



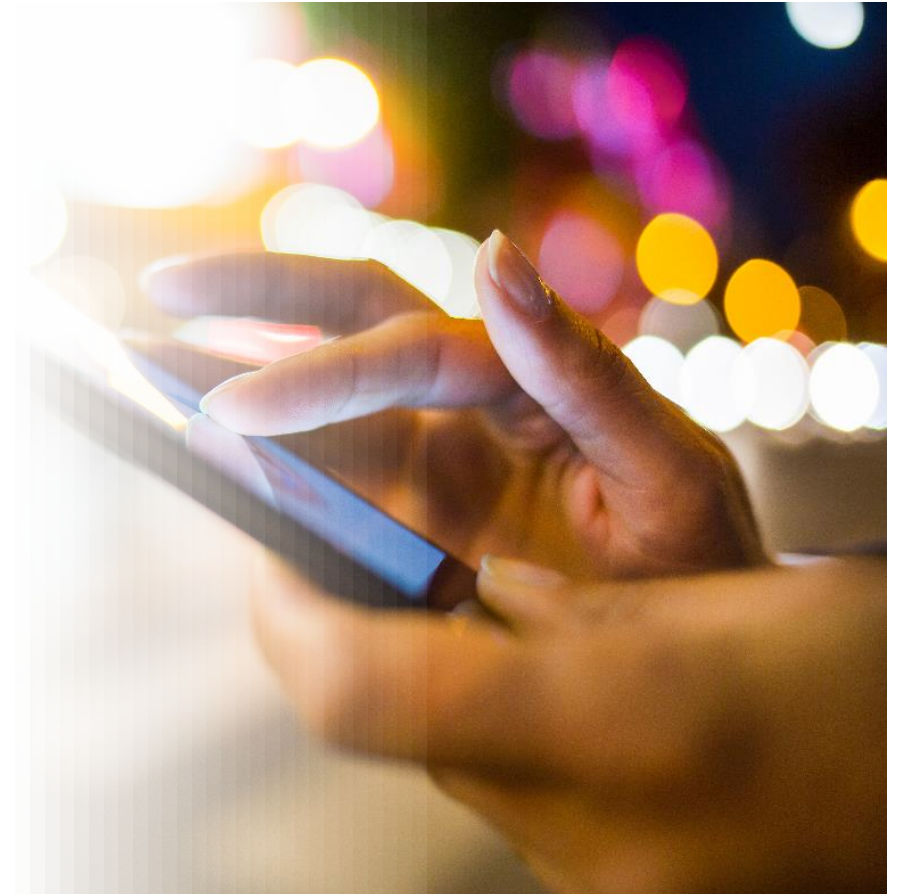
Hong Kong Trade Development Council

End user Training – Supplier Master Web Platform

20-21 Aug 2020

Agenda

- Search Existing Supplier before Supplier Creation
- Create Supplier
 - Raise Supplier Creation Request
 - Approve Supplier Creation Request
 - Reject Supplier Creation Request
- Update Supplier
 - Raise Supplier Amendment Request
 - Approve Supplier Amendment Request
- View Request History (For F&A MIS user)
 - View Approved/Rejected Request
- Q&A



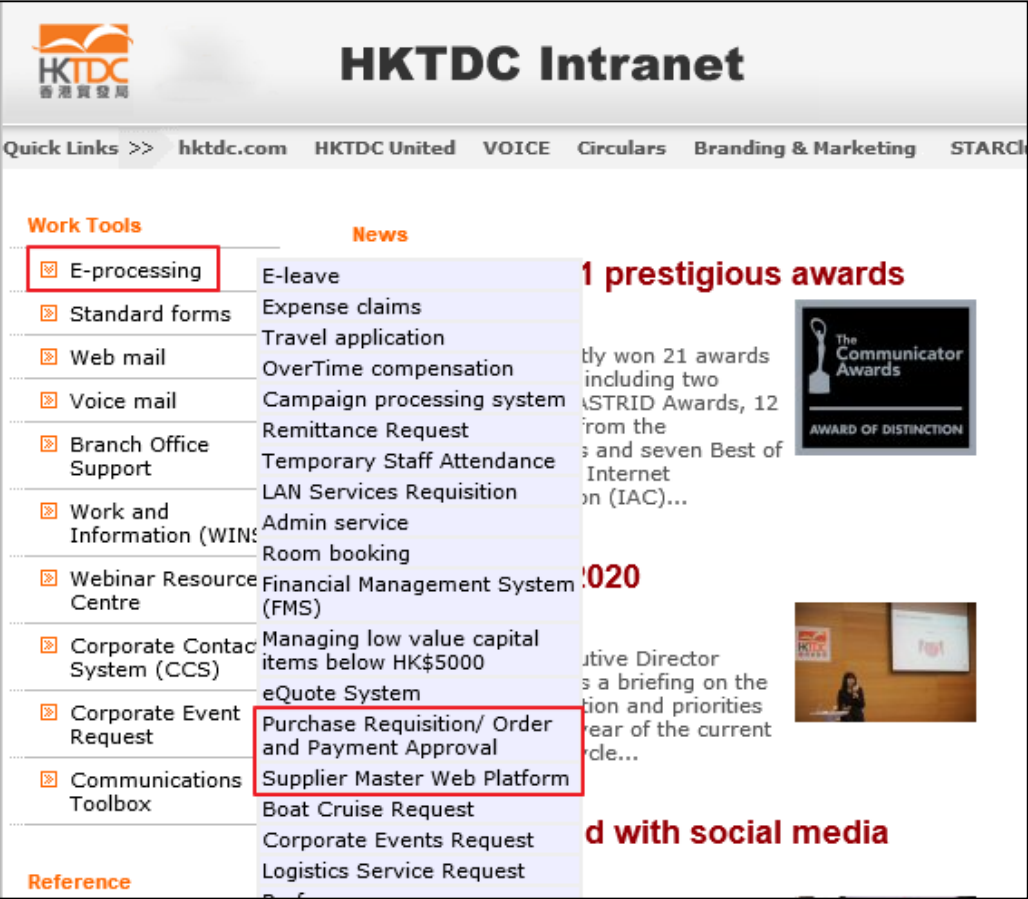
Before we start



Google Chrome is the recommended browser for Supplier Web Form.

Before we start

Access to Supplier Master Web Platform (1/1)



The link of Supplier Master Web Platform is placed on intranet:
Work Tools > E-processing > Supplier Master Web Platform

Search Existing Supplier

Introduction

Search Existing Supplier

Search Existing Supplier on Preparer Page

Supplier Master - Preparer

Create new supplier form

Create

Update existing supplier form

Supplier Name:

Supplier Number:

Supplier Status:

Select option

Approved Supplier List:

☐ Yes

☐ No

Supplier Categories:

Select option

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update	Supplier Category 1
No Data Available							

*Please search the supplier on **Preparer Page before new supplier Creation***

Search Existing Supplier

Searching Parameter

Parameter Name	Required?	Description
Supplier Name	Optional	Enter full/partial supplier name All supplier having entered supplier name will be shown
Supplier Number	Optional	Enter full/partial supplier number All supplier having entered supplier number will be shown
Supplier Status	Optional	Narrow down the selection result by selecting current supplier approval status - Draft - Submitted - Pending for F&A approval - Approved - Rejected Only one approval status can be selected
Approved Supplier List (ASL)	Optional	Narrow down the selection result by entering ASL flag If ASL is not selected, supplier with any ASL will be shown
Supplier Category	Optional	Maximum three supplier categories can be selected Suppliers will be shown if one of the supplier categories match the selected category

