

OVERVIEW OF THE CLP SUPPLIER PORTAL

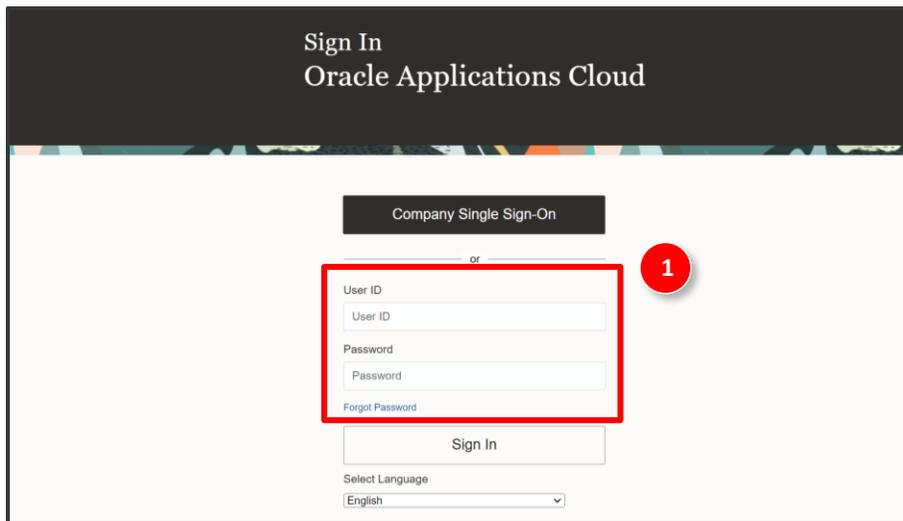
Overview

The purpose of this System Guide is to give you an overview on activities such as purchasing, sourcing, invoicing, and supplier profile management in the CLP Supplier Portal.

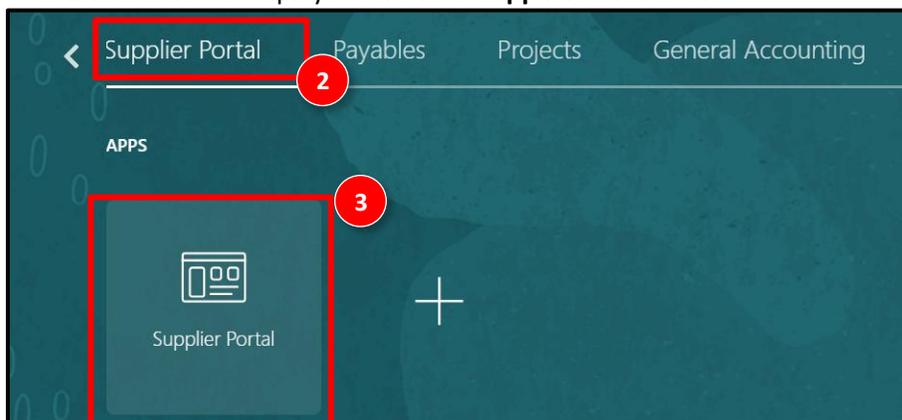


Logging in to the CLP Supplier Portal

1. On the **Sign In** page, enter your User ID and your password. Your User ID is your registered email address with CLP.



2. The home page is displayed. Click the **Supplier Portal** tab to display the **APPS** section.
3. The **APPS** section is displayed. Click the **Supplier Portal** tile.





Overview of the CLP Supplier Portal

The screenshot shows the Supplier Portal interface. Callout 4 points to the search bar and navigation menu. Callout 5 points to the 'Requiring Attention' donut chart. Callout 6 points to the 'Recent Activity' table. Callout 7 points to the 'Transaction Reports' table. Callout 8 points to the 'Supplier News' section.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Quality

- Manage Problem Reports
- Manage Corrective Actions

Company Profile

- Manage Profile

Requiring Attention

35

Category	Count
Orders to Acknowledge	6
Contract Deliverables Overdue	1
Schedules Overdue or Due Today	13
Negotiation Messages	1
Invoices Overdue	14

Recent Activity

Last 30 Days

Orders opened	5
Payments	4

Transaction Reports

Last 30 Days

PO Purchase Amount	11K HKD
Invoice Amount	62.3K HKD
Invoice Price Variance Amount	0 HKD

Supplier News

For any enquiries about company update, negotiation or contract, please contact us through:
 Email: xxx@clp.com.hk
 Phone: +852 2678 7722 (Available from 09:00 to 17:30 (GMT+8))

4. The **Supplier Portal** page is displayed with the **Supplier Dashboard**. The Supplier Portal dashboard provides a centralized interface for suppliers to manage activities effectively. You can view the **Tasks** section; it is organized into multiple categories to help suppliers manage responsibilities efficiently.

