

Supplier File Repository (SFR)

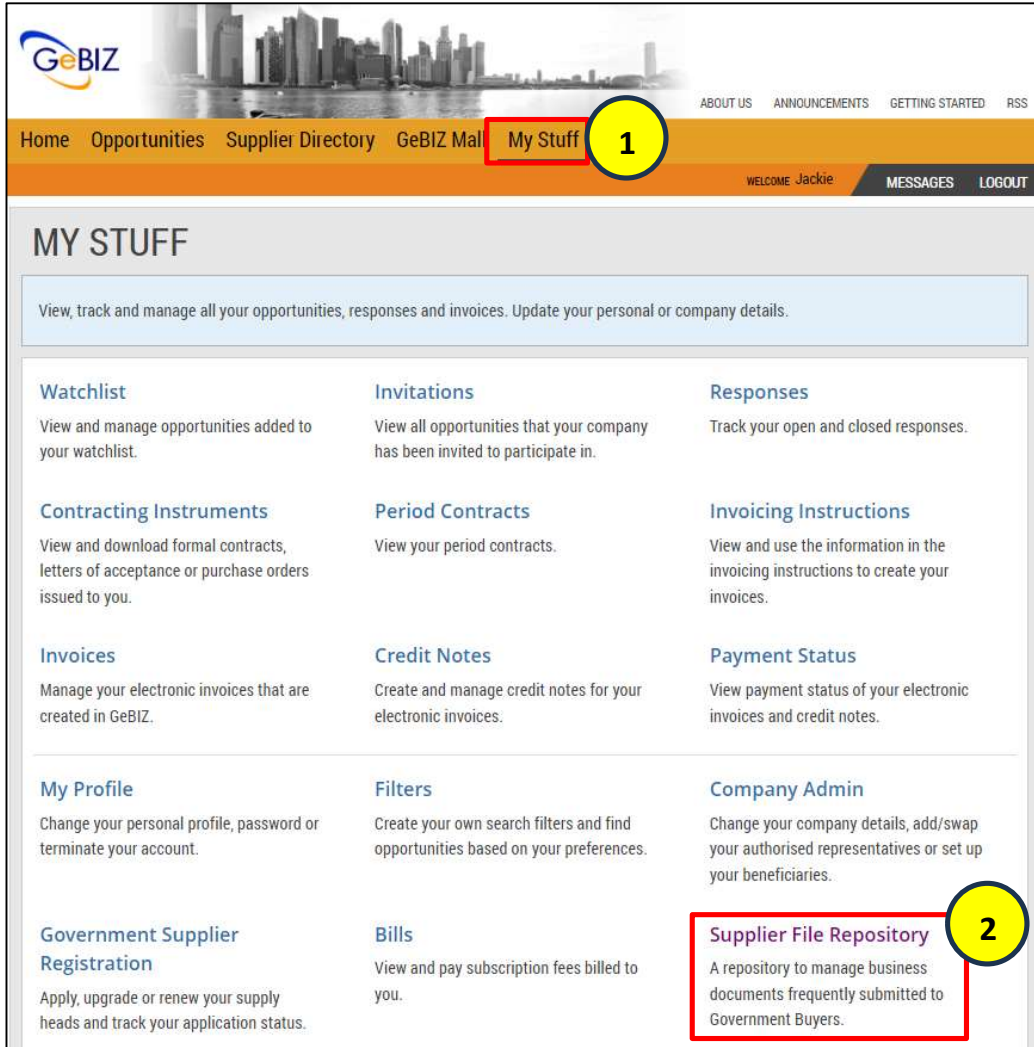
The SFR allows suppliers to upload and store frequently used documents such as information about their businesses, company track records and financial statements. During bid submissions for Tenders, Quotations or Framework Buys, suppliers will be able to attach the files in SFR expediently and saving them from the hassle of having to upload these documents repeatedly if they are participating in multiple bids.

What is covered in this User Guide?

Contents	Page
How to upload a file to SFR?	2-5
How to make changes to the uploaded file in SFR?	
a. Change a new file/information within a file (requires re-upload of file)	6-7
b. Change the category and purpose of a file (edit the uploaded file)	8-9
How to use the uploaded file(s) in SFR for bid submission?	10-14
Contact Us	14

How to upload a file to SFR?

