

Guideline for Supplier Registration and Information Update

供應商註冊及資料更新指南 (2025.09)

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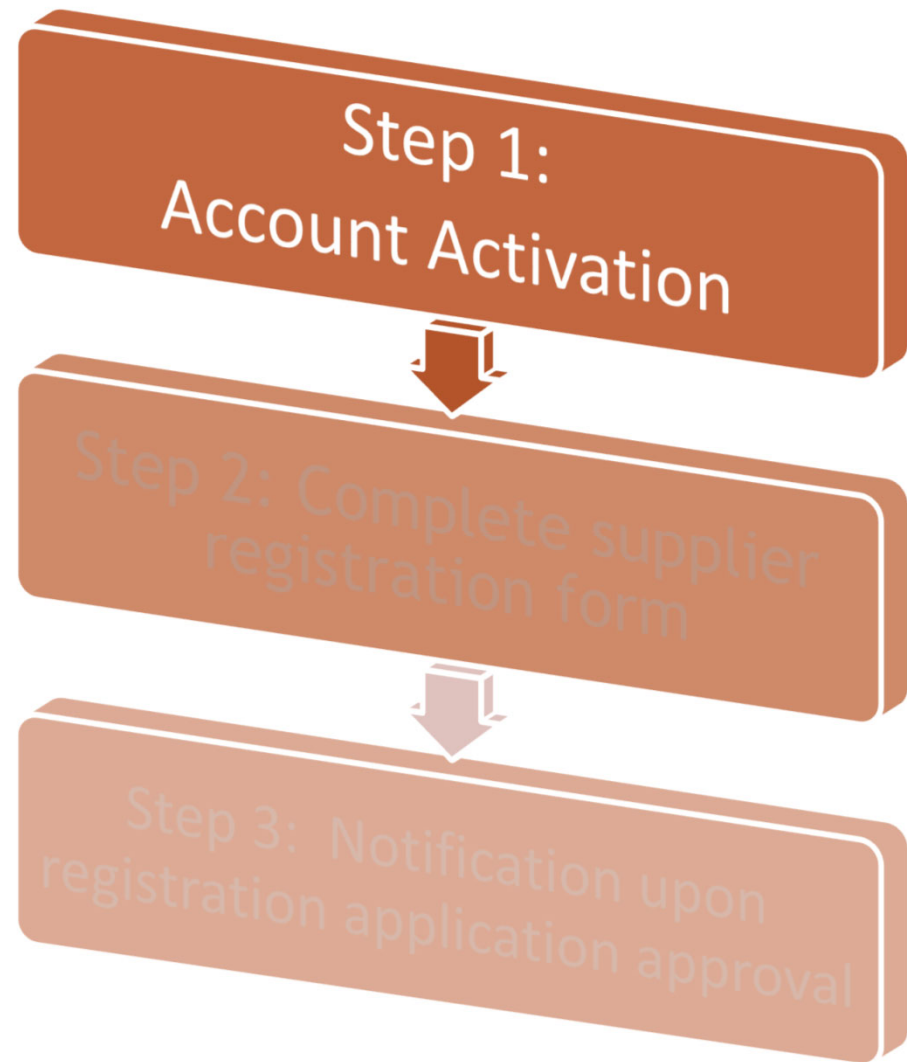
Supplier Registration

登記成為供應商

ACTIVATE USER ACCOUNT AND SUBMIT REGISTRATION FORM

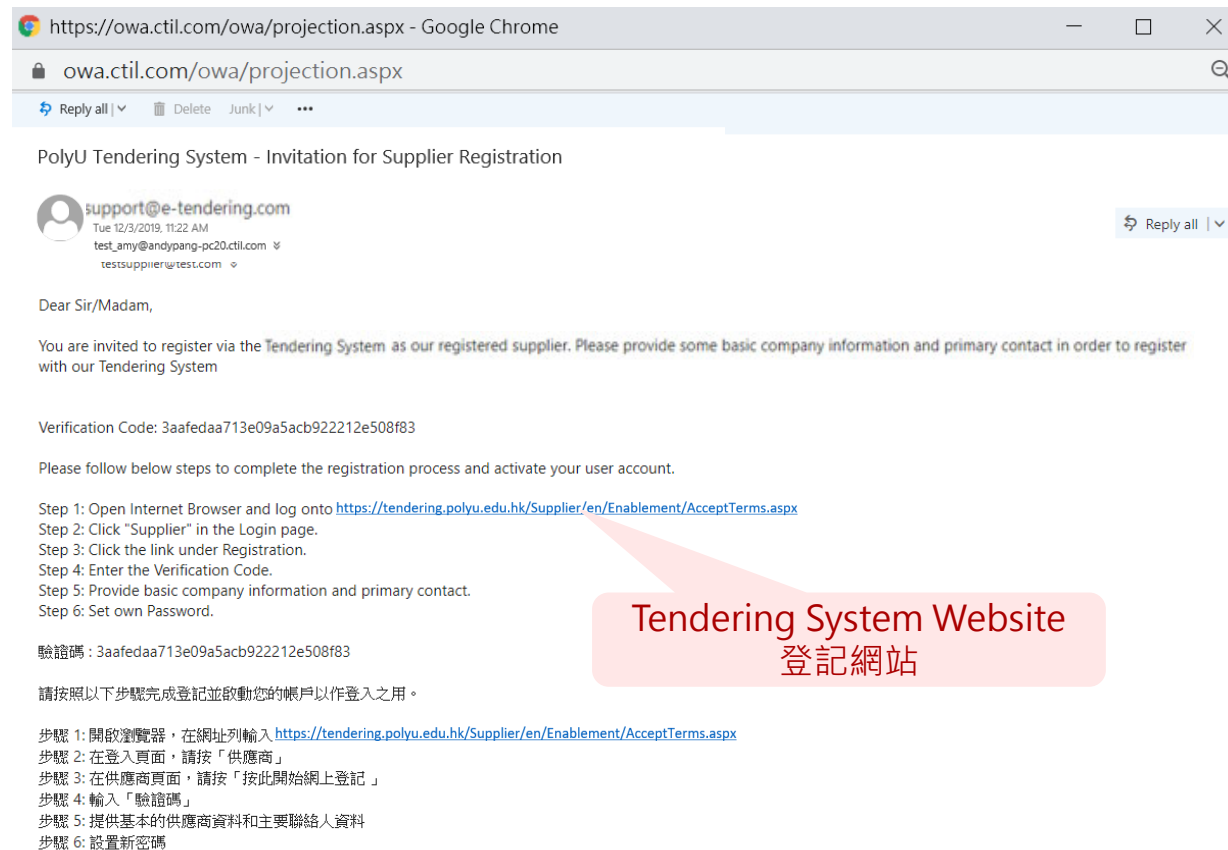
啟動主帳戶並提交供應商登記表格

Supplier Registration



Step 1: Receive invitation email from PolyU Tendering System

收到理大招標系統發出的邀請電郵



Step 2: Go to Tendering System Website



Login	Tendering System (Tendering System)
<ul style="list-style-type: none">► Supplier► Open Tendering Notice	<p>This Tendering System ("Tendering System Website") is hosted by The Hong Kong Polytechnic University and its subsidiaries ("Company" or "we" or "us" or "our").</p> <p>Click "Supplier" to login 點擊「供應商」登入</p> <p>subject to our e-Tendering System Terms of Use ("Terms of Use"), Privacy Policy Statement"), this Disclaimer and any other terms and conditions in relation to the use of the Tendering System Website (collectively referred to as "this Agreement"). Your use of this Tendering System Website signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the Tendering System Website if you do not agree to be bound by and accept this Agreement in its entirety.</p> <p>Should you have any queries or encounter any problems whilst using this Tendering System Website, send email to tendering.enquiry@polyu.edu.hk for enquiry.</p> <p>Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).</p>

