

# e-Procurement System

User Manual

for the

**GITP PROVIDER**

(Supplier)

Version 1.1

27 September 2023

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## A. Go to e-Procurement

New Supplier has to activate the account at e-Procurement before logging in e-Procurement.

### 1. Account Activation

Step	Screen / Letter
<p>1. Obtain Activation ID and PIN</p> <ul style="list-style-type: none"><li>Once your application for the e-Service account was processed, you will receive an email notification with the Activation ID, and a PIN letter.</li></ul>	<p>Email Notification</p> <p>Dear Sir/Madam,</p> <p>Welcome to the E-Procurement Programme. This is to inform you that My Company ### ### has been included in our Supplier List. Your supplier ID in the e-Procurement System is EPS000000 .</p> <p>Please be informed that you need to use an activation ID and a PIN to activate your account in the system. Your activation ID is 92131233 and please use the latest received PIN letter for activation.</p> <p>To activate your account, please visit <a href="http://www.eprocurement.gov.hk/en/supplier">http://www.eprocurement.gov.hk/en/supplier</a>. You may also refer to (<a href="http://www.eprocurement.gov.hk/tc/training/index.htm">http://www.eprocurement.gov.hk/tc/training/index.htm</a>) for accessing the account activation demo.</p> <p>For more information about the E-Procurement Programme, please visit <a href="http://www.gov.hk/eprocurement">http://www.gov.hk/eprocurement</a>.</p> <p>Thank you for your application.</p> <p>Yours sincerely, E-Procurement Programme Office E-mail: <a href="mailto:epmgmt@ogcio.gov.hk">epmgmt@ogcio.gov.hk</a> Hotline: 81070608</p> <p>PIN Letter</p>

Step	Screen / Letter
	<div data-bbox="878 260 1270 328" data-label="Text"> <p>香港特別行政區政府 政府資訊科技總監辦公室</p> </div> <div data-bbox="1348 279 1491 421" data-label="Image"> </div> <div data-bbox="1615 260 1957 352" data-label="Text"> <p>OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER</p> </div> <div data-bbox="1574 378 1995 445" data-label="Text"> <p>The Government of the Hong Kong Special Administrative Region</p> </div> <div data-bbox="804 515 1014 545" data-label="Text"> <p>Date: 12-09-2017</p> </div> <div data-bbox="804 579 1010 611" data-label="Text"> <p>Dear Sir/Madam,</p> </div> <div data-bbox="804 641 2009 742" data-label="Text"> <p>Thank you for your interest in the e-Procurement System. The PIN to activate your account is <b>xcKVackf</b>. Please be reminded to use both the Activation ID and PIN for account activation. You may use the following link to access the activation page direct.</p> </div> <div data-bbox="884 772 1272 805" data-label="Text"> <p><a href="http://www.gov.hk/eprocurement">http://www.gov.hk/eprocurement</a></p> </div> <div data-bbox="804 836 2027 933" data-label="Text"> <p>Please note that, for security reason, the PIN will be valid for 14 days only from the issue of this letter. If you do not login and activate your account within 14 days from the issue of this letter, you will need to re-apply for a new PIN.</p> </div> <div data-bbox="804 962 2004 1125" data-label="Text"> <p>Upon account activation, please confirm your profile again and edit where appropriate. The master account created during the account activation will be used to update your company profile, create and manage all sub-accounts etc. Please ensure the right capacity of your personnel is nominated for the master account. For more information, <b>please refer to Annex 1 for important Operation Procedures for the e-Procurement System.</b></p> </div>

Step	Screen / Letter
<p>2. Launch Account Activation</p> <ul style="list-style-type: none"> <li>Launch e-Procurement page (<a href="https://www.gov.hk/en/theme/eprocurement/eppp/">https://www.gov.hk/en/theme/eprocurement/eppp/</a>) and click the link [<b>Account Activation for new Suppliers</b>]</li> <li>An <b>Account Activation</b> user manual can be found by clicking “User Manual” of left panel.</li> </ul>	 <p>GovHK 香港政府一站通</p> <p>Residents Business &amp; Trade Non-Residents</p> <p>Participating B/Ds</p> <p>Useful Information</p> <p>FAQs</p> <p>Terms and Conditions</p> <p>User Manual</p> <p>Search on e-Procurement</p> <p>Download Forms</p> <p>user friendly</p> <p>easier access</p> <p>reduce transaction cost</p> <p>paperless transactions</p> <p>Procurement at your fingertips</p> <h2>Welcome to e-Procurement Programme</h2> <p>This is a one-stop portal under the e-Procurement Programme which provides a user-friendly, Internet-based means for suppliers / contractors of the participating bureaux and departments (B/Ds) and suppliers of the Government Logistics Department to receive invitations from any of these B/Ds and to submit quotations / selected works tenders in response of these invitations.</p> <p>e-Procurement Programme Overview</p> <p><b>Account Activation for new suppliers</b></p> <p>Forgot Password?</p>

3. Input Activation ID and PIN
  - a. Refer to the Email Notification and PIN Letter, input Activation ID and PIN.
  - b. Input the Validation Code, read and check the box to agree with the Terms and Conditions.
  - c. Click Accept button to go to next Step.

GovHK 香港政府一站通
e-Procurement
EN 繁 簡 A A ?

Account Activation
Fields with \* are mandatory

1 2 3 4 5 6
Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement

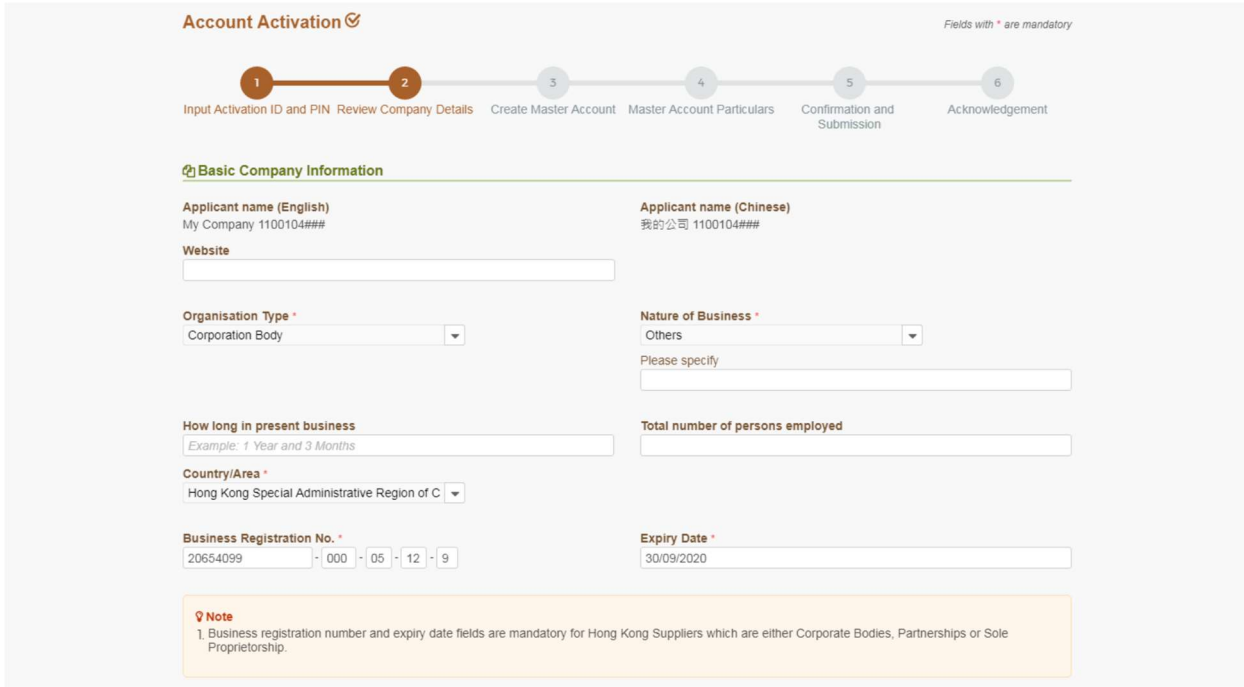
Activation ID \*
Please enter the activation ID
Click here to reissue Activation ID
PIN \*
Please enter the PIN
Click here to reissue Activation PIN

Validation Code \*
Please enter the characters as shown in box below (lette
7 h x G
If you cannot see the characters above clearly, please click Regenerate to get another set of characters.

Terms and conditions \*
You are requested to read the following terms and conditions carefully







E-PROCUREMENT SYSTEM
TERMS AND CONDITIONS OF USE AND PARTICIPATION
The Government provides this e-Procurement System and related services subject to your compliance with the following terms and conditions of use and participation ("Participation Terms and Conditions"). Please read them carefully. You cannot complete your registration and use the e-Procurement System without agreeing to comply with these Participation Terms and Conditions. By pressing the "I ACCEPT" button at the end of the Participation Terms and Conditions, you signify your unconditional acceptance of these Participation Terms and Conditions. The Government reserves the right, at its discretion, to change or modify these Participation Terms and Conditions at any time without giving prior notice to any
☐ I/We have read, understood and agreed with all of the above terms and conditions

