



GeBIZ System

USEFUL QUICK TIPS

Coming on board GeBIZ System



1. Learn to use the System



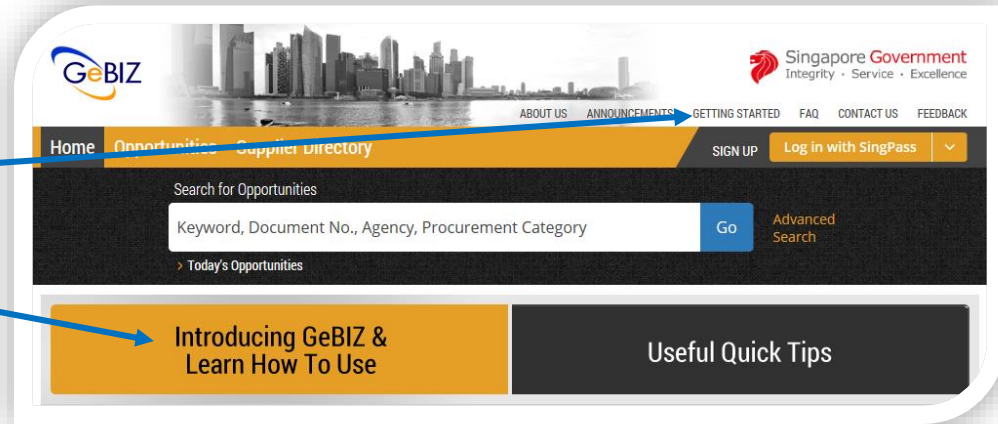
2. Useful Information on the System

Coming on board GeBIZ System



1. Learn to use the System

- a. To help you learn how to use the GeBIZ system, we have made available online learning material here.
- b. Through the online learning material, you can view step-by-step guides or short demo videos to learn the features in GeBIZ system.



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2. Useful Information on the System

a. Searching for Business Opportunities

RSS Feeds by Procurement Category

If you would like to receive RSS feeds using procurement categories, you can subscribe to the RSS links that is made available in the GeBIZ system.

SELECT THE RSS FEEDS YOU WANT

[View All Feeds](#) [View with My Filter \(Categories only\)](#)

[Expand All](#) [Collapse All](#)

- > Transportation
- > Others
- > Services
- > Workshop Equipment and Services
- > IT&Telecommunication
- > Construction
- > Furniture, Office Equipment & Audio-Visual
- > Facilities Management
- > Dental, Medical & Laboratory
- > Event Organising, Food & Beverages
- > Administration & Training
- > Miscellaneous

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2. Useful Information on the System

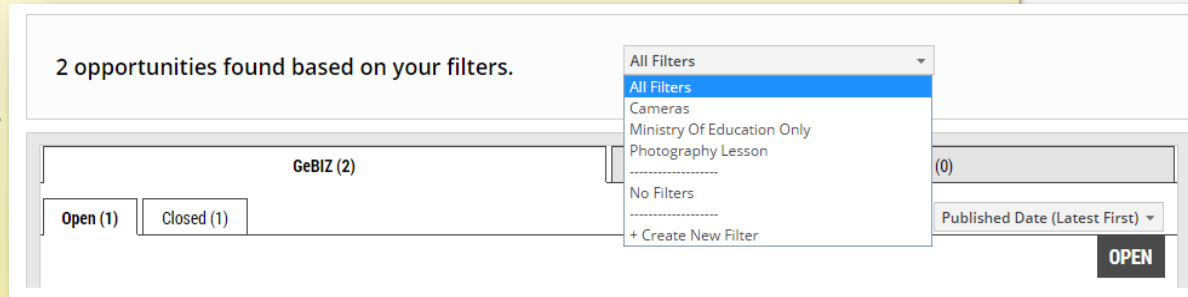
a. Searching for Business Opportunities

Filters

The “Filters” feature creates the flexibility to allow our suppliers to apply multiple filters in the searching of business opportunities. Filters can be created using Procurement Category, Opportunity Type, Agency or Keyword .

Note: When using GeBIZ for the first time, you have to set up your Search Preferences using Filters.

Refer to [Annex A](#) on how to set up filters.



2 opportunities found based on your filters.

GeBIZ (2)

Open (1) Closed (1)

All Filters (dropdown menu)
All Filters
Cameras
Ministry Of Education Only
Photography Lesson
No Filters
+ Create New Filter

(0)

Published Date (Latest First) (dropdown menu)

OPEN

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2. Useful Information on the System

a. Searching for Business Opportunities

Watchlist

You can add opportunities to your watchlist when viewing the business opportunities in GeBIZ.