Orders

- *Manage Orders*: Review and acknowledge purchase orders.
- *Manage Schedules*: Track and confirm delivery schedules.

Contracts and Deliverables

- *Manage Contracts*: Access, review, and update supplier contracts.
- *Manage Deliverables*: Track and fulfill agreed-upon deliverables in contracts.

Negotiations

- *View Active Negotiations*: Participate in buyer-led discussions and respond to queries.
- *Manage Responses*: Submit bids or proposals for sourcing opportunities.

Invoices and Payments

- *Create Invoice*: Generate and submit invoices linked to purchase orders.
- *Create Invoice Without PO*: Submit invoices for transactions not associated with a PO.
- *View Invoices*: Track status and history of submitted invoices.
- *View Payments*: Stay updated on payment statuses and expected timelines.

Qualifications

- *View Qualification*: Access and review your qualification status and related details.
- *Manage Questionnaire*: Complete and submit questionnaires for compliance and performance evaluation.

Quality

- *Manage Problem Reports*: Track and resolve reported issues or defects in goods or services.
- *Manage Corrective Actions*: Develop and implement plans to address performance gaps or quality concerns.

Company Profile

- *Manage Profile*: To update your company profile, contact person, addresses and bank account.

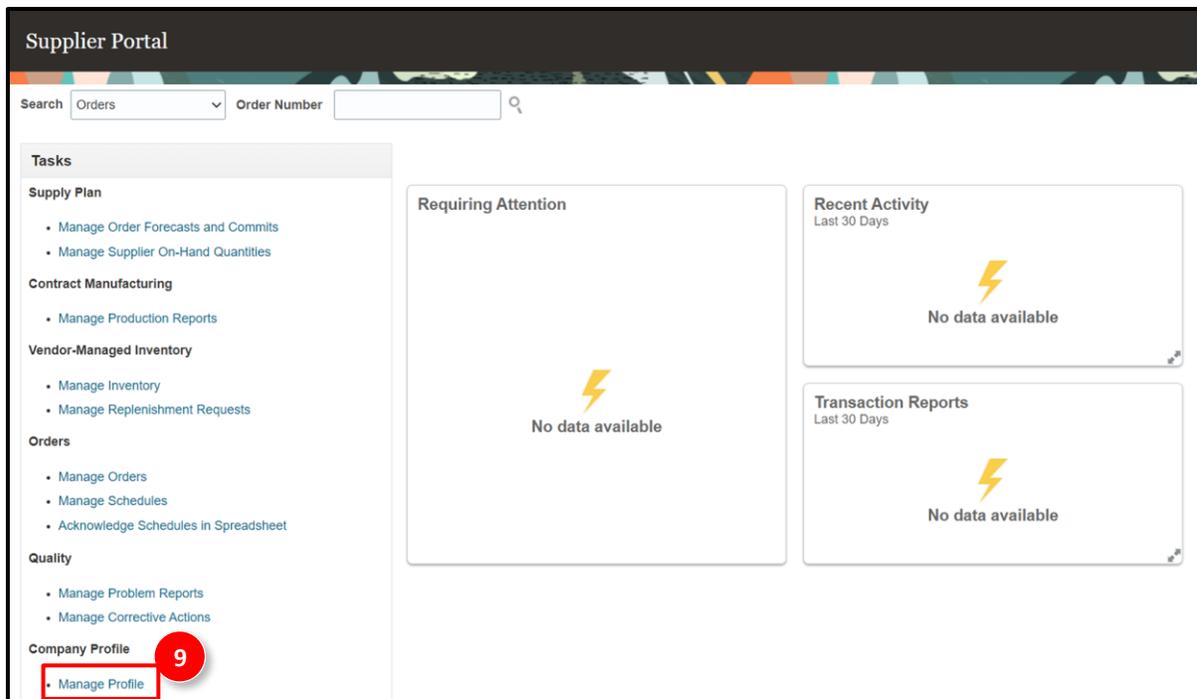
5. You can view the **Requiring Attention** section. This section highlights critical tasks that need immediate action, such as:
- **Orders to Acknowledge**: Orders awaiting supplier confirmation
 - **Schedules Overdue or Due Today**: Delivery schedules requiring immediate attention to meet deadlines
 - **Questionnaires**: Pending feedback or compliance forms from the buying organization
 - **Invoices Overdue**: Outstanding invoices requiring follow-up
 - **Negotiation Responses**
 - **Negotiations Closing Soon**
 - **Negotiation Messages**

Note: The chart provides a visual breakdown of these items, helping suppliers prioritize workload efficiently.

