

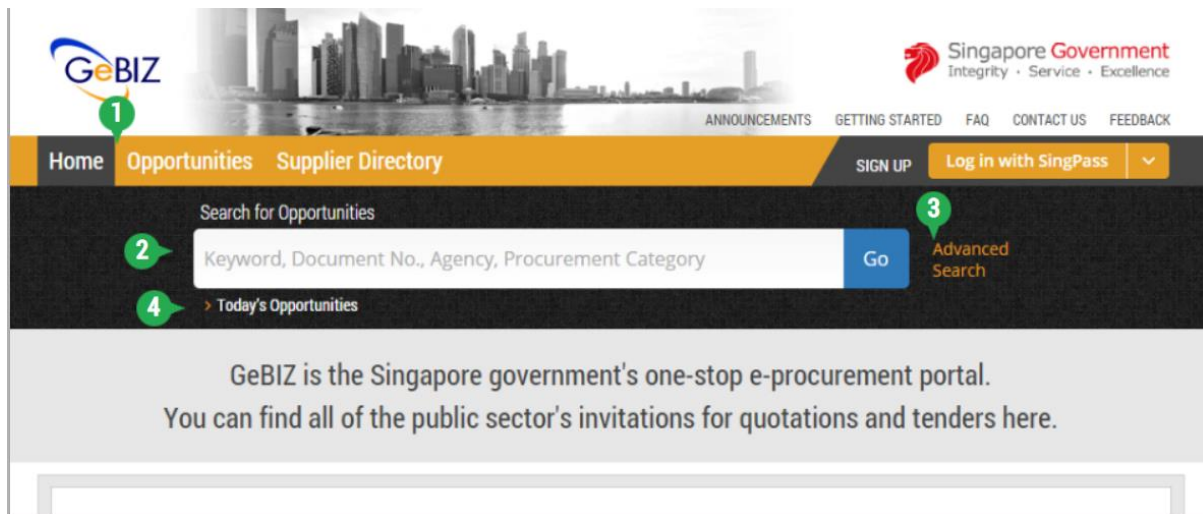
User Guide

Search for Business Opportunities > Typical Search

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Section 1: Overview

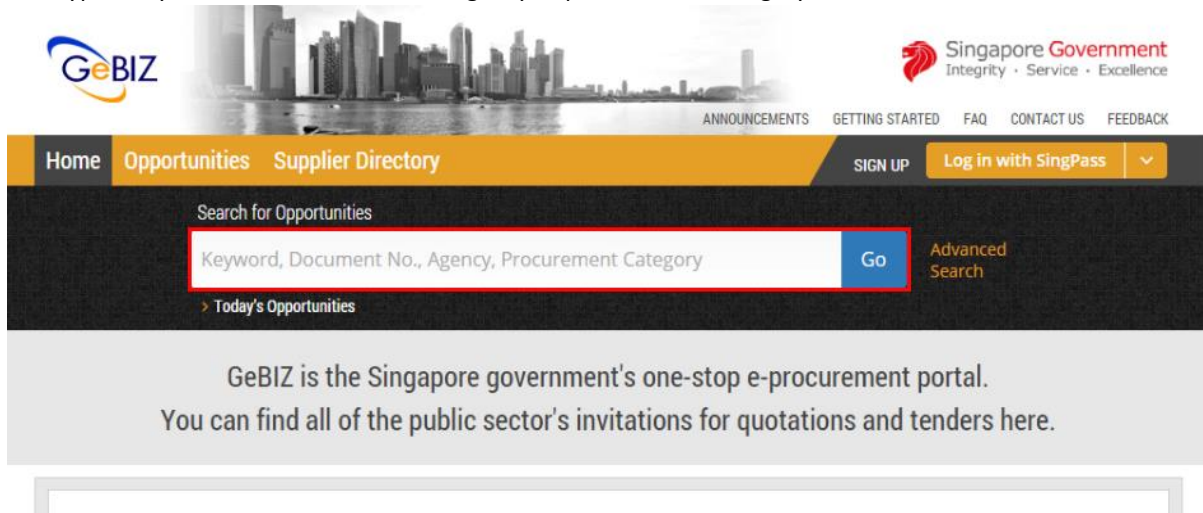


- 1 - This will list ALL business opportunities available in GeBIZ.
- 2 - This allows you to search for business opportunities based on a keyword, a document number, an agency or a procurement category.
- 3 - This allows you to perform searches based on various search criteria.
- 4 - This allows you to list ALL opportunities published today.

