

# Supplier training- Uplifting Program

Nov 2025

# Supplier Training- Uplifting Program

## **Supplier portal access guideline**

1. How to use CLP supplier portal
2. Login ID and Password reset instructions

## **Invoice submission guideline via supplier portal**

1. Invoicing channel
2. Step-by-step guide for submitting PO invoices

## **Common Invoice-Related Queries**

1. Reason for inability to locate PO
2. How to edit invoices
3. How to remove the incomplete invoice?
4. How to handle “in Process” invoice?
5. How to follow up your invoice
6. Can I use same Invoice number for multiple PO and submit in Portal?

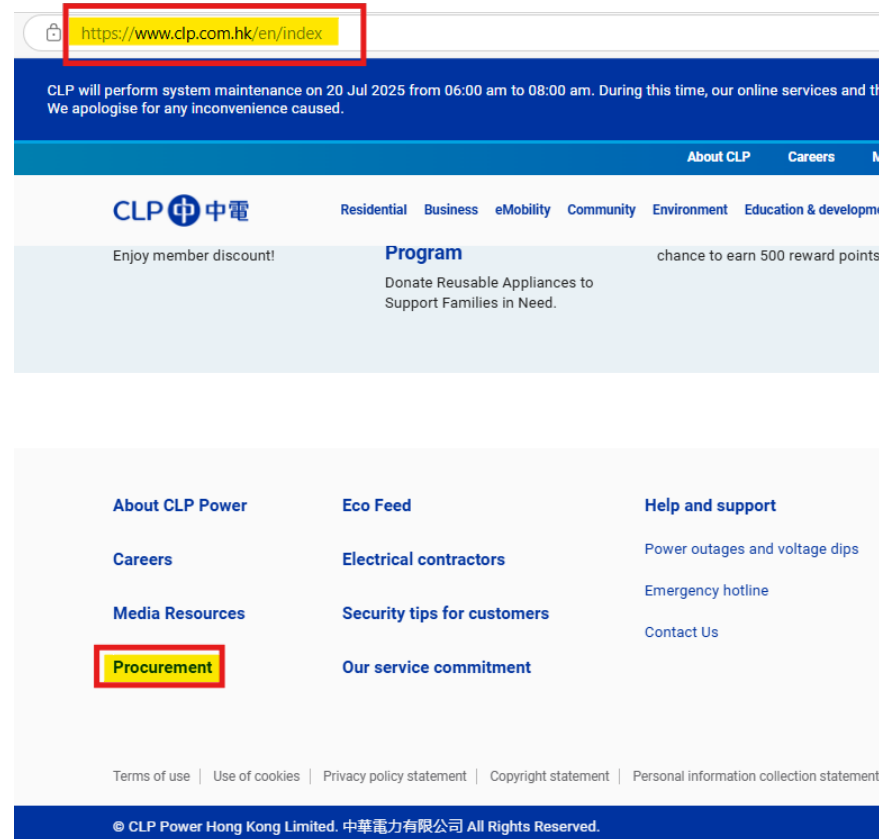
## **Payment-Related Inquiries**

1. Payment-related inquiries

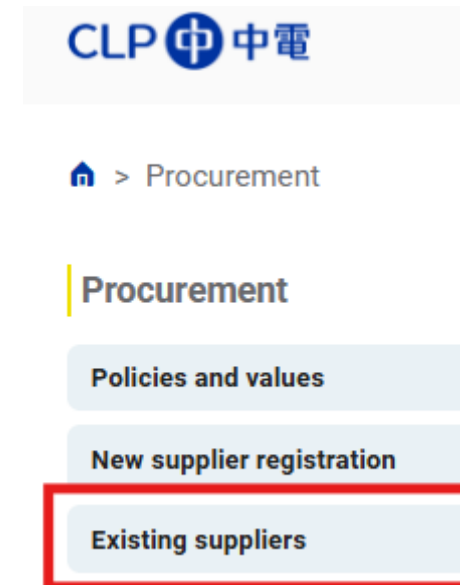
## How to use CLP supplier portal?

# 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

COE

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## Supplier login guide

System Guide	Guide	Video
First Time Login / Password Reset	<a href="#">Quick Ref</a>	<a href="#">link</a>
Supplier Log-on Guide	<a href="#">Quick Ref</a>	
CLP Supplier Portal - FAQ	<a href="#">FAQ</a>	

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

5

## Sign In Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

Select Language

English

# Login ID and Password reset instructions

# Login ID (email)

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

Company Profile ?

EditDone

Last Change Request 534011

Requested By Tommy Kwok

Request Status Processed

Request Date 08/25/2025

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View ▼

Format ▼

Status Active ▼

Freeze

Detach

Wrap

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](#).

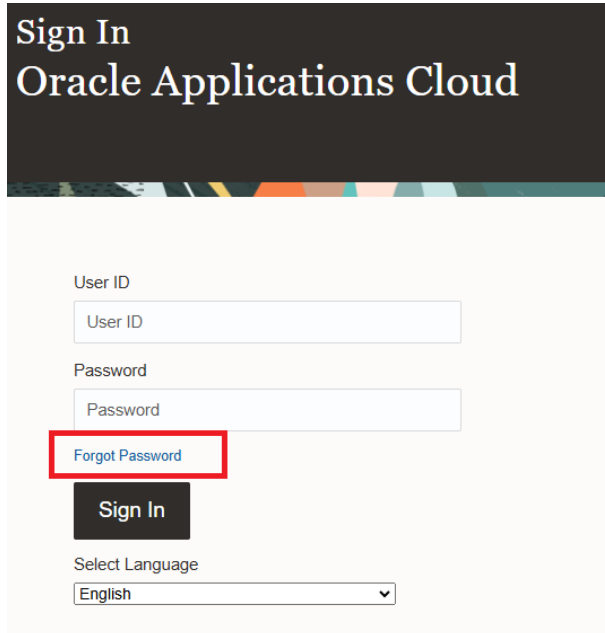
For questions about specific invoices or payments, please send an email to [vendor\\_query@clp.com.hk](mailto:vendor_query@clp.com.hk)

*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”



