

# User Guide

## Edit Area of Business

The following steps illustrate how to edit your company's area of business.

1. Click on "Company Admin" from the "My Stuff" main page.

The screenshot shows a grid of navigation options. The 'Company Admin' link is highlighted with a red box. The options include:

- Watchlist**: View and manage opportunities added to your watchlist.
- 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**
- Invitations**: View all opportunities that your company has been invited to participate in.
- 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
- Responses**: Track your open and closed responses.
- 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. The "Company Admin" page is displayed with all the company information you had provided. To edit your company's area of business, click "Edit".

The screenshot shows the 'Company Admin' page. At the top, there is a table with 2 records:

1.	John Ng Kok Ming	Free	Not Applicable	Not Applicable	<a href="#">Swap Representative</a>
2.	Sam Ng Kok Peng	Bidding	Paid	09 Feb 2016	<a href="#">Swap Representative</a>

Showing 1-2 of 2 records.

Below the table, there are two main sections:

- AREAS OF BUSINESS**: This section has an [Edit](#) button highlighted with a red box. It shows a dropdown menu for 'Category' with 'Administration & Training' selected, and 'Art Supplies' listed below it.
- COMPANY PROFILE**: This section has an [Edit](#) button. It shows 'Company Description' and 'Company Website' with expandable icons.

3. Check the relevant boxes.

### Edit Areas of Business

These categories will be used by the government buyers in future business opportunity.  
Fields marked by (s) will be displayed in Supplier Directory.

Administration & Training*	<input checked="" type="checkbox"/> Art Supplies
	<input checked="" type="checkbox"/> Courses
	<input type="checkbox"/> Educational Supplies
	<input type="checkbox"/> Gifts & Souvenirs
	<input type="checkbox"/> Medals & Trophies
	<input type="checkbox"/> Music & Video
	<input type="checkbox"/> Office Supplies & Stationery
	<input type="checkbox"/> Paper
	<input type="checkbox"/> Photographic & Imaging Services
	<input type="checkbox"/> Postage & Courier
	<input type="checkbox"/> Printing Services
	<input type="checkbox"/> Publications & Periodicals
	<input type="checkbox"/> Sports & Recreational Equipment

4. When you are done, click "Submit".

	<input type="checkbox"/> Public Relations & Consulting
	<input type="checkbox"/> Storage Services
	<input type="checkbox"/> Tailoring
	<input type="checkbox"/> Undertaker Services
Transportation*	<input type="checkbox"/> Bus Hire
	<input type="checkbox"/> Car Rental
	<input type="checkbox"/> Moving Services
	<input type="checkbox"/> Other Vehicle Rental
	<input type="checkbox"/> Petroleum, Oil & Lubricants
	<input type="checkbox"/> Shipbuilding, Marine Supplies & Services
	<input type="checkbox"/> Ticketing, Travel Services, Tours & Excursions
	<input type="checkbox"/> Vehicle Maintenance
	<input type="checkbox"/> Others
Workshop Equipment and Services*	<input type="checkbox"/> Workshop Furniture
	<input type="checkbox"/> Workshop Machinery, DIY Machinery & Supplies
	<input type="checkbox"/> Workshop Tools Maintenance
	<input type="checkbox"/> Workshop Tools, DIY Tools & Accessories

Cancel **Submit**

5. If your company's areas of business have been updated successfully, you will see this dialogue box. Click "Close".

Home > My Staff > Company Admin > Edit Areas of Business

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Administration & Training*	<input type="checkbox"/> Educational Supplies
	<input type="checkbox"/> Gifts & Souvenirs
	<input type="checkbox"/> Medals & Trophies
	<input type="checkbox"/> Music & Video
	<input type="checkbox"/> Office Supplies & Stationery
	<input type="checkbox"/> Paper
	<input type="checkbox"/> Photographic & Imaging Services

**SUCCESS**

Your Company areas of business has been updated successfully.

**Close**