

Clinic Session - Supplier Training about Invoice

18 Jul 2025

Clinic Session

Supplier Clinic Session Notice

This supplier clinic session will be conducted **in Cantonese only**.

If you require support in other languages, please stay tuned for future announcements.

供應商系統應用研習會通知

本次供應商系統應用研習會將以廣東話進行。

如您需要其他語言支援，請留意日後公佈。

Clinic Session

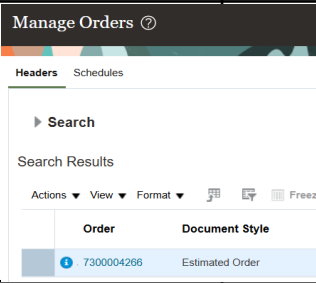
Invoice and Payment Enquiries

1. [Invoice Channels](#)
2. [How to submit invoice](#)
 - a. Supplier Portal
 - b. AP_invoice@clp.com.hk
3. [Common Enquiries about invoice](#)
 1. Why cannot find my invoice
 2. Supplier needs to edit invoice
 3. Supplier needs to cancel invoice
 4. CLP Finance requests supplier to edit invoice
 5. CLP Finance requests supplier to cancel & resubmit invoice
4. [Enquiries about payment](#)
 1. Status
 2. Overdue

1. Invoice Channels

Invoice Submission Channels

Invoices Types		Supplier Portal		Email digital Invoice [^] (AP_invoice@clp.com.hk) [^] Refer submission guideline (Slide 18)
		Submit with PO number <div>• Create Invoice</div>	Submit without PO number <div>• Create Invoice Without PO</div>	
Purchase Order Invoice <small>*a)System will auto generate invoice after user Receipt (Supplier can check with user on their GR-status to avoid late payment) ,b) Supplier cannot found the PO number in supplier portal for invoice submission and c) Check Manage PO - Pay on receipt <input checked="" type="checkbox"/></small>	Unenabled Pay on Receipt — Pay on receipt	YES	NO	YES
	Enabled Pay on Receipt* ✓ Pay on receipt	NO	NO	NO
	Unenabled Pay on Receipt Retainage release invoice	YES	NO	NO
	Enabled Pay on Receipt Retainage release invoice	NO	NO	YES (retainage release only)
	Prepayment	NO	NO	YES
Non-Purchase Order Invoice		NO	YES	YES
Estimated Order# <small># Buyer will inform separately that the invoice only can submit by Email digital invoice if document type is an Estimated Order. You also can check the document type in Manage Order. Please “DO NOT ”submit in supplier Portal.</small>		NO	NO	YES

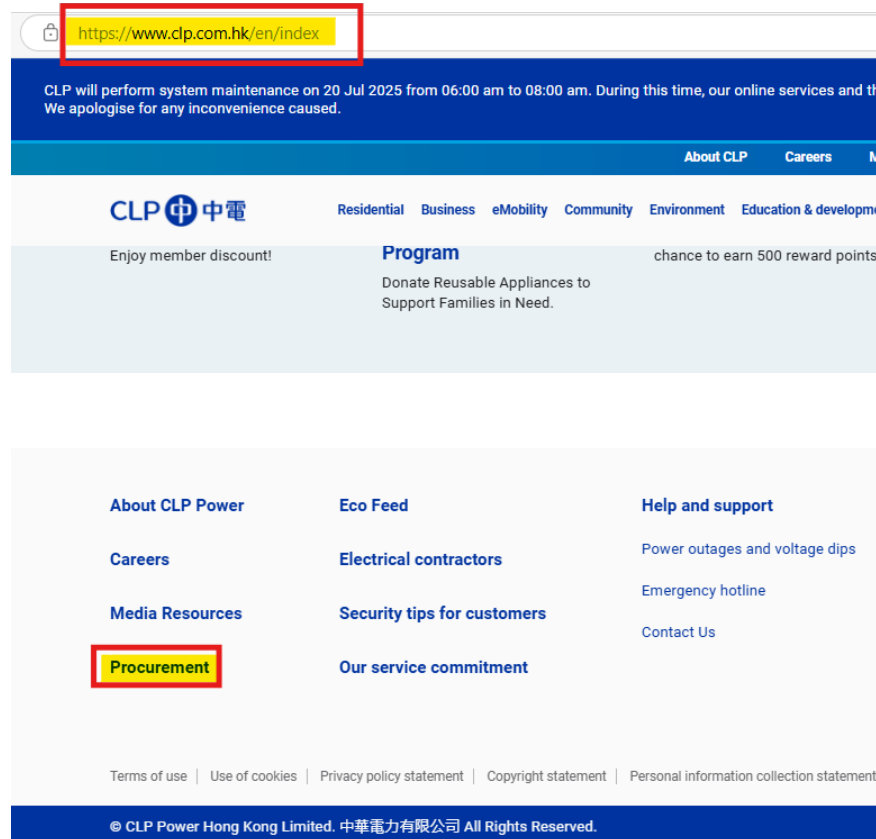


2. How to submit invoice

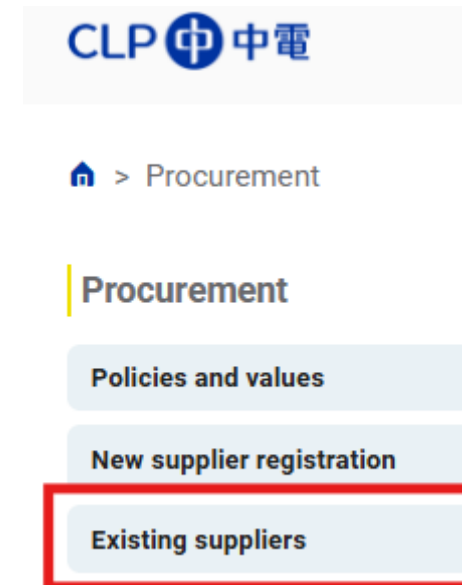
Supplier Portal- Create Invoice (User Role setting)

