

MINMAX SRS e-Invoice User Manual

For Supplier

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Revision List:

V1.02018/53Peng ChengNew VersionV1.12018/7/3Peng ChengAdd Chapter3.1 "System Registion"II <th>Version</th> <th>Date</th> <th>Principal</th> <th>Description</th>	Version	Date	Principal	Description
V1.12018/7/3Peng ChengAdd Chapter3.1 "System Registion"II <td< td=""><td>V1.0</td><td>2018/5/3</td><td>Peng Cheng</td><td>New Version</td></td<>	V1.0	2018/5/3	Peng Cheng	New Version
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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

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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.

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	To Register
Mobile Phone	
Password Confirm Password	
Company Name	Same as BL or BRC
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.

运货商键 Welcome MinMaxSRS	To Regis
Account Info	
Mobile Phone	提示信息
Password	注册成功,现在去登录!
Confirm Password	确定 取消
Company Name	Same as BL
Vendor Code	✓
Real Name	✓
Duty	✓
Email Address	✓
	I have read and agreed.Registration Pericy
	Submit

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.

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A Center LMy Workbench	
▲ Account ● 深圳雷风科技有 個公司	My Workbench
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!
🗃 My Service 🗸 🗸	▲》 暂无最新系统消息
 e-invoice Enterprise Manage HOT 	C Latest Abnormal Invoice
	e-invoice Chart More O
	 BRA成发展量 原常发展量 BRA成发展量 原常发展量 C 上 C 上 C 上 C 上 C L <lic l<="" li<="" th=""></lic>

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.

A Center		h										🚢 A11624	
KINA'LID	 Account 深圳雷风科 限公司 	技有	e-Invoice	Excel Uplo	ad Invoice - C Approv	e Certifica	ation 👻 🏦 Uploa	d Scanned Invoice 👻 🐠	nformation Query 👻 💋 C	Credit/Debit Note 👻	🖋 Modif	fy/Cancel Invoice 👻	
Wy Workbench													
🛢 My Servi	сө	~	🍽 ТНЕ ТОТ	THE TOTAL NUMBER OF INVOICES									
☑ e-invoid	æ		Month	2	2018.02Month	2018.03	3Month	2018.04Month	2018.05Month	2018.06Month		2018.07Month	
			Total amoun	nt C	D	0		0	18	0		0	
Enterpris	se Manage	~			AL INVOICES								
🛍 НОТ		~	Month	2	2018.02Month	2018.03	3Month	2018.04Month	2018.05Month	2018.06Month		2018.07Month	
			Total amoun	nt C)	0		0	0	0		0	
			A OVERDU	JE INVOICES									
			NO Ven	dor Code	Supplier Invoice No		Invoice Date	Invoice days have been o	opened Invo	ice Amount	Deposite	or(Legal person)	
			1 VTV	V18200507	TESTINV0509-06		2018-05-07	65days	130.	9	鴻海精密		
			2 VTV	V18200507	TESTINV01-0509		2018-05-09	63days	269.	3	鴻海精密		
			3 VTV	V18200507	TESTINV0507-01		2018-05-07	65days	123.	2	鴻海精密	1	
				REPORT ST	ATE								
			No informatio	on									

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.

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3.3 Invoice

3.3.1 Excel Upload Invoice

				语言/	Language 🗸 🛛 🛔 HONDA PF	RIN 🙂 Logout 🔺 Favo
Ó	》 鉅高鏈 MinMaxSRS	Horr	ne Center About Platfor	m Service Bid	Transfer Notice	
A Center My Workbench						≜ A11624
▲ Account ● 深圳) 雷风科技有 限公司	e-Invoice E Excel Uploa + Upload PO-	d Invoice - P Approve Certification	 Lpload Scanned Invoice - 	🍪 Information Query 👻 💋 C	Sredit/Debit Note 👻 🦨 Mod	ify/Cancel Invoice 👻
My Workbench My Service V C e-invoice	Upload GR- Upload GR- O (non-PO/G No information	Based Invoice R)Excel Upload Invoice				
🖨 Enterprise Manage 🗸 🗸	NUMBER OF UNUSUA	LINVOICES				
the Hot 🗸 🗸	Month 2	018.02Month 2018.03Mont	h 2018.04Month	2018.05Month	2018.06Month	2018.07Month
	Total amount 0	0	0	0	0	0
	No information					
	INVOICE REPORT STA	λΤΕ				
	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.

▲ Account ● 深圳雷风科	技有	e-Invoice 🕼 Excel Upload Invoice 🗸 🐼 Approve Certification 🤟 🛓 Upload Scanned Invoice 🗸 💖 Information Query 🗸 💋 Credit/Debit Note 🗸 🖋 Modity/Cancel Invoice 🗸								
PRZA PS		A My Service / e-Invoice / Excel Upload Invoice / Upload PO-Based Invoice								
L My Workbench										
My Service ☑ e-invoice	~	Download PO-Based Invoice Template Note: The template uploads up to 360 items at a time please choose the BG,BU,Site,Vendor Code and Business model: ×								
🚔 Enterprise Manage	~	Choose File Site 龍荦(LH)								
10 HOT	~	BG TEST V								
		BU TEST 🔽								
		Vendor Code VTW18200507								
		ок								

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.

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		JA							
	A	В	С	D	E	F	G	Н	
1						PO-Bas	ed 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	鴻海精密
5									
6									
7									
8									
9									
10									
11				_					
12									
13									
14									
11 12 13 14									

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

A Center	My Workbench			📥 A11624		
61021.3C3	 Account 深圳雷风科技術 限公司 	3	e-Invoice 🕼 Excel Upload Invoice 🗸 🗟 Approve Certification 🗸 Upload Scanned Invoice 🗸 🕫 Information Query 🗸 🖉 Credit/Debit Note 🗸 🗡 Modify/Cancel Invo	ice +		
Wy Service / e-Invoice / Excel Upload Invoice / Upload PO-Based Invoice						
📰 My Servic	00	~	Download PO-Based Invoice Template			
e-invoice	e		Note: The template uploads up to 360 items at a time			
Enterprise	e Manage	~	C:\takepath\Download PO Base Empty_TEST8.xis Choose File upload			
10 HOT		~				

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

A Center	LMy Workbench	▲ A11624
CCL/SHOR	▲ Account ■ 深圳雷风科技有限公司	e-Invoice 🕼 Excel Upload Invoice - 🕼 Approve Certification - 🏦 Upload Scanned Invoice - 📽 Information Query - 🖉 Credit/Debit Note - F Modify/Cancel Invoice -
🖵 My Work	kbench	
My Servic	C0 \	Download PO-Based Invoice Template
I e-invoice	e	Note: The template uploads up to 350 items at a time
🚔 Enterprise	e Manage	C:/takepath/Download PO Base Empty_TEST8.xis upload 100%
й нот	``	NO Supplier Invoice No Invoice Date V. Prompt information al Amount MESSAGE
		1 TESTINV0711-01 2018/07/11 V Upload completed, please see the list below o Succeed! please Approve Invoice!
		determine

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.

