

NRI Business Partner Communication System user manual

Sustainable Procurement, Operation & Procurement Department,
Nomura Research Institute, Ltd.
e-mail: sustaina-choutatsu@nri.co.jp

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1. About NRI Business Partner Communication System

1. About NRI Business Partner Communication System


- “NRI Business Partner Communication System” is a system for
 - sharing information necessary to build a sustainable supply chain with business partners (e.g. your company) and
 - submitting consent form to the “NRI Group Business Partner Code of Conduct”.
- Information registered in the NRI Business Partner Communication System cannot be viewed by other companies.

2. Dashboard

2. Dashboard


- The dashboard screen displays the most recent messages and the unentered consent forms .

NRI Business Partner Communication System

Company Name and UserName 

Dashboard

Message [> Message List](#)

Release Date	Title	File
2022/08/25	abcd	sample 

Unentered Consent Form [> Consent Form List](#)

Release Date	Title	Status
2023/10/17	Consent to NRI Group Business Partner Code of Conduct	Not filled in

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logout

3. Message List

3. Message List

- You can confirm a messages in the “Message List” menu.

NRI Business Partner Communication System

Company Name and User Name 

Dashboard


Message List

Consent Form List

User List

logout

Message List

No.	Date	Title	File
1	2022/08/25	abcd	sample 

Please click to go to the detail screen on the next page.

Please click to download the documents.

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3. Message List Detail screen

- You can confirm message contents and download documents if any.

NRI Business Partner Communication System

Company Name and User Name  language

Dashboard

Message List

Consent Form List

User List

logout


Message

Date 2022/08/25

Title abcd

Details Message Details

File sample

 Please click to download the documents.


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4 . Consent Form

4. Consent Form Consent Form List

- From "Consent Forms List" menu on the left, you can check the status of consent form.

 Business Partner Communication System

Company Name and User Name 
language

Dashboard

Message List

Consent Form List

User List

logout

Consent Form List

No.	Submission Date	Release Date	Implementation Number	Title	Status
1		2023/10/17	1	Consent to NRI Group Business Partner Code of Conduct	Not filled in

Please click the title to go to the consent screen on the next page.

The status of a consent form that has not yet been entered is indicated as "Not filled in".

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4. Consent Form

Submit consent form

- After you have reviewed the consent form, please submit the consent form.

NRI Business Partner Communication System Company Name and User Name Implementation No.:1 Revision Number:1

History No. 1 < 4

Consent to NRI Group Business Partner Code of Conduct

We consent the following terms and conditions.

1. We have reviewed and understand the contents of the NRI Group Business Partner Code of Conduct (hereinafter referred to as the "Code of Conduct").
2. We acknowledge that the latest version of the Code of Conduct is and will be published on your website at https://www.nri.com/en/company/partner_code
3. We understand and agree that our consent to and compliance with the Code of Conduct is the prerequisite for commencing and continuing all business transactions with your company.
4. We understand and acknowledge that if we fail to comply with the Code of Conduct and fail to rectify such non-compliance regardless of your request for rectification, all the business transactions between you and us may be shrank or suspended.

(Note)

The sign of the officer should be made by the person who is a director or an officer in charge of the company's sustainable management or compliance and who has full power and authority to sign this consent form.
The sign of the administrative person should be made by the person who logged in this system and filled in this consent form.
Administrative person should obtain Officer's approval and write the Officer's name.

Company Name

Officer Position <small>Required</small>	CEO
Officer Name <small>Required</small>	Name
Administrative person Department <small>Required</small>	Sustainable Procurement
Administrative person Position	manager
Administrative person Name <small>Required</small>	Name

Temporary saving **submit**

logout **Back to list**

If you have not yet completed your entry, you can temporarily save your entry.


Please click the "submit" button after filling in all fields in the red frame.

4. Consent Form Completion of Submission

- Once the consent form has been submitted, the screen below will appear.

The screenshot displays the NRI Business Partner Communication System interface. On the left is a dark blue sidebar with navigation links: Dashboard, Message List, Consent Form List (highlighted in light blue), and User List. The top header shows the NRI logo, the system name, and a user profile section with a language icon. The main content area is titled 'Consent Form Completed' and contains a thank-you message. At the bottom center, there is a 'Back to list' button.

NRI Business Partner Communication System

Company Name and User Name 

Dashboard

Message List

Consent Form List

User List

Consent Form Completed

Thank you for agreeing to the NRI Group Code of Business Conduct.
We hope that you will continue to work with the NRI Group to build a sustainable society.

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4. Consent Form

If you wish to revise or resubmit

- If you need to revise or resubmit the consent form after you have submitted it, please contact us by e-mail.

Sustainable Procurement, Operation & Procurement Department,
Nomura Research Institute, Ltd.
e-mail: sustaina-choutatsu@nri.co.jp

4. Consent Form

References to previous consent forms

- You can refer to the consent forms listed in the Consent Forms List.
You can also refer to previous consent forms by clicking on the arrow under the "History No."

NRI Business Partner Communication System

Company Name and User Name Language

Implementation No.:1 Revision Number:1

History No.
|< < 4

Consent to NRI Group Business Partner Code of Conduct

You can refer to previous consent forms by clicking "<."

Submission Date:2023/10/18 10:05:41

Date of submission is shown.

We consent the following terms and conditions.