1. At the GeBIZ Homepage, click on “My Stuff”.
2. Select “Supplier File Repository”.



3. Select “Add File”.

GeBIZ

ABOUT US ANNOUNCEMENTS GETTING STARTED RSS

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

WELCOME HCS NAME MESSAGES LOGOUT

Home > My Stuff > Supplier File Repository

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 35 MB per file
Maximum file count: 50
Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xls, zip.
File name can only contain: Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
File name can only be 170 characters or less in length.
Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (0) Archived File (0)

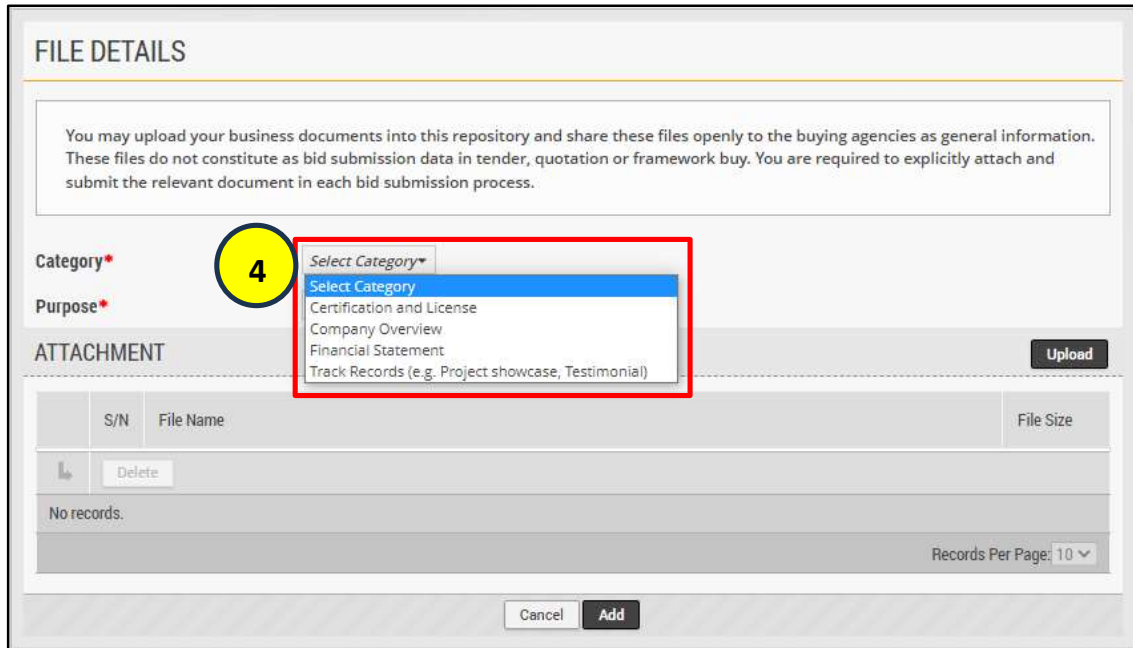
3 + Add File

S/N	File Name	File Size	Category	Purpose	Uploaded Date
No records.					

First Previous Next Last Records Per Page: 10

Rate this e-service

4. In the “Add File” page, select Category and Purpose.



FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category* 4

Purpose*

- Certification and License
- Company Overview
- Financial Statement
- Track Records (e.g. Project showcase, Testimonial)

