



財政部財政資訊中心

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# **The E-Invoice Platform of MOF**

## **Operating instructions for invoice exception handling system functions (For Cross-Border Electronic Services)**

**Fiscal Information Agency, MOF**  
**Revised in April, 2020**



# Brief outline

- **Step 1: Log in the E-Invoice Platform**
- **Step 2: Fill in the application data**
  - 2.1 New application
  - 2.2 Receive uploading notice from approved by the electronic invoice operation team
  - 2.3 Inquiry or modify the application
- **Step 3: Completes the invoice uploading through Turnkey**



# Step 1: Log in the E-Invoice Platform (1/2)

## ● Log in the E-Invoice Platform

- Path : 「 Tax on Cross-Border Electronic Services > Cloud Invoice>E-Invoice Platform 」

([https://www.etax.nat.gov.tw/etwmain/ETW101W\\_IDF?redirectUrl=/front/ETW315W?type=5](https://www.etax.nat.gov.tw/etwmain/ETW101W_IDF?redirectUrl=/front/ETW315W?type=5))

The screenshot shows the website interface for the E-Invoice Platform. On the left is a 'Menu' sidebar with various options. The main content area is titled 'Cloud Invoice' and contains a list of links. The link 'E-Invoice Platform' is highlighted with a red rectangular box. At the top right, there are utility buttons for 'Print', 'Back', and 'Share', along with 'Font-Size' options (S, M, L). A 'Top ▲' button is located at the bottom right of the main content area.

Menu

- About Us
- Announcement
- Search
- Site Links
- Download document and file
- Suggestion
- Receipts for Taxes Paid Voluntarily
- Exhibitor's VAT Refund System
- Quick Calculation of Alien Individual Income Tax
- Tax on Cross-Border Electronic Services
- Provisional calculation of delinquency charge and delay interest

Home > Tax on Cross-Border Electronic Services > Cloud Invoice

### Cloud Invoice

- The Information Zone of Cloud Invoice Implementation for Cross-border E-Commerce Suppliers
- Laws & Regulations
- **E-Invoice Platform**
- Apply for Turnkey Transmission
- Apply for Turnkey Online Test
- Apply for E-Invoice Alphanumeric Numbers