COE

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



- 2 Select “Existing suppliers”



Supplier Portal- Create Invoice (User Role setting)

COE

3

CLP 中電

Residential Business eMobility Community Environment Education & development Help & support



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

LOGIN HERE

4

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

CLP 中電

5

Sign In Oracle Applications Cloud

User ID

User ID

Password

Password

[Forgot Password](#)

Sign In

Select Language

English

Supplier Portal- Create Invoice (User Role setting)

COE

6 Manage Company Profile

Company Profile

• Manage Profile

7 Contacts> select your user account

Company Profile ?

EditDone

Last Change Request199002

Requested ByTesting, CSCM

Change Description

Request StatusCanceled

Request Date04/28/2025

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼Format ▼StatusActive ▼

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Testing, CSCM		@outlook.com	+852 2345.6789	✓	✓	Active

Supplier Portal- Create Invoice (User Role setting)

COE

Supplier User Role setting

8

◀ User Account ?

Account Status Active

User Name CSCMtestsup@outlook.com

Roles Data Access

View ▼ Format ▼ Freeze Detach Wrap

Role

CLP SCM SP Supplier Quality Engineer JR

CLP SCM SP Supplier Accounts Receivable Specialist JR

CLP SCM SP Supplier Sales Representative JR

The user account **MUST** have the following user role to view and edit the invoice.

CLP SCM SP Supplier Accounts Receivable Specialist JR

Supplier Portal- Create Invoice (PO invoice)

COE

Supplier Portal

Payables

Projects

General Accounting

APPS

Supplier Portal

Add

Select and add

Supplier Portal

Search

Orders

Order Number

Tasks

Supply Plan

Contract Manufacturing

Vendor-Managed Inventory

Contracts and Deliverables

Consigned Inventory

Invoices and Payments

Requiring Attention

Recent Activity

Transaction Reports

Create Invoice

Create Invoice Without PO

View Invoices

Create Invoice

Invoice Actions

Save

Save and Close

Submit

Cancel

Identifying PO

Remit-to Bank Account

Number

Supplier

Taxpayer ID

Supplier Site

Address

Supplier Tax Registration Number

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

Tax Control Amount

Date

Type

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

View

Cancel Line

Number

Type

Purchase Order

Consumption Advice

Supplier Item

Item Description

Ship-to Location

Tax Cl

No data to display

Select and Add: Purchase Orders

Search Results

View

Detach

Select All

Purchase Order

Consumption Advice

Supplier Item

Item Description

Ship-to Location

Ordered

Number

Line

Schedule

Number

Line

Supplier Item Number

Item Description

Ship-to Location

Ordered

7300000023

1

1

OTHER TOOLS

Shatin Store

10

Apply

OK

Cancel

Supplier Portal- Create Invoice (PO invoice)

COE

Lines

View Cancel Line

Schedule	Number	Line	Consumption Advice	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	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
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)

CLP 中電

Create Invoice ?

Invoice Actions

9

Save

Save and Close

10

Submit

Cancel

Identifying PO730000023

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

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

Invoice: ALS1012

Invoice ALS1012 has been submitted.

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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

CLP 中電

Important Message:

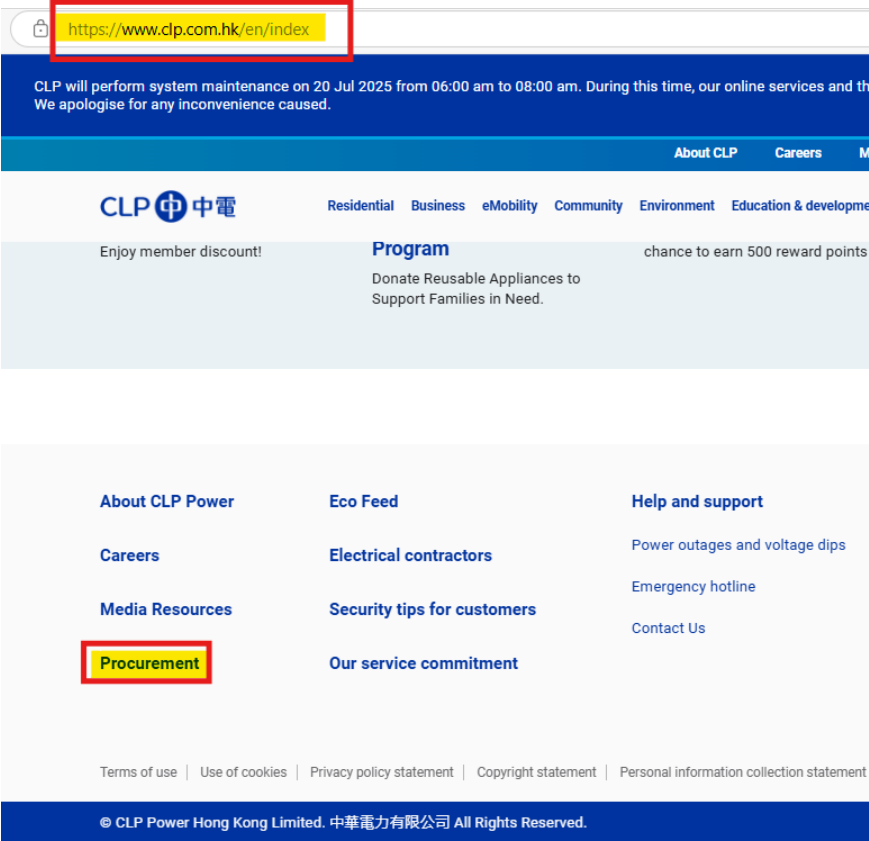
- Must attach the invoice
- Must press the submit button

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.

