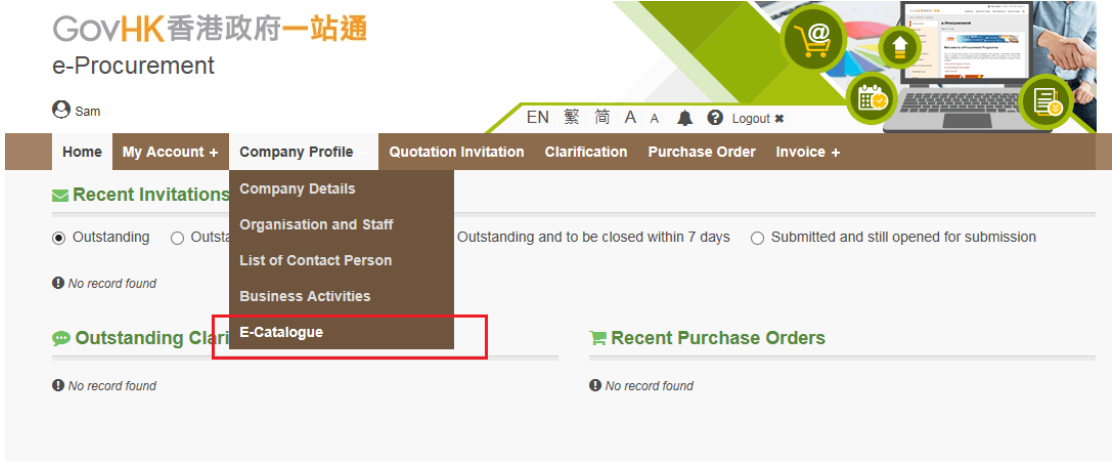


HOW TO VIEW AND UPDATE ELECTRONIC CATALOGUE OF MY COMPANY

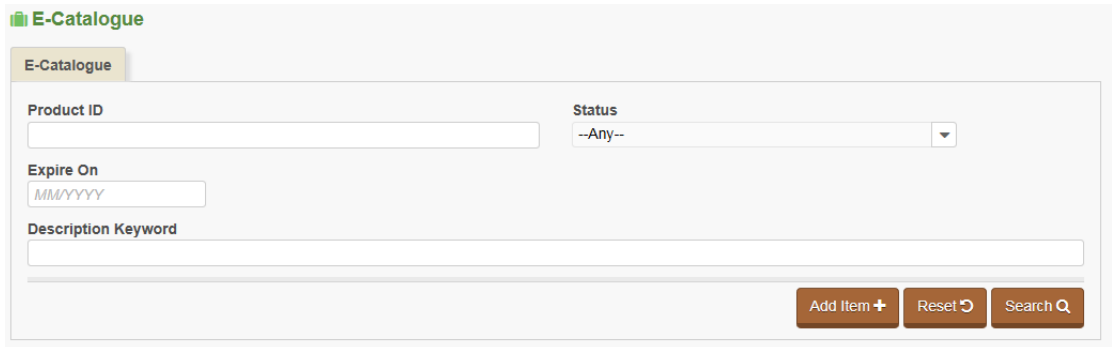
After login the e-Procurement System, you can click the **Sub-Menu** item (under the **Company Profile**) menu to view or update your company's electronic catalogue (e-Catalogue).



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

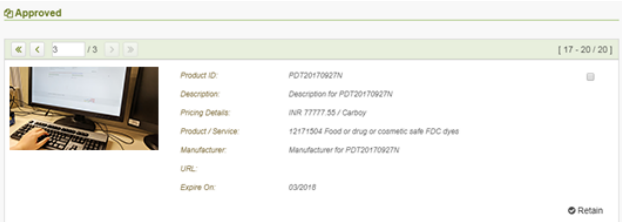
- 1. Select [Company Profile](#) > [E-Catalogue](#) to launch the [E-Catalogue](#) page.



