

2. Purchase of Goods and Subcontracting

This chapter explains how to submit applications when using research funds to purchase goods and subcontract operations. As the application procedures differ depending on the method used to purchase goods and their cost, please read this chapter and follow the correct procedures when submitting an application.

2. Purchase of Goods and Subcontracting

2.1 One Order/One Set: Less than 100,000 Yen

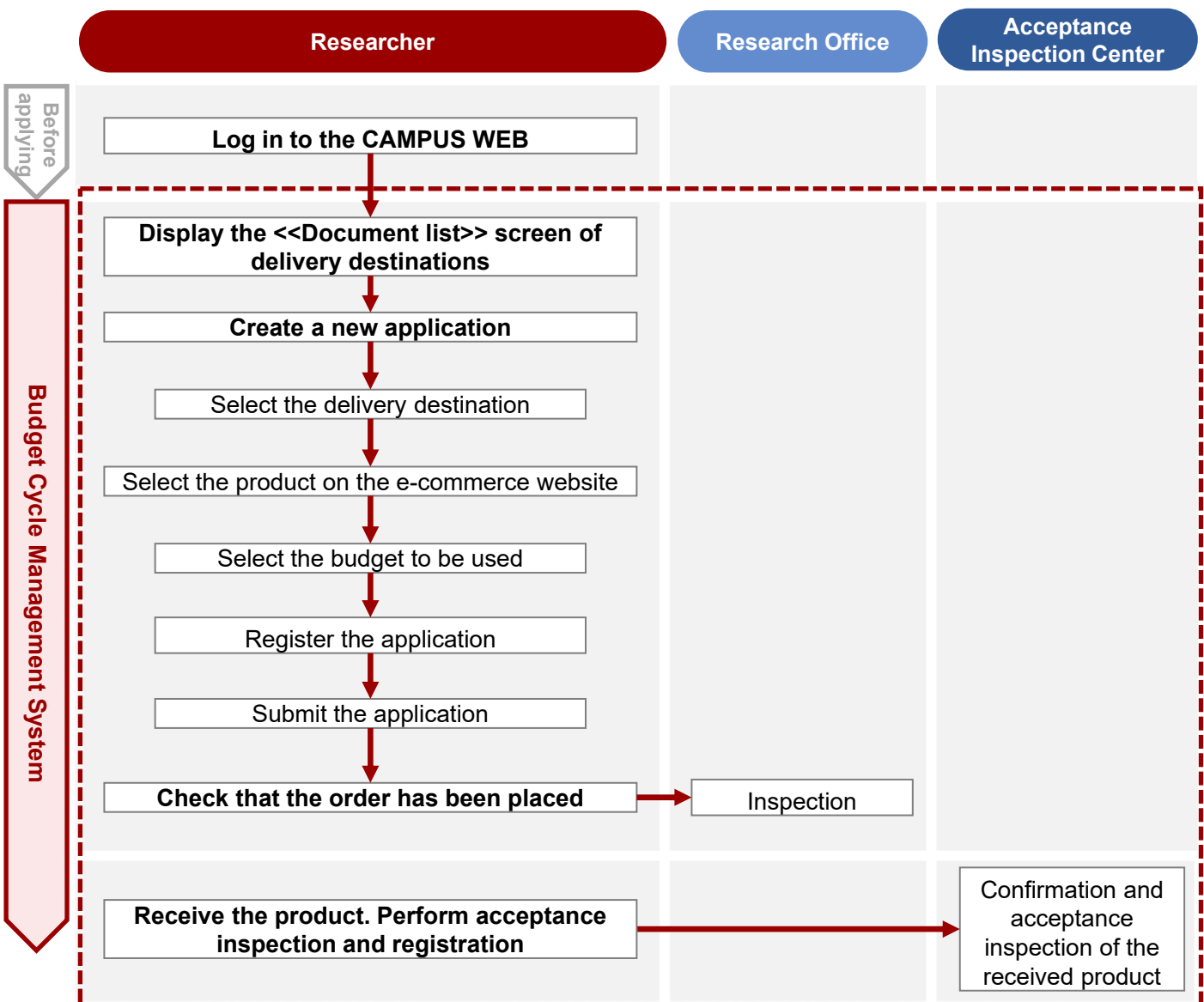
This chapter explains the procedures for orders, contracts, and reimbursements for Web purchases of one order/one set of less than 100,000 yen of permitted researcher orders.

2.1.1 [Web purchases] Orders and contracts

This section explains the order and contract procedures for purchasing goods from an e-commerce website (such as Amazon Business).

2.1.1.1 Flow of operations

The flow of operations of procedures when purchasing or contracting for goods, using Amazon Business as an example, is as shown below.



2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

2.1.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [【WEB購買】発注・契約] link of the <<研究費操作メニュー・研究費一覧>> screen.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.

2 Click the [【WEB購買】発注・契約] link and display the <<Document list>> screen of delivery destinations.

3 Register and select the delivery destination, and then move to the e-commerce website.
▼ <<Document list>> screen of delivery destinations



1 If the delivery destination is not registered, click the [New registration] button and register it.
➡ “Registering a delivery destination” on p. 28
Note!
Be sure to always register delivery destinations being used for the first time.

4 On the e-commerce website, put the product you want to purchase in your cart and then proceed to checkout.
▼ Amazon Business <<ショッピングカート>> screen



2 Click the [Amazon購入ボタン] on the line of the delivery destination.
Note!
Do not close the <<Document list>> screen of delivery destinations.

5 Check the method of payment and complete the purchase on the e-commerce website.
▼ Amazon Business <<レジ>> screen



1 Click the [レジに進む] button.
Reference
The address in the upper left of the screen is the delivery address specified at the time of your last purchase. It is different from the current delivery address specified in step 3-2.

Note!
Upper limit of product items that can be ordered
You can only order up to 20 products. If you need to order more than 20 products, divide the order so that you do not order more than 20 products in a single order.

1 Check the [請求書による支払い] is indicated for the payment method.
Point
[請求書による支払い] is the only payment method that is enabled.

2 Click the [このお支払い方法を使う] button.

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Cont.

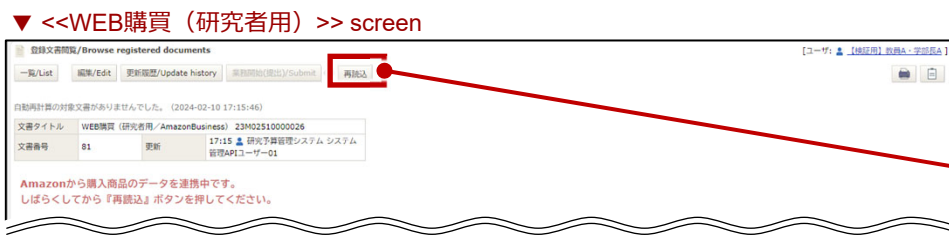


3 Click the [承認を依頼する] button.

Note! The order is still not completed at this point.