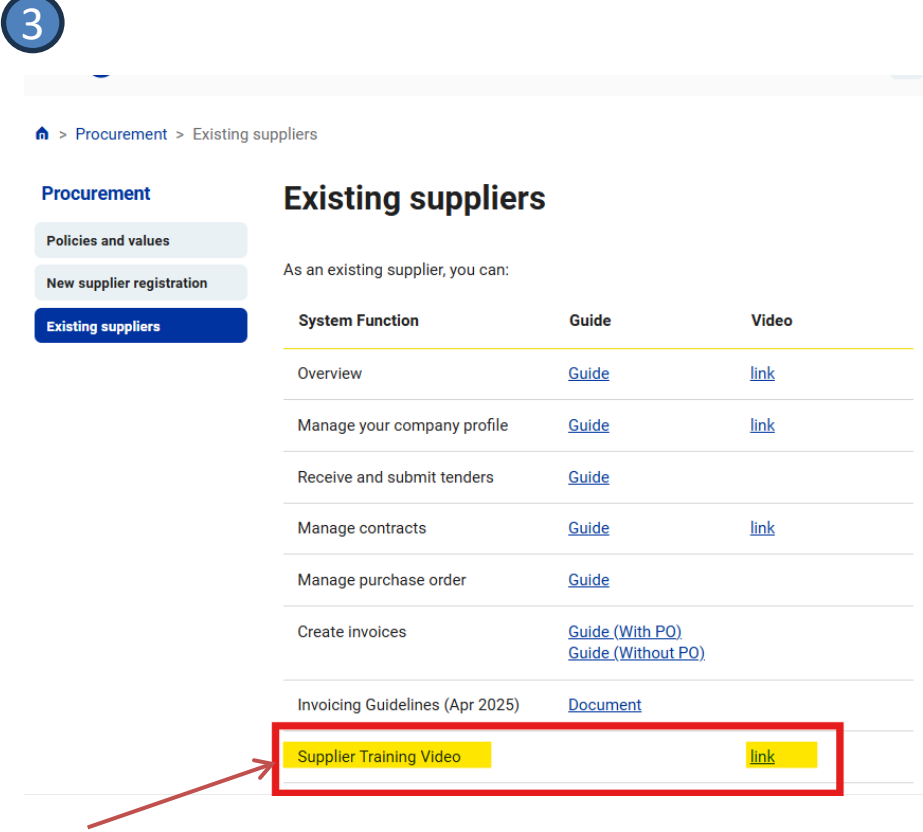
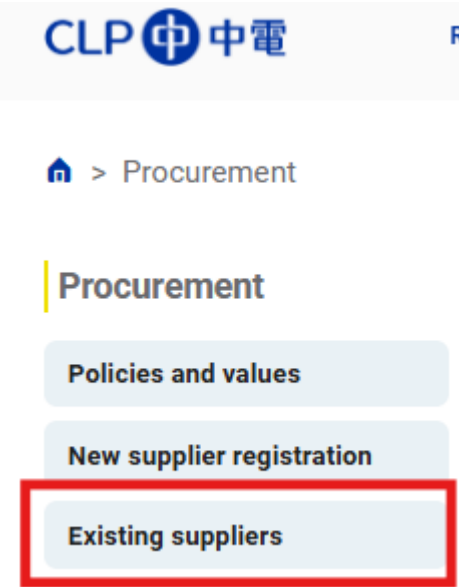
Invoice Status Step 9 (SAVE)	Invoice Status Step 10 (SUBMIT)
Supplier <u>ABLE</u> to edit invoice	Supplier <u>UNABLE</u> to edit invoice
CLP AP <u>UNABLE</u> to process payment	CLP AP <u>ABLE</u> to process payment
Invoice Status Incomplete	Invoice Status In process

Where to find the Invoice creation demonstration?

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



2 Select “Existing suppliers”



Select Supplier Training Video “link”