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3.3.2 Approve Signature

🖀 Center	My Workben	ch							🛓 A11624
	🛔 Account	枝有	e-Invoice @ Excel Upload Inv	oice - 🗹 Approve (Certification -	pload Scanned Inv	voice - Øpenformation	Query 👻 💋 Credit/De	ebit Note - 🖌 Modify/Cancel Invoice -
A-9624.303	限公司		My Service / e-Invoice / Excel	Approve S	ignature				
🖵 My Worl	kbench			Credit/Det	it Approve Signature				
My Servi	CO	~	Download PO-Based Invoic	e Templa O (non-PO/	GR)Approve Signature)		
C e-invoid	e		Note: The template uploads up to	350 iter 🕥 (non-PO/	GR)Approve Credit/De	bit Signature			
🚔 Enterpris	e Manage	~	C:\fakepath\Download PO Base	Empty_12010.Ab			Choose	File upload	
& HOT								100 /6	
		Ť	NO Supplier Invoice No	Invoice Date	Vendor Code	Currency	Invoice Legal Entity	Total Amount	MESSAGE
			1 TESTINV0711-01	2018/07/11	VTW18200507	USD	鴻海精密	1130	Succeed! please Approve Invoice!

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.

		Ø	<mark>鉅高鏈</mark> MinMaxSR	5		Home	Center	About Platform	Service	Bid	Transfer Not	lice	
A Center		:h											🚢 A11624
	 Account ・ ・ ・	皮有	e-Invoice 🕼 E	xcel Upload Invoice -	Approve C	ertification 👻	🏝 Upload Sc	anned Invoice 👻 🛱	Information Que	ery 👻 💋 Crea	dit/DebitNote 🗸 🎤	Modify/Cancel Inv	voice -
	chench	_	My Service / e-	nvoice / Approve Certi	fication / Approv	ve Signature							
	Conch												
My Service	De	~											
e-invoic	e		Inovice No	Please enter Supplier Inv	voice V	endor VTW	18200507	SU Co	odeselec	t 💽	System No	Please enter Sy	vstem No
🚔 Enterprise	e Manage	~	Invoice Type	select	▼ In s	ivoice Invoi Status	ce New	Invo Di	ice Please e ate	nter s' 🚞 🕻	~	Please enter e	₩ ×
й нот		~									Query Rese	t SelectAll	Confirm
			NO Sys	tem No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Invoice Typ
			☑ 1 VTV	/18200507180700001	PO	VTW18200507	TEST	鴻海精密	1243.00	2018-07-11	TESTINV0711-01	Invoice New	eSign Invoic
			□ 2 VTV	18200507180500027	PO	VTW18200507	TEST	鴻海精密	143.00	2018-05-23	TESTINV0523-05	Invoice New	eSign Invoic
			《 共1页(共	2条记录)							[上—页 1	、 一页

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".

My Service	~		×	
C e-invoice		Inovice No Please enter Supplier Invoice Vendor Code		System No Please enter System No
💼 Enterprise Manage	~	Invoiceselect V Invoice Type Status	F1	Please enter e X
10° HOT	~		Prompt information	Query Reset SelectAll Confirm
		Discrete No System No Validate Base Vendor Code	Sign succeed!	Supplier Invoice No Invoice State Invoice Type
		No information		
			determine	

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

A Center	My Workber	nch												🚢 A116	24
	Account	法右	e-Invo	ice 🕼 E	Excel Upload Invoid	e 🗸 🗹 Appro	ve Certification -	1 Uploa	ad Scanned Invoice 👻	ot Informatio	n Query 👻 💋	Credit/Debit Note -	Modify/Cancel	Invoice +	
N-9624.303	以(3) (1) (3) (3) (3) (3) (3) (3) (3) (3) (3) (3	HXH	🔗 My S	Service / e	Invoice / Informat	ion Query / elnov	vice Process Que	 Scannery 	ned PO-Based Invoice	9					
Generation My Workber	nch							▶ Scann	ned GR-Based Invoice	Э					
My Service		~						O (non	-PO/GR)Scan Upload	I Invoice without P	OVGR				
			Inc	ovice No	Please enter Supp	lier Invoice	Vendor Code	VI			_	V PO	Please ente	r PO No	
Enterprise M	anage	~	F	Foxconn P/N	Please enter Foxo	onn P/N	GRN No	Please enter G	R No	Invoice	select	✓ Invoi State	us		~
🛱 НОТ		~		Invoice Date	Please enter s'	₩	~	Please enter e	×	ERP Locked Status	select	EV Locker State	edselect		~
													Query	export Exce	el
			N	O System	No	Validate Base	Vendor Code	BU Code	Invoice Legal Entit	y Total Amoun	t Invoice Date	Supplier Invoice No	Invoice State	Signature	e
			1	VTW18	200507180700001	PO	VTW18200507	TEST	鴻海精密	1243.00	2018-07-11	TESTINV0711-01	Invoice Confirm	Sign PDF	ľ
			2	VTW18	200507180500029	PO	VTW18200507	TEST	鴻海精密	154.00	2018-05-23	TESTINV0523-03	Invoice Confirm	Sign PDF	ľ
			3	VTW18	200507180500028	PO	VTW18200507	TEST	鴻海精密	125.40	2018-05-23	TESTINV0523-01	Invoice Confirm	Sign PDF	ľ

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

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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.

Vendor Code	VTW18200507	~	BU Code	TEST	~	
Foxconn	鴻海精密	~	Invoice	Please enter the invoice date	X	
Entity			Date			
Inovice No	Please enter Supplier Invoice No		Currency	USD	~	
Choose File				Choose File	pload	
Attention : Th	ne File Format Must Be 【PDF,JPG,	JPEG,GIF,BMP,TIF,GIFF]				
Tax Rate	0	%	Amount Without Tax	0.00	ОК	
ax Amount	0.00	Confirm Tax Amt				
DOInvoice H	tom					

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.

ATTVOICE HE	auer											
Vendor Code	VTW1820	0507		~	BU Code	TEST				~		
Foxconn Legal Entity	鴻海精密			•	Invoice Date	2018/07/11			<u>ن</u>	×		
Inovice No	TESTINV)2-0711			Currency	USD				~		
Choose File.							Choose File	upload			h.	
Choose File. Attention : Th Tax Rate	e File Form	at Must Be [PDF,JP	g,JPEG,GIF,BMP,TIF,	,GIFF] %	Amount ithout Tax	230.17	Choose File	upload				
Choose File. Attention : Th Tax Rate	e File Form 17 39.13	at Must Be【PDF,JP	G,JPEG,GIF,BMP,TIF,	,GIFF] % w	Amount lithout Tax	230.17	Choose File	upload		ж		
Choose File. Attention : Th Tax Rate ax Amount POInvoice It	e File Form 17 39.13	at Must Be [PDF,JP	G,JPEG,GIF,BMP,TIF,	,GIFF] % wax Amt	Amount ithout Tax	230.17	Choose File	upload		ж		
Choose File. Attention : Th Tax Rate x Amount POInvoice If Add Item	e File Form 17 39.13 tem	at Must Be [PDF,JP	G,JPEG,GIF,BMP,TIF, Confirm Ta	GIFF) % w ax Amt Remarks	Amount lithout Tax	230.17 Qty *	Choose File	upload	UOM *		Currency	Item Amo
Choose File. Attention : Th Tax Rate ax Amount POInvoice II Add Item Remove	e File Form 17 39.13 tem Item No 1	at Must Be [PDF,JP PO No *	G,JPEG,GIF,BMP,TIF, Confirm Ta Part No * TESTPN01-0711	GIFF] % w/ ax Amt Remarks	Amount ithout Tax	230.17 Qty *	Choose File	upload	UOM * PC		Currency	Item Amo 112.00