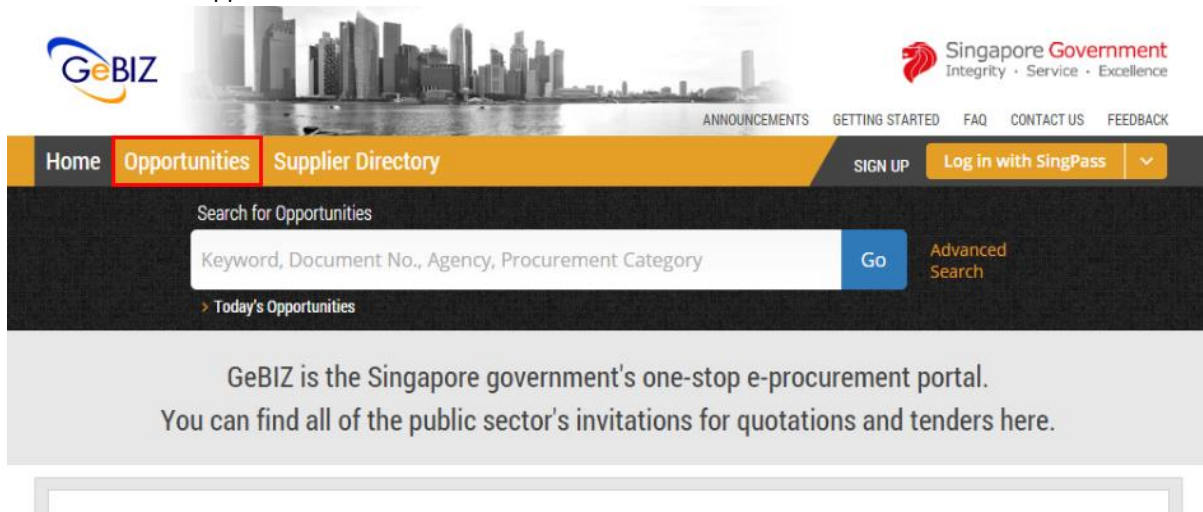
Section 2: User Guide

The following steps illustrate how to do a typical search for business opportunities.

1. You may search for a business opportunity directly from the GeBIZ homepage by using this search bar. Type a keyword, document number, agency or procurement category and click “Go”.



2. Alternatively, you may first view a list of available opportunities and then narrow your search. To do this, click on the “Opportunities” menu.



- ALL business opportunities will be listed in ONE location, either under the “Open” or “Closed” tab. (Go to the “More Information” tab for the different types of business opportunities available.) It is a good idea to refine the list displayed to make it easier for you to find the correct business opportunities that suit you. Note: The search results will be displayed either in the “GeBIZ” tab or the “NextGen GeBIZ” tab.

The screenshot shows a tender listing on the GeBIZ platform. At the top, there are two tabs: 'GeBIZ (275)' and 'NextGen GeBIZ (0)'. Below the tabs are two buttons: 'Open (29)' and 'Closed (246)'. The 'Open (29)' button is highlighted with a red box. To the right, there is a 'Sort by Published Date' dropdown menu and an 'OPEN' button. The main content area displays the following information:

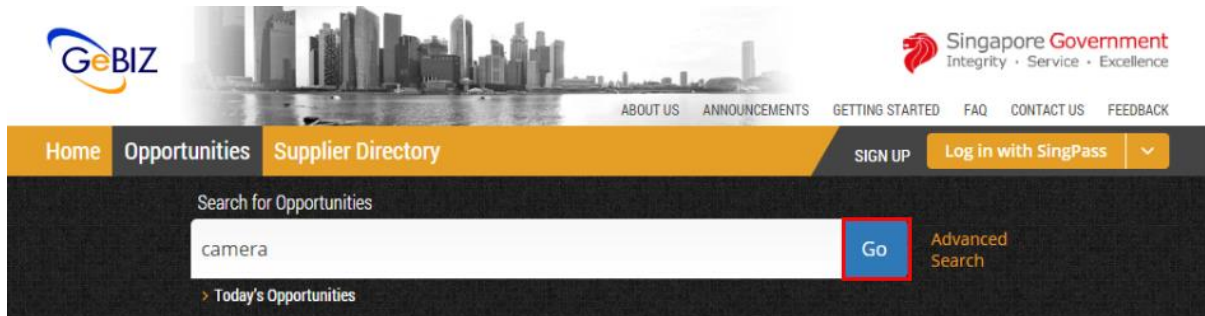
Tender		Purchase of Mirrorless Camera	
Tender No.	ALA000ETT15000004	Closing on	13 Feb 2015
Agency	Alpha Agency		04 : 00 PM
Published	11 Feb 2015		(updated)
Procurement Category	Furniture, Office Equipment & Audio-Visual ⇒ AV Equipment, Photographic Equipment & Accessories	Electronic Submission	

Below the table, there is a 'Corrigendum: 12 Feb 2015' section with the text: 'ITT closing date has been extended to 13 Feb 2015. Refers to revised specification attached in this corrigendum.' A scroll-up arrow is visible in the bottom right corner.

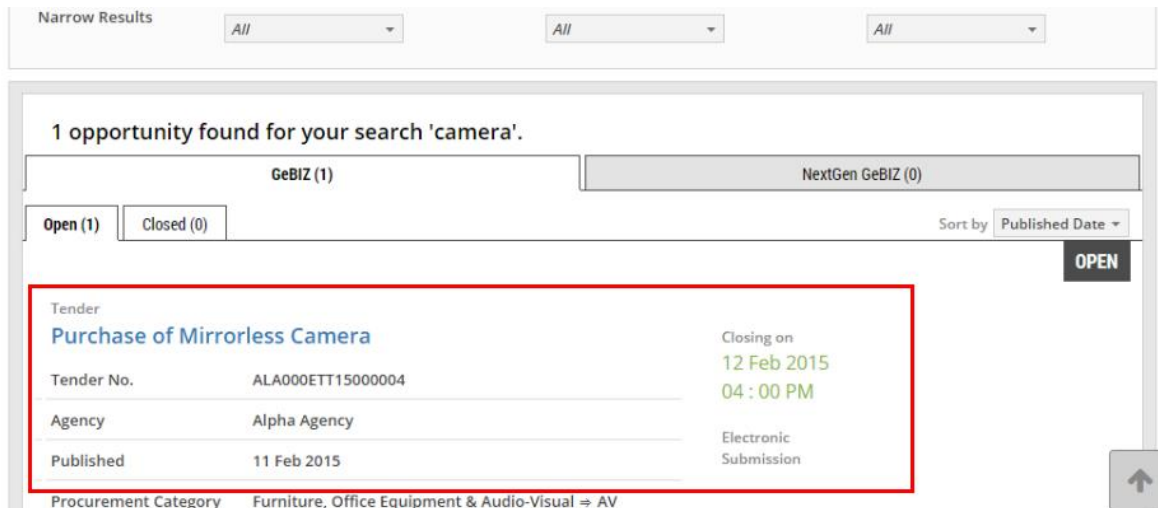
- To refine the list of business opportunities displayed, enter your search criteria as shown in the “Search for Opportunities” search bar. You can use a keyword, a document number, an agency or a procurement category.

