



<b>IT and Systems</b>	Written by: CMITIS	<b>Guidelines_How to use E-Invoice_v1.0_Login Cus.doc</b>
 Cai Mep International Terminal	Approved by:	Revision: 1.0 Date: 04/09/2018
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# HOW TO USE E-INVOICE

## USER GUIDELINES

### Revision History

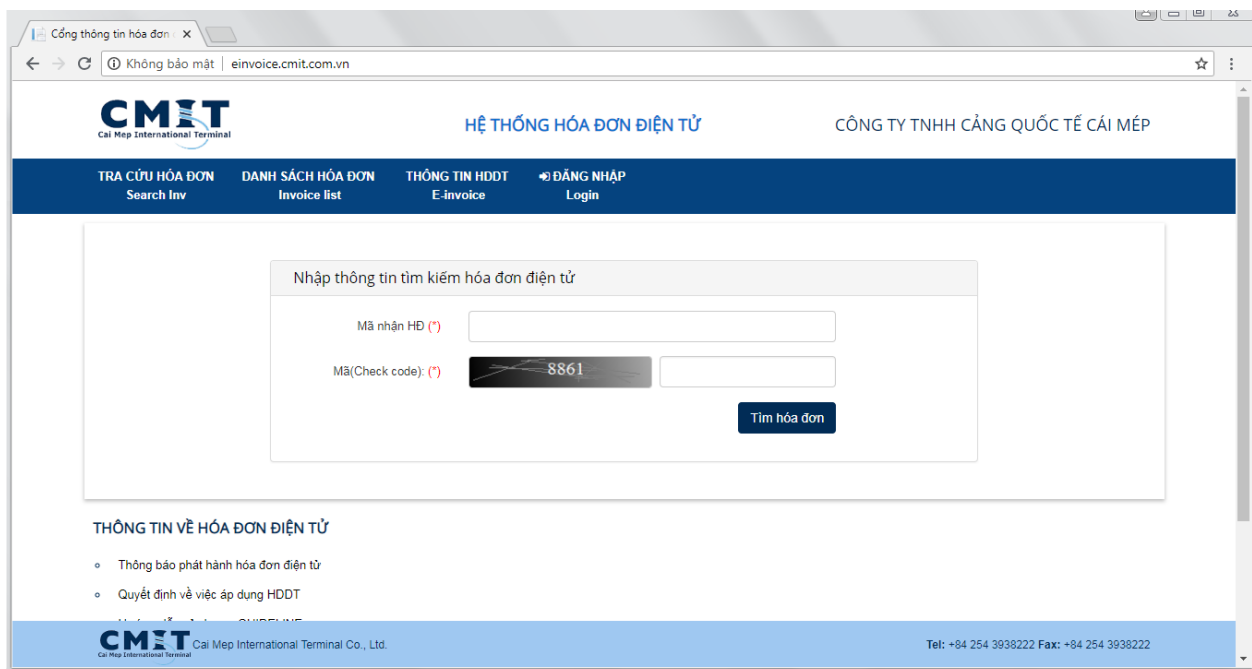
Ver.	Release date	Author	Remarks	Reviewed by
1.0	04/09/2018		1 <sup>st</sup> Release	

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## I. Logon to E-Invoice

Your company will receive an email containing information about CMIT's E-Invoice. It includes user ID, password and E-Invoice portal address.

1. Open browser and use E-Invoice portal address <http://einvoice.cmit.com.vn/Invoice/Index> to access CMIT's [E-Invoice](#) home page.



