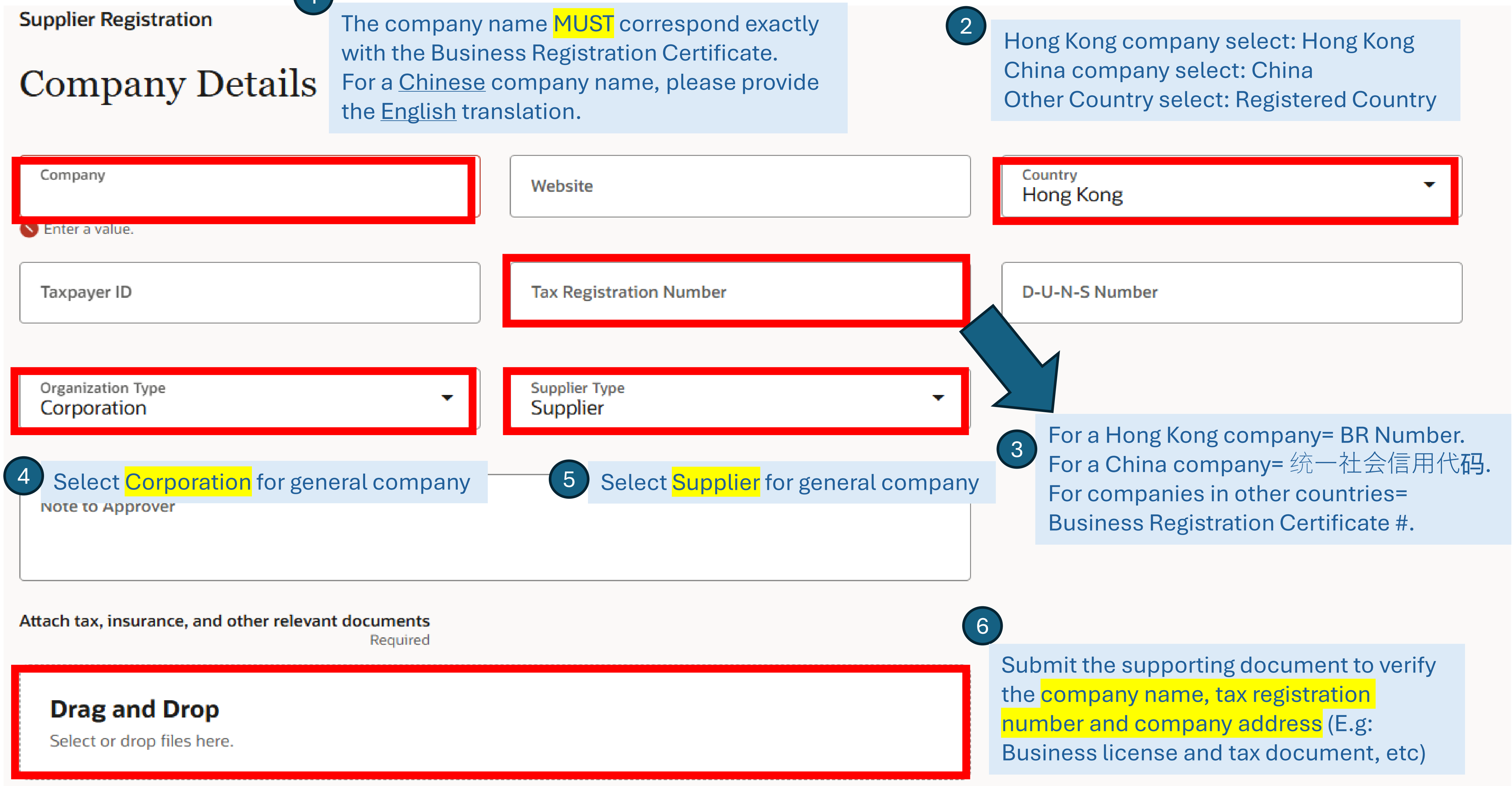
Guide of supplier registration

Information Classification: Confidential/Proprietary

Power Brighter Tomorrows

Company Details



Supplier Registration

Company Details

Company

Enter a value.

Website

Country: Hong Kong

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Organization Type: Corporation

Supplier Type: Supplier

Note to Approver

Attach tax, insurance, and other relevant documents

Required

Drag and Drop

Select or drop files here.

① The company name MUST correspond exactly with the Business Registration Certificate. For a Chinese company name, please provide the English translation.

② Hong Kong company select: Hong Kong
China company select: China
Other Country select: Registered Country

③ For a Hong Kong company= BR Number.
For a China company= 统一社会信用代码.
For companies in other countries= Business Registration Certificate #.

