

# User Guide

## Upgrade or Add Supply Heads

The following steps illustrate how to upgrade an existing Supply Head and add a new Supply Head.

1. Click "Government Supplier Registration" from the "My Stuff" main page.

The screenshot shows a grid of navigation options under the heading "My Stuff". The options are:

- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account.
- Government Supplier Registration**: This is a financial assessment required for certain Tenders. Manage your application here. (This link is highlighted with a red box in the original image.)
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to you.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries.

2. You can see the approved application from the list. Click on the application to see its details.

The screenshot shows the "My Approved" section of the application list. It includes contact information for "gebiz@crimsonlogic.com" and details for an approved application:

- Financial Grade (Tendering Capacity) : 58 (\$10,000,000 )
- Expiry Date : 17 Apr 2018
- Supply Head :  
Supply Head : EPU/SPE/10 - Sports, Recreational Equipment and Supplies

Below this is a table of applications:

APPLICATIONS	Upgrade/Add-on Supply Heads
<b>ESRA20150400051</b>	<b>APPROVED AND VERIFIED</b>
Payment Status: Paid	Applied on: 21 Apr 2015

3. To upgrade the Supply Head in this application, click “Upgrade/Add-on Supply Heads”.

My Approved

- Financial Grade (Tendering Capacity) : S8 (\$10,000,000 )
- Expiry Date : 17 Apr 2018
- Supply Head :  
Supply Head : EPU/SPE/10 - Sports, Recreational Equipment and Supplies

**APPLICATIONS**

[Upgrade/Add-on Supply Heads](#)

**ESRA20150400051**

Payment Status      Paid

Applied on  
21 Apr 2015

APPROVED AND VERIFIED

First Previous 1 Next Last

4. This is the instruction page for applying upgrade/add-on government supplier registration. Click “Continue”.

Select the supply heads you wish to upgrade or add additional.

**4. Enter your Financial Details**  
Enter your financial details based on the latest Audited Financial Statements or the latest duly certified Profit & Loss Accounts and Balance Sheet.

**5. Upload Documents**  
Upload the required file attachments for the registration.

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

Cancel **Continue**

5. Since you had already filled in the information of your company when you had created the applicaton, click “Next” to proceed.  
(For details on how to create a new application, go to Register > Register as a Government Supplier (For Supply Heads) > e-tutorial “Create a New Application”.)

COMPANY INFORMATION	
Company Name	BETA PRIVATE LIMITED
Trading Partner Ref. No.	123456789R
Company Type	Overseas

REGISTERED ADDRESS	
Country	SINGAPORE
Region	
State	SINGAPORE
City	

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6. Note that the Application Type for the original Supply Head is “Upgrade”.

Steps to Apply for upgrade/add-on Government Supplier Registration  
Trading Partner Ref. No.- 123456789R  
**BETA PRIVATE LIMITED**

✓ Company Information   ✓ Director/Owner   **Supply Heads**   Financial Details   Attachments   Verify and Submit   Exit

### SUPPLY HEADS

SUPPLY HEAD 1	
Supply Head	Sports, Recreational Equipment and Supplies
Application Type	Upgrade

+ Add More Supply Head

7. To add a new Supply Head, click “+Add More Supply Head”.

Steps to Apply for upgrade/add-on Government Supplier Registration  
Trading Partner Ref. No.- 123456789R  
**BETA PRIVATE LIMITED**

✓ Company Information   ✓ Director/Owner   **Supply Heads**   Financial Details   Attachments   Verify and Submit   Exit

## SUPPLY HEADS

**SUPPLY HEAD 1**

Supply Head	Sports, Recreational Equipment and Supplies
Application Type	Upgrade

[+ Add More Supply Head](#)

8. Enter all the relevant information for the new Supply Head(s).  
(For details on how to enter the information for a Supply Head, go to Register > Register as a Government Supplier (For Supply Heads) > e-tutorial “Create a New Application”.)

