

HKUST e-Tendering System - Guide to Vendor Register Primary Registered Email

香港科技大學電子投標系統-供應商登記主要註冊電子郵件指南（繁體版）



香港科技大學

THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

Register Primary Registered Email 登記主要註冊電子郵件

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

Accept

Step 2: For adding Primary Registered Email, please click “Change/Forget Password” on e-Tendering Login page:

步驟 2：若要添加主要註冊電子郵件，請在電子投標系統登入頁面上按“更改/忘記密碼”：

Logon to HKUST e-Tendering System

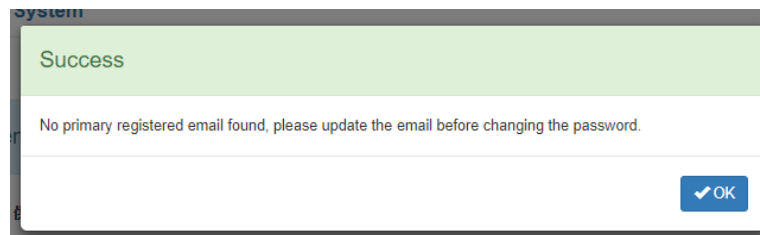
Vendor ID 供應商編號	<input type="text"/>	Forget Vendor ID 忘記供應商編號
Password 密碼 (?)	<input type="text"/>	Change/Forget Password 更改/忘記密碼

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

Register Primary Registered Email 登記主要註冊電子郵件

Step 3: Input your Vendor ID, drag the matching image to the right and then click “Proceed” button.

步驟 3：輸入您的供應商 ID，把匹配的影像拖動至右邊，然後按“提交”按鈕。



Popup message: No primary registered email found, please update the email before changing the password. Click “OK” button.

彈出訊息：未能找到主要註冊電子郵件，請在修改密碼前更新電子郵件。按“確定”按鈕。

Register Primary Registered Email 登記主要註冊電子郵件

Step 4a: Complete all required fields and upload [Business Registration Certificate](#) and [Bank Information supporting document](#), then click the “Submit & Proceed” button.

步驟 4a：完成所有必需填寫的欄位並上載[商業登記證](#)及[收款銀行賬戶資料](#)，然後按“提交並繼續”按鈕。

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY HKUST e-Tendering System Logon

Primary Registered Email Update

* C.C.: Country Code 國家代碼; Ext.: Extension 分機

General Information

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.)

Business Registration No. * ⓘ
商業登記號碼

Enter Business Registration Number

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

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.).
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文件）。

Register Primary Registered Email 登記主要註冊電子郵件

Step 4b: Fill in the required fields and upload related bank details supporting documents in Payment Information.

步驟 4b：於銀行賬戶資料欄中填上所需資料並上傳相關的收款銀行賬戶證明文件。

Payment Information *

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

BF-Unappd T vendor w/o PRE

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 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 in pdf format, max. 10MB)

Justification for different payee name
收款人不相符的理由解釋

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 Job Title
聯絡人職位名稱: Enter A/C Contact Person Job Title

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

A/C Contact Person 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 Person Email

Name of Beneficiary in the Auto pay attachment MUST exactly match with Company Name.
自動支付附件中的收款人姓名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由解釋

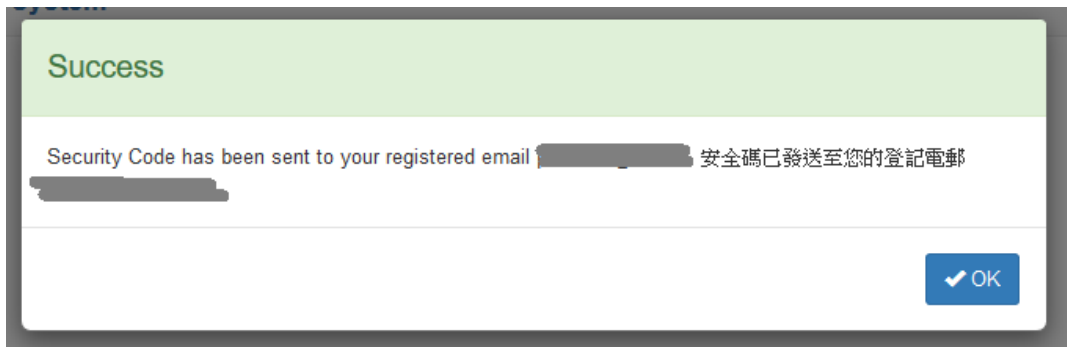
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Step 4c: Fill in the required fields in Declaration, then click the “Submit & Proceed” button.

步驟 4c：於聲明欄中填上所需資料，然後按“提交並繼續”按鈕。

Declaration 聲明	
Conflict of Interest * 利益衝突申報聲明	<p>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） 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)</p> <p><input checked="" type="radio"/> None <input type="radio"/> Yes</p> <p>香港科技大學僱員姓名 Name of HKUST employee <input type="text" value="Enter HKUST Employee Name"/></p> <p>Relationship 關係 <input type="text" value="Enter Relationship"/></p> <p>Department 所屬部門 <input type="text" value="Enter Department"/></p> <p>Job Title 職位名稱 <input type="text" value="Enter Job Title"/></p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> 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.</p> <p>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.</p> <p>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.</p>
Name of Authorized Representative * 代表公司授權人名稱	<input type="text" value="Enter Name of Authorized Representative"/>
Job Title * 職位	<input type="text" value="Enter Job Title"/>
Tel. No. * 聯絡電話 (C.C.: Country Code; Ext: Extension)	C.C. <input type="text" value="Enter Telephone"/> Ext. <input type="text"/>
Email * 電郵地址	<input type="text" value="Enter Email Address"/>
<input type="button" value="Submit & Proceed"/>	

Register Primary Registered Email 登記主要註冊電子郵件



Popup message: Security Code has been sent to your registered email. Click OK button.
彈出訊息：安全代碼已發送到您的登記電子郵件。按“確定”按鈕。

Dear Sir/Madam 尊敬的先生/女士 [redacted]

Please enter the following Security Code in the Reset Password page to proceed in the e-Tendering System.
請 閣下在香港科技大學電子投標系統頁面的預設位置把下列安全代碼填上及提交以繼續設置密碼。謝謝。

Security Code 安全代碼

F4lrVdes9b

You may also click [here](#) to access the Reset Password page.
閣下亦可以按[此處](#)進入該頁面。

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 “Proceed” button.

步驟 5：登入您的主要註冊電子郵件以獲取安全代碼。輸入安全代碼並按“提交”按鈕。

A screenshot of the "HKUST e-Tendering System - Vendor Password Reset 用戶密碼重置" page. The page has a light blue header. The main content area contains the text: "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:". Below this text is a label "Security Code 安全碼" and a text input field containing "F4lrVdes9b". The input field is circled in red. Below the input field is a blue "Proceed 提交" button.

Register Primary Registered Email 登記主要註冊電子郵件

Step 6: Reset a new password, then click the “Proceed” button.

步驟 6：重置新密碼，然後按“提交”按鈕。

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

[Proceed 提交](#)

Step 7: Logon to HKUST e-Tendering System via the link on the screen with the new password.

步驟 7：使用新密碼，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。

You have now successfully logon to HKUST e-Tendering System
您已成功登入香港科技大學電子投標系統帳戶。