

## Procurement

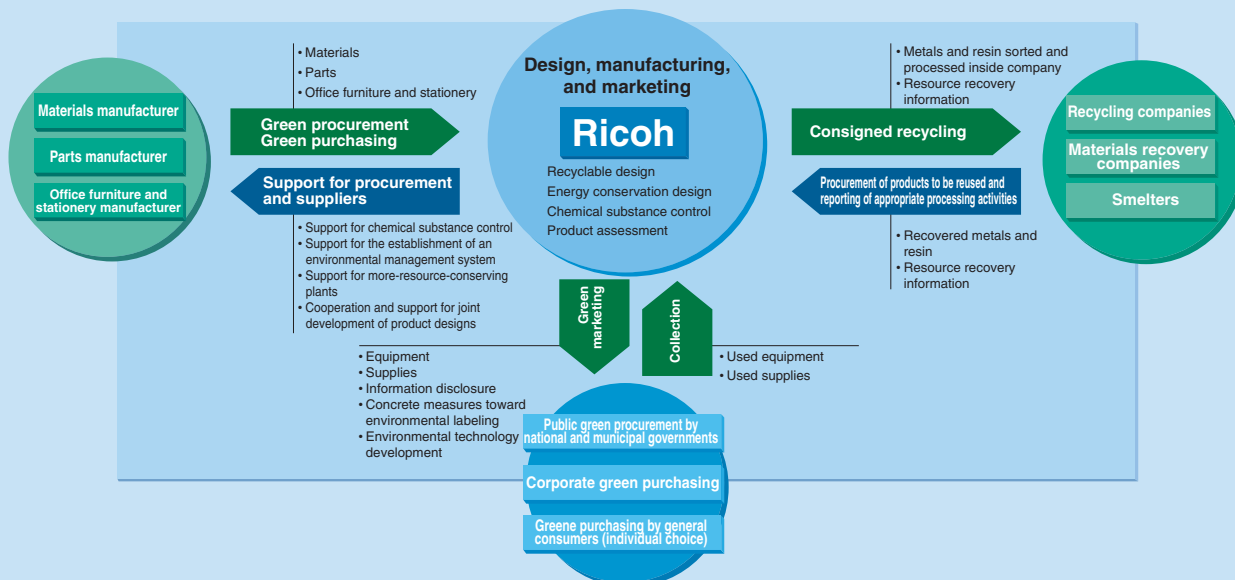
**Support by Ricoh to strengthen management quality of the supplier is essential for the promotion of green procurement activities.**

Establishing a partnership with suppliers, who are upstream in the manufacturing process of copiers and printers, is indispensable in realizing sustainable management. The Ricoh Group under-

stands that supporting suppliers is a due responsibility that corporations should carry out. The Ricoh Group manufacturing in Japan, the Americas, Europe, and China and Taiwan supports its suppliers in improving their business operations and product quality. To develop its green procurement activities globally, the Ricoh Group encourages its suppliers to establish an environmental management system (EMS) and

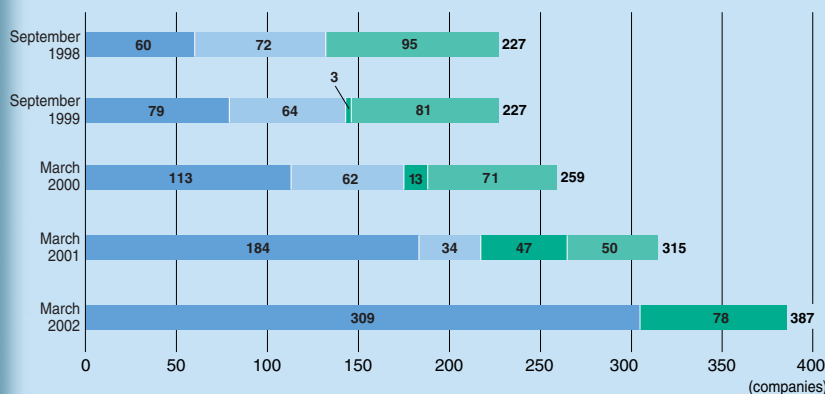
review their businesses so that they may become more environment conscious. Such a review will be effective in reducing environmental impact and costs, improve the workplace, and encourage suppliers to better themselves and their sustainable management.

### Green Partnership—The Ricoh Group Regards All Suppliers, Customers, and Recycling Companies as Green Partners in Reducing Environmental Impact and Costs.



