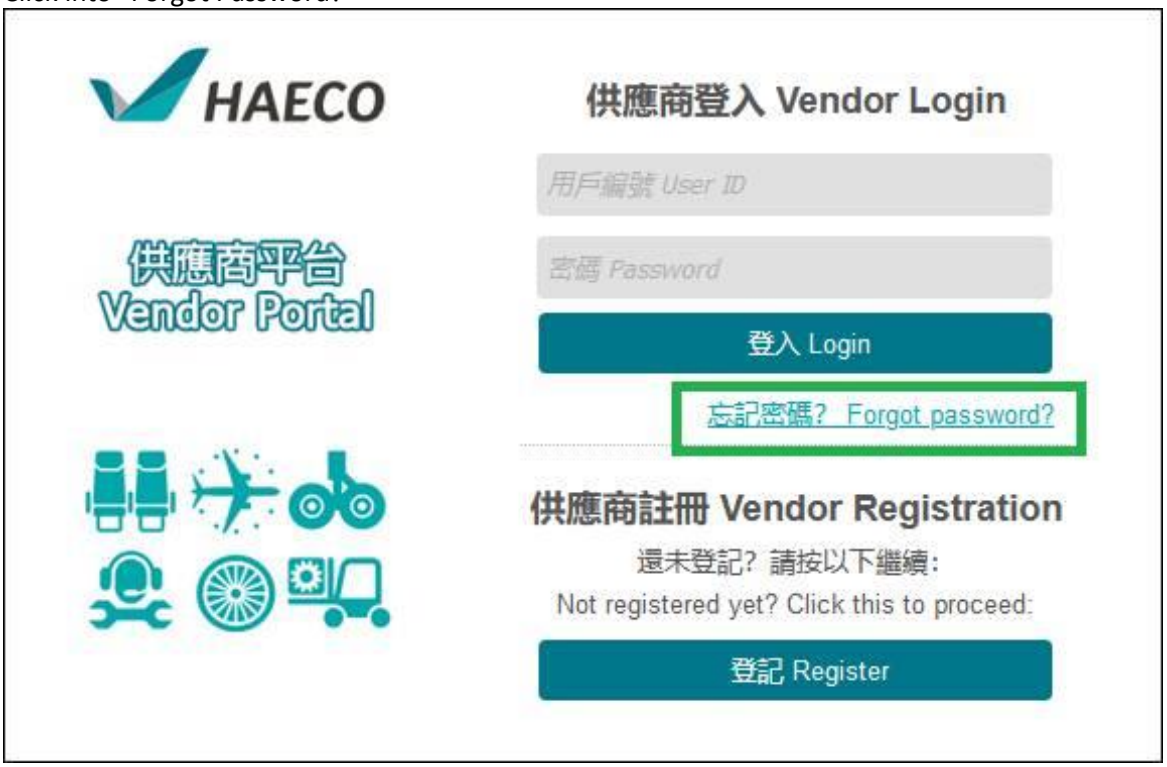
HAECO eProcurement System

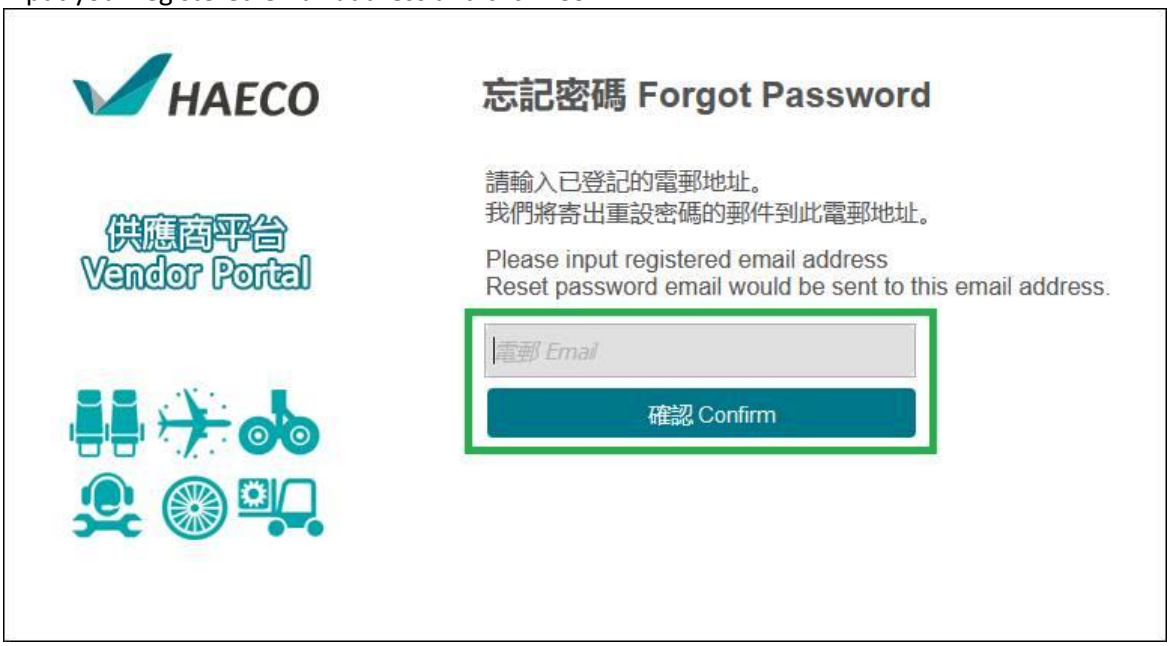
Instruction of Password Reset in Vendor Portal