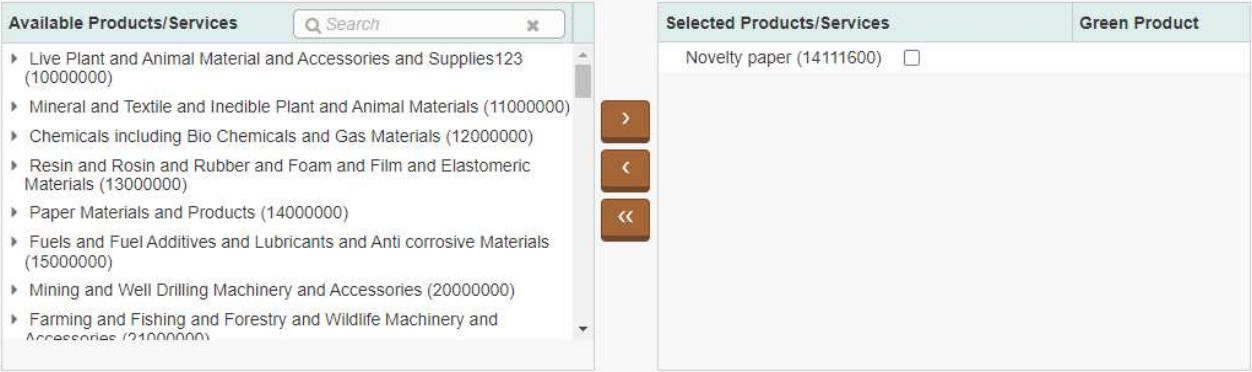

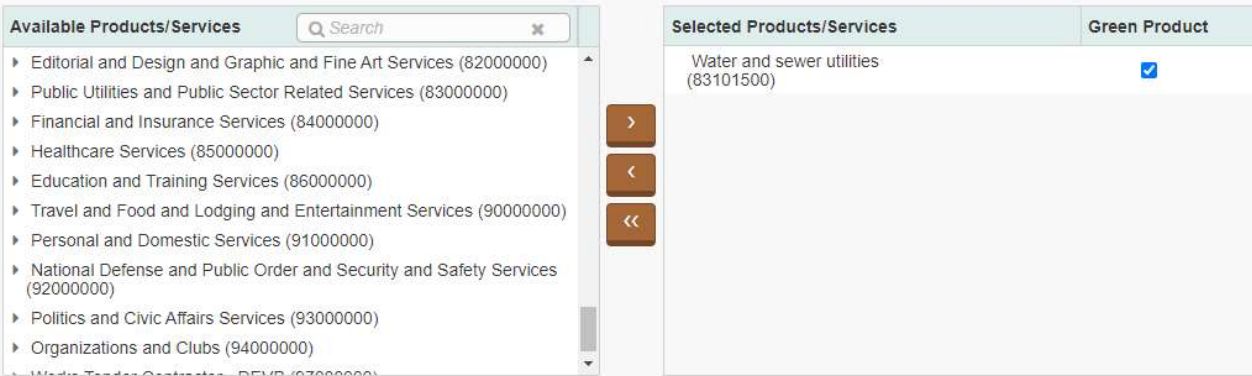
Exit Accept


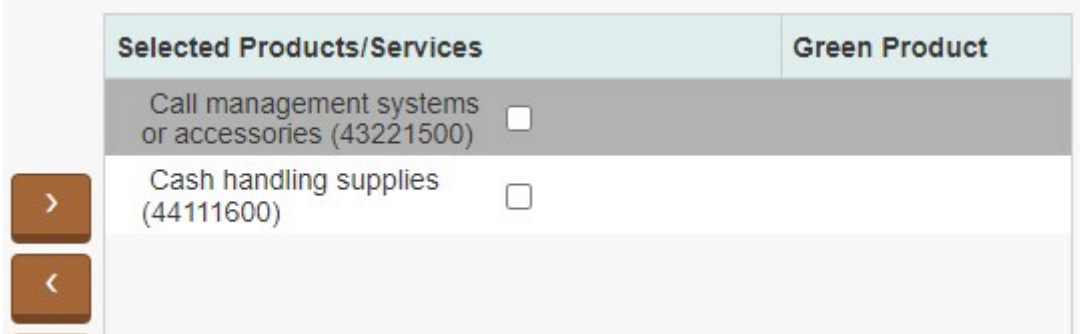
Step	Screen / Letter
4. Review Company Details	<p>a. In next step, review your details recorded in the e-Procurement System. You can update your information in this page.</p>  <p>The screenshot displays the 'Account Activation' process, specifically Step 2: Review Company Details. At the top, a progress bar shows six steps: 1. Input Activation ID and PIN, 2. Review Company Details (current step), 3. Create Master Account, 4. Master Account Particulars, 5. Confirmation and Submission, and 6. Acknowledgement. Below the progress bar, the 'Basic Company Information' section contains several input fields and dropdown menus. Fields include: Applicant name (English) with the value 'My Company 1100104###', Applicant name (Chinese) with the value '我的公司 1100104###', Website (empty), Organisation Type (dropdown menu showing 'Corporation Body'), Nature of Business (dropdown menu showing 'Others' with a 'Please specify' field below it), How long in present business (text field with example '1 Year and 3 Months'), Total number of persons employed (text field), Country/Area (dropdown menu showing 'Hong Kong Special Administrative Region of C'), Business Registration No. (text field with value '20654099' and a dropdown for '000'), and Expiry Date (text field with value '30/09/2020'). A note at the bottom states: '1. Business registration number and expiry date fields are mandatory for Hong Kong Suppliers which are either Corporate Bodies, Partnerships or Sole Proprietorship.'</p> <p>b. Review and update your contact information.</p>




Step	Screen / Letter						
	<p><b>Note:</b> both Telephone Number, Fax Number and Business Address are mandatory. If you don't have fax number, please put "00000000" in "Subscriber Number".</p> <p><b>Company Contact Information (I)</b></p> <table border="0"> <tr> <td> <b>Tel. No. 1 *</b>  <input type="text" value="88888888"/> - <input type="text" value="Extension"/> </td> <td> <b>Tel. No. 2</b>  <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/> </td> </tr> <tr> <td> <b>Fax No. 1 *</b>  <input type="text" value="22222222"/> - <input type="text" value="Extension"/> </td> <td> <b>Fax No. 2</b>  <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/> </td> </tr> </table> <p><b>Point to note</b> 1. Format: Local Number - Extension Number</p> <p><b>Company Contact Information (II)</b></p> <p><b>Email</b>  <input type="text"/></p> <table border="0"> <tr> <td> <b>Address (English) *</b>  <input type="text" value="#### 940 &amp;### 941 Nan Fung####"/>  <input type="text" value="####-298 C###astle Peak Rd####"/>  <input type="text"/>  <input type="text"/>  <input type="text"/> </td> <td> <b>Address (Chinese)</b>  <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/> </td> </tr> </table> <p>c. Select ALL departments you want to supply goods. Note: it is by default to supply to all departments. You may only select departments in respect of invitations issued under direct purchase authority but not invitations issued under the GITP Scheme.</p>	<b>Tel. No. 1 *</b> <input type="text" value="88888888"/> - <input type="text" value="Extension"/>	<b>Tel. No. 2</b> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/>	<b>Fax No. 1 *</b> <input type="text" value="22222222"/> - <input type="text" value="Extension"/>	<b>Fax No. 2</b> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/>	<b>Address (English) *</b> <input type="text" value="#### 940 &amp;### 941 Nan Fung####"/> <input type="text" value="####-298 C###astle Peak Rd####"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Address (Chinese)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Tel. No. 1 *</b> <input type="text" value="88888888"/> - <input type="text" value="Extension"/>	<b>Tel. No. 2</b> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/>						
<b>Fax No. 1 *</b> <input type="text" value="22222222"/> - <input type="text" value="Extension"/>	<b>Fax No. 2</b> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/>						
<b>Address (English) *</b> <input type="text" value="#### 940 &amp;### 941 Nan Fung####"/> <input type="text" value="####-298 C###astle Peak Rd####"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Address (Chinese)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>						


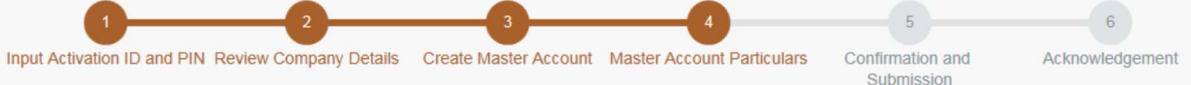


Step	Screen / Letter												
	<div data-bbox="772 252 2049 383"> <p> <b>Departments</b></p> <p>Please select departments being served</p> <p><input checked="" type="checkbox"/> Serve All Departments</p> </div> <p data-bbox="772 483 1321 515">Click  to select all departments to be served.</p> <div data-bbox="772 544 2049 1045"> <p> <b>Departments</b></p> <p>Please select departments being served</p> <p><input type="checkbox"/> Serve All Departments</p> <table border="1"> <thead> <tr> <th data-bbox="779 671 1377 703">Available Department</th><th data-bbox="1440 671 2040 703">Selected Department</th></tr> </thead> <tbody> <tr> <td data-bbox="779 715 1377 746">Auxiliary Medical Service</td><td data-bbox="1440 715 2040 778" rowspan="5"> <div data-bbox="1697 722 1776 766">   Unselected </div> </td></tr> <tr> <td data-bbox="779 751 1377 783">Civil Aviation Department</td></tr> <tr> <td data-bbox="779 788 1377 820">Food and Environmental Hygiene Department</td></tr> <tr> <td data-bbox="779 825 1377 857">Independent Commission Against Corruption</td></tr> <tr> <td data-bbox="779 861 1377 893">Labour Department</td></tr> <tr> <td data-bbox="779 898 1377 930">Office for Film, Newspaper and Article Administration</td><td rowspan="3"></td></tr> <tr> <td data-bbox="779 935 1377 967">Office of the Government Chief Information Officer</td></tr> <tr> <td data-bbox="779 971 1377 1003">Office of the Government Chief Information Officer</td></tr> </tbody> </table> </div>	Available Department	Selected Department	Auxiliary Medical Service	<div data-bbox="1697 722 1776 766">   Unselected </div>	Civil Aviation Department	Food and Environmental Hygiene Department	Independent Commission Against Corruption	Labour Department	Office for Film, Newspaper and Article Administration		Office of the Government Chief Information Officer	Office of the Government Chief Information Officer
Available Department	Selected Department												
Auxiliary Medical Service	<div data-bbox="1697 722 1776 766">   Unselected </div>												
Civil Aviation Department													
Food and Environmental Hygiene Department													
Independent Commission Against Corruption													
Labour Department													
Office for Film, Newspaper and Article Administration													
Office of the Government Chief Information Officer													
Office of the Government Chief Information Officer													


Step	Screen / Letter
	<div data-bbox="779 252 2027 625">  </div> <ul style="list-style-type: none"> <li>• For GITP Scheme, please add 96101000 (IT Products and Related Services) if it has not been selected.</li> <li>• Click the item (highlighted in blue) and the  button to move to the Selected Products/Services table.</li> <li>• (For Procurement under the Quotation Procedures only) You can indicate whether the provided goods/services have green element by checking the Green Product box.</li> </ul> <div data-bbox="779 970 2027 1347">  </div>





Step	Screen / Letter
	<ul style="list-style-type: none"> <li>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.</li> </ul>  <p>e. Click Next button to go to next Step</p>
5. Create Master Account	<ol style="list-style-type: none"> <li>Each Supplier/Contractor has only 1 Master Account. Its holder can manage the Supplier/Contractor information and sub-accounts particulars for his/her colleagues in the e-Procurement System.</li> <li>Input User ID and Password for the Master Account. (The User ID is used for login and cannot be changed after activation.)</li> <li>Click Next button to go to next Step.</li> </ol>

Step	Screen / Letter
	<div data-bbox="768 248 2078 1209"> <div>Account Activation </div> <div>Fields with * are mandatory</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> </div> <div> <div>Input Activation ID and PIN</div> <div>Review Company Details</div> <div>Create Master Account</div> <div>Master Account Particulars</div> <div>Confirmation and Submission</div> <div>Acknowledgement</div> </div> <div>User ID</div> <div>master</div> <div>Authorization</div> <div>Please select using Password or Digital Certification for Authorization</div> <div> <input checked="" type="radio"/> Password <input type="radio"/> Digital Certification </div> <div>Password</div> <div> <div>••••••••</div> <div></div> </div> <div>Confirm Password</div> <div> <div>••••••••</div> <div></div> </div> <div> <div>Point to note</div> <ol style="list-style-type: none"> <li>You can use User ID+Password or User ID+Digital Certificate to create your Master Account.</li> <li>To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone, and never use the same password that you have used in the past.</li> <li>For security purposes, your new password must have at least eight characters.</li> <li>The password must contain characters from three of these four categories: <ul style="list-style-type: none"> <li>upper case letters: A through Z</li> <li>lower case letters: a through z</li> <li>numbers: 0 through 9</li> <li>all non-alphanumeric characters, such as !@#%\$</li> </ul> </li> </ol> </div> <div> <div>Back</div> <div>Next</div> </div> </div>
6. Input Master Account Particulars	a. Input the particulars of the Master Account holder, such as Title, English name, Capacity and Post Title, etc.

