



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 *RIDING HIGH TOGETHER*

HKJC Supplier Portal Catalog Management

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Catalogue Upload Introduction

Catalogue Upload Introduction

1. HKJC Supplier Portal allows HKJC's Supplier to author or update the agreement lines.
2. HKJC Supplier can author or update only those agreements which the Buyer has enabled them for authoring.

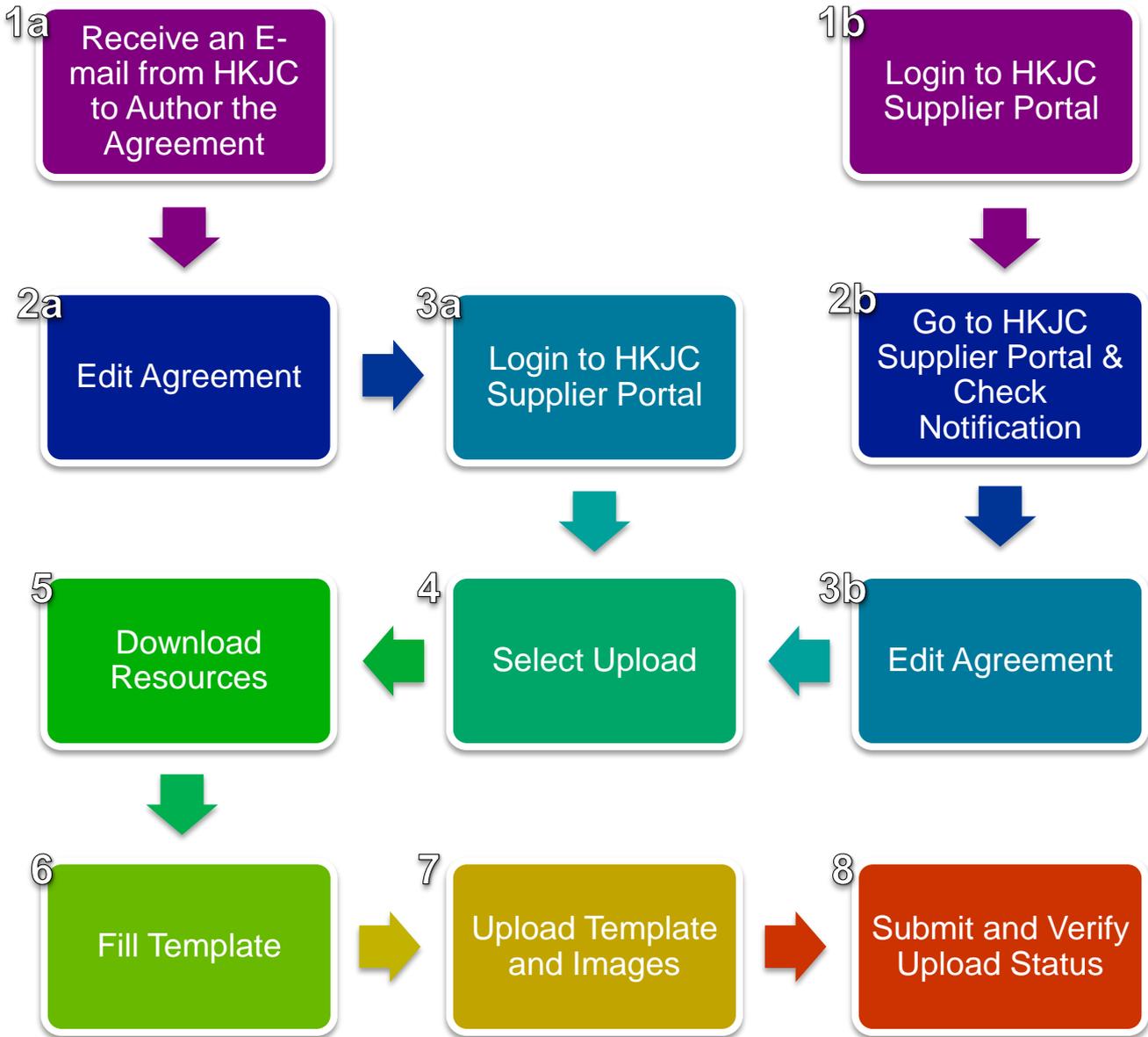


Catalogue Upload Process

Catalogue Upload Process

1. This process step explains you:
 - How to upload line(s) information in an agreement (BPA) for which the HKJC Buyer has enabled you for authoring
 - How to update line(s) information in an agreement (BPA) for which the HKJC Buyer has requested you to update

Catalogue Upload Process



Catalogue Upload Process

From: applcsit@fmisintsit.com
To: Y C SXXXX
Cc:
Subject: FYI: The Hong Kong Jockey Club - Blanket Purchase Agreement 41000287 is
Signed By: There are problems with the signature. Click the signature button for details

1a Receive an E-mail from HKJC to Author the Agreement

2a Edit Agreement

Message Notification Detail.html

From BRUCE TSIU
To JC Supplier
Sent 05-Aug-2015 15:02:30
ID 159379

Blanket Purchase Agreement 41000287

Description
Notes

Related Applications

 [Edit Agreement](#)

Click here to edit and author the agreement

Note : You will also receive a similar notification in the HKJC Supplier Portal.

