MINMAX SRS e-Invoice User Manual

For Supplier

Revision List:

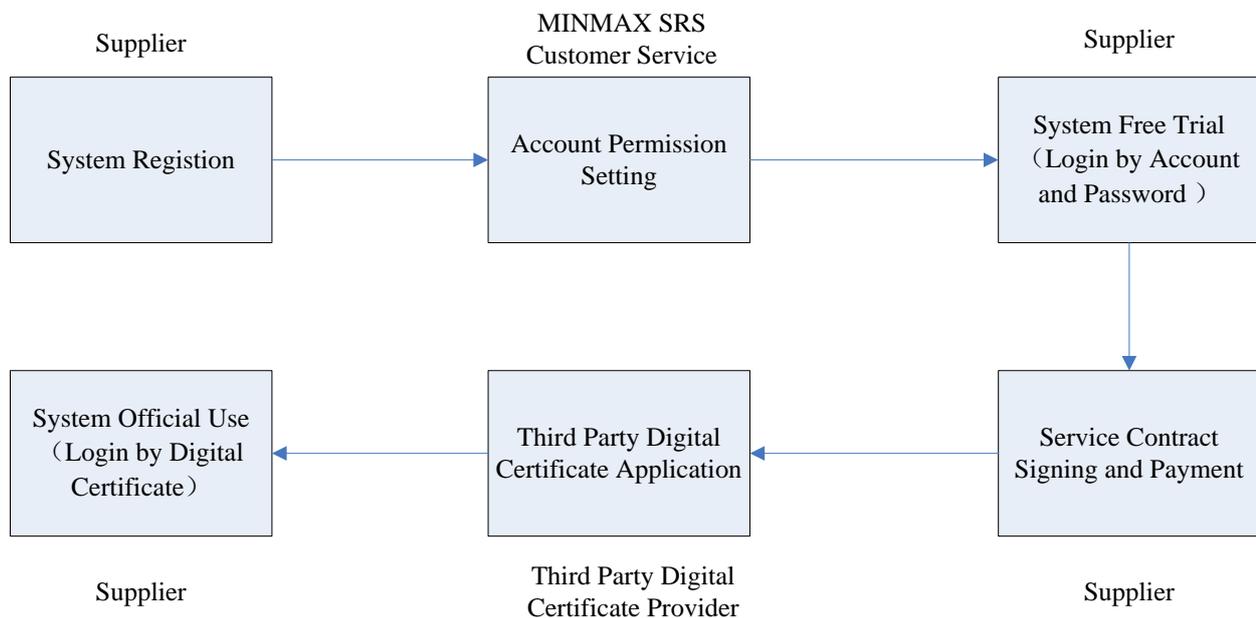| Version	Date	Principal	Description
V1.0	2018/5/3	Peng Cheng	New Version
V1.1	2018/7/3	Peng Cheng	Add　Chapter3.1"System Registion"

Menu

1. System Introduction

   MINMAX SRS Invoice is an electronic system for the suppliers to create electronic invoices and the enterprise accounting to confirm invoices.The system includes the functions of invoice uploading, invoice confirmation (digital signature), invoice inquiry and printing. On the one hand, it is convenient for suppliers to make paperless payment requests, and on the other hand, it's also convenient for digital accounting treatment.

   The promotion of MINMAX SRS Invoice greatly reduces the cost of human transitivity of both trading parties. Through electronic, automatic and paperless accounts processing, the processing time of the invoice is reduced, the loss risk of the invoice is reduced, the time of manual treatment is saved, the efficiency of the operation is improved and the timeliness of the payment is ensured. At the same time, paperless operation also eliminates the waste of resources, and is able to protect environment and save energy.

2. Supplier import process and instructions

2.1 Supplier import process

Supplier   MINMAX SRS Customer Service   Supplier

```
┌──────────────┐      ┌──────────────┐      ┌──────────────────┐
│   System     │─────▶│   Account    │─────▶│ System Free Trial│
│  Registion   │      │  Permission  │      │(Login by Account │
│              │      │   Setting    │      │  and Password )  │
└──────────────┘      └──────────────┘      └──────────────────┘
                                                     │
                                                     ▼
┌──────────────┐      ┌──────────────┐      ┌──────────────────┐
│System Official│◀────│ Third Party  │◀─────│ Service Contract │
│Use (Login by │     │   Digital    │      │Signing and Payment│
│   Digital    │      │ Certificate  │      │                  │
│Certificate ) │      │ Application  │      │                  │
└──────────────┘      └──────────────┘      └──────────────────┘
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Supplier   Third Party Digital Certificate Provider   Supplier

2.2 Supplier Instructions

2.2.1   URL

http://srs.minmaxtec.com/index.html

2.2.2 Invoice/Credit Note/Debit Note State Code Description

Invoice/Credit Note/Debit Note State Code	Description
Invoice New	The initial state when Excel invoices are uploaded
Invoice Confirm	1.Excel invoices are confirmed by Digital Signature; 2. The initial state when Scanned invoices are uploaded
Invoice Cancel	Invoices are cancelled
Invoice Reject	Invoices are rejected
Credit New	The initial state when Excel credit notes are uploaded
Credit Confirm	1.Excel credit notes are confirmed by Digital Signature; 2. The initial state when Scanned credit notes are uploaded
Credit Cancel	Credit notes are cancelled
Credit Reject	Credit notes are rejected
Debit New	The initial state when Excel debit notes are uploaded
Debit Approve	Debit notes are approved
Debit Confirm	1.Excel debit notes are confirmed by Digital Signature; 2. The initial state when Scanned debit notes are uploaded
Debit Reject	Debit Notes are rejected
Debit Cancel	Debit Notes are cancelled

3. Operation Guide

3.1 Account Registion

In the main page，click"Register"button。

钜亿科技

钜商链 MinMaxSRS Welcome To Register

Account Info	
Mobile Phone	
Password	
Confirm Password	
Company Name	Same as BL or BRC
Vendor Code	
Real Name	
Duty	
Email Address	

☐ I have read and agreed.Registration Policy

Submit

Fill in the information and refer to the system prompt. Please note that the name of the company should be consistent with the business license or business registration certificate. Vendor Code should be the unique 10-digits code. And then click red marked " Registration Policy" to review the registration agreement, select "I have read and agreed Registration Policy" and click "Submit " to finish the registration process.

The registed account will not come into use until system administrator allocate the authority,please contact them.

3.2 System Login

Input user name, password, and verification code, then click the login button to login.
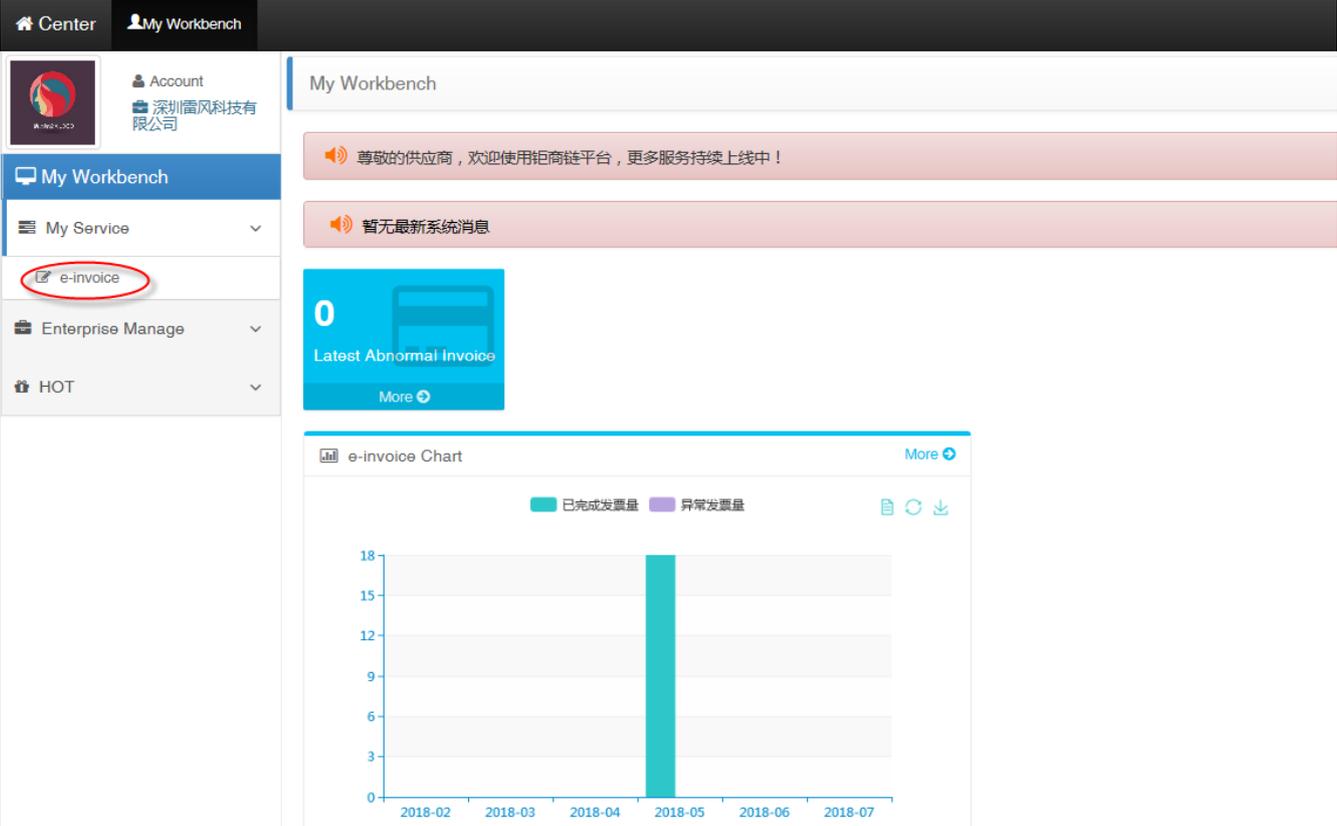
After entering the home page, user can view the abnormal invoice report in the latest month and get the invoice status report of the last half year.Click on the red marked "my service", and select "e-Invoice" in the expanded submenu to enter the e-invoice service.
