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)



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 Purchasing Office, The Hong Kong University of Science & Technology

由 香港科技大學採購處

Subject Invitation to Tender 投標邀請

主旨

Tender/ Quotation Ref. TNU1800109

科大文件編號

Description 内容

Closing Date 截標日期 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 <u>New Registration / Unlock Account</u> 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/解鎖賬戶"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 <a href="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

- 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.
- 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.

□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/解鎖賬戶"按鈕。

į	THE HONG KONG UNIVERSITY OF SCIENCE HKUST e-Tendering System AND TECHNOLOGY			Terms & Conditions
	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		
		◆DLogon 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。

公司資料 Company Information	聯絡資料 Contact Person Info	rmation Pro	產品及服務 oducts/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 Comple
Place of Incorporation *	註冊地	Choose o	ne of the following選打	睪國家/地區			e company nam which has to ex	
Company Name * (English) 公司名稱		Enter Company Name				Registrat	ith Business ion Certificate 俞入公司名稱,	
		most up-to-da certificate of ir	y name must be exactly the tle incorporation documents, ncorporation or any equivale Unmatched company name	, such as your business reg int documents, in terms of s	istration certificate, pelling, special chara	pany's <mark>與商業</mark> incters nt.) Only in	学記證完全相同 put the first 8 d able to HK Bus	igits
商業登記號碼 Business Registration N	0. * 🐧	Enter Business Registration No.			Registra	ation certification 真寫首八個號码	on	
		Upload F	ile id Business Registration Cel	tificate or Incorporation Do	cument/License issue		香港商業登記	證)
註冊地址			ent/ Authority in pdf format (N				efer to below sa	
Registered Address * (E	nglish)	Enter Registered Address E.g. Flat / Room 1234, ABC Building			Registrat	ion Certificate 下頁的示例,这		
通信地址(如與註冊地址不同) Correspondence Address (English) If different from Registered Address)		No. 567 Mong Kok Road				n業登記證		
		Kowloon Choose one of the following The state of the following is a state of th						
					*			
		(Registered address should be same as the company's registration cert.)						
		Enter Corresponding Address						
		Choose o	ne if filled corresponse a	address info				
Company Tel.* 公司電	話	國家代碼 Country Coo	E J		Ext. 分機			
Country Code / Tel. No. /								
Company Fax 公司傳真 Country Code / Fax No.		Country Coo	de Enter Fax No.		Ext.		E D. ' D. '	
Company URL (attp://)公	司網址	Enter Comp	pany URL			Email ca	E Primary Regi n be added <mark>一個</mark> 主要註冊	
Primary Registered Ema 主要註册電子郵件	nil*	Enter Prima	ıry Registered Email					
工女証加電」野什	\	(This email will be used for retrieving password and receiving purchasing documents including Quotation/ Tender Invitation and Purchase Order from the Purchasing Office.)				iding		

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<u>主要註冊電子郵件</u>(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

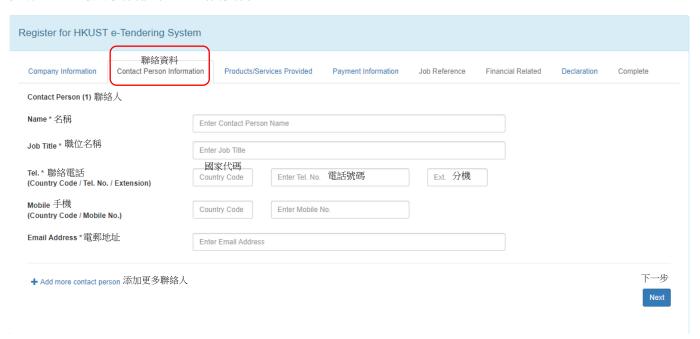




Vendor New Registration 供應商新註冊頁

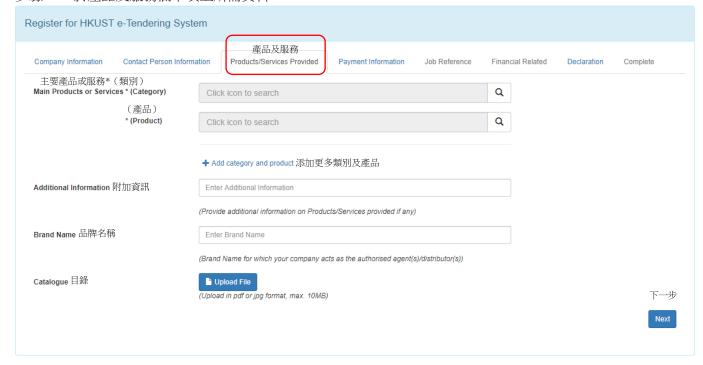
Step 3b: Fill in the required fields in Contact Person Information.