Reference The purchased product information is transferred to BCM and the display returns to the SmartDB screen of BCM. Transferring back to BCM may take some time if you have ordered a large number of products.

6 Load the purchased product information.



1 Click the [再読み込み] button.

Note! If an error occurs, refer to "FAQs on Using Amazon Business" on p. 32.

7 Create a purchase application and register it.



1 Click the [Edit] button.



2 Input a check here if you are applying by proxy.

Point This is displayed if a proxy applicant is registered for the selected delivery destination.

No.	Item	Details
A	Information related to the proxy applicant	Displays the information of the proxy applicant registered for the selected delivery destination. Input a check in [Check here if you are applying by proxy.].

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Cont.

B

申請日 ApplicationDate	2024/01/09
教職員番号 ID No	9999999
所属(学部) College,Department	総合心理学部 (教員)
職位 Position	准教授
購入者 Applicant	【検証用】教員A: 学部長A
連絡電話番号 Contact Phone Number	TEL (携帯可)
購入者メールアドレス Email Address	sdb-128@st.ritsumeikai.ac.jp

3 Input the purchaser's [Contact Phone Number].

Note!
The purchaser's information is specified according to the delivery destination. Displayed purchaser information cannot be changed even in the case of a proxy application.

No.	Item	Details
経路1 記入欄: Specify the required items related to the purchase.		
B	Information related to the purchaser	Displays the information of the purchaser registered for the selected delivery destination.

C

申請区分 ApplicationCategory	<input checked="" type="radio"/> 購入申請 <small>※10万円未満の購入が可能です。</small>
-----------------------------	--

No.	Item	Details
C	Application Category	Displays the application category. This item cannot be changed.

D

予算管理窓口担当者 Office Contact Person for Budget Management	<input type="text" value="検索範囲内のアカウントの検索"/>	予算管理窓口担当者一覧 <input type="button" value="[検索: 全宗]"/> <input type="button" value="[BCM]"/> <input type="button" value="[CM]"/>
連絡先記入欄 (教員秘書など) Research Assistant	<input type="text" value="検索範囲内のアカウントの検索"/> <small>申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。</small>	
執行予算選択 Budget Selection	<input checked="" type="radio"/> 単一予算	
事業年度 Fiscal Year	2023 <input type="button" value="※検索用"/>	
執行予算 BCM budget code name	BCM予算名称 BCM予算コード 邦高 研究開始日 <input type="button" value="BCM予算選択"/>	
複数予算で執行を希望する場合 If you wish to execute on multiple budgets	<small>※研究費の制度・種類によっては、複数予算で執行できない場合があります。記入内容に基づきリサーチオフィスで確認の上、希望に沿えない場合は、別途ご連絡します。 ※複数予算で執行の場合は、希望の経路 (1)予算の名称、金額欄、(2)業務開始日) を記入してください。 ※なお、科研費の複数の研究課題の直接経費を組み合わせた使用を希望する場合は、「科研費複数課題による各費使用申請書」(様式1-8) を作成の上、以下に添付してください【事後申請不可】。 科研費複数課題による各費使用申請書 (様式1-8).docx</small>	

4 Specify the [Office Contact Person for Budget Management] and select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

Reference
To check the office contact person for budget management, click the link for the corresponding campus under [予算管理窓口担当者一覧] on the right side of the screen.

No.	Item	Details
D	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Research Assistant	Input the contact information if it is necessary to contact someone other than the applicant. If registering a faculty secretary or the like, also add them to the [Additional Viewing Rights] section at the bottom of the page. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.

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No.	Item	Details
D	If you wish to execute on multiple budgets	Input the desired details (① Budget name, ② Amount, ③ Basis of burden) in the input field. If combining direct expenses of multiple KAKENHI research projects, create an "Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]" and attach it.

E

5 Check the ordered product(s) and remaining balance.

Note!
The remaining balance indicates the amount remaining after subtracting the amounts corresponding to applications whose approved work flow status is "出金依頼済". Amounts corresponding to applications for the most recent orders whose status is not yet "出金依頼済" are not reflected. Be sure to give consideration to the amount of research funds used most recently when ordering.

No.	Item	Details
E	明細	Displays a statement of the product(s) selected on the e-commerce website.
	Itemized Amount	Displays the product(s), delivery fee, and their total including tax.
	Image Files for Acceptance Inspection	Attach images of the product(s) for acceptance inspection.
	Column attached to the invoice	Attach the invoice.
	Attachment Files for Supplementary Material	Attach the supplementary documentation.

F

6 Check the delivery destination.

No.	Item	Details
F	配送先情報	Displays the information of the delivery destination registered for the selected delivery destination.

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Cont.

G

■経路2 記入欄【事務局2】	案件名 (共通摘要) 10/30 Panasonic 電池パック KX-FAN57 計1点		
支払先検索	コード (検索用) 11758737	名称 (検索用)	口座番号 (検索用)
支払先	コード 11758737	名称 アマゾンジャパン合同会社	
支払先口座	銀行名 香港上海銀行	支店名 ルビー支店	
	口座種別 1	口座番号 2259009	口座名義人 アゾンジャパン(株)
取引タイプ	コード 1100	名称 F B (即時が払い)	
支払日	2025/01/20	研究部の承認締切日 (入力締切日) 2024/12/23	#149
伝票日付	2024/12/19		
出金部課	020721	※ 仮定リサーチオフィス	
出金依頼なし区分	こちらに窓があると、BCM (RISING) には登録できません。		
勘定科目検索	コード (検索用)	名称 (検索用)	
		一般消耗	
勘定科目	コード 3111111	名称 教研一般消耗品費支出	初期消費税率 (参考) 10%課税
BCM費目	コード 10	名称 物品費	
選給請求書事業者区分	区分値 1	名称 選給請求書発行事業者	番号 T3040001028447
消費税区分	10%課税		
相手方請求書番号	1V03-P744-1CF6		
特殊な役務の検収			
必須事項記入欄			
添付ファイル			

No.	Item	Details
G	経路2 使用欄【事務局2】	: Field used by the Executive Office. It does not need to be input by the researcher.

H

■確定証憑添付欄 (見積・発注・納品・請求)	
納品書添付欄	🔄 ファイルをドロップまたはクリックしてファイルを選択
請求書添付欄	🔄 ファイルをドロップまたはクリックしてファイルを選択

No.	Item	Details
H	確定証憑添付欄 (見積・発注・納品・請求)	: Attach the finalized documentary evidence after the product is delivered.

