

VIEWING CONTRACTS IN THE CLP SUPPLIER PORTAL

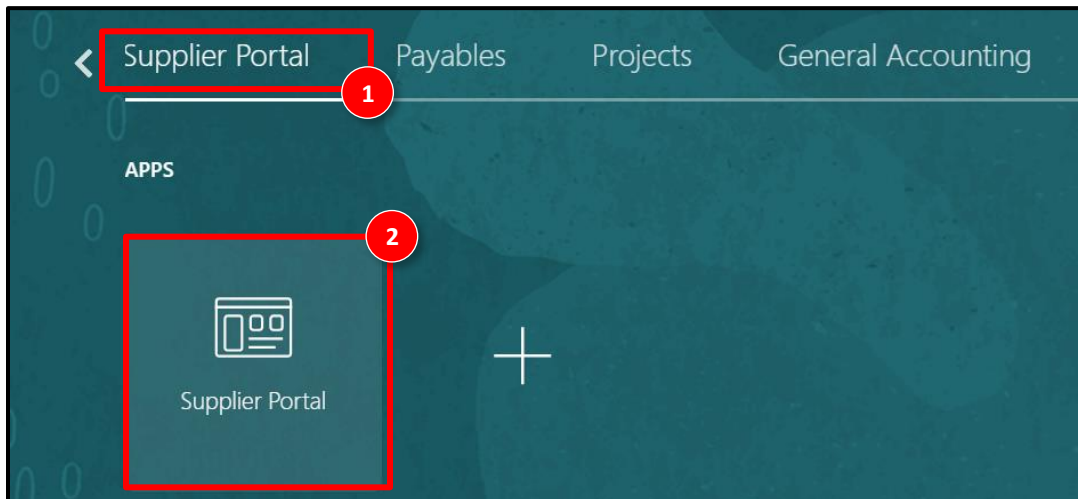
Overview

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

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 Deliverables

- Manage Contracts 3
- Manage Deliverables

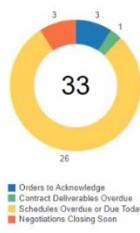
Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO

Requiring Attention



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
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Supplier News

For company information update, please send email to SMSHelpdesk@clp.com.hk or contact us at +602 2676 7702 within 09:00-17:30 (GMT+8). For e-tender, please send email to ESPHelpdesk@clp.com.hk or contact us at +852 2676 7722 within 09:00-17:30 (GMT+8).

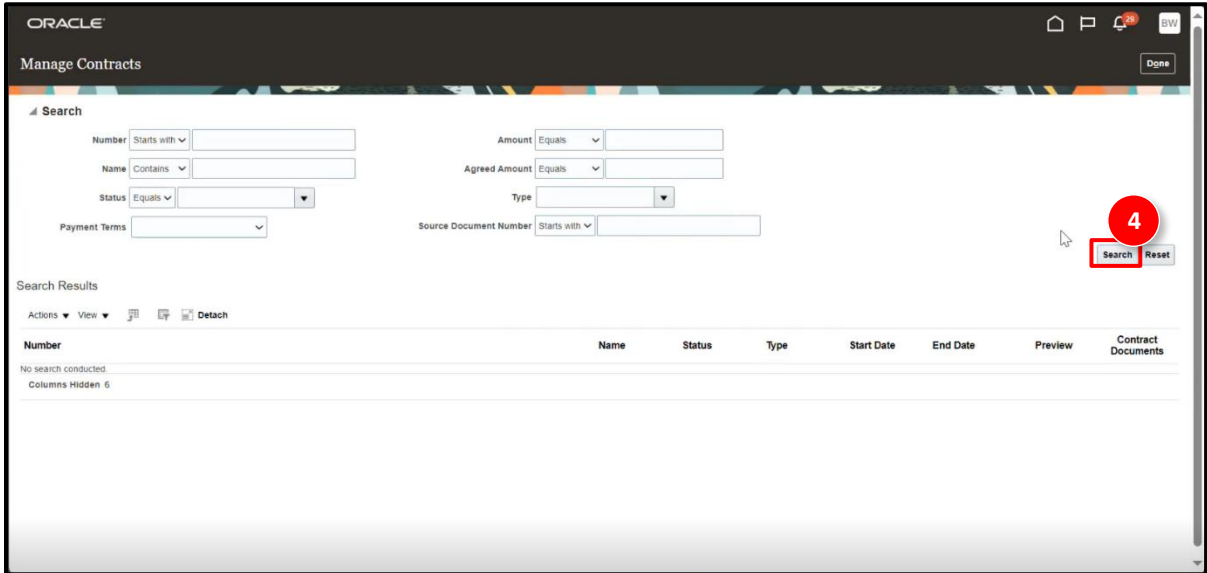
7AM EST Time, DD MM, 2023 - 11 AM EST Time, DD MM, 2023

