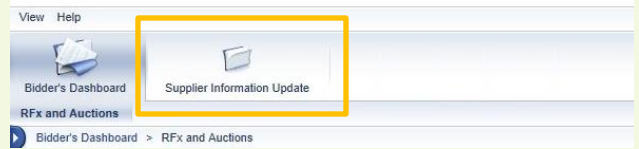


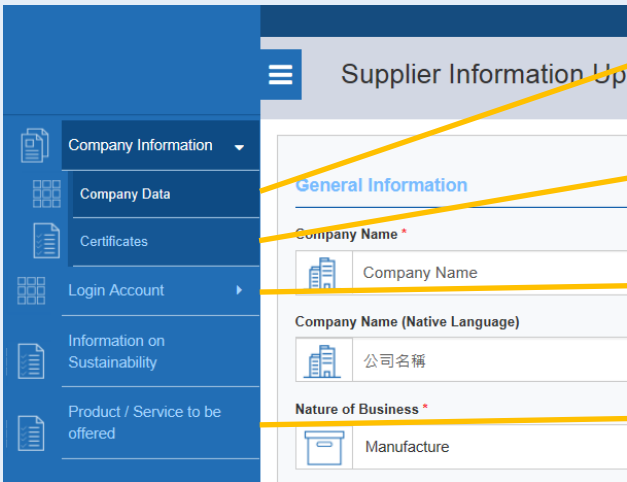
Supplier Information Update Quick Reference Guide

Login CLP SMS (<https://www.clp.com.hk/esp/>), click tab **“Supplier Information Update”**.

*Supported Browsers: **IE**, **Firefox**, and **Safari**



Update Company Information



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

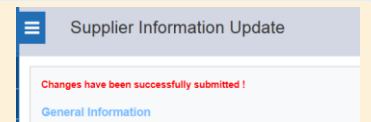
Upload BR, bank supporting, and other certificates in **“Certificate”**.

Update contact person name, email address, telephone number, etc. in **“Login Account”**.

Update product codes reflect your products/services in **“Product/Service to be offered”**.

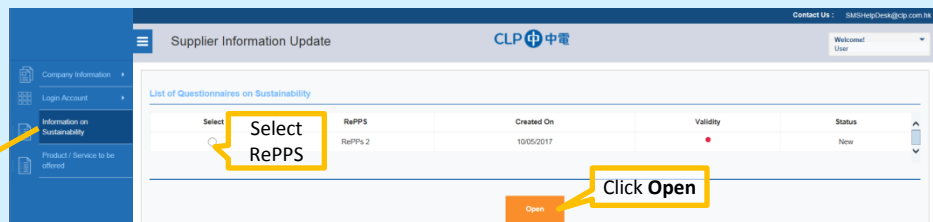
NOTE

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

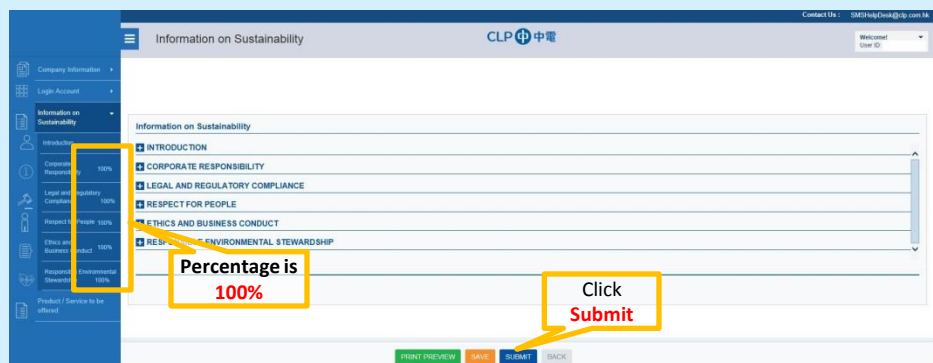


Update Information on Sustainability (RePPS Questionnaire)

Click **“Information on Sustainability”** section, select 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 or call +852 26787702 within 09:00 - 17:30 (GMT+8).