

# Catalog

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## \* New ID Registration\*

You register new temporary Global ID.

1. Click 'New ID Registration' in menu.

### Top Menu of Online Registration

Logout Change Company JP EN  
Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

#### Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

Click

#### For Applier

New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. <b>(On "Organization Assignment", the Present "Organization information" is not deleted.)</b>
Change Registered Information	Modify registered application. <b>Use it when processing the "Organization change" please.</b>
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

#### For Approver

Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.
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2. Enter your information in obligatory items and click

<b>New ID Registration : Input</b>		[Input] >> [Preview] >> [Result]	JP EN
Company Name: 322000	Sony Technology (Thailand) Co., Ltd.	Menu	Save as draft
User Name: Jack Smith	Dummy@sony.com	Preview	
For saving, you must press the save button. Be careful, "Preview" button doesn't save your data.			

**Process Explanation**  
Please fill in the information of the new person to be registered.

<b>Company Information</b>		
Company Code	322000	
Company Name	Sony Technology (Thailand) Co., Ltd.	Sony Technology (Thailand) Co., Ltd.

**\* Fields are mandatory**

<b>Basic Information</b>		
Passport Name (English)	First Name (50) *	Eric <small>Used in internal system.</small>
	Middle Name (50)	Alexandre <small>Used in internal system.</small>
	Last Name (50) *	Yamada <small>Used in internal system.</small>
<input type="checkbox"/> Working name is used.		
Employee Type *	<input checked="" type="radio"/> Contractor / Temporary contractor	
Email Address *	<input type="text"/> <input checked="" type="checkbox"/> Sony Domain Email Address Flag <small>                     If this user will get Sony domain email address (ex: XXX@sony.com), please input "NA" now. After get Sony domain email address, please input it.                      If this user already has Sony domain email address, please input it.                      If this user accesses applications of Sony without getting Sony domain email address, please turn off the flag and register the user's own email address issued by the partner company.                      In other cases, please register "NA".                      For details, please refer <a href="#">here</a>.                 </small>	
Birthday(MMDD)	1231 <small>Used in internal system.</small>	
Usage of Authentication	<input checked="" type="checkbox"/> Common Authentication Service	
Partner Company	Company Code (12)	<input type="text"/> <small>If know, please input IRIS 6 digits code.</small>
	Company Name(E) (80)	<input type="text"/>
Cost Center Code (10)	5004 <small>Please input the code managed in your company.</small>	
Partner Company	Company Code (12)	<input type="text"/> <small>If know, please input IRIS 6 digits code.</small>
	Company Name(E) (80)	<input type="text"/>
Cost Center Code (10)	5004 <small>Please input the cord managed in your company.</small>	
Original Company	Company Code	500100 <small>Only the staff of the group company needs to input the original company.</small>
	Company Name(E)	<input type="text"/>

■ Organization Information	
Organization	Organization Code (15) <input type="text" value="S400018"/> <input type="button" value="Show Organization"/> ⓘ Input organization code then press "Show Organization" button. Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR. Each company responsible person : To visit <a href="#">Company List</a> .
	Organization Name(E) Mechanical Design Department
Main/Additional Post	Main Post (Primary position)
Tech	Tech Code (4) <input type="text"/> ⓘ Input Tech Code (Business Place Code / Office Place Code ). For details, please refer to "Help".
	Tech Name (40) <input type="text"/> ⓘ Input Tech Name (Business Place Name / Office Place Name ).
Telephone Number - Extension	Country Code (3) <input type="text" value="44"/>
	Telephone Number (20) <input type="text" value="01234-56-7899"/> ⓘ Please input whether the personal direct extension number or outside line.
	Extension Number (20) <input type="text" value="x-999-9999"/>

■ Valid period	
Effective Date (YYYYMMDD) *	<input type="text" value="20170914"/> ⓘ You can input effective date between today and one month after it.
Expire Date (YYYYMMDD) *	<input type="text"/> ⓘ You can input a date between effective date and one year after it. If the effective date is Jan 1,2018 the expire date can be till Dec 31,2018.

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The working name will be used, displayed when status [ON].

The working name will not be displayed when status [OFF], and its value is same as the Passport name.

\* Fields are mandatory

■ Basic Information	
Passport Name (English)	First Name (50) * <input type="text" value="Eric"/> ⓘ Used in internal system.
	Middle Name (50) <input type="text" value="Alexandre"/> ⓘ Used in internal system.
	Last Name (50) * <input type="text" value="Yamada"/> ⓘ Used in internal system.
<input checked="" type="checkbox"/> Working name is used.	
Working Name (English)	First Name (50) * <input type="text" value="Eric"/>
	Middle Name (50) <input type="text" value="Alexandre"/>
	Last Name (50) * <input type="text" value="Yamada"/>
Employee Type *	<input type="radio"/> Contractor / Temporary contractor

3. Confirm contents of registration and select an approver.

## New ID Registration : Preview

[Input] >> [Preview] >> [Result]
JP EN

Company Name: 322000	Sony Technology (Thailand) Co., Ltd.	Menu
User Name: Jack Smith	Dummy@sony.com	Modify
		<b>Apply</b>

When saving press "modify" and return to the input page then press "save".

**■ Process Explanation**

Please confirm input contents, and choose approver from the approver list.

**■ Company Information**

Company Code	322000	
Company Name	Sony Technology (Thailand) Co., Ltd.	Sony Technology (Thailand) Co., Ltd.

**■ Basic Information**

Passport Name (English)	First Name (50)	Jane
	Middle Name (50)	Q.
	Last Name (50)	Public
Working Name (English)	First Name (50)	Jane
	Middle Name (50)	Q.
	Last Name (50)	Public
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com Sony Domain Email Address	
Birthday(MM/DD)	09/10	
Usage of Authentication	Use	
Partner Company	Company Code (12)	
	Company Name(E) (80)	
Cost Center Code (10)		
Original Company	Company Code	
	Company Name(E)	

**■ Organization Information**

Organization	Organization Code (15)	S400018
	Organization Name(E)	Mechanical Design Department
Main/Additional Post	Main Post (Primary position)	
Tech	Tech Code (4)	
	Tech Name (40)	
Telephone Number - Extension	Country Code (3)	
	Telephone Number (20)	
	Extension Number (20)	1-999-9999

**■ Valid period**

Effective Date (YYYYMMDD)	20170914
Expire Date (YYYYMMDD)	20170918

**■ Approver**

Please select the approver from displayed persons with approving authority in the organization.

Name		
Organization Name		

**■ Memo on Email**

This contents will be added as a memo on the approval request mail.

EINS / Online Registration / New ID Registration : Choose Approver - Internet Explorer

## New ID Registration : Choose approver

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith

**■ Process Explanation**  
 Please choose the approver.  
 When you apply, an email request will be sent to the approver.  
 If there is no approver, organization assignment cannot be applied.  
 Please contact your HR administrator. Please access the URL below, you will find the Email address of Contact Person(HR) in your company.  
 Each company responsible person : To visit [Company List](#).

**■ Approver**

	Name(English)	Email Address	Organization Name
<input type="radio"/>	John Q. Public	Dummy@sony.com	Mechanical Design Department

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4. Click 'Apply' and then your applying is completed. (Email to request approval is sent to an approver.)

New ID Registration : Applied [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Application List  
 User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**  
 Please confirm the result as below.

**■ Application Information**

Application Number	0000000654
Process Type	New ID Registration
Status	Applied

**■ Result Information**  
 Application approval was requested.  
 It has succeeded to send an approval request email.

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## \* Organization Assignment \*

(For companies which use Online functions only, this menu isn't displayed.)

