



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 *RIDING HIGH TOGETHER*

HKJC Supplier Portal Self-Services

1. [HKJC Supplier Portal Introduction](#)
2. [First Time Login to HKJC Supplier Portal for Existing HKJC Supplier's](#)
3. [HKJC Supplier Portal Log In](#)
4. [Update Business Registration \(BR\) in system](#)
5. [HKJC Supplier Portal Home Page](#)
6. [View Orders Detail](#)
7. [Advance Shipment Notices \(ASN\) Submission Process](#)
8. [View Receipts, Returns and Overdue Receipts](#)
9. [Invoice Submission Process](#)
10. [Invoices & Payments Inquiry](#)

11. [Abbreviations](#)

12. [Terminology](#)

HKJC Supplier Portal Introduction

HKJC Supplier Portal Introduction

- HKJC Supplier Portal is a collaborative application that enables HKJC and their Suppliers to communicate with each other. It enables HKJC Supplier's to have real time access to information (such as Purchase Orders) and respond to the HKJC with shipment notices. It also allows HKJC Supplier's to search for Purchase Order, Shipment, Receipt, Invoice and Payment Information.
- Upon completion of this training or when system goes live, you will be able to:
 - Login to HKJC Supplier Portal
 - Navigate and Search
 - View Purchase Orders
 - Submit Advance Shipment Notices
 - View Shipping Information
 - Submit Invoice
 - View Invoices and Payments Information

Notification View:

- HKJC Supplier Portal sends notifications to you as and when there is an activity performed in the system. For example:
 - Creation of a Purchase Order
 - Publish of EOI / RFI / RFP / RFQ / RFT / Reverse Auction
- HKJC Supplier Portal allows search the Notifications by category. The categories that you can use are:
 - All: All your notifications
 - FYI: Information only notifications
 - From me: Notifications you have sent
 - Open: All open notifications
 - To Do: Notifications requiring action by you

HKJC Supplier Portal Introduction

Notification View:

The screenshot displays the HKJC Supplier Portal E-Business Suite interface. At the top, the user is logged in as 1003412HK@HQ.BUS.HKJC.ORG.HK. A notification bell icon in the top right corner has a red badge with the number 14. A callout box with a red border and a red circle containing the number 1 points to the bell icon, with the text: "Click 'Bell' icon to view all open notifications".

On the left side, there is a "Worklist" section. A callout box with a red border and a red circle containing the number 1 points to a "Full List (14)" button, with the text: "Click 'Full List' button to view all open notifications".

Below the "Full List (14)" button, there is a "Go To Full Worklist" link. A callout box with a red border and a red circle containing the number 1A points to this link, with the text: "Click 'Go To Full Worklist' link to view all open notifications".

The main content area shows a "My Worklist" table with the following entries:

Notification Title	Date
BRUCE TSIU The Hong Kong Jockey Club - Standard Purchase Orde...	04:43 PM
Supplier Profile Management: Verification of bank ...	09-Jul-2015
BRUCE TSIU The Hong Kong Jockey Club - Blanket Purchase Agree...	03-Jul-2015
BRUCE TSIU The Hong Kong Jockey Cl... nke... Purchase Agree...	
BRUCE TSIU The Hong Kong Jockey Club - Standard Purchase Orde...	03-Jul-2015
BRUCE TSIU Sent: Online Discussion Message for RFQ 56090 (BPA...	03-Jul-2015
BRUCE TSIU Sent: Online Discussion Message for RFQ 56090 (BPA...	03-Jul-2015
BRUCE TSIU Acknowledgement Required: Amendment 1 to RFQ 56089...	03-Jul-2015

A callout box with a red border and a red circle containing the number 2 points to the first entry in the table, with the text: "Click the link to view the details of the notification".

HKJC Supplier Portal Introduction

Notification View:

Worklist

View Open Notifications

Select Notifications:

Select All | Select None

Note: The “View” menu allow you to search the notifications by category. The categories that you can use are:

- All: All your notifications
- FYI: Information only notifications
- From me: Notifications you have sent
- Open: All open notifications
- To Do: Notifications requiring action by you

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	BRUCE TSIU	PO Approval	The Hong Kong Jockey Club - Standard Purchase Order 41000178, 0	10-Jul-2015	
<input type="checkbox"/>		POS Supplier Registration and Profile Management	Supplier Profile Management: Verification of bank account	09-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	PO Approval	The Hong Kong Jockey Club - Blanket Purchase Agreement 41000149, 0	03-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	Agreement Authoring	The Hong Kong Jockey Club - Blanket Purchase Agreement 41000149, 0	03-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	PO Approval	The Hong Kong Jockey Club - Standard Purchase Order 41000147, 0	03-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 56090 (BPA 030715_2)	03-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 56090 (BPA 030715_2)	03-Jul-2015	
<input type="checkbox"/>	BRUCE TSIU	Sourcing Publish	Acknowledgement Required: Amendment 1 to RFQ 56089 (BPA 030715_1)	03-Jul-2015	

Click the link to view the details of the notification

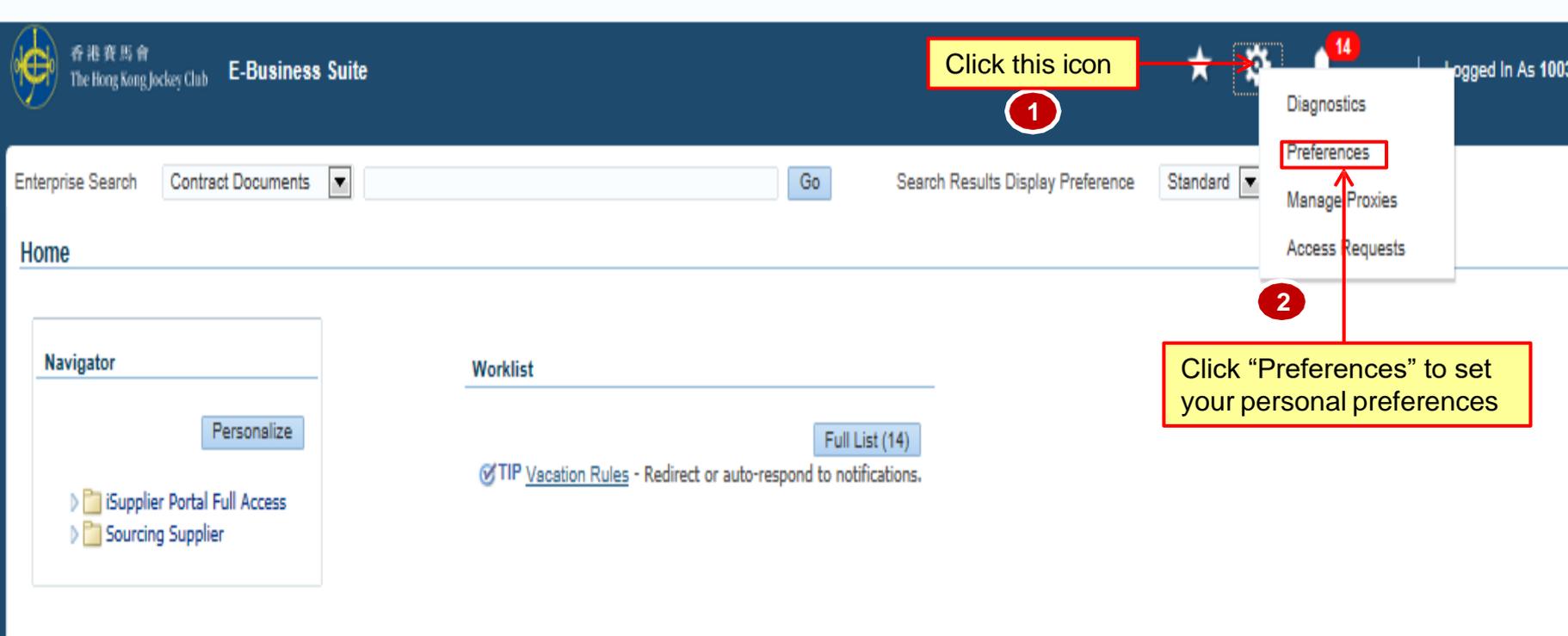
2

Setting General Preferences:

- You can set your own “General Preferences” for HKJC Supplier Portal Application. System will allow you to select below preferences:
 - Your Default Visual Display
 - Your Regional Preferences
 - Your Default Start Page
 - Your Default Notifications Email Style

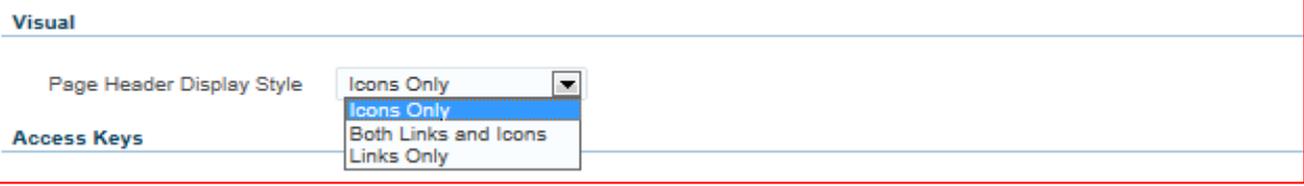
Setting General Preferences:

- Steps to view “General Preferences”:



Setting General Preferences:

- Setting default “Visual Display”:
 - You will have three default visual display options:
 - Icons Only
 - Both Links and Icons
 - Links Only



Display Style	Display
Icons Only	
Both Links and Icons	
Links Only	

Setting General Preferences:

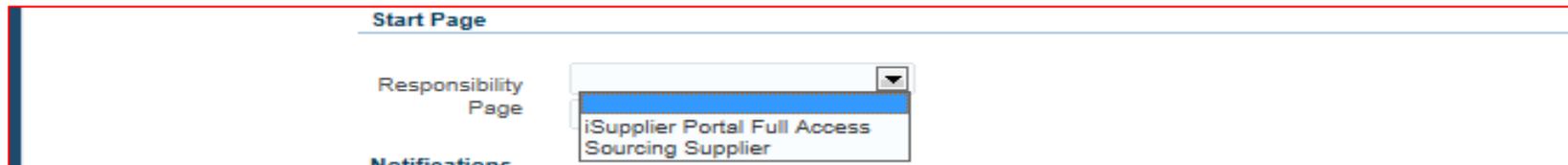
- Setting default “Regional Preferences”:
 - You can set below regional preference:
 - Territory
 - Date Format
 - Time Zone
 - Number Format
 - Currency

Regional

Territory	<input type="text" value="Hong Kong"/>
Date Format	<input type="text" value="dd-MMM-yyyy (22-Jul-2015)"/>
Timezone	<input type="text" value="(GMT +08:00) Hong Kong"/>
Number Format	<input type="text" value="10,000.00"/>
Currency	<input type="text"/>
Client Character Encoding	<input type="text" value="Unicode (UTF-8)"/> 

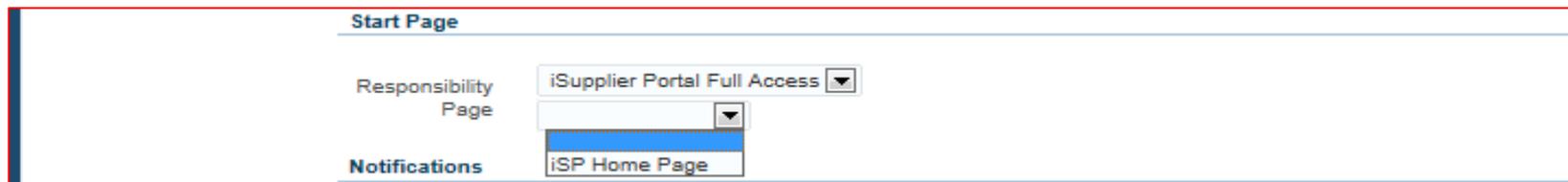
Setting General Preferences:

- Default “Start Page” will direct you to the default page which you selected with the combination of ‘Responsibility’ and ‘Page’ after login to HKJC Supplier Portal.
- Setting default “Start Page”:
 - Select Responsibility



The screenshot shows the 'Start Page' configuration interface. The 'Responsibility' dropdown menu is open, displaying two options: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. The 'Page' dropdown menu is currently empty.

