

SUPPLIER PORTAL GUIDELINES

Contents

1.	Login the Supplier Portal	1
2.	Maintain Supplier Profiles	3
3.	Respond to Questionnaires	9
4.	Create Response for RFQ/ Tender	. 11
	4.1 Submit a Response	11
	4.2 Revise the Response	16
5.	Manage Purchase Order	. 18
	5.1 Viewing Purchase Orders	. 18
	5.2 Printing Purchase Orders	. 20
	5.3 Acknowledging Purchase Orders	. 21
	5.4 Purchase Order History	. 23
6.	Manage Agreements	24
	6.1 Viewing Agreements	24
	6.2 Printing Purchase Agreement	. 25
	6.3 Acknowledging Purchase Agreement	. 26
	6.4 Purchase Agreement History	. 28
7.	Manage Invoices and Payments	. 29
	7.1 Creating Invoice with PO	. 29
	7.2 Creating Invoice without PO	. 32
	7.3 View Invoices	. 33
	7.4 View Payments	. 34
	7.5 Frequently Asked Questions about Invoice Submission	35

1. Login the Supplier Portal

*** please use the link below to login the system (bookmark the link for more convenient)

https://idcsd56c20507be443f79ad903537092feb9.identity.oraclecloud.com/sso/v1/app/launcher/7871 2faa5edb49839328f01abadcc0f9?appName=ERCF-SUPPLIER-PORTAL-SAML+ERCF-SUPPLIER-PORTAL-SAML

Step 1: Go the login page of the Supplier Portal

Click the above link or find it on HIT website

Step 2: Enter user name and password.

hhph	t Ciana la	
racie Cloud Accour	it Sign in	
lentity domain ③ IPH-IAM-EXT-UAT		
lser Name		
User name or email		
assword		
Password		
orgot Password?		
Sign In		

Step 3: Complete Multi-factor Authentication (MFA)

You will receive an email with the one-time passcode.



Passcode Enter Passcode Trust this device for 15 day(s) $\overline{}$ Show alternative login methods

If you receive an email notification with a link in the future, please login the system first before you click the URL.

2. Maintain Supplier Profiles

Step 1: Go to "Supplier Portal" page

Click "Supplier Portal".



Step 2: Open "Manage Profiles"



Step 3: Go to "Edit" page

Click <mark>"Edit"</mark>.

	ORTS		0 12 0	JY
Company Profile ⊘			Edit	Done
Last Change Reques Request Statu	010 Requested By Processed Request Date		Chango Description 1et2	
Organization Details Tax Identifiers Addresses	Contacts Payments Business Classifications Products and Services			
∡ General				
Company		Tax Organization Type		
Supplier Number		Status		
Supplier Type		Attachments		
Identification				
D-U-N-S Number		National Insurance Number		
Customer Number		Corporate Web Site		
SIC				
✓ Corporate Profile				
Year Established		Chief Executive Title		
Mission Statement		Chief Executive Name		
		Principal Title		
Year Incorporated	h	Principal Name		
Current Fiscal Year's Potential Revenue				
Preferred Functional Currency				
Fiscal Year End Month				

Once you click "Edit" it pops up below warning. Click "Yes" and proceed with the update.



Step 4: Update the profile

Update the profile information, such as Address, Contact or Bank Account.

**For changing contact person, you should inactive the old one and then add a new one.

Please DO NOT revise Name, Telephone and Email only. You are just changing the contact email but not the login ID.**

Inactivate existing supplier contact:

Click "Contact", select the contact person you would like to revise.

	HUTCHISONPORTS						- 🕫 🖻	
k	Edit Profile Change Request: 86008			Delete Change Request	Review Changes	Save Save an	d Close Cancel	
	Change Description Organization Defails Tax identifiers Addresses Constrained Statistications Products and Services							=
	Actions 🕶 View 👻 Format 👻 🕂 🖈 💥 Status Active 💙 🔠 Freeze 📓 Detach 斗 Wrap							
	Name	▲▼ Job Title	▲ ▼ Email	▲▼ Phone	Administrative Contact	User Account	Status	
<	Team, First				٢	۲	Active	
	Team, Second				0	•	Active	
	Columns Hidden 7							

Change the Status to "Inactive".

Edit Contact: First Tean	n			×
Salutation	~	Phone	•	
* First Name	First	Mobile	 The second second	
Middle Name		Fax		
* Last Name	Team	Email		
Job Title		Status	Inactive 🗸	
	 Administrative contact 	Inactive Date	3/10/24	
Contact Address	es			
Actions View Form	nat 🗸 🗶 🛄 Freeze 😭	j Detach 🚽 Wrap		
Actions ▼ View ▼ Form Address Name	nat ▼ 🗶 🖪 III Freeze 🚆 Address	S Detach 🚽 Wrap Phone	Address Purpose	Status
Actions View Form Address Name First Team	Address) Detach 📣 Wrap Phone	Address Purpose Ordering; Remit to; RFQ or Bidding	Status Active
Actions View Form Address Name First Team Columns Hidden 5	Address R0001,YYYYY,HONGKOP	1 Detach 🚽 Wrap Phone	Address Purpose Ordering; Remit to; RFQ or Bidding	Status Active
Actions View Form Address Name First Team Columns Hidden 5	Address	g Detach del Wrap Phone NG	Address Purpose Ordering; Remit to; RFQ or Bidding	Status Active
Actions View Form Address Name First Team Columns Hidden 5 User Account Account	hat ▼ X III III Freeze III Address R0001,YYYYY,HONGKOM	g Detach del Wrap Phone NG	Address Purpose Ordering; Remit to; RFQ or Bidding	Status Active

Then, add a new contact for the new contact person.

ganization Details	Tax Identifiers	Addresses	Contacts	Payments	Business C	lassifications	Products and Services
Actions View	Format 🔻 🤇	+ / >	Status	Active 🗸	Freeze	Detach	📣 Wrap
Name							

Fill in the contact details (first name, last name, contact number, e-mail etc)

	Create Contact				:	×
	Salutation	Mr. 🗸	Phone	852 🔻 234432	245	e R
-	* First Name	TALMAN	Mobile	▼		
	Middle Name		Fax	•		
	* Last Name	CHAN	Email	abc@gmaill.com]	
ents	Job Title	ADMIN	Status	Active 🗸		
~		<mark>♥ Administrative sextact</mark> 2S at ♥ 🗙 🛃 🍈 Freeze 🛒	Detach 🚽 Wrap			е
	Address Name	Address	Phone	Address Purpose	Status	213
	No data to display.					- 1
	User Account	Request user account				

Select the "Request user account" checkboxes if you would like the contact to have access to the Supplier Portal application.

Associate the new contact to an address.

Click "Select and Add" to add the address for the contact.

Contact Addresses	
Actions ▼ View ▼ Format ▼	🗙 💽 🖩 Freeze 📄 Detach 📣 Wrap
Address Name	Address
No data to display.	
Columns Hidden 5	

Select the address and click "Apply" .

Job Title	Select and Add: Addresses	×
Administrat Contact Addresses Actions View Format X	▲ Search Address	
Address Name A		search Reset ose Status
Testing_1108_Add1 C	View 🔻 Format 💌 📣 Wrap	to; RFQ or Bidding Active
Columns Hidden 5	Address ▲▼ Address Name	Address Purpose
✓ User Account	Testing_1108_Add Wai chai,HONG KONG	Ordering
√ R	Testing_1108_A CHINA, GUANGDONG, Lot 3370	Ordering; Remit
Roles Data Access	Testing_1108_A Cianjhen,KAOHSIUNG,TAIWAN	Ordering; Remit
Actions View View Format View	A	oply OK Cancel

Click "OK".

upplier company. Primary tasks include submitting invoices as well as tracking in Nier responsible for responding to requests for quote, requests for proposal, requ communicates shipment activities for the supplier company . Primary tasks include
ommunicates shipment activities for the supplier company . Primary tasks include 👻

Step 5: Review and submit the changes

After making all necessary changes, enter the change description.

