

*IMDS Manual for Toyota Options*

**Version 7.3**



Jun., 2018

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# 1. Introduction

## 1.1. What is written in this manual?

In this manual, 'IMDS Manual for Toyota Options', you can see Toyota's unique requests to suppliers about IMDS input.

As you know, IMDS's necessary requirements to input data into IMDS are shown in 'IMDS Recommendation'. You can find it after you log into IMDS.

In addition to IMDS necessary requirements, there are Toyota's unique requirements to input data into IMDS.

If you submit IMDS data to Toyota, please create data which fulfill both IMDS and Toyota's requirements.

IMDS requirements need to be fulfilled by not only Toyota's Tier1 suppliers, but also Tier1's suppliers (Tier2, 3, 4, etc.).

Therefore, Toyota strongly recommends Tier1 suppliers to provide their suppliers thorough instructions about appropriate data creation for Toyota. If Tier1's suppliers do not fulfill these requirements, Tier1 suppliers have to ask their suppliers to correct and resubmit data to them.

## **1.2 Documents issued by Toyota**

There are 3 documents issued by Toyota.

1. IMDS Manual for Toyota Options (This manual)
2. Toyota's IMDS Frequently Asked Questions  
( Frequently asked questions to Toyota about IMDS input, and answers to them from Toyota.)
3. Toyota Error Code List  
(Explanation about each Toyota Error Code)

You can find these manuals here:

IMDS Top Page --> IMDS Information Pages --> Help --> FAQ --> OEM Specific Info --> Toyota -->  
'Is there any additional information concerning Toyota's Global IMDS Rollout?',  
'What do the Toyota Error codes mean?'

## **1.3 Documents issued by IMDS Steering Committee and HP**

Before you study Toyota's unique requirements, please study about IMDS's necessary requirements about IMDS input.

Below are IMDS's manuals uploaded in IMDS homepage.

1. IMDS Recommendation
2. IMDS User Manual

## 2. Part Numbers Whose Data Toyota Requests

### 2.1 Toyota develops IMDS data collection for new 10-digit production parts and for each vehicle, project by project.

#### For new parts:

-IMDS Due Date is 3 months from production drawing release.

#### For each vehicle:

-In this case, we request only the parts.

### 2.2 Part's data which has been already accepted by us, in the past.

We ask you to resubmit data which were already accepted by us in the past.

Sometimes, substances which are used in parts are changed, without any change of part numbers.

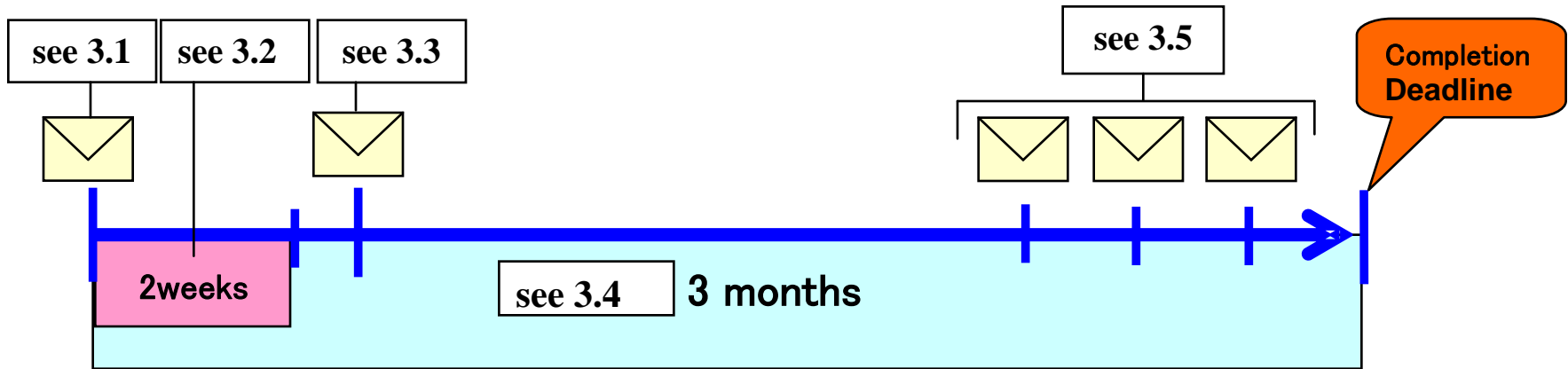
To confirm if your part complies with the latest ELV directive and GADSL, we ask you to resubmit data, even if no change has been given to the part since you submit us data before.

#### **IMPORTANT!!**

- *We request you to submit part's data without minor code.*

*Please submit the latest data of part number with minor code (or without minor code).*

### 3. Toyota's Data Collection Schedule for ELV



#### 3.1 Official Request

We send 2 kinds of Official Request Emails to you to ask to send us part's data through IMDS.  
Below are the detail about Official Request Emails from us.

- Sender

You receive Official Request Email from address: [fv-peis@mega.tec.toyota.co.jp](mailto:fv-peis@mega.tec.toyota.co.jp)  
Our system send it to you automatically.

- Receivers

3 people in each supplier can receive Official Request Emails.

IMDS Contact Person 1 & 2 ... Responsible person for data creation and submission.

Commercial Contact Person ... Responsible person for this data submission activity.

**NOTE:** If there is any change about Contact Persons above, please inform to Toyota Contact Person  
(see 12.)



### 3.1.1 Official Request Email – Part 1

Subject: Request for Material/SOC Information(Due:dd/mm)(*your supplier code*)

Attachment: Part List

Part List is attached to first Official Request Email – Part 1, only to IMDS Contact Person.

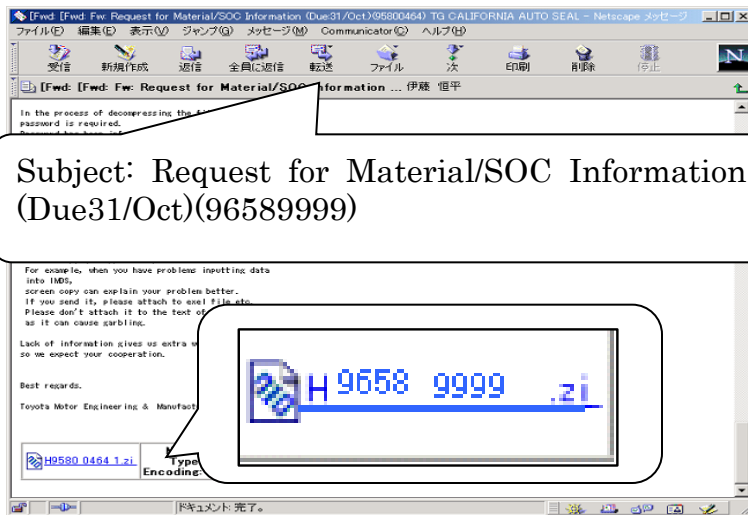
This list shows you part number whose data we need, and its structure.

One Part List exists for one part number.

Part List is compressed in ZIP or EXE file, and its extension is changed to 'zi\_' or 'ex\_'.

Below is how to open ZIP file. (To open EXE file, follow the same procedure.)

