

Guide for Vendor Registration And Information Update

**Version 1.1
January 2014**

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Release

This is the January 2014 release of Guide for Vendor Registration and Information Update. It applies to the website <http://www.itsolution.org.hk/>.

1. Introduction

HK Digital Interactive IT Solution Directory (www.itsolution.org.hk) is a comprehensive guidebook on Hong Kong IT solution providers and their solutions (including services). This project is organised by Hong Kong Information Technology Federation (HKITF), funded by the Dedicated Fund on Branding, Upgrading and Domestic Sales (Organisation Support Programme) of the Trade and Industry Department, HKSAR Government, and implemented by Hong Kong Productivity Council (HKPC). The project is officially kick-started at 1 February 2013 with a 3-year project period.

This project aims to set up a more complete (in terms of solution providers and solutions covered) and interactive (such as supporting video and social media) directory so as to:

- Provide a central platform to promote Hong Kong IT solution providers as a whole for brand building and showcasing their solutions;
- Facilitate mainland IT customers to search for Hong Kong IT solutions;
- Bridge the supply and demand gap between Hong Kong IT solution providers and mainland IT customers; and
- Facilitate business collaboration between Hong Kong IT solution providers and mainland IT customers for a win-win situation.

Specifically, the directory will cover a complete set of Hong Kong IT solution providers and their solutions, ranging from traditional IT solutions (e.g. ERP, DMS and POS), emerging solutions (e.g. handheld application and cloud computing solution) to niche solutions (e.g. embedded software). It will serve as a central site for promoting the branding of Hong Kong IT solutions and providers, and will also serve as an effective platform for mainland customers to search for Hong Kong IT solution providers and their solutions.

The directory is designed with the theme of user-friendliness and functionality-rigorous. Users can easily search for their IT solutions and solution providers required through multiple criteria such as industry and solution type. To provide a complete view on Hong Kong solution providers and their solutions, apart from textual content, the directory also supports multimedia and interactive content such as company video and link to solution provider's social media. This will enhance the directory content attractiveness. New sections such as Company Track Record, and features of the IT solutions addressing the mainland market needs will also be included and emphasized to completely reflect the advantages of HK IT solution providers.

In each year of the project period, the project team will organize/ participate in different seminars and an exhibition in Pan Guangdong to promote the directory to mainland IT users.

