

# Invoicing Guidelines for Suppliers

July 2026

## Invoicing Guidelines for Suppliers

CLP is committed to paying suppliers on time for the goods and services we procure. To support the timely payment of invoices, it is important to follow the invoicing instructions in this guide.

Select the corresponding invoice submission method according to your Supplier type:

| Supplier Type                               | Method 1                            | Method 2                              |
|---------------------------------------------|-------------------------------------|---------------------------------------|
| Supplier with Purchase Order (PO)           | <a href="#">CLP Supplier Portal</a> | <a href="#">Email digital invoice</a> |
| Supplier <i>without</i> Purchase Order (PO) | <a href="#">CLP Supplier Portal</a> | <a href="#">Email digital invoice</a> |

### Suppliers with Purchase Order (PO)

#### Submit invoice directly to CLP Supplier Portal (*recommended*)

Suppliers should submit your invoices directly to the CLP Supplier Portal. Submitting invoices this way ensures seamless and efficient transactions on a single centralised platform.

This method of submission is the quickest and most efficient way to have your invoice processed.

#### Email digital invoice

In the event you are unable to invoice us via the Supplier Portal with below conditions, you may submit digital invoice to the following email address to

[AP\\_Invoice@clp.com.hk](mailto:AP_Invoice@clp.com.hk) :

- Retainage Release Invoice/Credit note with PO enabled pay on receipt
- Prepayment Invoice (Downpayment)\*
- Estimated Order Invoice

*\*Please mark the word "Downpayment" in the email subject*

If you receive a Purchase Order (PO) from CLP, the following details **must be included in your invoice**:

| # | Mandatory Details                             | Requirement                                                                                                                                                                                                                                                                                            |
|---|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | CLP PO number                                 | Indicate the CLP PO number without any suffix or prefix.                                                                                                                                                                                                                                               |
| 2 | Invoice Line Item                             | <p>The item details must match that of the CLP PO i.e.</p> <ul style="list-style-type: none"> <li>- PO Line Number</li> <li>- Line Description</li> <li>- Quantity (same unit of measure as PO)</li> <li>- Rate (same currency as PO)</li> <li>- Amount (consistent with Rate and Quantity)</li> </ul> |
| 3 | CLP Business Contact (name and email address) | The CLP Business Contact name and corresponding email address must be clearly stated on the invoice.                                                                                                                                                                                                   |
| 4 | Invoice Number                                | The invoice number must be displayed clearly.                                                                                                                                                                                                                                                          |
| 5 | Invoice Date                                  | The invoice date should be indicated in standard date format of dd/mm/yyyy.                                                                                                                                                                                                                            |
| 6 | Full Supplier Name and Supplier Number        | Full Supplier Name (preferably in English) and Supplier Number should match with the details registered with CLP.                                                                                                                                                                                      |

## Email Invoice Submission Guidelines

In addition, for email invoices, please ensure the following submission guidelines are followed:

| # | Submission Guideline                                                | Details                                                                                                                                                                                         |
|---|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Invoice addressed to the correct CLP entity                         | Examples of CLP entities include: <ul style="list-style-type: none"><li>- CLP Power Hong Kong Limited</li><li>- CLP Holdings Limited</li></ul>                                                  |
| 2 | Invoices are emailed                                                | Scanned copy of the invoice must be sent to this email address: <a href="mailto:AP_Invoice@clp.com.hk">AP_Invoice@clp.com.hk</a><br><br>Include your CLP Business Contact in the email cc. list |
| 3 | Email invoiced in PDF or image format                               | Invoices can be sent in PDF, JPEG, JPG, TIFF and PNG                                                                                                                                            |
| 4 | No handwriting                                                      | Handwritten invoices will not be processed                                                                                                                                                      |
| 5 | Invoice to be the first page if submitted with multi-page documents | Do not place other documents (e.g. receipts, certificate, statement of accounts) ahead of the invoice within the same scanned file                                                              |
| 6 | No zipped files                                                     | Zipped files (.zip, .rar, etc) will not be accepted                                                                                                                                             |

## Suppliers without Purchase Order (PO)

### **Submit invoice directly to CLP Supplier Portal** *(recommended)*

Suppliers are highly encouraged to submit invoices directly to the CLP Supplier Portal. Submitting invoices this way ensures seamless and efficient transactions on a single centralised platform.

