



User's Guide

for

Quotation Submission Client

of

Government Fleet Information System (GFIS-D7i)

of Government Dockyard

Version 1.0

June 2005

Prepared by Unisys China/Hongkong Limited

Amendment History				
Change Number	Revision Description	Pages Affected on Respective Version	Revision / Version Number	Date
1.	First release		1.0	13 June, 2005

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1 System Requirements

This table outlines the hardware and operating system requirements and recommendations to install and run the Quotation Submission Client Software in optimum speed and performance.

Processor	Pentium 450 MHz (minimum) Pentium 1 GHz (recommended)
Operating System	Windows 95/98, Windows 2000 Professional, Windows XP
Memory (RAM)	64 MB (minimum) 128 MB (recommended)
Hard Disk Space	3 MB for program installation
Monitor	800 x 600 resolution or higher
Parallel port for printer output	Recommended
Laser Printer	Recommended
Mouse	Required
Network Card	Recommended
Internet Access	Recommended
E-Mail Client/Software	Recommended
CD-ROM drive	Recommended

Note:

In this guide, all references to a PC or workstation apply equally to a laptop or notebook computer.

2 Installing E-Quotation Submission Client program

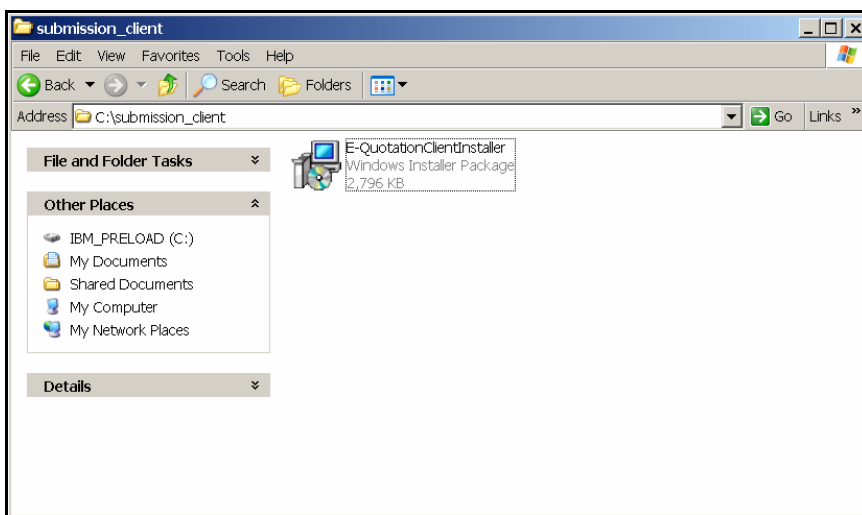
2.1 Exit all programs and make backup copies of all important data to protect against possible loss or alteration.

2.2 If you install the E-Quotation Submission Client from the CD-ROM, do the following:

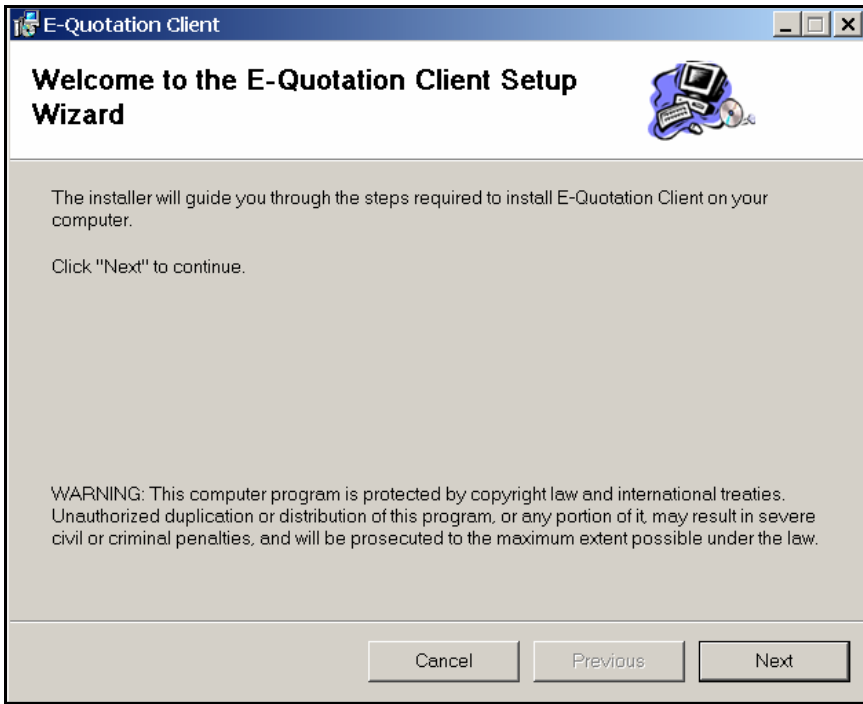
- Put a quotation submission client installation CDs in CD-ROM and browse for the installation file '**E-QuotationClientInstaller**'.
- Double click the file to start the installation.