Below are the links

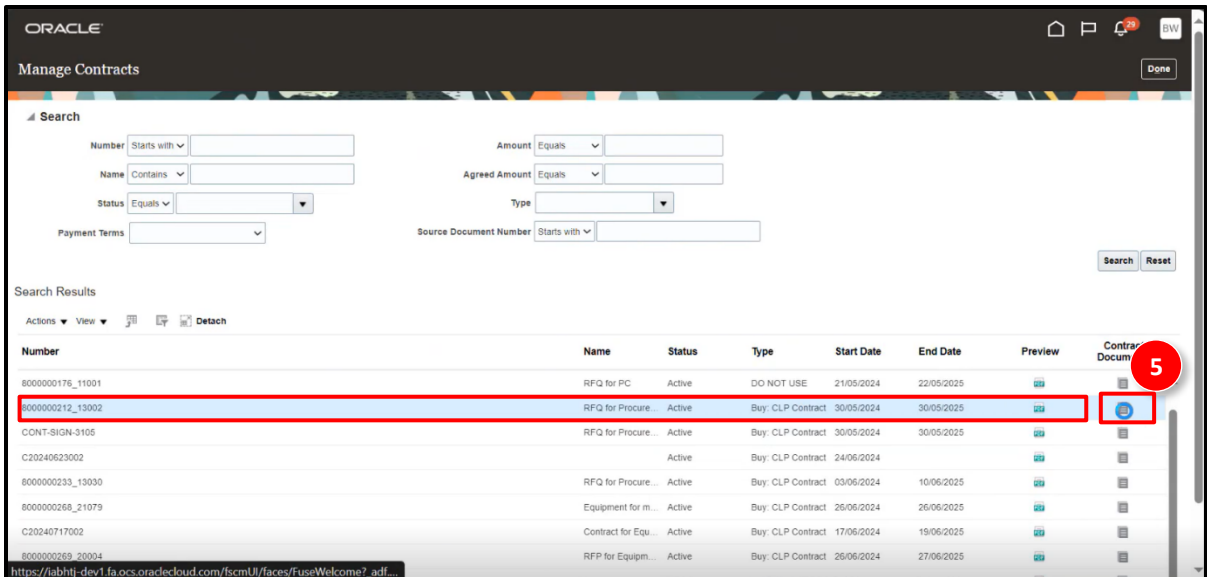
- [G3090](#)
- [Microsoft - Cloud, Computers, Apps & Gaming](#)

Information Classification: CONFIDENTIAL

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.

Contract Documents

Primary Contract Document 800000212_13002-2.pdf

Contract Documents

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Contract	Letter of Acceptance - updated.doc	Letter of Acceptance - up...		Venkatesan Kirish	31/05/2024 10:17 AM
File	Contract	Letter of Acceptance (short form).doc	Letter of Acceptance (sho...		Venkatesan Kirish	30/05/2024 7:42 PM