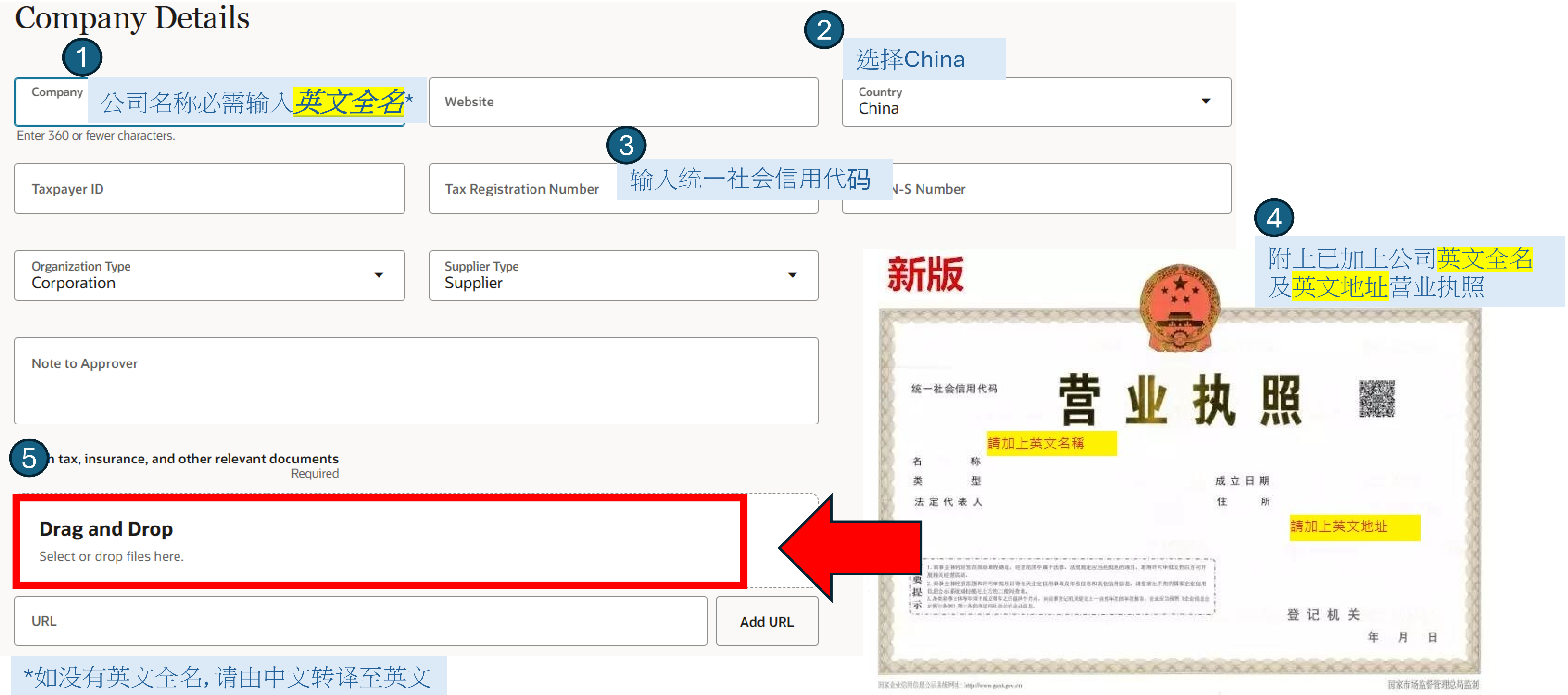
④ Select Corporation for general company

⑤ Select Supplier for general company

⑥ Submit the supporting document to verify the company name, tax registration number and company address (E.g: Business license and tax document, etc)

Company Details

中国供应商登记参考资料



Company Details

1 Company 公司名称必需输入**英文全名***

Enter 360 or fewer characters.

Website

2 选择China

Country
China

Taxpayer ID

Tax Registration Number

3 输入统一社会信用代码

N-S Number

Organization Type
Corporation

Supplier Type
Supplier

Note to Approver

5 tax, insurance, and other relevant documents
Required

Drag and Drop
Select or drop files here.