If you install the E-Quotation submission Client from the Marine Department or Government Dockyard pages, do the following:

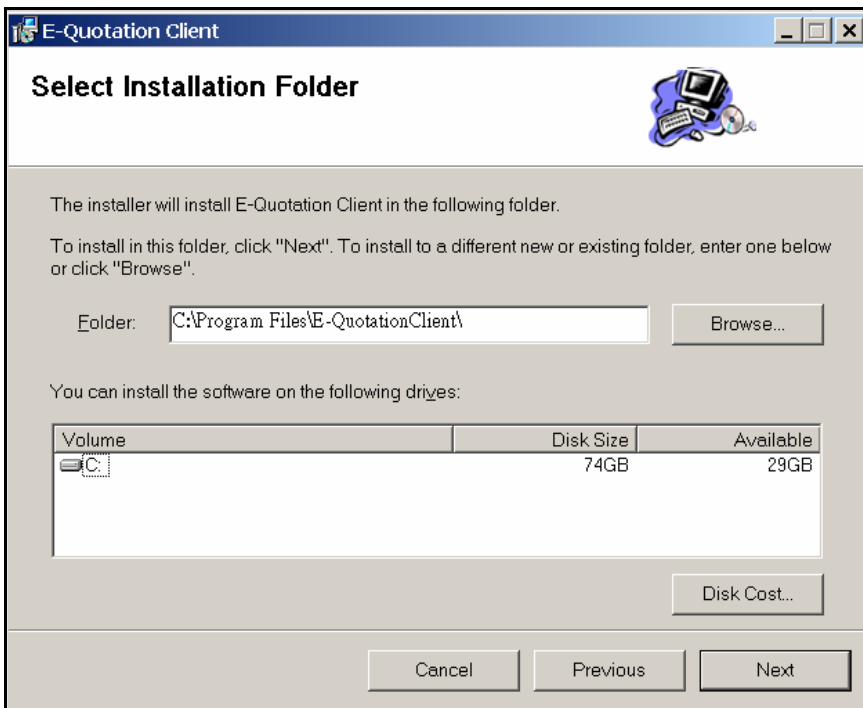
- Initiate the download process from the source site.
- Save the file in a preferred location on your PC.
- Browse to the downloaded file and double click '**E-QuotationClientInstaller**'. InstallShield Wizard starts the installation program.



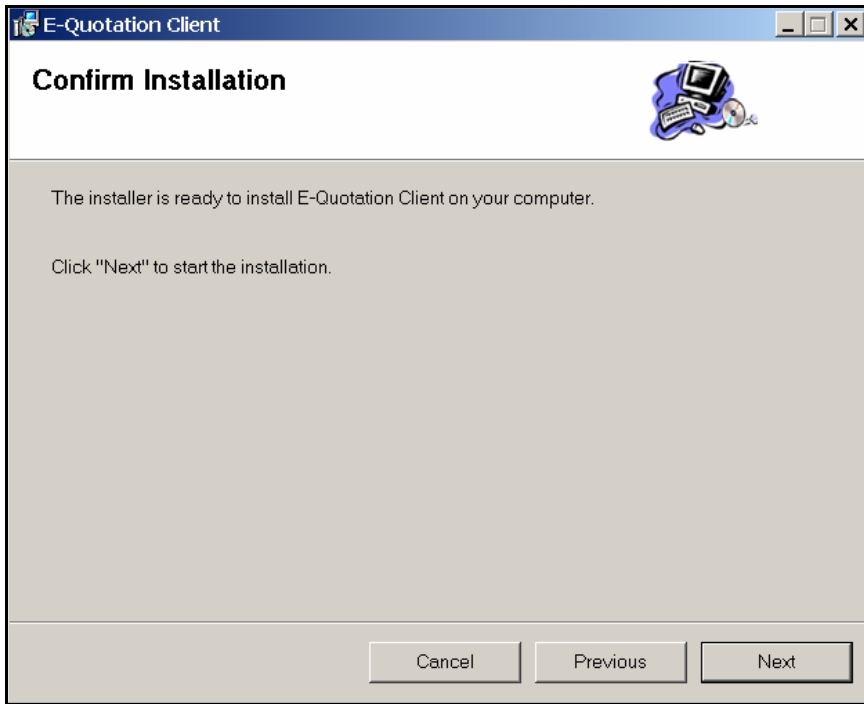
>Just Double click the 'E-QuotationClientInstaller' file.



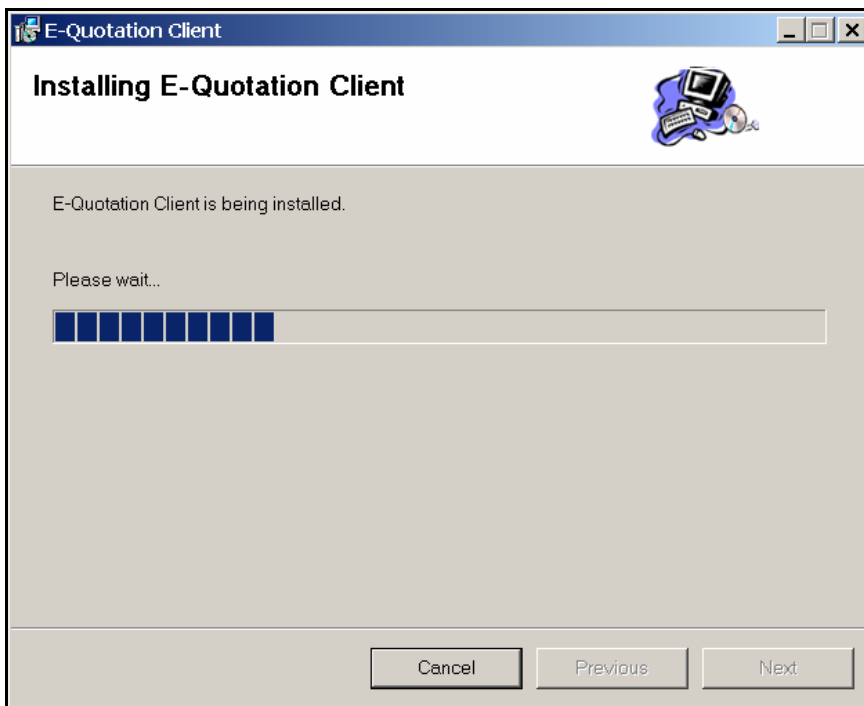
>Press 'Next' to continue the setup.