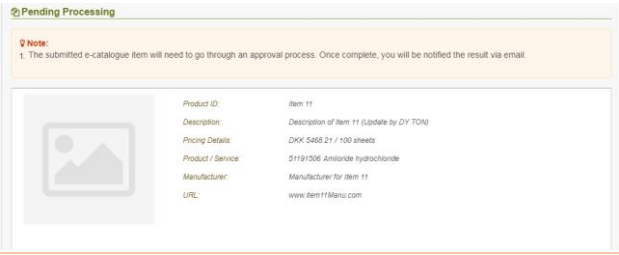


- 1. Click **Search** button to retrieve all e-catalogue items posted from your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the product ID, current status, description keyword, etc., to retrieve relevant e-catalogue items.
- 2. Explanation 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
Approved	The e-catalogue item has been processed by the e-Procurement Programme Office and posted for government users’ reference. 

<p>Rejected</p>	<p>The e-catalogue item was rejected by the e-Procurement Programme Office. You can edit the content and re-submit it for processing again.</p> 
<p>Draft</p>	<p>The e-catalogue items are being drafted.</p> 
<p>Pending Processing</p>	<p>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.</p> 

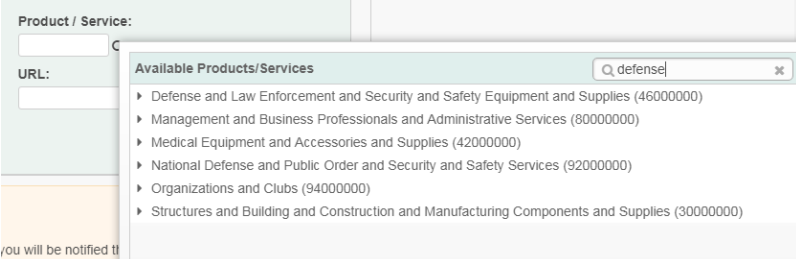


2. ADD E-CATALOGUE ITEM

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

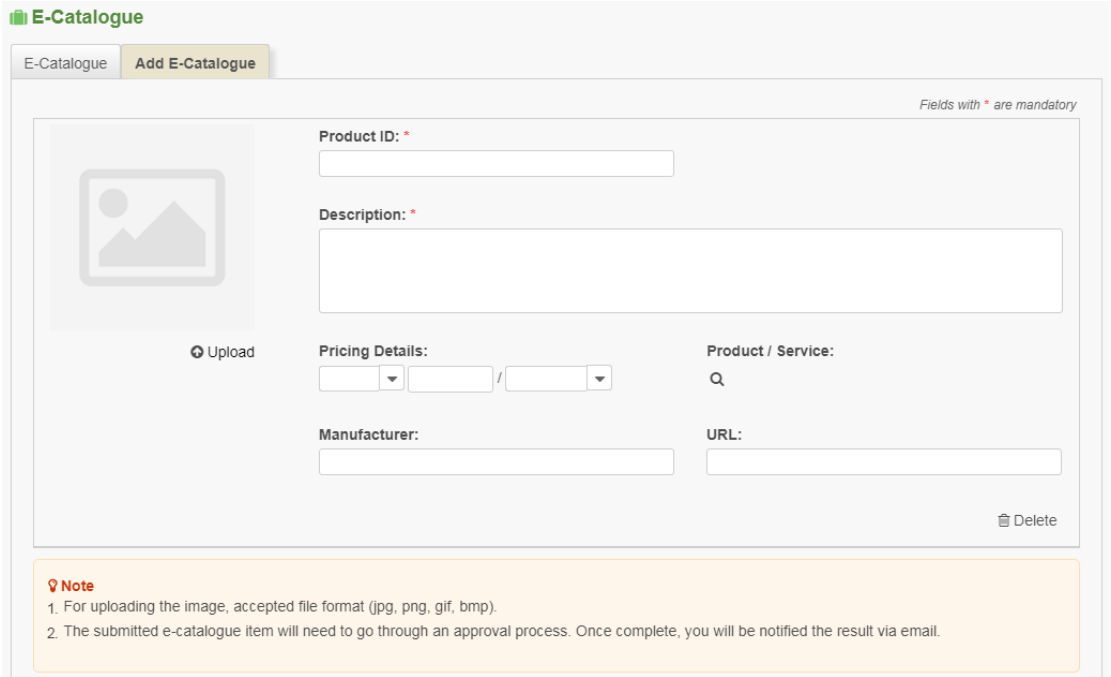
3. Click **Add Item** button to add e-Catalogue item. The **Add E-Catalogue** sub-page is launched.

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.

