

PANT PARTS & ACCESSORY NEWS TODAY

B U L L E T I N

03-38

November 6, 2003

Page 1 of 1

TO: All Subscribers

SUBJECT: Material Safety Data Sheets (MSDS) retrieval and requests

North American Parts Operation (NAPO) is pleased to announce a new MSDS database inventory and retrieval system through a business partner relationship with 3E Company. Beginning November 15, 2003, MSDSs will be available for view, fax, or e-mail by accessing *Dealer Daily* or *Dealer Daily* on Toyota Vision. Toyota Associates, Business Partners, Private Distributors, Suppliers, and Vendors will also be able to access MSDSs through the web (internet access) or on demand by calling a toll free number.

MSDSs are available via:

[3E Online](#) — Go to 3E Online by typing "www.getmsds.com" to obtain Toyota-specific MSDSs

[Dealer Daily](#) — Accessing Dealer Daily by typing Dealer.Toyota.com or Dealer.Lexus.com

Dialing [1.800.451.8346](tel:18004518346) for live assistance in obtaining MSDSs, chemical spill information, or emergency response. Follow the prompt instructions for assistance.

[Toyota Vision](#) — intranet access for MSDSs using Dealer Daily

Other features available:

Hazardous Material Classification and chemical information

Chemical Spill Hotline

Emergency Response Contractor information regarding appropriate spill response, mitigation, documentation, agency notification requirements and clean-up applying Toyota-specific procedures

HMIS and NFPA label identification

Training

EH&S Regulatory information (Local, State, International)

Please click on the appropriate attachment to obtain SOP to access MSDSs:

To obtain instructions to access MSDSs using 3E Online (Attachment I: Internet Access)

To obtain instructions to access MSDSs using Dealer Daily (Attachment II: Dealer Daily Access)

To obtain instructions to access MSDSs using Toyota Vision Dealer Daily (Attachment III: TMS Access Via Toyota Vision)

If you have any questions, please contact Susan Harada at (310) 468-0285 or Robert Raymond at (310) 468-0698.

DISTRIBUTION LIST NO:

(X) 1	(X) 5A	(X) 7B	(X) 13A	(X) 18A
(X) 2	(X) 5B	(X) 8	(X) 13B	
(X) 3	(X) 6	(X) 11	(X) 15	
(X) 4	(X) 7A	(X) 12	(X) 17	

Standard Operating Procedure

Obtaining MSDSs on the Web

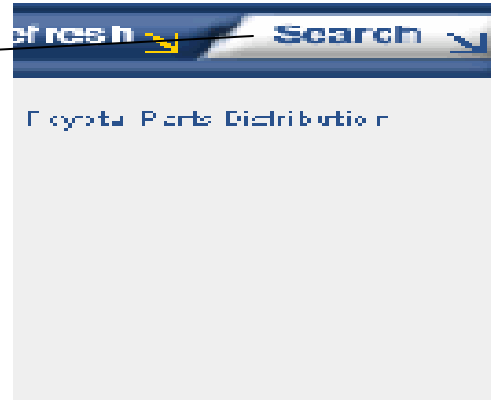
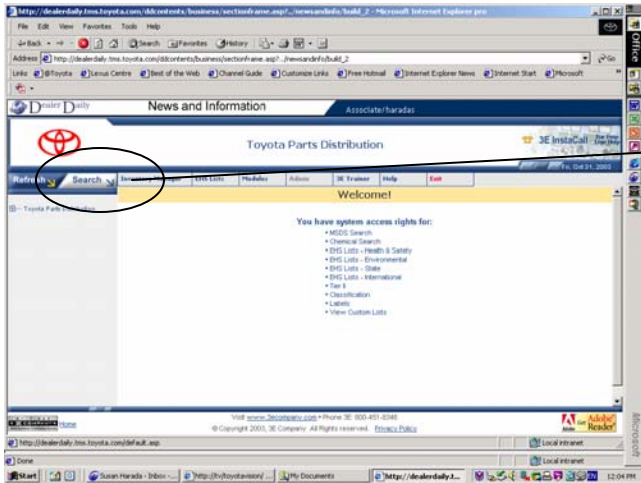
- ❑ Get to 3E website by typing: www.getmsds.com

- ❑ Type in User Name: **Toyota**
(not case sensitive)

