

# ONE

OCEAN NETWORK EXPRESS

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

## -ONE e-COMM开户

- Registration to ONE e-Commerce

-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访问方式

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

-如何更改订舱信息  
-如何指定订舱代理  
-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 booking agent
- 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

## **-ONE e-COMM开户**

- **Registration to ONE e-Commerce**

# ONE e-COMM ID的登记开户

## e-COMM ID registration

Unleashing a fresh new look of our Mobile App

FIND OUT MORE

### ONE eCommerce LOGIN

LOGIN

REGISTER

Forgot Your User ID / Password?

### TRACKING



Enter Booking or Container No.

You can enter several numbers, separated by a space or comma.

TRACK

### SCHEDULE

ROUTE | PORT | LONG RANGE | VESSEL

Origin

Destination

Period  -

Advanced

VIEW

### Membership Registration

Identity Agreement

Enter Information

Please enter all information in English. (Required field is indicated by \*)

#### \* Company Information

\* Company Name

\* Country/District

Zip Code

\* City

\* Address

\* Company Type

\* Customer Type

#### \* User Information

\* User ID

\* Password

\* Confirm password

\* First Name

\* Last Name

\* Phone

\* Fax

\* E-mail

\* Trade

\* Contact ONE Office  Centralized Office

-访问ONE中文网站，在ONE eCommerce LOGIN中进行新账号的注册

-Access the ONE homepage and click 'Register' for new eCommerce ID registration .

- <https://ch.one-line.com/zh-hans>

-填写正确且完整的信息（公司名，地址等请全部使用英文，注册邮箱不接受qq,163,126,gmail等域名的地址），并在Comment中备注开通ONE QUOTE功能

-Please fill the correct information with English and free domain of registered email address is not acceptable, then input 'Open ONE QUOTE Access' in the comment filed .

**-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访问方式**

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

# OQ订单的咨询及更改提交途径

## Access to OQ BKG query/amendment

- ◆ 由以下网址进入OQ订舱更改的自助操作平台：

[https://www.eptrade.cn/epb/login/login\\_one.html](https://www.eptrade.cn/epb/login/login_one.html)

- ◆ BKG amendment can be submitted via:

- ◆ [https://www.eptrade.cn/epb/login/login\\_one.html](https://www.eptrade.cn/epb/login/login_one.html)

- ONE电子商务平台中的聊天工具可提供人工在线答复；

- ◆ ONE e-COMM platform provides on-line responses via “Livechat” to your queries

# LBS操作提要

## Description of LBS

- 不通过华中华北订舱代理的OQ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；
  - ◆ OQ booking placed by direct customer is confirmed by system auto-generated BKG# which can be distinguished to pre-assigned BKG# from booking agents;
- OQ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 OQ 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

QO-LBS 登录验证码(Login-in Verification to OQ-LBS) 外部 收件箱 x

noreply@easipass.com 13:16 (1分钟前) ☆ ↶ ⋮

发送至 我

由于您单位的设置，此邮件未被发送至“垃圾邮件”中。

移至“垃圾邮件”

亲爱的用户：  
Dear Customer:

您申请的邮箱验证码是 oamAn9  
The email verification code you request is oamAn9  
(多次收到以最新一次为准) (The latest one to be inputted if you request multiple times)

此邮件为系统自动发出邮件，请勿直接回复。如您本人并未发起相关操作，请忽略并删除邮件，也请确认个人信息、资料的安保情况。  
This email is sent automatically by the system, please do not reply directly.  
If you have not initiated the relevant operation yourself, please ignore and delete the email, and kindly beensure of your personal information in safe.

亿通海运订舱平台

尊敬的客户，您好  
欢迎您使用亿通海运订舱平台！

订舱号/BOOKING NO.:

合同号/SERVICE CONTRACT NO.:

邮箱/E-MAIL ADDRESS:  验证码/CAPTCHA

验证码/VERIFICATION CODE:

技术支持：上海亿通国际股份有限公司

- 如何更改订舱信息
- 如何指定订舱代理
- 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 booking agent**
- **To nominate trucking company for EEIR creation and flow**
- **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

The screenshot displays the LBS system interface. On the left is a navigation menu with '订舱查询/BKG QUERY' selected. The main area shows a '订舱列表 BKG LIST' with a table of booking details. The '编辑/EDIT' button is highlighted with a red box. Below the table is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 to 1 of 1 items'.

