

Auto-Coding System User Manual

<http://autocoding.teco.com.tw/>

Auto-Coding System

User Manual

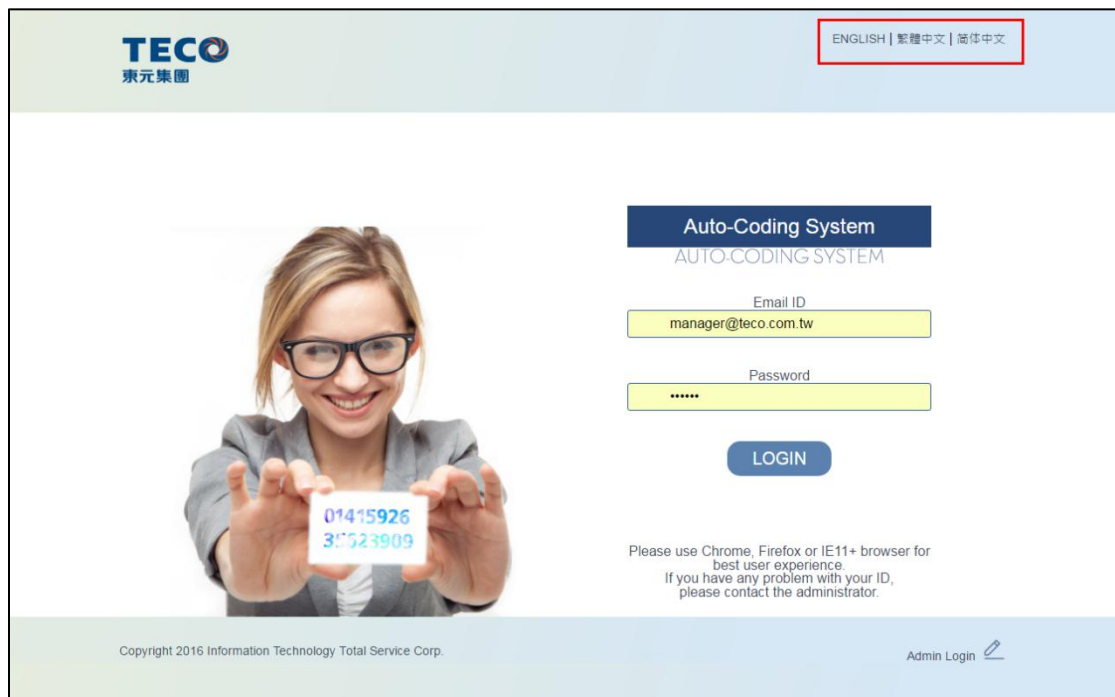
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- I. Customer/Suppliers of Taiwan
 - 1. Search for a Customer/Supplier

I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

- 1). Set system language on the login page, and login with your Email ID and Password



- 2). Select “Taiwan”



I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

3). Select Category, Segmentation, Customer/Supplier Name (Local Language 1) of your search target.


Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☒ Customer ☐ Supplier

Segmentation * 

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

Information Technology

More query conditions>>

Search

I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

4). Click “more query conditions >>”, and other search criteria can be selected (multiple optional)

➤ Here we use “Sales Organization/Purchasing Organization” field as example.

Taiwan

Add new appointment, please check first.

**Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.*

Category *	<input checked="" type="radio"/> Customer <input type="radio"/> Supplier
Segmentation *	General Customer/Supplier ▼
Customer/Supplier Code *	<input type="text"/>
Sales Organization/Purchasing Organization *	<input type="text" value="TWMC"/>
Customer/Supplier Name (English Full)	<input type="text"/>
Customer/Supplier Name (Local language 1) *	<input type="text" value="Information Technology"/>
Customer/Supplier Name (Local language 2)	<input type="text"/>
Country Code *	TW Taiwan
City *	<input type="text"/>
Tax ID *	<input type="text"/>
Phone *	+886- <input type="text"/> - <input type="text"/>
Address (English)	<input type="text"/>
Address (Local language) *	<input type="text"/>
Group Code	<input type="text"/>
Special Option *	<input type="radio"/> Non <input type="radio"/> U <input type="radio"/> E <input type="radio"/> J <input type="radio"/> R <input type="radio"/> Other ▼
Account Group *	Select the subject group ▼
Search Criteria *	<input type="text"/>
Street *	<input type="text"/>
Zip Code *	<input type="text"/>
Enterprise Group *	<input type="text"/>
Value tax registration number *	<input type="text"/>
Collect more query conditions>>	

Search

I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

5). Click “Collect more query conditions>>”, and the other query terms will be collected except the Category, Segmentation and Customer/Supplier Name(Local Language1).

Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

Customer

Supplier

Segmentation *

General Customer/Supplier

Customer/Supplier Name (Local language 1) *

Information Technology

More query conditions>>

Search

6). Click “Search”

Search

◆ Result

Please carefully compare customer/supplier information, make sure no repeat.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	US7145023	INFORMATION TECHNOLOGY TOTAL INFORMATION TECHNOLOGY TOTAL	Succeed	Established in SAP	⌵
2	General Customer/Supplier	TWMC	D23929058	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Succeed	Established in SAP	⌵

◆ If data is not available

No result has been found. Please apply for a new number if needed.

5

I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

7). Click the arrow on the right  could unfold the detail of the data

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail		
1	General Customer/Supplier	TWMC	US7145023	INFORMATION TECHNOLOGY TOTAL INFORMATION TECHNOLOGY TOTAL	Succeed	Established in SAP	<div></div>		
Detail : INFORMATION TECHNOLOGY TOTAL									
		Country Code	TW	Group Name (English)					
		Tax ID		Group Name (Local language)					
		Category	Customer	Group Code					
		Phone		Special Option	USD				
		Address (English)		City	TAIPEI				
		5F NO 19-8 SAN CHONG RD		Buyer					
		Address (Local language)		Account Group					
		5F NO 19-8 SAN CHONG RD		Search Criteria					
		Zip Code		Street					
		Enterprise Group							
		Value tax registration number							

I. Customer/Suppliers of Taiwan

1. Search for a Customer/Supplier

8). Click “Search”, return to query interface.

☐ No duplicate customer/supplier has been confirmed

Apply

Search

Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☒ Customer ☐ Supplier

Segmentation * ?

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

Information Technology

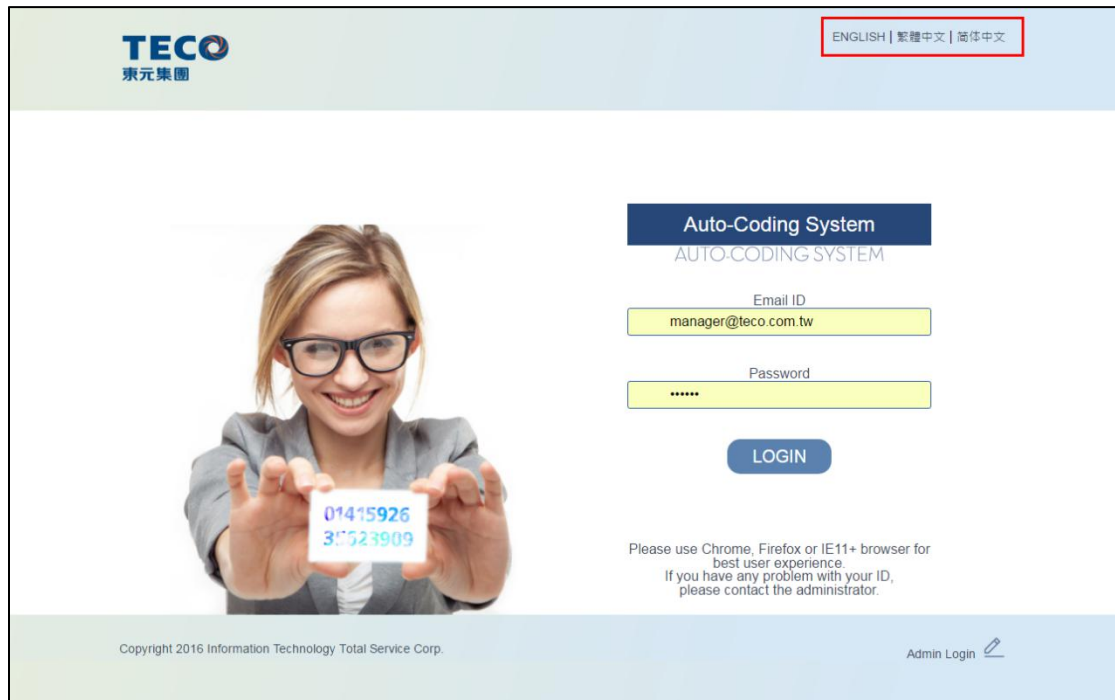
More query conditions>>

Search

- I. Customer/Suppliers of Taiwan
 2. Request for a New Customer/Supplier Code

2. Request for a New Customer/Supplier Code

- 1). Set system language on the login page, and login with your Email ID and Password



TECO 東元集團

ENGLISH | 繁體中文 | 简体中文

Auto-Coding System
AUTO-CODING SYSTEM

Email ID
manager@teco.com.tw

Password

LOGIN

Please use Chrome, Firefox or IE11+ browser for best user experience.
If you have any problem with your ID, please contact the administrator.

Copyright 2016 Information Technology Total Service Corp. Admin Login

- 2) . Select “Taiwan”



TECO 東元集團

Manager Hello! Change Password Logout User Manual Chinese English

Please select the region of the Customer/Supplier.

Taiwan
2018-05-22
Tue. 18:42

Non-Taiwan
2018-05-22
Tue. 18:42

Copyright 2016 Information Technology Total Service Corp.