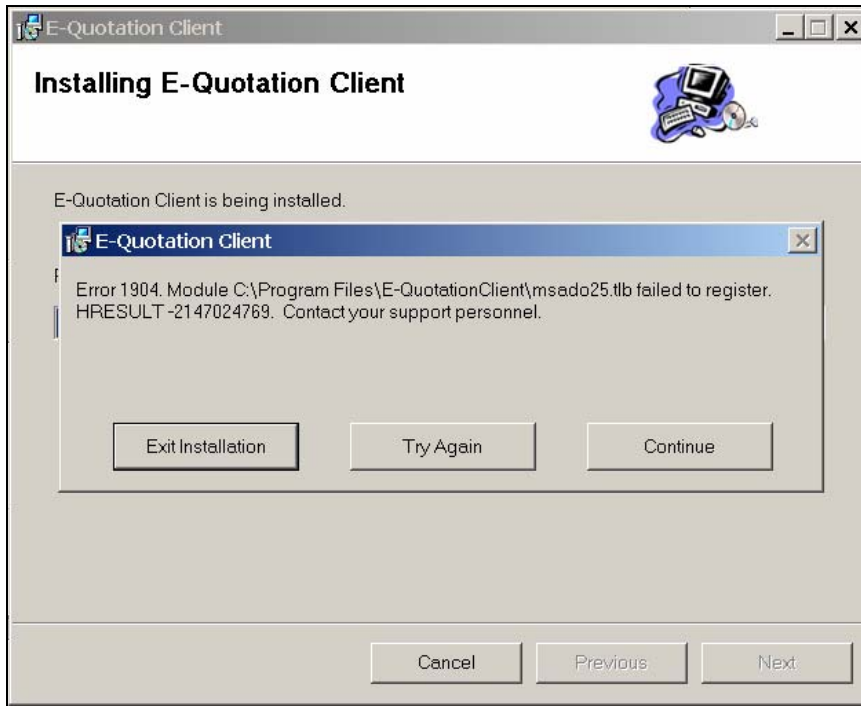
>There is a default folder to be installed the E-Quotation submission client program, you may type a new folder or change another existing folder.



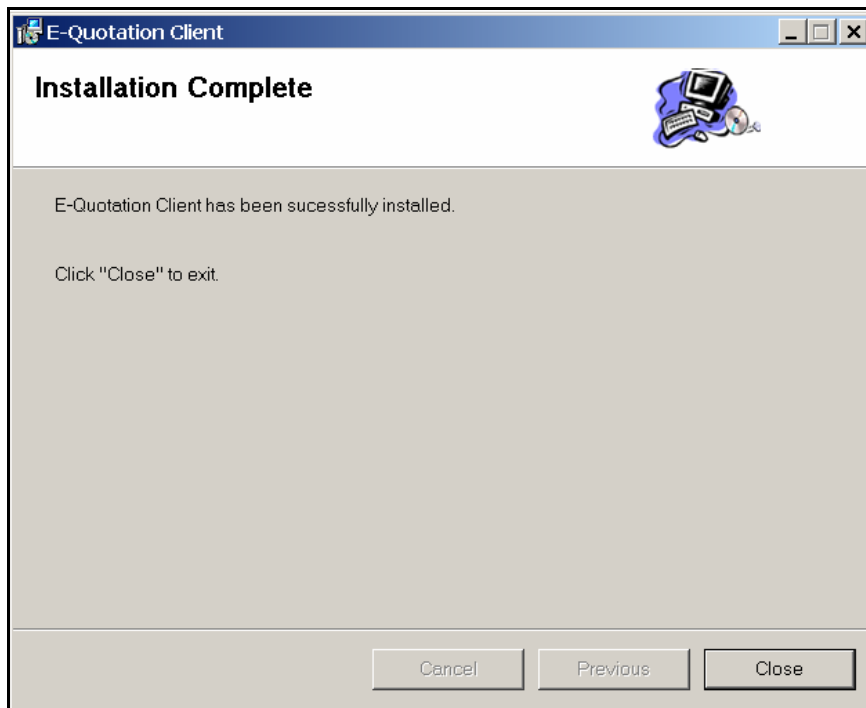
>Click 'Next' to start the installation.



>The installation is in process.



>You may not see these screen if it is the first time to install the E-Quotation Submission Client program. If you see these screen, that means you have already installed the E-Quotation Submission Client before, you click 'Continue' to continue the installation.

