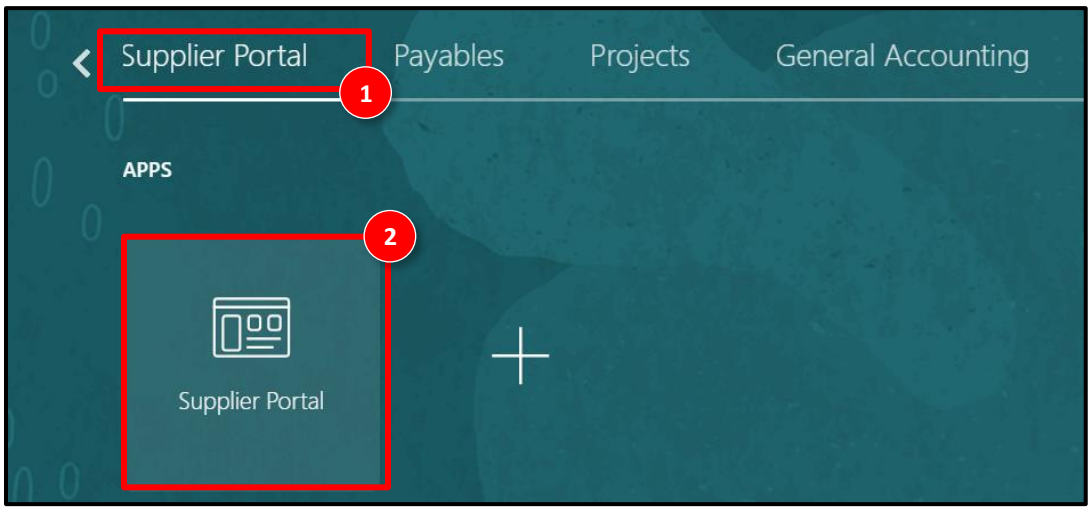
VIEWING CONTRACTS
IN THE CLP SUPPLIER PORTAL

Overview

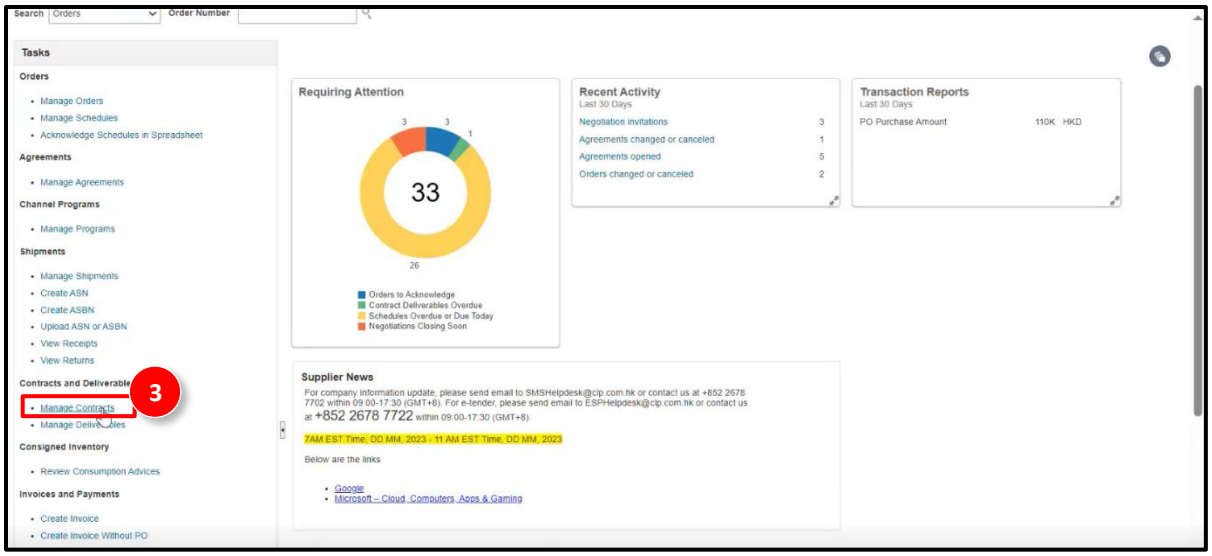
The purpose of this System Guide is to detail how suppliers can view contracts in the CLP Supplier Portal.