- Select Page

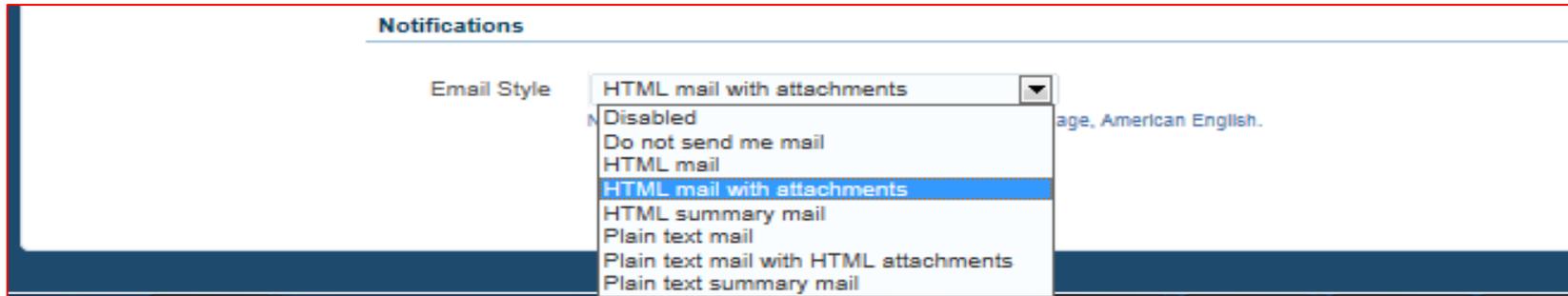


The screenshot shows the 'Start Page' configuration interface. The 'Responsibility' dropdown menu is set to 'iSupplier Portal Full Access'. The 'Page' dropdown menu is open, displaying the option 'iSP Home Page' which is highlighted.

Note: You might not have access of both “iSupplier Portal Full Access” and “Sourcing Supplier” link

Setting General Preferences:

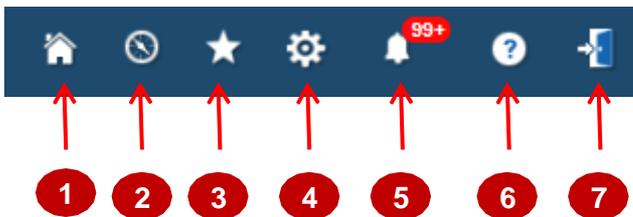
- Setting default “Notifications Email Style”:



Note: Different Email Style available are:

- Disabled
- Do not send me mail
- HTML mail
- HTML mail with attachments
- HTML summary mail
- Plain text mail
- Plain text mail with HTML attachments
- Plain text summary mail

Icons and their Usage:



Icons	Usage
1	Home Icon. Click this to navigate to home page of HKJC Supplier Portal.
2	Navigator Icon. Click this to navigate to the functionality available at HKJC Supplier Portal.
3	Favorites Icon. Click this to navigate your favorite function which you set.
4	Settings Icon. Click this to define / update your personal preferences.
5	Notifications Icon. Click this to see all your open notifications.
6	Help Icon. Click this to get the help about the page you are navigating.
7	Logout Icon. Click this to log out from HKJC Supplier Portal.

Icons and their Usage:



Icons	Usage
8	Detach Table Icon. Click this to detach the table from the page.
9	Refresh Icon. Click this to refresh the data.
10	Reset Table Settings Icon. Click this to reset the table settings after hide / unhide fields from the table.
11	Table Settings Icon. Click this to hide / unhide fields from the table display.

Advanced Search Option:

Advance search option allows you to refine your search by building complex search queries containing multiple search criteria. You can also use below search operators to specify more matching search conditions:

- is: use this operator for an exact match
- is not: use this operator to exclude a specific match
- contains: use this operator to find a partial match
- starts with: use this operator to find a partial match only at the beginning
- ends with: use this operator to find a partial match that only ends with your criteria
- greater than: use this operator to include results greater in value than a value specified
- less than: use this operator to include results lower in value than a value specified
- after – use this operator to includes results with a date after the specified date
- before – use this operator to includes results with a date before the specified date

Exercise:

1. Set your General Preferences:
 - I. Login to HKJC Supplier Portal
 - II. Go to Preference
 - III. Set your 'Visual Display' preference and click 'Apply' button
 - IV. Set your 'Regional' preferences and click 'Apply' button
 - V. Set your 'Start Page' preference and click 'Apply' button
 - VI. Set your 'Notification Email Style' preference and click 'Apply' button

2. Change Password:
 - I. Login to HKJC Supplier Portal
 - II. Go to 'Preference'
 - III. Go to 'Change Password' section
 - IV. Enter old password, new password and repeat new password
 - V. Click 'Apply' button



First Time Login to HKJC Supplier Portal for Existing HKJC Supplier's

First Time Login to HKJC Supplier Portal for Existing HKJC Supplier's

1. You will receive an e-mail invitation from HKJC which will contain:

- Your User Name
- One Time Password
- “Log on” link (To access HKJC Supplier Portal)

For Your Information: The Hong Kong Jockey Club Supplier Collaboration Network: Confirmation of Registration

 FASC SERVICE
To 1
Signed By service@fasc.corp.hkjc.com

 Notification Detail.html
.html File

To Y C SXXXX
Sent 19-Sep-2024 10:59:24
ID 52551114

Receive an e-mail invitation
from HKJC containing the
first-time login credentials

You have been registered at The Hong Kong Jockey Club for access to HKJC Supplier Portal. You can log on the system with the following information:

Username: YCSXXXX@GMAIL.COM

Password: Mx1|A2E7B

One-Time Password: One Time Password sent in SMS to your registered mobile number.

If you have not provided mobile phone number for receiving one time password, please email the following information to CAROL C Y LIN(carol.cy.lin@hkjc.org.hk) for verification and registration.

- 1) Your Company Name
- 2) Your Username (Displayed above)
- 3) Mobile Phone Number

Please visit our Self-Learning Corner at [HKJC Supplier Network website](#) for the user guide on Supplier Portal

First Time Login to HKJC Supplier Portal for Existing HKJC Supplier's

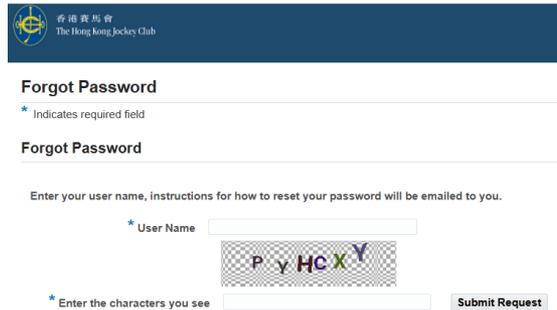
- If you have not provided mobile phone number for receiving one time password, please email the following information to (carol.cy.lin@hkjc.org.hk) for verification and registration
 - 1) Your Company Name
 - 2) Your Username
 - 3) Mobile Phone Number
- Enter below in the login screen:
 - User Name received in the e-mail
 - Password received in the e-mail
 - If forgot password, Click “Forgot Password” button

The screenshot shows the login interface of the HKJC Supplier Portal. At the top, there is a blue header with the HKJC logo and the text 'The Hong Kong Jockey Club'. Below the header, there are two red warning banners: 'Caution! If you log in for the first time after 19th April, please click "Forgot Password" to reset your password. For assistance, please contact our support team at supplierportal@hkjc.org.hk' and 'Start from 19 Dec 2024, our sender ID will be "HKJC" for SMS sent to Hong Kong mobile number.' The main login area is titled 'Login' and contains the instruction 'Enter your user name and password.' There are two input fields: '* User Name' and '* Password'. A red arrow points from a yellow box containing the text 'Enter: 1. User Name 2. Password' to the User Name input field. Below the input fields is a blue 'Login' button and a blue link for 'Forgot Password'. A yellow box at the bottom left contains the text 'Click here to forgot password' with a red arrow pointing to the 'Forgot Password' link. At the bottom of the page, there is a blue caution message: 'Caution! Please read this FAQ if you have any login issue.'

First Time Login to HKJC Supplier Portal for Existing HKJC Supplier's

4. You will be redirected to the “Forgot Password” page. You have to enter the:

- User Name (Email address)
- Enter Captcha code
- Click “Submit” button



5. You will receive an email and please click “Reset your Password” and will redirect you to the Reset Password Page

- Password shall contain at least one upper case and one lower letter, one number and one special character.
- Password shall be at least 8 characters in length, and shall not contain repetition, sequences and dictionary words.
- Password shall not contain username and repeating characters
- Password cannot be reused within 90 days.
- Passwords shall be used for at least 1 day once you have changed.

To Y C SXXXX
Sent 19-Sep-2024 10:59:24

ID 52551114

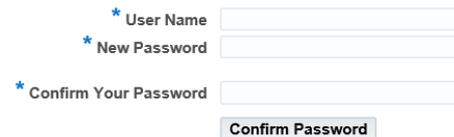
We received a request to reset your FASC password. Please click the URL link below and follow the on-screen instructions. **The link will remain valid until 04-Feb-2025 15:34:00 (GMT +08:00) .**

[Reset your password](#)

Reset Password

* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.



[Return to Index](#)

HKJC Supplier Portal Log In

HKJC Supplier Portal Log In

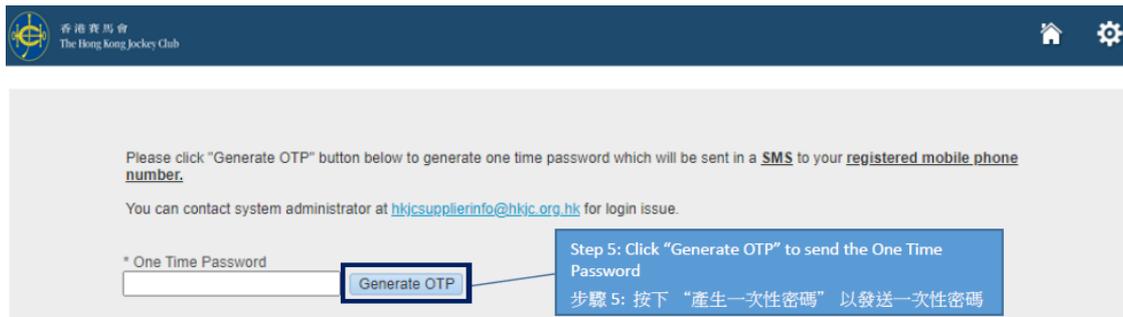
- Step 1: Click the link: <https://supplierportal.hkjc.com/>
- Step 2: Fill in the User Name 填寫登錄帳戶名稱
- Step 3: Fill in the password set by you 填寫由閣下預設的密碼
- Step 4: Click “Login”. Only the user name and password are valid, you will then directed to the one time password page
按下“登錄”. 只有登錄帳戶名稱和密碼有效，您才會進入一次性密碼頁面

The screenshot shows the login interface with the following elements and callouts:

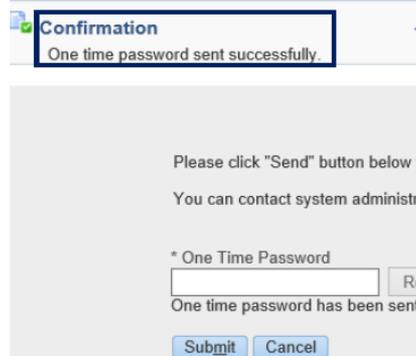
- Login** (blue link)
- Enter your user name and password.
- * User Name** (text label) with an input field. Callout: **Step 2: Fill in the User ID** / 步驟 2: 填寫登錄帳戶名稱
- * Password** (text label) with an input field. Callout: **Step 3: Fill in the password set by you** / 步驟 3: 填寫由閣下預設的密碼
- Login** (button) and **Cancel** (button). Callout: **Step 4: Click “Login”** / 步驟 4: 按下“登錄”
- Forgot Password** (button, highlighted with a red border). Callout: **If you forget the password, please click “Forgot Password” to reset password. 如果您忘記了閣下預設的密碼，請按下“重置密碼”**
- Select a Language:** English (text label)

HKJC Supplier Portal Log In

- Step 5: Click “Generate OTP” to send the One Time Password. 按下 “Generate OTP” 以發送一次性密碼
- Step 6: Fill in the One Time Password 填寫一次性密碼
- Step 7: Click “Submit” 按下“提交”



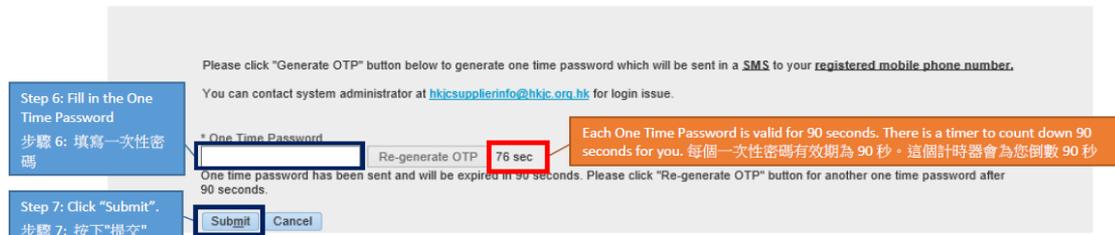
Confirmation message “One Time Password sent successfully” will be displayed on the top left 確認信息 “成功發送一次性密碼”將顯示在左上