I

■閲覧権設定用ブロック	
追加閲覧権	🔍
Additional Viewing Rights	※追加で閲覧権が必要な場合は 設定してください。
アカウント/名前	実務アクション
キャンセル/Cancel	再計算/Recalculate
登録/Register	

No.	Item	Details
I	閲覧権設定用ブロック	: Register persons with additional viewing rights.
	Additional Viewing Rights	Select persons to be granted viewing rights. This is required if you filled in the [Research Assistant] field. You can search for the person by clicking 🔍 and inputting key words in the displayed [検索範囲内のアカウントの検索] field.

7 Click the [Register] button.

Note!

The application work flow does not start just by registering. Be sure to always perform "Submit" next to start the application work flow.

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Cont.

8 Submit the order application.

登録文書閲覧 / browse registered documents

一覧/List 編集/Edit 更新履歴/Update history 業務開始(提出)/Submit

文書の登録が完了しました。
自動再計算の対象文書がありませんでした。(2024-01-09 14:01:58)

文書タイトル WEB購買 (研究者用/AmazonBusiness) 23M02510000014
文書番号 884 更新 2024/01/11 16:41 sm@ritbu運用管理
者08

WEB購買 (研究者用/AmazonBusiness)

ステータス 申請前/Not Yet Applied 現在の担当者 Current Person

1 Click the **[Submit]** button.

Point

Click the **[Submit]** button to process the order details and display the order result. Wait a few moments without closing the screen.

9 Check that the order application was completed.

送信処理結果 正常 発注処理が正常に完了しました。:13003-873-20231227-105032930

■閲覧権設定用ブロック

追加閲覧権
Additional Viewing Rights
※追加で閲覧権が必要な場合は設定してください。

アクティビティ名	実施アクション	実施日時	実施者
▶ Start		2023/12/27 10:50	【様印用】 教務A・学務長A
▲ 【無人操作】API利用履歴 (Amazon)	次へ	2023/12/27 10:50	研究文書管理システム/システム管理APサーバー01
■ End		2023/12/27 10:50	

一覧/List 編集/Edit 更新履歴/Update history 業務開始(提出)/Submit 再読み込み

1 Check that **[正常]** is displayed for **[送信処理結果]**.

Note

If **[エラー]** is displayed for **[送信処理結果]**, please contact the Research Division.

If **[正常]** is displayed for **[送信処理結果]**, the order application is completed.

End

Note

Canceling an ordered product

You can only cancel an ordered product if the **[Status]** of SmartDB is “納品・検収待ち”. Access Amazon Business without going through BCM and log in to Amazon Business using the Ritsumeikan account, and then perform the cancellation procedures from the order history. After completing the procedures, contact the Research Office contact person for budget management by e-mail or telephone to inform him/her of the cancellation. For details, refer to “Q08 I want to cancel a product after I clicked the **[Submit]** button (after ordering).” on [p. 34](#).

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Procedure for checking Amazon Business deliveries

When an ordered product arrives from the e-commerce website, the researcher (including the proxy applicant) checks and performs acceptance inspection for the delivered goods and registers the result in SmartDB.

Note !
As payment will be performed after the delivery confirmation is completed, please check the status of the delivered goods (defects, operation checks, etc.) before performing operations in BCM for delivery and acceptance inspection. In principle, defective goods cannot be returned due to insufficient inspections after payment is made.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.

2 Click the [【WEB購買】発注・契約] link and display the <<Document list>> screen of delivery destinations.

3 Under [購入履歴], click the [一覧] button.

4 This displays the binder for current orders.



1 Click the [すべて【WEB購買 (Amazon)】] tab.

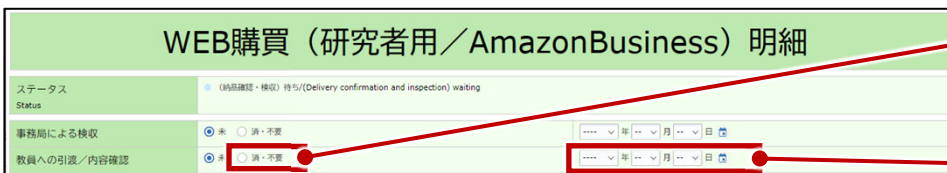
5 Click the [編集] button of the corresponding product.

6 Register the delivery result.



1 Click the [編集] button for the delivered goods located under [Items].

<<WEB購買 (研究者用) 明細>> screen



2 For [教員への引渡/内容確認], select [済・不要].

3 Set the date when confirmation was performed.

4 Click the [Register] button.

End

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

Procedure for Amazon Business acceptance inspection

There are two procedures for performing the acceptance inspection for goods ordered via Amazon Business on BCM.

● For acceptance inspection by bringing in

Bring the product, along with the printed-out delivery statement, the detailed delivery statement included or attached to the product, or the like, and undergo the acceptance inspection at the specified acceptance inspection site. After the acceptance inspection, attach the scan data for the documentary evidence, such as the delivery statement with the acceptance inspection stamp applied, to the [Image Files for Acceptance Inspection] field.

● For acceptance inspection using images

Attach images of the product (that show the entire item as well as details such as the model number) and the delivery statement to the [Image Files for Acceptance Inspection] field.

After attaching the images, click the [Register] button.

Registering a delivery destination

Delivery destinations should generally be on-campus locations. Off-campus delivery destinations are also permitted when necessary to carry out the research.

Note!

Indicate the proper delivery destination such as the nearest location.

- 1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on ➡ p. 5.
- 2 Click the [【WEB購買】発注・契約] link and display the <<Document list>> screen of delivery destinations.
- 3 Register the delivery destination information (purchaser information).

▼ <<Document list>> screen of delivery destinations

1 Click the [New registration] button.

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Cont.

▼ <<WEB購買用 購入者情報登録>> screen

A WEB購買用 購入者情報登録

■代理者情報
 代理者
 Proxy Applicant
本人以外に閲覧できる者

※代理申請者が複数人の場合は、一人ずつ文書を分けて登録してください。

No.	Item	Details
A	代理者情報	Displays information of the proxy applicant.
	Proxy Applicant	Input the name of the proxy applicant. You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.

2 Input a single proxy applicant.

B

■購入者情報
 購入者
 Applicant

購入者メールアドレス
 Email Address

所属部署
 College, Department

No.	Item	Details
B	購入者情報	Displays information of the purchaser.
	Applicant Required	Input the name of the purchaser. You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.
	Email Address	Displays the e-mail address of the purchaser indicated in [Applicant].
	College, Department	Displays the college and department of the purchaser indicated in [Applicant].

