

User Guide

Create a New Application

The following steps illustrate how to register as a Government Supplier.

1. Click "Government Supplier Registration" from the "My Stuff" main page.

The screenshot shows a grid of navigation options under the heading "My Stuff". The options are:

- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account.
- Government Supplier Registration**: This is a financial assessment required for certain Tenders. Manage your application here. (This link is highlighted with a red box in the original image.)
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to you.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries.

2. This is the Government Supplier Registration page. Click "New Application" to proceed.

The screenshot shows the Government Supplier Registration page. It includes a light blue header with the following text:

Processing fees will be payable to CrimsonLogic Pte Ltd. Payments will only be updated after processing.
Renewal is only available 3 months prior to the expiry of your financial grade.
For enquiries, please contact CrimsonLogic Pte Ltd at

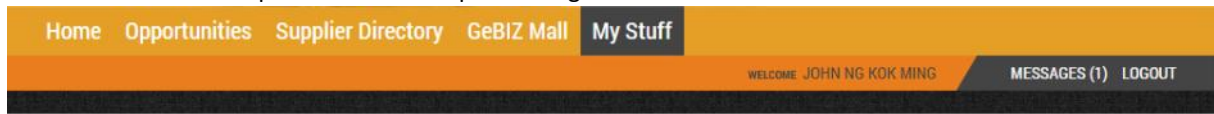
- gebiz@crimsonlogic.com
- 6887 7777 (Tel)
- 6773 5475 (Fax)

Below this is a section titled "My Approved" with the following details:

- Financial Grade (Tendering Capacity) : Nil
- Expiry Date : Nil
- Supply Head (s) : Nil

At the bottom, there is a section titled "APPLICATIONS" with a "New Application" button highlighted by a red box. Below this section, it states: "You do not have any Government Supplier registration."

3. Read through the steps for registration as a Government Supplier.
Note: Please click on the “Guidelines for Government Supplier Registration Applications” link to understand the requirements before proceeding.



Government Supplier Registration Instruction page

Before proceeding please

Read the “[GUIDELINES FOR GOVERNMENT REGISTRATION APPLICATIONS](#)” carefully. The minimum criteria and evaluation guideline for Government registration is found in **Appendix B**

Get the following information on hand

1. For companies, a copy of the latest Audited financial documents.
2. For businesses, a copy of the latest duly certified Profit and Loss Accounts and Balance Sheet.
3. Please note that audited financial documents or Profit and Loss Accounts and Balance Sheet more than 2 years from the current accounting year will not be accepted.
4. These documents must be submitted together with the Government Registration application and can be attached as an electronic file (created by scanning the hardcopy of the document) to the application or by fax or post. All documentation submitted for Government registration must be in English.

4. Then click “Continue” to proceed.

The image shows a registration process flow with three main steps: 4. Enter your Financial Details, 5. Upload Documents, and 6. Verify and submit. At the bottom, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red border.

4. Enter your Financial Details
Enter your financial details based on the latest Audited Financial Statements or the latest duly certified Profit & Loss Accounts and Balance Sheet.

5. Upload Documents
Upload the required file attachments for the registration.

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

Cancel Continue

5. Review the “Supplier Details” section to verify the information about your business entity.

Note:

- To edit any information, go to My Stuff > Company Admin.
- Foreign suppliers will see an “Additional Details” section, where they can key in additional information about their business entity.

Refer to “More Information” tab to see how to fill in the information.

COMPANY INFORMATION

| | |
|--------------------------|----------------------|
| COMPANY INFORMATION | |
| Company Name | BETA PRIVATE LIMITED |
| Trading Partner Ref. No. | 123456789R |
| Company Type | Overseas |

REGISTERED ADDRESS

| | |
|---------|-----------|
| Country | SINGAPORE |
|---------|-----------|

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6. Click “Next” to proceed.

| | |
|-------------|---------------|
| Contact No. | 6123121 |
| Fax No. | |
| Email | john@beta.com |

ADDITIONAL DETAILS

| | |
|----------------------|-----------------|
| Country of Residence | AUSTRALIA ▾ |
| State | Sydney |
| Register Date | 01 Jan 2015 ▾ × |

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7. Click “+Add More Owners” to fill in information about the current Director(s) or Owner(s).

