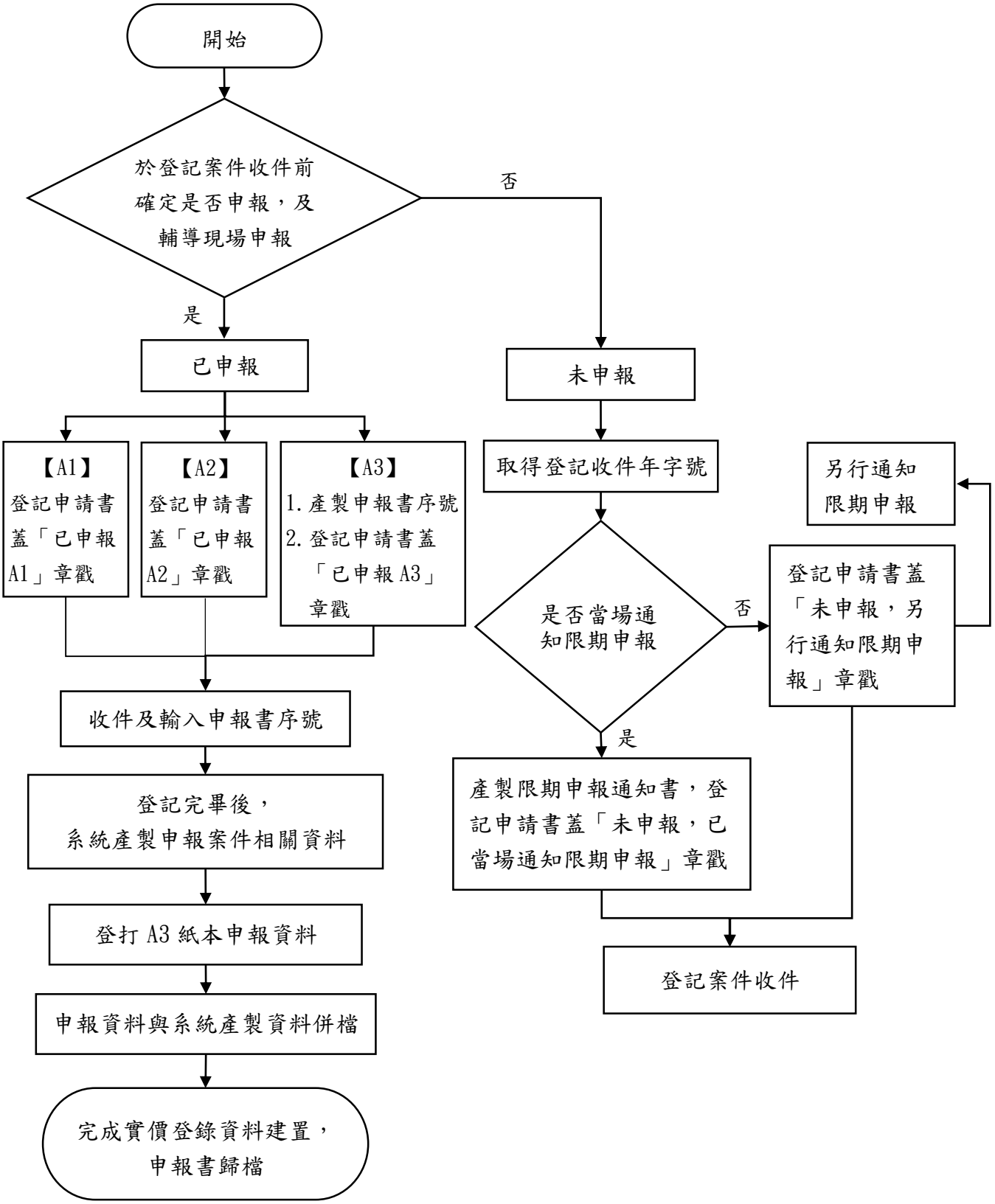受理買賣案件申報登錄作業流程