

CLP Invoicing Submission Guidelines Update & Refresher Session

July 2026

Effective from

1 July 2026

PO Invoice submitted by
Supplier Portal

Objective

Follow the correct submission requirements to support smooth invoice processing and timely payment.



Correct channel

Submit invoices through the appropriate method



Complete information

Provide the required invoice details upfront



Fewer rejections

Avoid common submission errors



Timely payment

Support faster processing and payment

Let's work together to get invoices right the first time.

TODAY'S SESSION FLOW

Invoice Guideline Update and Supplier Portal Refresher

AP

A simple walkthrough to help suppliers submit invoices correctly, use the CLP Supplier Portal with confidence, and know where to follow up.

01



Invoicing Guideline Update

- Submission channels
- Key guideline highlights

02



Supplier Portal Access

- Portal access and login support
- Password reset instructions
- How to submit invoices

03



Common Invoice Queries

- Edit, remove or follow up invoices
- Handling incomplete or in-process invoices
- Multiple PO and invoice number scenarios

04



Payment-Related Enquiries

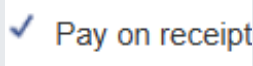
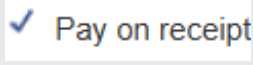
- Payment status enquiries
- Common payment questions and support channel

Key message: Submit the right invoice, through the right channel, with the right information.

Invoicing Guidelines Update

Invoice Submission Channels

COE AP

Type No.	Invoice Type	Invoice Submission via
1	Purchase Order Invoice	Supplier Portal
2	Purchase Order Invoice (Pay on Receipt enabled) 	No submission is required (Invoice will be generated automatically by system after Goods Receipt)
3	Retainage Release Invoice	Supplier Portal
4	Retainage Release Invoice/Credit note (Pay on Receipt enabled) 	Email to : AP_invoice@clp.com.hk
5	Prepayment Invoice (i.e. Downpayment)	Email to : AP_invoice@clp.com.hk <i>(Please mark the word "Downpayment" in the email subject)</i>
6	Estimated Order Invoice	Email to : AP_invoice@clp.com.hk

PO invoices submitted to

- AP_invoice@clp.com.hk under Type 1 & 3 or
- in hardcopy under all cases

WILL NOT BE PROCESSED

Invoice submission requirement

If you receive a PO from CLP, the following details must be included in you invoice:

	Mandatory Details	Requirement
1	CLP PO number	Indicate CLP PO number without any suffix or prefix
2	Invoice Line Item	The item details must match that of the CLP PO - PO Line Number - Line Description - Quantity (same unit of measure as PO) - Rate (same currency as PO) - Amount (consistent with rate and quantity)
3	CLP Business Contact (name and email address)	The CLP Business Contact name and the corresponding email address must be clearly stated on the invoice
4	Invoice Number	The invoice number must be displayed clearly
5	Invoice Date	The invoice date should be indicated in standard date format of dd/mm/yyyy
6	Full Supplier Name	Full Supplier Name (preferably in English) should match with the details registered with CLP

Supplier Portal- Do and Don't for Invoice creation (PO Invoice)

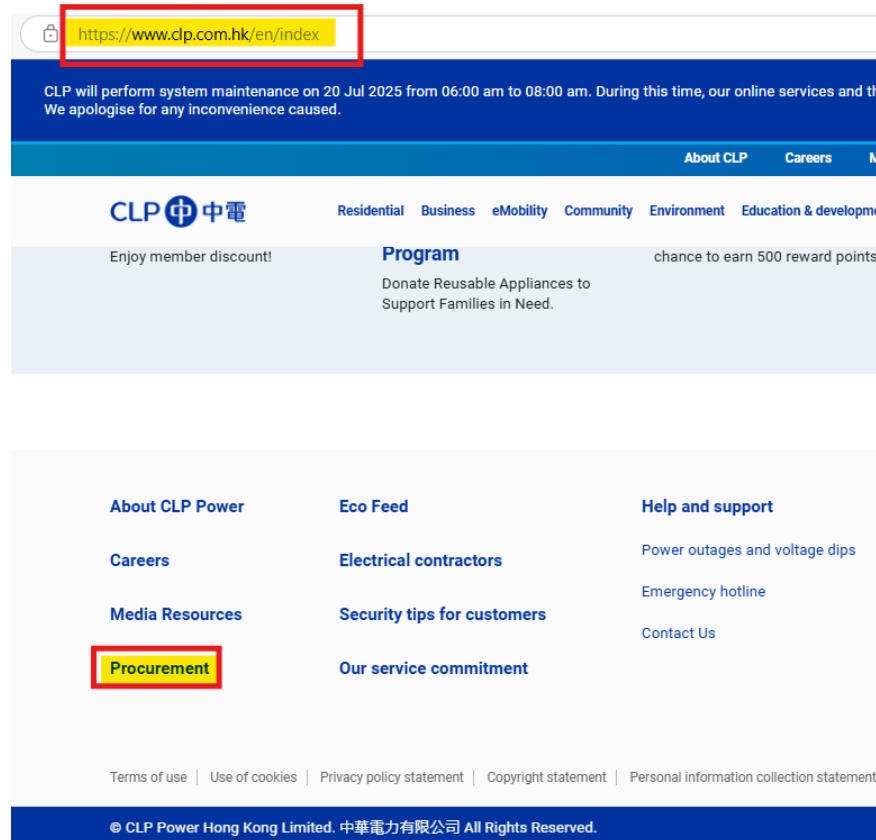
AP

DO	DON'T
Submit PO invoice via Supplier Portal	PO invoice submitted to AP_invoice@clp.com.hk under Type 1 & 3 or in hardcopy under all cases in slide 5 will <i>NOT BE PROCESSED.</i>
Ensure all invoice details, such as invoice number, invoice date, <i>quantity, invoice amount,</i> and currency, are <i>correct and match with the purchase order.</i>	Providing incorrect invoice information could lead to invoice on hold in Oracle and delay in payment.
<i>Review Before Submission.</i> But remember to press the " <i>Submit</i> " button after the invoice information is good and ready to submit.	Without clicking submit button = We cannot process payment.
<i>One invoice for single PO</i>	NOT ALLOW one invoice with multiple PO
Confirm with Requester/User for the GR Amount before submitting invoice.	Mismatch overall GR amount to overall Invoice submission amount (more than one invoices under same PO) Cause all invoices payment on hold
Submit Prepayment Invoice (i.e. Downpayment) via email to : AP_invoice@clp.com.hk <i>(Please mark the word "Downpayment" in the email subject)</i>	<i>For "Pay on receipt" PO invoice, don't submit invoice to CLP.</i>

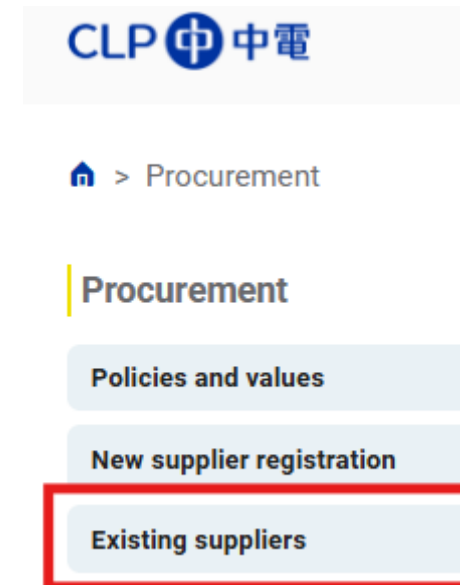
Supplier Portal Access

Supplier portal access and login procedures

- 1 Access CLP.com.hk> click bottom left corner “Procurement”



- 2 Select “Existing suppliers”



Supplier portal access and login procedures

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3

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Log in

Supplier login guide

System Guide	Guide	Video
First Time Login / Password Reset	Quick Ref	link
Supplier Log-on Guide	Quick Ref	
CLP Supplier Portal - FAQ	FAQ	

If you are an existing supplier, you can access your account by clicking on LOGIN HERE

4

LOGIN HERE

Privacy Policy Statement

You can find out more about CLP's policies on privacy and personal data protection by accessing our privacy policy statement available on the CLP website at <https://www.clpgroup.com/en/pages/privacy.html>

Unless specified otherwise, references to "CLP" and the "CLP Group" shall mean CLP Holdings Limited, its subsidiaries and affiliates.

By pressing the "ACCEPT" button, you confirm that you have read, agreed to, and accepted all the terms and conditions above. You may then proceed with the registration process.*

ACCEPT

5

ORACLE Cloud

English

Sign in

Username

Password

Forgot Password?

Next

Need help signing in?

> Cloud account details

Login ID and Password reset instructions

Username(email)

- By default, the registration email is Username
- The system administrator has the authority to add, remove, or modify email addresses.

Company Profile ?

