

MANAGING YOUR SUPPLIER PROFILE

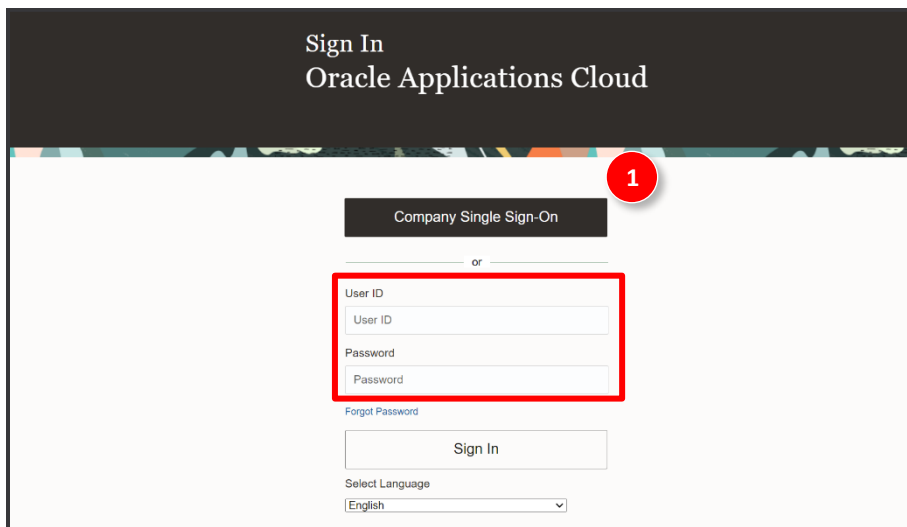
Overview

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

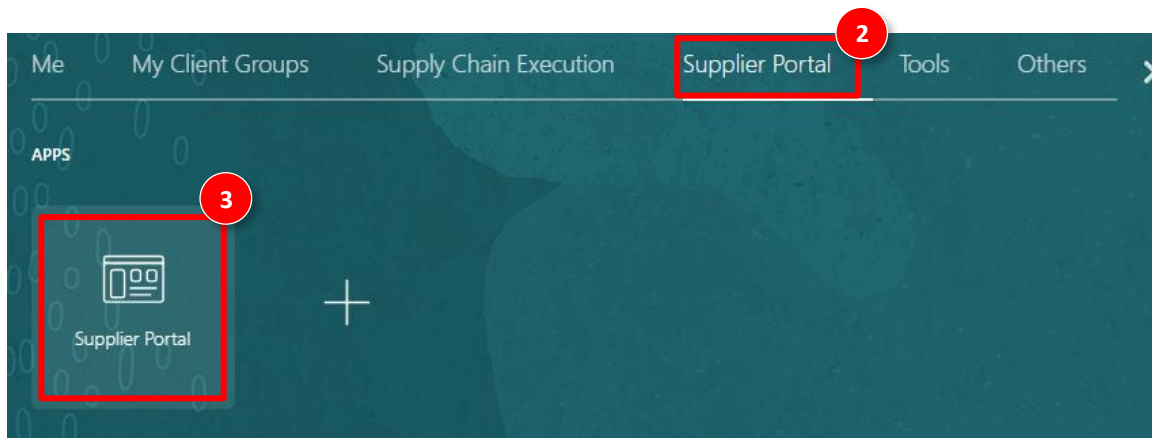


Updating Your Supplier Profile

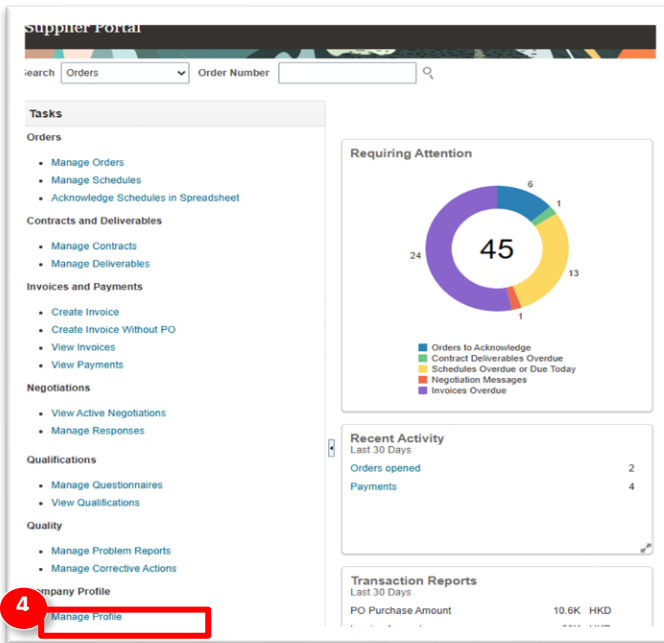
1. On the **Sign In** page, login with your User ID and Password.