Steps to Apply for New Government Supplier Registration
Trading Partner Ref. No.- 123456789R
BETA PRIVATE LIMITED

✓ Company Information **Director/Owner** Supply Heads Financial Details Attachments Verify and Submit Exit

DIRECTOR/OWNER DETAILS

| S/N | NRIC / Passport No. | Name | Date Joined | Nationality | Designation |
|-----------------------------------|---------------------|------|-------------|-------------|-------------|
| + Add More Owners | | | | | |

8. Enter the relevant information about your company’s Director/Owner.
Note: (*) denotes the mandatory fields.

DIRECTOR/OWNER DETAILS

| S/N | NRIC / Passport No. | Name | Date Joined | Nationality | Designation |
|-------------------------------------|---------------------|---|--------------------------------|-------------|-------------|
| PERSON 1 Delete | | | | | |
| Name* | | <input type="text"/> | | | |
| Nationality* | | <input type="text" value="Select One"/> | | | |
| Designation* | | <input type="text" value="Select One"/> | | | |
| Date Joined* | | <input type="text"/> | <input type="text" value="X"/> | | |
| + Add More Owners | | | | | |

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9. When you are done, click “Next” to proceed.

PERSON 1

| S/N | NRIC / Passport No. | Name | Date Joined | Nationality | Designation |
|-------------------------------------|---------------------|---|--------------------------------|-------------|-------------|
| PERSON 1 Delete | | | | | |
| Name* | | <input type="text" value="John Ng Kok Ming"/> | | | |
| Nationality* | | <input type="text" value="AUSTRALIAN"/> | | | |
| Passport No.* | | <input type="text" value="1234567R"/> | | | |
| Designation* | | <input type="text" value="Director"/> | | | |
| Date Joined* | | <input type="text" value="01 Jan 2015"/> | <input type="text" value="X"/> | | |
| + Add More Owners | | | | | |

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10. Under the “Supply Heads” section, click “+Add More Supply Head” to select the Supply Head(s) applicable to your business entity.

Steps to Apply for New Government Supplier Registration
Trading Partner Ref. No.- 123456789R
BETA PRIVATE LIMITED

Company Information | Director/Owner | **Supply Heads** | Financial Details | Attachments | Verify and Submit | Exit

SUPPLY HEADS

+ Add More Supply Head

11. Select the appropriate Government Supply Head from the drop down list.

WELCOME JOHN NG KOK MING

Steps to Apply for
Trading Partner Ref. No.- 123456789R
BETA PRIVATE LIMITED

Company Information | Attachments | Verify and Submit | Exit

SUPPLY HEADS

SUPPLY HEAD 1

Supply Head* **Select One**

- Select One
- Audio Visual, Photographic & Optical Products
- Communication and Navigation Systems
- Computer Related Hardware, Software, and Services
- Domestic Equipment & Supplies
- Drugs and Pharmaceuticals
- Electrical Components
- Fire Fighting, Safety & Rescue Equipment
- Food & Beverages
- Furniture, Racking, Upholstery, Painting
- Hardware & Tools
- Health Supplements/Non-scheduled Poisons
- Laboratory Chemicals and Reagents
- Laboratory Equipment and accessories
- Laboratory Testing And Survey Equipment
- Medical Laboratory Services
- Medical Training Materials
- Office Equipment and Supplies, Computer Supplies
- Scrap Dealers
- Service (Advertising, Graphics)

Application Type New

12. Click “Next” to proceed.

SUPPLY HEADS

SUPPLY HEAD 1

Supply Head* Sports, Recreational Equipment and Supplies

Application Type New

+ Add More Supply Head

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13. Under “Financial Details”, first select the account type. Select “Company” if you have paid-up capital information; and “Business” if you only have Working Capital or Partner Accounts information. In this example, select “Company” from the drop down list.

