HOW TO VIEW AND REPLY CLARIFICATION

1. VIEW CLARIFICATION IN HOME PAGE

1. After login the e-Procurement System, the Home Page displays the outstanding clarification awaiting for your reply.

2. Explanation of the fields –

Options / Fields	Description
Invitation to Quotation No.	A unique ID for the invitation to quotation.
Issue Date	The date of issuing this clarification to you.
Read More	A link directs you to go to the Clarification page to view the details.

2. SEARCH OUTSTANDING CLARIFICATIONS

1. Apart from the clarifications displayed in the Home page, you can search them and view their details in the Clarification page.

2. Select Clarification in the menu item.

3. Click Search button to retrieve all clarifications issued to you.   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.	A unique ID for the invitation to quotation.
Department	The bureau or department which issues this invitation to quotation.
Issue Date	A range of issue dates of the clarification.
Status	Clarification status – Pending Reply – Pending your reply. Replied – You have submitted clarification response. Expired – Clarification has been closed by respective government staff. You cannot submit online reply for this clarification.
Subject Keyword	You can input the keywords of the subject of the clarification to search relevant clarification record.

5. The search result is listed out.

6. Click **⊙ Read More** to view its details and input response. For example –

💬 Clarification

| Clarification | 06517-00053 |

📑 Request for Clarification

Invitation to Quotation No. 06517-00053

| **Procurement B/D** | **Issue Date** |
| Demo Department | 20 Nov 2017 |

Subject
Clarification for the Technical Proposal

Description
Please provide the details of staff experieince according to the clause 1.1 in the requirement specifications

Contact Person
eprocid1@ibm2it (Tel: 12345678 Fax: -- Email: cclyeung@ogcio.gov.hk)

Attachment

| Clarification Part 1.doc | ⊙ Download |
| Clarification document | |

| 06517-00053_20171120121331_85962116.pdf | ⊙ Download |
| This is Combined Document. | |

📑 Response to Clarification

Content * *(Max. 1000 Characters)*   *Fields with * are mandatory*

Attachment

No.	File Name	File Description
		ⓘ No record found

⊕ Upload

3

3.   REPLY CLARIFICATION

1.   Following the above Section 1 or 2 to go to the detail page of respective clarification.

2.   In the detail page, scroll down to the Response to Clarification section.

3.   Input your reply in the Content field.   You can upload relevant documents for the reply in the Attachment section by clicking ⊕ Upload button.

⧉Response to Clarification

Content * *(Max. 1000 Characters)*   *Fields with * are mandatory*

> Attached please find the details of working experience of proposed staff.

Attachment

No.	File Name	File Description	
1	Clarification Response.doc	Reponse to your clarification	🗑

⊕ Upload

♀Note
1.   The filename should not start with dot (.) and should only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_) or space.

Close ✖   Submit ✔

4.   Click Submit button to submit the reply or Close button to return back to Clarification Search screen.

5.   After your submission is successful, an acknowledgement screen will display.

Clarification	06517-00053

📑Response to Clarification Acknowledgement

✅ **Submission Status**
Your Response to Clarification has been submitted successfully [595-I-5301]

📑Request for Clarification

Invitation to Quotation No. 06517-00053

Procurement B/D   **Issue Date**
Demo Department   20 Nov 2017

Subject
Clarification for the Technical Proposal

Description
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Clarification Part 1.doc Clarification document	⊕ Download
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📑Response to Clarification

Attached please find the details of working experience of proposed staff.

Attachment

No.	File Name	File Description
1	Clarification Response.doc	Reponse to your clarification

⚠ It is recommended that you SAVE a hard copy of this page.

Close ✖   Save as PDF 📄

6.   Click Save as PDF button to capture the screen content in a PDF file.

7.   Click Close button to return back to the Clarification page