

Web Billing Confirmation Service

In response to the delay in mail delivery and loss of mail, as well as concerns about the impact of the Postal Service's service reduction (abolition of Saturday delivery, abolition of next-day delivery, and reduction of delivery days for regular mail) due to the revision of the Postal Service Law starting in the fall of 2021, we have decided to start issuing invoices sent by our company online using "Rakuraku Meisai" in order to deliver them more quickly and reliably to our customers. "Rakuraku Meisai" is a service that allows customers to check their billing information on the Internet.

PDF files of the invoices can be downloaded from the website.

【Overview】

This service allows customers to easily check their billing information on the Internet.

Compared with conventional mail delivery, this service has the following advantages.

- The invoices will arrive 1-2 days faster.
- Customers can view and download billing information for the past year at any time.

【Starting month of usage】

From the billing month of March 2022

【Procedure】

We apologize for the inconvenience, but in order to issue a login environment exclusively for you, please refer to the "Start-up Procedure" on the next page and follow the procedures.

※Rakuraku Meisai is only available in Japanese

【Caution】

We regret to inform you that we will **discontinue sending paper invoices by mail** from March 2022 due to the computerization of invoices. If you need a paper invoice, please download it from the web and print it out.

We apologize for any inconvenience this may cause you, and appreciate your understanding and cooperation.

【Contact】

Mail: rimsjp@ikea.com

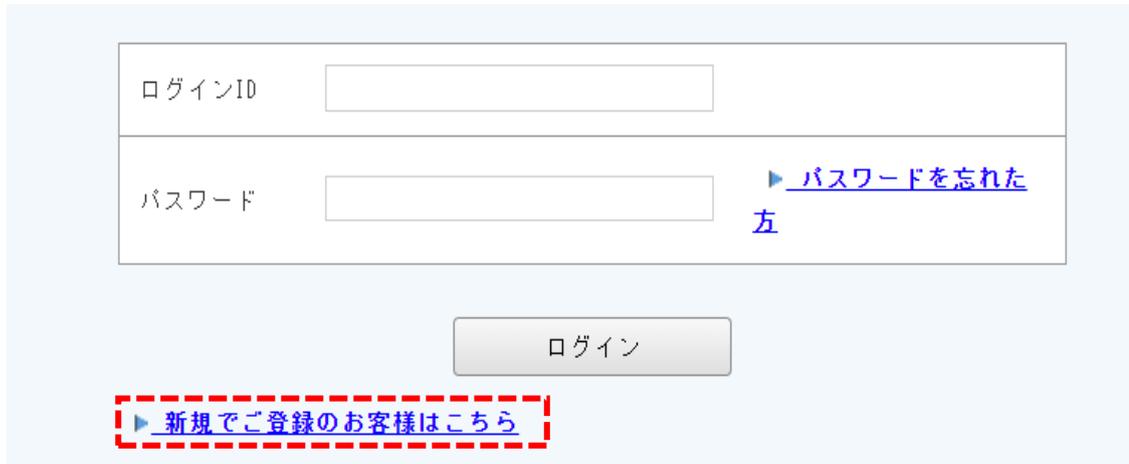
IKEA Japan K.K. Business Account team

(Hours : 10:00~17:00)

How to start using the service

【Step 1】 Start your Internet browser and enter the following URL in the address bar at the top of the screen Click “新規でご登録のお客様はこちら” in the lower left part of the screen.

<https://rbyucca.eco-serv.jp/ingka.ikea/mypage>



The screenshot shows a login form with two input fields: 'ログインID' (Login ID) and 'パスワード' (Password). To the right of the password field is a blue link that says '▶ パスワードを忘れた' (Forgot password) with a small blue '五' (5) below it. Below the input fields is a grey button labeled 'ログイン' (Login). At the bottom left, there is a red dashed box containing a blue link that says '▶ 新規でご登録のお客様はこちら' (New customers register here).

【Step 2】 The following e-mail address entry screen will appear. ※The email address entered here will be used to send various emails, including notifications of the release of forms, in the future.



The screenshot shows a progress bar with four steps: STEP1 メールアドレスの登録 (Email address registration), STEP2 利用規約の確認 (Terms of use confirmation), STEP3 お客様情報の登録 (Customer information registration), and STEP4 登録完了 (Registration complete). Below the progress bar is a text box with the instruction: '登録案内をメールでお送りいたします。メールアドレスを入力し、「送信する」ボタンを押してください。' (We will send you registration information by email. Please enter your email address and click the 'Send' button.) Below this is an input field labeled 'メールアドレス' (Email address).

【Step 3】 Check the “Temporary Registration Notification E-mail” sent to the e-mail address you entered in Step 2, and click on the URL in the e-mail.

【Step 4】 After reviewing the Terms of Use and agreeing to the terms, check the “同意する” checkbox and click the “次へ” button.

【Step 5】 After entering the following information and an optional password in the input fields, click the “登録” button.

- (1) Log in ID : The customer number that appears in the upper right hand corner of the invoice.
(ex.2500001.01.1 incl. “dots”)
- (2) Zip code : 7 digits, no hyphen required. (例：1234567)
- (3) Password : (Please set your password)

※Enter any password, referring to the entry rules.

【Step 6】 Your registration is complete when you receive the registration completion email.