Manage Contract

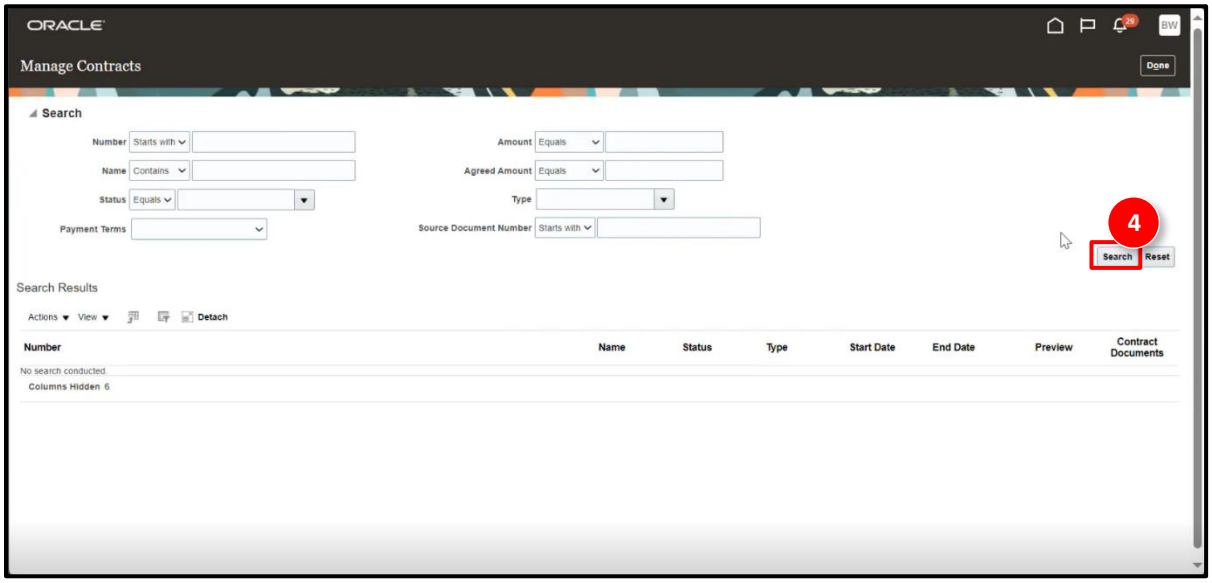
1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