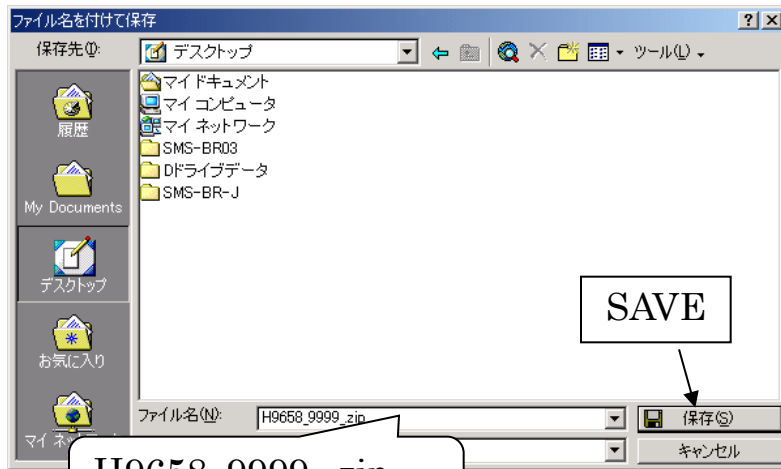
#### How to open ZIP file.



- This is an example of official request email.

- Only IMDS Contact Person receives the Part List.

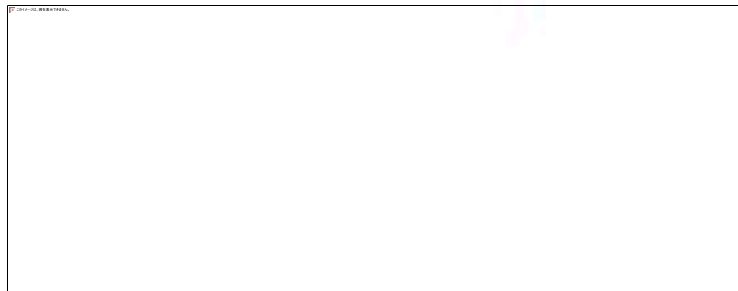
- Part List is compressed in 'zip' file, and the extension is changed to 'zi\_' to avoid being blocked by the firewall.



H9658\_9999\_.zip



H9658\_9999.zip



- Save the attachment in the location you selected.
- When you save it, change the extension from 'zi\_' to 'zip'.

- Click the saved zip file to open.

- Password is required.

- Password is periodically changed by us, and informed you by email.

- After you input password, click 'OK'.

- Zip file is decompressed, and Part Lists inside are found.

### 3.1.2 Official Request Email – Part 2

Subject: Present Progress of Material/SOC Data Submission Status(XXXX Due:dd/mm)(*your supplier code*)

Attachment: Status List

Status List is attached to Official Request Email – Part 2. Both IMDS Contact Person and Commercial Contact Person can receive it.

This list shows you all part numbers whose data we need, in one sheet.

One Status List exists for one supplier. You can confirm requested part number easily with this list.

### 3.2 Confirmation period of requested part number

During about 2 weeks after we sent Official Request Emails, we'd like you to confirm all requested part numbers. In cases below, you have to inform it to us within this Confirmation Period.

We don't accept any declaration after this period.

- Data of part which you don't supply was requested.
- In Part List, a component part is shown as a supplied part by us(Comment 'TOYOTA Supplied Part' is shown in 'Remark' field), but it is actually a self-supplied Part.
- In Part List, a component part is shown as a self-supplied part(No comment is shown in 'Remark' field), but it is actually a supplied part by us.  
If possible, please inform us who manufactures the component part.
- Requested part number has been already abolished. In this case, please tell us alternative part number.
- You have several supplier codes, and found our Official Request Email was sent to wrong supplier code.

### **3.3 Additional Request**

If our request is not correct like shown in **3.2**, please inform it to us. Then, we correct the content of the request. We delete our request to a wrong supplier, and send Official Request Email to a correct supplier. This request is called Additional Request.

### **3.4 Data Completion Period**

Usually, there are 3 months for Data Completion Period. Data completion means that your data status should be “accepted” in IMDS.

After we receive data from you, we check your data’s content. If we find any error, we change the data’s status to ‘rejected’, and ask you to correct data immediately.

In the process of data check, we sometimes send email to you to confirm data’s content, and judge whether the data is appropriate for your part or not. If you receive any inquiry from us, please give us feedback immediately.

### **3.5 Present Progress Information**

To inform you the progress of your data submission, we send you Status List(see **3.1.2**) several times by email whose subject is: Present Progress of Material/SOC Data Submission Status(XXXX Due:dd/mm) (*your supplier code*)

In Status List, you can see each data’s status: ‘Completed’, ‘In Progress’, ‘Error’, and ‘Not Submitted’. As for the data whose status is still ‘Not Submitted’ or ‘Error’, please submit data as soon as possible.

## 4. Data Input

In this chapter, we'll explain you Toyota's requirements about data creation of material, substance, and component. As it is mentioned in IMDS001 'Rule 4.4.1.B' a material has to be described in the state which it has in the finished component. Only the basic substances that are contained in the processed component must be reported.

### 4.1 Requirements of Material Data

Here are directions of some fields in material data sheet. Please take them into account, when you create data.

#### **IMPORTANT!!**

**For Toyota, data mentioned below two are necessary, because we distinguish material with the combination of these data.**

- 'Name' field
  - Either 'Norms/Standards' field or 'Inhouse Norms' field.
- (We need at least 1 material standard)**

#### - 'Name' field:

As it's defined in IMDS 001, the material name must be entered in English and not be a trade name. (see IMDS001 'Rule 4.4.2.A' and 'Rule 4.4.2.B')

If applicable, material name need to reflect the existing standards. If no standard is applicable, the name must be descriptive. (ex: "adhesive layer" for adhesives)

#### - 'Norms/Standards' field:

Public standard can be input here. (ex: ISO1043, EN10088, SAEJ403 )

#### - 'Inhouse Norms' field:

We can accept only Toyota's inhouse standards, 'TS' standards(ex: TSGXXXXG, TSHXXXXG).

Please note that even if you receive data with TS standard from your supplier, you cannot see it.

TS standard is visible only to us. (see FAQ 'Norms and Standards')

- ‘Symbol’ field:

Although ELV Directive requires Material Identification in case of plastic more than 100g and rubber more than 200g, we requires it if plastic or rubber is more than 100g. (see IMDS001 ‘Rule 4.4.2.F’)

- ‘Remark’ field:

It is not mandatory to input something in this field, but we recommend you to input generic material name here. If you input it in this field, you will be able to find out easily which material’s data it is, when you review the data in the future.

#### **4.1.1 Use of Published Data in IMDS**

As it is written in IMDS001 chapter 4.4.1.1, for materials manufactured to a public norm or standard, their data are published in IMDS by suppliers: IMDS-Committee, IMDS-Committee/ILI Metals, Stahl- und Eisen - Liste. When you input data of such materials, you shall preferably use these published data. Please note that copying and changing after copying published data are not allowed.

In case you find any material whose chemical composition is indicated in public norms or standards, but whose data is not published in IMDS by suppliers: IMDS-Committee, IMDS-Committee/ILI Metals, Stahl-und Eisen-Liste, please ask IMDS Help Desk to publish the data.

#### **4.1.2 In Case No Public/Inhouse Standard Exists**

We require the input of either public or inhouse standard. However, we know that there are materials which don't have any appropriate public/inhouse standard. For such materials, Japan Automobile Manufacturers Association, inc.(JAMA) and Toyota prepared unique material data which follows IMDS recommendation IMDS001. You can apply them if it's applicable. Please contact Toyota Contact Person in your region, if you would like to apply them in your data.

#### **4.2 Requirements of Substance Data**

As it is mentioned in IMDS001 chapter 4.5.1, substances which are listed in GADSL must be reported.

#### **4.3 Requirements of Component Part Data**

##### **4.3.1 Quantity**

In case component part's quantity which is shown in Part List(see 3.1.1) is different from the actual one, we'd like you to input the actual quantity.

