



HOW TO DOWNLOAD A PURCHASE ORDER (PO) IN THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can download a PO in the CLP Supplier Portal.



- 1. Sign into Oracle Cloud, and then 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 **Orders** section, click the **Manage Orders** option.

Supplier Portal		
Search Orders V Order Number	٩	
Tasks		
Supply Plan Manage Order Forecasts and Commits Manage Supplier On-Hand Quantities Contract Manufacturing Manage Production Reports Vendor-Managed Inventory	Requiring Attention	Recent Activity Lasi 30 Days No data available
Manage Inventory Manage Replenishment Requests Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet	No data available	Transaction Reports Last 30 Days

- 4. The Manage Orders page is displayed. Click the Search button.
- 5. The **Search Results** are displayed. Click the PO link with a pending acknowledgement to open the PO.

Manage Orders ⑦						Done
Headers Schedules						
⊿ Search		Advanced Manage Watch	st Saved Sea	rch All Orders		~
Sold-to Legal Entity			Order			
Bill-to BU 🗸 🗸			Status		`	•
Supplier Site		Include Closed Docu	ments No 🗸			4
					Search	Reset Save
Search		Advanced Manage Watchlis	Saved Searc	h All Orders		~
Search Results						
Actions ▼ View ▼ Format ▼ / 第 第 Freeze @ Detach	Wrap					
Order 5 Order Date Description	Supplier Site	Buyer Orde	ed Currency	Status	Life Cycle	Creation Date
O . 4501000000348 29/04/2024	Head office	Rana, Anshul 2,000	00 HKD	Open	¢	29/04/2024
G. 45010000000347 29/04/2024	Head office	Rana, Anshul 2,000	00 HKD	Open	0	29/04/2024
4501000000346 29/04/2024	Head office	Rana, Anshul 2,000	00 HKD	Open	0	29/04/2024
4501000000345 29/04/2024	Head office	Rana, Anshul 8,000	00 HKD	Open	¢	29/04/2024
4501000000344 29/04/2024 29/04/2024	Head office	Rana, Anshul 2,000	00 HKD	Open	0	29/04/2024



6. The **CLP Purchase Order: 4501000000348** page is displayed. Review the PO details and click the **Acknowledge** button.

LP Purchase O	rder: 45010000	000348 ⑦	Acknowled	ge view PDF Action	ns ▼ Refresh Done	Order Life Cycle
lain						
General						Ordered
Sold-to Legal Entity	CLP Power Hong Kong Ltd.	Supplier	ALSCO ENTERPRISES LTD	Ordered	2,000.00 HKD	
Bill-to BU	CLP Power BU	Supplier Site	Head office	Description		0.0 0.8K 1.6K 2.4K
Order	4501000000348	Supplier Contact	Chris Blue	Source	460000050	Amount (HKD)
Status	Open 🚯	Bill-to Location	CLP POWER HONG KONG LIMITED	Supplier Order		View Details
Buyer	Rana Anshul	Ship-to	Shatin Store	Master Contract		
Creation Date	29/04/2024	Location				
Terms Notes and At	tachments					
Required Acknowledgmen	d Yes	Shipping Method			 Requires signature 	
Acknowledgmen Due Date	e 06/05/2024	Freight Terms				R
Payment Terms	s Immediate	FOB		5	 Pay on receipt 	,u
					- Confirming order	
					 Contirming order 	

7. The **Acknowledgement Revision** popup window is displayed. In the **Acknowledgement Note** field, enter the required information and click the **Accept** button.

Acknowledge Revision 0		
Supplier Order		
Acknowledgment Note	Acknowledged	
	Accept 7	

8. The CLP Purchase Order: 4501000000348 page is displayed. Click the Done button.

CLP Purchase C)rder: 45010000	000348 ⑦	Acknowle	dge View PDF Action	is ▼ Refresh	Done 8 Jrder	Life Cycle	
Main General						Order	red	
Sold-to Legal Entity	CLP Power Hong Kong Ltd.	Supplier	ALSCO ENTERPRISES LTD	Ordered	2,000.00 HKD			
Bill-to BU	CLP Power BU	Supplier Site	Head office	Description			0.0 0.8K 1.6K	2.4K
Order	4501000000348	Supplier Contact	Chris Blue	Source Agreement	460000050		Amount (HKD)	
Status	Open 🚯	Bill-to Location	CLP POWER HONG KONG LIMITED	Supplier Order			View Details	
Buyer	Rana Anshul	Ship-to	Shatin Store	Master Contract				

Information Classification: CONFIDENTIAL



Manage Schedules

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

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3. The Supplier Portal screen is displayed. In the Orders section, click the Manage Schedules option.

Supplier Portal		
Search Orders V Order Number	9	
Tasks		
Supply Plan Manage Order Forecasts and Commits Manage Supplier On-Hand Quantities Contract Manufacturing Manage Production Reports	Requiring Attention	Recent Activity Last 30 Days
Vendor-Managed Inventory		
Manage Inventory Manage Replenishment Requests		Transaction Reports Last 30 Days
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet		

4. The **CLP Purchase Order: 4501000000348** page is displayed. In the **Schedules** tab, view the schedule information of the PO.

5. The warning sign on the schedule line indicates that the **Requested Delivery Date** has passed, and the schedule is **overdue**. This alert will help you to quickly identify orders that require immediate attention to ensure timely fulfillment and avoid delays.

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6. Click the **Done** button.

						Order Life Cycle
LP Purchase Or	der: 45010000	000348 ⑦	Acknowle	edge View PDF Action	s ▼ Refresh D	one
ain			1 3			
General						Ordered
Sold-to Legal Entity	CLP Power Hong Kong Ltd.	Supplier	ALSCO ENTERPRISES LTD	Ordered	2,000.00 HKD	
Bill-to BU	CLP Power BU	Supplier Site	Head office	Description		0.0 0.8K 1.6K 2.4K
Order	4501000000348	Supplier Contact	Chris Blue	Source Agreement	460000050	Amount (HKD)
Status	Open 🚯	Bill-to Location	CLP POWER HONG KONG LIMITED	Supplier Order		View Details
Buyer	Rana Anshul	Ship-to	Shatin Store	Master Contract		
Creation Date	29/04/2024	Location				
Required Acknowledgment Acknowledgment Due Date	Yes 06/05/2024	Shipping Method Freight Terms			 Requires signature 	
Payment Terms	Immediate	FOB		-	 Pay on receipt Confirming order 	U
Lines Schedules						
Actions View	Format 👻 🎢 🔲	Freeze Detach				
5 Lin	e Description	Locatio	n Requested Delivery Date	Promised Delivery Date Quantity N	OM Status Li ame Cyc	4
A 1	Motor Services	Shatin S	tore 29/04/2024	29/04/2024 1 E	ach Open 🛟	
Columns Hidden	15					-

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