



# MINMAX SRS e-Invoice User Manual

For Supplier



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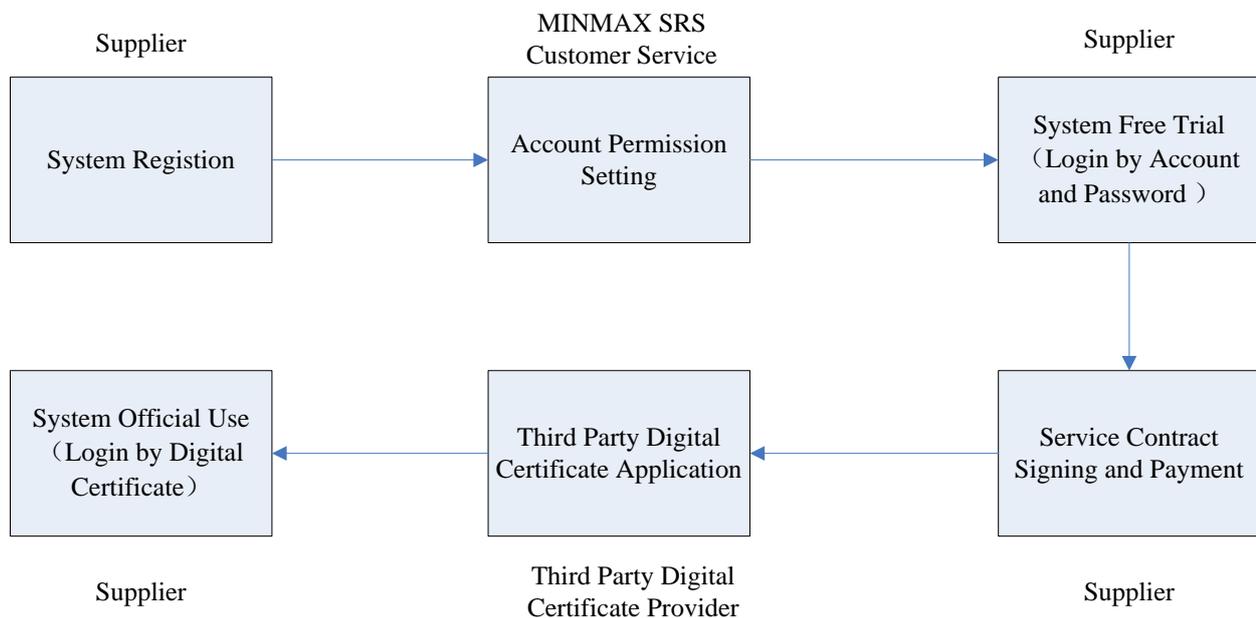
## 1. System Introduction

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



### 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 Registration



In the main page, click “Register” button.

Account Info	<input type="text"/>
Mobile Phone	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>
Company Name	<input type="text" value="Same as BL or BRC"/>
Vendor Code	<input type="text"/>
Real Name	<input type="text"/>
Duty	<input type="text"/>
Email Address	<input type="text"/>

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.

钜商链 MinMaxSRS Welcome To Register

Account Info

Mobile Phone

Password

Confirm Password

Company Name

Vendor Code

Real Name

Duty

Email Address

I have read and agreed [Registration Policy](#)

Submit

**提示信息**

注册成功，现在去登录！

确定 取消

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

### 3.2 System Login

语言/Language Login Register

Home About Platform Service Bid Transfer Notice

钜商链 MinMaxSRS

一站式智慧供应链协同赋能平台

全方位在线协同  
与供应商建立长期紧密的业务关系，通过双方资源整合来共同开拓市场。

**Login Certificate**

用户名

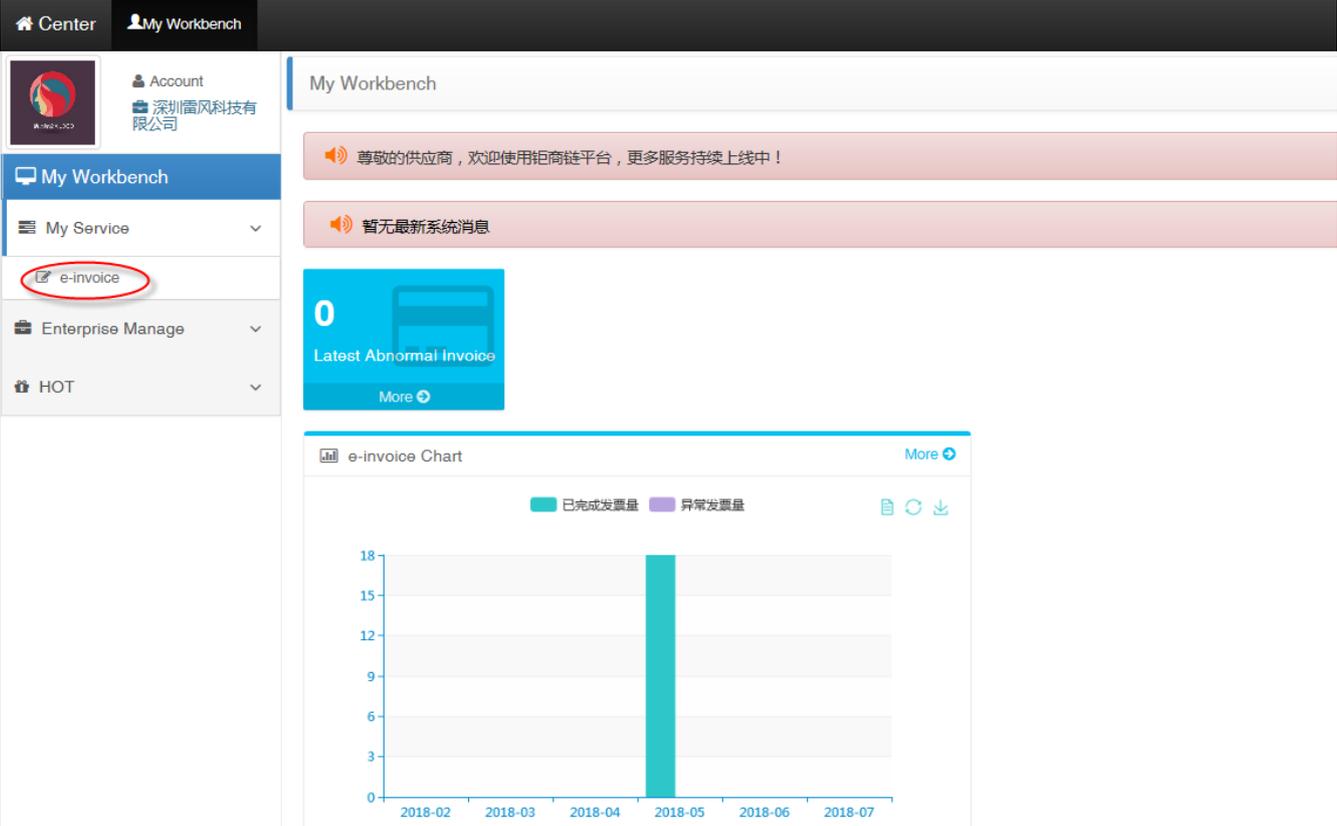
密码

EAT48 验证码

Register | Forgot Password

Login

Input user name, password, and verification code, then click the login button to login.



Center My Workbench

Account 深圳雷风科技有限公司

My Workbench

My Service

**e-invoice**

Enterprise Manage

HOT

My Workbench

尊敬的供应商, 欢迎使用钜商链平台, 更多服务持续上线中!

暂无最新系统消息

0 Latest Abnormal Invoice

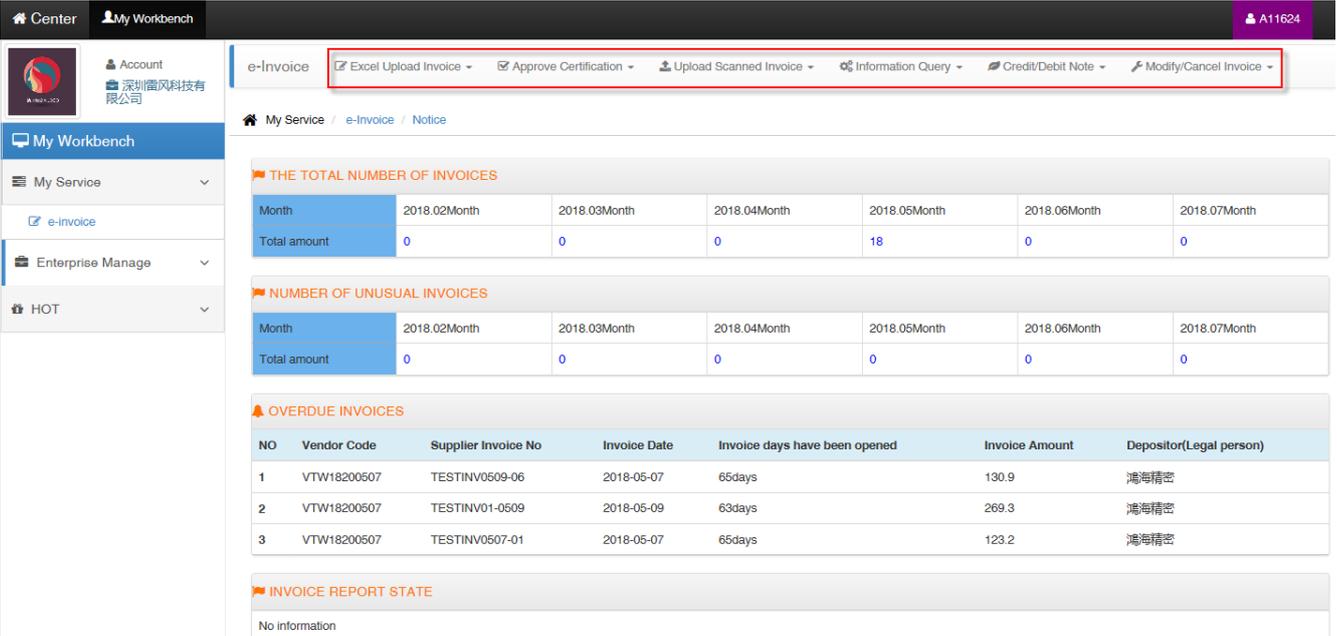
More

e-invoice Chart

已完成发票量 异常发票量

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	18	0	0

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.



Center My Workbench A11624

e-Invoice

Excel Upload Invoice Approve Certification Upload Scanned Invoice Information Query Credit/Debit Note Modify/Cancel Invoice

My Service e-Invoice / Notice

THE TOTAL NUMBER OF INVOICES

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	18	0	0

NUMBER OF UNUSUAL INVOICES

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

OVERDUE INVOICES

NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0509-06	2018-05-07	65days	130.9	鸿海精密
2	VTW18200507	TESTINV01-0509	2018-05-09	63days	269.3	鸿海精密
3	VTW18200507	TESTINV0507-01	2018-05-07	65days	123.2	鸿海精密

INVOICE REPORT STATE

No information

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

The screenshot shows the user interface of the MinMaxSRS system. At the top right, there are links for 'Language', 'HONDA PRIN', 'Logout', and 'Favo'. The main navigation bar includes 'Home', 'Center', 'About Platform', 'Service', 'Bid', 'Transfer', and 'Notice'. The user's account information 'A11624' is visible in the top right corner.

The 'My Workbench' section on the left contains a sidebar with 'My Service', 'e-invoice', 'Enterprise Manage', and 'HOT'. The main content area shows the 'Excel Upload Invoice' menu, which is circled in red. The menu options are:
 

- Upload PO-Based Invoice
- Upload GR-Based Invoice
- (non-PO/GR)Excel Upload Invoice

Below the menu, there is a section titled 'NUMBER OF UNUSUAL INVOICES' with a table showing data for months from 2018.02 to 2018.07. The 'Total amount' row shows zeros for all months.

Other sections include 'OVERDUE INVOICES' and 'INVOICE REPORT STATE', both showing 'No information'.

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.