Shared Documents

Internal Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date

External Shared

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date

6 Done

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

ORACLE

Manage Contracts

Search

Number Starts with

Name Contains

Status Equals

Payment Terms

Amount Equals

Agreed Amount Equals

Type

Source Document Number Starts with

Search Reset

Search Results

Actions View + X Detach

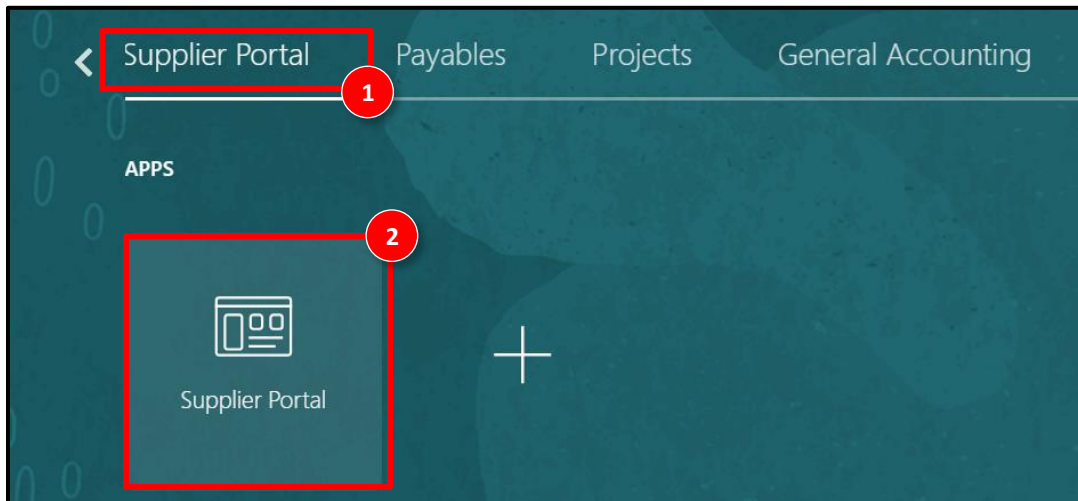
Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
C202405002	Supplier Contract	Draft	Buy: CLP Contract	05/06/2024	05/06/2025		
8000000176_11001	RFQ for PC	Active	DO NOT USE	21/05/2024	22/05/2025		
8000000212_13002	RFQ for Procure...	Active	Buy: CLP Contract	30/05/2024	30/05/2025		
CONT-SIGN-3105	RFQ for Procure...	Active	Buy: CLP Contract	30/05/2024	30/05/2025		
C20240623002		Active	Buy: CLP Contract	24/06/2024			
800000233_13030	RFQ for Procure...	Active	Buy: CLP Contract	03/06/2024	10/06/2025		
800000268_21079	Equipment for m...	Active	Buy: CLP Contract	26/06/2024	26/06/2025		
C20240717002	Contract for Equ...	Active	Buy: CLP Contract	17/06/2024	19/06/2025		

