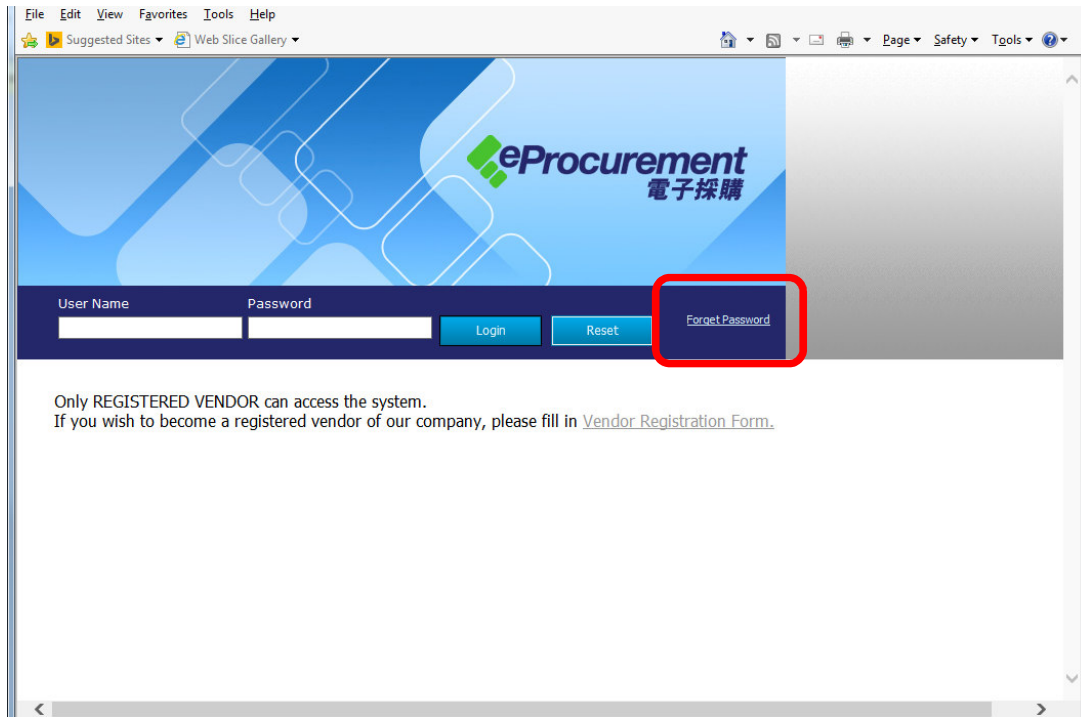
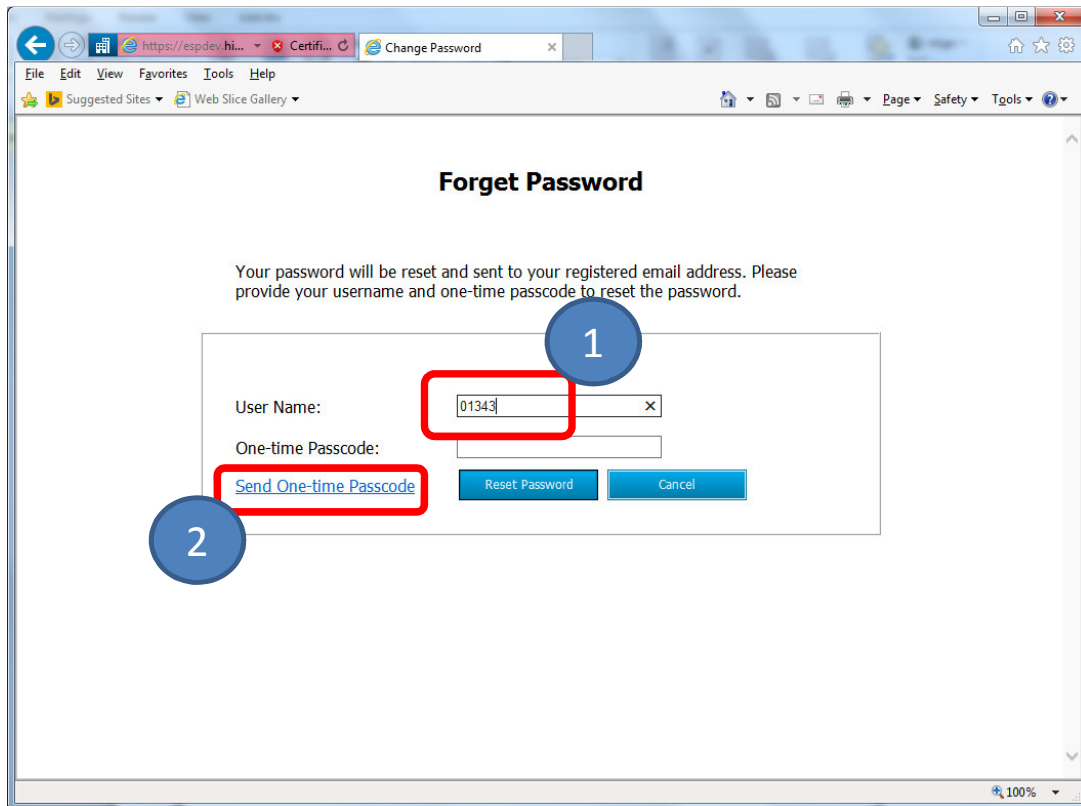


