

MasterCard smartdata.gen2™ 万事达卡全球网上账目管理系统

万事达卡全球网上账目管理系统 (「SDG2」) 是个安全妥善而强大的网上企业综合账户管理系统, 可协助贵公司简化账目管理。SDG2提供崭新的报告功能, 包括个人化报告样版、HTML预览、进阶过滤选项及分类报告。透过此网上一站式管理, 贵公司可大大减省行政资源, 从此不用再耗费大量纸张及时间, 账目管理更轻松便捷!

系统一览...

- 简化行政程序及开支报告**
 SDG2提供网上一站式管理贵公司的公司卡账目。全面及强大开支报告系统有助减低成本及提升工作效率。利用SDG2在网上查阅账目, 并以电子邮件通知账目情况, 进一步简化行政手续。
- 简化消费管理程序**
 SDG2可合并显示公司卡及现金支付记录, 自动输入、组织及报告消费资料, 有效节省时间。
- 有效管理账目**
 账户往来资料可以17种不同报告分类形式详细列明, 让企业更有效地加强财务管理, 执行政策和检讨合作协议等。客户亦可下载有关资料, 配合公司的会计系统, 进行财务分析, 作出可靠决策。这些资料在网上保存长达36个月, 客户可随时存取。
- 网上报告**
 只要身处连系互联网的地方, 即可全天候网上索阅账目报告, 查阅资料。
- 强化网上保安**
 SDG2的严密登入系统、预设遮盖账号及审计跟踪等功能, 确保为客户提供最佳网上保安, 所有资料均受到稳妥且符合商业应用标准的SSL协议及128位元加密技术保护。整套系统均符合标准网上安全交易守则, 公司客户设有个别专用的账号及密码, 只有贵公司获授权人士才可登入系统。
- 运作简单易用**
 SDG2支援多达21种语言及绝大部分世界流通货币交易。多种当地货币交易可换算为任何一种指定货币显示, 方便全球分析及报告。
- 在线支援**
 系统网页提供全天候支援服务, 完备的操作目录让客户快速找到要查询的操作指示, 即使是最细微的项目, 亦能即时得到解答。

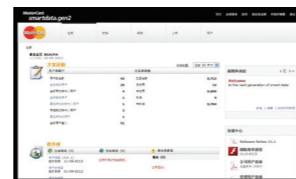
MasterCard smartdata.gen2™ 万事达卡全球网上账目管理系统

MasterCard smartdata.gen2™ (“SDG2”) is a secure and powerful online tool that enables your company to simplify and automate expense management. SDG2 provides a new reporting function with customisable templates, HTML preview, advanced filtering options, and report categorisation. With this all-in-one MIS solution, your company is able to streamline expense administration from a paper intensive and time-consuming process to one that is online and easy to manage!

At a glance...

- Simplified Programme Administration and Expense Reporting**
 SDG2 provides an all-in-one MIS solution for your company corporate card programme. Its full, robust expense reporting module delivers enhanced features and capabilities that can help your organisation reduce costs and increase efficiency. With complete online transaction review and e-mail approval notifications, programme management is easier.
- Streamlined Expense Management**
 SDG2 consolidates corporate card and cash payment methods in one place, helping you save time with automatic payment data entry, organisation, and reporting.
- Comprehensive Data Management**
 More than 17 reports to consolidate programme management, policy compliance, and vendor negotiation. Download information into the accounting system and use the enhanced financial data to analyse patterns and make more informed decisions. This feature can also be utilised to copy all of your data to another application for data retention purposes – up to 36 months of data is available online.
- Web-based Reporting Application**
 Delivered via the internet, all you need is a web browser to access the data around the clock, anywhere in the world.
- Enhance Security**
 SDG2 provides optimum security and peace of mind with its multi-factor log-in feature, issuer-defined account number masking, and audit trails. All data is safe and secure, protected by robust, industry standard SSL protocols and 128-bit encryption. With standard internet security protocols, a unique ID and password will only be granted to authorised employees of your company.
- User Friendliness**
 SDG2 supports up to 21 languages and supports transactions in virtually every currency in world circulation. Transactions in multiple local currencies can be translated into any designated single currency for global analysis and reporting.
- Online Assistance**
 At any time, users can access a comprehensive online help directory. The directory includes context-sensitive help and can be searched by topic or via the index.

