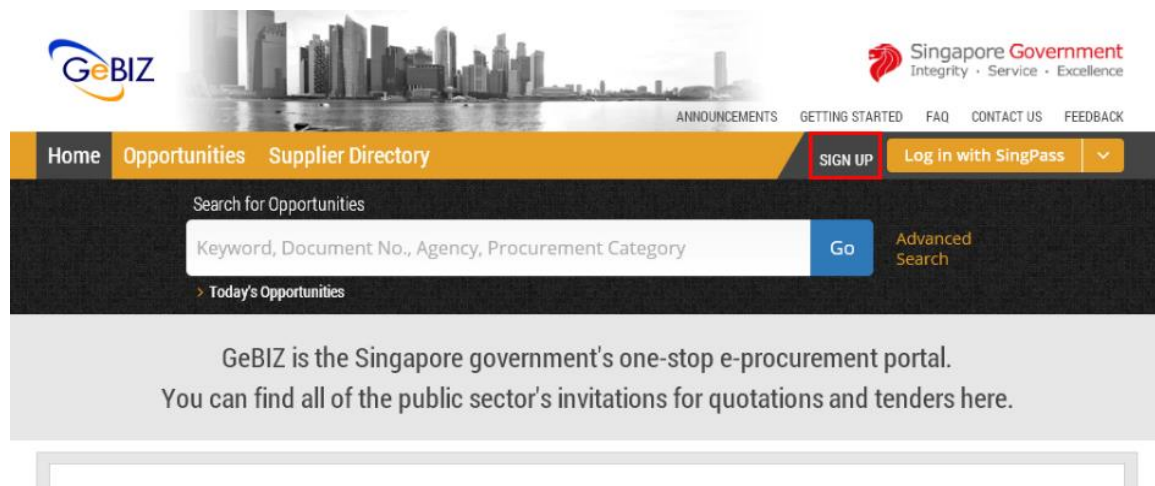


User Guide

For ACRA Registered Suppliers

The following illustrates the steps that an ACRA registered company should take to complete the e-registration form to register as a GeBIZ Trading Partner.

1. At the GeBIZ homepage, click “Sign Up” on the menu bar.



2. Or click on the “Sign Up Now” button.

As a GeBIZ Trading Partner, I can...

- SEARCH FOR OPPORTUNITIES**
Find procurement opportunities from different government agencies.
- BID FOR OPPORTUNITIES**
Select items for bidding and submit your documents.
- MANAGE OPPORTUNITIES**
Manage your responses, watchlist and invoices.

Not a GeBIZ Trading Partner yet? [Sign Up Now](#)

Jun 06 2014 **RSS Feeds Update**
With effect from 09 June 2014, all existing GeBIZ RSS feeds will be updated from "http://" to "https://" using the Secure Sockets Layer/ Transport Layer Security (SSL/ TLS) protocol technology.

Jun 06 2014 **Enhancement of Order Module to Support Invoice by Amount w.e.f 06 June 2014**
GeBIZ has worked together with Accountant-General's Department (AGD) to enhance the GeBIZ order and Vendor@Gov invoice.

[View All Announcements](#)

- This is the GeBIZ Trading Partner Registration page.

GeBIZ Trading Partner (GTP) Registration

To do business with Government Agencies, suppliers must register as a GeBIZ Trading Partner in GeBIZ. Registering is fast and easy.

[Register as GTP now](#)

ACCOUNT TYPES AND FEES

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗

- Take note of the account types and the corresponding benefits.
Note: The first account is free. Subsequent accounts are chargeable, as shown.

ACCOUNT TYPES AND FEES

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

* Charges are valid as of 01 September 2014.

Note: A First Representative Account is required before additional accounts can be registered.

INFORMATION REQUIRED FOR REGISTRATION

- If you are registered with ACRA, your application may be approved immediately online.

* Charges are valid as of 01 September 2014.

Note: A First Representative Account is required before additional accounts can be registered.

INFORMATION REQUIRED FOR REGISTRATION

- Company Information including registration number and date of registration.
- Details of nominated Authorised Representative who will represent your company for all GeBIZ transactions.
- Company's Certificate of Incorporation and/or NRIC/Passport of the Authorised Representatives will be required for verification (For companies not registered with ACRA or Individuals).

PROCESSING TIME

- If your company is registered with Accounting and Corporate Regulatory Authority (ACRA) and your nominated Authorised Representative is a SingPass holder, your application may be approved immediately online.
- If your company is not registered with ACRA or if you are an individual, your application will take approximately 3 to 5 working days for verification and approval.

OTHER INFORMATION

6. Note: Before registering as a GeBIZ Trading Partner, do read through and agree to the Terms and Conditions first. To view the Terms and Conditions, you may click the link as shown.

INFORMATION REQUIRED FOR REGISTRATION

1. Company Information including registration number and date of registration.
2. Details of nominated Authorised Representative who will represent your company for all GeBIZ transactions.
3. Company's Certificate of Incorporation and/or NRIC/Passport of the Authorised Representatives will be required for verification (For companies not registered with ACRA or Individuals).

