

SUPPLIER PORTAL GUIDELINES

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1. Login the Supplier Portal

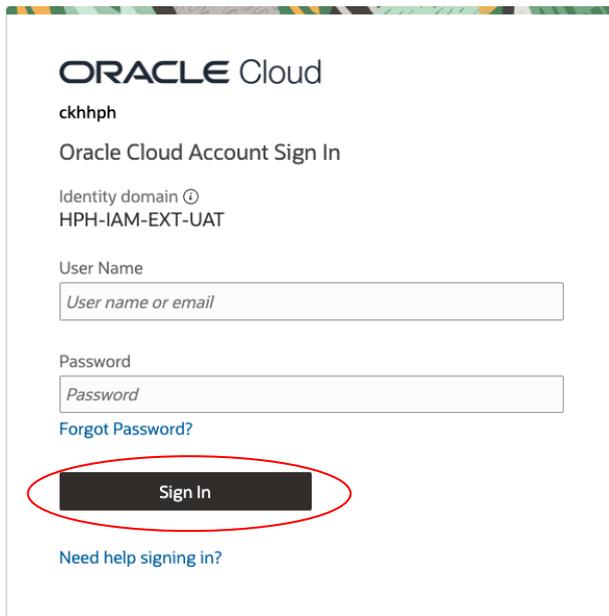
*** please use the link below to login the system (bookmark the link for more convenient)

<https://idcs-d56c20507be443f79ad903537092feb9.identity.oraclecloud.com/sso/v1/app/launcher/78712faa5edb49839328f01abadcc0f9?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.



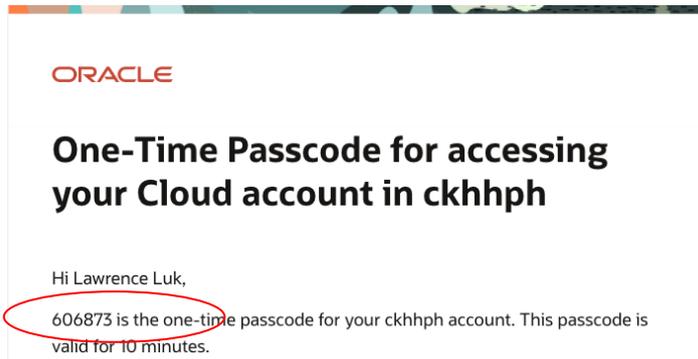
ORACLE Cloud
ckhhph
Oracle Cloud Account Sign In
Identity domain ⓘ
HPH-IAM-EXT-UAT
User Name

Password

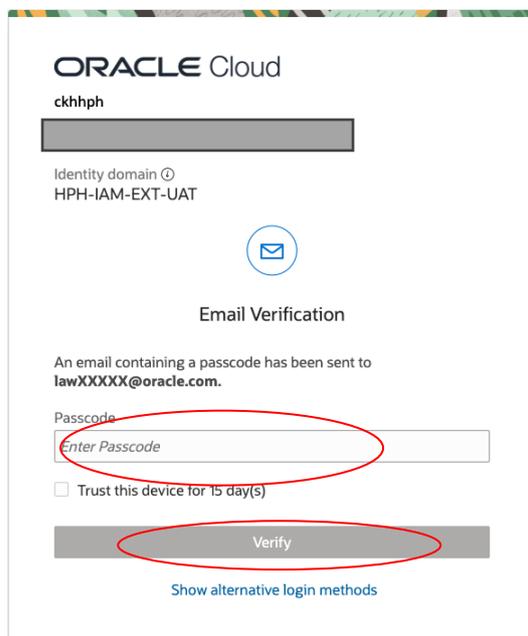
[Forgot Password?](#)
Sign In
[Need help signing in?](#)

Step 3: Complete Multi-factor Authentication (MFA)

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



Enter the one-time passcode.

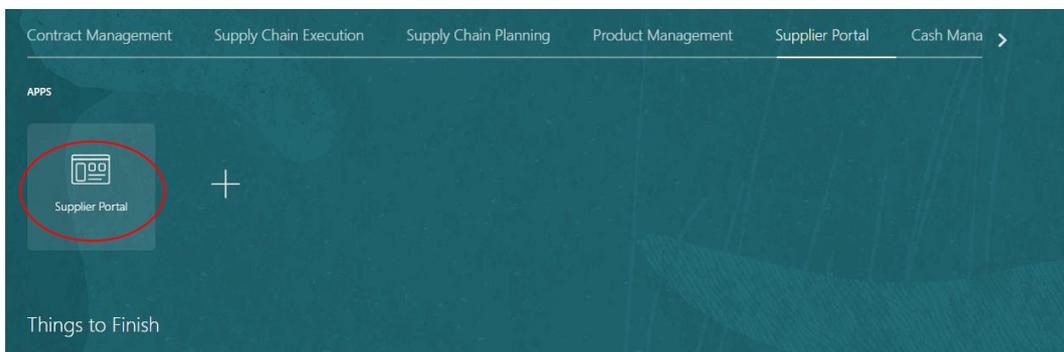
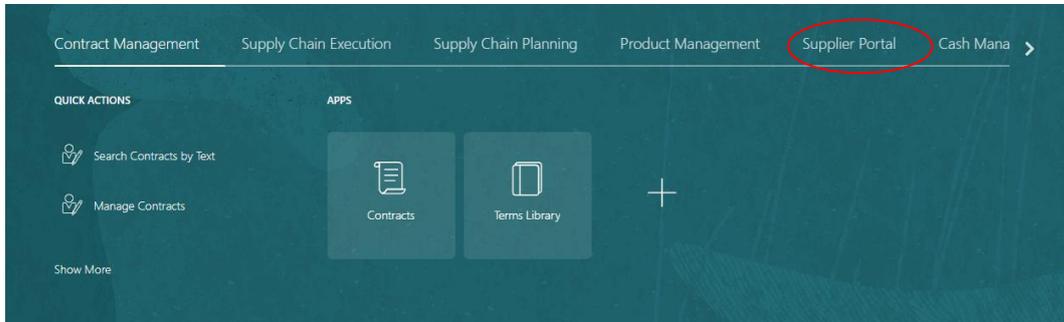


If you receive an email notification with a link in the future, please login the system first before you click the URL.

2. Maintain Supplier Profiles

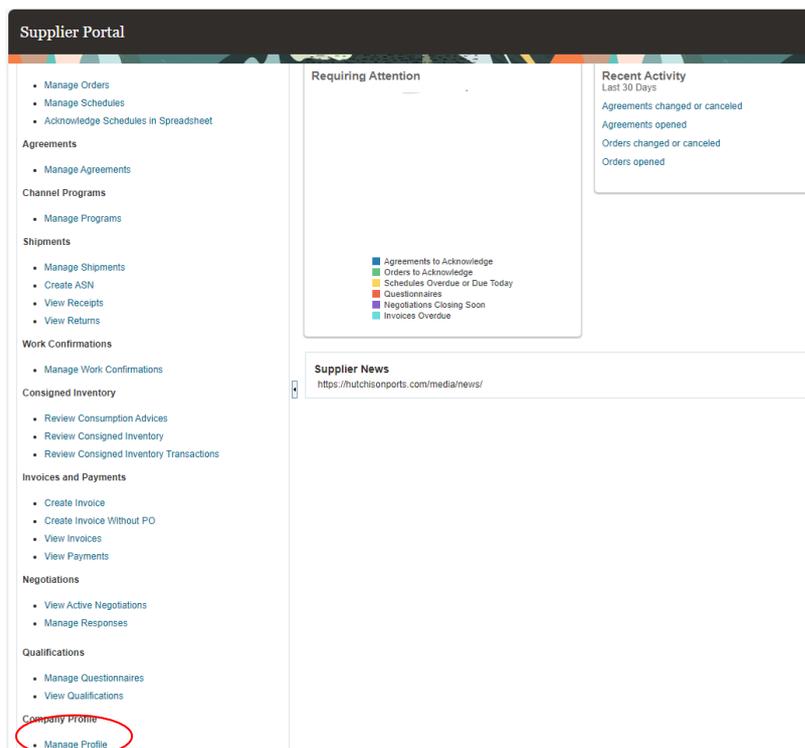
Step 1: Go to “Supplier Portal” page

Click “Supplier Portal”.



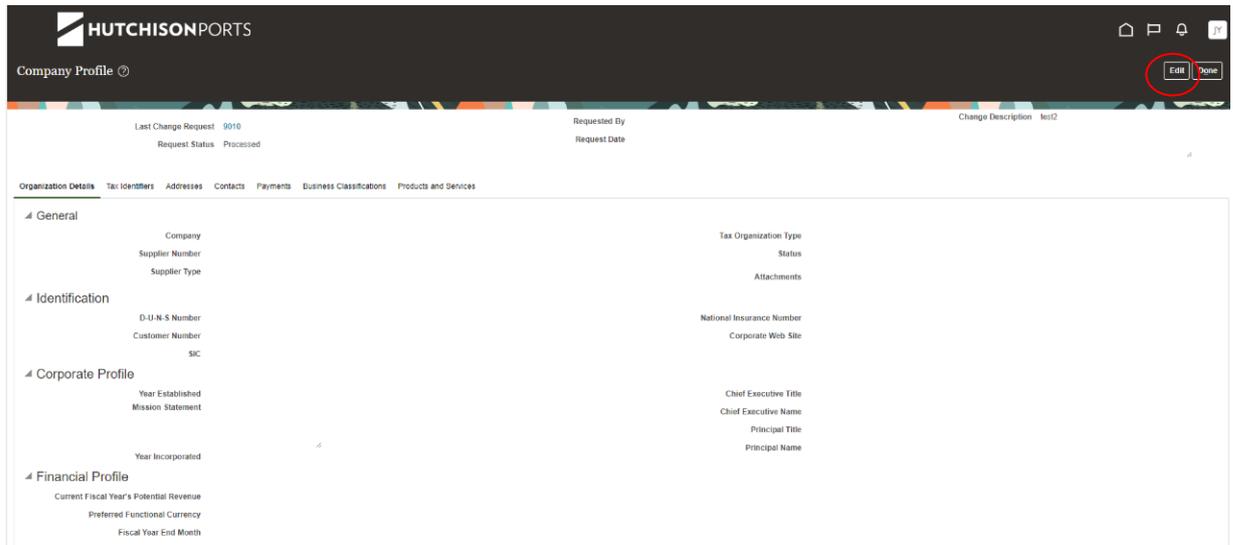
Step 2: Open “Manage Profiles”

Click “Manage Profile”.

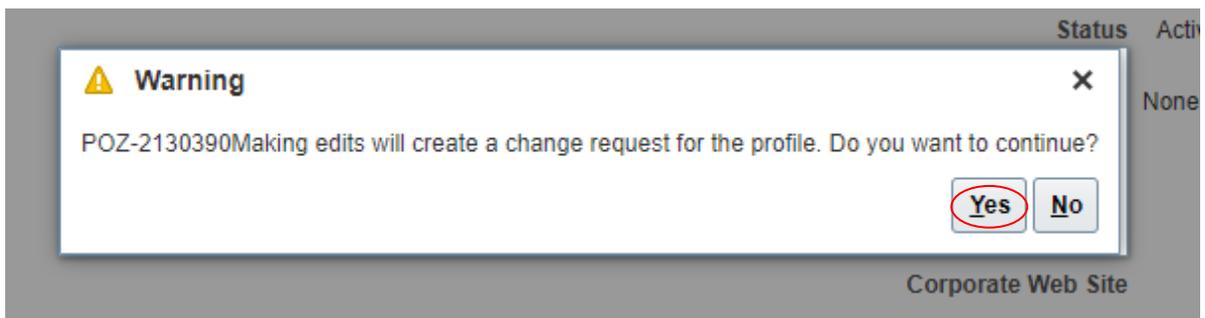


Step 3: Go to "Edit" page

Click "Edit".



