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 Management

Supplier Management

a. Supplier Login

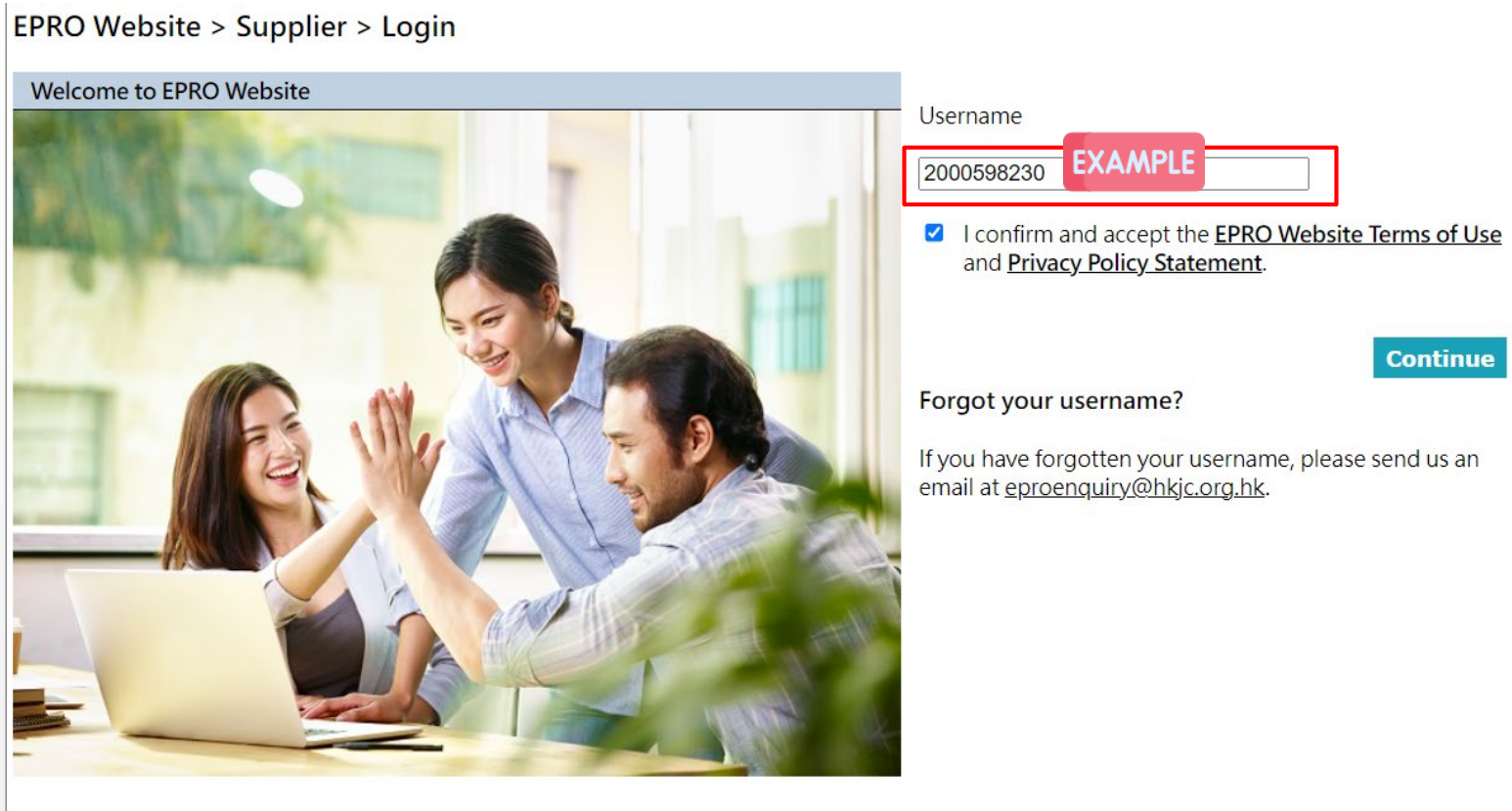
b. Supplier account Management

Supplier Management

a. Supplier Login
b. Supplier account Management

a. Supplier Login

- Log on to EPRO with the username which provided in the invitation email (https://epro.hkjc.com/index.aspx)
- Read and confirm the Term of Use and Privacy Policy Statement