Sign In  
Oracle Applications Cloud

User ID  
User ID

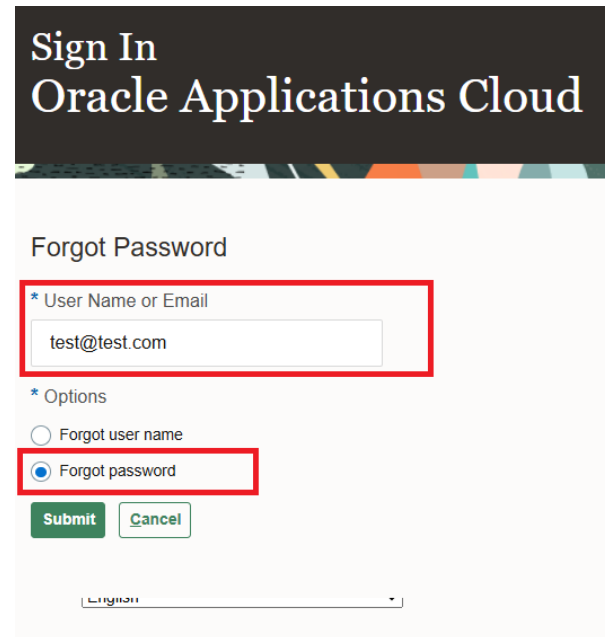
Password  
Password

**Forgot Password**

Sign In

Select Language  
English

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



Sign In  
Oracle Applications Cloud

Forgot Password

\* User Name or Email  
test@test.com

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

Submit Cancel

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

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](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

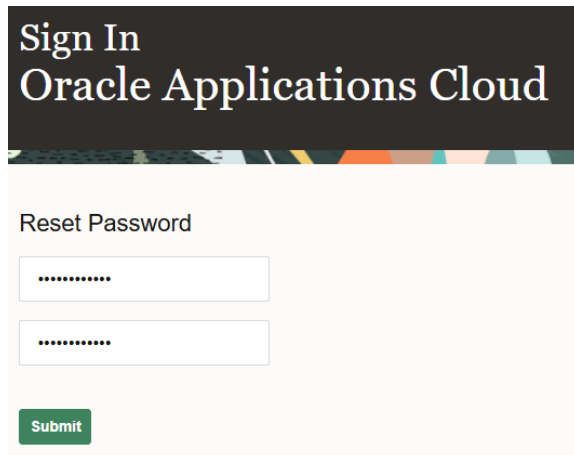
*\*Check your junk or spam folder if you do not receive any email in your primary inbox.*



# Password reset instructions

COE

4. Enter your new password. Click Submit



Sign In  
Oracle Applications Cloud

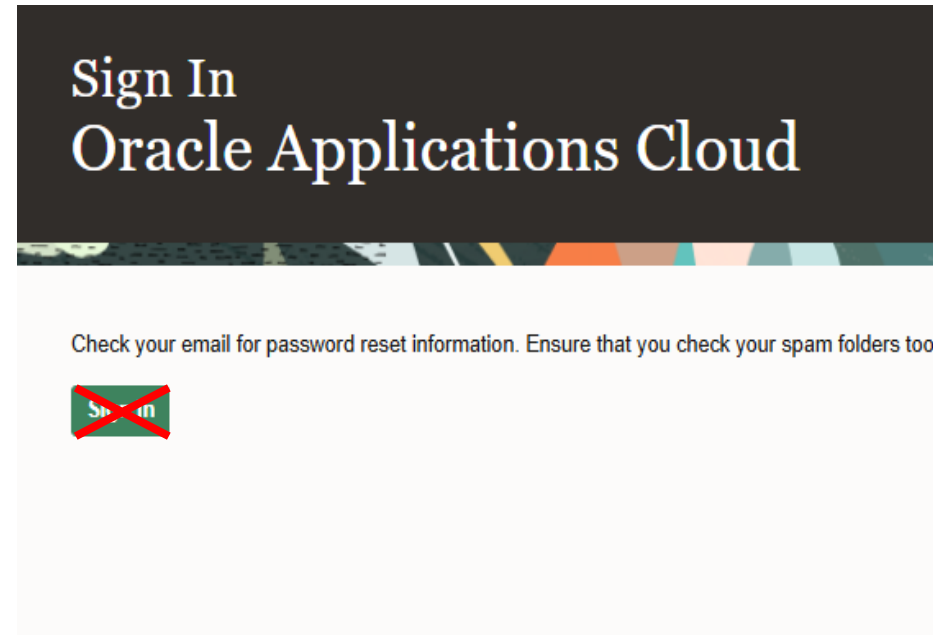
Reset Password

.....

.....

Submit

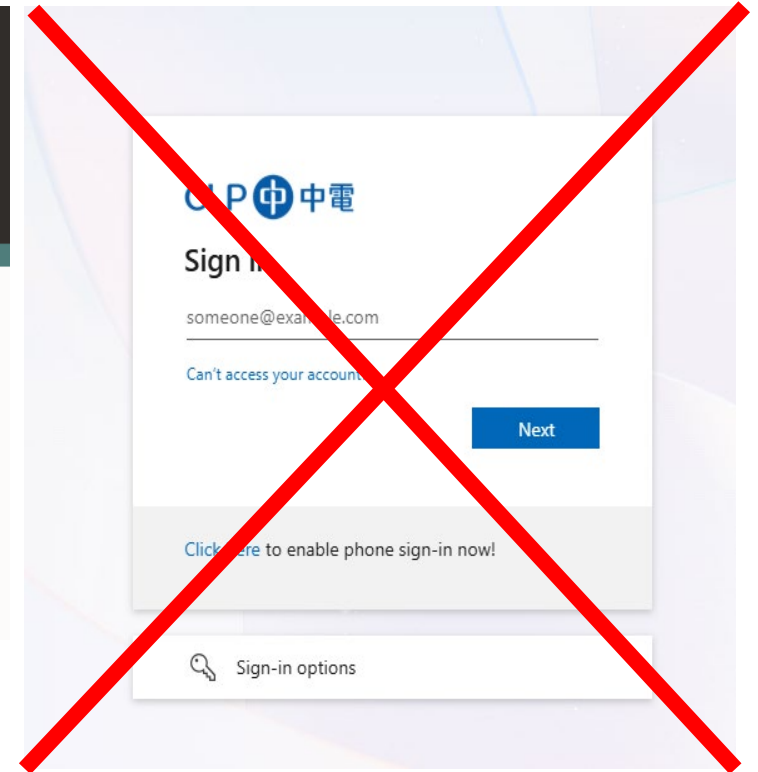
5. **DO NOT** click sign in or input email here



Sign In  
Oracle Applications Cloud

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

~~Sign In~~



CLP 中電

Sign In

someone@example.com

Can't access your account?