FINANCIAL DETAILS

Required information for:

- Company: latest audited Financial Statements.
- Business: latest duly certified Profit and Loss Accounts and Balance Sheet.

Please exercise care when keying in and ensure that all information given is true and accurate

BUSINESS

Account Type* BUSINESS Select COMPANY BUSINESS

Currency Type* SGD = 1 SGD

Conversion Rate

Working Capital / Partners Accounts*

Withdrawals / Drawings

14. Next, complete the relevant information for the fields that appear.

COMPANY

Account Type* COMPANY

Currency Type* Singapore Dollar

Conversion Rate 1 SGD = 1 SGD

Paid Up Capital*

Preference Shares (If Any)*

Premium Shares (If Any)*

Audited Account* Yes No

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15. After completing the financial details, click “Calculate” to find out the eligible financial grade of the Supply Head that you had selected.

Turnover / Sales / Revenue*

Accumulated Amount Type* Accumulated Profit/Retained Profit (Inclusive of reserves)

Accumulated Amount*

Financial Year Ending MAR 2015

Eligible financial grade is calculated based on the financial data you have entered above. If there are inaccuracies in the financial data entered, the financial grade can be affected.

Calculate

| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|-----|----------------------------|-------------------------|--------------------------|---------|
| | | | | |

PARENT COMPANY (IF ANY)

16. Refer to this table to confirm if you are qualified to make an application for the Supply Head.

Note: If your application is rejected, it may be due to the following reasons:

- NTA is less than the minimum requirement of \$5000,
- NTA is less than the minimum requirement of \$5000,
- NTA is less than the minimum requirement of \$5000,

Eligible financial grade is calculated based on the financial data you have entered above. If there are inaccuracies in the financial data entered, the financial grade can be affected.

Calculate

| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|------------------|----------------------------|-------------------------|--------------------------|---------|
| 3,200,000.00 SGD | 800,000.00 SGD | | S8 (10,000,000) | |

PARENT COMPANY (IF ANY)

My branch office is able to meet the financial grade of S8 and would like to be considered for S9 or S10 based on my parent company's financial statements

This is only for the registration of one branch office. Selecting this option does not allow for a concurrent registration of both your branch office and parent company.

17. Check this box if your branch office is able to meet the financial grade of S8 and would like to be considered for S9/S10 based on your parent company's financial statements.

Eligible financial grade is calculated based on the financial data you have entered above. If there are inaccuracies in the financial data entered, the financial grade can be affected.

Calculate

| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|------------------|----------------------------|-------------------------|--------------------------|---------|
| 3,200,000.00 SGD | 800,000.00 SGD | | S8 (10,000,000) | |

PARENT COMPANY (IF ANY)

My branch office is able to meet the financial grade of S8 and would like to be considered for S9 or S10 based on my parent company's financial statements

This is only for the registration of one branch office. Selecting this option does not allow for a concurrent registration of both your branch office and parent company.

18. Enter your parent company's financial details.

| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|------------------|----------------------------|-------------------------|--------------------------|---------|
| 3,200,000.00 SGD | 800,000.00 SGD | | S8 (10,000,000) | |

PARENT COMPANY (IF ANY)

My branch office is able to meet the financial grade of S8 and would like to be considered for S9 or S10 based on my parent company's financial statements

This is only for the registration of one branch office. Selecting this option does not allow for a concurrent registration of both your branch office and parent company.

Parent Company Name

Account Type

Currency Type*

Conversion Rate

Paid Up Capital*

19. Click "Calculate" to find out the financial grading for your parent company.

Audited Account* Yes No

Turnover / Sales / Revenue*

Accumulated Amount Type*

Accumulated Amount*

Parent Company Incorporation Date*

Financial Year Ending

Calculate

| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|-----|----------------------------|-------------------------|--------------------------|---------|
| | | N/A | | |