*Please enter at least **one parameter** for searching*

Search Existing Supplier

List of Supplier Category

Supplier Category				
01 Advertising Services	11 Design Services	21 Renovation / Minor Works	31 Relocation Services	41 Professional Services / Consultants - Others
02 Travel	12 Marketing and Promotional	22 Agency - Modelling	32 Study Tour / Training	42 Agency - Travel
03 Entertainment	13 Electrical / Electronic Appliances	23 Motor Vehicle & Maintenance	33 Ticketing	43 Agency - Others
04 Audio Visual	14 Exhibition Services and Materials	24 Printing and Stationery	34 Linen, Laundry and Uniform	44 Cleaning / Pest Controls
05 Booth Constuction	15 Translation Services	25 Payment Gateway	35 Agency - Property / Venue	45 Others
06 Books, Subscriptions & Publications	16 Banking / Investment Services / Insurance	26 Agency - Human Resources	36 Editorial and Journalism	
07 Chemicals Supplies	17 Furniture / Furnishings	27 Photography Services	37 Storage	
08 Computer / Networking : Hardware, Software, Maintenance	18 Glass Products	28 Construction Services / Maintenance & Related Consumables	38 Transportation	
09 Professional Services / Consultants - IT	19 Office Supplies	29 Catering and Hospitality	39 Professional Services / Consultants - Legal	
10 Postage and Logistics Services	20 Medical Services and Supplies	30 Access Control / Security	40 Professional Services / Consultants - Accounting and Finance	

Search Existing Supplier

Example one: Search with Supplier Name

Update existing supplier form

Supplier Name: Deloitte

Supplier Number:

Supplier Status: Select option

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories: Select option

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update	Supplier Category 1
Deloitte & Touche Financial Advisory Services Ltd	12844	-	Open	Pending for F&A approval		Update	-
Deloitte Advisory HK	-	-	Open	Submitted	No	Update	09 Professional Services / Consultants - IT
Deloitte Advisory Hong Kong	-	-	Open	Rejected	No	Update	09 Professional Services / Consultants - IT
Deloitte Advistory (Hong Kong) Limited	21879	Deloitte Payee	Not Open	Draft		Update	-
Deloitte Consulting (Hong Kong) Limited	12498	-	Open	Pending for F&A approval		Update	-
Deloitte Hong Kong	22764	-	Open	Approved	No	Update	01 Advertising Services

The suppliers with supplier name having 'Deloitte' are shown

Search Existing Supplier

Example two: Search with Supplier Name and ASL

Update existing supplier form

Supplier Name: Deloitte

Supplier Number:

Supplier Status: Select option

Approved Supplier List: ☐ Yes ☒ No

Supplier Categories: Select option

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update	Supplier Category 1
Deloitte Advisory HK	-	-	Open	Submitted	No	<div>Update</div>	09 Professional Services / Consultants - IT
Deloitte Advisory Hong Kong	-	-	Open	Rejected	No	<div>Update</div>	09 Professional Services / Consultants - IT
Deloitte Hong Kong	22764	-	Open	Approved	No	<div>Update</div>	01 Advertising Services

The suppliers with supplier name having 'Deloitte' and ASL = 'No' are shown

Search Existing Supplier

Example three: Search with Supplier Name, ASL and Supplier Categories

Update existing supplier form

Supplier Name: Deloitte

Supplier Number:

Supplier Status: Select option

Approved Supplier List: ☐ Yes ☒ No

Supplier Categories: 09 Professional Services / Consultants - IT

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update	Supplier Category 1
Deloitte Advisory HK	-	-	Open	Submitted	No	<div>Update</div>	09 Professional Services / Consultants - IT
Deloitte Advisory Hong Kong	-	-	Open	Rejected	No	<div>Update</div>	09 Professional Services / Consultants - IT

The suppliers with Supplier Name having 'Deloitte' and ASL = 'No' with Supplier Category '09' are shown

Search Existing Supplier

Example Four: Search with Supplier Name, Supplier Status, ASL and Supplier Categories

Update existing supplier form

Supplier Name:

Deloitte

Supplier Number:

Supplier Status:

Rejected

Approved Supplier List:

☐ Yes

☒ No

Supplier Categories:

09 Professional Services / Consultants - IT

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update	Supplier Category 1
Deloitte Advisory Hong Kong	-	-	Open	Rejected	No	<div>Update</div>	09 Professional Services / Consultants - IT

The suppliers with Supplier Name having 'Deloitte', ASL = 'No' and Supplier Status = 'Rejected' with Supplier Category '09' are shown

Create Supplier

Raise Supplier Creation Request

Create Supplier

Before Creating New Supplier (1/1)

- 1. Enter partial supplier name
- 2. Click on 'Search' button
- 3. Check the result

1

Supplier Name: 3M

Supplier Number:

Supplier Status:

Select option

Approved Supplier List:

☐ Yes ☐ No

Supplier Categories:

Select option

2

Search

3

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL
3M	0010338	3M Hong Kong Ltd	Open	Submitted	
3M HK Ltd	0008502	3M Payee	Open	Approved	
3M HONG KONG LIMITED	000006	11111	Open	Approved	
3M Hong Kong Ltd	0011329	Payee Name is supplier	Open	Rejected	
3media Group Ltd	10069	-	Open	Approved	

Reminder

- 1. Limited vs LIMITED vs Ltd vs LTD
 - 2. HK vs HONG KONG vs Hong Kong
- Please don't create a new supplier if they are referring to the **same supplier**.

*Please check whether the supplier is existed by searching the **partial supplier name***

If the supplier was already **existed, please don't create a **new duplicate** supplier**

Create Supplier

Raise Supplier Creation Request (1/16)

1. Click on 'Create' button

Supplier Master - Preparer

Create new supplier form

1Create

Update existing supplier form

Supplier Name:

Supplier Number:

Supplier Status:

Select option

Approved Supplier List:

☐ Yes

☐ No

Supplier Categories:

Select option

Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL
No Data Available					

The **basic requirement** for saving/submitting creation request is to **enter all mandatory fields** (Fields with ‘*’)
Special conditions will be shown later on

Create Supplier

Raise Supplier Creation Request (2/16)

- 2. Enter Supplier Name
- 3. Enter Payee Name
- 4. 'Active' will be defaulted as supplier status, otherwise select 'Inactive On'
- 5. Select the inactive date from calendar
- 6. 'Yes' will be defaulted as open for ordering

Reminder

If the payee name is different from the vendor name, please be reminded to input into the payee name field.

General Information

* Supplier Name Deloitte & Touche Financial Advisory Services Ltd

Payee Name Felody Cheung

☐ Active ☒ Inactive On 30-Apr-2020

Open for ordering ☒ Yes ☐ No

Site address and Contact details

Site 1

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* Country Hong Kong

Postal Code

Area Code

Phone Number

Fax Number

Email Address(Purchase Order)

Email Address(Remittance Advice)

Supplier Notification Method

If **Duplicated Supplier Name** was entered, **Error Message** prompts out when saving the request

Error!

The supplier name is duplicated.

