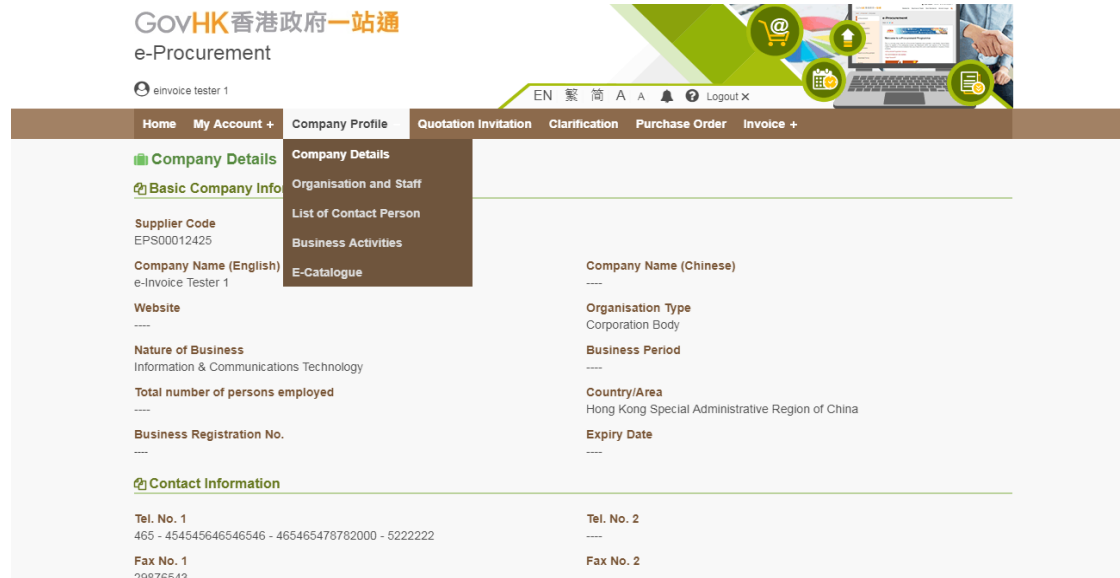


HOW TO VIEW AND UPDATE MY COMPANY INFORMATION AND CONTACTS

After login the e-Procurement System, you can click the following **Sub-Menu** item under the **Company Profile** menu to view or update relevant company information.



Sub-Menu Item	Description
Company Details	Maintain your company information, e.g. company name, address, contact information, which departments to be served, etc.
Organisation and Staff	Maintain your company organisation structure.
List of Contact Person	Maintain contact persons and their information.
Business Activities	Maintain goods and services supplied by your company.
E-Catalogue	Maintain online products catalogue for your company to search and view the product / services information.

1. VIEW AND EDIT COMPANY DETAILS

1. Select **Company Profile** > **Company Details** to launch the **Company Details** page.

Company Details

Basic Company Information

Supplier Code EPS00001201	Company Name (Chinese) 我的公司 1101201###
Company Name (English) Automated Systems (HK) Ltd	Organisation Type Partnership
Website www.e-procurement.gov.hk	Business Period 35
Nature of Business Electronics & Electricals	Country/Area Chile
Total number of persons employed 584	
Overseas Business Registration No. SPN845626	

Contact Information

Tel. No. 1 852 - 111 - 88888888 - 111	Tel. No. 2 852 - 333 - 33333333 - 333
Fax No. 1 852 - 222 - 22222222 - 222	Fax No. 2 852 - 444 - 44444444 - 444
Email ---	
Address (English) #####F. AUT###OMATED#### #####L. Tra###de & Exhibit##### #####ghom, ###Kowloon##### Address Line 4 Address Line 5	Address (Chinese) 鯉魚涌 太古灣道22號 海景花園 綠楊閣 太古城

Served Department

Serve All Departments

The company information is displayed into 3 sections –

Section	Description
Basic Company Information	Consist of company name, website, organisation type, nature of business, etc.
Contact Information	Company contact, such as company telephone, fax number, email address and location. It allows 2 sets of telephone and fax numbers to be provided.
Served Departments	Maintain list of departments to be served, i.e. receiving their invitation to quotation. By default, all departments to be served.

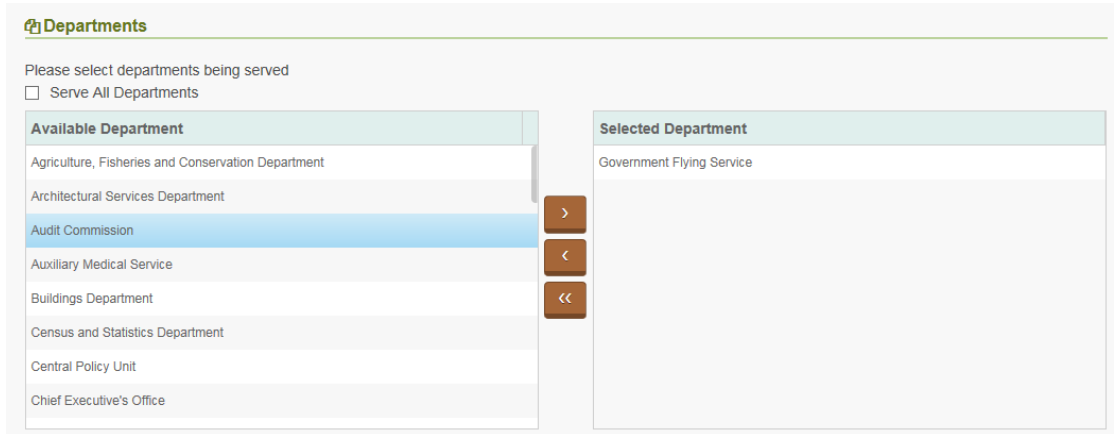
Note: Only Master Account holder can update the company information.