	<p>You can select the category of your e-Catalogue item belongs to. For example –</p> 
<p>Manufacturer</p>	<p>Optional field. The manufacture’s name of your e-Catalogue item.</p>
<p>URL</p>	<p>Optional field. The URL link (website) of relevant information of your e-Catalogue item for reference.</p>
<p> Upload</p>	<p>You can upload image of your e-Catalogue. Click the  Upload button and select the image file from your browser. Note: the maximum file size is 200KB.</p>

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



E-Catalogue

E-Catalogue **Add E-Catalogue**

*Fields with * are mandatory*

Product ID: *



Description: *

Pricing Details: /

Product / Service:


Manufacturer:

URL:

 Upload  Delete

Note


- For uploading the image, accepted file format (jpg, png, gif, bmp).
- The submitted e-catalogue item will need to go through an approval process. Once complete, 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.

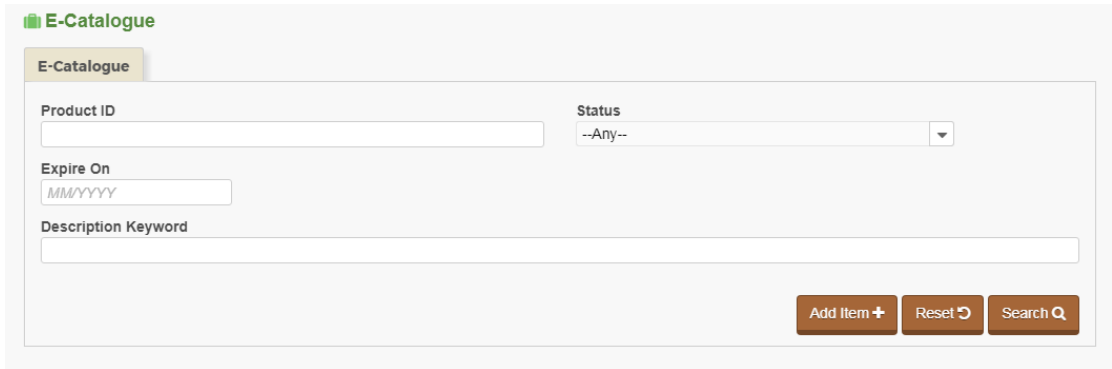
Pending Processing

Note:
1. The submitted e-catalogue item will need to go through an approval process. Once complete, you will be notified the result via email.

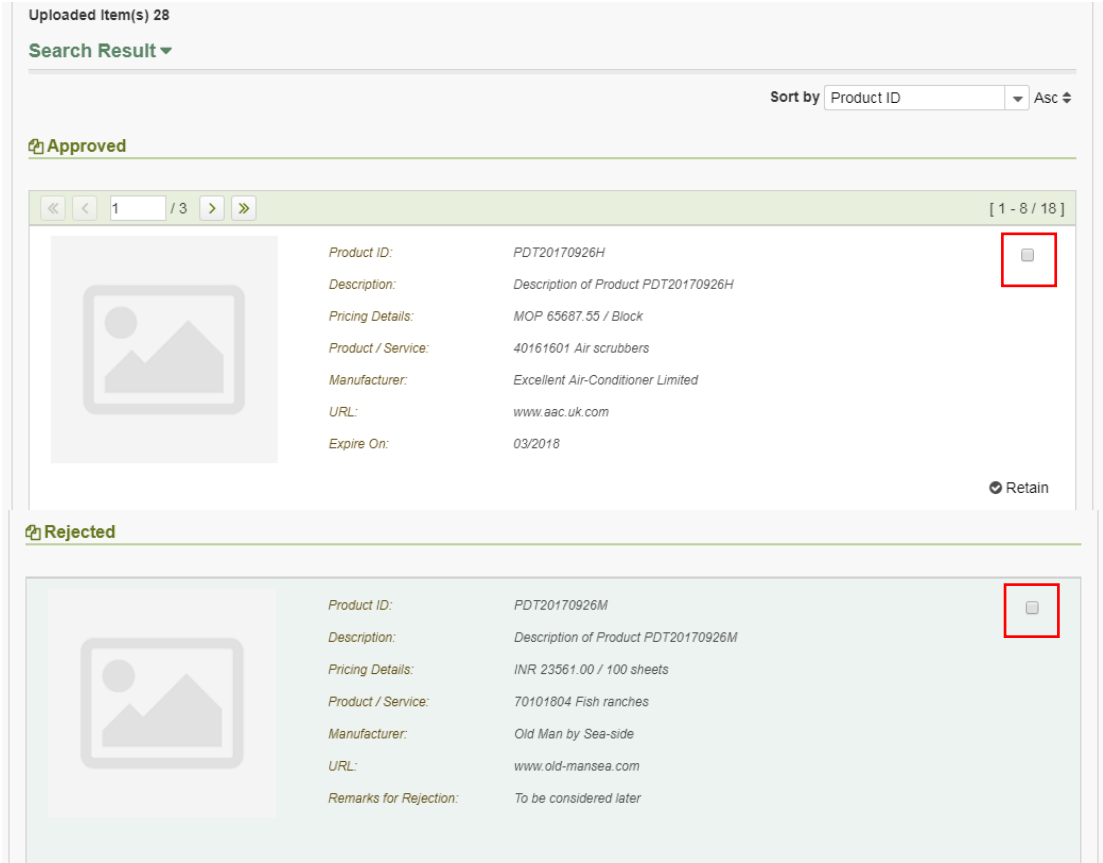
	Product ID:	Item 11
	Description:	Description of Item 11 (Update by DY TON)
	Pricing Details:	DKK 5468.21 / 100 sheets
	Product / Service:	51191506 Amloride hydrochloride
	Manufacturer:	Manufacturer for Item 11
	URL:	www.item11Manu.com