This Tendering System is powered by C&T ProSmart.
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Step 3: Click “Click here to on-line registration”



Supplier

Registration

登記成為供應商

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Click here
點擊此處

Account Activation

啟動帳戶

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Login

登入及**供應商資料更新**

1) Registered suppliers can login the Tendering System to retrieve the tendering materials;

2) For those who have registered in Tendering System would like to update the company's profile.

[Click here to login](#)

Reset Password

重設密碼

1) If you have lost the login password; or

2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Step 4: Acceptance of Terms of Use 接受相關條款



Supplier > Registration

Acceptance of Terms of Use

1. Please read the [Terms of Use](#) and the [Privacy Policy Statement](#) before proceeding with the registration. You will not be able to register as a supplier if you do not accept the Terms of Use and the Privacy Policy Statement.
2. In order to complete the registration process, you must complete the following steps:
 - a. Company Registration - You must provide all mandatory basic company information, primary contact and supporting documents as required.
 - b. Account Creation - A principal account administrator will be asked to activate your account(s) and complete the registration process.
 - c. Application Submission - Complete and submit your application for PolyU's Registered Supplier/Contractor Tendering System website and provide all required documents to complete the registration process.

Read Terms of Use and click
"Accept" if you agree
細閱條款及細則後按同意

By clicking "Accept", you confirm that you have read and accepted our Terms of Use, Privacy Policy Statement and the above registration process.

Accept

Decline

Step 5: Copy the Verification Code from the Invitation Email 複製驗證碼

The screenshot shows an email titled "PolyU Tendering System - Invitation for Supplier Registration" from support@e-tendering.com. The email body contains a verification code: 3aafedaa713e09a5acb922212e508f83. A red callout box points to this code with the text: "Verification code from the Invitation Email 於邀請電郵複製驗證碼". Below the code, there are instructions in English and Chinese on how to complete the registration process.

https://owa.ctil.com/owa/projection.aspx - Google Chrome

owa.ctil.com/owa/projection.aspx

PolyU Tendering System - Invitation for Supplier Registration

support@e-tendering.com
Tue 12/3/2019, 11:22 AM
test_amy@andypang-pc20.ctil.com
testsupplier@test.com

Dear Sir/Madam,

You are invited to register via the Tendering System as our registered supplier. Please provide some basic company information and primary contact in order to register with our Tendering System

Verification Code: 3aafedaa713e09a5acb922212e508f83

Please follow below steps to complete the registration process and activate your user account.

Step 1: Open Internet Browser and log onto <https://tendering.polyu.edu.hk/Supplier/en/EnableNewSupplier.aspx>
Step 2: Click "Supplier" in the Login page.
Step 3: Click the link under Registration.
Step 4: Enter the Verification Code.
Step 5: Provide basic company information and primary contact.
Step 6: Set own Password.

驗證碼 : 3aafedaa713e09a5acb922212e508f83

請按照以下步驟完成登記並啟動您的帳戶以作登入之用。

步驟 1: 開啟瀏覽器，在網址列輸入 <https://tendering.polyu.edu.hk/Supplier/en/EnableNewSupplier.aspx>
步驟 2: 在登入頁面，請按「供應商」
步驟 3: 在供應商頁面，請按「按此開始網上登記」
步驟 4: 輸入「驗證碼」
步驟 5: 提供基本的供應商資料和主要聯絡人資料
步驟 6: 設置新密碼

Verification code from the Invitation Email
於邀請電郵複製驗證碼

Step 6: Enter the Verification Code 輸入驗證碼



Supplier > Registration

* Required Field

Verification Code *

d0509e520b5497f9088081d36d905caa

Next

Reset

Enter the verification code and
click "Next"
貼上電郵內的驗證碼, 點擊「下一步」

Step 7: Complete General information and primary contact information 供應商和主要聯絡人資料



Supplier > Registration

Please click "Next" button to complete your company information and primary contact information.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Next

Click "Next" to complete General information and primary contact information
填寫供應商資料和主要聯絡人資料

Step 7: Complete general information and primary contact information (cont.)

Supplier > Registration

General Information

Company Name *	<input type="text" value="Yamazaki Company Limited"/>
Address *	<input type="text" value="1F/, 34F"/>
	<input type="text" value="(Street/House No.)"/>
	<input type="text" value="ABC Distract"/>
	<input type="text" value="(District)"/>
	<input type="text" value="00000"/>
	<input type="text" value="(City/Postal Code)"/>

Primary Contact

Name *	<input type="text" value="Mary Chan"/>
Position *	<input type="text" value="GM"/>
E-mail Address *	<input type="text" value="yamazaki@dummy.com"/>
Telephone *	<input type="text" value="(Hong Kong (+852)"/>
Fax No.	<input type="text" value="(Hong Kong (+852)"/>

* Required Field

Enter General information and primary contact information

- Name 主要聯絡人姓名
- Position 職稱
- Email Address (ID will be send to the email address) 電郵(ID會透過電郵傳送)
- Telephone 電話號碼

Please use a general email account instead of a specific person's email (if possible)

請盡量使用通用電子郵箱，而非個人電子郵箱

Click "Next" to create account
點擊「下一步」

Next Reset

Company name and address should match the Business Registration (BR) / Certificate of Incorporation (CI) or Company Registration Document

公司名稱和地址請與商業登記證 / 營業執照 / 公司註冊證明書 / 公司註冊文件一致

Step 8: Email of principal account ID and sub-accounts ID 主帳戶及子帳戶用戶名稱



Supplier > Registration > Details Of Supplier & Contact Information

Thank you for completing the company registration. The User IDs of Principal Account and 5 additional sub-accounts have been sent to the email address you provided to us. Please click "Next" to create your Principal Account's password.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

