

Supplier User Manual

Procurement Portal


In order to expand cooperation with potential suppliers, pursue the greatest benefit of the company and also in line with transparency principle in corporate governance, Yang Ming's procurement-related matters are announced through the Procurement Portal to welcome potential suppliers to participate.

For sustainable supply chain management, Yang Ming has formulated Supply Chain Management Policy and Ethical Management terms for all employees and suppliers to comply.

Before participating in the bidding, suppliers may refer to the General Notices and sign or provide necessary documents as required by individual procurement cases.


Procurement Portal

- Website: <https://procure.yangming.com/>

 Procurement Portal

[Yang Ming Official Website](#) [Register](#) [Login](#)

[Announcement News](#) [System Announcement](#) [General Notices](#) [Operating Manual](#)



Welcome to Yang Ming Marine Transport Corporation Procurement Portal

announcement list




[Tender Notice](#)


[Q Search](#)


Publish Date	deadline	Case number	Title	Status	Type	way of award
2022/11/10 18:30	2022/11/30 12:00	PCDD-22-0058	1110 FUEL test	First	Announcement	The unit price
2022/11/10 15:00	2022/11/30 19:00	PCDD-22-0057	1110 test	First	Announcement	Category

Procurement Notices


- You can click on the Procurement Notice title for more detail information.

My Sites   YM TEST Corp. 

 Procurement Portal

[Yang Ming Official Website](#) [Register](#) 

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Welcome to Yang Ming Marine Transport Corporation Procurement Portal

announcement list

[Tender Notice](#)


[Search](#)

<u>Publish Date</u> ▼	deadline	Case number	Title	Status	Type	way of award
2022/11/11 12:00	2022/11/19 12:00	PCDL-22-0011	HBD flora deco.	First	Announcement	Total price
2022/11/10 18:30	2022/11/30 12:00	PCDD-22-0058	1110 FUEL test	First	Announcement	The unit price

Supplier Registration(1/2)

Step 1 : Click on the 【Register】 button.

Step 2 : Fill in all mandatory data fields and upload necessary document.

 Procurement Portal

Yang Ming Official

1

Register

Login

Announcement News

System Announcement

General Notices

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Registration

It takes two working days to review the supplier registration. The system will send the notification automatically after review. If you do not receive the system notification after two working days, please contact: ag_procurement@yangming.com
The registration approval neither indicates a qualified supplier nor any transaction or commitment is made between your company/you and Yang Ming Marine Transport Corp.

2

Vendor Information

* Supplier Name

* Tax ID

* Company Owner

* Country category ☐ Domestic ☒ Foreign ☐ Domestic(Personal)

* Language ☐ Chinese (Taiwan) ☒ English

* Country

Japan

zip code

* City

* Address

* mail title -The default is brought in by the name of the supplier you can modify it if necessary.

* Email

* Supplier Category(multi selection)

PLEASE ADD SUPPLIER CATEGORY

SELECT ALL

CANCEL ALL

Vessels - Ship building

Vessels - Time Charter

Vessels - demolition

Vessels - ship purchase

Marine fuel - Fuels

Container/ Chassis/ Genset - Manufacture (Reefer included)

Container/ Chassis/ Genset - Container leasing

Container/ Chassis/ Genset - Container Lashing Gears

Container/ Chassis/ Genset - Container Seals Purchase

Container/ Chassis/ Genset - Container for sale

Supplier Registration(2/2)

Step 3: After entering all data, please click on the 【Submit】 button to complete the registration process.

*It takes 2 working days to review the supplier registration.

*The system will send the notification automatically after review. If you do not receive the system notification after 2 working days, please contact: ag_procurement@yangming.com

Main contact information

*User name

Job Title

Contact number

Fax

*Email

+ -

Other contact information

User name

Job Title

Contact number

Fax

Email

+ -

Upload registration document

★ Allow file type is(jpg,png,gif,doc,docx,xlsx,pdf,zip)

★ Maximum file size of one file50M

★ Maximum 5 document to upload

★ For foreign companies, please upload the company registration files and business profiles.

★ If the original file is neither in Chinese nor English, an English or Chinese translation verified copy is required.

選擇檔案 沒有選擇檔案

+ -

Consent to provide personal information

☒ Yang Ming Procurement Portal Terms of Use and Disclosure Regarding Use of Personal Data

☐ Approve

7882

Test Verification (Required)

< CANCEL

✓ SUBMIT

3

Application notice

- You will receive the application notice to confirm your application.
- Please click on the link for login verification and changing password.
- *New password must contain at least 8 characters. A mixture of uppercase letters, lowercase letters, and numbers.
- *Please keep the account and password securely to protect your company's/your own rights and interests.

Hello,

Welcome to Yang Ming Marine Transport Corporation Procurement Portal. Please be informed that your application has been approved. We have generated account and password for you as following.

Account : 10341W
Password : U54IYtzipz
Verification code : eac1cc9c-0538-49e3-85ad-dadd0441cb83

Click on the link below for login verification and changing password :
https://procure.yangming.com/en_US/c/portal/verify_email_address?ticketKey=eac1cc9c-0538-49e3-85ad-dadd0441cb83&p_l_id=21646

Verify Email Address

Please enter your verification code.

Email Verification Code

eac1cc9c-0538-49e3-85ad-dadd0441cb83

Verify

Account

10341W

Password

.....


Sign In

OpenID Forgot Password Supplier Registration

New Password

Please set a new password.

New Password

Password  Must contain at least 8 characters. A mixture of uppercase letters, lowercase letters, and numbers.

