

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 My Company #### has been included in our Supplier List. Your supplier ID in the e-Procurement System is EPS000000 .

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 92131233 and please use the latest received PIN letter for activation.

To activate your account, please visit <http://www.eprocurement.gov.hk/en/supplier>. You may also refer to (<http://www.eprocurement.gov.hk/te/training/index.htm>) for accessing the account activation demo.

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

Thank you for your application.

Yours sincerely,
E-Procurement Programme Office
E-mail: epmgt@ogcio.gov.hk
Hotline: 81070608

PIN Letter

香港特別行政區政府
政府資訊科技總監辦公室



OFFICE OF THE
GOVERNMENT CHIEF
INFORMATION OFFICER

The Government of the Hong Kong
Special Administrative Region

Date: 12-09-2017

Dear Sir/Madam,

Thank you for your interest in the e-Procurement System. The PIN to activate your account is xcKVackf. 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.

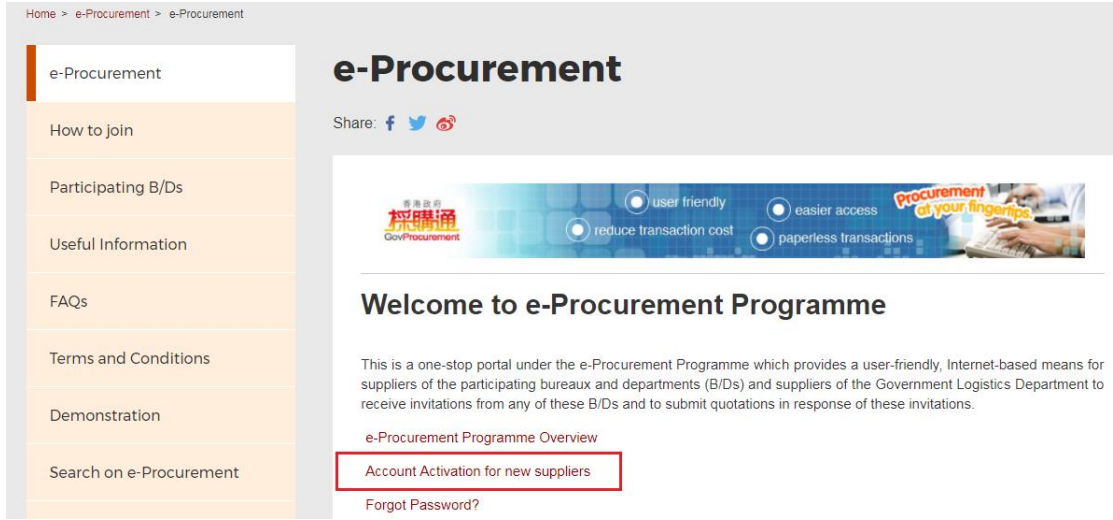
<http://www.gov.hk/eprocurement>

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

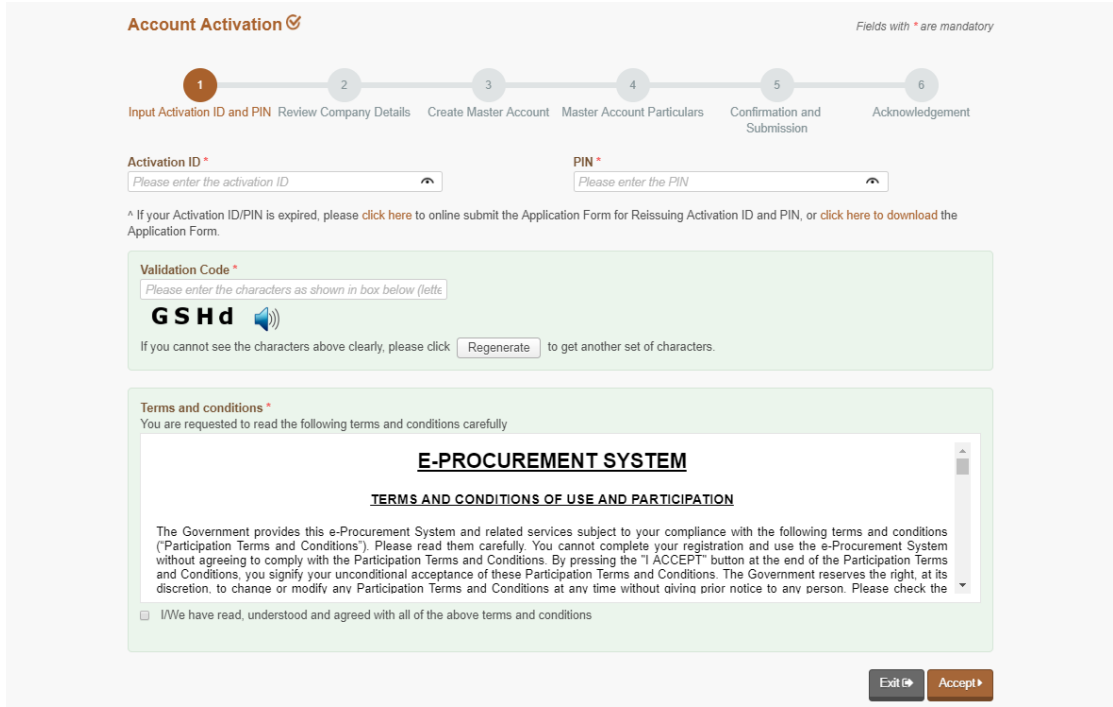
Launch e-Procurement page (<https://www.gov.hk/en/theme/eprocurement/eppp/>) and click the link [Account Activation for new Suppliers]



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.