3 Check the purchaser's information.

C

■配送先情報

配送先マスタ選択

配送先名称
 Shipping Name

郵便番号
 ZIP Code

都道府県
 Prefecture

市区町村
 Municipalities(City/Town/Village)

市区町村以下の住所1
 Address below City/Town/Village 1

市区町村以下の住所2
 Address below City/Town/Village 2
建物名・番地・部屋名など

宛名
 Name

配送先電話番号
 Telephone number

配送先メールアドレス
 Email Address

注意事項
 Notes



本配送先情報を今後使用しない チェックを入れると、一覧に表示されなくなります

4 Input the delivery destination.

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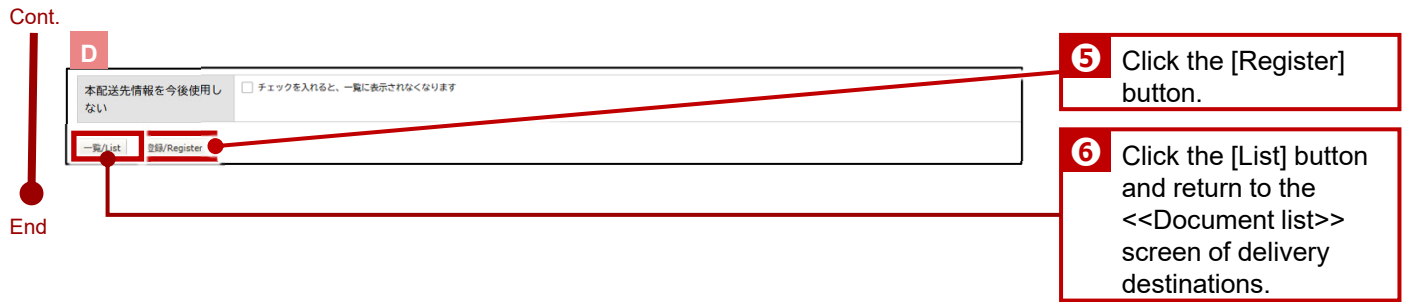
2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

Cont.

No.	Item	Details
C	配送先情報:	Specify the information related to the delivery destination. <div style="border: 1px solid #00a0e3; padding: 5px; background-color: #e6f2ff;"> <p>Point </p> <p>Click  (obtain updated information) to the right of the input field to obtain the updated information.</p> </div>
	配送先マスタ選択	Select the delivery destination from the pull-down menu. The following items of the selected delivery destination information are automatically specified. If you select “その他”, the following items must be specified manually.
	Shipping Name Required	Displays the name of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the delivery destination.
	Zip Code Required	Displays the postal code of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the postal code.
	Prefecture Required	Displays the prefecture of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the prefecture.
	Municipalities (City/Town/Village) Required	Displays the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the municipality.
	Address below City/Town/Village 1 Required	Displays part one of the address that is below the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input part one of the address below the municipality.
	Address below City/Town/Village 2	Displays part two of the address that is below the municipality of the delivery destination. If you selected “その他” for [配送先マスタ選択], input part two of the address below the municipality.
	Name Required	Displays the name of the recipient of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the name of the recipient.
	Telephone number Required	Displays the telephone number of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the telephone number.
	Email Address Required	Displays the e-mail address of the delivery destination. If you selected “その他” for [配送先マスタ選択], input the e-mail address.
	本配送先情報を今後表示しない	Input a check here to not display delivery destination information that is no longer needed in the list again.

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Note !

If you want to register multiple persons to the same delivery destination, repeat the [New registration] procedures for the same delivery destination. When registering the [Shipping Name] of another person, we recommend inputting the name of a proxy applicant and similar information in a manner such that the proxy applicant can be readily distinguished from the researcher.

What should I do? 🙋

When deleting a delivery destination

When deleting a registered delivery destination, perform operations as follows. It will no longer be displayed in the list.

1. On the <<Document list>> screen of delivery destinations, click the [詳細] button for the corresponding delivery destination.
2. Click the [Edit] button displayed on the screen.
3. Input a check in the [本配送先情報を今後使用しない] field displayed on the screen.
4. Click the [Register] button.

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen**FAQ FAQs on Using Amazon Business**

This chapter contains frequently asked questions (FAQs) regarding the use of Amazon Business on BCM.

Before making an inquiry, we recommend checking to see if that topic is covered here.

Q01 Do I need to create a new account to use Amazon Business on BCM?**● You do not need to create an Amazon Business account for BCM.**

You do not need to create a new Amazon Business account to use Amazon Business on BCM. In BCM, the “name you input during first usage” and “your Ritsumeikan email address” are automatically linked and registered as an Amazon Business account exclusively for BCM.

● One account is linked to one email address.

Amazon does not permit the same email address to be linked to multiple accounts. Therefore, if your Ritsumeikan email address is linked to another Amazon account, please change that to an email address other than your Ritsumeikan email address, such as Gmail, before using Amazon Business on BCM. If you use Amazon Business on BCM with your Ritsumeikan email address linked to multiple accounts, a duplicate email address error will occur and purchases cannot be completed normally.

Q02 This screen was displayed in Amazon Business on BCM. (1)

When using Amazon Business on BCM for the first time, the screen to the right is displayed.

Input your full name in the input field and click the [ショッピングを開始する] button. This links the input name and email address and automatically completes account registration.

**Q03 This screen was displayed in Amazon Business on BCM. (2)**

When you attempt to view your order history on the Amazon Business website, the screen to the right is displayed. This is prompting you to reconfigure the password automatically registered during the first usage to a password the user will use. Click the [ワンタイムパスワードを送信] button and set your own password to become able to view the order history.



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FAQ

FAQs on Using Amazon Business

Q04 This screen was displayed in Amazon Business on BCM. (3)

12930-183-20450379-188263551 : Amazon備品購入申請処理でエラーが発生しました

If the above error is displayed in Amazon Business on BCM, your Ritsumeikan email address may be linked to an Amazon account other than the one for Amazon Business on BCM (duplicate email address error). The following describes patterns of duplicate email addresses that we have been consulted about so far. Check to see if any of these patterns correspond to you.

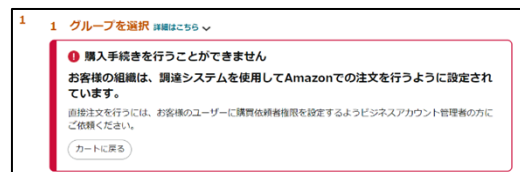
- (A) Your Ritsumeikan email address was registered for your private Amazon Prime account.
- (B) Your Ritsumeikan email address was registered for your private Amazon Business account.
- (C) You were registered as a member of Amazon Business shared in your Department.
- (D) An Amazon account you thought you deleted several years ago was not actually deleted.
- (E) The same email address was registered multiple times due to an Amazon system error.

If you have confirmed there is a duplication, change the email address linked to the Amazon account which is not for Amazon Business on BCM to an email address that is not your Ritsumeikan one.

Q05 This screen was displayed in Amazon Business on BCM. (4)

If the error to the right is displayed in Amazon Business on BCM, you may have accessed the Amazon website from Google or another search engine.

Because you did not access Amazon from the [【WEB購買】発注・契約] link in the <<研究費操作メニュー・研究費一覧>> menu, you were not recognized as a member of Amazon Business on BCM.



