

MANAGING YOUR SUPPLIER PROFILE

Overview

The purpose of this System Guide is to explain how Suppliers can edit profiles in the CLP Supplier Portal.



Updating Your Supplier Profile

1. On the **Sign In** page, login with your User ID and Password.

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

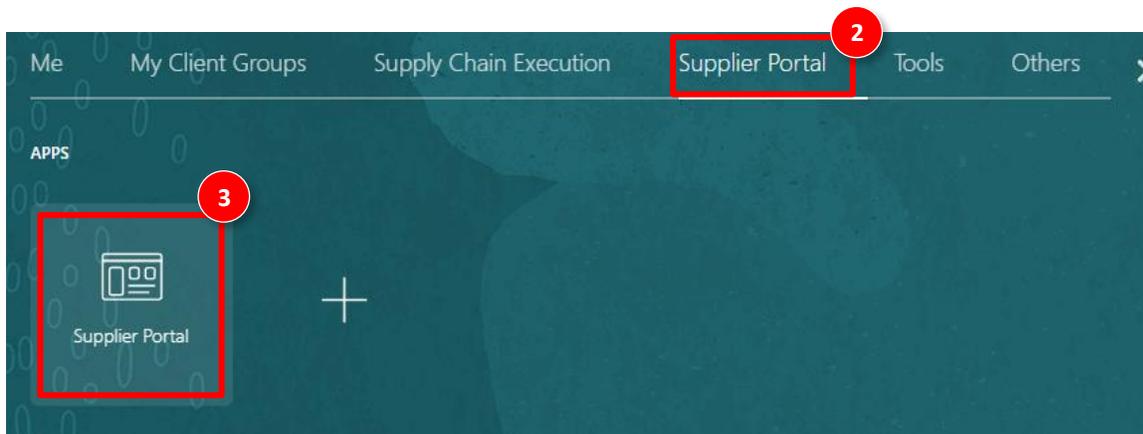
Password
Password

Forgot Password

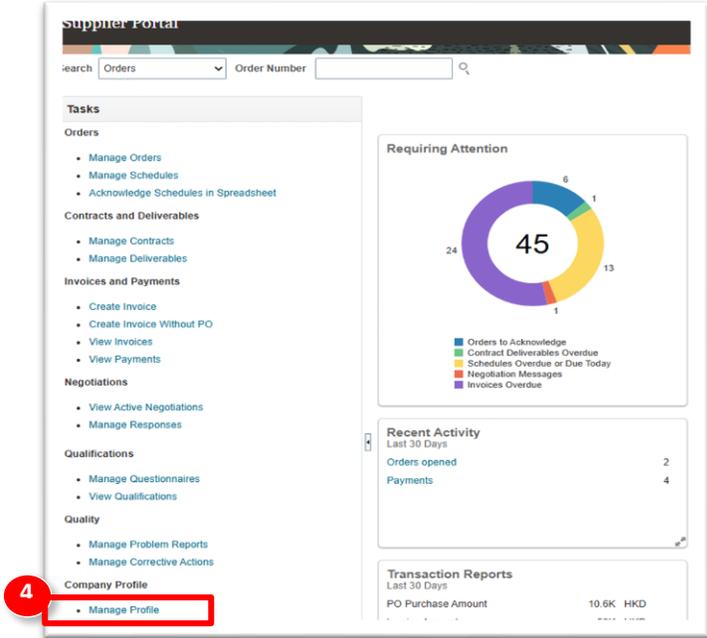
Sign In

Select Language
English

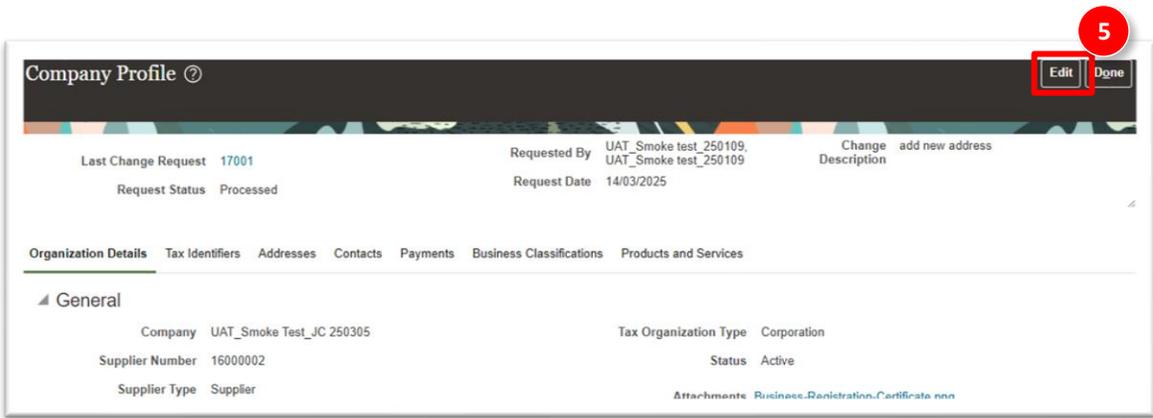