	Delete Change Request Review Changes Save Save and Close Cancel
Change Description Addition of contact	
ents Business Classifications Products and Services	

Click "Review Changes" to review the changes.

HUTCHISONPORTS						Þ Ó 🔽
Edit Profile Change Request: 32001			Delete Change Reque	st Review Changes	Save Save an	
Change Description Addition of contact						
Actions 🕶 View 🕶 Format 🖝 🕂 🥒 💥 Status Active 🐷 📰 Freeze 🚮 Detach 📣 Wrap						
Namo	▲マ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status
Manager, Sales		sm@test.com		٢		Active
Oracle, Tamizharasi		temizheresithirunavuk	arasu@gmail	۲	0	Active
Columns Hidden 7						

If no problems, click "Submit".

								₽ Ţ
Review Changes							Edit Sub	mit <u>C</u> ancel
Change Description Addition of carriect								
	h							
✓ Contacts								
View 🕶 Format 🕶 🧰 Freeze 🙀 Detach 🤞 Wrap								
Name		▲マ Job Title	▲マ Email	▲マ Phone	Administrative Contact	User Account	Status	Details
+ Manager, Sales			sm@test.com		0		Active	<u>54</u>
Columns Hidden 7								

The following confirmation message will show and the change request was submitted for approval and the Request Status will be shown as 'Pending approval'.

Company Profile ⊘		Ca	ncel Change Request
there is a profile dange request pending approvel. You may est to make additional changes. Last Change Request. 4001 Request Status Pending Approval	Requested By Last Name 1, Frist Name 1 Request Date 1101/2024	Change Description	li
Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services	Continuation X Your profile change request 40001 was submitted for approval.		

Note: Don't make any other Profile change request when one is already submitted and is on 'Pending Approval' Status. Otherwise, it will withdraw the existing change request.

Below warning will pop-up when you try to change profile when there is existing request.

POZ-2130389There is currently a profile change request pending approval. Do you want to withdraw it to make additional changes?	A Warning	×
	POZ-2130389There is currently a profile change request pending approval. Do you want to withdraw it to make additional change	s?
Yes No	Yes	0

3. Respond to Questionnaires

Step 1: Find the "Manage Questionnaires" page

Login the support portal by the supplier login account. Navigate to Supplier Portal.

DRTS	
Good evening, Tony Wong	
Sales Supplier Portal Tools Others	
APPS	
Supplier Portal	

Click "Manage Questionnaires".

Supplier Portal			
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Channel Programs Shipments Manage Shipments Create ASN View Receipts View Returns	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days
Work Confirmations Manage Work Confirmations Consigned Inventory Review Consumption Advices	Supplier News https://hutchisonports.com/media/news/		
Review Consigned Inventory Review Consigned Inventory Transactions Invoices and Payments Create Invoice			
Create Invoice Without PO View Invoices View Payments Nerroritations			
View Active Negotiations Manage Responses			
Manage Questionnaires			

Step 2: Select the questionnaire

"Manage Questionnaires" page default will show the questionnaire requiring attention.

Click on the title to response to those questions.

✓ Search		Advanced
** Questionnaire Title	** Status	Not started;Draft;Res
** Questionnaire	** Response Due Date	d/m/yy
** Supplier Site	** Supplier Contact	
Search Results		
Actions 🔻 View 🔻 Format 💌 🖽 🖽 Freeze 😭 De	tach 🚽 Wrap 🛛 Respond	
Questionnaire Questionnaire Title		
2134IN00000051 Regualification		
2134IN00000027 UAT_Internal_Steve11Apr		
Columns Hidden 6		

Step 3: Answer the questionnaire

Answer all Section. You can view the completeness in the Progress bar.

Click "Submit".

Save and Close Submit Cancel Time Zone Hong Kong Tim Last Saved 21/6/24 AM10:2) 1e 57
Status Draft	
Due Date	
Attachments None	
Progress Section 4 3. Relationship With Other Vendors 供应商关系申报 (Completed)	\mathcal{D}

Limited, Yantian Internation Containear Terminals Limited, Yantian International Containar Terminals (Phase III) Limited, Shenzhen Yantian West Port

,我司特此确认:截至申请之日并无存在上述关系,且承诺如出现所述关系将立即书面通知HIT&YICT合同及采购部

Section 🔌 3. Relationship With Other Vendors 供应商关系申报 (Completed) 🛛 🗸 🕨

4. Create Response for RFQ/ Tender

4.1 Submit a Response

Step 1: You will receive an email notification.

Action Required: You Are Invited to Negotiation 2134NE00000116 (RFQ for Maintenance Parts) 🕨 🗵 🛤 🖉



Step 1: Click Accept Invitation/ Decline Invitation.

Step 2: View Negotiation

In the email, click "View Negotiation" to read the details of the RFQ/ Tender.

Or you can click "Create New Response" to submit an offer.

*You have to login the system before clicking on the link.

Accept Invitation	Decline Invitation
	10/7/24 AM11:37
Assigned to Second Team	
ł	10/7/24 AM11:37
Submitted by Steve Ip	
2134NE00000116_SUPPLIER.pdf	



Or you can also login the supplier portal to search for active RFQ/ Tender.

Click "View Active Negotiation".



Step 3: Find the "Active Negotiations" page

Search					Manage Watchli	st Saved Search	Open Invitations	
							** At least one is r	requ
	Negotiation			** Invitation R	eceived Yes 🗸			-
(** Title			Response Su	bmitted No 🗸			
**	ation Close By	10		Negotiation Ope	n Since d/m/yy	Ċ	_	-
rch Results	unityy					Se	earch Reset S	Sav
ch Results ions ▼ View ▼ Format ▼	명 :: Freze : Detach 쉬	Wrap Accept Term	S Acknowledge Participation	Create Response		Se	arch Reset S	Sar
netron ch Results ions ▼ View ▼ Format ▼ legotiation	패미 Close Dy Unity 7	Wrap Accept Terr	S Acknowledge Participation	Create Response		Se Negotiation Type	earch Reset S Time Remaining	Sar
ch Results ions • View • Format • legotiation 134NE00000132.1	Freze 🔐 Detach el Title Testing for Edit 2	Wrap Accept Terr	S Acknowledge Participation	Create Response		Negotiation Type RFQ	Reset S Time Remaining 9 Days 21 Hou	San
ch Results ions View Format egotiation 134NE00000132,1 134NE00000130,1	Freeze Detach d Title Testing for Edit 2 Testing for Edit Approva	Wrap Accept Term	s Acknowledge Participation	Create Response		Negotiation Type RFQ Tender	Time Remaining 9 Days 21 Hou 2 Days 21 Hou	Sa urs

Click the Negotiation Number to view the details.

Step 4: Create Response

Select the Negotiation and Click <mark>"Create Response"</mark>								
Actions ▼ View ▼ Format ▼ 月	🖩 Freeze 📓 Detach 🚽 Wrap	Accept Terms Acknowledge Participation Create Response						
Negotiation	Title							
2134NE00000145	Item ABC							
2134NE00000132,1	Testing for Edit 2							
2134NE00000130,1	Testing for Edit Approval							
2134NE00000032,1	Crane Toy							
•								

Step 5: Enter the information

Enter your own quotation reference number, note and attachments (if any).

Click "Next" to proceed.

