ONE

OCEAN NETWORK EXPRESS

非货代订舱客户的操作解决方案
Direct Booking solution
(North/Central China)

纲要/SUBJECTs

–华中/华北口岸出口订舱生效后，于本地操作平台提交更改或订舱取消的的访问方式

- Access to local website for non-BA booking (ex North/Central China) amendment or booking cancellation

–如何更改订舱信息
–如何指定集卡代理并创建无纸化设备交接单
–订舱取消

- BKG amendment submission
- To nominate trucking company for EEIR creation and flow
- BKG cancellation via LBS

- 与ONE直接付款买单的支付流程
* 访问电子支付门户进行人民币费用结算
* 美金支付流程

- Payment process with ONE
* On-line self-service for CNY payment
* SOP of USD settlement

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订舱咨询及更改提交途径
Access to BKG query/amendment

- 除e–COMM外，也可由以下网址查询是否订舱被确认：

  http://cloud.easipass.com/oneeir2/oneExportComnQry.do?forward=searchBill#

- ◆ Besides of e-COMM, Firmed BKG can be searched via:

  http://cloud.easipass.com/oneeir2/oneExportComnQry.do?forward=searchBill#

- 订舱如需更改，可进入自助操作平台：

  https://cloud.easipass.com/epb/login/scno_direct_bk.html

- ◆ BKG amendment can be submitted via:

  https://cloud.easipass.com/epb/login/scno_direct_bk.html

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订舱咨询及更改提交途径
Access to BKG query/amendment

ONE
OCEAN NETWORK EXPRESS

– ONE各分公司客服团队邮箱

华中华北分公司	部门	邮箱地址
上海	客服组	cn.sha.cs.instantbkg@one-line.com
宁波	客服订舱组	cn.nbo.cs.bkg@one-line.com
	客服单证组	cn.nbo.cs.doc@one-line.com
青岛	客服订舱组	cn.tao.cs.exp.bkgcca@one-line.com
	客服单证组	cn.tao.cs.exp.doccca@one-line.com
天津	客服订舱组	cn.tsn.cs.exp.bkgquery@one-line.com
	客服单证组	cn.tsn.cs.exp.blamd@one-line.com
大连	客服订舱组	cn.dlc.cs.exp.bkg@one-line.com
	客服单证组	cn.dlc.cs.exp.doc@one-line.com
连云港	客服组	cn.of.lyg.expcs@one-line.com
南京	客服组	cn.of.nkg.expcs@one-line.com
重庆	客服组	cn.of.ckg.expcs@one-line.com
武汉	客服组	cn.of.wuh.expcs@one-line.com

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订舱咨询及更改提交途径
Access to BKG query/amendment

ONE
OCEAN NETWORK EXPRESS

- **Dedicated team of ONE CSR**

Branch Office	Dept.	Email Address
Shanghai	CSVC team	cn.sha.cs.instantbkg@one-line.com
Ningbo	CSVC BKG team	cn.nbo.cs.bkg@one-line.com
	CSVC DOC team	cn.nbo.cs.doc@one-line.com
Qingdao	CSVC BKG team	cn.tao.cs.exp.bkgcca@one-line.com
	CSVC DOC team	cn.tao.cs.exp.doccca@one-line.com
Tianjin	CSVC BKG team	cn.tsn.cs.exp.bkgquery@one-line.com
	CSVC DOC team	cn.tsn.cs.exp.blamd@one-line.com
Dalian	CSVC BKG team	cn.dlc.cs.exp.bkg@one-line.com
	CSVC DOC team	cn.dlc.cs.exp.doc@one-line.com
Lianyungang	CSVC team	cn.of.lyg.expcs@one-line.com
Nanjing	CSVC team	cn.of.nkg.expcs@one-line.com
Chongqing	CSVC team	cn.of.ckg.expcs@one-line.com
Wuhan	CSVC team	cn.of.wuh.expcs@one-line.com

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LBS操作提要
Description of LBS

- 不通过华中华北订舱代理的直客订舱由ONE的系统自动生成订舱号以区别于货代的预配单号；
- ◆ Booking placed by non-BA customer is confirmed by system auto-generated BKG# which can be distinguished to pre-assigned BKG# from booking agents;

- 直客订舱经ONE审批接受后，可在LBS平台通过输入必须项后搜索到；
- ◆ Only confirmed booking is available on LBS after fill up of mandatory items to access;

- 必须项中客户需要输入有效的工作邮箱获取验证码，并在发送验证码10分钟内完成进入
- ◆ Auto message will be delivered a captcha to user's email box, and please "enter" within 10mins when captcha dispatched

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- BKG amendment submission
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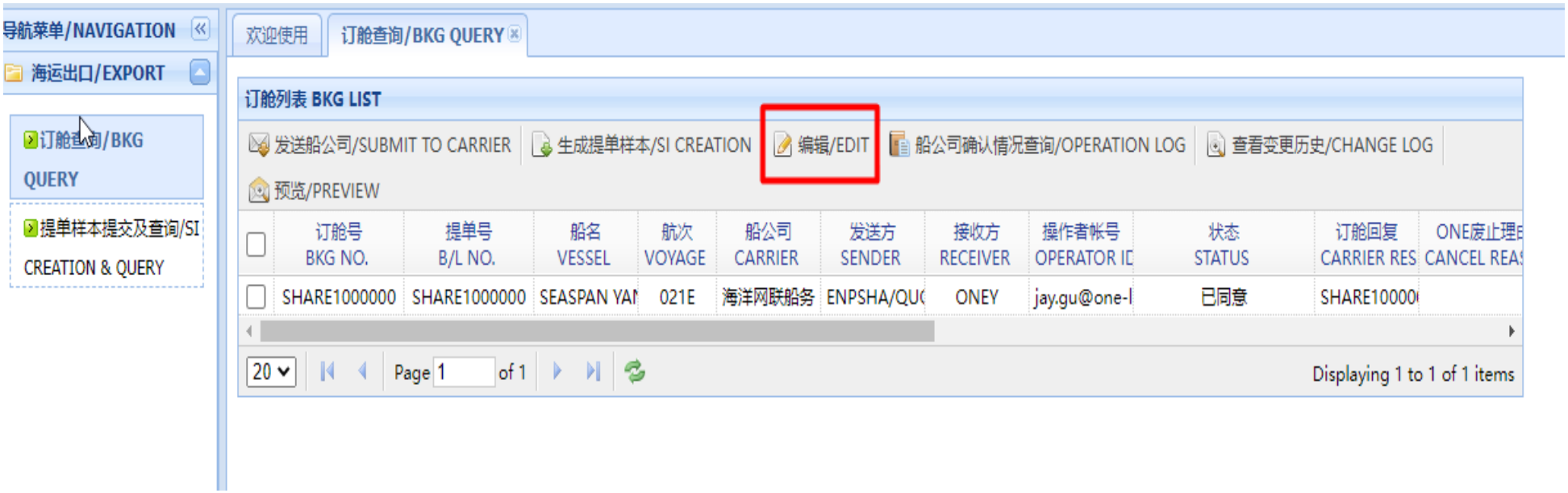
- BKG cancellation via LBS

LBS操作提要 – 编辑更改
Description of LBS – BKG amendment

– 使用编辑键，客户可在现有的订舱内容中添加信息或编辑允许更改的项目

◆ **“EDIT” keyword enables customer to submit addition booking information and amendment to ONE local office**



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LBS操作提要–支付方发票信息收集
Description of LBS – Payer information collection

– 付款买单的客户，请事先确保在您的支付银行开通B2B业务；

◆ ONE adopts B2B on-line payment for RMB invoice, The precedent requirement to the customer is to activate your online banking B2B payment function;

– 付款买单的订单，需由客户与船开前在LBS以下图示项目中正确填写美金费用的发票信息，所有华中华北口岸出口的付款买单的订单支付, 请汇入ONE签发提单的各分支机构的美金银行账号，并由ONE的财务部回复支付中的问题，ONE财务联系邮箱（cn.db.collection@one-line.com）

