

MTR E-Tendering System

New Setup Guide (For Supplier) (Effective 19 August 2013)

E-Tendering System Website: www.hkextender.com

System Requirement (Effective 19 Aug 2013)

The system will only support the following operating systems.

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

The system will only support the following Internet Browsers

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

The system will only support the following Java Runtime Environment and will no longer support Microsoft Java Virtual Machine (MSJVM).

- Java SE 6 Runtime Environment (JRE) Update 32 or above (Java Plug-in 1.6.0_32)
- Java SE 7 Runtime Environment (JRE) Update 21 or above (Java Plug-in 1.7.0_21)

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Special notes in using the E-Tendering System

- Disable any anti-pop-up / block-pop-up function of commonly used toolbar. (e.g. ICQ toolbar, MSN/Hotmail toolbar, Yahoo toolbar, Google toolbar, etc.)
- Temporarily disable any Internet Firewall or security software if it will block the Java Applet. (e.g. Norton, McAfee, F-Secure, etc.)
- Turn off any Instant Messaging software which may affect the system. (e.g. MSN/Yahoo Messenger, QQ, ICQ, Skype, etc.)

Section 1. Find out which version of the Windows operating system and your PC is running the 32-bit or 64-bit version of Windows

The system only supports below operating systems:

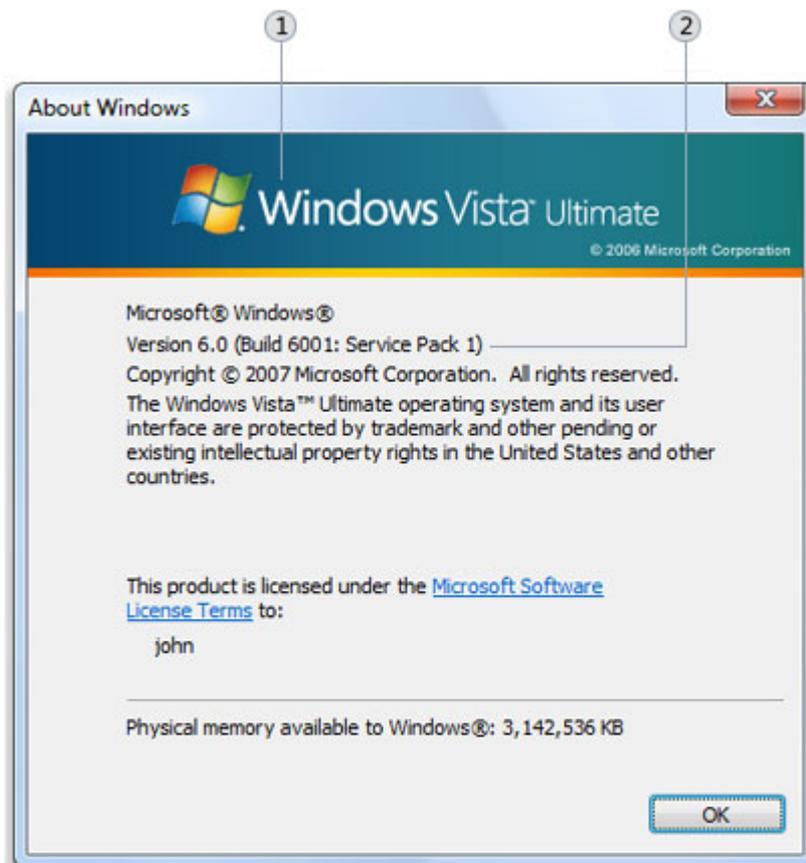
- Windows XP
- Windows Vista
- Windows 7
- Windows 8

Finding out which version of Windows you're running can help you determine which features are required to set up on your computer. Here's how to check.

- Click the **Start** button, type **winder** in the search box, and then press Enter

Note

If the steps above don't work on your computer, you might be running a previous version of Windows. To check, click **Start**, click **Run**, type **winver**, and then press Enter.



- 1 Windows version
- 2 Service pack number (if any)

This window displays the version and edition of Windows you're running. Each version of Windows comes in different editions with different features. This window also displays a service pack number if your version of Windows has been upgraded with a service pack.