User Guide of First Time Login for eProcurement System

A) Activate your account



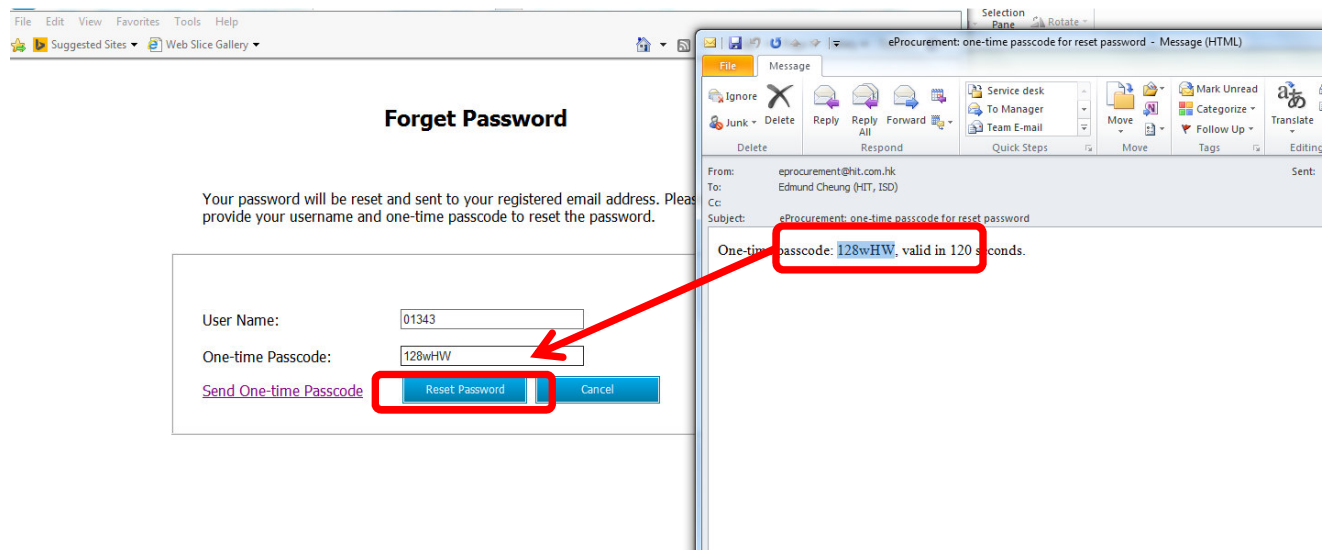
A.1 Click "Forget Password" to start the account activation



User Guide of First Time Login for eProcurement System

A.2 Input your user name (should be a 5 digit)

A.3 Click "Send One-time Passcode" hyperlink to get the one-time passcode



A.4 System will send an email with one-time passcode to your registered email address

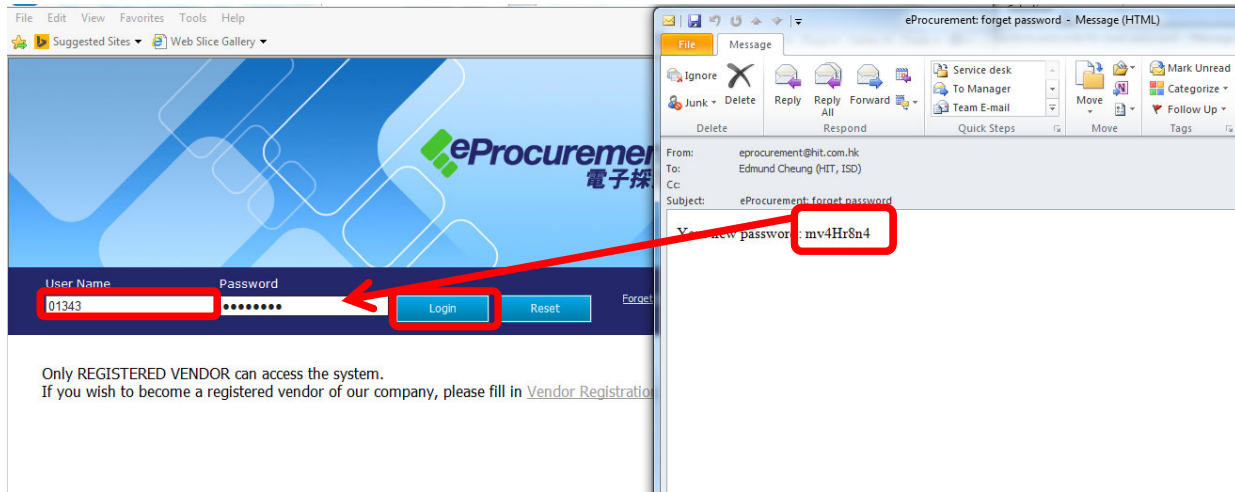
A.5 Open the specific email and input the passcode, then click "Reset Password"