2. Click **Edit Company Details** button to edit the company details and click **Save** button to save the changes or **Cancel Edit** to cancel the updates.

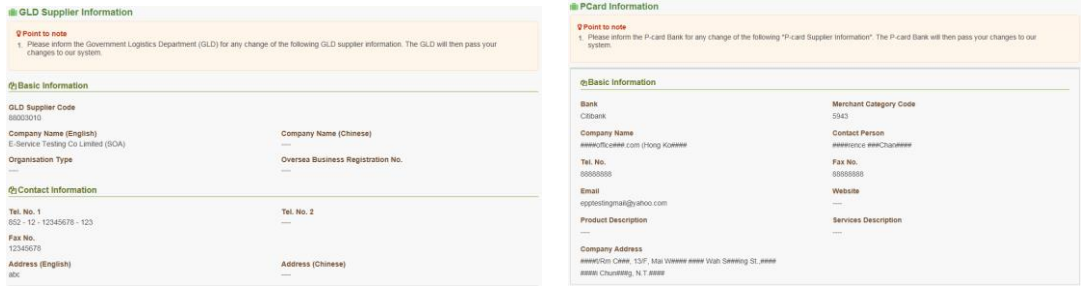
Note:

- a. The **Supplier Code** is the unique ID for internal reference in e-Procurement System.

- b. The Company Name, Country/Area and BR No. and Expiry Date cannot be changed. For any change of this information, please contact helpdesk at 8107 0608.
- c. 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.



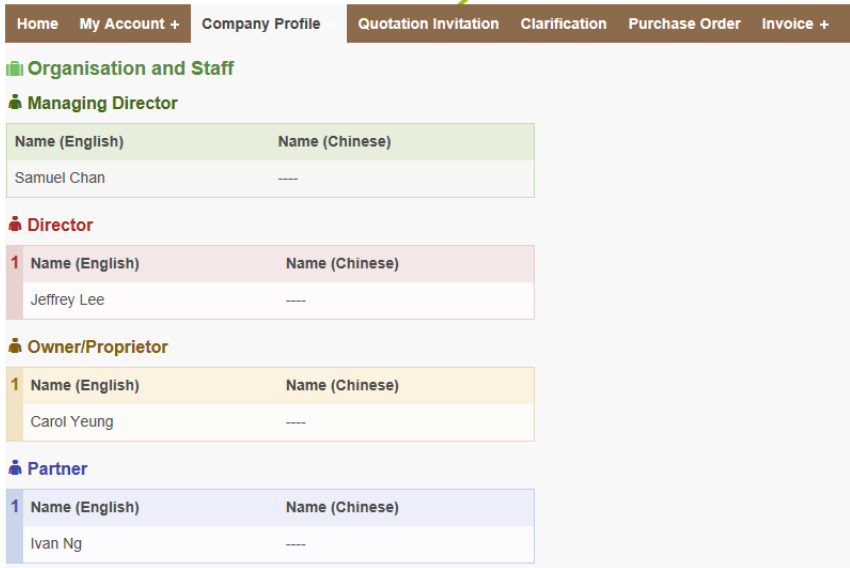
- d. If your company has also registered in GLD or P-card bank (HSBC or Citibank), you can click the **View GLD Info** button or **View PCard Info** button to view your company information registered in GLD or P-card Bank respectively. Please inform them for any updates of relevant information which will then be passed to the e-Procurement System for updating.



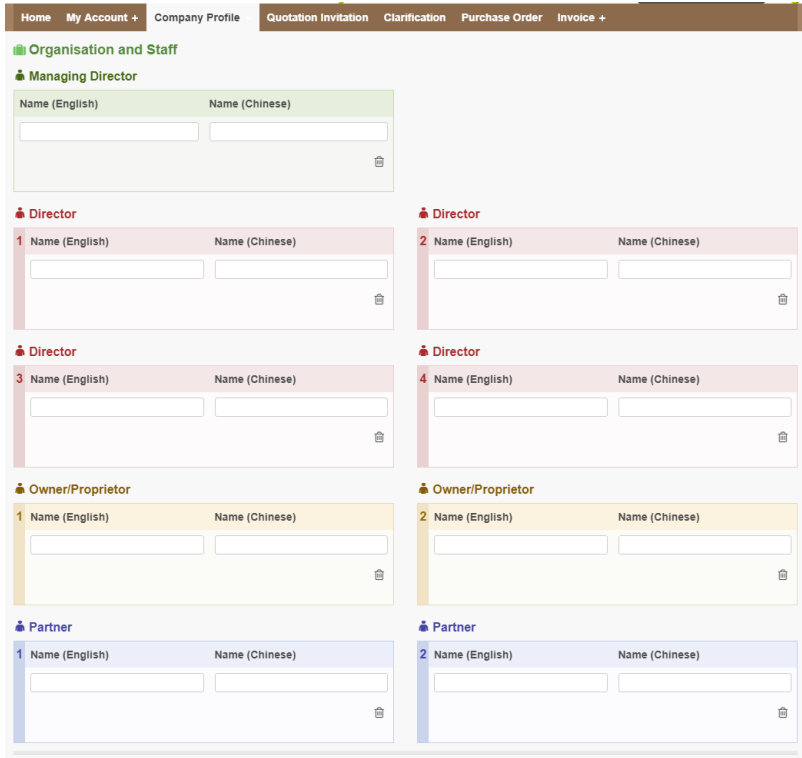
- 3. Click **Close** button to return back to Company Details page.

2. VIEW AND UPDATE ORGANISATION AND STAFF

1. Select **Company Profile > Organisation and Staff** to launch the **Organisation and Staff** page.



2. Click **Edit Organisation and Staff** button to update the organisation contact information. **Note:** Only Master Account holder can update the information.







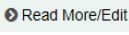
3. Click **Save** button to save the changes or **Cancel Edit** to cancel the updates.