Only one record for Main post can be set per one person in the same company.

Multiple records for Additional post can be set per one person.

If you delete one company's Post, does not affect the use of GID in the other companies.

You can add temporary organization information to Global ID in the same company.( **Additional Post**)

1. Click 'Organization Assignment' in Menu and enter Global ID which you want to add organization information.

### Top Menu of Online Registration

Logout Change Company JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

#### Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

#### For Applier

New ID Registration	Register new temporary Global ID with limited period
<b>Organization Assignment</b>	Assign another department other than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
Change Registered Information	Modify registered application. Use it when processing the "Organization change" please.
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

#### For Approver

Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.
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2. Enter registration information and click 'Preview'

### Organization Assignment: Search

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

Menu **Input Organization Information**

#### Process Explanation

Please input the Global ID of the person who is adding a new organization.  
Press "Search" button.

#### Search Candidate

Global ID: **9004036616** Search

#### Registered List

Name (English)	Email Address	Company Code	Company Name	
Organization Code	Organization Name	Main/Additional Post	Effective Date	Expire Date
SHINJI YAMADA	Dummy@sony.com	322000	Sony Technology (Thailand) Co., Ltd.	
S200005	Planning & Control Center	Additional Post	20161221	20171220
SHINJI YAMADA	Dummy@sony.com	322000	Sony Technology (Thailand) Co., Ltd.	
S300013	Corporate HROD Division	Main Post	20161221	20171220

Organization Assignment : Input Organization Information [input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Back **Input Basic Information**

User Name: Jack Smith Dummy@sony.com

If you want to save data, please go to the next screen (input basic information) and click Save button.

**■ Process Explanation**

Please input the organization data.

**■ Company Information**

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

**■ Basic Information**

Global ID	9004036616
Name	SHINJI YAMADA <span style="float: right;">山田 慎治</span>
Email Address (100)	Dummy@sony.com
Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

Enter new organization code in case you add another

● Fields are mandatory

**■ Organization Information**

Organization	Organization Code (15)	S-400018 <span>Show Organization</span>
	<p><span style="color: red;">●</span> Input organization code then press "Show Organization" button. Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR. Each company responsible person : To visit <a href="#">Company List</a>.</p>	
	Organization Name(E)	Mechanical Design Department
Main/Additional Post		
Tech	Tech Code (4)	<input type="text"/>
	<p><span style="color: red;">●</span> Input Tech Code (Business Place Code / Office Place Code ) For details, please refer to "Help".</p>	
	Tech Name (40)	<input type="text"/>
		<p><span style="color: red;">●</span> Input Tech Name (Business Place Name / Office Place Name ).</p>
Telephone Number - Extension	Country Code (3)	44
	Telephone Number (20)	01234-56-7899
	<p><span style="color: red;">●</span> Please input whether the personal direct extension number or outside line.</p>	
	Extension Number (20)	x-999-9999

**■ Valid Period**

Effective Date (YYYYMMDD) <span style="color: red;">●</span>	20170914
<p><span style="color: red;">●</span> You can input effective date between today and one month after it.</p>	
Expire Date (YYYYMMDD) <span style="color: red;">●</span>	<input type="text"/>
<p><span style="color: red;">●</span> You can input a date between effective date and one year after it. If the effective date is Jan 1,2018 the expire date can be till Dec 31,2018.</p>	

# Organization Assignment : Input Basic Information

[Input] >> [Preview] >> [Result]

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu Back Save as draft **Preview**

For saving, you must press the save button.

## Process Explanation

Basic information is registered as below. Please check the registered information.

## Company Information

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

\* Fields are mandatory

## Basic Information

Global ID	9004036616	
Working Name (English)	First Name (50)	SHINJI
	Middle Name (50)	
	Last Name (50)	YAMADA
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com Sony Domain Email Address	
Usage of Authentication	Use	
Partner Company	Company Code (12)	
	Company Name(E) (80)	
Cost Center Code (10)	STTA	
Original Company	Company Code	322000
	Company Name(E)	Sony Technology (Thailand) Co., Ltd.
	Company Name(J)	Sony Technology (Thailand) Co., Ltd.
Effective Date (YYYYMMDD)*	20170914	
Expire Date (YYYYMMDD)*	20170918	

3. Confirm registration information and choose an approver.

**Organization Assignment: Preview** [Input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu Back Apply

When saving press "Back" and return to the input page then press "Save".

**Process Explanation**  
 Basic information is registered as below. Please check the registered information.

**Company Information**

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

**Basic Information**

Global ID	9004036616	
Working Name (English)	First Name (50)	SHINJI
	Middle Name (50)	
	Last Name (50)	YAMADA
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com	
	Sony Domain Email Address	
Usage of Authentication	Use	
Partner Company	Company Code (12)	
	Company Name(E) (80)	
Cost Center Code (10)	STTA	
Original Company	Company Code	322000
	Company Name(E)	Sony Technology (Thailand) Co., Ltd.

**Organization Information**

Organization	Organization Code (15)	S400018
	Organization Name(E)	Mechanical Design Department
Main/Additional Post	Additional Post (Acting Position)	
Tech	Tech Code (4)	
	Tech Name (40)	
Telephone Number - Extension	Country Code (3)	
	Telephone Number (20)	
	Extension Number (20)	1-999-9999

**Valid period**

Effective Date (YYYYMMDD)	20170914
Expire Date (YYYYMMDD)	20170918

**Approver**

Please select the approver from displayed persons with approving authority in the organization.

Name	
Organization Name	

**Memo on Email**

This contents will be added as a memo on the approval request mail.

EINS / Online Registration / New ID Registration : Choose Approver - Internet Explorer

## Organization Assignment: Choose approver

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith NA

**■ Process Explanation**  
 Please choose the approver.  
 When you apply, an email request will be sent to the approver.  
 If there is no approver, organization assignment cannot be applied.  
 Please contact your HR administrator. Please access the URL below, you will find the Email address of Contact Person(HR) in your company.  
 Each company responsible person : To visit [Company List](#).

**■ Approver**

	Name(English)	Email Address	Organization Name
<input type="radio"/>	John Q. Public	Dummy@sony.com	Mechanical Design Department

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4. Click 'Apply' and then your applying is completed. (Email to request approval is sent to an approver.)

Organization Assignment : Applied [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Application List  
 User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**  
 Please confirm the result as below.

**■ Application Information**

Application Number	00000000655
Process Type	Organization Assignment
Status	Applied

**■ Result Information**  
 Application approval was requested.  
 It has succeeded to send an approval request email.

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\* You can add temporary organization information to Global ID (**Main Post**).

1. Click 'Organization Assignment' in Menu and enter Global ID which you want to add organization information.

**Top Menu of Online Registration** Logout Change Company JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

**Information**

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

**For Applier**

New ID Registration	Register new temporary Global ID with limited period
<b>Organization Assignment</b>	Assign another department other than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
Change Registered Information	Modify registered application. Use it when processing the "Organization change" please.
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

**For Approver**

Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.
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2. Enter registration information and click 'Preview'

**Organization Assignment: Search** JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

Menu Input Organization Information

**Process Explanation**

Please input the Global ID of the person who is adding a new organization.  
Press "Search" button.

