

HKUST e-Tendering System - Guide to Vendor Registration & Login

香港科技大學電子投標系統-供應商註冊及登入指南 (繁體版)



香港科技大學

THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

HKUST e-Tendering System - Guide to Vendor Registration & Login

香港科技大學電子投標系統-供應商註冊及登入指南

Receiving Invitation Email 收到邀請電子郵件

To
致

From
由

Subject
主旨

Tender/ Quotation Ref.
科大文件編號

Description
內容

Closing Date
截標日期

████████████████████
████████████████████
Purchasing Office, The Hong Kong University of Science & Technology
香港科技大學採購處
Invitation to Tender 投標邀請
TNU1800109
████████████████████
20-Feb-2019 (3:00pm Hong Kong Time / 香港時間下午三時正)

Dear Sir / Madam,

Tender documents are now available in the HKUST e-Tendering System. You are hereby invited to quote/ tender for the supply of all or any of the items listed in the invitation documents.

To access the e-Tendering System, please click [New Registration / Unlock Account](#) and register as a valid supplier of the University. Upon successful supplier registration, you will receive your Vendor ID and security code to logon the e-Tendering System to download tender documents and submit offer online.

The University only accepts online tender submission. Please submit your offer before the closing date and time. **LATE QUOTATION/TENDER WILL NOT BE CONSIDERED**

Should you have any problem in accessing the System or queries, please contact Unit Head - TK or call our general line (852) 2358 6406 for assistance.

Thank you for attention.

Best Regards,

尊敬的先生/女士:

有關上述招標文件現已上載至香港科技大學電子投標系統。特此邀請 貴公司/閣下登錄電子投標系統下載招標文件，並就文件內所有或部分專案交付報價/投標。

要登錄香港科技大學電子投標系統，請在電子投標系統登錄頁面點擊[新註冊 / 帳戶解鎖](#)並註冊成為大學供應商。成功註冊後，您將收到供應商編號和安全代碼以作登錄電子投標系統，下載招標文件並在線提交報價之用。

大學只接受經由電子投標系統提交的報價/投標。請在截標日期和時間之前提交您的報價。**逾時提交一概不受理。**

如在使用有關電子投標系統過程中遇到任何問題或有其他查詢，請致電(852) 2358 6406 聯繫採購處或向邀請函上的聯絡人查詢。

Unit Head - TK
香港科技大學採購處

Click into the 'New Registration / Unlock Account' link to access HKUST e-Tendering System.

點擊“新註冊/解鎖帳戶”連結，進入香港科技大學電子投標系統。

Vendor New Registration 供應商新註冊頁

Step 1: Access to HKUST e-Tendering System via https://w5.ab.ust.hk/jstd/td_welcome?page=td_login
After reading the Terms and Conditions, check the box and click the “Accept” button.

步驟 1：通過 https://w5.ab.ust.hk/jstd/td_welcome?page=td_login 進入香港科技大學電子投標系統。
閱讀條款後，點選方框並按“接受”按鈕。



Welcome to HKUST e-Tendering System

Welcome to the HKUST e-Tendering System (System) of The Hong Kong University of Science & Technology (HKUST). This platform provides online services for registration for inclusion in HKUST Supplier Lists, information update, access to tender notices, download tenders and submit bids.

Registered suppliers of HKUST are welcome to logon the e-Tendering System. After logging on, you can use the free of charge services of the e-Tendering System to download tender documents and submit tender responses.

[New Supplier Registration](#)

If you have not been setup as a registered supplier of HKUST or become inactive, you need to submit a new supplier registration online by clicking New Registration in the Logon page.

For using the e-Tendering System, you shall comply with the Terms and Conditions of Use of the System.

Terms and Conditions on Use of e-Tendering System

HKUST provides this e-Tendering System (System) and related services subject to your compliance with the following terms and conditions (“Terms and Conditions”). Please read them carefully. The use of the System shall be governed by these Terms and Conditions. By pressing the “ACCEPT” button, you signify your unconditional acceptance of these Terms and Conditions. The Terms and Conditions may be revised and/or amended from time to time by the HKUST without prior notice to any person. Please check these Terms and Conditions regularly for any revisions and/or amendments which may be made.

