

MTR E-Tendering System New System Requirements and Setup Guide (Effective on Cut-Off Date : 14 November 2016)

* **IE 6 will not be supported effective on 14 November 2016 (Cut-Off-Date)**

* **System Requirement:**

The system will only support the following **operating systems**

- Windows Vista
- Windows 7
- Windows 8 and Windows 8.1
- Windows 10

The system will only support the following **Internet Browsers**

- Microsoft Internet Explorer 7, 8, 9, 10 and 11 (**IE 7 and 8 would be supported until 14 February 2017**)
- Google Chrome (Version 52.0.2743.116 m or above) (**for document issued on/after the cut-off date**)

The system will continue to use **Java IE browser plug-in** to support supplier's submission for all pending document (PQ / Tender / Q&A) issued by MTR before the cut-off date. However, the Java IE browser plug-in is no more required for new document issued on/after the cut-off date.

Suppliers are required to take note on the following submission requirement during the transition period where you have to respond to MTR document both issued before and after the above cut-off date :

		For MTR documents (PQ / Tender / Q&A) issued	
		Before cut-off date	On/ After cut-off date
1	Computer set up	Same as existing unless you are IE6 user where you are required to upgrade your computer to a higher IE version	
2	Digital Certificate		
	HK supplier	Use eCert/Java (existing)	Use eCert/no Java
	Overseas supplier or JV	Use iCert/Java (existing)	Use iCert/ no Java
3	Tender / Q&A Submission Way	Same as existing practice – Supplier to create snapshot file for the uploaded files in the local PC before submission	The snapshot file for the uploaded files will be created automatically by the System after submission by the Supplier.

For details, please refer to the guidelines for computer setup and using of digital certificate as follows.

(A) The following is the guidelines for setting up your computer :

If you need to respond to document issued	You need to	If your computer	You have to
both before and after Cut-Off-Date (You may still need responding to some pending documents issued before Cut-Off-Date)	setup your computer with Java. (please refer to old User Guide for Suppliers). Your computer may have already been setup correctly if you have already done submission successfully before. If so, you may use the same computer without any change on the setup.	is still running IE 6	upgrade the IE in your computer (IE9, IE10 and IE11 are recommended)
		is running IE 7, 8, 9, 10 or 11	nil IE7 and IE8 will be de-supported on 15 February 2017, please plan ahead to upgrade your IE to IE9, IE10 or IE11 before the de-support date.
		is running Chrome	use IE7, 8, 9, 10 or 11 instead of Chrome because Chrome only supports document issued on/after cut-off-date
on/after Cut-Off-Date (This is only applicable when you have no MTR pending document issued before the Cut-Off Date need to be responded)	do no special computer setup.	is still running IE 6	upgrade the IE in your computer (IE9, IE10 and IE11 are recommended)
		is running IE 7, 8, 9, 10 or 11	Nil IE7 and IE8 will be de-supported on 15 February 2017, please plan ahead to upgrade your IE to IE9, IE10 or IE11 before the de-support date.
		is running Chrome	nil

(B) The following is the guidelines for using your digital certificate.

If you are	If you need to respond to document issued	If you	Your digital certificate history will show	You need to	Your digital certificate history will show
Hong Kong supplier	no matter before or after cut-off-date	do not have a valid e-Cert	no record	buy e-Cert from Hong Kong Post Office	N/A
		have an expired e-Cert	your e-Cert is expired	buy e-Cert from Hong Kong Post Office	N/A
	before Cut-Off-Date (e-Cert that Support Java is required)	have a valid e-Cert but not verified	no record	verify e-Cert via submission page (Ref. Example ES1)	Support Java (Ref. Sample E1)
		already have a valid e-Cert and verified before cut-off-date	Support Java (Ref. Sample E1)	use the e-Cert which you already have on hand to do the submission	Support Java (Ref. Sample E1)
		have a valid e-Cert and verified on/after cut-off-date	Not Support Java (Ref. Sample E2)	verify e-Cert via submission page (Ref. Sample Example ES1)	2 entries as follows : Not Support Java and Support Java (Ref. Sample E3)
	on/after Cut-Off-Date (e-Cert that Not Support Java is required)	have a valid e-Cert but not verified	no record	verify e-Cert thru "Verify e-Cert" menu (Ref. Example ES2) or verify e-Cert via submission page (Ref. Example ES3)	Not Support Java (Ref. Sample E2)
		already have a valid e-Cert and verified before cut-off-date	Support Java (Ref. Sample E1)	verify e-Cert thru "Verify e-Cert" menu (Ref. Example ES2) or verify e-Cert via submission page (Ref. Example ES3)	2 entries as follows : Support Java and Not Support Java (Ref. Sample E3)

