



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 *RIDING HIGH TOGETHER*

# HKJC Supplier Portal Profile Management

1. [Supplier Registration](#)
2. [Supplier Profile Management](#)
3. [Abbreviations](#)
4. [Contact Points](#)

# Supplier Registration

# Supplier Registration

- SMA will invite the existing supplier to register in HKJC Supplier Portal.
- Supplier will receive the email from HKJC for the registration process. The email will have a link with the detailed instruction for Supplier to complete the registration process.
- Supplier's are required to complete the registration form by entering all the necessary registration information and provide the required supporting documents.

## List of Information that the Supplier need to complete at the time of registration:

- Address
- Contact
- Associate the address to the contact
- Contact purpose (PO / RFQ / Payment). Please note that each address must have exactly three Contact Purpose and only one Contact for each Purpose.
- All Supplier need to fill the “Business Details” region and details in “Conflict of Interest” region as applicable.

## List of Information that the Supplier need to complete at the time of registration:

- Property R&M Suppliers need to fill the details in the “For Construction / Facility Management Companies” region.
- F&B Suppliers need to fill the details in the “For Food & Beverages Companies” region.
- Optionally, Suppliers can select the Product & Services they are suppose to supply to HKJC.
- Optionally, Suppliers can enter their bank details.

# Supplier Registration

**From:** Workflow Mailer [<mailto:applsit@fmissit.com>]

**Sent:** Friday, 10 July, 2015 17:56 PM

**To:** [sc002@fmissit.com](mailto:sc002@fmissit.com)

**Subject:** FYI: HKJC: Invitation to Supplier Registration

To: [sc002@fmissit.com](mailto:sc002@fmissit.com)

Sent: 10-JUL-15 17:56:41

ID: 99979

Dear K Y

We are pleased to inform you that the Hong Kong Jockey Club is interested in your products and/or services and would like to explore purchasing opportunities with your company.

As it is the Club's policy to register all new suppliers, we would be grateful if you could complete the Supplier Registration Application Form at the link below within three working days. Please note that the Payee's Bank Account Name must be exactly the same as the Supplier's Name in English.

[Click Here for Supplier Registration](#)

It is essential that the information provided by the suppliers is correct and up to date for successful processing and completion of relevant payments. The Hong Kong Jockey Club shall in no event be liable for (a) any errors, omissions and/or other inaccuracies in the information provided by the suppliers; and/or (b) any claims, loss or liability as a result of or in connection with any use of information provided by the suppliers (including without limitation any late payment, delay in inter-bank clearing, incomplete payment and/or unsuccessful payment).

The information provided in response to the supplier registration will be kept confidential, and will be used only by the Club and its subsidiaries.

Should you have any queries, please feel free to contact us at (852) 2966 xxxx or [XXX@hkjc.org.hk](mailto:XXX@hkjc.org.hk).

We look forward to receiving your information soon. Thank you.

[Click here to start the Registration](#)

Supplier Management Team  
The Hong Kong Jockey Club

K Y 先生/女士

香港賽馬會對 貴公司所提供之物料及/或服務感到興趣，並希望能與 貴公司探討有關採購事宜。

根據本會內部政策，所有新供應商需辦理登記。煩請 貴公司於三個工作天內填妥以下鏈結的供應商登記申請表。請注意收款人公司英文名稱與戶口名稱必須相同。

[請按此處註冊成為供應商](#)

貴公司提供的資料必須正確和最新，以便付款過程能順利處理和完成。香港賽馬會任何情況下皆不會就 (a) 供應商所提供資料的任何錯誤、遺漏和/或其他不準確之處、(b) 因使用供應商所提供資料而起或與使用供應商所提供資料相關的任何索賠、損失或法律責任（包括但不限於任何付款延期、銀行結算延誤和/或未能支付全部或部份款項），承擔任何法律責任。

貴公司所提供的資料將作保密，只供本會及其附屬公司作供應商登記之用。

# Supplier Registration

## Prospective Supplier Registration: Current Status

[Respond](#)

Thank you for registering with us. Here's the current status of your registration request.

### Registration Details and Status

Company Name JC Training Supplier

Status Supplier to Provide Details

### Contact Information

Email sc999@fmissit.com  
First Name JC  
Last Name Training

Phone Area Code  
Phone Number  
Phone Extension

### Status History



Date	Status	
07-AUG-2015	Invitation Sent	2

Click here to respond against invitation

[Respond](#)

# Supplier Registration

Basic Information      Company Details      Additional Information      **4** Attachments

Prospective Supplier Registration

\* Indicates required field

Enter fields below and all fields start with \* are mandatory

Click "Next" to proceed to next step

Step 1 of 4 [Next](#)

Company Details

**3**

\* Company Name

Contact Information

\* Email

First Name

\* Last Name

Phone Area Code

Phone Number

Phone Extension

Step 1 of 4 [Next](#)

# Supplier Registration

Basic Information      **Company Details**      Additional Information      Attachments

### Prospective Supplier Registration: Additional Details

Please click "Save For Later" to save the changes after entering Address Book, Contact Directory, Products and Services and Banking Details respectively.

Save For Later   Back   Step 2 of 4   Next

Company Name: JC Training Supplier  
Alternate Supplier Name:   
Note to Buyer:   
Note to Supplier:

**Address Book**

At least one entry is required.

Create   Refresh   Undo   Redo   Settings

Address Details	Address Name	PU	Update	Delete
Please enter, Hong Kong	Please enter	Pa		

Contact Directory

5

Click here to update your address

Address Book

Please enter, Hong Kong

This is system generated default address

# Supplier Registration

## Update Address

\* Indicates required field

Enter fields below and all fields start with \* are mandatory

6

* Address Name	CWB	Phone Area Code	852
Country	Hong Kong	Phone Number	12345678
* Address Line 1	Happy Valley	Fax Area Code	852
Address Line 2		Please enter Country Code and Area Code in "Fax Area Code".	
Address Line 3		Fax Number	13245678
Address Line 4		If you wish to receive the PO by Fax, please enter the fax number. Applicable for PO contacts.	
* City/Town/Locality	Hong Kong	Email Address	
County		<input checked="" type="checkbox"/> Purchasing Address	
State/Region		<input checked="" type="checkbox"/> Payment Address	
Province			
Postal Code			

[Return to Prospective Supplier Registration: Additional Details](#)

Click here to perform the next step for address update

**Note:**  
Purchasing Address: Checking this enables the address to use as a delivery address for PO.  
Payment Address: Checking this enables the address to use for invoice related information.

