



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 - Quick link to view your withdrawn Response / Quote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

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

This column displays whether your response status is active or draft

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

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

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	48 minutes

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

Click here to manage your draft Bid / Quote / Response

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

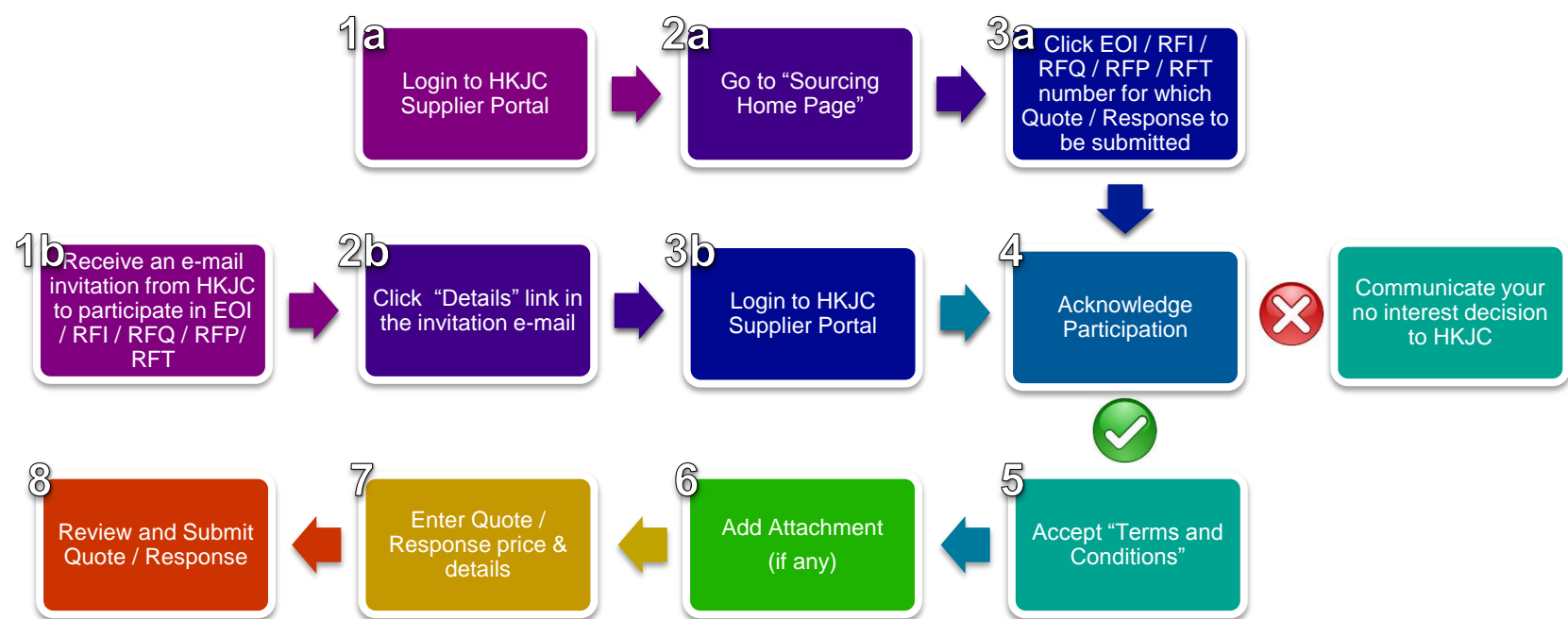
Quote / Response Submission Process

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
Cc:
Subject: Invitation on Request For Proposal for Supplier Training

Message Notification Detail.html (497 B)

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

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 response 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

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



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, there is a header with the logo of The Hong Kong Jockey Club and the text "E-Business Suite". Below the header, there is a search bar with the text "Enterprise Search" and a dropdown menu labeled "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, there is a "Home" link. On the left side, there is a "Navigator" panel with a "Personalize" button. The Navigator panel shows a tree structure with the following items: "iSupplier Portal Full Access", "Sourcing Supplier", "Sourcing", "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 side, there is a "Worklist" section with a "Full List (24)" button and a notification for "TIP Vacation Rules - Redirect or auto-respond to notifications."

2a

Go to "Sourcing Home Page"

Enterprise Search Contract Documents Go Search Result

Home

Navigator

Personalize

► iSupplier Portal Full Access

▲ Sourcing Supplier

 ▲ Sourcing

 Sourcing Home Page

 Worklist

Worklist

Full List (24)

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.

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

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

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
106226	Active	HK	150162	Sourcing Training	RFQ	4 hours 25 minutes	<div></div>	0
15057	Active		20053	RFQ 20053	RFQ	0 seconds	<div></div>	0
35158	Active	HK	51086	020715_1	RFQ	0 seconds	<div></div>	0
61175	Active		88113	Supplier Training	RFQ	0 seconds	<div></div>	0
89180	Active		125133	Bid Training	Auction	0 seconds	<div></div>	0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
HK	105128-2 <div></div>	270715_1	RFQ	4 minutes
HK	135152 <div></div>	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.