Enter Again

Save

Supplier information revision

Step 1 : Click on the 【Login】 button → 【Procurement Portal】

Step 2 : Click 【Supplier Change Request】 → 【Edit Vendor detail】

Step 3 : Revise the information and then click on the Submit button.

The screenshot displays the Procurement Portal interface. At the top, a navigation bar includes a logo, the text 'Procurement Portal', and a red button labeled 'Announcement News'. To the right of the logo, there are links for 'System Announcement', 'General Notices', and 'Operating Manual'. A red box labeled '1' highlights the 'Login' button in the top right corner. Below the navigation bar, the main content area is divided into two sections. The left section, titled 'Vendor Information', contains a form with fields for 'Company Name' (YM TEST Corp.), 'Tax ID', 'Company Owner' (Ting), 'Country category' (Other), 'Language' (English), 'Country' (United States), 'zip code' (606371), 'City' (Chicago), 'Address' (5 E 67th Street), 'mail title' (YM TEST Corp.), 'Email' (0828-1nxo71399@omeie.com), and 'Supplier Category' (Vessels - Ship building, Vessels - Time Charter, Vessels - demolition, Vessels - ship). The right section, titled 'Contact Information', contains a table with columns for 'User name', 'Contact person type', 'Job Title', 'Contact number', 'Email', 'Cell number', 'Fax', 'subaccount', 'subaccount status', and 'permissions'. The table has two rows: one for 'TING' (Main contact) and one for 'AP' (Main contact). A red box labeled '2' highlights the 'Edit vendor detail' button at the bottom of the page. A red arrow points from the 'Supplier Change Request' button in the left sidebar to the 'Edit vendor detail' button.

Procurement Portal

Announcement News

System Announcement

General Notices

Operating Manual

Vendor Information

Company Name: YM TEST Corp.

Tax ID:

Company Owner: Ting

Country category: Other

Language: English

Country: United States

zip code: 606371

City: Chicago

Address: 5 E 67th Street

mail title: YM TEST Corp.

Email: (Used to receive emails such as audit notices, forget passwords, etc.) 0828-1nxo71399@omeie.com

Supplier Category: Vessels - Ship building, Vessels - Time Charter, Vessels - demolition, Vessels - ship

Contact Information

User name	Contact person type	Job Title	Contact number	Email	Cell number	Fax	subaccount	subaccount status	permissions
TING	Main contact			0828-1nxo71399@omeie.com					
AP	Main contact			0828-2nxo71399@omeie.com					

Supplier registration document

File List

check-PCDL-23-0120.doc (136.5k) (Opens New Window)

Edit vendor detail

Edit Group

*It takes 2 working days to review the revision application.

*The system will send the notification automatically after review. If you do not receive the system notification after 2 working days, please contact:


ag_procurement@yangming.com

Subaccount application(1/4)

- To allow suppliers to configure multi-window management settings.

Step 1 : Click **【Supplier Change Request】** → **【Edit Vendor detail】**

Portal



Welcome YM TEST Corp.!

YM TEST Corp.

Purchasing Information

Supplier Work

Vendor Information

Company Name

YM TEST Corp.

Tax ID

Company Owner

Ting

Country category

Other

Language

English

Country

United States

zip code

606371

City

Chicago

Address

5 E 67th Street

mail title

YM TEST Corp.

Email (Used to receive emails such as audit notices, forget passwords, etc.)

0828-nxo71399@omeie.com

Supplier Category

Vessels - Ship building, Vessels - Time Charter, Vessels - demolition, Vessels - ship

Contact Information

User name	Contact person type	Job Title	Contact number	Email	Cell number	Fax	subaccount	subaccount status	permissions
TING	Main contact			0828-1nxo71399@omeie.com			10276N_001	approve	share permissions
AP	Main contact			0828-2nxo71399@omeie.com					

Supplier registration document

File List

[check-PCDL-23-0120.doc \(136.5k\) \(Opens New Window\)](#)

1

Edit vendor detail

Edit Group

It is recommended to use Windows 10 or above operating system, and use the latest versions of Google Chrome and Microsoft Edge browsers, which are the most suitable working environment.

【Edit vendor detail】 : Suppliers can modify registration information or submit requests for adding new contacts and subaccount applications. Changes made will undergo verification by our company's verification personnel before approval.

【Edit Group】 : Suppliers can edit the group status of subaccounts within their company. This enables individuals within the same group to mutually confirm each other's information, bids, and progress status.

Subaccount application(2/4)

existing contacts

User name	Contact person type	Job Title	Contact number	Email	Cell number	Fax	subaccount	subaccount status	permissions	Delete
TING	Main contact			0828-1nxx071399@omeie.com			10276N_001	<input type="checkbox"/> inactive sub account	share permissions	<input type="checkbox"/>
AP	Main contact			0828-2nxx071399@omeie.com				<input type="checkbox"/> add subaccount	share permissions	<input type="checkbox"/>

Add contact

User name

Contact person type

Email (Email must not be repeated)

☐ add subaccount

permissions

Existing supplier registration document

File List

[check-PCDL-23-0120.doc \(136.5k\) \(Opens New Window\)](#)

Upload registration document

- * Allow file type is(jpg,png,gif,doc,docx,xls,xlsx,pdf,zip)
- * Maximum file size of one file 50MB
- * Maximum 5 document to upload
- * For foreign companies, please upload the company registration files and business profiles.
- * If the original file is neither in Chinese nor English, an English or Chinese translation verified copy is required.

選擇檔案 沒有選擇檔案

4

Submit

Cancel

Step 2 : Existing applied accounts/subaccounts will be displayed here. Changes to the data and permissions of applied accounts can be made in the table.