Font-Size S M L

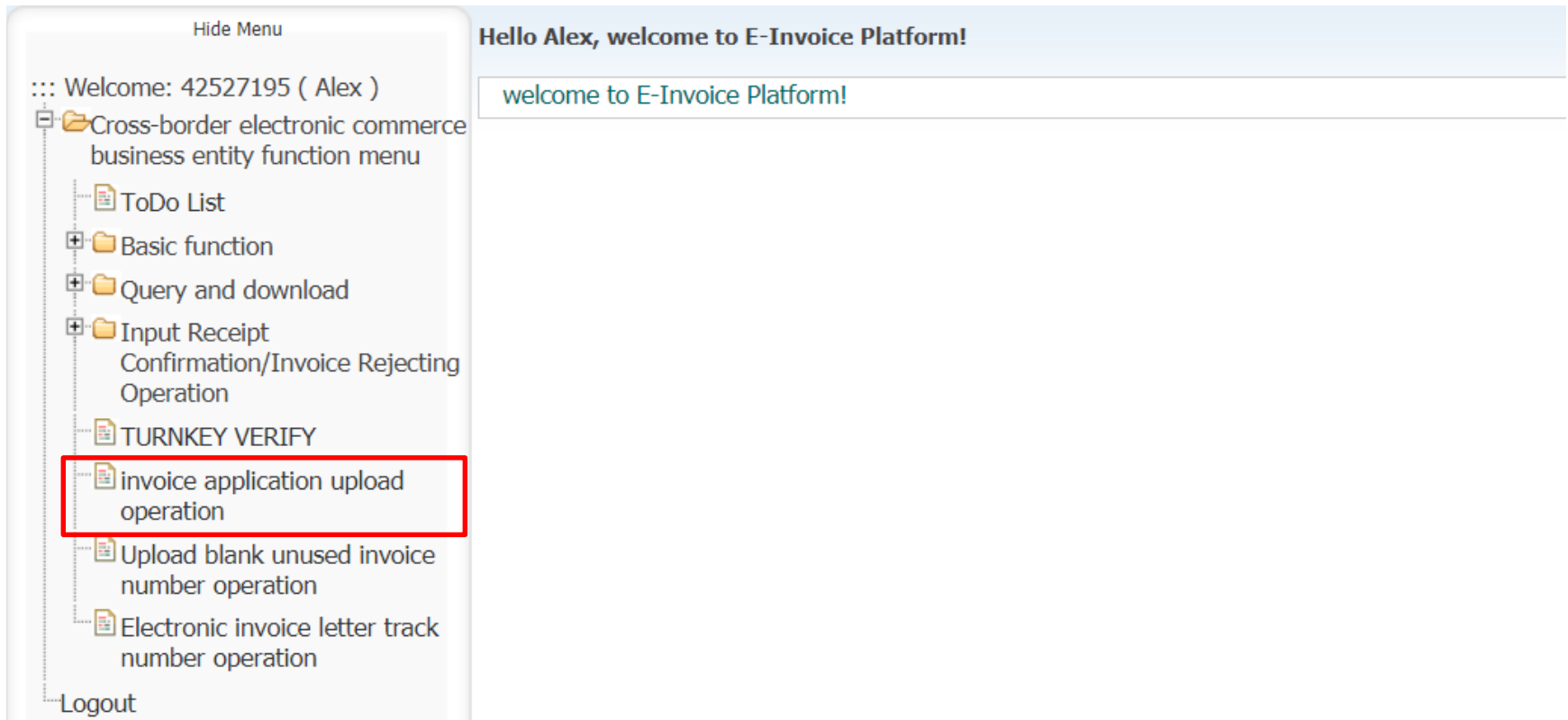
Print Back Share

Top ▲



## Step 1: Log in the E-Invoice Platform (2/2)

- Enter the E-Invoice Platform, and then click “invoice application upload operation”



The screenshot displays the E-Invoice Platform interface. On the left is a sidebar menu titled "Hide Menu" with the user information "Welcome: 42527195 ( Alex )". The menu items are: "Cross-border electronic commerce business entity function menu", "ToDo List", "Basic function", "Query and download", "Input Receipt Confirmation/Invoice Rejecting Operation", "TURNKEY VERIFY", "invoice application upload operation" (highlighted with a red box), "Upload blank unused invoice number operation", "Electronic invoice letter track number operation", and "Logout". The main content area on the right shows a light blue header with the text "Hello Alex, welcome to E-Invoice Platform!" and a white input field containing the text "welcome to E-Invoice Platform!".



# Brief outline

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# Step 2: Fill in the application data

## 2.1 New application form (new application)

Invoice exception handling system > Application for uploading > EXP010W Invoice application uploading operation

\*The beginning and ending of the application date

YYYY-MM-DD

YYYY-MM-DD

Last one month

Last two months

Last three months

Last six months

Application form status

All

Application form number

Inquiry

Clear

+ New application

Click new application

※ The date of application is the date of establishment of the case, not the date of invoice issuance.

※ If you provide an application form for correction of exception problems and a paper copy of the put on records letter to the Financial Data Center, please click the Inquiry button..



# Step 2: Fill in the application data

## 2.1 New application form (Fill in the content of the application reason)

Fill in according to the content of the application reason.

New application

Application date	<input type="text" value="2020-05-21"/>	The tax ID number of applicant unit	<input type="text" value="27950876"/>	<input type="text" value="中華電信股份有限公司企業客戶分公司"/>	
*The representative transmission unit	<input type="text"/>	*The tax ID number of the transmission unit	<input type="text"/>	<input type="text"/>	
*Contact person	<input type="text"/>	*Contact person's phone number	<input type="text"/>	*Contact person's e-mail	<input type="text"/>
*Exceptional problems	<input type="text" value="Other reasons can be input by yourself"/>				
*Invoice issue date	<input type="text" value="YYYY-MM-DD"/>	~	<input type="text" value="YYYY-MM-DD"/>		
*Expected completion date	<input type="text" value="YYYY-MM-DD"/>				
*Additional electronic file of the put on records letter	<input type="text" value="選擇檔案 未選擇任何檔案"/>				

Upload the additional electronic file of the put on records letter (can be replaced by the notification of National Taxation Bureau).