Create Supplier

Raise Supplier Creation Request (3/16)

- 7. Enter Address Line 1 – Address Line 4
- 8. Select Country from the list of value
- 9. Enter Postal Code
- 10. 'BILLING' will be defaulted as site name for Site 1
- 11. Enter Area Code and Phone Number
- 12. Enter Fax Number
- 13. Enter Email Address for Purchase Order and Remittance Advice
- 14. Select Supplier Notification Method
- 15. Click on 'Add' button to create Site 2 if necessary

Site address and Contact details

Site 1

* Address Line 1	35/F One Pacific Place	Area Code	852
Address Line 2	88 Queensway	* Phone Number	28521600
Address Line 3	Admiralty	Fax Number	25411911
Address Line 4	Hong Kong	Email Address(Purchase Order)	enquiry@deloitte.com.hk
* Country	Hong Kong	* Email Address(Remittance Advice)	enquiry@deloitte.com.hk
Postal Code	852	Supplier Notification Method	EMAIL
* Site Name	BILLING		

15 Add

If **Area Code** was entered,
Phone Number will be mandatory to input

Area Code	<input type="text"/>
Phone Number	<input type="text"/>

If '**EMAIL**' was selected, **Email Address (Remittance Advice)** will be mandatory to input.
***Remittance Advice** will be sent to this mailbox*

Email Address(Remittance Advice)	<input type="text"/>
Supplier Notification Method	<input type="text"/>

*Please enter **Postal Code** for overseas address*

Create Supplier

Raise Supplier Creation Request (4/16)

- 16. Site 2 is created
- 17. Click on 'Add' button to create Site 3 if necessary
- 18. Click on 'Remove' button to delete the unneeded site

16

Site 2

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* Country

Hong Kong

Postal Code

* Site Name

Area Code

Phone Number

Fax Number

Email Address(Purchase Order)

Email Address(Remittance Advice)

Supplier Notification Method

18

Remove

17

Add

Reminder

Purchase order can be dispatched by email via the upgraded FMS. It is recommend to obtain email from supplier and enter into the Site Email Address (Purchase Order) field. As a result, user can select the email address when raising the PO.

Create Supplier

Raise Supplier Creation Request (5/16)

- 19. Select Contact Title
- 20. Enter First Name, Middle Name and Last Name
- 21. Enter Alternative Name, Job Title and Department
- 22. Enter Primary Phone, Alternative Phone, Fax Number and Fax Area Code
- 23. Enter Email Address and Responsible For
- 24. Click on 'Add' button to create additional contact person

Contact Person

Contact 1

Contact Title

Mr.

First Name

Damian

Middle Name

* Last Name

Wu

Alternative Name

Damian

Job Title

Analyst

Department

Oracle

Primary Phone

28521611

Alternative Phone

28521612

* Fax Number

25411911

Fax Area Code

852

Email Address

damwu@deloitte.com.hk

* Responsible For

Site 1 ×

Add

Fax Number

Fax Area Code

If **Fax Area Code** was entered,
Fax Number will be mandatory to input

Create Supplier

Raise Supplier Creation Request (6/16)

- 25. Contact 2 is created
- 26. Click on 'Add' button to create Contact 3 if necessary
- 27. Click on 'Remove' button to delete the unneeded site
- 28. Select Payment Terms
- 29. Select Payment Currency
- 30. Select Payment Type

25 Contact 2

Contact Title	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Alternative Name	<input type="text"/>	Job Title	<input type="text"/>	Department	<input type="text"/>		
Primary Phone	<input type="text"/>	Alternative Phone	<input type="text"/>				
Fax Number	<input type="text"/>	Fax Area Code	<input type="text"/>				
Email Address	<input type="text"/>	Responsible For	<input type="text" value="Select option"/>				

27 Remove

26 Add

Payment Details

28 Payment Terms 30 Days

29 Payment Currency HKD

30 Payment Type ☒ Electronic ☐ Cheque ☐ Wire

Create Supplier

Raise Supplier Creation Request (7/16)

31. Select Bank Name
32. Bank Code is retrieved from Bank Name
33. Select Branch Code
34. 'Not Allow' will be defaulted as International Payment
35. Select Account Currency
36. Select Country
37. Enter Account Number
38. Enter Beneficiary Name
39. Select Effective Date – Start and Effective Date – End from calendar
40. Select responsible site in 'Subject To' and 'Primary To'
41. Click on 'Add' button to create additional bank account

The screenshot shows the 'Bank Account Details' form with the following fields and callouts:

- 31**: Bank Name dropdown menu (HSBC).
- 32**: Bank Code dropdown menu (004).
- 33**: Branch Code dropdown menu (699).
- 34**: International Payment radio buttons (Allow, Not Allow). 'Not Allow' is selected.
- 35**: Account Currency dropdown menu (HKD).
- 36**: Country dropdown menu (Hong Kong).
- 37**: * Account No. text input field (001002003).
- 38**: Beneficiary Name text input field (Damian Wu).
- 39**: Effective Date - Start and Effective Date - End date pickers (23-Jul-2020 and 31-Jul-2020).
- 40**: * Subject To and Primary To dropdown menus (both set to Site 1).
- 41**: Add button.

Create Supplier

Raise Supplier Creation Request (8/16)

- 42. Select 'OVERSEAS BANK' as Bank Name, Bank Code and Branch Code will be defaulted as null
- 43. Enter Overseas Bank Details
- 44. Select International Payment, Account Currency and Country
- 45. Enter Address Line 1, Address Line 2, Account No., Beneficiary Name
- 46. Enter international payment details, effective date, remarks, responsible site and primary bank option
- 47. Click on 'Add' button to create bank account
- 48. Click on 'Remove' button to remove unneeded Bank Account

Bank Account 2

42

Bank Name

OVERSEAS BANK

Bank Code

-

Branch Code

Select option

43

* Overseas Bank Name

UBS SWITZERLAND AG

Overseas Bank Code

UBSW

Overseas Branch Code

60A

44

International Payment

☒ Allow

Account Currency

EUR

Country

Switzerland

45

* Address Line 1

Bahnhofplatz 1

* Account No.