3a

Click EOI / RFI / RFQ / RFP / RFT number for which Quote / Response to be submitted

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

Quote / Response Submission Process

4

Acknowledge Participation

Display the time left for the negotiation. The time format will change to HH:MM:SS when the time left is less than 24 hours.

Actions Acknowledge Participation Go

Select "Acknowledge Participation" and click "Go" button to express your interest for the participation in the negotiation process

This section contains 'Notes and Attachments' attached by buyer to provide you more detail information about this negotiation

Click here to see the attached document

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.

RFQ: 150164

Source Training
Active (Locked)
06:46:04

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

Header Lines Controls Contract Terms

Buyer GREENY YIP,
Quote Style Sealed
Description

Terms

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

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency HKD

Requirements

Show All Details | Hide All Details

Details Section

Test

Notes and Attachments

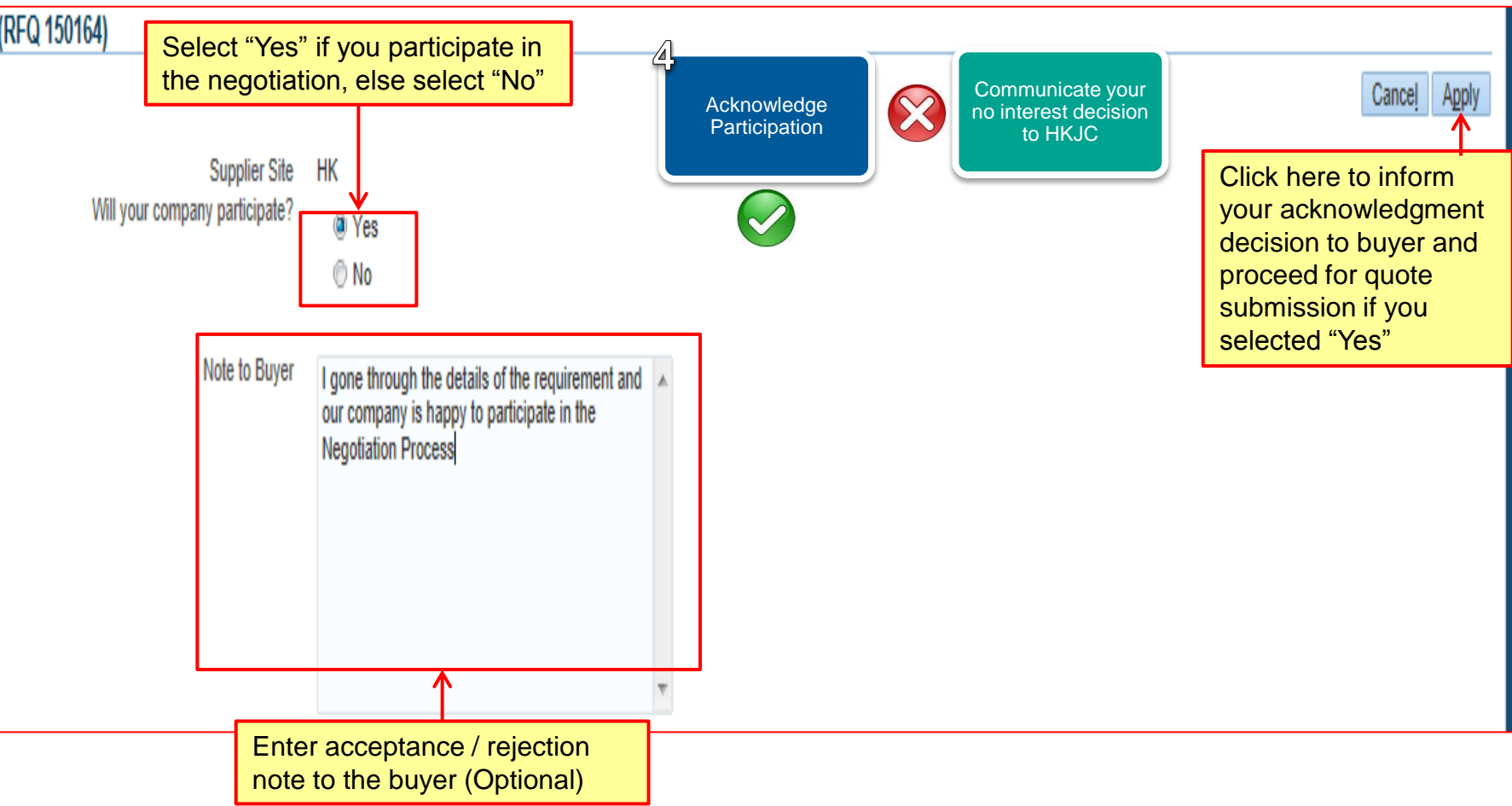
Note to Suppliers

Title Type Description Category To Supplier

Details of Requirements

File Details of Requirements - Design Details - Specifications

Quote / Response Submission Process



Quote / Response Submission Process

Negotiations

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

Title

Status

Time Left

06:12:21

Open Date

19-Aug-2015 14:30:14

Close Date

19-Aug-2015 21:33:04

Header

Lines

Controls

Contract Terms

Buyer

Quote Style

Description

GREENY YIP, Sealed

Outcome Event

Standard Purchase Order RFP

Terms

Bill-To Address

Ship-To Address

FOB

HKJC Headquarter

HKJC Headquarter

Payment Terms

Carrier

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 >

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.

