



# Application System Operation Guide for ISFM2024

## ■ Registration

-Early Bird Registration Period: Until **23:59 (JST) on Monday, July 15, 2024.**

\*Payment as well as registration must be completed.

-After the above deadline, regular registration will be available.

-Registration cannot be canceled after your application. No refunds will be given also after payment has been made.

## ■ Abstracts

-Abstract Submission Period: Until **23:59 (JST) on Friday, May 31, 2024.**

Please apply through the following application system (AMARYS):

<https://amarys-jtb.jp/isfm2024/>



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2. [How to log in again to AMARYS](#)
3. [How to edit your application](#)
4. [How to issue a quotation, an invoice, and a receipt](#)

# How to register on AMARYS

1) Access <https://amarys-jtb.jp/isfm2024/> and select the items you wish to apply.

ISFM2024

English

FAQs / Contact information

### Information for Participants

**1: How to apply**  
Please refer to the Operation Guide for Application and apply through the dedicated page (this system).  
For the dedicated page, you will need to create an ID and set a password (\*symbols cannot be used).  
Example of available ID and password: jtb@2024  
Examples of NOT available ID and password: jtb@2024, jtb-2024, jtb\_2024  
Click [here](#) to download the Operation Guide for Application.

**2: Invoices and Receipts**  
Please issue invoices and receipts from the My Page of this system.  
Please note that invoices cannot be issued after payment has been completed.  
Please make sure that the pop-up blocker on your device is disabled before downloading each document. If the pop-up blocker is enabled, you will not be able to download the documents.  
The download button can only be used once for each document. After the second time, a "Reissue" stamp will be printed on the paper.  
Please refer to the Operation Guide for Application to learn how to issue the invoice and quotation.

**3: For Inquiries, please contact**

JTB Sendai Branch  
Sales Section 1, University & MICE Group  
Sendai Dai-ichi Seimei Tower Bldg. 2F,  
4-6-1 Ichibancho, Aoba-ku, Sendai, Miyagi 980-0811, Japan  
ISFM2024 Registration Office  
e-mail: [isfm2024@jtb.com](mailto:isfm2024@jtb.com)  
In principle, please send your inquiries by e-mail.  
We will contact you within 3 business days.  
Business days: Monday through Friday (9:30 a.m. to 5:30 p.m.) (JST)  
Closed on Saturdays, Sundays, and national holidays

### Registration

Early Bird Registration Period: Until 23:59 (JST) on Monday, July 15, 2024  
\*Payment as well as registration must be completed.  
After the above deadline, regular registration will be available.

Registration cannot be canceled after your application. No refunds will be given also after payment has been made.

### Abstracts

Abstract Submission Period: Until 23:59 (JST) on Friday, May 31, 2024

### New Registration ( If you do not have a Log-in ID )

After you have reviewed the Application Procedures page(s), please select the item for which you wish to apply.  
If there are items for which you do not need to apply, please deselect them by clicking on the following check buttons.  
Clicking on them again will reselect them.

Registration  
 Abstract Submission

**Next**

Security ?

amarys-jtb.jp  
cybertrust  
secured site  
クリックして検証  
2024-04-04 17:01 JST

**[Note]**

Registration cannot be canceled after your application.  
No refunds will be given after payment has been made.

Select the items for which you wish to apply and click on "Next".

### New Registration ( If you do not have a Log-in ID )

After you have reviewed the Application Procedures page(s), please select the item for which you wish to apply.  
If there are items for which you do not need to apply, please deselect them by clicking on the following check buttons.  
Clicking on them again will reselect them.

Log-in ID  
Password

**Log-in**

Forgot your ID or password? [Click Here](#)

Registration  
 Abstract Submission

**Next**

Security ?

amarys-jtb.jp  
cybertrust  
secured site  
クリックして検証  
2024-04-04 17:01 JST

- 2) Fill in your information and click on "Next".  
\*Required items are marked with an asterisk. (\*)

ISFM2024

FAQs / Contact information

Personal Information / Registration Abstract Submission Payment

Applicant

1. Fill in 2. Confirm 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

Please make sure not to lose your ID and password.  
Required items are marked with an asterisk. (\*)

**Log-in Information**

Log-in ID •  Check ID  
\*Enter the desired ID.  
Must be between 6 to 50 alphanumeric characters.  
The marks such as hyphens [-], underscores [\_], dots [ . ], at signs or at symbols[@], etc. cannot be used.

Password •   
  
Please reenter your password to confirm it.  
Use both numbers and letters, between 6 to 20 characters.  
The marks such as hyphens [-], underscores [\_], dots [ . ], at signs or at symbols[@], etc. cannot be used.

**One Time Password**

Do not use one-time password.  
\*Log in to My Page with only the registered ID and password.

Use a one-time password.  
\*After entering the registered ID and password, log in to My Page by entering the one-time password received at the registered email address.

**Personal Information**

Name •     
e.g. John Y. Smith

Gender •     
Male=M, Female=F, Unidentified=<

Country of Residence •

Nationality •

If you live in Japan, please choose your prefecture.

Prefecture

Phone Number •   
e.g. 81 (Country Code)  
 (  )   
e.g. 22 (1234) 4568

E-mail Address •   
 @   
Enter the e-mail address that can receive attachment files.  
(Please reenter your e-mail address to confirm that it is correct.)

**Affiliation Information**

Affiliation Name •   
Please indicate your affiliation name to be listed on your name card.  
e.g. Tohoku University

**Contact Information**

Contact •  E-mail Address

E-mail Address

Receive confirmation e-mail

When newly registering

When modifying registration

When canceling

For payment-related notifications

**Add accompanying person(s)**

Add accompanying person(s)

\*If others will be accompanying you (accompanying persons), please select the number of those persons.

**Privacy Policy**

Please read carefully our policy on the handling of personal information and consent before proceeding.  
[Privacy Policy](#)

I agree to the above policies.

After you fill in all information, check a box of Privacy Policy and click on "Next".

### 3) Confirm your personal information and click on "Register".

#### [Note]

-If you want to fix your registration, please click on "Back" to return to the previous screen to fix. Please be careful not to click on the "X" button on the window.

-This system will complete your application when you click on the "Register" button. Please note that if you click the "X" button to close the window before completing the application, all entries will be invalidated and not reflected to the data.

ISFM2024

FAQs / Contact information ?

Personal Information / Registration Abstract Submission Payment

Confirmation: Personal Information

1. Fill in 2. Confirm 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

Registration Information

Log-in Information

Log-in ID [Redacted]  
Password [Redacted]

One Time Password

Do not use one-time password.