7 Done

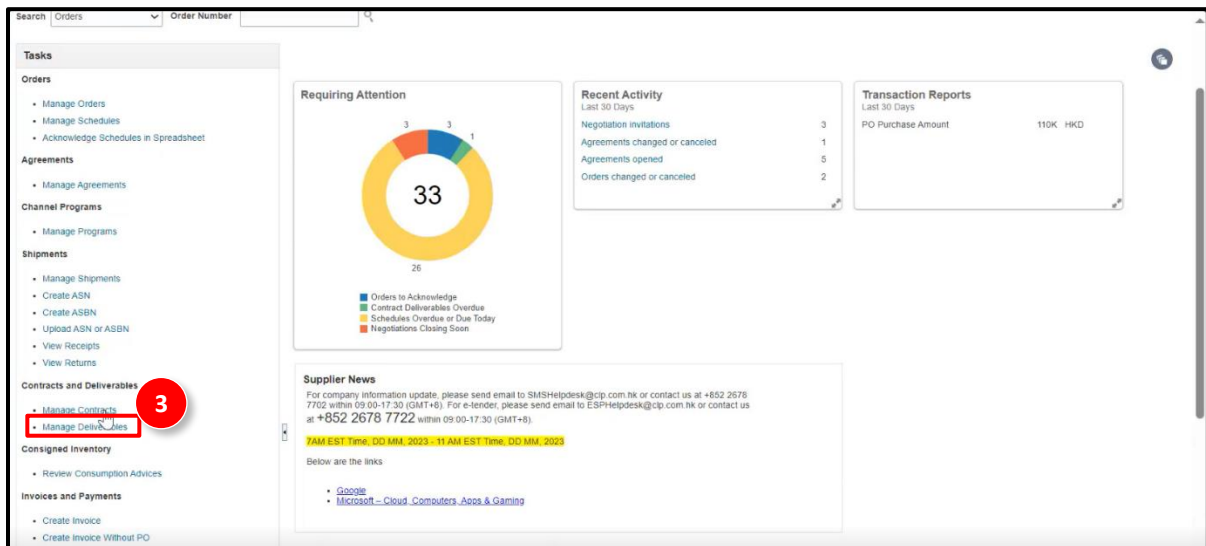


Manage Deliverables

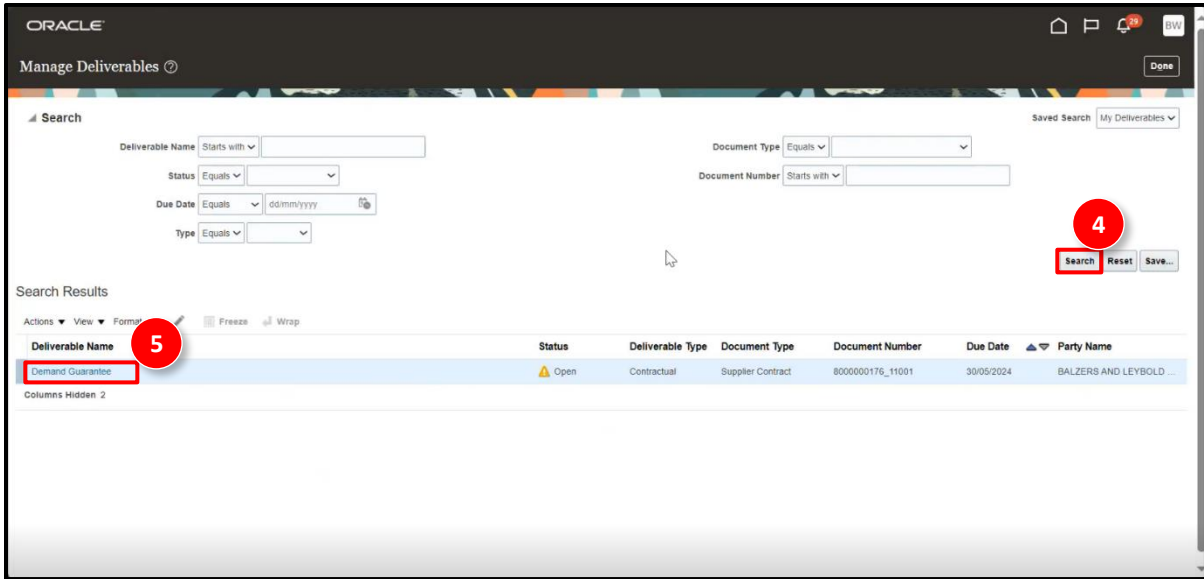
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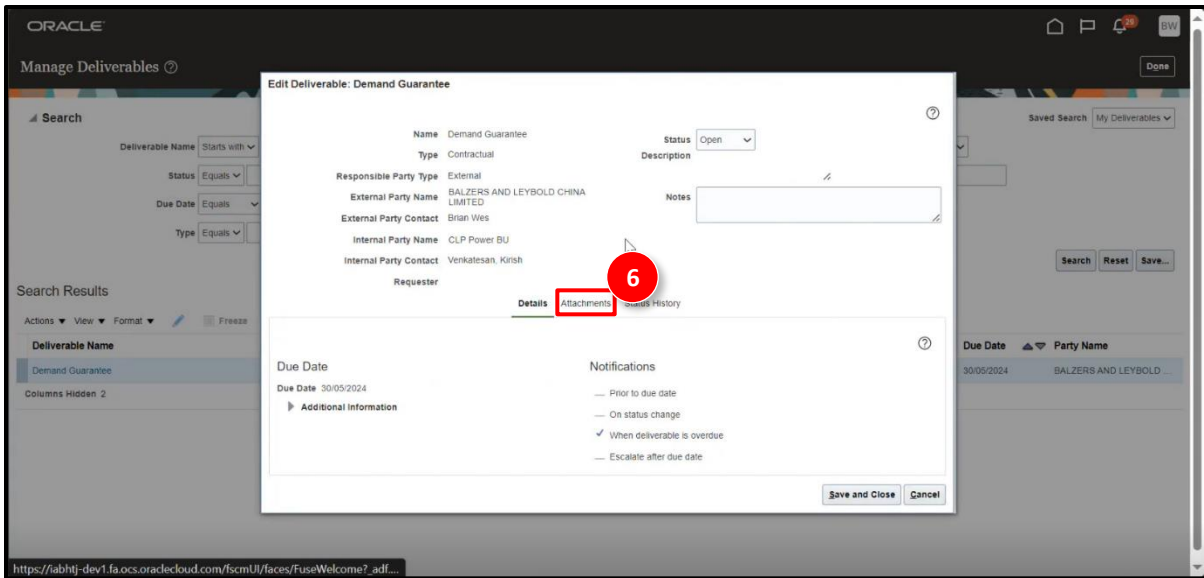
3. The **Supplier Portal** screen is displayed. In the **Contracts and Deliverables** section, click the **Manage Contracts** option.



