

HKJC EPRO (E-Tendering System)

Training for submitting Periodic RFQ via EPRO



Presented by HKJC Strategic Procurement

Last updated 24 June 2024

One Club One Team One Vision



香港賽馬會

The Hong Kong Jockey Club

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Training Agenda



- ▶ Introduction to EPRO
- ▶ Walkthrough of EPRO Periodic F&B RFQ Submission Process
- ▶ Change Impact & Rollout Timeline for F&B Periodic RFQ Submission
- ▶ System Demonstration
- ▶ Rollout Support



Introduction to EPRO

Background & Objective

The e-Tendering System, E-Procurement (“**EPRO**”) will be implemented for Periodic RFQ on **2 July 2024** in order to achieve the below benefits.



EPRO



Systemize & automate the Club's RFQ events
based on best on a centralized e-platform

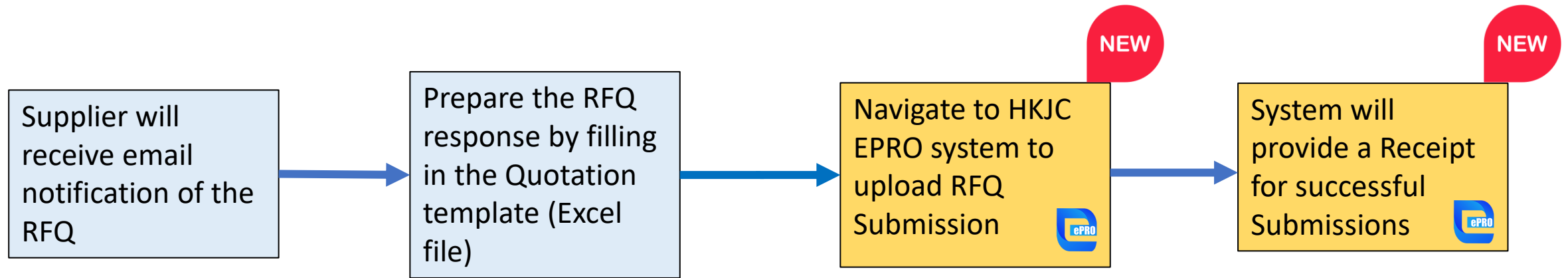


Improve the **efficiency and governance**
associated with the RFQ workflow

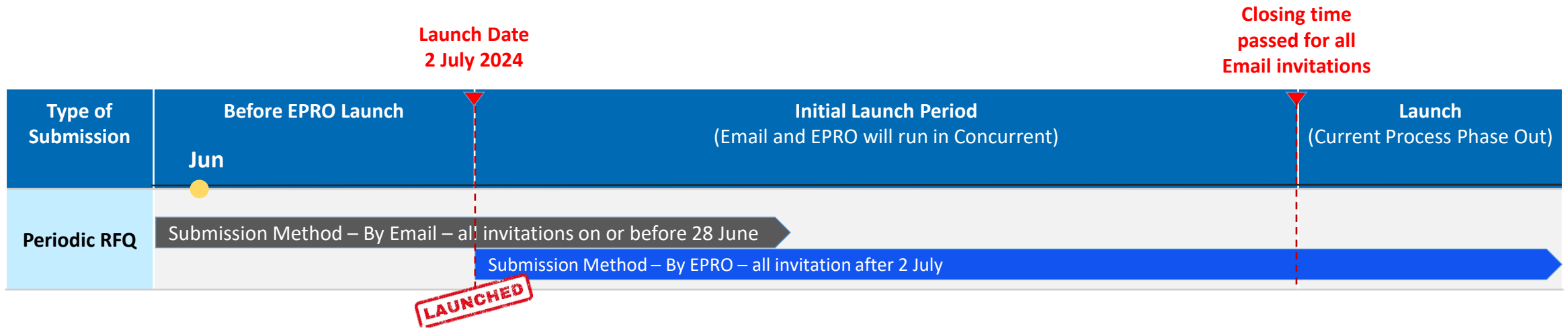


EPRO Periodic RFQ Submission Process

EPRO Periodic RFQ Submission Process



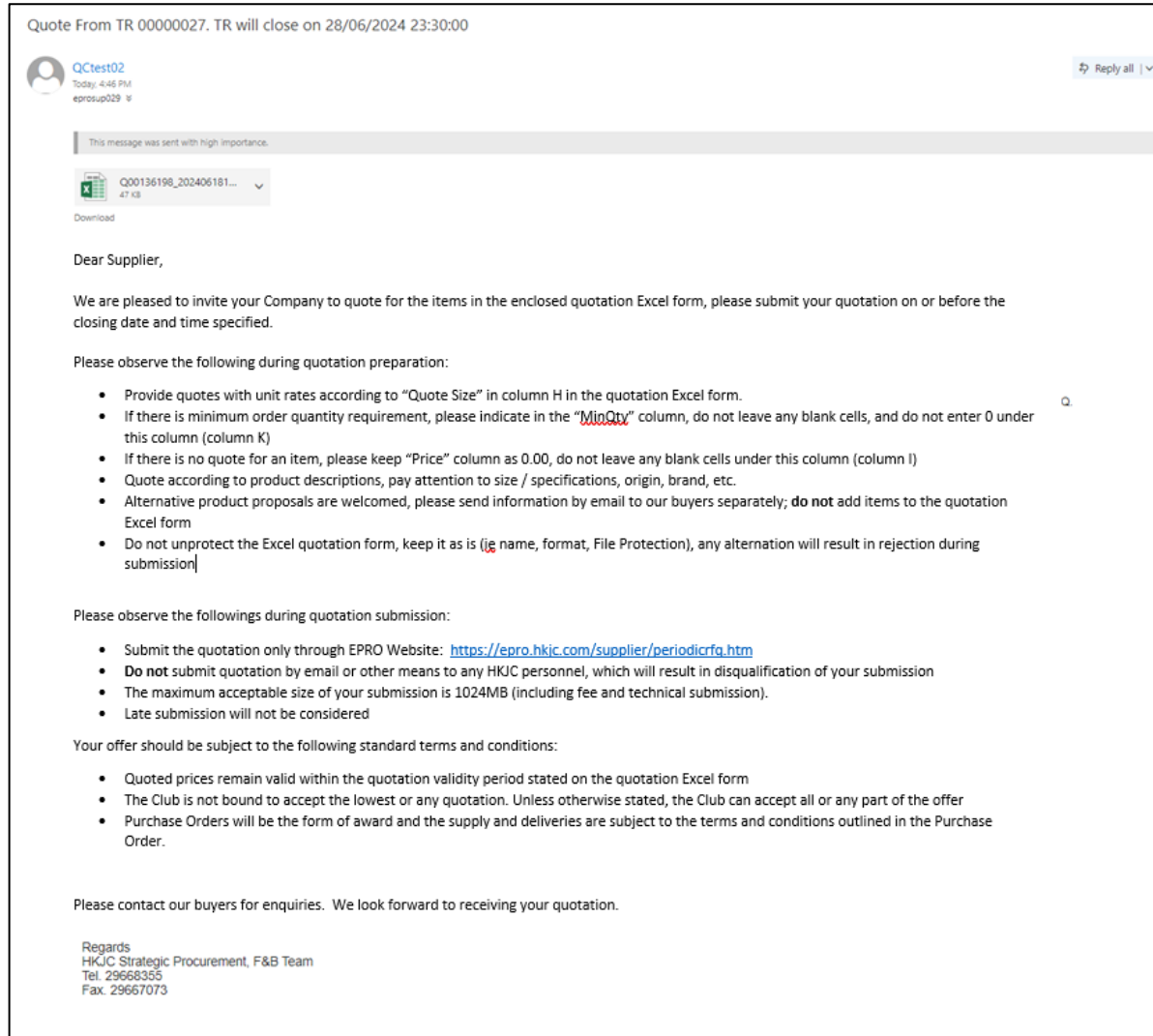
EPRO Implementation Timeline



- Periodic RFQ issued on or after July 2, 2024 will need to be uploaded via EPRO
- Periodic RFQ issued on or before June 28, 2024 will still be submitted via email mailbox.
- Both email and EPRO submission methods will be running concurrently July. Please follow the instructions in the email and contact the buyer closely to prevent hiccups.