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



Step 4: Update the profile

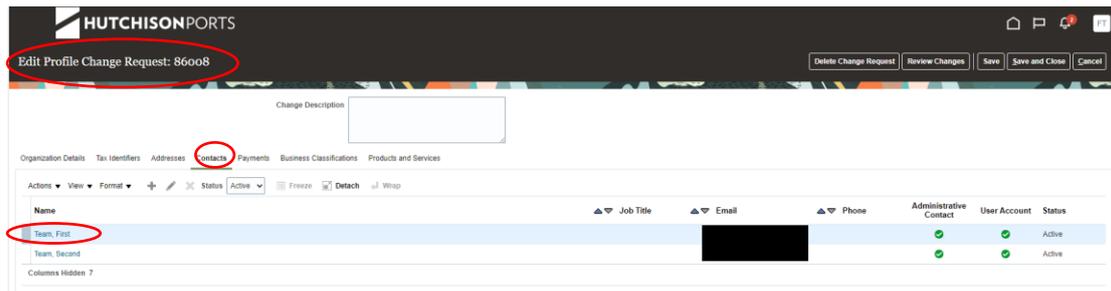
Update the profile information, such as Address, Contact or Bank Account.

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

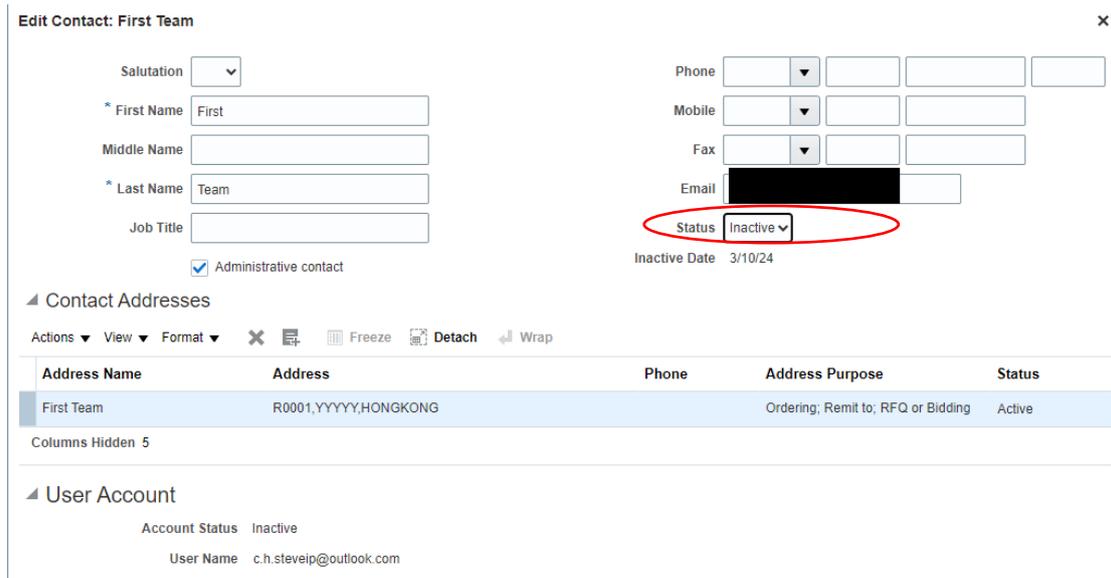
Please DO NOT revise Name, Telephone and Email only. You are just changing the contact email but not the login ID.**

Inactivate existing supplier contact:

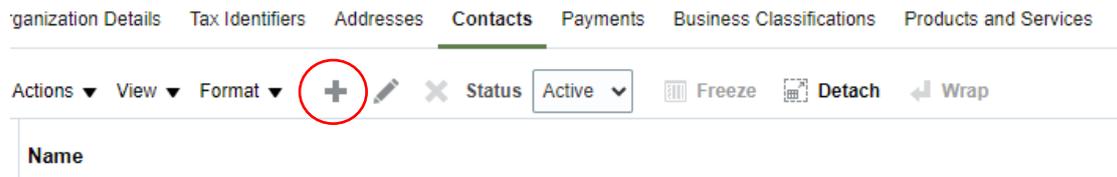
Click "Contact", select the contact person you would like to revise.



Change the Status to "Inactive".



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



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

Create Contact

Salutation: Mr. First Name: TAI MAN Middle Name: Last Name: CHAN Job Title: ADMIN

Phone: 852 23443245 Mobile: Fax: Email: abc@gmail.com Status: Active

Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

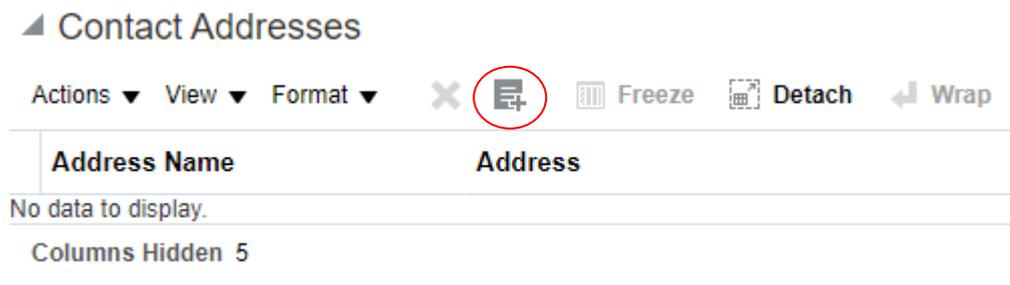
Request user account

Roles Data Access

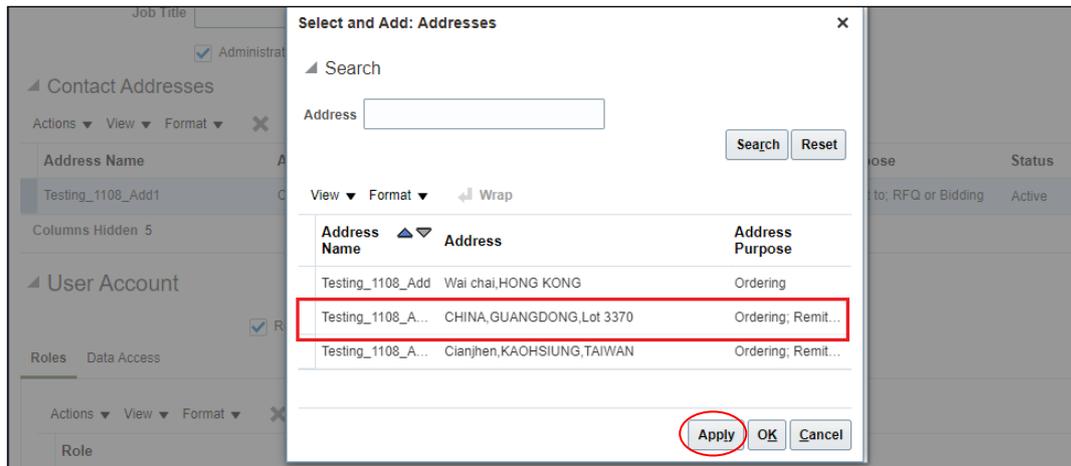
Select the "Request user account" checkboxes if you would like the contact to have access to the Supplier Portal application.

Associate the new contact to an address.

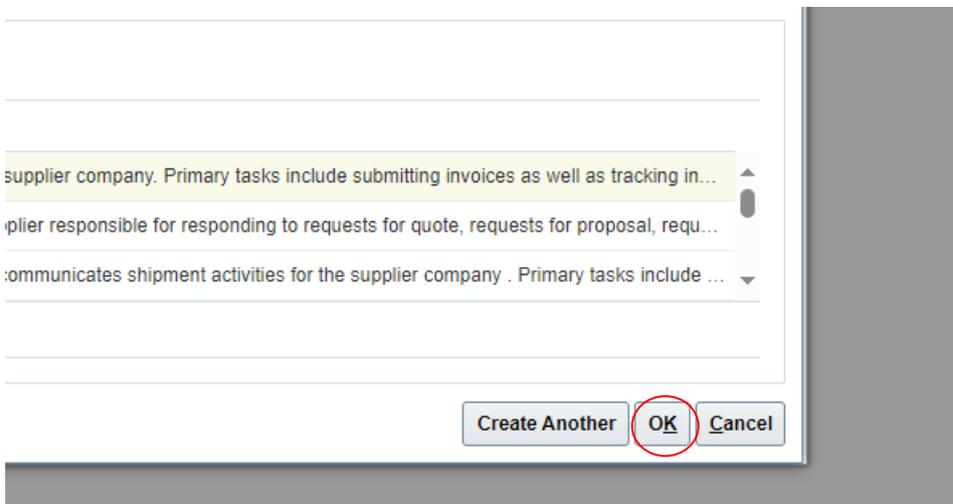
Click "Select and Add" to add the address for the contact.



Select the address and click "Apply" .

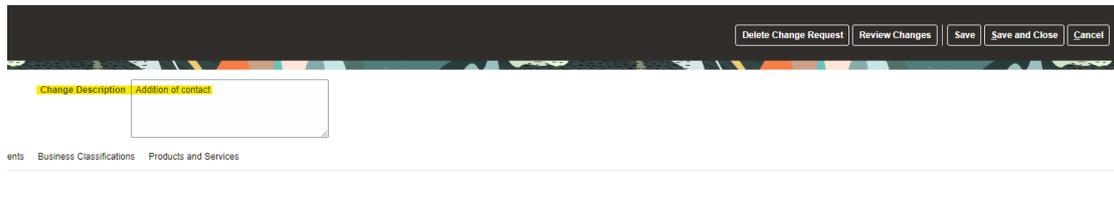


Click "OK".

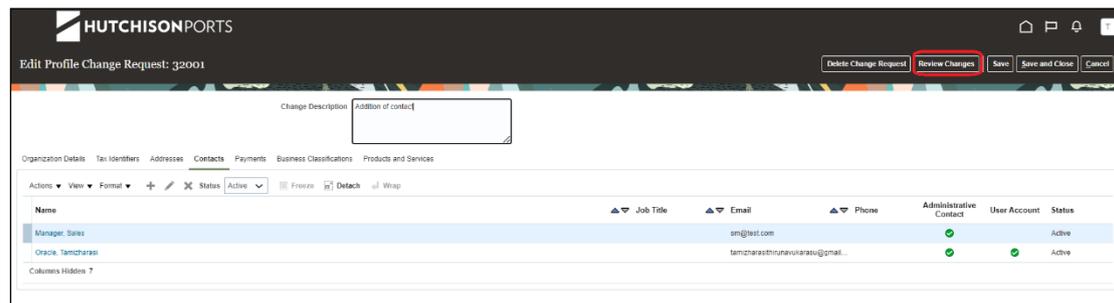


Step 5: Review and submit the changes

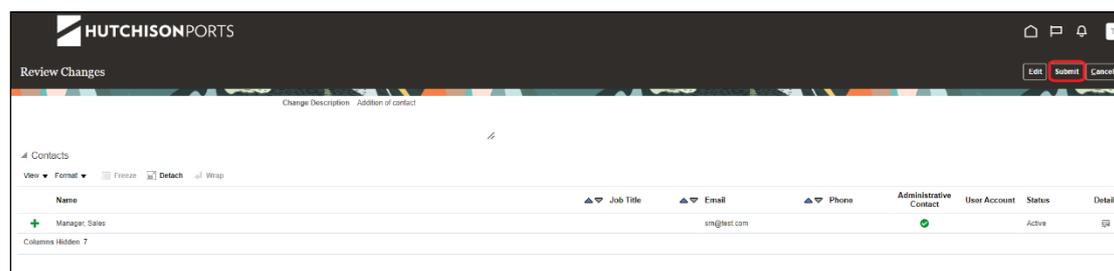
After making all necessary changes, enter the change description.