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

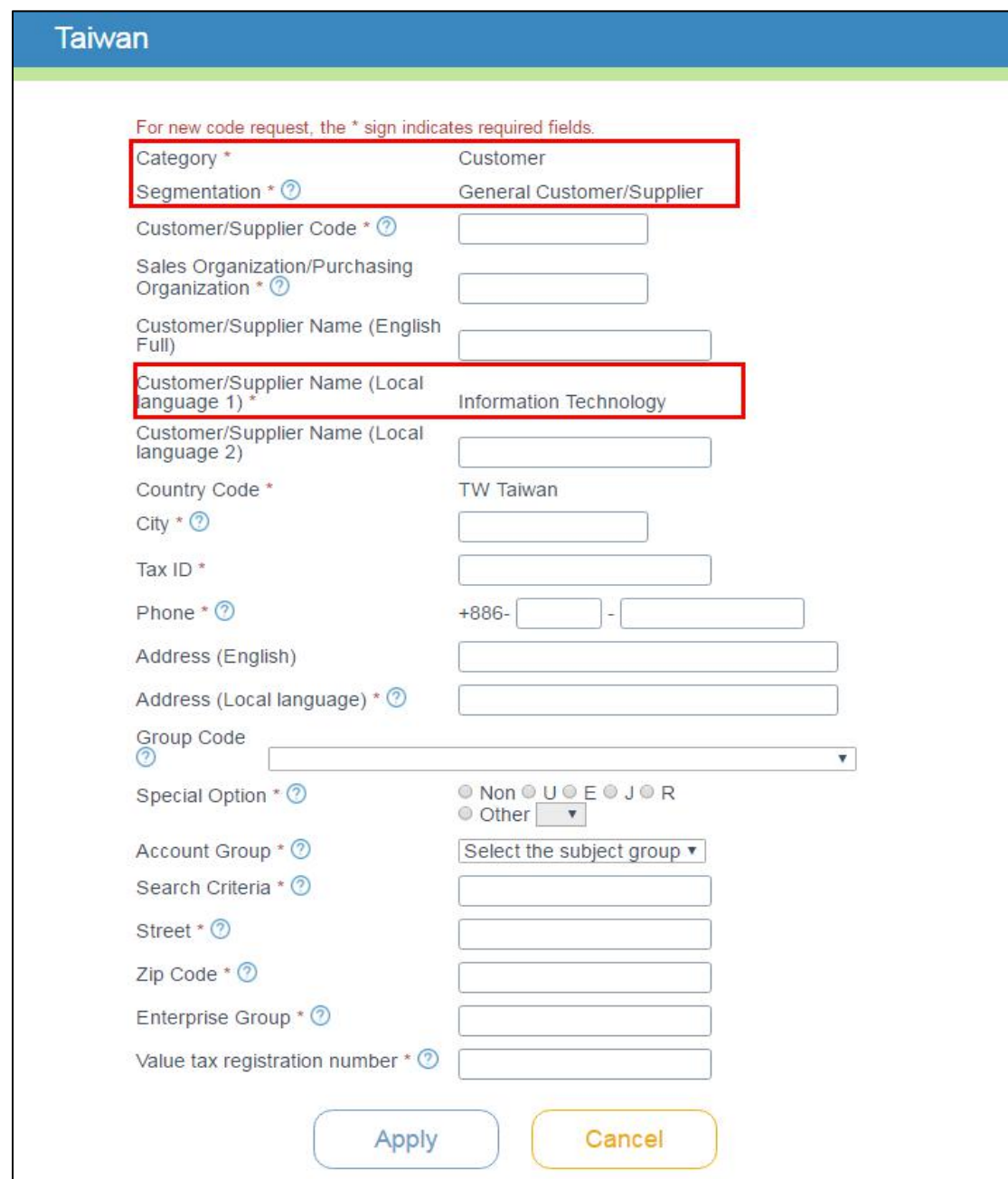
3). On the Taiwan page, after checking and confirming that the customer/supplier has not duplicated, Check the "No duplicate Customer/Supplier has been confirmed" and click "Apply" to enter the new appointment screen.



☒ No duplicate customer/supplier has been confirmed

At this point, the Category, Segmentation and Customer/Supplier Name(Local language 1) that is filled in on the query interface cannot be modified.

➤ **Notice that the red asterisk (*) indicates required inputs for application.**
Inputs without ‘*’ are optional.



Taiwan

For new code request, the * sign indicates required fields.

Category * Customer
Segmentation * ? General Customer/Supplier

Customer/Supplier Code * ?

Sales Organization/Purchasing Organization * ?

Customer/Supplier Name (English Full)

Customer/Supplier Name (Local language 1) * Information Technology
Customer/Supplier Name (Local language 2)

Country Code * TW Taiwan

City * ?

Tax ID *

Phone * ? +886- -

Address (English)

Address (Local language) * ?

Group Code ?

Special Option * ? ☐ Non ☐ U ☐ E ☐ J ☐ R
☐ Other

Account Group * ? Select the subject group ▼

Search Criteria * ?

Street * ?

Zip Code * ?

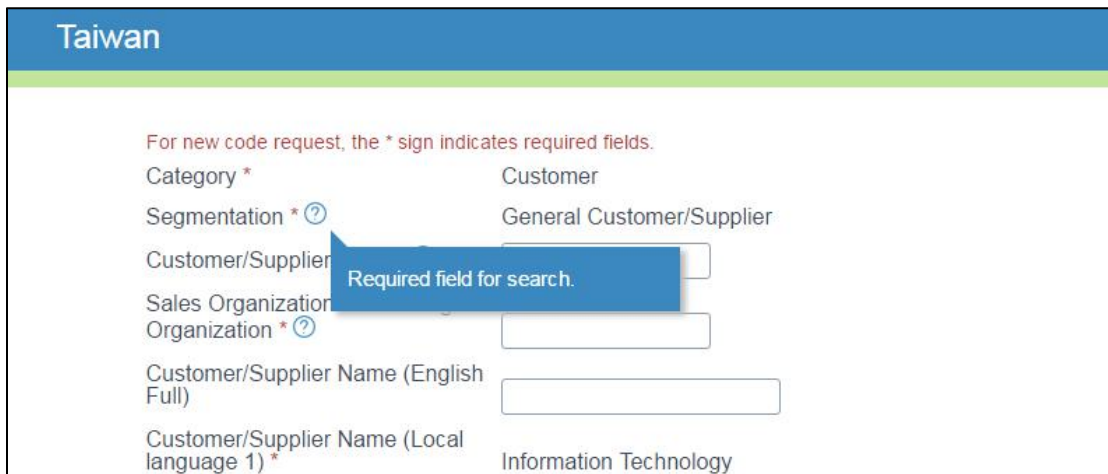
Enterprise Group * ?

Value tax registration number * ?

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

Move the cursor to the question mark  and the instruction will be appeared.



4). Below list instructions for each required inputs:

A. [Category]

Please choose whether the category is "Customer" or "Supplier". Single answer.

B. [Segmentation]

Please choose whether the segmentation is "General Customer/Supplier", "Customer for Delivery", "Customer for Service", or "Personal Expense." Single answer.

C. [Customer/Supplier Code]

- a. For General Customer/Supplier, please fill the tax ID.
- b. For Personal Expense, please fill the complete Personal ID number
- c. For other segmentations—that is, Customer for Delivery or Customer for Service—please fill custom 8-digit number. Only uppercase letters and numbers are accepted.

◆ Please note that the “D”, “E”, “S” at beginning will be added automatically, therefore don’t you need to fill.

D. [Sales Organization / Purchasing Organization]

It has to be a 4-digit number. Only uppercase letters and numbers are accepted.

E. [Customer/Supplier Name (Local language 1)]

Please fill the Customer/Supplier Name in its local language. If local language is inconvenient for you, please fill in English.

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

F. [City]

Please fill the city. No more than 40 characters.

G. [Tax ID]

Please fill only with numbers.

H. [Phone]

Please fill out by following rule:

" +Country Code-Region Code-Your Number", e.g. "+886-2-12345678".

For mobile phone numbers, please fill as "+ Country Code -9X-X Your Number", for example "+886-91-2345678".

Both Region Code and Your Number are required. If any extension, use # before extension number.

I. [Address (Local Language)]

Please fill the address in its local language. If local language is inconvenient for you, please fill in English.

J. [Special Option]

If no specific need, choose "Non". If specific currency, choose U(USD), E(EUR), J(JPY), R(RMB), or the "Other" option to fit with your need.

K. [Buyer]

Please fill the Buyer. No more than 10 characters.

L. [Account Group]

Please choose the Account Group, if Category is 'customer', please choose '0001Buyer' or '0002Receiver'; if Category is 'supplier', please choose 'DOMA', 'DOME', 'EMPL', 'FORN' or 'OTHE'

M. [Search Criteria]

Please fill the Search Criteria. No more than 20 characters.

N. [Street]

Please fill the Street. No more than 60 characters.

O. [Zip Code]

Please fill the Zip Code. No more than 10 characters.

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

P. [Enterprise Group]

Please fill the Enterprise Group. No more than 10 characters.

Q. [Value tax registration number]

Please fill the Value tax registration number . No more than 20 characters.

➤ **Instruction of Optional Inputs**

A. [Customer/Supplier Name(English Full)]

Please fill the Customer/Supplier Name(English Full). If no, do not fill in.

B. [Address(English)]

Please fill the Address(English). If no, do not fill in.


C. [Group Code]

Please select the group code. If it does not exist , Please leave it blank or choose non.

