

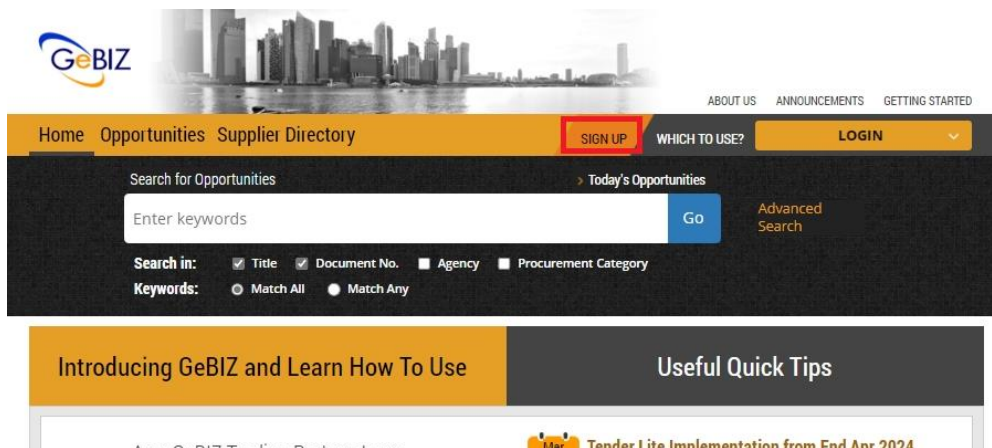
User Guide

For Non-ACRA Registered Suppliers

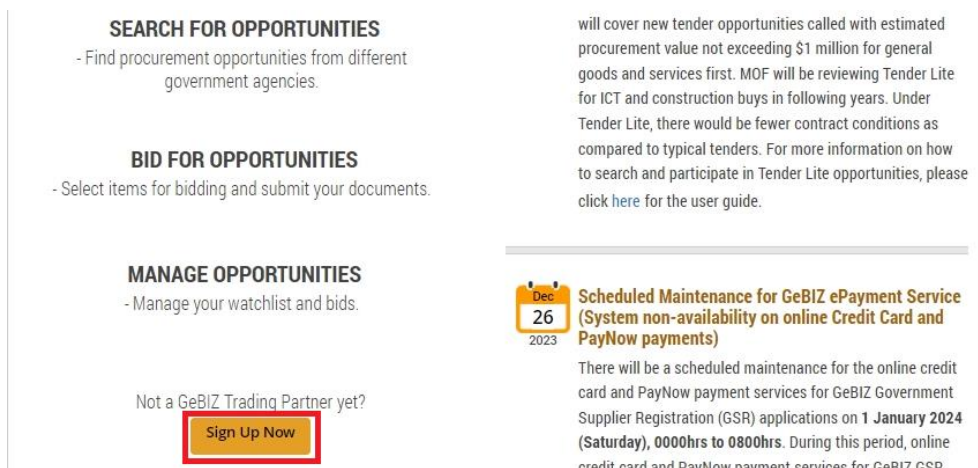
The following illustrates the steps that a non-ACRA registered company should take to complete the e-registration form to register as a GeBIZ Trading Partner.

Note: For Individuals, click on the “More Information” tab to learn about the registration process.

1. At the GeBIZ homepage, click “Sign Up” on the menu bar.



2. Or click on the “Sign Up Now” button.



3. This is the GeBIZ Trading Partner Registration page.

GEBIZ TRADING PARTNER (GTP) REGISTRATION

To do business with Government Agencies, suppliers must register as a GeBIZ Trading Partner in GeBIZ. Registering is fast and easy.

Register now. I am [a Business Entity](#) / [an Individual](#)

INFORMATION REQUIRED FOR REGISTRATION

1. Company Information including registration number and address.
2. Details of nominated Authorised Representatives who will represent your company for all GeBIZ transactions.

4. Take note of the account types and the corresponding benefits.
Note: The first account is free. Subsequent accounts are chargeable, as shown.

<ol style="list-style-type: none">1. Company Information including registration number and address.2. Details of nominated Authorised Representatives who will represent your company for all GeBIZ transactions.			
ACCOUNT TYPES AND FEES			
Account Benefits	First Authorised Representative Account	Second and subsequent Authorised Representative Account	Non-Bidding Representative Account
Subscribe to RSS alert notifications	✓	✓	✓
Download tender/quotation documents from Business Opportunities	✓	✓	✓
Submit Bids to Business Opportunities	✓	✓	✗
View invitations, watchlist and submitted bids	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

5. Continuation screen from step #4

* Charges are valid as of 01 September 2014. The annual subscription fee for each payable GeBIZ Trading Partner account will be inclusive of the prevailing Goods and Services Tax.

Note: A First Representative Account is required before additional accounts can be registered.

For more details on account types and fees, please visit our [FAQ](#).

OTHER INFORMATION

If you wish to know more about the GeBIZ Terms and Conditions, please click [here](#). Should you require any clarification or assistance, please refer to the [Frequently Asked Questions](#) or contact [GeBIZ Service Centre](#).