Cổng thông tin hóa đơn

Không bảo mật | einvoice.cmit.com.vn

**CMIT** Cai Mep International Terminal

HỆ THỐNG HÓA ĐƠN ĐIỆN TỬ

CÔNG TY TNHH CẢNG QUỐC TẾ CÁI MÉP

TRA CỨU HÓA ĐƠN Search Inv

DANH SÁCH HÓA ĐƠN Invoice list

THÔNG TIN HDDT E-invoice

ĐĂNG NHẬP Login

Nhập thông tin tìm kiếm hóa đơn điện tử

Mã nhận HD (\*)


Mã(Check code): (\*)

Tìm hóa đơn

THÔNG TIN VỀ HÓA ĐƠN ĐIỆN TỬ

- Thông báo phát hành hóa đơn điện tử
- Quyết định về việc áp dụng HDDT

**CMIT** Cai Mep International Terminal Co., Ltd. Tel: +84 254 3938222 Fax: +84 254 3938222

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- Click on “Login” tab as below screen to log in to E-Invoice portal by using User ID and password to get your company’s invoices




The screenshot shows the CMIT E-Invoice portal interface. At the top, there is a navigation bar with the following items: **TRA CỨU HÓA ĐƠN** (Search Inv), **DANH SÁCH HÓA ĐƠN** (Invoice list), **THÔNG TIN HDDT** (E-invoice), and **ĐĂNG NHẬP** (Login). The 'ĐĂNG NHẬP' tab is highlighted with a yellow circle. Below the navigation bar, there is a search box titled 'Nhập thông tin tìm kiếm hóa đơn điện tử'. The search form contains three fields: 'Mã nhận HD (\*)' (Invoice ID), 'Mã(Check code): (\*)' (Check code) with a CAPTCHA image showing '6257', and a 'Tìm hóa đơn' (Find invoice) button. A yellow callout box points to the 'Login to E-Invoice' button.

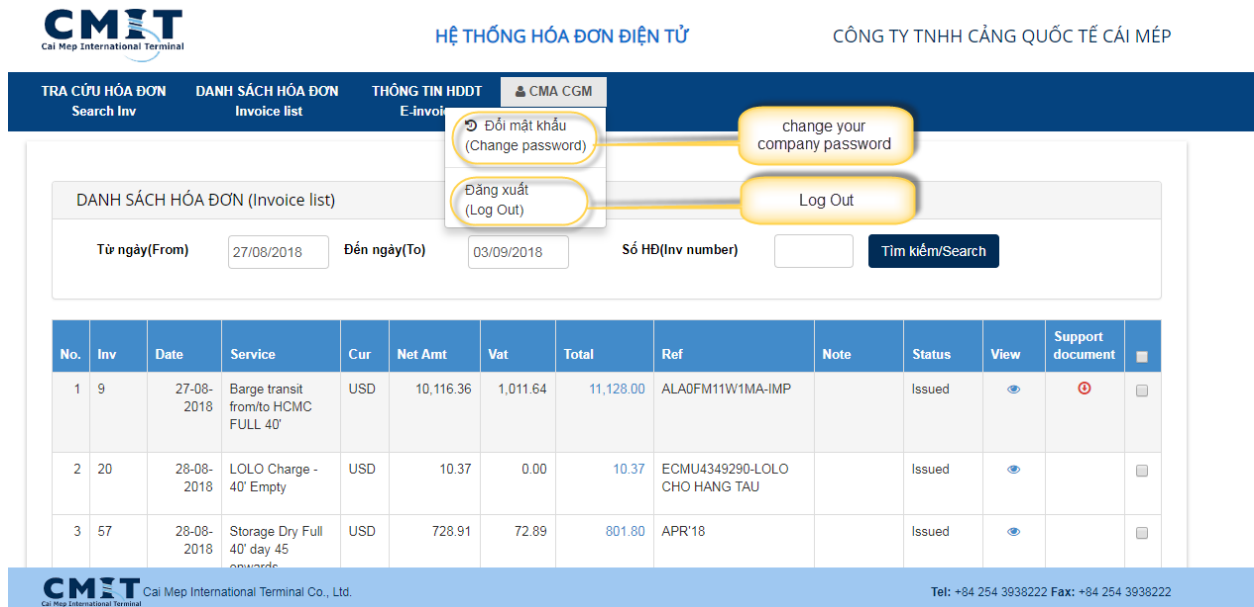
- On below screen, input Login info (User ID, password) provided by CMIT then click “Sign in”



