



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 *RIDING HIGH TOGETHER*

HKJC EPRO (E-Tendering System)  
Supplier Portal  
Supplier Pre-Registration

# EPRO Supplier Pre-registration

- ▶ New Supplier will receive an email from EPRO for pre-registration triggered by HKJC Buyer

Invitation for Supplier Registration

 Lam, Calvin T H  
Today, 2:12 PM  
eprosup041

↻ Reply all | ▾

To: Dummy Company  
Dear Sir/Madam,

You are invited to register as our supplier with the steps below.

(A) Full Supplier Registration

1. In order to be registered as a supplier for HKJC, please complete the supplier registration form sent from our buyer separately and provide the necessary documents for review.

(B) Registration on EPRO

1. EPRO is the electronic platform used by HKJC for bidding process.
2. Prior to the approval of full supplier registration as mentioned in (A) above, in order to facilitate supplier to participate in the captioned exercise, supplier is recommended to register in EPRO. Supplier has to provide the basic company information and complete the Supplier Declaration Form on EPRO for preliminary registration.
3. Approved registration in EPRO does NOT mean the supplier is registered as our registered supplier. Supplier is still required to complete the full supplier registration steps as mentioned in (A) above.

Please login to EPRO for preliminary registration with the username below.

Username: 2000598230  
EPRO Link: <https://qcepro.qcew.com/index.aspx>

If you have any questions, please feel free to contact the following person: -

Name: Lam, Calvin T H  
Telephone: 23456789  
Email: calvinthlam@hq.bus.hkjc.org.hk

System Login URL: <https://qcepro.qcew.com/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.

# Supplier Pre-registration

- ▶ In the email, you can see the username assigned by EPRO, and the URL of the supplier login.
- ▶ The Username will be a 10-digit number. Please record it as you will log-in using this username in EPRO system.
- ▶ Link to HKJC EPRO (Same as email message)- <https://epro.hkjc.com/index.aspx>

**EXAMPLE**

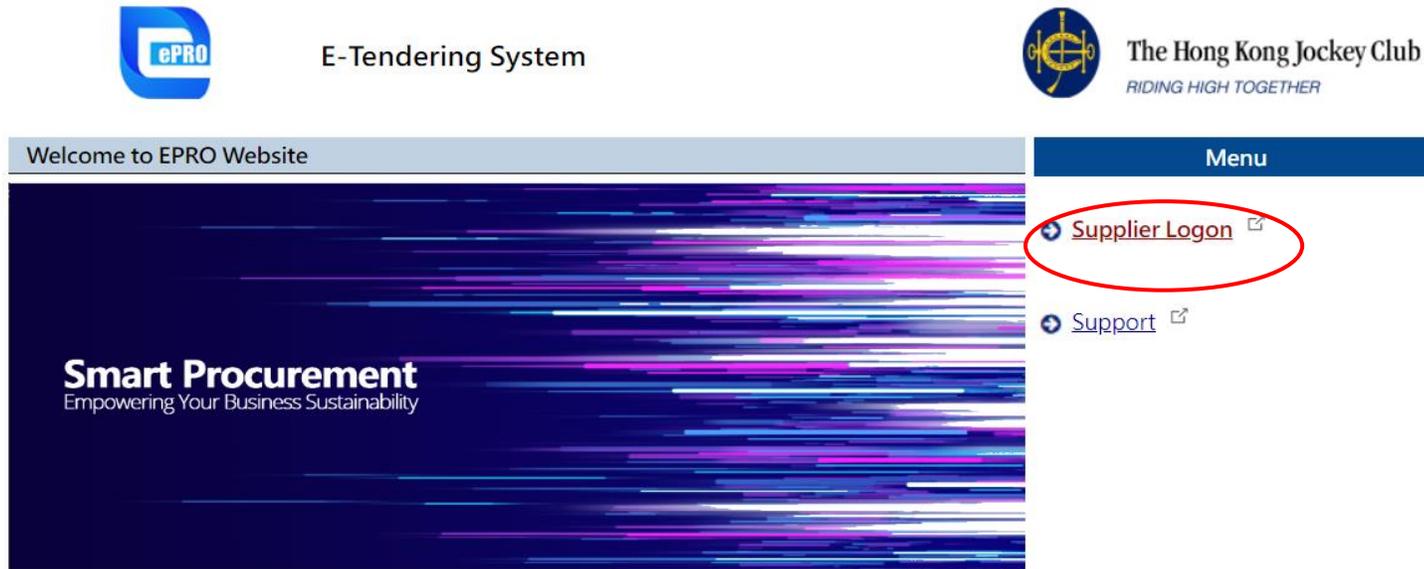
Please login to EPRO for preliminary registration with the username below.