◆ The customer is requested to properly fill in the invoice information in LBS before vessel departure in order that ONE can timely issue Tax invoice for your payment. Payment in USD will be receiving bank at the branch of ONE that issues your Bill of Lading regardless export location, and the financial department of ONE can be the contact window for your payment queries. ONE FA email box （cn.db.collection@one-line.com）

发票信息 TAX INFORMATION

付款人名称 PAYER NAME	江苏恒隆物流有限公司	纳税人识别号码 TAX IDENTIFICATION NUMBER.	111111111111111111
纳税人联系电话 TAXPAYER CONTACT NUMBER	12345678	电子邮箱（接收电子发票） EMAIL ADDRESS	tina.shen@one-line.com
银行名称 BANK NAME	中国银行	银行帐号 BANK ACCOUNT NUMBER	111
纳税人地址 TAXPAYER ADDRESS	黄埔南路838弄中海国际中心		
备注 REMARK	ABC		

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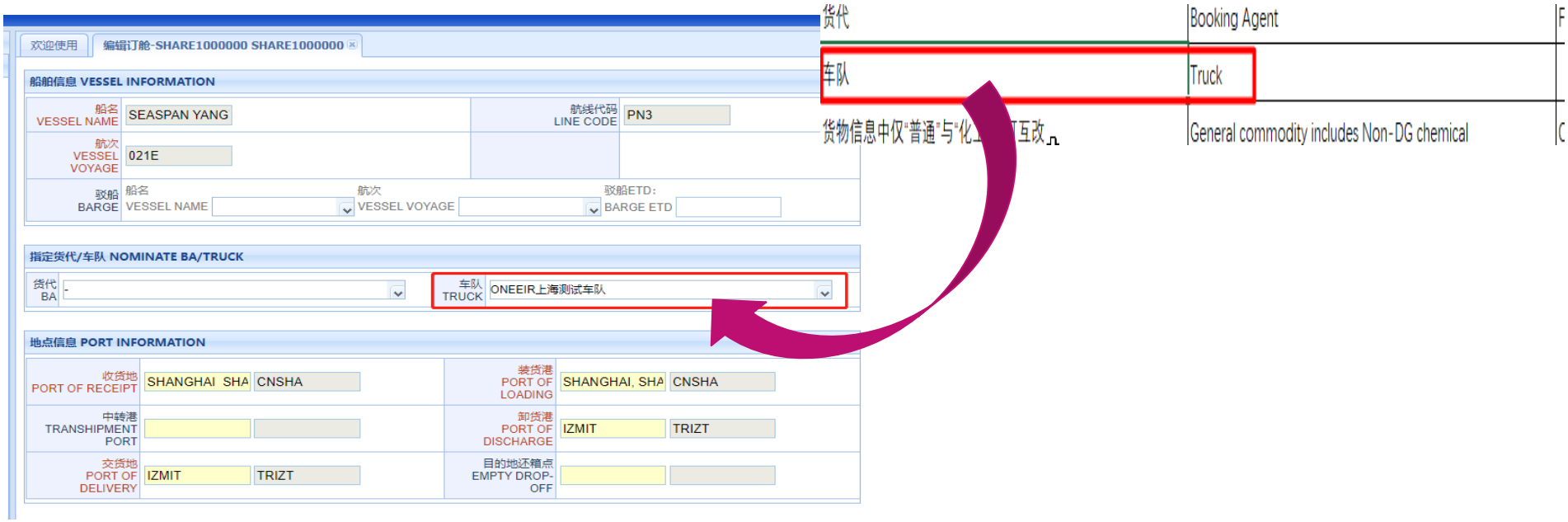
LBS操作提要–车队指定
Description of LBS-Truck nomination

– 客户需要在LBS订单中完成车队的指定，下拉可显示ONE在当地的合约车队；

◆ The customer is required to select ONE’s local contract fleet to complete the assignment of “truck“ under LBS;

– 缺失此项的指定，将无法生成放箱指令及发送电子设备交接单到相关的码头，即提箱，陆路运输，进港等事项均无法正常操作，订舱也将最终无法出运

◆ Null of this designation will not be able to generate EIR notification/EEIR to the relevant depot and terminal, that stops operation of empty pick-up, land transportation and laden gate-in..etc to ultimately result unable to shipment



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LBS操作提要–车队指定
Description of LBS-Truck nomination

- 除上海以外，客户在LBS订单中完成车队的指定，系统会向指定公司发送提醒邮件；
- Other than POL=SHANGHAI, the truck company will be delivered an email notification when customer submits truck nomination into LBS;

- 如被指定的车队公司拒绝提供服务，订舱客人需要联系其他有意向的车队并在LBS提交车队更改完成新的指定

- If the truck company declines to provide service, customer has to contact with other candidates prior to amend the assignment at LBS.

SUBJECT: 单号xxx，客户提交车队指定
客户（显示操作邮箱）指定您公司为其进行小票生成，放箱指令等箱运操作，敬请协助。除小票及放箱等服务外，您公司无权对此订舱数据进行更改或其他后续单证操作，如有异议，可通过前述邮箱与客户联系。

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LBS操作提要–车队指定
Description of LBS-Truck nomination

- 指定后的车队才有权限生成放箱小票/通知单，同时ONE的后台系统结合订舱数据对堆场及码头发指令并建立正确的电子设备交接单数据
- Only designated trucking company is authorized to generate EIR notification, therefore ONE backend system automatically dispatches EEIR to ensure proper information delivery to depot and terminal

海洋网联船务（中国）有限公司

通知单打印人:	[redacted]限公司		
订舱号:	[redacted]	箱型:	40GP
船名航次:	MSC ANTONELLA / FZ220A		
提箱地点:	上港外运尚东堆场 尚东堆场		
箱经人代码:	ONE	箱号:	
目的港/进港代码:	COBUN/COBUN	进港码头:	洋山四期码头
有效期:	2022-05-31 11:57:11~ 2022-06-02 11:57:11		
备注:	特殊条款: 预约号：17858596; 预计提箱日期:2022-06-02		

打印日期:2022-05-31 11:57:11

Truck company

Depot for EQ release

Gate-in Code

Gate-in Terminal

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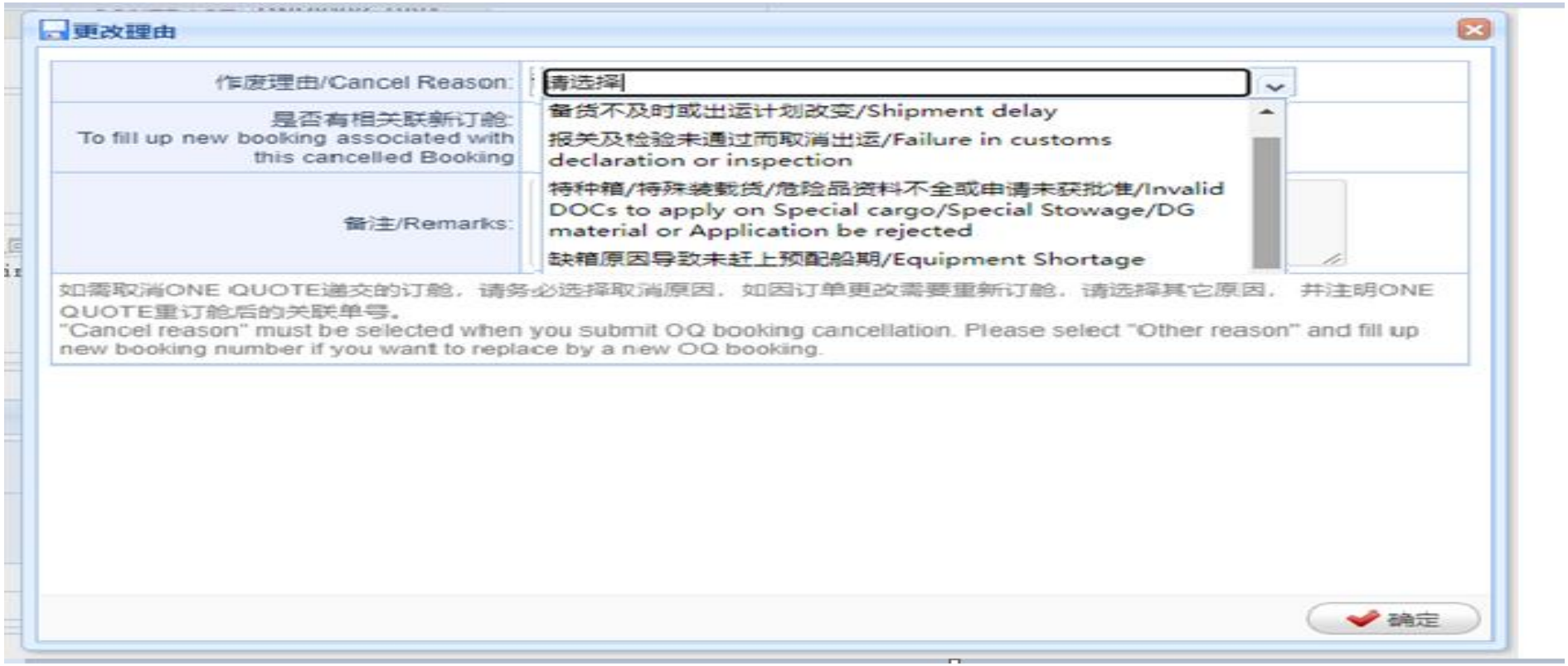
LBS操作提要–订舱取消
Description of LBS-BKG cancellation via LBS