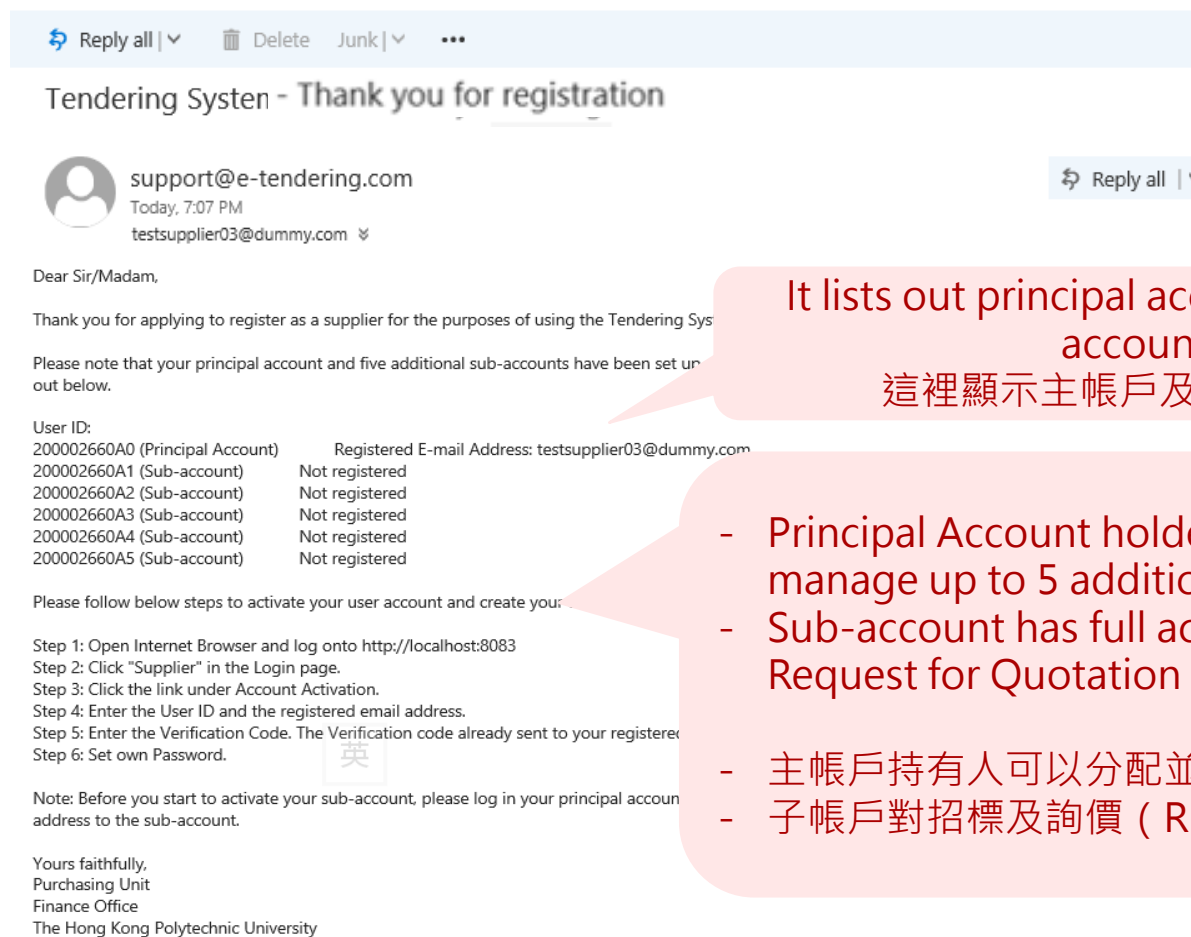
Next

A set of user IDs have been sent to the primary contact's email

User IDs

主帳戶及子帳戶用戶名稱會傳送至主要聯絡人的電郵

Step 8: Email of principal account ID and sub-accounts ID (cont.)



It lists out principal account ID and 5 sub-accounts ID

這裡顯示主帳戶及5個子帳戶名稱

- Principal Account holder can assign and manage up to 5 additional sub-accounts.
- Sub-account has full access to Tender and Request for Quotation (RFQ)
- 主帳戶持有人可以分配並管理最多5個子帳戶
- 子帳戶對招標及詢價 (RFQ) 有完整的存取權限

Step 9: Create Principal Account's Password 設定密碼



Supplier > Registration > Details Of Supplier & Contact Information

Thank you for completing the company registration. The User IDs of Principal Account and 5 additional sub-accounts have been sent to the email address you provided to us. Please click "Next" to create your Principal Account's password.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Click "Next" to create Principal
Account's password
點擊「下一步」以設定密碼

Next

Step 9: Create Principal Account's Password (cont.)

Create password hint:

- at least 8 characters
- consisting of letters, numbers, special characters on the keyboard, except ?, #, %, &, =

Supplier > Registration > Create Password

User Information

User ID	200002340A0	
New Password *	<input type="password" value="●●●●●●●●"/>	(8-16 characters) (Your password should be case sensitive and composed of random letters, digits and punctuation.) (Password will expire after 90 days)
Re-input New Password *	<input type="password" value="●●●●●●●●"/>	

Submit

Reset

Step 10: login and submit application form



Supplier> Registration > Create Password

Thank you for activating your user account. Please log in to complete and submit the application form for PolyU's Registered Supplier/Contractor.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Login

Click "Login" to log into Principal Account and submit and complete application form
點擊此處登入主帳戶，並完成表格

Supplier Registration (cont.)



Step 1: Click “Application Form”

Click “Application Form”
點擊「申請表格」



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

System Message - Search Results (Record 0 - 0 of 0)

[New Search](#)

From	Subject	Received
------	---------	----------

No matched record found.

Step 2: Complete registration Form



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

Application Form for PolyU's Registered Supplier/Contractor

Please complete and submit the change of supplier information form for review.

Click "Edit" to complete the registration form

點擊「編輯」填寫申請表 / 更新供應商資料

* Required Field

General Information

Edit

Submit for Review

Company Name * Yamazaki Company Limited

Company Registered Address *
1F/, 34F
ABC Distract
00000

Country *

Telephone * (852) 23452345

Fax (852)

Website

Company Email Address for Payment /Tender & Quotation matters *
yamazaki@dummy.com

Step 2: Complete registration Form (cont.)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

Application Form for PolyU's Registered Supplier/Contractor

* Required Field

General Information

Company Name *	Yamazaki Company Limited		
Company Registered Address *	1F/, 34F	英	
	(Street/House No.)		
	ABC Distract		
	(District)		
	00000		
	(City/Postal Code)		
Country *	Hong Kong		
Telephone *	(Hong Kong (+852)		23452345
Fax	(Hong Kong (+852)		
Website			
Company Email Address for Payment /Tender & Quotation matters *	yamazaki@dummy.com		

Particulars of contact persons for receiving tenders / requests for quotation / purchase orders

Company Correspondence Address (if the correspondence address is different from the registered address)		
	(Street/House No.)	
	(District)	
	(City/Postal Code)	
Country	Hong Kong	

Complete the registration form
填寫供應商登記表格
*are Mandatory items
*為必填項目

Step 2: Complete registration Form (cont.)

Declaration of affiliated corporation

Declaration *	<input type="radio"/> I / We declare that I / shareholders/members/directors of the Company /Partnership am / are not holding any directorship / partnership position in any other entity/entities which are the current registered supplier(s) of the University. <input checked="" type="radio"/> I / We declare that I / shareholders/members/directors of the Company /Partnership am / are holding directorship / partnership position in other entity/entities which are the current registered supplier(s) of the University.	
Company 1 *	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 2	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 3	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 4	add more	

Declare affiliated corporation (if any)
請申報關聯公司 (如適用)

Step 2: Complete registration Form (cont.)