The screenshot shows the GeBIZ search interface. At the top left is the GeBIZ logo. To the right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logos is a navigation menu with links: ABOUT US, ANNOUNCEMENTS, GETTING STARTED, FAQ, CONTACT US, FEEDBACK. Below the navigation menu is a search bar with the text 'Search for Opportunities'. The search bar contains the keyword 'camera' and a 'Go' button. To the right of the search bar is an 'Advanced Search' link. Below the search bar is a link '> Today's Opportunities'. Below the search bar is a message '274 opportunities found.' Below the message is a summary bar with two tabs: 'GeBIZ (274)' and 'NextGen GeBIZ (0)'. Below the summary bar are two buttons: 'Open (29)' and 'Closed (245)'. To the right of the buttons is a 'Sort by Published Date' dropdown menu.

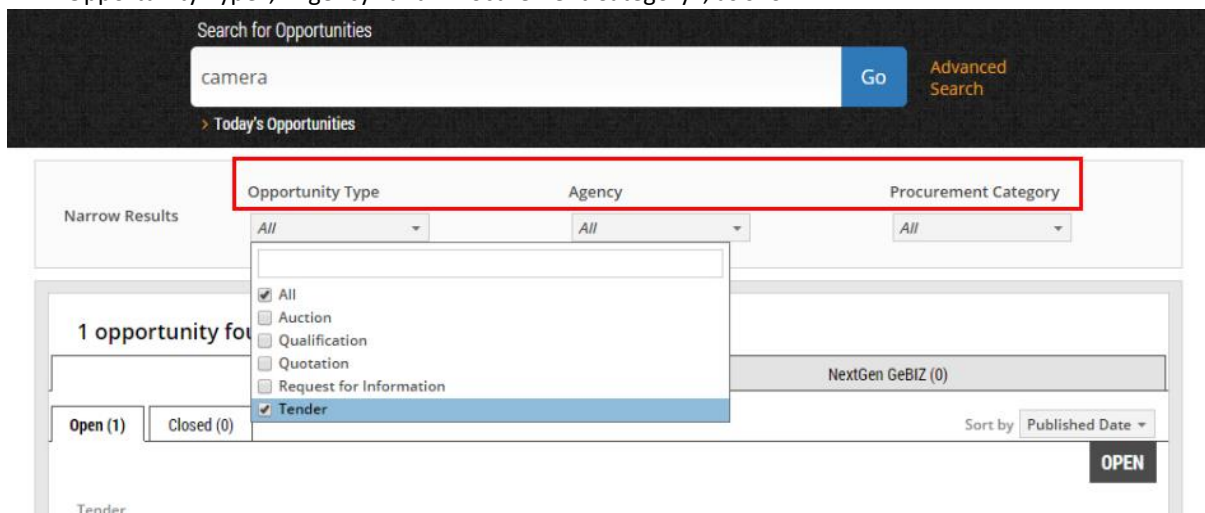
5. Click "Go".



6. The list of business opportunities based on your search criteria is displayed.



7. If necessary, you can narrow the search results by selecting the desired filters in the drop-down list under "Opportunity Type", "Agency" and "Procurement Category", as shown.



8. The search results will be further refined as shown.

The screenshot shows a search results interface. At the top, there are three filter sections: 'Narrow Results' with a dropdown set to '1 Item Selected' and a 'Tender' icon; 'Opportunity Type' with a dropdown set to 'All'; 'Agency' with a dropdown set to 'All'; and 'Procurement Category' with a dropdown set to 'All'. Below the filters, a message states '1 opportunity found for your search 'camera''. There are two tabs: 'GeBIZ (1)' and 'NextGen GeBIZ (0)'. The 'Open (1)' tab is active, showing a list of opportunities. The first opportunity is 'Purchase of Mirrorless Camera' with a closing date of '12 Feb 2015 04:00 PM'. The tender number is 'ALA000ETT15000004' and the agency is 'Alpha Agency'. A black 'OPEN' button is visible on the right side of the opportunity card.

9. Click on the business opportunity that you are interested in for more details. (Refer to the “More Information” tab for examples of details found in open and closed business opportunities.)

This screenshot is identical to the one above, showing the search results for 'camera'. The only difference is that the title 'Purchase of Mirrorless Camera' in the 'Open (1)' tab is highlighted with a red rectangular box, indicating the step to click on the opportunity for more details.