

HOW TO DOWNLOAD A PURCHASE ORDER (PO) IN THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can download a PO in the CLP Supplier Portal.

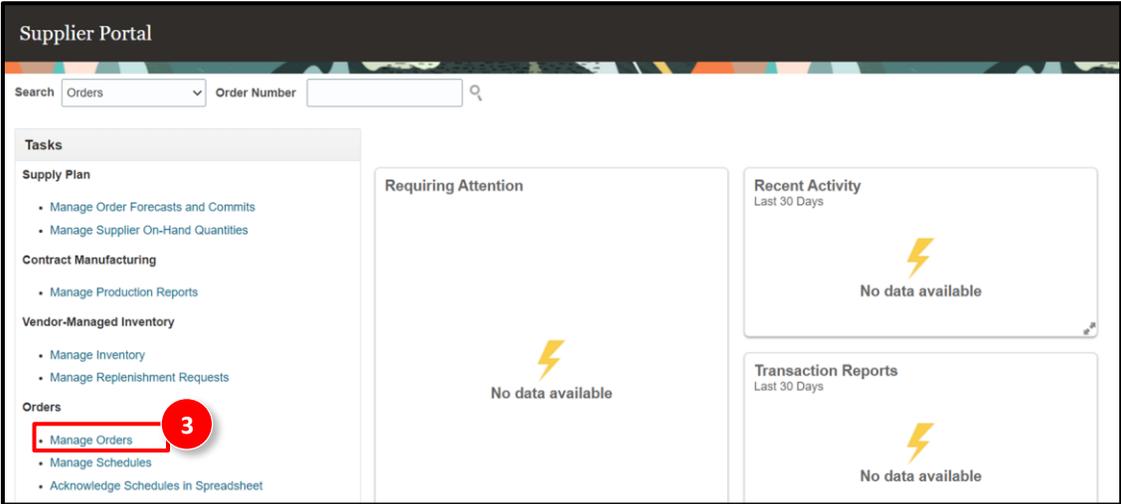


Manage Orders

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.

