


*View and Update Account and Contact Details*

**Step 1** – The <My Tender> page will be displayed after logging in. In the menu bar, select “**Manage Account**” and click the sub-menu item “**Account Details**” to view and/or update account information.

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e-Tendering System (Non-works Tenders) of the HKSAR Government

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> **Account Details** 

**My Tender**

Notified Tenders  
  New Tender Information Issued  
  Downloaded Tender Documents  
  Submitted Tenders  
  All Tenders

**Points to Note**  
List of tenders that you have been notified by the procuring bureau/department via e-TS(NW)

Procuring Bureau/Department	Tender Issue Date	Tender Closing Date	Tender Reference	Subject	Procurement Type	Status	Tender Submission via e-TS(NW)
Food and Environmental Hygiene Department	19 May 2026 (Hong Kong Time)	29 July 2026 12:00 Noon (Hong Kong Time)	FEHD_2026_001	Provision of Pest Control Services for Markets in Wong Tai Sin District	Goods	On-going	Yes

**Step 2** – The account information will be shown.

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**Manage Account**

**Email Address**    testing01@gmail.com

**Company Name / Identify**

(in English)    A & R Engineering Company Limited

(in Traditional Chinese)

(in Simplified Chinese)

**Address of Registered Office / Place of Business**

(in English)    Flat 1 - 2, Block A, 8/F., Po Yip Building, 62 - 70 Texaco Road, Tsuen Wan, New Territories.

(in Traditional Chinese)

(in Simplified Chinese)

**Contact Telephone Number**    94432341

**Name of Contact Person**


(in English)    Martin

(in Traditional Chinese)

(in Simplified Chinese)

## e-Tendering System (Non-works Tenders)

**Step 3** – Scroll down to the bottom of the page and click “**Edit Account Details**”.

<b>Post Title of Contact Person</b>	
(in English)	Manager
(in Traditional Chinese)	
(in Simplified Chinese)	
<b>AAM activation</b>	Not activated
<b>Account Status</b>	Active
<b>Linked with "IAM Smart"</b>	Linked
	
	<a href="#">Edit Account Details</a> <a href="#">Change Password</a>



**Step 4** – Update account information and click “**Save**”.

### Edit Account Details

<b>Email Address</b>	testing01@gmail.com
<b>Company Name / Identity</b>	
(in English) *	A & R Engineering Company Limited
(in Traditional Chinese)	
(in Simplified Chinese)	
<b>Address of Registered Office / Place of Business</b>	
(in English) *	Flat 1 - 2, Block A, 8/F., Po Yip Building, 62 - 70 Texaco Road, Tsuen Wan, New Territories.
(in Traditional Chinese)	
(in Simplified Chinese)	

## e-Tendering System (Non-works Tenders)

Contact Telephone Number	94432341
Name of Contact Person	
(in English) *	Martin
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English) *	Manager
(in Traditional Chinese)	
(in Simplified Chinese)	
AAM activation	Not activated
Account Status	Active

Cancel Save

**Step 5** – The account information will then be updated. Click “OK” to return to <Manage Account> page.