EditDone

Last Change Request534011

Requested ByTommy Kwok

Change Description

Request StatusProcessed

Request Date08/25/2025

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼

Format ▼

StatusActive ▼

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
SUP, Test		████████@hotmail.com		✓	✓	Active
Testing, CSCM		████████@outlook.com	+852 2345.6789	✓	✓	Active
test1, cscm		████████@outlook.com		✓	✓	Active

LOGIN HERE

Supplier Enquiries

Should you encounter any issue regarding the CLP Supplier Portal, please submit your enquiry to [CLP Supplier Portal Enquiry Form](#).

For questions about specific invoices or payments, please send an email to vendor_query@clp.com.hk

If you are still unable to access it, please submit your inquiry through the [CLP Supplier Portal Enquiry Form](#).

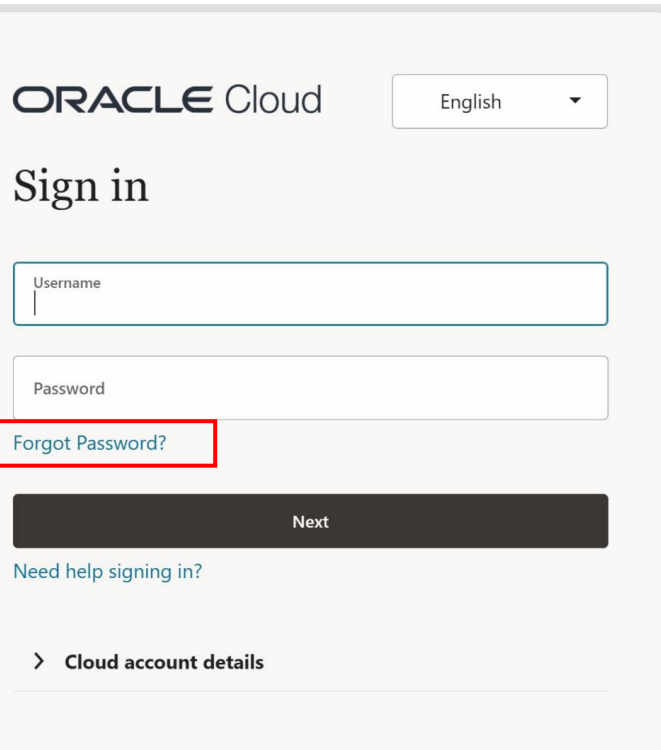
Password reset instructions

COE

1. Click “Forgot Password”

2. Enter your CLP registered email address and select the option ‘Forgot password’.

3. You will receive an email from Oracle*. Click on the hyperlink in the email.



ORACLE Cloud English

Sign in

Username

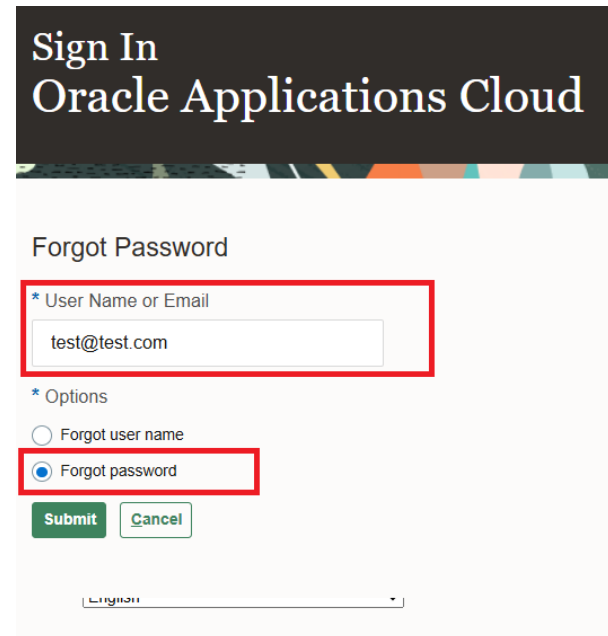
Password

Forgot Password?

Next

Need help signing in?

> Cloud account details



Sign In
Oracle Applications Cloud

Forgot Password

* User Name or Email
test@test.com

* Options
☐ Forgot user name
☒ **Forgot password**

Submit Cancel

English

寄件者: <iabhti.fa.sender@workflow.email.ap-singapore-1.ocs.oraclecloud.com>

日期: 2025 年 月 日

寄件者: Oracle Fusion Applications–Password Reset Information

收件者: < >

Dear chan

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

https://iabhti.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?_afid=136189eebd9f498fbcc2e1c6e4

If you did not request this information or have any question, contact your system administrator.

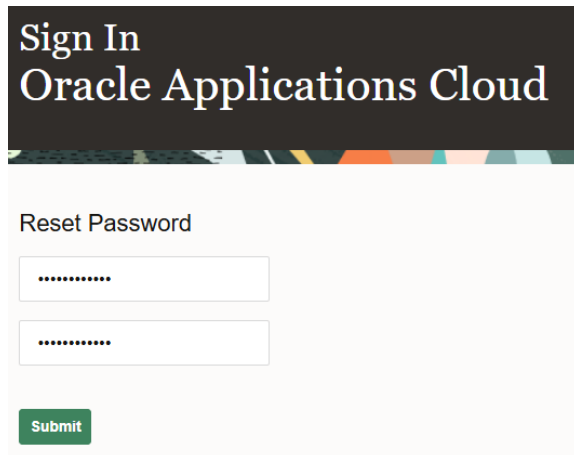
Thank You,
Oracle Fusion Applications

**Check your junk or spam folder if you do not receive any email in your primary inbox.*

Password reset instructions

COE

4. Enter your new password. Click Submit



Sign In
Oracle Applications Cloud

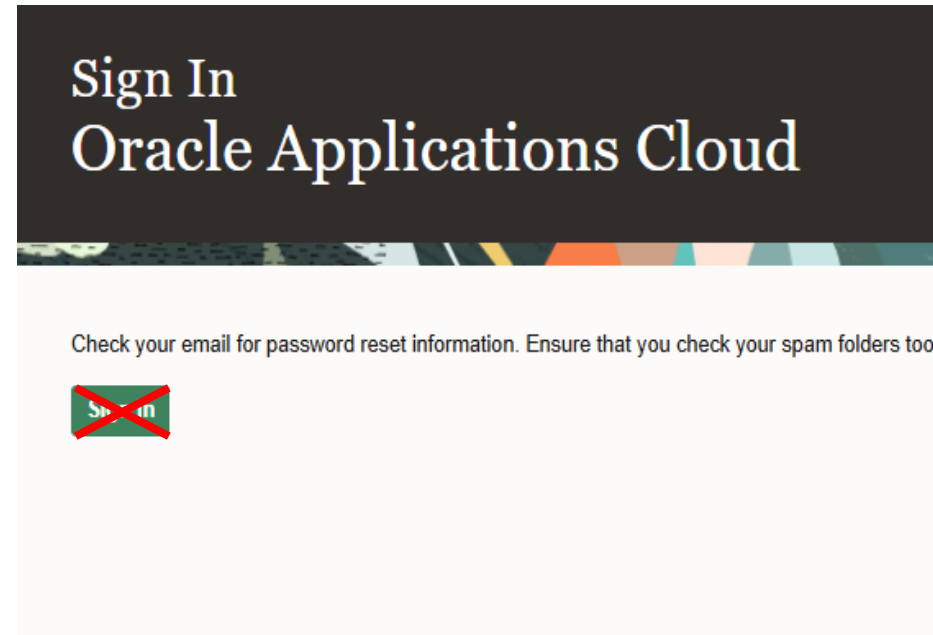
Reset Password

.....

.....

Submit

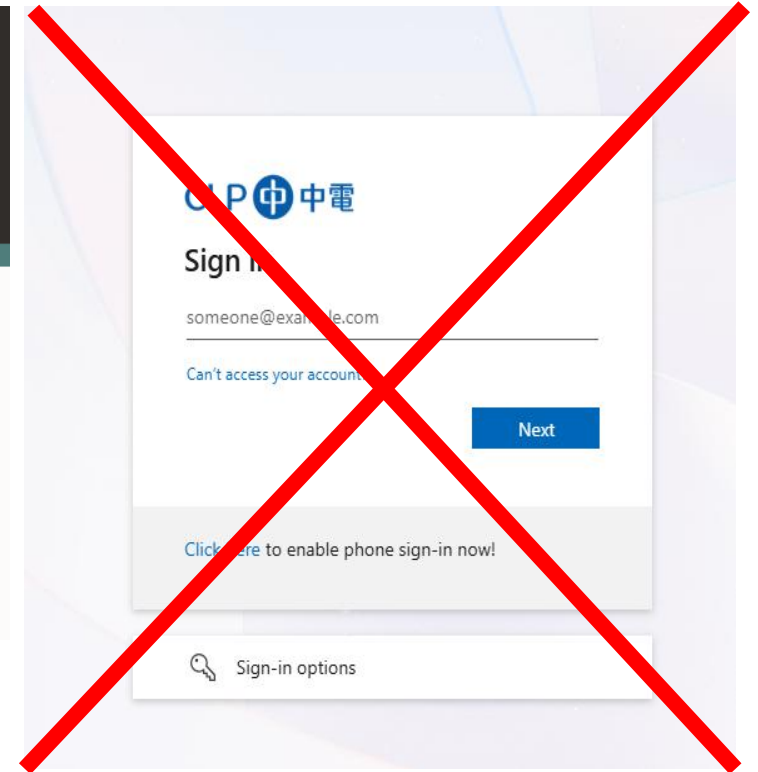
5. **DO NOT** click sign in or input email here



Sign In
Oracle Applications Cloud

Check your email for password reset information. Ensure that you check your spam folders too.

