

<i>Document name</i>	[Action for ID of Business Associates (Clients/Suppliers), and Service Shops, etc.]	<i>Update</i>	2023/3/10
<i>Function name</i>	-	<i>Version</i>	ver.1.1

[Action for ID of Business Associates (Clients/Suppliers), and Service Shops, etc.]

1. Applications Related to DSC-ID

Target user of DSC-ID

- Business associates (clients/suppliers), and service shops who are using DENSO business application related to "purchase" or "procurement".

Division of Roles

	Supplier	Administrator of supplier
New registration	Application is necessary 2. New Registration	Confirm DSC-ID issue completion mail
Continuous use	Application is necessary 3. Continuous Use	Confirm E-mail notification (Continuous Use)
Changing information	Application is necessary 4. Changing Information	Confirm E-mail notification (Changing Information)
Deletion	Application is necessary 5. Deletion	—

Required Time for Processing Application

- Application is immediately completed on "Account Service".
However, in case it is the first time for temporarily/contract company to use DSC-ID, application is completed within one week after supervisor of accepting temporarily/contract employee approves it.

[• Confirm of DSC-ID Reg.Info](#)

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2. New Registration

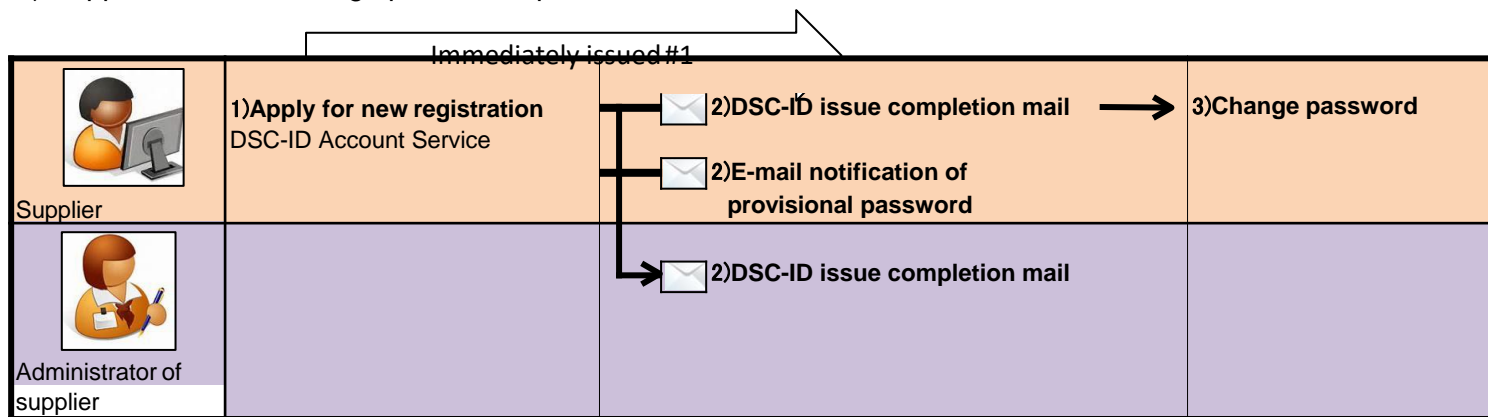
Suppliers need to submit application to obtain DSC-ID.

(1) Application for New Registration

- Please go to "[DSC-ID Account Service](#)" to apply for new registration of DSC-ID.
- Please refer to operation manuals [here](#).

(2) Process for New registration

- 1) Supplier applies for new registration of DSC-ID through DSC-ID Account Service.
- 2) DSC-ID issue completion mail is sent to supplier and administrator of supplier. At the same time, supplier receives e-mail notification of provisional password.
- 3) Supplier needs to change provisional password.



#1 In case it is the first time for supplier company to use DSC-ID, application is completed within one week.

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3. Continuous Use

Suppliers need to submit application to use DSC-ID continuously.