6. You can view the **Recent Activity** section. It displays a summary of key activities over the past 30 days, such as:
- **Orders Changed or Canceled**: Notifications of any modifications or cancellations in orders
 - **Orders Opened**: Number of new purchase orders created
 - **Receipts**: Quantity of goods received by the Buyer
 - **Payments**: Payments processed for submitted invoices
 - **Negotiation invitations**
 - **Negotiation responses awarded or canceled**

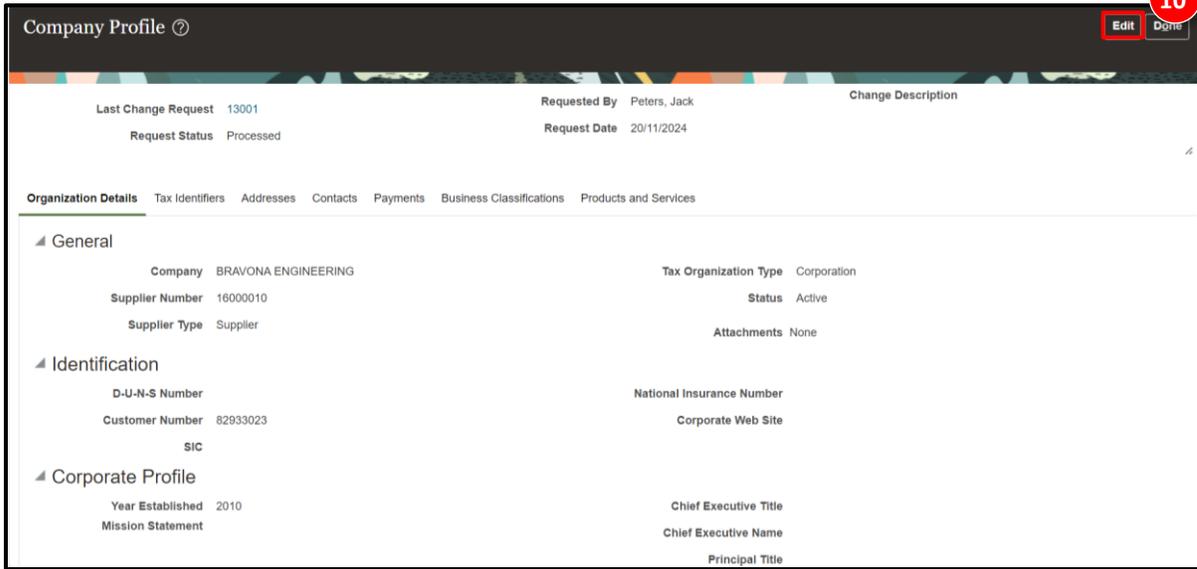
Note: This section keeps suppliers updated on recent transactions and changes.

- You can view the **Transaction Reports** section. It is a snapshot of financial data over the last 30 days, including:
 - PO Purchase Amount:** Total value of purchase orders received
 - Invoice Amount:** Total invoiced value, categorized by currency**Note:** This helps suppliers monitor their financial performance and revenue trends with the Buyer.
- You can scroll down to view the **Supplier News** section. The **Supplier News** section on the Supplier Dashboard provides real-time updates, announcements, and critical information that CLP broadcasts to all the suppliers.
- You can also manage your profile. Scroll down and click the **Manage Profile** link.



- The **Company Profile** page is displayed. Click the **Edit** option to make any changes to your company profile.

Note: Clicking the **Edit** button generates a change request where the required changes can be made. For details of Company Profile update, please refer to '**Manage Supplier Profile**' system guide.



