Thai (727 KB)					
Questionnaire for Green Accreditation and CSR procurement		ZIP Questionnaire.zip (378 KB) (Japanese/English/Chinese/Thai)	ZIP Questionnaire(Office2010).zip (410 KB) (Japanese/English/Chinese/Thai) *						
		* For Microsoft Office 2010 Users							
Chemical Substance Control List		PDF List.pdf (268 KB) (Japanese/English/Chinese)							
		PDF Appendix.pdf (769 KB) (Japanese/English/Chinese)							





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