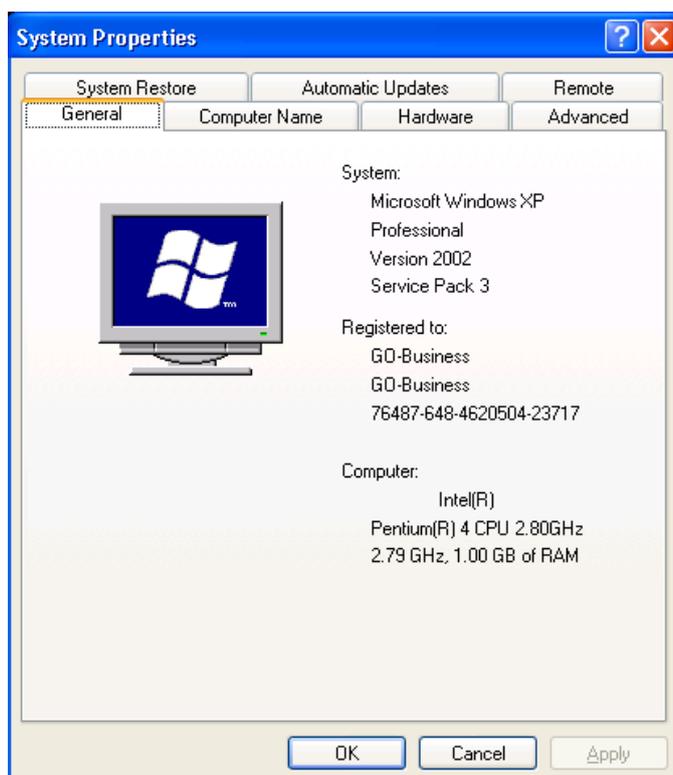


The About Windows window showing Windows XP Professional edition with Service Pack 3

Each version and edition of Windows also comes in a 32-bit or 64-bit version. The terms 32-bit and 64-bit refer to the way a computer's processor (also called a CPU), handles information. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than the 32-bit version. Follow the steps in the sections below to find out if your PC is running the 32-bit or 64-bit version of Windows and what edition of Windows is on your PC.

Computers running Windows XP

- Click **Start**, right-click **My Computer**, and then click **Properties**.



- If "x64 Edition" is listed under **System**, you're running the 64-bit version of Windows XP.
- If you don't see "x64 Edition" listed under **System**, you're running the 32-bit version of Windows XP.

The edition of Windows XP you're running is displayed under **System** near the top of the window.

Computers running Windows Vista, Windows 7 or Windows 8

- Click the **Start** button, right-click **Computer**, and then click **Properties**.



- If "64-bit Operating System" is listed next to System type, you're running the 64-bit version of Windows Vista, Windows 7 or Windows 8.
- If "32-bit Operating System" is listed next to System type, you're running the 32-bit version of Windows Vista, Windows 7 or Windows 8.

The edition of Windows Vista, Windows 7 or Windows 8 you're running is displayed under Windows edition near the top of the window.

Section 2. Find out which version of Internet Explorer is using

The system only supports below Internet Browser:

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

If you do not have Microsoft Internet Explorer, please visit following link to download and install Microsoft Internet Explorer.

<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>

Finding out which version of Internet Explorer you're using can help you determine which features are required to set up on your computer. Here's how to check.

- Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.
- Press ALT+H, and then click **About Internet Explorer**.



Section 3. Install and Configure Java SE 6 / 7 Runtime Environment (JRE)

The system supports Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to install and configure JRE on your computer.

- You can download and install Java from the following links

<http://www.java.com/en/>

- Restart your PC after installation

Section 4. Configure your Internet Explorer

There are some differences on the system requirements between Microsoft Internet Explorer 6, 7, 8 and 9. Please refer to the below sections to proper set up your PC before interacting with the E-Tendering System.

