HOW TO VIEW AND UPDATE ELECTRONIC CATALOGUE OF MY COMPANY

After login the e-Procurement System, you can click the Sub-Menu item (under the Company Profile) menu to view or update your company's electronic catalogue (e-Catalogue).

| GOV <mark>HK</mark> 香港i e-Procurement | 政府 <mark>一站通</mark> | | |
|---|---|--|--|
| 🕙 Sam | | EN 繁简 A A A Q Logout * | |
| Home My Account + | Company Profile - Quotation | n Invitation Clarification Purchase Order Invoice + | |
| Recent Invitations | Company Details | | |
| Organisation and Staff Organisation and Staff | | Outstanding and to be closed within 7 days O Submitted and still opened for submission | |
| No record found | List of Contact Person Business Activities | | |
| 🗭 Outstanding Clari | E-Catalogue | 🐂 Recent Purchase Orders | |
| No record found | | No record found | |
| | | | |

Note: only Master Account holder or Sub-account holder (with Edit Business Activities & e-Catalogue right) can update e-Catalogue.

1. SEARCH E-CATALOGUE ITEM

1. Select Company Profile > E-Catalogue to launch the E-Catalogue page.

| E-Catalogue | | |
|---------------------|---------------|---------------------------|
| E-Catalogue | | |
| Product ID | Status Any | • |
| Expire On MM/YYYY | | |
| Description Keyword | | |
| | | Add Item + Reset Search Q |

- 1. Click Search button to retrieve all e-catalogue items posted from your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the product ID, current status, description keyword, etc., to retrieve relevant e-catalogue items.
- 2. Explanation of the search criteria fields -

| Field | Description | |
|---------------------|--|--|
| Product ID | A unique ID for the e-catalogue item. | |
| Status | Current status of the e-catalogue item, i.e. Draft – the e-catalogue item is being drafted. | |
| | Pending Processing – the e-catalogue item has been submitted to the e-Procurement Programme Office for processing. | |
| | Approved – the e-catalogue item has been processed by the e- Procurement Programme Office. | |
| Expire On | The date for this item will be removed from the system. This is counted from the last modified date plus 6 months. | |
| Description Keyword | You can input the keywords of the e-catalogue item's description to search relevant items. | |

3. The search result is listed out in four categories -

| Category | Description | Description | | |
|----------|---|--|----------|--|
| Approved | Ū. | The e-catalogue item has been processed by the e-Procurement Programme Office and posted for government users' reference. | | |
| | (2) Approved | | | |
| | ≪ < 3 /3 > ≫ | [17-: | 0 / 20] | |
| | Product D Description Pricing Defailer Product / Service Manufactorer UR: Ecen Or | PD720170027N Descoption for PD720170027N HRT 7777 55 / Galogy 12177050 Food a drug ar cosmetic safe PDC dyes Manufacturer for PD720170027N 032018 | | |
| | | ©. | etain | |

| Rejected | The e-catalogue item was rejected by the e-Procurement Programme Office. You can edit the content and re-submit it for processing again. | | |
|--------------------|---|--|--|
| | 2) Rejected | | |
| | Product ID: PDT201702054M Description: Description Prices Details: VML2056 60 / 100 sheets Prices Details: VML2056 70 / 100 sheets Prices | | |
| Draft | The e-catalogue items are being drafted. | | |
| | Podact D: PDT20170910148 Descriptor: 1. This resit dem dates not provide UNSPSC 2 change price (Lpdate by Samue) Prova Dinals: Hich 1.8.4 / Product J Bimose Manufacture: Unicoum URC: Majulitik sylaoo.com | | |
| Pending Processing | The e-catalogue item has been submitted to the e-Procurement Programme Office for processing. You cannot edit its content until the processing is completed. | | |
| | Product D: Bern 1f Decorption: Decorption of Item 1f (Apdate by DY TOR) Pricery Detaulor DVK 5468 2f / 100 alwebs Pricery Detaulor Manufacturer/by titem 1f UFL: www.item11Manu.com | | |

2. ADD E-CATALOGUE ITEM

2. Select Company Profile > E-Catalogue to launch the E-Catalogue page.

| E-Catalogue | | |
|---------------------|---------------|-----------------------------|
| E-Catalogue | | |
| Product ID | Status Any | • |
| Expire On | | |
| Description Keyword | | |
| | | Add Item + Reset O Search Q |

3. Click Add Item button to add e-Catalogue item. The Add E-Catalogue sub-page is launched.

| | Product ID: * | Fields with * are mandatory |
|----------|---|--|
| | Description: * | |
| O Upload | Pricing Details: | Product / Service: Q URL: |
| | | |
| | file format (jpg, png, gif, bmp). I need to go through an approval process. Once compl | lete, you will be notified the result via email. |