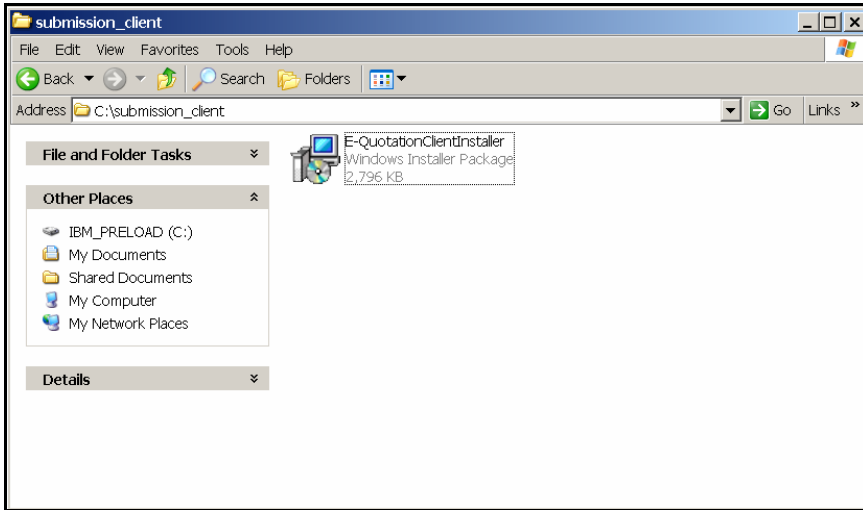


>When the installation is completed, press 'Close' to exit the installation screen.

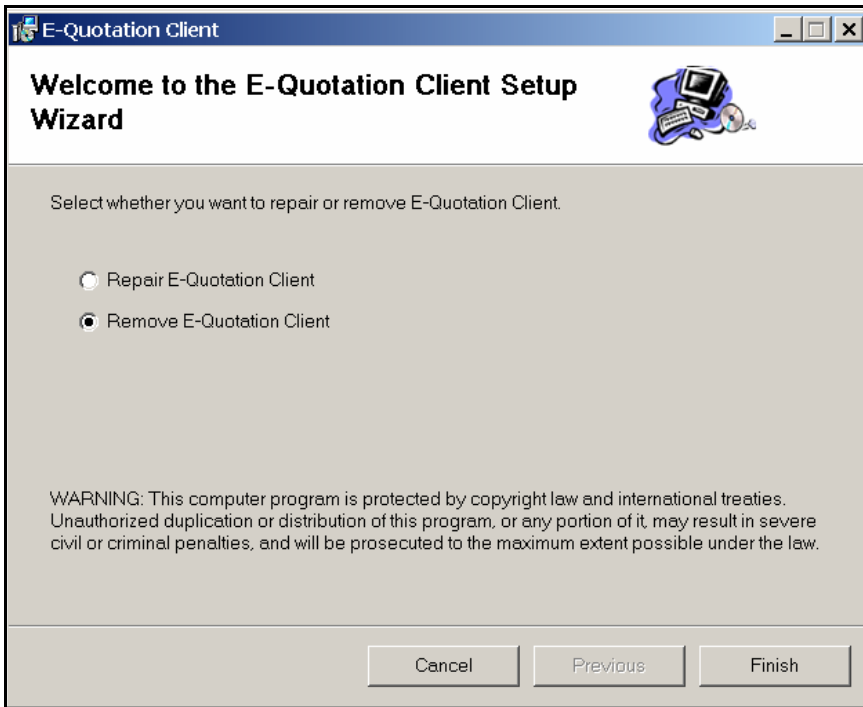
3 Uninstalling E-Quotation Submission Client program

To uninstall Quotation Submission Client, do the following:

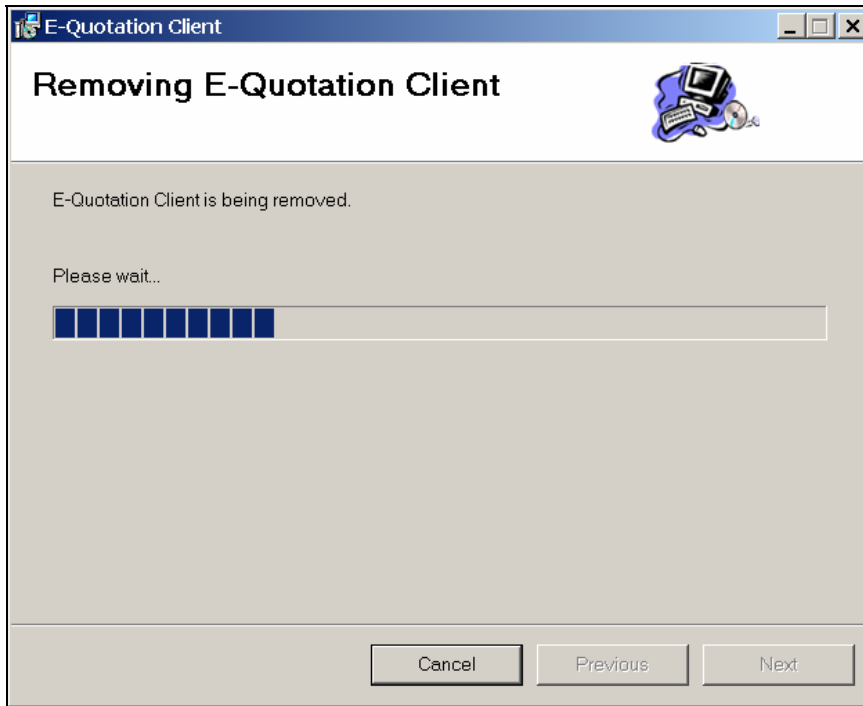
Browse and look for the installation file ‘E-QuotationClientInstaller’ on the installation CDs or from a source folder of your PC. Double clicking the file and the InstallShield Wizard starts the program repair or removal process. You will find that the same ‘QuotationClientInstaller’ file will do both the program installation and removal. It was because the installer program will install the software if you do not have the E-Quotation Submission Client program or remove the software if the E-Quotation Submission Client program was already installed.