The screenshot shows the 'Download PO-Based Invoice Template' dialog box. The dialog box has a title bar that says 'please choose the BG,BU,Site,Vendor Code and Business model:'. It contains four dropdown menus:
 

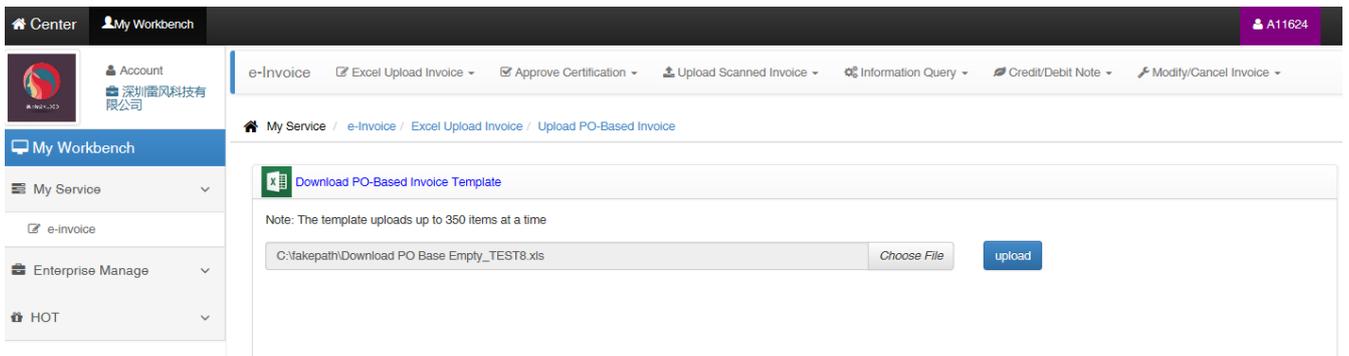
- Site: 能華(LH)
- BG: TEST
- BU: TEST
- Vendor Code: VTW18200507

 There is an 'OK' button at the bottom of the dialog box. The background shows the 'Download PO-Based Invoice Template' button and a 'Choose File...' button in the main interface.

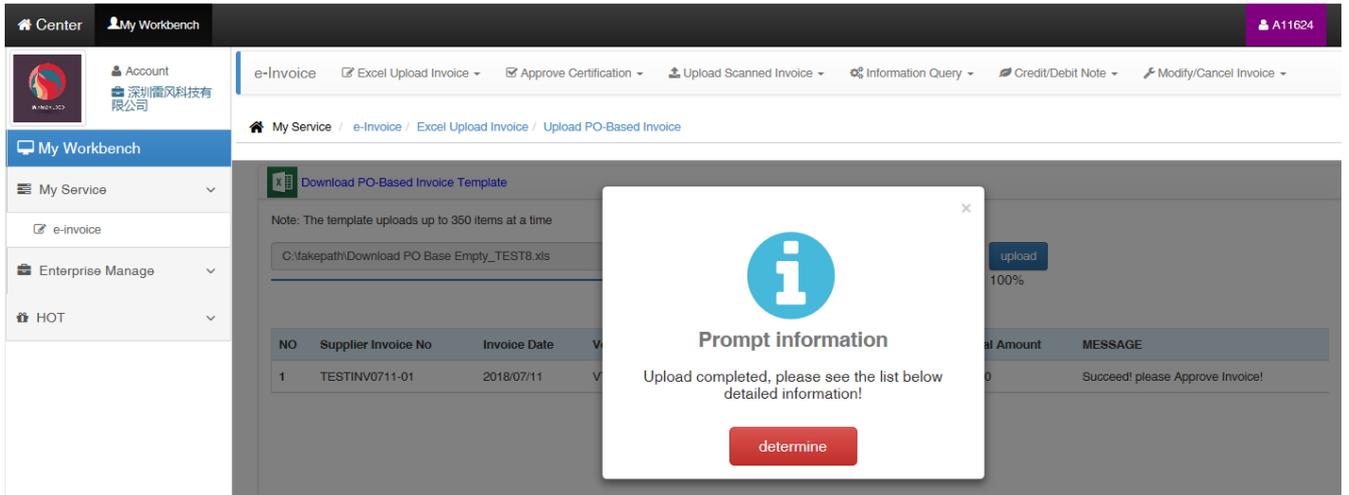
Click "Download PO-Based Invoice Template", select the corresponding BG/BU/Site to download the correct Excel template and then save it to the local computer.

C11									
	A	B	C	D	E	F	G	H	
1	PO-Based Invoice Upload Empty								
2	v4.2								
3	Supplier Invoice No	Supplier Invoice Date	Vendor Code	PO NO	Foxconn P/N	Invoice Quantity	Unit Price	Currency	
4	TESTINV0711-01	2018/07/11	VTW18200507	TESTPO0711-01	TESTPN0711-01	1000	1.13 USD		鸿海精密
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

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

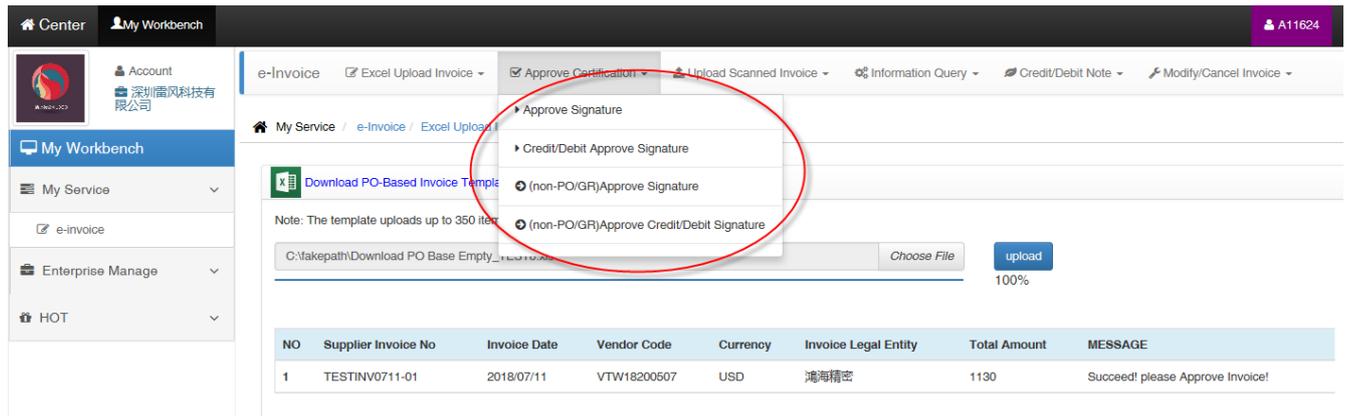


Just finished the Excel template and click the upload button. Notice that the template uploads up to 350 items at a time.

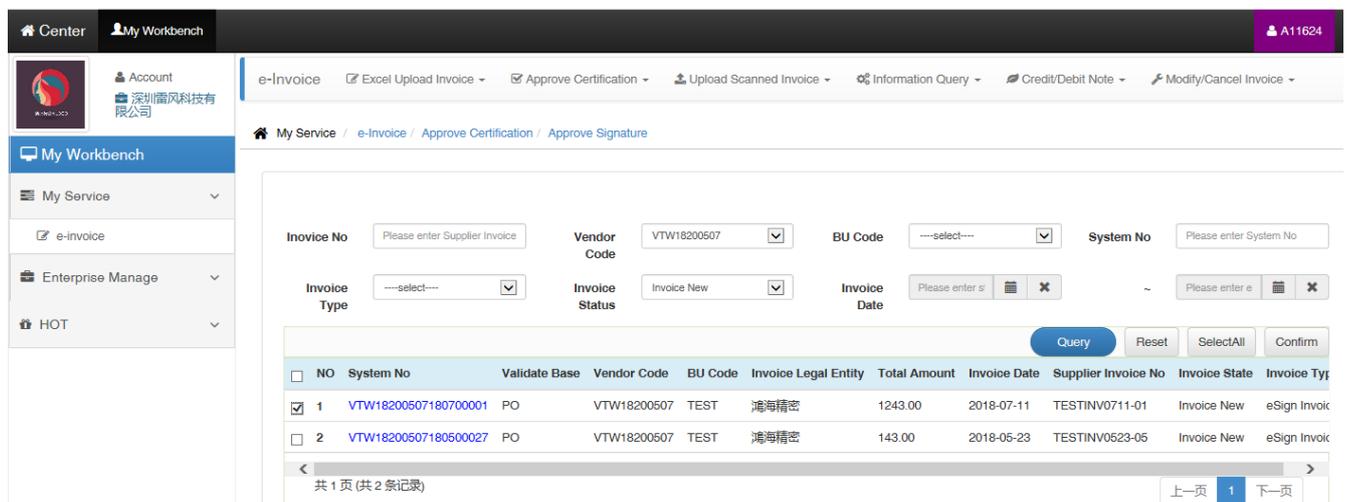


If the data is checked correctly, the system is prompted to upload successfully. If there is any problem when uploading, please find the problem according to the information of the system prompt and re-upload it after the correction.

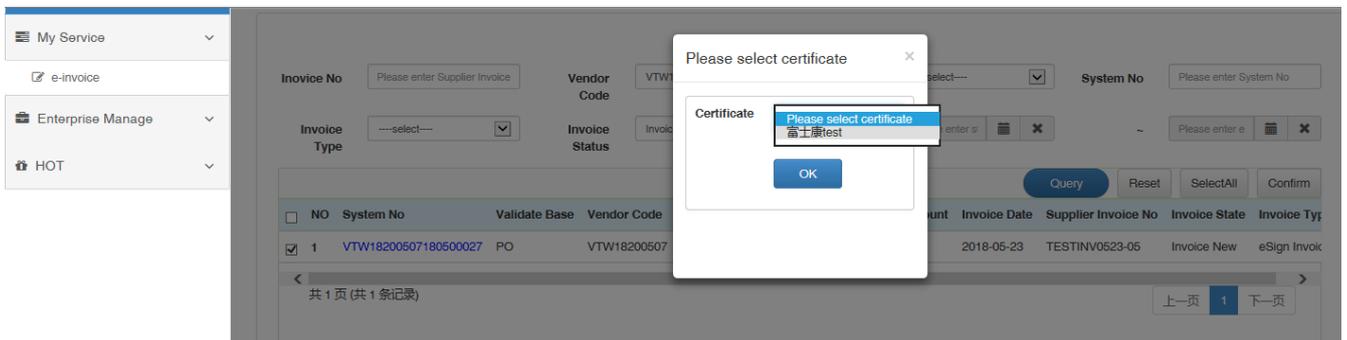
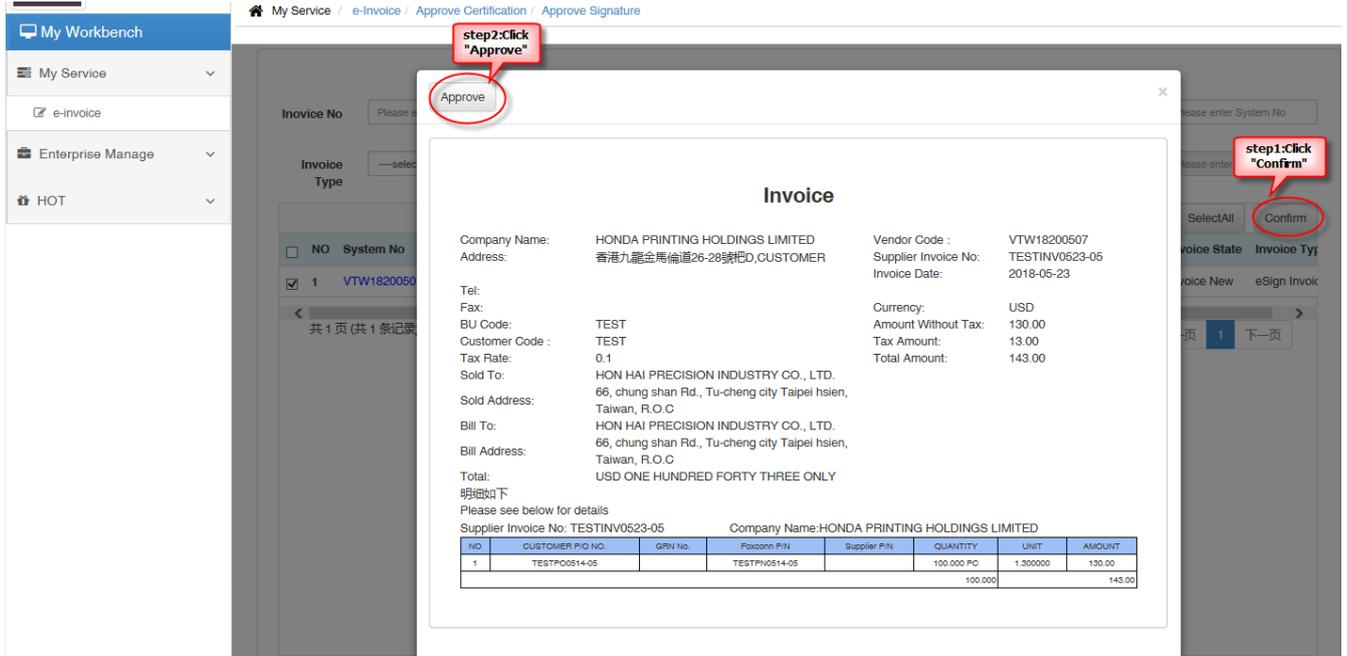
### 3.3.2 Approve Signature