MY STUFF

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

Watchlist

View and manage opportunities added to your watchlist.

Invitations

View all opportunities that your company has been invited to participate in.

Responses

Track your open and closed responses.

Contracting Instruments

View and download formal contracts, letters of acceptance or purchase orders issued to you.

Period Contracts

View your period contracts.

Orders

View and download your orders for invoicing, delivery and other instructions.

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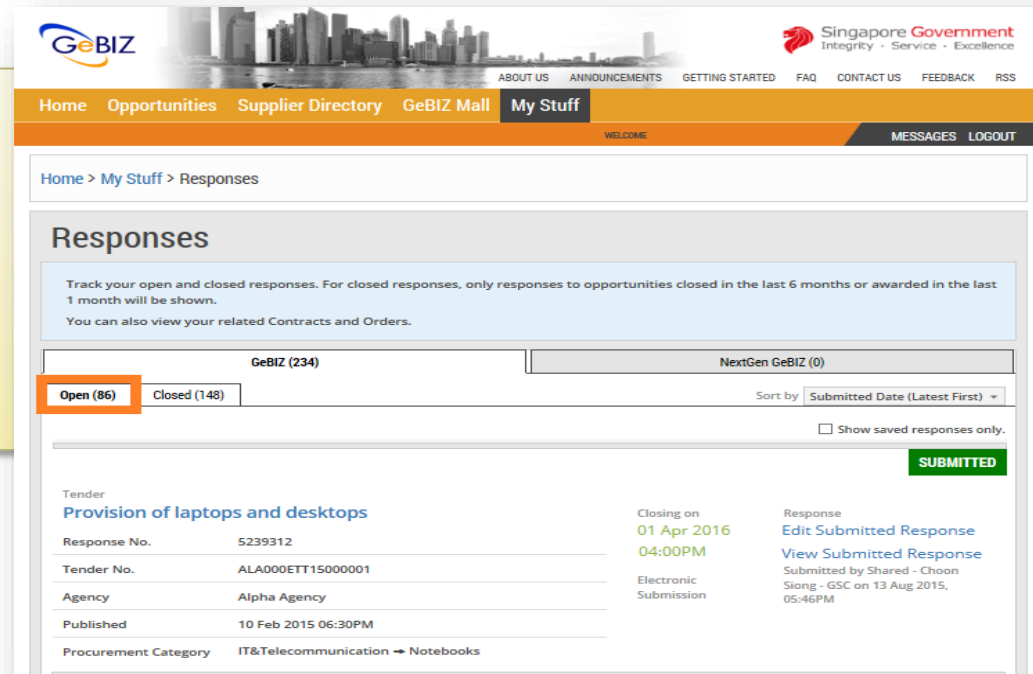


2. Useful Information on the System

b. Viewing your Responses

Finding the bids of the business opportunities that your company has responded to?

The “Open” tab displays your company bids in which the business opportunities are still open for bid.



GeBIZ (234) NextGen GeBIZ (0)

Open (86) Closed (148) Sort by Submitted Date (Latest First) Show saved responses only.

SUBMITTED

Tender	Provision of laptops and desktops	Closing on	01 Apr 2016 04:00PM	Response	Edit Submitted Response
Response No.	5239312			Submitted by	Shared - Choon Siang - GSC on 13 Aug 2015, 05:46PM
Tender No.	ALA000ETT15000001				
Agency	Alpha Agency				
Published	10 Feb 2015 06:30PM				
Procurement Category	IT&Telecommunication → Notebooks				