Ensure you have the following **mandatory** details prepared before entering them into the CLP Supplier Portal:

- ❖ Supplier Site
- ❖ Tax Registration Number
- ❖ Remit-to-Bank Account
- ❖ Description
- ❖ Invoice Number
- ❖ Ship-To Location
- ❖ Ship-From Location
- ❖ Tax Classification
- ❖ Amount
- ❖ Description

### **Email digital invoice**

In the event you are unable to invoice us via the Supplier Portal, you may submit your digital invoice to the following email address: [AP\\_Invoice@clp.com.hk](mailto:AP_Invoice@clp.com.hk)

Please ensure the following **mandatory** information is clearly indicated on your invoice. Invoices that do not meet these specifications may be rejected and result in delays to payment.

| # | Mandatory Details | Requirement                                                                        |
|---|-------------------|------------------------------------------------------------------------------------|
| 1 | Invoice Number    | The invoice number must be displayed clearly.                                      |
| 2 | Invoice Date      | The invoice date should be indicated in standard date format of dd/mm/yyyy.        |
| 3 | Payment Terms     | Please indicate the payment terms, as per agreement with the CLP Business Contact. |

|          |                                               |                                                                                                                   |
|----------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | Full Supplier Name and Supplier Number        | Full Supplier Name (preferably in English) and Supplier Number should match with the details registered with CLP. |
| <b>5</b> | Bill To Company                               | Indicate the full CLP entity name to which the invoice is being sent to.                                          |
| <b>6</b> | CLP Business Contact (name and email address) | The CLP Business Contact name and corresponding email address must be clearly stated on the invoice.              |

### Email Invoice Submission Guidelines

In addition, for email invoices, please ensure the following submission guidelines are followed:

| #        | Submission Guideline                                                | Details                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Invoice addressed to the correct CLP entity                         | Examples of CLP entities include: <ul style="list-style-type: none"> <li>- CLP Power Hong Kong Limited</li> <li>- CLP Holdings Limited</li> </ul>                                               |
| <b>2</b> | Invoices are emailed                                                | Scanned copy of the invoice must be sent to this email address: <a href="mailto:AP_Invoice@clp.com.hk">AP_Invoice@clp.com.hk</a><br><br>Include your CLP Business Contact in the email cc. list |
| <b>3</b> | Email invoiced in PDF or image format                               | Invoices can be sent in PDF, JPEG, JPG, TIFF and PNG                                                                                                                                            |
| <b>4</b> | No handwriting                                                      | Handwritten invoices will not be processed                                                                                                                                                      |
| <b>5</b> | Invoice to be the first page if submitted with multi-page documents | Do not place other documents (e.g. receipts, certificate, statement of accounts) ahead of the invoice within the same scanned file                                                              |

|   |                 |                                                     |
|---|-----------------|-----------------------------------------------------|
| 6 | No zipped files | Zipped files (.zip, .rar, etc) will not be accepted |
|---|-----------------|-----------------------------------------------------|

### **Final notes**

In the event of specific invoice requirements stipulated in your contract, the contract will supersede the general guidelines provided in this document.

### **Contacting CLP for assistance**

For more information, please contact your CLP Business Contact directly.

Example of a digital PO invoice that adheres to CLP guidelines

ABC Limited  
Supplier Address  
Supplier Telephone  
Supplier Facsimile  
Supplier Website  
Supplier Contact Person

INVOICE NO

INVOICE DATE

DUE DATE

PURCHASE ORDER NO

|                                           |
|-------------------------------------------|
| Invoice Number                            |
| Invoice issue date                        |
| Invoice due date                          |
| CLP PO number/<br>CLP Estimated PO number |

Bill To

Full name of CLP company  
(say CLP Power Hong Kong Limited)

Address of CLP company

CLP buyer/CLP internal requestor/Invoice Recipient in CLP: English Full Name

CLP buyer/CLP internal requestor/Invoice Recipient in CLP: (say: EnglishFullName@clp.com.hk)

Ship To

Full name of CLP company  
(say CLP Power Hong Kong Limited)

Address of CLP company

CLP buyer/CLP internal requestor/Invoice Recipient in CLP: English Full Name

CLP buyer/CLP internal requestor/Invoice Recipient in CLP: (say: EnglishFullName@clp.com.hk)

| # | Description                     | Item No | Qty | Unit Price    | Amount  |
|---|---------------------------------|---------|-----|---------------|---------|
| 1 | Line-item description = PO line | 1234567 | 10  | \$1.00        | \$10.00 |
| 2 | Line-item description = PO line | 2345678 | 5   | \$2.00        | \$10.00 |
| 3 | Line-item description = PO line | 3456789 | 10  | \$3.00        | \$30.00 |
|   |                                 |         |     | Net Amount:   | \$50.00 |
|   |                                 |         |     | Vat:          | 10%     |
|   |                                 |         |     | Vat Amount:   | \$5.00  |
|   |                                 |         |     | Total Amount: | \$55.00 |

Bank Payment Instructions

Account Name: ABC Limited

Bank Name: XYZ Bank

Bank Address:

Bank Account No: Full bank account number

Swift Code/IBAN/Sort Code/BSB No/ABA No/Canadian Routing No