20. If you do not have other financial details to fill in, click "Next" to proceed.

Accumulated Amount Type*

Accumulated Amount*

Parent Company Incorporation Date*

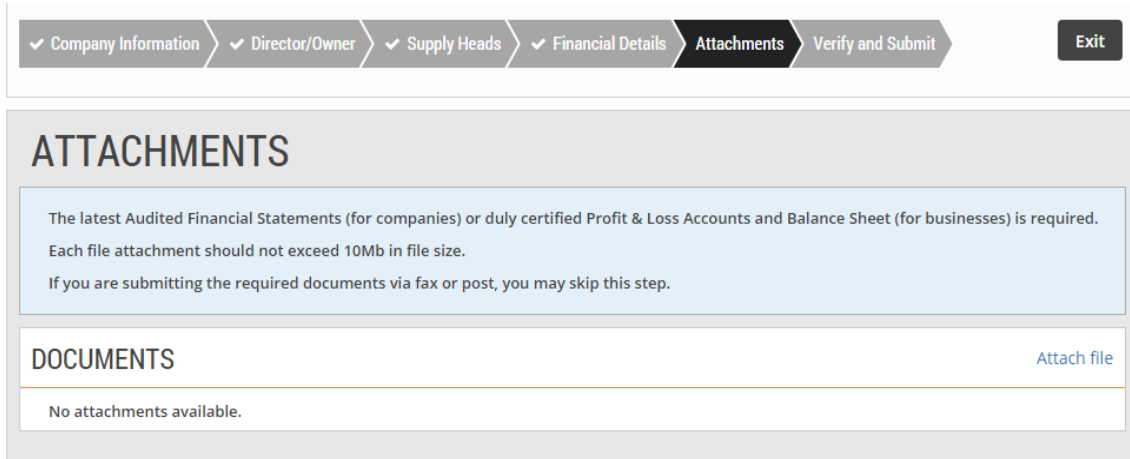
Financial Year Ending

Calculate

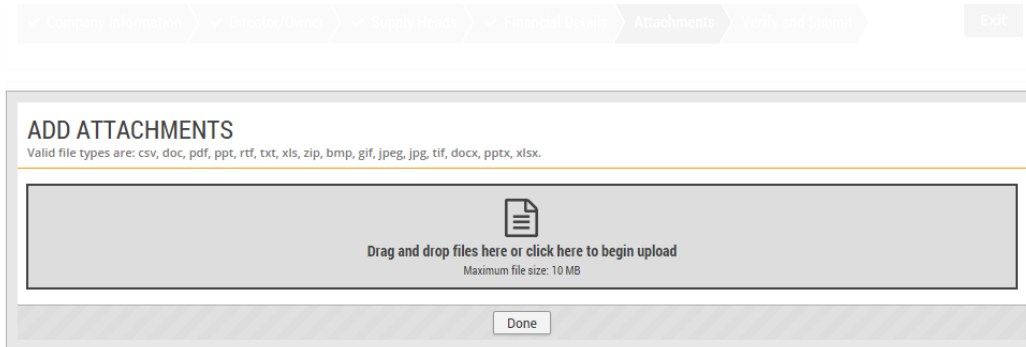
| NTA | Turnover / Sales / Revenue | Current Financial Grade | Eligible Financial Grade | Remarks |
|-------------------|----------------------------|-------------------------|--------------------------|---------|
| 32,000,000.00 SGD | 8,000,000.00 SGD | N/A | S9 (>10,000,000) | |

