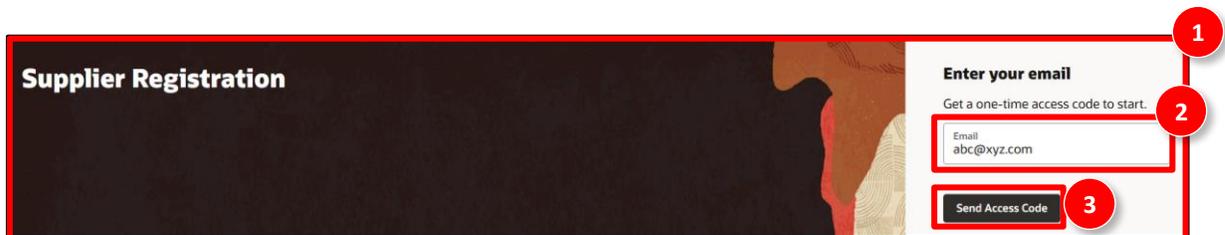


## REGISTER AS A SUPPLIER IN THE CLP SUPPLIER PORTAL

*NOTE: This guide is for suppliers who are registering to be a CLP supplier for the first time.*

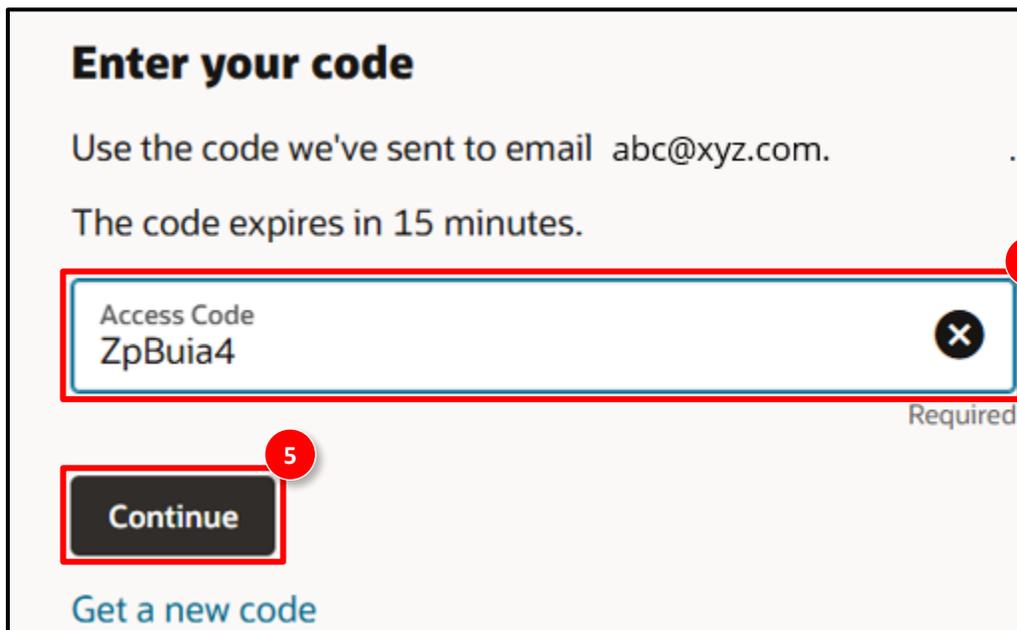
1. Click on the **New Supplier Registration** link available at [clp.com.hk/en/procurement](http://clp.com.hk/en/procurement).
2. Type your email address in the **Email** field.
3. Click the **Send Access Code** button.



The screenshot shows the 'Supplier Registration' form. It has a dark header with the title 'Supplier Registration'. The main content area is white and contains the following elements: a heading 'Enter your email', a sub-heading 'Get a one-time access code to start.', an email input field containing 'abc@xyz.com', and a 'Send Access Code' button. Red callout boxes with numbers 1, 2, and 3 point to the registration title, the email field, and the 'Send Access Code' button respectively.

**Note:** You will receive a unique access code to the email address that you provided. Copy the access code and proceed to **Step 4**.

