

SHARP SCOPE Site
User Account Application
/ Login
(Manual)

Ver.2.00

Change History

Date	Version	Chapter /section	Modifications
2012/09/28	1.00		First version
2012/11/07	1.01	2.3	Page numbers added to explanations of each system.
2012/11/26	1.02	4	Note on closing the system added.
2013/1/25	1.03	2.5 2.6 2.7	Explanations on each screen of the Content Survey System added.
2013/1/28	1.04	-	Explanations on the case where users already have a SCOPE account added to [Introduction].
2013/3/19	1.05	1	The procedure for copying the information entered in the previous account application added.
2013/07/04	1.06	2.10 2.11	The screen to view the account application form updated to the latest version. Explanations on pop-up blocker added.
2013/07/17	1.07	2.2 2.3 2.4	Business Partner Information Registration System added to a List of available systems in [Introduction]. The SCOPE Terms of Service screen updated to the latest version. The screen to register the basic user information updated to the latest version. Explanations on Business Partner Information Registration System added. The header numbers of 2.4 – 2.10 changed to 2.5 to 2.11.
2014/11/21	1.08	2.3 2.9	Conflict Mineral Survey System added to a List of available systems in [Introduction]. The screen to register the basic user information updated to the latest version. Explanations on the screens of Conflict Mineral Survey System added. The header numbers of 2.9 – 2.11 changed to 2.10 to 2.12.

SHARP SCOPE Site User Account Application / Login Manual

Date	Version	Chapter /section	Modifications
2015/06/01	1.09	2.2 2.3 2.7	Green Procurement Survey System deleted from a List of systems available in [Introduction]. The SCOPE Terms of Service screen updated to the latest version. The screen to register the basic user information updated to the latest version. Procedures for Green Procurement Survey System access permission request deleted.
2015/08/05	1.10	2.5	Explanations on the handing of stamp seals in requesting a SCOPE-EDI access permission added.
2017/12/25	1.11	-	Descriptions of CSR/Green Procurement Survey System deleted.
2018/10/01	1.12	2.3 2.4-2.7 2.8	SCOPE Purchase Order System added to a List of available systems in [Introduction]. The screen to register the basic user information updated to the latest version. Procedures for requesting a SCOPE Purchase Order System access permission added. Explanations on SCOPE Purchase Order System screens added. The header numbers of 2.8 – 2.9 changed to 2.9 to 2.10.
2021/09/27	2.00	1 2	The header changed from “1. Changing email addresses” to “1. User account application and login” and the application process revised. The header changed from “2. Main registration” to “2. Main registration (system access permission request)”.

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Introduction

This manual describes procedures for SHARP Corporation's business partners in Japan applying for their SCOPE user accounts and logging into the website.

When our business partners outside Japan try to use this website, however, different screens or operations than those described in this manual may appear or be needed. If you have any questions on the use of this system, please feel free to contact the SHARP entity you are dealing with.

To use the SCOPE site, you need your user account.

When you use this site for the first time, apply for your user account following the procedure describe in this manual.

Please also note that you are not allowed to transfer your user account to another user or share it among multiple users.

When a new user is taking over your task, make sure that he or she apply for his or her own user account.

A list of available systems

- SCOPE-EDI
- Content Survey System
- Conflict Mineral Survey System
- Business Partner Information Registration System
- SCOPE Purchase Order System
- CSR / Green Procurement Survey System

When you already have your user ID;

When you already have your SCOPE account and need to make additional system access permission requests, open the Account Setting screen by clicking the [View account settings] button on the SCOPE Home screen and click [Add system access permissions] button on the System Access Permission section.

Basically you follow the same procedure as when you have no user account, but you can skip the authentication process (refer to 2.1), which is needed in logging into the SCOPE site for the first time (refer to 1.6).

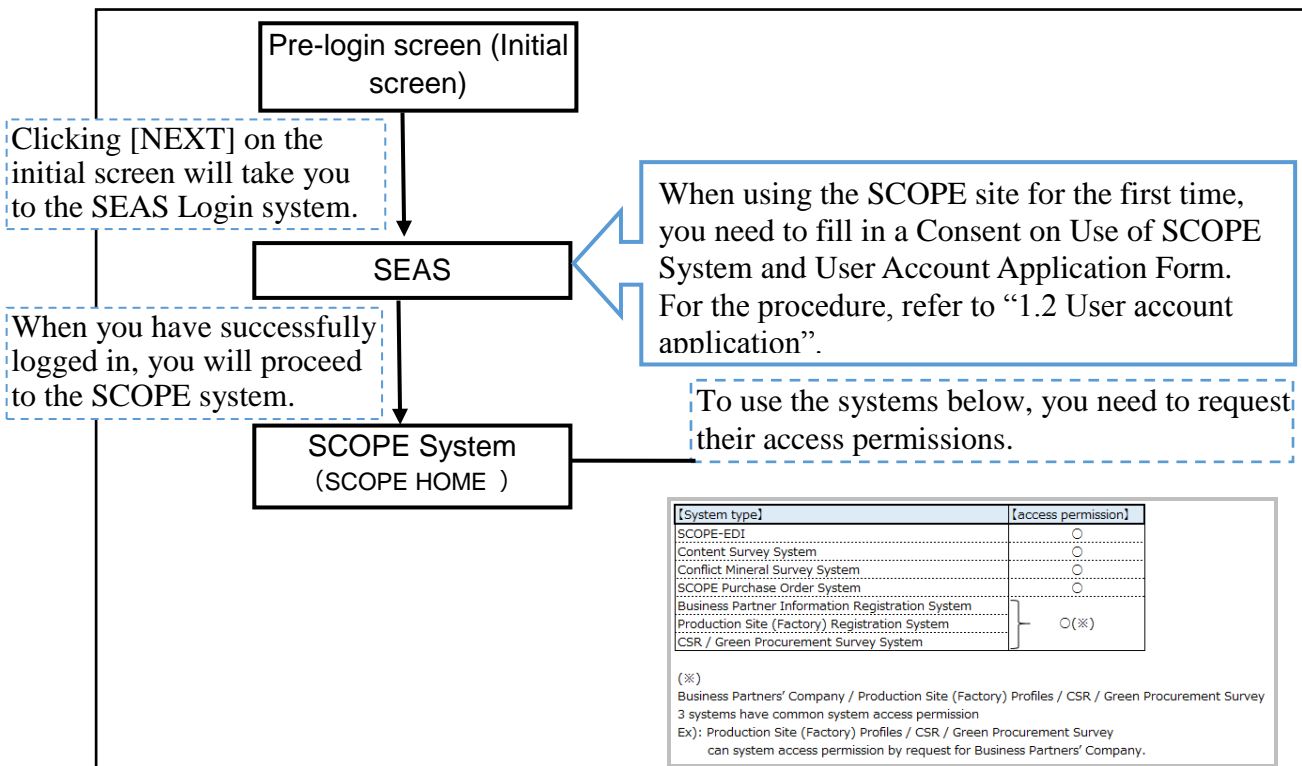
When you have completed the user account application (refer to 2.8) or when you have suspended the request of your system access permissions (refer to 3), you will be taken to the [View account settings] screen.

1. User account application and login

1. 1. SCOPE site structure

The SCOPE site is comprised of the following two systems:

- SEAS (Sharp Extra Authorization System)
- SCOPE System



When using the SCOPE site for the first time, you need to submit a “Consent on Use of SCOPE System and User Account Application Form”.

When your account application has been accepted, your account ID will be issued, enabling you to log into the SCOPE site. Then, you will be able to request access permissions for the SCOPE systems.

1.2. User account application

When using the SCOPE site for the first time, you need to submit a “Consent on Use of SCOPE System and User Account Application Form”.

When your account application has been accepted, your account ID will be issued, enabling you to log into the SCOPE site. Then, you will be able to request access permissions for the SCOPE systems.



- ▼ Pre-login screen (Initial screen) ▼
- Download a “Consent on Use of SCOPE System and User Account Application Form”.



SCOPE システム用同意書兼ユーザーID登録申請書 Consent Form and User ID Registration Form for SCOPE system

◆ご同意事項 / Consent Form

SCOPE システムをご利用いただくにあたっては下記事項についてご同意いただく必要があります。内容を正確に読み、同意いただける場合はチェックボックスにチェックしたいただきますようお願いいたします。なお、居住国ごとに同意事項が異なっておりますので、該当する項目にチェックください。

We request you to confirm and consent to the following items by checking the checkboxes below before you use our SCOPE system. Please note that the checkboxes differ by your resident country (Japan or non-Japan), so please check the checkboxes for your own resident country.