### 4.3.2 Toyota's Weight Check

We check weight in your data like below:

1. 'Measured Weight per Item' of delivery part should be within tolerance which is indicated in the drawing except the following case.

< In case of "Raw material" >



**"Raw material" means blank formed shapes (Forging or Casting).**

Details	
Transfer Information	
Company	TOYOTA MOTOR CORPORATION [10674]
Organisation unit	-
Recip. Status	edit mode
Supplier Code	96589999
Name	Part Name (Raw material)
Part/Item No.	1234567890 C
Transmission/Check Date	not available
Forwarding allowed	<input checked="" type="checkbox"/>

Input the below on 'Company data' ;

'Name'

- Input Name of Delivery P/N & **"(Raw material)"**
- 'Part /item No.'
- Input P/N of **Product Drawing**.

If you input P/N of "(Raw material)", you will receive the submission of P/N of Product Drawing.

Input the below on 'Ingredients' ;

'Measured Weight per Item'

- Input Weight at the time of the delivery

If 'Part /item No' which you input is different from Product Drawing, it will be rejected.

2. 'Measured Weight per Item' of bottom node component part should be within +-1wt% of the total weight of its materials.

If your data do not fulfill above requirements, it will be rejected.



## 5. TOYOTA Supplied Part

### 5.1 What is 'TOYOTA Supplied Part'?

'TOYOTA Supplied Part' means a component part which we buy. Sometimes, we buy a part from Supplier A to ask them to supply it to Supplier B. In this case, we call this part 'TOYOTA Supplied Part'.

### 5.2 How to recognize 'TOYOTA Supplied Part'

To confirm whether your delivery part contains TOYOTA Supplied Part or not, please look at Part List(see **3.1.1**). If 'TOYOTA Supplied Part' in the 'Comment' field, and also the 'Component Part No.' is composed by \*\*\*\*\*-\*\*\*\*\* (5digits-5digits) number, the component part is TOYOTA Supplied Part.

**NOTE:** If 'Component Part No.' is \*\*\*\*\*-\*\*-\*\* (5digits-2digits-2digits), it is 'Block Code'. (See **6.**)

Below is an example of Part List showing TOYOTA Supplied Part.

Supplier Code	Company Name	Due Date								
9580XXXX	America, Inc.	31-Oct-07								
Sequential No.	Delivery Part No.	Delivery Part Name	Delivery Part Mass(g)	Engineering Change No.	Part Structure Level	Component Part No.	Component Part Name	Component Part Mass(g)	Quantity/Component Part	Comment
1	12345-67890- C	Part A	2438	012GB1111	1	12345-67890- C	Part A		1	
2	12345-67890- C	Part A	2438	012GB1111	2	11111-11110	Part B		1	
3	12345-67890- C	Part A	2438	012GB1111	3	11111-11111	Part C		1	TOYOTA Supplied Part
4	12345-67890- C	Part A	2438	012GB1111	3	11111-11112	Part D		1	
5	12345-67890- C	Part A	2438	012GB1111	3	11111-11113	Part E		1	
6	12345-67890- C	Part A	2438	012GB1111	2	11111-22221	Part F			
7	12345-67890- C	Part A	2438	012GB1111	3	11111-22222	Part G			
8	12345-67890- C	Part A	2438	012GB1111	3	11111-22223	Part H			
9	12345-67890- C	Part A	2438	012GB1111	3	11111-22224	Part I			

Part number with this comment is TOYOTA Supplied Part. In this example, 11111-11111 is TOYOTA Supplied Part.

Please inform Toyota Contact Person in your region(see **12.**) in cases below, during confirmation period of requested part number (see **3.2**)

- The part is not TOYOTA Supplied Part, in other words, you pay money to the supplier of the component part.
- Part List indicates the component part as a self-supplied part, but it is actually TOYOTA Supplied Part.

### 5.3 How to input data for ‘TOYOTA Supplied Part’

Usually, Tier1 supplier asks its supplier to send component part’s data to them. However, if the component part is TOYOTA Supplied Part, Tier1 supplier can prepare the data by their selves.

Tier1 supplier only have to apply dummy material data shown below to TOYOTA Supplied Part.

As for the real material data of TOYOTA Supplied Part, we ask supplier who manufactures it to submit us directly.

This is because the supplier made contract of TOYOTA Supplied Part not with Tier1 supplier, but with Toyota.

#### <Dummy Material Data>

Module ID/Version: 4135099/4

IMDS Input field	Name	Inhouse Norms	Classification	Remark
Dummy data content	TOYOTA	TSA1111	7.3 Other compounds (e.g. flection linings)	Supplied Part

NOTE: ‘TSA1111’ in ‘Inhouse Norms’ field is visible only for Toyota.

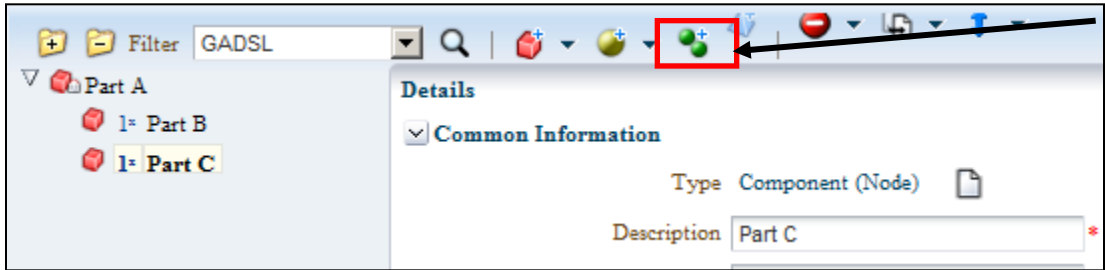
Here, you can see the example of how dummy material data is applied to TOYOTA Supplied Part’s data sheet.

The data structure in this example is based on the Part List shown in the previous page.

#### < Data Creation Procedure of TOYOTA Supplied Part >

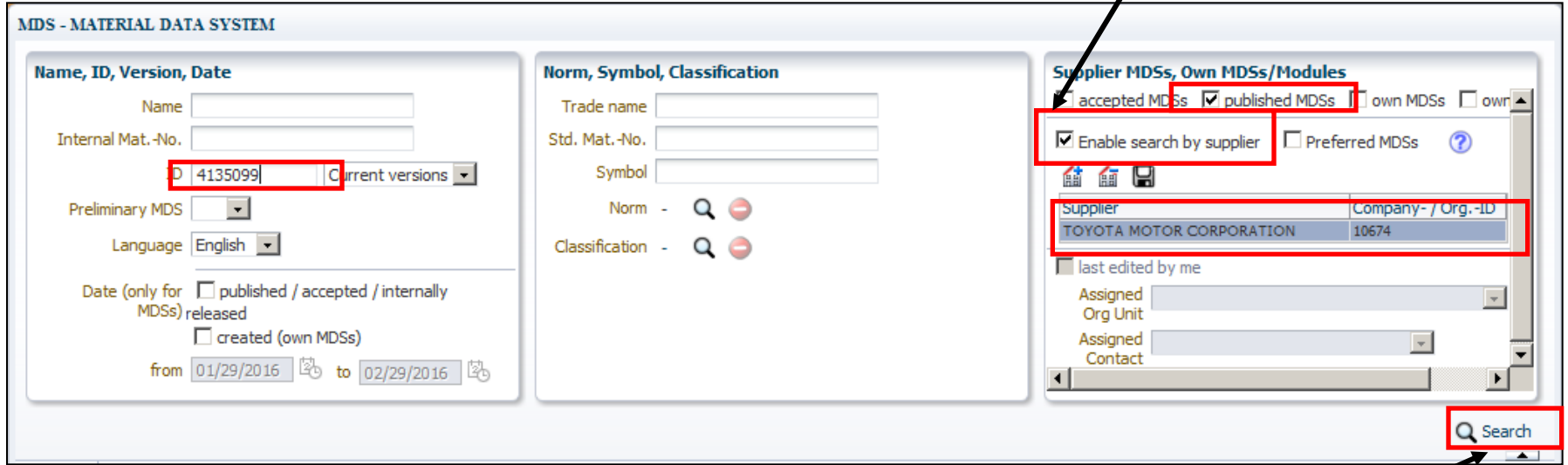
The screenshot shows a software interface for creating a component part's data sheet. On the left, a tree view shows 'Part A' expanded, with 'Part B' and 'Part C' listed below it. 'Part C' is highlighted with a red box. The main area displays the 'Details' for 'Part C'. Under 'Common Information', the 'Description' field contains 'Part C' and the 'Part/Item No.' field contains '11111-11111'. Under 'Amounts and Weights', the 'Quantity' field is set to '1', the 'Measured weight per item' field is set to '200.0 g', and the 'Tolerance +/-' field is set to '0.0 %'. The 'Calculated weight per item' is shown as '0.0 g' and the 'Deviation' is '-100.0%'. Red boxes highlight the 'Description', 'Part/Item No.', 'Quantity', and 'Measured weight per item' fields.