a. Supplier Login

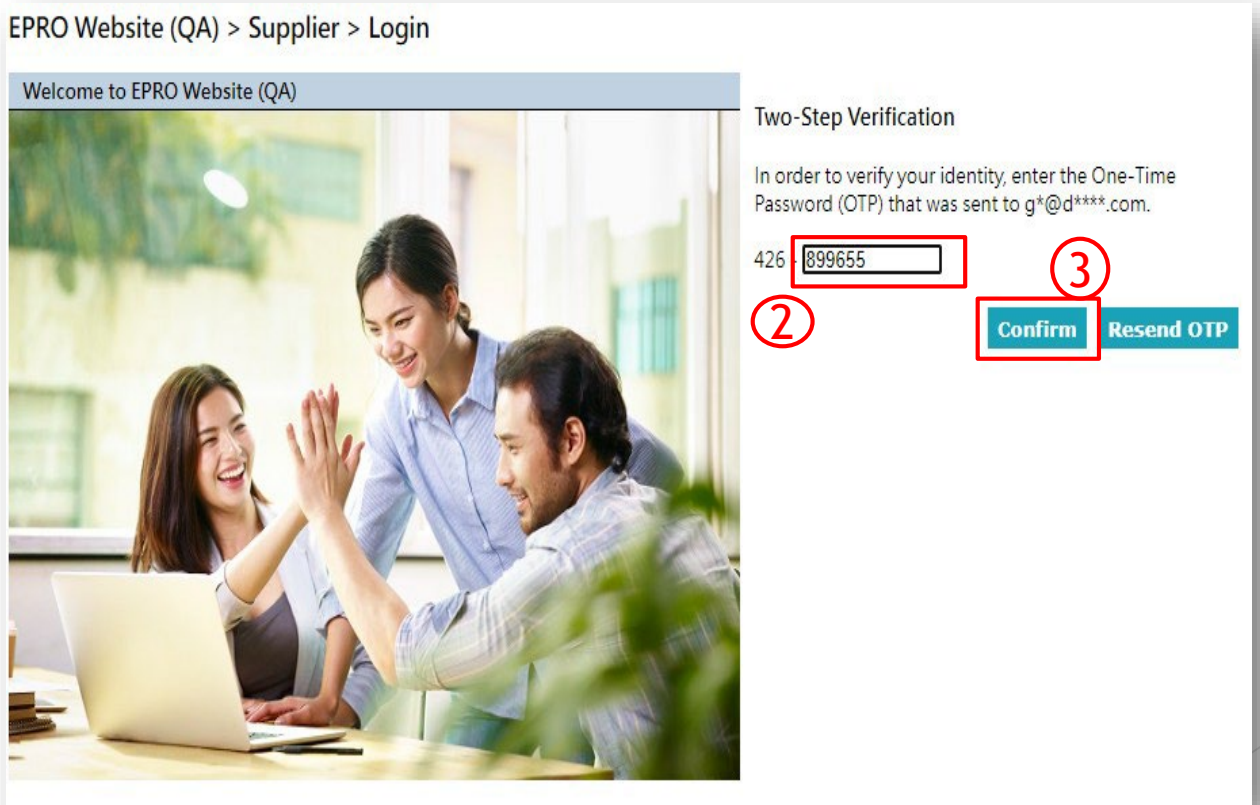
- For every login, supplier need to have **username + One time password (OTP)**

Username

- **10 digits numbers** generated from system
- The username will be provided by an email after launch of EPRO (**Please be reminded to record it for future use**)
- Please reach out to your HKJC buyer or sending an enquiry email to eproenquiry@hkjc.org.hkto request for retrieving your username if you forget the username.

