Send Messages/ Queries to Procuring Department

1. **Send Messages/ Queries to Procuring Department**
2. **Receive Response to Messages/ Queries from Procuring Departments**

e-Tendering System (Works Consultancy Services)

1. Send Messages/ Queries to Procuring Department

For Registered Users

Only Registered Users that have been invited can send messages/ queries to Procuring Department.

Login to the e-Tendering System (Works Consultancy Services) and launch <View Details of Invitation Notice> page.

Step 1 – Click "**Send Messages/Queries**" and a dialogue will pop up.
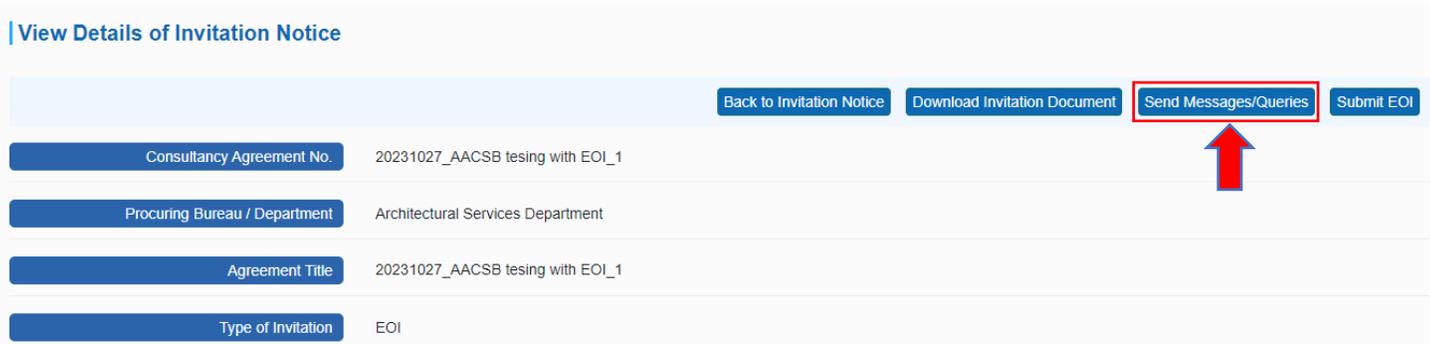
Step 2 – Input the subject, messages/ queries and click "**Upload**" to upload the attachment.

Points to Note:

1. *The total file size of attachments uploaded in this section should not exceed 20MB.*

2. *The system only accepts attachments in PDF, .p7s format.*

3. *The number of attachments uploaded in this section should not exceed 5.*

Step 3 – Click "**Send**" to send the message to the procuring department for processing.

e-Tendering System (Works Consultancy Services)

Messages / Queries

▼ **Subject***

20231027_AACSB tesing with EOI_1 -

▼ **Messages / Queries***

▼ **Upload Attachment**

File Name

Upload

💡 **Points to Note**

1. The total file size of attachments uploaded in this section should not exceed 20MB.

2. The system only accepts attachments in PDF, P7S format.

3. The number of attachments uploaded in this section should not exceed 5.

Cancel Send

Step 4 – The sent messages/ queries can be read at the bottom of <View Details of Invitation Notice> page, section <Messages/ Queries Sent>

|**Messages/ Queries Sent**

+ ▼ Subject: test
  Sent on: 27 October 2023 17:25 (Hong Kong Time)
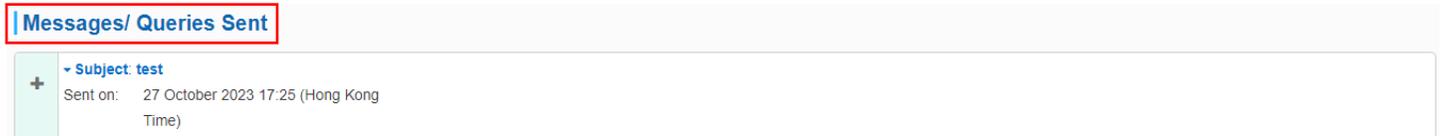
2. Receive Response to Messages/ Queries from Procuring Departments

A notification email will be sent to you after the procuring department responded to the messages/ queries.

The response from the procuring department can be read at the bottom of <View Details of Invitation Notice> page, section <Messages/ Queries Sent>