3. VIEW AND UPDATE CONTACT PERSONS

1. Select **Company Profile** > **List of Contact Person** to launch the **List of Contact Person** page.

2. You can input keywords in the search criteria: **Name** or **Served Department**, to search the target contact person(s) from the list.
3. Explanation of some labels in the **List of Contact Person** –

Label	Description
User ID	It is the login ID for the user’s e-Service account. If the user is not Master Account or Sub-account holder, this label does not appear.
User ID with 	Indicate the user’s e-Service account is active .
User ID with 	Indicate the user’s e-Service account is inactive
	Indicate this contact is the Master Account holder

4. Click  or  to view or edit the contact person details. Only Master Account holder or Sub-account holder (with Edit Contact Person function right) can edit contact person details.

ADD CONTACT PERSON

5. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.
6. Click **Add Contact Person +** button to open the **Details of Contact Person** page. **Note: Only Master Account holder or Sub-account holder (with Edit Contact Person function right) can add contact person.**

Home My Account + Company Profile Quotation Invitation Clarification Purchase Order Invoice +

Details of Contact Person Fields with * are mandatory

Details of Contact Person

Title *

Name (English) *

Name (Chinese)

Official Capacity *

Position/Post Title

Tel. No. 1 *

Cou - National Destination C - Subscriber Number - Extension i

Tel. No. 2

Cou - National Destination C - Subscriber Number - Extension i

Fax No. 1 *

Cou - National Destination C - Subscriber Number - Extension i

Fax No. 2

Cou - National Destination C - Subscriber Number - Extension i

7. Input the data fields. **Note: the field with * is mandatory field.**
8. If the contact person does not want to be the contact for receiving invitation to quotations issued by departments, please select **No** in the following field. **The default is Yes.**

As a contact to receive invitation to quotation *: Yes No

If Yes, the contact person can deal with the following selected departments

Available Department	Selected Department
	Agriculture, Fisheries and Conservation Department
	Architectural Services Department
	Audit Commission
	Auxiliary Medical Service
	Buildings Department
	Census and Statistics Department
	Central Policy Unit
	Chief Executive's Office

9. If the contact person will receive invitation to quotation, please select which department(s) s/he wants to deal with by clicking **>** or **<** (**>>** or **<<** for all).
10. Click **Save** button to add new contact or **Cancel Edit** to cancel the action and back to previous page.
11. After **Save** action succeeded, it returns this contact details page.

Details of Contact Person
 Details of Contact Person

<p>Name (English) MISS. Olivier Ole</p> <p>Official Capacity Tender/Order signer</p> <p>Tel. No. 1 11111111</p> <p>Fax No. 1 22222222</p> <p>Email OOlivier@abc.com</p> <p>Address (English) 1 2 3 4 5</p>	<p>Name (Chinese) ----</p> <p>Position/Post Title ----</p> <p>Tel. No. 2 ----</p> <p>Fax No. 2 ----</p> <p>Address (Chinese) ----</p> <p>Preferred language of contact with e-Procurement English</p> <p>As a contact to receive invitation to quotation Yes</p>
--	---

If Yes, the contact person can deal with the following selected departments

Central Policy Unit

Edit Contact Details

Close
Refresh
Add e-Service
Delete

12. If you are the Master Account holder and want to assign an e-Service account to this contact person, you can click Add e-Service button (Note: this button only appears to the Master Account holder who has right to assign or disable e-Service account to contact person). For details of Add e-Service, please refer to [Assign e-Service Account to Contact Person] Section in this User Manual.

13. Click Close button to return back to List of Contact Person page.

EDIT CONTACT PERSON DETAIL

Note: Only Master Account holder or Sub-account holder (with Edit Contact Person function right) can edit contact person details.

14. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

15. In the **List of Contact Person** page, click **Read More/Edit** for the contact person you want to modify.

3. Jeffrey Lee
 Official Capacity: MANAGER
 Email: jlee@company.com
 Tel. No.: 88888888
 Read More/Edit

16. The **Details of Contact Person** page is launched.

Details of Contact Person

Details of Contact Person

Name (English) MR. Jeffrey Lee	Name (Chinese) --- 先生
Official Capacity MANAGER	Position/Post Title ---
Tel. No. 1 88888888	Tel. No. 2 ---
Fax No. 1 22222222	Fax No. 2 ---
Email jlee@company.com	
Address (English) 19/F, Wu Chung House Wanchai	Address (Chinese) ---
	Preferred language of contact with e-Procurement English

As a contact to receive invitation to quotation
Yes

If Yes, the contact person can deal with the following selected departments

No record found

Edit Contact Details

17. Click **Edit Contact Details** button to edit the details.

Details of Contact Person Fields with * are mandatory

Details of Contact Person

Title *
MR.

Name (English) * Jeffrey Lee

Name (Chinese)

18. Click **Save** button to save the changes or **Cancel Edit** button to discard the changes.

19. After **Save** or **Cancel Edit**, it returns back the **Details of Contact Person** page. Check the changes (if any). Click **Close** button back to the **List of Contact Person** page.

DELETE CONTACT PERSON

Note: Only Master Account holder can delete contact person.

20. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

21. In the **List of Contact Person** page, click **Read More/Edit** for the contact person you want to remove.

3. Jeffrey Lee
 Official Capacity: MANAGER Tel. No.: 88888888
 Email: jlee@company.com

Read More/Edit

22. The **Details of Contact Person** page is launched.

Details of Contact Person

Name (English)
MR. Jeffrey Lee

Official Capacity
MANAGER

Tel. No. 1
88888888

Fax No. 1
22222222

Email
jlee@company.com

Address (English)
19/F, Wu Chung House
Wanchai

Name (Chinese)
--- 先生

Position/Post Title

Tel. No. 2

Fax No. 2

Address (Chinese)

Preferred language of contact with e-Procurement
English

As a contact to receive invitation to quotation
Yes

If Yes, the contact person can deal with the following selected departments

Buildings Department
Audit Commission

Edit Contact Details

Home Close Add e-Service Delete

23. Click **Delete** button to remove the contact person.

ASSIGN E-SERVICE ACCOUNT TO CONTACT PERSON

Note: Only Master Account holder can assign e-Service account to contact person.

24. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.
25. In the **List of Contact Person** page, click **Read More/Edit** for the contact person you want to assign e-Service account. The **Details of Contact Person** page is launched.

Details of Contact Person

Details of Contact Person

<p>Name (English) MR. Celia Wong</p> <p>Official Capacity MANAGER</p> <p>Tel. No. 1 88888888</p> <p>Fax No. 1 22222222</p> <p>Email ykwan@ogcio.gov.hk</p> <p>Address (English) 19/F, Wu Chung House, Wanchai, HK</p>	<p>Name (Chinese) --- 先生</p> <p>Position/Post Title ---</p> <p>Tel. No. 2 ---</p> <p>Fax No. 2 ---</p> <p>Address (Chinese) ---</p> <p>Preferred language of contact with e-Procurement English</p>
---	---

As a contact to receive invitation to quotation
Yes

If Yes, the contact person can deal with the following selected departments

Census and Statistics Department

Auxiliary Medical Service

Edit Contact Details

Home
Close
Add e-Service
Delete

26. Click **Add e-Service +** button. The **e-Service Account Details** page is launched. Input the **User ID** and **Password** for login, and **Email Address** for receiving email notification from the system.

e-Service Account Details

<p>User ID *</p> <input style="width: 95%;" type="text" value="Celia"/>	<p>Email *</p> <input style="width: 95%;" type="text" value="jlee@company.com"/>
<p>Password *</p> <input style="width: 95%;" type="password" value="••••••"/>	<p>Confirm Password</p> <input style="width: 95%;" type="password" value="••••••"/>

27. Tick the checkbox grant rights for the contact person to login e-Procurement System via “iAM Smart”.

iAM Smart

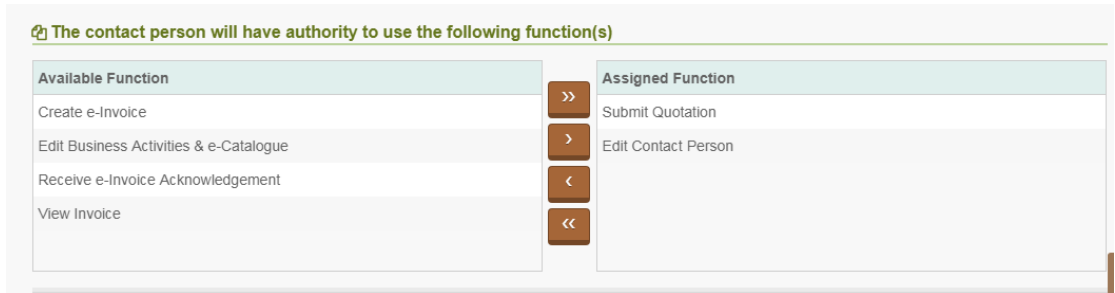
I/We have read and understood Privacy Policy and Terms of Use of “iAM Smart” and consent that “iAM Smart” keeps the authentication information of e-Procurement System. I/We permit this user to use “iAM Smart” for authentication to the System.

Privacy Policy and Terms of Use of “iAM Smart”

“iAM Smart” Binding Status

Not Bound

28. Review and grant function rights to the e-Service account –



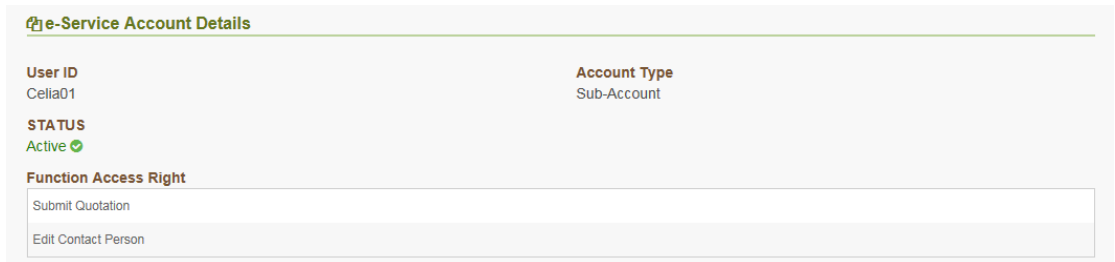
29. Explanation of the functions –

Function	Description
Submit Quotation	This is default function assigned to the e-Service account holder for online submit quotation/proposal. Without this access right, the e-Service account holder cannot submit quotation/proposal through the system.
Create e-Invoice	Allows the e-Service account holder to submit electronic invoice to government users for respective purchase order.
Edit Business Activities & e-Catalogue	Allows the e-Service account holder to maintain the business activities and e-Catalogue of your company.
Edit Contact Person	Allows the e-Service account to maintain (and add) contact person details.
Receive e-Invoice Acknowledgement	Allows the e-Service account holder to receive the invoice acknowledgement.
View Invoice	Allows the e-Service account to view the processing status (at Government side) of the invoices of your company.

30. Click or (or for all) to grant function rights to the e-Service account.

31. Click **Save** button to add new contact or **Cancel Edit** to cancel the action and back to previous page.

32. After **Save** action succeeded, it returns this contact details page. Scroll down to the bottom of the page and check the **e-Service account details**.



33. Click **Close** button to return back to **List of Contact Person** page.

CHANGE FUNCTION ACCESS RIGHT

Note: Only Master Account holder can modify e-Service account details.

34. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

35. In the **List of Contact Person** page, click **Read More/Edit** for the contact person you want to.

2. Jeffrey Lee
Official Capacity: MANAGER
Tel. No.: 88888888
User ID: Celia01
Email: jlee@company.com
Read More/Edit

36. The **Details of Contact Person** page is launched.

Details of Contact Person

Name (English) MR. Jeffrey Lee	Name (Chinese) --- 先生
Official Capacity MANAGER	Position/Post Title ---
Tel. No. 1 88888888	Tel. No. 2 ---
Fax No. 1 22222222	Fax No. 2 ---

37. Scroll down to the bottom of the page (**e-Service Account Details** Section)

e-Service Account Details

User ID Celia01	Account Type Sub-Account
STATUS Active	
Function Access Right	
Submit Quotation	
Edit Contact Person	

Edit e-Service





38. Click **Edit e-Service** button to launch the **e-Service Account Details** page. Scroll down to the **Function Access** section.

The contact person will have authority to use the following function(s)

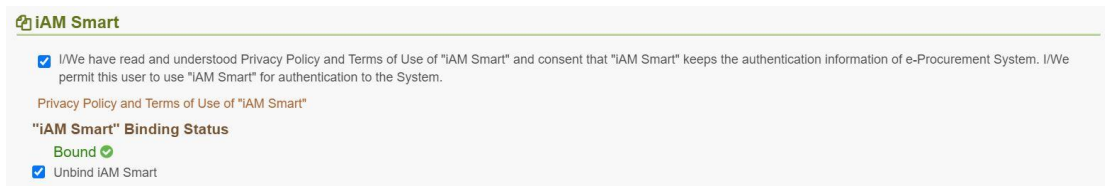
Available Function	Assigned Function
Create e-Invoice	Submit Quotation
Edit Business Activities & e-Catalogue	Edit Contact Person
Receive e-Invoice Acknowledgement	
View Invoice	

39. Explanation of the functions –

Function	Description
Submit Quotation	This is default function assigned to the e-Service account holder for online submit quotation/proposal. Without this access right, the e-Service account holder cannot submit quotation/proposal through the system.
Create e-Invoice	Allows the e-Service account holder to submit electronic invoice to government users for respective purchase order.
Edit Business Activities & e-Catalogue	Allows the e-Service account holder to maintain the business activities and e-Catalogue of your company.
Edit Contact Person	Allows the e-Service account to maintain (and add) contact person details.
Receive e-Invoice Acknowledgement	Allows the e-Service account holder to receive the invoice acknowledgement.
View Invoice	Allows the e-Service account to view the processing status (at Government side) of the invoices of your company.

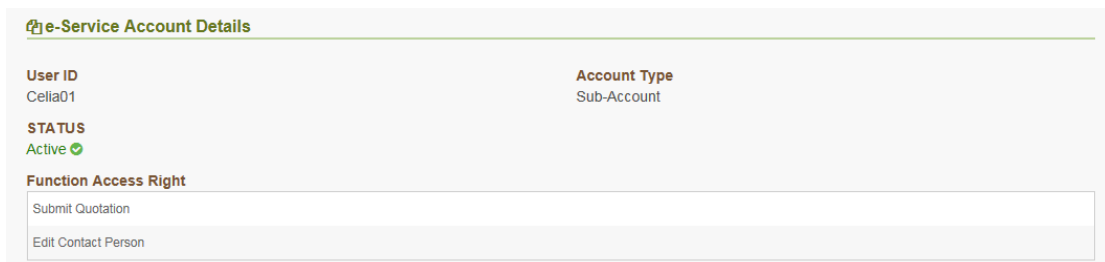
40. Click  or  ( or  for all) to grant function rights to the e-Service account.

41. Scroll to the iAM Smart section, Master Account can unbind the Sub-account with “iAM Smart” by ticking the “Unbind iAM Smart” checkbox.



42. Click **Save** button to add new contact or **Cancel Edit** to cancel the action and back to previous page.

43. After **Save** action succeeded, it returns this contact details page. Scroll down to the bottom of the page and check the **e-Service account details**.



44. Click **Close** button to return back to **List of Contact Person** page.

CHANGE EMAIL ADDRESS

Note:

- a. Only Master Account holder or Sub-account holder (with Edit Contact Person function right) can change contact person’s email address.
- b. Master Account holder can change his/her email address at **Change Email Address** page (My Account > Email Address).
- c. Sub-account holder with Edit Contact Person function right cannot change his/her own email address. The email address can only be changed by the Master Account holder or other Sub-account holder with Edit Contact Person function right.

45. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

46. In the **List of Contact Person** page, click **Read More/Edit** for the contact person you want to change his/her email address.

2. Carol Wong	
Official Capacity: MANAGER	User ID: carol01
Tel. No.: 88888888	Email: kk@company.com
Read More/Edit	

47. The **Details of Contact Person** page is launched.

Details of Contact Person

<p>Name (English) MS. Carol Wong</p> <p>Official Capacity MANAGER</p> <p>Tel. No. 1 88888888</p> <p>Fax No. 1 22222222</p> <p>Email kk@company.com</p> <p>Address (English) 19/F, Wu Chung House Wanchai</p>	<p>Name (Chinese) --- 女士</p> <p>Position/Post Title ---</p> <p>Tel. No. 2 ---</p> <p>Fax No. 2 ---</p> <p>Address (Chinese) ---</p> <p>Preferred language of contact with e-Procurement English</p>
--	---

As a contact to receive invitation to quotation
Yes

If Yes, the contact person can deal with the following selected departments

Agriculture, Fisheries and Conservation Department
Architectural Services Department
Audit Commission

[Edit Contact Details](#)

48. Click **Edit Contact Details** button to edit the details.

Details of Contact Person

Title *
MS.