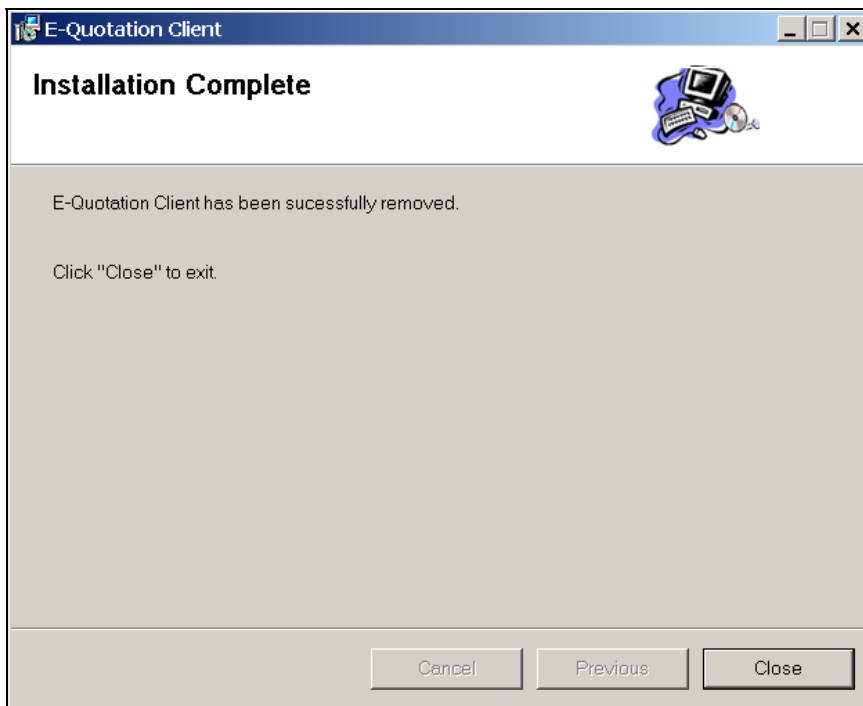
>Just double click the ‘E-QuotationClientInstaller’ file.



>Select ‘Remove E-Quotation Client’, then click ‘Finish’.



>The Removal process is in progress, please wait.



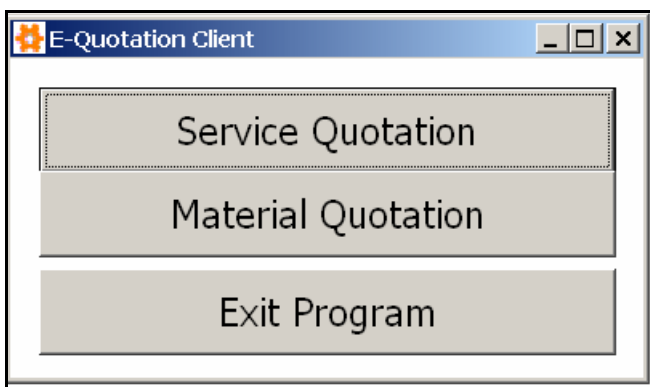
>The Removal process is finished, please click 'Close' to exit.

4 Using E-Quotation Submission Client program

Before you run E-Quotation Submission Client program, you must get a quotation email from GD with XML file attachment. After you open the email, you must save the XML file attachment to your local computer under a folder. E.g. C:\xml\

To run E-Quotation Submission Client program, you may click on Start → All Programs → GD E-Quotation → E-Quotation Client.

If you are a contractor to reply a service quotation to GD, please click 'Service Quotation'. If you are a supplier to reply material quotation to GD, please click 'Material Quotation'. If you decide to leave the application, click 'Exit Program' to exit.