To access the website for Amazon Business on BCM, be sure to click the <<研究費操作メニュー・研究費一覧>> menu and then click the [Amazon購入] button on the list of delivery destinations. By doing so, you will be recognized as a member of Amazon Business on BCM and the delivery destination information will also be set.

Q06 A product I ordered on Amazon Business on BCM has not arrived.

The product order information may not have been transmitted properly.

In Amazon Business on BCM, after selecting a product on the website, you move from the cart to checkout, and after you select a payment method, the [承認を依頼する] button is displayed. If you click this button, you will move from the Amazon Business website to the SmartDB screen. Select the budget to pay for this purchase and then specify the office contact person for budget management.

Next, click the [Register] button and register edited content in SmartDB, and then be sure to click the [Submit] button. If you only clicked the [Register] button, order information is not transmitted. If order information is properly transmitted, you will receive an email from Amazon Business stating that they have received your order. Check to see if you have received that email.

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

FAQ

FAQs on Using Amazon Business

Q07

I want to cancel a product I ordered on Amazon Business on BCM that is “Not Yet Applied”.

Orders for Amazon Business on BCM are not placed until you click the [Submit] button. To cancel an order with a SmartDB status of “Not Yet Applied”, use either of the following methods.

- Cancel from the Amazon Business order history
- Do not click on the [Submit] button in SmartDB and instead click on the [取下げ] button

Q08

I want to cancel a product after I clicked the [Submit] button (after ordering).

After the [Submit] button has been clicked, an order can be canceled only if it has not yet entered the shipping process. You can check whether an order can be canceled from the order history.

**This information is from the Amazon website and is subject to change.*

1. Access your order history.
2. Click the [注文の注文内容の表示と変更] button for the order you want to cancel.
3. Click the [商品をキャンセル] button.
If the [商品をキャンセル] button is not displayed, the order cannot be canceled.
4. Input a check in the checkbox for products you want to cancel.
If you want to cancel the entire order, select all the products.
5. Click [この注文の選択された商品をキャンセルします] or [キャンセルリクエスト].
The display varies depending on status of the shipping process.



Amazon Help & Customer Service website

https://www.amazon.co.jp/gp/help/customer/display.html?nodeId=GSL37WQTJZUYA9QE&ref=hp_ab_link_n_qa_qsm_null&qid=1736814506593&sr=13-1-ac

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen**FAQ****FAQs on Using Amazon Business****Q09 I want to cancel a product because it does not arrive.**

Orders for Amazon Business on BCM are not placed until you click the [Submit] button. To cancel an order with a SmartDB status of "Not Yet Applied", use either of the following methods.

- Cancel from the Amazon Business order history
- Do not click on the [Submit] button in SmartDB and instead click on the [取下] button

The following describes the process for canceling undelivered products from Amazon.

- ① The faculty member (ordering party) places an inquiry for the cancellation of the undelivered product with the seller (from the order history).

[If there is a reply from the seller]

- ②-1 The seller replied to the faculty member (ordering party) within 48 hours and the refund/cancellation procedure is started.
- ③-1 The refund and cancellation are approved and the seller performs the refund. The seller performs approval on Amazon Business.
- ④-1 Amazon Business issues a credit memo.
- ⑤-1 The cancellation procedure is completed.
- ⑥-1 Notify the office contact person for budget management regarding the cancellation.

[If there is no reply from the seller]

- ②-2 If the seller does not reply to the faculty member (ordering party) within 48 hours, the faculty member (ordering party) applies for a refund in accordance with the Amazon Marketplace Guarantee.
- ③-2 If the application in ②-2 is approved, the refund is made.
- ④-2 Amazon Business issues a credit memo.
- ⑤-2 The cancellation procedure is completed.
- ⑥-2 Notify the office contact person for budget management regarding the cancellation.

For information about the Amazon Marketplace Guarantee, refer to the URL below.

 <https://business.amazon.co.jp/abredir/gp/help/customer/display.html?nodeId=201889250>

If operations do not proceed smoothly, contact the address below with your document number and status.

mlst-rgm-adm@ml.ritsumei.ac.jp

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen**2.1.2 Payment to a supplier [Other than web purchases]
(payment by invoice)**

This section explains the settlement procedures for when a researcher purchases products by payment to a supplier with a method other than Amazon Business.

For paper documents

Please scan the required documents such as the estimate, delivery statement, and invoice within two months and seven days and send it by email to the corresponding office contact person for budget management.

Note!

In accordance with the Electronic Book Preservation Act, documents that have exceeded two months and seven days are not recognized as documentary evidence. Be sure to observe the deadline.

For data documents

Please send the required documents such as the estimate, delivery statement, and invoice by email to the corresponding office contact person for budget management.

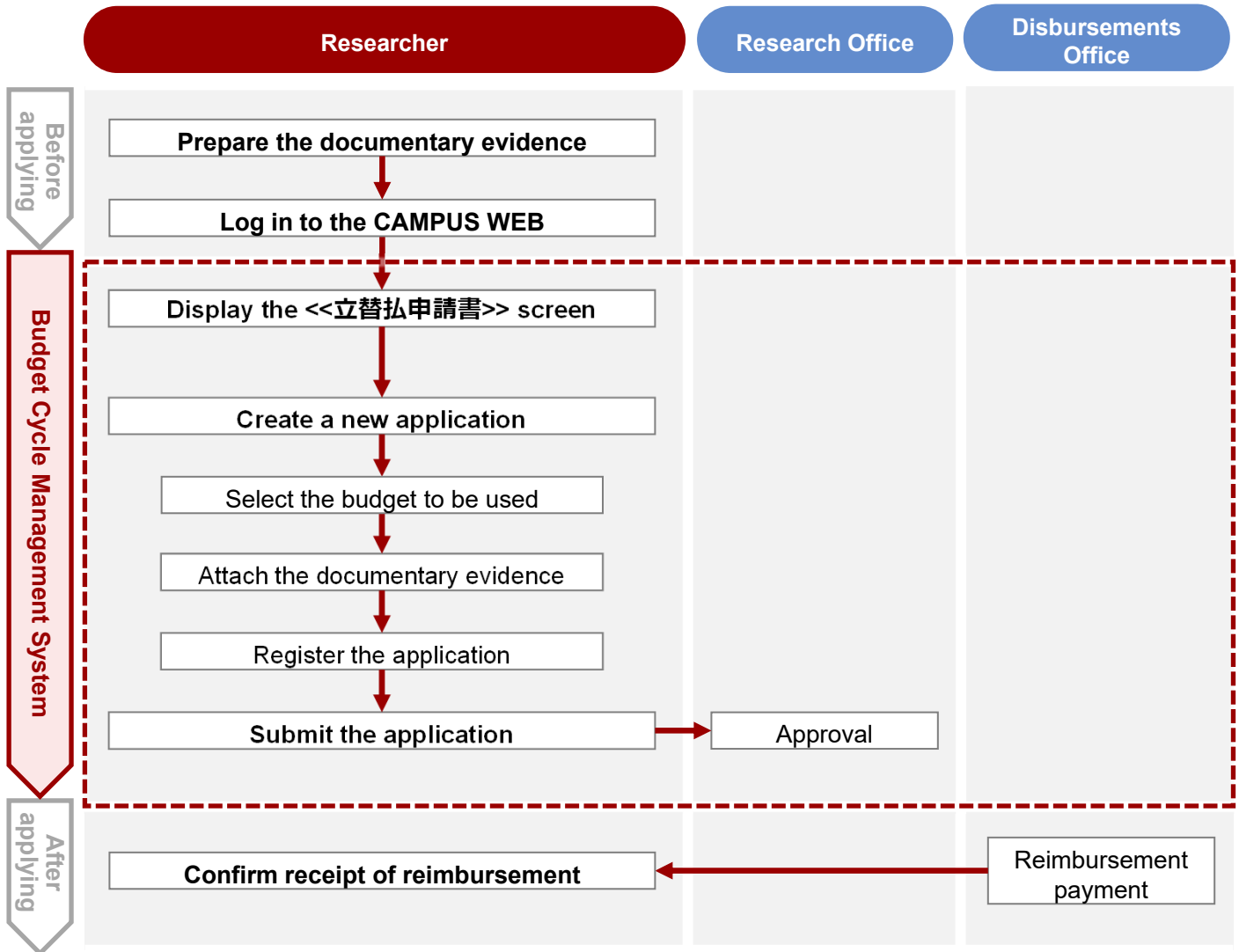
2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

