



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

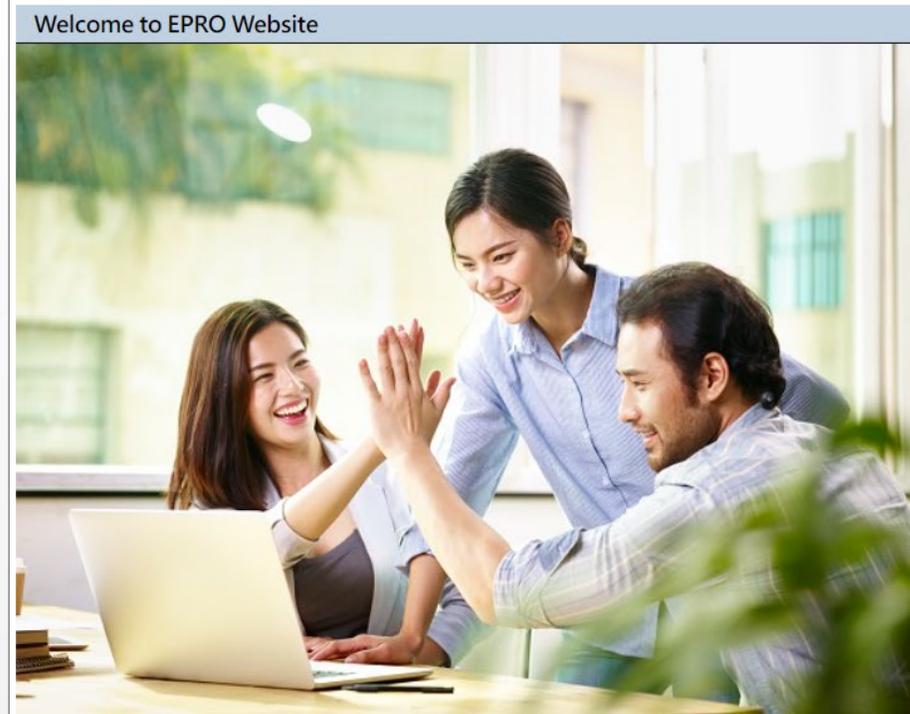
Supplier Management

- 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

EPRO Website > Supplier > Login



Username

2000598230

EXAMPLE

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.

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.hk to request for retrieving your username if you forget the username.

EPRO Website > Supplier > Login

Welcome to EPRO Website



Username

2000598230 **EXAMPLE**

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.

a. Supplier Login

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

EPRO Website (QA) > Supplier > Login

Welcome to EPRO Website (QA)



Two-Step Verification

In order to verify your identity, enter the One-Time Password (OTP) that was sent to g*@d****.com.

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②

③

Confirm

Resend OTP

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**)

EPRO Website (QA) > Supplier > Login

Welcome to EPRO Website (QA)

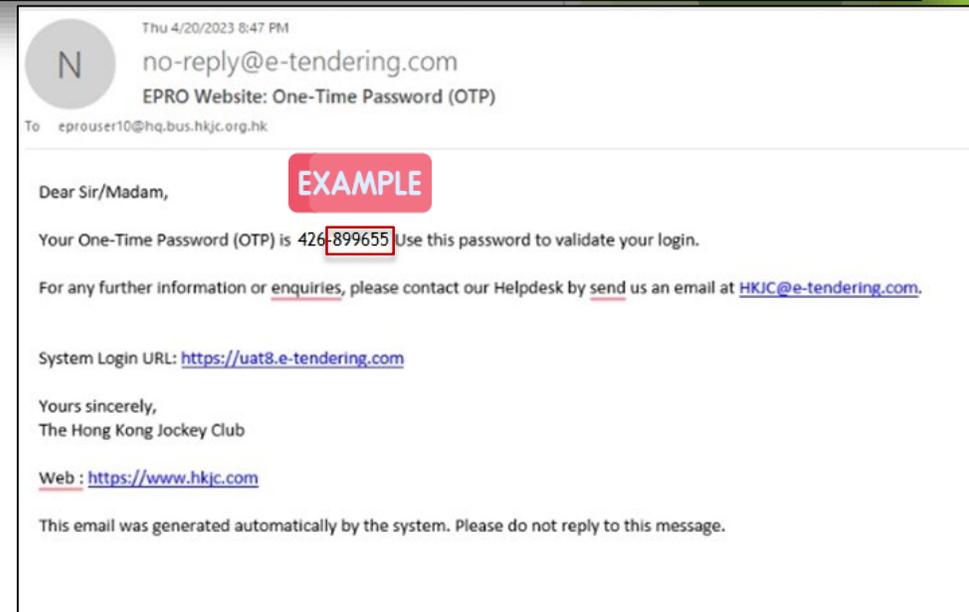


Two-Step Verification

In order to verify your identity, enter the One-Time Password (OTP) that was sent to g*@d***.com.