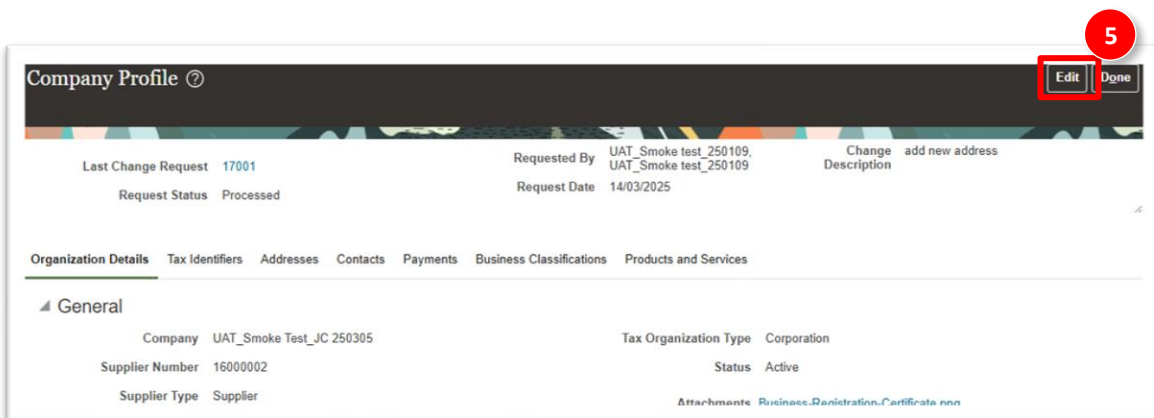
2. After signing into Oracle Cloud, click the **Supplier Portal** tab.
3. The **APPS** section is displayed. Click the **Supplier Portal** tile.



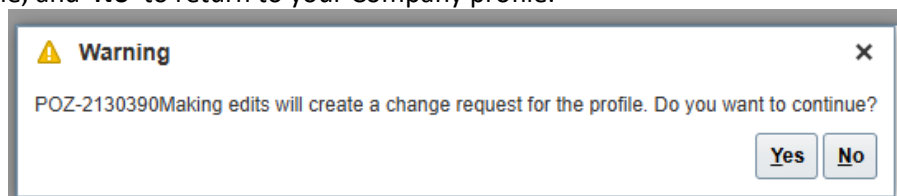
4. The **Supplier Portal** page is displayed. Click the **Manage Profile** under **Tasks**. You will see your company profile registered in CLP Portal.