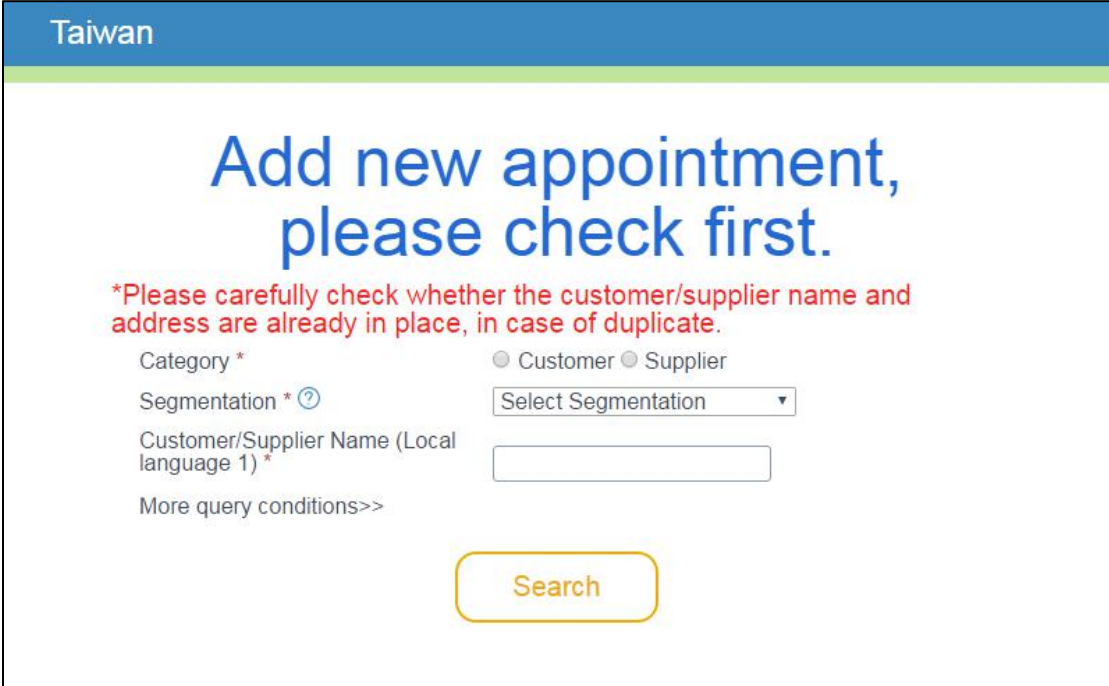
I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

5). Click “Cancel” to return the initial query interface.



A horizontal bar containing two buttons. The 'Apply' button is on the left, outlined in blue. The 'Cancel' button is on the right, outlined in yellow, and is highlighted with a red rectangular border.



Taiwan

Add new appointment, please check first.

***Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.**


Category * ☐ Customer ☐ Supplier

Segmentation *

Customer/Supplier Name (Local language 1) *

More query conditions>>

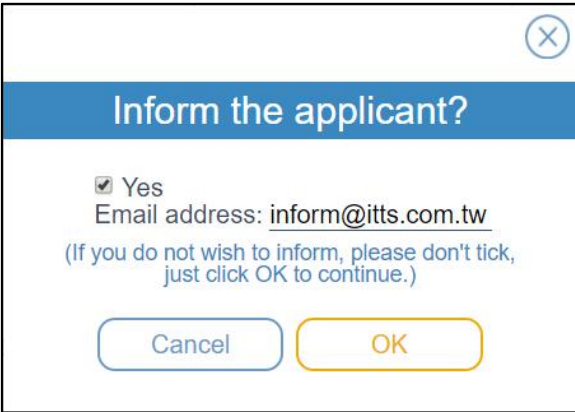
6). Click “Apply”



A horizontal bar containing two buttons. The 'Apply' button is on the left, outlined in blue, and is highlighted with a red rectangular border. The 'Cancel' button is on the right, outlined in yellow.

7). Choose whether to inform the applicant

➤ If yes, tick the checkbox and fill in her/his email.



Inform the applicant?

☒ Yes
Email address: inform@itts.com.tw
(If you do not wish to inform, please don't tick,
just click OK to continue.)

8). Click “OK”

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

9). Confirm your information again

- If you wish to modify, click “Cancel” for heading to the previous page to edit.

Please confirm your information

Customer/Supplier Code	D11224455
Region	Taiwan
Category	Customer
Segmentation	General Customer/Supplier
Sales Organization/Purchasing Organization	TWMC
Customer/Supplier Name (English Full)	
Customer/Supplier Name (Local language 1)	Information Technology
Customer/Supplier Name (Local language 2)	
Country Code	TW
City	TaiPei
Tax ID	11224455
Phone	+886-1111-12345678
Address (English)	
Address (Local language)	Gigg Lane , BURY
Group Code	
Group Name (English)	
Group Name (Local language)	
Special Option	Non
Notification Object	infor@itts.com.tw
Buyer	D11224455
Account Group	0001
Search Criteria	11224455
Street	Gigg Lane , BURY
Zip Code	123
Enterprise Group	TWMC
Value tax registration number	11224455

Cancel

Confirm

10). Click “Confirm”

Cancel

Confirm

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

11). Application succeeded

- If you choose to inform the applicant, the inform letter will be sent at this time.

Application Succeeded	
Customer/Supplier Code	D11224455
Region	Taiwan
Category	Customer
Segmentation	General Customer/Supplier
Sales Organization/Purchasing Organization	TWMC
Customer/Supplier Name (English Full)	
Customer/Supplier Name (Local language 1)	Information Technology
Customer/Supplier Name (Local language 2)	
Country Code	TW
City	TaiPei
Tax ID	11224455
Phone	+886-1111-12345678
Address (English)	
Address (Local language)	Gigg Lane · BURY
Group Code	
Group Name (English)	
Group Name (Local language)	
Special Option	
Notification Object	infor@itts.com.tw
Buyer	D11224455
Account Group	0001
Search Criteria	11224455
Street	Gigg Lane · BURY
Zip Code	123
Enterprise Group	TWMC
Value tax registration number	11224455

I. Customer/Suppliers of Taiwan

2. Request for a New Customer/Supplier Code

12). Established in SAP , follow the steps below:

- A. Search for the Customer/Supplier you applied. (See chapter I.1 if you need instruction)
- B. Click the “Established in SAP” button.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	D11224455	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Reserved	Established in SAP	⌵

- C. On click, the status will become “Succeed”, meaning that the code has been established in SAP, and the application process is done.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	D11224455	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Succeed	Established in SAP	⌵

13). Finish

- II. Customer/Suppliers of Non-Taiwan
 - 1. Search for a Customer/Supplier

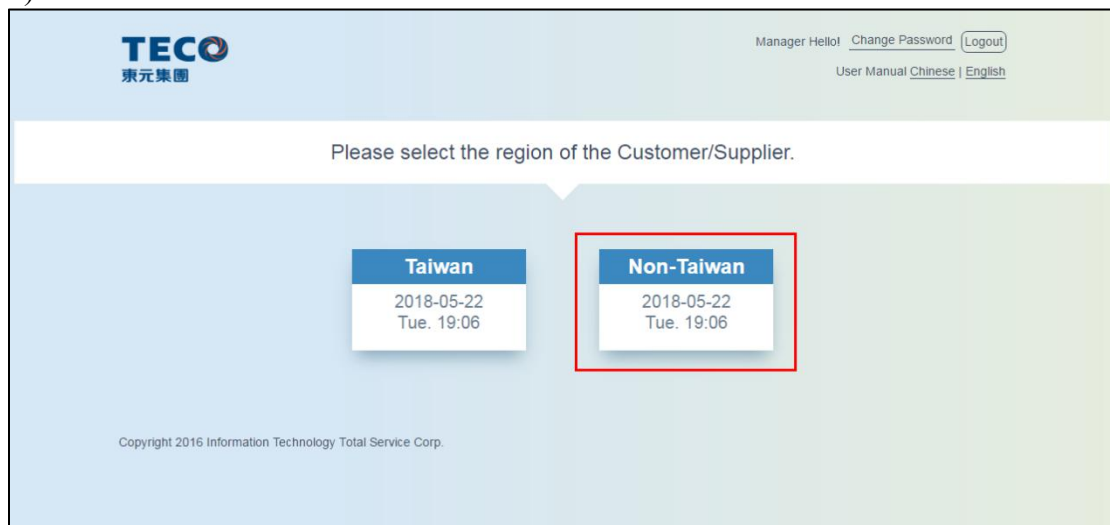
II. Customer/Suppliers of Non-Taiwan

1. Search for a Customer/Supplier

- 1). Set system language on the login page, and login with your Email ID and Password



- 2). Select “Non-Taiwan”



1. Search for a Customer/Supplier

Non-Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☒ Customer ☐ Supplier


Segmentation * ?

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

TECO

Country Code *

CN  China ▾

☐ Search with Customer/Supplier Code

More query conditions>>

Search

II. Customer/Suppliers of Non-Taiwan

1. Search for a Customer/Supplier

4). Click “more query condition >>”, and other search criteria can be selected (multiple optional)

➤ Here we use “Sales Organization/Purchasing Organization” field as example.

Non-Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☐ Customer

☐ Supplier

Segmentation *

?

Select Segmentation

Sales Organization/Purchasing Organization *

?

TWMC

Customer/Supplier Name (English Full)

Customer/Supplier Name (Local language 1) *

Customer/Supplier Name (Local language 2)

Country Code *

Please choose a country

City

Tax ID

Phone *

?

+--

Address (English)

Address (Local language) *

?

Group Code

?

Special Option *

?

☐ Non

☐ U

☐ E

☐ J

☐ R

☐ Other

☐ Search with Customer/Supplier Code

Collect more query conditions>>

Search

II. Customer/Suppliers of Non-Taiwan

1. Search for a Customer/Supplier

5). Click “Collect more query conditions >>”, and the other query terms will be collected except the Category, Segmentation , Customer/Supplier Name(Local Language1).


Non-Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☒ Customer ☐ Supplier


Segmentation * 

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

TECO

Country Code *

CN  China ▾

☐ Search with Customer/Supplier Code

More query conditions>>

Search

6).Tick "Search with Customer/Supplier Code" and enter Customer/Supplier code.


Non-Taiwan

Add new appointment,
please check first.

*Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.

Category *

☒ Customer ☐ Supplier


Segmentation * 

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

TECO

Country Code *

CN  China ▾

☒ Search with Customer/Supplier Code

CN12345678

More query conditions>>

Search

20

II. Customer/Suppliers of Non-Taiwan

1. Search for a Customer/Supplier

7). Click “Search”



◆ Result

Please carefully compare customer/supplier information, make sure no repeat.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	US7145023	INFORMATION TECHNOLOGY TOTAL INFORMATION TECHNOLOGY TOTAL	Succeed	Established in SAP	⌵
2	General Customer/Supplier	TWMC	D23929058	INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY	Succeed	Established in SAP	⌵

◆ If data not found

No result has been found. Please apply for a new code if needed.