- Create component part’s data sheet for TOYOTA Supplied Part, and Input ‘Description’, ‘Part/Item No.’, ‘Quantity’, and ‘Measured weight’



- Click this icon to search and add the dummy material data to TOYOTA Supplied Part.

- Tick this box "Enable search by supplier"



- Input dummy material data's ID: 4135099 in 'ID-No.' field. Then, Click 'Search'.

Type	Name	Symbol	Trade name	Std. Mat. -No.	Internal Mat. -No.	ID / Version	Supplier
	TOYOTA	-	TOYOTA	-	-	4135099/4	TOYOTA MOTOR

Total records found 1

Dummy material data was found.  
 - Click 'Apply' to add this data to your data to the data sheet of TOYOTA Supplied Part.

Part A

- 1= Part B
- 1= Part C
  - 200.0g TOYOTA

**Details**

**Common Information**

Type Material (Module)

ID / Version

Node ID

Name TOYOTA

Trade name -

Internal Mat.-No. -

Component Sample Report No

---

**Mass and Weights**

Weight 200 g

---

**Material Information**

Std. Mat.-No. -

Symbol -

Classification 7.3 Other compounds (e.g. friction linings)

Norms / Standards -

Supplier -

---

**Remark**

Remark Supplied Part

This is dummy material data for TOYOTA Supplied Part.

You can see dummy material data was added to TOYOTA Supplied Part's data sheet.

- Input 'Weight' of TOYOTA Supplied Part .

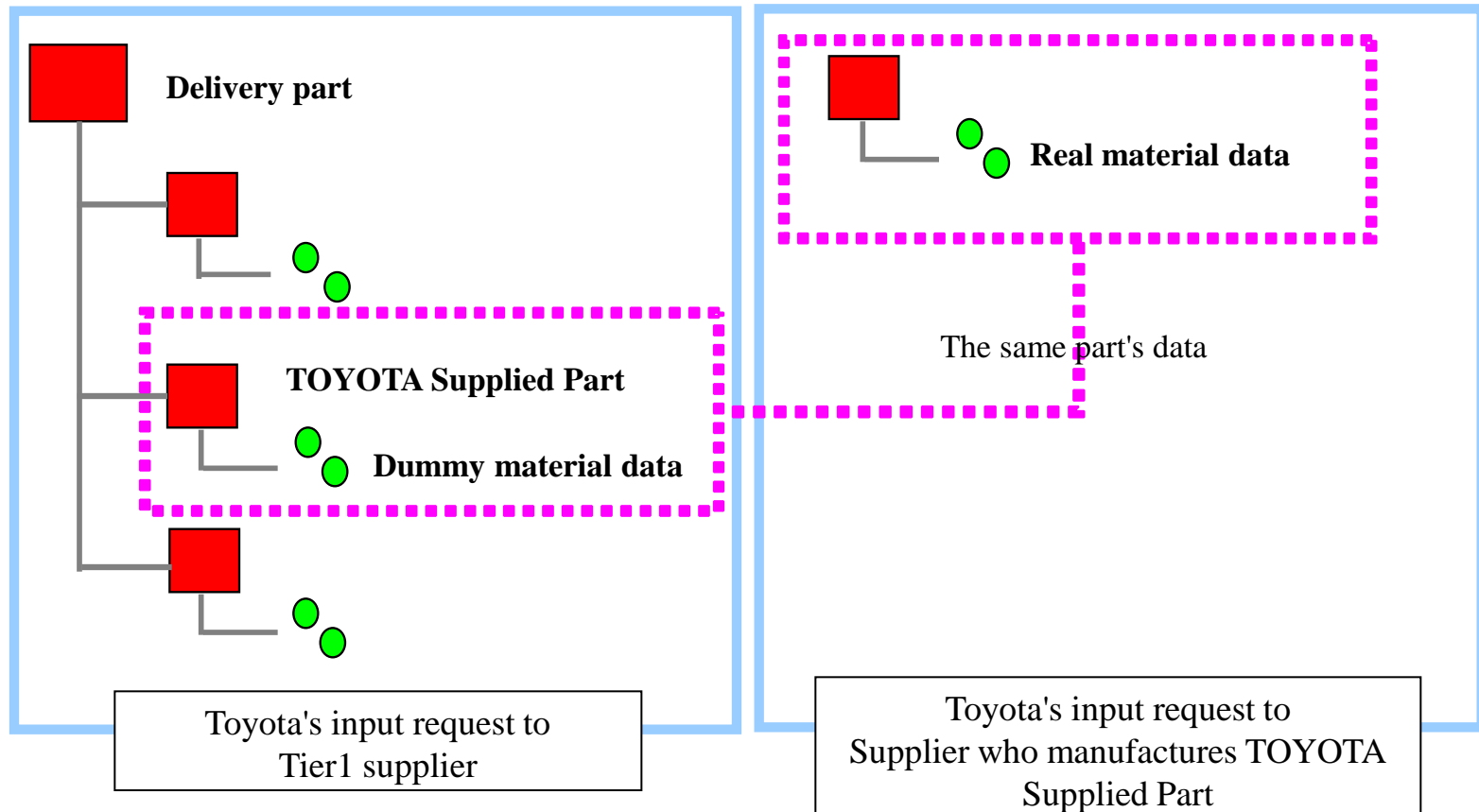
NOTE: The weight of TOYOTA Supplied Part is listed in Part List that you received. In case you are not sure about the weight, please contact with Toyota Contact Person in your region(see 12.).

TOYOTA Supplied Part's data was completed. Continue to create data tree.

## 5.4 Request to supplier who manufactures 'TOYOTA Supplied Part'

Basically, we think part's data should be submitted to a company which made a contract about the part with you. As the supplier who manufactures TOYOTA Supplied Part makes the contract of the part not with Tier1 supplier, but with Toyota, real material data of Toyota Supplied Part should be submitted us directly.

Tier1 supplier doesn't have to receive the data of TOYOTA Supplied Part from its supplier. Tier1 supplier only have to apply dummy material data to the data sheet of TOYOTA Supplied Part.