PROCESSING TIME

1. If your company is registered with Accounting and Corporate Regulatory Authority (ACRA) and your nominated Authorised Representative is a SingPass holder, your application may be approved immediately online.
2. If your company is not registered with ACRA or if you are an Individual, your application will take approximately 3 to 5 working days for verification and approval.

OTHER INFORMATION

If you wish to know more about the GeBIZ Terms and Conditions, please click [here](#). Should you require any clarification or assistance, please refer to the [Frequently Asked Questions](#) or contact [GeBIZ Service Centre](#).

7. Click "Register as GTP now" to start the registration.

[Register as GTP now](#)

ACCOUNT TYPES AND FEES

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

* Charges are valid as of 01 September 2014.

Note: A First Representative Account is required before additional accounts can be registered.

8. These are the steps for registration. If you have the necessary information and are ready to proceed, click "Continue".

2. Enter your authorised representative for the free account
Enter your nominated representative information authorised to represent your company

3. Enter your area of business
Select the categories that best describe your company's area of business

4. Enter your company profile
provide and overview of your company

5. Verify and Submit
Check the information you entered, make your declaration and submit your registration

[Cancel](#)
[Continue](#)

9. Fill in your company information as shown.

Note:

- (*) denotes the mandatory fields
- (+) denotes fields that will be displayed in the Supplier Directory. The Supplier Directory allows the searching and viewing of supplier information.

Company Information

Fields marked by (*) will be displayed in Supplier Directory.

PLEASE ENTER YOUR COMPANY INFORMATION

Company Name** I am registering as an INDIVIDUAL

Business Registration No.**

GST Registration No.

Company Type** Local Overseas

PLEASE ENTER YOUR REGISTERED ADDRESS

10. Click "Next" to continue.

Address Line 2*

Address Line 3*

Postal/Zip Code**

Area Code*

Contact No.**

Fax No.

Email*
Default email for all communication with company

< Previous Next >

11. Under the “Account” section, complete the information of your company representative who will be using this account. Then click “Next” to continue.

ACCOUNT

The subscription fee for the first GeBIZ Trading Partner account will remain free of charge. This account will have full access to all features.

PLEASE ENTER THE REPRESENTATIVE INFORMATION

Representative Name*

Contact No.*

Fax No.

Email*

Account Type

< Previous Next >

12. Select your area of business. Then click “Next” to proceed.
Note: It is mandatory to select at least one area of business

Administration & Training* Art Supplies

Courses

Educational Supplies

Gifts & Souvenirs

Medals & Trophies

Music & Video

Office Supplies & Stationery

Paper

Photographic & Imaging Services

Postage & Courier

Printing Services

Publications & Periodicals

Sports & Recreational Equipment

Survey Services

Toners & Cartridges

Construction* Asphalt Works & Road Marking

Civil Engineering

< Previous Next >

13. Fill in any necessary information for your company's profile.

Company Profile

Fields marked by (+) will be displayed in Supplier Directory.

Company Description (+) 2000 Characters Remaining

Company Website (+)

INFORMATION THAT WILL BE PUBLISHED TO THE GOVERNMENT BUYERS

Please tell us My company is mostly manufacturing-based.
 My company is mostly service-based.

Please tell us how many

14. Click "Next" to continue.

Please tell us My company is mostly manufacturing-based.
 My company is mostly service-based.

Please tell us how many employees your company has

Please tell us your company's annual sales/turnover for the last year

Please tell us Less than 30% of my company's shares are owned by Singapore Citizens and/or Singapore Permanent Residents.
 30% or more of my company's shares are owned by Singapore Citizens and/or Singapore Permanent Residents.

< Previous Next >

15. Read through and verify all the information you have entered. Make edits where necessary.

Verify and Submit

Check the information you entered, make your declaration and submit your registration.

COMPANY INFORMATION

Company Name*	BETA1 PRIVATE LIMITED
Trading Partner Ref. No.*	123456789C
GST Registration No.	123123
Company Type	Local

REGISTERED ADDRESS

Country*	SINGAPORE
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16. After you have verified all the information entered, complete the Declaration portion as shown.

DECLARATION

- I have read and agree to adhere to [GeBIZ Terms and Conditions](#).
- Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name*	TEO BENG HONG
NRIC/Passport No*	E1123
Contact No.*	6123123
Email*	teobh@beta.com

< Previous Submit your Registration >

17. When you are done, click "Submit your Registration".

DECLARATION

- I have read and agree to adhere to [GeBIZ Terms and Conditions](#).
- Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name*	TEO BENG HONG
NRIC/Passport No*	E1123
Contact No.*	6123123
Email*	teobh@beta.com

< Previous Submit your Registration >

18. If your registration is successful, you will see a congratulatory message on screen. An email confirmation will also be sent to you (using the email entered in the Declaration). For instructions on how to log in to your new account, refer to the “More Information” tab.


Note: You are not allowed to register as a GeBIZ Trading Partner if you are already an existing GeBIZ Trading Partner or have another pending registration.


Congratulations !
Your registration has been approved.
Your company is now a registered GeBIZ Trading Partner.

We have sent an email confirmation to teobh@beta.com

[Print](#)

Company Name	BETA1 PRIVATE LIMITED
Business Registration No.	123456789C
Company Type	Local

 BETA1@BETA.COM

 6123123