		1-	2	- 3 -	4				
		Overview	Requirements	Lines	Review				
Create Response (Quote 2100)	1): Overview 🕐			Messages	Respond by Spreadsheet	▼] Actions ▼	Back Ne <u>xt</u>	ave 🔻	Sub <u>m</u> it <u>C</u> ancel
		1995 - T						Last Time 2	Saved 29/7/24 PM4:46 Zone Hong Kong Time
	Title Item ABC					Time Remaining	1 Day 21 Hours		
	Close Date 31/7/24 PM2:30								
General									
Supplier	Supp HK TST 18 Mar				Reference Number				
Supplier Site	HK site 1			(
Negotiation Currency	HKD				Note to Buyer			1.	
Response Currency	HKD				Attachments No	one 🕂		/	
Price Precision	2 Decimals Maximum								
Response Valid Until	d/m/yy ah:mm								

Step 6: Acceptance on quotation terms

Answ	er the questions. Click <mark>"Nex</mark>	t" to p	roceed.									
		1 — Overview	Requirements	3 - Lines	4 Review				\sim			
Create	Response (Quote 21001): Requirements ⊘			Messages	Respond by Spreadshee	et 🔻	Actions ▼	Back	Ne <u>x</u> t	Save	▼ Sub <u>m</u> it	<u>Cancel</u>
										Ι,	Last Saved 29 ime Zone Hon	/7/24 PM4: g Kong Tin
		A DECK OF A DECK				1. N.			-		A DESCRIPTION OF THE OWNER	N.C.
	Time Remaining 1 Day 21 Hours						Close Date	31///24	PM2:30			
Section ?	1. Acceptance on below quotation terms											
* 1.	CIF HK including local delivery to buyer's warehouse a. Yes											
	b. No. Please refer to the quotation											
					1							
* 2.	45 days after receipt of goods/services a. Yes											
	b. No. Please refer to the quotation											
					4							
* 3.	90 days after closing date											
	🔿 a. Yes											
	b. No. Please refer to the quotation Comments				,							

13

Step 7: Enter the response price

Enter the response for each line, for example response price, promised delivery date, etc.

You can also input Note to Buyer for individual lines.

Create Response (Qu	uote 9005): Lines ⊘			Olalish	r verden er mernes	Lines		Messag	es Respond by S	Spreadsheet 🔻 Acti	ms 🔻 Back	Negt Save 🔻	Submit Cancel
Currency = Hong Kong Dollar					_							Last	Saved 21/6/24 PM4:56 Zone Hong Kong Time
	Time Re	maining 312 Days 2	3 Hours						c	lose Date 30/4/25 PM4:	02		
Actions • View • Format •	• 🖌 🕂 🗶 🔟 Freeze 🔛	Detach	😒 🚽 Wrap										\sim
Create Alternate Requ	uired Category Name Item	Revision	Location	Rank	Start Price	Target Price Respon	se Price	Target Quantity	Response Quantity UON	I Line Amou	Int Requested Delivery Date	Promised Delivery Date	Note to Buyer
(+)	Material-Office Equil HIT- Inventory-	1	HIT_T3GF_STO	RE Sealed		999,999	999.00	10	10 Each	9,999,999,990.	10	30/6/24 00	\bigcirc
]	Material-Office Equi		HIT_T3GF_STO	RE				10	Eac	th 💌		d/m/yy 🛱	
+	Material-Office Equi HIT- Inventory-	- 2	HIT_T3GF_STO	RE Sealed				20	20 Each	1		dimiyy 🛱	
Rows Selected 1													•••••
Crand Tatala													

Step 7a: Create an alternate line

Click "+" to create alternate line on demand (provided that this is allowed by the Buyer).

Enter the required information, for example alternate line description, response price, response quantity, UOM, etc. Then click "Save and Close".

Line: 1-2 (Quote 9005)	Messages 1 1-2: V Save and Crose Lance
	Lost Saved 216/24 PM5:04
Negotiation Line 1	Close Date 30/4/25 PM4:02
Description HIT- Inventory- 1	Location HIT_T3GF_STORE
*Alternate Line Description	Requested Delivery Date
Category Name Material-Office Equipment Audio System	Promised Delivery Date 00/6/24
* Response Price 99,999.00	Note to Buyer xxx
Target Quantity 10	
* Response Quantity 10	Attachments None 🚽
* UOM Each	

Click "Next" to proceed.

Step 8: Review and submit the response

Click "Submit" if the response is ready.

	Overview Requirements	Lines Review	
Review Response: Quote 9005 ②			Messages Respond by Spreadsheet V Actions V Back Next Srve V Submit Cancel
Currency = Hong Kong Dollar			Last Sweet 21/6/2 PM4:59 Time Zone Hours Conn Time
Title Crane Toy			Time Remaining 312 Days 23 Hours
Close Date 30/4/25 PM4:02			
Overview Requirements Lines			
General			
Supplier Supp HK TST 18 Mar	Response Type Primary		
Negotiation Currency HKD	Reference Number		
Response Currency HKD	Note to Buyer		
Price Precision 2 Decimals Maximum		6	
Response Valid Until	Attachments None		

You will receive an email confirmation after submitting a response.

FYI: Your response Quote 15003 to RFQ 2134NE00000116 (RFQ for Maintenance Parts) was submitted 🕨 🐖 🕷

Hutchison Ports Oracle Workflow <ercf-test.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com> 以作者・会 マ

翻譯成中文(繁體) ×

Access this task in the Workspace Application

ORACLE

Negotiation Response Submitted

RFQ for Maintenance Parts Setup Enterprise

From Steve Ip RFQ 2134NE00000116 Close Date 19/7/24 AM11:28

Your response Quote 15003 to RFQ 2134NE00000116 is submitted successfully.

 Response
 Quote 15003

 Response Submission Date
 10/7/24 AM11.47

 Supplier
 UAT SUPPLIER C4

 Supplier Site
 Second Team

 Supplier Contact
 Second Team

 Lines Responded
 2 of 2

 Total Response Amount
 HK\$118,600.00

View Negotiation View Response In-app notification

4.2 Revise the Response

Step 1: Click View Response in the email confirmation

or Go to Manage Response in Supplier Portal and search for the response you are going to revise.



Step 2: Click the Response Number

Search Results Revising a draft response automatically locks it.

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
21001	Active	2134NE00000145	Item ABC	RFQ	1 Day 21 Hours	0	
20007	Active	2134NE00000142	Supply of Huawei Switches	RFQ	2 Days 21 Hours	0	
20006	Active	2134NE00000143	Painting of Light Tower	RFQ	2 Days 21 Hours	0	
20005	Active	2134NE00000141	100M DIA for CCTV	RFQ	2 Days 21 Hours	0	

Step 3: You can view the response details and revise.

Quote: 21001 (RFQ 2134NEoc Currency = Hong Kong Dollar	0000145)	Ter Denizio - 4 Den 24 June	Messages Revise Actions V Dgne
Litte Itt Response Status	tive .	Close Date 31/7/24 PM2:30	
Overview Requirements Lines			
Supplier Site Supplier Site Supplier Contact Response Currency Price Precision Response Valid Unti	Supp HK TST 18 Mar HK site 1 Voen, Joe HKD 2 decimals maximum	Reference Number Note to Buyer Attachments None	h

A Confirmation message will show and you will receive an email confirmation again.

Quote: 21001 (RFQ 2134NE00000145) Currency = Hong Kong Dollar Title Item ABC Response Status Active	Confirmation Response 21002 to negotiation 2134NE00000145 was submitted. We'll notify you by email. Day 21 Hours Day 21 Hours Close Date 317/24 PM2.30	Messagos Revise Actions V
Overview Requirements Lines		
Supplier Supp HK TST 18 Mar Supplier Stee HK ste 1 Supplier Contact Yuen, Joe Response Currency HKD Price Precision 2 decimals maximum Response Valid Until	Reference Number Note to Buyer Attachments None	Å

5. Manage Purchase Order

5.1 Viewing Purchase Orders

You will receive an email notification for a Purchase Order. The email is attached with a Purchase Order.