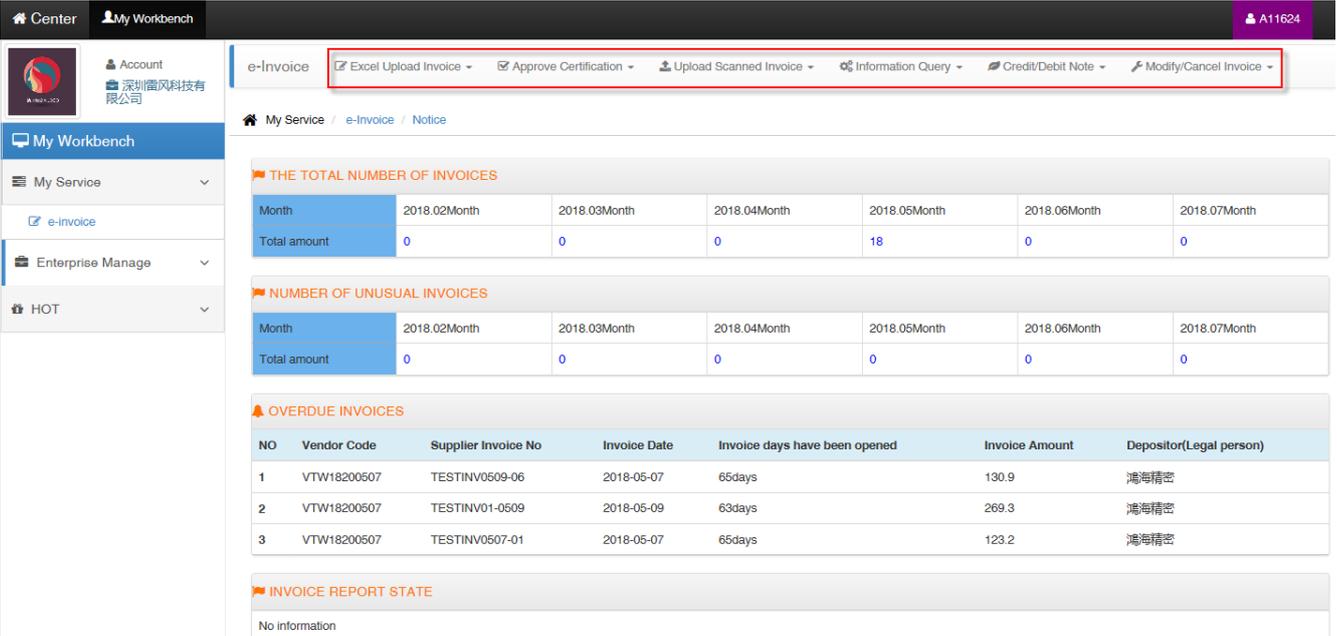
User can check the total number of invoices and abnormal invoices in the past half year in the service main page. Click the function menu in the upper red marked box to enter the specific function page.

3.3 Invoice

3.3.1　Excel Upload Invoice

Click on the "Excel Upload Invoice" on the top of the page, and get the menu list of Excel Upload Invoice service . "Upload PO-Based Invoice" and "Upload GR-Based Invoice" are for the raw material invoices, "(non-PO/GR) Excel Upload Invoice" is for the expenses invoices, the difference between them is the mandatory column position of the Excel template when uploading invoice. Following use "Upload PO-Based Invoice" as an example.

Click "Download PO-Based Invoice Template", select the corresponding BG/BU/Site to download the correct Excel template and then save it to the local computer.

Fill in the correct information and keep it according to the template requirements.

Just finished the Excel template and click the upload button. Notice that the template uploads up to 350 items at a time.

If the data is checked correctly, the system is prompted to upload successfully. If there is any problem when uploading, please find the problem according to the information of the system prompt and re-upload it after the correction.

3.3.2 Approve Signature
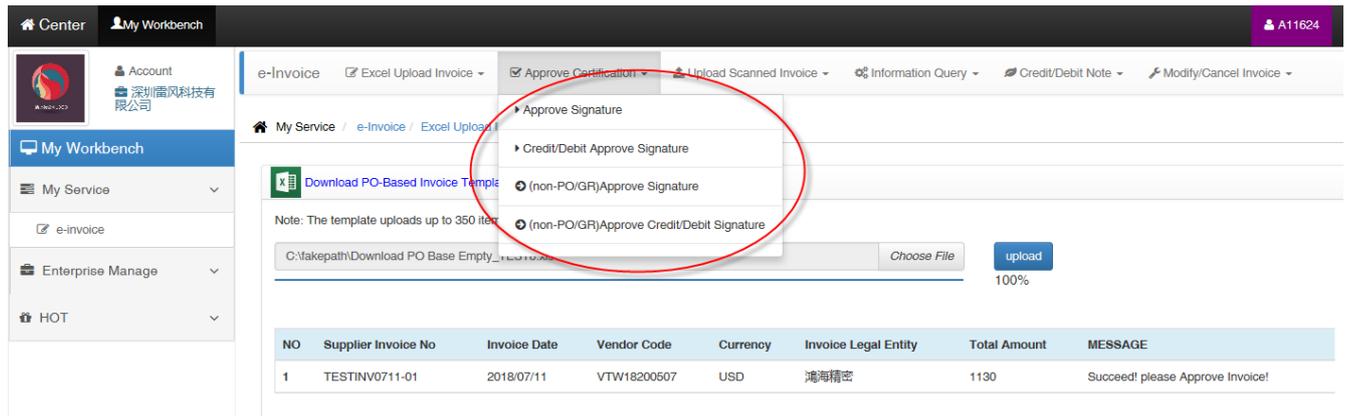
Click on "Approve Certificate", and the submenu includes the functions of "Approve Signature", "Credit/Debit Approve Signature", "(non-PO/GR) Approve Signature", "(non-PO/GR) Credit/Debit Approve Signature" and so on. The "Approve Signature" is used for the raw material invoice . "(non-PO/GR) Approve Signature" for the expenses invoice . The invoice type is different but the function is exactly the same. Following use "Approve Signature" as an example.