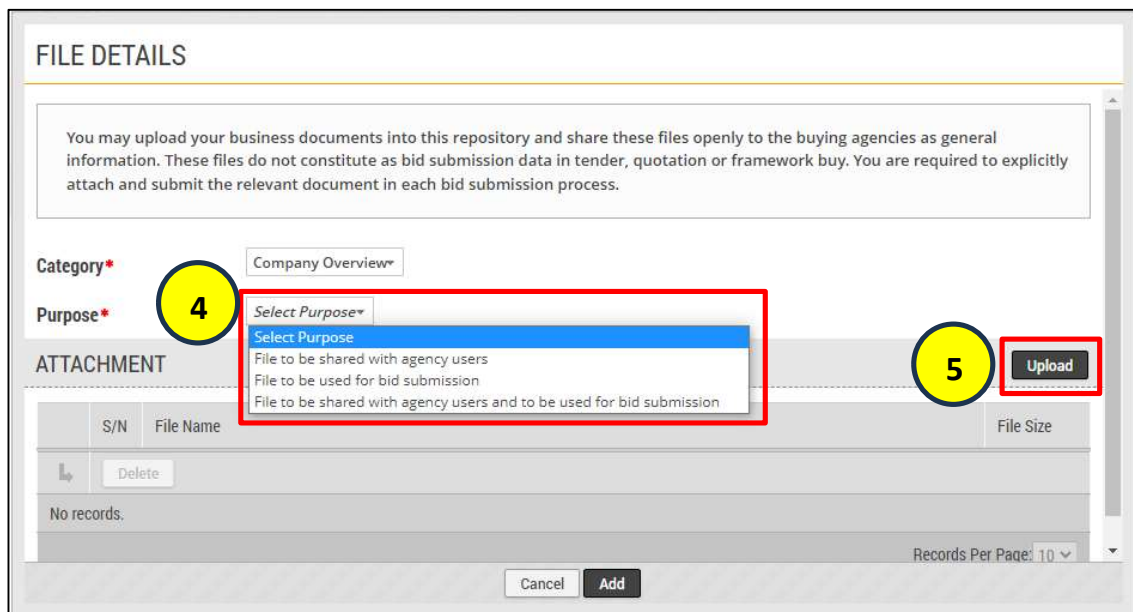
ATTACHMENT **Upload**

S/N	File Name	File Size
No records.		

Records Per Page: 10

Cancel Add

5. Then select “Upload” to upload the file.



FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category*

Purpose* 4

ATTACHMENT 5 **Upload**

- File to be shared with agency users
- File to be used for bid submission
- File to be shared with agency users and to be used for bid submission

S/N	File Name	File Size
No records.		

Records Per Page: 10

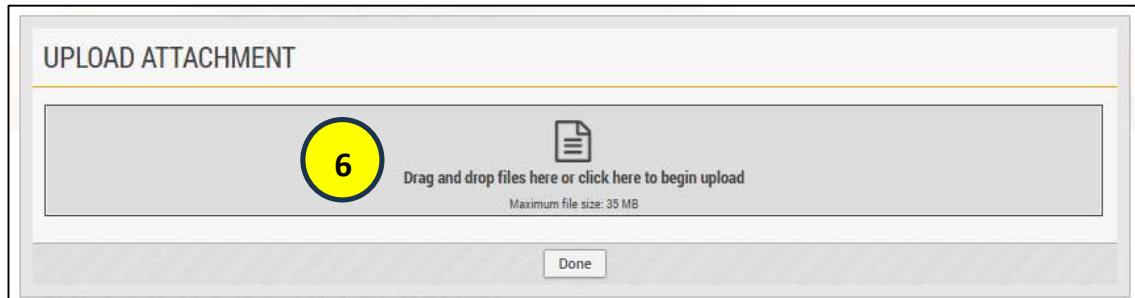
Cancel Add

Note

- For "Files to be shared with agency users", these should be files that you wish to share with all Government agencies. Please do not include sensitive information.

- For “File to be used for bid submissions”, these files will be available to be attached to Tenders, Quotations or Framework Buys during bid submission.