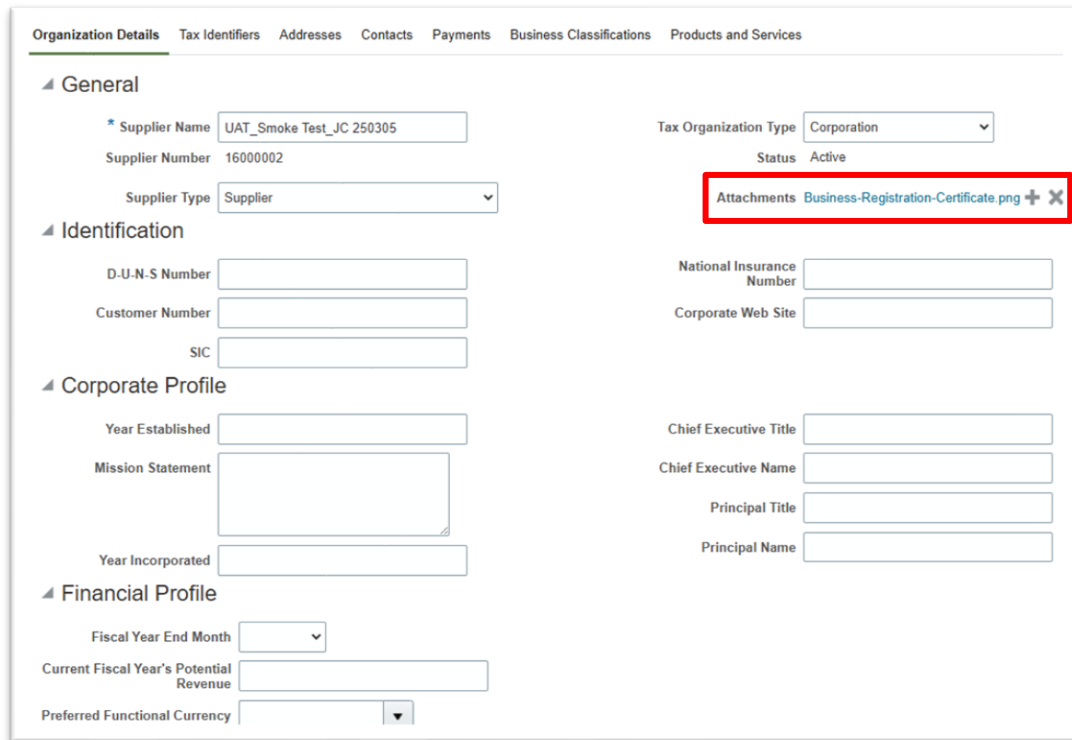
5. Click the **Edit** link to initiate any update(s) to your company profile.



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.



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

General

* Supplier Name: UAT_Smoke_Test_JC_250305
 Supplier Number: 16000002
 Supplier Type: Supplier
 Tax Organization Type: Corporation
 Status: Active

Attachments: Business-Registration-Certificate.png

Identification

D-U-N-S Number:
 Customer Number:
 SIC:
 National Insurance Number:
 Corporate Web Site:

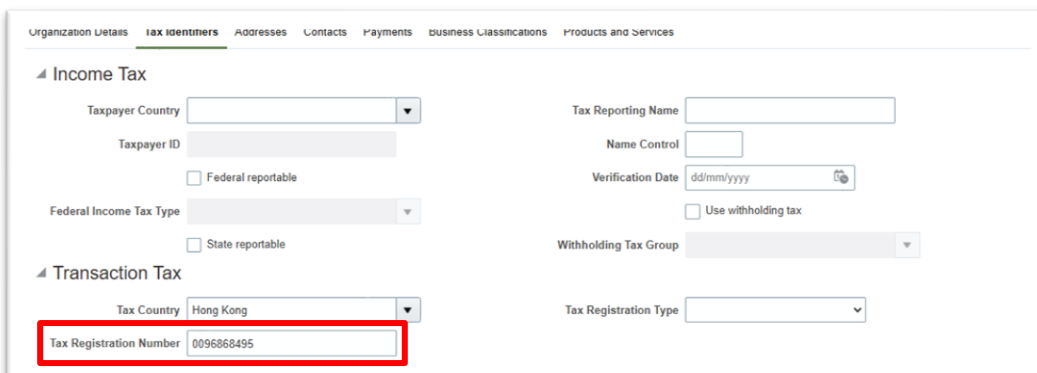
Corporate Profile

Year Established:
 Mission Statement:
 Year Incorporated:
 Chief Executive Title:
 Chief Executive Name:
 Principal Title:
 Principal Name:

Financial Profile

Fiscal Year End Month:
 Current Fiscal Year's Potential Revenue:
 Preferred Functional Currency:

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



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

Income Tax

Taxpayer Country:
 Taxpayer ID:
☐ Federal reportable
 Federal Income Tax Type:
☐ State reportable
 Tax Reporting Name:
 Name Control:
 Verification Date: dd/mm/yyyy
☐ Use withholding tax
 Withholding Tax Group:

Transaction Tax

Tax Country: Hong Kong
 Tax Registration Number: 0096868495
 Tax Registration Type:

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.