2.1.3 Reimbursement

This section explains the settlement procedures if a researcher requires reimbursement for making an advance payment for goods.

2.1.3.1 Flow of operations

The flow of operations for reimbursement is as shown below.



2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

2.1.3.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [立替精算] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!
Scan the receipt beforehand, and import and save the data. For the management of electronic documentary evidence, if there are multiple pieces of documentary evidence, please scan and upload all of each document.

- 1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.
- 2 Click the [立替精算] link and display the <<立替払申請書>> screen.
- 3 Register a new reimbursement application.

▼ <<立替払申請書>> screen

立替払申請書

当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証憑（領収書等）を本様式を添えて各リサーチオフィスに提出してください。

A 代理申請を行う場合はチェック/Check here if you are applying by proxy.

代理申請者 所属 【検索用】1部1課(スタンダード)

Proxy Applicant - Affiliation

代理申請者 氏名 【検索用】教員A

Proxy Applicant

代理申請者 メールアドレス sdb-132@st.ritsumeikai.ac.jp

Proxy Applicant - Email Address

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

1 Input a check here if you are applying by proxy.

No.	Item	Details
A	Information related to the proxy applicant	Displays information of the proxy applicant. Input a check in [Check here if you are applying by proxy].

B 経路1 記入欄

申請日 2024/02/02

Application date

教職員番号 9999999

ID No

所属(学部) 【検索用】総合心理学部(教員)

College, Department

職位 准教授

Position

申請者 【検索用】教員A - 学部系A

Applicant

連絡電話番号

TEL (携帯可)

メールアドレス sdb-128@st.ritsumeikai.ac.jp

Email Address

2 For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application).
You can search for the person by clicking **Q** and inputting key words in the displayed [ユーザの検索] field.

No.	Item	Details
経路1 記入欄: Specify the required items related to the reimbursement.		
B	Information related to the applicant	Displays information related to the applicant.

3 Input the applicant's [Contact Phone Number].

Next page

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

Cont.

4 Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

5 Specify the office contact person for budget management, and attach the receipt.

Reference
To check the office contact person for budget management, click the link for the corresponding campus under [予算管理窓口担当者一覧] on the right side of the screen.

No.	Item	Details
C	執行予算選択用ブロック	Specify the items related to the budget selected for use.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute on multiple budgets	Input the desired details (① Budget name, ② Amount, ③ Basis of burden) in the input field.
	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Attachment Files for Image Acceptance Inspection	Attach images for acceptance inspection.
	Attach Files for Receipt Required	Attach receipts and similar.
	Attachment Files for Supplementary Material	Attach the supplementary documentation.
	Research Assistant	Input the contact information if it is necessary to contact someone other than the applicant. If registering a faculty secretary or the like, also add them to the [Additional Viewing Rights] section at the bottom of the page. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Reasons for Spending/Description	Indicate the reason for spending if it corresponds to the conditions displayed below the input field.

Next page

2. Purchase of Goods and Subcontracting -> 2.1 One Order/One Set: Less than 100,000 Yen

Cont.

D

経路1記入欄 (研究者以外の方が立替を行った場合)

立替払者確認
 申請者と異なる方が立替払いをした
 Check if the replacement payment was made by a person different from the applicant.
 チェックをすると、下記に振込指定口座情報添付欄が表示されますので、口座情報が入力されたファイルを添付してください。

No.	Item	Details
D	経路1記入欄: Specify the information of the person to be reimbursed if reimbursement is to be made to someone other than the applicant.	
	Check if the replacement payment was made by a person different from the applicant.	Input a check here if someone other than the applicant is to be reimbursed. This adds the [振込指定口座情報添付欄].
	振込指定口座情報添付欄 Required	Attach the Excel file for the "Form 1-4 Request for Reimbursement of Personal Reimbursed Expenses for Research Funds".

6 Specify if the person receiving the reimbursement is different than the applicant.

7 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

E

閲覧権設定用ブロック

追加閲覧権
 Additional Viewing Rights
 ※追加で閲覧権が必要な場合は設定してください。

一覧/List 登録/Register

No.	Item	Details
E	閲覧権設定用ブロック: If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.	
	Additional Viewing Rights	Select persons to be granted viewing rights. This is required if you filled in the [Research Assistant] field. You can search for the person by clicking and inputting key words in the displayed [検索範囲内のアカウントの検索] field.