Questionnaire

PolyU is committed to achieving campus carbon neutrality by 2045 with a comprehensive roadmap. In pursuit of this goal, green procurement policy has been established to procure quality products and services with minimal or no negative impact on the environment as well as reducing scope 3 indirect carbon emissions. All PolyU's suppliers shall fully comply with the green procurement policy and other campus sustainability policies in order to support our implementation of campus carbon neutrality roadmap.

Please provide the information below:

1. Does your company have a sustainability policy? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No

2. Does your company have an environmental policy? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No

3. Does your company have a sustainable/ green procurement policy? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No

4. Does your company have any environmental management certification(s), e.g. ISO 14001 or international certifications? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No

5. Does your company have any initiatives to reduce the natural resource consumption materials? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No


6. Does your company have any initiatives to reduce the waste at your company and/or workplace? (Yes/No and if yes, please provide details)

- ☐ Yes
- ☐ No

Fill in the sustainability related
questionnaire
填寫可持續發展相關問卷

Step 3: Read the terms in the disclaimer 免責條款

Acknowledgement

 *

I / We give below both the names of the employees of The Hong Kong Polytechnic University (together with their serving departments and positions specified) and / or their families who are related to me / us, or to my / our employees and / or their families, and the nature of their relationship. (State none if totally inapplicable).

(Max. 200 characters.)

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

I / We further understand the policy of The Hong Kong Polytechnic University in regard to the conflict of interest which requires that all its employees to avoid any conflict between their personal interest and The Hong Kong Polytechnic University's interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with The Hong Kong Polytechnic University. In furtherance of this policy, The Hong Kong Polytechnic University prohibits its employees from being involved in any financial or business transaction, or acting in a way that is incompatible, in the procurement of goods or services, with any supplier or contractor of the University.

My / Our employees or family members shall not be involved in any financial or business transaction, or acting in a way that is incompatible, in the procurement of goods or services, with any supplier or contractor of the University.

My / Our employees or family members shall not be involved in any financial or business transaction, or acting in a way that is incompatible, in the procurement of goods or services, with any supplier or contractor of the University.

☐ I / We agree with the above acknowledgement.

我/我等明白: 香港理工大學對防止利益衝突及防止賄賂的要求和根據《防止賄賂條例》(《香港法律》第201章)的規定,所有大學雇員被指定為“公務員”。

我/我等提供下列大學雇員及/或其家人的姓名 - 他們均為本人/我等的親屬,或是我/我等的雇員及/或其家人的親屬,以及親屬關係的性質。如不適用,請填None

Check the box to agree the acknowledgement and click "Save"
細閱條款後按同意及儲存

Step 4: Submit the application 提交表格

Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

Application Form for PolyU's Registered Supplier/Contractor

Please complete and submit the change of supplier information form for review.

* Required Field

General Information

[Edit](#)

[Submit for Review](#)

Company Name *	Yamazaki Company Limited
Company Registered Address *	1F/, 34F ABC Distract 00000
Country *	
Telephone *	(852) 23452345
Fax	(852)
Website	
Company Email Address for Payment /Tender & Quotation matters *	yamazaki@dummy.com

Click "Submit for Review"
點擊「提交審核」

Particulars of contact persons for receiving tenders / requests for quotation / purchase orders

Company Correspondence

Step 4: Submit the application(cont.)



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

Application Form for PolyU's Registered Supplier/Contractor

Acknowledgement

☒ I hereby confirm our understanding and acceptance of the "[Terms of Use](#)" and "[Privacy Policy Statement](#)" of this Tendering System website. I also declare that the information provided in my submitted registration form is accurate and correct that best reflects the current business situation of our company.

On behalf of Yamazaki Company Limited

Name :	Mary Chan
Position :	GM
Tel. No. :	23452345
Date :	2020/02/03

Read Terms of Use and click
"Accept" if you agree
細閱條款並點擊同意

Accept

Back

Step 5: Application verification 審核申請



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Application Form](#) [Setting](#) [Logout](#)

Application Form for PolyU's Registered Supplier/Contractor

英

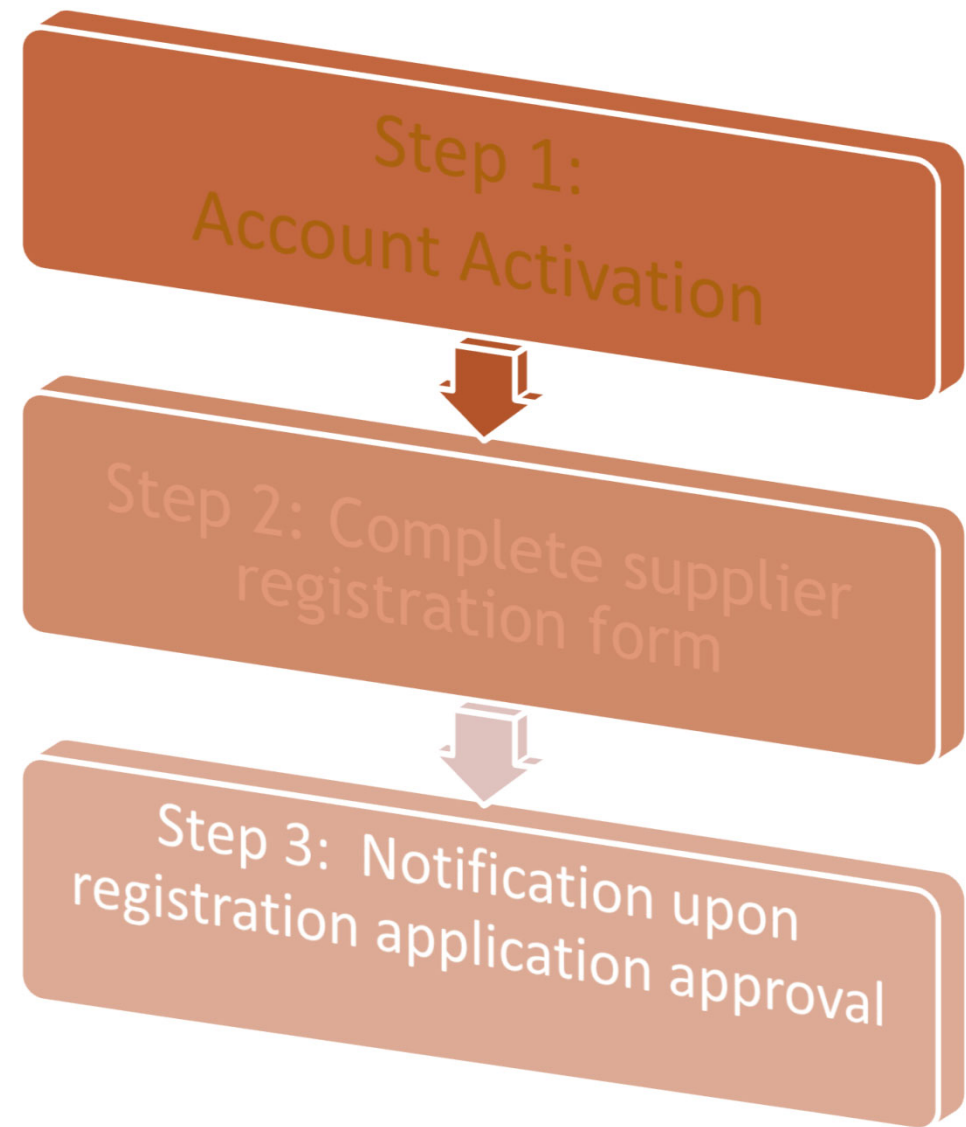
Your application is under review.

