

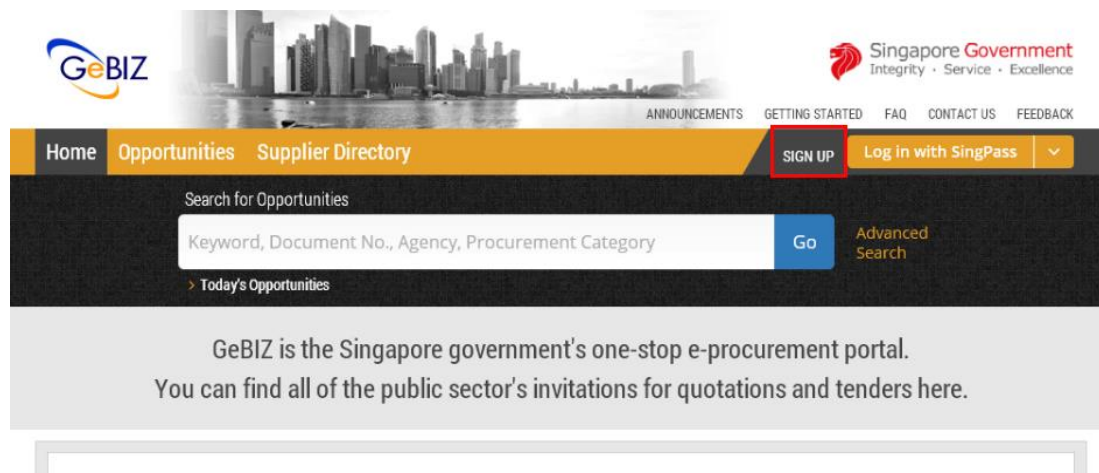
## User Guide

### For Non-ACRA Registered Suppliers

The following illustrates the steps that a non-ACRA registered company should take to complete the e-registration form to register as a GeBIZ Trading Partner.

Note: For Individuals, click on the “More Information” tab to learn about the registration process.

1. At the GeBIZ homepage, click “Sign Up” on the menu bar.



2. Or click on the “Sign Up Now” button.

As a GeBIZ Trading Partner, I can...

- SEARCH FOR OPPORTUNITIES**  
Find procurement opportunities from different government agencies.
- BID FOR OPPORTUNITIES**  
Select items for bidding and submit your documents.
- MANAGE OPPORTUNITIES**  
Manage your responses, watchlist and invoices.

Not a GeBIZ Trading Partner yet? [Sign Up Now](#)

**Jun 06 2014** **RSS Feeds Update**  
With effect from 09 June 2014, all existing GeBIZ RSS feeds will be updated from "http://" to "https://" using the Secure Sockets Layer/ Transport Layer Security (SSL/ TLS) protocol technology.

**Jun 06 2014** **Enhancement of Order Module to Support Invoice by Amount w.e.f 06 June 2014**  
GeBIZ has worked together with Accountant-General's Department (AGD) to enhance the GeBIZ order and Vendor@Gov invoice.

[View All Announcements](#)

- This is the GeBIZ Trading Partner Registration page.

**GeBIZ Trading Partner (GTP) Registration**

To do business with Government Agencies, suppliers must register as a GeBIZ Trading Partner in GeBIZ. Registering is fast and easy.

[Register as GTP now](#)

**ACCOUNT TYPES AND FEES**

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗

- Take note of the account types and the corresponding benefits.  
**Note:** The first account is free. Subsequent accounts are chargeable, as shown.

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[Register as GTP now](#)

**ACCOUNT TYPES AND FEES**

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

- As you are not registered with ACRA, your registration application may take between 3 to 5 working days to be approved.

**Note:** If you are registering as an Individual, the processing time is also between 3 to 5 working days. Refer to the “More Information” tab on how to register as an individual.

**INFORMATION REQUIRED FOR REGISTRATION**

- Company Information including registration number and date of registration.
- Details of nominated Authorised Representative who will represent your company for all GeBIZ transactions.
- Company's Certificate of Incorporation and/or NRIC/Passport of the Authorised Representatives will be required for verification (For companies not registered with ACRA or Individuals).