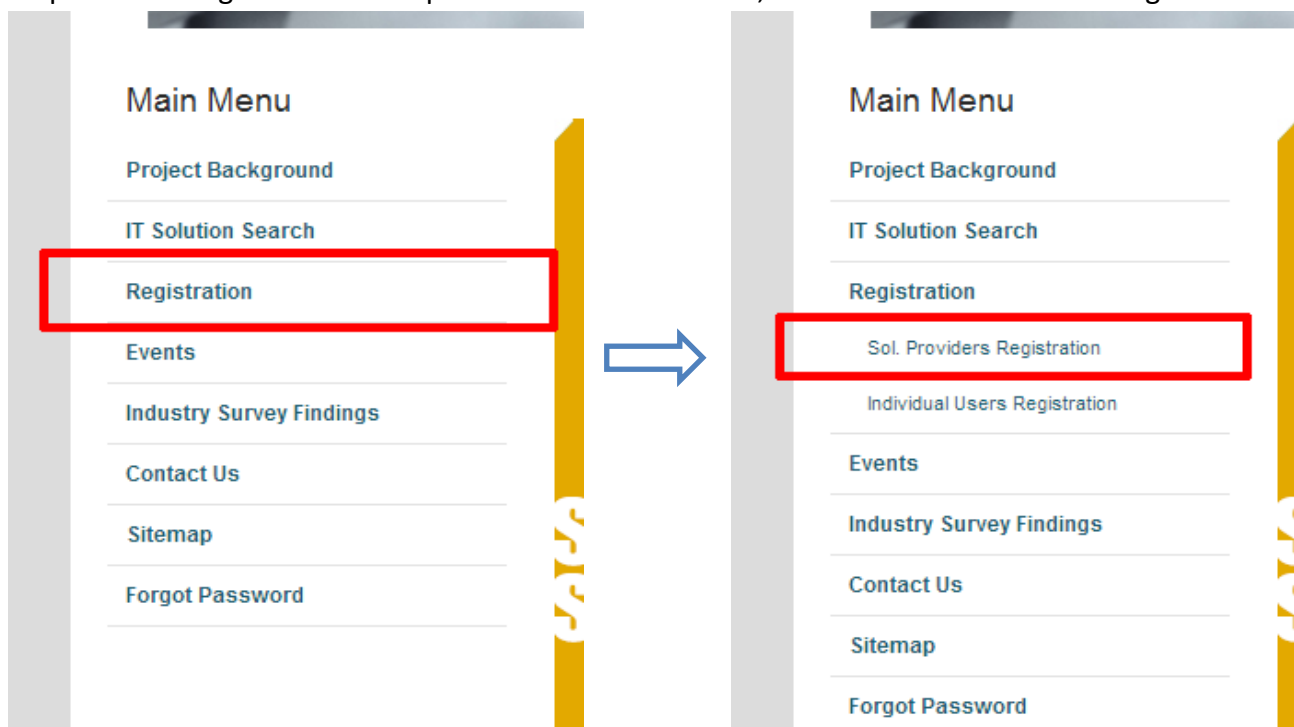
2. Getting Started

System Requirements

The website is supported for [Microsoft Internet Explorer](#) 9.0 or higher, [Mozilla Firefox](#) 24.0 or higher and [Google Chrome](#) 32.0 or higher. Your computer should also meet the minimum system requirements provided by the manufacturer of the browser you are using.

3. Solution Providers Registration

Step 1: Click "Registration" to expand left hand side menu, select "Solution Providers Registration".



Step 2: Enter Provider Information and then click "Verify" button on right hand side to verify company information and to continue the registration process.

Home > Solution Providers Registration

Solution Providers Registration

1 User Info

2 Company Details

3 Technology and Solution

4 Products and Services Details

5 Project Experience

Provider Information

User ID (E-mail): *	Name of contact person *
<input type="text"/>	<input type="text"/>
User Business Title: *	User Contact No. (No space inside): *
<input type="text"/>	<input type="text"/>
HK Business Registration No.: *	Company Name: *
<input type="text"/>	<input type="text"/>

The information filled in this page is solely for verification purpose and for future contact by the project organiser. The information will not be displayed publicly. Thus we encourage you to fill the contact details that frequently used for business purpose.

Step 3: Enter Company Information from page 2 to page 5.

- For the section “(2) Company Details” (website page 2), below please find the summary of all compulsory fields to be filled (marked with an asterisk in the website) for your easy preparation:

The screenshot shows the 'Solution Providers Registration' process flow with five steps: 1. User Info, 2. Company Details (highlighted), 3. Technology and Solution, 4. Products and Services Details, and 5. Product Experience. Below the flow diagram is a red instruction: 'Please click on the relevant section of the above registration flow diagram to input information and complete the registration process.' The form is divided into two sections: 'Provider Information' and 'Company Contacts'. The 'Provider Information' section includes fields for 'User ID (E-mail): *', 'Name of contact person: *', 'User Business Title: *', 'User Contact No.: *', and 'HK Business Registration No.: *'. The 'Company Contacts' section includes fields for '公司名稱(簡體): *', '公司名稱(繁體):', 'Company Name:', and '公司香港地址(簡體): *'.

Sub-Section	Relevant Compulsory Fields
Company Contacts	公司名稱(簡體)
	公司香港地址(簡體)
	HK Office Tel
	HK Office E-Mail
	香港辦事處聯絡人姓名(簡體)
	香港辦事處聯絡人職銜(簡體)
Company Profile	公司簡介(簡體)
	Year of Establishment in HK

- For the section “(3) Technology and Solution” (website page 3), below please find the summary of all compulsory fields to be filled (marked with an asterisk in the website) for your easy preparation:

Home > Solution Providers Registration

Solution Providers Registration

1 User Info
2 Company Details
3 Technology and Solution
4 Products and Services Details
5 Product Experience

Please click on the relevant section of the above registration flow diagram to input information and complete the registration process.