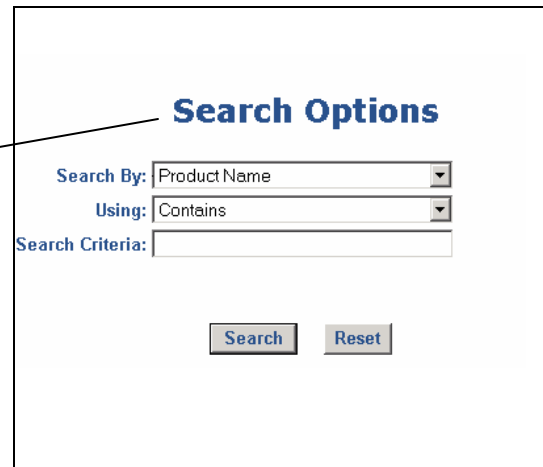
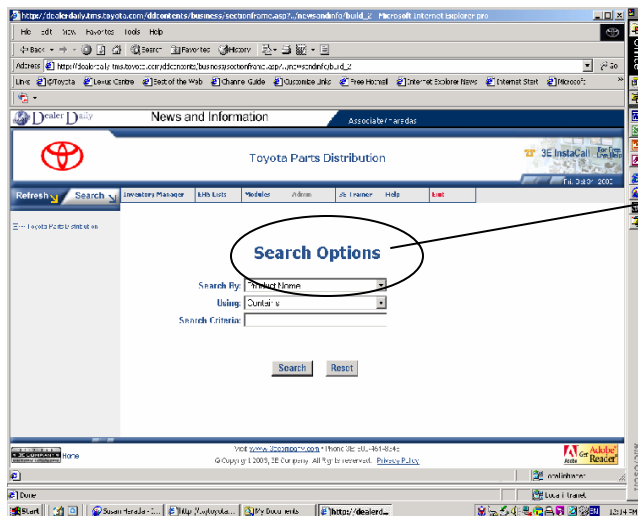
- ❑ Type in Password: **MSDS**
(not case sensitive)

- ❑ Follow the instructions on the following slides to obtain MSDS

Standard operating procedure for obtaining MSDSs on the web.



1. Once in the MSDS screen, look for **Search** tab on left side of screen and click.



2. Once in Search screen, look for **Search Options** heading.

Standard operating procedure for obtaining MSDSs on the web.

The image shows a web form titled "Search Options" with three main input fields and two buttons. The "Search By:" field is a dropdown menu set to "Internal Number". The "Using:" field is a dropdown menu set to "Contains". The "Search Criteria:" field is a text box containing "45130-06070-B0". Below these fields are "Search" and "Reset" buttons. Three blue ovals with callout lines point to the "Search By:", "Using:", and "Search Criteria:" labels. A fourth callout line points from the "Search" button to step 3 in the text below.

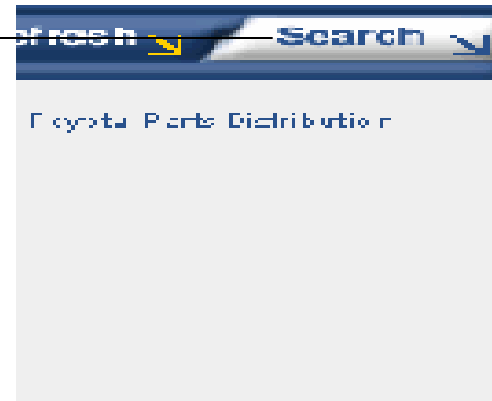
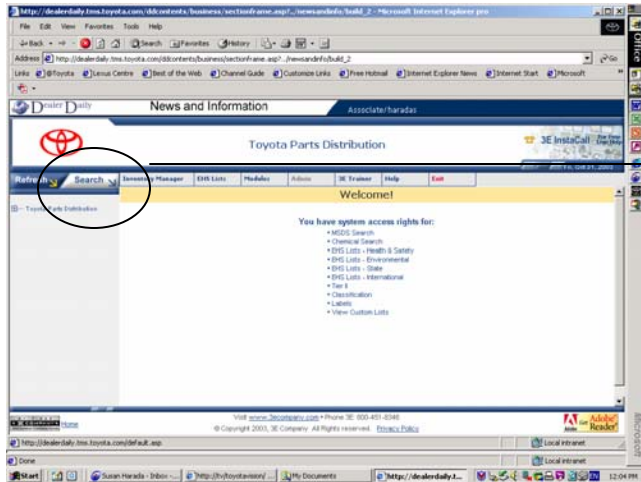
10. Use drop down menu to *categorize* your search for MSDSs. "Internal number" field indicates that you will search by part number.

11. Use this field to indicate your *search parameter*. "Contains" indicates the inclusive field of search.

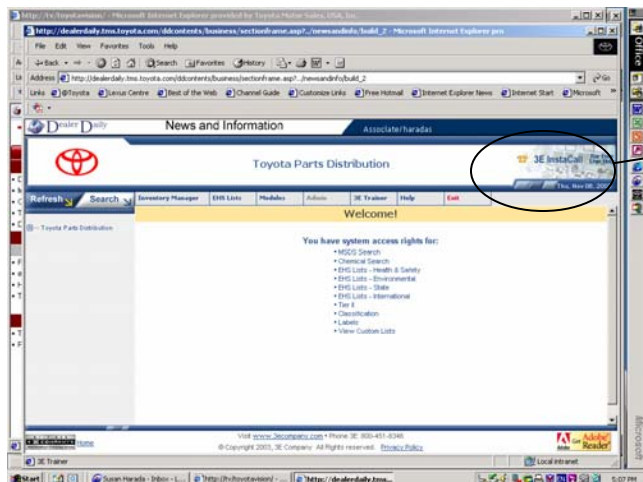
12. Use this field to type in the *part number*.

3. Once you have entered the appropriate search information in each of the fields above, *click "Search tab"*.

Standard operating procedure for obtaining MSDSs on the web.