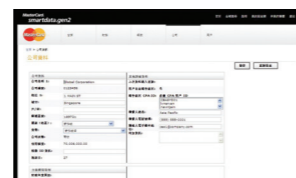
1. 开始 登入及开始进入系统



2. 主页 查阅持卡人交易活动及提取报告



3. 公司组织阶层 检查公司组织阶层



4. 公司账户资料 检阅公司账户资料, 包括地址、联络人、整体信用限额等

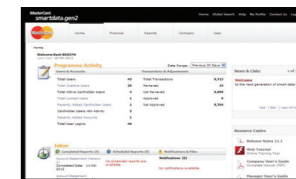
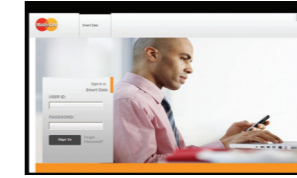
使用SDG2的 简易程序

5. 管理账户 随时查阅账户、交易报告、账项说明等

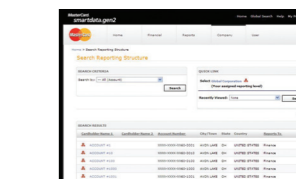


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- SDG2是以授权为基础, 贵公司对资料和功能之存取权, 须视乎使用者权限或所得「许可权」而定。东亚银行对贵公司可使用的各种功能、资料及存取权保留最终之决定权。
- 如欲登记SDG2管理系统, 请致电本行客户服务热线: 3608 6628或亲临东亚银行分行。

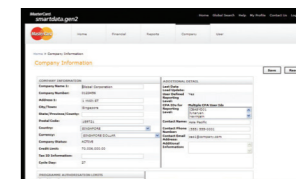
1. Getting Started Log in to begin your session



2. Main Page View summaries of cardholder transaction activities and get schedule reports



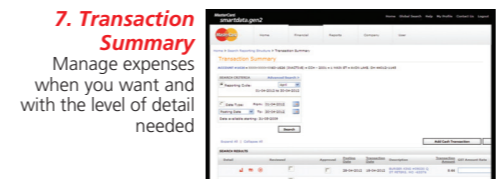
3. Corporate Hierarchy Check your corporate hierarchy



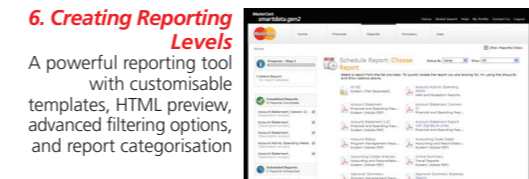
4. Company Information Check information about the company, e.g. address, contact information, and overall credit limit



8. Log Out Log out and leave the system



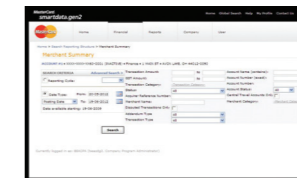
7. Transaction Summary Manage expenses when you want and with the level of detail needed



6. Creating Reporting Levels A powerful reporting tool with customisable templates, HTML preview, advanced filtering options, and report categorisation