Provider Information

User ID (E-mail): *

Name of contact person: *

User Business Title: *

User Contact No.: *

HK Business Registration No.: *

Technology Adopted and Development:

Major Technologies Adopted for Development (select all that apply) :

Major Development Tool/ Programming Language Adopted:

Select/Deselect All

ASP/ ASP.Net/ JSP/ PHP Assembly

BASIC C/ C++/ Visual C++

CGI Embedded Java

Sub-Section	Relevant Compulsory Fields
Software Solution and Service Provided	Main Target Industries (select all that apply)
	Types of Software Solutions Provided (select all that apply)
	Professional Services Provided (select all that apply)

- For the section “(4) Products and Services Details” (website page 4), **all fields are non-compulsory** and optional for vendor to fill in additional information. Please note that **Empty Input Field will not be displayed publicly in the Directory.**

Home > Solution Providers Registration

Solution Providers Registration

Please click on the relevant section of the above registration flow diagram to input information and complete the registration process.

Provider Information

User ID (E-mail): *

Name of contact person: *

User Business Title: *

User Contact No.: *

HK Business Registration No.: *

Software Solution Details:

(Optional) Please fill in the additional information in this page to supplement the company information provided in previous pages. Empty input field will not be displayed publicly in the Directory.

軟件名稱1 (繁體):

軟件名稱1 (繁體):

Software Name1:

- For the section “(5) Product Experience” (website page 5), **all fields are also non-compulsory** and optional for vendor to fill in additional information. Please note that **Empty Input Field will not be displayed publicly in the Directory.**

Home > Solution Providers Registration

Solution Providers Registration

1 User Info

2 Company Details

3 Technology and Solution

4 Products and Services Details

5 Product Experience

Please click on the relevant section of the above registration flow diagram to input information and complete the registration process.

● Provider Information

User ID (E-mail): * <input style="width: 100%;" type="text"/>	Name of contact person: * <input style="width: 100%;" type="text"/>
User Business Title: * <input style="width: 100%;" type="text"/>	User Contact No.: * <input style="width: 100%;" type="text"/>
HK Business Registration No.: * <input style="width: 100%;" type="text"/>	

● Competitive Edge:

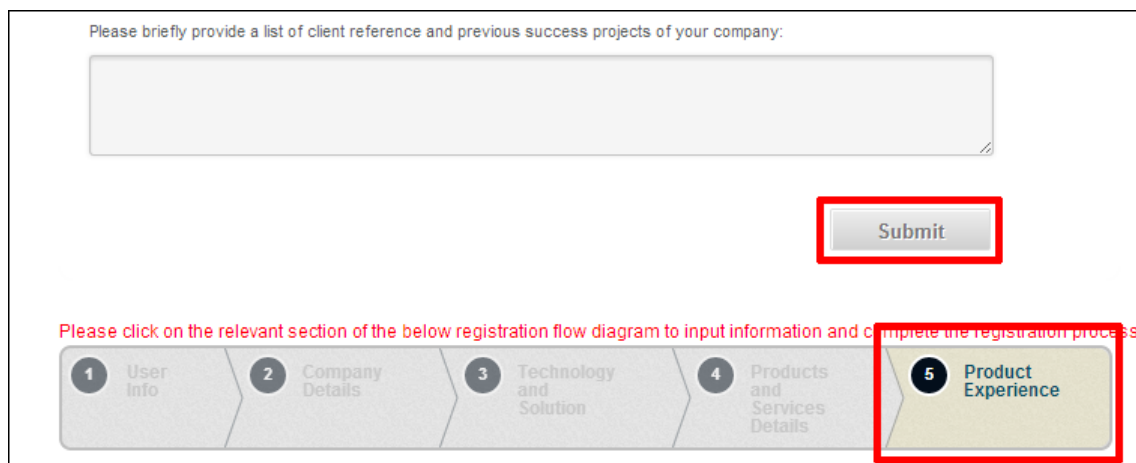
(Optional) Please fill in the additional information in this page to supplement the company information provided in previous pages. Empty input field will not be displayed publicly in the Directory.