a. Supplier Login

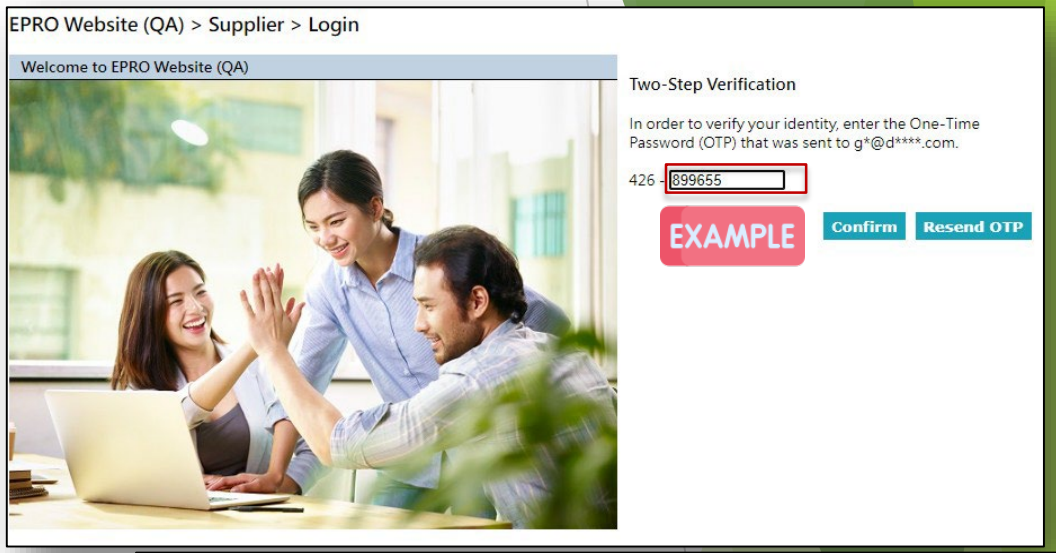
- Step1:Check email for One-Time Password (OTP)
- Step2: Fill the OTP
- Step3: Click “Confirm”

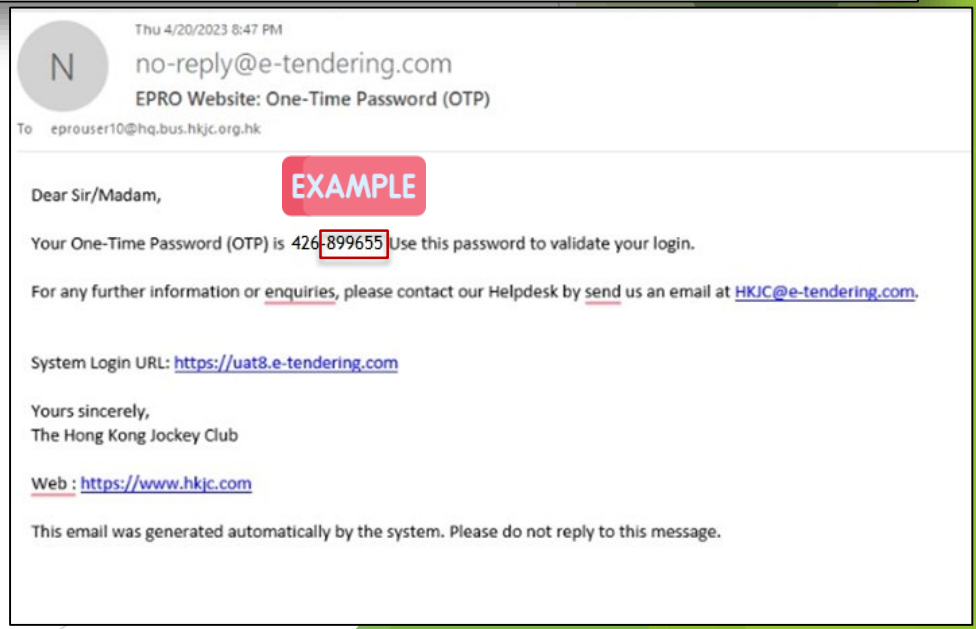


a. Supplier Login

One-Time Password (OTP)

