

QUICK REFERENCE GUIDE FOR CLP SUPPLIERS

New Supplier Registration - CLP Supplier Portal

Step 1: Head over to the <u>CLP New</u>	
Supplier page. Click "REGISTER	New Subbliet redistration
HERE".	vicine and values Learn more about our expectations and online registration process for new suppliers.
	anitring suppliers Before you register
	Vou should review the following: • SUP Period Procurement Values and Princeles (POP)
	CLP1 Souther Code all Conduct (Port) How to register
	To register online, please prepare the following: - business resistantiano conflicate
	Address prior document Bank supporting document (hold bank chequerbank account statement/letter issued by bank)
	System Guide Step Step Guide Quick Guide
	Init Initial Initia Ini
	Supplier Enquiry
Step 2: Read "CLP Supplier Portal	Processer
Terms of User and Personal	Procurement CIP Sumplier Portal Terms of Lise and Persona
information Collection Statement"	Policies and values Information Collection Statement
	New supplier registration Existing suppliers *Please scroll down this page to read all the content.*
	CLP Supplier Portal Terms of Use
	This platform enables supplier access to CLP Supplier Portal made
	austitekte an Penada Pferafi
Step 3: Scroll to the end of the page	
and click "Accept". Once accepted,	By pressing the "ACCEPT" button, you confirm that you have read, agreed to, and accepted all the terms
you will be automatically redirected	and continions above. Four may usen proceed with the registration process."
to the Oracle Sign In page.	ACCEPT
Step 4: Enter your company email. A	
one-time access code will be sent by	access c.ode for Your Supplier Registration
Oracle.	ID W Lang zamet c kulu hann) This message was set with High importance.
	zwirna under, intese pay autenuon and check whenter the senser is trustwormy ore clicking any links and opening any attachments.
Fill in the access code and click	
Continue the Registration process.	ere's the access con-you requested. Uc4jmZR
	Supplier Registration Enter your code Use the code we've sent to enally.
	The code surface in 15 minutes.
	Access Color VickajinizR
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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.