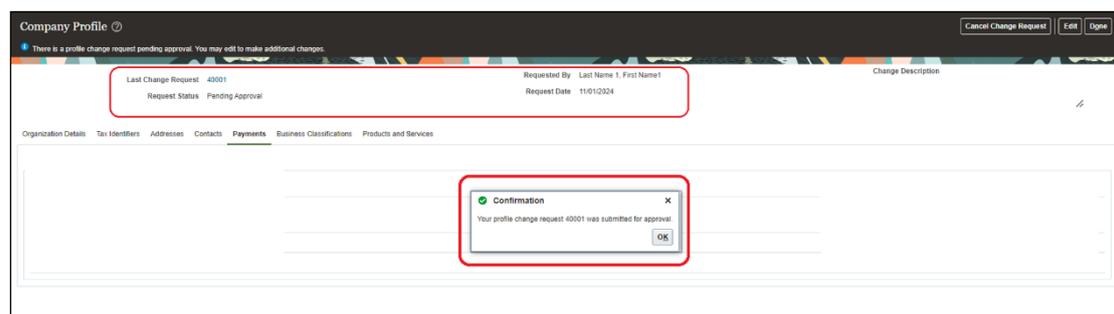
Click "Review Changes" to review the changes.



If no problems, click "Submit".

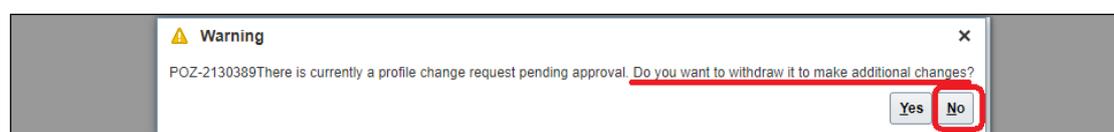


The following confirmation message will show and the change request was submitted for approval and the Request Status will be shown as 'Pending approval'.



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.

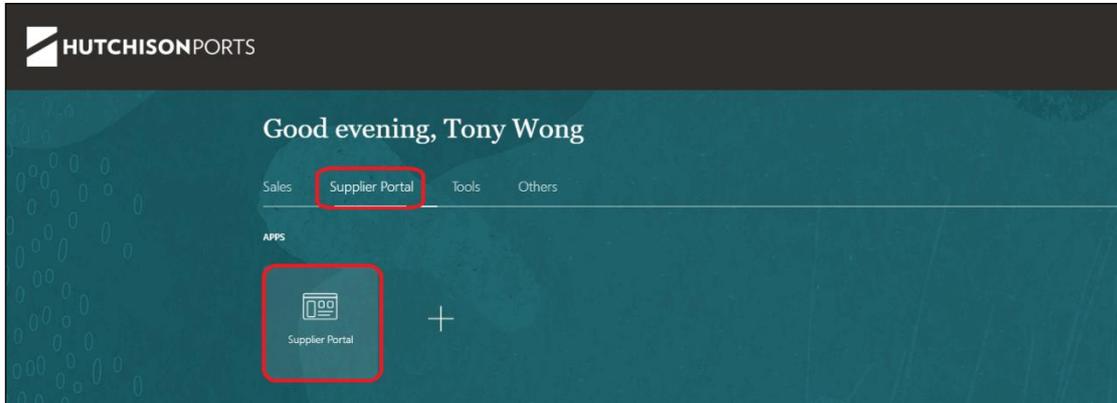
Below warning will pop-up when you try to change profile when there is existing request.



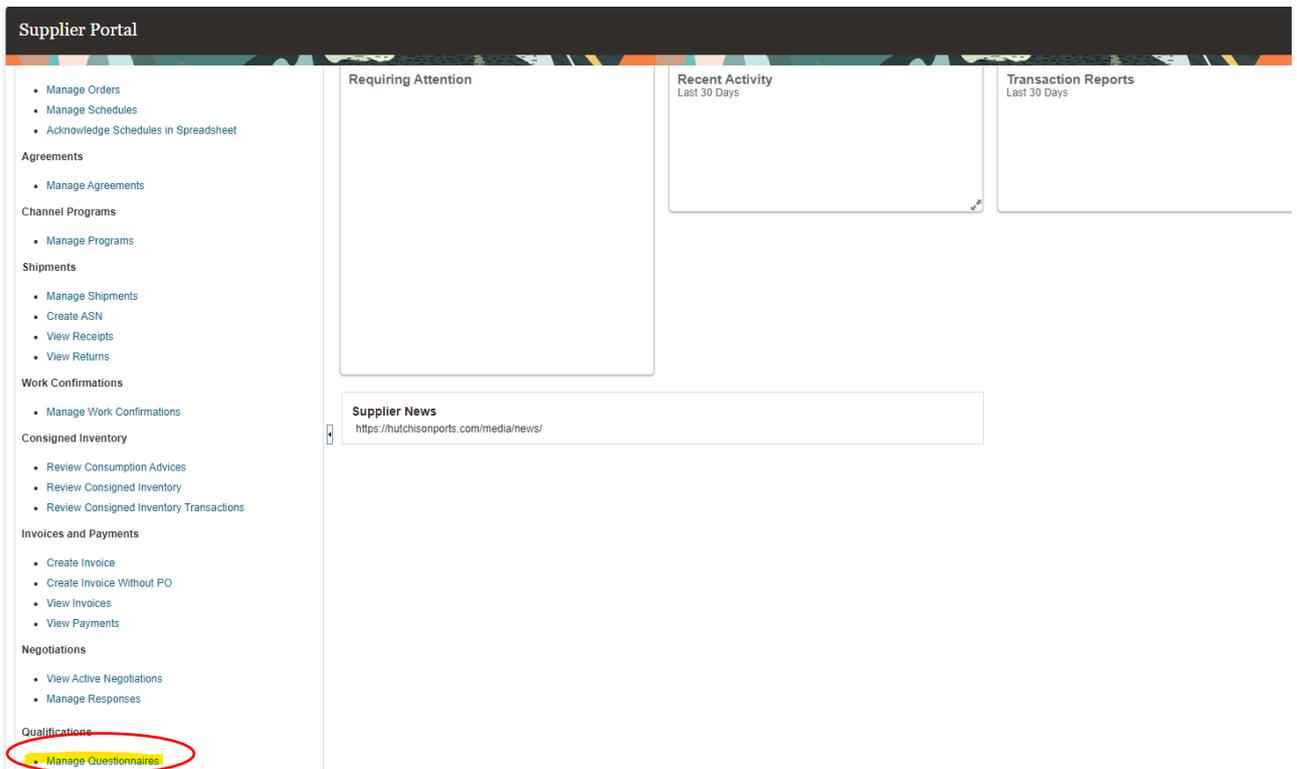
3. Respond to Questionnaires

Step 1: Find the “Manage Questionnaires” page

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



Click “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.

Questionnaire	Questionnaire Title
2134IN00000051	Renewal/Update
2134IN00000027	UAT_Internal_Steve11Apr

Step 3: Answer the questionnaire

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

Click “Submit”.

Save Save and Close Submit Cancel

Time Zone Hong Kong Time
Last Saved 21/6/24 AM10:57

Status Draft

Due Date

Attachments None

Progress Section ◀ 3. Relationship With Other Vendors 供应商关系申报 (Completed) ▶

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

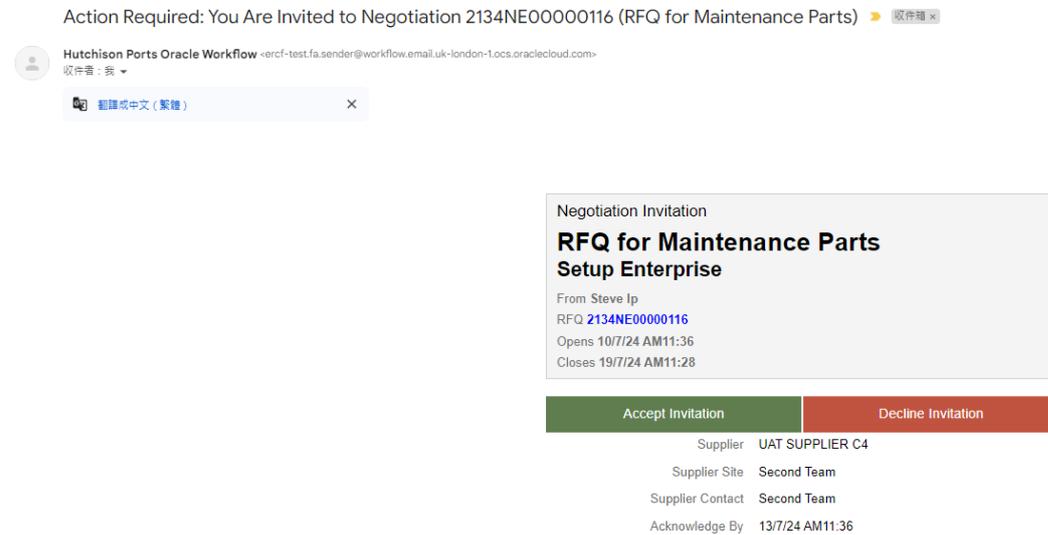
，我司特此确认：截至申请之日并无存在上述关系，且承诺如出现所述关系将立即书面通知HIT&YICT合同及采购部

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.



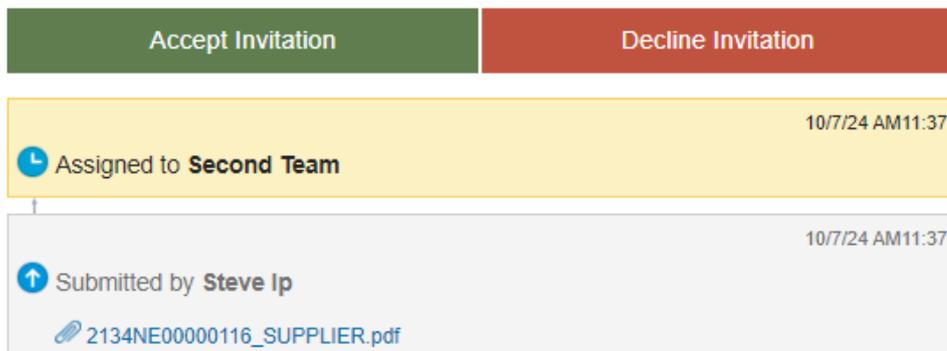
Step 1: Click Accept Invitation/ Decline Invitation.

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.**



View Negotiation

In-app notification

Create New Response

Acknowledge Participation

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

Click “View Active Negotiation”.