URL

Add URL

4 附上已加上公司**英文全名**及**英文地址**营业执照

新版

统一社会信用代码

营 业 执 照

請加上英文名稱

名 称

类 型

法 定 代 表 人

成 立 日 期

住 所

請加上英文地址

要 提 示

登 记 机 关

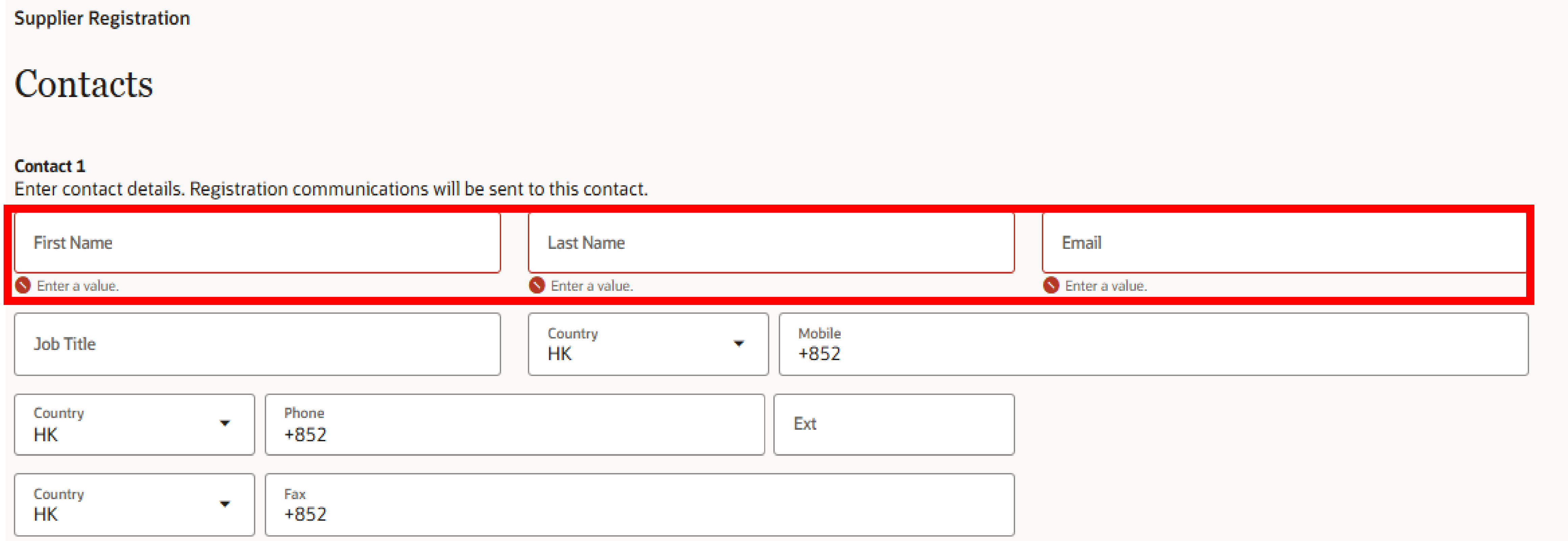
年 月 日

*如没有英文全名，请由中文转译至英文
**以上资料必需与营业执照上一致

Contacts

This person will be appointed as the primary contact for receiving CLP PO and managing negotiations (tender).

Alternative contact can be assigned in the company profile on your own.



Supplier Registration

Contacts

Contact 1

Enter contact details. Registration communications will be sent to this contact.

First Name
Enter a value.

Last Name
Enter a value.

Email
Enter a value.

Job Title

Country: HK

Mobile: +852

Country: HK

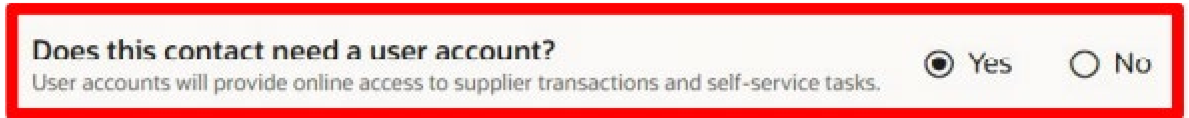
Phone: +852

Ext

Country: HK

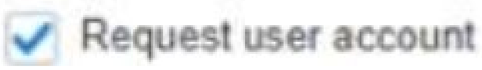
Fax: +852

Remarks: Please be reminded to choose the option of Request user account for new Contacts:



Does this contact need a user account? ● Yes ○ No

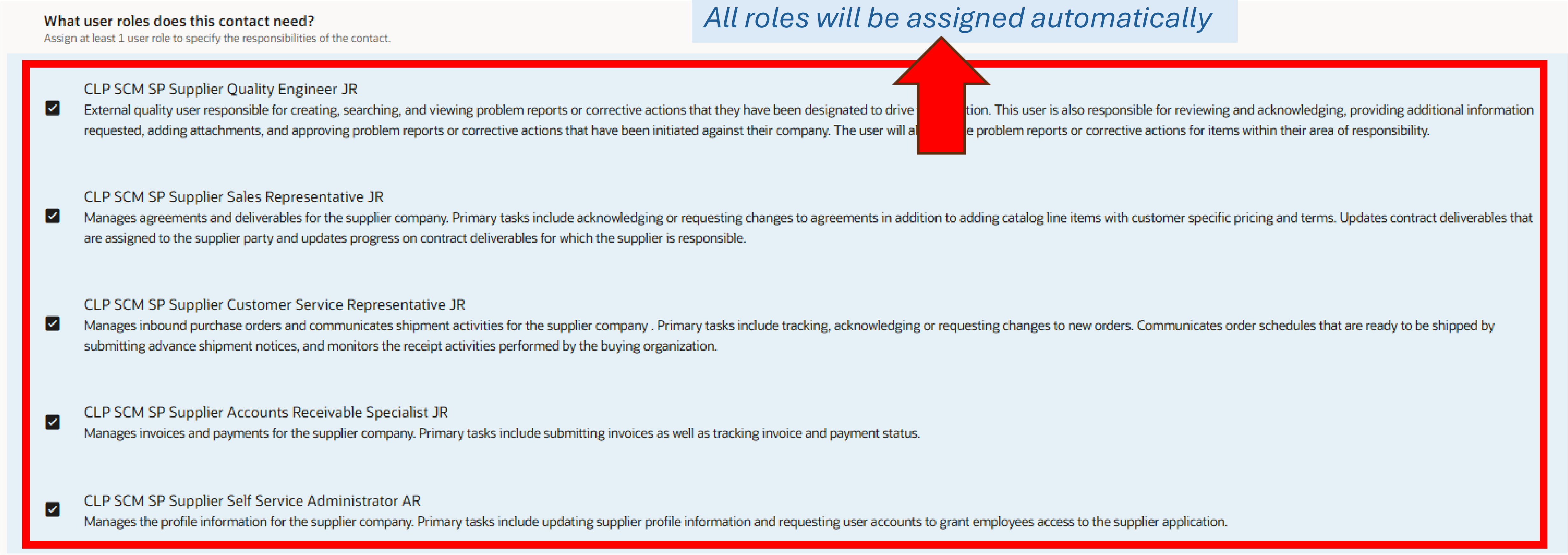
User accounts will provide online access to supplier transactions and self-service tasks.



☑ Request user account

User Roles

User roles determine the permissions of a user account, influencing access to various functions.



All roles will be assigned automatically

What user roles does this contact need?

Assign at least 1 user role to specify the responsibilities of the contact.

☑ CLP SCM SP Supplier Quality Engineer JR

External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have been designated to drive [illegible]tion. This user is also responsible for reviewing and acknowledging, providing additional information requested, adding attachments, and approving problem reports or corrective actions that have been initiated against their company. The user will a[illegible]e problem reports or corrective actions for items within their area of responsibility.

☑ CLP SCM SP Supplier Sales Representative JR

Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.

☑ CLP SCM SP Supplier Customer Service Representative JR

Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices, and monitors the receipt activities performed by the buying organization.

☑ CLP SCM SP Supplier Accounts Receivable Specialist JR

Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.

☑ CLP SCM SP Supplier Self Service Administrator AR

Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

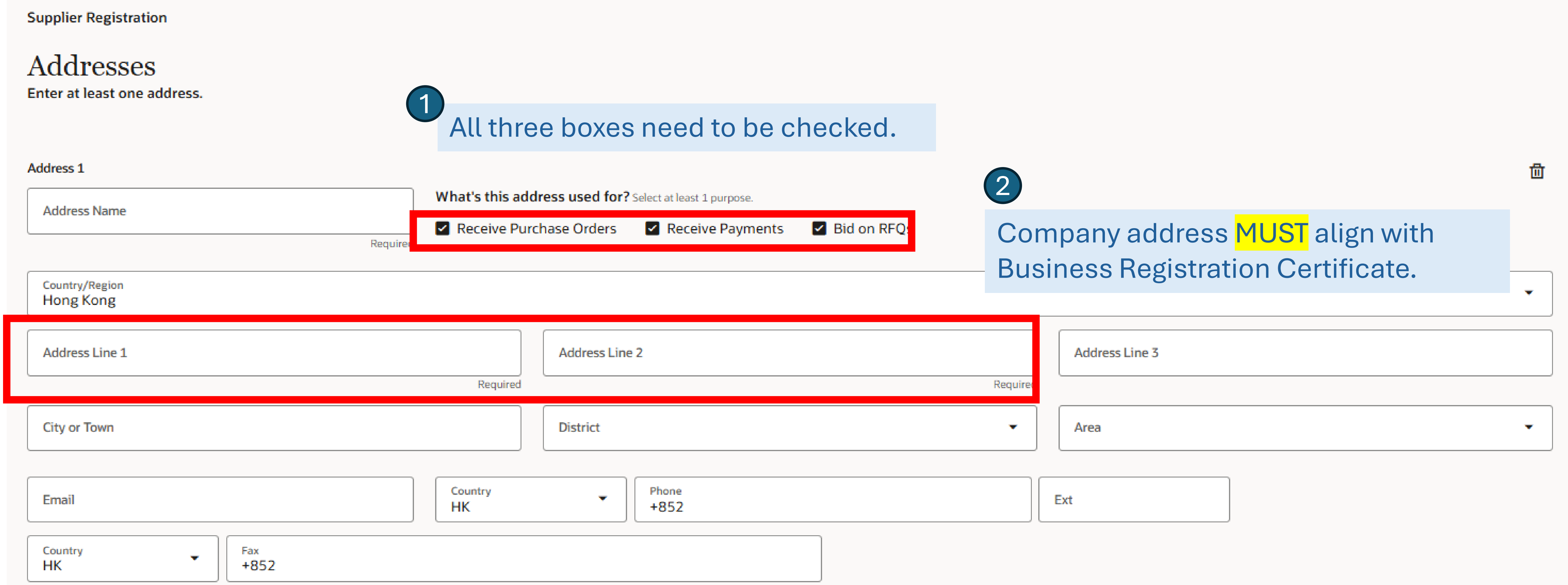
NOTE:

- Unless a particular request is made, please maintain all roles UNCHANGED
- For role function details, please refer to the user role function table

User Role Function Table

Roles	Functions	Description
CLP SCM SP Supplier Quality Engineer JR	Manage Quality report of Goods receipt	External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have been designated to drive to resolution. This user is also responsible for reviewing and acknowledging, providing additional information requested, adding attachments, and approving problem reports or corrective actions that have been initiated against their company.
CLP SCM SP Supplier Sales Representative JR	Manage POs **AND** Manage Negotiation (respond to negotiation)	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
CLP SCM SP Supplier Customer Service Representative JR	Manage POs **ONLY**	Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders.
CLP SCM SP Supplier Accounts Receivable Specialist JR	Manage Invoices (Submit Invoice, View Invoice & Payment status)	Supplier **Accounts Receivable Specialist** manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoices and payment status.
CLP SCM SP Supplier Self Service Administrator AR	Administrator for User accounts	Service Administrator AR Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Address



Supplier Registration

Addresses

Enter at least one address.

① All three boxes need to be checked.

Address 1

Address Name
Require

What's this address used for? Select at least 1 purpose.

☑ Receive Purchase Orders ☑ Receive Payments ☑ Bid on RFQ

② Company address MUST align with Business Registration Certificate.

Country/Region: Hong Kong

Address Line 1
Required

Address Line 2
Require

Address Line 3

City or Town

District

Area

Email

Country: HK

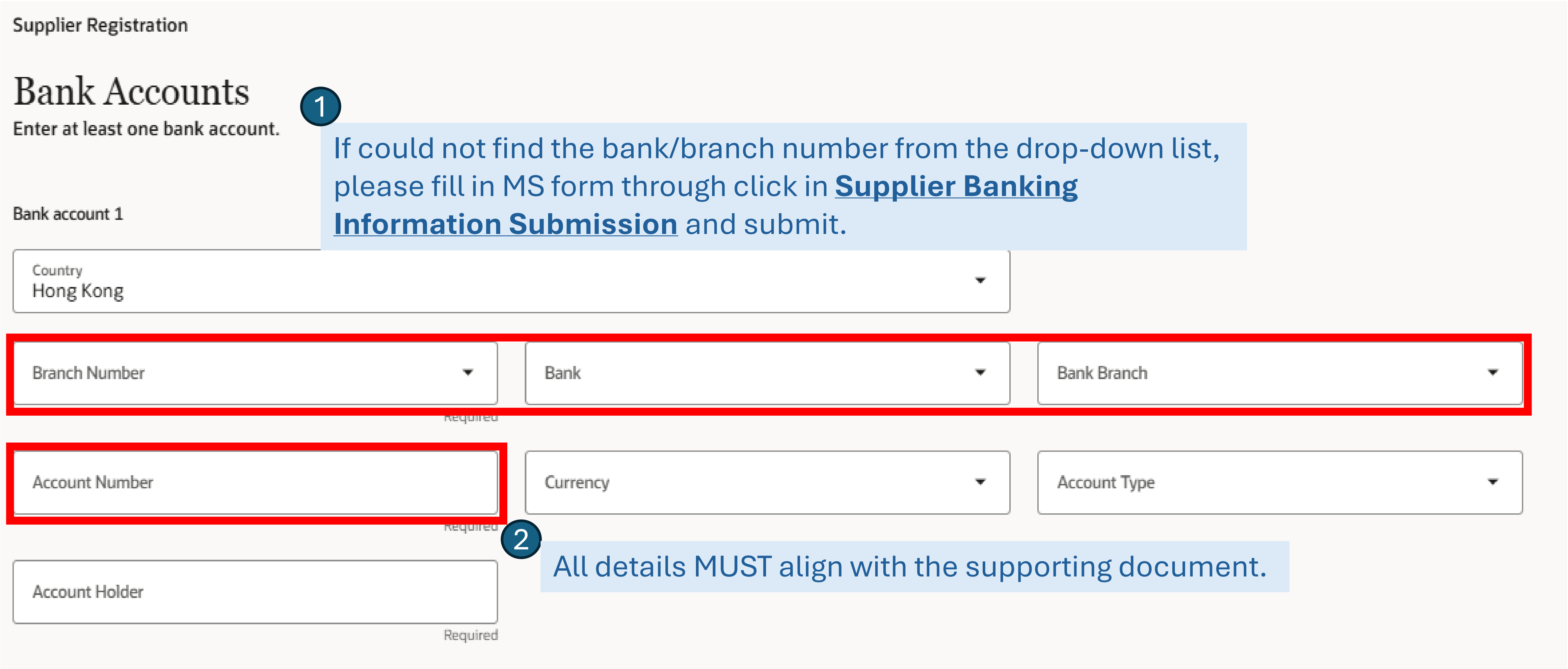
Phone: +852

Ext

Country: HK

Fax: +852

Bank Accounts



Supplier Registration

Bank Accounts

Enter at least one bank account.

Bank account 1

Country: Hong Kong

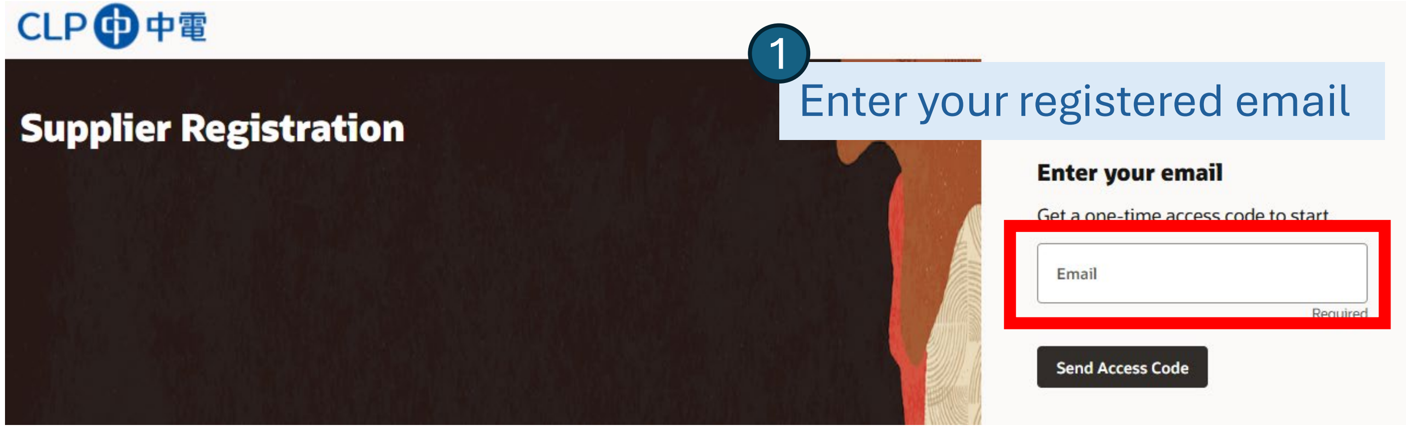
Branch Number
Bank
Bank Branch
Required
Account Number
Currency
Account Type
Required
Account Holder
Required

① If could not find the bank/branch number from the drop-down list, please fill in MS form through click in **Supplier Banking Information Submission** and submit.

② All details MUST align with the supporting document.

Proceed with the unfinished registration

You can use the steps below to log in again and finish your registration process that is still incomplete.