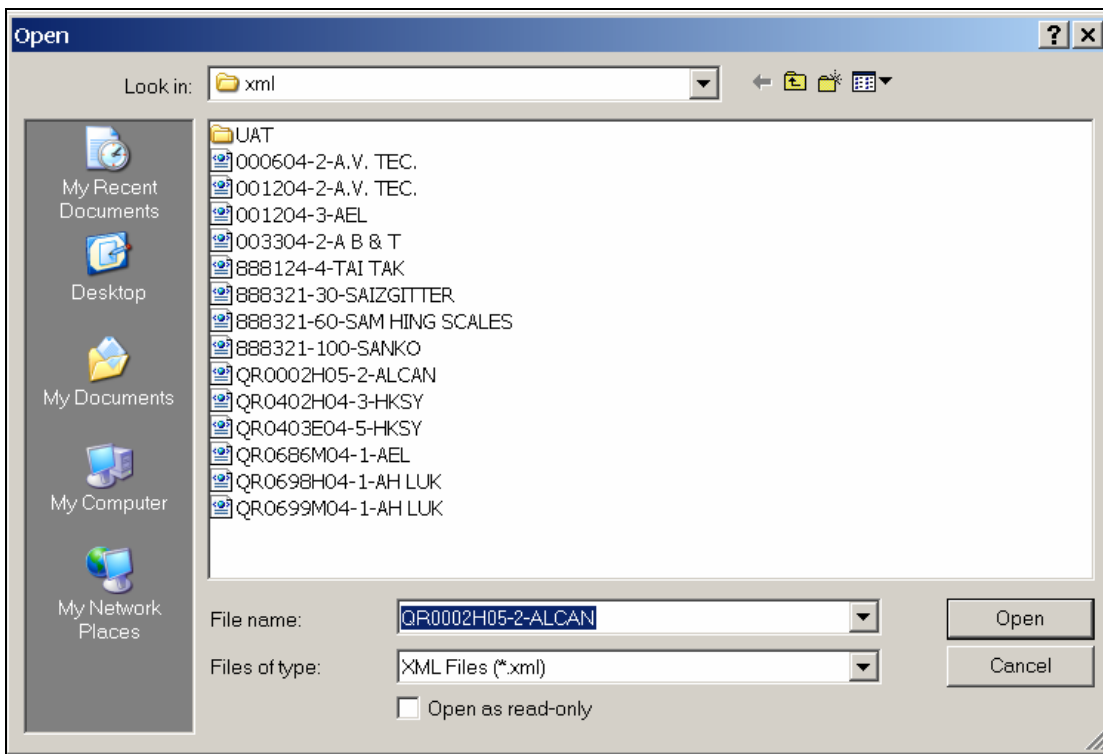
5 Service Quotation for Contractors

Before you run E-Quotation Submission Client program, you must get a quotation email from GD with XML file attachment. After you open the email, you must save the XML file attachment to your local computer under a folder. E.g. C:\xml\


Field Description

Field Name	Description
Quotation No.	Quotation No. Display only.
Sequence No	Sequence No. For GD reference and display only.
GD Inbox Email	GD Inbox Email. This is the email address for contractor to reply email with XML file to GD. Display only.
Event Code	Event Code. Display only.
Desc	Event Description. Display only.
Object Code	Object Code. Display only.
Desc	Object Description. Display only.
Event Duration	Event Duration. Display only.
Closing Date	Quotation Closing Date. Display only.
Closing Time	Quotation Closing Time. Display only.

Field Name	Description
Activity	Event Activity. Display only.
Trade	Trade. Display only.
Offer No of Labour	Offer number of labour. Display only.
Offer Unit Price	Offer unit price. Display only.
Job Desc	Job Description. Display only.
Total	Total price. Display only.
Offer No of Labour	Offer number of labour. Insert and update allowed.
Offer Unit Price	Offer unit price. Insert and update allowed.
Job Desc	Job Description. Display only.
Remark	Remark. This is a quotation remark for contractor to insert and update. Insert and update allowed.



Processing / Operation Description:

Click  to import an XML file. You may browse a folder your XML file located and open it. After you open the XML file, you retrieve the information from the XML file to the screen.

GD Quotation Submission




Quotation No: QR0002H05 Sequence No: 2 GD Inbox Email: gdservices@biznetvigator.com
Event Code: 139783 Desc: testing Work Order
Object Code: PL087 Desc: Police Cougartek High Speed Craft PL87
Event Duration: 1 Closing Date: 10-JUN-2005 Closing Time: 11:30

Activities	Trade	Offer No of Labour	Offer Unit Price	Job Desc
10	HULL	2	3000	This is urgent accident repair to do activity 10.
20	HULL	1	4000	This is activity 20.
		Total	3	7000

Warning Against Bribery
The offer of an advantage to any government officer with a view to influencing the award of a contract is an offence under the Prevention of Bribery Ordinance (Cap.201). Any action to this effect committed by the bidder or his employee(s) or agent will render the contract null and void. The Government may also cancel the contract awarded and hold the bidder liable for any loss or damage the Government may sustain.

Offer No of Labour: 2
Offer Unit Price: 3000
Job Desc: This is urgent accident repair to do activity 10.
Remark:

After you have finished input the quotation offer on this quotation.

You may click  to save your quotation offer with the same XML file. But you may select a different folder to keep your XML file you will reply to GD. If you want to keep a hard copy or print it out, you click  to have a printout preview. On the printout preview screen, you can click  to print it out to your default printer.