一 如在LBS提交订舱取消，请务必选择取消原因，

◆ To cancel booking via LBS, please be sure to select proper cancel reason.



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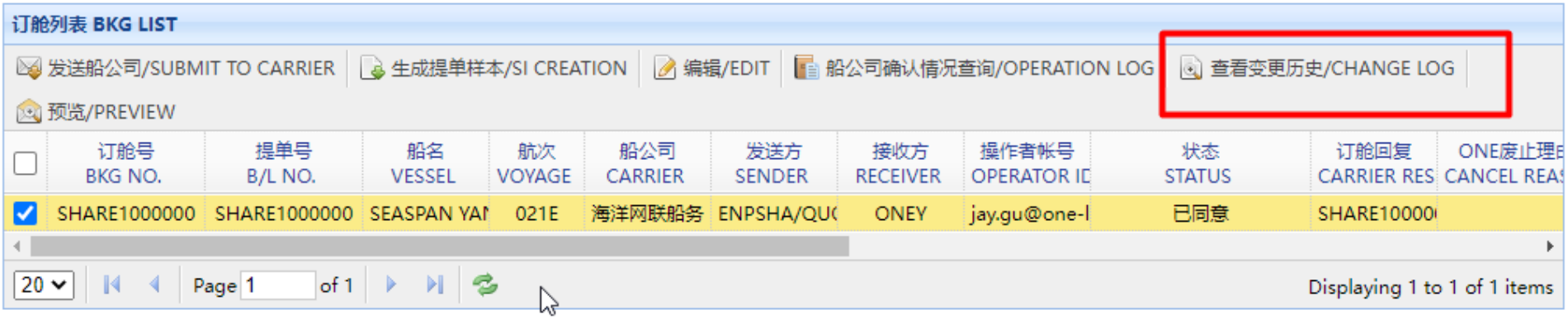
LBS操作提要
Description of LBS

– 所有用户的操作动作可以在日志中被完整记录及展示

◆ The every act by the customer, nominated BKG agent or ONE operator can be fully recorded in the “CHANGE LOG”



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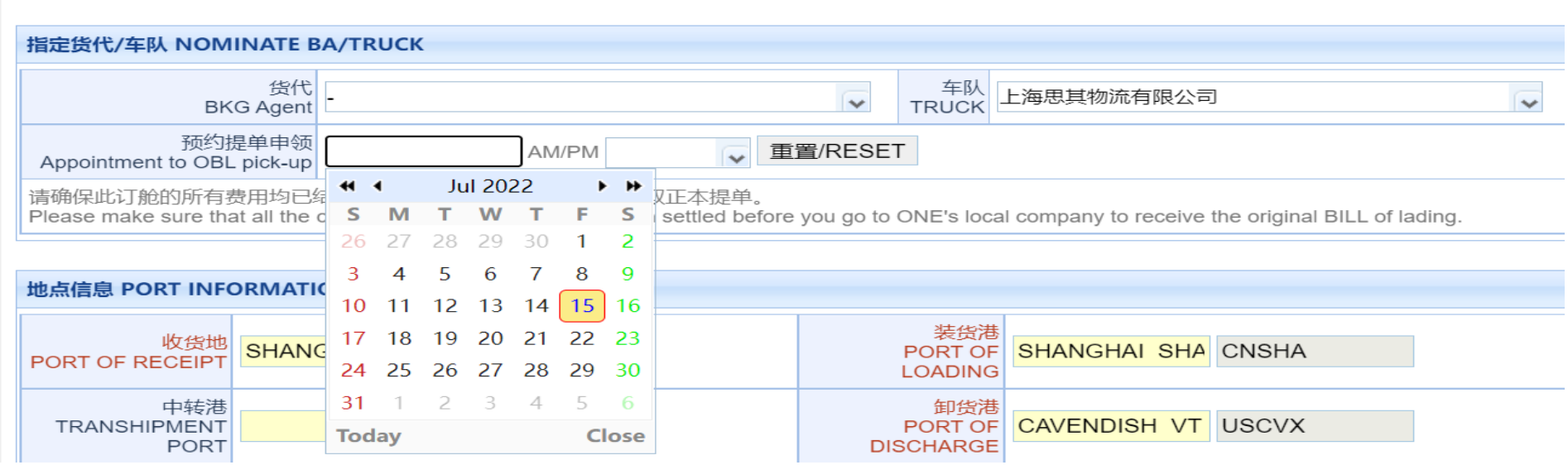
预约领单
Reserve your BL pick-up

– 付款买单的客户，请提前在LBS的订舱下完成取单预约并保障前往ONE当地公司取单前完成各项费用的支付

◆ When customer goes through the freight payment with ONE，you can make an appointment at LBS to pick up original BL at ONE local office

请确保此订舱的所有费用均已结清后，再前往ONE的当地公司领取正本提单。
Please make sure that all the charges for this booking have been settled before you go to ONE's local company to receive the original BILL of lading.



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- 与ONE直接付款买单的支付流程
* 访问电子支付门户进行人民币费用结算
* 美金支付流程

- Payment process with ONE
* On-line self-service for CNY payment
* SOP of USD settlement

ONE付款买单的支付要求
Freight Settlement with ONE

在使用电子支付之前，请阅读并确认您是否可以接受以下条款：

Before using ONE ePayment, please read and confirm if you can accept the following terms:

1. ONE电子支付目前只支持人民币付款。

   ONE ePayment only supports CNY payment.

2. ONE电子支付采用B2B线上付款方式，您需要联系您的银行开通网银B2B支付功能。

   ONE ePayment adopts B2B online payment method. You need to contact your bank to activate the online banking B2B payment function.

3. 付款成功后系统会根据您提供的信息开具增值税电子普通发票或全面数字化电子发票（以下简称：数电票），并发送至您预留的邮箱地址。一笔付款开具一张增值税电子普通发票或数电票。

   System will issue VAT E-invoice （Normal） or New Digital Invoice based on the information you provided after payment and send it to your email box， one invoice for each payment.

4. 美元支付：1) 请与船开前在LBS中正确填写美金费用的发票信息,ONE将开具美元增值税电子普通发票或数电票；

   2) 收到美元增值税电子发票或数电票（开票日）两个工作日内完成美金支付；

   3) 付款成功后，请向ONE指定邮箱（cn.db.collection@one–line.com）发送付款通知书和水单。

   USD payment: 1) Please properly fill in the invoice information in LBS before vessel departure, ONE will issue USD VAT E-invoice or New Digital Invoice （Normal），

   2) complete USD payment by two working day when you receive USD VAT E-invoice or New Digital Invoice （Normal）(according to invoice issue date),

   3) After payment, please send payment advice and bank slip to ONE email box （cn.db.collection@one-line.com）.

如果条款与您现有流程有冲突，请联系代理完成付款。

If any terms conflict with your company process, please contact the booking agents to arrange payment.