<日本在住者向け / For Japan residents >

- 私は日本に在住しています。
- 私は「SCOPE 利用規約」を確認し、その内容に同意します。
(内容はここから参照ください: https://www.scope.sharp.co.jp/SCOPE_KYAKU_EN.htm)
- 私は SCOPE サイトの「個人情報保護について」を確認し、その内容について同意します。
(内容はここから参照ください: https://www.scope.sharp.co.jp/Privacy_policy.html)

<For non-Japan residents / 日本国外在住者向け >

- I live outside Japan.
- I confirmed "SCOPE Terms of Use", and consented to it.
(Refer to: https://www.scope.sharp.co.jp/SCOPE_KYAKU_EN.htm)
- I confirmed "Privacy Notice for Business Partners".
(Refer to: <https://global.sharp/privacy/ENtop>)

- ▼ Consent on Use of SCOPE System and User Account Application Form ▼
- Fill in the necessary information and send the form to SCOPE Administrator Office at scope-site@sharp.co.jp.

◆ID登録申請 / User ID Registration Form

下記項目をご記入下さい (日本語/英語/中国語)。 Please fill in following blanks (in Japanese, English or Chinese).

貴社名 Your Company Name	
ご所属部署 Your Department Name	
ご役職 (任意) Your Title (Option)	
ご氏名 Your Name	
メールアドレス *Your E-mail Address *	
貴社と取引関係にあるシャープグループの会社 / 専売本部 / 部門 Sharp Group Company/ BU/ Department which has business relations with you	

* E-mail address shared with other people is not allowed to use for the registration of SCOPE system.

Then you will later receive an email notifying of the completion of your account registration and your user ID.

◆その他 / Other

【ご提出先・お問合せ先 / Submission Contact】

- 上記ご記入後、本申請書を下記 SCOPE 事務局まで電子メールにてご提出ください。(弊社にて確認後、別途確認完了メールが送付されます。) / Please send this Form by email to SCOPE secretariat below. (Confirmation email will be sent to you separately, after the user ID registration is completed at Sharp).
- 本申請書をご提出の際、お手数ですが、弊社の窓口担当へも送付頂きますようお願いいたします。 / Also, please send this Form to the person in charge at SHARP (your contact person).
- ご不明点がございましたら、SCOPE 事務局までお問合せください。 / If you have any inquiries, please contact SCOPE secretariat.

シャープ株式会社 SCOPE 事務局
Sharp Corporation SCOPE secretariat E-mail: scope-site@sharp.co.jp

1. 3. SEAS Login System

You log into the SCOPE site through SEAS Login System.

SEAS Login System is made up of two screens: [Pre-login screen (Initial screen)] and [Authentication screen].

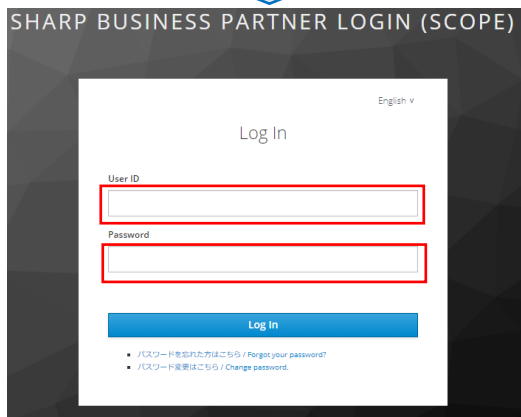
◆ Screen transition until the SCOPE Home screen is displayed

URL : <https://skc.jp.sharp/webedi/top/scope/>



▼ Pre-login screen (Initial screen) ▼

On this screen, you can download “Consent on Use of SCOPE System and User Account Application Form” and “Login Manual” and view “SCOPE Terms of Service”, and “Handling of personal information”.



▼ Authentication screen ▼

On the left is the screen to authenticate users based on their IDs and passwords.

You can also create and change your password on this screen



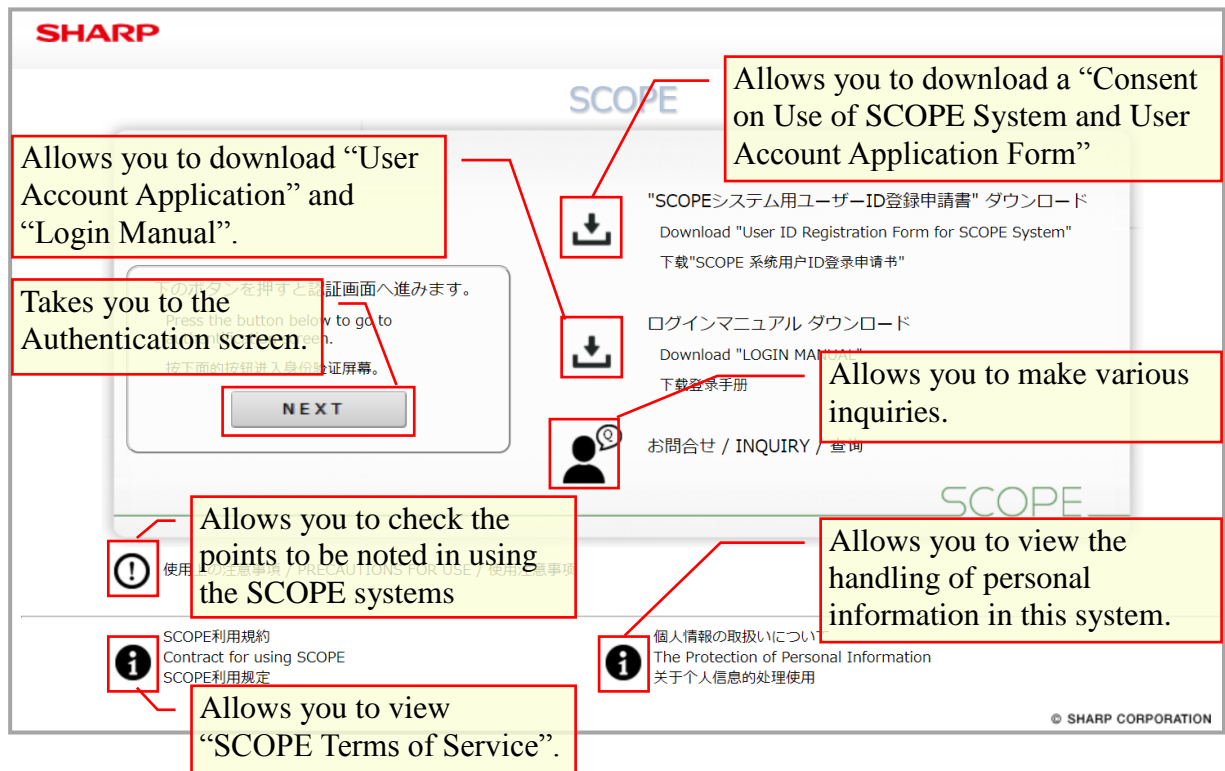
▼ SCOPE Home ▼

This screen shows links to various SCOPE systems and announcements from SHARP to its business partners.

1.4. Pre-login screen (Initial screen)

On this screen, you can not only download a “Consent on Use of SCOPE System and User Account Application Form” and “Login Manual” but also view [Contact points], [SCOPE Terms of Service], and [Handling of personal information].

▼ Pre-login screen ▼



Click the [Next] button to proceed to the Authentication screen.

(*) When you log into the SCOPE system for the first time, you need to change the password issued.

