

Request to Update Primary Registered Email Form & Payment Advice Email 更新主要注册及收款电子邮件表格

To HKUST Purchasing Office / 致香港科技大学采购处

Your Company Name / 贵公司名称

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We would like to update the Primary Registered Email for receipt of documents such as Purchase Order, Quotation/Tender Invitation and change of password for HKUST Supplier Portal and/or Payment Advice Email for receiving payment and update of bank account notification from the University.

我们希望更新主要注册电子邮件，以作接收香港科技大学采购处之文件，如采购单、报价/投标邀请书及更改登入大学供货商系统 及/或更新收款电子邮件以作接收大学付款及更新银行户口数据通知等。

Primary Registered Email update to / 更新主要注册电子邮件

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Payment Advice Email update to / 更新收款电子邮件

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(For and on behalf of the company) Authorized by / 代表公司授权

Name / 姓名	
Title / 职位	
Contact Tel. No. / 联络电话	

Signature / 签名

Company Stamp / 公司印章

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Please submit the completed form to the Purchasing Office by email to pusupplier@ust.hk with a copy of valid Business Registration Certificate.

请把已填妥表格以电邮 pusupplier@ust.hk 连同 贵公司的有效商业登记证/营业执照副本递交至香港科技大学采购处。