Step	Screen / Letter
	<div data-bbox="770 261 2013 1244"> <p><b>Account Activation</b> </p> <p><small>Fields with * are mandatory</small></p>  <p><b>Master Account Particulars</b></p> <p><b>Title *</b>  <input type="text" value="MR."/></p> <p><b>Contact Person (English) *</b>  <input type="text" value="Sam"/></p> <p><b>Contact Person (Chinese)</b>  <input type="text" value="陳大文"/></p> <p><b>Official Capacity *</b>  <input type="text" value="MANAGER"/></p> <p><b>Position/Post Title</b>  <input type="text" value="Sr.Mgt(1)"/></p> <p><b>As a contact to receive invitation to quotation *:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div> <p><b>Note</b></p> <p>1. Select 'No' if you do not want the Master Account to receive any Invitation to Quotation notification.</p> </div> </div>
	<p>c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No.,</p>

Step	Screen / Letter
	<p>and Address. If you don't have Fax No., please put "00000000" in "Subscriber Number"</p> <p>d. Click Next button to go to next Step.</p> <div data-bbox="768 352 2033 1046"> <p><b>Company Contact Information (I)</b></p> <p>Preferred language of contact with e-Procurement *: <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文</p> <p>Email *  <input type="text" value="master@company.com"/></p> <div> <div> <p><b>Tel. No. 1 *</b></p> <input type="text" value="88888888"/> - <input type="text" value="Extension 1"/> </div> <div> <p><b>Tel. No. 2</b></p> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension 1"/> </div> </div> <div> <div> <p><b>Fax No. 1 *</b></p> <input type="text" value="22222222"/> - <input type="text" value="Extension 1"/> </div> <div> <p><b>Fax No. 2</b></p> <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension 1"/> </div> </div> <div> <p><b>Point to note</b></p> <p>1. Format: Local Number - Extension Number</p> </div> <p><b>Company Contact Information (II)</b></p> <p><input checked="" type="checkbox"/> Same as company address</p> <div> <input type="button" value="Back"/> <input type="button" value="Next"/> </div> </div>


Step	Screen / Letter
<p>7. Confirmation and Submission</p> <ul style="list-style-type: none"> <li>Verify the input. Click Confirm and Submit button to submit the account activation information</li> </ul>	 <p><b>Account Activation</b> ✓</p> <p>1 2 3 4 5 6</p> <p>Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement</p> <p><b>Basic Company Information</b></p> <p><b>Applicant name (English)</b> My Company 1100023###</p> <p><b>Website</b> ----</p> <p><b>Nature of Business</b> Transportations</p> <p><b>Total number of persons employed</b> ----</p> <p><b>Country/Area</b> Hong Kong Special Administrative Region of China</p> <p><b>Applicant name (Chinese)</b> 我的公司 1100023###</p> <p><b>Organisation Type</b> Corporation Body</p> <p><b>How long in present business</b> ----</p>
<p>8. Acknowledgement</p>	<ul style="list-style-type: none"> <li>An acknowledgement screen will be displayed. Click Login button to login the system, or Close button to exit the activation page.</li> </ul> <p>Note: an email will be sent to the Master Account holder's email address to inform the holder that the account has been successfully created.</p>

Step	Screen / Letter
	<div data-bbox="772 260 2018 707"> <div>Account Activation </div> <div>Fields with * are mandatory</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> </div> <div> <div>Input Activation ID and PIN</div> <div>Review Company Details</div> <div>Create Master Account</div> <div>Master Account Particulars</div> <div>Confirmation and Submission</div> <div>Acknowledgement</div> </div> <div>  <p>You have successfully activated the e-service account.</p> <div> <div>Login </div> <div>Close </div> </div> </div> </div>



## 2. Login e-Procurement

Step	Screen
<ol style="list-style-type: none"> <li>1. Go to e-Procurement via <a href="https://www.gov.hk/en/theme/eprocurement/eppp/">https://www.gov.hk/en/theme/eprocurement/eppp/</a></li> <li>2. Click <b>Login</b> button</li> </ol>	 <p>GovHK 香港政府一站通</p> <p>Archive</p> <p>Fight the Virus send health blessing to someone you care</p> <p>New e-Procurement System has been launched!</p> <p>New user interface and enhanced system functionality. For details, please refer to the User Manual.</p> <p>User Manual</p> <p>Login Join Us</p>

Step	Screen
<p>3. Enter <b>User ID &amp; Password</b> with Validation Code, click <b>Login</b> button.</p> <p>OR</p> <p>4. Click <b>Login with iAM Smart</b> button to login. Please note that the “iAM Smart” should have been installed at your mobile before using “iAM Smart” to login e-Procurement.</p>	


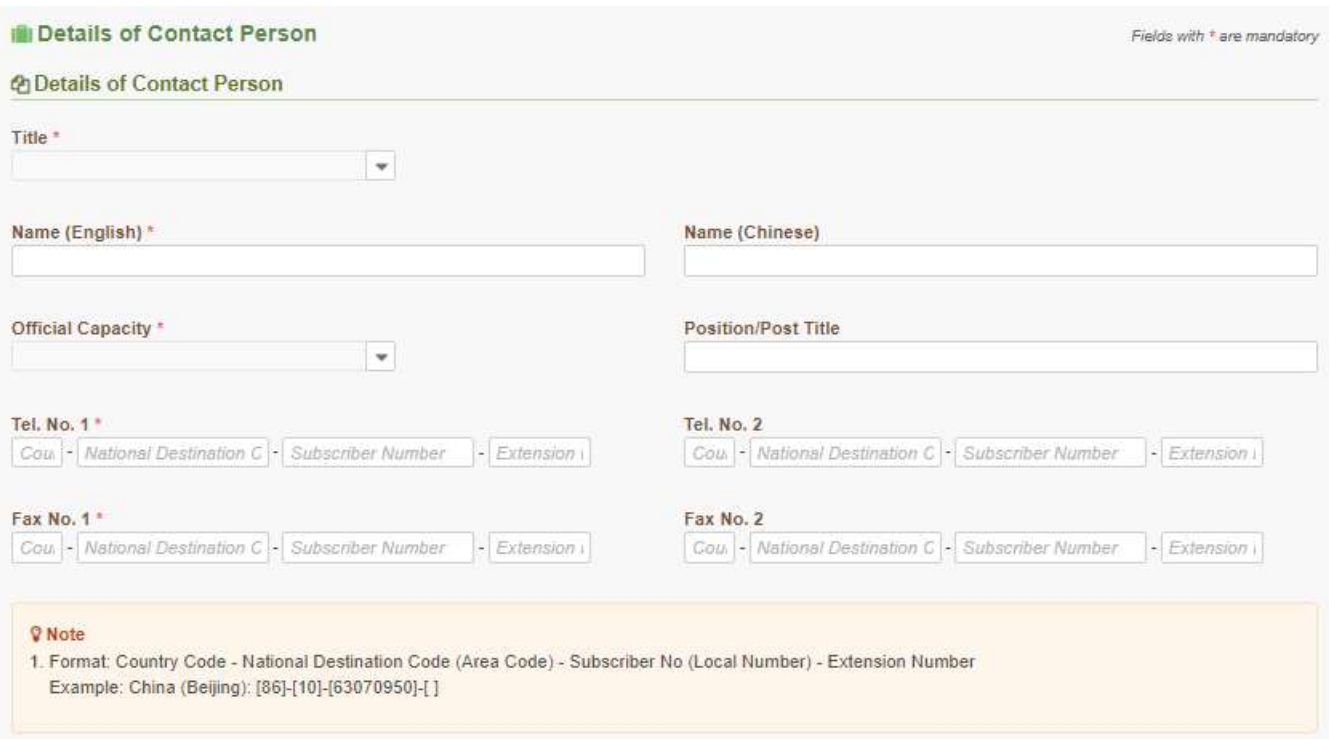
B. Setup Contact List

After the master account has been activated the account, the master account holder should add all contacts to the “List of Contact Person”.

