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
1. Obtain Activation ID and PIN • Once your application for the e-Service account was processed, you will receive an email notification with the Activation ID, and a PIN letter.	Email Notification Dear Sir/Madam, 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** . 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. To activate your account, please visit http://www.eprocurement.gov.hk/en/supplier. You may also refer to (http://www.eprocurement.gov.hk/tc/training/index.htm) for accessing the account activation demo. For more information about the E-Procurement Programme, please visit http://www.gov.hk/eprocurement. Thank you for your application. Yours sincerely, E-Procurement Programme Office E-mail: eppmgmtoff@ogcio.gov.hk Hotline: 81070608 PIN Letter

Step	Screen / Letter
	香港特別行政區政府 政府資訊科技總監辦公室 OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER The Government of the Hong Kong Special Administrative Region Date: 12-09-2017 Dear Sir/Madam, Thank you for your interest in the e-Procurement System. The PIN to activate your account is **xcKVAckf**. 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. http://www.gov.hk/eprocurement 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. 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, **please refer to Annex 1 for important Operation Procedures for the e-Procurement System.**

SAMPLE

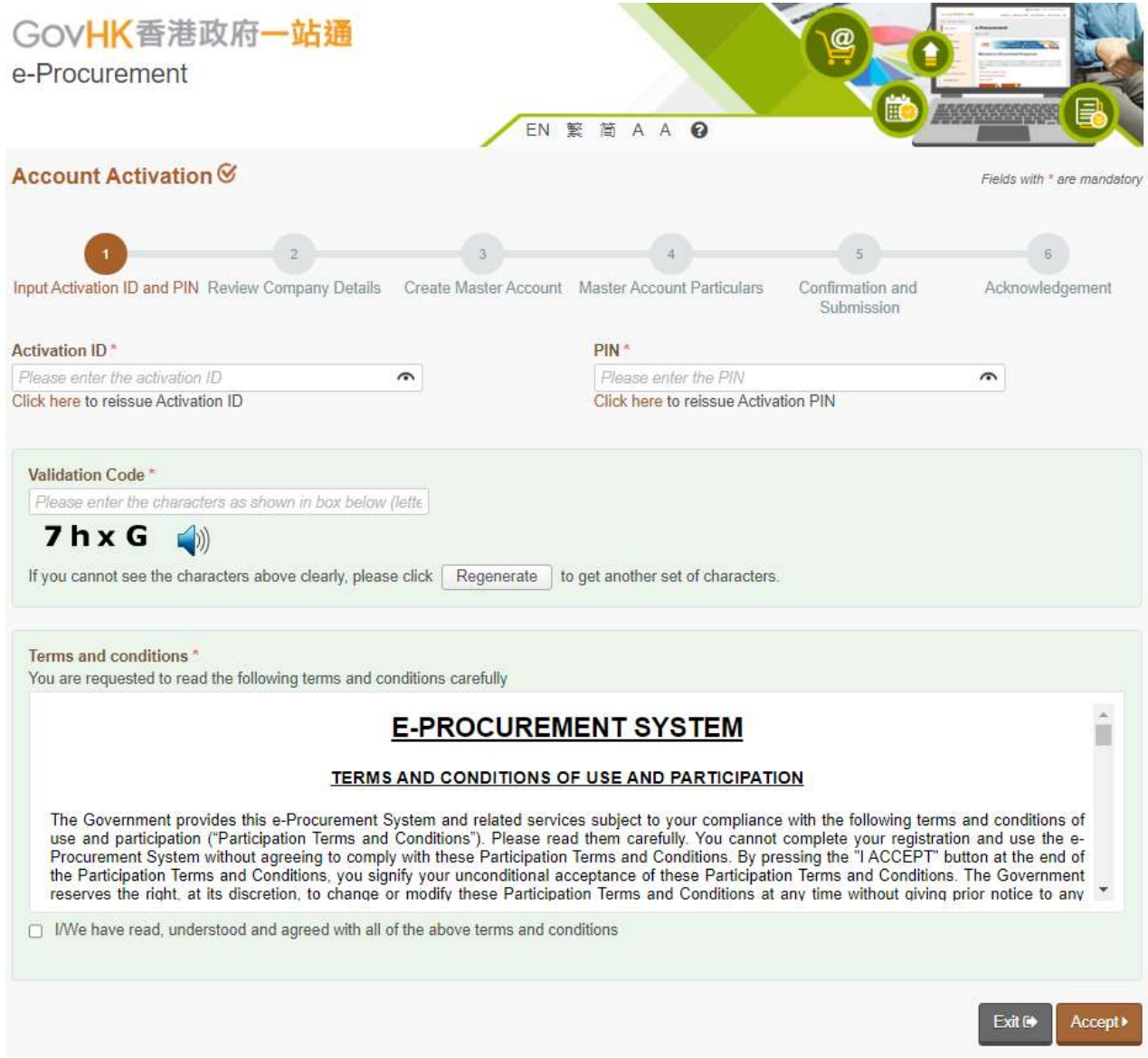
Step	Screen / Letter
2. Launch Account Activation • Launch e-Procurement page (https://www.gov.hk/en/theme/eprocurement/eppp/) and click the link [**Account Activation for new Suppliers**] • An **Account Activation** user manual can be found by clicking "User Manual" of left panel.	