The e-Tendering System is an electronic platform for supplier registration, displaying tender notices, downloading tender documents and submitting tender responses. Any parties interested to become supplier of the University can register online by providing the required information and documents for inclusion in the HKUST supplier lists and setup the access to the System.

Registration Obligations

1. When you register, you agree to: (a) provide true, accurate, current and complete information about your organization (or yourself in the case of an individual user) and (b) maintain and promptly update the vendor information to keep it true, accurate, current and complete in particular email address. You acknowledge and agree to receive e-messages or process e-transactions when you register on the System.
2. You are responsible for any loss or damage arising if there is any missing email message or electronic notice resulting from any out-dated, incorrect or unclear contact information. If you notice or suspect that you could not receive any email message or electronic notice sent by the System, it is your sole responsibility to inform HKUST and provide the right contact information to HKUST.
3. The System is provided only to legal entities, whether individual or companies who have the legal capacity to form legally binding contracts under applicable law. If you do not qualify, you are not authorized to access or use the System. If you register, access or use the System on behalf of a company or other entity, then you represent and warrant that you have the authority to bind such company or other entity to these Terms and Conditions.

I have read and agreed the Terms and Conditions on Use of e-Tendering System

我已細閱並接受有關條款。

Accept 接受

Step 2: Then click the “New Registration / Unlock Account” button.

步驟 2：然後點擊“新註冊/解鎖帳戶”按鈕。

Logon to HKUST e-Tendering System

Vendor ID 供應商編號

Enter Vendor ID

[Forget Vendor ID 忘記供應商編號](#)

Password 密碼 (?)

Enter Password

[Change/Forget Password 更改/忘記密碼](#)

[New Registration/Unlock Account 新註冊/帳戶解鎖](#)

Logon 登錄

Vendor New Registration 供應商新註冊頁

Step 3a: Fill in the required fields and upload Business Registration Certificate in Company Information.
 步驟 3a：於公司資料欄中填上所需資料並上傳商業登記證。

Register for HKUST e-Tendering System

公司資料 Company Information | 聯絡資料 Contact Person Information | 產品及服務 Products/Services Provided | 銀行賬戶資料 Payment Information | 業務參考資料 Job Reference | 財務資料 Financial Related | 聲明 Declaration | 完成 Complete

Place of Incorporation * 註冊地: Choose one of the following... 選擇國家/地區

Company Name * (English) 公司名稱: Enter Company Name

商業登記號碼 Business Registration No. * ①: Enter Business Registration No.

Upload File: (Upload a valid Business Registration Certificate or Incorporation Document/License issued by the Government/ Authority in pdf format (Max. 5MB))

Registered Address * (English) 註冊地址: Enter Registered Address (e.g. Flat / Room 1234, ABC Building, No. 567 Mong Kok Road, Kowloon)

Correspondence Address (English) (If different from Registered Address) 通信地址: Enter Corresponding Address

Company Tel. * 公司電話 (Country Code / Tel. No. / Extension): Country Code, Enter Tel. No. 電話號碼, Ext. 分機

Company Fax 公司傳真 (Country Code / Fax No. / Extension): Country Code, Enter Fax No., Ext.

Company URL (http://) 公司網址: Enter Company URL

Primary Registered Email * 主要註冊電子郵件: Enter Primary Registered Email

(This email will be used for retrieving password and receiving purchasing documents including Quotation/ Tender Invitation and Purchase Order from the Purchasing Office.)

此郵件將作為接收密碼和採購處之文件，如採購單、報價/投標邀請書等。

Next

Fill in the company name in English which has to exactly match with Business Registration Certificate 以英文輸入公司名稱，並須與商業登記證完全相同

Only input the first 8 digits (Applicable to HK Business Registration certification only) 填寫首八個號碼 (只適用於香港商業登記證)

Please refer to below sample, and upload the Business Registration Certificate 請參閱下頁的示例，並上傳有效的商業登記證

Only ONE Primary Registered Email can be added 只能添加一個主要註冊電子郵件

Please ensure to input the **Primary Registered Email** in this field (Primary Registered Email will be used for retrieving password, receiving security code & purchasing documents.). Complete the form then click the "Next" button.