**Search Candidate**

Global ID:

**Registered List**

Name (English)	Email Address	Company Code	Company Name	
Organization Code	Organization Name	Main/Additional Post	Effective Date	Expire Date
Jiro Tanaka	Dummy@sony.com	506100	Sony Global Solutions Inc.	
-----	-----	-----	-----	-----

Organization Assignment : Input Organization Information [input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Back **Input Basic Information**

User Name: Jack Smith Dummy@sony.com

If you want to save data, please go to the next screen (input basic information) and click Save button.

**■ Process Explanation**

Please input the organization data.

**■ Company Information**

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

**■ Basic Information**

Global ID	9004034016	
Name	Jiro Tanaka	田中 次郎
Email Address (100)	Dummy@sony.com	
Company Code	506100	
Company Name	Sony Global Solutions Inc.	

● Fields are mandatory

**■ Organization Information**

Organization	Organization Code (15)	S400018 <span>Show Organization</span>
	<p><span style="color: red;">●</span> Input organization code then press "Show Organization" button. Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR. Each company responsible person : To visit <a href="#">Company List</a></p>	
	Organization Name(E)	Mechanical Design Department
Main/Additional Post		
Tech	Tech Code (4)	<input type="text"/>
	<p><span style="color: red;">●</span> Input Tech Code (Business Place Code / Office Place Code ). For details, please refer to "Help".</p>	
	Tech Name (40)	<input type="text"/>
		<p><span style="color: red;">●</span> Input Tech Name (Business Place Name / Office Place Name ).</p>
Telephone Number - Extension	Country Code (3)	44
	Telephone Number (20)	01234-56-7899
	<p><span style="color: red;">●</span> Please input whether the personal direct extension number or outside line.</p>	
	Extension Number (20)	x-999-9999

Enter new organization code in case you add another organization.

**■ Valid Period**

Effective Date (YYYYMMDD) <span style="color: red;">●</span>	20170915
<p><span style="color: red;">●</span> You can input effective date between today and one month after it.</p>	
Expire Date (YYYYMMDD) <span style="color: red;">●</span>	<input type="text"/>
<p><span style="color: red;">●</span> You can input a date between effective date and one year after it. If the effective date is Jan 1,2018 the expire date can be till Dec 31,2018.</p>	

# Organization Assignment : Input Basic Information

[Input] >> [Preview] >> [Result]

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu

Back

Save as draft

Preview

For saving, you must press the save button.

## Process Explanation

Please input basic information.

## Company Information

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

\* Fields are mandatory

## Basic Information

Global ID	9004034016	
Passport Information	<input checked="" type="radio"/> Change <input type="radio"/> No Change Please select "Change" if you want to modify Passport name(English).	
Passport Name (English)	First Name (50)*	<input type="text" value="Jiro"/> Used in internal sytem.
	Middle Name (50)	<input type="text" value="Alexandre"/> Used in internal sytem.
	Last Name (50)*	<input type="text" value="Tanaka"/> Used in internal sytem.
Working Name (English)	First Name (50)*	<input type="text" value="Jiro"/>
	Middle Name (50)	<input type="text" value="Alexandre"/>
	Last Name (50)*	<input type="text" value="Tanaka"/>
Employee Type*	<input checked="" type="radio"/> Contractor / Temporary contractor	
Email Address*	<input type="text" value="Dummy@sony.com"/> <input checked="" type="checkbox"/> Sony Domain Email Address Flag If this user will get Sony domain email address (ex: XXX@sony.com), please input "NA" now. After get Sony domain email address, please input it. If this user already has Sony domain email address, please input it. If this user accesses applications of Sony without getting Sony domain email address, please turn off the flag and register the user's own email address issued by the partner company. In other cases, please register "NA". For details, please refer <a href="#">here</a> .	
Birthday(MMDD)	<input type="radio"/> Change <input checked="" type="radio"/> No Change <input type="text" value="1231"/> Please select "Change" if you want to modify birthday.	
Usage of Authentication	<input checked="" type="checkbox"/> Common Authentication Service	
Partner Company	Company Code (12)	<input type="text"/> If know, please input IRIS 6 digits code.
	Company Name(E) (80)	<input type="text"/>
Cost Center Code (10)	<input type="text" value="5004"/> Please input the code managed in your company.	
Original Company	Company Code	<input type="text"/> Only the staff of the group company needs to input the original company.
	Company Name(E)	<input type="text"/>

For details, please click

# Organization Assignment : Input Basic Information

[Input] >> [Preview] >> [Result]

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu Back Save as draft **Preview**

For saving, you must press the save button.

## Process Explanation

Basic information is registered as below. Please check the registered information.

## Company Information

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

\* Fields are mandatory

## Basic Information

Global ID	9004036616	
Working Name (English)	First Name (50)	SHINJI
	Middle Name (50)	
	Last Name (50)	YAMADA
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com Sony Domain Email Address	
Usage of Authentication	Use	
Partner Company	Company Code (12)	
	Company Name(E) (80)	
Cost Center Code (10)	STTA	
Original Company	Company Code	322000
	Company Name(E)	Sony Technology (Thailand) Co., Ltd.
	Company Name(J)	Sony Technology (Thailand) Co., Ltd.
Effective Date (YYYYMMDD)*	20170914	
Expire Date (YYYYMMDD)*	20170918	

### 3. Confirm registration information and choose an approver.

## Organization Assignment: Preview

[Input] >> [Preview] >> [Result]
JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu Back Apply

When saving press "Back" and return to the input page then press "Save".

**■ Process Explanation**

Please confirm input contents, and choose the approver from the approver list.  
\*For your information, present organization information is not closed of this function ("Organization Assignment").  
Please use "Change Registered Information" when processing the "Organization change".

**■ Company Information**

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

**■ Basic Information**

Global ID	9004034016	
Passport Name (English)	First Name (50)	Jiro
	Middle Name (50)	
	Last Name (50)	Tanaka
Working Name (English)	First Name (50)	Jiro
	Middle Name (50)	
	Last Name (50)	Tanaka
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com Sony Domain Email Address	
Birthday(MMDD)		
Usage of Authentication	Use	
Partner Company	Company Code (12)	
	Company Name(E) (80)	
Cost Center Code (10)		
Original Company	Company Code	
	Company Name(E)	

**■ Organization Information**

Organization	Organization Code (15)	S400018
	Organization Name(E)	Mechanical Design Department
Main/Additional Post	Main Post (Primary position)	
Tech	Tech Code (4)	
	Tech Name (40)	
Telephone Number - Extension	Country Code (3)	
	Telephone Number (20)	
	Extension Number (20)	1-999-9999

**■ Valid period**

Effective Date (YYYYMMDD)	20170915
Expire Date (YYYYMMDD)	20170918

**■ Approver**

Choose Approver

Please select the approver from displayed persons with approving authority in the organization.

Name	
Organization Name	

**■ Memo on Email**

This contents will be added as a memo on the approval request mail.

EINS / Online Registration / New ID Registration : Choose Approver - Internet Explorer

## Organization Assignment: Choose approver

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith NA

**■ Process Explanation**  
 Please choose the approver.  
 When you apply, an email request will be sent to the approver.  
 If there is no approver, organization assignment cannot be applied.  
 Please contact your HR administrator. Please access the URL below, you will find the Email address of Contact Person(HR) in your company.  
 Each company responsible person : To visit [Company List](#).

**■ Approver**

	Name(English)	Email Address	Organization Name
<input type="radio"/>	John Q. Public	Dummy@sony.com	Mechanical Design Department

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4. Click 'Apply' and then your applying is completed. (Email to request approval is sent to an approver.)

Organization Assignment : Applied [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Application List  
 User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**  
 Please confirm the result as below.