订舱号 BKG NO.	提单号 B/L NO.	船名 VESSEL	航次 VOYAGE	船公司 CARRIER	发送方 SENDER	接收方 RECEIVER	操作者帐号 OPERATOR ID	状态 STATUS	订舱回复 CARRIER RES	ONE废止理由 CANCEL REAS
<input type="checkbox"/>	SHARE1000000	SHARE1000000	SEASPAN YAN	021E	海洋网联船务	ENPSHA/QU	ONEY	jay.gu@one-l	已同意	SHARE100000

# LBS操作提要 - 编辑更改

## Description of LBS – BKG amendment

- 按OQ订舱规则，以下列表中会引发运费改变的订舱项目已被锁定无法操作，客户可选择在LBS或在OQ界面提交订舱取消；  
The booking items listed in the table are blocked to amend in according to T&C of OQ booking, or customer can submit BKG cancellation from this UI directly or via OQ platform;
- 由于船期更改，仅ONE操作人员可以在双方同意情况下对船名，航次及航线代码此三项进行更改  
ONE operator can make BKG rollover or VSL/VOY/LINE code amendment on base of mutual consent because of schedule change

订舱号	Booking No.
交货条款	Receipt/Delivery term
运输协议号，服务合同和	Rate Filing Agreement, Service Contract No.
船名	Vessel Name ✓
航次	Vessel Voyage ✓
航线代码	Line Code ✓
路径涉及的港口部分	Route/Port(Point) code
货物信息中不可改为危险品	General commodity cannot be changed to DG
箱型不可改	Container Type cannot be changed
同箱型的箱量可减少，但不接受增加	Container Volume cannot be increased
COC箱不可更改为SOC	COC cannot be changed to SOC

- 按OQ订舱规则，订舱确认后，如需减少同箱型的订舱箱量，客户按OQ订舱时选择的服务项目（例如优享或特别推广产品）以及更改提交的时间，或将被收取相应的亏舱费。

**If the Merchant wishes to reduce the number of containers after the Booking Confirmation has been issued, then request of volume decrease is subject to Booking Cancellation Fee "CCL") per TEU in accordance with T&C related rules**

订舱号	Booking No.
交货条款	Receipt/Delivery term
运输协议号，服务合同和	Rate Filing Agreement, Service Contract No.
船名	Vessel Name
航次	Vessel Voyage
航线代码	Line Code
路径涉及的港口部分	Route/Port(Point) code
货物信息中不可改为危险品	General commodity cannot be changed to DG
箱型不可改	Container Type cannot be changed
<b>同箱型的箱量可减少，但不接受增加</b>	<b>Container Volume cannot be increased</b>
COC箱不可更改为SOC	COC cannot be changed to SOC

# LBS操作提要 - 编辑更改

## Description of LBS – BKG amendment

– 以下列项均可在LBS界面中完成信息添加或更改

◆ The listed BKG items can be added or modified via LBS

发货人	Shipper
收货人	Consignee
通知人	Notify Party
特殊装载要求	Special Stowage
运费条款	Freight Terms
联系人邮箱	Contact E-mail Address
货代	Booking Agent
车队	Truck
货物信息中仅“普通”与“化工品”可互改	General commodity includes Non-DG chemical
包装件数	No. of PKG
包装类型	Package Code
包装说明	Package Description
货类代码	HS Code
体积	Measurement
货毛重	Gross Weight
唛头	Marks & Numbers
货物描述	Description of Goods
放箱要求中提箱点需求	Depot nomination of Empty Pick-up
放箱要求中已提箱/箱号	CNTR# & Seal# for COC held by SHPR/BA
附件	Attachment
作废	Cancel
付款人名称	Payer Name
纳税人识别号	TAX Identification Number
纳税人联系电话	TAX Payer Contract Number
电子邮箱（接收电子发票）	Email Address
银行名称	Bank Name
银行帐户	Bank Account Number
纳税人地址	Tax Payer Address

- ONE华中华北的签约代理在其自愿原则下，可以要求ONE当地公司将其公司列入可被OQ直接订舱客户选为代理的清单中
- ◆ The signing agents of ONE in North and Central China can be on a voluntary basis to request ONE local office to include its company in the agent list in order that can be selected by OQ direct booking customer

# LBS操作提要-货代指定

## Description of LBS – BKG agent nomination

- LBS订舱中可下拉显示ONE在当地的签约代理；
  - ◆ ONE signing agent list can be displayed after pull down of “BKG agent”;
- 选定货代提交后，经ONE操作确认，被指定的货代会收到由系统触发的提醒邮件，此票订舱也会同时显示并允许货代在其现有的界面进行操作；
  - ◆ When ONE confirms amendment to BKG agent nomination, the Agent will be delivered an email notification and this OQ booking can be searched at agent’s UI;
- 指定了货代的OQ订舱，完成出运后ONE与货代进行提单签发和运费结算
  - ◆ BL issuance & Freight settlement will be re-directed to BKG agent i/o OQ booking customer after export

货代

Booking Agent

欢迎使用 | 编辑订舱-SHARE0199800 SHARE0199800 | MAIL ADDRESS

VESSEL NAME SEASPAN YANG | 航线代码 LINE CODE PN3

VESSEL VOYAGE 021E

BARGE VESSEL NAME | VESSEL VOYAGE | BARGE ETD

指定货代/车队 NOMINATE BA/TRUCK

货代 BA 敦豪全球货运 (中国) 有限公司/DHL GLOBAL FORWARDING | 车队 TRUCK

地点信息 PORT INFORMATION

收货地 PORT OF RECEIPT	SHANGHAI, SHA CNSHA	装货港 PORT OF LOADING	SHANGHAI, SHA CNSHA
中转港 TRANSHIPMENT PORT		卸货港 PORT OF DISCHARGE	JEBEL ALI AEJEA
交货地 PORT OF DELIVERY	JEBEL ALI AEJEA	目的地还箱点 EMPTY DROP-OFF	