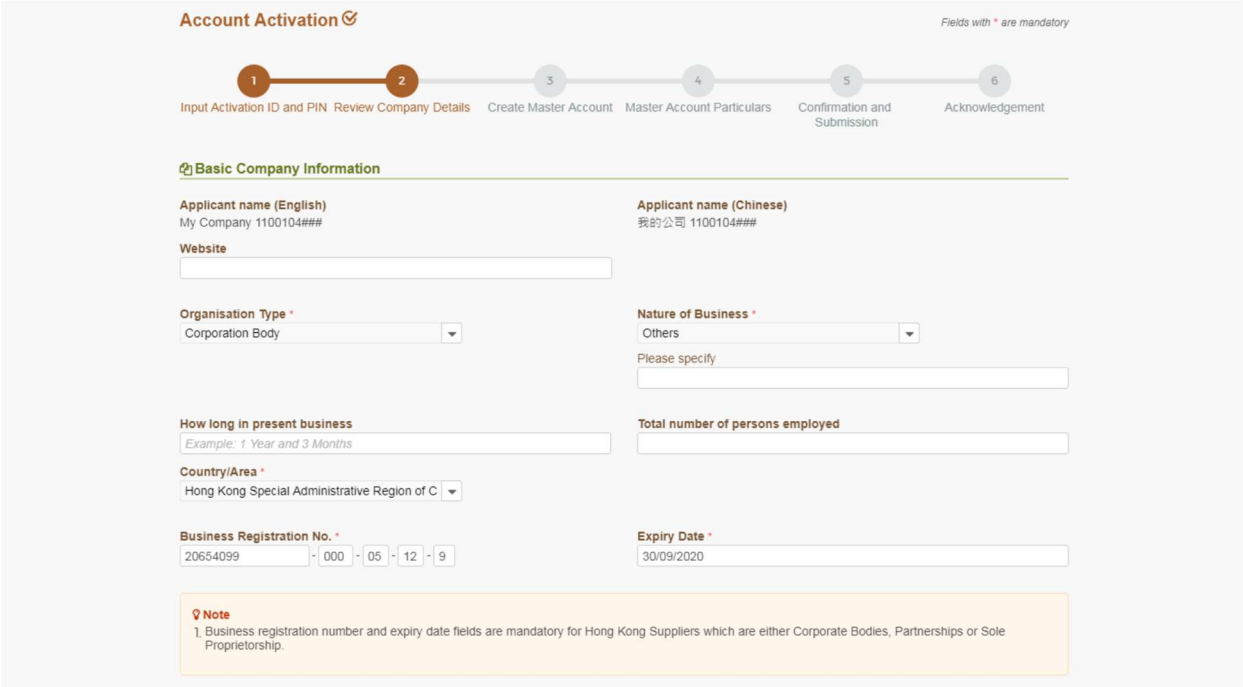
3. Input Activation ID and PIN

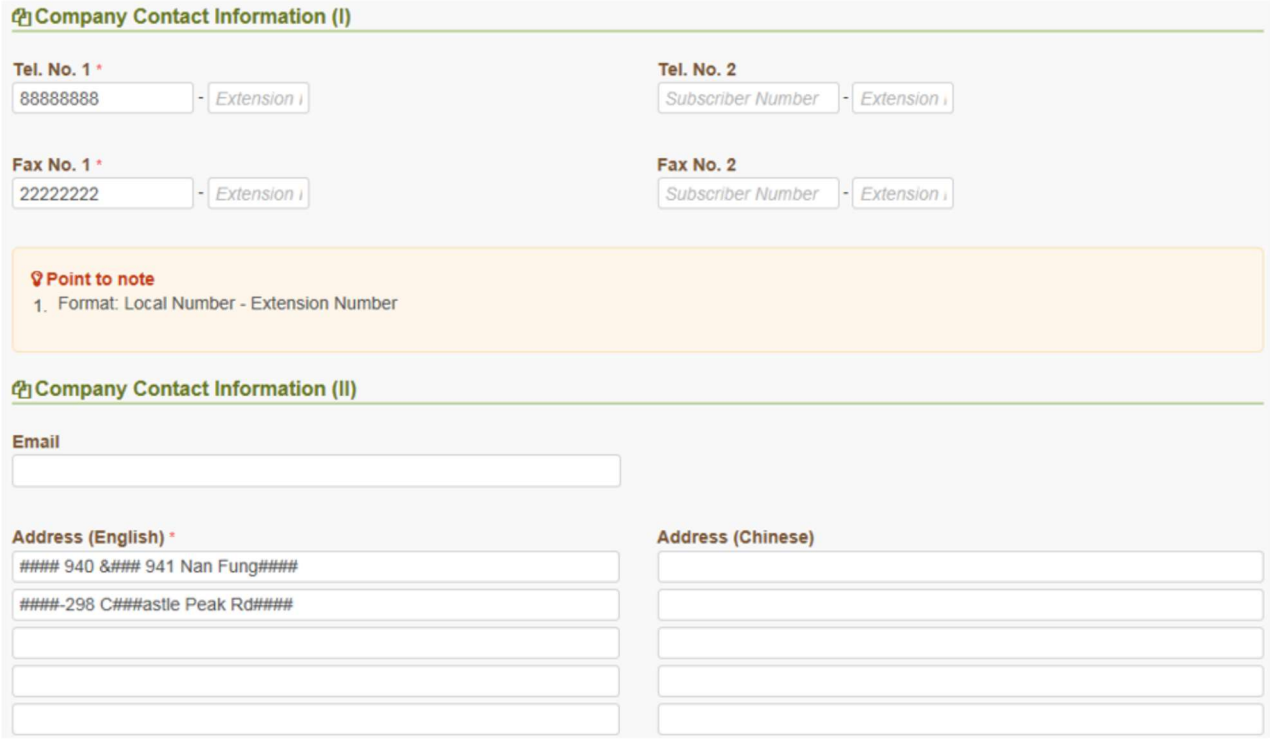
a. Refer to the Email Notification and PIN Letter, input Activation ID and PIN.

b. Input the Validation Code, read and check the box to agree with the Terms and Conditions.

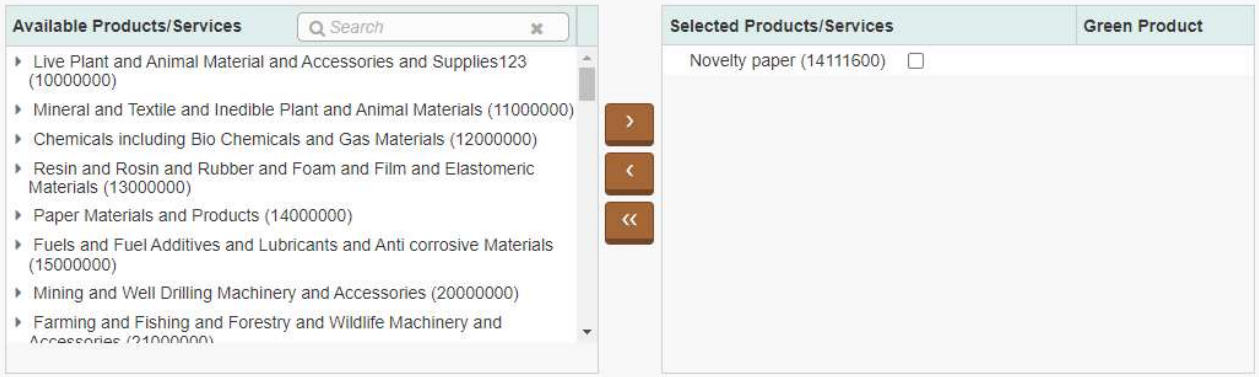
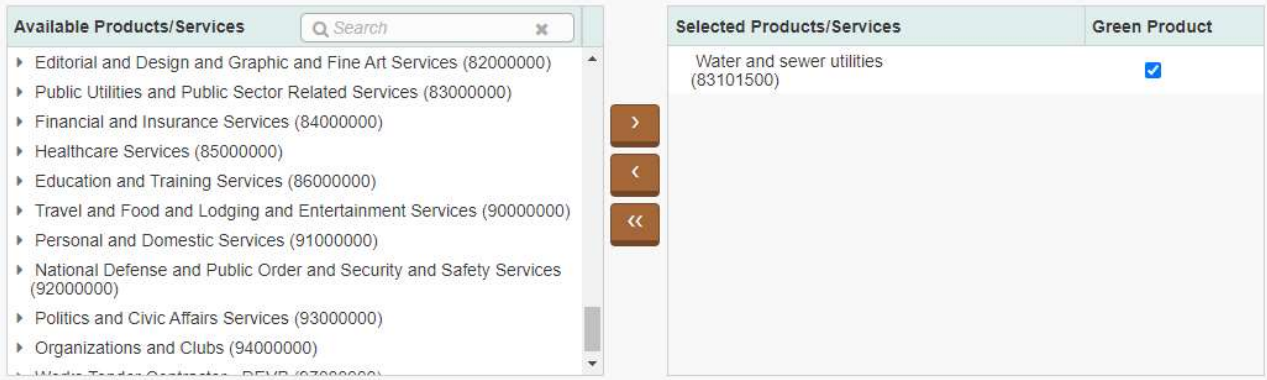
c. Click Accept button to go to next Step.

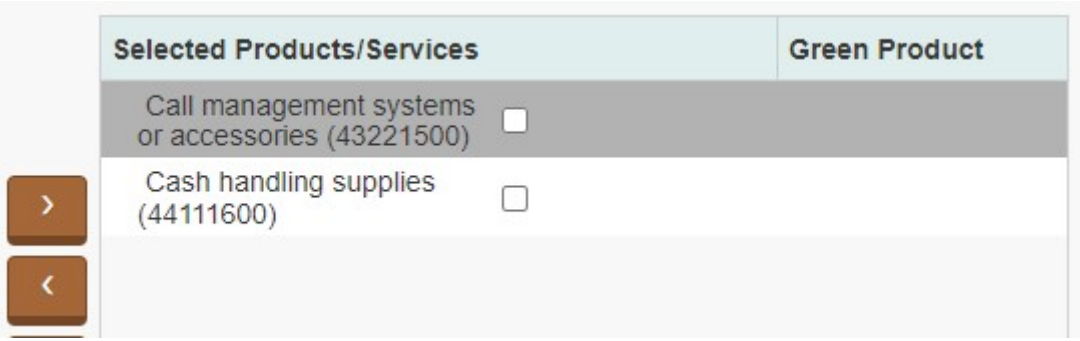


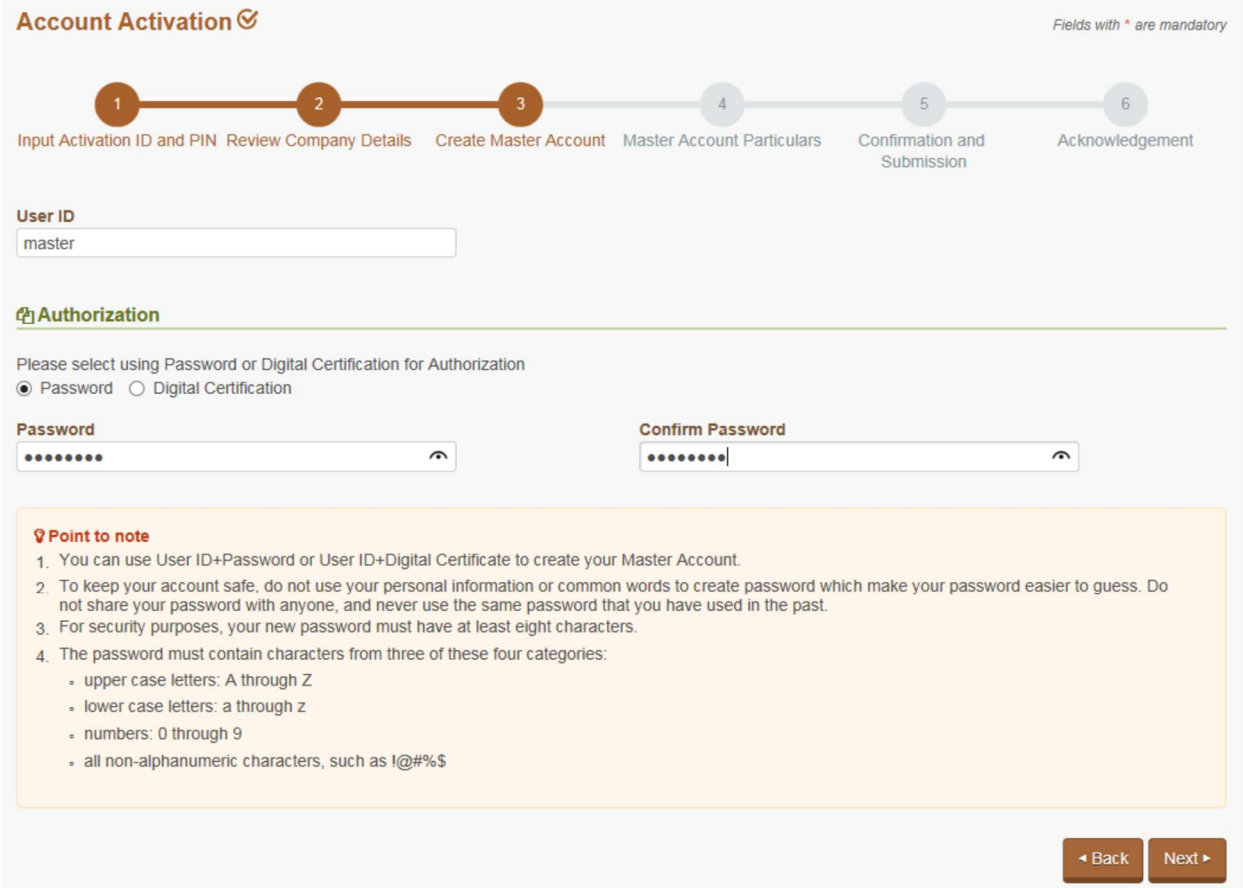
Step	Screen / Letter
4. Review Company Details	a. In next step, review your details recorded in the e-Procurement System. You can update your information in this page.  b. Review and update your contact information.