4. Paste the access code in the **Access Code** field.
5. Click the **Continue** button.



The screenshot shows the 'Enter your code' form. It has a white background with the heading 'Enter your code'. Below the heading, it says 'Use the code we've sent to email abc@xyz.com.' and 'The code expires in 15 minutes.' There is an 'Access Code' input field containing 'ZpBuia4' and a 'Required' label. A 'Continue' button is at the bottom left, and a 'Get a new code' link is at the bottom. Red callout boxes with numbers 4 and 5 point to the 'Access Code' field and the 'Continue' button respectively.

6. At the **Company Details** page, update the following fields:
  - **Company:** Type the company name.
  - **Country:** Select the required country from the drop-down menu.
  - **Taxpayer ID:** Type the Taxpayer ID.
  - **Tax Registration Number:** Type the Tax Registration number.
  - **D-U-N-S Number:** Type the 9- or 13-digit D-U-N-S number.
  - **Organization Type:** Select the required organisation type from the drop-down menu.
  - **Supplier Type:** Select the required supplier type from the drop-down menu.
7. Click the **Continue** button.

Supplier Registration

1 | 6

**Company Details**

Company: Acme Tech Corp. Website: Country: Hong Kong

Taxpayer ID: Tax Registration Number: D-U-N-S Number: 246576534

Organization Type: Corporation Supplier Type: Individual

Note to Approver

Cancel Save **Continue**

**Note:** Attach tax, insurance, business registration, and other relevant documents. This is a mandatory step.

Attach tax, insurance, and other relevant documents

**Drag and Drop**  
Select or drop files here.

URL Add URL

8. At the **Contacts** page, update the following fields:
  - **First Name:** Type the first name of the contact.
  - **Last Name:** Type the surname of the contact.
  - **Country:** Select the required country from the drop-down menu.
  - **Mobile:** Type the mobile number.
  - **Is this an administrative contact?:** Select the **Yes** or **No** option.  
**Note:** An Administrative contact will be used as the default user for all supplier communications.
  - **Does this contact need a user account?:** Select the **Yes** or **No** option.  
**Note:** Selecting the **Yes** option will trigger the system to create a user account for the contact within Oracle Cloud. This user account allows the contact to log in to the Supplier Portal and allows access to manage the organisation's profile and transactions with CLP.
9. Click the **Continue** button.

The screenshot shows the 'Contacts' page in Oracle Cloud. The page title is 'Contacts' and the breadcrumb is '2 | 6'. The main content area is titled 'Contact 1' and contains the following fields and options:

- First Name:** Ryan
- Last Name:** Castillo
- Email:** abc@xyz.com
- Job Title:** (Empty)
- Country:** HK
- Mobile:** +8527832980982
- Country:** HK
- Phone:** +852
- Ext:** (Empty)
- Country:** HK
- Fax:** +852
- Is this an administrative contact?:**  Yes  No
- Does this contact need a user account?:**  Yes  No

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Continue'. The 'Continue' button is highlighted with a red box and a red circle containing the number 9. A red circle containing the number 8 is also present over the Job Title field.

On the right side of the page, there is a sidebar menu with the following items: 'Company Details', 'Contacts', 'Addresses', 'Bank Accounts', 'Products and Services', and 'Questionnaire'.

You can also select/unselect the roles as per the requirements.

**What user roles does this contact need?**  
Assign at least 1 user role to specify the responsibilities of the contact.

- CLP SCM SP Supplier Quality Engineer JR**  
External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have been designated to drive to resolution. This user is also responsible for reviewing and acknowledging, providing additional information requested, adding attachments, and approving problem reports or corrective actions that have been initiated against their company. The user will also initiate problem reports or corrective actions for items within their area of responsibility.
- CLP SCM SP Supplier Customer Service Representative JR**  
Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.
- CLP SCM SP Supplier Sales Representative JR**  
Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

10. At the **Addresses** page, update the following fields:

- **Address Name:** Type the address name.
- **What's this address used for?:** Select the required checkboxes.

**Notes:**

- **Receive Purchase Orders:** By selecting this option, the address can be selected for placing Purchase Orders.
- **Receive Payments:** By selecting this option, the address can be selected for payments.
- **Bid on RFQs:** By selecting this option, the address can be selected during negotiations.
- **Country/Region:** Select the required country/region from the drop-down menu.
- **Address Line 1:** Type the address line 1.
- **Address Line 2:** Type the address line 2.
- **City or Town:** Type the city/town name.
- **District:** Type the district name.