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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 Hea	der										
Vendor Code	VTW1820	0507		ľ	BU Code	TEST			~		
Foxconn Legal Entity	鴻海精密			[Invoice Date	2018/07/11		İ	×		
Inovice No	TESTINV	02-0711			Currency	USD			~		
C:\fakepath\u	26.JPG						Choose File upload				
Attention : The	e File Form	at Must Be (PDF, JPG	,JPEG,GIF	,BMP,TIF,GIF	F				_		
Tax Rate	17				6 Amount Without Tax	230.17			OK		
Tax Amount	39.13			Confirm Tax A	mt						
POInvoice Ite	em										
Add Item	Item No	PO No *	Part No *		Remarks	Qty *	Invoice Price *	UOM *		Currency	Item Amount
Remove	1	TESTPO01-0711	TESTPN	01-0711		100	1.12	PC		USD	112.00
Remove	2	TESTPO01-0711	TESTPN	02-0711		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".

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3.3.4 Cancel Invoice

-Invoi	ice 🕼 Excel Up	oload Invoice - 🗹 Approv	e Certification - 🕹 Uploa	d Scanned Invoice - 📽 I	Information Query -	Credit/Debit Note -	Modi	fy/Cancel Invoice -					
My S	ervice / e-Invoice	/ Notice					• Cano	el Invoice					
THE	E TOTAL NUMBE	R OF INVOICES					O (nor	n-PO/GR)Modify Invoice					
Month 2018.02Month 2018.03Month 2018.04Month 2018.05Month 2018.06Month (non-POGR)Cancel Invoice													
Total a	amount	0	0	0	18	0							
NUI	MBER OF UNUS	UAL INVOICES											
Month		2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month		2018.07Month					
Total a	amount	0	0	0	0	0		0					
	ERDUE INVOICE	8											
NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been o	opened l	nvoice Amount	Deposit	or(Legal person)					
1	VTW18200507	TESTINV0509-06	2018-05-07	66days	1	30.9	鴻海精習	5					
2	VTW18200507	00507 TESTINV01-0509 2018-05-09 64days 269.3		69.3	鴻海精習	5 -							

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".

Inovice No	Please enter Supplier Invoice	Vendor Code	VTW18200507	B	J Code	select	▼ Syste	Please	enter System N
Invoice Type	select	Invoice Status	select		Date Ple	ase enter si	î ×	~ Please	enter e
								Query	Batch C
	in the second second	Que	am No	Validate Dage	Vandar Cada	DU Code	Invoice Logal Entit		Invoice Da

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.

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e-Invoice	Excel Upload	1 Invoice - 🗹 App	rove Certification - 🕹 Upload Sc	anned Invoice - Øg Information (Query 👻 💋 Credit/Debi	t Note - Jr Modify/Cancel Invoice -
My Service	/ e-Invoice / M	lodify/Cancel Invoice /	Cancel Invoice			
Inovice No) Please ent	ter Supplier Invoice	Vendor VTW18200507 Code	BU Codes	elect	System No Please enter System No
Invoic Typ	eselect		Invoiceselect Status	Invoice Plea Date	se enter s'	~ Please enter e
						Query Batch Ca
	Reject Invoice	Reject Cause	System No	2 PO VTW18200507	BU Code Invoice Lega	al Entity Total Amount Invoice Date
	Save	Error	× ••••••••••••••••••••••••••••••••••••	E PO VIW18200307	1231 /掲/母相型	1243.00 2010-07-11
(共1)	页 (共 1 条记录)					上—页 1 下—页
ا دار میں دار	- 1:1 f ("C1 I				
er on ui					At DUA UI KEJE	er Cause .
My Service	/ e-Invoice / N	Nodify/Cancel Invoice /	Cancel Invoice			
•,						
					×	
Inovice N	D Please ent		Cod			System No Please enter System No
					= w	
Invoic Тур	eselect-		Statu			
						Detail Ora
			Pror	npt information		Query Batch Can
	Reject Invoice	Reject Cause			le Invoice Lega	I Entity Total Amount Invoice Date
□ 1	Save	Error		Jonfirm to save?	鴻海精密	1243.00 2018-07-11
(det	armina		
			det	ermine cancel		
共1	页 (共 1 条记录)					上—页 1 下—页
共1	页 (共 1 条记录)				_	上一页 1 下一页
	页 (共 1 条记录)				_	上—页 1 下—页
±1	页(共1余记录) ?" and sel	ect "Confirm	" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 operation.
±1	页(共1条记录) さ" and sel	ect "Confirm	ı" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 operation.
±۱	両(共1条记录) と" and sel	lect "Confirm	1" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 operation.
±1 ick "Save My Service /	页(共1余记录) 2" and sel	lect "Confirm	n" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 n operation.
±1 ick "Save	页 (共 1 余记录) e'' and sel e-Invoice / Mo	ect "Confirm	n" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 a operation.
ب# 1 ick "Save My Service /	页(共1余记录) e" and sel e-Invoice / Mo	ect "Confirm	n" in the pop-up wind	low to complete the i	invoice deletion	上一页 1 下一页 n operation.
tick "Save My Service /	页 (共 1 余记录) e" and sel e-Invoice / Mo	ect "Confirm dify/Cancel Invoice / r Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code	low to complete the i		上一页 1 下一页 n operation. System No Please enter System N
tick "Save My Service /	页 (共 1 条记录) e ⁻ " and sel e-Invoice / Mo	ect "Confirm odify/Cancel Invoice / r Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code	low to complete the i	invoice deletion	上一页 1 下一页 operation. System No Please enter System N
# 1 ick "Save My Service / Inovice No Invoice Type	页 (共 1 条记录) e" and sel e-Invoice / Mo Please ente	ect "Confirm dify/Cancel Invoice / r Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code Invoice Status	Iow to complete the is BU Code	invoice deletion	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter e 董
#1 ick "Save My Service / Inovice No Invoice Type	页 (共 1 余记录) e" and sel e-Invoice / Mc Please ente	lect "Confirm xdify/Cancel Invoice / rr Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code Invoice Status	BU Code	elect V	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter e
#1 ick "Save My Service / Inovice No Invoice Type	页 (共 1 余记录) e" and sel e-Invoice / Mc Please ente	lect "Confirm adify/Cancel Invoice / rr Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code Invoice Status	low to complete the is U BU Code	invoice deletion	上一页 1 下一页 n operation. System No Please enter System N ~ Please enter e 画 Query Batch Ca
tick "Save My Service / Inovice No Invoice Type	页 (共 1 余记录) e" and sel e-Invoice / Mc Please ente select Reject Invoice	lect "Confirm odify/Cancel Invoice / rr Supplier Invoice	n" in the pop-up wind Cancel Invoice Vendor Code Invoice Status System No	Iow to complete the invoice Please Vendor Code	elect V BU Code Invoice Leg	上一页 1 下一页 operation. System No Please enter System N ~ Please enter e 重 Query Batch Cr al Entity Total Amount Invoice Da
tick "Save My Service / Inovice No Invoice Type ✓ NO ✓ 1	页 (共 1 余记录) e-" and sel e-Invoice / Mc Please ente select Reject Invoice Save	lect "Confirm dify/Cancel Invoice / r Supplier Invoice - Reject Cause Error	n" in the pop-up wind Cancel Invoice Vendor VTW18200507 Code Invoice	BU Code	invoice deletion elect se enter s'	上一页 1 下一页 operation. System No Please enter System N ~ Please enter e 面 Query Batch Ca al Entity Total Amount Invoice Da 1243.00 2018-07-11
the service / Inovice No Invoice Type No Invoice Type Invoice Invoice Type Invoice Type Invoice Type Invoice Invoice Invoice Type Invoice Invoice Type Invoice Invoice Type Invoice Invoice	页 (共 1 余记录) e" and sel e-Invoice / Mc Please ente select Reject Invoice Save	lect "Confirm	n" in the pop-up wind Cancel Invoice Vendor VTW18200507 Code Invoice	BU Code BU Code Validate Base Vendor Code	invoice deletion elect マ se enter s' 童 × BU Code Invoice Leg TEST 鴻海精密	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter System N ~ Please enter e 重 Guery Batch Ca at Entity Total Amount Invoice Da 1243.00 2018-07-11
tick "Save My Service / Inovice No Invoice Type ✓ NO ✓ 1 ✓ 2	页 (共 1 条记录) e" and sel e-Invoice / Mc Please ente select Reject Invoice Save	lect "Confirm dify/Cancel Invoice / rr Supplier Invoice Reject Cause Error Error	n" in the pop-up wind Cancel Invoice Vendor VTW18200507 Code Invoice	BU Code BU Code Validate Base Vendor Code Peo VTW18200507	invoice deletion elect マ se enter s' 画 × BU Code Invoice Leg TEST 鴻海精密 TEST 鴻海精密	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter e 画 Query Batch C al Entity Total Amount Invoice Da 1243.00 2018-07-11 1243.00 2018-07-11
H 1 H 1 H 2 H 1 H 2 H 1 H 1 H 1 H 2 H 2 H 3 H 1 H 1 H 1 H 1 H 1 H 1 H 1 H 1	页 (共 1 余记录) e" and sel e-Invoice / Mc Please ente select Reject Invoice Bave Bave Bave	lect "Confirm xdify/Cancel Invoice / rr Supplier Invoice -	n" in the pop-up wind Cancel Invoice Vendor VTW18200507 Code Invoice Status VTW1820050718070000 VTW1820050718070000 VTW1820050718070000	Iow to complete the fill Image: Second state Image: Secon	invoice deletion elect se enter s'	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter e al Entity Total Amount Invoice Da 1243.00 2018-07-11 1243.00 2018-07-11
the service / Inovice No Invoice Type V NO V 1 v 2 v 3 v 1	页 (共 1 余记录) e-" and sel e-Invoice / Mc Please ente select Reject Invoice Bave Bave	lect "Confirm dify/Cancel Invoice / r Supplier Invoice - Reject Cause Error Error Error	n" in the pop-up wind Cancel Invoice Vendor VTW18200507 Code Invoice Status VTW1820050718070000 VTW1820050718070000 VTW1820050718070000 VTW1820050718070000	BU Code BU Code BU Code Validate Base Vendor Code Po VTW18200507 PO VTW18200507 PO VTW18200507	invoice deletion elect se enter s' 副 × BU Code Invoice Leg TEST 鴻海精密 TEST 鴻海精密 TEST 鴻海精密	上一页 1 下一页 a operation. System No Please enter System N ~ Please enter e al Entity Total Amount Invoice Da 1243.00 2018-07-11 1243.00 2018-07-11 1243.00 2018-07-11