Step 3 : Add Contact :

- Create Subaccount : This account will receive new login credentials. If [Create Subaccount] is not selected, no login account will be available.
- Permissions : Represent the authorization level of the account.
 - Independent Permission : only can query operational data of team members within the same group.
 - Shared Permission : Can query operational data of all personnel within the supplier.

Step 4 : Once all changes are completed, click [Submit]. Changes will take effect after verification by our company's verification personnel.

Subaccount application-Edit group(3/4)

- Subaccounts can be categorized and grouped.

It is recommended to use Windows 10 or above operating system, and use the latest versions of Google Chrome and Microsoft Edge browsers, which are the most suitable working environment.

Contact Information

User name	Contact person type	Job Title	Contact number	Email	Cell number	Fax	subaccount	subaccount status	permissions
TING	Main contact			0828-1nrxo71399@omeie.com			10276N_001	approve	share permissions
AP	Main contact			0828-2nrxo71399@omeie.com					
AP1	Main contact			0828-3nrxo71399@omeie.com			10276N_002	approve	alone permissions
AP2	Other contact			0828-4nrxo71399@omeie.com			10276N_003	approve	alone permissions
AP3	Main contact			0828-5nrxo71399@omeie.com					

Supplier registration document

File List

[check-PCDL-23-0120.doc \(136.5k\) \(Opens New Window\)](#)

← group

➕ Add

account: 10276N vendor name: YM TEST Corp.

group name

group description

Selected

Available

TING(share permissions)
AP(share permissions)
AP1
AP2
AP3(share permissions)

Submit

1 Edit vendor detail Edit Group

2

3

4

Step 1: Click on [Edit Group].

Step 2: Click on [Add] to create a new supplier group category and edit the members within.


Step 3: If you want to add a subaccount group, please enter the group name and description information.


Step 4: Use the arrow buttons here to move desired members to the left for grouping, and click [Submit] to complete the grouping.

- Personnel marked with (share permissions) have share permissions.
- Changes to group data in this section do not require personnel verification through our company.




Subaccount application-Edit group(4/4)

- Subaccounts can be categorized and grouped.
- Current Grouping List - The same individual can be included in different groups.
- Edit and Delete - You can click on [Edit] to edit and maintain the groups, and click on [Delete] to delete a group.

 group

 Add

account: 10276N vendor name: YM TEST Corp.

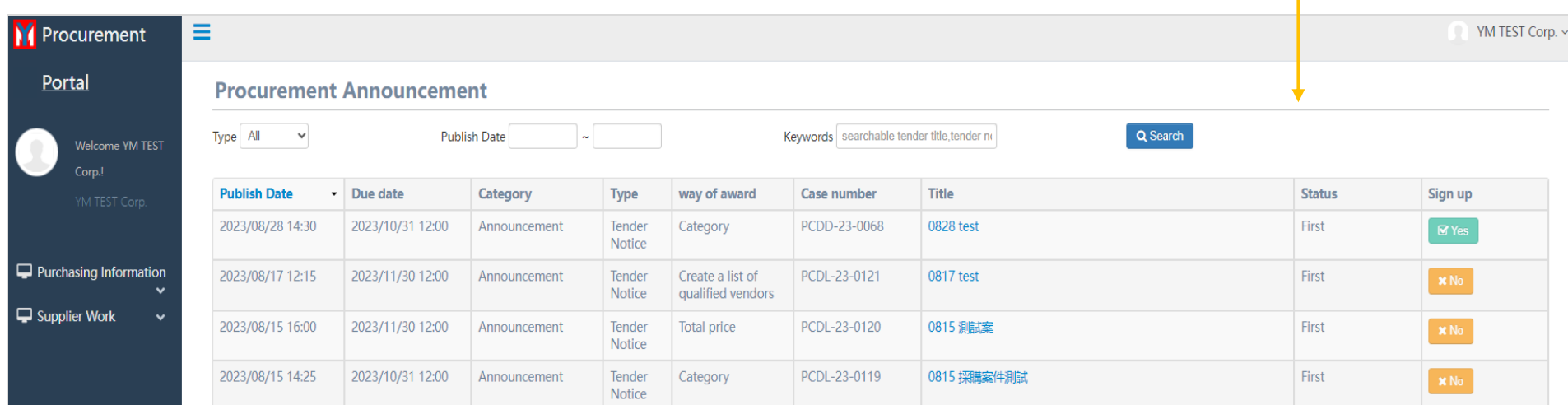
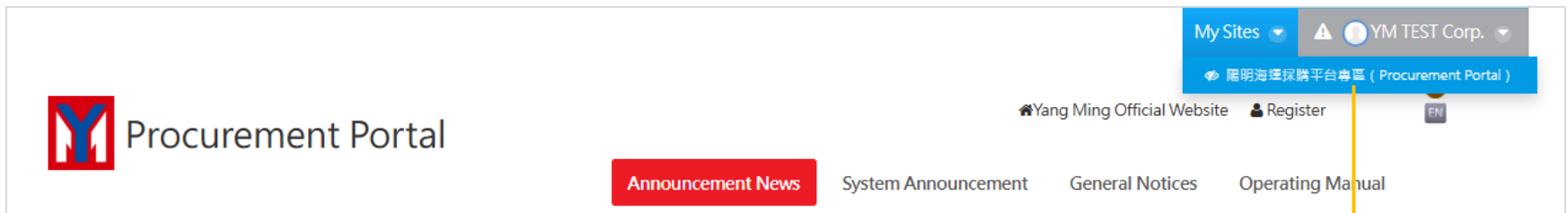
group name	group description	member 1	2
Test 1		TING(share permissions),AP(share permissions),AP1	<div> Edit</div> <div> Actions</div>
Test 2		AP1,AP2,AP3(share permissions)	<div> Actions</div>

View announcement

Step 1 : Click on the 【Login】 button → 【My Sites】 → 【Procurement Portal】

Step 2 : Click 【Purchasing Information】 → 【Purchase Announcement】

Step 3 : Click on the announcement title to view the content of the announcement.