Personal Information

Name	John Y. Smith
Gender	M
Country of Residence	Japan
Nationality	United States of America
If you live in Japan, please choose your prefecture.	
Prefecture	Miyagi
Phone Number	Country code:81 090-1111-1111
E-mail Address	[Redacted]

Affiliation Information

Affiliation Name	Tohoku University
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Contact Information

Contact	
E-mail Address	E-mail Address
Receive confirmation e-mail	When newly registering Yes
	When modifying registration Yes
	When canceling Yes
	For payment-related notifications Yes

メール配信が不要の場合は、チェックを入れてください。  
※チェック入れずに更新すると、設定状況に準じてメール配信されます。

Register

Back

Click on "Register".

4) Select the applicant(s) from the list and click on “**Next**”.

ISFM2024

John Y. Smith

My Page  
Log-out  
FAQs / Contact information

Personal Information / Registration   Abstract Submission   Payment

1. Fill in   2. Confirm   3. Select the Applicant(s)   4. Fill in   5. Confirm   6. Complete

Registration ?

Please select the Applicant(s) from the following list.  
To register an applicant not included in the following list, please [click here](#).

	Name	Accompanying Person List
<input checked="" type="checkbox"/>	John Y. Smith (Application Representative)	-

Next

Select the Applicant(s) from the list and click on “**Next**”.



5) Select each item of the registration information and click on “Next”.

If you need a support for visa, please upload your passport photo page from “File Upload”.

**[Note]**  
\*You will receive your visa documents by mail as soon as they are ready.

ISFM2024

John Y. Smith

My Page  
Log-out  
FAQs / Contact information

Personal Information / Registration   Abstract Submission   Payment

1. Fill in   2. Confirm   3. Select the Applicant(s)   4. Fill in   5. Confirm   6. Complete

### Registration

John Y. Smith

Registration	Period	Fee
<input checked="" type="radio"/> Non-student	from May-01-2024 00:00:00	JPY70,000
	from Jul-16-2024 00:00:00	JPY80,000
<input type="radio"/> Student	from May-01-2024 00:00:00	JPY30,000
	from Jul-16-2024 00:00:00	JPY35,000

### About The JAPAN VISA

Do you need a support for visa?   
 [Please check here!]

No  
 Yes

Upload your passport photo page.   
 Please upload only if you need VISA

File Upload

Only files with an extension of \*.jpeg,\*.jpg,\*.gif,\*.bmp,\*.txt,\*.xls,\*.doc,\*.ppt,\*.xlsx,\*.docx,\*.pptx,\*.pdf will be accepted.  
No files larger than 10.0 MB can be uploaded.  
Please take pictures so that the text is clearly visible.

### Welcome Party/Banquet

Welcome Party on Dec 9 •

Banquet on Dec 10 •

Vegetarian •

Other special meals   
 e.g. Muslim friendly

Next  
Back

## 6) Confirm your registration information and click on “Register”.


ISFM2024

John Y. Smith My Page Log-out FAQs / Contact information

Personal Information / Registration Abstract Submission Payment

1. Fill in 2. Confirm 3. Select the Applicant(s) 4. Fill in 5. Confirm 6. Complete

### Confirmation: Registration

 John Y. Smith

Application Type	Non-student	JPY70,000
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#### About The JAPAN VISA

Do you need a support for visa? No

Upload your passport photo page.

#### Welcome Party/Banquet

Welcome Party on Dec 9	I will attend.
Banquet on Dec 10	I will attend.
Vegetarian	No
Other special meals	

Subtotal	JPY70,000
Payment Amount	<b>JPY70,000</b>

メール配信が不要の場合は、チェックを入れてください。  
※チェック入れずに更新すると、設定状況に準じてメール配信されます。

**Register**

Back

After confirming your registration information, click on “Register”.

- 7) Your registration is now completed.  
Click on “**Next**” to proceed with abstract submission.

The screenshot shows the ISFM2024 registration completion page. At the top right, the text "ISFM2024" is displayed. Below this, the user's name "John Y. Smith" is shown on the left, and three navigation buttons are on the right: "My Page" (light blue), "Log-out" (grey with a right arrow), and "FAQs / Contact information" (grey with a question mark icon). A progress bar below these elements shows three main stages: "Personal Information / Registration" (dark blue), "Abstract Submission" (light blue), and "Payment" (light blue). Underneath the progress bar, six numbered steps are shown: "1. Fill in", "2. Confirm", "3. Select the Applicant(s)", "4. Fill in", "5. Confirm", and "6. Complete" (highlighted in red). Below the progress bar, a dark blue header reads "Registration". The main content area contains the text "Your registration has been completed." and a large red button labeled "Next" which is circled in red. Below the "Next" button is a light blue button labeled "Skip Further Applications". At the bottom of the page, a note reads "Do not use the browser's 'back' button."

## 8) Fill in your abstract information, upload your abstract and click on “Next”.

ISFM2024

John Y. Smith

My Page  
Log-out  
FAQs / Contact information

Personal Information / Registration Abstract Submission Payment

1. Fill in 2. Confirm 3. Complete

### Author Information

#### Primary Author

Name \* John Y. Smith  
Copy from personal information

#### Affiliate organization registration

\*After entering your affiliations, please remember to click on the Register button. Once you have registered the organization with which you are affiliated, it will show up a list of [Select affiliate organizations] to choose with a check mark. Please mark your affiliation accordingly.

Register

Affiliation1 \* Tohoku University

Affiliation2 Affiliation

Affiliation3 Affiliation

Affiliation4 Affiliation

Affiliation5 Affiliation

Affiliation6 Affiliation

Affiliation7 Affiliation

Affiliation8 Affiliation

Affiliation9 Affiliation

Affiliation10 Affiliation

Affiliation11 Affiliation

Affiliation12 Affiliation

Affiliation13 Affiliation

Register

Please indicate the affiliation of the primary author.

Please choose the most relevant affiliation.

Affiliation \*  Tohoku University

Please indicate your affiliation 2.

Please indicate your affiliation 3.

Please indicate your affiliation 4.

Please indicate your affiliation 5.

Please indicate your affiliation 6.

Please indicate your affiliation 7.

Please indicate your affiliation 8.

Please indicate your affiliation 9.

Please indicate your affiliation 10.

Please indicate your affiliation 11.

Please indicate your affiliation 12.

Please indicate your affiliation 13.

If there are co-authors, please click on “Add Co-Author(s)” and fill in their information.

#### Co-Author

Co-Author (The order of authors can be changed by clicking on [↕])

Add Co-Author(s)

#### Abstract Submission

1. PDF File

CATEGORIES 1-Environmental materials

Abstract Title \* TEST

File Submission

Check 6735ea75-a154-4af7-8d96-6aa72f175cf1\_1.pdf

Only files with an extension of \*.pdf will be accepted. No files larger than 10.0 MB can be uploaded.

Download the Paper Submission Template

2. Word File

File Submission \*

File Upload

Only files with an extension of \*.doc,\*.docx will be accepted. No files larger than 10.0 MB can be uploaded.