A.6 System will send another email to you for next "password"

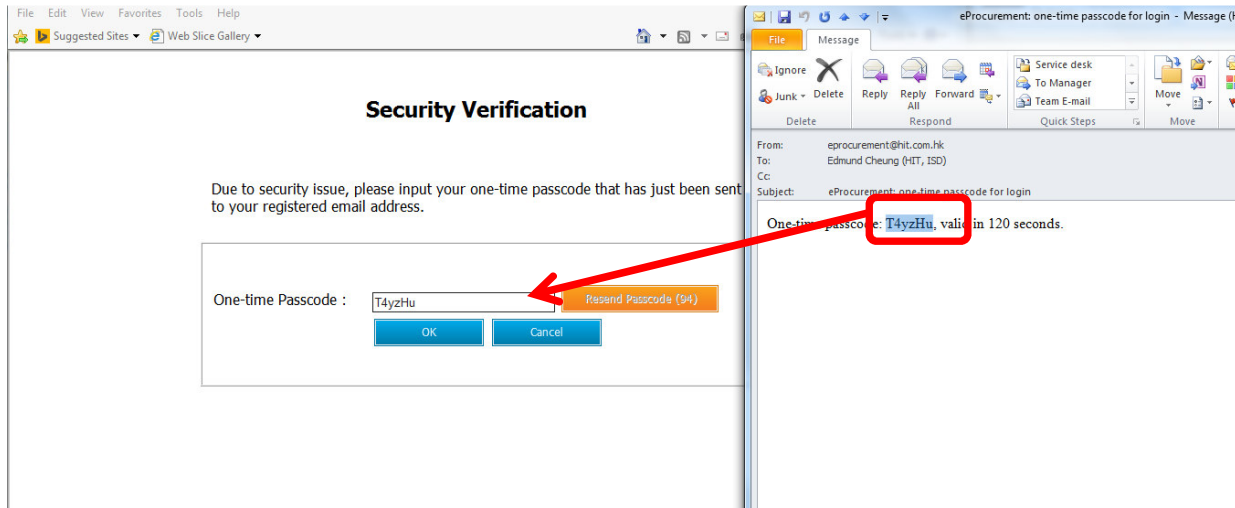
A.7 The account activation has been completed.

User Guide of First Time Login for eProcurement System

B) Login the system



B.1 Input the user account and Password. If you have lost your password, click “Forget password” to get the new password