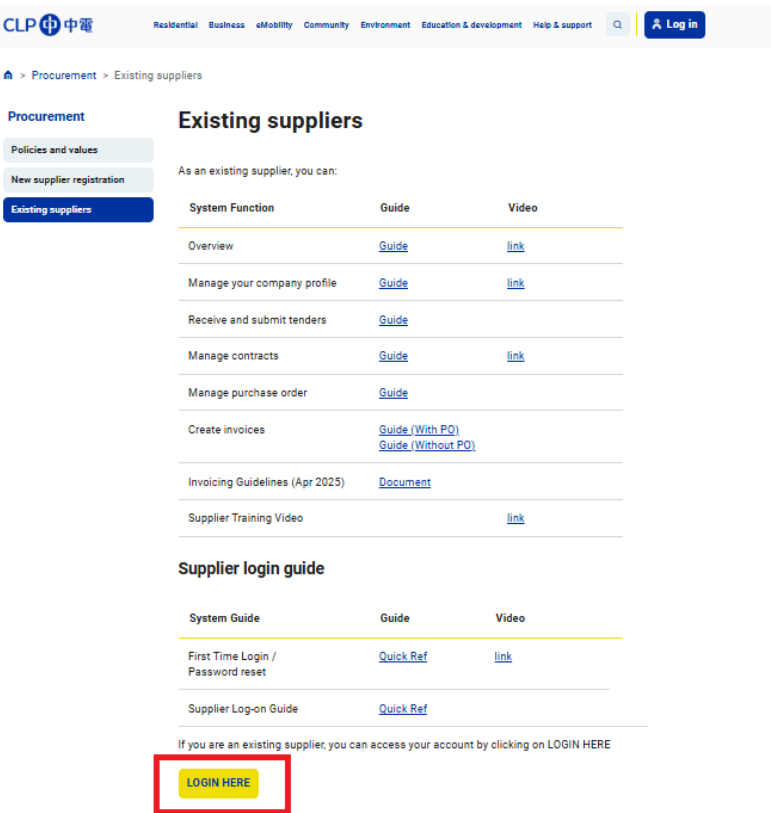
Next

Click here to enable phone sign-in now!

Sign-in options

# Password reset instructions

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

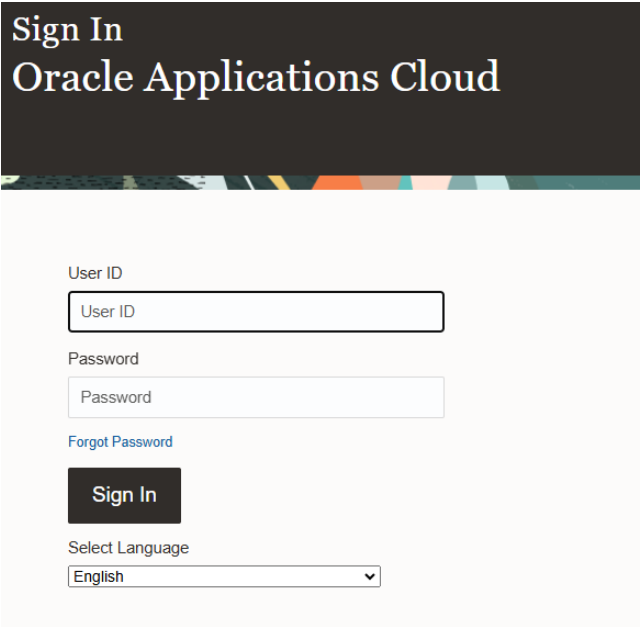


7. Read and accept CLP Supplier Portal Terms of Use and Personal Information Collection Statement (**scroll to bottom for the Accept button**)

*\* 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 user ID with using **email address** and **updated password**



# System guideline

CLP 中電

住宅客戶 工商客戶 電動出行 社區 環境 教育與發展 客戶支援

登入

採購 > 現有供應商

採購

政策 and 價值觀

登記成為供應商

現有供應商

現有供應商

作為現有供應商，您可以：

系統功能	指南 (限英文版)	參考影片
系統總覽	<a href="#">指南</a>	<a href="#">連結</a>
管理公司資料	<a href="#">指南</a>	<a href="#">連結</a>
接收和提交投標	<a href="#">指南</a>	
管理合同	<a href="#">指南</a>	<a href="#">連結</a>
管理採購訂單	<a href="#">指南</a>	
建立發票	<a href="#">指南(含採購訂單)</a> <a href="#">指南(不含採購訂單)</a>	
發票指引 (2025年4月)	<a href="#">指引</a>	
供應商系統培訓		<a href="#">連結</a>
供應商系統應用研習會 (供應商發票培訓)	<a href="#">指南</a>	<a href="#">廣東話版</a> <a href="#">普通話版</a>

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

CLP.com.hk> Procurement> Existing suppliers

## Invoicing Channel

# Invoice Submission Channels

Invoices Types	Supplier Portal Submit with PO number
Purchase Order Invoice  — Pay on receipt	YES
<b>Enabled Pay on Receipt</b> Purchase Order Invoice  ✓ Pay on receipt	NO

- System will auto generate invoice after user Receipt (Supplier can check with user on their GR-status to avoid late payment)
- Supplier cannot find the PO number in supplier portal for invoice submission and check Manage PO - Pay on receipt ☒

# Invoice Submission Channels

CLP中電

Supplier Portal

Search

Orders

Order Number

## Tasks

### Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables



Manage Orders

Done

Headers

Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
7300024997	11/07/2025		ESP TEST-HK	WAI KEI MICHA...	85,326.68	HKD	Open		11/07/202

Columns Hidden 27

CLP Purchase Order: 7300024997

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

7300024997

Status

Open

Buyer

WAI KEI MICHAEL Lai

Creation Date

11/07/2025

Supplier

ESP Testing Vendor 002

Supplier Site

ESP TEST-HK

Supplier Contact

Bill-to Location

Kai Tak Headquarters

Ship-to Location

Shatin Warehouse (1010)