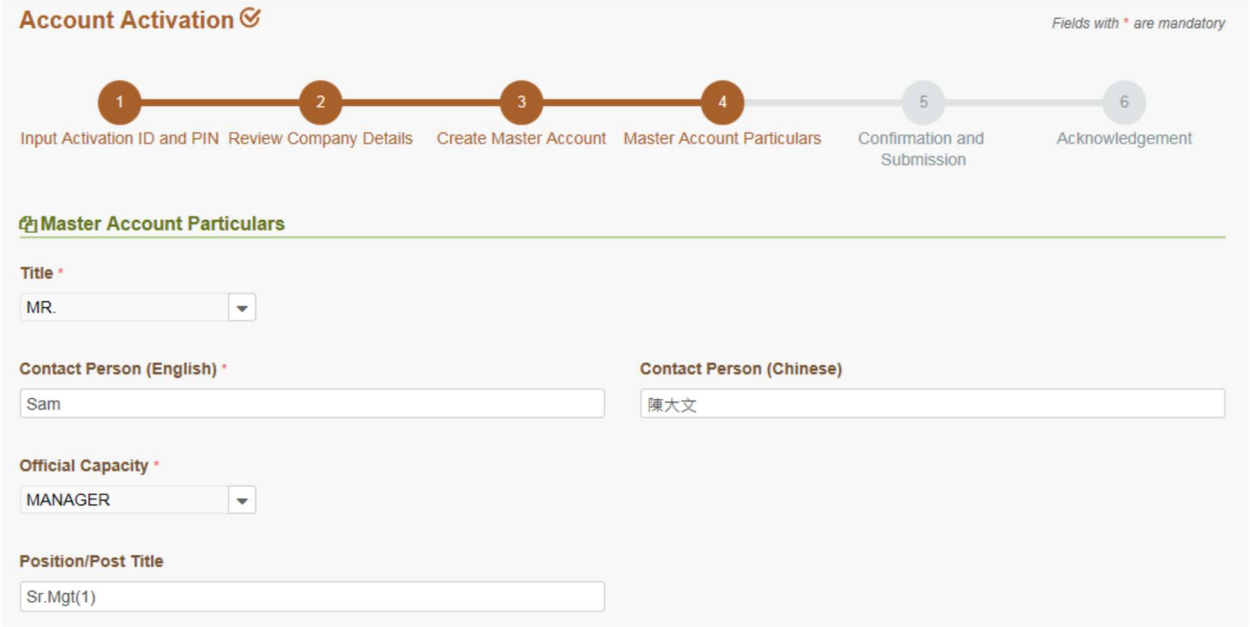
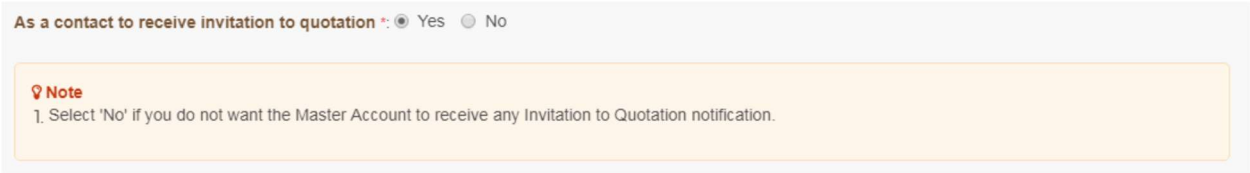
Step	Screen / Letter
	Note: both Telephone Number, Fax Number and Business Address are mandatory. If you don't have fax number, please put "00000000" in "Subscriber Number".  c. Select ALL departments you want to supply goods. Note: it is by default to supply to all departments. You may only select departments in respect of invitations issued under direct purchase authority but not invitations issued under the GITP Scheme.

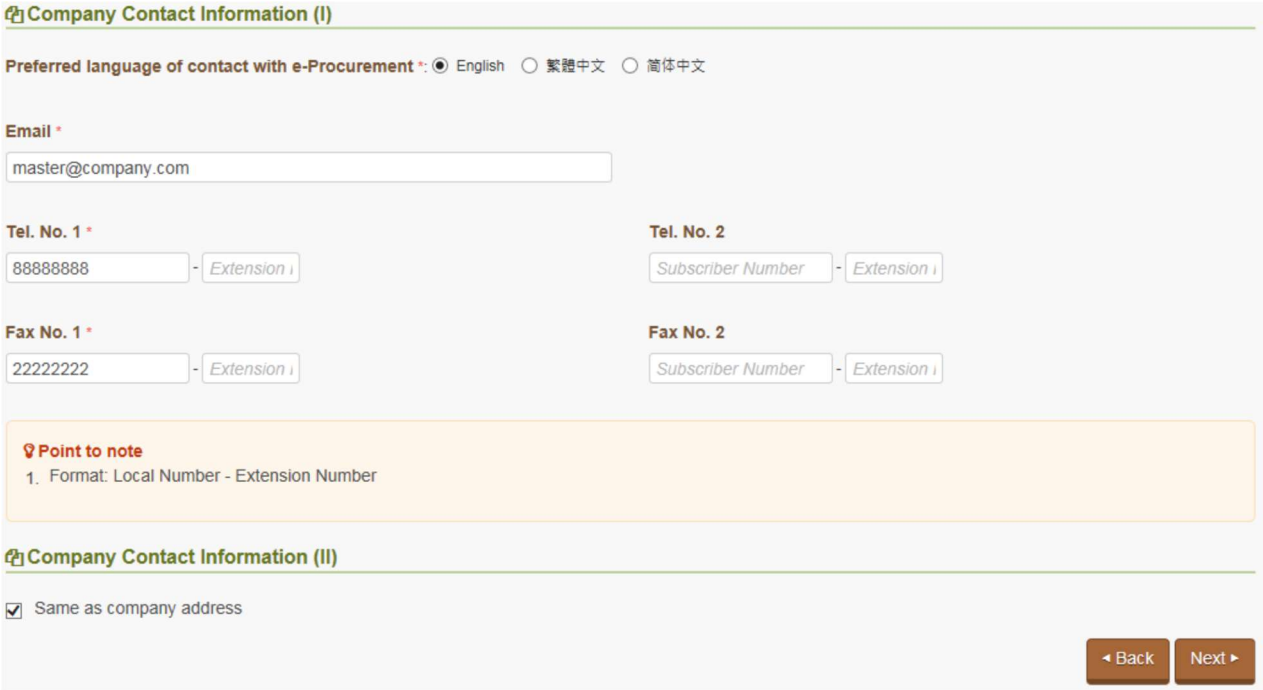
Step	Screen / Letter
	Departments Please select departments being served ☑ Serve All Departments Click › to select all departments to be served. **Departments** Please select departments being served ☐ Serve All Departments **Available Department**: Auxiliary Medical Service; Civil Aviation Department; 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 **Selected Department**: *Unselected* d. (For Procurement under the Quotation Procedures only but not under the GITP scheme and SOA-QPS scheme) Please select goods and related services supplied by you in terms of UNSPSC (United Nations Standard Products and Services Code). • 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.

Step	Screen / Letter
	 • For GITP Scheme, please add 96101000 (IT Products and Related Services) if it has not been selected. • Click the item (highlighted in blue) and the button to move to the Selected Products/Services table. • (For Procurement under the Quotation Procedures only) You can indicate whether the provided goods/services have green element by checking the Green Product box. 

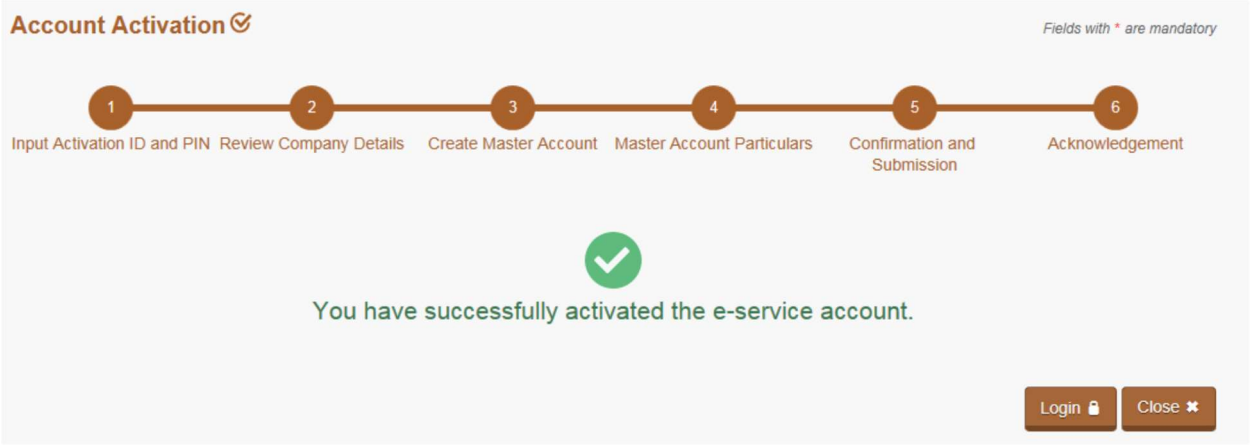
Step	Screen / Letter
	• To remove the goods/services from the selected list, you can click the item (highlighted in blue) in the Selected Products/Services table and click the button. The selected item will be put back to the Available Products/Services table.  e. Click Next button to go to next Step
5. Create Master Account	a. 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. b. Input User ID and Password for the Master Account. (The User ID is used for login and cannot be changed after activation.) c. Click Next button to go to next Step.