Catalogue Upload Process



3a

Login to HKJC Supplier Portal

Login

Enter your user name and password.

* User Name
1003412HK@hq.bus.hkj

* Password
●●●●●●●●

* One Time Password
●●●●●●

Login Cancel

Login Assistance

Select a Language:
English

Click here to Login to HKJC Supplier Portal

Enter:
1. User Name
2. Password
3. 6 Digit VIP Access Number

1b

Login to HKJC Supplier Portal

[Click here to perform step after 3a](#)

Catalogue Upload Process

The screenshot shows the HKJC E-Business Suite interface. At the top left is the HKJC logo and the text '香港賽馬會 The Hong Kong Jockey Club E-Business Suite'. Below this is an 'Enterprise Search' bar with a dropdown menu set to 'Contract Documents' and a 'Go' button. A search result area is partially visible on the right. The main content area is divided into two sections: 'Navigator' on the left and 'Worklist' on the right. The 'Navigator' section contains a 'Personalize' button and a tree view with the following items: 'iSupplier Portal Full Access', 'Sourcing Supplier', and 'Sourcing'. Under 'Sourcing' are 'Sourcing Home Page' and 'Worklist'. A red arrow points from a yellow callout box to the 'iSupplier Portal Full Access' link. The 'Worklist' section has a 'Full List (24)' button and a partially visible text 'or auto-respond to notifications.'.

2b Go to HKJC Supplier Portal & Check Notification

Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal to author the agreement

Note: You might not have access of both “iSupplier Portal Full Access” and “Sourcing Supplier” link

Catalogue Upload Process

 Notifications

2b
Go to HKJC
Supplier Portal &
Check
Notification

Full List



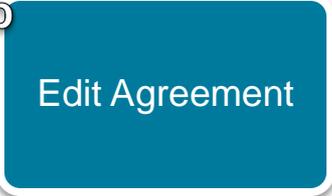
Subject	Date ▲
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000287 is available for update	05-Aug-2015 15:02:30
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000286, 0	05-Aug-2015 14:45:54
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000286 is available for update	05-Aug-2015 12:26:19
Acknowledgement Receipt (300715_1)	30-Jul-2015 14:46:34
Sent: Online Discussion Message for RFQ 105128-2 (270715_1)	27-Jul-2015 10:05:21

Click here to view the details of this notification

Catalogue Upload Process

The Hong Kong Jockey Club - Blanket Purchase Agreement 41000287 is available for update

3b



From BRUCE TSIU
To JC Supplier
Sent 05-Aug-2015 15:02:30
ID 159379

Blanket Purchase Agreement 41000287

Related Applications



Click here to edit and
author the agreement

Catalogue Upload Process

4

Select Upload

Home Orders Shipments Finance Admin

Home >

Update Blanket Purchase Agreement 41000287

* Indicates required field

Search

Header Lines Controls

Operating Unit The Hong Kong Jockey Club

Status Incomplete

Add Lines:

Via Upload



* Line	* Type	Item/Job	* Description	* Category	Unit	Price	Expiration Date	Actions
No results found								

Select 'Via Upload' from List of Values and click "Go" button

Catalogue Upload Process

Upload Lines: Blanket Purchase Agreement 41000287

* Indicates required field

5
Download Resources

Cancel | **Download Resources** | Submit

Click here to download the template and the help files to author agreement

- AML
- Catalog Interchange Format (CIF)
- cXML

Image Attachments None Add

* File Name Browse...

Submit for Approval
 Yes, submit for approval after validation
 No, submit for approval later

Apply Oracle e-Commerce Gateway Mapping
 Yes
 No

Note: A sample template is provided in the 'Catalogue Upload Template Sample' section. You can use this sample template for catalogue upload process instead of downloading 'Download Resources'.

Note: It is not required to download the resources to author the agreement every time. You can download it once and save at your local folder. You can make copy of the same file and rename it with the agreement number and make required changes for authoring another agreement.