Ordered

85,326.68 HKD

Description

PR Total amount=HKD 96937.54

Source Agreement

Supplier Order

Master Contract

Terms

Notes and Attachments

Required Acknowledgment

Yes

Payment Terms

within 30 days Due net

Shipping Method

Freight Terms

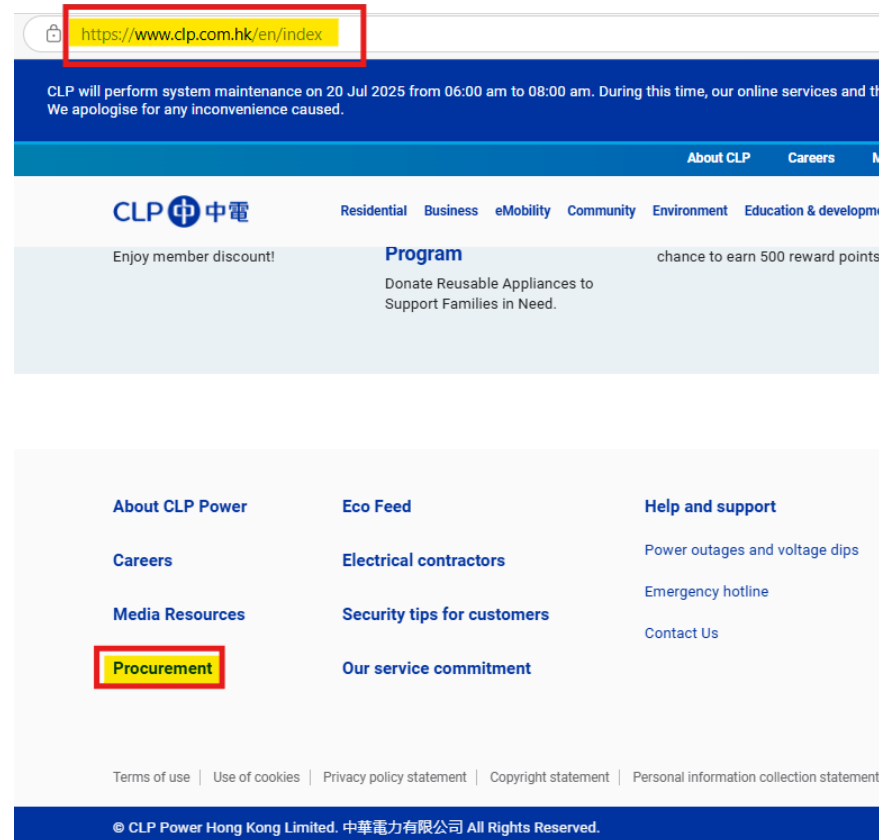
FOB

Pay on receipt

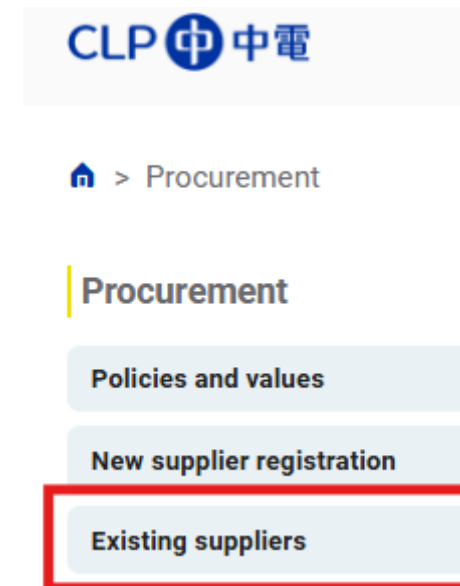
Confirming order

# Step-by-step guide for submitting PO invoices

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



- ② Select “Existing suppliers”



# Step-by-step guide for submitting PO invoices

3



## Supplier login guide

System Guide	Guide	Video
First Time Login / Password Reset	<a href="#">Quick Ref</a>	<a href="#">link</a>
Supplier Log-on Guide	<a href="#">Quick Ref</a>	
CLP Supplier Portal - FAQ	<a href="#">FAQ</a>	

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

4

LOGIN HERE

### Privacy Policy Statement

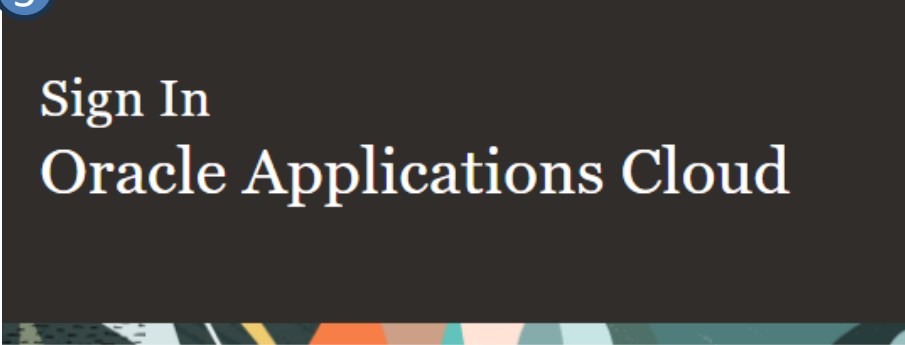
You can find out more about CLP's policies on privacy and personal data protection by accessing our privacy policy statement available on the CLP website at <https://www.clpgroup.com/en/pages/privacy.html>