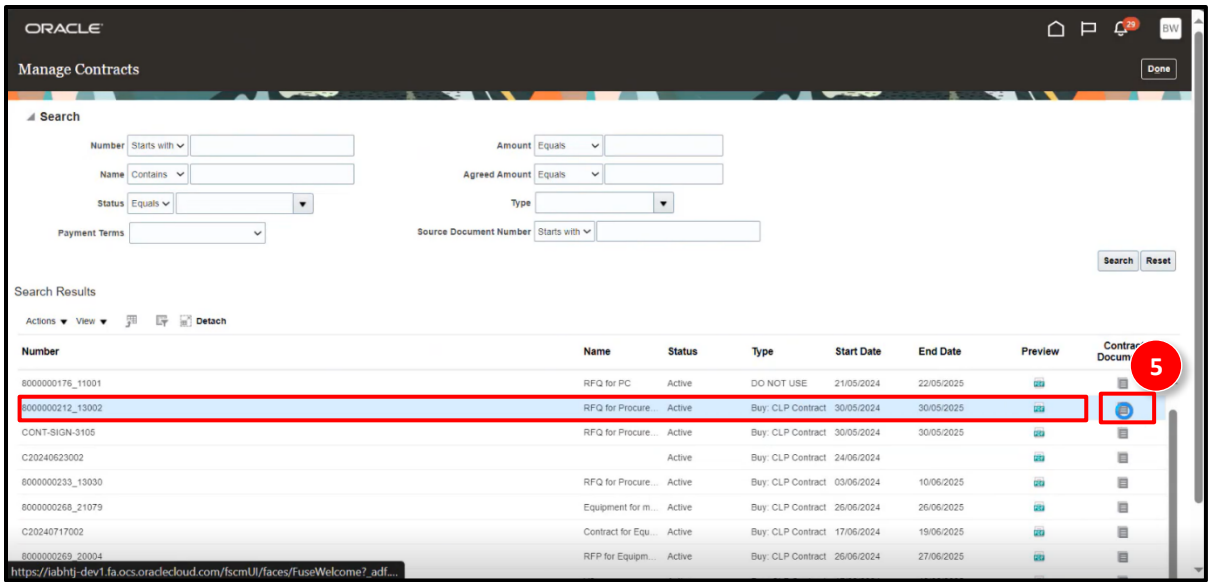
3. The **Supplier Portal** screen is displayed. In the **Contracts and Deliverables** section, click the **Manage Contracts** option.


Search
Orders
Order Number
Tasks
Orders
Manage Orders
Manage Schedules
Acknowledge Schedules in Spreadsheet
Agreements
Manage Agreements
Channel Programs
Manage Programs
Shipments
Manage Shipments
Create ASN
Create ASBN
Upload ASN or ASBN
View Receipts
View Returns
Contracts and Deliverable
Manage Contracts
Manage Deliverables
Consigned Inventory
Review Consumption Advices
Invoices and Payments
Create Invoice
Create Invoice Without PO
3
Requiring Attention
3
3
1
33
26
Orders to Acknowledge
Contract Deliverables Overdue
Schedules Overdue or Due Today
Negotiations Closing Soon
Recent Activity
Last 30 Days
Negotiation invitations 3
Agreements changed or canceled 1
Agreements opened 5
Orders changed or canceled 2
Transaction Reports
Last 30 Days
PO Purchase Amount 110K HKD
Supplier News
For company information update, please send email to SMSHelpdesk@clp.com.hk or contact us at +852 2678 7702 within 09:00-17:30 (GMT+8). For e-tender, please send email to ESPHelpdesk@clp.com.hk or contact us at +852 2678 7722 within 09:00-17:30 (GMT+8).
7AM EST Time, DD MM, 2023 - 11 AM EST Time, DD MM, 2023
Below are the links
Google
Microsoft – Cloud, Computers, Apps & Gaming