# Supplier Registration

Company Name JC Training Supplier  
Alternate Supplier Name   
Note to Buyer   
Note to Supplier

## Address Book

At least one entry is required.

Create    

Address Details	Address Name	Purpose	Update
Happy Valley, Hong Kong Hong Kong	CWB	Payment, Purchasing	

## Contact Directory

At least one entry is required.

Create    

First Name	Last Name $\Delta$	Phone	Email	Requires User A <b>8</b>	Update
JC	Training		sc999@fmissit.com		

Click here to update Contact Person 

## Products and Services

# Supplier Registration

## Update Contact

\* Indicates required field

Enter fields below and all fields start with \* are mandatory

Cancel! Apply

9

Contact Title	<input type="text" value="Mr."/>	Phone Area Code	<input type="text"/>
First Name	<input type="text" value="JC"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Training"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Please enter Country Code and Area Code in "Fax Area Code".	
* Contact Email	<input type="text" value="sc999@fmissit.com"/>	Fax Number	<input type="text"/>
URL	<input type="text"/>	If you wish to receive the PO by Fax, please enter the fax number. Applicable for PO contacts.	

## Supplier User Account

Create User Account For The Contact

## Addresses For the Contact

10

Address Name	Contact Descriptive Flexfield	Remove
No results found.		

Click here to associate this contact to an existing address

# Supplier Registration

Supplier User Account

Create User Account For The Contact

Addresses For the Contact

+ ↻ ⌂ ⚙

Address Name △	Address Details	Contact Descriptive Flexfield	Remove
CWB	Happy Valley, Hong Kong HK		

Cancel Apply

Attach Address

11

12

Click here to indicate contact purpose

# Supplier Registration

Cancel Apply

### Contact Descriptive Flexfield

**TIP** Each Address should have exactly three Contact Purposes and only one Contact for each Purpose.

Contact Information for PO Purpose Yes

Contact Information for RFQ Purpose No

Contact Information for Payment Purpose No

Enter Contact Purpose

13

Cancel Apply

14

Click "Apply" to save your record and proceed for next step

**Note:** Please note that each address must have exactly three contact purpose and only one contact for each purpose.

# Supplier Registration

## Address Book

At least one entry is required.

Create |    

Address Details	Address Name	Purpose
Happy Valley, Hong Kong Hong Kong	CWB	Payment, Purchasing

## Contact Directory

At least one entry is required.

Create |    

First Name	Last Name ▲	Phone	Email	Re
JC	Training		sc999@fmissit.com	

## Products and Services

At least one entry is required.

Create |    

Code	Product
No results found.	

## Banking Details

15

Click here to add the types of Product and Services your company is offering to HKJC

**Note:** You can provide up to 3 levels of Products and Services Classification.  
  
Products and Services are UNSPSC code to identify what product and services you are offering to HKJC.

# Supplier Registration

- Browse All Products & Services
- Search for Specific Code and Product

Code	Products and Services	View Sub-Categories
00000000	Others	
10000000	Live Plant and Animal Material and Accessories and Supplies	
11000000	Mineral and Textile and Inedible Plant and Animal Materials	
12000000	Chemicals including Bio Chemicals and Gas Materials	
13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials	
14000000	Paper Materials and Products	
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	
21000000	Farming and Fishing and Forestry and Wildlife Machinery and Accessories	
22000000	Building and Construction Machinery and Accessories	
23000000	Industrial Manufacturing and Processing Machinery and Accessories	

16

Click here if your company is providing 'Mineral and Textile'

# Supplier Registration

## Add Products and Services: 1100000 :Mineral and Textile and Inedible Plant and Animal Materials (JC Training Supplier)

Return to Parent Category

Code	Products and Services	View Sub-Categories
11100000	Minerals and ores and metals	
11120000	Non edible plant and forestry products	

17

Click here if your 2<sup>nd</sup> level is 'Minerals and ores and metals'

## Add Products and Services: 11100000 :Mineral and Textile and Inedible Plant and Animal Materials-Minerals and ores and metals (JC Training Supplier)

Return to Parent Category

Code	Products and Services	View Sub-Categories	Applicable
11101500	Minerals		<input type="checkbox"/>

18

19

Click "Apply" to add 'Products and Services' selection

Click here if your 3<sup>rd</sup> level is 'Minerals'

# Supplier Registration

JC Training sc999@tmissit.com ✓

**Products and Services**

At least one entry is required.

Create [Refresh] [Refresh] [Print] [Settings]

Code	Products and Services
11000000-11100000-11101500	Mineral and Textile and Inedible Plant and Animal Materials-Minerals and ores and metals-Minerals

**Banking Details**

20

At least one entry is required.

Create [Refresh] [Refresh] [Print] [Settings]

Click here to add the banking details

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name
No results found.					

# Supplier Registration

## Create Bank Account

\* Indicates required field

21

Enter fields below and all fields start with \* are mandatory

Cancel Apply

\* Country

Account is used for foreign payments  
Account definition must include bank and branch information.