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ACCEPT

5



User ID

Password

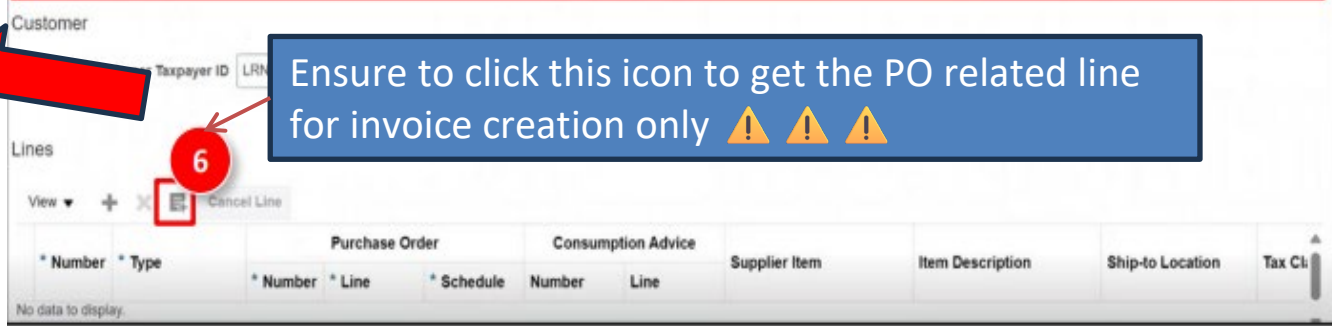
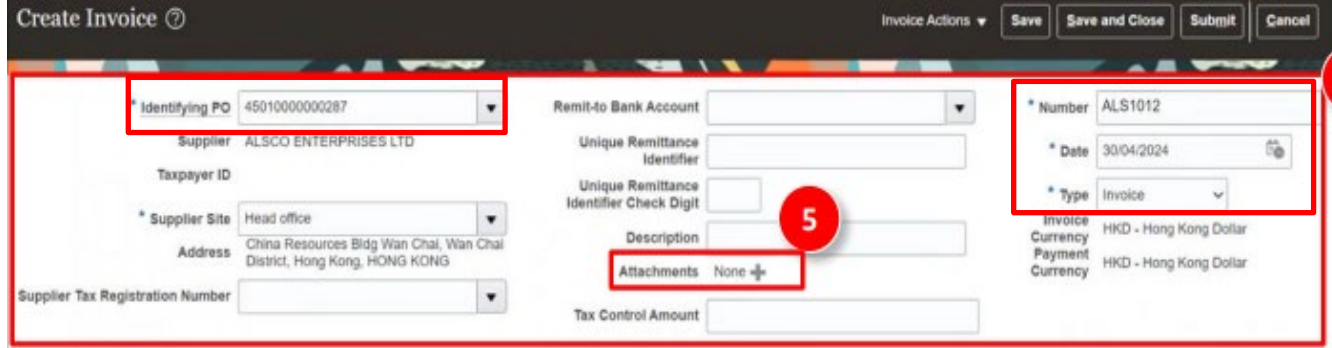
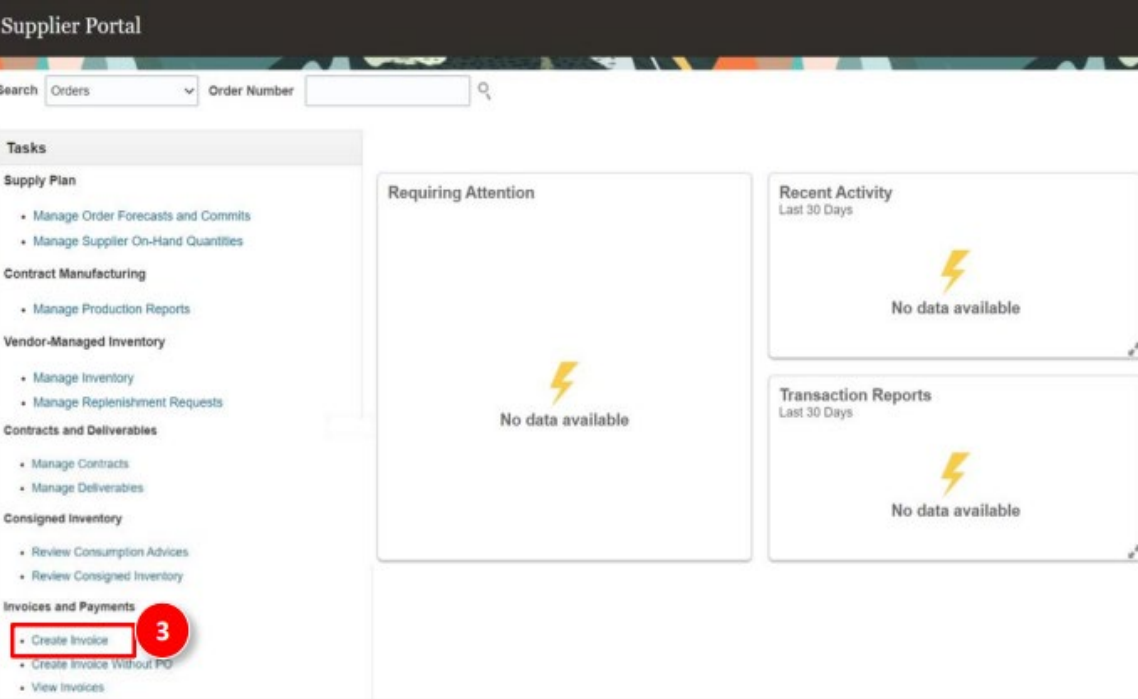
[Forgot Password](#)

Sign In

Select Language



# Step-by-step guide for submitting PO invoices



# Step-by-step guide for submitting PO invoices

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 <sup>8</sup> 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.

# Step-by-step guide for submitting PO invoices

CLP 中電

Create Invoice ?

Invoice Actions

9

Save

Save and Close

10

Submit

Cancel

Identifying PO7300000023

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.

11

Identifying PO45010000000237

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

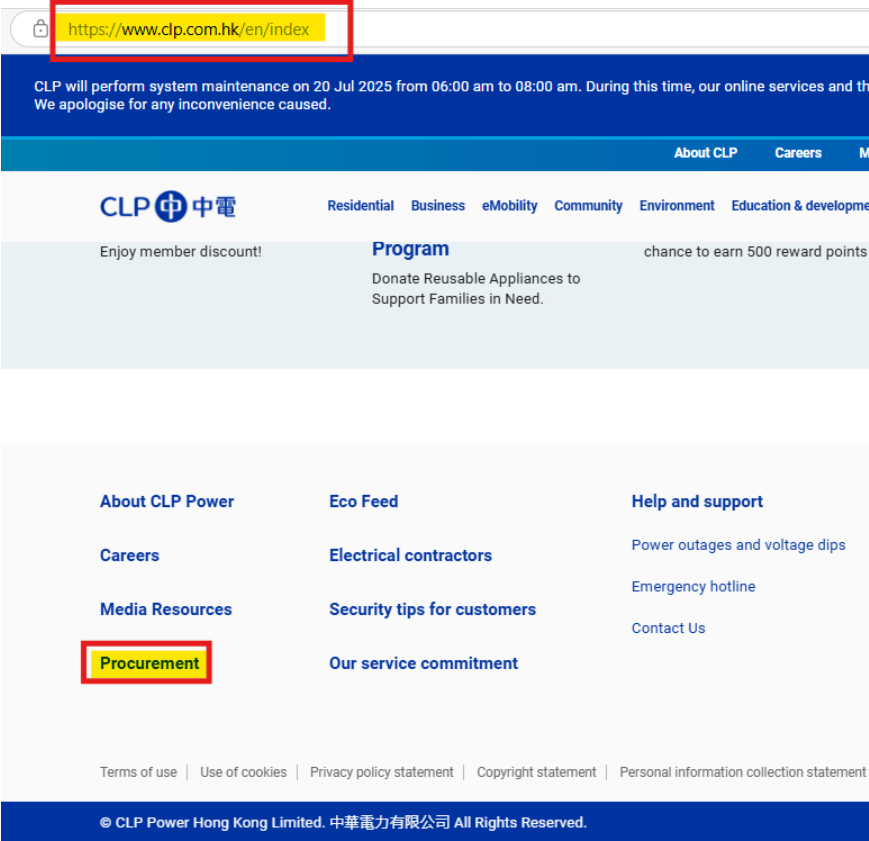
Otherwise, even PO requestor perform the Receipt, AP team cannot pick the mentioned invoices for payment as the invoice is not yet submitted to CLP.