298461242

Address Line 2

6060 Sarnen

Beneficiary Name

Damian Wu

46

Swift Code

UBSWCHZH60A

IBAN

DE89370400440532013000

Sort Code

ABA/Fedwire

Intermediary Bank Details

Intermediary Bank Swift Code

Bank Reference

Effective Date - Start

Select Start Date

Effective Date - End

Select Effective End Date

* Subject To

Site 1

Remarks

Overseas Payment Only

Primary To

Select option

48

Remove

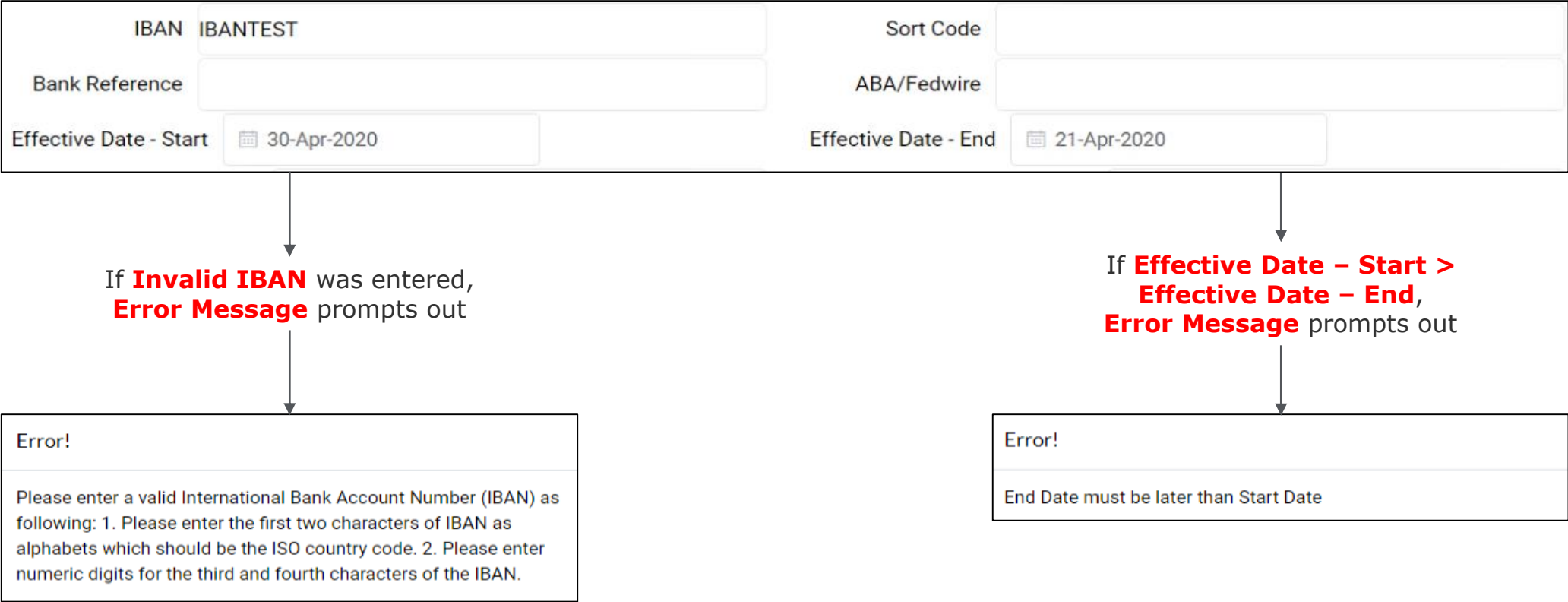
47

Add

*Please enter **Swift Code** for overseas bank*

Create Supplier

Raise Supplier Creation Request (9/16)



Create Supplier

Raise Supplier Creation Request (10/16)

* Subject To

Site 1 x

Primary To

Site 2 x

Remove

If **Primary To site** doesn't exist in **Subject To site**,
Error Message prompts out

Error!

Invalid Primary Bank.

Stay

* Subject To

Site 1 x Site 2 x

Primary To

Site 1 x Site 2 x

Bank 1

* Subject To

Site 1 x

Primary To

Site 1 x

Bank 2

If **same site** having more than one primary bank,
Error Message prompts out

Error!

Duplicate Primary Bank.

Stay

Create Supplier

Raise Supplier Creation Request (11/16)

- 49. Select Payee Type
- 50. Enter Business Registration Number
- 51. Select Conflict of Interest
- 52. Enter the reason for conflict of interest

The screenshot shows a web form titled "Payee Type". It contains several sections:

- Payee Type Selection:** A list of radio buttons with the following options: "Vendors/Suppliers other than freelances" (selected), "Freelances" (with an information icon), "Consigners", "Sponsorship (e.g. Cash sponsorship to buyers, mission leader)", "Customers (e.g. Refund to Exhibitors, Delegates, etc)", and "Others".
- Business Registration Number:** A text input field containing "35126734".
- Conflict of Interest:** A section with a red asterisk, the text "Conflict of Interest", and two radio buttons: "Yes" (selected) and "No".
- Reason for Conflict of Interest:** A text input field containing "One of the owners is working in HKTDC".
- Supporting Document:** A red text prompt "Please upload the copy of BR Cert as a supporting document" with two "Please Specify" text input fields below it.

Annotations are placed on the form:

- 49:** A yellow starburst pointing to the "Vendors/Suppliers other than freelances" radio button.
- 50:** A yellow starburst pointing to the "Business Registration number" field.
- 51:** A yellow starburst pointing to the "Conflict of Interest" section.
- 52:** A yellow starburst pointing to the "If yes, please specify" field.

An arrow points from the "Reminder" text block below to the "Please upload the copy of BR Cert as a supporting document" prompt.

Reminder

For "Vendor / Supplier other than the freelancers", Business Registration Certificate is required and should be uploaded as a supporting document for vendor creation.

Create Supplier

Raise Supplier Creation Request (12/16)

Payee Type

☒ Vendors/Suppliers other than freelances

☐ Freelances ?

☐ Consigners

☐ Sponsorship (e.g. Cash sponsorship to buyers, mission leader)

☐ Customers (e.g. Refund to Exhibitors, Delegates, etc)

☐ Others

Business Registration number

35126734

Please upload the copy of BR Cert as a supporting document

Please Specify

Please Specify

If Payee Type = **Vendors/Suppliers others than freelances**, **Supplier Category 1** will be mandatory to input

Supplier Categories

* Category 1

01 Advertising Services

Category 2

Select option

Category 3

Select option

Create Supplier

Raise Supplier Creation Request (13/16)

☐ Sponsorship (e.g. Cash sponsorship to buyers, mission leader)

Please Specify

☐ Customers (e.g. Refund to Exhibitors, Delegates, etc)

☐ Others

Please Specify

* Conflict of Interest

☐ Yes

☒ No

If yes, please specify

If Conflict of Interest = **Yes**,
Conflict Reason will be mandatory to input

☐ Sponsorship (e.g. Cash sponsorship to buyers, mission leader)

Please Specify

☐ Customers (e.g. Refund to Exhibitors, Delegates, etc)

☒ Others

* Please Specify

Vendor for urgent PO

* Conflict of Interest

☒ Yes

☐ No

* If yes, please specify

One of the owners is working in HKTDC

Create Supplier

Raise Supplier Creation Request (14/16)

- 53. Select Frontline Department Approver
- 54. Click on 'Close' button to delete the request
- 55. Click on 'Save' button to save the supplier creation request

Quick Recap

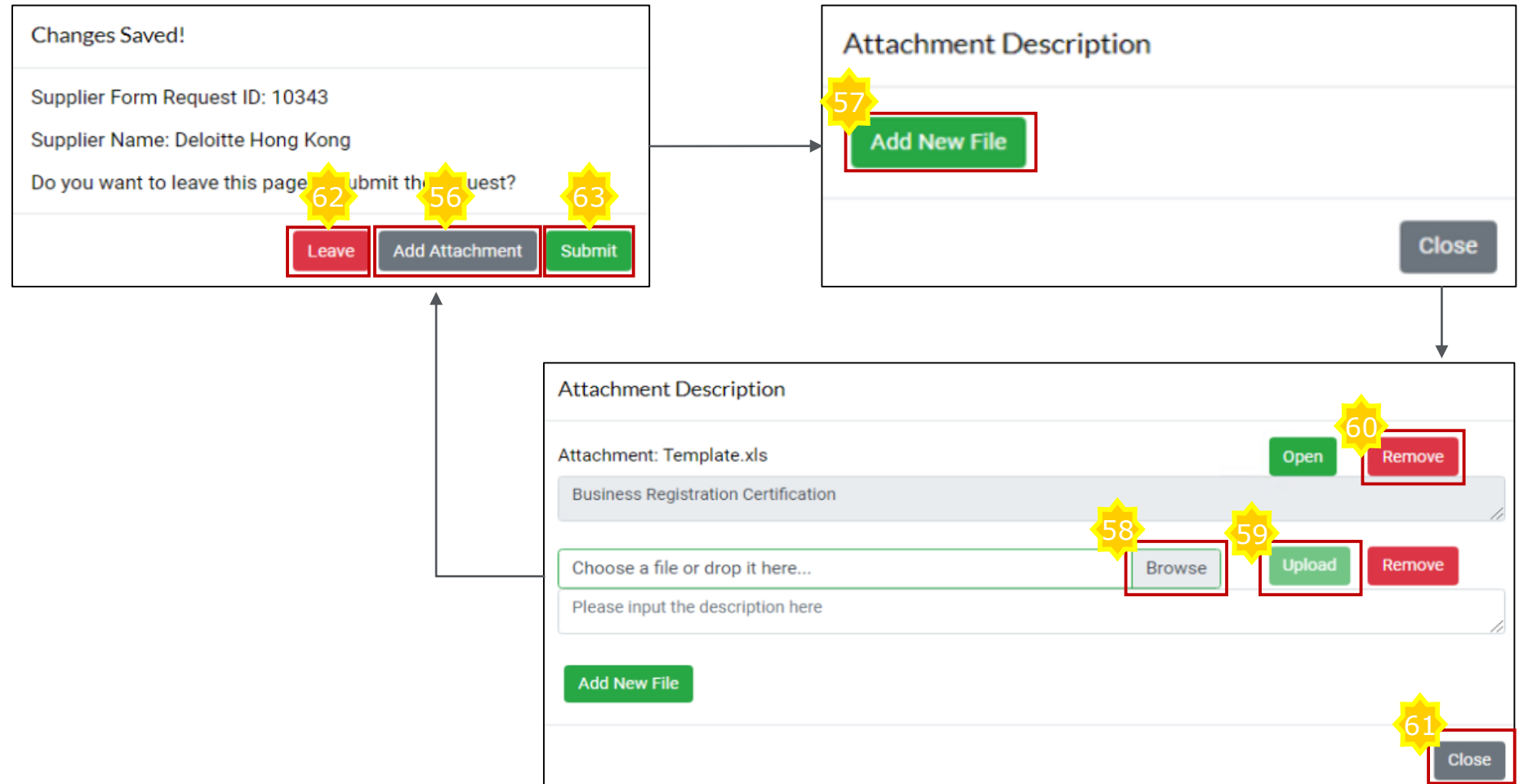
The **basic requirement** for saving/submitting creation request is to **enter all mandatory fields** (Fields with `*`)