The dashboard features a left-hand navigation menu with categories: Orders, Agreements, Channel Programs, Shipments, Work Confirmations, Consigned Inventory, Invoices and Payments, and Negotiations. The 'View Active Negotiations' link is highlighted in yellow. To the right, a 'Requiring Attention' donut chart shows 96 items, with a legend for: Agreements to Acknowledge (1), Orders to Acknowledge (1), Schedules Overdue or Due Today (4), Questionnaires (2), and Invoices Overdue (88). A 'Recent Activity' box lists actions like 'Agreements changed or canceled' and 'Orders opened'. A 'Supplier News' section includes a link to https://hutchisonports.com/media/news/.

Step 3: Find the “Active Negotiations” page

Click “View Active Negotiations”. Input the desired searching parameters.

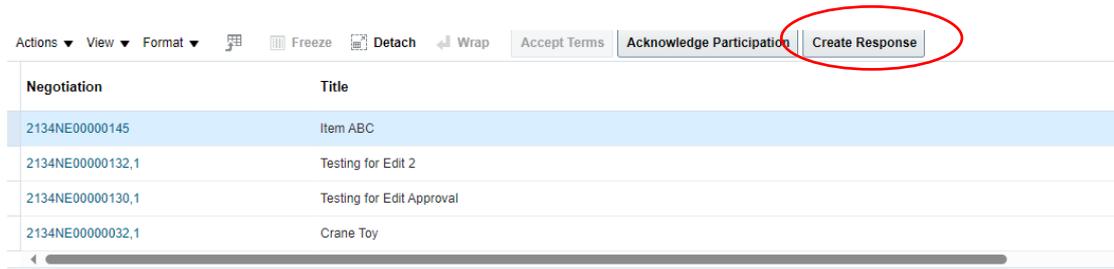
The search interface includes fields for 'Negotiation', 'Title', 'Invitation Received' (Yes/No), 'Response Submitted' (No), 'Negotiation Close By', and 'Negotiation Open Since'. A red oval highlights the search criteria fields. Below, the 'Search Results' table lists three negotiations:

Negotiation	Title	Negotiation Type	Time Remaining	C
2134NE00000132,1	Testing for Edit 2	RFQ	9 Days 21 Hours	8/
2134NE00000130,1	Testing for Edit Approval	Tender	2 Days 21 Hours	1/
2134NE00000032,1	Crane Toy	RFQ	274 Days 23 Ho...	3/

Click the Negotiation Number to view the details.

Step 4: Create Response

Select the Negotiation and Click **“Create Response”**

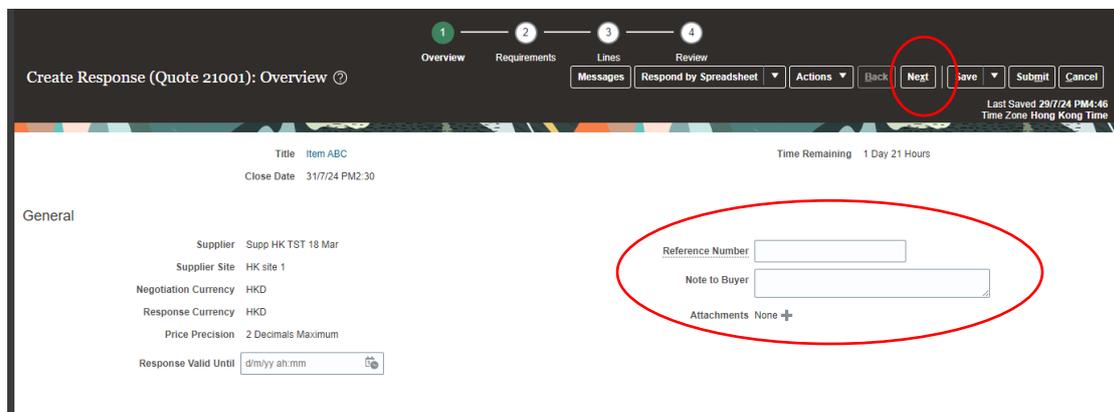


Negotiation	Title
2134NE00000145	Item ABC
2134NE00000132,1	Testing for Edit 2
2134NE00000130,1	Testing for Edit Approval
2134NE00000032,1	Crane Toy

Step 5: Enter the information

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

Click **“Next”** to proceed.



Create Response (Quote 21001): Overview

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 28/7/24 PM4:46
Time Zone Hong Kong Time

Title Item ABC
Close Date 31/7/24 PM2:30
Time Remaining 1 Day 21 Hours

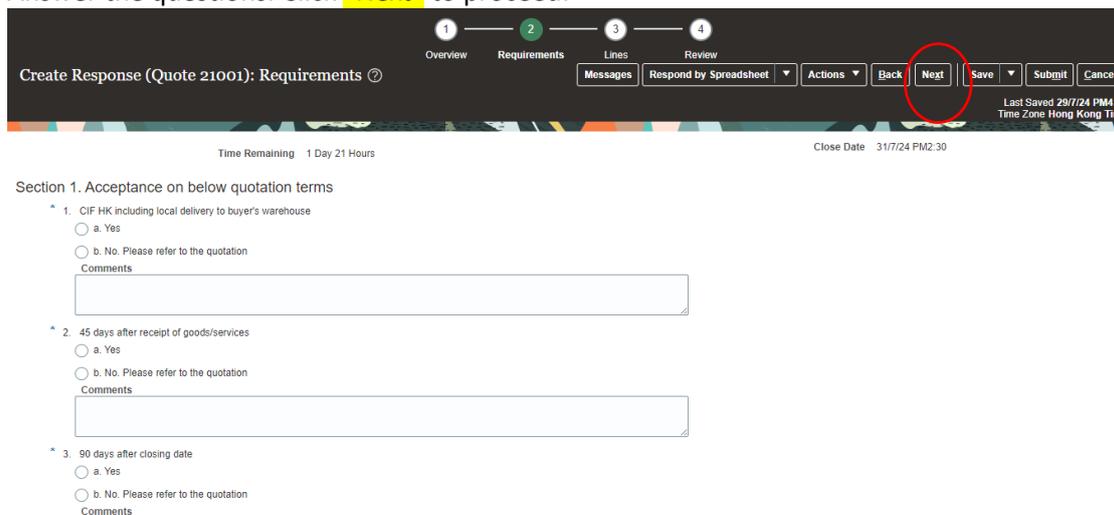
General

Supplier Supp HK TST 18 Mar
Supplier Site HK site 1
Negotiation Currency HKD
Response Currency HKD
Price Precision 2 Decimals Maximum
Response Valid Until d/m/yy ah:mm

Reference Number
Note to Buyer
Attachments None

Step 6: Acceptance on quotation terms

Answer the questions. Click **“Next”** to proceed.



Create Response (Quote 21001): Requirements

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 28/7/24 PM4:46
Time Zone Hong Kong Time

Time Remaining 1 Day 21 Hours
Close Date 31/7/24 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

Comments

* 2. 45 days after receipt of goods/services

a. Yes

b. No. Please refer to the quotation

Comments

* 3. 90 days after closing date

a. Yes

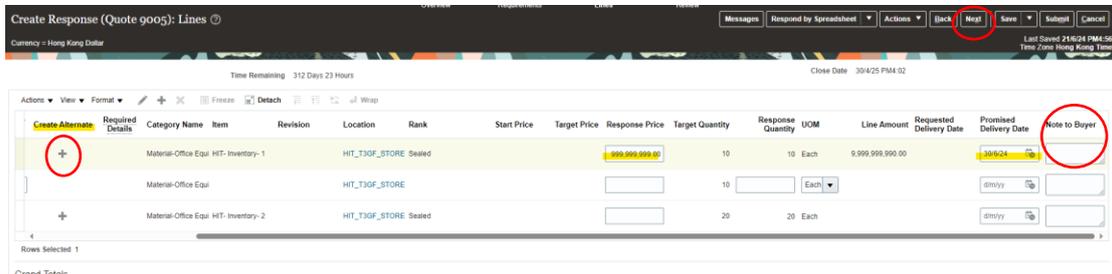
b. No. Please refer to the quotation

Comments

Step 7: Enter the response price

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

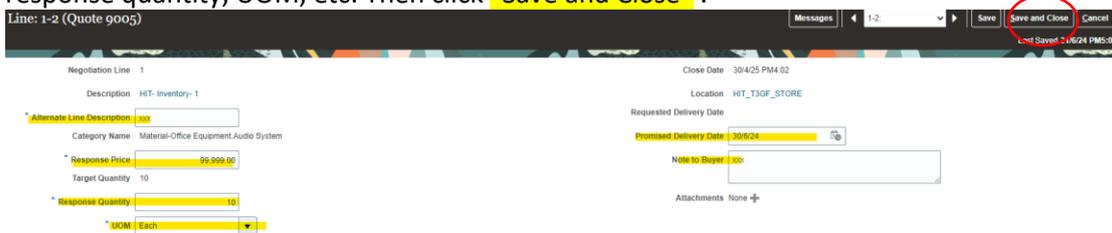
You can also input Note to Buyer for individual lines.



Step 7a: Create an alternate line

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

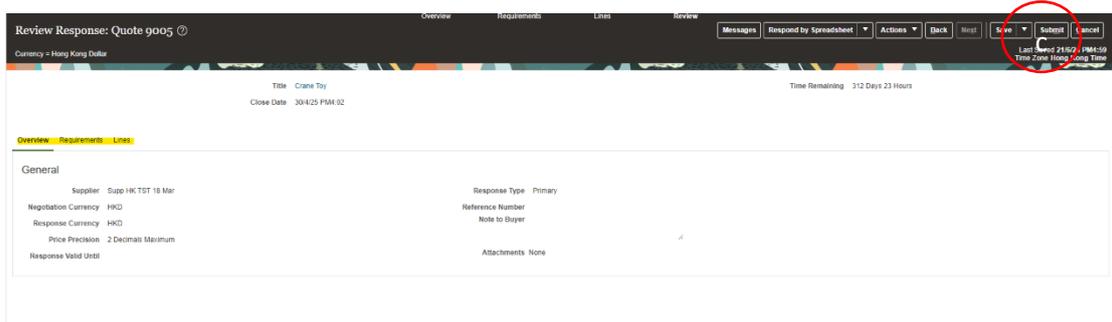
Enter the required information, for example alternate line description, response price, response quantity, UOM, etc. Then click **“Save and Close”**.



Click **“Next”** to proceed.

Step 8: Review and submit the response

Click **“Submit”** if the response is ready.



You will receive an email confirmation after submitting a response.

FYI: Your response Quote 15003 to RFQ 2134NE00000116 (RFQ for Maintenance Parts) was submitted [▶ 收件箱 x](#)

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

收件者: 我

[翻译成中文 \(繁体\)](#) x

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](#)

[In-app notification](#)

[View Response](#)

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.

Requiring Attention

Category	Count
Agreements to Acknowledge	1
Orders to Acknowledge	2
Schedules Overdue or Due Today	5
Negotiation Responses	5
Questionnaires	4
Negotiations Closing Soon	142
Total	159

Recent Activity
Last 30 Days

Negotiation invitations	2
Negotiation responses awarded or rejected	1
Agreements changed or canceled	1
Agreements opened	1

Transaction Reports
Last 30 Days

PO Purchase Amount
PO Purchase Amount
PO Purchase Amount
Invoice Amount

Search Results

Revising a draft response automatically locks it.