1 Enter your registered email

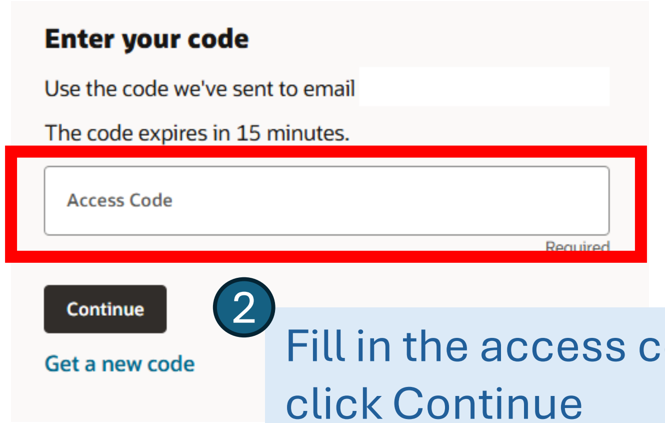
CLP 中電

Supplier Registration

Enter your email

Get a one-time access code to start

Email
Required
Send Access Code



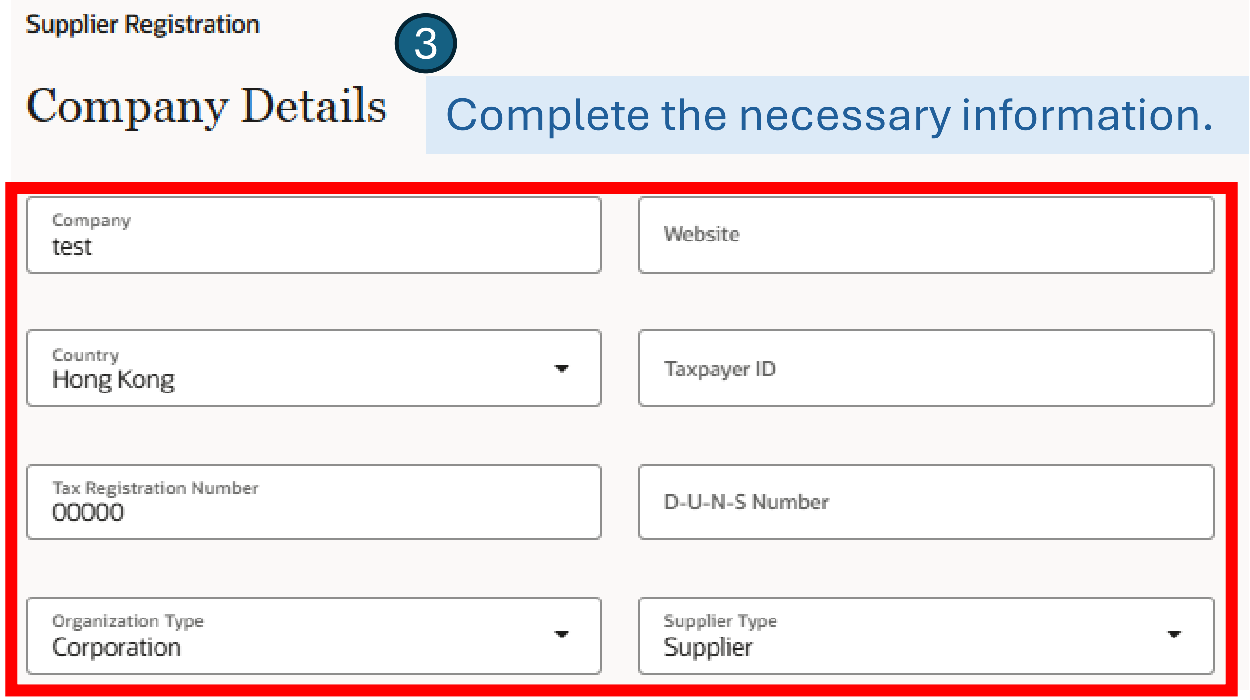
Enter your code

Use the code we've sent to email

The code expires in 15 minutes.