Sign up the bidding(1/2)

0828 test

標案案號(bidding Number): PCDD-23-0068

標案名稱(bidding Name): 0828 test

決標原則(Principles of Contract Award): 一般最低標(The lowest tender)

決標方式(Types of Contract Award): 分項決標(Category)

投標截止日期(Bidding Expiration Date): 2023/08/29 10:30

是否複數決標(Multiple Award): Yes

採購承辦人(Person in charge): AP 劉麗雲

TEL: 02-24559988 #00000

E-MAIL: sylvia@yangming.com

Tender files:

📎 競標測試.xls

1

Sign up

Back

※Precautions※

After clicking on the [Sign up] button, please follow the steps below carefully: "Supplier Work → Supplier Case → Action → Tender upload and documents and enter the quoted price will it be considered as a complete quotation. If there is any hard copy should be provided, please send

Sign up

application deadline: 2023/08/29 10:30

Case name	Case number	Version	Multiple Award	Tender closing date
0828 test	PCDD-23-0068	001	Yes	2023/08/29 10:30

Project contact

AP2

2

Sign up

Back

※Precautions※

After clicking on the [Sign up] button, please follow the steps below carefully: "Supplier Work → Supplier Case → Action → Tender upload and quotation". Only when you upload the bid documents and enter the quoted price will it be considered as a complete quotation. If there is any hard copy should be provided, please send them to the designated address of our company.

0828 test

標案案號(bidding Number): PCDD-23-0068

標案名稱(bidding Name): 0828 test

決標原則(Principles of Contract Award): 一般最低標

決標方式(Types of Contract Award): 分項決標

投標截止日期(Bidding Expiration Date): 2023/08/29 10:30

是否複數決標(Multiple Award): Yes

採購承辦人(Person in charge): AP 劉麗雲

TEL: 02-24559988 #00000

E-MAIL: sylvia@yangming.com

Tender files:

📎 競標測試.xls

1. For all interested suppliers, after logging in, please click on the title of the project, and then click [Sign up] to sign up the bidding. Then, you will be able to view any questions regarding the bidding, and the system will display [Already sign up].
2. Suppliers can designate the [Project Contact] based on the individual case. However, this contact person must complete the subaccount application first under [Supplier Work] → [Supplier Change Request].
 - After signing up, this project will be available in the [Supplier Case] section for easy access to the current progress and bidding operations of the project.
 - Important notice: After clicking on the [Sign up] button, please follow the steps below carefully: Supplier Work → Supplier Case → Action → Tender upload and quotation. Only when you upload the tender documents and enter the quoted price will it be considered as a complete quotation. If there is any hard copy should be provided, please send them to the designated address of our company. Only after uploading the tender documents and entering the quoted amount will the quoting process be considered complete. If physical documents need to be attached, they should be sent to the designated address of the procurement case handler at our company.

Already sign up

Back

※Precautions※

After clicking on the [Sign up] button, please follow the steps below carefully: "Supplier Work → Supplier Case → Action → Tender upload and quotation". Only when you upload the bid documents and enter the quoted price will it be considered as a complete quotation. If there is any hard copy should be provided, please send them to the designated address of our company.

Sign up the bidding(2/2)

- After the bid submission deadline, it will no longer be possible to sign up, and submit tender documents and quoted price in the system.

← 0828 test

標案案號(bidding Number): PCDD-23-0068

標案名稱(bidding Name): 0828 test

決標原則(Principles of Contract Award): 一般最低標(The lowest tender)

決標方式(Types of Contract Award): 分項決標(Category)

投標截止日期(Bidding Expiration Date): 2023/08/29 10:30

是否複數決標(Multiple Award): Yes

採購承辦人(Person in charge): AP

TEL: 02-24559988 #00000

E-MAIL: sylvia@yangming.com

Publication date: 2023/08/28 14:30 —

Due date: 2023/10/31 12:00 —

Category: Announcement —

Status: First —

Type: Tender Notice —

Tender files:

📎 競標測試.xls

Can not sign up

Back

※Precautions※

After clicking on the [Sign up] button, please follow the steps below carefully: "Supplier Work → Supplier Case → Action → Tender upload and quotation". Only when you upload the bid documents and enter the quoted price will it be considered as a complete quotation. If there is any hard copy should be provided, please send them to the designated address of our company.

Invitation letter to the bidding

- Our company can also send invitation letter to the suppliers through the system, notifying them to access the system for checking relevant bidding information.



2023/8/28 (週一) 下午 03:30

陽明海運採購平台專區通知 <ProcurementPortal@yangming.com>

[YM Procurement Portal] – Invitation to Bid of 「PCDD-23-0068 0828 test」

收件者

副本

Hello,

The bidding information of 「PCDD-23-0068 0828 test」 has been posted on Yang Ming Marine Transport Corporation Procurement Portal. The period for bid submission starts from 2023/08/28 14:30 to 2023/08/29 10:30. If you are interested in submitting a bid in response to this letter, please enter Procurement Portal (<https://procure.yangming.com>) to check all relevant information. All bidders shall submit their bids before the bid submission deadline.