~~Sign In~~



Sign In

someone@example.com

Can't access your account?

Next

Click here to enable phone sign-in now!

Sign-in options

Password reset instructions

COE

6. **RETURN TO** CLP web page ([Existing suppliers](#)) and click **“LOGIN HERE”**

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> Procurement > Existing suppliers

Procurement

- Policies and values
- New supplier registration
- Existing suppliers

Existing suppliers

As an existing supplier, you can:

System Function	Guide	Video
Overview	Guide	link
Manage your company profile	Guide	link
Receive and submit tenders	Guide	
Manage contracts	Guide	link
Manage purchase order	Guide	
Create invoices	Guide (With PO) Guide (Without PO)	
Invoicing Guidelines (July 2026)	Document	
Supplier Training Video		link

Supplier login guide

System Guide	Guide	Video
First Time Login / Password Reset	Quick Ref	link
Supplier Log-on Guide	Quick Ref	
CLP Supplier Portal - FAQ	FAQ	

If you are an existing supplier, you can access your account by clicking on LOGIN HERE

LOGIN HERE

7. Read and accept CLP Supplier Portal Terms of Use and Personal Information Collection Statement (**scroll to bottom for the Accept button**)

** By pressing the "ACCEPT" button, you confirm that you have read, agreed to, and accepted all the terms and conditions above. You may then proceed with the login process.**

ACCEPT

8. Input username with using **email address** and **updated password**

ORACLE Cloud English

Sign in

Username

Password

[Forgot Password?](#)

Next

[Need help signing in?](#)

> **Cloud account details**

System guideline

> Procurement > Existing suppliers

Procurement

- Policies and values
- New supplier registration
- Existing suppliers

Existing suppliers

As an existing supplier, you can:

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Create invoices	Guide (With PO) Guide (Without PO)	
Invoicing Guidelines (July 2026)	Document	
Supplier Training Video		link

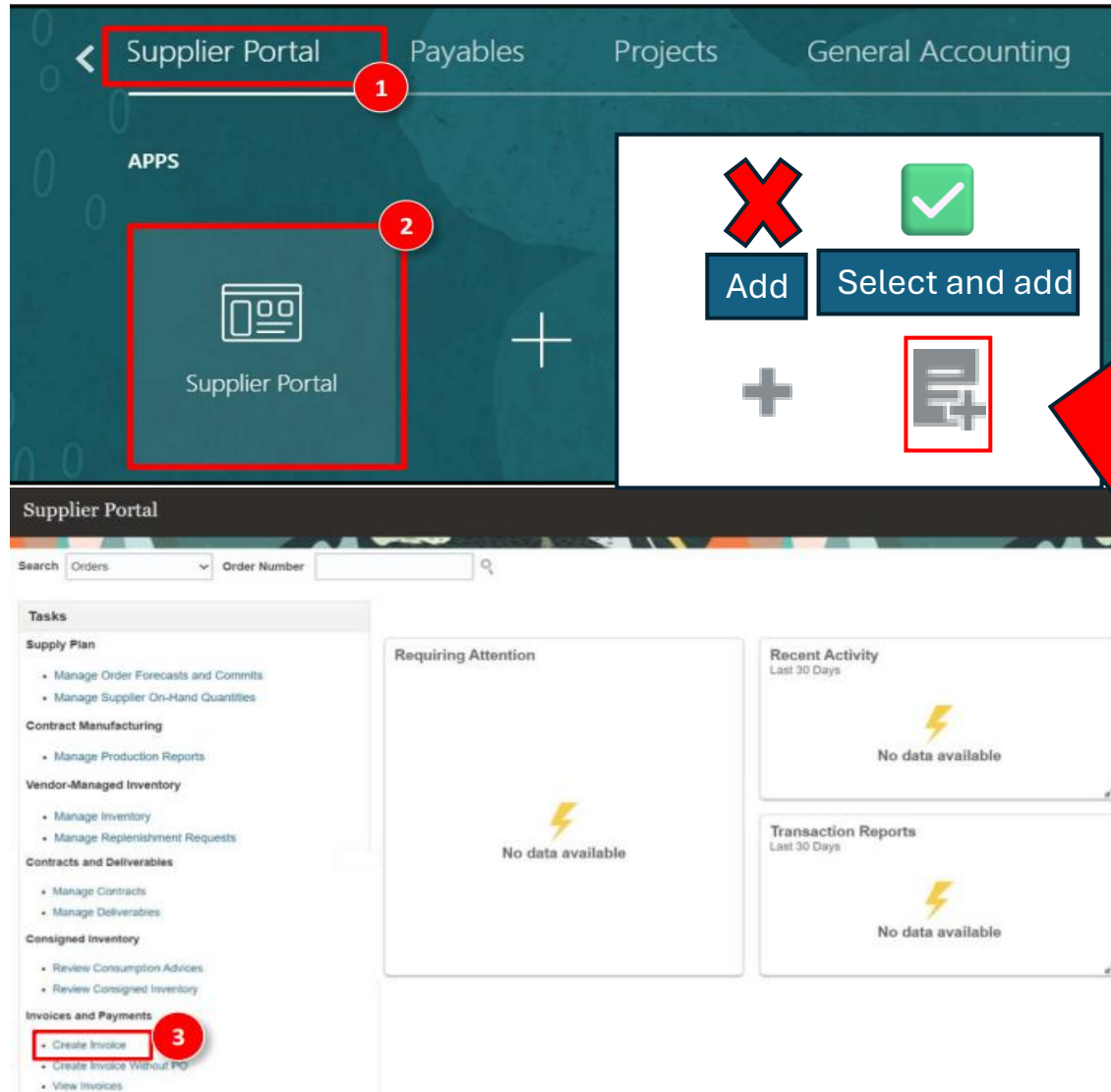
<https://www.clp.com.hk/en/procurement/existing-suppliers>

