



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 *RIDING HIGH TOGETHER*

HKJC Supplier Portal Sourcing

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Sourcing Portal Introduction

Sourcing Portal Introduction

1. Sourcing Portal is a collaborative application that enables HKJC and their Suppliers to communicate with each other. It enables HKJC Supplier's to have real time access to EOI, RFI, RFQ, RFP, RFT and Reverse Auction. It allows HKJC Suppliers to:
 - Submit Response against EOI and RFI
 - Submit Quote against RFQ, RFP and RFT
 - Submit Bid against Reverse Auction
 - Perform Online Communication with HKJC
 - View their Awarded and Rejected Response / Quote / Bid
 - Query their Historical Response / Quote / Bid



Sourcing Home Page

Sourcing Home Page

1. Sourcing Home Page explains you how to access different functions using quick links available in Sourcing.
2. The following information's are available at the home page:
 - Your Active and Draft Responses
 - Your Company's Open Invitation
 - Quick Search option for Open EOI / RFI / RFQ / RFP / RFT / Reverse Auction
 - Quick link to manage your draft Responses
 - Quick link to view your active, awarded and rejected Response / Quote / Bid
 - Quick link to view your withdrawn Response / Quote

Sourcing Home Page



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E-Business Suite

Enterprise Search

Contract Documents



Go

Search Result

Home

Navigator

Personalize

- ▶ iSupplier Portal Full Access
- ▶ Sourcing Supplier
 - ▶ Sourcing
 - ▢ Sourcing Home Page
 - ▢ Worklist

Click on 'Sourcing Home Page' link to go to Sourcing Portal Home Page

Worklist

Full List (24)

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Note : You can perform below actions at Sourcing Home Page:

- Submit Quote against RFQ / RFP / RFT
- Submit Response against RFI / EOI
- Submit Bid Against Reverse Auction
- Search your active and draft Bid / Quote / Response

You might not have access to both "iSupplier Portal Full Access" and "Sourcing Supplier" links

Sourcing Home Page

This section displays your responses to EOI, RFI, RFQ, RFP, RFT and Reverse Auction in which you are participating. This section will have both active and draft responses.

Negotiations

Search Open Negotiations Title [dropdown] [input] Go

Welcome, Y C Sxx

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title |
|-----------------|-----------------|---------------|--------------------|-------------------|
| 15057 | Active | | 20053 | RFQ 20053 |
| 35158 | Active | | | 020715_1 |
| 61175 | Active | | | Supplier Training |
| 53176 | Active | HK | | |
| 51168 | Active | HK | | |

Quick search for the open EOI, RFI, RFQ, RFP, RFT and Reverse Auction by "Title" or "Number" or "Event" or "Contact" as search criteria

Your Active and Draft Responses

This column displays whether your response status is active or draft

Note :
Active Response: It indicates that you are currently participating in the EOI / RFI / RFQ / RFP / RFT / Reverse Auction.
Draft Response: It indicates that you are in the process of preparing a:
- Bid for Reverse Auction
- Quote for RFQ / RFP / RFT
- Response for EOI / RFI

Note :
Please go to next slide to see the other sections of Sourcing Home Page

Sourcing Home Page

This section displays open EOI / RFI / RFQ / RFP / RFT / Reverse Auction for which HKJC has invited you to participate

Click here to see the complete list of EOI / RFI / RFQ / RFP / RFT / Reverse Auction for which HKJC has invited you to participate

Your Company's Open Invitations

Full List

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|-------|------|------------|
| HK | 83122,1 | 540 | RFQ | 46 minutes |

Click here to manage your draft Bid / Quote / Response

Quick Links
Manage View Responses

- Drafts
- Deliverables
- Personal Information

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Click here to view your active, awarded and rejected Bid / Quote / Response details

Click here to manage your personal information

Note : Quote Disqualification is not part of HKJC business process.
HKJC is not using Deliverables features.



Quote / Response Submission Process

Quote / Response Submission Process

1. This process step explains you how to submit:
 - Quote against RFQ, RFP and RFT
 - Response against EOI and RFI

2. Sourcing Portal allows two way to submit Quote / Response:
 - Via Manual Entry: This is recommended if there are less number of lines (for example 4 or 5) in the EOI / RFI / RFQ / RFP / RFT
 - Via Spreadsheet: This is recommended if there are more than 4 or 5 lines in the EOI / RFI / RFQ / RFP / RFT

Quote / Response Submission Process

Via Manual Entry



Note: This process step is recommended for the negotiations where the number of lines are less. For example up to 4 or 5.

Quote / Response Submission Process

From: Workflow Mailer <applcsit@fmissit.com>
To: Y C SXXX
Subject: Invitation on Request For Proposal for Supplier Training

Message Notification Detail.html (497 B)

To: Y C SXXX
Sent: 19-Aug-2015 14:30:14

From: GREENY YIP
Company Name: The Hong Kong Jockey Club
Title: Supplier Training
Number: 150165

Preview Date: August 19, 2015 14:30:14
Open Date: August 19, 2015 14:30:14
Close Date: August 19, 2015 21:33:04
Time Zone: Hong Kong

Dear Y C Sxxx,

The Hong Kong Jockey Club is pleased to invite your company to respond to our Request For Proposal for "Supplier Training" in accordance with the required information - [Details](#)

Please note that we accept online responses only.

Please acknowledge by email to GREENY YIP at sc001@fmissit.com upon the receipt of this invitation.

For any enquiries, please do not hesitate to contact GREENY YIP at sc001@fmissit.com / 98888

Thank you for your attention.

Best Regards,
The Hong Kong Jockey Club

1b Receive an e-mail invitation from HKJC to participate in EOI / RFI / RFQ / RFP / RFT

2b Click "Details" link in the invitation e-mail

Click here to see the detail information of EOI / RFI / RFP/ RFQ / RFT in which HKJC has invited you

Note : You will receive an email invitation as soon as HKJC issue a new EOI / RFI / RFQ / RFP / RFT to your company. You will also receive a similar notification in the HKJC Supplier Portal.

Quote / Response Submission Process



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The Hong Kong Jockey Club

1a
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

3b
Login to HKJC
Supplier Portal

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

Quote / Response Submission Process

The screenshot shows the E-Business Suite interface. At the top left is the logo of The Hong Kong Jockey Club. The header includes 'Enterprise Search' with a dropdown menu set to 'Contract Documents' and a search bar. A purple callout box labeled '2a' points to the search bar with the text 'Go to "Sourcing Home Page"'. Below the search bar is a 'Home' section. On the left is a 'Navigator' pane with a 'Personalize' button and a tree view containing 'iSupplier Portal Full Access', 'Sourcing Supplier', and 'Sourcing'. Under 'Sourcing', there are links for 'Sourcing Home Page' and 'Worklist'. A red arrow points from a yellow callout box to the 'Sourcing Home Page' link. The callout box contains the text: 'Click on 'Sourcing Home Page' link to go to Sourcing Portal Home Page'. On the right is a 'Worklist' section with a 'Full List (24)' button and a notification for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

Note : You can perform below actions at Sourcing Home Page:

- Submit Quote against RFQ / RFP / RFT
- Submit Response against RFI / EOI
- Submit Bid Against Reverse Auction
- Search your active and draft Bid / Quote / Response

You might not have access to both "iSupplier Portal Full Access" and "Sourcing Supplier" links

Quote / Response Submission Process

Negotiations

Search Open Negotiations 3a Click EOI / RFI / RFQ / RFP / RFT number for which Quote / Response to be submitted

Welcome, Y C Sxxx.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|-------------------|---------|--------------------|---------|-----------------|
| 106226 | Active | HK | 150162 | Sourcing Training | RFQ | 4 hours 25 minutes | | 0 |
| 15057 | Active | | 20053 | RFQ 20053 | RFQ | 0 seconds | | 0 |
| 35158 | Active | HK | 51086 | 020715_1 | RFQ | 0 seconds | | 0 |
| 61175 | Active | | 88113 | Supplier Training | RFQ | 0 seconds | | 0 |
| 89180 | Active | | 125133 | Bid Training | Auction | 0 seconds | | 0 |

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|-------------------|------|--------------------|
| HK | 105128-2 | 270715_1 | RFQ | 4 minutes |
| HK | 135152 | 100815_1 | RFQ | 18 minutes |
| HK | 150163 | Sourcing Training | RFQ | 4 hours 34 minutes |
| HK | 150164 | Sourcing Training | RFQ | 6 hours 54 minutes |
| HK | 150165 | Sourcing Training | RFQ | 6 hours 57 minutes |