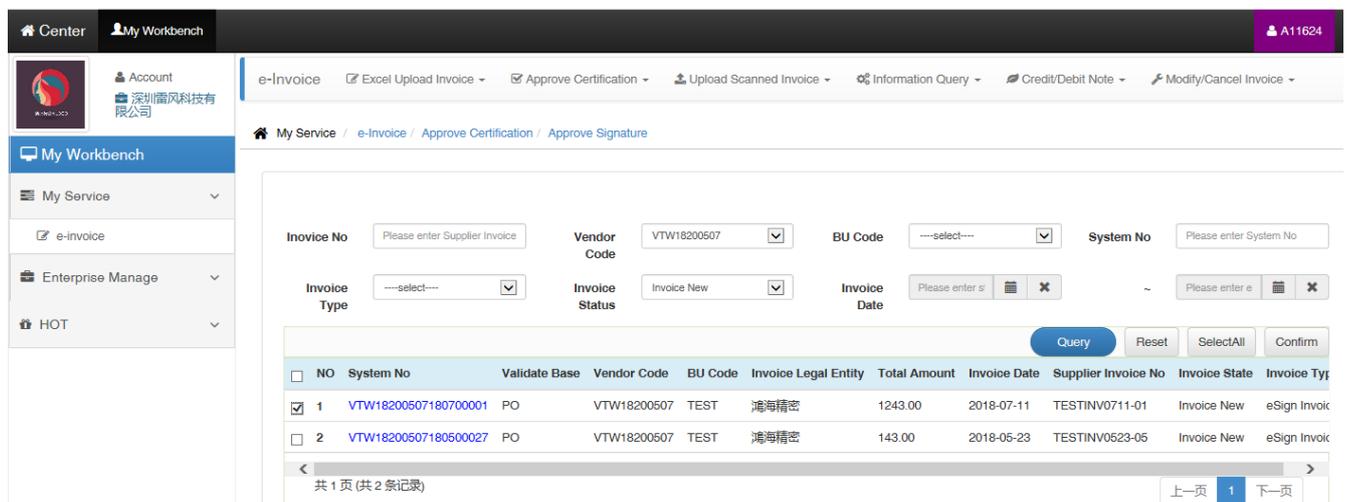
Enter the corresponding query conditions to find invoices requiring signature
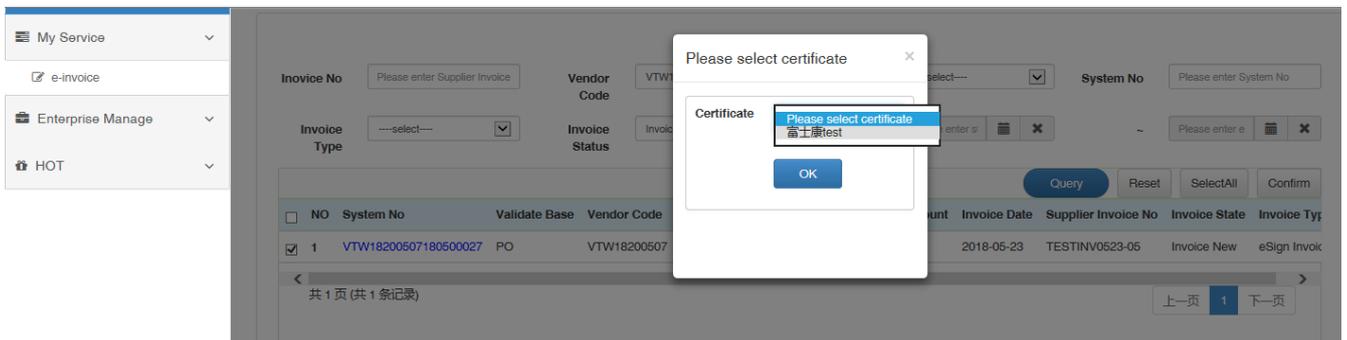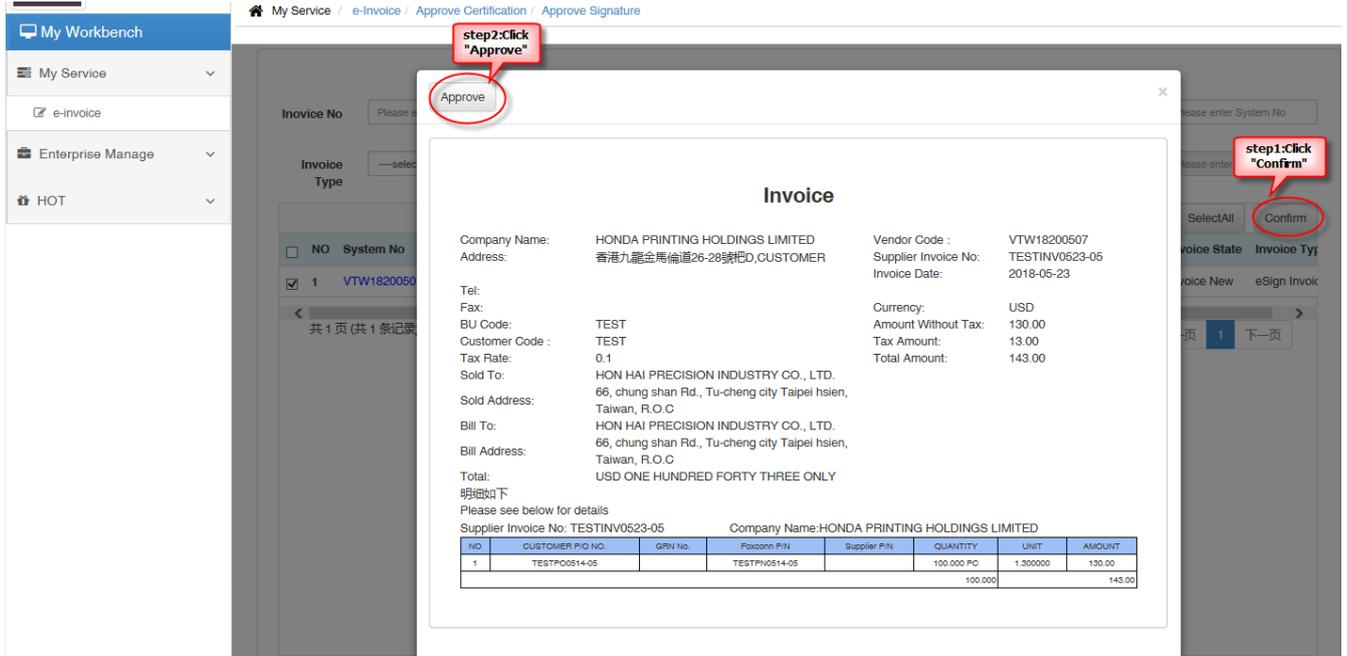
Select the invoice(s) need to be approved, click the right top "Confirm", and then click "Approve" in the upper left corner at the pop-up window1, and then select the user of the signature in the pop-up window2 and click "OK".
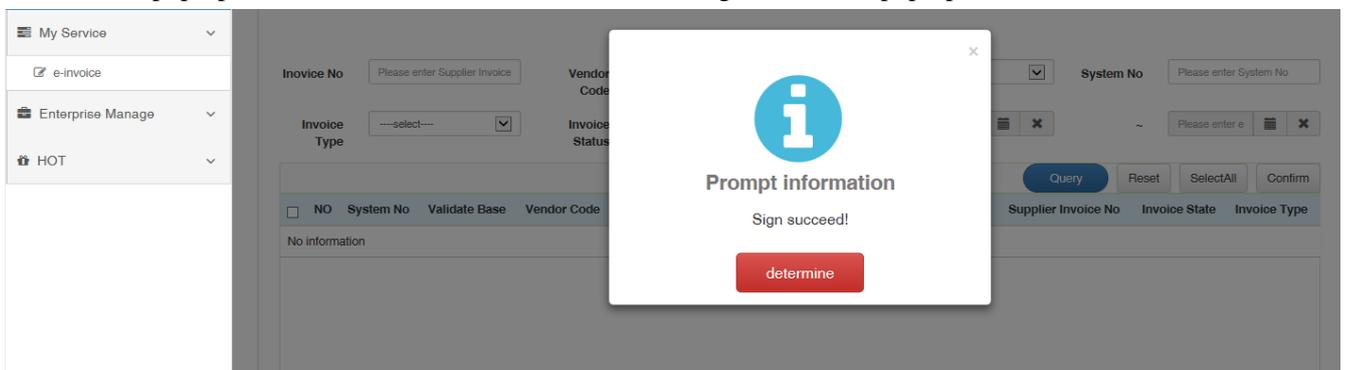
If verification is OK, system will prompt signing is successful, and the invoice status is changed from "Invoice New" to "Invoice Confirm".

The generated invoice PDF file is as shown in the figure.