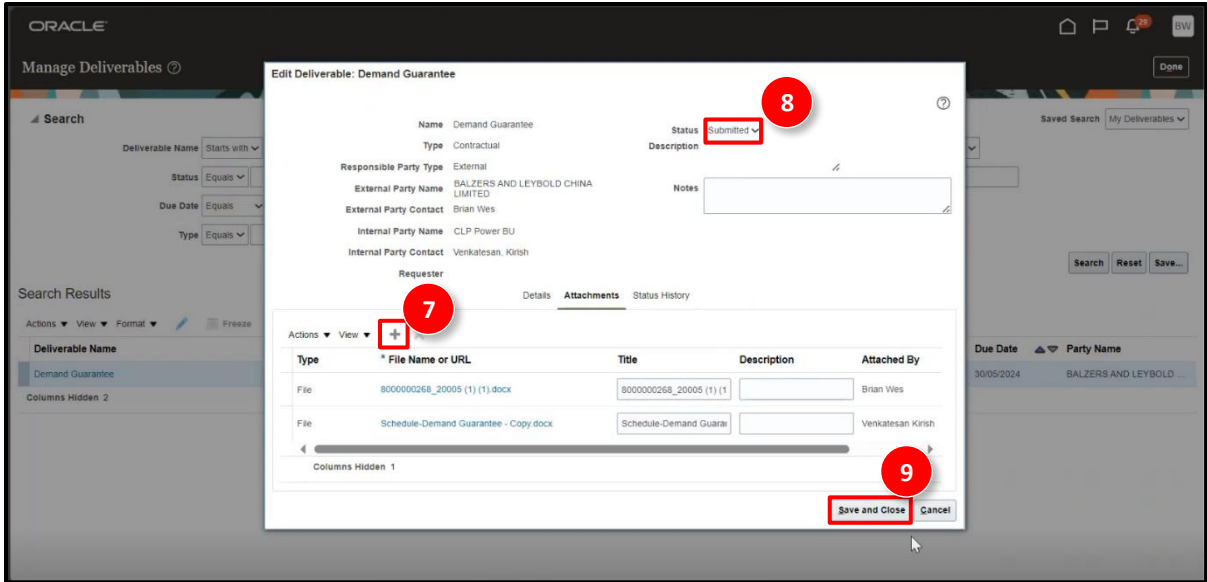
- The **Manage Deliverables** page will be displayed. Click the **Search** button.
- Click the **Demand Guarantee** link under **Deliverable Name** column.



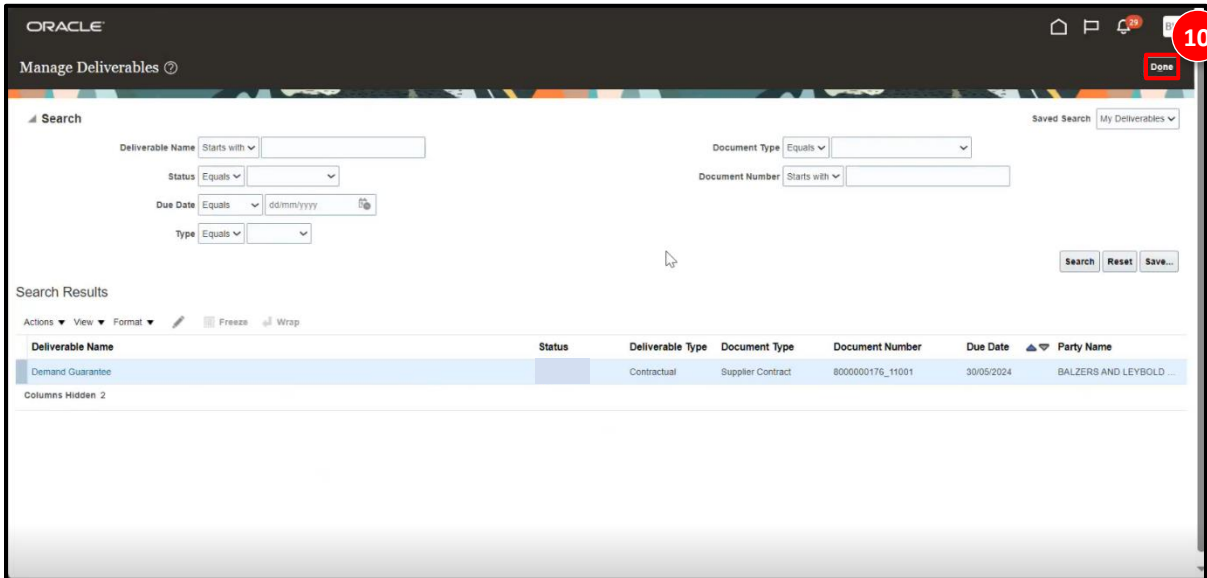
- The **Edit Deliverable: Demand Guarantee** page is displayed. Click the **Attachment** tab.



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



10. Click the **Done** button.



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