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

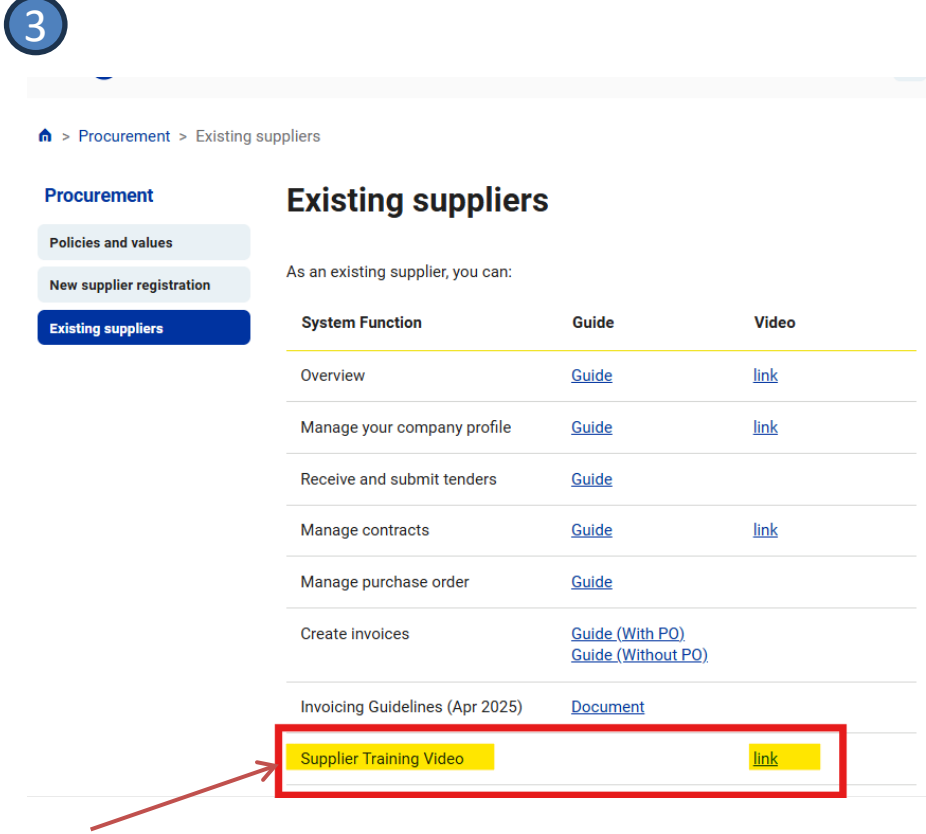
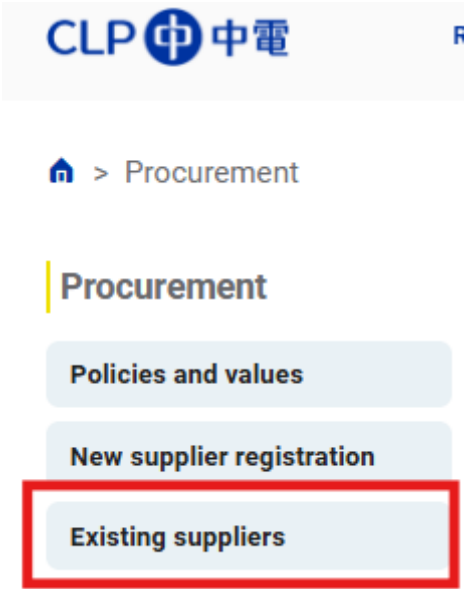
# Where to find the Invoice creation demonstration?

COE

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>	<b>NOT ALLOW</b> 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) <b>Cause all invoices payment on hold</b>
Resubmit invoice # should align with invoice attachment	<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, or send physical invoice to CLP), it will lead to hold all the invoices by Oracle, cause confusion and further delay of payment.
	For "Prepayment Invoice" (i.e. former Downpayment Invoice) and "Retainage Release Invoice", please contact PO requestor to take appropriate action for the invoice submission.
	Submitted invoice cannot be reused (status= In Process).

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

DO	DON'T
	If there is not appropriate PO line find in the supplier portal, do not use "Miscellaneous" or "Freight" to tie the invoice amount different, please contact PO requestor to take appropriate action.
Effectively manage invoice and payment status in supplier portal. Hard copy invoice cannot be recorded in supplier portal and not able to monitor payment status.	

Invoice: invtest001

Business Unit	CLP POWER HONG KONG LIMITED	Invoice Amount	85,326.88 HKD
Legal Entity Name	CLP Power Hong Kong Limited	Unpaid Amount	85,326.88 HKD
Supplier or Party	ESP Testing Vendor 002	Payment Currency	HKD
Supplier Site	ESP TEST-HK	Tax Control Amount	
Address	Testing, HONGKONG, HONG KONG		
Invoice Date	11/07/2025		

Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
No payments.						

HKD

Installments

Number	Due Date	Amount (HKD)		Payment Method
		Gross	Unpaid	
1	12/07/2025	85,326.88	85,326.88	Cheque
		85,326.88	85,326.88	

Applied Prepayments

Number	Purchase Order
No applied prepayments.	

## Lines

View ▾ + × 📄 Cancel Line

* Number	* Type	Purchase Order		
		* Number	* Line	* Sched
2	Freight			
	Freight	Total		
	Miscellaneous			



## Common Invoice-Related Queries

## Reason for inability to locate PO

### 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



# How to edit invoices

Sign In

Oracle Applications Cloud

User ID

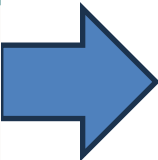
Password

Forgot Password

Sign In

Select Language

English



Me

Supply Chain Execution

Supplier Portal

Tools

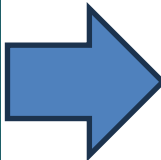
Others

APPS



Supplier Portal

+



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

# How to edit invoices

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 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		