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人民币费用结算
RMB on-line payment

如何访问电子支付
How to Access ePayment

这是中国市场使用ONE完成ePayment（电子支付）的用户指南。 这可能适用于您的国家，也可能不适用。

This is the user guide of Chinese market for completing ePayment with ONE. This may or may not be applicable to your country.

访问电子支付门户
Access
ePayment Portal

如何创建采购订单
How to Create a PO

如何支付采购订单
How to Pay a PO

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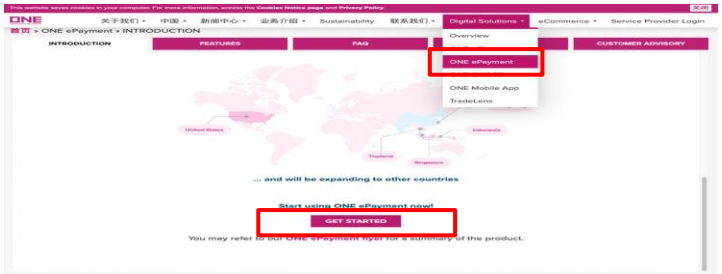
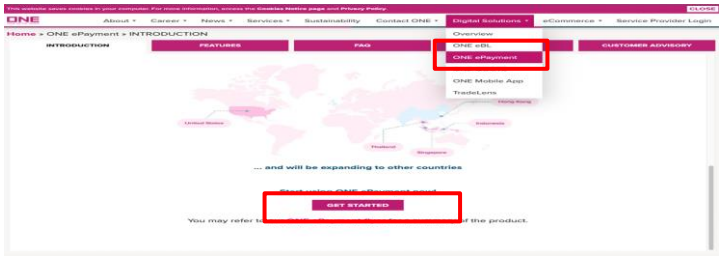
人民币费用结算
RMB on-line payment

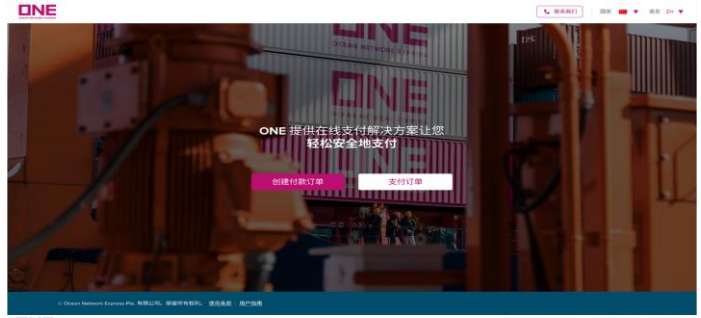
访问电子支付门户 （Access ePayment Portal）

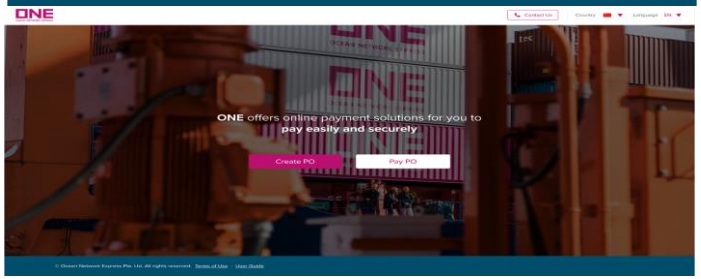
通过在浏览器中输入链接 http://epayment.one-line.com/#，您将被引导至 ONE ePayment 系统。
By entering the link http://epayment.one-line.com/# in your browser, you will be directed to ONE ePayment system.

或者在访问 https://ch.one-line.com/ 或 https://one-line-services.com.cn/ 时，点击主菜单中的数字解决方案，可以在子菜单中找到 ONE ePayment 点击打开 ePayment 链接
Or you can find ONE ePayment in the submenu of Digital Solution on the header of https://ch.one-line.com/ or https://one-line-services.com.cn/









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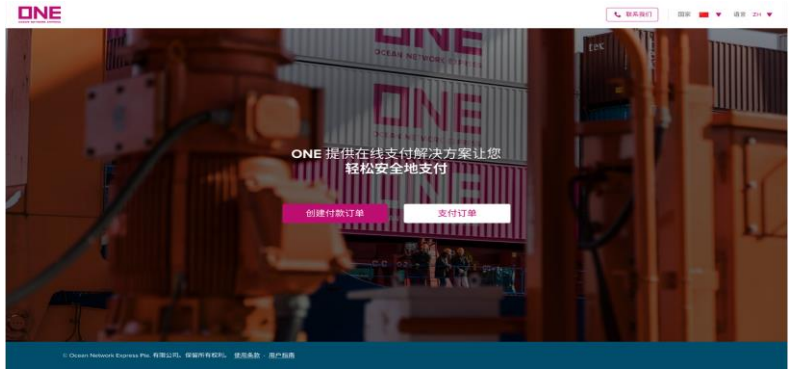
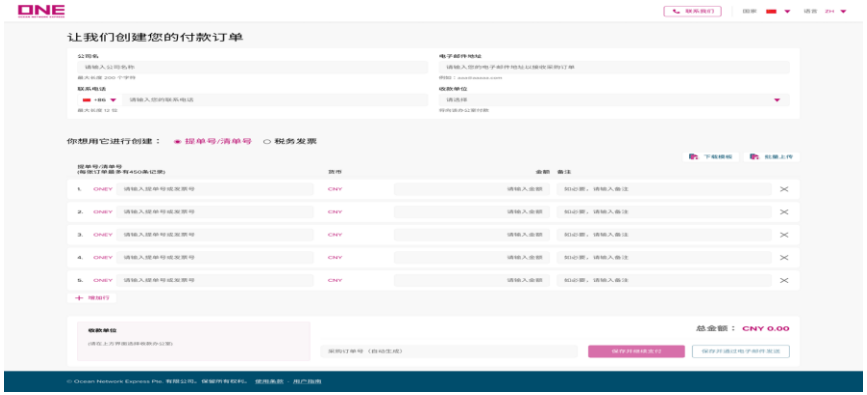
人民币费用结算
RMB on-line payment

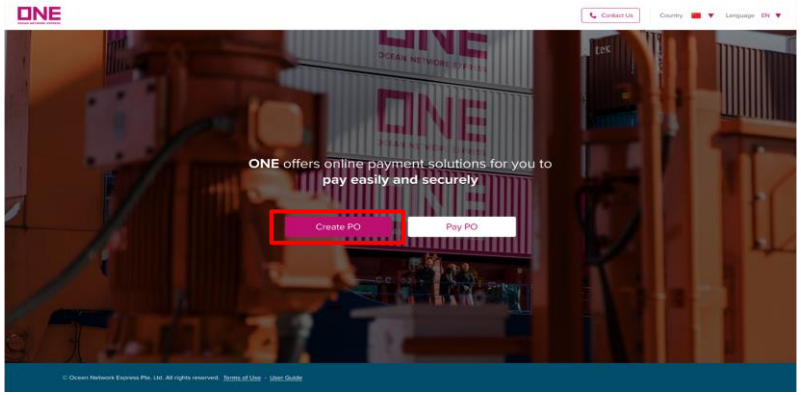
访问电子支付门户/How to Create a PO

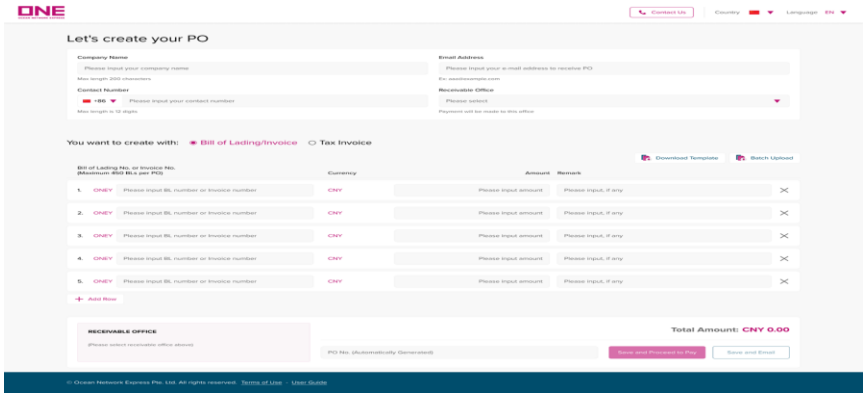
为了创建一个新的 “采购订单”，点击 “创建付款订单” 按钮，这将打开一个新的采购订单创建页面。

To create a new “Purchase Order”, click on the "Create PO" button, which opens a new page for PO creation.