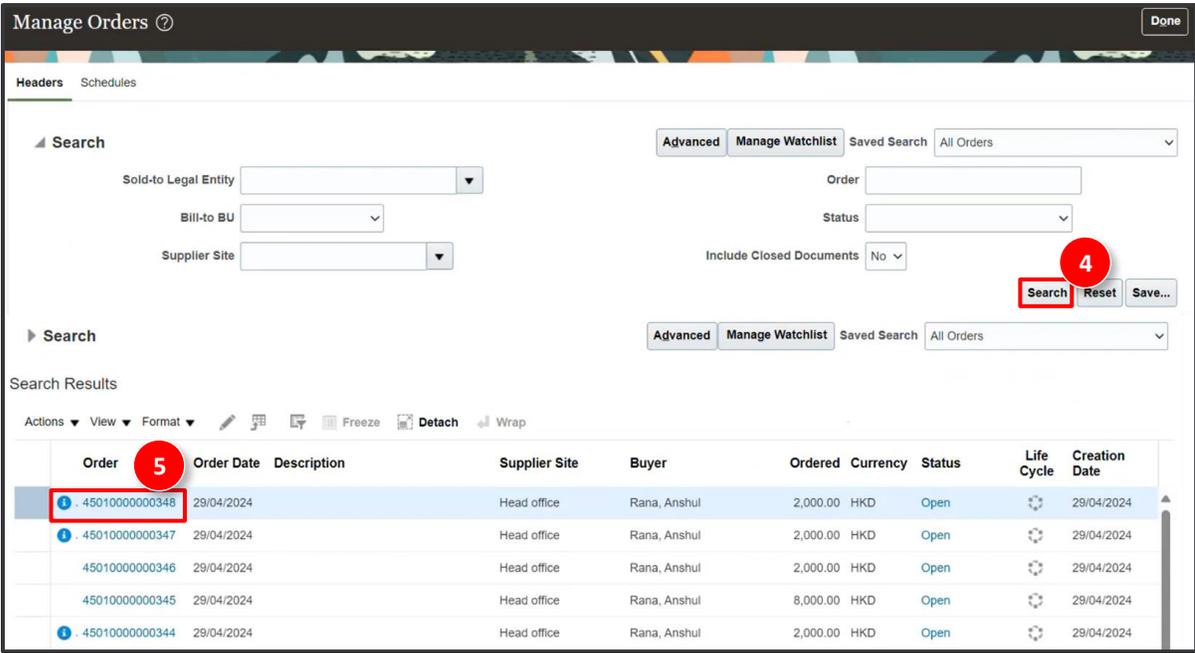


3. The **Supplier Portal** screen is displayed. In the **Orders** section, click the **Manage Orders** option.

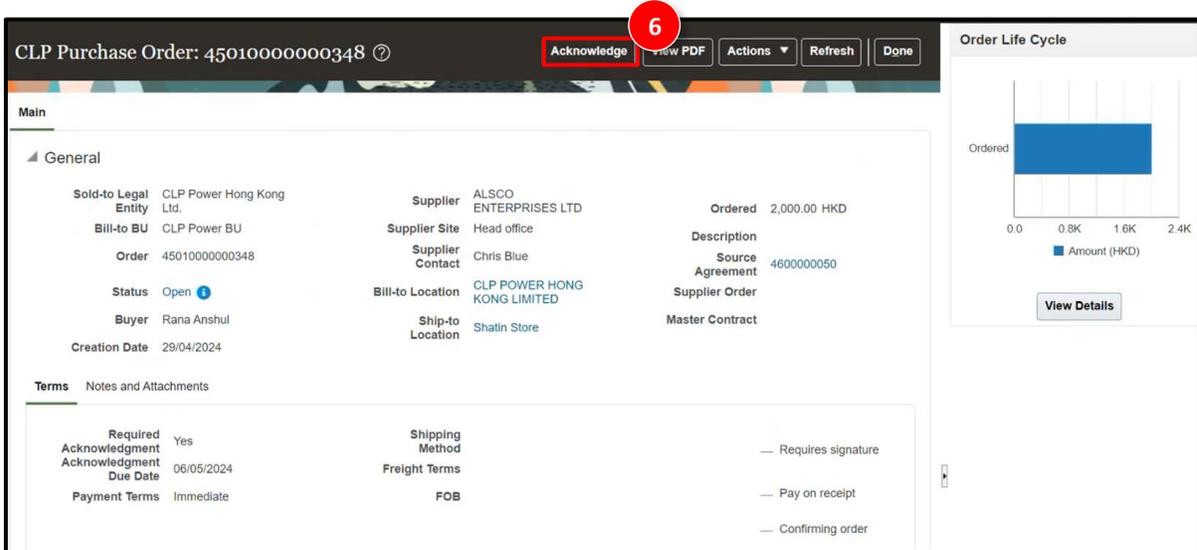


4. The **Manage Orders** page is displayed. Click the **Search** button.

5. The **Search Results** are displayed. Click the PO link with a pending acknowledgement to open the PO.



- The **CLP Purchase Order: 4501000000348** page is displayed. Review the PO details and click the **Acknowledge** button.



CLP Purchase Order: 4501000000348

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity	CLP Power Hong Kong Ltd.	Supplier	ALSCO ENTERPRISES LTD	Ordered	2,000.00 HKD
Bill-to BU	CLP Power BU	Supplier Site	Head office	Description	
Order	4501000000348	Supplier Contact	Chris Blue	Source Agreement	4600000050
Status	Open	Bill-to Location	CLP POWER HONG KONG LIMITED	Supplier Order	
Buyer	Rana Anshul	Ship-to Location	Shatin Store	Master Contract	
Creation Date	29/04/2024				

Terms Notes and Attachments

Required Acknowledgment	Yes	Shipping Method	— Requires signature
Acknowledgment Due Date	06/05/2024	Freight Terms	— Pay on receipt
Payment Terms	Immediate		— Confirming order

Order Life Cycle

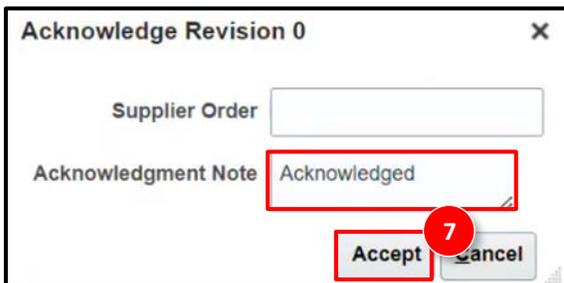
Ordered

0.0 0.8K 1.6K 2.4K

Amount (HKD)

View Details

- The **Acknowledgement Revision** popup window is displayed. In the **Acknowledgment Note** field, enter the required information and click the **Accept** button.



