



HKUST Chemical Procurement System

Vendor Quotation Briefing

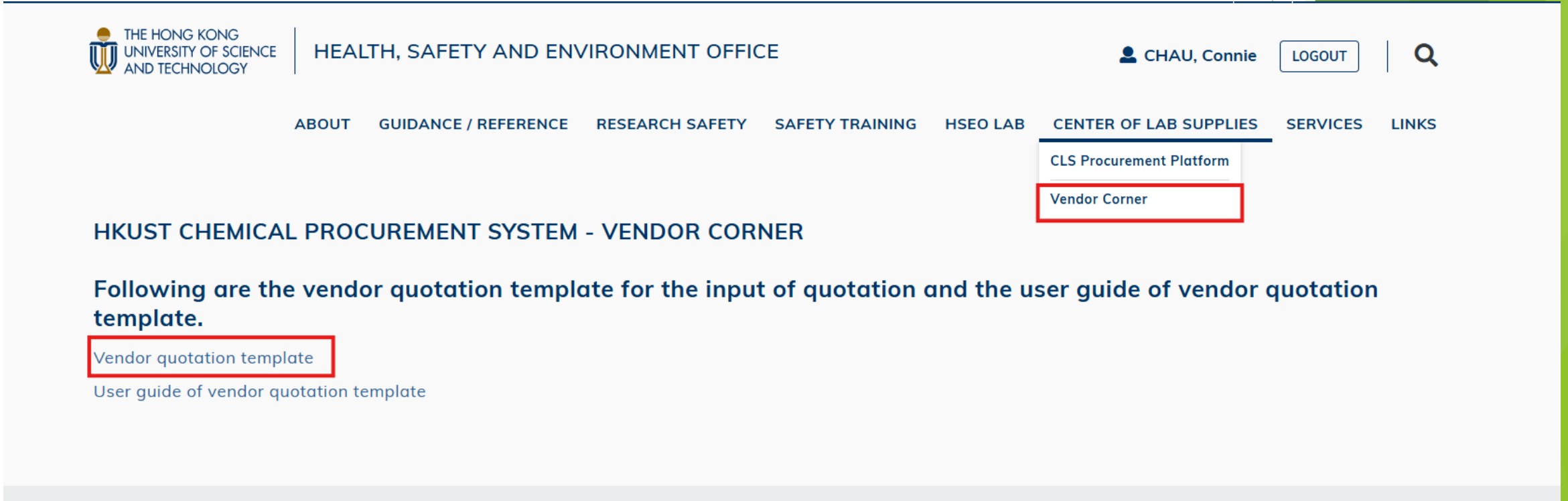
Overview

- ▶ The purpose of CRS and its potential impact on your quotation logistics to HKUST
- ▶ Specific requirements for quotation format
- ▶ Step-by-step guidance on quotation preparation using our template
- ▶ Data validation and password protection procedures for quotations
- ▶ Q&A session

Steps for quotation input

- ▶ Download the quotation template from HSEO website
- ▶ Enable the Macro function of the excel
- ▶ Fill in the information of the quotation
- ▶ Validate the data input
- ▶ Lock worksheet of excel
- ▶ Save file as excel worksheet (.xlsx) format

Download template from HSEO website



The screenshot displays the HKUST Health, Safety and Environment Office (HSEO) website. The header includes the HKUST logo and the text "THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY" on the left, and "HEALTH, SAFETY AND ENVIRONMENT OFFICE" in the center. On the right, there is a user profile for "CHAU, Connie" with a "LOGOUT" button and a search icon. A navigation menu below the header lists various sections: ABOUT, GUIDANCE / REFERENCE, RESEARCH SAFETY, SAFETY TRAINING, HSEO LAB, CENTER OF LAB SUPPLIES, SERVICES, and LINKS. The "CENTER OF LAB SUPPLIES" menu item is expanded, showing two sub-items: "CLS Procurement Platform" and "Vendor Corner", with the latter highlighted by a red box. Below the navigation, the page title "HKUST CHEMICAL PROCUREMENT SYSTEM - VENDOR CORNER" is displayed. A paragraph states: "Following are the vendor quotation template for the input of quotation and the user guide of vendor quotation template." Below this text, there are two links: "Vendor quotation template" (highlighted with a red box) and "User guide of vendor quotation template".