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人民币费用结算
RMB on-line payment

访问电子支付门户/ How to Create a PO

第一步： 填写付款人信息。

Step 1: Fill in Payer's information

1.**公司名:** 请输入您的公司名称。 最大为 200 个字符。

Company Name: Input your company name. The max length is 200 characters.

2.**电子邮件地址:** 请输入您的电子邮件地址以接收采购订单信息、电子发票等信息。

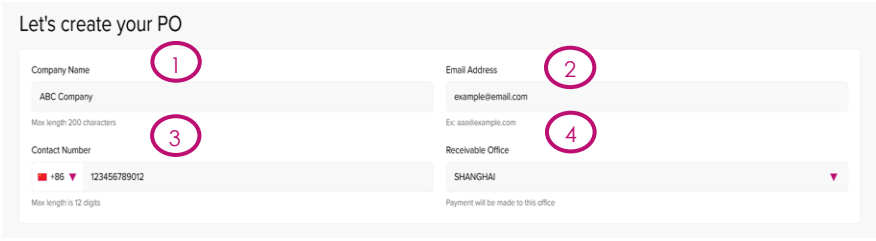
Email Address: Input your email address to receive PO information.

3.**联系电话:** 请输入您的联系电话，以便我们在有任何问题时与您联系。

Contact Number: Input your contact number in case of any unanticipated issues.

4.**收款单位：** 请选择签发提单或发票的分支机构。

Receivable Office: Select the branch office that issues your Bill of Lading or Invoice.



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人民币费用结算
RMB on-line payment

访问电子支付门户/ How to Create a PO

第二步：选择采购订单类型。

Step 2: Select type of PO

步骤 3.1: 使用提单创建采购订单

Step 3.1: Create PO with Bill of Lading

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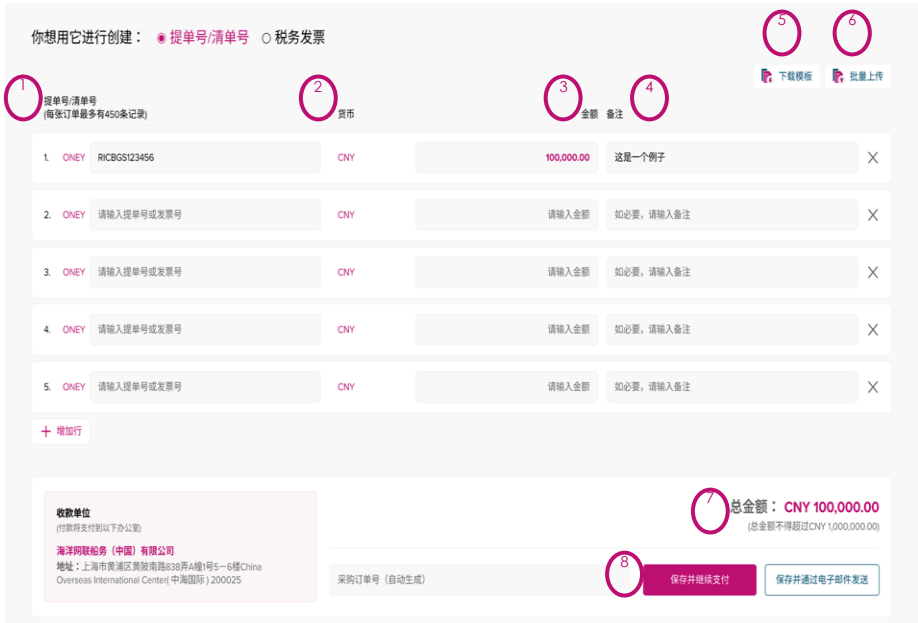
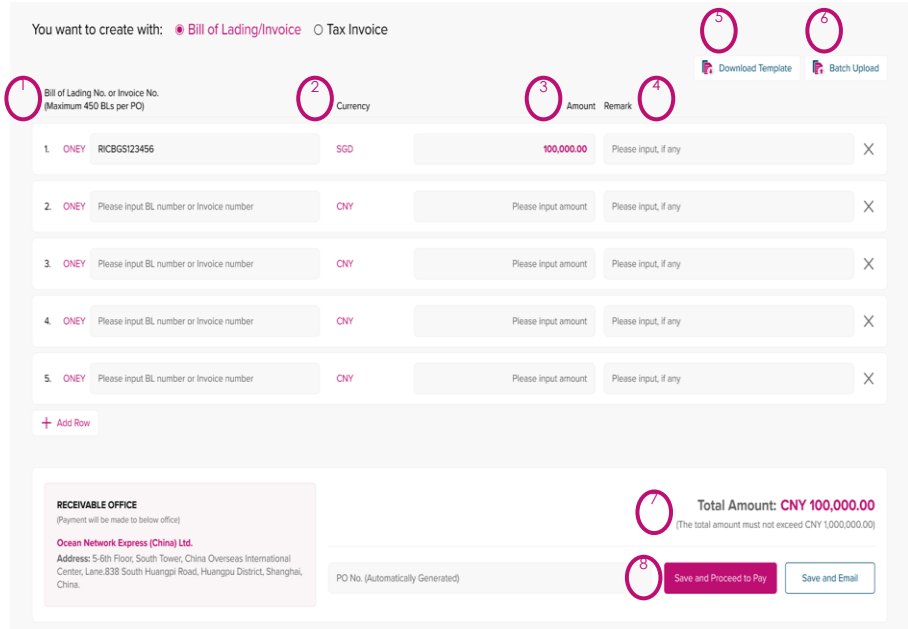
人民币费用结算
RMB on-line payment

使用提单创建采购订单 /How to Create a PO with Bill of Lading

步骤 3.1：填写付款详细信息以创建带有提单的 PO

Step 3.1: Fill in Payment details to create PO with Bill of Lading





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人民币费用结算
RMB on-line payment

使用提单创建采购订单/How to Create a PO with Bill of Lading

步骤 3.1：填写付款详细信息以创建带有提单的 PO

Step 3.1: Fill in Payment details to create PO with a Bill of Lading

1.提单：请输入您要支付的提单号。 每个 PO 的最大值为 450 条记录。

Bill of Lading: Input the BL No. you would like to pay. The maximum per PO is 450 records.

2.货币：货币设置为用户所属国家的当地货币。

Currency: Currency is set as the local currency of the country where customer belongs.

3.金额：每张提单的金额。

Amount: Amount for each BL.

4.备注： 如有备注，请输入。可以是该记录的参考信息。

Remark: Input remark, if any, which may be reference information of this record.

5.下载模板：点击“下载模板”，将下载一个Excel工作表，您可以填写提单、金额、备注等数据，并使用“批量上传”按钮上传。

Download Template: If you click on ‘Download Template’, an excel worksheet will be downloaded so that you can fill in those data of BL No, Amount, and Remark and upload it by using the ‘Batch Upload’ button.

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使用提单创建采购订单/How to Create a PO with Bill of Lading

6.批量上传：Excel表格填写完成后，点击“批量上传”即可上传到系统中。 如果批量上传完成，支付页面会呈现excel表中的数据。

Batch Upload: Once you finish filling in on the excel sheet, you can upload it into the system by clicking on ‘Batch upload’. If the batch upload is done, the data in the excel sheet will be presented on the payment page.

7.总金额：所有提单的总金额将显示在“总金额”列表中。 最高金额将由收款方确定 。

Total amount: Total amount of all the BL No. will be displayed in the 'Total Amount' list. The maximum amount will be determined by the receivable office.

8.保存并继续付款：以上项目都填写后，请单击“保存并继续付款”按钮并继续下一步。 它将引导您进入“支付订单”页面，下面将对此进行更详细的说明。

Save and Proceed to Pay: After the above items are all filled in, click on ‘Save and Proceed to Pay’ button to direct to the ‘Pay PO’ page, which will be explained below in more detail.