### Bank Branch

Bank Name   
If Bank Name / Bank Branch does not exist, please contact Supplier Management Team.  
Bank Number

Branch Name   
If Bank Name / Bank Branch does not exist, please contact Supplier Management Team.  
Branch Number   
BIC / SWIFT Code   
Branch Type

Show Bank Details

Show Branch Details

### Bank Account

Account Number   
Check Digits   
IBAN

Account Name   
Bank Account Name must be exactly the same as Supplier Name.  
Currency

Show Account Details

### Intermediate Bank Account Details

Country <input type="text"/>	City <input type="text"/>
Bank Name <input type="text"/>	Bank Code <input type="text"/>
Branch Number <input type="text"/>	BIC <input type="text"/>
Account Number <input type="text"/>	Check Digits <input type="text"/>
IBAN <input type="text"/>	Comments <input type="text"/>

22

### Comments

Note to Buyer

Click here to save the entered record and proceed for next step

Cancel Apply

# Supplier Registration

Final Materials-Minerals and ores and metals-Minerals 

**23**

Name	Bank Number	Branch Name	Branch Number		
SENG BANK LTD	024	Head Office	275		

[Save For Later](#) [Back](#) Step 2 of 4 [Next](#)

Click here to proceed for next step



# Supplier Registration

## Supplier Profile Attributes

\* Indicates required field

Save For Later Back Step 3 of 4 **Next**

24

Enter fields below and all fields start with \* are mandatory

25

Click here to proceed for Supplier Declaration Step

Business Registration No.	<input type="text"/>
Business Registration End Date	<input type="text"/> <small>商業登記證號碼</small>
Certificate of Incorporation No.	<input type="text"/> <small>商業登記證有效期限 (example: 23-Jul-2015)</small>
Date of Incorporation	<input type="text"/> <small>公司註冊證號碼</small>
Date of Business Commencement	<input type="text"/> <small>註冊成立日期 (example: 23-Jul-2015)</small>
No of Employees	<input type="text"/> <small>營業日期 (example: 23-Jul-2015)</small>
* Any Business Litigation in Progress	<input type="text"/> <small>職員人數</small>
If Yes, please provide the details	<input type="text"/> <small>有否訴訟案件正進行中</small>
Company Structure	<input type="text"/> <small>如有，請提供詳細資料</small>
Business Nature	<input type="text"/> <small>公司架構</small>
ISO14001 Certification Accredited (If applicable)	<input type="text"/> <small>經營性質</small>
Other Quantity System Accredited (If applicable)	<input type="text"/> <small>有否取得 ISO14001 之認證 (如適用)</small>
Previous business transaction with the Club	<input type="text"/> <small>有否取得其它品質系統之認證 (如適用)</small>
Currency for Authorized Share Capital	<input type="text"/> <small>以往與香港賽馬會之商業交易</small>

# Supplier Registration

Attachments Submit Back Step 4 of 4

Supplier Declaration Page

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Supplier Declaration**

(1) I / We declare that all the information provided in this Supplier Registration Application Form is true and correct.

(2) I / We have noted that the Club is a public body in terms of the Prevention of Bribery Ordinance, for details please refer to the attached letter to principal of suppliers.

(3) I / We understand that the Club reserves the right to reject any supplier registration application without explanation or notification.

(4) I / We understand that all the submitted information would be used by the club and its subsidiaries.

(5) I / We understand that non-disclosure or misrepresentation in this supplier registration application form will lead to disqualification of my / our application and the removal of my/ our company from the registered supplier list of The Hong Kong Jockey Club without formal notification.

(6) I / We undertake to inform Procurement & Administration Department, The Hong Kong Jockey Club in writing immediately if any staff employed under the club will have a conflict of interest in handling tenders and contracts from my / our company.

(7) I / We undertake to inform Procurement & Administration Department, The Hong Kong Jockey Club in writing immediately should there be any changes of the above information and / or declaration in future.

(8) I / We declare that I / member of our Directors / Partnership have no interest or relation with any staff of The Hong Kong Jockey Club ("the Club") or through members of their family either directly or indirectly. (If 'No', please also complete item (1) of the Appendix I - Appendix to Supplier

I have read and accepted the terms and conditions governed by HKJC.

**Supplier Sustainability Guidelines**

Please click here to read the Supplier Substantiality Guidelines.

The supplier hereby states that it acknowledges the requirements listed above, implements such requirements and is prepared to document such compliance with a voluntary provision of information in the form of a supplier questionnaire from the Hong Kong Jockey Club. Should the Hong Kong Jockey Club have any concrete concerns with respect to compliance with sustainability requirements by the supplier, then the supplier is prepared, with prior agreement, to allow the Hong

**Food and Beverage Receiving Standards and Food Safety Guidelines**

Please click here to read the Food and Beverage Receiving Standards and Food Safety Guidelines.

I have read and accepted the terms and conditions of Food and Beverage Receiving Standards and Food Safety Guidelines.

**Note to Suppliers**

Please click here to read the Personal Information Collection Statement and Bribery Ordinance.

Submit Back Step 4 of 4

29

Click here to submit the registration request

26

Check here to accept Terms and Conditions governed by HKJC

Check here to acknowledge Supplier Sustainability Guidelines

27

Check here to acknowledge Food and Beverage Receiving Standards and Food Safety Guidelines

28

 Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.



# Supplier Profile Management

# Supplier Profile Management

- HKJC Supplier Portal allows Supplier to maintain their profiles such as address information, names of the main contacts, business classification, banking details, and products and services offered.
- Any modification done by the Supplier will be send over to SMA for approval. The changes will be reflected in the supplier master once the SMA has approved the changes.

# Supplier Profile Management

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 a search bar with 'Enterprise Search' on the left, a dropdown menu set to 'Contract Documents', a search input field, and a 'Go' button. To the right of the search bar is the text 'Search Results'. Below the search bar is a 'Home' section. On the left is a 'Navigator' box containing a 'Personalize' button and two links: 'iSupplier Portal Full Access' and 'Sourcing Supplier'. On the right is a 'Worklist' section with a 'Full List (14)' button. 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 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'. A partially visible text fragment 'edirect or auto-respond to notifications.' is also present.

# Supplier Profile Management

香港賽馬會  
The Hong Kong Jockey Club

iSupplier Portal

Home Orders Shipments Finance Admin

Search PO Number  **2** Go

Click "Admin" Tab

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

# Supplier Profile Management

## Update Supplier Profile:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a sub-header 'Profile Management'. On the left, a sidebar menu lists various profile categories: 'General', 'Company Profile', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Company Profile' category is expanded, and the 'Organization' item is highlighted with a red box. A red circle with the number '3' and an arrow points to this box. A yellow callout box with a red border contains the text 'Click here to update your company information'. The main content area is titled 'General' and displays the following information:

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

Below the 'General' section are sections for 'Attachments', 'Search', and 'Add Attachment'. The 'Search' section includes a note: 'Note that the search is case insensitive', a text input field labeled 'Title', a 'Go' button, and a link 'Show More Search Options'. The 'Add Attachment' section has a button labeled 'Add Attachment' and icons for file upload and refresh.

