Taiwan Bank Joint Supply Contract Webpage

[Government e-Procurement System Operation]：Procurement through online ordering under the Taiwan Bank Joint Supply Contract.

1. Account Application

(1) Each unit (Academic Affairs, Student Affairs, General Affairs, IT Services) should designate one person to apply. The applicant must have permission to fill out forms in the budget accounting system.Only one account per person is allowed.
(2) If applying under a unit name, the form must be signed by the unit supervisor and submitted both in paper and electronic format.
(3) If applying under a special project (e.g., Deep Cultivation Plan), it must be signed by both the unit supervisor and the project supervisor.
(4) All fields in the application form are mandatory. After completing the form, print it, have it signed by the purchaser and supervisor, and submit it to the General Affairs Office. Also, send the completed electronic form to: gapurchase@saturn.yzu.edu.tw The account will be created within 3 working days after both paper and electronic forms are received.
(5) If the original applicant resigns or changes position, mark “change” and note the reason in the remarks.

2. Account Activation

A notification email will be sent once the account is activated. Please log in and change your password.

3. Purchase Order Creation & Acceptance

- Practice area available: https://web.pcc.gov.tw/qdcs/trainingIndex/gtrain13
- Product Search: Only select “Taiwan Bank Co., Ltd.” or “Digital Industry Agency, Ministry of Digital Affairs”

(1) Purchase Management：Select product → contract agency → group → vendor → confirm item → select subsidy document number → confirm quantity → generate purchase order
(2) Additional items must be explained separately.
(3) Fill in purchaser info, internal purchase number (e.g.,Y1140XXXX), invoice and delivery address (must include department name), purchase title (Yuan Ze University - Department Name), and subsidy document number.
(4) Print the purchase order and submit it with other documents to the Procurement Section.
(5) Only the Procurement Section has ordering rights. If no email confirmation is received within 3 days after approval, contact the Procurement Section.
(6) Incomplete forms will be returned.

(7) For reimbursement, print the order (with order date visible) and attach it to the reimbursement form.
(8) Upon delivery: go to order management → receiving unit → confirm receipt.
(9) Upon inspection: go to order management → inspection unit → confirm inspection.

- If inspection fails, note the issue and resolution.
- Record: enter purchaser's name.
- Inspector: enter Ms. Lin Xue-Rong.
- Vendors delaying delivery must pay penalties. If no contract term is specified, the system default applies.
- Receipt and inspection must be completed online; otherwise, the next order cannot proceed.

4. Green Procurement

(1) Mandatory for items like computers, monitors, printers, scanners, projectors, air conditioners, etc.
(2) Must meet environmental, energy-saving, or water-saving standards.
(3) Use joint supply contracts or public bidding.
(4) Even for non-mandatory items, green products are encouraged.
(5) Check green product certification via:https://greenlifestyle.moenv.gov.tw/greenLabel
(6) Vendors may also provide certified product info.

5. Budget Reminder

Units should purchase early. Lack of budget later cannot be used as a reason to request public bidding.

6. Additional Purchases

(1) Must comply with joint supply contract rules and budget attributes.
(2) Confirm with the Accounting Office before proceeding.
(3) Must follow proportional principles. Items not part of or connected to the main product cannot be added.

7. Vendor Issues

If vendors discontinue products, delay delivery, or terminate contracts, refer to the contract terms for handling.

Yuan Ze University Procurement Procedures

(1) Under NT$150,000 (Self-managed Procurement):
- Documents: joint supply contract order, green product certificate

- Method: joint supply contract or green procurement

(2) NT$150,000–300,000 (General Procurement):
- Documents: procurement data form, joint supply contract order, utility form, green product certificate
- Method: joint supply contract or green procurement

(3) Over NT$300,000 (General Procurement):
- Documents: major equipment request form, joint supply contract order, utility form, and if over NT$1 million, specification review meeting materials, green product certificate
- Method: joint supply contract or green procurement