

電子發票開立系統自行檢測表

Self-check Table of E-Invoice Issuing System

修正日期:107 年 7 月 31 日
Modification date: July 31, 2018

營業人 Business entity	統一編號 Business Administratio n Number	聯絡人 Contact person	姓名 Name
	公司名稱 Company		電話 Telephone
	Email		

系統廠商 統一編號 System vendor's Business Administration Number	型號 Model No.
系統名稱 System name	系統版本 System version

壹、自行檢測重要說明

Important instructions for self-check:

- 一、字軌號碼為統一發票應行記載事項之一，營業人如未依規定記載或所載不實，依加值型及非加值型營業稅法第 48 條規定，除通知限期改正或補辦外，並按統一發票所載銷售額，處 1% 罰鍰，其金額不得少於新臺幣 1,500 元，不得超過新臺幣 15,000 元。

The alphanumeric code number is one of the items that shall be recorded on the uniform invoice. If a business entity fails to record the information in accordance with the regulations or if the information is not faithful, in accordance with Article 48 of the Value-added and Non-Value-added Business Tax Act, in addition to being ordered to make corrections or fulfill the requirements within a specified time limit, the business entity shall be fined an administrative fine of 1% of the sales amount on the uniform invoice, but in an amount of no less than NT\$1,500 and no more than NT\$15,000.

- 二、依統一發票給獎辦法第 15 條之 1 規定，營業人開立統一發票錯誤或未依規定將統一發票資訊傳輸至財政部電子發票整合服務平台存證，致發生代發獎金單位溢付獎金者，該溢付獎金由該營業人賠付。

If an overpaid winning occurring at the claim center results from any mistakes in issuing a uniform invoice or failures to transmit the invoice information as evidence to the Ministry of Finance's E-Invoice Platform according to the provisions, the business

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entity shall compensate the overpayment of winnings in accordance with Article 15-1 of the Uniform Invoice Award Regulations.

- 三、為避免貴公司(行號)因操作錯誤或系統故障等因素開立錯誤之電子發票誤觸罰則，請就下列經常錯誤態樣自行檢視相關內控機制，以降低開立錯誤電子發票之風險。倘有更換開立發票設備或系統程式增修涉及檢測項目等情事時，亦應重新自行檢視。

To prevent the Company (business entity) from being penalized for issuing incorrect electronic invoices due to operational errors or system failures, please self-examine the relevant internal control mechanism for the following frequent error patterns to reduce the risk of issuing incorrect electronic invoices. In case of a change in invoicing equipment or system program modification involving checking items, the Company shall also do the self-examination again.

貳、預防錯誤態樣之檢測

Checks to prevent error patterns:

- 一、發票字軌號碼錯誤（號碼輸入錯誤、開立非所屬配號區間等）

Errors on alphanumeric code numbers of invoices (number input error, issuing an invoice not within the interval of the number allocation, etc.)

項次 Item	功能類別 Function category	檢測項目 Checking item	檢測結果 Checking result
1	配號設定 Number allocation setup	(1) 以平台產出的 CSV 配號檔進行匯入。 Importing a CSV file with number allocation generated by the platform. (2) 開立發票設備之字軌號碼取得係由系統自動取號或給號，非以人工輸入字軌號碼。 The invoicing equipment obtains the alphanumeric code numbers of invoices from the system allocation, not from manual input. (3) 前述(1)、(2)若採人工輸入，已設計多次多人確認機制，以降低人工輸入產生錯誤。 If the (1) and (2) mentioned above adopt	(1) <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped (2) <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped (3) <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped

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		manual input, the applicant designed a multi-time multi-person confirmation mechanism in the system to reduce the possibility of manual input errors.	
項次 Item	功能類別 Function category	檢測項目 Checking item	檢測結果 Checking result
2	配號範圍 檢核 Number allocation range check	<p>系統開立之發票號碼系統會檢核</p> <p>For the invoice number issued, the system will check:</p> <p>(1)其開立之發票為可用配號設定範圍內。 Whether the alphanumeric code numbers of the invoices issued are within the range of available number allocation.</p> <p>(2)依交易時間其發票號碼是否為當期所屬字軌號碼。 Whether the alphanumeric code numbers of invoices issued are those in the current period of the transaction time.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped

二、發票開立資訊錯誤(隨機碼錯誤、年期別錯誤、統編設定錯誤)

Errors on invoicing information (random code error, year period error, and BAN setting error)