6. Select the file(s) to upload.



UPLOAD ATTACHMENT

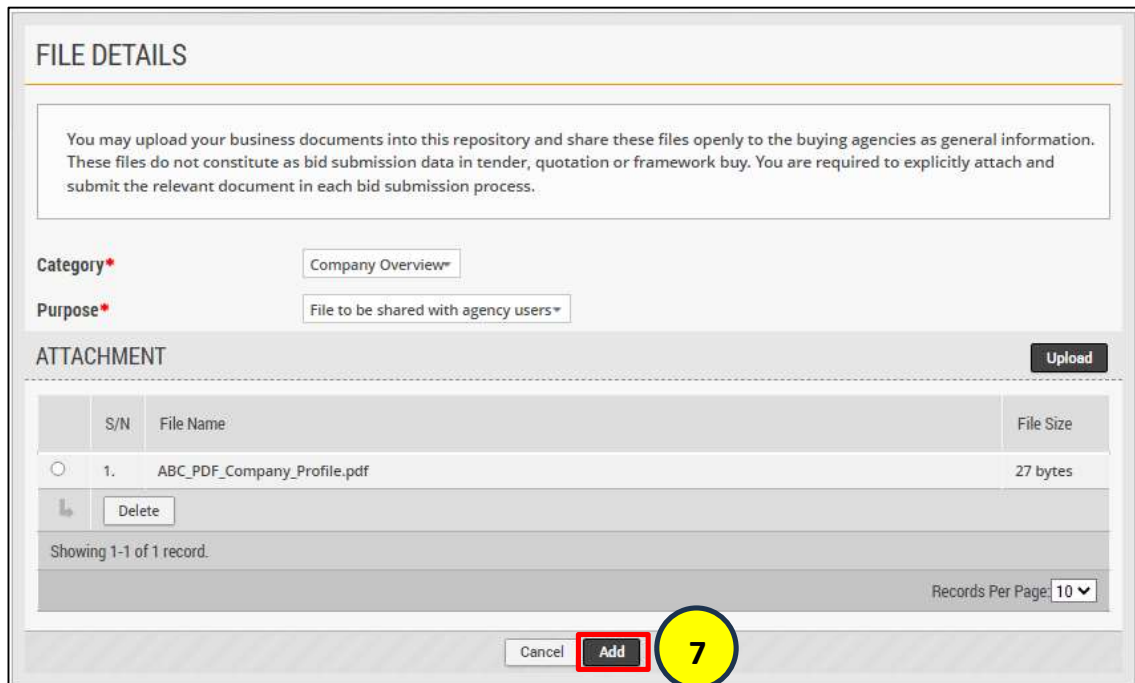
6

Drag and drop files here or click here to begin upload

Maximum file size: 35 MB

Done

7. Click “Add”.



FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

Category* Company Overview*

Purpose* File to be shared with agency users*

ATTACHMENT Upload

S/N	File Name	File Size
1.	ABC_PDF_Company_Profile.pdf	27 bytes

Delete

Showing 1-1 of 1 record.

Records Per Page: 10

Cancel **Add** 7

Note

- You can upload more than one document of the same Category and Purpose.

How to make changes to the uploaded file in SFR?

a. Changing a new file / information within a file (Requires re-upload)

1. Select the File.
2. Click “Archive”.

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 35 MB per file
Maximum file count: 50
Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, zip.
File name can only contain: Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
File name can only be 170 characters or less in length.
Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (4) | Archived File (0) | [+ Add File](#)

S/N	File Name	File Size	Category	Purpose	Uploaded Date
<input checked="" type="radio"/>	1. ABC_Excel_Financial_Statement_2022.xlsx	39 bytes	Financial Statement	File to be used for bid submission	29 Aug 2023
<input type="radio"/>	2. ABC_Excel_Financial_Statement_2023.xlsx	39 bytes	Financial Statement	File to be used for bid submission	29 Aug 2023
<input type="radio"/>	3. ABC_PDF_Company_Profile.pdf	27 bytes	Company Overview	File to be shared with agency users	29 Aug 2023
<input type="radio"/>	4. ABC_Word_Awards.docx	20 bytes	Track Records (e.g. Project showcase, Testimonial)	File to be shared with agency users	29 Aug 2023

[Archive](#) [Download](#) [Edit](#)

Showing 1-4 of 4 records.

First Previous Next Last | Records Per Page: 10

[Rate this e-service](#)

3. You can verify the archived file in the “Archived File” tab.

Home > My Stuff > Supplier File Repository

SUPPLIER FILE REPOSITORY

This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc.

Maximum file size: 35 MB per file
 Maximum file count: 50
 Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, zip.
 File name can only contain: Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
 File name can only be 170 characters or less in length.
 Archived file will be moved from File listing to Archived listing and keep for in 6 months.