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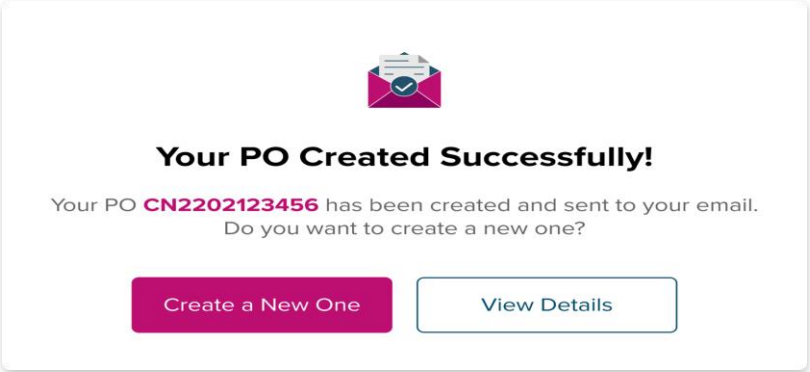
如何创建采购订单/How to Create a PO

保存并通过电子邮件发送: 如果您想暂时保存并稍后继续付款，您可以使用“保存并发送电子邮件”。 点击后会弹出一个窗口，显示您的采购订单号，这是自动生成的。 订单号生成后，门户网站会保存并发送通知邮件给您。

Save and Email: If you want to save PO temporarily and proceed with the payment later, you can use ‘Save and Email’ feature. Once it is clicked, a pop-up window appears, shows your PO No. , which is automatically generated. After PO No. is generated, the portal saves it and sends notification mail to you.



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RMB on-line payment

使用提单创建采购订单/How to Create a PO with Bill of Lading

当 ePayment 系统成功生成 PO 编号后，您将收到一封邮件，地址是您在创建 PO 页面中输入的电子邮件地址。 下面是示例。 您可以查到 PO 编号和您输入的详细信息。

When PO No. is generated from the ePayment system successfully, you will receive an alert mail addressed to the email address you inputted in the Create PO page. Below is the sample. And, you can find PO No. and the other information you keyed in.

ONE CN <epayment.test@one-line.com>
to me

Dear Customer, / 尊敬的顾客,

Your PO number CN2203727147 has been created as following: /

您的采购订单号 CN2203727147 已创建如下:

Creation Date, Time / 创建日期、时间	2022-Mar-04 10:46:55	
Company name / 公司名	请输入公司名称	
Email address / 电子邮件地址		
Contact number / 联系电话		
PO number / 订单号	*CN2203727147*	
Receivable Office	*NINGBO*	*Rm 1103-06, 11F, China Life Building, No.777 Lingqiao Road, Haishu, Ningbo*
应收办公室	*宁波*	*宁波市海曙区灵桥路777号China Life Building 中国人寿大厦11楼1103-06室*

BL or Invoice Number 提单号或发票号	Currency 货币	Amount 金额	Remark 备注
NB1BCBM99300	CNY	22,222.00	
	Total 合计	**CNY 22,222.00**	

Thank you for using ONE E-Payment /

感谢您使用ONE电子支付

To ensure safety and security as well as to protect your PO information, when making transaction via E-payment portal, please read carefully and follow transaction instructions here. /

为确保安全和保障您的采购订单信息，通过电子支付门户进行交易时，请仔细阅读并按照此处的交易说明进行操作。

For further information, please direct your inquiries to /

欲了解更多信息，请通过以下方式查询

Website / 网站 https://epayment.one-line.com/cn/contact-us
Customer service: / 客户服务: (86) 20 66833111

Notice: Please do not reply to this e-mail, this email is sent from an account we use for sending messages only. If you want to contact us, please click here.

注意：请不要回复此电子邮件，此电子邮件是从我们仅用于发送消息的帐户发送的。 如果您想联系我们，请点击这里。

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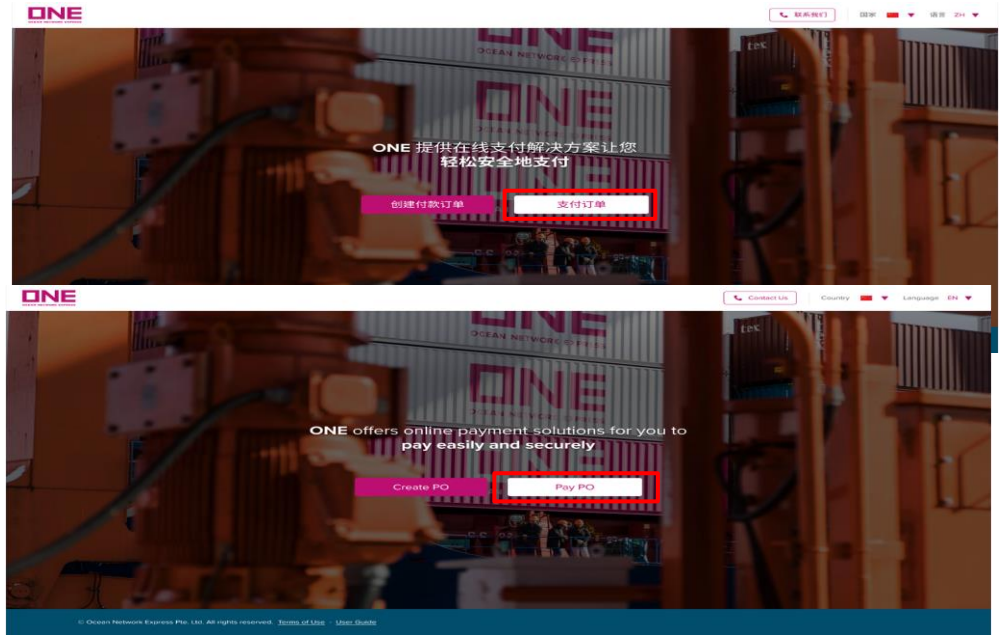
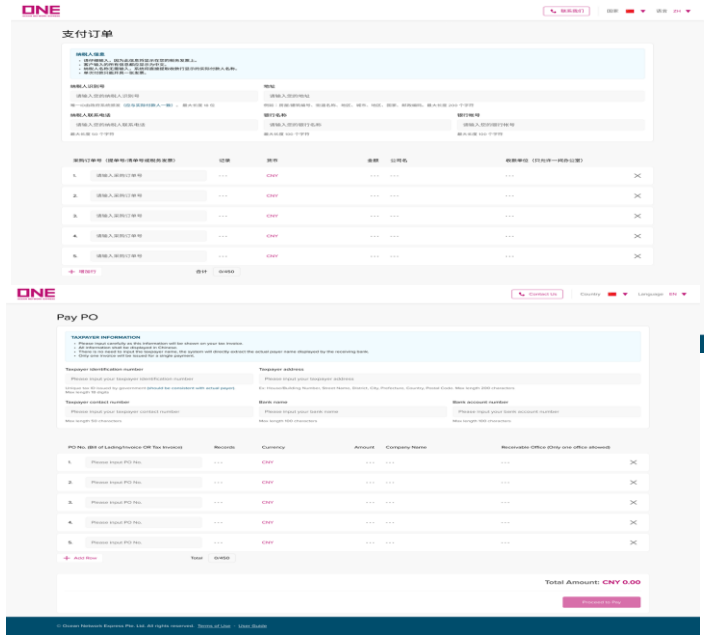
人民币费用结算
RMB on-line payment

如何支付采购订单/How to Pay PO

如果前面的步骤都成功完成，系统将引导您进入“支付订单”页面，或者您可以单击“支付订单”按钮，它将打开一个新的支付订单页面。

The system will direct you to the ‘Pay PO’ page if earlier steps are carried out successfully, or you can click on the "Pay PO” button it to open a new page for paying a PO.