#### Results of Green Procurement Activities in Japan (Status of Environmental Management Certification of Suppliers)

- ISO 14001 certification acquired
- Preparing to acquire ISO 14001 certification
- Certification under Ricoh guidelines acquired
- Preparing to acquire certification under Ricoh guidelines



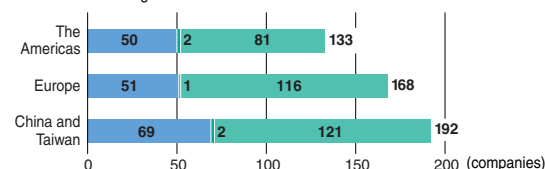
#### Definition of Ricoh Group Green Purchasing

- Green procurement**  
(green purchasing of materials and parts)
- Green purchasing**  
(green purchasing of office furniture and stationery)
- Green marketing**  
(green purchasing by customers)

#### Results of Global Green Procurement Activities (Status of Environmental Management Certification of Suppliers)

As of March 2002

- ISO 14001 certification acquired
- Certification under Ricoh guidelines acquired
- Preparing to acquire ISO 14001 certification or certification under Ricoh guidelines



## Japan

### Green Procurement Meeting

In 2001, all Ricoh Group suppliers in Japan established an EMS based on ISO 14001 and Ricoh Group's guidelines. In January 2002, the 1st Ricoh Green Procurement Meeting was held. At the meeting, further cooperation was requested for reducing environmental impact throughout all the processes, from development and design to recycling. Approximately 300 top management and business representatives from 260 leading suppliers participated in the meeting, three of whom reported on the environmental technologies with which they reduced environmental impact.



The 1st Green Procurement Meeting in a hall at the Omori Office, Tokyo

### Green Procurement of Office Consumables and Supplies

Ricoh drafted a "green procurement list" for office automation (OA) equipment, office supplies, stationery, sales promotion giveaways, and gifts. The Company promotes efficient green procurement activities with the use of a computerized ordering system. This system is utilized at eight of Ricoh's nonproduction sites and seven of its production sites. About 80% of the office consumables purchased are procured in this fashion. Ricoh Unitech Co., Ltd., established a Green Supplies section that is connected online to suppliers. Ricoh Unitech's inventory is automatically checked and restocked when needed, thereby eliminating the need to fill out order forms that waste paper.

## China and Taiwan

### Starting Green Procurement

In August 2001, the Ricoh Group gave a briefing session on green procurement in China. The Group asked the suppliers of Ricoh Asia Industry (Shenzhen) Ltd. (RAI) and Shanghai Ricoh Facsimile Co., Ltd., (SRF) to establish their own EMS by the end of fiscal 2003 and said that they would support them. Proite Yanzhou Industry Co., Ltd. and Rubbertek Industrial (Wujiang) Co., Ltd., who were in charge of procurement for SRF suppliers, said that they consider environmental conservation as inevitable and that it was an extremely valuable opportunity for them to receive support from the Ricoh Group in establishing an EMS.



A briefing session on green procurement at RAI



A briefing session on green procurement at SRF

### RAI and Wah Yip

Wah Yip Pallet Mfg. Ltd., located in Dong Guan, Guangdong Province, has about 250 employees who manufacture wooden pallets, which are indispensable in transporting and storing Ricoh products. The partnership between RAI and Wah Yip had begun before the start of the green procurement scheme. In April 2000, responding to RAI's request to reduce environmental impact and costs Wah Yip

proposed the development of pallets made of recycled plywood. Subsequently, Wah Yip received orders for recycled plywood pallets from other companies, and at present, the total amount of pallets being produced that are made of recycled plywood or other materials has reached 10,000 units per month, accounting for 60% of total production. The biggest factor that improved Wah Yip's quality was its quick and positive participation in environmental conservation activities.

Also in Shenzhen, demands for ISO 14001 certification are growing among the industries. In March 2002, Wah Yip was in strict adherence to the Ricoh Group's guidelines for green procurement and was awarded ISO 14001 certification.



The green procurement staff from Wah Yip and RAI

### Taiwan Ricoh

Taiwan Ricoh Co., Ltd., announced that it will take part in green procurement activities and support suppliers upon request. Also in Taiwan, a higher awareness of environmental conservation is growing among the industries. In March 2002, 21 out of 76 leading suppliers were awarded ISO 14001 certification.