		have a valid e-Cert and verified on/after cut-off-date	Not Support Java (Ref. Sample E2)	use the e-Cert which you already have on hand to do the submission	Not Support Java (Ref. Sample E2)
<p>Important Tips If you have already got a valid e-Cert and verified in the MTR E-Tendering System before, you are recommended to verify the e-Cert again when the enhanced System is rolled out on 14 November 2016, so that your e-Cert could be used to submit all PQ / Tender / Q&A (whether it be issued on / after the cut-off date) without problem.</p>					
Overseas supplier or JV	before Cut-Off-Date (i-Cert that Support Java is required)	do not have a valid i-Cert	no record	apply i-Cert via submission page (Ref. Example IS1)	Support Java (Ref. Sample I1)
		have an expired i-Cert	your i-Cert is expired	apply i-Cert via submission page (Ref. Example IS2)	Support Java (Ref. Sample I1)
		have a valid i-Cert before cut-off-date	Support Java (Ref. Sample I1)	use the i-Cert which you already have on hand to do the submission	Support Java (Ref. Sample I1)
		have a valid i-Cert on/after cut-off-date	Not support Java (Ref. Sample I2)	apply a new i-Cert via submission page (Ref. Example IS1)	2 entries as follows : Not Support Java and Support Java (Ref. Sample I3)
	on/after Cut-Off-Date (i-Cert that Not Support Java is required)	do not have a valid i-Cert	no record	apply i-Cert with file name suffix "nojava" thru "Apply i-Cert" menu (Ref. Example IS3)	Not Support Java (Ref. Sample I2)

	have an expired i-Cert	your i-Cert is expired	apply i-Cert with file name suffix "nojava" thru "Apply i-Cert" menu (Ref. Example IS3)	Not Support Java (Ref. Sample I2)
	have a valid i-Cert before cut-off-date	Support Java (Ref. Sample I1)	apply a new i-Cert with file name suffix "nojava" thru "Apply i-Cert" menu or apply a new i-Cert with file name suffix "nojava" via submission page (Ref. Example IS4)	2 entries as follows : Support Java and Not support Java (Ref. Sample I3)
	have a valid i-Cert on/after cut-off-date	Not support Java (Ref. Sample I2)	use the i-Cert which you already have on hand to do the submission	Not support Java (Ref. Sample I2)
<p>Important Tips</p> <ol style="list-style-type: none"> 1. If you have already got a valid i-Cert, you can use it to submit PQ / Tender / Q&A which was issued before the cut-off date. 2. If you need to respond to new PQ / Tender / Q&A which was issued by MTR on / after the cut-off date and the existing i-Cert has not yet been expired, you are required to apply a new i-Cert via the enhanced System. The System will generate a new i-Cert with file name suffix "nojava" to you and you could use this i-Cert to submit for the new PQ/Tender/Q&A. That means, you might hold 2 i-Cert on hand, with one for submission of the old document while the other one for submission of the new document. The additional i-Cert cost (re-apply of i-Cert for the changeover where the i-Cert has not yet been expired) so caused during this transition period will be absorbed by the Corporation. 3. Please refers to the old User Guide for Suppliers for the details steps of submit PQ/Tender/Q&A which was issued before the cut-off date and refers the User Guide R3.16 for the details steps of submit PQ/Tender/Q&A on or after the cut-off date. 				

Example ES1 : Verify e-Cert support Java via submission page

After you click the “Submit Prequalification”, “Submit Pre-qualification Q&A”, “Submit Tender Offer”, “Submit Technical Offer”, “Submit Financial Offer” or “Submit No Offer” button, you will be guided to verify your e-Cert first.

Submit Tender Offer - Ref. Testing_newopentenderbox

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at <http://www.hongkongpost.gov.hk>.

Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Your digital certificate was expired on . Verify Organisation e-Cert now?

After verifying your e-Cert, you could use it for submission via the Digital Signature section.

Search the PQ/ Tender/ Q&A again for submission.

Example ES2 : Verify e-Cert not support Java via top menu bar

The top menu "Verify e-Cert" function can only verify e-Cert not support Java. You can verify e-Cert support Java only via submission page.



Verify E-Cert

Your certificate expiry date is

You are required to obtain an e-Cert (Organizational cert) issued by the Hongkong Post for signing submissions via the System.

This process is to verify your e-Cert is issued by the Hong Kong Post and under your company name as registered in the System. After successful verification, this e-Cert could be used for signing submissions via the System until its expiry.

Digital Certificate Location	<input type="text"/>	Browse...
Certificate Password	<input type="password"/>	

(Please provide the Associated Password)

Do not click the "Click to Verify" button until you see "Verify E-Cert Ready!" below.

Verify E-Cert Ready!

CAUTION: Click the "Click to Verify" button ONCE only. The application process would then start and please do not interrupt the browser until the application process is finished. When the submission is completed, an acknowledgement message will be displayed.

Click to Verify	Reset
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Example ES3 : Verify e-Cert not support Java via submission page

After you click the “Submit Prequalification”, “Submit Pre-qualification Q&A”, “Submit Tender Offer”, “Submit Technical Offer”, “Submit Financial Offer” or “Submit No Offer” button, you will be guide to verify your e-Cert first.

Submit Tender Offer - Ref. Testing_newopentenderbox

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For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at <http://www.hongkongpost.gov.hk>.

Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Your digital certificate was expired on **2015/01/01**. Verify Organisation e-Cert now?