6. Click on the **Search** screen to begin another search.



7. Click on 3E Instacall for free live help and assistance.

Standard Operating Procedure for Obtaining MSDSs Using Dealer Daily

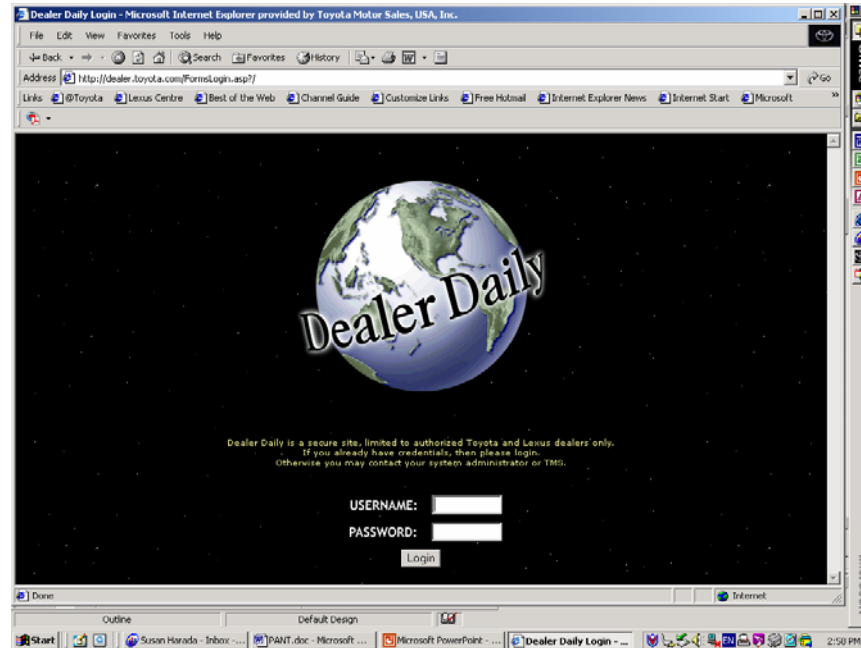
- Launch Dealer Daily by typing:

