

HOW TO GET PURCHASE ORDER

1. DOWNLOAD PURCHASE ORDER IN HOME PAGE

1. After login the e-Procurement System, the Home Page displays the recent purchase orders issued to you.

Note: this section only lists out the purchase order issued in the past 1 month.

The screenshot shows the e-Procurement System interface. At the top, there is a header with the logo 'GovHK 香港政府一站通 e-Procurement' and a user profile for 'Carol Wong'. A navigation menu includes 'Home', 'My Account +', 'Company Profile +', 'Quotation Invitation', 'Clarification', 'Purchase Order', and 'Invoice +'. The main content area is divided into two sections: 'Recent Invitations' and 'Recent Purchase Orders'. The 'Recent Invitations' section lists two entries for 'Procurement of Stationery' with details like 'Invitation to Quotation No.', 'Closing Date Time', and 'Submission History'. The 'Recent Purchase Orders' section, highlighted with a red box, shows one entry for 'Procurement of Stationery' with 'Order No.: 65_EPO-17-00047', 'Issue Date: 20 Nov 2017', and a 'Download' link.

2. Explanation of the fields –

Options / Fields	Description
Order No.	A unique ID for this purchase order.
Issue Date	The date of issuing this purchase order to you.
Procurement B/D	Indicate which bureau or department issued this purchase order.
Download	A link for you to download the purchase order.

2. SEARCH AND DOWNLOAD PURCHASE ORDER

1. Apart from the purchase order displayed in the Home page, you can search them and download the order document in the Purchase Order page.
2. Select Purchase Order in the menu item.

3. Click Search button to retrieve all purchase orders issued to you. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the department, order no., issue date or etc., to retrieve relevant purchase orders.
4. Explanation of the search criteria fields –

Field	Description
Order No.	A unique ID for the purchase order. You can input keyword of the order number to make query
Department	The bureau or department which issues this purchase order.
Invitation to Quotation No.	A unique ID for the invitation to quotation with respect to this purchase order.
Issue Date	A range of issue dates of the purchase order.
Order Amount	A range of order amount.
Subject Keyword	You can input the keywords of the subject of the invitation to quotation to search relevant purchase order.

5. The search result is listed out. For example –

Search Result ▾

Sort by ▾ Asc ⇅

▶ Procurement of Stationery

Order No.: 65_EPO-17-00047	Issue Date: 20 Nov 2017
Procurement B/D: Demo Department	
Invitation to Quotation No.: 06517-00053	Order Amount: HKD 90.00

[Download](#)

6. Click [Download](#) to download the purchase order in PDF.