Active File (3) **3** Archived File (1)

S/N	File Name	File Size	Category	Purpose	Uploaded Date
1.	ABC_Excel_Financial_Statement_2022.xlsx	39 bytes	Financial Statement	File to be used for bid submission	29 Aug 2023

Showing 1-1 of 1 record.

First Previous Next Last Records Per Page: 10

Rate this e-service

4. Proceed to upload a new file (Refer to Page 2 of this user guide).

Note:

(a) Upon bid closure, suppliers would not be able to make any amendments to the submitted files.

(b) Before bid closure, if a supplier wishes to make any changes to a file that has been attached for bid submission, the supplier has to login to the bid submission in GeBIZ to remove the old file and re-attach the new file from SFR or upload from the supplier's own depository.

b. Changing the category and purpose of a file (Edit the uploaded file)

1. Select the File.
2. Click "Edit".

The screenshot shows the GeBIZ Supplier File Repository interface. At the top, there is a navigation bar with links for Home, Opportunities, Supplier Directory, GeBIZ Mall, and My Stuff. Below this is a breadcrumb trail: Home > My Stuff > Supplier File Repository. The main heading is "SUPPLIER FILE REPOSITORY". A light blue box contains instructions: "This page allows you to upload business documents that are frequently submitted to Government Buyers. The file can be configured to share to Government Buyers under company profile, submitted during bidding or both. Example of such files are Track Records, Financial Statements etc. Maximum file size: 35 MB per file. Maximum file count: 50. Supported file types bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx, zip. File name can only contain: Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces. File name can only be 170 characters or less in length. Archived file will be moved from File listing to Archived listing and keep for in 6 months." Below the instructions, there are two tabs: "Active File (4)" and "Archived File (0)". A "+ Add File" button is in the top right. A table lists 4 active files. The first column (S/N) is circled in yellow with a '1'. The 'Edit' button in the table's footer is circled in yellow with a '2' and has a red box around it. The table data is as follows:

S/N	File Name	File Size	Category	Purpose	Uploaded Date
1.	ABC_Excel_Financial_Statement_2022.xlsx	39 bytes	Financial Statement	File to be used for bid submission	29 Aug 2023
2.	ABC_Excel_Financial_Statement_2023.xlsx	39 bytes	Financial Statement	File to be used for bid submission	29 Aug 2023
3.	ABC_PDF_Company_Profile.pdf	27 bytes	Company Overview	File to be shared with agency users	29 Aug 2023
4.	ABC_Word_Awards.docx	20 bytes	Track Records (e.g. Project showcase, Testimonial)	File to be shared with agency users and to be used for bid submission	29 Aug 2023

Below the table, there are buttons for Archive, Download, and Edit. The Edit button is circled in yellow with a '2'. Below the buttons, it says "Showing 1-4 of 4 records." and there are navigation buttons: First, Previous, Next, Last. On the right, there is a "Records Per Page" dropdown menu set to 10. At the bottom, there is a "Rate this e-service" button.

3. Then select “Category” and/or “Purpose” to change them and click “Done”.


EDIT FILE DETAILS

You may upload your business documents into this repository and share these files openly to the buying agencies as general information. These files do not constitute as bid submission data in tender, quotation or framework buy. You are required to explicitly attach and submit the relevant document in each bid submission process.

File Name [ABC_Word_Awards.docx](#)

Category *

Purpose *



How to use the uploaded file(s) in SFR for bid submission?

1. At the Upload Documents page, select “Get file from your File Repository”.

GeBIZ WELCOME JACKIE

You are responding to
Quotation - DEVAORETQ23000119
SFR SAMPLE 01
DEV GSC Agency

Closing
0 1 1 7
Days Hour Minute Seconds
29 Aug 2023, 01:00 PM

✓ Bid for Items Upload Documents Verify and Submit Exit Save

UPLOAD DOCUMENTS

Attach documents to complement your response.
Maximum file size : 35 MB per file.
Maximum file count : No limit.
13 Supported file types : bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xlsx and zip.
File Name can only contain : Letters of the Alphabets, digits, underscores, hyphens, round brackets, square brackets and spaces.
File Name can only be 170 characters or less in length.
Do not upload password-protected files.
For faster upload, you may upload business documents that are frequently submitted to Government Buyers via My Stuff » Supplier File Repository.
Example of such files are Track Records, Financial Statements, etc.