# LBS操作提要-货代指定

## Description of LBS – BKG agent nomination



– 代理被指定的通知邮件样本

◆ The sample of alert message when BKG agent be nominated

– 代理界面显示

◆ OQ booking to be displayed to the UI of the agent

订舱系统

导航菜单: 海运订舱

- 订舱录入
- 订舱查询
- 提单确认录入
- 提单确认查询
- EDI报文导入
- 出单查询
- 意见反馈

订舱查询

运编号/订舱号: [ ] 提单号: [ ] 状态: [ ]

船名: [ ] 航次: [ ] 时间: [ ]

接收方代码: [ ] 订舱回票: [ ]

查询 重置

订舱列表

运编号/订舱号	提单号	船名	航次	船公司	发送方	接收方	操作者账号	状态	VGM CUT-OFF	订舱
SHARE0199800	SHARE0199800	SEASPAN VAF	021E	海洋网联船务	607386229/C	ONEY	summer.xia@	已发送给船公司	查看	SHARE
SHARE0199800	SHARE0199800	ALULA EXPRE	026W	海洋网联船务	607386229	ONEY	danzasa	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	AL DHAIL	023W	海洋网联船务	607386229	ONEY	danzasa	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	HYUNDAI CO	101E	海洋网联船务	607386229	ONEY	danzasa	船公司受理中	查看	SH2EN
SHARE0199800	SHARE0199800	MOL TRIUMF	019W	海洋网联船务	607386229	ONEY	607386229	作废	查看	SH2EN
SHARE0199800	SHARE0199800	ONE COMMI	055W	海洋网联船务	607386229	ONEY	dhlone	巴周意	查看	SH9EN
SHARE0199800	SHARE0199800	SALAHUDDI	022W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	VANCOUVER	016W	海洋网联船务	607386229	ONEY	ENPSHA	巴周意	查看	SH9EN
SHARE0199800	SHARE0199800	INTERASIA C	W014	海洋网联船务	607386229	ONEY	ENPSHA	巴周意	查看	SH9EN
SHARE0199800	SHARE0199800	ALULA EXPRE	026W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	MOL TRIUMF	019W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	ONE COMPE	081W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	ONE COMPE	081W	海洋网联船务	607386229	ONEY	ENPSHA	巴周意	查看	SH9EN
SHARE0199800	SHARE0199800	ONE MACKIN	032W	海洋网联船务	607386229	ONEY	danzasa	船公司受理中	查看	SH2EN
SHARE0199800	SHARE0199800	HYUNDAI HC	048E	海洋网联船务	607386229	ONEY	607386229	船公司受理中	查看	SH2EN
SHARE0199800	SHARE0199800	AL MASHRAE	022W	海洋网联船务	607386229	ONEY	607386229	作废	查看	SH2EN
SHARE0199800	SHARE0199800	AL MASHRAE	022W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	DOLPHIN II	009W	海洋网联船务	607386229	ONEY	607386229	巴周意	查看	SH2EN
SHARE0199800	SHARE0199800	ALULA EXPRE	026W	海洋网联船务	607386229	ONEY	danzasa	船公司受理中	查看	SH2EN
SHARE0199800	SHARE0199800	ALULA EXPRE	026W	海洋网联船务	607386229	ONEY	danzasa	船公司受理中	查看	SH2EN

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Displaying 1 to 20 of 1477 items

# LBS操作提要-货代指定

## Description of LBS – BKG agent nomination

- 在货代的操作界面，对OQ客人指定可以通过新增的操作键“拒绝散客指定订舱”完成货代信息的清空，务必不要直接使用“作废”；
- ◆ Booking agent may tick newly added button “decline nomination” from their UI on base of their business justification, cancel directly is not proper action to refuse the nomination

The screenshot displays the LBS system interface for vessel information and booking agent nomination. The interface is divided into two main sections: "船舶信息 VESSEL INFORMATION" and "地点信息 PORT INFORMATION".

**船舶信息 VESSEL INFORMATION**

船名 VESSEL NAME	PY ONE VSL	航线代码 LINE CODE	EUR
航次 VESSEL VOYAGE	0119A		
驳船 BARGE	船名 VESSEL NAME	航次 VESSEL VOYAGE	驳船ETD: BARGE ETD 20180405

**地点信息 PORT INFORMATION**

操作按钮: 保存发送船公司/SAVE AND SEND, 保存/SAVE ONLY, 新增/ADD, 复制/COPY, 作废/CANCEL, **拒绝散客指定订舱**

- 货代清空指定被ONE受理完成后，LBS对提交指定的操作邮箱发送邮件提示货代拒绝
- ◆ After booking agent's denial is reviewed by ONE, LBS will trigger the alert message to the designated operation mailbox

subject: 货代指定被移除/The designated booking agent removed

亲爱的客户，

您的货代已提交拒绝指定，请与他们线下联系后重新提交指定，或者您可以选择在装载后直接向ONE付款。

Dear customer, The Booking Agent has declined your designation, please contact with them offline to renominate or you can select to settle payment with ONE directly after loading.