The screenshot shows the CMIT E-Invoice portal interface. At the top, there is a navigation bar with the following items: **TRA CỨU HÓA ĐƠN** (Search Inv), **DANH SÁCH HÓA ĐƠN** (Invoice list), **THÔNG TIN HDDT** (E-invoice), and **ĐĂNG NHẬP** (Login). The 'ĐĂNG NHẬP' tab is highlighted. Below the navigation bar, there is a search box titled 'Thông tin đăng nhập(Info to log in)'. The search form contains three fields: 'Mã truy cập(User Id): (\*)' (User ID) with 'CMA', 'Mật khẩu(Password): (\*)' (Password) with '\*\*\*\*\*', and 'Mã(Check code): (\*)' (Check code) with a CAPTCHA image showing '4132'. A 'Đăng nhập(Sign in)' button is visible.

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*You can change your password as below instruction*



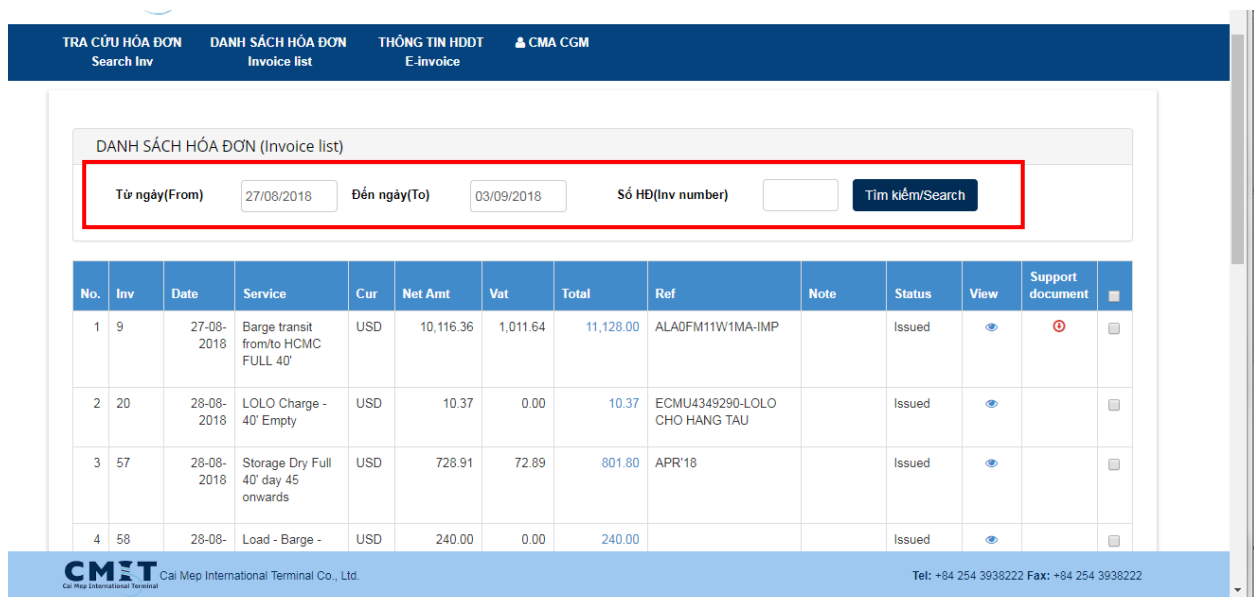
The screenshot shows the CMIT E-Invoice system interface. At the top, there are navigation tabs: "TRA CỨU HÓA ĐƠN (Search Inv)", "DANH SÁCH HÓA ĐƠN (Invoice list)", "THÔNG TIN HDDT (E-Invoice)", and "CMA CGM". The "DANH SÁCH HÓA ĐƠN (Invoice list)" tab is active. Below the navigation, there are search filters: "Từ ngày(From)" (27/08/2018), "Đến ngày(To)" (03/09/2018), and "Số HB(Inv number)". A "Tìm kiếm/Search" button is present. The main content area displays a table of invoices. Two callouts point to the "Đổi mật khẩu (Change password)" and "Đăng xuất (Log Out)" buttons, with corresponding text boxes: "change your company password" and "Log Out".