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

HEALTH, SAFETY AND ENVIRONMENT OFFICE

CHAU, Connie LOGOUT

ABOUT GUIDANCE / REFERENCE RESEARCH SAFETY SAFETY TRAINING HSEO LAB CENTER OF LAB SUPPLIES SERVICES LINKS

CLS Procurement Platform

Vendor Corner

HKUST CHEMICAL PROCUREMENT SYSTEM - VENDOR CORNER

Following are the vendor quotation template for the input of quotation and the user guide of vendor quotation template.

Vendor quotation template

User guide of vendor quotation template

Enable the Macro function of the excel

If following error appear, unblock the excel which has macro running in it

AutoSave Off

CRS_Vendor quotation template.xlsm No Label

Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Foxit PDF Acrobat Table Design

Paste Cut Copy Format Painter Clipboard

Calibri 11 A A Font

Wrap Text Merge & Center Alignment

General \$ % , .00 .00 Number

Conditional Formatting Format as Table Cell Styles Styles

Insert Delete Format Cells

AutoSum Fill Clear Editing

Sort & Filter Find & Select

Sensitivity Add-ins Add-ins

Analyze Copilot Finance

SECURITY RISK Microsoft has blocked macros from running because the source of this file is untrusted. Learn More

B17 Acetylene 98.5%

HKUST Chemical Procurement Quotation													
* Please complete the basic information with highlighted cells (all fields are mandatory) and the item details													
Basic Information													
From	Supplier Name			Currency	HKD			Data Validation					
To	The Hong Kong University of Science & Technology									Lock Table			
	Clear Water Bay												
	Kowloon												
	Hong Kong												
Quotation No	xxxxxxxxxx												
From	Sales name			Sales Phone	Sales Phone			Sales Email	abc@ust.hk				
Attn / Dept	Recipient name / Department Name			Recipient Phone	Recipient Phone			Recipient Email	def@ust.hk				
Issue Date (DD/MM/YYYY)	22/09/2025			Valid Until (DD/MM/YYYY)	31/12/2025			Estimate Arrival Date (DD/MM/YYYY)	01/10/2025				
Item Details													
No.	Name	Item Type	HKUST Reference (if any)	Product / Catalogue Number	Brand	Short Form (Auto-	Concentration/Purity	Grade	Packing Size / Cylinder Size	Packing Unit	UOM	CAS No.	UN No.
	Example:												
	Liquinox phosphate-free liquid detergent, 947 mL packs	Chemical	6712	CATALOG001	ATCC	ATC	99.99%	A	501 or "N/A"	mL	EA	115-11-9 or "N/A"	1090 or "N/A"
15	0												
16	1 2-Ethoxyethanol	Chemical		CATALOG20251021	abcam	ABC	99.85%	N/A	100 mL		BOT	6987-04-4	N/A
17	2 Acetylene 98.5%	Compressed Gas		CATALOG20251022	Linde HKO	HKO	>99	N/A	Med	N/A	CYL	N/A	N/A

Enable the Macro function of the excel

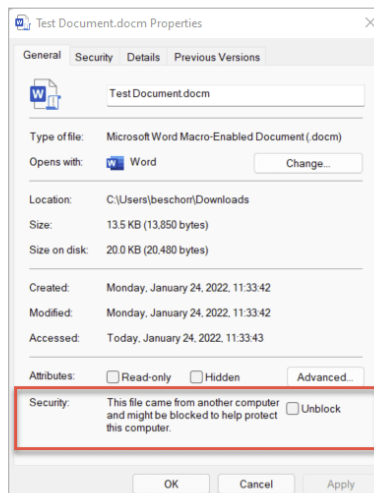
Follow the steps in following link to unblock the excel file with Macros running in it.

- <https://support.microsoft.com/en-gb/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216>

Unblock a single file

In most cases you can unblock macros by modifying the properties of the file as follows:

1. Open Windows File Explorer and go to the folder where you saved the file.
2. Right-click the file and choose **Properties** from the context menu.
3. At the bottom of the **General** tab, select the **Unblock** checkbox and select **OK**.