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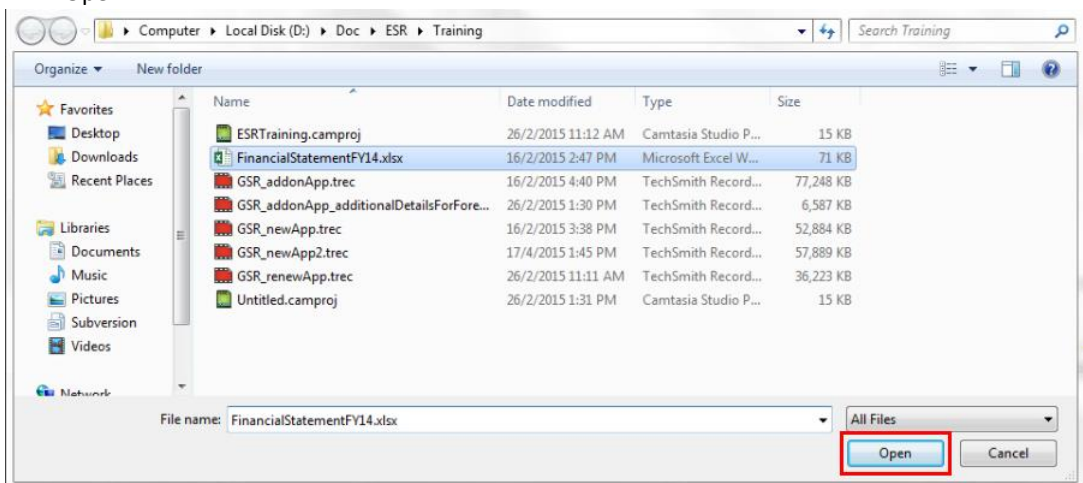
21. In this section, you may attach the relevant financial statements for your company. The file types supported are listed as shown. To attach a file, click "Attach File".



22. You can drag the files you wish to upload and drop them within the grey box shown or click anywhere within this box to select the documents to be uploaded.



23. Locate the file to be uploaded. You may choose to upload multiple files at any one time. Then click "Open".




24. The file(s) will be uploaded automatically. Click “Done” when the status is indicated as “Uploaded”.

[Company Information](#)
[Director Names](#)
[Supply Heads](#)
[Financial Details](#)
[Attachments](#)
[Verify and Submit](#)
[Exit](#)

ADD ATTACHMENTS

Valid file types are: csv, doc, pdf, ppt, rtf, txt, xls, zip, bmp, gif, jpeg, jpg, tif, docx, pptx, xlsx.



Drag and drop files here or click here to begin upload
Maximum file size: 10 MB

| FILENAME | FILE SIZE | PROGRESS (%) |
|-----------------------------|-----------|--------------|
| FinancialStatementFY14.xlsx | 70.91 kB | ✔ Uploaded |



[Done](#)

25. After attaching the relevant files, click “Next” to proceed.

Each file attachment should not exceed 10Mb in file size.
If you are submitting the required documents via fax or post, you may skip this step.

DOCUMENTS

[Attach file](#)

 FinancialStatementFY14.xlsx (70.91 kB) 

[Download All \(zip\)](#)

26. Read through and verify all the information you have entered.

VERIFY AND SUBMIT

COMPANY INFORMATION

| | |
|--------------------------|----------------------|
| Company Name | BETA PRIVATE LIMITED |
| Trading Partner Ref. No. | 123456789R |
| Company Type | Overseas |

REGISTERED ADDRESS

| | |
|---------|-----------|
| Country | SINGAPORE |
| Region | |
| State | SINGAPORE |
| City | |

27. Check the relevant boxes to select your preferred mobile alert service.

MOBILE-ALERT

I wish to receive FREE SMS alerts for above the check-boxes in Mobile-Alert

Approval/Rejection/Revoke status for new Application or renewal of Government Registration Application

Reminder at 30 days before the expiry of Government Registration

Mobile No.
(Singapore registered mobile no. only)

DECLARATION

1. I do solemnly declare that the facts and information submitted in this application are true and accurate in substance to the best of my knowledge, information and belief and I make this declaration conscientiously believing the same to be true.

2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name*

NRIC/Passport No.*

28. Finally, complete the “Declaration” portion as shown.

Approval/Rejection/Revoke status for new Application or renewal of Government Registration Application

Reminder at 30 days before the expiry of Government Registration

Mobile No.
(Singapore registered mobile no. only)

DECLARATION

1. I do solemnly declare that the facts and information submitted in this application are true and accurate in substance to the best of my knowledge, information and belief and I make this declaration conscientiously believing the same to be true.

2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name*

NRIC/Passport No.*

[< Previous](#) [Submit >](#)

29. If you do not have any edits to make, click “Submit”.

(Singapore registered mobile no. only)

DECLARATION

1. I do solemnly declare that the facts and information submitted in this application are true and accurate in substance to the best of my knowledge, information and belief and I make this declaration conscientiously believing the same to be true.