Otherwise, **Error** prompts out

Create Supplier

Raise Supplier Creation Request (15/16)

- 56. Click on 'Add Attachment' button
- 57. Click on 'Add New File' button
- 58. Click on 'Browse' button and select the document to upload
- 59. Click on 'Upload' button
- 60. Click on 'Remove' button to delete the unneeded attachment
- 61. Click on 'Close' button to return
- 62. Click on 'Leave' button if further amendment is needed
- 63. Click on 'Submit' button to submit the request to frontline department approver



*Please note that **no further amendment** can be made after submitting request*

Create Supplier

Raise Supplier Creation Request (16/16)

For **step 62**: Click on 'Leave' button if further amendment is needed

Supplier Master - Preparer

Create new supplier form

Create

Update existing supplier form

1Supplier Name: Deloitte Hong Kong

Supplier Number:

Supplier Status: Select option

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories: Select option

2Search

Supplier Name	Supplier Number	Payee Name	Open/Not Open	Status	ASL
Deloitte Hong Kong	-	-	Open	Submitted	No

3

To retrieve the **saved creation request**

1. Enter Supplier Name
2. Click on 'Search' button
3. Scroll to the right
4. Click on 'Update' button

Update

4Update

Create Supplier


Approve Supplier Creation Request

Create Supplier

Approve Supplier Creation Request – Frontline Department Approver (1/3)

1

New Supplier Creation Request Notification (10343)

 HKTDC Supplier Web Form <NoReplyTo@hktdc.org>
To: Aaron Chen (ITS – Testing account)

Dear Sir/Madam

New supplier creation request for creating Deloitte Hong Kong has been submitted for your approval.

If you have any other queries, please feel free to contact Damian Wu.

<https://fms-supplier-sit.tdc.org.hk?60E5A33B1ADE2E93A6245E4D3A23A6ADE6D8D106D800F642E513>

Thank you.

The **selected frontline department approver** will receive the notification email

The **URL** will direct approver to the request approval page

2

Search Request

Supplier Name:

Supplier Number:

Request ID:

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories:

Preparer	ASL	View Update	Supplier Category 1	Supplier Category 2	Supplier Category 3
an Wing Kwong	No	<input type="button" value="View"/>	01 Advertising Services	-	-

Frontline Approver tab

1. Enter Supplier Name / Supplier Number / Request ID
2. Click on 'Search' button
3. Scroll to the right
4. Click on 'View' button

***Any user** except preparer can approve the request*

****Either way** can direct approver to the request approval page**

Create Supplier

Approve Supplier Creation Request – Frontline Department Approver (2/3)

General Information

* Supplier Name

Deloitte Hong Kong

☐ Active

☒ Inactive On

30-Apr-2020

* Payee Name ⓘ

Felody Cheung

Open for ordering

☒ Yes ☐ No

Site address and Contact details

Site 1

* Address Line 1

35/F One Pacific Place

Address Line 2

88 Queensway

Address Line 3

Admiralty

Address Line 4

Hong Kong

* Country

Hong Kong

Postal Code

852

* Site Name

BILLING

Area Code

852

Phone Number

28521600

Fax Number

25411911

Email Address(Purchase Order)

enquiry@deloitte.com.hk

* Email Address(Remittance Advice)

enquiry@deloitte.com.hk

Supplier Notification Method

EMAIL

Add

*Frontline approver is in **read-only mode**, no changes can be made*

© 2020. For information, contact Deloitte Advisory (Hong Kong) Limited.

33

Create Supplier

Approve Supplier Creation Request – Frontline Department Approver (3/3)

- 1. Click on 'Attachment' button
- 2. Check whether the required document is attached by preparer
- 3. Click on 'Open' button to download the attachment
- 4. Click on 'Close' button
- 5. Click on 'Approve' button
- 6. Enter comment
- 7. Click on 'Cancel' button if wrong approval button is clicked
- 8. Click on 'Submit' button to finish the approval process

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 13:37:47	-

Frontline Department Approver

F&A MIS

Aaron Chen
(ITS - Testing account)

Byron Lin(ITS
- Testing account)

1

Attachment

5

Approve

Reject

Close

2

Attachment Description

Attachment: Template.xls

Business Registration Certification

Add New File

3

Open

Remove

4

Close

6

Remarks - Approval

The BR certificate is attached.
The required supplier information is entered.

8

Submit

7

Cancel

Create Supplier

Approve Supplier Creation Request – F&A MIS Approver (1/3)

1

New Supplier Creation Request Notification (10343)

HS HKTDC Supplier Web Form <NoReplyTo@hktdc.org>
To: Bryon Lin (ITS – Testing account); Debby Wang (ITS – Testing account)
Retention Policy: 3 Months Delete (Inbox) (90 days) Expires: 7/20/2020 2:54 PM

Dear Sir/Madam

New supplier creation request for creating Deloitte Hong Kong has been submitted for your approval.

If you have any other queries, please feel free to contact Damian Wu.

<https://fms-supplier-sit.tdc.org.hk/60E5A33B1ADE2E90B628574D2030E3AF8804C370E610A150F3B22E2E5D87E696AF1B99CDD4D44>

Thank you.