步驟 3b:於聯絡資料欄中填上所需資料。



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。



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。





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



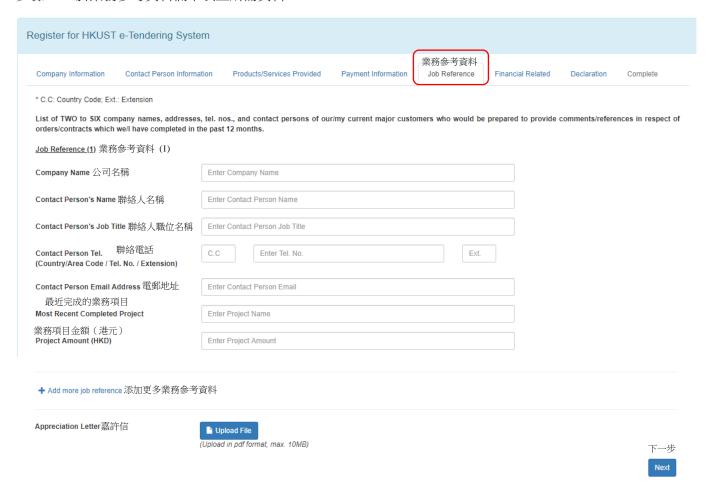
This letter is a confirmation that ABC Company Limited hold the below accounts with HSBC. Account Title / Name:, _____, ____ Account Currency: ["" Sort code: ***** Account Number: 76500712 IBAN Number: ^~~ · · · · · · · SWIFT CODE: ''D'''CD 4D Account Title / Name: Account Currency: ["" Sort code: *^* Account Number: 76500717 IBAN Number: ---SWIFT CODE: ****** Account Title / Name: Account Currency: [111] Sort code: ***** Account Number: 7650071 IBAN Number: ---SWIFT CODE: '''' Account Title / Name: Account Currency: F' 'D Sort code: *^---Account Number: 76509713 SWIFT CODE: ****** Yours sincerely, Client Service Manager Corporate Support Team, Level 30, 8 Canada Square, London, E14 5HQ Tel: 0207 260 4413. Web: www.hsbe.co.uk Registered in England annhar 1429, Registered Office: 8 Canada Square, London E14 3HQ Authorized and regulated by the Financial Combet Authority.



Vendor New Registration 供應商新註冊頁

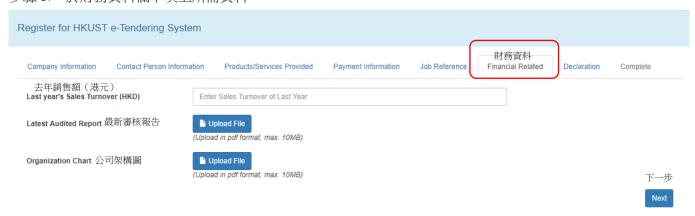
Step 3e: Fill in the required fields in Job Reference.

步驟 3e:於業務參考資料欄中填上所需資料。



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。





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 Syst	tem					`
Company Information Contact Person Infor	mation Products/Services Pro	ovided 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	i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	ict 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 families, and the nature of their relationship. (Select NONE if totally inapplicable)					
	None O Yes **YESTER IN A					
	香港科技大學僱員姓名 Name of HKUST employee	Enter HKUST Employee Name				
	Relationship關係	Enter Relationship				
	Department 所屬部門	Enter Department				
	Job Title職位名稱	Enter Job Title				
		I/we hereby confirm the above declar				確認上述被聲 業義務並無衝勢
	o act on behalf of the company. The			117A/\\T\11m#	兴到八字时争为	未找 仂业無国力
✓ We/I understand that all employees of the Un Bribery Ordinance (Capt.201 of the Laws of H	iversity are designated "public serv	ant" under the provisions of the Prev	rention of			
Well further understand that the policy of the t interest and the University's interest in dealin business with the University. In furtherance of practicable, in the procurement of materials/s	g with suppliers and all other orgar this policy, the University requires	nizations or individuals doing or see	king to do			
Our/My efforts shall include, but not limited to, receiving, providing, or offering gifts, payment influencing individuals to act contrary to the b	s, Ioans, substantial entertainment					
We/I understand and agree that the University other mutually agreed premises the materials which we/I shall be acting as a supplier.						
代表公司授權人名稱 Name of Authorized Representative *	<u> </u>					
Job Title * 職位						
Tel. No.* 聯絡電話	c.c		Ext.			
(C.C.: Country Code; Ext: Extension)						
Email *電郵地址						
Notes Thank you for your application. Your application The security code to change password will be	The state of the s	mission of the required information	ı.			
	Ø Refresh 重整	≅				
	= *	S 📤 🕜				
	* /	7				
	Please drag the 誘把相同的圖寫	e matching image to the right. 《拉到右邊。				
Security Code After clicking "NEXT", an email with your Secur		egistered Email provided in your ap	plication. You will nee	ed to enter your Securi	ity Code on the nex	t page in order
to submit your application for supplier/contract	or registration.				T 16	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。



Step 5: Logon your <u>Primary Registered Email</u> 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:登入您的主要註册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。

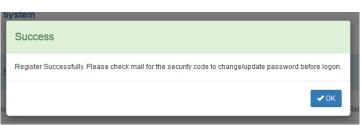
Register for HKUST e-Tendering System

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



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 (

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 elikidad been

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/閣下的登録密碼。

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 T

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,請勿回臺。

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.

Proceed 提交

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。





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	Enter New Password 輸入新密碼				
Confirm Password 確定密 碼	Re-Enter New Password 重新輸入新密碼				
	Proceed提交				

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 <u>Primary Registered Email</u> 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。

You have successfully registered at the HKUST e-Tendering System and set the password, please use the new password to <u>logon</u> 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<u>登入</u>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

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。

THE HONG KONG
UNIVERSITY OF SCIENCE

HKUST e-Tendering System

Logon

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 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/閣下的登録密碼。 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。 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。 THE HONG KONG

AND THE HONG KONG

HKUST e-Tendering System Terms & Conditions



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。.