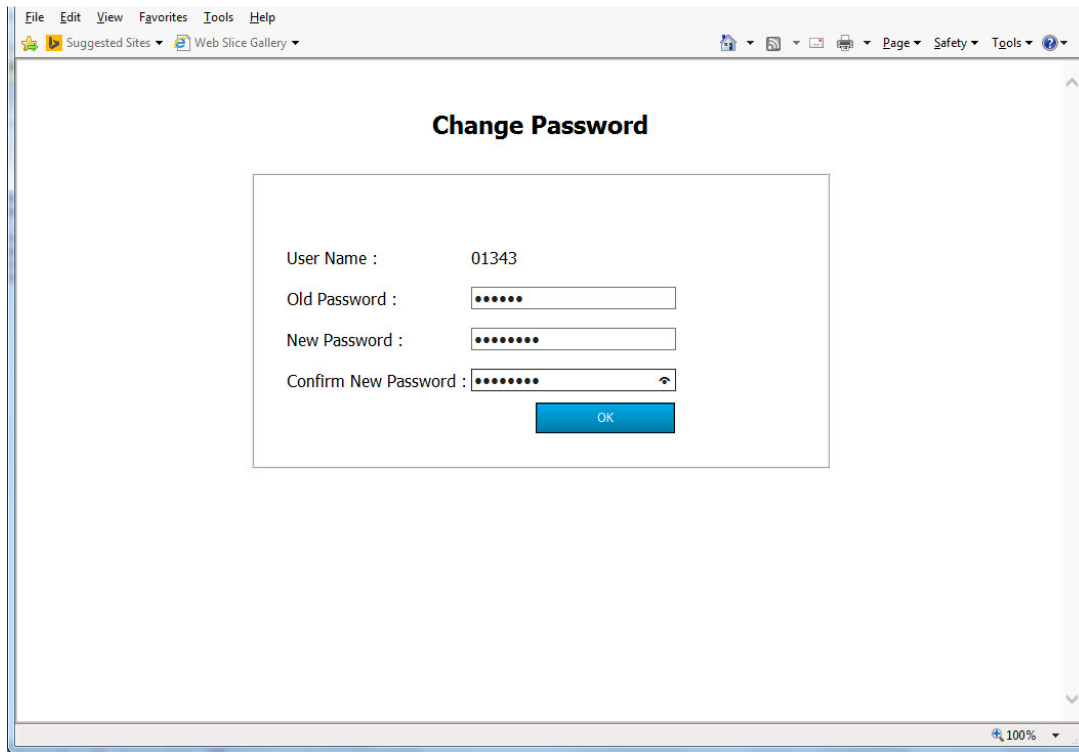


B.2 When the password is correct, system will send another email for one-time passcode.

B.3 Input the one-time passcode, then click “OK”

B.4 Due to first time login the system, you are requested to change your password.

User Guide of First Time Login for eProcurement System



B.4 The new password is case sensitive and it should be at least 8 digits including number(s), capital letter(s) and small letter(s).

B.5 When the “change password “process is completed, the system will drive to next screen

如何获取/重置 eProcurement 密码

打开以下链接:

<https://esp.hit.com.hk/eprocurement/>



The screenshot shows the eProcurement login interface. At the top, there is a navigation bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this, there are several browser tabs: 'Login Oracle', 'Certified Devices for Good...', 'eProcurement System', 'Home', and 'Web Slice Gallery'. The main content area features the eProcurement logo and the text '電子採購'. A red box highlights the 'User Name' field, which contains the value '05623'. A red arrow points to the 'Forget Password' button. Another red arrow points to the 'Forget Password' button with the text '按這鍵一次'. Below the login form, there is a link for 'Login Manual' and a message: 'Only REGISTERED VENDOR can access the system. If you wish to become a registered vendor of our company, please fill in [Vendor Registration Form](#).'

点击忘记密码

Forget Password

Your password will be reset and sent to your registered email address. Please provide your username and one-time passcode to reset the password.

输入提供的用户名

按這鍵一次

Send One-time Passcode

Reset Password

Cancel

User Name: 05623

One-time Passcode:

按完这键后, 电子采购系统便发出第一个电邮件去你的邮箱, 是个六个位的" **一次性保安码**" (One-time Passcode)

把原报价邮箱中收到的六个位的" **一次性保安码**" (One-time Passcode) 输入空格内后, 再按下"重设密码" (Reset Password) 键。

The screenshot shows a 'Forget Password' form. At the top, it says 'Your password will be reset and sent to your registered email address. Please provide your username and one-time passcode to reset the password.' Below this, there are three input fields: 'User Name:' with the value '05623', 'One-time Passcode:' with the value '128wHW', and a 'Send One-time Passcode' link. There are three buttons: 'Reset Password', 'Cancel', and 'Send One-time Passcode'. Red annotations include: a box around the 'One-time Passcode' field labeled '一次性保安码' (One-time Passcode); a box around the 'Reset Password' button labeled '点击 Reset Password 重置密码' (Click Reset Password to reset password); and a note above the 'User Name' field stating '每間公司號碼都不同' (Different company numbers for each company).

之后电子采购系统便发出第二个电邮件去你的报价邮箱, 是个八个位的" **临时密码**" (Password)

The screenshot shows the eProcurement login page. It features a header with the 'eProcurement' logo and the Chinese characters '電子採購'. Below the header, there are two input fields: 'User Name' with the value '05623' and 'Password' with masked characters. There are two buttons: 'Login' and 'Reset'. Red annotations include: a box around the 'User Name' field labeled '每間公司號碼都不同' (Different company numbers for each company); a box around the 'Login' button labeled '临时密码' (Temporary Password); and a note above the 'User Name' field stating '每間公司號碼都不同' (Different company numbers for each company).

之后电子采购系统便进入了"保安查核" (Security Verification) 接口, 这时候请再去你的电子邮箱, 电子采购系统便发出第三个电邮去你的邮箱, 是个六个位的" **一次性保安码**" (One-time Passcode), 把收到的" **一次性保安码**" (One-time Passcode) 输入空格内后, 再按下" **确定**" (OK) 键。



當設定完新密碼後請按下"確定" (OK) 键。

以后每次询价按修改的密码配合" **一次性保安码**" (One-time Passcode)即可登录系统。

请确保报价邮箱和密码得到妥善保管。