11. Click the **Continue** button.

Supplier Registration

## Addresses

Enter at least one address.

Address 1 10

Address Name  
Head Office

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  
Hong Kong

Address Line 1  
444, Marine Lines

Address Line 2  
North Main Road

Address Line 3

City or Town  
Hong Kong

District  
Hong Kong

Area

Email

Country  
HK

Phone  
+852

Ext

Last updated 5 minutes ago

Cancel Save 11 Continue

3 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

12. The **Bank Accounts** page is displayed. Update the following fields:

- **Country:** Select the required country from the drop-down menu.
- **Branch Number:** Select the required branch number from the drop-down menu.
- **Bank:** Select the required bank from the drop-down menu.
- **Bank Branch:** Select the required bank branch from the drop-down menu.
- **Account Number:** Type the account number.
- **Currency:** Select the required currency from the drop-down menu.
- **Account Type:** Select the required account type from the drop-down menu.
- **Account Holder:** Type the name of the account holder.

13. Click the **Continue** button.

Supplier Registration

**Bank Accounts**  
Enter at least one bank account.

Bank account 1

Country: Hong Kong

Branch Number: 741

Bank: Standard Chartered Bank (Hong I)

Bank Branch: 741-Hong Kong

Account Number: 22434345

Currency: Hong Kong Dollar

Account Type: Savings

Account Holder: Ryan Castillo  
Required

Last updated 11 minutes ago

Cancel Save **Continue**

4 | 6

- Company Details
- Contacts
- Addresses
- Bank Accounts**
- Products and Services
- Questionnaire

14. The **Products and Services** page is displayed. Under the **Category** column, click the required checkboxes.

15. Click the **Continue** button.

Supplier Registration

Products and Services

Search by category or description

1 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> Construction	
<input type="checkbox"/> Corporate Service	
<input checked="" type="checkbox"/> Digital / IT	
<input type="checkbox"/> Electrical	
<input type="checkbox"/> Energy Generation	

Updated just now

Cancel Save Continue

5 | 6

Company Details

Contacts

Addresses

Bank Accounts

Products and Services

Questionnaire

16. The **Questionnaire** page is displayed. Answer all questions under the following sections:

- **KYC**
- **SCOC Acknowledgement**

17. Click the **Submit** button.

Supplier Registration

Questionnaire

KYC SCOC Acknowledgement

Section 1 of 3

1. Country of Registered Address of the Company Required

a. Afghanistan

b. Andorra

c. Australia

d. Austria

e. Belarus

f. Belgium

g. Bermuda

h. British Virgin Islands

Updated just now

Cancel Save Submit

6 | 6

Company Details

Contacts

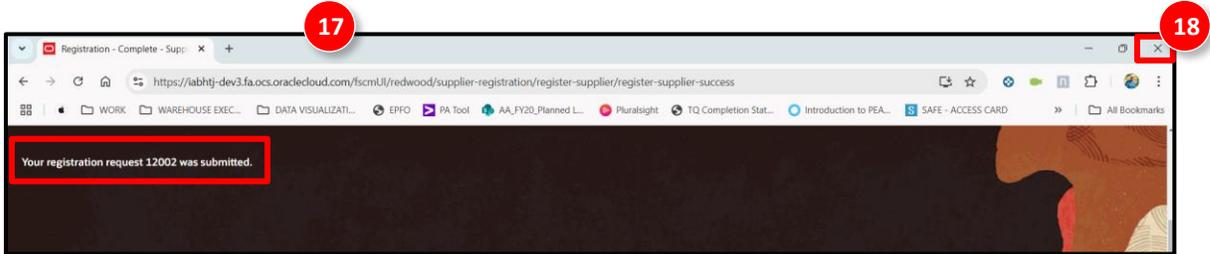
Addresses

Bank Accounts

Products and Services

Questionnaire

18. A success message is displayed. **Close** the browser window. You are now registered as a supplier in the CLP Supplier Portal.



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