**■ Application Information**

Application Number	00000000659
Process Type	Organization Assignment
Status	Applied

**■ Result Information**  
 Application approval was requested.  
 It has succeeded to send an approval request email.

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## \*Change registered information\*

You can change information registered on EINS online system.

If the error message “E00000D0005: There is no data of the Global ID that you can maintain.” shows up on the page after you search the user’s GID, it means that the GID isn’t registered on EINS online system, the HR of company in charge of the user’s information management. Then you cannot modify the GID’s information via this menu, please contact the PIC of company HR.

1. Click ‘Change Registered Information’ and enter Global ID which information you want to change.

### Top Menu of Online Registration

Logout Change Company JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

#### Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.  
If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

#### For Applier

New ID Registration	Register new information with limited period
Organization Assignment	Assign another organization than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
<b>Change Registered Information</b>	Modify registered application. <b>Use it when processing the "Organization change" please.</b>
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

#### For Approver

Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.
-----------------------	--

2. Click 'Input Basic Information' in case you want to change personal information, or click 'Input Organization Information' in case you want to change your belonging organization information, or click 'Delete' in case you want to delete the GID.

## Change Registered Information : Search

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu  
 User Name: Jack Smith Dummy@sony.com

---

**■ Process Explanation**  
 Please input the Global ID of the person to be modified.  
 Press "Search" button.

**■ Search Candidate**  
 Global ID:

**■ Basic Information**

Name (English)	Email Address	Company Code	Company Name
Mary Green	Dummy@sony.com	322000	Sony Technology (Thailand) Co.

**■ Organization Information**

	Organization Code	Organization Name	Main/Additional Post	Effective Date	Expire Date
<input type="radio"/>	S200010	LENS BIZ. Center	Additional	20170821	20171220
<input type="radio"/>	S300013	Corporate HROD Division	Main	20161221	20171220

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Enter Global ID and click 'Search'.

In case you modify personal information.

In case you modify organization information.

In case you want to delete the GID.  
 Please select the target organization first and click the 'Delete' button. Then the page will migrate to 'Deleted' page and the GID will be deleted.  
 (Please be noticed that the GID delete process do not need the Approver's approval.)  
 When the organization Information's Expire Date is the past date, the record is already invalid and shown in grey. After it's invalid for more than 14 days, the target record will not show on the screen, so there is no need to delete it.  
 And this record can't be deleted according to EINS rule.  
 If the GID has two or more organizations, please delete Additional Post first and then Main Post.

3. Enter your information in obligatory items and click 'Preview' button to continue the application.

Change Registered Information : Input Basic Information		[Input] >> [Preview] >> [Result]	JP	EN	
Company Name:	322000 Sony Technology (Thailand) Co., Ltd.	Menu	Back	Save as draft	<b>Preview</b>
User Name:	Jack Smith Dummy@sony.com				
<b>For saving, you must press the save button. Be careful, "Preview" button doesn't save your data.</b>					

**Process Explanation**  
Please input the basic information which will be modified.

Company Information	
Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd. Sony Technology (Thailand) Co., Ltd.

\*Fields are mandatory

Basic Information	
Global ID	9004036655
Passport Information	<input type="radio"/> Change <input checked="" type="radio"/> No Change <small>Please select "Change" if you want to modify Passport name(English).</small>
Working Name (English)	First Name (50) * <input type="text" value="Mary"/>
	Middle Name (50) <input type="text" value="Alexandre"/>
	Last Name (50) * <input type="text" value="Green"/>
Employee Type *	<input checked="" type="radio"/> Contractor / Temporary contractor
Email Address *	<input type="text" value="Dummy@sony.com"/> <input checked="" type="checkbox"/> Sony Domain Email Address Flag <small>If this user will get Sony domain email address (ex: XXX@sony.com), please input "NA" now. After get Sony domain email address, please input it. If this user already has Sony domain email address, please input it. If this user accesses applications of Sony without getting Sony domain email address, please turn off the flag and register the user's own email address issued by the partner company. In other cases, please register "NA".</small> <small>For details, please refer <a href="#">here</a>.</small>
	<b>For details, please click</b>
Birthday(MMDD)	<input type="radio"/> Change <input checked="" type="radio"/> No Change <input type="text" value="0528"/> <small>Please select "Change" if you want to modify birthday.</small>
Usage of Authentication	<input checked="" type="checkbox"/> Common Authentication Service
Partner Company	Company Code (12) <input type="text" value="123456"/> <small>If know, please input IRIS 6 digits code.</small>
	Company Name(E) (80) <input type="text" value="Partner Company"/>
Cost Center Code (10)	<input type="text" value="STTA"/> <small>Please input the code managed in your company.</small>
Original Company	Company Code <input type="text" value="322000"/> <small>Only the staff of the group company needs to input the original company.</small>
	Company Name(E) Sony Technology (Thailand) Co., Ltd.

## Change Registered Information : Input Basic Information

[Input] >> [Preview] >> [Result]

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu Back Save as draft Preview

For saving, you must press the save button.  
 Be careful, "Preview" button doesn't save your data.

### Process Explanation

Please input the basic information which will be modified.

### Company Information

Company Code	322000	
Company Name	Sony Technology (Thailand) Co., Ltd.	Sony Technology (Thailand) Co., Ltd.

\* Fields are mandatory

### Basic Information

Global ID	9004036655	
Passport Information	<input checked="" type="radio"/> Change <input type="radio"/> No Change Please select "Change" if you want to modify Passport name(English).	
Passport Name (English)	First Name (50) *	Mary
	Middle Name (50)	Alex
	Last Name (50) *	Green
Working Name (English)	First Name (50) *	Mary
	Middle Name (50)	Alexandre
	Last Name (50) *	Green
Employee Type *	<input checked="" type="radio"/> Contractor / Temporary contractor	
Email Address *	Dummy@sony.com <input checked="" type="checkbox"/> Sony Domain Email Address Flag If this user will get Sony domain email address (ex: XXX@sony.com), please input "NA" now. After get Sony domain email address, please input it. If this user already has Sony domain email address, please input it. If this user accesses applications of Sony without getting Sony domain email address, please turn off the flag and register the user's own email address issued by the partner company. In other cases, please register "NA". For details, please refer <a href="#">here</a> .	
Birthday(MMDD)	<input type="radio"/> Change <input checked="" type="radio"/> No Change 0528 Please select "Change" if you want to modify birthday.	
Usage of Authentication	<input checked="" type="checkbox"/> Common Authentication Service	
Partner Company	Company Code (12)	123456
	Company Name(E) (80)	Partner Company
Cost Center Code (10)	STTA Please input the code managed in your company.	
Original Company	Company Code	322000
	Company Name(E)	Sony Technology (Thailand) Co., Ltd.

Passport Name will display when Change is selected.  
 Passport Name will not be displayed when No Change is selected.  
 ,and its value will not be changed.

For details, please click here link.

Change Registered Information: Input Organization Information [Input] >> [Preview] >> [Result]

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Back Save as draft **Preview**

User Name: Jack Smith Dummy@sony.com

For saving, you must press the save button.  
Be careful, "Preview" button doesn't save your data.

**Process Explanation**

Please input the organization data which will be modified.

**Company Information**

Company Code	322000	
Company Name	Sony Technology (Thailand) Co., Ltd.	Sony Technology (Thailand) Co., Ltd.

**Basic Information**

Global ID	9004036655	
Name	Mary Green	
Email Address (100)	Dummy@sony.com	
Company Code	322000	
Company Name	Sony Technology (Thailand) Co., Ltd.	Sony Technology (Thailand) Co., Ltd.

