

QUICK REFERENCE GUIDE FOR CLP SUPPLIERS

New Supplier Registration - CLP Supplier Portal

Step 1 : Click on the New Supplier Registration link as shared by your CLP contact.	
Step 2: Read "CLP Supplier Portal Terms of User and Personal information Collection Statement"	
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.	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.*
Step 4: Enter your company email. A one-time access code will be sent by Oracle.	Access Lode for Your Supplier Registration isibility-dev2.fa.sender@workflowemail.ap-singap iso that, many club have a set of the sender is fully by the set of the set of the set of the sender is fully by the set of
Fill in the access code and click Continue the Registration process.	ere's the access compose requested. UcimZR Supplier Registration Enter your code Use the code we've sent to enal The code members to Empirities.





QUICK REFERENCE GUIDE FOR CLP SUPPLIERS

Step 5: Provide the following details:

- **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 Adress 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

Step 6: Click "Submit" after completing all the required information in Step 5. The screen will display your Registration request number.



The CLP team will evaluate your submission.

Step 7: When your registration is approved by CLP, you will receive two emails:

- 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

Step 8: After resetting your password, you will be able to login to the CLP Supplier Portal.