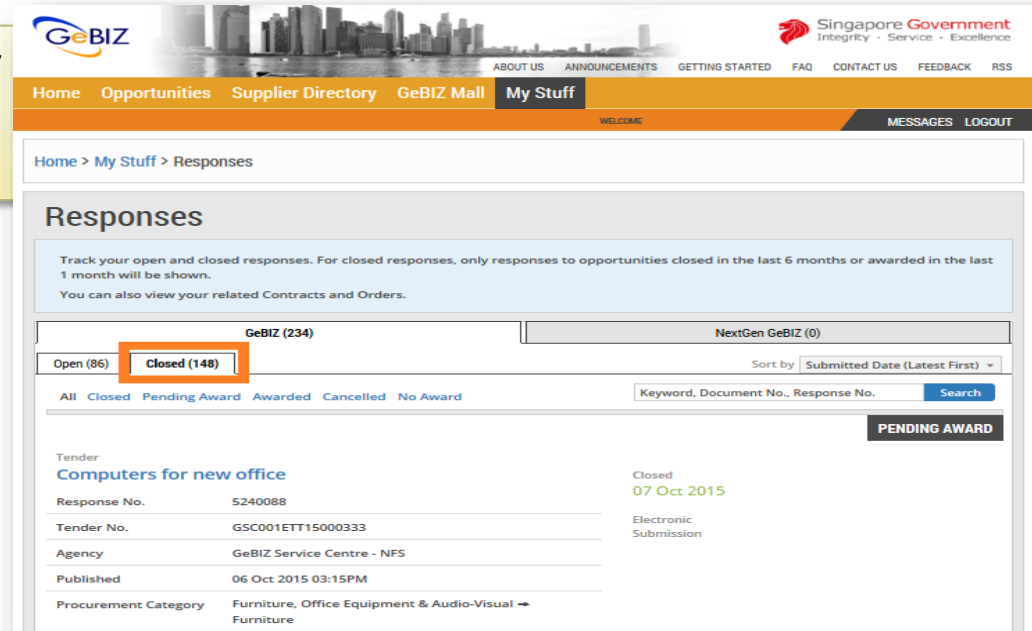
Coming on board GeBIZ System



2. Useful Information on the System

c. Finding your Transaction History

You can now find the Transaction History of your company submitted bids in the "Closed" tab.



The screenshot shows the GeBIZ system interface. At the top, there is a navigation bar with the GeBIZ logo and the Singapore Government logo. Below the navigation bar, there is a breadcrumb trail: Home > My Stuff > Responses. The main content area is titled "Responses" and contains a message: "Track your open and closed responses. For closed responses, only responses to opportunities closed in the last 6 months or awarded in the last 1 month will be shown. You can also view your related Contracts and Orders." Below this message, there are two tabs: "Open (86)" and "Closed (148)". The "Closed (148)" tab is selected and highlighted with a red box. Below the tabs, there is a search bar and a "Search" button. The main content area displays a list of responses, with the first one highlighted in a yellow box. The response details are as follows:

GeBIZ (234)		NextGen GeBIZ (0)					
Open (86)	Closed (148)	Sort by Submitted Date (Latest First) ▾					
All	Closed	Pending Award	Awarded	Cancelled	No Award	Keyword, Document No., Response No.	Search
PENDING AWARD							
Tender							
Computers for new office							
Response No.	5240088	Closed		07 Oct 2015			
Tender No.	GSC001ETT15000333	Electronic		Submission			
Agency	GeBIZ Service Centre - NFS						
Published	06 Oct 2015 03:15PM						
Procurement Category	Furniture, Office Equipment & Audio-Visual →						
	Furniture						

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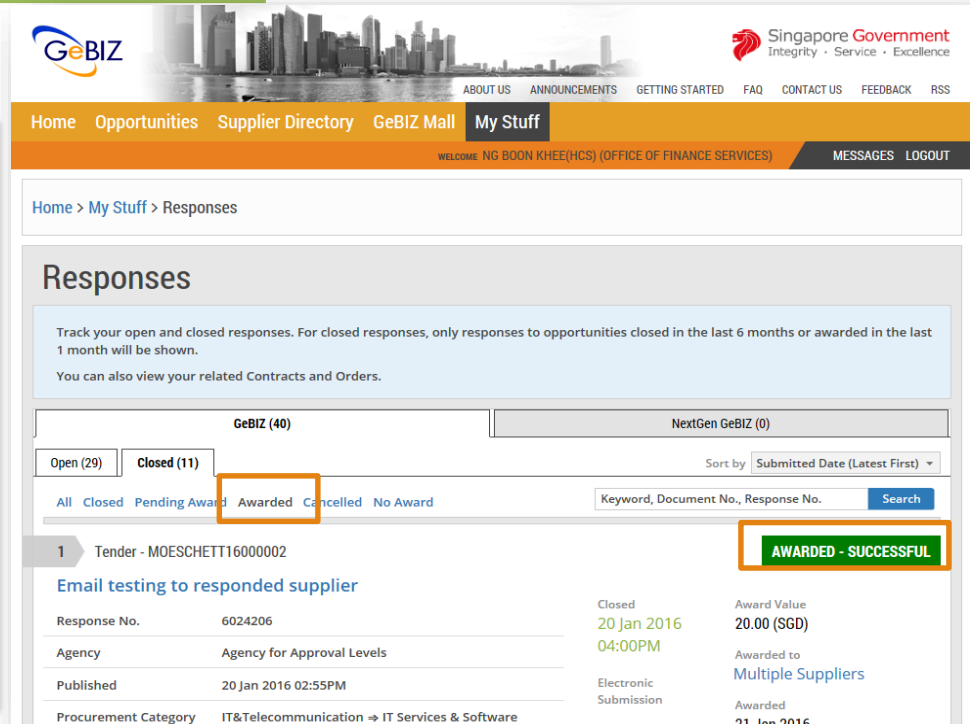
2. Useful Information on the System

d. Finding Award Information

Finding the Award Information of the business opportunities that your company has responded to?