## 6. Block Code

### 6.1 What is 'Block Code'?

Block Code is shown as \*\*\*\*\*-\*\*-\*\* (5digits-2digits-2digits)(ex: 47100-AA-AA) in Part List(see **3.1.1**), with the comment 'TOYOTA Supplied Part' in the 'Comment' field. Please disregard the comment only if it's shown with block code.

Supplier Code	Company Name	Due Date								
9580XXXX	America, Inc.	31-Oct-07								
Sequential No.	Delivery Part No.	Delivery Part Name	Delivery Part Mass(g)	Engineering Change No.	Part Structure Level	Component Part No.	Component Part Name	Component Part Mass(g)	Quantity/Component Part	Comment
1	12345-67890-C	Part A	2438	012GB1111	1	12345-67890-C	Part A		1	
2	12345-67890-C	Part A	2438	012GB1111	2	47100-AA-AA	Part B		1	TOYOTA Supplied Part
3	12345-67890-C	Part A	2438	012GB1111	3	11111-11111	Part C		1	
4	12345-67890-C	Part A	2438	012GB1111	3	11111-11112	Part D		1	
5	12345-67890-C	Part A	2438	012GB1111	3	11111-11113	Part E		1	
6	12345-67890-C	Part A	2438	012GB1111	2	11111-22221	Part F			
7	12345-67890-C	Part A	2438	012GB1111	3	11111-22222	Part G			
8	12345-67890-C	Part A	2438	012GB1111	3	11111-22223	Part H			
9	12345-67890-C	Part A	2438	012GB1111	3	11111-22224	Part I			

Block Code

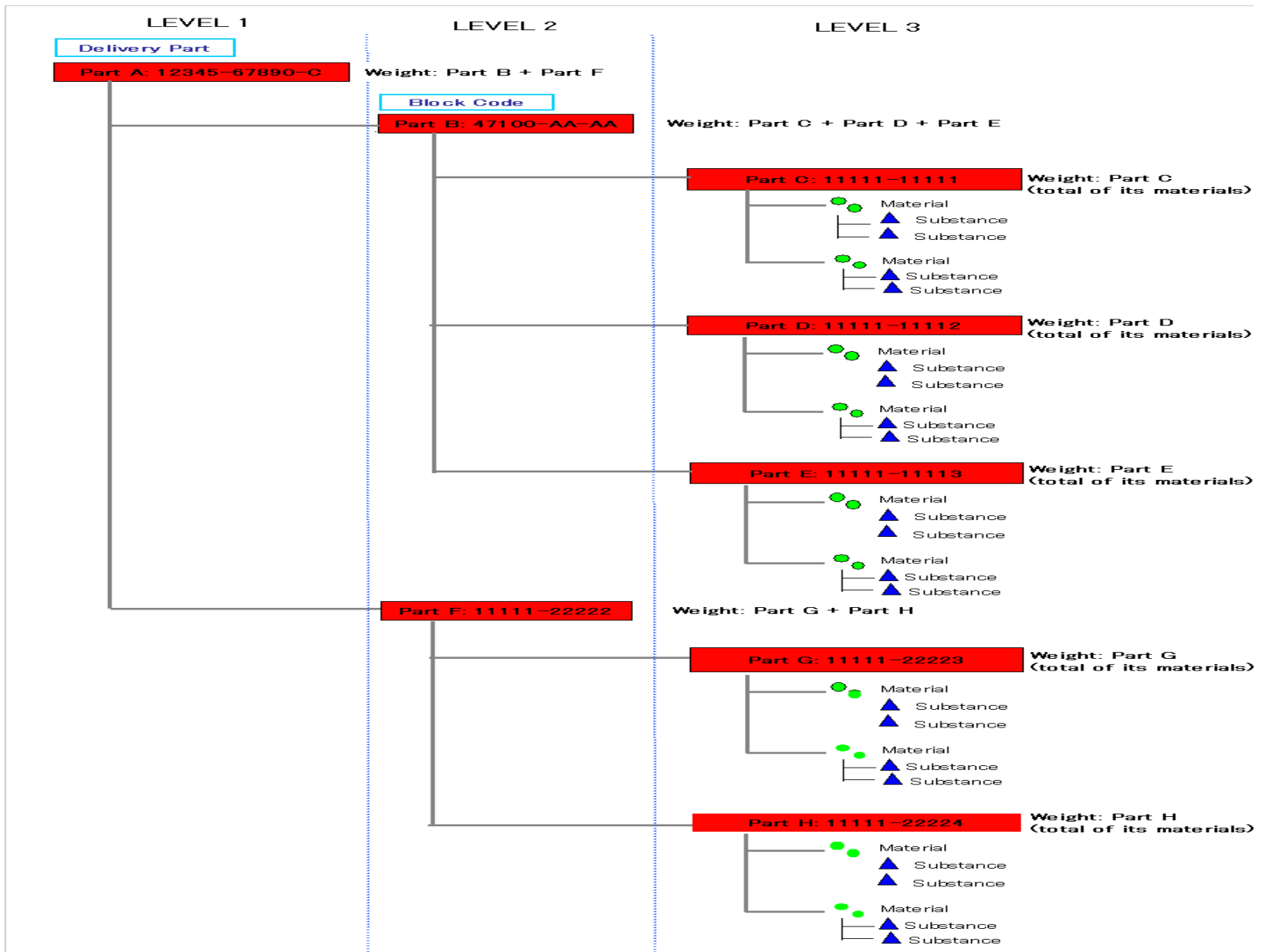
Disregard this comment, only if it's shown with block code.

### 6.2 How to input data for 'Block Code'.

Although Block Code is not a part number, but you should input its data as a component part.

In the next page, you can see the model data tree containing Block Code.

This data tree is created based on the Part List above.



## 7. Application ID

The Part Number that PEIS global head office requests must meet LEGAL REQUIREMENTS.

Therefore you must choose the latest application ID.

## 8. Metallic Coated Steel Flat Product

As it is written in IMDS001 chapter 4.4.1, material data has to be input as a homogeneous materials. Mixing a base material and coating is prohibited because this would need to be described in two (or more) different materials.

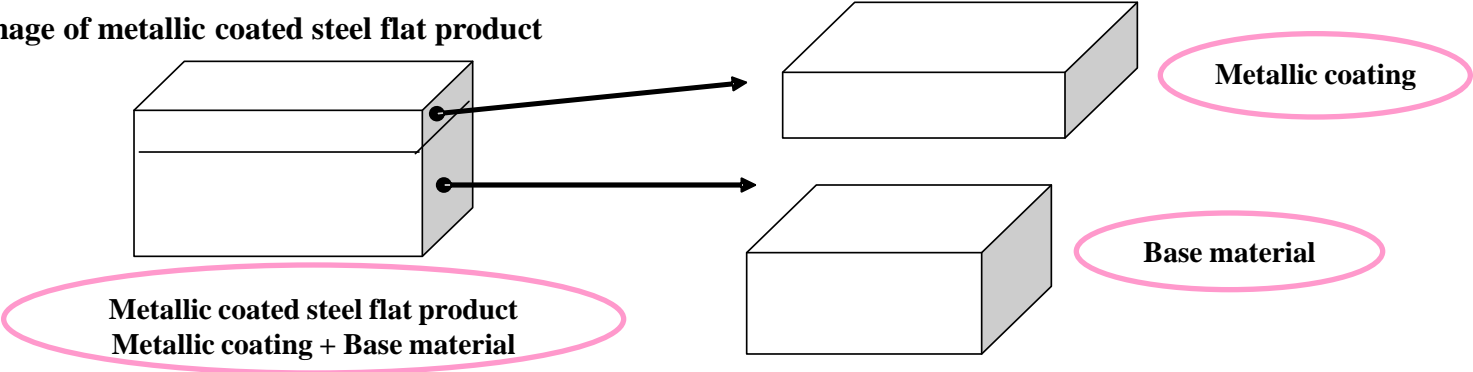
Many suppliers submit data with standard for metallic coated steel flat products(Not homogeneous. This standard indicates both metallic coating and base material.), but this is not correct input. They have to separate the data of metallic coated steel flat product into metallic coating and base material.

