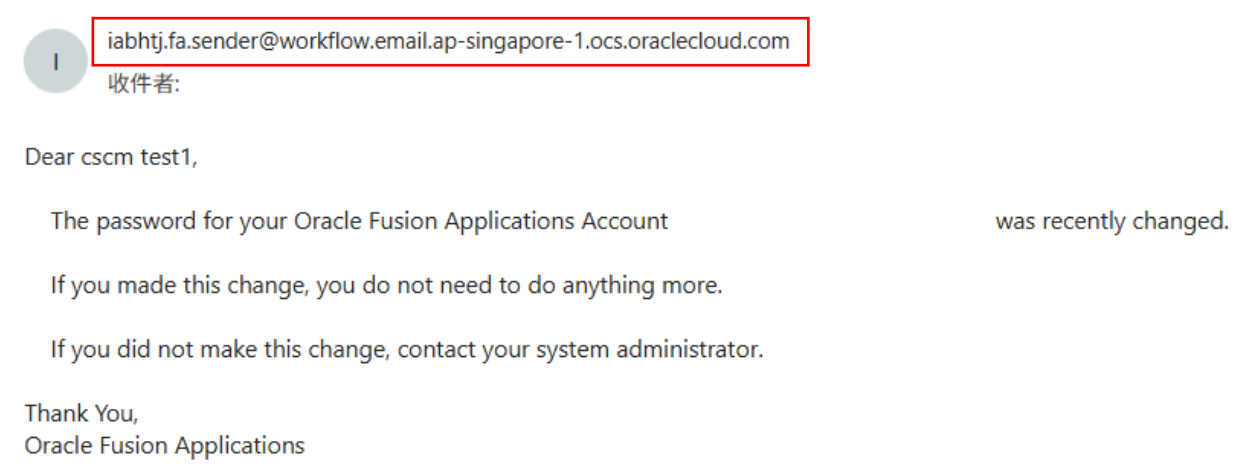


CLP 供應商登入網站 - 常見問題

問題：為什麼我會收到來自不認識的電子郵件地址的郵件？

回答：

由於 CLP 使用 Oracle Cloud 解決方案來運行的供應商登入網站，供應商收到 Oracle 系統郵件是正常的。如以下紅框顯示：



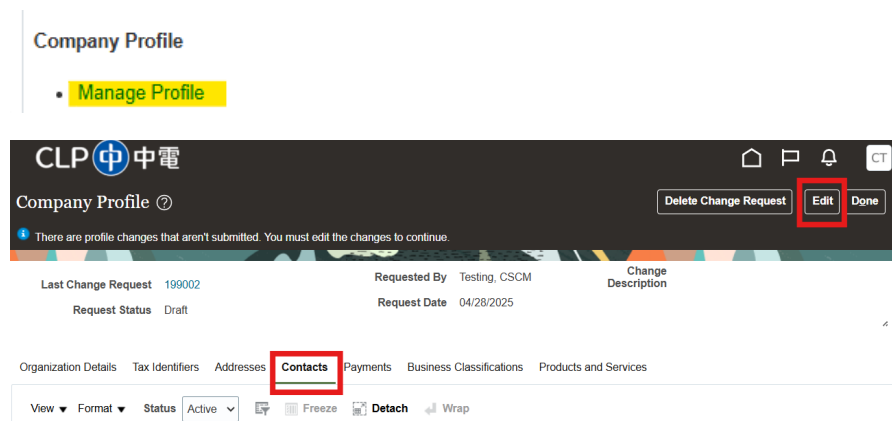
請將這些電子郵件標記為“非垃圾郵件”，以確保未來的系統電子郵件不會被錯過。

問題：我正在嘗試登錄供應商登入網站。我的用戶 ID 是什麼？

回答：您的用戶 ID 是您在 CLP 註冊的電子郵件地址。請確保不要使用您以前的 SAP 用戶 ID，即 Zxxxxxxxxa。

問題：如何為我的同事添加帳戶？

回答：請按以下步驟選擇 Company Profile> Manage Profile>Contact> Edit> +。新增聯絡人時選擇“Request user account”以確保您的聯絡人可以登錄 CLP 供應商登入網站。您可以為每個聯絡人選擇適當的權限：



CLP 中電

Edit Profile Change Request: 199002

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name Job Title Email Phone Administrative Contact User Account Status

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address
No data to display.	
Columns Hidden 5	

User Account

☐ Request user account

User Account

☒ Request user account

權限設定:

Roles Data Access	
View Format Freeze Detach Wrap	
Role	Description
CLP SCM SP Supplier Self Service Admin...	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to gra...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition t...
CLP SCM SP Supplier Accounts Receivable ...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

問題：在 CLP 供應商登入網站中添加附件時有什麼限制嗎？

回答:

1. 每個附件的最大文件大小為 2GB。如果您有超過此限制的文件要上傳，請將文件拆分為多個附件。
2. 每個附件的文件名限制為 80 個字。

問題：我需要為所有 PO 提交發票嗎？

回答:

如採購訂單已選取“Pay on Receipt”，閣下無需於供應商登入網站中建立發票，也不要通過電子郵件提交發票或提交紙本發票。CLP 用戶收貨完成後會安排付款。因此，供應商對這些 PO 不需要採取任何行動。

Required Acknowledgment Yes	Shipping Method	✓ Pay on receipt
Payment Terms Net 30	Freight Terms	Confirming order
	FOB	

問題：我需要為所有 PO 提交發票嗎？(續)

關於“Estimated Order”

請通過電子郵件 AP_Invoice@clp.com.hk 提交發票

請不要在 CLP 供應商登入網站「建立發票」

The screenshot shows the CLP Estimated Order form. At the top, it displays the CLP logo and the text "Estimated Order: 7300000227". Below this, there are buttons for "Acknowledge", "View PDF", "Actions", "Refresh", and "Done".

The form is divided into several sections:

- General:** This section contains various fields for order details. It includes "Sold-to Legal Entity" (CLP Power Hong Kong Limited), "Bill-to BU" (CLP POWER HONG KONG LIMITED), "Order" (7300000227), "Status" (Open), "Buyer" (CHUN MAN JAMES CHAN), and "Creation Date" (23/04/2025). It also lists "Supplier" (UAT_Demo Supplier_JC), "Supplier Site" (Office), "Supplier Contact" (UAT_Smoke test_250109), "Bill-to Location" (CLP Holdings Limited (0003)), "Ship-to Location" (Shatin Warehouse (1010)), "Ordered" (1.00 HKD), "Description" (Demo for EPO_250423), "Source Agreement", "Supplier Order", and "Master Contract".
- Terms:** This section includes "Required Acknowledgment" (Yes), "Acknowledgment Due Date" (30/04/2025), "Payment Terms" (within 30 days Due net), "Shipping Method", "Freight Terms" (FOB), and "Payment Terms" (within 30 days Due net).
- Lines:** This section contains a table with one line item. The table has columns for "Line", "Item", "Description", "Quantity", "UOM", "Price", "Ordered", and "Status". The line item is "1", "Service_Demo for EPO_250423", with a quantity of "1.00", UOM of "1.00", and status of "Open".

問題：如果我通過 AP_Invoice@clp.com.hk 提交發票，有什麼格式需要遵循嗎？

回答：請參閱[供應商發票指南](#)。