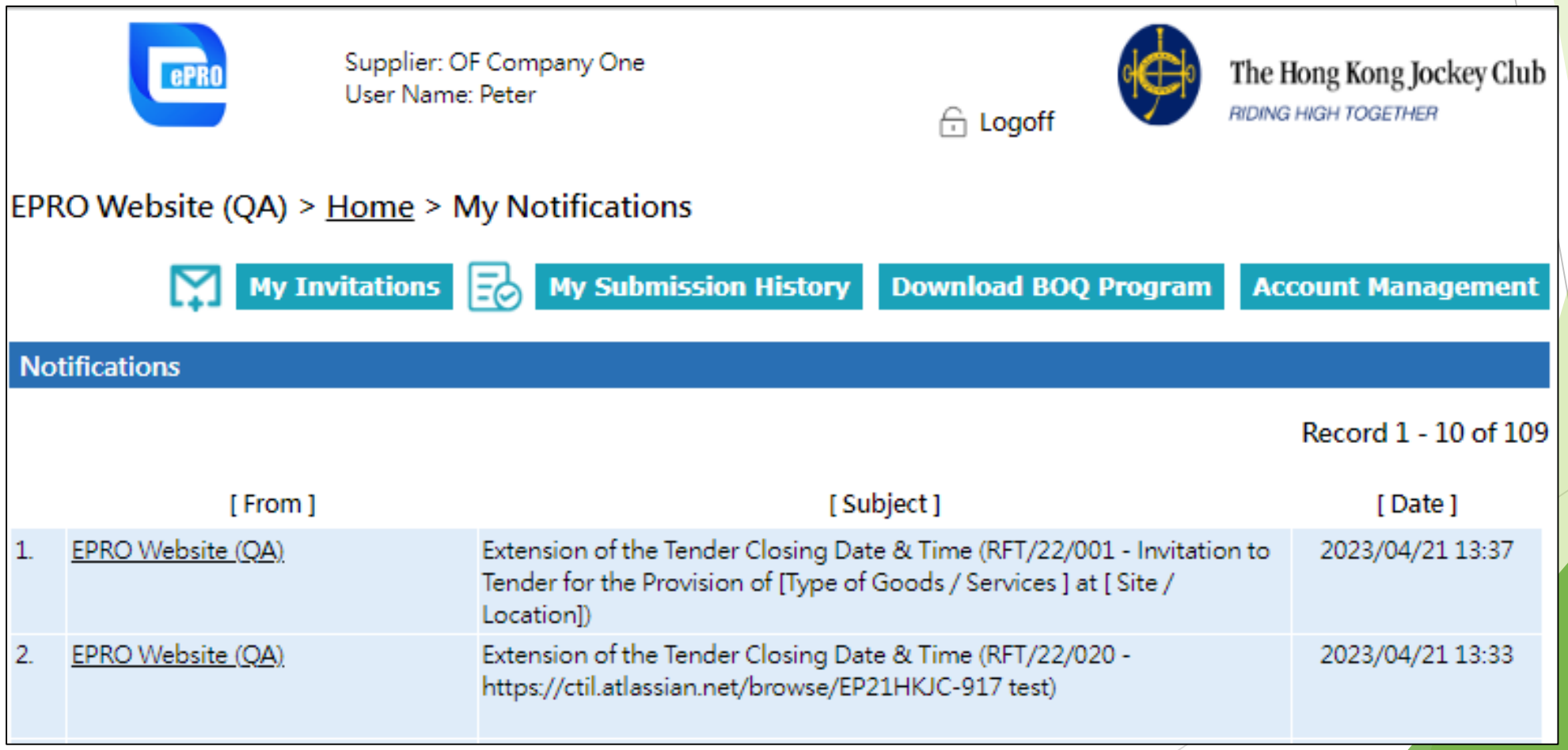
- One-Time Password (OTP) will be sent to **your registered email in EPRO**
- Only the **last 6 digits** is required to fill in. The 1st 3 digit serve as the identifier for right OTP
- OTP is valid for **30 mins**
- OTP cannot be reused (i.e. for single use only)
- If the OTP cannot be found, please check your spam mailbox or Click "Resend OTP" after 30 seconds **(There will be 30 seconds counting down in the button)**





a. Supplier Login

- Success login to the system and land to home page



2. Supplier Management

a. Supplier Login

b. Supplier account Management

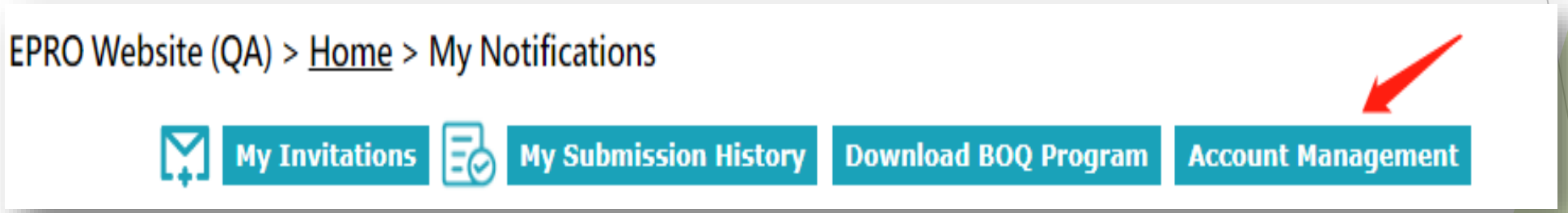
b. Key Note -- Supplier Account Management