4. Explanation of the input fields -

| Field | Description | |
|-------------------|---|--|
| Product ID | Mandatory field. | |
| | A unique ID for your e-Catalogue item. | |
| Description | Mandatory field. | |
| | Description of your e-Catalogue item. | |
| Pricing Details | Optional field. | |
| | You can select the currency code and unit of measurement for the price. | |
| Product / Service | Optional field. | |

| | Product / Service: | |
|--------------|---|--|
| | URL: Available Products/Services > Defense and Law Enforcement and Security and Saf > Management and Business Professionals and Admir > Medical Equipment and Accessories and Supplies (4 > National Defense and Public Order and Security and > Organizations and Clubs (94000000) > Structures and Building and Construction and Manufr | histrative Services (8000000) (2000000) I Safety Services (92000000) |
| | you will be notified th | |
| Manufacturer | Optional field. The manufacture's name of your e-Catalogue item. | |
| URL | Optional field. The URL link (website) of relevant information of your e-Catalogue item for reference. | |
| O Upload | You can upload image of your e-Catalogue and select the image file from your browse Note: the maximum file size is 200KB. | |

5. Click Add Item button to open a new entry for continually adding e-Catalogue item.

| Catalogue | Add E-Catalogue | | |
|------------|---------------------------|--|--|
| | | | Fields with * are mandate |
| | | Product ID: * | |
| | | | |
| | | Description: * | |
| | | | |
| | | | |
| | | | |
| | O Upload | Pricing Details: | Product / Service: |
| | 0 1, | | Q |
| | | | |
| | | Manufacturer: | URL: |
| | | | |
| | | | |
| | | | |
| | | | |
| • | ading the image, accepte | d file format (jpg, png, gif, bmp). | |
| 2. The sub | mitted e-catalogue item w | ill need to go through an approval process. Once complete, y | you will be notified the result via email. |

You can click Delete button to remove the item.

- 6. After inputting the details of your e-Catalogue item, click Submit button to submit the item to e-Procurement Programme Office for processing, or Cancel Edit button to return back to previous page.
- 7. After submission and return back to the search result, you will find your submitted item is pending e-Procurement Programme Office for processing.

| Note: The submitted e-catalogue item | will need to go through an app | proval process. Once complete, you will be notified the result via email. |
|---|--------------------------------|---|
| | Product ID: | Item 11 |
| | Description: | Description of Item 11 (Update by DY TON) |
| | Pricing Details: | DKK 5468.21 / 100 sheets |
| | Product / Service: | 51191506 Amiloride hydrachloride |
| | Manufacturer: | Manufacturer for Item 11 |
| | URL: | www.item11Manu.com |
| | | |

3. EDIT E-CATALOGUE ITEM

1. Select Company Profile > E-Catalogue to launch the E-Catalogue page.

| E-Catalogue | | |
|---------------------|---------------|------------------------------------|
| E-Catalogue | | |
| Product ID | Status Any | - |
| Expire On MM/YYYY | | |
| Description Keyword | | |
| | | Add Item + Reset 3 Search Q |

- 2. Click Search button (or Input search criteria to narrow down the query scope).
- 3. In the Search Result section, you can edit the item(s) in the Approved, Rejected List or Draft category by first clicking their checkbox. For example -

| bloaded Item(s) 28 | | | | | |
|--------------------|--------------------|-------------------------------------|---------|------------|----------|
| earch Result 🕶 | | | | | |
| | | | Sort by | Product ID | ▼ Asc |
| | | | | | |
| Approved | | | | | |
| « < 1 /3 > » | | | | | [1-8/18 |
| | Product ID: | PDT20170926H | | | |
| | Description: | Description of Product PDT20170926H | | | |
| | Pricing Details: | MOP 65687.55 / Block | | | |
| | Product / Service: | 40161601 Air scrubbers | | | |
| | Manufacturer: | Excellent Air-Conditioner Limited | | | |
| | URL: | www.aac.uk.com | | | |
| | Expire On: | 03/2018 | | | |
| | | | | | 👁 Retain |
| | | | | | C Relain |
| Rejected | | | | | |
| | | | | | |
| | Product ID: | PDT20170926M | | | |
| | Description: | Description of Product PDT20170926M | | | |
| | Pricing Details: | INR 23561.00 / 100 sheets | | | |
| | Product / Service: | 70101804 Fish ranches | | | |
| | Manufacturer: | Old Man by Sea-side | | | |
| | URL: | www.old-mansea.com | | | |
| | | | | | |

