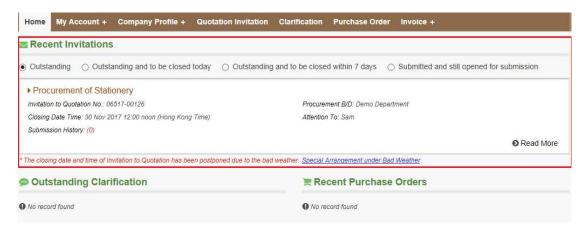
SEARCH AND VIEW INVITATION TO QUOTATION

After login the e-Procurement System, the Home Page displays the recent invitations which are not yet closed.

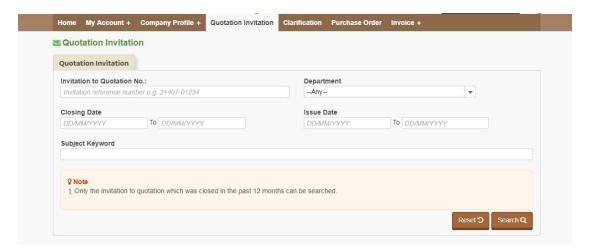


1. Select the Option to list out respective invitations. Explanation of the options and fields –

Options / Fields	Description
Outstanding	Display the invitations which are not yet closed and waiting for your company to submit quotations, (i.e. your company has not submitted quotation).
Outstanding and to be closed today	Display the invitations which will be closed today and your company has not submitted quotation.
Outstanding and to be closed within 7 days	Display the invitations which will be closed within 7 days and your company has not submitted quotation.
Submitted and still opened for submission	Display the invitations which are not yet closed and your company has submitted quotation. Your company can still submit quotation for the invitation.
Invitation to Quotation No.	Invitation to Quotation Number. A unique ID for the invitation to quotation.
Procurement B/D	The bureau or department which issues this invitation to quotation.
Closing Date Time	The closing date and time of this invitation to quotation. Note: An asterisk * will display if the closing date time is postponed due to the bad weather.
Attention To	The primary contact(s) of your company selected by the Procurement B/D for receiving this invitation to quotation.
Submission History	Indicate the number of times of quotation submission by your company for this invitation.
Read More	A link directs you to go to the invitation detail page.

1. SEARCH INVITATION TO QUOTATION

- 1. Apart from the invitations to quotation displayed in the Home page, you can search them and view their details in the Quotation Invitation page.
- 2. Select Quotation Invitation in the menu item.



- 3. Click Search button to retrieve all invitation to quotations issued to your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the procurement department, closing date or etc., to retrieve relevant invitations.
- 4. Explanation of the search criteria fields –

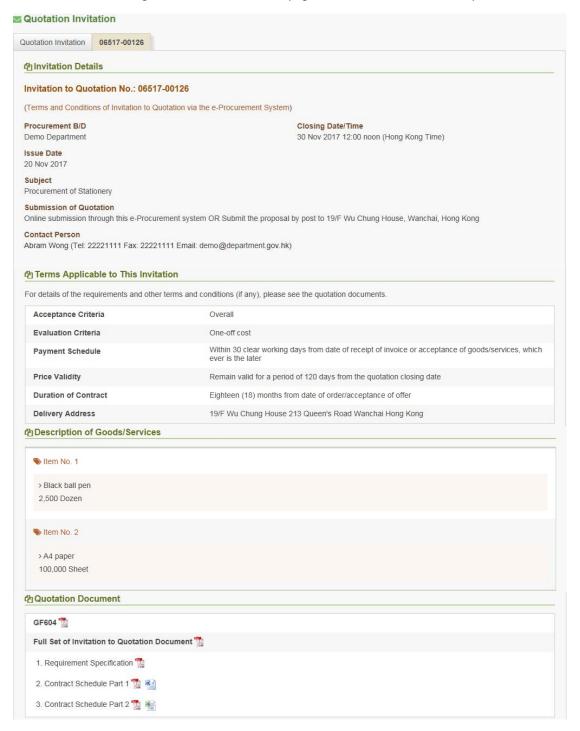
Field	Description
Invitation to Quotation No.	Invitation to Quotation Number. A unique ID for the invitation to quotation.
Department	The bureau or department which issues this invitation to quotation.
Closing Date	A range of closing dates of the invitation to quotation. Note: You can only retrieve the invitations with closing date from the past 12 months.
Issue Date	A range of issue dates of the invitation to quotation.
Subject Keyword	You can input the keywords of the invitation subject to search relevant invitations to quotation.

5. The search result is listed out.



6. Click Openhoad to download the full set of the documents for the invitation to quotation, including the invitation details, the quotation documents, and addendum documents (if any).