Under the “Closed” tab in the Responses module, you can filter to display awarded opportunities using the “Awarded” status.

You will be able to see the award result and award information of the opportunities that you have responded for.



The screenshot shows the GeBIZ system interface. At the top, there is a navigation bar with the GeBIZ logo and the Singapore Government logo. Below the navigation bar, there is a breadcrumb trail: Home > My Stuff > Responses. The main content area is titled 'Responses' and contains a message: 'Track your open and closed responses. For closed responses, only responses to opportunities closed in the last 6 months or awarded in the last 1 month will be shown. You can also view your related Contracts and Orders.' Below this message, there are two tabs: 'Open (29)' and 'Closed (11)'. The 'Closed (11)' tab is selected. Underneath the tabs, there are several filter buttons: 'All', 'Closed', 'Pending Award', 'Awarded', 'Cancelled', and 'No Award'. The 'Awarded' button is highlighted with an orange box. To the right of the filter buttons, there is a search bar with the text 'Keyword, Document No., Response No.' and a 'Search' button. Below the search bar, there is a table with one row of data. The first cell of the row is '1' and the second cell is 'Tender - MOESCHETT16000002'. To the right of the table, there is a green box with the text 'AWARDED - SUCCESSFUL'. Below the table, there is a link 'Email testing to responded supplier'. The table has several columns: 'Response No.', 'Agency', 'Published', 'Procurement Category', 'Closed', 'Award Value', and 'Awarded to'. The data in the table is as follows:

Response No.	Agency	Published	Procurement Category	Closed	Award Value	Awarded to
6024206	Agency for Approval Levels	20 Jan 2016 02:55PM	IT&Telecommunication -> IT Services & Software	20 Jan 2016 04:00PM	20.00 (SGD)	Multiple Suppliers



2. Useful Information on the System

e. Contracting Instrument

Finding the Letters of Acceptance (LOA), Contracts and Purchase Orders issued to you?

It is consolidated through the “Contracting Instruments feature in GeBIZ.

MY STUFF

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

Watchlist

View and manage opportunities added to your watchlist.

Invitations

View all opportunities that your company has been invited to participate in.

Responses

Track your open and closed responses.

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View your period contracts.

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Annex A: How to Set Up Filters



Step 1: Click “My Stuff” under the main banner and “Filters” in My Stuff page

GeBIZ Singapore Government
Integrity · Service · Excellence

ABOUT US ANNOUNCEMENTS GETTING STARTED FAQ CONTACT US FEEDBACK RSS

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**

WELCOME MESSAGES LOGOUT

My Stuff

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.

Watchlist View and manage opportunities added to your watchlist.	Invitations View all opportunities that your company has been invited to participate in.	Responses Track your open and closed responses.
Contracting Instruments View and download formal contracts, letters of acceptance or purchase orders issued to you.	Period Contracts View your period contracts.	Orders View and download your orders for invoicing, delivery and other instructions.
Invoices Create and manage electronic invoices for your orders.	Credit Notes Create and manage credit notes for your electronic invoices.	Payment Status View payment status of your electronic invoices and credit notes.
My Profile Change your personal profile, password or terminate your account.	Filters Create your own search filters and find opportunities based on your preferences.	Company Admin Change your company details, add/swap your authorised representatives or set up your beneficiaries.

Annex A: How to Set Up Filters

Step 2: At the “Filters” page, you can create filters that would filter opportunities by Keywords, Opportunity Types, Agencies or Procurement Categories.

Filters

Create filters to save your preferred searches.

