

Press Release

May 21, 2019

JTB Business Travel Solutions Inc.

Growin' Partners Inc.

J'sNAVI NEO and Growin' Partners to Collaborate

Business cooperation to assist the introduction/operation of expense settlement solutions
compliant to the Electronic Books Storage Act

To strongly support the realization of making expense settlement operations more
paperless

JTB Business Travel Solutions Inc. (head office in Koto-ku Tokyo, president & CEO Masamitsu Shibuya, hereinafter referred to as JTB-CWT), which provides business travel management and the J'sNAVI NEO, a business trip expense settlement management solution, of the JTB Group, and Growin' Partners Inc. (head office in Chiyoda-ku Tokyo, CEO Tetsuya Sano, hereinafter referred to as Growin' Partners) will begin providing collaborative services to promote making companies' expense settlement operations for business trips paperless.

System/solution meeting
the requirements for
storage by scanning

X

Support application with
the tax office/support
operation design

Based on this collaboration, JTB-CWT will provide a workflow system that meets the operational requirements of the Electronic Books Storage Act through its business trip/expense settlement management solutions J'sNAVI NEO, while Growin' Partners will support comprehensive business improvement, including the preparation of applications pertaining to operations related to the abovementioned Act with the tax office, as well as employee training and operational manuals as a one-stop solution.

■Background of the collaboration

As a means of advancing the recent trend of workstyle reform, going paperless is gaining attention as one effective way of promoting both productivity improvement of operations and workstyle diversity. However, many are voicing high concerns regarding the introduction of paperless operations, such as whether there will there be a return on investment or questions about the input method that should be adopted to match the business, what kind of system should be selected or introduced, and that they do not have the know-how to prepare application forms for the tax office.

In light of such circumstances, by combining JTB-CWT's J'sNAVI NEO and Growin' Partners' Electronic Books Storage Act Support Services, it becomes possible for clients to adopt solutions for workstyle reform promotion and improvements towards making operations paperless from complex application procedures at the tax office to expense settlement software taking advantage of digitization, operation, training, and effectiveness measurements as one package.

■About the service

The packaged service based on the collaboration will enable the reduction of cost, time, and resource burden involved in accommodating the Electronic Books Storage Act.

The collaboration can realize business trip/expense settlement management with tickets generated through business trip arrangements, cash needed for payments and receipts necessary for expense settlement reduced to the minimum with J'sNAVI NEO that enables digitization of evidence documents and consolidated management of ticket arrangement at the time of business trip application, and expense settlement and payment.

Arrangement	Business trip	Settlement
Ticketless	Cashless	Paperless

Maximize the introduction effect with J'sNAVI NEO Electronic Books Storage System Act Package
Paperless x Reduction of operational burden x Strengthening of internal control

We highly recommend the service to customers such as the below:

- Considering improving the efficiency of business trip settlement and expense settlement operations

- Already using J'sNAVI and is considering accommodating the Electronic Books Storage Act
- Considering going paperless for evidence documents, including invoices, not to mention receipts

■ About J'sNAVI NEO

J'sNAVI NEO is a comprehensive business trip management solution that combines an online business trip arrangement system and business trip workflow. It can be used not only for domestic and overseas business trip applications, arrangements, settlements, and payments but also for the daily application and settlement of transportation within the neighborhood and social expenses. It alone enables consolidated management of dispersed information, visualization of the actual situations of business trips and expenses, and collection of information for improvements to reduce expenses. Business trip arrangements will be made via JTB's online reservation system; therefore, tickets will be invoiced in lump sum at a later date to the corporation with absolutely no exchange of cash or receipts. This allows for uncomplicated realization of cashless/paperless operations. Furthermore, the updated J'sNAVI NEO, is an expense settlement system that meets all of the requirements of the Electronic Books Storage Act.

<Features of the service>

- The business trip online arrangement system and business trip/expense management workflow are integrated. The service alone enables consolidated management and visualization of business trips, travel, and ancillary expenses.
- The service includes reservations and arrangements for business trips, such as for overseas air tickets, hotels, trains, and rental cars, not to mention domestic air tickets. The application, approval, arrangement, and execution data are seamlessly incorporated in the system, and such information can be accessed at any time.
- Invoicing and payments pertaining to business trips will be made as a lump sum from JTB; therefore, large amounts of provisional payments, petty cash, and settlement of advance payments, which are common on business trips, become unnecessary, and the time and effort put into the operations of the accounting department can be reduced significantly.

<J'sNAVI NEO official website>

<https://www.jsnavineo.com/>

■About Growin' Partners' Electronic Books Storage Act Support Service

Growin' Partners is a professional team of business management advisers that offers the three business areas of financial advisory services supporting M&As, Accounting Tech ® Solution services supporting the improvement of efficiency and automatization of accounting and financial operations through accounting x IT, and investment services. The company provides services based on much practice and know-how mainly of staff with abundant experience as certified accountants at major audit firms, IT consultants, accounting and financial staff, and CFOs at listed companies. Its Electronic Books Storage Act Support Service supports comprehensive operational improvements from measuring the effects of accommodating the Act to formulating the policy at the time of introduction and building the process of expense settlement operations to accommodate the Act and applying at the tax office.

■Initiation of collaborative service

Planned for July 2019

■Notice

The solution will be on exhibit at the fourth Accounting and Finance EXPO.

JTB Business Travel Solutions will provide presentations at its booth (No. A4-32) at the fourth Accounting and Finance EXPO to be held at Tokyo Big Sight from Wednesday, May 29 to Friday, May 31 2019. Please take this opportunity to visit us.

[About JTB Business Travel Solutions Inc.]

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[About Growin' Partners Inc.]

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*The company name, the product name or the service name that has been described is a registered trademark or a trademark of each company.

*The specifications and service details may be subject to change without notice.