8). Click the arrow on the right ⌵ could unfold the detail of the data

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	US7145023	INFORMATION TECHNOLOGY TOTAL INFORMATION TECHNOLOGY TOTAL	Succeed	Established in SAP	<div></div>
Detail : INFORMATION TECHNOLOGY TOTAL							
		Country Code	TW	Group Name (English)			
		Tax ID		Group Name (Local language)			
		Category	Customer	Group Code			
		Phone		Special Option		USD	
		Address (English)		City		TAIPEI	
		5F NO 19-8 SAN CHONG RD					
		Address (Local language)					
		5F NO 19-8 SAN CHONG RD					

II. Customer/Suppliers of Non-Taiwan

1. Search for a Customer/Supplier

9).Click “Search”, return to query interface.

☐ No duplicate customer/supplier has been confirmed

Apply


Search

Non-Taiwan

Please check and then make an appointment first,confirm whether the customer or supplier exists, and carefully compare the name and address of the customer/supplier.

Category *

☒ Customer ☐ Supplier


Segmentation * 

General Customer/Supplier ▾

Customer/Supplier Name (Local language 1) *

Information Technology

Country Code *

CN  China ▾

☐ Search with Customer/Supplier Code

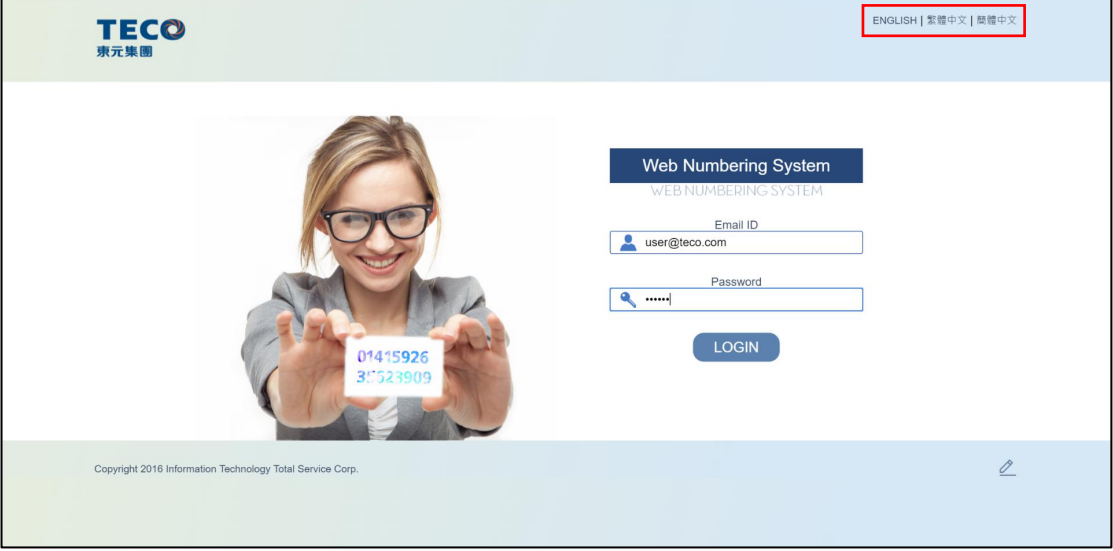
More query conditions>>

Search

- II. Customer/Suppliers of Non-Taiwan
 - 2. Request for a New Customer/Supplier Code

2. Request for a New Customer/Supplier Code

- 1). Set system language on the login page, and login with your Email ID and Password



The screenshot shows the login page of the TECO Web Numbering System. The header includes the TECO logo (東元集團) and a language selection box with options: ENGLISH | 繁體中文 | 簡體中文. The main content area features a large image of a woman holding a card with the numbers 01415926 and 31523909. To the right of the image is the login form, which includes the title "Web Numbering System" and "WEB NUMBERING SYSTEM". The form has two input fields: "Email ID" with the value "user@teco.com" and "Password" with masked characters. Below the password field is a blue "LOGIN" button. The footer contains the copyright notice "Copyright 2016 Information Technology Total Service Corp." and a small icon.

- 2). Select “Non-Taiwan”



The screenshot shows the region selection page of the TECO Web Numbering System. The header includes the TECO logo (東元集團) and links for "Manager Hello!", "Change Password", "Logout", "User Manual", "Chinese", and "English". The main content area has a heading "Please select the region of the Customer/Supplier." and two buttons: "Taiwan" and "Non-Taiwan". Both buttons display the date and time "2018-05-23 Wed. 09:21". The "Non-Taiwan" button is highlighted with a red border. The footer contains the copyright notice "Copyright 2016 Information Technology Total Service Corp.".

II. Customer/Suppliers of Non-Taiwan

2. Request for a New Customer/Supplier Code

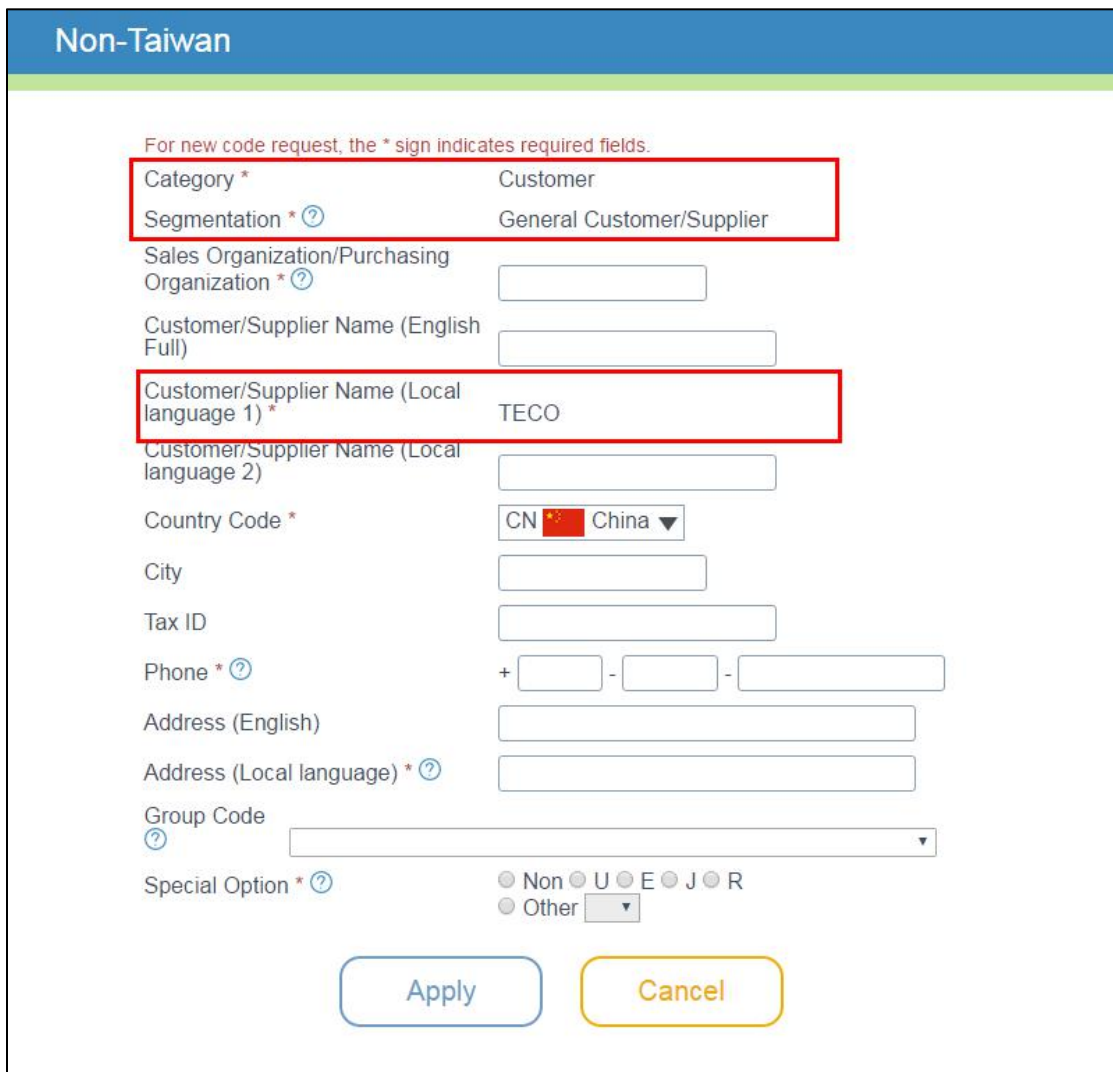
3). On the Non-Taiwan page, after checking and confirming that the customer/supplier has not duplicated, Check the "No duplicate Customer/Supplier has been confirmed" and click "Apply" to enter the new appointment screen.



This screenshot shows a section of the Non-Taiwan page. It contains a checkbox labeled "Confirm no repeat Customer/Supplier" which is checked. To the right of the checkbox is a blue "Apply" button and a yellow "Search" button. Red boxes highlight the checkbox and the "Apply" button.

At this point, the Category, Segmentation and Customer/Supplier Name(Local language 1) that is filled in on the query interface cannot be modified.

- **Notice that the red asterisk (*) indicates required inputs for application.**
Inputs without '*' are optional.