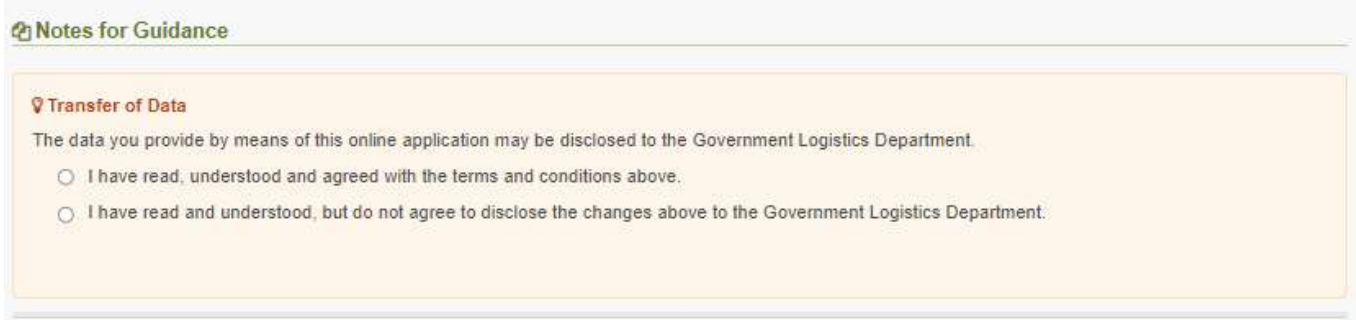

1. List of Contact Person

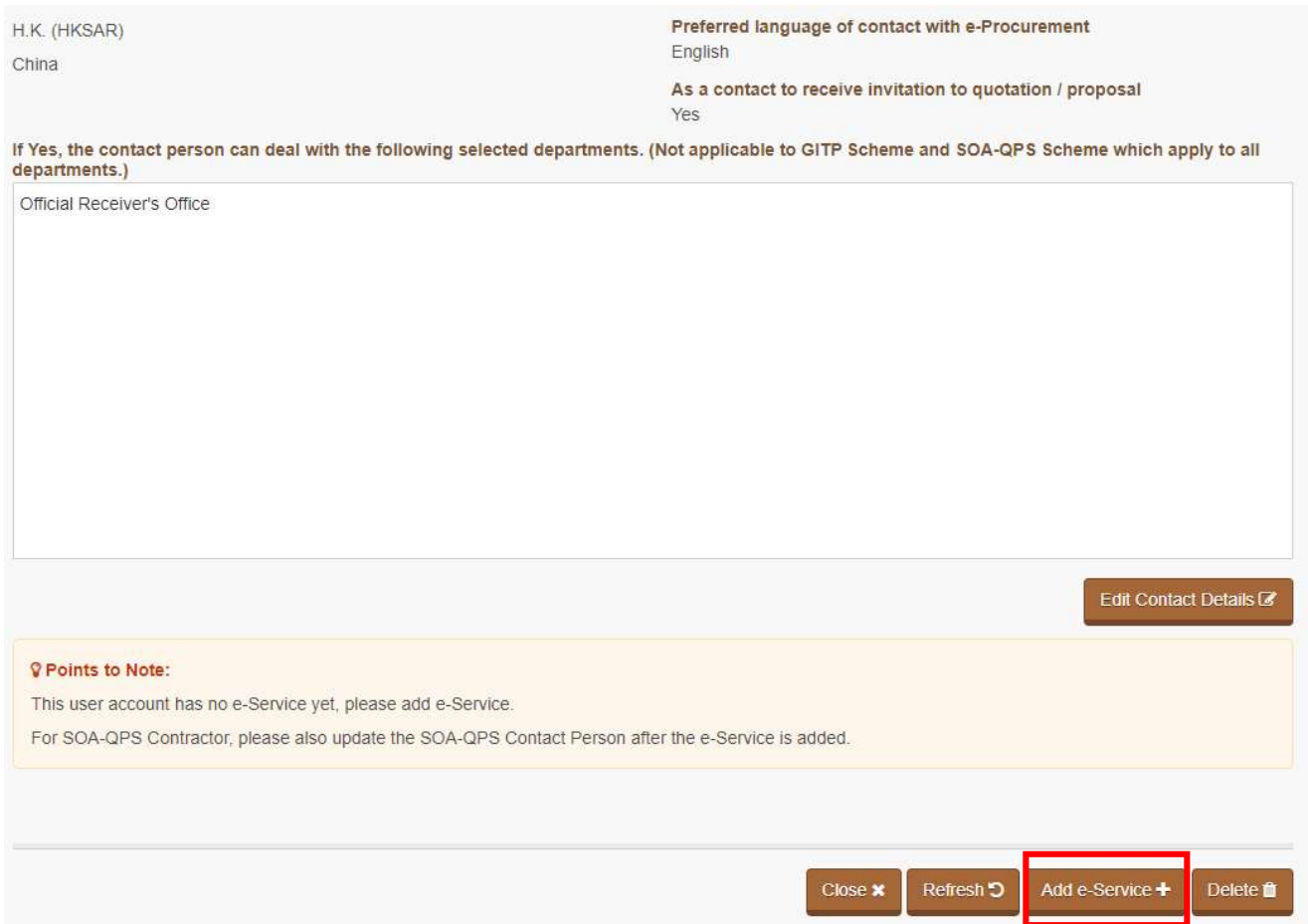
Update all the contact person(s) of the Supplier/Contractor.

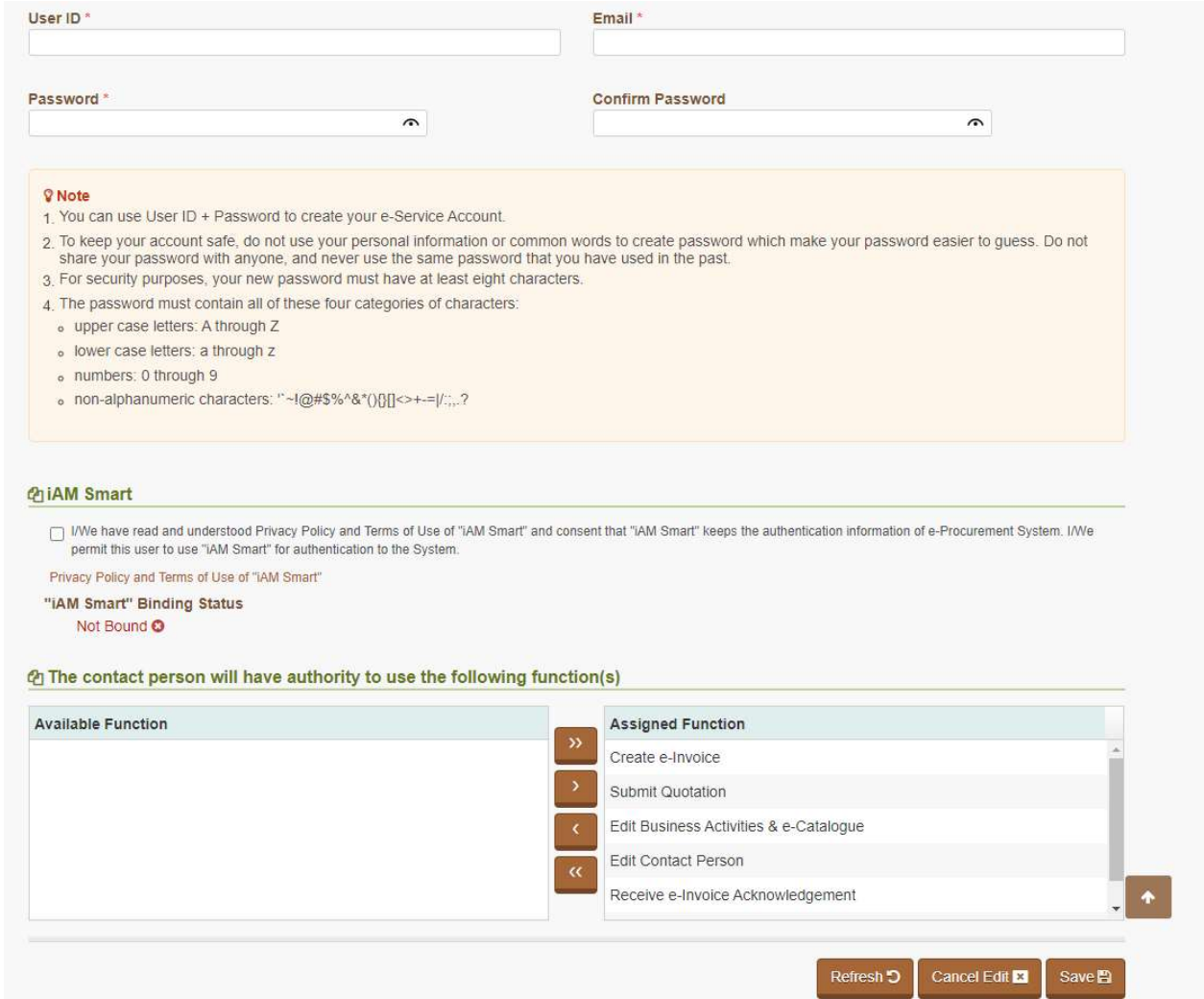
Step	Screen
1. Click <b>List of Contact Person</b> on the Menu	 The screenshot shows the GovHK e-Procurement portal. At the top, it says 'GovHK 香港政府一站通 e-Procurement'. Below this, there's a user profile section with a person icon and the name 'CHAN'. A navigation bar contains 'Home', 'My Account +', 'Company Profile', and 'Quotation I'. A dropdown menu is open from 'My Account +', listing several options: 'Company Details', 'Organisation and Staff', 'List of Contact Person' (which is highlighted with a red rectangle), 'SOA-QPS Contact Persons', 'Business Activities', and 'e-Catalogue'. Below the navigation bar, there's a section for 'Recent Invitations' with a green checkmark icon. It includes radio buttons for 'Outstanding' (selected) and 'Outstanding', a pagination control showing '1 / 2', and a list of invitation details including 'Invitation to Quotation No.: 08', 'Closing Date Time: 12 Nov 20', and 'Submission History: (0) A'.