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

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

4

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

Cancel Line

View Cancel Line

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

YES – CAN

Invoice Status

Incomplete

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

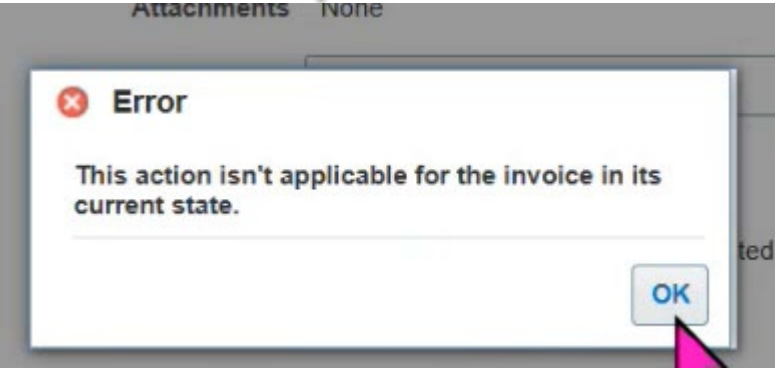
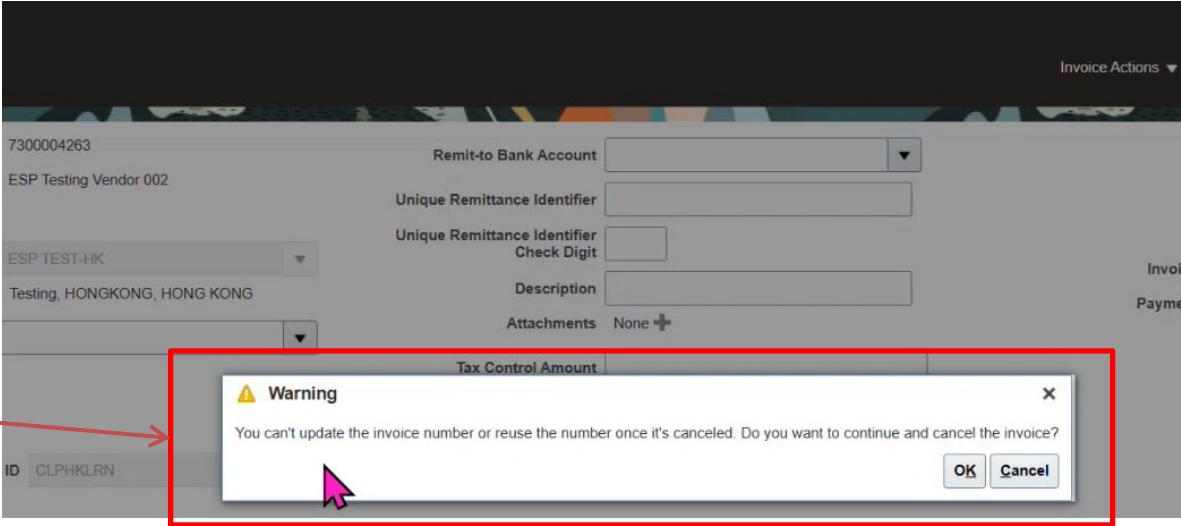
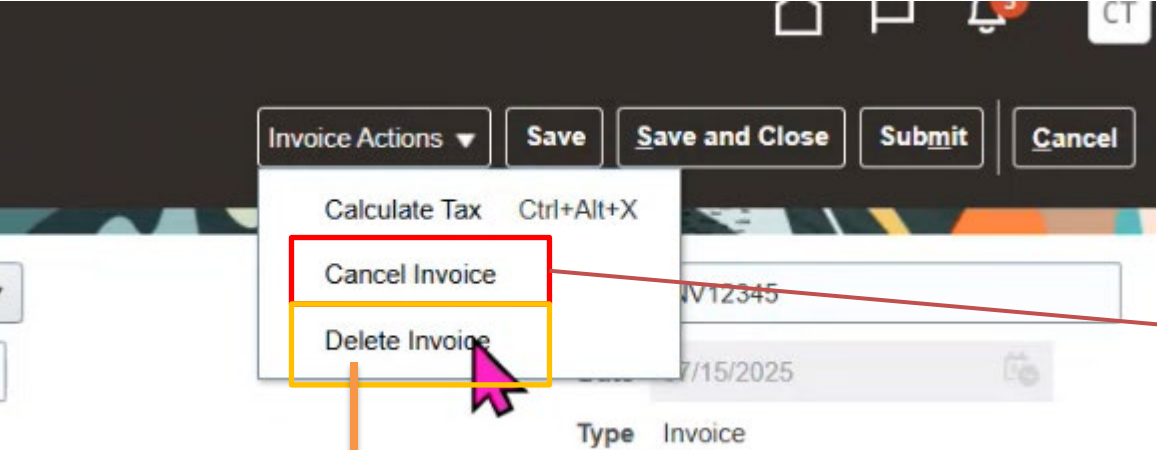
NO-CANNOT

Invoice Status

In process

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

# 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 <b>invoice submitted</b> 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

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 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		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

View Invoices - Supplier Portal

https://iabhtj-dev5.fas.ocs.oraclecloud.com/fscmUI/faces/FndOverview?\_afrc=12592768733573844&\_afrcWindowId=0&\_afrcWindowId=null&\_adf.ctrl-stat...

CLP Resource Hub Home - Oracle MyL... Oracle Cloud Applic... Functional Design a... EIMS - Operation G... Mavim Portal Inventory Managem... CSCM - CLP Power Purchasing (MM-PU... SharePoint CLP Deliverable Acc... Home

CLP 中電

View Invoices

Search

Advanced Saved Search All Invoices copy

At least one is required

Invoice Number

Supplier UAT\_Demo Supplier\_JC

Supplier Site

Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Invoice Amount	Invoice Currency	Invoice Status	Payment Status	Payment Number	Comments	
3642324	16/05/2025	Standard				Unpaid			
12345	14/05/2025	Standard				Unpaid			
35543534543	13/05/2025	Standard				Unpaid			
435435454	13/05/2025	Standard				Unpaid			
INV0001	29/04/2025	Retainage release	7300000225	UAT_Demo Supplier_JC	Office	HKD	0.00 HKD	Incomplete	
ERS-1010129-26001	22/04/2025	Standard	22/05/2025	UAT_Demo Supplier_JC	Office	900.00 HKD	900.00 HKD	Approved	
ERS-1010127-25001	21/04/2025	Standard	21/05/2025	UAT_Demo Supplier_JC	Office	900.00 HKD	900.00 HKD	Approved	
INV-normal	20/04/2025	Standard	7300000225	22/05/2025	UAT_Demo Supplier_JC	Office	14,250.00 HKD	14,250.00 HKD	Approved
00002	19/04/2025	Standard	7300000019	19/05/2025	UAT_Demo Supplier_JC	Office	1,000.00 HKD	1,000.00 HKD	On hold
20250423	13/04/2025	Standard	7300000052	13/05/2025	UAT_Demo Supplier_JC	Office	0.00 HKD	0.00 HKD	On hold
123	09/04/2025	Standard	7300000026	09/05/2025	UAT_Demo Supplier_JC	Office	45,000.00 HKD	45,000.00 HKD	Approved
INV_47000	03/04/2025	Standard	7300000021	03/05/2025	UAT_Demo Supplier_JC	Office	1,000.00 HKD	1,000.00 HKD	On hold
INV_47002	03/04/2025	Standard	7300000026	03/05/2025	UAT_Demo Supplier_JC	Office	5,000.00 HKD	5,000.00 HKD	Approved
INV-00002	02/04/2025	Standard	7300000021	02/05/2025	UAT_Demo Supplier_JC	Office	1,000.00 HKD	1,000.00 HKD	On hold