General Information

Company Name *	Yamazaki Company Limited
Company Registered Address *	1F/, 34F ABC Distract 00000
Country *	Hong Kong
Telephone *	(852) 23452345
Fax	(852)
Website	
Company Email Address for Payment /Tender & Quotation matters *	yamazaki@dummy.com

The registration application is
under review and verification
申請正在接受審核與驗證

Supplier Registration (cont.)



Step 6: Log into Tendering System website

Note: For updating your supplier registration information, please **login** to the e-Tendering System.
注意: 如需更新供應商註冊資料，請登入電子招標系統。

Supplier

Registration

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Account Activation

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered supplier who need to login to retrieve the tendering information.
- 2) For those who have registered in Tendering System would like to update the company's profile.

[Click here to login](#)

Click here to login
點擊此處登入

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Step 6: Log into Tendering System website (cont.)



Supplier > Login

User ID *	<input type="text" value="200002340A0"/>
Password *	<input type="password" value="••••••••••"/>

Enter User ID and
password to login
輸入帳戶號碼及密碼

* Required Field

Login Close

英

Step 7: Check the system message

Click "System Message" under
"Home" pull-down menu
在選單中點擊「系統訊息」



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

Home Search Setting Logout

Click the subject to read the
application result
查看申請結果

System Message - Search Results (Record 1 - 2 of 2)

New Search

	From	Subject	Received
1.	Tendering System	Completion of Supplier / Contractor Registration	2020/02/03 21:09
2.	Tendering System	Supplier Registration - Submit for Approval	2020/02/03 20:56

Keyword:

Page: 1

Step 7: Check the system message (cont.)



Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

[Home](#) [Search](#) [Setting](#) [Logout](#)

System Message - View

From	Tendering System	Received	2020/02/03 21:09
Subject	Completion of Supplier / Contractor Registration		
Message	<p>Dear Sir/Madam,</p> <p>Thank you for your submission to be our registered supplier / contractor. We confirm that the registration process has now been completed and you are now our registered supplier / contractor for the PolyU Tendering Website.</p> <p>For any further information or enquiries, please contact our Helpdesk at tendering.enquiry@polyu.edu.hk.</p> <p>Yours faithfully, Purchasing Unit Finance Office The Hong Kong Polytechnic University</p> <p>Web : https://tendering.polyu.edu.hk</p> <p>Please do not reply to this message. This e-mail was generated automatically by the system.</p>		

the registration application is approved
註冊申請已獲批准

Account Management

SET UP SUB-ACCOUNT USER

設定子帳戶

Set up sub-account User 建立子帳戶

- ❑ Principal Account holder can assign and manage up to 5 additional sub-accounts.
 - ❑ Only Principal Account holder can download digital certificate for tender submission
 - ❑ Except for downloading digital certificate, Sub-Account user has the same rights as the Principal Account, including full access to Tender and RFQ
 - ❑ Both Principal Account user and Sub-Account users are able to conduct tender submission with the digital certificate.
-
- ❑ 主帳戶持有人可分配及管理最多 5 個子帳戶
 - ❑ 僅主帳戶持有人可下載數碼證書 ,用於提交標書-
 - ❑ 除下載數碼證書外，子帳戶用戶擁有與主帳戶相同的權限，包括完整存取招標及詢價（VJU）
 - ❑ 主帳戶及子帳戶用戶均可使用數碼證書進行投標提交

Step 1: login as Principal Account 主帳戶登入

Supplier

Registration

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Account Activation

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered supplier to retrieve the tendering
- 2) For those who have to update the company file.

[Click here to login](#)
點擊此處登入

[Click here to login](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Step 1: login as Principal Account (cont.)

Supplier > Login > Declaration

Declaration

You acknowledge and agree to the following terms:

- ☒ You declare that your company holds a valid business registration or certificate of incorporation, or equivalent, at the time of submission of tender document(s) / quotation document(s), and you shall provide a valid certificate to the Company for updating master record via this Tendering System website if expired.
- ☒ You shall update us immediately if any information of your company has been changed, and confirm that the information provided in Tendering System website is accurate and most updated.
- ☒ You confirm and accept the [Terms of Use](#) and [Privacy Policy Statement](#).

We will review your company's business portfolio regularly. We reserve the right to disqualify your status of being a supplier of the Company without any prior notice and without any compensation as set out in the Terms of Use, if we consider, in our sole discretion, that your company is no longer capable to provide services or products as required.

By clicking the "Accept", it signifies your acceptance of the above declarations, and your consent to be bound by them in Tendering System website.

Read Terms of Use and
check the boxes
細閱條款及細則後按同意

Accept

Decline

Click "Accept" if you agree
如果您同意，請點擊「接受」

Step 1: login as Principal Account (cont.)

Supplier > Login

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Enter Principal Account ID
and password to login
輸入主帳號和密碼登入

* Required Field

User ID *	<input type="text" value="200002340A0"/>
Password *	<input type="password" value="••••••••••"/>

Login Close

英

Step 2: Change User Information

Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

Home	Search	Setting	Logout
System Message - 1 of 2)		Change Company Info	
		Change User Information	
		Change Password	

New Search

From	Subject	Received
1. Tendering System	JAT) Completion of Supplier / Contractor Registration	2020/02/03 21:09

Click "Change User Information" under
"Setting" pull-down menu
點擊「更改用戶資訊」

Step 3: Update sub-account information 更新子帳戶資料

Supplier : Yamazaki Company Limited
User Name : Mary Chan (200002340A0)

Home Search Setting Logout

Change User Information

* Required Field

Principal Account

Principal Account ID 200002340A0

Name * Mary Chan

Position * GM

Inform the Sub-account holder
for the user ID
通知子帳戶持有人其用戶ID

Hong Kong (+852) 23452345
Hong Kong (+852)
Hong Kong (+852)
Yamazaki@dummy.com

Update "Sub-account information"
and check "Enable" box
更新「子帳戶資料」並勾選「啟用」

1st Sub-Account

Sub-Account ID 200002340A1

Enable ☒

Name * Chris Chan

Position * AM

Tel No. * Hong Kong (+852) 12341234

Fax No. Hong Kong (+852)

Mobile No. Hong Kong (+852)

Step 3: Update sub-account information (cont.)