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
21001	Active	2134NE0000145	Item ABC	RFQ	1 Day 21 Hours	0	
20007	Active	2134NE0000142	Supply of Huawei Switches	RFQ	2 Days 21 Hours	0	
20006	Active	2134NE0000143	Painting of Light Tower	RFQ	2 Days 21 Hours	0	
20005	Active	2134NE0000141	100M DIA for CCTV	RFQ	2 Days 21 Hours	0	
10004	Draft	2134NE0000032.1	Crane Toy	RFQ	274 Days 22 Ho...	0	
10003	Draft	2134NE0000032.1	Crane Toy	RFQ	274 Days 22 Ho...	0	
9005	Draft	2134NE0000032.1	Crane Toy	RFQ	274 Days 22 Ho...	0	
9004	Draft	2134NE0000032.1	Crane Toy	RFQ	274 Days 22 Ho...	0	
8003	Draft	2134NE0000032.1	Crane Toy	RFQ	274 Days 22 Ho...	0	
16	Active	2134NE0000012	Test Approval HF 2 stage	RFQ	Not applicable	0	
2036	Active	2134NE0000033	SAM UAT Negotiation (RFQ 2134NE0000033)	RFQ	Not applicable	0	
2053	Pending award	2134NE0000030.1	Revision	RFQ	Cancelled	0	

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	2134NE0000145	Item ABC	RFQ	1 Day 21 Hours	0	
20007	Active	2134NE0000142	Supply of Huawei Switches	RFQ	2 Days 21 Hours	0	
20006	Active	2134NE0000143	Painting of Light Tower	RFQ	2 Days 21 Hours	0	
20005	Active	2134NE0000141	100M DIA for CCTV	RFQ	2 Days 21 Hours	0	

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

Quote: 21001 (RFQ 2134NE00000145)
Currency = Hong Kong Dollar

Messages Revise Actions Done

Title Item ABC
Response Status Active
Time Remaining 1 Day 21 Hours
Close Date 31/7/24 PM2:30

Overview Requirements Lines

General

Supplier Supp HK TST 18 Mar
Supplier Site HK site 1
Supplier Contact Yuen, Joe
Response Currency HKD
Price Precision 2 decimals maximum
Response Valid Until

Reference Number
Note to Buyer

Attachments None

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

Quote: 21001 (RFQ 2134NE00000145)
Currency = Hong Kong Dollar

Messages Revise Actions Done

Title Item ABC
Response Status Active
Time Remaining 1 Day 21 Hours
Close Date 31/7/24 PM2:30

Confirmation
Response 21002 to negotiation 2134NE00000145 was submitted. We'll notify you by email.
OK

Overview Requirements Lines

General

Supplier Supp HK TST 18 Mar
Supplier Site HK site 1
Supplier Contact Yuen, Joe
Response Currency HKD
Price Precision 2 decimals maximum
Response Valid Until

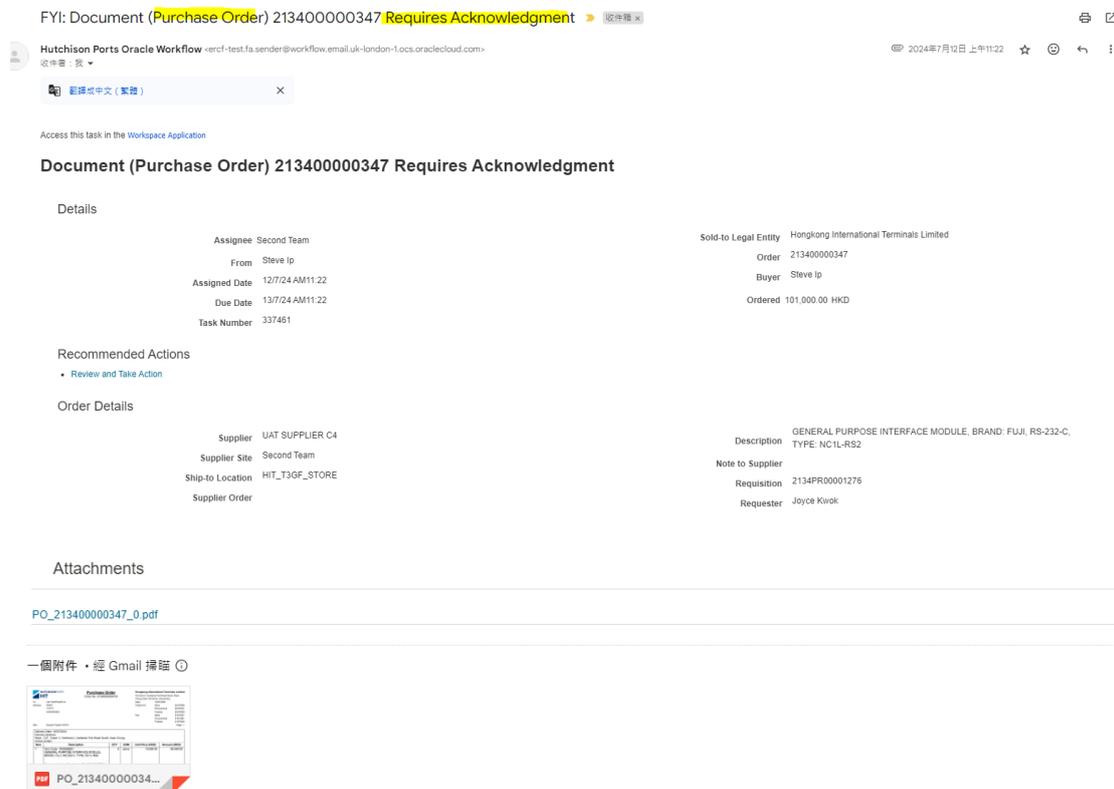
Reference Number
Note to Buyer

Attachments None

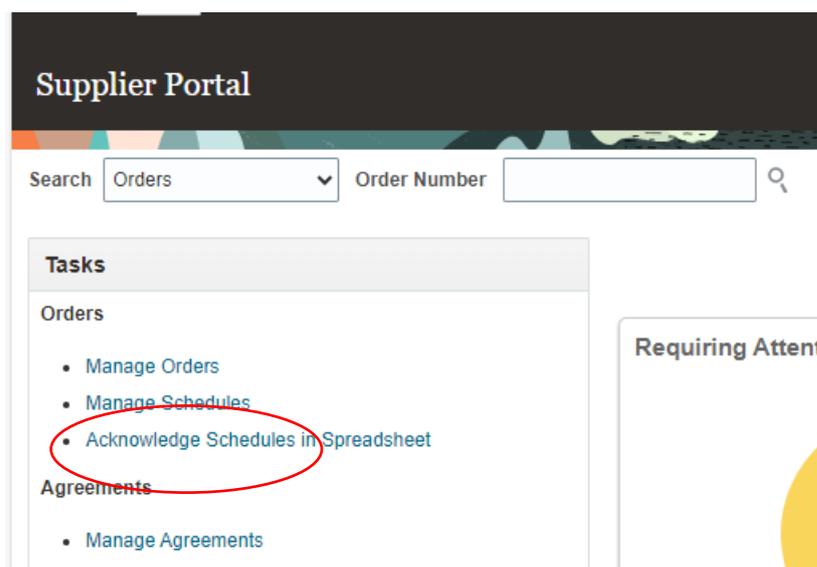
5. Manage Purchase Order

5.1 Viewing Purchase Orders

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



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



Search for the particular Purchase Order.

Click the purchase order number to drill for the details.

HUTCHISON PORTS

Manage Orders

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle
21340000079	20/11/2023		HK	OC.SETUP	600,000.00	HKD	Open	

Columns Hidden 27

Click on the **"Acknowledge"**.

HUTCHISON PORTS

Purchase Order: 21340000135

Acknowledge View PDF Actions Refresh Done

Main

General

Sold to Legal Entity	Hongkong International Terminals Limited	Supplier	Testing Supplier	Ordered	400.00 HKD
Bill to BU	Hongkong International Terminals Limited	Supplier Site	HK	Description	Name Card
Order	21340000135	Supplier Contact	Tony Wong	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill to Location	HIT_T3GF_STORE	Supplier Order	
Buyer	SETUP_OC	Ship to Location	HIT_T3GF_ENG		
Creation Date	04/01/2024				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	14/01/2024	Freight Terms	— Pay on receipt
Payment Terms	Net 30	FOB	— Confirming order

Additional Information

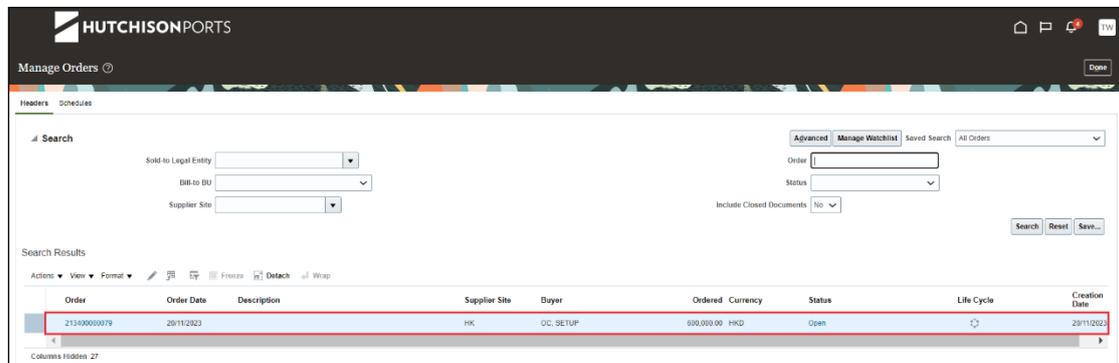
Quotation Reference

5.2 Printing Purchase Orders

Step 1: Search for the specific Purchase Order

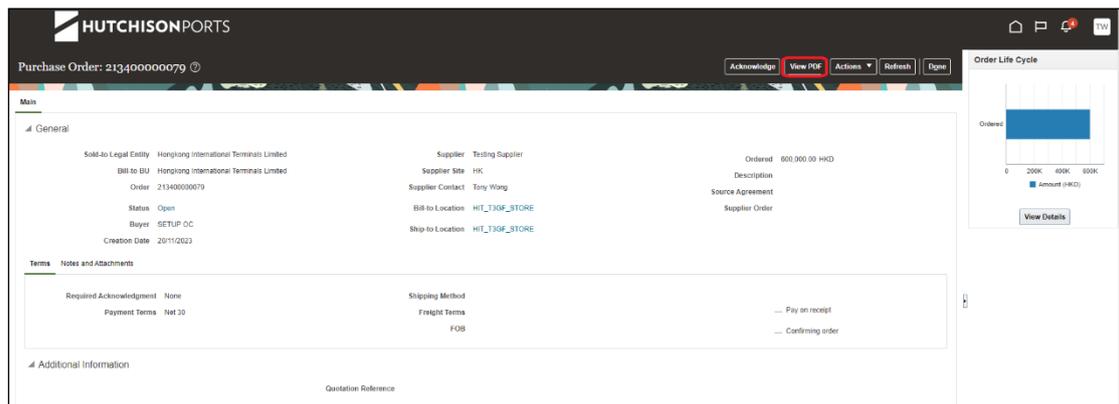
Go to **“Manage Orders”** page and search for the specific Purchase Order.

Open the Purchase Order by clicking on the number.



Step 2: Download the PDF file

Once the Purchase Order opens up, click on the **“View PDF”**.