CLP.com.hk> Procurement> Existing suppliers

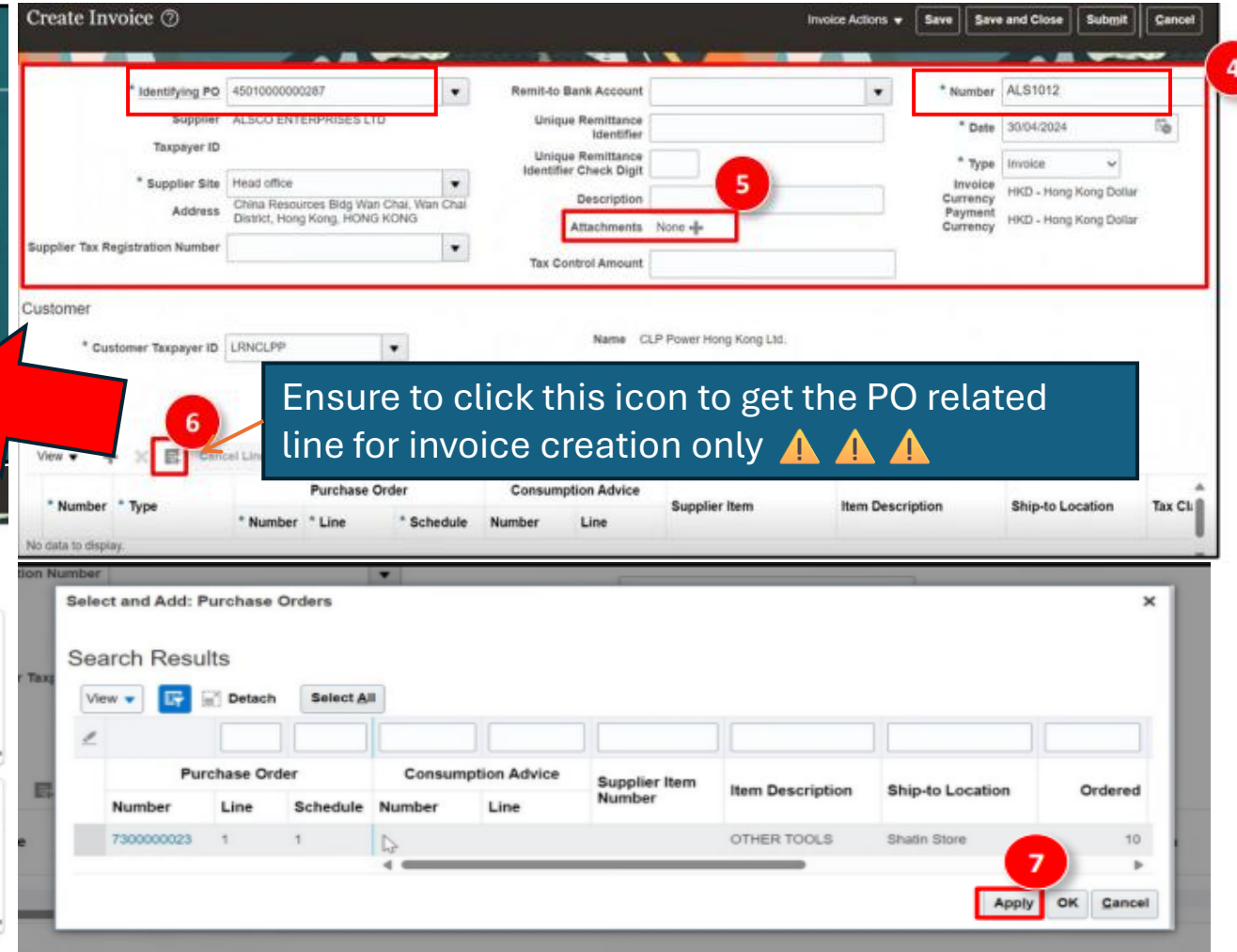
How to submit invoice

Supplier Portal- Create Invoice (PO invoice)

COE



The image shows the Supplier Portal interface. At the top, there are tabs for 'Supplier Portal', 'Payables', 'Projects', and 'General Accounting'. The 'Supplier Portal' tab is selected and highlighted with a red box and a red circle with the number 1. Below the tabs, there is a section for 'APPS' with a 'Supplier Portal' icon highlighted by a red box and a red circle with the number 2. To the right of the 'APPS' section, there are two buttons: 'Add' (with a red 'X' over it) and 'Select and add' (with a green checkmark over it). Below these buttons, there is a red arrow pointing to the 'Select and add' button. In the bottom left corner, there is a 'Tasks' section with a list of tasks. The 'Create Invoice' task is highlighted with a red box and a red circle with the number 3.



The image shows the 'Create Invoice' form and the 'Select and Add: Purchase Orders' dialog. The 'Create Invoice' form has several fields: 'Identifying PO' (45010000000287), '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' (ALST012), 'Date' (30/04/2024), 'Type' (Invoice), 'Invoice Currency' (HKD - Hong Kong Dollar), and 'Payment Currency' (HKD - Hong Kong Dollar). A red box and a red circle with the number 4 highlight the 'Number' field. A red box and a red circle with the number 5 highlight the 'Attachments' field. A red box and a red circle with the number 6 highlight the 'Select and Add' button. A red box and a red circle with the number 7 highlight the 'Apply' button. A blue callout box with a red arrow pointing to the 'Select and Add' button contains the text: 'Ensure to click this icon to get the PO related line for invoice creation only ! ! !'. The 'Select and Add: Purchase Orders' dialog shows a table of search results with columns: 'Purchase Order', 'Consumption Advice', 'Supplier Item', 'Item Description', 'Ship-to Location', and 'Ordered'. The table has one row with the following values: '7300000023', '1', '1', 'OTHER TOOLS', 'Shatin Store', and '10'. The 'Apply' button is highlighted with a red box and a red circle with the number 7.

Supplier Portal- Create Invoice (PO invoice)

COE

Lines

View ▾ + × Cancel Line

Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
				UAT Scenario 12	CLP Non-Value ▾	▾	500	500	100	each

Summary Tax Lines

View ▾

- invoice amount (Qty*Unit rate) at the bottom right corner **MUST EQUAL** to the **attached** ⁸ **invoice amount.**
(especially the decimal place of the invoice)

Lines

View ▾ + × Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification
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
-------	--------	---------	------	---------------	------	---------------	------	---------------	------	-----------	------	----------------	--------	-----	------

- Select the correct PO line is the only way for AP team process payment.
- Incorrect PO lines lead to system hold and payment delay.
- Hesitation on PO line with “same price” and “similar description”, contact PO requestor for clarification first before submitting invoice.

Supplier Portal- Create Invoice (PO invoice)

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Create Invoice ?

Invoice Actions

9

10

Save

Save and Close

Submit

Cancel

Identifying PO7300000033

SupplierBRAVONA ENGINEERING

Taxpayer ID

Supplier SiteCLP-HK

AddressNam Lok Hse, Sham Shui Po, HONG KONG

Supplier Tax Registration Number

Remit-to Bank AccountXXXXX6789

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsSCM-FUT-BUT status_20Sep24.xls + X

Tax Control Amount

* Number89000

* Date26/11/2024

TypeInvoice

Invoice CurrencyHKD - Hong Kong Dollar

Payment CurrencyHKD - Hong Kong Dollar

Customer

Customer Taxpayer IDABC10131001

NameCLP POWER HONG KONG LIMITED

Address

Lines

View + X Cancel Line

rice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Descrip
------	---------------	------------------	------------------	--------------------	--------------------	----------	------------	-----	----------	---------

Invoice: ALS1012

Invoice ALS1012 has been submitted.

11

Identifying PO4501000000237

SupplierALSCO ENTERPRISES LTD

Taxpayer ID

Supplier SiteHead office

AddressChina 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

AttachmentsNone

Tax Control Amount

NumberALS1012

Date30/04/2024

TypeInvoice

Invoice CurrencyHKD

Payment CurrencyHKD

Customer

Customer Taxpayer IDLRNCLPP

Legal EntityCLP Power Hong Kong Ltd.

Address

Important Message:

- Must attach the invoice
- Must press the submit button

Otherwise, even PO requestor perform the Receipt, AP team cannot pick the mentioned invoices for payment as the invoice is not yet submitted to CLP.

Invoice Status Step 9 (SAVE)	Invoice Status Step 10 (SUBMIT)
Supplier <u>ABLE</u> to edit invoice	Supplier <u>UNABLE</u> to edit invoice
CLP AP <u>UNABLE</u> to process payment	CLP AP <u>ABLE</u> to process payment
Invoice Status Incomplete	Invoice Status In process

PO Invoice with Retainage Hold

Let's take the PO item with retainage 10% as an example:

The interpretation should be:-

1. PO item = 100%
2. GR item = 100%
3. Retainage = 10%
4. Standard invoice = 90% (100% GR – 10% Retainage)
5. Retainage Release Invoice = 10% Retainage to be released when agreed with the User/Engineer

Invoice Creation: Input full GR quantity

Manage Invoices ② Done

Search Results: JHK4501490532-9

Invoice Details

Invoice Date: 01/01/2026
 Invoice Type: Standard
 Supplier or Party:
 Supplier Site:
 Address:

Invoice Amount: 2,166,014.52 HKD
 Applied Prepayments: 0.00 HKD
 Unpaid Amount: 0.00 HKD
 Holds: 0
 Notes:

Business Unit: CLP POWER HONG KONG LIMITED
 Payment Business Unit: CLP POWER HONG KONG LIMITED
 Payment Terms: within 30 days Due net
 Payment Currency: HKD
 Attachments: JHK4501490532-9.pdf

Lines

Items

Line	Amount	Description	Quantity	Price	UOM Name
1	2,406,682.80		24	100,278.45	Set

Shipping and Handling

Oracle will automatically calculate the net amount (i.e. 100% GR – 10% Retainage Hold)

Input 100% GR Quantity

GR in CLP

Receipt: 101000037422 View Transaction History Done

Summary

Supplier:
 Shipment:
 Shipped Date:
 Shipping Method:
 Number of Supplier Packing Unit:
 Supplier SI:

Packing Slip:
 Waybill:
 Bill of Lading:
 Note:
 Attachments: None

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Ordered	Returned	Net Received	Rejected	UOM Name
3249679		Purchase order		147	0	24	0	Set