Person in Charge : Name : AP ; TEL : 02-24559988 #00000 Email : _____@yangming.com

※This is an auto email. Please do not reply to this email directly.※

Yang Ming Marine Transport Corporation

Notification date:2023/08/28 15:30

Introduction to the Supplier Cases Page

- This function allows you to query sign up cases for suppliers, and conduct actions such as viewing and related operations on the cases.
- Click **【Supplier Work】** → **【Supplier Cases】**

1. View detail - Allow you to view the content of the bidding project items.
2. View announcement - Enable you to access the procurement announcement information for the respective case.
3. Tender document download - Directly download the documents provided by our company for this tender.
4. Tender upload and quotation - Uploading of Tender document and quoting.
5. Question management - Raise/reply to questions regarding the bidding.
6. Price negotiation - After opening of tenders, our company may conduct negotiations with vendors through this section.

Procurement Portal

Welcome Test E 保險公司!

Test E 保險公司

Purchasing Information

Supplier Work

Supplier Case

Case list History case list

Status Case Number Case name Product name

All Case Number Keywords Keywords Search

Case name	Case Number	Version	Procurement plan	Types of Award	Status	Already sign up	Tender closing date	To do	Applicant	Action
0828 test	PCDD-23-0068	001	Bidding	Category	Has been published	Yes	2023/08/2			View detail View announcement Tender documentation download Tender upload and quotation Question management Price negotiation
0719 test APGC	PCDL-23-0111	001	Bidding	Category	Bid opening	Yes	2023/07/1			
0712 test 最有利標	PCDL-23-0078	001	Bidding	Total price	Bargain / Negotiation	Yes	2023/07/1			

Tender upload and quotation(1/3)

- Suppliers are required to upload tender documents and input quotations according to the list of documents required by the project settings before the bid submission deadline .
 - Click **【Supplier Work】** → **【Supplier Cases】** → **【Tender upload and quotation】**
- * Note: If the system is idle for more than 60 minutes, your account will be automatically logged out. Please log in again to continue using the system.

The screenshot displays the 'Procurement Portal' interface. On the left is a dark blue sidebar with a 'Portal' header, a user profile for 'YM TEST Corp.', and navigation links for 'Purchasing Information' and 'Supplier Work'. The main content area is titled 'Supplier Case' and includes tabs for 'Case list' and 'History case list'. Below these are search filters for Status (set to 'All'), Case Number, Case name, and Product name, with a 'Q Search' button. A table lists supplier cases with columns: Case name, Case Number, Version, Procurement plan, Types of Award, Status, Already sign up, Tender closing date, To do, Applicant, and Action. One case is listed: '0828 test' with Case Number 'PCDD-23-0068', Version '001', Procurement plan 'Bidding', Types of Award 'Category', Status 'Has been published', and 'Already sign up' 'Yes'. The 'Tender closing date' is '2023/08/2'. An 'Action' dropdown menu is open for the first case, showing options: 'View detail', 'View announcement', 'Tender documentation download', 'Tender upload and quotation' (highlighted), 'Question management', and 'price negotiation'.

Case name	Case Number	Version	Procurement plan	Types of Award	Status	Already sign up	Tender closing date	To do	Applicant	Action
0828 test	PCDD-23-0068	001	Bidding	Category	Has been published	Yes	2023/08/2			<ul style="list-style-type: none">View detailView announcementTender documentation downloadTender upload and quotationQuestion managementprice negotiation

Tender upload and quotation(2/3)

Step 1 : Upload tender documents according to the list of documents required by the project settings.

Step 2 : If additional documents are necessary, you can click the dropdown menu to upload additional documents.

Step 3 : After selecting and confirming the upload file, please remember to click 【Uploading】 to complete the file upload.

Tender upload and quotation

* The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.

- * Tender upload deadline is: 2023/08/29 10:30
- * Allow file type is(jpg,png,gif,doc,docx,xls,xlsx,pdf,zip)
- * Maximum file size of one file 50MB

Suppliers to provide necessary documents.

1

*Document type(Not Uploaded)

Price Bid

Document code

Proof of manufacturer's tax payment

Custom description(this column is only used when the file name is other)

選擇檔案 沒有選擇檔案

*Document type(Not Uploaded)

Specification Bid

Document code

Specification Differences Table

Custom description(this column is only used when the file name is other)

選擇檔案 沒有選擇檔案

+ The supplier provides additional documents.(Click to Expand)

2

Uploading

*After selecting and confirming the upload file, please click the "Upload" button, the data will be sent and saved correctly

no entries were found

Tender upload and quotation(3/3)

Step 4 : Select Bid Currency

Step 5 : Filling in the quotation : (1) You can individually input quotation for each item, or (2) click 【Export Quotation】 to download the format to fill in "Unit Price" and "Remarks" to save the file, and then click 【Import submit】 to upload the quotation file.

Step 6 : After completing the quotation, click 【save price mark amount】 .

Tender upload and quotation

★1. The downloaded file can only modify the "unit price" and "remarks" column, and other columns cannot be changed or modified.
★2. Only the downloaded quotation template can be used for file upload. If the upload file is not in this template, the bidding process will be affected. Our company bears no responsibility for any related issues.
★3. If there is a validation error during the upload, please redownload the quotation template or directly enter the quotation on the following interface.
★4. When the bidding method is through selective tendering procedures or through multi-step tendering procedures(the tender of the qualification), the quotation information does not need to be filled in. However, when the bidding document mentions the need to provide preliminary quotation information, please be sure to fill in the quotation information.