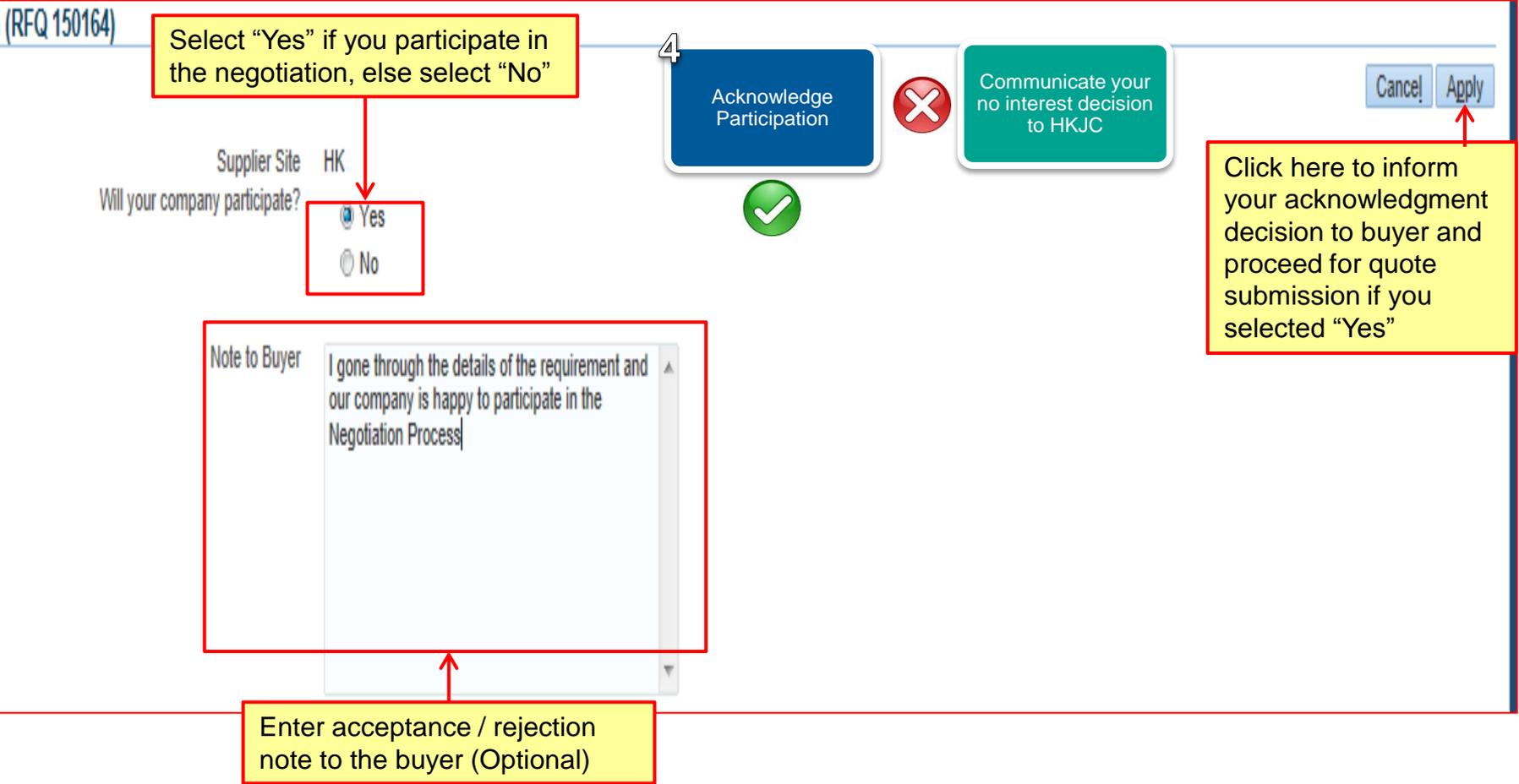
Negotiation has been paused. Only draft responses can be created.

Click here to respond to Negotiation Number. For example 150164 in this case.

Quote / Response Submission Process

The screenshot shows a web interface for a negotiation process. At the top left, there is a 'Negotiations' header with a breadcrumb 'Negotiations >' and an RFQ number '150164'. A blue callout box with the number '4' and the text 'Acknowledge Participation' points to a button in the 'Actions' menu. The 'Actions' menu also contains a dropdown 'Acknowledge Participation' and a 'Go' button. A yellow callout box explains that the time left for the negotiation is displayed as '06:46:04' and will change to HH:MM:SS format when less than 24 hours remain. Below the header, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' section shows 'Buyer GREENY YIP, Sealed' and 'Quote Style Description'. The 'Terms' section includes 'Bill-To Address HKJC Headquarter', 'Ship-To Address HKJC Headquarter', and 'Payment Terms Carrier Freight Terms'. The 'Currency' section shows 'RFQ Currency HKD'. The 'Requirements' section has a 'Notes and Attachments' tab selected, showing a 'Test' section. A yellow callout box explains that this section contains 'Notes and Attachments' provided by the buyer. A blue callout box provides a note: 'This is acknowledgment page where you will express your interest regarding the participation in the negotiation process. You can navigate through Header, Lines, Contract Terms & Notes and Attachments to see the details of the negotiations before expressing your interest. Alternatively, you can download the printable view of this negotiation by using navigation Actions > Printable View > Go to review the details of this negotiation.' A yellow callout box points to a 'Note to Suppliers' link, saying 'Click here to see the attached document'. A red callout box points to a table entry 'Details of Requirements', which is a 'File' type with the description 'Details of Requirements - Design Details - Specifications' and category 'To Supplier'.

Quote / Response Submission Process



Quote / Response Submission Process

Negotiations > RFQ: 150164

5 Accept "Terms and Conditions"

Select "Create Quote" and click "Go" button to proceed for Quote submission process

Actions: Create Quote [Go]

Open Date: 19-Aug-2015 14:30:14
Close Date: 19-Aug-2015 21:33:04

Header | Lines | Controls | Contract Terms

Buyer: GREENY YIP, Sealed
Quote Style: Sealed
Description: Sealed

Outcome Event: Standard Purchase Order RFP

Terms

Bill-To Address: HKJC Headquarter
Ship-To Address: HKJC Headquarter
FOB: FOB

Payment Terms: Carrier
Freight Terms: Freight Terms

Currency

RFQ Currency: HKD
Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section

Test

Notes and Attachments

Note to Suppliers

Note: You have to select "Create Response" in case of EOI & RFI

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------------|------|---|-------------|-----------------|--------------|----------|--------|--------|
| Details of Requirements | File | Details of Requirements - Design Details - Specifications | To Supplier | GREENYCYIP | 19-Aug-2015 | One-Time | | |

Quote / Response Submission Process

Negotiations
Negotiations >

5 Accept "Terms and Conditions"

Terms and Conditions
The following terms and conditions must be accepted by the supplier. This is placed in this RFQ.

Hong Kong Jockey Club reserves the right to reject any and all responses for any reason. HKJC's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFI/RFQ/Auction is not a commitment to purchase, and any expenditure incurred in preparation and submission of responses shall not be reimbursed by Hong Kong Jockey Club.

All responses meeting the stated requirements and specifications except for minor exceptions and deviations shall be considered. Failure to meet requirements may disqualify a response from the selection process.

All information disclosed to suppliers by Hong Kong Jockey Club, including the information contained in this document, is considered proprietary to Hong Kong Jockey Club. It may not be disclosed to others without prior written consent from Hong Kong Jockey Club.

A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

Read the above "Terms and Conditions" and also go through the supporting documents attached as "Attachments" related to 'terms and conditions'

Attachments

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ |
|-----------------------|--------|-----------------------|-------------|-------------------|
| NDA | File | NDA | To Supplier | FMISOUSER |
| Offer to be committed | File | Offer to be committed | To Supplier | FMISOUSER |

* I have read and accepted the terms and conditions

Quote / Response Submission Process

Negotiations
Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Hong Kong Jockey Club reserves the right to reject any and all responses for any reason. HKJC's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFI/RFQ/Auction is not a commitment to purchase, and any expenditure incurred in preparation and submission of responses shall not be reimbursed by Hong Kong Jockey Club.

All responses meeting the stated requirements and specifications except for minor exceptions and deviations shall be considered. Failure to meet requirements may disqualify a response from the selection process.

All information disclosed to suppliers by Hong Kong Jockey Club, including the information contained in this document, is considered proprietary to Hong Kong Jockey Club. It may not be disclosed to others without prior written consent from Hong Kong Jockey Club.

A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

5 Accept "Terms and Conditions"

Click here to accept the 'Terms and Conditions'

Attachments

| Title | Type | Description | Category | Last Updated By |
|--|------|-------------|-------------|-----------------|
| NDA | File | NDA | To Supplier | FMISUSER |
| Offer to be committed | | | | SOUUSER |
| * <input checked="" type="checkbox"/> I have read and accepted the | | | | |

Check the box if you accept the "Terms and Conditions" to participate in the negotiation process

Note: "Accept" Button will not get activated if you have not clicked the checkbox "I have read and accepted the terms and conditions".

Acceptance of 'Terms and Conditions' is mandatory for the submission of Quote / Response.

Quote / Response Submission Process

Negotiations > RFQ: 150164 >

Create Quote: 107226 (RFQ 150164)

Title: Sourcing Training

Time Left: 05:56:56
Close Date: 19-Aug-2015 21:33:04

Buttons: Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

7 Enter Quote / Response price & details

6 Add Attachment (if any)

Click here to proceed for entering price information against each line

Click here to add attachment (if any) related to your Quote / Response

Note: You can attach multiple files as an attachment; however, maximum size allowed per file is 160 MB. Attachment can be drawing, price details, any documents supporting your response, etc. You can add attachment anytime during the quote / response submission process. Please ensure that files are not embedded with any macros, not set as "read only" and not protected by password.

Enter your response against each questions asked in this section

| Focus | Title | Target Value | Quote Value |
|-------|------------------------------------|--------------|-------------|
| | Schedule of Requirements/Responses | | |
| | Test | | Yes |
| | Are you ISO 10001 Certified? | | 20 |

Quote / Response Submission Process

Negotiations
 Negotiations > RFQ: 150164 >

Create Quote: 107226 (RFQ 150164)

7 Enter Quote / Response price & details

Click here after you entered the Quote / Response price to continue Quote / Response submission process

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

05:51:30
19-Aug-2015 21:33:04

Title Sourcing Training

Header Lines

RFQ Currency HKD Price Precision Any Quote Currency HKD

| Line | Ship-To | Rank | Start Price | Target Price | Quote Price | Unit | Target Quantity | Quote Quantity | Promised Date | Update |
|------------------------|-------------|--------|-------------|--------------|-------------|------|-----------------|----------------|---------------|--------|
| 1 Sourcing Training... | CAT142-STCH | Sealed | | | 100 | EACH | 1 | 1 | 21-Aug-2015 | |
| 2 Sourcing Training... | CAT142-STCH | Sealed | | | 102 | EACH | 1 | 1 | 21-Aug-2015 | |
| 3 Sourcing Training... | CAT142-STCH | Sealed | | | 105 | EACH | 1 | 1 | 21-Aug-2015 | |

Indicates more information requested. Click the Update icon.

Note: You will enter your final price in the 'Quote Price' field. However, you can attach the details for arriving this quote price as an attachment at the line or at the header level.

Enter your quote price against each line

Note: You can save your entry at any point of time by clicking "Save Draft" button. It is mandatory to enter the price information for each lines.

