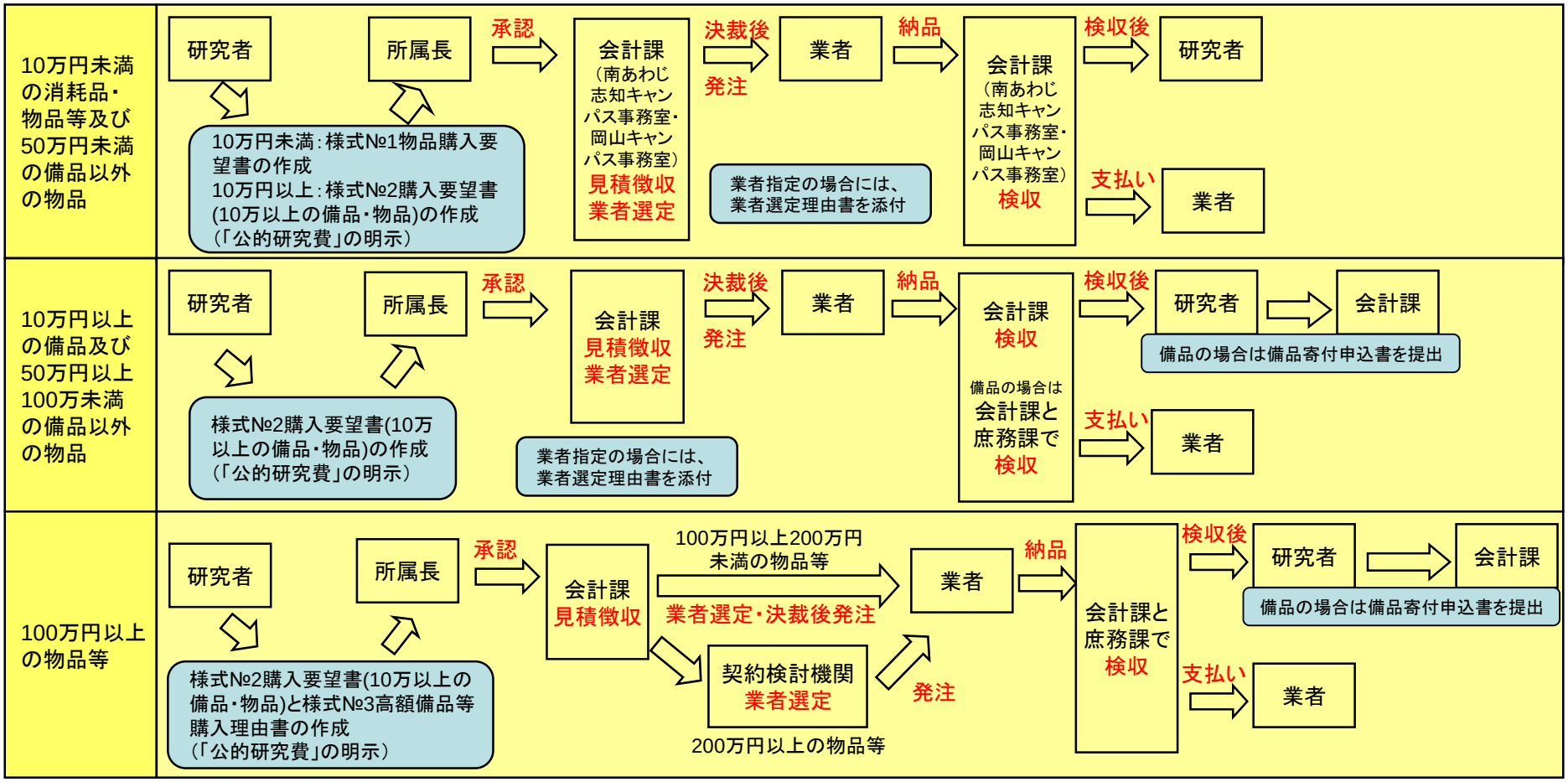物品購入と事務処理フロー