FYI: Document (Purchase Orde	r) 213400000347 Requires Acknowledgment 🔉 👳			8	Ľ
Hutchison Ports Oracle Workflow <ercf-test.fa.s< th=""><th>ender®workflow.email.uk-london-1.ocs.oraclecloud.com></th><th></th><th></th><th>←</th><th>:</th></ercf-test.fa.s<>	ender®workflow.email.uk-london-1.ocs.oraclecloud.com>			←	:
收件署:我▼					
翻譯成中文(繁體)	×				
Access this task in the Workspace Application					
Document (Purchase Orde	r) 213400000347 Requires Acknowledgment				
Details					
Assignee	Second Team	Sold-to Legal Entity	Hongkong International Terminals Limited		
From	Steve Ip	Order	213400000347		
Assigned Date	12/7/24 AM11:22	Buyer	Steve Ip		
Due Date	13/7/24 AM11:22	Ordered	101,000.00 HKD		
Task Number	337461				
Recommended Actions					
Review and Take Action					
Order Details					
Supplier	UAT SUPPLIER C4	Description	GENERAL PURPOSE INTERFACE MODULE, BRAND: FUJI, RS-232-C,		
Supplier Site	Second Team	Note to Supplier	TTPE. NGIL-R52		
Ship-to Location	HIT_T3GF_STORE	Requisition	2134PR00001276		
Supplier Order		Requester	Joyce Kwok		
Attachments					
20. 212400000247. 0. pdf					
-0_213400000347_0.pdf					
- 幽附件 ・ 腔 Gmail 帰田 ①					
Construction C					
Normal Control Normal					
Norm Diversition Off Operation Operati					
PO 21340000034					

Go to "Supplier Portal" page, click "Manage Orders".

Supplier Portal	
Search Orders V Order Number	Q
Tasks	
Orders	Requiring Attenti
Manage Orders	requiring Attenti
Manage Schedules	
Acknowledge Schedules in Spreadsheet	
Agreements	
Manage Agreements	

Search for the particular Purchase Order.

Click the purchase order number to drill for the details.

	нитсні	SON PORTS	5							0 þ ¢
Manage (Orders ②									
Headers Sc	thedules									
▶ Searc	:h							Advanced Manage	Watchlist Saved Search All Orders	
Search Re	sults									
Actions +	View Format	/ 🎵 🛱 🗐 Fr	eeze 🗟 Detach 🚽 1	Wrap						
	Order	Order Date	Description		Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	CD
-	213400000079	20/11/2023			нк	OC, SETUP	600,000.00 HKD	Open	0	21
4 Columns H	lidden 27									

Click on the "Acknowledge".

нитснізон	PORTS				û p 🕫 📷
Purchase Order: 2134000001	35 Ø			Actor	wiedge View PDF Actions Refresh Dgne
Main					
⊿ General					
Sold to Legal Entity Bill do BU Order Status Duper Creation Date Terms Notes and Allachments	Hongkong International Terminals Limited Hongkong International Terminals Limited 201300000135 Pending Stupplier Actinoviedgenett SETUP GC 040102024	Supplier Supplier Stie Supplier Contact Bill-to Location Ship-to Location	Testing Supplier HK Tony Wang HIT_TIGF_STORE HIT_TIGF_ENG	Ordered Description Source Agreement Supplier Order	406 00 HKD Name Card
Required Acknowledgmen Acknowledgment Due Dat Payment Term	4 Document e 1401/2024 a Net 30	Shipping Method Freight Terms FOB		-	- Pay on receipt - Confirming order
Additional Information		Quotation Reference			

5.2 Printing Purchase Orders

Step 1: Search for the specific Purchase Order

Go to "Manage Orders" page and search for the specific Purchase Order.

Open the Purchase Order by clicking on the number.

НИТСН	IISON PORTS								Ç9 🔤
Manage Orders (2)									Done
⊿ Search	Sold-to Legal Entity Dill-to DU Supplier Site	× ×			Include Closed [Advanced Manage We Order 1 Status No v	All Orders	Search Rese	et Save
Search Results Actions View Format Order	✓ 严 등 Freeze 🗟 Det Order Date Description	ach of Wrap	Supplier Site	Buyer	Ordered Currency	Status	Life Cycle		Creation
213400000079	20/11/2023		нк	OC, SETUP	600,000.00 HKD	Open	0		20/11/2023

Step 2: Download the PDF file

Once the Purchase Order opens ups, click on the "View PDF".

НИТСНІЯ	SONPORTS				습 후 🕫 👖	w
Purchase Order: 2134000	00079 (?)			Actioneddyn Www.PDD Actions V Referah Dg	ee Order Life Cycle	
A General Sold to Legal Exity Bill to BU Order Status Buyer Creator Data Terms Note and Attachments	Horgiang International Terminals Limited Horgiang International Terminals Limited 213400000079 Open SETUP OC 2011/2023	Supplier Septime Ste Supplier Contact Bif to Location Ship to Location	Testing Suppler HK Tany Wang HIT_T3GF_STORE HIT_T3GF_STORE	Ondered 600,000 10 HHD Description Source Agreement Supplier Onder	0-ydened 0 2006 x004 (0034) 0 mont (040) View Details	
Required Acknowledgme Payment Tem A Additional Information	nt None ns Net 30	Shipping Method Freight Terms FOB			8	

The Purchase Order details will be shown in the PDF Document.

You can review and can take the printout of the Purchase Order document.

5.3 Acknowledging Purchase Orders

Step 1: Find the particular Purchase Order

Go to "Manage Orders" page, select the "Pending Acknowledgement".

Once you click on the pending acknowledgement orders, all the supplier pending orders will be shown on the manage orders search page.

нитсн	ISON PORTS	S							Ç 9 TW
Manage Orders ⊘									Done
Headers Schedules									
Search Search Results							Advanced Manage Watchlie	st Saved Searce Pending Acknowledgment	Ŷ
Actions • View • Format •	/ JP 65 111	reeze 🔐 Detach	al Wrap						
Order	Order Date	Description		Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	Creation Date
213400000135	04/01/2024	Name Card		нк	OC, SETUP	400.00 HKD	Pending Supplier A		04/01/2024
Columns Hidden 27									Þ

Select the particular Purchase Order and open it

НИТСН	IISON PORT	S								1 9 TW
Manage Orders ②										Dgne
Headers Schedules										
⊿ Search							Advanced Manage Watchlin	st Saved Search All Orders		~
	Sold-to Legal Entity	-					Order			
	Bill-to BU		~				Status	~		
	Supplier Site	•				Include Closed Doc	uments No 🗸			
									Search Reset	Save
Search Results										
Actions • View • Format •	/ j= == == =	Freeze 🔐 Detach 🚽 Wrap								
Order	Order Date	Description		Supplier Site	Buyer	Ordered Currency	Status	Life Cycle		Creation Date
213400000135	04/01/2024	Name Card		нк	OC, SETUP	400.00 HKD	Pending Supplier A			04/01/2024
<										- F

Step 2: Feedback the acknowledgement response

Click on the "Acknowledge".