3.3.3 Upload Scanned Invoice
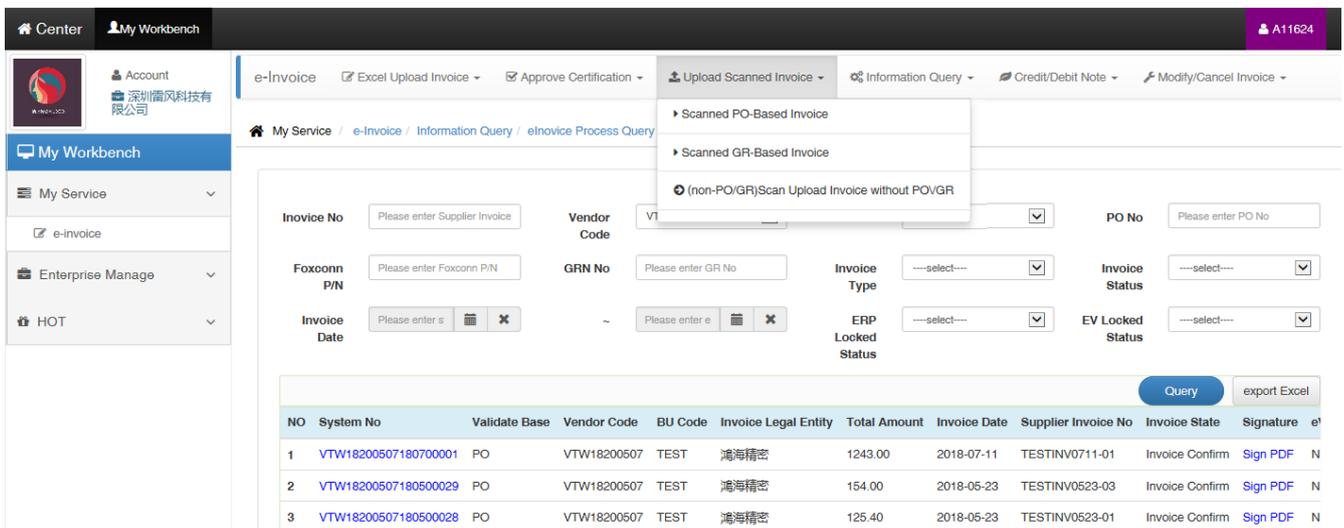
Click on "Upload Scanned Invoice",the submenu includes the functions of "Scanned PO-Based Invoice", "Scanned

GR-Based Invoice", "(non-PO/GR) Scan Upload Invoice", "Scanned PO-Based Invoice", "Scanned GR-Based Invoice" are for the raw material invoice, " and "(non-PO/GR) Scan Upload Invoice" is for the expenses invoice. The invoice type is different but the function is exactly the same. Following use "Scanned PO-Based Invoice" as an example.

STEP1: Manually fill in the invoice header and item information, the "*" marked column is mandatory, click the "Add Item" in the top left corner of the item region to enter a new item.

STEP2: In the red square region finish the tax and tax calculation, firstly fill in the tax rate, and then click "OK" to confirm the automatically calculated the amount without tax by system, and finally click the "Confirm Tax Amt" to confirm the final tax amount, please be noted that system will not permit any adjustment after the confirmation . But before you click "Confirm Tax Amt" ,the tax amount can be adjusted. The adjustment range is within the range of positive and negative 0.1 of the tax amount that system automatically calculated. For example, the system automatically calculates 39.13. Then the adjustment range of the system is between 39.03-39.23, if the adjusted tax amount is beyond this range, it can not be confirmed.

POInvoice Header

Vendor Code	VTW18200507	BU Code	TEST
Foxconn Legal Entity	鴻海精密	Invoice Date	2018/07/11
Inovice No	TESTINV02-0711	Currency	USD

C:\fakepath\u26.JPG　　Choose File　upload

Attention : The File Format Must Be 【PDF,JPG,JPEG,GIF,BMP,TIF,GIFF】

Tax Rate	17	%	Amount Without Tax	230.17	OK
Tax Amount	39.13	Confirm Tax Amt			

POInvoice Item

Add Item	Item No	PO No *	Part No *	Remarks	Qty *	Invoice Price *	UOM *	Currency	Item Amount
Remove	1	TESTPO01-0711	TESTPN01-0711		100	1.12	PC	USD	112.00
Remove	2	TESTPO01-0711	TESTPN02-0711		101	1.17	PC	USD	118.17

STEP3: Select the scanned invoice file to upload, please be noted that the file format must meet the system requirements, click "Upload" to upload the scanned invoices successfully, the uploaded invoices can be queried in the invoice query function, the status is "Invoice Confirm".

3.3.4 Cancel Invoice

Click the "Modify/Cancel invoice" function, and the submenu includes the functions of "Modify invoice", "Cancel invoice", "(non-PO/GR)Modify invoice", "(non-PO/GR) Cancel invoice", "Modify invoice", "Cancel invoice" are for the raw material invoice, " and "(non-PO/GR)Modify invoice","(non-PO/GR) Cancel invoice" are for the expenses invoice. The invoice type is different but the function is exactly the same. Following use "Cancel invoice" as an example. Please goto 3.3.5 to get the instruction of "Modify invoice".

Invoices that need to be deleted are selected according to the query conditions (Only "Invoice New" and "Invoice Reject" status can be cancelled), and user can click the "System No" link to view the details of the invoice.

Click on the link of "Cancel Invoice" then fill in the cancel reason in the text box of "Reject Cause".

Click "Save" and select "Confirm" in the pop-up window to complete the invoice deletion operation.

When bulk invoices are deleted in batches, select the invoices that need to be deleted. Click "Batch Cancel" button at the top of invoice item region and then fill in the cancel reason,save to finish deletion operation.

3.3.5 Modify Invoice

Click the "Modify/Cancel invoice" function, and the submenu includes the functions of "Modify invoice", "Cancel invoice", "(non-PO/GR)Modify invoice", "(non-PO/GR) Cancel invoice", "Modify invoice", "Cancel invoice" are for the raw material invoice, " and "(non-PO/GR)Modify invoice","(non-PO/GR) Cancel invoice" are for the expenses invoice. The invoice type is different but the function is exactly the same. Following use " Modify invoice" as an example. Please goto 3.3.4 to get the instruction of "Cacnel invoice".

Enter the query condition to find out the invoices that need to be modified. Note that only the invoice of "Invoice New" state can be modified.

Click on the blue hyper-link of "System No", and modify invoice in the new pop-up window. Noted that after unit price in the item is modified,the amount without tax and the tax amount will be re-calculated. After the modification is completed, click the "Save" button on the upper right to save the modification results.

3.3.6 Invoice Query

Click the "Information Query" function, and the submenu includes the functions of "einvoice Process Query", "einvoice History Query", "(non-PO/GR)einvoice Process Query", "einvoice Process Query" queries the raw material invoice within one year. "(non-PO/GR)einvoice Process Query" queries the expense invoice within one year. "einvoice History Query" queries invoices for more than one year, including expense and raw materials.

Enter the query criteria; click the "Query" button to find out the eligible data. Clicking "export Excel" can also save the result of query to Excel to save it to the computer.

3.3.7 Invoice Print

Click the "Information Query" function, and the submenu includes the functions of "Print Invoice", "(non-PO/GR)Print Invoice",   "Print Invoice" for the raw material invoice and "(non-PO/GR)Print Invoice" for the expense invoice. The invoice type is different but the function is exactly the same. Following use "Print Invoice"   as an example.

Query and the select the invoices that need to be printed. Click the "print" button in the red box to bulk print.

In the pop-up printed preview page, click Print button in the red box to complete invoice printing.

3.4 Credit Note & Debit Note

3.4.1　Excel 上传 Credit Note
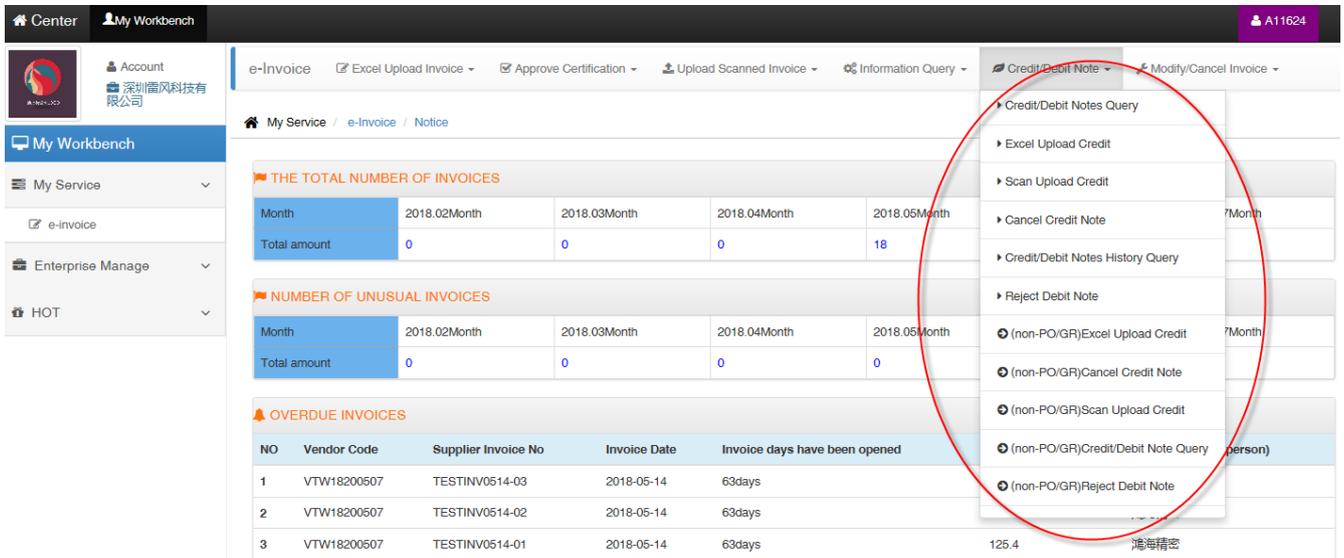
Click the "Credit/Debit Note" function, and the submenu includes the functions of　"Excel Upload Credit", "（non-PO/GR）Excel Upload Credit ",　" Excel Upload Credit " for the raw material invoice and "（non-PO/GR）Excel Upload Credit " for the expense invoice. The credit/debit note type is different but the function is exactly the same. Following use " Excel Upload Credit "　as an example.