# LBS操作提要-无指定货代等同于付款买单

## Description of LBS – Nil of BA nomination

- LBS操作中的货代指定不是必须项，货代选项为空时，默认为此订舱在出运后，客户与ONE付款买单；
  - ◆ Null of BKG agent column under LBS, ONE defaults as bill release on receipt of payment;
- 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，统一汇入ONE(上海)的美金银行账号，并集中由ONE上海的财务部回复支付中的问题
  - ◆ 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 unified receiving bank at ONE(Shanghai) regardless export location, and the financial department of ONE(Shanghai) can be the contact window for your payment queries.

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 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		

# LBS操作提要-货代指定

## Description of LBS – BKG agent nomination

- 指定代理或发票信息项下的内容输入不可同时存在，如错误填写，保存提交时系统会弹出警示并无法完成下一步操作
- ◆ “BKG agent” & “TAX information” are either-or pattern for customer’s fill-up, or system will pop-up a warning when user clicks “Save&Submit”

数据填写不正确,请重新填写.

- 您已完成货代指定, 运费账单由货代支付, 请清空发票信息; 反之, 请清空货代栏, 保留发票信息提交船公司
- The payment will be settlement with designated booking agent, pls correct to empty either booking agent or invoice information!

联系方式 CONTACT		订舱信息 BOOKING INFORMATION	
发货人 SHIPPER	DT CHINA (SHANGHAI) LTD. 联系人/电话	订舱号 BOOKING NO.	SHARE1000000
	<input type="checkbox"/> NVO	交货条款 TYPE OF MOVEMENT	CY-CY
收货人	NONE	运费协议号 RATE FILING AGREEMENT	
		提单号 BL NO.	ONEY SHARE1000000
		特殊装载要求 SPECIAL LOADING REQUEST	请选择
		服务合同号 SERVICE CONTRACT NO.	R6B00021667
		KT-PPP	<input type="checkbox"/>

指定货代/车队 NOMINATE BA/TRUCK	
货代 BA	江苏恒隆物流有限公司
车队 TRUCK	上海港利国际物流有限公司

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 TAX IDENTIFICATION NUMBER	111111111111111111
纳税人联系电话 TAXPAYER CONTACT NUMBER	22222222222	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	33333333
纳税人地址 TAXPAYER ADDRESS	黄陂南路838弄中海国际中心		
备注 REMARK			

# 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

货代 Booking Agent | F

车队	Truck
货物信息中仅“普通”与“化...”可互改	General commodity includes Non-DG chemical

货代 BA: [ ]

TRUCK: ONEEIR上海测试车队

地点信息 PORT INFORMATION

收货地 PORT OF RECEIPT	SHANGHAI SHA CNSHA	装货港 PORT OF LOADING	SHANGHAI SHA CNSHA
中转港 TRANSHIPMENT PORT	[ ] [ ]	卸货港 PORT OF DISCHARGE	IZMIT TRIZT
交货地 PORT OF DELIVERY	IZMIT TRIZT	目的地还箱点 EMPTY DROP-OFF	[ ] [ ]

- 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, ONE QUOTE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。

# 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:	上海...有限公司		
订舱号:	95557222500	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		

Truck company

Depot for EQ release

Gate-in Code

Gate-in Terminal

打印日期:2022-05-31 11:57:11

# LBS操作提要-订舱取消

## Description of LBS-OQ BKG cancellation via LBS

- 一 如在LBS完成对OQ的订舱取消，请务必选择取消原因，如因订单更改需要重新订舱，请选择others，并注明ONE QUOTE重订舱后的关联单号；
- ◆ To cancel OQ booking via LBS, please be sure to select proper cancel reason. If this OQ booking should be replaced by newly placed one, the cancel reason should be selected “other” and indicate associated OQ booking number

更改理由

作废理由/Cancel Reason: 请选择

是否有相关联新订舱:  
To fill up new booking associated with this cancelled Booking

备注/Remarks:

备货不及时或出运计划改变/Shipment delay  
报关及检验未通过而取消出运/Failure in customs declaration or inspection  
特种箱/特殊装载货/危险品资料不全或申请未获批准/Invalid DOCs to apply on Special cargo/Special Stowage/DG material or Application be rejected  
缺箱原因导致未赶上预配船期/Equipment Shortage

如需取消ONE QUOTE递交的订舱，请务必选择取消原因，如因订单更改需要重新订舱，请选择其它原因，并注明ONE QUOTE重订舱后的关联单号。  
"Cancel reason" must be selected when you submit OQ booking cancellation. Please select "Other reason" and fill up new booking number if you want to replace by a new OQ booking.