Username: 2000598230

EPRO Link: <https://qcepro.qcew.com/index.aspx>

# Supplier Pre-registration

- ▶ Step 1: Open the URL of the supplier given in the email <https://epro.hkjc.com/>
- ▶ Step 2: Click “Supplier Logon”



The screenshot displays the EPRO Website interface. On the left, there is a logo for 'ePRO' and the text 'E-Tendering System'. On the right, there is a logo for 'The Hong Kong Jockey Club' with the tagline 'RIDING HIGH TOGETHER'. Below these logos, there is a navigation bar with a 'Menu' button. The main content area features a large banner with the text 'Smart Procurement Empowering Your Business Sustainability'. A red circle highlights the 'Supplier Logon' button in the navigation menu, which also includes a 'Support' button.

Your use of this EPRO Website is subject to our [EPRO Website Terms of Use](#) and [Privacy Policy Statement](#), and your continual use signifies your acceptance of the EPRO Website Terms of Use and Privacy Policy Statement.

If you have any queries or encounter any problems whilst using this EPRO Website, please refer to our [Frequently Asked Questions](#) or send us an email to [eproservice@hkjc.org.hk](mailto:eproservice@hkjc.org.hk).

# Supplier Pre-registration

- ▶ Step 3: Log on to EPRO with the username (10-digit number) provided in the invitation email. After confirming the terms of use and privacy policy statement and check the box, click “Continue”.

EPRO Website > Supplier > Login

Welcome to EPRO Website



Username

2000598230

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

[Continue](#)

Forgot your username?

If you have forgotten your username, please send us an email at [eproenquiry@hkjc.org.hk](mailto:eproenquiry@hkjc.org.hk).

# Supplier Pre-registration

- ▶ Step 4: You will receive an email for One-Time Password (OTP). Fill in the OTP and click “Confirm”.
- ▶ Note:
  - ▶ Please enter the last six digits of the email, the previous digits are for reference only and to check if it is the OTP for that request.
  - ▶ The OTP will be expired after 30 minutes.
  - ▶ After sending the OTP, there will be a prompt request resend OTP in 30seconds, where the 30 seconds is limited to 30 seconds after resending OTP.
  - ▶ One-Time Password will be expired after each use.

Welcome to EPRO Website

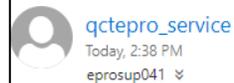


Two-Step Verification

In order to verify your identity, enter the One-Time Password (OTP) that was sent to e\*\*\*\*\*@h\*.bus.hkjc.org.hk.

813 -

EPRO Website: One-Time Password (OTP)



Dear Sir/Madam,

Your One-Time Password (OTP) is 813-797368. Use this password to validate your login.

For any further information or enquiries, please contact our Helpdesk by send us an email at HKJC@e-tendering.com.

**EXAMPLE**

# Supplier Pre-registration

- ▶ Step 5: Read the Terms of Use and Privacy Statement & Disclaimer, and then Click “Accept & Continue”.

EPRO Website > Light-weight Supplier Registration

## Acceptance of Terms of Supplier Registration

### A. Full Supplier Registration

1. In order to register as the supplier for HKJC, please complete and submit the online supplier registration form by clicking [Full Supplier Registration](#) and attach the necessary documents according to the instructions stated in the REQUIRED DOCUMENTS section on the online registration form.
2. Completion of supplier registration is one of the key considerations for HKJC to proceed any further steps of the bidding exercises.

### B. Registration on EPRO Website

1. EPRO Website is the electronic platform used by HKJC for tendering and bidding process.
2. Prior to the approval of full supplier registration process as mentioned in (A) above, in order to facilitate supplier to participate in the captioned exercise, supplier is recommended to register in EPRO Website. Supplier has to provide the basic company information and complete the Supplier Declaration Form on EPRO Website for preliminary registration. After the registration in EPRO Website is approved, the supplier is granted the assess rights to view the information and download the documents of EOI/Pre-Qualification, Tender, Request for Quotation, etc. after login.
3. Approved registration in EPRO Website does NOT constitute you as our full registered supplier. Supplier is still required to complete the full supplier registration steps as mentioned in (A) above.