The **F&A MIS approver** and **F&A MIS backup approver** will receive the notification email

The **URL** will direct approver to the request approval page

2

Search Request

Supplier Name: Deloitte Hong Kong

Supplier Number:

Request ID:

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories: Select option

View Approved/Rejected Request(s)

Search

Preparer	ASL	View Update	Supplier Category 1	Supplier Category 2	Supplier Category 3
Wing Kwong	No	View	01 Advertising Services	-	-

F&A MIS Approver tab

1. Enter Supplier Name / Supplier Number / Request ID
2. Click on 'Search' button
3. Scroll to the right
4. Click on 'View' button

***MIS Approver** can approve the request*

Create Supplier

Approve Supplier Creation Request – F&A MIS Approver (2/3)

General Information

* Supplier Name

Deloitte Hong Kong

* Payee Name ⓘ

Felody Cheung

☐ Active

☒ Inactive On

30-Apr-2020

Open for ordering

☒ Yes

☐ No

Site address and Contact details

Site 1

* Address Line 1

35/F One Pacific Place

Address Line 2

88 Queensway

Address Line 3

Admiralty

Address Line 4

Hong Kong

* Country

Hong Kong

Postal Code

852

* Site Name

BILLING

Area Code

852

* Phone Number

28521600

Fax Number

25411911

Email Address(Purchase Order)

enquiry@deloitte.com.hk

* Email Address(Remittance Advice)

enquiry@deloitte.com.hk

Supplier Notification Method

EMAIL

Add

*F&A MIS approver is in **edit mode**, changes can be made*

****All validation rules** apply on F&A MIS approver**

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Create Supplier

Approve Supplier Creation Request – F&A MIS Approver (3/3)

1. Read the comments from frontline department approver
2. Check the attachment
3. Edit the supplier header, site, contact, payment, bank account and payee type details
4. Enter Active Reason and Inactive Reason
5. Select Pay Group and Payment Method
6. Enter Remarks (Payment details)
7. Click on 'Approve' button, enter comment and click on 'Submit' button

F&A Section

Active Reason ⓘ Felody Cheung is one of the account owners for audit team

Inactive Reason

Pay Group TDC-TT

Payment Method Check

Remarks (Payment details) TT Payment only

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 13:37:47	-
2	Approve	Aaron Chen (ITS - Testing account)	21-APR-2020 14:53:14	The BR certificate is attached. The required supplier information is entered.

Frontline Department Approver

Aaron Chen (ITS - Testing account)

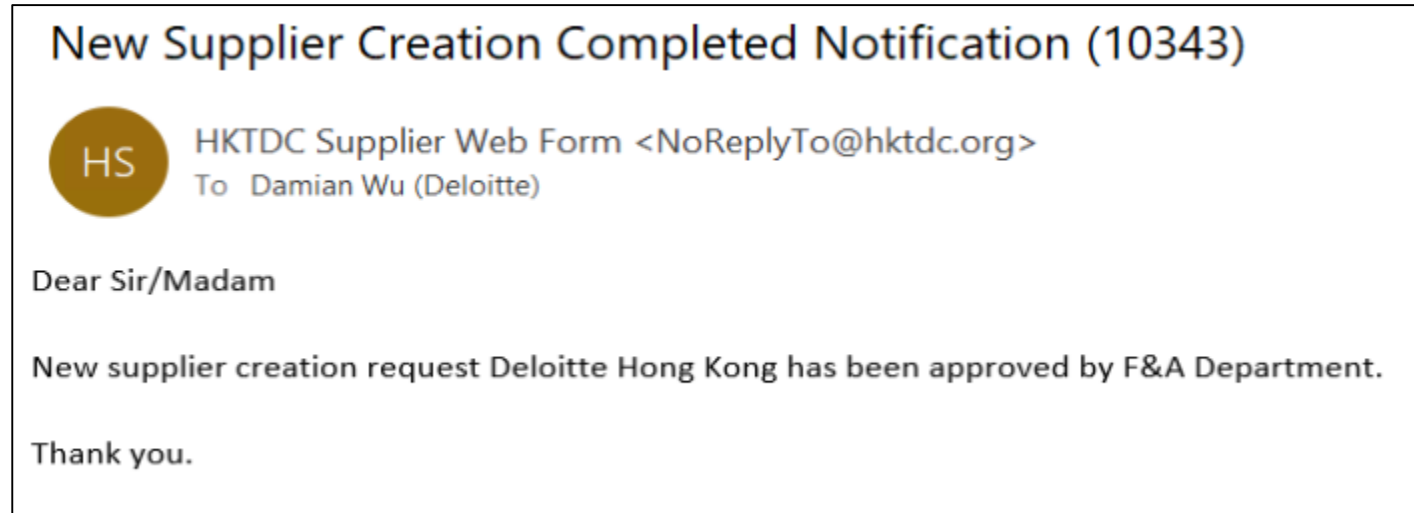
F&A MIS

Byron Lin(ITS - Testing account)

Attachment Approve Reject Close

Create Supplier

Approve Supplier Creation Request – Preparer (1/1)



The **preparer** will receive the notification email

Create Supplier

Reject Supplier Creation Request

Create Supplier

Reject Supplier Creation Request – Frontline Department Approver (1/1)

1. Click on 'Reject' button
2. Enter comment
3. Click on 'Submit' button

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 15:59:00	-

Frontline Department Approver

F&A MIS

Aaron Chen (ITS - Testing account)

Byron Lin(ITS - Testing account)

Attachment Approve **Reject** Close

Remarks - Rejection

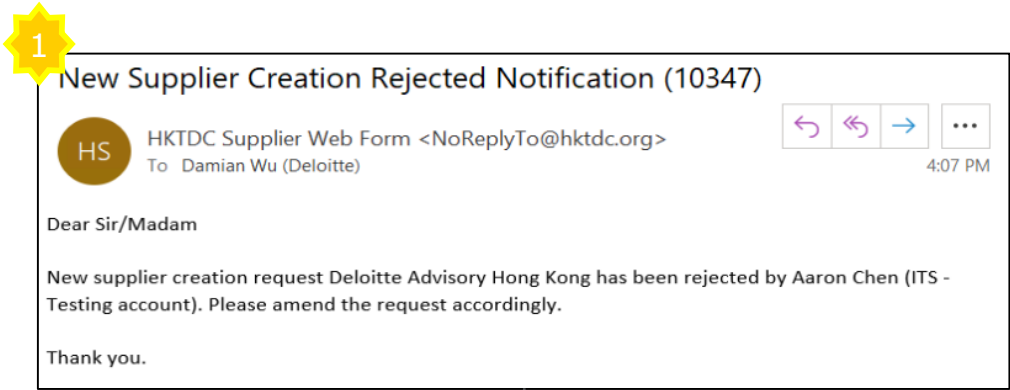
2 The BR cert is not attached

3 Submit Cancel

Create Supplier

Reject Supplier Creation Request – Preparer (1/2)

1. Preparer will receive notification email
2. Enter Supplier Name
3. Click on 'Search' button
4. Scroll to the right
5. Click on 'Update' button



2

Update existing supplier form

Supplier Name: Deloitte Advisory Hong Kong

Supplier Number:

Supplier Status:

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories:

3 Search

Status	ASL	Update	Supplier Category 1	Supplier Category 2	Supplier Category 3
Rejected	No	5 Update	09 Professional Services / Consultants - IT	-	-

4

Create Supplier

Reject Supplier Creation Request – Preparer (2/2)

- 6. Read the approver comment
- 7. Modify the request according to the approver comment
- 8. Click on 'Submit' button

Action History

6

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 15:59:00	-
2	Reject	Aaron Chen (ITS - Testing account)	21-APR-2020 16:06:53	The BR cert is not attached

Frontline Department Approver

F&A MIS

Aaron Chen (ITS - Testing account)

Byron Lin(ITS - Testing account)

7

Attachment

Save

8

Submit

Close

Create Supplier

Reject Supplier Creation Request – Frontline Preparer Approver (1/1)

- 1. Read the approver comment
- 2. Check with the creation request details
- 3. Click on 'Reject' button, enter comment and click on 'Submit' button

2

1

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 15:59:00	-
2	Reject	Aaron Chen (ITS - Testing account)	21-APR-2020 16:06:53	The BR cert is not attached
3	Submit	Damian Wu	21-APR-2020 16:28:31	-

Frontline Department Approver

Aaron Chen (ITS - Testing account)

F&A MIS

Byron Lin(ITS - Testing account)

Attachment

Approve

Reject

Close

Create Supplier

Reject Supplier Creation Request – F&A MIS Approver (1/1)

- 1. Read the approver comment
- 2. Check with the creation request details
- 3. Click on 'Reject' button, enter comment and click on 'Submit' button

2

1

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 15:59:00	-
2	Reject	Aaron Chen (ITS - Testing account)	21-APR-2020 16:06:53	The BR cert is not attached
3	Submit	Damian Wu	21-APR-2020 16:28:31	-
4	Approve	Aaron Chen (ITS - Testing account)	21-APR-2020 16:43:30	The BR cert is attached.

