

User Manual

(The first and second stage)

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](#)

[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

Announcement News

System Announcement

General Notices

Operating Manual



Welcome to Yang Ming Marine Transport Corporation Procurement Portal

announcement list

Tender Notice

phrase search

<u>Publish Date</u>	<u>deadline</u>	<u>Case number</u>	<u>Title</u>	<u>Status</u>	<u>Type</u>	<u>way of award</u>
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.

Yang Ming Official Website **Register** **Login**

Announcement News System Announcement General Notices Operating Manual

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

The screenshot displays a web form for supplier registration, divided into several sections:

- Main contact information:** Includes input fields for *User name, Job Title, Contact number, Fax, and *Email. There are expand/collapse (+/-) buttons to the right.
- Other contact information:** Similar to the main section, with fields for User name, Job Title, Contact number, Fax, and Email, also featuring expand/collapse buttons.
- Upload registration document:** Contains a yellow box with instructions:
 - * Allow file type is(jpg,png,gif,doc,docx,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.Below the instructions is a file selection button labeled "选择檔案" and "没有选择檔案", with expand/collapse buttons.
- Consent to provide personal information:** Includes a checkbox for "I agree" and a link to "Yang Ming Procurement Portal Terms of Use and Disclosure Regarding Use of Personal Data".
- Test Verification (Required):** A text input field with a green checkmark icon.
- Footer:** At the bottom, there are "← CANCEL" and "→ SUBMIT" buttons. A red circle with the number "3" is placed over the SUBMIT button.

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 : U54IYtpz
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&p1_id=21646

Verify Email Address

Please enter your verification code.

Email Verification Code

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, the header includes the logo, 'Procurement Portal', and navigation links: 'Announcement News', 'System Announcement', 'General Notices', and 'Operating Manual'. A red box labeled '1' highlights the 'Login' button in the top right corner. On the left sidebar, the 'Supplier Work' menu is expanded, and 'Supplier Change Request' is highlighted with a red box. A red arrow points from this box to the 'Edit vendor detail' button at the bottom of the page. The main content area is titled 'Vendor Information' and contains several input fields for company details: 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). Below this is a 'Contact Information' table with columns for User name, Contact person type, Job Title, Contact number, Email, Cell number, Fax, subaccount, subaccount status, and permissions. The table lists two contacts: TING (Main contact) and AP (Main contact). At the bottom, there is a 'Supplier registration document' section with a 'File List' table showing a document named 'check-PCDL-23-0120.doc (136.5k) (Opens New Window)'. A red box labeled '2' highlights the 'Edit vendor detail' button at the bottom right of the page.

1

2

*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 \(136.5k\) \(Opens New Window\)](#)

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.

1

Edit vendor detail Edit Group

【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 file50MB

* 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			0828-1nxx71399@omeie.com			10276N_001	approve	share permissions
AP	Main contact			0828-2nxx71399@omeie.com					
AP1	Main contact			0828-3nxx71399@omeie.com			10276N_002	approve	alone permissions
AP2	Other contact			0828-4nxx71399@omeie.com			10276N_003	approve	alone permissions
AP3	Main contact			0828-5nxx71399@omeie.com					

Supplier registration document

File List

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

Edit vendor detail Edit Group **1**

group

+ Add **2**

account: 10276N vendor name: YM TEST Corp.

group name Test 2 **3**

group description

Selected

Available **4**

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

Submit

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	
Test 1		TING(share permissions),AP(share permissions),AP1	<div><div>1</div><div>2</div><div> Edit</div><div> Delete</div><div> Actions</div></div>
Test 2		AP1,AP2,AP3(share permissions)	<div><div></div><div></div><div> Actions</div></div>

View announcement


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


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

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

 Procurement Portal

Welcome YM TEST Corp.
YM TEST Corp.

 Purchasing Information

 Supplier Work

YM TEST Corp. ▾

Procurement Announcement

Type All ▾ Publish Date ~ Keywords Q Search

Publish Date ▾	Due date	Category	Type	way of award	Case number	Title	Status	Sign up
2023/08/28 14:30	2023/10/31 12:00	Announcement	Tender Notice	Category	PCDD-23-0068	0828 test	First	Yes
2023/08/17 12:15	2023/11/30 12:00	Announcement	Tender Notice	Create a list of qualified vendors	PCDL-23-0121	0817 test	First	No
2023/08/15 16:00	2023/11/30 12:00	Announcement	Tender Notice	Total price	PCDL-23-0120	0815 測試案	First	No
2023/08/15 14:25	2023/10/31 12:00	Announcement	Tender Notice	Category	PCDL-23-0119	0815 採購案件測試	First	No

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.

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:

[⬇ 範例測試.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.



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: All Case Number: 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】**

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	2023/08/2			<div><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></div> <div>Action</div>

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)	Document code	Custom description(this column is only used when the file name is other)
Price Bid	Proof of manufacturer's tax payment	
選擇檔案 沒有選擇檔案		
*Document type(Not Uploaded)	Document code	Custom description(this column is only used when the file name is other)
Specification Bid	Specification Differences Table	
選擇檔案 沒有選擇檔案		

+ The supplier provides additional documents.(Click to Expand) 2

3

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 : 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 5 : 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 4

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

5

* 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.

Procurement Portal

Welcome YM TEST Corp.!