Fax No.	(Hong Kong (+852) ▼)	
Mobile No.	(Hong Kong (+852) ▼)	
E-mail Address		

5th Sub-Account

Sub-Account ID	200002340A5	Enable	<input type="checkbox"/>
Name			
Position			
Tel No.	(Hong Kong (+852) ▼)		
Fax No.	(Hong Kong (+852) ▼)		
Mobile No.	(Hong Kong (+852) ▼)		
E-mail Address			

Click "Save"
點擊「儲存」

Save Reset

Step 4: Complete the update 完成更新



Change User Information

Update was successful.

Back

Step 5: Sub-account activation 啟動子帳戶

Supplier

Registration

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Login

- 1) Registered suppliers can login the Tendering System to retrieve the tendering materials;
- 2) For those who have registered in Tendering System would like to update the company's profile.

[Click here to login](#)

Account Activation

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Reset Password

- 1) If you have lost the login password
- 2) You are required to reset the password

[Click here to reset the password](#)

Click here to activate the sub-account
點擊此處啟動子帳戶

Step 6: Enter the User ID and the Registered Email Address



Supplier > Account Activation

Enter the Sub-Account User ID
輸入子帳戶使用者名稱

* Required Field

User ID *	200002340A1
Registered E-mail Address *	dummy@dummy.com

(The e-mail address must be matched user ID registered in ...)

Enter Registered Email Address
輸入註冊電郵地址

Next Reset

Step 7: Check “Verification Code from registered email 發送驗證碼



Supplier > Account Activation

Verification code has been sent to
the registered email
驗證碼已寄至註冊電郵地址

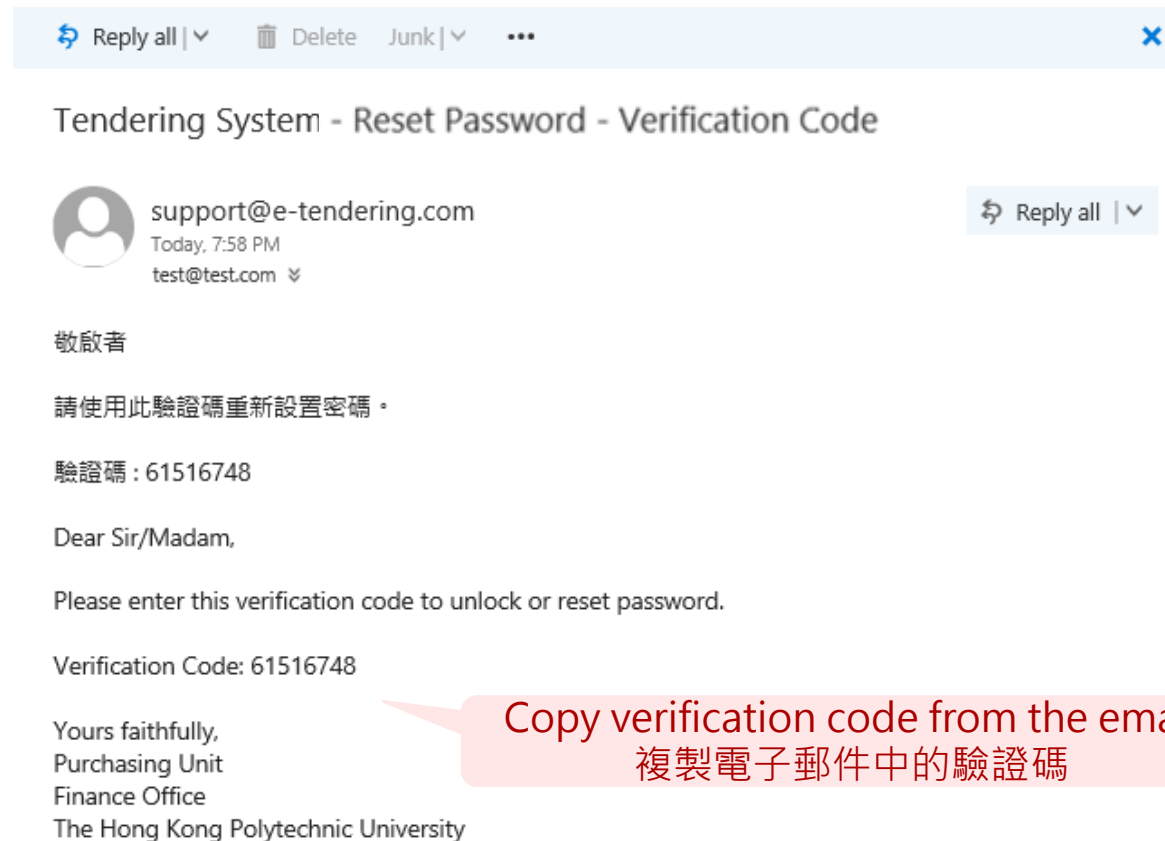
Verification Code has been sent to 200002340A1@dummy.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Click “Next”
點擊「下一步」

Next

Step 7: Check “Verification Code from registered email (cont.)



Step 8: Enter verification code 輸入驗證碼



Supplier > Account Activation > Input Verification Code

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 15 minutes or use.

User Information

User ID 200002340A1

Registered E-mail Address 200002340A1@dummy.c

Verification Code * 2354689

Enter the verification code
from the email
輸入電郵中的驗證碼

* Required Field

Click "Next"
點擊「下一步」

Next

Reset

Step 9: Set password 設置密碼



Supplier > Account Activation > Input Verification Code

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Next

Click "Next" to create
the password
點擊「下一步」設置密碼

Step 9: Set password (cont.)

Supplier > Account Activation > Create

User Information

User ID	200002340A1
Registered E-mail Address	200002340A1@dummy.com
New Password *	<input type="password" value="●●●●●●●●"/> (8-16 characters) (Password is case sensitive and must at least 8 characters long and consisting of characters from letters, numbers and special characters on the keyboard, except ?, #, %, &, =.) (Password will expire after 90 days.)
Re-enter Password *	<input type="password" value="●●●●●●●●"/>

Create password hint:

- at least 8 characters

consisting of letters, numbers, special characters on the keyboard, except ?, #, %, &, =.)

建立密碼提示：

- 至少 8 個字符

由字母、數字、鍵盤上的特殊字元組成，但不包括 ?, #, %, &, =.)

Click "Submit"

點擊「提交」

Submit

Reset

Step 9: Set password (cont.)



Supplier > Account Activation > Create Password

Complete the account activation
完成啟動帳戶

Thank you for activating your user account. Please log in to complete and submit the application form for PolyU's approval if you have not done yet.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Login

Account Management

RESET PASSWORD

重設密碼

Step 1: Click the link under Reset Password



Supplier

Registration

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Login

- 1) Registered suppliers can login the Tendering System to retrieve the tendering materials;
- 2) For those who have registered in Tendering System would like to update the company's profile.

[Click here to login](#)

Account Activation

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Click here
點擊此處

Step 2: Enter User ID and Registered Email



Supplier > Reset Password

Enter User ID and Registered Email
輸入使用者ID和註冊郵箱

* Required Field

User ID *	<input type="text" value="200002340A0"/>
Registered E-mail Address *	<input type="text" value="dummy@dummy.com"/> (The e-mail address must be matched user ID registered in Tendering System (UAT).)

