MANAGING YOUR SUPPLIER PROFILE
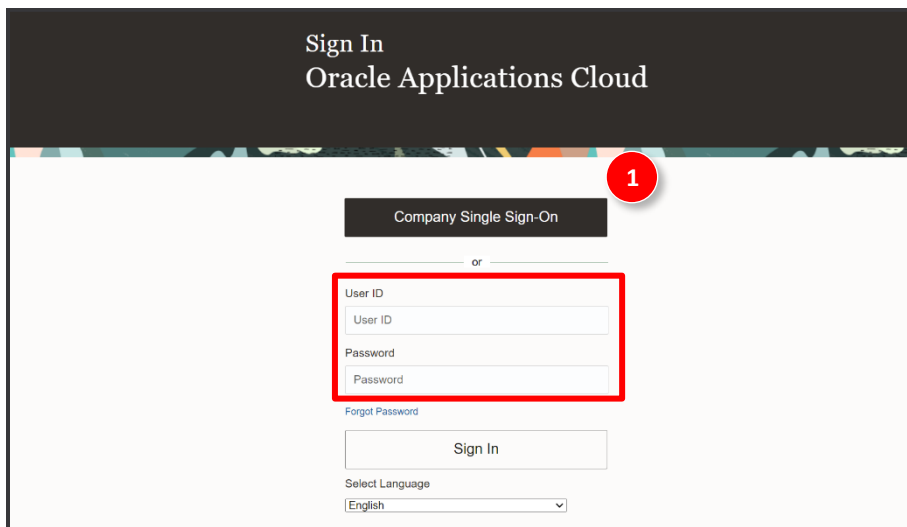
Overview

The purpose of this System Guide is to explain how Suppliers can edit profiles in the CLP Supplier Portal.
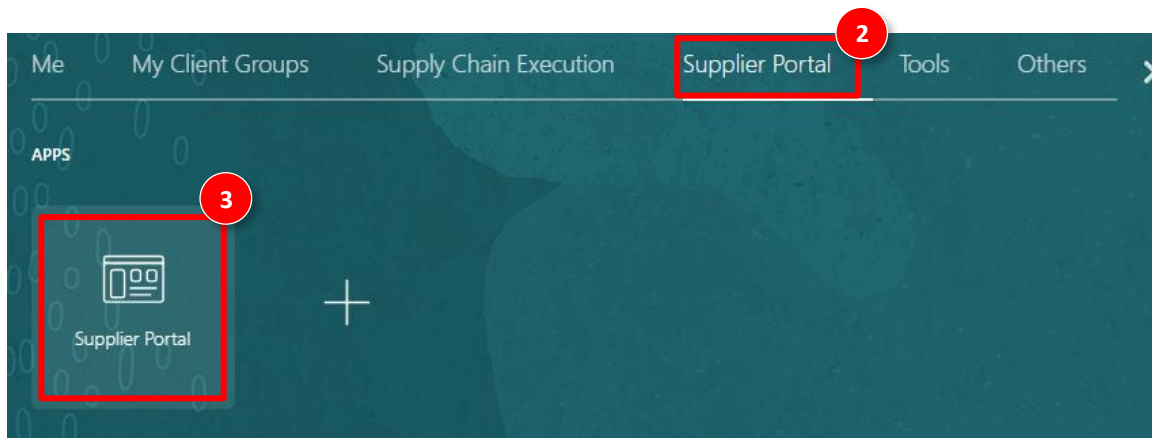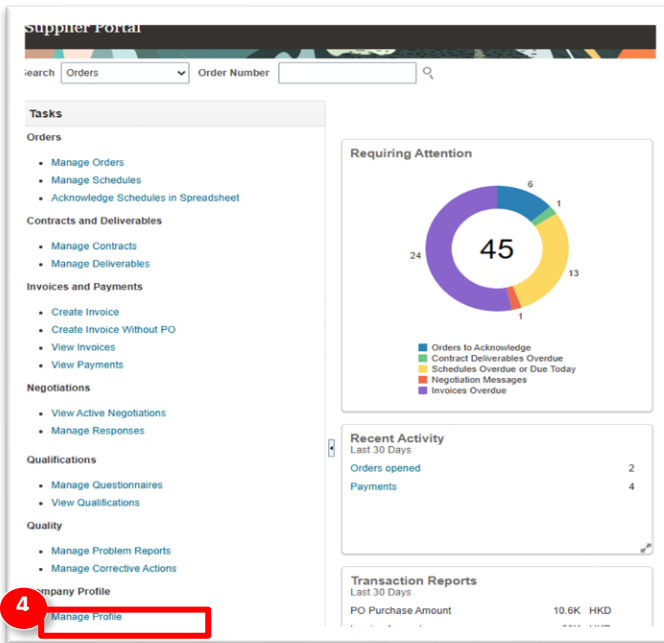
Updating Your Supplier Profile

1. On the **Sign In** page, login with your User ID and Password.

2. After signing into Oracle Cloud, click the **Supplier Portal** tab.
3. The **APPS** section is displayed. Click the **Supplier Portal** tile.