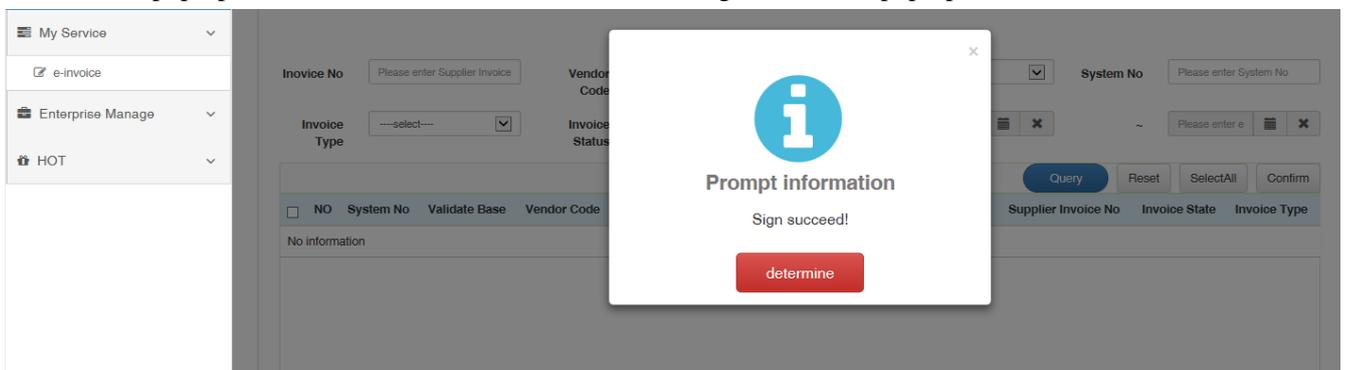
Click on "Approve Certificate", and the submenu includes the functions of "Approve Signature", "Credit/Debit Approve Signature", "(non-PO/GR) Approve Signature", "(non-PO/GR) Credit/Debit Approve Signature" and so on. The "Approve Signature" is used for the raw material invoice . "(non-PO/GR) Approve 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

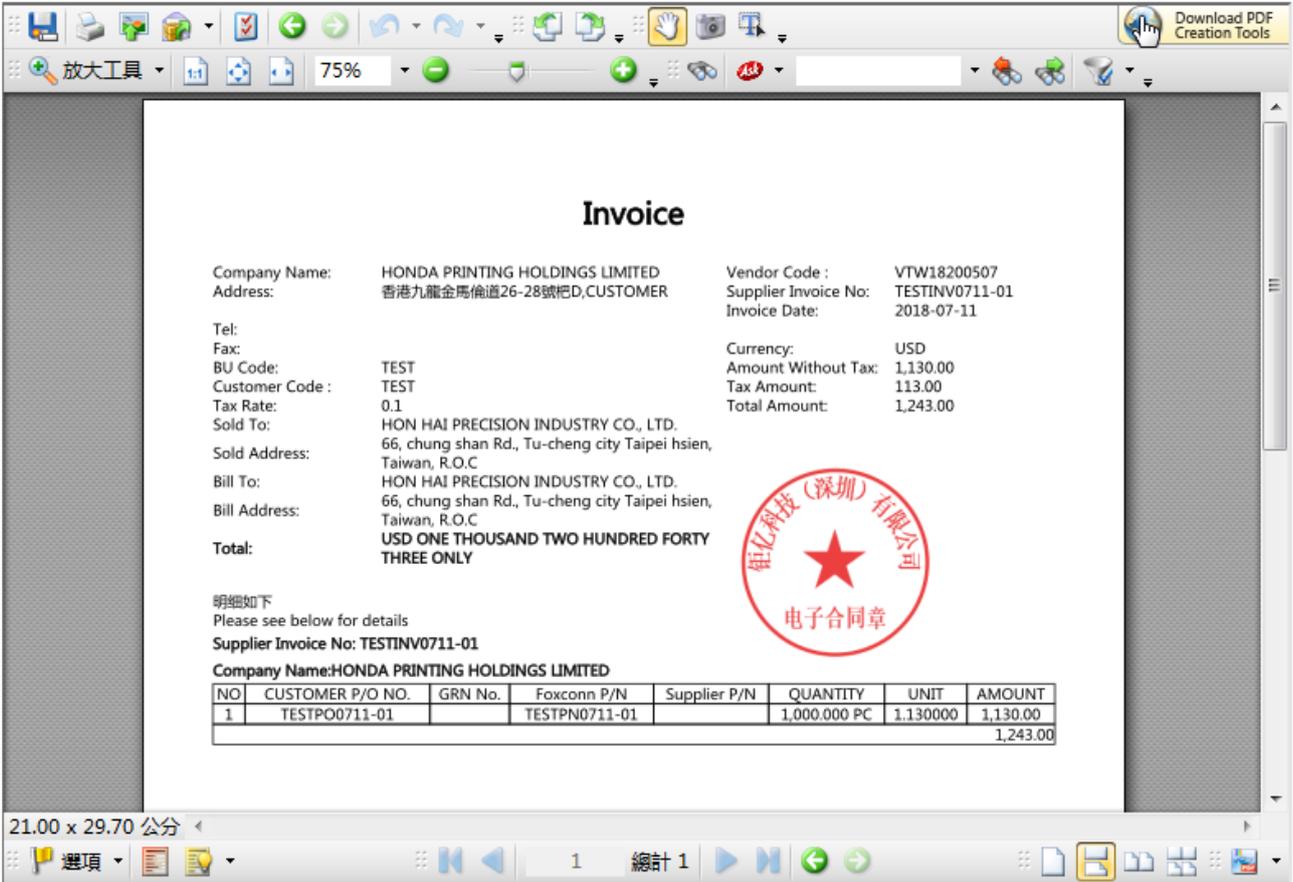


Select the invoice(s) need to be approved, click the right top "Confirm", and then click "Approve" in the upper left corner at the pop-up window1, and then select the user of the signature in the pop-up window2 and click "OK".



If verification is OK, system will prompt signing is successful, and the invoice status is changed from "Invoice New" to "Invoice Confirm".

d605220c-3713-44d7-b582-fd04ab768660.pdf



**Invoice**

Company Name: HONDA PRINTING HOLDINGS LIMITED      Vendor Code : VTW18200507  
 Address: 香港九龍金馬倫道26-28號B,D,CUSTOMER      Supplier Invoice No: TESTINV0711-01  
 Invoice Date: 2018-07-11

Tel:      Currency: USD  
 Fax:      Amount Without Tax: 1,130.00  
 BU Code: TEST      Tax Amount: 113.00  
 Customer Code : TEST      Total Amount: 1,243.00  
 Tax Rate: 0.1

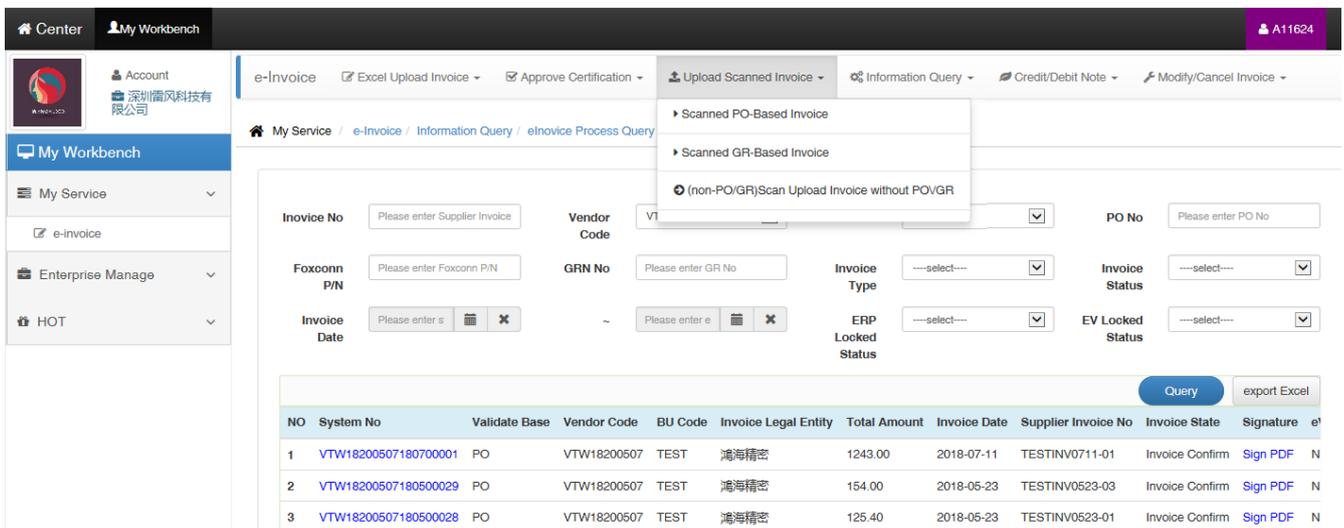
Sold To: HON HAI PRECISION INDUSTRY CO., LTD.  
 66, chung shan Rd., Tu-cheng city Taipei hsien,  
 Taiwan, R.O.C  
 Sold Address:      Bill To: HON HAI PRECISION INDUSTRY CO., LTD.  
 66, chung shan Rd., Tu-cheng city Taipei hsien,  
 Taiwan, R.O.C  
 Bill Address:      Total: USD ONE THOUSAND TWO HUNDRED FORTY  
 THREE ONLY

明細如下  
 Please see below for details  
 Supplier Invoice No: TESTINV0711-01  
 Company Name:HONDA PRINTING HOLDINGS LIMITED

NO	CUSTOMER P/O NO.	GRN No.	Foxconn P/N	Supplier P/N	QUANTITY	UNIT	AMOUNT
1	TESTPO0711-01		TESTPN0711-01		1,000.000	PC	1,130.00
							1,243.00

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

### 3.3.3 Upload Scanned Invoice



Center    My Workbench    Account    深圳钜亿科技有限公司    A11624

e-Invoice    Excel Upload Invoice    Approve Certification    **Upload Scanned Invoice**    Information Query    Credit/Debit Note    Modify/Cancel Invoice

My Service / e-Invoice / Information Query / elnvoice Process Query

Scanned PO-Based Invoice  
 Scanned GR-Based Invoice  
 (non-PO/GR)Scan Upload Invoice without POVGR

Invoice No: Please enter Supplier Invoice    Vendor Code: VTW18200507    PO No: Please enter PO No

Foxconn P/N: Please enter Foxconn P/N    GRN No: Please enter GR No    Invoice Type: ---select---    Invoice Status: ---select---

Invoice Date: Please enter s: [ ] [x]    ERP Locked Status: ---select---    EV Locked Status: ---select---

NO	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Signature	e
1	VTW18200507180700001	PO	VTW18200507	TEST	鴻海精密	1243.00	2018-07-11	TESTINV0711-01	Invoice Confirm	Sign PDF	N
2	VTW18200507180500029	PO	VTW18200507	TEST	鴻海精密	154.00	2018-05-23	TESTINV0523-03	Invoice Confirm	Sign PDF	N
3	VTW18200507180500028	PO	VTW18200507	TEST	鴻海精密	125.40	2018-05-23	TESTINV0523-01	Invoice Confirm	Sign PDF	N

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.

My Service / e-Invoice / Upload Scanned Invoice / Scanned PO-Based Invoice

POInvoice Header

Vendor Code: VTW18200507 BU Code: TEST

Foxconn Legal Entity: 鴻海精密 Invoice Date: Please enter the invoice date

Invoice No: Please enter Supplier Invoice No Currency: USD

Choose File... Choose File upload

Attention : The File Format Must Be [PDF,JPG,JPEG,GIF,BMP,TIF,GIFF]

Tax Rate: 0 % Amount Without Tax: 0.00 OK

Tax Amount: 0.00 Confirm Tax Amt

POInvoice Item

Add Item	Item No	PO No *	Part No *	Remarks	Qty *	Invoice Price *	UOM *	Currency	Item Amount
Remove	1							USD	0.00

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.