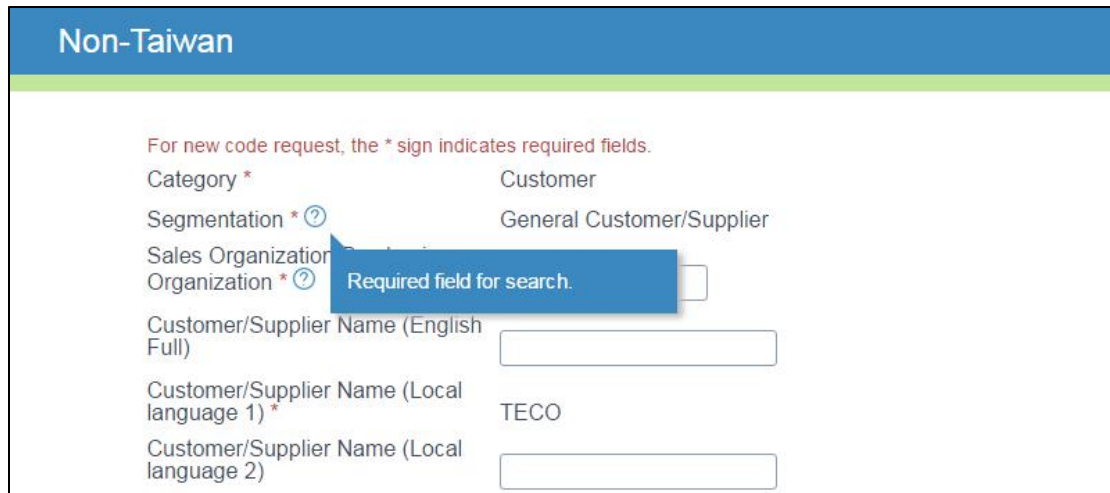
This screenshot shows the "Non-Taiwan" page with a form for requesting a new Customer/Supplier Code. The form includes the following fields:

- Category * (Required)
- Segmentation * (Required)
- Sales Organization/Purchasing Organization * (Required)
- Customer/Supplier Name (English Full)
- Customer/Supplier Name (Local language 1) * (Required)
- Customer/Supplier Name (Local language 2)
- Country Code * (Required)
- City
- Tax ID
- Phone * (Required)
- Address (English)
- Address (Local language) * (Required)
- Group Code
- Special Option * (Required)

The form also includes a "Group Code" dropdown menu and a "Special Option" dropdown menu. The "Special Option" dropdown menu has the following options: Non, U, E, J, R, and Other. The "Apply" button is highlighted with a red box.

II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

Move the cursor to the question mark  and the instruction will be appeared.



4). Below list instructions for each required inputs:

A. [Category]

Please choose whether the category is "Customer" or "Supplier". Single answer.

B. [Segmentation]

Please choose whether the segmentation is "General Customer/Supplier", "Customer for Delivery", "Customer for Service", "Public Expense" or "Personal Expense." Single answer.

C. [Sales Organization / Purchasing Organization]

It has to be a 4-digit number. Only uppercase letters and numbers are accepted.

D. [Customer/Supplier Name(Local language 1)]

Please fill the Customer/Supplier Name in its local language. If local language is inconvenient for you, please fill in English.

E. [Country Code]

Please choose your country code

F. [Phone]

Please fill by following rule: "+Country Code-Region Code-Your Number", e.g. "+886-2-12345678" or "+1-404-1234567". If any extension, use # before extension number.

II. Customer/Suppliers of Non-Taiwan

2. Request for a New Customer/Supplier Code

G. [Address (Local Language)]

Please fill the address in its local language. If local language is inconvenient for you, please fill in English.

H. [Special Option]

If no specific need, choose "Non". If specific currency, choose U(USD), E(EUR), J(JPY), R(RMB), or the "Other" option to fit with your need.

I. [Customer/Supplier Code] (For affiliates in China only)

➤ **Required for Public Expense and Personal Expense only.**

- 1). For Public Expense, please consult with the Taiwan Financial Department to get a 7-digit code.
- 2). For Personal Expense, please follow the code recommended by the system.

➤ **Instruction of Optional Inputs**

A. [Customer/Supplier Name(English Full)]

Please fill the Customer/Supplier Name(English Full). If no, do not fill in.

B. [Customer/Supplier Name(Local language 2)]

Please fill the Customer/Supplier Name(Local language 2). If no, do not fill in.

C. [City]

Please fill the City. If no, do not fill in.

D. [Tax ID]

Please fill the Tax ID. If no, do not fill in.

E. [Address(English)]

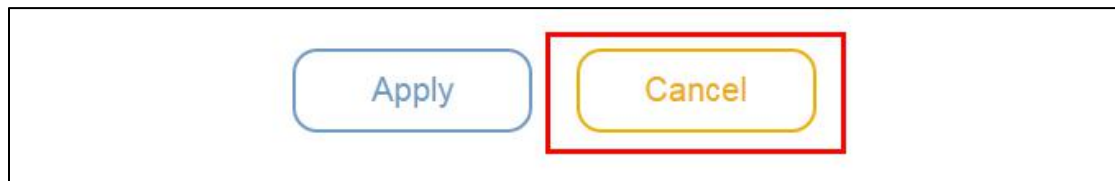
Please fill the Address(English). If no, do not fill in.

F. [Group Code]

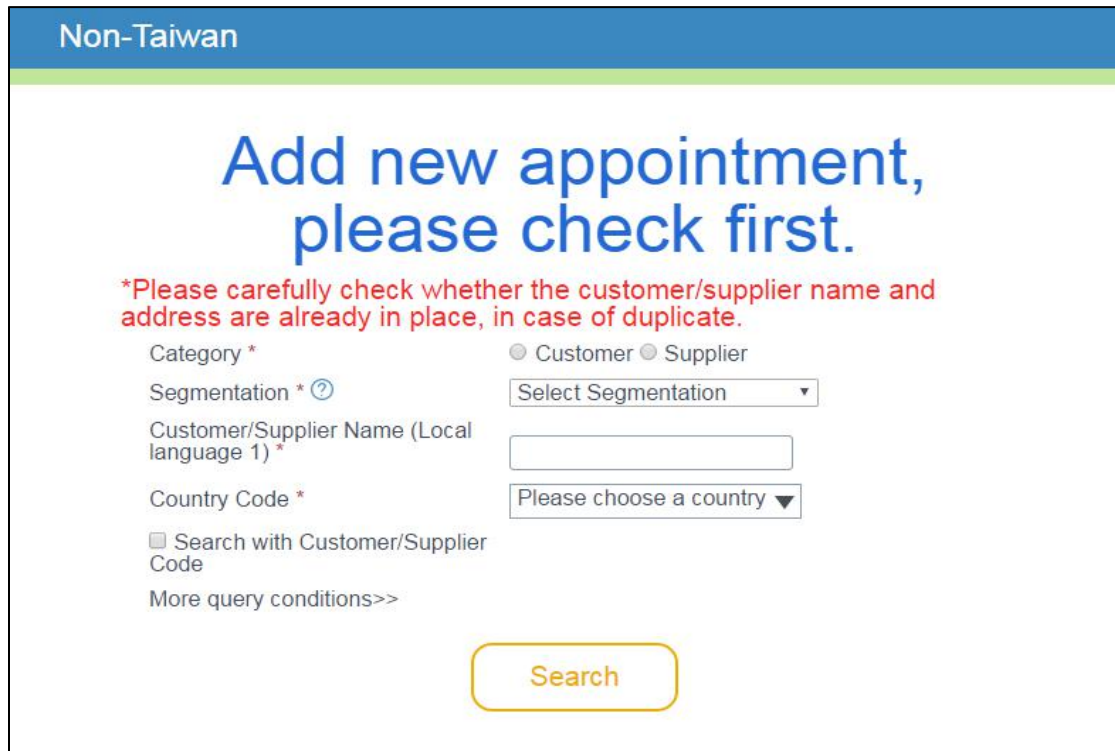
Please select the group code. If it does not exist , Please leave it blank or choose non.

- II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

5). Click “Cancel” return to the



A dialog box with two buttons: "Apply" (blue outline) and "Cancel" (yellow outline). The "Cancel" button is highlighted with a red border.



Non-Taiwan

Add new appointment, please check first.

***Please carefully check whether the customer/supplier name and address are already in place, in case of duplicate.**

Category * ☐ Customer ☐ Supplier

Segmentation * ?

Customer/Supplier Name (Local language 1) *

Country Code *

☐ Search with Customer/Supplier Code

More query conditions>>

6). Click “Apply”

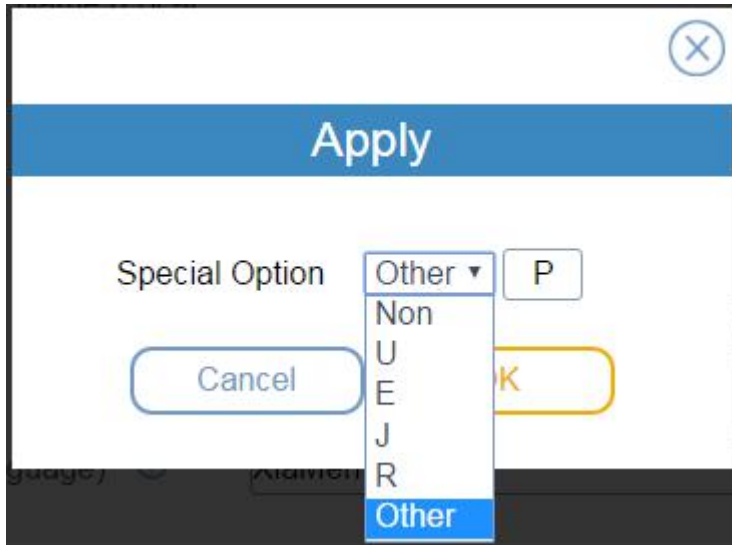


A dialog box with two buttons: "Apply" (blue outline) and "Cancel" (yellow outline). The "Apply" button is highlighted with a red border.

II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

7). Recheck the Special Option and the Serial Number

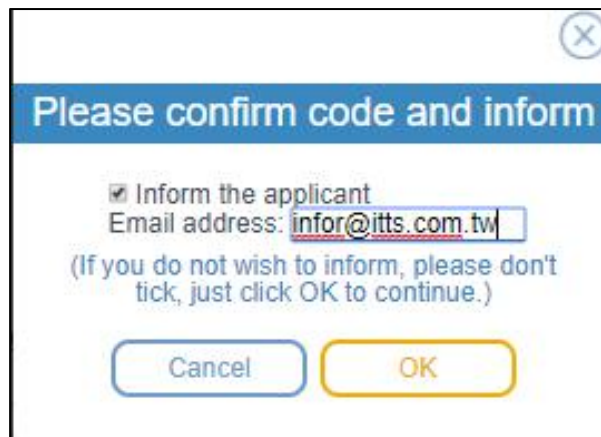
- If you choose "Other" in Special Option, please fill in one uppercase letter.