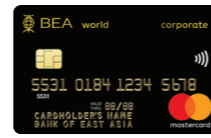
Simple Steps for using SDG2

5. Financial Control View account and transaction summary information as well as merchant details



Remarks

- SDG2 reporting system is operated and provided by MasterCard International Incorporated (“MasterCard”). MasterCard and The Bank of East Asia, Limited (“BEA”) make no warranty, express or implied, with respect to SDG2, including without limitation, its merchantability or suitability for any particular purpose. Under no circumstances will MasterCard and BEA be liable for any damages, including without limitation, direct or indirect, special, incidental, or consequential losses, damages, or expenses arising from or in connection with SDG2 or the use thereof or the inability of any party to use SDG2, or in connection with any failure of performance, error, omission or interruption, defect, delay in operation or transmission, computer viruses, or line or system failure, even if BEA or its representatives are advised of the possibility of such losses, damages, or expenses. If you have any enquiries regarding to the use of SDG2, please call our Customer Services Hotline on 3608 6628.
- SDG2 is authority-based, which means that your access to data and functions is determined by user authorities or “permission”. BEA reserves the final right of decision regarding your company's access rights and all functions and data your company can use.
- Please call our Customer Services Hotline on 3608 6628 or visit any BEA branch to register for the SDG2 reporting system.



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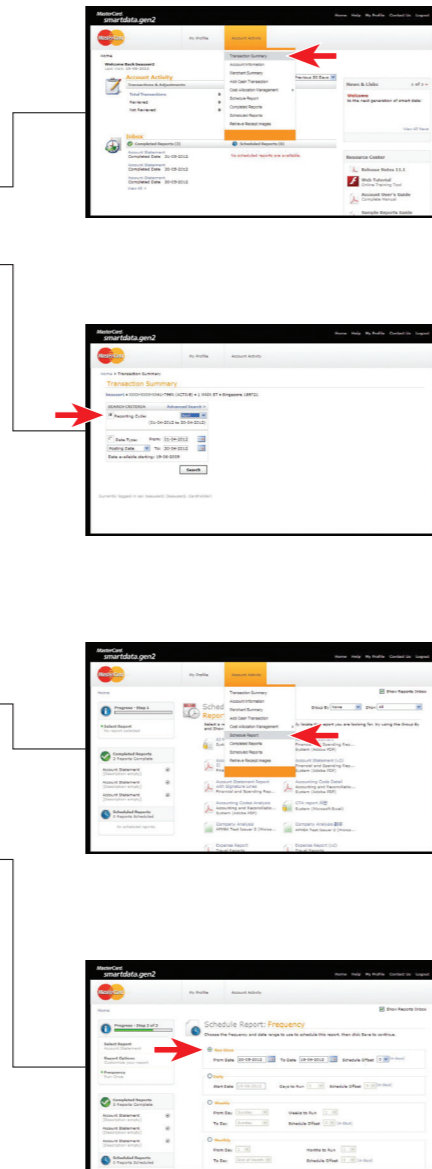
SDG2 Quick Reference Guide SDG2快速参考指南

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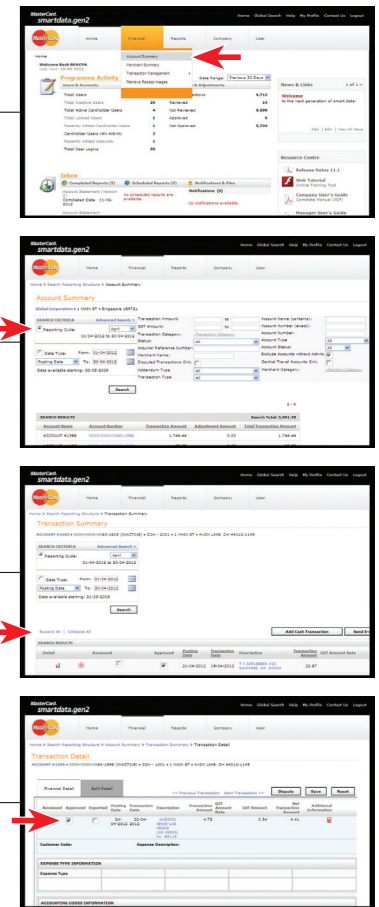
Reporting 提交报告