100% GR Quantity

Ultimately result in Oracle

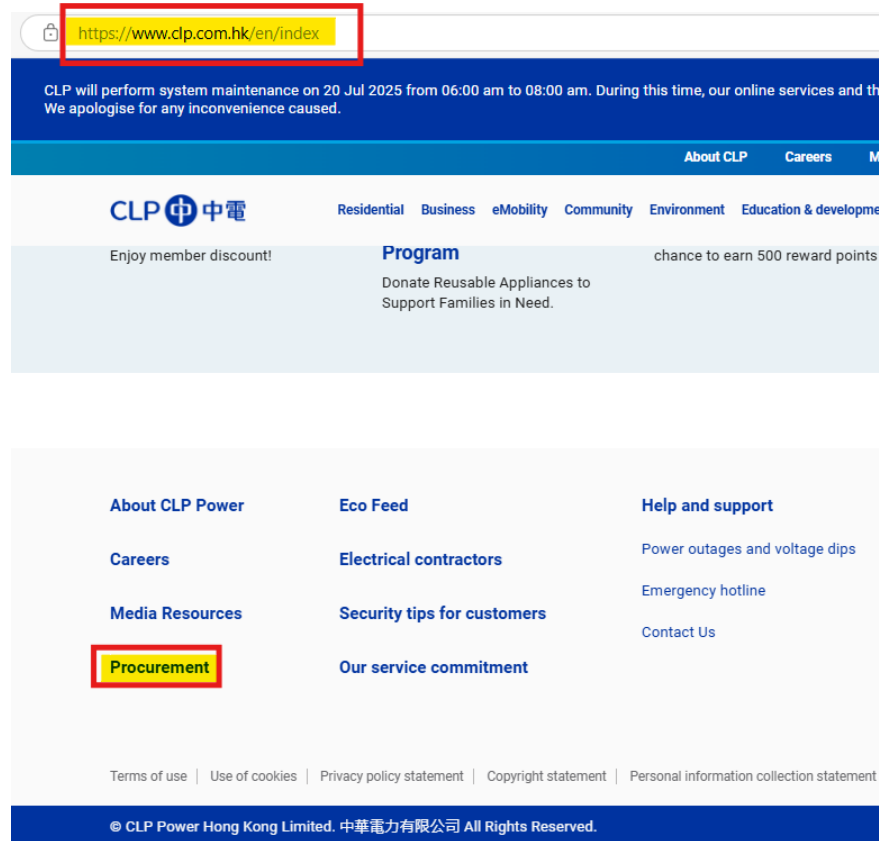
Invoices

Actions View Format Freeze Detach Wrap

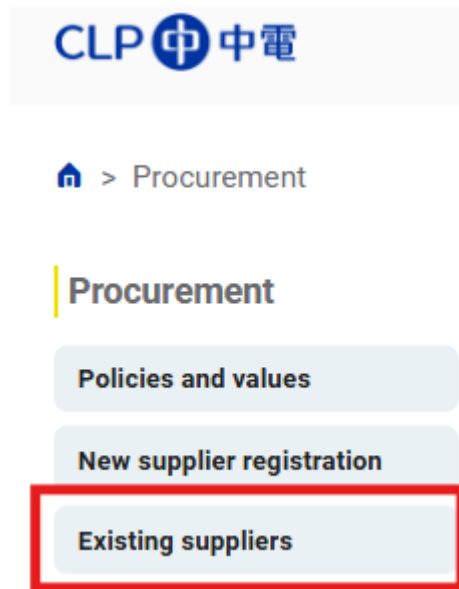
Invoice	Invoice Date	Invoice Total	Paid	Unpaid	Matched Amount	Retainage	Retainage Released
JHK4501490532-9	01/01/2026	2,166,014.52	2,166,014.52	0.00	2,406,682.80	240,668.28	0.00

Where to find the Invoice creation demonstration? COE

- 1 Access CLP.com.hk> click bottom left corner “Procurement”



- 2 Select “Existing suppliers”



- 3
-
- The screenshot shows the CLP Existing suppliers page. The 'Supplier Training Video' link is highlighted with a red box. The page also displays the CLP logo and a breadcrumb trail: Home > Procurement > Existing suppliers.
- | System Function | Guide | Video |
|----------------------------------|---|----------------------|
| Overview | Guide | link |
| Manage your company profile | Guide | link |
| Receive and submit tenders | Guide | |
| Manage contracts | Guide | link |
| Manage purchase order | Guide | |
| Create invoices | Guide (With PO)
Guide (Without PO) | |
| Invoicing Guidelines (July 2026) | Document | |
| Supplier Training Video | | link |

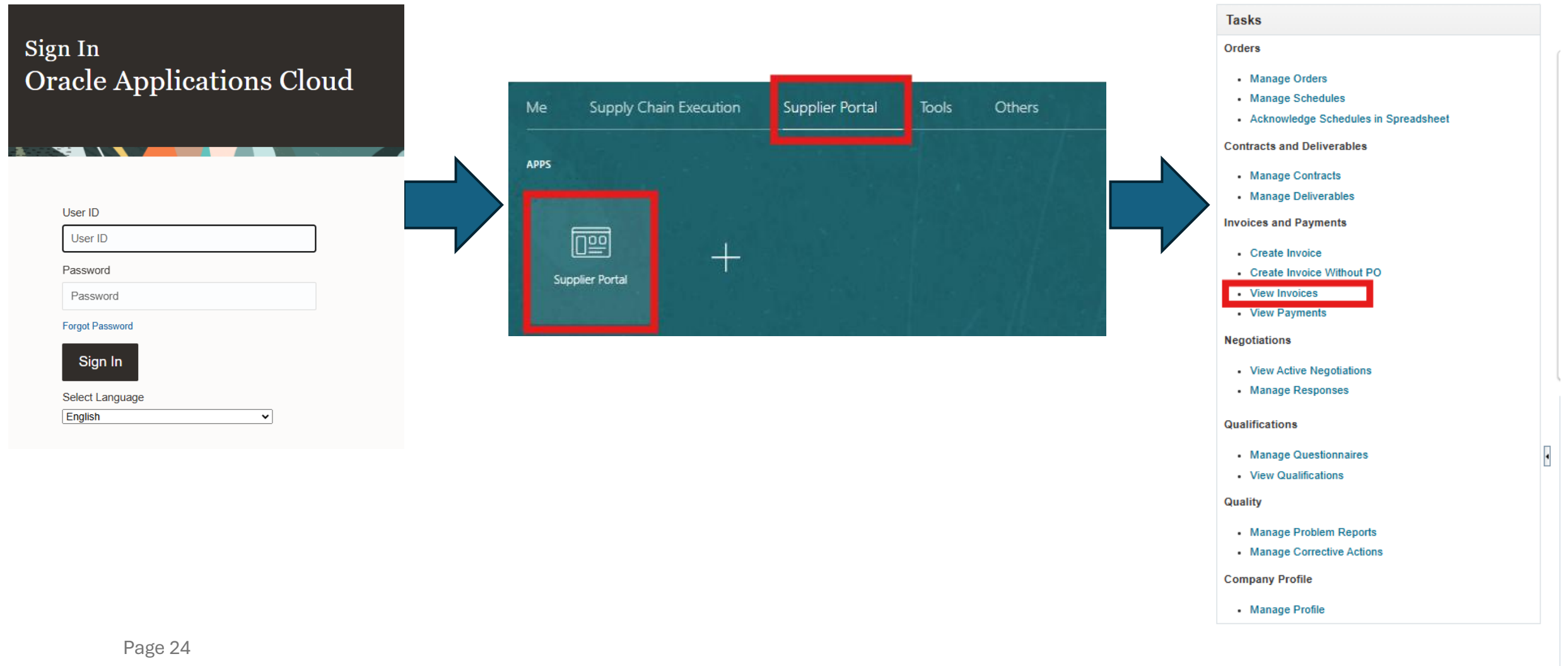
Select Supplier Training Video “link”
Invoice creation demonstration

Timestamp: 49:15 - 52:48

Common Invoice Queries

How to edit invoices

COE



How to edit invoices

YES – CAN

COE

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number INV 1234

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

Search Results

View Detach

1

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV 1234	07/11/2025	Standard	7300004262	ESP Testing Vendor 002	ESP TEST-HK	HKD 5,000.00	HKD 5,000.00	Incomplete		
INV 12345	07/11/2025	Standard	7300004263	ESP Testing Vendor 002	ESP TEST-HK	698,700.00 HKD	698,700.00 HKD	In process		

Invoice Status

Incomplete

Incomplete status
(means invoice **NOT submitted** and only saved)

NO-CANNOT

Invoice Status

In process

In Process status
(means you **submitted**)

2

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Edit Invoice

Identifying PO 7300004262

Supplier ESP Testing Vendor 002

Taxpayer ID

Supplier Site ESP TEST-HK

Address Testing, HONGKONG, HON

Supplier Tax Registration Number

Customer

Customer Taxpayer ID CLPHKLRN

Lines

View Cancel Line

* Number	* Type	* Number	* Line	* Schedule
1	Item	7300004...	1	1

3

You cannot delete line if matched with PO

Custom Error

You can't delete an invoice line that has been matched to a purchase order.