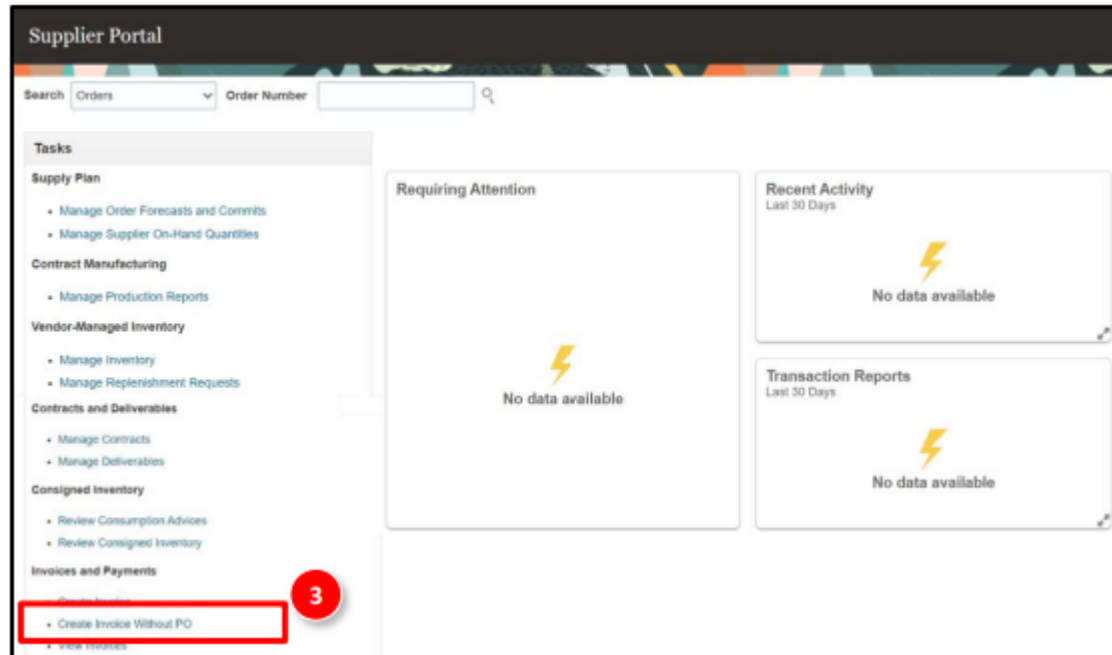
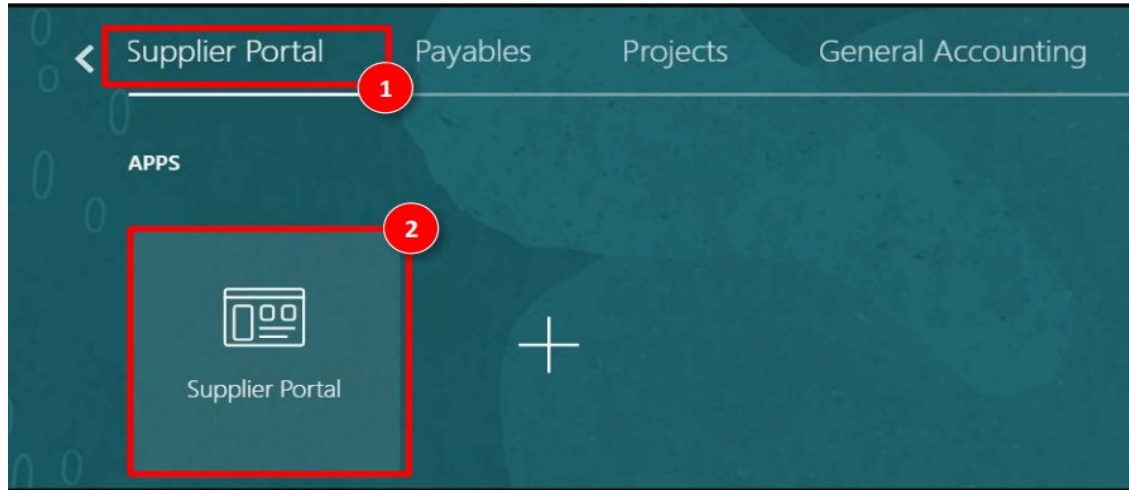
Invoice creation demonstration

Timestamp: 49:15 - 52:48

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

DO	DON'T
Ensure all invoice details, such as invoice number, invoice date, <u>quantity, invoice amount</u> , and currency, are <u>correct and match with the purchase order</u> .	Providing incorrect invoice information could lead to invoice on hold in Oracle and delay in payment.
<u>Review Before Submission</u> . But remember to press the " <u>Submit</u> " button after the invoice information is good and ready to submit.	Without clicking submit button = We cannot process payment.
<u>One invoice for single PO</u>	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 invoice under same PO) Cause all invoices payment on hold
	<u>For "Pay on receipt" PO invoice, don't submit invoice to CLP.</u>
	<u>Do not submit the same invoice by different channels</u> at the same time (say via supplier portal, via email to AP_invoice@clp.com.hk or send physical invoice to CLP), it will lead to hold all the invoices by Oracle, cause confusion and further delay of payment.
	Cannot support "Prepayment Invoice" (i.e. former Downpayment Invoice) via Supplier Portal

Supplier Portal- Create Invoice (NPO invoice)



MUST select supplier with corresponding business unit (i.e. bill to legal entity) in step 4 under Supplier Site.

MUST input **step 6 (Requester email)** in order to click off the CLP internal invoice verification process

This screenshot shows the 'Create Invoice Without PO' form. The form is divided into several sections, with red boxes and numbers indicating key steps:

- 4**: Supplier selection (Supplier: SIT3_Supplier_002_Spend Authorized, Supplier Site: SIT3 Address Three).
- 5**: Tax Control Amount field.
- 6**: Requester Email field.
- 7**: Lines section, where a new line is being added.
- 8**: A question mark icon next to the lines section.

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	* Amount	Description
1	Item						
Total							

Select Type=**Item**, then input invoice line amount and invoice line description

Supplier Portal- Create Invoice (NPO invoice)

Create Invoice Without PO ? Invoice Actions Save Save and Close Submit Cancel

Supplier SIT3_Supplier_002_Spend Authorized Taxpayer ID 465465465 Supplier Site SIC Address Three

Remit-to Bank Account XXXX4564 Unique Remittance Identifier Unique Remittance

Number 492715 * Date 17/1/25 Type Invoice

Important Message:

- Must attach the invoice
- Must press the submit button
- Must input CLP internal requestor's correct email

CLP 中電 Invoice: INV 12345 ✓ Invoice INV 12345 has been submitted. Create Another

Supplier ESP Testing Vendor 002 Taxpayer ID Remit-to Bank Account Number INV 12345