請確保在此欄位中輸入**主要註冊電子郵件**（主要註冊電子郵件將用於重置密碼、接收安全代碼和採購檔案）。完成表格後按“下一步”按鈕。

Vendor New Registration 供應商新註冊頁

Hong Kong Business Registration Certificate Sample: 香港商業登記證樣本

表格 2 FORM 2 [第 5 條]
《商業登記條例》(第 310 章) [regulation 5]
BUSINESS REGISTRATION ORDINANCE (Chapter 310)
《商業登記規例》
BUSINESS REGISTRATION REGULATIONS
商業 XXXX 登記證 Business XXXX Registration Certificate

XXXXXXXXXX
XXXXXXXXXX

業務 / 法團所用名稱
Name of Business/
Corporation **ABC Company Limited**

業務 / 分行名稱
Business/
Branch Name *****

地址
Address
Flat / RM 15A
XYZ GLOUCES ROAD
WANCHAI
HK

業務性質
Nature of Business
VIDEO PRODUCTION

法律地位
Status
INDIVIDUAL

生效日期 Date of Commencement	屆滿日期 Date of Expiry	登記證號碼 Certificate No.	登記費及徵費 Fee and Levy
01/03/2019	29/02/2020	12345678	\$2,250 (登記費 FEE = \$2,000) (徵費 LEVY = \$250)

請注意下列《商業登記條例》的規定：
Please note the following requirements of the Business Registration Ordinance:

- 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
- 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

IRDB101A (12/2010) 123456789123 876588739 \$2,250.00

Company Name must be the same as in the Vendor New Registration 公司名稱必須完全與供應商註冊的公司名稱相同

Only input the first 8 digits 只需填寫首八位數字

Ensure it is still valid 確保仍有效

Ensure payment has been made 確保已付款

Vendor New Registration 供應商新註冊頁

Step 3b: Fill in the required fields in Contact Person Information.

步驟 3b：於聯絡資料欄中填上所需資料。

Register for HKUST e-Tendering System

聯絡資料

Company Information Contact Person Information Products/Services Provided Payment Information Job Reference Financial Related Declaration Complete

Contact Person (1) 聯絡人

Name * 名稱

Job Title * 職位名稱

Tel. * 聯絡電話 (Country Code / Tel. No. / Extension)

國家代碼 Enter Tel. No. 電話號碼

Mobile 手機 (Country Code / Mobile No.) Enter Mobile No.

Email Address * 電郵地址

+ Add more contact person 添加更多聯絡人

下一步

Step 3c: Fill in the required fields in Products/Service Provided.

步驟 3c：於產品及服務欄中填上所需資料。

Register for HKUST e-Tendering System

產品及服務

Company Information Contact Person Information Products/Services Provided Payment Information Job Reference Financial Related Declaration Complete

主要產品或服務* (類別)
Main Products or Services * (Category)

(產品)
* (Product)

+ Add category and product 添加更多類別及產品

Additional Information 附加資訊
(Provide additional information on Products/Services provided if any)

Brand Name 品牌名稱
(Brand Name for which your company acts as the authorised agent(s)/distributor(s))

Catalogue 目錄
(Upload in pdf or jpg format, max. 10MB)

下一步

Vendor New Registration 供應商新註冊頁

Step 3d: Fill in the required fields and upload payment arrangement related document in Payment Information. 步驟 3d：於銀行賬戶資料欄中填上所需資料並上傳有關收款銀行賬戶及開戶資料。

Register for HKUST e-Tendering System

Company Information Contact Person Information Products/Services Provided **銀行賬戶資料
Payment Information** Job Reference Financial Related Declaration Complete

* C.C. Country Code; Ext.: Extension

I accept electronic payment (Bank Transfer) from the University with bank account information details provided as below.