The screenshot shows a dialog box titled "Apply" with a close button (X) in the top right corner. Inside the dialog, there is a label "Special Option" next to a dropdown menu. The dropdown menu is open, showing a list of options: "Other", "Non", "U", "E", "J", "R", and "Other" (highlighted in blue). To the right of the dropdown menu is a text input field containing the letter "P". Below the dropdown menu is a "Cancel" button. To the right of the "Cancel" button is a yellow "OK" button.

8). Confirm the Customer/Supplier Code and whether to inform

- If yes, check the checkbox and fill her/his Email address.



The screenshot shows a dialog box titled "Please confirm code and inform" with a close button (X) in the top right corner. Inside the dialog, there is a checkbox labeled "Inform the applicant" which is checked. Below the checkbox is a text input field containing the email address "infor@itts.com.tw". Below the text input field is a line of text: "(If you do not wish to inform, please don't tick, just click OK to continue.)". At the bottom of the dialog are two buttons: a "Cancel" button and a yellow "OK" button.

9). Click "OK"

II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

10). Reconfirm your information again.

➤ If you wish to modify, click “Cancel” for heading to the previous page to edit.

Please confirm your information

Region	Non-Taiwan Region
Category	Customer
Segmentation	General Customer/Supplier
Sales Organization/Purchasing Organization	TWMC
Customer/Supplier Name (English Full)	
Customer/Supplier Name (Local language 1)	TECO
Customer/Supplier Name (Local language 2)	
Country Code	CN
City	XiaMen
Tax ID	
Phone	+000-123-12345678
Address (English)	
Address (Local language)	XiaMen
Group Code	
Group Name (English)	
Group Name (Local language)	
Special Option	P
Notification Object	Infor@itts.com.tw

Cancel

Confirm

11). If all the information is correct, click “Confirm”

Cancel

Confirm

II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

12). Application succeeded.

- If you choose to inform the applicant, the inform letter will be sent at this time.

Application Succeeded	
Customer/Supplier Code	CN0001510P
Region	Non-Taiwan Region
Category	Customer
Segmentation	General Customer/Supplier
Sales Organization/Purchasing Organization	TWMC
Customer/Supplier Name (English Full)	
Customer/Supplier Name (Local language 1)	TECO
Customer/Supplier Name (Local language 2)	
Country Code	CN
City	XiaMen
Tax ID	
Phone	+000-123-12345678
Address (English)	
Address (Local language)	XiaMen
Group Code	
Group Name (English)	
Group Name (Local language)	
Special Option	P
Notification Object	Infor@itts.com.tw

II. Customer/Suppliers of Non-Taiwan
2. Request for a New Customer/Supplier Code

13). After confirming that the code has not only been reserved in this system, but also established in SAP by the requestor, the administrator must finish the process as below.

- A. Search for the Customer/Supplier you applied. (See chapter II.1 if you need instruction)
- B. Click the “Established in SAP” button.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	CN0001510P	teco	Reserved	Established in SAP	⌵

- C. On click, the status will become “Succeed”, meaning that the code has been established in SAP, and the application process is done.

#	Segmentation	Sales Organization/ Purchasing Organization	Customer/Supplier Code	Customer/Supplier Name	Status	Action	Detail
1	General Customer/Supplier	TWMC	CN0001510P	teco	Succeed	Established in SAP	⌵

14). Finish

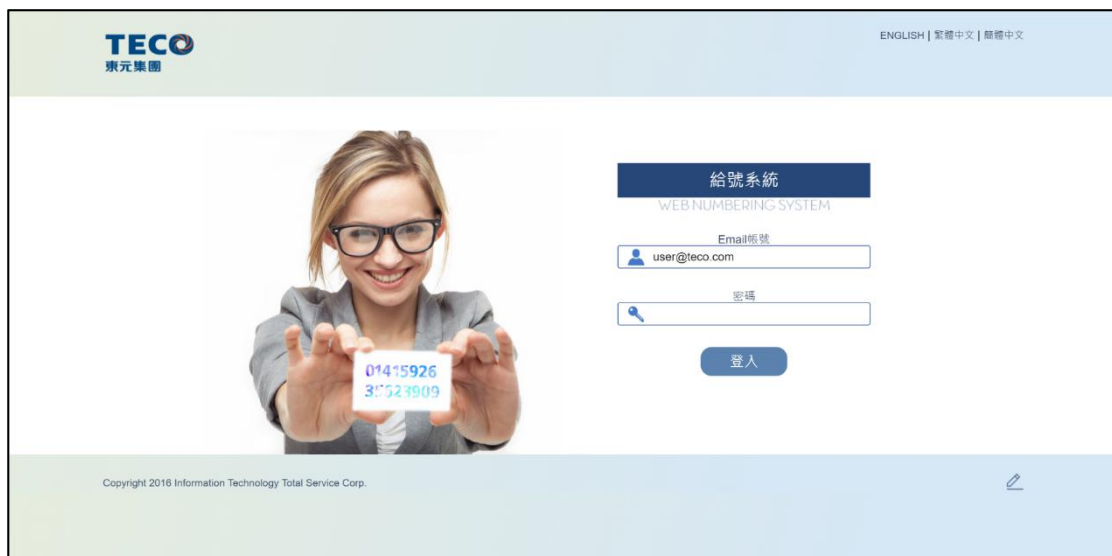
III. Others

1. Set System Language

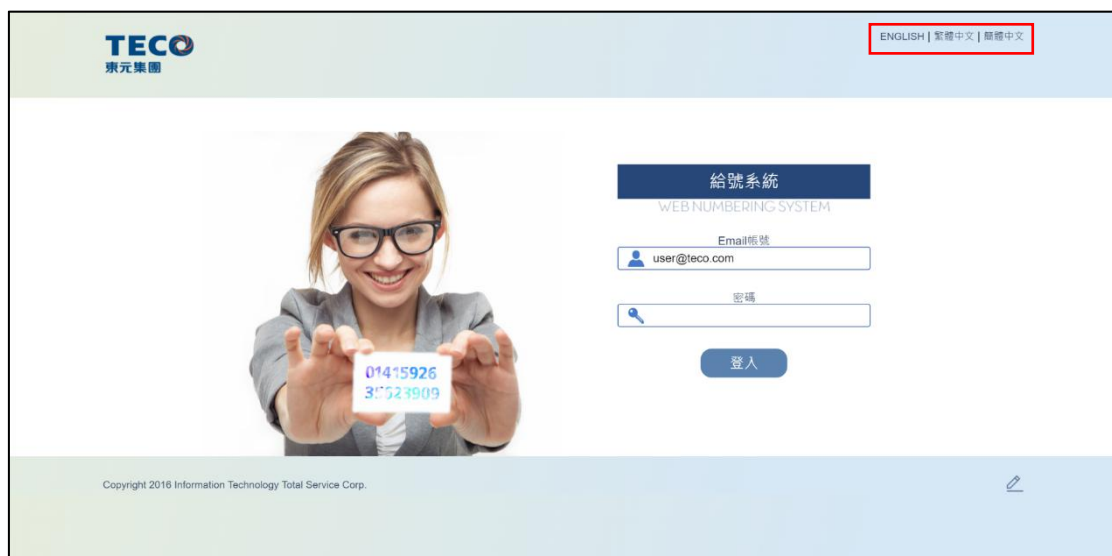
III. Others

1. Set System Language

1). Enter the system



2). On the login page, click language options on the right top



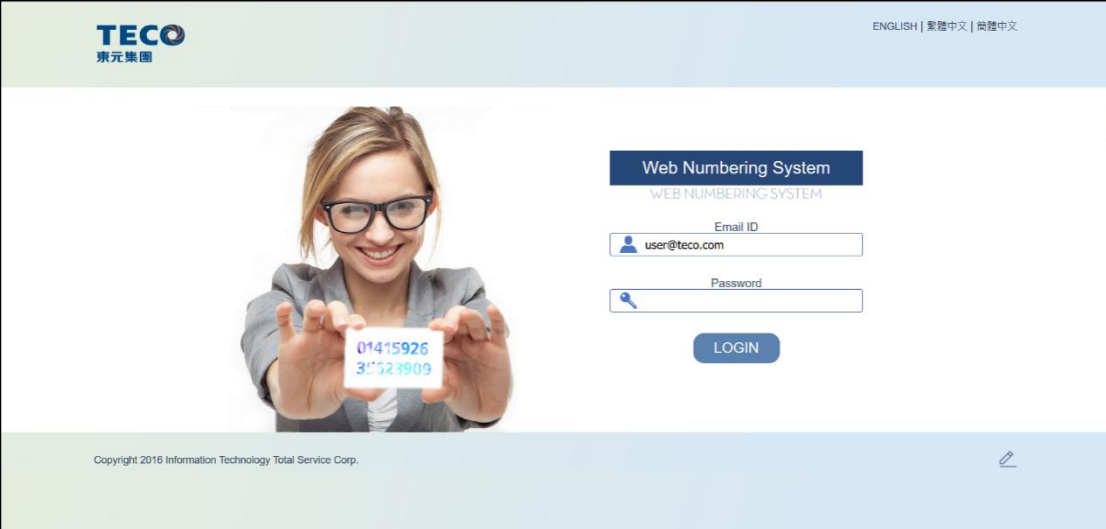
III. Others

1. Set System Language

- English, Chinese(Traditional) and Chinese(Simplified) are available

ENGLISH | 繁體中文 | 簡體中文

3). Finished



The screenshot shows the login interface of the TECO Web Numbering System. The header features the TECO logo (東元集團) and language options: ENGLISH | 繁體中文 | 簡體中文. The main content area includes a large image of a woman holding a card with the numbers 01415926 and 311523909. To the right, the 'Web Numbering System' title is displayed above the 'WEB NUMBERING SYSTEM' subtitle. Below this, there are input fields for 'Email ID' (containing 'user@teco.com') and 'Password', each with a corresponding icon (a person and a key). A 'LOGIN' button is positioned below the password field. The footer contains the copyright notice 'Copyright 2016 Information Technology Total Service Corp.' and a small edit icon.