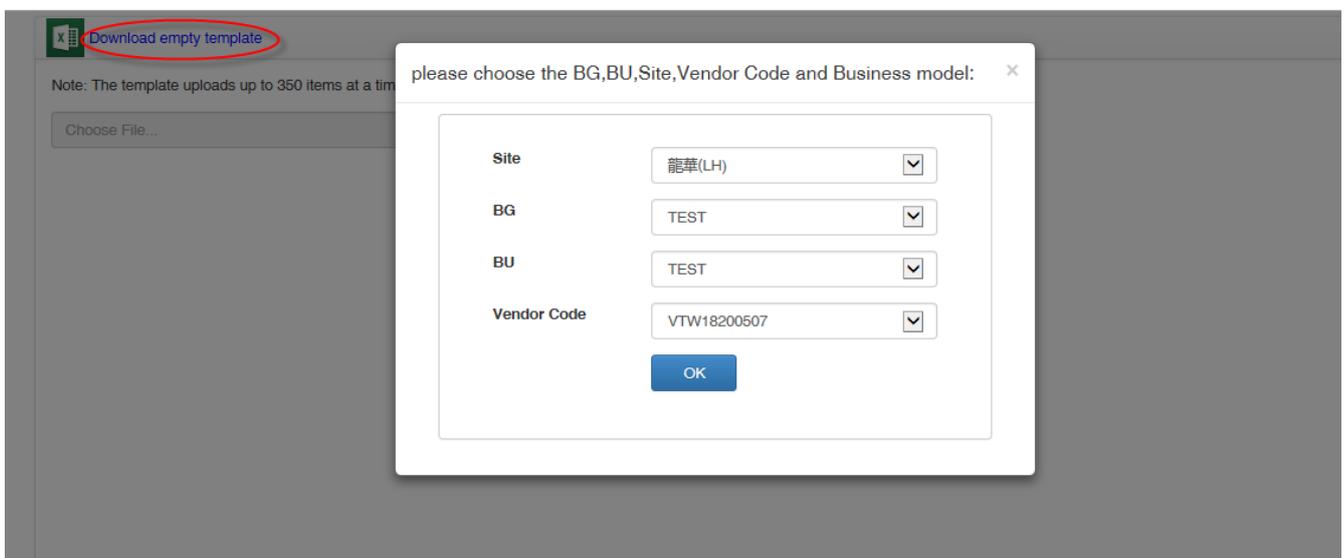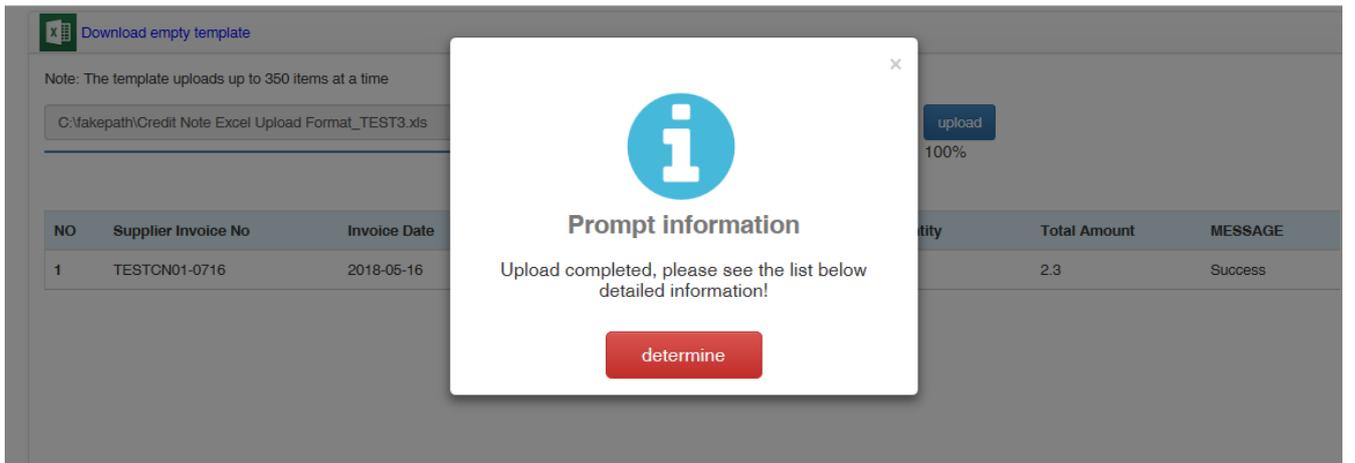

Click "Download empty template", select the corresponding BG/BU/Site to download the correct Excel template and then save it to the local computer.

Fill in the correct information and keep it according to the template requirements.

Just finished the Excel template and click the upload button. Notice that the template uploads up to 350 items at a time. If the data is checked correctly, the system is prompted to upload successfully. If there is any problem when uploading, please find the problem according to the information of the system prompt and reupload it after the correction.

3.4.2 Credit Note/Debit Note Approve Signature

Click the " Approve Ceatification " function, and the submenu includes the functions of "Credit/Debit Approve Signature", "（non-PO/GR）Approve Credit/Debit Signature ", " Credit/Debit Approve Signature " for the raw material invoice and "（non-PO/GR）Approve Credit/Debit Signature " for the expense invoice. The credit/debit note type is different but the function is exactly the same. Following use " Credit/Debit Approve Signature " as an example

Enter the corresponding query conditions to find credit/debit notes requiring signature.