No.	Inv	Date	Service	Cur	Net Amt	Vat	Total	Ref	Note	Status	View	Support document
1	9	27-08-2018	Barge transit from/to HCMC FULL 40'	USD	10,116.36	1,011.64	11,128.00	ALA0FM11W1MA-IMP		Issued		
2	20	28-08-2018	LOLO Charge - 40' Empty	USD	10.37	0.00	10.37	ECMU4349290-LOLO CHO HANG TAU		Issued		
3	57	28-08-2018	Storage Dry Full 40' day 45 onwards	USD	728.91	72.89	801.80	APR'18		Issued		

## II. GET INVOICES


After sign in, CMIT's E-Invoice home page will pop up with the Invoice list screen which is default to show list of E-invoice minus 1 week from current date.

"From", "To", &"Inv number" are conditions for searching. You can input data as your searching request.



The screenshot shows the same CMIT E-Invoice system interface as above, but with a red box highlighting the search filters: "Từ ngày(From)" (27/08/2018), "Đến ngày(To)" (03/09/2018), and "Số HB(Inv number)". The "Tìm kiếm/Search" button is also highlighted.

No.	Inv	Date	Service	Cur	Net Amt	Vat	Total	Ref	Note	Status	View	Support document
1	9	27-08-2018	Barge transit from/to HCMC FULL 40'	USD	10,116.36	1,011.64	11,128.00	ALA0FM11W1MA-IMP		Issued		
2	20	28-08-2018	LOLO Charge - 40' Empty	USD	10.37	0.00	10.37	ECMU4349290-LOLO CHO HANG TAU		Issued		
3	57	28-08-2018	Storage Dry Full 40' day 45 onwards	USD	728.91	72.89	801.80	APR'18		Issued		
4	58	28-08-	Load - Barge -	USD	240.00	0.00	240.00			Issued		







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### View detail of E-Invoice:

Click to the line of invoice which you desire to view on details as below screen

DANH SÁCH HÓA ĐƠN (Invoice list)

Từ ngày(From)  Đến ngày(To)  Số HD(Inv number)

No.	Inv	Date	Service	Cur	Net Amt	Vat	Total	Ref	Note	Status	View	Support document
1	9	27-08-2018	Barge transit from/to HCMC FULL 40'	USD	10,116.36	1,011.64	11,128.00	ALA0FM11W1MA-IMP		Issued		
2	20	28-08-2018	LOLO Charge - 40' Empty	USD	10.37	0.00	10.37	ECMU4349290-LOLO CHO HANG TAU		Issued		
3	57	28-08-2018	Storage Dry Full 40' day 45	USD	728.91	72.89	801.80	APR'18		Issued		

Detail of E – Invoice will be shown as below

#### CÔNG TY TNHH CẢNG QUỐC TẾ CÁI MÉP

KP.Tân Lộc, P. Phước Hòa, Thị Xã Phú Mỹ, Tỉnh Bà Rịa Vũng Tàu

Điện thoại (Tel): 0254.3938 222

Mã số thuế (Tax code): 3500779608

Tài khoản (Bank A/C): 00060 002287 003 83 (VND)

00060 002287 002 86 (USD)

BNP PARIBAS - HO CHI MINH CITY BRANCH

Swift Code : BNPAVVVN

#### HÓA ĐƠN GIÁ TRỊ GIA TĂNG

Ngày (date) 28 tháng (month) 08 năm (year) 2018



Mẫu số (Form): 01GTKT0/001

Ký hiệu (Serial): CM/18E

Số (No.)



