

HKUST e-Tendering System - Guide to Retrieve Vendor Password

香港科技大學電子投標系統-供應商重置密碼指南（繁體版）



香港科技大學

THE HONG KONG  
UNIVERSITY OF SCIENCE  
AND TECHNOLOGY

## Retrieve Password 重置密碼

**Step 1:** Access to HKUST e-Tendering System via [https://w5.ab.ust.hk/jstd/td\\_welcome](https://w5.ab.ust.hk/jstd/td_welcome)

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](https://w5.ab.ust.hk/jstd/td_welcome) 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:** Please click “Change/Forget Password” on e-Tendering Login page for retrieving your password:

步驟 2：請在電子投標登入頁面點擊“更改/忘記密碼”按鈕，以作重置您的密碼。

### 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](#)

Retrieve Password 重置密碼

**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。



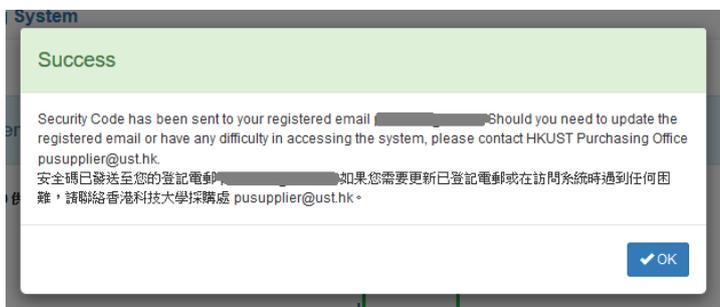
HKUST e-Tendering System - Vendor Change/Forget Password 更改/忘記密碼

Vendor ID 供應商編號  Forget Vendor ID 忘記供應商編號

Refresh 重置

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

Proceed 提交 Cancel 取消



Popup Message: “Security code has been sent to your registered email. Should you need to update the registered email or have any difficulty in accessing the system, please contact HKUST Purchasing Office [pusupplier@ust.hk](mailto:pusupplier@ust.hk).” Click OK button.

彈出訊息：“安全代碼已發送到您註冊的電子郵件。如果您需要更新已登記電郵或在訪問系統時遇到任何困難，請聯絡香港科技大學採購處 [pusupplier@ust.hk](mailto:pusupplier@ust.hk)。” 按“確定”按鈕。

Retrieve Password 重置密碼

Dear Sir/Madam 尊敬的先生/女士 (Nelson Brothers company),

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**

xfbbAJxyOX

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 4:** You will receive a Security Code via email. Logon your Primary Registered Email to get the Security Code. Input the Security Code and click the “Proceed” button.

步驟 4：您將通過電子郵件收到安全代碼。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。

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

**Step 5:** Reset for a new password, then click the ‘Proceed’ button.

步驟 5：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

Retrieve Password 重置密碼

**Step 6:** Notification email will be sent to the Primary Registered Email for logging in.

步驟 6：通知郵件將發送到主要註冊電子郵件進行登入。

Dear Sir/Madam 尊敬的先生/女士 (Nelson Brothers company),

You have successfully set / reset the password in the HKUST e-Tendering System. Please use the new password to [logon](#) for viewing tender notice, downloading tender document and submitting offer.  
貴公司/閣下已在香港科技大學電子投標系統成功設置 / 重置密碼，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.  
這是系統自動發出的電子郵件，請勿回覆。

**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賬戶。.**