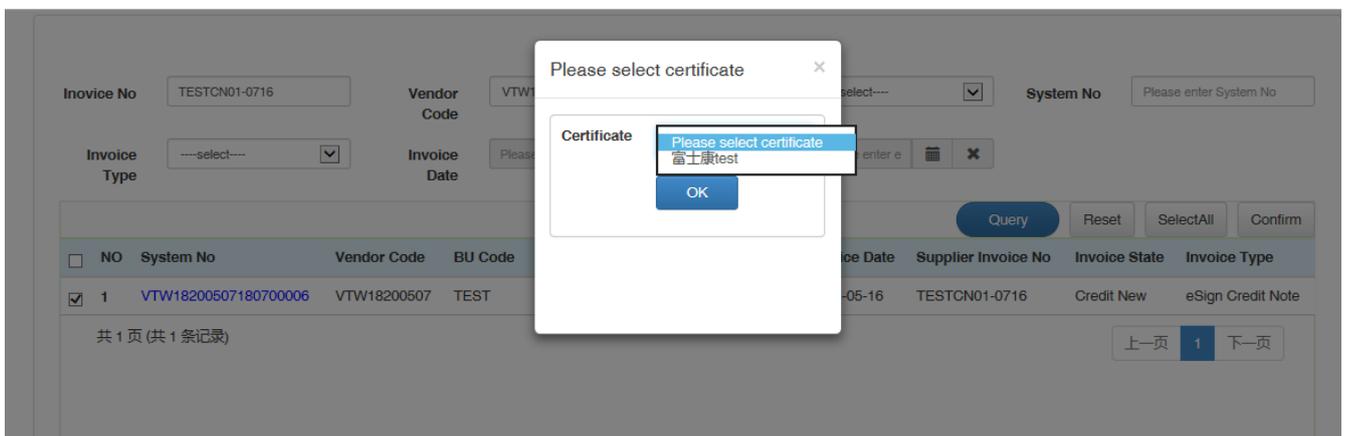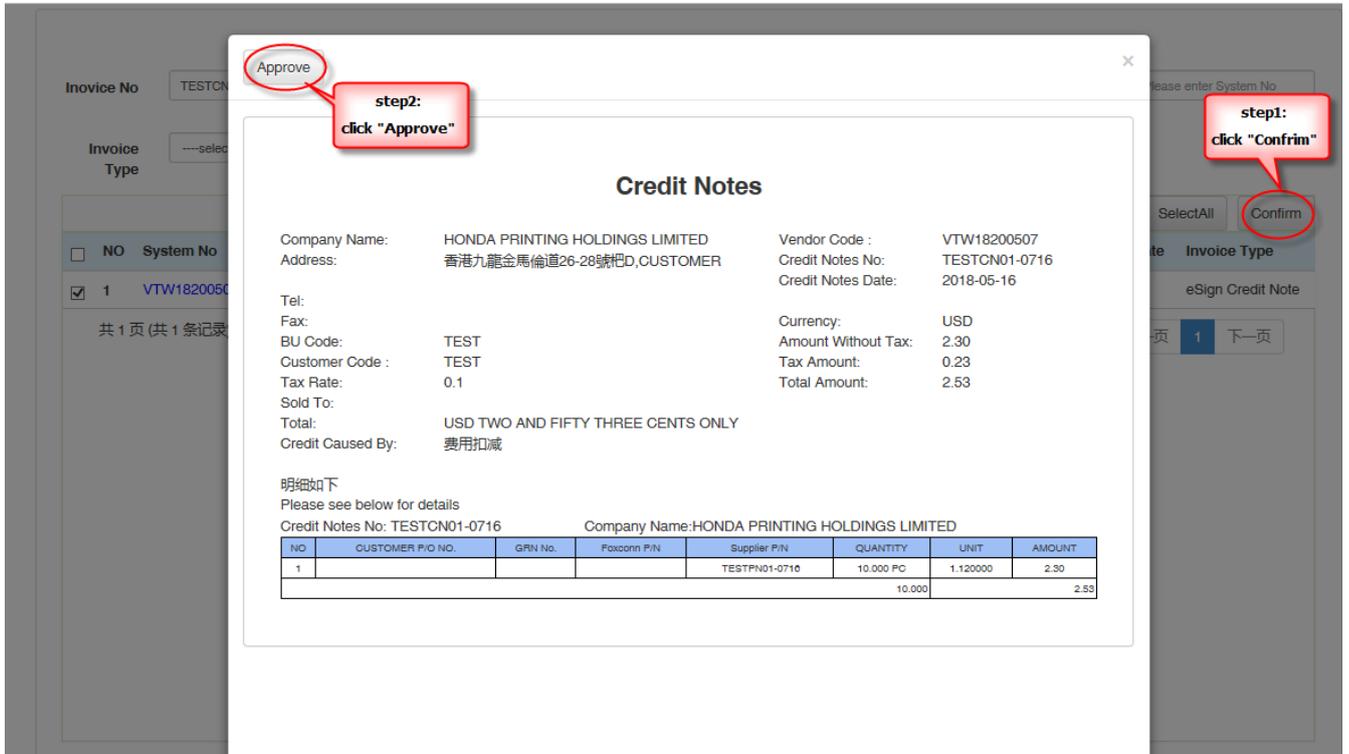
Select the credit/debit note(s) need to be approved, click the right top "Confirm", and then click "Approve" in the upper left corner at the pop-up window1, and then select the user of the signature in the pop-up window2 and click "OK".
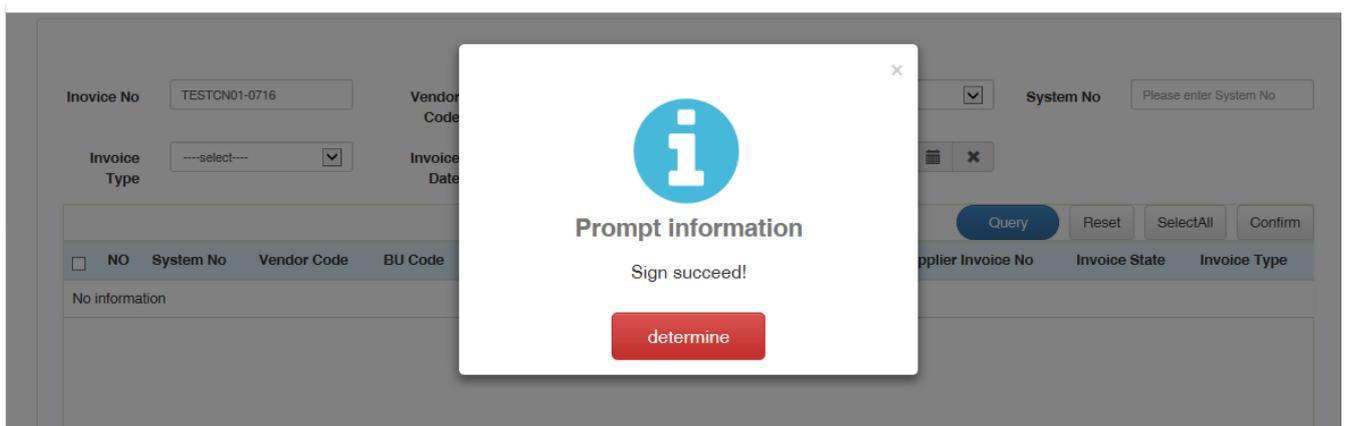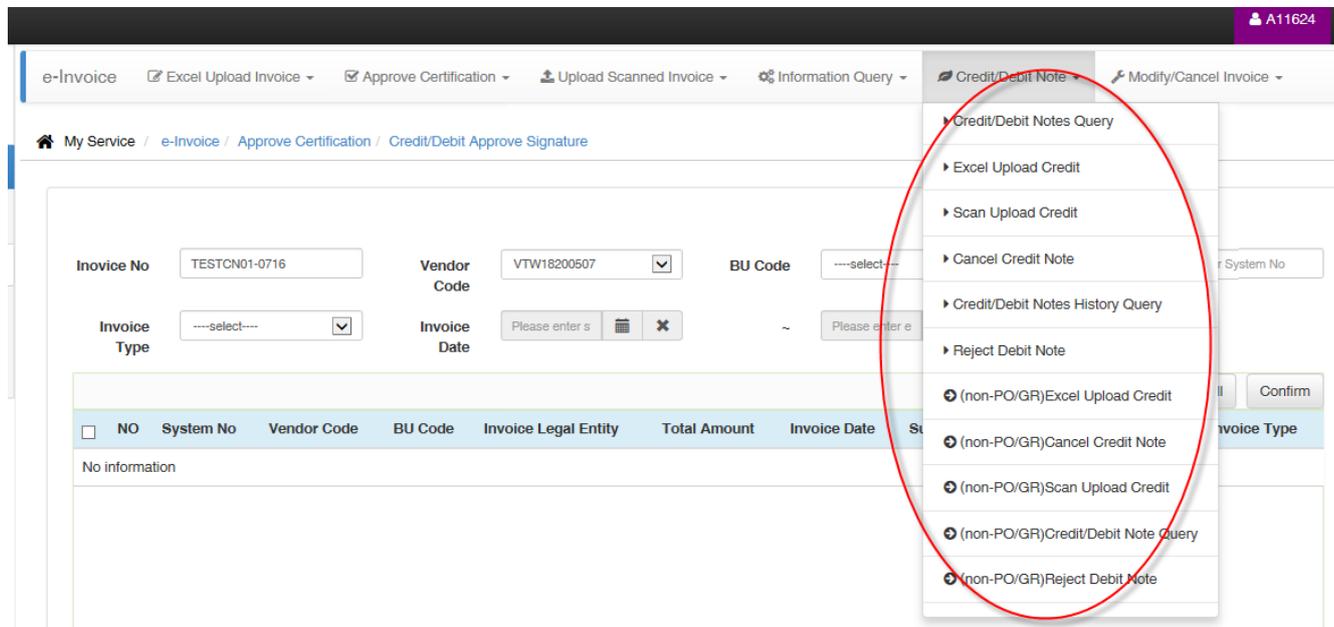
If verification is OK, system will prompt signing is successful, and the credit note status is changed from "Credit New" to "Credit Confirm", the debit note status is changed from "Debit Approve" to "Debit Confirm".

3.4.3 Scan Upload Credit Note

Click the " Credit/Debit Note " function, and the submenu includes the functions of   "Scan Upload Credit", "（non-PO/GR）Scan Upload Credit",   " Scan Upload Credit " for the raw material invoice and "（non-PO/GR）Scan Upload Credit " for the expense invoice. The credit/debit note type is different but the function is exactly the same. Following use "Scan Upload Credit"   as an example.