Catalogue Upload Process

5

Download Resources

Obtain the most up-to-date instructions and templates to load catalog items.

Back Download

File Type

- Tab-delimited Text
- XML
- Catalog Interchange Format (CIF)

Check "Tab-delimited Text"

Category 

Selecting a category would include category descriptors in the template.

Click here to download the resource files

Back Download

Catalogue Upload Process



5
Download Resources

Click here to save the zip file at the local folder

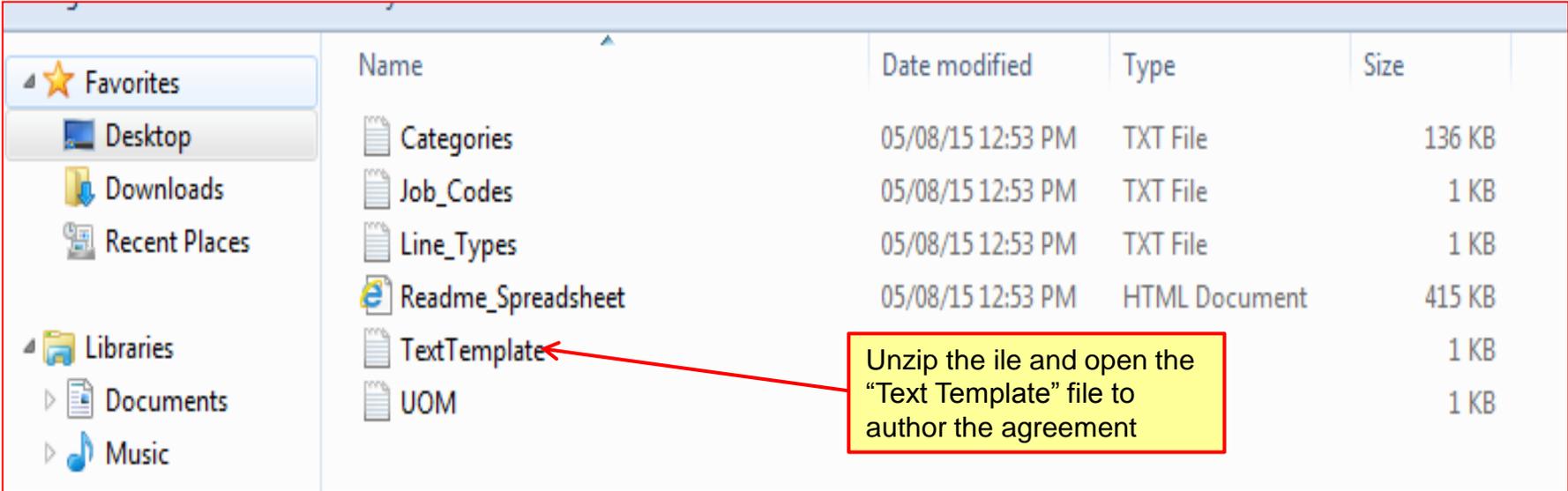
Name	Date modified	Type	Size
CatalogResources	05/08/15 12:58 PM	Compressed (zipp...	68 KB

Saved zip file at the local folder

Note: Save this zip file at the local folder in your machine.

Catalogue Upload Process

6
Fill Template



Name	Date modified	Type	Size
Categories	05/08/15 12:53 PM	TXT File	136 KB
Job_Codes	05/08/15 12:53 PM	TXT File	1 KB
Line_Types	05/08/15 12:53 PM	TXT File	1 KB
Readme_Spreadsheet	05/08/15 12:53 PM	HTML Document	415 KB
TextTemplate			1 KB
UOM			1 KB

Unzip the file and open the "Text Template" file to author the agreement

Note: Categories, Line-Types and UOM files stores the information of HKJC valid category, line types and UOM. You should select only these values when entering data in the template.

'Readme Spreadsheet' file contains instructions to author the agreement.

Catalogue Upload Process

6 Fill Template

File name: 41000287

Save as type: Text (Tab delimited)

Authors: JADAV, Manjunath R S R

Title: Add a title

Save the filled template at the local folder

Note: It is advisable to save the file name as agreement (BPA) number.

Catalogue Upload Process

Home Orders Shipments Finance Admin 7

Home > Update Blanket Purchase Agreement >

Upload Lines: Blanket Purchase Agreement 4100028

* Indicates required field

Cancel Download Resources Submit

File Type

- Tab-delimited Text
- XML
- Catalog Interchange Format (CIF)
- cXML

Image Attachments None Add

* File Name Browse...