Company Profile [?](#) Edit Done

Last Change Request 13001 Requested By Peters, Jack Change Description
 Request Status Processed Request Date 20/11/2024

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

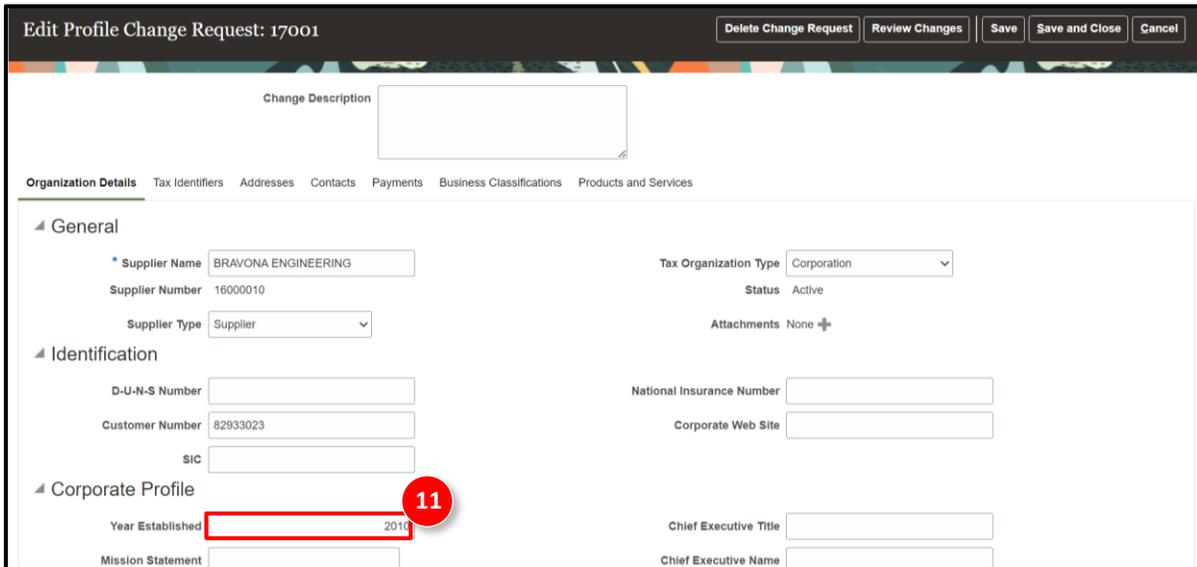
General
 Company BRAVONA ENGINEERING Tax Organization Type Corporation
 Supplier Number 16000010 Status Active
 Supplier Type Supplier Attachments None

Identification
 D-U-N-S Number National Insurance Number
 Customer Number 82933023 Corporate Web Site
 SIC

Corporate Profile
 Year Established 2010 Chief Executive Title
 Mission Statement Chief Executive Name
 Principal Title

11. Edit the required fields. In this example, the **Year Established** field is updated under the **Corporate Profile** section in the **Organization Details** tab.

Note: You can also update details in other tabs such as **Tax Identifiers**, **Addresses**, **Contacts**, **Payments**, and **Products and Services**.



Edit Profile Change Request: 17001 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

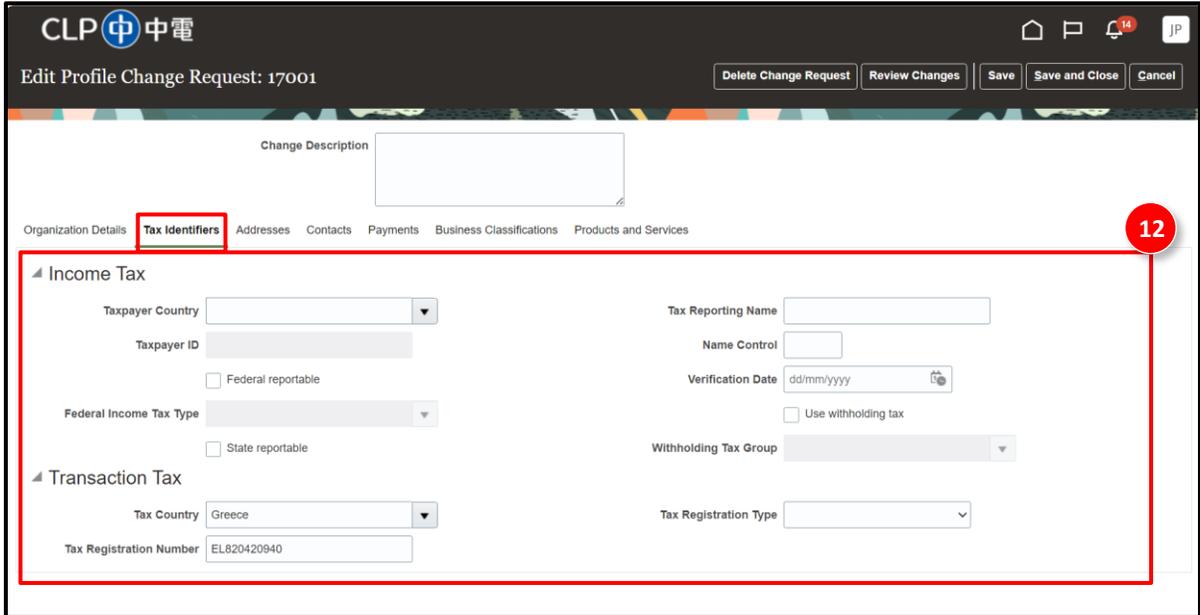
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General
 * Supplier Name BRAVONA ENGINEERING Tax Organization Type Corporation
 Supplier Number 16000010 Status Active
 Supplier Type Supplier Attachments None +