Supplier Site ESP TEST-ERS ON Unique Remittance Identifier Date 07/17/2025

Address Testing, HONGKONG, HONG KONG Unique Remittance Identifier Check Digit Type Invoice

Supplier Tax Registration Number Description Invoice Currency HKD

Attachments Inv 12345.docx Payment Currency HKD

Tax Control Amount

Customer Taxpayer ID CAPCO Legal Entity Castle Peak Power Company Limited Requester Email

Address 8 Laguna Verde Avenue, Hung Hom, Kowloon, HONG KONG Requester Name 14085FN 14085LN

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

DO	DON'T
Ensure all invoice details, such as invoice number, invoice date, <u>quantity, invoice amount</u> , and currency, are <u>correct</u> .	Providing incorrect invoice information could lead to invoice on hold in Oracle, <u>rejected by CLP internal requestor</u> and delay in payment.
<u>Review Before Submission</u> . Must <u>press the "Submit"</u> button after the invoice information is correct and ready to submit.	Without clicking submit button = We cannot process payment.
Once <u>submitted the NPO invoice in supplier portal</u> , please <u>inform CLP internal requestor</u> (i.e. step 6 in previous slide) to <u>approve the mentioned invoice submission in Oracle</u> .	Without CLP internal requester approval = We cannot process payment.
	<u>Cannot support Estimated PO Invoice</u> (i.e. former FO invoice) in Supplier Portal

–Submission Guideline

	Submission Guideline	Details
1	Invoice addressed to the correct CLP entity name (example: CLP Power Hong Kong Ltd/CLP Holding Ltd etc.....)	Indicate the full CLP entity name to which the invoice is being sent to. It should tie with the PO or the bill to legal entity
2	Invoices are emailed	Scanned copy of the invoice must be sent to this email address: AP_invoice@clp.com.hk Include your <u>CLP Business Contact in the email cc. List.</u>
3	Email invoiced in PDF or image format	Invoices can be sent in PDF, JPEG, JPG, TIFF and PNG.
4	No handwriting	Handwritten invoices will not be processed
5	Invoice to be put on the first page if submitted with multi-page documents	Do not place other documents (e.g. receipts, certificate, statement of accounts) ahead of the invoice within the same scanned file.

–Submission Guideline

	Submission Guideline	Details
6	No zipped files	Zipped files (.zip, .rar, etc) will not be accepted
7	Put CLP PO number correctly!	Indicate the CLP PO number without any suffix or prefix.
8	Invoice Line Item	<p>The item details must match that of the CLP PO i.e.</p> <ul style="list-style-type: none">• PO Line Number• Line Description• Quantity (same unit of measure as PO)• Rate (same currency as PO)• Amount (consistent with Rate and Quantity)
9	Full Supplier Name and Supplier Number	Full Supplier Name (preferably in English) and Supplier Number should match with the details registered with CLP.

3. Common Enquiries about invoice

Why I cannot find the PO in Supplier Portal for invoice creation?

1. Newly award Contract and Purchase Order awaiting system approval

If the purchase order has not been approved in the system, it is not visible yet.

2. Purchase order that has been fully PAID will not be displayed in Oracle

3. Pay on Receipt Purchase Order

For purchase orders that are "Pay on Receipt", there is NO NEED to submit invoice.

4. Past SAP Purchase Order (Older than 7 years)

Special arrangement, please contact CLP user

5. Other cases

Please contact CLP user

Can I edit Invoice?

YES – CAN

Invoice Status

Incomplete

Incomplete status
(means you do not click submit and only saved)

NO-CANNOT

Invoice Status

In process

In Process status
(means you submitted)
Refer to Slide 25 - table

View Invoices

Done

Search

Advanced Saved Search All Invoices

** Invoice Number INV 1234

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

** At least one is required

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 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		

