

Supplier Registration Quick Guide

Account Activation

Step 1: At Internet Browser, type the web address

<https://cupro-cuhk.com/Supplier/en/FirstTimeUser/New.aspx>

Step 2: Enter User ID and Registered E-mail Address

Step 3: Enter the Verification Code, which has already been sent to your registered email

Step 4: Set your own Password and click "login"

Complete Registration Application

Step 5: Click "Setting" – "Change of company Info" to complete the supplier registration form

Step 6: Click "Edit" and complete the supplier registration form

Step 7: Click "**Submit for Review**" to submit application

Step 8: Click the box to agree the terms specified in the disclaimer. Click "**Accept**" button

Step 9: The registration application will be under review and verification

Notified email will be sent once the registration application is approved.

Setup Sub-Account Users

(Principal Account holder can assign and manage 5 addition sub-accounts. It has same rights to the Principal Account, including full access to Tender and RFQ.)

Step 1: Login in as Principal account - Click "**Supplier**" in CUHK Procurement System Supplier Login Page

Step 2: Click "**Click here to Login**" under Login

Step 3: Read Terms of Use and click "**Accept**" if you agree

Step 4: Enter User ID and Password

Step 5: Click "**Change User Information**" under "Setting" pull-down menu

Step 6: Update "Sub-account information" and check "**Enabled**" box

Step 7: Click "**Save**"

Sub-Account Activation

Step 8: At Internet Browser, type the web address

<https://cupro-cuhk.com/Supplier/en/Login/index.aspx>

Step 9: Click the link under Account Activation

Step 10: Enter the User ID and the Registered Email Address

Step 11: Enter the Verification Code, which has already been sent to your registered email

Step 12: Set your own Password and sub-account activation process is done

CUHK Procurement System Website: <https://cupro-cuhk.com/>

CUHK Procurement System Helpdesk

Email: etender@cuhk.edu.hk