請闡述 貴公司之軟體及服務如何針對內地資訊科技用戶需求(繁體):

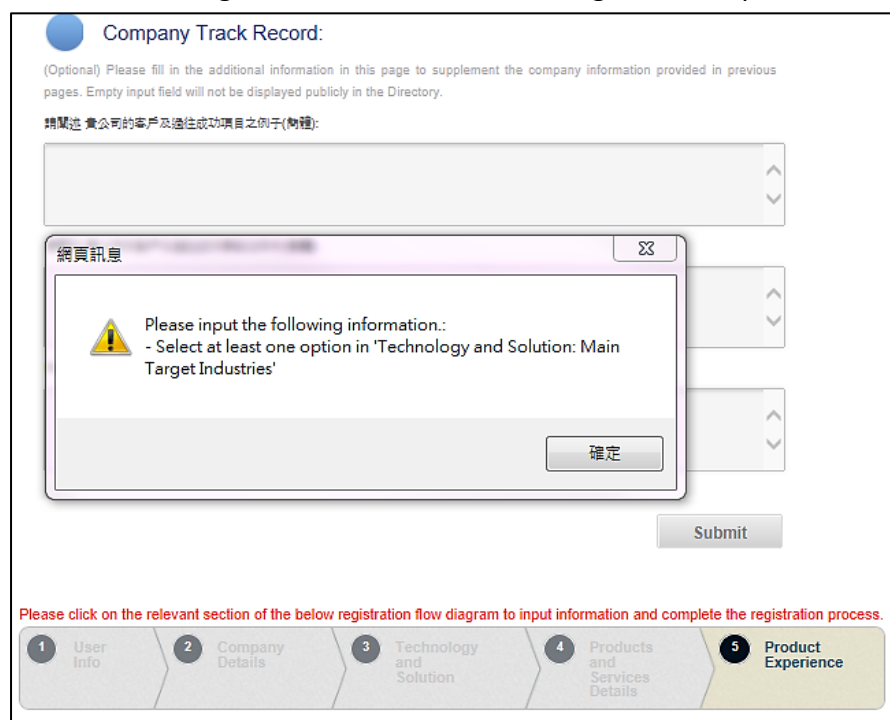
請闡述 貴公司之軟體及服務如何針對內地資訊科技用戶需求(繁體):

Please describe how the solution and service offered can cater the mainland IT user's need:

Step 4: If you complete information inputting and editing, click **“Submit” button** on the section “(5) Product Experience” (website page 5).



Please note that if you have not inputted some compulsory fields, the system will show you a reminder message. Please refer to the message and complete the remaining compulsory field(s).