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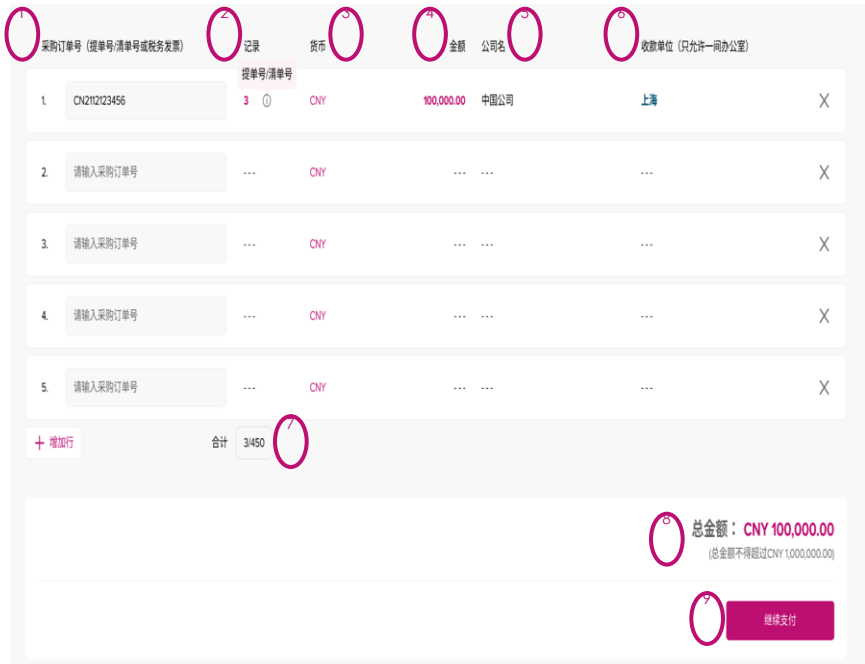
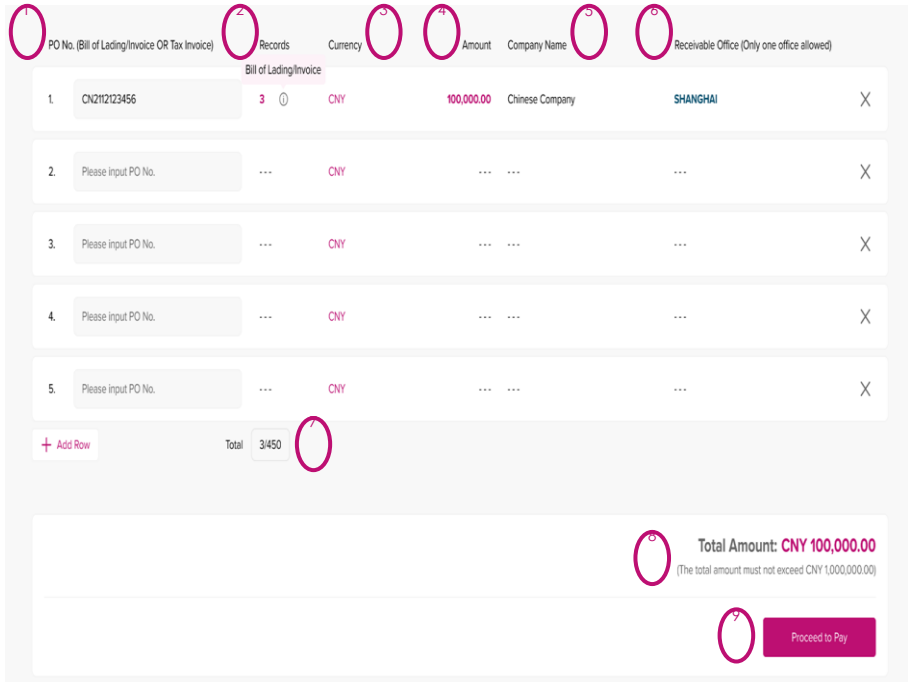
人民币费用结算
RMB on-line payment

如何支付采购订单/How to Pay PO

第 1 步：填写采购订单详细信息。



Step 1: Fill in PO details.



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RMB on-line payment

如何支付采购订单/How to Pay PO

第 1 步： 填写采购订单详细信息。

Step 1: Fill in PO details

1.采购订单号：请输入之前创建的未付款采购订单号（如果您在创建采购订单页面点击“保存并继续付款”，采购订单号将自动显示）。

PO No.: Input unpaid PO No. created earlier (or PO No. will be shown automatically if you click 'Save and Proceed to Pay' from ‘Create PO’ page).

2.记录：记录是指在“创建采购订单”页面中输入的提单号的数量。

Records: ‘Records’ specifies the number of Bill of Lading inputted in the ‘Create PO’ page.

3.货币：货币设置为当地货币。

Currency: Currency is set as local currency.

4.金额：该订单号的金额。

Amount: Total amount is for all of the Bill of Lading

5.公司名：公司名称是您在“创建付款订单”页面中输入的信息。

Company Name: Company name is the information you inputted in the ‘Let’s create you PO’ page.

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RMB on-line payment

如何支付采购订单/How to Pay PO

6.收款单位: 收款单位是您在“创建付款订单”页面中输入的信息。单次只能向同一个收款单位付款。

Receivable Office: Receivable office is selected in the ‘Create PO’ page. Only one office allowed.

7.合计：显示您在创建 Po 页面输入的提单号的总数量。 总限制为 450。

Total: It shows the total cases of Bill of Lading you inputted from Create Po page. The total limit is 450.

8.总金额：总金额为所有采购订单号的合计金额。

Total Amount: Total amount is for all of the PO No.

9.继续付款：完成上述所有操作后，您可以单击“继续付款”继续下一步。 单击后，将出现一个弹出窗口。

Proceed to Pay: Once the above is all finished, you can click on ‘Proceed to Pay’ to move on to the next steps. Once it is clicked, a pop-up window will appear.

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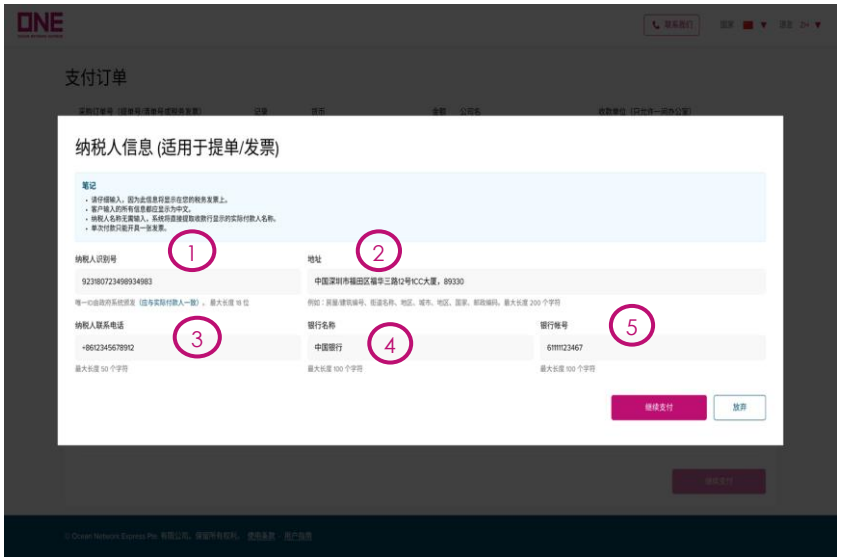
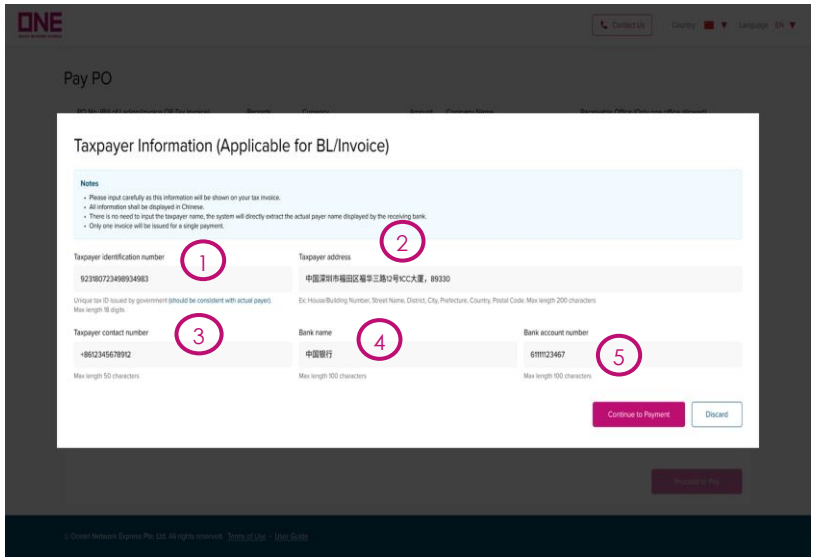
RMB on-line payment

如何支付采购订单/How to Pay PO

使用提单号的采购订单进行支付时，您需要先输入生成电子发票所需的纳税人开票信息，然后才能继续链接到支付网关

When proceeding to pay with PO of Bill of Lading, you need to input the Taxpayer Information for using the generate the e–Tax Invoice then can continue navigates to the payment gateway.