Next

Click "Next"
點擊「下一步」

Step 3: Check “Verification Code from registered email 收到驗證碼



Supplier > Reset Password

Verification code has been sent
to the registered email
驗證碼已寄至註冊電郵

Verification Code has been sent to yamazaki@dummy.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Click “Next”
點擊「下一步」

Next

Step 4: Enter verification code 輸入驗證碼



Supplier > Reset Password > Input Verification Code

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 15 minutes or use.

User Information

User ID 200002340A0

Registered E-mail Address yamazaki@dummy.com

Verification Code * 32456554

* Required Field

Enter the verification code
from the email
輸入電郵中的驗證碼

Click "Next"
點擊「下一步」

Next

Step 5: Reset password 重設密碼



Supplier > Reset Password > Input Verification Code

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this Tendering System website, send an email to tendering.enquiry@polyu.edu.hk.

Click "Next" to reset password
點擊「下一步」重設密碼

Next

Step 5: Reset password (cont.)

Supplier > Reset Password

User Information

User ID	200002340A0
Registered E-mail Address	yamazaki@dummy.com
New Password *	<input type="password"/> (8-16 characters long and consisting of characters from letters, numbers and special characters on the keyboard, except ?, #, %, &, =.) (Password is case sensitive and must at least contain one letter, one number and one special character.) (Password will expire after 90 days.)
Re-enter Password *	<input type="password"/>

Submit

Create password hint:

- at least 8 characters
- consisting of letters, numbers, special characters on the keyboard, except ?, #, %, &, =
- 至少八個字符
- 包括英文字母，數字，特別符號，除了?, #, %, &, =

Click "Submit"
點擊「提交」

Step 5: Reset password (cont.)



Supplier > Reset Password

The password has been set.

Login

The password has been
reset and click to login
密碼已重設，點擊此處登入

Account Management

UPDATE COMPANY INFORMATION

更新供應商資料

Step 1: Login to Tendering System

Supplier

Registration

For those who has invited to register in Tendering System.

[Click here to on-line registration](#)

Account Activation

For those who has registered in Tendering System is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered supplier can login to the Tendering System to retrieve the tender information.
- 2) For those who have registered in Tendering System would like to update the company's profile.

[Click here to login](#)
點擊此處登入

[Click here to login](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Step 1: Login to Tendering System (cont.)

Supplier > Login > Declaration

Declaration

You acknowledge and agree to the following terms:

- ☒ You declare that your company holds a valid business registration or certificate of incorporation, or equivalent, at the time of submission of tender document(s) / quotation document(s), and you shall provide a valid certificate to the Company for updating master record via this Tendering System website if expired.
- ☒ You shall update us immediately if any information of your company has been changed, and confirm that the information provided in Tendering System website is accurate and most updated.
- ☒ You confirm and accept the [Terms of Use](#) and [Privacy Policy Statement](#).

We will review your company's business portfolio regularly. We reserve the right to disqualify your status of being a supplier of the Company without any prior notice and without any compensation as set out in the Terms of Use, if we consider, in our sole discretion, that your company is no longer capable to provide services or products as required.

By clicking the "Accept", it signifies your acceptance of the above declarations, the Terms of Use, the Privacy Policy Statement and your consent to be bound by them in Tendering System website.

Read Terms of Use and
check the boxes
細閱條款及細則後按同意

Accept Decline

Click "Accept" if you agree
如果您同意，請點擊「接受」

Step 1: Login to Tendering System (cont.)

Supplier > Login

Enter Principal Account ID and password to login
輸入主帳號和密碼登入

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

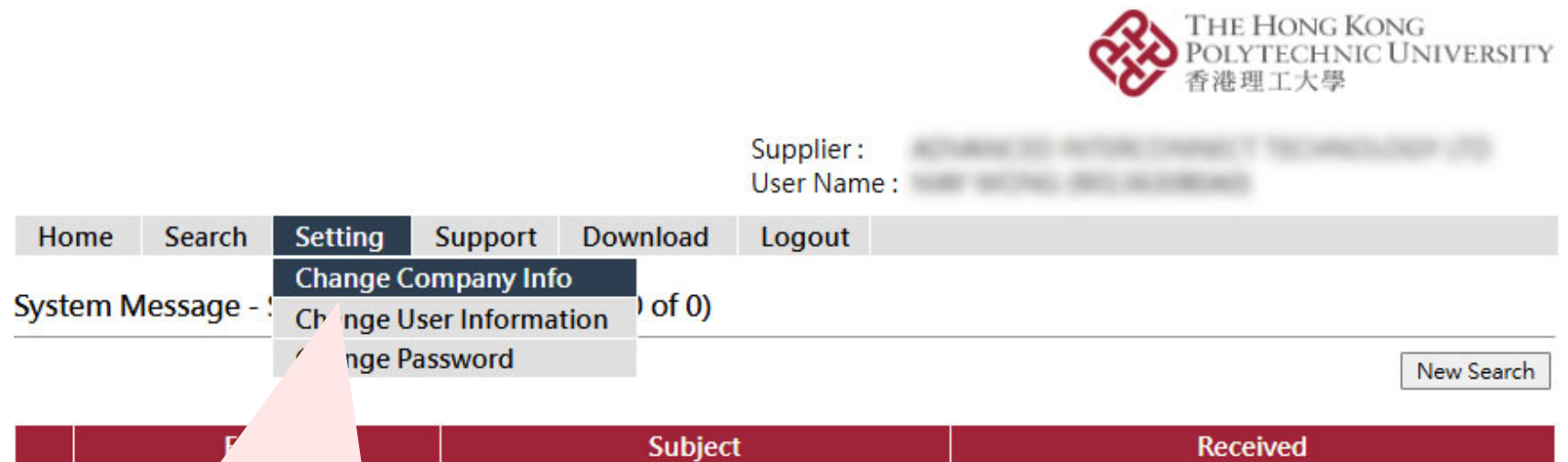
* Required Field

User ID *	200002340A0
Password *	●●●●●●●●●●

Login Close

英

Step 2: Change Company Information



The screenshot shows the top navigation bar of The Hong Kong Polytechnic University website. The navigation bar includes links for Home, Search, Setting, Support, Download, and Logout. The 'Setting' link is highlighted, and a pull-down menu is visible with options: Change Company Info, Change User Information, and Change Password. The 'Change Company Info' option is highlighted. Below the navigation bar, there is a 'System Message' section and a 'New Search' button. At the bottom, there is a table with columns for 'Subject' and 'Received'.

Supplier: [REDACTED]
User Name: [REDACTED]

Home Search **Setting** Support Download Logout

Change Company Info
Change User Information
Change Password

System Message - [REDACTED] of 0)

New Search

	Subject	Received
--	---------	----------

Click "Change Company Information"
under "Setting" pull-down menu
點擊「更改公司資料」

Step 2: Edit registration Form 編輯表格



Supplier: **ADVANCED INFORMATION TECHNOLOGY TECHNOLOGY LTD**
User Name: **ADVANCED INFORMATION TECHNOLOGY LTD**

[Home](#) [Search](#) [Setting](#) [Support](#) [Download](#) [Logout](#)

Change of company Information

Your request to change supplier information is NOT completed.