4. The **Supplier Portal** page is displayed. Click the **Manage Profile** under **Tasks**. You will see your company profile registered in CLP Portal.
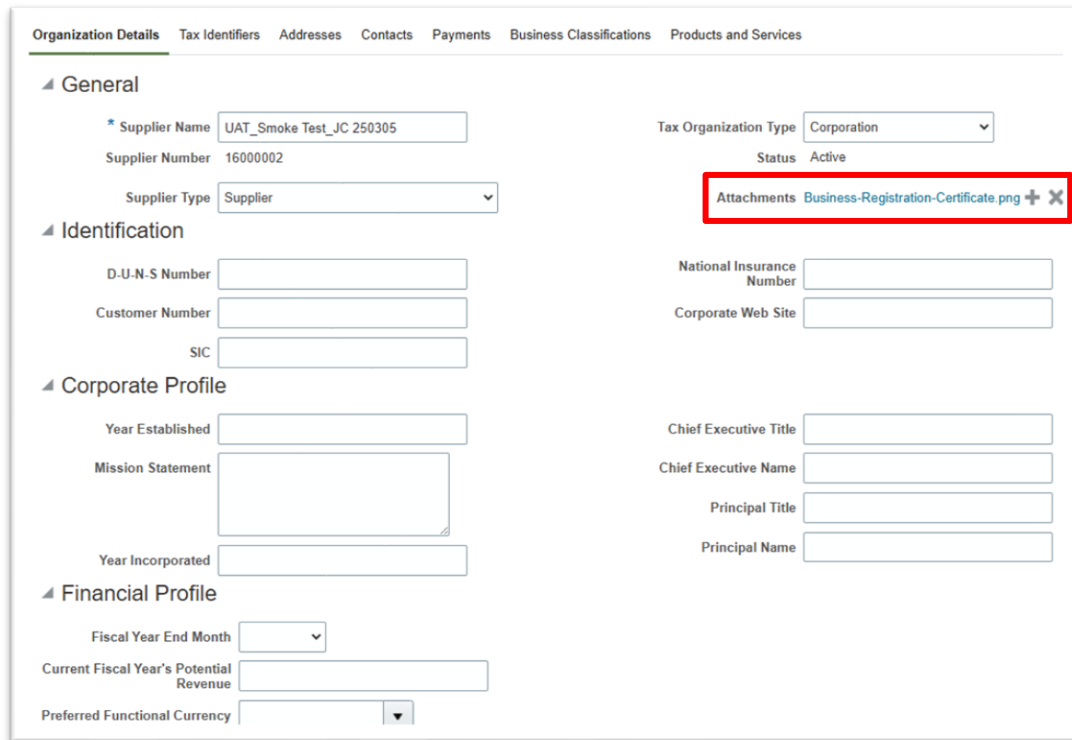

5. Click the **Edit** link to initiate any update(s) to your company profile.
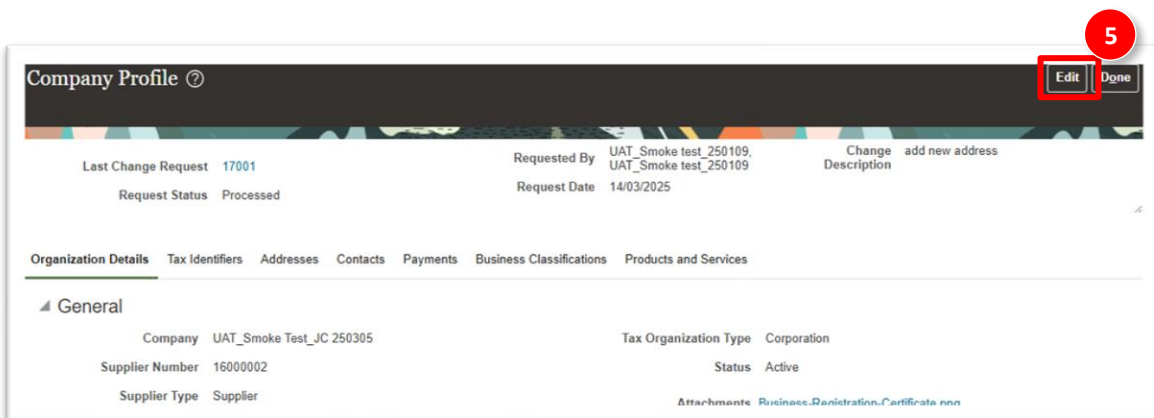
A pop-up message will remind you that the Edits will trigger a change request to the profile (Depending on the information type, it will require CLP's approval). Click '**Yes**' to continue updating your profile, and '**No**' to return to your Company profile.
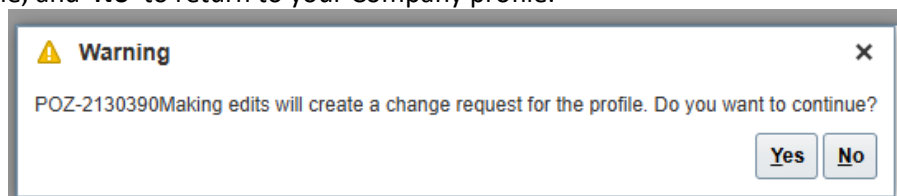
6. **Organization Details** consists of basic information about your company (e.g. Name, your company identification, Corporate Profile and Financial Profile). You can upload your latest **Business Registration** in **Attachments** on this page.