**PROCESSING TIME**

- If your company is registered with Accounting and Corporate Regulatory Authority (ACRA) and your nominated Authorised Representative is a SingPass holder, your application may be approved immediately online.
- If your company is not registered with ACRA or if you are an Individual, your application will take approximately 3 to 5 working days for verification and approval.

**OTHER INFORMATION**

If you wish to know more about the GeBIZ Terms and Conditions, please click [here](#). Should you require any clarification or assistance, please refer to the [Frequently Asked Questions](#) or contact [GeBIZ Service Centre](#).

- Note: Before registering as a GeBIZ Trading Partner, do read through and agree to the Terms and Conditions first. To view the Terms and Conditions, you may click the link as shown.

### INFORMATION REQUIRED FOR REGISTRATION

- Company Information including registration number and date of registration.
- Details of nominated Authorised Representative who will represent your company for all GeBIZ transactions.
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- If your company is not registered with ACRA or if you are an individual, your application will take approximately 3 to 5 working days for verification and approval.

### OTHER INFORMATION

If you wish to know more about the GeBIZ Terms and Conditions, please click [here](#). Should you require any clarification or assistance, please refer to the [Frequently Asked Questions](#) or contact [GeBIZ Service Centre](#).

- Click "Register as GTP now" to start the registration.

To do business with Government Agencies, suppliers must register as a GeBIZ Trading Partner in GeBIZ. Registering is fast and easy.

Register as GTP now

### ACCOUNT TYPES AND FEES

Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

- These are the steps for registration. If you have the necessary information and are ready to proceed, click "Continue".

2. Enter your authorised representative for the free account

Enter your nominated representative information authorised to represent your company

3. Enter your area of business

Select the categories that best describe your company's area of business

4. Enter your company profile

provide and overview of your company

5. Verify and Submit

Check the information you entered, make your declaration and submit your registration

Cancel
Continue

9. Fill in your company information.

Note:

- (\*) denotes the mandatory fields.
- (+) denotes fields that will be displayed in the Supplier Directory. The Supplier Directory allows the searching and viewing of supplier information.

## Company Information

Fields marked by (\*) will be displayed in Supplier Directory.

### PLEASE ENTER YOUR COMPANY INFORMATION

Company Name \*\*   I am registering as an INDIVIDUAL

Business Registration No. \*\*

GST Registration No.

Company Type \*\*  
 Local  
 Overseas

### PLEASE ENTER YOUR REGISTERED ADDRESS

10. Click "Next" to continue.

City\*

Province\*

Address Line 1 \*\*

Address Line 2\*

Address Line 3\*

Postal/Zip Code \*\*

Area Code\*

Contact No. \*\*

Fax No.

Email\*   
Default email for all

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11. Under the “Account” section, complete the information of your company representative who will be using this account. Then click “Next” to continue.

**ACCOUNT**

The subscription fee for the first GeBIZ Trading Partner account will remain free of charge. This account will have full access to all features.

**PLEASE ENTER THE REPRESENTATIVE INFORMATION**

Representative Name\*

Contact No.\*

Fax No.

Email\*

Account Type

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12. Select your area of business. Then click “Next” to proceed.  
**Note:** It is mandatory to select at least one area of business.

Educational Supplies  
 Gifts & Souvenirs  
 Medals & Trophies  
 Music & Video  
 Office Supplies & Stationery  
 Paper  
 Photographic & Imaging Services  
 Postage & Courier  
 Printing Services  
 Publications & Periodicals  
 Sports & Recreational Equipment  
 Survey Services  
 Toners & Cartridges

Construction\*  Asphalt Works & Road Marking  
 Civil Engineering  
 Concrete Products & Repairs  
 Corrosion Protection

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13. Fill in any necessary information for your company’s profile.

**Company Profile**

Fields marked by (\*) will be displayed in Supplier Directory.