нитснізоі	N PORTS				û p 🧳 🔤
Purchase Order: 2134000001	35 Ø			Actor	wiedge View PDF Actions V Refresh Dgne
Main					
⊿ General					
Sold-to Legal Entity Bill do GU Order Saturs Buyer Creation Date Terms Notes and Aflachments	Hongkong International Termanis Limited Isrogkong Jutomatoria Termanis Limited 21/300000135 Punding Supplier Acknowledgenest SETUP OC 04/01/2024	Supplier Supplier Sta Supplier Contact Bill-to Location Ship-to Location	Testing Supplier HK Tony Wang HIT_T3GF_STORE HIT_T3GF_ENG	Ordered Description Source Agreement Supplier Order	406 00 HKD Name Card
Required Acknowledgmer Acknowledgment Due Dat Payment Term	t Document e 1401/2024 s Net 30	Shipping Method Freight Terms FOB		-	- Pay on receipt - Confirming order
Additional Information		Quotation Reference			

Acknowledge Document (Purc	hase Order): 213400000135						Accept View	w PDF
Main								
Sold-to Legal Entity	Hongkong International Terminals Limited	Supplier	Testing Supplier		Ordered	400.00 HKD		
Order	213400000135	Supplier Site	нк		Description	Name Card		
Status	Pending Supplier Acknowledgment	Supplier Contact	Tony Wong		Source Agreement			
Buyer	OC, SETUP	Bill-to Location	HIT_T3GF_STORE		Supplier Order			
Creation Date	04/01/2024	Ship to Location	HIT_T30F_ENG	Cor	mmunication Method	None		
Terms Notes and Attachments								
Required Acknowledgmer	t Document	Payment Terms	Net 30			Pay on receipt		
Acknowledgment Due Dat	e 14/01/2024	Shipping Method				Confirming order		
Acknowledgment Not	e	Freight Terms						
	11	FOB						
∡ Additional Information								
		Quotation Reference						
Schedules								
Actions • View • Format • 🖉 🗐	Gr Erreze G Detach al Wrap							
Line Description	and the contract the second		Suppli	ier Item Quantity UOM	Price Requested	Promised Delivery Date Reje	ction Reason	ocation
1 🖉 Name Card				200 Each	2.00 09/01/2024	09/01/2024		HIT_T3GF_ENG
							11	2

You can input your reference number into "Supplier Order".

Click <mark>"Accept"</mark> to continue.

5.4 Purchase Order History

Step 1: Open the Purchase Order

Go to Manage Orders page and search for the specific Purchase Order.

	HUTCHIS	ON PORTS	5							ĺ	βΡ	ŵ	τw
Manage	orders ⊘											P	me
Headers	Schedules												-
▶ Sea	rch							Agvanced Manage Watchlist	Saved Search	All Orders		```	-
Search F	Results												
Actions	🔹 View 👻 Format 👻 🥒	59 EF 🗉 B	reeze 🔐 Detach 🚽 Wrap										
	Order	Order Date	Description	Supplier Site	Buyer	Ordered Currency	Status		Life Cycle	Creation De	te		
	213400000136	04/01/2024		нк	Manager, Category	625.00 HKD	Open		0	04/01/2024			-
0	213400000134	03/01/2024		НК	OC, SETUP	100.00 HKD	Open		0	03/01/2024			
	213400000133	02/01/2024		HK	OC, SETUP	5.00 HKD	Open		0	02/01/2024			
	213400000129	19/12/2023	Service charges for welding	нк	OC, SETUP	100.00 HKD	Open		0	19/12/2023			
	213400000128	02/01/2024		НК	OC, SETUP	247.00 HKD	Open		0	19/12/2023			
	213400000124	20/12/2023	ENG Service to work order	HK	OC, SETUP	100,000.00 HKD	Open		0	19/12/2023			
	TTT20231215-00002	15/12/2023	PO created using REST for TTT testing	нк	OC, SETUP	2,000.00 HKD	Open		0	15/12/2023			
	TTT20231215-00001	15/12/2023	PO created using REST for TTT testing	НК	OC, SETUP	2,000.00 HKD	Open		0	15/12/2023			
	TTT20231211-0003	12/12/2023	PO created using REST for TTT testing	нк	OC, SETUP	2,000.00 HKD	Open		0	12/12/2023			
	TTT20231211-0001	12/12/2023	PO created using REST for TTT testing	нк	OC, SETUP	2,000.00 HKD	Open		0	12/12/2023			
	213400000112	26/11/2023		HK	OC, SETUP	225.00 HKD	Open		0	26/11/2023			
	213400000109	26/11/2023		нк	OC, SETUP	225.00 HKD	Open		0	26/11/2023			
	213400000096	23/11/2023	PR for IT Service	нк	OC, SETUP	100,000.00 HKD	Open		0	23/11/2023			

Step 2: Go to Action Button

You can review the Purchase Order Document, Change and Revision History by choosing particular view History option.

hase Order: 21340000	00136 💿			Acknowledge	View PDF	Actions V Refresh
						Edit Cancel Document
ieneral						View Document History View Change History
Sold-to Legal Entity	Hongkong International Terminals Limited	Supplier	Testing Supplier	Ordered	625.00 HKD	View Revision History
Bill-to BU	Hongkong International Terminals Limited	Supplier Site	нк	Description	C	<u> </u>
Order	213400000136	Supplier Contact	Tony Wong	Source Agreement		
Status	Open	Bill-to Location	HIT_T3GF_STORE	Supplier Order		
Buyer	Category Manager	Ship-to Location	HIT CPD ENG			
Creation Date	04/01/2024					
ns Notes and Attachments						
Required Acknowledgment	Document and Schedule	Shipping Method				
Payment Terms	Net 30	Freight Terms		-	 Pay on receipt 	t
		FOB		-	_ Confirming ord	der

Click <mark>"Done"</mark>.

НИТСН	HISON PORTS	5					(1) TW
Document History: 21	3400000136						Done
	Bu	yer Category Manager		Supplier	Testing Supplier		
	Sold-to Legal En	tity Hongkong International	Ferminals Limited	Supplier Site	нк		
	Or	der 213400000136		Status	Open		
	Descript	lion					
View - Format - Ereeze	Detach	💱 🚽 Wrap					
Action	Performed By	Action Date	Additional Information				
	Category Manager	04/01/2024 7:08 AM					
Implement Revision 0		04/01/2024 7:39 AM					

6. Manage Agreements

6.1 Viewing Agreements

Click "Manage Agreements".

	-S				
Supplier Portal					
Search Orders Vorder Number	٩				
Tasks					
Orders	Requiring Attention	Recent Activity Last 30 Days Agreements opened Orders changed or canceled Orders changed or canceled Orders opened Receipts	2 1 17 10 <i>e^g</i>	Transaction Reports Leal 30 Days PO Purchase Amount PO Purchase Amount Invoice Amount Invoice Amount	100 GBP 210К НКО 539К GBP 53.2М НКО "*
View Returns Work Confirmations Manage Work Confirmations	Supplier News Hutchison Ports News:				
Consigned Inventory Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Transactions	https://hutchisonports.com/media/news/				

Search for the particular Purchase Agreement.

Click the agreement number to drill for the details.

								¢ 1	w
Manage Agreements (7)		1						Dgne	
▶ Search Search Results			Advanced Mar	nage Watchlie	4 Saved Se	All Agreements		~	
Actions + View + Format + / JD EF = Freeze = Detach of Weap Agreement Description	Supplier Site	Buyer	Agreement Amount	Released	Currency	Status	En Chan Da Order	ge Creation Date	
2154PM000003 Columns Hidden 29	НК	OC, SETUP		2,000.00	HKD	Open		02/11/2023]

6.2 Printing Purchase Agreement

Step 1: Find the Purchase Agreement

Search for the specific Purchase Agreement and open the Purchase Agreement.