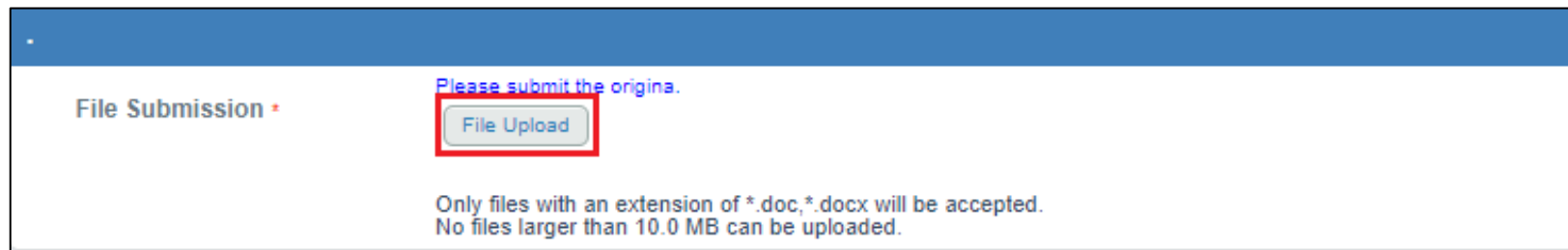
Next

\*Notice\* Upload both PDF file and Word file at each section. \*For the procedure to upload the files, check the next page.

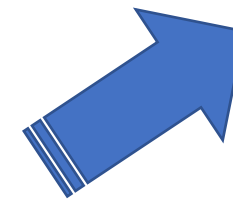
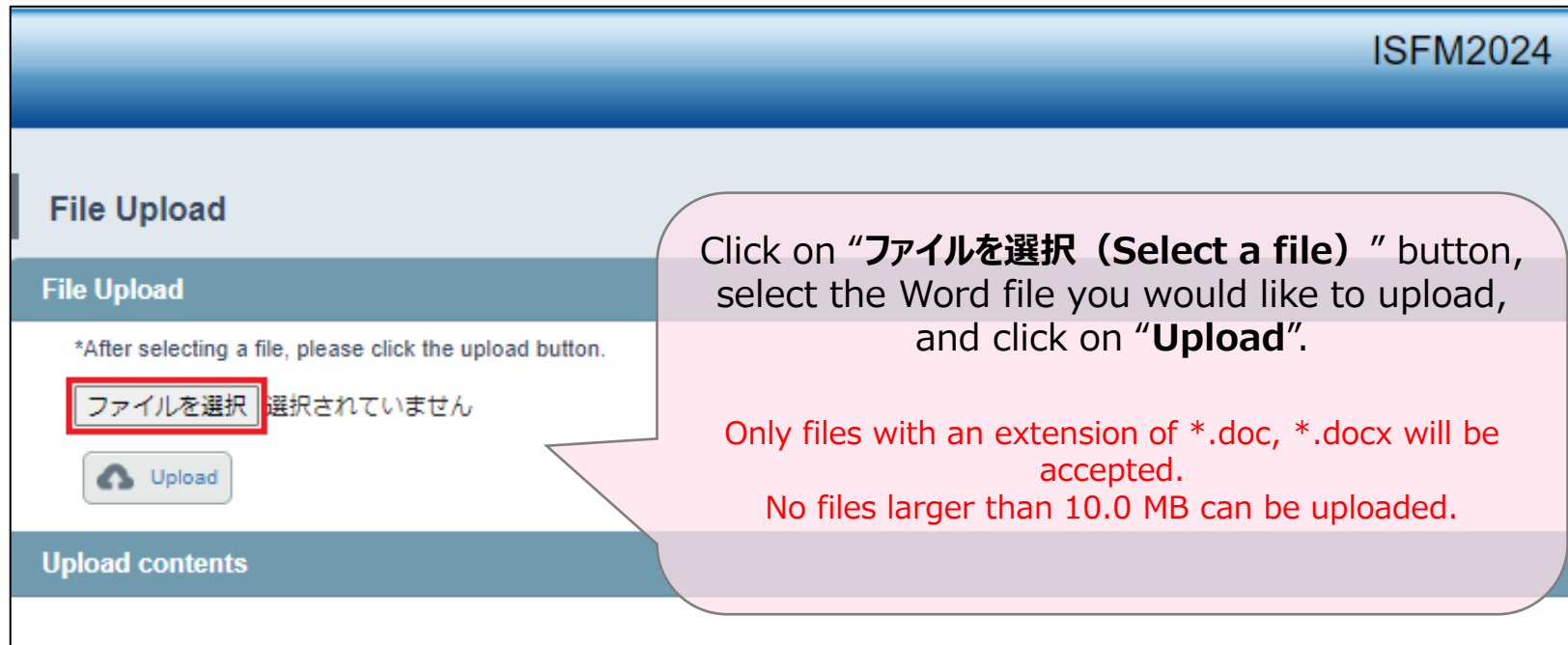
# To upload your abstract files

When you upload the abstract file, please follow the steps bellow.  
\*below are for uploading a Word file.

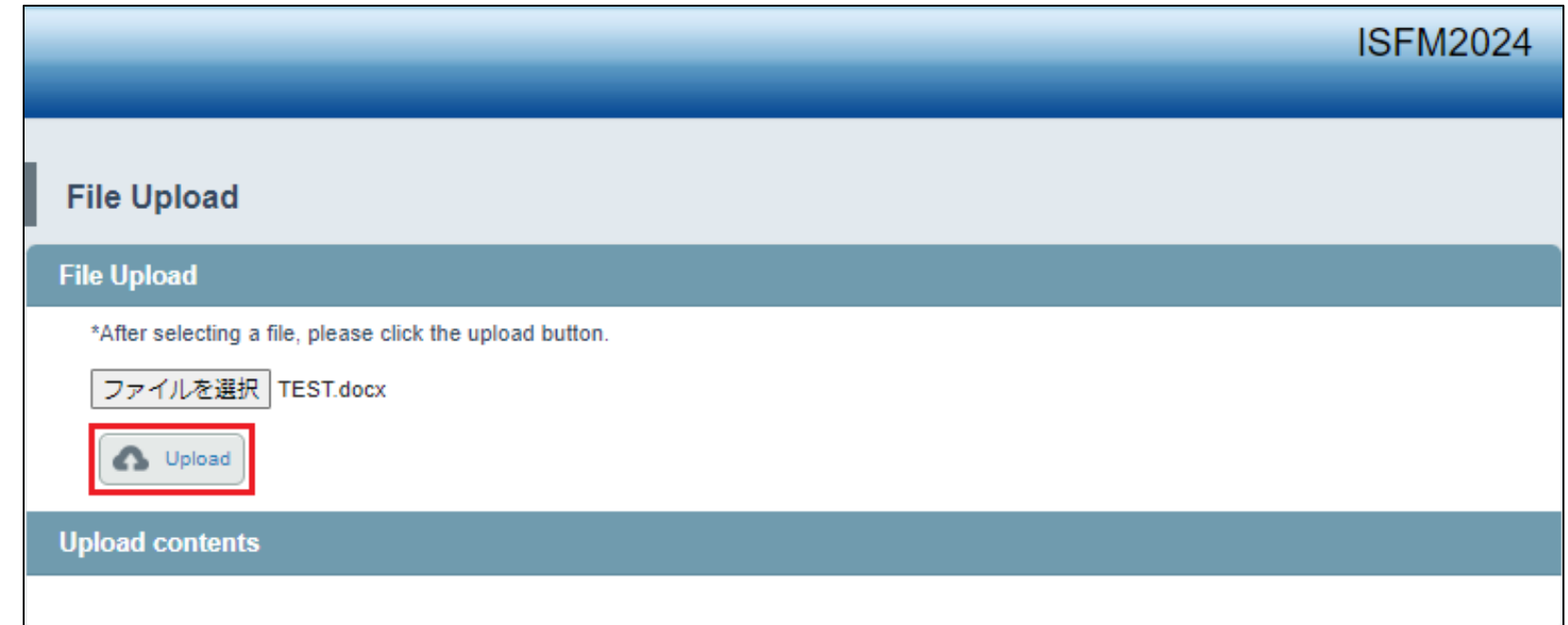
1.