1. We have reviewed and understand the contents of the NRI Group Business Partner Code of Conduct (hereinafter referred to as the "Code of Conduct").
2. We acknowledge that the latest version of the Code of Conduct is and will be published on your website at https://www.nri.com/en/company/partner_code
3. We understand and agree that our consent to and compliance with the Code of Conduct is the prerequisite for commencing and continuing all business transactions with your company.
4. We understand and acknowledge that if we fail to comply with the Code of Conduct and fail to rectify such non-compliance regardless of your request for rectification, all the business transactions between you and us may be shrank or suspended.

Company Name

Officer Position	CEO
Officer Name	Name
Administrative person Department	Sustainable Procurement
Administrative person Position	manager
Administrative person Name	Name


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logout

5 . User List

5. User List Management of registered users

- From the User List, you can check the list of users registered to your company. Please check the registered users periodically and delete users who are no longer needed. If you would like to add a user, please email us.

NRI Business Partner Communication System Company Name and User Name 

User List

The users of your company who can log in to this system are displayed below.
Please regularly delete users who are no longer needed.

*If you would like to add a user or change a user's name, please send an e-mail to the following contact person.
Sustainable Procurement, Operation & Procurement Department, Nomura Research Institute, Ltd. e-mail: sustaina-choutatsug@nri.co.jp

Name	Email Address	User Status	Last updated	
test1	test1@test	Logged in	2022/08/09 18:53:24	Delete
xxxxx	xxxxx	Logged in	2023/05/24 16:14:31	Delete
xxxxx	xxxxx	Logged in	2023/06/14 16:43:32	Delete
xxxxx	xxxxx	Logged in	2023/06/14 16:46:20	Delete
xxxxx	xxxxx	Logged in	2022/08/09 19:05:54	Delete

[logout](#)

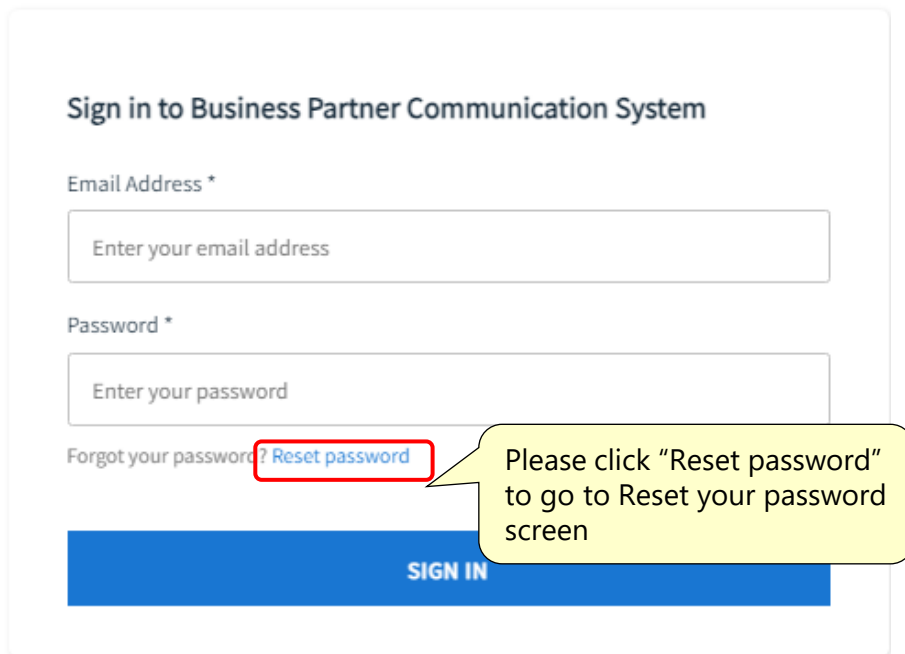
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6 . Reset login password

6. Reset login password

- If you have forgotten your password or wish to change it, you can reset your password from login screen.

< Login screen >



Sign in to Business Partner Communication System

Email Address *

Password *

Forgot your password? [Reset password](#)

SIGN IN

Please click "Reset password" to go to Reset your password screen

< Reset your password screen >

Reset your password

Email Address *

[Back to Sign In](#)

SEND CODE

Please enter your e-mail address and click the "SEND CODE" button.

6. Reset login password

- You will receive an email with a verification code.
Please enter that verification code into the "Reset your password screen" to set your new password.

< Email notification of verification code >

Dear Business Partner

This is the Sustainable Procurement, Operation & Procurement Department, Nomura Research Institute, Ltd.
Thank you for your continued support.

We would like to inform you of the verification code to change your password for the NRI Group Business Partner Communication System.

Verification code : 338365

A random 6-digit number is automatically set

If you have any questions, please contact us at the following address.

sustaina-choutatsu@nri.co.jp

< Reset your password screen >

Reset your password

Verification code

Enter code

Please enter the verification code

New password

Enter your new password

Please enter a new password
(at least 8 alphanumeric characters)

[Back to Sign In](#)

SUBMIT

7. Recommended System Environment

7. Recommended System Environment

- Recommended System Environment is as follows.

Recommended Browser

The following operating environment is recommended for Business Partner Communication System.

- Firefox latest version
- Chrome latest version
- Microsoft Edge
- Safari latest version

8. Contact for inquiries

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- If you have any questions about Business Partner Communication System, please contact us by e-mail.

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e-mail: sustaina-choutatsu@nri.co.jp



**Envision the value,
Empower the change**