(1) Application for Continuous Use of DSC-ID

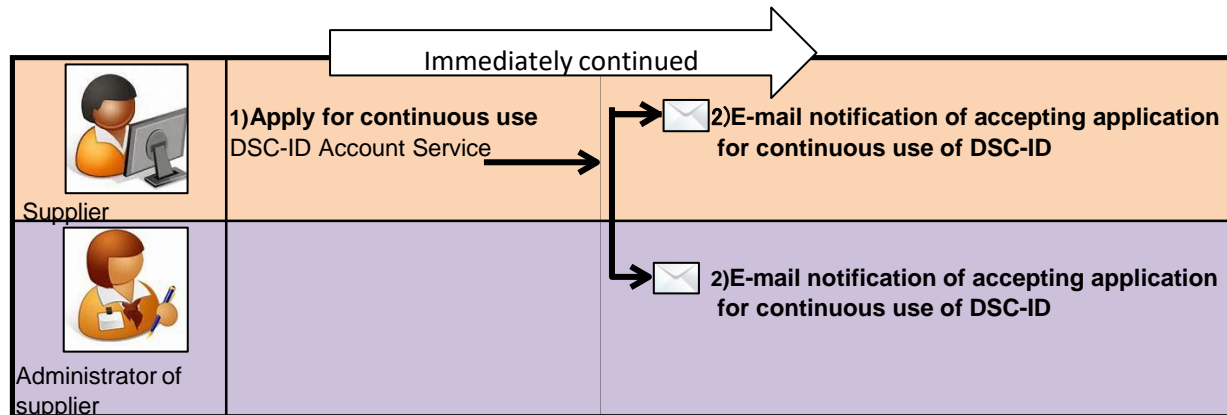
- Please go to "[DSC-ID Account Service](#)" to apply for continuous use of DSC-ID.
- Please refer to operation manuals [here](#).

(2) Process for Continuous Use

#There are two ways to apply for continuous use of DSC-ID depends on the validity period of DSC-ID.
Please check the validity period of DSC-ID and follow the appropriate procedure.

Procedure 1: Within the validity period of DSC-ID

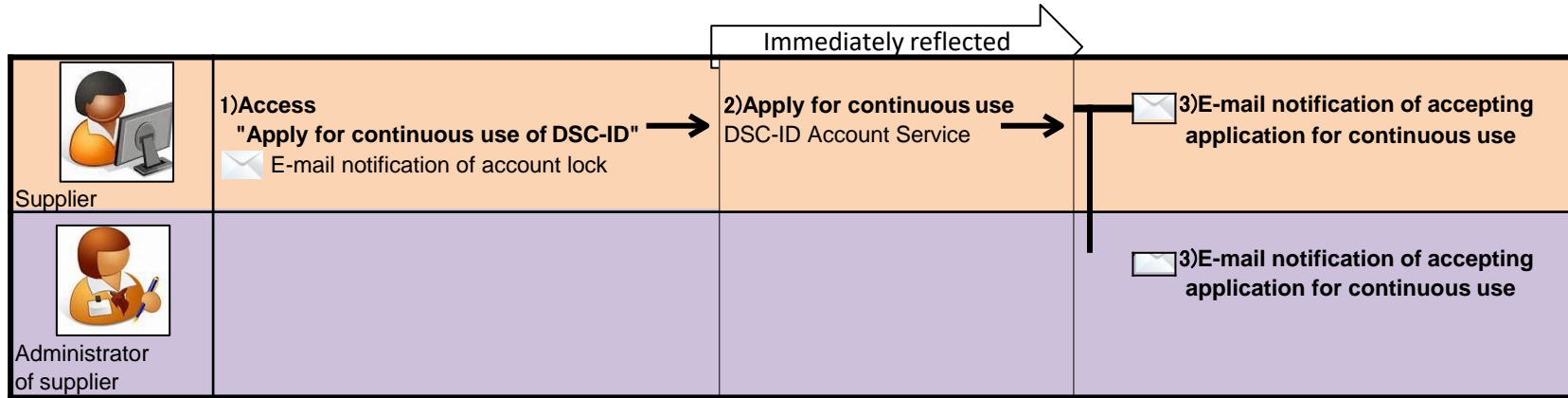
- 1) Supplier applies for continuous use through DSC-ID Account Service.
- 2) Supplier and administrator of supplier receive e-mail notification of accepting application for continuous use of DSC-ID.