Quote / Response Submission Process

Warning
 Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Note: You can click 'Validate' button to validate your data entry before Quote / Response submission

Review and Submit Quote / Response

Click here to submit your Quote / Response

System generated warning message. You are not allowed to enter:

- Multiple Quotes against RFQ / RFP / RFT
- Multiple Responses against RFI / EOI

Time Left: 05:44:06
 Close Date: 19-Aug-2015 21:33:04
 Quote Valid Until
 Reference Number
 Note to Buyer

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Requirements

Show All Details | Hide All Details
 Details Section
 Test

Lines

Quote Total (HKD) 307.00

| Select | Line | Line | Ship-To | Start Price | Target Price | Quote Price (HKD) | Unit | Target Quantity | Quote Quantity | Line Total | Need-By Date | Promised Date |
|----------------------------------|----------------------|------------------------|-------------|-------------|--------------|-------------------|------|-----------------|----------------|------------|--|----------------------|
| <input checked="" type="radio"/> | Sourcing Training... | 1 Sourcing Training... | CAT142-STCH | | | 100 | EACH | 1 | 1 | 100.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | 21-Aug-2015 00:00:00 |
| <input type="radio"/> | Sourcing Training... | 2 Sourcing Training... | CAT142-STCH | | | 102 | EACH | 1 | 1 | 102.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | 21-Aug-2015 00:00:00 |
| <input type="radio"/> | Sourcing Training... | 3 Sourcing Training... | CAT142-STCH | | | 105 | EACH | 1 | 1 | 105.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | 21-Aug-2015 00:00:00 |

Quote / Response Submission Process

107226: Review and Submit (RFQ 150164) 8

Review and Submit
Quote / Response

Cancel

| | | | | | |
|-----------------|-------------------|--|--|-------------------|-------------|
| Title | Sourcing Training | | | Time Left | 05:40:42 |
| Supplier | JC Supplier | | | Close Date | 19-Aug-2015 |
| Supplier Site | HK | | | Quote Valid Until | |
| RFQ Currency | HKD | | | Reference Number | |
| Quote Currency | HKD | | | Note to Buyer | |
| Price Precision | Any | | | | |

| Type | Description | Category | Last Updated |
|------|-------------|----------|--------------|
| | | | |

Quote / Response submission confirmation message

 **Confirmation**

Quote 107226 for RFQ 150164 (Sourcing Training) has been submitted.

[Return to Sourcing Home Page](#)

[Hide All Details](#)

Exercise:

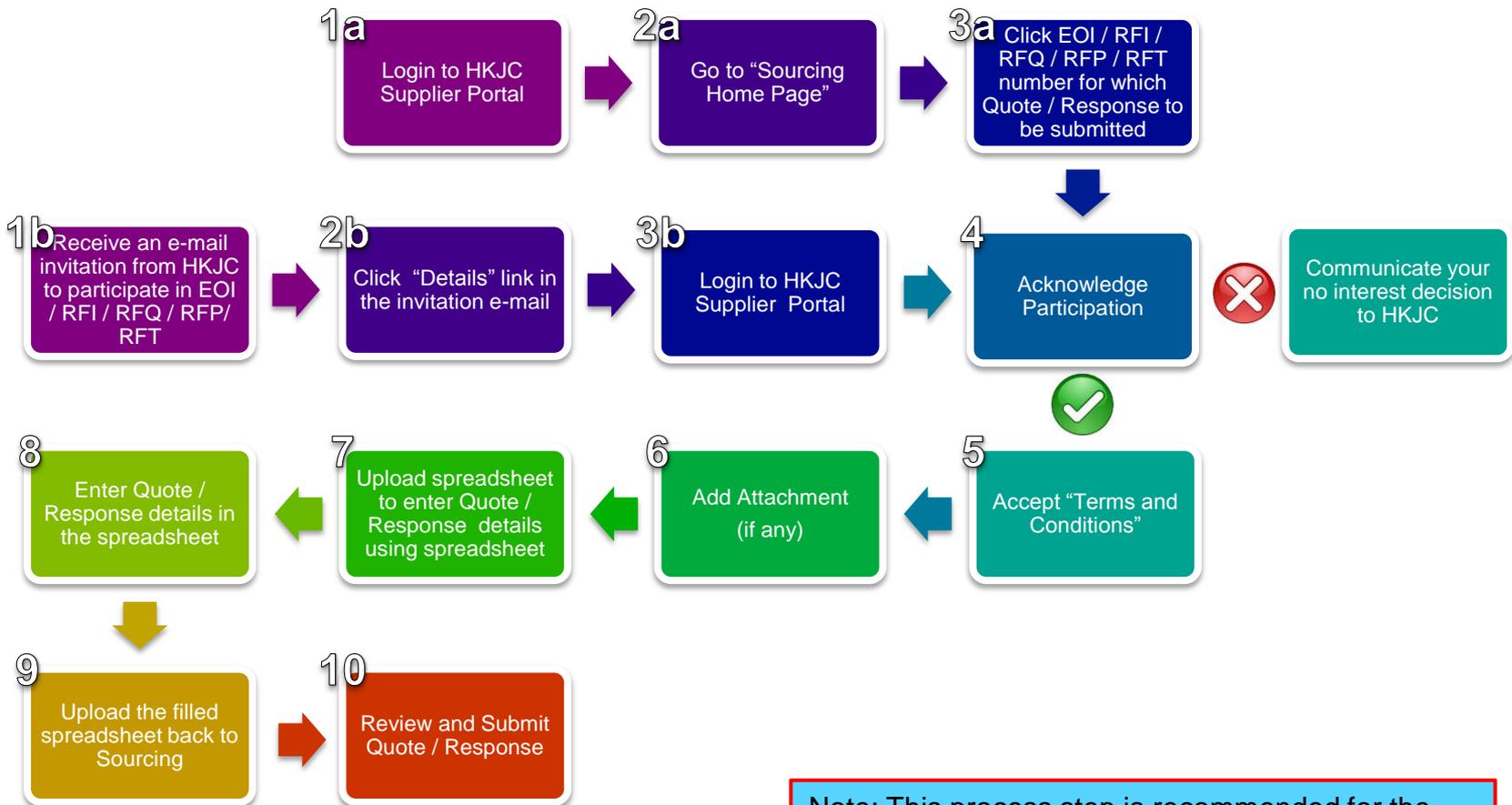
1. Submit Response against EOI / RFI through HKJC Supplier Portal via manual entry:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Find the EOI / RFI under the “Your Company's Open Invitations” section
 - IV. Click Actions > Select ‘Create Response’ > Go
 - V. Accept ‘Terms and Conditions’
 - VI. Add attachments, if any
 - VII. Enter the header information (the response value for the Schedule of Requirements / Responses, if any)
 - VIII. Enter response price (if any)
 - IX. Click Continue
 - X. Review Response and Submit

Exercise:

2. Submit Quote against RFP / RFQ / RFT through HKJC Supplier Portal via manual entry.
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Find the RFP / RFQ / RFT under the “Your Company's Open Invitations” section
 - IV. Click Actions > Select ‘Create Quote’ > Go
 - V. Accept ‘Terms and Conditions’
 - VI. Add attachments, if any
 - VII. Enter the header information (the response value for the Schedule of Requirements / Responses, if any)
 - VIII. Enter quote price
 - IX. Click Continue
 - X. Review Quote and Submit

Quote / Response Submission Process

Via Spreadsheet



Note: This process step is recommended for the negotiations where the number of lines are more than 5.

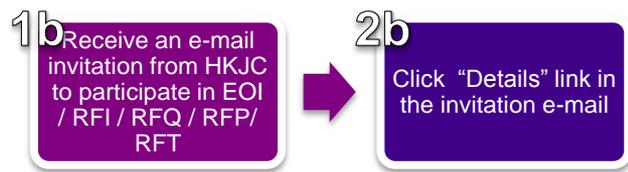
Quote / Response Submission Process

From: Workflow Mailer <applcsit@fmissit.com>
To: Y C SXXX
Cc:
Subject: Invitation on Request For Proposal for Supplier Tr

Receive an e-mail Invitation from HKJC to participate in EOI / RFI / RFP/ RFQ / RFT

Message Notification Detail.html (497 B)

To: Y C SXXX
Sent: 19-Aug-2015 14:36:06



From: GREENY YIP
Company Name: The Hong Kong Jockey Club
Title: Supplier Training
Number: 150165

Preview Date: August 19, 2015 14:36:06
Open Date: August 19, 2015 14:36:06
Close Date: August 19, 2015 21:36:24
Time Zone: Hong Kong

Click here to see the detail information of EOI / RFI / RFP/ RFQ / RFT in which HKJC has invited you

Dear Y C Sxxx,

The Hong Kong Jockey Club is pleased to invite your company to respond to our Request For Proposal for "Supplier Training" in accordance with the required information [Details](#)

Please note that we accept online responses only.

Please acknowledge by email to GREENY YIP at sc001@fmissit.com upon the receipt of this invitation.

For any enquiries, please do not hesitate to contact GREENY YIP at sc001@fmissit.com / 98888012

Thank you for your attention.

Best Regards,
The Hong Kong Jockey Club

Note : You will receive an email invitation as soon as HKJC issue a new EOI / RFI / RFQ / RFP / RFT to your company. You will also receive a similar notification in the HKJC Supplier Portal.