- Maximum 6 login accounts (1 Principle Account and 5 Sub Account) for each supplier
  - Principle account: created by HKJC
  - 5 sub-accounts: add/remove of sub-accounts managed by the supplier principle account
  - It is optional to have sub-account(s)
- Username consists of 10 digits
  - The last digit of the username can identify whether the account is a master account or a sub-account
  - last digit is 0 = Principle account e.g 1000002340
  - last digit is 1-5 =sub-account e.g sub-account 1: 1000002341; sub-account 2: 1000002342
- The Principle account and sub-accounts have the same functionalities, with the exception of account management, i.e. Principle account can create, edit and remove sub-accounts.

b. Supplier Account Management

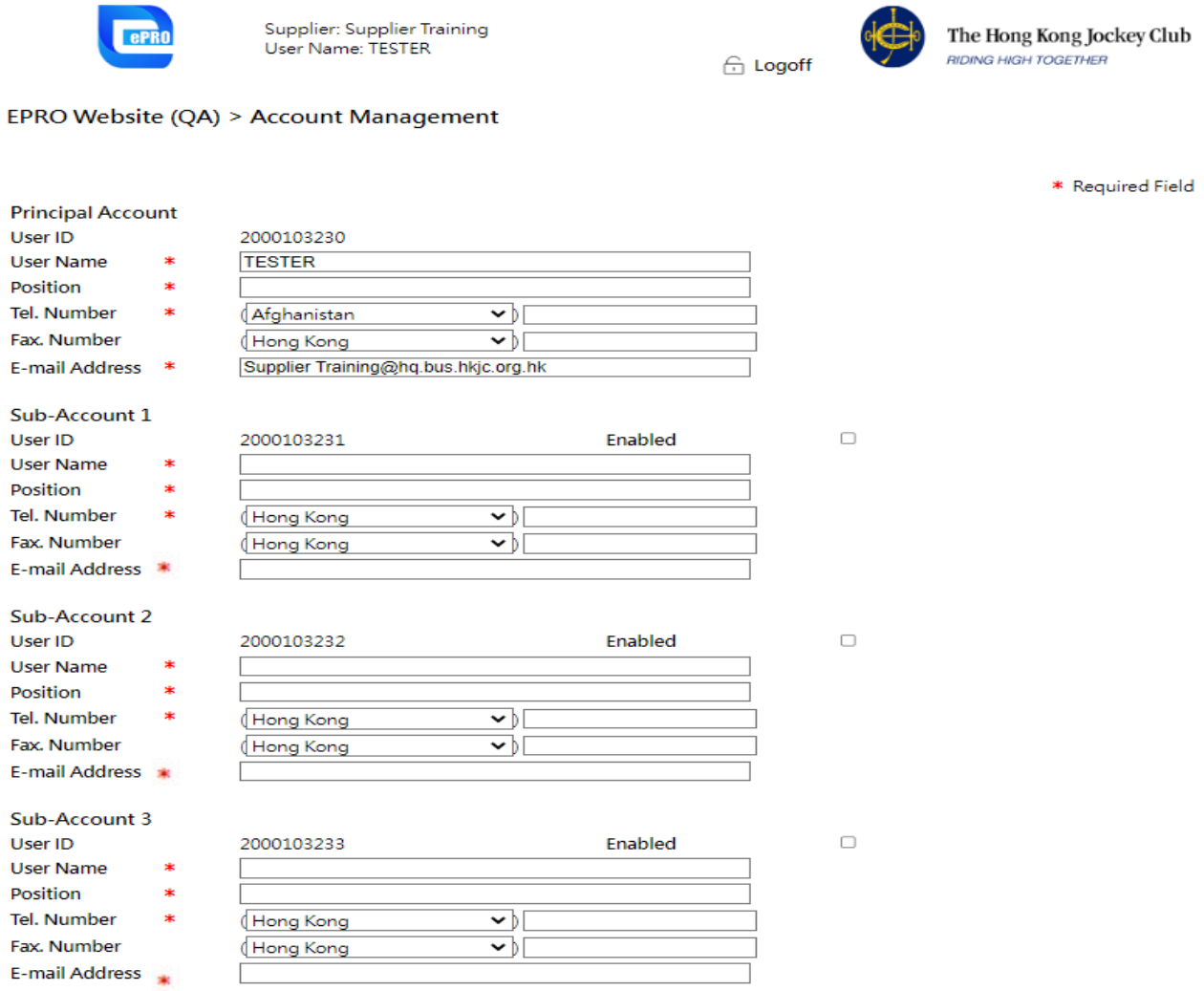
- Step 1:Click “Account Management”.