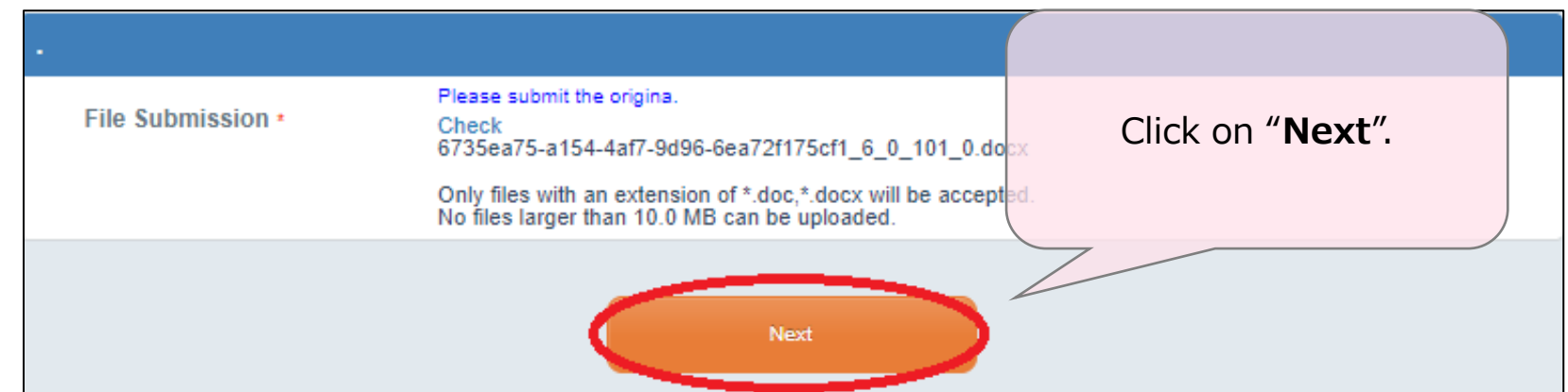
2.



3.



4.



9) Confirm your abstract information and click on “Register”.

ISFM2024

John Y. Smith My Page Log-out FAQs / Contact information

Personal Information / Registration **Abstract Submission** Payment

1. Fill in **2. Confirm** 3. Complete

### Author Information

#### Primary Author

Name	John Y. Smith
Affiliation	Tohoku University

### Abstract Submission

CATEGORIES	1-Environmental materials
Abstract Title	TEST
Upload	bccdb225-de44-40a9-b05d-210de994ff45_1.pdf ①

### Confirm Registration

File Submission	bccdb225-de44-40a9-b05d-210de994ff45_6_0_101_0.docx ②
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メール配信が不要の場合は、チェックを入れてください。  
※チェック入れずに更新すると、設定状況に準じてメール配信されます。

**Register**

Back

Confirm that you have uploaded **both PDF and Word files.**

10) Your abstract submission is now completed. Click on **“Go to Payment Page”**.

The screenshot shows a web interface for ISFM2024. At the top right, the text "ISFM2024" is displayed. Below this, the user's name "John Y. Smith" is shown on the left, and three navigation buttons are on the right: "My Page" (teal), "Log-out" (grey with a right arrow), and "FAQs / Contact information" (grey with a question mark icon). A progress bar below the navigation shows three stages: "Personal Information / Registration", "Abstract Submission" (highlighted in dark blue), and "Payment". Underneath the progress bar, three steps are listed: "1. Fill in", "2. Confirm", and "3. Complete" (highlighted in red). A blue header bar contains the text "Abstract Submission". Below this, a message states: "Your submission has been completed. Your submission receipt No. is 5760926." At the bottom center, an orange button labeled "Go to Payment Page" is circled in red. Below the button, a note reads: "Do not use the Back button on the browser."

11) Check in the box of **“I have confirmed application contents.”** and click on **“Credit Card”** to proceed with your payment.

The screenshot shows the 'Payment' step of the ISFM2024 registration process. At the top right, the user is identified as John Y. Smith with options for 'My Page', 'Log-out', and 'FAQs / Contact information'. A progress bar indicates the current step is 'Payment'. The main content area includes a 'Payment' header, a 'Details' dropdown, and a table with payment information. A callout points to a checkbox labeled 'Please select the items you wish to pay.' which is checked. Below this, another callout points to a checkbox labeled 'I have confirmed application contents.' which is also checked. At the bottom, under 'Select payment method', the 'Credit Card' option is highlighted with a red box. A final callout points to this 'Credit Card' button. A footer note states: '\*You can check the credit cards you may use at the following screen.'

Amount of Payment that has been selected for Processing	JPY0
Amount of Payment that has not been selected for Processing	JPY70,000
<b>Payment Total</b>	<b>JPY70,000</b>

Select the items you wish to pay.

Please click on **“Credit Card”** and proceed with your payment.

Check in the box of **“I have confirmed application contents.”**



# 12) Fill in your credit card information and click on "Next" to complete your payment.

The screenshot shows the 'Paying by Credit Card' page. At the top, it says 'Payment Amount JPY70,000'. Below that, there are fields for 'Credit card company' (with a dropdown menu), 'Credit card number' (with a note '\*Numeric characters only (Max. 16 digits)'), 'Date of expiration' (with dropdowns for month and year), and 'Card holder's name' (with an example: 'Example: TAROU TENNOZU (\*English capital letters only)'). At the bottom, there is a 'Next' button and a 'Back' button. A blue arrow points from this screenshot towards the right.