Step	Screen / Letter
	
6. Input Master Account Particulars	a. Input the particulars of the Master Account holder, such as Title, English name, Capacity and Post Title, etc.

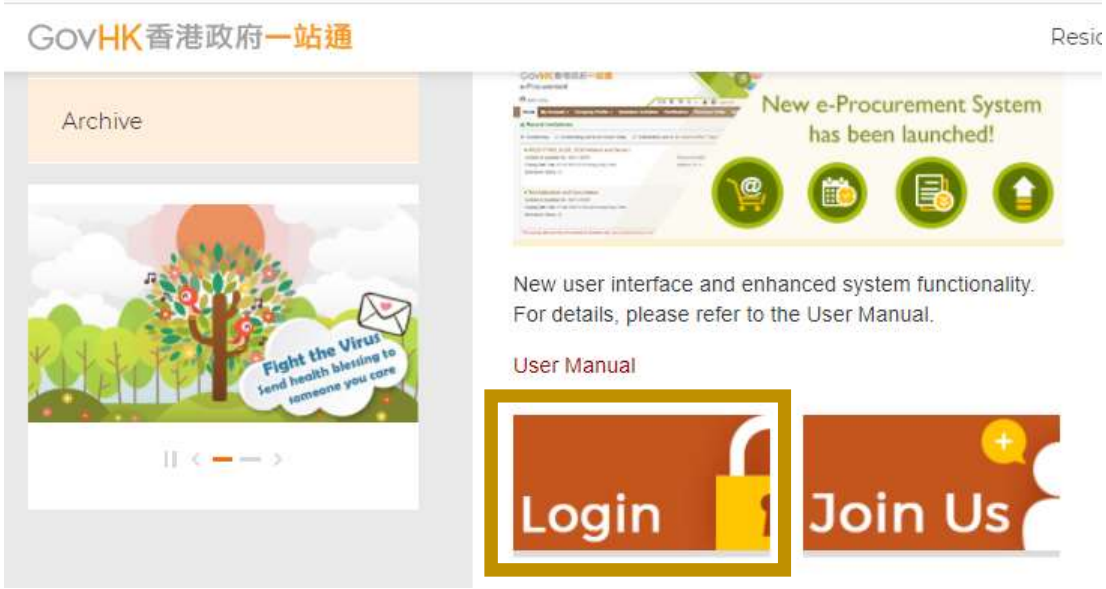
Step	Screen / Letter
	 b. You can select whether the Master Account holder will receive notification (email and fax) of invitation to Quotations or Proposal (as the case may be).  c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No.,

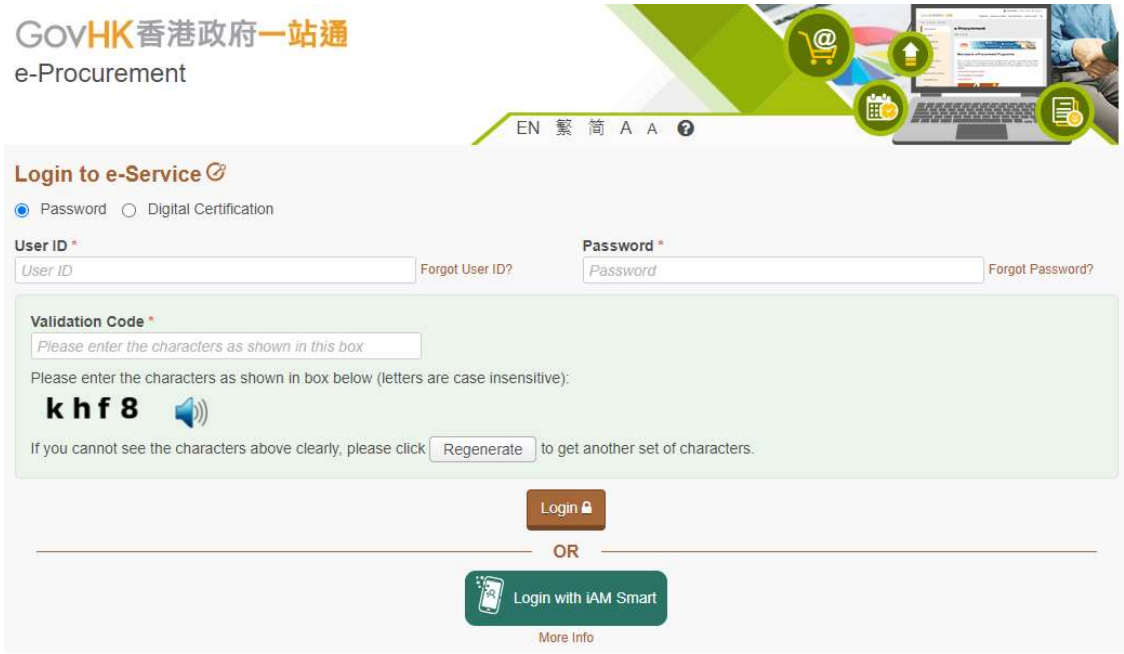
Step	Screen / Letter
	and Address. If you don't have Fax No., please put "00000000" in "Subscriber Number" d. Click Next button to go to next Step. 

Step	Screen / Letter
7. Confirmation and Submission • Verify the input. Click Confirm and Submit button to submit the account activation information	
8. Acknowledgement	• An acknowledgement screen will be displayed. Click Login button to login the system, or Close button to exit the activation page. 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.

Step	Screen / Letter
	

2. Login e-Procurement

Step	Screen
1. Go to e-Procurement via https://www.gov.hk/en/theme/eprocurement/eppp/ 2. Click **Login** button	

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

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

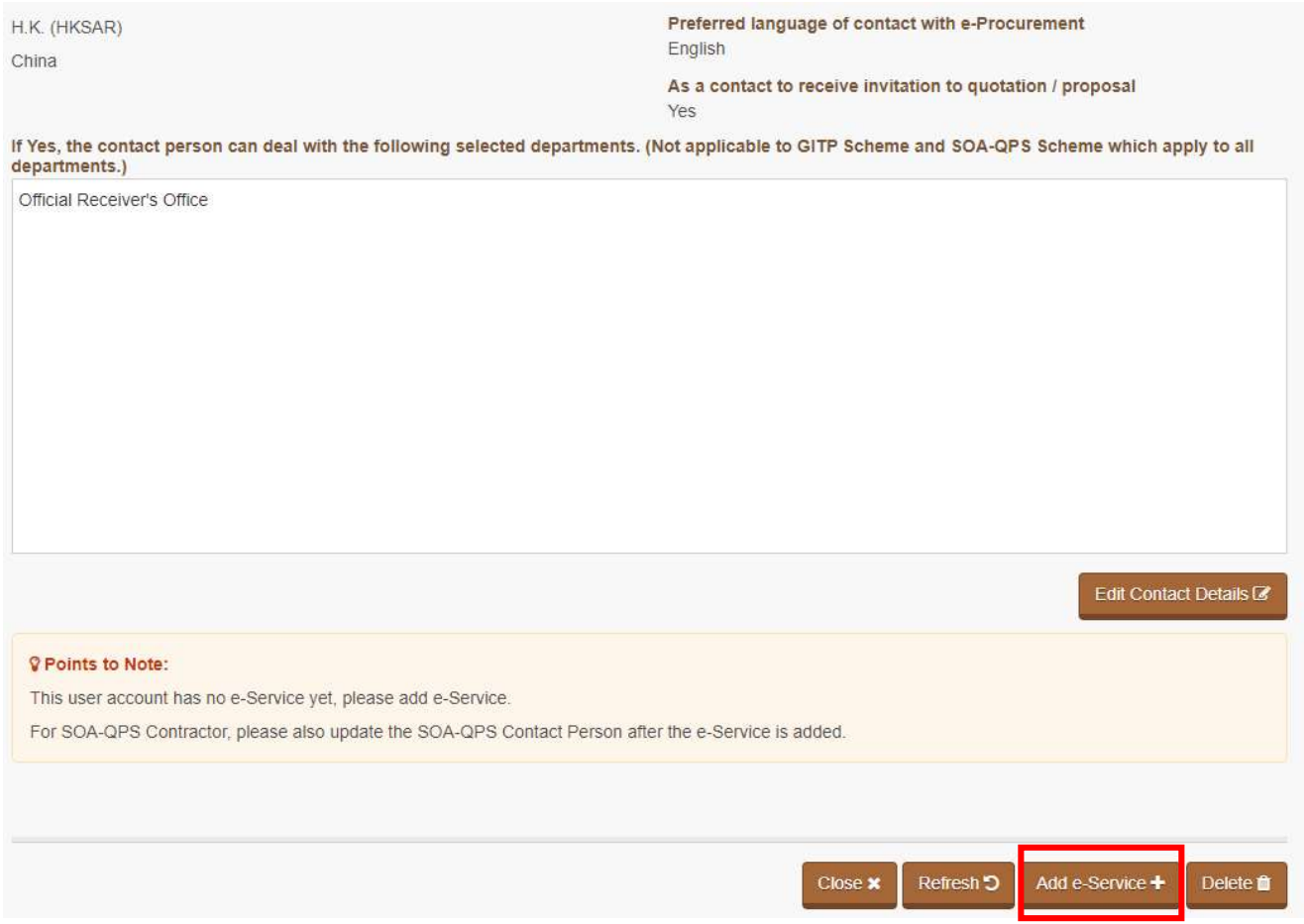
Update all the contact person(s) of the Supplier/Contractor.