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.

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3.3.5 Modify Invoice

e-Invoi	ce 🕼 Excel Up	oload Invoice - 🗹 Approv	e Certification 👻 🛕 Uploa	d Scanned Invoice 👻 🕸	nformation Query 👻 💋	Credit/Debit Note 👻	Je Modi	ty/cancel Invoise -						
🖌 Mys	ervice / e-Invoice	/ Notice					Modif	fy Invoice						
							▶ Canc	el Invoice						
🏴 THE	THE TOTAL NUMBER OF INVOICES													
Month	Month 2018.02Month 2018.03Month 2018.04Month 2018.05Month 2018.06Month O(non-POGR)Cancel Invoice													
Total a	amount	0	0	0	18	0	\backslash							
NUI	MBER OF UNUS	UAL INVOICES												
Month		2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month		2018.07Month						
Total a	amount	0	0	0	0	0		0						
🌲 ove	ERDUE INVOICE	S												
NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been o	pened Inv	voice Amount	Deposit	or(Legal person)						
1 VTW18200507 TESTINV0509-06 2018-05-07 66days 130.9								5						
2 VTW18200507 TESTINV01-0509 2018-05-09 64days 269.3								5						
3	VTW18200507	TESTINV0507-01	2018-05-07	66days	12	3.2	鴻海精密	R						

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".

	vice / e-	Invoice / Modify/C	ancel Invoice / N	lodify Invoice							
Inovi	ce No	Please enter Suppl	lier Invoice	Vendor Code	VTW18200507	В	U Codes	elect	System No	Please ente	r System N
In	ivoice Type	select		Invoice Status	Invoice New		Invoice Plea Date	ise enter si	*	Please ente	re 🛗
NO	System	No	Validate Base	Vendor Code	BU Code	Invoice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice State	Que
1	VTW182	200507180700005	PO	VTW18200507	7 TEST	鴻海精密	1243.00	2018-07-11	TESTINV0712-03	Invoice New	eSign In
2	VTW182	200507180700004	PO	VTW18200507	TEST	鴻海精密	1243.00	2018-07-11	TESTINV0712-04	Invoice New	eSign In
3	VTW182	200507180700003	PO	VTW18200507	7 TEST	鴻海精密	1243.00	2018-07-11	TESTINV0712-02	Invoice New	eSign In
	1/11/102	200507180700002	PO	VTM/10200507	теет	油油非态	1242.00	2018-07-11	TESTINI/0712-01	Invoice New	oQian In

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.