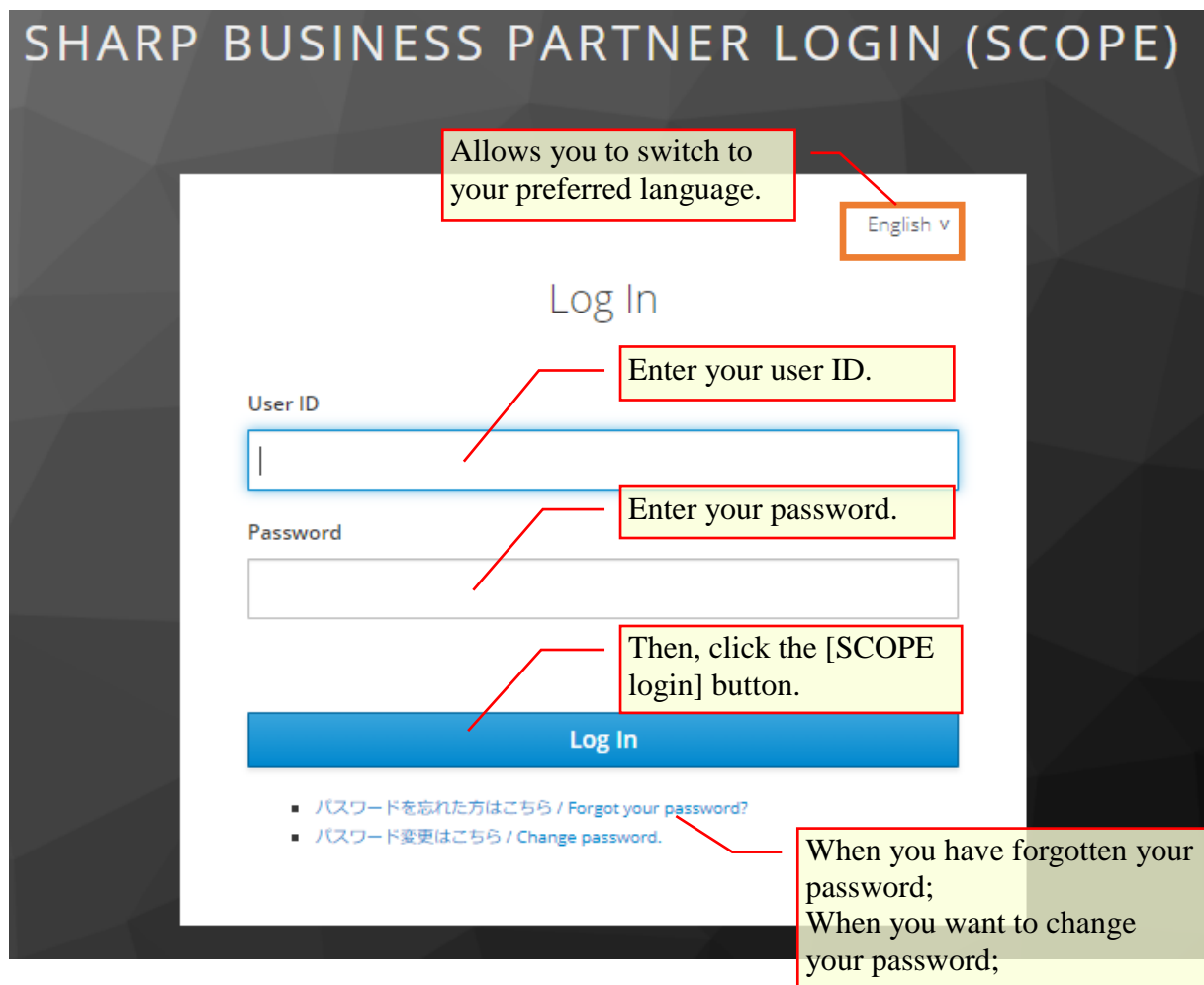
For more details, refer to [1.6 Logging into the SCOPE site for the first time.](#)

1.5. Authentication screen

Enter your user ID and your password and click the [Login] button.

Please note that the both user ID and password are case- and width-sensitive.

▼ Authentication screen ▼



1.6. Logging into the SCOPE site for the first time

When you log into SEAS Login System for the first time, you need to fill in and submit a “Consent on Use of SCOPE System and User Account Application Form”.

Once you submitted the account application form by following the procedure described in [1.2. User account application](#), your SCOPE account will be created. Then you will receive an email notifying of your user ID and a temporary password at the address you filled in in the Consent on Use of SCOPE System and User Account Application Form.

(Email title: [SHARP procurement portal site (SCOPE)] Temporary password notification

The temporary password is valid for seven days including the day when the notification email was sent.

After the period, the temporary password issued becomes invalid.

In that case, you need to go through the process of the user account application again based on the procedure in [1.2 User account application](#).

- (1) Start your browser to access the URL provided in the temporary password notification email.

[Sample notification email]

Title: [SHARP procurement portal site (SCOPE)] Temporary password notification

FROM : sharp-bp-system@sharp.co.jp

「シャープビジネスパートナーログインシステム」をご利用いただきありがとうございます。
ユーザーID 及び仮パスワードを設定致しましたので、
以下の URL よりユーザーID および仮パスワードを入力いただき、
本登録をお願い致します。

https://skc.jp.sharp/seas-front/registration/realms01_standard/

=====
ユーザーID : ██████████
お名前 : ██████████
会社名 : ██████████
仮パスワード : ██████████
※仮パスワードの有効期間は、本メール発信日を含む7日間となります。
=====

仮パスワードの変更後、以下のサイトへのアクセスが可能となります。

シャープ調達ポータル (SCOPE) <https://skc.jp.sharp/webedi/scope/>

お問い合わせはこちら
sbp-user-support@list.sharp.co.jp

This email is sent to those who registered in "シャープ調達ポータル (SCOPE)".
Please delete this email if it is unknown for you.

Thank you very much for using "Sharp Business Partner Login System".
We set your ID and temporary password as follows.
Please change your password on the following URL at your earliest convenience.

https://skc.jp.sharp/seas-front/registration/realms01_standard/

=====
User ID : ██████████
Name : ██████████
Company : ██████████
Temporary password : ██████████
※This password is valid for 7 days, including the day the email was sent to you.
=====

After changing your password,
you will be able to access following website.

シャープ調達ポータル (SCOPE) <https://skc.jp.sharp/webedi/scope/>

Please contact us by email using the contact information below.
sbp-user-support@list.sharp.co.jp

(2) Then, the Login screen in your account application process appears.

Enter your user ID and the temporary password provided in the notification email and click the [Login] button.

SHARP Business Partner Login

利用開始手続き / Initial registration

ユーザーID / User ID

パスワード / Password

(3) Once you have successfully logged in, the following screen appears.

Choose your desired security question and enter your answer to it and click the [Save]

SHARP Business Partner Login

利用開始手続き / Initial registration

秘密の質問と回答の登録をお願いします。
Please set up your security question and answer.

(秘密の質問とは、パスワードを忘れた場合に自身でパスワードを再設定する際に使用します。)
(This security question will be used to verify your identity when you need to reset your password if you ever forget it.)

秘密の質問 / Security Question

回答 / Answer

■ 秘密の質問の設定時の注意事項

・ 文字数制限 : 4文字以上、64文字以下

■ Security Answer Rules

・ Security answer must be 4-64 characters

(4) Once you have successfully logged in, the following screen appears.

Enter your new password twice and click the [Save] button.

SHARP Business Partner Login

利用開始手続き / Initial registration

新しいパスワードを入力してください。
Please enter your new password.
(※直近から3つまでのパスワードは設定できません。)
(※Your new password must be different from your previous 3 passwords.)

新しいパスワード / New password

新しいパスワード (再入力) / Retype

■パスワード設定時の注意事項

- 文字数制限 : 8文字以上、64文字以下
- 全角文字 : 全角文字 (漢字、ひらがななど) は使用できません
- 使用できる文字 : 英子文字 (a~z)、英大文字 (A~Z)、数字 (0~9)、記号 (!#%*+,-./:<=>?_)
※半角カナ、半角スペースは使用できません
- 直近パスワード : 直近から3つまでのパスワードは設定できません
(現パスワードを含む、前回、前々回のパスワードを使用できません)
- 連続文字 : 4つ以上の連続した英数字 (例えば、aaaa,0000) は使用できません

■ Password Rules

- Password must be 8-64 characters
- full-width characters can not be used
- Can only use characters from the following list : a-z, A-Z, 0-9, !#%*+,-./:<=>?_
※Do not use Half-width kana or half-width space.
- Your new password must be different from your previous 3 passwords
(You cannot use your current password, previous password or password before previous password)
- Cannot use more than 4 identical characters (for example: aaaa or 0000)

(5) When your new password is successfully saved, the following screen appears, indicating that your account application process has completed.

SHARP Business Partner Login

利用開始手続き / Initial registration

秘密の質問と回答とパスワードを登録しました。
Your secret question, answer and password have been saved.

該当サイト(サイト登録時の通知メールに記載)に新しく設定したパスワードでログインしてください。
Please login to the site (described in the notification email when you registered) with your new password.

2. Main registration (system access permission request)

After logging into the SCOPE system by clicking the URL provided in the temporary password notification email titled “[SHARP procurement portal site (SCOPE)] Temporary password notification”, you request system access permissions.

2.1. Authentication screen

Clicking the URL provided in the temporary password notification email, the Pre-login screen (Initial screen) appears. Then click the [Next] button on the screen. You will be taken to the Login screen to enter your user ID and the temporary password provided and click the [Login] button.

▼ Authentication screen ▼

SHARP BUSINESS PARTNER LOGIN (SCOPE)

English v

Log In

User ID

TN123456

Enter your user ID provided in the notification email.