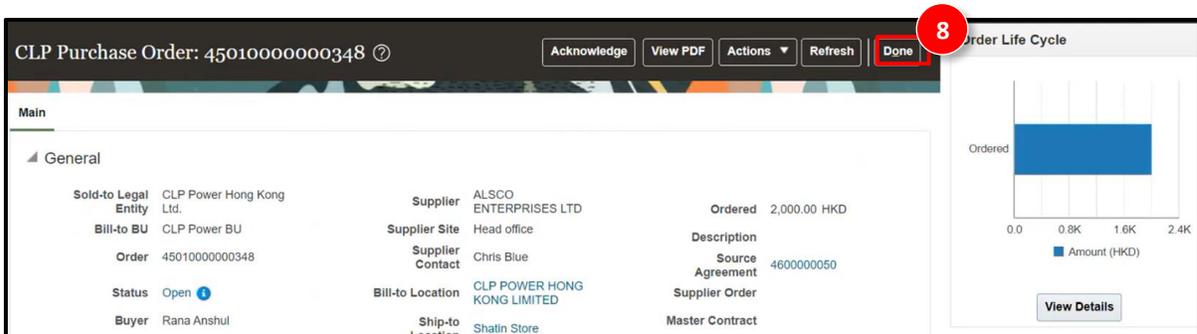
Acknowledge Revision 0 X

Supplier Order

Acknowledgment Note Acknowledged

Accept Cancel

- The **CLP Purchase Order: 4501000000348** page is displayed. Click the **Done** button.



CLP Purchase Order: 4501000000348

Acknowledge View PDF Actions Refresh **Done**

Main

General

Sold-to Legal Entity	CLP Power Hong Kong Ltd.	Supplier	ALSCO ENTERPRISES LTD	Ordered	2,000.00 HKD
Bill-to BU	CLP Power BU	Supplier Site	Head office	Description	
Order	4501000000348	Supplier Contact	Chris Blue	Source Agreement	4600000050
Status	Open	Bill-to Location	CLP POWER HONG KONG LIMITED	Supplier Order	
Buyer	Rana Anshul	Ship-to Location	Shatin Store	Master Contract	

Order Life Cycle

Ordered

0.0 0.8K 1.6K 2.4K

Amount (HKD)