Import quotation data

Bid Currency (Required)

Line ID	Item/Category	Name of Probaict, Specification, Suggested brand and model	Equivalent	Other demands	Requested date	Place of delivery	Address	Consignee/Contact information	Quantity	Unit	unit price(tax excluded)	Subtotal(tax excluded)	Currency	Remarks
001	A1	B1	No	J1	2020/09/23 15:00	L1	M1	N1	1	E1	<input type="text" value="0"/>	<input type="text"/>	AUD	
002	A2	B2	No	J2	2020/09/23 15:00	L2	M2	N2	2	E2	<input type="text" value="0"/>	<input type="text"/>	AUD	
003	A3	B3	Yes	J3	2020/09/23 15:00	L3	M3	N3	3	E3	<input type="text" value="0"/>	<input type="text"/>	TWD	

Total due: 0 AUD Total due(tax including): 0 AUD

* Update total due after saved

- In the case of **selective tendering procedures** or **multi-step tendering procedures**(qualification tenders), the quotation information does not need to be filled in. However, if the bidding documents specify the need for preliminary quotation information, it must be provided.
- If **the tender is awarded by different items**, you only need to fill in the items that can be quoted (at least one item must be quoted).

Question management-Raise Question(1/4)

- Suppliers can raise question for clarification regarding the content of the tender.

Step 1 : Click 【Supplier Work】 → 【Supplier Cases】 → 【Action】 → 【Question management】

Step 2 : Select the 【Raise Question】 tab.

Step 3 : Click 【Raise Question】 to submit your question.

The screenshot shows the Procurement Portal interface. On the left is a dark sidebar with a 'Portal' header and a user profile for 'YM TEST Corp.'. Below the profile are links for 'Purchasing Information' and 'Supplier Work'. The 'Supplier Work' link is expanded, showing 'Supplier Case' (highlighted with a red box) and 'Supplier Change Request'. The main content area is titled 'Supplier Case' and contains a search bar with fields for 'Case list', 'Status', 'Case Number', 'Case name', and 'Product name'. Below the search bar is a table with columns: Case name, Case Number, Version, Procurement plan, Types of Award, Status, Already sign up, Tender closing date, To do, Applicant, and Action. The first row of the table has the following values: 0828 test, PCDD-23-0068, 001, Bidding, Category, Has been published, Yes, 2023/08/29 10:30. The 'Action' column for this row has a dropdown menu open, showing options: View detail, View announcement, Tender documentation download, Tender upload and quotation, Question management (highlighted with a red box and a yellow arrow pointing to it, with a circled '1' next to the arrow), and price negotiation. The 'Action' button in the table is also highlighted with a red box.

Question management

Case number: PCDD-23-0068 - 0828 test

The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.

Question announcement

2 Raise Question

Question acceptance

3 Raise Question

Question management-Raise Question(2/4)

Step 4 : Choose 【Question Type】 , enter 【Question Subject】 and 【Question content】

Step 5 : If you want to provide documents related to the question, please click 【Select File】 to upload.

Kindly note that you can click the "+" button to add more files or click the "-" button to delete a file.

Step 6 : After completing the form, please click 【Submit】 to send the question. The system will send a notification email to the person in charge of the bidding.

The screenshot displays the 'Question management' interface. At the top, the 'Case number: PCDD-23-0068 - 0828 test' is shown. Below this is the 'Raise Question' section, which includes a 'Question Type' dropdown menu (set to 'Announcement', with a red circle '4' around it), a 'Question Replier' text box, a 'Question Subject' text box, and a 'Question Content' text box. Below the 'Question Content' box is the 'Attachments' section, which contains a yellow box with file upload instructions: '* Allow file type is(jpg,png,gif,doc,docx,xls,xlsx,pdf,zip)' and '* Single file size limit 50MB'. Below this is a 'Select File' button (with a red circle '5' around it) and a 'Submit' button (with a red circle '6' around it). A yellow arrow points from the 'Submit' button to an email notification preview on the right. The email preview shows the sender 'YP' (YM Procurement Portal) and the subject 'YM Procurement Portal - Question about the bid information of 「PCDD-23-0068 0828 test」'. The email body contains a greeting, the question subject, and instructions to check the question on the Procurement Portal and reply there. It also includes a disclaimer that this is an auto email and should not be replied to directly, and the notification date '2023/08/29 10:37'.

Question management

Case number: PCDD-23-0068 - 0828 test

← Raise Question

Question Type: Announcement 4

Question Replier:

Question Subject:

Question Content:

Attachments

* Allow file type is(jpg,png,gif,doc,docx,xls,xlsx,pdf,zip)
* Single file size limit 50MB

選擇檔案 沒有選擇檔案 5

Submit 6

Email Notification Preview:

2023/8/29 (週二) 上午 10:37

YP YM Procurement Portal <procurementportal@yangming.com>
[YM Procurement Portal] – Question about the bid information of 「PCDD-23-0068 0828 test」

收件者

Hello,
Question :
test

Please enter Yang Ming Marine Transport Corporation Procurement Portal (<https://procure.yangming.com>) to check the question of this bid ,and reply to the question on Procurement Portal.

※This is an auto email. Please do not reply to this email directly.※
Yang Ming Marine Transport Corporation
Notification date : 2023/08/29 10:37

Question management-Raise Question(3/4)

Step 7 : After our company reply to the questions raised by the suppliers, the suppliers will be notified through system auto emails.

Step 8 : Suppliers can click on 【Question management】 and select the 【Raise Question】 tab.

