

CREATING AN INVOICE WITH PURCHASE ORDER ON THE CLP SUPPLIER PORTAL

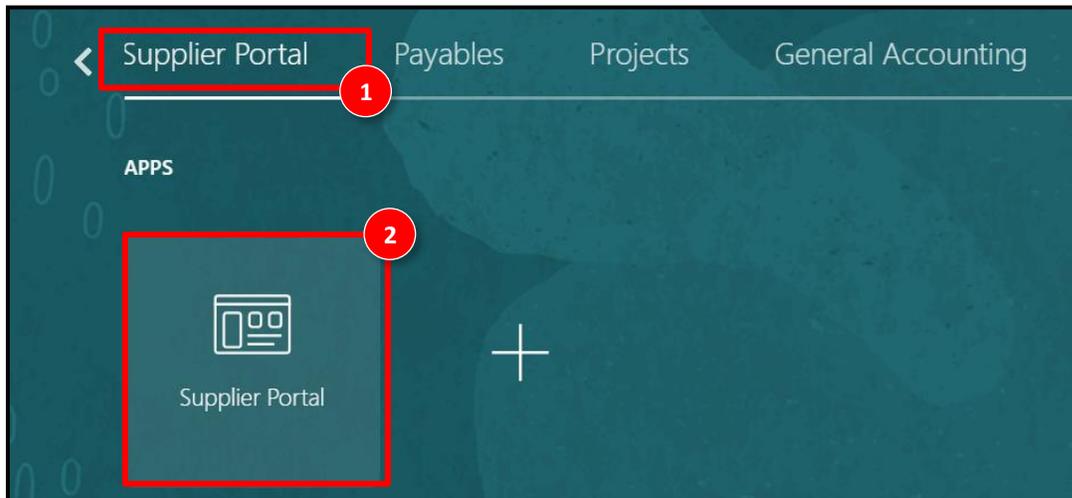
Overview

The purpose of this System Guide is to help suppliers navigate how to create an invoice from a Purchase Order (PO) within the CLP Supplier Portal.



Create Invoice

1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



3. The **Supplier Portal** screen is displayed. In the **Invoices and Payments** section, click the **Create Invoice** option.

Supplier Portal

Search Order Number

- Tasks**
 - Supply Plan**
 - Manage Order Forecasts and Commits
 - Manage Supplier On-Hand Quantities
 - Contract Manufacturing**
 - Manage Production Reports
 - Vendor-Managed Inventory**
 - Manage Inventory
 - Manage Replenishment Requests
 - Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
 - Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Invoices and Payments**
 - Create Invoice **3**
 - Create Invoice Without PO
 - View Invoices

Requiring Attention

No data available

Recent Activity

Last 30 Days

No data available

Transaction Reports

Last 30 Days

No data available

- The **Create Invoice** page is displayed. Enter the required details such as **Identifying PO, Supplier Site, Supplier Tax Registration Number, Remit-to Bank Account, Description, Number, Date, Type** etc.

Note: There are four types of invoices that can be created: **Normal Invoice, Retainage Release Invoice, Credit Memo Invoice, and Prepayment Invoice.**

- **Normal Invoice:**

A standard invoice used for regular payments for goods or services provided. It is linked to a purchase order (PO) or created as a non-PO invoice, representing the supplier's request for payment.

* **Type** Invoice ▾

- **Retainage Release Invoice:**

An invoice submitted to claim the release of withheld amounts (retainage) from an original invoice. Retainage is typically held back until specific project milestones are achieved, or work is completed.

* **Type** Retainage release ▾

- **Credit Memo Invoice:**

An invoice issued by a supplier to reduce the amount of an outstanding invoice. It is used for adjustments due to overbilling, returns, discounts, or refunds and is linked to the original invoice.

* **Type** Credit memo ▾

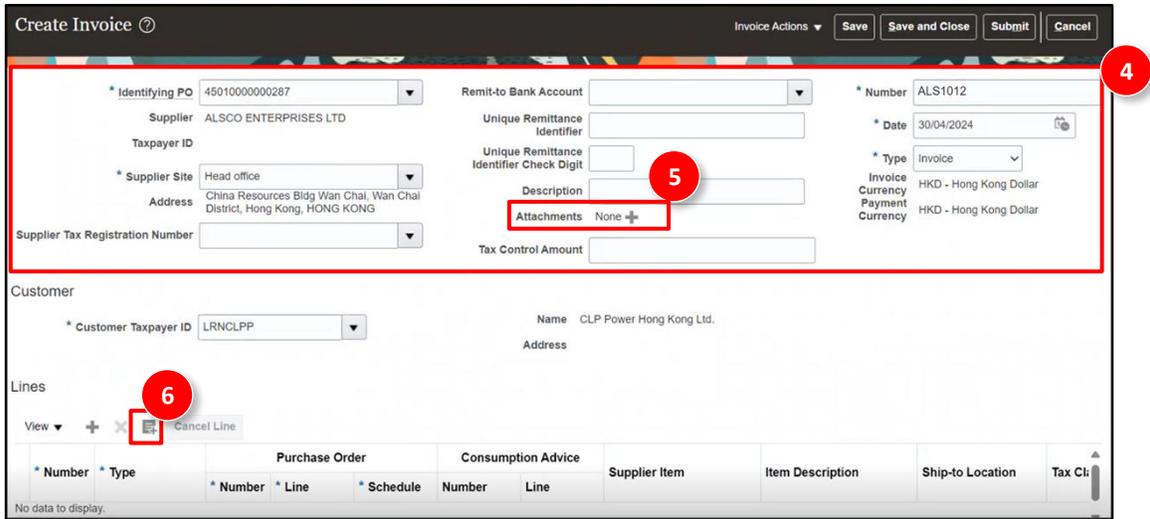
- **Prepayment Invoice:**

An invoice submitted to request advance payment before delivering goods or services. The prepayment amount is later applied to future invoices for the same supplier. Prepayments can be submitted either through OCR or manually to CLP; they cannot be submitted through the supplier portal.