Submit for Approval

- Yes, submit for approval after validation
- No, submit for approval later

Apply Oracle e-Commerce Gateway Mapping

- Yes
- No

Set Error Tolerance

- Yes, stop the upload if number of
- No

Click here to upload the image(s)

Note: Save all the images in a single zip file. You can upload only one zip file for all images.

Please follow the guidelines for the naming convention (BPA Number + Line Number) of image.

Catalogue Upload Process

Add Attachment

7 Upload Template and Images

Click here to proceed for uploading the template

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title Image Files
Description
Category Miscellaneous

Enter the title of image file

Define Attachment

Type File URL Short Text

p:\Training Delivery\Images\HKJC\410\0287 Images.7z Browse...

Browse the file and attach here

Long Text

Catalogue Upload Process

Upload Lines: Blanket Purchase Agreement 41000287

7

* Indicates required field

File Type

Upload Template and Images

Cancel Download Resources Submit

- Catalog Interchange Format (CIF)
- cXML

Image Attachments View Add

* File Name Browse...

Click here to browse the template file to attach

- Submit for Approval
- Yes, submit for approval after validation
 - No, submit for approval later

- Apply Oracle e-Commerce Gateway Mapping
- Yes
 - No

- Set Error Tolerance
- Yes, stop the upload if number of lines with error reaches:
 - No

Cancel Download Resources Submit

Catalogue Upload Process

7

CatalogResources	05/08/15 16:52 PM	File folder	
41000287		TXT File	2 KB
41000287	05/08/15 18:43 PM	Compressed (zipp...	12 KB
CatalogResources	05/08/15 12:58 PM	Compressed (zipp...	68 KB

Select file to upload

Upload Template and Images

name: 41000287

All Files (*.*)

Open Cancel

Click here to attach the selected file

The image shows a file upload interface. At the top, a file list contains four items: a folder named 'CatalogResources', a file named '41000287' (2 KB, TXT File), another file named '41000287' (12 KB, Compressed (zipp...)), and a folder named 'CatalogResources' (68 KB, Compressed (zipp...)). A red box highlights the first '41000287' file with the text 'Select file to upload' and a red arrow pointing to it. To the right, a yellow box contains the text 'Upload Template and Images'. Below the file list, there is a text input field with 'name: 41000287'. To the right of this field is a dropdown menu set to 'All Files (*.*)'. Below the dropdown are 'Open' and 'Cancel' buttons. A red box highlights the 'Open' button with the text 'Click here to attach the selected file' and a red arrow pointing to it. A large number '7' is positioned at the top center of the interface.

Catalogue Upload Process

7

Upload Template and Images

Upload Lines: Blanket Purchase Agreement 41000287

* Indicates required field

File Type:

- XML
- Catalog Interchange Format (CIF)
- cXML

Image Attachments View [Add](#)

File Name: [Browse...](#)

Submit for Approval:

- Yes, submit for approval after validation
- No, submit for approval later

Apply Oracle e-Commerce Gateway Mapping:

- Yes
- No

Set Error Tolerance:

- Yes, stop the upload if number of lines with error reaches:
- No

[Cancel](#) [Download Resources](#) [Submit](#)

[Cancel](#) [Download Resources](#) [Submit](#)

Click here to upload the file to the agreement



Catalogue Upload Process

8

Submit and Verify Upload Status

Home Orders Shipments Finance Admin
Purchase Orders Agreements Purchase History

Confirmation
Job 884397 has been submitted for Blanket Purchase Agreement 41000287

Supplier Agreements

Export

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number

Global

Effective-From Date

Effective-To Date

Go Clear

Verify the initial status as "Pending"

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
41000287	0	Yes		Blanket Purchase Agreement	BRUCE TSIU,		HKD		0.00			Draft		Pending

Catalogue Upload Process

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
41000287	0	Yes		Blanket Purchase Agreement	BRUCE TSIU,		HKD		0.00			Supplier Change Pending		Completed

8 Submit and Verify Upload Status

Verify 'Status' and 'Upload Status'

Note: Status = "Supplier Change Pending" and Upload Status = "Complete" validates that the upload / authoring process is successful

[Click here to go to Exercise](#)

Catalogue Upload Process

Field Name	Mandatory	Value
Action	Yes	Always use 'SYNC' at this field
Line Number	Yes	BPA line number. Start the line number with 1.
Thumbnail Image	No	Product image file name to be displayed in the detail page of iProcurement. The naming convention of image file is BPA Number + Line Number (e.g. 140000550-1.jpg)
Image	No	Product image file name to be displayed in the front page of iProcurement. The naming convention of image file is BPA Number + Line Number (e.g. 140000550-1.jpg)

