

# QUICK REFERENCE GUIDE FOR CLP SUPPLIERS

## New Supplier Registration - CLP Supplier Portal

<p><b>Step 1:</b> Head over to the <a href="#">CLP New Supplier</a> page. Click “REGISTER HERE”.</p>	
<p><b>Step 2:</b> Read “CLP Supplier Portal Terms of User and Personal information Collection Statement”</p>	
<p><b>Step 3:</b> Scroll to the end of the page and click “Accept”. Once accepted, you will be automatically redirected to the Oracle Sign In page.</p>	
<p><b>Step 4:</b> Enter your company email. A one-time access code will be sent by Oracle.</p> <p>Fill in the access code and click Continue the Registration process.</p>	

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<p><b>Step 5:</b> Provide the following details:</p> <ul style="list-style-type: none"> <li>• <b>Company Details:</b> Input your Company Name, Country, Tax Registration Number (i.e. BR Number in Hong Kong), Organization Type and Supplier Type</li> <li>• <b>Contacts:</b> Input your Contact info., including. Name, Email address, Title, Contact numbers, etc</li> <li>• <b>Addresses:</b> Input your Company Adress and select all three purposes for the address</li> <li>• <b>Bank Accounts:</b> Input your company bank information and attach a Bank Reference letter</li> <li>• <b>Products and Services:</b> Select the Product category that your company offers</li> <li>• <b>Questionnaire:</b> Input the response to Know-Your-Counterparty (KYC) questionnaire and acknowledge CLP’s Supplier Code of Conduct</li> </ul>	
<p><b>Step 6:</b> Click “Submit” after completing all the required information in Step 5. The screen will display your Registration request number.</p> <p>The CLP team will evaluate your submission.</p>	
<p><b>Step 7:</b> When your registration is approved by CLP, you will receive two emails:</p> <ol style="list-style-type: none"> <li>1. An email stating that your registration is approved</li> <li>2. An email with subject: <b>Oracle Fusion Applications-Welcome E-Mail</b> reminding you that a) Your Oracle account has been successfully created and b) Password reset is required</li> </ol>	
<p><b>Step 8:</b> After resetting your password, you will be able to login to the CLP Supplier Portal.</p>	