● Fields are mandatory

**Organization Information**

Organization	Organization Code (15)	S200010 <span>Show Organization</span>
	Organization Name(E)	LENS BIZ. Center
	Organization Name(J)	
Main/Additional Post	Additional	
Tech	Tech Code (4)	<input type="text"/>
	Tech Name (40)	<input type="text"/>
Telephone Number - Extension	Country Code (3)	66
	Telephone Number (20)	38-214-900
	Extension Number (20)	0

**Valid Period**

Effective Date (YYYYMMDD) ●	20170914
Expire Date (YYYYMMDD) ●	20170918

Please input the Effective Date and Expire Date of GID. But you cannot apply for a period longer than one year. Please be noticed that it's not possible to change the Effective date to the date earlier than the previous application. If you want to delete the GID at a specified date, please input the target date of deletion in "Expire Date" and GID will be invalid after the specified date.

4. Confirm contents of registration and select an approver.

Change Registered Information : Preview Basic Information [Input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Back **Apply**

User Name: Jack Smith Dummy@sony.com

When saving press "Back" and return to the input page then press "Save".

**Process Explanation**

Please confirm input contents, and choose approver from the approver list.

**Company Information**

Company Code	322000
Company Name	Sony Technology (Thailand) Co., Ltd.

**Basic Information**

Global ID	9004036655	
Passport Name (English)	First Name (50)	Mary
	Middle Name (50)	
	Last Name (50)	Green
Working Name (English)	First Name (50)	Mary
	Middle Name (50)	
	Last Name (50)	Green
Employee Type	Contractor / Temporary contractor	
Email Address	Dummy@sony.com Sony Domain Email Address	
Birthday(MM/DD)	05/28	
Usage of Authentication	Common Authentication Service	
System Account	System Account	
Partner Company	Company Code (12)	123456
	Company Name(E) (80)	
Cost Center Code (10)	STTA	
Original Company	Company Code	322000
	Company Name(E)	Sony Technology (Thailand) Co., Ltd.

**Approver**

**Choose Approver**

Please select the approver from displayed persons with approving authority in the organization.

Name		
Organization Name		

**Memo on Email**

This contents will be added as a memo on the approval request mail.

EINS / Online Registration / New ID Registration : Choose Approver - Internet Explorer

### Input basic information: Choose approver

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith NA

**■ Process Explanation**  
 Please choose the approver.  
 When you apply, an email request will be sent to the approver.  
 If there is no approver, organization assignment cannot be applied.  
 Please contact your HR administrator. Please access the URL below, you will find the Email address of Contact Person(HR) in your company.  
 Each company responsible person : To visit [Company List](#).

**■ Approver**

	Name(English)	Email Address	Organization Name
<input type="radio"/>	John Q. Public	Dummy@sony.com	Corporate HROD Division

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5. Click 'Apply' and then your applying is completed. (Email to request approval is sent to an approver.)

Change Registered Information : Applied [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Application List  
 User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**  
 Please confirm the result as below.

**■ Application Information**

Application Number	00000000656
Process Type	Basic Information Change
Status	Applied

**■ Result Information**  
 Application approval was requested.  
 It has succeeded to send an approval request email.

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## \*Application Information\*

You can confirm information which you applied. You can apply or withdraw your saving application.

1. Click 'Application Information' and then a list of applications applied by the login person appears. Click an application number which you want to proceed or withdraw.

### Top Menu of Online Registration

[Logout](#) [Change Company](#) [JP](#) [EN](#)

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

#### ■ Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

■ For Applier	
New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. <b>(On "Organization Assignment", the Present "Organization information" is not deleted.)</b>
Change Registered Information	Modify registered application. <b>Use it when processing the "Organization change" please.</b>
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

■ For Approver	
Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.

# Application Information : Application List

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu

## ■ Process Explanation

When you want to continue the approval process, select "Application Number" from "Not approved yet" list.

## ■ Not Approved yet

Application Number	Process Type	Status	Applied Date	Registration Information		Selected Approver Information	
				Name	Organization Name	Name	Organization Name
00000000654	New ID Registration	Applied	20170914	Jane Q. Public	Mechanical Design Department	John Q. Public	Mechanical Design Department
00000000655	Organization Assignment	Applied	20170914	SHINJI YAMADA	Mechanical Design Department	John Q. Public	Mechanical Design Department
00000000656	Basic Information Change	Applied	20170914	Mary Green	Corporate HROD Division	John Q. Public	Corporate HROD Division

## ■ Collective not Approved yet

There is no "collective not approved yet" application.

## ■ Approved

Application Number	Process Type	Applied Date	Approved Date	Registration Information			Approver	
				Global ID	Name	Organization Name	Name	Organization (Main Post)
00000000647	Basic Information Change	20170913	20170913	9004000029	yuanyuan cui	Mechanical Design Department	yuanyuan cui	Imaging Engineering Department
00000000644	New ID Registration	20170913	20170913	9004000029	yuanyuan cui	Mechanical Design Department	John Q. Public	Mechanical Design Department

## ■ Collective Approved

There is no "Collective Approved" application.

2. Information of your choosing application appears so you can withdraw or apply.

New ID Registration : Preview		[Input] >> [Preview] >> [Result]	JP EN
Company Name:	322000 Sony Technology (Thailand) Co., Ltd.	Menu	Back
User Name:	Jack Smith Dummy@sony.com	Withdrawal	
<b>■ Process Explanation</b>			
Press "Withdraw" button to cancel the application. If already approved or rejected, you can not withdraw the application.			
<b>■ Application Information</b>			
Application Number	0000000654		
Process Type	New ID Registration		
Status	Applied		
<b>■ Company Information</b>			
Company Code	322000		
Company Name	Sony Technology (Thailand) Co., Ltd.		Sony Technology (Thailand) Co., Ltd.
<b>■ Basic Information</b>			
Passport Name (English)	First Name (50)	Jane	
	Middle Name (50)	Q.	
	Last Name (50)	Public	
Working Name (English)	First Name (50)	Jane	
	Middle Name (50)	Q.	
	Last Name (50)	Public	
Employee Type	Contractor / Temporary contractor		
Email Address	Dummy@sony.com Sony Domain Email Address		
Birthday(MM/DD)	09/10		
Usage of Authentication	Use		
Partner Company	Company Code (12)		
	Company Name(E) (80)		
Cost Center Code (10)			
Original Company	Company Code		
	Company Name(E)		
<b>■ Organization Information</b>			
Organization	Organization Code (15)	S400018	
	Organization Name(E)	Mechanical Design Department	
Main/Additional Post	Main Post (Primary position)		
Tech	Tech Code (4)		
	Tech Name (40)		
Telephone Number - Extension	Country Code (3)		
	Telephone Number (20)		
	Extension Number (20)	1-999-9999	
<b>■ Valid period</b>			
Effective Date (YYYYMMDD)	20170914		
Expire Date (YYYYMMDD)	20170918		
<b>■ Memo on Email</b>			
This contents will be added as a memo on the mail.			
<div style="border: 1px solid black; height: 40px;"></div>			

## \* **Collective Application\***

### • **Outline**

Only the Organization change, basic information change and Period change, you can use the function of collective application and collective approval by the EINS Online System.