ATTACHMENTS

1 + Get file from your File Repository + Add Attachments

S/N	File Name	File Size
No attachments available.		

Download Remove

< Prev Next >

2. In the “Select File” page, select the file to be added to the bid.
3. Select “Done”.

The screenshot shows a 'SELECT FILE' dialog box. At the top, it says 'SELECT FILE' and 'You are about to add a file from your File Repository to your bid submission. Please ensure this file is up to date.' Below this is a table with four columns: S/N, File Name, Date Uploaded to File Repository, and File Size. There are two rows of data. A red box highlights the checkboxes in the first column of both rows. A yellow circle with the number '2' is next to the first checkbox. At the bottom of the dialog, there are two buttons: 'Close' and 'Done'. A red box highlights the 'Done' button, and a yellow circle with the number '3' is next to it.

S/N	File Name	Date Uploaded to File Repository	File Size
1.	ABC_Excel_Financial_Statement_2023.xlsx	29 Aug 2023	39 kB
2.	ABC_Excel_Financial_Statement_2022.xlsx	29 Aug 2023	39 kB

Showing 1-2 of 2 records.

Close Done

- 4. The selected file has been attached to the bid submission. Once it is in order, you can click “Next”.

The screenshot displays the 'Upload Documents' section of the GeBIZ interface. At the top, it shows the user is responding to a quotation (DEVAORETQ23000119) for 'SFR SAMPLE 01' from the 'DEV GSC Agency'. A closing timer indicates 338 days, 20 hours, 34 minutes, and 5 seconds remaining, ending on 2 Aug 2024 at 01:00 PM. The progress bar shows 'Bid for Items' completed and 'Upload Documents' as the current step. Below this, the 'UPLOAD DOCUMENTS' section provides instructions on file size (35 MB), count (no limit), and supported file types (bmp, csv, docx, gif, jpeg, jpg, pdf, pptx, rtf, tif, txt, xls, xlsx, zip). It also notes that file names can only contain letters, digits, underscores, hyphens, round brackets, square brackets, and spaces, and must be 170 characters or less. A table titled 'ATTACHMENTS' shows one file: '1. ABC_Excel_Financial_Statement_2023.xlsx' (18.35 kB). At the bottom, a navigation bar includes a 'Prev' button, a yellow circle with the number '4', and a red-bordered 'Next >' button.