STEP1: Manually fill in the credit note header and item information, the "*" marked column is mandatory, click the

STEP2: In the red square region finish the tax and tax calculation, firstly choose the credit type(Price or Quantity Difference),then fill in the tax rate, click "OK" to confirm the automatically calculated the amount without tax by system, and finally click the "Confirm Tax Amt" to confirm the final tax amount, please be noted that system will not permit any adjustment after the confirmation . But before you click "Confirm Tax Amt" ,the tax amount can be adjusted. The adjustment range is within the range of positive and negative 0.1 of the tax amount that system automatically calculated. For example, the system automatically calculates 6.49. Then the adjustment range of the system is between 6.39-6.59, if the adjusted tax amount is beyond this range, it can not be confirmed.

STEP3: Select the scanned credit note file to upload, please be noted that the file format must meet the system requirements, click "Upload" to upload the scanned credit notes successfully, the uploaded credit notes can be queried in the credit note query function, the status is "Credit Confirm".

3.4.4 Credit Note Cancel

Click the " Credit/Debit Note " function, and the submenu includes the functions of "Cancel Credit Note", "（non-PO/GR）Cancel Credit Note", " Cancel Credit Note " for the raw material invoice and "（non-PO/GR）Cancel Credit Note " for the expense invoice. The credit/debit note type is different but the function is exactly the same.

Following use " Cancel Credit Note "   as an example.

Credit Notes that need to be deleted are selected according to the query conditions (Only "Credit New" and "Credit Reject" status can be cancelled), and user can click the "System No" link to view the details of the credit note.

Click on the link of "Cancel Invoice" then fill in the cancel reason in the text box of "Reject Cause".

Click "Save" and select "Confirm" in the pop-up window to complete the credit note deletion operation.

3.4.5 Credit Note/Debit Note Query
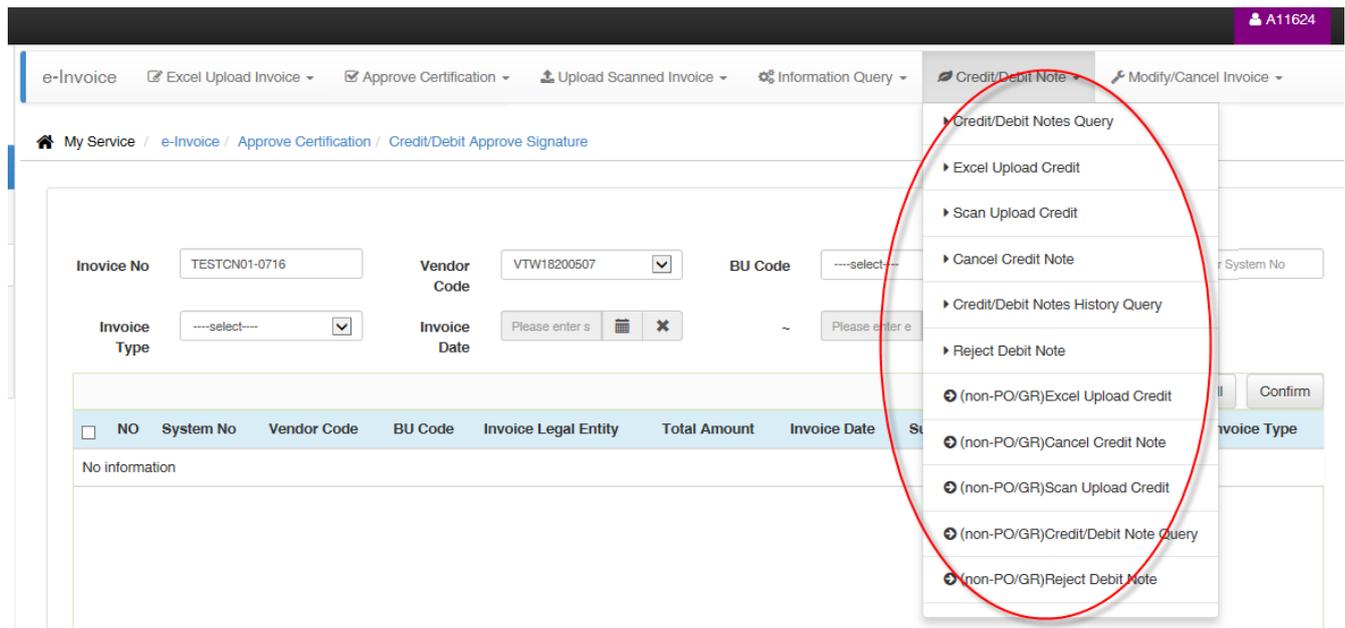
Click the " Credit/Debit Note " function, and the submenu includes the functions of " Credit/Debit Notes Query", " Credit/Debit Notes History Query ", " （non-PO/GR） Credit/Debit Notes Query" ." Credit/Debit Notes Query " queries the raw material credit/debit note within one year , "（non-PO/GR）Cancel Credit Note " queries the expense credit/debit note within one year, " Credit/Debit Notes History Query " queries credit/debit note for more than one year, including expense and raw materials.

Enter the query criteria; click the "Query" button to find out the eligible data. Clicking "export Excel" can also save

the result of query to Excel to save it to the computer.

3.4.6 Reject Debit Note
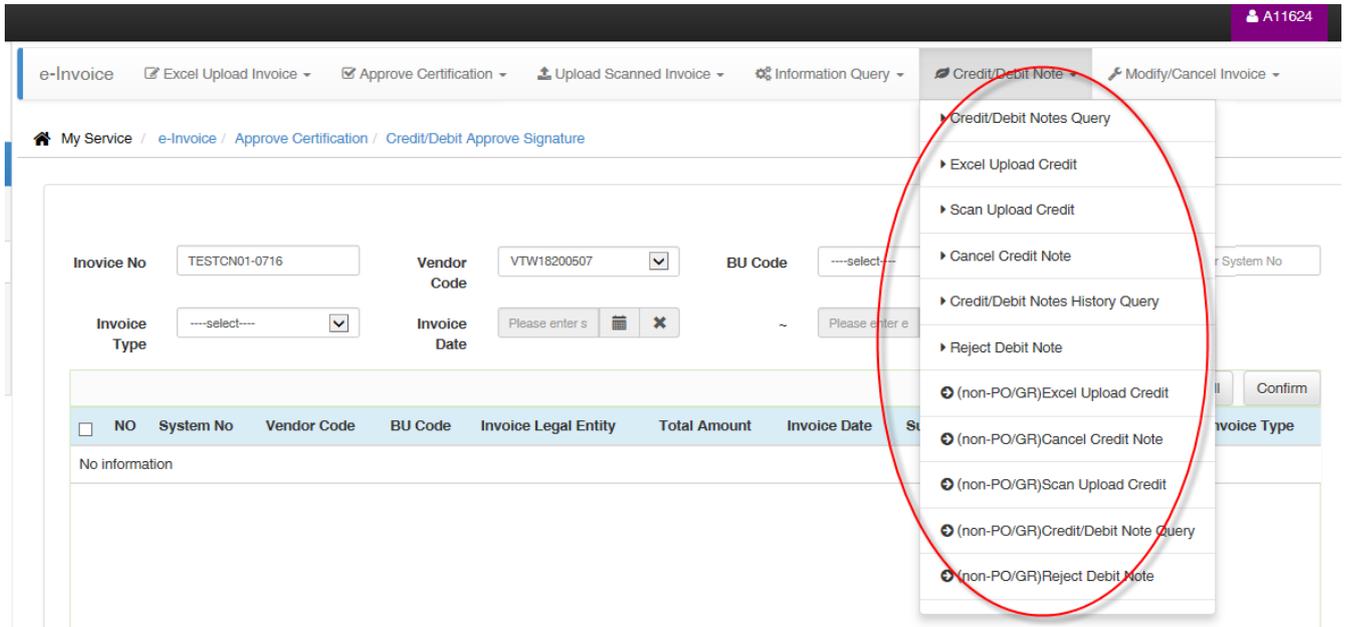
Click the " Credit/Debit Note " function, and the submenu includes the functions of "Reject Debit Note", "（non-PO/GR）Reject Debit Note ", " Reject Debit Note " for the raw material debit note and "（non-PO/GR Reject Debit Note " for the expense debit note. It is mainly used to refuse operation when the Debit Note sent by the enterprise is wrong. Only Debit Note in the state of " Debit Approve" can be rejected.