2. By submitting this application, I have authorised the government (through its appointed service provider or otherwise) to make all enquiries relating to the application it deems necessary.

Name*

NRIC/Passport No.*

[< Previous](#) [Submit >](#)

30. If your registration has been submitted successfully, you will see this message on the screen.

Note: You have to make the payment for your registration to CrimsonLogic within 7 days of application via the modes highlighted on the page.

Your application for new Government Supplier registration has been submitted.

[Print](#)

| | |
|------------------------------------|----------------------|
| Application Submission Date | 2015/04/17 18:19:24 |
| Application No. | ESRA20150400038 |
| Supplier Name | BETA PRIVATE LIMITED |
| Trading Partner Ref. No | 123456789R |
| Payment Amount | 39.59 SGD |
| Payment Due | 24 Apr 2015 |
| Financial Documents Submission Due | 24 Apr 2015 |

(If you did not submit all required documents online)

31. These are the payment modes available.

Please note :

- Applicant is to ensure that payment is made and supporting financial documents are submitted for verification to CrimsonLogic Pte Ltd **within 7 days of application**, else the application will be **cancelled or approval will be revoked** if provisional online approval had been given. *For companies, a complete set of the latest audited accounts (inclusive of directors' and auditors' reports) and for businesses, a copy of the latest duly certified Profit and Loss Accounts and Balance Sheet.*
- All payments for the processing fees are in Singapore Dollars (SGD). Processing fees are **NON-REFUNDABLE** irrespective of whether an application is successful or not successful or subsequently revoked since the fees are for the processing effort.
- Payment can be made by:
 - Cheque
 - Cash
 - Credit Card
- For payment by **Cheque**, **Cash** or submission of supporting financial documents, they can be made at the following location:

CrimsonLogic Pte Ltd
31 Science Park Road,
The Crimson,
Singapore 117611

Cheque should be crossed "Not Negotiable and Account Payee Only" and made payable to CrimsonLogic Pte Ltd (Please write the name of your company/business, the Trading Partner Ref. No. and Application No. at the back of the cheque.)
- For payment by **Credit Card**, it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>
- If there are inaccuracies in the financial data keyed in, the status of your EPPU registration or the Financial Grade can be affected. The

32. Click on this link if you wish to make payment by credit card.

- Payment can be made by:
 - Cheque
 - Cash
 - Credit Card
- For payment by **Cheque**, **Cash** or submission of supporting financial documents, they can be made at the following location:

CrimsonLogic Pte Ltd
31 Science Park Road,
The Crimson,
Singapore 117611

Cheque should be crossed "Not Negotiable and Account Payee Only" and made payable to CrimsonLogic Pte Ltd (Please write the name of your company/business, the Trading Partner Ref. No. and Application No. at the back of the cheque.)
- For payment by **Credit Card**, it can be made online via <https://www.asianconnect.com/GeBizePayment/gebiz/ProcessPayment>
- If there are inaccuracies in the financial data keyed in, the status of your EPPU registration or the Financial Grade can be affected. The Government (through the appointed service provider or otherwise) reserves the right to revoke or modify the registration in the event of any change in the applicant's particulars which in the opinion of the EPPU renders the applicant unsuitable to be accorded the existing registration status.
- For enquiries on Government Supplier registration, please contact CrimsonLogic Pte Ltd at gebiz@crimsonlogic.com or fax: 6773 5475 or tel: 6887 7777.

[Rate this e-service](#)

33. To track your application status and payment status, return to My Stuff > Government Supplier Registration. Your application and its payment status are displayed on the screen.

My Approved

- Financial Grade (Tendering Capacity) : Nil
- Expiry Date : Nil
- Supply Head (s) : Nil

APPLICATIONS [New Application](#)

| | |
|--------------------------|-------------------------|
| ESRA20150400038 | PENDING |
| Payment Status: Not Paid | Applied on: 17 Apr 2015 |

First Previous 1 Next Last