- the collective change of organization(collectively change the organization and tech code, tech name from A to B )
- the collective change of basic information(employee type, cost center code, original company code)
- the collective change of effective period for the registered information. (The effective period can be collectively set with a date between effective date and one year after it. If the effective date is not input, the maximum expire date can be set to 13 months later than the application date)

### • **Main use case**

- Change all the organization information for the resident personnel who are managed by the department.
- Change all the tech code and tech name for the resident personnel who are managed by the department.
- Change all the basic information (employee type, cost center code, original company code )for the resident personnel who are managed by the department.
- When the users want to continue the contract, you want to collectively extend the effective period for these persons.
- As the work is over, you want to collectively over the effective period.

In the above case, you can process them with great efficiency by the collective application.

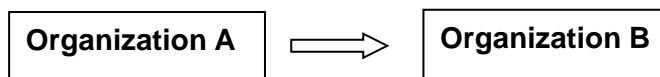
### • **Note Items**

1. You cannot use the collective application to register new ID and assign the organization.
2. The person who is in the same company with the target user only can use the collective application and approval.
3. Only when you process for the collective application, you can use the collective approval.
4. at the one-time process of the collective application,  
You only can change from an original organization to a new organization.
5. The Collective Application function is not available After GID expired.

#### • The example of application

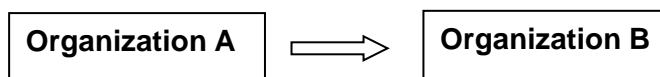
1. Change the organization from A to B for the personnel.

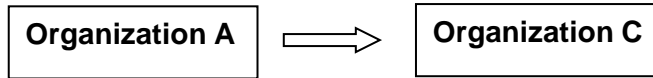
(The application time is only one for the organization change.)



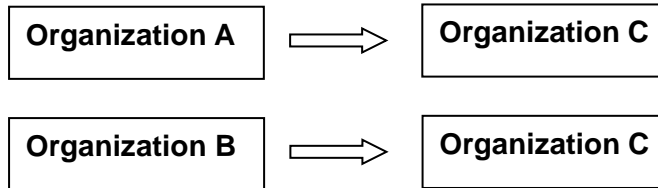
2. Change the organization from A to B and C for the persons who are in the organization A.

The application times are the two below for the organization change.

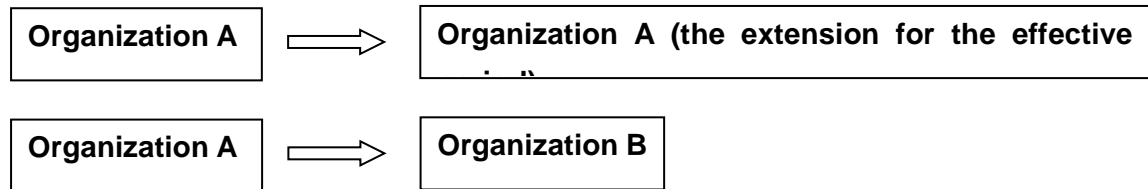




3. Change the organization from A or B to C for the persons who are in the organization A or B.  
The application times are the two below for the organization change.



4. The extension for the effective period and change the organization from A to B for a part of members.  
The application times are the two below.



#### • Process for the Collective Application

1. Click 'Collective Application', and then input the searching items in the next page

**Information**

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.  
 If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

For Applier	
New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
Change Registered Information	Modify reg. info. Use it when processing the "Organization change" please.
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

For Approver	
Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.



- Input the organization code which is what you want to collectively change to and click [Search].
  - You can narrow down a search by filling GID, Employee type, Cost center code, Original company code, Tech code, Tech name, Effective date and Expire date by click the [Advanced Search] button.
  - The max search result can display 100 records one time.
  - If you want to confirm the information after the 101th record, please copy the last GID on 10<sup>th</sup> page and input it in GID from field then search again.

**Collective Application:Search** [Input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu  
 User Name: Jack Smith Dummy@sony.com

**Process Explanation**  
 Please input the organization data which will be changed in collective application.

**Search Condition**

Change Target  Main Post (Primary position)  Additional Post (Acting Position)

Organization Code \*    
 Input organization code then press "Show Organization" button.  
 Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR.  
 If you don't know the person of HR, check it with the person responsible of the company Eins.  
 (To find out about the person responsible for Eins, visit Eins HP Each company responsible person : To visit [Company List.](#))

Organization Name

Advanced search

\* Fields are mandatory

\* Attention  
 When many target persons are selected from the query,it takes long time to display the data.  
 Please wait until target persons appear.

\* Advanced search  
 There only can display 100 record max.  
 If the record which you want didn't appear,please use Advanced search.

Select All

Select	Global ID	Name	Main / Additional	Employee Type	Cost Center Code	Original Company Code	Tech Code	Tech Name	Email Address	Effective Date	Expire Date
<input type="button" value="Change"/>											

\* In the cases below, checkbox is not displayed.  
 1. There is an application about the target person, which is applied and not approved.  
 2. There is organization information with future date (for example, which will be changed to different organization).  
 If you want to change the current organization information with collective application please delete the future date organization information with "Change Registered Information" before using.

- Click "change" after selecting the employees from the search list.  
 You can select all employees by checking the box of select all.  
 Click "change" after selecting the employees.

# Collective Application:Search

[Input] >> [Preview] >> [Result]

JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
 User Name: Jack Smith Dummy@sony.com

Menu

## Process Explanation

Please input the organization data which will be changed in collective application.

## Search Condition

Change Target  Main Post (Primary position)  Additional Post (Acting Position)

Organization Code \*

**i** Input organization code then press "Show Organization" button.  
 Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR.  
 If you don't know the person of HR, check it with the person responsible of the company Eins.  
 (To find out about the person responsible for Eins, visit Eins HP Each company responsible person : To visit [Company List.](#))

Organization Name Corporate HROD Division

Global ID  ~

Employee Type

Cost Center Code

Original Company Code

Tech Code

Tech Name

Effective Date (YYYYMMDD)  ~

Expire Date (YYYYMMDD)  ~

**\* Fields are mandatory**

**\* Attention**  
**When many target persons are selected from the query,it takes long time to display the data.**  
**Please wait until target persons appear.**

[Total: 2] 1~2 << < 1 > >>

Select All

Select	Global ID	Name	Main / Additional	Employee Type	Cost Center Code	Original Company Code	Tech Code	Tech Name	Email Address	Effective Date	Expire Date
<input type="checkbox"/>	9004036617	Abbe Lee	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220
<input type="checkbox"/>	9004036619	Jack Bell	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220

**\* In the cases below, checkbox is not displayed.**  
**1. There is an application about the target person, which is applied and not approved.**  
**2. There is organization information with future date (for example, which will be changed to different organization).**  
**If you want to change the current organization information with collective application please delete the future date organization information with " Change Registered Information" before using.**

4. After input the items that need to be changed, click “Preview”

Select the Change Type: Organization information modification or Personal information modification or both.(If it is not selected, the corresponding information can't be changed)

Please select the organization changing or period changing in case Organization information modification is selected.

Collective Application:Input
[Input] >> [Preview] >> [Result]
JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.

User Name: Jack Smith Dummy@sony.com

Menu Back Save as draft Preview

**Process Explanation**

Please input the data which will be changed in collective application.

**Change Type**

Change Type  Organization Information Modification  Basic Information

**Organization Information**

Process Type  Organization Change  Period Change

New Organization Code  Show Organization

Input organization code then press "Show Organization" button.  
Organization name will appear. If you don't know the organization code, check it with the person responsible of the company HR.  
Each company responsible person : To visit [Company List](#).

New Organization Name

Old Organization Code S300013

Old Organization Name Corporate HROD Division

New Tech Code

This item will not be changed if you don't input.