You will receive a SMS from the registered mobile phone number for 6 digit One Time Password 您將收到來自註冊手機簡訊 6 位數的一次性密碼



Note: If you do not use the One Time Passwords within 90 seconds, it will be invalid after 90 seconds. You need to click “Re-generate OTP” and another One Time Password will then be sent to you. 註：如果您在 90 秒不使用一次性密碼，它將在90秒後無效，您需要按下“重新產生一次性密碼”。然後，另一個一次性密碼會發送給您。



- Step 8: Then you can see the message of “Notice on Control Measures for Procurement of Goods and Services”. After reading the notice, please click “Acknowledge”. This step is required to perform once unless there is version update. 然後您可以看到“關於採購政策”的通知。查閱通知後，按下“確認”。此步驟只需執行一次。如果「關於採購措施」的版本進行更新，您才需要再次確認



- Step 9: You will be able to login to the iSupplier Portal Full Access page. You can see the “Notice on Control Measures for Procurement of Goods and Services” on the homepage. 您便可登錄香港賽馬會供應商電子商貿平台。您亦可於首頁查看“關於採購政策”的通知

[Return to Index](#)

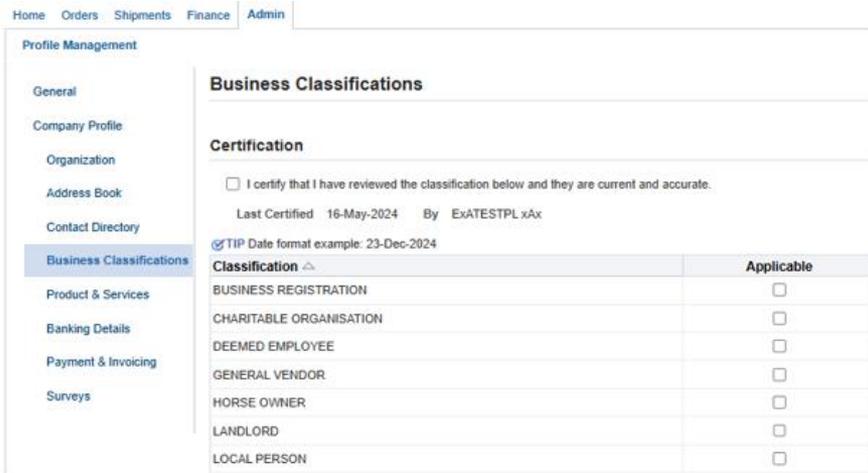
Update Business Registration in System

Update Business Registration in System

- Step 10: Click on "iSupplier Portal Full Access" on the left-hand side to reach the home page, then click "Admin" in the top bar to access the profile management page. 請在左側點擊「iSupplier Portal Full Access」以進入主頁，然後在頂部欄中點擊「Admin」以進入資料管理頁面。



- Step 11: Click on "Business Classification" on the left-hand side to access the information update page. 請在左側點擊「Business Classification」以進入信息更新頁面。



Update Business Registration in System

- Step 12: If updating for the first time, “✓” the box in the application column and enter the Business Registration Certificate Number. If you already have this information, you can skip this step. 如果是第一次更新信息，請在申請列中勾選並輸入商業註冊證號。如果您已經有這些信息，可以跳過此步驟

Business Classifications

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 16-May-2024 By ExATESTPLxAx

TIP Date format example: 23-Dec-2024

Classification	Applicable	Minority Type	Certificate Number
BUSINESS REGISTRATION	<input checked="" type="checkbox"/>		eg. 60504xxx

- Step 13: Please update the Expiry Date in the following column by selecting the calendar icon. 請在以下列中選擇日曆圖示來更新到期日期。

Expiration Date

23-Dec-2024 

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
BUSINESS REGISTRATION	<input checked="" type="checkbox"/>		eg. 60504xxx		
CHARITABLE ORGANISATION	<input type="checkbox"/>				
DEEMED EMPLOYEE	<input type="checkbox"/>				
GENERAL VENDOR	<input type="checkbox"/>				
HORSE OWNER	<input type="checkbox"/>				
LANDLORD	<input type="checkbox"/>				
LOCAL PERSON	<input type="checkbox"/>				

Pick a Date - Google Chrome

supplierportal.cuwv.com/OA_HTML/cab...

December 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Updated Business Registration in System

- Step 14: Click on "General" on the left-hand side to access the profile management main page. 請在左側點擊「General」以進入檔案管理主頁

General

Organization Name
Supplier Number
Alias
Parent Supplier Name
Parent Supplier Number

Attachments

Search

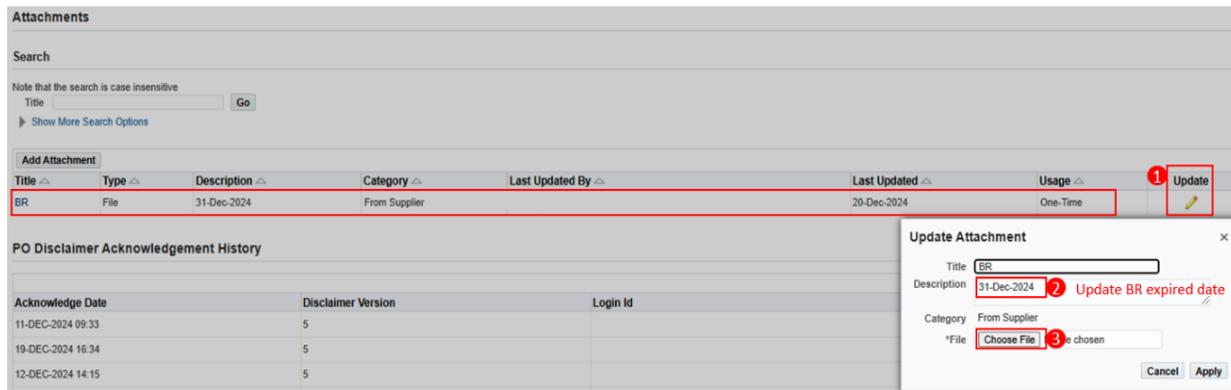
Note that the search is case insensitive
Title
▶ [Show More Search Options](#)

Add Attachment

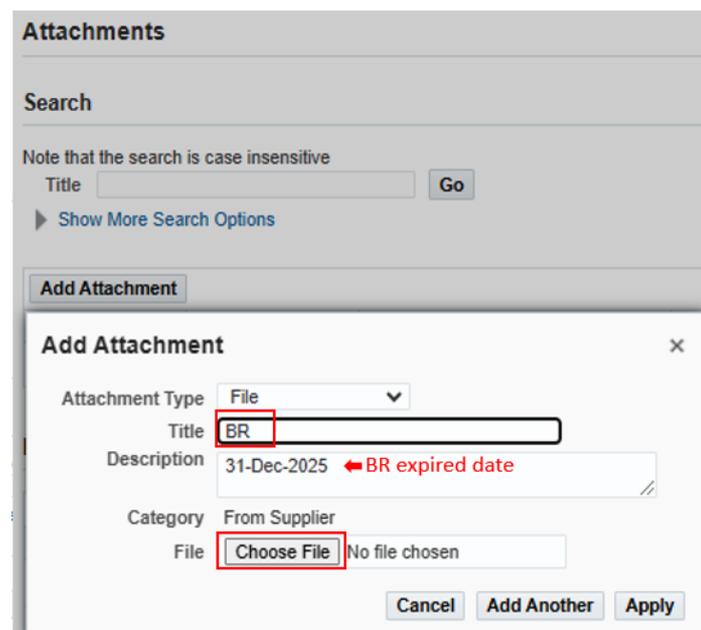
Title ^	Type ^	Description ^	Category ^	Last Updated By ^
BR	File	31-Dec-2024	From Supplier	

Updated Business Registration in System

- **Step 15a:** If you already have a BR entry, click the update icon, enter the **new expiration date** in the Description, and upload your BR document by clicking **“Choose File”**. Once all steps are completed, please click **“Apply”** in the button at the bottom right corner. 如果您已經有商業註冊項目，請點擊**更新圖標**，在描述中輸入**新的到期日期**，然後點擊**“Choose File”**上傳您的商業註冊文件。完成所有步驟後，請在右下角點擊**“Apply”**按鈕



- **Step 15b:** If this is your first time uploading a BR attachment, click **“Add Attachment,”** enter **“BR”** in the Title, the **expiration date** in the Description, and upload your BR document by clicking **“Choose File.”** Once all steps are completed, please click **“Apply”** in the button at the bottom right corner. 如果這是您第一次上傳商業註冊附件，請點擊**“Add Attachment”**，在標題中輸入**“BR”**，在描述中輸入**到期日期**，然後點擊**“Choose File”**上傳您的商業註冊文件。完成所有步驟後，請在右下角點擊**“Apply”**按鈕。



➤ Step 16: After your application is successfully submitted and updated, you will see the BR entry line with your updated expiration date information. 在您的申請成功提交並更新後，您將看到包含更新後到期日期信息的商業註冊項目行。

Attachments

Search

Note that the search is case insensitive
Title
[▶ Show More Search Options](#)

<input type="button" value="Add Attachment"/>					
Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^
BR	File	BR expired date that you updated	From Supplier		Updated date

[Return to Index](#)

HKJC Supplier Portal Home Page

- This process step will explain you how to access different functions of HKJC Supplier Portal using 'Quick Links' available at 'HKJC Supplier Portal Home Page'.

HKJC Supplier Portal Home Page

香港賽馬會
The Hong Kong Jockey Club

E-Business Suite

Enterprise Search Contract Documents Go Search Results

Home

Navigator

Personalize

- ▶ iSupplier Portal Full Access
- ▶ Sourcing Supplier

Worklist

Full List (14)

auto-respond to notifications.

Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page

Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link

HKJC Supplier Portal Home Page

Supplier Portal Home Page

Search PO Number

Notifications

[Full List](#)



Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000084, 0	11-Aug-2015 12:54:28
The Hong Kong Jockey Club - Standard Purchase Order 41000087, 0	11-Aug-2015 12:54:24
Sent: Online Discussion Message for RFQ 135152 (100815_1)	10-Aug-2015 16:11:11
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000287 is available for update	05-Aug-2015 15:02:30
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000286, 0	05-Aug-2015 14:45:54

Orders At A Glance

[Full List](#)



PO Number	Description	Order Date
41000084		11-Aug-2015 12:54:22
41000087		11-Aug-2015 12:54:15
41000286		05-Aug-2015 14:45:30
41000176		10-Jul-2015 16:43:14
41000149		03-Jul-2015 17:17:07

Shipments At A Glance

[Full List](#)



Shipment Number	Packing Slip	Shipment Date
111		06-Aug-2015 17:20:42
JCSHIP001		06-Aug-2015 14:50:26
ASN01		10-Jul-2015 11:05:34

- Orders**
 - Agreements
 - Purchase Orders
 - Purchase History
- Shipments**
 - Overdue Receipts
 - Advance Shipment Notices
- Receipts**
 - Receipts
 - Returns
- Invoices**
 - Invoices
- Payments**
 - Payments

Supplier Portal Home Page

Quick Search can be used to access directly any document (PO, Shipment, Invoice and Payment) by entering the number in the free text field

The screenshot shows the Supplier Portal Home Page. At the top left, there is a 'Home' button. Below it is a search bar with the text 'Search PO Number' and a 'Go' button. A dropdown arrow is visible next to 'PO Number'. A yellow callout box points to the search bar with the text: 'Quick Search can be used to access directly any document (PO, Shipment, Invoice and Payment) by entering the number in the free text field'. Below the search bar is a 'Notifications' section with a 'Full List' button. A yellow callout box points to the 'Full List' button with the text: 'Click here to view complete list of your notifications.' Below the 'Full List' button is a table of notifications. A yellow callout box points to the links in the notification subjects with the text: 'Click the links to view the notifications detail'. A blue callout box at the bottom right contains the text: 'Note: You will receive official PO's via registered 'Fax number' or 'E-mail address' in addition to HKJC Supplier Portal'. The table of notifications has the following data:

Subject	Date
Supplier Profile Management: Verification of bank account	09-Jul-2015 10:27:38
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000149	
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000149 is available for update	03-Jul-2015 17:08:00
The Hong Kong Jockey Club - Standard Purchase Order 41000147	03-Jul-2015 16:51:26
Sent: Online Discussion Message for RFQ 56090 (BPA 030715_2)	

HKJC Supplier Portal Home Page



Orders At A Glance

Full List

PO Number	Description	Order Date
41000149		03-Jul-2015 17:17:07
41000147		03-Jul-2015 16:51:14
41000109		29-Jun-2015 18:23:36
41000089		26-Jun-2015 14:42:04



Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
ASN01		10-Jul-2015 11:05:34

Click the links to view the document details.