Identification
 D-U-N-S Number National Insurance Number
 Customer Number 82933023 Corporate Web Site
 SIC

Corporate Profile
 Year Established Chief Executive Title
 Mission Statement Chief Executive Name

12. Click the **Tax Identifiers** tab and edit the required details. You can update your Business Registration number under **Tax Registration Number** field.



CLP 中電 Edit Profile Change Request: 17001

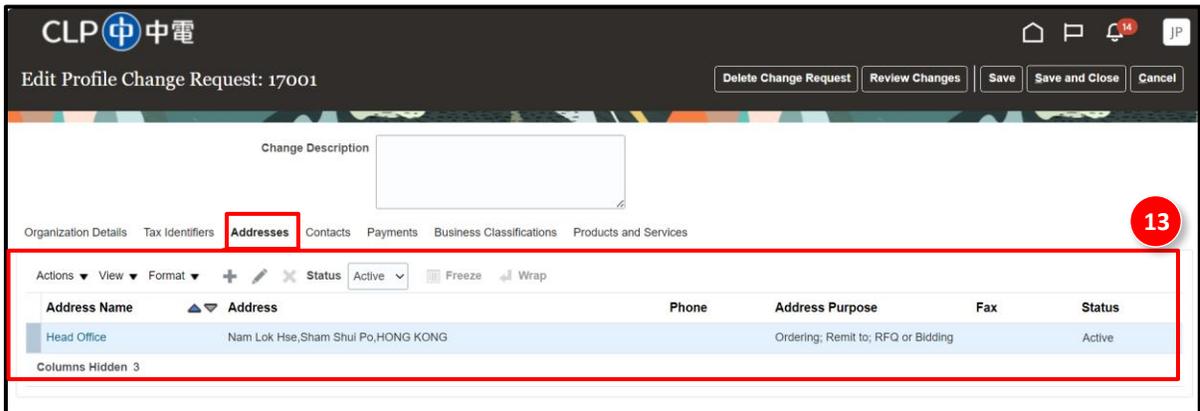
Change Description

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

Income Tax

Taxpayer Country Tax Reporting Name
 Taxpayer ID Name Control
 Federal reportable Verification Date dd/mm/yyyy
 State reportable Use withholding tax
 Federal Income Tax Type Withholding Tax Group
Transaction Tax
 Tax Country Greece Tax Registration Type
 Tax Registration Number EL820420940