- Click the **Attachment** icon to attach the relevant document.

Note: The Attachment field is mandatory, and the system will not allow you to proceed without uploading an attachment. This document can be in any format, such as Word, PDF, etc.

6. Select the relevant PO lines for the invoice. Click the **Add PO Lines** icon.



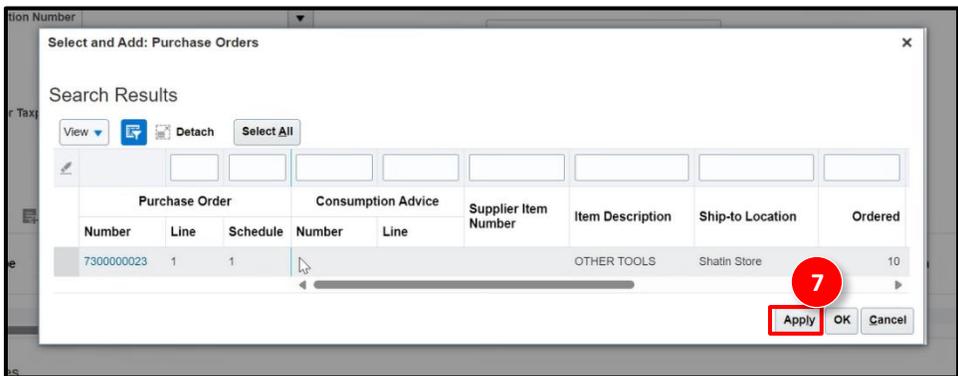
Create Invoice Invoice Actions

* Identifying PO: 4501000000287
 Supplier: ALSCO ENTERPRISES LTD
 Taxpayer ID:
 * Supplier Site: Head office
 Address: China Resources Bldg Wan Chai, Wan Chai District, Hong Kong, HONG KONG
 Supplier Tax Registration Number:
 Remit-to Bank Account:
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None
 Tax Control Amount:
 * Number: ALS1012
 * Date: 30/04/2024
 * Type: Invoice
 Invoice Currency: HKD - Hong Kong Dollar
 Payment Currency: HKD - Hong Kong Dollar

Customer
 * Customer Taxpayer ID: LRNCLPP
 Name: CLP Power Hong Kong Ltd.
 Address:
 Lines
 View 6

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Cl
		* Number	* Line	* Schedule	Number	Line	
No data to display.							

7. Search for the PO number and then click the **Apply** button.



Select and Add: Purchase Orders

Search Results
 View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
730000023	1	1			OTHER TOOLS	Shatin Store		10

7

8. You can also scroll down and check the **Invoice Amount** before submitting the invoice.

Lines

View + × 📄 Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
1	Item	7300000...	1	1				OTHER TOOLS	Shatin Store	
Total										

Summary Tax Lines

View + × 📄

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Retainage	0.00	Invoice Amount	100.00	Due	0.00
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- Click the **Save** button to save the invoice.
- Click the **Submit** button to submit the invoice.

CLP 中電

Create Invoice ?

Invoice Actions + × 📄 Save Save and Close Submit Cancel

Identifying PO: 7300000023
 Supplier: BRAVONA ENGINEERING
 Taxpayer ID:
 Supplier Site: CLP-HK
 Address: Nam Lok Hse, Sham Shui Po, HONG KONG
 Supplier Tax Registration Number:
 Remit-to Bank Account: XXXXX6789
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: SCM-FUT-BUT status_20Sep24.xls + ×
 Tax Control Amount:
 * Number: 89000
 * Date: 26/11/2024
 Type: Invoice
 Invoice Currency: HKD - Hong Kong Dollar
 Payment Currency: HKD - Hong Kong Dollar

Customer
 Customer Taxpayer ID: ABC10131001
 Name: CLP POWER HONG KONG LIMITED
 Address:
 JP

Lines

View + × 📄 Cancel Line

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Descrip
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- The **Invoice: ALS1012** page is displayed with confirmation that the invoice is submitted.

Invoice: ALS1012

✔ Invoice ALS1012 has been submitted.
 ✕

Create Another Done

<p>Identifying PO 45010000000237</p> <p>Supplier ALSCO ENTERPRISES LTD</p> <p>Taxpayer ID</p> <p>Supplier Site Head office</p> <p>Address China Resources Bldg Wan Chai, Wan Chai District, Hong Kong, HONG KONG</p> <p>Supplier Tax Registration Number</p>	<p>Remit-to Bank Account</p> <p>Unique Remittance Identifier</p> <p>Unique Remittance Identifier Check Digit</p> <p>Description</p> <p>Attachments None</p> <p>Tax Control Amount</p>	<p>Number ALS1012</p> <p>Date 30/04/2024</p> <p>Type Invoice</p> <p>Invoice Currency HKD</p> <p>Payment Currency HKD</p>
<p>Customer</p> <p>Customer Taxpayer ID LRNCLPP</p> <p>Legal Entity CLP Power Hong Kong Ltd.</p> <p>Address</p>		