Fill in your credit card information and click on "Next".

This is a detailed view of the 'Paying by Credit Card' form. The 'Payment Amount' is JPY70,000. The form fields are: 'Credit card company' (VISA), 'Credit card number' (empty), 'Date of expiration' (01 Month, 24 Year), and 'Card holder's name' (empty). A red box highlights these input fields. Below the form is a 'Notice concerning Credit Card Payment' section with a checkbox that is checked: 'I have read all the terms and conditions for online credit card payments and agreed with them.' Below this notice is a 'Next' button circled in red, and a 'Back' button. At the bottom, it says 'Do not use the browser's "back" button.'

# To download the confirmation sheet for your abstract submission

1. Click on "Confirmation Sheet" on My page.

My Page Log-in History Print

WEB Quotation Invoice Receipt

Add/Edit (Personal Information)

Abstract: Add/Confirm (Edit/Cancel)

Confirm payment status (payment procedure)  
Application Status: **Unfinished**

**Confirmation Sheet**

2. Click on "Output".

Confirmation Sheet

Which document do you require?

Abstract Submission

**Output**

戻る

3. Click on "PDF Output".

ISFM2024

Confirmation Statement

PDF Output Close

4. Your confirmation Sheet is now downloaded.

**Confirmation Sheet for Abstract Submission**

Confirmation Sheet for 3896835-2024-040810-3403  
Issue Date: Apr-08-2024

John Y. Smith  
Japan

ISFM2024 Registration desk  
JTB Corp. SENDAI Branch  
E-mail: isfm2024@jtb.com  
Office Hour: Mon-Fri 9:30-17:30(JST)  
Except: Saturdays, Sundays, and National Holidays  
We will response to you within 3 business days.

The application process has been completed.  
Application information is as follows.

Event Name	ISFM2024
Event Period	Aug-03-2024 - Aug-06-2024

Comments

Abstract Submission

Receipt No.	Registration Date	Content(s)	Quantity
5760926	Apr-08-2024	Abstract Title TEST	1
5760926	Apr-08-2024	File Submission af6_0_101_0_5760926.docx	0
Subtotal			-

# **How to log in again to AMARYS**

1) Access <https://amarys-jtb.jp/isfm2024/> and fill in your Log-in ID and password and click on “Log-in”.

\*You have registered your own **Log-in ID** and **Password** when you first registered.

ISFM2024

English

FAQs / Contact Information

### Information for Participants

**1: How to apply**  
Please refer to the Operation Guide for Application and apply through the dedicated page (this system).  
For the dedicated page, you will need to create an ID and set a password (\*symbols cannot be used).  
Example of available ID and password: jtb@2024  
Examples of NOT available ID and password: jtb@2024, jtb-2024, jtb\_2024  
Click [here](#) to download the Operation Guide for Application.

**2: Invoices and Receipts**  
Please issue invoices and receipts from the My Page of this system.  
Please note that invoices cannot be issued after payment has been completed.  
Please make sure that the pop-up blocker on your device is disabled before downloading each document. If the pop-up blocker is enabled, you will not be able to download the documents.  
The download button can only be used once for each document. After the second time, a "Reissue" stamp will be printed on the paper.  
Please refer to the Operation Guide for Application to learn how to issue the invoice and quotation.

**3: For inquiries, please contact**

JTB Sendai Branch  
Sales Section 1, University & MICE Group  
Sendai Dai-ichi Seimei Tower Bldg. 2F,  
4-6-1 Ichibancho, Aoba-ku, Sendai, Miyagi 980-0811, Japan  
ISFM2024 Registration Office  
e-mail: [isfm2024@jtb.com](mailto:isfm2024@jtb.com)  
In principle, please send your inquiries by e-mail.  
We will contact you within 3 business days.  
Business days: Monday through Friday (9:30 a.m. to 5:30 p.m.) (JST)  
Closed on Saturdays, Sundays, and national holidays

### Registration

Early Bird Registration Period: Until 23:59 (JST) on Monday, July 15, 2024  
\*Payment as well as registration must be completed.  
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### Abstracts

Abstract Submission Period: Until 23:59 (JST) on Friday, May 31, 2024

### New Registration (if you do not have a Log-in ID)

After you have reviewed the Application Procedures page(s), please select the item for which you wish to apply.  
If there are items for which you do not need to apply, please deselect them by clicking on the following check buttons.  
Clicking on them again will reselect them.

Registration  
 Abstract Submission

[Next](#)

Security ?

amarys-jtb.jp  
CyberTrust  
2024-04-08 11:10 JST

### If you already have a Log-in ID, please start from here

Log-in ID  
Password

[Log-in](#)

[Forgot your ID or password? Click Here](#)

### If you already have a Log-in ID, please start from here

Log-in ID

Password

[Log-in](#)

[Forgot your ID or password? Click Here](#)

## 2) You are now logged in again to AMARYS.

ISFM2024

John Y. Smith Inquiry No.: (000003-0) Log-out  
FAQs / Contact information

**News and Topics**  
There are no announcements.

**My Page** Log-in History Print

Add/Edit  
(Personal Information)

Abstract: Add/Confirm  
(Edit/Cancel)

Confirm payment status  
(payment procedure)  
Application Status: **Unfinished**

Confirmation Sheet

[Display operation method](#) ▾

**Application Status**

**Registration** Procedure

There is currently 1 application item(s).  
Registration begins from May-01-2024 00:00:00.

Application Details	Registration Date	Fee
John Y. Smith(Applicant(s)) Application Type : Non-student Do you need a support for visa? : No Welcome Party on Dec 9 : I will attend. Banquet on Dec 10 : I will attend. Vegetarian : No	Apr-08-2024	JPY70,000

Confirmation Edit Cancel

Payment Amount      JPY70,000

Payment      **Unfinished**  
(There are outstanding payments.)

New/Additional Application Purchase all reservations Cancel all reservations

Purchase all reservations Cancel all reservations

# How to edit your application

To edit your application, access <https://amarys-jtb.jp/isfm2024/> and fill in your Log-in ID and password and click on "Log-in". After you logged in, go to My Page and click on the item you want to edit.

The screenshot shows the 'My Page' interface with several callouts:

- To edit your Personal Information.** \*Your personal information(registration) cannot be canceled after application. (Callout pointing to the 'Add/Edit (Personal Information)' button)
- To edit your abstract.** (Callout pointing to the 'Abstract Add/Confirm (Edit/Cancel)' button)
- To edit your registration.** (Callout pointing to the 'Edit' button in the application details table)

The interface includes a 'My Page' header with 'Log-In History' and 'Print' buttons. Below are three main action buttons: 'Add/Edit (Personal Information)', 'Abstract Add/Confirm (Edit/Cancel)', and 'Confirm payment status (payment procedure) Application Status: Unfinished'. A 'Confirmation Sheet' button is also present.