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alidate Base	PO	Invoice Date	2018/07/11	i ×	
voice State	Invoice New	Amount Without Tax	1130.0	ок	
voice Legal Entity	1) 海湖市	Tax Amount	113.0	Confirm Tax Amt	
urrency	USD	Total Amount	1243.0		
voice Type	Invoice	Tax Rate	0.1		
rrency voice Type	USD Invoice	Total Amount Tax Rate	1243.0 0.1		
oice Type	Invoice	Tax Rate	0.1		
юісе Туре	Invoice	Tax Rate	0.1		
оісе Туре	Invoice	Tax Rate	0.1		
		- at the	 		
юісе Туре	Invoice	Tax Rate	0.1		
рісе Туре	Invoice	Tax Rate	0.1		
rency	USD	Total Amount	1243.0		
rrency	USD	Total Amount	1243.0		
voice State	invoice New 鴻海精密	Amount Without Tax Tax Amount	1130.0	OK Confirm Tax Amt	
nica State	PU Invoice New	Amount Without Tax	1130.0		
alidate Base	PO		2018/07/11	** *	
upplier Invoice No	TESTINV0712-03	System No	VTW182005071807	/00005	

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

-Invo	ice 🕼 Excel U	pload Invoice - 🗹 Approv	e Certification 👻 🏦 Upl	oad Scanned Invoice -	A: Information Query -	Credit/Debit Note -	🖋 Modify/Cancel Invoice 👻
Mus	ionrico (o Invoico	/ Notice			elnovice Process Que	ery	
iviy a		F / NORGE			elnvoice History Quer	у	
THE	E TOTAL NUMBE	ER OF INVOICES			Print Invoice		
Month	I.	2018.02Month	2018.03Month	2018.04Month	(non-PO/GR)eInvoic	e Process Query Month	2018.07Month
Total	amount	0	0	0	(non-GR/PO)Print In	voice	5
Month		2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total	amount	0	0	0	0	0	0
	ERDUE INVOICE	Supplier Invoice No	Invoice Date	Invoice days have be	en 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

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.

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Wy Service /	-Invoice / Information Quer			1000 4 0110111			
	interes i internation quer	y , enone i recess d	loty				
Inovice 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

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

Invo	ice I Excel U	pload Invoice - 🗹 Approv	e Certification - 🔹 Uplo	ad Scanned Invoice - 📽 I	nformation Query - QC	redit/Debit Note -	Modify/Cancel Invoice -
My S	ervice / e-Invoice	/ Notice) te	Inovice Process Query		
				→e	Invoice History Query	\rightarrow	
TH	E TOTAL NUMBE	ER OF INVOICES		►P	rint Invoice		
Month	I.	2018.02Month	2018.03Month	2018.04Month	(non-PO/GR)eInvoice Proces	s Query Vonth	2018.07Month
Total	amount	0	0	0	(non-GR/PO)Print Invoice		5
NUI Month	MBER OF UNUS	UAL INVOICES 2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06Month	2018.07Month
Total :	amount	0	0	0	0	0	0
	ERDUE INVOICE Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have been o	pened Invoi	ce 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

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.

)钜 Invoice ₢₢	亿科 Excel Upload Invo	技 Dice - ☑Ap	prove Certification	n 🗸 🎍 Upload S	canned Invo	oice → 🛱 Infor	mation Query -	🖉 Credit/Debit Note 👻	F Modify/Cancel Invoic
My Service / e-	Invoice / Inform	ation Query / F	Print Invoice						
Inovice No	Please enter Su	pplier Invoice	Vendor Code	VTW18200507	~	BU Code	select	GRN No	Please enter GR No
Foxconn P/N	Please enter For	xconn P/N	Invoice Type	select	~	Invoice Status	select	PO No	Please enter PO No
Invoice Date	2018/07/06	₩ ×	~	2018/07/13	*	ERP Locked Status	select	EV Locked Status	select
							Query	Reset Select	tAll Print expo
NO Sys ✓ 1 VTV	stem No W182005071807	Valida	te Base Vendor VTW18	Code BU Code 200507 TEST	Invoice L 鴻海精密	egal Entity Tota	al Amount Invoice 3.00 2018-07	Date Supplier Invoice 7-11 TESTINV0711-01	No Invoice State
<									

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

×

Print Invoice VTW18200507 HONDA PRINTING HOLDINGS LIMITED Company Name: Vendor Code : Address: 香港九龍金馬倫道26-28號把D,CUSTOMER Supplier Invoice No: TESTINV0711-01 Invoice Date: 2018-07-11 Tel: USD Fax: Currency: TEST Amount Without Tax: 1,130.00 BU Code: TEST Customer Code : Tax Amount: 113.00 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, Sold Address: Taiwan, R.O.C Bill To: HON HAI PRECISION INDUSTRY CO., LTD. 66, chung shan Rd., Tu-cheng city Taipei hsien, Bill Address: Taiwan, R.O.C USD ONE THOUSAND TWO HUNDRED FORTY Total: THREE ONLY Digitally signed By HONDA PRIN HONDA Date: PRIN 2018.07.11 18:20:35 明细如下 Please see below for details Company Name: HONDA PRINTING HOLDINGS LIMITED Supplier Invoice No: TESTINV0711-01 Т

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

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3.4 Credit Note & Debit Note

3.4.1 Excel 上传 Credit Note

A Center	My Workbench									📥 A11624
	🛔 Account 💼 深圳雷风科技	有	e-Invo	ice 🕼 Excel Up	oload Invoice - 🗹 Approv	re Certification - 🎍 Uplo	ad Scanned Invoice 👻	¢6 Information Query →	Credit/Debit Note - KModify/Cancel	Invoice -
R:9624.303	限公司		🖌 My S	Service / e-Invoice	/ Notice				Credit/Debit Notes Query	
🖵 My Worl	kbench								Excel Upload Credit	
📰 My Servi	сө	~	🍽 ТНЕ	E TOTAL NUMBE	R OF INVOICES				Scan Upload Credit	
🕼 e-invoid	æ		Month	ı	2018.02Month	2018.03Month	2018.04Month	2018.05Month	Cancel Credit Note	'Month
Enterpris	e Manage	~	Total	amount	0	0	0	18	Credit/Debit Notes History Query	
& HOT			P NU	MBER OF UNUS	UAL INVOICES				Reject Debit Note	
		Ť	Month	ı	2018.02Month	2018.03Month	2018.04Month	2018.05Month	(non-PO/GR)Excel Upload Credit	'Month
			Total	amount	0	0	0	0	(non-PO/GR)Cancel Credit Note	
				ERDUE INVOICE	S				O (non-PO/GR)Scan Upload Credit	
			NO	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have I	been opened	(non-PO/GR)Credit/Debit Note Query	person)
			1	VTW18200507	TESTINV0514-03	2018-05-14	63days		(non-PO/GR)Reject Debit Note	
			2	VTW18200507	TESTINV0514-02	2018-05-14	63days			
			3	VTW18200507	TESTINV0514-01	2018-05-14	63days		125.4 鴻海精密	

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.

te: The template uploads up to 350 items	at a tim please choose the BG,BU	J,Site,Vendor Code and	Business model:	×
	Site	龍華(LH)		
	BG	TEST		
	BU	TEST		
	Vendor Code	VTW18200507		
		ок		

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

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∞ 钜亿科技	
Credit Note Excel Upload Format_TEST.xls (陳容模式) - Microsoft Excel	, 🗇 🗾
🤩 经典菜单 开始 插入 页面布局 公式 数据 审阅 视图 开发工具	0 - 🕫
全部。文件。编辑。 视图。 插入。 桔式。 工具。 数据。 窗口。 帮助。	
<u>□ ☞ 교 웹 ↓ ₽ ∲ ↓ ₽ ∦ ↓ ₽ ╚ - ✔ 9 - @ - ⊗ Σ - ル ≵ ≵ ↓ ⊕ ① - ⊒ '⊒- ♦-</u>	
新編明語 - 12 - B ズ U 手 吾 吾 困・部 常规 - 199・% - % - % - ※ 単 臣・ ひ・ ム・ ピ Q・ @	
M8 - (*	
A B C D E F G	Н
1	
2 VI.3	
3 Credit Note No Foxcom Legal Entity BU Code Vendor Code Caused by PO Number GRN Number	Foxconn P
4 TESTCN01-0516 鴻海精密 TEST VTW18200507 费用扣减	
5	
6	
7	

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

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

Note: T	ownload empty template he template uploads up to 350 i kepath\Credit Note Excel Upload	tems at a time d Format_TEST3.xls		vupload 100%		
NO	Supplier Invoice No	Invoice Date	Prompt information	tity	Total Amount	MESSAGE
1	TESTCN01-0716	2018-05-16	Upload completed, please see the list below detailed information! determine		2.3	Success

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.