POInvoice Header

Vendor Code: VTW18200507 BU Code: TEST

Foxconn Legal Entity: 鴻海精密 Invoice Date: 2018/07/11

Invoice No: TESTINV02-0711 Currency: USD

Choose File... 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



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
Invoice No	TESTINV02-0711	Currency	USD

C:\fakepath\u26.JPG

**Attention : The File Format Must Be [PDF,JPG,JPEG,GIF,BMP,TIF,GIFF]**

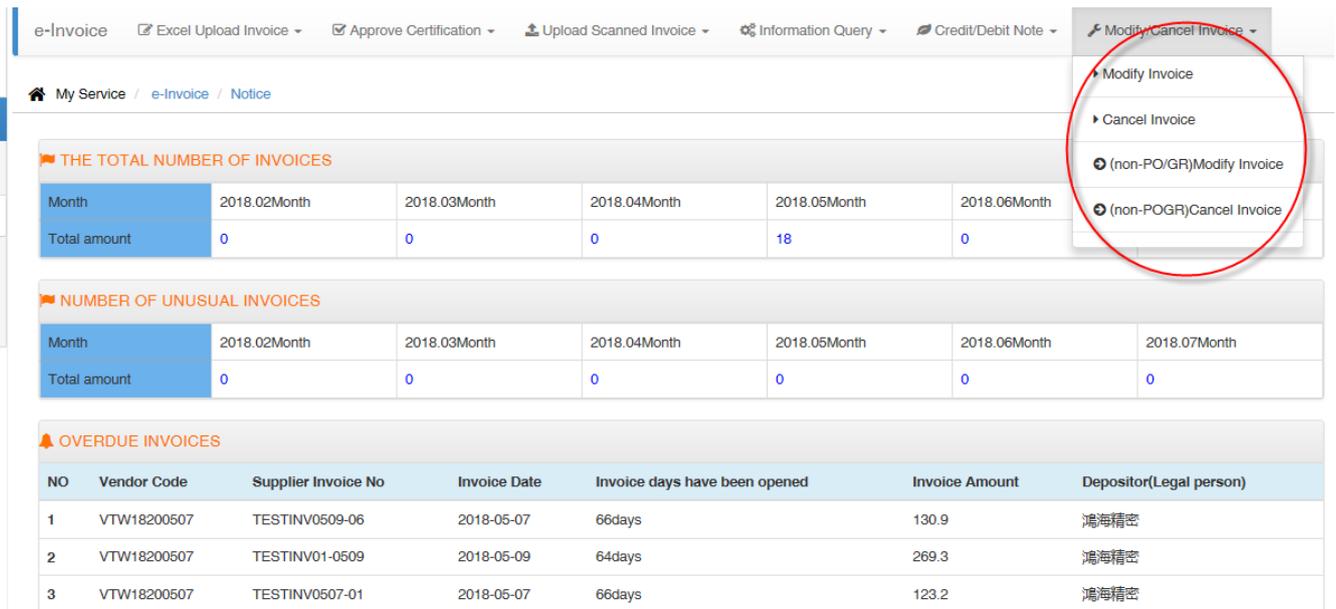
Tax Rate	17 %	Amount Without Tax	230.17	<input type="button" value="OK"/>
Tax Amount	39.13	<input type="button" value="Confirm Tax Amt"/>		

POInvoice Item

Add Item	Item No	PO No *	Part No *	Remarks	Qty *	Invoice Price *	UOM *	Currency	Item Amount
<input type="button" value="Remove"/>	1	TESTPO01-0711	TESTPN01-0711	<input type="button" value="Remove"/>	100	1.12	PC	USD	112.00
<input type="button" value="Remove"/>	2	TESTPO01-0711	TESTPN02-0711	<input type="button" value="Remove"/>	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



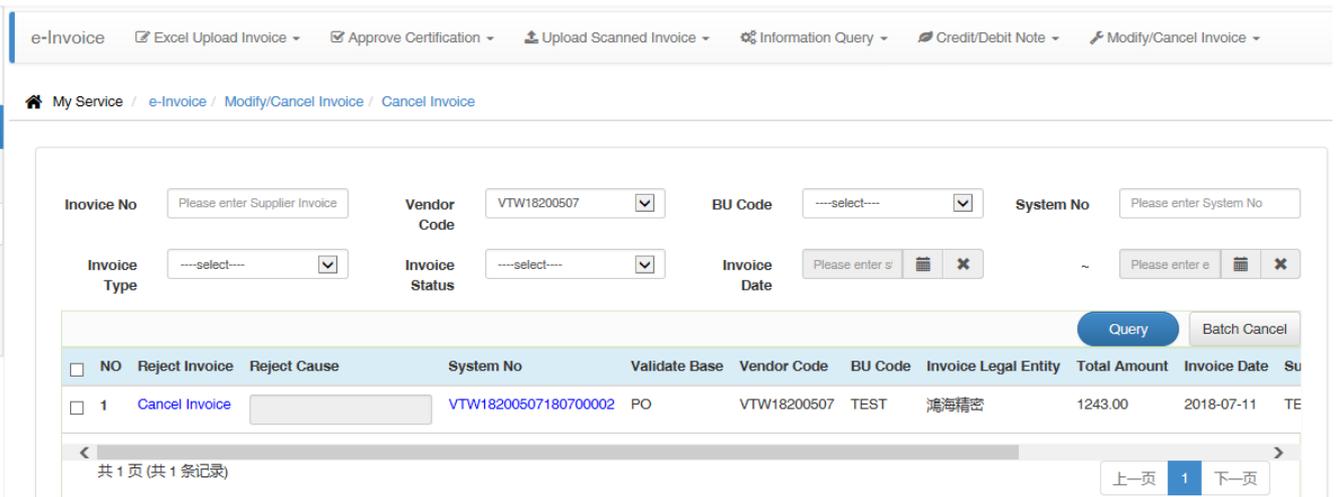
The screenshot shows the 'Modify/Cancel Invoice' dropdown menu with options: Modify Invoice, Cancel Invoice, (non-PO/GR)Modify Invoice, and (non-POGR)Cancel Invoice. Below the menu are three summary tables:

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month
Total amount	0	0	0	18	0

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0509-06	2018-05-07	66days	130.9	鸿海精密
2	VTW18200507	TESTINV01-0509	2018-05-09	64days	269.3	鸿海精密
3	VTW18200507	TESTINV0507-01	2018-05-07	66days	123.2	鸿海精密

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".



The screenshot shows the 'Cancel Invoice' form with fields for Invoice No, Vendor Code, BU Code, System No, Invoice Type, Invoice Status, and Invoice Date. Below the form is a table with a 'Query' button and a 'Batch Cancel' button. The table contains one record:

NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Su
1	Cancel Invoice		VTW1820050718070002	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE

共 1 页 (共 1 条记录)

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.

Invoice No:  Vendor Code:  BU Code:  System No:

Invoice Type:  Invoice Status:  Invoice Date:  ~

<input type="checkbox"/>	NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Su
<input type="checkbox"/>	1	<a href="#">Save</a>	<input type="text" value="Error"/>	<a href="#">VTW18200507180700002</a>	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE

共 1 页 (共 1 条记录) 上一页 1 下一页

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

My Service / e-Invoice / [Modify/Cancel Invoice](#) / [Cancel Invoice](#)



**Prompt information**

Confirm to save?

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

Invoice No:  Vendor Code:  BU Code:  System No:

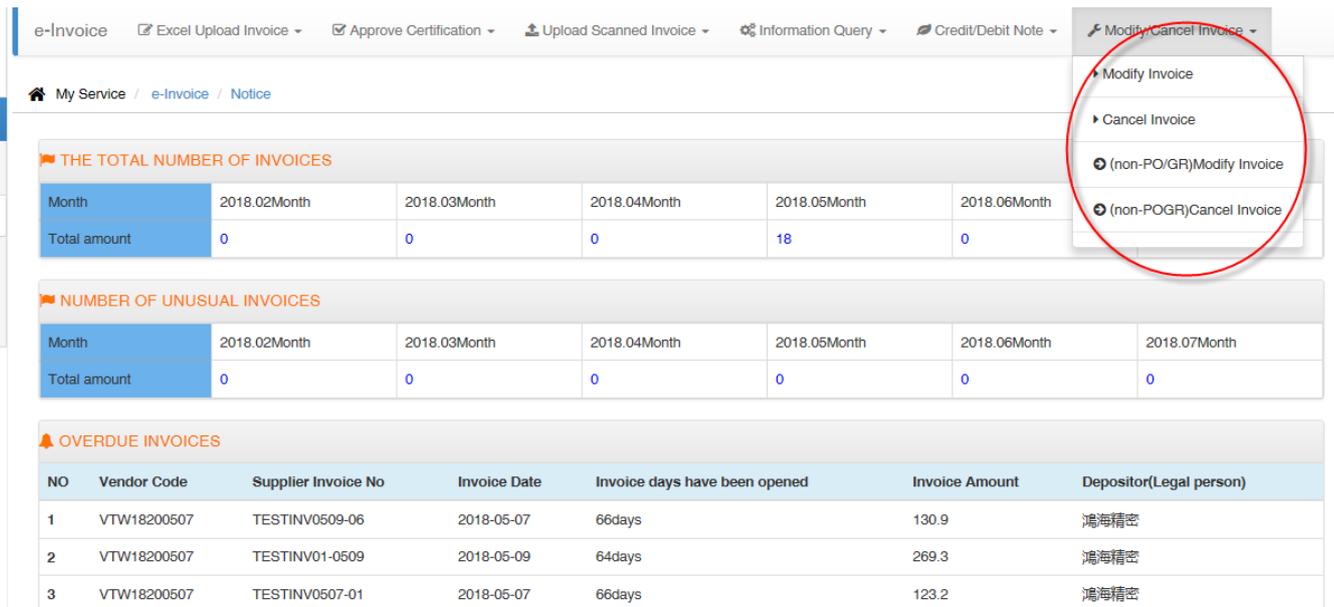
Invoice Type:  Invoice Status:  Invoice Date:  ~

<input type="checkbox"/>	NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Su
<input checked="" type="checkbox"/>	1	<a href="#">Save</a>	<input type="text" value="Error"/>	<a href="#">VTW18200507180700005</a>	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE
<input checked="" type="checkbox"/>	2	<a href="#">Save</a>	<input type="text" value="Error"/>	<a href="#">VTW18200507180700004</a>	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE
<input checked="" type="checkbox"/>	3	<a href="#">Save</a>	<input type="text" value="Error"/>	<a href="#">VTW18200507180700003</a>	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE
<input checked="" type="checkbox"/>	4	<a href="#">Save</a>	<input type="text" value="Error"/>	<a href="#">VTW18200507180700002</a>	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TE

共 1 页 (共 4 条记录) 上一页 1 下一页

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



Navigation: e-Invoice | Excel Upload Invoice | Approve Certification | Upload Scanned Invoice | Information Query | Credit/Debit Note | **Modify/Cancel Invoice**

My Service / e-Invoice / Notice

**THE TOTAL NUMBER OF INVOICES**

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month
Total amount	0	0	0	18	0

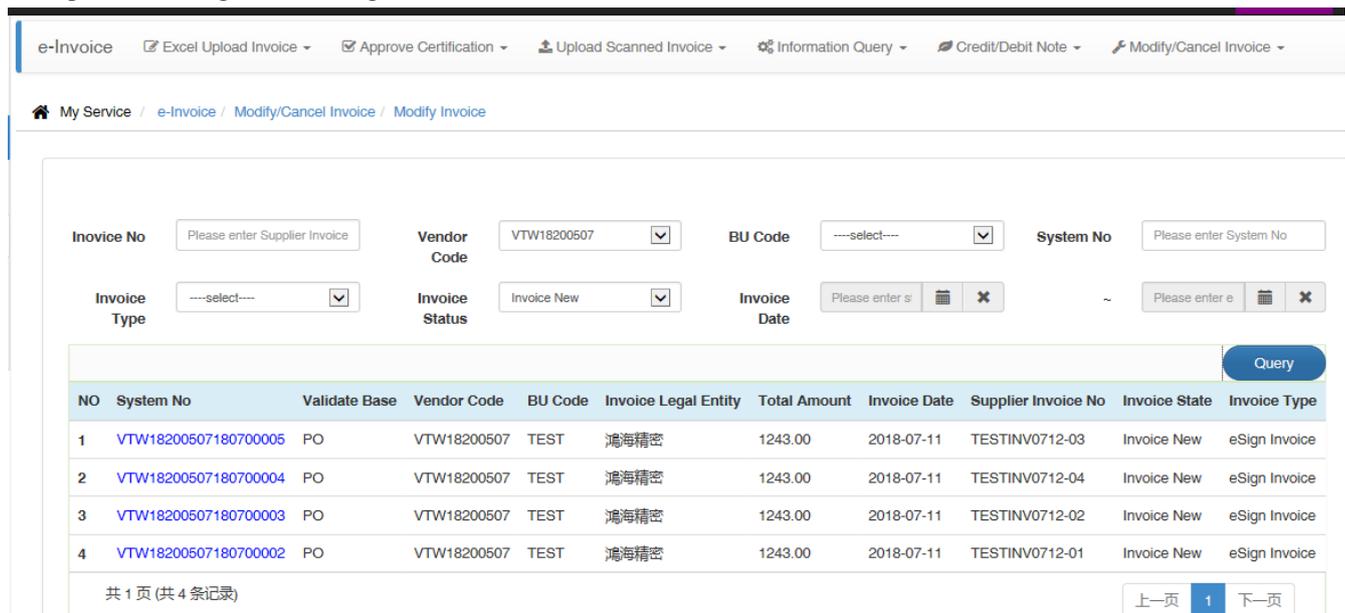
**NUMBER OF UNUSUAL INVOICES**

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

**OVERDUE INVOICES**

NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0509-06	2018-05-07	66days	130.9	鸿海精密
2	VTW18200507	TESTINV01-0509	2018-05-09	64days	269.3	鸿海精密
3	VTW18200507	TESTINV0507-01	2018-05-07	66days	123.2	鸿海精密

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 "Cancel invoice".