項次 Item	功能類別 Function category	檢測項目 Checking item	檢測結果 Checking result
3	開機檢核 Boot checking	<p>(1)開立發票設備及系統初次設定時，已具有對時、確認賣方統編、發票字軌號碼檢核機制。 Whether the system has the following mechanisms</p>	<p>(1)</p> <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped <p>(2)</p>

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		<p>upon the first-time setting up the invoicing equipment and booting the system: time synchronization, confirming seller's BAN, and checking alphanumeric code numbers of invoices.</p> <p>(2)開立發票設備及系統開啟後，已具有對時、確認賣方統編、發票字軌及前次開立發票號碼等相關資訊檢核功能。</p> <p>Whether the system has the following mechanisms upon starting up the invoicing equipment and the system: time sync, confirming seller's ID, checking the alphanumeric code numbers of invoices, and checking the relevant information on the invoices issued last time.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped
4	發票號碼 檢核 Invoice number check	<p>系統會檢核發票號碼</p> <p>The system will check the invoice number for the following:</p> <p>(1)檢核發票總長度為 10 碼。</p> <p>Whether the total length of the invoice number is 10 digits. (前 2 碼英文、後 8 碼數字) (The first 2 digits are the English alphabet and the last 8 digits are numeric.)</p> <p>(2)檢核發票須在配號設定範圍區間內。</p> <p>Whether the invoice number is within the number allocated range.</p>	<p>(1)</p> <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped <p>(2)</p> <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped
5	字軌年期 別顯示 Display the period of the alphanumeric code numbers	<p>系統會檢核字軌期別為該字軌所屬期別，須為年(3碼)+單月(2碼)+雙月(2碼)。</p> <p>例如：FR 為 1050102 期字軌。</p> <p>The system will check the period of the alphanumeric code numbers: year (3 digits) + odd-month (2 digits) + even-month (2 digits).</p> <p>For example: FR is the alphanumeric code for the 1050102 period.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped

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6	隨機碼 產製 Random code generation	<p>隨機碼係以亂數函數產製，不以既定順序重覆出現。</p> <p>The random code is generated by random number function and does not appear repeatedly in a given order.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped
7	共通性 載具檢核 Common carrier check	<p>系統正確讀取共通性載具資訊，應具備基本檢核共通性載具功能。</p> <p>The system correctly reads the common carrier information and should have the basic function to check the common carrier.</p> <p>(1)手機條碼基本檢核條件：以/為起始作為判斷，目前總長度共為8碼，除第1碼外只會有0123456789ABCDEFGHIJKLMN OPQRSTUVWXYZ+-.這39個字元，勿將英文大寫轉換成小寫。</p> <p>The basic condition for cell phone barcode is using / as the starting point for determination. The cell phone barcode shall be 8-digits long. Except for the first digit as /, there are only 39 characters, 0123456789ABCDEFGHIJKLMN OPQRSTUVWXYZ+-, appearing in the barcode. The uppercase English alphabet shall not convert to a lowercase one.</p> <p>(2)自然人憑證條碼基本檢核條件：2位大寫字母+14數字，勿將英文大寫轉換成小寫。</p> <p>The basic conditions for the barcode of Citizen Digital Certificate: 2 digits of uppercase English alphabets + 14 digits of numbers. The uppercase English alphabet shall not convert to a lowercase one.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped

三、發票證明聯列印格式錯誤

Errors on printing format of electronic invoice certificate

項次	功能類別	檢測項目	檢測結果
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8	證明聯 列印 Printing of electronic invoice certificate	<p>(1)年期別依發票字軌期別已正確設定列印。 Based on the type of invoice alphanumeric code number, the invoicing period is set correctly for printing.</p> <p>(2)發票字軌號碼格式與長度已正確設定列印。 The format and length of the invoice alphanumeric code number is set correctly for printing.</p> <p>(3)隨機碼(4碼數字)已正確設定列印。 The random code (4 digits) is set correctly for printing.</p> <p>(4)賣方統編(營業人統編)已正確設定列印。 The seller's BAN (business entity's BAN) is set correctly for printing.</p> <p>(5)輸入買方統編，則已設定列印營業稅申報格式代碼。 Upon entering the buyer's BAN, the printing code of the business tax filing format is set.</p> <p>(6)所產生列印的一維條碼內容與上傳平台之資訊相符。 The content of the generated and printed one-dimensional barcode matches the information uploaded on the platform.</p> <p>(7)列印的QRCode內容與上傳平台之資訊相符。(請參照電子發票證明聯一維及二維條碼規格說明) The content of the printed QRCode matches the information upload on the platform. (Please refer to the specifications of the one-dimensional and two-dimensional barcodes for the certification copy of</p>	<p>(1) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(2) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(3) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(4) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(5) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(6) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p> <p>(7) <input type="checkbox"/>具備 Equipped <input type="checkbox"/>不具備 Not equipped</p>