\*Invoice interval data [+ New application](#) [Ⓜ Batch enter \(\\*.csv\)](#) [⬇ Download batch enter instructions](#) [⬇ Batch enter sample download](#) [🗑 Clear the table below](#)

Modify / Remove	Serial number	Reason for applying uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
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General application

General application (Business entity supplement document)

Close

# Step 2: Fill in the application data

## 2.1 New application (upload Invoice interval data)

New application ×

Application date	<input type="text" value="2020-05-21"/>	The tax ID number of applicant unit	<input type="text" value="27950876"/>	<input type="text" value="中華電信股份有限公司企業客戶分公司"/>
*The representative transmission unit	<input type="text"/>	*The tax ID number of the transmission unit	<input type="text"/>	<input type="text"/>
*Contact person	<input type="text"/>	*Contact person' s phone number	<input type="text"/>	*Contact person' s e-mail <input type="text"/>
*Exceptional problems	<input type="text" value="Other reasons can be input by yourself"/>			
*Invoice issue date	<input type="text" value="YYYY-MM-DD"/>	~	<input type="text" value="YYYY-MM-DD"/>	
*Expected completion date	<input type="text" value="YYYY-MM-DD"/>			
*Additional electronic file of the put on records letter	<input type="text" value="選擇檔案 未選擇任何檔案"/>			

\*Invoice interval data + New application ○ Batch enter (\*.csv) ↓ Download batch enter instructions ↓ Batch enter sample download 🗑 Clear the table below

Modify / Remove	Reason for applying uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
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upload Invoice interval data

[General application](#) [General application \(Business entity supplement document\)](#) [Close](#)





# Step 2: Fill in the application data

## 2.1 New application (upload Invoice interval data)

Batch download by using CSV








Add a blank line

Download batch enter instructions

Download batch enter samples for offering modification

Clear the table below

\*Invoice interval data

Modify / Remove	Serial number	Reason for applying for uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
 		Missed uploading	2018, 07-08	00007102	AA00000000 	AA00000001 	1 
 		Missed uploading	2018, 07-08	00007102	EZ00000000	EZ00000000	1

There will be a prompt on the letter track numbers if the invoice is misused.

There will be a prompt for wrong quantity input.

If the representative company chooses not commissioned transmission, then the tax ID number here must be the same as that of the transmission unit above.



# Step 2: Fill in the application data

## 2.1 New application (upload Invoice interval data)

### – Batch enter format instructions

- Click "batch enter(\*.csv)," and then upload invoice interval data to the system directly.
- Batch enter instructions and download link.
  - ❖ Download instructions
  - ❖ Download samples

	Column name <sup>Ⓢ</sup>	Format <sup>Ⓢ</sup>	Column size <sup>Ⓢ</sup>	Description <sup>Ⓢ</sup>
Invoice uploading application form(Req) <sup>Ⓢ</sup>	Reasons for uploading application <sup>Ⓢ</sup>	0 <sup>Ⓢ</sup>	1 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> 0: Missed uploading <sup>Ⓢ</sup> 1: Repeated invoice <sup>Ⓢ</sup> 2: Data correction <sup>Ⓢ</sup>
	The year of the invoice issuing <sup>Ⓢ</sup>	107 <sup>Ⓢ</sup>	3 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> Fill in the year of "Republic Era". <sup>Ⓢ</sup> If it is a misuse of the non-current invoice letter track numbers, please fill in the actual period of issuing the paper certificate. <sup>Ⓢ</sup>
	The month of the invoice issuing <sup>Ⓢ</sup>	02 <sup>Ⓢ</sup>	2 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> Even months <sup>Ⓢ</sup> For example, from 01 to 02, fill in 02 <sup>Ⓢ</sup> If it is a misuse of the non-current invoice letter track numbers, please fill in the actual period of issuing the paper certificate. <sup>Ⓢ</sup>
	The tax ID number of the seller <sup>Ⓢ</sup>	12345678 <sup>Ⓢ</sup>	8 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> Fill in the tax ID number of the seller who issued the actual invoice. <sup>Ⓢ</sup>
	The beginning of application for uploading the invoice letter track numbers <sup>Ⓢ</sup>	AA12345678 <sup>Ⓢ</sup>	10 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> Fill in a total of 10 invoice letter track numbers. <sup>Ⓢ</sup>
	The ending of application for uploading the invoice letter track numbers <sup>Ⓢ</sup>	AA12345678 <sup>Ⓢ</sup>	10 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> Fill in a total of 10 invoice letter track numbers. The invoice letter track number must be the same as the track numbers in the previous column. <sup>Ⓢ</sup>
	The quantity of application for uploading the invoice <sup>Ⓢ</sup>	10 <sup>Ⓢ</sup>	8 <sup>Ⓢ</sup>	Need to fill in. <sup>Ⓢ</sup> The integer is 8. You have to calculate the quantity of invoice track numbers from the beginning to the end between the interval. If they are the same, enter 1. <sup>Ⓢ</sup>



