

User Guide

Renew Supply Heads

The following steps illustrate how to renew an application for a 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 list of current applications on the screen. To renew your Supply Head, click "Renew Application".

Note: "Renew Application" is only available 3 months before the expiry of your existing Government Supplier registration.

The screenshot shows the "My Approved" section with the following details:

- My Approved**
 - Financial Grade (Tendering Capacity) : S8 (\$10,000,000)
 - Expiry Date : 17 May 2015
 - Supply Head :
 - Supply Head : EPU/CAA/10 - Textiles, Clothing and Accoutrements
 - Supply Head : EPU/SPE/10 - Sports, Recreational Equipment and Supplies

Below this is a table of applications:

APPLICATIONS		Renew Application
ESRA20150400052	Applied on 21 Apr 2015	APPROVED AND VERIFIED
Payment Status: Paid		
ESRA20150400051	Applied on	APPROVED AND VERIFIED

3. This is the instruction page for the Government Supplier registration. Click "Continue".

3. Select Supply Heads
Select the supply heads you wish to renew.

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**

4. Since you had already filled in the information of your company when you had created the original applicaton, click "Next" to proceed.

REGISTERED ADDRESS

Country	SINGAPORE
Region	
State	SINGAPORE
City	
Province	
Address Line 1	1177 SERANGOON ROAD
Address Line 2	
Address Line 3	
Postal / Zip Code	123123

< Previous **Next >**

5. Since you had already filled in the information of your company's Directors or Owners in the original applicaton, click "Next" to proceed.

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

DIRECTOR/OWNER DETAILS

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

+ Add Director / Owner

< Previous **Next >**

6. To add new Supply Head(s), click “+Add More Supply Head”.

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	Textiles, Clothing and Accoutrements
Application Type	Renew

+ Add More Supply Head

7. Select the Supply Head category from the drop-down list.

Company Information | Attachments | Verify and Submit | Exit

SUPPLY HEADS

SUPPLY HEAD 1 Delete

Supply Head	Select One
Application Type	Renew

SUPPLY HEAD 2 Delete

Supply Head*	Select One
Application Type	Additional

- Select One
- Audio Visual, Photographic & Optical Products
- Communication and Navigation Systems
- Computer Related Hardware, Software, and Services
- Domestic Equipment & Supplies
- Drugs and Pharmaceuticals
- Electrical Components
- Fire Fighting, Safety & Rescue Equipment
- Food & Beverages
- Furniture, Racking, Upholstery, Painting
- Hardware & Tools
- Health Supplements/Non-scheduled Poisons
- Laboratory Chemicals and Reagents
- Laboratory Equipment and accessories
- Laboratory Testing And Survey Equipment
- Medical Laboratory Services
- Medical Training Materials
- Office Equipment and Supplies, Computer Supplies
- Scrap Dealers
- Service (Advertising, Graphics)

8. Click “Next” to proceed.

SUPPLY HEADS

SUPPLY HEAD 1 Delete

Supply Head	Textiles, Clothing and Accoutrements
Application Type	Renew

SUPPLY HEAD 2 Delete

Supply Head*	Domestic Equipment & Supplies
Application Type	Additional

+ Add More Supply Head

< Previous **Next >**

9. 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

COMPANY

Account Type*

Currency Type*

Conversion Rate

Paid Up Capital*

Preference Shares (If Any)*

10. Click “Calculate” to find out the eligible financial grade of the Supply Head(s).

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
		S8		

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

11. The table shows the current and the updated eligible financial grades for the Supply Head(s).

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
3,600,000.00 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

12. 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.

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13. If you have any supporting documents to attach, click "Attach file".

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

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

No attachments available.

14. 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.

