

# CREATING AN INVOICE WITHOUT PURCHASE ORDER

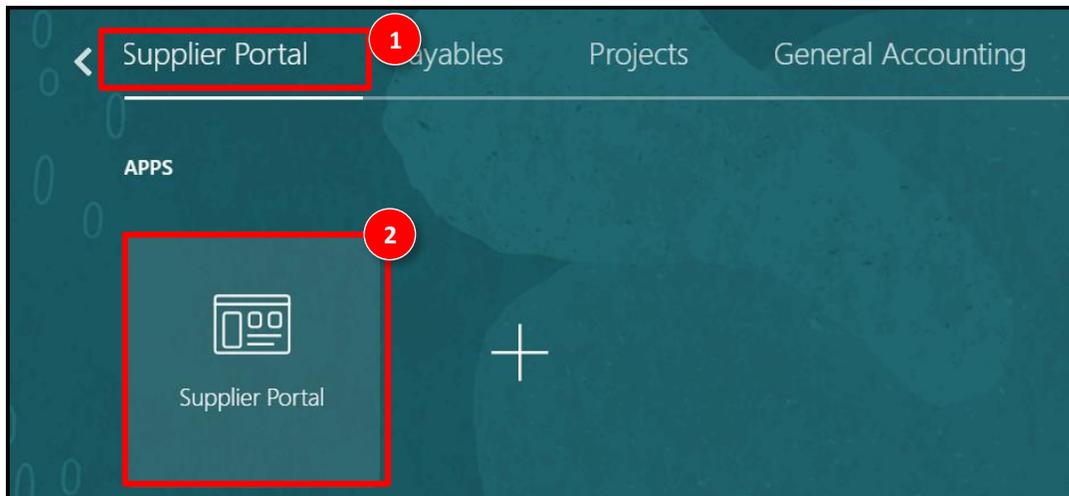
## Overview

The purpose of this System Guide is to help suppliers navigate how to create an invoice **without** a Purchase Order (PO) within the CLP Supplier Portal.

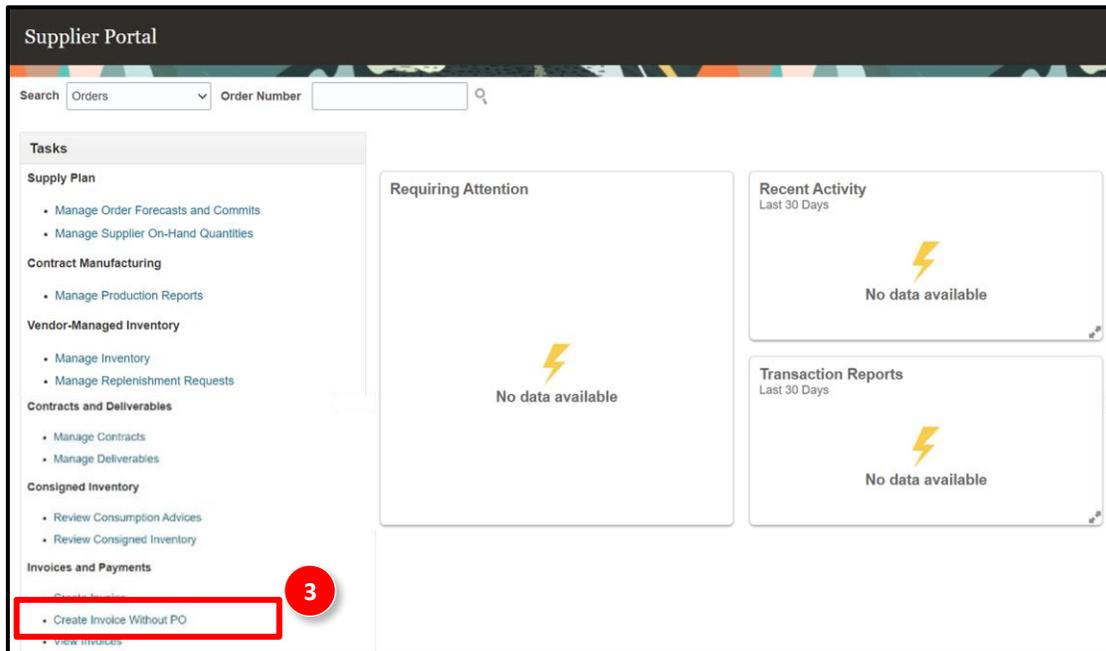


## Create Invoice Without PO

1. Sign into Oracle Cloud, and click the **Supplier Portal** tab to display the **APPS** section.
2. The **APPS** section is displayed. Click the **Supplier Portal** tile.