确定

# 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 OQ booking customer, nominated BKG agent or ONE operator can be fully recorded in the “CHANGE LOG”

订舱列表 BKG LIST

发送船公司/SUBMIT TO CARRIER | 生成提单样本/SI CREATION | 编辑/EDIT | 船公司确认情况查询/OPERATION LOG | **查看变更历史/CHANGE LOG**

预览/PREVIEW

<input type="checkbox"/>	订舱号 BKG NO.	提单号 B/L NO.	船名 VESSEL	航次 VOYAGE	船公司 CARRIER	发送方 SENDER	接收方 RECEIVER	操作者帐号 OPERATOR ID	状态 STATUS	订舱回复 CARRIER RES	ONE废止理由 CANCEL REAS
<input checked="" type="checkbox"/>	SHARE1000000	SHARE1000000	SESPAN YAM	021E	海洋网联船务	ENPSHA/QUK	ONEY	jay.gu@one-l	已同意	SHARE10000	

20 | Page 1 of 1 | Displaying 1 to 1 of 1 items

# 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.

指定货代/车队 NOMINATE BA/TRUCK			
货代 BKG Agent	<input type="text"/>	车队 TRUCK	上海思其物流有限公司
预约提单申领 Appointment to OBL pick-up	<input type="text"/> AM/PM	重置/RESET	
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.			
地点信息 PORT INFORMATION			
收货地 PORT OF RECEIPT	SHANGHAI	装货港 PORT OF LOADING	SHANGHAI SHA CNSHA
中转港 TRANSHIPMENT PORT		卸货港 PORT OF DISCHARGE	CAVENDISH VT USCVX

Jul 2022

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
Today			Close			

- **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，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。

System will issue VAT E-invoice (Normal) 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) 请向ONE申请开具美元增值税电子普通发票；

2) 收到美元增值税电子发票（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 apply to ONE to issue USD VAT E-invoice,

2) complete USD payment by two working day when you receive USD VAT E-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.

# 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

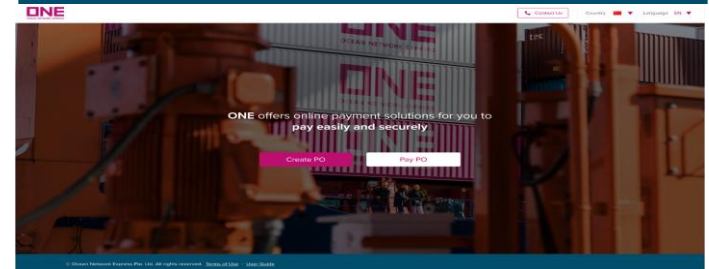
# 人民币费用结算

## 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/>



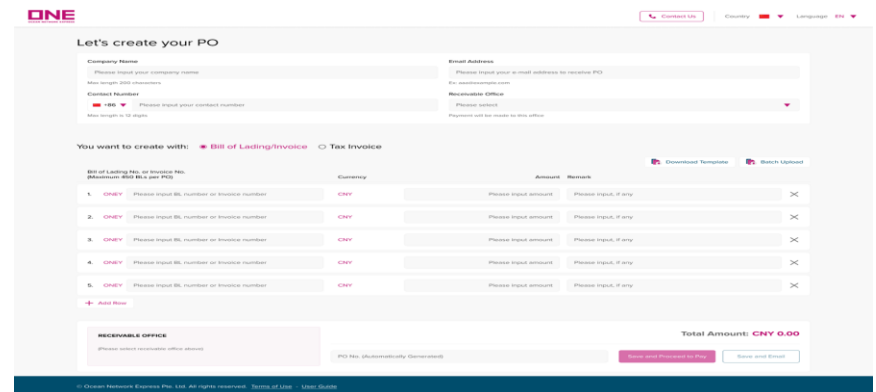
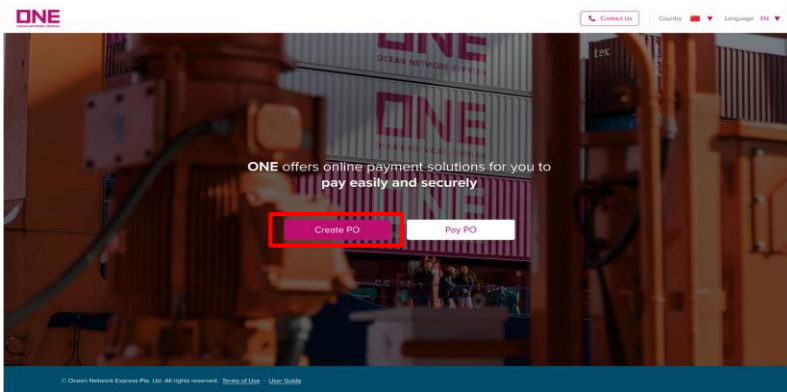
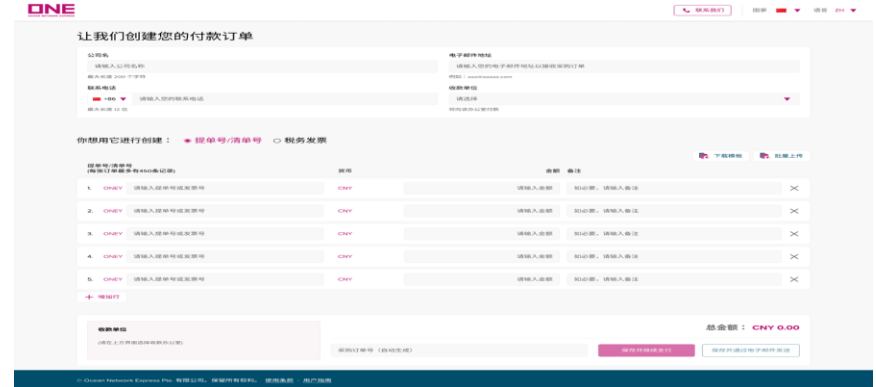
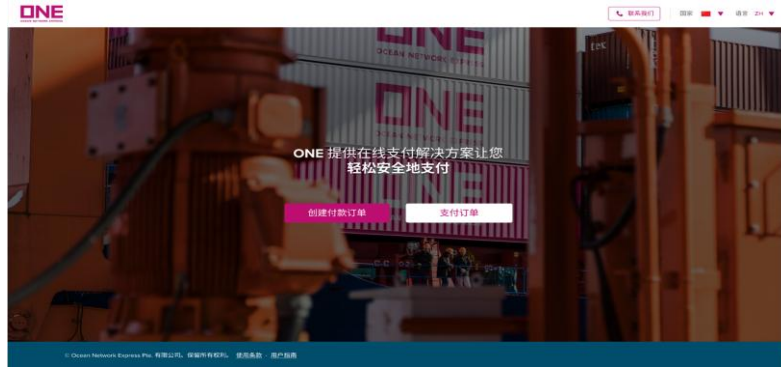
# 人民币费用结算