Quote / Response Submission Process



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1a
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

3b
Login to HKJC
Supplier Portal

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

Quote / Response Submission Process

The screenshot shows the E-Business Suite interface. At the top left is the logo of The Hong Kong Jockey Club. The header includes 'Enterprise Search' with a dropdown menu set to 'Contract Documents', a search input field, and a 'Go' button. Below the header is a 'Home' section. On the left is a 'Navigator' panel with a 'Personalize' button and a tree view containing 'iSupplier Portal Full Access', 'Sourcing Supplier', and 'Sourcing'. Under 'Sourcing', there are links for 'Sourcing Home Page' and 'Worklist'. A purple callout box labeled '2a' points to the search field with the text 'Go to "Sourcing Home Page"'. A yellow callout box points to the 'Sourcing Home Page' link with the text 'Click on 'Sourcing Home Page' link to go to Sourcing Portal Home Page'. On the right is a 'Worklist' section with a 'Full List (24)' button and a notification for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

Note : You can perform below actions at Sourcing Home Page:

- Submit Quote against RFQ / RFP / RFT
- Submit Response against RFI / EOI
- Submit Bid Against Reverse Auction
- Search your active and draft Bid / Quote / Response

You might not have access to both "iSupplier Portal Full Access" and "Sourcing Supplier" links

Quote / Response Submission Process

Negotiations

Search Open Negotiations Title 3a Click EOI / RFI/ RFQ / RFP / RFT number for which Quote / Response to be created

Welcome, Y C Sxxx.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|-------------------|---------|--------------------|---------|-----------------|
| 106226 | Active | HK | 150162 | Sourcing Training | RFQ | 4 hours 25 minutes | | 0 |
| 15057 | Active | | 20053 | RFQ 20053 | RFQ | 0 seconds | | 0 |
| 35158 | Active | HK | 51086 | 020715_1 | RFQ | 0 seconds | | 0 |
| 61175 | Active | | 88113 | Supplier Training | RFQ | 0 seconds | | 0 |
| 89180 | Active | | 125133 | Bid Training | Auction | 0 seconds | | 0 |

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|-------------------|------|--------------------|
| HK | 105128-2 | 270715_1 | RFQ | 4 minutes |
| HK | 135152 | 100815_1 | RFQ | 18 minutes |
| HK | 150163 | Sourcing Training | RFQ | 4 hours 34 minutes |
| HK | 150164 | Sourcing Training | RFQ | 6 hours 54 minutes |
| HK | 150165 | Sourcing Training | RFQ | 6 hours 57 minutes |

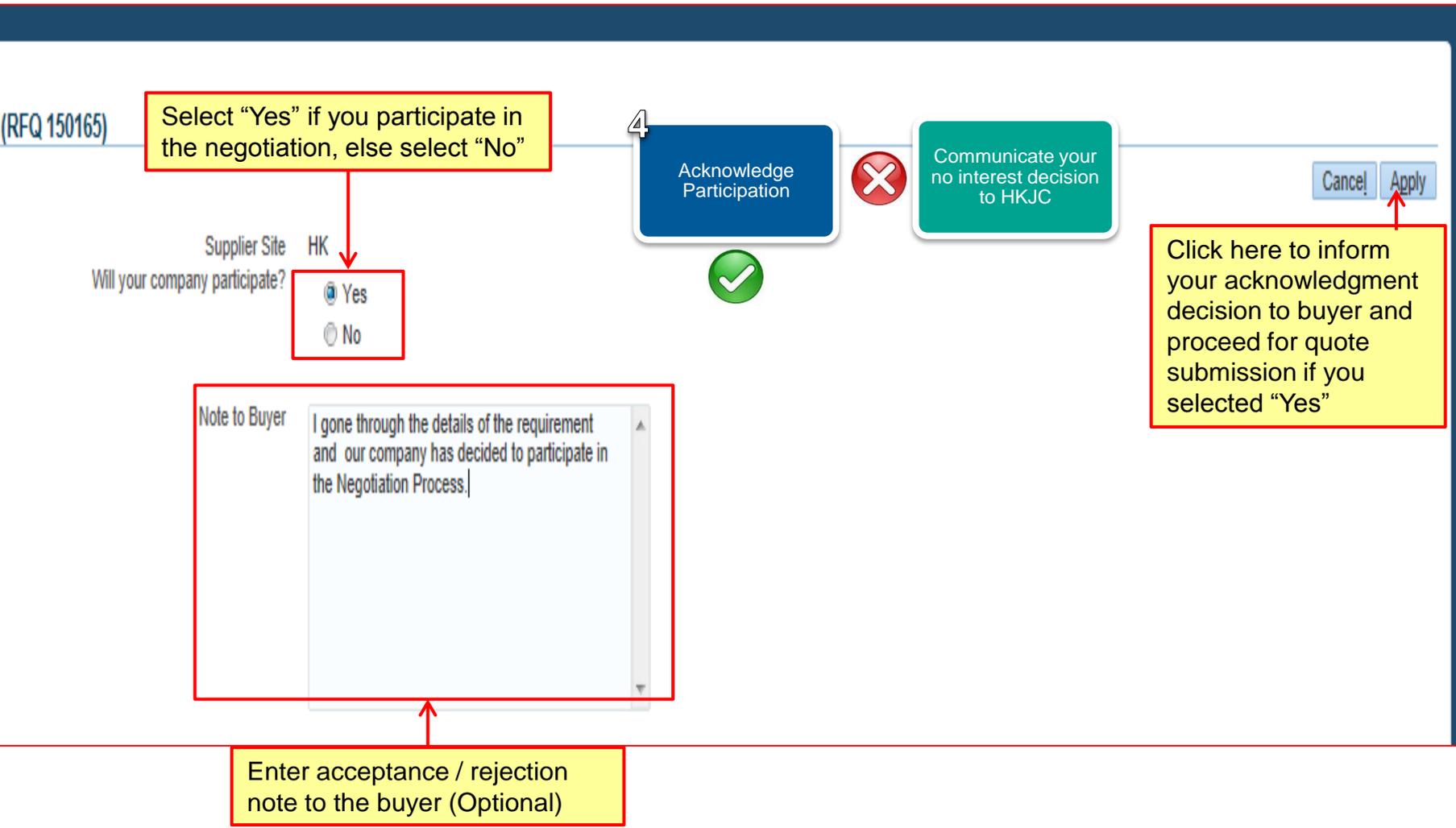
Negotiation has been paused. Only draft responses can be created.

Click here to respond to Negotiation Number. For example 150165 in this case.

Quote / Response Submission Process

The screenshot shows a web interface for a negotiation process. At the top, there's a 'Negotiations' header with a breadcrumb 'Negotiations >' and an RFQ number '150165'. A blue callout box with the number '4' contains the text 'Acknowledge Participation'. Below this, the negotiation details are shown: Title 'Sourcing Training', Status 'Active (Locked)', and Time Left '04:19:42'. A yellow callout box explains that this time format changes to HH:MM:SS when the time left is less than 24 hours. To the right, an 'Actions' menu is open, showing 'Acknowledge Participation' selected and a 'Go' button. A yellow callout box instructs to select 'Acknowledge Participation' and click 'Go'. Below the negotiation details, there are sections for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' section shows Buyer 'GREENY YIP, Sealed' and Description. The 'Terms' section shows Bill-To Address 'HKJC Headquarter', Ship-To Address 'HKJC Headquarter', and Payment Terms. The 'Currency' section shows RFQ Currency 'HKD'. The 'Requirements' section has a 'Notes and Attachments' link highlighted with a yellow callout box stating it contains buyer-provided details. Below this, a 'Note to Suppliers' section is visible with a yellow callout box pointing to a document icon and text 'Click here to see the attached document'. At the bottom, a table lists requirements with columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The first row is 'Details of Requirements' with Type 'File' and Description 'Details of Requirements - Design Details - Specifications'. A blue callout box on the right provides a note: 'This is acknowledgment page where you will express your interest regarding the participation in this negotiation process. You can navigate through Header, Lines, Contract Terms & Notes and Attachments to see the details of the Negotiations before expressing your interest. Alternatively, you can download the printable view of this negotiation by using navigation Actions > Printable View > Go to review the details of this negotiation.'

Quote / Response Submission Process



Quote / Response Submission Process

Negotiations > RFQ: 150165

5 Accept "Terms and Conditions"

Select "Create Quote" and click "Go" button to proceed for Quote submission process

Actions Create Quote Go

Title: Sourcing Training
Status: Active (Locked)
Time Left: 03:43:23

Open Date: 19-Aug-2015 14:36:06
Close Date: 19-Aug-2015 21:36:24

Header | Lines | Controls | Contract Terms

Buyer: GREENY YIP, Sealed
Quote Style: Sealed
Description: [blank]

Outcome Event: Standard Purchase Order RFT

Terms

Bill-To Address: HKJC Headquarter
Ship-To Address: HKJC Headquarter
FOB: [blank]

Payment Terms: [blank]
Carrier: [blank]
Freight Terms: [blank]

Currency

RFQ Currency: HKD
Price Precision: Any

Requirements

Show All Details | Hide All Details

Details Section

Test

Note: You have to select "Create Response" in case of EOI & RFI

Quote / Response Submission Process

Negotiations
Negotiations >

5 Accept "Terms and Conditions"

Terms and Conditions
The following terms and conditions must be accepted by the supplier. This is placed in this RFQ.

Hong Kong Jockey Club reserves the right to reject any and all responses for any reason. HKJC's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFI/RFQ/Auction is not a commitment to purchase, and any expenditure incurred in preparation and submission of responses shall not be reimbursed by Hong Kong Jockey Club.

All responses meeting the stated requirements and specifications except for minor exceptions and deviations shall be considered. Failure to meet requirements may disqualify a response from the selection process.

All information disclosed to suppliers by Hong Kong Jockey Club, including the information contained in this document, is considered proprietary to Hong Kong Jockey Club. It may not be disclosed to others without prior written consent from Hong Kong Jockey Club.

A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

Read the above "Terms and Conditions" and also go through the supporting documents attached as "Attachments" related to 'terms and conditions'

Attachments

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ |
|-----------------------|--------|-----------------------|-------------|-------------------|
| NDA | File | NDA | To Supplier | FMISOUSER |
| Offer to be committed | File | Offer to be committed | To Supplier | FMISOUSER |

* I have read and accepted the terms and conditions

Quote / Response Submission Process

Negotiations
Negotiations >

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Hong Kong Jockey Club reserves the right to reject any and all responses for any reason. HKJC's decision as to which supplier will be asked to participate in a formal RFI/RFQ/Auction process will be based on the overall responses submitted by each supplier, and will include such things as service areas covered; telecommunications experience; commercial collections experience and financial stability. This RFI/RFQ/Auction is not a commitment to purchase, and any expenditure incurred in preparation and submission of responses shall not be reimbursed by Hong Kong Jockey Club.

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A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

5 Accept "Terms and Conditions"

Click here to accept the 'Terms and Conditions'

Attachments

| Title | Type | Description | Category | Last Updated By |
|--|------|-------------|-------------|-----------------|
| NDA | File | NDA | To Supplier | FMISUSER |
| Offer to be committed | | | | SOUSER |
| * <input checked="" type="checkbox"/> I have read and accepted the | | | | |

Check the box if you accept the "Terms and Conditions" to participate in the negotiation process

Note: "Accept" Button will not get activated if you have not clicked the checkbox "I have read and accepted the terms and conditions".