Note: You will able to see latest 5 documents (Orders / Shipments) at 'HKJC Supplier Portal Home Page'. To view the full list of documents, you need to click 'Full List' button.

HKJC Supplier Portal Home Page

The screenshot shows a sidebar menu with the following sections and items:

- Orders**
 - [Agreements](#)
 - [Purchase Orders](#)
 - [Purchase History](#)
- Shipments**
 - [Overdue Receipts](#)
 - [Advance Shipment Notices](#)
- Receipts**
 - [Receipts](#)
 - [Returns](#)
- Invoices**
 - [Invoices](#)
- Payments**
 - [Payments](#)

Red arrows point from a yellow callout box to the following links: Purchase Orders, Advance Shipment Notices, Receipts, Invoices, and Payments.

Click "Quick Links" to access 'HKJC Supplier Portal' functions

Exercise:

1. Navigate to 'HKJC Supplier Portal Home Page':
 - I. Login to HKJC Supplier Portal
 - II. View and click on notifications at 'Notifications' section
 - III. View and click on orders at 'Orders At A Glance' section
 - IV. Click on Quick links:
 - I. Orders > Agreements
 - II. Orders > Purchase Orders
 - III. Orders > Purchase History
 - IV. Shipments > Overdue Receipts
 - V. Receipts > Receipts
 - VI. Receipts > Returns
 - VII. Invoices > Invoices
 - VIII. Payments > Payments



View Orders Detail

View Orders Detail

- This process step will explain you how to view details of Purchase Orders and Agreements issued to you by HKJC.
- This process step will also explains you how to see the historical information about Purchase Orders and Agreements.

Receive Purchase Order / Agreement via Email



FY: The Hong Kong Jockey Club - Standard Purchase Order 41000354, 0 - Message (HTML)

From: Workflow Mailer <aplcstrn@fmsintstrn.com> Sent: Thu 20/08/15 14:54
 To: LEE
 Subject: FY: The Hong Kong Jockey Club - Standard Purchase Order 41000354, 0

Message Notification Detail.html (494 B) PO_83_41000354_0_US.pdf (124 KB)

Attached printed Purchase Order / Agreement in PDF format

From: XXXXX WAN
 To: XXX LEE
 Sent: 20-Aug-2015 14:52:45
 ID: 176080

Standard Purchase Order 41000354

Supplier	XXXXXXXXXXXXXXXXX COMPANY LTD.	Amount	7,170.00
Site	KLN	Tax	0.00
Freight Terms	CIF	Currency	HKD
Preparer	XXXXX WAN	Payment Terms	CQ-NET30
Description			

Line Details

Line	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount	Need By Date	Project	Task
1	1003285		PAPER SHREDDER, CROSS CUT, ITALY KOBRA +1 CC4, 3.5 X 40MM, 10 - 12 sheets, 中型碎紙機	UNIT	3			22-AUG-2015		

Related Applications

[PDF Document](#)

View Orders Detail

Enterprise Search Contract Documents  Search Results

Home

Navigator

- ▶  [iSupplier Portal Full Access](#)
- ▶  [Sourcing Supplier](#)

Worklist

auto-respond to notifications.

1

Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page

Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link

View Orders Detail

[View Purchase Orders:](#)

The screenshot shows the iSupplier Portal interface for The Hong Kong Jockey Club. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. A search bar is present with a dropdown menu set to 'PO Num' and a 'Go' button. A red arrow points to the 'Orders' tab, and a yellow callout box contains the text: 'Click here to navigate to "Orders" section'. Below the navigation bar, there is a 'Full List' button. The main content area features a table with the following data:

Subject	Date
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Below the table, there is a section titled 'Orders At A Glance' with a 'Full List' button. The 'Orders At A Glance' section contains a table with the following data:

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

View Orders Detail

View Purchase Orders:

Home **Orders** Shipments Finance Admin

Purchase Orders Agreements Purchase History

Purchase Orders

Export

Views

View All Purchase Orders Go

Advanced Search

Default List of 'Purchase Orders'.

Select Order: Acknowledge | [Refresh] [Refresh]

Select	PO Number △	Rev	Operating Unit	Document Type	Description	Order Date △	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	41000055	0	The Hong Kong Jockey Club	Standard PO		12-Aug-2015 12:27:15	BRUCE TSIU,	HKD	2,128.00	Open		
<input type="radio"/>	41000176	1	The Hong Kong Jockey Club	Standard PO		12-Aug-2015 12:26:20	BRUCE TSIU,	HKD	40,900.00	Open		
<input type="radio"/>	41000084	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:22	BRUCE TSIU,	HKD	20,000.00	Open		
<input type="radio"/>	41000087	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:22	BRUCE TSIU,	HKD	20,000.00	Open		

Note: 'Operating Unit' field is for HKJC internal use.

View Purchase Orders:

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

- Show table data when all conditions are met.
- Show table data when any condition is met.

PO Number	is	<input type="text"/>
Document Type	is	<input type="text"/>
Order Date	is	<input type="text"/> (example: 19-Jul-2015)
Buyer	is	<input type="text"/>

Enter 'Search Criteria' and click 'Go' to see the search result

Acknowledgement Status

View Orders Detail

View Purchase Orders:

Select	PO Number ▲	Rev	Operating Unit	Document Type	Description	Order Date ▲
	41000055	0	The Hong Kong Jockey			12-Aug-2015 12:27:15
	41000176	1	The Hong Kong Jockey Club	Standard PO		12-Aug-2015 12:26:20
	41000084	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:22
	41000087	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:15

Click here to see the changes made to PO

1

View Orders Detail

View Purchase Orders:

PO Comparison Result

PO Number 41000176 Ship-To Location HKJC Headquarter
Revision 1 Ship Via LOCAL DELY
Type Standard PO FOB
Currency HKD Total 40,900.00

Bill-To Location HKJC Headquarter
Payment Terms QQ-NET30
Freight CIF
Buyer BRUCE TSIU,

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Comparisons are sorted by Revision, Line and Shipment.

Display the revision comparison with Original PO

Click here to view previous revision change and all the changes made to a PO

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1	4					New		
1	4		1			New		

Print Document Revisions

Revision Number [Go](#)

Return to Orders: Purchase Orders

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

View Orders Detail

View Purchase Orders:

Select	PO Number ▲	Rev	Operating Unit	Document Type	Description	Order Date ▲	Buyer
<input type="radio"/>	41000277	0	The Hong Kong Jockey Club	Standard PO		31-Jul-2015 19:23:20	CAROL YAU
<input type="radio"/>	41000247	1	The Hong Kong Jockey Club	Global Blanket Agreement		31-Jul-2015 18:37:51	CAROL YAU
<input type="radio"/>	41000273	0	The Hong Kong Jockey Club	Standard PO		31-Jul-2015 15:22:52	BRUCE TSANG

Click here to see PO Details

Orders: Purchase Orders >

Standard Purchase Order: 41000277, 0 (Total HKD 1,200.00)
Currency=HKD

Order Information

General

Buyer: CAROL Y Y LAU, (KONG)

Order Date: 31-Jul-2015 19:23:20

Description: Open

Status: Open

Note to Supplier: The Hong Kong Jockey Club

Operating Unit: The Hong Kong Jockey Club

Sourcing Document: 119133

Supplier Order Number: None

Attachments: None

Terms and Conditions

Payment Terms: CQ-NET30

Carrier:

Shipping Terms:

Freight Terms:

Shipping Control:

Ship-To Address

Address: Happy Valley Racecourse

Bill-To Address

Address: The Hong Kong Jockey Club, 1 Sports Road, Happy Valley,

Summary

Total	1,200.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Unit Price	Total Price
>	1	Goods	1007529	10000585-1	CONVERTER,VIDEO, 75 OHM, RCA (F) TO BNC (M),PK/1	EACH	12	100	1,200.00

Click on hyperlink (if available) to view related RFX document

119133

Click on hyperlink (if available) to view all attached document

View summary information of PO

Note: 'Operating Unit' field is for HKJC internal use.

View Orders Detail

View Purchase Orders:

Home | **Orders** | Shipments | Finance | Admin

Purchase Orders | Agreements | Purchase History

Purchase Orders

Export

Views

View: All Purchase Orders [Go] [Advanced Search]

Select Order: Acknowledge [Refresh]

Select	PO Number [△]	Rev	Operating Unit	Document Type	Description	Order Date [△]	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	41000055	0	The Hong Kong Jockey Club	Standard PO		12-Aug-2015 12:27:15	BRUCE TSIU,	HKD	2,128.00	Open		
<input type="radio"/>	41000176	1	The Hong Kong Jockey Club	Standard PO		12-Aug-2015 12:26:2						
<input type="radio"/>	41000084	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:2						
<input type="radio"/>	41000087	0	The Hong Kong Jockey Club	Standard PO		11-Aug-2015 12:54:15	BRUCE TSIU,	HKD	20,000.00	Open		

Click here to see the list of attachments available for this PO

Note: 'Operating Unit' field is for HKJC internal use.

View Orders Detail

[View Agreements:](#)

香港賽馬會
The Hong Kong Jockey Club iSupplier Portal

Home **Orders** Shipments Finance Admin

Search PO Num **2** Go

Click here to navigate to "Orders" section

Full List

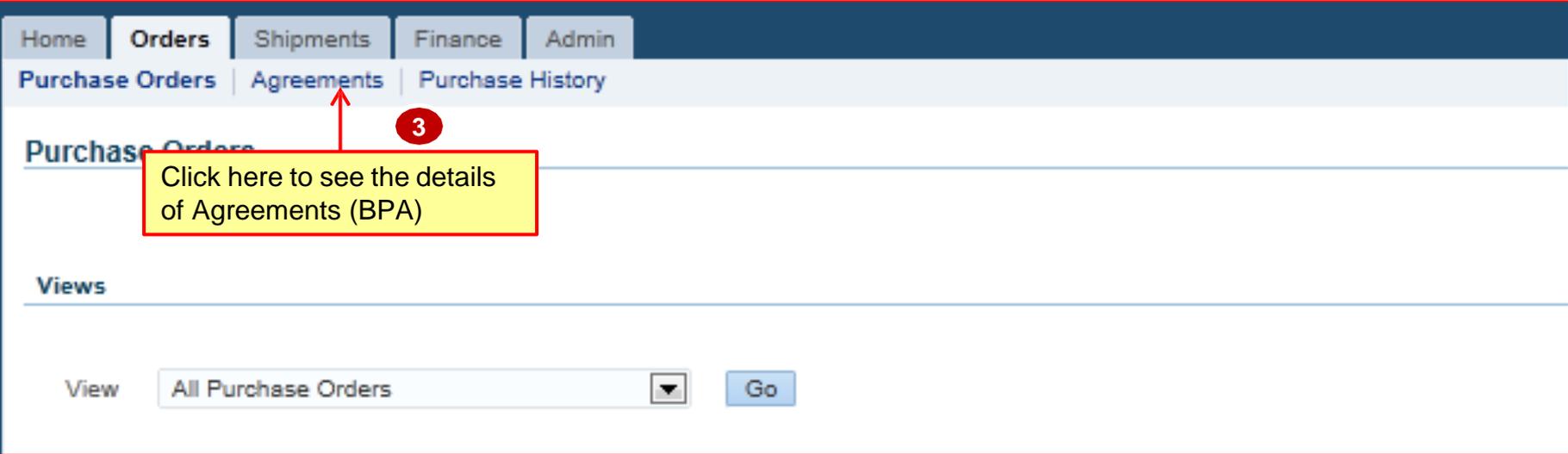
Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance

Full List

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

View Agreements:



View Orders Detail

View Agreements:

The screenshot shows the 'Supplier Agreements' page in the iSupplier Portal. The page includes a navigation menu with 'Orders', 'Shipments', 'Finance', and 'Admin'. Below the menu, there are tabs for 'Purchase Orders', 'Agreements', and 'Purchase History'. The main content area is titled 'Supplier Agreements' and features a 'Simple Search' section. A note states 'Note that the search is case insensitive'. The search form includes fields for 'PO Number', 'Global' (a dropdown menu), 'Effective-From Date', and 'Effective-To Date'. A 'Go' button and a 'Clear' button are located below the search fields. A table below the search form shows columns for 'PO Number', 'Revision', 'Global', 'Description', 'Document Type', 'Buyer', 'Order Date', 'Currency', 'Amount Agreed', and 'Amount Released'. The table currently displays 'No search conducted.'

