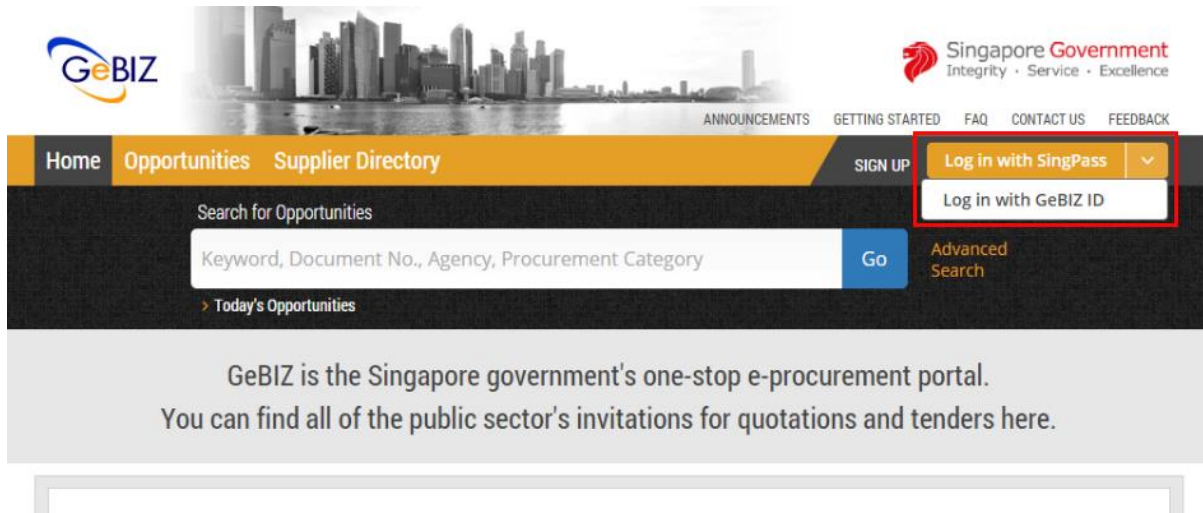


User Guide

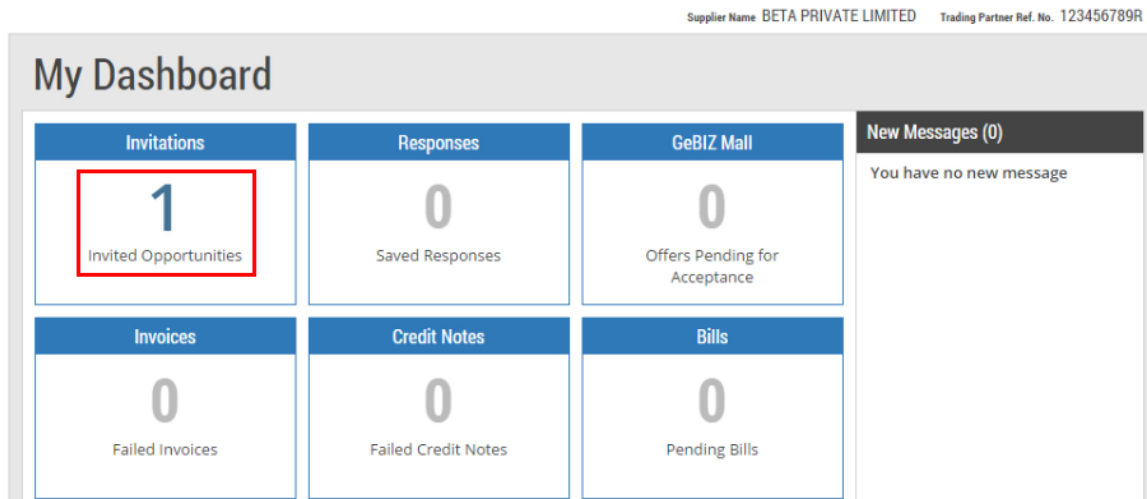
Search for Business Opportunities > By Invitation

The following steps illustrate how to do a search for business opportunities that you have been invited to bid/tender.

1. To view your invitations for business opportunities, first log in to GeBIZ.



2. Upon login, the number of business opportunities you are invited to is displayed in your Dashboard. Click on the number inside the "Invitations" box.



- The list of your invited business opportunities is displayed. Click on the business opportunity.
Note: The search results will be displayed either in the “GeBIZ” tab or the “NextGen GeBIZ” tab.

The screenshot shows a web interface with a 'Results' header. Below it, it states '1 invitation found.' There are two tabs: 'GeBIZ (1)' and 'NextGen GeBIZ (0)'. Under the 'GeBIZ (1)' tab, there is a sub-tab 'Invited (1)'. A 'Sort by' dropdown is set to 'Published Date'. An 'OPEN' button is visible. The main content area shows a tender listing for 'Purchase of Mirrorless Camera' (highlighted with a red box). The listing includes the following details:

Tender	Purchase of Mirrorless Camera	Closing on	12 Feb 2015
Tender No.	ALA000ETT15000004		04 : 00 PM
Agency	Alpha Agency	Electronic Submission	
Published	11 Feb 2015		
Procurement Category	Furniture, Office Equipment & Audio-Visual ⇒ AV Equipment, Photographic Equipment & Accessories		

- The overview is displayed. To bookmark this business opportunity so that you can access it again conveniently at a later time, click on the “Add to Watchlist” link.
(For information on how to retrieve opportunities that you have added to your watchlist, go to More Information > Checking the Watchlist.)

The screenshot shows the 'Overview' page for the tender. At the top right, there are two buttons: 'Add to Watchlist' (highlighted with a red box) and 'Share via Email'. An 'OPEN' button is also present. The main content area displays the following details:

Tender No.	ALA000ETT15000004	Closing on 12 Feb 2015 04:00 PM
Reference No.	AA/15/0220	
Calling Agency	Alpha Agency	Add to Calendar
Agency	Alpha Agency	Electronic Submission
Published	11 Feb 2015 06:30 PM	Site Briefing on 11 Feb 2015 02:30 PM
Remarks		
Procurement Type	Goods	Edit Submitted Response
Two Envelope Bidding	No	View Submitted Response
Tender Type	Expenditure	Submitted by John Ng Kok Ming on 11 Feb 2015, 10:24 AM
Covered under WTO-GPA/FTA	No	