More Information

Edit Company Profile

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

Add/Delete a Beneficiary (For MINDEF Suppliers)

1. To add a beneficiary, go to the "Beneficiary List" section at the "Company Admin" page and click "Add Beneficiary".

    Note: This section is applicable to suppliers who are providing goods/services to MINDEF and who wish to assign a beneficiary during invoicing.
    (It is not mandatory to assign a beneficiary if one is not needed.)

2. At the "Add Beneficiary" page, search for the specific beneficiary you wish to add. Type the Supplier Name and/or the Trading Partner Reference number, then click "Search".

    Note: Read the highlighted information carefully before you begin the search for a beneficiary here.

3. On finding the specific beneficiary, click on the "Add to Beneficiary List" link.

4. If the beneficiary has been added successfully to the Beneficiary List, you will see this dialogue box. Click "Close".

5. To delete a beneficiary, return to the "Company Admin" page. Click the link as shown.

6. From the "Beneficiary List", click the "Delete" icon beside the name of the beneficiary to be deleted.

7. Click "Yes" to confirm the deletion.

8. If the beneficiary has been deleted successfully, you will see this message on the screen. Click "Close".