

學校採購員帳戶重新啟動表格

School Buyer Account Reactivation Form

請填妥本表格，並於蓋上校印後電郵至 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，詳情請參閱香港教育城 [私隱政策](#)。

Please complete this form and stamp it with a school chop, then email it to 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. Please refer to the [Privacy Policy](#) of Hong Kong Education City for details.

(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.
- ✧ 學校採購員的聯絡電郵必須是以學校域名註冊的電郵地址。
The school buyer's contact email must be an email address registered with the school domain name.
- ✧ 重新啟動帳戶後，教城會發送電郵通知至學校採購員的聯絡電郵；如提供的電郵地址不正確或已失效，有關通知將發送至校長的聯絡電郵。
After the account is reactivated, EdCity will send a notification email to the school buyer's contact email. If the contact email is incorrect or invalid, the notification will be sent to the principal's contact email.
- ✧ 如您在遞交表格後的三個工作天內未收到電郵通知，請聯絡我們。
If you do not receive the notification email in three working days after submitting the form, please contact us.