

學校採購員帳戶重新啟動表格 School Buyer Account Reactivation Form

請填妥本表格並蓋上校印後電郵至 info@edcity.hk，我們將於三個工作天內為 貴校重啟學校採購員帳戶，屆時學校採購員將會收到電郵通知。如有查詢，請電郵至 info@edcity.hk 或致電 2624 1000。收集的資料絕對保密，詳情請參考香港教育城[私隱政策](#)。

Please complete this form with school chop and email at info@edcity.hk. The school buyer will receive a notification email in 3 working days. For enquiries, please contact us at info@edcity.hk or 2624 1000. The information collected is strictly confidential. For details, please refer to the [Privacy Policy](#) of Hong Kong Education City.

(1) 學校資料 School Information

教城學校代號 EdCity School Code : _____

學校中文名稱 School Chinese Name : _____

學校英文名稱 School English Name : _____

學校電話 School Phone No. : _____ 學校傳真 School Fax No. : _____

學校電郵 School Email : _____

(2) 學校採購員資料 School Buyer Information

姓名 Name : _____

聯絡電話 Contact Phone No. : _____

聯絡電郵 Contact Email : _____

(3) 校長聯絡資料 Principal Contact Information

校長姓名 Principal Name : _____

校長聯絡電郵 Principal Contact Email : _____

校長簽署

Principal Signature : _____

學校蓋印

日期 Date (DD/MM/YYYY): _____ School Chop : _____

✧ 請填妥所有欄位。

Please fill in all fields.

✧ 學校採購員之電郵帳戶需為學校提供的域名電郵帳戶。

The email account for the school buyer must be with the school domain provided by the school.

✧ 密碼重設後會透過電郵發送至學校採購員之電郵帳戶，如提供之電郵不正確或已失效，密碼會發送至校長之電郵帳戶。

The password reset email will be sent to the school buyer's email account. If the provided email is incorrect or invalid, the password will be sent to the principal's email account.

✧ 如遞交表格後超過三個工作天仍未收到帳戶重啟電郵，請即聯絡我們。

If you do not receive the buyer account reactivation email in three working days after submitting the form, please contact us immediately.