BETA PRIVATE LIMITED

ADD ATTACHMENTS

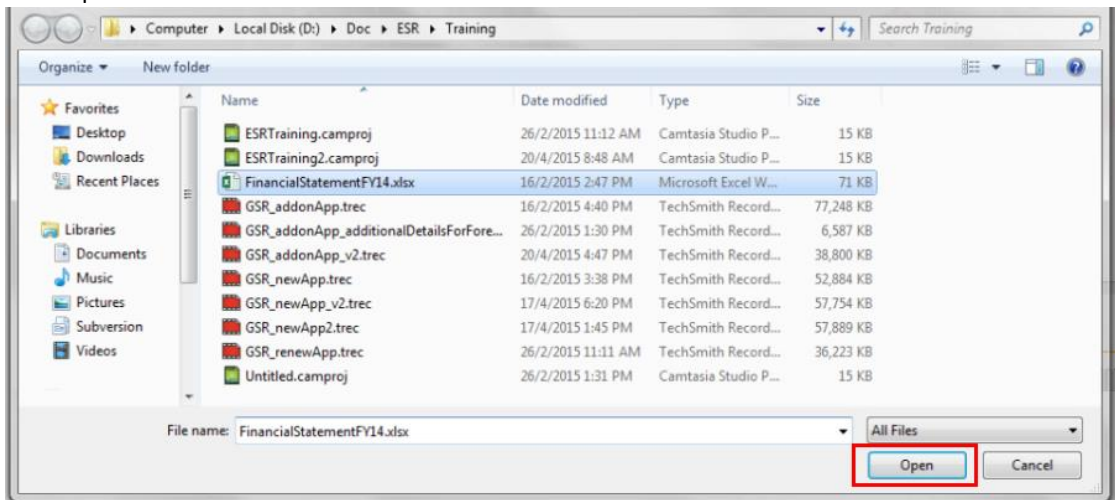
Drag and drop files here or click here to begin upload
Maximum file size: 5 MB

Done

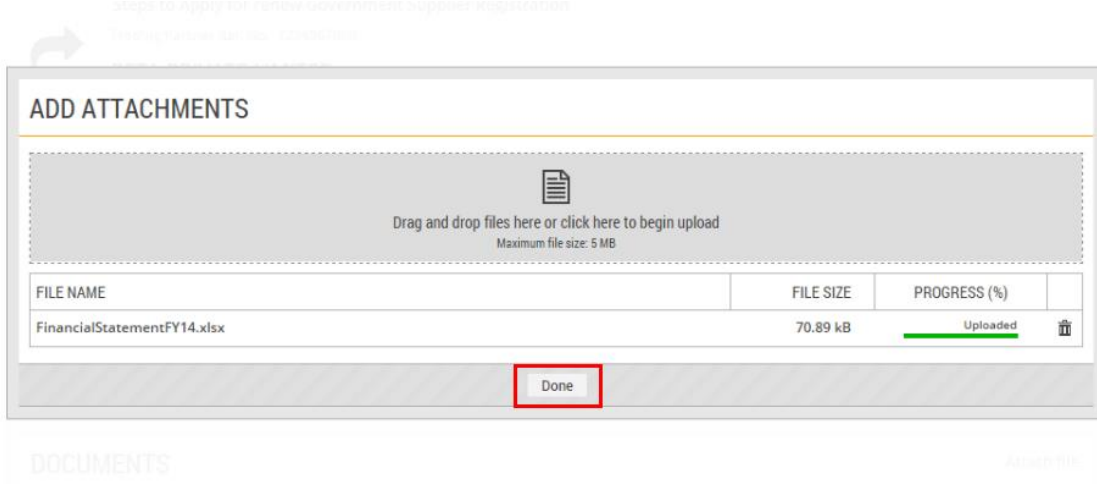
If you are submitting the required documents via fax or post, you may skip this step.