13. Click the **Addresses** tab and edit the required details.



CLP 中電 Edit Profile Change Request: 17001

Change Description

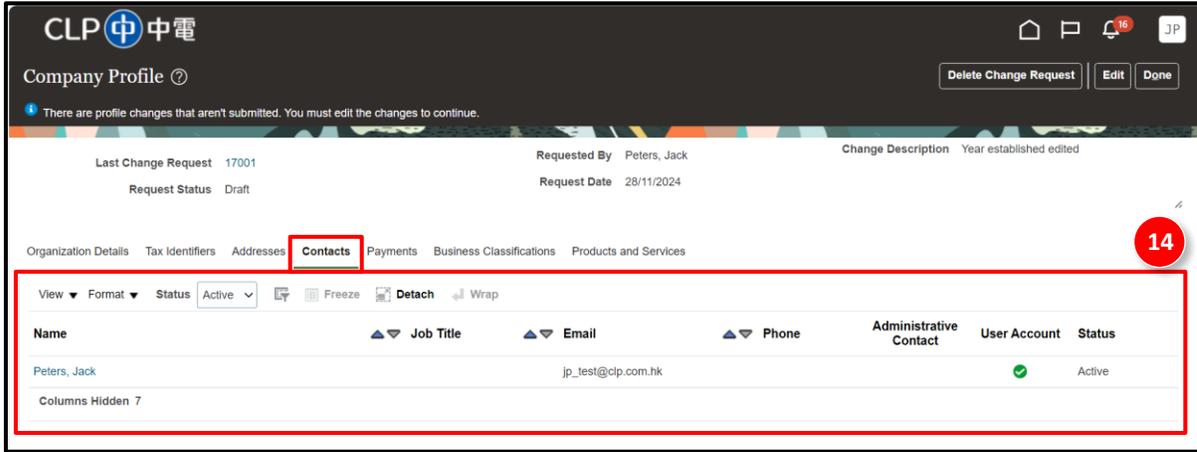
Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + ✕ Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Head Office	Nam Lok Hse, Sham Shui Po, HONG KONG		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

14. Click the **Contacts** tab and edit the required details. You can add multiple contacts.



Company Profile

There are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request: 17001 | Requested By: Peters, Jack | Change Description: Year established edited
 Request Status: Draft | Request Date: 28/11/2024

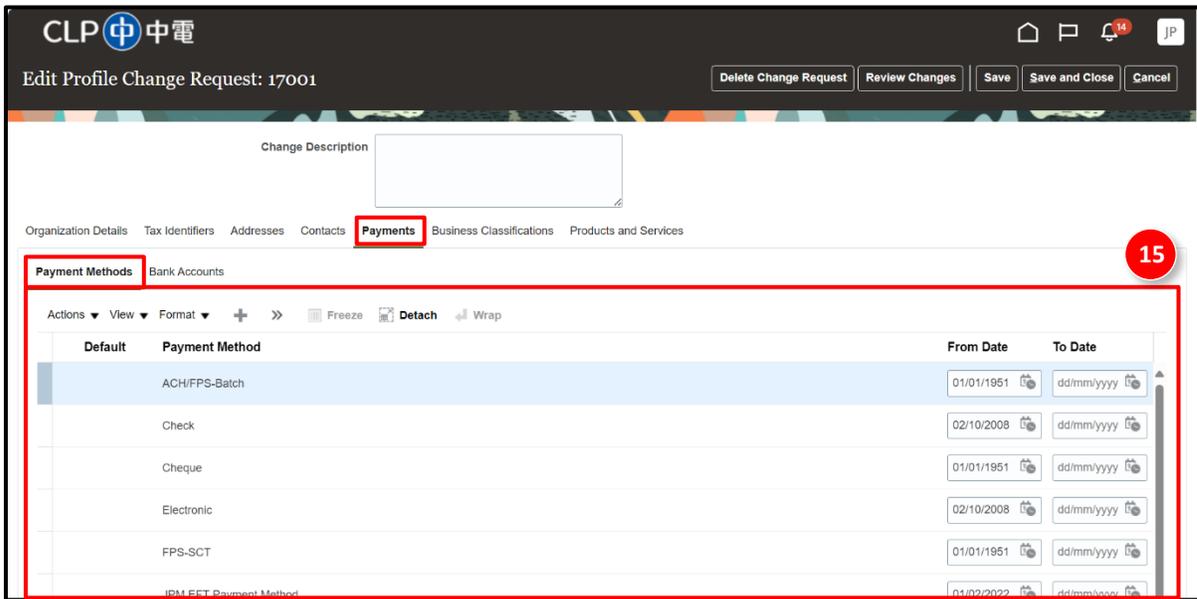
Organization Details | Tax Identifiers | Addresses | **Contacts** | Payments | Business Classifications | Products and Services

View | Format | Status: Active | Freeze | Detach | Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Peters, Jack		jp_test@clp.com.hk			✓	Active

Columns Hidden: 7

15. Click the **Payments** tab and edit the required **Payment Methods** details.



Edit Profile Change Request: 17001

Change Description: [Empty text box]

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

Payment Methods | Bank Accounts

Actions | View | Format | Freeze | Detach | Wrap

Default	Payment Method	From Date	To Date
	ACH/FPS-Batch	01/01/1951	dd/mm/yyyy
	Check	02/10/2008	dd/mm/yyyy
	Cheque	01/01/1951	dd/mm/yyyy
	Electronic	02/10/2008	dd/mm/yyyy
	FPS-SCT	01/01/1951	dd/mm/yyyy
	IBM EFT Payment Method	01/02/2022	dd/mm/yyyy

16. Click the **Bank Accounts** tab under **Payments** and edit the necessary details.

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Company Profile

There are profile changes that aren't submitted. You must edit the changes to continue.