The 'Application Status' section is expanded to show 'Registration' details. It indicates there is currently 1 application item(s) and registration begins from May-01-2024 00:00:00.

Application Details	Registration Date	Fee
John Y. Smith(Applicant(s)) Application Type : Non-student Do you need a support for visa? : No Welcome Party on Dec 9 : I will attend. Banquet on Dec 10 : I will attend. Vegetarian : No	Apr-08-2024	JPY70,000

Buttons for 'Confirmation', 'Edit', and 'Cancel' are shown below the table. The 'Edit' button is highlighted with a red box.

Payment information is shown as 'Payment Amount JPY70,000' and 'Payment Unfinished (There are outstanding payments.)'. At the bottom, there are buttons for 'New/Additional Application', 'Purchase all reservations', and 'Cancel all reservations'.

# **How to issue a quotation, an invoice, and a receipt**



# Please check before issuing a quotation, an invoice and a receipt.

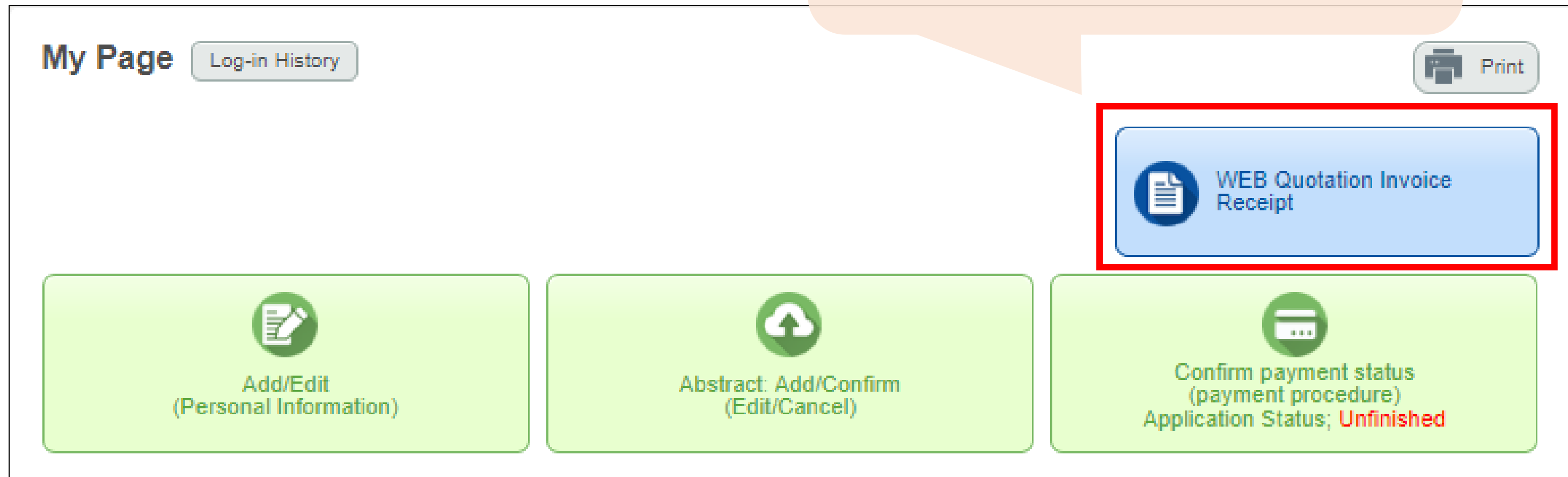
- Before downloading any document, please make sure that your device's pop-up blocker is turned off. If pop-up blocking is enabled, you will not be able to download documents.
- The Download button can only be used once for each document. After the second time, a "Reissue" stamp will be printed on the document.
- If you require an invoice, please be sure to complete the invoicing process before completing payment. Please note that invoices cannot be issued if payment has already been completed.

# How to issue a quotation

# How to issue a quotation(1)

Access <https://amarys-jtb.jp/10thshm/> and fill in your Log-in ID and password and click on "Log-in". After you logged in, go to My Page and click on "**WEB Quotation Invoice Receipt**".

(1) Click on the "**WEB Quotation Invoice Receipt**" button on My Page.



The screenshot displays the 'My Page' interface. At the top left, there is a 'My Page' title and a 'Log-in History' button. At the top right, there is a 'Print' button with a printer icon. The main content area features three large green buttons: 'Add/Edit (Personal Information)', 'Abstract: Add/Confirm (Edit/Cancel)', and 'Confirm payment status (payment procedure) Application Status; Unfinished'. A blue button labeled 'WEB Quotation Invoice Receipt' with a document icon is positioned above the third green button and is highlighted with a red rectangular border. An orange callout box points to this button with the instruction: '(1) Click on the "WEB Quotation Invoice Receipt" button on My Page.'

# How to issue a quotation(2)

(1) Select "Quotation"

(2) Select the application type you wish to issue

(3) Select the applicant

(4) Enter the name and address to be shown on the document

**Issue Quotation/Invoice/Receipt**  
Which document do you require?

Quotation  
 Invoice  
 Receipt

Select	Application Type	Issued by
<input checked="" type="checkbox"/>	Registration	

Please select the applicant.  
*\*If you select "Accommodation" or have made partial payment, you can only select "All Applicants."*

All applicants.  
 Mr. JTB TEST (Representative)

Please enter the name and address to be shown on the document(s).  
(The initial information is that of the representative.)