OK

Lines

View Cancel Line

* Number	* Type	* Number	* Line	* Schedule
1	Item	7300004...	1	1

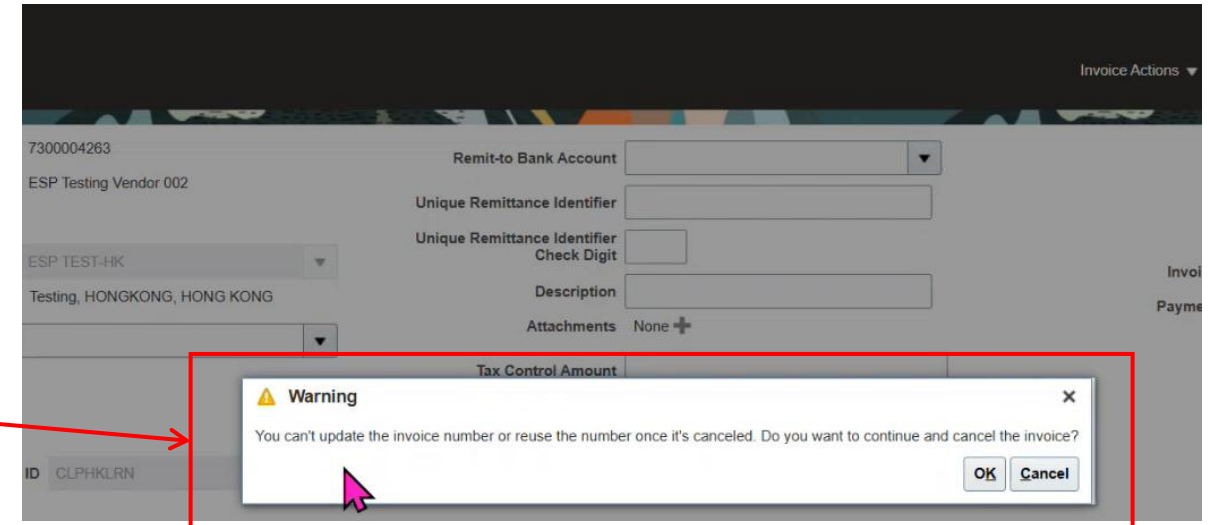
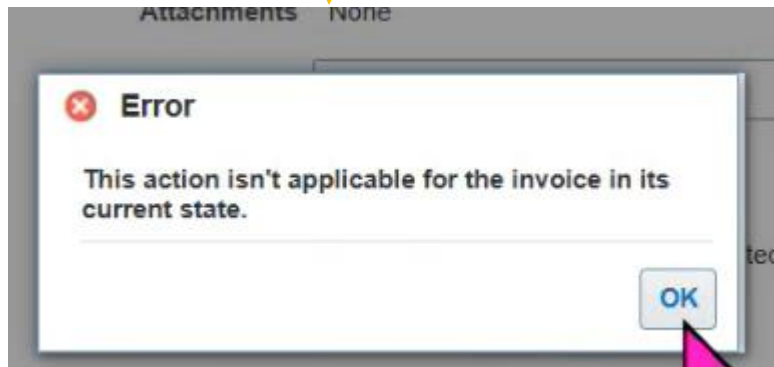
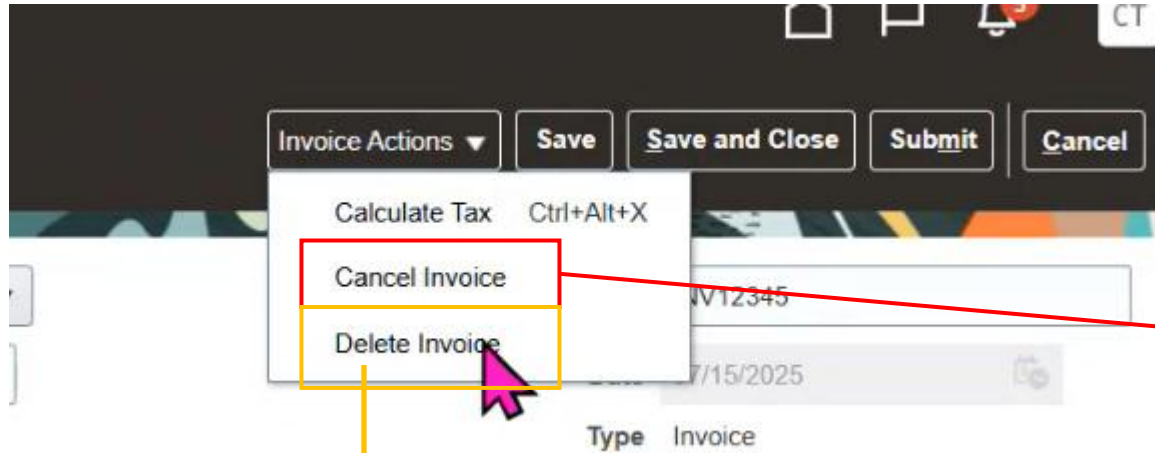
4

You can "select and add" or "cancel line"

Cancel Line

* Number	* Type	* Number	* Line	* Schedule
1	Item	7300004262	1	1
2	Item	7300004262	1	1

How to remove the “Incomplete” invoice?



	Incomplete PO Invoice
Option 1	Submit invoice
Option 2	Cancel invoice
Remarks	✗ Unable to “Delete invoice”

How to handle “In Process” invoice

Common Enquiry	Who should I contact for?		
	PO Requester* (User/Engineer)	AP Team	Buyer
After invoice submitted and I want to update/cancel/re-submit? <i>(Supplier cannot cancel/update after invoice submitted)</i>	Yes/No	Yes	Yes/No
Action/Discussion:	GR is not matched to your invoices? Discussion and Validation	AP team can help to remove your submitted invoice in Portal (vendor_query@clp.com.hk)	When commercial related clarification required

- Check the requester name by downloading the PO pdf. in PO.
- Check the Order life cycle the received amount is done before you submit the invoices.

7300004263

Acknowledge

View PDF

Actions

Refresh

Done

Supplier ESP Testing Vendor 002

Supplier Site ESP TEST-HK

Supplier Contact

Bill-to Location Kai Tak Headquarters

Ordered 4,698,700.00 HKD

Description [Testing] PO with retainage

Source Agreement

Supplier Order

Order Life Cycle

Ordered

Received

Delivered

Invoiced

0

1M

2M

3M

4M

5M

Amount (HKD)

View Details

Search Results

View

Detach

Invoice Number

Invoice Date

Type

Purchase Order

Supplier

INV1234

07/15/2025

Standard

7300004263

ESP Testing Vendor 00

Po Line

Po Sch No

CLP Ref No Desc

BPA

Qty

UOM

Unit Price

Amount

Currency

Requester

Reg Del

Date

Note to Supplier Line

ShipTo Loc

1

1

Renovation
RENOVATION WORKS

4,698,700.00

HKD

14085FN
14085LN

Shatin Centre Station Road, WongTaiSin-HamH Kowloon Hong Kong

CLP contact email

How to follow up your invoice?

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

1

** Invoice Number INV 1234

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

Search Results

View Detach

2

Click the PO

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV 12345	07/11/2025	Standard	7300004263	ESP Testing Vendor 002	ESP TEST-HK	HKD 698,700.00	HKD 698,700.00	Incom...		

CLP 中電

Complex Purchase Order: 7300004263

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity CLP Power Hong Kong Limited

Bill-to BU CLP POWER HONG KONG LIMITED

Order 7300004263

Status Open

Buyer 14085FN 14085LN

Creation Date 07/09/2025

Supplier ESP Testing Vendor 002

Supplier Site ESP TEST-HK

Supplier Contact

Bill-to Location Kai Tak Headquarters

Ship-to Location Shatin Centre

Ordered 4,698,700.00 HKD

Description [Testing] PO with retainage

Source Agreement

Supplier Order

Master Contract

Order Life Cycle

Ordered

Invoiced

0 1M 2M 3M 4M 5M

Amount (HKD)

3

View Details

Only ordered, but No receipt, so you need to follow up with User/Engineer.

You can click view details for more info.

CLP 中電

Complex Purchase Order: 7300004263

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity CLP Power Hong Kong Limited Supplier ESP Testing Vendor 002 Ordered 4,698,700.00 HKD

Bill-to BU CLP POWER HONG KONG LIMITED Supplier Site ESP TEST-HK Description [Testing] PO with retainage

Order 7300004263 Supplier Contact Source Agreement

Status Open Bill-to Location Kai Tak Headquarters Supplier Order

Buyer 14085FN 14085LN Ship-to Location Shatin Centre Master Contract

Creation Date 07/09/2025

Order Life Cycle

Ordered Invoiced

Amount (HKD)

View Details

Click view details

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
No results found.									
Columns Hidden 3									

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Retainage	Retainage Released	Receipt	Packing Slip
INV 12345	07/11/2025	Incomplete	698,700.00	0.00	698,700.00	0.00	0.00		
Columns Hidden 3									

Incomplete means you still have NOT clicked "Submit" button for processing

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number INV 1234

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV 12345	07/11/2025	Standard	7300004263	ESP Testing Vendor 002	ESP TEST-HK	HKD 698,700.00	HKD 698,700.00	Incomplete		

Invoice Status

Incomplete

Common type of invoice on hold reason

Name	Reason	Meaning
Amount received	Amount billed exceeds amount received	Goods Receipt has not been completed
Maximum received amount	Billed amount exceeds received amount by tolerance amount	Goods Receipt has not been completed
Project cost validation failure	The project cost attributes failed business rule and transaction control validations. Review the hold details for more information.	Mis-match project information