Enter Search Criteria

4

Click here to see the search result

Note: The search criteria values should not begin with a “%” or “_”.

You can enter search criteria values either in any field or you can leave all the field blanks and directly click on ‘Go’ Button.

‘Global’ field is for HKJC internal use.

View Orders Detail

View Agreements:

PO Number	Revision	Global	Description	Document Type	List of Agreements with the Supplier			Amount Released	Effective-From Date	Effective-To Date	Status
41000342	0	Yes	Blanket Purchase Agreement	BRUCE TSIU,		HKD	0.00			Supplier Change Pending	
41000001	0	Yes	Blanket Purchase Agreement	BRUCE TSIU,		HKD				Draft	
41000286	1	Yes	Blanket Purchase Agreement	GREENY YIP,	12-Aug-2015 14:34:24	HKD				Open	
41000149	0	Yes	Blanket Purchase Agreement	BRUCE TSIU,	03-Jul-2015 17:17:07	HKD	1,000.00			Open	

Note: Different Status meaning:

- Draft: Agreement is created by the buyer and enabled supplier to update the line(s). Supplier is still working on this.
- Open: Agreement is approved from buyer and it is within the effective period.
- Supplier Change Pending: Agreement is created by the buyer and enabled supplier to update the line(s). Supplier has updated the line(s) and now the Agreement is waiting for buyer approvals.

Global' field is for HKJC internal use.

View Orders Detail

View Agreements:

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status
41000342	0	Yes		Blanket Purchase Agreement	BRUCE TSIU		HKD		0.00			Supplier Change Pending
41000001	0	Yes		Blanket Purchase Agreement					0.00			Draft
41000286	1	Yes		Blanket Purchase Agreement	GREENY YIP,	12-Aug-2015 14:34:24	HKD					Open
41000149	0	Yes		Blanket Purchase Agreement	BRUCE TSIU,	03-Jul-2015 17:17:07	HKD		1,000.00			Open

Click here to see the changes made to this Agreement



PO Comparison Result

PO Number: 41000286 Ship-To Location: HKJC Headquarter
 Revision: 1 Ship Via: LOCAL DELY
 Type: Blanket Agreement FOB: Total
 Currency: HKD

Bill-To Location: HKJC Payment Terms: CQ-NET30
 Freight: CIF Buyer: GREENY YIP

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click here to view details.
 Comparisons are sorted by Revision, Line and Shipment.

[Refresh](#) [Reset](#) [Settings](#)

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1	5	1000329				New		

Print Document Revisions

Revision Number: [Go](#)

Return to Orders: Purchase Orders

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

Display the revision comparison with Original Agreement

Click here to view previous revision change and all the changes made to an Agreement



View Orders Detail

View Agreements:

PO Number ▲	Revision	Global	Description	Document Type	Buyer	Order Date ▼	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status
41000342	0	Yes		Blanket Purchase Agreement	BRUCE TSIU,		HKD		0.00			Supplier Change Pending
41000001	0	Yes		Blanket Purchase Agreement	BRUCE TSIU,		HKD		0.00			Draft
41000286	1	Yes				12-Aug-2015 14:34:24	HKD					Open
41000149	0	Yes			U,	03-Jul-2015 17:17:07	HKD		1,000.00			Open

Click here to see the 'Releases' against this Agreement

Global Blanket Agreement: 41000149 Revision: 0

PO Number	41000149
Revision	0
Description	
Currency	HKD
Amount Released	1,000.00
Global	Yes
Effective End Date	

Buyer BRUCE TSIU,
 Amount Agreed
 Status
 Effective Start Date

List of all PO raised with reference of this Agreement

Releases

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
41000343	0	Approved	12-Aug-2015 14:23:50	HKD	1,000.00	

Return to Orders: Agreements

View Orders Detail

[View Purchase History:](#)

香港賽馬會
The Hong Kong Jockey Club

iSupplier Portal

Home **Orders** Shipments Finance Admin

Search PO Num **2** Go

Click here to navigate to "Orders" section

Full List

Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance

Full List

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

View Purchase History:

Home | **Orders** | Shipments | Finance | Admin

Purchase Orders | Agreements | **Purchase History**

Purchase Orders

Views

View

Click here to see PO's historical information

3

View Purchase History:

The screenshot shows a web application interface for viewing purchase history. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. Below these are sub-tabs: Purchase Orders, Agreements, and Purchase History. The main heading is 'Purchase Order Revision History'. Underneath is a 'Simple Search' section. A note states: 'Note that the search is case insensitive'. The search form includes fields for PO Number, Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. There are 'Go' and 'Clear' buttons at the bottom of the search form. A table below the search form shows columns for PO Number, Rev, Operating Unit, Description, Buyer, Creation Date, Revised Date, and Currency. The table content is 'No search conducted.'.

Note: The search criteria values should not begin with a “%” or “_”.

You can enter search criteria values either in any field or you can leave all the field blanks and directly click on ‘Go’ Button.

‘Operating Unit’ field is for HKJC internal use.

Enter Search Criteria

Click here to see the search result

4

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency
No search conducted.							

View Orders Detail

View Purchase History:

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date ▲	Revised Date ▼	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
41000343	0	The Hong Kong Jockey Club		BRUCE TSIU,	12-Aug-2015 14:22:05		HKD	1,000.00	HKJC Headquarter			
41000149	0	The Hong Kong Jockey Club		BRUCE TSIU,	03-Jul-2015 16:45:24		HKD		HKJC Headquarter			
41000147	0	The Hong Kong Jockey Club		BRUCE TSIU,	03-Jul-2015 16:40:53		HKD	9,800.00	HKJC Headquarter			
41000109	0	The Hong Kong Jockey Club		BRUCE TSIU,	29-Jun-2015 18:10:32		HKD	1,800.00	HKJC Headquarter			
41000089	0	The Hong Kong Jockey Club		BRUCE TSIU,	26-Jun-2015 14:23:17		HKD	20,000.00	HKJC Headquarter			
41000087	0	The Hong Kong Jockey Club		BRUCE TSIU,	26-Jun-2015 12:19:59		HKD	20,000.00	HKJC Headquarter			
41000084	0	The Hong Kong Jockey Club		BRUCE TSIU,	26-Jun-2015 12:16:40		HKD	20,000.00	HKJC Headquarter			
41000055	0	The Hong Kong Jockey Club		BRUCE TSIU,	19-Jun-2015 12:18:22		HKD	2,128.00	HKJC Headquarter			
41000286	1	The Hong Kong Jockey Club		GREENY YIP,	05-Aug-2015 12:26:06	12-Aug-2015 14:32:08	HKD		HKJC Headquarter			
41000176	1	The Hong Kong Jockey Club		BRUCE TSIU,	10-Jul-2015 16:40:18	12-Aug-2015 12:24:33	HKD	40,900.00	HKJC Headquarter			

These three options allow you to compare the last revision with the original version, to the previous one and to view all changes made to PO.



Advance Shipment Notices (ASN) Submission Process

Advance Shipment Notices (ASN) Submission Process

- This process step will be used by supplier who are operating from outside Hong Kong. Local supplier's are not allowed to create ASN in HKJC Supplier Portal.
- The Advance Shipment Notice (ASN) functionality of HKJC Supplier Portal helps a supplier to communicate the shipment information to the buyer while the goods are being shipped from the premises. It immensely helps the purchasing organization to estimate the expected arrival of goods which in turn helps to determine whether customer delivery commitments are on track or not.
- The ASN contains details including shipment date, time, purchase order number, item details including cumulative received quantities, attachments (if any), etc.

Advance Shipment Notices (ASN) Submission Process

The screenshot shows the HKJC E-Business Suite interface. At the top left is the HKJC logo and the text "香港賽馬會 The Hong Kong Jockey Club E-Business Suite". Below this is an "Enterprise Search" section with a dropdown menu set to "Contract Documents", a search input field, and a "Go" button. The main content area is titled "Home" and is divided into two columns: "Navigator" and "Worklist".

In the "Navigator" column, there is a "Personalize" button and a list of links: "iSupplier Portal Full Access" and "Sourcing Supplier". A red circle with the number "1" is placed next to the "iSupplier Portal Full Access" link, with a red arrow pointing to it. A yellow callout box with a red border contains the text: "Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page".

In the "Worklist" column, there is a "Full List (14)" button and a partially visible text "auto-respond to notifications."

A blue callout box at the bottom right contains the text: "Note: You might not have access of both 'iSupplier Portal Full Access' and 'Sourcing Supplier' link".

Advance Shipment Notices (ASN) Submission Process

The screenshot shows the iSupplier Portal interface for The Hong Kong Jockey Club. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Shipments' tab is highlighted with a red box, and a red arrow points to it from a yellow callout box that says 'Click here to navigate to "Shipments" section'. Below the navigation bar is a search bar with 'PO Number' and a 'Go' button. The main content area features a 'Notifications' section with a 'Full List' button and a table of notifications. Below that is an 'Orders At A Glance' section with another 'Full List' button and a table of orders.

香港賽馬會
The Hong Kong Jockey Club

iSupplier Portal

Home Orders **Shipments** Finance Admin

Search PO Number **2** Go

Click here to navigate to "Shipments" section

Notifications

Full List

Subject	Date
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance

Full List

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

Advance Shipment Notices (ASN) Submission Process

The screenshot shows a navigation menu with the following items: Home, Orders, Shipments, Finance, and Admin. Below this is a secondary menu with Shipment Notices, Receipts, Returns, Overdue Receipts, and On-Time Performance. The 'Shipments' menu is expanded, showing a list of options: Create Advance Shipment Notices, Create Advance Shipment Billing Notices, Upload Advance Shipment and Billing Notices, and View / Cancel Advance Shipment and Billing Notices. A red circle containing the number '3' is positioned above the first option, and a red arrow points from a yellow callout box containing the text 'Click here to create ASN' to the 'Create Advance Shipment Notices' link.

Advance Shipment Notices (ASN) Submission Process

Create Advance Shipment Notice

Views

View: **Shipments Due Any Time** [Go] **Advanced Search**

4: Select 'Shipment Due Any Time' from List of Values

5: Click here to see the search result

5: Optionally click here for specific search

Select	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped
--------	----------	---------------	------------------	----------	------------------	------------------

Create Advance Shipment Notice

Advanced Search

To search, please enter at least one search criteria.
Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number: is [] []
Ship-To Location: is [] []
Supplier Site: is [] []
Item: is [] []

[Go] [Clear] Add Another [Item] [] [Add]

Select	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered
--------	-----------	------	----------	---------------	------------------	----------	------------------

Advance Shipment Notices (ASN) Submission Process

Select	PO Number Δ	Line	Shipment	Supplier Item	Item Description	Due Date \blacktriangle	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location Δ	Organization Name	Ship-To Organization Δ	Currency Δ	Supplier Site
<input type="checkbox"/>	4100055	1	1		Testing defect line 2	21-Jun-2015 00:00:00	56	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	4100084	1	1		250615_6	27-Jun-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	4100087	2	1		250615_8	27-Jun-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	4100087	1	1		250615_8	27-Jun-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	4100084	2	1		250615_6	27-Jun-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	41000176	4	1		070715_1	12-Jul-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	41000176	3	1		070715_3	12-Jul-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	41000176	1	1		070715_1	12-Jul-2015 00:00:00	100	11	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input type="checkbox"/>	41000176	2	1		070715_2	12-Jul-2015 00:00:00	100	0	0	EACH	CAT142-STCH	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK
<input checked="" type="checkbox"/>	41000343	1	1		030715 BPA	19-Aug-2015 14:23:00	10	0	0	EACH	HKJC Headquarter	The Hong Kong Jockey Club	JOCKEY CLUB MASTER	HKD	HK

6 Select line(s) to add in ASN

7 Click here to add lines to the ASN

Select PO Shipments

Advance Shipment Notices (ASN) Submission Process

The screenshot displays the 'Advance Shipment Notices (ASN) Submission Process' interface. It features a 'Shipment Header' tab and a 'Shipment Lines' tab. The 'Shipment Line Defaults' section includes fields for 'Packing Slip', 'Container Number', 'Country Of Origin', 'Truck Number', and 'Bar Code Label'. A 'Default to All Lines' button is located below these fields. A 'Comments' field is also present. The main table lists shipment details, including PO Number, Line, Shipment, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Received, UOM, Quantity Shipped, Ship-To Location, LPN/Lot/Serial, Add Attachments, Split, and Remove. Callout 8 points to the 'Quantity Shipped' field in the table, and callout 9 points to the 'Shipment Header' tab. Other callouts provide instructions on entering comments, adding attachments, and defaulting information.