3 You cannot delete line if matched with PO

2

CLP 中電

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
1	Item	7300004...	1

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
1	Item	7300004...	1

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

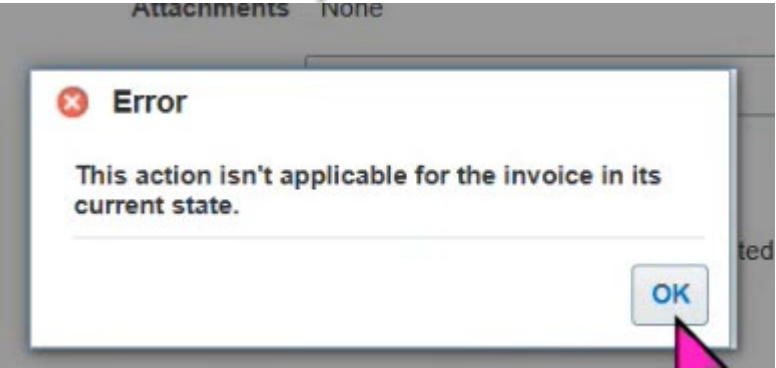
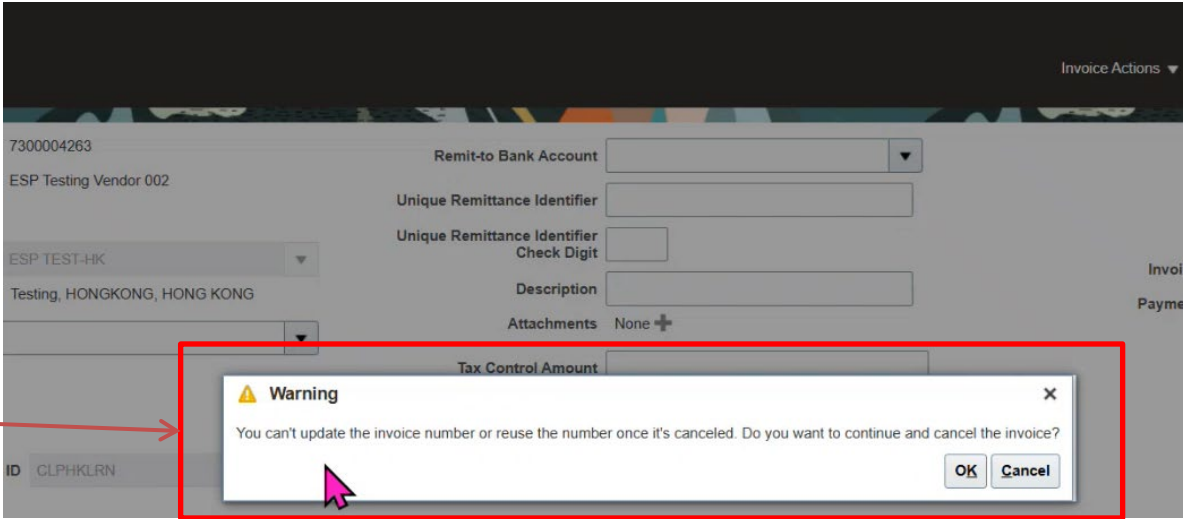
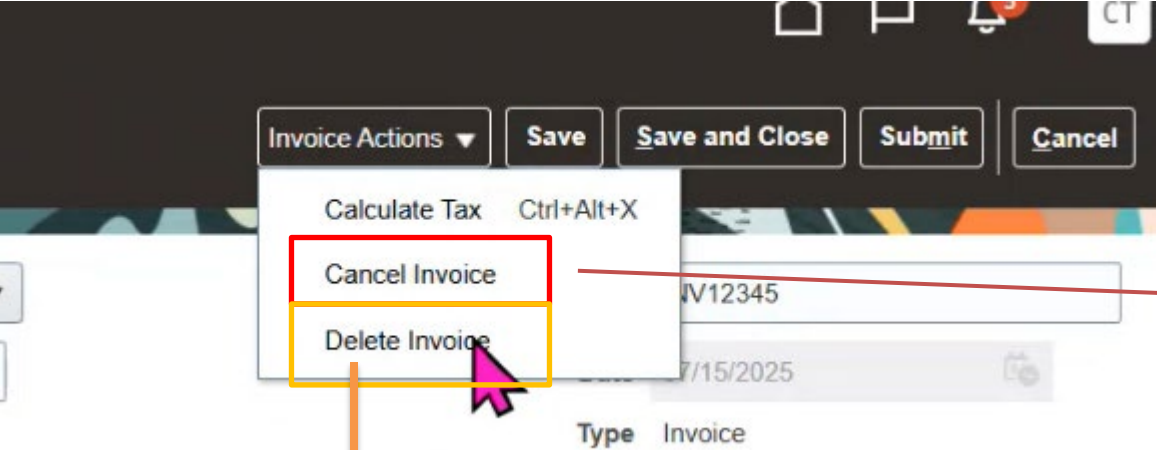
Cancel Line

View

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

Total

How to remove the incomplete invoice?



	Incomplete PO Invoice	Incomplete Non-PO invoice
Option 1	Submit invoice	Submit invoice
Option 2	Cancel invoice	Cancel invoice
Remarks	✗ Unable to delete invoice	

Invoice Status: "In Process"

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	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

Common Enquiry

What to do?

- 1 For PO with Milestone payment, not in whole PO amount, how to do in portal?

Example: 10% for the Milestone

Case 1- Since do not have unit price, but with Ordered “50,000”, just need to input the Amount \$5,000.

Case 2- Since there are unit price, with Ordered Qty. i.e. 1 X 1,000,000, you need to input 0.1 in Quantity.

Create Invoice ②

Invoice Actions: Save Save and Close Submit Cancel

* Identifying PO: 7300004262 Remit-to Bank Account: [Dropdown] * Number: INV 1234

Supplier: ESP Test Taxpayer ID: [Dropdown] * Supplier Site: ESP Test Date: mm/dd/yyyy

Address: Testing, H Type: Invoice

Supplier Tax Registration Number: [Dropdown] Currency: HKD - Hong Kong Dollar

Customer: * Customer Name: [Dropdown]

Case 1 (Red box around line 1)

Case 2 (Blue box around line 4)

Select and Add: Purchase Orders

Search Results

Purchase Order Number	Line	Schedule	Supplier Item Number	Unit Price	Ordered	Item Description	Received
7300004262	1	1			50,000.00	Services	0.00
7300004262	2	1		4,000		TX CHARGER USC EE.14	0
7300004262	3	1		500		Services (Phase 3) - UAT Criteria	0
7300004262	4	1		1,000,000		Services (Phase 1, 2, 3)	0

Buttons: Apply OK Cancel

Lines

View + X Cancel Line

* Number	* Type	Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	* Amount
3	Item	7300004262	1	1			5,000.00

Purchase Order			Consumption Advice		Quantity	* Amount	Supplier Item	Item Description
* Number	* Line	* Schedule	Number	Line				
7300004262	4	1			0.1	100,000.00		Services (Phase 1, 2, 3)

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

Click the PO

2

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 invoiced, 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