By clicking "Accept & Continue" you acknowledge that you have read and accept our [Terms of Supplier Registration](#), in addition to our [EPRO Website Terms of Use](#), our [Privacy Policy Statement](#) and the above registration process.

[Accept & Continue](#) [Decline](#)

# Supplier Pre-registration

- ▶ Step 6: Fill the information below (Mandatory):
  - ▶ General Information of the Company
    - ▶ Year in which the Company was established
    - ▶ Registered Address
    - ▶ City, State, Zip Code
    - ▶ Registered Country / Region
  - ▶ Primary Contact Person
    - ▶ Name
    - ▶ Position/ Title
    - ▶ Tel. Number
    - ▶ Fax. Number
- ▶ Step 7: Fill the Certificate No and Date of Expiry of Business Registration Certification/Certificate of Incorporation. Click "Choose file" to attach the copy of Business Registration Certification / Certificate of Incorporation.
  - ▶ Copy Business Registration Certification / Certificate of Incorporation should be in .pdf format.
  - ▶ The total document size for each upload is limited to 900 MB.
  - ▶ All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "\_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

EPRO Website > Light-weight Supplier Registration \* Required Field

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**Importance Notes**

- The total document size for each upload is limited to 900 MB.
- Only the following characters are accepted (a-z, A-Z, 0-9), underscore "\_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

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**General Information on the Company**

Name of Supplier \* Dummy Company

Year in which the Company was established \*

Registered Address \*

City, State, Zip Code \*

Registered Country \*

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**Primary Contact Person**

Name \*

Position / Title \*

Tel. Number \*

Fax. Number \*

E-mail Address \*   
(The EOI/Pre-Qualification, Tender and Request for Quotation invitation will be issued to the above email address.)

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**Business Registration Certificate / Certificate of Incorporation (or its equivalent)**

Certificate No. \*

Valid Till

A copy of Certificate \*  未選擇任何檔案  
(The filename extension should be .pdf.)

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**Declaration of Interest**

Supplier Declaration \* Please click [here](#) to download Supplier Declaration Form, complete and attach it to this online application form.

未選擇任何檔案  
(The filename extension should be .pdf.)

# Supplier Pre-registration

- ▶ Step 8: Click “here” in “Declaration of Interest” tab to download the Supplier Declaration form. Click “Choose file” to upload signed copy.
  - ▶ Signed copy filename extension should be in .pdf format.
- ▶ Step 9: Click “Submit for Preliminary Registration”

**Declaration of Interest**

Supplier Declaration \* Please click [here](#) to download Supplier Declaration Form, complete and attach it to this online application form.

No file chosen  
(The filename extension should be .pdf.)

# Supplier Pre-registration

- ▶ Step 10: You will receive a confirmation message stating the registration is finished. HKJC will review and verify your application and will notify you once the registration is successful. An email also will be sent to the registered address.

## EPRO Website > Light-weight Supplier Registration

Thank you for your submission of company details and information requested as part of the registration process. Your application for registration as a Supplier with the EPRO Website is now under review and verification. You will be notified once the registration is successful.

Close

### Submission of Light-weight Supplier Registration



qctepro\_service  
Today, 2:50 PM  
eprosup041

Reply all

To: Dummy Company  
Dear Sir/Madam,

Thank you for your submission of company details and information requested as part of the registration process. Your application for registration as a Supplier with the EPRO Website is now under review and verification. You will be notified once the registration is successful.

If you have any questions, please feel free to contact the following person :-

Name: Lam, Calvin T H  
Telephone: 23456789  
Email: calvinthlam@hq.bus.hkjc.org.hk

System Login URL: <https://qctepro.qcew.com/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.

EXAMPLE

# Supplier Pre-registration

- ▶ Step 11: Example of the approved email is shown below.

**EXAMPLE**

Your registration is approved

 qctepro\_service  
Fri 3/17, 12:28 PM  
eprosup078

[Reply all](#) | 

Inbox

Dear Sir/Madam,

Thank you for submitting your company details and requested information as part of the supplier preliminary review process. We confirm that the review process has been completed and you may now proceed to download the relevant documents through the EPRO Website.

If you have any questions, please feel free to contact the following person : -

Name: Lam, Calvin T H  
Telephone: 23456789  
Email: calvinthlam@hq.bus.hkjc.org.hk

Yours sincerely,  
Fung, Stephen K L (Strategic Procurement) <from\_email\_address>  
The Hong Kong Jockey Club

Web : <https://www.hkjc.com>