

## More Information

### For ACRA Registered Suppliers

1. After your GeBIZ Trading Partner registration has been approved, you can now log in to your account.

Note: When you have successfully logged in for the first time, you have to first read and agree to the Terms and Conditions of using GeBIZ.

Follow the instructions on this screen on how to log in to your new account using your Singpass ID.

**Authorised Representatives with SingPass IDs**

If the Authorised Representative is a Singapore Citizen or Singapore Permanent Resident or Employment Pass Holder in Singapore, he will need to apply for SingPass ID from CPF Board and use SingPass ID to log on to GeBIZ Partner. Please note that SingPass ID is a common ID used for all government e-services.  
Please refer to the CPF Board's web-site at <http://www.cpf.gov.sg> for details on SingPass.

**Authorised Representatives without SingPass IDs**

- a. If you have Authorised Representatives that are not eligible to apply for SingPass IDs, please fax us a copy of each Authorised Representative's Passport Particulars Page and include your company name. Please title this fax as "Application for GeBIZ User ID" to facilitate processing
- b. A GeBIZ User ID will be sent in a User ID Mailer via mail to each Authorised Representative who is not eligible to receive a SingPass ID. The User ID Mailer will allow the representative to access [GeBIZ Partner](#)
- c. Authorised Representatives should be able to receive their GeBIZ ID and password through email within 1 working day when the application has been approved.

All supporting documents submitted shall be in English.  
Authorised Representatives can login to GeBIZ Partner using SingPass or User ID after the online registration has been processed and approved.

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Authorised Representatives can apply as Government Registered Suppliers after logging into GeBIZ Partner.

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**How to respond to Business Opportunities**  
To respond to Business Opportunities, Authorised Representatives can download our Quick Guides at our GeBIZ website ([www.gebiz.gov.sg](http://www.gebiz.gov.sg)) > Online

2. If you do not have a Singpass ID, follow this set of instructions to log in to your new account.

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