

HOW TO ACTIVATE MY E-SERVICE ACCOUNT

STEP 1 – OBTAIN ACTIVATION ID AND PIN

Once your application for the e-Service account was processed, you will receive an email notification with the Activation ID, and a PIN letter.

Email Notification

Dear Sir/Madam,

Welcome to the E-Procurement Programme. This is to inform you that Chevalier (OA) Ltd has been included in our Supplier List. Your supplier ID in the e-Procurement System is **EPS000**

Please be informed that you need to use an activation ID and a PIN to activate your account in the system. Your activation ID is **63579177** and a letter with activation PIN would be sent to your registered company address by post accordingly.

To activate your account, please visit <http://www.eprocurement.gov.hk/en/supplier>.

If you lose your account activation information, you may visit <http://www.eprocurement.gov.hk/chkSupRatEN.html> for applying Reissue Activation ID/PIN.

For more information about the E-Procurement Programme, please visit <https://www.gov.hk/eprocurement>.

Thank you for your application.

Yours sincerely,
E-Procurement Programme Office
E-mail: eppmgt@digitalpolicy.gov.hk
Hotline: 81070608
Fax No.: 28024549
Website: <https://www.gov.hk/eprocurement>

PIN Letter

香港特別行政區政府
數字政策辦公室



DIGITAL POLICY OFFICE

The Government of the Hong Kong
Special Administrative Region

Date: 12-06-2024

Dear Sir/Madam,

Thank you for your interest in the e-Procurement System. The PIN to activate your account is **7dAgZanr**. Please be reminded to use both the Activation ID and PIN for account activation. You may use the following link to access the activation page direct.

<http://www.eprocurement.gov.hk/en/supplier>

Please note that, for security reason, the PIN will be valid for 30 days only from the issue of this letter. If you do not login and activate your account within 30 days from the issue of this letter, you will need to re-apply for a new PIN.

Upon account activation, please confirm your profile again and edit where appropriate. The master account created during the account activation will be used to update your company profile, create and manage all sub-accounts etc. Please ensure the right capacity of your personnel is nominated for the master account. For more information, **please refer to Annex 1 for important Operation Procedures for the e-Procurement System.**

STEP 2 – LAUNCH ACCOUNT ACTIVATION

Launch e-Procurement page (<https://www.gov.hk/en/theme/eprocurement/eppp/>) and click the link [Account Activation for new Suppliers]

Home > e-Procurement > e-Procurement

e-Procurement

Share:

e-Procurement

user friendly
easier access
reduce transaction cost
paperless transactions

Welcome to e-Procurement Programme

This is a one-stop portal under the e-Procurement Programme which provides a user-friendly, Internet-based means for suppliers of the participating bureaux and departments (B/Ds) and suppliers of the Government Logistics Department to receive invitations from any of these B/Ds and to submit quotations in response of these invitations.

e-Procurement Programme Overview

Account Activation for new suppliers

Forgot Password?

STEP 3 – INPUT ACTIVATION ID AND PIN

Account Activation Screen is shown.

1. Refer to the Email Notification and PIN Letter, input **Activation ID** and **PIN**.
2. Input the **Validation Code**, read and check the **box** to agree with the Terms and Conditions.
3. Click **Accept** button to go to next Step.

Account Activation

Fields with * are mandatory

1 Input Activation ID and PIN 2 Review Company Details 3 Create Master Account 4 Master Account Particulars 5 Confirmation and Submission 6 Acknowledgement

Activation ID *
Please enter the activation ID

PIN *
Please enter the PIN

Validation Code *
Please enter the characters as shown in box below (left)

yD5T

If you cannot see the characters above clearly, please click **Regenerate** to get another set of characters.

Terms and conditions *
You are requested to read the following terms and conditions carefully

E-PROCUREMENT SYSTEM

TERMS AND CONDITIONS OF USE AND PARTICIPATION

The Government provides this e-Procurement System and related services subject to your compliance with the following terms and conditions. Please read them carefully. You may not complete your registration and use of the e-Procurement System without agreeing to comply with all of the following Terms and Conditions. By pressing the "ACCEPT" button at the end of Terms and Conditions you signify your acceptance of these Terms and Conditions.

☐ I/We have read, understood and agreed with all of the above terms and conditions

Exit **Accept**

STEP 4 – REVIEW COMPANY DETAILS

1. In next step, review the company details recorded in the e-Procurement System. You can update the company information in this page.

Account Activation

Fields with * are mandatory

1 2 3 4 5 6
Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement

Basic Company Information

Applicant name (English)
My Company 1100104###

Applicant name (Chinese)
我的公司 1100104###

Website

Organisation Type *
Corporation Body

Nature of Business *
Others
Please specify

How long in present business
Example: 1 Year and 3 Months

Total number of persons employed

Country/Area *
Hong Kong Special Administrative Region of C

Business Registration No. *
20654099 - 000 - 05 - 12 - 9

Expiry Date *
30/09/2020

Note
1. Business registration number and expiry date fields are mandatory for Hong Kong Suppliers which are either Corporate Bodies, Partnerships or Sole Proprietorship.