In case there is no appropriate public standard for your metallic coating, you can apply IMDS Committee's published material data, JAMA's material data or Toyota's unique one, if it's applicable.



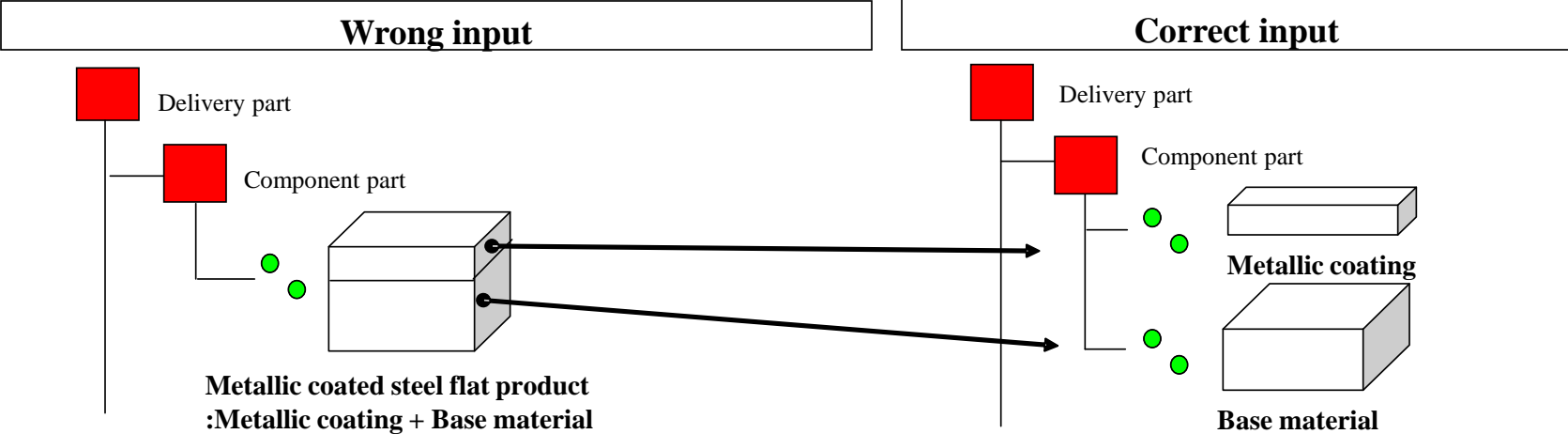
# How to input data of Metallic coated steel flat products(in case of mono coating)

## 1. Image of metallic coated steel flat product



## 2. How to input data

Metallic coating and base material have to be input separately: data sheet of metallic coating, and that of base material.



### 3. Example of modification

## Wrong input

60.0g SGCC

**Common Information**

Type Material (own MDS)

ID / \

Node ID

MDS Supplier

Name SGCC

Trade name

Internal Mat.-No.

Development Sample Report

**Dates**

**Amounts and Weights**

Weight 60 g

**Material Information**

Std. Mat.-No. -

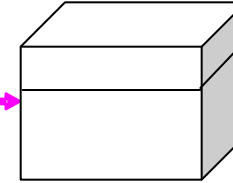
Symbol -

Classification 1.1 Steels / cast steel / sintered steel

Norms / Standards

Company	Norm	Norm Code
-	JIS	G3108

Supplier



**Metallic coated steel flat product**  
**Metallic coating + Base material**

This material data means metallic coated steel flat product.  
2 materials are input as one material.  
(Metallic coating+Base material).  
'Name' field: SGCC  
Standard: JISG3108

This data should be divided to metallic coating and base material.

## Correct input

**Part X**

59.0g SPCC  
1.0g Ep-Zn

**Details**

**Common Information**

Type Component (own MDS)

ID / Version :

Node ID :

MDS Supplier :

Description Part X \*

Part/Item No. :

Development Sample Report

**Dates**

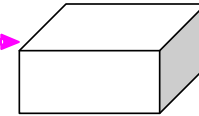
**Amounts and Weights**

Measured weight per item 60.0 g \*

Tolerance +/- 0.0 %\*

Calculated weight per item 60.0 g

Deviation 0.0%



**Base material**

'Name' field: SPCC  
Standard: JISG3141

This data means base material only.

**Details** Material

**Common Info**

Type Material (published MDS)

ID / Version :

Node ID :

MDS Supplier :

Name SPCC ?

Trade name - ?

Internal Mat.-No. -

Development Sample Report No

**Dates**

**Amounts and Weights**

Weight 59.0 g

**Material Information**

Std. Mat.-No. SPCC

Symbol -

Classification 1.1.1 unalloyed, low alloyed

Norms / Standards

Company	Norm	Norm Code
-	JIS	G3141

Supplier -

**Details** Material

**Common Information**

Type Material (published MDS)

ID / Version :

Node ID :

MDS Supplier :

Name HDZA ?

Trade name - ?

Internal Mat.-No. -

Development Sample Report No

**Dates**

**Amounts and Weights**

Weight 1.0 g

**Material Information**

Std. Mat.-No. HDZA

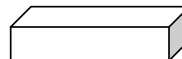
Symbol -

Classification 3.3 Zinc alloys

Norms / Standards

Company	Norm	Norm Code
-	JIS	H8641

Supplier -



**Metallic coating**

'Name' field: HDZA  
Standard: JISH8641

This data means metallic coating only.

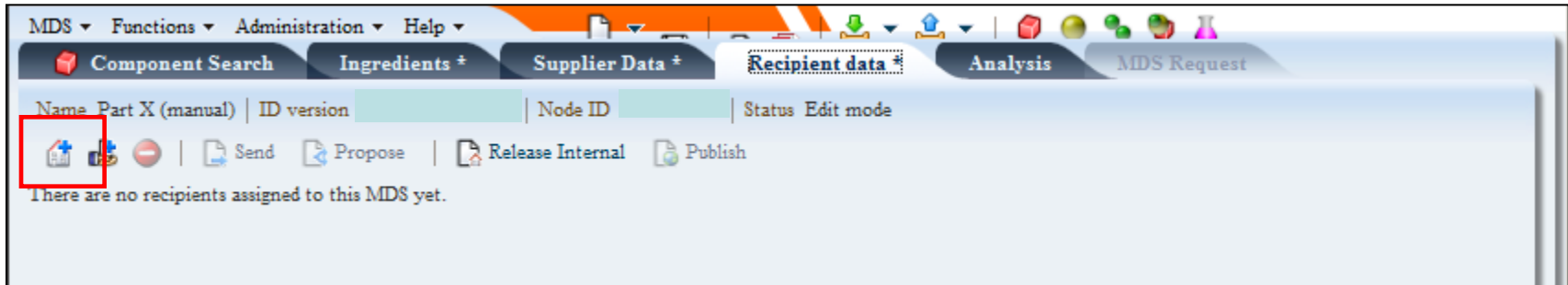
## 9. Preliminary MDS

If you use “Preliminary MDS” function, please be careful about points below.