✓ Company Information   ✓ Director/Owner   **Supply Heads**   Financial Details   Attachments   Verify and Submit   Exit

## SUPPLY HEADS

**SUPPLY HEAD 1** [Delete](#)

Supply Head	Sports, Recreational Equipment and Supplies
Application Type	Upgrade

**SUPPLY HEAD 2** [Delete](#)

Supply Head*	Select One ▾
Application Type	Additional

9. Click "Next" to proceed.

**SUPPLY HEAD 1** Delete

Supply Head Sports, Recreational Equipment and Supplies  
Application Type Upgrade

**SUPPLY HEAD 2** Delete

Supply Head\* Textiles, Clothing and Accoutrements  
Application Type Additional

+ Add More Supply Head

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10. Enter all the relevant financial information.

(For details on how to enter the financial information, go to Register > Register as a Government Supplier (For Supply Heads) > e-tutorial "Create a New Application".)

**FINANCIAL DETAILS**

Required information for:

- Company: latest audited Financial Statements.
- Business: latest duly certified Profit and Loss Accounts and Balance Sheet.

Please exercise care when keying in and ensure that all information given is true and accurate

**BUSINESS**

Account Type\* BUSINESS  
Currency Type\* Singapore Dollar  
Conversion Rate 1 SGD = 1 SGD

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11. Click "Calculate" to find out the eligible financial grades of the two Supply Heads.

Audited Account\*  Yes  No

Turnover / Sales / Revenue\*

Accumulated Amount Type\*

Accumulated Amount\*

Financial Year Ending

Eligible financial grade is calculated based on the financial data you have entered above. If there are inaccuracies in the financial data entered, the financial grade can be affected.

**Calculate**

NTA	Turnover / Sales / Revenue	Current Financial Grade	Eligible Financial Grade	Remarks
3,200,000.00 SGD	800,000.00 SGD	S8	S8 (10,000,000)	

12. The table shows the current and the updated eligible financial grades for the Supply Heads.

Revenue\*

Accumulated Amount Type\*

Accumulated Amount\*

Financial Year Ending

Eligible financial grade is calculated based on the financial data you have entered above. If there are inaccuracies in the financial data entered, the financial grade can be affected.

**Calculate**

NTA	Turnover / Sales / Revenue	Current Financial Grade	Eligible Financial Grade	Remarks
3,200,000.00 SGD	800,000.00 SGD	S8	S8 (10,000,000)	

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13. Click "Next" to proceed.

**Calculate**

NTA	Turnover / Sales / Revenue	Current Financial Grade	Eligible Financial Grade	Remarks
3,600,000.00 SGD	900,000.00 SGD	S8	S8 (10,000,000)	

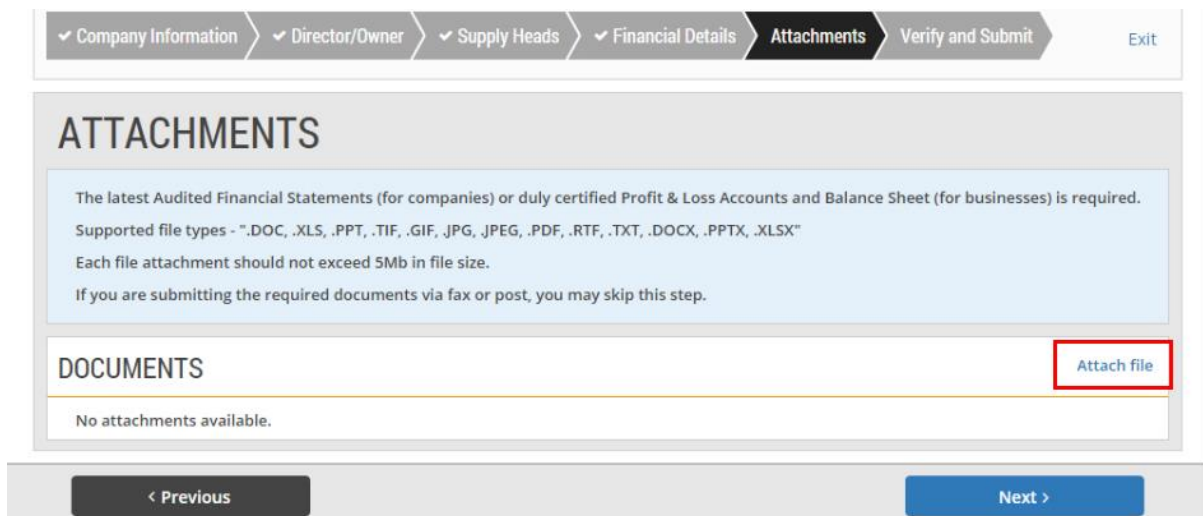
**PARENT COMPANY (IF ANY)**

My branch office is able to meet the financial grade of S8 and would like to be considered for S9 or S10 based on my parent company's financial statements