Acceptance of 'Terms and Conditions' is mandatory for the submission of Quote / Response

Quote / Response Submission Process

Negotiations > RFQ: 150165 >

Create Quote: 108226 (RFQ 150165)

7 Upload spreadsheet to enter Quote / Response details using spreadsheet

6 Add Attachment (if any)

Cancel View RFQ Quote By Spreadsheet

Title Sourcing Training Time Left Close Date

Click here to enter the Quote using spreadsheet.

Header Lines

Supplier JC Supplier Quote Valid Until
Supplier Site HK - Happy Valley, CAUSEWAYBAY, HK
RFQ Currency HKD
Quote Currency HKD Reference Number
Price Precision Any

Attachments

Add Attachment

Click here to add attachment (if any) related to your Quote / Response

Title Last Update

No results found.

Requirements

Note: You can attach multiple files as an attachment; however, maximum size allowed per file is 160 MB.

Attachment can be drawing, price details, any documents supporting your response, etc.

You can add attachment anytime during the quote / response submission process.

Please ensure that files are not embedded with any macros, not set as "read only" and not protected by password.

Quote / Response Submission Process

Negotiations

Create Quote 108226: Quote By Sp (50165)

RFQ Currency HKD
Quote Currency HKD

7 Upload spreadsheet to enter Quote / Response details using spreadsheet

Select "XML Spreadsheet – Rich Style(.xml)"

Step 1:Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export ← Click here to export the spreadsheet

Step 2:Import Spreadsheet

Format

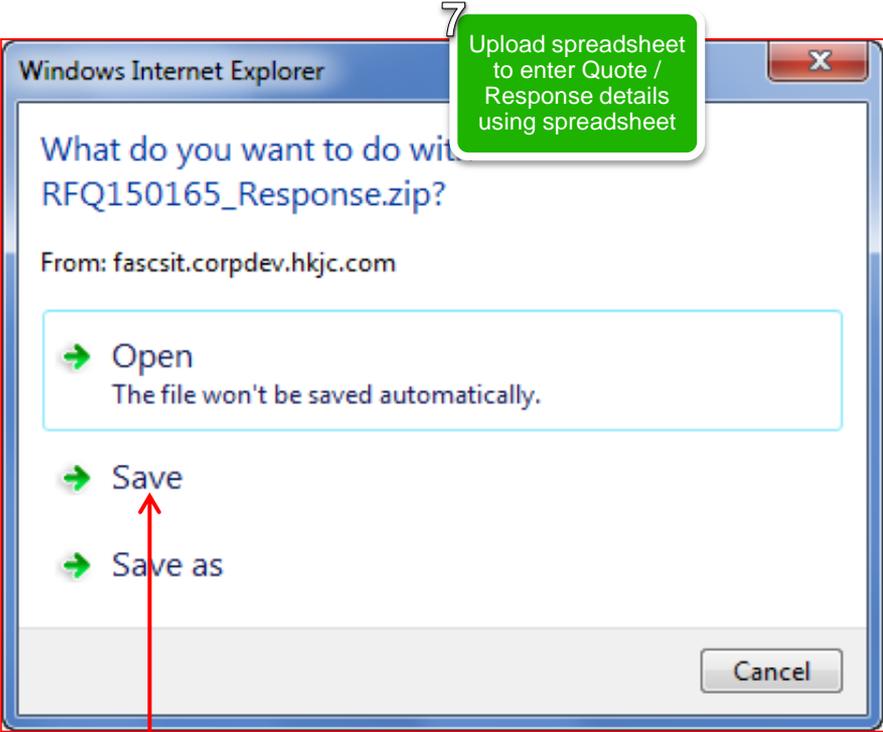
- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

File To Import Browse...

Import

Return to Create Quote:108226 (RFQ 150165)

Quote / Response Submission Process



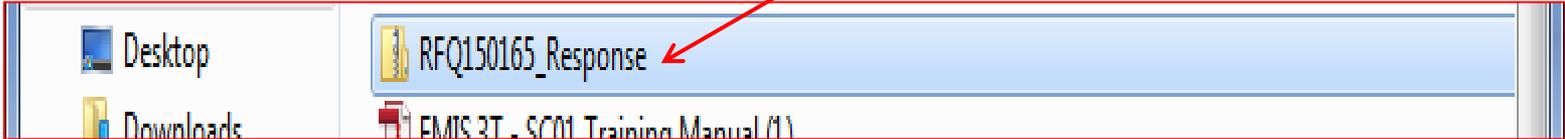
7 Upload spreadsheet to enter Quote / Response details using spreadsheet

Click here to save the file at local folder

Quote / Response Submission Process

7 Upload spreadsheet to enter Quote / Response details using spreadsheet

File will be save as ".zip" file at local folder



Click here to enter the response

Note: The zip contains two files:
- RFQXXXXXX – Response: The file in which you will enter your response
RFQ-Quote-Help: This file is a self help guide to fill the response sheet and upload it back to the Sourcing Portal

A screenshot of a file list table. A red arrow points from the yellow text box above to the first row. The table has columns for Name, Type, Compressed size, and Password ...

| Name | Type | Compressed size | Password ... |
|--------------------|---------------|-----------------|--------------|
| RFQ150165-Response | XML Document | 4 KB | No |
| RFQ-Quote-Help | HTML Document | 10 KB | No |

Quote / Response Submission Process

1
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Sourcing Training

8
Enter Quote / Response details in the spreadsheet

| | |
|---------------------------|--|
| RFQ 150165 | Company The Hong Kong Jockey Club |
| Close Date 19/08/15 21:36 | Buyer GREENY YIP, |
| RFQ Currency HKD | Phone 98888012 |
| Quote Currency HKD | Email sc001@fmissit.com |
| Price Precision Any | Supplier JC Supplier |
| | Supplier Site HK |

Header

Quote Valid Until
example: 19/08/15

Reference Number

Note to Suppliers

Note to Buyer

Enter your response against each questions asked in this section.

Schedule of Requirements/Responses

| Title | Quote Value |
|--|-------------|
| Test | |
| Are you ISO 10001 Certified? | Yes |
| How many ERP implementation your company has done in last 5 years? | 20 |

File Download Time 19/08/15 18:06

Quote / Response Submission Process

31

32

33

34

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40

41

Header Lines (1 - 6)

Ready

Enter Quote / Response details in the spreadsheet

Click here to enter price information against each line

Quote / Response Submission Process

The screenshot shows an Excel spreadsheet titled 'RFQ150165-Response - Microsoft Excel'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. A yellow callout box points to the 'File' tab with the text 'Click here to save the file at local folder'. A green callout box with the number '8' says 'Enter Quote / Response details in the spreadsheet'. The spreadsheet content includes a header 'Sourcing Training', a metadata box with details like 'RFQ 150165', 'Close Date 19/08/15 21:36', 'Company The Hong Kong Jockey Club', 'Buyer GREENY YIP', 'Phone 98888012', 'Email sc001@fmissit.com', 'Supplier JC Supplier', and 'Supplier Site HK'. Below this is a 'Lines' section with a 'Quote Total (HKD) 621.00' box. A table lists 6 sourcing training lines with columns for Line, Item, Rev, Start Price, Unit, Quantity, Quote Price, Quote Quantity, Promised Date, Note to Buyer, Need-By Date, Target Price, and Category. A red box highlights the 'Quote Price' column. A yellow callout box points to this column with the text 'Enter your quote price against each line'. A blue callout box at the bottom left says 'Note: You will enter your final price in the 'Quote Price' field. However, you can attach the details for arriving this quote price as an attachment at the line or at the header level.' Another blue callout box at the bottom right says 'Note: It is mandatory to enter the price information for each lines.'

Quote / Response Submission Process

Negotiations

Create Quote 108226: Quote By Spreadsheet (RFQ 150165)

RFQ Currency HKD
Quote Currency HKD

9 Upload the filled spreadsheet back to Sourcing

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Browse the file in which you saved your Quote / Response

Step 2: Import Spreadsheet

Format

- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

File To Import FQ150165-Response.xml Browse...

Import

Click here to upload the file to the RFQ 150165

Return to Create Quote: 108226 (RFQ 150165)

Quote / Response Submission Process

Negotiations
 Negotiations >
 Create Quote: 108226 (RFQ 150165)

Title: [Sourcing Training](#)

Time Left: 03:07:26
 Close Date: 19-Aug-2015 21:36:24

10
 Review and Submit
 Quote / Response

Click here to continue
 your Quote / Response
 submission process

Supplier: JC Supplier
 Supplier Site: HK - Happy Valley, CAUSEWAYBAY, HK
 RFQ Currency: HKD
 Quote Currency: HKD
 Price Precision: Any

Quote Valid Until:
 (example: 19-Aug-2015)

Reference Number:

Note to Buyer:

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Requirements

Expand All | Collapse All

| Focus | Title | Target Value | Quote Value |
|-------|--|--------------|-------------|
| | Schedule of Requirements/Responses | | |
| | Test | | |
| | Are you ISO 10001 Certified? | | Yes |
| | How many ERP implementation your company has done in last 5 years? | | 20 |

Note: You can verify the record updated by seeing the entry details at Header and Lines section.

Quote / Response Submission Process

Negotiations

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 108226: Review and Submit (RFQ 150165)

Buttons: Cancel | Back | Validate | Save Draft | Printable View | **Submit**

Header

Time Left: 03:04:06
Close Date: 19-Aug-2015 21:36:24
Quote Valid Until
Reference Number
Note to Buyer

Attachments

No results found.