Review Cardholder Transaction 检视持卡人交易

- Step 1 步骤 1 Go to <https://sdg2.mastercard.com>
登入<https://sdg2.mastercard.com>
- Step 2 步骤 2 Enter your User ID and Password
输入使用者识别码及密码
- Step 3 步骤 3 Choose Transaction Summary from the Account Activity tab
选择「帐户活动」标签后，再从子功能表拣选「交易摘要」
- Step 4 步骤 4 Select Date or Reporting Cycle
选择想查阅的日期或自订报告周期
- Step 5 步骤 5 Click Search
选择「搜寻」
- Step 6 步骤 6 On the Transaction Summary screen, click Transaction to view the transaction details (e.g. merchant name, transaction currency, date)
于「交易摘要」版面选择「特约商店交易」图示以存取交易详细资料 (如商店名称、交易货币、日期)
- Step 6a 步骤 6a Check the Reviewed box and click Save
完成以上步骤后，在「已检阅」栏选取交易旁边的核取方块及选择「储存」
- Step 7 步骤 7 Click Send Email to send an email and notify your Manager
选择「传送电子邮件」，以电邮方式通知贵公司的监督者
- Step 8 步骤 8 Choose Schedule Report option from Account Activity tab
选择「帐户活动」标签后，再从子功能表拣选「排程报表」
- Step 9 步骤 9 Select the Report you want to generate
选择需要编制的报表
- Step 10 步骤 10 Fill in the parameters and generation frequency
设定参数及编制频率
- Step 11 步骤 11 Click Save to schedule the report
选择「储存」以排程报表
- Step 12 步骤 12 Monitor the Completed Reports section of the Reports Inbox
监看「报表收件匣」的「完成报表」区域
- Step 13 步骤 13 When the report appears in the Completed Reports section, download the report
当报表在「完成报表」区域中显示后，即可下载
- Step 14 步骤 14 Attach the transaction receipts and file accordingly
附加相关交易收据及档案



- Step 1 步骤 1 Go to <https://sdg2.mastercard.com>
登入<https://sdg2.mastercard.com>
- Step 2 步骤 2 Enter your User ID and Password
输入使用者识别码及密码
- Step 3 步骤 3 Choose Account Summary from the Financial tab
选择「财务」标签后，再从子功能表拣选「帐户摘要」
- Step 4 步骤 4 Select the cardholder name on the Search Reporting Structure screen
于「搜寻报表结构」版面选择持卡人姓名
- Step 5 步骤 5 Select Date or Reporting Cycle
选择想查阅的日期或自订报告周期
- Step 6 步骤 6 Click Expand All to view the detailed Transaction Summary and verify coding
选择「全部展开」以显示详细「交易摘要」及确认代码
- Step 7 步骤 7 If yes, check the Approved box on the Transaction Summary screen to confirm and approve individual transactions
如正确，勾选「批准」旁的核取方块以确定及核准交易
- Step 8 步骤 8 If no, uncheck the Reviewed box and select Send Email to send an email and notify the cardholder to correct and resubmit for review
如错误，则要删去「已检阅」核取方块及选择「传送电子邮件」，以电邮方式通知持卡人作出更正及重新提交
- Step 9 步骤 9 Click Save
选择「储存」



Resetting User Password 重置用户密码

- Step 1 步骤 1 Go to <https://sdg2.mastercard.com>
登入<https://sdg2.mastercard.com>
- Step 2 步骤 2 Enter your User ID and Password
输入使用者识别码及密码
- Step 3 步骤 3 Choose User Summary from the User tab
选择「用户」标签后，再从子功能表拣选「用户摘要」
- Step 4 步骤 4 Search for the user whose password needs to be reset
搜寻需要重置密码的用户
- Step 5 步骤 5 Place a check in the Select column by the user who needs a new password and click Email New Password
勾选需要新密码的用户旁的「选择」及选择「通过电子邮件发送新密码」
- Step 6 步骤 6 A new password will be sent directly to the email address listed in the user's profile
新密码将会直接发送到用户设定档中指定的电子邮件