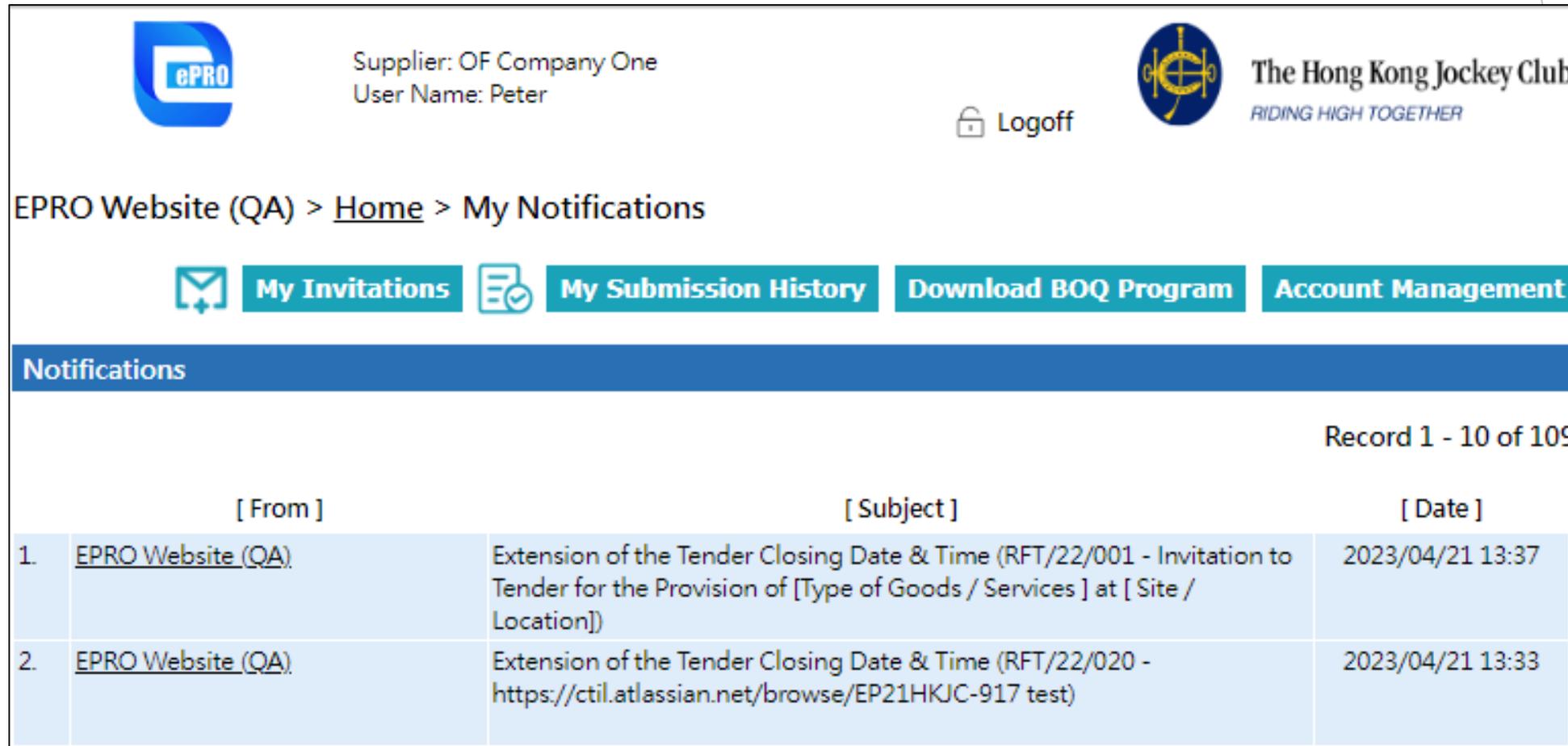
426-

EXAMPLE [Confirm](#) [Resend OTP](#)