3. The **Supplier Portal** screen is displayed. In the **Invoices and Payments** section, click the **Create Invoice Without PO** option.



4. The **Create Invoice** page is displayed. Enter the required details such as **Supplier Site, Supplier Tax Registration Number, Remit-to Bank Account, Description, Number, Date** etc.
5. Click the **Attachment** icon to attach relevant document(s).  
**Note:** The **Attachment** field is mandatory, and the system will not allow you to proceed without uploading an attachment.
6. Click the **Add Lines** icon to add more POs to the invoice.

CLP 中電

Create Invoice Without PO <sup>?</sup>

Invoice Actions Save Save and Close Submit Cancel

**4**

Supplier BRAVONA ENGINEERING

Remit-to Bank Account XXXXX6789

\* Number 87766

Taxpayer ID

Unique Remittance Identifier

\* Date 26/11/2024

\* Supplier Site CLP-HK

Unique Remittance Identifier Check Digit

\* Type Invoice

Address Nam Lok Hse, Sham Shui Po, HONG KONG

Description

Invoice Currency HKD - Hong Kong Dollar

Supplier Tax Registration Number

Attachments None **+**

Payment Currency HKD - Hong Kong Dollar

Tax Control Amount

Customer

\* Customer Taxpayer ID ABC10131001

Name CLP ENGINEERING LIMITED

Requester Email agstul.rana@clp.com

Requester Name

Enter the e-mail of the contact at the buying company. The request is notified and must be approved by the buyer before it can be processed further.

**5**

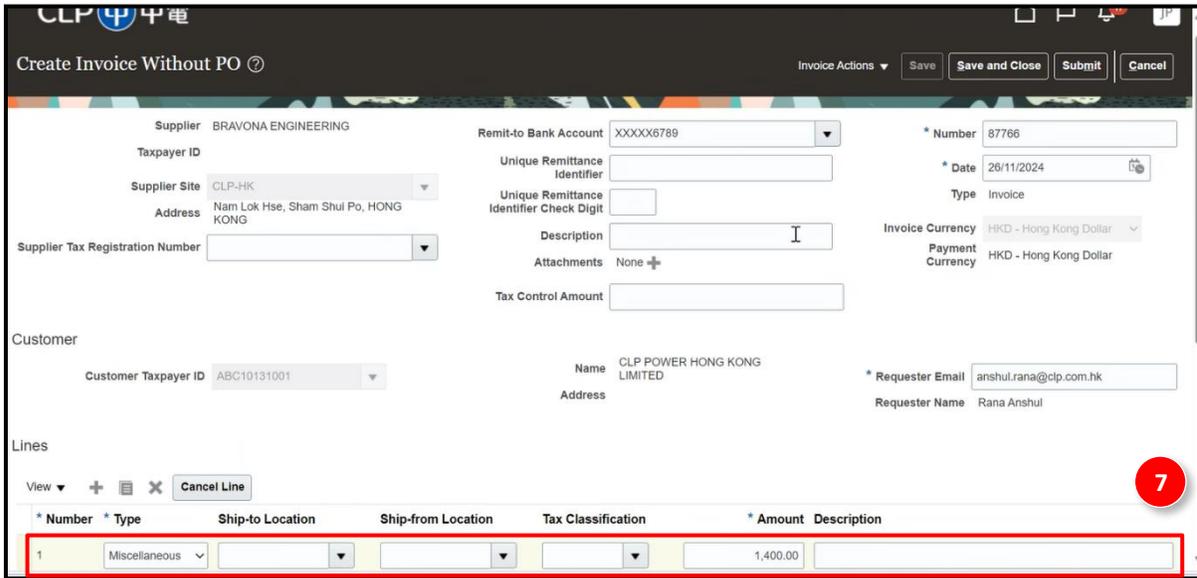
Lines

View **+** Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						

**6**

7. Enter **Miscellaneous** under the **Type** field. Enter the required details in **Ship-to Location**, **Ship-from Location**, **Tax Classification**, **Amount** and **Description**.