5

Accept "Terms and Conditions"

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

同心同步同進 共創更好未來 RIDING HIGH TOGETHER FOR A BETTER FUTURE

20

Quote / Response Submission Process

5

Accept "Terms and Conditions"

Click here to accept the 'Terms and Conditions'

Accept

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.

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.

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 terms and conditions				

Quote / Response Submission Process

Negotiations

Negotiations > RFQ: 150164 >

Create Quote: 107226 (RFQ 150164)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 05:56:56

Close Date 19-Aug-2015 21:33:04

Header

Lines

Click here to proceed for entering price information against each line

Price Precision Any

Attachments

Add Attachment

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

No results found.

Last Updated By

Requirements

Expand All Collapse All

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

Enter your response against each questions asked in this section

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

Negotiations > RFQ: 150164 >

Create Quote: 107226 (RFQ 150164)

Title Sourcing Training

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

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.

8

Review and Submit Quote / Response

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

Click here to submit your Quote / Response

Create Quote 107220: Review and Submit (RFQ 150104)

Cancel Back Validate Save Draft Printable View Submit

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

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

Header

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

Attachments

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

TitleSourcing Training
SupplierJC Supplier
Supplier SiteHK
RFQ CurrencyHKD
Quote CurrencyHKD
Price PrecisionAny

Time Left05:40:42
Close Date19-Aug-2015
Quote Valid Until
Reference Number
Note to Buyer

Quote / Response submission
confirmation message

Confirmation

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

[Return to Sourcing Home Page](#)

Exercise:

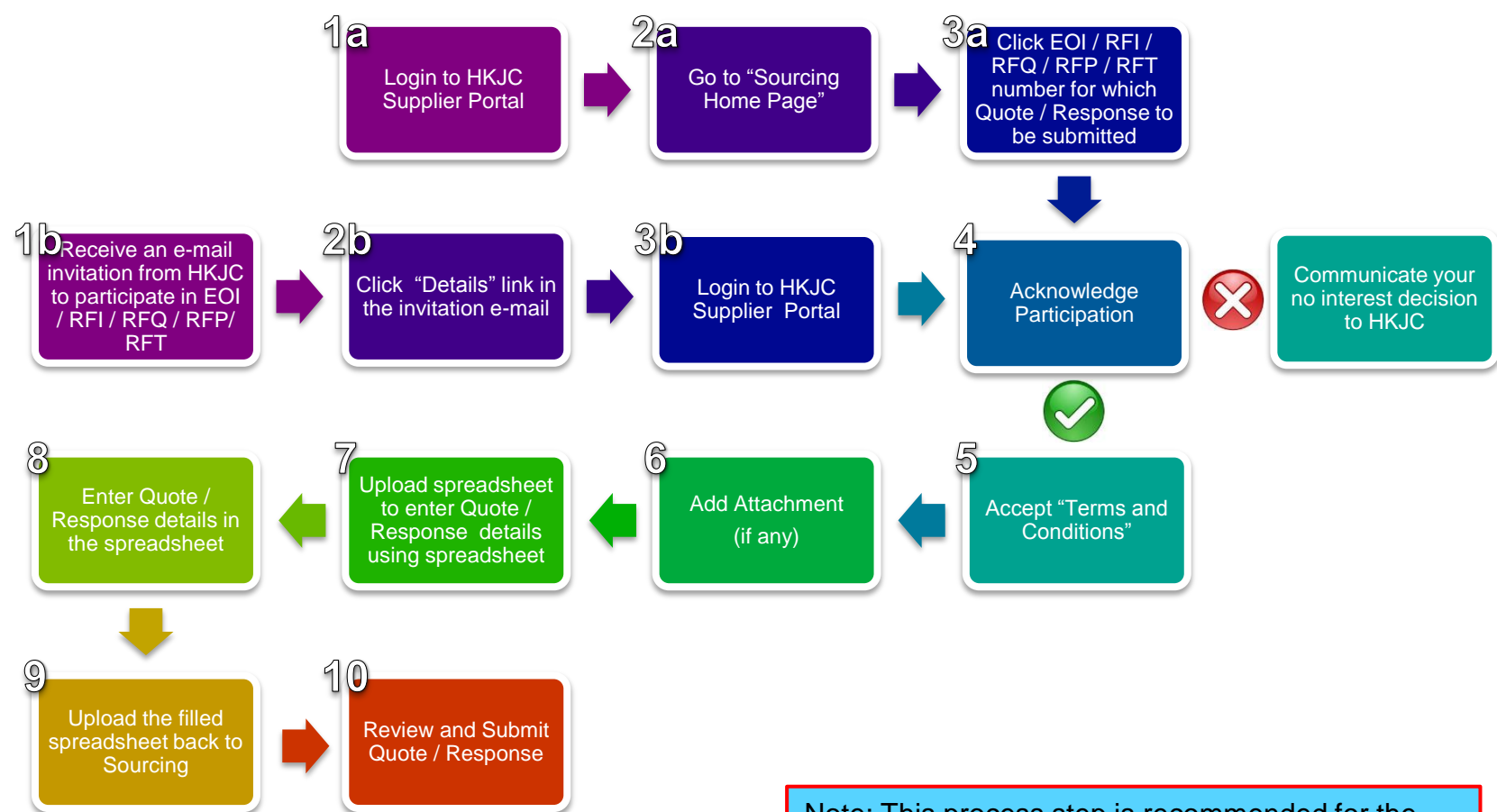
1. Submit Response against EOI / RFI through HKJC Supplier Portal via manual entry:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Sourcing Supplier > Sourcing Home Page
 - III. Find the EOI / RFI under the “Your Company's Open Invitations” section
 - IV. Click Actions > Select ‘Create Response’ > 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 Training