7. Click Read More to go to the Invitation Details page of the invitation. For example –



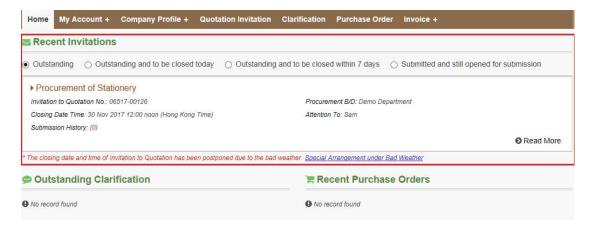
8. The Invitation Details page contains the following sections –

Section	Description
Notice	Display alert messages for the following status.
	⚠ This invitation has 1 addendum(s)
	There is/are addendum(s) issued. Details can be found in the Addendum Document section.
	▲ This invitation was cancelled
	The invitation to quotation was cancelled. You cannot submit quotation for this invitation.
	▲ This invitation was closed
	The invitation to quotation was closed. You cannot submit the quotation for this invitation.
	▲ The closing date and time of this invitation was postponed due to bad weather
	The closing date and time was postponed due to bad weather. Please read the new closing date and time in the Invitation Details section.
Invitation Details	Display the general information of the invitation to quotation, for instance, the Invitation to Quotation No., the procurement B/D, the closing date time, government contacts, etc.
Terms Applicable to This Invitation	Display the terms for this invitation, e.g. price validity, acceptance criteria, etc.
Description of Goods and Services	Display the acquired goods or services details, for instance, description, quantity, etc.
Addendum Document	If the invitation to quotation has addendum(s), the respective documents are listed for downloading.
Quotation Document	List out the quotation documents, for instance, requirement specifications, contract schedule, etc., for downloading.

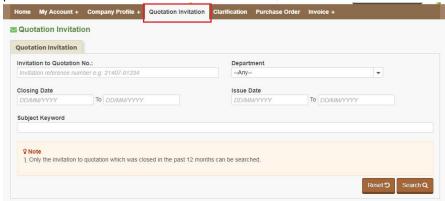
9. Click Close button to return to Quotation Invitation page.

SUBMIT QUOTATION

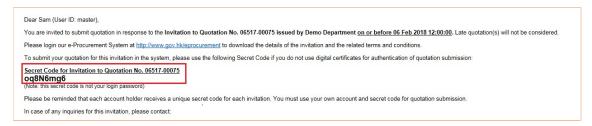
After login the e-Procurement System, the Home Page displays the recent invitations which are not yet closed.



Besides, you can search the invitation to quotation by selecting the Quotation Invitation in the menu item and inputting the searching criteria. For details of searching and viewing the invitation to quotation, please refer to the Search and View Invitation to Quotation section of the user manual.

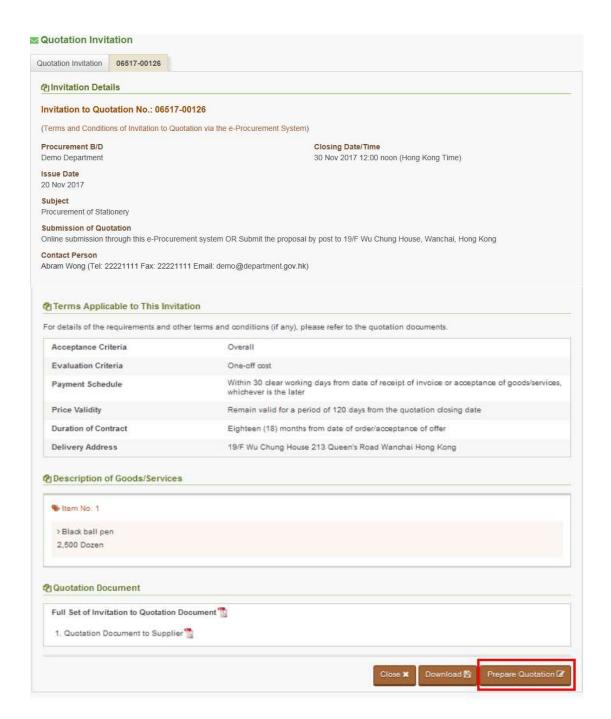


Note: If the invitation to quotation is addressed to you, you will receive an email notification and a fax page of this invitation. Please keep the one-time secret code printed on the email notification for your submission of quotation. For example –