Configure Microsoft Internet Explorer Pop-up Blocker Feature

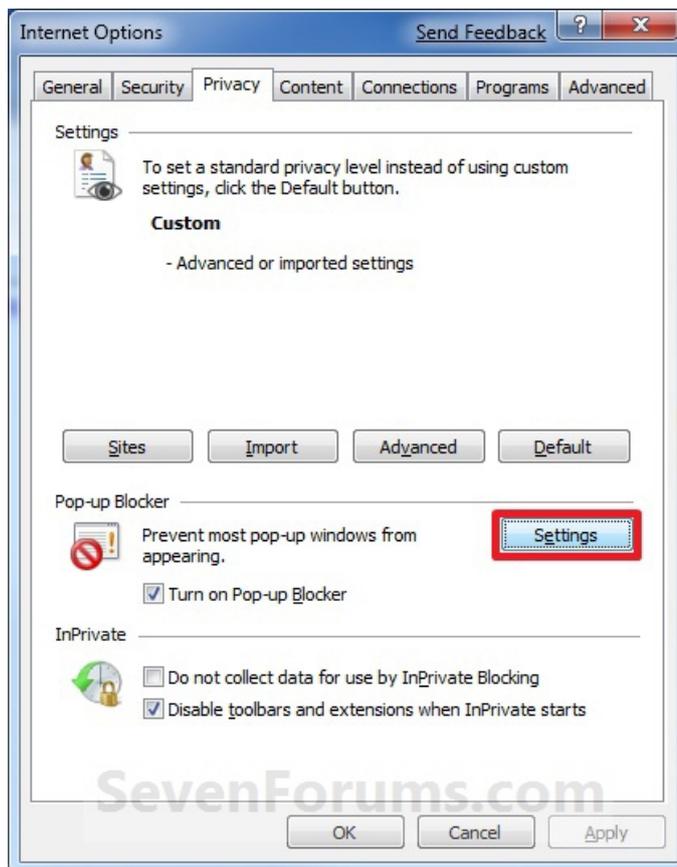
The system use pop-up windows to display message. Internet Explorer Pop-up Blocker by default prevents most pop-up windows from appearing over Web pages when you are browsing the Internet. Follow the steps in the sections below to turn it off.

- Open Internet Explorer, click **Tools** on the menu bar.
- Select **Internet Options**.
- Click the **Privacy** tab, and then click to clear **Block pop-ups** to turn Pop-up Blocker off.

Note

If you don't work to turn Pop-up Blocker off, follow the steps below to add an exception in Pop-up Blocker Exceptions.

- Click on the **Privacy** tab and **Settings** button.



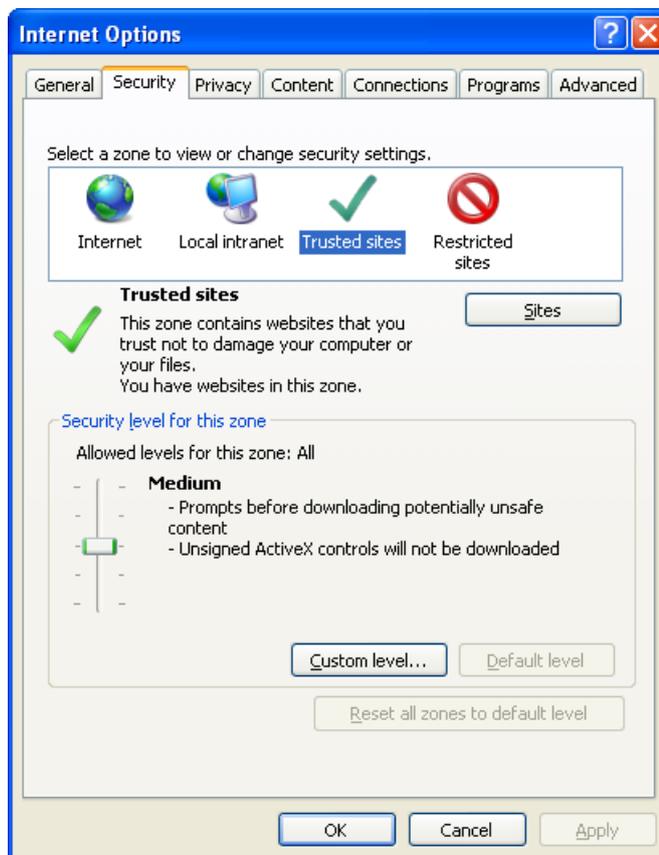
- Type **www.hkextender.com** in the **Address of website to allow** line, and then click on the **Add** button.
- Click on the **Close** button.

Configure the Trusted Sites zone

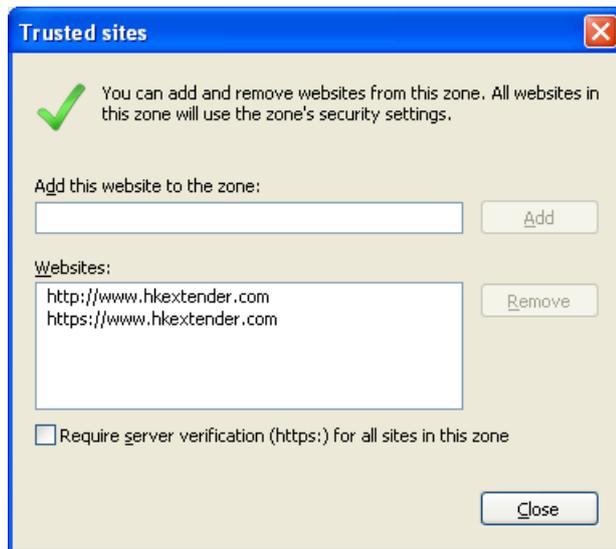
You need to assign the E-Tendering system Web site to the Trusted Sites zone in order to download and upload files and data from the system or your computer. Follow the steps in the sections below to configure the Trusted Sites zone.

