



HSBC PURCHASING CARD ACCEPTANCE INTRODUCTION

滙豐採購卡收卡程序簡介

大綱

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運作流程簡介

政府員工(持有採購卡)



訂購



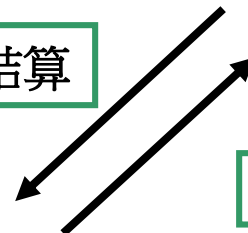
送貨/提供服務



採購卡商戶



結算



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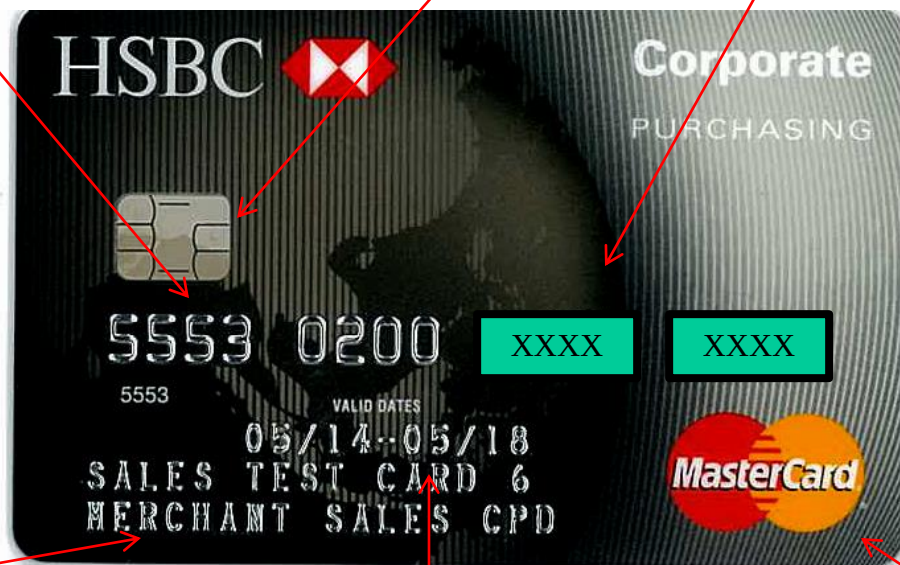


新晶片採購卡防偽特徵

The pre-printed first four digits of the positioned below the first four digits of the card no.
首四個預印數字在首四個凸印數字之下

Microchip
微形晶片

Card number
卡號



Cardholder and company name
卡主名及機構名稱

Expiry date
卡到期日

MasterCard logo
MasterCard 商標

新晶片採購卡防偽特徵

Back Side of Card 信用卡背面

Updated tamper
evident signature
panel design
全新的保安簽名欄

Magnetic stripe
保安磁帶



The Map
地圖

3-digit verification value moves off signature panel
一組三位數字的代碼移至簽名欄外

採購卡客戶以郵遞, 電話或傳真方式訂購貨品或服務收卡程序

- 採購卡持有人如利用郵遞, 電話或傳真方式訂購貨品或服務, 需要提供採購卡號碼, 卡到期日及交易銀碼
- 商戶需透過電話向環滙索取授權號碼 (致電授權中心 2969 9333)
- 商戶在送貨或提供服務時, 需要持卡人或收件人在送貨單上簽名及公司蓋章或提供公司職員証號碼以作確認
- 商戶在取得授權號碼後七天內, 需將清單 (銀行副本) 及送貨簽收單一併交回環滙



採購卡持有人親臨商戶購貨品或接受服務收卡程序

- 採購卡持有人親臨商戶購貨品或接受服務，商戶必須在發票上清楚壓印採購卡號碼，卡到期日及持卡人姓名
- 商戶需要透過電話向環滙索取授權號碼（致電授權中心 2969 9333）
- 採購卡持有人必須在商戶發票上簽名，商戶應核對清楚發票上簽名與卡背上簽名相符
- 商戶在取得授權號碼後七天內，需將清單（銀行副本）及送貨簽收單一併交回環滙



收卡程序 – 訂單樣本

PURCHASING CARD – FAX ORDER FORM

樣本

From: Cardholder's Co Name Cardholder's Co Address	To: ABC Co Ltd Attn: Mr Chan
Tel No. : 2121 2121 Fax No. : 2323 2323	Tel No. : 2345 6789 Fax No.: 2345 6780
Purchasing Card No.: 5553 02XX XXXX 3388 (必須填寫)	Expiry Date: 12/19 (必須填寫)
Customer Reference ID: ABC004423125647 (由持卡人提供)	

