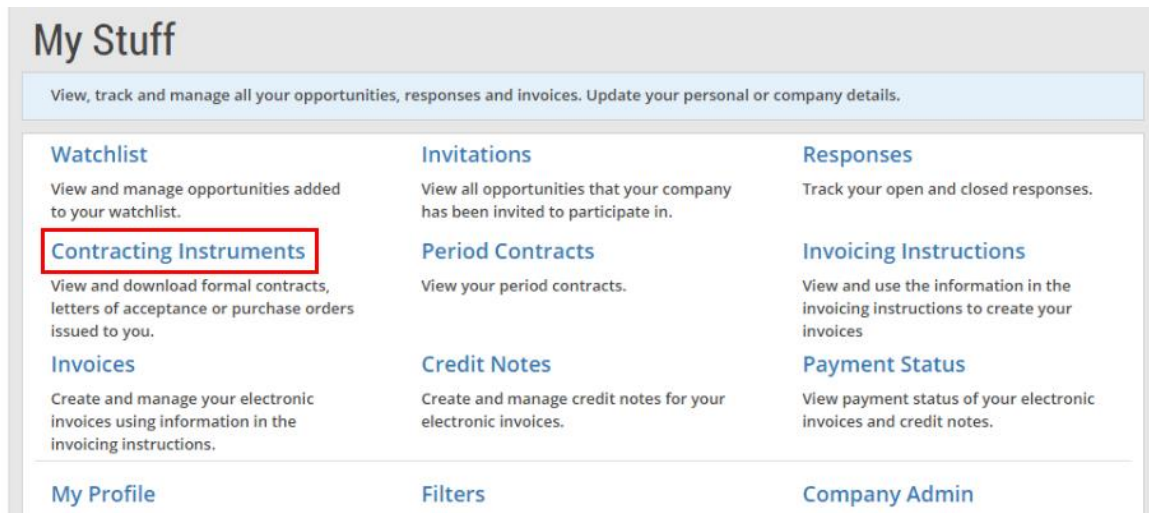


User Guide

View Contracting Instruments

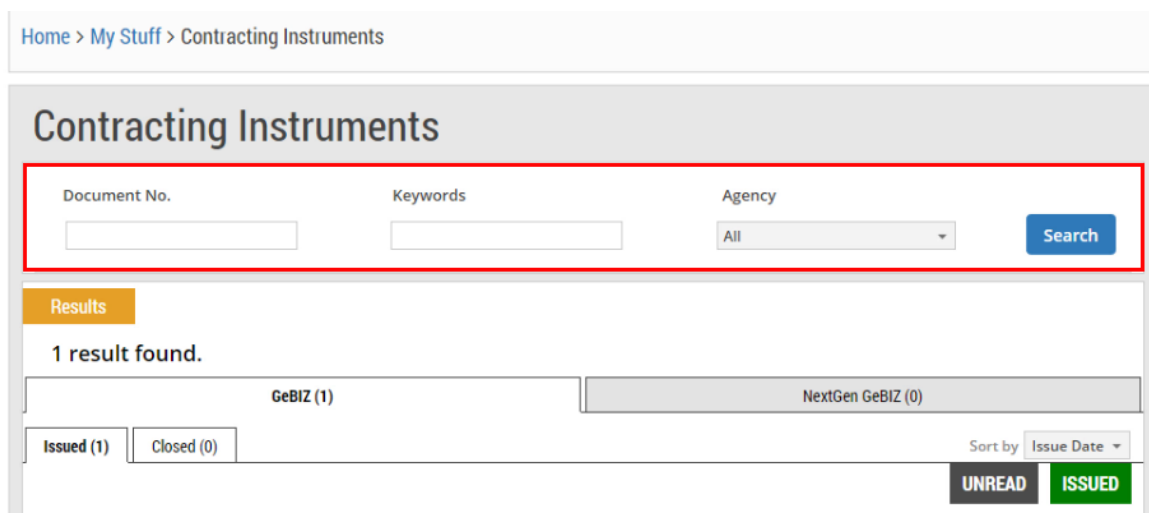
The following steps illustrate how to view a contracting instrument.

1. At the “My Stuff” main page, click “Contracting Instruments”.



2. A list of your contracting instruments is displayed. You may use the various search criteria here to find a particular contracting instrument easily.

Note: The search results will be displayed either in the “GeBIZ” tab or the “NextGen GeBIZ” tab.



3. The contracting instruments are arranged into these categories:
- Issued - This indicates that the contracting instrument has been issued to you.
 - Closed - This indicates that the issued contracting instrument has been closed.
 - Terminated - This indicates that the issued contracting instrument has been terminated.

The screenshot shows a search results page with the following elements:

- Results** header with a sub-header "1 result found."
- Filters: "GeBIZ (1)" and "NextGen GeBIZ (0)".
- Filter buttons: "Issued (1)" and "Closed (0)". The "Issued (1)" button is highlighted with a red box.
- Sort by: "Issue Date" (dropdown menu).
- Status buttons: "UNREAD" and "ISSUED".
- Contract details:
 - Contract: [Purchase of Mirrorless Interchangeable-Lens Camera](#)
 - Agency: Alpha Agency
 - Contract No. / Issue No.: ALA000ECO15000001 / 1
 - Tender No.: ALA000ETT15000004
 - Issued on: 16 Feb 2015
- Navigation: "First", "Previous", "1", "Next", "Last".
- Scroll indicator: Upward arrow button.