View Details

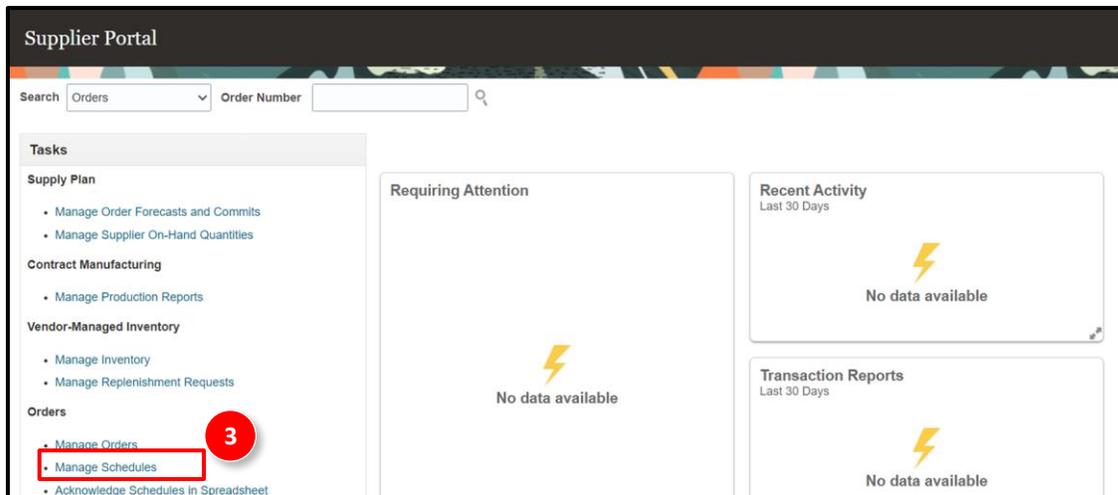


Manage Schedules

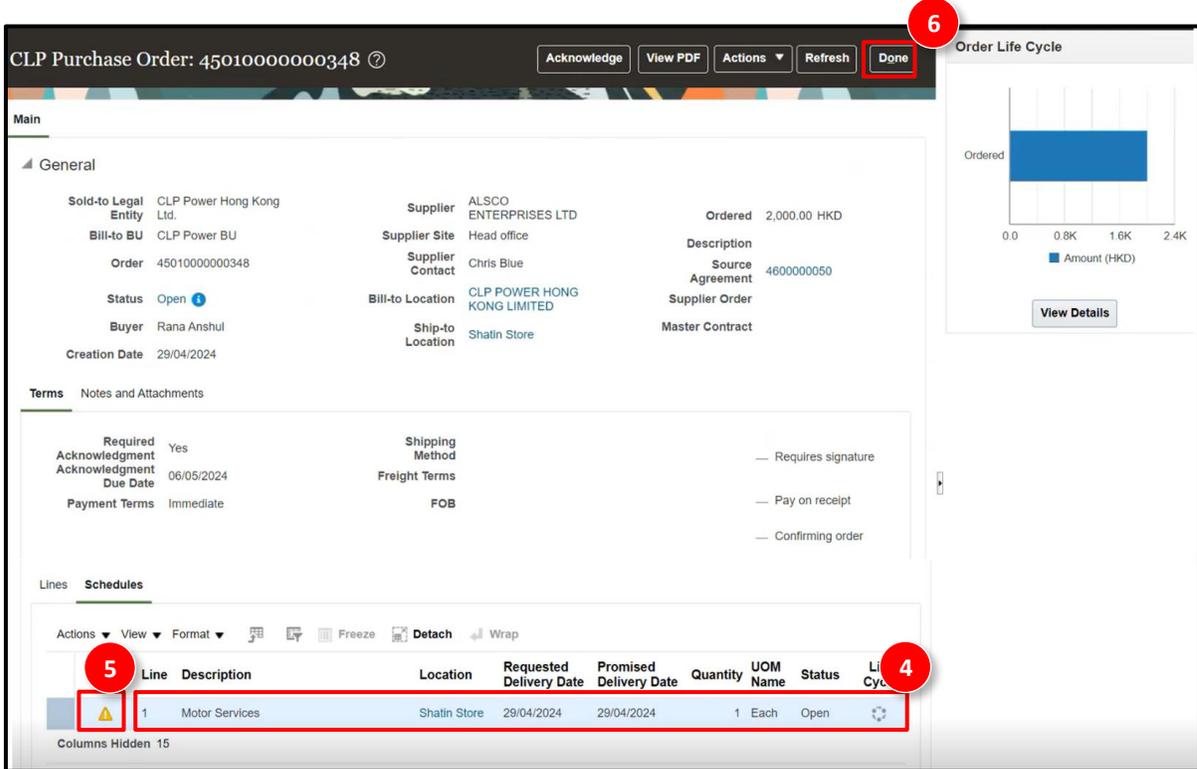
1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



3. The **Supplier Portal** screen is displayed. In the **Orders** section, click the **Manage Schedules** option.



4. The **CLP Purchase Order: 4501000000348** page is displayed. In the **Schedules** tab, view the schedule information of the PO.
5. The warning sign on the schedule line indicates that the **Requested Delivery Date** has passed, and the schedule is **overdue**. This alert will help you to quickly identify orders that require immediate attention to ensure timely fulfillment and avoid delays.
6. Click the **Done** button.



CLP Purchase Order: 4501000000348

Buttons: Acknowledge, View PDF, Actions, Refresh, Done

Main

General

Sold-to Legal Entity: CLP Power Hong Kong Ltd.
 Bill-to BU: CLP Power BU
 Order: 4501000000348
 Status: Open
 Buyer: Rana Anshul
 Creation Date: 29/04/2024

Supplier: ALSCO ENTERPRISES LTD
 Supplier Site: Head office
 Supplier Contact: Chris Blue
 Bill-to Location: CLP POWER HONG KONG LIMITED
 Ship-to Location: Shatin Store

Ordered: 2,000.00 HKD
 Description: 4600000050
 Source Agreement: 4600000050
 Supplier Order
 Master Contract

Terms: Notes and Attachments

Required Acknowledgment: Yes
 Acknowledgment Due Date: 06/05/2024
 Payment Terms: Immediate

Shipping Method: — Requires signature
 Freight Terms: FOB
 — Pay on receipt
 — Confirming order

Lines: Schedules

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	Location	Requested Delivery Date	Promised Delivery Date	Quantity	UOM Name	Status	Life Cycle
1	Motor Services	Shatin Store	29/04/2024	29/04/2024	1	Each	Open	

Columns Hidden: 15

Order Life Cycle: Ordered (Amount: 1.0K)

View Details

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