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-Invo	ice 🕼 Excel U	pload Invoice - C Approv	e Certification -	oad Scanned Invoice -	Construction Query	 Ø Credit/Debit No 	ote - 🎤 Modify/Cancel Invoice -
My s	Service / e-Invoice		e Signature Debit Approve Signature				
Mont	ı	2018.02Month (non-F	PO/GR)Approve Credit/Debi	t Signature	2018.05Month	2018.06M	onth 2018.07Month
Total	amount	0			19	0	5
Mont	ı	2018.02Month	2018.03Month	2018.04Month	2018.05Month	2018.06M	onth 2018.07Month
Total	amount	0	0	0	0	0	0
L OV	ERDUE INVOICE	S					
	Vendor Code	Supplier Invoice No	Invoice Date	Invoice days have b	een opened	Invoice Amount	Depositor(Legal person)
NO			2018-05-14	63days		125.4	鴻海精密
NO 1	VTW18200507	TESTINV0514-03	2010-00-14				
NO 1 2	VTW18200507 VTW18200507	TESTINV0514-03 TESTINV0514-02	2018-05-14	63days		125.4	鴻海精密

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.

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Inovice No TESTCN	Approve step2: click "Appr	ove"				x lease enter System No
Туре			Credit Notes	3		
 NO System No ✓ 1 VTW1820050 共1页(共1条记录) 	Company Name: Address: Tel: Fax: BU Code: Customer Code : Tax Rate: Sold To: Total: Credit Caused By:	HONDA PRINTIN 香港九龍金馬倫道 TEST 0.1 USD TWO AND F 夷用印慮	G HOLDINGS LIMITED [26-28號把D,CUSTOMER FIFTY THREE CENTS ONLY	Vendor Code : Credit Notes No: Credit Notes Date: Currency: Amount Without Tax: Tax Amount: Total Amount:	VTW18200507 TESTCN01-0716 2018-05-16 USD 2.30 0.23 2.53	SelectAll Cont te Invoice Type eSign Credit N -页 1 下一页
	Credit Notes No: LES No OUSTOMER I 1	TCN01-0716 Pro No. GRN No.	Company Name:HONDA P Poxconn P:N Suppl TESTPI	PRINTING HOLDINGS LIM lier PIN QUANTITY N01-0716 10.000 PC 10.000 10.000	ITED UNIT AMOUNT 1.120000 2.30 2.4 2.4	53
Inovice No TESTCN01-	Credit Notes No: 1ES No oustoweri 1	no. anv No. anv No.	Company Name:HONDA P Poxcom P/N Supp TESTP	PRINTING HOLDINGS LIM	ITED UNIT AMOUNT 1.12000 2.30 2.5 2.5 System 1	SS SS No Please enter System No
Inovice No TESTCN01- Invoice Type	D716 Ve	endor VTW Code Picase Date	Company Name:HONDA P Poxcorn P/N Supp TESTP Vease select certificate Certificate Certificate	PRINTING HOLDINGS LIM iier PN QUANTITY N01-0716 10.000 PC 10.000	ITED UNIT AMOUNT 1.12000 2.30 2.5 2.5 System 1 System 1 UNIT	No Please enter System No Reset SelectAll Cont
Inovice No TESTCN01- Invoice Type	0716 Vendor Code	endor VTW Code Picase Date BU Code	Company Name:HONDA P Poxconn PN Supp TESTP Please select certificate Certificate Certificate OK	PRINTING HOLDINGS LIM ier PN QUANTITY N01-0710 10.000 PC 10.000 1	ITED UNIT AMOUNT 1.12000 2.30 2.3 Carrow Control Contr	No Please enter System No Reset SelectAll Cont rvoice State Invoice Type

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".

NO System No Vendor Code BU Code No information	Prompt information Sign succeed! determine	Query Reset SelectAll Con pplier Invoice No Invoice State Invoice Typ
---	--	--



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

							1	Credit/Debit Notes Query	
My Service / e	-Invoice / Approve Certificatio	on / Credit/Debit Ap	prove Signature				-	Excel Upload Credit	
						/	• 5	Scan Upload Credit	
Inovice No	TESTCN01-0716	Vendor	VTW18200507	~	BU Code	select	• (Cancel Credit Note	r System M
		Code					• (Credit/Debit Notes History Query	
Invoice Type	select	Invoice Date	Please enter s	×	~	Please enter	e F	Reject Debit Note	
							Ð	(non-PO/GR)Excel Upload Credit	I Co
NO S	system No Vendor Code	BU Code I	nvoice Legal Entity	Total	Amount Invo	pice Date	SI O	(non-PO/GR)Cancel Credit Note	nvoice T
No information	n					١	0	(non-PO/GR)Scan Upload Credit	

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	VTW1820	0507		~	BU Code	TEST			•		
Foxconn Legal Entity	鴻海精密			~	Credit Date	Please enter	the invoice date	i	×		
Credit No	TESTCN	1-0716			Currency	USD			~		
Choose File							Choose File up	load			
Attention : The	e File Form	at Must Be 【PDF,JPC	a,JPEG,GIF	,BMP,TIF,GIFF]						
Tax Rate	0			%	Amount Without Tax	43.40			ок		
Tax Amount	0.00			Confirm Tax Am	t Credit Type	Quantity Dif	ference		~		
Credit Item											
Add Item	Itom No	PO No	GP Num	bor E	Part No.	Oby t	Invoice Price *			Curronov	Item Amount
	Item No	PONO	un num	Der F		Qty "	Invoice Price	0011		Currency	ttem Amount
Remove	1					13	1.12	PC		USD	14.56
Remove	2					14	2.06	PC		USD	28.84

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

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Currency Item Amo

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.

edit Header					×		
Vendor Code	VTW18200507		E				
Foxconn	濾海精密				_	iii ×	
Legal Entity			Prompt in	formation			
Credit No	TESTCN02-0716		Save S	uccess!			
C:\fakepath\r	ı26.JPG		deter	mine	uploar	1	
					100%		
Attention : Th	e File Format Must Be [PDF,JPG,JP	EG,GIF,BMP,TIF,GIFF】					
Tax Rate	15	%	Amount Without Tax	43.26		ОК	
	6.49	Confirm Tax Amt	Credit Type	Price Difference			
x Amount							

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

v Service / e	-Invoice / Approve Certificatio	n / Credit/Debit Ap	prove Signature				Credit/Debit Notes Query	
,						/	Excel Upload Credit	
							▶ Scan Upload Credit	
Inovice No	TESTCN01-0716	Vendor	VTW18200507	SU Co	odes	elect	Cancel Credit Note	r System N
Invoice	salart	Code	Please enter s	¥	Diar	ise enter e	Credit/Debit Notes History Query	
Туре		Date		~		ise enter e	Reject Debit Note	
							(non-PO/GR)Excel Upload Credit	I Co
NO S	System No Vendor Code	BU Code I	nvoice Legal Entity	Total Amount	Invoice D	ate Si	(non-PO/GR)Cancel Credit Note	Ivoice T
No information	n					-	(non-PO/GR)Scan Upload Credit	
						\		

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.