CREATE FILTER

Filter Name*

Keywords

Opportunity Types ▾

Agencies ▾

Categories ▾

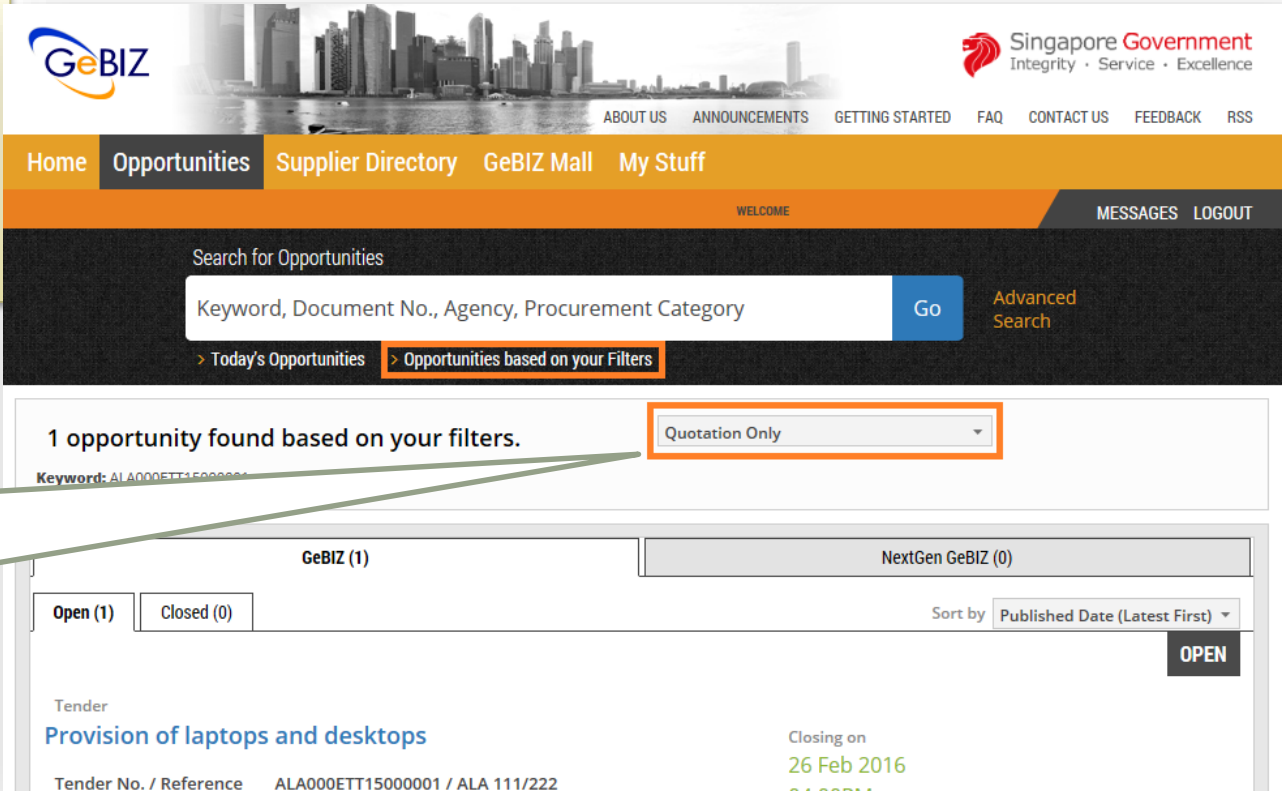
- Computer Accessories
- Desktop Computers
- IT Services & Software Development
- Notebooks
- Others
- Personal Digital Assistants
- Printers & Scanners
- Servers
- Softwares & Licences
- Storage Devices & Drives

YOUR FILTERS

Filter Name	Keywords	Opportunity Types	Agencies	Categories

Annex A: How to Set Up Filters

Step 3: You can filter Opportunities by clicking “Opportunities based on your Filters” or selecting your filters by the drop-down list.



The screenshot shows the GeBIZ website interface. At the top, there is a navigation bar with the GeBIZ logo on the left and the Singapore Government logo on the right. Below the navigation bar is a search bar with the text "Search for Opportunities" and a "Go" button. The search bar contains the text "Keyword, Document No., Agency, Procurement Category". Below the search bar, there are two tabs: "Today's Opportunities" and "Opportunities based on your Filters", with the latter being selected and highlighted in orange. Below the tabs, there is a message "1 opportunity found based on your filters." and a dropdown menu showing "Quotation Only". Below the message, there is a table with columns for "GeBIZ (1)" and "NextGen GeBIZ (0)". The table has buttons for "Open (1)" and "Closed (0)", and a "Sort by" dropdown menu set to "Published Date (Latest First)". The table contains one row with the following information: "Tender: Provision of laptops and desktops", "Closing on: 26 Feb 2016", and "Tender No. / Reference: ALA000ETT1500001 / ALA 111/222".

- All Filters
- Art Supplies
- IT Supplies
- Quotation Only
-
- No Filters
-
- + Create New Filter