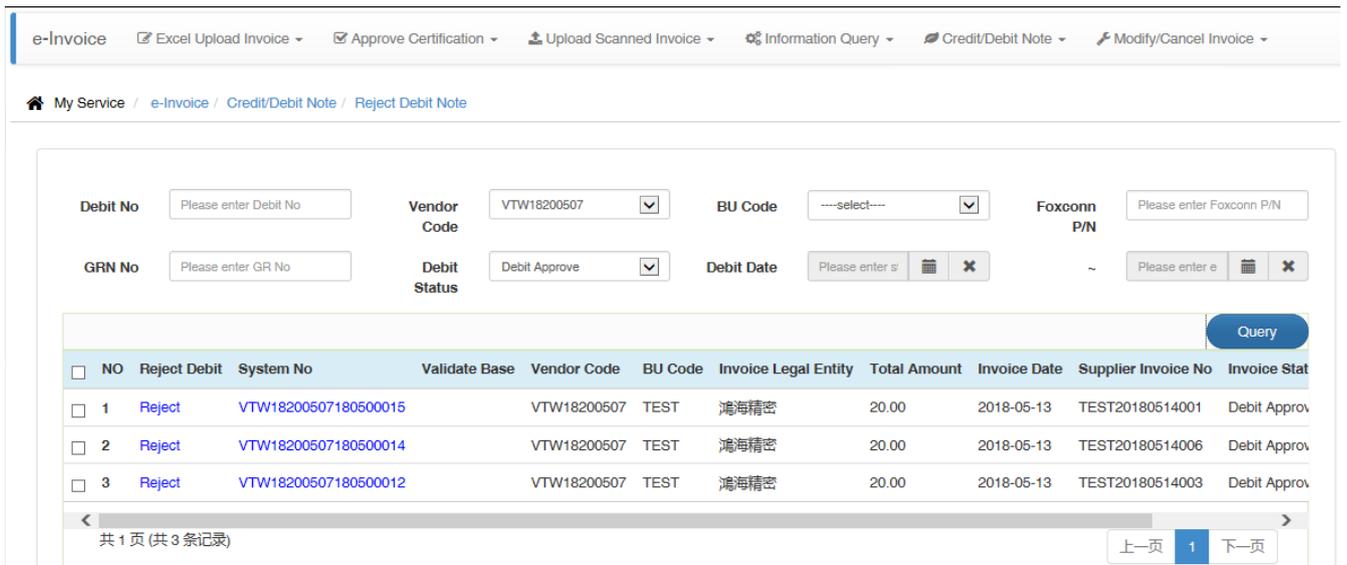
STEP1：Enter the corresponding query conditions to find debit notes need to be rejected..
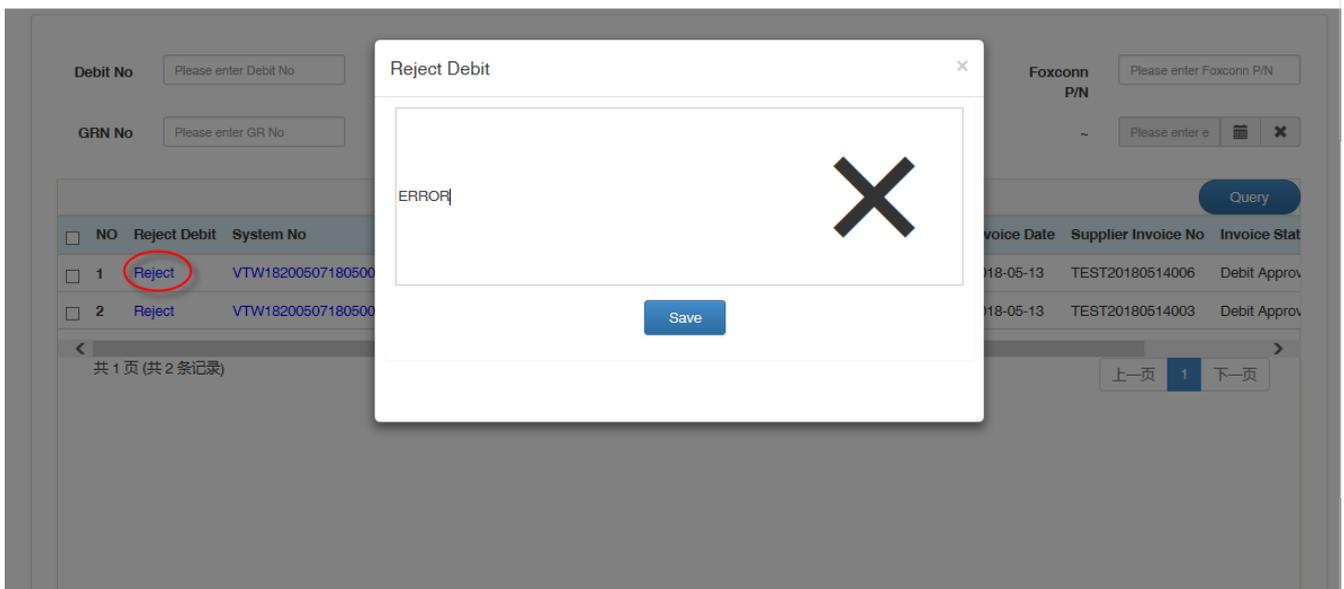
STEP2: click the "Reject" button in the red circle, then fill in the reject reason in the pop-up page and click the Save button to complete the Debit Note denial operation, and the rejected Debit Note state is "Debit Reject".

3.5 Others

3.5.1 Personal Account Information
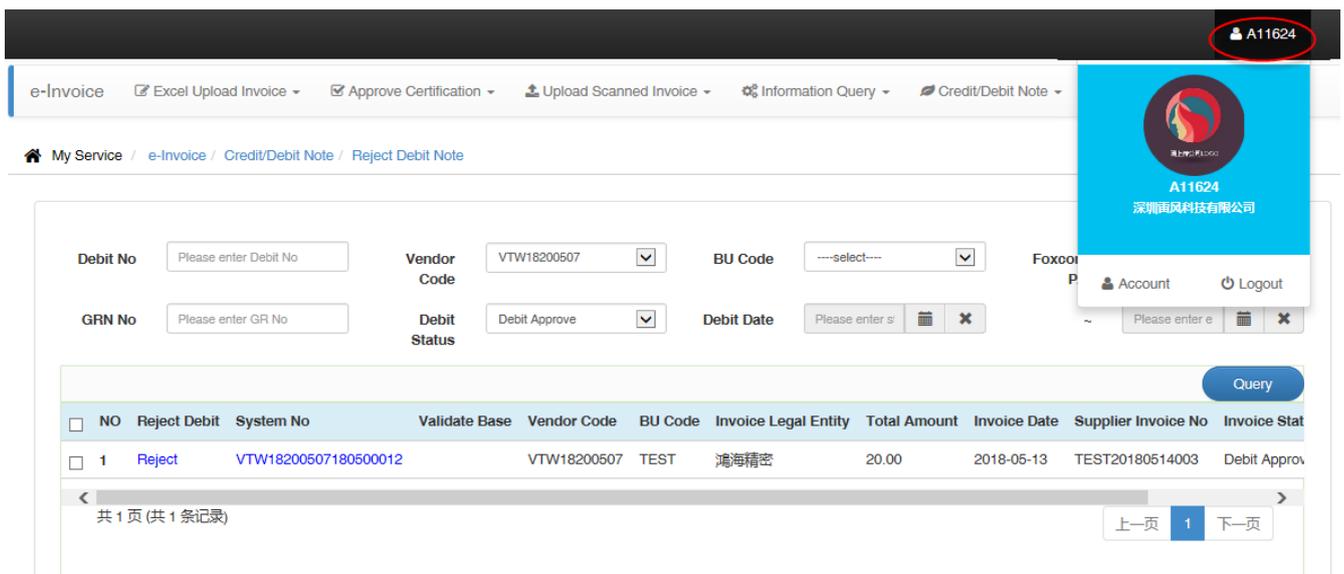
Click on the personal account icon in the upper left corner in the red circle and click "Account " in the expanded picture.

平台主账号：	A11624
Sub-Service Account：	einvoice : vtw18200507-srm
Vendor Code：	
Real Name：	HONDA PRIN
Gender：	◉ Mister ○ Lady
Mobile Phone：	13333333333
Company Name：	深圳雷风科技有限公司
TEL：	0755-28129188
Duty：	总经理
Email Address：	mark@lei.com

Edit

In the pop-up page, you can view the personal information left in the account application.。

平台主账号：	A11624
Sub-Service Account：	einvoice : vtw18200507-srm
Vendor Code：	
Real Name：	HONDA PRIN
Gender：	◉ Mister ○ Lady
Mobile Phone：	13333333333
Company Name：	深圳雷风科技有限公司
TEL：	0755-28129188
Duty：	总经理
Email Address：	mark@lei.com

Submit   Cancel

Click "Edit", you can modify the information, and then click Submit to save the modified records.

3.5.2 Change Password

In the account information page, select the "Account Security" sub menu to enter the password modification page. Enter old password、new password and confirm new password, if the new password meets the system requirement, password will be modified successfully.