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Procedure 2: After the validity period of DSC-ID

- 1) Supplier goes to URL, which is mentioned in e-mail of "Your DSC-ID has been EXPIRED".
- 2) Supplier applies for continuous use of DSC-ID on "Apply for continuous use of DSC-ID" screen.
- 3) E-mail notification of accepting application for continuous use of DSC-ID is sent to supplier and administrator of supplier.



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4. Changing Information

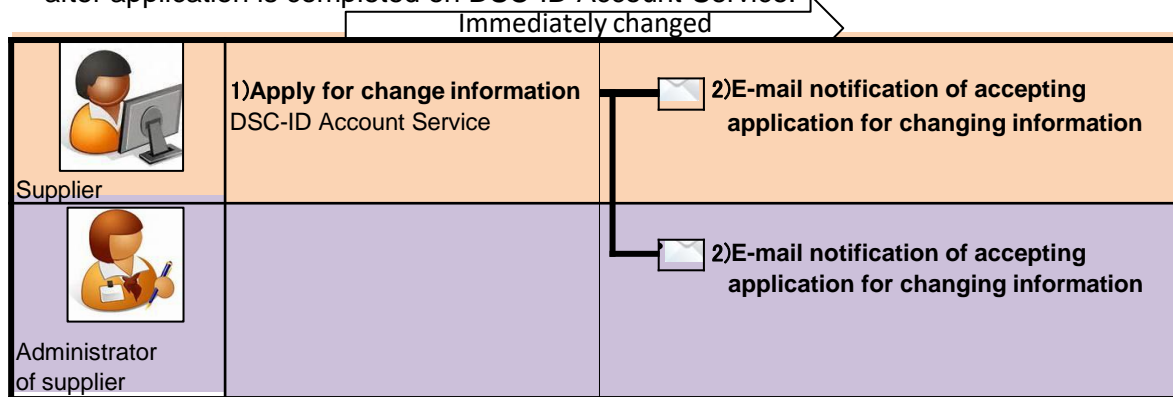
Supplier needs to submit "Application for changing information" in case there are some changes regarding the registered information such as e-mail address on DSC-ID.

(1) Application for Changing Information

- Please go to "[DSC-ID Account Service](#)" to apply for changing information of DSC-ID.
- Please refer to operation manuals [here](#).

(2) Process for Changing Information

- 1) Supplier applies for changing information through DSC-ID Account Service.
- 2) E-mail notification of accepting application for changing information is sent to supplier and administrator of supplier after application is completed on DSC-ID Account Service.



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5. Deletion

In case user stops using DSC-ID, it is necessary to submit application for deleting DSC-ID.
 *DSC-ID which is not used over one month is deleted.

[Precondition]

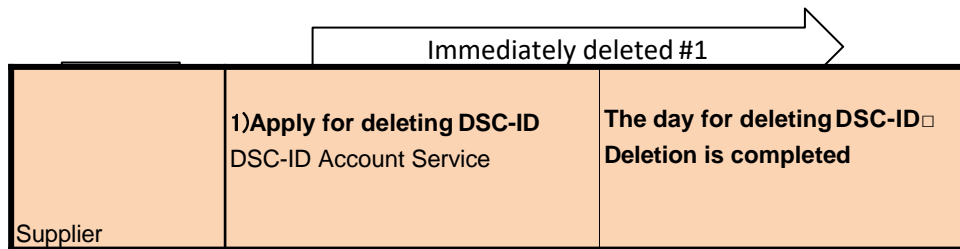
In case DSC-ID is in validity period, "supplier" can apply for deleting DSC-ID.

(1) Application for Deleting DSC-ID

- Please go to "[DSC-ID Account Service](#)" to apply for deleting DSC-ID.
- Please refer to operation manuals [here](#).

(2) Process for Deleting DSC-ID

1) Supplier applies for deleting DSC-ID on DSC-ID Account Service.



#1 In case supplier designates the date to delete DSC-ID, it will be deleted on that day.