# Supplier Profile Management

## Update Supplier Profile:

Organization

Update the required information below 4

Cancel Save 5

Click here to save your record

Overview 1. Business Details 2. For Constructions / Facility Management Companies 3. For Food and Beverage Companies 4. Conflict of Interest

Organization

D-U-N-S Number  Chief Executive Name

Legal Structure  Chief Executive Title

Principal Name

Year Established  Principal Title

Incorporation Year

Control Year

Mission Statement

Total Employees

Organization Total  Corporate Total

Organization Total Type  Corporate Total Type

Tax and Financial Information

Taxpayer ID  Analysis Year

# Supplier Profile Management

## Create New Address:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand sidebar menu. The sidebar menu includes 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Address Book' item is highlighted with a red box, and a red circle with the number '3' is next to it. A red arrow points from this circle to a yellow callout box that says 'Click here to add your company new address'. The main content area shows the 'General' tab selected, displaying fields for 'Organization Name' (JC Supplier), 'Supplier Number' (1003412), 'Alias', 'Parent Supplier Name', and 'Parent Supplier Number'. Below this is an 'Attachments' section and a 'Search' section with a text input field for 'Title' and a 'Go' button. A note states 'Note that the search is case insensitive'. At the bottom, there is a 'Show More Search Options' link and an 'Add Attachment' button with a file upload icon and a refresh icon.

# Supplier Profile Management

## Create New Address:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. Below these is a 'Profile Management' section with a sidebar menu containing: General, Company Profile, Organization, Address Book, Contact Directory, and Business Classifications. The main content area is titled 'Address Book' and features a 'Create' button, a table with columns 'Address Name' and 'Address Details', and a 'HK' entry in the 'Address Details' column. A red circle with the number '4' is positioned above the 'Address Book' title. A red box highlights the 'Create' button, and a yellow callout box with a red arrow pointing to it contains the text 'Click here to create a new address'.

Address Name	Address Details
	HK

# Supplier Profile Management

## Create New Address:

Create Address

\* Indicates required fields

Enter fields below and all fields start with \* are mandatory

5

Supplier Name JC Supplier

Supplier Number 1003412

\* Address Name Hong Kong

Country Hong Kong

\* Address Line 1 Happy Valley

Address Line 2

Address Line 3

Address Line 4

\* City/Town/Locality Hong Kong

County

State/Region

Province

Postal Code 123456

Phone Area Code 852

Phone Number 12345678

Fax Area Code 852

Fax Number 12345678

Email Address jcsupplier@jc.com

Purchasing Address

Payment Address

6

7

Click here to save your record

Click here if you are going to use this address for Purchasing and Payment purpose both

Cancel Save

Note

Note Additional Note if any

# Supplier Profile Management

## Update Address:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand sidebar menu. The sidebar menu includes 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Address Book' item is highlighted with a red box, and a red circle with the number '3' is next to it. A red arrow points from this circle to a yellow callout box that says 'Click here to update your company existing address'. The main content area shows the 'General' tab selected, displaying fields for 'Organization Name' (JC Supplier), 'Supplier Number' (1003412), 'Alias', 'Parent Supplier Name', and 'Parent Supplier Number'. Below this are sections for 'Attachments', 'Search', and 'Add Attachment'.

Home | Orders | Shipments | Finance | Admin

Profile Management

- General
- Company Profile
  - Organization
  - Address Book**
  - Contact
- Directory
  - Business Classifications
  - Product & Services
  - Banking Details
  - Payment & Invoicing
  - Surveys

**General**

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

**Attachments**

**Search**

Note that the search is case insensitive

Title

▶ Show More Search Options

# Supplier Profile Management

## Update Address:

- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

### Address Book

Create |

Address Name ▲	Address Details	Country ▲	Update	Remove
HK	Happy Valley CAUSEWAYBAY	Hong Kong	4	
Hong Kong	Happy Valley Hong Kong 123456	Hong Kong		

Click here to update this address

# Supplier Profile Management

## Update Address:

**Update Address** Update required field(s) 5

\* Indicates required field

Supplier Name	JC Supplier	Supplier Number	1003412
* Address Name	<input type="text" value="Hong Kong"/>	Phone Area Code	<input type="text" value="852"/>
Country	<input type="text" value="Hong Kong"/>	Phone Number	<input type="text" value="12345678"/>
* Address Line 1	<input type="text" value="Happy Valley Racecourse"/>	Fax Area Code	<input type="text" value="852"/>
Address Line 2	<input type="text"/>	Fax Number	<input type="text" value="12345678"/>
Address Line 3	<input type="text"/>	Email Address	<input type="text" value="jcsupplier@jc.com"/>
Address Line 4	<input type="text"/>	<input checked="" type="checkbox"/> Purchasing Address	
* City/Town/Locality	<input type="text" value="Hong Kong"/>	<input checked="" type="checkbox"/> Payment Address	
County	<input type="text"/>		
State/Region	<input type="text"/>		
Province	<input type="text"/>		
Postal Code	<input type="text" value="123456"/>		

6

Click here to save your record

**Note**

Note

# Supplier Profile Management

## Create Contact:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. Below these is a 'Profile Management' section with a left-hand navigation menu. The menu items are: General, Company Profile, Organization, Address Book, Contact Directory (highlighted with a red box and a red circle containing the number 3), Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. A yellow callout box with a red border points to the 'Contact Directory' item, containing the text: 'Click here to create your company new contact member'. The main content area shows the 'General' tab selected, displaying fields for Organization Name (JC Supplier), Supplier Number (1003412), Alias, Parent Supplier Name, and Parent Supplier Number. Below this is an 'Attachments' section and a 'Search' section with a text input field for 'Title', a 'Go' button, and a link for 'Show More Search Options'. At the bottom of the main content area, there is an 'Add Attachment' button and a refresh icon.