Step	Screen
2. Click <b>Add Contact Person</b> button	
3. Enter Details of Contact Person <ul style="list-style-type: none"> <li>Note: Invitation to Proposal will be sent to the <b>Email</b> that is set out on the “List of Contact Person”.</li> </ul>	 <p><b>Details of Contact Person</b> <small>Fields with * are mandatory</small></p> <p><b>Details of Contact Person</b></p> <p>Title *</p> <p>Name (English) *      Name (Chinese)</p> <p>Official Capacity *      Position/Post Title</p> <p>Tel. No. 1 *      Tel. No. 2</p> <p>Fax No. 1 *      Fax No. 2</p> <p><b>Note</b></p> <p>1. Format: Country Code - National Destination Code (Area Code) - Subscriber No (Local Number) - Extension Number Example: China (Beijing): [86]-[10]-[63070950]-[ ]</p>

Step	Screen
	<div> <div>Email *</div> <div></div> </div> <div> <div>Address (English) *</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>Address (Chinese)</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>Preferred language of contact with e-Procurement *</div> <div> <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文 </div> </div> <div> <div>As a contact to receive invitation to quotation / proposal *</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>If Yes, the contact person can deal with the following selected departments. (Not applicable to GITP Scheme and SOA-QPS Scheme which apply to all departments.)</div> <div> <div> <div>Available Department</div> <div> Agriculture, Fisheries and Conservation Department Architectural Services Department Audit Commission Auxiliary Medical Service Buildings Department Census and Statistics Department Chief Executive's Office Chief Executive's Policy Unit </div> </div> <div> <div>Selected Department</div> <div> <div>Unselected</div> </div> </div> <div> <div>&gt;&gt;</div> <div>&gt;</div> <div>&lt;</div> <div>&lt;&lt;</div> </div> </div> </div>

Step	Screen
	
4. Click <b>Save</b> button to save the contact person details	

Step	Screen
<p>5. Click <b>Add e-Service +</b> to add e-Service to the contact person</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> It is important to add e-Service for the contact person AND assign at least the “Submit Quotation” function to him/her in the following step. Otherwise, the contact person cannot have access to the assignment and cannot submit quotation through this on-line system.</li> </ul>	 <p>The screenshot displays a user interface for managing contact information. At the top, there are fields for 'H.K. (HKSAR)' and 'China'. To the right, there are labels for 'Preferred language of contact with e-Procurement' (set to English) and 'As a contact to receive invitation to quotation / proposal' (set to Yes). Below these is a section titled 'If Yes, the contact person can deal with the following selected departments. (Not applicable to GITP Scheme and SOA-QPS Scheme which apply to all departments.)' containing a list with 'Official Receiver's Office'. An 'Edit Contact Details' button is located on the right. A yellow 'Points to Note' box contains instructions about adding e-Service. At the bottom, a row of buttons includes 'Close', 'Refresh', 'Add e-Service +' (highlighted with a red box), and 'Delete'.</p>

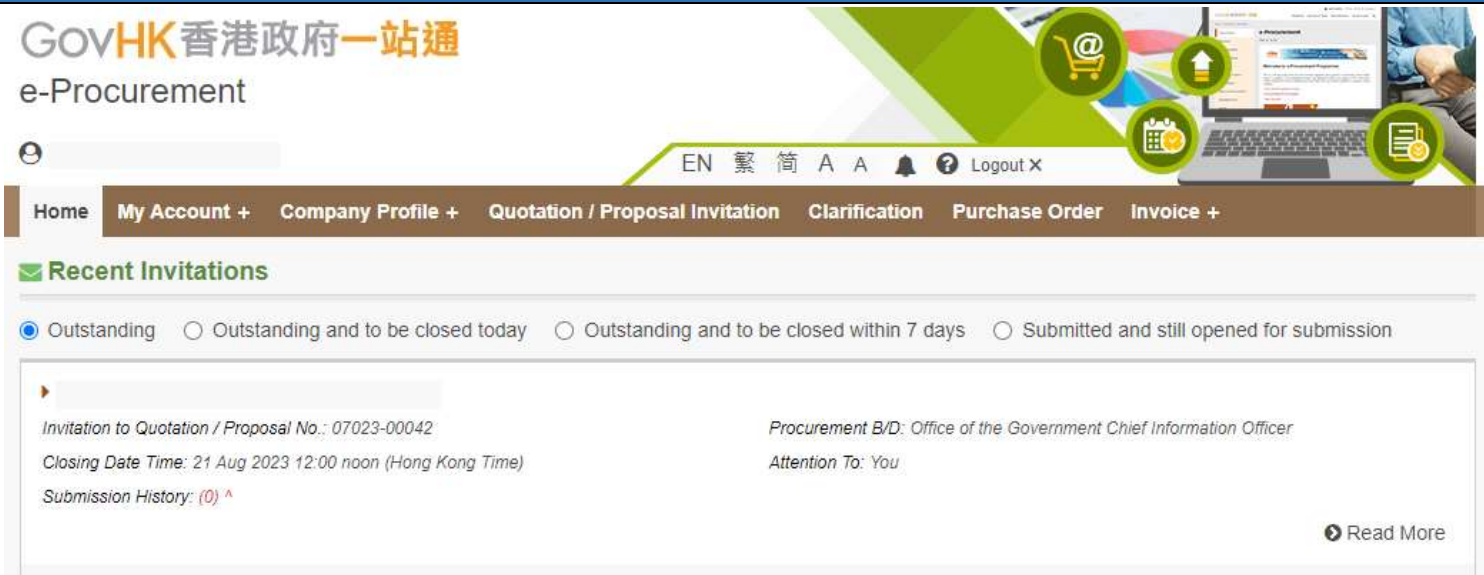
Step	Screen												
<p>6. Input the account details for e-Service. Click <b>Save</b> button to save the e-Service account details.</p> <ul style="list-style-type: none"> <li><b>Note:</b> Enable the “iAM Smart” for allowing sub-account to login e-PS via “iAM Smart”.</li> </ul>	 <p><b>User ID *</b></p> <p><b>Email *</b></p> <p><b>Password *</b></p> <p><b>Confirm Password</b></p> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>You can use User ID + Password to create your e-Service Account.</li> <li>To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone, and never use the same password that you have used in the past.</li> <li>For security purposes, your new password must have at least eight characters.</li> <li>The password must contain all of these four categories of characters: <ul style="list-style-type: none"> <li>upper case letters: A through Z</li> <li>lower case letters: a through z</li> <li>numbers: 0 through 9</li> <li>non-alphanumeric characters: !"~!@#\$%^&amp;*(){}[]&lt;&gt;+~=/\;,:.?</li> </ul> </li> </ol> <p><b>iAM Smart</b></p> <p><input type="checkbox"/> 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.</p> <p><a href="#">Privacy Policy and Terms of Use of "iAM Smart"</a></p> <p><b>"iAM Smart" Binding Status</b></p> <p>Not Bound</p> <p><b>The contact person will have authority to use the following function(s)</b></p> <table border="1"> <thead> <tr> <th>Available Function</th> <th>Assigned Function</th> </tr> </thead> <tbody> <tr> <td></td> <td>Create e-Invoice</td> </tr> <tr> <td></td> <td>Submit Quotation</td> </tr> <tr> <td></td> <td>Edit Business Activities &amp; e-Catalogue</td> </tr> <tr> <td></td> <td>Edit Contact Person</td> </tr> <tr> <td></td> <td>Receive e-Invoice Acknowledgement</td> </tr> </tbody> </table> <p><b>Refresh</b> <b>Cancel Edit</b> <b>Save</b></p>	Available Function	Assigned Function		Create e-Invoice		Submit Quotation		Edit Business Activities & e-Catalogue		Edit Contact Person		Receive e-Invoice Acknowledgement
Available Function	Assigned Function												
	Create e-Invoice												
	Submit Quotation												
	Edit Business Activities & e-Catalogue												
	Edit Contact Person												
	Receive e-Invoice Acknowledgement												