Mr. JTB TEST

**Issue**

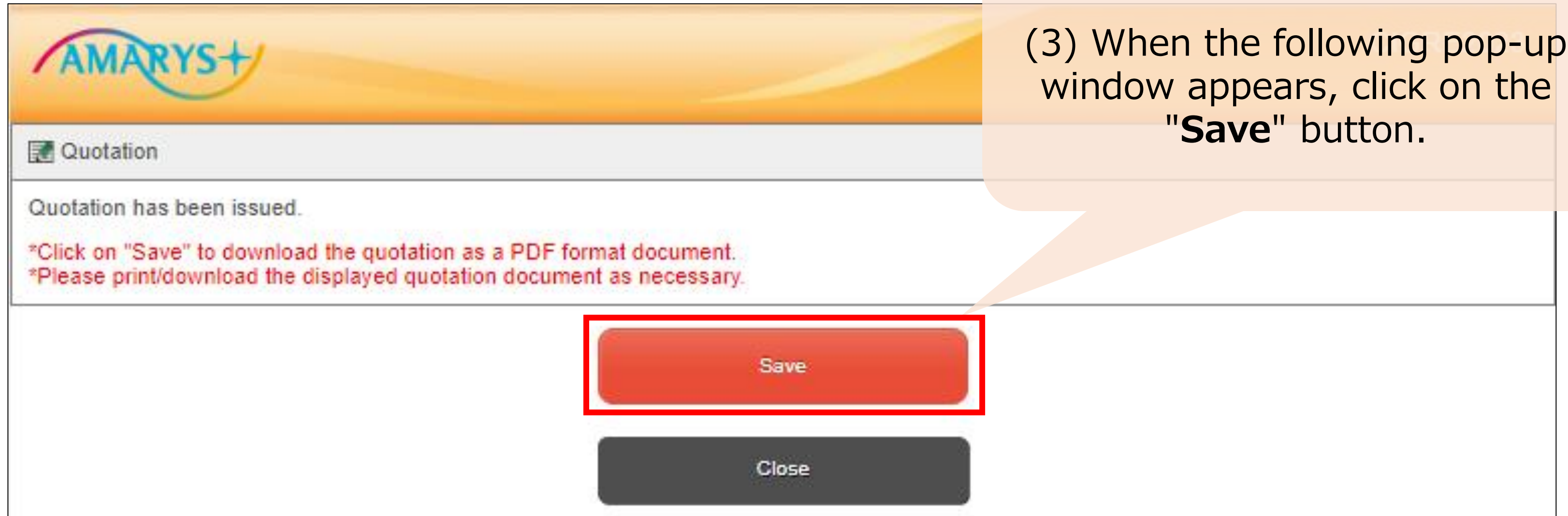
Back

(2) After all items are selected, click on the "Issue" button.

\*It may take a few minutes until the document is completed.

# How to issue a quotation(3)

(3) When the following pop-up window appears, click on the **"Save"** button.



# How to issue a quotation(4)

(4) A quotation has been issued.

Date of Issue : 15-Dec-2023  
1 / 2

Quotation No. : 123391326000135002

## Quotation

Mr. JTB TEST

We are pleased to offer our quotation as follows.  
This quotation is valid for one (1) week from the date of issue.

Total Amount JPY60,000 (TAX included)

Event Name

Event Period

Total Amount	(tax included)	consumption tax
	JPY60,000	JPY0 -
(10% tax applied)	JPY0	JPY0 -
(8% tax applied)	JPY0	JPY0 *1
(Not subject to tax)	JPY60,000	JPY0 *2

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

Remarks

Refer to the next page(s) for details.

## Quotation

Date of Issue : 15-Dec-2023  
2 / 2

Total Amount JPY60,000 (TAX included)

[Items]

Registration Date	Event Name	Date of attendance / Content(s)	Unit price (tax included)	Quantity	Total amount (tax included)	Consumption tax
15-Dec-2023		Mr. JTB TEST(Applicant(s))	JPY60,000	1	JPY60,000	*2
15-Dec-2023		Mr. JTB TEST(Applicant(s))	JPY0	1	JPY0	*2
Total Amount					JPY60,000	JPY0
					(10% tax applied)	JPY0
					(8% tax applied *1)	JPY0
					(Not subject to tax *2)	JPY0

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

# **How to issue an invoice**

# How to issue an invoice(1)

(1) Click on the "**WEB Quotation Invoice Receipt**" button on My Page.

The screenshot shows a user interface for 'My Page'. At the top left, there is a 'My Page' title and a 'Log-in History' button. At the top right, there is a 'Print' button with a printer icon. Below these, there are three main action buttons in light green boxes:

- The first button has a pencil icon and is labeled 'Add/Edit (Personal Information)'. It is highlighted with a green border.
- The second button has a circular arrow icon and is labeled 'Abstract: Add/Confirm (Edit/Cancel)'. It is highlighted with a green border.
- The third button has a document icon and is labeled 'Confirm payment status (payment procedure) Application Status; Unfinished'. It is highlighted with a green border.

Overlaid on the right side of the interface is a blue button with a document icon and the text 'WEB Quotation Invoice Receipt'. This button is highlighted with a red border, and a callout box points to it from the text above.



# How to issue an invoice(2)

(1) Select "Invoice"

(2) Select the application type you wish to issue

(3) Select the applicant

(4) Enter the name and address to be shown on the document

**Issue**

Back

Which document do you require?

Quotation

Invoice

Receipt

Select	Application Type	Issued by
<input checked="" type="checkbox"/>	Registration	

Please select the applicant.

*If you select "Accommodation" or have made partial payment, you can only select "All Applicants."*

All applicants.

Mr. JTB TEST (Representative)

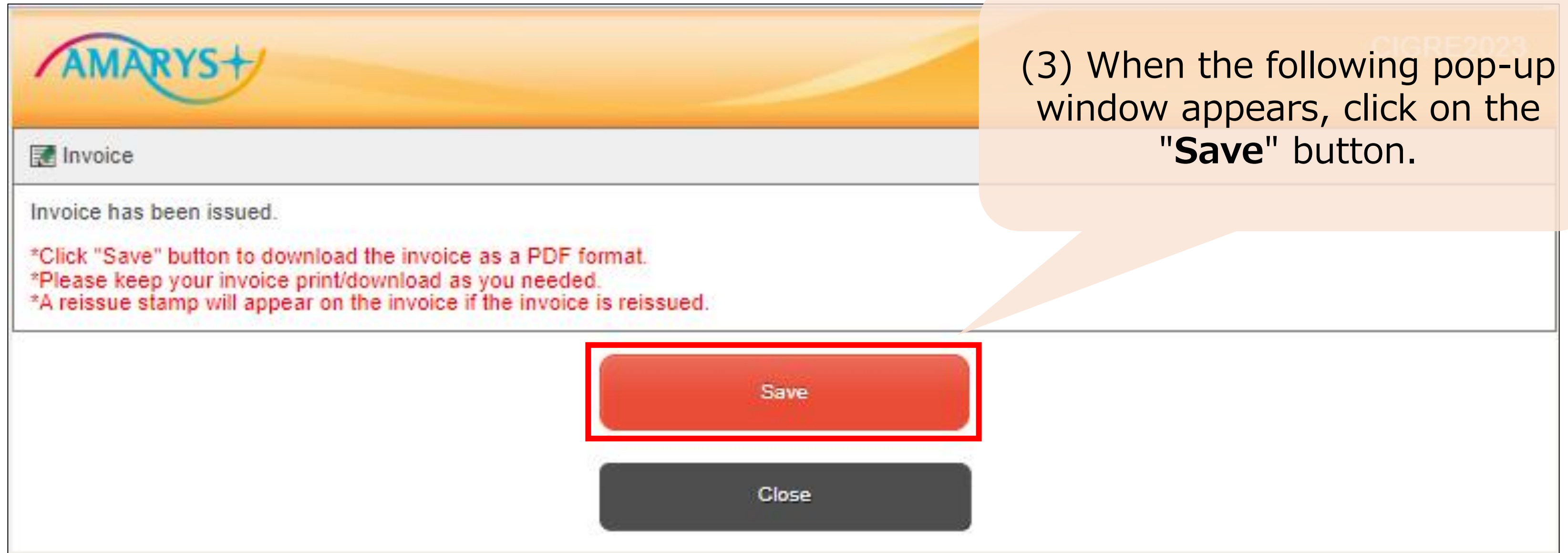
Please enter the name and address to be shown on the document(s).  
(The initial information is that of the representative.)