Frontline Department Approver

Aaron Chen (ITS - Testing account)

F&A MIS

Byron Lin(ITS - Testing account)

Attachment

Approve

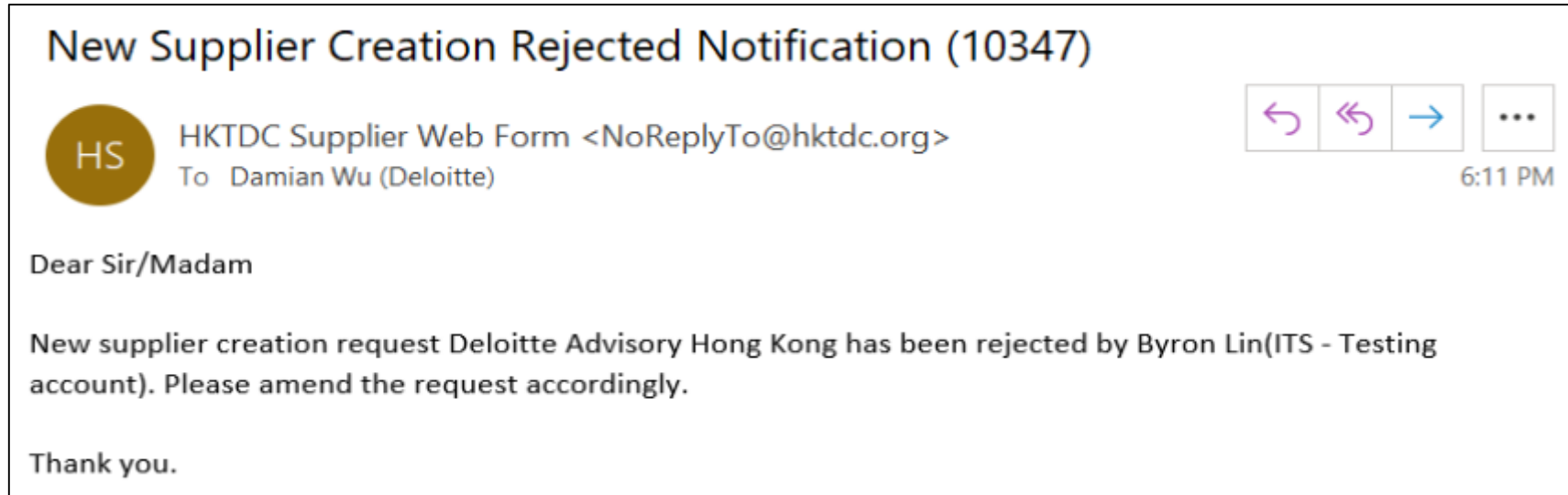
3

Reject

Close

Create Supplier

Reject Supplier Creation Request – Preparer (1/1)



The **preparer** will receive the notification email

Update Supplier

Raise Supplier Amendment Request

Update Supplier

Raise Supplier Amendment Request – Preparer (1/3)

- 1. Enter Supplier Name or Supplier Number and select Supplier Status / ASL / Supplier Categories to narrow down the search result
- 2. Click on 'Search' button
- 3. Click on 'Update' button for the supplier to be updated

Update existing supplier form

Supplier Name:

Supplier Number:

22764

Supplier Status:

Select option

Approved Supplier List:

☐ Yes ☐ No

Supplier Categories:

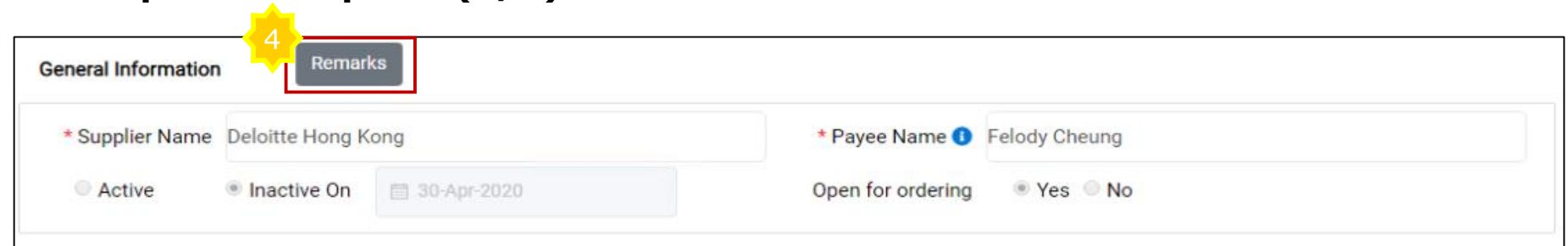
Search

Supplier Number	Payee Name	Open/Not Open	Status	ASL	Update
22764	-	Open	Approved	No	Update

Update Supplier

Raise Supplier Amendment Request – Preparer (2/3)

4. Click on 'Remarks' button
5. Enter the contents to be updated
6. Click on 'Save' button



General Information

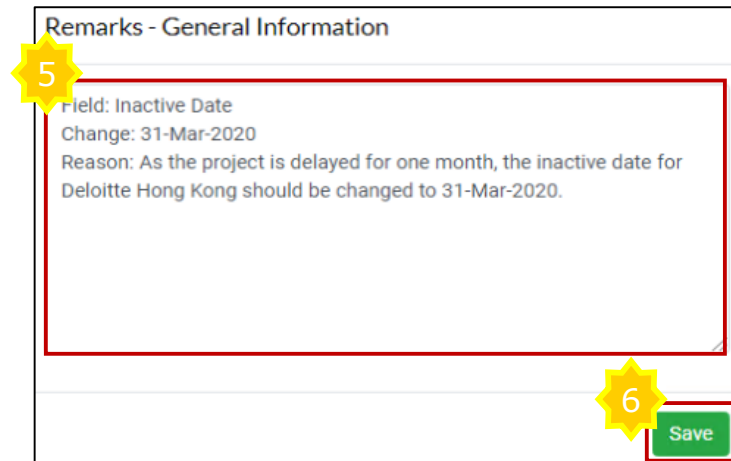
Remarks

* Supplier Name Deloitte Hong Kong

* Payee Name Felody Cheung

☐ Active ☒ Inactive On 30-Apr-2020

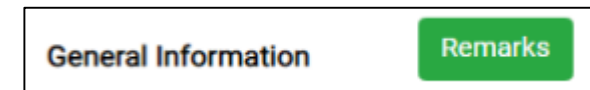
Open for ordering ☒ Yes ☐ No



Remarks - General Information

Field: Inactive Date
Change: 31-Mar-2020
Reason: As the project is delayed for one month, the inactive date for Deloitte Hong Kong should be changed to 31-Mar-2020.