 Dealer.Toyota.com

or

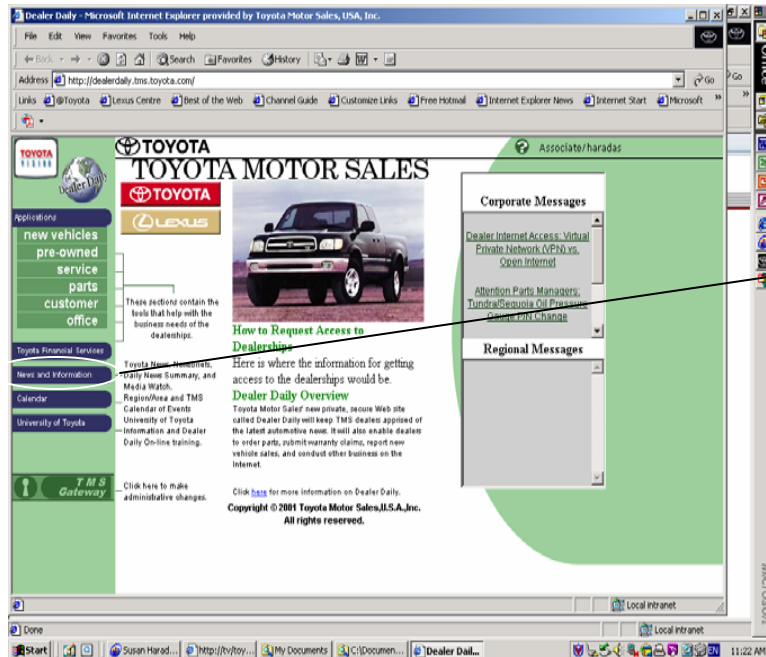
 Dealer.Lexus.com

Standard Operating Procedure for Obtaining MSDSs Using Dealer Daily



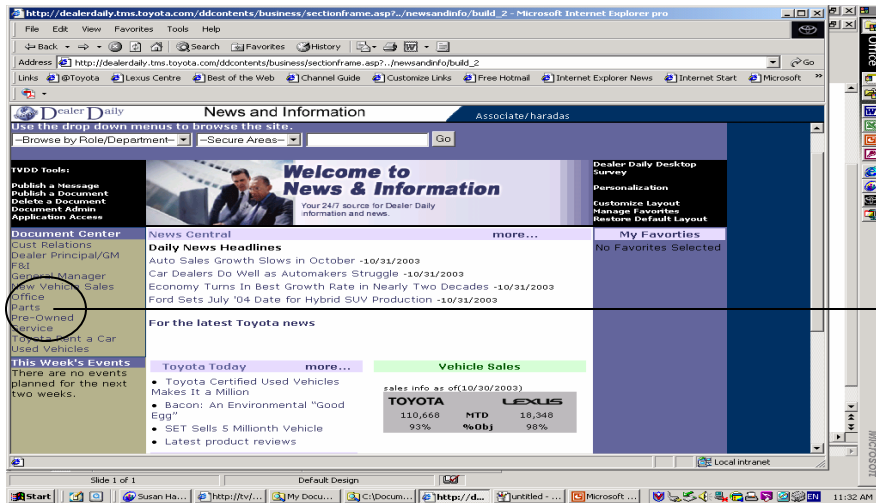
2. Type in Username and Password

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

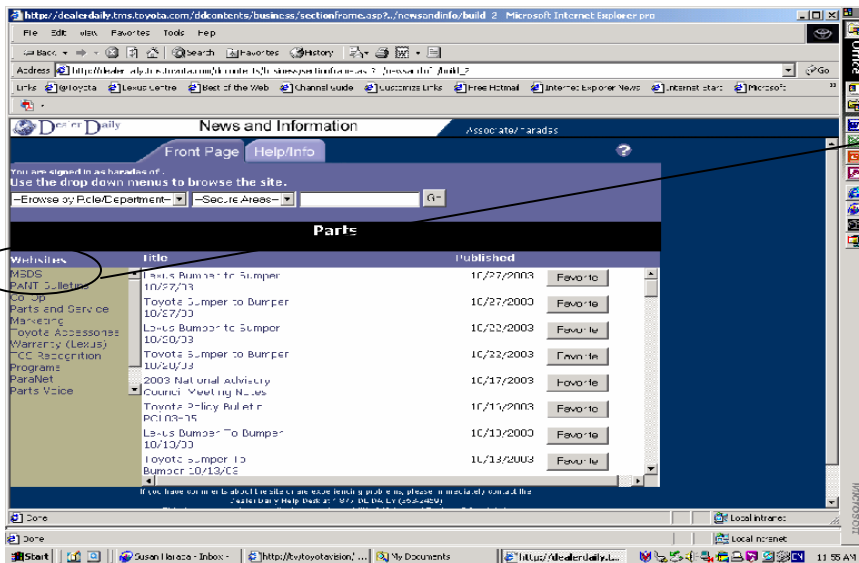


4. Once in "*Dealer Daily*" screen, identify News and Information heading on left side, on blue tab.
5. Click on *News and Information* heading.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

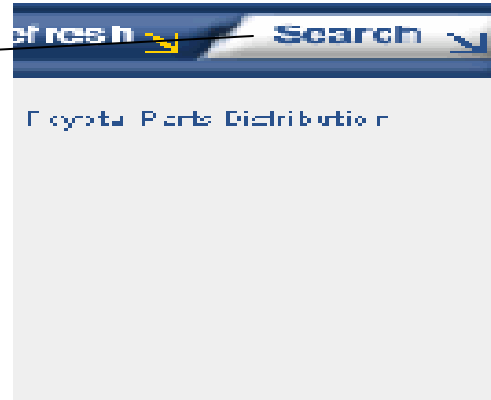
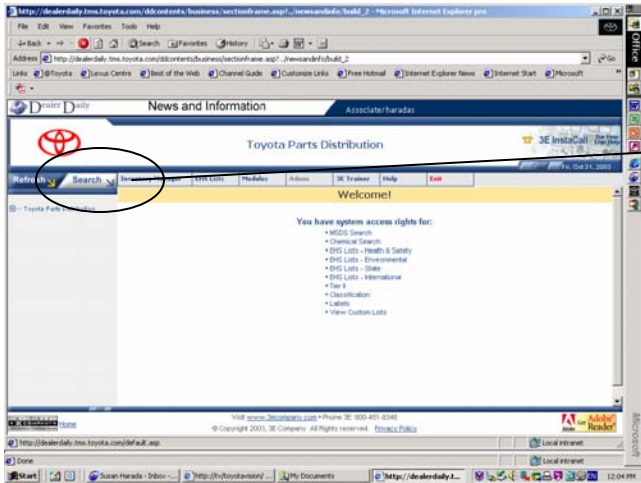


6. Once in News and Information screen, identify **Parts** heading and click.

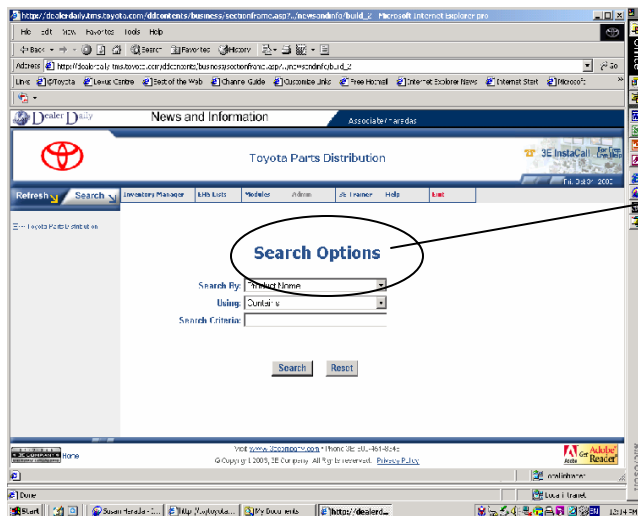


7. Once in Parts screen, identify **MSDS** heading and click.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily



8. Once in the MSDS screen, look for **Search** tab on left side of screen and click.



9. Once in Search screen, look for **Search Options** heading.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

The screenshot shows a web form titled "Search Options". It contains three main input fields: a dropdown menu labeled "Search By:" with "Internal Number" selected, a dropdown menu labeled "Using:" with "Contains" selected, and a text input field labeled "Search Criteria:" containing the text "45130-06070-B0". Below these fields are two buttons: "Search" and "Reset". Three blue ovals highlight the "Search By:", "Using:", and "Search Criteria:" labels. Lines connect these ovals to numbered instructions on the right side of the page.