TECO
東元集團

ENGLISH | 繁體中文 | 簡體中文

Web Numbering System
WEB NUMBERING SYSTEM

Email ID
user@teco.com

Password

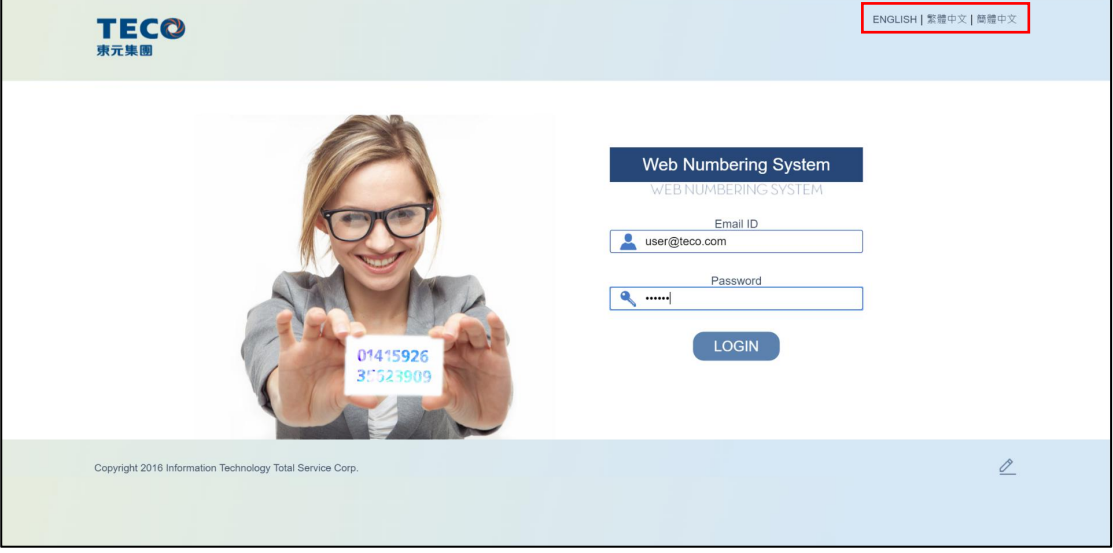
LOGIN

Copyright 2016 Information Technology Total Service Corp.

III. Others
2. Change Password

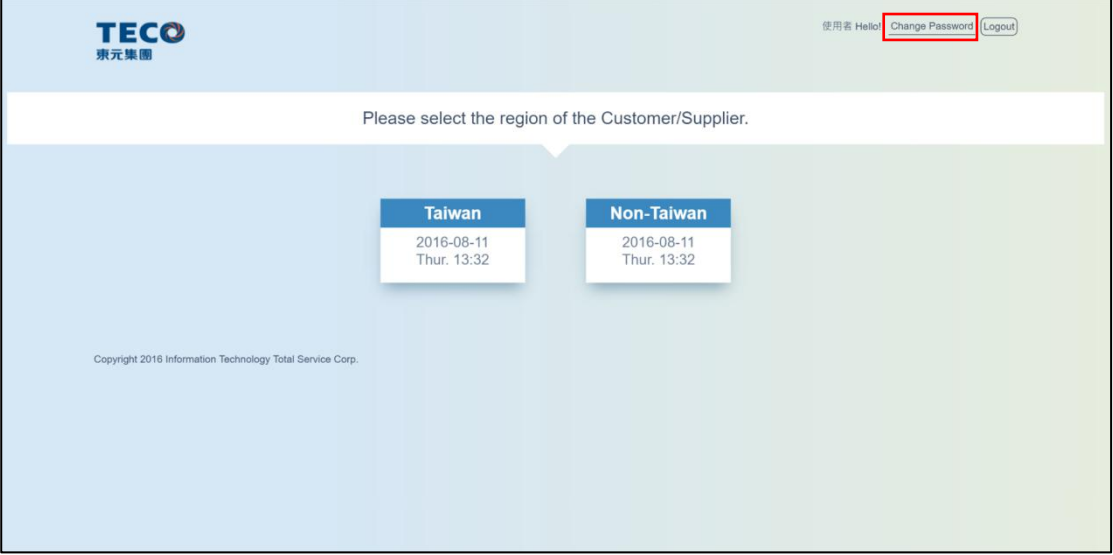
2. Change Password

1). Set system language on the login page, and login with your Email ID and Password



The screenshot shows the login page of the TECO Web Numbering System. The header includes the TECO logo and language options: ENGLISH | 繁體中文 | 簡體中文. The main content area features a woman holding a card with the number 01415926 311523909. To the right, there is a login form with fields for Email ID (user@teco.com) and Password, and a LOGIN button. The footer contains the copyright notice: Copyright 2016 Information Technology Total Service Corp.

2). Click the “Change Password” on the right top. It’s shown in every page after login.

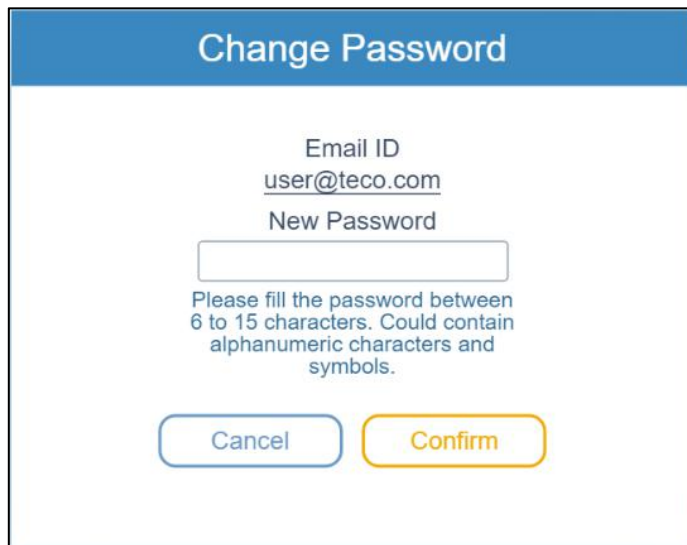


The screenshot shows the user interface after login. The header includes the TECO logo and user information: 使用者 Hello! Change Password Logout. The main content area displays a message: Please select the region of the Customer/Supplier. Below this, there are two buttons: Taiwan and Non-Taiwan. The footer contains the copyright notice: Copyright 2016 Information Technology Total Service Corp.

III. Others

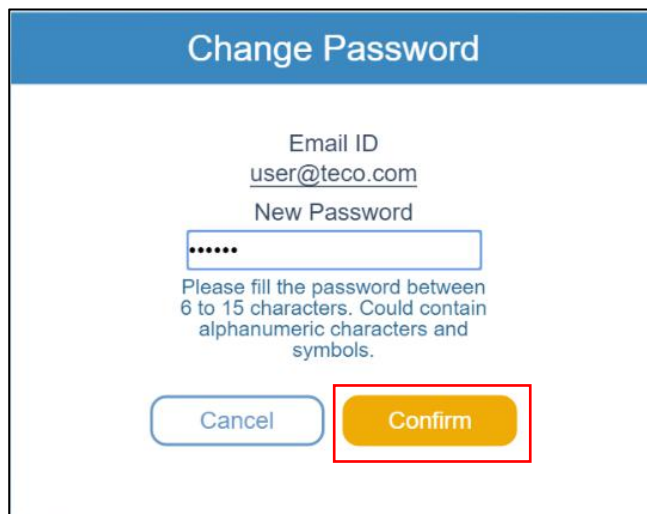
2. Change Password

3). Enter the page of Change Password, and enter a 6-15 digit code. Letters, numbers and symbols are allowed.



The image shows a 'Change Password' form. At the top is a blue header with the text 'Change Password'. Below the header, the 'Email ID' is displayed as 'user@teco.com'. The 'New Password' field is an empty text box. Below the text box, a message reads: 'Please fill the password between 6 to 15 characters. Could contain alphanumeric characters and symbols.' At the bottom, there are two buttons: 'Cancel' (blue outline) and 'Confirm' (yellow outline).

4). Click “Confirm”



The image shows the same 'Change Password' form as before, but the 'New Password' field now contains six dots. The 'Confirm' button is highlighted with a red rectangular border. The rest of the form, including the header, email ID, and instructions, remains the same.

III. Others

2. Change Password

5). Finished with success message showing.

Change Password

Email ID
user@teco.com

New Password

Please fill the password between
6 to 15 characters. Could contain
alphanumeric characters and
symbols.

Password has been changed successfully.

III. Others

3. Go Back to Select Region Page

3. Go Back to Select Region Page

1). After login, click the logo on left top in any page

The screenshot shows the TECO logo in the top left corner, highlighted with a red box. The page title is "Non-Taiwan". Below the title, there is a form for registration. The form includes fields for Category (Customer or Supplier), Segmentation, Sales Organization/Purchasing Organization, Customer/Supplier Name (English Full), Customer/Supplier Name (Local language 1), Customer/Supplier Name (Local language 2), Country Code, City, Tax ID, Phone, Address (English), Address (Local language), and Group Code. A note at the top of the form states: "For new code request, the * sign indicates required fields. For search of existing codes, filling single or multiple fields are both accepted."

2). Navigated to "Select Region" page.