4. The **Manage Contracts** page will be displayed. Click the **Search** button.

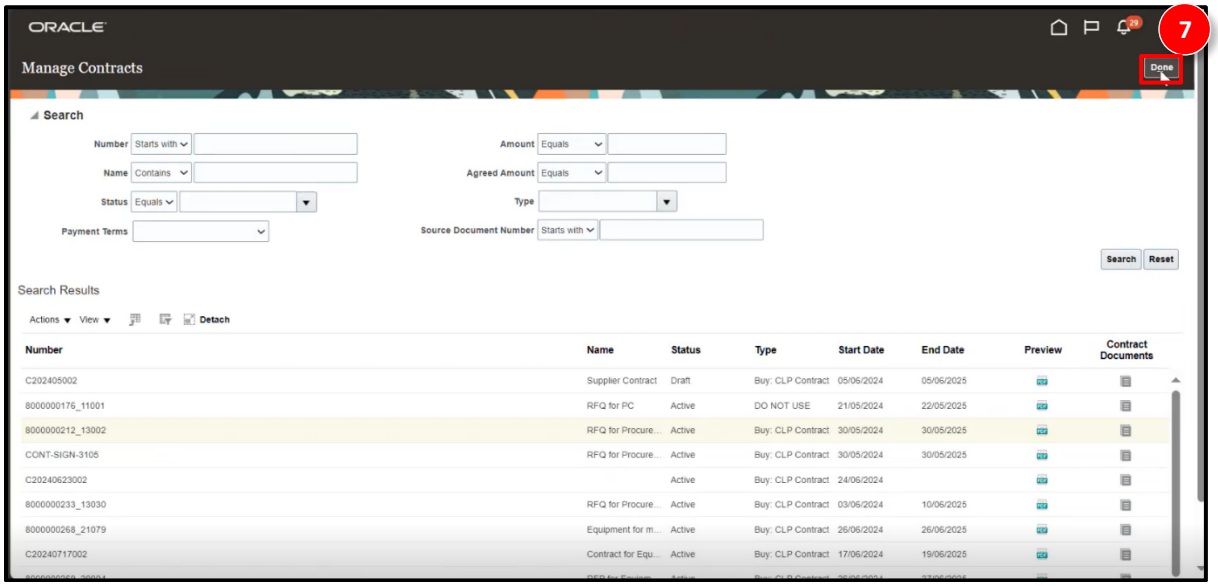


5. The **Search Results** will be displayed. Click the **Contract** to select and then click the **Contract Documents** icon.



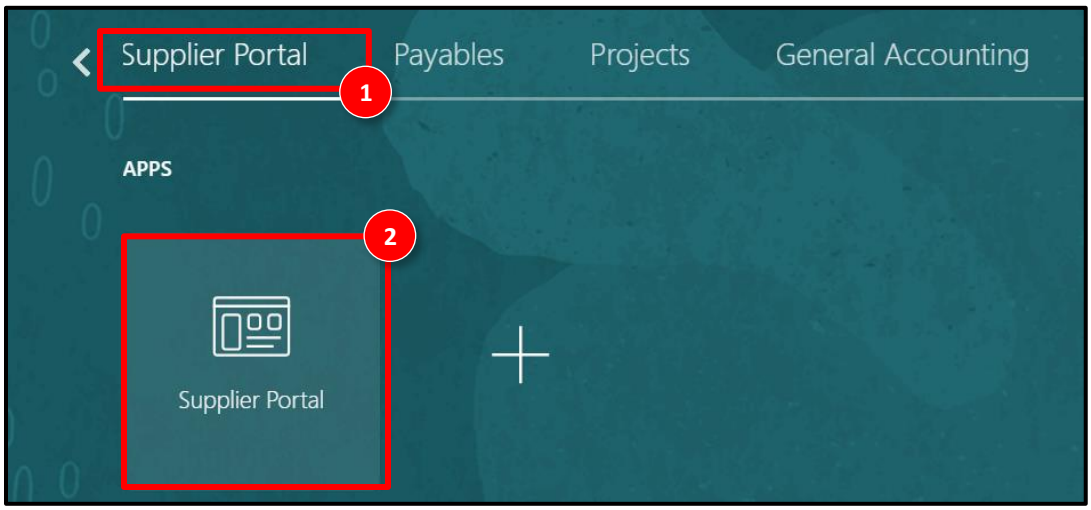
6. The **Contract Document** page is displayed. Click the **Done** button.