## 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.



# 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.

让我们创建您的付款订单

公司名 ABC Company 最大长度 200 个字符	1	电子邮件地址 email@example.com 例如: aaa@aaaa.com	2
联系电话 +86 123456789012 最大长度 12 位	3	收款单位 上海	4

将向该办公室付款

Let's create your PO

Company Name ABC Company Max length 200 characters	1	Email Address example@email.com Ex: aaa@example.com	2
Contact Number +86 123456789012 Max length is 12 digits	3	Receivable Office SHANGHAI Payment will be made to this office	4

# 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**

你想用它进行创建： 提单号/清单号  税务发票

You want to create with:  Bill of Lading/Invoice  Tax Invoice

**步骤 3.1: 使用提单创建采购订单**

**Step 3.1: Create PO with Bill of Lading**

# 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

你想用它进行创建:  提单号/清单号  税务发票

1 提单号/清单号 (每张订单最多有450条记录) 2 货币 3 金额 4 备注 5 下载模板 6 批量上传

1. ONEY	RICBGS123456	CNY	100,000.00	这是一个例子	X
2. ONEY	请输入提单号或发票号	CNY	请输入金额	如必要, 请输入备注	X
3. ONEY	请输入提单号或发票号	CNY	请输入金额	如必要, 请输入备注	X
4. ONEY	请输入提单号或发票号	CNY	请输入金额	如必要, 请输入备注	X
5. ONEY	请输入提单号或发票号	CNY	请输入金额	如必要, 请输入备注	X

+ 增加行

收款单位  
(付款将支付到以下办公室)  
海洋网络轮务 (中国) 有限公司  
地址: 上海市黄浦区黄渡南路838弄4幢1号5-6楼China Overseas International Center(中海国际) 200025

7 总金额: CNY 100,000.00  
(总金额不得超过CNY 1,000,000.00)

8 保存并继续支付 保存并通过电子邮件发送

采购订单号 (自动生成)

You want to create with:  Bill of Lading/Invoice  Tax Invoice

1 Bill of Lading No. or Invoice No. (Maximum 450 BLs per PO) 2 Currency 3 Amount Remark 4 5 下载模板 6 批量上传

1. ONEY	RICBGS123456	SGD	100,000.00	Please input, if any	X
2. ONEY	Please input BL number or Invoice number	CNY	Please input amount	Please input, if any	X
3. ONEY	Please input BL number or Invoice number	CNY	Please input amount	Please input, if any	X
4. ONEY	Please input BL number or Invoice number	CNY	Please input amount	Please input, if any	X
5. ONEY	Please input BL number or Invoice number	CNY	Please input amount	Please input, if any	X

+ Add Row

RECEIVABLE OFFICE  
(Payment will be made to below office)  
Ocean Network Express (China) Ltd.  
Address: 5-6th Floor, South Tower, China Overseas International Center, Lane 838 South Huangpu Road, Huangpu District, Shanghai, China.

7 Total Amount: CNY 100,000.00  
(The total amount must not exceed CNY 1,000,000.00)

8 Save and Proceed to Pay Save and Email

PO No. (Automatically Generated)