1. Access Vendor Portal with: directly to https://vendorportal.haeco.com

2. Click into “Forgot Password?”



3. Input your registered email address and click “Confirm”

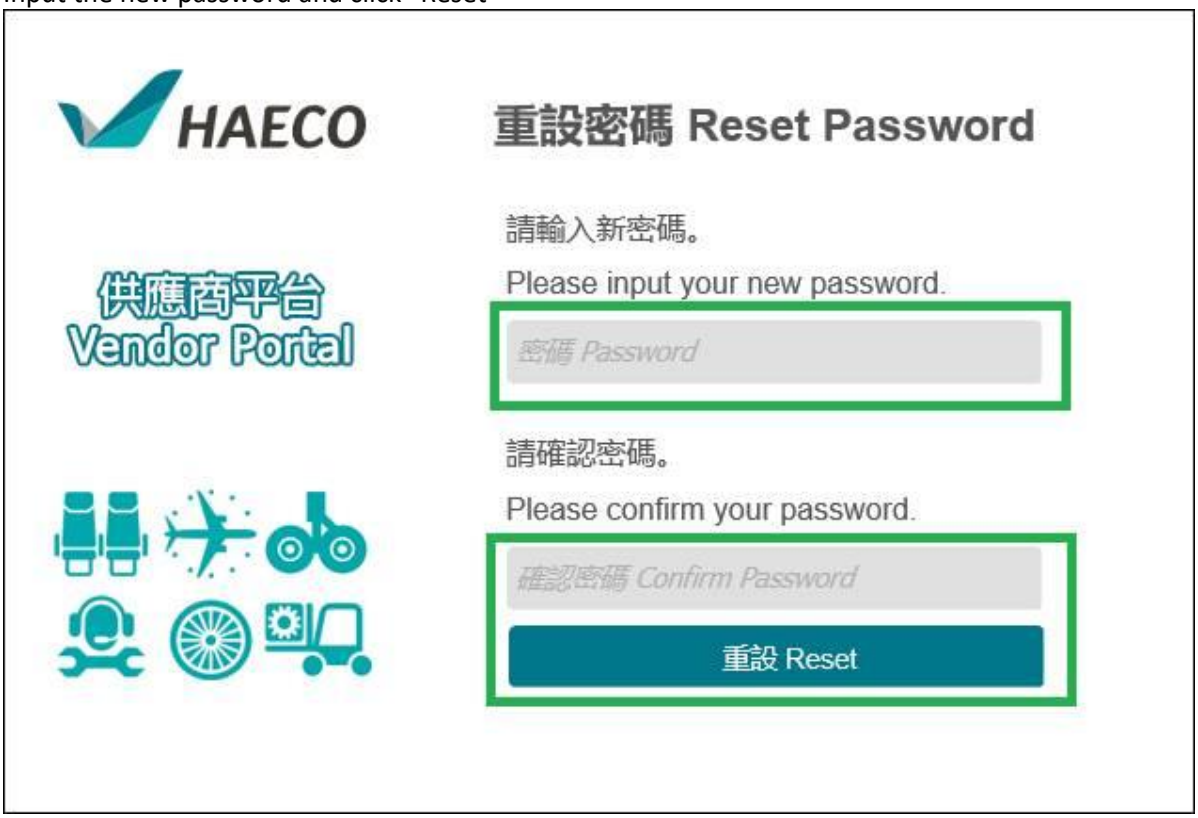


4. After Confirmed, if Email address could be found, below message would be shown and Reset Password email would be sent.

5. If Email address could not be found, below message would be shown and please kindly verify the inputted email address.

6. You would receive Reset of Password email. Click the link in the email to access to the reset password screen.

7. Input the new password and click “Reset”



8. Confirmation message would be shown if reset successfully

9. Input your User ID and Password and click “Login”, then you will be able to access ePS Vendor Portal.

10. Then you will be able to access ePS Vendor Portal.