Message Notification Detail.html (497 B)

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

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

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

Dear Y C Sxxx,

The Hong Kong Jockey Club is pleased to invite your company to response 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

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 displays the E-Business Suite interface. At the top, the header includes the logo of The Hong Kong Jockey Club and the text "E-Business Suite". Below the header, 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'".

On the left side, there is a "Navigator" panel with a "Personalize" button. The Navigator shows a tree structure with the following items:

- ▶ iSupplier Portal Full Access
- ▶ Sourcing Supplier
 - ▶ Sourcing
 - ▶ Sourcing Home Page (highlighted with a red arrow)
 - ▶ Worklist

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 side, there is a "Worklist" section with a "Full List (24)" button and a notification: "✓ 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

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
106226	Active	HK	150162	Sourcing Training	RFQ	4 hours 25 minutes	<div></div>	0
15057	Active		20053	RFQ 20053	RFQ	0 seconds	<div></div>	0
35158	Active	HK	51086	020715_1	RFQ	0 seconds	<div></div>	0
61175	Active		88113	Supplier Training	RFQ	0 seconds	<div></div>	0
89180	Active		125133	Bid Training	Auction	0 seconds	<div></div>	0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
HK	105128-2 <div></div>	270715_1	RFQ	4 minutes
HK	135152 <div></div>	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.

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

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

Quote / Response Submission Process

4

Acknowledge Participation

Display the time left for the negotiation. The time format will change to HH:MM:SS when the time left is less than 24 hours.

Actions Acknowledge Participation Go

Select "Acknowledge Participation" and click "Go" button to express your interest for the participation in the negotiation process

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.