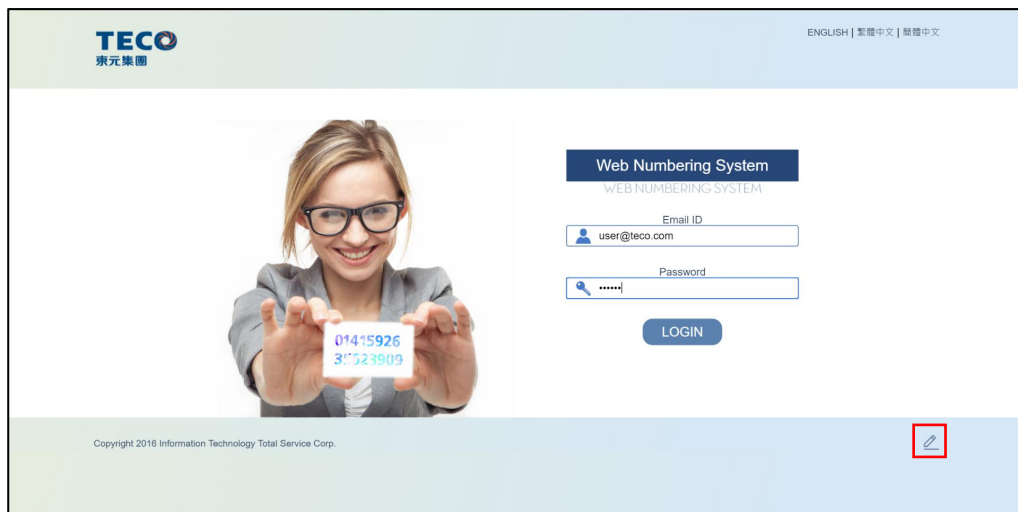
The screenshot shows the TECO logo in the top left corner. The page title is "Please select the region of the Customer/Supplier." Below the title, there are two buttons: "Taiwan" and "Non-Taiwan". Each button displays the date and time: "2016-08-29 Mon. 16:25". At the bottom of the page, there is a copyright notice: "Copyright 2016 Information Technology Total Service Corp."

- IV. For Administrators
1. Add New Requestor(s)

IV. For Administrators

1. Add New Requestor(s)

- 1). Set the system language, and click the icon on the right bottom. 



TECO
東元集團

ENGLISH | 繁體中文 | 簡體中文

Web Numbering System
WEB NUMBERING SYSTEM

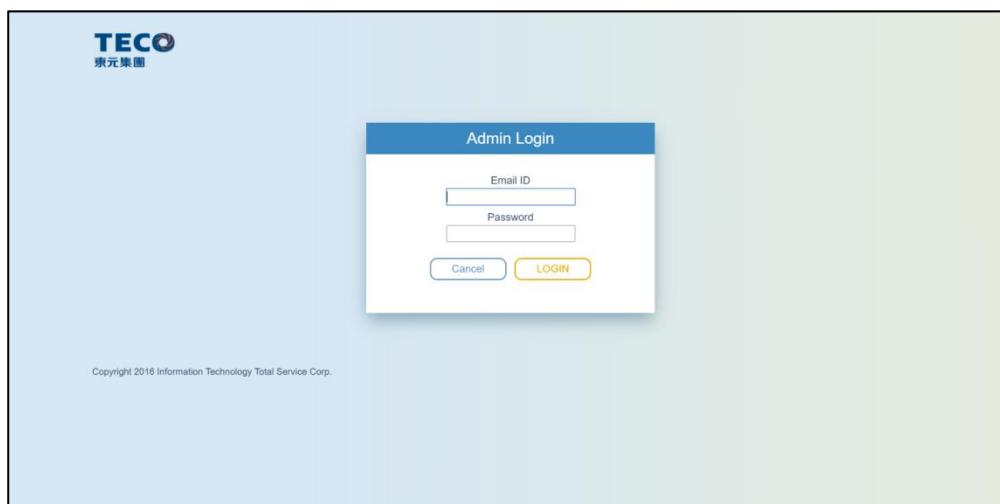
Email ID
user@teco.com

Password
.....

LOGIN

Copyright 2016 Information Technology Total Service Corp.

- 2). Enter the Admin Login page, login with your Email ID and password.



TECO
東元集團

Admin Login

Email ID

Password

Cancel LOGIN

Copyright 2016 Information Technology Total Service Corp.

IV. For Administrators

1. Add New Requestor(s)

3). Enter the Requestor Management page

4). Fill in the user information you'd like to add

- **Note that Administrator can only add and search for requestors in the same Subsidiary as him/herself.**

Example:

IV. For Administrators

1. Add New Requestor(s)

5). Click “Add New”



Requestors Management

Email ID

Password
Please fill the password between 6 to 15 characters. Could contain alphanumeric characters and symbols.

Name

Subsidiary 無錫

Status ☒ Enable ☐ Disable

6). Successfully added



Requestors Management

新增成功！ Successfully added!

確定

Email

Password
6 to 15 characters. Could contain alphanumeric characters and symbols.

Name

Subsidiary 無錫

Status ☒ Enable ☐ Disable

IV. For Administrators

1. Add New Requestor(s)

7). After the process, check the data you just added

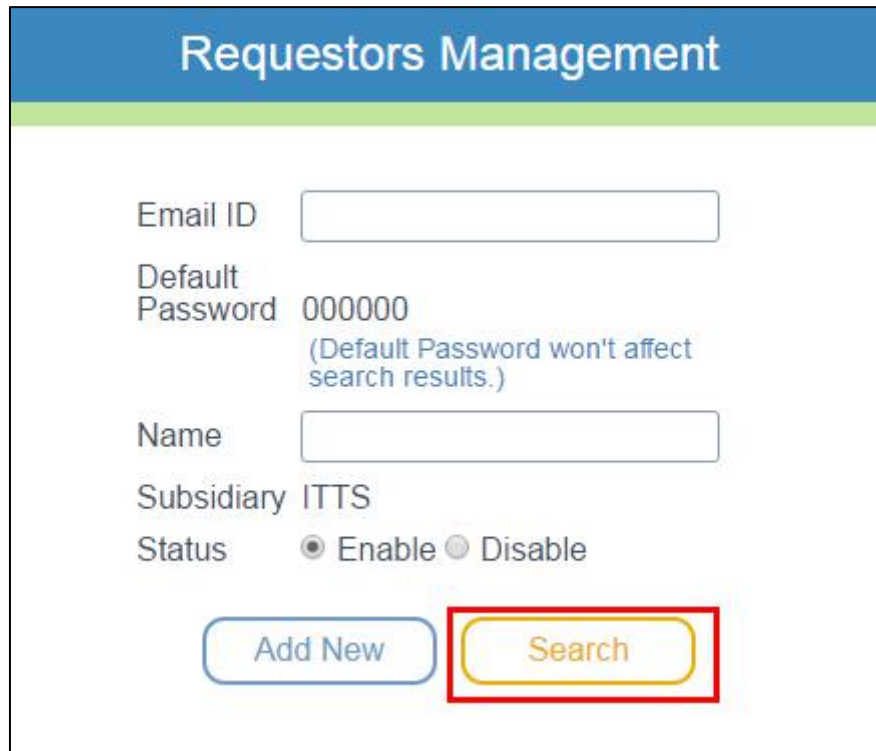
#	Email ID	Password	Name	Subsidiary	Status
N/A	user321@teco.com	Example321	User321	無錫	Enable

8). Finished

2. Search for Requestors

1). Fill in your search input(s), and click "Search".

- If no search condition, all users in the same subsidiary as administrator will show.



The image shows a web form titled "Requestors Management". It contains several input fields: "Email ID", "Default Password" (with a value of "000000" and a note "(Default Password won't affect search results.)"), "Name", and "Subsidiary" (with a value of "ITTS"). There is also a "Status" section with radio buttons for "Enable" (selected) and "Disable". At the bottom, there are two buttons: "Add New" and "Search". The "Search" button is highlighted with a red border.

2). See requestors list



The image shows a table with 7 columns: #, Email ID, Default Password, Name, Subsidiary, Status, and Action. There are two rows of data. An "Export" link is located in the top right corner of the table area.

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	000000123	test	ITTS	Enable	Edit
2	Phil.Wu@itts.com.tw	000000	吳國興	ITTS	Enable	Edit

- If you want to export the list to file, please click "Export"



This image is identical to the previous table, but the "Export" link in the top right corner is highlighted with a red border.

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	000000123	test	ITTS	Enable	Edit
2	Phil.Wu@itts.com.tw	000000	吳國興	ITTS	Enable	Edit

IV. For Administrators

3. Edit Requestors

3. Edit Requestors

1). Search for requestors (Please refer to IV.2 Search for Requestors if needed)

						Export
#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	000000123	test	ITTS	Enable	<button>Edit</button>
2	Phil.Wu@itts.com.tw	000000	吳國興	ITTS	Enable	<button>Edit</button>

2). Click “Edit” button of the data

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	000000123	test	ITTS	Enable	<button>Edit</button>

3). Edit

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	<input type="text" value="000000123"/>	<input type="text" value="test1"/>	ITTS	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	<button>Update</button> <button>Cancel</button>

4). Click “Update”

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	<input type="text" value="000000123"/>	<input type="text" value="test1"/>	ITTS	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	<button>Update</button> <button>Cancel</button>

➤ If you want to cancel edit, click “Cancel”

5). Success message will show

says:

更新成功！ Update succeeded!

OK

6). Finish

#	Email ID	Default Password	Name	Subsidiary	Status	Action
1	uaejefa@msn.com	000000123	test1	ITTS	Enable	<button>Edit</button>

V. Q&A

1. **Why is the Login screen displayed incorrect?**
Please confirm the browser type, recommend Google Chrome or Firefox browser
2. **In Non-Taiwan region, the country code drop down option cannot be displayed?**
Please confirm the browser type, recommend Google Chrome or Firefox browser
3. **How to enter the administration function**
Before log-in, click the "Admin Login" icon at the bottom of the right hand side.
4. **Can it be use the "Enter" or "Space" key to get into the next column for data entry**
You can use the "Tab" key to get into the next column
5. **Can it be use the "Enter" or "Space" key to get into the next column for data entry**
You can use the "Tab" key to get into the next column
6. **Can it be use the "Enter" or "Space" key to get into the next column for data entry**
You can use the "Tab" key to get into the next column
7. **Can it be use the "Enter" or "Space" key to get into the next column for data entry**
You can use the "Tab" key to get into the next column
8. **After selecting Apply, then cancel and modifying the entry and selecting Apply a second time, the system discards the first customer/supplier number.**
When user click the "cancel" button and back to the data entry screen, system will generate a new code when if user reapplied a new code of customer or supplier.
9. **When after completed the "Established in SAP" process, does it means the local SAP be created as well?**
No, the "Established in SAP" process, currently, just revised the Auto-Coding system status. You need to complete your local SAP master file setting process.
10. **Why is the back/forward button on browser not leading to my expected page/result?**
Since the system is a Single Page Application, we recommend all the manipulation should be done within page. Clicking back or forward button on browser may lead to unexpected result.