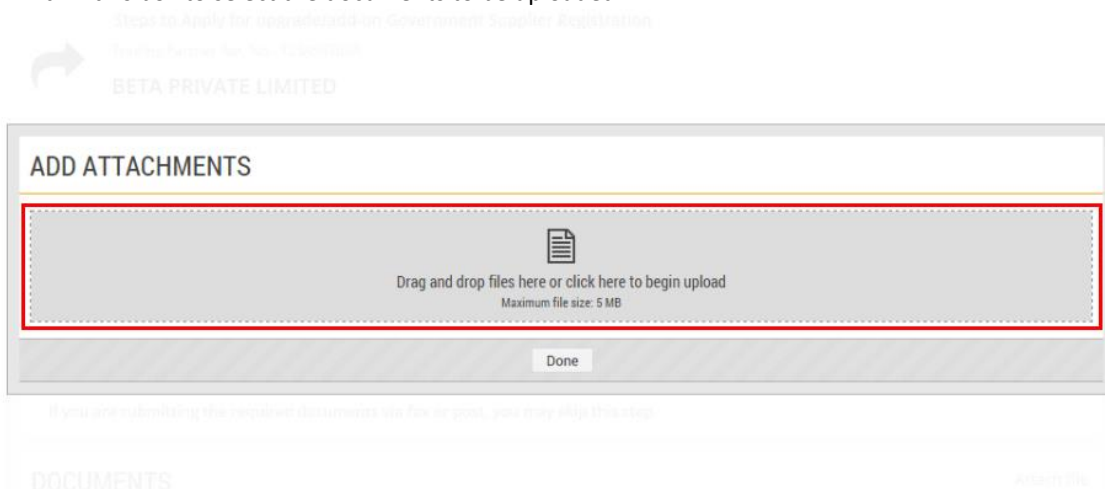
This is only for the registration of one branch office. Selecting this option does not allow for a concurrent registration of both your branch office and parent company.

< Previous **Next >**

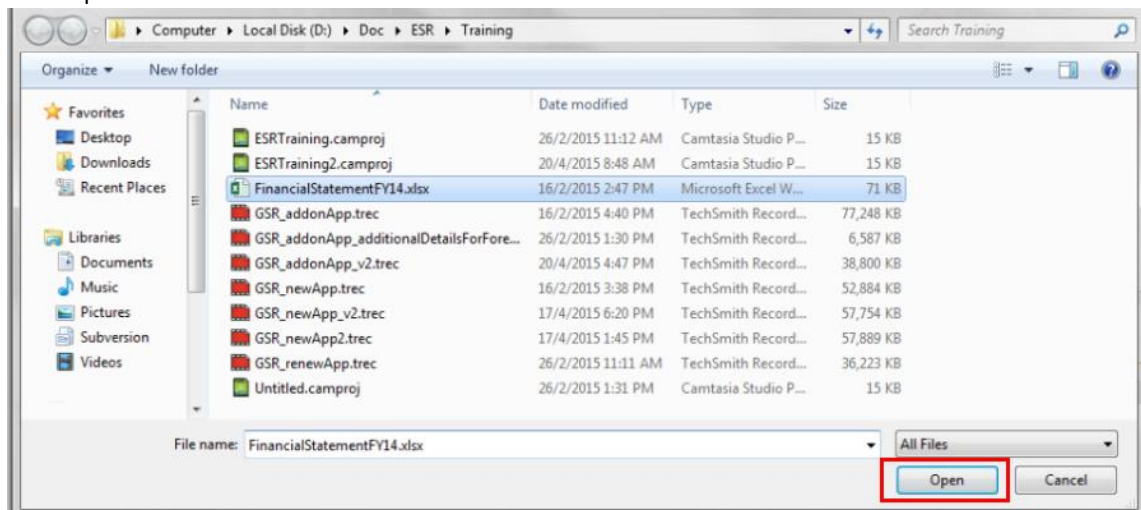
14. If you have any supporting documents to attach, click “Attach file”.