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

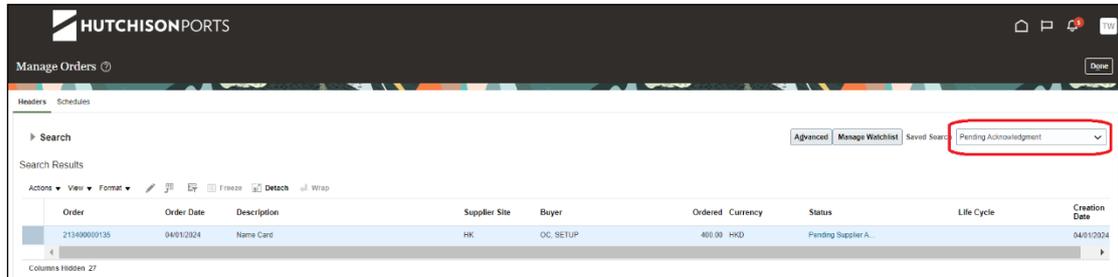
You can review and can take the printout of the Purchase Order document.

5.3 Acknowledging Purchase Orders

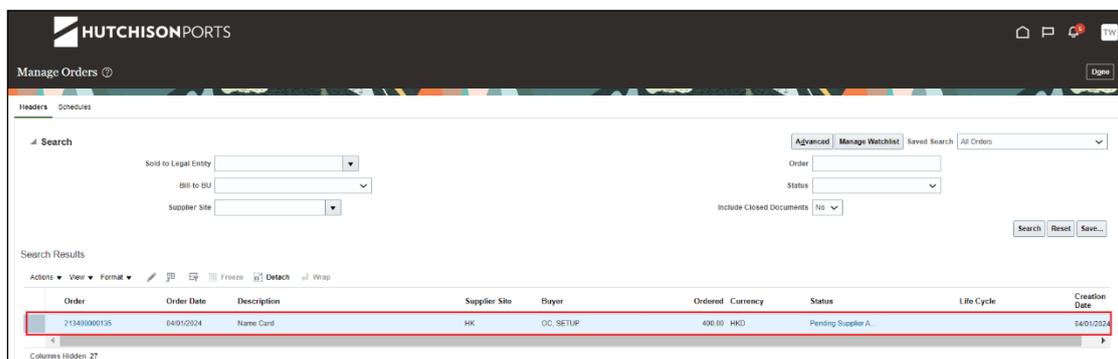
Step 1: Find the particular Purchase Order

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.

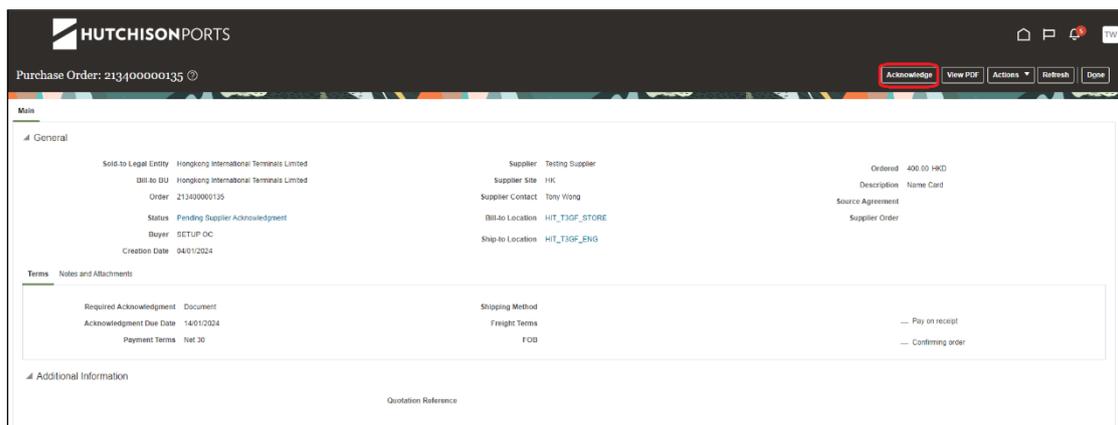


Select the particular Purchase Order and open it



Step 2: Feedback the acknowledgement response

Click on the “Acknowledge”.



Acknowledge Document (Purchase Order): 21340000135 Accept View PDF Cancel

Main

General

Sole to Legal Entity: Honglong International Terminals Limited	Supplier: Testing Supplier	Ordered: 400.00 HKD
Order: 21340000135	Supplier Site: HK	Description: Name Card
Status: Pending Supplier Acknowledgment	Supplier Contact: Tony Wong	Source Agreement: <input type="text" value="Supplier Order"/>
Buyer: OC SETUP	Bill to Location: HIT_T3GF_STORE	Communication Method: None
Creation Date: 04/01/2024	Ship to Location: HIT_T3GF_ENG	

Terms Notes and Attachments

Required Acknowledgment: Document	Payment Terms: Net 30	... Pay on receipt
Acknowledgment Due Date: 14/01/2024	Shipping Method:	... Confirming order
Acknowledgment Note: <input type="text"/>	Freight Terms: FOB	

Additional Information

Quotation Reference

Schedules

Actions View Format

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Rejection Reason	Location
1	Name Card		200	Each	2.00	05/01/2024	05/01/2024	<input type="text"/>	HIT_T3GF_ENG

You can input your reference number into “Supplier Order”.

Click “Accept” 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.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
21340000136	04/01/2024		HK	Manager, Category	625.00	HKD	Open		04/01/2024
21340000134	03/01/2024		HK	OC, SETUP	100.00	HKD	Open		03/01/2024
21340000133	02/01/2024		HK	OC, SETUP	5.00	HKD	Open		02/01/2024
21340000129	19/12/2023	Service charges for welding	HK	OC, SETUP	100.00	HKD	Open		19/12/2023
21340000128	02/01/2024		HK	OC, SETUP	247.00	HKD	Open		19/12/2023
21340000124	20/12/2023	ENG Service to work order	HK	OC, SETUP	100,000.00	HKD	Open		19/12/2023
TTT20231215-00002	15/12/2023	PO created using REST for TTT testing	HK	OC, SETUP	2,000.00	HKD	Open		15/12/2023
TTT20231215-00001	15/12/2023	PO created using REST for TTT testing	HK	OC, SETUP	2,000.00	HKD	Open		15/12/2023
TTT20231211-00003	12/12/2023	PO created using REST for TTT testing	HK	OC, SETUP	2,000.00	HKD	Open		12/12/2023
TTT20231211-00001	12/12/2023	PO created using REST for TTT testing	HK	OC, SETUP	2,000.00	HKD	Open		12/12/2023
21340000112	26/11/2023		HK	OC, SETUP	225.00	HKD	Open		26/11/2023
21340000109	26/11/2023		HK	OC, SETUP	225.00	HKD	Open		26/11/2023
21340000096	23/11/2023	PR for IT Service	HK	OC, SETUP	100,000.00	HKD	Open		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.

Purchase Order: 21340000136

Actions: Acknowledge, View PDF, Actions, Refresh, Done

General

Sold-to Legal Entity: Hongkong International Terminals Limited
Supplier: Testing Supplier
Ordered: 625.00 HKD

Bill-to BU: Hongkong International Terminals Limited
Supplier Site: HK
Description

Order: 21340000136
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

Terms: Notes and Attachments

Required Acknowledgment: Document and Schedule
Shipping Method

Payment Terms: Net 30
Freight Terms: — Pay on receipt
FOB
— Confirming order

Additional Information

Quotation Reference

Click **“Done”**.

Document History: 21340000136

Buyer: Category Manager
Supplier: Testing Supplier

Sold-to Legal Entity: Hongkong International Terminals Limited
Supplier Site: HK

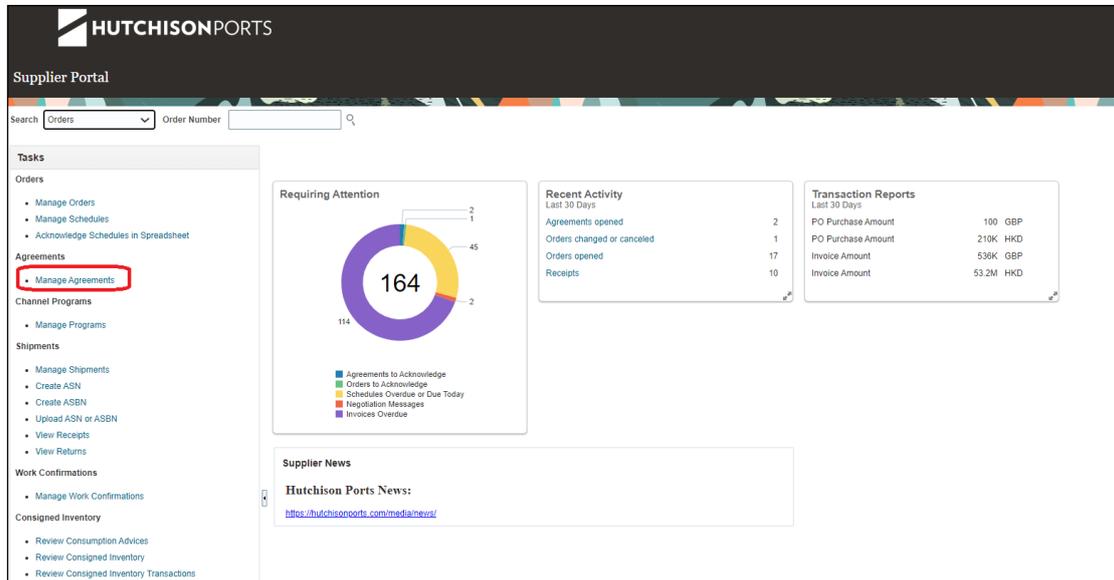
Order: 21340000136
Status: Open

Action	Performed By	Action Date	Additional Information
Original Document	Category Manager	04/01/2024 7:36 AM	
Implement Revision 0		04/01/2024 7:36 AM	

6. Manage Agreements

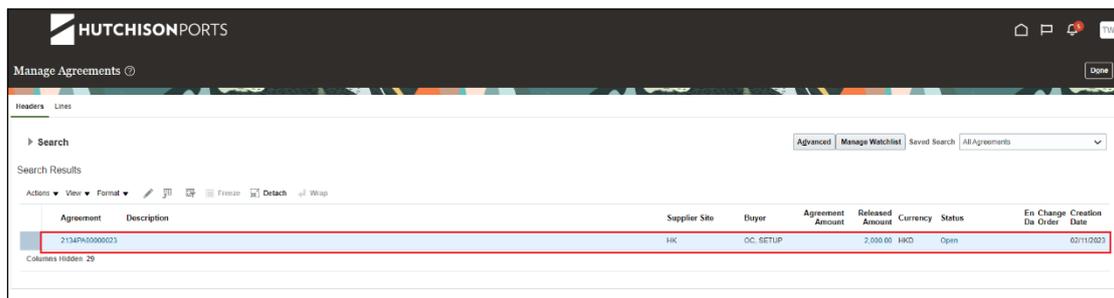
6.1 Viewing Agreements

Click **“Manage Agreements”**.



Search for the particular Purchase Agreement.

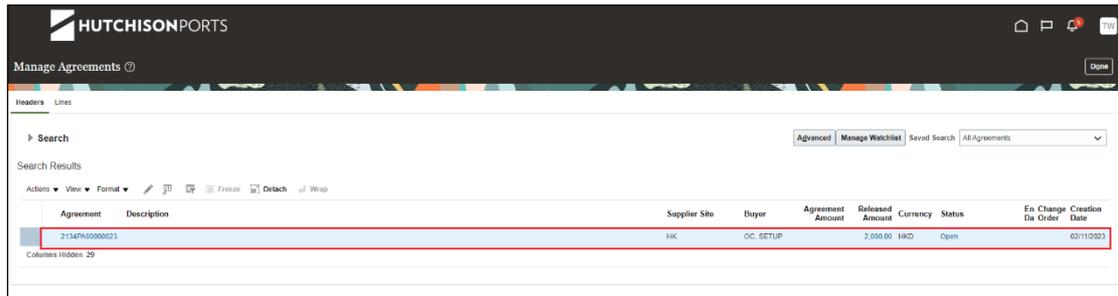
Click the agreement number to drill for the details.