C. Prepare and Submit Quotation/Proposal


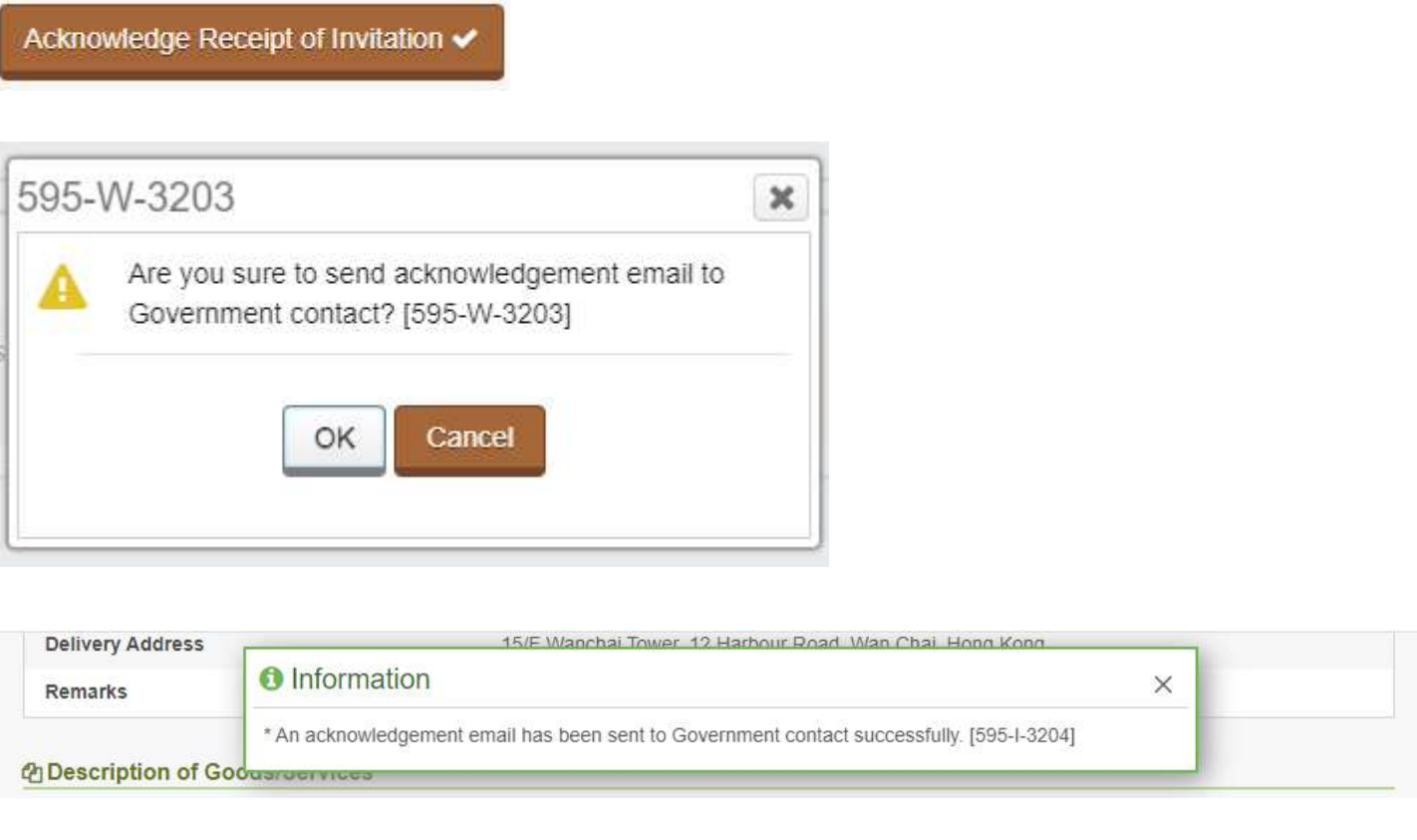
1. Access the Invitation



Step	Screen / Email						
<div>1. The invitation can be accessed through e-Procurement System</div> <div>2. Click <b>Read More</b> of the selected invitation.</div>	<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>From: eppadmin@eprocurement.gov.hk</div><div>To: </div></div></div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>香港政府</div><div>採購通</div><div>GovProcurement</div></div></div><div>Ltd</div></div><div>Dear (User ID: ),</div><div>You are invited to submit quotation / proposal in response to the <b>Invitation to Quotation / Proposal No. 07023-00042</b> issued by <b>Office of the Government Chief Information Officer</b> <b>on or before 21 Aug 2023 12:00:00</b>. Late quotation(s) will not be considered.</div><div>Please login our e-Procurement System at <a href="https://www.gov.hk/eprocurement">https://www.gov.hk/eprocurement</a> to download the details of the invitation and the related terms and conditions.</div><div>To submit your quotation / proposal for this invitation in the system, please use the following Secret Code if you do not use digital certificates for authentication of quotation submission:</div><div><u>Secret Code for Invitation to Quotation / Proposal No. 07023-00042</u></div><div><b>yh4KrAf6</b></div><div>(Note: this secret code is not your login password)</div><div>Please be reminded that each account holder receives a unique secret code for each invitation. You must use your own account and secret code for quotation submission.</div><div><a href="#">Click here if you forgot your User ID / Password.</a></div><div>In case of any inquiries for this invitation, please contact:</div><div><table><tr><td>Name</td><td>Tel No.</td><td>Email</td></tr><tr><td></td><td></td><td></td></tr></table></div><div>Thank you.</div><div>Yours sincerely, E-Procurement Programme Office E-mail: <a href="mailto:eppmgmta@ogcio.gov.hk">eppmgmta@ogcio.gov.hk</a> Hotline: 81070608 Fax No.: 28024549 Website: <a href="https://www.gov.hk/eprocurement">https://www.gov.hk/eprocurement</a></div><div><b>Procurement at your fingertips</b></div><div>PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.</div></div>	Name	Tel No.	Email			
Name	Tel No.	Email					

Step	Screen / Email
	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, the header includes the GovHK logo and the text '香港政府一站通 e-Procurement'. Below this is a navigation bar with links: Home, My Account +, Company Profile +, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice +. A section titled 'Recent Invitations' is visible, featuring a filter bar with options: Outstanding (selected), Outstanding and to be closed today, Outstanding and to be closed within 7 days, and Submitted and still opened for submission. The main content area shows an invitation to quotation for 'Invitation to Quotation / Proposal No.: 07023-00042'. It specifies the 'Closing Date Time: 21 Aug 2023 12:00 noon (Hong Kong Time)' and the 'Submission History: (0)'. The 'Procurement B/D: Office of the Government Chief Information Officer' and 'Attention To: You' are also listed. A 'Read More' button is located at the bottom right of the invitation details.</p>

Step	Screen / Email
3. Invitation details are shown on the screen.	 <p>The screenshot displays the 'GovHK 香港政府一站通 e-Procurement' interface. The user is logged in, and the 'Quotation / Proposal Invitation' section is active. The specific invitation number is 07023-00037. The 'Invitation Details' section shows the following information:</p> <ul style="list-style-type: none"> <li><b>Invitation to Quotation No.:</b> 07023-00037</li> <li><b>(Terms and Conditions of Invitation to Quotation via the e-Procurement System)</b></li> <li><b>Procurement B/D:</b> Office of the Government Chief Information Officer</li> <li><b>Closing Date/Time:</b> 29 Sep 2023 17:00 (Hong Kong Time)</li> <li><b>Issue Date:</b> 15 Sep 2023</li> <li><b>Subject:</b> [Redacted]</li> </ul> <p>A red box highlights a message: <b>⚠ This invitation to Quotation is issued under the GTP Scheme</b>.</p> <p>Below this, the 'Submission of Quotation' section indicates that online submission is possible through the e-Procurement system.</p>



## 2. Download Invitation to Quotation Document

Step	Screen
1. Click <b>Download</b> button to download the Quotation Documents in ZIP file format.	
<p>(Optional, only when the Government officers provide email address to receive acknowledgement.)</p> <p>2. Click Acknowledge Receipt of Invitation to Quotation button to send the acknowledgment to the Government officer.</p> <ul style="list-style-type: none"> <li>• An email is sent the Government officer.</li> <li>• E-Procurement system allows acknowledgement more than once.</li> </ul>	

Step	Screen
	<div data-bbox="607 256 2049 288">  <b>e-Procurement: Acknowledgement Receipt from GTP Provider for the Invitation to Quotation / Proposal (07023-00061)</b> 1 message </div> <div data-bbox="607 296 2049 408"> <div>  <div> <div>From: <input type="text" value="eppadmin@eprocurement.gov.hk"/></div> <div>September 20, 2023 9:21 AM</div> </div> </div> <div> <div>To: <input type="text"/></div> <div>Cc: <input type="text"/></div> </div> </div> <p data-bbox="607 456 775 488">Dear Sir / Madam,</p> <p data-bbox="607 544 1939 600">Please be informed that the GTP Provider <input type="text"/> (<b>Contact:</b> <input type="text"/>) hereby acknowledges receipt your invitation to quotation / proposal <b>Case No: 07023-00061</b> on <b>20-09-2023</b> at <b>09:19:59</b>.</p> <p data-bbox="607 655 819 711">Regards, e-Procurement System</p> <p data-bbox="607 727 1536 783">THIS MAIL IS GENERATED BY THE SYSTEM SO IT IS NOT APPLICABLE FOR HANDLING REPLY MAIL. SHOULD YOU HAVE ANY ENQUIRIES, YOU MAY CONTACT SUPPLIES COLLEAGUES OR HELPDESK AT 81070608.</p>

### 3. Prepare and Submit Quotation/Proposal



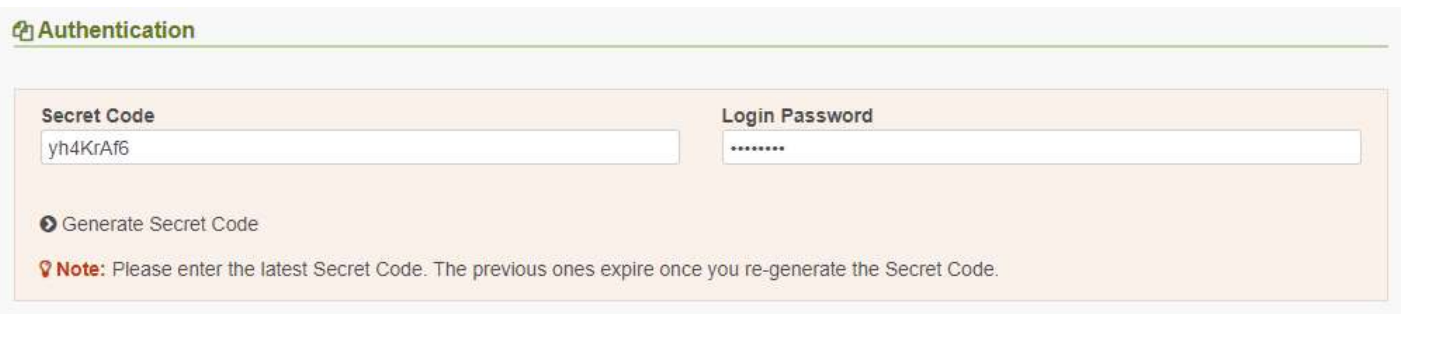
- **Note:** Multiple submission is permitted before the closing date. In general the last submission would be considered. Consideration of earlier submission will be at the discretion of the government officials. Submitted quotations/proposals are sealed and cannot be viewed or revoked in e-Procurement system.


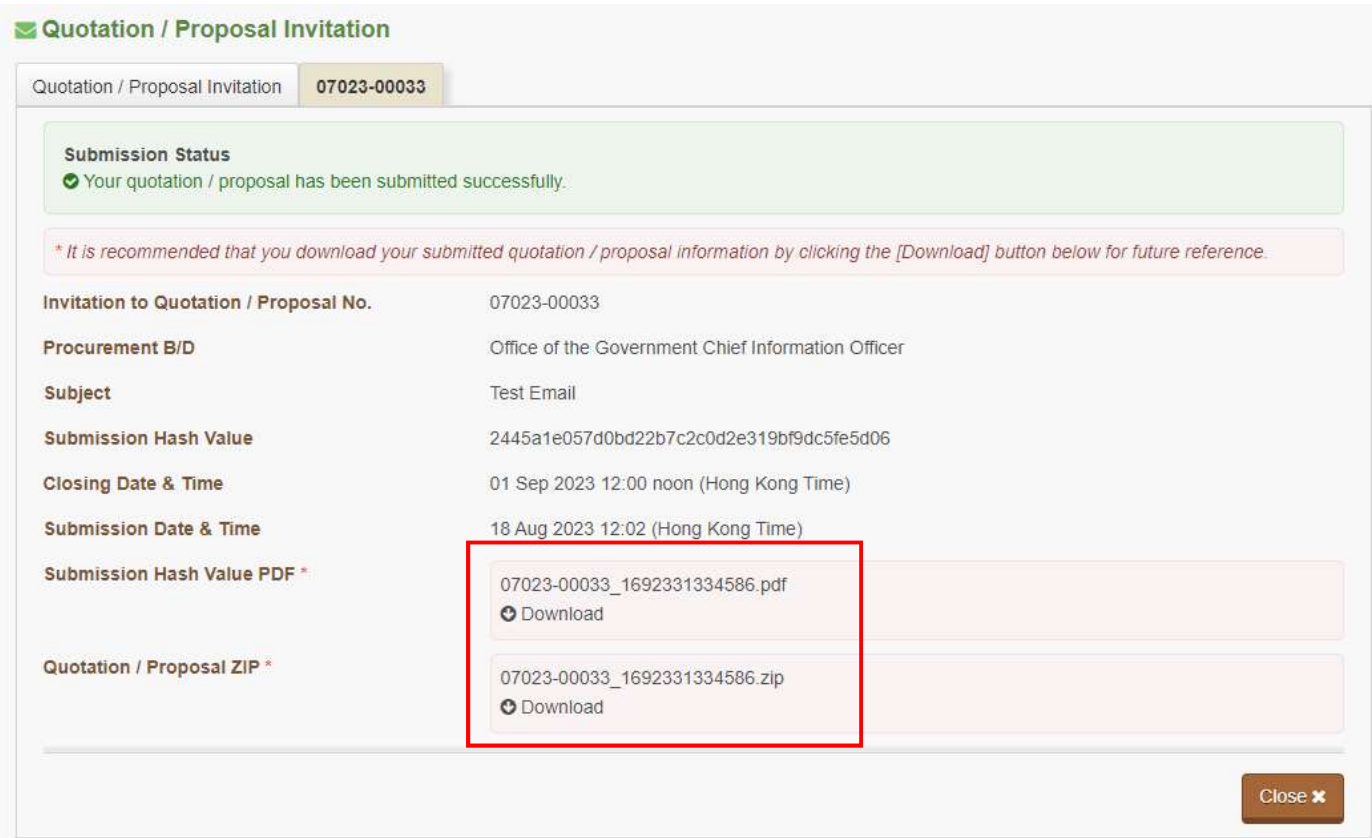
Step	Screen
1. Click <b>Prepare Quotation</b> button to next page to enter the requested information and document(s).	
2. Enter the Quotation details a. Enter the <b>Your Quotation Ref. No., Your Quotation Valid Date</b> (if any) b. Response <ul style="list-style-type: none"> <li>• If select <b>Offer</b>, enter <b>Currency</b> (default <b>HKD</b>, if other currency is selected, please enter the amount of selected currency), <b>Sub-item Description, Item No., Qty/Unit (a), and Unit Price (b)</b>.</li> <li>• Note: <b>Item No.</b> is mandatory.</li> </ul>	 <p>The screenshot shows the 'Quotation / Proposal Invitation' screen. At the top, it says 'Quotation / Proposal Invitation' with the reference number '07023-00042'. Below this, it states 'Invitation to Quotation No.: 07023-00042' and '(Terms and Conditions of Invitation to Quotation via the e-Procurement System)'. The 'Procurement B/D' is listed as 'Office of the Government Chief Information Officer'. The 'Subject' is 'Test LIS after removing garbage code'. A blue banner message states: 'This invitation to Quotation is issued under the Supplier Listing Arrangement'. At the bottom, there are input fields for 'Your Quotation Ref. No.' and 'Your Quotation Valid Date' with a calendar icon and a 'Clear' button.</p>