7. The **Manage Contracts** page is displayed. Click the **Done** button.

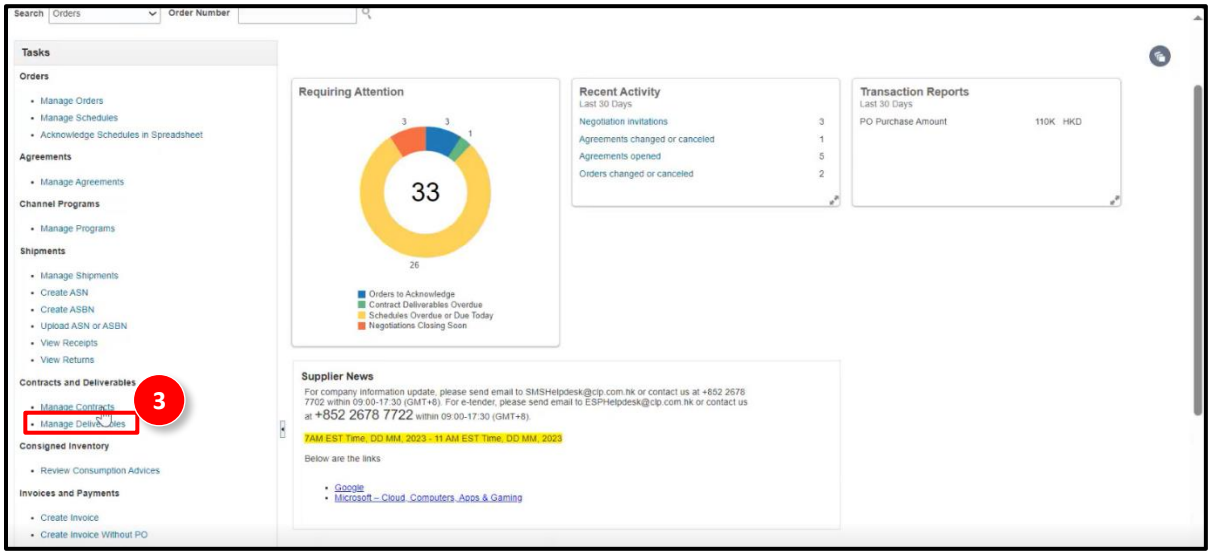


Manage Deliverables

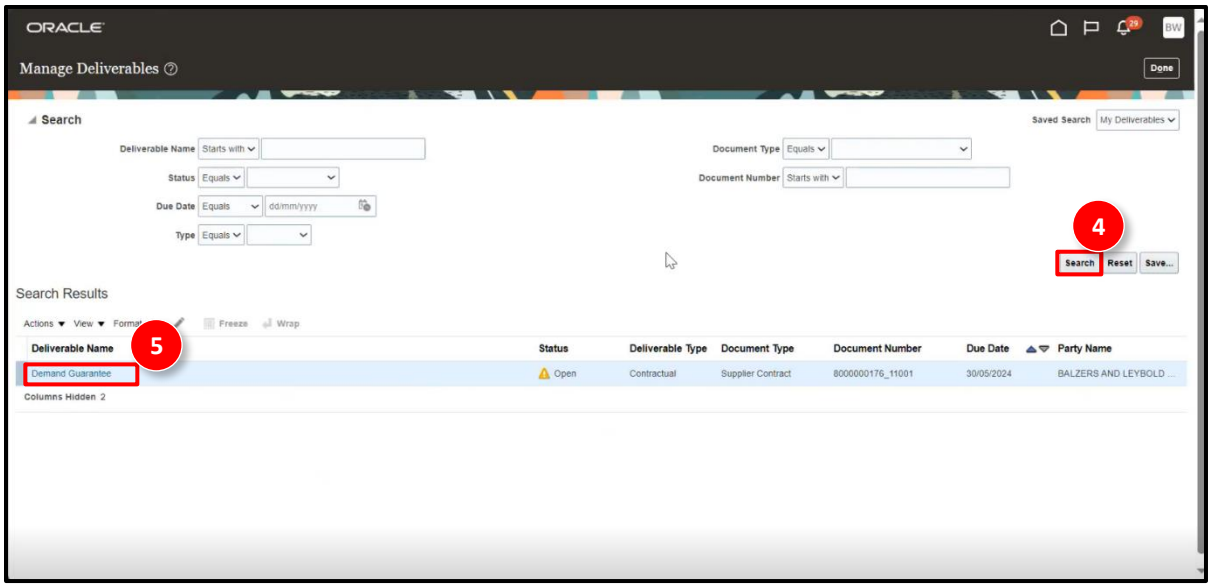
1. Sign into Oracle Cloud, and then click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