Step 9 : Click 【Received Reply】 to review our company's response.

YP

2023/8/29 (週二) 上午 10:50
YM Procurement Portal <procurementportal@yangming.com>
[YM Procurement Portal] – Reply to the question about the bid information of 「PCDD-23-0068 0828 test」
收件者: YM-APGC Ting Huang 黃怡婷; YM-ITGF C.M. Cheng 鄭佳銘; holygrailh@yahoo.com.tw; alan_ma@fansysoft.com

Hello,
Response to the question :
Test

If there is any question, please enter Yang Ming Marine Transport Corporation Procurement Portal (<https://procure.yangming.com>) and click on question management of this bid to submit again.

※This is an auto email. Please do not reply to this email directly.※
Yang Ming Marine Transport Corporation
Notification date : 2023/08/29 10:50

Question management

Case number: PCDD-23-0068 - 0828 test

The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.

Question announcement Raise Question Question acceptance

Raise Question

	Case number	Case Name	Question Type	Question Subject	Question Replier	Proposer	Submit Date	Question Accept Date	Reply Deadline	Action
1	PCDD-23-0068	0828 test	Announcement	test	劉麗雲(sylvia)	YM TEST Corp.	2023/08/29	2023/08/29	2023/09/05 12:00	Received Reply

Question management-Raise Question(4/4)

Step 10 : Suppliers can click on 【Received Reply】 to review our company's response and attachments.

Step 11 : If there are any further questions, you can click on 【Reask】 to submit question again.

- If the question submission time has passed, the message " The deadline for raising question has passed." will appear.

Question management

Case number: PCDD-23-0068 - 0828 test

← YM TEST Corp. - Raise Question

Case number	Case Name	Question Subject	Proposer	Question Replier	Submit Date	Question Accept Date
PCDD-23-0068	0828 test	test	YM TEST Corp.		2023/08/29	2023/08/29

Question Content

test

Question Attached Documents

PCDD-23-0068_Quotation_special_file.xls

acceptance reply 10

Test

Question Attached Documents

check-PCDD-23-0068.doc

Question Accept Date 2023/08/29

Reask 11

Question management-Question Acceptance(1/2)

Step 1 : When our company has questions regarding the supplier's tender documents, we will also raise questions through the system and notify the suppliers via system emails.

Step 2 : Upon receiving the system email, suppliers can log into the system and click on 【Question management】 for the case.

Step 3 : Select the 【Question acceptance】 tab.

Step 4 : Click on 【Accept】 to review our company's questions regarding the supplier's tender documents.

YP

2023/8/29 (周二) 上午 11:29

YM Procurement Portal <procurementportal@yangming.com>

[YM Procurement Portal] - Question about the bid information of 「PCDD-23-0068 0828 test」

收件者

Hello,
Question :
TEST 2

Please enter Yang Ming Marine Transport Corporation Procurement Portal (<https://procure.yangming.com>) to check the question of this bid ,and reply to the question on Procurement Portal.

※This is an auto email. Please do not reply to this email directly.※
Yang Ming Marine Transport Corporation
Notification date : 2023/08/29 11:29

Procurement Portal

Welcome YM TEST Corp.
YM TEST Corp.

Purchasing Information

Supplier Work

Supplier Case

Case list History case list

Status Case Number Case name Product name

All Case Number Keywords Keywords Search

Case name	Case Number	Version	Procurement plan	Types of Award	Status	Already sign up	Tender closing date	To do	Applicant	Action
0828 test	PCDD-23-0068	001	Bidding	Category	Has been published	Yes	2023/08/29			<div>View detail</div> <div>View announcement</div> <div>Tender documentation download</div> <div>Tender upload and quotation</div> <div>Question management</div> <div>price negotiation</div>

Question management

Case number: PCDD-23-0068 - 0828 test

The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.

Question announcement Raise Question Question acceptance

	Case number	Case Name	Question Type	Question Subject	Question Replier	Submit Date	Question Accept Date	Reply Deadline	Action
1	PCDD-23-0068	0828 test	Announcement	TEST3	AP 劉麗雯(sylvia)	2023/08/28	--	2023/09/05 12:00	Accept
2	PCDD-23-0068	0828 test	Bidding Documents	TEST 2	AP 劉麗雯(sylvia)	2023/08/29	--	2023/09/05 12:00	Accept

Question management-Question Acceptance(2/2)

Step 5 : Enter the response in the 【 Acceptance Reply 】 .

Step 6 : If you want to provide documents related to the question, please click 【 Select File 】 to upload.

Kindly note that you can click the "+" button to add more files or click the "-" button to delete a file.

Step 7 : After completing the form, please click 【 Submit 】 to send the reply. The system will send a notification email to the person in charge of the bidding.

Question management

Case number PCDD-23-0068-0828 test

+ AP question raised

Case number	Case Name	Question Subject	Question Replier	Proposer	Question Replier	Submit Date	Question Accept Date
PCDD-23-0068	0828 test	TEST 2	AP	YM TEST Corp.		2023/08/29	--

Question Content

TEST 2

Question Attached Documents

check-PCDD-23-0068.doc

acceptance reply

5

Question Accept Date

2023/08/29

Attachments

* Allow file type is(jpg,png,gif,doc,docx,xls,xlsx,pdf,zip)
* Single file size limit 50MB

6

選擇檔案 沒有選擇檔案

7

Store

+ -

Question management-Question Announcement

- Suppliers who have signed up/submitted tenders can review publicly clarification content.

