

HKUST e-Tendering System -

Quick Guide to Vendor Update Bank Account Details

香港科技大學電子投標系統-供應商更新電子銀行賬戶資料 (繁體版)



香港科技大學

THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

HKUST e-Tendering System - Quick Guide to Vendor Update Bank Account Details

香港科技大學電子投標系統-供應商更新電子銀行賬戶資料

Vendor Update Bank Account 供應商更新電子銀行賬戶資料

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: If you have forgotten your password, please click “Change/Forget Password” on e-Tendering Login page:

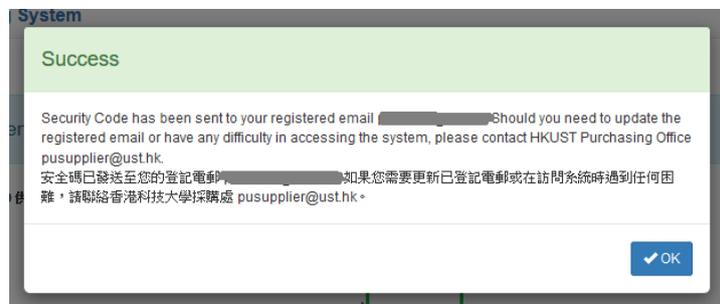
步驟 2：如果您忘記了密碼，請在電子投標登入頁面點擊“更改/忘記密碼”按鈕。

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		
<input type="button" value="Logon 登錄"/>		

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

步驟 3：輸入您的供應商號碼，把匹配的影像拖動至右邊，然後按“提交”按鈕。



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.” 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。” 按“確定”按鈕。

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

Proceed 提交

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

Proceed 提交

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 and Vendor ID, then click the ‘Logon’ button.

步驟 7: 使用新密碼及供應商號碼，透過螢幕上的連結登入香港科技大學電子投標系統，然後按“登錄”按鈕。

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。

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="password"/>	Change/Forget Password 更改/忘記密碼

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

[Logon 登錄](#)

Step 8a: Fill in the required fields in Products/Service Provided. Click “Add” at the right top corner of Product List Section

步驟 8a：於產品及服務欄中填上所需資料，點擊產品清單部份右上方的“添加”按鈕。

Product List

[+ Add](#)

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.

Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. [+ Add more product\(s\)](#)

Show entries Filter Product(s):

Category	Product	Action
No product available		

[Previous](#) [Next](#)

Additional Information

Brand Name

[✓ Update](#)

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category:

Keyword(s):

[← Back](#) [🔍 Search](#)

Step 8b: Scroll down the field “Category” and select the right category of products/services provided, then the corresponding product list will be shown. Select the most suitable products/services of your company, then submit

步驟 8b: 拉下“類別”欄，選擇貴司所提供產品/服務之合適類別，然後相對應的產品清單會於下方顯示。選擇與貴司所提供之產品/服務最合適的選項，然後提交。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s) ①

Category: Banquet/ Catering/ Food Supply ②

Keyword(s):

[← Back](#) [🔍 Search](#)

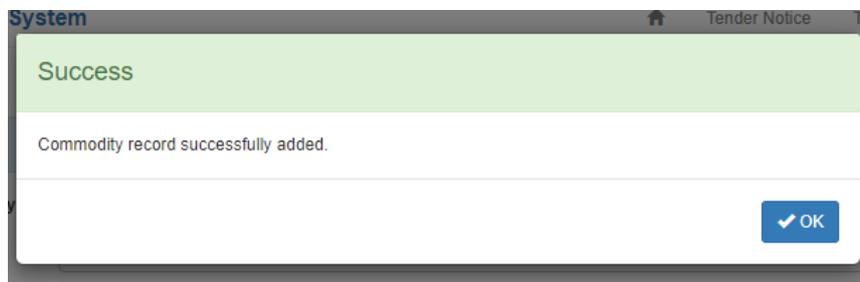
Below is a list of matched Product(s):

Show entries

Product	Category
Catering Service, Food Supply	Banquet/ Catering/ Food Supply
Convenient Store	Banquet/ Catering/ Food Supply
Wine, Beverage	Banquet/ Catering/ Food Supply

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)
✔ Submit ✖ Cancel ③



Popup Message: “Commodity record successfully added.” Click OK button.
彈出訊息：“已成功加了產品及服務資料。” 按“確定”按鈕。

Step 9: Select “My Account” at the top right corner of the page, click “View Profile”, then you can find “Company Information”, “Bank Information” and “Product/Services provided” in our record for your review.
步驟 9：選擇網頁右上角的“我的帳戶”，並點擊“查閱檔案”，您便可以檢閱貴司在大學系統記錄的“公司資料”，“電子銀行帳戶資料”及“所提供的產品/服務”

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY HKUST e-Tendering System Tender Notice Terms & Conditions My Account Logout

Product List

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.
Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. [+ Add more product\(s\)](#)

Show 10 entries Filter Product(s):

Category	Product	Action
Banquet/ Catering/ Food Supply	Convenient Store	 

Previous 1 Next

Additional Information

Brand Name

Step 10: Review your bank information. If you haven't provided any bank information before, or you would like to update your bank information in our record (Only bank information verified by HKUST will be shown), then click "Update" button at the right top corner of Bank Information section.