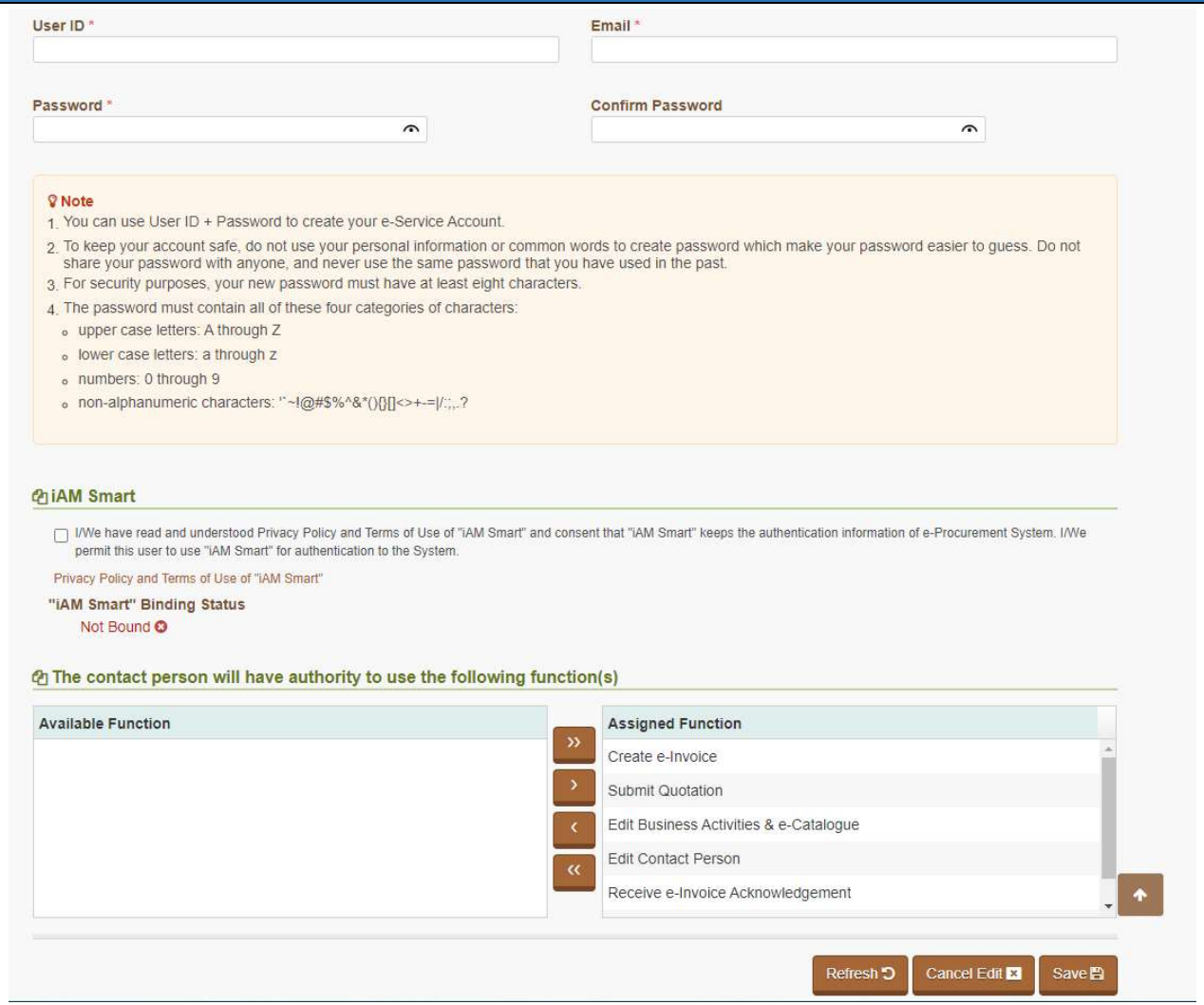
Step	Screen
1. Click **List of Contact Person** on the Menu	

Step	Screen
2. Click **Add Contact Person** button	Add Contact Person +
3. Enter Details of Contact Person • Note: Invitation to Proposal will be sent to the **Email** that is set out on the "List of Contact Person".	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 Tel. No. 2 Cou - National Destination C - Subscriber Number - Extension Fax No. 1 * Cou - National Destination C - Subscriber Number - Extension Fax No. 2 Cou - National Destination C - Subscriber Number - Extension Note 1. Format: Country Code - National Destination Code (Area Code) - Subscriber No (Local Number) - Extension Number Example: China (Beijing): [86]-[10]-[63070950]-[ ]

Step	Screen
	Email * Address (English) * Address (Chinese) Preferred language of contact with e-Procurement * ◉ English ○ 繁體中文 ○ 简体中文 As a contact to receive invitation to quotation / proposal * ◉ Yes ○ No 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.) Available Department 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 Selected Department Unselected

Step	Screen
	Notes for Guidance Transfer of Data The data you provide by means of this online application may be disclosed to the Government Logistics Department. ○ I have read, understood and agreed with the terms and conditions above. ○ I have read and understood, but do not agree to disclose the changes above to the Government Logistics Department.
4. Click **Save** button to save the contact person details	Save

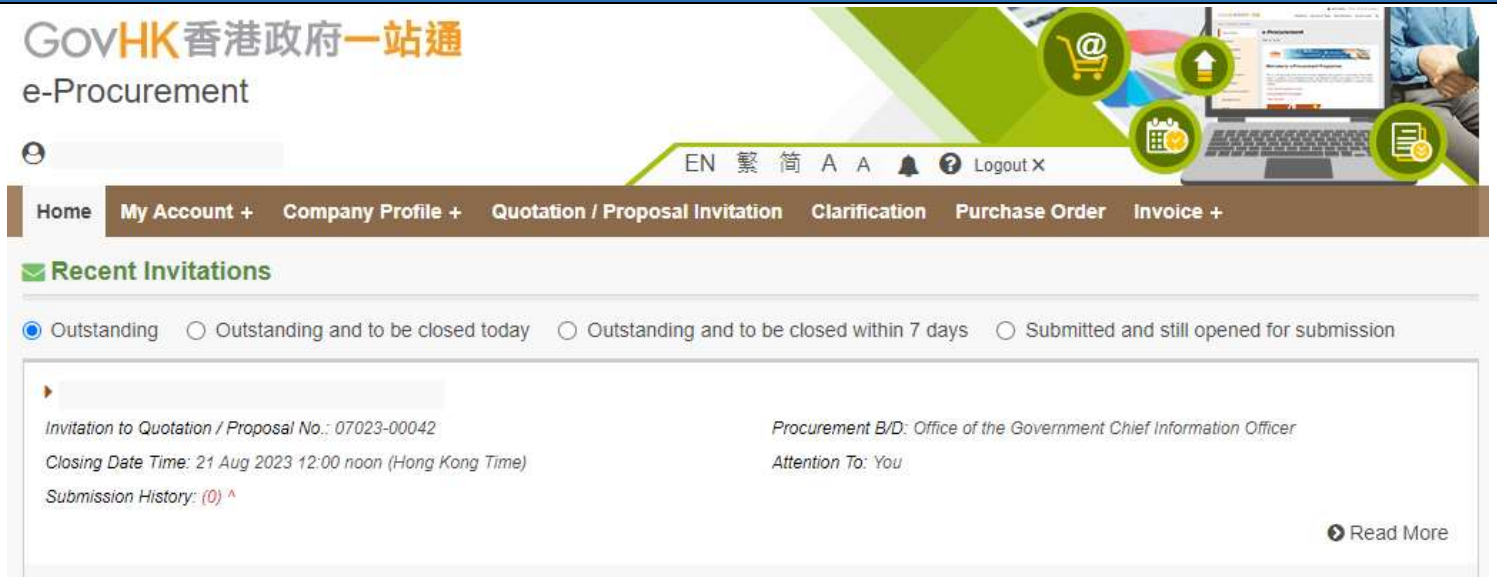
Step	Screen
5. Click **Add e-Service +** to add e-Service to the contact person • **Note**: It is important to add e-Service for the contact person AND assign at least the "Submit Quotation" function to him/her in the following step. Otherwise, the contact person cannot have access to the assignment and cannot submit quotation through this on-line system.	