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 ☒ Ordering
 Purpose ☒ Remit to
☒ RFQ or Bidding

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

Create Another OK Cancel

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

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.

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

Salutation

Mr.

Phone

* First Name

Chris

Mobile

Middle Name

Fax

* Last Name

Wong

Email

chris.wong@supplier.com.test

Job Title

Sales Manager

Status

Active

☐ Administrative contact

Contact Addresses

Actions

View

Format

Freeze

Detach

Wrap

Address Name	Address	Phone	Address Purpose	Status
Office-2	Address Line 1,Address Line 2, HK Southern District,Hong ...		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

User Account

☒ Request user account

Roles

Data Access

Actions

View

Format

Freeze

Detach

Wrap

Role	Description
CLP SCM SP Supplier Accounts Receivable ...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking inv...
CLP SCM SP Supplier Quality Engineer JR	External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have b...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chang...

Create Another

OK

Cancel

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.

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

Payment Methods

Bank Accounts

Actions

View

Format

Freeze

Wrap

Primary	Account Number	IBAN	Currency	Bank Name
	XXXXXXXX2483	XXXXXXXXXXXX2483	CNY	BANK OF CHINA-999083
✓	XXXXXX4324		HKD	The Hongkong and Shanghai B...

Columns Hidden 8

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

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

China

* Account Number

83422422483

Bank Name

BANK OF CHINA-999083

Bank Branch

CHANGSHU BRANCH

☒ Allow international payments

From Date

16/03/2025

Inactive On

dd/mm/yyyy

IBAN

443283422422483

Currency

CNY

* Attachments

Bank Reference Letter.jpg

Additional Information

Account Name

TRAINING LIMITED

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Create Another

OK

Cancel

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.

Organization DetailsTax IdentifiersAddressesContactsPaymentsBusiness ClassificationsProducts and Services

ActionsViewFormat

FreezeDetachWrap

Category Name	Description
Digital / IT	
Digital / IT > IT HARDWARE > DATA CENTER HARDWARE	DATA CENTER HARDWARE
Digital / IT > IT HARDWARE > IT NETWORK HARDWARE	IT NETWORK HARDWARE
Digital / IT > IT HARDWARE > PC,PERIP.&MOBILE DEV	PERSONAL COMPUTERS, PERIPHERALS AND MOBILE DEVI...
Digital / IT > IT HARDWARE > PUNCHOUT - COMPUTER PERIPHERAL & ACCESSORY	PUNCHOUT - COMPUTER PERIPHERAL & ACCESSORY
Digital / IT > IT HARDWARE > PUNCHOUT - DaaS	PUNCHOUT - DaaS
Digital / IT > IT HARDWARE > SERVER AND STORAGE	SERVER AND STORAGE

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

Edit Profile Change Request: 20002

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Supplier Name

UAT_Smoke Test_JC 250305

Tax Organization Type

Corporation

Supplier Number

16000002

Status

Active

Supplier Type

Supplier

Attachments

Business-Registration-Certificate.png

Identification

D-U-N-S Number

National Insurance Number

Customer Number

Corporate Web Site

SIC

Corporate Profile

Year Established

2025

Chief Executive Title

Mission Statement

Chief Executive Name

Principal Title

Principal Name

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

Review Changes

Edit

Submit

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

View

Format

Freeze

Detach

Wrap

Attribute	Changed From	Changed To
Year Established		2025

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

Company Profile

Cancel Change Request

Edit

Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request

20002

Requested By

UAT_Smoke test_250109,
UAT_Smoke test_250109

Change Description

Request Status

Pending Approval

Request Date

16/03/2025

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Company

UAT_Smoke Test_JC 250305

Supplier Number

16000002

Supplier Type

Supplier

Confirmation

Your profile change request 20002 was submitted for approval.

OK

Appendix 1: User Account Role Management

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

Company Profile ?