- When you submit data as “Preliminary MDS”, please don’t forget to inform it to Toyota Contact Person in your region.(see **12.**)
- Please remove the check mark in the check box of “Preliminary MDS”, and resend data as a ‘final’ one before the deadline of data submission.(see IMDS001 ‘Rule 4.4.2.L’)

## 10. Sending Data

Below is the procedure to send data to Toyota Motor Corporation.



This is 'Recipient data' page.

- Click 'Add' button.

'Company' page appears.

Here, you can search the recipient.

Please select Toyota's company ID or Org Unit from the following .

Then, click 'Search' button.

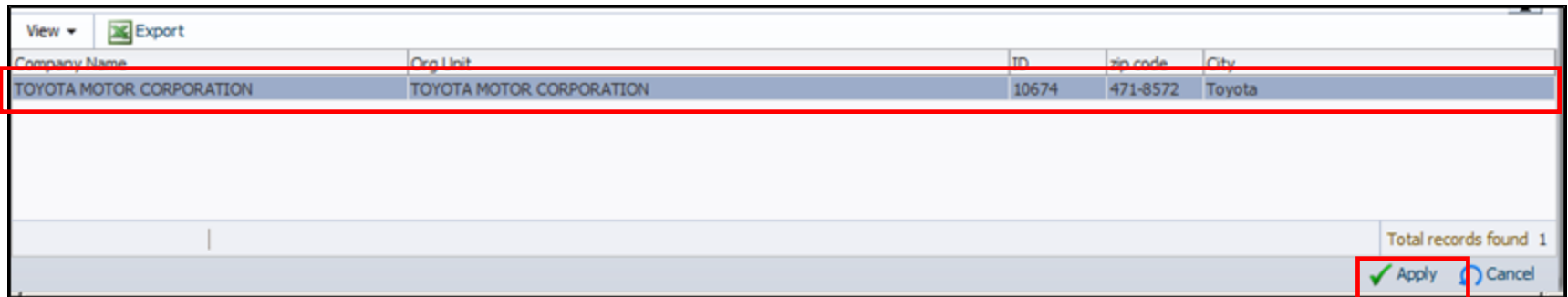
Supplier	The first 4 digits of supplier code*	Company ID or Org Unit ID	Company Name
South Africa supplier	9558	28272	Toyota SA Motors (Pty) Ltd.
North American supplier	9580	104495	Toyota Motor Engineering & Manufacturing North America, Inc.
EU supplier	9658	142891	Toyota Motor Europe NV/SA
Thailand supplier** (TMT/STM)	9608	142893	TOYOTA MOTOR ASIA PACIFIC ENGINEERING & MANUFACTURING CO.,LTD.
Indonesia supplier	Z008	142895	PT. TOYOTA MOTOR MANUFACTURING INDONESIA
Philippines supplier	Z006	142896	TOYOTA MOTOR PHILIPPINES CORPORATION
Philippines supplier	DUM5	170291	TOYOTA AUTOPARTS PHILIPPINES INC.
Vietnam supplier	Z005	142898	TOYOTA MOTOR VIETNAM CO., LTD.
Malaysia supplier	Z007	142899	ASSEMBLY SERVICES SDN. BHD
Taiwan supplier	9881	166003	KUOZUI MOTORS, LTD.
Indian supplier	Z002	166004	TOYOTA KIRLOSKAR MOTOR PRIVATE LTD.
Argentine supplier	Z012	166005	TOYOTA ARGENTINA S. A.
Brazilian supplier	Z004	166052	TOYOTA DO BRASIL LTDA.
Japanese or other supplier	1000 or other code	10674	TOYOTA MOTOR CORPORATION

\*Supplier Code is indicated in the Official Request Email from us. (see 3.1.1)

\*\*For Thailand supplier:

You can not send MDS to Org Unit ID:142894.

**If your company supply your parts to TMT or STM, please send MDS to Org Unit ID:1492893.**



The screenshot shows a software interface with a table. The table has five columns: Company Name, Org Unit, ID, zip code, and City. The first row contains the following data: TOYOTA MOTOR CORPORATION, TOYOTA MOTOR CORPORATION, 10674, 471-8572, and Toyota. The 'Apply' button, located at the bottom right of the interface, is highlighted with a red box. The 'Cancel' button is also visible next to it. The text 'Total records found 1' is displayed in the bottom right corner of the table area.

Company Name	Org Unit	ID	zip code	City
TOYOTA MOTOR CORPORATION	TOYOTA MOTOR CORPORATION	10674	471-8572	Toyota

- Choose the recipient, and click ‘Apply’ button.

MDS will be rejected if you send to other recipient.

‘Supplier Code Validation’ page and ‘search’ button of ‘Company data’ page are invalid since August 2013.

**Details**

▼ **Transfer Information**

Company TOYOTA MOTOR CORPORATION [10674]  
Organisation unit -  
Recip. Status edit mode  
Supplier Code 96589999 ?  
Name Part X  
Part/Item No. 1234567890 C ?  
Transmission/Check Date not available  
Forwarding allowed

▼ **Drawing**

Drawing No.   
Drawing dated  ?  
Drawing Change Level 123WS1234 ?

> **Purchase Order**

▼ **Report**

Report No.   
Date of Report 07/01/2014 ?

‘Company data’ page appears.

- Input the below;

‘Supplier Code’

Input your Supplier Code.

Supplier Code is indicated in the Official Request Email from us. (see 3.1.1)

The user who sends data to Org. ID need not input the first 4 digits of supplier code. (see P32)

‘Part /item No.’

Input the requested part number. Please omit ‘T’ or ‘-’.

ex: T12345-67890 A → 1234567890 A

‘Name’

‘Part Name’ which is indicated in the Part List(see 3.1.1) or in the drawing should be input.

‘Drawing Change Level’

It is indicated as ‘Engineering Change No.’ field in the Part List(see 3.1.1), or in the drawing.

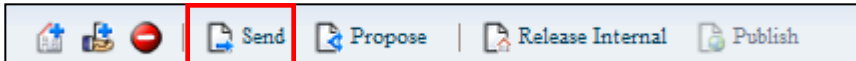
Its structure is:

(project code)+(1 letters)+(4digits numbers).

If you cannot find it, please input ‘XXXXS0001’ (XXXX means vehicle code.

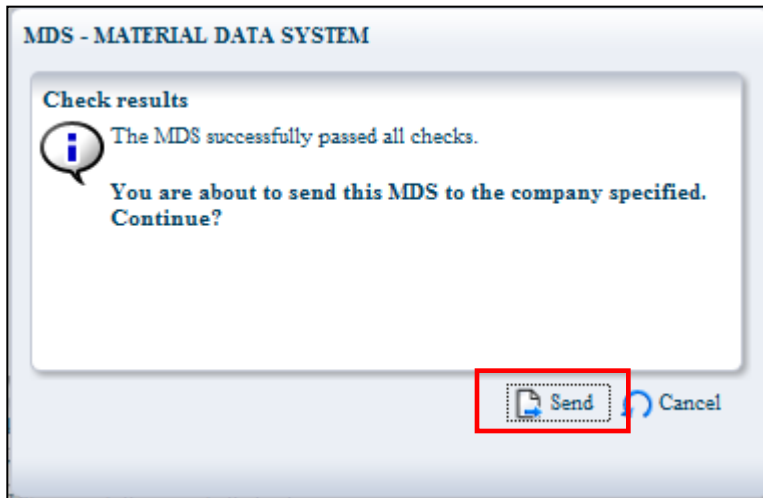
Input it accordingly.) or ‘PEISS0001’.

- Click ‘Send’ button.