9 Click here to enter shipment header details

Enter comments here (if any)

Add attachment (if any) or split the shipment lines (if required)

(Optionally) Click here to default information entered for this line to other lines of ASN

8 Enter quantity to be shipped with this ASN

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
>	41000343	1	1			030715 BPA	19-Aug-2015 14:23:00	10	0	EACH	5	HMJC Headquarter				

Return to Shipments: Shipment Notices

Cancel Add Shipments Preview Submit

Advance Shipment Notices (ASN) Submission Process

Shipment Header | Shipment Lines

Shipment Information

Enter mandatory Information 10

* Indicates required field

* Shipment Number: JCSHIP00T

* Shipment Date: 12-Aug-2015 15:26:32 Note: Shipment Date cannot be later than today

* Expected Receipt Date: 13-Aug-2015 15:30:29 Example: 12-Aug-2015 15:26:55

Freight Information

Freight Terms	<input type="text"/>	Freight Carrier	<input type="text"/>
Number of Containers	<input type="text"/>	Bill of Lading	<input type="text"/>
Waybill/Airbill Number	<input type="text"/>	Packing Slip	<input type="text"/>
Packaging Code	<input type="text"/>	Special Handling Code	<input type="text"/>
Tar Weight	<input type="text"/>	Tar Weight UOM	<input type="text"/>

Note: 'Freight Information' section is not required to fill by you.

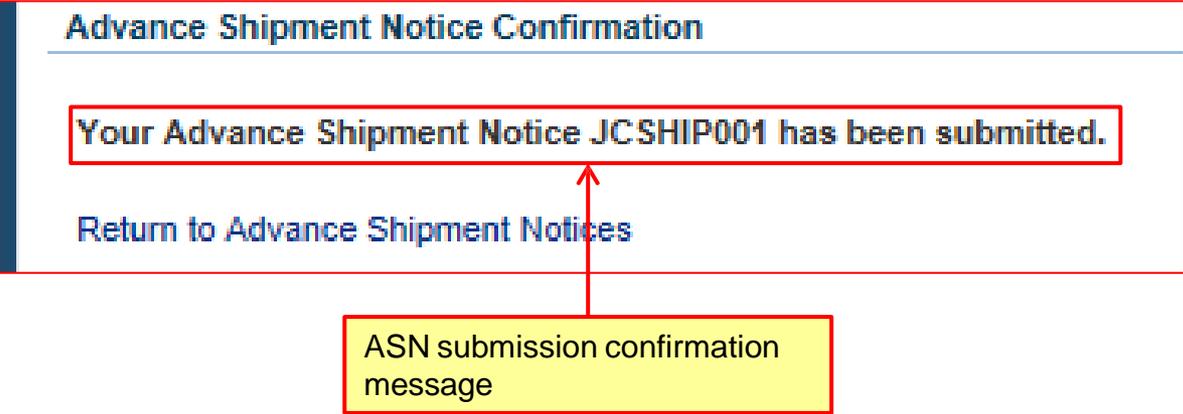
Shipment Number field should be unique.

Shipment Date cannot be later than system date.

Click here to complete 'ASN Submission Process' 11

Cancel | Add Shipments | Preview | **Submit**

Advance Shipment Notices (ASN) Submission Process



Advance Shipment Notices (ASN) Submission Process

Exercise:

1. Submit ASN
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Supplier Portal > Shipments > Create Advance Shipment Notices
 - III. Search for Shipments
 - IV. Select Line(s)
 - V. Click 'Add to Shipment Notice'
 - VI. Enter Quantity and any other line level information
 - VII. Enter Shipment Number, Expected Receipt Date and Shipment Date at header level
 - VIII. Click Submit
 - IX. Check confirmation message



View Receipts, Returns and Overdue Receipts

View Receipts, Returns and Overdue Receipts

- HKJC Supplier Portal allows supplier to view the receipts and returns done by HKJC against their shipment.
- HKJC Supplier Portal allows supplier to see past due PO Shipments.

View Receipts, Returns and Overdue Receipts



香港賽馬會
The Hong Kong Jockey Club

E-Business Suite

Enterprise Search

Contract Documents

Go

Search Results

Home

Navigator

Personalize

- › iSupplier Portal Full Access
- › Sourcing Supplier

Worklist

Full List (14)

auto-respond to notifications.

1

Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page

Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link

View Receipts, Returns and Overdue Receipts

香港賽馬會
The Hong Kong Jockey Club

iSupplier Portal

Home Orders **Shipments** Finance Admin

Search PO Number **2** Go

Click here to navigate to "Shipments" section

Notifications [Full List](#)

Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102128 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

View Receipts, Returns and Overdue Receipts

View Receipts:

The screenshot shows a web application interface with a dark blue header. The main navigation bar contains four tabs: Home, Orders, Shipments, and Finance. Below this, a secondary navigation bar has four items: Shipment Notices, Receipts, Returns, and Overdue Receipts. The 'Receipts' item is highlighted with a red circle containing the number '3'. A red arrow points from a yellow callout box to the 'Receipts' item. The callout box contains the text: 'Click here to see Receipts made by HKJC against your Shipments'. Below the navigation bars, the page content includes the heading 'Shipment Notices' followed by three links: 'Create Advance', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'.

View Receipts, Returns and Overdue Receipts

View Receipts:

View Receipts

Simple Search

Receipt Number
PO Number
Release Number
Shipment Number
Shipped Date

Organization
Item Number
Supplier Item
Item Description

Go Clear

Advanced Search

Receipt	Organization	Shipment	Shipped Date	Packing Slip
No search				

Advanced Search

Show table data when all conditions are met.
Show table data when any condition is met.

Receipt Number is
PO Number is
Shipped Date is
Organization is

Go Clear Add Another Bill of Lading

Receipt
No search cond

Creation Date Organization Shipment Shipped Date

Note: You can directly click on "Go" Button to see the status of all the Receipts.
'Organization' field is for HKJC internal use.

View Receipts, Returns and Overdue Receipts

View Receipts:

Receipt ▼	Creation Date ▲	Organization	Shipment	Shipped Date ▲	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number
900000028	08-Jul-2015 17:07:29	JOCKEY CLUB MASTER								41000147
900000024	03-Jul-2015 16:53:38	JOCKEY CLUB MASTER								41000147

Note: Organization field is for HKJC internal use.

View Receipts, Returns and Overdue Receipts

View Returns:

The screenshot shows a web application interface with a dark blue header. The header contains four navigation tabs: Home, Orders, Shipments, and Finance. Below the tabs is a horizontal menu with four items: Shipment Notices, Receipts, Returns, and Overdue Receipts. The 'Returns' item is highlighted with a red circle containing the number '3'. A red arrow points from the 'Returns' item to a yellow callout box with a red border. The callout box contains the text: 'Click here to see Returns made by HKJC against your Shipment Receipts'. Below the menu, the page content is titled 'Shipment Notices' and lists three options: 'Create Advance Shipmer', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'.

View Receipts, Returns and Overdue Receipts

View Returns:

Returns Summary

Simple Search

Note that the search is case insensitive

Organization [input] RMA Number [input]

PO Number [input] Item [input]

Receipt Number [input]

Shipment Number [input]

Go Clear

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.

Show table data when any condition is met.

Organization is [input]

Receipt Number is [input]

PO Number is [input]

Shipment Number is [input]

Go Clear Add Another Item Add

Supplier Config ID

Organization Shipment Number RMA Number

No search results

Note: You can directly click on “Go” Button to see the status of all the Returns.

‘Organization’ field is for HKJC internal use.

View Receipts, Returns and Overdue Receipts

View Returns:

Receipt Number Δ	PO Number Δ	Shipment Number Δ	RMA Number Δ	Receipt Creation Date ∇	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
900000024	41000147			03-Jul-2015 16:53:38			030715_3	EACH	95	50	03-Jul-2015 16:54:44	POST	

Export

View Receipts, Returns and Overdue Receipts

View Overdue Receipts:

The screenshot shows a web application interface with a dark blue header. The header contains four navigation tabs: 'Home', 'Orders', 'Shipments', and 'Finance'. Below the header is a light blue navigation bar with four items: 'Shipment Notices', 'Receipts', 'Returns', and 'Overdue Receipts'. The 'Overdue Receipts' item is highlighted with a red circle containing the number '3'. A red arrow points from this circle to a yellow callout box with a red border. The callout box contains the text: 'Click here to see 'Overdue Receipts' against PO issued to you'. Below the navigation bar, the main content area is titled 'Shipment Notices' and contains three links: 'Create Advance Shipment Notices', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'.

View Receipts, Returns and Overdue Receipts

View Overdue Receipts:

Overdue Receipts Export

Simple Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date (example: 22-Jul-2015)

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

Organization is

PO Number is

Item is

Supplier Item is

4 Enter search condition to search for 'Overdue Receipts'

4 (Optionally) Click here for specific search

5 Click here to see the search result

Note: You can directly click on "Go" Button to see the status of all the Overdue Receipts.
'Organization' field is for HKJC internal use.

View Receipts, Returns and Overdue Receipts

View Overdue Receipts:

PO Number▲	Item	Supplier Item▲	Item Description	Due Date▼	UOM	Quantity Ordered	Quantity Received	Ship-To Location▲	Carrier	Buyer
41000176			070715_1	12-Jul-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000176			070715_4	12-Jul-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000176			070715_3	12-Jul-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000176			070715_2	12-Jul-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000084			250615_6	27-Jun-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000084			250615_6	27-Jun-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000089			250615_8	27-Jun-2015 00:00:00	EACH	200	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000087			250615_8	27-Jun-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000087			250615_8	27-Jun-2015 00:00:00	EACH	100	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,
41000055			Testing defect line 2	21-Jun-2015 00:00:00	EACH	56	0	CAT142-STCH	LOCAL DELY	BRUCE TSIU,

Note: Due Date: This is the need-by date which is mentioned at the PO Line information.

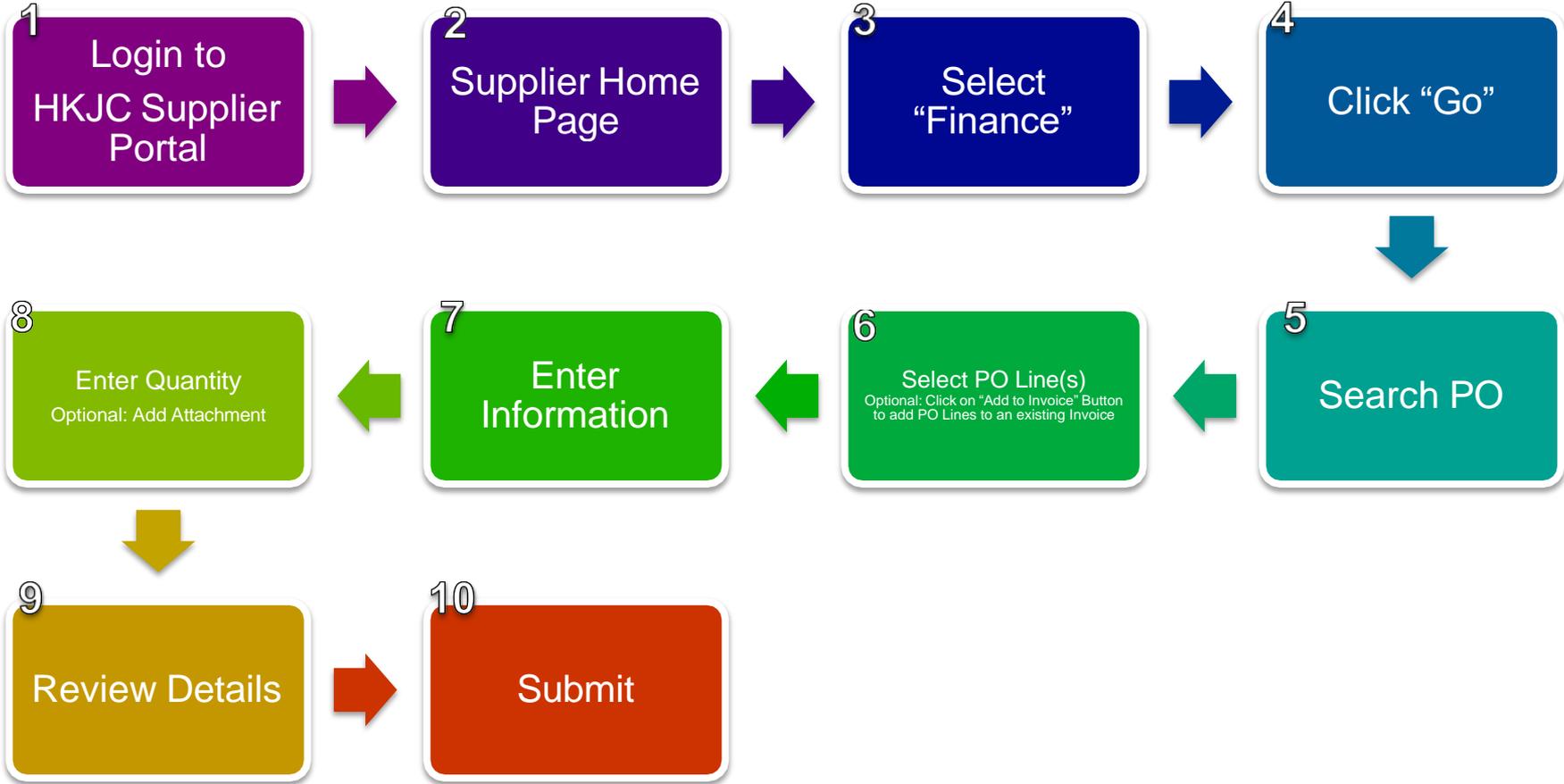


Invoice Submission Process

Invoice Submission Process

- Invoice is a summarize list of charges, including payment terms, invoice item information, and other information that is sent to HKJC by you for payment against a Purchase Order.
- You are not allowed to enter invoice without a Purchase Order using HKJC Supplier Portal.