Name (English) *
Carol Wong

Name (Chinese)

Official Capacity *
MANAGER

Position/Post Title

Tel. No. 1 *
Coun - National Destination C - 88888888 - Extension

Tel. No. 2
Coun - National Destination C - Subscriber Number - Extension

Fax No. 1 *
Coun - National Destination C - 22222222 - Extension

Fax No. 2
Coun - National Destination C - Subscriber Number - Extension

Point to note
1. Format: Country Code - National Destination Code (Area Code) - Subscriber No (Local Number) - Extension Number
Example: China (Beijing): [86]-[10]-[63070950]-[]

Email *
kk@company.com

Address (English) *
19/F, Wu Chung House
Wanchai

Address (Chinese)

49. Modify the **Email** field.

50. Click **Save** button to save the changes or **Cancel Edit** button to discard the changes.

51. After **Save** or **Cancel Edit**, it returns back the **Details of Contact Person** page. Check the change on the **Email** field. Click **Close** button back to the **List of Contact Person** page.

RESET E-SERVICE ACCOUNT PASSWORD

Note: Only Master Account holder can modify e-Service account details.

52. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

53. In the **List of Contact Person** page, click [Read More/Edit](#) for the contact person you want to reset his/her e-Service account.

2. Jeffrey Lee Official Capacity: MANAGER Tel. No.: 88888888		User ID: Celia01 Email: jlee@company.com	Read More/Edit
---	--	---	--------------------------------

54. The **Details of Contact Person** page is launched.

Company Details

Basic Company Information

Supplier Code EPS00012425	Company Name (Chinese) ----
Company Name (English) e-Invoice Tester 1	Organisation Type Corporation Body
Website ----	Business Period ----
Nature of Business Information & Communications Technology	Country/Area Hong Kong Special Administrative Region of China
Total number of persons employed ----	Expiry Date ----
Business Registration No. ----	

Contact Information

Tel. No. 1 465 - 454545646546546 - 465465478782000 - 5222222	Tel. No. 2 ----
Fax No. 1 29876543	Fax No. 2 ----
Email ----	
Address (English) Hong Kong	Address (Chinese) ----

55. Scroll down to the bottom of the page (**e-Service Account Details** Section)

e-Service Account Details

User ID Celia01	Account Type Sub-Account
STATUS Active	
Function Access Right	
<input type="checkbox"/> Submit Quotation <input type="checkbox"/> Edit Contact Person	

[Edit e-Service](#)

56. Click **Edit e-Service** button to launch the **e-Service Account Details** page.

e-Service Account Details

User ID
Celia01

Password *

Confirm Password



57. Input new password to the **Password** field for resetting the login password of this e-Service account.
Note: Once you changed the password, the account is automatically unbound with "iAM Smart".
58. Click **Save** button to save the change or **Cancel Edit** to cancel the action and back to previous page.
59. After **Save** action succeeded, it returns this contact details page. Click **Close** button to return back to **List of Contact Person** page.

DISABLE E-SERVICE ACCOUNT

Note: Only Master Account holder can disable the e-Service Account.

60. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

61. In the **List of Contact Person** page, click  for the target contact person.

2. Jeffrey Lee	
Official Capacity: MANAGER	User ID: Celia01 
Tel. No.: 88888888	Email: jlee@company.com
	


62. The **Details of Contact Person** page is launched.


 **Details of Contact Person**


 **Details of Contact Person**

Name (English) MR. Jeffrey Lee	Name (Chinese) --- 先生
Official Capacity MANAGER	Position/Post Title ---
Tel. No. 1 88888888	Tel. No. 2 ---
Fax No. 1 22222222	Fax No. 2 ---

63. Scroll down to the bottom of the page (**e-Service Account Details** Section)

 **e-Service Account Details**


User ID Celia01	Account Type Sub-Account
STATUS Active 	
Function Access Right	
Submit Quotation	
Edit Contact Person	




64. Click **Edit e-Service** button to launch the **e-Service Account Details** page.

65. At the bottom of the page, click  button to disable the account

66. After **Disable** action succeeded, it returns this contact details page. Scroll down to the **e-Service Account Details** section, the status is marked as "Inactive".

 **e-Service Account Details**

User ID Celia01	Account Type Sub-Account
STATUS Inactive 	
Function Access Right	
Submit Quotation	
Edit Contact Person	

67. Click **Close** button to return back to **List of Contact Person** page.

ENABLE E-SERVICE ACCOUNT

Note: Only Master Account holder can enable the e-Service Account from inactive to active status.

68. Select **Company Profile > List of Contact Person** to launch the **List of Contact Person** page.

69. In the **List of Contact Person** page, click **Read More/Edit** for the target contact person.

2. Carol Wong
Official Capacity: MANAGER
Tel. No.: 88888888
User ID: carol01
Email: kk@company.com
Read More/Edit

70. The **Details of Contact Person** page is launched.

Details of Contact Person
Name (English): MR. Jeffrey Lee
Official Capacity: MANAGER
Tel. No. 1: 88888888
Fax No. 1: 22222222
Name (Chinese): --- 先生
Position/Post Title: ---
Tel. No. 2: ---
Fax No. 2: ---

71. Scroll down to the bottom of the page (**e-Service Account Details** Section)

e-Service Account Details
User ID: carol01
Account Type: Sub-Account
STATUS: Inactive
Function Access Right: Submit Quotation, Edit Contact Person
Enable e-Service

72. Click **Enable e-Service** button to enable the account.

73. After **Enable** action succeeded, it returns this contact details page. Scroll down to the **e-Service Account Details** section, the status is marked as **Active**.

e-Service Account Details
User ID: carol01
Account Type: Sub-Account
STATUS: Active
Function Access Right: Submit Quotation, Edit Contact Person

74. Click **Close** button to return back to **List of Contact Person** page.

4. VIEW AND UPDATE BUSINESS ACTIVITIES

1. Select **Company Profile > Business Activities** to launch the **Business Activities** page.

Business Activities

Goods and related Services which your company can supply

UNSPSC	UNSPSC Description	Green Product
24102000	Shelving and storage	No
26121600	Electrical cable and accessories	No
31161500	Screws	No
31161600	Bolts	No
31161700	Nuts	No
31161800	Washers	No
31161900	Springs	Yes
31162000	Nails	No

Relevant Catalogues and Descriptive Literature

No	File Name	File Description
1	EmailPopUp.jpg	
2	Document 1.doc	

Note

- For the code of goods and related services, please refer to the List of Goods and Related Services under United Nations Standard Products and Services Code (UNSPSC).
- For the information of green product, please refer to Green Procurement Specifications.