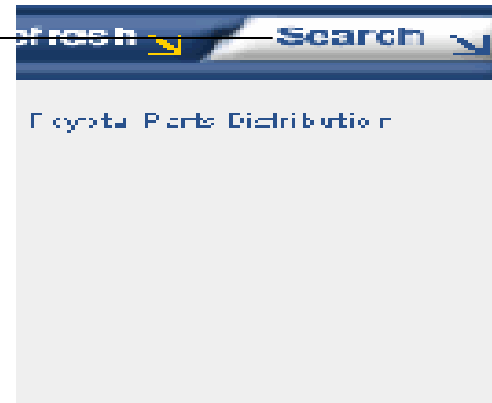
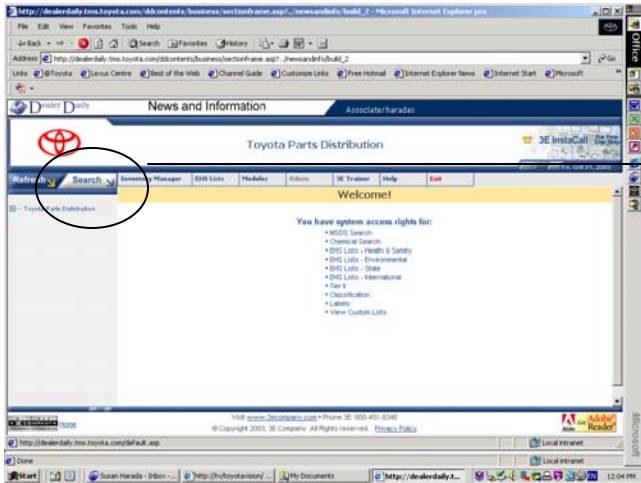
10. Use drop down menu to *categorize* your search for MSDSs. "Internal number" field indicates that you will search by part number.

11. Use this field to indicate your *search parameter*. "Contains" indicates the inclusive field of search.

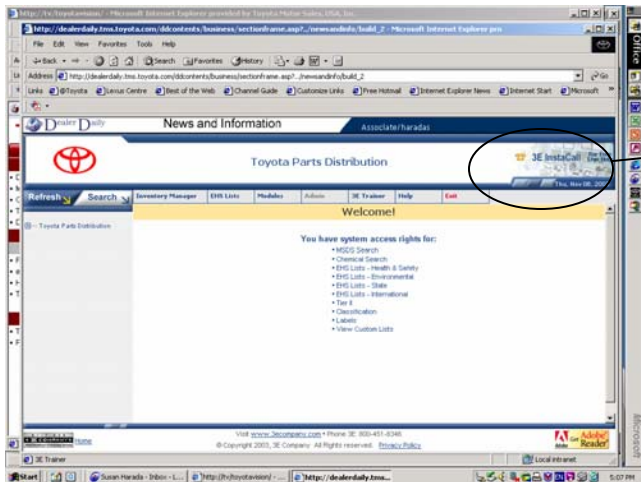
12. Use this field to type in the *part number*.

13. Once you have entered the appropriate search information in each of the fields above, *click "Search tab"*.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily



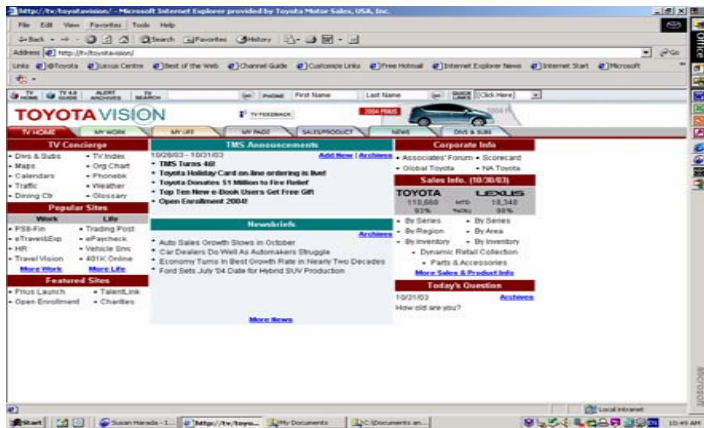
16. Click on the **Search** screen to begin another search.



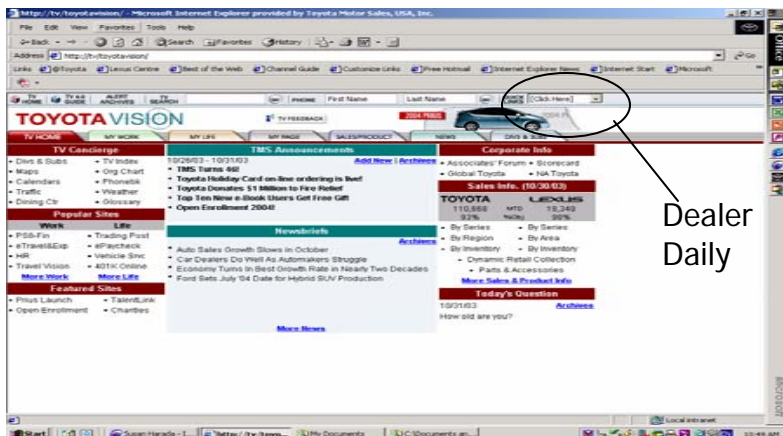
17. Click on 3E Instacall for free live help and assistance.

