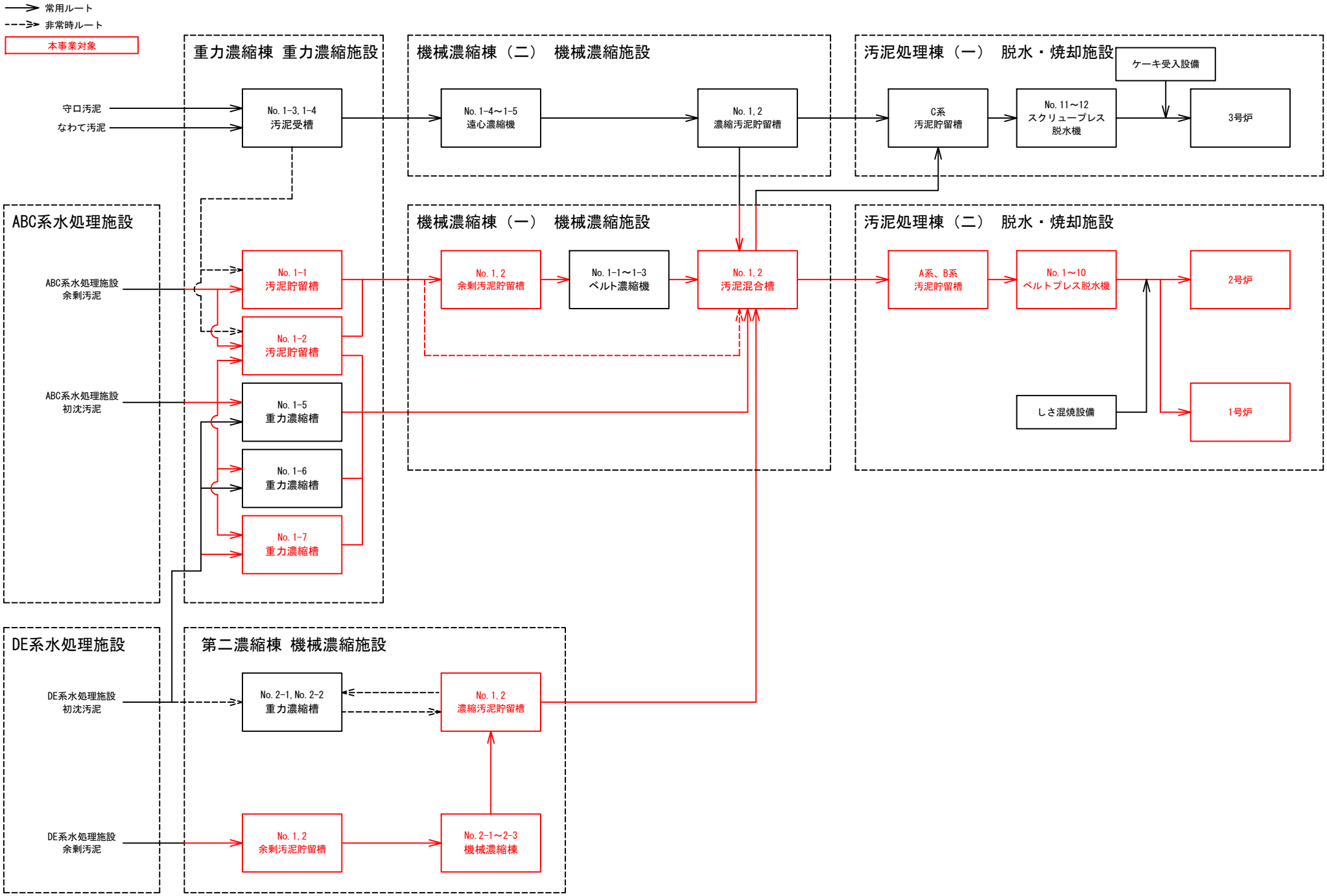別紙2_本業務の処理フロー