Please click "[Edit](#)" to make the changes and then "[Submit for Review](#)" to submit the form.

Click "Edit" to update the registration form
點擊「編輯」以更新表格

* Required Field

General Information

Company Registered Address *	1901 Sunley Centre 9 Wing Yin Street Tsuen Wan
Country / Region	Hong Kong
Telephone *	(852) 2719 5440
Fax	(852) 2358 4766
Website	
Company Email Address for Payment /Tender & Quotation matters *	test901363080A@test.com

Edit

Submit for Review

Step 2: Edit registration Form (cont.)

Home Application Form Setting Logout

Application Form for PolyU's Registered Supplier/Contractor

* Required Field

General Information

Company Name *	Yamazaki Company Limited	
Company Registered Address *	1F/, 34F	英
	(Street/House No.)	
	ABC Distract	
	(District)	
	00000	
	(City/Postal Code)	
Country *	Hong Kong	
Telephone *	(Hong Kong (+852)	23452345
Fax	(Hong Kong (+852)	
Website		
Company Email Address for Payment /Tender & Quotation matters *	yamazaki@dummy.com	

Complete the registration form
填寫供應商登記表格

Particulars of contact persons for receiving tenders / requests for quotation / purchase orders

Company Correspondence Address (if the correspondence address is different from the registered address)	
	(Street/House No.)
	(District)
	(City/Postal Code)
Country	Hong Kong

Step 2: Edit registration Form (cont.)

Declaration of affiliated corporation

Declaration *	<input type="radio"/> I / We declare that I / shareholders/members/directors of the Company /Partnership am / are not holding any directorship / partnership position in any other entity/entities which are the current registered supplier(s) of the University.	
	<input checked="" type="radio"/> I / We declare that I / shareholders/members/directors of the Company /Partnership am / are holding directorship / partnership position in other entity/entities which are the current registered supplier(s) of the University.	
Company 1 *	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 2	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 3	<input type="text" value="Please input Name of another company"/>	<input type="text" value="Please input Name of director of another con"/>
Company 4	add more	

Declare affiliated corporation (if any)
請申報關聯公司 (如適用)

Step 2: Edit registration Form (cont.)

Questionnaire

PolyU is committed to achieving campus carbon neutrality by 2045 with a comprehensive roadmap. In pursuit of this goal, green procurement policy has been established to procure quality products and services with minimal or no negative impact on the environment as well as reducing scope 3 indirect carbon emissions. All PolyU's suppliers shall fully comply with the green procurement policy and other campus sustainability policies in order to support our implementation of campus carbon neutrality roadmap.

Please provide the information below:

1. Does your company have a sustainability policy? (Yes/No and if yes, please provide details)
☐ Yes
☐ No
2. Does your company have an environmental policy? (Yes/No and if yes, please provide details)
☐ Yes
☐ No
3. Does your company have a sustainable/ green procurement policy? (Yes/No and if yes, please provide details)
☐ Yes
☐ No
4. Does your company have any environmental management certification(s), e.g. ISO 14001 or international certifications? (Yes/No and if yes, please provide details)
☐ Yes
☐ No
5. Does your company have any initiatives to reduce the natural resource consumption materials? (Yes/No and if yes, please provide details)
☐ Yes
☐ No
6. Does your company have any initiatives to reduce the waste at your company and/or workplace? (Yes/No and if yes, please provide details)
☐ Yes
☐ No

Fill in the sustainability related questionnaire
填寫可持續發展相關問卷

Step 3: Read the terms in the disclaimer 細閱條款

Acknowledgement

*

I / We give below both the names of the employees of The Hong Kong Polytechnic University (together with their serving departments and positions specified) and / or their families who are related to me / us, or to my / our employees and / or their families, and the nature of their relationship. (State none if totally inapplicable).

(Max. 200 characters.)

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

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

Check the box to agree the acknowledgement and click "Save"
細閱條款後按同意及儲存


☐ I / We agree with the above acknowledgement.

我/我等明白: 香港理工大學對防止利益衝突及防止賄賂的要求和根據《防止賄賂條例》(《香港法律》第201章)的規定,所有大學雇員被指定為“公務員”。

我/我等提供下列大學雇員及/或其家人的姓名 - 他們均為本人/我等的親屬,或是我/我等的雇員及/或其家人的親屬,以及親屬關係的性質。

如不適用,請填None

Step 4: Submit the application 提交申請

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Supplier: [REDACTED]
User Name: [REDACTED]

[Home](#) [Search](#) [Setting](#) [Support](#) [Download](#) [Logout](#)

Change of company Information

Your request to change supplier information is NOT completed.
Please click "[Edit](#)" to make the changes and then "[Submit for Review](#)" to submit the form.

* Required Field

General Information

[Edit](#) [Submit for Review](#)

Company Registered Address *	1901 Sunley Centre 9 Wing Yin Street Tsuen Wan
Country / Region	Hong Kong
Telephone *	(852) 2719 5440
Fax	(852) 2358 4766
Website	
Company Email Address for Payment /Tender & Quotation matters *	test901363080A@test.com

Click "Submit for Review"
點擊「提交審核」

Step 4: Submit the application (cont.)

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Supplier :
User Name :

[Home](#) [Search](#) [Setting](#) [Support](#) [Download](#) [Logout](#)

Change of company Information

Acknowledgement


☒ I hereby confirm our understanding and acceptance of the "[Terms of Use](#)" and "[Privacy Policy Statement](#)" of this Tendering System website. I also declare that the information provided in my submitted registration form is accurate and correct that best reflects the current business situation of our company.

On behalf of ADVANCED INTERCONNECT TECHNOLOGY LTD
Name :
Position :
Tel. No. :
Date :

[Submit for Review](#) [Back](#)

Read Terms of Use and click
"Accept" if you agree
細閱條款及細則後按同意

Step 4: Submit the application (cont.)

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Supplier : [REDACTED]
User Name : [REDACTED]

[Home](#) [Search](#) [Setting](#) [Support](#) [Download](#) [Logout](#)

Change of company Information

Your application is under review.

General Information

Company Registered Address *	[REDACTED]
Country / Region	[REDACTED]
Telephone *	[REDACTED]
Fax	[REDACTED]
Website	[REDACTED]
Company Email Address for Payment /Tender & Quotation matters *	[REDACTED]

The registration application is under review and verification
申請正在接受審核與驗證

The End

Please stay tuned with our ongoing Invitation to Tenders by checking our open tender notices via the link below:

[Open Tender Notice](#)

請透過以下連結密切關注我們現行招標項目：

[公開招標公告](#)

Should you have any questions or require further assistance, please contact our Helpdesk at tendering.enquiry@polyu.edu.hk.

如有任何疑問或需進一步協助，請隨時聯絡：tendering.enquiry@polyu.edu.hk