YM TEST Corp.

Purchasing Information

Supplier Work

Supplier Case

Supplier Change Request

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 10:30			Action

- View detail
- View announcement
- Tender documentation download
- Tender upload and quotation
- Question management
- price negotiation

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

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. The 'Question Type' dropdown is set to 'Announcement' and is circled with a red '4'. The 'Question Subject' and 'Question Content' fields are empty. The 'Question Replier' field is also empty. Below the form is the 'Attachments' section, which includes 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'. A red circle with the number '5' is placed over the '選擇檔案' (Select File) button. At the bottom of the form is a blue 'Submit' button, circled with a red '6'. To the right of the form is a preview of an email notification. The email is from 'YM Procurement Portal <procurementportal@yangming.com>' and is titled '[YM Procurement Portal] – Question about the bid information of 「PCDD-23-0068 0828 test」'. The email content includes a greeting, the question subject, and instructions to check the question on the Procurement Portal. A yellow arrow points from the 'Submit' button to the email preview. The email footer includes the text: '※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

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 (5) 沒有選擇檔案

Submit (6)

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.

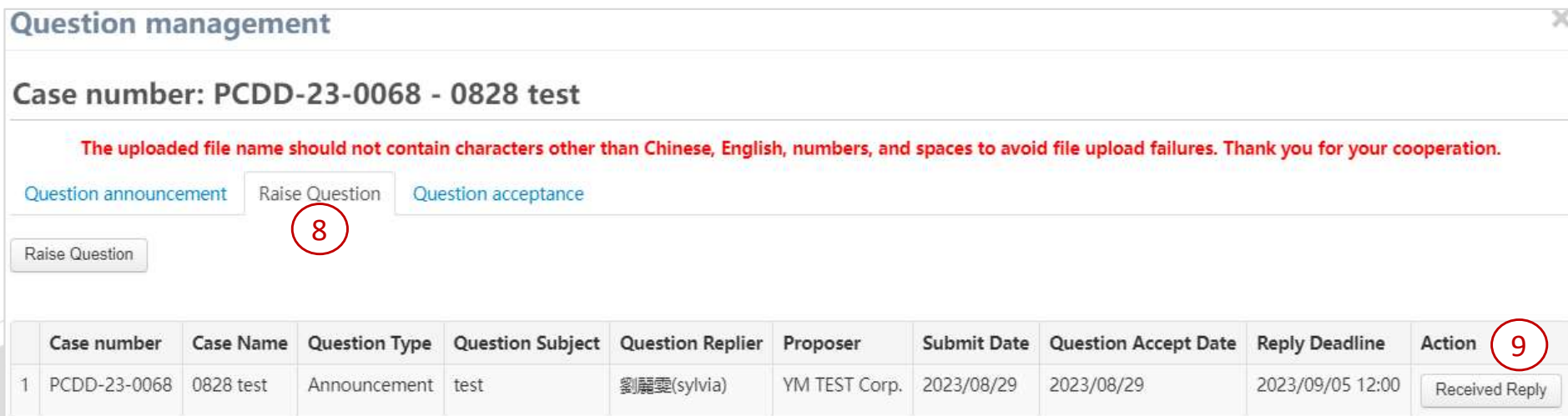
※This is an auto email. Please do not reply to this email directly.※
Yang Ming Marine Transport Corporation
Notification date : 2023/08/29 10:37

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.



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.

2023/8/29 (週二) 上午 11:29
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 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/			View detail View announcement Tender documentation download Tender upload and quotation Question management price negotiation Action

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 3

	Case number	Case Name	Question Type	Question Subject	Question Replier	Submit Date	Question Accept Date	Reply Deadline	Action 4
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,dow,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' expanded. The main area is titled 'Supplier Case' and contains a search bar and a table of cases. A dropdown menu is open from the 'Action' column of the first row, showing options like 'View detail', 'View announcement', and 'Question management' (which is highlighted with a red circle and the number 1).

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			Action

The screenshot shows the 'Question management' interface. It includes a warning message about file names (with a red circle and the number 2), a list of questions, and a detailed view of a specific question. The detailed view shows the question content, attached documents, and a 'Response to the announcement' section. A red circle and the number 3 highlight the 'View' button in the question list.

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 Accept Date	Question Announcement
1 PCDD-23-0068	0828 test	Announcement	test	2023/08/29	View
2 PCDD-23-0068	0828 test	Pre-qualification	0828test	2023/08/28	View

Question management

Case number PCDD-23-0068-0828 test the announcement

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

Question Content

test

Question Attached Documents

PCDD-23-0068_Quotation_special_file.xls

Response to the announcement

Test

Question Attached Documents

check-PCDD-23-0068.doc

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.

Portal

Welcome YM TEST Corp.

YM TEST Corp.

Purchasing Information

Supplier Work

Supplier Case

Supplier Change Request

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 10:30			<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> <div>Action</div>

price negotiation

Procurement case number	Procurement case name	Procurement Type	Purchasing category	Procurement case category	Purchasing undertaker
PCDD-23-0078	0712 test 最有利標	Service	Professional Services - Production of corporate image promotional materials	Non-maintenance	...

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

選擇檔案 沒有選擇檔案

Unloading

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 外國公司	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 外國公司	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 外國公司	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 -