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| 加入我们 |

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| http://www.imarketfocus.cn/index/images/024.jpg |

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| http://www.imarketfocus.cn/index/images/027.jpg | 如何成为我们的客户？ |

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| http://www.imarketfocus.cn/index/images/028.jpg |

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| http://www.imarketfocus.cn/index/images/037.jpg | 与我们营销部进行进一步沟通了解后签订[合作合同]联系方式：可咨询客服中心  |

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| 订购 |

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| http://www.imarketfocus.cn/index/images/027.jpg | 如何订购我们产品？ |

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| http://www.imarketfocus.cn/index/images/037.jpg | 1) 登陆到系统, 通过目录搜索查询要采购的物品,将产品装入购物车2) 进入购物车内选择预算部门及科目并填写送货地址,确认无误后订购即可完成下单  |

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| http://www.imarketfocus.cn/index/images/027.jpg | 如果没有需要的产品该怎么办？ |

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| http://www.imarketfocus.cn/index/images/037.jpg | 1) 系统中进入[ 订购管理 -> 新产品申请 ] 2) 在弹出框内填写需要采购产品的信息并点击保存, 提出需求后我们将第一时间与您确认 3) 新增成功后会以短信的邮件形式提醒您  |

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| http://www.imarketfocus.cn/index/images/027.jpg | 收到订购产品后怎么处理？ |

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| http://www.imarketfocus.cn/index/images/037.jpg | 1) 进入[入库管理] 查询当前需要入库的订单产品2) 选择已收到的产品,点击下方的[入库处理]并保存3)您的延迟入库会影响我们对供应商的应付时间,希望您收到产品验收后尽快入库处理. |

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| 退货换货 |

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| http://www.imarketfocus.cn/index/images/027.jpg | 如何进行退换货处理？ |

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| http://www.imarketfocus.cn/index/images/037.jpg | 如果收到货物产品后发现不符合您的要求或品质上有问题1)请第一时间联系我们采购负责人进行反馈问题情况2)协商后,进入[入库管理]查询相应订单产品3)选择对象货物产品,点击下方的[退货换货]并在弹出框内输入退货换货理由及数量4)我们收到信息后第一时间处理问题 |

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| 结算 |

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| http://www.imarketfocus.cn/index/images/027.jpg | 如何进行结算？ |

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| http://www.imarketfocus.cn/index/images/037.jpg | 根据采购人员实际验收入库数据为结算金额,按合同指定应付时间进行结算 |

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