2. INPUT QUOTATION INFORMATION

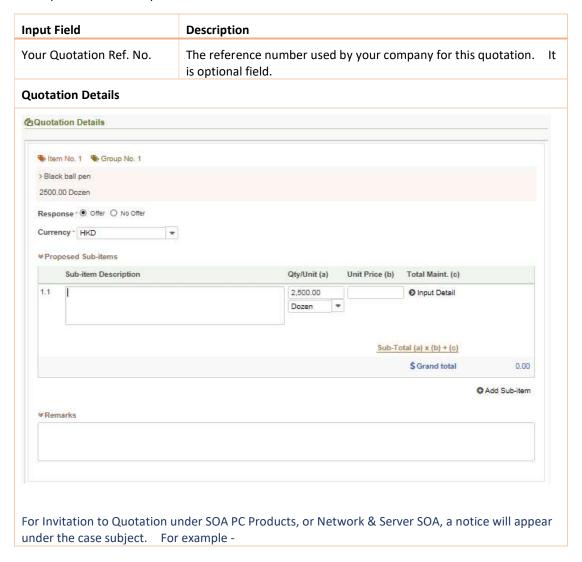
1. In the Invitation Details page of the invitation to quotation, click the Prepare Quotation button (at the bottom of the page)

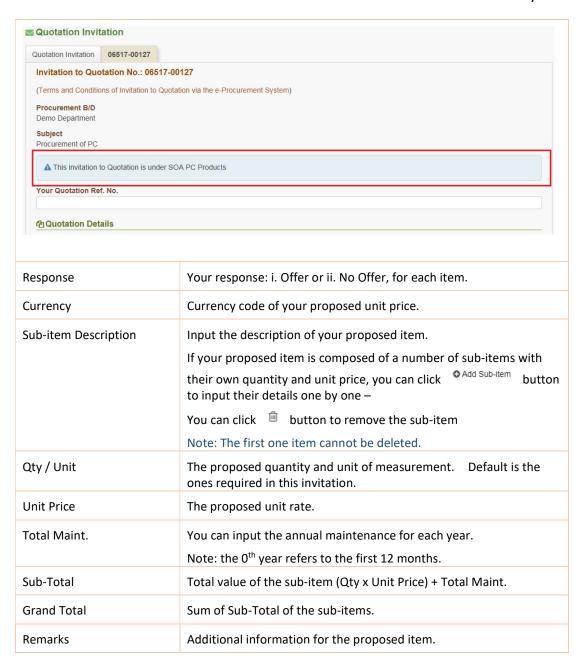


2. The Quotation Invitation page is launched.



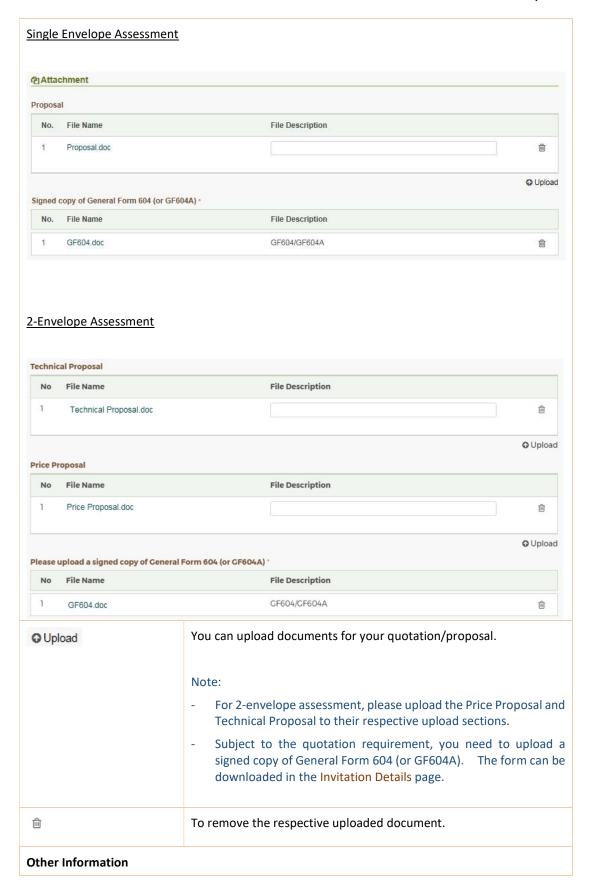
3. Explanation of the input fields –

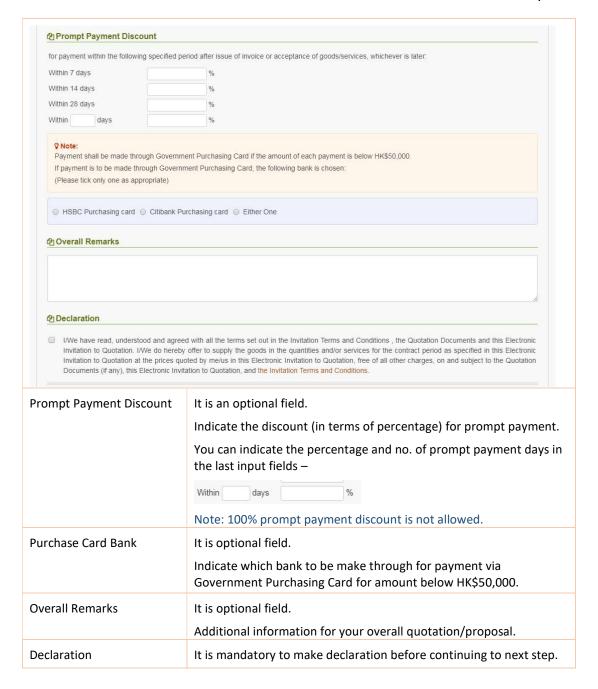




Note: The sum of Grand Total of all proposed items in your submitted quotation cannot be less than 0. For Invitation to Quotation under SOA PC Products, or Network & Server SOA,, one more field: SOA Item No. in the Quotation Details Section is required to input ♠ Quotation Details > Desktop PC 2.00 Unit Response *

Offer O No Offer Currency * HKD ¥ Proposed Sub-items SOA Item No. Qty/Unit (a) Unit Price (b) Total Maint. (c) **Sub-item Description** 1.1 2.00 1 Input Detail Unit Sub-Total (a) x (b) + (c) \$ Grand total 0.00 SOA Item No. The 5-digit unique identifier of your contract item when you submitted it to the GLD product list. Please do not include the UNSPSC code in this field. **Attachment Proposal**



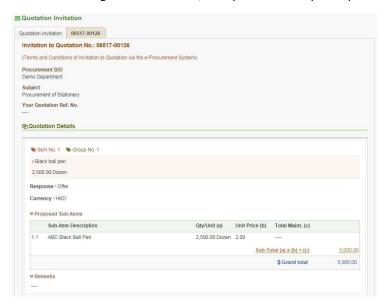


4. Click Continue button to go to next step or Close button to return back to the Quotation Invitation page.

Note: you can click Save as Draft button to save your input to an Excel file for next time processing. The draft copy can be loaded to this screen by clicking Load Draft button

3. SUBMISSION OF QUOTATION

1. After clicking Continue button, the system returns your inputted information for your verification.