EditDone

Last Change Request27001

Requested ByUAT_Smoke test_250109,
UAT_Smoke test_250109

Change Description

Request StatusCanceled

Request Date19/04/2025

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

CompanyUAT_Demo Supplier_JC

Supplier Number16000002

Supplier TypeSupplier

Tax Organization TypeCorporation

StatusActive

AttachmentsBusiness-Registration-Certificate.png

Identification

D-U-N-S Number

Customer Number

SIC

National Insurance Number

Corporate Web Site

Corporate Profile

Year Established

Mission Statement

Chief Executive Title

Chief Executive Name

Principal Title

Principal Name

Year Incorporated

Financial Profile

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Fiscal Year End Month

Step 2: Go to ‘Contact’s tab

Edit Profile Change Request: 29001

Delete Change RequestReview ChangesSaveSave and CloseCancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

ActionsViewFormat+✎✕StatusActive▼FreezeDetachWrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Testing-urgent, Testing-urgent		testing@testing2.com			✓	Active
UAT_Smoke test_250109, UAT_Smoke test_250109	Testing_Job title	UAT_smoketest@clp.com		✓	✓	Active
User, Test		Usertest@testing2.com			✓	Active

Columns Hidden 7

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

CLP 中電

Edit Contact: Testing-urgent Testing-urgent

Salutation

* First Name

Middle Name

* Last Name

Job Title

☐ Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Office	Testing_Address Line 1,Testing_Address Line 2,Hong Kong...		Ordering; Remit to; RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status

User Name

Roles Data Access

Actions View Format Freeze Detach Wrap

Role	Description
CLP SCM SP Supplier Quality Engineer JR	External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have bee...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...

OK Cancel

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.

CLP 中電

Edit Contact: Testing-urgent Testing-urgent

Salutation ▼

* First Name Testing-urgent

Middle Name

* Last Name Testing-urgent

Job Title

Phone ▼

Mobile ▼

Fax ▼

Email testing@testing2.com

Select and Add: Roles

Search

Role Description

Search Reset

View ▼ Format ▼ Wrap ↕

Role	Description
CLP SCM SP Supplier Accounts Receivable ...	Manages invoices and payments for the supplier company. Pri...
CLP SCM SP Supplier Quality Engineer JR	External quality user responsible for creating, searching, and v...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier compan...
CLP SCM SP Supplier Self Service Administ...	Manages the profile information for the supplier company. Prim...

Rows Selected 2

Apply OK Cancel

CLP SCM SP Supplier Quality Engineer JR External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have bee...

CLP SCM SP Supplier Sales Representative... Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes...

OK Cancel

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

CLP 中電

Edit Contact: Testing-urgent Testing-urgent

Salutation ▼

* First Name Testing-urgent

Middle Name

* Last Name Testing-urgent

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

Email testing@testing2.com

Status Active ▼

Contact Addresses

Actions ▼ View ▼ Format ▼ ✕ + Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Office	Testing_Address Line 1,Testing_Address Line 2,Hong Kong...		Ordering, Remit to, RFQ or Bidding	Active

Columns Hidden 5

User Account

Account Status Active ▼

User Name Testing-urgent Testing-urgent

Roles

Actions ▼ View ▼ Format ▼ ✕ + Freeze Detach Wrap

Role	Description
CLP SCM SP Supplier Accounts Receivable ...	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
CLP SCM SP Supplier Quality Engineer JR	External quality user responsible for creating, searching, and viewing problem reports or corrective actions that they have b...
CLP SCM SP Supplier Sales Representative...	Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting chan...

OK Cancel

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

Edit Profile Change Request: 29001

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

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
Testing-urgent, Testing-urgent		testing@testing2.com			✓	Active
UAT_Smoke test_250109, UAT_Smoke test_250109	Testing_Job title	UAT_smoketest@clp.com		✓	✓	Active
User, Test		Usertest222@testing2.com			✓	Active

Columns Hidden 7

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

Review Changes

Edit

Submit

Cancel

Change Description

Contacts

View

Format

Freeze

Detach

Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Testing-urgent, Testing-urgent		testing@testing2.com			✓	Active	
User, Test		Usertest222@testing2.com			✓	Active	

Columns Hidden 7

===== END OF DOCUMENT =====