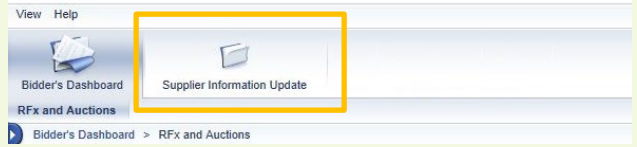
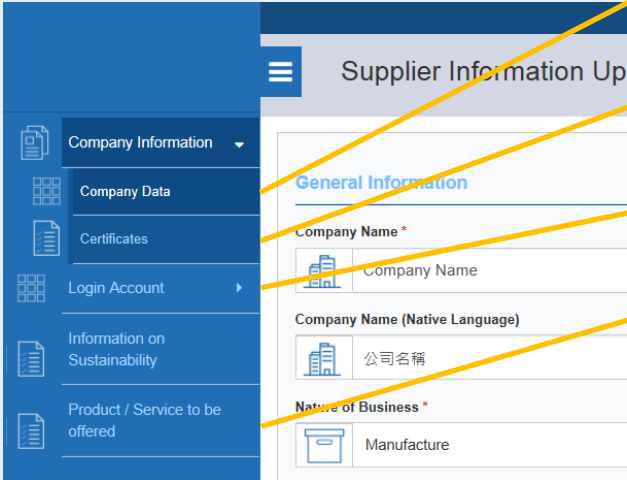


# Supplier Information Update Quick Reference Guide

Login to CLP SMS ([https://www18.clpgroup.com/esp\\_tc](https://www18.clpgroup.com/esp_tc)), click on the tab “**Supplier Information Update**”.



## Update Company Information



Update company name, address, company contacts, bank information etc. in “**Company Data**”.

Upload company registration certificate, bank supporting files and other document in “**Certificates**”.

Update login account details like login ID and email address etc. in “**Login Account**”.

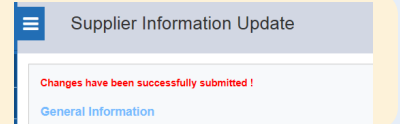
Update products/services your company provides in “**Product/Service to be offered**”.

**Remember** to press the “**Submit**” button at the bottom of the page when all changes are done.

**SUBMIT**

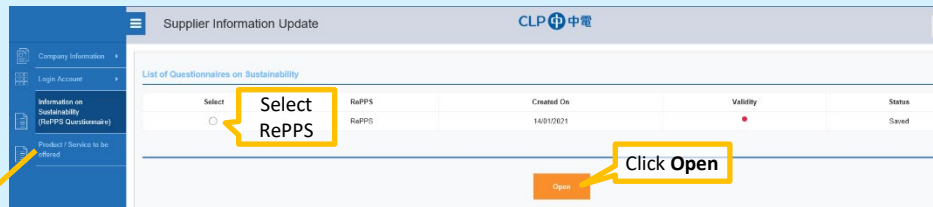
### NOTE

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

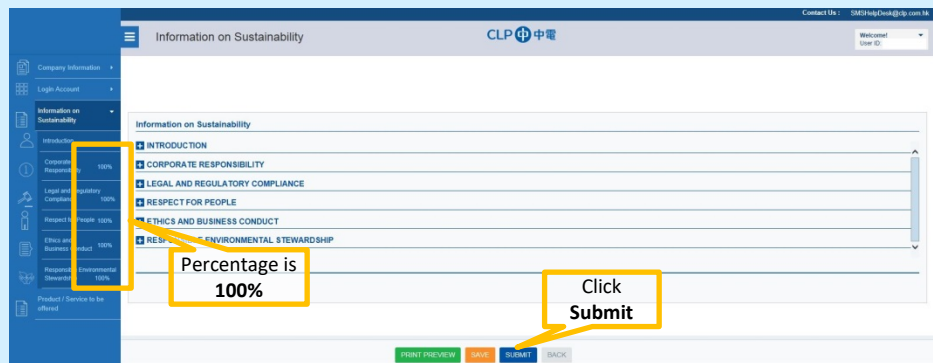


## Update Information on Sustainability (RePPS Questionnaire)

Click “**Information on Sustainability (RePPS Questionnaire)**”, select existing RePPS and click “**Open**”.



Complete **ALL** required questions until the percentage for each section is **100%**. Then, click “**Submit**”.



### CLP SMS Helpdesk

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