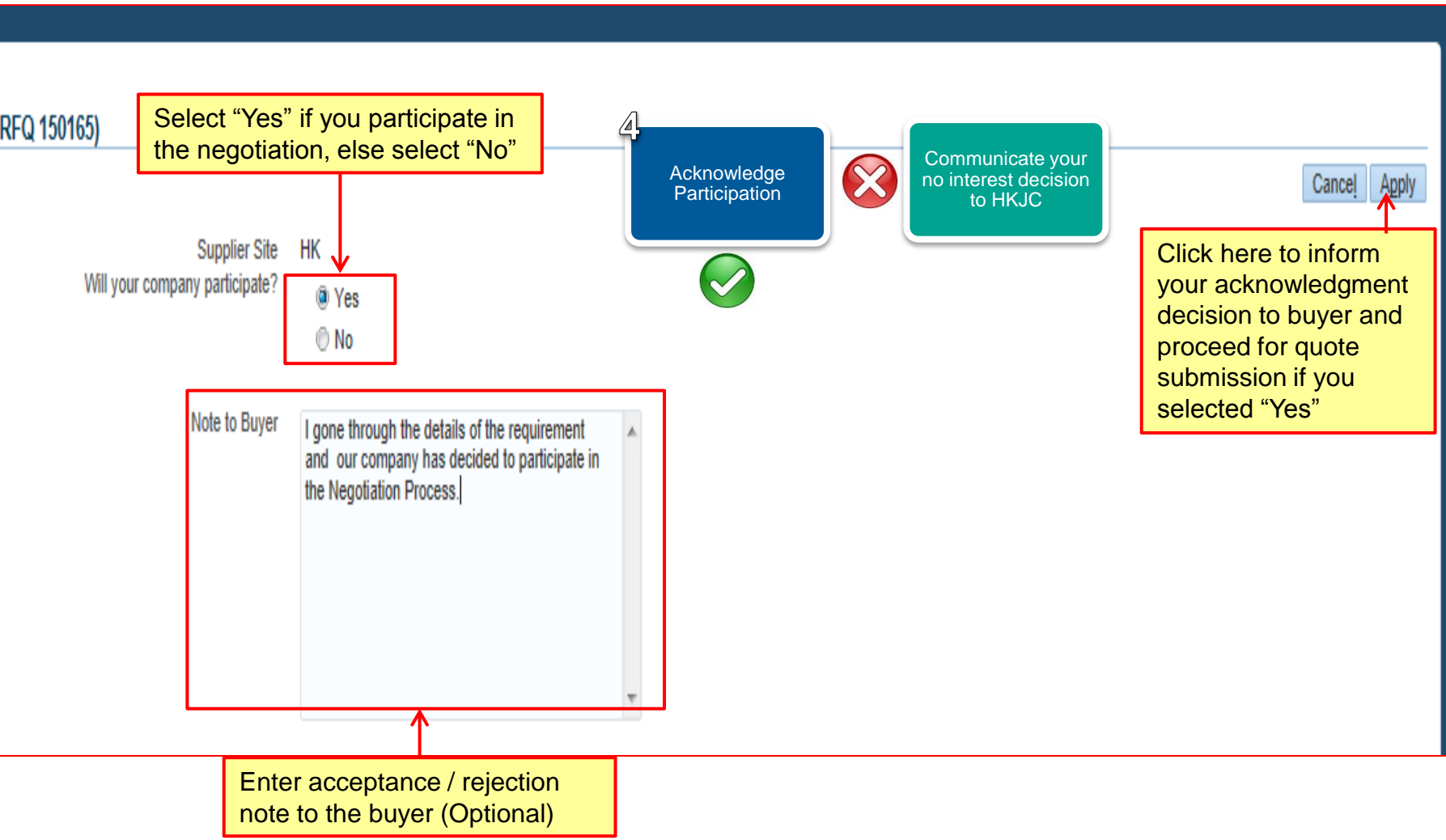
This section contains 'Notes and Attachments' attached by buyer to provide you more detail information about this negotiation

Click here to see the attached document

Details of Requirements

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



Quote / Response Submission Process

Negotiations

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,

Quote Style

Sealed

Description

Outcome

Standard Purchase Order

Event

RFT

Terms

Bill-To Address

HKJC Headquarter

Ship-To Address

HKJC Headquarter

FOB

Payment Terms

Carrier

Freight Terms

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 >

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.

5

Accept "Terms and Conditions"

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

同心同步同進 共創更好未來 RIDING HIGH TOGETHER FOR A BETTER FUTURE

36

Quote / Response Submission Process

5

Accept "Terms and Conditions"

Click here to accept the 'Terms and Conditions'

Accept

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

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.

Attachments

Title

Type

Description

Category

Last Updated By

NDA

File

NDA

To Supplier

FMISUSER

Offer to be committed

* ☒ I have read and accepted the terms and conditions

同心同步同進 共創更好未來 RIDING HIGH TOGETHER FOR A BETTER FUTURE

37

Quote / Response Submission Process

Negotiations

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

Supplier Site

HK - Happy Valley, CAUSEWAYBAY, HK

RFQ Currency

HKD

Quote Currency

HKD

Price Precision

Any

Quote Valid Until

19

Aug

2015

Reference Number

Attachments

Add Attachment

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

Title

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)