Catalogue Upload Process

Field Name	Mandatory	Value
Internal Item	Yes	HKJC Internal Item Number (HKJC will provide you a list of valid items)
Unit Price	Yes	Agreed unit price for the item
Supplier Item	No	Enter your Item Number corresponding to the HKJC Internal Item Number
Lead Time (Day(s))	No	Lead time required to deliver the line item
MOQ	No	Minimum Order Quantity to be ordered by HKJC

Catalogue Upload Process

Field Name	Mandatory	Value
Additional Information	No	Free text field for entering additional information regarding the line item



Exercise:

1. Upload Catalogue through HKJC Supplier Portal.
 - I. Login to HKJC Supplier Portal
 - II. Navigate to HKJC Supplier Portal Home Page
 - III. Click on 'Notification'
 - IV. Click 'Edit Agreement'
 - V. Select 'Via Upload'
 - VI. Either 'Download Resources' or use the sample template provided in 'Catalogue Upload Template Sample' section
 - VII. Fill 'Template'
 - VIII. Upload images zip file
 - IX. Upload template
 - X. Click Submit
 - XI. Verify Status



Catalogue Upload Template Sample

Catalogue Upload Template Sample



Catalogue Upload
Template

Double click here to
open the template

#ENCODING	UTF-8											
Language Section	EN-US											
Catalog Section	Title	Date	Source	Catalogue Upload Template Sample								
Header Section	Document Type	Document Number	Operating Unit	Supplier	Supplier Site	Currency	Effective From	Effective To	Requesting Org	Purchasing Org	Purchasing Site	Enabled
							01/08/15	01/08/18				
Item Section	Action	Line Number	Thumbnail Image	Image	Supplier Item	Internal Item Number	Price	Lead Time (Day(s))	MOQ	Additional Information		
	SYNC	1	41000400-1.jpg	41000400-1.jpg		1038723	6388					
	SYNC	2	41000400-2.jpg	41000400-2.jpg		1038721	3888					
	SYNC	3	41000400-13.jpg	41000400-13.jpg		1038722	3088					
	SYNC	4	41000400-4.jpg	41000400-4.jpg		1038724	7188					
	SYNC	5	41000400-5.jpg	41000400-5.jpg		1038725	399					



Error Handling During Catalogue Upload Process

Error Handling During Catalogue Upload Process

1. This process step explains you:
 - How to handle common error during catalogue upload process

Error Handling During Catalogue Upload



PO Number 	Revision	Global	Description	Document Type	Buyer	Order Date 	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
41000735	0	Yes		Blanket Purchase Agreement	GREENY YIP,		HKD		0.00			Submission Pending		Error

Click the 'Error' link to view the details of the error occurred during catalogue upload

Error Handling During Catalogue Upload

View Upload Errors: Blanket Purchase Agreement 41000735

Click Discard Errors to continue.

Discard Errors Export

File Name 41000701-1.txt
Lines Processed 5
Lines with Errors 1
Error

Review the number of line processed and number of lines with errors

Job Number 1073901
Upload Date 09-Oct-2015
Uploaded By Vivian Kwok

Line ▲	Item ▲	Supplier Part Number ▲	Description	Document Line ▲	Attribute Name ▲	Attribute Value ▲	Error ▲
4				4	Unit		A value must be specified.
4				4	Description		A value must be specified.

Return to Agreement Summary

Review details of error

Discard Errors Export

Click the 'Discard Errors' button after making required changes in the template and upload the template again

Note: 'Discard Errors' step is mandatory to upload the updated template. If you do not discard the existing error(s), HKJC Supplier Portal will not allow you to upload the template again.



Abbreviations

Abbreviations

BPA	Blanket Purchase Agreement
FYI	For Your Information
HKJC	Hong Kong Jockey Club
PO	Purchase Order



Terminology

1. **Agreement**: An agreement is a long-term contract while maintaining flexible delivery schedules and order quantity commitments
2. **Amount Agreed**: The amount agreed for the Blanket Purchase Agreement.
3. **Amount Released**: The current total amount of actual Purchase committed against the Blanket Purchase Agreement.
4. **Blanket Purchase Agreement**: A method of acquiring items and services from supplier to fulfill repetitive procurement needs within a period of time. In BPA, all terms and conditions, including prices are agreed between buying organization and supplier throughout the agreement period.

5. **Buyer**: The person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.
6. **Effective – From Date**: The date from which the agreement will be effective.
7. **Effective – To Date**: The date up to which the agreement will be effective.
8. **Revision**: A number that distinguishes printed purchase order versions. Purchasing automatically sets the revision to 0 when you initially create a purchase order. Each purchase order you print displays the current revision number.
9. **Supplier**: Provider of goods or services.