After verifying your e-Cert, you could use it for submission via the Digital Signature section.

Search the PQ/ Tender/ Q&A again for submission.

Report Sample E1 : Active e-Cert support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
5.	E-Cert	2DCFF0		2020/01/01	2016/07/04 18:12	Active	1024 bits	Support

Report Sample E2 : Active e-Cert not support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
1.	E-Cert	2DCFF0		2020/01/01	2016/08/17 14:50	Active	1024 bits	Not Support

Report Sample E3 : Active e-Cert both support and not support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
1.	E-Cert	2DCFF0		2020/01/01	2016/08/17 14:50	Active	1024 bits	Not Support
5.	E-Cert	2DCFF0		2020/01/01	2016/07/04 18:12	Active	1024 bits	Support

Example IS1 : apply i-Cert support Java via submission page

After you click the “Submit Prequalification”, “Submit Pre-qualification Q&A”, “Submit Tender Offer”, “Submit Technical Offer”, “Submit Financial Offer” or “Submit No Offer” button, you will be guided to apply a new i-Cert first.

Submit PreQualification Q&A - Ref. PQQ0123402462Q1

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

Company not registered in Hong Kong or Joint Venture / Consortium company, can apply a Digital Certificate online through the system.

Your digital certificate was expired on Apply new digital certificate now?

After obtaining the new i-Cert, you could use it for submission via Digital Signature (iCert) section.

Search the PQ/ Tender/ Q&A again for submission.

Example IS2 : apply i-Cert support Java (for expired i-Cert) via submission page

After you click the “Submit Prequalification”, “Submit Pre-qualification Q&A”, “Submit Tender Offer”, “Submit Technical Offer”, “Submit Financial Offer” or “Submit No Offer” button, you will be guided to apply a new i-Cert first.

Submit PreQualification Q&A - Ref. PQQ0123402462Q1

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

Company not registered in Hong Kong or Joint Venture / Consortium company, can apply a Digital Certificate online through the system.

Your digital certificate was expired on **2015/01/01** Apply new digital certificate now?

After obtaining the new i-Cert, you could use it for submission via Digital Signature section.

Search the PQ/ Tender/ Q&A again for submission.

Example IS3 : Apply i-Cert not support Java via top menu bar

The top menu "Apply i-Cert" function can only apply i-Cert not support Java. You can apply i-Cert support Java only via submission page.



Apply New Digital Certificate

Your current digital certificate was issued on _____ and will be expired on _____.

Please send cheque of HKD150 equivalent amount, in your local currency, for the payment of digital certificate fee to the following:

Procurement & Contracts Department
MTR Corporation Limited
MTR Headquarters Building
Telford Plaza
Kowloon Bay
Hong Kong

Attn: Ms. Becky Yuen, Manager-System & Logistic

The cheque should be made payable to "MTR Corporation Limited". Please also mark on the back of the cheque your company name and indicate that this is the payment for digital certificate fee.

Payment by bank transfer is also accepted. Please contact our Ms. Jenny Liu via email jkmliu@mtr.com.hk for the bank account information, if bank transfer arrangement is preferred.

If you have lost or damaged your digital certificate, you need to re-apply a new one. The fee for re-applying digital certificate is HKD150 and the previous certificate will be invalid immediately.

For any assistance, please feel free to contact our Help Desk at (852) 8109 1821 during office hours or email to mtrcl@go-business.com.hk.

Apply New digital certificate now?

A "nojava" file name i-Cert e.g. 1234567890_nojava.cer will be issued to you.

Example IS4 : Apply i-Cert not support Java via submission page (“nojava” file name i-Cert should be used)

After you click the “Submit Prequalification”, “Submit Pre-qualification Q&A”, “Submit Tender Offer”, “Submit Technical Offer”, “Submit Financial Offer” or “Submit No Offer” button, you will be guided to apply i-Cert first.

Submit PreQualification Q&A - Ref. PQQ0123402462Q1

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

Company not registered in Hong Kong or Joint Venture / Consortium company, can apply a Digital Certificate online through the system.

Your digital certificate was expired on **2015/01/01**. Apply new digital certificate now?

After obtaining the new i-Cert, you should use the “nojava” file name i-Cert for submission via the Digital Signature section.
e.g. 1234567890_nojava.cer

Search the PQ/ Tender/ Q&A again for submission.

Report Sample I1 : Active i-Cert support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
1.	I-Cert	12077A	2016/08/19	2017/08/19	2016/08/19 09:50	Active	1024 bits	Support

Report Sample I2 : Active i-Cert not support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
2.	I-Cert	BE27C0	2016/08/19	2017/08/19	2016/08/19 09:47	Active	1024 bits	Not Support

Report Sample I3 : Two separate Active i-Certs support and not support Java - History Report

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
1.	I-Cert	12077A	2016/08/19	2017/08/19	2016/08/19 09:50	Active	1024 bits	Support
2.	I-Cert	BE27C0	2016/08/19	2017/08/19	2016/08/19 09:47	Active	1024 bits	Not Support