- 2. You can click Back button (at the bottom of the page) to return back the input page for modifying your inputs.
- 3. If the information is correct, you need to input the one-time secret code or using your digital certificate for authentication (at the bottom of the page) before the submission of quotation.

Digital Certificate

You can select Method 1 Digital Certificate for using your digital certificate for authentication.



If you have digital certificate file (.p12), you can click File-based Digital Certificate button. Input the Certificate PIN and upload the certificate file.



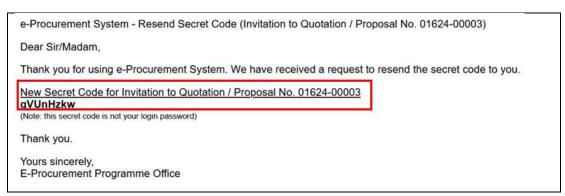
If your digital certificate file is stored at Security Token, please plug your Security Token to your computer. Then click Security Token button. Input the Token PIN and select the digital certificate in the Pop-up window.

Secret Code

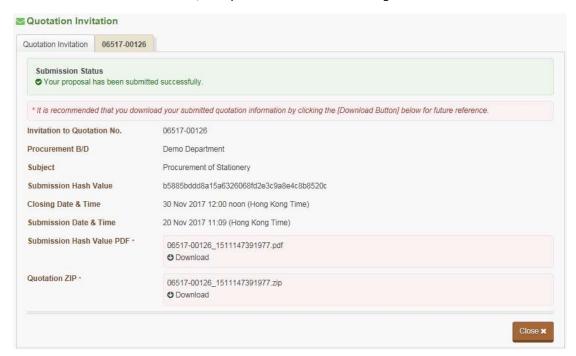
You can select Method 2 Secret Code for inputting secret code for authentication.



If you forget or do not have the one-time secret code, you can click the Generate Secret Code button to generate a new one-time secret code which will be sent to your email address (registered in the system). For example –



- 4. Click Submit Quotation button to proceed the submission.
- 5. After submission is successful, the system returns an acknowledgement screen.



Note: please note the Submission Date & Time, as well as downloading your submitted quotation information (i.e. Submission Hash Value PDF, Quotation ZIP) for your retention purpose.