

eInvoice – Vendor Login Guide (易發單 – 登錄指南)

For First Logon 初始登錄

1) Click the link “Forget Password 忘記密碼”.

如下圖按 “Forget Password 忘記密碼” 鍵。

Financial Self Services
智財管理

User ID 用戶編號:

Password 密碼:

[Forget Password 忘記密碼](#)

Login 登入 Reset 重設

Note: New Login Procedure for vendors (effective from 1 June 2015)
Please download the Login Guide [here](#)

新系統的登入程序可於[此處](#)下載

Invoice
易發單

2) Enter your vendor code in User ID and click the link “Send One-time Passcode”.

在第一行(User ID) 輸入用戶編號, 然後按連結 "Send One-time Passcode"。

Forget Password

Your password will be reset and sent to your registered email address. Please provide your user ID and one-time passcode to reset the password.

User ID:

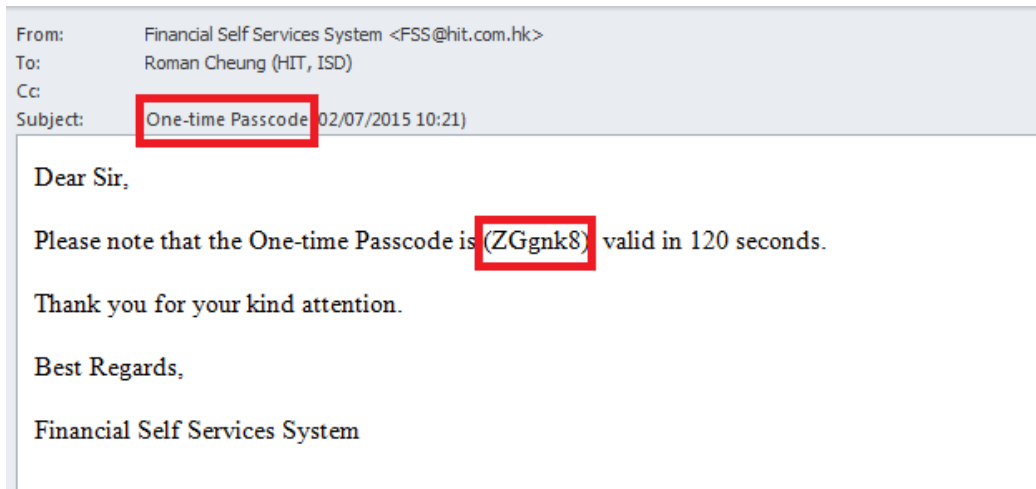
One-time Passcode:

[Send One-time Passcode](#) Reset Password Cancel


Click Here

3) One-time Passcode with email subject “One-time Passcode” will be sent to your registered email address.

系統會發送一個一次性的密碼給你的電郵信箱，電郵的主題是 “One-time Passcode”。



4) Input the One-time Passcode and click the button “Reset Password”.

如下圖，在第二行(One-time Passcode) 輸入這個一次性的密碼，然後按 “Reset Password” 鍵。

Forget Password

Your password will be reset and sent to your registered email address. Please provide your user ID and one-time passcode to reset the password.

User ID:

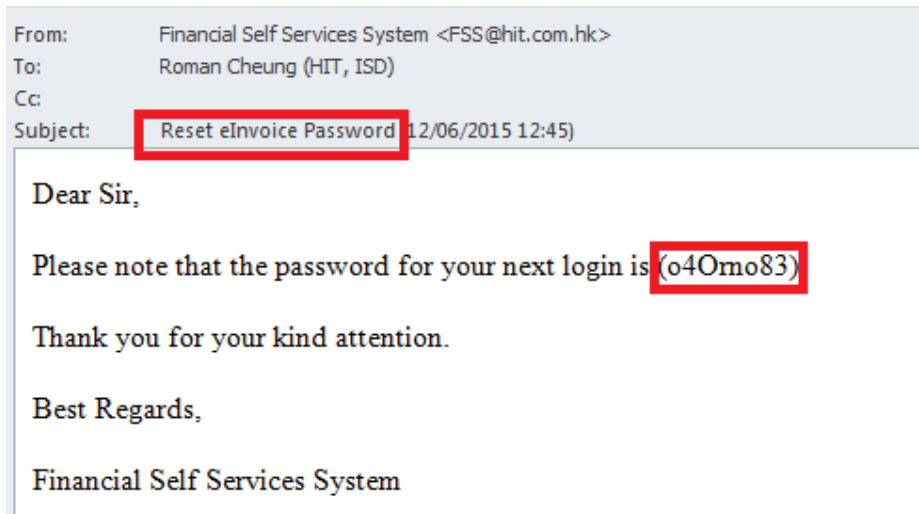
One-time Passcode:

[Send One-time Passcode](#)

Click Here

5) New password with email subject “Reset eInvoice Password” will be sent to your registered email address.