# Supplier Profile Management

## Create Contact:

4

Click here to add new contact member

First Name ▲	Last Name ▲	Phone Number ▲	Email ▲
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# Supplier Profile Management

## Create Contact:

Create Contact

\* Indicates required

Enter fields below and all fields start with \* are mandatory

5

Cancel

Save

6

Click here to save your record

Contact Title    
First Name   
Middle Name   
\* Last Name   
Alternate Name   
Job Title   
Department   
Contact Email   
Url

Phone Area Code   
Phone Number   
Phone Extension   
Alternate Phone Area Code   
Alternate Phone Number   
Fax Area Code   
Fax Number

Please enter Country Code and Area Code in "Fax Area Code".

If you wish to receive the PO by Fax, please enter the fax number. Applicable for PO contacts.

# Supplier Profile Management

## Create Contact:

**Confirmation**  
JC Xxxxxxx has been added to your Contact Directory.

**Contact Directory : Active Contacts**

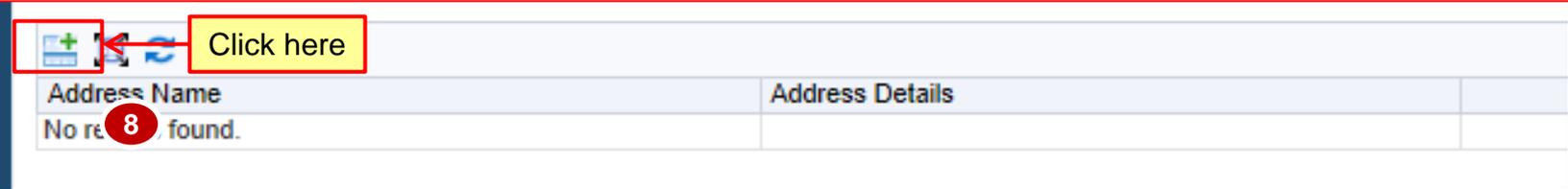
First Name ▲	Last Name ▲	Phone Number ▲	Email ▲	Status ▲	User Account	Remove	Addresses	Update
Sally	Lam		sally.lam@fmissit.com	Current				
ANDY	LAU		andy.lau@fmissit.com	Current				
	SIT742			Pending				
JC	Xxxxxxx	852 12345678 4567	jc.xx@jcsupplier.com	Pending				

7

Click here to link this contact to a address

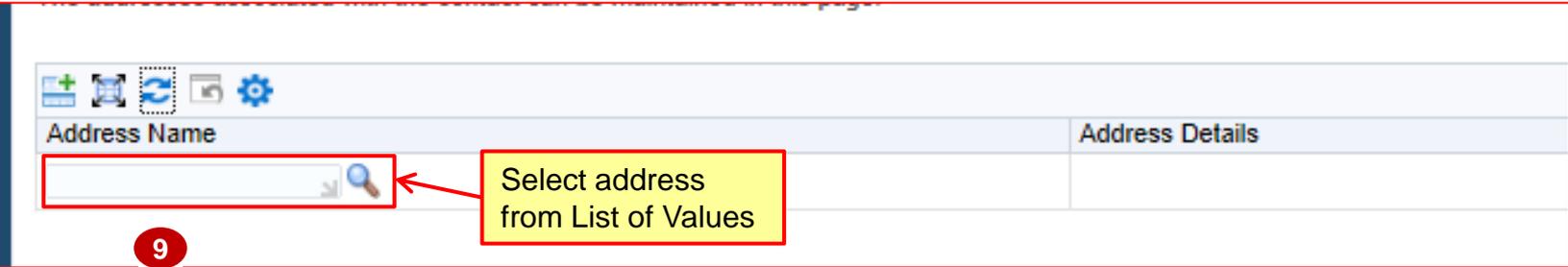
# Supplier Profile Management

## Create Contact:



This screenshot shows a software interface with a table. The table has two columns: "Address Name" and "Address Details". The first row of the table contains the text "No results found." A red circle with the number "8" is placed over the text. Above the table, there is a toolbar with several icons. A red box highlights the search icon, and a yellow callout box with the text "Click here" and an arrow points to it.

Address Name	Address Details
No results found.	



This screenshot shows a software interface with a table. The table has two columns: "Address Name" and "Address Details". The first row of the table is empty. A red circle with the number "9" is placed below the table. Above the table, there is a toolbar with several icons. A red box highlights the search icon, and a yellow callout box with the text "Select address from List of Values" and an arrow points to it.

Address Name	Address Details

# Supplier Profile Management

## Create Contact:

This screenshot shows a table with columns: Address Name, Address Details, Contact Descriptive Flexfield, and Remove. The first row contains 'Hong Kong' and 'Happy Valley Racecourse, Hong Kong, HK'. A red box highlights the 'Contact Descriptive Flexfield' column, and a red circle with the number '10' points to a pencil icon in this column. A yellow callout box with an arrow pointing to the pencil icon contains the text 'Click here to enter contact purpose'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Address Name	Address Details	Contact Descriptive Flexfield	Remove
Hong Kong	Happy Valley Racecourse, Hong Kong, HK		

This screenshot shows the 'Contact Descriptive Flexfield' form. A red circle with the number '11' points to three dropdown menus: 'Contact Information for PO Purpose' (set to 'No'), 'Contact Information for RFQ Purpose' (set to 'Yes'), and 'Contact Information for Payment Purpose' (set to 'No'). A yellow callout box with an arrow pointing to these dropdowns contains the text 'Enter Contact Purpose'. A red circle with the number '12' points to the 'Apply' button at the top right. A yellow callout box with an arrow pointing to the 'Apply' button contains the text 'Click here to save your record'. At the bottom right, there are 'Cancel' and 'Apply' buttons.

**Contact Descriptive Flexfield**

TIP Each Address should have exactly three Contact Purposes and only one Contact for each Purpose.