Standard Operating Procedure for Obtaining MSDSs Using Dealer Daily in Toyota Vision

Attachment III: TMS Access Via Toyota Vision

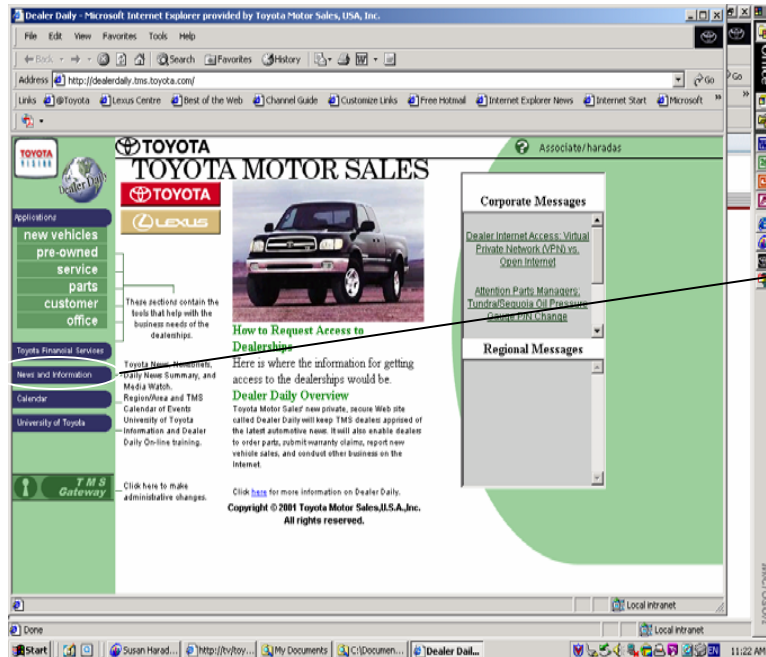


1. Go to *Toyota Vision*.



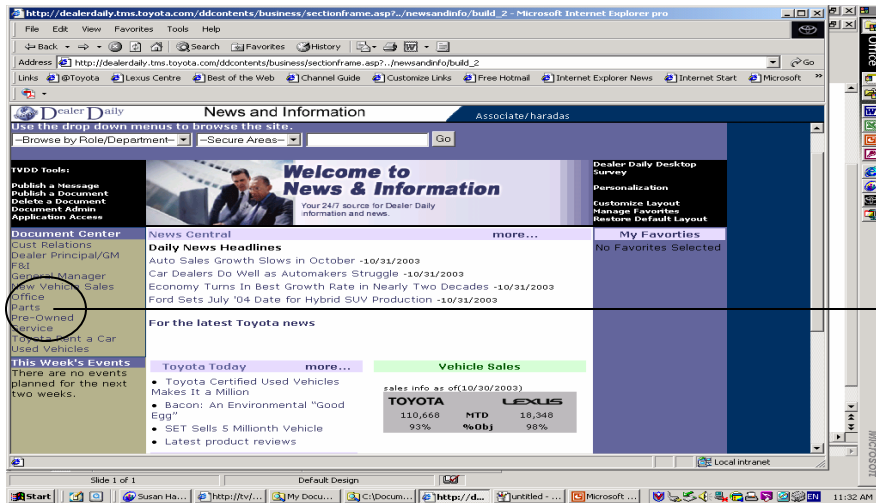
2. Open "*Links*" drop down and highlight "*Dealer Daily*."
3. Click to open up "*Dealer Daily*" screen.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

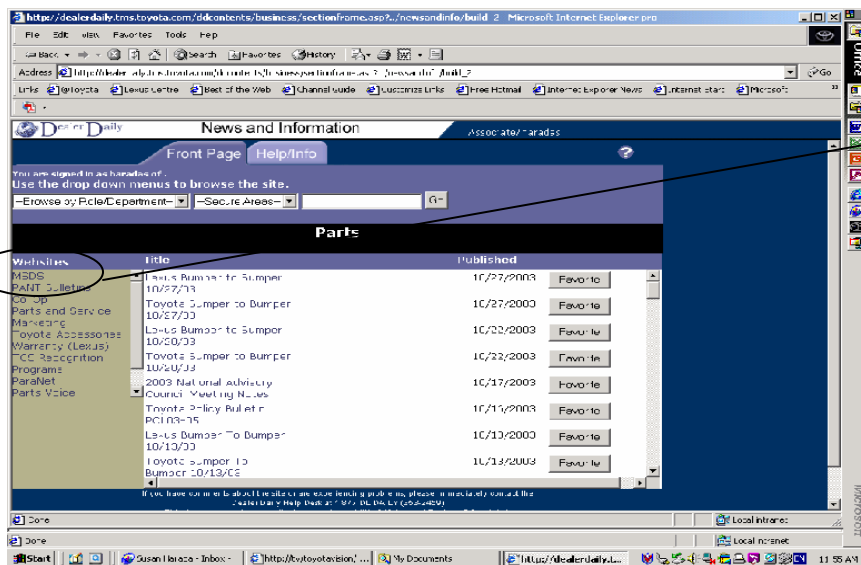


4. Once in "*Dealer Daily*" screen, identify News and Information heading on left side, on blue tab.
5. Click on *News and Information* heading.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