15. You can drag the files you wish to upload and drop them within the grey box shown or click anywhere within this box to select the documents to be uploaded.



16. Locate the file to be uploaded. You may choose to upload multiple files at any one time. Then click “Open”.



17. The file(s) will be uploaded automatically. Click “Done” when the status is indicated as “Uploaded”.

FILE NAME	FILE SIZE	PROGRESS (%)
FinancialStatementFY14.xlsx	70.89 kB	Uploaded

18. After attaching the relevant files, click “Next” to proceed.

ATTACHMENTS

The latest Audited Financial Statements (for companies) or duly certified Profit & Loss Accounts and Balance Sheet (for businesses) is required.  
Supported file types - ".DOC, .XLS, .PPT, .TIF, .GIF, .JPG, .JPEG, .PDF, .RTF, .TXT, .DOCX, .PPTX, .XLSX"  
Each file attachment should not exceed 5Mb in file size.  
If you are submitting the required documents via fax or post, you may skip this step.

DOCUMENTS Attach file

FinancialStatementFY14.xlsx (70.89 kB)

Download All (zip)

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19. Read through and verify all the information you have entered.

VERIFY AND SUBMIT

COMPANY INFORMATION

Company Name BETA PRIVATE LIMITED

Trading Partner Ref. No. 123456789R

Company Type Overseas

REGISTERED ADDRESS

Country SINGAPORE

Region

State SINGAPORE

< Previous Submit >



20. Check the relevant boxes to select your preferred mobile alert service.

**MOBILE-ALERT**

I wish to receive FREE SMS alerts for above the check-boxes in Mobile-Alert

Approval/Rejection/Revoke status for new Application or renewal of Government Registration Application

Reminder at 30 days before the expiry of Government Registration

Mobile No.   
(Singapore registered mobile no. only)

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**DECLARATION**

1. I do solemnly declare that the facts and information submitted in this application are true and accurate in substance to the best of my knowledge, information and belief and I make this declaration conscientiously believing the same to be true.

2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name\*

NRIC/Passport No.\*

21. Finally, complete the “Declaration” portion as shown.

Mobile No.   
(Singapore registered mobile no. only)

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2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name\*

NRIC/Passport No.\*

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[< Previous](#) [Submit >](#)

22. If you do not have any edits to make, click “Submit”.

Mobile No.   
(Singapore registered mobile no. only)

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**DECLARATION**

1. I do solemnly declare that the facts and information submitted in this application are true and accurate in substance to the best of my knowledge, information and belief and I make this declaration conscientiously believing the same to be true.

2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name\*

NRIC/Passport No.\*

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[< Previous](#) [Submit >](#)

23. If your application has been submitted successfully, you will see this message on the screen.  
 Note: You have to make the payment for your application to CrimsonLogic within 7 days of application via the modes highlighted on the page.

Your application to upgrade/add-on Government Supplier registration has been submitted.



Application Submission Date	2015/04/21 17:56:36
Application No.	ESRA20150400052
Supplier Name	BETA PRIVATE LIMITED
Trading Partner Ref. No	123456789R
Payment Amount	39.59 SGD
Payment Due	28 Apr 2015
Financial Documents Submission Due <small>(If you did not submit all required documents online)</small>	28 Apr 2015

24. These are the payment modes available.

**Please note :**

- Applicant is to ensure that payment is made and supporting financial documents are submitted for verification to CrimsonLogic Pte Ltd **within 7 days of application**, else the application will be **cancelled or approval will be revoked** if provisional online approval had been given.  
*For companies, a complete set of the latest audited accounts (inclusive of directors' and auditors' reports) and for businesses, a copy of the latest duly certified Profit and Loss Accounts and Balance Sheet.*
- All payments for the processing fees are in Singapore Dollars (SGD). Processing fees are **NON-REFUNDABLE** irrespective of whether an application is successful or not successful or subsequently revoked since the fees are for the processing effort.
- Payment can be made by:
  - Cheque
  - Cash
  - Credit Card
- For payment by **Cheque , Cash** or submission of supporting financial documents, they can be made at the following location:
 

CrimsonLogic Pte Ltd  
 31 Science Park Road,  
 The Crimson,  
 Singapore 117611