Contact Information for PO Purpose: No

Contact Information for RFQ Purpose: Yes

Contact Information for Payment Purpose: No

**Note:** You have to define only one active supplier contact for each type of contact purpose for a given address.

# Supplier Profile Management

## Create Contact:

Address Name	Address Details	Contact Descriptive Flexfield	Remove
Hong Kong	Happy Valley Racecourse, Hong Kong, HK		

Cancel Save

13

Click here to save your record

# Supplier Profile Management

## Update Contact:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand sidebar containing a tree view of menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Contact Directory' item is highlighted with a red box and a red circle containing the number '3'. A yellow callout box with a red border and an arrow pointing to the 'Contact Directory' item contains the text: 'Click here to update your company existing contact'. The main content area is titled 'General' and displays a table of supplier information:

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

Below the table, there is a section for 'Attachments' and a 'Search' section. The search section includes a note: 'Note that the search is case insensitive', a text input field labeled 'Title', a 'Go' button, and a link 'Show More Search Options'. At the bottom of the main content area, there is an 'Add Attachment' button and a refresh icon.

# Supplier Profile Management

## Update Contact:

### Contact Directory : Active Contacts

Create   

First Name △	Last Name △	Phone Number △	Email △	Status △	User Account	Remove	Addresses	Update
Sally	Lam		sally.lam@fmissit.com	Current				
ANDY	LAU		andy.lau@fmissit.com	Current				
	SIT742			Pending				
JC	Xxxxxxx	852 12345678 4567	jc.xx@jcsupplier.com	Pending				
	Y C Sxxx	11111111	sc001@fmissit.com	Current	✓			
	Y C Sxxx		sc001@fmissit.com	Current				

Click here to update the details of this contact

4

▶ Contact Directory : Inactive Contacts

# Supplier Profile Management

## Update Contact:

**Update Contact** Update required field(s) 5

\* Indicates required field

Cancel Save

6 Click here to save your record

Contact Title	<input type="text" value="Dr."/>	Phone Area Code	<input type="text" value="+852"/>
First Name	<input type="text"/>	Phone Number	<input type="text" value="12365478"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text" value="Y C Sxxxx"/>	Alternate Phone Area Code	<input type="text"/>
Alternate Name	<input type="text"/>	Alternate Phone Number	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	<small>Please enter Country Code and Area Code in "Fax Area Code".</small>	
Contact Email	<input type="text" value="sc001@fmissit.com"/>	Fax Number	<input type="text"/>
Url	<input type="text"/>	<small>If you wish to receive the PO by Fax, please enter the fax number. Applicable for PO contacts.</small>	

Cancel Save

 **Confirmation**

Contact details for Y C Sxxxx have been saved

# Supplier Profile Management

## Manage Business Classification:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand menu. The menu items are: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Business Classifications' item is highlighted with a red box, and a red circle with the number '3' is next to it. A yellow callout box with a red arrow points to the 'Business Classifications' item, containing the text 'Click here to manage your business classifications'. The main content area shows the 'General' tab selected, displaying fields for 'Organization Name' (JC Supplier), 'Supplier Number' (1003412), 'Alias', 'Parent Supplier Name', and 'Parent Supplier Number'. Below this is a 'Search' section with a text input field for 'Title', a 'Go' button, and a link for 'Show More Search Options'. At the bottom, there is an 'Add Attachment' button and a refresh icon.

# Supplier Profile Management

## Manage Business Classification:

**Business Classifications**

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**Certification**

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

Last Certified \_\_\_\_\_ By \_\_\_\_\_

TIP Date format example: 22-Jul-2015

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

4

Check the box for all classification that apply to your company

**Note:** Un -Check the box to remove a business classification

# Supplier Profile Management

## Add New Product & Services:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand sidebar containing a tree view of menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Product & Services' item is highlighted with a red box and a red circle containing the number '3'. A red arrow points from this box to a yellow callout box that says 'Click here to add your company new product and services offerings to HKJC'. The main content area is titled 'General' and displays a table of information for 'JC Supplier' with a 'Supplier Number' of '1003412'. Below this is an 'Attachments' section with a search bar and a 'Go' button. At the bottom, there is an 'Add Attachment' button and a refresh icon.

Home | Orders | Shipments | Finance | Admin

Profile Management

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services**
  - Banking Details
  - Payment & Invoicing
  - Surveys

**General**

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

**Attachments**

Note that the search is case insensitive

Title

▶ Show More Search Options

# Supplier Profile Management

## Add Product & Services:

Products and Services

Remove Add                                            

Select All | Select None

◀ Previous 1-10 ▼ Next 10 ▶

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	53000000-53100000-53102900	Apparel and Luggage and Personal Care Products-Clothing-Athletic wear	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	53000000-53100000-53101800	Apparel and Luggage and Personal Care Products-Clothing-Coats and jackets	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	53000000-53100000-53102600	Apparel and Luggage and Personal Care Products-Clothing-Nightwear	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	53000000-53100000-53101500	Apparel and Luggage and Personal Care Products-Clothing-Slacks and trousers and shorts	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10170000-10171500	Live Plant and Animal Material and Accessories and Supplies-Fertilizers and plant nutrients and herbicides-Organic fertilizers and plant nutrients	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10160000-10161600	Live Plant and Animal Material and Accessories and Supplies-Floriculture and silviculture products-Floral plants	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10340000-10342200	Live Plant and Animal Material and Accessories and Supplies-Fresh cut floral bouquets-Fresh cut mixed floral bouquets	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121500	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Bedclothes	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121600	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Table and kitchen linen and accessories	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121700	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Towels	22-Jul-2015	Pending Approval	

Remove Add

◀ Previous 1-10 ▼ Next 10 ▶

Click here to add new Product and Services

4

# Supplier Profile Management

## Add Product & Services:

Add Products and Services : (JC Supplier)

Cancel Apply

Browse All Products & Services  
 Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
00000000	Others		<input type="checkbox"/> Applicable
10000000	Live Plant and Animal Material and Accessories and Supplies		<input type="checkbox"/> Applicable
11000000	Mineral and Textile and Inedible Plant and Animal Materials		<input type="checkbox"/> Applicable
12000000	Chemicals including Bio Chemicals and Gas Materials		<input type="checkbox"/> Applicable
13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials		<input type="checkbox"/> Applicable
14000000	Paper Materials and Products		<input type="checkbox"/> Applicable
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		<input type="checkbox"/> Applicable
21000000	Farming and Fishing and Forestry and Wildlife Machinery and Accessories		<input type="checkbox"/> Applicable
22000000	Building and Construction Machinery and Accessories		<input type="checkbox"/> Applicable
23000000	Industrial Manufacturing and Processing Machinery and Accessories		<input type="checkbox"/> Applicable