7. **Tax Identifiers** consists tax-related information. Note: The **Business Registration** number is placed under the **Tax Registration number** field.

8. **Addresses** allows you to provide the addresses of your company office(s).
    -   You can click the '+' icon to add more addresses or click the 'Pen' icon to update the existing addresses. Once completing the Add/Update, click OK.

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

Actions ▼   View ▼   Format ▼   [+] [✎]   ✕   Status Active ▼   ⊞ Freeze   ⬚ Wrap

Address Name	▲▽	Address	Phone	Address Purpose	Fax	Status
Office		Testing_Address Line 1,Testing_Address Line 2,Hong Kon...		Ordering; Remit to; RFQ or Bidding		Active
eCommerce only		Address Line1,Address Line2,Address Line3,HONG KONG		Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Create Address

* Address Name	Office-2
* Country	Hong Kong ▼
* Address Line 1	Address Line 1
* Address Line 2	Address Line 2
Address Line 3	
City or Town	
District	HK Southern District ▼
Area	Hong Kong Island ▼
Language	▼

* Address Purpose ☑ Ordering ☑ Remit to ☑ RFQ or Bidding

Phone 852 ▼
Fax 852 ▼
Email info@testing.com
Inactive Date dd/mm/yyyy
Status Active

*Address purpose- Please **tick ALL three options** for new address creation in order to receive Negotiation (i.e. RFQ/Bidding), PO and Payment.

[Create Another] [OK] [Cancel]

9. **Contacts** allows you to provide your company's contact points for CLP. You can create more than one contact according to the business needs.
    -   You can click the '+' icon to add contacts or click 'Pen' icon to edit the existing contacts. Once completing the Add/Update, click OK.

Organization Details   Tax Identifiers   Addresses   Contacts   Payments   Business Classifications   Products and Services

Actions ▼   View ▼   Format ▼   [+] [✎]   ✕   Status Active ▼   ⊞ Freeze   ⬚ Detach   ⬚ Wrap

Name	▲▽	Job Title	▲▽	Email	▲▽	Phone	Administrative Contact	User Account	Status
UAT_Smoke test_250109, UAT_Smoke tes...		Testing_Job title		UAT_smoketest@clp.com			✅	✅	Active

Columns Hidden 7

Contact info- You can provide basic contact information here, including Name, Job Title, Email address, Telephone no.

Contact Addresses - You can link this contact with the Address of your company profile

User Account - Please tick 'Request user account' if your team requires CLP Supplier Portal access (User account will be created automatically after approval of change).
Refer to Appendix 1 for User Account Role Management.

10. **Payments** allows you to Add or Edit the Bank Accounts for receiving Payment. You can add additional bank accounts according to business needs (e.g. for different currencies).
   - Click the '+' icon to add more bank accounts or click the 'Pen' icon to edit the existing bank account.
   - In addition, you can select only one Bank account as a primary account for receiving payment.

NOTE: You will be required to provide a Bank Reference Letter as a supporting document for any Bank Account update.

11. **Products and Services** allows you to select the categories of Products/Services your company provides. You can add more selections by clicking the 'Select and Add' icon.

12. After completing all updates on your Company Profile, click 'Review Changes'.

A summary of all changes will be displayed in the **Review Changes** page. You can click Edit if you fond any issues or choose to 'Submit' changes for the CLP team's review.

13. After clicking 'Submit', your request will be sent to the CLP team for review and approval.

Appendix 1: User Account Role Management

Step 1: Go to 'Manage Profile' > Edit (Click 'Yes' to confirm to update the Profile information).

Step 2: Go to 'Contact's tab

Step 3: Click on the Contact for adding the Application Role > Under Roles session, click on 'Select and Add' button

Step 4: Select and Add the Roles for this User account (One User account can have multiple Roles). Once selected the Roles, Click 'OK'

Roles	Functions	Description
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 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 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.
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.

Step 5: Review the Changes made on the Roles and then click 'OK'.

Step 6: Once completed all changes, click Review Changes.

Step 7: Click 'Submit' for submission of changes to CLP team for validation.

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