



VIEWING CONTRACTS IN THE CLP SUPPLIER PORTAL

Overview

The purpose of this System Guide is to detail how suppliers can view contracts in the CLP Supplier Portal.



Manage Contract

- 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.

Supplier Portal	Payables	Projects	General Accounting
APPS			
Supplier Portal	- 2 +		

3. The **Supplier Portal** screen is displayed. In the **Contracts and Deliverables** section, click the **Manage Contracts** option.



Tasks					
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Verw Recepts Verw Recepts ontracts and Deliveration Minage Contracts Minage DeliveLites Onsigned Inventory Review Consumption Advices Invices and Payments Contract Review Contract Review	Supplier News For company information update, please send 7702 within 05 00-17:30 (0AI 1-6). For elender at +852 2678 7722 within 05 00-17:30 74AI EST Time, DO MAI, 202311 AM EST TIM Below are the links <u>Gaoge</u> <u>Microsoft – Cloud. Computers. Accs & C</u>	emait to SMSHelpdesk@cip.com nk or contact us at +852 2676 peake send emait to ESPHelpdesk@cip.com nk or contact us GMT+8) we DD MM 2023 Saming			



4. The **Manage Contracts** page will be displayed. Click the **Search** button.

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5. The **Search Results** will be displayed. Click the **Contract** to select and then click the **Contract Documents** icon.

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CONT-SIGN-3105	RFQ for Procure	Active	Buy: CLP Contract	30/05/2024	30/05/2025	8	в
C20240623002		Active	Buy: CLP Contract	24/06/2024		(iii)	
800000233_13030	RFQ for Procure	Active	Buy: CLP Contract	03/06/2024	10/06/2025		
800000268_21079	Equipment for m	Active	Buy: CLP Contract	26/06/2024	26/06/2025	283	
C20240717002	Contract for Equ	Active	Buy: CLP Contract	17/06/2024	19/06/2025		8
800000269_20004	RFP for Equipm	Active	Buy: CLP Contract	26/06/2024	27/06/2025		8

6. The **Contract Document** page is displayed. Click the **Done** button.



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Contract Docur	ments					
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7. The Manage Contracts page is displayed. Click the Done button.

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Manage Deliverables

- 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 **Contracts and Deliverables** section, click the **Manage Contracts** option.

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- 4. The Manage Deliverables page will be displayed. Click the Search button.
- 5. Click the **Demand Guarantee** link under **Deliverable Name** column.

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6. The Edit Deliverable: Demand Guarantee page is displayed. Click the Attachment tab.

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- 7. Click the "+" icon to add an attachment.
- 8. Click the **Submitted** option to change status from open to submitted under the **Status** drop-down menu.
- 9. Click the **Save and Close** button.



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10. Click the **Done** button.

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Information Classification: CONFIDENTIAL