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		<p>electronic uniform invoices.)</p> <p>(8)列印的 QRCode 內容包含正確加密驗證資訊。(請參照電子發票證明聯一維及二維條碼規格說明)</p> <p>The content of the printed QRCode contains the correct encryption authentication information. (Please refer to the specifications of the one-dimensional and two-dimensional barcodes for the certification copy of electronic uniform invoices.)</p> <p>(9)列印之電子發票證明聯內容與上傳平台之資訊相符。</p> <p>The content of the printed certification copy of electronic uniform invoices matches the information upload on the platform.</p>	<p>(8)</p> <p><input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped</p> <p>(9)</p> <p><input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped</p>
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四、重複開立、漏未上傳及資料遺失

Duplicate issuing, upload omission and data loss

項次 Item	功能類別 Function category	檢測項目 Checking item	檢測結果 Checking result
9	重號檢核 Duplicate number check	<p>(1)單一設備系統需有檢核功能，不可開立同年期別發票字軌號碼重覆之發票。</p> <p>The single equipment system shall have a checking function to prevent issuing invoices with duplicate invoice alphanumeric code number for the same period.</p> <p>(2)營業人各分店各設備系統機應有檢核功能，不可開立同年期別發票字軌號碼重覆之發票。</p>	<p>(1)</p> <p><input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped</p> <p>(2)</p> <p><input type="checkbox"/> 具備 Equipped</p>

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		<p>The system machine of each equipment in each branch of the business entity shall have a check function to prevent issuing invoices with the duplicate alphanumeric code number for the same period.</p> <p>(3)有分支機構之營業人系統應有檢核或配號功能，不可誤用其他分支機構之發票字軌號碼，造成不同店重號之狀況。</p> <p>The system of a business entity with branches should have the functions of checking and assigning numbers and shall not misuse the invoice alphanumeric code numbers of other branches so as not to cause duplicate numbers in different stores.</p> <p>(4)系統異常中斷時，須確保不可開立同年期別發票字軌號碼重覆之發票。Even if abnormal interrupts occur, the system can still ensure the system prevents issuing invoices with duplicate alphanumeric code numbers of the same period.</p>	<input type="checkbox"/> 不具備 Not equipped <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped <input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped
項次 Item	功能類別 Function category	檢測項目 Checking item	檢測結果 Checking result
10	漏傳自動上傳機制 Automatic upload mechanism of upload omission	<p>系統已具備漏傳檢核機制。</p> <p>The system has a mechanism for the inspection of upload omission.</p> <p>※建議發票上傳應有欄位註記，並於每日檢核漏傳發票後系統會自動重新上傳。</p> <p>※ It is recommended that the system shall have a note field for uploaded invoices to automatically re-upload the invoices after the daily upload omission inspection based on the note.</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped
11	備份機制 Backup	<p>發票開立資料已具有即時備份。</p> <p>The system can make backups of the invoicing data in</p>	<input type="checkbox"/> 具備 Equipped <input type="checkbox"/> 不具備 Not equipped

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	mechanism	<p>real-time.</p> <p>※建議前端開立發票設備及系統之儲存設備提供 Mirror 機制或發票可即時後送營業人後端平台，避免設備毀損造成資料遺失。</p> <p>※It is recommended that the storage device of the front-end invoicing equipment and the system shall provide a Mirror mechanism or a mechanism to send the invoice back to the business entity's back-end platform in real-time to avoid data loss due to equipment damage.</p>	
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檢測人員 Checking personnel	職稱 Job title	姓名 Name	營業人章及 負責人章 Seals of the business entity and the responsible person	
完成檢測日期 Checking completion date	中華民國 年 月 日 Republic of China era ____ (year)- ____ (month)- ____ (day) (ex. 2022-05-03 = R.O.C.111-05-03)			

參、附註說明 Notes

檢測項目之檢測結果為「不具備」者，其原因詳述如下：

If the result of the checking item is "not equipped," the reasons are as follows:

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