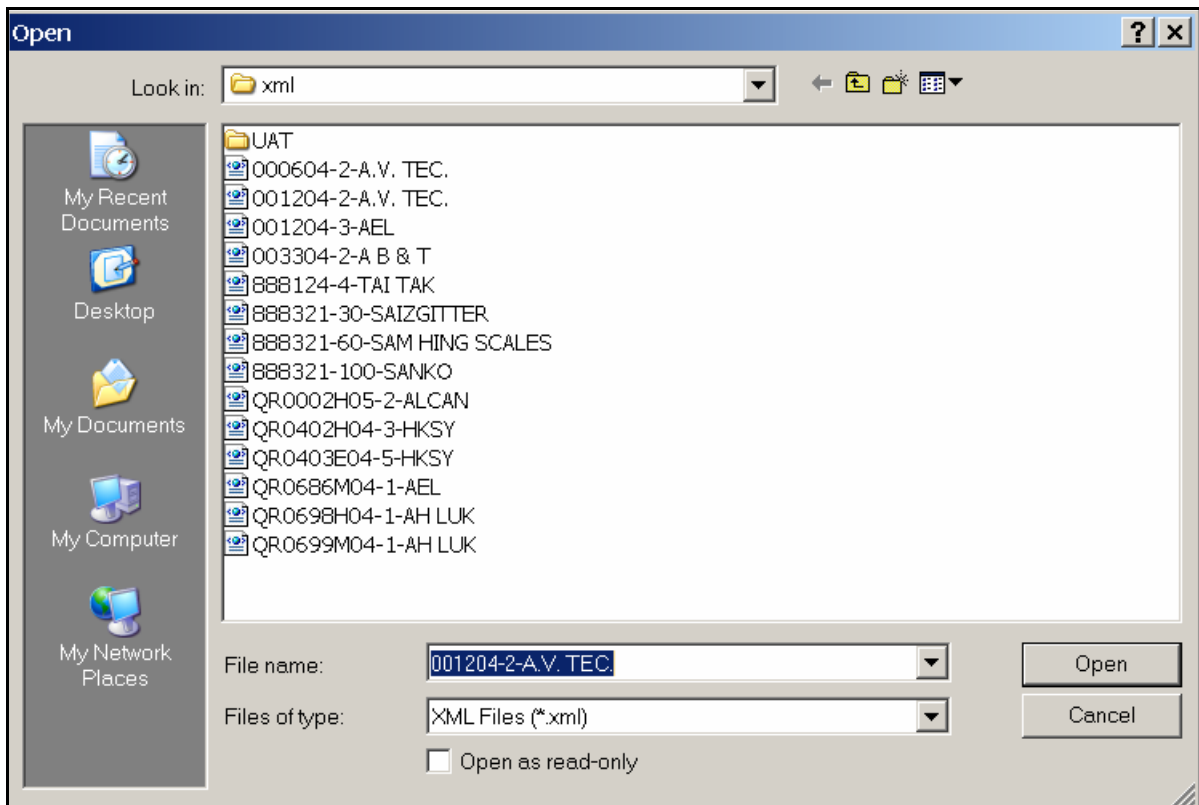
6 Material Quotation for Suppliers

Before you run E-Quotation Submission Client program, you must get a quotation email from GD with XML file attachment. After you open the email, you must save the XML file attachment to your local computer under a folder. E.g. C:\xml\


Field Description

Field Name	Description
Quotation No.	Quotation No. Display only.
Line	Line No. For GD reference and display only.
Closing Date	Quotation Closing Date. Display only.
Request Delivery Days	Request Delivery Days. Display only.
Closing Time	Quotation Closing Time. Display only.
Contact Person	Contact Person. Display only.
Contact Phone	Contact Phone. Display only.
GD Inbox Email	GD Inbox Email. This is the email address for suppliers to reply email with XML file to GD. Display only.
Part No.	Part Number. Display only.

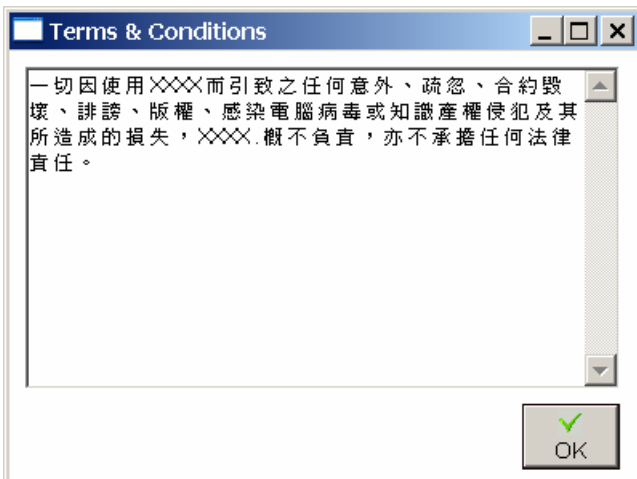
Field Name	Description
Group Name	Group Name. Display only.
Description	Part Description. Display only.
UOM	Unit of Measure. Display only.
Request Qty	Request Qty. Display only.
Offer Qty	Offer Qty. Suppliers insert and update allowed.
Offer Unit Price	Offer unit price. Suppliers insert and update allowed.
Offer Delivery Days	Offer Delivery Days. Suppliers insert and update allowed.
Partial Order Discount %	Partial Order Discount Percentage. Suppliers insert and update allowed.
Full Order Discount %	Full Order Discount Percentage. Suppliers insert and update allowed.
Additional Discount Amount	Additional Discount Amount. Suppliers insert and update allowed.
Additional Charge Amount	Additional Charge Amount. Suppliers insert and update allowed.
Prompt Payment Discount % for 7 days	Prompt Payment Discount Percentage for 7 days. Suppliers insert and update allowed.
Prompt Payment Discount % for 14 days	Prompt Payment Discount Percentage for 14 days. Suppliers insert and update allowed.
Prompt Payment Discount % for 21 days	Prompt Payment Discount Percentage for 21 days. Suppliers insert and update allowed.
Terms & Conditions	Press 'Terms & Conditions' button to pop up terms and conditions of the quotation.
Part Line Remark	Press 'Part Line Remark' to pop up remark of that part line.
Reply Quotation Remark	Press 'Reply Quotation Remark' to pop up reply quotation remark for suppliers to input any remark for reply this quotation.