# Step 2: Fill in the application data

## 2.1 New application (upload invoice interval data)

- **Batch enters (\*.csv) format sample.**
- **The Business entity can use excel or their system to generate the CSV format.**
- **Directly enter the invoice interval data.**

Reasons for uploading application	The year of the invoice issuing	The month of the invoice issuing	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
0	106	10	12345678	WD00001000	WD00002000	1001
1	106	12	12345678	XJ00000010	XJ00000020	11
2	106	10	12345678	LA00011000	LA00011100	101



# Step 2: Fill in the application data

## 2.1 New application (click general application)

New application ×

Application date	<input type="text" value="2020-05-21"/>	The tax ID number of applicant unit	<input type="text" value="27950876"/>	<input type="text" value="中華電信股份有限公司企業客戶分公司"/>	
*The representative transmission unit	<input type="text"/>	*The tax ID number of the transmission unit	<input type="text"/>	<input type="text"/>	
*Contact person	<input type="text"/>	*Contact person's phone number	<input type="text"/>	*Contact person's e-mail	<input type="text"/>
*Exceptional problems	<input type="text" value="Other reasons can be input by yourself"/>				
*Invoice issue date	<input type="text" value="YYYY-MM-DD"/>	~	<input type="text" value="YYYY-MM-DD"/>		
*Expected completion date	<input type="text" value="YYYY-MM-DD"/>				
*Additional electronic file of the put on records letter	<input type="text" value="選擇檔案 未選擇任何檔案"/>				

\*Invoice interval data [+ New application](#) [① Batch enter \(\\*.csv\)](#) [⬇ Download batch enter instructions](#) [⬇ Batch enter sample download](#) [🗑 Clear the table below](#)

Modify / Remove	Serial number	Reason for applying for uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
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Click on the general application after entering the completed.

General application

General application (Business entity supplement document)

Close

# Step 2: Fill in the application data

- 2.2 Receive uploading notice from approved by the electronic invoice operation team
  - After being approved or not the invoice interval data by the electronic invoice operation team, we will notify the result to the business entity.
  - The business entity should complete the "step 3: the invoice uploading through Turnkey" after receiving the notice of "We have agreed to open the invoice uploading you have applied for."

Notification Letter Example--Open to Public<sup>4</sup>

Subject: Notification of uploading missed electronic invoices operation. - 【ABC International Co., Ltd】 Apply for uploading missed electronic invoice from 2020-01-21 to 2020-01-21 invoice 108848<sup>4</sup>

Text:<sup>4</sup>

Dear business entity,<sup>4</sup>

We have agreed to open the invoice uploading you have applied for, please upload the invoice before 2020-03-30.<sup>4</sup>

The following is your application information<sup>4</sup>

Application form number: 25382<sup>4</sup>

Representative transmission unit: Not commissioned.<sup>4</sup>

...<sup>4</sup>



# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application

- Business operators can check the application form through this function.

Invoice exception handling system > Application for uploading > EXP010W Invoice application uploading operation

You can directly select the last 1, 2, 3, or 6 months.

\*The beginning and ending of the application date

YYYY-MM-DD

YYYY-MM-DD

Nearly one month  
Nearly six months

Nearly two months

Nearly three months

Application form status

All

You can select to check the application form of different status.

Application form number

You can directly fill in the application form number for inquiry.

Inquiry

Clear

+ New application

Click inquiry

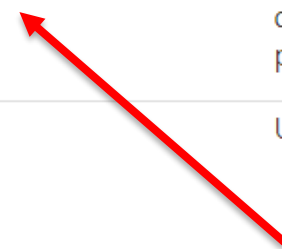
Last six months



# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application (inquiry)

Serial number	Application Form Number	Date of Application	Expected uploading date	On behalf of the transmission unit	The tax ID number of the on behalf of the transmission unit	Application form status
1	1622	2020-05-18	2020-05-18	Not commissioned transmission	00007102	Open and closed
2	1605	2020-04-29	2020-04-29	Not commissioned transmission	00007102	Application failed
3	1604	2020-04-29	2020-04-29	Not commissioned transmission	00007102	Business entity supplement document (not yet open to the public)
4	1603	2020-04-29	2020-04-29	Not commissioned transmission	00007102	Business entity supplement document (not yet open to the public)
5	1602	2020-04-29	2020-04-29	Not commissioned transmission	00007102	Uploading application



Click any column to see the details



# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application (Uploading application)

- You can still modify the application content before opening the customer service.