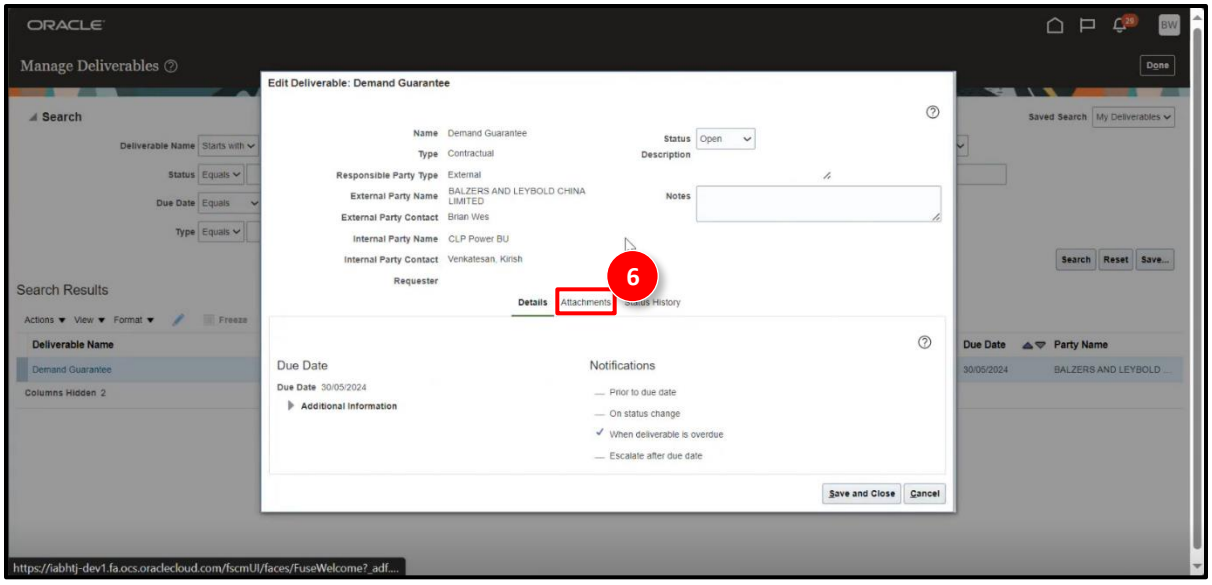
3. The **Supplier Portal** screen is displayed. In the **Contracts and Deliverables** section, click the **Manage Contracts** option.



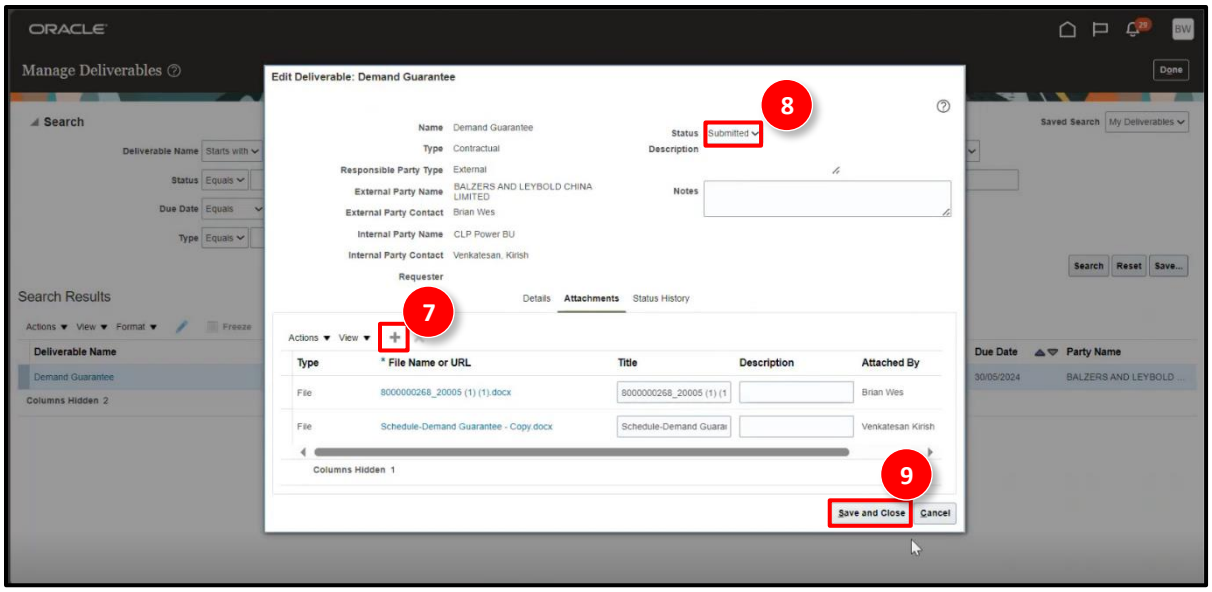
4. The **Manage Deliverables** page will be displayed. Click the **Search** button.
5. Click the **Demand Guarantee** link under **Deliverable Name** column.