4. Then click Edit button to go to the detail page for editing –

| ∎E-Catalog | | | | |
|-------------|------------------|------------------------------|--------------------|-----------------------------|
| E-Catalogue | Edit E-Catalogue | | | |
| | | Product ID: * | | Fields with * are mandatory |
| | | | | |
| | | PDT20170927G | | |
| | | Description: * | | |
| | | Description for PDT20170927G | | |
| | O Upload | Pricing Details: | Product / Service: | |
| | | JPY - 512,346.55 / - | 47121606 Q | |
| | | | Carpet sweepers | |
| | | Manufacturer: | URL: | |
| | | Manufacturer for PDT20170927 | | |
| | | | | |
| | | | | 🗇 Delete |
| | | | | |

- 5. After inputting the details of your e-Catalogue item, click Submit button to submit the item to e-Procurement Programme Office for processing, or Cancel Edit button to return back to previous page.
- 6. After submission and return back to the search result, you will find your submitted item is pending e-Procurement Programme Office for processing.

| Pending Processing Note: The submitted e-catalogue item | will need to go through an app | proval process. Once complete, you will be notified the result via email. |
|---|--------------------------------|---|
| | | |
| | Product ID: | PDT20170927G |
| | Description: | Description for PDT20170927G |
| | Pricing Details: | JPY 512346.55 / 1,000 folds |
| | Product / Service: | 47121606 Carpet sweepers |
| | Manufacturer: | Manufacturer for PDT20170927 |
| | URL: | |
| | | |
| | | |
| | | |

4. DELETE E-CATALOGUE ITEM

1. Select Company Profile > E-Catalogue to launch the E-Catalogue page.

| E-Catalogue | | |
|---------------------|---------------|-----------------------------|
| E-Catalogue | | |
| Product ID | Status Any | - |
| Expire On MM/YYYY | | |
| Description Keyword | | |
| | | Add Item + Reset O Search Q |

- 2. Click Search button (or Input search criteria to narrow down the query scope).
- 3. In the Search Result section, you can delete the item(s) in the Approved, Rejected List or Draft category by first clicking their checkbox. For example -

| Uploaded Item(s) 28 | | | | | |
|---------------------|------------------------|-------------------------------------|---------|------------|----------|
| Search Result 🕶 | | | | | |
| | | | Sort by | Product ID | ✓ Asc |
| Approved | | | | | |
| « < 1 /3 > » | | | | | [1-8/18] |
| | Product ID: | PDT20170926H | | | |
| | Description: | Description of Product PDT20170926H | | | _ |
| | Pricing Details: | MOP 65687.55 / Block | | | |
| | Product / Service: | 40161601 Air scrubbers | | | |
| | Manufacturer: | Excellent Air-Conditioner Limited | | | |
| | URL: | www.aac.uk.com | | | |
| | Expire On: | 03/2018 | | | |
| | | | | | 🛇 Retain |
| ∄Rejected | | | | | |
| | | | | | |
| | Product ID: | PDT20170926M | | | |
| | Description: | Description of Product PDT20170926M | | | |
| | Pricing Details: | INR 23561.00 / 100 sheets | | | |
| | Product / Service: | 70101804 Fish ranches | | | |
| | Manufacturer: | Old Man by Sea-side | | | |
| | URL: | www.old-mansea.com | | | |
| | Remarks for Rejection: | To be considered later | | | |

4. Then click the Delete button (at the bottom of the page) to delete them.

5. RETAIN E-CATALOGUE ITEM

Note:

1. Select Company Profile > E-Catalogue to launch the E-Catalogue page.

| E-Catalogue | | |
|--------------------------------|---------------|-----------------------------|
| E-Catalogue | | |
| Product ID | Status Any | • |
| Expire On | | |
| MM/YYYY Description Keyword | | |
| | | |
| | | Add Item + Reset S Search Q |

- 2. Click Search button (or Input search criteria to narrow down the query scope).
- 3. In the Search Result section, you can click Retain button of the e-catalogue items to extend their expiry date For example -

| 쉽 Approved | | | |
|-------------------------------|--------------------|-------------------------------------|----------|
| <pre>《 < 1 /3 > 》</pre> | | | [1-8/17] |
| | Product ID: | PDT20170926H | |
| | Description: | Description of Product PDT20170926H | |
| | Pricing Details: | MOP 65687.55 / Block | |
| | Product / Service: | 40161601 Air scrubbers | |
| | Manufacturer: | Excellent Air-Conditioner Limited | |
| | URL: | www.aac.uk.com | |
| | Expire On: | 03/2018 | |
| | | | 🛇 Retain |