Mr. JTB TEST

(2) After all items are selected, click on the "Issue" button.

\*It may take a few minutes until the document is completed.

# How to issue an invoice(3)



The screenshot shows a pop-up window from the AMARYS+ system. At the top left is the AMARYS+ logo. Below it, the word "Invoice" is displayed next to a document icon. The main message reads "Invoice has been issued." followed by three red asterisked instructions: "\*Click 'Save' button to download the invoice as a PDF format.", "\*Please keep your invoice print/download as you needed.", and "\*A reissue stamp will appear on the invoice if the invoice is reissued." At the bottom of the window, there are two buttons: a red "Save" button and a dark grey "Close" button. The "Save" button is highlighted with a red rectangular border. A callout box on the right side of the window contains the text: "(3) When the following pop-up window appears, click on the 'Save' button." The text "SIGRE2023" is faintly visible in the top right corner of the window.

# How to issue an invoice(4)

(4) An invoice has been issued.

Date of Issue : 15-Dec-2023  
1 / 2

[Redacted]

Invoice No. : 223391326000106001

## Invoice

Mr. JTB TEST

Please find the Invoice as follows.

Total Due JPY60,000 (TAX included)

Event Name	[Redacted]
Event Period	[Redacted]

Total Due	(tax included)	consumption tax
	JPY60,000	JPY0 -
(10% tax applied)	JPY0	JPY0 -
(8% tax applied)	JPY0	JPY0 *1
(Not subject to tax)	JPY60,000	JPY0 *2

Amount Paid JPY0

Total Balance JPY60,000

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

Invoice Remarks

Due Date for the Payment 06-Oct-2023

Account Information	
Bank Name	[Redacted]
Branch Name	[Redacted]
Swift Code	[Redacted]
Account Type	[Redacted]
Account No.	[Redacted]
Account Name	[Redacted]

Refer to the next page(s) for details.

Financial approval 2023-022

## Invoice

Date of Issue : 15-Dec-2023  
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Total Due JPY60,000 (TAX included)

[Items]

Registration Date	Date of attendance / Content(s)	Unit price (tax included)	Quantity	Total amount (tax included)	Consumption tax
15-Dec-2023	Mr. JTB TEST(Applicant(s))	JPY60,000	1	JPY60,000	*2
15-Dec-2023	Mr. JTB TEST(Applicant(s))	JPY0	1	JPY0	*2
1 Total				JPY60,000	JPY0
				(10% tax applied)	JPY0
				(8% tax applied *1)	JPY0
				(Not subject to tax *2)	JPY60,000
2 Amount Paid				JPY0	
3 Balance				JPY60,000	

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

Financial approval 2023-022

# How to issue a receipt

# How to issue a receipt(1)

(1) Click on the "**WEB Quotation Invoice Receipt**" button on My Page.

The screenshot shows a user interface for 'My Page'. At the top left, there is a 'My Page' title and a 'Log-in History' button. At the top right, there is a 'Print' button with a printer icon. Below these, there are three main action buttons in light green boxes:

- The first button has a pencil icon and is labeled 'Add/Edit (Personal Information)'.
- The second button has a circular arrow icon and is labeled 'Abstract: Add/Confirm (Edit/Cancel)'.
- The third button has a document icon with a checkmark and is labeled 'Confirm payment status (payment procedure) Application Status; Unfinished'.

A blue button with a document icon and the text 'WEB Quotation Invoice Receipt' is positioned above the third green button. This blue button is highlighted with a red rectangular border. An orange callout box points to this button from the right side of the slide.

# How to issue a receipt(2)

(1) Select "Receipt"

(2) Select the application type you wish to issue

(3) Select the applicant

(4) Enter the name and address to be shown on the document

**Issue**

Back

**(2) After all items are selected, click on the "Issue" button.**

\*It may take a few minutes until the document is completed.

**Issue Quotation/Invoice/Receipt**  
Which document do you require?

Quotation

Invoice

Receipt

Select	Application Type	Issued by
<input checked="" type="checkbox"/>	Registration	

Please select the applicant.  
*If you select "Accommodation" or have made partial payment, you can only select "All Applicants."*

All applicants.

Mr. JTB TEST (Representative)

Please enter the name and address to be shown on the document(s).  
(The initial information is that of the representative.)

Mr. JTB TEST

# How to issue a receipt(3)



The screenshot shows the AMARYS+ software interface. At the top left is the AMARYS+ logo. Below it, a grey bar contains the word "Receipt" with a small icon. The main area displays the message "Receipt creation has been completed." followed by two red instructions: "\*Click 'Save' button to download the estimate as a PDF format." and "\*Please print/download the displayed estimate document as necessary." At the bottom, there are two buttons: a red "Save" button and a dark grey "Close" button. The "Save" button is highlighted with a red rectangular border. A callout box on the right side of the screen contains the text: "(3) When the following pop-up window appears, click on the 'Save' button."

# How to issue a receipt(4)

(4) A receipt has been issued.

Date of Issue : 18-Dec-2023  
1 / 2

Revenue stamp

Receipt No. : 323391326000847001

## Receipt

Mr. JTB TEST

Received as follows

Amount Paid JPY60,000 (TAX included)

Event Name	(tax included)	consumption tax
Total Due	JPY60,000	JPY0 -
(10% tax applied)	JPY0	JPY0 -
(8% tax applied)	JPY0	JPY0 *1
(Not subject to tax)	JPY60,000	JPY0 *2

Amount Paid JPY60,000

Total Balance JPY0

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

Remarks

Refer to the next page(s) for details.

Financial approval 2023-R008

## Receipt

Date of Issue : 18-Dec-2023  
2 / 2

Amount Paid JPY60,000 (TAX included)

[Items]

Registration Date	Date of attendance / Content(s)	Unit price (tax included)	Quantity	Total amount (tax included)	Consumption tax
15-Dec-2023	Mr. JTB TEST(Applicant(s))	JPY60,000	1	JPY60,000	*2
15-Dec-2023	Mr. JTB TEST(Applicant(s))	JPY0	1	JPY0	*2
1 Total				JPY60,000	JPY0
				(10% tax applied)	JPY0
				(8% tax applied *1)	JPY0
				(Not subject to tax *2)	JPY60,000
2 Amount Paid				JPY60,000	
3 Balance				JPY0	

\*1 Target of reduced tax rate  
\*2 Products not subject to consumption tax

Financial approval 2023-R008