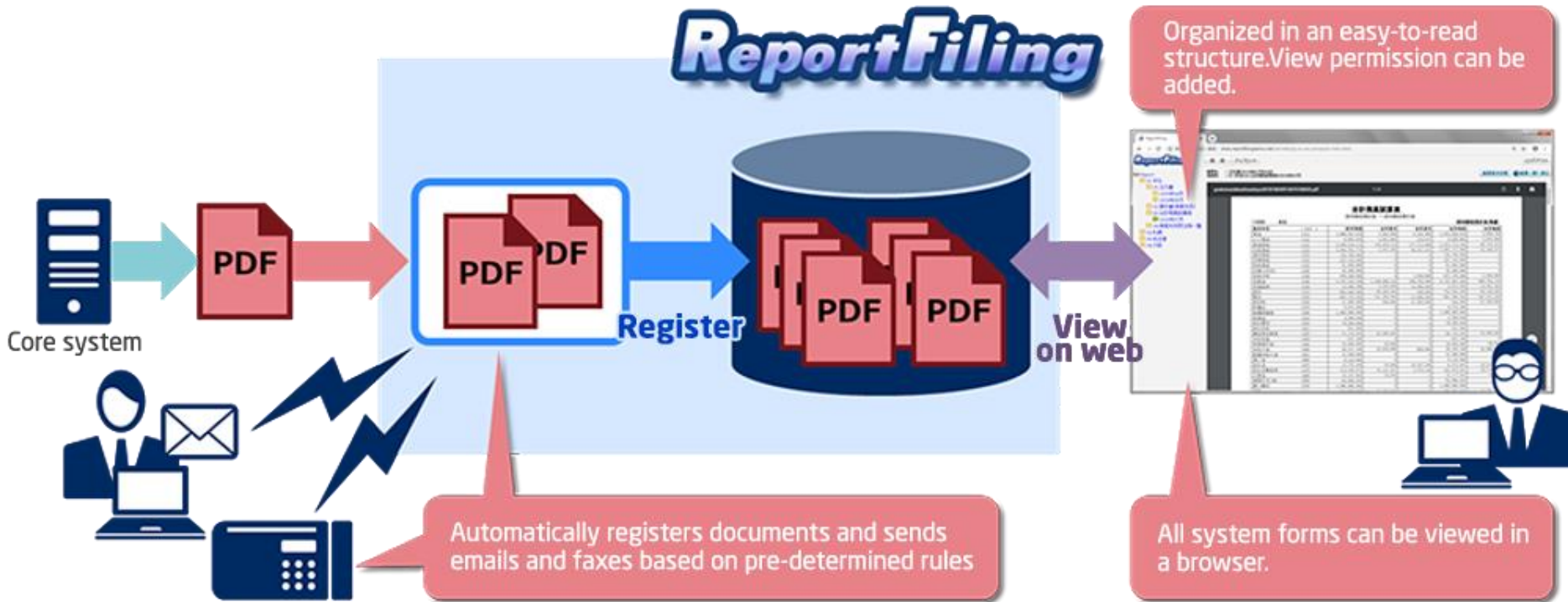


ReportFiling: Overview

This online electronic form management system enables a wide variety of data on forms to be retrieved, referenced, and shared internally and externally on a timely basis, and is in compliance with Japan's e-Document Act and Act on Book and Record Keeping through Electronic Methods.

Promotes electronic invoicing and the switch from paper to electronic documents, and reduces labor hours in relation to this (i.e., printing, storage, mailing, etc.)



3 Main Processes

1. Register

Enables a wide variety of forms and documents to be mixed together and registered electronically

2. Release

Enables reference permissions to be freely set and shared

3. Retrieve

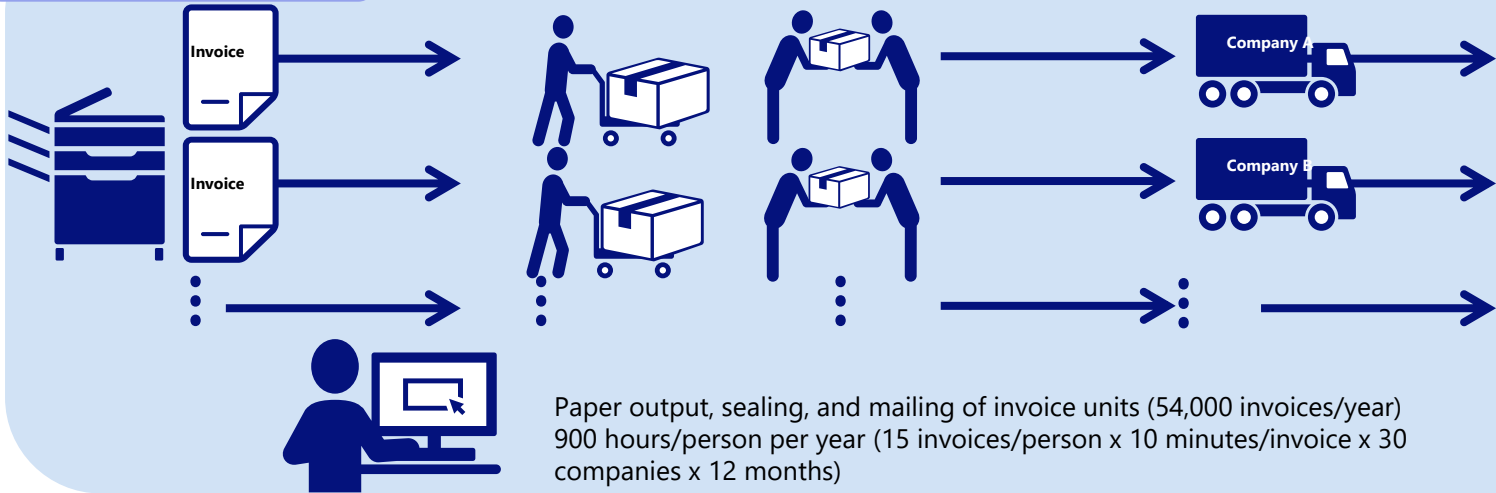
Enables users to refer to data from standard web browsers