DOCUMENTS Attach file

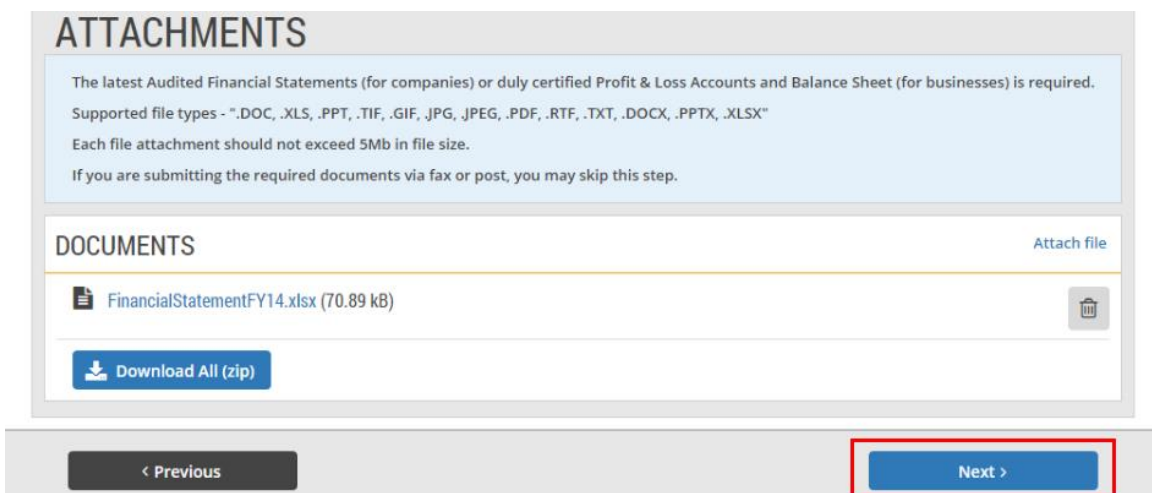
15. Locate the file to be uploaded. You may choose to upload multiple files at any one time. Then click “Open”.



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



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



18. 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
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< Previous Submit >

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

Type of Application	Renew Application
Currency	SGD
Application Fee (Exclusive of GST)	37.00
GST(7.0%)	2.59
Total Amount Due (Inclusive of GST)	39.59

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)

20. Finally, complete the "Declaration" portion as shown.

(Singapore registered mobile no. only)

DECLARATION

- 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.
- 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.*

< Previous Submit >

21. If you do not have any edits to make, click "Submit".

(Singapore registered mobile no. only)

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.*

< Previous Submit >

22. 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.

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**

WELCOME JOHN NG KOK MING MESSAGES (1) LOGOUT

Your application to renew Government Supplier registration has been submitted.

[Print](#)

Application Submission Date	2015/04/22 08:36:12
Application No.	ESRA20150400053
Supplier Name	BETA PRIVATE LIMITED
Trading Partner Ref. No	123456789R
Payment Amount	39.59 SGD

23. These are the payment modes available.

Please note :

1. 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.
2. 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.
3. Payment can be made by:
 - a. Cheque
 - b. Cash
 - c. Credit Card
4. 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.)
5. For payment by **Credit Card**, it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>
6. If there are inaccuracies in the financial data keyed in, the status of your EPPU registration or the Financial Grade can be affected. The

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

3. Payment can be made by:

- Cheque
- Cash
- Credit Card

4. 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.)

5. For payment by **Credit Card**,it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>

6. 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.

7. For enquiries on Government Supplier registration, please contact CrimsonLogic Pte Ltd at gebiz@crimsonlogic.com or fax: 6773 5475 or tel: 6887 7777.

[Rate this e-service](#)

25. To keep track of the status of this application, click on the "My Stuff" menu. Then click on "Government Supplier Registration".

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff** WELCOME JOHN NG KOK MING MESSAGES (1) LOGOUT

Your application to renew Government Supplier registration has been submitted. [Print](#)

Application Submission Date	2015/04/22 08:36:12
Application No.	ESRA20150400053
Supplier Name	BETA PRIVATE LIMITED
Trading Partner Ref. No	123456789R
Payment Amount	39.59 SGD

26. 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 May 2015
- Supply Head :
Supply Head : EPU/CAA/10 - Textiles, Clothing and Accoutrements
Supply Head : EPU/SPE/10 - Sports, Recreational Equipment and Supplies

APPLICATIONS [Renew Application](#)

ESRA20150400053	Applied on 22 Apr 2015	PENDING
Payment Status	Not Paid	

[ESRA20150400052](#) Applied on **APPROVED AND VERIFIED**