You can find out more about [Singpass](#) and [Corppass](#) from their websites.

6. Note: Before registering as a GeBIZ Trading Partner, do read through and agree to the Terms and Conditions first. To view the Terms and Conditions, you may click the link as shown.

View invitations, watchlist and submitted bids	✓	✓	✗
Access to Awarded Orders, Letter of Acceptances or Contracts	✓	✓	✓
Subscription Charge	FREE	SGD\$ 280 per year *	SGD\$ 70 per year *

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7. Click "Register now. Im a Business Entity" to start the registration.

GEBIZ TRADING PARTNER (GTP) REGISTRATION

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Register now. I am [a Business Entity](#) / [an Individual](#)

INFORMATION REQUIRED FOR REGISTRATION

1. Company Information including registration number and address.
2. Details of nominated Authorised Representatives who will represent your company for all GeBIZ transactions.

8. Click "Register" of "Registered in Singapore with Unique Entity Number (UEN) www.uen.gov.sg" to continue the registration.

GTP REGISTRATION: I AM A BUSINESS ENTITY

[Register](#)
Registered in Singapore with Unique Entity Number (UEN) www.uen.gov.sg

[Register](#)
Incorporated outside of Singapore

[Close](#)

9. These are the steps for registration. If you have the necessary information and are ready to proceed, click "Continue".

STEPS TO REGISTER

1. Enter your business entity information

Enter your business entity details and authorized representative information.

2. Verify and Submit

Check the information you entered, make your declaration and submit your registration.

Cancel Continue

10. Fill in your company information.

Note:

(*) denotes the mandatory fields.

(+) denotes fields that will be displayed in the Supplier Directory. The Supplier Directory allows the searching and viewing of supplier information.

BUSINESS ENTITY INFORMATION

Fields marked by * will be displayed in Supplier Directory.

PLEASE ENTER YOUR BUSINESS ENTITY INFORMATION

Business Registration No. **

Business Entity Name **

PLEASE ENTER YOUR REGISTERED ADDRESS

Country **

Postal/Zip Code **

Address Line 1 **

11. Continuation screen from step #10

PLEASE ENTER YOUR REGISTERED ADDRESS

Country **

Postal/Zip Code **

Address Line 1 **

Address Line 2 *

Contact No. **

Email **

Default email for all communication with company

12. Under the "REPRESENTATIVE INFORMATION" section, complete the information of your company representative who will be using this account. Then click "Continue" to continue.

Note: It is mandatory to select at least one area of business.

The subscription fee for the first GeBIZ Trading Partner account will remain free of charge. This account will have full access to all features.

PLEASE ENTER THE REPRESENTATIVE INFORMATION

Representative Name *	<input type="text"/>
Contact No. *	<input type="text"/>
Email *	<input type="text"/>
Account Type	Free
Identification Type *	NRIC No./ FIN No. (For Singaporean/Permanent Resident/Employment Pass Holder)
Identification No. *	NRIC Number <input type="text"/>

[Cancel](#) [Continue](#)

13. Read through and verify all the information you have entered. Make edits where necessary.

VERIFY AND SUBMIT

Check the information you entered, make your declaration and submit your registration.

BUSINESS ENTITY INFORMATION

Business Registration No. *	53184456X
Business Entity Name *	ALPHA INTERNATIONAL

REGISTERED ADDRESS

Country *	Singapore
Address Line 1 *	YISHUN STREET 81, 02 -276
Address Line 2 *	

14. Continuation screen from step #13

Contact No. *	123456
Email *	info@alpha.com.sg
Default email for all communication with company	

REPRESENTATIVE INFORMATION

Representative Name	SMITH
Contact No.	123456
Email	info@alpha.com.sg
Account Type	Free
Identification Type	GeBIZ ID
Identification No. (NRIC/Passport Number)	12345679

15. After you have verified all the information entered, complete the Declaration portion as shown.

DECLARATION

1. I have read and agreed to adhere to [GeBIZ Terms and Conditions](#).

2. Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name *

SMITH

NRIC/Passport No. *

12345679

Contact No. *

123456

Email *

info@alpha.com.sg

Back

Submit

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

DECLARATION

1. I have read and agreed to adhere to [GeBIZ Terms and Conditions](#).

2. Pursuant to the Electronic Transactions Act, I declare that the information above is correct and true.

Applicant's Name *

SMITH

NRIC/Passport No. *

12345679

Contact No. *

123456

Email *

info@alpha.com.sg

Back

Submit

17. Your registration has been submitted. An email confirmation will also be sent to you (using the email entered in the Declaration).

Note: You are not allowed to register as a GeBIZ Trading Partner if you are already an existing GeBIZ Trading Partner.

Click "Print" to print it out.

Your registration has been confirmed.

We have sent your registration confirmation email to info@alpha.com.sg

Print

Congratulations! Your business entity is now a registered GeBIZ Trading Partner.

Log in to GeBIZ now and start doing business with our government agencies.

Business Entity Name

ALPHA INTERNATIONAL

Trading Partner Ref No.

53184456X

Authorised Representative

SMITH