Last Change Request 17001 Requested By Peters, Jack Change Description Year established edited
Request Status Draft Request Date 28/11/2024

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

Payment Methods **Bank Accounts**

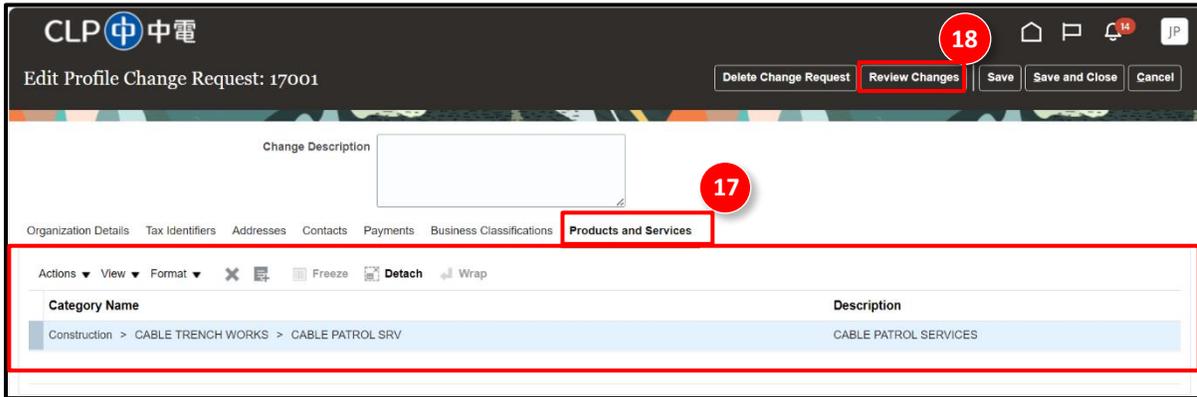
Primary	Number	IBAN	Currency	From Assignment Date	Assignment Inactive On
<input checked="" type="checkbox"/>	XXXXX6789			22/11/2024	

Columns Hidden 7

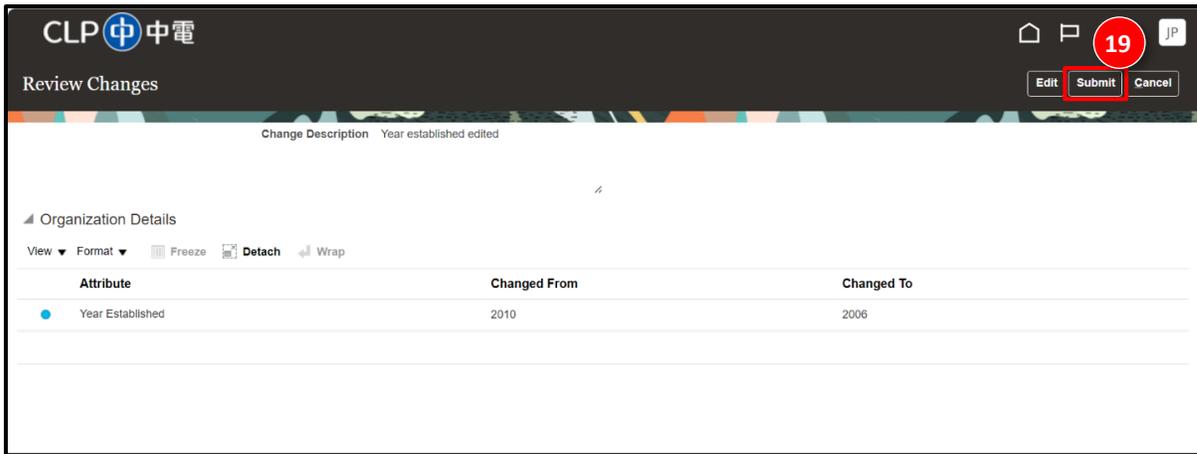
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17. Click the **Products and Services** tab to edit the required details.

18. Click the **Review Changes** button to review all changes.



19. The **Review Changes** page is displayed. Review all the changes you have made on the profile, and then click the **Submit** button.



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