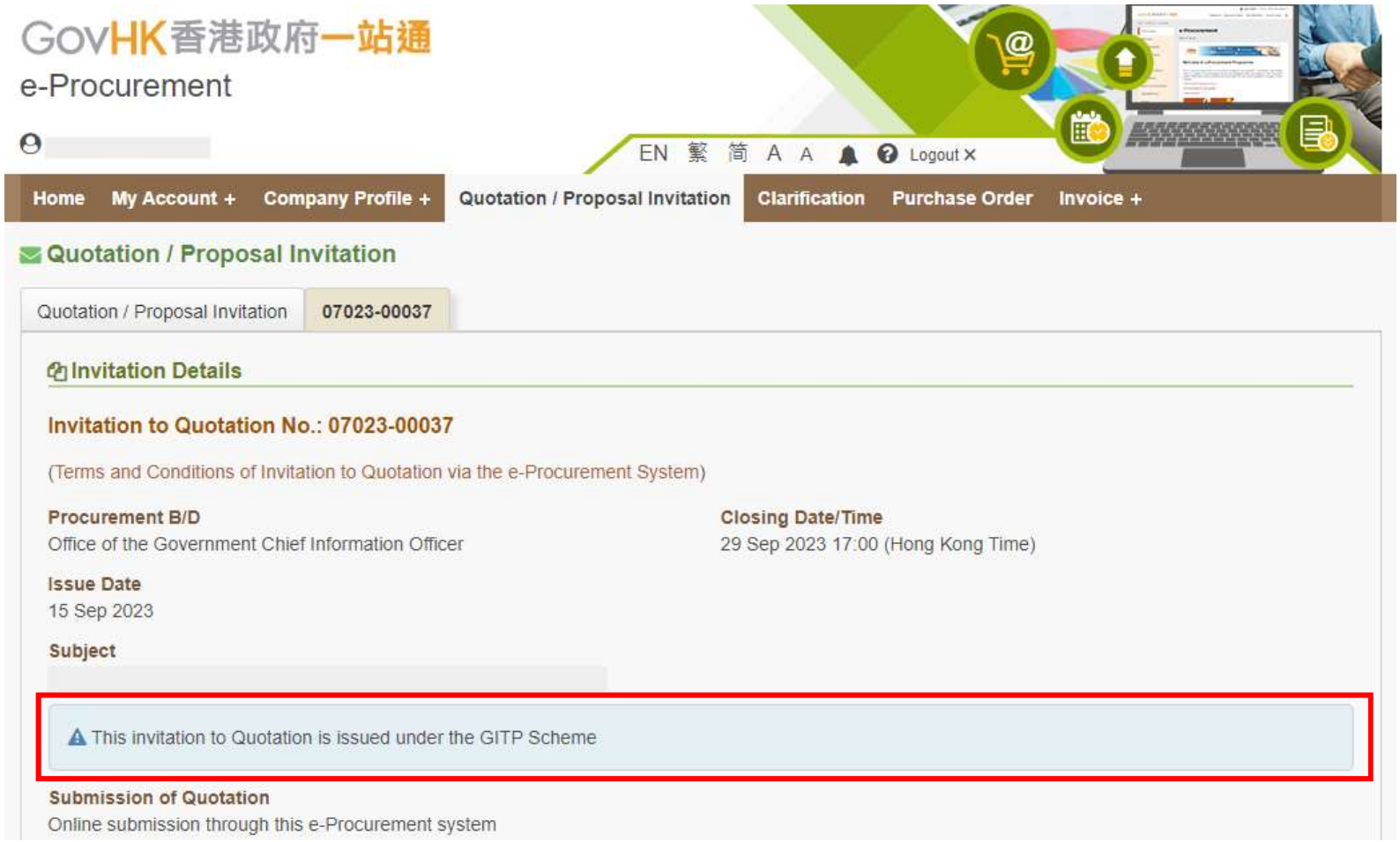
Step	Screen
6. Input the account details for e-Service. Click **Save** button to save the e-Service account details. • **Note**: Enable the “iAM Smart” for allowing sub-account to login e-PS via “iAM Smart”.	

C. Prepare and Submit Quotation/Proposal

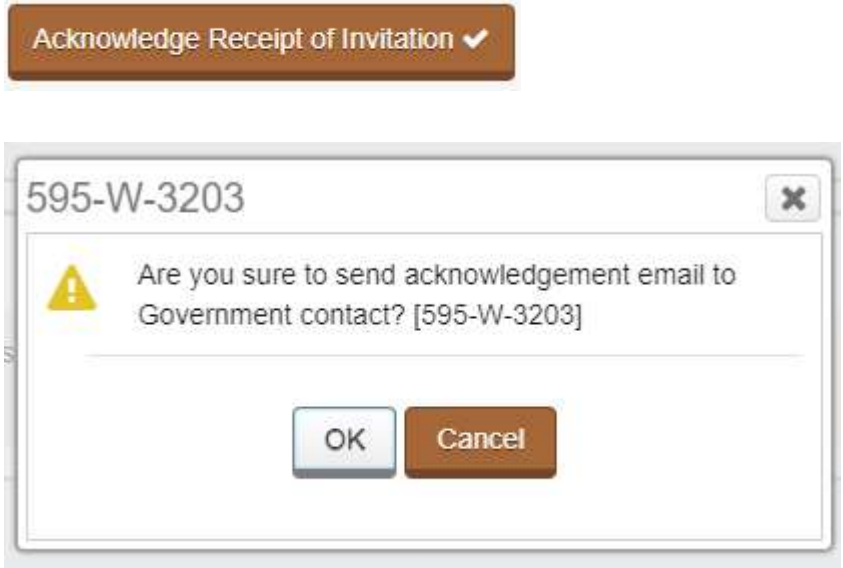
1. Access the Invitation

Step	Screen / Email
1. The invitation can be accessed through e-Procurement System 2. Click **Read More** of the selected invitation.	**e-Procurement System - Invitation to Quotation / Proposal 07023-00042 (Listing)** From: eppadmin@eprocurement.gov.hk To: 香港政府 採購通 GovProcurement Ltd Dear (User ID:), You are invited to submit quotation / proposal in response to the **Invitation to Quotation / Proposal No. 07023-00042 issued by Office of the Government Chief Information Officer on or before 21 Aug 2023 12:00:00.** Late quotation(s) will not be considered. Please login our e-Procurement System at https://www.gov.hk/eprocurement to download the details of the invitation and the related terms and conditions. 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: Secret Code for Invitation to Quotation / Proposal No. 07023-00042 **yh4KrAf6** (Note: this secret code is not your login password) 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. Click here if you forgot your User ID / Password. In case of any inquiries for this invitation, please contact: Name | Tel No. | Email Thank you. Yours sincerely, E-Procurement Programme Office E-mail: eppmgmtoff@ogcio.gov.hk Hotline: 81070608 Fax No.: 28024549 Website: https://www.gov.hk/eprocurement **Procurement at your fingertips** *PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.*

Step	Screen / Email
	

Step	Screen / Email
3. Invitation details are shown on the screen.	

2. Download Invitation to Quotation Document

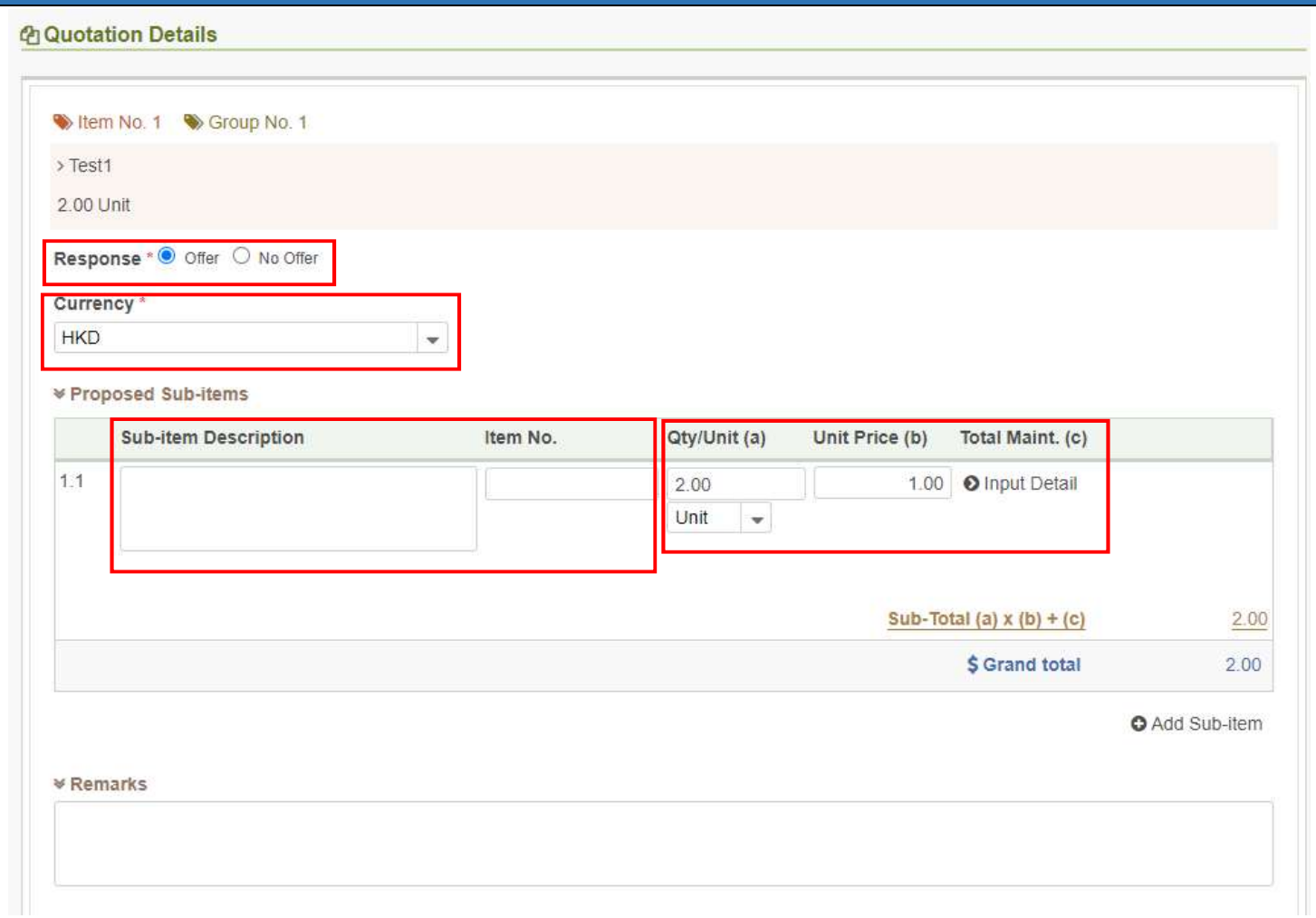
Step	Screen
1. Click **Download** button to download the Quotation Documents in ZIP file format.	
(Optional, only when the Government officers provide email address to receive acknowledgement.) 2. Click Acknowledge Receipt of Invitation to Quotation button to send the acknowledgment to the Government officer. • An email is sent the Government officer. • E-Procurement system allows acknowledgement more than once.	