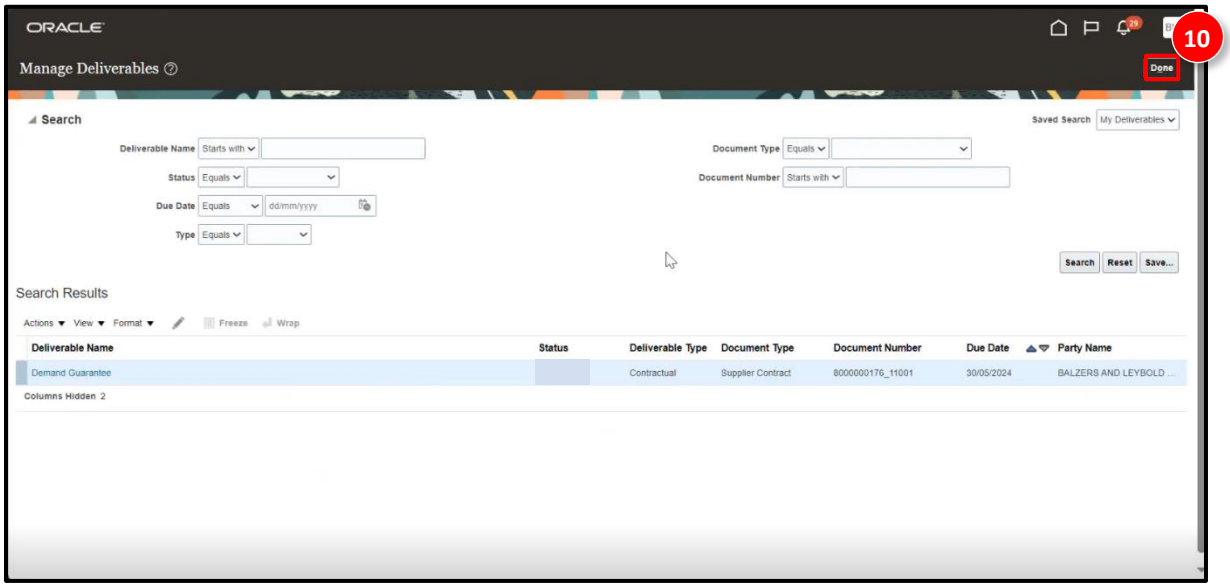
6. The **Edit Deliverable: Demand Guarantee** page is displayed. Click the **Attachment** tab.



7. Click the "**+**" icon to add an attachment.
8. Click the **Submitted** option to change status from open to submitted under the **Status** drop-down menu.
9. Click the **Save and Close** button.



10. Click the **Done** button.



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