							Ω F	⊐ ¢	9 TW
Manage Agreements ⑦									Dgne
Headers Lines									
▶ Search			Advanced Ma	nage Watchlist	Saved Se	arch All Agreements			~
Search Results									
Actions 💌 View 💌 Format 🖤 🥒 📅 📰 Freeze 🔛 Detach 🚽 Wrap									
Agreement Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	En C Da O	ange C der D	Treation Jate
2134PA0000023	нк	OC, SETUP		2,000.00	HKD	Open		0	2/11/2023
Columns Hidden 29									

Step 2: Download the PDF file

Once the Purchase Agreement page opens, click on the "view PDF".

- HUTCHISONPORTS										
Consignment Agreement: 2134	PA00000023 ⑦					Acknowledge	PDF Actions	• Done		
Main										
⊿ General										
Procurement BU	Hongkong International Terminals Limited	Supplier	Testing Supplier		Start Date					
Agreement	2134PA00000023	Supplier Site	нк		End Date					
Status	Open	Supplier Contact	Tony Wong	A	greement Amount	0				
Buyer	SETUP OC	Supplier Agreement	l.	Minimur	n Release Amount					
Creation Date	02/11/2023	Communication Method	None		Released Amount	2,000.00 HKD				
					Description					
Terms Consignment Terms Notes and At	lachments									
Required Acknowledgmen	t None	Shipping Method				 Pay on receipt 				
Payment Terms	s Net 30	Freight Terms								
		FOB								
Additional Information										
		Quotation Reference								

6.3 Acknowledging Purchase Agreement

Step 1: Find the pending agreements

Select the Pending acknowledgement Agreements by searching with the status "Pending Supplier Acknowledgement".

Once you click on Search the pending acknowledgement agreements, all the supplier pending agreements will be shown on the Manage Agreement search page.

						ΔP	Ç9 TW
Manage Agreements @		1. 19					Dgne
A Search Proturement DD Suppler Site Agreement	Inch	ade Closed and Expi	Advanced Ma Status red Documents	No V	Search All Agreements	Search Re	set Save
Actors • Ver • Formst • 🖋 🎵 📴 📰 Freeze 🔛 Detach. of Weap			Agreement	Released		En Chan	e Creation
Agreement Description	Supplier Site	Buyer	Amount	Amount Currency	Status	Da Order	Date
A 2488PA0000004 CPA contract for service	UK	OC, SETUP	1,000,000.00	0.00 GBP	Pending Supplier Ack	2	20/10/20
2234PM0000004 Stationary Term Contract 15 Oct 23 Columns Hidden 29	HK	PO, Buyer1	3,600.00	0.00 HKD	Pending Supplier Ack	1	15/10/20

Step 2: Open the Purchase Agreement

Select the particular Purchase Agreement and open it.

	RTS								ΔP	¢	TW
Manage Agreements (?)											Done
A Search Procurement BU Supplier Site	· ·		Includ	e Closed and Expi	Agvanced Mar Status ired Documents	Pending Supp	Saved Se	edgment 🗸			~
Agreement								[Search R	eset Sav	ę
Actions View Format]]] Freeze $\stackrel{\sim}{\mid\!$		Supplier Site	Buyer	Agreement Amount	Released	Currency	Status	En Chan Da Orde	ge Creat r Date	on
2488PA0000004 CPA contract for service A - 2134PA0000004 Stationery Term Contra	e cl 15 Ocl 23		uк нк	OC, SETUP PO, Buyer1	1,000,000.00	0.00	38P HKD	Pending Supplier Ack Pending Supplier Ack	2 1	20/10/	20
Columns Hidden 29											_



НИТСНІЗОМ	IPORTS				
Blanket Purchase Agreement: :	2488PA00000007 ⑦				Acknowledge Vew PDF Actions V Dgne
⊿ General					
Procurement BU Agreement States Bayer Creation Date	The Felosiowe Dock and Railway Company 24889400080007 Pending Suppler Astronedgment BETUP OC 08912024	Supplier Supplier Site Supplier Contact Supplier Agreement Communication Method	HPHUKSUPPLERTTT HPHUK-GITE 1 HPHUKSUPPLERTTT TTT	Start Date En Date Agreement Anoust Minimum Rolesse Anoust Rolessed Anoust Description	08012024 08012025 8.00 Oto Ogit 8.00 Ogit Magnetic Katerialis Agreement
Required Acknowledgeme Acknowledgemet Dav Dat Payment Term	E Decement 8 569-10004 8 1HE30	Shipping Method Freight Terms FOB Gestation Reference 1765	ыРн AR None		– Pig on receipt – Continning order
Lines					

Step 3: Submit acknowledgment

Input your reference number into "Supplier Agreement".

Select Acknowledgment Response "Accept".

HUTCHISON Acknowledge Document (Blank	PORTS et Purchase Agreement): 2488PA0000	00007			
A General Procurrent RU Agreement States Bayer Create Date Sugar Agreement Terms Tooles ano Addoment	The Felkstowe Dock and Railway Company 2468Ph00000007 Piededg Stuppler Activitiedgment 0C, SETUP 888 E0004	Suppler Suppler Site Suppler Context Communication Method	HPHURSUPPLERTTT HPHURSOTE 1 HPHURSUPPLERTTT TTT None	Start Date End Date Agreement Annount Maximum Release Annount Description	089 1/2024 089 1/2025 8.000 00: GBP Magnetic Makerials Agreement
Required Acknowledgmer Acknowledgment Due Dat Acknowledgment Not	Cocument 1601/2024	Payment Terms Shipping Method Freight Terms FOB	Net 30 HPH AIR None		- Pay on receipt - Confirming order

Click "OK" to continue.

Confirmation	×
The document will be accepted. Do you want to continue? (PO-2055013)	
ОКСа	ncel

The agreement status will become "Open" as below.

				습 며 🕫 🔤
Manage Agreements ③				Dgeno
b Search		Agvanced	Manage Watchlist Saved Search All Agreem	orits 🗸 🗸
Search Results Actors • Vers • Format • 💉 🎵 🖙 🔄 Freese 🔛 Detach al Wrop			_	
Agreement Description	Supplier Site	Buyer Agreeme Amou	nt Released nt Amount Currency Status	En Change Creation Da Order Date
2134/94000004 Statosey Tem Contract IS Oct 23 Columna Hidden: 29	НК	PO, Buyer1 3,600.	00 0.00 HKD Open	1 15/10/20

6.4 Purchase Agreement History

Step 1: Open the Purchase Agreement

Go to Manage Agreement page and search for the specific Purchase Agreement.

				I		Ç 9 TW
Manage Agreements ⑦						Dgne
Headers Lines						
⊿ Search		Agvances	Manage Watchlist Sa	ved Search All Agreements		~
Procurement BU			Status	~		
Supplier Site		Include Closed and Expired Docu	ments No 🗸			
Agreement 2134PA00000004				_		
				[]	Search Res	ot Savo
Search Results						
Actions 🕶 View 🕶 Format 🖝 🥒 💯 📴 Freeze 🔛 Detach 🚕 Wrap						
Agreement Description	Supplier	Site Buyer Agreen	nent Released Curre	ency Status	En Change Da Order	Creation Date
2134PA00000004 Stationery Term Contract 15 Oct 23	НК	PO, Buyer1 3,60	0.00 0.00 HKD	Open	1	15/10/20
Columns Hidden 29						

Step 2: Go to Action Button.

You can review the Purchase Agreement Document, Change History and Revision History by choosing particular view history option.