Respond to Periodic RFQ

▶ Invited suppliers will receive an email with the quotation Excel template



Respond to Periodic RFQ

- ▶ Supplier to download and fill in the quotation Excel
- ▶ Go to the website stated on the invitation email and choose the language

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EPRO Website (QA) > Supplier > Periodic RFQ Exercise

Upload your quotation form | Verify your identity | Verify your Quotation Form | Completion

Welcome to EPRO Website

Smart Procurement
Empowering Your Business Sustainability

Quotation Form
Choose File | No file chosen

I confirm and accept the [EPRO Website Terms of Use](#) and [Privacy Policy Statement](#).

簡/繁/Eng

Continue

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EPRO網站(QA) > 供應商 > 報價邀請

上傳報價單 | 身份驗證 | 報價單驗證 | 完成

歡迎來到EPRO Website

Smart Procurement
Empowering Your Business Sustainability

報價單
Choose File | No file chosen

我接受 [EPRO使用條款](#) 和 [私隱政策聲明](#).

簡/繁/Eng

繼續

- ▶ Click <Choose File> to upload the filled quotation Excel *** **File Name should be same as original invitation file**
- ▶ Read & Accept the Terms and Privacy Policy Statement
- ▶ Click <Continue>

Respond to Periodic RFQ

- ▶ Select your email address and retype the email address (full address is masked for confidentiality)

*** If HKJC buyer has forwarded the invitation email to other email addresses of your company, there will be multiple email addresses available to be selected here

The screenshot shows a progress bar at the top with four steps: 'Upload your quotation form', 'Verify your identity' (highlighted in blue), 'Verify your Quotation Form', and 'Completion'. Below the progress bar, the 'Verify your identity' section is active. It includes a red asterisk and the text '* Required Field'. There are two input fields: 'Select your email address' with a radio button selected for 'e*****9@h*.bus.hkjc.org.hk', and 'Retype your email address to verify' with the text 'eprosup029@hq.bus.hkjc.o' entered. At the bottom, there are two buttons: 'Confirm Email Address and Request One-Time Password' (highlighted with a red border) and 'Cancel'.

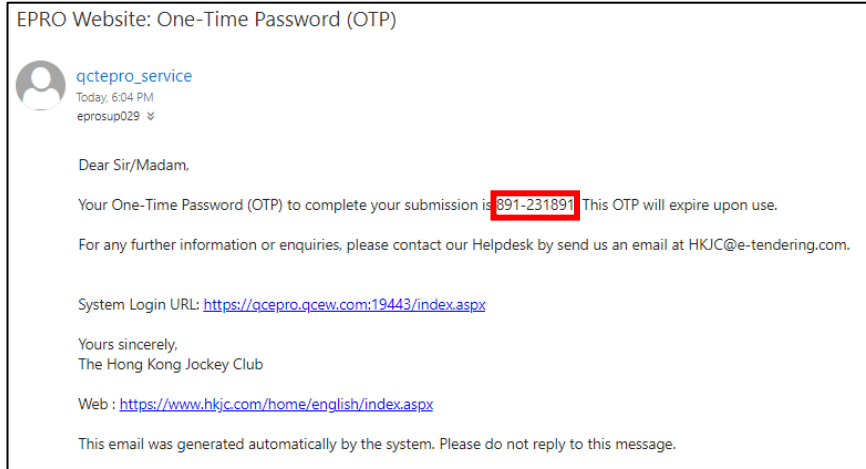
- ▶ Click <Confirm Email Address and Request One-Time Password>

The screenshot shows a notification message from the E-Tendering System. The message text is: 'qcepro.corpqc.hkjc.com:19443 says Your One-Time Password has been sent to your eprosup029@hq.bus.hkjc.org.hk.' There is an 'OK' button at the bottom right of the notification. The background shows the E-PRO logo and the text 'E-Tendering System CR456-'. At the bottom left, there is a 'Processing ... Please wait.' indicator.