Step	Screen
	e-Procurement: Acknowledgement Receipt from GITP Provider for the Invitation to Quotation / Proposal (07023-00061) 1 message From: eppadmin@eprocurement.gov.hk September 20, 2023 9:21 AM To: Cc: Dear Sir / Madam, Please be informed that the GITP Provider **(Contact:**) hereby acknowledges receipt your invitation to quotation / proposal **Case No: 07023-00061** on **20-09-2023** at **09:19:59**. Regards, e-Procurement System 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.

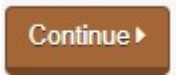
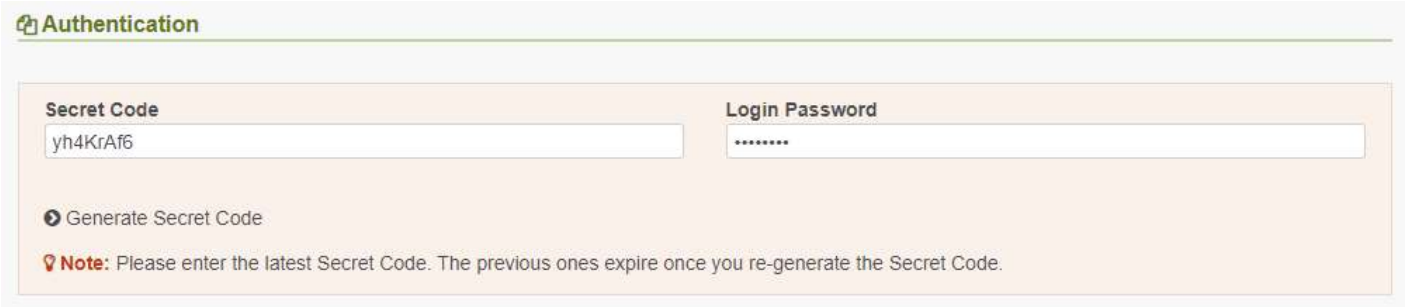
3. Prepare and Submit Quotation/Proposal

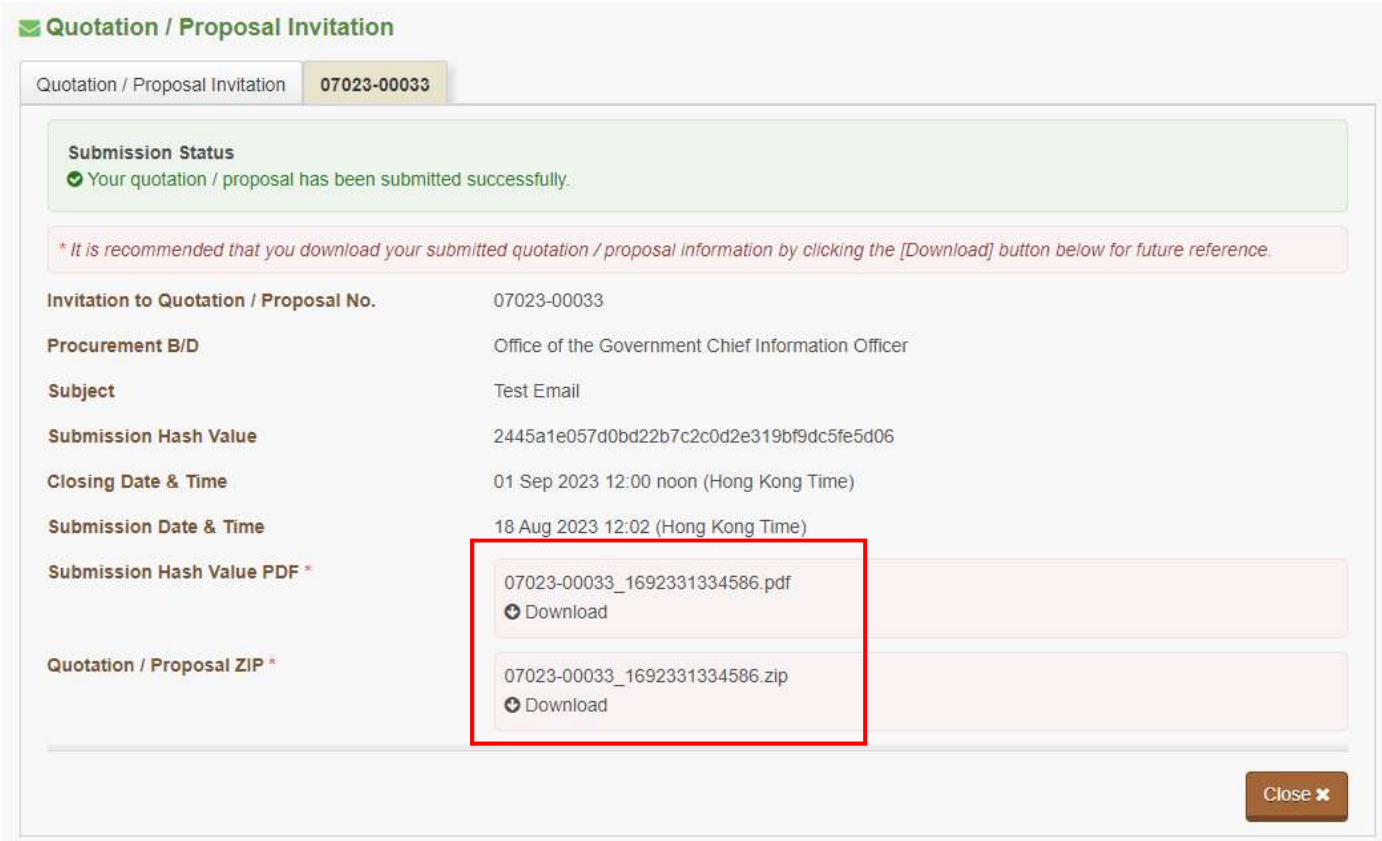
- **Note:** Multiple submission is permitted before the closing date. In general the last submission would be considered. Consideration of earlier submission will be at the discretion of the government officials. Submitted quotations/proposals are sealed and cannot be viewed or revoked in e-Procurement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

Step	Screen
1. Click **Prepare Quotation** button to next page to enter the requested information and document(s).	
2. Enter the Quotation details a. Enter the **Your Quotation Ref. No.**, **Your Quotation Valid Date** (if any) b. Response • If select **Offer**, enter **Currency** (default **HKD**, if other currency is selected, please enter the amount of selected currency), **Sub-item Description, Item No.**, **Qty/Unit (a)**, and **Unit Price (b)**. • Note: **Item No.** is mandatory.	

Step	Screen
If the item offered is not listed under GITP Scheme, please input the **Reference Item Number**. • **Input Detail of Maintenance** (if maintenance fee are charged.) and **Remarks** (if any) c. For 2-envelope invitation, **Technical proposal** and **Price proposal** are required to be uploaded separately. d. The quotation documents will specify the documents and proposals required to be uploaded for the quotation.	

Step	Screen
	Attachment **Note:** 1. If the Quotation Documents require submission of other proposals, documents and information, please attach these items here for submission. 2. The total file size uploaded in this section should not exceed 12MB. 3. The system only accepts doc, docx, pdf, xls and xlsx. 4. The filename should not start with dot (.) and should only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_) or space. **Technical Proposal** No. File Name File Description Upload **Price Proposal** No. File Name File Description Upload
3. Enter **Overall Remarks**	**Overall Remarks** Overall Remarks