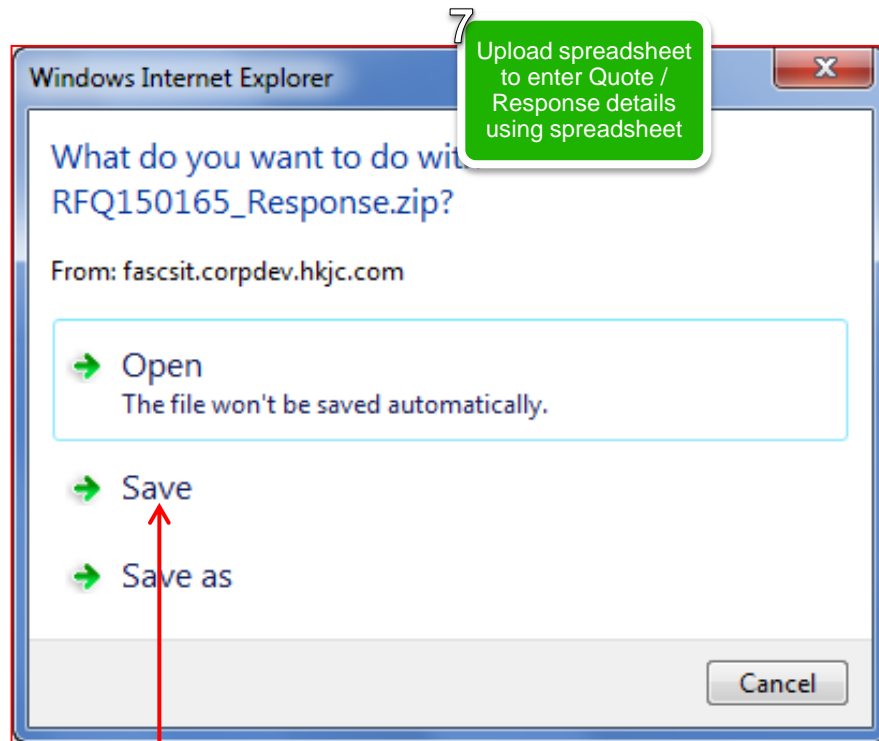
File To Import

Browse...

Import

Return to Create Quote:108226 (RFQ 150165)

Quote / Response Submission Process



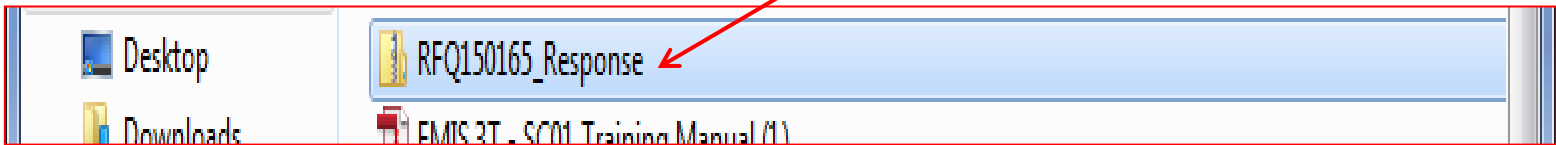
Click here to save the file at local folder

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

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

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

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29

Sourcing Training

RFQ 150165
Close Date 19/08/15 21:36
RFQ Currency HKD
Quote Currency HKD
Price Precision Any

Enter Quote / Response details in the spreadsheet

Company The Hong Kong Jockey Club
Buyer GREENY YIP,
Phone 98888012
Email sc001@fmissit.com
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

35

36

37

38

39

40

41

8

Enter Quote / Response details in the spreadsheet

Click here to enter price information against each line

Header

Lines (1 - 6)

Ready

Quote / Response Submission Process

Click here to save the file at local folder

8
Enter Quote / Response details in the spreadsheet

RFQ 150165-Response - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Font Alignment Number Styles Cells Editing

Sourcing Training

RFQ 150165
Close Date 19/08/15 21:36
RFQ Currency HKD
Quote Currency HKD
Price Precision Any

Company The Hong Kong Jockey Club
Buyer GREENY YIP,
Phone 98888012
Email sc001@fmissit.com
Supplier JC Supplier
Supplier Site HK

Lines

Quote Total (HKD) 621.00

Line	Item,Rev	Start Price	Unit	Quantity	Quote Price	Quote Quantity	Promised Date	Note to Buyer	Need-By Date	Target Price	Category
1 Sourcing Training line 1			EACH	1	101	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000
2 Sourcing Training line 2			EACH	1	102	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000
3 Sourcing Training line 3			EACH	1	103	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000
4 Sourcing Training line 4			EACH	1	104	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000
5 Sourcing Training line 5			EACH	1	105	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000
6 Sourcing Training line 6			EACH	1	106	1			21-Aug-2015 00:00:00 to		50000000-50110000-50110000

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: 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 CurrencyHKD
Quote CurrencyHKD

9Upload 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

Step 2:Import Spreadsheet

Format

☒ XML Spreadsheet (.xml)

☐ Tab-Delimited (.txt)

File To ImportFQ150165-Response.xmlBrowse...

Import

Click here to upload the file to the RFQ 150165

Return to Create Quote:108226 (RFQ 150165)

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Quote / Response Submission Process

Negotiations

Negotiations >

Create Quote: 108226 (RFQ 150165)

10

Review and Submit Quote / Response

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Time Left

03:07:26

Close Date

19-Aug-2015 21:36:24

Click here to continue your Quote / Response submission process

Title

Sourcing Training

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

Add Attachment

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

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)

10

Review and Submit Quote / Response

Time Left 03:04:06

Close Date 19-Aug-2015 21:36:24

Quote Valid Until

Reference Number

Note to Buyer

Click here to submit your Quote / Response

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

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

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

Cancel

Back

Validate

Save Draft

Printable View

Submit

Header

Attachments

Requirements

Details Section

Test

Quote Total (HKD) 621.00

Select	Line	Line	Ship-To	Start Price	Target Price	Quote Price (HKD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
	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	

Quote / Response Submission Process

Create Quote 108226: Review and Submit (RFQ 150165)

10

Review and Submit Quote / Response

Header

TitleSourcing Training

SupplierJC Supplier

Supplier SiteHK

RFQ CurrencyHKD

Quote CurrencyHKD

Price PrecisionAny

Time Left03:02:1

Close Date19-Aug

Quote Valid Until

Reference Number

Note to Buyer

Attachments

Title	Type	Description	C	Last Updated
No results found.				