Step	Screen																								
<p>If the item offered is not listed under GITP Scheme, please input the <b>Reference Item Number</b>.</p> <ul style="list-style-type: none"><li>• <b>Input Detail of Maintenance</b> (if maintenance fee are charged.) and <b>Remarks</b> (if any)</li></ul> <p>c. For 2-envelope invitation, <b>Technical proposal</b> and <b>Price proposal</b> are required to be uploaded separately.</p> <p>d. The quotation documents will specify the documents and proposals required to be uploaded for the quotation.</p>	<div><div>Quotation Details</div><div><div>Item No. 1Group No. 1</div><div>&gt; Test1</div><div>2.00 Unit</div><div>Response *<input checked="" type="radio"/> Offer<input type="radio"/> No Offer</div><div>Currency *<div>HKD</div></div><div>Proposed Sub-items</div><table><thead><tr><th></th><th>Sub-item Description</th><th>Item No.</th><th>Qty/Unit (a)</th><th>Unit Price (b)</th><th>Total Maint. (c)</th></tr></thead><tbody><tr><td>1.1</td><td></td><td></td><td>2.00 Unit</td><td>1.00</td><td> Input Detail</td></tr><tr><td colspan="5">Sub-Total (a) x (b) + (c)</td><td>2.00</td></tr><tr><td colspan="5">\$ Grand total</td><td>2.00</td></tr></tbody></table><div>+ Add Sub-item</div><div>Remarks</div></div></div>		Sub-item Description	Item No.	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)	1.1			2.00 Unit	1.00	Input Detail	Sub-Total (a) x (b) + (c)					2.00	\$ Grand total					2.00
	Sub-item Description	Item No.	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)																				
1.1			2.00 Unit	1.00	Input Detail																				
Sub-Total (a) x (b) + (c)					2.00																				
\$ Grand total					2.00																				






Step	Screen
4. Tick <b>Offer to be Bound</b> if agree.	 <p>The screen displays a section titled "Offer to be Bound" with a green header. Below the header, there is a checkbox that is checked, followed by the text: "I/we have read, understood and agree with all the terms set out in Invitation Documents. I/we do hereby offer to supply the Add-on Hardware and/or Add-on Software, and the Services, on the terms of the Invitation Documents (as defined in the Brief forming part of the Invitation Documents) and my/our Proposal, and at the price quotations as set out in the my/our Proposal, free of all other charges."</p>
5. Buttons <ul style="list-style-type: none"> <li>a. Click <b>Save as Draft</b> button to save the draft of quotation.</li> <li>b. Click <b>Load Draft</b> button to load the saved draft.</li> <li>c. Click <b>Continue</b> button to next page to review the entered details and enter the Secret Code and Login Password for submission.</li> </ul>	 <p>The screen displays three buttons: "Save as Draft" with a floppy disk icon, "Load Draft" with an upload icon, and "Continue" with a right-pointing arrow icon.</p>
6. Enter Authentication <ul style="list-style-type: none"> <li>a. Secret Code <ul style="list-style-type: none"> <li>• Enter the Secret Code provided in the invitation email or click the <b>Generate Secret Code</b> link to generate a new secret code.</li> </ul> </li> </ul>	 <p>The screen displays a section titled "Authentication" with a green header. Below the header, there are two input fields: "Secret Code" containing the text "yh4KrAf6" and "Login Password" containing asterisks. Below these fields is a link "Generate Secret Code" with a circular arrow icon. At the bottom, there is a note: "Note: Please enter the latest Secret Code. The previous ones expire once you re-generate the Secret Code."</p>

Step	Screen
b. Login Password	
7. Submit Quotation <ul style="list-style-type: none"> <li>Click <b>Submit Quotation</b> button to submit the quotation.</li> </ul>	
8. Download Submission Details for your record <i><u>before closing the page.</u></i> <ul style="list-style-type: none"> <li>Download the Submission Hash Value in PDF file format.</li> <li>Download the submitted quotation/proposal in ZIP file format.</li> </ul>	
9. Click <b>Close</b> button to close the submission page. <p><b>Note:</b> Submitted quotations / proposals cannot be viewed or revoked. Please download the PDF and ZIP for future reference. They cannot be downloaded after the page is closed.</p>	