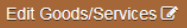
The manufacturer(s) for whom you act as the authorised agent(s)/distributor(s)

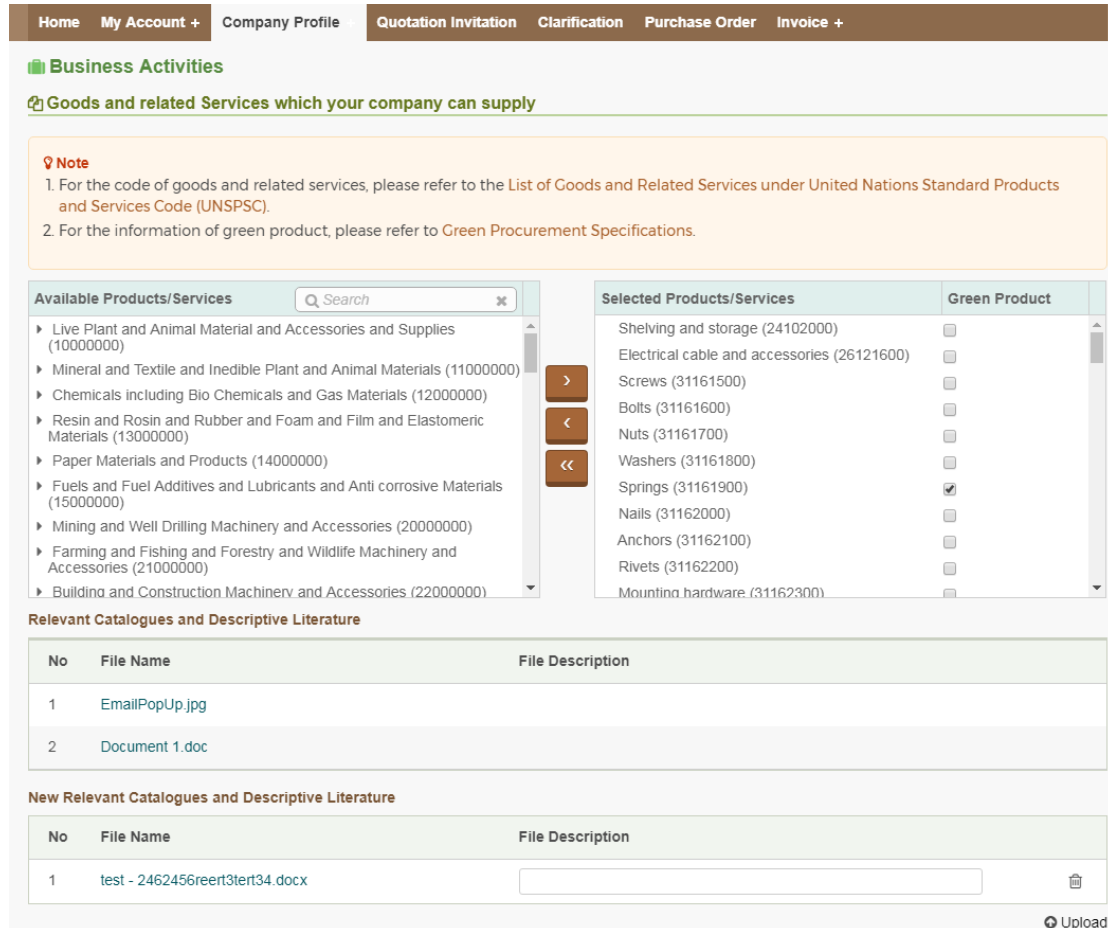
Manufacturer 1	SAMSUNG
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The business activities is displayed into 3 sections –

Section	Description
Goods and Related Services	Display the goods and related services supplied by your company in terms of UNSPSC (United Nations Standard Products and Services Code).
Relevant Catalogues	Display the relevant business catalogue files previous uploaded by your company.
Manufacturers	List out the manufacturer information for whom you act as authorised agent(s)/distributor(s).

UPDATE GOODS AND SERVICES INFORMATION

- Click  button. Note: Only Master Account holder or Sub-account holder (with Business Activities and E-Catalogue function right) can update goods and services information.



Business Activities

Goods and related Services which your company can supply

Note

- For the code of goods and related services, please refer to the List of Goods and Related Services under United Nations Standard Products and Services Code (UNSPSC).
- For the information of green product, please refer to Green Procurement Specifications.

Available Products/Services	Selected Products/Services	Green Product
Live Plant and Animal Material and Accessories and Supplies (10000000)	Shelving and storage (24102000)	<input type="checkbox"/>
Mineral and Textile and Inedible Plant and Animal Materials (11000000)	Electrical cable and accessories (26121600)	<input type="checkbox"/>
Chemicals including Bio Chemicals and Gas Materials (12000000)	Screws (31161500)	<input type="checkbox"/>
Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials (13000000)	Bolts (31161600)	<input type="checkbox"/>
Paper Materials and Products (14000000)	Nuts (31161700)	<input type="checkbox"/>
Fuels and Fuel Additives and Lubricants and Anti corrosive Materials (15000000)	Washers (31161800)	<input type="checkbox"/>
Mining and Well Drilling Machinery and Accessories (20000000)	Springs (31161900)	<input checked="" type="checkbox"/>
Farming and Fishing and Forestry and Wildlife Machinery and Accessories (21000000)	Nails (31162000)	<input type="checkbox"/>
Buildina and Construction Machinery and Accessories (22000000)	anchors (31162100)	<input type="checkbox"/>
	Rivets (31162200)	<input type="checkbox"/>
	Mountina hardware (31162300)	<input type="checkbox"/>