Invoice Submission Process



Invoice Submission Process

2. Supplier Home Page

香港賽馬會
The Hong Kong Jockey Club

E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Navigator

Personalize

iSupplier Portal Full Access

Sourcing Supplier

Worklist

1

Full List (20)

respond to notifications.

Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page

Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link

Invoice Submission Process

3. Select "Finance"

The screenshot shows the iSupplier Portal interface. At the top left is the logo of The Hong Kong Jockey Club and the text "iSupplier Portal". On the right side of the header are icons for Home, a clock, a star, a gear, and a notification bell with a red circle containing the number "20". Below the header is a navigation bar with tabs for "Home", "Orders", "Shipments", "Finance", and "Admin". The "Finance" tab is highlighted with a red circle and a red arrow pointing to it. A yellow callout box with a red border contains the text "Click here to navigate to 'Finance' section". Below the navigation bar is a search bar with the placeholder text "RFQ Number" and a "Go" button. Below the search bar is a "Notifications" section with a "Full List" button. On the right side, there are partial views of "Orders" and "Shipment" sections. The "Orders" section lists "Agree", "Purch", and "Purch". The "Shipment" section lists "Overd".

Subject	Date ▲
Acknowledgement Required: Amendment 1 to RFQ 79114 (170715_1)	17-Jul-2015 12:10:47
...	...

Invoice Submission Process

4. Click "Go"

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the logo of The Hong Kong Jockey Club and the text 'iSupplier Portal'. The user is logged in as '1003412HK@HQ.BUS.HKJC.ORG.HK'. Below the navigation bar, there are tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Finance' tab is selected, and there are sub-tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Create Invoices' sub-tab is active, showing the 'Invoice Actions' section. In this section, there are buttons for 'Create Invoice', 'With a PO', and 'Go'. The 'Go' button is highlighted with a red box and a red circle containing the number '3'. A yellow callout box with a red arrow points to the 'Go' button, containing the text 'Click "Go" button to start Invoice Submission Process'. Below the 'Invoice Actions' section, there is a search form with fields for 'Supplier', 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. The 'Supplier' field is set to 'JC Supplier'. There are 'Go' and 'Clear' buttons at the bottom of the search form. Below the search form, there is a table with columns for 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table is currently empty, with the text 'No search conducted.' displayed. At the bottom right of the page, there are buttons for 'Create Invoice', 'With a PO', and 'Go'.

Invoice Submission Process

5. Search PO

香港賽馬會
The Hong Kong Jockey Club

iSupplier Portal

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Ta

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number (Enter 2% to list all PO created before Dec-2015)

Purchase Order Date (example: 21-Aug-2015)

Buyer

Organization

Advances and Financing

Select	PO Number	Line	Sh, 5	nt	Advances or Financing	Item Descr
	No search conducted.					

Enter search Criteria for find PO for which Invoice need to be created and submitted

Note: The search criteria values should not begin with a “%” or “_”.
You can enter search criteria values in at least one of the following fields: Purchase Order Number, Purchase Order Date, Buyer
'Organization' field is for HKJC internal use.

Click here to see the search result

Invoice Submission Process

6. Select PO Line(s)

Create Invoice: Purchase Orders

7 Click here to proceed for next step

Search

Note that the search is case insensitive

Purchase Order Number: 4%

Purchase Order Date: (example: 19-Aug-2015)

Buyer: []

Organization: []

Advances and Financing: Excluded

(Optionally) Click here to add "PO Lines" to an existing Invoice

Select Items: Add to Invoice | Previous 10 51-60 of 66 Next 6

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	41000196	1	1	<input type="checkbox"/>	C - WRITING, BALL PEN, UNI-BALL #UB-105, RED 走珠筆 (EA)	1002469		1	0	0	EACH	4.95	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000196	2	1	<input type="checkbox"/>	C - WRITING, FINE BALL PEN, PENTEL #BK71E, BLACK, 12'S / BOX 幼咀原子筆 (BX)	1002547		1	0	0	BOX	55.2	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000196	3	1	<input type="checkbox"/>	C - WRITING, FINE BALL PEN, PENTEL #BK71E, BLUE, 12'S / BOX 幼咀原子筆 (BX)	1002548		1	0	0	BOX	55.2	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000153	1	1	<input type="checkbox"/>	070715_2			100	100	100	EACH	100	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000143	1	1	<input type="checkbox"/>	C - WRITING, FINE BALL PEN, PENTEL #BK71E, BLACK, 12'S / BOX 幼咀原子筆 (BX)	1002547		80	0	0	BOX	55.2	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input checked="" type="checkbox"/>	41000135	1	1	<input type="checkbox"/>	SIT Test Item 20150702-01	1038698		1000	200	0	BAG	10	HKD	ADMCATNF&BSTO-SKR	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000130							120	80	1	EACH	5	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000127							10	10	0	EACH	100	HKD	CAT142-STCH	The Hong Kong Jockey Club		
<input type="checkbox"/>	41000126					1038698		1000	0	0	BAG	10	HKD	ADMCATNF&BSTO-SKR	The Hong Kong Jockey Club		
<input checked="" type="checkbox"/>	41000122	1	1	<input type="checkbox"/>	SIT Test Item 20150702-01	1038698		1000	200	0	BAG	10	HKD	ADMCATNF&BSTO-SKR	The Hong Kong Jockey Club		

Select Items: Add to Invoice | Previous 10 51-60 of 66 Next 6

Purchase Order Items Added to Invoice

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Or
No results found.														

Note: You can select one or multiple lines against same Purchase Order.

Invoice Submission Process

7. Enter Information

8. Enter Quantity

Note:
Invoice Number : Your Invoice Number
Invoice Date : Default today. Cannot be backdated

Cancel Back Step 2 of 4 Next

Create Invoice: Details

* Indicates required field

Supplier

* Supplier JC Supplier
Tax Payer ID
* Remit To HK
Address Happy Valley CAUSEWAYBAY
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

* Invoice Number INVJC0001
* Invoice Date 19-Aug-2015
(example: 19-Aug-2015)
Invoice Type Invoice
Currency HKD
Invoice Description
Attachment None Add

Click here to add attachment (if any)

Customer

8 Enter fields above and all fields start with * are mandatory

Note: You can click the "Add" button to attach any supporting documents as requested by the HKJC. Each file size should not exceed 160MB. There's no limitation on how many files being attached.

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
41000135	1	1	1038698	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1000	10	BAG	10000
41000126	1	1	1038698	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1000	10	BAG	10000

Shipping and Handling

Charge Type
No results found.

Description

9 Enter invoice quantity here against the line. This field will have default value same as value in the field 'Available Quantity'

Click here to proceed for next step

10

Cancel Back Step 2 of 4 Next

Invoice Submission Process

9. Review Details

Create Invoice: Manage Tax

Supplier Invoice

* Supplier JC Supplier
* Tax Payer ID
* Remit To HK
Address Happy Valley CAUSEWAYBAY
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

* Invoice Number INVJC0001
* Invoice Date 19-Aug-2015
Invoice Type Standard
* Currency HKD
Invoice Description
Attachment None

12

Click here to proceed for next step

11

Review here the information entered during process step 5 to 8

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.								

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
41000135	1	1	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1,000.00	BAG	10.00	10,000.00
41000126	1	1	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1,000.00	BAG	10.00	10,000.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (HKD) 20,000.00

Note: Tax entry is not applicable in Hong Kong. In case there are any tax applicable, it should be covered in the PO.

Cancel Save Back Step 3 of 4 Next Submit

Invoice Submission Process

10. Submit

Supplier

- * Supplier: JC Supplier
- * Tax Payer ID: JC Supplier
- * Remit To Address: HK Happy Valley CAUSEWAYBAY
- Remit To Bank Account: 00014216
- Unique Remittance Identifier: 00014216
- Remittance Check Digit: 00014216

Invoice

- * Invoice Number: INVJC0001
- * Invoice Date: 17-Jul-2015
- * Invoice Type: Standard
- * Currency: HKD
- Invoice Description: JC Invoice Category
- JC Voucher No#: JC DEPT
- Message to Approver: OBJECTIVES
- Early Settlement: None
- Source PO Numbers: None
- Attachment: None

Customer

- * Customer Tax Payer ID: 1100
- Customer Name: HKJC Legal Entity
- Address: The Hong Kong Jockey Club, HK

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
41000176	1	1	070715_1		CAT142-STCH	100	50.00	EACH	99.00	4,950.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
No results found.						

Invoice Summary

Items	4,950.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (HKD)	4,950.00

Navigation: Cancel Save Back Step 4 of 4 **Submit**

Invoice Submission Process

Purchase Orders

Details

Manage Tax

Review and Submit

Confirmation

Invoice INVJC0001 was submitted to our Accounts Payable department on 19-Aug-2015. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INVJC0001

[Printable Page](#) [Create Another](#)

Supplier

* Supplier **JC Supplier**
 Tax Payer ID
 * Remit To **HK**
 Address **Happy Valley CAUSEWAYBAY**
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number **INVJC0001**
 * Invoice Date **19-Aug-2015**
 Invoice Type **Standard**
 * Currency **HKD**
 Invoice Description
 Attach

14

Click hereto Create another Invoice

Customer

* Customer Tax Payer ID **1100**
 Customer Name **HKJC Legal Entity**
 Address **The Hong Kong Jockey Club, HK**

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
41000135	1	1	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1,000.00	BAG	10.00	10,000.00
41000126	1	1	SIT Test Item 20150702-01		ADMCATNF&BSTO-SKR	1000	1,000.00	BAG	10.00	10,000.00

Invoice Summary

Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	20,000.00
Less Advances and Financing	0.00
Total (HKD)	20,000.00

[Return to Invoices](#)

[Printable Page](#) [Create Another](#)

Exercise:

1. Invoice Submission:
 - I. Login to HKJC Supplier Portal
 - II. Navigate to Supplier Portal > Finance
 - III. Create Invoice > With a PO > Go
 - IV. Search PO number
 - V. Select PO Line(s)
 - VI. Click Next
 - VII. Enter Invoice Number & Invoice Date
 - VIII. Add attachments, if any
 - IX. Click Next
 - X. Click Next
 - XI. Review and Submit



Invoices & Payments Inquiry

Invoices & Payments Inquiry

- HKJC Supplier Portal allows you to check the online status of your Invoices and Payments.

Invoices & Payments Inquiry

View Invoices:

The screenshot shows the HKJC E-Business Suite interface. At the top left is the HKJC logo and the text '香港賽馬會 The Hong Kong Jockey Club E-Business Suite'. Below this is an 'Enterprise Search' section with a dropdown menu set to 'Contract Documents', a search input field, and a 'Go' button. The main content area is titled 'Home' and is divided into two columns: 'Navigator' and 'Worklist'. The 'Navigator' column contains a 'Personalize' button and two links: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. The 'Worklist' column contains a 'Full List (14)' button and a partially visible link 'Auto-respond to notifications.'. A red arrow with a circled '1' points to the 'iSupplier Portal Full Access' link. A yellow callout box with a red border contains the text: 'Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page'. A blue callout box at the bottom right contains the text: 'Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link'.