Requirements

Show All Details | Hide All Details

DetailsSection

Test

Confirmation

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

[Return to Sourcing Home Page](#)

Quote / Response Submission Process

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

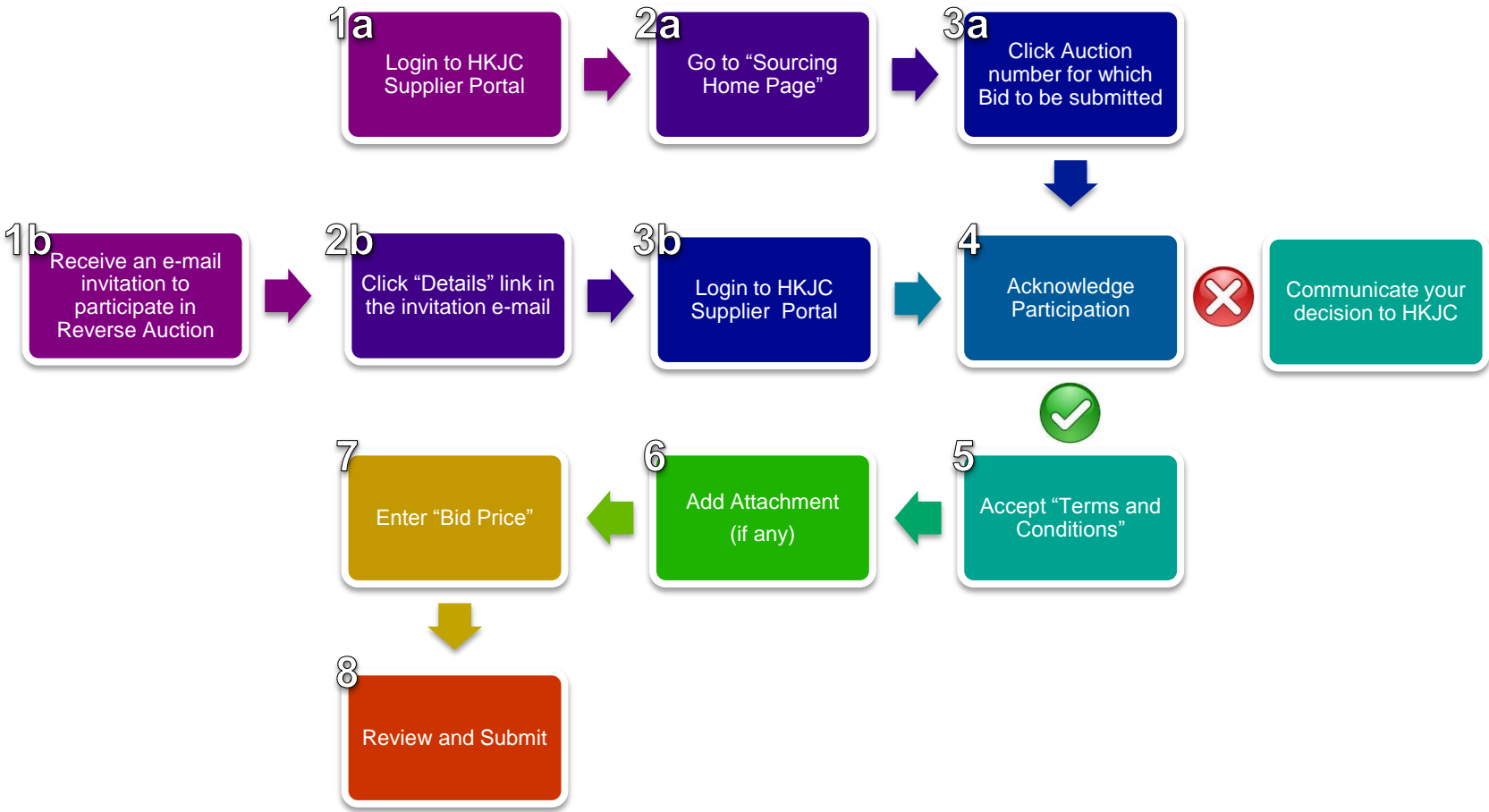


Bid Submission Process

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

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

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

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

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

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](#)

Bid Submission Process

The screenshot displays the E-Business Suite interface. At the top left is the logo of The Hong Kong Jockey Club. The header includes "Enterprise Search", a dropdown menu for "Contract Documents", a search input field, a "Go" button, and "Search Results". Below the header, the "Home" section is visible. On the left, the "Navigator" pane shows a tree structure: "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. A purple callout box labeled "2a" points to the search bar area with the text "Go to 'Sourcing 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."