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 <input type="text"/>	
Organisation Type * Corporation Body	Nature of Business * Others
	Please specify <input type="text"/>
How long in present business <small>Example: 1 Year and 3 Months</small> <input type="text"/>	Total number of persons employed <input type="text"/>
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##### <input type="text"/> <input type="text"/> <input type="text"/>	Address (Chinese) <input type="text"/> <input type="text"/> <input type="text"/>
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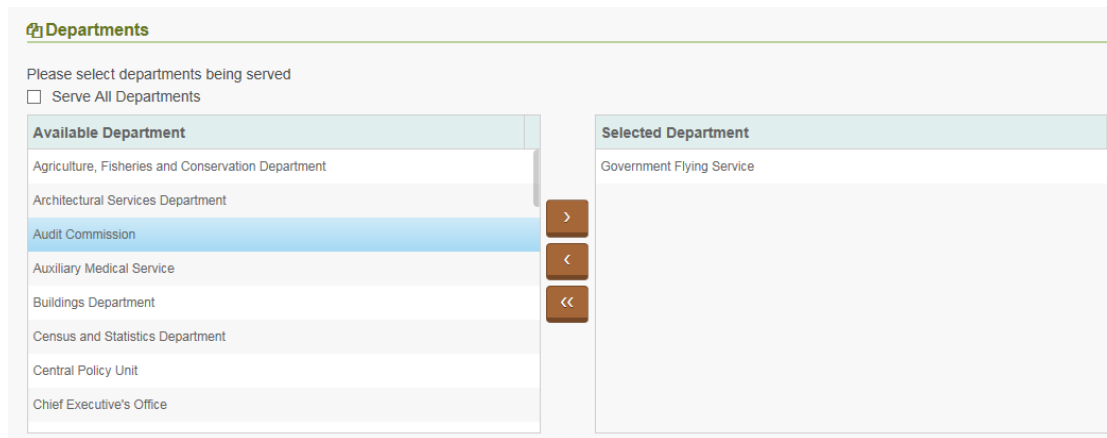
- 3 Select which departments your company wants to serve. Note: it is by default to serve all departments.

Departments

Please select departments being served

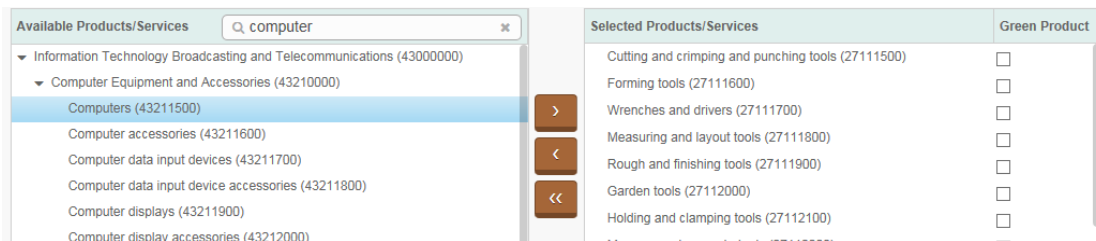
Serve All Departments

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.



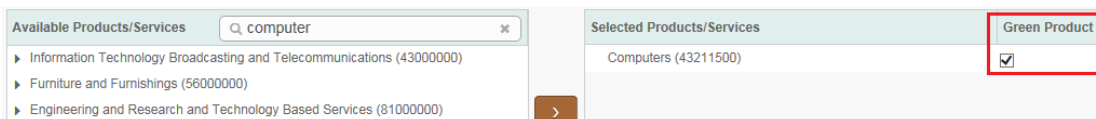
4 If your company is a supplier of the Government Logistics Department or a supplier of any one of the participating B/Ds, please select goods and related services supplied by your company in terms of UNSPSC (United Nations Standard Products and Services Code).

4.1 To add new goods/services, you can browse the list (click the arrow **>**) in the **Available Products/Services** table, or input the keyword to shortlist the list.

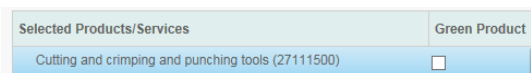


4.2 Click the item (highlighted in blue) and the **>** button to move to the **Selected Products/Services** table.

4.3 You can indicate whether the provided goods/services has green element by checking the **Green Product** box.



4.4 To remove the goods/services from the selected list, you can click the item (highlighted in blue) in the **Selected Products/Services** table and click the **<** button. The selected item will be put back to the **Available Products/Services** table.



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

STEP 5 – CREATE MASTER ACCOUNT

1. 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.
2. Input **User ID** and **Password** for the Master Account.
3. 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

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 !@#%\$

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 *

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

Official Capacity *

Position/Post Title

- 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.

- Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No., and Address.
- 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 *

master@company.com

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

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

Account Activation

Basic Company Information

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

