
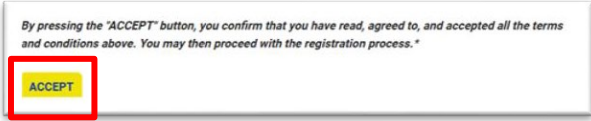
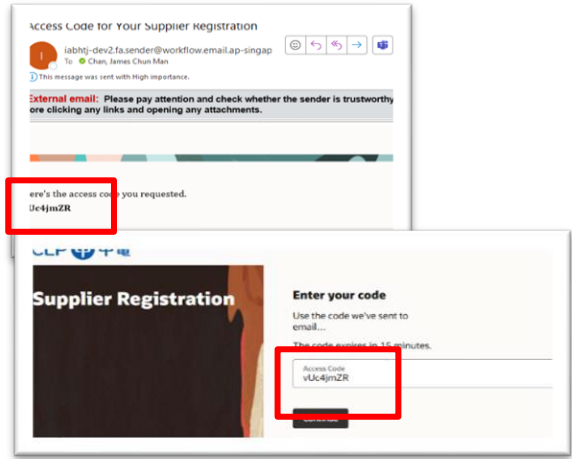



QUICK REFERENCE GUIDE FOR CLP SUPPLIERS

New Supplier Registration - CLP Supplier Portal

<p>Step 1: Click on the New Supplier Registration link as shared by your CLP contact.</p>	
<p>Step 2: Read “CLP Supplier Portal Terms of User and Personal information Collection Statement”</p>	
<p>Step 3: Scroll to the end of the page and click “Accept”. Once accepted, you will be automatically redirected to the Oracle Sign In page.</p>	
<p>Step 4: Enter your company email. A one-time access code will be sent by Oracle.</p> <p>Fill in the access code and click Continue the Registration process.</p>	

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<p>Step 5: Provide the following details:</p> <ul style="list-style-type: none"> • Company Details: Input your Company Name, Country, Tax Registration Number (i.e. BR Number in Hong Kong), Organization Type and Supplier Type • Contacts: Input your Contact info., including. Name, Email address, Title, Contact numbers, etc • Addresses: Input your Company Address and select all three purposes for the address • Bank Accounts: Input your company bank information and attach a Bank Reference letter • Products and Services: Select the Product category that your company offers • Questionnaire: Input the response to Know-Your-Counterparty (KYC) questionnaire and acknowledge CLP's Supplier Code of Conduct 	
<p>Step 6: Click "Submit" after completing all the required information in Step 5. The screen will display your Registration request number.</p> <p>The CLP team will evaluate your submission.</p>	
<p>Step 7: When your registration is approved by CLP, you will receive two emails:</p> <ol style="list-style-type: none"> 1. An email stating that your registration is approved 2. An email with subject: Oracle Fusion Applications-Welcome E-Mail reminding you that a) Your Oracle account has been successfully created and b) Password reset is required 	
<p>Step 8: After resetting your password, you will be able to login to the CLP Supplier Portal.</p>	