2. After signing into Oracle Cloud, click the **Supplier Portal** tab.
3. The **APPS** section is displayed. Click the **Supplier Portal** tile.



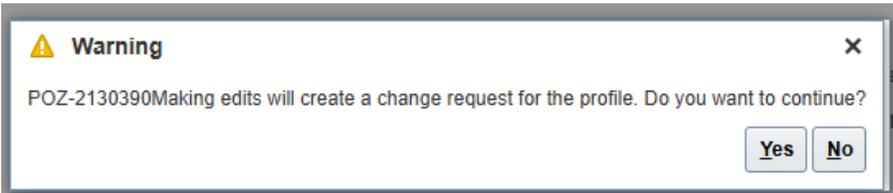
4. The **Supplier Portal** page is displayed. Click the **Manage Profile** under **Tasks**. You will see your company profile registered in CLP Portal.



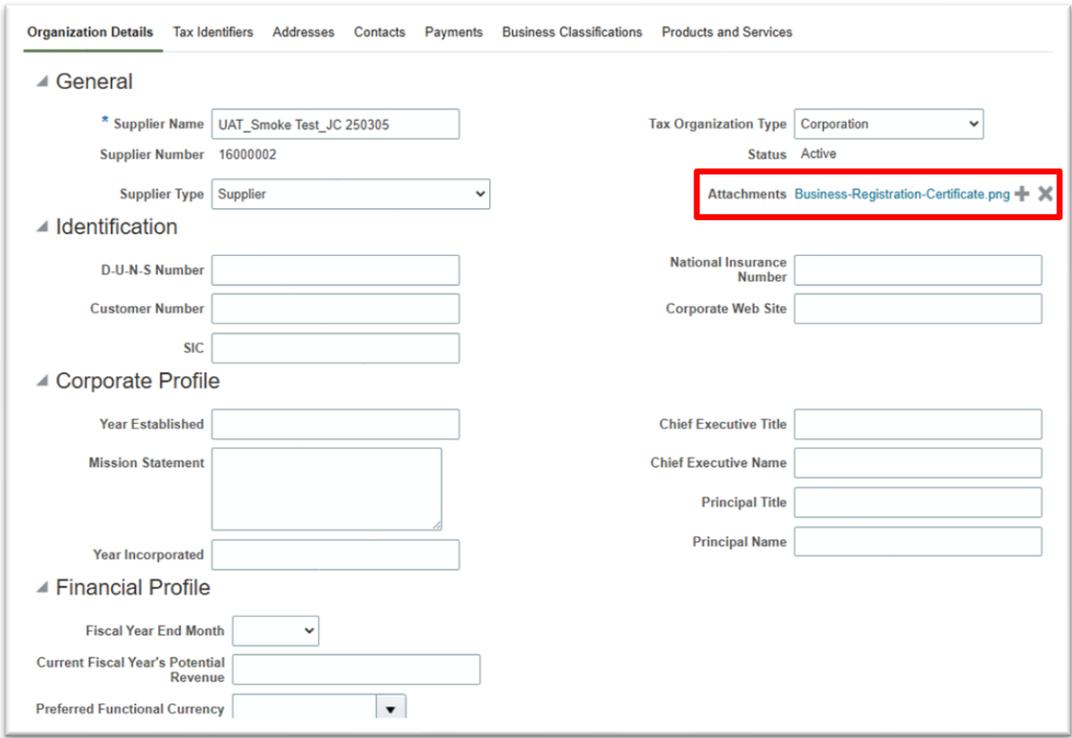
5. Click the **Edit** link to initiate any update(s) to your company profile.