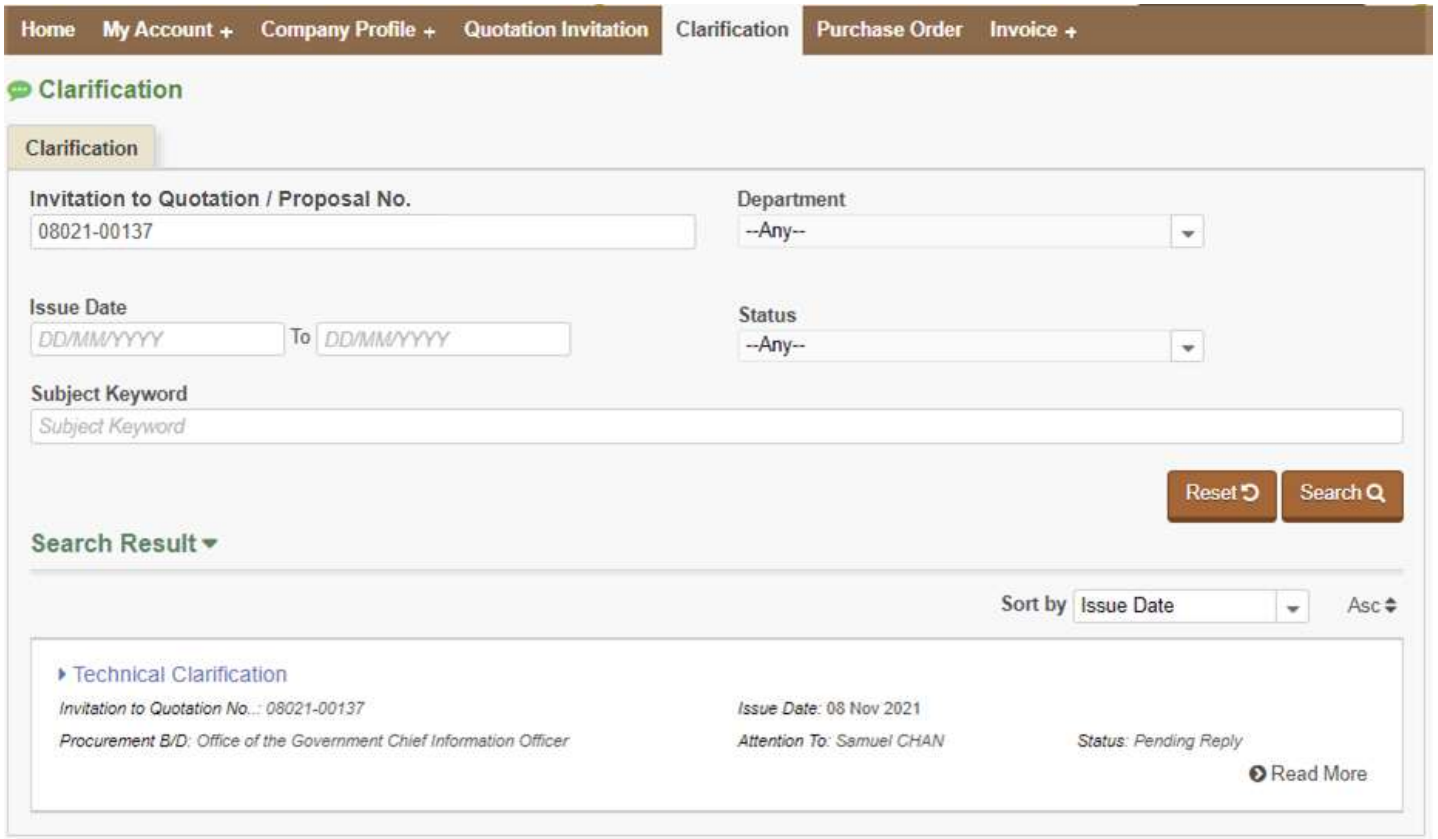
Step	Screen
4. Tick **Offer to be Bound** if agree.	
5. Buttons a. Click **Save as Draft** button to save the draft of quotation. b. Click **Load Draft** button to load the saved draft. c. Click **Continue** button to next page to review the entered details and enter the Secret Code and Login Password for submission.	 
6. Enter Authentication a. Secret Code • Enter the Secret Code provided in the invitation email or click the **Generate Secret Code** link to generate a new secret code.	

Step	Screen
b. Login Password	
7. Submit Quotation • Click **Submit Quotation** button to submit the quotation.	
8. Download Submission Details for your record *before closing the page.* • Download the Submission Hash Value in PDF file format. • Download the submitted quotation/proposal in ZIP file format. 9. Click **Close** button to close the submission page. **Note:** 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.	

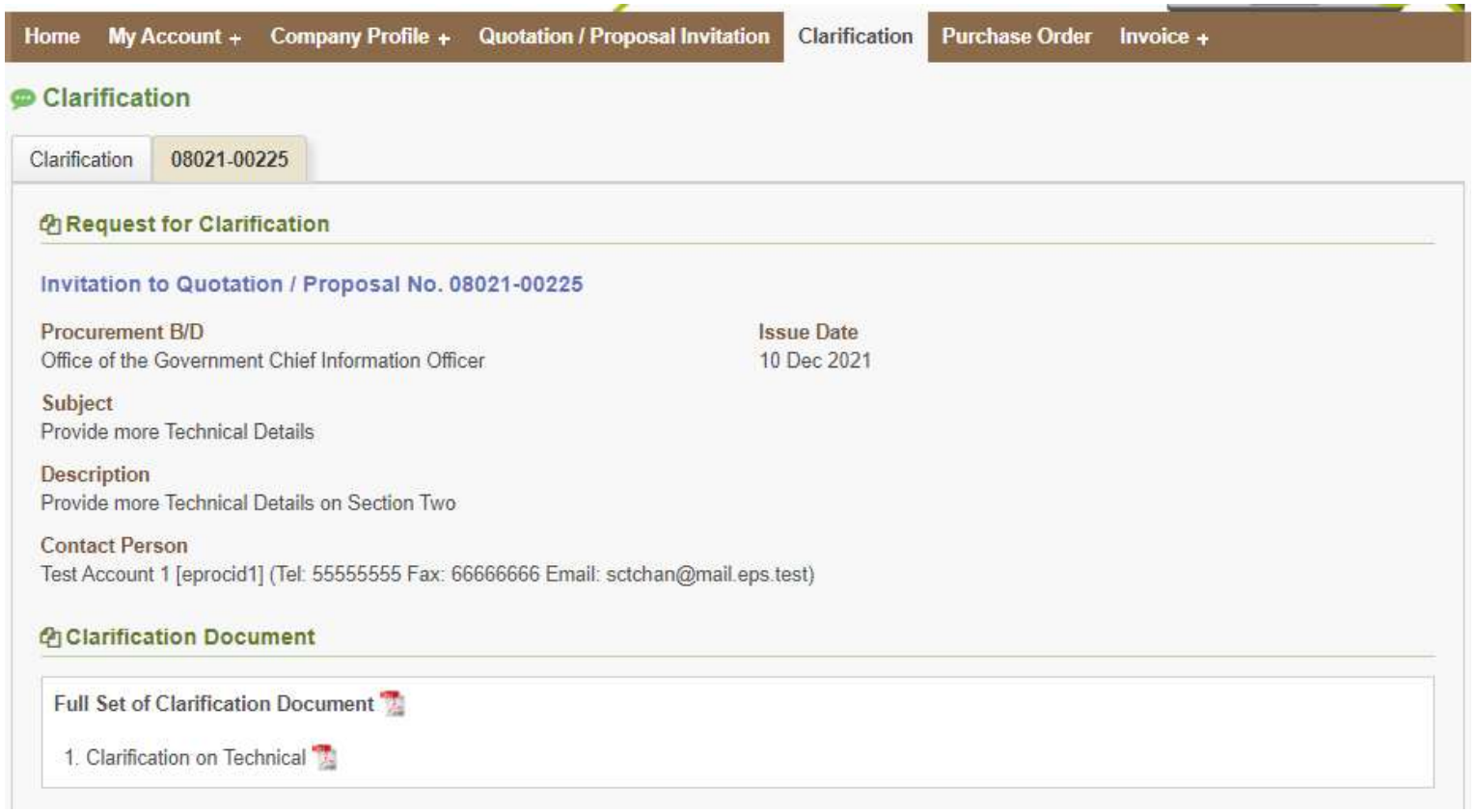
D. Respond Clarification

1. Access the Clarification

Step	Screen
1. The clarification can be accessed through • email or • **Home** -> **Clarification** page of e-Procurement 2. Click **Read More** of the selected invitation.	香港政府 採購通 GovProcurement Dear Samuel Chan, 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. Please login our e-Procurement System http://www.gov.hk/eprocurement for detail information. In case of any general inquiries, please contact: Name | Tel No. | Email Test User 1 | 22224444 | --- Thank you. Website: http://www.gov.hk/eprocurement Helpdesk: 81070608 PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.

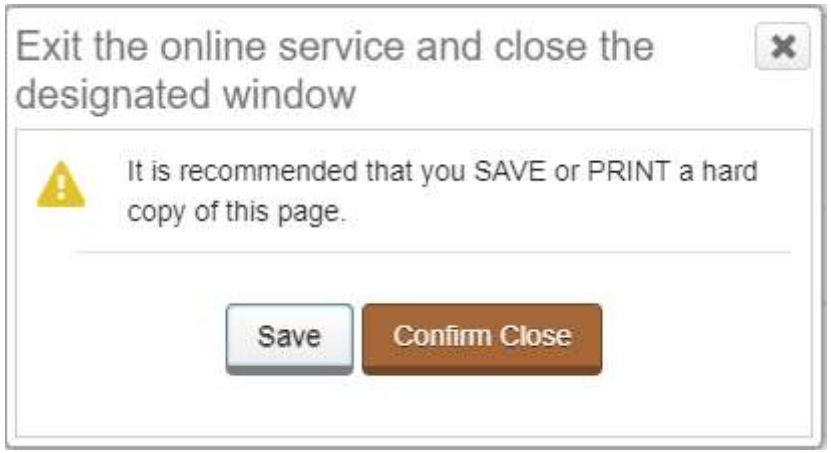
Step	Screen
	 Home My Account + Company Profile + Quotation Invitation Clarification Purchase Order Invoice + Clarification Clarification Invitation to Quotation / Proposal No. 08021-00137 Department --Any-- Issue Date DD/MM/YYYY To DD/MM/YYYY Status --Any-- Subject Keyword Subject Keyword Reset Search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

2. Prepare and Submit Clarification

Step	Screen
1. Download the clarification document submitted by the Government officer.	

Step	Screen
2. Respond the clarifications a. Enter **Content** b. Upload **Attachment**, if any. NOTE: Each response should be in response to one clarification request only.	**Response to Clarification** Content * *(Max. 1000 Characters)* *Fields with * are mandatory* Use the latest version of OS of V10 for the implementation. **Attachment** No. File Name File Description 1 Technical_Clarifications.pdf Clarification response for the invitation of proposal no. 08021-00225 Upload **Note** 1. The filename should not start with dot (.) and should only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_) or space.
3. Submit clarifications to the Government officer and click **Save as PDF** button for reserving a copy. • System will prompt if	Submit ✔

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

Step	Screen
	

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