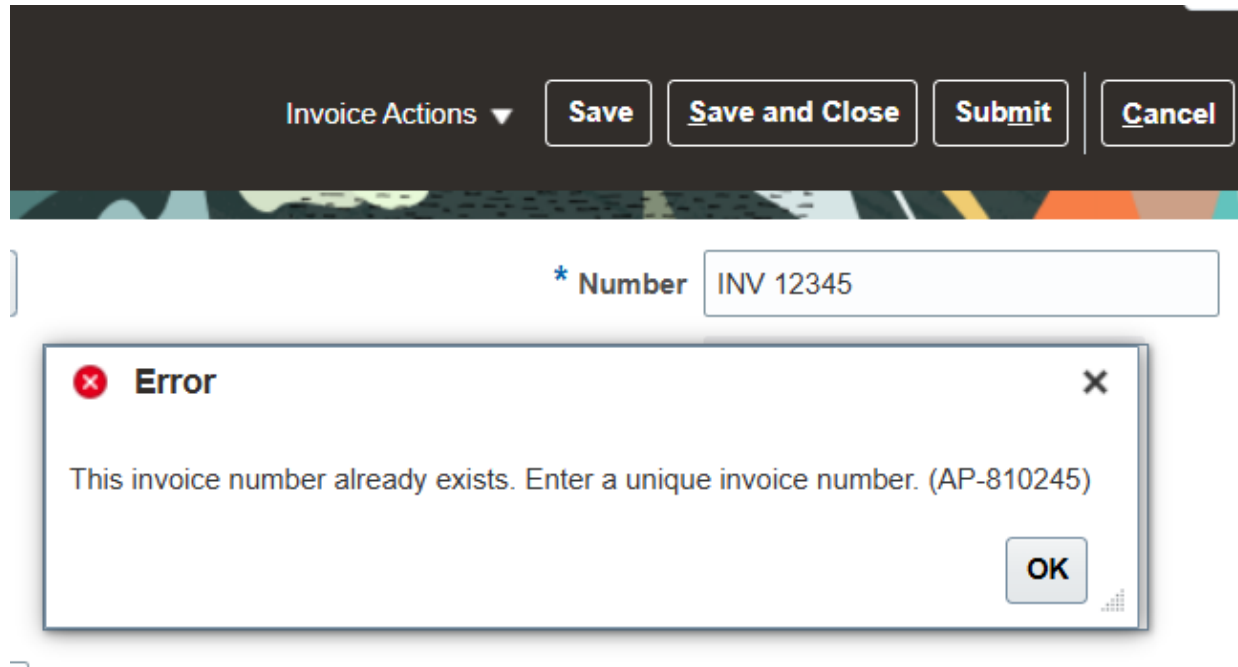
Please contact PO requestor/Engineer to follow up

If invoice status is approved, payment should be arranged according to the payment due date

The screenshot shows the Oracle Supplier Portal interface. A search results table lists invoices. A modal dialog box titled "'35643534543' Holds" is open, displaying a table of holds. The table has columns: Name, Reason, Date, Name, Reason, Date. The first row shows 'Amount received' with reason 'Amount billed exceeds amount received' and date '13/05/2025 12:3...'. The second row shows 'Maximum received' with reason 'Billed amount exceeds received amount by tolerance amount' and date '13/05/2025 12:3...'. A red box highlights the dialog box. A blue arrow points from the 'On hold' status in the main table to the red text below. Another blue arrow points from the 'Approved' status in the main table to the text below.

Invoice Number	Invoice Date	Type	Amount	Status
3642324	16/05/2025	Standard		Unpaid
12345	14/05/2025	Standard		Unpaid
35643534543	13/05/2025	Standard		Unpaid
435435454	13/05/2025	Standard		Unpaid
INV0001	29/04/2025	Retainage release	7300000225	Unpaid
ERS-1019129-26001	22/04/2025	Standard	22/05/2025	Unpaid
ERS-1019127-25001	21/04/2025	Standard	21/05/2025	Unpaid
INV-normal	20/04/2025	Standard	7300000225	Unpaid
00002	19/04/2025	Standard	7300000019	Unpaid
20250423	13/04/2025	Standard	7300000052	Unpaid
123	09/04/2025	Standard	7300000026	Unpaid
INV_47000	03/04/2025	Standard	7300000021	Unpaid
INV_47002	03/04/2025	Standard	7300000026	Unpaid
INV-00002	02/04/2025	Standard	7300000021	Unpaid

Can I use same Invoice number for multiple PO and submit in Portal?



The screenshot shows a web interface for submitting an invoice. At the top, there is a dark bar with the text "Invoice Actions" and four buttons: "Save", "Save and Close", "Submit", and "Cancel". Below this, there is a form field labeled "* Number" with the value "INV 12345". An error message box is displayed, stating: "Error: This invoice number already exists. Enter a unique invoice number. (AP-810245)". The error box has a red 'x' icon and an "OK" button.

- Each invoice number can only be used once.
- It is **NOT ALLOWED** to input an invoice with multiple PO numbers in the portal.

IMPORTANT:

It is prohibited to add special characters or spaces to bypass the invoice number verification.

Payment-Related Enquiries

Invoice payment status

Invoice: invtest001

Done

Business Unit

CLP POWER HONG KONG LIMITED

Legal Entity Name

CLP Power Hong Kong Limited

Supplier or Party

ESP Testing Vendor 002

Supplier Site

ESP TEST-HK

Address

Testing, HONGKONG, HONG KONG

Invoice Date

11/07/2025

Invoice Amount

85,326.68 HKD

Unpaid Amount

85,326.68 HKD

Payment Currency

HKD

Tax Control Amount

Invoice Type

Standard

Description

Attachment

[invtest001.docx](#)

Lines

Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							
HKD							

Installments

Number	Due Date	Amount (HKD)		Payment Method
		Gross	Unpaid	
1	12/07/2025	85,326.68	85,326.68	Cheque
		85,326.68	85,326.68	

Applied Prepayments

Number	Purchase Order	Applied Amount (HKD)		Description
		Tax	Item	
No applied prepayments.				

How to check Payment Status

After CLP arrange the payment, Supplier will receive the following Payment Remittance Advice via email

➤ Please **keep the updated email contact in CLP supplier record**

Payment advice generated by Oracle when CLP arrange payment

(Normally at least 3 days in advance for HKD payment and more than 3 days in advance for Forex payment)

Payment Remittance Advice

04/16/2025 (Payment preparation date)

From Payer	CLP Power Hong Kong Limited	Supplier or Party	Supplier Name
		To Payee	Supplier Name
			Supplier Address
		Bank Name	Beneficiary Bank Name
		Bank Number	Beneficiary Bank Code
		Branch Number	Dummy Branch code, not affect payment
		Bank BIC Code	Beneficiary bank swift code (if provided by supplier)
		Bank Account	Beneficiary Bank Account (XXXXXXXX1234)
		IBAN	Beneficiary bank IBAN (valid for overseas <u>vendor</u> in Europe)

The following payment has been remitted.

Payment Reference Number	267 (for CLP reference only))
Paper Document Number	
Payment Date	04/22/2025
Payment Currency	HKD
Payment Amount	257,098.00

Remittance Detail						
Document Reference Number	Document Date	Document Currency	Document Amount	Amount Withheld	Discount Taken	Amount Paid
Supplier Invoice Number	Invoice Date	HKD	257,098.00	0.00	0.00	257,098.00
Total				0.00	0.00	257,098.00

How to check Payment Status in Supplier Portal

Login to Supplier Portal, select "View Payments"

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments**
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Quality**
 - Manage Problem Reports
 - Manage Corrective Actions
- Company Profile**
 - Manage Profile

Requiring Attention



7

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Negotiation Responses
- Negotiations Closing Soon

Recent Activity
Last 30 Days

Negotiation invitations	2
Orders changed or canceled	2
Orders opened	4
Payments	3

Transaction Reports
Last 30 Days

PO Purchase Amount	11M HKD
Invoice Amount	2.16M HKD
Invoice Price Variance Amount	0 HKD

Supplier News

All the migrated Purchase Orders with order creation date on or before April 3, 2025 and PO numbers starting with 45 or 30 shall follow the previous communications and obligations.

For any enquiries about company update, negotiation or contract, please leave your questions in [CLP Procurement Enquiry form](#).

We will review your questions and provide the feedback shortly.

How to check Payment Status

Input the payment parameter and then click search

CLP 中電

View Payments

Done

Search

Basic Saved Search All Payments

** At least one is required

** Payment Number

Equals

Payment Status

Equals

Payment Amount

Equals

** Supplier

Equals

ESP Testing Vendor 002

Supplier Site

Equals

Payment Date

Equals

07/17/2025

Search

Reset

Save...

