# 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.

GOV <mark>HK</mark> 香港政府一站通 e-Procurement		(e)	
O Carol Wong	EN	፪ 简 A A 🌲 😧 Logout 🗱	
Home My Account + Company Profile + Quot	ation Invitation Cla	rification Purchase Order Invoice +	
Recent Invitations			
Outstanding Outstanding and to be closed today	<ul> <li>Outstanding and</li> </ul>	to be closed within 7 days 🛛 Submitted a	nd still opened for submission
▶ Procurement of Stationery Invitation to Quotation No.: 06517-00073 Closing Date Time: 01 Jan 2018 12:00 noon (Hong Kong Time) Submission History: (0)		Procurement B/D: Demo Department Attention To: Sam	● Read More
▶ Procurement of Stationery Invitation to Quotation No.: 06517-00075 Closing Date Time: 06 Feb 2018 12:00 noon (Hong Kong Time) Submission History: (0)		Procurement B/D: Demo Department Attention To: Sam	Read More
* The closing date and time of Invitation to Quotation has been postp	oned due to the bad weath	er. Special Arrangement under Bad Weather	• • • • • • • • •
Outstanding Clarification		🐂 Recent Purchase Orders	
Clarification for the Technical Proposal Invitation to Quotation No.: Issue Date: 20 Nov 2017 06517-00053		No record found	
	Read More		

## 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.

Home My Account +	Company Profile +	Quotation Invitation	Clarification	Purchase Order	Invoice +		·
Clarification							
Clarification							
Invitation to Quotation I	No.		Depart	ment			
			Any-			-	
Issue Date			Status				
DD/MM/YYYY	To DD/MM/YYYY		Any-			•	
Subject Keyword							
Subject Keyword							
						Reset <b>D</b> Search	۹

- 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.

Search Result -			
	S	ort by Issue Date	✓ Asc ◆
Clarification for the Technical Proposal			
Invitation to Quotation No: 06517-00053	Issue Date: 20 Nov 2017		
Procurement B/D: Demo Department	Attention To: Carol Wong	Status: Pending Reply	
			Read More

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

Clarification		
Clarification 06517-00053		
但Request for Clarification		
Invitation to Quotation No. 065	j17-00053	
Procurement B/D Demo Department	Issue Date 20 Nov 2017	
Subject Clarification for the Technical Propos	al	
Description Please provide the details of staff exp	perieince according to the clause 1.1 in the requirement specifications	
Contact Person eprocid1@ibm2it (Tel: 12345678 Fax	c Email: cclyeung@ogcio.gov.hk)	
Attachment		
Clarification Part 1.doc Clarification document		O Download
06517-00053_20171120121331_85 This is Combined Document.	i962116.pdf	O Download
<b>御Response to Clarification</b>		
Content * (Max. 1000 Characters)		Fields with * are mandato
Attachment		
No. File Name	File Description	
	No record found	
		QUn

#### 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.
- Input your reply in the Content field. You can upload relevant documents for the reply in the Attachment section by clicking OUpload button.

ඇRes	ponse to Clarification		
Conter	t * (Max. 1000 Characters)	Fields w	ith * are mandatory
Attach	ed please find the details of working experience	of proposed staff.	
Attach	ment		
No.	File Name	File Description	
1	Clarification Response.doc	Reponse to your clarification	١
			O Upload
		ould only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_	) or
		Close <b>x</b>	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					
名Response to Clarification Acknowledgement						
_	Submission Status Your Response to Clarification has been submitted successfully [595-I-5301]					
伯Reques	t for Clarificatio	on				
Invitation	to Quotation N	lo. 06517-00053				
Procurement Demo Depa			Issue Date 20 Nov 2017			
Subject Clarification	for the Technical I	Proposal				
Description Please provi		staff experieince accord	ding to the clause 1.1 in the requirement specifications			
Contact Per eprocid1@it		678 Fax: Email: cclye	eung@ogcio.gov.hk)			
Attachment	t					
	o <b>n Part 1.doc</b> n document		© D	ownload		
	-	331_85962116.pdf	O D	ownload		
This is Cor	mbined Document.	-				
缗Respon	se to Clarificat	tion				
Attached ple	ase find the detail	ils of working experience	ce of proposed staff.			
Attachment	t					
No. File	e Name		File Description			
1 Cla	arification Respons	se.doc	Reponse to your clarification			
▲ It is recommended that you SAVE a hard copy of this page.						
			Close 🗙 Save a	Is 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