Order Life Cycle

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

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

Search

Advanced

Saved Search

All Invoices

** 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		

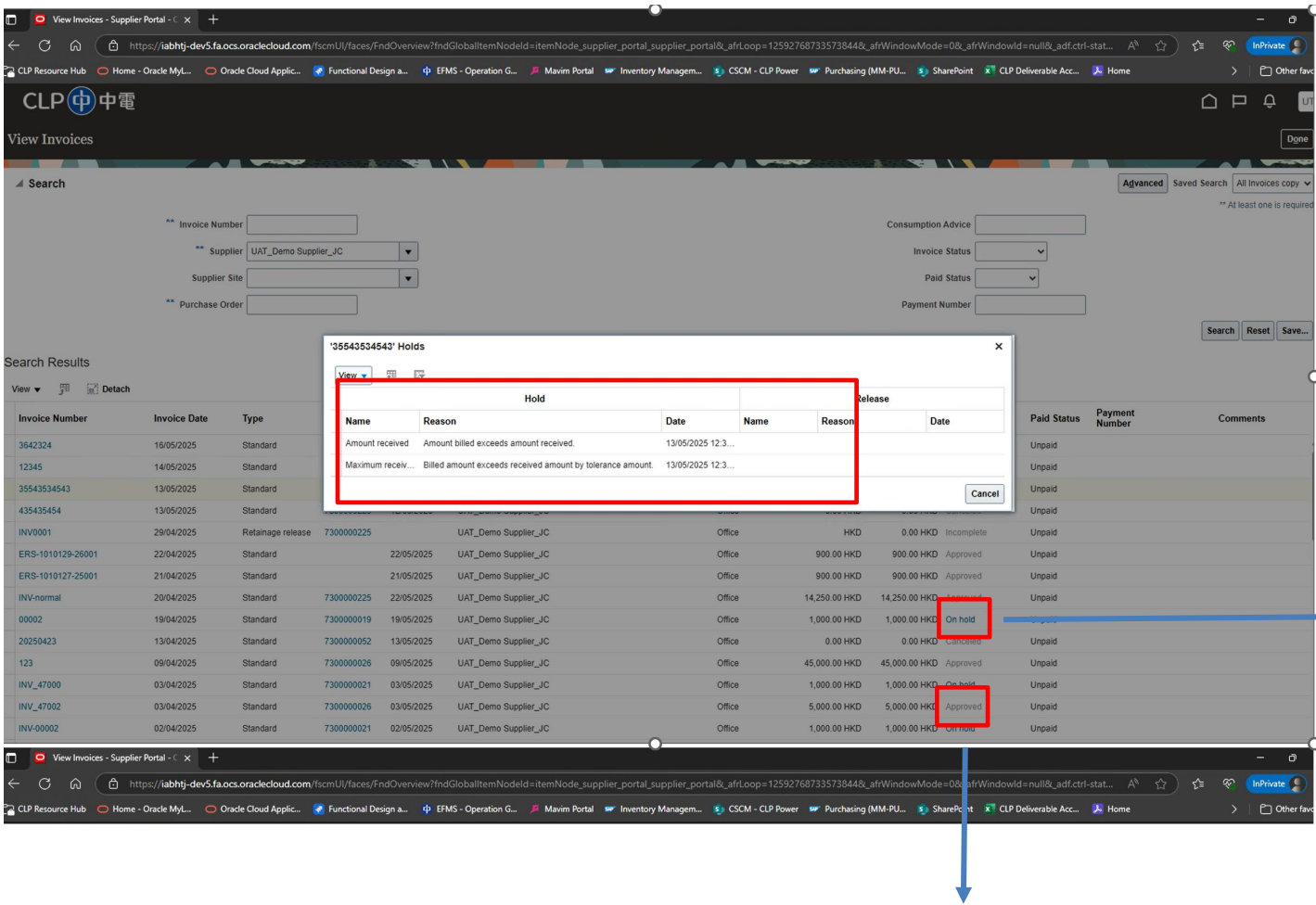
Invoice Status

Incomplete

If invoice status is on hold,

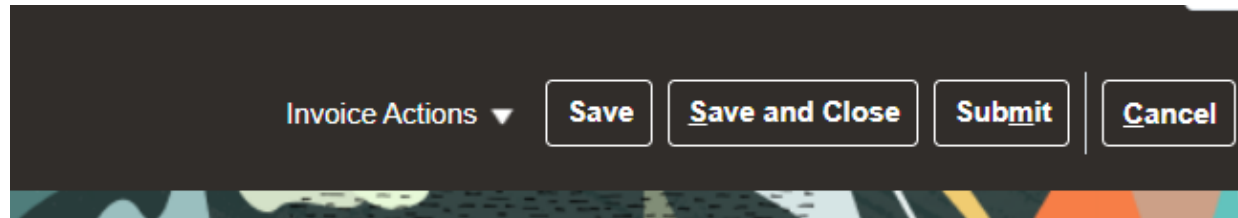
Name	Reason	Meaning
Amount received	Amount billed exceeds amount received	Goods Receipt has not been completed
Maximum received amount	Billed amount exceeds received amount by tolerance amount	Goods Receipt has not been completed
Project cost validation failure	The project cost attributes failed business 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

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

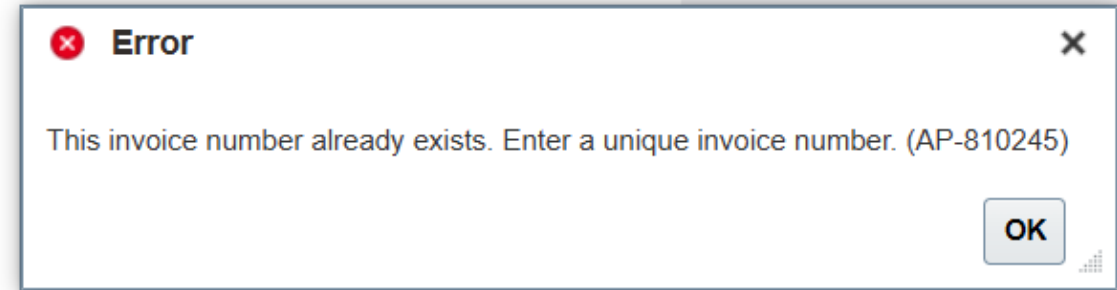
A screenshot of a software interface showing a dark grey bar with the text "Invoice Actions" followed by a dropdown arrow. To the right of this are four buttons: "Save", "Save and Close", "Submit", and "Cancel".