# 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.**

### 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.

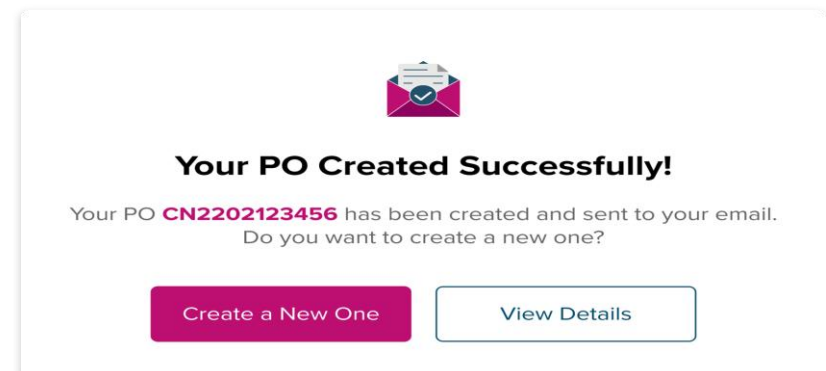
# 人民币费用结算

## RMB on-line payment

### 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.



# 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

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 / 应收办公室 NINGBO Rm 1103-06, 11F, China Life Building, No.777 Lingqiao Road, Haishu, Ningbo  
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](#)。

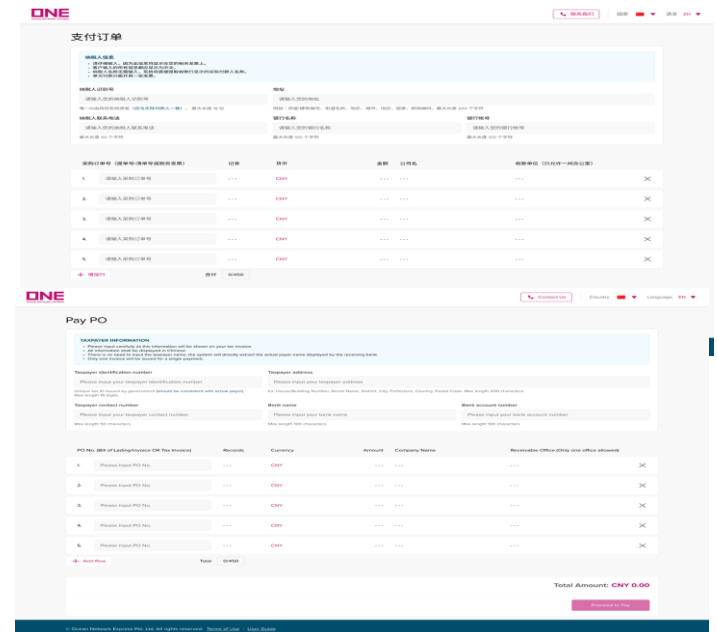
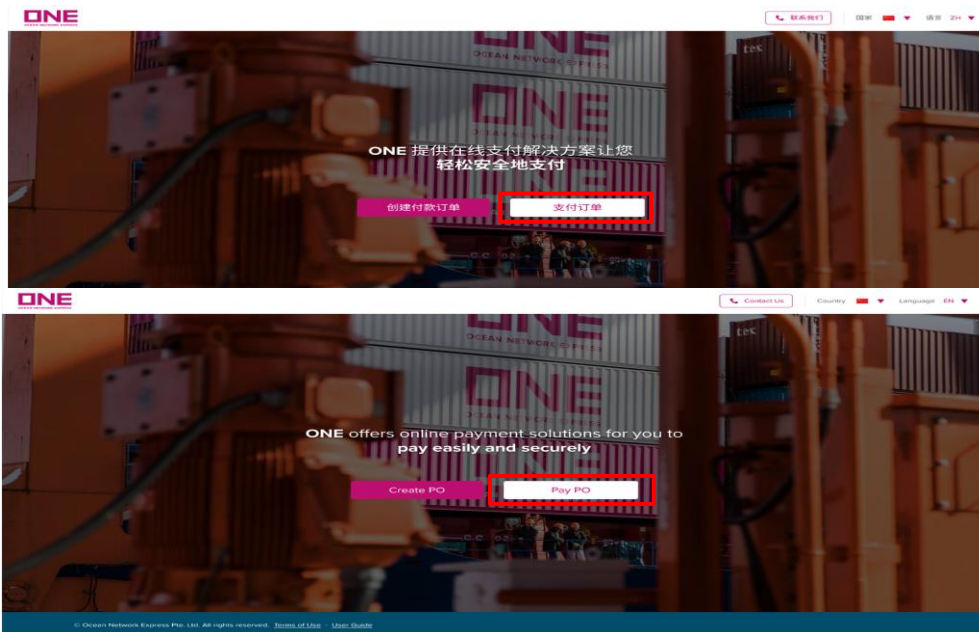
# 人民币费用结算

## 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.



# 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。

1	采购订单号 (提单号/清单号或税务发票)	2	记录	3	货币	4	金额	5	公司名	6	收款单位 (只允许一间办公室)
1	CN2112123456	3	①	CNY	100,000.00	中国公司	上海				
2	请输入采购订单号	...		CNY	...	...	...				
3	请输入采购订单号	...		CNY	...	...	...				
4	请输入采购订单号	...		CNY	...	...	...				
5	请输入采购订单号	...		CNY	...	...	...				

+ 增加行      合计 3450

**总金额: CNY 100,000.00**  
(总金额不得超过CNY 1,000,000.00)

继续支付

#### Step 1: Fill in PO details.

1	PO No. (Bill of Lading/Invoice OR Tax Invoice)	2	Records	3	Currency	4	Amount	5	Company Name	6	Receivable Office (Only one office allowed)
1	CN2112123456	3	①	CNY	100,000.00	Chinese Company	SHANGHAI				
2	Please input PO No.	...		CNY	...	...	...				
3	Please input PO No.	...		CNY	...	...	...				
4	Please input PO No.	...		CNY	...	...	...				
5	Please input PO No.	...		CNY	...	...	...				