Invoices & Payments Inquiry

[View Invoices:](#)

香港賽馬會
The Hong Kong Jockey Club

iSupplier Portal

Home Orders Shipments **Finance** Admin

Search PO Number 2 Go

Click here to navigate to "Finance" section

Notifications [Full List](#)

Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

Invoices & Payments Inquiry

View Invoices:

Home Orders Shipments **Finance** Admin

Create Invoices | View Invoices | View Payments

Invoice Actions 3

Click here for Invoices Inquiry

Search

Note that the search is case insensitive

Supplier **JC Supplier**

Invoice Number

Invoice Date From (example: 19-Jul-2015)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status
No search conducted.					

Invoices & Payments Inquiry

View Invoices:

The screenshot shows the 'View Invoices' page with the following elements and annotations:

- Navigation:** Home, Orders, Shipments, Finance, Admin. Sub-navigation: Create Invoices, View Invoices, View Payments.
- Simple Search:** Fields for Invoice Number, PO Number (example: 1234), Release Number (example: 1234-2), Payment Number, and Invoice Status. Includes 'Go' and 'Clear' buttons. Annotation: "Click here to see the search result" points to the 'Go' button.
- Advanced Search:** Fields for Payment Status (dropdown: Not Paid), Invoice Amount From/To, Amount Due From/To, Invoice Date From/To, and Due Date From/To (example: 19-Jul-2015). Includes 'Advanced Search' button. Annotation: "Optionally Click here for specific search" points to the 'Advanced Search' button.
- Advanced Search Panel:** Radio buttons for "Show table data when all conditions are met." and "Show table data when any condition is met." Fields for Invoice Number, Invoice Date, PO Number, and Payment Number with dropdowns for operators (e.g., 'is'). Includes 'Go', 'Clear', 'Add Another', and 'Add' buttons. Annotation: "Note: You can directly click on 'Go' Button to see the status of all the Invoices." points to the 'Go' button.
- Table:** A table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due, Status, On Hold, Payment Status. The first row shows "No search conducted".
- Annotations:** Red boxes with numbers 4 and 5. "4" is placed near the 'Advanced Search' button and the 'Payment Status' dropdown. "5" is placed near the 'Go' button in the simple search section.

Enter any search condition. For ex: Payment Status = "Not Paid"

Optionally Click here for specific search

Click here to see the search result

Note: You can directly click on "Go" Button to see the status of all the Invoices.

Invoices & Payments Inquiry

View Invoices:

Search Result based on Input Parameter
Payment Status = "Not Paid"

Invoice ▲	Invoice Date ▼	Type	Currency	Amount ▲	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
INVJC001	17-Jul-2015	Standard	HKD	4,950.00	4,950.00	In-Process		Not Paid			18-AUG-2015		41000176		
INVJC001	13-Jul-2015	Standard	HKD	9,800.00	9,800.00	In-Process		Not Paid			12-AUG-2015		41000147		
Test SC 07102015	10-Jul-2015	Standard	HKD	5,000.00	5,000.00	In-Process	Max Qty Rec	Not Paid			09-AUG-2015		41000089		
25889	27-Feb-2015	Standard	HKD	750.00	750.00	Approved		Not Paid			29-MAR-2015				
25890	27-Feb-2015	Standard	HKD	600.00	600.00	Approved		Not Paid			29-MAR-2015				

Invoices & Payments Inquiry

View Payments:

The screenshot shows the HKJC E-Business Suite interface. At the top left is the HKJC logo and the text '香港賽馬會 The Hong Kong Jockey Club E-Business Suite'. Below this is an 'Enterprise Search' section with a dropdown menu set to 'Contract Documents', a search input field, and a 'Go' button. The main content area is titled 'Home' and is divided into two columns: 'Navigator' and 'Worklist'. The 'Navigator' column contains a 'Personalize' button and two links: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. The 'Worklist' column contains a 'Full List (14)' button and a partially visible link 'auto-respond to notifications.'. A red circle with the number '1' is placed over the 'iSupplier Portal Full Access' link, with a red arrow pointing to it from a yellow callout box. The callout box contains the text: 'Click on 'iSupplier Portal Full Access' link to go to HKJC Supplier Portal Home Page'. A blue note box at the bottom right contains the text: 'Note: You might not have access of both "iSupplier Portal Full Access" and "Sourcing Supplier" link'.

Invoices & Payments Inquiry

View Payments:

The screenshot shows the iSupplier Portal interface for The Hong Kong Jockey Club. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number'. A red circle with the number '2' is placed over the search bar, and a red arrow points to it from a yellow callout box that says 'Click here to navigate to "Finance" section'. Below the search bar, there are sections for 'Notifications' and 'Orders At A Glance', each with a 'Full List' button. The 'Notifications' section contains a table with columns for 'Subject' and 'Date'. The 'Orders At A Glance' section contains a table with columns for 'PO Number', 'Description', and 'Order Date'.

Home Orders Shipments Finance Admin

Search PO Number Go

Click here to navigate to "Finance" section

Notifications [Full List](#)

Subject	Date ▲
The Hong Kong Jockey Club - Standard Purchase Order 41000277, 0	31-Jul-2015 19:23:27
The Hong Kong Jockey Club - Blanket Purchase Agreement 41000247, 1	31-Jul-2015 18:38:02
The Hong Kong Jockey Club - Standard Purchase Order 41000273, 0	31-Jul-2015 15:23:05
Acknowledgement Required: Amendment 2 to RFQ 102128 (RFQ Testing 799 with attachment)	30-Jul-2015 17:35:02
Sent: Online Discussion Message for RFQ 102129 (RFI testing for 799)	30-Jul-2015 17:30:57

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
41000277		31-Jul-2015 19:23:20

Invoices & Payments Inquiry

View Payments:

The screenshot shows a web application interface for 'View Payments'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this, there are sub-tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. A red circle with the number '3' is placed over the 'View Payments' sub-tab, with a red arrow pointing to it. A yellow callout box with a red border contains the text 'Click here for Payments Inquiry'. Below the navigation is an 'Invoice Actions' section. A 'Search' section follows, with a note: 'Note that the search is case insensitive'. The search form includes fields for 'Supplier' (pre-filled with 'JC Supplier'), 'Invoice Number', 'Invoice Date From' (with a calendar icon and example '(example: 19-Jul-2015)'), 'Invoice Status' (a dropdown menu), 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To' (with a calendar icon), and 'Currency'. There are 'Go' and 'Clear' buttons at the bottom of the search form. At the very bottom, there is a table with columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', and 'Status'. The first row of the table contains the text 'No search conducted.'

Invoices & Payments Inquiry

View Payments:

The screenshot shows the 'View Payments' page in a web application. At the top, there are navigation tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below these are sub-tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The main heading is 'View Payments'. There are two search sections: 'Simple Search' and 'Advanced Search'. The 'Simple Search' section includes input fields for 'Payment Number', 'Invoice Number', 'PO Number', and 'Release Number', along with a 'Go' button and a 'Clear' button. The 'Advanced Search' section includes a 'Status' dropdown, 'Payment Amount From' and 'To' fields, 'Payment Date From' and 'To' fields, and radio buttons for search criteria: 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.'. Below this are four rows of search criteria: 'Invoice Number is', 'Invoice Date is', 'PO Number is', and 'Payment Number is', each with a dropdown menu and an input field. At the bottom of the 'Advanced Search' section are 'Go', 'Clear', 'Add Another', 'Amount Due' dropdown, and 'Add' buttons. Annotations include: a yellow box with 'Enter any search condition. For ex: Payment Date From = "System Date"' pointing to the 'Payment Date From' field; a yellow box with 'Optionally Click "Advanced Search" button for specific search' pointing to the 'Advanced Search' button; a yellow box with 'Click here to see the search result' pointing to the 'Go' button; and a blue box with 'Note: You can directly click on "Go" Button to see the status of all the Payments.' pointing to the 'Go' button. Red circles with the number '4' are placed near the 'Advanced Search' button and the 'Payment Date From' field. A red circle with the number '5' is placed near the 'Go' button.

Home | Orders | Shipments | Finance | Admin

Create Invoices | View Invoices | View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Status

Payment Amount From To

Payment Date From To 03-Aug-2015
(example: 19-Jul-2015)

Advanced Search

Show table data when all conditions are met.
 Show table data when any condition is met.

Invoice Number is

Invoice Date is
(example: 22-Jun-2015)

PO Number is
(example : 1234)

Payment Number is

Amount Due

Invoice
No search conducted

Enter any search condition. For ex: Payment Date From = "System Date"

Optionally Click "Advanced Search" button for specific search

Click here to see the search result

Note: You can directly click on "Go" Button to see the status of all the Payments.

Invoices & Payments Inquiry

View Payments:

Search Result based on Input Parameter
Payment Date To = "System Date"

Payment Δ	Remit-to Supplier	Remit-to Supplier Site	Payment Date ∇	Currency	Amount Δ	Method	Status Δ	Status Date	Bank Account	Invoice	PO Number
18			13-Jul-2015	HKD	750.00	Electronic	Negotiable	13-Jul-2015	BOC HK JC Manual	25888	



Abbreviations

Abbreviations

ASN	Advance Shipment Notice
BPA	Blanket Purchase Agreement
EOI	Expression of Interest
FYI	For Your Information
HKJC	The Hong Kong Jockey Club
PO	Purchase Order
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quotation
RFT	Request for Tender
SMA	Supplier Management Administrator



Terminology

1. **Advance Shipment Notice (ASN)**: Transaction entered by the supplier that details when and what materials have been shipped by the supplier. Also referred to as ASN. ASN will be created only by overseas supplier's of HKJC.
2. **Agreement**: A agreement is a long-term contracts while maintaining flexible delivery schedules and order quantity commitments.
3. **Buyer**: Person responsible for placing orders with suppliers and negotiating supplier contracts and terms and conditions.
4. **Carrier**: A commercial company used to send item shipments from one address to another

5. **Closed**: A Purchase Order status which indicates that the purchase order (line, shipment) has been fully received and fully invoiced.
6. **Creation Date**: The date on which a document (Purchase Order, Agreement, RFx etc.) is created.
7. **Deliver on Date**: The date the supplier is to have the requested items delivered to customer.
8. **Effective – From Date**: The date from which the agreement will be effective.
9. **Effective – To Date**: The date up to which the agreement will be effective.

10. **Expected Receipt Date:** The date entered on the Shipment Header tab of the Create Advance Shipment Notice page that indicates when HKJC should expect to receive the material being shipped.

11. **Invoice:** A summarized list of charges, including payment terms, invoice item information, and other information that is sent HKJC by you for payment.

12. **Notification:** Electronic message presented to a user in HKJC Supplier Portal. These notifications can also be sent to a user's email address based upon the email style preference. Notifications are of two types: FYI (for your information) and Action (user must respond to the notification).

13. **Notifications From Me:** Work-list view that displays all of the notifications that came from you.

14. **Open**: A purchase order status which indicates that the purchase order (line, shipment) is acknowledged and waiting for receipts and invoices to arrive.
15. **Open Notifications**: Work-list view that displays all of your open notifications regardless of type.
16. **Overdue Receipts**: The past due purchase order shipments.
17. **Paid**: A payment status which indicates that the invoice has been paid.
18. **Payment Status**: Current status of payment. Values include: Paid, Not Paid, Voided.

- 19. Payment Terms:** The due date and discount date for payment of an invoice. For example, the payment term 'CQ-NET30' indicates that full payment is expected within 30 days after the goods are dispatched or service is completed.
- 20. Purchase Order:** A commercial document issued by customer to the supplier indicating types, quantities and agreed prices for products or services.
- 21. Purchase Order History:** The changes (indicated by a purchase order revision number) that have been made to the purchase order.
- 22. Purchase Order Status:** The phase that the purchase order (line, shipment) is currently in.

- 23. Receipts:** Unique number generated by system when receiving created for an items or services against a Purchase Order.
- 24. Revised Date:** The date on which the document (Purchase Order, Agreement, etc.) has been last revised.
- 25. Revision:** A number that distinguishes printed purchase order versions. Purchasing automatically sets the revision to 0 when you initially create a purchase order. Each purchase order you print displays the current revision number.
- 26. Returns:** Unique number generated by system when return is created against a receiving for an items or services.
- 27. Ship – To Location:** A location where items to be shipped.

28. Shipment Date: The date entered on the Shipment Header tab of the Create Advance Shipment Notice page that indicates when the supplier has shipped the material.

29. Supplier: Provider of goods and / or services.