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RMB on-line payment

如何支付采购订单/How to Pay PO

第一步：填写纳税人信息

Step 1: Fill in Taxpayer Information details

1.税号：请输入您的纳税人识别号。 由政府签发（应与实际付款人一致）。 最大长度 18 位。

Tax Identification Number.: Input your unique Tax Identification Number, which is issued by the government and should be consistent with the actual payer. Max length 18 digits.

2.纳税人地址：请输入您的地址。 最大长度 200 个字符。

Taxpayer Address: Input your registered address. Max length is 200 characters.

3.纳税人联系电话：创建采购订单页面点击“保存并继续付款”后，此字段会自动填写。 但是，可以随时修改/输入您想在税务发票上显示的号码。

Taxpayer Contact Number : This field is automatically fulfilled when clicking “Save and Proceed to Pay” from the ‘Create PO’ page. However, please feel free to modify/input the number you want to show on Tax Invoice.

4.银行名称：纳税人付款银行名称 。

Bank Name: The name of the bank account .

5.银行帐号：纳税人付款银行账号。（请勿包含无关符号）

Bank Account Number: The number of bank accounts. （Do not input the special character）.

请注意: 税务发票中显示的发票付款人抬头将直接使用收款行提供的收款信息中实际付款人名称。

Please Note: The actual payer name shown in the Tax Invoice will be retrieved from bank information by ePayment, followed by the bank account.

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人民币费用结算
RMB on-line payment

如何支付采购订单/How to Pay PO

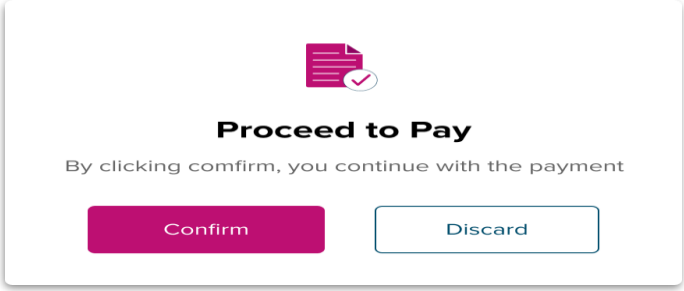
第 2 步：完成付款

点击“确认”继续付款。

当您在付款界面点击“确认”时，系统将跳转至“中国银行”支付网关，供您选择付款方式。

Step 2: Complete Payment

Click on "Confirm" to proceed with the payment.



When you click on "Confirm" on Proceed to Pay, the system navigates to the Payment Gateway of “Bank of China” for you to choose the payment method.

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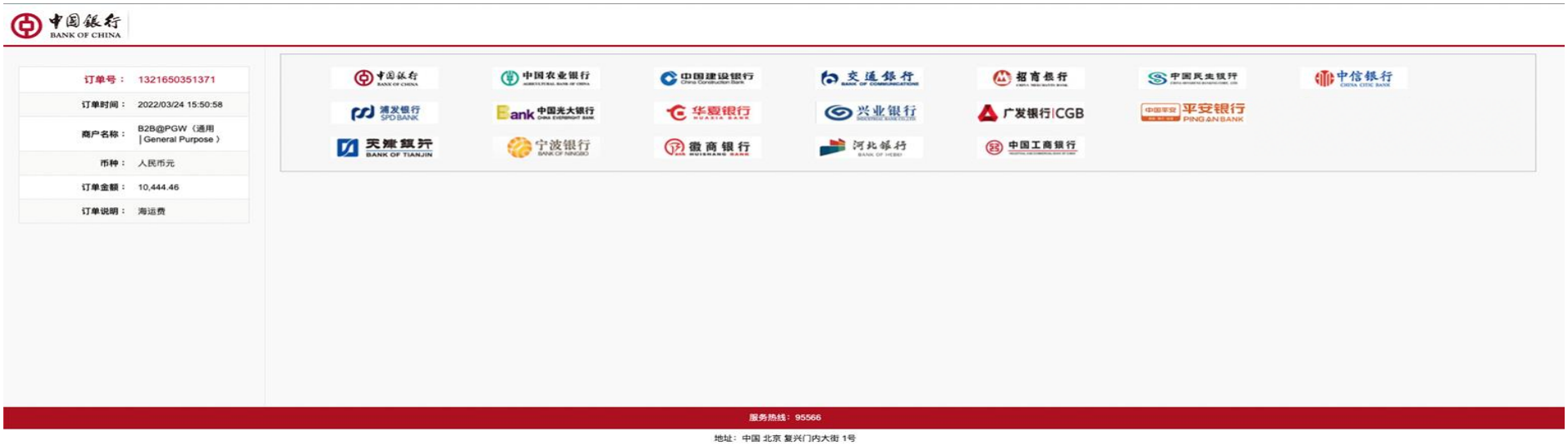
RMB on-line payment

如何支付采购订单/How to Pay PO

请选择您需要的银行并按照说明完成付款

Please choose your preferable bank and follow the instruction to complete the payment.



注意：如果您想取消支付，请关闭您的浏览器。浏览器配置请参照ONE官网服务指南–电子支付浏览器配置指南

Note: If you want to cancel the payment, please close your browser. For browser configuration, please refer to ONE official service Guide - ePayment Browser Configuration Guide.

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RMB on-line payment

如何支付采购订单/How to Pay PO

01: 环境： 国家

- 如果您访问 ePayment 门户，系统将检测您所在的国家/地区，它将显示在页面的标题处。 而且，电子支付门户将据此决定当地货币。

Setting: Country

- If you access the ePayment portal, the system will detect the country you are located, shown on the header of the page. And, according to the location detected, the ePayment portal will decide the local currency.

02: 其他： 联系我们

- 如果您需要联系 ONE 以获取电子支付服务，您可以通过单击“联系我们”图标来了解办公地址、联系电话、电子邮件和工作时间。

Others: Contact Us

- In case you need to contact ONE for ePayment service, you can refer to the office address, contact number, email, and working hours by clicking on the ‘Contact Us’ icon.

03: 其他：使用条款

- 如果您点击页面底部的“使用条款”，门户将打开一个新的使用条款页面。

Others: Terms of Use

- If you click on ‘Terms of Use’ at the bottom of the page, the portal will open ‘Terms of Use’ in a new tab.

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美金费用结算
USD payment on invoice

美元付款成功后付款通知格式要求：

USD payment advice requirement:

邮件主题：ONE收款分支机构+公司名称+付款日期+付款笔数+币种合计金额
例：上海–海天国际–2022–07–16已支付2笔款项 美金 合计USD2800

Email subject : ONE Office + Company name + date of payment + Number of payments + Currency & Total amount
Sample: Haitian International – 2022-07-16 paid 2 payments Total USD2800

邮件正文：
Email body:

1. **ONE收款分支机构+公司名称+付款日期+付款笔数+币种合计金额**
   ONE office + Company name + date of payment + Number of payments + Currency & Total amount

2. **按照要求填写附件**
   Fill in the attachment as required

美金到账通知书模板

3. **附上邮件提及的水单**
   Attach the bank slip mentioned in the email

请将此邮件发送至： cn.db.collection@one-line.com

Please send email to: cn.db.collection@one-line.com

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The End

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