Requirements

Show All Details | Hide All Details
Details Section
Test

Lines

Quote Total (HKD) 621.00

| Select | Line | Ship-To | Start Price | Target Price | Quote Price (HKD) | Unit | Target Quantity | Quote Quantity | Line Total | Need-By Date | Promised Date |
|--------|----------------------|------------------------|-------------|--------------|-------------------|----------|-----------------|----------------|------------|--|---------------|
| ⊕ | Sourcing Training... | 1 Sourcing Training... | CAT142-STCH | | | 101 EACH | 1 | 1 | 101.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |
| ⊕ | Sourcing Training... | 2 Sourcing Training... | CAT142-STCH | | | 102 EACH | 1 | 1 | 102.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |
| ⊕ | Sourcing Training... | 3 Sourcing Training... | CAT142-STCH | | | 103 EACH | 1 | 1 | 103.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |
| ⊕ | Sourcing Training... | 4 Sourcing Training... | CAT142-STCH | | | 104 EACH | 1 | 1 | 104.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |
| ⊕ | Sourcing Training... | 5 Sourcing Training... | CAT142-STCH | | | 105 EACH | 1 | 1 | 105.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |
| ⊕ | Sourcing Training... | 6 Sourcing Training... | CAT142-STCH | | | 106 EACH | 1 | 1 | 106.00 | 21-Aug-2015 00:00:00 to 21-Aug-2015 00:00:00 | |

Note: You can click 'Validate' button to validate your data entry before Quote / Response submission

Warning message box containing the text: Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

System generated warning message. You are not allowed to enter:

- Multiple Quotes against RFQ / RFP / RFT
- Multiple Responses against RFI / EOI

10 Review and Submit Quote / Response

Click here to submit your Quote / Response

Quote / Response Submission Process

Create Quote 108226: Review and Submit (RFQ 150165) 10

Review and Submit Quote / Response

Header

| | | | |
|-----------------|-------------------|-------------------|---------|
| Title | Sourcing Training | Time Left | 03:02:1 |
| Supplier | JC Supplier | Close Date | 19-Aug |
| Supplier Site | HK | Quote Valid Until | |
| RFQ Currency | HKD | Reference Number | |
| Quote Currency | HKD | Note to Buyer | |
| Price Precision | Any | | |

Attachments

| Title | Type | Description | C | Last Updated |
|-------------------|------|-------------|---|--------------|
| No results found. | | | | |

Quote / Response submission confirmation message

Requirements

 **Confirmation**

Quote 108226 for RFQ 150165 (Sourcing Training) has been submitted.

[Return to Sourcing Home Page](#)

Details Section

| |
|------|
| Test |
|------|

Exercise:

1. Submit Quote against RFP / RFQ / RFT through HKJC Supplier Portal via Spreadsheet:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Find the RFP / RFQ / RFT under the “Your Company's Open Invitations” section
 - IV. Click Actions > Select ‘Create Quote’ > Go
 - V. Accept ‘Terms and Conditions’
 - VI. Add attachments, if any
 - VII. Click ‘Quote by Spreadsheet’
 - VIII. Export the spreadsheet and save it at your local folder
 - IX. Unzip the file and enter your quote details in the spreadsheet
 - X. Save the file at your local folder

Exercise:

- XI. Import the spreadsheet back to the Oracle Sourcing
- XII. Click Continue
- XIII. Review Quote and Submit

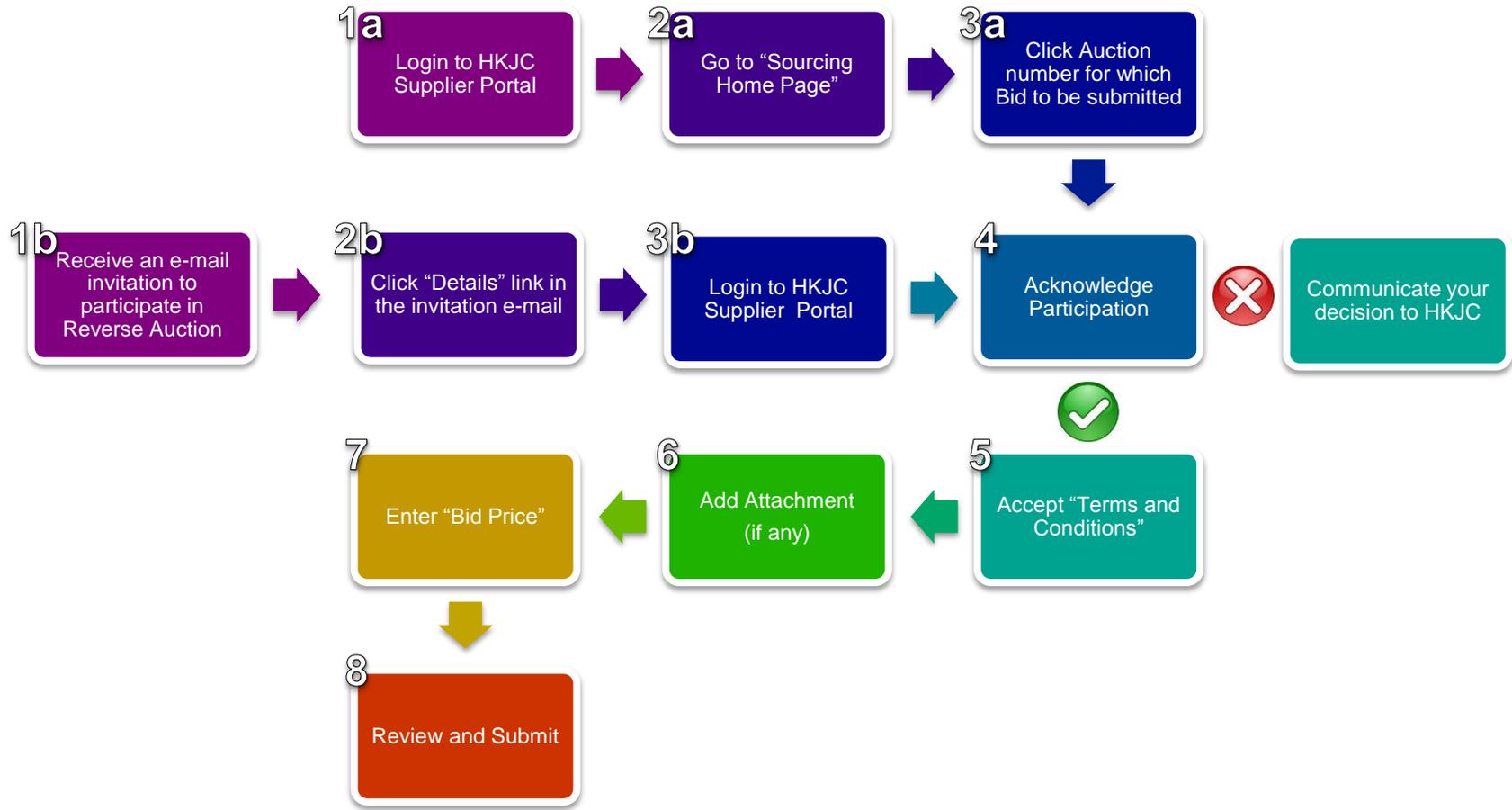


Bid Submission Process

Bid Submission Process

1. This process step explains to you how to create and submit:
 - Bid against a Reverse Auction

Bid Submission Process



Bid Submission Process

From: applcsit@fmsintsit.com
To: Y C SXXX
Cc:
Subject: Invitation on Reverse Auction for Bid Training
Signed By: There are problems with the signature. Click

Receive e-mail Invitation from HKJC to participate in Reverse Auction

Message Notification Detail.html

To: Y C SXXX
Sent: 04-Aug-2015 16:46:09

1b
Receive an e-mail invitation to participate in Reverse Auction



2b
Click "Details" link in the invitation e-mail

From: GREENY YIP
Company Name: The Hong Kong Jockey Club
Title: Bid Training
Number: 125133

Preview Date: August 04, 2015 16:46:06
Open Date: August 04, 2015 16:46:06
Close Date: August 04, 2015 17:17:25
Time Zone: Hong Kong

Dear Y C Sxxx,

The Hong Kong Jockey Club is pleased to invite your company to response to our Reverse Auction for "Bid Training" in accordance with the required information - [Details](#)

Please note that we accept online responses only.

Please acknowledge by email to GREENY YIP at sc001@fmissit.com upon the receipt of this invitation.

For any enquiries, please do not hesitate to contact GREENY YIP at sc001@fmissit.com / 988

Thank you for your attention.

Best Regards,
The Hong Kong Jockey Club

Click here to see the detail information of Reverse Auction in which HKJC has invited you

Note: You will receive an email invitation as soon as HKJC issue a new Reverse Auction to your company. You will also receive a similar notification in the HKJC Supplier Portal.

Bid Submission Process



香港賽馬會
The Hong Kong Jockey Club

1a
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](#)

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

Click here to Login to
HKJC Supplier Portal

3b
Login to HKJC
Supplier Portal

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

Bid Submission Process

The screenshot shows the E-Business Suite interface for The Hong Kong Jockey Club. At the top, there is a search bar with the text "Enterprise Search" and a dropdown menu set to "Contract Documents". A purple callout box labeled "2a" points to the search bar with the text "Go to 'Sourcing Home Page'". Below the search bar, the "Home" section is visible. On the left, the "Navigator" menu is expanded to show "Sourcing" with sub-items "Sourcing Home Page" and "Worklist". A red arrow points from a yellow callout box to the "Sourcing Home Page" link. The yellow callout box contains the text "Click on 'Sourcing Home Page' link to go to Sourcing Portal Home Page". On the right, the "Worklist" section shows a "Full List (24)" button and a notification for "TIP Vacation Rules - Redirect or auto-respond to notifications."

Note : You can perform below actions at Sourcing Home Page:

- Submit Quote against RFQ / RFP / RFT
- Submit Response against RFI / EOI
- Submit Bid Against Reverse Auction
- Search your active and draft Bid / Quote / Response

You might not have access to both "iSupplier Portal Full Access" and "Sourcing Supplier" links

Bid Submission Process

Negotiations

Search Open Negotiations Title

Welcome, Y C Sxxx.

Your Active and Draft Responses

Press Full List to view all your company's responses.

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|----------------|------|-----------|---------|-----------------|
| 15057 | Active | | 20053 | RFQ 20053 | RFQ | 0 seconds | | 0 |
| 35158 | Active | HK | 51086 | 020715_1 | RFQ | 0 seconds | | 0 |
| 61175 | Active | | 88113 | Supplier Train | | | | |
| 53176 | Active | HK | 74114 | 150715_3 | | | | |
| 51168 | Active | HK | 71104,1 | 140715_1 | | | | |

Your Company's Open Invitations

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--------------------|-------------------|---------|----------------|
| HK | 105128-2 | 270715_1 | RFQ | 4 minutes |
| | 125133 | Bid Training | Auction | 30 minutes |
| HK | 151164 | Supplier Training | Auction | Opens in 1 day |

Negotiation has been paused. Only draft responses can be created.