Fill in the information of the quotation

- ▶ Basic Information
 - ▶ Fill in Supplier name, Quotation no, Sales name, etc
 - ▶ All highlighted cells are mandatory for input

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	HKUST Chemical Procurement Quotation															
2	<i>* Please complete the basic information with highlighted cells (all fields are mandatory) and the item details</i>															
3	Basic Information															
4	From	Supplier Name			Currency	HKD										
5	To	The Hong Kong University of Science & Technology														
6		Clear Water Bay														
7		Kowloon														
8		Hong Kong														
9	Quotation No	xxxxxxxxxx														
10	From	Sales name			Sales Phone	Sales Phone			Sales Email	abc@ust.hk						
11	Attn / Dept	Recipient name / Department Name			Recipient Phone	Recipient Phone			Recipient Email	def@ust.hk						
12	Issue Date (DD/MM/YYYY)	22/09/2025			Valid Until (DD/MM/YYYY)	31/12/2025			Estimate Arrival Date (DD/MM/YYYY)	01/10/2025						
13	Item Details															
14	No.	Name	Item Type	HKUST Reference (if any)	Product / Catalogue Number	Brand	Brand Short Form (Auto-)	Concentration/Pu rity	Grade	Packing Size / Cylinder Size	Packing Unit	UOM	CAS No.	UN No.	IMDG Class	Regu
15		Example: Liquinox phosphate-free liquid detergent, 947 mL 0 packs	Chemical	6712	CATALOG001	ATCC	ATC	99.99%	A	501 or "N/A"	mL	EA	115-11-9 or "N/A"	1090 or "N/A"	3 or "N/A"	Cap. Unde Subs
16	1	2-Ethoxyethanol	Chemical		CATALOG20251021	abcam	ABC	99.85%	N/A	100 mL	BOT		6987-04-4	N/A	N/A	Unde
17	2	Acetylene 98.5%	Compressed Gas		CATALOG20251022	Linde HKO	HKO	>99	N/A	Med	N/A	CYL	N/A	N/A	N/A	N/A
18																

Data Validation

Lock Table

information,

► Item Details

- ▶ Fill in 'HKUST Reference (if any)' column if user have provided the information, otherwise, leave it blank.
- ▶ Fill "N/A" if column is not applicable

[illegible]

Validate the data input

- ▶ Press the “Data Validation” button to validate the data input
- ▶ Correct the highlight incorrect cell and press “Data Validation” again until no error message appear

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	HKUST Chemical Procurement Quotation													
2	* Please complete the basic information with highlighted cells (all fields are mandatory) and the item details													
3	Basic Information													
4	From	Supplier Name		Currency	HKD									
5	To	The Hong Kong University of Science & Technology												
6		Clear Water Bay												
7		Kowloon												
8		Hong Kong												
9	Quotation No	xxxxxxxxx												
10	From	Sales name		Sales Phone			Sales Email	abc@ust.hk						
11	Attn / Dept	Recipient name / Department Name		Recipient Phone	Recipient Phone		Recipient Email	def@ust.hk						
12	Issue Date (DD/MM/YYYY)	22/09/2025		Valid Until (DD/MM/YYYY)	31/12/2025									
13	Item Details													
14	No.	Name	Item Type	HKUST Reference (if any)	Product / Catalogue Number	Brand								
15	0	Liquinox phosphate-free liquid detergent, 947 mL packs	Chemical	6712	CATALOG001	ATCC	ATC	99.99%	A	501 or "N/A"	mL	EA	115-11-9 or "N/A"	1090 or "N/A"
16	1	2-Ethoxyethanol	Chemical		CATALOG20251021	abcam	ABC	99.85%	N/A	100	mL	BOT	6987-04-4	N/A
17	2	Acetylene 98.5%	Compressed Gas		CATALOG20251022`23243546758	Linde HKO	HKO	1243153136247358	N/A	Med	N/A	CYL	N/A	N/A

Data Validation

Lock Table

Validation Errors

⚠ Validation complete. 3 errors found:
(Sales Phone) cannot be null
Row 17 (Product / Catalogue Number): Length must be <= 24
Row 17 (Concentration/Purity): Length must be <= 8

OK

Lock worksheet of excel

- ▶ Press the “Lock Table” button to lock the quotation excel
- ▶ Password file will be generated under the same folder with this quotation file. The password file name is the quotation file with extension "Password_DateTime.txt"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	HKUST Chemical Procurement Quotation														
2	* Please complete the basic information with highlighted cells (all fields are mandatory) and the item details														
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11	Attn / Dept	Recipient name / Department Name		Recipient Phone	Recipient Email		def@ust.hk								
	Issue Date (DD/MM/YYYY)	22/09/2025		Valid Until (DD/MM/YYYY)	01/10/2025										
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15		Example: Liquinox phosphate-free liquid detergent, 947 mL 0 packs	Chemical	6712	CATALOG001	ATCC	ATC	99.99%	A	501 or "N/A"	mL	EA	115-11-9 or "N/A"	1090 or "N/A"	3 or
16	1	2-Ethoxyethanol	Chemical		CATALOG20251021	abcam	ABC	99.85%	N/A	100	mL	BOT	6987-04-4	N/A	N/A
17	2	Acetylene 98.5%	Compressed Gas		CATALOG20251022	Linde HKO	HKO	>99	N/A	Med	N/A	CYL	N/A	N/A	N/A