Add Fields

Reorder

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Payee	Payee Site
2	07/17/2025	Payment Process Re...	INV1234	ESP Testing Vendor 002	ESP TEST-HK	13,000.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-HK
3	07/17/2025	Payment Process Re...	Multiple	ESP Testing Vendor 002	ESP TEST-ERS ON	87,655.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-ERS ON
4	07/17/2025	Payment Process Re...	Multiple	ESP Testing Vendor 002	ESP TEST-HK	1,802,700.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-HK

How to check Payment Status

CLP 中電

View Payments

Done

Search

Basic Saved Search All Payments

** Payment Number Equals

Payment Status Equals

Payment Amount Equals

** Supplier Equals ESP Testing Vendor 002

Supplier Site Equals

Payment Date Equals 07/17/2025

** At least one is required

Search Reset Save... Add Fields Reorder

You can view payment details breakdown for the selected payment date

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Payee	Payee Site
2	07/17/2025	Payment Process Re...	INV1234	ESP Testing Vendor 002	ESP TEST-HK	13,000.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-HK
3	07/17/2025	Payment Process Re...	Multiple	ESP Testing Vendor 002	ESP TEST-ERS ON	87,655.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-ERS ON
4	07/17/2025	Payment Process Re...	Multiple	ESP Testing Vendor 002	ESP TEST-HK	1,802,700.00 HKD	Negotiable	ESP Testing Vendor 002	ESP TEST-HK

CLP Internal Information Only, Can Ignore from Supplier

Payment Status	Meaning
Negotiable	CLP not yet perform bank reconciliation
Cleared	CLP already perform the bank reconciliation

How to check Payment Status

- Can find the payment details with Invoice Number, PO Number, GR Number, Payment Date and Payment Amount
- Click the hyper link for Invoice Number, can view invoice details



Payment: 3

Done

Business Unit

CLP POWER HONG KONG LIMITED

Payee

ESP Testing Vendor 002

Payee Site

ESP TEST-ERS ON

Address

Testing, HONGKONG, HONG KONG

Payment Status

Negotiable

Payment Amount

87,655.00 HKD

Payment Date

07/17/2025

Payment Type

Payment Process Request

Remit-to Account

Payment Document

0100-BEA Cu 1 H_DD

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
ERS-101000005481-45484	07/16/2025	Standard	7300004264	101000005481		100,000.00 HKD	100,000.00 HKD	Workflow approved	08/15/2025	Fully paid
TESTING-16/7-1	07/16/2025	Credit memo				-12,345.00 HKD	-12,345.00 HKD	Manually approved	08/15/2025	Fully paid

Invoice Number for Pay on Receipt
= ERS-Receipt No-Running No

Invoice Type:

- Standard invoice
- Credit memo
- Retainage release

If no PO Order
= Non-PO invoice

- +ve paid amount = Standard invoice & Retainage Release
- -ve paid amount = credit memo

How to check Payment Status

Click the hyper link for PO number, can view PO details with description

CLP 中電

Invoice: ERS-101000005481-45484

Done

Business Unit

CLP POWER HONG KONG LIMITED

Legal Entity Name

CLP Power Hong Kong Limited

Supplier or Party

ESP Testing Vendor 002

Supplier Site

ESP TEST-ERS ON

Address

Testing, HONGKONG, HONG KONG

Invoice Date

07/16/2025

Invoice Amount

100,000.00 HKD

Unpaid Amount

0.00 HKD

Payment Currency

HKD

Tax Control Amount

Invoice Type

Standard

Description

The receipt invoice ERS-101000005481-45484 has a creation date of 2025-07-16.

Funds Status

✔ Not required

Attachment

None

Lines

Payments

Items

View ▾

Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants	
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location	
1	100,000.00	Renovation	07/17/2025	✔ Not required				7300004264	3	1	10100000...	1			Shatin Centre	

Summary Tax Lines

View ▾

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

Shipping and Handling

Line	Type	Amount
No shipping and handling.		

?

How to check Payment Status

Click the "View Details", can further check PO information, GR information and Invoice information

CLP 中電

Complex Purchase Order: 7300004264 ?

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity

CLP Power Hong Kong Limited

Supplier

ESP Testing Vendor 002

Ordered

5,098,700.00 HKD

Bill-to BU

CLP POWER HONG KONG LIMITED

Supplier Site

ESP TEST-ERS ON

Description

[Testing] PO with retainage (ERS ON)

Order

7300004264

Supplier Contact

Source Agreement

Status

Open

Bill-to Location

Kai Tak Headquarters

Supplier Order

Buyer

14085FN 14085LN

Ship-to Location

Shatin Centre

Master Contract

Creation Date

07/09/2025

Terms

Notes and Attachments

Required Acknowledgment

No

Shipping Method

Payment Terms

within 30 days Due net

Freight Terms

FOB

Pay on receipt

Confirming order

Lines

Schedules

Actions View Format Freeze Detach Wrap

Line	Type	Item	Description	Quantity	UOM	Price	Ordered	Status	Location	Requested Delivery Date	Promised Delivery Date
1	Fixed Price Serv...		Renovation			4,698,7...	4,698,70...	Open	Shatin Centre		
3	Fixed Price Serv...		Renovation			400,000...	400,000.00	Open	Shatin Centre		

Order Life Cycle

Ordered

Received

Delivered

Invoiced

0 1M 2M 3M 4M 5M 6M

Amount (HKD)

View Details

?

How to check Payment Status

CLP 中電

Order Life Cycle: 7300004264

Done

Sold-to Legal EntityCLP Power Hong Kong Limited

Order7300004264

SupplierESP Testing Vendor 002

Supplier SiteESP TEST-ERS ON

Supplier Contact

Ordered5,098,700.00 HKD

Order Life Cycle

Amount (HKD)

6M

5M

4M

3M

2M

1M

0

Ordered

Shipped

Received

Delivered

Invoiced

Retainage

Retainage Released

Ordered5,098,700.00 HKD

Shipped0.00 HKD

Received198,700.00 HKD

Delivered198,700.00 HKD

Invoiced100,000.00 HKD

Retainage0.00 HKD

Retainage Released0.00 HKD

In-Transit Shipments

ActionsViewFormatFreezeDetachWrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden 2

Receipts

ActionsViewFormatFreezeDetachWrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
101000005475	07/16/2025 10...				0.00	8,700.00	8,700.00	0.00	0.00
101000005481	07/16/2025 6...				0.00	100,000.00	100,000.00	0.00	0.00
101000005480	07/16/2025 5...				0.00	90,000.00	90,000.00	0.00	0.00

Columns Hidden 3

Invoices

ActionsViewFormatFreezeDetachWrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Retainage	Retainage Released	Receipt	Packing Slip
ERS-101000005481-45484	07/16/2025	Validated	100,000.00	100,000.00	100,000.00	0.00	0.00		

Columns Hidden 3

FAQ

FAQ — Invoice Resubmission

A cancelled invoice number cannot be reused — always use a new invoice number for resubmission.

Question

Can a cancelled invoice be resubmitted using the same invoice number?

Answer

No — the submitted or cancelled invoice number **CANNOT** be used again. You are required to use a **new invoice number** for any resubmission.

Important Warning

Reusing an invoice number will cause a system error and prevent processing.

Invoice numbers are unique and non-reusable after cancellation — no exceptions.

FAQ — Multiple Invoices for the Same PO

You can submit multiple invoices for the same PO, as long as each corresponds to a separate goods receipt by the PO requestor.

Q Can I submit more than one invoice for the same PO?

A Yes — you can submit multiple invoices for the same PO, in relation to goods received by the PO requestor/engineer.

⚠ Important: Do Not Exceed Total GR Amount

Ensure the total invoice amount does not exceed the total GR amount

✓ Best practice: Confirm GR amount with the requestor before each invoice submission.

FAQ — Invoice for Milestone Payment

Milestone payment invoices are supported — submit via Supplier Portal in line with the agreed milestone schedule.



Can I submit an invoice for milestone payment?



Yes — you can submit an invoice for milestone payment.

- Follow the same invoice submission process via the **Supplier Portal**.
- Ensure the invoice amount aligns with the **agreed milestone amount** on the PO.
- Confirm with the PO requestor/engineer that the **milestone has been accepted** before submitting.

FAQ — Account Access

For login issues and password reset support, follow the step-by-step instructions in slides 11–16 or submit an enquiry form.

Q I have login issues or need to reset my password — what should I do?

A Refer to **Slides 11–16** for step-by-step instructions covering username setup, password reset, and portal access.

i **Still unable to access?**
Submit your inquiry through the **CLP Supplier Portal Enquiry Form** for further assistance.

🔑 Password reset: 8-step process

📄 Enquiry form available

Quick Reference — Slides 11–16



Slides 11–12

Username (Email) & Default Login Setup

Your registration email is your username. The system administrator can add, remove, or modify email addresses.



Slides 13–15

Password Reset — 8-Step Process

Click "Forgot Password" → enter email → click Oracle email link → set new password → return to CLP page → accept Terms → log in.



Slide 16

Direct Link — CLP Existing Suppliers Page

Navigate to CLP.com.hk → Procurement → Existing Suppliers, or use the direct URL provided in Slide 16.

Thank You