Company Description\*   
2000 Characters Remaining

Company Website\*

**INFORMATION THAT WILL BE PUBLISHED TO THE GOVERNMENT BUYERS**

Please tell us  My company is mostly manufacturing-based.  
 My company is mostly service-based.

Please tell us how many

14. Click "Next" to continue.

Please tell us  My company is mostly manufacturing-based.  
 My company is mostly service-based.

Please tell us how many employees your company has

Please tell us your company's annual sales/turnover for the last year

Please tell us  Less than 30% of my company's shares are owned by Singapore Citizens and/or Singapore Permanent Residents.  
 30% or more of my company's shares are owned by Singapore Citizens and/or Singapore Permanent Residents.

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15. Read through and verify all the information you have entered. Make edits where necessary.

## Verify and Submit

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

### COMPANY INFORMATION

Company Name *	ALPHA INTERNATIONAL
Trading Partner Ref. No. *	FR65456545T
GST Registration No.	
Company Type	Overseas

### REGISTERED ADDRESS

Country *	UNITED KINGDOM
State	

16. After you have verified all the information entered, complete the Declaration portion as shown.

### DECLARATION

- I have read and agree to adhere to [GeBIZ Terms and Conditions](#).
- Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name *	<input type="text" value="WALKERS SMITH"/>
NRIC/Passport No *	<input type="text" value="E123123"/>
Contact No. *	<input type="text" value="123123"/>
Email *	<input type="text" value="ws@alphaint.com"/>

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Submit your Registration >

17. When you are done, click "Submit your Registration".

### DECLARATION

1. I have read and agree to adhere to [GeBIZ Terms and Conditions](#).
2. Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name \*

NRIC/Passport No \*

Contact No. \*

Email \*

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18. Your registration has been submitted. An email confirmation will also be sent to you (using the email entered in the Declaration).

**Note:** You are not allowed to register as a GeBIZ Trading Partner if you are already an existing GeBIZ Trading Partner or have another pending registration.

Your registration has been submitted.

We have sent an email to ws@alphaint.com for your follow up.

[Print letter of authorisation](#)

Please print the letter of Authorisation and send us the documents stated below for our processing. thank you.

Documents to be submitted to process your registration

1. Letter of Authorisation, completed with applicant's signature and your company stamp.
2. Documents which can verify your company name. For example, your company's **Certification of Incorporation** if you are not registered with Accounting & Corporate Regulatory Authority (ACRA).
3. A copy of the Authorised Representative's NRIC/Employment Pass (front side only) or Passport particulars page.

Note:

1. All documents submitted should be in **English** only.
2. This on-line registration will expire if the required documents are not submitted **within 30 days**. If your application has expired, you will need to perform an online registration again to apply for a GeBIZ Trading Partner account.

19. Click "Print Letter of Authorisation" to print it out. Submit the listed documents to GeBIZ for processing.

**Note:** The letter of authorisation will also be attached in the email confirmation.

[Print letter of authorisation](#)

Please print the letter of Authorisation and send us the documents stated below for our processing, thank you.

Documents to be submitted to process your registration

1. Letter of Authorisation, completed with applicant's signature and your company stamp.
2. Documents which can verify your company name. For example, your company's **Certification of Incorporation** if you are not registered with Accounting & Corporate Regulatory Authority (ACRA).
3. A copy of the Authorised Representative's NRIC/Employment Pass (front side only) or Passport particulars page.

**Note:**

1. All documents submitted should be in **English** only.
2. This on-line registration will expire if the required documents are not submitted **within 30 days**. If your application has expired, you will need to perform an online registration again to apply for a GeBIZ Trading Partner account.
3. For local registration application, it will take **3 working days** to process upon submission of documents.
4. For overseas registration application, it will take **5 working days** to process upon submission of documents.

You can fax the above documents to GeBIZ Service Centre at (65) 6274 1321 or email to [support@gebiz.gov.sg](mailto:support@gebiz.gov.sg).

**Authorised Representatives with SingPass IDs**