Computer using Internet Explorer 6, 7 and 8

- Click **Internet Options** on the **Tools** menu.
- On the **Security** tab, click the **Trusted Sites** zone under **Select a Web content zone to specify its security settings**, and then click **Sites**.



- Clear the **Require server verification (https:) for all sites in this zone** check box.
- Type **http://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
- Type **https://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
- Click **OK**, and then click **OK** again.



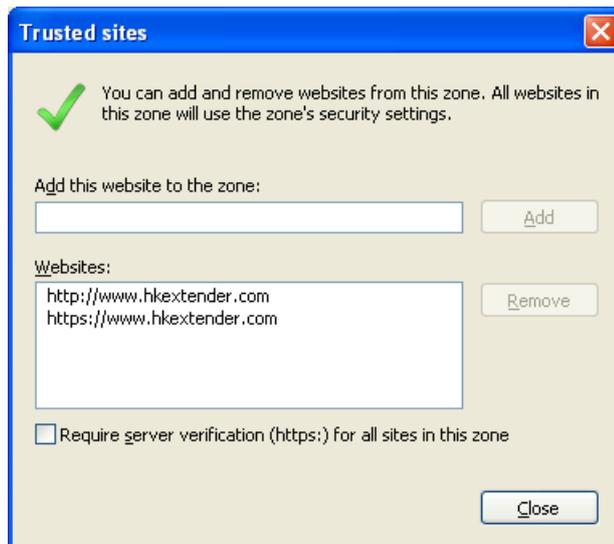
Computer using Internet Explorer 9 and 10

- Click **Internet Options** on the **gear** icon.
- On the **Security** tab, click the **Trusted Sites** zone under **Select a Web content zone** to specify its security settings, and then click **Sites**.



- Clear the **Require server verification (https:) for all sites in this zone** check box.

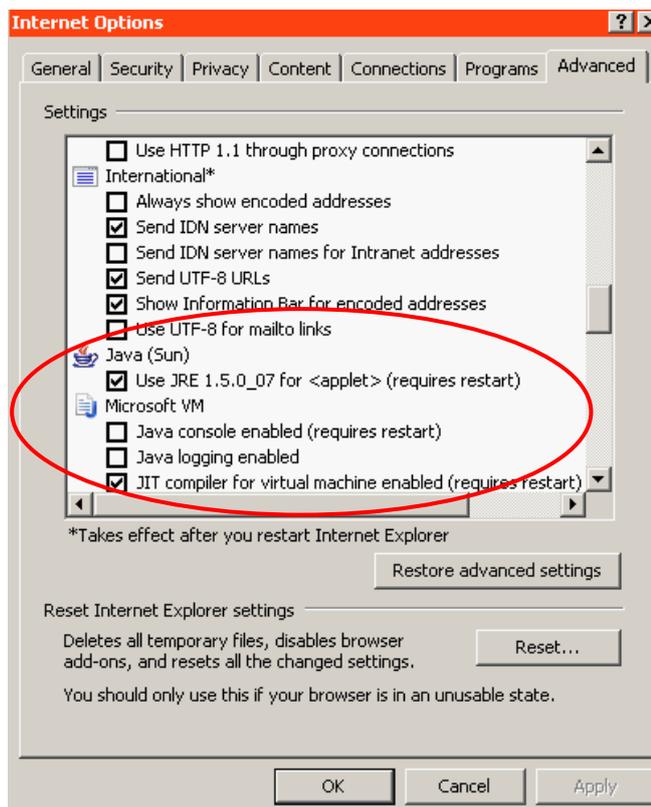
- Type **http://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
- Type **https://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
- Click **OK**, and then click **OK** again.



Configure Internet Explorer Options

The E-Tendering system is changed to support Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to change the options.