Navigation: e-Invoice | Excel Upload Invoice | Approve Certification | Upload Scanned Invoice | Information Query | Credit/Debit Note | **Modify/Cancel Invoice**

My Service / e-Invoice / Modify/Cancel Invoice / **Modify Invoice**

Invoice No:  Vendor Code:  BU Code:  System No:

Invoice Type:  Invoice Status:  Invoice Date:  ~

NO	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Invoice Type
1	VTW18200507180700005	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TESTINV0712-03	Invoice New	eSign Invoice
2	VTW18200507180700004	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TESTINV0712-04	Invoice New	eSign Invoice
3	VTW18200507180700003	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TESTINV0712-02	Invoice New	eSign Invoice
4	VTW18200507180700002	PO	VTW18200507	TEST	鸿海精密	1243.00	2018-07-11	TESTINV0712-01	Invoice New	eSign Invoice

共 1 页 (共 4 条记录) 上一页 1 下一页

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.

Save Back

**Invoice Header**

Supplier Invoice No	TESTINV0712-03	System No	VTW18200507180700005
Vendor Code	VTW18200507	Supplier abbreviation	HONDA PRIN
Validate Base	PO	Invoice Date	2018/07/11
Invoice State	Invoice New	Amount Without Tax	1130.0
Invoice Legal Entity	鴻海精密	Tax Amount	113.0
Currency	USD	Total Amount	1243.0
Invoice Type	Invoice	Tax Rate	0.1
Remark			

**Invoice Item**

Item No	PO No	Part No	Remarks	Price Base	Qty	Invoice Price	UOM	Item Amount
1	TESTPO0711-01	TESTPN0711-01	TESTPN0711-01	2	1000	1.13	PC	1130.00

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

e-Invoice Excel Upload Invoice Approve Certification Upload Scanned Invoice Information Query Credit/Debit Note Modify/Cancel Invoice

My Service / e-Invoice / Notice

**THE TOTAL NUMBER OF INVOICES**

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	5

**NUMBER OF UNUSUAL INVOICES**

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

**OVERDUE INVOICES**

NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0509-06	2018-05-07	67days	130.9	鴻海精密
2	VTW18200507	TESTINV01-0509	2018-05-09	65days	269.3	鴻海精密
3	VTW18200507	TESTINV0507-01	2018-05-07	67days	123.2	鴻海精密

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.

e-Invoice   Excel Upload Invoice   Approve Certification   Upload Scanned Invoice   Information Query   Credit/Debit Note   Modify/Cancel Invoice

My Service / e-Invoice / Information Query / eInvoice Process Query

Invoice No: TESTINV0712-03   Vendor Code: VTW18200507   BU Code: ---select---   PO No: Please enter PO No

Foxconn P/N: Please enter Foxconn P/N   GRN No: Please enter GR No   Invoice Type: ---select---   Invoice Status: ---select---

Invoice Date: Please enter s   ~   Please enter e   ERP Locked Status: ---select---   EV Locked Status: ---select---

Query   export Excel

NO	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Signature	eVc
1	VTW18200507180700005	PO	VTW18200507	TEST	鸿海精密	1265.00	2018-07-12	TESTINV0712-03	Invoice New	Sign PDF	N

共 1 页 (共 1 条记录)   上一页 1 下一页

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

e-Invoice   Excel Upload Invoice   Approve Certification   Upload Scanned Invoice   Information Query   Credit/Debit Note   Modify/Cancel Invoice

My Service / e-Invoice / Notice

THE TOTAL NUMBER OF INVOICES

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0			5

NUMBER OF UNUSUAL INVOICES

Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

OVERDUE INVOICES

NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0509-06	2018-05-07	67days	130.9	鸿海精密
2	VTW18200507	TESTINV01-0509	2018-05-09	65days	269.3	鸿海精密
3	VTW18200507	TESTINV0507-01	2018-05-07	67days	123.2	鸿海精密

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.

Invoice No:  
 Vendor Code:  
 BU Code:  
 GRN No:

Foxconn P/N:  
 Invoice Type:  
 Invoice Status:  
 PO No:

Invoice Date:  ~  
 ERP Locked Status:  
 EV Locked Status:

<input type="checkbox"/>	NO	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Signature
<input checked="" type="checkbox"/>	1	VTW1820050718070001	PO	VTW18200507	TEST	鴻海精密	1243.00	2018-07-11	TESTINV0711-01	Invoice Confirm	<a href="#">Sign PDF</a>

共 1 页 (共 1 条记录) 上一页 1 下一页

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



## Invoice

Company Name:	HONDA PRINTING HOLDINGS LIMITED	Vendor Code :	VTW18200507
Address:	香港九龍金馬倫道26-28號把D,CUSTOMER	Supplier Invoice No:	TESTINV0711-01
Tel:		Invoice Date:	2018-07-11
Fax:		Currency:	USD
BU Code:	TEST	Amount Without Tax:	1,130.00
Customer Code :	TEST	Tax Amount:	113.00
Tax Rate:	0.1	Total Amount:	1,243.00
Sold To:	HON HAI PRECISION INDUSTRY CO., LTD.		
Sold Address:	66, chung shan Rd., Tu-cheng city Taipei hsien, Taiwan, R.O.C		
Bill To:	HON HAI PRECISION INDUSTRY CO., LTD.		
Bill Address:	66, chung shan Rd., Tu-cheng city Taipei hsien, Taiwan, R.O.C		
Total:	USD ONE THOUSAND TWO HUNDRED FORTY THREE ONLY		



Digitally signed  
By HONDA PRIN  
Date: 2018.07.11 18:20:35

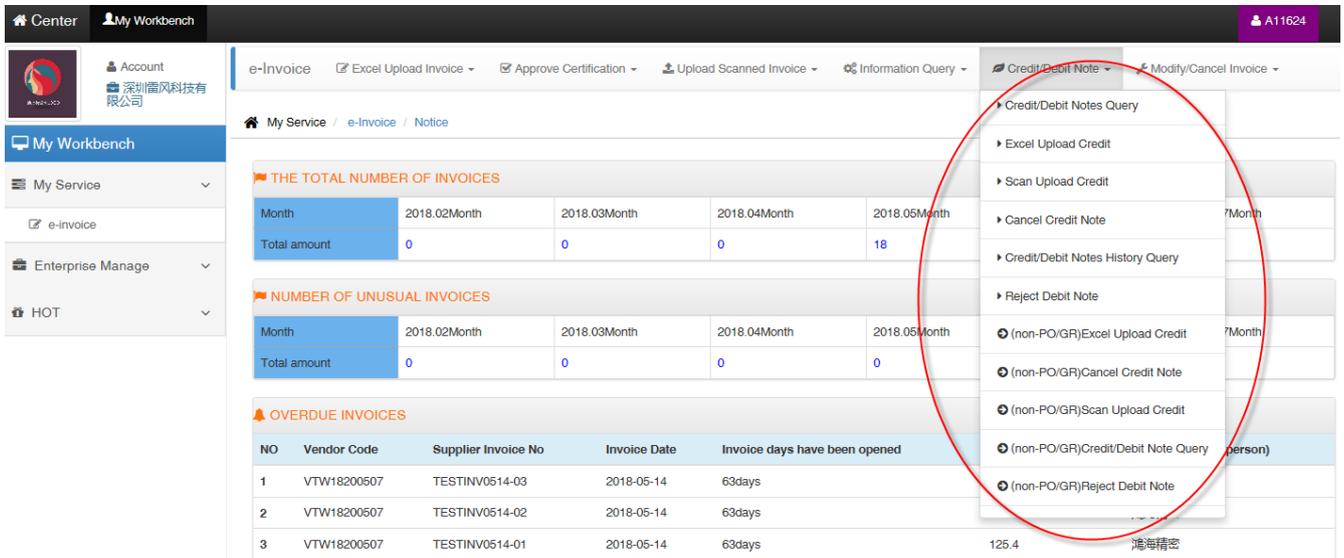
明细如下  
 Please see below for details  
 Supplier Invoice No: TESTINV0711-01      Company Name:HONDA PRINTING HOLDINGS LIMITED

NO	CUSTOMER P/O NO	GRN No	Foxconn P/N	Supplier P/N	QUANTITY	UNIT	AMOUNT
----	-----------------	--------	-------------	--------------	----------	------	--------

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

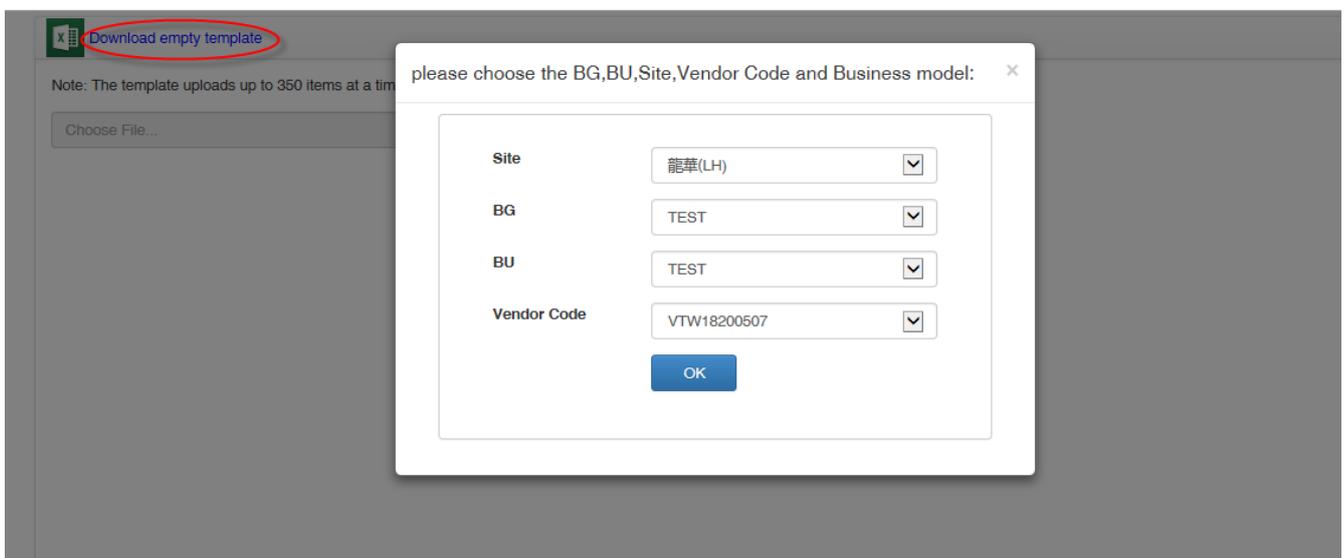
### 3.4 Credit Note & Debit Note

#### 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.

My Service / e-Invoice / Credit/Debit Note / Excel Upload Credit



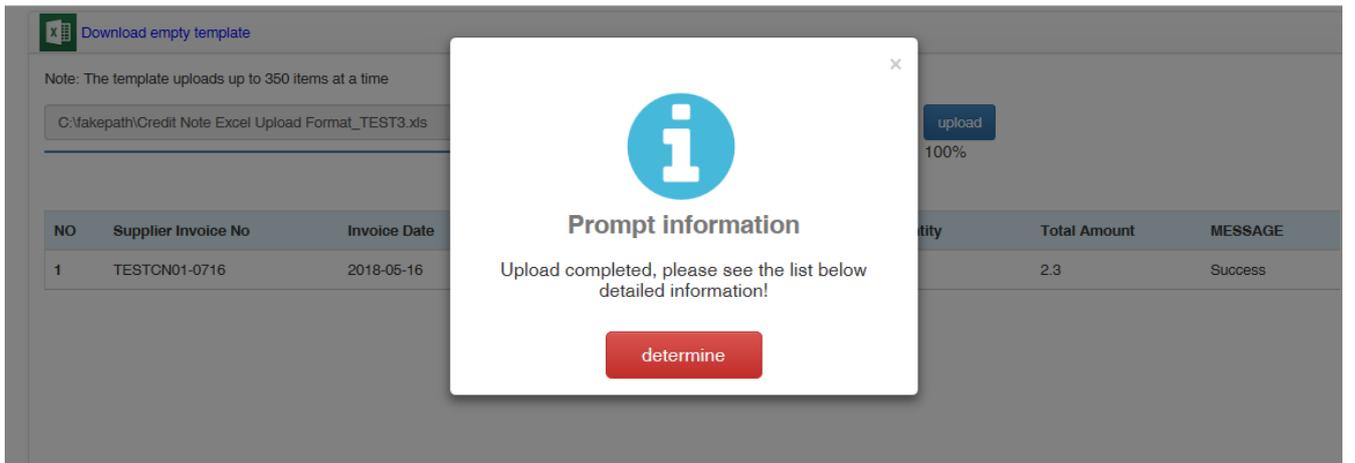
Click "Download empty template", select the corresponding BG/BU/Site to download the correct Excel template and then save it to the local computer.