Password

.....

Enter the password you set.

Log In

- パスワードを忘れた方はこちら / [Forgot your password?](#)
- パスワード変更はこちら / [Change password.](#)

2.2. SCOPE Terms of Service

Clicking the [Execute] button on the Authentication screen will show SCOPE Terms of Service.

After confirming and agreeing with the content of the terms of service, choose the [I agree with the above] option button and click the [Next] button.

This will enable the subsequent processing.

▼ Showing SCOPE Terms of Service ▼

When you agree with SCOPE Terms of Service, Choose the [I agree with the above] option button and click [Next] button.

2.3. Registering basic user information

Clicking the [Next] button on the SCOPE Terms of Service screen will show the screen to register your basic user information.

Enter your user information to register and select the systems you want to use.

Fields marked with "*" are required.

After filling in the necessary information, click [Register (Next)] button.

▼ Creating your basic user information ▼

The screenshot shows the 'Basic Information Registration' form with the following sections and callouts:

- Corporate Information (Headquarters Address):** Includes fields for Company Name, Zip Code, and Address. Callout: "Enter your company information."
- Applicant Information:** Includes fields for Name of the applicant, Title, Department of the applicant, Zip Code, and Address. Callout: "Enter your user information."
- Contact Information:** Includes fields for E-mail Address, Phone, and Contact Department of SHARP. Callouts: "Check the systems you want to use." (pointing to the Systems for Application section), "Refer to 2.4. Requesting SHARP Business Partner Information Registration System access permissions." (pointing to the Phone field), "Refer to 2.5. Requesting a SCOPE-EDI access permission." (pointing to the Contact Department of SHARP dropdown).
- Systems for Application:** A list of systems with checkboxes: Business Summary Registration System, SCOPE-EDI, Content Survey, Conflict Minerals Survey, and Purchase Order System. Callouts: "Refer to 2.6. Requesting a Content Survey System access permission." (pointing to Content Survey), "Refer to 2.7. Requesting a Content Survey System access permission." (pointing to Conflict Minerals Survey), "Refer to 2.8. Requesting a SCOPE Purchase Order System access permission." (pointing to Purchase Order System).
- Buttons:** "Back to the previous page", "Save (Next)", "Hold", and "Cancel the App". Callouts: "Takes you back to the previous screen." (pointing to "Back to the previous page"), "Once you have filled in all the necessary information, click [Register (Next)]." (pointing to "Save (Next)"), "Allows you to discard all the entries you have made and abort your request process. (*) Refer to 4. Aborting your system access permission request process." (pointing to "Cancel the App"), "Allows you to suspend your request process after saving all the entries you have made. (*) Refer to 3. Suspending the system access permission request process." (pointing to "Hold").

2.4. Requesting SHARP Business Partner Information Registration and CSR / Green Procurement Survey Systems access permissions

When you have checked the box of [SHARP Business Partner Information Registration System] in selecting systems you want to use on the screen to create your basic user information, the screen to create necessary information to use SHARP Business Partner Information Registration System and CSR / Green Procurement Survey System will appear. After filling in the necessary information, click [Register (next)] button.

To cancel your system access permission request on the way, click the [Cancel request] button.

Then the confirmation screen opens. You can cancel the procedure by clicking the [Exit] button on the screen.

(Be careful not to click the [Close] button.)

When you click [Cancel request] button, all the entries you have made will be deleted. If you want to request a system access permission again, you need to restart with 2.2. Confirming SCOPE Terms of Service.

▼ Creating necessary information for SHARP Business Partner Information Registration and CSR / Green Procurement Survey Systems ▼

The screenshot shows a web form titled "Business Summary Registration System" for the application "SCOPE". The form includes several input fields and buttons. Callout boxes provide the following explanations:

- Shows the name of the system you are requesting an access permission for.** (Points to the application name "SCOPE")
- Enter your SHARP Business Partner Code.** (Points to the "SHARP Business Partner Code" field)
- Enter your SHARP contact. (*) This field is automatically filled in as you enter your SHARP Business Partner Code.** (Points to the "SHARP Contact" field)
- Discard all your entries and abort your request process. (*) Refer to 4. Aborting your system access permission request process.** (Points to the "Cancel the Application" button)
- Allows you to suspend your request process after saving all the entries you have made. (*) Refer to 3. Suspending the system access permission request process.** (Points to the "Hold" button)
- Takes you back to the previous screen.** (Points to the "Back to the previous page" button)
- Once you have filled in all the necessary information, click [Register (next)].** (Points to the "Save (Next)" button)

When requesting SHARP Business Partner Information Registration and CSR / Green Procurement Survey Systems access permissions only, go to [2.9. Confirming your system access permission request](#).

When requesting a SCOPE-EDI access permission, go to [2.5 Requesting a SCOPE-EDI access permission](#).

When requesting a Content Survey System access permission, go to [2.6. Requesting a Content Survey System access permission](#).

When requesting a Conflict Mineral Survey System access permission, go to [2.7. Requesting a Conflict Mineral Survey System access permission](#).

When requesting a SCOPE Purchase Order System access permission, go to [2.8. Requesting a SCOPE Purchase Order System access permission](#).

2.5. Requesting a SCOPE-EDI access permission

When you have checked the box of [SCOPE-EDI] in selecting systems you want to use on the screen to register your basic user information, the screen to create necessary information to use SCOPE-EDI will appear.

After filling in the necessary information, click [Register (Next)] button on the screen.

To cancel your system access permission request on the way, click the [Cancel request] button.

Then the confirmation screen opens. You can cancel the procedure by clicking the [Exit] button on the screen.

(Be careful not to click the [Close] button.)

When you click [Cancel request] button, all the entries you have made will be deleted. If you want to request a system access permission again, you need to restart with 2.2. Confirming SCOPE Terms of Service.

▼ Creating necessary information to request a SCOPE-EDI access permission ▼

Application to Use SHARP Procurement Portal System "SCOPE"

Contract Confirmation > Basic Information Registration > **System Registration** > Application Confirmation

SCOPE-EDI System Shows the name of the system you are requesting an access permission for.

***Mandatory Items**

Information on Companies of SHARP / Bases

- Specify whether your company deals with a Product Group or its overseas factory.
 - Besides Japan
- Select SHARP Product Group and its factory you deal with on SCOPE-EDI and enter your Business Partner Code.
 - Main Department with which You Have Transaction
 - Business Code (ex)
- Enter the EDI transaction contract date.
 - (*) This field is required when you deal with a Product Group in Japan.
- Click here to create multiple SHARP Product Groups & its factories.
 - Add a Companies or Overseas Bases
- When you receive emails from SHARP, check the boxes of desired times to receive them.
 - Contract Date of EDI
 - Trading Agreement
 - Universal Company Code of JEITA
- When you want to automatically output your company's stamp seal on the SCOPE-EDI delivery note, choose [Use]. Product Groups in Japan need business partners' stamp seals. For more details, refer to "Handling of your company stamp seal?".
 - Arrival Time of the New Messages (JST)

<input type="checkbox"/> 00:00	<input type="checkbox"/> 01:00	<input checked="" type="checkbox"/> 02:00	<input type="checkbox"/> 03:00	<input type="checkbox"/> 04:00	<input type="checkbox"/> 05:00
<input type="checkbox"/> 08:00	<input type="checkbox"/> 09:00	<input type="checkbox"/> 10:00	<input type="checkbox"/> 11:00	<input type="checkbox"/> 12:00	<input type="checkbox"/> 13:00
<input type="checkbox"/> 16:00	<input type="checkbox"/> 17:00	<input type="checkbox"/> 18:00	<input type="checkbox"/> 19:00	<input type="checkbox"/> 20:00	<input type="checkbox"/> 21:00
<input type="checkbox"/> 22:00	<input type="checkbox"/> 23:00				
- If you use SCOPE-EDI for the first time, choose [Yes].
 - * When your SHARP Product Group and its factory have already migrated to the production environment, you will not have connection tests.

Information on Setting

- Seal: Use Not Use
 - ※If you want to use the seal for the delivery note, please check this box.
- Basic Test: Need Not Need
 - Request Date of the basic test Immediate
 - ※If you have EDI connection, please check this box.
- Go Live Date:
 - ※Set the Go Live Date after the end of basic test period (for one week).

Buttons:

- Takes you back to the previous screen.
- After filling in all the necessary information, click [Register (Next)].
- Discard all your entries and abort the request process.
 - (*) Refer to 4. Aborting your system access permission request process.
- Allows you to suspend your request process after saving all the entries you have made.
 - (*) Refer to 3. Suspending the system access permission request process.

