

申请发票流程说明

尊敬的客户，

您好，如果贵司注册地点在中国，您可以根据贵司需求填写税务信息，以申请**增值税发票**。待您填写完毕并成功更新税务信息后，系统会自动触发案例至客服团队，我们将协助您继续后续流程。

请您参考以下步骤申请**增值税普通发票**或者**增值税专用发票**：

✦ 申请增值税普通发票

1. 进入“税务设置页面” <https://console.amazonaws.cn/billing/home?#/tax>
2. 点击“更新”按钮，请在“发票类型”中选择“标准”，并填写纳税人识别号，填写完毕后请点击“保存并继续填写邮寄地址信息”。（请注意：如果贵司已完成“三证合一”，且已在当地税局变更为新的税号，那么公司/企业的税务登记代码为新的营业执照上18位的统一社会信用代码。由阿拉伯数字或大写英文字母组成。）
3. 填写“邮寄地址”。
（请注意，为保证快递能够顺利送达，建议您在“全名”处填写具体的收件人姓名并填写有效的“手机号码”。）
4. 点击“保存并继续提交证明文件”，进入“证明文件”部分，请您提交以下“证明文件”：
 - 营业执照（请注意：仅支持 PDF, JEG, PNG 格式类型文件。）
5. 确认上述信息填写无误后，请依次点击“预览”和“更新”完成保存。

✦ 申请增值税专用发票

1. 进入“税务设置页面” <https://console.amazonaws.cn/billing/home?#/tax>
2. 点击“更新”按钮，请选择“专用”，并依次填写纳税人识别号，银行信息和邮寄地址等内容。填写过程中，请参考以下要点以保证信息的准确提交：
 - 1) **纳税人识别号**：如果贵司已完成“三证合一”，且已在当地税局变更为新的税号，那么公司/企业的税务登记代码为新的营业执照上18位的统一社会信用代码。由阿拉伯数字或大写英文字母组成。
 - 2) **银行账号**：请填写贵公司在主管税务机关有登记备案的银行账户的账号，此账号一般仅包含数字和符号‘-’。
 - 3) **银行名称**：请填写完整的银行名称，请确保此名称与您的银行开户许可证上的名称保持一致。
 - 4) **邮寄地址**：为保证快递能够顺利送达，建议您在“全名”处填写具体的收件人姓名并填写有效的“手机号码”

3. 点击“保存并继续提交证明文件”，进入“证明文件”部分，请您点击“Browse”并“上传”以下四份材料：

a. **营业执照扫描件**

（请提供贵公司营业执照副本的扫描件。该证件中的公司名称应与税务登记证相符。且年度检验情况栏中有最近一期的工商年检章）

b. **增值税一般纳税人资质证明扫描件**

（请提供税务局批准的一般纳税人资格认定通知，或提供盖有一般纳税人章的税务登记证等证明的扫描件，如果实行“三证合一”登记制度改革后，您不再持有原纳税人登记证即无法提供加盖“增值税一般纳税人”戳记的纳税人登记证，那么您可以提供以下文档作为证明贵司具备增值税一般纳税人资格的凭据。文件根据重要性依次排开，包括：

- a) 经贵司主管税务机关下发的《一般纳税人资格认定税务通知书》；或
- b) 经贵司主管税务机关核对后退还给贵司留存的《增值税一般纳税人资格登记表》（注：贵司主管税务机关需签字并盖章同意）；或
- c) 从（当地）国家税务局网站上查询到的一般纳税人资质的截屏并加盖企业（贵司）公章。）

c. **税务登记证扫描件**

（您提供的税务登记证扫描件应有“国家税务局”盖章，且您之前所填写的“客户营业执照上的名称和地址”应与扫描件上“纳税人名称”及“地址”保持一致，如贵司已完成“三证合一”且已进行税号变更则无需提供此文件。）

d. **银行开户许可扫描件**

或者，您也可以提交包含贵司增值税专用发票开票信息（公司名称，税号，税务地址，税务登记联系电话，银行开户行名称及银行账号）的文档；或者，您可以提供贵司近期（建议近一个月内）对外开具，或收到的增值税专用发票扫描件（商业信息可以隐去）。

4. 点击“预览”按钮，确认上述所填信息无误后，请点击“更新”确保信息完成保存。

如您已完成税务审核，如何更新发票信息

如您在完成税务审核后，需要更新贵司发票的税务信息或邮寄地址，请您通过如下链接进入支持中心开启案例联系我们，我们很乐意协助您。

<https://console.amazonaws.cn/support/home?region=cn-north-1#/case/create>

感谢您的支持！

[Click here back to Chinese:](#)

Instruction on how to apply for Fapiao

Dear customer,

You can fill taxation information in our system to request VAT Fapiao if your company is located in grant China. Once you finished and updated relevant information, system will automatically create a case to CS team. We will assist you with next steps.