Step 1 : Click **【Supplier Work】** → **【Supplier Cases】** → **【Action】** → **【Question management】**

Step 2 : Select the **【Question Announcement】** tab.

Step 3 : Click **【View】** to see all publicly clarification content for the procurement case.

The screenshot shows the Procurement Portal interface. On the left is a sidebar with 'Supplier Work' selected. The main area is titled 'Supplier Case' and contains a search bar and a table of cases. The first case, '0828 test', is highlighted. A dropdown menu is open for the 'Action' column of this case, showing options like 'View detail', 'View announcement', and 'Question management'. A red circle with the number '1' is placed over the 'Question management' option.

Case name	Case Number	Version	Procurement plan	Types of Award	Status	Already sign up	Tender closing date	To do	Applicant	Action
0828 test	PCDD-23-0068	001	Bidding	Category	Has been published	Yes	2023/08/29 10:30			<div>View detail View announcement Tender documentation download Tender upload and quotation Question management price negotiation</div>

The screenshot shows the 'Question management' page. At the top, it says 'Case number: PCDD-23-0068 - 0828 test'. Below this is a red warning message: 'The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.' A red circle with the number '2' is placed over the 'Question announcement' tab. Below the warning is a table of questions. The first row is highlighted, and a red circle with the number '3' is placed over the 'View' button in the 'Question Announcement' column. A yellow arrow points from the 'Question management' option in the previous screenshot to the 'View' button in this screenshot.

The uploaded file name should not contain characters other than Chinese, English, numbers, and spaces to avoid file upload failures. Thank you for your cooperation.

Case number	Case Name	Question Type	Question Subject	Question Accept Date	Question Announcement
1 PCDD-23-0068	0828 test	Announcement	test	2023/08/29	<div>View</div>
2 PCDD-23-0068	0828 test	Pre-qualification	0828test	2023/08/28	<div>View</div>

The screenshot shows the details of a specific question. The title is 'Case number PCDD-23-0068-0828 test the announcement'. Below this is a table with columns 'Case number', 'Case Name', and 'Question Subject'. The first row contains 'PCDD-23-0068', '0828 test', and 'test'. Below the table is a section titled 'Question Content' with the text 'test'. Further down is a section titled 'Question Attached Documents' with a link 'PCDD-23-0068_Quotation_special_file.xls'. Below that is a section titled 'Response to the announcement' with the text 'Test'. At the bottom is another section titled 'Question Attached Documents' with a link 'check-PCDD-23-0068.doc'.

Case number	Case Name	Question Subject
PCDD-23-0068	0828 test	test

Price negotiation

- In response to negotiations initiated by person in charge of the bidding, you can fill in Negotiated Price and explanation, and you can also upload attachment.

Step 1 : Click 【Supplier Work】 → 【Supplier Cases】 → 【Action】 → 【Price negotiation】

Step 2 : Fill in Negotiated Price(Unit Price) and Supplier Remarks, and upload related attachment.

Step 3 : Click 【Save】 to save the negotiation price. The system will send a notification email to the person in charge of the bidding.

Welcome YM TEST Corp.
YM TEST Corp.

Purchasing Information

Supplier Work

Supplier Case

Supplier Change Request

Supplier Case

Case list
History case list

Status: All
Case Number: Case Number
Case name: Keywords
Product name: Keywords
Search

Case name	Case Number	Version	Procurement plan	Types of Award	Status	Already sign up	Tender closing date	To do	Applicant	Action
0828 test	PCDD-23-0068	001	Bidding	Category	Has been published	Yes	2023/08/29 10:30			View detail View announcement Tender documentation download Tender upload and quotation Question management price negotiation

price negotiation

Procurement case number	Procurement case name	Procurement Type	Purchasing category	Procurement case category	Purchasing undertaker
PCDL-23-0078	0712 test 臺灣利根	Service	Professional Services - Production of corporate image promotional materials	Non-maintenance	YM TEST Corp.

Round 6 Quotation Deadline: 2023-08-31 18:35

1. The negotiated unit price can be entered directly for each item below or uploaded after editing by clicking "Download Negotiation File" below.

2. The downloaded file can only be modified for "Negotiated Price (Unit Price)" and "Supplier Remarks," and other columns cannot be changed or modified.

3. Only the downloaded negotiation file can be used for file upload. If the upload file is not in this file, the bidding process will be affected. Our company bears no responsibility for any related issues.

4. If there is a validation error during the upload, please redownload the quotation template or directly enter the quotation on the following interface.

5. Do not delete the negotiated price in the negotiation file if it remains unchanged. Deleting the negotiated price will result in the column being set to "0".

Export/Import bargain
Download Negotiation File
Download template 沒有選擇檔案 Upload

Bidder	Line ID	Item/Classification Item	Name of Probaict, Specification, Suggested brand and model	Quantity	Unit	Bargaining status	Purchaser remark	Purchaser Attachment	Negotiated Price (Unit Price)	Amount of the last round of bargaining	Negotiated Price (Unit Price)	Bargaining price re-price	Bargaining price re-price (including tax)	Award amount	Currency type	Supplier Remarks	Supplier attachment
10270H / Test B 外置公司	001	A1	B1	1.0	E1	Processing			1,600		0				TWD		選擇檔案 沒有選擇檔案 Remarks Notice
10270H / Test B 外置公司	002	A2	B2	2.0	E2	Processing			1,800		0				TWD		選擇檔案 沒有選擇檔案 Remarks Notice
10270H / Test B 外置公司	003	A3	B3	3.0	E3	Processing			1,200		0				TWD		選擇檔案 沒有選擇檔案 Remarks Notice

Save

- Thanks -