3. EDIT E-CATALOGUE ITEM

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



- 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 -



- Then click **Edit** button to go to the detail page for editing –

E-Catalogue

E-Catalogue **Edit E-Catalogue**

*Fields with * are mandatory*

Product ID: *
PDT20170927G

Description: *
Description for PDT20170927G

Pricing Details:
JPY 512,346.55 /

Product / Service:
47121606
Carpet sweepers

Manufacturer:
Manufacturer for PDT20170927

URL:

Upload

Delete

- 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.
- 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:
1. The submitted e-catalogue item will need to go through an approval 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.

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]

	<p><i>Product ID:</i> PDT20170926H</p> <p><i>Description:</i> Description of Product PDT20170926H</p> <p><i>Pricing Details:</i> MOP 65687.55 / Block</p> <p><i>Product / Service:</i> 40161601 Air scrubbers</p> <p><i>Manufacturer:</i> Excellent Air-Conditioner Limited</p> <p><i>URL:</i> www.aac.uk.com</p> <p><i>Expire On:</i> 03/2018</p>	<input type="checkbox"/>
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Retain

Rejected

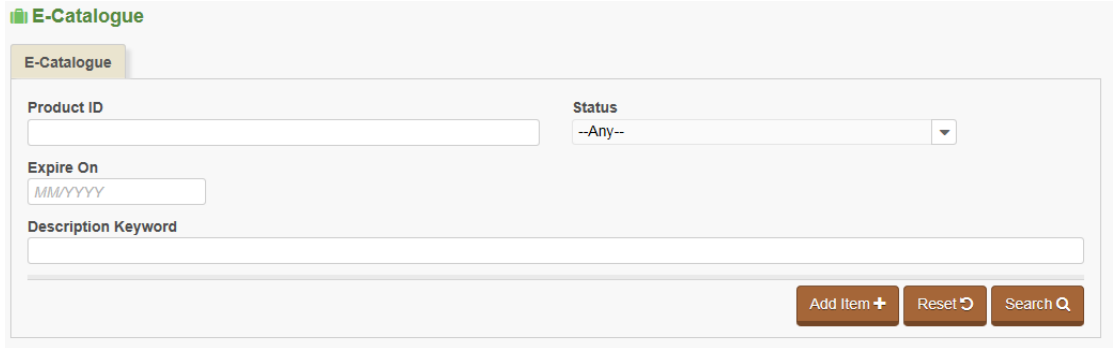
	<p><i>Product ID:</i> PDT20170926M</p> <p><i>Description:</i> Description of Product PDT20170926M</p> <p><i>Pricing Details:</i> INR 23561.00 / 100 sheets</p> <p><i>Product / Service:</i> 70101804 Fish ranches</p> <p><i>Manufacturer:</i> Old Man by Sea-side</p> <p><i>URL:</i> www.old-mansea.com</p> <p><i>Remarks for Rejection:</i> To be considered later</p>	<input type="checkbox"/>
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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.



- 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 -