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Following use " Cancel Credit Note " as an example.

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

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

Credit No	Please enter Supplier	Invoice	/endor Code	VTW18200507	\checkmark	BU Code	select	~	Sys	stem No	Please enter Syster	m No
Credit Type	select		Credit Status	select		Credit Date	Please enter s'	iii ×		~	Please enter e	1
												Query
NO Reject I	Invoice Reject Caus	se	System N	0	Validate Base	Vendor Code	BU Code	Invoice Le	gal Entity	Total Amour	nt Invoice Date	e Sup
	Invoice		VTW1820	0507180500031		VTW18200507	TEST	油海詰家		8.36	2018-05-21	TES

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.

~ \checkmark Credit No Please enter Supplier Invoice Vendor VTW18200507 BU Code ----select----System No Please enter System No Code \checkmark \checkmark Credit Please enter si × × Credit 萹 Credit e enter e select---Status Date Туре Query NO Reject Invoice Reject Cause System No Validate Base Vendor Code BU Code Invoice Legal Entity Total Amount Invoice Date Supplie VTW18200507180500031 TESTC 2018-05-21 VTW18200507 TEST 追海糖密 8.36 1 Save Error × > < 共1页(共1条记录) 上一页 下一页

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

Credit No Please enter Supplier Invoice	Vendo Cod		X System No Please enter Syst	em
Creditselect V	Cred Statu	•	Please enter e	i
NO Reject Invoice Reject Cause	Sys	Prompt information	nvoice Legal Entity Total Amount Invoice Da	Qu te
1 Save Error	VTV	Confirm to save?	慮海精密 8.36 2018-05-21	
		determine		

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

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3.4.5 Credit Note/Debit Note Query

Av Service / e	-Invoice / Approve Certificatio	n / Credit/Debit An	prove Signature				Credit/Debit Notes Query	
			Siere eignature			1	Excel Upload Credit	
							Scan Upload Credit	
Inovice No	TESTCN01-0716	Vendor	VTW18200507	► BU Co	odeselec	:t	Cancel Credit Note	r System N
		Code		•			Credit/Debit Notes History Query	
Туре	select	Date	Please enter s	*	~ Please	nter e	► Reject Debit Note	
							O (non-PO/GR)Excel Upload Credit	I Co
	System No Vendor Code	BU Code	nvoice Legal Entity	Total Amount	Invoice Date	SI	O (non-PO/GR)Cancel Credit Note	voice T
No informatio	n					$\left(\right)$	(non-PO/GR)Scan Upload Credit	
							(non-PO/GR)Credit/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

Invoice Status	
Prease enter s - Prease enter s - Prease enter s - Cuery NO System No Credit/Debit Type Supplier abbreviation Vendor Code BU Code Invoice Legal Entity Total Amount Credit/Debit 1 VTW18200507180700007 Scan Credit Note HONDA PRIN VTW18200507 TEST 減時積密 49.75 2018-07-10 2 VTW18200507180700001 eSign Credit Note VTW18200507 TEST 減時積密 2.53 2018-05-21 3 VTW18200507180500021 eSign Credit Note VTW18200507 TEST 減時積密 2.53 2018-05-21 4 VTW18200507180500021 eSign Credit Note VTW18200507 TEST 減時積密 2.53 2018-05-21 5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減時積密 2.53 2018-05-21 6 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減時積密 2.53 2018-05-21 7 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減時積密 2.03 2018-05-11 8	Please enter GR No
NOSystem NoCredit/Debit TypeSupplier abbreviationVendor CodeBU CodeInvoice Legal EntityTotal AmoutCredit/Debit Type1VTW1820050718070000Scan Credit NoteHONDA PRINVTW18200507TEST鴻海精密49.752018-05-162VTW1820050718070000eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.532018-05-163VTW1820050718050001eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.532018-05-274VTW1820050718050002eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.532018-05-275VTW1820050718050020eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.532018-05-276VTW1820050718050020eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.532018-05-277VTW1820050718050020eSign Credit NoteVTW18200507VTW18200507TEST鴻海精密2.032018-05-277VTW1820050718050020eSign Debit NoteVTW18200507VTW18200507TEST鴻海精密2.002018-05-128VTW1820050718050020eSign Debit NoteVTW18200507VTW18200507TEST鴻海橋密2.002018-05-128VTW1820050718050020eSign Debit NoteVTW18200507VTW18200507TEST鴻海橋密2.002018-05-128VTW1820050718050020eSign Debit NoteVTW18200507VTW18200507TEST鴻海	export E
1 VTW18200507180700007 Scan Credit Note HONDA PRIN VTW18200507 TEST 鴻海精密 49.75 2018-07-10 2 VTW18200507180700006 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-10 3 VTW18200507180500031 eSign Credit Note VTW18200507 TEST 鴻海精密 8.36 2018-05-20 4 VTW18200507180500030 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-20 5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-20 6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-20 7 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-20 6 VTW18200507180500022 eSign Credit Note VTW18200507 VTW18200507 TEST 鴻海精密 2.00 2018-05-10 7 VTW18200507180500020 eSign Debit Note VTW18200507 VTW18200507 TEST 鴻海精密 20.00 2018-05-10	it Date Supplier Invoice
2 VTW1820050718070006 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-16 3 VTW18200507180500031 eSign Credit Note VTW18200507 TEST 減海精密 8.36 2018-05-27 4 VTW18200507180500030 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-27 5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-27 6 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-27 6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-12 7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 減海精密 20.00 2018-05-13 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 減海精密 20.00 2018-05-13	TESTCN02-0716
3 VTW18200507180500031 eSign Credit Note VTW18200507 TEST 鴻海精密 8.36 2018-05-21 4 VTW18200507180500030 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-21 5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-21 6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 鴻海精密 2.53 2018-05-21 7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 鴻海精密 2.00 2018-05-11 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 鴻海精密 2.00 2018-05-11 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 鴻海精密 20.00 2018-05-11	TESTCN01-0716
4 VTW18200507180500030 eSign Credit Note VTW18200507 TEST 演傳精密 2.53 2018-05-21 5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 演傳精密 2.53 2018-05-21 6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 演傳精密 2.53 2018-05-21 7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 演傳精密 2.00 2018-05-12 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 演傳精密 20.00 2018-05-12	TESTCN02-0523
5 VTW18200507180500024 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-27 6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-27 7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 減海精密 2.00 2018-05-13 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 減海精密 20.00 2018-05-13	TESTCN01-0523
6 VTW18200507180500022 eSign Credit Note VTW18200507 TEST 減海精密 2.53 2018-05-16 7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 減海精密 20.00 2018-05-16 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 減海精密 20.00 2018-05-16	TESTCN01-0521
7 VTW18200507180500021 eSign Debit Note VTW18200507 TEST 鴻海精密 20.00 2018-05-13 8 VTW18200507180500020 eSign Debit Note VTW18200507 TEST 鴻海精密 20.00 2018-05-13	TESTCN01-0516
8 VTW18200507180500020 eSign Debit Note VTW18200507 VTW18200507 TEST	TEST2018051400
	TEST2018051400
9 VTW18200507180500019 eSign Debit Note VTW18200507 VTW18200507 TEST	TEST201805140
10 VTW18200507180500018 eSign Debit Note VTW18200507 VTW18200507 TEST	TEST201805140