2a
Go to "Sourcing Home Page"

Enterprise Search Contract Documents Go Search Results

Home

Navigator

Personalize

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

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

Bid Submission Process

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	Active		88113	Supplier Train				
53176	Active	HK	74114	150715_3				
51168	Active	HK	71104,1	140715_1				

Your Company's Open Invitations

Full List

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

Negotiations >

Auction: 125133

4

Acknowledge Participation

Actions

Acknowledge Participation

Go

Title

Bid Training

Status

Active

Time Left

00:26:13

Header

Lines

Controls

Contract Terms

Buyer

GREENY YIP,

Bid Style

Description

Terms

Bill-To Address

Ship-To Address

FOB

Payment Terms

Carrier

Freight Terms

Currency

Auction Currency

HKD

Price Precision

Any

Requirements

Details

Section

No results found.

Additional Header Attributes (Buyer & Supplier)

Payment Terms

Notes and Attachments

Note to Suppliers

Title

Type

Description

Category

Last Updated By

Display the time left for negotiation. The time format will change to HH:MM:SS when time left is less than a 24 hours.

Select "Acknowledge Participation" and click "Go" button to express your interest for the participation in the negotiation process

This section will contain 'Notes and Attachments' attached by buyer to provide you more detail information about this negotiation

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.

Bid Submission Process

Negotiations

Negotiations > Auction: 125133 >

Acknowledge Participation (Auction 125133)

4

Acknowledge Participation

Communicate your decision to HKJC

Cancel! Apply

Will your company participate?

☒ Yes

☐ No

Note to Buyer

Reason for Acceptance / Rejection

Cancel! Apply

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

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

Enter acceptance / rejection note to the buyer (Optional)

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,

Outcome

Standard Purchase Order

Bid Style

Open

Event

Reverse Auction

Description

Terms

Bill-To Address

HKJC Headquarter

Payment Terms

Ship-To Address

HKJC Headquarter

Carrier

FOB

Freight Terms

Currency

Auction Currency

HKD

Price Precision

Any

Bid Submission Process

Negotiations

Negotiations ➤

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.

Hong Kong Jockey Club reserves the right to reject any and all responses for any reason. HKJC's decision on whether a 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.

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
<div><div>*</div><div><input checked="" type="checkbox"/> I have read and accepted the</div></div>				

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

同心同步同進 共創更好未來 RIDING HIGH TOGETHER FOR A BETTER FUTURE

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Bid Submission Process

Negotiations

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"

CancelView AuctionMonitor AuctionBid By SpreadsheetSave DraftContinue

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

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

Enter the 'Proxy Bid Decrement' amount here

Proxy Bid Decrement 5 HKD

Enter your bid price against each line

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	

Enter your 'Proxy Minimum' amount here

Proxy Minimum 5

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

Cancel

Back

Validate

Save Draft

Printable View

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

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

Proxy Bid Decrement 5(HKD)

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
<div></div>	Materials (actual...	1Materials (actual...	STRS	No Bid			1000	5	SUM	740	740	740,000.00		18-Aug-2015 17:11:26

Bid Submission Process

8

Review and Submit

Confirmation

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

Monitor Auction

Click here to Monitor your Bid status

Description	Category	Bid By	Last Updated
Ship-To	Be		Bid Quantit
RS			74
t)			

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 	Category 	Time Left 	Rank 	Best Price (HKD)	Bid Price (HKD)	Target Price (HKD)	Bid Quantity 	Quantity 	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

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

Rank displays your current winning status



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

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

Select the response number link or negotiation number link for which you wish to initiate the communication

1

This column displays your 'Unread Messages'

Communication Initiation:

Bid: 89180 (Auction 125133)

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

Attachments

No results found.

2

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

Close Date

04-Aug-2015 17:22:25

Ranking

Price Only

Bidder

JC Supplier

Supplier Site

Bid Valid Until

Actions

Online Discussions

Go

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

Status

Time Left





[Bid Training](#)

Closed

0 seconds

Messages

New Message



Click here to write a new message

Subject	Message	Status
No results found.		

Communication Initiation:

Create New Message (Auction 125133)

* Indicates required field

Send ToThe Hong Kong Jockey Club

* SubjectClarification Required

* MessageI need clarification regarding the attributes of the line item 1.

Click here to send the message

5

CancelSend

Enter the subject and message here

4

Click here to add attachment with this message (if any)

6

Add Attachment

Attachments

Title	Type	Created By	Last Updated By	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





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.

同心同步同進 共創更好未來 RIDING HIGH TOGETHER FOR A BETTER FUTURE

76

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



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	
Clarification Required	I need clarification regarding the attributes of t...	Read	Y C Sxxx,	04-Aug-2015 18:27:15	

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.

