

Supplier Registration Quick Reference Guide

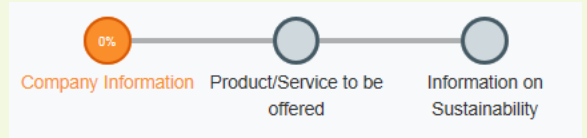
It will take approximately 5 - 10 minutes to complete your registration.
Before you start, please prepare the following:

- ✓ **Company Information** - including company address, Business Registration Number (or equivalent), copy of business registration certificate, etc.
- ✓ **Products and Services** - select the product codes that reflect what your company can offer.
- ✓ **Information on Sustainability** - Information about corporate responsibility, legal compliance, safety, ethics & etc.

[Click Here to Start](#)

Step 1: 3 circular indicators on top indicate the completion status of the 3 parts.

1



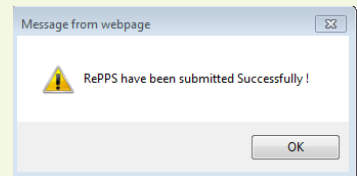
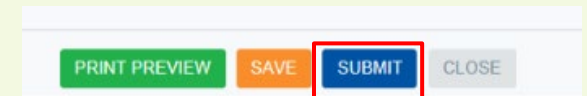
Step 2: Complete all required fields and upload documents until **ALL 3** indicators turn to **GREEN**.

2



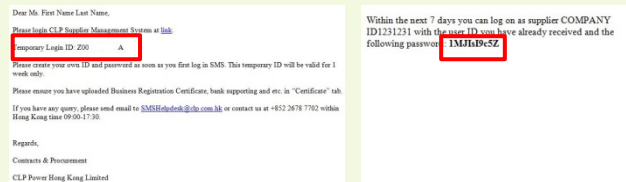
Step 3: Click "Submit" button.

3



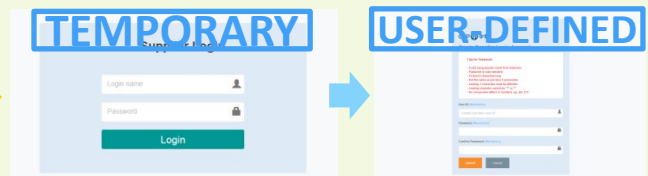
Step 4: You will receive **two** emails containing the temporary ID and password within one hour after the registration. Sender is smshelpdesk@clp.com.hk.

4



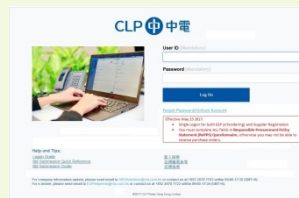
Step 5: Click on the link in the email and use temporary ID and password to create a user-defined logon ID and password.

5



Step 6: Logon to CLPSMS via https://www18.clpgroup.com/esp_tc to test your account and review inputted company information.

6



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).