Name of Beneficiary
收款賬戶名稱

Beneficiary Name

Confirm same as the company name indicated on the Purchase Order / Contract / Quotation / Invoice

Bank Name
銀行名稱

Enter Bank Name

Bank Country or Region
銀行國家

Choose one of the following...

Bank Address
銀行地址

Enter Bank Address

Bank Account Number
銀行戶口號碼

Enter Account Number
(Including Bank Code, Branch Code & Account No.)

Currency
幣值

Choose one of the following...

Bank Identify Code / SWIFT
銀行識別代碼

Enter BIC/SWIFT Code

IBAN
國際銀行帳戶號碼

Enter IBAN

Other Payment Code
其他收款方式

Choose one of the following... Enter Number

Proof of bank details 銀行賬戶證明
(e.g. Bank statement, blank cheque, first page of bank book, remittance statement, etc)

Upload File
(Upload in pdf format, max. 10MB)

Proof for different payee name
(e.g. "對外貿易經營者備案登記表" must be provided for Chinese Suppliers)
收款人不相符證明

Upload File
(Upload in pdf format, max. 10MB)

Justification for different payee name
收款人不相符的理理解釋

Enter justification of different payee name

A/C Contact Person Name
聯絡人名稱

Enter A/C Contact Person Name

A/C Contact Person Title
聯絡人職位名稱

Enter A/C Contact Person Title

A/C Contact Number
(Country/Area Code / Tel. No. / Extension)
聯絡人電話

C.C. Enter Tel. No. Ext.

A/C Contact Email
(For receiving payment advice by email)
聯絡人電郵地址 (以便接收付款通知)

Enter A/C Contact Email

下一步
Next

Name of Beneficiary showing in supporting document MUST exactly match with Company Name. 證明文件中顯示的收款賬戶名稱必須與公司名稱完全匹配

Please upload bank issued supporting document which is able to show sufficient information for payment 請上傳由銀行發出之證明文件能顯示足夠資料來完成付款

Supporting document and justification must be provided if different payee is required. 如收款人與註冊公司名稱有不相符，必須提供證明文件及理理解釋

Vendor New Registration 供應商新註冊頁

Bank Information supporting document sample: 收款銀行賬戶資料樣本



Client Service Team
HSBC Bank Plc
Global Liquidity and Cash Management
Level 30, 8 Canada Square
London
E14 5HQ

ABC Company Limited
Company Address 1
Company Address 2
Company Address 3

If the Vendor Name registered in the system is different from the bank account name, please provide supporting document issued by the Authority to substantiate the request. 如果註冊的供應商名稱與銀行賬戶名稱不同，請提供有關證明文件以作核實，如銀行開戶證明。

02772 244331
@hsbc.com

28th March 2018

This letter is a confirmation that **ABC Company Limited** hold the below accounts with HSBC.

Account Title / Name:
Account Currency: GBP
Sort code: 200000
Account Number: 76500717
IBAN Number: GB21 2000 0007 6500 7170
SWIFT CODE: HUKW33

Account Title / Name:
Account Currency: GBP
Sort code: 200000
Account Number: 76500717
IBAN Number: GB21 2000 0007 6500 7170
SWIFT CODE: HUKW33

Account Title / Name:
Account Currency: GBP
Sort code: 200000
Account Number: 76500717
IBAN Number: GB21 2000 0007 6500 7170
SWIFT CODE: HUKW33

Account Title / Name:
Account Currency: GBP
Sort code: 200000
Account Number: 76500717
IBAN Number: GB21 2000 0007 6500 7170
SWIFT CODE: HUKW33

Yours sincerely,

Client Service Manager
02772 244331

HSBC Bank plc,
Corporate Support Team, Level 30, 8 Canada Square, London, E14 5HQ Tel: 0207 260 4413. Web: www.hsbc.co.uk

Registered in England number 14239. Registered Office: 8 Canada Square, London E14 5HQ
Authorised and regulated by the Financial Conduct Authority.

