Supplier Information Update Quick Reference Guide

View Heln

Login to CLP SMS (https://www18.clpgroup.com/esp tc), D Supplier Information Update Bidder's Dashboard click on the tab "Supplier Information Update". REx and Auctions Bidder's Dashboard > RFx and Auctions **Update Company Information** Update company name, address, company contacts, bank information etc. in "Company Data". Supplier Information Up Upload company registration certificate, bank supporting files and other document in "Certificates". Company Information eneral Information Company Data Update login account details like login ID and email ompany Name * address etc. in "Login Account". e E **Company** Name Update products/services your company provides in Company Name (Native Language) "Product/Service to be offered". đ. 公司名稱 Remember to press the "Submit" button at the e of Business Natu bottom of the page when all changes are done. Manufacture SUBMIT

NOTE

After submitting your changes, you cannot update the company information again before CLP review and approve the changes.

Changes have been successfully submitted ! General Information

Supplier Information Update

Update Information on Sustainability (RePPS Questionnaire)

			Supplier Infor	mation Update		CLP () 中電		
Click "Information on		Company Information	List of Questionnaires o	n Sustainability				
Sustainability (RePPS		Information on Sustainability (RePPS Questionmaire)	Select	Select	RePPS RePPS	Created On 14/01/2021	Validity	Status Saved
Questionnaire)", select existing		Product / Service to be offered		RePPS		Clic	k Open	
Popps and click "Oppor"						Open		
Representation open .								
			_				Conta	ct Us : SMSHelpDesk@clp.com.hk
	•		Information on S	Sustainability		CLP (1) 中電		Welcome! User ID.
		Company Information >						
Complete ALL required		tap Access tag Acces						
questions until the percentage		Corporate Response y 180% Legal and Compliant 100%	CORPORATE RESPONS	BILITY RY COMPLIANCE				
for each section is 100% .	Poster Marchan Ma							
Then, click "Submit".		Response Showedd 100%	Percen	tage is 0%		Click Submit		
					PRINT PR	REVIEW SAVE SUBMIT BACK		

CLP SMS Helpdesk

If you have any query, please send email to SMSHelpdesk@clp.com.hk or call +852 26787702 within 09:00 - 17:30 (GMT+8).