a. Supplier Login

- ▶ Success login to the system and land to home page



The screenshot shows the ePRO system interface. At the top left is the ePRO logo. To its right, the user information is displayed: "Supplier: OF Company One" and "User Name: Peter". On the top right, there is a "Logoff" button with a lock icon and the logo of "The Hong Kong Jockey Club" with the tagline "RIDING HIGH TOGETHER". Below the header, the breadcrumb navigation reads "EPRO Website (QA) > Home > My Notifications". A horizontal menu contains four buttons: "My Invitations" (with an envelope icon), "My Submission History" (with a document icon), "Download BOQ Program", and "Account Management". A blue bar labeled "Notifications" is positioned below the menu. To the right of this bar, it says "Record 1 - 10 of 109". Below this, a table lists the notifications with columns for "[From]", "[Subject]", and "[Date]".

	[From]	[Subject]	[Date]
1.	EPRO Website (QA)	Extension of the Tender Closing Date & Time (RFT/22/001 - Invitation to Tender for the Provision of [Type of Goods / Services] at [Site / Location])	2023/04/21 13:37
2.	EPRO Website (QA)	Extension of the Tender Closing Date & Time (RFT/22/020 - https://ctil.atlassian.net/browse/EP21HKJC-917 test)	2023/04/21 13:33

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 100000234**0**
 - ❖ last digit is **1-5** =sub-account e.g sub-account 1: 100000234**1**; sub-account 2: 100000234**2**
- ▶ 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

EPRO Website (QA) > [Home](#) > My Notifications



My Invitations



My Submission History

Download BOQ Program

Account Management



b. Supplier Account Management

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



Supplier: Supplier Training
User Name: TESTER

Logoff



The Hong Kong Jockey Club
RIDING HIGH TOGETHER

EPRO Website (QA) > Account Management

* Required Field

Principal Account

User ID	2000103230
User Name *	<input type="text" value="TESTER"/>
Position *	<input type="text"/>
Tel. Number *	(Afghanistan) <input type="text"/>
Fax. Number *	(Hong Kong) <input type="text"/>
E-mail Address *	<input type="text" value="Supplier Training@hq.bus.hkjc.org.hk"/>

Sub-Account 1

User ID	2000103231	Enabled	<input type="checkbox"/>
User Name *	<input type="text"/>		
Position *	<input type="text"/>		
Tel. Number *	(Hong Kong) <input type="text"/>		
Fax. Number *	(Hong Kong) <input type="text"/>		
E-mail Address *	<input type="text"/>		

Sub-Account 2

User ID	2000103232	Enabled	<input type="checkbox"/>
User Name *	<input type="text"/>		
Position *	<input type="text"/>		
Tel. Number *	(Hong Kong) <input type="text"/>		
Fax. Number *	(Hong Kong) <input type="text"/>		
E-mail Address *	<input type="text"/>		

Sub-Account 3

User ID	2000103233	Enabled	<input type="checkbox"/>
User Name *	<input type="text"/>		
Position *	<input type="text"/>		
Tel. Number *	(Hong Kong) <input type="text"/>		
Fax. Number *	(Hong Kong) <input type="text"/>		
E-mail Address *	<input type="text"/>		

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”.

Sub-Account 4

User ID	2000103234	Enabled	<input checked="" type="checkbox"/>
User Name *	<input type="text" value="Supplier Training"/>		
Position *	<input type="text" value="Tester04"/>		
Tel. Number *	<input type="text" value="Hong Kong"/> <input type="text" value="12345678"/>		
Fax. Number	<input type="text" value="Hong Kong"/> <input type="text"/>		
E-mail Address *	<input type="text" value="Tester04@training.com"/>		

Sub-Account 5

User ID	2000103235	Enabled	<input type="checkbox"/>
User Name *	<input type="text"/>		
Position *	<input type="text"/>		
Tel. Number *	<input type="text" value="Hong Kong"/> <input type="text"/>		
Fax. Number	<input type="text" value="Hong Kong"/> <input type="text"/>		
E-mail Address *	<input type="text"/>		

Save

Cancel

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.