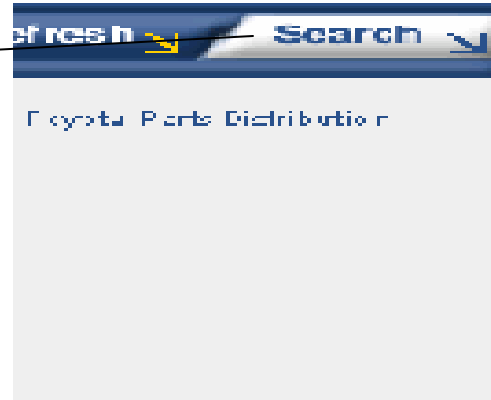
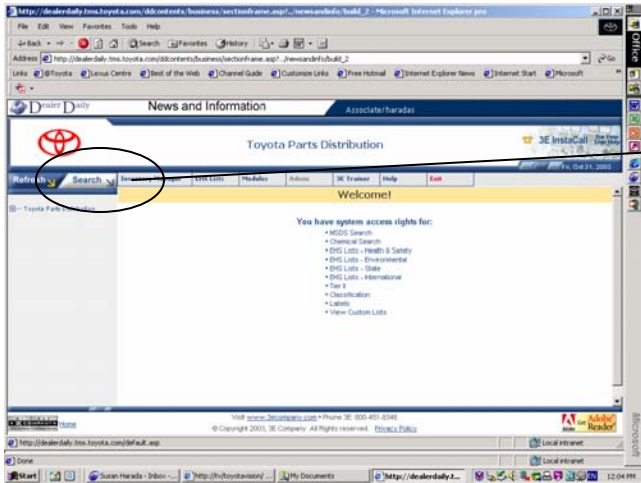


6. Once in News and Information screen, identify **Parts** heading and click.

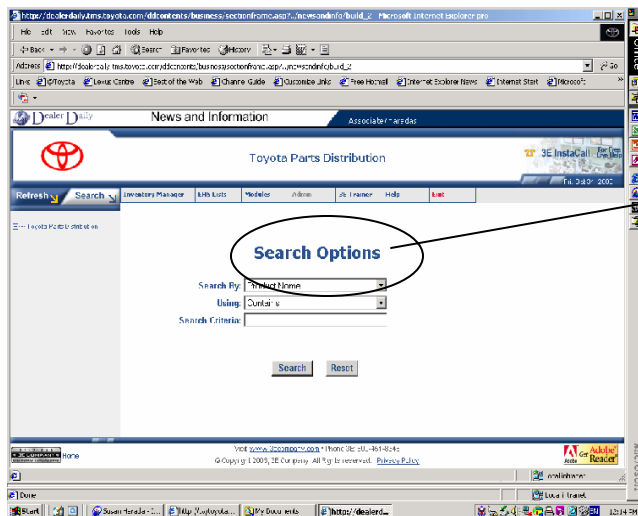


7. Once in Parts screen, identify **MSDS** heading and click.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily



8. Once in the MSDS screen, look for **Search** tab on left side of screen and click.



9. Once in Search screen, look for **Search Options** heading.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily

The screenshot shows a web form titled "Search Options". It contains three main input fields: a dropdown menu labeled "Search By:" with "Internal Number" selected, a dropdown menu labeled "Using:" with "Contains" selected, and a text input field labeled "Search Criteria:" containing the text "45130-06070-B0". Below these fields are two buttons: "Search" and "Reset". Three blue ovals highlight the "Search By:", "Using:", and "Search Criteria:" labels. Lines connect these ovals to numbered instructions on the right side of the page.

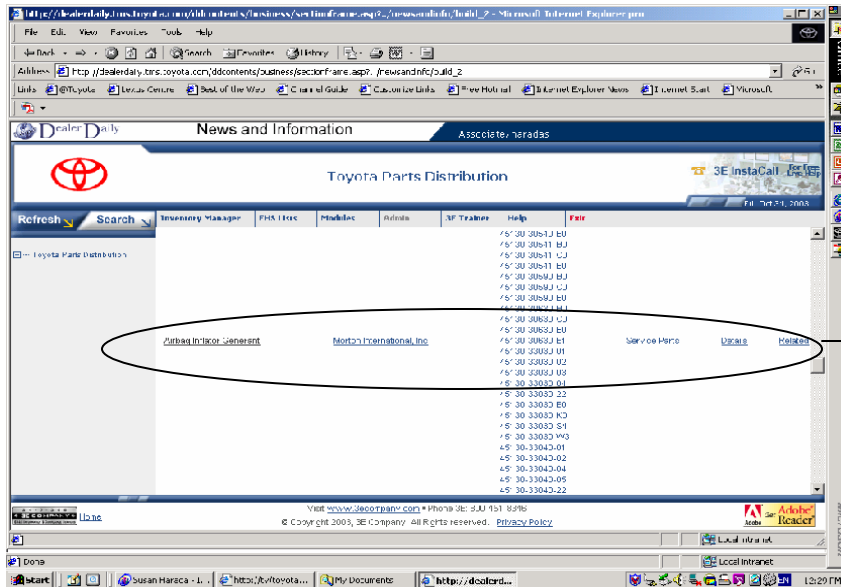
10. Use drop down menu to *categorize* your search for MSDSs. "Internal number" field indicates that you will search by part number.