When requesting a SCOPE-EDI access permission only, go to 2.9. Confirming your system access permission request.

When requesting a Content Survey System access permission, go to 2.6.

Requesting a Content Survey System access permission.

When requesting a Conflict Mineral Survey System access permission, go to 2.7.

Requesting a Conflict Mineral Survey System access permission.

When requesting a SCOPE Purchase Order System access permission, go to 2.8.

Requesting a SCOPE Purchase Order System access permission.

Handling of your company stamp seals

When you have chosen the [Use] option button and no stamp seal has been registered or you are the first user in your company requesting a SCOPE EDI access permission, SCOPE Administrator Office uses the stamp sealed in your SCOPE-EDI Access Permission Request Form by following the procedure described in [2.9. Confirming access permission request](#) for registering your company stamp seal in the SCOPE system.

When your company stamp seal has already been registered, you do not have to upload your company stamp in requesting a SCOPE-EDI access permission.

When you want to delete or change your company stamp seal, contact us at scope-edi@sharp.co.jp.

If you want to change the stamp seal, attach a new one in a PDF file to the email.

The stamp seal can be registered by Product Group. If you want to use different stamp seals for different Product Groups, inform us by sending us an email to the above address.

2.6. Requesting a Content Survey System access permission

When you have checked the box of [Content Survey System] in selecting systems you want to use on the screen to register your basic user information, the screen to create necessary information to use Content Survey System will appear.

After filling in the necessary information, click [Register (Next)] button on the screen.

▼ Creating necessary information to request a Content Survey System access permission ▼

Application to Use SDP Procurement Portal System "SCOPE"

Contract Confirmation > Basic Information Registration > System Registration > Application Confirmation

Information on CSR/Content Survey System

*Mandatory Items

◆ Information on Setting

* Business Type

Material-related Transaction
 Transaction other than Material-related Transaction
 Service / operation consideration

Business Codes

* Contact Department of SDP

Sakai Display Product Corporation

Contact Person of SDP (※)

E-mail Address of Contact Person of SDP (※)

* Request e-mail for the Survey

Receive Not Receive

(※) If SDP members requested you to register SCOPE system, please enter the information.

*◆ Supervisor Information (Contact person)

Same as the Applicant
 Supervisor has already been registered

When you apply yourself as the supervisor, select "Same as the applicant".
 When you apply as a supervisor who has already been registered, select "Supervisor has already been registered" and enter the supervisor's information.

Back to the previous page

Save (Next)

Hold

Exit (Cancel)

Shows the name of the system you are requesting the access permission of.

Enter your SHARP Business Partner Code.
 (*) Leave this field blank when you do not have your SHARP Business Partner Code.

Enter your SHARP contact.
 (*) This field is automatically filled in as you enter your SHARP Business Partner Code.

The email address you entered last is taken over.
 (*) This field is blank when you request an access permission for the first time.

Allows you to discard all the entries you have made and abort the request process.
 (*) Refer to 4. Aborting your system access permission request process.

Takes you back to the previous screen.

After filling in all the necessary information, click [Register (Next)].

Allows you to suspend your request process after saving all the entries you have made.
 (*) Refer to 3. Suspending the system access permission request process.

When requesting a Conflict Mineral Survey System access permission, go to [2.7.](#)

[Requesting a Conflict Mineral Survey System access permission.](#)

When requesting a SCOPE Purchase Order System access permission, go to [2.8.](#)

[Requesting a SCOPE Purchase Order System access permission.](#)

Other than the above, go to [2.9.](#) [Confirming your system access permission request.](#)

2.7. Requesting a Conflict Mineral System access permission

When you have checked the box of [Conflict Mineral Survey System] in selecting systems you want to use on the screen to create your basic user information, the screen to register necessary information to use Conflict Mineral Survey System will appear.

After filling in the necessary information, click [Register (next)] button on the screen.

▼ Creating necessary information to request a Conflict Mineral Survey System access permission ▼

Application to Use SHARP Procurement Portal System "SCOPE"

Contract Confirmation > Basic Information Registration > **System Registration** > Application Confirmation Manual

Conflict Minerals Survey System

***Mandatory Items**

◆ Information on Setting	
Business Codes	<input type="text"/>
* Contact Department of SHARP	<input type="text"/>
Contact Person of SHARP (※)	<input type="text"/>
E-mail Address of Contact Person of SHARP	<input type="text"/>

Back to the previous page Save (Next) Hold Cancel the Application

Shows the name of the system you are requesting an access permission for.

Enter your SHARP Business Partner Code. (* Leave this field blank when you do not have your SHARP Business Partner Code.)

Enter your SHARP contact. (* This field is automatically filled in as you enter your SHARP Business Partner Code.)

The email address you entered last is taken over. (* This field is blank when you request an access permission for the first time.)

Takes you back to the previous screen.

After filling in all the necessary information, click [Register (Next)].

Allows you to suspend your request process after saving all the entries you have made. (* Refer to 3. Suspending the system access permission request process.)

Allows you to discard all the entries you have made and abort the request process. (* Refer to 4. Aborting your system access permission request process.)

When requesting a SCOPE Purchase Order System access permission, refer to 2.8.

Requesting a SCOPE Purchase Order System access permission.

Other than the above, refer to 2.9. Confirming your system access permission request.

2.8. Requesting a SCOPE Purchase Order System access permission

When you have checked the box of [SCOPE Purchase Order System] in selecting systems you want to use on the screen to register your basic user information, the screen to create necessary information to use SCOPE Purchase Order System will appear.

After filling in the necessary information, click [Register (next)] button on the screen.

▼ Creating necessary information to request a SCOPE Purchase Order System access permission ▼

Application to Use SHARP Procurement Portal System "SCOPE"

Contract Confirmation > Basic Information Registration > **System Registration** > Application Confirmation Manual

Purchase Order System Shows the name of the system you are requesting the access permission for.

*Mandatory Items

◆ Information on Product Groups/Purchasing department/Vendor Code

* Product Groups(1) Select SHARP Product Group and its purchasing division from which you receive purchase orders and enter your SHARP Business Partner Code.

Add a Product Groups Click here to create multiple SHARP Product Groups.

◆ Information on Setting

* Requested Go Live Date

Back to the previous page Takes you back to the previous screen.

Save (Next) After filling in the necessary information, click [Register (next)] button on the screen.

Hold Allows you to save the information you have entered and suspend this process. (* Refer to 3. Suspending the access permission request process.

Cancel the Ap Allows you to discard all the entries you have made and abort the request process. (* Refer to 4. Aborting your system access permission request process.

2.9. Confirming your system access permission request

Clicking the [Register (Next)] button on the screens to request system access permissions will show the screen to confirm your request.

Click the [Display request in printing format] button to output the request in the PDF format. Print the PDF file.

Have your division head or a higher-ranking manager to seal his or her stamp or sign on the PDF file.

Click the [Browse] button. On the dialog box that has appeared, select the stamped or signed PDF file.

After choosing the PDF file, click [Register (Next)] button.

▼ Confirming your system access permission request ▼

Application to Use SDP Procurement Portal System "SCOPE"

Contract Confirmation > Basic Information Registration > System Registration > **Application Confirmation** Manual

◆ Print and Register your Application Form

※If your information registered is correct, please continue the application process.

STEP1: Print the Application Form. Display the Application Form for Print

↓

STEP2: Obtain the Sign and the seal of the of the manager
Please obtain the sign and the seal of the person in charge who is over department manager.

↓

STEP3: Make a PDF file of the Application Form with the Sign of the Manager.
The PDF file must contain all pages outputted of step 1.

↓

STEP4: Register the PDF file of STEP3. Request (Next)

※Confirmation of the Registered Information

Shows your request details.

Allows you to suspend your request process after saving all the entries you have made.
(* Refer to 3. Suspending the system access permission request process.

