

# Supplier Registration Quick Reference Guide

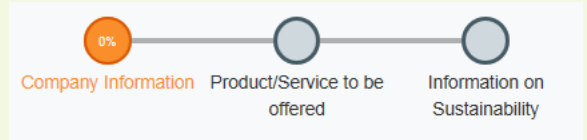
It will take approximately 5 - 10 minutes to complete your registration.  
Before you start, please prepare the following:

- ✓ **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](#)

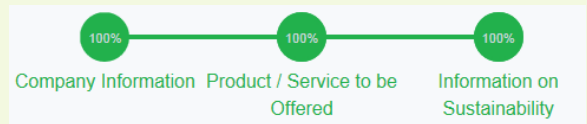
**Step 1:** 3 circular indicators on top indicate the completion status of the 3 parts.

1



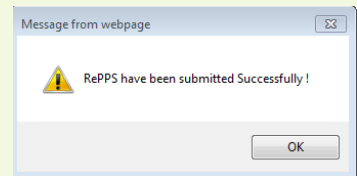
**Step 2:** Complete all required fields and upload documents until **ALL 3** indicators turn to **GREEN**.

2



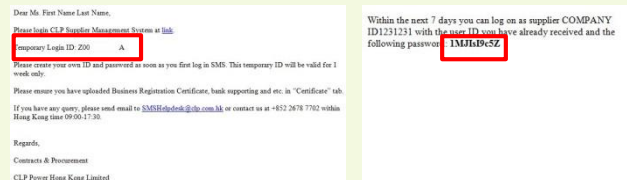
**Step 3:** Click "Submit" button.

3



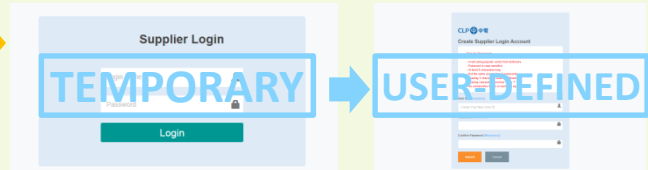
**Step 4:** You will receive temporary ID and password via email.

4



**Step 5:** Input temporary ID and password to create user-defined logon ID and password.

5



**Step 6:** Logon CLPSMS via <https://www.clp.com.hk/esp/>.

6



## 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).