New Tech Name

This item will not be changed if you don't input.

**Basic Information**

New Employee Type No Change

New Cost Center Code

This item will not be changed if you don't input.

New Original Company Code

This item will not be changed if you don't input.

**Valid Period**

New Effective Date (YYYYMMDD)

New Expire Date (YYYYMMDD)

It can be set with the date between effective date and one year after it.  
If the effective date is Jan 1,2018 the expire date can be set with Dec 31,2018.

**Registration List**

Global ID	Name	Main / Additional	Employee Type	Cost Center Code	Original Company Code	Tech Code	Tech Name	Email Address	Effective Date	Expire Date
9004036617	Abbe Lee	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220
9004036619	Jack Bell	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220

Not all of the items are mandatory, please input the necessary items that need to be changed.

You can only set the new application effective date with the date between application date and a month after it, and set the new application expire date with the date between effective date and one year after it. If the effective date is not input, the maximum expire date can be set to 13 months later than the application date.

5. Select the approver after confirming the changing information

Comment: If the item is not input, or the input value is the same with the value of all the target employees, “-“ will be displayed as the new value, and the item will not be changed.

**Collective Application : Preview**
[Input] >> [Preview] >> [Result]
JP EN

---

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.
Menu Back Apply

---

**■ Process Explanation**

Please confirm input contents, and choose the approver from the approver list.

---

**■ Application Information**

Process Type	Collective Organization Change
--------------	--------------------------------

---

**■ Change Information**

Organization Information			
New Organization	-	-	-
Old Organization	S300013	Corporate HROD Division	-
New Tech Code	123		
New Tech Name	-		
Valid Period			
New Effective Date (YYYYMMDD)	-		
New Expire Date (YYYYMMDD)	-		

---

**■ Registration List**

Global ID	Name	Main / Additional	Employee Type	Cost Center Code	Original Company Code	Tech Code	Tech Name	Email Address	Effective Date	Expire Date
9004036617	Abbe Lee	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220
9004036619	Jack Bell	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220

---

**■ Approver**

Please select the approver from displayed persons with approving authority in the organization.

Name	
Organization Name	

---

**■ Memo on Email**

This contents will be added as a memo on the approval request mail.

6. After click "Apply", the process of collective application is finished. (The mail for approving will be sent to the approver)

If the item is not input when applying, or the input value is the same with the value of all the target employees, "-" will be displayed as the new value, and the item will not be changed.

## Collective Application : Applied

[Input] >> [Preview] >> **[Result]**EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.Menu Application List

User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**

Please confirm the result as below.

**■ Application Information**

Application Number	0000000657
Process Type	Collective Organization Change
Status	Applied

**■ Result Information**

Application approval was requested.  
It has succeeded to send an approval request email.

## \* Change Applicant\*

EINS system sends the online notify mail to the user and the applicant base on the application's history record. If the user's mail address isn't registered on the system and the applicant leaves already, they will not receive the notify mail, such as "Note: EINS Online registration EXPIRATION!!".

You can use "Change Applicant" menu to change Applicant, make sure the notify mail from EINS system will not be omitted.

1. Click 'Change Applicant' in menu.

**Top Menu of Online Registration** [Logout](#) [Change Company](#) [JP](#) [EN](#)

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

### Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.  
If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

### For Applier

New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
Change Registered Information	Modify registered application. Accessing the "Organization change" please.
Application Information	ation form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
<b>Change Applicant</b>	Change the applicant information in charge of the temporary GID who belongs to the same company.

### For Approver

Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.
-----------------------	--

2. Enter your information in obligatory items and click

**Change Applicant : Input** [Input] >> [Preview] >> [Result] JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

Menu Preview

Click after the items are entered

**Process Explanation**  
Please press "Search" button after filling Global ID of applicant.  
Please choose the changed items from Application Information List.

**Search the Applicant**

Global ID\* 0000000001 Search

**Applicant Information List**

			Registration Information	
Select	Application Number	Process Type	Global ID	Name

**GID of the Changed Application**

Changed GID\* 0000000001 GIDConfirm

Check the effectivity of the GID to be changed. Please input the ef

Name  
Email Address  
Company Name  
Organization Name

① Enter the applicant's GID, click the "Search" button, then the contents submitted by the applicant will show in the Application Information List.

② Enter the GID of the new applicant, press the "GID Confirm" button, then the GID information of the new applicant will show on the screen

3. Confirm contents to change.

## Change Applicant : Preview

[Input] >> [Preview] >> [Result] JP EN

---

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Back **Change**

User Name: Jack Smith Dummy@sony.com

"Change" changes data without approval immediately.

**■ Process Explanation**

Please confirm change information.

**■ Change Information**

New Applicant	GIDUSER061	John Q. Public	
Old Applicant	GIDUSER051	Jack Smith	

**■ Applicant Information List**

Application Number	Process Type	Registration Information		Applicant Information	
		Global ID	Name	Global ID	Name
00000000656	Basic Information Change	9004036655	Mary Green	GIDUSER051	Jack Smith

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4. Click 'Change' and then your applying is completed

## Change Applicant : Changed

[Input] >> [Preview] >> [Result] EN JP

---

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu

User Name: Jack Smith Dummy@sony.com

**■ Process Explanation**

Please confirm the result as below.

**■ Application Information**

Application Number	00000000658
Process Type	Applicant Change
Status	Approved

**■ Result Information**

It has succeeded to send an applicant change email.

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## \*Approval\*

Approvers approve applications (Register new ID, Organization assignment, Application modification ).

1. Click 'Approval Waiting List'.

### Top Menu of Online Registration

Logout Change Company JP EN  
Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: Jack Smith Dummy@sony.com

#### Information

- EINS Online System was released.
- If you already have a Global ID and working in another company, please assign an organization.
- \*The "Organization Assignment" function can be used by EINS implemented companies only.
- Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

For Applier	
New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. <b>(On "Organization Assignment", the Present "Organization information" is not deleted.)</b>
Change Registered Information	Modify registered application. <b>Use it when processing the "Organization change" please.</b>
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization information change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

For Approver	
Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.

Click

2. Search by 'Application number', or click 'Application number' in Application List.

## Approval : Approval Waiting List & Search

JP
EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu

User Name: John Q. Public Dummy@sony.com

**■ Process Explanation**

If you press "Waiting Approval List" button, all the waiting for approval data will be listed.  
 If searched by the apply number, you can also see information of lower organization.  
 "List view" will not show the data from the lower organization. There is no substitution process at the present time.

**■ Search Application Number**

Application Number  Search List view

ⓘ \*After inputting the application number, press search please. The result will show below

**■ Waiting for Approval**

		Registration Information			Selected Approver Information	
Application Number	Process Type	GLOBAL ID	Name	Organization Name	Name	Organization Name
00000000656	Basic Information Change	GIDUSER051	Jack Public	Corporate HROD Division	John Q. Public	Corporate HROD Division
00000000655	Organization Assignment	GIDUSER051	Jack Public	Mechanical Design Department	John Q. Public	Mechanical Design Department
00000000654	New ID Registration	GIDUSER051	Jack Public	Mechanical Design Department	John Q. Public	Mechanical Design Department

**■ Waiting for Collective Approval**

		Registration Information			Selected Approver Information	
Application Number	Process Type	Organization Name	Effective Date	Expire Date	Name	Organization Name
00000000657	Collective Organization Change	Corporate HROD Division	20161221	20171220	John Q. Public	Corporate HROD Division

3. After confirming contents, click 'Approve' and then this approval is done.

(Email to inform complete registration is sent.)