6.2 Printing Purchase Agreement

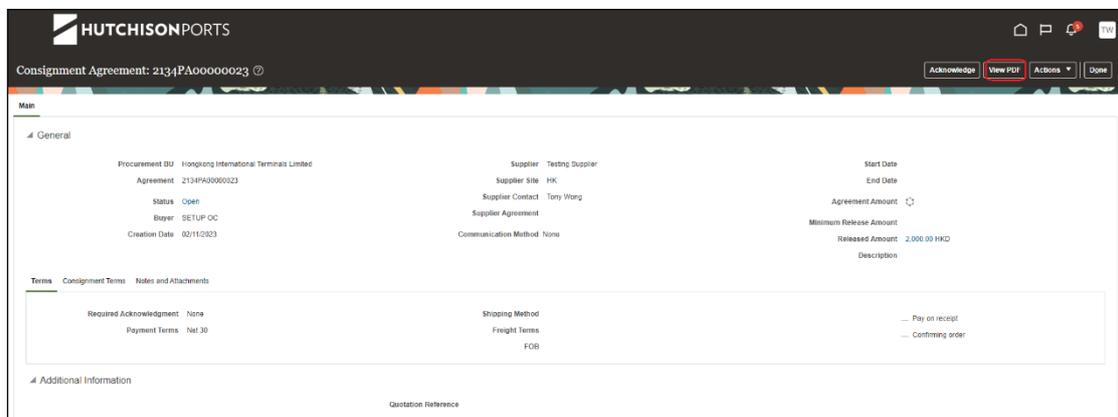
Step 1: Find the Purchase Agreement

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



Step 2: Download the PDF file

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



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.

The screenshot shows the 'Manage Agreements' search interface. The 'Status' dropdown is set to 'Pending Supplier Acknowledgement'. The search results table is as follows:

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	En Change Da Order	Creation Date
2488PA00000004	CPA contract for service	UK	OC, SETUP	1,500,000.00	0.00	GBP	Pending Supplier Ack...	2...	20/10/20...
2134PA00000004	Stationary Term Contract 15 Oct 23	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.

This screenshot is identical to the previous one, but a red box highlights the second row of the search results table, which corresponds to the 'Stationary Term Contract 15 Oct 23' agreement.

Click on the Acknowledge Button

The screenshot shows the detail page for a 'Blanket Purchase Agreement: 2488PA00000007'. The 'Acknowledge' button is circled in red. The page displays the following information:

General

Procurement BU	The Falkstone Dock and Railway Company	Supplier	HPHUKSUPPLIERTTT	Start Date	09/01/2024
Agreement	2488PA00000007	Supplier Site	HPHUK-SITE 1	End Date	09/01/2025
Status	Pending Supplier Acknowledgment	Supplier Contact	HPHUKSUPPLIERTTT TTT	Agreement Amount	9,000.00 GBP
Buyer	SETUP OC	Supplier Agreement		Minimum Release Amount	
Creation Date	09/01/2024	Communication Method	None	Released Amount	0.00 GBP
				Description	Magnetic Materials Agreement

Terms - Notes and Attachments

Required Acknowledgment	Document	Shipping Method	HPH	Pay on receipt
Acknowledgment Due Date	15/01/2024	Freight Terms	AIR	Confirming order
Payment Terms	Net 30	FOB	None	

Additional Information

Quotation Reference: 8765

Step 3: Submit acknowledgment

Input your reference number into "Supplier Agreement".

Select Acknowledgment Response "Accept".

HUTCHISONPORTS
Acknowledge Document (Blanket Purchase Agreement): 2488PA0000007

View PDF Accept Reject Cancel

Main

General

Procurement BU The Felixstowe Dock and Railway Company
Agreement 2488PA0000007
Status Pending Supplier Acknowledgment
Buyer OC SETUP
Creation Date 09/12/2024

Supplier HPHUKSUPPLIERTTT
Supplier Site HPHUK-SITE 1
Supplier Contact HPHUKSUPPLIERTTT TTT
Communication Method None

Start Date 09/12/2024
End Date 09/12/2025
Agreement Amount 9,000.00 GBP
Minimum Release Amount
Description Magnetic Materials Agreement

Supplier Agreement

Terms Notes and Attachments

Required Acknowledgment Document
Acknowledgment Due Date 10/01/2024
Acknowledgment Note

Payment Terms Net 30
Shipping Method HP4
Freight Terms AIR
FOB None

Pay on receipt
Confirming order

Click "OK" to continue.

Confirmation

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

OK Cancel

The agreement status will become "Open" as below.

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Manage Agreements

Search

Advanced Manage Watchlist Saved Search All Agreements

Search Results

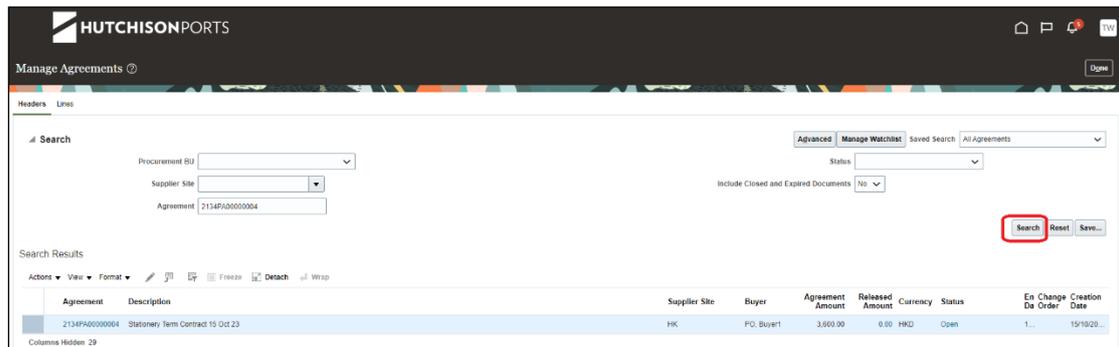
Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	En Change De Order	Creation Date
2134PA0000004	Stationery Term Contract 15 Oct 23	HK	PO Buyer1	3,000.00	0.00	HKD	Open	1...	15/10/23...

Columns Hidden: 29

6.4 Purchase Agreement History

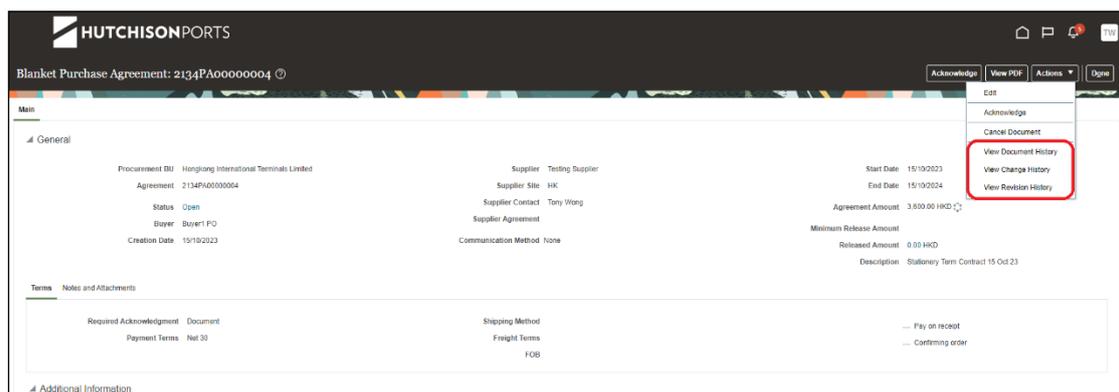
Step 1: Open the Purchase Agreement

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

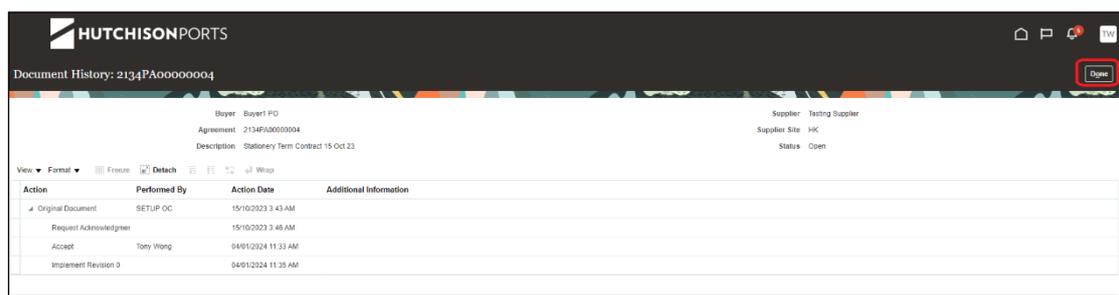


Step 2: Go to Action Button.

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



Click **Done**.

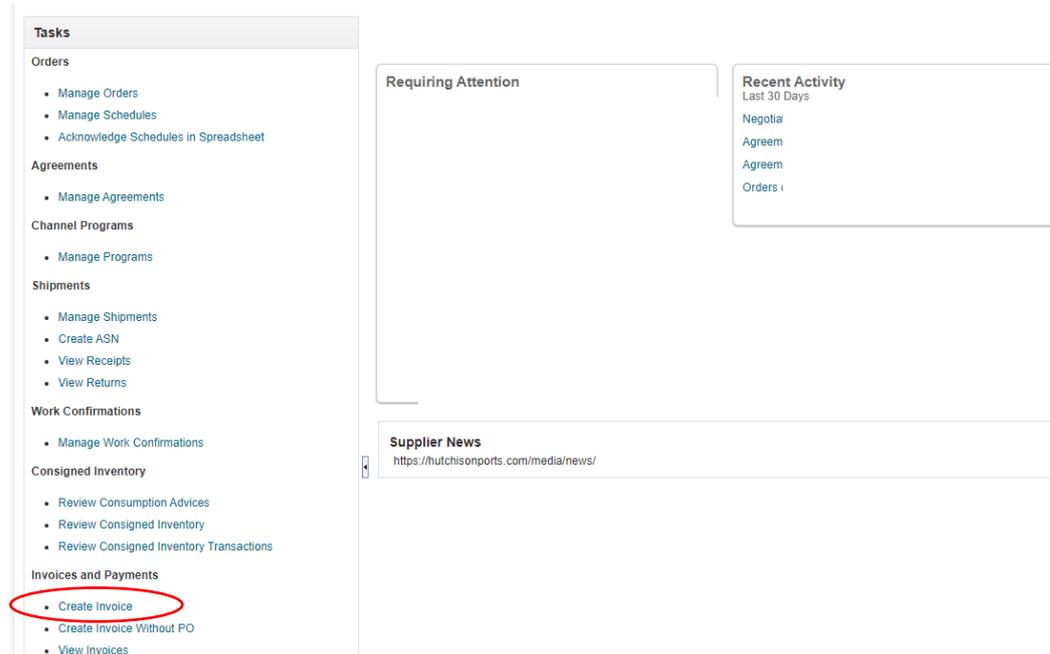


7. Manage Invoices and Payments

7.1 Creating Invoice with PO

Step 1: Create Invoice

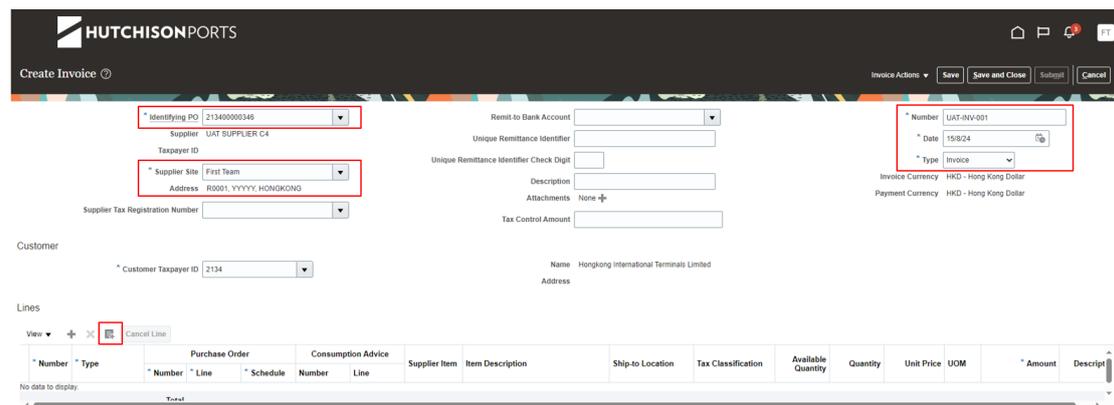
Click on "Create Invoice" Task in Supplier Portal menu.