To request standard or special VAT Fapiao, please refer to the below corresponding sections for detailed steps.

[Apply for an Standard VAT invoice](#)

1. Go to "Tax Settings" Page. <https://console.amazonaws.cn/billing/home?#/tax>
2. Click "Update" to select your Invoice Type-"Standard" and fill in Tax registration number and Tax telephone number. (Please note: If your business license is a "all-in-one code" version, the tax registration ID is "Unified social credit code" printed on the top right of the company name on the copy of business license. The tax registration ID contains only numbers and capital letters, and includes 18 characters in total.)
3. Fill in "Mailing address" . (In order to ensure the Fapiao can be successfully, we suggest you fill in a specific recipient name and valid phone number in this part.)
4. Click "Save and continue to upload supporting documents", enter the "Supporting Documents" section. Please upload below "Supporting document" :
 - Business License (Please note that the format should be PDF,JEG or PNG.)
5. Click the "Preview" button to confirm that the information is correct. Then please click "Update" to ensure the information is successfully saved.

[Apply for a Special VAT Fapiao](#)

1. Go to "Tax Settings" Page. <https://console.amazonaws.cn/billing/home?#/tax>
2. Click "Update" to select your Invoice Type-"Special" and fill in Tax registration number & Bank information. Please pay attention to below points when you fill in the required items:

(1) Tax registration Number: If your business license is a "all-in-one code" version, the tax registration ID is "Unified social credit code" printed on the top right of the company name on the copy of business license. The tax registration ID contains only numbers and capital letters, and includes 18 characters in total.

(2) Bank account number: Please fill in the bank account ID which you registered in local competent tax authority. The account ID generally contains only numbers and the symbol ‘_’ .

(3) Bank name: Fill in the complete name. Please make sure the Bank name is the same with the name on your bank license.

(4) Fill in “Mailing address” (In order to ensure the Fapiao can be successfully, we suggest you fill in a specific recipient name and valid phone number in this part.)

3. Click "Save and continue to upload supporting documents", enter the "Supporting Documents" section. Please click "Browse" and "Upload" the below “Supporting document” :

a. **Scanned copy of Business license ;**

(Please add the scanned copy of your business license as attachments. The name on your business license should be the same as the name on your tax registration certificate. And there should be a recent issue of industrial and commercial yearly check chapter under annual inspection status bar.)

b. **Scanned copy of supporting document for General VAT Payer status;**

(Please provide a notice issued by tax bureau re General VAT Payer status or a tax bureau chop on the tax registration certificate. Note: If you no longer owned the original supporting document for General VAT Payer after you got the new business license, you can also provide the below documents as the evidence of VAT general taxpayer qualification. Here are the documents you can provide (the ranking of the documents based on the importance):

a) The general taxpayer qualification tax notice issued by the competent tax authorities ; or

b) VAT general taxpayer qualification registration table checked and returned by the Competent tax authorities (Needs to be signed and sealed by the Competent tax authorities); or

c) The sealed screenshot of the general taxpayer from the (local) national tax bureau website

c. **Scanned copy of customer’ s tax registration certificate**

(The scanned copy of customer’ s tax registration certificate should be sealed by national taxation bureau. The “Customer’ s business registration name and address” which you filled before should be the same as “taxpayer's name” and “address” in the scanned copy of the tax registration certificate.)

d. **Scanned copy of customer's bank licensing**

Or, please "Upload" the file which includes information of your company's VAT special Fapiao (company name, tax registration number, tax address, tax telephone number, bank name and bank account); or you can provide a copy of VAT Fapiao issued or received recently (commercial information can be hidden).

4. Click the "Preview" button to confirm that the information is correct. Then please click "Update" to ensure the information is successfully saved.

 **How to update Fapiao information if you have completed Tax Setting**

If you want to update your tax setting or mailing address information after you finished tax audit, please open a case in support center via below link to contact us, we' re really happy to help you.

<https://console.amazonaws.cn/support/home?region=cn-north-1#/case/create>

Thanks for your support!