Save



General Information

Remarks

The **remarks button** will change to **green** in color

One remarks** will be allocated to **one section

****Enter the remark** to the section where **change is needed****

*****In Supplier Amendment Page, Preparer will be in read-only mode*****

Update Supplier

Raise Supplier Amendment Request – Preparer (3/3)

7. Click on 'Save' button
8. Click on 'Leave' button if further amendment is needed, 'Add Attachment' button to upload document and 'Submit' button to submit the amendment request

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
No Data Available				

Frontline Department Approver

F&A MIS

Aaron Chen
(ITS - Testing account)

Byron Lin(ITS
- Testing account)

Attachment

Save

Submit

Close

Changes Saved!

Supplier Form Request ID: 10349

Supplier Name: Deloitte Hong Kong

Do you want to leave this page or submit the request?

Leave

Add Attachment

Submit

Update Supplier

Approve Supplier Amendment Request

Update Supplier

Approve Supplier Amendment Request – Frontline Department Approver (1/1)

1. Click on 'Remarks' button which is green in color
2. Validate the change request
3. Click on 'Close' button
4. Click on 'Approve' button
5. Enter the comment
6. Click on 'Submit' button

Supplier Amendment Form - Frontline Approver

General Information

1 Remarks

* Supplier Name: Deloitte Hong Kong

* Payee Name: Felody Cheung

Active ☐ Inactive On ☒ 30-Apr-2020

Open for ordering: Yes ☒ No ☐

Remarks - General Information

2

Field: Inactive Date
Change: 31-Mar-2020
Reason: As the project is delayed for one month, the inactive date for Deloitte Hong Kong should be changed to 31-Mar-2020.

3 Close

4 Attachment Approve Reject Close

Remarks - Approval

5 confirmed the project will be delayed for one month

6 Submit Cancel

Update Supplier

Approve Supplier Amendment Request – MIS Approver (1/1)

- 1. Click on 'Remarks' button which is green in color
- 2. Validate the change request
- 3. Check the previous approver comment
- 4. Update the fields requested by preparer
- 5. Click on 'Approve' button, enter comment and click on 'Submit' button

Supplier Amendment Form - F&A MIS Approver

General Information

Remarks

* Supplier Name

Deloitte Hong Kong

* Payee Name

Felody Cheung

Active

Inactive On

31-May-2020

Open for ordering

Yes

No

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 17:53:37	-
2	Approve	Aaron Chen (ITS - Testing account)	21-APR-2020 18:20:52	Confirmed the project will be delayed for one month

Frontline Department Approver

Aaron Chen (ITS - Testing account)

F&A MIS

Byron Lin(ITS - Testing account)

Attachment

Approve

Reject

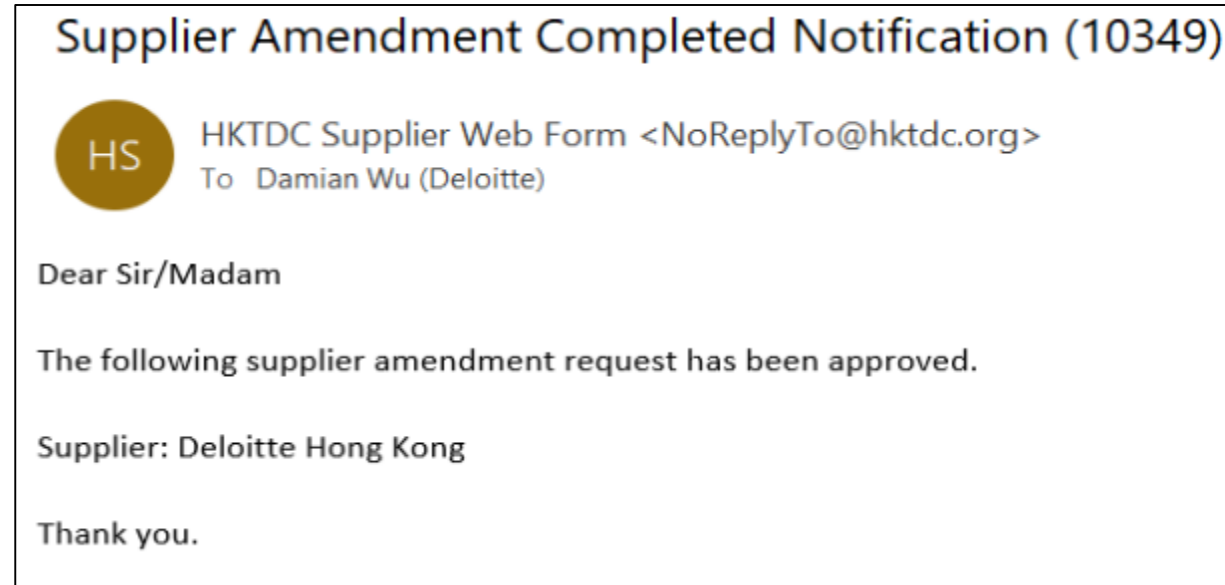
Close

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Update Supplier

Approve Supplier Amendment Request – Preparer (1/1)



Preparer will receive the notification email

View Request History

View Approved/Rejected Request

View Request History

View Approved/Rejected Request (1/3)

- 1. Click on 'View Approved/Rejected Request(s)' button

Supplier Master - F&A MIS Approver

Search Request

Supplier Name:

Supplier Number:

Request ID:

Approved Supplier List:

☐ Yes

☐ No

Supplier Categories:

Select option

View Approved/Rejected Request(s)

Search

Supplier Name	Supplier Number	Request ID	Request Date	Frontline Preparer	ASL
No Data Available					

Only available to F&A MIS User

View Request History

View Approved/Rejected Request (2/3)

2. Enter Supplier Name / Supplier Number and select ASL / Supplier Categories to narrow down the search result
3. Click on 'Search' button
4. Click on 'View' button

Supplier Master - Approval History

2

Search Supplier

Supplier Name: Deloitte Hong Kong

Supplier Number:

Approved Supplier List: ☐ Yes ☐ No

Supplier Categories: Select option

Back

3

Search

Supplier Name	Supplier Number	Request ID	Request Date	Frontline Approver	F&A MIS Approver	Status	View Details
Deloitte Hong Kong	23240	10349	21-APR-2020	Aaron Chen (ITS - Testing account)	Byron Lin(ITS - Testing account)	Approved	<div>View</div>
Deloitte Hong Kong	23240	10343	21-APR-2020	Aaron Chen (ITS - Testing account)	Byron Lin(ITS - Testing account)	Approved	4 <div>View</div>

View Request History

View Approved/Rejected Request (3/3)

- 5. All the approved details can be shown, including attachment
- 6. Approver comments, approval action can be shown

Site address and Contact details

Site 1

* Address Line 1

35/F One Pacific Place

Address Line 2

88 Queensway

Address Line 3

Admiralty

Address Line 4

Hong Kong

* Country

Hong Kong

Postal Code

852

* Site Name

BILLING

Area Code

852

Phone Number

28521600

Fax Number

25411911

Email Address(Purchase Order)

enquiry@deloitte.com.hk

* Email Address(Remittance Advice)

enquiry@deloitte.com.hk

Supplier Notification Method

EMAIL

Action History

Seq. No.	Action	Action By	Action Date	Approver Comment
1	Submit	Damian Wu	21-APR-2020 13:37:47	-
2	Approve	Aaron Chen (ITS - Testing account)	21-APR-2020 14:53:14	The BR certificate is attached. The required supplier information is entered.
3	Approve	Byron Lin(ITS - Testing account)	21-APR-2020 15:35:40	Approved - This supplier will be provide the products in urgent purchase order for Jews Fair 2020.

Q&A





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