Vendor New Registration 供應商新註冊頁

Step 3e: Fill in the required fields in Job Reference.

步驟 3e：於業務參考資料欄中填上所需資料。

Register for HKUST e-Tendering System

Company Information Contact Person Information Products/Services Provided Payment Information **業務參考資料
Job Reference** Financial Related Declaration Complete

* C.C.: Country Code; Ext.: Extension

List of TWO to SIX company names, addresses, tel. nos., and contact persons of our/my current major customers who would be prepared to provide comments/references in respect of orders/contracts which we/ll have completed in the past 12 months.

Job Reference (1) 業務參考資料 (1)

Company Name 公司名稱

Contact Person's Name 聯絡人名稱

Contact Person's Job Title 聯絡人職位名稱

Contact Person Tel. 聯絡電話
(Country/Area Code / Tel. No. / Extension) C.C. Ext.

Contact Person Email Address 電郵地址

最近完成的業務項目
Most Recent Completed Project

業務項目金額 (港元)
Project Amount (HKD)

[+ Add more job reference](#) 添加更多業務參考資料

Appreciation Letter 嘉許信
(Upload in pdf format, max. 10MB)

下一步

Step 3f: Fill in the required fields in Financial Related.

步驟 3f：於財務資料欄中填上所需資料。

Register for HKUST e-Tendering System

Company Information Contact Person Information Products/Services Provided Payment Information Job Reference **財務資料
Financial Related** Declaration Complete

去年銷售額 (港元)
Last year's Sales Turnover (HKD)

Latest Audited Report 最新審核報告
(Upload in pdf format, max. 10MB)

Organization Chart 公司架構圖
(Upload in pdf format, max. 10MB)

下一步

Vendor New Registration 供應商新註冊頁

Step 3g: Fill in the required fields in Declaration.

步驟 3g：於聲明欄中填上所需資料。

Register for HKUST e-Tendering System

Company Information Contact Person Information Products/Services Provided Payment Information Job Reference Financial Related **聲明 Declaration** Complete

* C.C. Country Code; Ext.: Extension

Declaration

請填寫與大學利益衝突有關連的申報人資料（如不適用，則選擇無）

Conflict of Interest * 利益衝突申報聲明 Names of the employees of the University and/or their families who are related to us/me, or to our/my employees and/or their families, and the nature of their relationship. (Select NONE if totally inapplicable)

None Yes

香港科技大學僱員姓名
Name of HKUST employee

Relationship 關係

Department 所屬部門

Job Title 職位名稱

In addition to the declaration, I/we hereby confirm the above declared person has no conflict between his/her private interests and professional obligations to the University. 除聲明外，本人/吾等在此確認上述被聲明人的私人利益與對大學的專業義務並無衝突。

We/I hereby confirm that we/I are authorized to act on behalf of the company. The information given in this application is true, correct and complete which shall have effect until further notice.

We/I understand that all employees of the University are designated "public servant" under the provisions of the Prevention of Bribery Ordinance (Capt.201 of the Laws of Hong Kong).

We/I further understand that the policy of the University requires all its employees to avoid any conflict between their personal interest and the University's interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the University. In furtherance of this policy, the University requires that competitive bidding be used, wherever practicable, in the procurement of materials/services.

Our/My efforts shall include, but not limited to, establishing precautions to prevent our/my employees or agents from making, receiving, providing, or offering gifts, payments, loans, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interests of the University.

We/I understand and agree that the University shall be allowed at all reasonable times to inspect at our/my premises or at any other mutually agreed premises the materials and workmanship associated with the equipment and products or services for which we/I shall be acting as a supplier.

代表公司授權人名稱
Name of Authorized Representative *

Job Title * 職位

Tel. No. * 聯絡電話
(C.C.: Country Code; Ext: Extension) C.C. Ext.

Email * 電郵地址

Notes
Thank you for your application. Your application will be processed subject to submission of the required information.
The security code to change password will be sent to you shortly.

