

More Information

For Non-ACRA Registered Suppliers

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Section 1: Log in to Your New Subscription Account

1. After your GeBIZ Trading Partner registration has been approved, you can now log in to your account.

Note: When you have successfully logged in for the first time, you have to first read and agree to the Terms and Conditions of using GeBIZ.

Follow the instructions on this screen on how to log in to your new account using your Singpass ID.

Authorised Representatives with SingPass IDs

If the Authorised Representative is a Singapore Citizen or Singapore Permanent Resident or Employment Pass Holder in Singapore, he will need to apply for SingPass ID from CPF Board and use SingPass ID to log on to GeBIZ Partner. Please note that SingPass ID is a common ID used for all government e-services.
Please refer to the CPF Board's web-site at <http://www.cpf.gov.sg> for details on SingPass.

Authorised Representatives without SingPass IDs

- a. If you have Authorised Representatives that are not eligible to apply for SingPass IDs, please fax us a copy of each Authorised Representative's Passport Particulars Page and include your company name. Please title this fax as "Application for GeBIZ User ID" to facilitate processing
- b. A GeBIZ User ID will be sent in a User ID Mailer via mail to each Authorised Representative who is not eligible to receive a SingPass ID. The User ID Mailer will allow the representative to access [GeBIZ Partner](#)
- c. Authorised Representatives should be able to receive their GeBIZ ID and password through email within 1 working day when the application has been approved.

All supporting documents submitted shall be in English.
Authorised Representatives can login to GeBIZ Partner using SingPass or User ID after the online registration has been processed and approved.

2. If you do not have a Singpass ID, follow this set of instructions to log in to your new account.

Authorised Representatives with SingPass IDs

If the Authorised Representative is a Singapore Citizen or Singapore Permanent Resident or Employment Pass Holder in Singapore, he will need to apply for SingPass ID from CPF Board and use SingPass ID to log on to GeBIZ Partner. Please note that SingPass ID is a common ID used for all government e-services.
Please refer to the CPF Board's web-site at <http://www.cpf.gov.sg> for details on SingPass.

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- c. Authorised Representatives should be able to receive their GeBIZ ID and password through email within 1 working day when the application has been approved.

All supporting documents submitted shall be in English.
Authorised Representatives can login to GeBIZ Partner using SingPass or User ID after the online registration has been processed and approved.

Section 2: Register as an Individual

1. If you are registering as an Individual (and not a Company), the first few steps are the same as for registering as a non-ACRA registered company. Click on “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 *

2. Under the “Company Information” section, check the box as shown.

Company Information > Account > Areas of Business > Company Profile > Verify and Submit [Exit](#)

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

3. The rest of the steps are the same as the registration for a non-ACRA registered company.

Company Information Account Areas of Business Company Profile Verify and Submit Exit

Company Information

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

PLEASE ENTER YOUR INDIVIDUAL PARTICULARS

Name ** TEO BENG HONG I am registering as an INDIVIDUAL.

Identification Type ** Passport No. (For Foreigner without SingPass ID)

Identification No. ** E1123

PLEASE ENTER YOUR REGISTERED ADDRESS

4. After submitting your registration, 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.

Your registration has been submitted.

We have sent an email to TEOB@EMAIL.COM for your follow up.

[Print Letter of Authorisations](#)

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.