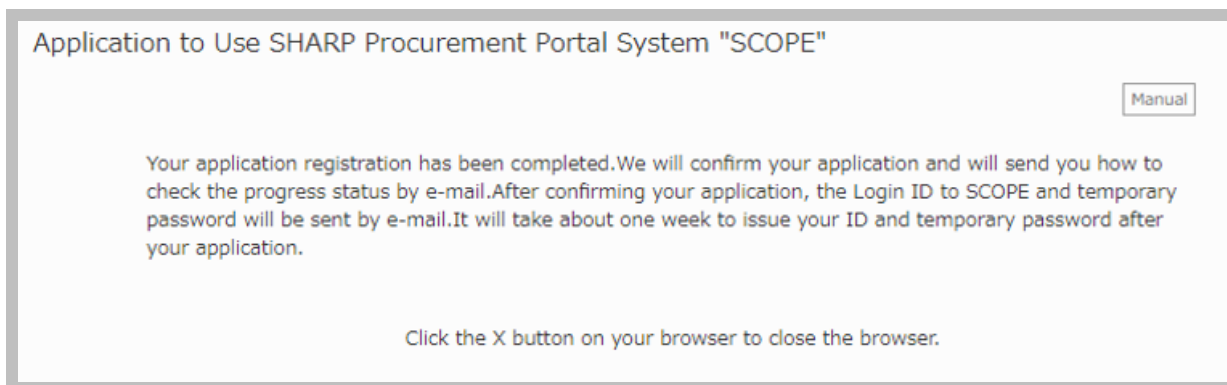
Allows you to discard all the entries you have made and abort the request process.
(* Refer to 4. Aborting your system access permission request process.

Takes you back to the previous screen.

Choose the PDF file to upload and click [Request (Next)] button.

Back to the previous page Save (Next) Hold Exit (Cancel the Application)

Clicking the [Request (Next)] button on the screen to confirm your access permission request will show the following screen. Check the content and click the [Exit (Close)] button. Then you will receive an email at the registered address, informing of the way to check progress in processing your request.



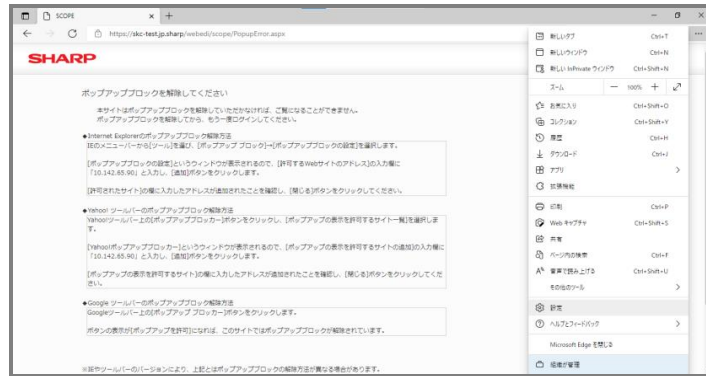
▼ Email informing of the way to check progress in processing your request ▼



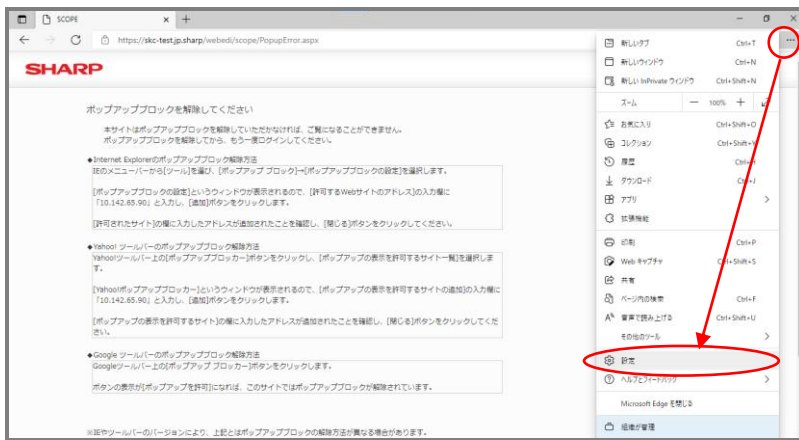
2.10. Disabling pop-up blockers

When the following screen appears as the SCOPE Terms of Service screen appears, disable your browser pup-up blocker or the SCOPE site pop-up blocker as shown below.

▼ Disabling pop-up blockers screen ▼

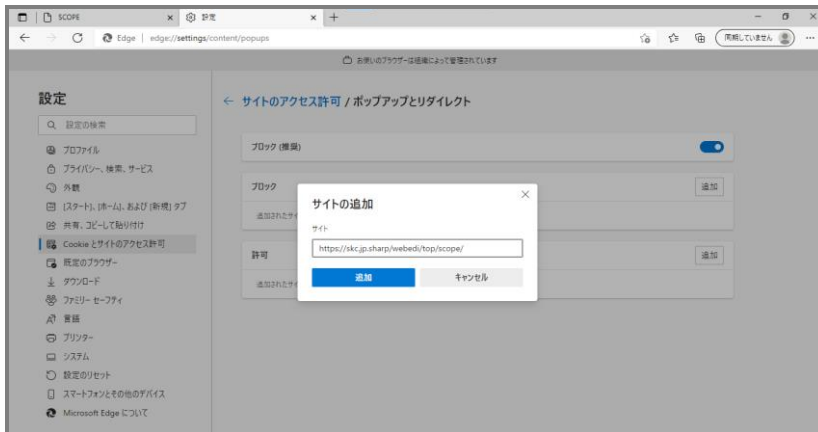


(1) Disabling SCOPE pop-up blocker while keeping Microsoft Edge pop-up blocker enabled



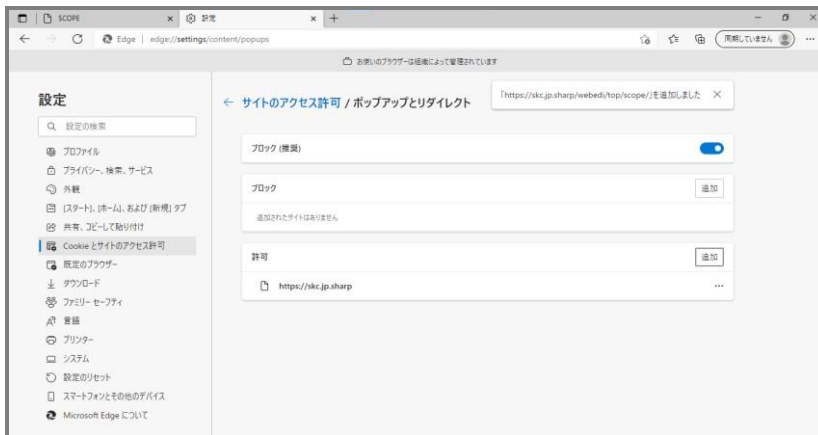
Click More [...] in the upper right corner of the screen and click [Settings].

SHARP SCOPE Site User Account Application / Login Manual



Choose [Allow cookies and site data]
Choose [Pop-up and redirects]
Click [Allow] button.

Type in <https://skc.jp.sharp> and click the [Add] button.

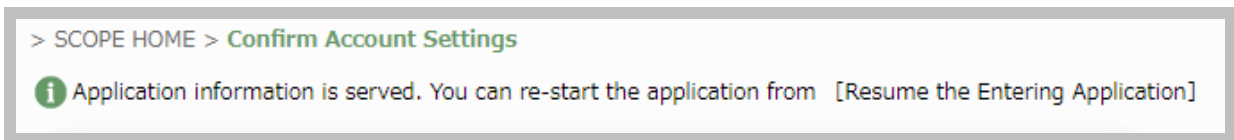
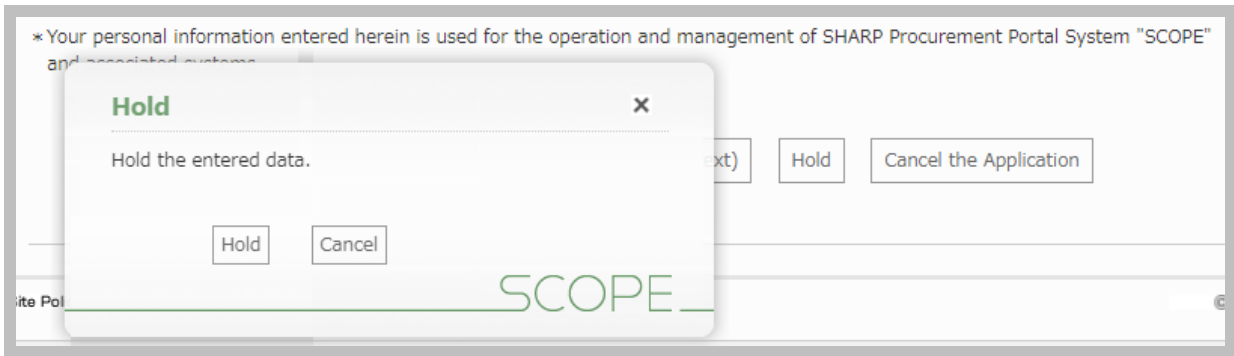


When the URL you entered in the field of [Allow] has been added, you are done.

3. Suspending the system access permission request process

To suspend your system access permission request, click the [Hold] button on each screen to request a system access permission.

All the entries you made are saved and the following screen appears.