- ▶ Click <OK>

Respond to Periodic RFQ

- ▶ An One-Time Password (OTP) will be sent to the selected email address



- ▶ Type the OTP (10 minutes validity) or click <Resend OTP> if the above email is not received

The screenshot shows a web form with a progress bar at the top containing four steps: "Upload your quotation form", "Verify your identity", "Verify your Quotation Form" (highlighted in blue), and "Completion". Below the progress bar is a blue header "Input One-Time Password" with a red asterisk and "Required Field" text. The main text reads: "In order to verify your identity, enter the One-Time Password (OTP) that was sent to e*****9@h*.bus.hkjc.org.hk". Below this is a label "One-Time Password" followed by a red asterisk and a text input field containing "891 -" (the number is highlighted in red). At the bottom right are three buttons: "Confirm" (highlighted in red), "Resend OTP (23)", and "Cancel".

- ▶ Click <Confirm>

Respond to Periodic RFQ

- ▶ Verify the details in the following page
- ▶ Provide additional documents according to the instructions of HKJC Buyer (e.g. product specs, Certificates, Pictures)

Upload your quotation form → Verify your identity → **Verify your Quotation Form** → Completion

* Required Field

Verify your Quotation Form

Before submitting, we kindly ask you to review and confirm the following detail:

Periodic RFQ Information

Template No. TR 00000027202406282330
Quotation Number Q00136198
Issue Date 2024/06/18 (Tue) 16:46
Closing Date & Time 2024/06/28 (Fri) 23:30
Final Closing Date & Time 2024/06/28 (Fri) 23:30

Please verify if the above details are correct:

Additional Documents

[Description]	[File Name]	[File Size]
<input type="checkbox"/> Choose File No file chosen		
<input type="checkbox"/> Choose File No file chosen		

Check All **Uncheck All** **More Files**

(Please tick the checkbox for adding or untick the checkbox for removing the file(s).)

Yes, proceed with submitting the offer **No, discard the operation**

- ▶ Click <Yes, proceed with submitting the offer> to confirm the submission

Respond to Periodic RFQ

- ▶ System Completion will be shown if your upload is successful.
- ▶ Periodic RFQ Submission Information – Reference, Submission Time will be shown.
- ▶ Click <Complete and Close> to exit the page

Upload your quotation form → Verify your identity → Verify your Quotation Form → Completion

Thank you for submitting the filled quotation form. Your submission has been successfully received.

Periodic RFQ Information

Template No.	TR 00000027202406282330
Quotation Number	Q00136198
Issue Date	2024/06/18 (Tue) 16:46
Closing Date & Time	2024/06/28 (Fri) 23:30
Final Closing Date & Time	2024/06/28 (Fri) 23:30

Submission Information


Submission Reference	TR 00000027202406282330/7520
Submitted By	eprosup029@hq.bus.hkjc.org.hk
Submission Start Time	2024/06/18 18:04 HKT (GMT+08:00)
Submission End Time	2024/06/18 18:13 HKT (GMT+08:00)

Complete and Close

Respond to Periodic RFQ

- ▶ Supplier will receive an email notification upon successful submission, please check in your “Junk” mailbox if you have not received it.

Submission of Periodic RFQ(TR 00000027202406282330 - Periodic RFQ Exercise)

 **qctepro_service**
Today, 6:14 PM
eprosup029

Dear Sir/Madam,

Your submission was transmitted.

Submission Date: 2024/06/18 18:13 HKT (GMT+08:00)

Periodic Request for Quotation Information
=====

Reference No.: TR 00000027202406282330
Title: Periodic RFQ Exercise
=====

If you have any questions, please contact our buyers for enquires.

System Login URL: <https://qcepro.qcew.com:19443/index.aspx>

Yours sincerely,
The Hong Kong Jockey Club

Web : <https://www.hkjc.com/home/english/index.aspx>

This email was generated automatically by the system. Please do not reply to this message.



Common Error when Supplier uploads the Quotation File

Common Error

▶ Missing quotation file




▶ Have not accept the Terms and Privacy Policy Statement




Common Error

▶ File name does not contain the quotation number



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EPRO Website (QA) > Supplier > Periodic RFQ Exercise

Please correct the following error:


- Invalid Quotation Number

[Resubmit](#)

▶ Wrong file format



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EPRO Website (QA) > Supplier > Periodic RFQ Exercise

Please correct the following error:


- 500 Internal server error (error)

[Resubmit](#)

Common Error

▶ Excel File Blank or empty cell (File Format: Tender Request Upload Template for CAMMS)

EPRO Website (QA) > Supplier > Required Field



* Required Field

Verify your Quotation Form



We have identified error(s) in your quotation form. Please review and correct the following error(s) before resubmitting the Quotation Form.