Supplier BRAVONA ENGINEERING  
 Taxpayer ID  
 Supplier Site CLP-HK  
 Address Nam Lok Hse, Sham Shui Po, HONG KONG  
 Supplier Tax Registration Number

Remit-to Bank Account XXXXX6789  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Description  
 Attachments None  
 Tax Control Amount

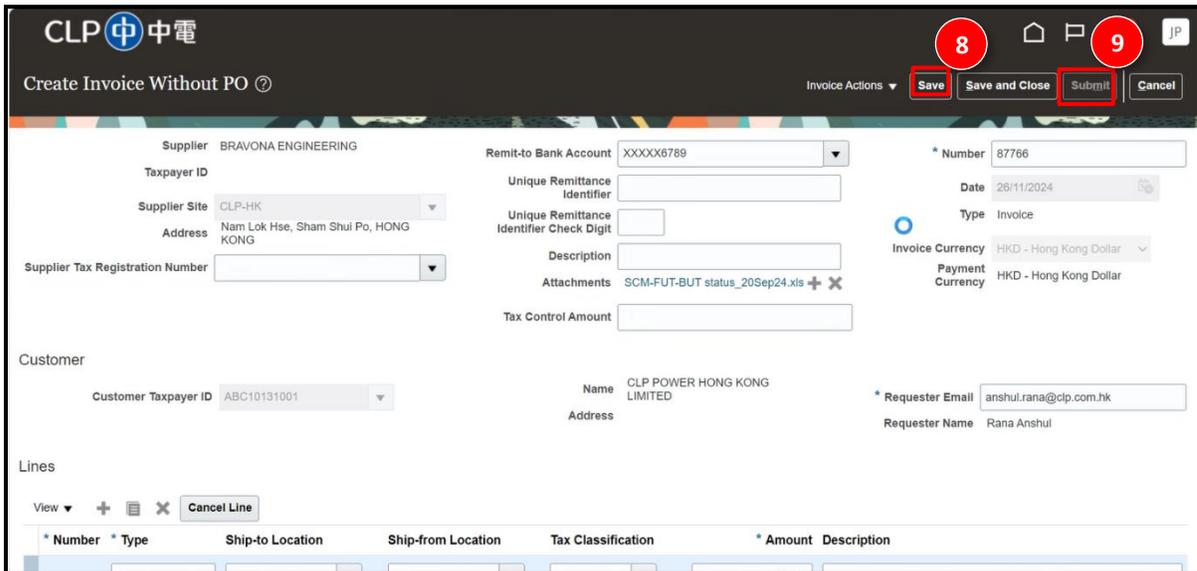
\* Number 87766  
 \* Date 26/11/2024  
 Type Invoice  
 Invoice Currency HKD - Hong Kong Dollar  
 Payment Currency HKD - Hong Kong Dollar

Customer  
 Customer Taxpayer ID ABC10131001  
 Name CLP POWER HONG KONG LIMITED  
 Address  
 \* Requester Email anshul.rana@clp.com.hk  
 Requester Name Rana Anshul

Lines

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Miscellaneous				1,400.00	

8. Click the **Save** button to save the invoice.
9. Click the **Submit** button to submit the invoice.



Supplier BRAVONA ENGINEERING  
 Taxpayer ID  
 Supplier Site CLP-HK  
 Address Nam Lok Hse, Sham Shui Po, HONG KONG  
 Supplier Tax Registration Number

Remit-to Bank Account XXXXX6789  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Description  
 Attachments SCM-FUT-BUT status\_20Sep24.xls  
 Tax Control Amount

\* Number 87766  
 Date 26/11/2024  
 Type Invoice  
 Invoice Currency HKD - Hong Kong Dollar  
 Payment Currency HKD - Hong Kong Dollar

Customer  
 Customer Taxpayer ID ABC10131001  
 Name CLP POWER HONG KONG LIMITED  
 Address  
 \* Requester Email anshul.rana@clp.com.hk  
 Requester Name Rana Anshul

Lines

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Miscellaneous				1,400.00	

10. The **Invoice** page is displayed with the confirmation the invoice is submitted.

Invoice: ALS1012

✔ Invoice ALS1012 has been submitted.
 ✕

Create Another Done

<b>Identifying PO</b> 45010000000237 <b>Supplier</b> ALSCO ENTERPRISES LTD <b>Taxpayer ID</b> <b>Supplier Site</b> Head office <b>Address</b> China Resources Bldg Wan Chai, Wan Chai District, Hong Kong, HONG KONG <b>Supplier Tax Registration Number</b>	<b>Remit-to Bank Account</b> <b>Unique Remittance Identifier</b> <b>Unique Remittance Identifier Check Digit</b> <b>Description</b> <b>Attachments</b> None <b>Tax Control Amount</b>	<b>Number</b> ALS1012 <b>Date</b> 30/04/2024 <b>Type</b> Invoice <b>Invoice Currency</b> HKD <b>Payment Currency</b> HKD
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------

**Customer**  

<b>Customer Taxpayer ID</b> LRNCLPP	<b>Legal Entity</b> CLP Power Hong Kong Ltd.
<b>Address</b>	

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