11. Use this field to indicate your *search parameter*. "Contains" indicates the inclusive field of search.

12. Use this field to type in the *part number*.

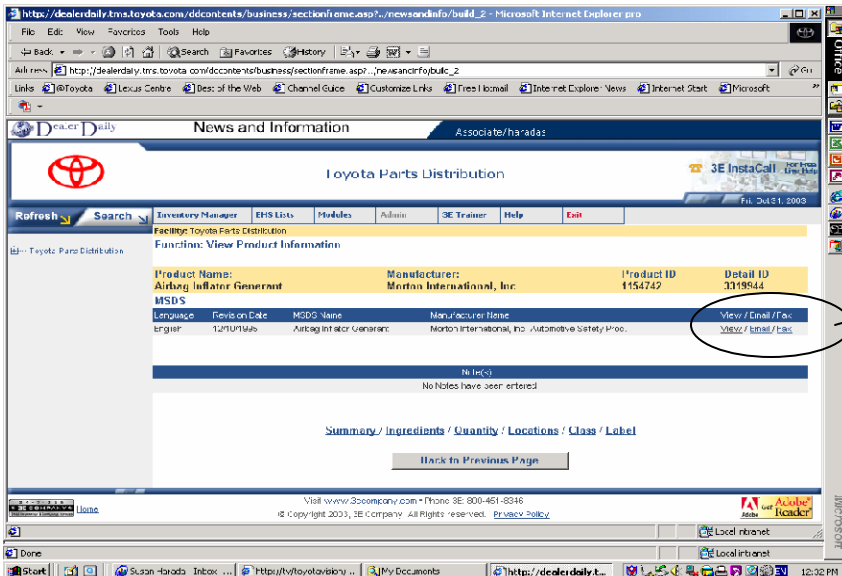
13. Once you have entered the appropriate search information in each of the fields above, *click "Search tab"*.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily



Airbag Inflator Generator Morton International, Inc

14. Go to the *middle* of the screen and identify the heading correlating to all part numbers on the page. Click.

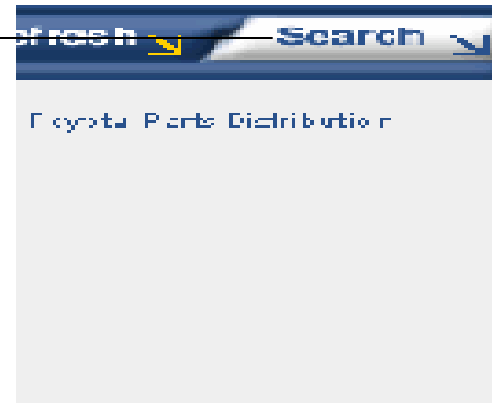
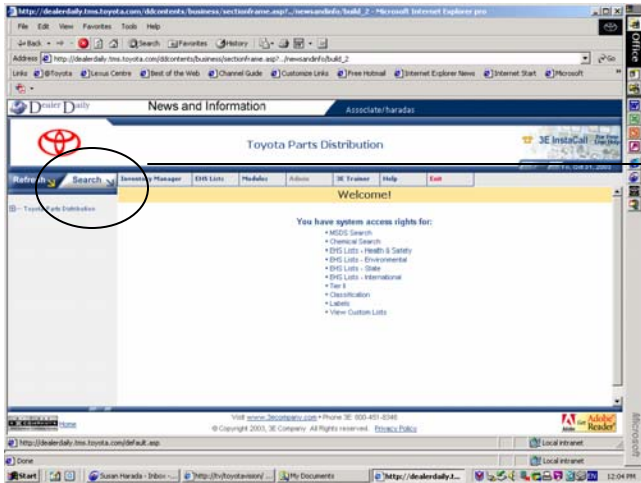


View / Email / Fax

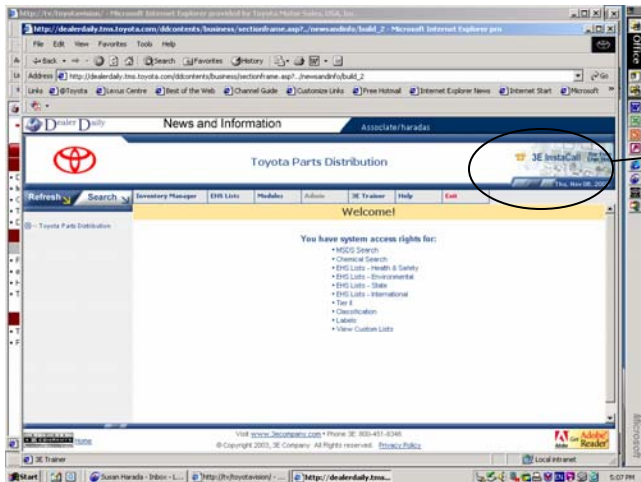
View / Email / Fax

15. Choose whether you would like to *view, e-mail or fax* the MSDS identified. Click. The MSDS will be sent to you as indicated.

Standard Operating Procedure for Obtaining Toyota Service Parts, MSDSs Using Dealer Daily



16. Click on the **Search** screen to begin another search.



17. Click on 3E Instacall for free live help and assistance.