

BoC Bill 商戶自助平台 -

用戶使用手冊(商戶服務)

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(一) 商戶服務

1. 索取材料

(1) 輸入所需資料，點擊[提交]按鈕，用來索取對應材料

The screenshot shows the 'BoC Bill 商戶自助平台' (BoC Bill Merchant Self-Service Platform) interface. On the left is a dark sidebar with navigation links: '概況', '交易管理', '商戶服務', '索取材料' (highlighted), and '報表下載'. The main content area is titled '索取材料' and contains a form with the following fields: '商戶/分店號碼' (Merchant/Branch Number), '商戶/分店地址' (Merchant/Branch Address), '聯絡人姓名' (Contact Name), '聯絡人電話' (Contact Phone), and '請輸入所需材料:' (Please input required materials:). Under the last field, there are checkboxes for '电机纸', '签购单', '回邮信封', '入数纸', and '免息分期签购单'. A '显示材料' (Show Materials) button is next to the checkboxes. At the bottom right of the form are '提交' (Submit) and '重置' (Reset) buttons. The top right of the page shows '中文-简体' and '欢迎您, M'.

2. 報表下載

(1) 選擇報表及報表日期，點擊[提交]後會跳轉到報表下載頁面

The screenshot shows the '報表下載' (Report Download) section of the 'BoC Bill 商戶自助平台'. The sidebar has '報表下載' highlighted. The main area lists report types: '集团报表' (Group Report) and '商户报表' (Merchant Report). Under '集团报表', there are radio buttons for '综合商户月结单', '集团每月清算报表 (Excel)', 'Daily ChainStore Report (PDF)', and '集团报表 (Excel)'. Under '商户报表', there are radio buttons for '入帐通知书', '特店交易明细日报表 (只供LMS商户使用)', '交易明细报表', and '每月清算报表 (Excel)'. Below these is a '请选择日期' (Please select date) dropdown and a '提交' (Submit) button. A red box highlights the '提交' button with a note: '點擊提交，會跳轉到報表下載頁面' (Click Submit, will jump to the report download page). A red box highlights the '提交' button with a note: '系統提供90天以內之報表，月結報表會于每月首天產生' (The system provides reports within 90 days, and the monthly closing report will be generated on the first day of each month).

(2) 當點擊提交後，會來到報表下載頁面

The screenshot shows the '報表下載' (Report Download) page of the 'BoC Bill 商戶自助平台'. The sidebar has '報表下載' highlighted. The main area shows a table with columns: '报表' (Report), '报表日期' (Report Date), '报表拥有人' (Report Owner), and '有效的报表' (Valid Report). The table is currently empty, with a message '找不到报表' (No reports found) and a '返回' (Return) button. A red box highlights the table area with a note: '若有報表，則此處顯示可供下載的報表。' (If there are reports, this area will display reports available for download).

3. 結單下載

(1) 選擇商戶號碼及結單月份，點擊[提交]後會跳轉到結單下載頁面

The screenshot shows the 'BoC Bill 商戶自助平台' interface. On the left is a dark sidebar with a menu containing '概覽', '交易管理', '商戶服務', '索取材料', '報表下載', and '結單下載' (highlighted with a red box). The main area has a header with 'BoC Bill 商戶自助平台', language options '中文 繁體', and '歡迎您'. Below the header are two input fields: '商戶號碼' and '*結單月份', with a '請選擇日期' date picker next to the second field. A red asterisk note states '*系統提供1年以內之結單'. A blue '提交' button is at the bottom.

(2) 當點擊提交後，會來到結單下載頁面。

The screenshot shows the 'BoC Bill 商戶自助平台' interface after submission. The sidebar is the same, with '結單下載' highlighted. The main area displays a table with the following data:

結單號碼	結單日期	結單擁有入	有效的結單
693697	2037-03-17 00:00:00	011405611	是

Below the table, there are two buttons: '按下載繼續' and '下載'. At the bottom, there is a blue '返回' button.