Cheque should be crossed "Not Negotiable and Account Payee Only" and made payable to CrimsonLogic Pte Ltd (Please write the name of your company/business, the Trading Partner Ref. No. and Application No. at the back of the cheque.)
- For payment by **Credit Card**, it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>
- If there are inaccuracies in the financial data keyed in, the status of your EPPU registration or the Financial Grade can be affected. The

25. Click on this link if you wish to make payment by credit card.

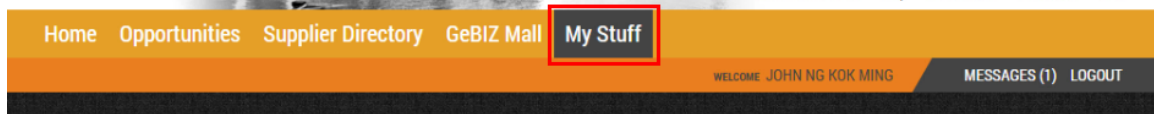
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  - Cheque
  - Cash
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CrimsonLogic Pte Ltd  
 31 Science Park Road,  
 The Crimson,  
 Singapore 117611

Cheque should be crossed "Not Negotiable and Account Payee Only" and made payable to CrimsonLogic Pte Ltd (Please write the name of your company/business, the Trading Partner Ref. No. and Application No. at the back of the cheque.)
- For payment by **Credit Card**, it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>
- If there are inaccuracies in the financial data keyed in, the status of your EPPU registration or the Financial Grade can be affected. The Government (through the appointed service provider or otherwise) reserves the right to revoke or modify the registration in the event of any change in the applicant's particulars which in the opinion of the EPPU renders the applicant unsuitable to be accorded the existing registration status.
- For enquiries on Government Supplier registration, please contact CrimsonLogic Pte Ltd at [gebiz@crimsonlogic.com](mailto:gebiz@crimsonlogic.com) or fax: 6773 5475 or tel: 6887 7777.

Rate this e-service

26. To keep track of the status of this application, click on the “My Stuff” menu. Then click on “Government Supplier Registration”.



Your application to upgrade/add-on Government Supplier registration has been submitted. [Print](#)

Application Submission Date	2015/04/21 17:56:36
Application No.	ESRA20150400052
Supplier Name	BETA PRIVATE LIMITED
Trading Partner Ref. No	123456789R
Payment Amount	39.59 SGD

27. Your application and its payment status are displayed on the screen. Click on the application to view its details.

My Approved

- Financial Grade (Tendering Capacity) : S8 (\$10,000,000 )
- Expiry Date : 17 Apr 2018
- Supply Head :  
Supply Head : EPU/SPE/10 - Sports, Recreational Equipment and Supplies

**APPLICATIONS** Upgrade/Add-on Supply Heads

<b>ESRA20150400052</b>	<b>PENDING</b>
Payment Status: Not Paid	Applied on: 21 Apr 2015
<b>ESRA20150400051</b>	<b>APPROVED AND VERIFIED</b>
Payment Status: Paid	Applied on: 21 Apr 2015

28. The details of the application are displayed.

Home > My Stuff > Government Supplier Registration > ESRA20150400052

[Back to Listing](#)

Trading Partner Ref. No.: 123456789R

**BETA PRIVATE LIMITED**

**COMPANY INFORMATION**

Company Name	BETA PRIVATE LIMITED
Trading Partner Ref. No.	123456789R
Company Type	Overseas

**REGISTERED ADDRESS**

Country	SINGAPORE
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29. The application statuses for the upgrade of Supply Head 1 and the addition of Supply Head 2 are displayed here.

DIRECTOR/OWNER						
S/N	NRIC / Passport No.	Name	Date Joined	Nationality	Designation	
1.	1234567R	John Ng Kok Ming	01 Jan 2015	AUSTRALIAN	Director	

SUPPLY HEADS						
S/N	Supply Head	Application Type	Obtained Financial Grade	Applied Financial Grade	Expiry Date	Status
1.	EPU/CAA/10 - Textiles, Clothing and Accoutrements	Additional	-	S8 (\$10,000,000 (EPU S8))	-	PENDING
2.	EPU/SPE/10 - Sports, Recreational Equipment and Supplies	Upgrade	-	S8 (\$10,000,000 (EPU S8))	-	PENDING

DOCUMENTS						
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