Details ×

Application date	2020-04-29	The tax ID number of applicant unit	27950876	中華電信股份有限公司企業客戶分公司	
Application Form Number	1602	Application form status	Uploading applicatic		
*The representative transmission unit	Not commissione	*The tax ID number of the transmission unit	00007102	測試有限公司	
*Contact person	0	*Contact person's phone number	0	*Contact person's e-mail	0@000.0
*Exceptional problems	測試一般申請發信				
*Invoice issue date	2019-10-20	~	2019-10-26		
*Expected completion date	2020-04-29				
*Additional electronic file of the put on records letter	<input type="checkbox"/> Open the uploaded file <input type="checkbox"/> Re-upload				

\*Invoice interval data

Modify / Remove	Serial number	Reason for applying for uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
<input type="button" value="edit"/> <input type="button" value="trash"/>	1	Missed uploading	107 Year 01-02 Period	00007102	AA00000000	AA00000000	1

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# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application (Uploading is open)

- **Approved and open for uploading, the business entity can start uploading or modifying the invoice content.**

Details ×

Application date	2020-05-18	The tax ID number of applicant unit	000000	測試有限公司		
Application Form Number	1622	Application form status	<b>Uploading is open</b>			
*The representative transmission unit	Not commissione	*The tax ID number of the transmission unit	00007102	測試有限公司		
*Contact person	TEST	*Contact person's phone number	0	*Contact person's e-mail mack@cht.com.tw		
*Exceptional problems	測試發英文信					
*Invoice issue date	2020-05-18	~	2020-05-18			
*Expected completion date	2020-05-18	ⓘ ⓘ				
*Additional electronic file of the put on records letter	Open the uploaded file ⓘ					
*Invoice interval data						
Serial number	Reason for applying for uploading ⓘ	Invoice period ⓘ	The tax ID number of the seller ⓘ	The beginning of application for uploading the invoice letter track numbers ⓘ	The ending of application for uploading the invoice letter track numbers ⓘ	The quantity of application for uploading the invoice ⓘ
1	Missed uploading	108 Year 11-12 Period	00007102	VV00000000	VV00000000	1



# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application (Open and closed)

- After the uploading is open and when the day exceeds the expected uploading completion date, it will show that it is closed.

Details ×

Application date	2020-05-18	The tax ID number of applicant unit	27950876	中華電信股份有限公司企業客戶分公司	
Application Form Number	1622	Application form status	Open and closed		
*The representative transmission unit	Not commissioned	*The tax ID number of the transmission unit	00007102	測試有限公司	
*Contact person	TEST	*Contact person's phone number	0	*Contact person's e-mail	mack@cht.com.tw
*Exceptional problems	測試發英文信				
*Invoice issue date	2020-05-18 ~ 2020-05-18				
*Expected completion date	2020-05-18				
*Additional electronic file of the put on records letter	Open the uploaded file				

\*Invoice interval data

Serial number	Reason for applying for uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
1	Missed uploading	108 Year 11-12 Period	00007102	VV00000000	VV00000000	1

# Step 2: Fill in the application data

## 2.3 Inquiry or modify the application (Application failed)

- The reason will be displayed after the application is not approved. The business entity can modify the application content and then apply for again.

Details

Application date: 2020-04-29

The tax ID number of applicant unit: [Redacted]

Application Form Number: 1605

Application form status: Application failed

TEST

\*The representative transmission unit: Not commissione

\*The tax ID number of the transmission unit: 00007102

測試有限公司

\*Contact person: A

\*Contact person's phone number: 0

\*Contact person's e-mail: mack@cht.com.tw

\*Exceptional problems: 測試發信

\*Invoice issue date: 2019-10-27 ~ 2019-10-31

\*Expected completion date: 2020-04-29

\*Additional electronic file of the put on records letter: Open the uploaded file Re-upload

\*Invoice interval data

+ New application @ Batch enter (\*.csv) Download batch enter instructions Batch enter sample download Clear the table below

Modify / Remove	Serial number	Reason for applying for uploading	Invoice period	The tax ID number of the seller	The beginning of application for uploading the invoice letter track numbers	The ending of application for uploading the invoice letter track numbers	The quantity of application for uploading the invoice
	1	Missed uploading	107 Year 01-02 Period	00007102	CC000000000	CC000000000	1

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Modify Close

# Brief outline

- Step 1: Log in the E-Invoice Platform
- Step 2: Fill in the application data
  - 2.1 New application
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  - 2.3 Inquiry or modify the application
- **Step 3: Completes the invoice uploading through Turnkey**



# Step 3: Completes the invoice uploading through Turnkey

- Open Turkey to upload the invoice.