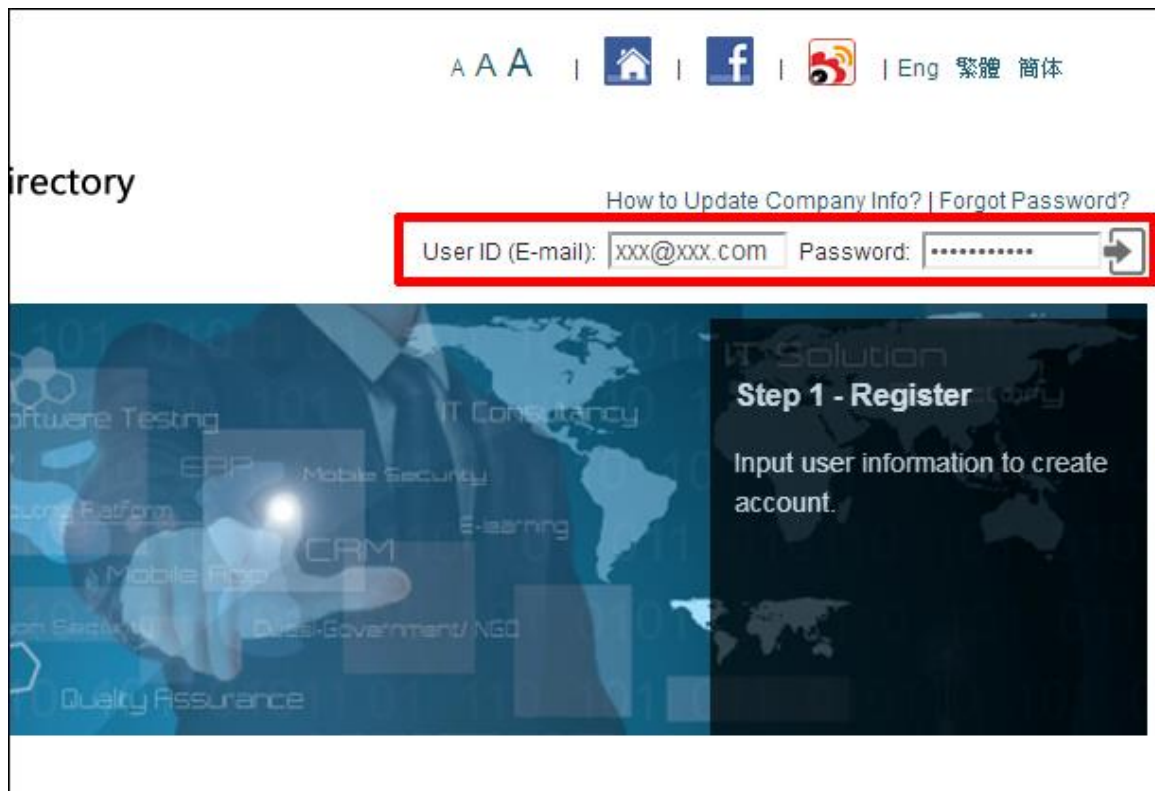


Step 5: Upon successful registration, the below message will be shown on screen. You will shortly receive an email notification (with user ID and login password).

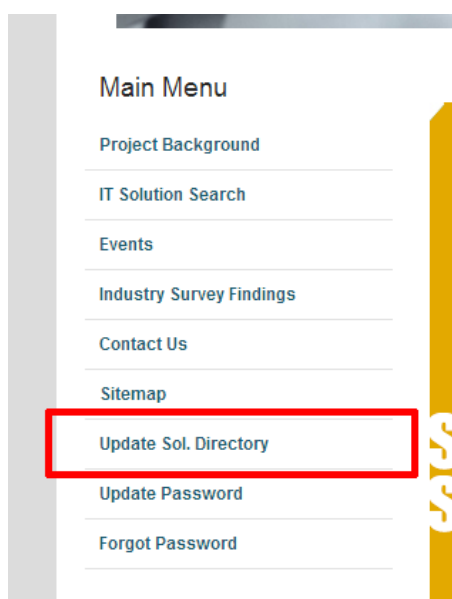
Main Menu	Home > Solution Providers Registration
Project Background	Solution Providers Registration
IT Solution Search	Thank you for your registration as user of HK Digital Interactive IT Solution Directory.
Registration	We are now verifying your information. You will receive an email notification when your account is created. Should you have any enquiry, please contact Mr. Yip at +852 2788 5396.
Events	
Industry Survey Findings	
Contact Us	
Sitemap	
Forgot Password	

4. Solution Providers Information Update

Step 1: Enter User ID (E-mail) and password (provided in e-mail) and then click button on right hand side.



Step 2: If your password is correct, you can see “Update Sol. Directory” on left hand side, then click it.



Step 3: Check your company information. Amend it if needed. Then click “Update” to continue the information update process.

Step 4: Start from the section “(2) Company Details”, check information from the website page 2 to page 5 (“Product Experience”) by clicking the button on the process bar as shown below.

Step 5: If you want to complete editing, **REMEMBER to click “Update” button** on the section “(5) Product Experience” (website page 5).

For further enquiry about registration and information update, please contact:

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<END>