No dedicated software or license required by users! (web browser only)

ReportFiling: Environmental Assessment (Model case)

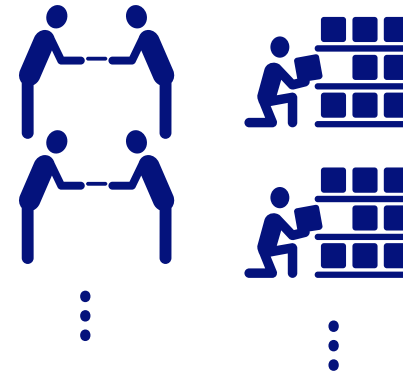
Before

Customer Support Dept. (10 staff)



Paper output, sealing, and mailing of invoice units (54,000 invoices/year)
900 hours/person per year (15 invoices/person x 10 minutes/invoice x 30 companies x 12 months)

Clients (300 companies)



- Receive original documents and check content (Must be in office)
- Store files in racks (Stored for 7 years, in principle)

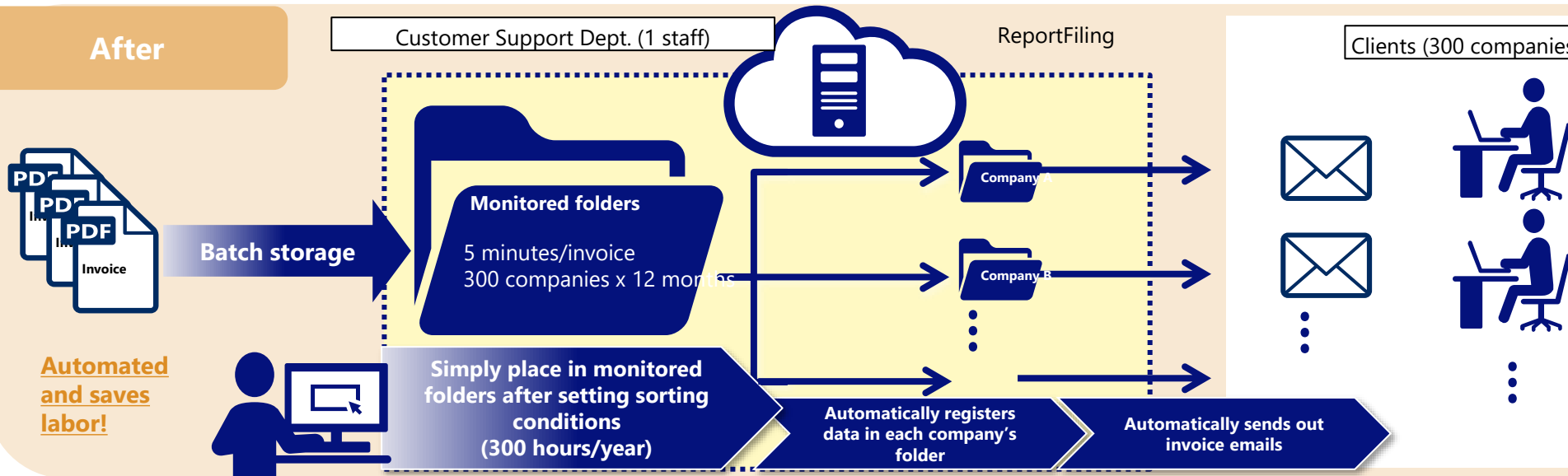
Conventional paper-based management involves storage and labor costs!

After

Customer Support Dept. (1 staff)

ReportFiling

Clients (300 companies)



Automated and saves labor!

Simply place in monitored folders after setting sorting conditions (300 hours/year)

Automatically registers data in each company's folder

Automatically sends out invoice emails

- Check content on screen online on a timely basis (anytime, anywhere)
- Store files electronically (in compliance with the e-Document Act and Act on Book and Record Keeping through Electronic Methods)

Creating a work environment free from constraints in terms of location or time!

ReportFiling: Environmental Assessment (Percentage of CO₂ emissions reduced)

- ◆ Sharing invoices and other corresponding documents and data in a centrally-managed electronic format is expected to reduce the use of materials and labor hours (save labor), amount of paper used, materials moved, and storage space for materials that are associated with paper-free environments.