8 Click the [Register] button.

Note!
 The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

4 Submit the reimbursement application.

文書登録/Document registration

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history **業務開始(提出)/Submit**

文書の登録が完了しました。

文書タイトル 立替払申請書23L02510000004
 文書番号 343 更新 12:34 【検証明】 教員A・学部長A

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
 「業務開始」ボタンを押すことで、次の承認者に提出されます。

23L02510000004

立替払申請書

当該予算の執行責任を有する研究者以外の方が、やむを得ず立替払いをおこなった場合は、証拠(領収書等)を本様式を添えて各リサーチオフィスに提出してください。

1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

2. Purchase of Goods and Subcontracting

2.2 One Order/One Set: 100,000 Yen or More

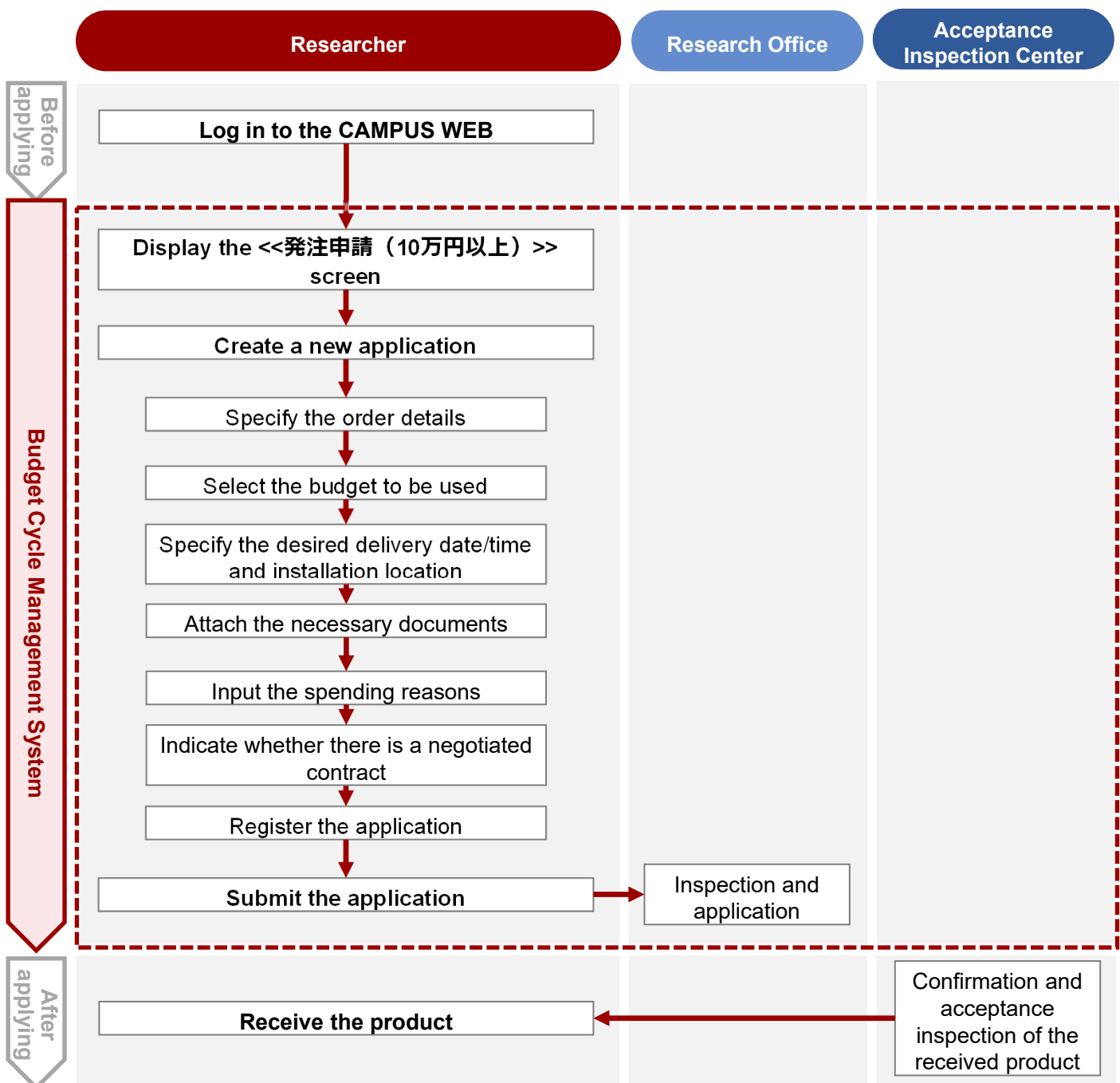
Orders and contracts that are 100,000 yen or more for one order/one set are performed by the Executive Office. The researcher must submit an order or contract application to the Executive Office. This chapter explains the procedures for order and contract applications for which one order/one set is 100,000 yen or more.

2.2.1 Order and contract applications

This section explains the order and contract application procedures if purchasing goods for which one order/one set is 100,000 yen or more.

2.2.1.1 Flow of operations

This flow of operations for order and contract application procedures if purchasing goods for which one order/one set is 100,000 yen or more is as shown below.



2. Purchase of Goods and Subcontracting -> 2.2 One Order/One Set: 100,000 Yen or More

2.2.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [発注・契約申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

- 1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.
- 2 Click the [発注・契約申請] link and display the <<発注申請（10万円以上）>> screen.
- 3 Create a new order application for 100,000 yen or more.

▼ <<発注申請（10万円以上）>> screen

発注申請（10万円以上）

A 代理申請を行う場合はチェック/Check here if you are applying by proxy.

代理申請者 所属 Proxy Applicant - Affiliation	【検索用】1部1課(スタンダード)
代理申請者 氏名 Proxy Applicant	【検索用】無所属
代理申請者 メールアドレス Proxy Applicant - Email Address	sdb-132@st.ritsumei.ac.jp

※以下の記入欄は、被代理人の所属課と氏名に変更してください。

1 Input a check here if you are applying by proxy.

No.	Item	Details
A	Information related to the proxy applicant	Displays information of the proxy applicant. Input a check in [Check here if you are applying by proxy].

2 For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking Q and inputting key words in the displayed [ユーザの検索] field.

B

申請日 ApplicationDate	2024/02/02
教職員番号 ID No	9999999
所属(学部) College,Department	【検索用】総合心理学部(教員)
職位 Position	准教授
申請者 Applicant	【検索用】教員A・学部部A
連絡電話番号 Contact Phone Number	TEL (携帯可)
メールアドレス Email Address	sdb-128@st.ritsumei.ac.jp

3 Input the applicant's [Contact Phone Number].

No.	Item	Details
B	Information related to the applicant	Displays information related to the applicant.

C

申請区分 事前申請
ApplicationCategory 事後申請 (下記執行理由・説明欄に事後になった理由等詳細を記入ください)
※即時性の高い1件100,000円未満の契約をおこなう場合や、ECサイトからの購入の場合は、教員自らが直接発注（購入）することができ、申請対象外としています。

4 Select the [Application Category].

No.	Item	Details
C	Application Category	Select the application category. <ul style="list-style-type: none"> ● 事前申請: Select if submitting an advance application. ● 事後申請: Select if submitting an application after the fact. Input the reason for submitting an application after the fact in the [Reasons for Spending/Description] field.

2. Purchase of Goods and Subcontracting -> 2.2 One Order/One Set: 100,000 Yen or More

Cont.

5 Input the information of the goods to which the order application pertains.

Point
If ordering multiple items, click the [追加] button to add an input field and input the additional items.