* Number INV 12345

- 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.



How to submit invoice with retainage release (NON-PAY ON RECEIPT)?

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO7300004263

SupplierESP Testing Vendor 002

Taxpayer ID

* Supplier SiteESP TEST-HK

AddressTesting, HONGKONG, HONG KONG

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsNone +

Tax Control Amount

* Number

* Datemm/dd/yyyy

* TypeInvoice

Invoice CurrencyCredit memoollar

Payment CurrencyInvoiceollar

Retainage release

Customer

* Customer Taxpayer IDCLPHKLRN

NameCLP Power Hong Kong Limited

AddressCLP Headquarters, 43 Shing Kai Road, Kai Tak, Kowloon, HONG KONG

Lines

How to submit credit note in Supplier Portal?

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

* Identifying PO7300004263

SupplierESP Testing Vendor 002

Taxpayer ID

* Supplier SiteESP TEST-HK

AddressTesting, HONGKONG, HONG KONG

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsNone

Tax Control Amount

* Number

* Datemm/dd/yyyy

* TypeInvoice

Invoice CurrencyCredit memoHllar

Payment CurrencyInvoiceHllar

Retainage release

Customer

* Customer Taxpayer IDCLPHKLNRN

NameCLP Power Hong Kong Limited

AddressCLP Headquarters, 43 Shing Kai Road, Kai Tak, Kowloon, HONG KONG

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
2	-1,000.00	TX CHARGER USC EE.14	07/16/2025	✔ Not required	-0.25	4,000	Purc...	7300004262	2	1					Shatin Centre

Summary Tax Lines Shipping and Handling

Please input negative quantity for credit memo

4. Enquiries about payment

How to check Payment Status

- 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 To Payee	Supplier Name 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 (XXXXXX1234)
		IBAN	Beneficiary bank IBAN (valid for overseas vendor 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

- Supplier Portal
 1. Login to Supplier Portal, select “View Payment”

The screenshot displays the Supplier Portal interface. On the left sidebar, under the 'Invoices and Payments' section, the 'View Payments' option is highlighted with a red rectangle. The main content area features a 'Requiring Attention' donut chart with a total of 7 items, categorized as follows:

Category	Count
Orders to Acknowledge	1
Schedules Overdue or Due Today	3
Negotiation Responses	1
Negotiations Closing Soon	2
Total	7

Below the chart is a legend:

- Orders to Acknowledge (Blue)
- Schedules Overdue or Due Today (Green)
- Negotiation Responses (Yellow)
- Negotiations Closing Soon (Red)

To the right of the chart are two summary boxes:

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

At the bottom, the 'Supplier News' section contains a notice about migrated purchase orders and a link to a procurement enquiry form.

How to check Payment Status

- Supplier Portal
 - 2.1. 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

- Supplier Portal

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

You can view payment details breakdown for the selected payment date

How to check Payment Status

- Supplier Portal

3. Can find the payment details with invoice number, PO number, GR number, Payment Date and Payment Amount

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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

- Supplier Portal
4. Click the hyperlink for invoice number --> can view invoice details

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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

- Supplier Portal
 - Click the hyperlink of PO number, can view the PO details with PO description

CLP 中電

Complex Purchase Order: 7300004264

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 7300004264
Status Open
Buyer 14085FN 14085LN
Creation Date 07/09/2025

Supplier ESP Testing Vendor 002
Supplier Site ESP TEST-ERS ON
Supplier Contact
Bill-to Location Kai Tak Headquarters
Ship-to Location Shatin Centre

Ordered 5,098,700.00 HKD
Description [Testing] PO with retainage (ERS ON)
Source Agreement
Supplier Order
Master Contract

Terms Notes and Attachments

Required Acknowledgment No
Payment Terms within 30 days Due net
Shipping Method
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

Amount (HKD)

View Details

How to check Payment Status

- Supplier Portal

6. Click the View Details, can further PO information, GR information and invoice information

CLP 中電

Order Life Cycle: 7300004264

Done

Sold-to Legal Entity CLP Power Hong Kong Limited

Order 7300004264

Supplier ESP Testing Vendor 002

Supplier Site ESP TEST-ERS ON

Supplier Contact

Ordered 5,098,700.00 HKD

Order Life Cycle

Amount (HKD)

6M

5M

4M

3M

2M

1M

0

Ordered

Shipped

Received

Delivered

Invoiced

Retainage

Retainage Released

5,098,700.00

0.00

198,700.00

198,700.00

100,000.00

0.00

0.00

Ordered 5,098,700.00 HKD

Shipped 0.00 HKD

Received 198,700.00 HKD

Delivered 198,700.00 HKD

Invoiced 100,000.00 HKD

Retainage 0.00 HKD

Retainage Released 0.00 HKD

In-Transit Shipments

Actions View Format Freeze Detach Wrap

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

Columns Hidden 2

Receipts

Actions View Format Freeze Detach Wrap

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

Actions View Format Freeze Detach Wrap

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

Closing