TÊN KHÁCH HÀNG (Customer): CMA CGM

ĐỊA CHỈ (Address): 4, Quai d'Arenc, 13235 Marseille Cédex 02 – France

MÃ SỐ THUẾ (Tax code):

TÊN TÀU (Name of vessel):

SỐ CHUYẾN (Voyage No):

NGÀY ĐẾN (Date of arrival):

HÃNG TÀU (Line Operator): [CMA]

TIỀN TỆ (Currency): USD


NGÀY ĐI (Date of departure):


ĐẾN HẠN (Due Date): 27/09/2018

TỶ GIÁ (Exchange rate): 22,439.00

ĐƠN ĐẶT HÀNG (Job order): APR'18

STT	TÊN HÀNG HÓA, DỊCH VỤ	ĐƠN VỊ TÍNH	SỐ LƯỢNG	ĐƠN GIÁ	THÀNH TIỀN
No.	Description	Unit	Quantity	Unit price	Amount
1	2	3	4	5	6 = 4 x 5
1	Phí lưu bãi cont 40 day 45 onwards Storage Dry Full 40' day 45 onwards	Items			

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THUẾ SUẤT GTGT (VAT Rate) 10 %		Cộng tiền dịch vụ (Total amount)		
		Tiền thuế GTGT (VAT)		
		Tổng cộng tiền thanh toán (Total payment)		
Số tiền viết bằng chữ (Total in words): <input type="text"/>				
NGƯỜI MUA HÀNG (Customer) (Sign & full name)			NGƯỜI BÁN HÀNG (Seller) (Sign & full name)	
			<div style="border: 1px solid red; padding: 5px; text-align: center;"> <b>Signature Valid</b>     <b>W/ bởi: CÔNG TY TNHH CẢNG QUỐC TẾ CẢI MÉP</b> </div>	

[Close](#)

[In hóa đơn](#)

## Download E-Invoice

You can download single or multi-E- Invoice at one time by ticking the selected E – Invoice and download it as below screen

8	70	28-08-2018	Barge transit from/to HCMC FULL 40' reefer	USD	14,575.72	1,457.57	16,033.29	EX-CMA-CHECK VESSEL	Issued		<input type="checkbox"/>
9	71	28-08-2018	Vessel Visit Berthing Charge/Wharfage	USD	6,670.04	0.00	6,670.04	MARINE-ADT0TU2XS1MA	Issued		<input type="checkbox"/>
10	74	28-08-2018	Barge transit from/to HCMC FULL 40' reefer	USD	6,082.42	608.24	6,690.66	TAU INBOUND - MAG0KN0DW1PL	Issued		<input checked="" type="checkbox"/>


[Press Download](#)
[Xuất Excel](#)
[Tải danh sách](#)

## Export to excel

You can export list of E-Invoices which you are searching to excel file as below screen

9	121	04/09/2018	Vessel Visit Berthing Charge/Wharfage	USD	5,792.42	0.00	5,792.42	AVE0FM13W1MA	Issued		<input type="checkbox"/>
10	122	04/09/2018	Vessel Visit Berthing Charge/Wharfage	USD	4,529.73	0.00	4,529.73	LOR0TU2LS1MA	Issued		<input type="checkbox"/>

[export to Excel File](#)
[Xuất Excel \(Export to Excel\)](#)
[Tải danh sách \(Download list of invoices\)](#)


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### III. Download supporting documents for the E – Invoice

Click to the line of invoice which you desire to download as below screen

DANH SÁCH HÓA ĐƠN (Invoice list)

Từ ngày(From)  Đến ngày(To)  Số HD(Inv number)

No.	Inv	Date	Service	Cur	Net Amt	Vat	Total	Ref	Note	Status	View	Support document	
1	9	27-08-2018	Barge transit from/to HCMC FULL 40'	USD	10,116.36	1,011.64	11,128.00	ALA0FM11W1MA-IMP		Issued			
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3	57	28-08-2018	Storage Dry Full 40' day 45	USD	728.91	72.89	801.80	APR'18		Issued			

download reference document if has