A pop-up message will remind you that the Edits will trigger a change request to the profile (Depending on the information type, it will require CLP’s approval). Click **‘Yes’** to continue updating your profile, and **‘No’** to return to your Company profile.



6. **Organization Details** consists of basic information about your company (e.g. Name, your company identification, Corporate Profile and Financial Profile). You can upload your latest **Business Registration** in **Attachments** on this page.



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

* Supplier Name: UAT_Smoke Test_JC 250305
 Supplier Number: 16000002
 Supplier Type: Supplier
 Tax Organization Type: Corporation
 Status: Active

Attachments: Business-Registration-Certificate.png + X

Identification

D-U-N-S Number: []
 Customer Number: []
 SIC: []
 National Insurance Number: []
 Corporate Web Site: []

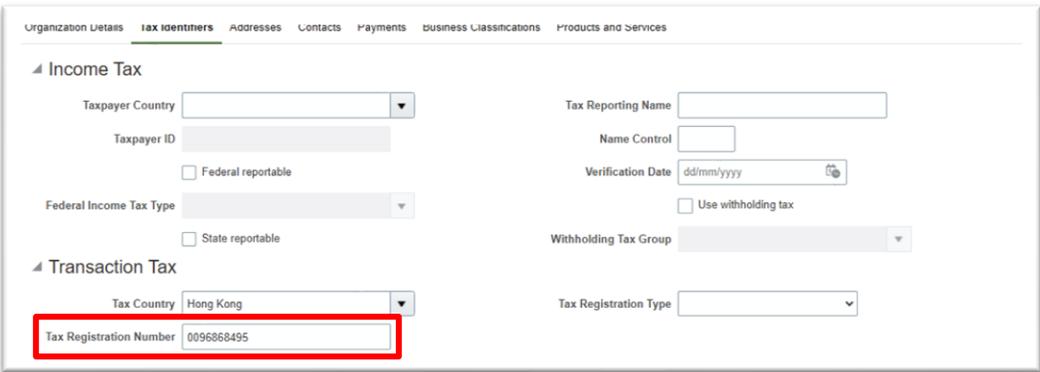
Corporate Profile

Year Established: []
 Mission Statement: []
 Year Incorporated: []
 Chief Executive Title: []
 Chief Executive Name: []
 Principal Title: []
 Principal Name: []

Financial Profile

Fiscal Year End Month: []
 Current Fiscal Year's Potential Revenue: []
 Preferred Functional Currency: []

7. **Tax Identifiers** consists tax-related information. Note: The **Business Registration** number is placed under the **Tax Registration** number field.



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Income Tax

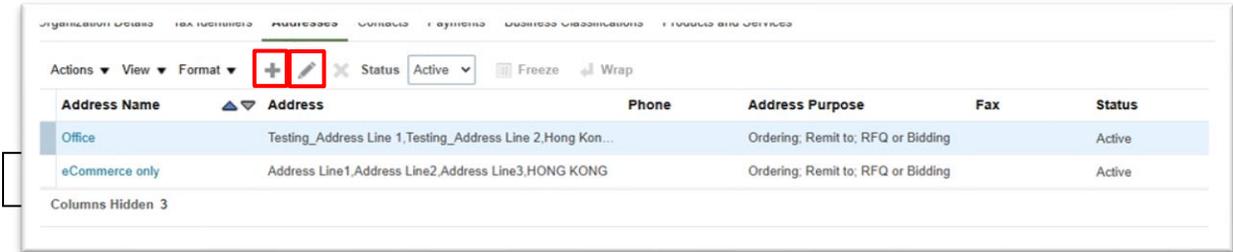
Taxpayer Country: []
 Taxpayer ID: []
 Federal Income Tax Type: []
 Tax Reporting Name: []
 Name Control: []
 Verification Date: dd/mm/yyyy
 Use withholding tax: []
 Withholding Tax Group: []

Transaction Tax

Tax Country: Hong Kong
 Tax Registration Number: 0096868495
 Tax Registration Type: []

8. **Addresses** allows you to provide the addresses of your company office(s).

- You can click the '+' icon to add more addresses or click the 'Pen' icon to update the existing addresses. Once completing the Add/Update, click OK.



Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Actions View Format + Pen X Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Office	Testing_Address Line 1,Testing_Address Line 2,Hong Kon...		Ordering; Remit to; RFQ or Bidding		Active
eCommerce only	Address Line1,Address Line2,Address Line3,HONG KONG		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Create Address ✕

* Address Name

* Country

* Address Line 1

* Address Line 2

Address Line 3

City or Town

District

Area

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

*Address purpose- Please tick **ALL three options** for new address creation in order to receive Negotiation (i.e. RFQ/Bidding), PO and Payment.

Phone

Fax

Email

Inactive Date

Status

9. **Contacts** allows you to provide your company’s contact points for CLP. You can create more than one contact according to the business needs.
- You can click the ‘+’ icon to add contacts or click ‘Pen’ icon to edit the existing contacts. Once completing the Add/Update, click OK.

Organization Details							Tax Identifiers		Addresses		Contacts		Payments		Business Classifications		Products and Services				
Actions		View		Format		+		✎		✕		Status		Active		Freeze		Detach		Wrap	
Name		Job Title		Email		Phone		Administrative Contact		User Account		Status									
UAT_Smoke test_250109, UAT_Smoke tes...		Testing_Job title		UAT_smoketest@clp.com				✔		✔		Active									
Columns Hidden 7																					

create Contact

Salutation: Mr. | Phone: | | | |

* First Name: Chris | Mobile: | | | |

Middle Name: | Fax: | | | |

* Last Name: Wong | Email: chris.wong@supplier.com.test

Job Title: Sales Manager | Status: Active

Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
Office-2	Address Line 1,Address Line 2, HK Southern District,Hong ...		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

User Account

Request user account

Roles | Data Access

Role	Description
CLP SCM SP Supplier Accounts Receivable ...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking inv...
CLP SCM SP Supplier Quality Engineer JR	External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have b...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...

Create Another | OK | Cancel

Contact info- You can provide basic contact information here, including Name, Job Title, Email address, Telephone no.

Contact Addresses - You can link this contact with the Address of your company profile

User Account - Please tick 'Request user account' if your team requires CLP Supplier Portal access (User account will be created automatically after approval of change).

10. **Payments** allows you to Add or Edit the Bank Accounts for receiving Payment. You can add additional bank accounts according to business needs (e.g. for different currencies).
- Click the '+' icon to add more bank accounts or click the 'Pen' icon to edit the existing bank account.
 - In addition, you can select only one Bank account as a primary account for receiving payment.

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Payment Methods | **Bank Accounts**

Primary	Account Number	IBAN	Currency	Bank Name
	XXXXXXXX2483	XXXXXXXXXXXX2483	CNY	BANK OF CHINA-999083
<input checked="" type="checkbox"/>	XXXXXX4324		HKD	The Hongkong and Shanghai B...

Columns Hidden 8

NOTE: You will be required to provide a Bank Reference Letter as a supporting document for any Bank Account update.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country: China

* Account Number: 83422422483

Bank Name: BANK OF CHINA-999083

Bank Branch: CHANGSHU BRANCH

Allow international payments

From Date: 16/03/2025

Inactive On: dd/mm/yyyy

IBAN: 443283422422483

Currency: CNY

* Attachments: Bank Reference Letter.jpg

Additional Information:

Account Name: TRAINING LIMITED

Alternate Account Name:

Account Suffix:

Check Digits:

Account Type:

Description:

Create Another OK Cancel

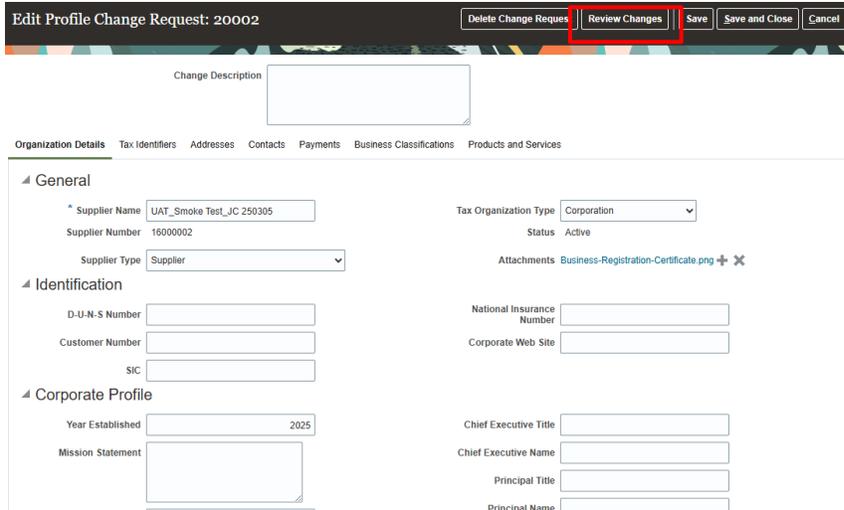
11. **Products and Services** allows you to select the categories of Products/Services your company provides. You can add more selections by clicking the 'Select and Add' icon.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions View Format  Freeze Detach Wrap