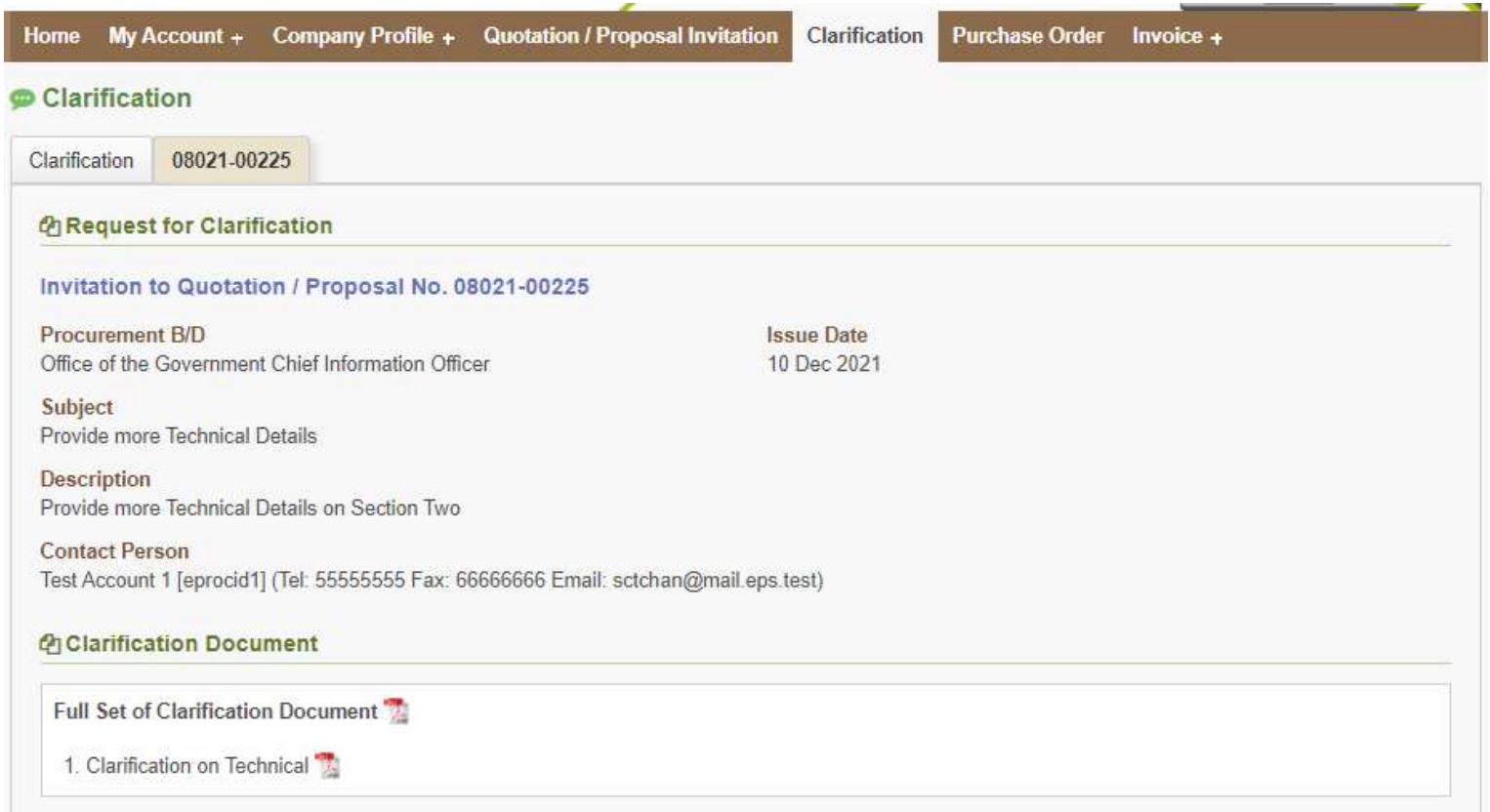
## D. Respond Clarification

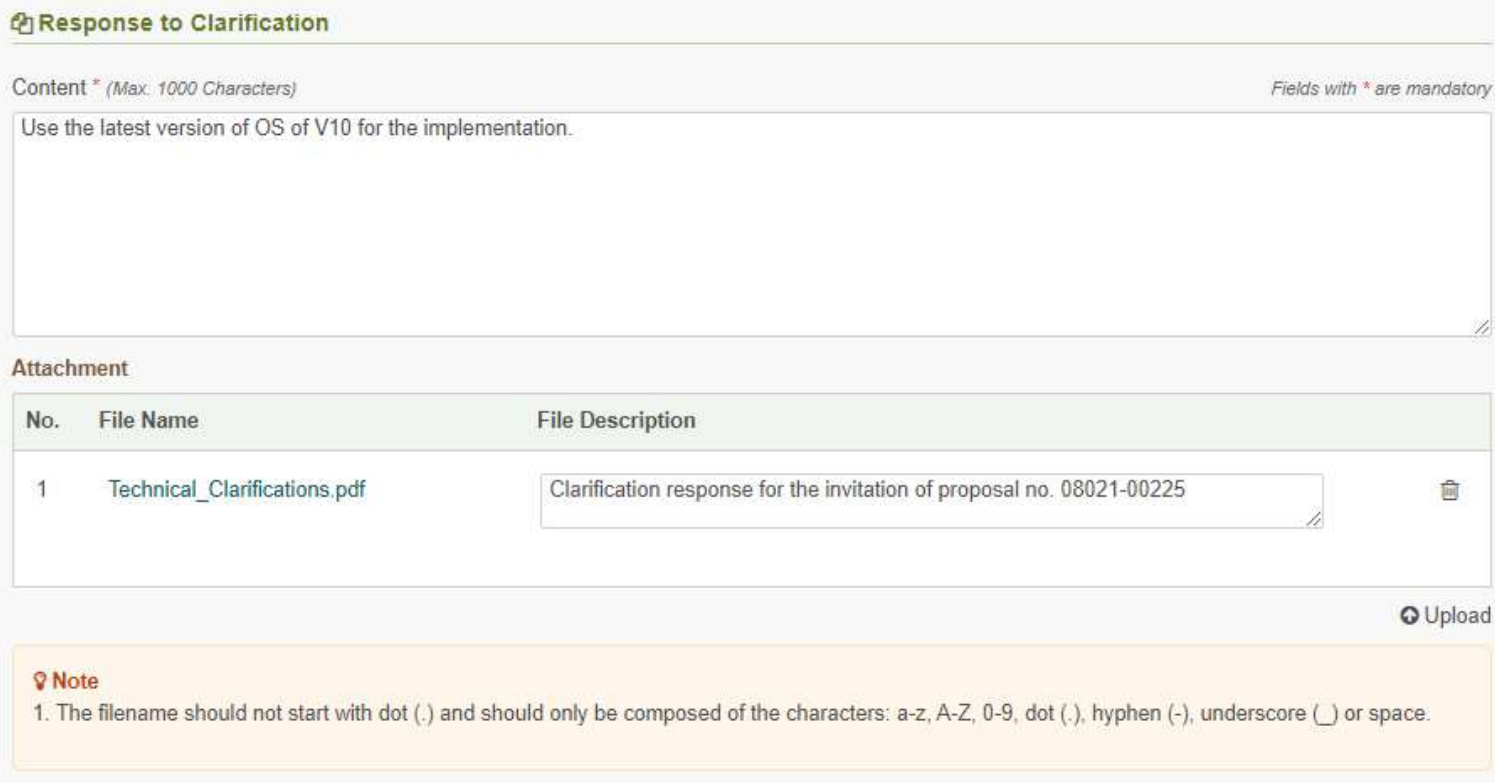
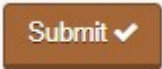
### 1. Access the Clarification

Step	Screen						
<div>1. The clarification can be accessed through<ul style="list-style-type: none"><li>email or</li><li><b>Home -&gt; Clarification</b> page of e-Procurement</li></ul></div> <div>2. Click <b>Read More</b> of the selected invitation.</div>	<div><p>Dear Samuel Chan,</p><p>We would like to inform Microware Limited that a clarification has been issued for quotation/proposal for the requisition reference: 1C321-00002 issued by Efficiency Office.</p><p>Please login our e-Procurement System, <a href="http://www.gov.hk/eprocurement">http://www.gov.hk/eprocurement</a> for detail information.</p><p>In case of any general inquiries, please contact:</p><table><tr><th>Name</th><th>Tel No.</th><th>Email</th></tr><tr><td>Test User 1</td><td>22224444</td><td>---</td></tr></table><p>Thank you.</p><p>Website: <a href="http://www.gov.hk/eprocurement">http://www.gov.hk/eprocurement</a></p><p>Helpdesk: 81070608</p><p>PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.</p></div>	Name	Tel No.	Email	Test User 1	22224444	---
Name	Tel No.	Email					
Test User 1	22224444	---					

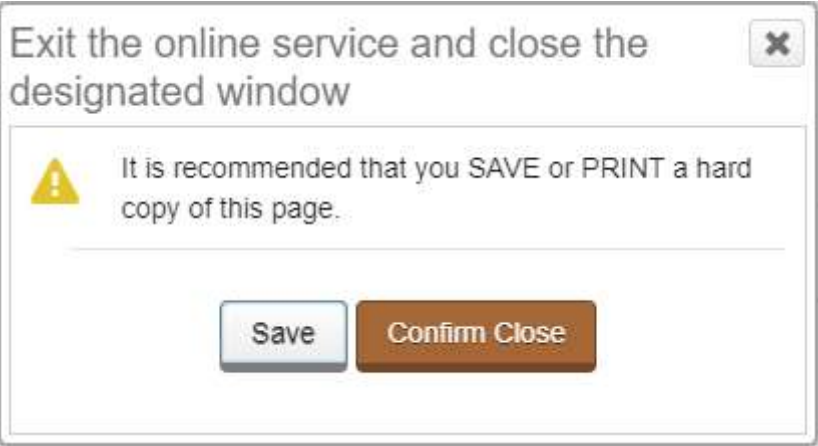
Step	Screen
	<div> <a href="#">Home</a> <a href="#">My Account +</a> <a href="#">Company Profile +</a> <a href="#">Quotation Invitation</a> <a href="#">Clarification</a> <a href="#">Purchase Order</a> <a href="#">Invoice +</a> </div> <div> <div>  Clarification </div> <div>Clarification</div> <div> <div> <div>Invitation to Quotation / Proposal No.</div> <div>08021-00137</div> </div> <div> <div>Department</div> <div>--Any--</div> </div> </div> <div> <div> <div>Issue Date</div> <div>DD/MM/YYYY To DD/MM/YYYY</div> </div> <div> <div>Status</div> <div>--Any--</div> </div> </div> <div> <div>Subject Keyword</div> <div>Subject Keyword</div> </div> <div> <div>Reset</div> <div>Search</div> </div> <div>Search Result ▾</div> <div> <div>Sort by</div> <div>Issue Date</div> <div>Asc ▴</div> </div> <div> <div> <div> <div>▶ Technical Clarification</div> <div> <div>Invitation to Quotation No.: 08021-00137</div> <div>Procurement B/D: Office of the Government Chief Information Officer</div> </div> </div> <div> <div>Issue Date: 08 Nov 2021</div> <div>Attention To: Samuel CHAN</div> <div>Status: Pending Reply</div> </div> <div>Read More</div> </div> </div> </div>

## 2. Prepare and Submit Clarification

Step	Screen
<p>1. Download the clarification document submitted by the Government officer.</p>	 <p>The screenshot displays the 'Clarification' page of a procurement system. At the top, there is a navigation bar with links: Home, My Account +, Company Profile +, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice +. Below the navigation bar, the page title is 'Clarification'. A breadcrumb trail shows 'Clarification' and '08021-00225'. The main content area is titled 'Request for Clarification' and contains the following information:</p> <ul style="list-style-type: none"> <li><b>Invitation to Quotation / Proposal No. 08021-00225</b></li> <li><b>Procurement B/D:</b> Office of the Government Chief Information Officer</li> <li><b>Issue Date:</b> 10 Dec 2021</li> <li><b>Subject:</b> Provide more Technical Details</li> <li><b>Description:</b> Provide more Technical Details on Section Two</li> <li><b>Contact Person:</b> Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test)</li> </ul> <p>Below this information, there is a section titled 'Clarification Document'. It contains a link to 'Full Set of Clarification Document' and a list item '1. Clarification on Technical'.</p>

Step	Screen
<p>2. Respond the clarifications</p> <p>a. Enter <b>Content</b></p> <p>b. Upload <b>Attachment</b>, if any.</p> <p>NOTE: Each response should be in response to one clarification request only.</p>	
<p>3. Submit clarifications to the Government officer and click <b>Save as PDF</b> button for reserving a copy.</p> <ul style="list-style-type: none"> <li>• System will prompt if</li> </ul>	

Step	Screen						
close without save.	<div><div>HomeMy Account +Company Profile +Quotation / Proposal InvitationClarificationPurchase OrderInvoice +</div><div><div>Clarification</div><div>08021-00225</div></div><div><div>Response to Clarification Acknowledgement</div><div><div>Submission Status</div><div>Your Response to Clarification has been submitted successfully [595-I-5301]</div></div><div>Request for Clarification</div><div>Invitation to Quotation / Proposal No. 08021-00225</div><div><div>Procurement B/D</div><div>Office of the Government Chief Information Officer</div><div>Issue Date</div><div>10 Dec 2021</div></div><div><div>Subject</div><div>Provide more Technical Details</div></div><div><div>Description</div><div>Provide more Technical Details on Section Two</div></div><div><div>Contact Person</div><div>Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test)</div></div><div>Clarification Document</div><div><div>Full Set of Clarification Document</div><div>1. Clarification on Technical</div></div><div>Response to Clarification</div><div>Use the latest version of OS of V10 for the implementation.</div><div>Attachment</div><table><thead><tr><th>No.</th><th>File Name</th><th>File Description</th></tr></thead><tbody><tr><td>1</td><td>Technical_Clarifications.pdf</td><td>Clarification response for the invitation of proposal no. 08021-00225</td></tr></tbody></table><div>It is recommended that you SAVE a hard copy of this page.</div><div><div>Close</div><div>Save as PDF</div></div></div></div>	No.	File Name	File Description	1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225
No.	File Name	File Description					
1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225					

Step	Screen
	 <p>Exit the online service and close the designated window</p> <p>It is recommended that you SAVE or PRINT a hard copy of this page.</p> <p>Save Confirm Close</p>

~ End ~