Next 10

5

Click here if your 1<sup>st</sup> level of product and services is 'Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials'

# Supplier Profile Management

## Add Product & Services:

Admin: Profile Management: Product & Services > Products and Services >

Add Products and Services: 13000000 :Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials (JC Supplier)

Cancel Apply

Code	Products and Services $\Delta$	View Sub-Categories
13100000	Rubber and elastomers	

Return to Parent Category

Click here if your 2<sup>nd</sup> level of product and services is 'Rubber and elastomers'

6

Cancel Apply

Add Products and Services: 13100000 :Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials-Rubber and elastomers (JC Supplier)

Cancel Apply

Code	Products and Services $\Delta$	View Sub-Categories	Applicable
13101700	Elastomers		<input type="checkbox"/> Applicable

Return to Parent Category

Click here to save your record

8

Check here of your 3<sup>rd</sup> level of product and services is 'Elastomers'

7

Cancel Apply

## Add Product & Services:

### Confirmation

The following Product and Service categories have been added to your profile.

- Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials-Rubber and elastomers-Elastomers

[Return to Products and Services](#)

# Supplier Profile Management

## Remove Product & Services:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a sub-header 'Profile Management'. On the left side, there is a vertical menu with several options: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Product & Services' option is highlighted with a red box, and a red circle with the number '3' is placed next to it. A red arrow points from a yellow callout box to this option. The callout box contains the text: 'Click here to remove your company existing product and services offerings to HKJC'. The main content area is titled 'General' and displays the following information: 'Organization Name: JC Supplier', 'Supplier Number: 1003412', 'Alias', 'Parent Supplier Name', and 'Parent Supplier Number'. Below this is an 'Attachments' section with a search bar and a 'Go' button. A note states: 'Note that the search is case insensitive'. There is also a 'Show More Search Options' link and an 'Add Attachment' button with a refresh icon.

# Supplier Profile Management

## Remove Product & Services:

Products and Services

Remove Add Refresh Filter

◀ Previous 1-10 ▼ Next 10 ▶

Select All | Select **6**

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	13000000-13100000-13101700	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials-Rubber and elastomers-Elastomers	07-Aug-2015	Pending Approval	
<input type="checkbox"/>	53000000-53100000-53101800	Apparel and Luggage and Personal Care Products-Clothing-Coats and jackets	22-Jul-2015	Pending Approval	
<input checked="" type="checkbox"/>	53000000-53100000-53102600	Apparel and Luggage and Personal Care Products-Clothing-Nightwear	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	53000000-53100000-53101500	Clothing-Slacks and trousers and shorts	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10170000-10171500	Supplies-Fertilizers and plant nutrients and herbicides-Organic fertilizers and plant	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10160000-10161600	Supplies-Floriculture and silviculture products-Floral plants	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	10000000-10340000-10342200	Live Plant and Animal Material and Accessories and Supplies-Fresh cut floral bouquets-Fresh cut mixed floral bouquets	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121500	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Bedclothes	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121600	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Table and kitchen linen and accessories	22-Jul-2015	Pending Approval	
<input type="checkbox"/>	52000000-52120000-52121700	Domestic Appliances and Supplies and Consumer Electronic Products-Bedclothes and table and kitchen linen and towels-Towels	22-Jul-2015	Pending Approval	

Remove Add

◀ Previous 1-10 ▼ Next 10 ▶

**6** Click here to remove the selected record

**5** Select the existing 'Product and Services' which need to be removed

## Remove Product & Services:



### Confirmation

The following Product and Service categories have been removed from your profile.

- Apparel and Luggage and Personal Care Products-Clothing-Nightwear

[Return to Products and Services](#)

# Supplier Profile Management

## Add New Bank Account:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. Below the tabs is a 'Profile Management' section with a left-hand navigation menu. The menu items are: General, Company Profile, Organization, Address Book, Contact, Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The 'Banking Details' item is highlighted with a red box, and a red circle with the number '3' is placed next to it. A yellow callout box with a red border points to the 'Banking Details' item, containing the text: 'Click here to add new bank account of your company with HKJC'. The main content area shows the 'General' tab selected, displaying fields for Organization Name (JC Supplier), Supplier Number (1003412), Alias, Parent Supplier Name, and Parent Supplier Number. Below this is an 'Attachments' section with a search bar and a 'Go' button. At the bottom, there is an 'Add Attachment' button and a refresh icon.

# Supplier Profile Management

## Add New Bank Account:

**Banking Details**

View

TIP Date format example: 23-Jul-2015

**4** Click here to add new bank account

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
>	123456789			STANDARD CHARTERED BANK (HONG KONG) LIMITED	10-Jun-2015		1	⬆	⬇	Approved	

# Supplier Profile Management

## Add New Bank Account:

**Create Bank Account**  
\* Indicates required fields

**5** Enter fields below and all fields start with \* are mandatory

\* Country:

Account is used for foreign payments  
Account definition must include bank and branch information.

**6**

---

**Bank**

Bank Name:

Bank Number:

[Show Bank Details](#)

**Branch**

Branch Name:

Branch Number:

BIC / SWIFT Code:

Branch Type:

[Show Branch Details](#)

---

**Bank Account**

Account Number:

Check Digits:

IBAN:

[Show Account Details](#)

Account Name:

Bank Account Name must be exactly the same as Supplier Name.