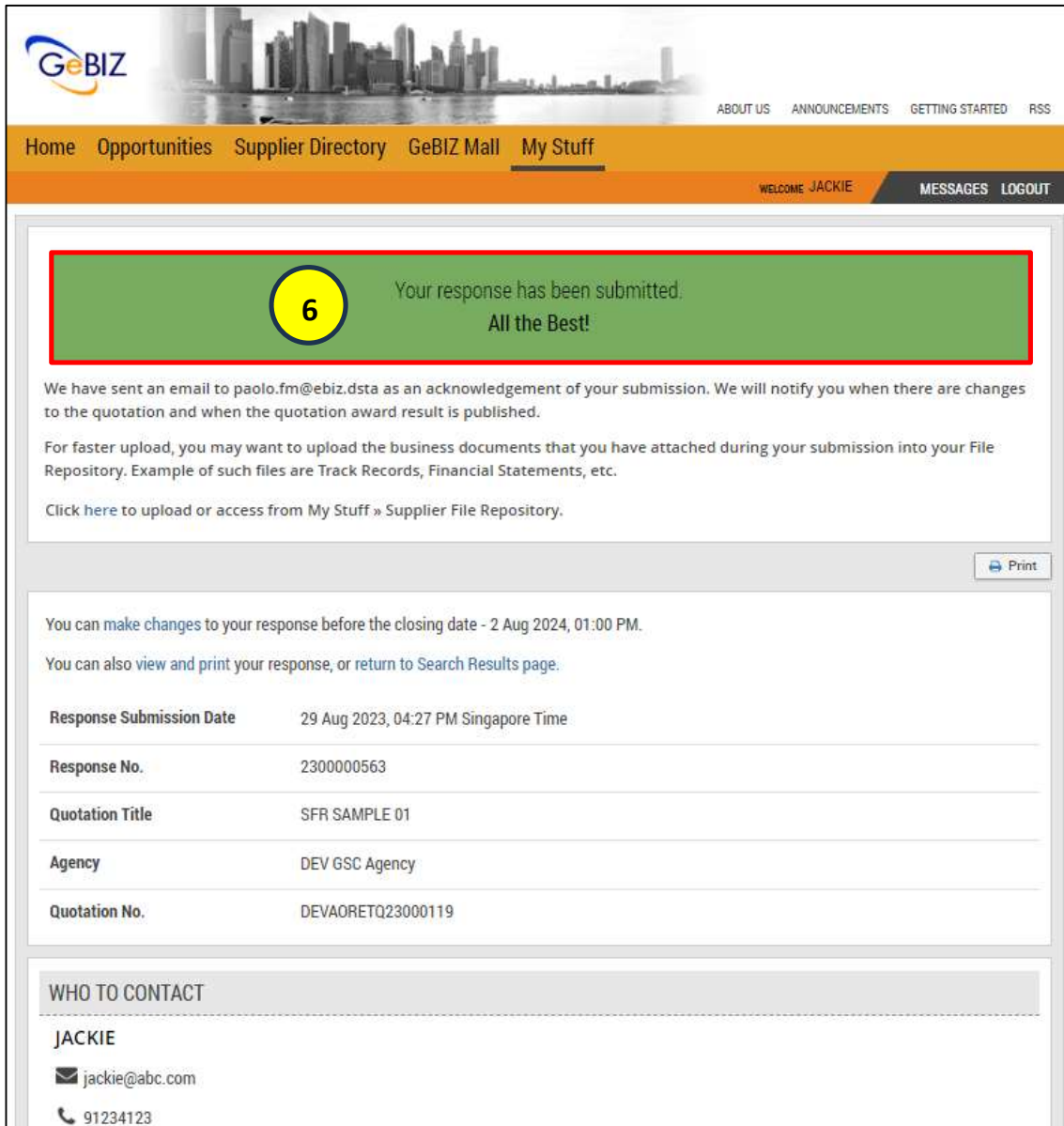
Note

- You can also attach any file(s) for the bid submission by selecting “+ Add Attachments”.

- 5. In the “Verify and Submit” tab, you can verify the file(s) attached to the bid before your submission. Once confirmed, click “Submit”.

The screenshot displays the 'Verify and Submit' interface. At the top, a breadcrumb trail shows 'Bid for Items', 'Upload Documents', and 'Verify and Submit', with the latter highlighted in a red box and a yellow circle containing the number '5'. To the right are 'Exit' and 'Save' buttons. Below the breadcrumb is a light blue instruction box: 'Check the information you entered, add a supplier contact person, and submit your response.' A 'Print' button is on the right. The 'MANDATORY ITEMS' section contains a table with one item: 'Item No. 1 SAMPLE ITEM 1' with a value of '50.00 (SGD)'. The total is '50.00 (SGD) Exclusive of GST'. The 'DOCUMENTS' section, also highlighted with a red box and a yellow circle with '5', lists two files: 'ABC_Excel_Financial_Statement_2023.xlsx (XLSX, 18.35 kB)' and 'DEVAORETQ23000119.pdf (PDF, 185.54 kB)'. Below the documents is a 'Download All' button. The 'SUPPLIER INFORMATION' section shows 'Supplier Name: ABC PTE LTD' and 'Trading Partner Ref. No: 1234123400A'. At the bottom, a 'Prev' button is on the left and a 'Submit' button is on the right, both highlighted with a red box and a yellow circle with '5'.

- 6. Congratulations! You have successfully uploaded a file in SFR and attached it for your bid submission. You should see the green box stating that your response has been submitted – All the Best!



Contact Us

For any queries, please send your enquiry to support@gebiz.gov.sg or call our service desk at (65) 64827121.