2. Review and update the company contact information. **Note:** both Telephone Number, Fax Number and Company Address are mandatory.

Company Contact Information (I)

Tel. No. 1 *
88888888 - Extension

Tel. No. 2
Subscriber Number - Extension

Fax No. 1 *
22222222 - Extension

Fax No. 2
Subscriber Number - Extension

Point to note
1. Format: Local Number - Extension Number

Company Contact Information (II)

Email

Address (English) *
940 &### 941 Nan Fung####
####-298 C####astle Peak Rd####

Address (Chinese)

3. Select which departments your company wants to serve. **Note:** it is by default to serve all departments.

Departments

Please select departments being served

☒ Serve All Departments

If your company wants to serve specific departments, please uncheck the box of **Serve All Departments**. In the Departments List, click or (or for all) for selecting or unselecting departments to be served.

Departments

Please select departments being served

☐ Serve All Departments

Available Department

Agriculture, Fisheries and Conservation Department

Architectural Services Department

Audit Commission

Auxiliary Medical Service

Buildings Department

Census and Statistics Department

Central Policy Unit

Chief Executive's Office

>

<

<<

Selected Department

Government Flying Service

4. Click **Next** button to go to next Step.

STEP 5 – CREATE MASTER ACCOUNT

- Each company has only **1** Master Account. Its holder can manage the company information and sub-accounts particulars for his/her colleagues in the e-Procurement System.
- Input **User ID** and **Password** for the Master Account.
- Click **Next** button to go to next Step.

Account Activation

Fields with * are mandatory

1

2

3

4

5

6

Input Activation ID and PIN

Review Company Details

Create Master Account

Master Account Particulars

Confirmation and Submission

Acknowledgement

User ID

master

Authorization

Please select using Password or Digital Certification for Authorization

☒ Password ☐ Digital Certification

Password

.....

Confirm Password

.....

Point to note

1. You can use User ID+Password or User ID+Digital Certificate to create your Master Account.

2. To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone, and never use the same password that you have used in the past.

3. For security purposes, your new password must have at least eight characters.

4. The password must contain characters from three of these four categories:


- upper case letters: A through Z
- lower case letters: a through z
- numbers: 0 through 9
- all non-alphanumeric characters, such as !@#%\$

< Back

Next >

STEP 6 – INPUT MASTER ACCOUNT PARTICULARS

1. Input the particulars of the Master Account holder, such as **Title**, **English name**, **Capacity** and **Post Title**, etc.

Account Activation  Fields with * are mandatory

1 — 2 — 3 — 4 — 5 — 6

Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement

Master Account Particulars

Title *
MR.

Contact Person (English) * **Contact Person (Chinese)**

Official Capacity *
MANAGER

Position/Post Title

2. You can select whether the Master Account holder will receive notification (email and fax) of invitation to quotations.

As a contact to receive invitation to quotation *: ☒ Yes ☐ No

Note
1. Select 'No' if you do not want the Master Account to receive any Invitation to Quotation notification.

3. Input the **Preferred Language**, **Email Address** for receiving notifications, **Telephone** and **Fax No.**, and **Address**.
4. Click **Next** button to go to next Step.

Company Contact Information (I)

Preferred language of contact with e-Procurement *: ☒ English ☐ 繁體中文 ☐ 简体中文

Email *

Tel. No. 1 * - **Tel. No. 2** -

Fax No. 1 * - **Fax No. 2** -

Point to note
1. Format: Local Number - Extension Number

Company Contact Information (II)

☒ Same as company address

STEP 7 – CONFIRMATION AND SUBMISSION

1. Verify the input. Click **Confirm and Submit** button to submit the account activation information.

Account Activation ✓

1 — 2 — 3 — 4 — 5 — 6

Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement

Basic Company Information

Applicant name (English) My Company 1100023###	Applicant name (Chinese) 我的公司 1100023###
Website ---	Organisation Type Corporation Body
Nature of Business Transportations	How long in present business ---
Total number of persons employed ---	
Country/Area Hong Kong Special Administrative Region of China	

STEP 8 – ACKNOWLEDGEMENT

1. An acknowledgement screen will be displayed. Click **Login** button to login the system, or **Close** button to exit the activation page.


Note: an email will be sent to the Master Account holder's email address to inform the holder that the account has been successfully created.


Account Activation ✓

Fields with * are mandatory

1 — 2 — 3 — 4 — 5 — 6

Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement


 You have successfully activated the e-service account.

[Login](#)  [Close](#) 