- Open Internet Explorer, click **Tools** on the menu.
- Click **Internet Options**
- Click the **Advanced** tab. If MSVM is installed in your browser, you will see a listing for Microsoft VM in the Internet Options menu. Clear the **JIT compiler for virtual machine enabled (required restart)** check box to disable.
- If Sun Java is installed in your browser, you will see a listing for Sun Java in the Internet Options menu. Check the **Use JRE 1.X.0_XX for <applet> (required restart)** check box to enable.



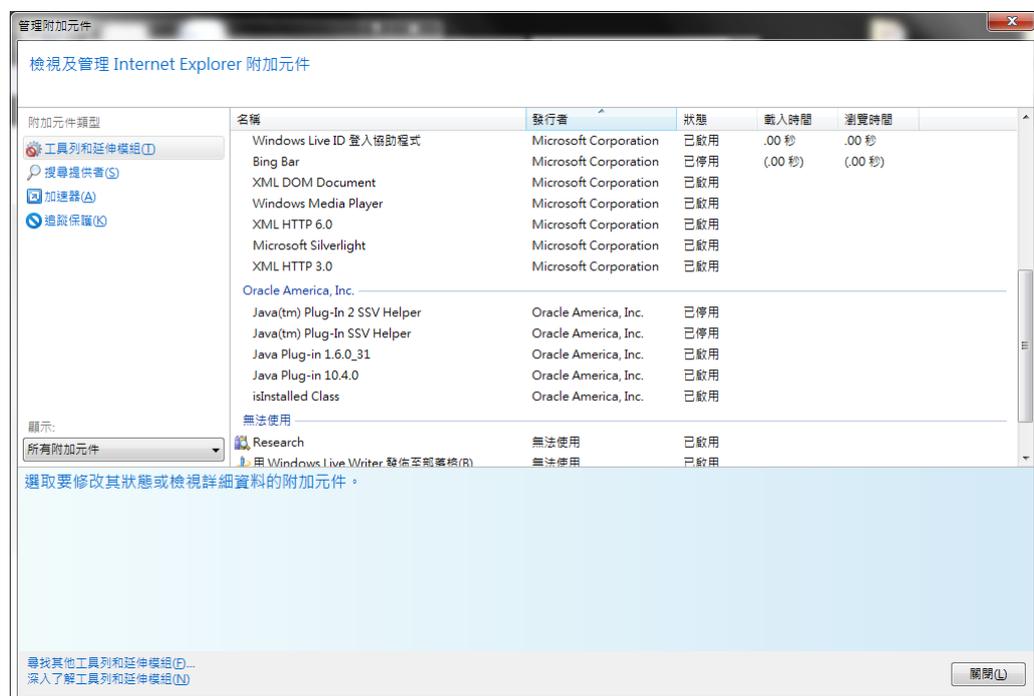
- Click **OK** and restart Internet Explorer.

Manage Internet Explorer Add-ons Feature

The system only supports below Java SE 6 / 7 Runtime Environment (JRE) on computer using Internet Explorer 6, 7, 8, 9 and 10:

Computer using Internet Explorer 6

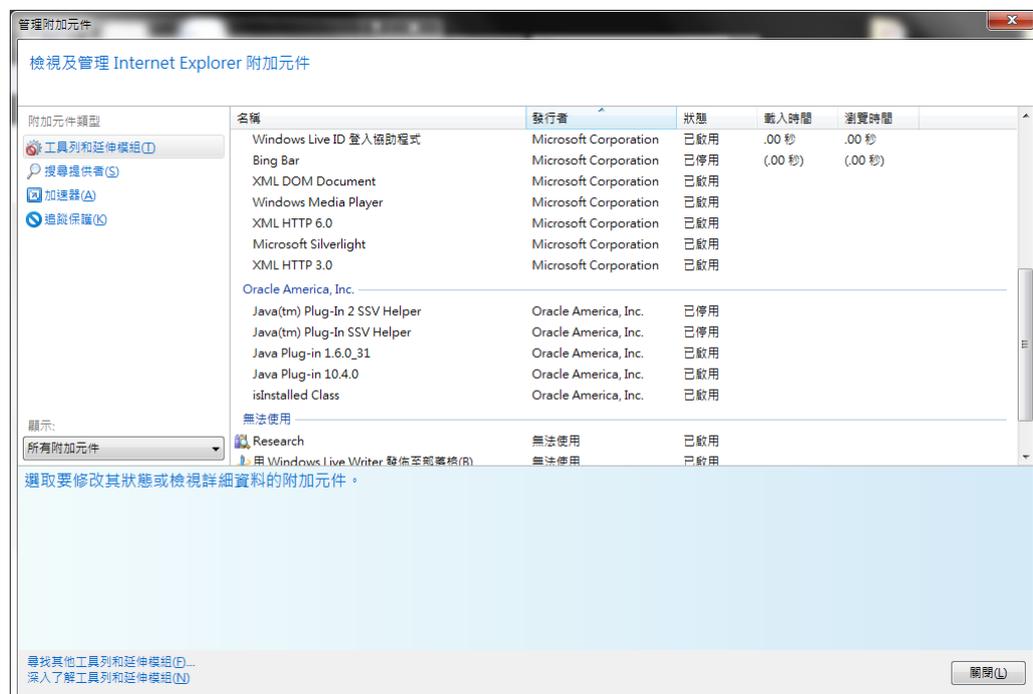
- Open Internet Explorer, click **Tools** on the menu.
- Click **Internet Options**.
- From the Internet Options window, click the **Programs** tab and select **Manage Add-ons**.
- Select **Show all add-ons**.
- From the Add-ons windows, click once to select (highlight) **Java Plug-in 1.X.0_XX** then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) **any non Java Plug-in 1.X.0_XX** then click the **Disable** button to disable this add-on.