No.	Item	Details
D	Order Detail Selection	Select the order details. <ul style="list-style-type: none"> A_メーカー、品番等が確定している場合: Select if the manufacturer and serial number (product number) have been definitely confirmed. B_メーカー、品番等が確定していない場合: Select if the manufacturer and serial number (product number) have not been definitely confirmed. C_制作物の作成、アンケート調査、翻訳等、業務委託の場合: Select if for subcontracting of operations.
	Order Details	Input the product name, manufacturer, serial number (product number), and amount of the ordered product. If ordering multiple items, click the [追加] button to add an input field and input the additional items.

6 Specify the [Office Contact Person for Budget Management] and select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

Reference
To check the office contact person for budget management, click the link for the corresponding campus under [予算管理窓口担当者一覧] on the right side of the screen.

No.	Item	Details
E	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.
	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute on multiple budgets	Input the desired details (① Budget name, ② Amount, ③ Basis of burden) in the input field. If you want to purchase for shared facilities by using multiple competitive research fund programs of KAKENHI or similar, create and attach an “Application for Approval of Purchase of Shared Facilities Using Multiple KAKENHI Projects, Etc. [Research Division Form 1-7].” If combining direct expenses of multiple KAKENHI research projects, create an “Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]” and attach it.

Next page

2. Purchase of Goods and Subcontracting -> 2.2 One Order/One Set: 100,000 Yen or More

Cont.

F

予算枠
Budget Limit

見積合わせ希望
Request for Multiple quotes?

希望納期
Desired delivery time

特定の発注先の有無について
Identification of the ordering company

7 Perform settings for the budget limit, multiple quotes, desired delivery time, and discretionary contracts.

No.	Item	Details
F	Budget Limit	Input the upper limit of the budget.
	Request for Multiple quotes?	Select whether to request quotes if 100,000 yen to less than one million yen. <ul style="list-style-type: none"> ● 希望なし: Select if you do not want to request quotes. ● 希望あり: Select if you want to request quotes.
	Desired delivery time	Select whether you have a desired delivery date. <ul style="list-style-type: none"> ● 希望なし: Select if you do not have a desired delivery date. The delivery date will be arranged with the selected company. ● 希望あり: Select if you have a desired delivery date and specify your desired delivery date.
	Identification of the ordering company	Select whether there is a discretionary contract. <ul style="list-style-type: none"> ● なし: Select if you do not want a discretionary contract. ● あり: Select if you want a discretionary contract. Specify the added [特定の発注先の有無について内容記入ブロック].

8 If you do not have an estimate that you can attach, select [希望あり].

G

経路1 記入欄_特定の発注先の有無について内容記入ブロック

予定企業名
Name of Company for Negotiated Contract

内容
Manufacturer Name/Specifications and Dimensions

企業選定理由
Reasons for selection

根拠資料
Explanatory Materials/Certificate of Exclusive Sale

見積書
Estimate

9 Specify the information for when a discretionary contract is desired.

No.	Item	Details
G	経路1 記入欄_特定の発注先の有無について内容記入ブロック	Specify the information for when a discretionary contract is desired. Displayed if you specify “あり” for [Identification of the ordering company].
	Name of Company for Negotiated Contract	Input the name of the company intended for the order.
	Manufacturer Name/Specifications and Dimensions	Input the order details.
	Reasons for selection	Input the reasons for selecting the company.
	Explanatory Materials/Certificate of Exclusive Sale	Attach documents that provide the basis for using a negotiated contract.
	Estimate	Attach the estimate from the selected company.

Next page

2. Purchase of Goods and Subcontracting -> 2.2 One Order/One Set: 100,000 Yen or More

Cont.

H

執行理由 / 説明
Reasons for Spending/Description

理由 (執行の必要性、当該研究との関連性を具体的に記入してください。同一の書籍を複数購入する場合は書名・配分先リストを添付してください。事後になった場合、理由等、詳細を記入してください。)

添付ファイル
Attachment Files

ファイルをドックアップまたはクリックしてファイルを選択

事前申請：見積書、仕様書、カタログ等、発注希望する詳細が分かる情報を添付してください。
事後申請：請求書、領収書、納品書、購入した物品等の写真等を添付してください。

10 Input the reasons for spending and attach the specified files.

No.	Item	Details
H	Reasons for Spending/Description	Input the specific spending reasons.
	Attachment Files	Attach the necessary files according to whether it is an advance or after-the-fact application.

I

連絡先記入欄
(教務秘書など)
Research Assistant

検索範囲内のアカウントの検索

申請者以外の方に申請内容の共有が必要な場合は、以下で共有したいユーザーを選択してください。
選択されたユーザーには、業務開始後にワークフローが開始された旨のメールが通知されます。

設置場所
Installation Location

キャンパス選択

建物名

室名/部屋番号

階数

「その他(学外を含む)」を選択した場合、設置場所の住所、電話番号等、詳細を記入してください。

11 Specify the contact info and the installation location.

No.	Item	Details
I	Research Assistant	Input the contact information if it is necessary to contact someone other than the applicant. If registering a faculty secretary or the like, also add them to the [Additional Viewing Rights] section at the bottom of the page. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Installation Location	Specify the installation location. Select the campus under [キャンパス選択] (required), and input the [建物名], [室名/部屋番号], and [階数]. Select [その他] if located off-campus and input the installation location information in the input field.

12 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

J

閲覧権設定用ブロック
Additional Viewing Rights

検索範囲内のアカウントの検索

一覧/List

登録/Register

13 Click the [Register] button.

Note!
The work flow does not start just by registering. Be sure to always perform "Submit" next to start the work flow.

No.	Item	Details
J	閲覧権設定用ブロック: Specify persons with additional viewing rights.	
	Additional Viewing Rights	Select persons to be granted viewing rights. This is required if you filled in the [Research Assistant] field. You can search for the person by clicking 🔍 and inputting key words in the displayed [検索範囲内のアカウントの検索] field.

Next page

2. Purchase of Goods and Subcontracting -> 2.2 One Order/One Set: 100,000 Yen or More

Cont.

4 Submit the order application.

The screenshot shows a web interface for document registration. At the top, there are navigation buttons: '一覧/List', '編集/Edit', '再利用/Reuse', '更新履歴/Update history', and '最終確定(提出)/Submit'. The 'Submit' button is highlighted with a red box. A red callout box with the number '1' points to this button, containing the text 'Click the [Submit] button.' Below the navigation bar, there is a message: '文書の登録が完了しました。' (Document registration is complete). Below this, there are fields for '文書タイトル' (Document Title) and '文書番号' (Document Number). A large blue box in the center contains the text '発注申請 (10万円以上)' (Purchase application (100,000 yen or more)). At the bottom, there is a status bar with 'ステータス Status' and '現在の担当者' (Current assignee).

Click the [OK] button on the confirmation message to start application work flow.

End