New ID Registration : Preview		[Input] >> [Preview] >> [Result]	JP EN
Company Name:	322000 Sony Technology (Thailand) Co., Ltd.	Menu	Back
User Name:	John Q. Public Dummy@sony.com	Reject	Approve
<b>■ Process Explanation</b>			
Please approve or reject after checking the contents.			
<b>■ Application Information</b>			
Application Number	0000000654		
Process Type	New ID Registration		
Applier	Jack Smith		
<b>■ Company Information</b>			
Company Code	322000		
Company Name	Sony Technology (Thailand) Co., Ltd.		
<b>■ Basic Information</b>			
Passport Name (English)	First Name (50)	Jane	
	Middle Name (50)	Q.	
	Last Name (50)	Public	
Working Name (English)	First Name (50)	Jane	
	Middle Name (50)	Q.	
	Last Name (50)	Public	
Employee Type	Contractor / Temporary contractor		
Email Address	Dummy@sony.com Sony Domain Email Address		
Birthday(MM/DD)	09/10		
Usage of Authentication	Use		
Partner Company	Company Code (12)		
	Company Name(E) (80)		
Cost Center Code (10)			
Original Company	Company Code		
	Company Name(E)		
<b>■ Organization Information</b>			
Organization	Organization Code (15)	S400018	
	Organization Name(E)	Mechanical Design Department	
Main/Additional Post	Main Post (Primary position)		
Tech	Tech Code (4)		
	Tech Name (40)		
Telephone Number - Extension	Country Code (3)		
	Telephone Number (20)		
	Extension Number (20)	1-999-9999	
<b>■ Valid period</b>			
Effective Date (YYYYMMDD)	20170914		
Expire Date (YYYYMMDD)	20170918		
<b>■ Approver</b>			
Name	JohnQ.Public		
Organization Name	Mechanical Design Department		
<b>■ Memo on Email</b>			
This text will be added as a memo on the approved or rejected mail. *To:Applier/CC:Selected Approver			

# Approval : Approved

[Input] >> [Preview] >> [Result]

EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.  
User Name: John Q. Public Dummy@sony.com

Menu

Waiting Approval List

## ■ Process Explanation

Please confirm the result as below.

## ■ Application Information

Application Number	0000000654
Process Type	New ID Registration
Status	Approved

## ■ Result Information

Application was approved as follow.  
The approval mail was sent successfully.

## \*Collective Approval\*

Approvers approve applications (Collective Application).

1. Click 'Approval Waiting List'

<b>Top Menu of Online Registration</b>		<a href="#">Logout</a>	<a href="#">Change Company</a>	<a href="#">JP</a>	<a href="#">EN</a>
Company Name:	322000	Sony Technology (Thailand) Co., Ltd.			
User Name:	Jack Smith	Dummy@sony.com			

<b>Information</b>
- EINS Online System was released. - If you already have a Global ID and working in another company, please assign an organization. *The "Organization Assignment" function can be used by EINS implemented companies only. - Only the information of the logged in corporation can be applied.

You can register only for login company's information.

If you need to register another company's information, please click 'Change Company' and change login company. But if you don't belong to the company, you cannot register it.

<b>For Applier</b>	
New ID Registration	Register new temporary Global ID with limited period
Organization Assignment	Assign another department other than the one currently belongs to. (On "Organization Assignment", the Present "Organization information" is not deleted.)
Change Registered Information	Modify registered application. Use it when processing the "Organization change" please.
Application Information	Show the application form.
Collective Application	Apply to do collective basic or organization change for the employees that belonging to the same organization.
Change Applicant	Change the applicant information in charge of the temporary GID who belongs to the same company.

<b>For Approver</b>	
Approval Waiting List	Show "Waiting Approval List". Approver can approve or reject the waiting applications.

2. Search by 'Application number', or click 'Application number' in Collective Application List.

Comment: If the new effective date and expire date are input when applying, they will be displayed here, or the effective date and expire date of the target employee whose GID is the smallest will be displayed.

**Approval : Approval Waiting List & Search** JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu  
 User Name: John Q. Public Dummy@sony.com

**■ Process Explanation**  
 If you press "Waiting Approval List" button, all the waiting for approval data will be listed.  
 If searched by the apply number, you can also see information of lower organization.  
 "List view" will not show the data from the lower organization. There is no substitution process at the present time.

**■ Search Application Number**

Application Number:

\*After inputting the application number, press search please. The result will show below

**■ Waiting for Approval**

		Registration Information			Selected Approver Information	
Application Number	Process Type	GLOBAL ID	Name	Organization Name	Name	Organization Name
00000000656	Basic Information Change	GIDUSER051	Jack Public	Corporate HROD Division	John Q. Public	Corporate HROD Division
00000000655	Organization Assignment	GIDUSER051	Jack Public	Mechanical Design Department	John Q. Public	Mechanical Design Department

**■ Waiting for Collective Approval**

		Registration Information			Selected Approver Information	
Application Number	Process Type	Organization Name	Effective Date	Expire Date	Name	Organization Name
00000000657	Collective Organization Change	Corporate HROD Division	20161221	20171220	John Q. Public	Corporate HROD Division

3. Click the button of “Approve” or “Reject” of the approval confirm page, the application can be approved or rejected.

Comment: If the item is not input when applying, or the input value is the same with the value of all the target employees, “ - ” will be displayed as the new value, and the item will not be changed.

**Collective Application : Preview**
[Input] >> **[Preview]** >> [Result]
JP EN

Company Name: 322000 Sony Technology (Thailand) Co., Ltd.

User Name: John Q. Public Dummy@sony.com

Menu Back Reject Approve

---

**■ Process Explanation**

Please approve or reject after checking the contents.

---

**■ Application Information**

Application Number	0000000657
Process Type	Collective Organization Change
Status	Applied

---

**■ Change Information**

Valid Period

New Effective Date (YYYYMMDD)	-
New Expire Date (YYYYMMDD)	-

---

**■ Registration List**

Global ID	Name	Main / Additional	Employee Type	Cost Center Code	Original Company Code	Tech Code	Tech Name	Email Address	Effective Date	Expire Date
9004036617	Abbe Lee	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220
9004036619	Jack Bell	Main	T	STTA	322000	-	-	Dummy@sony.com	20161221	20171220

---

**■ Approver**

Name	John Q. Public
Organization Name	Corporate HROD Division

---

**■ Memo on Email**

This text will be added as a memo on the approved or rejected mail.  
\*To:Applier/CC:Selected Approver

#### 4.Approval/Rejected page

Comment: If the item is not input when applying, or the input value is the same with the value of all the target employees, “ - “ will be displayed as the new value, and the item will not be changed.

**Approval : Rejected** [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Waiting Approval List  
User Name: John Q. Public Dummy@sony.com

**■ Process Explanation**  
Please confirm the result as below.

**■ Application Information**

Application Number	00000000657
Process Type	Collective Organization Change
Status	Reject

**■ Result Information**  
Application was rejected as follow.  
It has succeeded to send the rejection mail.

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**Approval : Approved** [Input] >> [Preview] >> [Result] EN JP

Company Name: 322000 Sony Technology (Thailand) Co., Ltd. Menu Waiting Approval List  
User Name: John Q. Public Dummy@sony.com

**■ Process Explanation**  
Please confirm the result as below.

**■ Application Information**

Application Number	00000000657
Process Type	Collective Organization Change
Status	Approved

**■ Result Information**  
Application was approved as follow.  
The approval mail was sent successfully.

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