Table locked

Validation completed. The table has been locked. Password is saved at C:\HSEO\Project\CLS\CRS\CRS_Vendor quotation template.xlsm_Password_2025-11-10 114709.txt

OK

Data Validation

Lock Table

Lock worksheet of excel

- ▶ Open the password file for password to unlock protected area of excel if amendment of quotation is needed.

🔗

🗑️

↕️ Sort ▾

☰ View ▾

⋮

Name

📄 CRS_Vendor quotation template.xlsm_Password_2025-11-10 114709.txt

📄 CRS_Vendor quotation template.xlsm

Date modified

10/11/2025 11:47 am

10/11/2025 11:46 am

Type

Text Document

Microsoft Excel M...

Size

1 KB

195 KB

Details

File

Edit

View

TABLE LOCK PASSWORD

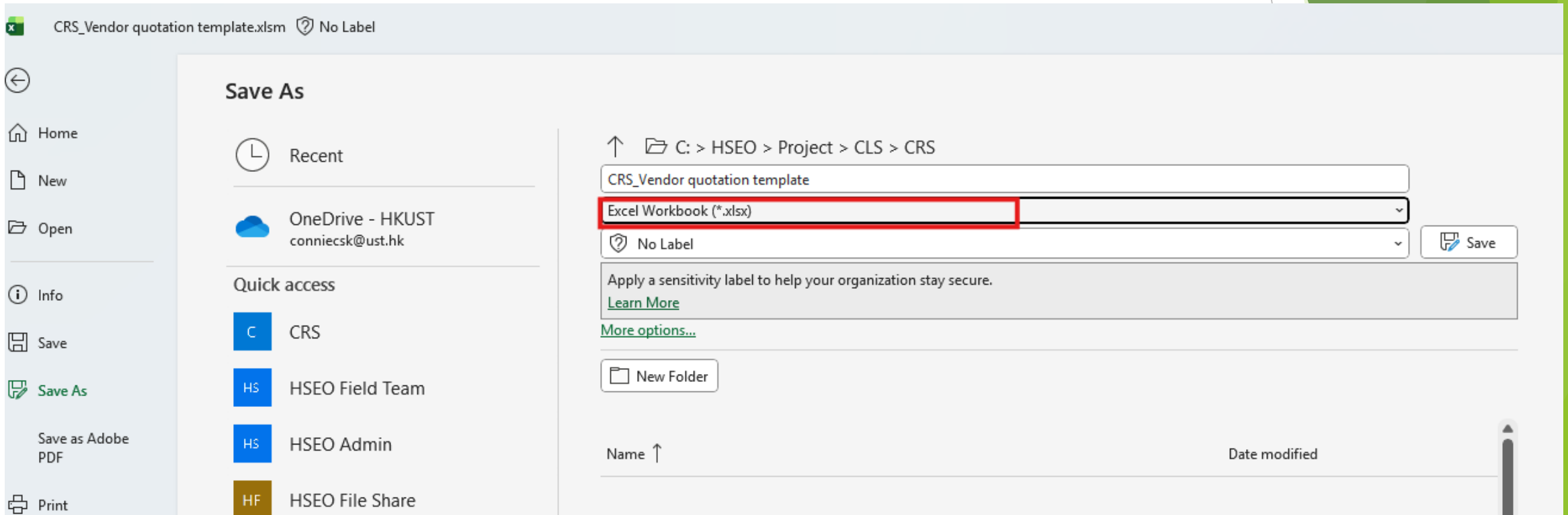
Date: 2025-11-10 11:47:09

Workbook: CRS_Vendor quotation template.xlsm

Worksheet: Quotation

Password: KTLFQDAYaG

Save file as excel worksheet (.xlsx) format



When start using this Quotation Excel?

- ▶ You can start using the quotation excel on 8 Dec 2025
- ▶ Always get the latest version of the quotation excel from website

Contact Us

- ▶ Dana Wong (danawsm@ust.hk; 2358-6076)