

OneCorporate 操作說明

採購申請

登入 OneCorporate

- 網址: <http://onecorporate.chainglobal.com>

Sign in

Login ID:

Password:

Sign In

[Forget Password ?](#)

Login ID: 請輸入使用者英文名+姓
如EdwardJian

Password: 請輸入使用者密碼
預設為hecny

帳號密碼輸入完成後
點選“Sign In”登入OneCorporate

如果忘記登入密碼
請點選“Forget Password ?”

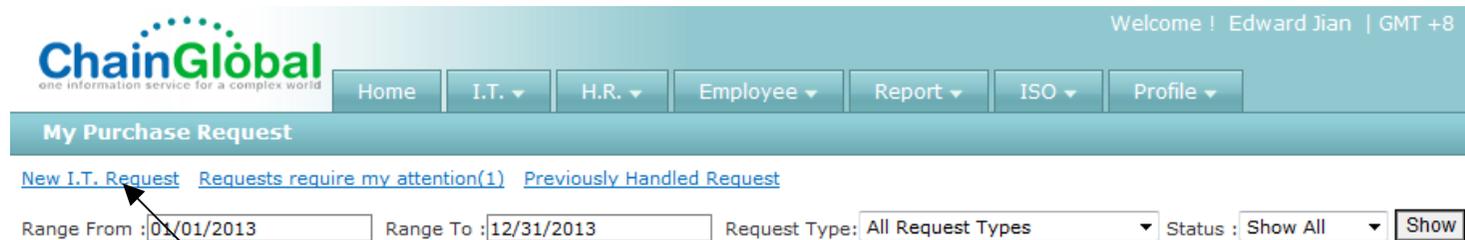
進入採購申請選單

- 點選I.T. -> Purchase Request，如下圖所示



新申請

- 點選畫面左上方New I.T. Request，如下圖所示



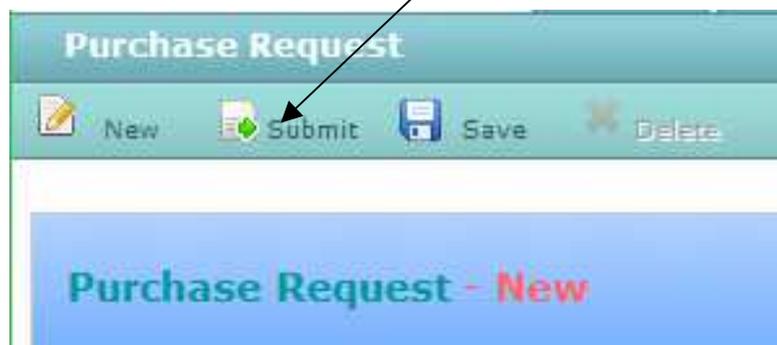
The screenshot shows the ChainGlobal web application interface. At the top left is the ChainGlobal logo with the tagline "one information service for a complex world". To the right of the logo is a navigation menu with buttons for Home, I.T., H.R., Employee, Report, ISO, and Profile. In the top right corner, it says "Welcome ! Edward Jian | GMT +8". Below the navigation menu is a section titled "My Purchase Request". Under this section, there are three links: "New I.T. Request", "Requests require my attention(1)", and "Previously Handled Request". Below the links are search filters: "Range From : 01/01/2013", "Range To : 12/31/2013", "Request Type: All Request Types", and "Status : Show All". A "Show" button is located to the right of the status filter. An arrow points from the "New I.T. Request" link to a callout box.

New I.T. Request

送出申請表單

- 完成必填欄位後，請點選畫面“Submit”

請點選Submit



表單完成送出畫面

- 請點選畫面上面I.T. -> Purchase Request，您可看到您的採購申請編號，如下圖所示，請務必確認有看到採購編號。

[New I.T. Request](#) [Requests require my attention\(1\)](#) [Previously Handled Request](#)

Range From : Range To : Request Type: Status :

No.	Request Date	Current Holder	Request Type	Sub Type	StepNo	Status	Processing Time	Description
UR4067	26-Feb-13 15:37(GMT+8)	EdwardJian	Hardware Purchase	Computer	1 of 8	In Progress		test2

採購編號

查詢申請進度

- 1. 點選採購編號 ⓘ 進入採購表單畫面。
- 2. 點選畫面右上方 ⓘ 符號，畫面上即會顯示Step 1 – 8 申請進度，將游標移至 Step 字樣上，即會顯示目前進度為何，如下圖所示



範例為目前採購流程停在第二階段