Category Name	Description
Digital / IT	
Digital / IT > IT HARDWARE > DATA CENTER HARDWARE	DATA CENTER HARDWARE
Digital / IT > IT HARDWARE > IT NETWORK HARDWARE	IT NETWORK HARDWARE
Digital / IT > IT HARDWARE > PC, PERIP. & MOBILE DEV	PERSONAL COMPUTERS, PERIPHERALS AND MOBILE DEVI...
Digital / IT > IT HARDWARE > PUNCHOUT - COMPUTER PERIPHERAL & ACCESSORY	PUNCHOUT - COMPUTER PERIPHERAL & ACCESSORY
Digital / IT > IT HARDWARE > PUNCHOUT - DaaS	PUNCHOUT - DaaS
Digital / IT > IT HARDWARE > SERVER AND STORAGE	SERVER AND STORAGE

12. After completing all updates on your Company Profile, click 'Review Changes'.



Edit Profile Change Request: 20002 [Delete Change Request] [Review Changes] [Save] [Save and Close] [Cancel]

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name: UAT_Smoke Test_JC 250305
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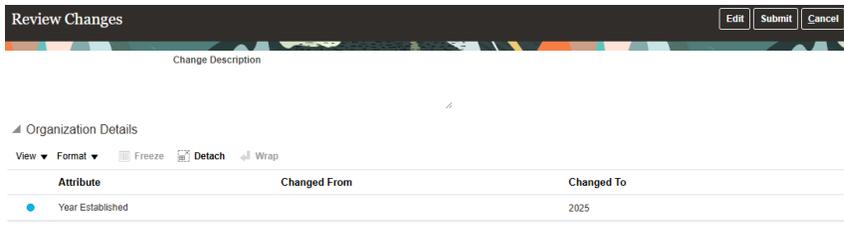
Identification

D-U-N-S Number
 Customer Number
 SIC
 National Insurance Number
 Corporate Web Site

Corporate Profile

Year Established: 2025
 Mission Statement
 Chief Executive Title
 Chief Executive Name
 Principal Title
 Principal Name

A summary of all changes will be displayed in the **Review Changes** page. You can click Edit if you find any issues or choose to 'Submit' changes for the CLP team's review.



Review Changes [Edit] [Submit] [Cancel]

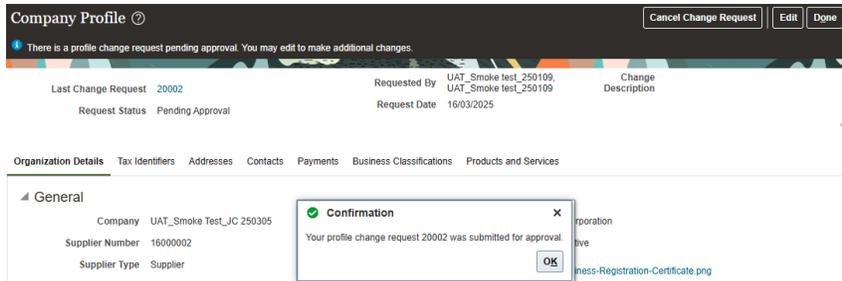
Change Description

Organization Details

View Format Freeze Detach Wrap

Attribute	Changed From	Changed To
Year Established		2025

13. After clicking 'Submit', your request will be sent to the CLP team for review and approval.



Company Profile [Cancel Change Request] [Edit] [Done]

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 20002
 Request Status: Pending Approval
 Requested By: UAT_Smoke test_250109, UAT_Smoke test_250109
 Request Date: 16/03/2025
 Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: UAT_Smoke Test_JC 250305
 Supplier Number: 16000002
 Supplier Type: Supplier

Confirmation
 Your profile change request 20002 was submitted for approval.
 [OK]

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