+ Add Row      Total 3450

**Total Amount: CNY 100,000.00**  
(The total amount must not exceed CNY 1,000,000.00)

Proceed to Pay

# 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**

**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.

# 人民币费用结算

## 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.

# 人民币费用结算

## 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.

支付订单

纳税人信息 (适用于提单/发票)

备注

- 请仔细输入，因为此信息将显示在您的税务发票上。
- 客户输入的所有信息都显示为中文。
- 纳税人识别号必填项，系统将根据您提供的纳税人识别号生成电子发票。
- 单次付款只能开具一张发票。

纳税人识别号 1 地址 2

9238072348934983 中国深圳市福田区福华三路12号ICC大厦, 89330

统一社会信用代码 (请与实际付款人一致, 最大长度 18 位) 纳税人识别号 (纳税人识别号, 街道名称, 地区, 城市, 国家, 邮政编码, 最大长度 200 个字符)

纳税人识别号 3 银行名称 4 银行账号 5

+8612345678912 中国银行 601123467

最大长度 50 个字符 最大长度 100 个字符 最大长度 100 个字符

继续支付 放弃

Pay PO

Taxpayer Information (Applicable for BL/Invoice)

Notes

- Please input carefully as this information will be shown on your tax invoice.
- All information shall be displayed in Chinese.
- There is no need to input the taxpayer name; the system will directly extract the actual payer name displayed by the receiving bank.
- Only one invoice will be issued for a single payment.

Taxpayer identification number 1 Taxpayer address 2

9238072348934983 中国深圳市福田区福华三路12号ICC大厦, 89330

Unique tax ID issued by government (should be consistent with actual paper) Ex: House/Building Number, Street Name, District, City, Prefecture, Country, Postal Code. Max length 200 characters. Max length 18 digits

Taxpayer contact number 3 Bank name 4 Bank account number 5

+8612345678912 中国银行 601123467

Max length 50 characters Max length 100 characters Max length 100 characters

Continue to Pay Discard

# 人民币费用结算

## 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：您要在税务发票上显示的银行名称。

**Bank Name:** The name of the bank account that you want to show on the Tax Invoice.

5.银行帐号：您要在税务发票上显示的银行账号。

**Bank Account Number:** The number of bank accounts you want to show on the Tax Invoice.

**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.

# 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

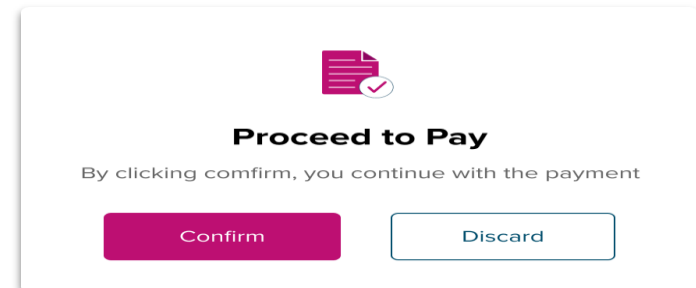
。



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.

# 人民币费用结算

## 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.

中国银行 BANK OF CHINA

订单号: 1321650351371  
订单时间: 2022/03/24 15:50:58  
商户名称: B2B@PGW (通用 [General Purpose])  
币种: 人民币元  
订单金额: 10,444.46  
订单说明: 海运费

中国银行 BANK OF CHINA  
中国农业银行 AGRICULTURAL BANK OF CHINA  
中国建设银行 CHINA CONSTRUCTION BANK  
交通银行 BANK OF COMMUNICATIONS  
招商银行 BANK OF COMMERCIAL BANK  
中国民生银行 CHINA MINSHENG BANK  
中信银行 CHINA CITIC BANK  
浦发银行 SPDBANK  
ank 中国光大银行 CHINA EVERBRIGHT BANK  
华夏银行 HUAXIA BANK  
兴业银行 XINGYE BANK  
广发银行 GGB  
平安银行 PINGAN BANK  
天津银行 BANK OF TIANJIN  
宁波银行 BANK OF NINGBO  
徽商银行 WEIHANG BANK  
河北银行 BANK OF HEBEI  
中国工商银行 CHINA INDUSTRIAL BANK

服务热线: 95566  
地址: 中国 北京 复兴门内大街 1号

注意: 如果您想取消支付, 请关闭您的浏览器。

Note: If you want to cancel the payment, please close your browser.

# 人民币费用结算

## 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.

# 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： 公司名称+付款日期+付款笔数+币种合计金额

例：海天国际-2022-07-16已支付2笔款项 美金 合计USD2800

Email subject : 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. 公司名称+付款日期+付款笔数+币种合计金额

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



美元到账通知模板

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](mailto:cn.db.collection@one-line.com)

Please send email to: [cn.db.collection@one-line.com](mailto:cn.db.collection@one-line.com)

The End