	PORTS						Ç9 ໜ
Blanket Purchase Agreement: :	2134PA00000004 (?)				Acknowledge E	View PDF Actions dt cknowledge	▼ Dgne
▲ General Procurement BU Agreement Satus Biover Creation Date Terms Notes and Aflachments	Norgiong International Terminals Landed 21347400000064 Open Buyert PO 151162223	Supplier Supplier Sile Supplier Contact Supplier Agreement Communication Method	Testing Suppler HK Teny Wong None	Start Date End Date Agreement Amount Minimum Roteste Amount Retrased Amount Description	15/10/2023 15/10/2024 3,600.00 HKD Stationery Term Contract 1	ancel Document ew Document History ew Change History ew Revision History 15 Oct 23)
Required Acknowledgmen Payment Term & Additional Information	t Document s Net.33	Shipping Method Freight Terms FOB			Pay on receipt		

Click <mark>"Done"</mark>.

			습 며 🕫 💌
			Dgme
er1 PO	Supplier	Testing Supplier	
4PA0000004	Supplier Site	нк	
Ionery Term Contract 15 Oct 23	Status	Open	
Wrap			
Date Additional Information			
023 3 43 AM			
023 3 46 AM			
024 11:33 AM			
024 11:35 AM			
	er FPO Her/A0000004 Beney Them Contlass 15 Od 23 Witop Data 20 3 Ad AM 20 3 46 AM 20 4 113 AM	er FPO Sequer WeXDOODS04 So dd 23 Sequer Sia WexDOODS04 So dd 23 Sea WexDOODS04 So dd 23 Sea WexDOODS04 So dd 23 Sea WexDOODS04 So dd 24 Sea Sea Sea	Additional Information Additional Information Security Notest Security Notest Security Security <thsecurity< th=""> Security <t< td=""></t<></thsecurity<>

7. Manage Invoices and Payments

7.1 Creating Invoice with PO

Step 1: Create Invoice

Click on "Create Invoice" Task in Supplier Portal menu.

Tasks		
Orders		
Manage Orders	Requiring Attention	Recent Activity
Manage Schedules		Negatia
Acknowledge Schedules in Spreadsheet		Arreem
Agroomoste		Agreem
Agreementa		Orders
Manage Agreements		
Channel Programs		
Manage Programs		
Shipments		
Manage Shipments		
Create ASN		
View Receipts		
View Returns		
Work Confirmations		
Manage Work Confirmations	Supplier News	
Consigned Inventory	https://hutchisonports.com/media/news/	
Review Consumption Advices		
Review Consigned Inventory		
Review Consigned Inventory Transactions		
Invoices and Payments		
Create Invoice		
Create Invoice Without PO		
View Invoices		

Enter the PO number in the "Identifying PO". The Supplier details are defaulted from the PO.

Check the Address is the correct address to receive cheque. If not, please change the supplier site.

Enter the invoice number, date and type (= Invoice).

		û P 🥔	FT
Create Invoice ⑦		Invoice Actions 👻 Serve Serve and Close Submit C	ancel
* Memtifying 20 (21:M0000044) Septim UKI SUPPLER C4 Tatagerr ID * Supplier Tat Registration Number Supplier Tat Registration Number	Remit do Bask Account Unique Remittance Mentifier Unique Remittance Mentifier Unique Remittance Mentifier Description Attachments Notre ф Tac Centrol Amount	Number Uut Gry Cog N	
Customer * Customer Taupayer ID 2134 Lines	Name Horgitary International Tr Address	Terninala Limbed	
Ver	Supplier Nem Rem Description Ship-to Loca	ation Tax Classification Available Quantity Unit Price UOM * Amount Des	script

Step 2: Add the details of item lines

Click "Select and Add" icon under the Lines section.

Lines View 🔻 📲	Can	cel Line					
* N	* T	Purchase Order			Consun	6	
Number	туре	* Number	* Line	* Schedule	Number	Line	Su
No data to displa	у.	-					
		Tot	al				

Input the Purchase Order number you want to match and click on the search.

Select the item with Received and uninvoiced quantity and click "Apply".

After applying, click "OK" button.

* Identifying PO	212400000246	Se	ect and Add: Pu	rchase	Orders							×	* Number	LIST IND/ O	01
Supplier	UAT SUPPLIER C4												* Date		
Taxpayer ID			Search					Advance	ad Saved	Search		~	Date	15/8/24	00
* Supplier Site	First Team										** At least one is	required	* Type	Invoice	~
Address	R0001, YYYYY, HONGKON	IG	Purcha	ase Orde	r 21340000	346 🔹	** C	onsumption	1 Advice				Invoice Currency	HKD - Hon	g Kong Dollar
			** Crea	tion Date	e d/m/yy ah:	nm Co							Payment Currency	HKD - Hon	g Kong Dollar
egistration Number		_										•			
										Sea	rch Reset	Save			
		Se	earch Result	S											
stomer Taxpayer ID	2134			Detech	Calant										
			view 👻 🔛 🕮	Detach	Select										
			2												
			Purch	hase Ord	der		Sh								
Incel Line			Number	Line	Schedule	Item Description	Lo	Ordered	Received	Consumer	Invoiced				
Pun	chase Order	C	213400000346	1	1	LIMIT SWITCH, BRAND: YASKAWA, PSKU-110	н.,	6	6	5	0		u Unit Drice	HOM	* Amount
* Number * Li	ne * Schedule	Num	213400000346	2	1	ANALOG INPUT MODULE, BRAND: FUJI, NP1	н.,	6	5	l-	5		y One Price	UOM	Anoun
			213400000346	3	1	AIR CONDITIONER, BRAND: RASONIC, RCN1	н.,	2	0		0				
10131			213400000346	4	1	ROLLER BEARING, BRAND: NSK, P/N: 22214	н.,	2	0		0			_	
										_		+			

Н											
Create Invoice @)						-	Invoice	Actions 👻 🗌	Save Save and Close S	ub <u>mit</u> <u>C</u> ancel
Supplie	Identifying PC Supplie Taxpayer IC Supplier Site Address r Tax Registration Number	2 213400000346 r UAT SUPPLIER C4 First Team s R0001, YYYYY, HONGKO	v NG	Unique	Remit-to Bank Account [Unique Remittance Identifier] Remittance Identifier Check Digit [Description] Attachments	None #		Invoi Payme	* Number * Date Type ice Currency ant Currency	UAT-INV 001 15/8/24 the Invoice HKD - Hong Kong Dollar HKD - Hong Kong Dollar]
Customer Lines	Customer Taxpayer ID 2134 Tax Control Amount Customer Taxpayer ID 2134 Tax Control Amount Lines										
View ✔ + X E	Cancel Line P Number	urchase Order Line * Schedule	Consumption Advice Number Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Unit Price	UOM * Amo	unt Description
1 Item	 ✓ 2134000 1 Total 	1			LIMIT SWITCH, BRAND: YASKAWA	A, PS HIT_T3GF_ST	•	6 6	5000	piece 30,000 30,000	LIMIT SWITCH

Step 3: Input invoice quantity and upload supporting documents

Step 4: Submit invoice

Click "Submit'".

	RTS				0 P 🕫	TW
Create Invoice ②				Invoice Actions 👻	Save Submit	ncel
Identifying PO	213400000138 💌	Remit-to Bank Account	•	* Number	Invoice_040124	
Supplier	Testing Supplier	Unique Remittance Identifier		* Date	04/01/2024	
Taxpayer ID				Type	Invoice	
Supplier Site	HK	Unique Remittance identiner Check Digit		Invoice Currency	HKD - Hong Kong Dallar	
Address	HK Address 1, HK Address 2, HONG KONG	Description		Payment Currency	HKD - Hong Kong Dallar	
Supplier Tax Resistration Number		Attachments	None 🕂			
Supplier fax Registration Humber	•	Tax Control Amount				
0						
Customer						
Customer Taxpayer ID	2134 🔻	Name	Hongkong International Terminals Limited			
		Address				

Confirmation message of invoice submission will appear once the invoice is succesfully submitted.