[Refresh 重整](#)



Please drag the matching image to the right.
請把相同的圖案拉到右邊。

Security Code
After clicking "NEXT", an email with your Security Code will be sent to Primary Registered Email provided in your application. You will need to enter your Security Code on the next page in order to submit your application for supplier/contractor registration.

下一步 **Next**

Vendor New Registration 供應商新註冊頁

Step 4: You will receive a Security Code via email. You will need to enter your Security Code on the next page in order to submit your application for supplier/contractor registration.

步驟 4：您將通過電子郵件收到安全代碼。您需要在下一頁輸入您的安全代碼，以便提交您的供應商/承包商註冊申請。

Dear Sir/Madam 尊敬的先生/女士 (██████),

Please enter the following Security Code in the registration page to proceed with the registration process in the e-Tendering System. 請閣下在香港科技大學電子投標系統註冊頁面的預設位置把下列安全代碼填上及提交以繼續註冊程序。謝謝。

Security Code 安全代碼

GB7kNFjUW5

Best Regards,
e-Tendering System
The Hong Kong University of Science and Technology
香港科技大學電子投標系統

This is a system-generated email, please DO NOT reply.
這是系統自動發出的電子郵件，請勿回覆。

Step 5: Logon your Primary Registered Email to get the Security Code. Input the Security Code and click the "Submit" button to complete the process. It may take a few seconds to process. Please do not exit the page.

步驟 5：登入您的主要註冊電子郵件以獲取安全代碼。然後輸入安全代碼，並點擊“提交”按鈕以完成流程。處理可能需要幾秒鐘，請不要退出頁面。

Register for HKUST e-Tendering System

Company Information Contact Person Information Products/Services Provided Payment Information Job Reference Financial Related Declaration **完成 Complete**

Note: If you do not receive email with the security code, please ensure the email address you input is correct and check your junk mail. To correct the email address, please click "Company Information" tab and re-enter a valid email. Then come back this "Complete" tab and click [here](#) to re-send the security code.

Please enter the Security Code which just sent to your registered email puolivia@ust.hk.

GB7kNFjUW5

Submit

system

Success

Register Successfully. Please check mail for the security code to change/update password before logon.

OK

Popup Message: "Register Successfully. Please check mail for the security code to change/update password before logon." Click OK button.

彈出訊息：“註冊成功。請檢查郵件中的安全代碼，以便在登入前更改/更新密碼。按“確定”按鈕。

Vendor New Registration 供應商新註冊頁

Step 6: Check email for the second Security Code. Change/update password via the link provided.
步驟 6：檢查電子郵件以獲得第二個安全代碼，通過提供的連結更改/更新密碼。

Dear Sir/Madam 尊敬的先生/女士 (XXXXXXXXXX),

Thanks for your registration at the HKUST e-Tendering System.
感謝 貴公司/閣下在香港科技大學電子投標系統註冊。

Please note that the below Vendor ID has been assigned to your company. To complete the registration process, you are required to setup your logon password by entering the Security Code as shown below by clicking [here](#).
要完成註冊，請點擊 [此處](#) 並輸入下列安全代碼來設置 貴公司/閣下的登錄密碼。

Vendor Id 貴公司/閣下獲編配的供應商編號
1003000224

Security Code 安全代碼
Xcyr3OBXhQ

Upon setting your password, you can access HKUST e-Tendering System with your Vendor ID and password to view tender notices, download tender document and submit offer.
在設置密碼後，就可以使用 貴公司/閣下的供應商編號及密碼訪問香港科技大學電子投標系統，以查看招標公告，下載招標文件和提交報價。

Best Regards,
e-Tendering System
The Hong Kong University of Science and Technology
香港科技大學電子投標系統

This is a system-generated email, please DO NOT reply.
這是系統自動發出的電子郵件，請勿回覆。

Step 7: Input the second Security Code, then click the “Proceed” button for Vendor Password Reset.
Notification of password changed will be sent to the Primary Registered Email.

