

Canon

Delighting You Always

Canon eBusiness Portal

The smarter way to manage your Canon devices



One-Scan Service
Request



Account
Management



Service
Support



Device
Management



Permission
Settings

At Canon, we are constantly improving our services so you can enjoy more convenience and better services. Our new Canon eBusiness Portal provides our customers with a one-stop solution website with advanced functions to easily and quickly manage all your Canon printing devices – from service requests, consumables reordering to account management.

e.Business

P O R T A L



One-Scan Service Request

One-Scan Service Request

We made it really simple and fast – now you can simply scan the QR code on your Canon copier with your mobile device to request for service, order toner or to submit your meter reading.



Account Management

Account management: All the information at your fingertips

The Canon eBusiness Portal lets you manage all account related information in a smart and efficient manner. From monthly e-statements, e-invoices, profile information and account manager contacts, everything is at your fingertips with Canon eBusiness Portal.



e-Statement

You can now keep track of the latest e-Statement for the past 6 months. The e-Statement includes accounts payable and details of every payment. And if you would like to save the relevant data, you may choose to download a PDF version for your own records.

Home > Account Management > e-Statement				e-Statement
Statement of account				
E-BP Pte Ltd				
Company	As of	Total Amount	Statement of account (PDF)	
E-BP Pte Ltd	2018-09-30	\$25,800.24	Details	
E-BP Pte Ltd	2018-08-31	\$12,280.15	Details	

e-Invoice

On top of the basic monthly expenses, the e-Invoice provides even more detailed information including the usages and relevant charges of every printing devices in your company - all displayed in a clear and comprehensible format that can be downloaded as PDF for future reference and archival.

Home > Account Management > e-Invoice						e-Invoice
Meter Charge Invoice						How to read?
Company: E-BP Pte Ltd						Page 1 of 3
Company	Invoice No.	Invoice Date	Due Date	Total Amount	e-Invoice (PDF)	
E-BP Pte Ltd	8116172764	2016-11-29	2016-12-29	\$151.39	Details	
E-BP Pte Ltd	8116170543	2016-11-21	2016-12-21	\$147.85	Details	
E-BP Pte Ltd	8116140386	2016-11-04	2016-12-04	\$262.63	Details	

My Profile

Easily amend or update your account information, such as setting passwords and contact details

My Account Manager

Need to speak to your Canon account manager for any assistance? You can instantly find the contact details of your Canon account manager for any help on your business needs.

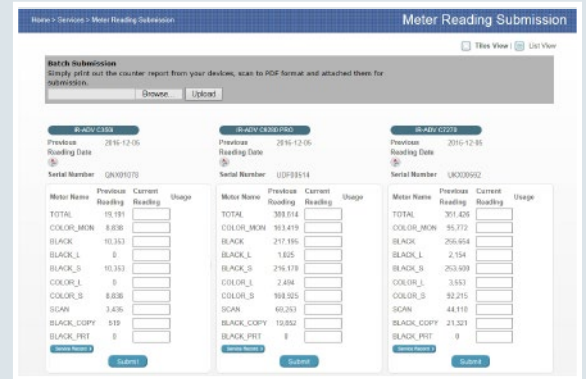


Comprehensive service support – just a click away

The Canon eBusiness Portal provides comprehensive service support for all your Canon printing devices. From ordering consumables to requesting for technical service, our Canon service support is never more than a mouse-click away!

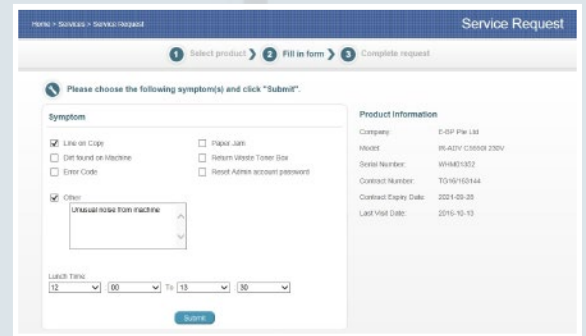
Meter Reading Submission

Not on eMeter reading? No worries, you can submit the usage for every Canon printing devices in your company at your convenience. Batch Submission function provides the convenience and efficiency of batch upload of print counter reports from individual machines.