Access Code
Required
Continue
Get a new code

2 Fill in the access code and click Continue



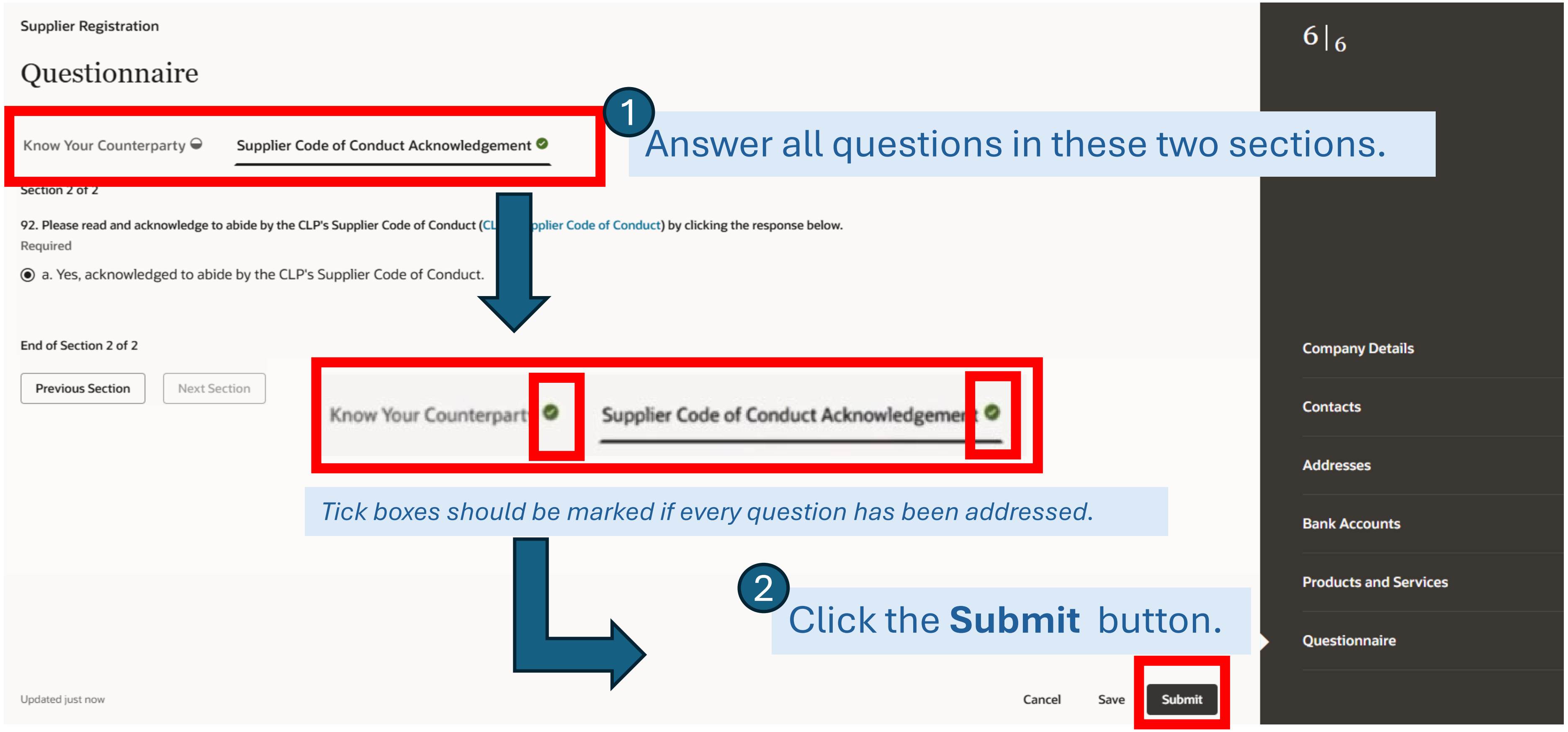
Supplier Registration

Company Details

3 Complete the necessary information.

Company test	Website
Country Hong Kong	Taxpayer ID
Tax Registration Number 00000	D-U-N-S Number
Organization Type Corporation	Supplier Type Supplier

Submit the registration request



Supplier Registration

Questionnaire

Know Your Counterparty ◒ Supplier Code of Conduct Acknowledgement ✓

Section 2 of 2

92. Please read and acknowledge to abide by the CLP's Supplier Code of Conduct (CL pplier Code of Conduct) by clicking the response below.

Required

● a. Yes, acknowledged to abide by the CLP's Supplier Code of Conduct.

End of Section 2 of 2

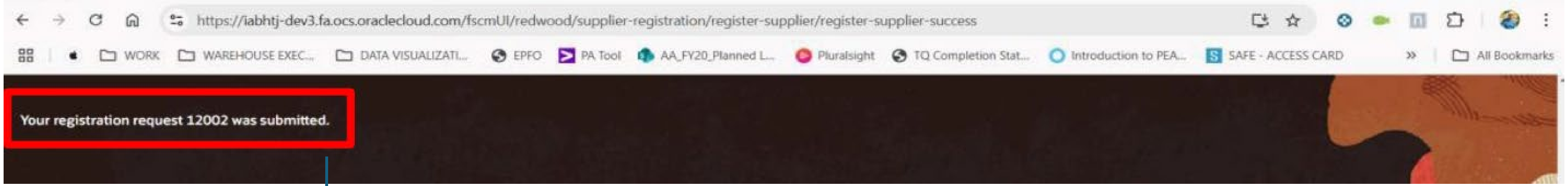
Updated just now

6 | 6
Previous Section
Next Section
Know Your Counterpart ✓
Supplier Code of Conduct Acknowledgeme ✓
Cancel
Save
Submit
Company Details
Contacts
Addresses
Bank Accounts
Products and Services
Questionnaire

① Answer all questions in these two sections.

Tick boxes should be marked if every question has been addressed.

② Click the **Submit** button.



https://iabhtj-dev3.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-success

Your registration request 12002 was submitted.

WORK
WAREHOUSE EXEC...
DATA VISUALIZATI...
EPFO
PA Tool
AA_FY20_Planned L...
Pluralsight
TQ Completion Stat...
Introduction to PEA...
SAFE - ACCESS CARD
All Bookmarks

A success message is displayed. Your registration request is submitted and pending for approval.

End

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