步驟 10：請檢閱電子銀行賬戶資料。如您從未曾提供過任何銀行資料，或您想更新在大學系統所記錄的電子銀行賬戶資料(只有大學核對的資料才會顯示)，請點擊在銀行資料部份右上角的"更新"按鈕。

Vendor Info

Company Information (Please email to pusupplier@ust.hk for update if necessary)

Company Name:	Clinicon Medical Ltd.	Business Reg. No.:	
Address:	Unit 411, Lippo Sun Plaza., 28 Canton Road., Tsimshatsui, Kowloon, HKG	Primary Registered Email:	puroven***@gmail.com
Tel.:		This is used for password retrieval and receiving documents (including tender, purchase order) from the HKUST Purchasing Office. Please contact HKUST Purchasing Office to change the email if need.	
		Fax:	273611

Bank Information

No Bank Account Information in HKUST record.

[Update](#)

Contact Person Information (Please email to pusupplier@ust.hk for update if necessary)

Contact Person (1)

Name:	Miss Yuen	Job Title:	
Tel.:	27301883	Mobile:	
Email Address:	istest99@ust.hk		

Products/Services Provided

[Update](#)

Category & Product	Category	Product
	Banquet/ Catering/ Food Supply	Convenient Store

Showing 1 to 1 of 1 entries

Additional Information

Brand Name

Step 11: Fill in the required fields and upload payment arrangement related document in Payment information.

步驟 11：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。

Payment Update

Payment Information

Note: Payment will be arranged to the new bank account after verification by HKUST.

Business Registration No.
(Upload a valid Business Registration Certificate or Incorporation Document/License issued by the Government/ Authority in pdf format (Max. 5MB))

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

Bank Name

Bank Country or Region

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

Currency

Proof of bank details
(e.g. Bank statement, blank cheque, first page of bank book, remittance statement, etc)
(Upload in pdf format, max. 10MB)

A/C Contact Person Name

A/C Contact Person Job Title

A/C Contact Person Number
(Country/Area Code / Tel. No. / Extension) C.C. Ext.

A/C Contact Person Email
(For receiving payment advice by email)

**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**

**** Name of Beneficiary should be same as the company name indicated on the Purchase Order / Contract / Quotation / Invoice. Supporting document and justification must be provided if different payee name is required. 受款人名稱必須與訂單/合同/報價單/發票上顯示的公司名稱相符。如有不符的情況，必須提供證明文件及理由解釋。**

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。

0207 260 4413
@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: 76500713
IBAN Number: GB21 2000 0000 0000 0000 0000
SWIFT CODE: HBUK33HAN

Account Title / Name: _____
Account Currency: GBP
Sort code: 200000
Account Number: 76500713
IBAN Number: GB21 2000 0000 0000 0000 0000
SWIFT CODE: HBUK33HAN

Account Title / Name: _____
Account Currency: GBP
Sort code: 200000
Account Number: 76500713
IBAN Number: GB21 2000 0000 0000 0000 0000
SWIFT CODE: HBUK33HAN

Account Title / Name: _____
Account Currency: GBP
Sort code: 200000
Account Number: 76500713
IBAN Number: GB21 2000 0000 0000 0000 0000
SWIFT CODE: HBUK33HAN

Yours sincerely,

Client Service Manager
0207 260 4413

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.

Step 12: Fill in the required fields in Declaration, then click the “Update” button.

步驟 12：於聲明欄中填上所需資料，然後按“更新”按鈕。

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 * 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 NO if totally inapplicable)

利益衝突申報聲明 No Yes

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 hereby confirm that the payment authorisation shall have effect until further notice. I shall indemnify you by payment on demand against any claims, actions, liabilities, losses, damages, costs and expenses (including all reasonable legal costs and expenses properly incurred) which you may suffer or incur as a consequence of the acting in good faith upon my/our instruction if autopay from the university is selected.

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.

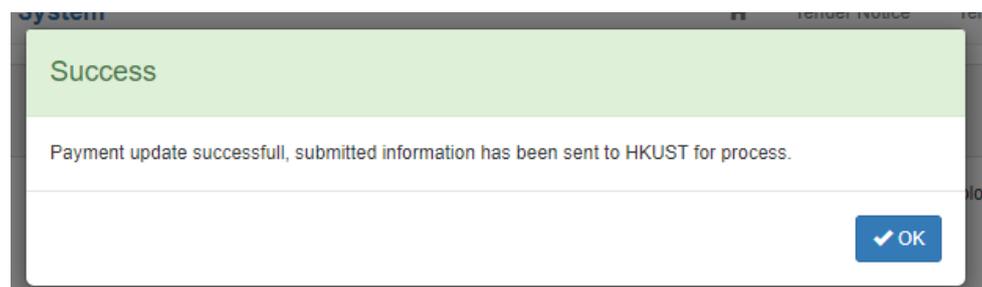
We/I understand and agree that the University shall be allowed at all reasonable times to inspect at our/my premises or at any other mutually agreed premises the materials and workmanship associated with the equipment and products or services for which we/I shall be acting as a supplier.

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

職位
Job Title *

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

電郵地址
Email *



Popup Message: “Payment update successful, submitted information has been sent to HKUST for process” Click OK button.

彈出訊息：“銀行資料更新成功，已將提交的資訊發送給科大進行處理”，按“確定”按鈕。

You have now successfully update Bank information to HKUST e-Tendering System

您已成功更新香港科技大學電子投標系統賬戶中的銀行資料。