Relevant Catalogues and Descriptive Literature

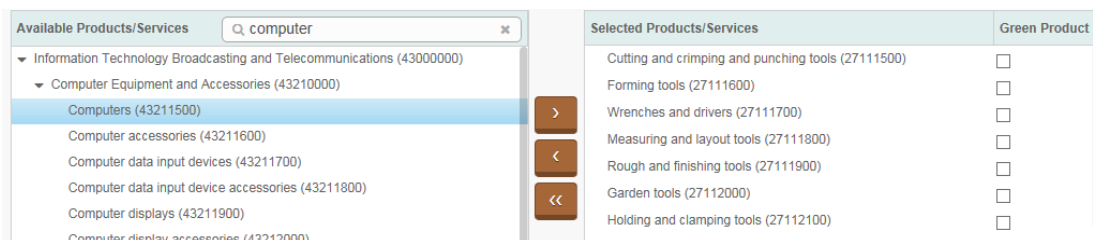
No	File Name	File Description
1	EmailPopUp.jpg	
2	Document 1.doc	

New Relevant Catalogues and Descriptive Literature


No	File Name	File Description
1	test - 2462456reert3tert34.docx	

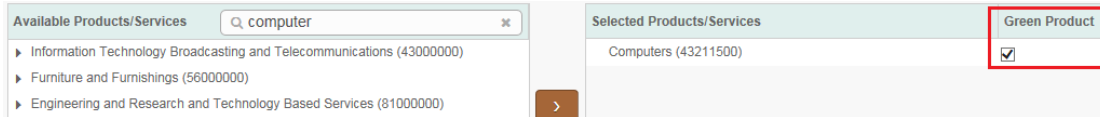
Upload

- 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.

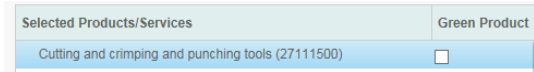


Available Products/Services	Selected Products/Services	Green Product
Information Technology Broadcasting and Telecommunications (43000000)	Cutting and crimping and punching tools (27111500)	<input type="checkbox"/>
Computer Equipment and Accessories (43210000)	Forming tools (27111600)	<input type="checkbox"/>
Computers (43211500)	Wrenches and drivers (27111700)	<input type="checkbox"/>
Computer accessories (43211600)	Measuring and layout tools (27111800)	<input type="checkbox"/>
Computer data input devices (43211700)	Rough and finishing tools (27111900)	<input type="checkbox"/>
Computer data input device accessories (43211800)	Garden tools (27112000)	<input type="checkbox"/>
Computer displays (43211900)	Holding and clamping tools (27112100)	<input type="checkbox"/>
Computer display accessories (43212000)		

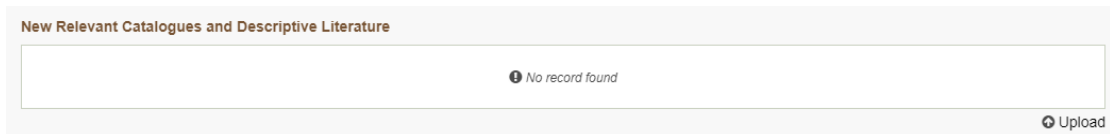
- Click the item (highlighted in blue) and the  button to move to the Selected Products/Services table.
- You can indicate whether the provided goods/services has green element by checking the Green Product box.



- 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.



- You can upload relevant catalogues by clicking the button in the following table.



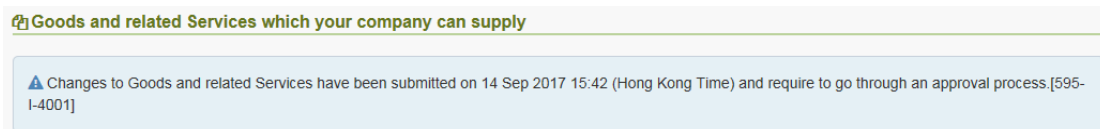
- You can view the uploaded catalogues in the following table by clicking the link of the document.

Relevant Catalogues and Descriptive Literature

No	File Name	File Description
1	test.doc	
2	project management professional handbook.pdf	testing document 1 abcdefg dsaufdopsurf fdafjdssoaurew fjdslajfsdlifj fdosaurje9048234 &(&^93234808

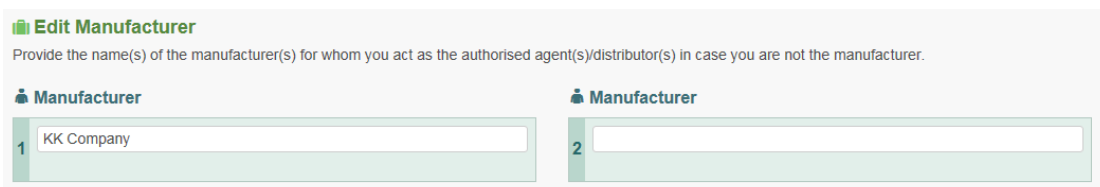
- Click **Save** button to save the changes or **Cancel Edit** to cancel the updates.

Note: After clicking **Save** button, it will go through the approval process by the e-Procurement Programme Office. During this period, you cannot update the **Goods and related Services** and **upload relevant Catalogue** until the approval process is completed. Once completed, an email will be sent to you to notify the result.



UPDATE MANUFACTURER

- Click button. Note: Only Master Account holder or Sub-account holder (with Business Activities and E-Catalogue function right) can update manufacturer information.



- You can input or modify the manufacturer name.
- Click **Save** button to save the changes or **Cancel Edit** to cancel the updates.