Request for maintenance services

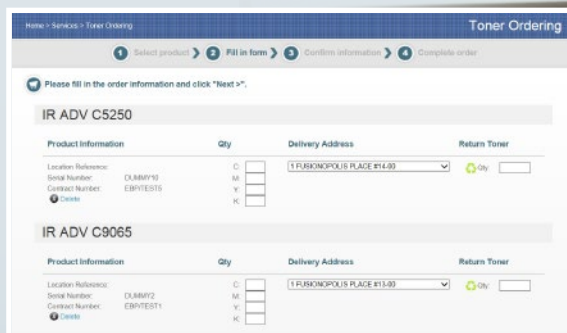
You can request all maintenance services through the Canon eBusiness Portal. Simply select the printing devices to be serviced, submit a request maintenance form, and we will make the necessary arrangements for you.



Convenient online order of toner, printing paper and staplers

You can replenish consumables such as toner, printing paper and staple easily and quickly through the Canon eBusiness Portal. Simply order the consumables online, and they will be delivered to your premises promptly*.

* Terms and conditions apply for consumable orders





Device Management

Comprehensive overview of all your devices anytime

Canon's eBusiness Portal lets you view the printing device's model number, serial number, contract number and contract validity period. The Usage Summary report provides a crucial understanding of the device usage by the model, giving you key information to optimise your business operations.

Home > Device Management > My Device My Device

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Machine ID	Department	Model	Serial No.	Contract No.	Start Date	End Date	Details
		IRADV C9065	DUMMY2	EBPYTEST1	2016-APR-01	2024-MAR-31	Details
		IMAGEPRESSC1+_121130	DUMMY1	EBPYTEST1	2016-APR-01	2024-MAR-31	Details
		IRADV 6065_110130	DUMMY4	EBPYTEST2	2016-MAR-01	2021-FEB-28	Details
		IR3025	DUMMY3	EBPYTEST2	2016-MAR-01	2021-FEB-28	Details
		TD840050	DUMMY5	EBPYTEST3	2016-MAY-01	2021-APR-30	Details

Home > Multi-functional Device Management > Usage Summary Usage Summary

Model	Serial Number	Contract Number	Meter Name	Past Reading	Latest Reading	Usage
IRADV C9065	DUMMY2	EBPYTEST1		2016-06-01	2016-07-01	
			TOTAL	1,140	2,940	1,800
			BLACK	730	1,830	1,100
			BLACK_L	10	20	10
			BLACK_S	720	1,810	1,090
			COLOR	410	1,110	700
			SCAN	2,445	3,675	1,234
			COPY	0	0	0
			PRINT	0	0	0



Permission Settings

Assign permissions for specific user management

Canon eBusiness Portal lets the administrator quickly assign specific rights to respective groups of staff relevant to their operations. For example, the finance department can be granted permission to view confidential information such as the e-Statement and e-Invoices, while the administrative department can be granted permission to view device usages, request for service or purchase consumables. This assignment of permission creates clear segregation of duties and ensures accountability to protect the interest of the company.

Home > Access Right Setting > Create User Create User

Access Right: Master Finance Operation Finance + Operation

Company*:

Email*:

Salutation*:

First Name*:

Last Name*:

Contact No.*:

Department:

Title:

Status*: Enable Disable

Accessible copiers*: E-BP Pte Ltd

Access Right*

Master: Administrate all the function in Canon Business Portal. Create user right etc.

Finance: View invoice, statement and all payment related jobs.

Operation: Report meter reading, make service request etc.

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