

# Invoicing Guidelines for Suppliers

April 2025

# 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 are encouraged to 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, you may submit your digital invoice to the following email address: [AP\\_Invoice@clp.com.hk](mailto:AP_Invoice@clp.com.hk)

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>  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

## Hardcopy invoice

In the event you cannot submit your invoices via the Supplier Portal, and cannot submit electronically via e-mail, Suppliers can submit hard copy invoices to your CLP Business Contact at the following mailing address. Please note that physical submission of invoices may lead to a delay in processing time due to the additional manual handling time required.

Mailing address:

CLP Headquarters, Accounts Payable  
43 Shing Kai Road, Kai Tak, Kowloon, Hong Kong

## 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:

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<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>  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

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Hong Kong

### **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

		INVOICE	
ABC Limited		INVOICE NO	Invoice Number
Supplier Address		INVOICE DATE	Invoice issue date
Supplier Telephone		DUE DATE	Invoice due date
Supplier Facsimile		PURCHASE ORDER NO	CLP PO number/ CLP Estimated PO number
Supplier Website			
Supplier Contact Person			

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Bill To	Ship To
Full name of CLP company (say CLP Power Hong Kong Limited)	Full name of CLP company (say CLP Power Hong Kong Limited)
Address of CLP company	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: English Full Name
CLP buyer/CLP internal requestor/Invoice Recipient in CLP: (say: EnglishFullName@clp.com.hk)	CLP buyer/CLP internal requestor/Invoice Recipient in CLP: (say: EnglishFullName@clp.com.hk)

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#	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

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Net Amount:	\$50.00
Vat:	10%
Vat Amount:	\$5.00
Total Amount:	\$55.00

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**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