Credit Note No	Foxconn Legal Entity	BU Code	Vendor Code	Caused by	PO Number	GRN Number	Foxconn P
TESTCN01-0516	鸿海精密	TEST	VTW18200507	费用扣减			

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

[My Service](#) / [e-Invoice](#) / [Credit/Debit Note](#) / [Excel Upload Credit](#)



Note: The template uploads up to 350 items at a time

C:\fakepath\Credit Note Excel Upload Format\_TEST3.xls

NO	Supplier Invoice No	Invoice Date	Quantity	Total Amount	MESSAGE
1	TESTCN01-0716	2018-05-16		2.3	Success

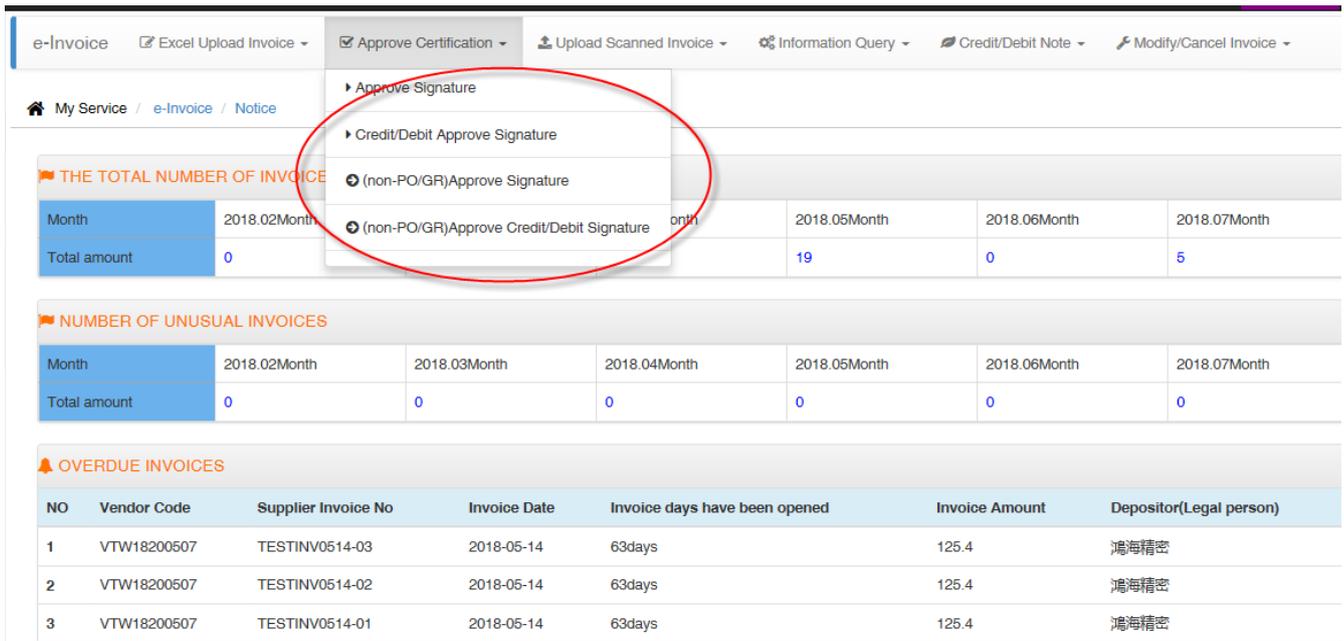
**Prompt information**

Upload completed, please see the list below detailed information!

[determine](#)

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



The screenshot shows the 'Approve Certification' dropdown menu with the following options:

- Approve Signature
- Credit/Debit Approve Signature
- (non-PO/GR) Approve Signature
- (non-PO/GR) Approve Credit/Debit Signature

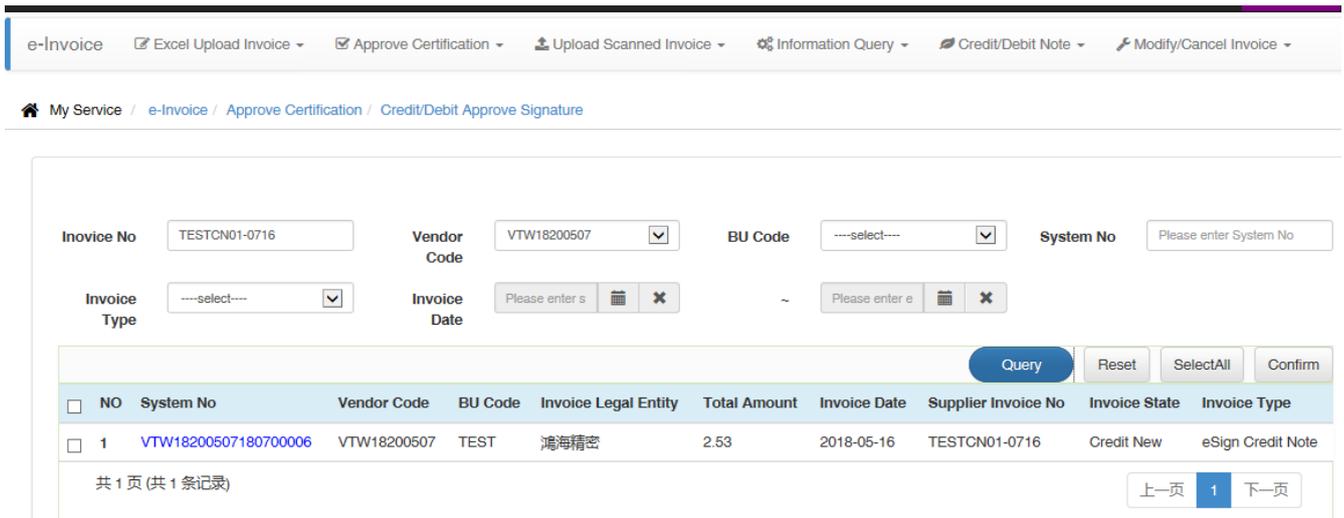
Below the menu, there are three summary tables:

THE TOTAL NUMBER OF INVOICES						
Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0			19	0	5

NUMBER OF UNUSUAL INVOICES						
Month	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total amount	0	0	0	0	0	0

OVERDUE INVOICES						
NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been opened	Invoice Amount	Depositor(Legal person)
1	VTW18200507	TESTINV0514-03	2018-05-14	63days	125.4	鸿海精密
2	VTW18200507	TESTINV0514-02	2018-05-14	63days	125.4	鸿海精密
3	VTW18200507	TESTINV0514-01	2018-05-14	63days	125.4	鸿海精密

Click the "Approve Certification" 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



The screenshot shows the 'Credit/Debit Approve Signature' query interface with the following search criteria:

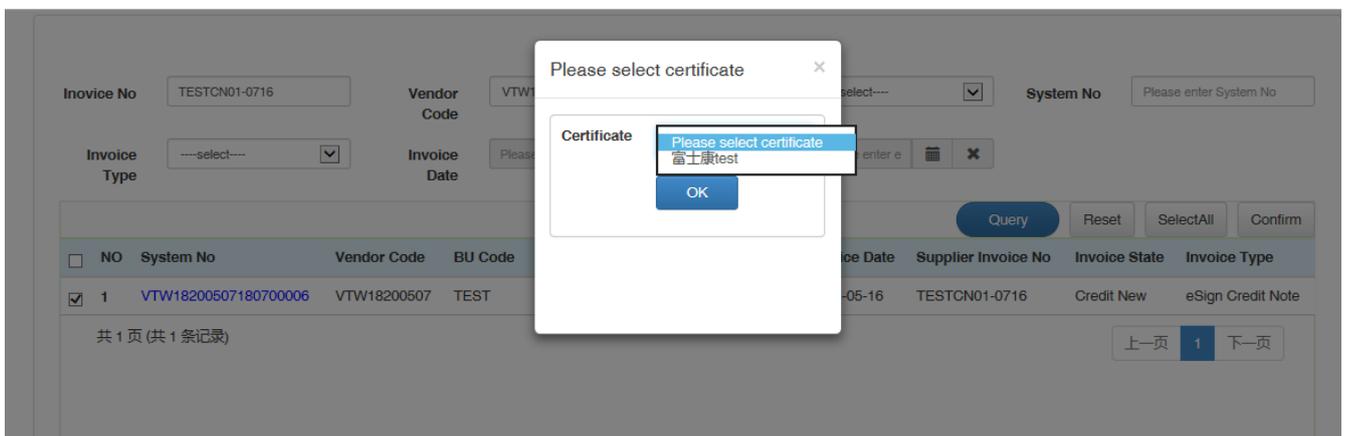
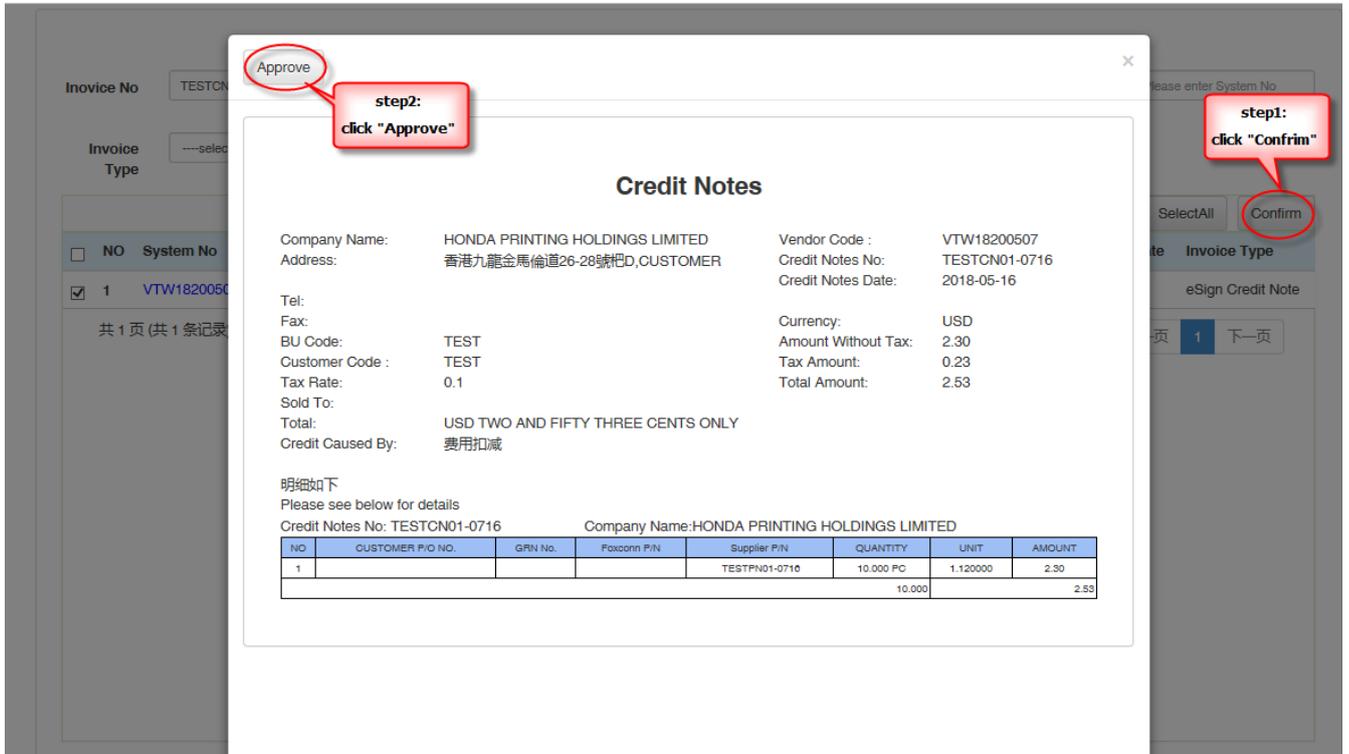
- Invoice No: TESTCN01-0716
- Vendor Code: VTW18200507
- BU Code: ---select---
- System No: Please enter System No
- Invoice Type: ---select---
- Invoice Date: Please enter s [calendar icon] [clear icon]
- Invoice Date: Please enter e [calendar icon] [clear icon]

Below the search criteria, there is a table with one record:

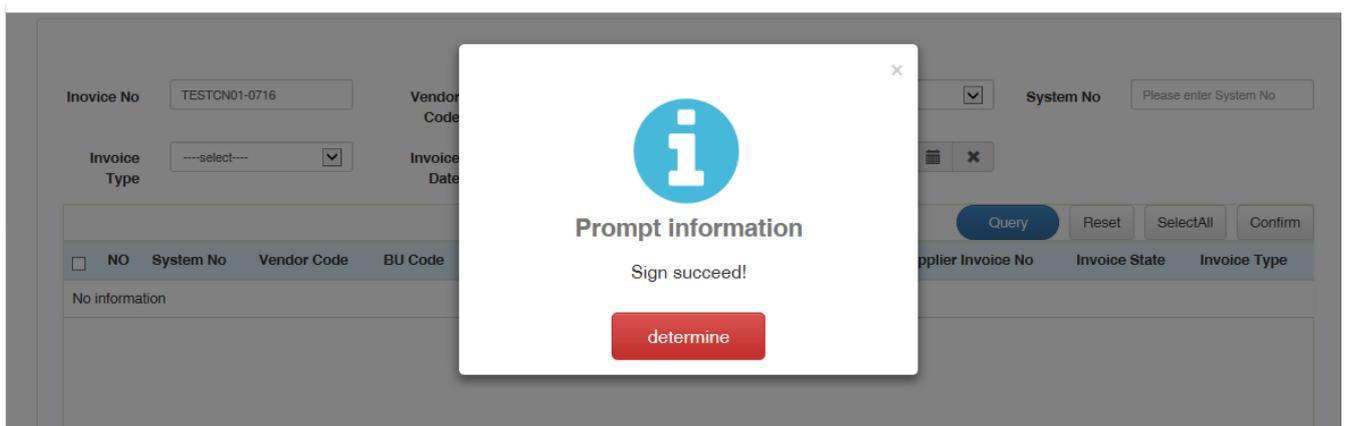
NO	System No	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Invoice Type
1	VTW1820050718070006	VTW18200507	TEST	鸿海精密	2.53	2018-05-16	TESTCN01-0716	Credit New	eSign Credit Note

共 1 页 (共 1 条记录)

Enter the corresponding query conditions to find credit/debit notes requiring signature.

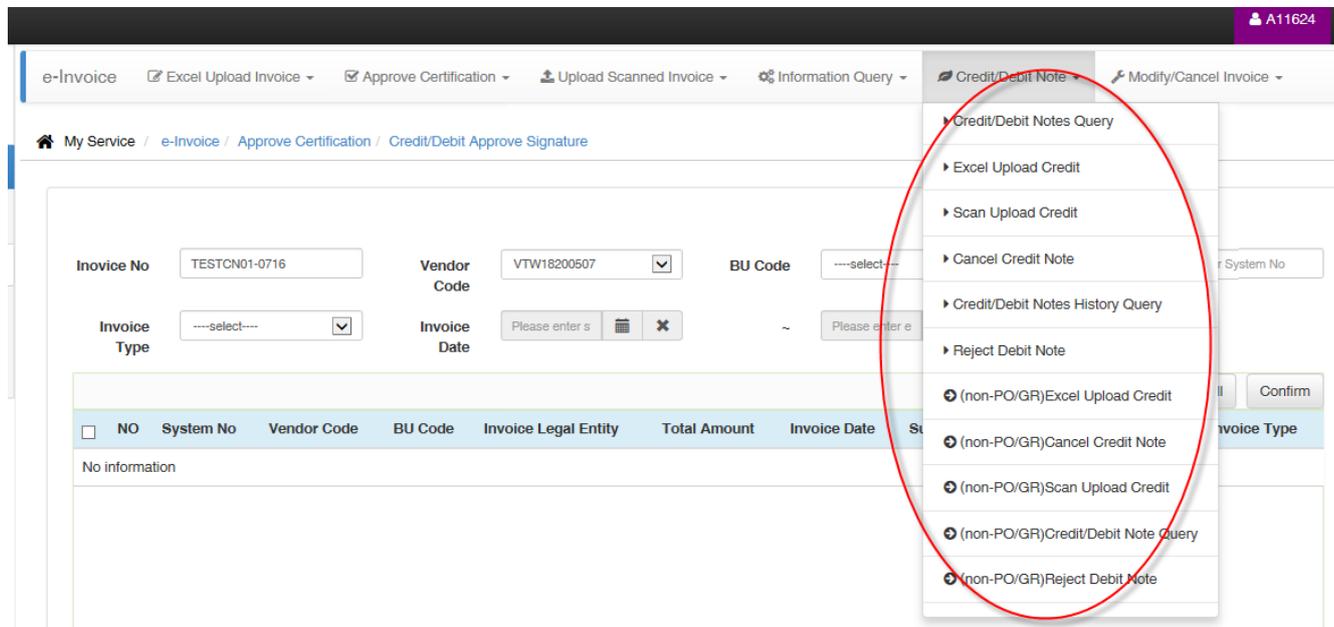


Select the credit/debit note(s) need to be approved, click the right top "Confirm", and then click "Approve" in the upper left corner at the pop-up window1, and then select the user of the signature in the pop-up window2 and click "OK".



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.

#### Credit Header

Vendor Code:  BU Code:

Foxconn Legal Entity:  Credit Date:

Credit No:  Currency:

Choose File...

**Attention : The File Format Must Be [PDF,JPG,JPEG,GIF,BMP,TIF,GIFF]**

Tax Rate:  % Amount Without Tax:

Tax Amount:   Credit Type:

#### Credit Item

Add Item	Item No	PO No	GR Number	Part No	Qty *	Invoice Price *	UOM *	Currency	Item Amount
<a href="#">Remove</a>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="13"/>	<input type="text" value="1.12"/>	<input type="text" value="PC"/>	USD	14.56
<a href="#">Remove</a>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="14"/>	<input type="text" value="2.06"/>	<input type="text" value="PC"/>	USD	28.84

STEP1: Manually fill in the credit note 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.

My Service / e-Invoice / Credit/Debit Note / Scan Upload Credit

Credit Header

Vendor Code: VTW18200507 | BU Code: TEST

Foxconn Legal Entity: 鴻海精密 | Credit Date: 2018/07/16

Credit No: TESTCN02-0716 | Currency: USD

Choose File... | Choose File | upload

**Attention : The File Format Must Be [PDF,JPG,JPEG,GIF,BMP,TIF,GIFF]**

Tax Rate: 15 % | Amount Without Tax: 43.26 (OK)

Tax Amount: 6.49 (Confirm Tax Amt) | Credit Type: Price Difference

Credit Item

Add Item	Item No	PO No	GR Number	Part No	Qty *	Invoice Price *	UOM *	Currency	Item Amount
Remove	1				13	1.12	PC	USD	14.56
Remove	2				14	2.05	PC	USD	28.70

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.

Credit Header

Vendor Code: VTW18200507

Foxconn Legal Entity: 鴻海精密

Credit No: TESTCN02-0716

C:\makepath\lu26.JPG

Attention : The File Format Must Be **[PDF,JPG,JPEG,GIF,BMP,TIF,GIFF]**

Tax Rate: 15 %      Amount Without Tax: 43.26      OK

Tax Amount: 6.49      Confirm Tax Amt      Credit Type: Price Difference

Credit Item

Add Item	Item No	PO No	GR Number	Part No	Qty *	Invoice Price *	UOM *	Currency	Item Amount
Remove	1				13	1.12	PC	USD	14.56
Remove	2				14	2.05	PC	USD	28.70

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

e-Invoice    Excel Upload Invoice    Approve Certification    Upload Scanned Invoice    Information Query    **Credit/Debit Note**    Modify/Cancel Invoice

My Service / e-Invoice / Approve Certification / Credit/Debit Approve Signature

Invoice No: TESTCN01-0716    Vendor Code: VTW18200507    BU Code: ----select----

Invoice Type: ----select----    Invoice Date: Please enter s

System No:    Confirm

NO	System No	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	St	Invoice Type
No information								

- Credit/Debit Notes Query
- Excel Upload Credit
- Scan Upload Credit
- Cancel Credit Note**
- Credit/Debit Notes History Query
- Reject Debit Note
- (non-PO/GR)Excel Upload Credit
- (non-PO/GR)Cancel Credit Note
- (non-PO/GR)Scan Upload Credit
- (non-PO/GR)Credit/Debit Note Query
- (non-PO/GR)Reject Debit Note

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.

My Service / e-Invoice / Credit/Debit Note / Cancel Credit Note

Credit No: 
 Vendor Code: 
 BU Code: 
 System No:

Credit Type: 
 Credit Status: 
 Credit Date:

NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier
1	<a href="#">Cancel Invoice</a>	<input type="text"/>	VTW18200507180500031		VTW18200507	TEST	鸿海精密	8.36	2018-05-21	TESTC

共 1 页 (共 1 条记录) 上一页 1 下一页

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.

My Service / e-Invoice / Credit/Debit Note / Cancel Credit Note

Credit No: 
 Vendor Code: 
 BU Code: 
 System No:

Credit Type: 
 Credit Status: 
 Credit Date:

NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier
1	<a href="#">Save</a>	<input type="text" value="Error"/>	VTW18200507180500031		VTW18200507	TEST	鸿海精密	8.36	2018-05-21	TESTC

共 1 页 (共 1 条记录) 上一页 1 下一页

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

My Service / e-Invoice / Credit/Debit Note / Cancel Credit Note



**Prompt information**

Confirm to save?

Credit No: 
 Vendor Code: 
 BU Code: 
 System No:

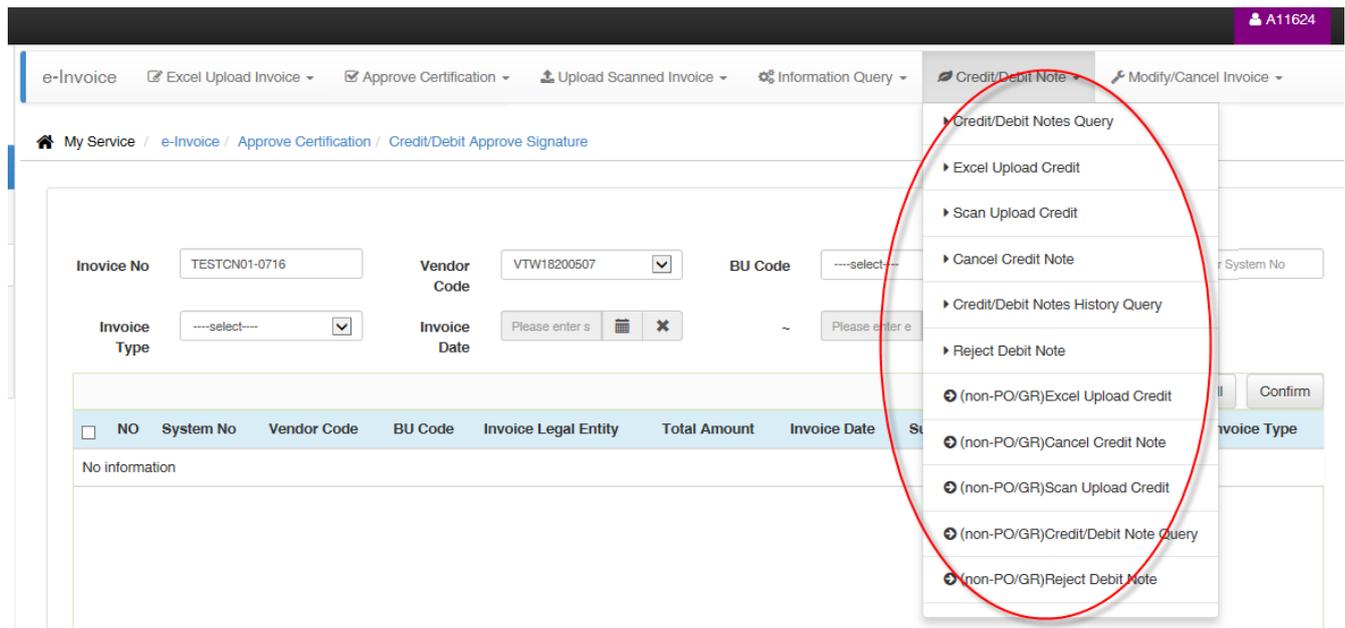
Credit Type: 
 Credit Status: 
 Credit Date:

NO	Reject Invoice	Reject Cause	System No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier
1	<a href="#">Save</a>	<input type="text" value="Error"/>	VTW18200507180500031		VTW18200507	TEST	鸿海精密	8.36	2018-05-21	TESTC

共 1 页 (共 1 条记录) 上一页 1 下一页

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.