3a
Click Auction number for which Bid to be submitted

Time left column showing 'Opens in x day' means that the auction is on preview period during which you can check the details of the auction and prepare your bids in advance as the auction opens for limited period.

Click here to respond to Negotiation Number. For example 125133 in this case.

Bid Submission Process

The screenshot shows a web interface for bid submission. At the top, it says "Negotiations > Auction: 125133". A blue box with the number "4" and the text "Acknowledge Participation" points to the "Acknowledge Participation" button in the "Actions" menu. A yellow box explains that the "Time Left" field shows "00:26:13" and that the format will change to HH:MM:SS when time is less than 24 hours. Another yellow box instructs to select "Acknowledge Participation" and click "Go". A blue box provides a note that this is an acknowledgment page for expressing interest. A red box highlights the "Notes and Attachments" section, with a yellow box explaining that this section contains buyer-provided details. A blue box at the bottom right explains that a printable view can be accessed via "Actions > Printable View > Go".

Bid Submission Process

Negotiations > Auction: 125133 >

Acknowledge Participation (Auction 125133)

Will your company participate?

Yes
 No

Note to Buyer
Reason for Acceptance / Rejection

4 Acknowledge Participation

Communicate your decision to HKJC

Cancel Apply

Cancel Apply

Select "Yes" if you participate in the negotiation, else select "No"

Enter acceptance / rejection note to the buyer (Optional)

Click here to inform your acknowledgment decision to buyer and proceed for bid submission if you selected "Yes"

Bid Submission Process

Auction: 125133

5 Accept "Terms and Conditions"

Select "Create Bid" and click "Go" button to proceed for Bid submission process

Actions Create Bid Go

Title Bid Training
Status Active
Time Left 00:15:46

Open Date 04-Aug-2015 16:46:06
Close Date 04-Aug-2015 17:17:25

Header Lines Controls Contract Terms

Buyer GREENY YIP,
Bid Style Open
Description

Outcome Standard Purchase Order
Event Reverse Auction

Terms

Bill-To Address HKJC Headquarter
Ship-To Address HKJC Headquarter
FOB

Payment Terms
Carrier
Freight Terms

Currency

Auction Currency HKD
Price Precision Any

Bid Submission Process

Negotiations
Negotiations >

5 Accept "Terms and Conditions"

Terms and Conditions
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A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

Read the above "Terms and Conditions" and also go through the supporting documents attached as "Attachments" related to 'terms and conditions'

Attachments

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ |
|-----------------------|--------|-----------------------|-------------|-------------------|
| NDA | File | NDA | To Supplier | FMISOUSER |
| Offer to be committed | File | Offer to be committed | To Supplier | FMISOUSER |

* I have read and accepted the terms and conditions

Bid Submission Process

Negotiations
Negotiations >

Terms and Conditions
The following terms and conditions must be accepted before a quote is placed in this RFQ.

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A formal presentation and/or demonstration by the supplier may be required at a subsequent time.

Cancel | **Accept**

5 Accept "Terms and Conditions"

Click here to accept the 'Terms and Conditions'

Attachments

| Title | Type | Description | Category | Last Updated By |
|--|------|-------------|-------------|-----------------|
| NDA | File | NDA | To Supplier | FMISUSER |
| Offer to be committed | | | | FMISUSER |
| * <input checked="" type="checkbox"/> I have read and accepted the | | | | |

Check the box if you accept the "Terms and Conditions" to participate in the negotiation process

Note: "Accept" Button will not get activated if you have not clicked the checkbox "I have read and accepted the terms and conditions".

Acceptance of 'Terms and Conditions' is mandatory for the submission of Bid

Bid Submission Process

Negotiations > Auction: 125133 >
 Create Bid: 89180 (Auction 125133)

7 Enter "Bid Price"

6 Add Attachment (if any)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title Bid Training Time Left 00:10:07
 Close Date 04-Aug-2015 17:17:25

Header Lines Click here to proceed for entering price information against each line

Supplier JC Supplier
 Auction Currency HKD
 Bid Currency HKD
 Price Precision Any

Bid Valid Until (example: 20-Jul-2015)
 Reference Number

Attachments

Add Attachment Click here to add attachment (if any) related to your Bid

| Title | Type | Description | Category | Last Updated By |
|-------------------|------|-------------|----------|-----------------|
| No results found. | | | | |

Note: You can attach multiple files as an attachment; however, maximum size allowed per file is 160 MB.

Attachment can be drawing, price details, any documents supporting your response, etc.

You can add attachment anytime during the quote / response submission process.

Please ensure that files are not embedded with any macros, not set as "read only" and not protected by password.

Bid Submission Process

Negotiations > Auction: 125133 >

Create Bid: 89180 (Auction 125133)

7 Enter "Bid Price"

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft **Continue**

Title Bid Training

Time Left 00:08:57
Close Date 04-Aug-2015 17:17:25

Enter the 'Proxy Bid Decrement' amount here

Enter your bid price against each line

Enter your 'Proxy Minimum' amount here

Click here after you enter your bid price to continue bid submission process

Auction Currency HKD
Price Precision Any

Proxy Bid Decrement 5 HKD

Bid Currency HKD

| Line | Ship-To | Rank | Start Price | Best Price | Target Price | Bid Price | Proxy Minimum | Unit | Target Quantity | Bid Quantity | Promised Date | Update |
|------|----------------------|------|-------------|------------|--------------|-----------|---------------|------|-----------------|--------------|---------------|--------|
| 1 | Materials (actual... | STRS | No Bid | No Bid | | 1000 | 5 | SUM | 740 | 740 | 18-Aug-2015 | |

Indicates more information requested. Click the Update icon.

Note:
Proxy Bid Decrease: Amount that will automatically reduce your bid price if it is not the best bid in the auction.
Proxy Minimum: Your bid price will be reduced until it will reach the first ranking in the Auction, but your bid could NEVER be lower than the 'Proxy Minimum'.

Bid Submission Process

Create Bid 89180: Review and Submit (Auction 125133)

8 Review and Submit

Header

| | |
|---|---|
| Title Bid Training Supplier JC Supplier Auction Currency HKD Bid Currency HKD Price Precision Any | Time Left 00:03:51 Close Date 04-Aug-2015 17:17:25 Bid Valid Until Reference Number Note to Buyer |
|---|---|

Click here to submit the bid

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|
| No results found. | | | | | | | | |

Lines

Bid Total (HKD) 740,000.00

Proxy Bid Decrement 5(HKD)

Note: You can click on 'Validate' button to validate your data entry of your Bid

| Select | Line | Line | Ship-To | Best Price | Start Price | Target Price | Bid Price (HKD) | Proxy Minimum | Unit | Target Quantity | Bid Quantity | Line Total | Need-By Date | Promised Date |
|-------------------------------------|----------------------|-----------------------|---------|------------|-------------|--------------|-----------------|---------------|-------|-----------------|--------------|------------|--------------|----------------------|
| <input checked="" type="checkbox"/> | Materials (actual... | 1Materials (actual... | STRS | No Bid | | | 1000 | | 5 SUM | 740 | 740 | 740,000.00 | | 18-Aug-2015 17:11:26 |

Bid Submission Process

| Description | Category | Submitted By | Last Updated |
|-------------|----------|--------------|--------------|
| | | | |

8

Review and Submit

 **Confirmation**

Bid 89180 for Auction 125133 (Bid Training) has been submitted.

[Monitor Auction](#)

Ship-To Be [Home Page](#) Bid Quantit

RS 74

t)

Click here to Monitor your Bid status

Note: You can monitor your bid status and update your bid value till the Auction is open.

Bid Submission Process

Monitor Auction: 125133 AutoRefres

Title [Bid Training](#)
Status **Active**
Time Left **00:04:54**

Open Date 04-Aug-2015 16:46:06
Close Date 04-Aug-2015 17:22:25

Lines

Bid Total (HKD) 740,000.00

Display only the lines on which I have bid
 Display only the lines that I am currently losing

| Update Bid | Line Δ | Category Δ | Time Left Δ | Rank Δ | Best Price (HKD) | Bid Price (HKD) | Target Price (HKD) | Bid Quantity Δ | Quantity Δ | Your Total Amount (HKD) |
|--|---|-------------------------------------|--------------------|---------------|------------------|-----------------|--------------------|-----------------------|-------------------|-------------------------|
|  | 1 Materials (actual cost based on purchase receipt) | 72000000-72100000-72101500-72101507 | 5 minutes | 1 | 1,000 | 1,000 | | 740 | 740 | 740,000.00 |

Return to Auction: 125133

Rank displays your current winning status

Note: You can monitor your bid status and update your bid value till the Auction is open.

Exercise:

1. Submit Bid against Auction through HKJC Supplier Portal:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Find the Auction under the “Your Company's Open Invitations” section
 - IV. Click Actions > Select ‘Create Bid’ > Go
 - V. Accept ‘Terms and Conditions’
 - VI. Add attachments, if any
 - VII. Enter the header information (the response value for the Schedule of Requirements / Responses, if any)
 - VIII. Enter bid price
 - IX. Click Continue
 - X. Review Bid and Submit



Online Communication

1. This process step explains you how to communicate online using HKJC Supplier Portal:
 - Supplier can send an online discussion message to the Buyer for any query or clarification
 - Buyer can send online discussion message to the participating Suppliers

Online Communication

Communication Initiation:

Negotiations

Search Open Negotiations Title Go

Welcome, Y C Sxxx.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|-------------------|---------|-----------|---------|-----------------|
| 15057 | Active | | 20053 | RFQ 20053 | RFQ | 0 seconds | | 0 |
| 35158 | Active | HK | 51086 | 020715_1 | RFQ | 0 seconds | | 0 |
| 61175 | | | 88113 | Supplier Training | RFQ | 0 seconds | | 0 |
| 89180 | | | 125133 | Bid Training | Auction | 0 seconds | | 0 |
| 53176 | | | 74114 | 150715_3 | Auction | 0 seconds | | 0 |

Your Company's Open Invitations

Annotations:

- A yellow box with a red border contains the text: "Select the response number link or negotiation number link for which you wish to initiate the communication". Red arrows point from this box to the response number "89180" and the negotiation number "125133". A red circle with the number "1" is placed above the negotiation number "125133".
- A red box highlights the "Unread Messages" column and the "0" values in the rows for negotiation numbers 88113, 125133, and 74114.
- A yellow box with a red border at the bottom right contains the text: "This column displays your 'Unread Messages'", with a red arrow pointing to the "0" value in the "Unread Messages" column for negotiation number 74114.