Currency:

Account Status: **New**

---

**Intermediate Bank Account Details**

Country	<input type="text"/>	City	<input type="text"/>
Bank Name	<input type="text"/>	Bank Code	<input type="text"/>
Branch Number	<input type="text"/>	BIC	<input type="text"/>
Account Number	<input type="text"/>	Check Digits	<input type="text"/>
IBAN	<input type="text"/>	Comments	<input type="text"/>

---

**Comments**

Note to Buyer:

# Supplier Profile Management

## Add New Bank Account:

**Confirmation**  
Bank account 987654321 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.

**Banking Details**  
View: General Accounts [Go] [Cancel] [Save]

TIP Date format example: 23-Jul-2015

[Add] [Create] [Refresh] [Print] [Settings]

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
>	123456789			STANDARD CHARTERED BANK (HONG KONG) LIMITED	10-Jun-2015		1	⬆	⬇	Approved	✎
>	987654321		Hong Kong Dollar	HANG SENG BANK LTD	07-Aug-2015		2	⬆	⬇	New	✎

**Confirmation Message**

**New Bank details with 'New' Status**

# Supplier Profile Management

## Update Existing Bank Account:

The screenshot shows a web application interface for 'Supplier Profile Management'. At the top, there is a navigation bar with tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below this is a 'Profile Management' section with a left-hand sidebar containing a tree view of menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact', 'Directory', 'Business Classifications', 'Product & Services', 'Banking Details', 'Payment & Invoicing', and 'Surveys'. The 'Banking Details' item is highlighted with a red rectangular box. A red circle with the number '3' is positioned above the box, and a red arrow points from the callout box to the 'Banking Details' text. The callout box is yellow and contains the text: 'Click here to update your company existing bank account with HKJC'. The main content area is titled 'General' and displays a table of supplier information:

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

Below the table is an 'Attachments' section. At the bottom of the page, there is a search bar with a 'Go' button and a 'Show More Search Options' link. An 'Add Attachment' button is also visible at the bottom left.

# Supplier Profile Management

## Update Existing Bank Account:

**Banking Details**

View

TIP Date format example: 23-Jul-2015

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
>	123456789			STANDARD CHARTERED BANK (HONG KONG) LIMITED	10-Jun-2015			▲	▼	Approved	
>	987654321		Hong Kong Dollar	HANG SENG BANK LTD	07-Aug-2015			▲	▼	New	

**4**

Click here to update selected bank account

# Supplier Profile Management

## Update Existing Bank Account:

### Update Bank Account

\* Indicates required field

Update required field(s)

5

Cancel Save

\* Country

Account is used for foreign payments

Account definition must include bank and branch information.

6

Click here to save your record

#### Bank

#### Branch

Bank Name

Bank Number

Show Bank Details

Branch Name

Branch Number

BIC / SWIFT Code

Branch Type

Show Branch Details

#### Bank Account

Account Number

Check Digits

IBAN

Show Account Details

Account Name

Bank Account Name must be exactly the same as Supplier Name.

Currency

Account Status **New**

#### Intermediate Bank Account Details

Country

City

Bank Name

Bank Code

Branch Number

BIC

Account Number

Check Digits

IBAN

Comments

#### Comments

Note from Buyer **None**  
Note to Buyer

# Supplier Profile Management

## Update Existing Bank Account:

 **Confirmation**  
Bank account 987654321 has been modified. These changes will be routed to an administrator for approval.

---

### Banking Details

View

TIP Date format example: 23-Jul-2015

|    

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Prio
▶	123456789			STANDARD CHARTERED BANK (HONG KONG) LIMITED	10-Jun-2015 	<input type="text"/> 	1
▶	987654321		Hong Kong Dollar	HANG SENG BANK LTD	07-Aug-2015 	<input type="text"/> 	2

# Supplier Profile Management

## Manage Payment & Invoicing:

Home | Orders | Shipments | Finance | Admin

Profile Management

- General
- Company Profile
  - Organization
  - Address Book
  - Contact Directory
  - Business Classifications
  - Product & Services
  - Banking Details
  - Payment & Invoicing**
  - Surveys

**General**

Organization Name	JC Supplier
Supplier Number	1003412
Alias	
Parent Supplier Name	
Parent Supplier Number	

**Attachments**

Search

ive

# Supplier Profile Management

## Manage Payment & Invoicing:

### Payment and Invoicing

Cancel Save

- Hold all Payments
- Hold Unmatched Invoices

Invoice Amount Limit  
Payment Hold Reason

### Search

Note that the search is case insensitive

4

Address Name

Enter Address Name or Leave Blank and Click 'Go'

		Preferences			
Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
No search conducted.					

Cancel Save

# Supplier Profile Management

## Manage Payment & Invoicing:

### Payment and Invoicing

- Hold all Payments
- Hold Unmatched Invoices

Invoice Amount Limit  
Payment Hold Reason

Cancel Save

6

Click here to save your record

### Search

Note that the search is case insensitive

Address Name  Go Clear



Add / Update required field(s)

5

		Preferences			
Address Name △	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
HK	Happy Valley, CAUSEWAYBAY, Hong Kong	Check ▼	Hong Kong Dollar ▼	Hong Kong Dollar ▼	Email ▼

Cancel Save

# Supplier Profile Management

## Manage Payment & Invoicing:

 **Confirmation**  
The payment and invoice preferences have been saved.

---

### Payment and Invoicing

Hold all Payments  
 Hold Unmatched Invoices

Invoice Amount Limit  
Payment Hold Reason

---

Search

Note that the search is case insensitive

Address Name

Address Name 	Address Details	Preferences			
		Payment Method	Payment Currency	Invoice Currency	Notification Method
HK	Happy Valley, CAUSEWAYBAY, Hong Kong	Check 	Hong Kong Dollar 	Hong Kong Dollar 	Email 

## Exercise:

### 1. Manage Profile

#### I. Login to HKJC Supplier Portal

#### II. Navigate to Supplier Portal > Admin

- Update fields in the Organization and Save
- Create new Address and Save
- Update existing Address and Save
- Create new Contact, assign Contact Purpose and Save
- Update existing Contact and Save
- Enable new Business Classification and Save
- Disable existing Business Classification and Save
- Add new Product & Services and Save
- Remove existing Product & Services and Save
- Add new Bank Details and Save
- Update existing Bank Details and Save
- Make changes in Payment & Invoicing section and Save



# Abbreviations

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HKJC	The Hong Kong Jockey Club
PO	Purchase Order
RFQ	Request for Quotation
SMA	Supplier Management Administrator