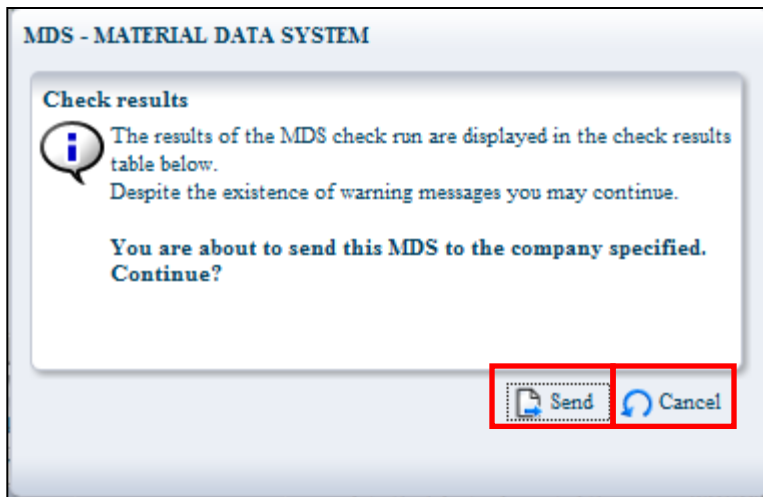


After you Click 'Send' button, 'Check results' page appears.  
This page tells you the result of error check by IMDS.



If your data has no problem, this screen is empty like the left.

- Click 'Send' button.



If the data has to be corrected, description of the errors or warning is shown like the left.

To correct errors or delete warnings, you just have to select them one by one, press the 'Show' button, and modify data accordingly. Although you can ignore warning message, and send data, the data has the possibility to be rejected as error.

NOTE:

If you input no public standard or inhouse standard, a warning message appears: 'Please register at least a public norm or Toyota inhouse norm'.

We will receive your data, even if it doesn't have standard, if it's IMDS committee published data.

## 11. Error Data

After we receive data, we check data content. If data has to be modified, data is rejected, and the status shown in IMDS changes to 'recd(rejected)'. Then, please modify data and resubmit as soon as possible by the error correction deadline.

NOTE: If data completion deadline comes earlier than the error correction deadline, data completion deadline should be respected.

### 11.1 How to Notice Error

In case your data results in error after our data check, you will receive an error notification email from the address: fv-peis@mega.tec.toyota.co.jp. If you received this email, please check which error code was given to your rejected data, in 'Sent' page in IMDS. There, you can find your data with the status. Click the status; recd(rejected), then the Error Code or Error Message appears. For each meaning of Error Code or Error Message, please refer to 'Toyota Error Code List' which is uploaded in IMDS homepage(see **1.2**).

### 11.2 One ID for One Data

When you modify data, please don't create new ID.(see IMDS001)

For the detailed way to modify data, please ask IMDS Help Desk.

## 12 Toyota Contact Person in Your Region

If you have question about Toyota's unique requirements about IMDS data submission, please contact with Toyota Contact Person in your region.

- For suppliers in **Europe** (If your supplier code starts with '9658'):

Contact: Toyota Motor Europe NV/SA  
Ms. Eva Hoffmann  
Email: [imds@toyota-europe.com](mailto:imds@toyota-europe.com)  
Tel: (+32) 2 712 1734  
Fax: (+32) 2 712 3169

- For suppliers in **Japan** (If your supplier code starts with '1000'):

Contact: Toyota Motor Corporation  
PEIS Head Office / TOYOTA Product Chemical Head Office  
Email: [fv-peis@mega.tec.toyota.co.jp](mailto:fv-peis@mega.tec.toyota.co.jp)  
Tel: (+81) 565 72 9947, 9949  
Fax: (+81) 565 72 9867

- For suppliers in **South Africa** (If your supplier code starts with '9558'):

Contact: Toyota SA Motors(Pty)Ltd  
Mr. Saheen Sideah  
Email: [ssideah@toyota.co.za](mailto:ssideah@toyota.co.za)  
Tel: (+27)31-910-2266

- For suppliers in **Thailand** (If your supplier code starts with '9608'):

Contact: Toyota Motor Asia Pacific Engineering and Manufacturing Co., Ltd.  
Purchasing engineering department  
Mr. Charin Monkolsangsuree  
Email: [charin\\_mon@tmap-em.toyota-asia.com](mailto:charin_mon@tmap-em.toyota-asia.com)  
Tel: (+66) 2 790 5949  
Fax: (+66) 2 790 5002-4

- For suppliers in **Thailand** (If your supplier code starts with 'DUM6'):

Contact: Hino Motors Manufacturing(Thailand) LTD  
Mr. Nophadol Choosattayanond  
Email: [nophadol\\_c@hinothailand.com](mailto:nophadol_c@hinothailand.com)  
Tel: (+66) 2 384 2900 ext: 223  
Fax: (+66) 2 384 3708

- For suppliers in **Malaysia** (If your supplier code starts with 'Z007'):

Contact: Assembly Services Sdn Bhd  
Procurement Department  
Ms. Norhafizah Ahmad Sahimi  
Email: [norhafizahas@toyota.com.my](mailto:norhafizahas@toyota.com.my)  
Tel: (+60) 3 5123 2510  
Fax: (+60) 3 5519 3971

- For suppliers in **India** (If your supplier code starts with 'DUM7'):

Contact: Toyota Kirloskar Auto Parts Private Ltd.  
Mr. J. Raghavendra  
Email: [raghugowda@tkap.co.in](mailto:raghugowda@tkap.co.in)  
Tel: (+91) 80 2728 7141, 2728 7143 to 7287147 ext: 1107  
Fax: (+91) 80 2728 7142

- For suppliers in **North America** (If your supplier code starts with '9580'):

Contact: Vehicle Regulation and Certification Engineering Dept.  
Toyota Motor Engineering and Manufacturing , Inc.  
Ms. Shawn Burns  
Email: [imds.master@tema.toyota.com](mailto:imds.master@tema.toyota.com)  
Tel: (+1) 734 995 9573

- For suppliers in **Philippines** (If your supplier code starts with 'DUM5'):

Contact: Toyota Autoparts Philippines Inc.  
General Administration Department: ISO/WWTP Section (Environment Group)  
Ms. Guia Palad  
Email: [gpalad@tap-toyota.com.ph](mailto:gpalad@tap-toyota.com.ph)  
Tel: (+63) 49 543 8911 local: 352

- For suppliers in **Philippines** (If your supplier code starts with 'Z006'):

Contact: Toyota Motor Philippines Corp.  
Supervisor/Purchasing Division  
Mr. Wendel Gonzales  
Email: [Wendel.Gonzales@toyota.com.ph](mailto:Wendel.Gonzales@toyota.com.ph)  
Tel: (+63) 2-825-8888 Local 8568

- For suppliers in **Vietnam** (If your supplier code starts with 'Z005'):

Contact: Toyota Motor Vietnam Co., Ltd.  
Purchasing Engineering Dept., Purchasing Div.  
Mr. Nguyen Phuc Tuan  
Email: [putuannp@toyotavn.com.vn](mailto:putuannp@toyotavn.com.vn)  
Tel: (+84) 211 3868 100 ~ 112 Ext: 2280

- For suppliers in **Indonesia** (If your supplier code starts with 'Z008'):

Contact: PT. Toyota Motor Manufacturing Indonesia  
Engineering Division Material Engineering No.1 section  
Mr. Hendrick Kurdianto  
Email: [hendrick.kurdianto@toyota.co.id](mailto:hendrick.kurdianto@toyota.co.id)  
Tel: (+62)-21-6515551 ext 2694