步驟 7：輸入第二個安全代碼，然後點擊“提交”按鈕以進行供應商密碼重置。密碼更改通知將發送到主要註冊電子郵件。

HKUST e-Tendering System - Vendor Password Reset 用戶密碼重置

An email with security code has been sent to the registered email address. Please input the security code below to reset password:
安全碼已發送至您的登記電郵，請在此輸入：

Security Code 安全碼

Xcyr3OBXhQ

Proceed 提交

Vendor New Registration 供應商新註冊頁**Step 8:** Reset for a new password.

步驟 8：重置新密碼。

HKUST e-Tendering System - Vendor Password Reset 用戶密碼重置

Please enter 8 - 10 characters long password containing uppercase, lower case characters, and numbers.
請輸入 8 至 10 位密碼，需包含大小寫及數字。

New Password 新密碼

Confirm Password 確定密碼

Tips for Password: 設置密碼提示:

- Password is case sensitive 密碼區分大小寫
- At least 8 characters' long 至少 8 個字元長
- Leading characters cannot be “?” or “!” 首字元不能使用 “?” “或” “!”
- No consecutive letters or numbers or symbol. E.g.: 123xxxxx, abcxxxxx. 不能使用連續字母或數位字或符號
- Avoid using popular words from dictionary 避免使用字典中的流行詞

Step 9: Notification email will be sent to the Primary Registered Email for logging in.步驟 9：通知郵件將發送到主要註冊電子郵件以便進行登入。

Dear Sir/Madam 尊敬的先生/女士 (■■■■■■■■■■),

You have successfully registered at the HKUST e-Tendering System and set the password, please use the new password to [logon](#) to view tender notice, download tender and submit offer.
貴公司/閣下已在香港科技大學電子投標系統成功註冊並設置密碼，請使用新密碼[登入](#)系統查看招標公告，下載招標文件及提交報價。

Best Regards,
e-Tendering System
The Hong Kong University of Science and Technology
香港科技大學電子投標系統

This is a system-generated email, please DO NOT reply.
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Step 10: Logon to HKUST e-Tendering System via the link on the screen.

步驟 10：透過螢幕上的連結登入香港科技大學電子投標系統。

HKUST e-Tendering System - Vendor Password Reset 用戶密碼重置

Your password has been successfully reset.
您的密碼重置成功。

Click [按此 HKUST e-Tendering System](#) to logon 登入。

Login e-Tendering system 登入電子投標系統

Dear Sir/Madam 尊敬的先生/女士 (),

Thanks for your registration at the HKUST e-Tendering System.
感謝 貴公司/閣下在香港科技大學電子投標系統註冊。

Please note that the below Vendor ID has been assigned to your company. To complete the registration process, you are required to setup your logon password by entering the Security Code as shown below by clicking [here](#).
要完成註冊，請點擊 [此處](#) 並輸入下列安全代碼來設置 貴公司/閣下的登錄密碼。

Vendor Id 貴公司/閣下獲編配的供應商編號
1003000224

Security Code 安全代碼
Xcyr30BXhQ

Upon setting your password, you can access HKUST e-Tendering System with your Vendor ID and password to view tender notices, download tender document and submit offer.
在設置密碼後，就可以使用 貴公司/閣下的供應商編號及密碼訪問香港科技大學電子投標系統，以查看招標公告，下載招標文件和提交報價。

Best Regards,
e-Tendering System
The Hong Kong University of Science and Technology
香港科技大學電子投標系統

This is a system-generated email, please DO NOT reply.
這是系統自動發出的電子郵件，請勿回覆。

Logon to HKUST e-Tendering System

Vendor ID 供應商編號

[Forget Vendor ID 忘記供應商編號](#)

Password 密碼 (?)

[Change/Forget Password 更改/忘記密碼](#)

[New Registration/Unlock Account 新註冊/帳戶解鎖](#)

[Logon 登錄](#)

Step 12: Input your Vendor ID and Password to login e-Tendering system.

步驟 12：輸入您的供應商 ID 和密碼以便登入電子投標系統。

You have now successfully registered to HKUST e-Tendering System

您已成功註冊香港科技大學電子投標系統賬戶。