This button is only available in the principle account



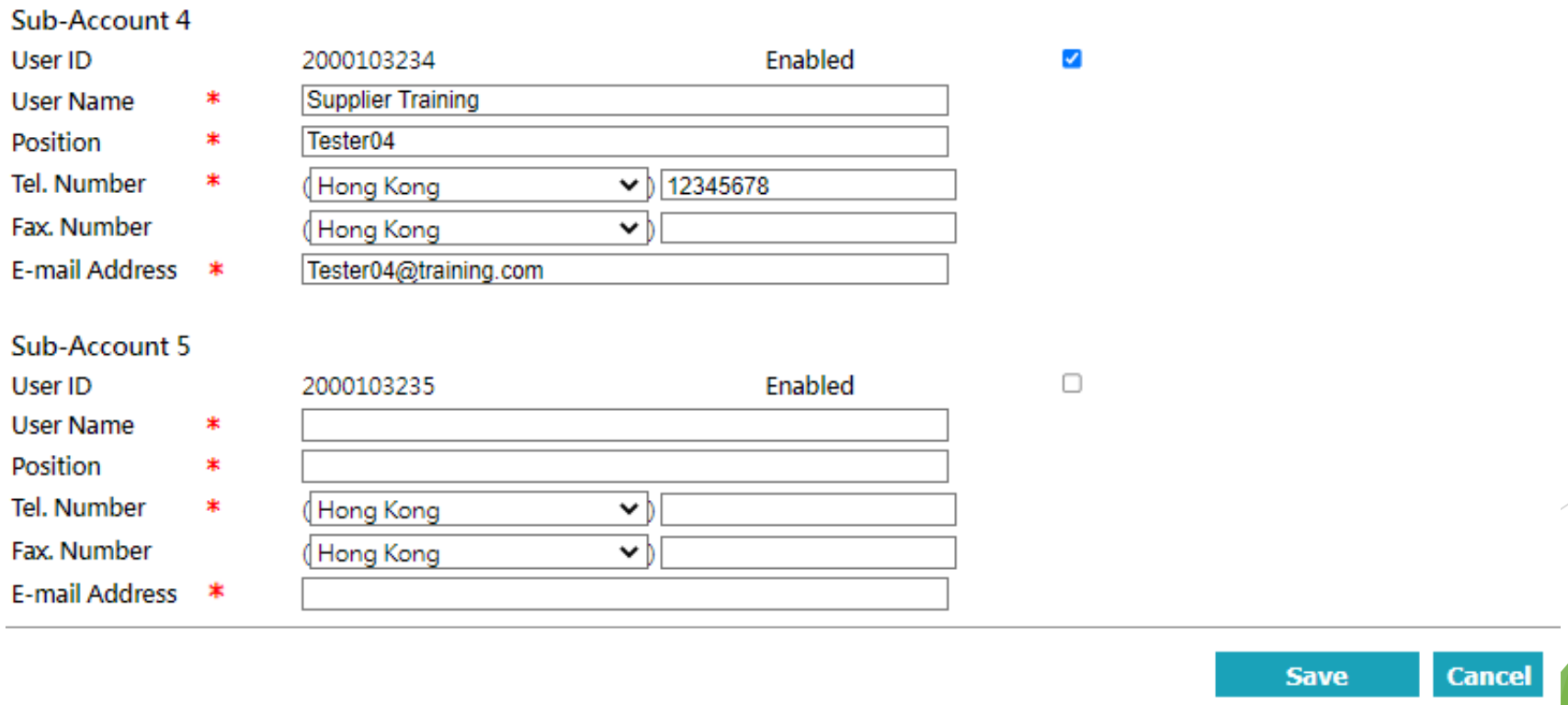
b. Supplier Account Management

- Step 2: Edit the corresponding content of the accounts
- You can **create, edit and remove sub-accounts.**



b. Supplier Account Management

- Step 3: Tick “Enabled” to create a corresponding sub-account
- Step 4: Input the mandatory information with * to the enabled account
- Step 5: Click “Save”.



b. Supplier Account Management

- Step 6: The sub-account will be available. There will be no email notification notifying the holder of the sub-account.
- Step 7: The sub-account have the same functions as the Principle account. i.e. They can receive invitations, read the RFX documents and submit offers/no offers.