Online Communication

Communication Initiation:

BID: 89180 (AUCTION 125153)

Title: Bid Training
 Time Left: 0 seconds
 Bid Style: Open
 Bid Currency: HKD
 Contact: Y C Sxxx,
 Bidders' Bid Number:
 Bid Status: Active
 Note to Buyer

Close Date: 04-Aug-2015 17:22:25
 Ranking: Price Only
 Bidder: JC Supplier
 Supplier Site:
 Bid Valid Until:

Select 'Online Discussions' and click 'Go' button to start a communication

Actions Online Discussions

2

Attachments

| Title | Type | Description | Category | Last Updated | Usage | Update | Delete |
|-------------------|------|-------------|----------|--------------|-------|--------|--------|
| No results found. | | | | | | | |

Lines

TIP All prices are in HKD.

Bid Total (HKD) 740,000.00

Show All Details | Hide All Details

| Details | Line | Ship-To | Rank | Start Price | Target Price | Bid Price | Unit | Target Quantity | Bid Quantity | Need-By Date | Promised Date | Line Total | Active Bids |
|---------|------|---|------|-------------|--------------|-----------|------|-----------------|--------------|----------------------|---------------|------------|-------------|
| > | 1 | Materials (actual cost based on purchase receipt) | STRS | 1 | | 1,000 | SUM | 740 | 740 | 18-Aug-2015 17:11:26 | 740,000.00 | 2 | |

Communication Initiation:

Negotiations > Bid: 89180 (Auction 125133) >

Online Discussions (Auction 125133)

| | |
|-----------|------------------------------|
| Title | Bid Training |
| Status | Closed |
| Time Left | 0 seconds |

Messages

[New Message](#)     Click here to write a new message

| Subject | Message | Status |
|-------------------|---------|--------|
| No results found. | | |

Online Communication

Communication Initiation:

Create New Message (Auction 125133)

* Indicates required field

Send To: The Hong Kong Jockey Club

* Subject: Clarification Required

* Message: I need clarification regarding the attributes of the line item 1.

Click here to send the message (5) → [Cancel] [Send]

Enter the subject and message here (4) →

Click here to add attachment with this message (if any) → [Add Attachment]

Attachments

| Title | Type | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | |

Communication Initiation:

Online Discussions (Auction 125133)

[Cancel](#) [Printable Page](#)

Title [Bid Training](#)
Status **Closed**
Time Left **0 seconds**

Open Date **04-Aug-2015 16:46:06**
Close Date **04-Aug-2015 17:22:25**

Messages

[New Message](#)   

List of messages with details

| Subject ▲ | Message | Status ▲ | Sender ▲ | Date ▲ | Reply |
|------------------------|---|----------|-----------|----------------------|---|
| Clarification Required | I need clarification regarding the attributes of t... | Read | Y C Sxxx, | 04-Aug-2015 18:27:15 |  |

[Cancel](#) [Printable Page](#)

Online Communication

Communication / Reply Received:

Welcome, Y C Sxxx.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

| Response Number | Response Status | Supplier Site | Negotiation Number | Title | Type | Time Left | Monitor | Unread Messages |
|-----------------|-----------------|---------------|--------------------|-------------------|---------|-----------|---|-----------------|
| 15057 | Active | | 20053 | RFQ 20053 | RFQ | 0 seconds |  | 0 |
| 35158 | Active | HK | 51086 | 020715_1 | RFQ | 0 seconds |  | 0 |
| 61175 | Active | | 88113 | Supplier Training | RFQ | 0 seconds |  | 0 |
| 89180 | Active | | 125133 | Bid Training | Auction | 0 seconds |  | 1 |
| 53176 | Active | HK | 74114 | 150715_3 | Auction | 0 seconds |  | |

1 Click here to read the message

Your Company's Open Invitations

[Full List](#)

| Supplier Site | Negotiation Number | Title | Type | Time Left |
|---------------|--|----------|------|-----------|
| HK | 105128-2  | 270715_1 | RFQ | 4 minutes |

 Negotiation has been paused. Only draft responses can be created.

Online Communication

Communication / Reply Received:

Online Discussions (Auction 125133)

Cancel Printable Page

Title [Bid Training](#)
Status Closed
Time Left 0 seconds

Open Date 04-Aug-2015 16:46:06
Close Date 04-Aug-2015 17:22:25

Messages

New Message [Icons]

| Subject ▲ | Message | Status ▲ | Sender ▲ | Date ▲ | Reply |
|------------------------|---|----------|---------------------------|----------------------|---------|
| Clarification Required | Dear Supplier, The attribute details are attach... | Unread | The Hong Kong Jockey Club | 04-Aug-2015 18:45:20 | [Reply] |
| Clarification Required | I need clarification regarding the attributes of t... | Read | Y C Sxxx, | 04-Aug-2015 18:27:15 | [Reply] |

2

Click here to read the message

This column displays the message Status

Communication / Reply Received:

Message (Auction 125133)

[Reply](#) [Print](#)

Subject: Clarification Required
From: The Hong Kong Jockey Club
To: Y C Sxxx,
Date: 04-Aug-2015 18:45:20

Message: Dear Supplier, The attribute details are attached at line level in the Auction process. Please check it. Regards, JC Buyer -----Original Message-----I need clarification regarding the attributes of the line item 1.

Attachments

[Message](#)



| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |

Exercise:

1. Initiate Online Discussion with Buyer:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Select the Response number or EOI / RFI / RFP /RFQ / RFT / Auction number for which you need to start online discussion
 - IV. Click Actions > Select Online Discussions > Go
 - V. Click 'New Messages'
 - VI. Enter Subject and Message
 - VII. Add attachments, if any
 - VIII. Click Send



Abbreviations

Abbreviations

| | |
|------|-----------------------------------|
| EOI | Expression of Interest |
| BPA | Blanket Purchase Agreement |
| FYI | For Your Information |
| HKJC | Hong Kong Jockey Club |
| PO | Purchase Order |
| RFI | Request for Information |
| RFP | Request for Proposal |
| RFQ | Request for Quotation |
| RFT | Request for Tender |
| SMA | Supplier Management Administrator |



Terminology

Terminology

1. **Auction**: Auction allows buyers to solicit bids for items and services that are clearly defined. For example, office furniture and memory chips. Auctions are usually short in duration and require a fast bidding process leading to a quick award.
2. **Best Price (Best Quote / Bid Price)**: The best price bid is the bid that includes the lowest price for an Auction item. The best price quote is the quote that includes the lowest price for a RFP/ RFQ / RFT item.
3. **Bid / Quote / Response**: A statement of the price, terms, and conditions of sale a supplier offers for the goods and services.
4. **Bid / Quote Price**: The total per-unit price offered by the supplier after all cost factors have been included. The Bid / Quote price represents the actual per-unit cost.
5. **Bid / Quote Ranking**: Bid / Quote Ranking method determines how Bids and Quotes are ranked.

6. **Bid / Quote Start Price:** The price at which Bidding / Quoting for an item or service must begin. A Start Price is not required, but if the buyer specifies one, all Bids / Quotes in an RFP / RFQ / RFT / Auction must be equal to or below the Start Price.
7. **Bill – To Address:** The address to which Invoices for purchased items is sent.
8. **Blanket Purchase Agreement(BPA):** 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.
9. **Buyer:** The person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.

10. **Close Date:** The date and time the EOI / RFI / RFP / RFQ / RFT / Auction closes.

11. **EOI / RFI:** EOI / RFI allow buyers to solicit information from suppliers on the goods and services the supplier provides. This allows buyers to qualify a group of suppliers and identify the suppliers to be included later in the RFQ.

12. **Event:** The term used to identify the type of sourcing activity. HKJC is using EOI / RFI / RFP / RFQ / RFT / Reverse Auction as valid Events.

13. **Open Date:** The date and time on which EOI / RFI / RFP / RFQ / RFT / Reverse Auction opens to accept Bid / Quote / Response.

14. **Proxy Bid:** Proxy Bid allows the system to automatically to rebid on your behalf whenever a competing bid price beats your bid price.

15. Proxy Bid Decrease: Amount that will automatically reduce your Bid Price if it is not the best bid in the Auction.

16. Proxy Maximum: Your Bid Price will be reduced until you will reach the First Ranking in the Auction, but your Bid could NEVER be lower than the 'Proxy Minimum'. Therefore, if one of your competitors has entered a lower price than your 'Proxy Minimum', you will not reach the first position. On the other hand it is possible to insert a lower 'Proxy Minimum'.

17. Quote Style: The style determines who will be able to see the quotes/bids and when. The three styles are:

- **Open(EOI / RFI and Reverse Auction only)** - All suppliers can see the Bids / Quotes, though the responding supplier's identity is concealed.
- **Blind** - Only the buyer can see the Bids / Quotes.
- **Sealed** - The buyer can see the responses when the negotiation is unlocked. Both the buyer and suppliers can see the responses when they are unsealed.

18. **RFx (RFP / RFQ / RFT)**: RFx allow buyers to collect quotes from suppliers on the goods and services to ensure the best price and terms.

19. **Ship – To Location**: A location where items are shipped to.

20. **Sourcing**: Sourcing is the enterprise application that drives more and better procurement practices, aimed at finding, evaluating and engaging suppliers for acquiring goods and services.

21. **Standard Purchase Order**: A one-time purchase, after which the buyer is not committed to any future purchases.

22. **Target Price**: The price a buyer hopes to pay for one unit of an auction item.