'35543534543' Holds

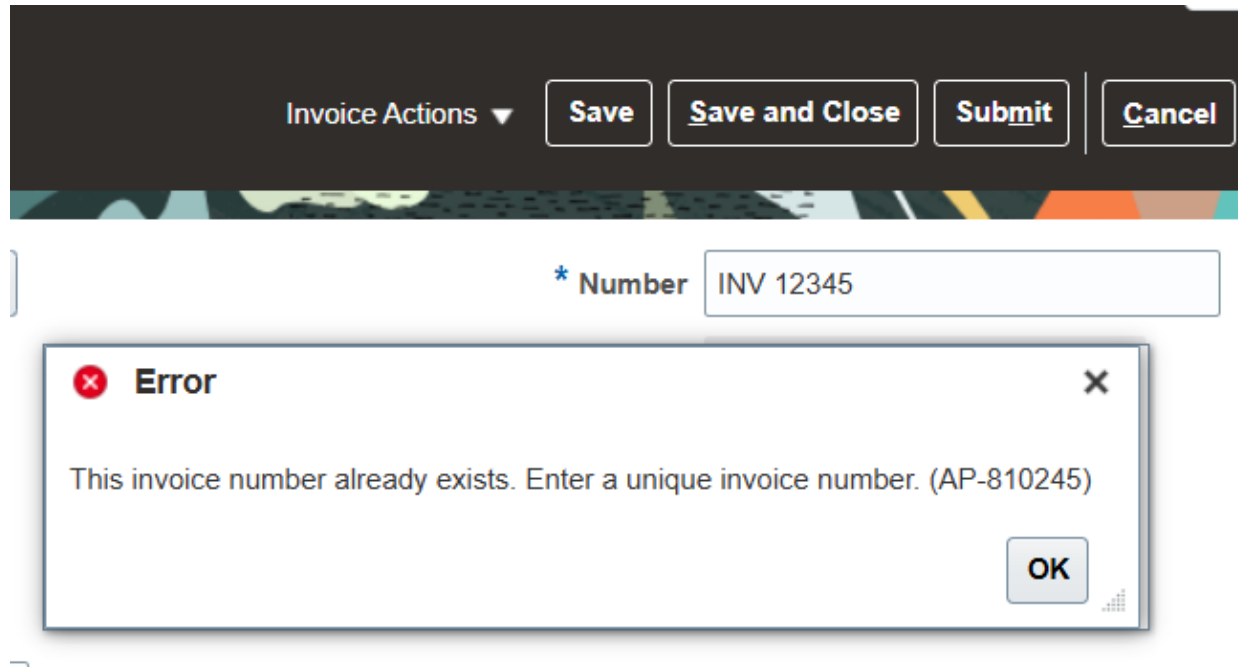
View

Cancel

Name	Reason	Date	Name	Reason	Date
Amount received	Amount billed exceeds amount received.	13/05/2025 12:3...			
Maximum receiv...	Billed amount exceeds received amount by tolerance amount.	13/05/2025 12:3...			

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?



The screenshot shows a portal interface with a dark header bar containing 'Invoice Actions' and buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. Below the header, there is a form field labeled '\* Number' with the value 'INV 12345'. An error dialog box is displayed in the foreground, titled 'Error' with a red 'x' icon. The message in the dialog reads: 'This invoice number already exists. Enter a unique invoice number. (AP-810245)'. There is an 'OK' button at the bottom right of the dialog.

- 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.



## 4. Enquiries about payment

# Invoice payment status

Invoice: invest001

Done

Business Unit	CLP POWER HONG KONG LIMITED	Invoice Amount	85,326.68	HKD	Invoice Type	Standard
Legal Entity Name	CLP Power Hong Kong Limited	Unpaid Amount	85,326.68	HKD	Description	
Supplier or Party	ESP Testing Vendor 002	Payment Currency	HKD		Attachment	invest001.docx
Supplier Site	ESP TEST-HK	Tax Control Amount				
Address	Testing, HONGKONG, HONG KONG					
Invoice Date	11/07/2025					

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

- 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)

<b>From Payer</b>	CLP Power Hong Kong Limited	<b>Supplier or Party To Payee</b>	Supplier Name Supplier Name Supplier Address
		<b>Bank Name</b>	Beneficiary Bank Name
		<b>Bank Number</b>	Beneficiary Bank Code
		<b>Branch Number</b>	Dummy Branch code, not affect payment
		<b>Bank BIC Code</b>	Beneficiary bank swift code (if provided by supplier)
		<b>Bank Account</b>	Beneficiary Bank Account (XXXXXX1234)
		<b>IBAN</b>	Beneficiary bank IBAN (valid for overseas vendor in Europe)

The following payment has been remitted.

<b>Payment Reference Number</b>	267 (for CLP reference only))
<b>Paper Document Number</b>	
<b>Payment Date</b>	04/22/2025
<b>Payment Currency</b>	HKD
<b>Payment Amount</b>	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
<b>Total</b>			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, a sidebar lists various tasks under categories like Orders, Contracts and Deliverables, Invoices and Payments, Negotiations, Qualifications, Quality, and Company Profile. The 'View Payments' option under 'Invoices and Payments' is highlighted with a red rectangle. The main content area features a 'Requiring Attention' donut chart, a 'Recent Activity' table, a 'Transaction Reports' table, and a 'Supplier News' section.

**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**

**Requiring Attention**

Donut chart showing 7 items requiring attention, categorized by color:

- Orders to Acknowledge (Blue): 1
- Schedules Overdue or Due Today (Green): 3
- Negotiation Responses (Yellow): 1
- Negotiations Closing Soon (Red): 2

**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

- Supplier Portal
  - 2.1. Input the payment parameter and then click search

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

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

CLP 中電

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

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

- 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: [Kai Tak Headquarters](#)  
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 check PO information, GR information and invoice information

CLP 中電

Order Life Cycle: 7300004264

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

Stage	Amount (HKD)
Ordered	5,098,700.00
Shipped	0.00
Received	198,700.00
Delivered	198,700.00
Invoiced	100,000.00
Retainage	0.00
Retainage Released	0.00

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