Invalid File. Please upload a valid quotation form


Incomplete Quotation Form. Please ensure that the Original Price (Column I, Cell I7) is not left empty or blank

- Incomplete Quotation Form. Please ensure that the Min Qty (Column K, Cell K7) is not left empty or blank

▶ Excel File Blank or empty cell (File Format: Quote Export/Import Template)

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EPRO Website (QA) > Supplier > Required Field



* Required Field

Verify your Quotation Form

We have identified error(s) in your quotation form. Please review and correct the following error(s) before resubmitting the Quotation Form.

Invalid File. Please upload a valid quotation form


Incomplete Quotation Form. Please ensure that the Discount % (Column J, Cell J7) is zero '0'

- Incomplete Quotation Form. Please ensure that the Lead Time (Column M, Cell M7) is zero '0'
- Incomplete Quotation Form. Please ensure that the Supplier Product Code (Column N, Cell N7) is left empty or blank
- Incomplete Quotation Form. Please ensure that the Supplier Product Description (Column O, Cell O7) is left empty or blank


[Resubmit](#)

Common Error

▶ Late Submission



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EPRO Website (QA) > Supplier > Periodic RFQ Exercise

Please correct the following error:

- The Closing Time is over. Late submission is not accepted.

[Back](#)

▶ Expired Quote Submission

EPRO Website (QA) > Supplier > Periodic RFQ Exercise



Please correct the following error:

- Quotation Form Expired. The closing date for submitting quotations has already passed

[Resubmit](#)

Keynotes for Periodic RFQ Submission



- ▶ Please Access EPRO with Chrome or Edge browser
 
- ▶ For Periodic RFQ, there is no need for supplier registration
- ▶ One-Time Password (OTP) has a validity period of 10 minutes
- ▶ Keep the filename of the quotation excel file and do not edit the filename
- ▶ You can re-upload the submission but only the LAST submission will be captured
- ▶ System has a hard deadline on the closing date & time. Please allow sufficient time for uploading your submissions

Below post go-live support tools will be provided to enable the Club's user and supplier adoption to the EPRO system.

Supplier Network

<https://suppliernetwork.hkjc.com/e-pro.aspx>

The HKJC Supplier Network will be updated to include an “EPRO” section, where suppliers can access to log in to EPRO, search for relevant contacts and receive guidance from training manuals and FAQs.



Helpdesk

The EPRO helpdesk will be launched after the initial launch date to handle enquiries received from suppliers.



For EOI, RFQ and RFT specific enquiries, suppliers would directly contact the **subject buyer.**

For system usage & operation enquiries, Suppliers could contact ePRO helpdesk via

Email: eproenquiry@hkjc.org.hk



Frequently Asked Questions

Q : Do I need to register ePRO account for submission of periodic RFQ?

A : For the information covered in this training – Periodic RFQ, registration of account is not needed. Please consult HKJC buyer if you are not sure what type of RFQ you are submitting.

Q : Do email invitation only sent to 1 email address per supplier? How can I submit periodic RFQ if my responsible staff is on leave or resigned?

A : Yes, only 1 email address per supplier will receive the invitation email. In any cases that the responsible staff is not available, please contact responsible buyer to forward the email to your another staff and change the contact record in our system.

Q : Can I revise my submitted quotation?

A : Yes, the process is the same as the original submission. System will only keep the latest submitted version. Please be reminded to upload the other supporting documents again, otherwise they not be kept in the system.

Q : If we do not have the requested items or the spec is not exactly the same as requested in the RFQ, do we still need to submit the quotation?

A : If actual product specifications are not matched per the request on the Periodic RFQ, please do not input the quote in the Periodic RFQ. Instead, please inform Buyer separately for consideration and update.

Q : Can I view my submitted quotation for periodic RFQ?

A : Currently, suppliers are not allowed to download the previous submitted quotation. If you are uncertain about the quotation submitted, you may re-submit again.

Q : If I have some remarks / additional information which cannot be reflected on the Excel template, do I have a field to input when I submit the quotation?

A: There is no remarks field for supplier during the submission process. You may include them in the additional documents instead.



The End