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

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

3.4.6 Reject Debit Note

ly Service / e	e-Invoice / Approve Certification	n / Credit/Debit Ap	prove Signature					Credit/Debit Notes Query	
							1	Excel Upload Credit	
								Scan Upload Credit	
Inovice No	TESTCN01-0716	Vendor	VTW18200507	✓	3U Code	select	-	Cancel Credit Note	r System I
		Code						Credit/Debit Notes History Query	
Invoice Type	select	Invoice Date	Please enter s	×	~	Please ente	ere	Reject Debit Note	
								(non-PO/GR)Excel Upload Credit	I 0
	System No Vendor Code	BU Code I	nvoice Legal Entity	Total Amou	unt Inv	oice Date	Sı	(non-PO/GR)Cancel Credit Note	nvoice T
NO INTORMATIO	n						$\left(\right)$	(non-PO/GR)Scan Upload Credit	
								(non-PO/GB)Credit/Debit Note Query	

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.

D	ebit N	o P	lease er	nter Debit No]	Vendor VT Code	W18200507	Y	BU Code	selec	:t	Fox	conn P P/N	lease enter Fo	ixconn P/N
G	RN N	D F	lease er	nter GR No		Debit De Status	bit Approve	~	Debit Date	Please e	enter si 🛗 🕽	<	~ P	lease enter e	i
															Query
	NO	Reject	Debit	System No		Validate Base	Vendor Code	BU Code	Invoice Lega	al Entity	Total Amount	Invoice Date	Supplier I	nvoice No	Invoice
	1	Reject		VTW1820050718	0500015		VTW18200507	TEST	鴻海精密		20.00	2018-05-13	TEST2018	0514001	Debit Ap
	2	Reject		VTW1820050718	0500014		VTW18200507	TEST	鴻海精密		20.00	2018-05-13	TEST2018	0514006	Debit Ap
_	3	Reject		VTW1820050718	0500012		VTW18200507	TEST	油海糖密		20.00	2018-05-13	TEST2018	0514003	Debit Ar

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

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Debit No	Please enter Debit No	Reject Debit		×	Foxco	nn Please enter i /N	Foxconn P/N
GRN No	Please enter GR No					~ Please enter e	
		ERROR		X			Query
🔲 NO Rej	ject Debit System No				voice Date	Supplier Invoice No	Invoice
🗆 1 (Rej	ject VTW182005071	80500			018-05-13	TEST20180514006	Debit Ap
🗌 2 Rej	ject VTW182005071	80500	Save		018-05-13	TEST20180514003	Debit Ap
∢ 共1页()	共2条记录)					上页 1	下一页

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

y Service / e	-Invoice / Credit/Debit Note	/ Reject Debit Note						REMORES	21
								A1162 深圳面风科技者	4 有限公司
Debit No	Please enter Debit No	Vendor Code	VTW18200507	► BL	J Codeselec	t	Foxo	P & Account	<mark>ሆ</mark> Logou
GRN No	Please enter GR No	Debit Status	Debit Approve	▶ Deb	it Date Please e	nter si 🗰 🕽	×	~ Please enter e	
									Query
□ NO Re	ect Debit System No	Validate	Base Vendor Code	BU Code In	voice Legal Entity	Total Amount	Invoice Date	Supplier Invoice No	Invoice

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

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Account Security		
\cap	平台主账号:	A11624
52	Sub-Service Account :	einvoice : vtw18200507-srm
	Vendor Code :	
选择图片	Real Name :	HONDA PRIN
上传	Gender :	● Mister ◯ Lady
	Mobile Phone :	1333333333
	Company Name :	深圳雷风科技有限公司
	TEL :	0755-28129188
	Duty :	总经理
	Email Address :	mark@lei.com
the pop-up page, you Personal Account Security	can view the personal ir	nformation left in the account application.
the pop-up page, you	can view the personal ir ^{平台主账号} :	nformation left in the account application.
the pop-up page, you Personal Account Security	can view the personal ir 平台主账号: Sub-Service Account :	A11624
the pop-up page, you Personal Account Security	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code:	A11624
the pop-up page, you Personal Account Security	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name:	A11624 einvoice : vtw18200507-srm
the pop-up page, you Personal Account Security 通知 选择图片 上传	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name: Gender:	A11624 einvoice : vtw18200507-srm N HONDA PRIN Mister O Lady
the pop-up page, you Personal Account Security 通知 选择图片 上传	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name: Gender: Mobile Phone:	A11624 einvoice : vtw18200507-srm HONDA PRIN Mister O Lady 133333333
the pop-up page, you Personal Account Security 透瑠珠	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name: Gender: Mobile Phone: Company Name:	nformation left in the account application.。 A11624 einvoice : vtw18200507-srm v I HONDA PRIN ④ Mister 〇 Lady 1333333333 深圳面风科技有限公司
the pop-up page, you Personal Account Security 选择图片 上传	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name: Gender: Mobile Phone: Company Name: TEL:	hformation left in the account application.。 A11624 einvoice : vtw18200507-srm v HONDA PRIN O Mister O Lady 133333333 深圳雷风科技有限公司 0755-28129188
the pop-up page, you Personal Account Security 选择图片 上传	can view the personal ir 平台主账号: Sub-Service Account : Vendor Code: Real Name: Gender: Mobile Phone: Company Name: TEL: Duty:	hformation left in the account application.。
a the pop-up page, you Personal A Account Security 近曜的上 上传	can view the personal ir 平台主账号 : Sub-Service Account : Vendor Code : Real Name : Gender : Mobile Phone : Company Name : TEL : Duty :	nformation left in the account application.。
the pop-up page, you Personal Account Security 选择图片 上传	can view the personal ir 平台主账号 : Sub-Service Account : Vendor Code : Real Name : Gender : Mobile Phone : Company Name : TEL : Duty : Email Address :	nformation left in the account application.。



3.5.2 Change Password

Account Info			
Personal			
♥ 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。		(2/Edit
Old Password			
New Password			
Confirm Password			
	Submit	Cancel	

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.

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