Please supply the following item(s) to the address shown below:

Item	Description	Quantity	Unit Rate	Amount
1	Umbrella 38" (long)	1	\$255	\$255
2	Brush plastic	24	\$9	\$216
Total Amount:				\$471

SAMPLE

Delivery Address: Cardholder's Delivery Address

Contact Person: Mr C K Au

Telephone No. : 2233 4455

Fax No. : 2987 6543

Authorised signature: 

Date : 5 Jan 2014

(Note for the purchaser internal use only)

This purchase was made through the Purchasing Card No. XXX or XXX are required. Users are required to return supplier's delivery note, duly signed, to the responsible officer, within 2 working days after receipt of goods/service(s), for payment purpose. For enquiry, please contact the responsible officer stated above.

收卡程序 – 訂單樣本

PURCHASING CARD - FAX ORDER FORM

樣本

From : Cardholder's Co Name	To : ABC Co Ltd
Cardholder's Co Address	Attn : Mr Chan
Tel No. : 2121 2121	Tel No. : 2345 6789
Fax No. : 2323 2323	Fax No. : 2345 6780
Purchasing Card No. : XXXX 0200 3388  (必須填寫)	Expiry Date : 12/07 (必須填寫)
Customer Reference ID. : ABC004423125647 (由持卡人提供)	

Card No.
採購卡號碼

Expiry Date
卡到期日

Customer Reference ID
顧客參考號碼

收卡程序 – 取授權號碼 (電話)

- 電話 - 2969 9333
- 商戶號碼 (e.g. 088-123456-800)
- 採購卡號碼 (e.g. **5553 02**XX XXXX XXXX)
- 卡到期日 (e.g. 05/13)
- 銀碼 (e.g. \$100.00=10000)



收卡程序 – 取授權號碼（電話）

Delivery Address : Cardholder's Delivery Addresss

Contact Person : Mr C K Au

Telephone No.: 2233 4455 Fax No.: 2987 6543

Authorised signature : C K Au  Date : 5 July 2006

(Note for the purchaser internal use only)

This purchase was made through the Purchasing Catd No. XXX or XXX are required. User are required to return supplier's delivery note, duly signed, to the responsible officer, within 2 workingdays after receipt of goods/service, for payment purpose. For enquiry, please contact the responsible officer stated above.

授權日期 : 28-7-2006
授權號碼 : A12345

記下所需要的資料

收卡程序 – 取授權號碼

如在未結算前取消交易，
請致電授權中心
(2969 9333)，取消授權號碼

收卡程序 – 簽收單樣本

DELIVERY RECEIPT

PACKAGE TO:
LANDS DEPT
21/F NORTH POINT GOV'T OFFICES
333 JAVA ROAD, NORTH POINT
ATTN: HRS LEE
CUSTOMER A/C NO.: 1702011

于 送貨日期 [27-02-2006] #

DELIVER TO:
LANDS DEPT
21/F NORTH POINT GOV'T OFFICES
333 JAVA ROAD, NORTH POINT
ATTN: HRS LEE
D. 送貨地址 [22313300]
FLIGHT NO.: 1101 DIV. CP

DATE: 24-02-2006
DIR NO.: 1240476774
PROCEDRA RV. NO.:
C.O.D. AMT:
CUST. P.O. NO.: AC05300

Page 1 of 1

品名 DESCRIPTION	型號 MODEL	保用期 WARRANTY CARD	數量 QUANTITY
COMPACT MICROWAVE OVEN 請在送貨單上蓋印及簽名 PURCHASING CARD NO:	R-212H(S)	Y	

THE ABOVE RECEIVED

THE ABOVE RECEIVED

請經驗收 恕不退換
GOODS DELIVERED UNRETURNABLE

PLEASE SIGN & RETURN

簽名 + 公司蓋章



收卡程序 - 收據樣本

I N V O I C E		NO.: C 060890	
TO: HONG KONG OBSERVATORY HK OBSERVATORY HEADQUARTERS, 134A NATHAN ROAD, KOWLOON, H.K.		DATE: 10/07/2006 CODE: EC	
ATTN: MR. IP CHI WING		FAX: 2311 9448 TEL: 2926 8045	

ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
			HK\$	HK\$
1	P-A115-221 AXIS 221 DAY AND NIGHT NETWORK CAMERA	6 SET	7,280.00	43,680.00
TOTAL AMOUNT:				43,680.00

TOTAL HONG KONG DOLLARS FORTY THREE THOUSAND SIX HUNDRED EIGHTY ONLY

TERMS OF PAYMENT: BY P-CARD

REMARKS: P-CARD NO.:
REF. NO.:

Accepted By _____ For and on behalf of
FU TAT COMPUTER COMPANY

Signature & Company Chop




簽名 + 公司蓋章

收卡程序 – 採購卡清單

To: Global Payments Asia-Pacific Limited
G.P.O. Box 2475, Hong Kong

GP Copy

Deposit Control Number (DCN)
P. 836101
Total Gross Amount (with 2 decimal points)
HKD 總銀碼

PURCHASING CARD TRANSACTION DETAILS RECORD FORM

Merchant Number 商戶號碼	Merchant Name 商戶名稱	Deposit Date (DD-MM-YY) 填表日期 日日-月月-年年	Total No. of Transactions 交易 總單數	Total Gross Amount (with 2 decimal points) HKD 總銀碼 (兩個小數位)
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Transaction Details List

	Card Number	Expiry Date (MM/YY)	Authorisation		Transaction Amount (HKD)	Customer Reference Identifier	Merchant Order Number / Invoice Number
			Code	Date (DD-MM-YY)			
Example	5553 0200 0000 0000	12/19	320000	18-02-14	328,632.88		
1	採購卡號碼	卡到日期	授權號碼	授權日期	交易銀碼	顧客參考號碼 (由持卡人公司 提供) * 最多17位字元	商戶訂單號碼 * 最多25位字元
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

選填部份

HK/490314 PU-14-0375

收卡程序 – 結算



- 送貨簽收單（連同簽名 + 公司蓋章）
- 清單（銀行副本）
- 放入預設信封
- 七天內郵寄環滙處理

收卡程序 – 簡介

- 獲取銀行認可的授權號碼（六位數字）
- 送貨, 收回簽收單（連同簽名 + 公司蓋章）
- 填寫清單（銀行副本）, 放入預設信封
- 七天內郵寄環滙處理

退貨和更換貨物

5553 02XX XXXX XXXX 1096202

00/00 12/09 V
VIC I P LEE

DATE: 10 Jan 06
SALES CLERK:
DEPT: INITIALS O.K.

HSBC TESTING A/C

123456-00/50/51/52

The Hongkong and Shanghai Banking Corporation Ltd
MERCHANT SIGN HERE

DESCRIPTION AMOUNT

CONVERSION RATE

CONVERSION AMOUNT

CARDHOLDER SIGN HERE TOTAL

Vic Lee \$1,000 ✓

X

I REQUEST THAT THE ABOVE CARDHOLDER ACCOUNT BE CREDITED WITH THE AMOUNT SHOWN AS TOTAL BECAUSE OF THE RETURN OF OR ADJUSTMENTS ON THE GOODS, SERVICES AND/OR OTHER ITEMS OF VALUE DESCRIBED AND AUTHORIZE THE BANK TO WHICH THIS CREDIT SLIP IS DELIVERED TO CHARGE MY ACCOUNT IN ACCORDANCE WITH MY AGREEMENT WITH SUCH BANK.

I REQUEST THAT THE ABOVE CARDHOLDER ACCOUNT BE CREDITED WITH THE AMOUNT SHOWN AS TOTAL BECAUSE OF THE RETURN OF OR ADJUSTMENTS ON THE GOODS, SERVICES AND/OR OTHER ITEMS OF VALUE DESCRIBED AND AUTHORIZE THE BANK TO WHICH THIS CREDIT SLIP IS DELIVERED TO CHARGE MY ACCOUNT IN ACCORDANCE WITH MY AGREEMENT WITH SUCH BANK.

JCB MasterCard VISA

JCB MasterCard VISA

JCB MasterCard VISA

CUSTOMER COPY
CREDIT SLIP
MERCHANT COPY
BANK COPY
CREDIT SLIP
CREDIT SLIP

如有需要，咁主請
於此簽名

授權人簽名連公司蓋印

退款程序

- 清單副本（商戶存根）
- 退款單（銀行存根）
- 存款單（銀行存根），放入預設信封
- 七天內交回環滙



附加資料 - 不獲得批准授權原因

- 行業分類號碼 (MCC Code) 不相符
- 信用卡限額已過
- 信用卡號或到期日不相符



附加資料 – 保安措施

如對交易有懷疑請聯絡授權中心要求

[密碼十號]授權

(請參考指南第六頁)



附加資料 – 重要電話

- 授權中心 – 2969 9333 (24 小時服務)
- 商戶熱線 – 2969 9888
辦公時間：
星期一至星期日
早上9:00 – 晚上9:00

