

User Guide

Edit Company Profile

The following steps illustrate how to edit your company's profile.

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. To edit your company's profile, click "Edit".

The screenshot shows the 'COMPANY PROFILE' page. The 'Edit' button is highlighted with a red box. The page includes:

- COMPANY PROFILE** header with an [Edit](#) button.
- Company Description +
- Company Website +
- Information that will be published to Government Buyers
- I am representing a Company.
- BENEFICIARY LIST** header with an [Add Beneficiary](#) button.
- A note: This section is applicable only to Ministry of Defence suppliers.
- A table with columns: S/N, Beneficiary, Trading Partner Ref. No., Contact Information, and Action.
- A row with the text: No records.

3. Make the necessary edits to your company profile in the fields provided.

Edit Company Profile

Fields marked by (s) with be displayed in Supplier Directory.

Company Description + 2000 Characters Remaining

Company Website +

Information that will be published to Government Buyers

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

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

Company Website +

Information that will be published to Government Buyers

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.

5. If your company profile has been updated successfully, you will see this dialogue box. Click "Close".

Home > My Stuff > Company Admin > Edit Company Profile

Edit Company Profile

Fields marked by (s) with be displayed in Supplier Directory.

Company Description +

Company Website +

SUCCESS

Your company profile has been updated successfully.