- Click **Close** and **OK** to accept the change

Computer using Internet Explorer 7, 8, 9 and 10.

- Open Internet Explorer, click **Tools** on the menu.
- Click **Manage Add-ons**.
- From the Internet Options window, click the **Programs** tab and select **Manage Add-ons**.
- Select **Show all add-ons**.
- From the Add-ons windows, click once to select (highlight) **Java Plug-in 1.X.0_XX** then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) **any non Java Plug-in 1.X.0_XX** then click the **Disable** button to disable this add-on.



- Click **Close** and **OK** to accept the change

Section 5. Change your Windows User Account Control (UAC) setting

Computer using Windows Vista

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click **User Accounts**.
- In the User Accounts window, click **User Accounts**.
- In the User Accounts tasks window, click **Turn User Account Control on or off**.
- If UAC is currently configured in Admin Approval Mode, the User Account Control message appears. Click Continue.
- Clear the **Use User Account Control (UAC) to help protect your computer** check box, and then click **OK**.

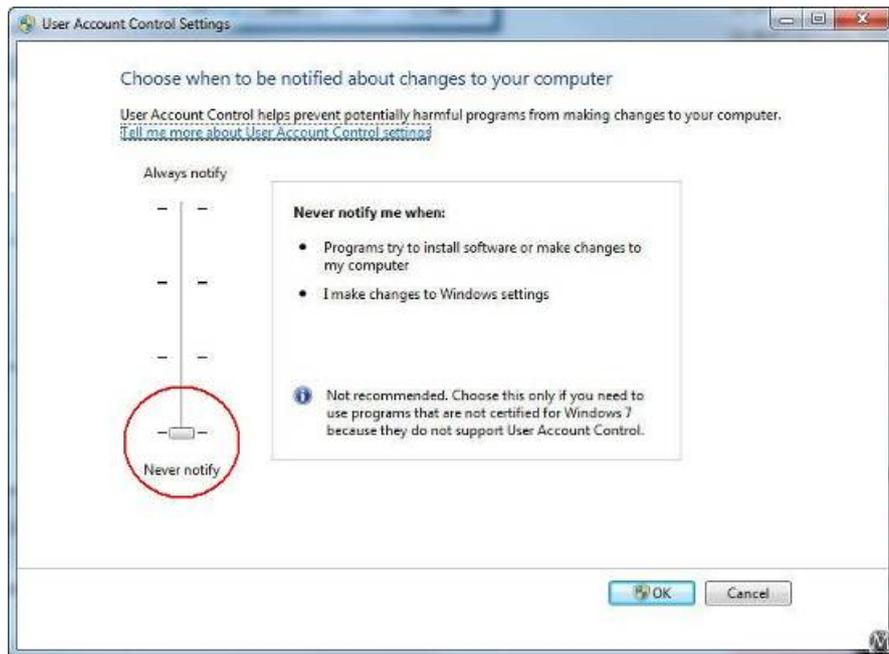


- Click **Restart Now** to apply the change.

Computer using Windows 7 and 8

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click **User Accounts**.
- In the User Accounts window, click **User Accounts**.
- In the User Accounts tasks window, click **Change User Account Control Settings**.
- In Change User Account Control Settings task window, set the control setting as **Never notify**



- Click **OK** and then click **Restart Now** to apply the change.