To resume your system access permission request, enter your user ID provided in the temporary password notification email and your password on the Authentication screen.

(*) Follow the procedure described in [2.1 Authentication screen](#).

4. Aborting your system access permission request process

To abort your system access permission request process, click the [Cancel request] button on each screen to request a system access permission.

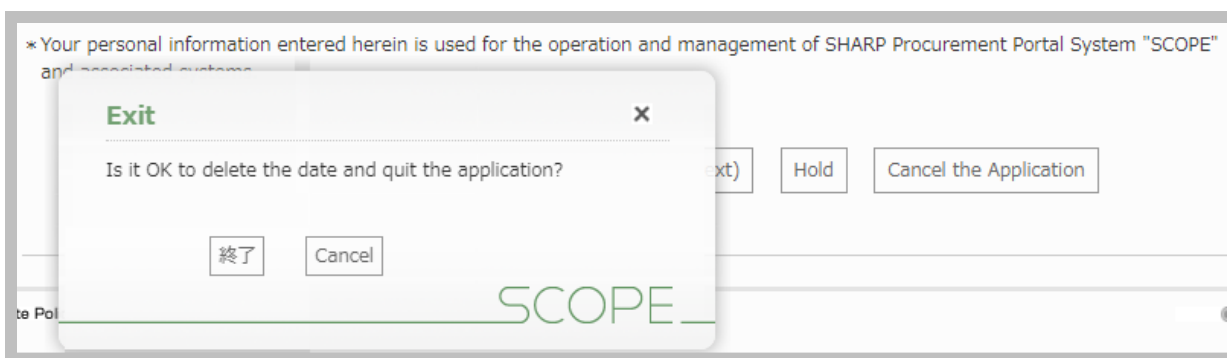
Then the confirmation screen opens. You can cancel the procedure by clicking the [Exit] button on the screen.

Attention!

When you click [Cancel request] button, all the entries you made will be deleted.

If you need to make this request again, start the process with 2.2 Viewing SCOPE Terms of Services.

(Be careful not to click the [Close] button mistakenly.)



5. Login

Access the following URL using the recommended browser.

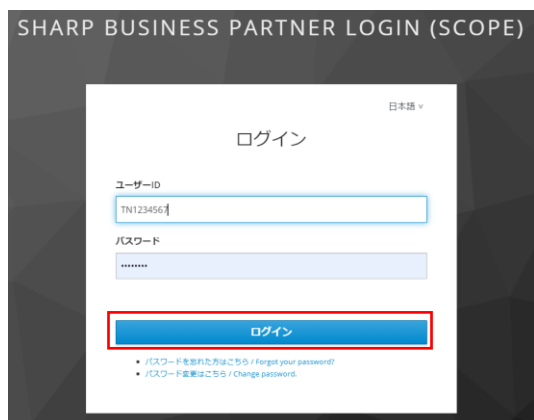
URL: <https://skc.jp.sharp/webedi/top/scope/>



▼ Pre-login screen (Initial screen) ▼

On this screen, you can download “Consent on Use of SCOPE System and User Account Application Form” and “Login Manual” and view “SCOPE Terms of Service”, and “Handling of personal information”.

When clicking the [Next] button, you will proceed to the Authentication screen.



▼ Authentication screen ▼

On the left is the screen to authenticate users based on their IDs and passwords.

You can also create and change your password on this screen

When you enter your user ID and your password and click the [Login] button, you will proceed to the SCOPE Home screen.

(When your user ID or password is wrong, you need to re-enter them.)

When your password has expired, follow the procedure in [7. Changing your expired password](#)

When you have forgotten your password, follow the procedure in [8. When you have forgotten your password.](#)

▼ SCOPE Home ▼

This screen shows links to various SCOPE systems and announcements from SHARP to its business partners.

6. Changing your password (before it expires)

(1) Click the [Click here to change your password] link on SEAS Login System.



日本語 v

ログイン

ユーザーID


パスワード

ログイン

- [パスワードを忘れた方はこちら / Forgot your password?](#)
- [パスワード変更はこちら / Change password.](#)

(2) Then, the Login screen to change your password appears.

Enter your user ID and your password. Then, click the [Login] button.



SHARP Business Partner Login

パスワード変更手続き / Change Password

パスワードを入力して「ログイン」ボタンを押してください。
Please enter your password and press the "Login" button.

ユーザーID / User ID

パスワード / Password

ログイン / Login

(3) Once you have successfully logged in, the screen to change your password appears.

Enter your new password twice and click the [Save] button.

SHARP Business Partner Login

パスワード変更手続き / Change Password

新しいパスワードを入力してください。
Please enter your new password.
(※直近から3つまでのパスワードは設定できません。)
(※Your new password must be different from your previous 3 passwords.)

新しいパスワード / New password

新しいパスワード (再入力) / Retype

■パスワード設定時の注意事項

- 文字数制限 : 8文字以上、64文字以下
- 全角文字 : 全角文字 (漢字、ひらがななど) は使用できません
- 使用できる文字 : 英子文字 (a~z)、英大文字 (A~Z)、数字 (0~9)、記号 (!#%*+,-./:<=>?_)
※半角カナ、半角スペースは使用できません
- 直近パスワード : 直近から3つまでのパスワードは設定できません
(現パスワードを含む、前回、前々回のパスワードを使用できません)
- 連続文字 : 4つ以上の連続した英数字 (例えば、aaaa,0000) は使用できません

■ Password Rules

- Password must be 8-64 characters
- full-width characters can not be used
- Can only use characters from the following list : a-z, A-Z, 0-9, !#%*+,-./:<=>?_
※Do not use Half-width kana or half-width space.
- Your new password must be different from your previous 3 passwords
(You cannot use your current password, previous password or password before previous password)
- Cannot use more than 4 identical characters (for example: aaaa or 0000)

(4) When your new password is successfully saved, the following screen appears, indicating that password change process is completed.

SHARP Business Partner Login

パスワード変更手続き / Change Password

パスワードを変更しました。
Password changed.
該当サイト(サイト登録時の通知メールに記載)に新しく設定したパスワードでログインしてください。
Please login to the site (described in the notification email when you registered) with your new password.

7. Changing your password (after it expired)

(1) Access the URL provided in the email notifying of your password expiration.

(*) The password expires in 180 days. You receive a notification email two weeks and one week before it expires and on the date of expiration.

[Sample notification email sent two weeks before the password expires.]

Title: [SHARP Procurement Portal Site (SCOPE)] Password expiration notification

FROM : sharp-bp-system@sharp.co.jp

このメールは、「シャープビジネスパートナーログインシステム」に登録された方に送信しています。
御心当たりのない場合は、そのまま削除して頂きますようお願い致します。

パスワード有効期限が2週間後となっております。
以下のURLより、パスワードの変更をお願い致します。

<https://skc.jp.sharp/seas-front/pswdchg/realml01standard/>

=====

ユーザID : ██████████
お名前 : ██████████
会社名 : ██████████
有効期限 : ██████████

=====

当ログイン情報は以下のサイトにアクセスする際に必要となります。
シャープ調達ポータル(SCOPE) <https://skc.jp.sharp/webedi/top/scope/>

お問い合わせはこちら
sbp-user-support@list.sharp.co.jp
※英文で上記と同じ内容

This email is sent to those who registered in "Sharp Business Partner Login System".
Please delete this email if it is unknown for you.

.
.

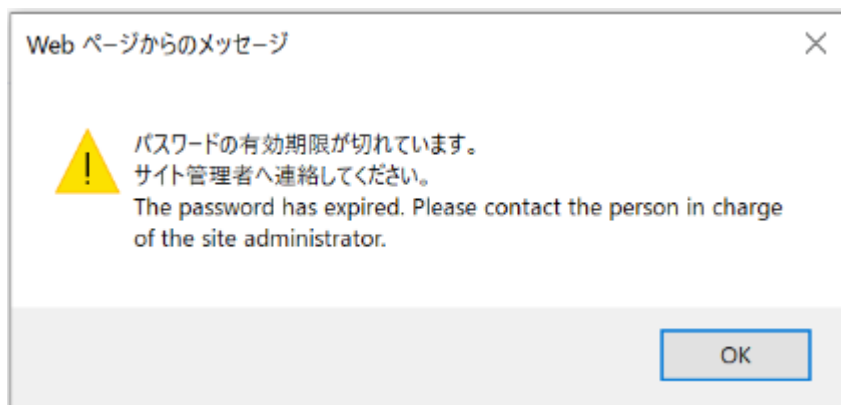
(2) You can change your password on your own before it expires.

(Refer to 6. Changing your password (before it expires)).