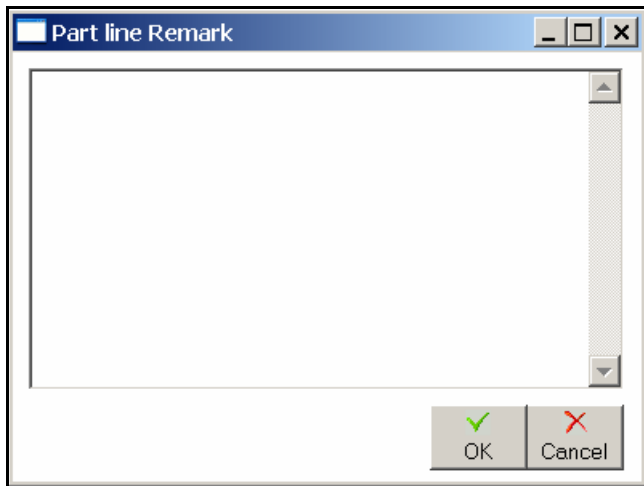
Processing / Operation Description:

Click  to import an XML file. You may browse a folder your XML file located and open it. After you open the XML file, you retrieve the information from the XML file to the screen.

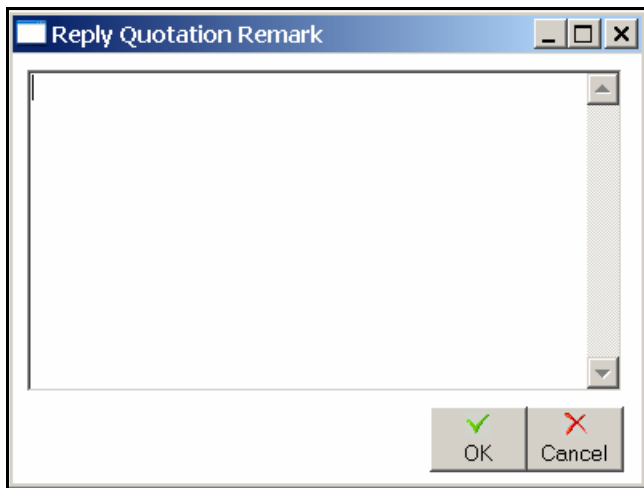
Terms & Conditions:



Part Line Remark:



Reply Quotation Remark:



Government Dockyard - Marine Department Supplier Quotation Printout							09-Jun-2005 16:12:23 Page: 1	
Quotation No. : 001204 / 2		Supplier : A.V. TEC. A.V. TEC. Co. Ltd.		Closing Date : 2/23/2005 0:0:0		Closing Time : 12:30		
Contact Person : Allen		Request Delivery Days : 3		Contact Phone : 29500388				
Item	C.C. Number Description	Requested UOM	Requested Quantity	Offer Quantity	Unit Cost (HK\$)	Total Cost (HK\$)	Country of Origin	Offer Delivery Days
1	7916-2357C FUEL LINE & BULB 393635 176748~776635	NO	4.00	4.00	100.00	400.00		2
Line Remark :								
2	8844-3537H BILGE PUMP 24V(18490-0001)JABSCD++30240-2024	NO	1.00	1.00	160.00	160.00		2
Line Remark :								
3	8882-1447C PROPELLER LIPS MK3-LH-STBD ~1000D X 1046P X 3	NO	1.00	1.00	230.00	230.00		5
Line Remark :								
Terms & Conditions : 一切因使用XXXX而引致之任何意外、疏忽、合約毀壞、紛爭、版權、感染電腦病毒或知識產權侵犯及其所造成的損失，XXXX概不負責，亦不承擔任何法律責任。								
Partial Order Discount % : 1.00		Additional Discount Amount : 200.00		Full Order Discount % : 2.00		Additional Charge Amount : 00		Prompt Payment Discount % for 7 days : 5.00 / 14 days : 2.00 / 21 days : 1.00
Remarks :								
Authorized Signature With Company Chop _____				Tel No. _____				
Name of Tenderer _____				Fax No. _____				
Date _____								

You may click  to exit E-Quotation Submission Client when you have finished giving offer to the quotation.

Finally, you need to send your XML file back to Government Dockyard. Please attach the XML file with an email and send it to GD inbox email address. This information is provided on the Quotation.

Remarks:

- (1) There are some alternatives to submit your quotation offer if the internet cannot be accessed. You may fax the printout to Government Dockyard or save the XML file into a CD/floppy disk and bring it to Government Dockyard.
- (2) If your cursor jumps into a field, the quotation client program will ask you to input your offers, you cannot leave it blank, so you must enter '0' for no offers.

*** END ***