My Service / e-Invoice / Credit/Debit Note / Credit/Debit Notes Query

Credit/Debit No:  Vendor Code:  BU Code:  Foxconn P/N:

Invoice Status:  EV Looked Status:  ERP Locked Status:  GRN No:

Credit/Debit Date:  ~   [export Excel](#)

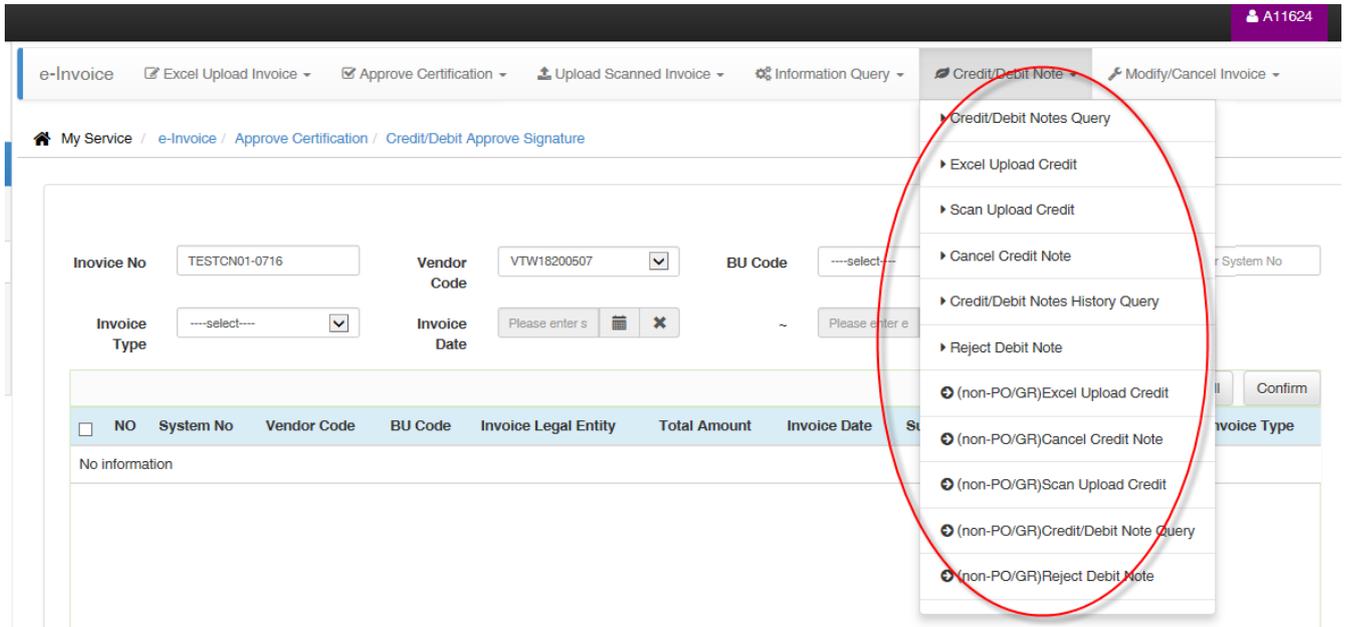
NO	System No	Credit/Debit Type	Supplier abbreviation	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Credit/Debit Date	Supplier Invoice No
1	VTW18200507180700007	Scan Credit Note	HONDA PRIN	VTW18200507	TEST	鸿海精密	49.75	2018-07-16	TESTCN02-0716
2	VTW18200507180700006	eSign Credit Note	VTW18200507	VTW18200507	TEST	鸿海精密	2.53	2018-05-16	TESTCN01-0716
3	VTW18200507180500031	eSign Credit Note	VTW18200507	VTW18200507	TEST	鸿海精密	8.36	2018-05-21	TESTCN02-0523
4	VTW18200507180500030	eSign Credit Note	VTW18200507	VTW18200507	TEST	鸿海精密	2.53	2018-05-21	TESTCN01-0523
5	VTW18200507180500024	eSign Credit Note	VTW18200507	VTW18200507	TEST	鸿海精密	2.53	2018-05-21	TESTCN01-0521
6	VTW18200507180500022	eSign Credit Note	VTW18200507	VTW18200507	TEST	鸿海精密	2.53	2018-05-16	TESTCN01-0516
7	VTW18200507180500021	eSign Debit Note	VTW18200507	VTW18200507	TEST	鸿海精密	20.00	2018-05-13	TEST20180514002
8	VTW18200507180500020	eSign Debit Note	VTW18200507	VTW18200507	TEST	鸿海精密	20.00	2018-05-13	TEST20180514009
9	VTW18200507180500019	eSign Debit Note	VTW18200507	VTW18200507	TEST	鸿海精密	20.00	2018-05-13	TEST20180514010
10	VTW18200507180500018	eSign Debit Note	VTW18200507	VTW18200507	TEST	鸿海精密	20.00	2018-05-13	TEST20180514011

共 2 页 (共 18 条记录) < 1 2 >

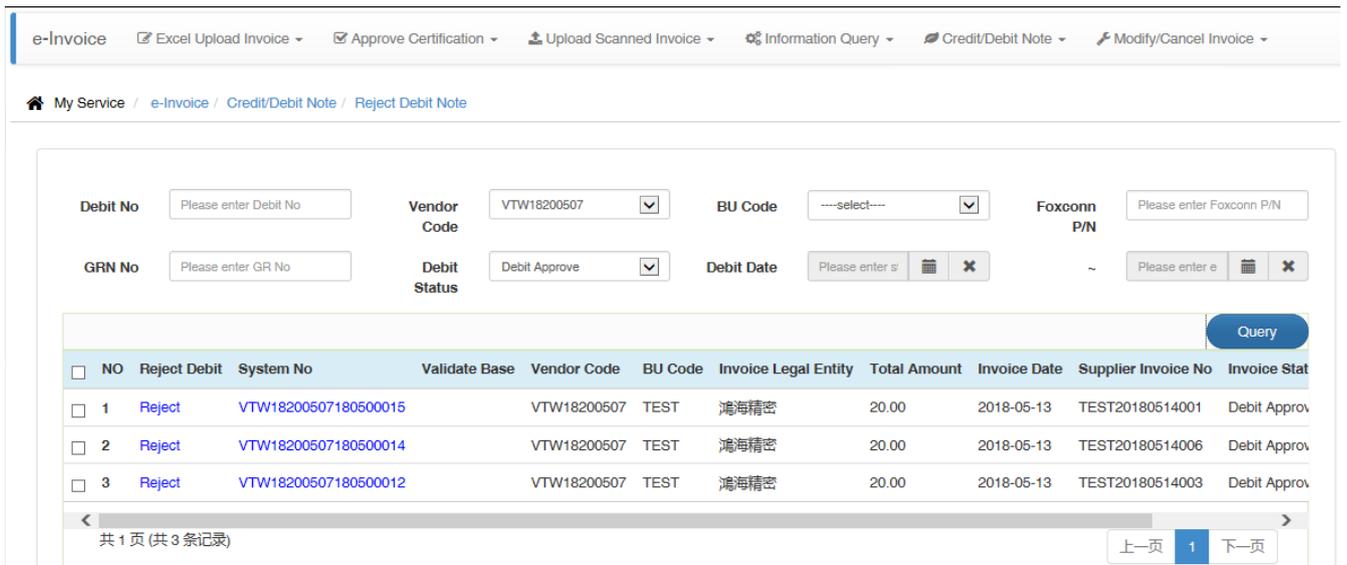
Enter the query criteria; click the "Query" button to find out the eligible data. Clicking "export Excel" can also save

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

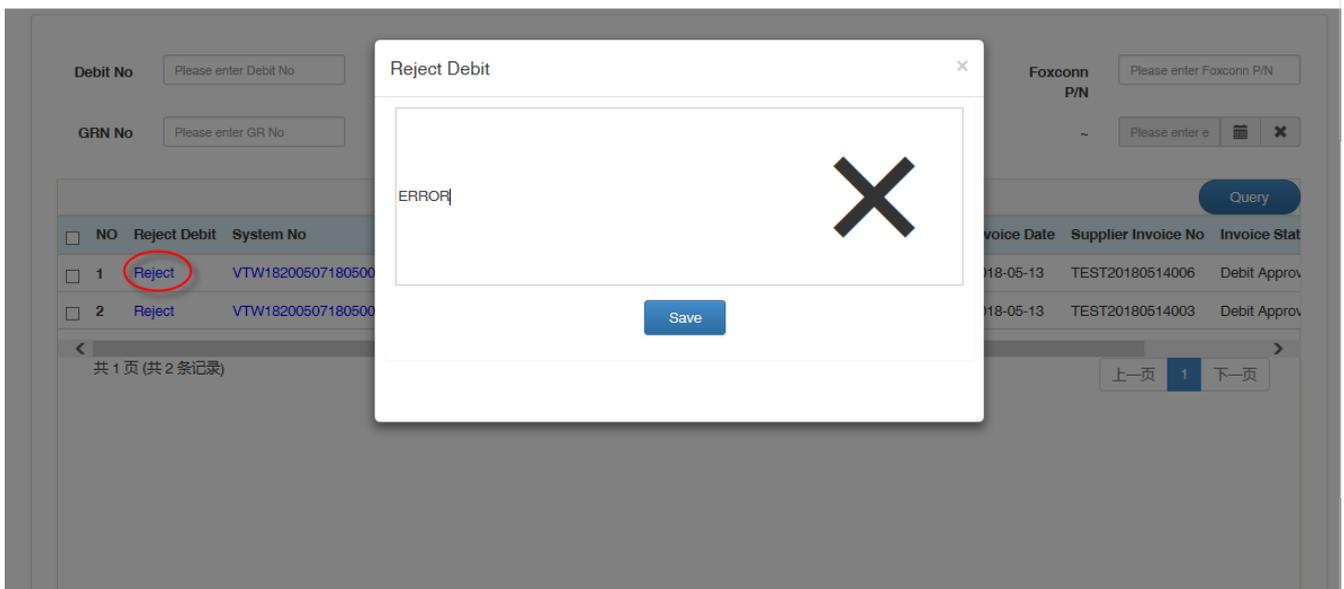
### 3.4.6 Reject Debit Note



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.



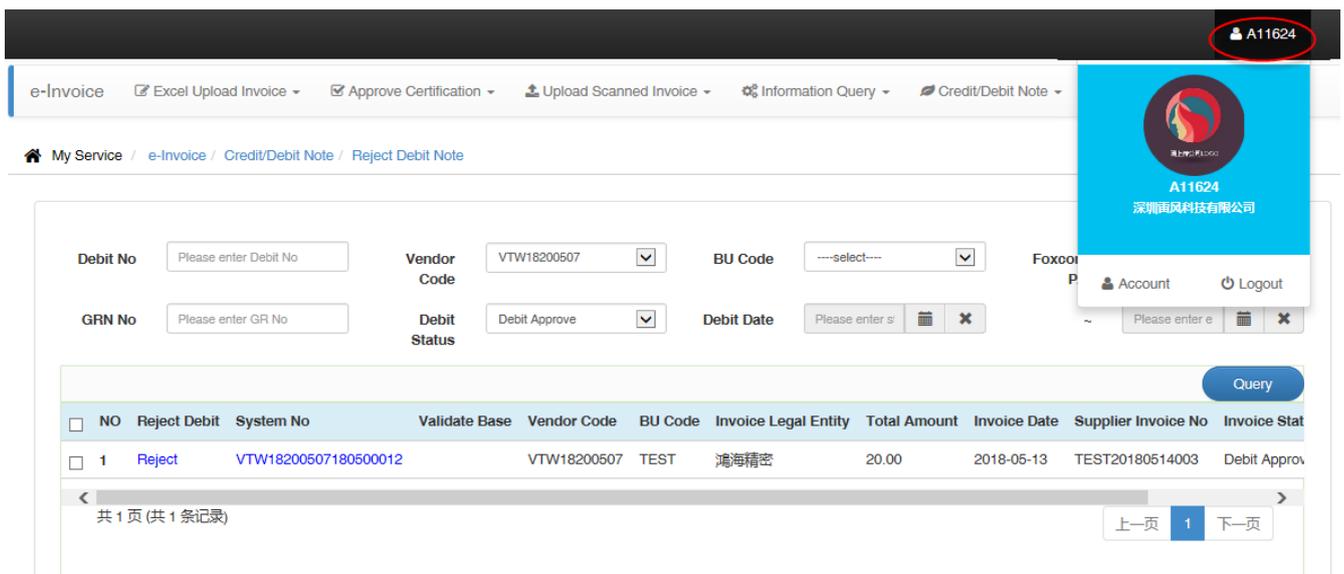
STEP1: Enter the corresponding query conditions to find debit notes need to be rejected..



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.

Personal

Account Security



选择图片

上传

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.。

Personal

Account Security



选择图片

上传

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



Account Info

Personal Account Security

**Password** 互联网账号存在被盗风险，建议您定期更改密码以保护账户安全。 [Edit](#)

Old Password

New Password

Confirm 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.