7.2 Creating Invoice without PO

Step 1: Go to "Create Invoice" Page

Step 2: Enter Invoice details

Select Supplier Site (the address should be correct to receive cheque)

Enter Invoice Number, Invoice Date, Type (=Invoice/ Credit Memo).

				Ç) FT
Create Invoice Without PO ⑦			Invoice Actions 🔻 Save Save and Close Submi	Cancel
Supplier UXT SUFFLER C4 Taxpayer ID * Supplier Site Frait Team Address Robot YYYYY HONOKONG Supplier Tax Registration Number	Remit do Bank Account 25123 Unique Remittance Mentitier Unique Remittance Stentifier Description Description Attachments None +	41541 V	* Number Ukr NV 002 * Date 19924 @@ * Type Imoice • Invoice Currency HelD - Hoop Kong Dotar • Payment Currency HelD - Hoop Kong Dotar	
Customer Taxpayer ID 2134	Tax Centrol Amount	ong International Terminats Limited	* Requester Email Requester Name	
Step 3: Enter Invoice Line				

Click "+" Icon

Lines						
View 🕶 🛨 🗎 🗶	Cancel Line					
* Number * Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount Description		
No data to display.						
	T	otal				

Input Requester Email (HIT's staff email address), Amount and Description.

Attach supporting documents.

Create Invoice Without PO ②		Invoice Actions • Save Save and Close Submit Cancel							
Supplier UAT SUPPLIER C4 Taxpayer ID	Remit.to Bank Account 25123541541 Unique Remittance identifier	* * * * * * * * * * * * * * * * *							
Supplier Tax Registration Number	Unique Remittance Identifier Check Digit	Type Invice Type Invice Invoice Currency HED Heng Kang Datar v							
	Attachments None 🕂	Payment Currency PKU - Horg Kong Dolar							
Customer Tarpayer (D 2134 v	Name Hongkong Internation Address	* Requester Enail Requester Enail Requester Name							
Lines View + E X Cancel Line									
* Number * Type Ship-to Location Ship-from Location Tax Cla	stification * Amount Description 999.00 UAT DESCRIPTION								
Total	999.00								

Step 4: Submit invoice

Click "Submit'".

7.3 View Invoices

Step 1: Go to View Invoice page

Click "View Invoices"

			*	
Channel Programs				
Manage Programs				
Shipments				
Manage Shipments				
Create ASN				
View Receipts				
View Returns				
Work Confirmations				
Manage Work Confirmations		Supplier News		
Consigned Inventory	•	https://hutchisonports.com/media/news/		
Review Consumption Advices				
Review Consigned Inventory				
Review Consigned Inventory Transactions				
Invoices and Payments				
Create Invoice				
Create Invoice Without PO				
View Invoices				
View Payments				

Step 2: Search the invoice

Input the search criteria and click on the Search Button.

View Invoices	Dgee
⊿ Search	Advanced Saved Search All Invoices 🗸
	** Al least one is required
** Invoice Number 1234567	Consumption Advice
Supplier Supp HK TST 18 Mari	Invoice Status
Supplier Site	Paid Status
A Purchase Order 1000	Payment Number
	Search Beet Save
Search Results	\smile
View • 📅 🔛 Detach	



Select and click on the specific Invoice.

		ΔP	Ç 9 📷		
View Invoices					Dgne
Search			Agvanced Saved	Search All Invol	ces 🗸
Search Results					
View 🗸 🎢 🐨 🔄 Detach					
Invoice Invoice Date Type Purchase Supp Number Supp	er Supplier Site	Unpaid Amount	Invoice Invoice Amount Status	Payment Number	Comments
Invoice_040124 04/01/2024 Standard 213400000136 Testin	Supplier HK	500.00 HKD	500.00 HKD In proc		

Invoice page showing all the invoice details will open up.

												Ċ	TW							
Invoice:	Invoice: Invoice_040124																			
			-	-	-							_							-	
		Business Unit Ho	ngkong Intern	ational Terminals	Limited					Invoice A	mount	t 500.00	HKD							
		Legal Entity Name Ho	ngkong Intern	ational Terminals	Limited											Invoice Type S	landard			
		Supplier or Party Te	sting Supplier							Unpaid A	mount	t 500.00	HKD			Description				
		Supplier Site H								Payment Cu	rrency	r HKD				Attachmant N	lone			
		Address H	Address 1, H	K Address 2, HO	NG KON	3			Tax Control Amount											
		Invoice Date 04	01/2024																	
Lines Pay	ments																			
Items																				
View 💌	Er 🔄 Deta	h																		
Line	Атрони	Description	Quantity	Heit Drive	UOM	F	Purchase	Order		Receipt		Consum Advi	ption ce	an Tax Determinants						
			,		Name	Number	Line	Schedule	Numb	er Line	Nu	umber	Line	Ship-to Location						

7.4 View Payments

Step 1: Go to view payments page

Click "View Payments".

ſ	Invoices and Payments	
l	Create Invoice	
I	Create Invoice Without PO	
I	View Invoices	
l	View Payments	
l	Negotiations	
I		

Step 2: Search the payment

Input the search criteria, for example payment number and supplier name.



Step 3: See the Payment details

Payments match the search criteria will be shown in the Search Results section.

To see the Payment details , select and click on the specific Payment.

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View Payments									Done
	TS						Ĺ	Ъ	i
Payment: 1000005									Dgne
Busines	s Unit Hongkong International Terminals Limited		Payment Amour	nt 600,000.00 HKE					
	Payee Testing Supplier		Payment Dat	e 10/12/2023					
Paye	e Site HK	Payment Type Guick							
Ad	dress HK Address 1, HK Address 2, HONG KONG	Remit-to Account XXXXXXX5455							
Payment	Status Negoliable		Payment Documer	nt ACH					
Paid Invoices									
Number Invoice Date Type		Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
INV23120802 08/12/2023 Standard		213400000074			600,000.00 H	600,000.00 H	Manually	07/01/202	Fully paid
									-

Payment page showing all the payment details will open up.

If you have any questions about invoicing/ payment application, please email our Account Payables at <u>ap@hit.com.hk</u>.

7.5 Frequently Asked Questions about Invoice Submission

- 1. How can I create or view invoices?
 - A: You are required to create/view invoices through the Supplier Portal. Please refer to Section 1 of this manual for the detailed procedure of logging into the Supplier Portal. Click "Create Invoice" or "View Invoice" in the Supplier Portal.
- 2. Why couldn't I find the corresponding PO when I was trying to submit an invoice?

A: Below are the possible reasons you could not find the corresponding PO.

- Please ensure you click "Create Invoice" rather than "Create Invoice without PO". Labour Orders/ Tractor Orders/ Work Orders are also regarded as Purchase Orders ("PO").
- Oracle Fusion Cloud Supplier Portal is adopted for Hongkong International Terminals Limited ("HIT") only.
 If the PO is under HPH Corporate Services Limited or Hutchison Ports nGen Services Limited, please submit invoices in the existing Financial Self Service ("FSS") system as usual.
 If the PO is under CHT/ ACT, please mail invoices to their Finance

If the PO is under CHT/ ACT, please mail invoices to their Finance Department.

- > Please check with our Procurement department if the PO is cancelled.
- 3. Why was I unable to submit an invoice for a PO?
 - A: Please check whether the PO you selected is correct or not. Please ensure the invoice information you entered was not submitted in the Supplier Portal before. The system will prompt a message to remind you of any missing/invalid value you inputted.
- 4. Why was I unable to submit an invoice without a PO?
 - A: Please ensure a valid "Requestor Email" is inputted. You can check with our company contact person who you always contact with. The system will prompt a message to remind you of any missing/invalid value you inputted.