4. Click on the contracting instrument you wish to view in detail.

This screenshot is identical to the one above, but with the following changes:

- The contract title [Purchase of Mirrorless Interchangeable-Lens Camera](#) is highlighted with a red box.
- The "Issued (1)" filter button is no longer highlighted.

- The detailed contracting instrument information is displayed under the “Overview” tab.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

[Back to Search Results](#)

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | View History | Invoicing Instructions | [Download as PDF](#)

ISSUED

CONTRACT NOTIFICATION

This Contract has been awarded to your company and has been signed offline. Please refer to the signed copy of the Contract for the details of the Contract. You should refer to the “Other Instructions” section for further Instructions to your company.

GENERAL INFORMATION

Contract No. / Issue No. ALA000ECO15000001 / 1

Reference No.

Contract Origin Tender

- If you wish to download a PDF version of the contracting instrument, click “Download as PDF”. Refer to the “More Information” tab for the steps on downloading the contracting instrument as PDF.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

[Back to Search Results](#)

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | View History | Invoicing Instructions | [Download as PDF](#)

ISSUED

CONTRACT NOTIFICATION

This Contract has been awarded to your company and has been signed offline. Please refer to the signed copy of the Contract for the details of the Contract. You should refer to the “Other Instructions” section for further Instructions to your company.

GENERAL INFORMATION

Contract No. / Issue No. ALA000ECO15000001 / 1

Reference No.

Contract Origin Tender

- To view the history of this contracting instrument, click on the “View History” tab.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

[Back to Search Results](#)

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | [View History](#) | Invoicing Instructions | [Download as PDF](#)

ISSUED

CONTRACT NOTIFICATION

This Contract has been awarded to your company and has been signed offline. Please refer to the signed copy of the Contract for the details of the Contract. You should refer to the “Other Instructions” section for further Instructions to your company.

GENERAL INFORMATION

Contract No. / Issue No. ALA000ECO15000001 / 1

Reference No.

Contract Origin Tender

- 8. This page displays all the variations done to this contracting instrument. You may click on a particular variation to view the variation details.

Note: Changes made to a contracting instrument, including additions or omissions to the original contracting instrument, are considered variations.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

Back to Search Results

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | **View History** | Invoicing Instructions

1 Contract Issued on 16 Feb 2015

Purchase of Mirrorless Interchangeable-Lens Camera

Agency Alpha Agency

Contract No. / Issue No. ALA000ECO15000001 / 1

Tender No. ALA000ETT15000004

First Previous 1 Next Last

- 9. To view the invoicing instructions for this contracting instrument, click on the “Invoicing Instructions” tab.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

Back to Search Results

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | View History | **Invoicing Instructions** | Download as PDF

ISSUED

CONTRACT NOTIFICATION

This Contract has been awarded to your company and has been signed offline. Please refer to the signed copy of the Contract for the details of the Contract. You should refer to the “Other Instructions” section for further Instructions to your company.

GENERAL INFORMATION

Contract No. / Issue No. ALA000ECO15000001 / 1

Reference No.

Contract Origin Tender

- The list of invoicing instructions is displayed. You may click on a specific invoicing instruction to view its details.

Note: You should use these invoicing instructions for invoicing.

Home > My Stuff > Contracting Instruments > Contracting Instrument(ALA000ECO15000001)

[Back to Search Results](#)

Purchase of Mirrorless Interchangeable-Lens Camera

Overview
View History
Invoicing Instructions

UNREAD
ISSUED

1	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 16 Feb 2015
	Supplier Contact Name	John Ng Kok Ming
	Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 0
	Agency	Alpha Agency
	Contract No.	ALA000ECO15000001
	Goods Received Status	Not Applicable

- You may also view your contracting instruments from the “My Stuff” main page by clicking “Responses”.

My Stuff

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

<p>Watchlist</p> <p>View and manage opportunities added to your watchlist.</p> <p>Contracting Instruments</p> <p>View and download formal contracts, letters of acceptance or purchase orders issued to you.</p> <p>Invoices</p> <p>Create and manage your electronic invoices using information in the invoicing instructions.</p> <p>My Profile</p>	<p>Invitations</p> <p>View all opportunities that your company has been invited to participate in.</p> <p>Period Contracts</p> <p>View your period contracts.</p> <p>Credit Notes</p> <p>Create and manage credit notes for your electronic invoices.</p> <p>Filters</p>	<p>Responses</p> <p>Track your open and closed responses.</p> <p>Invoicing Instructions</p> <p>View and use the information in the invoicing instructions to create your invoices</p> <p>Payment Status</p> <p>View payment status of your electronic invoices and credit notes.</p> <p>Company Admin</p>
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12. From the list of business opportunities that you have responded to, locate the opportunity that you have won. You may then view the contracting instrument or invoicing instruction for it by clicking the appropriate links.

Note: You will only be able to find your responses to business opportunities which have closed in the last 6 months or awarded in the last 1 month.

YOU WON

Tender
Purchase of Mirrorless Camera

Response No.	5239334	Closed	13 Feb 2015	Award Value	2,500.00 (SGD)
Tender No.	ALA000ETT15000004	Electronic Submission		Awarded to	BETA PRIVATE LIMITED
Agency	Alpha Agency			Contract	
Published	11 Feb 2015 06:30PM			Invoicing Instruction	
Procurement Category	Furniture, Office Equipment & Audio-Visual → AV Equipment, Photographic Equipment & Accessories				

Corrigendum : 12 Feb 2015
ITT closing date has been extended to 13 Feb 2015. Refers to revised specification attached in this corrigendum.

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)