When your password has expired, the following warning message appears.

Request SCOPE Administration Office to initialize your password by sending an email to scope-site@sharp.co.jp.

(*) SCOPE Administration Office is responsible for initializing the password.



- (3) When your password has been initialized, you will receive an email notifying of a temporary password. Change the temporary password by following instructions. After changing the password, you will be able to log into the SCOPE site.

(Refer to 1.6. Logging into the SCOPE site for the first time.)

(*) When your password has expired, you will receive the following notification email.

[Sample notification email]

Title: [SHARP procurement portal (SCOPE)] Password expiration notification

FROM : sharp-bp-system@sharp.co.jp

このメールは、「シャープビジネスパートナーログインシステム」に登録された方に送信しています。
御心当たりのない場合は、そのまま削除して頂きますようお願い致します。

本日、ご利用者様のパスワード有効期限が切れましたことをお知らせ致します。

=====

ユーザID : ██████████
お名前 : ██████████
会社名 : ██████████
有効期限 : ██████████

=====

継続利用をご希望の場合は、
以下のサイト管理者にユーザー再登録依頼をお願い致します。
サイトリスト
シャープ調達ポータル (SCOPE) <https://skc.jp.sharp/webedi/top/scope/>

お問い合わせはこちら
sbp-user-support@list.sharp.co.jp
※英文で上記と同じ内容

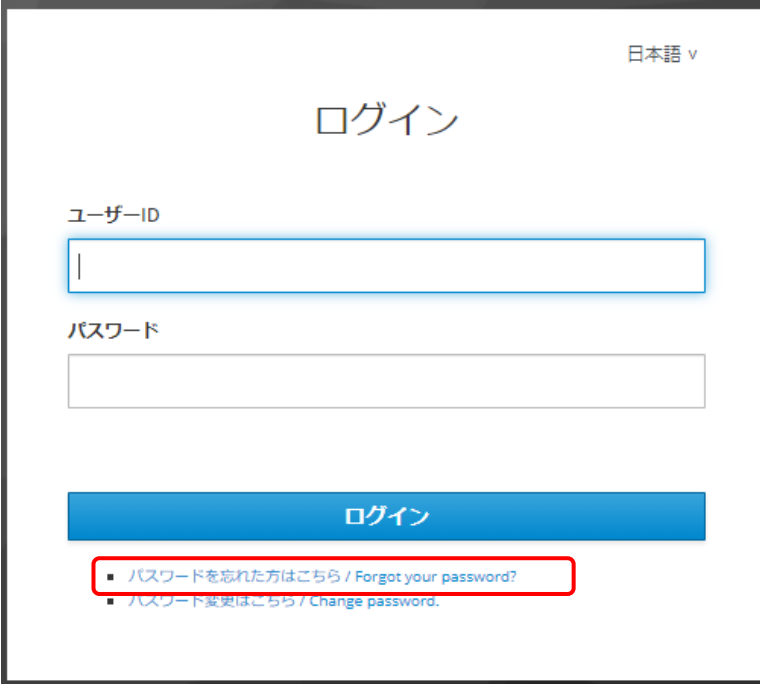
This email is sent to those who registered in "Sharp Business Partner Login System".
Please delete this email if it is unknown for you.

.
.

8. When you have forgotten your password;

8.1. Reregistering your password using the password reminder

- (1) Click the [Click here when you have forgotten your password] link on the Authentication screen.



日本語 v

ログイン

ユーザーID

パスワード

ログイン

- [パスワードを忘れた方はこちら / Forgot your password?](#)
- [パスワード変更はこちら / Change password.](#)

- (2) The screen to change your password appears. Enter your user ID and click the [Start] button.



SHARP Business Partner Login

パスワード変更手続き / Change Password

ユーザーID / User ID

開始 / start

- (3) When your user ID is correct, the following screen appears.

Choose your security question and enter your answer to it and click the [Submit] button.

SHARP Business Partner Login

パスワード変更手続き
Change Password

以前に登録した「秘密の質問」と「回答」を入力してください。
Please select and answer your security question.

秘密の質問 / Security Question

回答 / Answer

- (4) Your security question and answer submitted are correct, the following screen appears and you will receive an email to recreate your password at the address registered.

SHARP Business Partner Login

パスワード変更手続き
Change Password

パスワード再登録を受け付けました。
We have received your password re-registration request.

連絡先メールアドレス「seasuser@sharp.co.jp」にメールを送信します。
内容を確認の上パスワードを変更してください。
An email will be sent to your email address. Please check the email and change your password.

メールアドレスが違う又はメールが届かない場合は、システム担当者に連絡して下さい。
If your email address is incorrect or you don't get an email, please contact your system administrator.

[Sample notification email]

Title: [SHARP procurement portal site (SCOPE)] Password change request has been accepted.

FROM : sharp-bp-system@sharp.co.jp

このメールは、「シャープビジネスパートナーログインシステム」に登録された方に送信しています。
御心当たりのない場合は、そのまま削除して頂きますようお願い致します。

パスワード変更依頼を受け付け致しました。
以下のURL（有効期限：本メールの発信後1時間以内）から、パスワードの変更をお願いします。

[https://skc.jp.sharp/seas-front/unlock/ResetAuth/
real01_standard/?2711dbf2-1f6f-4611-9be5-447](https://skc.jp.sharp/seas-front/unlock/ResetAuth/real01_standard/?2711dbf2-1f6f-4611-9be5-447)

お問い合わせはこちら
sbp-user-support@list.sharp.co.jp

※英文で上記と同じ内容

This email is sent to those who registered in "Sharp Business Partner Login System".
Please delete this email if it is unknown for you.

・
・

9. Initializing your password

- (1) When you have forgotten not only your password but also your security question and your answer to it, you need to request SCOPE Administration Office to initialize your password by sending a request email to scope-site@sharp.co.jp.

(*) SCOPE Administration Office is responsible for initializing the password.

- (2) When your password has been initialized, you will receive an email notifying of your password initialization. Change the temporary password provided by following instructions. After changing the password, you will be able to log into the SCOPE site.

(Refer to 1.6. Logging into the SCOPE site for the first time.)

10. Changing user information

- (1) When your user information has been changed on SCOPE, you will receive an email notifying of the completion of the change.

[Sample notification email]

Title: [SHARP procurement portal (SCOPE)] Your user information has been changed.

FROM : sharp-bp-system@sharp.co.jp

このメールは、「シャープ調達ポータル (SCOPE)」に登録された方に送信しています。
御心当たりのない場合は、そのまま削除して頂きますようお願い致します。

「シャープビジネスパートナーログインシステム」を
ご利用いただきありがとうございます。
ご利用者様の情報が以下のように変更されました。

=====
ユーザーID : ██████████
お名前 : ██████████
会社名 : ██████████
メールアドレス : ██████████
=====

お問い合わせはこちら
sbp-user-support@list.sharp.co.jp

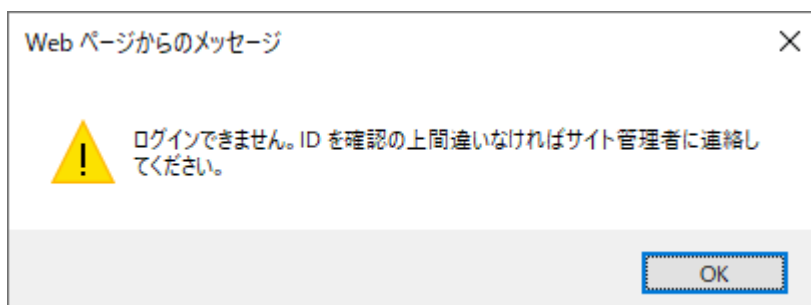
※英文で上記と同じ内容

This email is sent to those who registered in "シャープ調達ポータル (SCOPE)".
Please delete this email if it is unknown for you.

.
.

11. Login troubleshooting

(1) When an error message, “You cannot log into the SCOPE site is issued;



- 1) You have accessed the URL in the email notifying of the receipt of your password change request twice or more.

This message appears when you have accessed the URL in the email again after accessing the URL and closing the browser.

(*) For information security reasons, this system is so set that it allows access to the URL only once.

- 2) The URL to change the password has expired;

For information security reasons, the URL provided in the email notifying of the receipt of a password change request is valid only for one hour after the email was issued. The error message is issued when you accessed the URL one hour after the screen to accept your password change request appeared.

(2) When you have entered wrong passwords or wrong answers to your security question five times;

When you have entered wrong passwords or wrong answers to your security questions five times, your user ID will be locked and you will need to initialize your password.

Contact SCOPE Administration Office at scope-site@sharp.co.jp.