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).



Step 2: Add the details of item lines

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

Lines

View ▾ + ×  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Su
		* Number	* Line	* Schedule	Number	Line	
No data to display.							
Total							

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.

Select and Add: Purchase Orders

Search: **Purchase Order** 21340000346

Search Results

Purchase Order Number	Line	Schedule	Item Description	Sh to Lo	Ordered	Received	Consumer	Invoiced
21340000346	1	1	LIMIT SWITCH, BRAND: YASKAWA, PSKU-110...	H...	6	6	0	0
21340000346	2	1	ANALOG INPUT MODULE, BRAND: FUJI, NP1...	H...	6	5	0	5
21340000346	3	1	AIR CONDITIONER, BRAND: RASONIC, RCN1...	H...	2	0	0	0
21340000346	4	1	ROLLER BEARING, BRAND: NSK, PIN: 22214...	H...	2	0	0	0

Apply OK Cancel

Step 3: Input invoice quantity and upload supporting documents

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Create Invoice

Identifying PO: 21340000346

Supplier: UAT SUPPLIER C4

Supplier Site: First Team

Address: R0001, YYYYY, HONGKONG

Customer Taxpayer ID: 2134

Remit-to Bank Account

Unique Remittance Identifier

Attachments: None

Invoice Number: UAT-INV 001

Date: 15/8/24

Type: Invoice

Invoice Currency: HKD - Hong Kong Dollar

Payment Currency: HKD - Hong Kong Dollar

Lines

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
1	Item	2134000...	1	1		LIMIT SWITCH, BRAND: YASKAWA, PS...	HIT_T30F_ST		6	6	5000	piece	30,000.00	LIMIT SWITCH
Total													30,000.00	

Step 4: Submit invoice

Click "Submit".

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Create Invoice

Invoice Actions: Save Save and Close **Submit** Cancel

Identifying PO: 213400000138	Remit-to Bank Account	Number: Invoice_040124
Supplier: Testing Supplier	Unique Remittance Identifier	Date: 04/01/2024
Taxpayer ID	Unique Remittance Identifier Check Digit	Type: Invoice
Supplier Site: HK	Description	Invoice Currency: HKD - Hong Kong Dollar
Address: HK Address 1, HK Address 2, HONG KONG	Attachments: None	Payment Currency: HKD - Hong Kong Dollar
Supplier Tax Registration Number	Tax Control Amount	

Customer

Customer Taxpayer ID: 2134	Name: Hongkong International Terminals Limited
	Address

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

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Invoice: Invoice_040124

Invoice Invoice_040124 has been submitted.

Create Another

Identifying PO: 213400000138	Remit-to Bank Account	Number: Invoice_040124
Supplier: Testing Supplier	Unique Remittance Identifier	Date: 04/01/2024
Taxpayer ID	Unique Remittance Identifier Check Digit	Type: Invoice
Supplier Site: HK	Description	Invoice Currency: HKD
Address: HK Address 1, HK Address 2, HONG KONG	Attachments: None	Payment Currency: HKD
Supplier Tax Registration Number	Tax Control Amount	

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).

Supplier: UAT SUPPLIER C4
Taxpayer ID: [Field]
Supplier Site: First Team
Address: R001, YYYYY, HONGKONG
Supplier Tax Registration Number: [Field]

Remit to Bank Account: 25123541541
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +
Tax Control Amount: [Field]

Number: UAT INV 002
Date: 15/8/24
Type: Invoice
Invoice Currency: HKD - Hong Kong Dollar
Payment Currency: HKD - Hong Kong Dollar

Customer: Customer Taxpayer ID: 2134
Name: Hongkong International Terminals Limited
Address: [Field]
Requester Email: [Field]
Requester Name: [Field]

Step 3: Enter Invoice Line

Click “+” Icon

Lines

View + - X Cancel Line

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

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

Attach supporting documents.

Supplier: UAT SUPPLIER C4
Taxpayer ID: [Field]
Supplier Site: First Team
Address: R001, YYYYY, HONGKONG
Supplier Tax Registration Number: [Field]

Remit to Bank Account: 25123541541
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +
Tax Control Amount: [Field]

Number: UAT INV 002
Date: 15/8/24
Type: Invoice
Invoice Currency: HKD - Hong Kong Dollar
Payment Currency: HKD - Hong Kong Dollar

Customer: Customer Taxpayer ID: 2134
Name: Hongkong International Terminals Limited
Address: [Field]
Requester Email: [Field]
Requester Name: [Field]

Lines

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Amount	Description
1	Item	[Field]	[Field]	[Field]	999.00	UAT DESCRIPTION
Total						

Step 4: Submit invoice

Click “Submit”.

7.3 View Invoices

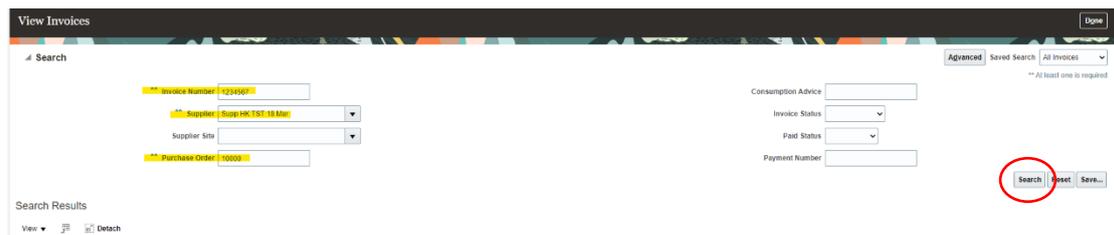
Step 1: Go to View Invoice page

Click **“View Invoices”**



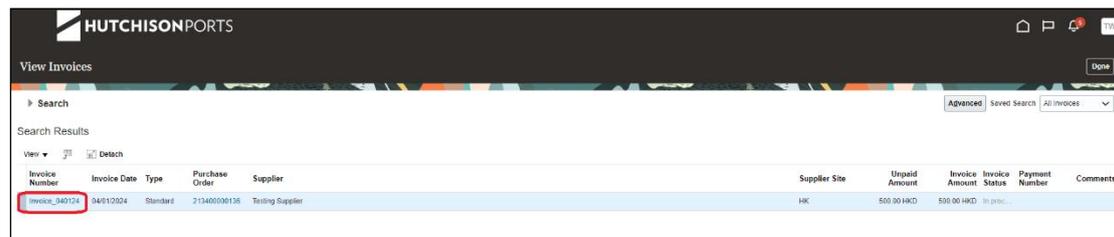
Step 2: Search the invoice

Input the search criteria and click on the Search Button.

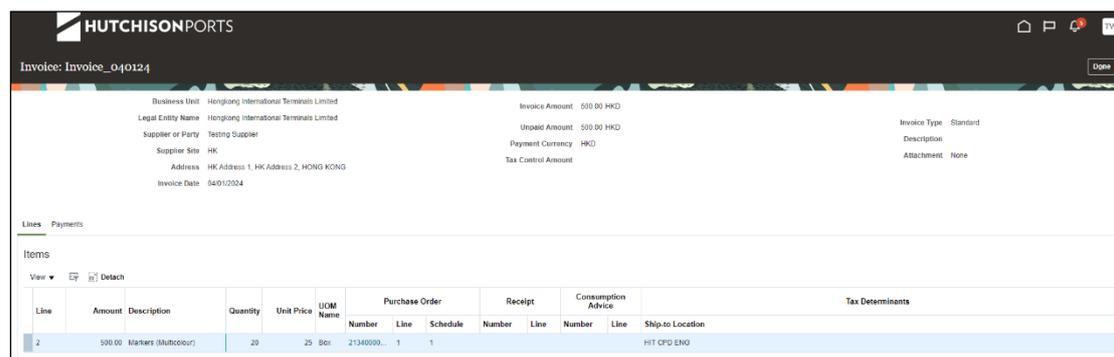


Step 3: See the Invoice details

Select and click on the specific Invoice.



Invoice page showing all the invoice details will open up.



7.4 View Payments

Step 1: Go to view payments page

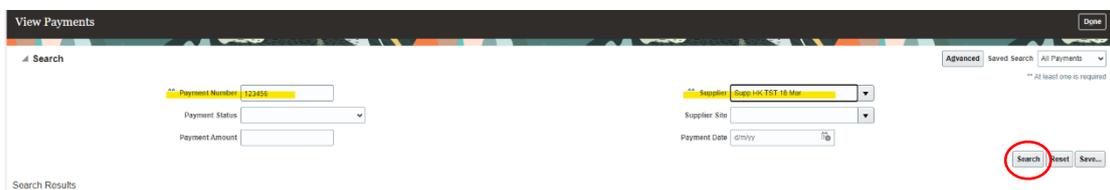
Click **“View Payments”**.



Step 2: Search the payment

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

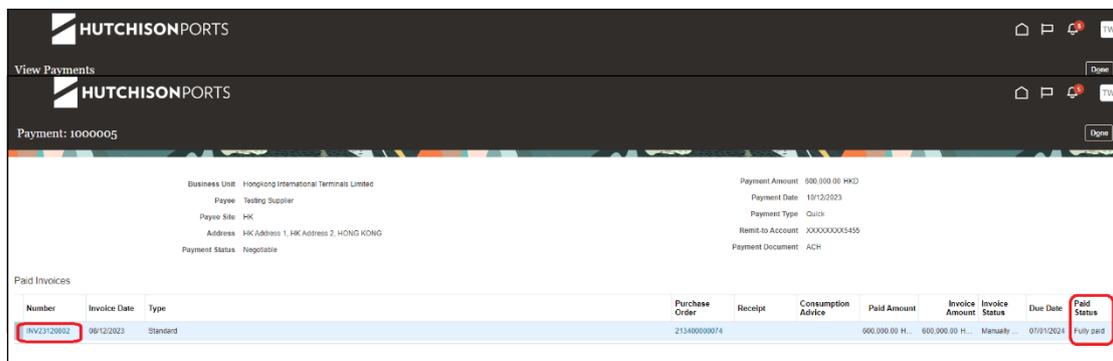
Click **“Search”**



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.



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 ap@hit.com.hk.****

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 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.