系統會發送新的密碼給你的電郵信箱，電郵的主題是 “Reset eInvoice Password”。



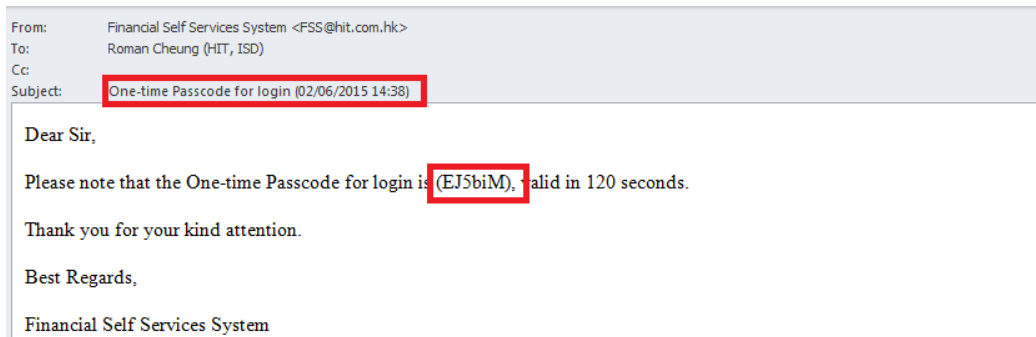
6) The login page will be shown. Input User ID, the reset eInvoice password (retrieved in step 5) and click the “Login” button.

登入頁面會顯示，輸入用戶編號和在步驟 5 所收到的系統密碼，然後按登入鍵。



7) One-time Passcode with email subject “One-time Passcode for login” will be sent to your registered email address.

系統會發送一個一次性的密碼給你的電郵信箱，電郵的主題是 “One-time Passcode for login”。



8) Input the one-time passcode and click on “OK” button.

在下圖輸入這個一次性的密碼，然後按 “OK” 鍵。

Security Verification

Due to security issue, please input your one-time passcode that has just been sent to your registered email address.

One-time Passcode : [Resend Passcode \(118\)](#)

9) The password is for temporary use and system will force change password on first logon.

系統發送的密碼是暫時性的, 用戶需要重新設定密碼, 下圖的畫面將會出現, 輸入如下:

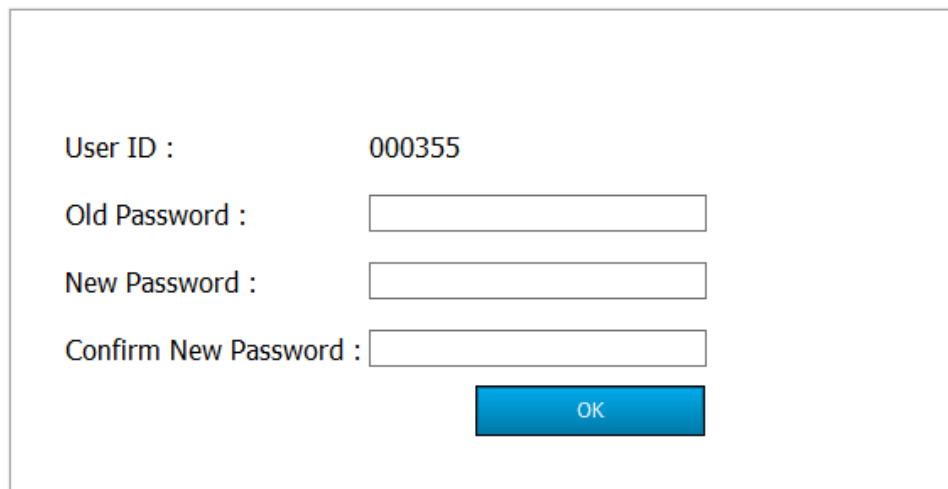
第一行(Old Password): 系統在步驟 5 所發送的密碼

第二行(New Password): 新的個人密碼 (需要至少 8 個位英文字母 (大寫和小寫) 及數字)

第三行(Confirm New Password): 第二行所輸入的密碼

最後按"OK" 鍵。

Change Password



User ID : 000355

Old Password :

New Password :

Confirm New Password :

OK

10) Type in the system reset password (retrieved in step 5) in "Old Password". Input your personal password (must be at least 8 characters (upper & lower case) and digits) and confirm. Once login successfully, your new password is in effective.

如登入成功, 新的個人密碼將會即時啟用。

For Normal Logon 平常登錄

1) Input your vendor code and personal password in the login page.

輸入用戶編號和個人密碼, 然後按登入鍵。

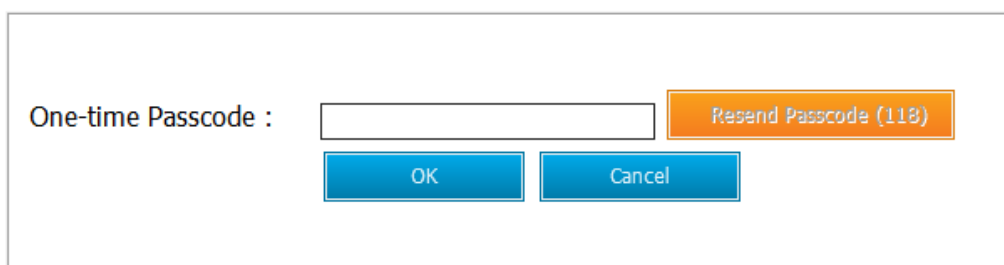


2) Click on “Login” button. One-time passcode will be sent to your registered email. Input the one-time passcode and click on “OK” button.

系統會發送一個一次性的密碼給你的電郵信箱, 在下圖輸入這個一次性的密碼, 然後按 “OK” 鍵。

Security Verification

Due to security issue, please input your one-time passcode that has just been sent to your registered email address.



3) If the one-time passcode is entered incorrectly or passed the expiry time, click on “Resend Passcode” button to resend a new one-time passcode to your email.

如一次性密碼輸入錯誤或過了時限, 可以按 “Resend Passcode” 鍵, 系統會發送一個新的一次性密碼給你的電郵信箱。

Security Verification

Due to security issue, please input your one-time passcode that has just been sent to your registered email address.

Invalid one-time passcode.

One-time Passcode :